

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 3/24/15 (Regular meeting) **CUT OFF DATE:** 03/18/15

RESOLUTION **ORDINANCE** **PUBLIC HEARING**

ITEM TITLE: 2014 Annual Report- Planning Department and Zoning & Inspections Department

STAFF RECOMMENDATION: N/A

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: N/A

INSURANCE: N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Zoning & Inspections	<u>Am6</u>	<u> </u>	<u>3/18/15</u>
2. City Attorney	<u>[Signature]</u>	<u> </u>	<u>3/18/2015</u>
3. City Manager	<u>[Signature]</u>	<u> </u>	<u>19 Mar 2015</u>
4. Clerk of Council	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>

Initiating Department Director's Signature: [Signature] 3/18/15
(Planning Dept)



APPROVED FORM:
[Signature]
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Tim Youmans, Planning Director
Date: March 18, 2015
Re: 2014 Annual Report- Planning Department and Zoning & Inspections Department

THE ISSUE:

Per Section 19-20(5) of the City Code requires that the Planning Commission make an annual report to City Council. The 2014 annual report for the Planning Department and Zoning & Inspections Department includes statistical reports for the Planning Commission, Board of Zoning Appeals, and Board of Architectural Review.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 3: Develop a High Performing Organization.

BACKGROUND:

See attached annual report.

BUDGET IMPACT:

N/A

OPTIONS:

N/A

RECOMMENDATIONS:

N/A

2014 ANNUAL REPORT

PLANNING DEPARTMENT AND ZONING & INSPECTIONS DEPARTMENT

Including Statistical Reports for:

- Planning Commission
- Board of Zoning Appeals
- Board of Architectural Review



Boards and Commissions

PLANNING COMMISSION:

In addition to a number of work sessions, the Planning Commission held 12 regular meetings during 2014 and considered the items that are listed in the tables below:

SITE PLANS	2010	2011	2012	2013	2014
Carry from previous year	22	9	6	7	0
Applications	31	35	30	33	52
Approvals	31	37	28	40	41
Denials	0	0	0	0	0
Withdrawn	13	1	1	0	1
Carry to subsequent year	9	6	7	0	10

MAJOR SUBDIVISIONS	2010	2011	2012	2013	2014
Carry from previous year	2	3	0	0	0
Applications	1	0	0	0	1
Approvals	0	2	0	0	1
Denials	0	0	0	0	0
Withdrawn	0	1	0	0	0
Carry to subsequent year	3	0	0	0	0

MINOR SUBDIVISIONS	2010	2011	2012	2013	2014
Carry from previous year	13	3	2	2	0
Applications	8	20	9	11	20
Approvals	5	21	9	13	13
Denials	0	0	0	0	0
Withdrawn	1	0	0	0	0
Carry to subsequent year	3	2	2	0	7

REZONINGS	2010	2011	2012	2013	2014
Carry from previous year	0	2	1	2	0
Applications	5	5	3	9	9
Approvals	3	6	2	8	4
Denials	0	0	0	1	0
Withdrawn	0	0	0	2	0
Carry to subsequent year	2	1	2	0	5

MEMBERS OF THE COMMISSION

William Wiley - Chairman
 Stephen Slaughter, Jr. - Vice Chairman
 Jennifer Beatley (until 8/14)
 Mark Loring
 Kevin McKannan
 Martha Shickle
 J. David Smith
 Kelly Wolfe (from 11/14)
 John Tagnesi, Advisory Member/Council
 Dale Iman, City Manager (until 5/14)
 Eden Freeman, City Manager (from 7/14)

STAFF

Timothy Youmans, Planning Director
 Aaron Grisdale, Director of Zoning & Inspections
 Will Moore, Planner II (until 6/14)
 Josh Crump, Planner I (from 8/14)
 Catherine Clayton, Secretary



