

# Planning, Zoning & Inspections Annual Report 2011



The Planning Department and Zoning & Inspections Department are dedicated to administering the Zoning Ordinance, the Subdivision Ordinance, the adopted Comprehensive Plan, the Uniform Statewide Building Code, Property Maintenance Code regulations, and associated laws of the Commonwealth of Virginia and the City of Winchester, in a courteous, responsive, and professional manner, contributing to the overall sustainability, health, safety and well-being of the citizens.

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## Staff Projects / Highlights

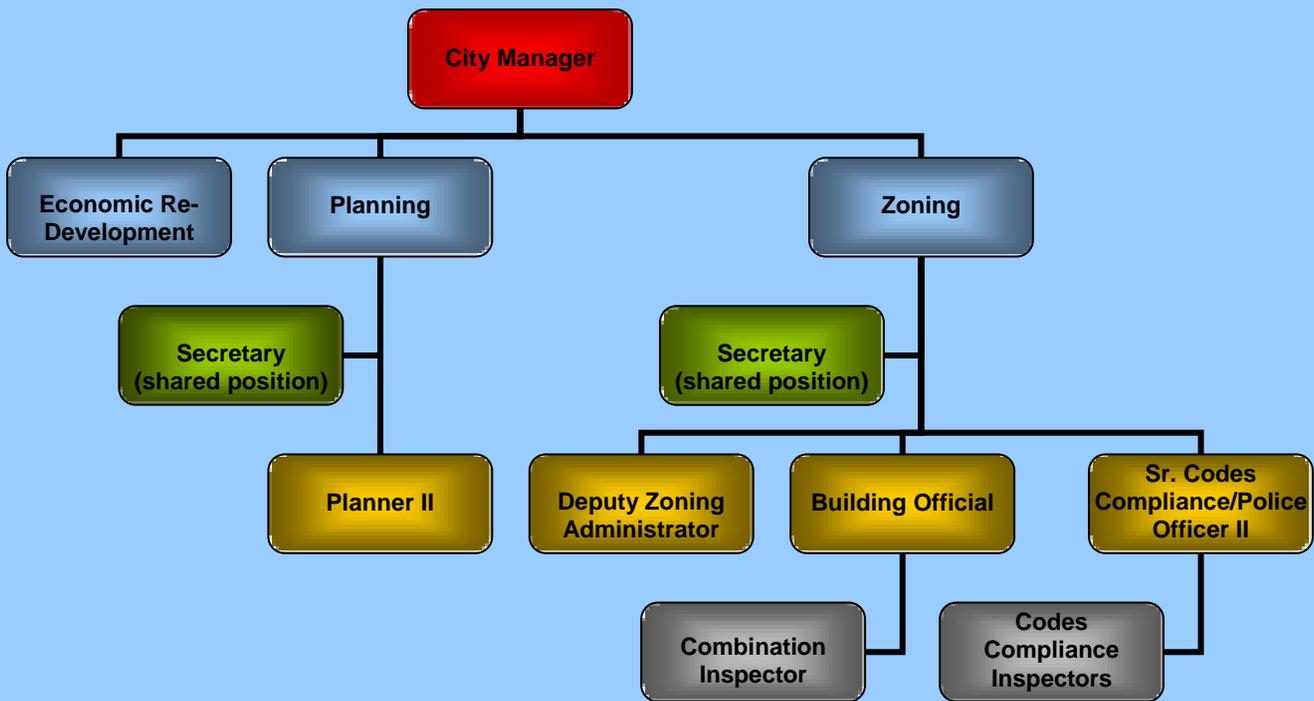
- The **Comprehensive Plan** has been updated and was adopted by City Council in May 2011.
- The Building Official's office has continued working closely with the **Winchester Medical Center** to oversee the completion of their major renovation and expansion project. Additionally, several other commercial projects have either been initiated or completed in 2011.
- The nationally-designated **Winchester Historic District** was completely surveyed and updated for preservation and resource purposes, due in large part to grant funding and financial assistance from PHW.
- The grant-funded effort of revising the Zoning Ordinance to include **Form-Based Code** provisions was completed and will be presented to Planning Commission and City Council in early 2012.
- Participation in the **Community Response Team (CRT)** has resolved many outstanding violations and yielded several thousands of dollars in previously lost revenue.

# Departmental Overviews

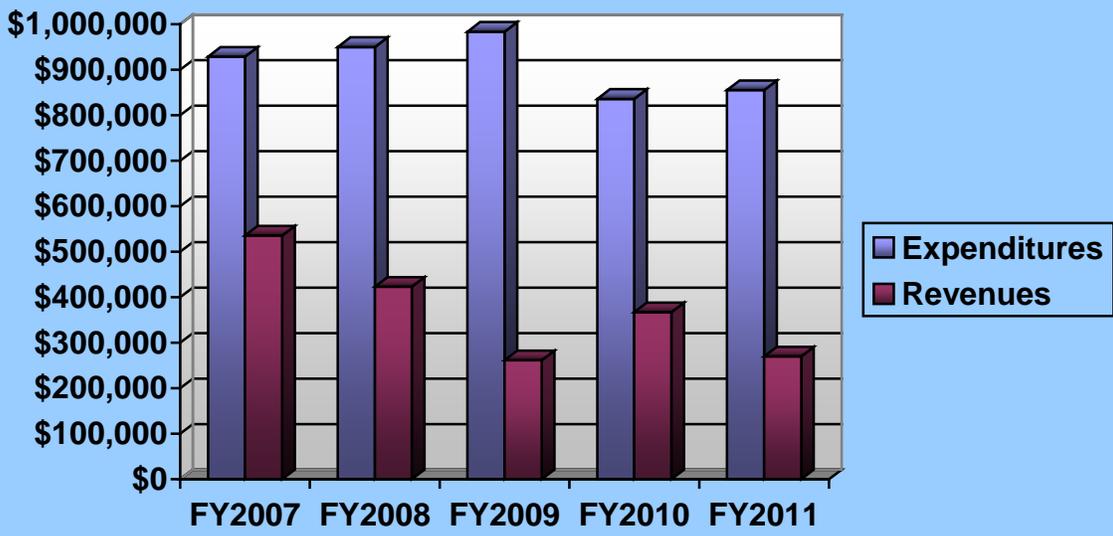
Community sustainability and overall quality of life have been recurring themes among the citizens of the City of Winchester. To that end, the Department of Planning and the Department of Zoning & Inspections utilize a wide array of applicable codes and ordinances; including the Code of Virginia, the Virginia Uniform Statewide Building Code, the Winchester Zoning Ordinance and Subdivision Ordinance, and the Winchester City Code provisions to enforce health and safety standards. Through the administration of these adopted codes, the City can further achieve its goals of environmental sustainability, social sustainability, and economic sustainability.

