Christiansburg Planning Commission
Minutes of October 24, 2011

Present: Barry Akers
Mark M. Caldwell, III
Ann H. Carter
M. H. Dorsett, AICP
Craig Moore, Chairperson
Joe Powers, Vice-Chairperson (arrived at 7:02 p.m.)
Jennifer D. Sowers
Jim Vanhoozier
Randy S. Wingfield, Secretary Non-Voting

Absent: none

Staff/Visitors: Nichole Hair, staff
Kali Casper, staff
Jim and Linda Salyers, 115 Lester Street
Tacy Newell-Foutz
Carol Lindstrom

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. Jim Salyers addressed the Planning Commission. Mr. Salyers indicated he and his wife have applied for a Conditional Use Permit. Mr. Salyers indicated a neighbor expressed concern and made a request for a fence. Mr. Salyers indicated someone from the Commission came out to take pictures of the property and stated there is not a need for a fence. Mr. Salyers stated a fence had been in place and was removed by his neighbors while he and Mrs. Salyers were out of town. Mr. Salyers stated he would like to plant a double row of pencil pines between his property and a neighbor's dog lot. Mr. Salyers stated at the rear of the property he would like to add fencing in the spring to control the landscaping he plans.

Approval of meeting minutes for October 10, 2011.

Chairperson Moore introduced the discussion.

Commissioner Vanhoozier made a motion to approve the meeting minutes for October 10, 2011. Commissioner Sowers seconded the motion which passed 7-0 with Commissioner Dorsett abstaining due to her absence from the meeting.

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<u>A Conditional Use Permit request by Jim and Linda Salyers for a bed and breakfast inn at 115 Lester Street (tax parcel 527 – ((A)) - 169) in the Multi-Family Residential District. The public hearing was held October 18, 2011.</u>

Chairperson Moore introduced the discussion. Chairperson Moore indicated a letter from a neighbor was included in the packet. Commissioner Dorsett removed herself from discussion as Mr. Salyers is a tenant in one of her properties.

Chairperson Moore read the drafted conditions:

1. No more than four bedrooms for short-term transient occupancy for compensation shall be offered.
2. Food service for resident guests shall be limited to breakfast only and shall be subject to inspections from Montgomery County Health Department.
3. This permit is subject to inspections and approval of the facilities by the Fire Marshall and Building Official.
4. This permit shall be revocable for violations of Chapter 3 “Advertising” of the Christiansburg Town Code occurring on the property.
5. This permit shall be valid for the applicants only and is nontransferable.

Vice-Chairperson Powers presented photos from his site visit. Commissioner Vanhoozier asked Mr. Salyers about providing the fence for the full length of the property on the right property line and if there would be a problem with adding a condition requiring the fence. Mr. Salyers did not see a problem if he could have until after the winter so he may landscape as he puts the fence in. Commissioner Vanhoozier inquired where the pine trees would be planted in regards to the fence. Mr. Salyers stated he wants to add the pines near the utility building on the property. Commissioner Vanhoozier stated he would like a fence that is consistent with the existing fence. Mr. Salyers stated the fence in the rear will be power washed and stained and would like to stain the new fence at the same time. Commissioner Vanhoozier inquired if the Planning Commission required a condition that requires a fence to be added within 8 months of approval, would that be acceptable with the Salyers. Mr. Salyers indicated that would be fine. Vice-Chairperson Powers indicated the fence should be similar to the fence on the property. Commissioner Caldwell suggested a condition be added that the fence be consistent in appearance.

Commissioner Caldwell stated the previous meeting minutes included discussion regarding the parking but no conditions were added. Commissioner Vanhoozier stated through previous discussion the requirement is one parking space per room based on the parking requirements and the property currently meets the requirement. Mr. Salyers indicated he has plans to extend the driveway 30 feet back and end up with more asphalt parking. Chairperson Moore inquired if the Planning Commission would want to add the parking requirement to restrict parking on the property.

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A Conditional Use Permit request by Jim and Linda Salyers for a bed and breakfast inn at 115 Lester Street (tax parcel 527 – ((A)) - 169) in the Multi-Family Residential District. – (continued)

Commissioner Caldwell stated there would be potential to host weddings and on-street parking would be necessary. Mr. Salyers stated there would not be large events, but that they may host a few weddings. Chairperson Moore suggested adding the condition for overnight guest parking is restricted to off-street parking. Mr. Salyers stated they have never used the street for parking. Chairperson Moore indicated there are now 7 conditions to consider with the addition of a fence requirement and overnight guest parking being restricted to off-street.

Commissioner Caldwell made a motion to recommend approval to Town Council with the 7 drafted conditions. Commissioner Sowers seconded the motion which passed 7-0 with Commissioner Dorsett abstaining.

