

Draft of the Town Code Recodification

Public hearing scheduled for November 6, 2013 at 7:30 p.m.

To review the draft changes please follow the link below:

<http://www.christiansburg.org/DocumentCenter/View/3728>

**AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE TOWN OF
CHRISTIANSBURG, VIRGINIA BY REVISION AND RECODIFICATION OF
ORDINANCES INCLUDING REPEAL OF CERTAIN ORDINANCES NOT INCLUDED
THEREIN AND SPECIFICATION OF PENALTIES FOR VIOLATIONS BY THE
COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA, ENTITLED THE CODE
OF THE TOWN OF CHRISTIANSBURG, VIRGINIA (ALSO CONSTITUTED,
DESIGNATED, AND CITABLE AS THE CHRISTIANSBURG TOWN CODE),
PROVIDING FOR THE MANNER OF AMENDING SUCH CODE, AND PROVIDING FOR
AN EFFECTIVE DATE, HERETO ADOPTED _____, 2013**

WHEREAS, the Council of the Town of Christiansburg, Virginia recognizes the need to periodically review the Code of the Town of Christiansburg, Virginia (also constituted, designated, and citable as the Christiansburg Town Code) for compliance with Code of Virginia, Virginia Administrative Code, and other applicable federal and state laws and regulations as well as general formatting, readability, organizational, and clarification purposes; and

WHEREAS, the last recodification of the Christiansburg Town Code was last adopted on January 5, 1993; and

WHEREAS, § 15.2-1433 of the Code of Virginia authorizes the Town to codify or recodify any or all of its ordinances in permanently bound or loose-leaf form; and

WHEREAS, notice of the Planning Commission of the Town of Christiansburg, Virginia public hearing regarding the intention of the Town Council to pass said ordinance was published two consecutive weeks (September 7, 2013 and September 14, 2013) 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 was held September 23, 2013, and resulted in a recommendation by the Planning Commission that the proposed ordinance for recodification be adopted; and,

WHEREAS, notice of the intention of the Town Council to pass said ordinance was published two consecutive weeks (September 18, 2013 and September 25, 2013 as well as October 23, 2013 and October 30, 2013) in The News Messenger, a newspaper published in and having general circulation in the Town of Christiansburg; and,

WHEREAS, a public hearing of Council of the Town was held October 1, 2013 and November 6, 2013; and,

WHEREAS, Council deems it proper to do so,

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Christiansburg, Virginia, that the Code of the Town of Christiansburg, Virginia (also constituted, designated, and citable as the Christiansburg Town Code), is hereby repealed and readopted in the form of the presented recodification. Said Christiansburg Town Code shall be formally printed and published by Municipal Code Corporation, consisting of chapters 1 through 42, each inclusive, and made available for public inspection at the Christiansburg Town Hall during normal business hours of the Town.

All ordinances of a general and permanent nature enacted on or before June 4, 2013 (the

date of adoption and effective date of Ord. 2013-7), and not included in the Code or recognized as continued in force by reference therein, are repealed.

The repeal provided for above shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Unless another penalty is expressly provided, whenever in this Code or any other ordinances of the Town or any rule or regulation promulgated by any officer, official or agency of the Town under the authority duly vested in such officer, official or agency it is provided that a violation of any provision thereof shall constitute a class 1, 2, 3 or 4 misdemeanor, such violation shall be punishable as follows:

- (1) *Class 1 misdemeanor:* By a fine of not more than \$2,500.00, or by confinement in jail for not more than 12 months, or by both such fine and confinement.
- (2) *Class 2 misdemeanor:* By a fine of not more than \$1,000.00, or by confinement in jail for not more than six months, or by both such fine and confinement.
- (3) *Class 3 misdemeanor:* By a fine of not more than \$500.00.
- (4) *Class 4 misdemeanor:* By a fine of not more than \$250.00.

Whenever in any provision of this Code or in any other ordinance of the Town or any rule or regulation promulgated by an officer, official or agency of the Town, under authority duly vested in such officer, official or agency, any act is prohibited or is made or declared to be unlawful or an offense or misdemeanor, or the doing of any act is required, or the failure to do any act is declared to be unlawful or an offense or a misdemeanor, where no specific penalty is provided for the violation of such provision and such violation is not described as being of a particular class of misdemeanor, such violation shall constitute a class 1 misdemeanor and be punishable as prescribed in subsection (1).

On each day any violation of this Code or any other ordinance, rule or regulation referred to in this section shall continue, such shall constitute a separate offense and be punished as a class 1 misdemeanor, except where otherwise provided.

Any provision of this Code or other ordinance of the Town or rule or regulation to the contrary notwithstanding, no penalty, whether by fine or imprisonment, imposed for the violation of any provision of this Code, or other ordinance of the Town or rule or regulation shall be in excess of the penalty established for a similar offense under the laws of the Commonwealth of Virginia.

In this section 'this Code' shall also mean all provisions incorporated by reference in this Code.

No misdemeanor penalty shall be deemed to restrict in any way the right of the Town to injunctive relief.

The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the Town may pursue other remedies such as abatement of nuisances, injunctive relief, administrative adjudication and revocation of licenses or permits.

Additions or amendments to the Code when passed in such form as to indicate the intention of the Town to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Ordinances adopted after June 4, 2013 (specifically Ordinance 2013-8 adopted and effective September 3, 2013), that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Additionally, "and its appendices" shall be added after "Fire Prevention Code" in Sec. 26-128 (three occurrences), Sec. 26-129 (one occurrence), Sec. 26-131 (one occurrence), Sec. 26-133 (two occurrences), and Sec. 26-125 (two occurrences).

Additionally, Sec. 26-89 shall be reworded as follows:

Sec. 26-89. Record and report of fires.

The fire chief shall make or cause to be made a careful record of all fires occurring in the town together with the estimated loss resulting therefrom. He shall make a report of the data so collected for the period coinciding with the fiscal year of the town and submit it in writing to the town manager ~~on or before the first day of August~~ within one month following the end of the fiscal year of each year.

Additionally, Sec. 26-166 shall be reworded as follows:

Pursuant to Charter, § 2.31, the town council shall appoint the chief of police and provide for the employment of such other subordinate departmental officers of police and, in addition, such other police officers as it may deem necessary. ~~All salaries shall be fixed by the council.~~ This shall not be construed to apply to special police officers appointed under section 2.31 of the Charter.

Additionally, Sec. 26-171 shall be repealed.

Additionally, Sec. 26-206(a) shall be reworded as follows:

Sec. 26-206. Alarm system user registration and permits.

(a) Every alarm user shall obtain an alarm system user permit from the town for the operation of an alarm system. If the alarm system is to be installed or maintained by an alarm company operator, the alarm company operator may obtain the required permit on behalf of the alarm system user. The person or entity applying for the permit shall state on the registration form provided by the town the following: name; address of the commercial premises; telephone number of the alarm system user; the type of alarm system (local or monitored); name of the alarm company operator selling or leasing the new or existing alarm system equipment or services; and the names, addresses and telephone numbers of at least two (2) persons who can be reached at any time, day or night, and who are authorized to respond to an alarm signal and who can open and represent the premises in which the system is installed for reporting and investigative purposes. It shall be the responsibility of the alarm system user to make sure that such persons respond within twenty (20) minutes of notification by the town. If the responsible party's response time is delayed longer than thirty (30) minutes from the time police units are dispatched and there is no exterior indication of criminal activity, a determination will be made as to the need to remain on scene pending their arrival. It shall be the responsibility of the alarm system user to notify the town police department, in writing, of any subsequent changes in the information provided on the permit registration. Upon approval by the town of the alarm permit registration, the permit shall be issued to the alarm system user which shall be ~~prominently displayed~~ maintained on file in the business property.

Additionally, Sec. 28-43 shall be reworded as follows:

Sec. 28-43. Service charges--Residential and domestic.

(a) *Residential garbage service.* For a minimum fee, as set forth herein or as established in the latest edition of the town garbage service fee schedule, which may be amended from time to time by town council of \$15.00 \$16.50 per month, payable bimonthly and billed along with water and sewer services, the town will provide one weekly pickup and disposal of garbage, rubbish, trash, ashes, etc., not exceeding the contents of ~~two three 32 96 three 32~~-gallon containers or the equivalent volume of smaller containers. The basis of the fee computation shall be on a single-family unit using a maximum of not more than ~~two three 32 96 three 32~~-gallon containers ~~including ashes~~ or the equivalent volume of smaller containers to be picked up by the garbage collection truck once a week.

(b) *Outside town.* The minimum fee for the above collection outside the corporate limits shall be as set forth herein or as established in the latest edition of the town garbage utilities service fee schedule, which may be amended from time to time by town council \$22.50 \$24.75 per month, payable bimonthly.

(c) *Excess volume.* With the exception of bagged leaves, for all garbage, rubbish, trash and ashes set out for collection, the volume of which exceeds the maximum of ~~two three 32 96 three 32~~-gallon containers ~~including ashes~~, there will be an additional charge as set forth herein or as established in the latest edition of the town garbage service fee schedule, which may be amended from time to time by town council of \$1.25 per can.

(d) *Apartments—Fee.* For apartment houses and other buildings having multifamily units, the minimum fee for garbage collection service shall be ~~\$15.00 \$16.50 per month~~ for each family unit in the same building, payable bimonthly.

(e) *Same—Billing.* In apartment houses and other buildings having multifamily units, the same owner, agent or tenant who is responsible for the payment of water and sewer service bills shall also be responsible for all the fees for garbage collection services in such buildings and shall be billed according to rates contained in this article.

(f) *Tree and brush hauling.* The minimum fee chargeable for a town pickup of tree trimmings and brush shall be as set forth herein or as established in the latest edition of the town garbage service fee schedule, which may be amended from time to time by town council \$25.00. Charges for a full truck load or more shall ~~hereafter be~~ as set forth herein or as established in the latest edition of the town garbage service fee schedule, which may be amended from time to time by town council, \$25.00 plus the tipping fee charged by the county regional solid waste authority.

Additionally, Sec. 30-17 shall be reworded as follows:

Sec. 30-17. Removal of snow and ice from sidewalks.