Essentially, the Departments of Zoning & Inspections and Planning, and are comprised of four major service providers: **Building Inspections & Permitting, Codes Compliance, Zoning and Planning**, each with a very close working relationship established with the Department of **Economic Redevelopment**. The services provided by the departments include: building permit application review and approval; building inspections; codes compliance services; spot blight abatement plan development; rental housing inspections; Housing Choice Voucher Program inspections; graffiti abatement; vacant building registry; nuisance codes enforcement; current, long-range, and transportation planning; conditional use permits, site plan review and approval, rezoning review, subdivision review and approval; zoning ordinance administration, review, interpretation, and enforcement; issuance of certificates of occupancy for new construction, change of use, home occupations, and businesses; zoning confirmation and verification letters; zoning ordinance amendment preparation and processing; sign permit application review and approval; certificates of appropriateness for historic district and corridor enhancement districts; and staff support for the Economic Re-Development Department, Community Response Team (CRT), Planning Commission, Board of Architectural Review, Board of Zoning Appeals, and Board of Building Code Appeals.

The Departments of Planning and Zoning & Inspections have had to react to code changes, fluctuating concerns of citizens, and other circumstances that can impact quality of life in residential neighborhoods. Certain challenges are anticipated to continue or increase in the future and may include: residential property foreclosures; proliferation of community residences (i.e., group homes); lead based paint abatement; an aging housing stock; and a shift in the population demographic. Just during the past three fiscal years, the Zoning & Inspections Department has developed or accepted several additional assignments and responsibilities that either previously did not exist, or were otherwise assigned to a different department, without any increase in staff. Certain positions which have been vacated within that same time period have not since been filled. A single Secretary position is shared among three departments.



# Revenue/Expenditures and Staffing



The past three years have demonstrated a decrease in the amount of expenditures created by the departments; and, revenues have remained generally consistent on average. The departments will continue to work towards minimizing the gap between expenditures and revenues similar to the circumstances noted in FY2007.

| Position                                 | FY2007    | FY2008    | FY2009     | FY2010     | FY2011     |
|--|-----------|-----------|------------|------------|------------|
| Zoning & Inspections Administrator       | 1         | 1         | 1          | 1          | 1          |
| Secretary                                | 1         | 1         | 0.5        | 0.5        | 0.5        |
| Building Official                        | 1         | 1         | 1          | 1          | 1          |
| Deputy Building Official                 | 1         | 0         | 0          | 0          | 0          |
| Deputy Zoning Administrator              | 1         | 1         | 1*         | 1          | 1          |
| Senior Codes Compliance Inspector        | 1         | 1         | 1          | 1          | 1          |
| Combination Inspector                    | 1         | 1         | 1          | 1          | 1          |
| Codes Compliance Inspector               | 4         | 4         | 4          | 4          | 4          |
| Customer Service Associate               | 1         | 1         | 0          | 0          | 0          |
| <b>Zoning &amp; Inspections Subtotal</b> | <b>12</b> | <b>11</b> | <b>9.5</b> | <b>9.5</b> | <b>9.5</b> |
|  |           |           |            |            |            |
| Planning Director                        | 1         | 1         | 1          | 1          | 1          |
| Secretary                                | 1         | 1         | 0.5        | 0.5        | 0.5        |
| City Planner                             | 1         | 1         | 1          | 1          | 1          |
| <b>Planning Dept Subtotal</b>            | <b>3</b>  | <b>3</b>  | <b>2.5</b> | <b>2.5</b> | <b>2.5</b> |
| <b>Total</b>                             | <b>15</b> | <b>14</b> | <b>12</b>  | <b>12</b>  | <b>12</b>  |

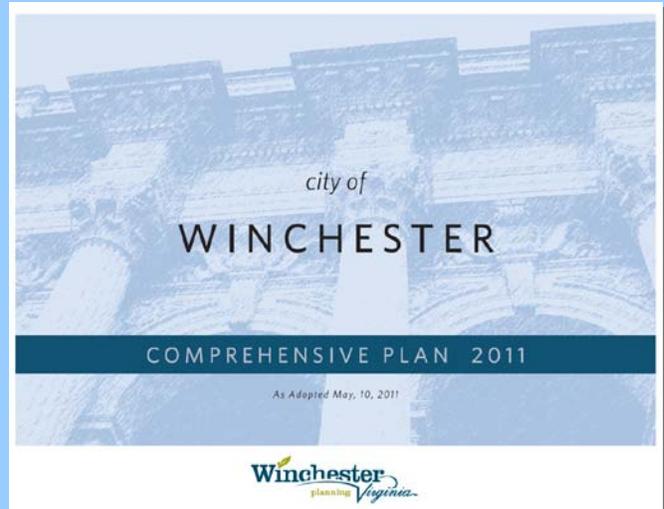
# Long-Range Planning: Comprehensive Plan Completed - Implementation begins

The Planning Department worked closely with the Planning Commission and other City staff to complete a new Comprehensive Plan which City Council adopted on May 11, 2010. The plan lays out a whole new vision for the City that focuses on New Urbanism principles including higher density residential density, mixed land uses, and walkable community. The Plan has already been highly regarded among planning officials in other areas of Virginia. Planning staff gave presentations on the adopted Plan to local and regional organizations in 2011. A Character Map depicting areas for change such as infill or complete redevelopment as well as areas for stabilization (preservation or minor change) was utilized in lieu of a future land use map. This map guides future land use decisions such as rezonings and capital projects.

