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335 Windsor Drive NW Tax Parcel 435-((36))-5  
Easement Vacation  
SEPTEMBER 17, 2013

**EASEMENT VACATION: 335 WINDSOR DRIVE NW**

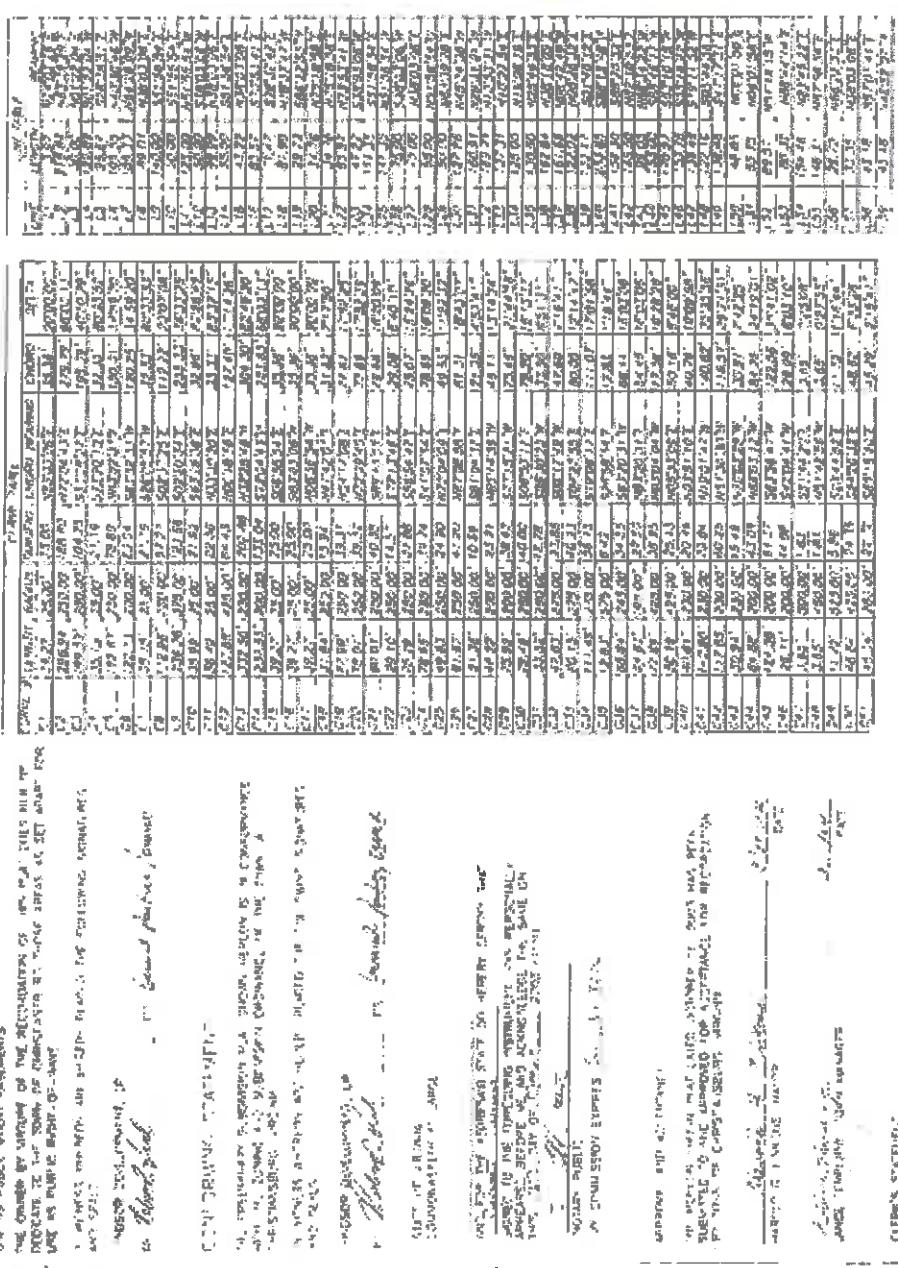
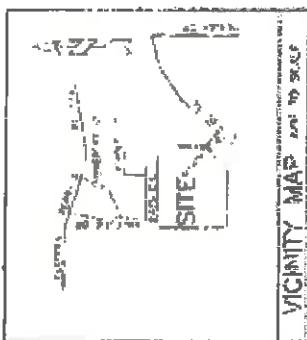
TAX MAP #	OWNER(S)	STREET ADDRESS
465- 36 23	HOWELL FRANKIE EDWARD	310 WINDSOR DR
465- 36 22	POERTNER BRYAN R	320 WINDSOR DR
465- 36 4	SEMONES STEVEN M	325 WINDSOR DR
465- 36 6	VALENCIC ANTHONY F	345 WINDSOR DR
465- 36 5	NELSON SENETTA O LE	335 WINDSOR DR
465- 25 67	STONE DONALD D	25 ADLER LN