It shall be the duty of the occupant of any property in the town which has a sidewalk of brick, wood or concrete abutting on such property to have all snow and sleet removed from such sidewalk within 24 hours after plowing of the street has been completed. ~~The same obligation shall exist with respect to ice or sleet on sidewalks, except that ice and sleet that cannot be removed without injury to the sidewalk shall be covered within the time herein required with sawdust, ashes or other material which will render the sidewalk safe for travel. When there is no occupant of such property, the owner of the property shall have the snow, ice and sleet removed or covered as provided for herein.~~ If the owner of such property cannot be

found, the town manager ~~shall~~ may cause such sidewalk to be cleaned or covered and may, after notice, proceed against such owner for the costs of the work.

Additionally, Sec. 34-18(b) shall be reworded as follows:

(b) Every action to collect unpaid parking citation penalties imposed for violation of an ordinance regulating parking under this chapter shall be commenced within three years of the date upon which such penalty became delinquent or within such time as otherwise provided by Code of Virginia.

Additionally, Sec. 34-25 shall be reworded as follows:

Sec. 34-25. Loading zones.

Where a loading and unloading zone has been set apart, the following regulations shall apply with respect to the use of such areas:

(1) No person shall stop, stand or park a vehicle for any purpose or length of time, other than for the expeditious unloading and delivery or pickup and loading of materials, in any place marked as a curb loading zone during hours when the provisions applicable to such zones are in effect. All delivery vehicles, other than regular delivery trucks, using such loading zones shall be identified by the owner's or company's name in letters at least three inches high on both sides of the vehicle.

(2) The driver of a passenger vehicle may stop temporarily in a space marked as a curb loading zone for the purpose of, and while actually engaged in, loading or unloading passengers or bundles when such stopping does not interfere with any vehicle used for the transportation of materials which is waiting to enter, or is about to enter, such loading space.

Passed and adopted by the Town Council of the Town of Christiansburg, Virginia this ____ day of _____ 2013.

This Ordinance shall take effect upon delivery of the Christiansburg Town Code Books by Municipal Code Corporation. Nothing in this adoption shall operate to discontinue any cause or matter, civil or criminal, which shall be pending and undetermined in any court at the time of adoption of this Code, or any provision of this Code; but every such cause or matter shall be preceded in, tried and determined in such court, or in the court which succeeds to or has its jurisdiction, and in the names of the same parties, or in the names of any officers, boards, commissions, or other persons or bodies who may have succeeded under the provisions of this Code to the rights or obligations of such parties, or any of them. The papers and records of such causes and matters, and all books, records and papers whatever which on such day may be in the custody of any clerk of a court shall remain in custody of the clerk of the same, or of such court as succeeds to or has its jurisdiction.

Upon a call for an aye and nay vote on the foregoing ordinance, 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:

Member

Aye

Nay

Abstain

Absent

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.

Richard G. Ballengee, Mayor

A True Copy Test:

Michele M. Stipes, Clerk of Council

**Christiansburg Planning Commission
Minutes of October 21, 2013**

Present: Matthew J. Beasley
Ann H. Carter
Harry Collins
Ashley Cowen
M.H. Dorsett, AICP
David Franusich
Jonathan Hedrick
Craig Moore, Chairperson
Joe Powers, Vice-Chairperson
Jennifer D. Sowers
Nichole Hair, Secretary ^{Non-Voting}

Absent: Steve Huppert

Staff/Visitors: Missy Martin, staff
Kali Casper, staff
Cindy Disney, Montgomery County Planning Commission

Chairperson Moore called the meeting to order at 7:00 p.m. in the Christiansburg Town Hall at 100 E. Main Street, Christiansburg, Virginia to discuss the following items:

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 October 7, 2013.

Chairperson Moore introduced the discussion. Commissioner Dorsett made a motion to approve the Planning Commission meeting minutes. Commissioner Sowers seconded the motion, which passed 9-0. Commissioner Franusich abstained from voting due to his absence from the meeting.

Planning Commission discussion on Council's intention to adopt an ordinance amending Chapter 30 "Zoning" specifically, section 30-9 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 and 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. The Planning Commission Public Hearing was held on October 7, 2013.

Chairperson Moore asked for any comments. Commissioner Franusich stated he originally reluctantly agreed on the B-2 parking changes. Commissioner Franusich commented he had felt it was a step in the right direction but after thinking on it, he feels this is a half measure and will not help the downtown revive. Commissioner Franusich stated he would like to remove requirements for off-street parking in the downtown.

Commissioner Franusich discussed with the Commissioners his research on other localities and their parking requirements. The localities used for examples were Blacksburg, Staunton, Lynchburg, Roanoke, Asheville, N.C., Winchester and Lexington. Commissioner Franusich requested the parking ordinance amendment be voted on separately from the site plan amendment.

Commissioner Dorsett stated she would like to echo Commissioner Franusich's comments because there is no place in Cambria for off-street parking unless historic structures are removed. Commissioner Dorsett stated Cambria has only eight public parking spaces. Commissioner Dorsett would like to look at parking provisions for Historic Districts.

Commissioner Franusich stated he understands the fear of a parking war in the downtown. Commissioner Franusich feels if the lack of parking becomes an issue, he would be happy to deal with that because that means the downtown will be full of life.

Commissioner Powers responded to Commissioner Franusich's study of other localities' parking ordinances. Commissioner Powers stated there is a significant difference in these localities because Downtown Christiansburg parking is free. The other localities Commissioner Franusich mentioned all charge a fee for parking. Commissioner Powers added Downtown Christiansburg has limited public parking and the other localities mentioned have public parking decks or garages.

Commissioner Collins added his current employer has been looking to relocate in downtown Roanoke, but the monthly fees to park in a parking garage are too high. Commissioner Franusich added the localities have vibrant downtown areas that need to provide parking. Commissioner Franusich stated Christiansburg does not have the problem of no parking spaces; Downtown Christiansburg has parking that is not being utilized.

Planning Commission Public Hearing on Council's intention to adopt an ordinance amending Chapter 30 "Zoning" specifically, section 30-9 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 and 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 - (continued).

Commissioner Franusich added when the food truck rodeo was held downtown, no one parked in the courthouse parking garage. Ms. Hair added the number one complaint from that event was the lack of parking. Commissioner Franusich stated another issue is the lack of signage for parking areas.

Commissioner Hedrick stated he has a different stance on this issue and disagrees that the Town is not vibrant. Commissioner Franusich provided an example of a business coming to Downtown. If that business wanted to make significant structural changes or change the use of a building, under the current parking requirements, the business must find parking spaces for the business. Commissioner Franusich feels businesses would not want to find parking spaces and this will be a road block to business prospects.

Commissioner Collins asked Ms. Hair how many businesses have come to the Town concerning B-2 parking regulations and the current ordinance has stopped the business from development. Ms. Hair replied she is aware of one business looking for office space but did not have ample parking. Commissioner Dorsett added Cambria has lost three potential buyers due to the parking regulations.

Commissioner Powers stated under the new proposed ordinance the Town would have the flexibility to deal with parking issues through a Conditional Use Permit process. Commissioner Dorsett added there is no parking within 900 feet of any business in the Cambria area. Chairperson Moore stated this is why the Planning Commission can address issues that may not be suitable to the proposed ordinance.

Commissioner Hedrick stated downtown businesses should not have to suffer because everyone can park on private property. He feels this will become an issue with the business owners. Commissioner Beasley stated the consequences could add more pedestrian traffic for the downtown businesses.

Commissioner Powers feels the Planning Commission agreed parking is needed to make the downtown function but the question is who will provide the parking. Commissioner Franusich added developers normally require parking to accommodate a development. Commissioner Powers replied in those cases restrictions and fees are probably added with the parking by the property owner.

Planning Commission Public Hearing on Council's intention to adopt an ordinance amending Chapter 30 "Zoning" specifically, section 30-9 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 and 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 - (continued).

Commissioner Carter commented that she sees two separate issues; the Commissioners are only discussing businesses. Commissioner Carter stated the ordinance addresses mixed-use and structures with apartments, which are totally different than a business and need parking.

Chairperson Moore stated the proposed ordinance is a step toward dealing with downtown parking issues and it allows the Planning Commission to review waivers from the parking requirements. Chairperson Moore added a vote of no does not mean a vote against improving the downtown parking. Chairperson Moore stated the Planning Commission has made a reasonable compromise to move forward with this ordinance amendment.

Commissioner Collins asked if the Planning Commission were to vote in favor of Commissioner Franusich's changes, would the Town be responsible for providing the parking, would a garage need to be built and could taxes increase because of the garage. Chairperson Moore replied those are good questions. Chairperson Moore added it would be left up to owners of the individual lots to police parking.

Commissioner Cowen commented Cambria and Downtown are very different areas and she does not agree these areas should have the same regulations.

Chairperson Moore asked the Commissioners if they would like to vote on the parking changes separate and then the amendment to the site plan ordinance. All the Commissioners agreed.

Commissioner Collins asked for a brief summary of the ordinance amendment for site plans. Ms. Hair provided a summary. Chairperson Moore asked for a motion. Commissioner Dorsett made a motion to recommend adopting 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. Commissioner Carter seconded the motion, which passed 10-0.

Planning Commission Public Hearing on Council's intention to adopt an ordinance amending Chapter 30 "Zoning" specifically, section 30-9 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 and 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 - (continued).

Chairperson Moore asked to review the proposed amendment in regards to parking. Ms. Hair reviewed the proposed changes. Chairperson Moore asked for a motion. Commissioner Powers made a motion to recommended approval of section 30-9 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. Commissioner Hedrick seconded the motion. Chairperson Moore called for a vote by the raising of hands. The motion passed 7-2 with one abstention. Commissioners Franusich and Beasley voted against the motion. Commissioner Dorsett abstained due to a potential conflict.

Ms. Hair suggested if there is an increase in the number of requests to vary from the parking regulations through the Conditional Use Permit process, the Planning Commission may wish to revisit the parking regulations.

Other Business

Chairperson Moore asked for other business. Ms. Hair responded a request was made for the Public Relations Officer to do a presentation. Ms. Hair indicated Town administration will hold a FOIA training in January for the Planning Commission and Town Council.

Commissioner Powers added the Development Subcommittee will meet again in November an hour before the Planning Commission meeting.

Commissioner Dorsett added the Comprehensive Plan Subcommittee will not be meeting until November 20th.

Ms. Hair commented the next Planning Commission meeting will be held on Tuesday, November 12th due to the Veterans' Day Holiday.