In an effort to implement the Plan, the Planning Commission reviewed a number of Zoning Ordinance text amendments in 2011. Planner Will Moore led an effort to update the outdated Zoning Ordinance. Rezoning to support new development and redevelopment consistent with the new Plan were also processed. Notable projects include the rezonings near the entrance to Sacred Heart to support new office development on Amherst Street as well as a smaller rezoning on N. Loudoun Street to support rehabilitation of historic residential structures for quality apartments serving the needs of young professionals.

Planning staff also worked closely with Zoning and Economic Redevelopment to guide a consultant effort at creating draft provisions for Form-based Code specifically applicable to the Ward Plaza site and the area between Fairmont Avenue and N. Cameron Street, north of Wyck Street.

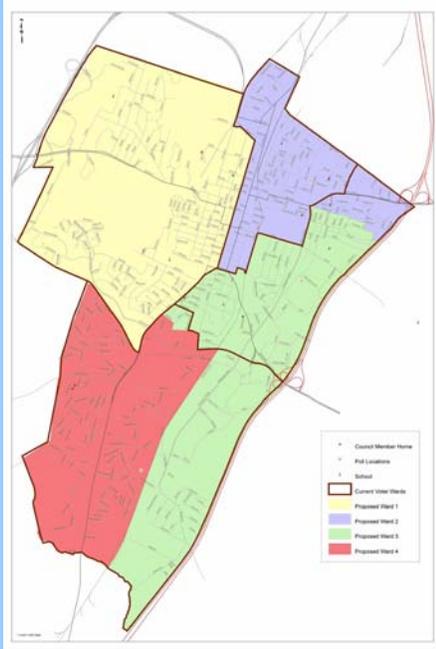
Planning staff is also working to disseminate data from the 2010 U.S. Census which was released in 2011. A report benchmarking changes between 2000 and 2010 for target population groups called out in the Comprehensive Plan was prepared. The City experienced net growth in each of the age cohorts correlating to the target populations. Population growth was largely due to the influx of Hispanic population which accounted for 96% of the total net population increase in the City.



**Above:** Cover Page of the 2011 Comprehensive Plan

**Left:** Character Map from Comprehensive Plan

# Current Planning, Transportation Planning, and Information Services



Sample of a Voter Redistricting Map alternative prepared by the Planning Department for City Council consideration

**Current Planning** Will Moore, Planner II leads the development plan review effort for the City. This entails processing Site Plans, Conditional Use Permits, Rezoning, Major and Minor Subdivisions, Zoning Ordinance amendments, Subdivision Ordinance amendments, Street and Alley Vacations & Conveyances, Historic District reviews, and Corridor Enhancement reviews. See charts on pages 14 & 15 of this report for more detail on the volume of cases.

## Transportation Planning

Planning Director, Tim Youmans continues to serve as the chairman of the MPO Technical Advisory Committee which includes representatives from Winchester, Frederick County, and Stephens City.

Millwood Avenue was a major topic of discussion in 2011. City staff worked closely with MPO officials on completion of the Millwood Avenue Diversion Study which was accepted by City Council subject to a number of issues. These issues will be addressed in a follow-up analysis being undertaken by consultants working with Shenandoah University and a Technical Review Committee that includes City Councilors and City staff.

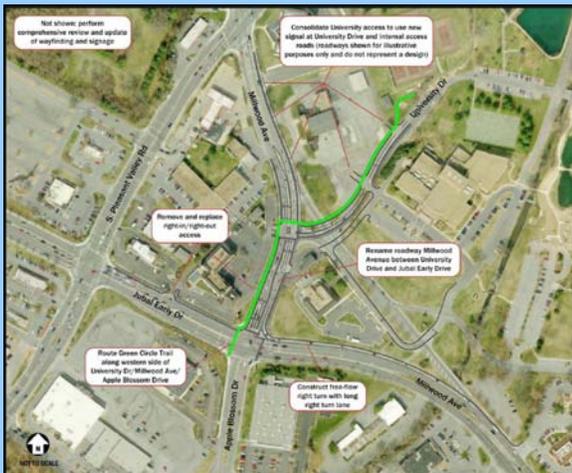
City Planning assisted MPO staff with update of the Vision Plan and Constrained Long-Range Plan (CLRP) as part of update to Long-Range Transportation Plan (LRTP).

The Planning Director also serves as interim chairman of the Green Circle Trail Committee. Major accomplishments in 2011 were the acquisition of the 2.7-acre Moose Lodge property for the second phase of the Town Run Linear Park portion of the Green Circle. A consultant was also hired to start designing the trail in this steep wooded area behind the properties along the east side of S. Kent St (including the Patsy Cline House Museum).

## Information Services

Planning staff maintains the City's street addressing system; serves as liaison to U.S. Census Bureau; disseminates 2010 Census results; and prepares and distributes reports, ordinances, guides, maps, and drawings in hardcopy and electronic form.

Planning staff also spearheaded an effort to provide alternatives for City Council regarding necessary redistricting of voter wards and precincts based upon the disproportionate amount of population growth occurring in the south end of the City. Major boundary line adjustments were made to the Second, Third and Fourth Wards and a second voting precinct (Rolling Hills) was added in the remaining Fourth Ward



Graphic depicting Alternative 2A, the preferred alternative recommended in the Millwood Ave Diversion Study

# Zoning Administration

## Historic Preservation

Assist Board of Architectural Review by processing certificates of appropriateness for work in the Historic District.

