

2006 Annual Report of the Planning Commission

City of Waynesboro, Virginia

Approved 2/20/07

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WAYNESBORO PLANNING COMMISSION
Members & Terms of Office (Past & Present)
2004-2005

Cary Bennett **	09/01/04 – 08/31/08
David Bihl **	09/01/05 – 08/31/09
Gregory Bruno**	01/12/04 – 08/31/07
Harry L. Colman **	09/01/06 – 08/31/10 [▲]
Jeannie McCutcheon **	09/01/05 – 08/31/09
W. Jerry Thomas	09/01/04 – 08/31/08
Frank Lucente (Council Liaison)	05/09/05 – 06/30/06
Lorie Smith (Council Liaison)	07/01/06 – 06/30/08

** Virginia Certified Planning Commissioner

▲ Not eligible for reappointment

Planning Department Staff

D. James Shaw II, A.I.C.P., City Planner
Kay C. Roetto, Administrative Assistant and Recording Secretary
Joseph B. Yount III, A.I.C.P., City Attorney/Director of Planning (Retired)

(A.I.C.P. - American Institute of Certified Planners)

Waynesboro Planning Commission 2006 Meeting Dates

⊕ January 9
** January 10
January 17
** February 7
February 21
** March 7
⊕ March 13
March 21
** April 4
⊕ April 10
April 18
⊕ May 8
May 16
** June 6
⊕ June 12
June 20
** July 11
July 18
⊕ August 14
August 22
^ September 5
⊕ September 11
September 19
October 3
⊕ October 9
October 17
^ ^ November 6
⊕ November 13
November 21

- ⊕ Joint public hearings
- ** Work Sessions
- ^ Wastewater Infrastructure Tour w/Council
- ^ ^ CIP Council Work Session

INTRODUCTION

Established as an advisory board by the Waynesboro City Council and in accordance with Section 15.2-2210 of the Code of Virginia, the Planning Commission is charged with forwarding City planning activities “in order to promote the orderly development of the locality and its environs”. The Planning Commission furthers the legislative intent of the Code of Virginia as stated in Section 15.2-2200 to “encourage (the locality) to improve the public health, safety, convenience and welfare of its citizens and to plan for the future development of communities to the end that transportation systems be carefully planned; that new community centers be developed with adequate highway, utility, health, educational, and recreational facilities; that the need for mineral resources and the needs of agriculture, industry and business be recognized in future growth; that residential areas be provided with healthy surroundings for family life; that agricultural and forestal land be preserved; and that the growth of the community be consonant with the efficient and economical use of public funds.”

Statutory Basis, Terms. Chapter 2 of the City Code; and Section 15.2-2210 of the Code of Virginia enumerate the ways in which Planning Commissions shall function as the official body planning for the future growth and development of a locality. State Code authorizes planning commissions of between five and fifteen members appointed by the local governing body. Waynesboro’s code prescribes seven members for the Waynesboro Planning Commission, all of whom must be registered voters of the City and one of whom must also be a member of the Council.

The relevant sections of 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.

Planning Commissioners are eligible to serve two consecutive four-year terms. Previous Commissioners were limited to one five-year term. Those serving on February 25, 2000, were eligible for reappointment to a four-year term when their five-year terms expired.

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 conditional use permits and zoning changes; (3) advising City Council on proposed preliminary subdivision plat applications; (4) advising City Council on proposed amendments to the Zoning Ordinance; (5) considering and advising City Council on other items relating to the development of the City; and (6) submitting an annual report to the City Council.

Regular Commissioners generally complete and are urged to enroll in the Virginia Certified Planning Commissioners Program to receive continuing education helpful to them in meeting their planning responsibilities. Commissioners Colman, Bennett, Bruno, McCutcheon and Bihl have completed their certification.

REVIEW OF YEAR'S ACTIVITIES 2006

1. IN GENERAL

A. ORGANIZATIONAL

On September 19, 2006, prior to commencing with the business of its regular agenda, the Commission carried out its annual reorganization and proceeded with the reelection of Mr. Harry L. Colman as Chairman and the reelection of Mr. Gregory Bruno as Vice-Chairman of the Planning Commission. In July 2006 the Commission welcomed to the Commission Mrs. Lorie Smith as the new City Council liaison.

