**Christiansburg Planning Commission**
**Minutes of July 25, 2011**

Present: Barry Akers
Mark M. Caldwell, III (arrived at 7:03 p.m.)
Ann H. Carter
Kevin D. Conner, Vice-Chairperson
M. H. Dorsett, AICP
Craig Moore, Chairperson
Joe Powers
Jennifer D. Sowers
Jim Vanhoozier
Randy S. Wingfield, Secretary Non-Voting

Absent: Kevin Conner, Vice-Chairperson

Staff/Visitors: Kali Casper, staff
Carroll B. and Barbara T. Harvey, 30 Phoenix Boulevard
Anthony Petrillo, 25 Welch Circle
Dennis Mirabella, 15 Welch Circle
Carol Lindstrom
two others

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

Public Comment.

Chairperson Moore opened the floor for public comment. Mr. Petrillo addressed the Planning Commission stating the residents have concerns and the developer stated he would meet with the residents. Mr. Petrillo informed the Planning Commission the developer did not meet with the residents. Mr. Petrillo stated the residents feel the developer wishes to change the architectural design of the development they bought into. Commissioner Dorsett stated she noticed all the homes within the development have vinyl siding. Commissioner Dorsett inquired if the issue truly is the use of vinyl siding. Mr. Petrillo stated the builders indicated they did not want to use brick at all. Mr. Petrillo indicated the development was supposed to be the same color brick and vinyl siding. Commissioner Caldwell entered at 7:03 p.m. Mr. Wingfield told the Planning Commission that Mr. Rutledge called today and wishes to postpone the vote until the architect can provide designs. Mr. Wingfield stated representatives from Cambria Crossing, L.L.C. met with Mr. Harvey. Chairperson Moore inquired if there is any way the Town can regulate the use of materials. Mr. Wingfield stated there is not unless the regulation of materials was placed as a condition and it was not a condition of the prior approval. Chairperson Moore inquired that the details being described are in the Homeowners Association covenants. Mr. Petrillo stated that was correct. Mr. Petrillo indicated the proposed homes would be well below the minimum square footage for single family homes in the development.

Mr. Harvey addressed the Planning Commission stating he met with the developer. Mr. Harvey indicated the developer wanted to present renderings from the architect and Mr. Harvey indicated he wanted to wait until he did see these drawings.

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Approval of meetings minutes for June 27, 2011 and July 11, 2011.

Chairperson Moore introduced the discussion. Chairperson Moore indicated the June 27, 2011 meeting minutes would be addressed first.

Commissioner Vanhoozier made a motion to recommend approval of the June 27, 2011 meeting minutes. Commissioner Dorsett seconded the motion which passed 6-0 with Commissioners Carter and Akers abstaining from voting.

Commissioner Caldwell made a motion to recommend approval of the July 11, 2011 meeting minutes. Commissioner Dorsett seconded the motion which passed 5-0 with Commissioners Carter, Moore and Vanhoozier abstaining from voting.

A Conditional Use Permit amendment request by Cambria Crossing, L.L.C. for property on the eastern side of Phoenix Boulevard (tax parcels 465 - ((38)) - 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, and 46) for a planned housing development in the MU-1 Mixed Used: Residential – Limited Business District. The public hearing is set for July 5, 2011.

Chairperson Moore introduced the discussion. Chairperson Moore indicated the applicant has requested the vote be tabled. Chairperson Moore inquired what the legal time limit is before a request needs to be voted upon. Mr. Wingfield stated he had spoken to the Town Attorney regarding the timeframe for Conditional Use Permits previously and that since Code of Virginia does not specify, he recommended using the timeframe specified for rezoning requests which would be 100 days from the first meeting of the Planning Commission, which was June 27, 2011.

Commissioner Vanhoozier made a motion to table the request. Commissioner Dorsett seconded the motion.

Chairperson Moore asked for further discussion.

Commissioner Powers stated one of the reasons the request was tabled at the last meeting was the residents were unable to attend meetings due to summer vacations. Commissioner Powers added tabling the request allows for the applicant to meet with the residents. Commissioner Powers indicated he would like to qualify things by pointing out that the renderings are not part of the requirement of the application and the only thing the applicant is asking for is a change in the minimum lot width, lot size and front yard greenspace required for these lots only.

The motion passed 8-0.

Mr. Wingfield indicated the applicant would have renderings by the August 8, 2011 Planning Commission meeting.