## Zoning Administration

Interpretation, enforcement and administration of the City's Zoning Ordinance. Assist Board of Zoning Appeals by processing appeals, variance requests, special exceptions and other Board of Zoning Appeals cases.

## Permits Reviews

Zoning approval for buildings, signs, temporary trailers and certificate of occupancy permits.

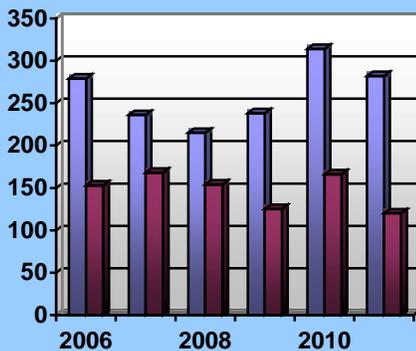
## Enforcement

Conduct field inspections to identify zoning violations and investigates zoning-related complaints.

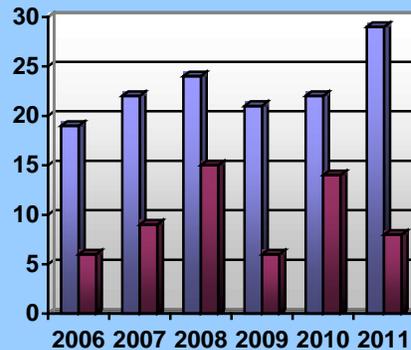
The local establishment of a zoning ordinance and enforcement of its provisions are provided for within the Code of Virginia; however, these are not mandated. Provisions for the subdivision of land are outlined as requirements within the Code, which in effect predicate the necessity of a local zoning ordinance. The purpose of zoning ordinances, as stated within § 15.2-2283 of the Code of Virginia, et seq., specifically includes the objectives identified within this department's mission statement. Unlike the more rigid, uniform standards within the building code, a local zoning ordinance tends to react directly – with certain limitations imposed by the Code – to external influences such as the comprehensive plan, political will, and citizen input.

A great deal of emphasis has been placed on residential use and occupancy during the past five years, as has been demonstrated through a series of text amendments within the Ordinance. The attention given to this matter has also been represented by an increase in the number of staff positions dedicated to zoning enforcement. Prior to FY07, only one staff position was allocated for zoning administration and enforcement. Currently, there are two full-time positions including a Zoning & Inspections Administrator, and a Deputy Zoning Administrator/Zoning Inspector.

Anticipated challenges for Zoning during the next fiscal year include an extensive effort required for re-writing the Zoning Ordinance in response to the Comprehensive Plan Update. Several proactive zoning ordinance text amendments have already been drafted and adopted, in support of the planning principles outlined in the Comprehensive Plan.



■ Certificates of Occupancy (Business)  
■ Certificates of Occupancy (Home-Based)



■ Temporary Permits  
■ Text Amendments

## Text Amendments Adopted in 2011

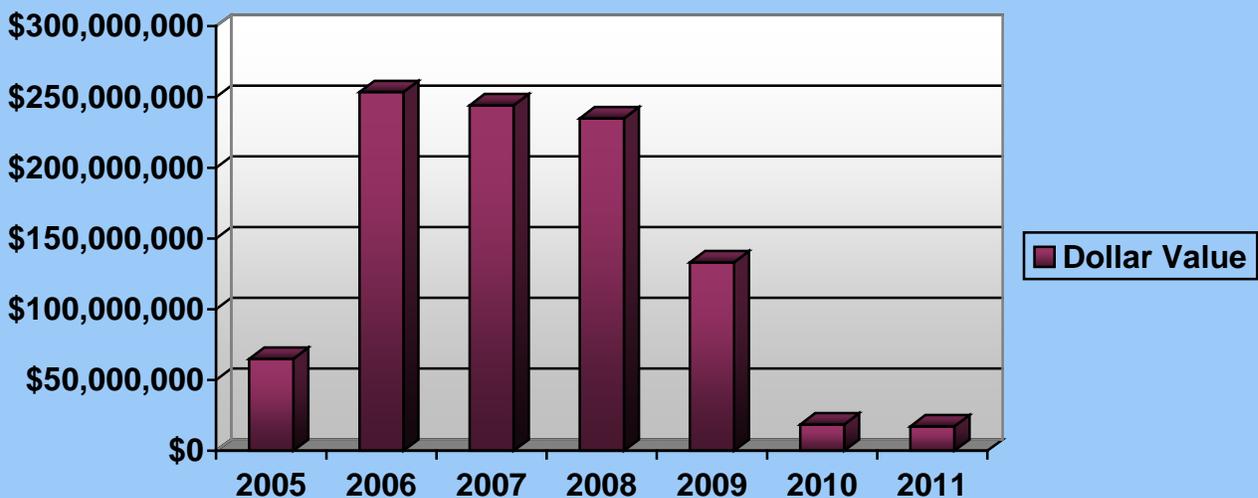
- TA 10-473 Definition of Wellness Center (privately-sponsored)
- TA 10-613 Multiple Family Dwellings – Square Footage Exception in B-1 District
- TA 10-639 Definition of Hookah Establishment (privately-sponsored)
- TA 11-06 Definition of Domestic Employee/Revision to Definition of Family (privately-sponsored)
- TA 11-66 PUD Density increase
- TA 11-125 Cottage Housing Development Design Standards
- TA 11-222 Increase in Freestanding Sign Area and Height Allowances for RO-1 District with HW overlay (privately-sponsored)
- TA 11-303 Building Mounted Signage Provisions in Medical Center District (privately-sponsored)

# Commercial Construction

As required by § 36-105, Code of Virginia, et seq., each locality is responsible for the enforcement of the Uniform Statewide Building Code, pertaining to new construction and inspections. With the exception of electrical permitting and inspections, the department provides a full line of services ranging from plan review to final occupancy inspection. Currently, these functions are staffed by a Building Official, Combination Trades Inspector, and Secretary.

