

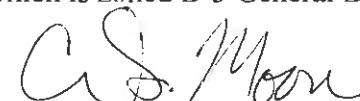
# Resolution of the Town of Christiansburg Planning Commission

## *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

**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. 18-110 shall be reworded as follows:

**Sec. 18-110. Designation of depositories.**

A local bank, or local banks, or if as designated by the council within an investment program, will be the sole depositories for all money or funds of the town and all money or funds handled by the town.

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 1 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. 26-209 shall be reworded as follows:

**Sec. 26-209. Service charges for false alarms.**

- (a) All unregistered alarm systems will be charged a service charge of \$100.00 for every false alarm.
- (b) No service charge shall apply to the first four (4) false fire and/or security alarms in each calendar year for each registered location provided the alarm system user is an alarm permit holder. A service charge of fifty dollars (\$50.00) for the fifth response, one-hundred dollars (\$100.00) for the sixth response, and one-hundred-fifty (\$150.00) for the seventh and subsequent false alarm response shall be assessed against the permitted alarm system user who activates, utilizes, operates or maintains an alarm system within the town. A registered location may, at their option, register for an upcoming alarm registration cycle for ten false fire and/or security alarms in the specific calendar year at no service charge provided that the registered location pays a \$500.00 alarm registration fee with the eleventh and subsequent false alarm responses assessed at \$150.00 against the permitted alarm system user.
- (c) Any service charge or fee billed under this article shall be due thirty (30) days from the date of invoice by the town and shall be payable to the town treasurer.

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:

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</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.

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Richard G. Ballengee, Mayor

A True Copy Test:

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Michele M. Stipes, Clerk of Council

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
<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

Use or Use Category	Off-street Parking Spaces Required
	(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

Use or Use Category	Off-street Parking Spaces Required
	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.

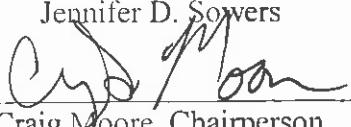
Once approved by the Zoning Administrator, any subsequent change to a cooperative parking arrangement affecting the availability and convenience of the shared space shall be considered a zoning violation subject to enforcement and penalties as set forth in Section 30-13.

(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	
				<small>non-voting</small>

**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 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 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

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
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>	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 (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

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
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 the third 5,000 square feet and all subsequent square footage
Automobile service station	3 for each service bay or pump island,

<i>Use or Use Category</i>	<i>Off-street Parking Spaces Required</i>
	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, 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

Use or Use Category	Off-street Parking Spaces Required

*(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.

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

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

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

D. Michael Barber

Cord Hall

Steve Huppert

Henry Showalter

Bradford J. Stipes

James W. "Jim" Vanhoozier

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

SEAL:

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Michele M. Stipes, Town Clerk

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Richard G. Ballengee, Mayor

**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; ~~and~~ utilities, drainage and community facilities, existing or proposed; ~~surrounding development, existing or future~~; considerations of topography, floodplains, ~~and~~ the natural environment, the preservation of trees or historic sites, provision for open space; ~~and~~ in general with the objective of insuring a durable, harmonious, and appropriate use of the land in accord with the objectives of the Comprehensive Plan. The plans shall be returned to the applicant with relevant comments in accordance with Code of Virginia § 15.2-2259. The applicant is responsible for revising the site plan in a timely manner addressing all relevant comments to the satisfaction of the Town Manager, Town Engineer, and Zoning Administrator prior to approval. ~~Unless otherwise specified, approval~~ The Town's comments or commitments on a preliminary site plan that has not achieved final approval shall be valid for a period of one year prior to issuance of building permits. six months from the date that the comments are rendered for the Town's first review comments, four months from the date comments are rendered for the Town's second review comments, and two months from the date comments are rendered for the third and any subsequent review comments, unless extended for extenuating circumstances by the Administrator. Additionally, if the comments have not been addressed to the satisfaction of the Town Manager, Town Engineer, and Zoning Administrator and a final site plan approval rendered within two years from the date of preliminary site plan submission, the preliminary site plan shall be deemed to have been voluntarily withdrawn by the applicant. Any subsequent submission shall begin the review process anew and shall require compliance with the provisions of this chapter (and any other applicable laws and regulations) in effect at the time of subsequent submission.

(c) If specified conditions or comments are met in revised plans within the time periods specified and the plans meet the requirements of a final site plan, the Administrator may Town Manager shall approve the final site plan. The Town Manager may approve additional minor changes, if, in the his opinion of the Administrator such changes do not substantially affect the original approval submittal and comments or conditions attached thereto.

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

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

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

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

\* \* \*

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

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

- (a) Does not alter a recorded plat,
- (b) Does not conflict with the specific requirements of this chapter,
- (c) Does not change the general character or content of an approved development plan or use,
- (d) Has no appreciable effect on adjoining or surrounding property,
- (e) Does not result in any substantial change of major external access points,
- (f) Does not increase the approved number of dwelling units or height of buildings, and
- (g) Does not decrease the minimum specified yards and open spaces or minimum or maximum specified parking and loading spaces.

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

\* \* \*

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

Approval of a final site plan submitted under the provisions of this article shall expire after the date of such approval as set forth in the applicable provisions of the Code

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

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

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

<u>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:

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Michele M. Stipes, Town Clerk

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Richard G. Ballengee, Mayor

## **Revisions List for 2013 Comprehensive Plan**

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### **Cover Page**

No changes made.

### **Acknowledgements**

No changes made.

### **Table of Contents**

Revised as necessary to reflect new page numbers.

i: Changed to “Location of the Town of Christiansburg Map”.

### **Introduction**

I-2: Added sentence “Please note that usage of the words ‘support’ or ‘acquire’ does not necessarily create a financial obligation for the Town.”

I-2: Updated revision date. Revise to “As of November 8, 2013, all information in the Plan is up to date.”

I-3: Deleted space before Christiansburg Overview.

### **Government**

II-5: Revised to “For Fiscal Year 2014, the Town’s operating budget is \$33,453,279 and the Town’s capital budget is \$12,060,557.”

II-5: Last paragraph, revised to “The prioritization of programs is based on the Town’s Vision 2020 objectives as follows (in alphabetical order):”

II-6: GOV 2.1 Changed to “Continue the use of priority based budgeting”.

