

**Annual Report of the Planning Commission**

**City of Waynesboro, Virginia**

**September 1, 1999**

**Through**

**August 31, 2000**

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**Waynesboro Planning Commission  
Members & Terms of Office  
1999-2000**

Lemuel E. Irvin (Council Liaison)	07/01/98 - 08/31/00
Jack E. Plummer	09/01/96 - 08/31/00
Harold B. Stepp	09/01/96 - 08/31/01
William C. Moulton (Chair)	09/01/96 - 08/31/01
Randolph W. McGann, Jr.	09/01/97 - 08/31/02
Portia Bass	09/01/98 - 08/31/03
C. Webber Payne	09/01/99 - 08/31/04

**Planning Department Staff**

Joseph B. Yount III, City Attorney/Director of Planning  
D. James Shaw II, AICP, City Planner  
Kay C. Roetto, Administrative Secretary  
Charles F. Downs, A.D.A. Coordinator

**Waynesboro Planning Commission  
Meeting Dates  
September 1, 1999 - August 31, 2000**

September 13, 1999 \*  
September 21, 1999  
October 11, 1999 \*  
October 19, 1999  
November 8, 1999 \*  
November 16, 1999  
December 13, 1999 \*  
December 21, 1999  
January 10, 2000 \*  
January 18, 2000  
February 14, 2000 \*  
February 22, 2000  
March 13, 2000 \*  
March 21, 2000  
April 10, 2000 \*  
April 18, 2000  
May 8, 2000 \*  
May 16, 2000  
July 10, 2000 \*  
July 18, 2000

\* Joint public hearings

## INTRODUCTION

Established by the City Council, the Waynesboro Planning Commission is responsible for forwarding planning activities which will best promote the health, safety, morals, order, convenience, prosperity, and general welfare of the city's inhabitants.

**Statutory Basis, Terms.** Section 6 of the City Charter, Article X Chapter 2 of the City Code, and Section 15.2, Article 3 of the Code of Virginia set forth the ways in which Planning Commissions shall function as the official body planning for the future growth and development of a locality. Planning Commissions must have between five and fifteen members appointed by the governing body. There are seven members of the Waynesboro Planning Commission, all of whom are registered voters of the City and one of whom is a member of the Council.

For many years Commissioners (excepting the Council member) have been appointed for a single five-year term, following which they were not eligible for reappointment. Under this procedure, the six present appointees were elected as follows: one each for terms expiring September 1, 2000; 2002, 2003, and 2004; and two for terms expiring September 1, 2001.

Effective February 25, 2000, this procedure was changed by action of City Council so that the six appointed Planning Commissioners will be eligible for reappointment to a second consecutive full term, and new terms will be four years in duration. The relevant sections of the revised City Code (Sections 2-41 and 2-341 through Section 2-346) are attached as APPENDIX # A. The Council member appointee is appointed for a two-year term at the biennial reorganizational meeting of the City Council.

**Responsibilities.** The responsibilities of the Waynesboro Planning Commission include (1) preparing a Comprehensive Plan and Amendments to the Plan, subject to approval by the City Council; (2) advising City Council on proposed subdivision and zoning ordinances and amendments; (3) advising City Council on proposed subdivisions; (4) considering and advising City Council on other items relating to the development of the City; and (5) submitting an annual report to the City Council.

All current members of the Commission have completed or are enrolled in the Virginia Certified Planning Commissioners Program to receive further training in pursuing their planning responsibilities to the City.

## REVIEW OF YEAR'S ACTIVITIES

This annual report provides information from September 1, 1999 through August 31, 2000. During this year, the Commission considered 21 requests for conditional use permits, 1 rezoning request, and 1 preliminary subdivision plat. No amendments to the zoning ordinance were requested or considered.

The Waynesboro Planning Commission participated in 10 joint public hearings and held 10 regular Commission meetings during the year resulting in 25 recommendations to the City Council. These activities are listed by type on the following pages.

Commissioner Portia Bass and City Planner D. James Shaw II represented the City of Waynesboro and the Commission at the Annual Virginia Chapter of the American Planning Association Conference in Norfolk in March 2000. During the conference proceedings, the VAPA presented an Award of Excellence to Waynesboro, Staunton and Augusta County for the “Governance for the 21<sup>st</sup> Century” initiative, a project on which Mr. Shaw served as staff. Ms. Bass thoroughly briefed the Commission and staff at the regular April meeting.

