

**MONTGOMERY COUNTY PLANNING COMMISSION**  
**January 8, 2014 @ 7:00 P.M.**  
**Board Room, Government Center**  
**755 Roanoke Street, Christiansburg, VA**

**A G E N D A**

**CALL TO ORDER:**

**DETERMINATION OF A QUORUM:**

**APPROVAL OF AGENDA:**

**APPROVAL OF CONSENT AGENDA:**

**PUBLIC ADDRESS:**

**OLD BUSINESS:**

- 2014 Work Program (Steve Sandy)

**NEW BUSINESS:**

**LIAISON REPORTS:**

- Board of Supervisors – Chris Tuck
- Agriculture & Forestal District – Joel Donahue
- Blacksburg Planning Commission – Coy Allen
- Christiansburg Planning Commission – Cindy Disney
- Economic Development Committee – Bryan Rice
- Public Service Authority – Joel Donahue
- Parks & Recreation – Scott Kroll
- Radford Planning Commission – Frank Lau
- School Board – Bryan Katz
- Tourism Council – Vacant
- Planning Director’s Report – Steven Sandy

**MEETING ADJOURNED:**

**UPCOMING MEETINGS:**

- |      |             |                                                                                                                                 |
|------|-------------|---------------------------------------------------------------------------------------------------------------------------------|
| Jan. | 15, 2014    | Tour of new Blacksburg High School (6:30 pm)<br>Joint Planning Commission Meeting with Blacksburg Planning Commission (7:30 pm) |
| Jan. | 29-30, 2014 | Certified Planning Commissioner Program; Courtyard by Marriott, Blacksburg                                                      |
| Feb. | 12, 2014    | Planning Commission Public Hearing (7:00 pm)                                                                                    |
| Feb. | 19, 2014    | Planning Commission Site Visit (To be determined)<br>Planning Commission Regular meeting (To be determined)                     |

**MONTGOMERY COUNTY PLANNING COMMISSION  
CONSENT AGENDA  
January 8, 2014**

**A. APPROVAL OF MINUTES**

- December 11, 2013

**ISSUE/PURPOSE:**

The above listed minutes are before the Planning Commission for approval.

AT A MEETING OF THE MONTGOMERY COUNTY PLANNING COMMISSION ON DECEMBER 11, 2013 IN THE BOARD ROOM, SECOND FLOOR, COUNTY GOVERNMENT CENTER, CHRISTIANSBURG, VIRGINIA:

**CALL TO ORDER:**

Mr. Rice, Chair, called the meeting to order.

**DETERMINATION OF A QUORUM:**

Ms. Disney established the presence of a quorum.

Present: Bryan Rice, Chair  
Joel Donahue, Vice-Chair  
Cindy W. Disney, Secretary  
Coy Allen, Member  
Sonia Hirt, Member  
Scott Kroll, Member  
Frank Lau, Member  
Chris Tuck, Board of Supervisors Liaison  
Brea Hopkins, Development Planner  
Dari Jenkins, Planning & Zoning Administrator  
Erin Puckett, Senior Program Assistant  
Steven Sandy, Planning Director

Absent: Bryan Katz, Member

**APPROVAL OF AGENDA:**

On a motion by Mr. Donahue, and seconded by Ms. Disney and unanimously carried the agenda was approved.

**APPROVAL OF CONSENT AGENDA:**

On a motion by Mr. Donahue, and seconded by Ms. Disney, and unanimously carried the consent agenda was approved.

**PUBLIC ADDRESS:**

Mr. Rice opened the public address. However, there being no comments the public address was closed.

**DELEGATION:**

Virginia Tech Environmental Studio Class Presentation

Mr. Sandy introduced the Virginia Tech studio class, and explained that they worked on a project regarding the Southgate connector parkway. He stated that they were here tonight to present the final report to the Commission, and added that Commissioners should feel free to ask them questions.