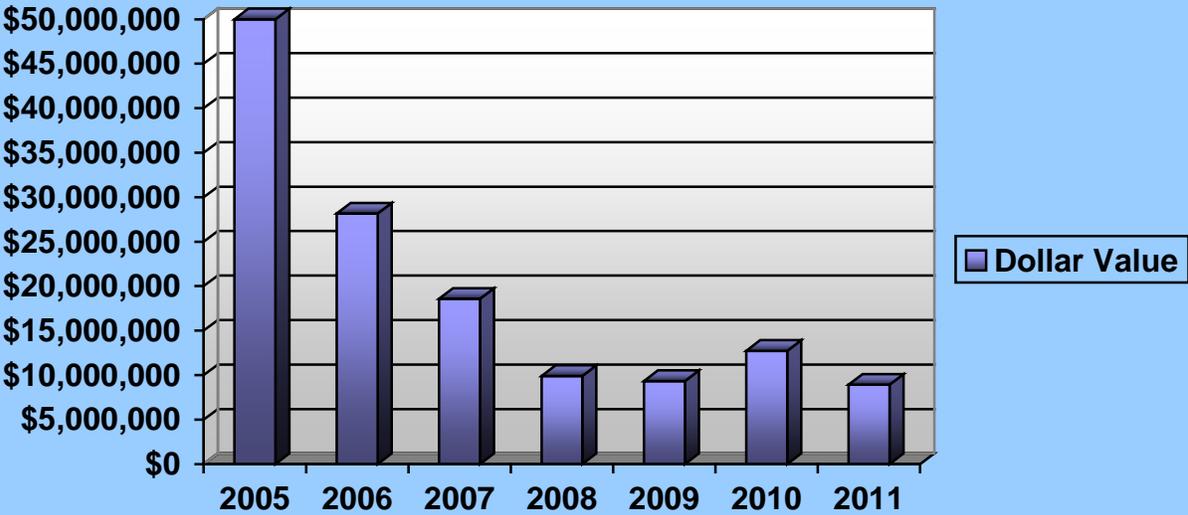
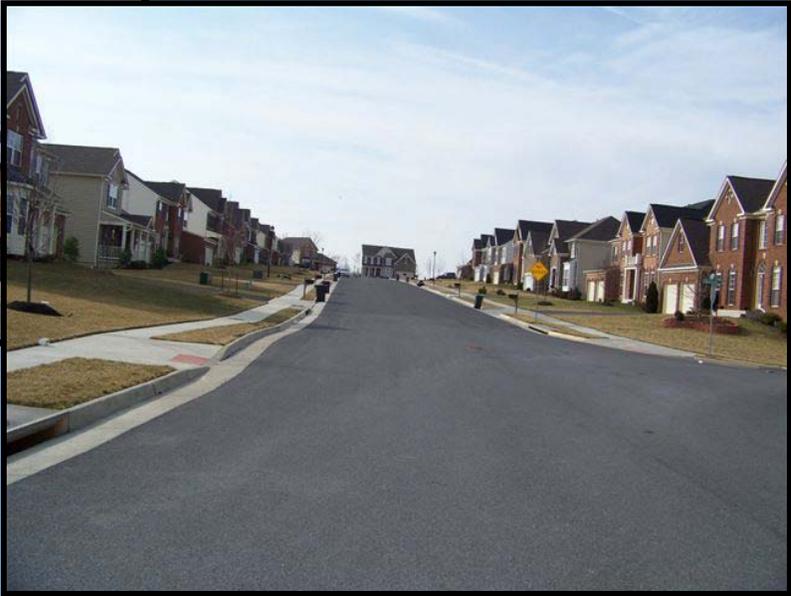
Due to an ever-decreasing amount of available land for development, a shift in building trends will likely continue in the future. As has already been observed during the past five years, more developers are taking advantage of tax credits and other financial incentives to re-develop existing structures for changes of use or mixed-use development. Several projects within the Historic Winchester District have demonstrated this fact. This trend, however, presents certain challenges to staff.

Rather than working from a single source construction code, officials often are required to refer to multiple code references for re-development of existing structures. The building plans tend to be more complex and the accessibility mandates require close scrutiny during the plan review phase. The obvious result is that much more time may be spent in reviewing this category of project, as opposed to new building construction.



# Residential Construction

In 2011, the Building Official's office noted a continuing trend in the reduction of residential permits being issued for new single-family detached dwellings. This trend is expected to continue in 2012 with the departure of Richmond American Homes in the spring of 2012. An increase of multiple-family dwelling units is expected due to a 48-unit apartment complex located off of Cedar Creek Grade. Although permitted in 2011, construction of this development is slated to begin in the spring 2012.



# Codes Compliance

Codes Compliance services include enforcement of the Virginia Maintenance Code; Rental Housing Inspection Ordinance, and City Nuisance Codes (i.e., trash, weeds, tall grass, inoperable motor vehicle storage).

For the third consecutive year, Codes Compliance assisted the Office of Housing and Neighborhood Development in 2011, by conducting the inspections required of the Federal Housing Choice Voucher Program. This cooperative effort continues to be cost-effective for both departments and has improved customer service by reducing redundant inspections and administrative time. This year the City's Housing Choice Voucher Program was recognized as a High Performer, which indicated that the inspections were completed on time and re-inspected within the required time frames.



**REMOVING GRAFFITI TO REMOVE OR PAINT OVER**

Grffiti abatement can be accomplished by either removing the material or painting over top of it.

The City does not endorse any particular graffiti removal product and recommends that you read and follow label directions for the proper application.

Depending on the surface where the graffiti is located, it may be easier for you to scrape paint over the graffiti. The instructions provided in this brochure will assist you in making your decision.