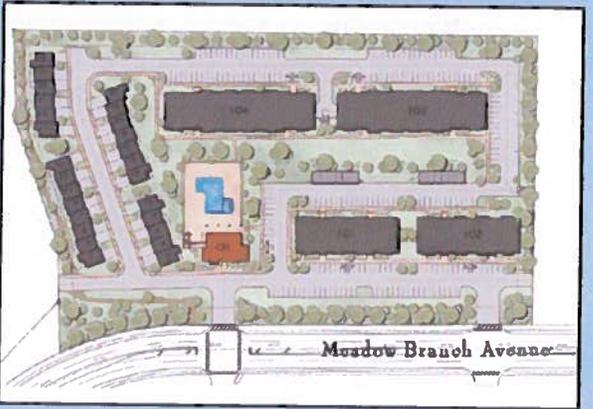
CONDITIONAL USES	2010	2011	2012	2013	2014
Carry from previous year	8	2	3	4	3
Applications	12	15	16	14	19
Approvals	9	12	13	13	12
Denials	0	0	2	0	0
Withdrawn	0	2	0	2	2
Carry to subsequent year	2	3	4	3	5



TEXT AMENDMENTS	2010	2011	2012	2013	2014
Carry from previous year	5	4	1	1	1
Applications	14	8	3	6	11
Approvals	9	9	3	5	7
Denials	0	1	0	0	0
Withdrawn	1	1	0	0	0
Carry to subsequent year	4	1	1	1	4



STREET VACATIONS	2010	2011	2012	2013	2014
Carry from previous year	0	0	0	1	0
Applications	1	2	9	0	2
Approvals	0	0	5	1	2
Denials	0	1	2	0	0
Withdrawn	1	1	1	0	0
Carry to subsequent year	0	0	1	0	0



CORRIDOR ENHANCEMENT CERTIFICATES	2010	2011	2012	2013	2014
Carry from previous year	0	0	0	1	0
Applications	18	29	38	31	33
Approvals	18	29	37	32	28
Denials	0	0	0	0	0
Withdrawn	0	0	0	0	1
Carry to subsequent year	0	0	1	0	4



BOARD OF ZONING APPEALS:

The Board of Zoning Appeals held 8 regularly scheduled meetings during 2014 and considered the items that are listed in the tables below:

MEMBERS OF THE BOARD

- Jack M. Phillips – Chairman (until 07/14)
- Brandon Pifer - Chairman
- Robbie Marchant
- Phillip Lewis
- Richard Ridgell (until 08/14)
- Donald Crawford
- Cheryl Anderson – Alternate (from 09/14)

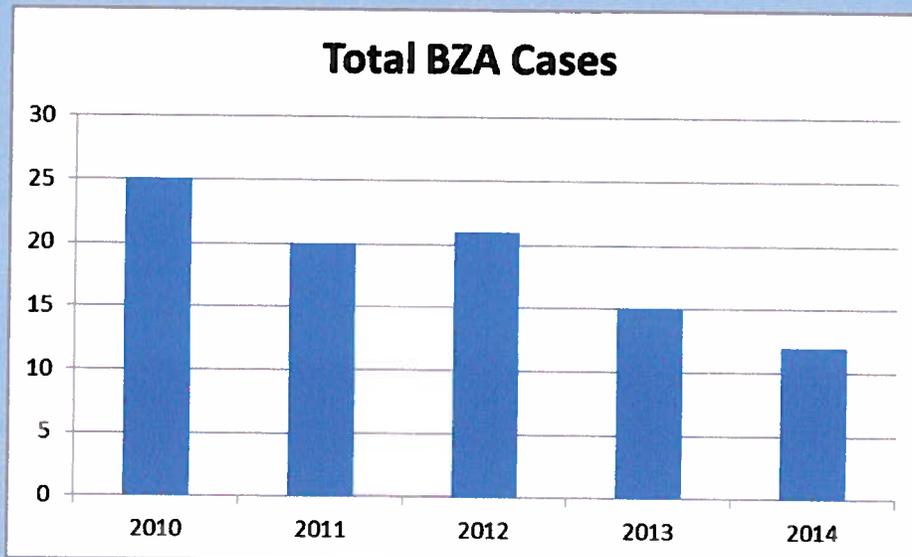
STAFF

- Aaron M. Grisdale, Director of Zoning and Inspections
- Catherine Clayton, Secretary

VARIANCES/APPEAL	2010	2011	2012	2013	2014
Carry from previous year	4	1	0	2	1
Approvals	14	15	18	9	10
Denials	6	1	2	0	0
Withdrawn	0	3	0	2	1
Carry to subsequent year	1	0	1	2	0

INTERPRETATIONS	2010	2011	2012	2013	2014
Carry from previous year	0	0	0	0	0
Approvals	0	0	0	0	0
Denials	0	0	0	0	0
Withdrawn	0	0	0	0	0
Carry to subsequent year	0	0	0	0	0