Commissioner Bass also represented the Commission at a comprehensive economic development strategy workshop on May 23, 2000, one of five such workshops sponsored by the Central Shenandoah Planning District Commission. These meetings sought to delineate strengths, weaknesses, opportunities, and threats to economic development in the Central Shenandoah Valley. Participants helped prioritize recommended initiatives for area economic development enhancement. Ms. Bass reported the recommendations to the Commission, and Mr. Moulton, as chair of the Commission, followed up on after-action activity with members of the Planning District staff. A copy of the composite results of the economic development strategy meetings is attached as APPENDIX B.

Throughout the last year the planning department staff in general and City Planner D. James Shaw II in particular have worked actively to provide support to the highly successful Waynesboro Downtown Development, Incorporated, on whose board Commissioner Webber Payne and Mr. Shaw serve. The staff has diligently provided assistance to the executive director and board of WDDI. The Commission Chair, Mr. Moulton, offered an endorsement for Waynesboro’s successful application to the Virginia Main Street Program, the application having been completed by Maureen Kelley, Executive Director of the WDDI, and Mr. Shaw. In August 2000, WDDI formally recognized the Planning Commission for its efforts and support in revitalizing downtown Waynesboro during a visit by the Virginia Main Street staff – see APPENDIX C.

In November 1999, the Commission hosted Mr. Scott Brooks-Miller, Department of Historic Resources, Commonwealth of Virginia, who detailed the city’s options, explained related financial incentives, and answered questions pertaining to historic preservation. The Commissioners were extremely receptive to this presentation and to supplemental data presented by staff on the subject. A large group of interested citizens from all areas of the city attended Mr. Brooks-Miller’s presentation and vigorously participated in the public comment portion of the meeting. Every Commissioner expressed satisfaction with this well-attended, obviously productive special presentation.

Ms. Bass has taken a leadership role with other volunteer community leaders to submit a preliminary application for a Port Republic Road Neighborhood Historic District. The City staff worked with citizens and the WDDI to submit preliminary applications for a Downtown Commercial Historic District and a Tree Streets Residential Historic District. At its April

meeting, the Commission endorsed a successfully funded VDHR Cost Share grant application prepared by the City planning staff.

In May 2000 the City of Waynesboro as a whole and the Commission in particular were proud to salute Mr. Shaw on his receipt of the Outstanding Local Government Official Award of Excellence from the Virginia Downtown Development Association Conference. A copy of the citation that accompanied this prestigious award is attached as APPENDIX D.

In addition, the Planning Commission utilizes and appreciates the City's Planning Department staff, which provides administrative support to the Commission although reporting as a department of local government to the City Manager. As the planning year ended, the staff presented the Commission with the first comprehensive revision of the City's subdivision ordinance in decades. Among the first items of the new planning year will be the Commission's joint workshop with Council on this proposed ordinance, and hopefully the coming months will see the enactment by Council of this major recommendation of the 1998 Comprehensive Plan.

The City of Waynesboro went online ([www.waynesborova-online.com](http://www.waynesborova-online.com)) in June 2000. The City Attorney and Planning Department's web page is currently operational, offering information, news articles, announcements, and calendar of upcoming meetings, as well as the current Comprehensive Plan, proposed subdivision ordinance, and all application forms available in printable form. Additional information will be added in the future to include list of current Planning Commission members, Commission meeting agendas and minutes, as well as other items of interest to the public as they become available.

## SUMMARY

The Planning Commission is first and foremost dedicated to providing all citizens and interested members of the public with the opportunity to express their views in person or in writing on any matter that may appropriately come before the Commission. Listening to the community and carefully considering applicants' requests and staff recommendations, the Commissioners then rely on their own judgment, experience, and discretion in applying what they understand to be the legal parameters and all elements of good zoning and subdivision practice in making recommendations to the City Council.

The Commission believes it has effectively communicated its desire to hear the voices of the people of Waynesboro before making its decisions. Our meetings are open, informal, but properly structured to insure that the people's business is conducted in a fair, inclusive, and constructive manner. We are proud to serve the City Council and the citizens in this capacity.

