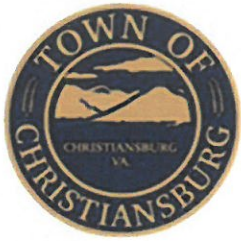

**Planning Commission Annual Report
2017**

Town of Christiansburg

**Approved by Planning Commission on January 29, 2018
Town of Christiansburg
100 East Main Street Christiansburg, VA 24073**



Town of Christiansburg, Virginia 24073

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

February 20, 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 with the direct support of planning staff. 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

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.

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 Knies	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 Knies

* T.L. Newell resigned from the 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 Knies
Catherine Clifton	Ann Sandbrook
Hil Johnson	
Jeananne Knies	
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
October 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

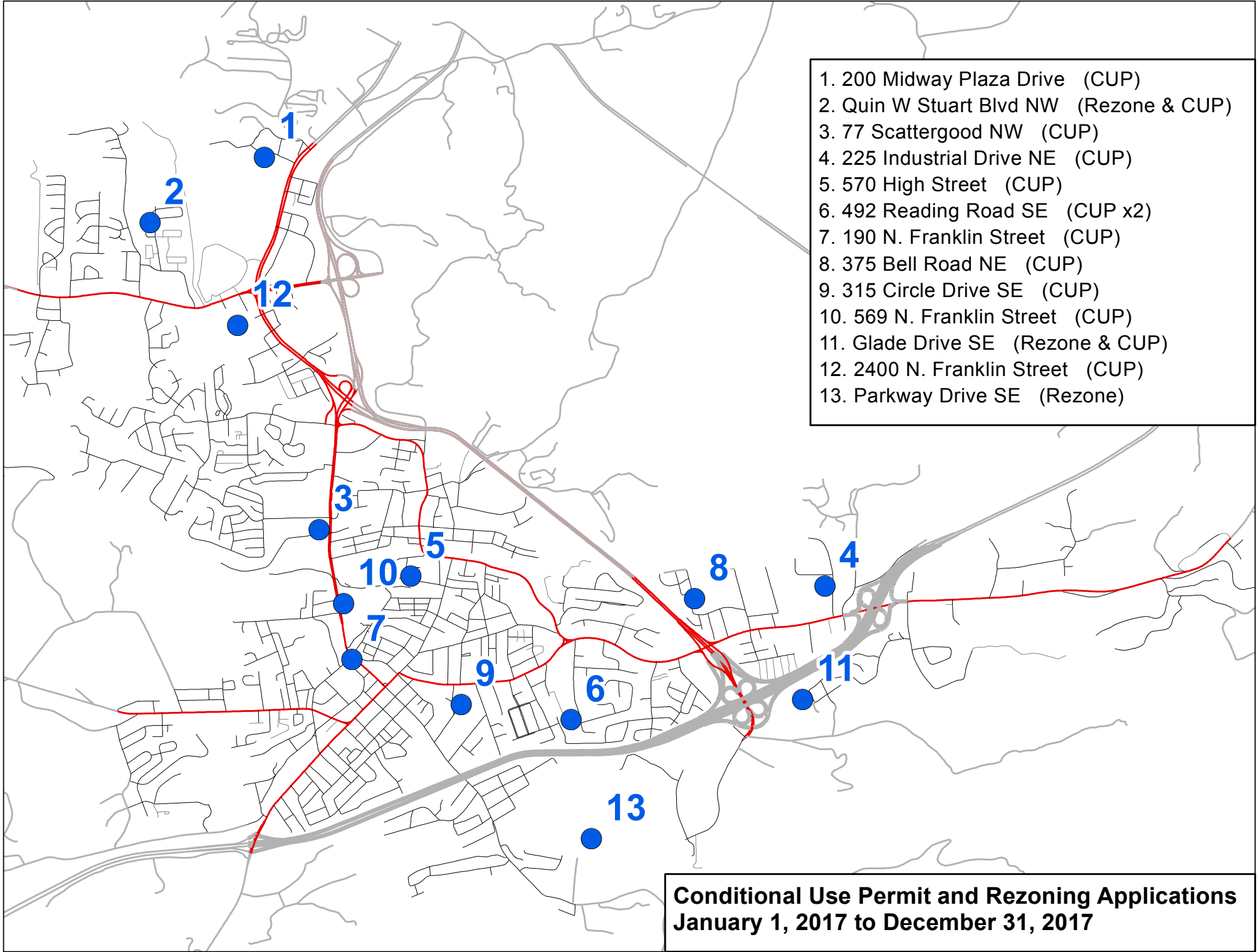
Case #	DATE OF COMMISSION ACTION	COMMISSION RECOMMENDATION	COUNCIL ACTION	APPLICANT	LOCATION	REQUEST
1	March 20, 2017	Approve	Approved	Terry Stike	200 Midway Plaza Drive NW	Trampoline Park
2	April 17, 2017	Approve	Approved	Balzer and Associates, Inc	Quin W Stuart Blvd NW	Planned Housing Development
3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

Rezoning

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

Code Amendments

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



- 1. 200 Midway Plaza Drive (CUP)
- 2. Quin W Stuart Blvd NW (Rezone & CUP)
- 3. 77 Scattergood NW (CUP)
- 4. 225 Industrial Drive NE (CUP)
- 5. 570 High Street (CUP)
- 6. 492 Reading Road SE (CUP x2)
- 7. 190 N. Franklin Street (CUP)
- 8. 375 Bell Road NE (CUP)
- 9. 315 Circle Drive SE (CUP)
- 10. 569 N. Franklin Street (CUP)
- 11. Glade Drive SE (Rezone & CUP)
- 12. 2400 N. Franklin Street (CUP)
- 13. Parkway Drive SE (Rezone)

**Conditional Use Permit and Rezoning Applications
January 1, 2017 to December 31, 2017**