



Town of Christiansburg Planning Commission Tuesday, January 16, 2018 Agenda

Planning Commission

Chairperson

Craig Moore

Vice-Chairperson

Jennifer D. Sowers

Non-Voting Secretary/ Planning Director

Andrew Warren

Other Members

Matthew J. Beasley

Catherine Clifton

Harry Collins

Mark Curtis

Hil Johnson

Jeananne Knies

Ann Sandbrook

Interim Town Manager

Randy Wingfield

Town Attorney

Gynn &

Waddell, P.C.

Planning Commission's Next Meeting:

*Monday, January 29,
2018 at 7:00 p.m.*

REGULAR MEETING

Planning Commission will meet in the Christiansburg Town Hall located at 100 E. Main Street on **Tuesday, January 16, 2018 at 7:00 PM** for the purpose of allowing the full Commission to review the following:

PLEDGE OF ALLEGIANCE

- 1) Public comments – 5 minute limit per citizen.
- 2) Approval of Planning Commission Minutes for December 4, 2017 meeting.
- 3) Public Hearing for a Rezoning request by John Elmore, agent for the Donald and Rachel Wood, for an approximately 1.15 acre portion of tax parcel 435 – A – 20, located at 840 Peppers Ferry Road, N.W. from A, Agricultural to B-3, General Business. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- 4) Public Hearing for a Town Code Amendment request, submitted by the Montgomery County Economic Development Authority to amend Chapter 42 “Zoning” of the Christiansburg Town Code to allow for research, experimental, or testing laboratories including animals in the I-2, General Industrial District, with a Conditional Use Permit.
- 5) Contingent on the above item, a Public Hearing for a Conditional Use Permit request by the Montgomery County Economic Development Authority for a research, experimental, or testing laboratory including animals at 145 Technology Drive, S.E. (tax parcel 559 – 1 – 7) in the I-2, General Industrial District. The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan
- 6) Election of Officers – Chairperson, Vice-Chairperson, and Secretary.
- 7) Review of Planning Commission by-laws and 2018 meeting schedule.
- 8) Other Business.

For a description of the preceding items or to view the Town's Zoning Map, Zoning Ordinance, and Future Land Use Map, please contact the Planning Department in the Christiansburg Town Hall, 100 East Main Street during office hours of 8:00 a.m. - 5:00 p.m. Monday through Friday. Written comments may be sent to the address below; please allow adequate mailing time. For any further assistance, please contact Andrew Warren, Planning Director at (540) 382-6120 ext.1130 or awarren@christiansburg.org.

DRAFT

**Christiansburg Planning Commission
Minutes of December 4, 2017**

Present: Catherine Clifton
Harry Collins
Mark Curtis
Jeananne Knies
Craig Moore, Chairperson
Ann Sandbrook
Andrew Warren, Secretary ^{Non-Voting}

Absent: Matt Beasley
Hil Johnson
Jennifer D. Sowers, Vice-Chairperson

Staff/Visitors: Will Drake, staff
Jared Crews, staff
Sunday Bougher, SGA Design Group
Joseph Kun, New River Valley Mall

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 30, 2017 Meeting

Chairperson Moore introduced the discussion. Commissioner Knies made a motion to approve the November 20, 2017 Planning Commission meeting minutes. Commissioner Sandbrook seconded the motion, which passed 5-0. Chairperson Moore abstained as he was not present for the November 20, 2017 meeting.

Public Hearing for a Conditional Use Permit request by Sunday Bougher, (SGA Design Group), agent for Walmart Real Estate Business TR for a Comprehensive Sign Plan to permit additional wall signage at 2400 North Franklin Street (Tax Parcel 435-3-3) in the B-3, General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Sunday Bougher, SGA Design Group, stated Walmart Supercenter is requesting to adjust its allowed front wall signage as it will be implementing a new grocery pick-up program. Ms. Bougher explained Walmart is currently at its maximum allowable wall signage of 200 square feet but the store provides multiple services and 200 square feet does not cover a significant portion of the building.

Ms. Bougher reviewed pictures of signage on other businesses in town, including Barnes and Noble, Big Lots, Michaels, The Rack Room, and Rugged Wearhouse. Ms. Bougher noted these stores have signage covering approximately 5 to 10 percent of their total wall area. Ms. Bougher stated Walmart is requesting 643 square feet of signage which would account for less than 5 percent of its total wall area.

With no further comment, Chairperson Moore closed the public hearing.

Discussion/Action on a Conditional Use Permit request by Sunday Bougher, (SGA Design Group), agent for Walmart Real Estate Business TY for a Comprehensive Sign Plan to permit additional wall signage at 2400 North Franklin Street (Tax Parcel 435-3-3) in the B-3, General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Ms. Bougher stated Walmart will reevaluate their freestanding ground signage at a later date and the proposed comprehensive sign plan only covers wall signage for the store.

The following conditions were discussed:

- 1) The comprehensive sign plan shall only modify the allowable permanent wall signage. Temporary signage shall comply with Article XXIV – Signs of Chapter 42 “Zoning” of the *Christiansburg Town Code*.
- 2) The permanent wall signage shall be in general conformance with the proposed sign schedule, as shown on Sheet A2 – *Exterior Elevations* and Sheet A2.1 – *Exterior Signage and Details*, dated October 26, 2017.

Mr. Drake explained the front of the building would be considered the wall facing North Franklin Street.

Discussion/Action on a Conditional Use Permit request by Sunday Bougher, (SGA Design Group), agent for Walmart Real Estate Business TY for a Comprehensive Sign Plan to permit additional wall signage at 2400 North Franklin Street (Tax Parcel 435-3-3) in the B-3, General Business District – (continued).

Commissioner Knies asked how the Town generally classifies businesses which provide multiple services. Mr. Warren stated a multi-faceted business is considered one business if all services operate under one brand.

Chairperson Moore pointed out large buildings with multiple tenants are allowed to have maximum allowable signage for each business and stated Walmart offers many services inside a large building. Commissioner Knies noted that though Walmart is requesting almost 500 square feet of signage over the allowable maximum, the 643 square feet of requested signage is still well within the 10 percent allowable on the wall face. Commissioner Sandbrook stated Walmart's size may warrant additional signage.

Commissioner Collins asked if staff anticipated many other businesses requesting comprehensive sign plans for additional signage. Mr. Warren stated discussions would be based on the conditions of a particular property. Commissioner Knies stated the nature of Walmart's property was defensible in the application of the comprehensive sign plan.

Commissioner Clifton asked whether the applicant would need to come before the Commission again if modifications to the conditional use permit were sought. Mr. Warren stated a new public hearing would be held if modifications were sought. Ms. Bougher stated the presented plan applies to the entire development.

Mr. Warren stated Walmart's ground sign would need to comply with the current sign regulations if it were to be altered. Were it to be approved, Mr. Warren noted the applicant could request a revision to their comprehensive sign plan at a later date in order to address ground sign provisions.

Commissioner Clifton motioned to recommend Town Council approve the comprehensive sign plan with the conditions as drafted. Commissioner Collins seconded the motion, which passed 6-0.

Chairperson Moore noted Walmart's public hearing before Town Council would be held January 9, 2018.

With no further comments, Chairperson Moore closed the discussion.

Other business.

Chairperson Moore opened the discussion.

Mr. Warren stated the dog daycare at 569 North Franklin Street was approved by Town Council and would be operational in the near future.

The Commission agreed to cancel the December 18, 2017 meeting as there was no business on the agenda.

Mr. Warren stated the Town will advertise for positions on the Planning Commission in the near future.

Chairperson Moore stated the Town Christmas Parade will be held at 7:00 p.m. on Friday, December 8, 2017.

With no further business, Chairperson Moore adjourned the meeting at 7:40 p.m.

Craig Moore, Chairperson

Andrew Warren, Secretary Non-Voting



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
D. MICHAEL BARBER

COUNCIL MEMBERS
SAMUEL M. BISHOP
HARRY COLLINS
STEVE HUPPERT
MERISSA SACHS
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES

INTERIM TOWN MANAGER
RANDY WINGFIELD

ASSISTANT TO THE TOWN
MANAGER
ADAM CARPENETTI

DIRECTOR OF
FINANCE/TOWN TREASURER
VALERIE L. TWEEDIE,
CPA, CFE, CGFM

CHIEF OF POLICE
MARK SISSON

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNN & WADDELL, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

Planning Department Staff Report

Application Type: Rezoning
Applicant: John Elmore, agent for Donald and Rachel Wood
Location: 840 Peppers Ferry Road, N.W.
Proposal: Request to rezone an approximately 1.15 acre portion of property from A, Agricultural to B-3, General Business.