Review of a Conditional Use Permit request by the Farmers' Market in Christiansburg/NRV Grown (agent for property owner Kenneth G. Thompson and Monty K. Thompson Partnership) for a farmers' market at 100 Radford Street (tax parcel 526 – ((A)) – 155) in the B-3 General Business District. The public hearing was held and approval given on April 5, 2011.

Chairperson Moore introduced the discussion. Chairperson Moore inquired if staff had received any correspondence or complaints. Mr. Wignfield stated there has been no correspondence or complaints. Chairperson Moore stated the Planning Commission received copies of the previous conditions. Vice-Chairperson Powers indicated the request is coming back because of the last condition requiring review by the Planning Commission after 6 months. Commissioner Vanhoozier inquired if the farmers' market intends to continue. Ms. Newell-Foutz indicated the Farmers' Market would like to continue. Ms. Newell-Foutz indicated there have been four vendors this year. Ms. Newell-Foutz stated there will be a post-season meeting to debrief and plan with the vendors for the next season.

Commissioner Vanhoozier recommends the review period be extended for 1 year. Commissioner Dorsett inquired if the Farmers' Market has considered moving to another location. Commissioner Dorsett indicated during the Comprehensive Plan survey it was requested the Farmers' Market be moved. Ms. Newell-Foutz stated the Farmers' Market lost vendors due to the Town not partnering. Ms. Newell-Foutz stated there has been concern of "pop-up" markets through the Town. Ms. Newell-Foutz added the current ordinance restricting flea markets and yard sales not being adequately enforced. Ms. Newell-Foutz stated there is a budget for marketing but they are not looking to relocate at this time. Ms. Newell-Foutz indicated Town Planner Nichole Hair provided information for grants for bike rack at the Farmers' Market and a grant was awarded for the racks.

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Review of a Conditional Use Permit request by the Farmers' Market in Christiansburg/NRV Grown (agent for property owner Kenneth G. Thompson and Monty K. Thompson Partnership) for a farmers' market at 100 Radford Street. – (continued)

Commissioner Dorsett stated she has suggestions of locations given from the survey. Ms. Newell-Foutz stated she will make the vendors and partnership aware about the suggestions from the Comprehensive Plan. Commissioner Dorsett stated Town Public Relations Officer Becky Wilburn has the raw data and anyone can request the information from her. Commissioner Dorsett stated the file is rather large and may not have been posted online. Vice-Chairperson Powers requested staff sort the Excel spreadsheet by Farmers' Market to extract the comments.

Commissioner Vanhoozier made a motion to recommend the Conditional Use Permit be reviewed in one year. Commissioner Dorsett seconded the motion which passed 8-0.

Mr. Wingfield wished to point out that Condition 14 had specified that locally grown produce would be defined upon the review regarding locally produced items. Ms. Newell-Foutz indicated the partnership and vendors have all the required documentation to show the produce is locally grown in accordance with Virginia Department of Agriculture and Consumer Services (VDACS) and the Planning Commission was in concurrence that this was sufficient. Commissioner Dorsett requested the Planning Commission review parking requirements as the Farmers Market is required to meet the requirements of a flea market. Vice-Chairperson Powers indicated the development subcommittee is looking at these issues.

Discussion of AEP Falling Branch – Merrimac 138 kV Transmission Line Project.

Chairperson Moore introduced the discussion. Mr. Wingfield indicated there is a map with the several alternative routes shown, but that AEP is proposing to forward Alternative 1 to the State Corporation Commission. Commissioner Dorsett inquired if the route being supported by the Town follows the yellow line as shown and it is mostly in the County. Commissioner Vanhoozier inquired if the route has been submitted. Mr. Wingfield indicated it is the route in yellow highlight, but it has not been submitted yet. Mr. Wingfield stated the resolution does support Alternate Route 1. Commissioner Dorsett stated that route does have less impact on residential areas and is primarily in the unincorporated portion of Montgomery County. Chairperson Moore read the resolution:

"Whereas the Christiansburg Planning Commission has found, following discussions at Planning Commission meeting on October 24, 2011 that the public necessity, convenience, general welfare and good zoning practices encourage support for the AEP Falling Branch – Merrimac 138 kV Transmission Line Project, and

Whereas the Christiansburg Planning Commission has found the project to be compliance with the Christiansburg Comprehensive Plan and is aware that Alternative Route 1 (Line Segments CC, EE, EE-2, II-1, G-3, G-6, G-10, G-8, F, E, D, B, A-1, A-3, and A-4) is currently planned to be proposed to the State Corporation Commission,

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Discussion of AEP Falling Branch – Merrimac 138 kV Transmission Line Project – (continued).

Therefore be it resolved that the Christiansburg Planning Commission supports the AEP Falling Branch – Merrimac 138 kV Transmission Line Project and the selection of Alternative Route 1 for proposal to the State Corporation Commission."