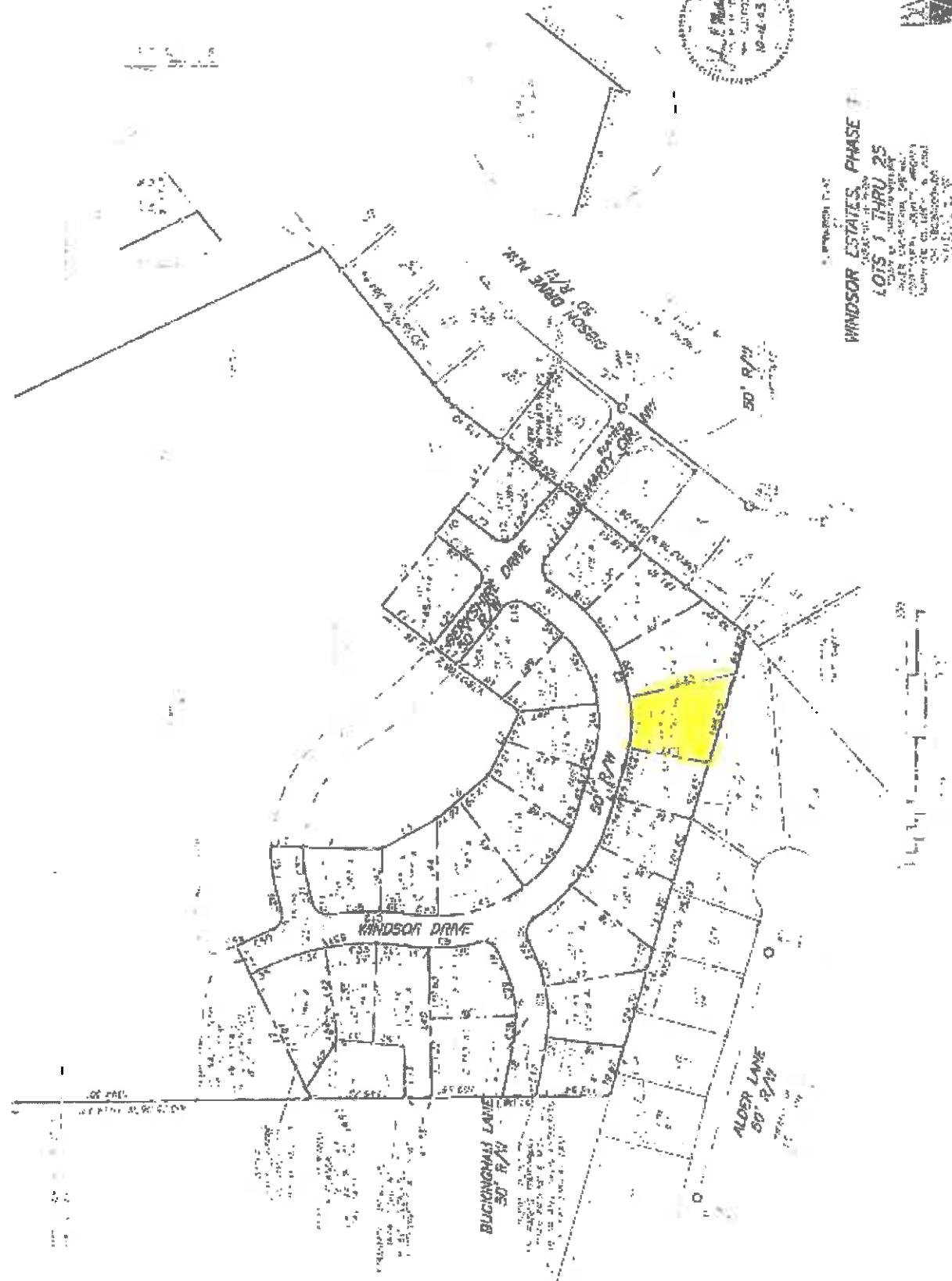
Atmos Energy  
Attn: Michael C. Vallet  
1013 W. Main Street  
Radford, VA 24141

D. Michael Davis, Engineer  
Verizon Engineering Dept.  
4843 Oakland Blvd.  
Roanoke, VA 24012

AEP

Vernon E. Crouch, Right-of-Way Agent  
4600 Newbern Road  
Pulaski, VA 24301





WINDSOR ESTATES, PHASE 1

LOTS 1 THRU 25

THIS MAP IS FOR INFORMATION PURPOSES ONLY  
AND IS NOT A PLAT OR SUBDIVISION MAP

PLATMEN'S ARCHITECTS ENGINEERS SURVEYORS

**Christiansburg Planning Commission  
Minutes of September 9, 2013**

**Present:** Matthew J. Beasley  
Ann H. Carter  
Harry Collins  
M.H. Dorsett, AICP  
David Franusich  
Jonathan Hedrick  
Steve Huppert  
Craig Moore, Chairperson  
Joe Powers, Vice-Chairperson  
Jennifer D. Sowers  
Nichole Hair, Secretary <sup>Non-Voting</sup>

**Absent:** Ashley Cowen

**Staff/Visitors:** Missy Martin, staff  
Todd Walters, Staff  
Cindy Disney, Montgomery County Planning Commission  
Bryan Rice

Chairperson Moore called the meeting to order at 7:01 p.m. in the Christiansburg Town Hall at 100 E. Main Street, Christiansburg, Virginia. Chairperson Moore stated a request was made to switch item number 3 and 4 on the agenda and asked for any objections to this change; no objections were made.

**Public Comment.**

Chairperson Moore opened the floor for public comment. No public comments were made. Chairperson Moore closed the floor for public comment.