Request

The Town of Christiansburg has received a Rezoning request by John Elmore, agent for Donald and Rachel Wood, for an approximately 1.15 acre portion of tax parcel 435 – A – 20, located at 840 Peppers Ferry Road, N.W. The request is to rezone the portion of property from the A, Agricultural District to the B-3, General Business District.

The property is not located within the 100-Year Flood Hazard Area or a Historic District. The property is adjacent to, but not within the Mall Area Urban Development Area. The adjoining properties are zoned A Agricultural, R-2 Two-Family Residential, R-3 Multi-Family Residential, and B-3 General Business and contain agricultural, business, religious, and residential uses. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

The applicant, Mr. Elmore, owns the adjacent parcels to the east at 710 and 720 Peppers Ferry Road, N.W. Mr. Elmore's property is zoned B-3, General Business and is used for a mini-warehouse business at 710 Peppers Ferry Road, N.W. In his application, Mr. Elmore has stated his intention to purchase the 1.15 acres from Mr. and Mrs. Wood in order to expand his existing mini-warehouse business.

Background

In 1998, Mr. Elmore rezoned his property at 720 Peppers Ferry Road, N.W. and the portion of 710 Peppers Ferry Road now containing the majority of the mini-warehouses to B-3, General Business. In 2004, Mr. Elmore rezoned the remaining portion his property at 710 Peppers Ferry Road, N.W. to B-3, General Business and proffered to only build mini-warehouse units on that portion of the property. Please see the attached aerial map for a depiction of the 1998 and 2004 rezoning areas.

No proffer has been submitted with this current rezoning request and Mr. Elmore has not requested to amend the conditional zoning approved in 2004.

Public Hearing Dates

The Planning Commission Public Hearing is scheduled for Tuesday, January 16, 2018 and the Town Council Public Hearing is scheduled for Tuesday, February 13, 2018.

List of attachments included with staff report

1. Rezoning application
2. Preliminary plat showing location of 1.15 acre portion of tax parcel 435 – A – 20
3. Aerial map
4. Zoning map
5. Adjoining properties

Application #: RZN-2018-01



TOWN OF CHRISTIANSBURG

100 East Main Street

Christiansburg, VA 24073

Phone (540) 382-6120 Fax (540) 381-7238

Rezoning Application

Landowner: Don Wood Agent: John Elmore

Address: 840 Peppers Ferry Rd NW Address: 720 Peppers Ferry Road NW
Christiansburg, VA. Christiansburg VA 24073
24073

Phone: 540-382-4836 Phone: _____

I am requesting a rezoning of my property from zoning classification Agriculture to zoning classification General Business under Chapter 42: Zoning of the Christiansburg Town Code.

My property is located at 840 Peppers Ferry Rd NW, Cburg, VA. 24073

Tax Parcel(s): From TAX MAP # 435-A-20 TO TAX MAP # 435-A-23

I understand that proffers may be made in conjunction with the request. Proffers are voluntary offers by the property owner(s) regarding the request which must be made in writing prior to the Public Hearing. Proffers are legally binding. Any proffer(s) should be attached on a separate sheet of paper and signed and dated by the property owner(s) with the statement: "I (we) hereby proffer that the development of the subject property of this application shall be in strict accordance with the conditions set forth in this submission."

Fee: 750.00

I certify that the information supplied on this application and any attachments is accurate and true to the best of my knowledge.

Signature of Landowner(s): Donald L. Wood Date: 11-22-17

Rachel T. Wood Date: 11-22-17

Date: _____

This request was approved/disapproved by a vote of the Christiansburg Town Council on _____.

Town Manager

Date

December 8, 2017

To Whom It May Concern;

I, John D. Elmore, am acting as agent for Donald and Rachel Wood to rezone

Only 1.15 acres as shown on the preliminary boundary line Relocation Plat for Donald Lee Wood and Rachel T. Wood and John D. Elmore and Arnedo V. Elmore, dated August 2, 2017.

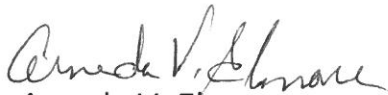
I wish to rezone this 1.15 acres which joins my Mini Storage property from Agriculture to General Business, and I am agreeing to purchase it if it rezones.

This would allow some additional expansion of the A & J Route 114 Mini Storage facility, in the future, to accommodate additional storage for Residential Housing growth in the New River Valley Mall area.

Thank you for considering this request.



John D. Elmore

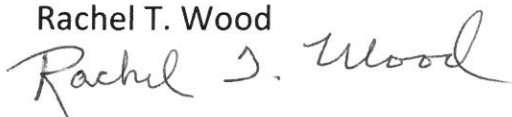


Arnedo V. Elmore

Donald L. Wood



Rachel T. Wood



BOUNDARY LINE RELOCATION PLAT FROM PARTIAL SURVEY AND FROM RECORDS FOR DONALD LEE WOOD AND RACHEL T. WOOD AND JOHN D. ELMORE AND ARNEDA V. ELMORE

OWNER'S STATEMENT

THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN PERFORMED IN STRICT ACCORDANCE WITH THE WISHES AND DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES IF ANY THERE BE, AND THAT THE DEDICATION OF PUBLIC EASEMENTS AND RIGHTS OF WAY, IF ANY SHOWN HEREON, IS HEREBY MADE.

IN WITNESS WHEREON ARE HEREBY PLACED THE FOLLOWING SIGNATURES AND SEALS:

DONALD LEE WOOD, OWNER	DATE
RACHEL T. WOOD, OWNER	DATE
JOHN D. ELMORE, OWNER	DATE
ARNEDA V. ELMORE, OWNER	DATE

NOTARY'S STATEMENT

COMMONWEALTH OF VIRGINIA; COUNTY/ CITY OF _____

I, _____ A NOTARY PUBLIC IN AND FOR THE AFORESAID STATE DO HEREBY CERTIFY THAT **DONALD LEE WOOD**, WHOSE NAME IS SIGNED TO THE FOREGOING INSTRUMENT, HAS PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE SAME ON THIS _____ DAY OF _____ 2017.

NOTARY MY COMMISSION EXPIRES

NOTARY'S STATEMENT

COMMONWEALTH OF VIRGINIA; COUNTY/ CITY OF _____

I, _____ A NOTARY PUBLIC IN AND FOR THE AFORESAID STATE DO HEREBY CERTIFY THAT **RACHEL T. WOOD**, WHOSE NAME IS SIGNED TO THE FOREGOING INSTRUMENT, HAS PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE SAME ON THIS _____ DAY OF _____ 2017.

NOTARY MY COMMISSION EXPIRES

NOTARY'S STATEMENT

COMMONWEALTH OF VIRGINIA; COUNTY/ CITY OF _____

I, _____ A NOTARY PUBLIC IN AND FOR THE AFORESAID STATE DO HEREBY CERTIFY THAT **JOHN D. ELMORE**, WHOSE NAME IS SIGNED TO THE FOREGOING INSTRUMENT, HAS PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE SAME ON THIS _____ DAY OF _____ 2017.

