



# **MONTGOMERY COUNTY, VIRGINIA**

## **Planning & GIS Services 2021 Annual Report**

### **Department of Planning and GIS Services**

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*This Annual Report showcases the work of the Planning Commission, Board of Zoning Appeals, and the staff of the Planning & GIS Services office for 2021 and 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.*



2021 was another busy year for the Board of Zoning Appeals, Planning Commission, and staff of Planning and GIS Services. The year saw several staff transitions, the welcoming of new members to the Planning Commission, and a robust number of planning and zoning related applications. The Commission and staff continued to navigate the unique challenge of providing services during the pandemic, all while processing a record number of permits, plats, site plan reviews, and other requests from our citizens. The year also saw many instances of our staff providing assistance to other County departments and agencies on a wide-array of projects and initiatives, including volunteering at the COVID-19 Vaccination Call Center. This annual report details the hard work of the Commission and staff throughout the past year. We hope you'll join us in celebrating all their hard work and dedication.

## Snapshot of 2021 Planning Commission Activities



## Planning Commission Transitions

As referenced in the snapshot above, the Planning Commission certainly remained busy throughout 2021. We were fortunate to have the wise counsel and leadership of Chair Bill Foster, Vice-Chair Trey Wolz, and Secretary Adam Workman. All three completed their leadership terms at the end of 2021, and we greatly appreciate their service to the Commission. We look forward to continuing to work with them in their new roles in the coming year.

Three members of the Commission completed their terms of service in 2021. We would like to thank Commissioner Will Bulloss (3 years of service), Commissioner Bryan Katz (9 years of service) and Commissioner Scott Kroll (8 years of service) for their dedicated service to the citizens of Montgomery County.

In the closing months of 2021, the Board of Supervisors appointed three new Commissioners to fill vacancies. We are glad to welcome Dale Hackney, Lonnie Linkous, and Andrea Sharpe-Robinson to the Commission and look forward to working with them in 2022.

## Montgomery Matters - Long Range Planning

Staff continues to work on the updates to the Prices Fork and Riner Village Plans with the assistance of staff from the New River Valley Regional Commission. Work in 2021 focused on developing detailed land use guides and graphics for the Village Plans. These illustrated guides will provide a quick reference for applicants and developers and will aid staff and the Planning Commission in the review of development requests within the Village areas.

In response to the ongoing restrictions posed by the pandemic, staff also worked with the Regional Commission to develop an online public engagement tool to share findings and

solicit feedback from citizens on the Village Plans and later Comprehensive Planning efforts. We hope to launch the public engagement site in the first quarter of 2022 and look forward to approval of the Village plans later in the year.



## GIS Services Highlights

Our GIS Team was busy in 2021 building upon last year's successful launch of MyGIS OneView. The implementation of the new GIS portal has provided our citizens a more user-friendly experience and allowed Michael and Ingrid improved tools to assist County departments and agencies on a number of projects.

The GIS Staff provided support to the County's Economic Development team on mapping and data needs for the VATI Broadband Grant applications and other broadband needs throughout the year. We were glad to be part of the team which led to the County's successful application for VATI 2022! Staff also assisted the Voter Registrar's office with voting precinct mapping and continues to work with the New River Valley Emergency Communications Regional Authority to support the launch of NextGen911. The upcoming reassessment has also been a collaborative effort between the GIS Team and the Commissioner of Revenue, and will continue into 2022.

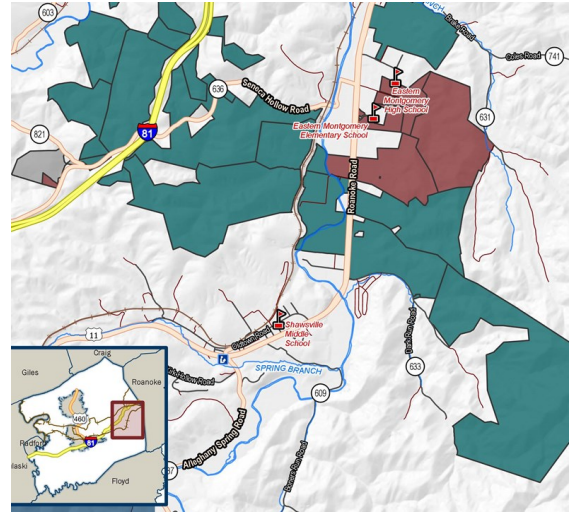
Additional projects undertaken by the GIS team in 2021 included:

- ◆ Preparation of redistricting data, population maps, and voting district and precinct information from the 2020 Census data
- ◆ Creation of a GIS Portal for AFS renewals
- ◆ Obtaining 2021 Aerial Pictometry
- ◆ Support for Call Mapping for Emergency Services
- ◆ Upgraded GIS Enterprise to increase product capabilities and enhance security
- ◆ Daily support to citizens, surveyors, and developers on mapping and spatial data needs

## Planning Highlights

In addition to processing a steady stream of applications, plats, and permits, the Planning Staff remained busy throughout 2021 on a number of long range projects. Chief among these was the continued implementation of the permit management software first adopted in 2020. The new application has streamlined many processes in the department and with both the Building and Inspections Team and Environmental Services. We look forward to finalizing the software implementation in 2022 and introducing new features for our citizens.