### **Environment**

III-1: Added 1985 as date for soil survey.

III-1: Revised to “The Town currently requires submission of shrink-swell soil testing results for all new construction for principal structures to ensure soil suitability”.

III-2: ENV 1.8 changed page number reference to IX-12.

III-2: ENV 1.10 Added “Continue to”.

III-2: ENV 1.11 Revised to “Encourage developers to consider methods to reduce development impacts”.

III-4: Revised to “The Town’s Floodplain Ordinance governs the uses, activities, and development of land within the floodplain.”

III-5: Added to map, “Note: The flood zones depicted on this map should only be used as a visual aid. Official FEMA Flood Insurance Rate Maps should be consulted for any other purpose.”

III-7: ENV 2.12 Added “Continue to”.

III-7: ENV 2.15 Added “Continue to”.

III-7: ENV 2.17B1 Revised to “Subdivisions”.

III-7: ENV 2.19 Added “Continue to”.

III-8: ENV 3.1 Revised to “Require dedicated open space for new developments and for changes in land use where appropriate”.

- III-8: ENV 3.4 Revised to “Return greyfields to open space.”
- III-8: ENV 3.7 Added “Develop methods to”
- III-8: ENV 4.1 Added “Continue to”.
- III-9: Added goal - ENV 4.2A Continue to review opportunities for noise-free railroad crossings.
- III-9: Added “on public lands” to goal ENV 4.10.

## **Parks and Recreation/Aquatics**

- IV-1: Last paragraph, first sentence; revised to “The following map depicts selected existing and future publicly accessible parks and facilities serving Christiansburg residents and visitors.”
- IV-2: Retitled map to “Select Publicly Accessible Recreational Areas Serving Christiansburg”. Revise parcel on 114 to parcel shown on FLU to show future commercial/non-park area. Updated trails included on this map.
- IV-3: PR/A 1.10 Revised to “Require dedication of private land for publicly accessible open space and park space and create incentives for increased dedication where appropriate.”
- IV-3: PR/A 1.14 Revised to “Create consistent design standards for public parks and facilities including signage, landscaping, lighting, benches, shelters, and restrooms.”
- IV-4: PR/A 1.14A Revised to “Adhere to the appropriate design standards with development or redevelopment of public parks and facilities.”
- IV-5: PR/A 2.5 Revised to “Encourage location of compatible small-scale cultural, recreational, and entertainment facilities in or near the Town.”

## **Infrastructure Services**

- V-8: IS 3.2A Replaced “pay-by-pound” with “pay-by-volume”.
- V-8: IS 3.4 Revised to “Continue to participate in the development of the regional long-term plan for solid waste management”.
- V-8: Revised to: “The Town operates this system in order to support public health, safety, and to protect the environment”.
- V-9: Removed “continue” from second paragraph, second sentence.
- V-11: IS 5.1 Changed “Ensure” to “Encourage”.
- V-11: IS 5.3 Changed “Increase the diversity of” to “Encourage diversity for”
- V-11: IS 5.4 Changed “Ensure” to “Encourage”.

## **Public Safety**

- VI-1: PS 1.5A Changed to “Maintain mutual aid agreements with local, state, and federal law enforcement”.
- VI-1: Under Law Enforcement, struck “on an annual basis”.
- VI-2: Added “PS 3.6 Encourage safe schools within Town.”
- VI-8: PS 6.7 Revised to “Support the provision of training for emergency support and Red Cross volunteers”.
- VI-8: PS 6.11 Changed “Ensure” to “Continually increase”.

## **Transportation**

- VII-2: Revised to “The New River Valley Planning District is comprised of the counties of Floyd, Giles, Montgomery, and Pulaski; the City of Radford; the towns of Blacksburg, Christiansburg,

Floyd, Narrows, Pearisburg, Pulaski, and Rich Creek; and Radford University and Virginia Tech. It is financed by local, state, and federal funding.”

VII-6: Struck “the” before Community Transit.

VII-7: Struck TRN1.2A1. Already existing in Zoning Code.

VII-7: TRN 1.6 Added “or VDOT”.

VII-7: TRN 1.6A Removed “schools”.

VII-7: TRN 1.6C Added “Work to”.

VII-8: Revised to “sidewalks are required for new development in Business and Mixed Use Districts”.

VII-10: TRN 2.1F Added “voluntary” before “utility bill round-up”.

VII-10: TRN 2.2A Added “Work to”.

VII-10: TRN 2.2B Revised to “Consider building new pedestrian facilities in existing neighborhoods”.

VII-10: TRN 2.2G Revised to “Develop feeder pedestrian systems to increase the potential for linkages with regional facilities such as Bisset Park, the Montgomery County Village Trails, the New River Trail, and the Roanoke River Greenway.”

VII-12: Changed order of street classifications on map.

VII-17: TRN 3.4B Added “where feasible”.

VII-17: TRN 3.5A Revised to “Limit cul-de-sacs and support the use of grid type patterns for increased connectivity”.

## **Community and Economic Development**

VIII-2: Struck second sentence regarding VFRIFA.

VIII-4: CED 3.1 Revised to “Encourage diversity for commercial development within the regional business hubs”.

VIII-5: CED 3.3 Revised to “Create visually appealing gateways in the business hubs that draw both local customers and those from the larger region and beyond”.

VIII-5: CED 4.1 Revised to “Falling Branch Corporate Park”.

VIII-5: Removed hyphen from Interstate-81.

VIII-6: CED 5.1 Struck pending adoption.

VIII-7: Added “For more detail regarding Christiansburg’s history, please refer to Chapter II (Location and Historical Overview) of the Town of Christiansburg 2003 Comprehensive Plan”.

VIII-8: Revised table for dates, to reflect current uses, and for capitalization.

VIII-12: Added CED 8.9 “Encourage volunteerism throughout the community at all age groups”.

VIII-12: Added CED 8.10 “Continue to foster relationships with higher education institutions and support the provision of educational and cultural opportunities.”

## **Land Use and Planning**

IX-2: Added to map: “Note: Data derived from Montgomery County tax parcels as of October 2013.”

IX-6: Adjusted table for 2010 Housing Units and Vacancy Rates.