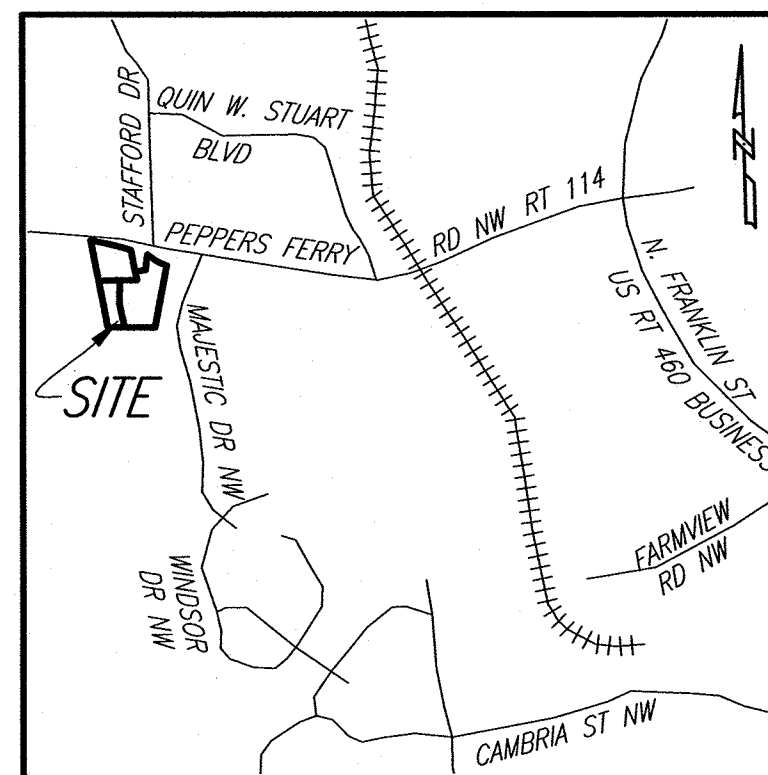
NOTARY MY COMMISSION EXPIRES

NOTARY'S STATEMENT

COMMONWEALTH OF VIRGINIA; COUNTY/ CITY OF _____

I, _____ A NOTARY PUBLIC IN AND FOR THE AFORESAID STATE DO HEREBY CERTIFY THAT **ARNEDA V. ELMORE**, WHOSE NAME IS SIGNED TO THE FOREGOING INSTRUMENT, HAS PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE SAME ON THIS _____ DAY OF _____ 2017.

NOTARY MY COMMISSION EXPIRES



VICINITY MAP
NOT TO SCALE

TOWN OF CHRISTIANSBURG APPROVAL AND ACCEPTANCE

THIS PLAT HAS BEEN SUBMITTED TO AND APPROVED FOR ACCEPTANCE FOR RECORDATION BY THE TOWN OF CHRISTIANSBURG, VIRGINIA.

ANDREW WARREN, SUBDIVISION AGENT DATE

SOURCE OF TITLE AND CONFORMING STATEMENT

THIS IS TO CERTIFY THAT THE PROPERTY EMBRACED WITHIN THE LIMITS OF THIS PLAT SHOWN AS TAX MAP #435-A-20 IS A PORTION OF PARCEL 3 OF THE LAND ACQUIRED BY DONALD LEE WOOD AND RACHEL T. WOOD IN DEED BOOK 672, PAGE 496 EXCEPTING A PART CONVEYED TO THE COMMONWEALTH OF VIRGINIA IN INSTRUMENT #2003020461. THE PARCEL SHOWN AS TAX MAP #435-A-23 IS A PORTION OF THE LAND ACQUIRED BY JOHN D. ELMORE AND ARNEDA V. ELMORE IN DEED BOOK 982, PAGE 727 EXCEPTING A PART CONVEYED TO THE COMMONWEALTH OF VIRGINIA IN INSTRUMENT #2002010346. THE WOODS CONVEYED A 1.378 ACRE PARCEL TO THE ELMORES IN DEED BOOK 1216, PAGE 741. THE AFORESAID DEEDS ARE RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF MONTGOMERY COUNTY, VIRGINIA.

THE HEREON SHOWN PLAT DATED AUGUST 2, 2017 HAS BEEN PREPARED IN CONFORMANCE WITH THE ZONING AND SUBDIVISION ORDINANCE OF THE TOWN OF CHRISTIANSBURG, VIRGINIA. THE APPROVAL AND ACCEPTANCE SIGNATURE OF THE TOWN OF CHRISTIANSBURG SUBDIVISION AGENT CONFIRMS THIS PLAT'S CONFORMANCE TO THE SAID ORDINANCE.

I HEREBY CERTIFY THAT THIS PLAT IS BASED ON A COMBINATION OF A FIELD SURVEY AND RECORD DOCUMENTS AND DOES NOT REPRESENT A FIELD SURVEY OF ALL BOUNDARIES SHOWN HEREON. THIS PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

KEVIN M. JONES LIC. No. 003224

NOTES

- OWNERS OF RECORD: DONALD LEE WOOD AND RACHEL T. WOOD
MAILING ADDRESS: 840 PEPPERS FERRY ROAD, CHRISTIANSBURG, VA 24073
LEGAL REFERENCES: DEED BOOK 672, PAGE 496 (PARCEL 3);
PLAT BOOK 22, PAGE 220;
DEED BOOK 1216, PAGE 741; INSTRUMENT #2003020461;
STATE HIGHWAY PLAT BOOK 12, PAGES 172-174
TAX MAP NUMBER: 435-A-20
PARCEL ID NUMBER: 021284
- OWNERS OF RECORD: JOHN D. ELMORE AND ARNEDA V. ELMORE
MAILING ADDRESS: 710 PEPPERS FERRY ROAD, CHRISTIANSBURG, VA 24073
LEGAL REFERENCES: DEED BOOK 982, PAGE 727; PLAT BOOK 22, PAGE 220;
DEED BOOK 1216, PAGE 741; INSTRUMENT #2002010346;
STATE HIGHWAY PLAT BOOK 12, PAGES 103-104
TAX MAP NUMBER: 435-A-23
PARCEL ID NUMBER: 021274
- THE PROPERTY LIES IN F.E.M.A. DEFINED ZONE X UNSHADED AS SHOWN ON FIRM MAP NUMBERS 51121C0140C (SEE EFFECTIVE DATE: SEPTEMBER 25, 2009) AND 51121C0141C (SEE EFFECTIVE DATE: SEPTEMBER 25, 2009).
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO INFORMATION WHICH MAY BE DISCLOSED BY SUCH. THEREFORE, NOT ALL EASEMENTS AND ENCUMBRANCES MAY BE SHOWN.
- NO VISIBLE EVIDENCE OF GRAVES, OBJECTS OR STRUCTURES MARKING A PLACE OF BURIAL. SURVEYOR EXPRESSLY DISCLAIMS ANY LEGAL OR FINANCIAL RESPONSIBILITY FOR ANY GRAVES THAT WERE NOT DETECTED.
- TAX MAP #435-A-20 IS CURRENTLY SERVED BY TOWN OF CHRISTIANSBURG WATER AND SEWER. THE LOCATION OF THE DRAINFIELD SHOWN ON TAX MAP #435-A-20 IS APPROXIMATE AND WAS LOCATED IN THE FIELD ON 8/2/17.
- TAX MAP #435-A-23 IS CURRENTLY SERVED BY TOWN OF CHRISTIANSBURG WATER AND SEWER. LOCATIONS OF SEPTIC TANKS AND UNDERGROUND LINES SHOWN ON TAX MAP #435-A-23 ARE APPROXIMATE AND ARE PER CONVERSATION WITH MR. ELMORE.
- THIS PLAT IS A COMBINATION OF A PARTIAL FIELD SURVEY OF 1.153 ACRES AND RECORDED DEEDS AND PLATS. INFORMATION SHOWN HEREON REGARDING THE REMAINING AREAS OF TAX MAP #435-A-20 AND TAX MAP #435-A-23, INCLUDING BOUNDARY INFORMATION, EASEMENTS AND IMPROVEMENTS, IS BASED ON RECORDS ONLY.
- TAX MAP #435-A-20 IS CURRENTLY ZONED: A - AGRICULTURAL
TAX MAP #435-A-23 IS CURRENTLY ZONED: B3 - GENERAL BUSINESS
THE 1.153 ACRE PORTION OF TAX MAP #435-A-20 TO BE CONVEYED IS TO REMAIN ZONED A - AGRICULTURAL.
- 1.150 AC. SHOWN HEREON TO BE CONVEYED IS TO REMAIN ZONED AS AGRICULTURAL AT THIS TIME.
- AREA CALCULATIONS:

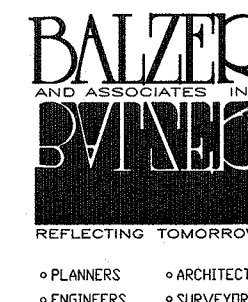
TAX MAP #435-A-20	TAX MAP #435-A-23
±3.094 ACRES (ORIGINAL)	±3.259 ACRES (ORIGINAL)
- 1.150 ACRES TO #435-A-23	+ 1.150 ACRES FROM #435-A-20
±1.944 ACRES REMAINING	±4.409 ACRES AFTER PLAT