Jess Martin, appointed speaker for the studio class, introduced the five students involved in the studio. She then introduced the Southgate Parkway project, explaining that the intersection will eventually be moving south towards the Corporate Research Center (CRC). Out of several initial plans, VDOT selected the final plan a few years ago. The need for such a parkway was in part due to the traffic on Prices Fork Road, which is almost at maximum capacity.

Ms. Martin explained that any future development will be limited by the existing environment. Both the Town of Blacksburg and Montgomery County will have an influence on this development, and how it preserves or disrupts the environment. The county's Village Plan identifies preservation as being of major importance. This includes goals to protect water quality and preserve rural character. Mixed use development in this area could help meet these goals by sustaining population growth and allowing for more open space.

Ms. Martin further explained how the class used GIS to analyze environmental factors including land cover, slope, and other potential limits to developability. From there, they developed a recommended build out scenario, which includes some commercial, civic, and residential areas as well as green space. A strategy to further support this is to encourage private landowners to preserve biodiversity and green space. Passive conservation, such as expansion of Agriculture and Forestal Districts may also help preserve green space. Water management should also be a concern, especially as the New River is the second most impaired river in the US. There should also be a focus on maintaining the rural character and natural heritage of this area.

Ms. Hirt asked for clarification on what was meant by low-impact development, a term used several times in the presentation.

Ms. Martin explained that the studio group felt that this overlapped with cluster development. In other words, this development would have a reduced area of impervious surface, clustered development, communal green space, etc.

Mr. Rice asked where Stroubles Creek originates.

One of the students answered that it originates in Blacksburg. Ms. Martin added that it is mostly channeled under the Virginia Tech campus.

Mr. Tuck asked if the class looked into how close the parkway will come to the proposed Harvey Lee Price Park.

Ms. Martin indicated that they were not aware of this park.

Mr. Tuck explained that it is a proposed 45 acre park off of Thomas Lane along Stroubles Mill. At one time a private group wanted to give the land to the county but was turned down; there are now plans for a private park.

Mr. Rice asked why the county turned it down.

Mr. Tuck explained that some citizens didn't want a park there because of a potential increase in traffic, as well as concerns about teens loitering and drinking there.

Ms. Martin asked if Mr. Tuck thought that citizens would dislike the trail proposed in this presentation for the same reason.

Mr. Tuck said that he knew there were some people against a park; many had signed a petition previously.

Mr. Rice added that this is an issue of public perception.

Mr. Tuck further stated that many of these concerns came from past bad experiences, such as problems in Plum Creek with vandalism in a park.

Ms. Martin suggested that trails, as they are more of a linear park, may be perceived somewhat differently.

Mr. Donahue commented that the adjacent neighborhood is a cul-de-sac neighborhood, so additional traffic coming to the park may still be an issue.

Mr. Lau asked if this was an area owned by Virginia Tech.

Mr. Tuck confirmed that yes, the area around it is owned by Tech.

Mr. Rice commented that any proposed park would probably run into similar situations elsewhere. People want parks and walking trails, but not in their neighborhood.

Ms. Martin concluded that the studio group will send their finalized report next week.

Mr. Rice and the Commission thanked the students for their work.

**OLD BUSINESS:**

None presented.

**NEW BUSINESS:**

Election of Officers (Nominating Committee)

Mr. Rice asked Mr. Lau for the Committee’s recommendations.

Mr. Lau said that the committee suggested asking Mr. Rice to continue on as Chairman until his second term expires in June 2014. Mr. Lau noted that the Vice Chair could then take over as Chair, or the Commission could hold an interim election. The committee recommended asking Ms. Disney to continue as Secretary. Finally, Mr. Lau said that the committee recommended either Mr. Donahue or Mr. Lau as Vice Chair.

Mr. Rice said that he would be happy to continue on as Chair until June if the Commission voted that way.

A motion was made by Mr. Lau, and seconded by Mr. Kroll to reappoint Mr. Rice as Chair of the Planning Commission.

- Ayes: Allen, Disney, Donahue, Hirt, Kroll, Lau, Rice
- Nayes: None
- Abstain: None

Mr. Lau reiterated that the committee nominated Mr. Donahue and himself as Vice Chair, until June.