B. APPLICATION REVIEW

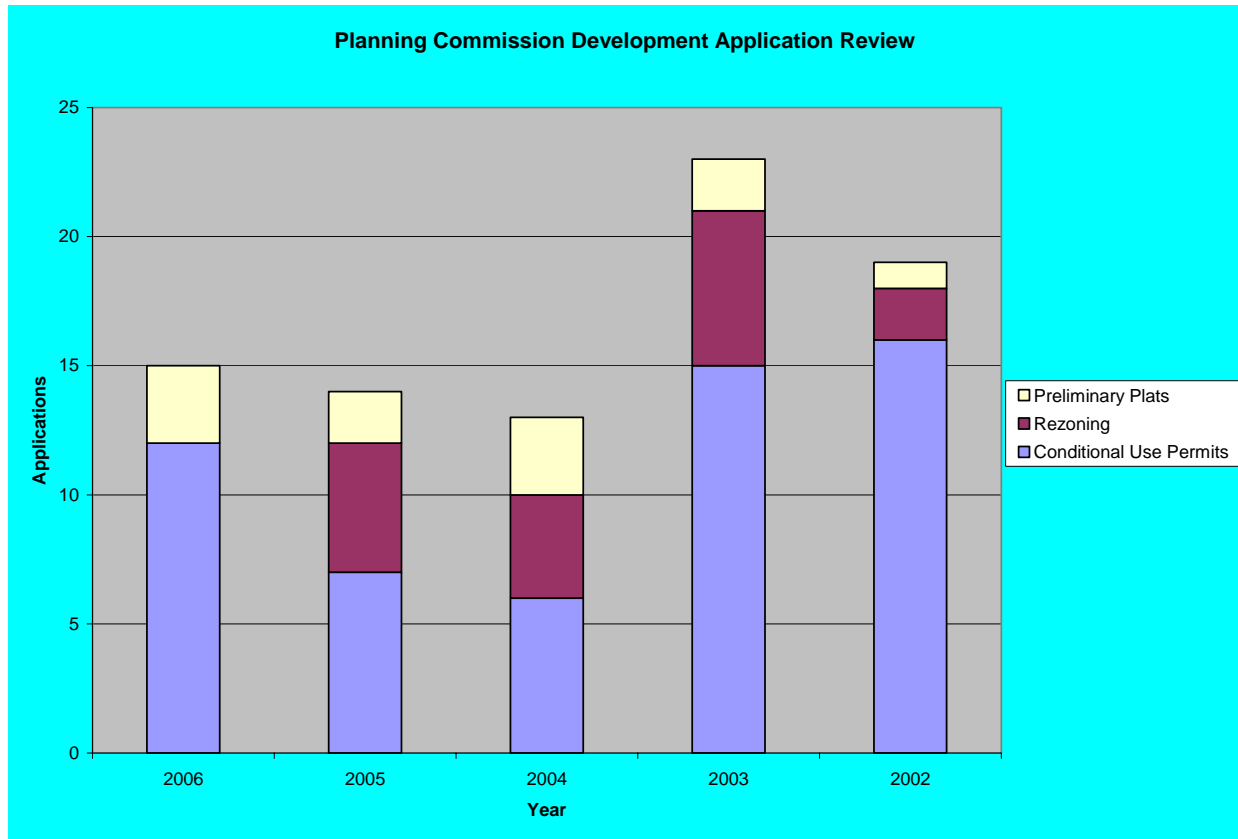
A principal role of the Planning Commission continues to be the review of conditional use permit, rezoning and preliminary subdivision plat applications in order to make recommendations to the City Council. The total number of applications reviewed has increased slightly in each of the past several years. For the first time in a number of years, the Planning Commission did not review any rezoning applications in 2006.

The number of applications reviewed must be viewed as an approximate measure of the Commission's workload since the level of complexity of individual permits varies considerably. Nonetheless, a review of the specific types of permits, especially conditional use permits, may point to key concerns with the City's ordinances and/or processes.