There being no more business Chairperson Moore adjourned the meeting at 7:52 p.m.

Craig Moore, Chairperson

Nichole Hair, Secretary Non-Voting

Resolution of the
Town of Christiansburg
Planning Commission

*AN ORDINANCE AMENDING CHAPTER 30 "ZONING,"
SPECIFICALLY, SECTION 30- 9 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.*

WHEREAS the Christiansburg Planning Commission has found, following a duly advertised Public Hearing on October 7, 2013, that the public necessity, convenience, general welfare and good zoning practices (~~permit / do not permit~~) Council to adopt an ordinance amending the *Christiansburg Town Code*.

THEREFORE be it resolved that the Christiansburg Planning Commission (~~recommends / does not recommend~~) to the Christiansburg Town Council that Section 30-9 of Chapter 30 "Zoning" of the *Christiansburg Town Code* be amended as follows:

ARTICLE I. IN GENERAL

* * *

Sec. 30-9. Lighting and minimum off-street parking.

(a) *Specific requirements by use.* Except as otherwise provided in this chapter, when any building or structure is hereafter erected or structurally altered, or any building or structure hereafter erected is converted, accessory off-street parking spaces shall be provided as follows:

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
Single-family, private driveway	16' wide x 18' long parking area
Two-family dwelling	2 per dwelling unit
Townhouse	2 per dwelling unit
Multi-family dwelling, three or more dwelling units: One or more bedroom apartments. roomers	2 per dwelling unit 1 for each roomer
Mixed use structures located in the B-2 Central Business District: One or more bedroom apartments located above street level	1 per apartment unit
Church, temple, synagogue, or similar place of assembly	1 per 5 seats or bench seating spaces (seats in main auditorium only)
College or high school	1 per 5 seats or bench seating spaces

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
	(seats in main auditorium, gymnasium or field house only, whichever is larger) or one for each five students, whichever is greater
Elementary, junior high, or nursery school	1 per 10 seats in main assembly room or 2 per classroom, whichever is greater
Private club without sleeping rooms	1 per 5 members or 1 for each 400 square feet of floor area, whichever is greater
Public library, museum, art gallery, or community center	10 per use plus 1 additional space for each 300 square feet of floor area in excess of 1,000 square feet
Private clubs, fraternities, sororities, and lodges, with sleeping rooms	2 per 3 sleeping rooms or suites or 1 per 5 active members, whichever is greater
Sanitarium, convalescent home, home for aged, or similar institution	1 per 3 patient beds
Motel, motor hotel, motor lodge hotel, or tourist court	1 per sleeping room or suite plus 5 spaces for general use
Rooming, boarding, or lodging house, bed and breakfast establishment	1 per sleeping room
Hospital	2 per patient bed
Hospital, veterinary	1 per 400 square feet of floor area; 4 spaces minimum
Office or office building (other than medical), post office, studio	1 per 400 square feet of floor area; 3 spaces minimum
Medical offices or clinic	1 per 200 square feet of floor area; 10 spaces minimum for a clinic
Funeral home	1 per 50 square feet of floor area excluding storage and work area; 30 spaces minimum
Restaurant or other establishment for consumption of food or beverages inside a	1 per 100 square feet of floor area, 3 spaces minimum

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
building on the premises	
Restaurant, drive-in	1 per 100 square feet of floor area, 10 spaces minimum
Retail store or personal service establishment and banks	1 per 250 square feet of floor area for the first 5,000 square feet 1 per 300 square feet of floor area for the second 5,000 square feet 1 per 350 square feet of floor area for the third 5,000 square feet and all subsequent square footage
Shopping center	1 per 250 square feet of floor area for the first 5,000 square feet 1 per 300 square feet of floor area for the second 5,000 square feet 1 per 350 square feet of floor area for the third 5,000 square feet and all subsequent square footage
Automobile service station	3 for each service bay or pump island, whichever is greater. Parking for refueling may be credited toward required parking spaces if the Administrator determines parked vehicles do not interfere with traffic
Antique store or antique mall	1 per 500 square feet of floor area; 3 spaces minimum
Furniture or appliance store, machinery, equipment, mobile home, and automobile and boat sales and service	1 per 500 square feet of floor area; 3 spaces minimum. Automobile sales and service, 10 minimum
Auditorium, theater, gymnasium stadium, arena, or convention hall	1 per 4 seats or seating spaces
Bowling alley	5 per lane
Food storage locker	1 per 200 square feet customer service area
Farmers' market	2 for each rented stall, table, or sales

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
	space
Outdoor sales area, open air market or flea market (other than farmers' market)	4 for each rented stall, table, or sales space
Self service storage, miniwarehouse	1 for each 25 storage areas plus 3 spaces for the office, if provided (driving aisle between units must be paved or concrete)
Amusement place, dancehall, skating rink, swimming pool or exhibition hall, without fixed seats	1 per 100 square feet of floor area. Does not apply to accessory uses
General service or repair establishment, printing, publishing, plumbing, heating, broadcasting station	1 per 2 employees on premises; auditorium for broadcasting station requires seating as above
Manufacturing or industrial establishment, research or testing laboratory, creamery, bottling plant, wholesale, warehouse, or similar establishment	1 per 2 employees on maximum working shift plus space for storage of trucks or other vehicles used in connection with the business or industry

(b) Interpretation of specific requirements.

1. The parking requirements above are in addition to waiting spaces or stacking spaces necessary for the operation of drive-in or drive-through facilities. Waiting spaces on the premises must be adequate to avoid obstruction of traffic on the public way.
2. The parking requirements above are in addition to space for storage of automobiles, trucks, mobile homes, campers, recreation vehicles, or other similar vehicles used or offered for sale in connection with a particular use.
3. The parking requirements in this section do not limit the parking requirements contained in the district regulations.
4. The parking requirements in this section do not limit special requirements which may be imposed by approval of a conditional use or special exception.
5. Where fractional spaces result, the parking spaces required shall be construed to be the next highest whole number.
6. Except as otherwise provided, the number of employees shall be ~~compiled~~ computed on the basis of the maximum number of persons employed on the premises at one time on an average day or average night, whichever is greater. Seasonal variations in employment

may be recognized in determining an average day.

7. The parking space requirements for a use not specifically listed in the chart shall be the same as for a listed use of similar characteristics of parking demand generation.
8. In the case of mixed uses, uses with different parking requirements occupying the same building or premises, or in the case of joint use of a building or premises by more than one use having the same parking requirements, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.
9. Whenever a building or use is changed or enlarged in floor area, number of employees, number of dwelling units, seating capacity or otherwise, to create a need under the requirements of this section for an increase in parking spaces of ten percent or more, such additional spaces shall be provided on the basis of the change or enlargement. No additional spaces shall be required for the first change or enlargement which would result in an increase of spaces of less than ten percent of those required before the change or enlargement, but this exception shall not apply to a series of changes or enlargements which together result in a need for an increase in parking space of ten percent or more.
10. Garages, carports, and other covered and/or enclosed parking areas shall not count toward off-street parking requirements of this Section with the exception that parking spaces in parking garages are allowed to be counted toward off-street parking requirements.
11. Stacked parking spaces that are not directly accessible to means of ingress and egress are not allowed to count toward off-street parking requirements.

(c) Joint use and off-site facilities. On-site parking requirement and off-site cooperative parking provisions. Except as otherwise provided in this chapter, all parking spaces required herein shall be located on the same lot with the building or use served. Where an increase in the number of spaces is required by a change or enlargement of use or where such spaces are provided collectively or used jointly by two or more buildings or establishments, the required spaces may be located and maintained not to exceed 600 feet 900 feet as measured along a traversable pedestrian route, with location approval from the Zoning Administrator from an institutional building or other nonresidential building served. For the purpose of this requirement, land used for employee parking but located immediately across a street or alley from the building or use served shall be considered as located on the same lot.

With the approval of the Zoning Administrator, required off-street parking may be provided cooperatively for two (2) or more uses of the same or different types, provided that arrangements are made that will ensure the availability of such space for the duration of the use to be served, and provided further that, unless reduced by the Zoning Administrator as set forth below, the number of spaces provided shall not be less than the sum of the individual requirements.

The combined parking requirements for two (2) or more uses participating in a cooperative parking arrangement may be partially reduced by the Zoning Administrator, provided that the uses will not conflict in time of operation the parking needs of each use at a given time of day may be adequately met through the parking arrangements.

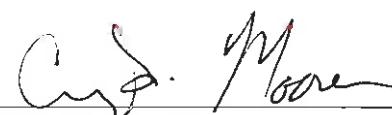
Cooperative parking arrangements shall provide off-street parking spaces within nine hundred (900) feet of each use served as measured along a traversable pedestrian route.

For the purpose of this section, all spaces located within a cooperative parking arrangement shall be deemed to be on-site parking for each use served by such arrangement.

Once approved by the Zoning Administrator, any subsequent change to a cooperative parking arrangement affecting the availability and convenience of the shared space shall be considered a zoning violation subject to enforcement and penalties as set forth in Section 30-13.

(e) *Grandfathered status in the B-2 Central Business District.* Sites in the B-2 Central Business District having existing structures, which are adequate for commercial, professional, or residential uses as provided in the B-2 Central Business District at the time of enactment of this amendment, shall be considered as grandfathered in regards to off-street parking requirements. For enlargements or significant structural alterations of existing structures, the required parking shall equal the number of spaces required by this section for the new use area, unless a Conditional Use Permit is granted by Town Council after recommendation from the Planning Commission for an exception or demolition as well as new construction, after enactment of this amendment, shall be grounds for grandfathered status to be lost.

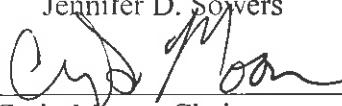
Dated this the 21st day of October 2013.