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Review of the Capital Improvements Plan for the Fiscal Year 2011-2012.

Chairperson Moore introduced the discussion. Commissioner Dorsett inquired about the criteria for projects to be listed in the Capital Improvements Plan. Mr. Wingfield stated that department heads had been asked to provide listing of major projects, programs, and purchases. Commissioner Dorsett indicated typically the standard is $25,000 for a project. Mr. Wingfield indicated he was not sure if the Town based the projects included in the CIP with a dollar amount and that what may be a large dollar figure to one department may not necessarily be large to another department. Commissioner Dorsett stated she finds it ridiculous that an exercise machine is included as a capital improvement project. Commissioner Carter agreed it should not be included in the CIP. Chairperson Moore inquired about the budget versus the CIP. Mr. Wingfield explained it depends on the departments; for example, the Planning Department does not normally have a capital improvement project but Public Works would have numerous large capital projects. Commissioner Dorsett inquired about a review panel for the Capital Improvements Plan. Mr. Wingfield stated the Finance Committee reviews the CIP. Chairperson Moore indicated there has been discussion on modifying the CIP and how projects end up in the CIP. Commissioner Vanhoozier stated the Planning Commission can make a recommendation but the Finance Committee and Town Council review the CIP. Commissioner Dorsett clarified the Capital Improvements Plan is to be included in the Comprehensive Plan per the State Code. Commissioner Vanhoozier suggested the Planning Commission make a recommendation to the Town Council and Finance Committee of changes to be made in the future.

Commissioner Powers stated the Planning Commission is just looking at the big picture of how the projects further the Comprehensive Plan and not the budget monies. Mr. Wingfield indicated the Planning Commission is not required to make a recommendation but it would be nice. Mr. Wingfield indicated he has drafted a letter of recommendation for the Planning Commission. Mr. Wingfield indicated he feels the CIP meets the intent of the Comprehensive Plan. Commissioner Dorsett stated a distinction needs to be made for what classifies as a capital improvement. Commissioner Vanhoozier suggested making a recommendation to the Finance Director. Commissioner Dorsett added she would like to see what criteria are used. Ms. Lindstrom inquired if these items are coming out different budgets or from a capital improvement fund. Commissioner Vanhoozier stated the items come out of departmental budgets. Commissioner Dorsett stated there is not a Capital Improvements Plan for the Town. Commissioner Vanhoozier indicated the Town is in the process of developing a long-range plan. Mr. Wingfield added the Finance Director is requiring additional detail for budgeting. Commissioner Vanhoozier stated the monthly bill statement is becoming even more detailed with items that are being purchased.

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Review of the Capital Improvements Plan for the Fiscal Year 2011-2012. – (continued)

Chairperson Moore inquired if the Planning Commission would like to move forward with what is here with the understanding that the Finance Committee is developing a long-term plan. Commissioner Dorsett would approve the document for what it is as a capital outlay plan but requested the Finance Director come speak to the Planning Commission about how capital improvement projects are decided on. Chairperson Moore agreed but wanted to allow the Finance Director and other department heads time to come back to address these concerns. Commissioner Dorsett suggested looking at other jurisdictions as what they do for CIP. Ms. Lindstrom added there have been some changes in State Code based on population. Chairperson Moore would like to see what the Finance Committee is proposing for the CIP and long-term planning. Commissioner Dorsett indicated she has written an article on Capital Improvements Plan and she would provide copies to the Planning Commission.

Commissioner Dorsett would like to have in the motion that this is not a CIP but a capital outlay budget. Commissioner Vanhoozier would like to have that as a side note as he does not know in order to vote nay or yeah.

Commissioner Dorsett made a motion to approve the capital outlay program. Commissioner Vanhoozier seconded the motion which passed 8-0.

Other Business.

Commissioner Powers reminded the Planning Commission and audience the development subcommittee meeting will be Wednesday, July 27, 2011.

Commissioner Dorsett reminded the Planning Commission and audience the Comprehensive Plan subcommittee will be meeting August 2, 2011.

Chairperson Moore reminded the Planning Commission and audience the next meeting of the Planning Commission will be August 8, 2011.

Commissioners Caldwell and Moore indicated they would be out town for that meeting. Chairperson Moore polled as to who would be in attendance with the remaining Commissioners indicating they will be present.

There being no more business Chairperson Moore adjourned the meeting at 7:33 p.m.

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Craig Moore, Chairperson Randy S. Wingfield, Secretary Non-Voting

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