



Town of Christiansburg Planning Commission Monday, January 29, 2018 Agenda

Planning Commission

Chairperson

Jennifer D. Sowers

Vice-Chairperson

Hil Johnson

Non-Voting Secretary/

Planning Director

Andrew Warren

Other Members

Matthew J. Beasley

Catherine Clifton

Harry Collins

Mark Curtis

Jeananne Knees

Craig Moore

Ann Sandbrook

Interim Town Manager

Randy Wingfield

Town Attorney

Guynn &
Waddell, P.C.

Planning Commission's Next Meeting:

*Tuesday, February 20,
2018 at 7:00 p.m.*

REGULAR MEETING

Planning Commission will meet in the Christiansburg Town Hall located at 100 E. Main Street on **Monday, January 29, 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 January 16, 2018 meeting.
- 3) Discussion/Action 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) Discussion/Action 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, Discussion/Action 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) Review of Planning Commission 2017 Annual Report.
- 7) 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.

**Christiansburg Planning Commission
Minutes of January 16, 2018**

Present: Catherine Clifton
Harry Collins
Mark Curtis
Hil Johnson
Jeananne Kries
Craig Moore, Chairperson
Ann Sandbrook
Jennifer D. Sowers, Vice-Chairperson
Andrew Warren, Secretary Non-Voting

Absent: Matt Beasley

Staff/Visitors: Will Drake, staff
Jared Crews, staff
John Elmore, 720 Peppers Ferry Road
Brian Hamilton, Montgomery County Economic Development Authority

Chairperson Moore called the meeting to order at 7:02 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 December 4, 2017 Meeting

Chairperson Moore introduced the discussion. Commissioner Clifton made a motion to approve the December 4, 2017 Planning Commission meeting minutes. Commissioner Kries seconded the motion, which passed 6-0. Vice-Chairperson Sowers and Commissioner Johnson abstained as they were not present for the December 4, 2017 meeting.

Public Hearing for 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. 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.

Chairperson Moore opened the public hearing.

John Elmore, 720 Peppers Ferry Road, stated he is hoping purchase and rezone the property in order to expand his mini storage business. Mr. Elmore explained there is high demand for storage and his business is growing while the Woods family is hoping to sell the land to help pay for repairing their home.

Mr. Elmore pointed out the property is only accessible from either his own property or the property of the Woods and the property adjoins an acre of land he purchased in 2004. Mr. Elmore stated the increase in storage business would result in increased taxable income for the Town.

Mr. Drake displayed a map showing the area proposed for sale as well as the land already owned by Mr. Elmore. Mr. Drake pointed out the property purchased by Mr. Wood in 2004 was zoned B-3 but proffered so that only mini storage could occur on the property.

With no further comment, Chairperson Moore closed the public hearing

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.

Chairperson Moore opened the public hearing.

Brian Hamilton, Montgomery County Economic Development Authority, stated the United States Food and Drug Administration's drug development process begins with discovery and development followed by preclinical research. Mr. Hamilton explained preclinical research is defined as animal and laboratory testing to answer basic questions about safety and is a common practice preceding clinical review and FDA approval of drugs. Mr. Hamilton stated the Montgomery County Economic Development's ability to market property within the Town is hindered but the inability for animal research and testing.

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.

Chairperson Moore opened the public hearing. Commissioner Clifton recused herself as she is an employee of Montgomery County.

Mr. Hamilton stated a biotech company is interested in developing at 145 Technology Drive. Mr. Hamilton explained animal testing would occur but no animals will be visible and the building will have the appearance of a standard office building.

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

Chairperson Moore opened the discussion.

Mr. Warren stated nominations could be taken from the floor as no formal platform was currently in place for election.

Commissioner Johnson motioned to vote on the offices separately. Commissioner Collins seconded the motion, which passed 8-0.

Commissioner Knies motioned to recommend Andrew Warren continue to serve as non-voting Secretary of the Planning Commission. Commissioner Johnson seconded the motion, which passed 8-0.

Commissioner Johnson motioned to nominate Vice-Chairperson Sowers to serve as Chairperson of the Planning Commission. Commissioner Sandbrook seconded the motion, which passed 8-0.