Our staff was also busy in 2021 performing an audit and overhaul of our applications and forms, to ensure the best experience for our citizens and members of the development community. We continue to utilize electronic signatures and other convenient tools to better serve the public in modern ways. Our team also worked on the annual renewal of Agricultural



& Forestal Districts in 2021, coordinating renewals and changes to AFD Districts 7 and 9. Our efforts were greatly improved by the new AFD portal created by our GIS Staff.

Staff continued to work on the update to the County Transportation Plan, holding the first public engagement event in November. Work will continue on the Transportation Plan and other long-range planning initiatives in 2022.

## Staff Transitions



In January, the Planning and GIS Services team bid a fond farewell to Dari Jenkins, who served as Zoning Administrator for 13 years, as she entered retirement. Brea Hopkins was appointed Planning & Zoning Administrator after 20 years of service to the Department.

In December, Planning and GIS Services Director Emily Gibson announced that she would leave her position in January 2022, after 7 years of service.



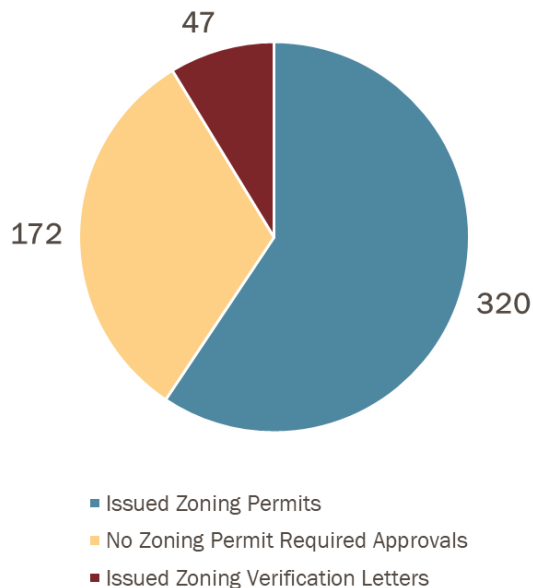
County Administrator Craig Meadows announced that Brea Hopkins was appointed Interim Director, effective January 5. Plans for a search for the next Director of Planning and GIS Services will be announced in early 2022.

Please join us in thanking both Dari and Emily for their service to the citizens of Montgomery County! We wish them both the best of luck in the next chapter of their lives.

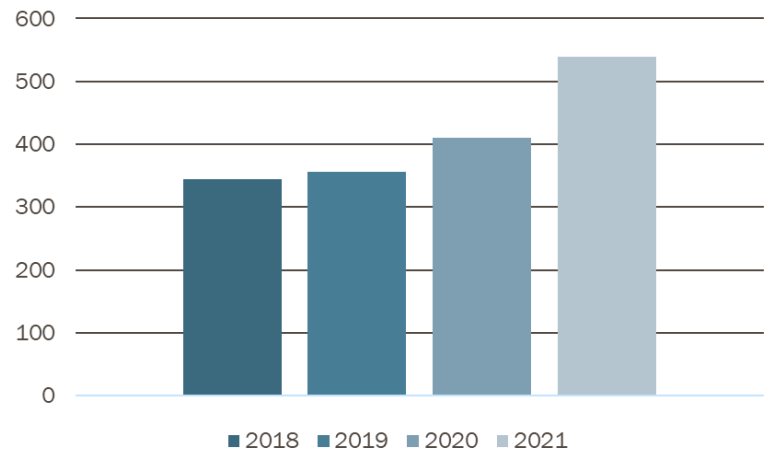
## Service Delivery

Continuing a yearly trend, our Planning and Zoning staff was busy in 2021 processing an even larger volume of applications. Of the total number of zoning applications processed, Zoning Permits continue to be the largest segment of requests received. Our staff coordinates with a number of other County departments and outside agencies to process these applications. Our processing time on most applications remains consistent at 2-3 business days.