PRELIMINARY
FOR REVIEW ONLY
DO NOT RECORD

BOUNDARY LINE RELOCATION PLAT
FROM RECORDS AND FROM A PARTIAL SURVEY FOR
DONALD LEE WOOD AND RACHEL T. WOOD AND
JOHN D. ELMORE AND ARNEDA V. ELMORE

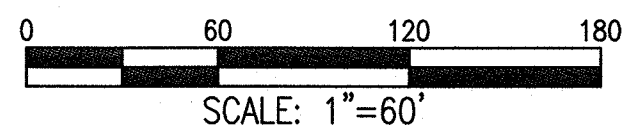
LOCATED AT 710 AND 840 PEPPERS FERRY ROAD, N.W.
TAX MAP NUMBERS 435-A-20 AND 435-A-23
TOWN OF CHRISTIANSBURG
RINER MAGISTERIAL DISTRICT
MONTGOMERY COUNTY, VIRGINIA
SURVEYED: AUGUST 2, 2017
JOB #25170102.HS
SHEET 1 OF 2

TEL: 540-381-4290 FAX: 540-381-4291
PLANNERS ARCHITECTS ENGINEERS SURVEYORS
Balzer & Associates, Inc. 448 Peppers Ferry Road, NW Christiansburg Va. 24073



THIS PLAT HAS BEEN SUBMITTED TO AND APPROVED FOR ACCEPTANCE FOR
RECORDATION BY THE TOWN OF CHRISTIANSBURG, VIRGINIA.

DATE _____



PRELIMINARY
FOR REVIEW ONLY
DO NOT RECORD

COMMONWEALTH OF VIRGINIA
CLARENCE M. JOSE
REG. NO. 00322
LAND SURVEYOR

RELOCATION PLAT

710 AND 840 PEPPERS FERRY ROAD, N.W.
TAX MAP NUMBERS 435-A-20 AND 435-A-23
TOWN OF CHRISTIANSBURG
RINER MAGISTERIAL DISTRICT
MONTGOMERY COUNTY, VIRGINIA
SURVEYED: AUGUST 2, 2017
JOB #25170102.HS
SCALE: 1" = 60'
SHEET 2 OF 2

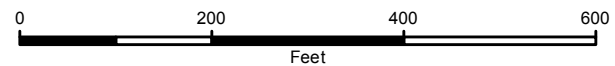
TEL: 540-381-4290 FAX: 540-381-4291
PLANNERS ARCHITECTS ENGINEERS SURVEYORS
 Balzer & Associates, Inc. 448 Peppers Ferry Road, NW Christiansburg Va. 24073

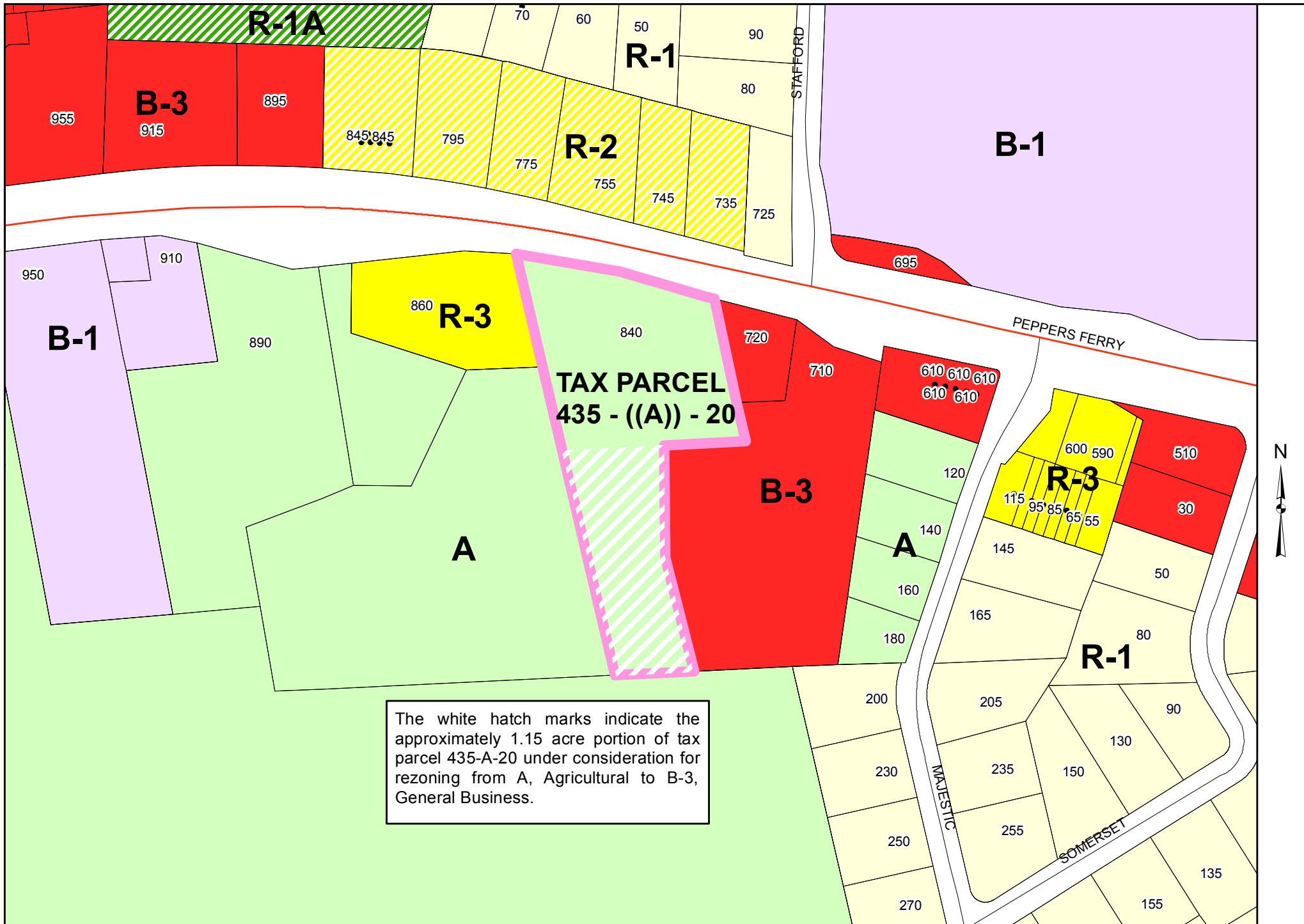


• PLANNERS • ARCHITECTS
 • ENGINEERS • SURVEYORS



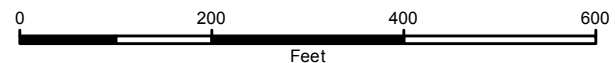
PC: JANUARY 16, 2018
TC: FEBRUARY 13, 2018





REZONE REQUEST: 840 PEPPERS FERRY ROAD NW

PC: JANUARY 16, 2018
TC: FEBRUARY 13, 2018



REZONE: 840 PEPPERS FERRY ROAD NW**Adjoining Property Owners**

<u>Tax Map #</u>	<u>Owner(s)</u>	<u>Mailing Address</u>	<u>City, State, Zip</u>
434- A 27,435(A)*	ANATOL RYPLANSKY TRUST	6252 LYONS RD	DUBLIN VA 24084
435- A 10	BREEDING BENNY H	775 PEPPERS FERRY RD NW	CHRISTIANSBURG VA 24073
435- A 19	CHRISTIANSBURG FIRST CHURCH OF	860 PEPPERS FERRY RD	CHRISTIANSBURG VA 24073
435- A 7	CITIZENS TELEPHONE	ASSESSED BY STATE CORP COMM	
435- A 23A	ELMORE JOHN D	720 PEPPERS FERRY RD NW	CHRISTIANSBURG VA 24073
435- A 23	ELMORE JOHN D	720 PEPPERS FERRY RD	CHRISTIANSBURG VA 24073
435- A 8	QUORUM HOLDING CORPORATION	3950 S MAIN ST	BLACKSBURG VA 24060
435- A 9	RICON SERVICE INVESTMENT	3950 S MAIN ST	BLACKSBURG VA 24060
435- A 11	SNYDER ALVIN M	360 WATERWORKS RD	RADFORD VA 24141
435- A 20	WOOD DONALD LEE	840 PEPPERS FERRY RD	CHRISTIANSBURG VA 24073
435- A 21	WOOD DONALD LEE	840 PEPPERS FERRY RD	CHRISTIANSBURG VA 24073