IX-7: LUP 1 Replaced “Provide” with “Encourage the development of”.

IX-7: LUP 1.2 Replaced “Create and” with “Continue to”.

IX-7: LUP 1.5 Changed “Ensure” to “Encourage”.

IX-8: LUP 2.5 Revised to “Revise the current zoning designations of property in Town to better align with actual physical use while maintaining consistency with the adopted Comprehensive Plan Future Land Use Map.”

IX-8: LUP 2.7B Changed “Preserve” to “Encourage the preservation of”.

IX-8: LUP 2.9 Revised to “Continue to address”.

IX-9: LUP 2.13 Revised sentence two to “Future development of these should be in a manner consistent with and appropriate to the surrounding neighborhood.”

IX-11: Revised colors.

IX-12: Added “Note: The flood zones depicted on this map should only be used as a visual aid. Official FEMA Flood Insurance Rate Maps should be consulted for any other purpose.”

## **Glossary**

X-1: Added “greyfield: underutilized development which may include paved parking areas, buildings, etc.”

## **Appendix A**

XI-1: Added “Improve Betty Drive NW to include realignment for intersection of Wades Lane NW”.

XI-1: Revised “cand” to “and” under Working List of Transportation Projects.

XI-3: Revised boards, commissions, and committees to remove staff names.

XI-3: Revised to “The Town’s Planning Commission is comprised of not less than five nor more than fifteen members including a liaison from Town Council, and non-voting Secretary (Planning Director)”.

XI-5: Capitalized “city”.

XI-5: Revised to “The Water Authority is responsible for overseeing the day-to-day operations of supplying clean water to the towns of Blacksburg and Christiansburg, Montgomery County, and Virginia Tech.”

XI-6: Removed “Narrows” from list of VFRIFA.

XI-6: Changed website to [www.vtmea.com](http://www.vtmea.com).

XI-19: Updated revision date. Revised to “As of November 8, 2013, all information in the Plan is up to date.”

## **Appendix B**

Revised to reflect changes to goals/strategies throughout plan.

**BYLAWS**  
**MONTGOMERY TOURISM DEVELOPMENT COUNCIL**

**ARTICLE I**  
**THE COUNCIL**

SECTION 1. NAME. The name shall be the Montgomery Tourism Development Council, hereafter referred to as the MTDC. The MTDC was created pursuant to Section 4(a) of the Organizational Cooperative Agreement between Montgomery County and the Towns of Blacksburg and Christiansburg for the Creation and Implementation of a Joint Tourism Program.

SECTION 2. PURPOSE. The purpose of the MTDC is to provide guidance to the Operating Board and tourism staff in the development and implementation of an ongoing tourism program. The MTDC shall be advisory in nature and shall assist with the elements and components required to maintain the tourism program such as an accredited tourism community, a current tourism marketing plan, community profile, and other related requirements.

**ARTICLE II**  
**MEMBERSHIP**

SECTION 1. MEMBERS. The MTDC shall consist of nine (9) voting members who shall be residents of the county, or who are employed or operate businesses in the hospitality industry in one of the localities, and one (1) ex-officio, non-voting member representative of Virginia Tech:

1 member shall be a member of the Board of Supervisors, appointed by that body;  
1 member shall be a member of the Blacksburg Town Council, appointed by that body;  
1 member shall be a member of the Christiansburg Town Council, appointed by that body;  
1 member shall be appointed by the Montgomery County Chamber of Commerce;  
5 remaining members shall be appointed jointly by the ~~Montgomery County Board of Supervisors, the Blacksburg Town Council, and the Christiansburg Town Council. by the~~  
~~Tourism Operating Board, after consulting with their respective governing bodies.~~ These appointees shall be owners, operators, or employees from local hotels, restaurants, and attractions;  
1 representative from Virginia Tech will be included as an ex-officio, non-voting member, and will be designated by Virginia Tech.

SECTION 2. TERM OF OFFICE. The terms of all members shall be two (2) years, except for the Chamber of Commerce representative who shall be the Chamber's past president and shall be appointed annually, and except the initial term for the Board of Supervisors appointee and for three of the committee appointees shall be for one year to ensure that all terms do not expire at the same time. **There are no term limits on appointments. Eligible members may serve successive terms.**

**SECTION 2.1. FAILURE TO ATTEND MEETINGS.** *It is important that all members attend meetings on a regular basis. Frequent absences may result in the tourism operating board asking a member to resign from the Council.*

### SECTION 3. VACANCIES

(a) Vacancies of Political Subdivision Appointees by Expiration of Term. Upon the expiration of the term of an MTDC member, the governing body of the participating political subdivision represented by that appointee shall reappoint the member or appoint a replacement member as its representative. The expiration of an elected official's term of office shall constitute a voluntary resignation from the MTDC.

(b) Vacancies of Political Subdivision Appointees by Resignation. Upon the resignation of any member appointed by a political subdivision, the governing body of the political subdivision shall appoint a member to fill the unexpired term.

(c) Vacancies of the Appointed Members. Upon the expiration of the term of an appointed member, the ~~MTDC tourism operating board~~ shall appoint or reappoint an eligible member for replacement after consultation with respective governing body, for approval of the governing bodies of each participating political subdivision.

(d) Vacancies of the Appointed Members by Resignation. Upon the resignation of the appointed member, the ~~MTDC tourism operating board~~ shall appoint an eligible member for replacement after consultation with respective governing body, approval of the governing bodies of each participating political subdivision to fill the unexpired term.

### SECTION 4. CONFLICT OF INTEREST

Each member of the MTDC is obligated to disclose any potential conflict of interest in any transaction of the MTDC. Any conflicted member may not participate in the consideration of, or vote on, the transaction, may not attempt to influence any member of the MTDC or party to the transaction, and may not act directly or indirectly for the MTDC in inspection, operation, administration or performance of any contract related to the transaction.

## ARTICLE III MEETINGS

**SECTION 1. REGULAR MEETINGS.** Regular meetings for the transaction of the business of the MTDC shall be held at such time and place as the MTDC may from time to time determine. The MTDC shall hold at least one regular meeting per year as its annual meeting, which shall be held at such time and place as the MTDC may designate. The annual meeting shall be for the purpose of election of officers, and for such other purposes as the MTDC may determine.