Mr. Donahue commented that his first term is up in June so he will need to be reappointed by the Board.

A motion was made by Ms. Disney, and seconded by Ms. Hirt to appoint Mr. Lau as Vice Chair of the Planning Commission.

- Ayes: Allen, Disney, Hirt, Lau, Rice
- Nayes: Kroll
- Abstain: Donahue

A motion was made by Mr. Lau, and seconded by Mr. Kroll to reappoint Ms. Disney as Secretary of the Planning Commission.

- Ayes: Allen, Disney, Donahue, Hirt, Kroll, Lau, Rice
- Nayes: None
- Abstain: None

2014 Work Program Discussion

Mr. Sandy reminded the Commission of the major projects for 2014 that were discussed at the previous meeting. These included: continuing to work on LDO, working with the schools to administer the Safe Routes to School grants for Auburn and Belview, finishing the transportation chapter of the Comprehensive Plan, continuing work on the 911 address consolidation project, and continuing other regional activities and AFD reviews, among other items. He further noted that the work program is a fluid document and can change in the future.

Mr. Kroll asked if Mr. Sandy had any updates on the status of filling the Planning Director position, as the new director may have some input into the Work Program.

Mr. Sandy said that mid to late January will probably be the earliest that someone new is brought on board. He understands that there have been approximately 28 applicants, and interviews should be held shortly.

Mr. Lau commented that as far as ongoing projects go, Prices Fork should be of major concern, especially as contentious situations with student housing continue to develop.

Mr. Kroll agreed and mentioned that he would like to discuss that in more detail during the transportation plan work session.

Mr. Sandy commented that the Prices Fork Village Plan is a high Work Program priority for this reason. He added that he still hopes a joint meeting with the Blacksburg Planning Commission will become possible in the next few months.

Mr. Lau said that as some of these projects will be coming soon, within the next year, that there is not a lot of time for discussion or to make changes.

Mr. Kroll asked to what extent the transportation chapter of the Comprehensive Plan deals with land use in the Prices Fork area. He added that we need to think about student housing and other development before finalizing the chapter.

Mr. Sandy agreed, but added that we have to send the plan to VDOT for review, which can take up to 90 days. Then, we will still need to hold a public hearing. We can wait until after the joint meeting to submit the plan to VDOT, if the Commission prefers.

Mr. Kroll asked if the future land use map was included in this section.

Mr. Sandy said that it is in a different section.

Mr. Kroll said that he agrees with moving forward with the transportation chapter, and as Mr. Sandy suggests, the review period can be used to discuss some of these Prices Fork issues. He commented that the joint meeting should be a priority, and asked if we can get something on the calendar as soon as possible to begin some of these discussions. He suggested offering some dates in January and February and seeing how they respond.

Mr. Sandy supported this and suggested offering January 14<sup>th</sup> or 15<sup>th</sup>, or February 18<sup>th</sup> or 19<sup>th</sup> as possible dates. He said that he could look into meeting at Blacksburg High School or Prices Fork Elementary School.

Mr. Sandy also commented that it may be possible to work with the MPO to perform a Prices Fork corridor study.

Mr. Kroll asked if money was available for this.

Mr. Sandy said yes, there is funding each year for studies.

## **WORK SESSION:**

On a motion by Mr. Donahue and seconded by Ms. Disney and unanimously carried, the Commission entered into the work session.

### Comprehensive Plan Transportation Chapter Update

Mr. Sandy stated that Ms. Puckett has worked on putting together and organizing the draft transportation chapter. He added that crash data was just provided by VDOT this week so it is not included in the document yet.

Mr. Kroll suggested identifying high crash intersections as well as percent increase in the number of crashes to identify trends.

Mr. Sandy agreed that this was a good idea, adding that VDOT sometimes has money available for safety improvements, so it would be beneficial to know where improvements are needed.

Mr. Kroll added that in some places, this may be accomplished with sight distance improvements or similar small projects. He further inquired as to whether the change in functional classification to Route 11/460 discussed during the recent Elliston-Lafayette rezoning has been done yet, or if there are any other expected changes in the county.