### Zoning Applications- 539

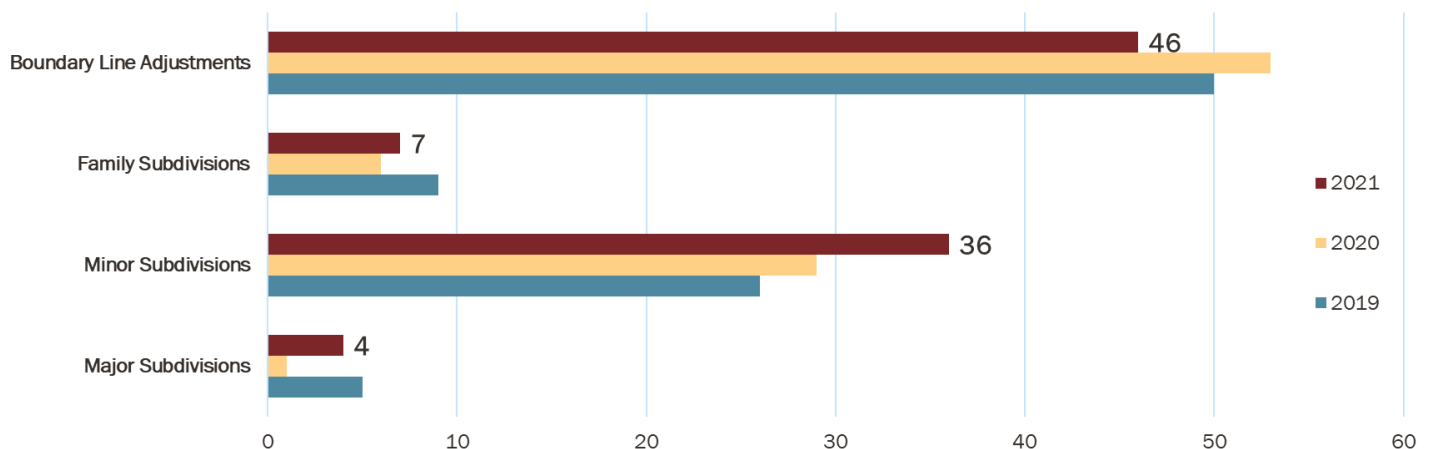


### Zoning Applications by Year



Our Planning staff continues to process nearly 100 survey plats each year, with an average of 3-4 business days from submission to transmission of review comments. Our staff also coordinates the review of plats by several County departments and outside agencies, including new requirements implemented by the Board of Supervisors concerning stormwater and erosion and sediment control. Staff also responds daily to inquiries from citizens, surveyors, and engineers on subdivision related inquiries.

### Plat Review - 93





## Board of Zoning Appeals Update

The Board of Zoning Appeals held two meetings in 2021 to consider two Special Use Permit applications. Both requests were approved by the BZA.

The Board of Zoning Appeals also saw the end of the tenure of Mr. David Moore, who completed his third term of service in 2021. Mr. Moore served for 15 years as a member of the BZA. Please join us in thanking him for his service.

The Board of Supervisors is currently interviewing candidates for the vacancy.

## Certifications and Trainings

Join us in congratulating the following Planning Commission and staff members on their certifications and professional appointments obtained in 2021:

### **Brea Hopkins**

Reappointed as Education Committee Chair for the Virginia Association of Zoning Officials

### **Ingrid Mans**

Appointed Secretary of the Virginia Floodplain Managers Association (2 year term)

### **Justin D. Sanders**

Recertified as a Certified Zoning Official by the Virginia Association of Zoning Officials

### **Commissioner Andrea Sharpe-Robinson**

Graduate of the 104th Certified Planning Commission Training Program

### **Kimberley Wright**

Recertified as a Certified Zoning Official by the Virginia Association of Zoning Officials

### **Our staff also attended other various training opportunities in 2021, including:**

- ♦ Engaging Local Government Leaders Annual Conference
- ♦ Virginia Association of Zoning Officials State Conference
- ♦ American Planning Association—Virginia Chapter Annual Conference
- ♦ American Planning Association Webinar Training Series
- ♦ Rural Planning Caucus Conference
- ♦ Virginia Floodplain Managers Association Conference
- ♦ Association of State Floodplain Managers National Conference
- ♦ ESRI User Conference



## Planning and GIS Services Staff



BREA HOPKINS, INTERIM PLANNING DIRECTOR |  
PLANNING AND ZONING ADMINISTRATOR



JUSTIN D. SANDERS, DEVELOPMENT PLANNER



INGRID MANS, GIS ANALYST



MICHAEL SUTHERLAND, GIS MANAGER



LEANN NESTER, ADMINISTRATIVE ASSISTANT



KIMBERLEY WRIGHT, PLANNING COORDINATOR

## 2022 Planning Commission Members

Chair: Adam Workman | Vice-Chair: Bryan Rice | Secretary: Coy Allen | BOS Liaison Sara Bohn |  
BOS Alternate Todd King | William Foster | Dale Hackney | Lonnie Linkous | Robert Miller |  
Andrea Sharpe-Robinson | Trey Wolz

## 2022 Board of Zoning Appeals Members

Chair: Michael V. Reilly | Vice-Chair: Vacant  
Richard M. DiSalvo, Jr. | Zach Milton | C.P. "Chuck" Shorter | Robert Miller (alternate)

## 2022 Agricultural and Forestal District Advisory Committee Members

Harry Groot | Thomas A. Loflin | Gregory W. Miller | Curtis J. Sink |  
Bryan Rice (PC Representative) | Sherri Blevins (BOS Rep) | 2 Vacancies