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
D. MICHAEL BARBER

COUNCIL MEMBERS
SAMUEL M. BISHOP
HARRY COLLINS
STEVE HUPPERT
MERISSA SACHS
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES

INTERIM TOWN MANAGER
RANDY WINGFIELD

ASSISTANT TO THE TOWN
MANAGER
ADAM CARPENETTI

DIRECTOR OF
FINANCE/TOWN TREASURER
VALERIE L. TWEEDIE,
CPA, CFE, CGFM

CHIEF OF POLICE
MARK SISSON

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNN & WADDELL, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

Planning Department Staff Report

Application Type: Code Change Amendment

Applicant: Montgomery County Economic Development Authority

Proposal: Amend the permitted uses in the I-2, General Industrial District to allow animal research, experimental, or testing laboratories with a conditional use permit.

Request

The Town of Christiansburg has received a request for a Town Code Amendment, submitted by the Montgomery County Economic Development Authority, to amend Chapter 42 "Zoning" of the Christiansburg Town Code to permit animal research, experimental, or testing laboratories in the I-2, General Industrial District with a Conditional Use Permit.

In the I-2 District, research, experimental, and testing laboratories are permitted by-right, but the use of animals and explosives is prohibited. The full text of the use, Sec. 42-397 (17), reads as follows:

Laboratories, research, experimental or testing, excluding animals and explosives.

The applicant requests to amend the zoning ordinance in order to permit the use of animal laboratories with a Conditional Use Permit in the I-2 District. The use of explosives would remain a prohibited use. The following table summarizes the zoning districts where laboratory uses are permitted.

District	Use Description	Permitted
MU-2	Laboratories, research, experimental or testing, excluding animals and explosives.	Conditional Use Permit
B-2	Pharmaceutical, medical or dental laboratories, provided not more than five persons are engaged in actual production work.	Conditional Use Permit
B-3	Pharmaceutical, medical or dental laboratories, provided not more than 50 persons are engaged in actual production work.	Conditional Use Permit
I-1	Laboratories, research, experimental or testing, excluding animals and explosives.	By-right
I-2	Laboratories, research, experimental or testing, excluding animals and explosives.	By-right

Public Hearing Dates

The Planning Commission Public Hearing is scheduled for Tuesday, January 16, 2018 and the Town Council Public Hearing is scheduled for Tuesday, February 13, 2018.

List of attachments included with staff report

1. Code amendment application
2. Draft ordinance amendment

Application #: CODE-2018-01



TOWN OF CHRISTIANSBURG

100 East Main Street
Christiansburg, VA 24073
Phone (540) 382-6120 Fax (540) 381-7238

Christiansburg Town Code Amendment Application

Applicant: Montgomery County EDA Agent: Montgomery County EDA

Address: 755 Roanoke Street, Suite 2H Address: 755 Roanoke Street, Suite 2H
Christiansburg, VA 24073 Christiansburg, VA 24073

Phone: 540-382-5732 Phone: 540-382-5732

I am requesting an amendment to the *Christiansburg Town Code* described as follows: Change
Article XIV - General Industrial District I-2, Section 42-397 (17) to read: "Laboratories, research,
experimental or testing, excluding explosives. For animal laboratories, research, experimental or testing,
a Conditional Use Permit would be needed."

Fee: _____

I certify that the information supplied on this application and any attachments is accurate and true to the best of my knowledge. I understand that I must comply with all *Christiansburg Town Code* requirements regardless of Town Council action on the amendment request.

Signature of Applicant(s): [Signature] EDA Sec. / Treasurer Date: 12/12/2017

Date: _____

Date: _____

This request was approved / disapproved by a vote of the Christiansburg Town Council on _____.

Town Manager

Date

**AN ORDINANCE AMENDING CHAPTER 42 - ZONING, ARTICLE XIV. –
GENERAL INDUSTRIAL DISTRICT I-2, SECTION 42-397. – PERMITTED
USES, OF THE *CHRISTIANSBURG TOWN CODE* TO ALLOW ANIMAL
LABORATORIES, RESEARCH, EXPERIMENTAL, OR TESTING IN THE I-2
GENERAL INDUSTRIAL DISTRICT**

WHEREAS, notice of a public hearing before the Christiansburg Planning Commission concerning this ordinance was published two consecutive weeks (December 29, 2017 and January 6, 2018) 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 January 16, 2018 and resulted in a recommendation by the Planning Commission that the following proposed zoning ordinance amendment be adopted; and,

WHEREAS, notice of the public hearing before the Town Council concerning this ordinance was published two consecutive weeks (January 31, 2018 and February 7, 2018) in The News Messenger, a newspaper published in and having general circulation in the Town of Christiansburg; and,

WHEREAS, the Town Council’s public hearing was held February 13, 2018; and,

WHEREAS, Town Council has considered the following amendment to the Town’s Zoning Ordinance and found that the public necessity, convenience, and good zoning practices deem it proper to do so;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Christiansburg, Virginia, that Chapter 42 – “Zoning,” Article XIV – “General Industrial District I-2,” Section 42-397 (17) – “Permitted Uses” of the *Christiansburg Town Code* be amended as follows:

Chapter 42 – ZONING

* * *

ARTICLE XIV. – GENERAL INDUSTRIAL DISTRICT I-2

* * *

Sec. 42-397. – Permitted uses.

In the I-2 General Industrial District, structures to be erected, or land to be used, shall be for one or more of the following uses:

* * *

- (17) Laboratories, research, experimental or testing, excluding ~~animals and explosives~~. Animal laboratories, research, experimental, or testing, with a conditional use permit.

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 [Month] DD, 2018, 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>
Samuel M. Bishop				
Harry Collins				
Steve Huppert				
Merissa Sachs				
Henry Showalter				
Bradford J. Stipes				
Mayor D. Michael Barber*				

*Votes only in the event of a tie.

D. Michael Barber, Mayor

Michele M. Stipes, Town Clerk



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
D. MICHAEL BARBER

COUNCIL MEMBERS
SAMUEL M. BISHOP
HARRY COLLINS
STEVE HUPPERT
MERISSA SACHS
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES

INTERIM TOWN MANAGER
RANDY WINGFIELD

ASSISTANT TO THE TOWN
MANAGER
ADAM CARPENETTI

DIRECTOR OF
FINANCE/TOWN TREASURER
VALERIE L. TWEEDIE,
CPA, CFE, CGFM

CHIEF OF POLICE
MARK SISSON

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNN & WADDELL, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

Planning Department Staff Report

Application Type: Conditional Use Permit
Applicant: Montgomery County Economic Development Authority
Location: 145 Technology Drive, S.E.
Proposal: Allow animal research, experimental or testing laboratory.

Request

The Town of Christiansburg has received a Conditional Use Permit request by the Montgomery County Economic Development Authority for an animal research, experimental, or testing laboratory at 145 Technology Drive, S.E. (tax parcel 559 – 1 – 7) in the I-2, General Industrial District.

An animal research, experimental, or testing laboratory is not currently a permitted use in the I-2 District and therefore the Conditional Use Permit request is contingent on a concurrent request by the applicant to amend Chapter 42 "Zoning" of the Christiansburg Town Code to allow animal research, experimental, or testing laboratories in the I-2 District with a Conditional Use Permit. The Public Hearing for the request to amend the Christiansburg Town Code will be held by the Christiansburg Planning Commission during the January 16, 2018 meeting at 7:00 p.m.

The property is not located within the 100-Year Flood Hazard Area, a Historic District, or an Urban Development Area. The adjoining properties are zoned I-2, General Industrial and M1 Manufacturing (Montgomery County). Neighboring properties include undeveloped land, agricultural and business uses. The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Public Hearing Dates

The Planning Commission Public Hearing is scheduled for Tuesday, January 16, 2018 and the Town Council Public Hearing is scheduled for Tuesday, February 13, 2018.