Mr. Sandy answered that he does not know of any other functional classification changes pending. As for the pending change for Route 11/460, there is no known date as to when VDOT will adopt it. If that occurs before the chapter is finalized, it can be included. Mr. Sandy added that if all members are in favor, staff can move forward

with submitting the plan to VDOT. Any comments will then be given to the Commission, and they can take as long as needed to discuss, hold a public hearing, etc.

On a motion by Mr. Donahue and seconded by Ms. Disney and unanimously approved, the Commission came out of work session.

**LIAISON REPORTS:**

- Board of Supervisors – Mr. Tuck reported that there should be a contract within two (2) weeks for the former Price Fork Elementary School site. The Board is also encouraging Blacksburg to assist in the sale of the old Blacksburg Middle School property. Additionally, it has been proposed that Elliott Creek Road be abandoned and given back to landowners.
- Agriculture & Forestal District – No report.
- Blacksburg Planning Commission – No report.
- Christiansburg Planning Commission – No report.
- Economic Development Committee – Mr. Rice reported that Mr. Morris gave an update on the second phase of the CRC which included Rack Space and a jet propulsion lab.
- Public Service Authority – Mr. Donahue reported that there was a proposed tie between Town and County water lines in the Merrimac area. Warm Hearth will now connect to water in this area instead of connecting Town water. There is a new water treatment facility out near the arsenal.
- Parks & Recreation – Mr. Kroll was unable to attend the meeting but was able to obtain notes from the Director. He reported that there are concerns about the proposed spur trail from Huckleberry Ridge to the Huckleberry Trail, as the grade is causing safety concerns. The Board also received a recommendation from Parks and Recreation to change the designation of an AEP parcel to make it more marketable for the county to sell.

Mr. Tuck said that Ms. Perkins has promised her district that this property will be a park, but there is not much support currently.

- Radford Planning Commission –No report.
- School Board – No report.
- Tourism Council – Vacant
- Planning Director’s Report – Mr. Sandy reminded the Commissioners of the Certified Planning Commissioner program coming up in January for those who have not yet attended.

Mr. Kroll commented that he will attend.

**MEETING ADJOURNED:**

There being no further business the meeting was adjourned at 8:40 PM.

**MONTGOMERY COUNTY, VIRGINIA**  
**PLANNING COMMISSION and PLANNING & GIS SERVICES**  
**DEPARTMENT**  
**2014 WORK PROGRAM**

(Major projects in priority order)

**1. LAND DEVELOPMENT OFFICE (LDO) IMPLEMENTATION**

PLANNING & GIS SERVICES DEPARTMENTS

- Work with LDO vendor consultants in enhancing and modifying the software to better serve the needs of Planning, Zoning, E & S, and Permitting and Inspections for sign permits, site plans, field use and GIS integration.
- Implement the Field Data Application for Code Enforcement/Compliance.
- Work with General Services and IT to further extend LDO to the Web
- Further extend benefits and training of LDO end users for county departments, constitutional offices and where possible to the general public.
- Complete grant project funded from PHMSA Technical Assistance Grant (TAG) to develop a process and client side LDO interface with Virginia Utility Protection Service (VUPS) to identify future development impact on underground utilities and/or an encroachment on a utilities ROW using LDO parcel, building permit, and subdivision information.

**2. COMPREHENSIVE PLAN IMPLEMENTATION**

PLANNING COMMISSION

- Conduct semi-annual review (Feb & Aug) of any requests to amend the Planning Policy Areas map.
- Conduct joint Planning Commission Meeting with Towns of Blacksburg & Christiansburg
- Review and discuss ordinance amendments (zoning, subdivision) being developed to implement specific Comprehensive Plan strategies.
- Participate in the ongoing plan implementation process along with other boards and commissions.

