

**Christiansburg Planning Commission
Minutes of November 28, 2016**

Present: Matthew J. Beasley
Ann Carter
Harry Collins
David Franusich
Hil Johnson
Craig Moore, Chairperson
T.L. Newell
Sara Morgan, Secretary Non-Voting

Absent: Jennifer D. Sowers, Vice-Chairperson

Staff/Visitors: Andrew Warren, Planning Director
Will Drake, staff
Glenn and Karen Smith, 305 E. Main Street

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 Planning Commission Minutes for October 17, 2016 meeting.

Chairperson Moore introduced the discussion. Commissioner Johnson made a motion to approve the October 17, 2016 Planning Commission meeting minutes. Commissioner Carter seconded the motion, which passed 7-0.

Administrative review of the approved Conditional Use Permit granted to Glenn and Karen Smith for a bed and breakfast inn at 305 E. Main Street.

Chairperson Moore introduced the discussion. Mr. Warren stated the Planning Commission reviewed the conditional use permit last year before the business had begun operating and it was then decided to bring the permit back for review after the business opened. Mr. Warren stated the site improvements included with the conditional use permit have been installed and the bed and breakfast is now operating. Mr. Warren noted the Planning Department has not received any complaints since the business opened.

Commissioner Johnson asked if the conditional use permit limited on-street parking. Commissioner Collins noted on-street parking is prohibited in front of the property. Mr. Warren stated the conditional use permit required the Smiths to install a grass paving system to provide three additional off-street parking spaces. Mr. Warren stated the Smiths installed a mesh material with painted landscape timbers. Mr. Warren noted the material was approved by the Planning and Engineering Departments and is durable and inconspicuous. Commissioner Collins noted the Smiths have worked hard and the property looks great. Chairperson Moore thanked the Smiths for utilizing the low-impact parking design. Mrs. Smith stated they have shared the name of the manufacture with several interested people.

Chairperson Moore asked if the conditional use permit would be reviewed again in one year. Ms. Morgan stated tonight's review has satisfied the requirement for a one-year administrative review and noted there will not be another review unless there are continual violations on the property.

Election of Officers – Chairperson, Vice-Chairperson, Secretary.

Chairperson Moore introduced the discussion. Commissioner Carter made a motion to nominate the existing slate of officers. Commissioner Beasley seconded the motion. Mr. Warren complemented Ms. Morgan on the great job she has done as the non-voting Secretary over the last year. He continued to state that historically the Planning Director has served in the non-voting Secretary position and he would prefer to keep this custom from a staffing perspective. Commissioner Carter amended the motion to nominate Craig Moore for Chairperson, Jennifer Sowers for Vice-Chairperson, and Andrew Warren for Secretary. Commissioner Beasley seconded the revised motion. Chairperson Moore asked for discussion. With no discussion, Chairperson Moore called for a vote on the motion, which passed 6-0. Chairperson Moore abstained from voting.

Review of attendance policy and meeting schedule.

Chairperson Moore introduced the discussion. Ms. Morgan provided the commissioners with the 2017 meeting schedule for Town Council and Planning Commission. Ms. Morgan reviewed the attendance requirements for planning commissioners set forth in Code of Virginia §15.2-2212 and reminded the commissioners to notify the Secretary if they have questions or concerns with attendance.

Mr. Warren stated there are no items scheduled for the December 19, 2016 meeting and it will be canceled.

Discussion of Planning Commission Subcommittees.

Chairperson Moore introduced the discussion and reviewed the membership of the Development Standards and Comprehensive Plan Subcommittees. Mr. Warren stated the Comprehensive Plan Subcommittee will begin work on the 2018 Comprehensive Plan update in the late winter or spring and noted there may also be code changes for the Development Subcommittee to consider. Mr. Warren stated these items will not be brought forth until the new commissioners have been appointed and noted the Planning Department will soon begin work on a downtown master plan. Mr. Warren noted The Virginia Land Use Education Program will offer two Certified Planning Commissioner Program training courses in the spring that could be made available to new commissioners.

Commissioner Collins asked how many applications were submitted for the planning commissioner positions. Mr. Warren stated four applications were received and noted Town Council will most likely interview candidates in January during a work session. Commissioner Johnson asked if the Planning Commission would also conduct interviews. Mr. Warren stated he did not believe so. Commissioner Collins asked if the interviews will be open to the public. Mr. Warren stated that he would look into past procedures and what is required by state code and get back with the Commission. Chairperson Moore stated the Planning Commission has previously made a recommendation to Town Council regarding commissioner appointments.

Commissioner Collins asked how many commissioner positions will be filled. Mr. Warren stated the two positions vacated by Mr. Powers and Mrs. Peeples are available to be filled and Council may appoint others. Mr. Warren stated the Code of Virginia allows for up to 15 members, however--in his opinion--an advantage for not having too large of a group would be to provide more opportunity for engagement by individual members. Commissioner Newell stated the Planning Commission had eleven members when she was appointed and noted an odd number of members can help prevent a tie vote.

Other business.

Chairperson Moore introduced the discussion. Mr. Warren discussed the broadband survey issued by the NRV Regional Commission and the Chamber of Commerce. Mr. Warren encouraged the commissioners to take the survey and share it with their contacts.

Chairperson Moore stated the December 19, 2016 meeting is cancelled and the next Planning Commission meeting will be held January 17, 2017.

Commissioner Johnson stated it would benefit the Planning Commission if the new commissioners could present some current planning topics discussed during the commissioner training program they will attend. Commissioner Johnson noted he and Commissioner Collins are members of the NRV Regional Commission and suggested they provide the Planning Commission with an update on the activities of the NRV Regional Commission.

There being no more business, Chairperson Moore adjourned the meeting at 7:29 p.m.



Craig Moore, Chairperson

Sara Morgan, Secretary Non-Voting