In past years for instance, conditional use permits for home occupations and for development in the floodplain were fairly common. Recent changes to allow the administrative handling of most home occupation and floodplain permits have eliminated applications for these uses. On the other hand, changes to the Code in 2005 restricting automobile oriented business in the C-2 General Business District have created a new class of conditional use permits and four (4) of the conditional use permit applications reviewed in 2006 were for such uses. Three conditional use permit applications were approved in order to reduce the otherwise required number of off-street parking spaces which may indicate that a review of the City Code pertaining to parking is warranted.

PLANNING COMMISSION APPLICATION REVIEW TREND			
Year*	Conditional Use Permits	Rezoning	Preliminary Plats
2006	12	0	3
2005	7	5	2
2004	6	4	3
2003	15	6	2
2002	16	2	1

**Based on calendar year*



C. MISCELLANEOUS TRAINING

With five certified commissioners, the Waynesboro Planning Commission has a remarkable record for participation in the Virginia Certified Planning Commissioner program. In addition to the principal coursework for certification, Commissioners participated in certification program graduate seminars and other structured training opportunities.

The Planning Commission participated in two exercises this year meant to prepare the Commission for future involvement in capital improvement planning for the City. On September 5, 2006, the Commission attended a tour of municipal water and sewer facilities hosted by the Public Works Director. The tour highlighted system deficiencies and the efforts meant to rectify such deficiencies. On November 6, 2006, the Planning Commission attended a City Council capital improvements plan work session.

D. COMPREHENSIVE PLAN

Revising the Comprehensive Plan remained a key priority for the Planning Commission in 2006. In 2005, the Planning Commission voted to institute a monthly work session in addition to the regularly scheduled meeting, with the hopes of making more rapid progress on the Comprehensive Plan work. While the Commission did devote time to the Comprehensive Plan, time at a number of the work sessions was devoted to other valuable Commission work, including considering revisions to the zoning and subdivision ordinances.

COMPREHENSIVE PLAN WORK SESSION SUMMARY	
January 10, 2006	Economic Determinants of Growth
February 7, 2006	Land Use Map – I-64 Interchange/Lew Dewitt Boulevard Area
February 21, 2006	Land Use Map – I-64 Interchange/Lew Dewitt Boulevard Area
March 7, 2006	Land Use Map – I-64 Interchange/Lew Dewitt Boulevard Area
April 4, 2006	Corridor Overlay Districts
June 4, 2006	The Route 250 Corridor
July 11, 2006	The Route 250 Corridor

E. REZONING

The Planning Commission did not consider any rezoning applications in 2006.

F. SUBDIVISIONS

The Planning Commission considered and approved three applications for preliminary subdivision plat approval in 2006 – Guilford Station, the Waynesboro Town Center and the Burns Townhouse subdivision.

Guilford Station is a proposed 65-lot townhouse development to be located on an 8.47-acre tract on Hopeman Parkway. By the end of 2006, no final plats or construction plans had been submitted for this development.

The Waynesboro Town Center is a 56.25-acre, nine (9)-lot commercial subdivision meant to redevelop the former Outlet Village Mall with construction of a 408,000-square foot shopping center and adjacent out parcels for sale. A site plan and initial final plat have been approved by the City staff. During the summer 2006 demolition of the buildings at the outlet mall took place and site excavation began. Building construction is now underway.

The Burns Townhouse Subdivision is a 12-lot townhouse proposal to be located on Winchester Avenue and Fourth Street. Detailed construction plans have been submitted for this development.

G. ZONING ORDINANCE MODIFICATIONS

The Planning Commission considered and made recommendations on revisions to language of City Code Chapter 98 “Zoning” related to the Planned Unit Development District and the Floodplain Overlay District. The Planning Commission also recommended changes to City Code Chapter 74 “Subdivision”.

The Planning Commission recommended revisions to the City’s floodplain ordinance which ultimately ended a moratorium on residential development in the floodplain. Recognizing the technical nature of floodplain review, the Planning Commission recommended that the review of applications for development in the floodplain should be an administrative rather than legislative decision. The recommended revisions also place a greater emphasis on the type and quality of

information that must be supplied with any application. Certain types of development are now prohibited in the floodway area.