PLANNING DEPARTMENT

- Administer SRTS grant for Belview Elementary and Auburn School Complex
- Complete the update of transportation chapter of Comprehensive Plan to comply with new state law requirements of 15.2-2223
- Review and revise Village Plan for Prices Fork as necessary
- Review and revise Economic Development Chapter as necessary

GIS AND MAPPING SERVICES

- Provide mapping support for Planning staff and Commission

PLANNING CONSULTANT

- Hire consultants as necessary for special projects

**3. GENERAL COUNTY REASSESSMENT**

PLANNING DEPARTMENT

- Work with County General Reassessment Team and provide support as requested.

GIS AND MAPPING SERVICES

- Provide mapping support for reassessment process

#### **4. GEOGRAPHIC INFORMATION SERVICES (GIS)**

##### **GIS AND MAPPING SERVICES**

- Provide GIS and regional radio communications support to NRV 911 Consolidation and Public Safety/Fire Rescue Radio system project for countywide radio propagation study and tower placement including PSAP grant administration.
- Implement and administer VITA Wireless Board PSAP 2013-14 Grant with our towns and Virginia Tech.
- Assist Planning and Zoning staff in reviewing, organizing, and scanning legacy rezoning and special permits for entry or correction in LDO. Work with county departments and constitutional offices to deploy, enhance, train and use the updated Pictometry aerial imagery in office as well as field situations including public safety and fire/rescue vehicles.
- Review, organize, and scan all legacy rezoning and special permits for entry or correction in LDO.
- Work with county departments and constitutional offices to deploy, enhance, train and use of Pictometry aerial imagery in office as well as field situations including public safety and fire/rescue vehicles.
- Continue E911 addressing of mobile home parks.
- Work with libraries to create and publicize a specialty road atlas for cemeteries.
- Migrate with the help of IT GIS applications and web offerings to new ArcGIS Server platform.
- Continue to assist Commissioner of the Revenue with mapping for Use Value Assessment Program
- Assist MCPS Transportation and Facilities with GIS mapping, aerial imagery and data needs.
- Prepare and issue iGIS RFP in consort with Planning & GIS Services staff and county departments. Select vendor/partner to implement new version of iGIS with integrated LDO capabilities.

#### **Ongoing Project: ZONING ORDINANCE ADMINISTRATION**

##### **PLANNING COMMISSION**

- Review and recommend rezoning requests and special use permit requests.
- Review and recommend amendments to the Zoning Ordinance.

##### **BOARD OF ZONING APPEALS (BZA)**

- Review and decide variance requests and appeals of Zoning Administrator decisions
- Review and decide special use permits (as applicable).

##### **PLANNING DEPARTMENT**

- Provide staff support to the Planning Commission and the Board of Zoning Appeals.
- Prepare draft Zoning Ordinance amendments for Commission consideration
- Provide information and answer questions concerning the Zoning Ordinance for developers and the general public.
- Enforce the Zoning Ordinance including review of building permit applications, review of site plans, complaint investigation and follow-up, legal enforcement actions, etc.
- Assist CPEAV & VAZO with regional training sessions for Planning Commission and BZA members/alternates.

**Ongoing Project: SUBDIVISION ORDINANCE ADMINISTRATION**

PLANNING COMMISSION

- Review and recommend plats for major subdivisions.
- Review and recommend amendments to the Subdivision Ordinance.

PLANNING DEPARTMENT

- Provide staff support to the Planning Commission in the review of major subdivisions
- Review and approve plats for family subdivisions and minor subdivisions.
- Prepare draft Subdivision Ordinance amendments for Commission consideration.
- Provide information and answer questions concerning the Subdivision Ordinance for developers and the general public.

**Ongoing Project: COMPREHENSIVE PLAN IMPLEMENTATION**

PLANNING COMMISSION

- Review implementation priorities and projects.

PLANNING DEPARTMENT

- Prepare legislative priorities for land use matters.
- Prepare Indicators Report

GIS AND MAPPING SERVICES

- Prepare supporting maps and modify GIS layers

**Ongoing Project: METROPOLITAN PLANNING ORGANIZATION (MPO)**

PLANNING DEPARTMENT

- Provide County representative to the MPO Technical Advisory Committee.