**SECTION 2. SPECIAL MEETINGS.** Special meetings of the MTDC may be called by, or at the request of, the Chairman of the MTDC or of any two members of the MTDC, and shall be at

such place as the Chairman or such two members determine. At least two days' prior notice of any special meeting shall be distributed in writing by personal delivery, regular mail, or electronic mail to each member. The business to be transacted at the meeting must be specified in the notice.

**SECTION 3. QUORUM.** A quorum shall be required for the transaction of business at any regular or special meeting of the MTDC. A majority of the members of the MTDC shall constitute a quorum. No vacancy in the membership of the MTDC shall impair the right of a quorum to exercise all the rights and perform all of the duties of the MTDC.

**SECTION 4. MAJORITY VOTE.** An act of a simple majority of the members of the MTDC at a meeting at which a quorum is present shall be the act of the MTDC. After due debate, the vote shall be recorded upon all resolutions or amendments thereto presented at any meeting of the MTDC by the Secretary or the Secretary's designee.

**SECTION 5. OPEN MEETINGS.** The MTDC shall follow an open meeting policy, which shall require that the meetings of the MTDC and its committees shall be open to the public consistent with the open meeting laws of the Commonwealth of Virginia. Exceptions may be made when deemed necessary, in which case the MTDC may go into closed meeting when the provisions of the Virginia Freedom of Information Act are applicable and adhered to.

**SECTION 6. BOOKS AND RECORDS.** The Director of Tourism, or designee, shall keep minutes of the proceedings of the MTDC at all regular and special meetings and shall keep a record showing the names and addresses of its members. Such books and records shall be maintained in the office of the Director of Tourism.

**SECTION 7. MEETING AGENDAS AND MEETING NOTICES.** Meeting agendas and meeting notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

**SECTION 8. PARLIAMENTARY AUTHORITY.** The rules contained in *Roberts Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings in all cases in which they are not inconsistent with these bylaws.

## **ARTICLE IV**

### **OFFICERS**

**SECTION 1. OFFICERS AND THEIR SELECTION.** The officers of the MTDC shall consist of a Chair, a Vice Chair and a Secretary. The members of the MTDC shall elect a Chair and a Vice Chair from the MTDC membership at their organizational meeting each year. The Chair and Vice Chair shall serve for one (1) year or until his/her successor shall take office. The Director of Tourism shall serve as Secretary to the MTDC.

#### **SECTION 2. DUTIES OF THE OFFICERS**

(A) Duties of the Chair:

- (1) Preside at all meetings
- (2) Appoint committees, special and/or standing
- (3) Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote of the members present)
- (4) Represent the MTDC before the Montgomery Tourism Operating Board (MTOB)
- (5) Carry out other duties as assigned by the MTDC

(B) Duties of the Vice Chair:

- (1) In the absence of the Chair, the Vice Chair will assume the Chair's responsibilities
- (2) If neither the Chair nor the Vice Chair is available for a meeting, then the assembled members will select a temporary Chair to conduct the meeting

(C) Duties of the Secretary:

- (1) Keep a written record of all business transacted by the MTDC
- (2) Keep a file of all official records and reports of the MTDC
- (3) Certify all records and reports of the MTDC
- (4) Give notice of all meetings
- (5) Attend to the correspondence of the MTDC
- (6) Keep a set of minutes
- (7) Carry out other duties as assigned by the MTDC

**ARTICLE V**  
**AUTHORITY TO ADOPT AND AMEND BYLAWS**

SECTION 1. AUTHORITY TO ADOPT BYLAWS. The Organizational Cooperative Agreement Between Montgomery County and the Towns of Blacksburg and Christiansburg for the Creation and Implementation of a Joint Tourism Program grants the MTDC powers to adopt bylaws for the regulation of its affairs and the conduct of its business.

SECTION 2. AUTHORITY TO AMEND. The Bylaws of the MTDC may be amended by the affirmative vote of a majority of the members of the MTDC.

APPROVED on this 19<sup>th</sup> day of January, 20122013.

\_\_\_\_\_  
F. Craig Meadows, County Administrator

\_\_\_\_\_  
Marc Verniel, Blacksburg Town Manager

\_\_\_\_\_  
Barry Helms, Christiansburg Town Manager

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## **ORGANIZATIONAL COOPERATIVE AGREEMENT BETWEEN MONTGOMERY COUNTY AND THE TOWNS OF BLACKSBURG AND CHRISTIANSBURG FOR THE CREATION AND IMPLEMENTATION OF A JOINT TOURISM PROGRAM**

This Cooperative Agreement ("Agreement") is between Montgomery County, Virginia (hereinafter known as "County"), and the Towns of Blacksburg, Virginia ("Blacksburg") and Christiansburg, Virginia ("Christiansburg") (hereinafter known as "Towns"), for the creation and administration of a jointly sponsored tourism program authorized under the provisions of Virginia Code §§ 15.2-940 and 15.2-1300.

### **JOINT TOURISM PROGRAM**

#### ***Section 1. Purpose***

The purpose of this Agreement is to establish and administer a tourism program that shall serve Montgomery County and the towns within it. It is intended to encompass all aspects of a comprehensive tourism program, including but not limited to staffing, funding, planning and executing of tourism related programs and activities, and the development and operations of a state certified local visitor information center.

#### **Section 2. Oversight**

- (a) The tourism program shall function as a collaborative effort by the County and the two Towns under the direct supervision of the Operating Board. The Operating Board shall be comprised of the County Administrator, the two Town Managers or their appointed designees. The Operating Board shall exercise direct oversight of staffing, budgeting and the general operations of the joint tourism program. In the event that the Operating Board cannot agree on how to proceed on a particular issue, the Board shall certify the issue to the Chair of the County Board of Supervisors and to the Mayors of the two Towns, who shall confer and attempt to reach a consensus on how the Operating Board shall proceed.
- (b) The Operating Board shall agree on the appointment of a Director of Tourism who shall serve as staff to the Operating Board and be responsible for the day to day operations of the joint tourism program. The Director of Tourism shall be an employee of the fiscal

agent and shall receive the same benefits made available to other employees of the fiscal agent. The cost of employing the Director of Tourism shall be considered a part of the annual budget costs of the joint tourism program and shall be paid by the County and the two Towns through funding the parties receive from the Additional Lodging Tax Revenues. Although an employee of the Fiscal Agent, the Director of Tourism shall be evaluated by and answer to the Operating Board.