**Approval of meeting minutes for July 22, 2013.**

Chairperson Moore introduced the discussion. Commissioner Dorsett made a motion to approve the Planning Commission meeting minutes. Commissioner Beasley seconded the motion which passed 10-0.

Planning Commission work session regarding an ordinance amending Chapter 30 "Zoning", specifically, sections 30-185, 30-186, 30-190, and 30-193 of the Christiansburg Town Code to clarify the requirements for final site plans, when preliminary and final site plans expire, and fees associated with the submittal of same.

Chairperson Moore opened the discussion in work session. Commissioner Franusich made a motion to go into work session. Commissioner Dorsett seconded the motion which passed 10-0.

Planning Commission discussed the amending the ordinance. No action was taken.

Commissioner Dorsett made a motion to close the work session. Commissioner Carter seconded the motion which passed 10-0.

Commissioner Dorsett recommended the Planning Commission send the drafted proposed amendments for site plan reviews for Town Council approval. Chairperson Moore asked for any objections and no objections were made.

Planning Commission work session regarding an ordinance amending Chapter 30 "Zoning" of the Christiansburg Town Code to address parking requirements for mixed use structures with apartments in the B-2 Central Business District; on-site parking requirements and off-site cooperative parking provisions; and grandfathered status in the B-2 Central Business District.

Chairperson Moore opened work session. Commissioner Dorsett made a motion to go into work session. Commissioner Hedrick seconded the motion which passed 10-0.

Planning Commission discussed the amending the ordinance. No action was taken.

Commissioner Dorsett made a motion to close the work session. Commissioner Carter seconded the motion which passed 10-0.

Planning Commission agreed to move forward and have staff set the public hearing for the ordinance amended in regards to parking.

#### Other Business

Chairperson Moore asked for other business. Planning Director Nichole Hair informed the Plan Virginia Planning Commission the Planning Commissioner Training will be held in Blacksburg in the Spring of 2014 and advised the Commissioner's if they have not completed the course to please sign up.

Ms. Hair added the Town Council has approved the Zoning amendment of parking reduction and the use of alternative paving. Ms. Hair added the Martin's will be required to have another public hearing including pay the required fees associated with that hearing. Commissioner Collins asked Ms. Hair why the Martin's will be required to pay the public hearing fees. Ms. Hair responded Town Council does not wish to set a precedence of having Town Council cover fees for public hearings.

Other Business - (continued).

Vice Chairperson Powers added Town Council was asked to waive the fee and the Town Council declined. Commissioner Collins responded the Planning Commission advised the Martin's to hold off and he felt like asking for new fees was setting a bad precedence from the Planning Commission.

Ms. Hair stated on September 23, 2013 a public hearing will be held to discuss the recodification and Assistant Town Manager, Mr. Wingfield, will attend this meeting to discuss the recodification with the Planning Commission.

Commissioner Franusich asked Ms. Hair for an update on the status of the Christiansburg Bikeway/Walkway committee. Ms. Hair replied she is still working on recruiting committee members and named all of the committee members interested at this time. Commissioner Franusich asked to be a member and Ms. Hair responded she will ask Administration if a second Planning Commissioner can be added.

There being no more business Chairperson Moore adjourned the meeting at 8:21 p.m.

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Craig Moore, Chairperson

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Nichole Hair, Secretary Non-Voting

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES OF SEPTEMBER 3, 2013 AT 7:30 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, VA, ON SEPTEMBER 3, 2013 AT 7:30 P.M.

COUNCIL MEMBERS PRESENT: Mayor Richard G. Ballengee; Vice-Mayor Steve Huppert; D. Michael Barber; Henry D. Showalter; Bradford J. Stipes; James W. Vanhoozier. ABSENT: R. Cord Hall.

ADMINISTRATION PRESENT: Town Manager Barry Helms; Town Clerk Michele Stipes; Town Attorney Theresa Fontana; Assistant Town Manager Randy Wingfield; Planning Director Nichole Hair.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. THE 2012 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER). The Town of Christiansburg, as a recipient of Community Development Block Grant (CDBG) funding, is required by the U.S. Department of Housing and Urban Development (HUD) to prepare the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is an evaluation and performance report detailing accomplishments toward meeting the goals outlined in the 2010-2015 Consolidated Plan. The CAPER compares the actual performance measures with the performance measures listed in the 2012 Annual Action Plan. Planning Director Nichole Hair reported that approximately \$81,000 in CDBG funding was spent in 2012 to support sidewalk repair and replacement along Roanoke Street and East Main Street. There were no comments received from the public.