Craig Moore, Chairperson
Christiansburg Planning Commission

The above Resolution was adopted on motion by Dorsett seconded by Sowers at a meeting of the Planning Commission following a duly advertised Joint Public Hearing on the above request on October 7, 2013. Upon a call for an aye and nay vote on the foregoing resolution, the Commission members present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

<u>MEMBERS</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Matthew J. Beasley		X		
Ann H. Carter	X			
Harry Collins	X			
Ashley Cowen	X			
M. H. Dorsett, AICP	X			
David Franusich		X		
Jonathan Hedrick	X			
Steve Huppert				X
Craig Moore, Chairperson	X			
Joe Powers, Vice-Chairperson	X			
Jennifer D. Sowers	X			



Craig Moore, Chairperson



Nichole Hair, Secretary non-voting

**AN ORDINANCE AMENDING CHAPTER 30 “ZONING,”
SPECIFICALLY, SECTION 30- 9 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 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 (September 21, 2013 and September 28, 2013) 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 (October 19, 2013 and October 26, 2013) 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 September 23, 2013 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 November 6, 2012; and,

WHEREAS, Council deems proper so to do,

Be it ordained by the Council of the Town of Christiansburg, Virginia that Sections 30-9, 30-185, 30-186, 30-190, and 30-193 of Chapter 30 “Zoning” of the *Christiansburg Town Code* be amended as follows:

ARTICLE I. IN GENERAL

Sec. 30-9. Lighting and minimum off-street parking.

(a) *Specific requirements by use.* Except as otherwise provided in this chapter, when any building or structure is hereafter erected or structurally altered, or any building or structure hereafter erected is converted, accessory off-street parking spaces shall be provided as follows:

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
Single-family, private driveway	16' wide x 18' long parking area
Two-family dwelling	2 per dwelling unit
Townhouse	2 per dwelling unit
Multi-family dwelling, three or more dwelling units: One or more bedroom apartments, roomers	2 per dwelling unit 1 for each roomer
<u>Mixed use structures located in the B-2 Central Business District: One or more bedroom apartments located above street level</u>	<u>1 per apartment unit</u>
Church, temple, synagogue, or similar place of assembly	1 per 5 seats or bench seating spaces (seats in main auditorium only)
College or high school	1 per 5 seats or bench seating spaces (seats in main auditorium, gymnasium or field house only, whichever is larger) or one for each five students, whichever is greater
Elementary, junior high, or nursery school	1 per 10 seats in main assembly room or 2 per classroom, whichever is greater
Private club without sleeping rooms	1 per 5 members or 1 for each 400 square feet of floor area, whichever is greater
Public library, museum, art gallery, or community center	10 per use plus 1 additional space for each 300 square feet of floor area in excess of 1,000 square feet
Private clubs, fraternities, sororities, and lodges, with sleeping rooms	2 per 3 sleeping rooms or suites or 1 per 5 active members, whichever is greater
Sanitarium, convalescent home, home for aged, or similar institution	1 per 3 patient beds

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
Motel, motor hotel, motor lodge hotel, or tourist court	1 per sleeping room or suite plus 5 spaces for general use
Rooming, boarding, or lodging house, bed and breakfast establishment	1 per sleeping room
Hospital	2 per patient bed
Hospital, veterinary	1 per 400 square feet of floor area; 4 spaces minimum
Office or office building (other than medical), post office, studio	1 per 400 square feet of floor area; 3 spaces minimum
Medical offices or clinic	1 per 200 square feet of floor area; 10 spaces minimum for a clinic
Funeral home	1 per 50 square feet of floor area excluding storage and work area; 30 spaces minimum
Restaurant or other establishment for consumption of food or beverages inside a building on the premises	1 per 100 square feet of floor area, 3 spaces minimum
Restaurant, drive-in	1 per 100 square feet of floor area, 10 spaces minimum
Retail store or personal service establishment and banks	1 per 250 square feet of floor area for the first 5,000 square feet 1 per 300 square feet of floor area for the second 5,000 square feet 1 per 350 square feet of floor area for the third 5,000 square feet and all subsequent square footage
Shopping center	1 per 250 square feet of floor area for the first 5,000 square feet 1 per 300 square feet of floor area for the second 5,000 square feet 1 per 350 square feet of floor area for

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
	the third 5,000 square feet and all subsequent square footage
Automobile service station	3 for each service bay or pump island, whichever is greater. Parking for refueling may be credited toward required parking spaces if the Administrator determines parked vehicles do not interfere with traffic
Antique store or antique mall	1 per 500 square feet of floor area; 3 spaces minimum
Furniture or appliance store, machinery, equipment, mobile home, and automobile and boat sales and service	1 per 500 square feet of floor area; 3 spaces minimum. Automobile sales and service, 10 minimum
Auditorium, theater, gymnasium stadium, arena, or convention hall	1 per 4 seats or seating spaces
Bowling alley	5 per lane
Food storage locker	1 per 200 square feet customer service area
Farmers' market	2 for each rented stall, table, or sales space
Outdoor sales area, open air market or flea market (other than farmers' market)	4 for each rented stall, table, or sales space
Self service storage, miniwarehouse	1 for each 25 storage areas plus 3 spaces for the office, if provided (driving aisle between units must be paved or concrete)
Amusement place, dancehall, skating rink, swimming pool or exhibition hall, without fixed seats	1 per 100 square feet of floor area. Does not apply to accessory uses
General service or repair establishment, printing, publishing, plumbing, heating, broadcasting station	1 per 2 employees on premises; auditorium for broadcasting station requires seating as above
Manufacturing or industrial establishment,	1 per 2 employees on maximum

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
research or testing laboratory, creamery, bottling plant, wholesale, warehouse, or similar establishment	working shift plus space for storage of trucks or other vehicles used in connection with the business or industry

(b) *Interpretation of specific requirements.*

1. The parking requirements above are in addition to waiting spaces or stacking spaces necessary for the operation of drive-in or drive-through facilities. Waiting spaces on the premises must be adequate to avoid obstruction of traffic on the public way.
2. The parking requirements above are in addition to space for storage of automobiles, trucks, mobile homes, campers, recreation vehicles, or other similar vehicles used or offered for sale in connection with a particular use.
3. The parking requirements in this section do not limit the parking requirements contained in the district regulations.
4. The parking requirements in this section do not limit special requirements which may be imposed by approval of a conditional use or special exception.
5. Where fractional spaces result, the parking spaces required shall be construed to be the next highest whole number.
6. Except as otherwise provided, the number of employees shall be ~~compiled~~ computed on the basis of the maximum number of persons employed on the premises at one time on an average day or average night, whichever is greater. Seasonal variations in employment may be recognized in determining an average day.
7. The parking space requirements for a use not specifically listed in the chart shall be the same as for a listed use of similar characteristics of parking demand generation.
8. In the case of mixed uses, uses with different parking requirements occupying the same building or premises, or in the case of joint use of a building or premises by more than one use having the same parking requirements, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.
9. Whenever a building or use is changed or enlarged in floor area, number

of employees, number of dwelling units, seating capacity or otherwise, to create a need under the requirements of this section for an increase in parking spaces of ten percent or more, such additional spaces shall be provided on the basis of the change or enlargement. No additional spaces shall be required for the first change or enlargement which would result in an increase of spaces of less than ten percent of those required before the change or enlargement, but this exception shall not apply to a series of changes or enlargements which together result in a need for an increase in parking space of ten percent or more.

10. Garages, carports, and other covered and/or enclosed parking areas shall not count toward off-street parking requirements of this Section with the exception that parking spaces in parking garages are allowed to be counted toward off-street parking requirements.
11. Stacked parking spaces that are not directly accessible to means of ingress and egress are not allowed to count toward off-street parking requirements.

(c) *Joint use and off site facilities. On-site parking requirement and off-site cooperative parking provisions.* Except as otherwise provided in this chapter, all parking spaces required herein shall be located on the same lot with the building or use served. Where an increase in the number of spaces is required by a change or enlargement of use or where such spaces are provided collectively or used jointly by two or more buildings or establishments, the required spaces may be located and maintained not to exceed 600 feet ~~900 feet as measured along a traversable pedestrian route, with location approval from the Zoning Administrator from an institutional building or other nonresidential building served.~~ For the purpose of this requirement, land used for employee parking but located immediately across a street or alley from the building or use served shall be considered as located on the same lot.

~~With the approval of the Zoning Administrator, required off-street parking may be provided cooperatively for two (2) or more uses of the same or different types, provided that arrangements are made that will ensure the availability of such space for the duration of the use to be served, and provided further that, unless reduced by the Zoning Administrator as set forth below, the number of spaces provided shall not be less than the sum of the individual requirements.~~

~~The combined parking requirements for two (2) or more uses participating in a cooperative parking arrangement may be partially reduced by the Zoning Administrator, provided that the uses will not conflict in time of operation the parking needs of each use at a given time of day may be adequately met through the parking arrangements.~~

~~Cooperative parking arrangements shall provide off-street parking spaces within nine hundred (900) feet of each use served as measured along a traversable pedestrian route.~~

~~For the purpose of this section, all spaces located within a cooperative parking~~

arrangement shall be deemed to be on-site parking for each use served by such arrangement.

Once approved by the Zoning Administrator, any subsequent change to a cooperative parking arrangement affecting the availability and convenience of the shared space shall be considered a zoning violation subject to enforcement and penalties as set forth in Section 30-13.

(e) *Grandfathered status in the B-2 Central Business District.* Sites in the B-2 Central Business District having existing structures, which are adequate for commercial, professional, or residential uses as provided in the B-2 Central Business District at the time of enactment of this amendment, shall be considered as grandfathered in regards to off-street parking requirements. For enlargements or significant structural alterations of existing structures, the required parking shall equal the number of spaces required by this section for the new use area, unless a Conditional Use Permit is granted by Town Council after recommendation from the Planning Commission for an exception or demolition as well as new construction, after enactment of this amendment, shall be grounds for grandfathered status to be lost.

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 aere rounded up to the nearest whole aere 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.

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>Absent</u>	<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:

Michele M. Stipes, Town Clerk

Richard G. Ballengee, Mayor



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
RICHARD G. BALLENGEE

COUNCIL MEMBERS

D. MICHAEL BARBER
R. CORD HALL
STEVE HUPPERT
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES
JAMES W. "JIM" VANHOOZIER

TOWN MANAGER
BARRY D. HELMS

DIRECTOR OF FINANCE/
TOWN TREASURER
VALERIE L. TWEEDIE

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNN, MEMMER &
DILLON, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Engineering Fax 540-381-7238

Town of Christiansburg Planning Staff Report

Planning Commission Public Hearing Date: Monday, October 7, 2013 at 7:00 p.m.

Town Council Public Hearing Date: Wednesday, November 6, 2013 at 7:30 p.m.

