

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
SEPTEMBER 27, 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 SEPTEMBER 27, 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; Clerk of Council/Executive Assistant Tracy Heinline; Chief of Police Mark Sisson; Planning Director Benjamin Tripp

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Councilwoman Hockett.

II. ADJUSTMENT OF THE AGENDA

Mayor Barber adjusted the agenda to include a Fire Prevention 2022 resolution under the Consent Agenda and discussion of street closures for the 2022 Fire Prevention Parade under Discussion and Action by Mayor and Council.

Councilman Showalter made a motion to adjust the agenda to include the Fire Prevention resolution and street closures for the Fire Prevention parade, seconded by Councilwoman Hicks. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

III. PUBLIC HEARINGS

- A. Rezoning request by Marjorie Ann Rhudy, property owner, and RWW 34 LLC, contract purchaser, to rezone the property located at 1200 Buffalo Drive, N.W. (Tax Parcel 556 – ((A)) – 84; Parcel ID 111028) 4.901 acres from A Agricultural District and B-3 General

Business District to R-3 Multiple-Family Residential District with proffered conditions, in order to allow 49 townhouse units. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Steve Semones, Balzer & Associates, 80 College Street, referenced several slides showing the property on Buffalo Drive. Mr. Semones explained that the current zoning of the property was Agricultural and B-3 and the property owner was requesting to rezone to R-3 to allow townhome use. He noted that this would allow approximately 10 units of townhomes per acre with one access point off Buffalo Drive which would loop around to service the townhomes. Mr. Semones added that water and sewer would be extended through the property as well as a private drive that would be designed and built to Town standards with a 30-foot width per the zoning ordinance. He expressed that one of the items mentioned at the Planning Commission level was overflow parking. Mr. Semones explained that 18 additional parking spaces would be added for guests and overflow parking. He included sidewalks would be added as well along Moose Drive to access Buffalo Drive. Mr. Semones pointed out the concern of school traffic in the mornings and afternoons and noted there would not be an access point in the congested area but instead would be placed closer to the gravel road away from the intersection.

Mr. Semones expressed that the townhomes would be maintained under an HOA (Homeowner's Association) that would maintain the stormwater management, plowing of the drives, and exterior maintenance of units and grounds. Mr. Semones added that the current study and drainage improvements for College Street would not be impacted. He explained there would be 25 percent of open space primarily to the front of the property and they were exploring ideas, such as a dog park and a children's playground area. He noted there would be ample access for emergency vehicles to provide services. Mr. Semones concluded there were three proffers; that it will be substantial conformance with the concept plan, that it would only be used for townhome residential use only, and there would be no more than three bedrooms per unit.

Mayor Barber inquired if the HOA or the Town would be responsible for collecting trash at the new townhomes. Mr. Semones explained that it had not been decided as of yet who would provide the service. Mayor Barber noted that the Town has had difficulty in the past collecting solid waste at townhomes due to overcrowded trash cart access and parking. Councilwoman Hicks expressed concern for the solid waste access as well and asked where the trashcans could be placed when they were not in use. Mr. Semones noted there would be storage in the front of the units off the front porches. Councilwoman Hicks asked if Mr. Semones could guarantee this rezoning would not interfere with the College Street study. Mr. Semones explained they would work closely with the Town's Engineering Department so there would be no interference. Mrs. Hicks asked if there were future plans to pave the portion of the Buffalo Drive that is currently gravel. Assistant Town Manager Andrew Warren explained that a portion of the road was required to be trail on the upper side of the gravel street as part of the Kensington proffer requirements. He added that Public Works has access through right-of-way to the water tank from the lower end of the gravel drive and he believes there are no plans to pave.

Councilman Showalter inquired that since this was a private drive would the Town's ordinance apply since the trash containers would be in front of the homes. Town Manager Wingfield stated the Town Code read that the cans had to be out of sight of public streets

or could be allowed within three feet of the main façade. Councilman Showalter expressed that he liked the dedicated space at the turn-around because of the previous issues with high-density developments and noted that in those areas that trash cans can be seen everywhere. Mr. Showalter and Mayor Barber asked Mr. Semones to ultimately let Council know if collection will be provided by the Town or a private company.