SPECIAL USE PERMITS	2010	2011	2012	2013	2014
Approvals	0	0	0	0	0
Denials	0	0	0	0	0



BOARD OF ARCHITECTURAL REVIEW:

The Board of Architectural Review held 23 regularly scheduled semi-monthly meetings during 2014 and considered the items that are listed in the tables below:

BAR Certificate of Appropriateness	2014
Carry over from previous year	2
Applications	102
Board of Architecture Approvals	41
Administrative Approvals	54
Denials	4
Withdrawn	0
Tabled	1
Carry to subsequent year	4

EXTERIOR CHANGES	2010	2011	2012	2013	2014
Approvals	32	43	48	63	61
Denials	1	0	0	1	4
Withdrawn	3	1	1	0	0

SIGNS	2010	2011	2012	2013	2014
Approvals	12	26	13	40	31
Denials	0	0	0	0	0
Withdrawn	0	0	1	0	0

NEW CONSTRUCTION	2010	2011	2012	2013	2014
Approvals	2	3	0	5	3
Denials	0	0	0	0	0
Withdrawn	0	0	0	0	0

DEMOLITIONS	2010	2011	2012	2013	2014
Approvals	3	4	0	1	0
Denials	0	0	1	0	0
Withdrawn	0	0	1	0	0

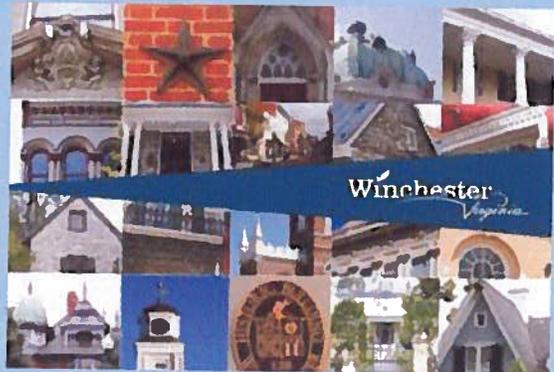
HISTORIC PLAQUES	2010	2011	2012	2013	2014
Approvals	7	1	1	1	0
Denials	0	0	0	1	0

MEMBERS OF THE BOARD

Tom Rockwood, Chairman
 Tim Bandyke, Vice-Chairman
 Patricia Jackson
 Peter Serafin
 Kevin Walker
 Beth Elgin (from 9/14)

STAFF

Aaron M. Grisdale, Director of Zoning and Inspections
 Nasser Rahimzadeh, Deputy Director of Z&I (Left 10/2014)
 Josh Crump, Planner I (from 8/14)
 Carolyn Barrett, Part-Time Secretary



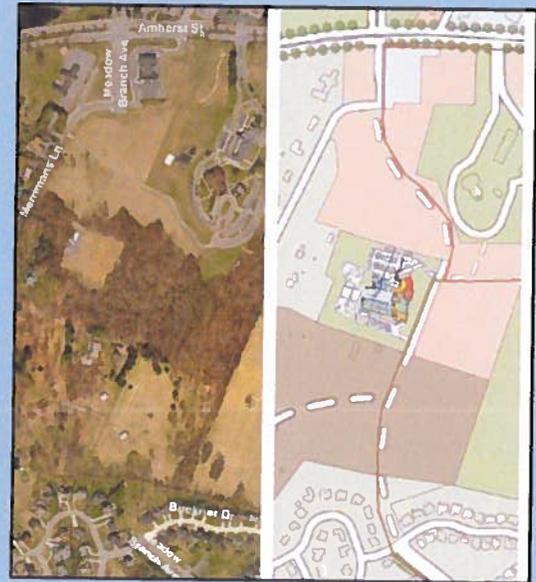
BAR APPEALS	2014
Denials Appealed to City Council	2
BAR Decision Reversed	1
BAR Decision Upheld	1*

*BAR decision was upheld but modified by City Council with certain conditions.

Planning

Long-Range Planning The Planning Department worked closely with the Planning Commission, City Council, other City staff, and private partners involved in the PPEA project to construct a replacement John Kerr Elementary School (JKES) on an extension of Meadow Branch Avenue in the western part of the City in 2014. An important first step in this effort was to amend the Comprehensive Plan which City Council had adopted in May of 2011.