Commissioner Dorsett suggested that "and the selection of" be deleted from the last paragraph of the resolution statement and the Planning Commission agreed.

Commissioner Dorsett made a motion to support the resolution as amended. Commissioner Vanhoozier seconded the motion which passed 8-0.

Ms. Lindstrom inquired if the resolution will be submitted to the Town Council. Mr. Wingfield indicated it would. Ms. Lindstrom requested that better clarification be done on the map to highlight the routes with the Council packet. Mr. Wingfield stated will try to get a pdf file that can be sent out showing Alternative 1 in highlight.

Discussion of 2011 New River Valley's Bikeway-Walkway-Blueway Plan (prepared by New River Valley Planning District Commission).

Chairperson Moore introduced the discussion.

Commissioner Dorsett made a recommendation to table the discussion. Commissioner Carter seconded the recommendation which passed 8-0.

Discussion regarding the change to separate public hearings.

Chairperson Moore introduced the discussion. Chairperson Moore indicated the Planning Commission has Town Council's blessing to move forward with separate public hearings. Mr. Wingfield indicated he will make amendments to the By-laws for Planning Commission review. Mr. Wingfield suggested Planning Commission look at raising the fees for public hearings as the cost will potentially increase approximately $200. Commissioner Dorsett inquired how Christiansburg compares to neighboring jurisdictions in fees. Mr. Wingfield stated Montgomery County fees are $500 plus the application paying for the mailings and Blacksburg's have not been reviewed recently, but Christiansburg's fees were lower last checked. Vice-Chairperson Powers inquired about the costs of ads for public hearings. Mr. Wingfield indicated public hearing ads costs are around $100 for one item, though there is some cost savings if there are multiple items. Mr. Wingfield stated the staff would have to run two separate ads and send separate letters. Vice-Chairperson Powers requested the issue of sending separate letters be reviewed at the next development subcommittee meeting.

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Discussion regarding the change to separate public hearings – (continued).

Vice-Chairperson Powers requested a column be added with the fee paid by applicants in the presented table. Mr. Wingfield stated the public hearing fee was flat $500. Vice-Chairperson Power indicated anything below $500, the Town came ahead. Mr. Wingfield indicated the $500 fee does not include staff time. Commissioner Dorsett indicated larger projects like Cambria Crossing cost much more than the $500 fee. Vice-Chairperson Powers suggested the development subcommittee look at the costs of public hearings based on the size of projects. Commissioner Caldwell clarified that would be due to the number of letters being mailed. Vice-Chairperson Powers indicated the development subcommittee has a large amount of changes to be brought forward. Vice-Chairperson Powers suggested inviting professional consultants to review the proposed changes to the Zoning Ordinance and also the timetable for the public hearing process.

Discussion of update to the Christiansburg Comprehensive Plan.

Chairperson Moore introduced the discussion. Commissioner Dorsett indicates the next set of workshops will be held November 6th and 9th. Commissioner Dorsett stated the next steps will concentrate on the mapping portion of the Comprehensive Plan. Vice-Chairperson Powers indicated the process would be concentrated on neighborhood specific areas. Commissioner Dorsett added the information would be split to show where people live and the age of neighborhood. Commissioner Caldwell inquired about the meetings being moved to Thursday. Commissioner Dorsett confirmed the meeting date changes and indicated the committee has received support from another planner that lives in Christiansburg.

Update on the consideration of the adoption of a Downtown Historic District.

Chairperson Moore introduced the discussion. Chairperson Moore stated there has been action from Town Council. Mr. Wingfield indicated approval has been given to move forward with the study but the Town will need to find others ways to fund the formal nomination, perhaps from Tourism funds or the Planning Department if necessary. Commissioner Vanhoozier stated the intent of the Town Council is to have staff look at other budget items that will not be funded and could fund the study. Commissioner Dorsett agreed the Tourism money should be used to promote the Downtown. Commissioner Vanhoozier indicated that is up to the discretion of administration.

Ms. Lindstrom inquired about the possibility of the Phlegar Building being lost. Commissioner Vanhoozier indicated the Town Council has sent a letter to Montgomery County recommending the Phlegar Building be saved. It was noted that the Phlegar Building is the oldest civic building in Montgomery County. Commissioner Dorsett stated she believed that the original building construction was around 1812. Chairperson Moore suggested Mr. Wingfield not short change the Planning Department budget since the addition of the subcommittees, comprehensive plan work and other expenses are new for this year.

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Other Business

Mr. Wingfield reminded the Planning Commission of the Annual New River Valley Planning District Commission dinner on Thursday. Mr. Wingfield indicated the reception begins at 6:30 and dinner will be at 7:00 p.m. Chairperson Moore suggested meeting in the parking lot at 5:30 and carpooling to the dinner.

There being no more business Chairperson Moore adjourned the meeting at 8:02 p.m.

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

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