### **Section 3. Guiding Principles**

- (a) Funding for tourism expenditures described in this Agreement shall be based on the amount of funding received from hotel occupancy taxes. More specifically, it is the intention of the parties that the funding source for the activities contemplated by this Cooperative Agreement shall be from the additional annual revenues generated by a one percent (1%) increase in the lodging tax enacted by each locality in 2006 (the "Additional Lodging Tax Revenues" or "Revenues").
- (b) The Director of Tourism will prepare an annual work plan and budget for tourism expenditures, which shall be ~~approved presented by to~~ the Operating Board by ~~January 15<sup>th</sup> - February 15~~ of each year. The budget will be presented to the respective governing bodies ~~by February 1 of each year, and shall be approved by each governing body~~ as a part of its annual budgeting process, subject to the process described in the following subsection.
- (c) (i) Each year, during the annual budget process for the County and the Towns, each locality shall estimate the revenues that will be available for these services during the next fiscal year, and the governing bodies for each locality shall establish the amount of available funds (if any) in its adopted Operating Budget. This Agreement is dependent on each locality making a good faith effort to appropriate sufficient funding on an annual basis to continue the operations and programs of the program. However, it shall be not inconsistent with this Agreement for member localities to appropriate up to 15% of their respective Additional Lodging Tax Revenues for expenses associated with tourism-related activities in each jurisdiction that are not part of this Agreement.

*(ii) At the end of each fiscal year for which funds were appropriated pursuant to this Agreement, each party shall determine the actual Additional Lodging Tax Revenues that were actually received. A “true up” shall then be performed by comparing the estimated to actual Additional Lodging Tax Revenues. In the event that any party’s actual Additional Lodging Tax Revenues exceed its estimated Revenues, that party shall request that its governing body appropriate the excess Revenues for use by the tourism program. In the event that any party’s actual Additional Lodging Tax Revenues are less than its estimated Revenues, that party may credit the shortfall against the amounts due for following years. The parties agree to develop administrative procedures to address this “true up” process in greater detail.*

**Comment [TSB1]:** “True Up” language as written by Blacksburg Town Attorney and reviewed by County Attorney.

- (d) The parties agree that the County shall be the fiscal agent for the tourism program, and in that capacity shall process all income and expenditures associated with the program. The Towns agree to pay County, in its capacity as fiscal agent, the appropriated funds in quarterly installments, conditioned upon satisfactory performance of the services described herein.
- (e) Any employees assigned by the participating localities to staff the program shall report to the Director of Tourism.
- (f) A program of work shall guide the activities of the program and its staff, and shall be reviewed and approved annually by the operating board, with final approval by the governing bodies.
- (g) Work performed shall be in partnership with other organizations as may be mutually beneficial.
- (h) Any annual budget shall be subject to appropriation by the respective governing bodies.

**Comment [TSB2]:** The finance directors would develop this process.

#### **Section 4. The Montgomery Tourism Development Council (MTDC)**

- (a) As part of this Agreement, and within three months of its adoption, there shall be created an advisory council which shall provide guidance to the operating board and tourism staff in the development and implementation of an ongoing tourism program.

This advisory council shall be known as the Montgomery Tourism Development Council ("MTDC"). The MTDC shall be advisory in nature, and shall assist with the elements and components required to maintain the tourism program, such as an accredited tourism community, a current tourism marketing plan, community profile, and other related requirements.

(b) The MTDC shall consist of nine members who shall be residents of the county, or who are employed or operate businesses in the hospitality industry in one of the localities. One member shall be a member of the Board of Supervisors appointed by that body; one member shall be a member of Blacksburg Town Council, appointed by that body; one member shall be a member of Christiansburg Town Council, appointed by that body; one member shall be appointed by the Montgomery Chamber of Commerce; and the five remaining members shall be appointed by ~~both the county board of supervisors and the two town councils. The tourism operating board after consultation with respective governing body.~~ These appointees shall be owners, operators, or employees from local hotels, restaurants, and attractions.

A representative from Virginia Tech will also be included as an ex-officio, non-voting member of the MTDC. This representative will be designated by Virginia Tech, and will preferably be a representative from the university relations office or the tourism/hospitality department.

(c) The members of the MTDC shall serve terms of office of two years, except the initial term for the board of supervisors' appointee and for three of the committee appointees shall be for one year to ensure that all terms do not expire at the same time. ~~The tourism operating board, after consultation with respective governing body. The board of supervisors and the two town councils~~ shall have the unqualified right to remove any appointee and to appoint a replacement if in the appointing authority's opinion such member has failed to attend meetings or otherwise has neglected the member's duties. Vacancies occasioned by the inability of a member to act or by a member ceasing to meet eligibility requirements shall be filled by the appointing authority. Appointments to fill vacancies shall be only for the unexpired portion of the term.

(d) The director of tourism shall serve as the staff for the MTDC. The MTDC shall adopt bylaws, including provisions for regular meetings.

### **Section 5. Ownership of property and insurance**

- (a) The County and the Towns shall provide such office space as is required for the joint tourism program.
- (b) The County as fiscal agent shall hold title to all tangible personal property used by the joint tourism program, subject to the towns' rights upon termination as hereinafter described.
- (c) The County shall procure insurance policies covering any real estate and tangible personal property used in the joint tourism program and shall provide premises liability, and general liability coverage insuring the jurisdictions in respect to the operations and properties of the program. The costs of all such insurance shall be considered an operating expense of the program to be shared in the same proportion as other expenses as outlined above.

### **Section 6. Duration of Agreement**

This Agreement shall become effective immediately upon approval and adoption of ordinance authorizing this Agreement by the County's Board of Supervisors and the Councils of each Towns, and it shall effective for a minimum of three years from the date of the last jurisdiction signing. At the conclusion of the initial three year period, this Agreement shall automatically renew for two (2) additional successive three year periods until action is taken by any of the parties to terminate the Agreement.