List of attachments included with staff report

1. Conditional Use Permit application
2. Aerial map
3. Zoning map
4. Adjoining properties

Application #: CUP-2018-01



TOWN OF CHRISTIANSBURG

100 East Main Street

Christiansburg, VA 24073

Phone (540) 382-6120 Fax (540) 381-7238

Conditional Use Permit Application

Landowner: Montgomery County EDA Agent: Montgomery County EDA

Address: 755 Roanoke Street, Suite 2H Address: 755 Roanoke Street, Suite 2H
Christiansburg, VA 24073 Christiansburg, VA 24073

Phone: 540-382-5732 Phone: 540-382-5732

I am requesting a Conditional Use Permit to allow laboratories, research, experimental or testing,
including animals

on my property that is zoning classification I-2 under Chapter 42: Zoning of the
 Christiansburg Town Code.

My property is located at Falling Branch Corporate Park, Lot 7, Christiansburg, VA 24073

Tax Parcel(s): Parcel ID: 100515; Tax Map ID: 599-17

Fee: _____

I certify that the information supplied on this application and any attachments is accurate and true to the best of my knowledge. I understand that Conditions may be placed on my property in regards to the above mentioned use/activity. I also understand that the Conditional Use Permit may be revoked and/or additional Conditional Use Permits required should questions regarding conformity arise.

Signature of Landowner(s): [Signature], EDA Sec. / Treas. Date: 12/12/2017

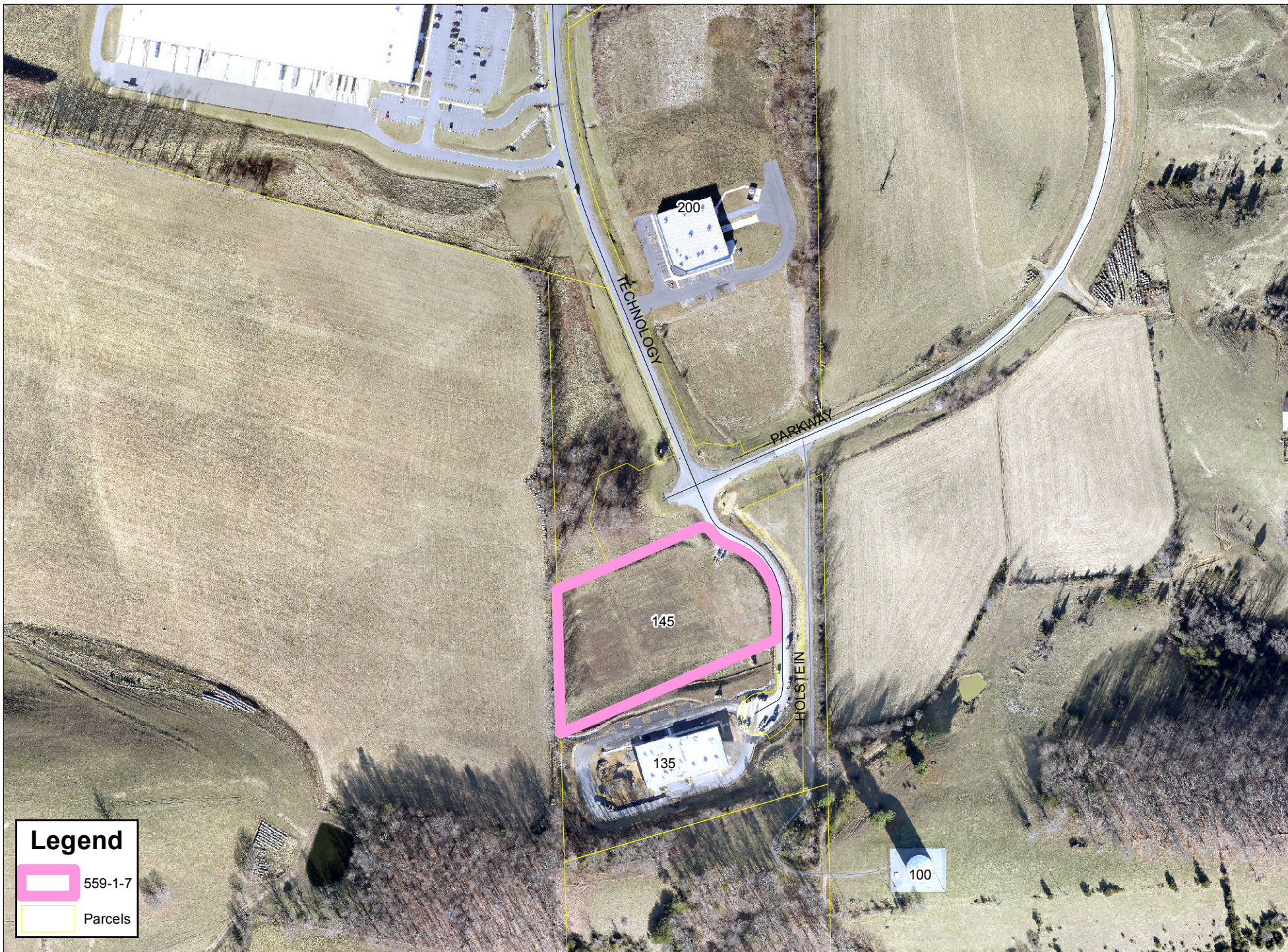
 Date: _____

 Date: _____

This request was approved / disapproved by a vote of the Christiansburg Town Council on _____
 Any Conditions attached shall be considered requirements of the above request.