B. Conditional Use Permit request by Loy/Mary Burch II LLC, Property Owner, and Ron Frank Jr., Lessee, to allow a public billiard parlor and poolroom on the property located at 3165 N. Franklin Street (Tax Parcels 406-4-28, 406-4-29, 406-4-30, 406-4-31, 406-4-32, 406-4-33, 406-4-54, 406-4-55, 406-4-56, 406-4-57, 406-4-58, being portions of Parcel ID 000437; 406-4-24, 406-4-25, 406-4-26, 406-4-27, being all of Parcel ID 000439; and Tax Parcels 406-4-17, 406-4-18, 406-4-19, 406-4-20, 406-4-21, 406-4-22, 406-4-23, being all of Parcel ID 000440); zoned B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Planning Director Benjamin Tripp announced to Council that the applicant was unable to attend the Council meeting and had asked if this item could be continued until the next meeting. Councilman Showalter noted that the applicant was not required to attend the public hearing and if they would like to speak, they could attend the next Council meeting when a vote would take place from Council.

IV. CONSENT AGENDA

- A. Approval of Minutes of September 13, 2022
- B. Monthly Bill List
- C. Schedule Public Hearing for October 25, 2022 for vacation of 0.2 acres of right-of-way associated with the former Patricks Way, N.W. location
- D. Reschedule public hearing from September 27, 2022 to November 15, 2022 for a Conditional Use Permit request by Cole/Burch Properties LLC, Property Owner, and Donnie Tignor, Lessee, to allow a contractor's equipment storage yard on the property located on the northeast corner of the intersection of Simmons Road, SE and unbuilt Alma Street, SE, and southeast of 2095 and 2091 Roanoke Street (Tax Parcel Nos. 529-1-17, 529-1-18, and 529-1-19) zoned B-3 General Business District. The property is designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- E. Resolution recognizing October 9 –15, 2022 as Fire Prevention Week

Councilman Wilson made a motion to approve the consent agenda as presented, seconded by Councilman Bishop. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

V. INTRODUCTIONS AND PRESENTATIONS

No introductions or presentations

VI. CITIZEN COMMENTS

Stephanie Roberts, Christiansburg High School PTSA, 202 Wisteria Lane, expressed she had submitted a special event permit to the Town for the annual Christiansburg High School parade to benefit high school students. She explained that the school was asking for time to set up for the event from 4:30 p.m. – 7:00 p.m. Ms. Roberts expressed that they were anticipating around 2,000 in attendance and would require police to assist with parking and traffic.

Lindsay Ratcliffe, owner of Space Rabbit Coffee, introduced herself to Council and explained that the business would be opening a drive-thru location on Roanoke Street. Ms. Ratcliffe questioned if there were plans to extend the façade grant programs to include Roanoke Street.

Councilwoman Hicks explained that this year focused on the downtown area with the hope of next year expanding to the Roanoke Street area. Councilman Jenkins noted they would like to expand in subsequent cycles and that businesses should be prepared to apply next fiscal year for the grant.

VII. COMMITTEE REPORTS

A. Bishop and Hockett – Street Committee Report/Recommendation

1. Plat Showing Boundary Line Adjustment, Sidewalk Easement Dedication, and a Public Utility Easement Dedication for Kyle Manor Townhomes for Tax Map Nos. 556-((A))-2A and 556-((A))-3 on the corner of College Street NW and Buffalo Drive NW.

Councilwoman Hockett explained that the property owner would like to adjust the property to follow the driveway and parking that currently exists, and that sidewalks and public utility easements would be dedicated for future development.

Councilwoman Hockett made a motion to approve the recommendation from the Street Committee for the boundary line adjustment, sidewalk easement dedication, and a public utility easement dedication on the corner of College Street and Buffalo Drive, seconded by Councilman Bishop. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

2. Plat Showing Subdivision, Boundary Line Adjustment, and Public/Private Easement Dedications for Tax Map Nos. 436-((A))-11A and 436-((A))-18 in the 2100 block of North Franklin Street (Total of 3 Lots).

Councilwoman Hockett explained that this subdivision and boundary line adjustment would also have a private easement dedicated for access to the property.