**IDENTIFY THE SURFACE**

The surface material where the graffiti is located, will most likely determine the removal technique that should be used.

This brochure will outline basic methods for removing graffiti that is located on painted or masonry surfaces, bare masonry surfaces, plastic/metal surfaces, and glass surfaces. While there are no standard, simple and one-size-fits-all method to remove graffiti, there are some tips, techniques and strategies that are recommended to keep your efforts effective.

**PLEASE USE CAUTION WHEN APPLYING ANY OF THESE SUGGESTED METHODS.**

**GRAFFITI: A PUBLIC NUISANCE**

In 2010, the Common Council of the City of Williams, adopted a new Chapter of City Code specifically aimed at reducing the negative aesthetic of graffiti within the City.

The City Ordinance offers financial incentives for property owners to assist with the removal of graffiti abatement. The City recommends that graffiti be removed as quickly as possible and before the next snow.

This guide is intended to assist you in determining the best method for removing graffiti on your property.

**INCENTIVE PAYMENT**

If you are the owner of graffiti (residential property only), the Williams Police Department will issue a citation for graffiti. If you are the owner of a multi-family unit, you may be eligible for a \$100 maximum incentive for each unit abated. Call the City's Zoning Department for more information (981-1111).

**READ AND FOLLOW THE MANUFACTURER'S WARNINGS AND RECOMMENDATIONS FOR PROPER USE AND HANDLING OF ANY CHEMICALS, PRODUCTS, TOOLS, OR EQUIPMENT.**

**PAINTING OVER GRAFFITI**

Painting over graffiti offers several benefits. As a much cheaper than most other methods of removal, painting over the surface also provides the opportunity to use glossy enamel, which not only offers maximum better than a flat finish. Additionally, having a good seal coat will ensure a greater amount of graffiti abatement.

**PAINTED OR PROTECTED SURFACES**

These types of surfaces are considered painted or protected to some other type of finish. These surfaces include masonry, concrete, stucco, wood or metal. Local government offers a variety of commercial graffiti removal products that can remove graffiti from these impervious surfaces and over painted surfaces.

**BARE MASONRY SURFACES**

The most common types of bare masonry include concrete, brick, block, and stone. Graffiti removal is less difficult on a surface that is light and smooth. Also, acids already used on masonry or acid cleaners can be helpful for breaking the surface. Some masonry or stucco can be used on surfaces that are hard, but porous. A test patch that allows for a primer to be applied to most bare masonry. After testing the method, a high pressure water jet or power washer should remove the remaining graffiti.

**METAL SURFACES**

Various metal surfaces are typically easier to clean, because of the non-porous nature of these surfaces. A variety of household products can be used to remove graffiti from metal and include: light petroleum oil, kerosene, gear oil, kerosene, or household grade acetone. Stronger agents, such as acids, should be used for stubborn graffiti removal.

**VINYL/PLASTIC SURFACES**

Various household cleaners should be used first. Some graffiti is located on a plastic or vinyl surface. Stronger agents, such as petroleum oil, kerosene, acetone, or household grade acetone, may be needed for stubborn stains.

**GLASS SURFACES**

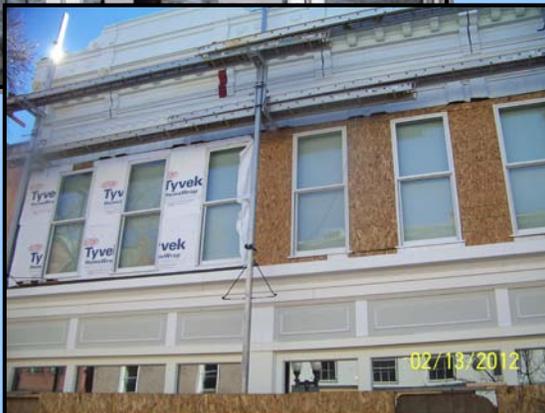
Graffiti can be removed from glass using a razor blade or other sharp object. Using a razor blade helps scrape the stain off a large sign to the glass. A plastic putty scrubber can be used for any remaining graffiti.



Codes Compliance continues to work cooperatively with the Police Department to deter graffiti vandalism by proactively removing it as it occurs throughout the City. In 2011 only 19 cases were initiated with 10 of those cases attributed to a series of related vandalism acts in late December. An information packet, available through both departments, outlines the reporting procedures and incentives available for the victims of graffiti vandalism.

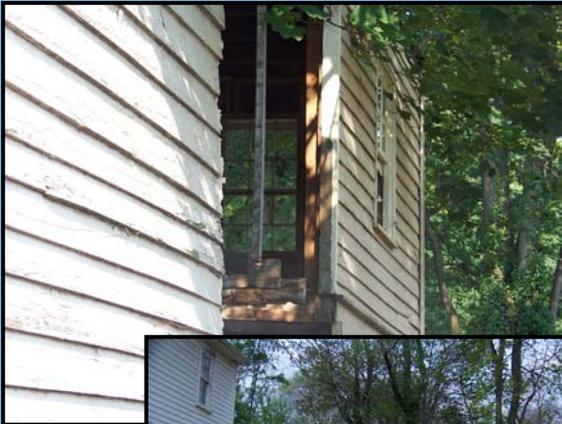
In 2011, the nuisance problems associated with foreclosed properties and vacant properties continued. A proactive enforcement approach has resulted in an increase of nuisance cases for 2011 with 171 more cases than 2010. The City performed fifty-three abatements where the owners failed to correct nuisance violations. The costs were then billed, and if unpaid, were applied to the property as taxes. Typical complaints associated with foreclosure properties included: tall grass, trash, inoperable vehicles, vacant/unsecured structure, rodent infestation, and broken windows.