The Planned Unit Development District (PUD) language was revised in order to encourage developers to pursue master planned neighborhoods and developments rather than more typical “cookie-cutter” models. The required open space for the PUD was reduced but the manner in which open space is defined was clarified. The status of the PUD as a zoning district was also clarified and the requirements for a PUD application were made more explicit.

The Subdivision Ordinance was revised to transfer the responsibility for approval of final plats and minor subdivisions from the City Council to the administrative staff.

2. SUMMARY

The role of the Planning Commission is to ensure that the physical growth and development of the City is managed in such a way as to conserve and enhance its natural, cultural and economic resources. In doing so the Commission utilizes various resources including staff reports and recommendations and the evidence presented by applicants and by citizens.

* * *

CONDITIONAL USE PERMIT APPLICATIONS 2006

1. Request of Don Cullen to allow auto body shop in C-2 general business district at 275 N. Commerce Avenue (#C-06-2, *approved*).
2. Request of John Maxwell for Sheetz to allow gas station and convenience store in the C-2 corridor overlay district at 2156 West Main Street (#C-06-3, *approved*).
3. Request of Dwight Foster for auto sales and service in C-2 general business district at 100 Apple Tree Lane (#C-06-4, *approved with limitations*).
4. Request of Ralph & Linda Coffey to allow placement of manufactured home in a C-2 general business district at 216 N. Commerce Avenue (#C-06-5, *approved*).
5. Request of Collett Properties Inc. to allow for reduction in required number of parking spaces for proposed Waynesboro Town Center, Shenandoah Village Drive (#C-06-6, *approved*).
6. Request of Eugene Meadows (Gochenour) to allow grade and fill and development in the floodplain at 481 Industry Road (#C-05-7, *denied*).
7. Request of Ntelos to allow telecommunications stealth tower at 617 S. Linden Avenue (#C-06-7, *approved*).
8. Request of Valley Community Services Board to allow mixed residential and commercial use in C-2 general business district at 600 E. Main Street (#C-06-8, *approved*).
9. Request of Valley Community Services Board to allow reduction in required off-street parking for a mixed residential and commercial at 600 E. Main Street (#C-06-9 *approved*).
10. Request of the Paul Gayda to allow auto/motorcycle dealer in C-2 general business district at 1700 E. Main Street (#C-06-11, *approved*).
11. Request of Thomas I Shields to allow mini-warehouses in C-2 general business district at 501 N. Poplar Avenue (#C-06-12, *approved with limitations*).
12. Request of Unitarian Fellowship of Waynesboro Trustees for a reduction in required off-street parking spaces for a proposed expansion of sanctuary at 565 Pine Avenue (#C-06-13, *approved*).

PRELIMINARY SUBDIVISION PLATS 2006

1. Request of William Ledbetter, Roudabush, Gale and Associates, acting on behalf of LCG, LLC, 65-lot townhouse subdivision, Hopeman Parkway (#S-05-9, *approved*).
2. Request of Bohler Engineering for Collett Properties Inc., 12-lot commercial subdivision, Shenandoah Village Drive (Waynesboro Town Center) (#S-06-3, *approved*).

3. Request of John McNair Associates, 12 townhouse lots, corner of 4th and Winchester (Burns Subdivision) (*#S-06-4, approved*).

REZONING APPLICATIONS 2006

None

ZONING AND OTHER ORDINANCE AMENDMENTS 2006

1. Subdivision Ordinance revisions recommended to City Council for approval by the Commission on April 18, 2006; approved by Council 5-8-06.
2. Floodplain Ordinance amendments recommended to Council for approval by the Commission on September 19, 2006; approved by Council 10-10-06.
3. Planned Unit Development Ordinance amendments recommended to Council for approval by the Commission on October 3, 2006; approved by Council 12-11-06.

PLANNING COMMISSION GOALS 2007

1. COMPREHENSIVE PLAN REVISION

A major duty of the Planning Commission during the 2007 year will be to finalize its recommendation to City Council on the new Comprehensive Plan, including specifically a Land Use Plan and Historic Preservation Plan.