Councilwoman Hockett made a motion to approve the recommendation from the Street Committee for a subdivision, boundary line adjustment, and public/private easements dedication in the 2100 block of N. Franklin Street, seconded by Councilman Bishop. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

3. Plat Showing Right-of-Way Dedication for Corporate Drive SE, a Temporary Construction Easement, and a Permanent Drainage Easement on Tax Map No. 559-((1))-1B at 295 Technology Drive SE (Backcountry.com parcel).

Councilwoman Hockett explained that the right-of-way dedication would dedicate additional width to better accommodate turning in and out of the street. Mrs. Hockett also expressed that a temporary construction easement would be added for Corporate Drive to develop the road, along with a cul-de-sac at the end and a permanent drainage easement.

Councilwoman Hockett made a motion to approve the recommendation of the Street Committee for a right-of-way dedication for Corporate Drive, a temporary construction easement, and a permanent drainage easement at 295 Technology Drive, seconded by Councilman Bishop. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

B. Hicks and Jenkins – Central Business Committee Report

1. Façade Grant selection process update

Councilman Jenkins referenced the new scorecard information presented at Council's seats and noted the Central Business Committee was in their third round of façade grants. He explained that the scorecard had come from a discussion that the Committee recently had and wanted to bring the information to Council before they look at the ten remaining applicants. Councilwoman Hicks added that this scoring was a trial and there could be changes if needed but felt that this process gave a sense of transparency and accountability for processing façade grants. She noted that the process was not easy and felt all businesses were deserving but explained that this could possibly open a larger discussion regarding smaller façade grants in the future. Mr. Jenkins explained that this process provides the foundation for the next round.

Councilwoman Hockett asked if the questions on the scorecard were questions that the applicant would have initially answered on the application. Councilman Jenkins explained that not all criteria was established in the initial application and with the applicants the committee would follow-up with the applicants if needed, come to a consensus, and move forward. Councilman Bishop asked what a score would be based on. Mr. Jenkins explained that the scores would be somewhat subjective, and the scorecards would also include a comment section. Mayor Barber suggested setting a precedent for established businesses that have been in the Town longer than newer businesses.

Councilman Showalter questioned that once this process is completed, how would they move forward. Mr. Jenkins explained that once the applicants are chosen then the information would be brought back to Council and the applicants would work with staff and the artist. Councilman Showalter questioned if the update to include other areas would have the 50-year-old building rule taken out and explained that he was not sure if there were older buildings on Roanoke Street.

Councilwoman Hockett suggested the Committee consider writing explanations of what the different scores mean and what the full measure of a maximum score is. Mayor Barber noted that the process of definitions for each score could take a great deal of time to write. Councilwoman Hicks reminded Council there was also a mission statement included on the application. Councilman Jenkins expressed that the process was already behind, and they were in the third round of applicants and felt that things should continue to move forward. Councilman Showalter and Councilwoman Hockett expressed that a job was well done by the Committee.

Councilwoman Hicks reported that the New River Valley Agency on Aging provided a great deal of help to the elderly in the area and if anyone knew of an individual/individuals that needed transportation, meals, counseling, legal advice, etc. to please reach out. Mayor Barber asked Mrs. Hicks to supply the public with contact and services information at the next meeting.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Request for street closures for the Christiansburg High School Homecoming Parade for Wednesday, October 12, 2022 with a temporary shutdown between 3:00 - 3:30 p.m. to place barricades along W. Main Street from the intersection of Franklin Street and Main Street to Phlegar Street and street closures from 5:00 - 8:00 p.m. to include Main Street from Park Street, N.E. to Radford Street, N.W., Roanoke Street from E. Main Street to First Street, Pepper Street, S.E. from E. Main Street to First Street, Pepper Street, N.E. from E. Main Street to Hill Street, Franklin Street from First Street to Commerce Street, N.W., Hickok Street from Commerce Street, N.W. to First Street, S.W., Dunkley Street, N.W. from W. Main Street to College Street, N.W., Phlegar Street, S.W. from W. Main Street to First Street, Radford Street, N.W. from W. Main Street to Depot Street, N.W., Depot Street,

N.W. from Radford Street, N.W. to Middle School Road, N.W., Middle School Road, N.W. from Radford Street, N.W. to Sheltman Street, N.W.

