**Christiansburg Planning Commission**
**Minutes of November 26, 2012**

Present: Ann H. Carter
M. H. Dorsett, AICP
Steve Huppert
Craig Moore, Chairperson
Ashley Parsons
Joe Powers, Vice-Chairperson
Jennifer D. Sowers
Nichole Hair, Secretary Non-Voting

Absent: Harry Collins

Staff/Visitors: Kali Casper, staff
Missy Martin, staff
Glendora Dalton, applicant 310 Bell Road
David Franusich, 495 Turpin Walk
Several others

Chairperson Moore called the meeting to order at 7:02 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. No public comments were made. Chairperson Moore closed the floor for public comment.

Approval of meeting minutes for November 13, 2012.

Chairperson Moore introduced the discussion. Commissioner Dorsett made a motion to approve the November 13, 2012 Planning Commission meeting minutes. Commissioner Parsons seconded the motion which passed 6-0 with Commissioner Sowers abstaining.

Planning Commission recommendation on Council's intention to adopt an ordinance in regards to a rezoning request by Marine Holding, LTD for property located at 310 Bell Road (tax parcel 499-((A))-13) from I-2 General Industrial to B-3 General Business. The property is scheduled as Industrial in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Town Council Public Hearing is set for December 4, 2012.

Chairperson Moore opened the discussion. Chairperson Moore noted the information at the table and asked Ms. Hair to explain. Ms. Hair noted Mr. Jones came into the office and presented the letter. She indicated that she made contact with Mr. Jones and explained the Town required a letter from the lien company that he is authorized to act as the agent.

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Ms. Hair added the request was for a notarized letter and the current letter does not include any contact information from the lien company. She noted the Town has not yet received a notarized copy of the original letter.

Commissioner Dorsett made a motion to table the request until the letter is received. Commissioner Carter seconded the motion.

Commissioner Huppert asked if Town Council can still hold their public hearing if Planning Commission tables the request. Ms. Hair responded yes but Town Council will not have the Planning Commission recommendation until the following meeting. Ms. Hair noted it may prolong the request a couple weeks but Town Council will still hold their public hearing and hear from the applicant. Commissioner Dorsett noted the letter will take care of the legal issue and Planning Commission has a meeting on December 10th, Council usually waits to vote a couple weeks after the public hearing. Commissioner Powers noted the Planning Commission wants to see the original letter and see it notarized. Commissioner Powers added the letter is addressed to Ms. Hair so she should receive it.

Chairperson Moore asked if owner is registered at this business. Ms. Hair noted she cannot find anything at that address. Chairperson Moore asked to confirm there is no information about a business operating at 310 Bell Road. Ms. Hair confirmed that. Ms. Martin added Mr. Jones advised staff the owners are out of the country. She added staff informed Mr. Jones a notarized letter needed to be presented for this meeting. Commissioner Powers noted the letter date of November 18th.

Commissioner Powers asked about whether Marine Holdings was current on their taxes to the Town and Montgomery County. Ms. Hair responded they owe 2011 and 2012 taxes to Christiansburg for $3,437.70 and they are current for Montgomery County taxes. Commissioner Powers noted they are behind two years on Town taxes but are asking for a request. Commissioner Huppert asked if they are aware of the Planning Commission feelings concerning this. Ms. Hair indicated the Town Code does not address taxes being paid before making requests. Commissioner Powers noted that the County amended their ordinance to not allow applications for rezoning or conditional use permits if taxes are not current. He added the State allows this option.

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Commissioner Dorsett noted she still thinks it is a good idea and a great location due to proximity of the neighborhoods that could be served. Parents could drop children off and walk to the bus stop for families that do not have cars. Commissioner Carter added that it is a good concept but need the information. Commissioner Dorsett stated that this will allow for an additional 10 days to take care of these issues. Chairperson Moore reviewed that the motion to table is to wait to receive a notarized letter. Chairperson Powers noted that December 10, 2012 is the only Planning Commission meeting in December and stated that if the information is not available by December 10th, it will not be acted on this year. Ms. Hair responded yes. The motion to table the request was passed 7-0.