GIS AND MAPPING SERVICES

- Review and support services.

**Ongoing Project: NEW RIVER VALLEY PLANNING DISTRICT COMMISSION (NRVPDC)**

PLANNING DEPARTMENT

- Provide County representative to the Rural Transportation Advisory Committee (TAC).
- Provide County rep to the Bikeway/Walkway & Regional Transit Coordinating Council.

**Ongoing Project: NRV HOME CONSORTIUM**

PLANNING DEPARTMENT

- Provide County representative to the New River Valley HOME Consortium

**Ongoing Project: REVENUE SHARING/RURAL ADDITION PROGRAM**

PLANNING DEPARTMENT

- Work with developers and VDOT on completing revenue sharing projects in Route 177 Corridor area (FY13 & FY14 Projects)
- Complete applications for FY16 projects

GIS AND MAPPING SERVICES

- Prepare supporting maps and modify GIS layers

**Ongoing Project: CAPITAL IMPROVEMENTS PROGRAM (CIP)**

PLANNING COMMISSION

- Review and recommend draft CIP with respect to Comprehensive Plan. Hold public hearing if deemed necessary.

**Ongoing Project: GEOGRAPHIC INFORMATION SERVICES (GIS)**

GIS AND MAPPING SERVICES

- Provide staff support to County Administration and Economic Development with property acquisitions and other projects.
- Provide GIS data, maps, and E911 site addresses to citizens, realtors, other interested parties.
- Continue to market/leverage the County's investment in LIDAR, orthophoto and GIS data in order to maximize cost recovery, effectiveness and efficiency to the benefit of the taxpayers.
- Continue cemetery inventory for land development and subdivision requirements
- Continue to inventory billboards and signs for inclusion into LDO and GIS.
- Continue cellular tower, review, mapping and updates.
- Continue GIS and mapping support for the Sheriff's Office for monthly crime incidents, special events, task force, and PSAP dispatch GIS data updates.
- Continue to support NRV 911 Regional Emergency Communications Authority on GIS and regional radio system issues, needs and projects.
- Continue to provide GIS, mapping, and training support to the MC Public Schools. Continue to provide local GIS support for Virginia Game and Inland Fisheries Officers & US Marshals Office
- Continue to work with IT to migrate data to new ArcGIS Server application
- Continue to expand newly implemented iGIS web portal. Provide enhanced LDO capabilities to extend the web portal's usefulness for internal and external end users.
- Continue to determine Landuse Soils Capability Classification for designated agriculture parcels and provide mapping and data sheets to Commissioner of Revenue's Office.
- Review voting districts with Registrar and provide mapping data for any district changes
- Continue to review and enter elevation certificates, LOMR's, LOMA's into GIS database and mapping layers

**Ongoing Project: 15.2-2232 REVIEW REQUIREMENT**

PLANNING COMMISSION

- Review streets, parks or other public areas, public buildings or public structures, public utility facilities, etc. for compliance with the Comprehensive Plan. Hold public hearings per Board of Supervisors policy.

**Ongoing Project: PUBLIC INFORMATION**

PLANNING DEPARTMENT

- Prepare and distribute Planning Commission's Annual Report.
- Support Public Information Office with Citizen's Academy and County's Annual Report

GIS AND MAPPING SERVICES

- Maintain iGIS website for external (general public) and internal inquiries

**Ongoing Project: AGRICULTURAL & FORESTAL DISTRICT DISTRICTS**

AGRICULTURAL AND FORESTAL DISTRICT ADVISORY COMMITTEE

- Review requests and recommend additions, deletions and withdrawals to agricultural and forestal districts within the County including district renewals for district #14.
- Form a subcommittee to establish forms/templates to assist participants with plan preparation.

PLANNING DEPARTMENT

- Provide staff support to the Agricultural and Forestal District Advisory Committee.
- Receive/assist participants with obtaining conservation/forestry management plans

GIS AND MAPPING SERVICES

- Prepare supporting maps and modify GIS layers.