## **CONDITIONAL USE PERMIT APPLICATIONS 1999-00**

1. Earline Wyant, contract purchaser, by Danny Wyant, for James M. Fisher, owner, to allow placement of a manufactured home on Second Street; application #C-99-13. Approved.
2. Pastor Jonathan E. King, Celebration Church of God, to expand a non-conforming use on property zoned C-2 (General Business District) at 550 North Delphine Avenue; application #C-99-14. Approved.
3. Waynesboro Redevelopment and Housing Authority, owner, to allow for a reduction in the number of regular parking spaces to accommodate additional handicapped parking spaces at Springdale Apartments, 300 South Wayne Avenue; application #C-99-15. Approved.
4. James G. & Tanya M. Brown, contract purchasers, for Valley Homes L.L.C., owner, to allow for the placement of a manufactured home at 1059 Albemarle Avenue; application #C-99-17. Approved.
5. Charles T. Leavell for a home occupation to allow use of a garage for auto repair at 841 Highland Avenue; application #C-99-16. Approved.
6. Darlene C. Eldridge, lessee, and Gary Whitesell, owner, to allow mixed residential and commercial use in a dwelling in a C-1 Local Business District at 326 Rosser Avenue; application #C-99-18. Approved.
7. Fishburne-Hudgins Educational Foundation, Inc., contract purchasers, and BMC Properties, owners, to allow for a reduction in the required number of offstreet parking spaces from 50 spaces to 10 spaces at the former General Wayne Hotel property at 620 West Main Street; application #C-99-19. Approved.
8. Tom Shumate, Surveyor, Inc., agent for William B. and Peggy S. Garvey, owners, to allow a multi-family residential development to be served by a private ingress-egress easement on Lots 2, 3 & 4, J. E. Sayre's Addition, located at the end of Grayson Avenue; application #C-99-20. Approved.
9. John L. Newton and Stephen T. Heitz, contract purchasers, to allow a religious and educational institution and day care facility in a C-2 General Business District in Community Subdivision located on the north side of West Main Street at Waynesboro city limits; application #C-99-21. Approved.
10. Efrain Moreno Alvarez, owner, to allow placement of a manufactured home at 1605 Second Street; application #C-99-23. Approved.
11. James C. Caul, representative for Eugenia P. Caul, owner, to allow placement of a manufactured home on a small acreage parcel located at 825 King Avenue; application no. C-99-22. Approved.

12. Simms Architects, agent for the Salvation Army, owner, to allow residential use in a C-2 (General Business) district located at 900 B Street; application #C-00-2. Approved.
13. Rev. Vernon Berry, agent for Central Baptist Church, owner, to allow grading and filling in the floodplain at 261 Bookerdale Road; application #C-00-1. Approved.
14. Keith E. Wilmott, for Sharon L. McElroy, owner, to allow for the operation of a minor auto repair business as a home occupation at 533 Highland Avenue; application #C-00-3. Approved.
15. American Tower, L.P., for the City of Waynesboro, owner, to allow construction of a telecommunications tower on Lot 110, located off Parker Heights Road; application #C-00-4. The Commission recommended denial, however, Council approved.
16. Philip A. and Paula M. Klann, contract purchasers, to allow for the operation of a therapeutic massage practice located at 633 South Wayne Avenue; application #C-00-5. Approved.
17. Philip A. and Paula M. Klann, contract purchasers, for a reduction in the required number of offstreet parking places from eight to six spaces at 633 South Wayne Avenue; application #C-00-6. Approved.
18. Audrey J. Bussey, contract purchaser, to allow for placement of a manufactured home at 1528 Harding Avenue; application #C-00-7. Approved.
19. George F. Bussey, contract purchaser, to allow for placement of a manufactured home at 1524 Harding Avenue. Application #C-00-8. Approved.
20. Mary B. Riffe, owner, for a home occupation (beauty salon) at 201 Randolph Avenue; application #C-00-9. Approved.
21. DLC/Waynesboro Adult Day Health Care Center, lessee and agent for Parkway Associates, owners, to allow for the operation of an adult day health care center in a commercial zone located at 990B-990E Hopeman Parkway (Parkway Crossing Shopping Center); application #C-00-9. Approved.