The plan amendment reflected a revised vision for the portion of the City encompassing the future extension of Meadow Branch Avenue between Buckner Drive and Merrimans Lane near Amherst Street. It specifically called out the JKES public use and revised the vision for land development in the West Central Planning Area as contained in a Development Concept in Chapter 11 of the Plan document. The amended concept for the land south of Sacred Heart church opened the door for higher density residential use under a Planned Unit Development (PUD) approach advocating age-restricted development. The Planning Commission recommended the Plan amendment to City Council in June, 2014 and Council adopted the Plan amendment in July 2014.



Current Planning Development Review included numerous Site Plans, Conditional Use Permits, Rezoning, Major and Minor Subdivisions, Zoning Ordinance amendments, Street and Alley Vacations & Conveyances, Historic District reviews, and Corridor Enhancement reviews were processed in 2014. See charts on prior pages of this report for more detail on the volume of cases. Joshua Crump, Planner I, leads the development plan review effort for the City in addition to serving as staff liaison to the Board of Architectural Review and processing all street addressing. He began employment with the City in August of 2014 replacing Will Moore, Planner II who left in July to take the position of Planner in Middleburg, Virginia. A number of larger Development cases handled in 2014 related to the Meadow Branch Avenue corridor addressed in the 2014 Comprehensive Plan update. This included a Major Subdivision and two rezonings of the Ridgewood Orchard property (one approved and one pending) as well as a site plan for the JKES replacement school.

Transportation Planning In addition to City transportation projects such as the Millwood Avenue diversion project coordinated with Shenandoah University, City Planning also works closely with the Win-Fred Metropolitan Planning Organization (MPO) on sub-regional projects. Planning Director, Tim Youmans continues to serve as chairman of the MPO Technical Advisory Committee which includes representatives from Winchester, Frederick County, and Stephens City in addition to representatives from VDOT, VDPRT, and FHWA. The Northern Shenandoah Valley Regional Commission (NSVRC), of which the City is a member, administers the MPO. Studies this past year included completion of the Bike & Pedestrian Mobility Study, a Win-Tran (Transit) Performance Review, and a Commuter Research Study.

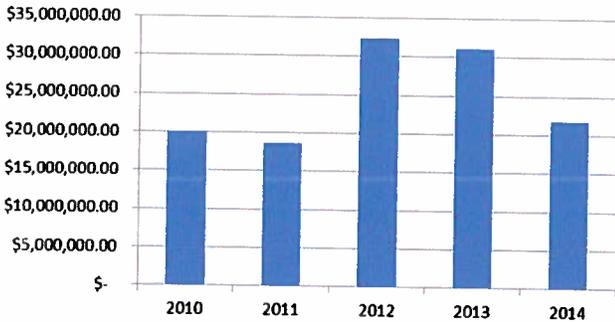
Historic Preservation City Planning administered a Certified Local Government (CLG) grant-funded effort to prepare a nomination for amending the existing National Register Historic District. Unlike the local Historic Winchester (HW) district where Certificates of Appropriateness are required either by the Board of Architectural Review or administratively from the Zoning Administrator, the national district allows property owners to secure state and national historic tax credits for work on contributing structures. In addition to updating the out-of-date 1976 Survey to distinguish contributing versus non-contributing resources, the amended nomination also changed the Period of Significance such that any structure older than 50 years old (1964 or earlier) would now qualify as historic. A separate CLG grant provided funding for two Civil War Trails markers in the City's historic District, including one on the Old Town Walking Mall describing the recently restored Taylor Hotel.

In 2014, the City was awarded funding to undertake a nomination for an expansion of the National Register Historic District that will commence in 2015. The expansion would be primarily to the west in areas already in the local HW District.

Zoning & Inspections

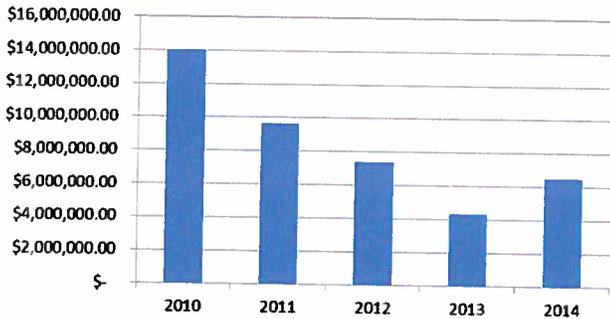
Below is a summary of the construction and business activity as it pertains to building permits and certificates of occupancy issued during the past five years. In 2014 the department saw a drop in the levels of commercial and non-residential activity and an increase to residential building permits. This can be attributed to a couple infill residential developments beginning as well as two of the final residential subdivisions building out the remaining lots.