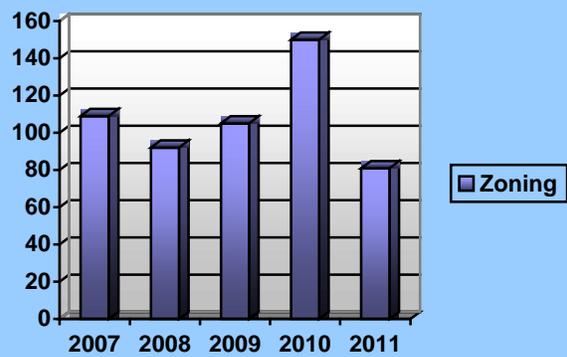
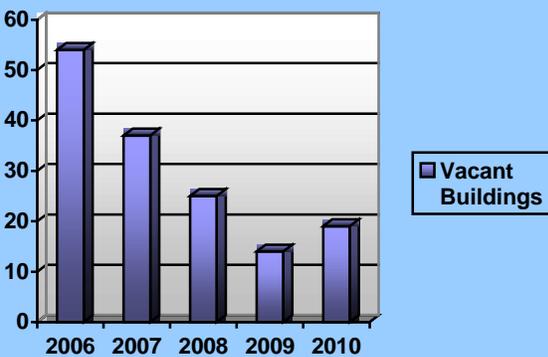
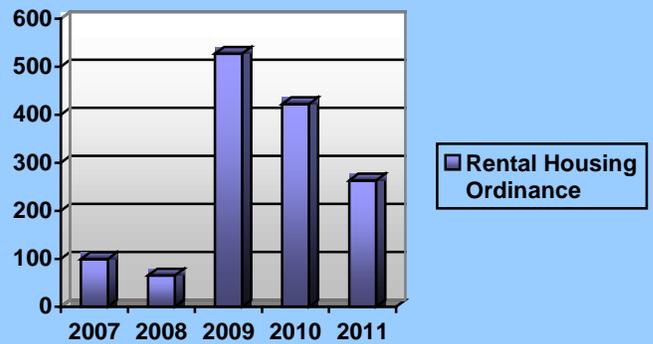
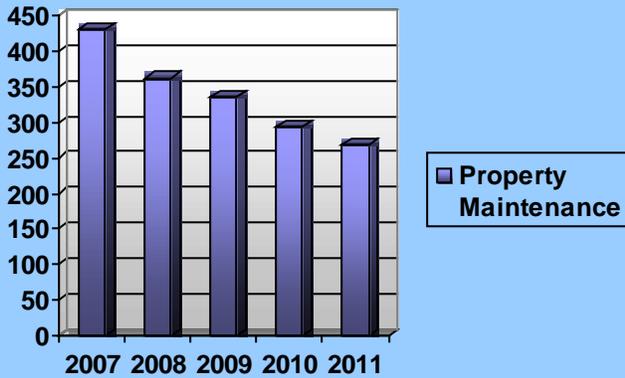
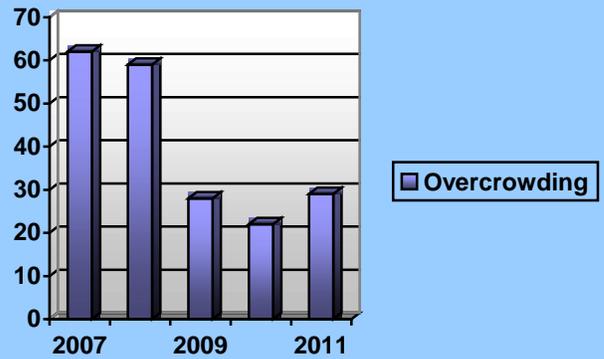
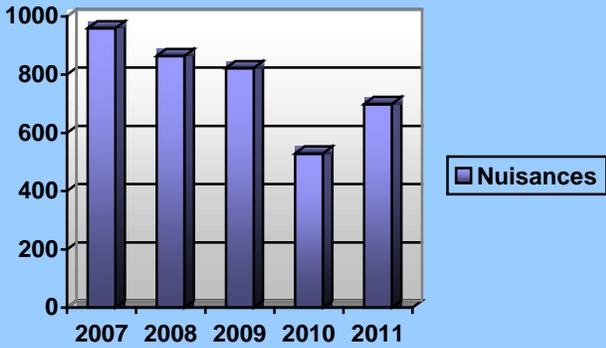
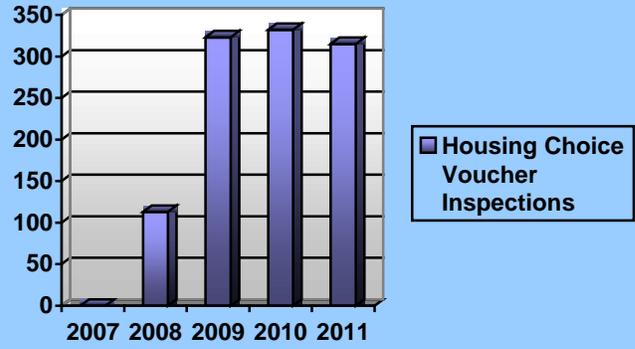
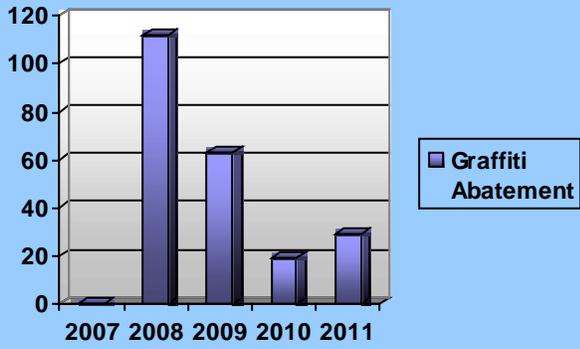




The Codes Compliance team continues to utilize the various enforcement tools to address deteriorated, unsafe structures, and unfit conditions within the City. Cases pertaining to the structures have been steadily moving through the application of Spot Blight Abatement and Derelict Building enforcement, with the final objective of working towards promoting public health, safety, and welfare. A number of properties, 1000-1004 Valley Avenue, 146 North Loudoun Street; 501 West Jubal Early Drive, 440 ½ Chase St and 112 E Clifford Street have seen the most notable changes through owner demolition, change in ownership, and spot blight abatement.