REGULAR MEETING

I. CALL TO ORDER:

MAYOR BALLENGEE called the regular meeting of Council to order and asked if there were any additions or corrections to the regular meeting minutes of August 20, 2013. Councilman Barber made a motion to approve the minutes as presented, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Barber, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

II. CITIZEN'S HEARING:

1. CITIZEN COMMENTS.

- a. Meghan Dorsett of 630 Depot Street brought to Council her concerns regarding omissions in the proposed Strategic Tourism Plan. The Cambria Depot, Cambria Emporium Building, Shafer Memorial Church, and various unique shops, are all historically rich assets in the Cambria section of town that are not mentioned in the Strategic Tourism Plan. Ms. Dorsett sat on the Strategic Tourism Plan Committee and, even though she was only able to attend one planning meeting, provided the Committee with detailed information regarding several historic properties in the Cambria section of town. Her concern is that the town doesn't consider these properties to be of value when promoting the town. Ms. Dorsett spoke about the historic features of the Cambria Depot, which dates back to the year 1867, and was integral to the decision to establish Virginia Tech in Blacksburg. The Cambria Depot sees a fair number of visitors each month and tourism materials are provided for those interested. Ms. Dorsett noted that mention of the historic Starlight Theatre was also overlooked in the plan. Ms. Dorsett thanked Council for considering her concerns. Ms. Dorsett said she spoke to Tourism Director, Lisa Bleakley, of her concerns prior to addressing Council. Councilman Showalter said it was important to hear from Ms. Bleakley regarding the omissions before taking action on the Strategic Tourism Plan.
- b. Carol Lindstrom, 630 Depot Street, addressed Council regarding the proposed Tourism Strategic Plan, pointing out that some of the businesses listed in the plan are no longer in operation and should be removed. Ms.

Lindstrom supported the comments made by Ms. Dorsett regarding the rich history found in the Cambria section of town, especially with the Cambria Depot. In addition to this, Ms. Lindstrom expressed concern with the inconsistent hours of operation at the Christiansburg Aquatic Center, which she believes discourages citizens from patronizing the facility. She asked that the Town focus attention on promoting other aspects of town such as the farmer's market.

### III. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS

1. Council action on:
  - a. Council's intention to adopt an ordinance amending Chapter 30 "Zoning" of the *Christiansburg Town Code* in regards to parking design requirements and in regards to the addition of Sec. 30-9 (i) "Exceptions relating to conditional zoning and/or conditional use permits". The Public Hearing was held August 20, 2013. Councilman Stipes made a motion to adopt the ordinance amendment as presented, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Barber – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
2. Council to consider terminating hand-delivery of council meeting agendas and draft meeting minutes by officers of the Police Department. Councilman Vanhoozier made a motion to terminate the practice of hand-delivery of agendas and draft meeting minutes to Council by the Police Department, and the electronic transmission of agendas and draft minutes no later than the Thursday evening before a regularly scheduled meeting. Councilman Showalter seconded the motion and Council voted as follows: AYES: Barber, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
3. Adoption of the proposed Tourism Strategic Plan. The plan was presented to Council at the April 16, 2013 meeting. Councilman Showalter requested that action on the Tourism Strategic Plan be tabled to allow Council time to review the comments heard from Meaghan Dorsett and Carol Lindstrom during the Citizen's Hearings. Council requested that Ms. Dorsett email an itemized list of the specific business listings she would like featured in the plan. Councilman Showalter and Town Manager Helms would then meet with the Tourism Development Council regarding the list. Mayor Ballengee tabled the matter for further review, including a response from the Tourism Development Council. Council requested that the director of the Tourism Development Council bring an update to Council regarding progresses within the commission.
4. Council to set the personal property tax relief percentage at 40.08% as required by the Personal Property Tax Relief Act. Councilman Vanhoozier made a motion to set the Personal Property Tax Relief Percentage at 40.08% as required by the Personal Property Tax Relief Act. Councilman Barber seconded the motion and Council voted as follows: AYES: Barber, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
5. Recommendation on bench placement in the downtown area. Town Manager Helms reported that he has studied this matter per the request of Council's and is offering the recommendation that Council allow the dedication of memorial benches in the downtown area. Bench placement was priced at approximately \$1,700, and that cost would be incurred by the individual requesting the bench placement. Town Staff would determine specific placement for each bench, which must comply with specifications already setforth, and would provide installation at no cost. Council requested the drafting of a policy that would address future concerns such as placement duration, replacement costs, and other areas of concerns, including a map designating placement sites. Town Manager Helms agreed to draft a policy for Council consideration.
6. Councilman Stipes and Councilman Vanhoozier – Street Committee recommendation:
  - a. Speed control measures in various areas of town. Councilman Stipes reported that the Street Committee reviewed this matter at the request of Mayor Ballengee in addressing citizen concerns regarding traffic on Glade Drive. The Police Department provided the Street Committee with traffic information for Glade Drive, and after reviewing, the Street Committee requested additional updated speed and crash data. Councilman Stipes stated that he and Councilman Vanhoozier plan to do a site visit, and will invite the citizen requesting the speed limit reduction to present that request to Council in person. Councilman Vanhoozier added that as part of the review, the Street Committee will compare past decisions regarding speed limit reduction with the Glade Drive request. The Street Committee plans to review a traffic calming request for Independence Boulevard.

**IV. TOWN MANAGER'S REPORTS:**

1. **MONTHLY BILLS:** On motion by Councilman Barber, seconded by Councilman Stipes, Council voted to approve the monthly bills to be paid on September 10, 2013, in the amount of \$1,346,183.32. Council voted on the motion as follows: AYES: Barber, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

2. **PUBLIC HEARING REQUEST:** Town Manager Helms presented the following matter and recommended setting the Public Hearing for October 1, 2013:

- a. Recodification of the *Christiansburg Town Code*.

On motion by Councilman Barber, seconded by Councilman Vanhoozier, Council voted to set the Public Hearing for October 1, 2013. Council voted on the motion as follows: AYES: Barber, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Council scheduled a work session for October 29, 2013 at 6:00 P.M. to discuss the recodification.