2. ZONING MAP AND ZONING ORDINANCE

It can be assumed that the Comprehensive Plan will call for revisions to the City's Zoning Ordinance and zoning map. Specific items that have been discussed:

- Corridor Overlay District Design Guidelines
- Complete Revision of Chapter 98 Zoning Ordinance

3. INCREASE CITIZEN PARTICIPATION

The Commission will strive to foster more citizen participation in the planning processes of the City.

4. AD HOC ZONING AND/OR SUBDIVISION CODE AMENDMENTS

As in the past, the Commission will stand ready to hear and at times initiate ad hoc zoning and/or subdivision code amendments it may deem necessary to improve the process or correct inequities in the text of the Zoning Code.

5. PROFESSIONAL TRAINING

Commissioners will urge new members to complete training as Certified Virginia Planning Commissioners and maintain their professional expertise through opportunities offered by the Virginia Chapter of the American Planning Association, the Virginia Citizens Planning Association, and other appropriate agencies, as well as through regular reading and collective discussion of relevant current planning trends found in planning literature.

In addition, the Commission has expressed an interest to create opportunities for in-house training and enrichment through presentations as may be conducted by the City staff and others.

6. COOPERATION

The Commission will willingly accept referrals it receives from City Council or city management and give its best judgment on all such matters. It will work to encourage and interact with the planning staff, citizens, other agencies, and public/private partnerships in achieving the best results in public planning in an ongoing best effort to protect the quality of life, promote the economic viability, and preserve the environmental and historic assets of Waynesboro.

APPLICATIONS FOR CONDITIONAL USE PERMITS 2006

File Reference	Applicant	Request	Location	Staff Recommendation	Commission Recommendation	Council Action
C-06-2	Cullen	Auto body shop in C-2 zone	275 N. Commerce	Approval	Approval	Approved 4-10-06
C-06-3	Sheetz	Gas station/store in C-2 corridor overlay zone	2156 W. Main St.	Approval	Approval	Approved 5-8-06
C-06-4	Foster	Auto sales/service in C-2	100 Apple Tree Ln.	Denial	Denial	Approved 5-22-06
C-06-5	Coffey	Manufactured home in C-2 zone	216 N. Commerce	Approval	Approval	Approved 5-8-06
C-06-6	Collett Properties	Reduction in parking requirements for future Waynesboro Town Center	Shenandoah Village Dr.	Approval	Approval	Approved 5-8-06
C-05-7	Meadows/ Gochenour	Grading, fill, development in Floodplain	481 Industry Rd.	Denial	Denial	Denied 5-22-06
C-06-7	NTelos	Telecommunications stealth tower	617 S. Linden Ave.	Approval	Approval	Approved 6-12-06
C-06-8	VCSB	Mixed residential/commercial use in C-2 zone	600 E. Main St.	Approval	Approval	Approved 7-10-06
C-06-9	VCSB	Reduction of required off-street parking	600 E. Main St.	Approval	Approval	Approved 7-10-06
C-06-11	Gayda	Auto/motorcycle dealer in C-2 corridor overlay zone	1700 E. Main St.	Approval	Approval	Approved 9-11-06
C-06-12	Shields	Mini-warehouses in C-2 zone	501 N. Poplar Ave.	Approval	Approval	Approved 10-23-06
C-06-13	Unitarian Fellowship	Reduction of required off-street parking	565 Pine Ave.	Approval	Approval	Approved 11-13-06

PRELIMINARY PLATS 2006

File Reference	Applicant	Subdivision Name/ # of Lots	Location	Staff Recommendation	Commission Recommendation	Council Action
S-05-9	William Ledbetter	"Guilford Station"	Hopeman Parkway	Approval	Approval	Approved 1-23-06
S-06-3	Collett Properties	"Waynesboro Town Center", 12 commercial lots	Shenandoah Village Dr.	Approval	Approval	Approved 5-16-06
S-06-4	McNair & Associates	"Burns Subdivision" 12 townhouse lots	4 th & Winchester	Approval	Approval	Approved 10-23-06

APPENDIX A

Sec. 2-41. Volunteer advisor term limits.