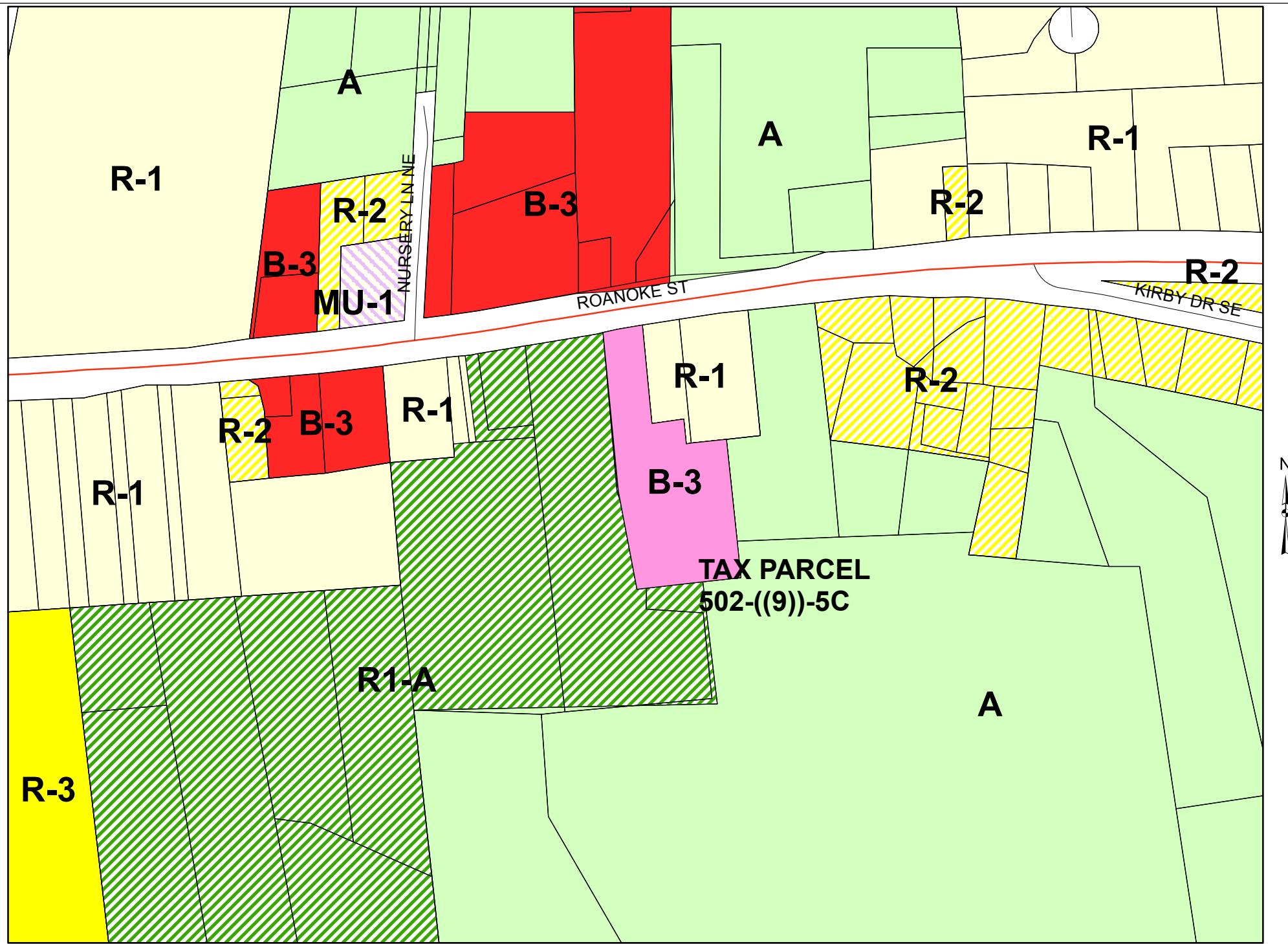
Application Type: Proffer Amendment

Applicant: Johnny Martin

Location: 3301 Roanoke Street (an approximately 1.95 acre portion of the total 37.4 acre tax parcel 502 – ((9)) – 5C)

The Town of Christiansburg has received a proffer amendment request by Johnny Martin for property located at 3301 Roanoke Street (an approximately 1.95 acre portion of the total 37.4 acre tax parcel 502 – ((9)) – 5C), which is zoned B-3 General Business District, to amend a proffer statement to allow for a modification in parking and paving requirements. The property is scheduled as Mixed Use – Residential/Limited Business in the Future Land Use Map of the Christiansburg Comprehensive Plan.

The property does not lie within the 100-Year and 500-Year Flood Hazard Areas. The property does not lie within a Historic District. The adjoining properties are zoned B-3 General Business, A Agriculture, R-1 Single Family, and R-1A Rural Residential. The adjoining properties contain residences, businesses, and vacant land.



PROFFER AMENDMENT: 3301 ROANOKE STREET

PC: OCTOBER 7, 2013

TC: NOVEMBER 6, 2013

0 200 400 600
Feet





PROFFER AMENDMENT: 3301 ROANOKE STREET

PC: OCTOBER 7, 2013

TC: NOVEMBER 6, 2013

0 100 200 300
Feet



Proffer Amendment: 3301 Roanoke Street - County

Tax Map#	Owner(s)	Mailing Address	City,St,Zip
095- A 2	KNOWLES RUTH KING	C/O S J KNOWLES	1901 GREENBRIER CIR BLACKSBURG VA 24060

Proffer Amendment: 3301 Roanoke Street

Tax Map#	Owner(s)		Mailing Address	City,St,Zip
502- 6 3,5	EPPERLY LIVING TRUST	C/O RAY E & MARY B EPPERLY TRS	P O BOX 35	SHAWSVILLE VA 24162
502- 11 2	THIRD DAY INC		3290 ROANOKE ST	CHRISTIANSBURG VA 24073
502- 6 3,5	EPPERLY LIVING TRUST	C/O RAY E & MARY B EPPERLY TRS	P O BOX 35	SHAWSVILLE VA 24162
502- 6 4	ALSOP CARTER		P O DRAWER 480	CHRISTIANSBURG VA 24068
502- 9 6	MCGRADY NANCY R		3345 ROANOKE ST SE	CHRISTIANSBURG VA 24073
502- A 46	CUSTER NANCY S		P O BOX 6744	CHRISTIANSBURG VA 24068
502- A 46C	CONNER MARGIE A	CONNER TONY D	2115 FAIRVIEW ST	CHRISTIANSBURG VA 24073
502- 9 6C	BAILEY MARK A	BAILEY MARIA Z	3355 ROANOKE ST	CHRISTIANSBURG VA 24073
502- 9 5B	SEWELL MICHAEL PAGE	SEWELL ADRIENNE ELAINE	3325 ROANOKE RD	CHRISTIANSBURG VA 24073
502- 9 5C	MARTIN JOHNNY C JR	MARTIN AMELIA F	2000 TOWER RD	CHRISTIANSBURG VA 24073
502- 9 5	MARTIN JOHNNY CHARLTON	MARTIN TERESA S	3295 ROANOKE ST SE	CHRISTIANSBURG VA 24073
502- 9 4C,4E	MARTIN LARRY ZANE	MARTIN BARBARA BABER	2850 ROANOKE ST	CHRISTIANSBURG VA 24073
502- 9 4C,4E	MARTIN LARRY ZANE	MARTIN BARBARA BABER	2850 ROANOKE ST	CHRISTIANSBURG VA 24073
502- 9 4A	MARTIN ZANE CHARLTON	MARTIN PEGGY K	3265 ROANOKE ST SE	CHRISTIANSBURG VA 24073
502- 9 8A	BRITT LAWRENCE		645 DEPOT ST NE	CHRISTIANSBURG VA 24073
502- 9 7	HUGHES HELEN R		3427 ROANOKE ST	CHRISTIANSBURG VA 24073
502- 9 8	RAKES SANDRA E		1160 FIELDSTONE RD	WATKINSVILLE GA 30677
502- 9 8D	MORGAN CARL	MORGAN ATHLYNN	425 OLD MOUNTAIN RD	GREENEVILLE TN 37743
502- 9 5D	SELMA J KNOWLES REV TRUST	C/O SELMA J KNOWLES TRUSTEE	1901 GREENBRIER CIR	BLACKSBURG VA 24060

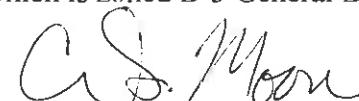
Resolution of the Town of Christiansburg Planning Commission

Proffer Amendment Application

WHEREAS the Christiansburg Planning Commission, acting upon a request made by Johnny C. Martin for amendment of a proffer statement for property located at 3301 Roanoke Street (an approximately 1.95 acre portion of the total 37.4 acre tax parcel 502 – ((9)) – 5C), which is zoned B-3 General Business, to amend a proffer statement to allow for a modification in parking and paving requirements, has found following a duly advertised Public Hearing that the public necessity, convenience, general welfare and good zoning practices (permit / ~~do not permit~~) the amendment of a proffer statement for Johnny C. Martin for property located at 3301 Roanoke Street (an approximately 1.95 acre portion of the total 37.4 acre tax parcel 502 – ((9)) – 5C), which is zoned B-3 General Business.

THEREFORE be it resolved that the Christiansburg Planning Commission (**recommends / does not recommend**) that the Christiansburg Town Council approve the amendment of a proffer statement to allow automobile sales at property located at 3301 Roanoke Street (an approximately 1.95 acre portion of the total 37.4 acre tax parcel 502 – ((9)) – 5C), which is zoned B-3 General Business.

Dated this the 7th day of October 2013.



Craig Moore, Chairperson
Christiansburg Planning Commission

The above Resolution was adopted on motion by Dorsett seconded by Collins at a meeting of the Planning Commission following the posting of a public hearing notice upon the property and a duly advertised Public Hearing on the above request on October 7, 2013. Upon a call for an aye and nay vote on the foregoing resolution, the Commission members present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

<u>MEMBERS</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Matthew J. Beasley	X			
Ann H. Carter	X			
Harry Collins	X			
Ashley Cowen	X			
M. H. Dorsett, AICP	X			
David Franusich				X
Jonathan Hedrick	X			
Steve Huppert	X			
Craig Moore, Chairperson	X			
Joe Powers, Vice-Chairperson	X			
Jennifer D. Sayers	X			



Craig Moore, Chairperson



Nichole Hair, Secretary Non-voting

**Resolution of the
Town of Christiansburg
Planning Commission**

*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 Christiansburg Planning Commission has found, following a duly advertised Public Hearing on October 7, 2013, that the public necessity, convenience, general welfare and good zoning practices (permit / ~~do not permit~~) Council to adopt an ordinance amending the *Christiansburg Town Code*.