3. **SECOND REGULAR MEETING DATE IN OCTOBER.** Councilman Barber made a motion to cancel the second regular Council meeting in October because it conflicts with the dates of the VML Annual Conference. Councilman Huppert seconded the motion and Council voted as follows: AYES: Barber, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

4. **FIRST REGULAR MEETING DATE IN NOVEMBER.** Noting that the first Tuesday in November is Election Day, Councilman Showalter made a motion to move the first regular meeting of Council in November to Wednesday, November 6. Councilman Huppert seconded the motion and Council voted as follows: AYES: Barber, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

5. **PROGRESS REPORTS AND ANNOUNCEMENTS:**

- a. Town Manager Helms presented Council with the response from Montgomery County regarding its decision to allow the PSA to join as a department of the county. According to Craig Meadows, County Administrator, the PSA will continue to be eligible for certain grants because it will be set up as an enterprise fund. In addition, the change will not interfere with county's current bond rating, as long as the PSA remains self-sufficient. Councilman Barber requested that Council be provided with a copy of Mr. Meadow's response for review and consideration.

- b. The 2% employee bonus approved in the FY 2013-2014 budget will be provided to employees on November 27.

- c. Considering the zoning ordinance amendment adopted earlier in the meeting, Town Manager Helms reported that Johnny C. Martin, who holds a Conditional Use Permit for property on Roanoke Street, requested the town waive his public hearing fee for his anticipated public hearing request to modify his parking requirements. The town could avoid advertising costs for Mr. Martin's public hearing if it is included with another public hearing. Concerned with setting precedence with this request, Town Manager Helms recommended denying the request and Council agreed to support the recommendation.

- d. The Christiansburg Police Department received a first place award for "Best Community Relations" as judged by Law and Order Magazine for its patrol car designed to honor the men and women of the armed forces.

- e. Town Manager Helms requested that Council consider amending the capital improvements budget to allow for the purchase of two digital board signs for use by the Public Works department. The contractor working on the Depot Street water line extension is required to provide three digital board signs. The water line extension is currently under-budget, and considering the value of the signs to this and future projects, the Public Works department has requested permission to use the extra project funding to purchase two signs. The signs would comply with the Town's sign ordinance and would cost approximately \$17,800 each. Councilman Vanhoozier made a motion to authorize amending the capital improvements plan to allow for the purchase of the two requested signs. Councilman Stipes seconded the motion and Council voted as follows: AYES: Barber, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

- f. Council was provided with an update on the progress of the Huckleberry Trail extension, which included the initial portion of the bridge placement. Councilman Stipes requested that a simple map be included with future updates.

V. ADJOURNMENT:

There being no further business to bring before Council, the meeting was adjourned at 8:50 PM.

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Michele M. Stipes, Clerk of Council

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Richard G. Ballengee, Mayor

REVIEWED  
APR 2014

**AN ORDINANCE AMENDING CHAPTER 30 "ZONING,"  
SPECIFICALLY, SECTIONS 30-185, 30-186, 30-190, AND  
30-193 OF THE *CHRISTIANSBURG TOWN CODE* TO  
CLARIFY THE REQUIREMENTS FOR FINAL SITE PLANS,  
WHEN PRELIMINARY AND FINAL SITE PLANS EXPIRE, AND FEES  
ASSOCIATED WITH THE SUBMITTAL OF SAME.**

WHEREAS, the Town of Christiansburg, Virginia desires to amend its Zoning Ordinance to address certain issues with the Site Plan Review process; and,

WHEREAS, notice of the Planning Commission public hearing regarding the intention of the Town Council to pass said ordinance was published two consecutive weeks (XX and XX) in The News Messenger, a newspaper published in and having general circulation in the Town of Christiansburg; and,

WHEREAS, notice of the intention of the Town Council to pass said ordinance was published two consecutive weeks (XX and XX) in The News Messenger, a newspaper published in and having general circulation in the Town of Christiansburg; and,

WHEREAS, a public hearing of the Planning Commission of the Town was held XX and resulted in a recommendation by the Planning Commission that the following proposed ordinance revisions be adopted; and,

WHEREAS, a public hearing of Council of the Town was held XX; and,

WHEREAS, Council deems proper so to do,

Be it ordained by the Council of the Town of Christiansburg, Virginia that Sections 30-185, 30-186, 30-190, and 30-193 of Chapter 30 "Zoning" of the *Christiansburg Town Code* be amended as follows:

**ARTICLE XXI. SITE PLAN REVIEW**

\* \* \*

**Sec. 30-185. Requirements for site plans, content and form.**

(a) *Preliminary site plans.* The preliminary site plans shall be clearly drawn to scale as specified below and shall show the following:

1. The proposed title of the project, owner or owners of the land, and name of the engineer, architect, designer, or landscape architect, and the developer.
2. The north point, scale, and date.

