

**Christiansburg Planning Commission  
Minutes of January 19, 2016**

Present: Matthew J. Beasley  
Ann Carter  
Harry Collins  
David Franusich  
Hil Johnson  
Craig Moore, Chairperson  
Virginia Peeples  
Joe Powers  
Jennifer D. Sowers, Vice-Chairperson  
Sara Morgan, Secretary<sup>Non-Voting</sup>

Absent: T.L. Newell

Staff/Visitors: Will Drake, staff

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

Public Comment.

Chairperson Moore opened the floor for public comment. With no comments, Chairperson Moore closed the floor for public comment.

Approval of meeting minutes for December 28, 2015.

Chairperson Moore introduced the discussion. Commissioner Franusich made a motion to approve the December 28, 2015 Planning Commission meeting minutes. Commissioner Beasley seconded the motion, which passed 7-0. Commissioners Johnson and Carter abstained, as they were not present at the last meeting.

Election of officers – Chairperson, Vice-Chairperson, and Secretary.

Chairperson Moore introduced the discussion. Ms. Morgan, Acting Secretary, stated Planning Commission needs to elect officers. Vice-Chairperson Sowers asked Ms. Morgan if she was comfortable in the role of Secretary. Ms. Morgan stated she was comfortable in the role. Chairperson Moore noted it would be possible to change officers when the Planning Director position is filled.

Commissioner Beasley made a motion to retain the current Chairperson, Chairperson Moore. Commissioner Collins seconded the motion which passed 8-0. Chairperson Moore abstained from voting.

Election of Officers – Chairperson, Vice-Chairperson, and Secretary - (continued).

Commissioner Carter made a motion to retain the current Vice-Chairperson, Vice-Chairperson Sowers. Commissioner Collins seconded the motion which passed 8-0. Vice-Chairperson Sowers abstained from voting.

Commissioner Collins made a motion to elect Ms. Morgan as Secretary. Commissioner Johnson seconded the motion which passed 9-0.

Chairperson Moore stated the Secretary does not vote. Chairperson Moore added the by-laws do allow for the Secretary to vote under certain circumstances, but as general practice the Secretary is a non-voting role. Chairperson Moore stated the Secretary's interaction with the public constituents, while serving in their capacity as planning staff, makes it preferable for them to have a non-voting role.

Review of attendance policy and meeting schedule.

Chairperson Moore introduced the discussion and noted the by-laws were provided to Planning Commission. Chairperson Moore stated he did not see any problems with the manner in which Planning Commissioners have handled their schedules. Chairperson Moore stated the Commissioners also participate in subcommittees and noted their service to the Town.

Chairperson Moore reviewed the attendance policy. Chairperson Moore read the Planning Commission attendance policy; pursuant to Virginia Code 15.2-2212, "a member of a local planning commission may be removed from office by the local governing body without limitation in the event that the commission member is absent from any three consecutive meeting of the commission, or is absent from any four meetings of the commission within any 12-month period". Chairperson Moore stated this applies to unexcused absences. Chairperson Moore noted Town Council has not expressed any concern with the attendance record of the current Planning Commission. Chairperson Moore noted the Commissioners always keep him and staff notified of an upcoming absence.

Commissioner Powers asked Ms. Morgan about the notification process if a meeting is canceled. Ms. Morgan stated the announcements are handled through calendar event notifications on the Town's website along with email notifications.

Commissioner Johnson asked if there was an absentee voting policy. Commissioner Carter stated the law requires a commissioner to be present in order to vote. Commissioner Powers noted a commissioner could share their opinions on an issue if they were going to be absent.

Discussion of Planning Commission Subcommittees.

Chairperson Moore introduced the discussion. Chairperson Moore stated the Development Standards Subcommittee and Comprehensive Plan Subcommittee are the two active subcommittees. Chairperson Moore noted the meeting times are set in order to capitalize on staff's availability. Commissioner Powers noted Town Council holds subcommittee meetings a half hour before the regular Town Council meeting. Commissioner Powers asked if staff is compensated for their time to attend these meetings. Ms. Morgan stated staff is compensated for their time outside of regular working hours. Vice-Chairperson Sowers recommended Planning Commission wait until the new Planning Director is hired before considering changes to the subcommittee meeting times. Planning Commission agreed. Chairperson Moore suggested Planning Commission wait for the Planning Director position to be filled before making any changes to the meeting times or memberships of the subcommittees. Chairperson Moore noted all are welcome to attend and participate.