- (a) Except as otherwise further limited by provision of state code or city charter, or where explicitly required by state law or city charter to the contrary, no individual appointed by city council to a volunteer advisory board, commission, authority, or agency shall be eligible to serve on such body for more than two consecutive four-year terms in addition to less than one-half of a complete term in the instances when an individual has been appointed to fill a vacant portion of a term (the portion filled to run as of the date of said appointment).
- (b) Consecutive full terms completed or in progress at the effective date of this section shall each be deemed as single terms (for the purpose of determining whether or not an appointee has completed one-half or more of a term), whether or not their length under previous code or other provisions were four years, more, or less.

(Ord. No. 2000-7, 2-14-00)

**ARTICLE X. PLANNING
COMMISSION***

***Charter reference(s)**--Comprehensive plan authorized, approval and recordation of subdivision plats, § 5(7); zoning commission, § 6(6); city plan, advisory city planning commission, § 66.
Cross reference(s)--Subdivisions, ch. 74; zoning, ch. 98.

Sec. 2-341. Composition; appointment of members.

The number of members of the city planning commission shall be seven, all of whom shall be appointed by the council, one of whom shall be a member of the council, and the remaining members shall be qualified voters of the city.

(Code 1964, § 2-101)

Sec. 2-342. Appointment and term of members.

The terms of office of the members, other than the member of the council shall be four years. On or before September 1, 2000, the appointment to fill the vacancy expiring on August 31, 2000, shall be made for a term of four years, beginning September 1, 2000, to expire August 31, 2004. On or before September 1, 2001, the appointments to fill the vacancies expiring on August 31, 2001, shall be made for a term of four years, beginning September 1, 2001, to expire August 31, 2005. On or before September 1, 2002, the appointment to fill the vacancy expiring on August 31, 2002, shall be made for a term of four years, beginning September 1, 2002, to expire August 31, 2006. On or before September 1, 2003, the appointment to fill the vacancy expiring on August 31, 2002, shall be made for terms of four years, beginning September 1, 2003, to expire August 31, 2007. Thereafter, all terms shall run for four years beginning on the September 1st which is the effective date of appointment. Vacancies occurring on the commission shall be filled by council for the unexpired portion of the term.

(Code 1964, § 2-102; Ord. No. 2000-7, § 11, 2-14-00)

Sec. 2-343. Removal of members.

Any member, other than the member of the council, may be removed for inefficiency, neglect of duty or malfeasance in office.
(Code 1964, § 2-103)

Sec. 2-344. Vacancies.

Any vacancy occurring in the membership of the city planning commission shall be filled by the council for the unexpired term as provided in section 2-341.
(Code 1964, § 2-104)

Sec. 2-345. Officers.

The members of the city planning commission, at the first meeting of such commission held after September 1 of each year, shall elect from the members, excluding the member of council, a chairman and a vice-chairman, who shall serve annual terms as chairman and vice-chairman, respectively, until their successors are duly elected and qualified.
(Code 1964, § 2-105)

Sec. 2-346. Meetings.

- (a) The regular meeting of the city planning commission shall be monthly at 7:00 p.m. on the Tuesday following the third Monday of each month, in the council chamber or in such other place and at such other time and date as may be designated by the chairman of the meeting, at least 12 hours prior to the proposed date, place, and time of such meeting and only after written notice to the members of the commission at least 12 hours prior to such meeting stating the purpose therein served personally or left at the usual place of business or residence of such member. However, meetings may be held without notice, provided all members of the city planning commission attend and consent to such meeting. Upon a majority vote of all members, the monthly meeting may be dispensed with or postponed. The city planning commission shall be automatically adjourned at 10:00 p.m. at each regular or called meeting, unless the meeting is continued upon the recorded affirmative vote of members present with not more than two members objecting to continuing the meeting.
 - (b) The city planner or other city administrative staff member designated by the city manager shall serve as the clerk of the city planning commission. The clerk or a designated substitute clerk from the city planning department shall attend all meetings of the city planning commission with the right to take part in the discussion but without the right to vote.
- (Code 1964, § 2-105.1; Ord. No. 2001-5, 2-12-01)