3. Location of the project by an insert map indicating the north arrow and such information as the names and numbers of adjoining roads, streams and bodies of water, railroads, subdivisions, towns, and magisterial districts or other landmarks sufficient to clearly identify the location of the property.
4. Existing zoning and zoning district boundaries and proposed changes in zoning, if any, and including floodplain districts.
5. The boundaries of the property involved, municipal boundaries, the general location of all existing easements and property lines, existing streets, buildings, or waterways, major tree masses and other existing physical features in or adjoining the project.
6. Uses of adjoining properties and names of owners.
7. Topography of the project area with contour intervals of two feet or less, unless waived by the Administrator as clearly unnecessary to review the project or proposal.
8. The approximate location and sizes of sanitary and storm sewers, water mains, culverts, and other underground structures, existing and planned, in or near the project.
9. The general location and character of construction of proposed streets, alleys, driveways, curb cuts, entrances and exits, loading areas (including number of parking and loading spaces), outdoor lighting systems, storm drainage and sanitary facilities.
10. The general location of proposed lots, setback lines, and easements and proposed reservations for parks, parkways, playgrounds, school sites, and open spaces.
11. Location with respect to each other and to lot lines, number of floors, number of dwelling units and approximate height of all proposed buildings and structures, accessory and main, or major excavations.
12. Preliminary plans and elevations of the several dwelling types and other buildings, as may be necessary.
13. General location, height, and material of all fences, walls, screen planting, and landscaping.
14. General location, character, size, height, and orientation of proposed signs.

15. A tabulation of the total number of dwelling units of various types in the project and the overall project density in dwelling units per acre, gross or net as required by district regulations.
16. A traffic impact statement whenever a proposed site plan substantially affects transportation on Town streets through traffic generation of either:
  - (i) 100 vehicles trips per peak hour by residential development, or
  - (ii) 250 vehicles trips per peak hour by non-residential development, or
  - (iii) 2,500 vehicle trips per day by non-residential development.

The data and analysis contained in the traffic impact statement shall comply with VDOT Traffic Impact Analysis Regulations 24 VAC 30-155-60 and all applicable Town ordinances.

**17. Overlot grading plan.**

The Administrator may establish additional requirements for preliminary site plans, and in special cases, may waive a particular requirement if, in his opinion, the inclusion of that requirement is not essential to a proper decision on the project. Site plans may be prepared on one or more sheets to show clearly the information required by this article and to facilitate the review and approval of the plan. If prepared in more than one sheet, match lines shall indicate where the several sheets join. Site plans shall be prepared to a scale of one inch equals 50 feet, or such other scale as may be approved by the Administrator as appropriate to a particular case.

(b) *Final site plans.* The final site plan or final plat shall comply with all laws, regulations, and ordinances governing the approval of subdivisions and in addition to all the requirements for preliminary site plans, shall show include the following:

1. All of the features required on the preliminary site plan with sufficiently accurate dimensions, construction specifications and computations to support the issuance of construction permits.
2. All existing and proposed water and sanitary sewer facilities indicating all pipe sizes, types and grades and where connection is to be made to the utility system.
3. Provisions for the adequate disposition of natural and storm water in accordance with the duly adopted design criteria and standards of the Town indicating the location, sizes, types and grades of ditches, catchbasins and pipes and connections to existing drainage system, and provision for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction.

4. Existing topography with two-foot contour intervals or such intervals as approved by the Administrator. Where existing ground is on a slope of less than two percent, either one-foot contours or spot elevations where necessary, but not more than 50 feet apart in both directions.
5. Proposed finished grading by contours supplemented where necessary by spot elevations.

**Sec. 30-186. Procedures, administrative site plan review.**

- (a) When these regulations require site plan review for certain uses for which Town Council action is not required, five copies of a preliminary site plan for any of the specified uses shall be submitted to the Administrator for review of the plans for compliance with these regulations and the requirements for preliminary site plans. The Administrator shall transmit said plans to such other staff and agencies as he may consider necessary for the review. The applicant is advised to review his plans in general or sketch form with the Administrator prior to drafting for submittal.
- (b) The Administrator shall examine the proposed preliminary site plan with respect to: the requirements of this chapter in effect upon the date of submittal; with respect to the traffic and circulation patterns, internal and external; and relation to major thoroughfares; utilities, drainage and community facilities, existing or proposed; surrounding development, existing or future; considerations of topography, floodplains, and the natural environment, the preservation of trees or historic sites, provision for open space; and in general with the objective of insuring a durable, harmonious, and appropriate use of the land in accord with the objectives of the Comprehensive Plan. The plans shall be returned to the applicant with relevant comments in accordance with Code of Virginia § 15.2-2259. The applicant is responsible for revising the site plan in a timely manner addressing all relevant comments to the satisfaction of the Town Manager, Town Engineer, and Zoning Administrator prior to approval. ~~Unless otherwise specified, approval~~ The Town's comments or commitments on a preliminary site plan that has not achieved final approval shall be valid for a period of one year prior to issuance of building permits. six months from the date that the comments are rendered for the Town's first review comments, four months from the date comments are rendered for the Town's second review comments, and two months from the date comments are rendered for the third and any subsequent review comments, unless extended for extenuating circumstances by the Administrator. Additionally, if the comments have not been addressed to the satisfaction of the Town Manager, Town Engineer, and Zoning Administrator and a final site plan approval rendered within two years from the date of preliminary site plan submission, the preliminary site plan shall be deemed to have been voluntarily withdrawn by the applicant. Any subsequent submission shall begin the review process anew and shall require compliance with the provisions of this chapter (and any other applicable laws and regulations) in effect at the time of subsequent submission.