Chairperson Moore state the subcommittees are not intended to exclude the larger Planning Commission. Chairperson Moore added the subcommittees provide an opportunity for members and staff to work through the issues and develop a strong foundation for projects before bringing them to the full Planning Commission.

Commissioner Collins asked if the Comprehensive Plan Subcommittee can be tabled for the time being. Ms. Morgan stated the Comprehensive Plan Subcommittee has been tabled for now. Commissioner Powers stated the Comprehensive Plan Subcommittee will need to pick up once the UDA amendments are approved.

Commission Franusich suggested the work of the Central Business Advisory Committee may warrant a subcommittee. Chairperson Moore suggested Planning Commission and the Central Business Advisory Committee develop an appropriate means of communication between each other.

Commissioner Johnson stated he inquired about participating in Town Council's Finance Committee. Commissioner Johnson added any member of Planning Commission is welcome to attend the Finance Committee meetings but membership is restricted to staff and Town Council members.

Commissioner Powers stated there is a strong connection between the Capital Improvements Program and the long range land use planning. Commissioner Powers added engagement with the Finance Committee would be beneficial for Planning Commission. Commissioner Collins noted the two Finance Committee members from Town Council are Councilman Showalter and Councilman Stipes.

Commissioner Powers stated there will be no Development Subcommittee meeting next week.

Other business.

Chairperson Moore introduced the discussion. Ms. Morgan stated Town Council will hold a public hearing on February 9<sup>th</sup> for the proposed urban chicken ordinance.

Ms. Morgan stated Vice-Chairperson Sower's term expires February 6<sup>th</sup>, 2016. Vice-Chairperson Sowers stated she would like to be reappointed.

Ms. Morgan provided an update on the Urban Development Area (UDA) grant. Ms. Morgan stated the Town has shared additional Geographic Information Systems (GIS) resources with the consultants and they are still working on developable area calculations for each UDA. Ms. Morgan stated the consultants expect to have a first draft by the end of this week.

Commissioner Powers stated he had a conversation with Megan Dorsett in regards to the Cambria UDA boundary. Ms. Morgan stated Ms. Dorsett also provided input to Mr. Drake, staff, and those comments were documented. Ms. Morgan stated staff will reach out to Ms. Dorsett when the UDAs are brought forth for public input.

Ms. Morgan asked Commissioner Powers what specific transportation updates he would like from Mr. Wingfield, Assistant Town Manager. Commissioner Powers noted the traffic problems at 460 and Roanoke Street discussed during the last Planning Commission meeting. Commissioner Powers added he would like to know the proper procedures for relaying a transportation issues brought before Planning Commission.

Commissioner Collins stated some of the traffic signals are controlled by Public Works and some are controlled by VDOT. Commissioner Collins stated the signals around the 460/Roanoke Street intersection are controlled by Public Works.

Chairperson Moore stated it would be helpful to get an update on the proposed road projects. Commissioner Carter stated it would be helpful to know which street signals are controlled by Public Works and which are controlled by VDOT.

Chairperson Moore stated an update on the sewer and water infrastructure would also be beneficial to Planning Commission.

Commissioner Peebles reiterated the timing issues with the traffic signal on North Franklin Street, southbound, coming off the 460 Bypass. Commissioner Peebles stated the signal does not sequence fast enough during rush hour. Commissioner Franusich stated the intersection is at the top of the list for VDOT improvements.

Other business - (continued).


Commissioner Powers shared a handout from the New River Valley Regional Commission on facilitating the development of lifespan friendly homes and communities through local and state development regulations. Commissioner Powers suggested staff and Planning Commission use the AARP's Livability Index tool to evaluate Christiansburg's existing regulations and policies.

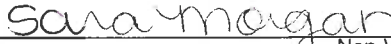
Ms. Morgan noted she attended an ageing-in-place seminar and can share those materials with Planning Commission.

Chairperson Moore encouraged Planning Commission to be mindful of the snow plows this weekend and asked everyone to stay safe during the upcoming snowstorm.

Commissioner Collins asked which roads VDOT plows within the Town limits. Chairperson Moore stated VDOT handles the 460 Bypass and the Town handles snow removal for the streets within Christiansburg. Planning Commission wished Chairperson Moore well with the snow removal.

There being no more business, Chairperson Moore adjourned the meeting at 7:45 p.m.

  
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Craig Moore, Chairperson

  
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Sara Morgan, Secretary Non-Voting