Commissioner Sandbrook motioned to nominate Commissioner Johnson to serve as Vice-Chairperson of the Planning Commission. Commissioner Clifton seconded the motion, which passed 8-0.

Chairperson Moore announced the officers would assume their positions at their next meeting on January 29, 2018.

Discussion on 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. 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.

Chairperson Moore opened the discussion. Mr. Warren explained the adjoining property, purchased by Mr. Elmore in 2004, is proffered to only sell mini warehouses and this proffer was not currently proposed to extend to the 1.15 acre portion of property being acquired.

Mr. Elmore stated he would like all of his property zoned General Business without the restriction of the proffer on the abutting parcel.

Commissioner Knies asked whether there were plans for future residential development on the property. Mr. Drake stated there are no plans currently but most of the adjoining land is designated as residential on the Future Land Use Map. Vice-Chairperson Sowers stated the farm behind the property would likely become a development in the future.

Commissioner Johnson pointed out there is opportunity for a range of uses to occur on the new property should it be rezoned to B-3 without any proffers. Chairperson Moore stated a proffer would be necessary to limit the lot to mini storage and it would apply to any future property owner.

Mr. Drake stated a lot line vacation between the Wood's property and the adjoining lot owned by Mr. Elmore was possible but the proffer on Mr. Elmore's land would not extend if the lots were to combine. Commissioner Collins stated a proffer could be placed on the new property. Mr. Warren stated the proffer would need to be voluntary from the applicant.

Mr. Elmore stated he had considered putting storage for landscaping businesses on the lot in the future. Mr. Warren stated a Conditional Use Permit would be needed for a contractor storage yard but a proffer limiting the lot to mini storage and contract storage (by conditional use) could be attached to the rezoning presently.

Mr. Warren explained a new public hearing would need to be held for a Conditional Use Permit to be granted. Mr. Warren stated if a contract storage yard was allowed by a Conditional Use Permit, the storage yard would need to be established within two years or the permit would expire. Mr. Warren stated a proffer would not expire and a conditional use permit for contractor storage could be sought in the future. Mr. Elmore stated he was willing to proffer that the land would only be used for mini warehouses and possibly contractor storage.

Discussion on 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. 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 - (continued).

Mr. Warren stated the only way to change the proffer on the adjoining parcel would be to amend the rezoning which would require advertising as well as a public hearing but could be done in addition to the request for a conditional use permit in the future.

Chairperson Moore stated a Conditional Use Permit for a contractor storage yard could not be sought presently. Mr. Warren pointed out a rezoning amendment of the adjoining parcel could be sought concurrently if Mr. Elmore wished to remove or amend the proffer on that parcel.

Mr. Warren explained if a Conditional Use Permit for a contractor storage yard and a rezoning amendment for the adjoining property were to be voted on in concurrence with the current request for a rezoning, the current request would be delayed until all issues were advertised and heard by Town Council.

Commissioner Johnson asked whether Mr. Elmore planned to install mini-storage buildings, contractor storage, or both immediately upon approval of the rezoning. Mr. Elmore stated he planned to expand the mini-storage business as soon as possible. Mr. Elmore stated he had no definite plans for the contractor storage yard currently but would like to have the option available.

Commissioner Knies suggested Mr. Elmore speak with staff regarding his options before the Planning Commission's discussion and possible action at the next meeting on January 29, 2018.

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

Discussion on 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.

Chairperson Moore opened the discussion.

Mr. Warren stated the development subcommittee discussed what future scenarios may arise if the code was amended to allow animal testing in the I-2 district. Mr. Warren explained the committee discussed the possibility of allowing animal testing in the I-2 District as a by-right use with defined limitations on the use. Mr. Warren stated the committee considered whether the use could be controlled based on impact and what potential conditions could be put in place to address the impact.

Discussion on 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 – (continued).

Mr. Warren stated staff would provide the Commission with a comparison of Christiansburg and other localities in Virginia relating to how animal testing is addressed in the zoning ordinance. Mr. Warren announced the Development Subcommittee will meet again before the Commission's January 29, 2018 meeting and the public hearing before Town Council will occur February 13, 2018.