- (c) If specified conditions or comments are met in revised plans within the time periods specified and the plans meet the requirements of a final site plan, the

~~Administrator may **Town Manager shall approve the final site plan. The Town Manager** may approve additional minor changes, if, in the his opinion of the Administrator such changes do not substantially affect the original approval submittal and comments or conditions attached thereto.~~

(d) In any case where the **Town Manager or** Administrator is of the opinion that a proposed project subject to administrative site plan review is of such scale and impact that a decision on the site plan should be reached only after a review by the Town Council or the Planning Commission, he may refer the plan to the Council or the Commission or both of them for an advisory recommendation.

(e) Nothing in this section shall be interpreted to permit a grant of a variance or exception to the regulations of this chapter or to abridge the procedures or requirements of the laws and ordinances governing the subdivision of land.

(f) There shall be a charge for the examination and approval or disapproval of every site plan by the ~~Administrator~~ **Town**. At the time of filing the preliminary site plan, the developer or his agent shall deposit with the ~~Administrator~~ **Town** cash or checks payable to the Treasurer in the amount of ~~\$250.00 plus an additional \$50.00 per acre rounded up to the nearest whole acre as set forth herein or as established in the latest edition of the town development fee schedule, which may be amended from time to time by town council.~~

(g) The Town may require as-built site plans if deemed necessary by the Town Engineer.

\* \* \*

**Sec. 30-190. Amendments and additions to site plans approved by the Town Council.**

The procedure for amendment of the boundaries of or the extent of land use for an approved Conditional Use Permit shall be the same as for a new application, except that minor amendments of an approved site plan and conditions attached to an approved Conditional Use Permit, or other site plan approved by the Town Council, may be approved by the Administrator, provided such change or amendment:

- (a) Does not alter a recorded plat,
- (b) Does not conflict with the specific requirements of this chapter,
- (c) Does not change the general character or content of an approved development plan or use,
- (d) Has no appreciable effect on adjoining or surrounding property,
- (e) Does not result in any substantial change of major external access points,

- (f) Does not increase the approved number of dwelling units or height of buildings, and
- (g) Does not decrease the minimum specified yards and open spaces or minimum or maximum specified parking and loading spaces.

Amendments to conditions approved with conditional zoning are covered in Article I of this chapter.

\* \* \*

**Sec. 30-193. Approval and extension.**

Approval of a final site plan submitted under the provisions of this article shall expire after the date of such approval as set forth in the applicable provisions of the Code of Virginia (1950), as amended from time to time, unless building permits have been obtained for construction in accordance therewith. A single one-year extension may be given upon written request by the applicant to the Administrator made within 90 days before the expiration of the approved site plan. The Administrator shall acknowledge the request and shall make a decision regarding the requested extension within 30 days after receipt of the request.

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This ordinance shall become effective upon adoption. If any part of this ordinance is deemed unlawful by a court of competent jurisdiction all remaining parts shall be deemed valid. Ordinances or parts of any ordinances of the Town whose provisions are in conflict herewith are hereby repealed.

Upon a call for an aye and nay vote on the foregoing ordinance at a regular meeting of the Council of the Town of Christiansburg, Virginia held \_\_\_\_\_, 2013 the members of the Council of the Town of Christiansburg, Virginia present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
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Mayor Richard G. Ballengee\*

D. Michael Barber

Cord Hall

Steve Huppert

Henry Showalter

**Bradford J. Stipes**

**James W. "Jim" Vanhoozier**

**\*Votes only in the event of a tie vote by Council.**

**SEAL:**

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Michele M. Stipes, Town Clerk

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Richard G. Ballengee, Mayor



**CITIZEN COMMENT PERIOD**  
**TOWN OF CHRISTIANSBURG, VIRGINIA**

**THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT  
(CAPER)**

The Town of Christiansburg, as a recipient of Community Development Block Grant (CDBG) funding, is required by the U.S. Department of Housing and Urban Development (HUD) to prepare the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is an evaluation and performance report detailing accomplishments toward meeting the goals outlined in the 2010-2015 Consolidated Plan. The CAPER compares the actual performance measures with those measures listed in the 2012 Annual Action Plan. A Citizen Comment period has been scheduled for the 2012 CAPER. Citizens will have further opportunity to comment during an upcoming Town Council Public Hearing on Tuesday, September 3, 2013.

**CITIZEN PARTICIPATION**

Draft copies of the 2012 Consolidated Annual Performance and Evaluation Report (CAPER) will be available for review beginning August 23, 2013, and ending September 23, 2013. The report shall outline accomplishments toward meeting the goals outlined in the 2010-2015 Consolidated Plan and specific activities for the 2012 CDBG program year. A print copy of the Draft will be located at the Christiansburg Public Library, at 125 Sheltman Street during the review process. Additional copies can be obtained from the Christiansburg Planning Department, located at the Christiansburg Town Hall, 100 E. Main Street or on the Town's website at <http://www.christiansburg.org/DocumentCenter/View/4028>.

Provide any comments or suggestions by mailing the Planning Department – CDBG, Town of Christiansburg, 100 E. Main Street, Christiansburg, VA 24073-3029 or by e-mailing [nhair@christiansburg.org](mailto:nhair@christiansburg.org).

