



Montgomery County Planning & GIS Services 2017 Annual Report

2018 Commission & Boards

Planning Commission

Chair:
Coy Allen

Vice-Chair:
Cindy Wells Disney

Secretary:
Trey Wolz

Members:
Robert Miller
Scott Kroll
Bryan Katz
William Foster
Bryan Rice
Chris Tuck (BOS Liaison)
Steve Fijalkowski (BOS Alt.)
Vacant

Board of Zoning Appeals

Chair:
Richard M. DiSalvo, Jr.

Vice-Chair:
Michael V. Reilly

Members:
C.P. "Chuck" Shorter
David Moore
Zach Milton
Robert Miller (alternate)

AFD Advisory Committee

Members:
John Garrett
Thomas A. Loffin
Gregory W. Miller
Richard J. Obiso, Jr.
Robert J. Styne
Harry Groot
Bryan Rice (PC Rep.)
Chris Tuck (BOS Rep.)
Vacant

The Planning Commission Annual Report showcases the work of the Commission, Board of Zoning Appeals, and the staff of Planning & GIS for 2016. This report meets the requirements in §15.2-2221 of the Code of Virginia, updating the Board of Supervisors on the operation of the Commission and the status of planning in Montgomery County. The Commission has accomplished significant tasks this year during the 14 meetings held between January and December. The coming meetings in 2018 will be full, as there is much to do related to the Zoning Ordinance, Subdivision Ordinance, Comprehensive Planning, and transportation.

2017 Planning Commission Major Projects

Ordinance Amendments

Signs – In June, the Planning Commission concluded their efforts to revise the sign ordinance. The Commission had been diligently working to ensure compliance with the *Reed v. Town of Gilbert* Supreme Court decision. The update process began in 2016 and involved many hours of trainings on the topic, writing and editing, and public outreach. The Board of Supervisors adopted the sign ordinance in July.

Clean Earth Fill – The Planning Commission concluded a several year process to update the fill ordinance to allow Clean Earth Fill sites subject to certain volume limits in several zoning districts. This will make it easier for contractors to obtain approval to have fill sites while ensuring compliance with zoning and stormwater regulations. The Board of Supervisors adopted the ordinance in August.

Subdivision - The Planning Commission and staff have continued to work with The Berkeley Group, LLC on an update to the Subdivision Ordinance. A Development Sub-Committee has been created of Commission members to review and study drafts. Staff is anticipating adoption of this new ordinance in 2018.

Montgomery Matters: Update to Comprehensive Plan

At a special joint meeting of the Planning Commission and Board of Supervisors, held in September, Planning staff unveiled the brand and logo of Montgomery Matters, the County's new Comprehensive Plan, and officially kicked off the update process. Since then, planning staff have held two public meetings in Prides Fork to gather feedback from citizens and put out several surveys using social media. Over 200 people have taken the surveys online and each meeting has attracted approximately 40 attendees.

Membership Update

It is with much sadness that we report Montgomery County lost a great man and public servant in 2017. Mr. Steve Howard served on the Montgomery County Planning Commission for a total of 11 years and the Board of Zoning Appeals for 4 years. During his service on the planning commission, Mr. Howard served as a liaison to the Public Service Authority. He was also an avid supporter of Parks and Recreation. Mr. Howard will be greatly missed by those who knew and loved him.

2017 Annual Report

In addition to major projects that staff work on throughout the year, Planning & GIS staff have diligently been working on everyday activities. In 2017, Planning Staff processed the following requests for zoning permits and subdivisions:

Staff Review/Approvals				
Application Type	No. Received	No. Approved	Deferred	Withdrawn
Predevelopment Permit	399	255	144	9
Major Subdivision	2	1	1	0
Minor Subdivision	24	17	6	1
Boundary Line Adjustment Plat	54	41	13	0
Family Subdivision Plat	4	4	0	0

Staff also processed the following applications for review by the Board of Zoning Appeals, Planning Commission and Board of Supervisors:

Board of Zoning Appeals, Planning Commission & Board of Supervisors			
Application Type	Number Processed	Number Approved	Number with Proffers or Conditions
Rezoning	5	3 (2 withdrawn)	2
Special Use Permit	1	1	1
Special Use Permit (BZA)	1	0 (1 withdrawn)	4
Variance/Appeal	1	0 (1 withdrawn)	0

Agriculture and Forestal Districts

AFD #6 Renewal - In October, the Board of Supervisors approved the renewal of AFD District #6 after a review by the AFD Committee and Planning Commission. While one property owner removed land from the district, another joined and increased the total size of AFD #6 to 1662.18 acres.

Out of Cycle Withdrawal - In April, the Board of Supervisors approved an out-of-cycle removal of 129 acres from AFD District #7. The request was made by the Virginia Tech Foundation to facilitate the Virginia Tech Transportation Institute's construction of additional research test tracks for the Smart Road.

Riner Fire Station 15.2-2232 Review

In December, the Planning Commission reviewed the proposed Riner Fire Station and future park space for consistency with the current Comprehensive Plan. The Commission recommended to the Board of Supervisors that they find the plan to be consistent with the Comprehensive Plan. This consistency review is required by State Code Section 15.2-2232 and requires review of proposed public facilities.

Fee Study

The County initiated a fee study to review current fees against those of other, similarly situated municipalities. Planning staff reached out to several different counties across the state for additional information. With this information, staff made a recommendation to marginally increase some fees to be in line with other agencies and also added a few new fees. In 2018 new fees will take effect based on this study.