Other Business

Chairperson Moore introduced other business. Ms. Hair stated that there is a CUP for December 10th. She added that Town Council has not set their meeting dates yet and that will be addressed tomorrow at the work session. Ms. Hair explained that once those dates are set, staff will update the website with 2013 meeting dates. Ms. Hair noted there are currently two vacancies on the Planning Commission and three applications have been made. She added Town Council will hold interviews on December 18th at 6pm. Chairperson Moore asked if the interviews are closed. Ms. Hair responded the sessions have been closed in the past. Commissioner Huppert noted the Planning Commission could likely sit-in if they wished.

Commissioner Dorsett asked for more information for the staff analysis. Ms. Hair responded staff will pass along any information they receive. Commissioner Dorsett would like to include what the CUP is for.

Chairperson Moore noted if Planning Commission is allowed to participate in the interview process, to be mindful that it is Council's interview process and to go through the Mayor. Ms. Hair suggested filtering and questions through Commissioner Huppert. Commissioner Huppert responded he would talk with the Mayor tomorrow night and see if it is appropriate for Planning Commissioners to sit in on it and whether questions are appropriate. Chairperson Moore noted that the Town Council is having a work session tomorrow and if there are any issues to bring forward.

Chairperson Moore noted the issue of modification to the ordinance regarding back taxes for rezoning requests. Commissioner Dorsett suggested for rezonings and CUPs.

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Other Business – (continued)

Commissioner Powers noted another issue is whether the Chairperson should be compensated for attending Town Council meetings. Chairperson Moore noted that currently staff has handled Town Council meetings. Commissioner Powers asked about it being built into the future budget. Ms. Hair responded that it could be addressed to Town Council during the budget process. Commissioner Dorsett asked when the work session is. Ms. Hair responded tomorrow at 6pm. Commissioner Dorsett asked about emailing questions prior to meeting. Ms. Hair responded yes. Commissioner Huppert noted that the agenda has been set but he may be able to address issues at the end of the work session. He added that the workshop is on next year's budget. Commissioner Huppert added there will also be discussion about changing Town Council meeting dates from 1st and 3rd week to the 2nd and 4th Tuesdays of the month. Commissioner Dorsett noted that would keep meetings from conflicting with the School Board. Commissioner Huppert added there will be discussion of changing liaisons every two years so Council members can look at all the different departments.

Commissioner Dorsett asked about doing in-house training during slower Planning Commission meetings. She added that the Utah Chapter of American Planning Association has webcasts available. Ms. Hair responded it could be looked at in the New Year. Chairperson Moore noted not to inundate Ms. Hair with emails since there is a set agenda but send issues along to be flagged so the discussion can begin. He noted that as Planning Commissioners, there is an opportunity to address community issues through the subcommittees and other avenues.

Commissioner Huppert asked if Ms. Hair will be attending Tuesday's Town Council work session. Ms. Hair indicated yes, if other projects are being managed.

Ms. Hair stated the formal nomination for historic district is being presented to Department of Historic Resources on Thursday for the downtown historic district. Chairperson Moore noted that Town Council may be interested in that information. Ms. Hair reviewed the status of the nomination. Chairperson Moore noted that the money approved by Council has been spent on this. He noted this is the submission but not yet approved. Chairperson Moore asked about the amount of funds. Ms. Hair responded between $5000-6000.

Commissioner Carter noted the back taxes issue is budget related. Commissioner Dorsett asked about the taxes. Commissioner Carter and Chairperson Moore noted discussion of payment of back taxes.

Chairperson Moore also noted the joint meeting that is being planned. Ms. Hair noted the dates of January 16th and 17th. Commissioner Huppert noted that the van is not needed.

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Other Business – (continued)

Commissioner Powers asked about Town Council's action on the amendments to the zoning ordinance. Ms. Hair responded that the ordinance passed unanimously and staff has verified that the horse on Miller Street is gone. Commissioner Dorsett asked about the training date. Ms. Hair responded January 16th or 17th. Chairperson Moore asked about including meetings on outlook calendars and sending invites to the Planning Commission members through their exchange accounts. Ms. Hair responded yes, staff can use the planning commission group list.

There being no more business Chairperson Moore adjourned the meeting at 7:26 p.m.

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Craig Moore, Chairperson Nichole Hair, Secretary Non-Voting

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