Chairperson Moore stated the Commission needed to look closely at ramifications of the code amendment. Chairperson Moore stated the Commission would likely move forward with voting on allowing animal testing with a Conditional Use Permit but may consider other options such as amending the ordinance to allow animal testing and research by-right with limitations in the future.

Mr. Hamilton stated Virginia Tech currently houses a mousery.

Mr. Warren stated the current code amendment before the Commission would require a vote regardless of how the Commission moved forward relating to whether animal testing would be allowed by-right or by Conditional Use Permit.

Commissioner Knies suggested the Commission wait for additional information and take a vote on the item at their next meeting on January 29, 2018.

Review of Planning Commission by-laws and 2018 meeting schedule.

Chairperson Moore opened the discussion.

Mr. Warren discussed the by-laws and the 2018 meeting schedule with commissioners.

Mr. Warren pointed out the Commission could be between 5 and 15 members and noted the Town is currently receiving applications for Commission membership.

Mr. Warren pointed out a quorum is necessary for voting and abstentions do not count towards the total vote. Mr. Warren asked the Commissioners let staff know if they are unable to attend a meeting and noted leaves of absence are allowed in certain instances.

Review of Planning Commission by-laws and 2018 meeting schedule – (continued).

Mr. Warren stated the Development Committee and Comprehensive Plan Committee will be active in the coming months. Mr. Warren noted the Historical District Committee was currently on hiatus and additional committees could be created in the future.

Mr. Warren explained Town Council can remove Commissioners based on absences according to State Law but the Commission determined the number of absences required for disciplinary action. Chairperson Moore added Town Council can remove Planning Commissioners without limitation and without a public hearing. Mr. Warren stated Commissioners could reach out to him for more information relating to absences.

Other business.

Chairperson Moore opened the discussion.

Mr. Warren announced Clerk of Council Michele Stipes sent out updated annual Conflict of Interest forms. Commissioner Collins pointed out a fine occurs if the forms are not completed by February 1, 2018.

With no further business, Chairperson Moore adjourned the meeting at 8:23 p.m.

Jennifer D. Sowers, Chairperson

Andrew Warren, Secretary Non-Voting

**Planning Commission Annual Report
2017**

Town of Christiansburg

Approved by Planning Commission [Month] [Day], 2018
Town of Christiansburg
100 East Main Street 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
GUYNNE & WADDELL, P.C.

Town of Christiansburg, Virginia 24073

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

[Month] [Day], 2018

Re: Planning Commission 2017 Annual Report

Dear Town Council:

Please find attached the Planning Commission Annual Report. The Planning Commission Annual Report showcases the work of the Commission and staff of the Planning Department for 2017. This report meets the requirement of Sec. 15.2-2221(5) of the Code of Virginia, updating the Town Council on the operation of the Commission and the status of planning in the Town of Christiansburg. The Commission has accomplished significant tasks during the 15 meetings held this year. This Annual Report covers the work of the Planning Commission from January 1, 2017 to December 31, 2017.

There have been a number of notable activities in this reporting period. A few highlights are provided below:

1. *Attended the New River Valley Regional Commission's Planning Commissioner Training;*
2. *Reviewed 13 conditional use permits, three rezoning requests, and two code amendment requests; and*
3. *Worked with Planning Department Staff on an amendment to the sign ordinance that was adopted by Town Council in September 2017.*

We value our roles as members of the Planning Commission and we appreciate the attention the Town Council has paid to the recommendations of the Planning Commission and the opportunity we have to serve our community. As always, we welcome your comments and invite you to attend our regular monthly meetings, held six days following a Town Council meeting at 7:00 p.m. in the Council Chambers.

Sincerely,

Jennifer D. Sowers, Chairperson
Planning Commission

OVERVIEW

The Christiansburg Planning Commission is comprised of between five and fifteen citizens appointed by the Town Council. There were nine Planning Commissioners at the end of this reporting period. The Commission fulfills the duties identified in Section 15.2-2221 of the Code of Virginia. The Planning Commission is the official planning body for review of the future growth and development of the Town of Christiansburg pursuant to the adopted Comprehensive Plan and Town Ordinances. The Planning Department is the lead department that supports the work of the Planning Commission by providing planning guidance and technical review. The Town Attorney serves a valuable role in advising the Planning Commission and staff - when needed - on land use matters. Town citizens also provide critical contributions through input and involvement during citizen comment periods and public hearings.