### **Section 7. Termination of Agreement**

Once the initial three year period of this Agreement has passed, the Agreement may be terminated upon written notice of any one or all of the participating local governments. Written notice of intent to withdraw must be given at least 12 months prior to the date that the jurisdiction wishes to withdraw from participation, unless any governing body of the localities

fails to appropriate funding for further participation. If any governing body fails to appropriate funding to continue the Agreement, the remaining jurisdictions will utilize their best efforts to continue the program.

#### **Section 8. Disposition of properties and funds under termination**

In the event of termination of this Agreement, and absent the creation of a revised or replacement agreement, the following guidelines shall apply:

- (a) The parties shall use their best efforts to ensure the ongoing operation of a tourism program at the termination of this Agreement.
- (b) Upon termination of this Agreement, after the payment of all outstanding debts and costs, all remaining personal property shall be

divided among the participating entities in the proportion in which it was paid for originally.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20112013.

MONTGOMERY COUNTY, VIRGINIA

By: \_\_\_\_\_  
Craig Meadows, County Administrator

TOWN OF BLACKSBURG, VIRGINIA

By: \_\_\_\_\_  
Marc A. Vernel, Town Manager

TOWN OF CHRISTIANSBURG, VIRGINIA

By: \_\_\_\_\_  
Barry Helms, Acting Town Manager

MONTGOMERY COUNTY, VIRGINIA

By: \_\_\_\_\_  
James D. Politis, Chair

## **PROPOSED CHANGES NOVEMBER 19, 2013**

TOWN OF CHRISTIANSBURG

SMALL PURCHASE PROCEDURE

MARCH 28, 2012 Adopted by Town Council April 3, 2012

## **SMALL PURCHASE PROCEDURE**

### **I. Policy:**

In order for the Town of Christiansburg (“Town”) to obtain high quality goods and services at a reasonable cost, it is the policy of the Town in accordance with the Virginia Public Procurement Act, 2.2-4300 et seq., Code of Virginia (1950), as amended (“VPPA”) that:

1. all procurement procedures be conducted in a fair and impartial manner with the avoidance of any impropriety or appearance of impropriety;
2. all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded;
3. competition be sought to the maximum degree feasible and practicable;
4. procurement procedures involve openness and administrative efficiency; and;
5. the rules governing contract awards be made clear in advance of the procurement.

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### **II. Purpose:**

The purpose of this Small Purchase Procedure is to establish procedures consistent with the VPPA not requiring competitive sealed bids or competitive negotiation for certain small purchases as follows:

#### 1. Goods and Services Other Than Professional Services

For single or term contracts for goods and services other than professional services, if the aggregate or sum of all phases is not expected to exceed \$100,000; however, competition shall be used wherever practicable as provided herein.

#### 2. Professional Services

For single or term contracts for professional services, if the aggregate or the sum of all phases is not expected to exceed \$50,000 ~~60,000~~; however, competition shall be used wherever practicable as provided herein, to be used

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~~in the purchase or lease of goods and equipment, and for the purchase of services, whether for a single time or for a period of time, where such contracts are not expected to exceed \$100,000. These procedures also include the procurement of professional services and construction contracts not requiring competitive sealed bids or competitive negotiation in accordance with the Virginia Public Procurement Act, 2.2-4300 et seq., Code of Virginia (1950), as amended ("VPPA").~~

### **III. Applicability:**

This Small Purchase Procedure applies to all employees of the Town ~~and all purchases or procurements by or on behalf of the Town, as provided herein and in accordance with the VPPA.~~

### **IV. Process:**

#### **1. Goods and Services Other Than Professional Services.**

~~Small purchases of equipment, goods, and/or services (other than professional services) where the aggregate or sum of all phases is not expected to ~~that exceed amount to~~ \$100,000, or less. Small purchases do not require sealed bidding or competitive negotiations for single and term contracts and may be obtained by quotes ~~in which may~~ be verbal or written as follows:-~~

- a. For purchases exceeding \$500 but less than \$510,000, prior approval from the appropriate department head is required. Departments are encouraged to solicit more than one quotation.**
- b. For purchases that are expected to be between \$5,000 and \$30,000.** departments intending to take quotes for a purchase are encouraged to solicit at least three valid sources of quotations. A record of all verbal quotes should be made.

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- c. For purchases that are expected to be between \$30,000 and \$100,000, and are not formally bid, require written informal solicitations from a minimum of four (4) bidders or offerors and posting on the Town's website is required.**

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Small purchases of professional services where the aggregate or sum of all phases is not expected to exceed \$50,000 60,000 do not require competitive negotiations for single and term contracts and may be obtained by departments taking proposals including quotes based on an objective description of the needed services to be provided to all offerors. ~~for professional services not requiring competitive negotiation are also considered small purchases if the aggregate or sum of all phases is not expected to exceed \$50,000. If feasible, departments intending to take quotes for a purchase are encouraged to proposals and quotes should be solicited at from at least three valid sources.~~

~~for quotations.~~

### 3. Procedures Applicable to All Small Procurements.

a. If there is any reason to believe that a quotation is unreasonably priced, or in any other way not fair, the Town of Christiansburg reserves the right to seek additional competition.

b. Purchases in excess of \$10,000 will be approved in advance by the Town Manager or the Town Manager's one of his designated representative(s). For procurements conducted in accordance with this Small Purchase Procedure, the Town Manager or the Town Manager's designated representative(s) shall be authorized to award and execute the contract on behalf of the Town.

c. All purchases shall be undertaken in a fair and impartial manner providing for competition whenever practicable. Qualified bidders and proposers shall be afforded equal opportunity to quote and propose on equal terms. In addition to the price, the Town may take into consideration the qualifications, workmanship, experience, availability, facilities, quality of previous work and suitability for a particular purpose of the bidder. The reasons supporting the decision not to award to the apparent low bidder or proposer should be established. The Town may waive informalities in bids and reserves the right to accept or reject any and/or all bids.

### 4. Mandatory Provisions of VPPA Controlling

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This Small Purchase Procedure is adopted in accordance with and is intended to be consistent with the requirements of the Virginia Public Procurement Act, 2.2-4300 et seq., Code of Virginia (1950), as amended. All contracts entered into pursuant to this Small Purchase Procedure shall be deemed to incorporate by reference all mandatory provisions of the VPPA. In the event

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of any direct conflict or inconsistency between any mandatory provision of the VPPA, as amended, and this Small Purchase Procedure, in all cases the mandatory provision of the VPPA shall control.