Councilman Wilson made a motion to approve the request for street closures for the Christiansburg High School Homecoming Parade, seconded by Councilwoman Hicks. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

B. Personal Property Tax Discount Rate based on the Personal Property Tax Relief Act of 1998 Town Manager Wingfield explained that this was concerning the vehicle tax relief through the state and noted that the Town receives money every year as a rebate to property owners for their vehicle property taxes for vehicles assessed under \$20,000. Mr. Wingfield explained that the Town staff is suggesting setting the rate at 25.52%. Mayor Barber inquired how could people be sure they received the reduction and Mr. Wingfield suggested that individuals check with the Finance Department to see if they are eligible.

Councilman Wilson made a motion to approve the personal property tax discount rate based on the Personal Property Tax Relief Act of 1998 as recommended, seconded by Councilwoman Hicks. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman – Showalter – Aye; Councilman Wilson – Aye.

C. Street Closure for the Fire Prevention Parade on October 4, 2022 from 5:00 to 10:00 p.m. of Main Street from Park Street, N.E. to Radford Street, N.W.; Radford Street, N.W. from W. Main Street to Depot Street, N.W.; Depot Street, N.W. from Radford Street, N.W. to the Fire Department; and Roanoke Street from E. Main Street to First Street, S.E.

Councilman Showalter made a motion to approve the above street closures for the Fire Prevention Parade on October 4, 2022, seconded by Councilwoman Hockett. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield updated Council on the Cambria Trail Revenue Sharing project. He explained the Town had been approved for a 50%/50% match Revenue Sharing project and that the Town currently has \$90,000 allocated for survey work in the current fiscal year's budget. He added that the Town would budget for next fiscal year for the design, right-of-way acquisition, and construction. Mr. Wingfield added that there were three different trail sections, including a 10-foot paved trail, a 10-foot multi-use trail joining the street right-of-way, and an 8-foot sidewalk. He expressed that the work should take approximately two years to complete. Councilman Showalter inquired what the next

phase to this construction would be. Mr. Wingfield explained that survey work would take place this spring.

Mr. Wingfield reported that the estimate for the Downtown Park bathrooms renovation was \$65,000 for installation and would involve a stick-built structure due to the hill. Mayor Barber questioned if the amount included water and sewer work as well. Mr. Wingfield noted that the amount estimated was more than likely just for building installation.

Mr. Wingfield noted that the 2022 Virginia Municipal League Conference was October 2 – 4 and explained that a potential quorum of Council had been announced to the public. Councilwoman Hicks inquired why both the Town Manager and the Assistant Town Manager would be in attendance and the conference. Mr. Wingfield explained that both typically attend different breakout sessions at the conference. Mayor Barber also noted that it is not uncommon for the both the Town Manager and the Assistant Town Manager to attend the VML Conference and he encouraged it. Mr. Barber explained that the roster was set, and both would be in attendance.

Mr. Wingfield reported several upcoming events, including the October 4th Fire Prevention Parade, the Rockin' Main event on October 8th and the Christiansburg High School Homecoming parade on October 12th.

Mr. Wingfield concluded that he would like to correct an error from the previous Council meeting and explained that he had communicated to Council that the County had voted on the Merchant Capital Tax, but they had voted instead to set the public hearing for October 10th. Mr. Wingfield also mentioned that the County would be having a Transportation Plan public meeting on September 29th at the Government Center. Councilwoman Hicks suggested Mr. Wingfield pass the public meeting information on to previous individuals that had concern for the bus transportation.

B. Town Attorney

No report.

C. Other Staff

No report.

X. COUNCIL REPORTS

Councilman Showalter – no report.

Councilman Bishop – no report.

Councilwoman Hicks reported there would be a Trick-or-Treating event at the Aquatic Center's Skate Park on October 22nd. Mrs. Hicks also expressed that her family has enjoyed the youth swim team class that the Aquatic Center provides.

Councilwoman Hockett – no report.

Councilman Wilson – no report.

Councilman Jenkins reported there would be a Central Business Committee meeting September 28th. Mr. Jenkins also reported that the art exhibit at the Electrical Supply building in Cambria was moving forward successfully.

Mayor Barber complimented the Parks and Recreation, Police, Rescue, and Public Works departments for a successful Rockin' Main event on Saturday, September 24th. Mr. Barber also reminded Council of the upcoming Town Manager evaluation.

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 Heinlein, Clerk of Council


D. Michael Barber, Mayor