THEREFORE be it resolved that the Christiansburg Planning Commission (**recommends / does not recommend**) to the Christiansburg Town Council that Section 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.

Dated this the 21st day of October 2013.


 Craig Moore, Chairperson
 Christiansburg Planning Commission

The above Resolution was adopted on motion by Dorsett seconded by Sowers at a meeting of the Planning Commission following a duly advertised Joint Public Hearing on the above request on October 7, 2013. Upon a call for an aye and nay vote on the foregoing resolution, the Commission members present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

<u>MEMBERS</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Matthew J. Beasley	X			
Ann H. Carter	X			
Harry Collins	X			
Ashley Cowen	X			
M. H. Dorsett, AICP	X			
David Franusich	X			
Jonathan Hedrick	X			
Steve Huppert				X
Craig Moore, Chairperson	X			
Joe Powers, Vice-Chairperson	X			
Jennifer D. Sowers	X			


 Craig Moore, Chairperson


 Nichole Hair, Secretary non-voting

Summary of Zoning Amendments – 09-23-2013

Section 30-9

- Addition of parking requirement for mixed use structures located in the B-2 Central Business District: One or more bedroom apartments located above street level – 1 parking space per apartment unit
- Revision of 30-9 (c) to On-site parking requirements and off-site cooperative parking provisions – when a change or enlargement of use requires additional parking, those parking spaces may be located 900 feet as measured along a traversable pedestrian route (sidewalks, trails, etc.), with location approval from the Zoning Administrator.
- Off-street parking cooperative parking arrangements - with approval from the Zoning Administrator, two or more uses may share parking and the number of spaces provided shall not be less than the sum of the individual requirements.
- Zoning Administrator may partially reduce the combined parking requirements for two or more uses that have a parking arrangement, if there is not a conflict in time of operation and the parking needs for each use are met.
- Cooperative parking arrangements shall provide parking within 900 feet of each use served as measured along a traversable pedestrian route (sidewalks, trails, etc.)
- Spaces within a cooperative parking arrangement shall be deemed on-site.
- Any changes to a cooperative parking arrangement that has been approved by the Zoning Administrator would be a Zoning violation.
- Revision of 30-9 (e) – when an existing structure in the B-2 District is enlarged or significantly altered, the existing uses parking is grandfathered and only the new use is required to be brought up to current parking regulations. Town Council may grant an exception to the parking through a Conditional Use Permit.

Section 30-185

- Addition of Overlot Grading Plan to the preliminary site plan submittal.
- Clarification that final site plans shall meet all the requirements of the preliminary site plan.
- Site plans are to meet the requirements in effect upon the date of submittal.
- Review process and time line: The applicant is given 6 months to submit a revised site plan after the Town has rendered first review comments. The applicant is given 4 months to submit a revised site plan after the Town has rendered second review comments. The applicant is given 2 months to submit a revised site plan after the Town has rendered third and any subsequent review comments. If none of these deadlines are met, the process begins again with a new submittal date. The site plan would then have to meet all the requirements in effect upon that new submittal date.
- The applicant is given a total of 2 years to receive final site plan approval from the date of preliminary site plan submittal. If approval is not received in 2 years, the site plan would need to be resubmitted, with a new date of submittal. The site plan would have to meet all the requirements in effect upon that new submittal date.
- Clarification final site plan approval is given by the Town Manager.



October 1, 2013

Barry Helms, Town Manager
Town of Christiansburg
100 East Main Street
Christiansburg, VA 24073

Dear Mr. Helms,

On behalf of NRV CARES, I would like to thank the Christiansburg Town Council for including NRV CARES in their FY2014 budget. NRV CARES is an organization dedicated to protecting children and strengthening families through education, advocacy and community partnerships.

NRV CARES is requesting the payment of funds allocated in one lump sum (\$3,000).

Thank you so much for your support of our work and for the children of Christiansburg.

Sincerely,

Beverly Walters
Executive Director

NRV CARES Board Members:

President—Ron Underwood
Vice-President—Vacant
Treasurer— Jamie Radford
Secretary- Jungmeen Kim-Spoon

Beth Deskins
Lindsey Eversole
George Jackson
Mark Nichols
Kris Olin
Deb Sydnor

NRV CARES Staff

Bev Walters
Executive Director

Mona Dollins DiGiulian
Grant Specialist/
Finance Director

Kelli Lichly
Education Program Director

Dionne Harrison
CASA Program Director

Tiffany Quist
CASA Volunteer Coordinator

NRV CARES— a Partner Agency
of United Way of Montgomery,
Radford, & Floyd, Pulaski County
United Way & United Fund
Giles County.

Children are the of our community

205 West Main Street, Office 4 • Christiansburg, VA 24073
Phone: 540-381-8310 • Fax: 540-381-8313 • website: www.nrvcares.org

LAW ENFORCEMENT MUTUAL AID AGREEMENT

THIS AGREEMENT, dated the 24th day of September, 2013, between the **TOWN OF CHRISTIANSBURG, VIRGINIA**, a municipal corporation ("Christiansburg"), and the **TOWN OF BLACKSBURG, VIRGINIA**, a municipal corporation ("Blacksburg").

BACKGROUND

Christiansburg and Blacksburg intend by this Agreement to enter into a reciprocal agreement for cooperation in furnishing law enforcement services and for the joint use of their law enforcement personnel, equipment and materials for their mutual protection, defense and the maintenance of peace and order pursuant to Section 15.2-1736 of the Code of Virginia (1950), as amended, subject to the specific terms and conditions contained herein.

AGREEMENT

In consideration of the premises, covenants and mutual promises contained in this Agreement, the parties agree as follows:

1. Christiansburg and Blacksburg will endeavor to provide law enforcement support each to the other within their respective capabilities at the time the request for such support is made and may invoke the aid contemplated in this Agreement: (a) in the event of an emergency as determined by the Police Chief of Blacksburg or his/her designee (in the case of an emergency under Blacksburg's jurisdiction), or by the Police Chief of Christiansburg or his/her designee (in the case of an emergency in Christiansburg); (b) in the event

necessity arises for enforcement of laws designed to control or prohibit the use or sale of controlled drugs or enforcement of laws pertaining to sexual offenses as defined in Article 3, Ch. 8, Title 18.2, Code of Virginia (1950), as amended; or (c) in any other case where such aid is deemed necessary by the parties to this Agreement for the protection, defense, or the maintenance of peace, order of enforcement of laws.

In any such event, Blacksburg through its chief law enforcement officer or Christiansburg through its chief law enforcement officer may request assistance of the other without the necessity of deputizing deputies or officers. Such officers shall have the same authority and full police powers as conferred upon them by law in their own locality during the period of such emergency or necessity (including the authority and power to make arrests) and may participate in law enforcement activities in the other jurisdiction to the extent authorized by the laws of the Commonwealth of Virginia.

For the purposes of this Agreement, the jurisdiction of Christiansburg shall be present or future Christiansburg town limits and the jurisdiction of Blacksburg shall be the present or future boundaries of Blacksburg.

2. All law enforcement personnel responding to a request for assistance pursuant to this Agreement shall report to and take direction from the chief law enforcement officer of the requesting agency or his/her designee.
3. Nothing contained in this Agreement shall be construed to compel any party hereto to respond to a request for law enforcement support when the law enforcement personnel, equipment, or materials of the jurisdiction to whom

the request is directed are, in the opinion of said jurisdiction, needed or in use for other duties within the boundaries of that jurisdiction.

4. The requesting jurisdiction shall be responsible for establishing a radio communication system for use by the responding jurisdiction.
5. Prior to the effective date of this Agreement, the parties hereto shall notify their respective law enforcement liability insurance carriers of the existence and terms of the Agreement.
6. The services performed and expenditures made under this Agreement shall be deemed for public and governmental purposes, and when acting hereunder, the parties and their police officers, deputies and their principals shall be entitled to all of the same immunities from liability enjoyed in their own jurisdiction and shall enjoy all the same exemptions from laws, ordinances, and regulations and shall have all of the same pension, relief, disability, workers' compensation and other benefits enjoyed by them while performing their regular job duties.
7. Neither party shall be liable to the other for any cost associated with or arising out of the rendering of assistance pursuant to this Agreement.
8. The parties to this Agreement recognize that they are each fully capable of independently providing services to adequately serve their respective political subdivisions. The governing bodies of the parties to this Agreement each agree that this Agreement shall not be used against either party in future annexation proceedings.

9. The effective date of this Agreement is November 1, 2013. Its term shall be five (5) years from its effective date, and it shall be renewed automatically for one (1) additional five (5) year period unless within ninety (90) days prior to the expiration of this Agreement either party.
10. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party.
11. The use of the term "party" shall include the party's employees, officials and officers.

Approved as to form:

TOWN OF CHRISTIANSBURG, VIRGINIA

By: _____

Counsel for Town of Christiansburg

Chief of Police

Date: _____

Approved as to form:

TOWN OF BLACKSBURG, VIRGINIA

Amber S. Spence, Jr.

By: Kimberley L. Cannis

Counsel for Town of Blacksburg

Chief of Police

Date: 9/27/2013

Approved by Christiansburg Town Council on _____.

Approved by Blacksburg Town Council on 9/24/13.

Fee Schedules for Town Services

Three fee schedules for Town services are attached. These fee schedules are reflections of current rates and do not constitute any change in rates.

The Garbage Service Fee Schedule and Development Fee Schedule are included in the recodification by reference as a substitute for the actual rates being specified in the Town Code. This will enable Town Council to amend these rates without necessitating the amendment of the Town Code each time. Town Council will need to adopt these two fee schedules in conjunction with the adoption of the recodification.

The Water and Sewer Service Utilities Service Fee Schedule was previously adopted by Town Council and has already been included in the Town Code in lieu of specifying the actual rates. It is simply provided for reference.