PLANNING COMMISSION MEETING DATES

January 30, 2017	August 14, 2017
March 20, 2017	August 28, 2017
April 3, 2017	October 2, 2017
April 17, 2017	October 16, 2017 *
May 30, 2017 *	October 30, 2017
July 5, 2017 *	November 20, 2017
July 17, 2017	December 4, 2017
July 31, 2017	

*Development Subcommittee meeting was also held.

MEMBERSHIP

Planning Commission Members and Terms

NAME	TERM EXPIRES
Matthew Beasley	February 7, 2018
Catherine Clifton	January 10, 2021
Harry Collins	Town Council Liaison
Mark Curtis	January 10, 2021
Richard Hil Johnson	March 24, 2019
Jeananne Kries	January 10, 2021
Craig Moore, Chair	August 31, 2018
Ann Sandbrook	January 10, 2021
Jennifer D. Sowers, Vice-Chair	January 26, 2020
Ann H. Carter	Resigned May 23, 2017
David Franusich	Resigned August 14, 2017
T.L. Newell*	Resigned March 20, 2017

Planning Commission Membership on Other Groups

OTHER GROUPS	PLANNING COMMISSION MEMBER
Town Council	Harry Collins
New River Valley Planning Commission	Harry Collins
New River Valley Planning Commission	Richard Hil Johnson
Bikeway Walkway Committee	Jeananne Kries

* T.L. Newell resigned from Board of Zoning Appeals on March 20, 2017.

TRAINING

Training Opportunities

There are outside training opportunities and staff presentations provided to Planning Commissioners to enhance each member's understanding and knowledge of planning. There are three opportunities for the Planning Commission to obtain training throughout the year.

The primary training opportunity is the Virginia Tech Land Use Education Program (LUEP)'s Certified Planning Commissioners' program. The program attracts participants from localities across the Commonwealth and each commissioner is encouraged to participate. The 10-week course includes a two-day opening session with classroom instruction focused on the principles and practices of planning, the planning process, the legal foundations of planning, planning commission duties and responsibilities, the tools of planning, and the job of the planning commissioner. The concluding session also features two days of classroom instruction. The topics covered include principles of meeting management, communication skills, decision making skills, conflict management, principles of community visioning, creative thinking and leadership principles. Between the two classroom sessions, all students are required to read several books that are included in the registration fee and complete and submit a series of open-book tests and essays. Participants are also required to attend a planning commission meeting in another locality and analyze and report on the meeting using an observation guide.

The second training opportunity is the New River Valley Regional Commission (NRVRC)'s Planning Commissioner Training. This evening event is held at the New River Valley Business Center in Fairlawn, VA each spring and is available to all Commissioners. Christiansburg Planning Department staff participates with other regional planners to develop the discussion topics. This year's topics included recent changes to proffer laws, sign regulations, and rules for siting wireless facilities.

Finally, the Planning Department provides staff presentations during regular Planning Commission meetings to inform the Commission on a specific topic. This year, the Town of Christiansburg staff arranged for Christy Straight, NRVRC, to update the Commission on the Regional Broadband Consumer Survey and the work being done to increase broadband availability throughout the region and specifically within the Town of Christiansburg.