## **ADDITIONAL REQUIREMENTS**

### **A. Discrimination Prohibited:**

The Town shall not discriminate against a bidder or offeror because of the race, religion, color, sex, or national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, of the bidder or proposer.

### **B. Exceptions to Requirement for Competitive Procurement:**

1. The Town may enter into contracts without competition for the purchase of goods or services that are performed or produced by the following:
  - a. schools or workshops under the supervision of the Virginia Department for the Visually Disabled,
  - b. non-profit sheltered workshops or other non-profit organizations which offer transitional or supported employment services serving the disabled.

2. The Town may enter into contracts without additional competition for the purchase of goods or services when purchasing from a vendor who has been awarded a state or federal contract by competitive procurement and the vendor grants the Town the right to purchase from such contracts at the price established by the state or federal contract in accordance with the provisions of the VPPA.

3. The Town may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was being conducted on behalf of other public bodies, or when a contract is properly —— cooperatively procured and the Town is eligible to participate in such contract in accordance with the provisions requirements of the VPPA.

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### **C. Requirements for Construction Contracts:**

All construction contracts procured pursuant to this Small Purchase Procedure shall be documented on the Town's standard contract document which shall include, without limitation, the mandatory provisions required under the VPPA as well as the following provisions.

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**1. License and permit requirements:**

- a. No contractor shall perform work requiring a contractor's license or work on a construction project of the Town unless properly licensed as a contractor, as applicable, pursuant to the provisions of Article 1 of Title 54.1 of the Code of Virginia, as amended, and until such contractor provides evidence of such license to the Town prior to beginning work.
- b. No contractor shall perform work on a construction project for the Town until it has obtained all required permits necessary to perform the work as may be required by all applicable local, state, and federal jurisdictions and regulatory agencies.

**2. Insurance requirements:**

- a. **Workers' Compensation:** No contractor shall perform work on a contract for the Town unless he/she has obtained and continues to maintain throughout the duration of such work, workers' compensation coverage as may be required pursuant to the provisions of Chapter 8 of Title 65.2 of the Code of Virginia, as amended, and provides evidence of such coverage to the Town prior to beginning work.
- b. **Liability Coverage:** No contractor shall perform work on a contract for the Town unless he/she has obtained and continues to maintain throughout the duration of such work, occurrence type comprehensive general public liability insurance and, if applicable, also motor vehicle coverage, covering all autos owned or used by the contractor in performing the work, with all such insurance to have limits of not less than \$1,000,000 per occurrence and naming the Town of Christiansburg, its officers, officials, Town Council members, agents, and employees as additional insureds.

**3. Environmental requirements:**

- |
  - a. Any contractor performing work for the Town shall comply with all federal, state, and local environmental laws, rules, and regulations. Contractor shall not dispose of or release wastes of any kind onto Town premises. Contractor shall remove from the Town all waste and debris arising from its work and shall dispose of it in accordance with all applicable laws. Contractor shall notify the Town in writing of any release of hazardous waste whenever such release requires it to be reported to any federal, state, or local authority and pay for all cleanup and removal costs.

## NOTICE OF NRV MPO PUBLIC MEETING

Wednesday, November 20, 2013, 4 – 7 p.m.

Town of Christiansburg Town Hall (Town Council Chambers)

100 East Main Street, Christiansburg, VA 24073

The New River Valley Metropolitan Planning Organization (NRV MPO) is working with the Town of Christiansburg and the Virginia Department of Transportation on a study of the North Franklin Street corridor from Cambria Street to Independence Boulevard. Possible recommendations from this study may include:



- Access management strategies
- Safety and operational improvements
- Pedestrian and bicycle accommodations

The NRV MPO is hosting a meeting for area residents, property owners, and business owners to hear your thoughts on this project.

**Give your written or oral comments** at the meeting or submit them by **December 6, 2013**, to Mr. Dan Brugh, 755 Roanoke Street Suite 21, Christiansburg VA, 24073. You may also email your comments to [brughjd@montgomerycountyva.gov](mailto:brughjd@montgomerycountyva.gov). Please reference "North Franklin Street" in the subject heading.

The NRV MPO ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you need more information or special assistance for persons with disabilities or limited English proficiency, contact Randal Gwinn at 540-394-2120 ext. 4170.

# Christiansburg Aquatic Center



## Monthly Report: October 2013

### **Terry Caldwell, Director**

- Evaluation review of current intern with Radford University
- Meeting with Cumulus media marketing manager, radio marketing
- PSA for coat drive in conjunction with Montgomery County Christmas Store and Cleaner World.
- Hosted the “Accelerating Group Business” meeting with Lisa Bleakley, Tourism Director and Brad Epperley, Parks and Recreation Director. Guests included local managers of lodging facilities and restaurants
- Attended Montgomery County Prevention Partners meeting, “Drugs Erase Dreams”
- Advisory Board meeting; survey calculation, increasing hours and program idea discussion
- Meeting with Christiansburg Challenge team, budget review related to race
- Assisted part time staff with booth set-up for Safety Day, NRV Mall
- Participated in the Active Net Customer training, Roanoke



### **Allison Zuchowski, Aquatic Services Manager**

- Hired and oriented five new lifeguards for our Aquatics Team
- Taught staff American Red Cross CPR & First Aid Training class on 10/9
- Attended National Swimming Pool Annual Conference in Indianapolis, IN; 10/15-18  
(Attended the NSPF Certified Pool Operator Instructors annual meeting and served as a moderator for two sessions at the NSPF Conference)
- Coordinated with the Montgomery County Christmas Store to sponsor a “Give a Kid a Coat” Drive the week of 10/19 -27 and recorded a public service announcement on PSK for the event.
- Helped plan and organize second annual Monster Splash 10/27 from 4-6PM and had good participation in the events.
- Facilitated Lifeguard in-service meeting & skills session on 10/27, 28 & 30.