**Town of Christiansburg
Garbage Service Fee Schedule
Effective June 1, 2013**

Garbage Service Rates – Residential and Domestic			
	Minimum Rate per Month (three 32-gallon container)	Excess Volume (above three 32-gallon container)	Tree and brush hauling
Within Corporate Limits	\$17.00	\$1.25 per container	\$25.00 per load plus tipping fee charged to the Town
Outside Corporate Limits	\$25.50	\$1.88 per container	Service not available

Residential and Domestic Garbage Rate Notes:

- 1) When more than one building or a multifamily living unit is served on the same premises, the minimum bill shall be charged for each building or family living unit and the minimum allowance of up to three 32-gallon container will apply to each minimum charge.

Garbage Service Rates – Business and Commercial	
	Rate
Within Corporate Limits	<p>Dumpster Rental Fee</p> <p>4 cubic yard - \$9.37 per month 6 cubic yard - \$11.22 per month 8 cubic yard - \$14.50 per month</p> <p>Pickup Fee</p> <p>4 cubic yards - \$30.00 per pickup 6 cubic yards - \$45.00 per pickup 8 cubic yards - \$60.00 per pickup</p>
Outside Corporate Limits	Service not available

Town of Christiansburg
Development Fee Schedule
Effective July 1, 2012

Subdivision and Site Plan Review Fees	
Plat review	\$50.00 per plat and \$10.00 for each lot
Subdivision Construction Drawing Review / Site Plan Review	\$250.00 plus an additional \$50.00 per acre rounded up to the nearest acre
Erosion and Sediment Control Fees	
Stormwater Management Plan Review	\$1,000.00
Land Disturbing Permit	\$25.00 for the first acre plus an additional \$10.00 per acre rounded up to the nearest acre for each additional acre
Advertising and Building Permit Fees	
(1) Residential:	
New construction, additions, remodeling, and placement of modular homes and double-wide manufactured homes, carports, decks, and garages (attached): \$0.22 per square foot of total space or area to be built including all floors and basements.	
Replacement of a mobile home: \$100.00.	
Change in mechanical equipment, heating equipment, ventilating equipment, and air conditioning equipment: \$40.00.	
(2) Commercial and Industrial:	
New construction, remodeling, and additions: \$3.50 per \$1,000.00 value or fraction thereof.	
(3) Miscellaneous fees:	
Value less than \$500.00 and no inspection required: no charge.	
Value greater than \$500.00 and inspection is required: \$40.00.	
Driveway or curbcut: \$30.00.	
Water or sewer line replacement: \$40.00.	
Swimming pool or spa: \$40.00.	
Accessory building (residential): \$40.00.	
Moving of a building: \$100.00.	
Demolition: \$40.00.	
Asbestos removal: \$40.00.	
Electrical service addition or upgrade: \$40.00.	
Discontinued electrical service over 30 days: \$40.00.	
Temporary outdoor advertising/sign: \$30.00.	
Permanent outdoor advertising/sign: \$50.00.	
Blasting: \$80.00.	
Backflow prevention program: \$40.00.	
Certificate of Occupancy for existing structure: \$40.00.	
Insulation: \$40.00.	
Fireworks sales setup: \$100.00.	
(4) Re-inspection fee (payable before re-inspection):	
\$100.00 per re-inspection.	
(5) Minimum:	
In any case, the minimum permit fee shall be \$40.00 (with any exceptions noted in this section).	

Town of Christiansburg
Water and Sewer Utilities Service Fee Schedule
Effective June 1, 2013

		Water Rates		
For Service of 30 or Fewer Days		For Service of 31 or More Days or For Use in Excess of 4,000 Gallons		
Minimum Rate per Month (0-4,000 gallons)		Minimum Rate per Month (0-4,000 gallons)	Rate per 1,000 gallons (4,001-100,000 gallons)	Rate per 1,000 gallons (100,001 - 6,000,000 gallons) ⁽¹⁾
Within Corporate Limits	\$9.00	\$18.00 (Bimonthly)	\$4.90 (Bimonthly)	\$2.90 (Bimonthly)
Outside Corporate Limits	\$13.50	\$27.00 (Bimonthly)	\$7.35 (Bimonthly)	\$4.35 (Bimonthly)

Water Rate Notes:

- 1) When a customer uses 6,000,000 gallons or more per two-month period, in lieu of the foregoing schedule, that customer shall pay for all the water used at a rate equal to 125 percent of that rate charged to the Towns of Blacksburg and Christiansburg and V.P.I. by the Water Authority.
- 2) When more than one building or a multifamily living unit is served on the same premises from the same water meter, the minimum shall be charged for each building or family living unit and the minimum allowance of up to 4,000 gallons will apply to each minimum charge.
- 3) Consumption exceeding 4,000 gallons: Rates are the same as rates for services of 31 days or more.

Sewer Service Rates			
For Service of 30 or Fewer Days		For Service of 31 or More Days or For Use in Excess of 4,000 Gallons	
Minimum Rate per Month (0-4,000 gallons)		Minimum Rate per Month (0-4,000 gallons)	Rate per 1,000 gallons (+4,001 gallons)
Within Corporate Limits	\$14.00	\$28.00 (bimonthly)	\$7.50
Outside Corporate Limits	\$21.00	\$42.00 (bimonthly)	\$11.25

- 1) Consumption exceeding 4,000 gallons: Rates are the same as rates for services of 31 days or more.

Town of Christiansburg
Water and Sewer Utilities Service Fee Schedule
Effective June 1, 2013

Connection Fees		
	Water	Sewer
Within Corporate Limits	\$2,500.00 ⁽¹⁾	\$2,500 + \$5.00/linear ft. ⁽³⁾
Outside Corporate Limits	\$3,750.00 (minimum) ⁽²⁾	\$3,750.00 (minimum) ⁽⁴⁾

Connection Fee Notes:

- 1) The cost of a five-eighths-inch water connection within the corporate limits will be \$2,000.00, if the distance from the water main to the property line is not over 40 feet. Should the distance from the water main to the property line be greater than 40 feet, the property owner must pay the actual cost of service lines in excess of 40 feet. The cost of water connections larger than five-eighths-inch will be \$2,000.00 plus the difference in actual cost of materials between a five-eighths-inch connection and larger connection.
- 2) The cost of all water connections outside the corporate limits will be based on the actual cost of materials and installation plus an administrative charge equal to 20 percent of such actual cost or a minimum fee of \$3,000.00, whichever is greater.
- 3) If the distance from the sewer main to the property line is greater than 40 feet, the property owner must pay for the actual cost of the lateral which is in excess of 40 feet in addition to the regular connection charges set forth above. The charge of \$5.00 per linear foot of the width of the lot frontage of the structure to be connected is not applicable for connections to any interceptor sewer main or to an existing collector sewer main which was installed prior to September 6, 1966, or which is located in a subdivision in which the subdivision developer has installed the sewer main to the property line.
- 4) Sewer connection fees outside the corporate limits of the Town will be made at actual cost of materials and installation plus an administrative charge equal to 20 percent of the actual cost, or a minimum fee of \$3,000.00, whichever is greater.

Sewer Main Extension Fee
\$5.00 per linear foot of the frontage of the property owner's lot or lots which will be served by the extension

Sewer Main Extension Fee Note: This cost will be in addition to the regular connection fee and will be paid at the time of connection. The Town Council may require that one-third of the estimated total cost based on \$5.00 per linear foot of main be paid by the property owners prior to the extension being started. Such extension will be made only with the Council's approval after cost estimates and the need for the extension have been determined.

Town of Christiansburg
Water and Sewer Utilities Service Fee Schedule
Effective June 1, 2013

Miscellaneous Fees and Deposits	
Water Turn On Fee for All Connections	\$10.00 Fee
Water Restore	\$25.00 Fee
Domestic Service for Homeowners	\$50.00 Deposit
Domestic Service for Lessees or Tenants	\$50.00 Deposit
Industrial, Commercial and Business Services, Including Apartment Houses	A deposit in an amount equal to the average bimonthly bill, but in no case less than \$50.00.
Customer Whose Bill for Service Becomes Delinquent Twice or More in Succession	A deposit in an amount which when added to the original deposit shall equal the amount of the average bimonthly bill, but in all cases such additional service deposit shall be not less than an amount which when added to the original service deposit will equal \$50.00.
For Bills Unpaid on the 25th of the First Month After Service	10% Penalty will be added
For Bills Unpaid on the 10th of the Second Month After Service	Service will be discontinued until all bills, penalty, and a \$25.00 service charge have been paid
BOD High Strength Surcharge	\$0.30 per Pound
Suspended Solids High Strength Surcharge	\$0.30 per Pound

Salem District Locality Update

Fall 2013



A quarterly newsletter for Salem District localities

Snow Season is Approaching

For the typical Virginia snowstorm, VDOT's goal is to have all roads passable within 48 hours after a storm ends. VDOT crews work around the clock until roads are passable.



During a winter storm, snow removal crews give first priority to the interstates and primary roads

(numbered 1 – 599). If the road is a state road, VDOT is responsible for clearing it. Cities and large towns maintain their own roads. Once the snow stops falling and these major roads are clear, crews begin working on roads with lower traffic volumes, such as subdivision streets and secondary roads.

The latest road conditions are available online at www.511Virginia.org. Residents can report an unplowed road or unsafe travel conditions on state-maintained roads by calling VDOT's customer service center at 1-800-367-7623.

Fall Transportation Meetings

The Commonwealth Transportation Board (CTB) is holding a public meeting in Roanoke in late October so residents can learn more about transportation projects funded in the current Six-Year Improvement Program (SYIP) and to provide comments for transportation improvements in the upcoming SYIP for fiscal years 2015-2020. The meeting will begin at 6 p.m., Wednesday, Oct. 30, at Northside High School, located at 6758 Northside High School Road in Roanoke.

Open house displays and general discussion will occur from 6 p.m. to 7 p.m. and the public comment session will begin at 7 p.m. Representatives from the CTB, VDOT, Virginia Department of Rail and Public Transportation, metropolitan planning organizations and planning district commissions will be at the meetings to discuss their respective projects and programs.

Public meetings also will be held across the state for other localities. If you cannot attend, information about the meetings is available at www.virginiadot.org/2013fallmeetings. Send comments on highway projects to: Programming Director, VDOT, 1401 East Broad Street, Richmond, Va., 23219 or SixYearProgram@VDOT.Virginia.gov. Comments will be accepted until Dec. 6, 2013.

