

**Christiansburg Planning Commission
Minutes of January 30, 2017**

Present: Matthew J. Beasley
Harry Collins
Mark Curtis
David Franusich
Catherine Garner
Hil Johnson
Jeananne Knies
Craig Moore, Chairperson
Ann Sandbrook
Jennifer D. Sowers, Vice-Chairperson
Andrew Warren, Secretary ^{Non-Voting}

Absent: Ann Carter
T.L. Newell

Staff/Visitors: Sara Morgan, staff

Chairperson Moore called the meeting to order at 7:01 p.m. in the Christiansburg Town Hall at 100 E. Main Street, Christiansburg, Virginia.

Public Comment.

Chairperson Moore opened the floor for public comment. Chairperson Moore explained to the new Planning Commissioners the value of giving the public the ability to address Planning Commission outside of a public hearing. With no comments, Chairperson Moore closed the floor for public comment.

Approval of Planning Commission Minutes for the November 30, 2016 meeting.

Chairperson Moore introduced the discussion. Commissioner Johnson made a motion to approve the November 30, 2016 Planning Commission meeting minutes. Commissioner Collins seconded the motion, which passed 5-0. Commissioner Sowers, Commissioner Knies, Commissioner Garner, and Commissioner Curtis abstained, as they were not present for the previous meeting.

Introduction of new Planning Commissioners: Mark Curtis, Catherine Garner, Jeananne Knies, and Ann Sandbrook.

Mr. Warren briefly introduced the new Planning Commissioners. Commissioner Collins noted Town Council only intended to appoint two members but they were impressed with the candidates and chose to appoint all four that were interviewed. The discussion concluded with a brief overview of the Land Use Education Program (LUEP) training the new Planning Commissioners will attend.

Review of 2016 Planning Commission Annual Report.

Ms. Morgan presented the document and asked Planning Commission to provide her with any feedback they may have as she walked them through the document. Ms. Morgan provided brief commentary of select sections of the report.

Commissioner Johnson noted Commissioner Carter's term expiration date needs to be updated. Commissioner Johnson and Ms. Morgan discussed the trainings he attended. Commissioner Collins asked when the trainings will be held next year. Ms. Morgan stated she believes the LUEP training will be held in Richmond while the New River Valley Regional Commission (NRVRC) training will be in Fairlawn. Mr. Warren stated he believes there will be two LUEP trainings and he will coordinate a time for an orientation with the new Planning Commissioners.

Commissioner Collins asked for clarification to whether a Conditional Use Permit runs with the applicant or with the land. Commissioner Beasley and Commissioner Franusich stated they believe the permits run with the land. Mr. Warren will follow-up with the Town Attorney on this matter. Chairperson Moore noted a sunset clause could be beneficial in certain instances. Ms. Morgan stated if the use was violating the conditions of the Conditional Use Permit, staff could bring it before Planning Commission to address the violation. Additionally, Ms. Morgan stated if the use were discontinued for two years a new Conditional Use Permit request would need to come before Planning Commission and Town Council. Chairperson Moore clarified having the Conditional Use Permit run with the applicant was a past effort to maintain a sense of control over the uses so they did not continue for eternity.

Commissioner Johnson noted the second date in the Urban Development Areas timeline should be 2015 rather than 2016. Ms. Morgan will make this correction. Commissioner Collins asked for clarification on the status of the Town working with the consultants from Michael Baker International and Renaissance Planning Group. Ms. Morgan stated the contract has been closed out and staff is no longer working with them.

Review 2016 Planning Commission Annual Report (continued).

Mr. Warren stated Ms. Morgan has completed the update of the Comprehensive Plan to include the Urban Development Areas and the updated document will soon be available to the public. Mr. Warren stated the five year update of the Comprehensive Plan required by the state will occur in 2018.

Mr. Warren discussed the planning initiatives to be undertaken by the Planning Department. Mr. Warren noted these initiatives will include Downtown and Cambria Master Planning and looking at the "Midtown" areas around the Christiansburg Aquatics Center. Commissioner Franusich inquired about public involvement in the Downtown and Cambria Master Planning process. Mr. Warren stated the process is still under development with public involvement – including Planning Commission input – being a critical component to the end product.

Commissioner Collins asked Mr. Warren to explain the difference between the Comprehensive Plan subcommittee and Development subcommittee. Mr. Warren stated the Comprehensive Plan subcommittee looks at the Comprehensive Plan and briefly described the state requirements of the plan. Mr. Warren stated the Development subcommittee looks at changes to the zoning and subdivision ordinance and noted the Development subcommittee focused on an amendment to the sign ordinance last year. Mr. Warren explained there is an inactive subcommittee related to historic preservation. Commissioner Johnson noted the chairpersons of each subcommittee are no longer members of the Planning Commission. Mr. Warren stated he discussed this matter with Chairperson Moore prior to tonight's meeting and it is their intention to assign new members to these subcommittees in the coming months, at which time new chairpersons will be appointed. Chairperson Moore noted the subcommittees are intended to function as an extension of Planning Commission and to allow members to work through items in more detail.

Mr. Warren explained the Planning Department thought an annual report would be a good document for the Planning Commission to summarize what was accomplished over the last year and to showcase the work of the Planning Commission to Town Council and the public. Mr. Warren stated the annual report is the Planning Commission's document and they are therefore asked to provide feedback if they feel any sections need to be enhanced, added or removed.

Commissioner Beasley made a motion to approve the Planning Commission 2016 Annual Report with the edits discussed during the presentation. Commissioner Sowers seconded the motion, which passed 10-0. The Planning Commission thanked staff for their work on the annual report.

Other business.


Mr. Warren regrettably announced Ms. Morgan's resignation from the Town of Christiansburg. Ms. Morgan will be going to the City of Wilmington, North Carolina. Her last day will be February 10, 2017. Mr. Warren thanked Ms. Morgan for her help with the Planning Commission and her positive attitude. Planning Commission thanked Ms. Morgan for her assistance. Chairperson Moore asked how long Ms. Morgan had been with the Town. Ms. Morgan stated she started as an intern in the spring of 2014. Mr. Warren went on to say Ms. Morgan went from an intern in the Planning Department to a Planner I and then a Senior Planner. Chairperson Moore wished Ms. Morgan well in the future.

Chairperson Moore noted the Planning Commission meeting scheduled for Tuesday, February 21, 2017. Chairperson Moore stated emails or calls regarding member absences should be directed to Mr. Warren and if an email is sent, please copy Chairperson Moore.


Commissioner Collins will provide an update at the next meeting on the NRVRC's Planning Commission meeting.

Town Council is meeting with representatives of the Christiansburg Institute tomorrow night to discuss the preservation of the Christiansburg Institute property.

There being no more business, Chairperson Moore adjourned the meeting at 7:36 p.m.



Craig Moore, Chairperson



Andrew Warren, Secretary Non-Voting