2017 Annual Report

GIS AND MAPPING SERVICES

In addition to ongoing daily duties and continuing activities (assisting various departments/agencies, creating E911 addresses/road names, creating/updating various mapping layers to support County departments/agencies, maintaining the external iGIS website, providing maps, etc.) GIS staff has participated and assisted with several projects throughout the year such as: creating and enhancing public and private services, hotels and restaurant GIS data for the Regional Tourism map portal; creating maps associated with the proposed MVP pipeline; and providing data/mapping associated with rural additions program and safe routes to school grant and will soon be assisting with Census 2020. In addition to those projects, the following agencies/departments/citizens have received support or assistance from GIS Staff in 2017:

- Budget
- Commissioner of Revenue (Land Use Program)
- County Attorney (MVP)/Administration
- Economic Development
- Emergency Services & Fire Rescue
- Engineering & Regulatory Compliance (Stormwater)
- Metropolitan Planning Organization
- NRV911 Authority
- Parks & Recreation
- Regional Tourism
- Voter Registrar
- Virginia Game & Inland Fisheries
- Sheriff's Office & US Marshals Office

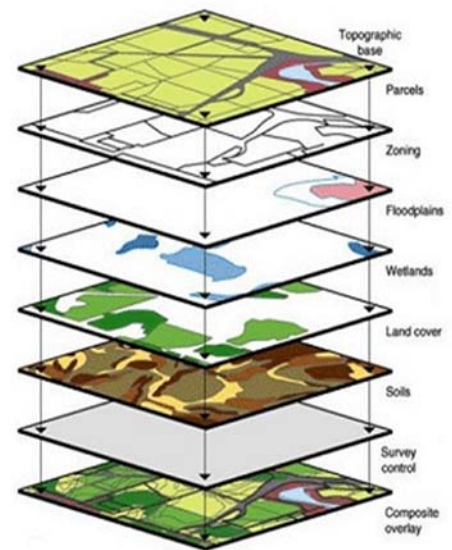
NRV REGIONAL EMERGENCY COMMUNICATIONS AUTHORITY

The GIS Manager provides primary support to the NRV Regional Emergency Communications Authority for GIS data verification, testing and maintenance of the E911 and physical address location databases and New World CAD/Mapping application, design and establish configuration/appearance of CAD/Mapping dispatch application, maintain specific E911, emergency response, and law enforcement GIS geospatial data/applications, assists with emergency management functions during disasters & emergencies, coordinates with Town and VT GIS managers to maintain consistent geospatial data, and extracts merged GIS geospatial data from NRV911 database for each of the Authorities jurisdictional partners.

LAND DEVELOPMENT OFFICE (LDO) SOFTWARE

LDO was further developed in 2016. Staff worked with Building Inspections, OVELA (iGIS application developer), XEROX (application developer), and County IT staff to integrate our Advanced Permitting & Inspections portal (APIX) with our Field Data Application for Code Enforcement/Compliance and Building Permitting and Inspections.

Upcoming: To prepare for the future, principal stakeholders plan to prepare and release a Request for Proposal (RFP) for the replacement of our 8 year old LDO application to achieve eGOV enhanced functionality, web orientation, and more end user citizen/business friendly approach for land development management. Staff will also be assisting with Census 2020.



2017 Annual Report

Staff Updates

Robert Pearsall Retires – After serving Montgomery County for 16 years, Bob Pearsall retired in May. Bob was instrumental in starting the GIS program for the County. Bob also served as the LDO Services Manager and was a wizard at the nuts and bolts of the program. His wisdom, expertise, and friendship is missed around the office and throughout the Government Center.

Michael Sutherland Promoted – Michael Sutherland was promoted to GIS/LDO Services Manager after 27 years as our GIS Analyst. Michael still works at the NRV 911 Authority several hours a week to ensure databases and software are running properly.

Catherine Clifton Receives Certifications – Catherine Clifton received two certifications in 2017. She obtained her Planning Commission certification from the Land Use Education Program (LUEP) in August. Additionally, she passed the Virginia Association of Zoning Officials (VAZO) exam to become a Certified Zoning Official (CZO).

New Staff Members:

Leann Smith, Program Assistant – Leann joined our department in September after many years at Sunshine Tours in Dublin, VA. She brings her organizational skills, humor, and friendly demeanor to the team.

Ingrid Mans, GIS Analyst – Ingrid joined our department in August to serve as the new GIS Analyst after Michael was promoted. Previously at Virginia Tech, Ingrid has experience not only in GIS, but also floodplain administration.

Ongoing Training:

In the spring, Bill Foster, Scott Kroll, Bob Miller, and staff attended the Planning Commissioner's Training Dinner sponsored by the NRVRC. Staff members Brea Hopkins and Emily Gibson attended a seminar on sign ordinance updates. In the summer, Bob Miller attended LUEP's annual Legal Seminar. Dari Jenkins attended the VAZO conference in Roanoke and a floodplain program training. Emily, Catherine, and Brea were able to attend the APA Virginia annual conference, which was held in Roanoke this year.

Term Updates:

Bill Foster, Bryan Katz, Bryan Rice, Scott Kroll, and Cindy Disney were all reappointed in 2017.

PLANNING & GIS SERVICES STAFF

Emily J. Gibson Planning Director gibsonej@montgomerycountyva.gov	Catherine G. Clifton Planning Technician garnerjc@montgomerycountyva.gov	Michael Sutherland GIS/LDO Services Manager sutherlandmk@montgomerycountyva.gov
Dari Jenkins Planning & Zoning Administrator jenkinsds@montgomerycountyva.gov	Leann Smith Program Assistant smithls@montgomerycountyva.gov	Ingrid Mans GIS Analyst mansij@montgomerycountyva.gov
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