From the District Administrator:

By Rob Cary, P.E.
Rob.Cary@VDOT.virginia.gov



For those of you who may have missed the announcement in August, I am pleased to report that Governor McDonnell has appointed William Fralin, Jr. to the Commonwealth Transportation Board (CTB) to represent the Salem District. Mr. Fralin fills the seat vacated by Dana Martin who served as the Salem District CTB representative for a decade. Having met with Mr. Fralin several times since his appointment, I have no doubt that he is up to the job.

Mr. Fralin, or William as he prefers to be called, brings a wealth of experience to his new role. He was a member of the Virginia House of Delegates from 2004 to 2010 representing the 17th District and sat on the House Transportation Committee and several other committees and subcommittees related to transportation including the Joint Subcommittee to study Virginia's Future Transportation Needs, the Interstate Transportation Compact Commission and the Virginia-North Carolina Interstate Toll Road Compact Commission. During his time in the House, he patroned legislation to protect and create railroad jobs, improve highway safety and protect transportation funding. He also served on the Virginia Port Authority's Board of Commissioners before being appointed to the CTB.

During my meetings and conversations with William over the last few months, I have been impressed by the numerous questions that he has asked on a variety of transportation topics. Given his interest, I have confidence that William will be a good advocate for transportation statewide and in the Salem District.

William and I, along with a representative from the Department of Rail and Public Transit, will be hosting the upcoming fall transportation meeting in Roanoke. We look forward to seeing you on October 30 at Northside High School at 6 p.m.

A handwritten signature in blue ink that reads "Rob H. Cary".

Rob

Your VDOT contacts

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Project Updates**Under Construction**

I-81 Truck Climbing Lane - This project will improve safety and traffic flow by adding a truck climbing lane to southbound I-81 in Montgomery County between mile markers 120 and 125. The contract for this project is valued at \$75.4 million. Drivers should expect changing traffic patterns in this work zone. The project is expected to be completed by November 2013.

Route 114 Bridge Replacement - This \$22.5-million project will replace the old, damaged westbound Route 114 bridge over the New River. The bridge is located at the Pulaski and Montgomery county line. Work is expected to be completed by November 2014. Flaggers may control traffic during daylight hours between 7 a.m. and 7 p.m. on Route 114 (Peppers Ferry Road). Multiple structures being replaced; one over the river at the county line and one over the railroad in Montgomery County.

Route 114 Peppers Ferry Road in Christiansburg - This \$24.5-million project will widen Peppers Ferry Road in Christiansburg from two lanes to four from Route 460 to the west town limits of Christiansburg. Drivers should expect possible delays and watch for changing traffic patterns. Construction is expected to be completed in November 2014.

Route 61 Bridge Replacement in Narrows - This project will replace the old Route 61 bridge over the New River, Route 460 and railroad tracks in Narrows. The reconstructed bridge will consist of two 12-foot travel lanes, two 6-foot bicycle lanes and two 6-foot sidewalks. The contract is valued at \$15.6 million. Work is expected to be completed in spring 2014.

Route 693 in Bridge Replacement in Pulaski County - This \$2.7-million project will include replacing the bridge over Big Reed Island Creek. The bridge is closed, and traffic is being detoured. The existing one-lane bridge will be replaced with a new two-lane bridge and approaches will be constructed to match the new roadway width. Work is expected to be completed in late fall.

Route 613 Bridge Replacement in Montgomery County - This \$2.3-million project will replace the Route 613 (Blue Springs Road) bridge over the Little River. The bridge is located in the Snowville area. The bridge is closed, and traffic is being detoured. Estimated completion is fall 2013.

Under Development

Route 460 Southgate Connector in Blacksburg - This \$46.7-million project will relocate Southgate Drive to the south and extend the road across Route 460 Business with a diverging diamond interchange. A design public hearing was held in October. The project is expected to be advertised for construction bids in December 2014.

Route 460 Intersection Improvements at Research Center Drive and Industrial Park Road in Blacksburg - This \$1.9-million project will improve the intersection of the Route 460 Bypass with Research Center Drive and Industrial Park Road. Right of way is being acquired with construction starting in spring 2014.

Route 603 Ironto-Elliston Connector in Montgomery County - This \$21.2-million project will reconstruct two miles of North Fork Road between I-81's exit 128 and Route 11/460. The project is expected to be advertised in January 2014 with construction beginning in spring 2014.

Route 693 Spot Improvements in Pulaski County - This project will improve Route 693 (Lead Mine Road) between Route 672 (Baptist Hollow Road) and Route 669 (Cecil Chapel Road). The road will be rehabilitated with spot improvements. The current estimate is \$2.7 million. Advertisement for construction is expected in December 2014.

Route 600 in Montgomery County - This \$4.3-million project will include the rehabilitation of a 2.34-mile section of Piney Woods Road from Route 787 (Indian Valley Road) to Route 672 (Big Branch Road). Right of way acquisition is under way with construction expected to begin in the summer of 2014.

Aquatic Center Revenue Report

	September 1-30 2013	September 1-30 2012
Days of Operation	30	30
Facility Closed for Meets	0	0
Holiday Closings	0	0
Meets Held (without Facility Closure)	1	*N/A
Maintenance Closing	0	0
Memberships		
Non-Resident Membership	67	85
Resident Membership	120	60
Total Memberships	187	145
Attendance		
Daily Resident Pass	1,297	2,001
Daily Non-Resident Pass	617	623
Dry Pass	247	245
Member Scan	3,356	3,472
Programs, Rentals	282	154
Total Attendance	5,799	6,495
Daily Average	193	217
Revenue		
Facility Revenue	6,220.00	7,220.00
Daily Admission	7,148.00	10,748.00
Program Revenue	6,627.75	8,815.75
Retail Revenue	466.10	259.78
Food Concessions	243.98	-
Membership Revenue	25,452.93	19,046.64
Competitive Meet Revenue	31,617.00	21,664.85
Refund	-	-
Over/Short	7.00	-1.39
VT Contributions	-	250,000.00
Total Revenue	77,782.76	317,753.63
Birthday Parties	25	42

*Information not collected until February 2013

Christiansburg Aquatic Center



Monthly Report: September 2013

Terry Caldwell, Director

- Advisory Board meeting; review of ideas/options of events held @ the CAC, some in cooperation with the recreation department
- CAC survey distribution in town resident water bills, approximately 9,000
- Intern Danielle Hinton joins us this semester from Radford University as a communication/public relations major
- The staff takes the CAC into the community by including booth set-up and displays at various events throughout our area. This month included the Wilderness Trail Festival
- Collaboration with the following groups on the “Give a Kid a Coat” drive; Christiansburg Kroger, Cleaner World, Montgomery County Christmas Store, VT Swimming and Diving
- Sale of swim calendars to support Olympians
- Attended the Virginia Recreation and Park Society annual conference, growing opportunities in the recreation field
- Meeting with public works department in regards to snow removal at the CAC
- Attended Open Government meeting @ Christiansburg Library
- Took part in the motor coach tour seminar in Wytheville, discussing motor coach tourism in your community
- By request of town council a meeting among department heads in relation to the options available for the Christiansburg Challenge, a swim/run special event
- CAC rack cards have been delivered to the Bedford Welcome Center and Heartwood in Abington.

Allison Zuchowski, Aquatic Services Manager

- Hired and oriented four new lifeguards for our Aquatics Team
- Taught staff CPR & First Aid Training class on 9/11
- Facilitated Lifeguard in-service meeting & Blood Borne Pathogen Training on 9/29



Bill Beecher, Competitive Coordinator

- Discussed with the Appalachian Swim Conference representative about their meet in February
- Attended advisory board meeting
- Made bid for West Virginia Long Course Championship
- Coached masters

Lauren Woodcock, Program Supervisor

• Learn to Swim Fall 1	53
• Ai Chi	3 +passes
• Morning Fit	6 +passes
• Evening Fit	3 +passes
• Warm Water Workout	9 +passes
• Aqua Zumba (on-going)	4 +passes
• Boot Camp	3 +passes
• SwimGym	7
• Private lessons	9 unique members (13 uses)
• Water fitness passes	41 unique members (181 uses)

Total participants for September 138 (282)



September Events

- Brochures distributed to schools, town hall, rec center, gov't center, chamber of commerce, ect
- SwimGym began Sept 4th
- Fall LTS began September 8th ends Oct 3rd
- AquaZumba, Warm Water Workout, Morning Fit, Aqua Boot Camp, and Ai Chi began September 3rd
- New Evening Fit class started September 3rd
- Fitness Social September 8th

Upcoming October Events

- Monster Splash October 27th
- Learn to Swim Fall 2 classes begins Oct 14th
- Deep water aerobics class begins Oct 1st
- Coat drive Oct 19-27th

Melissa Callahan, Facility Coordinator

Prior Membership Monthly reports have been distributed by current, renewing memberships. This report and future reports will reflect the memberships sold in the month of September.

- Total Membership Sold:
 - Resident: **67**
 - Non Resident: **120**
- Attendance:
 - Daily Resident Passes: **1,297**
 - Daily Non-Resident Passes: **617**
 - Dry Passes: **247**
 - Member's Scanned: **3,356**

SEPTEMBER

- Set up meeting for front desk and party host with Wanda Osburn to discuss the EAP program and confidence in the work place
- Updated Front Desk Manual
- Had **20** Not Your Average Tuna birthday parties and **5** Mermaid Birthday Parties in August.
- Had **6** room rentals in August.
- Started making decorations and booked our "first" Pirate Party
- Starting planning the Mermaid Tea set for Nov 16th at 1:00pm.
- Advertisement for the Mermaid Tea (already have 17 seats booked)
- Filled in for lifeguard when had low staff.
- Worked with the Blacksburg New Comer's group to place CAC advertisement and upcoming events in their newsletter.
- Ordered and designed magnets to pass out at local festivals.
- Working with local business to provide prizes for Monster Splash.
- Party Host Meeting



Goals for October

- 1) Update Party Host Manual
- 2) Partnering with Papa John's. We will be attaching CAC advertisement to their pizza boxes.
- 3) Continuing to promote and plan mermaid tea.
- 4) Continuing to promote and plan pirate parties.