**DRAFT**  
**Policy for Donations of Amenities**

**Purpose:** To establish guidelines for the donation of amenities to the Town of Christiansburg for items such as benches, trash receptacles, trees and other items that may be offered to enhance the Town's livability.

**Guidelines:**

- The Town staff will establish the specifications of items to be donated and should match the other amenities in the area where they are to be installed.
- In most cases, the donor will make a monetary contribution and the Town will purchase and install the item or items.
- Plaques may be requested as part of the donation. The Town will purchase the plaques with the donated funds to ensure consistency.
- Plaques should be for the following:

In memory of \_\_\_\_\_

Donated by \_\_\_\_\_

In honor of \_\_\_\_\_

- The Town staff will work with the donor to pick a location for the amenity and take into consideration the need, safety and maintenance requirements.
- If the donated item and/or plaque are vandalized or stolen, the Town will replace the item and/or plaque once within the first ten years. After ten years, the amenities will be maintained based on need and current standards. Plaques will not be removed after ten years unless they become damaged. Plaques may be replaced through an additional donation of the replacement cost.
- The Town reserves the right to move or remove the amenities if the need arises. The first step before removal would be to move the amenity to another appropriate location.
- Donation amounts will cover the purchase price plus the freight charges and the price for the plaque.

## **Excerpt from the Charter of the Town of Christiansburg**

### **Sec. 2.01. Vesting of administration and government in Council; composition of Council; election and term of Council members; Council to be continuing body; vacancies in Council.**

The administration and government of the Town is vested in the Council composed of a Mayor and six Councilmen, all of whom shall be electors of the Town.

(a) The Council shall be elected in the manner provided by law. The Mayor shall be elected for a term of four years and every four years thereafter. The Councilmen shall serve as members of the Council for staggered terms of four years each.

In the regular municipal election to be held in Nineteen Hundred and Fifty-six, and every two years thereafter, three Councilmen shall be elected for terms of four years each. Terms of office shall begin on the first day of September next following their election. Each Councilman and the Mayor elected as hereinabove provided shall serve for the term stated or until his successor has been elected and qualified. The Council shall be a continuing body, and no measure pending before such body shall abate or be discontinued by reason of expiration of term of office or removal of any of its members.

(b) Vacancy in the Council or in the Office of Mayor shall be filled within sixty days, for the unexpired term, by a majority vote of the remaining members; provided, that if the term of office to be filled does not expire for two years or more after the next regular election for Councilman, following such vacancy and such vacancy occurs in time to permit it, then the Council shall fill such vacancy only for the period then remaining until such election, and a qualified person shall then be elected by the qualified voters and shall from and after the date of his election and qualification succeed such appointee and serve the unexpired term. The number of candidates for Council equal to the number of vacancies to be filled for full terms receiving the highest number of votes shall be entitled to such full terms and the candidate receiving the next highest number of votes shall be entitled to the unexpired term caused by such vacancy.

(c) Notwithstanding any provisions of law to the contrary, any person shall be qualified to fill a vacancy on Council or as Mayor who is a resident of the Town and is a qualified elector therein, except that a member of Council shall not be qualified to fill a vacancy as Mayor.

(Acts 1981, Ch. 616, § 1)



# LEAGUE OF WOMEN VOTERS®

of Montgomery County, VA

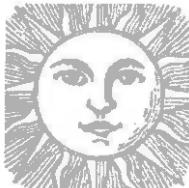
## Presents: An Afternoon of Open Government/FOIA

September 19<sup>th</sup>, 2013 from 1-5PM

Christiansburg Branch of the Montgomery-Floyd Regional Library  
125 Sheltman St., Christiansburg, VA 24073



**Megan Rhyne**  
Ex. Director VCOG



**VCOG**  
Virginia Coalition for  
Open Government

### Part 1: From 1-2:30PM Presentation with Question and Answer Period.

Megan Rhyne, Executive Director of Virginia Coalition for Open Government is presenting an overview of our State FOIA/Open Government Laws.

“Whether you're a requester of records under the Freedom of Information Act or someone tasked with answering FOIA requests, you should know that there is more to the statute than meets the eye. The spirit and purpose of the law are as important as the specific language of it. We'll review both and learn how FOIA encourages requesters and government to work together.”  
Meg Rhyne.

### 2:30-3PM: Refreshment Break & Mingle

### Part 2: From 3-5PM Presentation with Question and Answer Period.

Montgomery County, Town of Blacksburg, and Town of Christiansburg representatives take us through the processes and techniques used locally to keep citizens informed and engaged.

Ruth Richey (Information Officer, Montgomery County), Becky Wilburn (Information Officer, Town of Christiansburg), and Steve Ross (Deputy Town Manager, Town of Blacksburg) will share information on what is currently being done by each jurisdiction and what is planned for the future.

Please notify us by 9/14/13 of the number of people who will be attending from your organization or group: [president.lwvmcva@gmail.com](mailto:president.lwvmcva@gmail.com), call Carol Lindstrom at 540-382-6431 or, enter here: [https://www.surveymonkey.com/s/lwvmcva\\_foia\\_event](https://www.surveymonkey.com/s/lwvmcva_foia_event).

See more information at: <http://calindstrom.com>. If you need any further information, contact Carol Lindstrom at [carol@calindstrom.com](mailto:carol@calindstrom.com) or by phone: 540-382-6431.