### **PRELIMINARY SUBDIVISION PLATS 1999-00**

1. E. B. Higgs, agent for Community Bank, commercial subdivision (Community Subdivision) located on West Main Street at Corporate Limits; application #S-99-7. Approved.

## **REZONING APPLICATIONS 1999-00**

1. Fishburne-Hudgins Educational Foundation, Inc., contract purchasers, and BMC Properties, owners, from C-2 (General Business) District to RB-2 (Multiple Dwelling) District, former General Wayne Hotel property located at 620 West Main Street; application #R-99-5. Approved.

## **ZONING ORDINANCE AMENDMENTS 1999-00**

None

## **OTHER ACTIONS 1999-00**

1. In November 1999, the Commission received a staff report on implementing historic preservation recommendations of the comprehensive plan and heard from Mr. Scott Brooks-Miller, Department of Historic Resources, Commonwealth of Virginia, who addressed the city's options, explained related financial incentives, and answered questions on the subject.
2. December 1999: The Commission recommended approval of request of Parkway Associates for an additional entrance on Hopeman Parkway to be allowed in conjunction with the construction of a deceleration lane.
3. December 1999: The Commission adopted a resolution recommending that City Council take steps to implement the historic preservation recommendations of the comprehensive plan.
4. April 2000: The Commission adopted a resolution to endorse participation in the Virginia Department of Historic Resources Cost Share Program

## **GOALS 2000-2001**

## **PLANNING COMMISSION GOALS 2000-2001**

### ***SUBDIVISION ORDINANCE***

The first Commission task of the 2000-2001 term is to review the proposed revised subdivision and make recommendations to the City Council.

### ***ZONING ORDINANCE AND ZONING MAP***

Following adoption of the revised Subdivision ordinance, staff will provide a proposed modification of the city's Zoning ordinance and Zoning map designed to more closely adhere to the goals and strategies set forth in the 1998 Comprehensive Plan. These proposals will be carefully reviewed and edited by the Commission and the resulting recommended ordinance and map will be sent to City Council for its consideration.

### ***CERTIFICATION***

The Planning Commission will continue to urge all members to complete their individual planning commissioner state certification program and avail themselves of continuing planning education offered by the Virginia Chapter of the American Planning Association, the Virginia Citizens Planning Association, the Virginia Cooperative Extension at Virginia Tech, and other appropriate agencies.

The Commission urges City Council to ascertain the willingness of potential Commission candidates to enroll in the certification program.

### ***CITIZEN CONCERNS***

Serving the people of Waynesboro is the Commission's primary goal. Every effort will be made to notify the public of matters the Commission is considering and to give the public maximum opportunity to make its collective and individual feelings heard.

### ***COMPREHENSIVE PLAN***

The Comprehensive Plan will continue to guide the Commission as it deliberates on applications for conditional use permits, rezonings and subdivisions. Likewise, the Comprehensive Plan will guide Commission decisions as staff proceeds with further recommendations for zoning ordinance and map revisions to bring the code into closer conformity with the strategies and goals of the Plan.

## ***INTERIM REVIEW OF COMPREHENSIVE PLAN***

Towards the end of the 2000-2001 planning year staff will prepare a summary of comprehensive plan considerations that have arisen since the adoption of the last comprehensive plan. The Commission will review and edit this report and use it in beginning the mid-plan study that will lead to work on the next plan.

## ***COOPERATION***

The Commission stands ready to accept any referrals it may receive from City Council or to work cooperatively with other agencies of city government to protect the quality of life, promote the economic viability, and preserve the environmental and historical assets of Waynesboro through responsible attention to public planning.

## ***GREENWAY/DOWNTOWN DEVELOPMENT***

The Commission will cooperate with City Council, the Waynesboro Downtown Development, Inc., and other interested public and private elements in furthering efforts to establish the city's greenway and downtown projects.

## ***REVIEW PROCEDURE***

As the new Subdivision and Zoning ordinances are adopted, the Planning Department staff, as coordinator, will work with the Zoning Administrator, Public Works, and Engineering Department to modify new procedures so as to insure that developers and applicants continue to have an efficient, one-stop method for initial survey of proposed developments and subdivisions.