 Town Manager

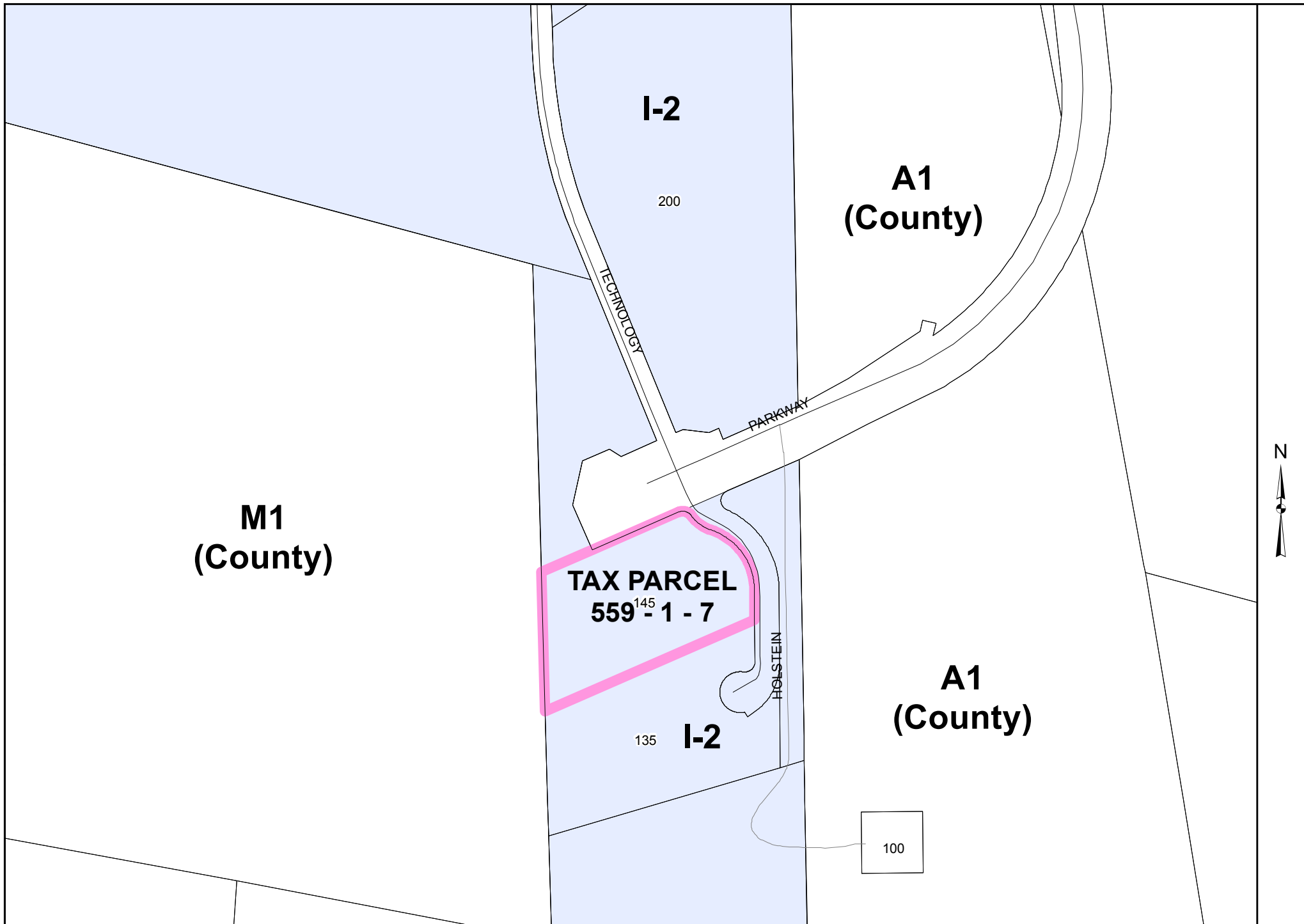
 Date



CUP REQUEST: 145 TECHNOLOGY DRIVE SE

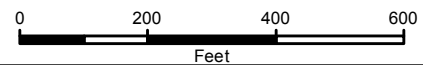
PC: JANUARY 16, 2018
TC: FEBRUARY 13, 2018

0 200 400 600
Feet



CUP REQUEST: 145 TECHNOLOGY DRIVE SE

PC: JANUARY 16, 2018
TC: FEBRUARY 13, 2018



CUP: 145 TECHNOLOGY DRIVE SE

Adjoining Property Owners

<u>Tax Map #</u>	<u>Owner(s)</u>		<u>Mailing Address</u>	<u>City, State, Zip</u>
094- A 8	COX FAMILY FARMS LLC		15936 VALE RIDGE DR	CHARLOTTE NC 28278
559- 1 7	ECONOMIC DEV AUTHORITY	OF MONTGOMERY COUNTY	755 ROANOKE ST STE 2H	CHRISTIANSBURG VA 24073
559- 1 A	INDUSTRIAL DEVELOPMENT AUTHORITY	OF MONTGOMERY COUNTY	755 ROANOKE ST STE 2H	CHRISTIANSBURG VA 24073
559- 1 8A	INDUSTRIAL DEVELOPMENT AUTHORITY	OF MONTGOMERY COUNTY	755 ROANOKE ST STE 2H	CHRISTIANSBURG VA 24073
559- 1 8	PSI DEVELOPMENT CO LLC		209 PRIMROSE DR	BLACKSBURG VA 24060
559- 1 5A	TRIO PROPERTIES LLC		200 TECHNOLOGY DR	CHRISTIANSBURG VA 24073

DIVISION 3. - PLANNING COMMISSION^[6]

Sec. 2-202. - Creation.

A town planning commission is hereby created for the town, in accordance with the provisions of Code of Virginia, §§ 15.2-2212 through 15.2-2222.

(Code 1972, § 2-46; Code 1992, § 2-216)

Sec. 2-203. - Composition; appointment and term of members.

- (a) The town planning commission shall consist of not fewer than five members nor more than 15 members, appointed by the town council, all of whom shall be residents of the town, qualified by knowledge and experience to make decisions on questions of community growth and development; provided that at least one-half of the members so appointed shall be owners of real property.
- (b) One member of the commission may be a member of the town council of the town. The term of this member shall be coextensive with the term of office to which he has been elected, unless the town council, at the first regular meeting each year, appoints another to serve as its representative. The town manager or town manager's designee shall attend the meetings of the planning commission. Members shall be appointed for terms of four years each.

(Code 1972, § 2-47; Code 1992, § 2-217; Ord. of 9-3-1996)

Sec. 2-204. - Vacancies.

Any vacancy in the membership of the town planning commission shall be filled by appointment by the town council and such appointment in the case of an appointed member shall be for the unexpired term.

(Code 1972, § 2-48; Code 1992, § 2-218)

Sec. 2-205. - Program of work; master plan.

The town planning commission prepared a program of work and may amend the same after the consultation with the town council. Such program of work shall outline the activities which the commission expects to engage in as follows:

- (1) Assembling such data regarding the town and adjacent territory as the commission may deem to be necessary in exercising its functions, powers and duties.
- (2) Preparing a comprehensive plan as a general guide for the development of the town and as a basis for the preparation of zoning and other regulations.
- (3) Recommending to the council appropriate procedures for effectuating such comprehensive plan.

(Code 1972, § 2-49; Code 1992, § 2-219)

Charter reference— Town Plan, § 4.01; master plan, § 4.04.

Sec. 2-206. - Functions, powers and duties.

The town planning commission shall have the functions, powers and duties which are prescribed by law.

(Code 1972, § 2-50; Code 1992, § 2-220)

State Law reference— Duties of planning commission, Code of Virginia, § 15.2-2221; powers of planning commission, Code of Virginia, § 15.2-2210.

Sec. 2-207. - Compensation of members.

All members of the town planning commission may be compensated for their services at the discretion of the town council.

(Code 1972, § 2-51; Code 1992, § 2-221)

State Law reference— Compensation, Code of Virginia, § 15.2-2212.

Sec. 2-208. - Removal of appointed members.

Any appointed member of the town planning commission may be removed by the town council for neglect of duty or malfeasance in office; provided, that such removal may be made only after a public hearing at which such member shall be given an opportunity to appear and be heard on the charges against him.

(Code 1972, § 2-52; Code 1992, § 2-222)

State Law reference— Removal of members, Code of Virginia, § 15.2-2212.

Town of Christiansburg Planning Commission By-Laws

Definitions

“Commission” refers to the Town of Christiansburg Planning Commission.

“Town” refers to the Town of Christiansburg.

“Town Council” refers to the Town of Christiansburg Town Council, which is the governing body of the locality.

Authority for Planning Commission

State Authority

The Town of Christiansburg Planning Commission operates under authority of Code of Virginia § 15.2-2210.

Town Authority

The authority for the Town of Christiansburg Planning Commission is found in Article VI. Planning Commission of Chapter 2 “Administration” of the Christiansburg Town Code.

Authority for Creation of By-laws:

According to Code of Virginia § 15.2-2217, the Commission shall adopt rules for the transaction of business and shall keep a record of its transactions which shall be a public record.

Composition/Membership

The Commission shall consist of not fewer than five (5) members nor more than fifteen (15) members, appointed by the Town Council, all of whom shall be residents of the Town, qualified by knowledge and experience to make decisions on questions of community growth and development; provided that at least one-half (1/2) of the members so appointed shall be owners of real property.

One member of the Commission may be a member of the Town Council. The term of this member shall be coextensive with the term of office to which he has been elected, unless the Town Council, at the first regular meeting each year, appoints another to serve as its representative. Members of the Commission shall be appointed for terms of four (4) years each.

Any vacancy in the membership of the Commission shall be filled by appointment by the Town Council and such appointment in the case of an appointed member shall be for the unexpired term.

With the consent of Town Council or the Commission, the Planning Director, the Zoning Administrator, or similar official (staff member) may serve as Secretary of the Commission as a non-voting member; otherwise, the Secretary shall be selected from the voting membership.

All members of the Commission may be compensated for their services at the discretion of the Town Council.

Any appointed member of the Commission may be removed by the Town Council for neglect of duty or malfeasance in office; provided, that such removal may be made only after a public hearing at which such member shall be given an opportunity to appear and be heard on the charges against him.

According to Code of Virginia § 15.2-2212, a member of the Commission may be removed from office by Town Council without limitation in the event that the member is absent from any three consecutive meetings of the Commission, or is absent from any four meetings of the Commission within any 12-month period. Meetings missed while on leave of absence or with permission granted by Town Council will not be counted as absence from a meeting for purposes of this section.

Powers and Duties

The Commission shall act in accordance with Article VI. Planning Commission of Chapter 2 “Administration” of the Christiansburg Town Code.

In the case of any conflict between these by-laws and Article VI. Planning Commission of Chapter 2 “Administration” of the Christiansburg Town Code, Article VI shall supersede these by-laws.