Commercial/Non-Residential



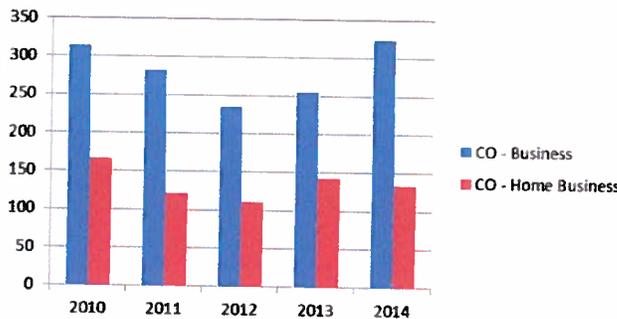
Shenandoah University – Health Sciences Building

Residential



New Multifamily Residential – Cedar Creek Grade

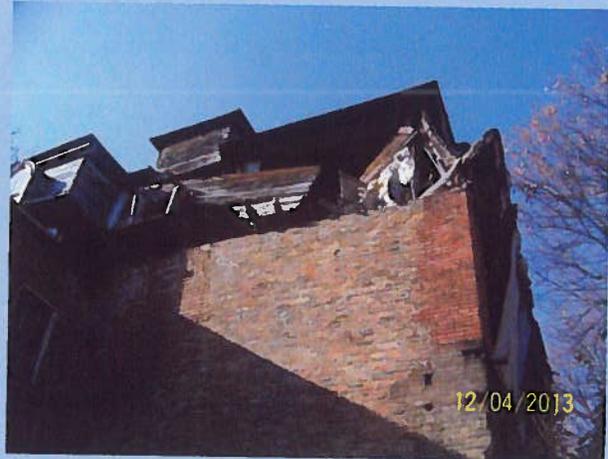
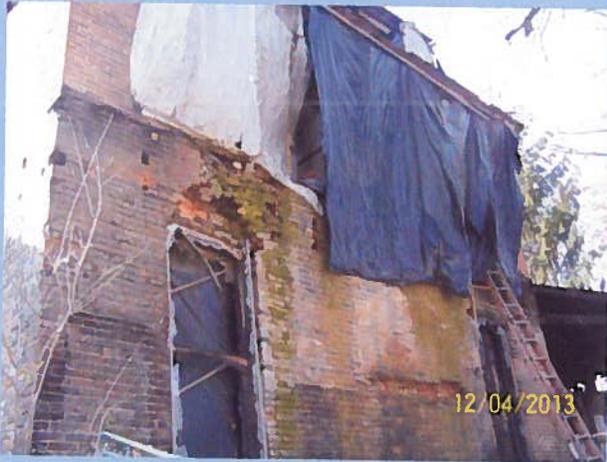
Certificates of Occupancy Issued



Zoning & Inspections

2014 saw resolution to the unsafe structural conditions at 414 South Braddock Street. Following a partial wall collapse on the north wall in March 2013, the property was then declared as unsafe by the Building Official. In July 2013, City Council formally declared the property a public nuisance and following numerous opportunities for the property owner to resolve the structural issues, the City hired a contractor to complete a partial demolition and stabilization of the remaining structure to eliminate the nuisance and unsafe conditions.

Structure Following Partial Wall Collapse



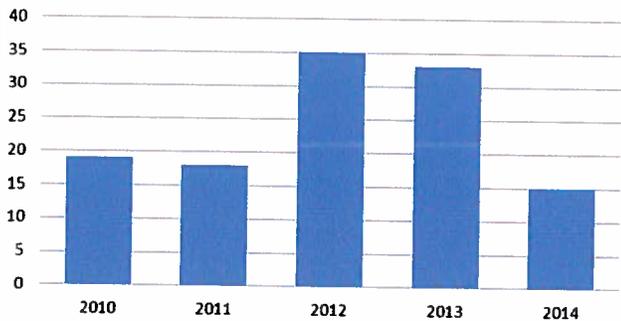
Structure Following Abatement of Nuisance and Unsafe Structural Conditions