Training Program Participation

TRAINING PROGRAM	PLANNING COMMISSION MEMBER
Virginia Tech LUEP's Certified Planning Commissioners' Program	Catherine Clifton
New River Valley Regional Commission – Planning Commissioner Training	Catherine Clifton
New River Valley Regional Commission – Planning Commissioner Training	Mark Curtis
New River Valley Regional Commission – Planning Commissioner Training	Ann Sandbrook
New River Valley Regional Commission – Planning Commissioner Training	Jennifer Sowers

SUBCOMMITTEES

Membership

DEVELOPMENT SUBCOMMITTEE	COMPREHENSIVE PLAN SUBCOMMITTEE
Jennifer D. Sowers, Chair	Mark Curtis
Matthew Beasley	Jeananne Kries
Catherine Clifton	Ann Sandbrook
Hil Johnson	
Jeananne Kries	
Craig Moore	

Meetings

The Development Subcommittee of the Planning Commission held meetings to discuss the following topics:

DATE	TOPIC
May 30, 2017	Permit club/lodge in I-2 District with a conditional use permit.
June 19 / July 5, 2017	Sign Ordinance Amendment: The ordinance looks to accomplish a number of goals including: (1) address the allowable timeframes for political signs and all other temporary signs; (2) compliance with the Supreme Court ruling [Reed v. Town of Gilbert, Arizona (decided June 18, 2015)] requiring signage regulations to be content neutral; (3) move sign regulations from a stand-alone chapter to the Zoning Ordinance; and (4) streamline the formatting overall by removing outdated and duplicative definitions and sections.
July 24, 2017	Nonconforming section of Sign Ordinance Amendment
Octboer 16, 2017	Permit beauty salon/barbershop as Major Home Occupation

The Comprehensive Plan Subcommittee of the Planning Commission did not hold any meetings in 2017.

PLANNING DEPARTMENT

Andrew Warren, AICP, CZA, CTM

Planning Director/ Zoning Administrator

Will Drake, CZA

Planner II

Jared Crews

Planner I

(June 19, 2017)

Planning Interns

Juli Kurnos

(Jan. 1, 2017 – May 10, 2017)

Libby Ebeling

(Oct 30, 2017)

Assistance also provided by:

Building Department

Jerry Heinline, CBO

Building Official

Engineering Department

Wayne O. Nelson, PE

Director of Engineering and Special Projects

Town Attorney

Theresa Fontana

Guynn & Waddell, P.C.

REGULATORY CASES

Conditional Use Permits

Case #	RECOMMENDATION DATE	APPLICANT	LOCATION	REQUEST
1	March 20, 2017	Terry Stike	200 Midway Plaza Drive NW	Trampoline Park
2	April 17, 2017	Balzer and Associates Inc	Quin W Stuart Blvd NW	Planned Housing Development
3	April 17, 2017	Eddie Tim Roberts	77 Scattergood Drive NW	Gameroom
4	May 30, 2017	Montgomery County Moose Lodge	225 Industrial Drive NE	Club/Lodge
5	July 17, 2017	Shentel	570 High Street NE	Monopole
6	July 5, 2017	Ashley Jones	492 Reading Road SE	Gym
7	August 28, 2017	J. Stuart and Jill Arbuckle	190 N Franklin Street	Electronic Messaging Sign
8	October 16, 2017	Robert Young	375 Bell Road NE	Towing Service
9	October 30, 2017	Elijah Bowen	492 Reading Road SE	Gym
10	October 16, 2017	April and Russell Collins	315 Circle Drive SE	Major Home Occ. – Hair Salon
11	October 30, 2017	Linda McMurray	569 N Franklin Street	Kennel
12	November 20, 2017	Gay and Neel, Inc	Glade Drive SE	Planned Housing Development
13	December 4, 2017	SGA Design Group	2400 N Franklin Street	Comprehensive Sign Plan (Walmart)

Rezonings

Case #	RECOMMENDATION DATE	APPLICANT	LOCATION	REQUEST
1	April 17, 2017	Balzer and Associates Inc	Quin W Stuart Blvd NW	R-1 to R-3
2	August 14, 2017	Montgomery County Economic Development Authority	Parkway Drive SE	A to I-2
3	November 20, 2017	Gay and Neel, Inc	Glade Drive SE	A to R-3

Code Amendments

Case #	RECOMMENDATION DATE	APPLICANT	REQUEST
1	May 30, 2017	Montgomery County Moose Lodge	Permit club/lodge in I-2 with a conditional use permit
2	August 14, 2017	Town of Christiansburg	Amendments to Sign Ordinance
3	October 16, 2017	April Collins	Permit salon/barbershop as major home occupation