In the case of any conflict between these by-laws and Code of Virginia, Code of Virginia shall supersede these by-laws.

According to Code Virginia § 15.2-2221 and § 15.2-2223, local planning commission duties shall include:

1. Exercise general supervision of, and make regulations for, the administration of its affairs;
2. Prescribe rules pertaining to its investigations and hearings;
3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the Town Council;
4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
5. Make recommendations and an annual report to the Council concerning the operation of the Commission and the status of planning within its jurisdiction;

6. Prepare, publish and distribute reports, ordinances and other material relating to its activities;
7. Prepare and submit an annual budget in the manner prescribed by the Town Council;
8. If deemed advisable, establish an advisory committee or committees; and
9. Prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction and the Town Council shall adopt a comprehensive plan for the territory under its jurisdiction.

According to Code of Virginia § 15.2-2239, the Commission may, and at the direction of the Town Council shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the Town for a period not to exceed the ensuing five years. The Commission shall submit the program annually to the Town Council, or to the chief administrative officer or other official charged with preparation of the budget for the Town, at such time as it or he/she shall direct. The capital improvement program shall include the Commission's recommendations, and estimates of cost of the facilities, including any road improvement and any transportation improvement the Town chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the Town. In the preparation of its capital budget recommendations, the Commission shall consult with the chief administrative officer or other executive head of the Town, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

According to Code of Virginia § 15.2-2253, the Commission on its own initiative may or at the request of the Town Council shall prepare and recommend amendments to the subdivision ordinance. The procedure for amendments shall be the same as for the preparation and recommendation and approval and adoption of the original ordinance; provided that no amendment shall be adopted by the Town Council without a reference of the proposed amendment to the Commission for recommendation, nor until sixty days after such reference, if no recommendation is made by the Commission.

According to Code of Virginia § 15.2-2285, the Commission may, and at the direction of Town Council shall, prepare a proposed zoning ordinance including a map or maps showing the division of the territory into districts and a text setting forth the regulations applying in each district. The Commission shall hold at least one public hearing on a proposed ordinance or any amendment of an ordinance, after notice as required by § 15.2-2204, and may make appropriate changes in the proposed ordinance or amendment as a result of the hearing. Upon the completion of its work, the Commission shall present the proposed ordinance or amendment including the district maps to the governing body together with its recommendations and appropriate explanatory materials.

According to Code of Virginia § 15.2-2286, a zoning ordinance may include, among other things, reasonable regulations and provisions as to the following matters: For the amendment of the regulations or district maps from time to time, or for their repeal. Whenever the public necessity, convenience, general welfare, or good zoning practice requires, Town Council may by

ordinance amend, supplement, or change the regulations, district boundaries, or classifications of property. Any such amendment may be initiated (i) by resolution of Town Council; (ii) by motion of the Commission; or (iii) by petition of the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property which is the subject of the proposed zoning map amendment, addressed to Town Council or the Commission, who shall forward such petition to Town Council; however, the ordinance may provide for the consideration of proposed amendments only at specified intervals of time, and may further provide that substantially the same petition will not be reconsidered within a specific period, not exceeding one year. Any such resolution or motion by Town Council or the Commission proposing the rezoning shall state the above public purposes.

The Commission retains all other duties and powers as set out in the Code of Virginia.

Officers

According to Code of Virginia § 15.2-2217, the Commission shall elect from the appointed members a chairperson and a vice-chairperson, whose terms shall be for one year. If authorized by the Town Council, the Commission may (i) create and fill such other offices as it deems necessary; (ii) appoint such employees and staff as it deems necessary for its work; and (iii) contract with consultants for such services as it requires. The expenditures of the Commission, exclusive of gifts or grants, shall be within the amounts appropriated for such purpose by the Town Council.

Elections for officers shall be held at the first regular Commission meeting in December. Nomination of officers from the floor shall be permitted. A candidate receiving a majority vote of the membership present and voting shall be declared elected. The elected Commission member shall take office January 1st and serve for one (1) year.

With the consent of Town Council or the Commission, the Planning Director, the Zoning Administrator, or similar official (staff member) may serve as Secretary of the Commission as a non-voting member; otherwise, the Secretary shall be selected from the voting membership.

Duties of Officers

The Chairperson shall:

1. Preside at all meetings.
2. Appoint committees, special and/or standing, and liaisons.
3. Rule on all procedural questions or shall defer procedural questions to the Secretary. Rulings on all procedural questions may be subject to a reversal by a majority vote of the members present and voting.
4. Be informed immediately of any official communication and report same at the next regular meeting.

5. Represent the Commission before the Town Council and other public bodies except when this responsibility has been delegated to an appropriate official or other Commission member.

6. Carry out other duties as assigned by the Commission.

The Vice-Chairperson shall:

1. Act in the absence or inability of the Chairperson to act.
2. Perform such duties and possess such powers as are conferred upon the Chairperson.
3. Perform such other duties as may from time to time be assigned to him/her by the Chairperson or by the Commission.

The Secretary shall:

1. Maintain a written record of all Commission business.
2. Record attendance at all Commission meetings.
3. Give notice to Commission members and the public of all hearings and meetings.
4. Attend to the correspondence of the Commission.
5. Perform such other duties as may from time to time be assigned to him/her by the Chairperson or by the Commission.
6. Delegate certain duties and responsibilities to available Town staff as appropriate.

Meetings

Regular Meetings

Regular Commission meetings shall be held six (6) days following regularly scheduled Town Council meetings. If the regular meeting date falls on a Town holiday, the meeting will be held the following business day. The Chairperson may reschedule or cancel regular meetings, if deemed necessary. The Commission agenda shall be set by the Chairperson and/or Secretary and shall be published by the Commission Secretary.

All meetings of the Commission shall be open to the public and records of the Commission shall be a public record as required by the Virginia Freedom of Information Act. The Commission may meet in closed sessions only for the purposes stated in that Act.

Regular meetings of the Commission may be continued to a following date if the Chairperson, or Vice-Chairperson (if the Chairperson is unable to act), finds and declares that weather or other

conditions are such that it is hazardous for members to attend the meeting. Such finding shall be communicated to the members and by Town agenda notification as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required.

Each regular meeting shall begin with a period of public comment, allowing for five (5) minutes per each citizen. If the Chairperson deems it necessary, the time limit may be extended. Public comment may also be heard throughout the agenda at the discretion of the Chairperson.

Public Hearings

The Commission shall hold such public hearings as are required by law. The purpose, time, and place of such public hearings shall be published according to Code of Virginia §15.2-2204. In addition to those required by law, the Commission may hold public hearings on any matter which it deems to be in the public interest.

Quorum & Voting

A majority of the voting-eligible membership of the Commission shall constitute a quorum. Voting shall not occur without the presence of a quorum. Recommendations and decisions of the Commission shall be deemed as affirmative by the majority vote of those present and voting. Abstentions are not considered voting.

Procedure

The Commission shall conduct business according to Article VI. Planning Commission of Chapter 2 “Administration” of the Christiansburg Town Code and shall utilize Robert’s Rules of Order as guidance in questions of procedure.

Leave of absence

Town Council may authorize leave of absence for Planning Commission members for reasons such as health of the member or of a family member, members being called to military service, and other extraordinary reasons.

Committees

The Commission may establish special and standing committees for advisory, technical, or other purposes as it shall deem necessary for the transaction of its affairs. The Chairperson may appoint special committees for the purposes and under the terms determined by the Commission. Each committee shall include at least one member of the Commission.

Amendments or Suspension of By-laws

These by-laws may be changed by a two-thirds (2/3) vote of the total voting-eligible Commission membership. The Commission may temporarily suspend any of these rules by a two-thirds (2/3) vote of the membership present.

* Adopted 2-14-2011; amended 11-28-2011; amended 12-12-2011.

2018

Observed Holidays

January

01 & 02: New Year's Day

12: Lee-Jackson Day

15: Martin Luther King Jr. Day

February

19: President's Day

March

April

May

28: Memorial Day

June

July

04: Independence Day

August

September

03: Labor Day

October

November

12: Veterans Day (observed)

21, 22 & 23: Thanksgiving

December

24 & 25: Christmas

31: New Year's Eve



January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Planning Commission Meeting

Town Council Meeting

Holiday – Town Offices Closed