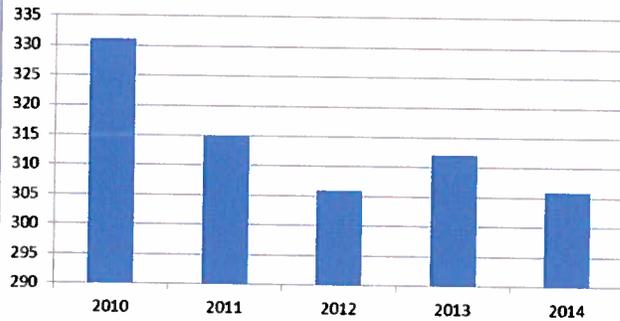
Zoning/Codes Enforcement Data

The following information is a representation of the types and volume of zoning and code enforcement case load for the past 5 years (through 2014). The largest numbers of cases that inspectors continue to address are nuisance cases (tall grass & trash/refuse), property maintenance cases, and rental housing inspections. In 2013, Zoning and Inspections staff assumed responsibility for enforcement of snow/ice removal on sidewalks. Code enforcement staff continues to assist the Department of Social Services with Housing Choice Voucher Program Inspections. During 2014, staff documented a substantial increase in the number of vacant properties throughout the City of Winchester.

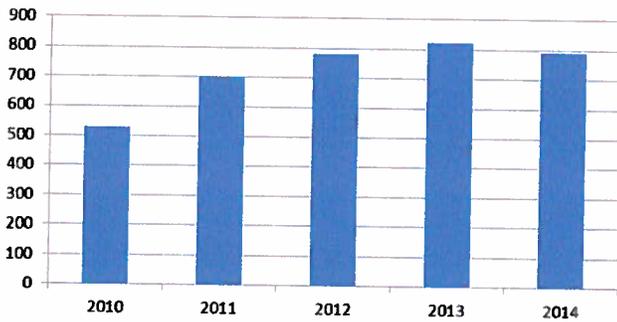
Graffiti



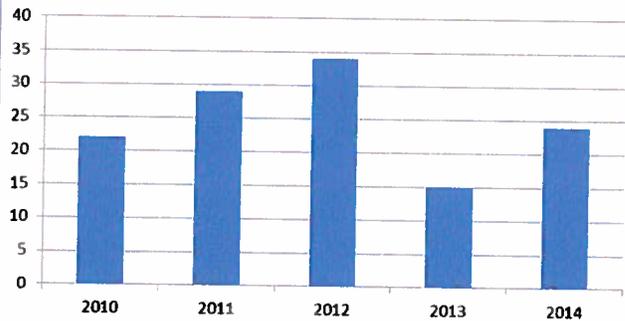
Housing Choice Voucher Inspections



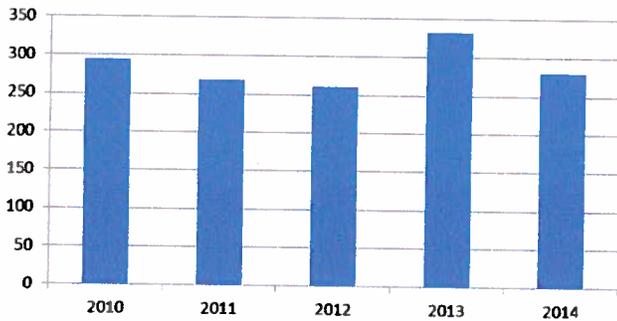
Nuisances



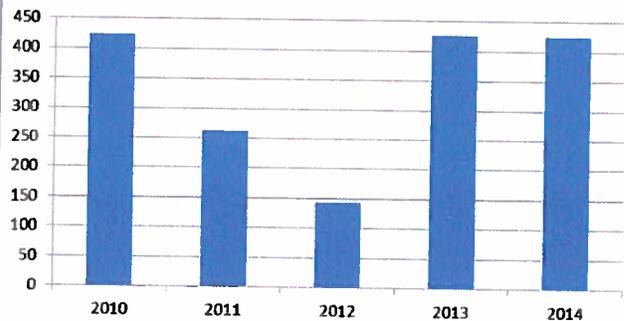
Residential Overcrowding



Property Maintenance



Rental Housing Ordinance



Zoning/Codes Enforcement Data

