Overview

The Blacksburg Planning Commission is composed of between five and fifteen citizens appointed by the Town Council. There were eight Planning Commissioners at the end of this reporting period. The Commission fulfills the role identified in Section 15.2-2210 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 Blacksburg pursuant to the adopted Comprehensive Plan and Town Ordinances. A number of Town Departments support the work of the Planning Commission by providing planning guidance and technical review. The Town Clerk of Council records minutes of the monthly Planning Commission meetings. The Town Attorney serves a valuable role in advising staff and the Planning Commission on land use matters. Town citizens also contribute through their service on Planning Commission subcommittees and their attendance at neighborhood meetings, public input sessions, and public hearings.

In November 2016, the Planning Commission held its annual retreat to foster camaraderie within the group, to discuss membership expectations and to consider how the Planning Commission might assist Town Council in its goals. We have been holding the annual retreat since 2009 and have found that it serves the Commission well to evaluate where we are as a Commission and where we would like to go in the future.

This Annual Report covers the work of the Planning Commission from January 1, 2016, to December 31, 2016. We have provided a summary of our membership, committees, meeting dates, and activities, as well as more detailed information on the development applications reviewed by the Planning Commission.
Blacksburg Planning Commission
Members and Terms
January 1, 2016- December 31, 2016

Jerry Ford, Jr.  
June 28, 2016 – June 30, 2017

J. B. Jones, Jr.  
April 14, 1998 – June 30, 2018

Melissa “Mel” Jones, Secretary  

Andrew Kassoff, Vice Chair  
June 22, 2010 – June 30, 2018

Paul Lancaster,  
November 14, 2000 – June 30, 2020

Don Langrehr, Chair  
June 26, 2012 – June 30, 2020

Elizabeth “Gregg” Moneyhun  
June 24, 2008 – June 30, 2020

Cecile Newcomb  
January 10, 2012 – December 31, 2017

Planning Commission Subcommittees
(As of December 2016)

Zoning Ordinance Review  
Tim Colley
Andy Kassoff
Mel Jones
Meredith Jones
Don Langrehr
Gregg Moneyhun
Georgia Anne Snyder-Falkingham
Greg Tew

Long Range Planning  
J.B. Jones
Paul Lancaster
Jerry Ford Jr.
Cecile Newcomb
Mike Lawless
Rick Roth
Planning and Building Department
Anne McClung, AICP
Planning and Building Director

Planning Division
Kali Casper, AICP, CZO
Comprehensive Planner
Kinsey O’Shea, AICP
Development Administrator/Planner
Paul Patterson, AICP, CZA
Zoning Administrator/Senior Planner

Kasey Thomsen
Office Manager
Erika Newberry
Administrative Assistant

Hillary Moore
Zoning Inspector

Planning Interns
Faruk Hesenjan
Tabitha Proffitt
Alexandra Sellers

Building Division
Cathy Cook, CBO, PMO
Building Official
Sam Sapienza, CBO, CRCI
Building Inspector
Will Yager, CRI
Building Inspector

Greg Dudash, PMO, CZO
Property Maintenance Official
Trish Basham
Building Permit Technician
Mike Kendrick
Building Inspector

Jackie Gagne
Building Permit Technician
Bobbi Jo Burnett
Building Permit Technician
Assistance also provided by:

Engineering & GIS Department
Randy Formica, PE
Engineering & GIS Director

Town Clerk
Donna Boone-Caldwell, MMC

Town Attorney
Lawrence Spencer

Linda Burnsed, Paralegal
<table>
<thead>
<tr>
<th>Public Hearing Dates</th>
<th>Work Session Dates</th>
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</thead>
<tbody>
<tr>
<td>January 5, 2016</td>
<td>January 19, 2016</td>
</tr>
<tr>
<td>February 2, 2016</td>
<td>February 16, 2016</td>
</tr>
<tr>
<td>March 1, 2016</td>
<td>April 19, 2016</td>
</tr>
<tr>
<td>April 5, 2016</td>
<td>April 21, 2016*</td>
</tr>
<tr>
<td>May 3, 2016</td>
<td>May 17, 2016</td>
</tr>
<tr>
<td>June 7, 2016</td>
<td>June 21, 2016</td>
</tr>
<tr>
<td>July 5, 2016</td>
<td>July 19, 2016</td>
</tr>
<tr>
<td>August 2, 2016</td>
<td>August 16, 2016</td>
</tr>
<tr>
<td>September 6, 2016</td>
<td>September 20, 2016</td>
</tr>
<tr>
<td>October 4, 2016</td>
<td>October 18, 2016</td>
</tr>
<tr>
<td>November 1, 2016</td>
<td>November 15, 2016</td>
</tr>
<tr>
<td>December 6, 2016</td>
<td>November 29, 2016**</td>
</tr>
</tbody>
</table>