## **Bill Beecher, Competitive Coordinator**

- Attended Town Safety Meeting
- Attended Accelerating Sports Meeting
- Set up and hosted VT Swimming Challenge Meet-Va.Tech, Radford, UNC, Liberty and VMI attended-297 swimmers and divers
- Set up and hosted VT vs NCState dual meet 130 swimmers and divers
- Oversaw VT hosted swim clinic after NCState meet 60 participants
- Attended meeting about setting up a Christiansburg Challenge race
- Worked on contract and invitation for Appalachian Swim Conference Championship
- Set up pool for H2OKIE stroke school meet 60 swimmers
- Assisted with power point for Accelerating Sports meeting
- Coached masters
- Attended and presented at Accelerating Sports meeting
- Setup and hosted HOKI-CCA Dual Meet 75 swimmers

## **Wayne Hunter, Maintenance Superintendent**

- Repaired floor tiles
- Fixed trophy stand
- Inspection pool ladders handrails
- Dominion door repairs
- Mark, David and Wayne renewed C P R first aid class
- Installed fill valve timer on water fill comp pool
- Changed air filters on P A C units
- Monthly exterminating
- Scrubbed floors leisure pool side
- Replaced motor P A C unit #1
- A F A inspection on fire alarm system

**Accelerating Sports Group Business**

Christiansburg Aquatic Center  
**October 29, 2013: 2pm-4pm**



**How can our state-of-the-art recreation facilities in Christiansburg benefit your business and our community?**

Join us to discuss opportunities to work together in attracting and retaining valuable sports group business to our destination.

- Lisa Bleakley, Montgomery Tourism Development Council Executive Director
- Terry Caldwell, Director of Aquatics
- Brad Epperley, Director of Parks and Recreation
- Bill Beecher, Aquatics Competitive Coordinator

**Who should attend:**  
Any hotel, restaurant, attraction, or retail establishment interested in knowing more about these groups and the scheduled events!

RSVP: [mduke@christiansburg.org](mailto:mduke@christiansburg.org)  
595 North Franklin St • (540)381-7665 • [www.christiansburg.org/aquatics](http://www.christiansburg.org/aquatics)

## Lauren Woodcock, Program Supervisor

Learn to Swim Fall 2	63
Ai Chi	2+passes
Morning Fit	3+passes
Evening Fit	3+passes
Warm Water Workout	14+passes
Aqua Zumba (on-going)	4+passes
Boot Camp	3+passes
Rolling in the Deep	4+passes
SwimGym	10
Private lessons	8 unique members (15 uses)
Water fitness passes	39 unique members (181 uses)
<b>Total participants for October</b>	<b>153 (302)</b>

### October Events

Monster Splash October 27<sup>th</sup>

Learn to Swim Fall 2 classes began Oct 14<sup>th</sup> ends Nov 7<sup>th</sup>

Rolling in the Deep-Deep water aerobics class began Oct 1<sup>st</sup>

Coat drive Oct 19-27<sup>th</sup>

Helped Bill with Meet set-ups

Updated big screen slides

Attended ActiveNet session in Roanoke

Tetra wellness fair

Subbed for swim lessons, water aerobics and Zumba

### Upcoming November Events

LGT class November 26<sup>th</sup>-29<sup>th</sup>

Winter/Spring brochure proof to printer

Toy drive?

## Evening Fit

Did you know that water fitness classes can:

Provide buoyancy and support

Help build quick muscular endurance

Improve flexibility

Improve cardiovascular fitness

And keep you cool while burning 450-700 calories per hour

**Tuesdays and Thursdays**

**5:30-6:30pm**

**Monthly fees**

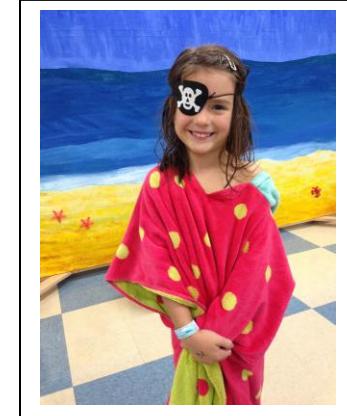


Christiansburg Aquatic Center  
595 North Franklin St  
540.381.7665

## 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 October.

- Total Membership Sold:
  - Resident: **25**
  - Non Resident: **35**
- Attendance:
  - Daily Resident Passes: **625**
  - Daily Non-Resident Passes: **687**
  - Dry Passes: **182**
  - Member's Scanned: **3,885**
- Set up meeting for front desk with Lauren Woodcock to discuss the CAC programs.
- Had **21** Not Your Average Tuna birthday parties, **2** Mermaid and **1** Pirate Birthday Party in October.
- Had **7** room rentals in October.
- Worked on decorations for our “first” Pirate Party
- Finalizing details for the Mermaid Tea (Meetings with Bloom and Little Leapers)
- Advertisement for the Mermaid Tea (30 seats booked)
- Working with local business to provide prizes for Monster Splash.
- Training 3 new front desk employees
- Stephanie and I met with CAC staff that formed a Public Relation Communities for the first time. In the future we will be meeting one time per month.
- Attended a one day Active net Training course in Roanoke, VA.
- Handed out CAC program information at Adventure World for the Boy and Girls Club.
- Worked Monster Splash
- Working on Papa John pizza box flyers.



### Goals for November

- 1) Update Party Host Manual
- 2) Complete flyers for pizza box and get them on the boxes!!!
- 3) Fill all the seats for the mermaid tea.



# Aquatic Center Revenue Report

**October 1-31 2013**

<b>Days of Operation</b>	31
Facility Closed for Meets	0
Holiday Closings	0
Meets Held (without Facility Closure)	3
Maintenance Closing	0

## **Memberships**

Non-Resident Membership	35
Resident Membership	25
Total Memberships	60

## **Attendance**

Daily Resident Pass	625
Daily Non-Resident Pass	687
Dry Pass	182
Member Scan	3,885
Programs, Rentals	924
Total Attendance	6,303
Daily Average	203

## **Revenue**

Facility Revenue	7,277.00
Daily Admission	7,047.00
Program Revenue	9,154.50
Retail Revenue	912.77
Food Concessions	63.59
Membership Revenue	13,364.10
Competitive Meet Revenue	555.00
Refund	-
Over/Short	0.80
VT Contributions	250,000.00
Total Revenue	288,374.76

<b>Birthday Parties</b>	24
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