*New River Valley Regional Commission Training
**Planning Commission Annual Retreat
ACTIVITIES

Blacksburg Planning Commission Regional Coordination

The Blacksburg Planning Commission and the Montgomery County Planning Commission continue to share information on their respective activities through member liaisons. Typically, the County Planning Commission assigns an individual each year to keep track of the development activities within the Town. For the Town, Blacksburg Planning Commissioners rotate service as a liaison to the Montgomery County Planning Commission meetings each month. The Commissioner liaison for a particular month provides a brief report of the activities at the Montgomery County meeting at each Planning Commission meeting.

The Commissioners attended the New River Valley Regional Commission’s annual Planning Commissioners Training in April of 2016. Featured speakers included Emily Gibson from Montgomery County providing an update from the Virginia General Assembly, Anne McClung from Town of Blacksburg discussing the limits of residential zoning and Danny Wilson from Pulaski County providing an overview of Pulaski County’s new Unified Development Ordinance.
Comprehensive Plan

*Blacksburg 2046*, the Town’s Comprehensive Plan, was written in 1996, and establishes a fifty-year vision for how Blacksburg should grow and develop. In accordance with Virginia State Code, review of comprehensive plans is required by a locality every five years. On October 11, 2016, Town Council adopted the new update for the town’s Comprehensive Plan, which replaced the previously adopted 2014 version. This update included various text changes and one change to the future land use map. *Blacksburg 2046* is available at [www.blacksburg.gov](http://www.blacksburg.gov) with hard copies at the Blacksburg Planning Department.

Long Range Planning Committee

The Long Range Planning Committee, comprised of Planning Commissioners and citizens, reviews and makes recommendations to the full Planning Commission on potential changes to the Comprehensive Plan. Typically, in the year following a major update of the plan, the Long Range Planning Committee does not meet as the staff spends that year on finalizing the plan document along with education and outreach. The Long Range Planning Committee reviewed the proposed changes and concluded work on amendments to the Comprehensive Plan in April 2016.

Zoning Ordinance Review Committee

The Zoning Ordinance Review Committee (ZORC) reviews and makes recommendations to the full Planning Commission on all potential changes to the Zoning and Subdivision Ordinances. This year the ZRC committee worked on three Zoning Ordinance Amendments. The first amendment—Ordinance #1794—expanded the boundaries in the optional Live/Work/Sell Arts Overlay District. The district boundary was extended along Progress Street from the current terminus at Turner Street to Giles Road and also amended in the Town Code so as to make the more desirable financial incentives of the zone available to in the new expanded area. The second amendment—Ordinance #1800—clarified the criteria for grant of special exceptions to the Use and Design Standard for location of parking behind the front building line, applying to most multi-family, institutional, commercial and office uses. The third amendment—Ordinance #1816—addresses the provision of Accessory Apartments in the RR-1, RR-2, and R-4 Zoning Districts and to result in the establishment of the Accessory Apartment Permit Program.
Review of Development Applications and Ordinance Amendments
A number of different development applications were filed during the calendar year 2016 and most were heard by the Planning Commission in calendar year 2016. The requests included two Agricultural & Forestal District Amendments; three Conditional Use Permits; four Rezoning requests; and three Zoning Ordinance Text Amendments. In most cases, the Planning Commission serves as a recommending body, making recommendations to Town Council with Town Council taking final action. In some instances, however, the Planning Commission takes final action, such as in the review of Major Subdivisions. No Major Subdivisions were filed in 2016. One subdivision variance request was withdrawn by the applicant on August 2, 2016. Planning Commission also reviews special exception requests; however, there were no requests this year.

Planning Commission Actions: 2016

Agricultural & Forestal District (AFD) Amendment Requests

<table>
<thead>
<tr>
<th>AFD Number</th>
<th>Applicant</th>
<th>Request</th>
<th>Location</th>
<th>Planning Commission Recommendation</th>
<th>Town Council Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFD 16-0001</td>
<td>Kipps Farm LLC</td>
<td>Withdraw 64.83 Acres from AFD</td>
<td>2200 Merrimac Road</td>
<td>Approved March 1, 2016</td>
<td>Approved April 12, 2016</td>
</tr>
<tr>
<td>AFD 16-0002</td>
<td>Brandon Herndon and Gina Piscura</td>
<td>Add 15.81 Acres to AFD</td>
<td>2305 Meadowbrook Road</td>
<td>Approved March 1, 2016</td>
<td>Approved April 12, 2016</td>
</tr>
</tbody>
</table>

(Please see map next page)
Agriculture and Forestal District Amendment Applications
January 1, 2016
December 31, 2016

1. AFD 16-0001 Kipps Farm Partial Exit
2. AFD 16-0002 Piscura Entry

Kipps Farm
Piscura
# Planning Commission Actions: 2016

## Conditional Use Permit Applications

<table>
<thead>
<tr>
<th>CUP Number</th>
<th>Applicant</th>
<th>Request</th>
<th>Location</th>
<th>Planning Commission Recommendation</th>
<th>Town Council Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUP 16-0001</td>
<td>Max Wiegard, Milestone Communications on behalf of AT&amp;T Mobility.</td>
<td>Communication Facility in the R-4 Low Density Residential Zoning District</td>
<td>Blacksburg Municipal Park</td>
<td>Denied, June 7, 2016</td>
<td>Public hearing cancelled by applicant August 9, 2016</td>
</tr>
<tr>
<td>CUP16-0002</td>
<td>Aaron Harris, Pointe West Management, on behalf of Kent Square, LLC(property owner)</td>
<td>General Office on the Ground Floor in the Downtown Commercial Zoning District</td>
<td>208 South Main Street</td>
<td>Approved, October 4, 2016</td>
<td>Approved, October 11, 2016</td>
</tr>
<tr>
<td>CUP16-0003</td>
<td>John Morehead, AB &amp; B LLC (Property Owner)</td>
<td>General Office on the Ground Floor in the Downtown Commercial (DC) Zoning District</td>
<td>101 North Main Street</td>
<td>Approved, February 7, 2017</td>
<td>Approved, February 14, 2017</td>
</tr>
</tbody>
</table>

(Please see map next page)
Conditional Use Permit Applications
January 1, 2016
December 31, 2016

1. CUP 16-0001 Blacksburg Municipal Park
2. CUP 16-0002 208 South Main Street
3. CUP 16-0003 101 North Main Street
## Rezoning and Right-of-Way Vacation Applications

<table>
<thead>
<tr>
<th>Rezone/Ordinance Number</th>
<th>Applicant</th>
<th>Request</th>
<th>Location</th>
<th>Planning Commission Recommendation</th>
<th>Town Council Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>RZN 16-0001</td>
<td>Graystone Properties LLC (Kirk Johnson)</td>
<td>3.004 Acres RM-48 Medium-Density Multiunit Residential to Planned Residential (PR)</td>
<td>1435 Toms Creek Road</td>
<td>Withdrawn</td>
<td>-</td>
</tr>
<tr>
<td>RZN 16-0002</td>
<td>LandPro Development Group, LLC (Michael Carouba)</td>
<td>5.309 Acres GC General Commercial Zoning District to the PR Planned Residential District</td>
<td>1310 North Main Street</td>
<td>On hold per applicant</td>
<td>-</td>
</tr>
<tr>
<td>RZN 16-0003</td>
<td>LandPro Development Group, LLC (Michael Carouba)</td>
<td>2.26 Acres GC General Commercial Zoning District to the PR Planned Residential District</td>
<td>1230 North Main Street</td>
<td>On hold per applicant</td>
<td>-</td>
</tr>
<tr>
<td>ORD 1813 RZN 16-0004</td>
<td>Sturbridge Square, LLC</td>
<td>11.893 Acres RM-48 Medium Density Multifamily Residential Zoning District to the Planned Residential (PR) Zoning District</td>
<td>911-1011 University City Boulevard</td>
<td>Approved, February 7, 2017</td>
<td>Approved March 14, 2017</td>
</tr>
<tr>
<td>ROW 16-0001</td>
<td>Sturbridge Square, LLC</td>
<td>Vacate approx 3,447 square feet of Town-Owned Right-of-Way</td>
<td>101 University City Boulevard</td>
<td>Withdrawn</td>
<td>-</td>
</tr>
</tbody>
</table>

(Please see map next page)
Rezoning and Right-of-Way Vacation Requests
January 1, 2016
December 31, 2016

1. RZN 16-0001 1435 Toms Creek Road
2. RZN 16-0002 1310 North Main Street
3. RZN 16-0003 1230 North Main Street
4. RZN 16-0004 911-1011 University City Boulevard
5. ROW 16-0001 101 University City Boulevard
### Zoning Ordinance Amendments

<table>
<thead>
<tr>
<th>ORD Number</th>
<th>Applicant</th>
<th>Request</th>
<th>Location</th>
<th>Planning Commission Recommendation</th>
<th>Town Council Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORD 1794 ZOA 36</td>
<td>The Town of Blacksburg</td>
<td>To expand the boundaries of the optional Live/Work/Sell Arts Overlay District</td>
<td>-</td>
<td>Approved May 3, 2016</td>
<td>Approved June 14, 2016</td>
</tr>
<tr>
<td>ORD 1800 ZOA 38</td>
<td>The Town of Blacksburg</td>
<td>Clarification of criteria for grant of special exceptions to the Use and Design Standard for parking behind the front building line.</td>
<td>-</td>
<td>Approved Sep 6, 2016</td>
<td>Approved October 11, 2016</td>
</tr>
<tr>
<td>ORD 1816 ZOA 32</td>
<td>The Town of Blacksburg</td>
<td>Ordinance to amend zoning ordinance to establish an accessory apartment permit program</td>
<td>-</td>
<td>Approved March 7, 2017</td>
<td>Approved April 11, 2017</td>
</tr>
</tbody>
</table>
2017 Planning Commission Goals

1. **Continue Zoning Ordinance Amendments in 2017 as directed by the Town Council which may include:**
   a. Amendment to better protect neighborhood character including re-evaluation and amendment to the R-5 district regarding the impact of two family dwellings. This may include making two-family dwellings a Conditional Use Permit in the district and enhancing the Use and Design Standards for two-family dwellings;
   b. Amendment to address parking issues in residential areas townwide and impacts of parking and paving specifically within the Historic District;
   c. Amendment to Signs regulations for compliance with recent Supreme Court case and to incorporate revisions recommended by staff. The amendment will include adding a number of illustrations to the Zoning Ordinance to make the signage regulations easier to understand; and
   d. Other Zoning Ordinance Amendments as may be directed by Town Council.

2. **Work on five year update of the Comprehensive Plan to include:**
   a. Consideration of the impact of University growth on the Town;
   b. Engaging in visioning for the downtown area;
   c. Evaluating student housing redevelopment options;
   d. Considering other changes to aid in implementation of the 2015 downtown housing study; and
   e. Expanding the density bonus concept in use for the retention and rehabilitation of structures in the Historic District to apply to desired infill areas. The density bonus may be in relation to forwarding sustainability goals or advancing the provision of more affordable housing.

3. **Continue work on sustainability initiatives that reflect the sustainability intentions and commitments in the Town’s Comprehensive Plan working with the Town’s Sustainability Manager. Prepare a set of suggested guidelines for sustainable development that includes examples of best practices. Coordinate efforts of the Planning Commission with Town Council and share outcomes with the development community.**

4. **Participate in any implementation of the Old Blacksburg Middle School Master Plan with a focus on future development that will fully maintain the integrity of the key design elements of the OBMS Master Plan. Acknowledge that conditions have changed since the plan was adopted but that key development principles still apply.**

5. **Request annual meeting with Town Council. Meet with Town committees and other regional committees as opportunities arise. Specifically, work with Montgomery County to hold a spring 2017 joint meeting for both Planning Commissions to further discuss the Prices Fork Road area. Continue cooperation with the NRV Regional Commission (NVRRC) as well as with other jurisdictions in development review and reporting such as the ongoing coordination with the Montgomery County Planning Commission.**
6. Continue to offer new Planning Commissioners training through PlanVirginia and annual training through the NRVRC. Continue to explore opportunities for mini-training sessions at Planning Commission Work Sessions and Planning Commission Subcommittee meetings.

7. Conduct an annual Planning Commission Retreat Meeting that includes a discussion of:
   a. Land use issues and trends; and
   b. Other items as determined by the Commission.