In addition to Spot Blight, the Codes Compliance team continues to utilize Derelict Building Incentives and the unsafe/unfit structure provisions of the Virginia Maintenance Code to address property conditions. Twenty (20) notices of unsafe/unfit conditions were issued in 2011.

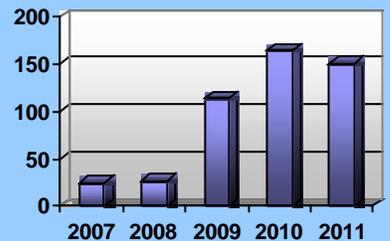




# Interdepartmental Coordination - CRT

The Community Response Team (CRT) consists of various City agencies and includes Zoning, Inspections, Commissioner of Revenue, Treasurer Office, Police and Fire and Rescue and collectively works to bring issues into compliance.

In 2011, Police-originated complaints showed a slight decrease compared to 2010. Codes Compliance staff conducted additional training with the Fire & Rescue and Police Departments to improve the reporting and sharing of information. This effort will be beneficial in proactively addressing concerns across departmental lines.

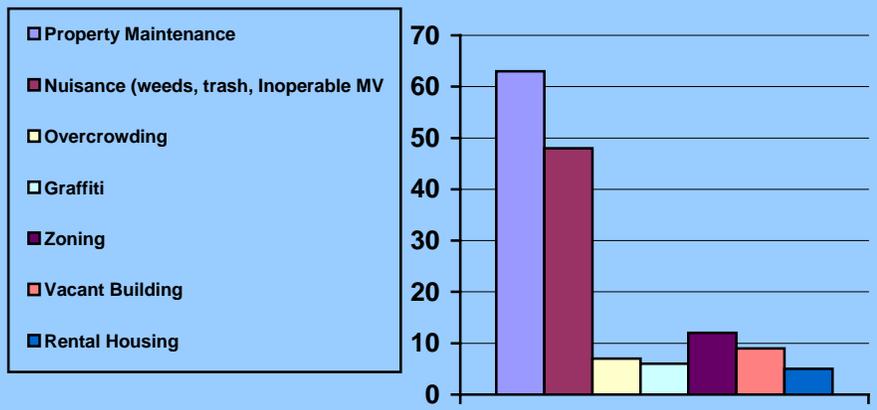


Police-generated Complaints



The cooperative agreement with CSX to maintain non-railroad property expanded beyond just mowing and litter control with a large brush removal and tree trimming. This has increased visibility and made the area less attractive to trespassers. CSX reimbursed the City for all costs involved. The Police Department also regularly enforces trespassing along this property.

The CRT's cooperative performance was recognized by the Virginia Municipal League, earning the organization's **2011 Achievement Award** for municipalities with populations between 10,001 and 35,000.



Zoning and Inspections assisted the Commissioner of Revenue's Office by working with the Tax Field Auditor with field verifications of business, data collection and audit assistance. In 2011, **\$364,096** of revenue was attributed to the cooperative efforts of CRT.

# Boards and Commissions

## PLANNING COMMISSION:

In addition to a number of work sessions, including a joint work session with the EDA on the topic of Millwood Avenue diversion, the Planning Commission held 12 regular meetings during 2011 and considered the items that are listed in the tables below:

| SITE PLANS               | 2007 | 2008 | 2009 | 2010 | 2011 |
|--------------------------|------|------|------|------|------|
| Carry from previous year | 35   | 27   | 21   | 22   | 9    |
| Applications             | 65   | 48   | 26   | 31   | 35   |
| Approvals                | 71   | 54   | 24   | 31   | 37   |
| Denials                  | 0    | 0    | 0    | 0    | 0    |
| Withdrawn                | 2    | 0    | 1    | 13   | 1    |
| Carry to subsequent year | 27   | 21   | 22   | 9    | 6    |

| MAJOR SUBDIVISIONS       | 2007 | 2008 | 2009 | 2010 | 2011 |
|--------------------------|------|------|------|------|------|
| Carry from previous year | 1    | 1    | 2    | 2    | 3    |
| Applications             | 2    | 2    | 0    | 1    | 0    |
| Approvals                | 2    | 1    | 0    | 0    | 2    |
| Denials                  | 0    | 0    | 0    | 0    | 0    |
| Withdrawn                | 0    | 0    | 0    | 0    | 1    |
| Carry to subsequent year | 1    | 2    | 2    | 3    | 0    |

| MINOR SUBDIVISIONS       | 2007 | 2008 | 2009 | 2010 | 2011 |
|--------------------------|------|------|------|------|------|
| Carry from previous year | 10   | 9    | 16   | 13   | 3    |
| Applications             | 24   | 30   | 13   | 8    | 20   |
| Approvals                | 25   | 23   | 14   | 5    | 21   |
| Denials                  | 0    | 0    | 0    | 0    | 0    |
| Withdrawn                | 0    | 0    | 0    | 1    | 0    |
| Carry to subsequent year | 9    | 16   | 13   | 3    | 2    |

| REZONINGS                | 2007 | 2008 | 2009 | 2010 | 2011 |
|--------------------------|------|------|------|------|------|
| Carry from previous year | 3    | 11   | 2    | 0    | 2    |
| Applications             | 14   | 9    | 3    | 5    | 5    |
| Approvals                | 6    | 13   | 4    | 3    | 6    |
| Denials                  | 0    | 1    | 0    | 0    | 0    |
| Withdrawn                | 0    | 0    | 1    | 0    | 0    |
| Carry to subsequent year | 11   | 3    | 0    | 2    | 1    |

## MEMBERS OF THE COMMISSION

Nate Adams - Chairman (term expired 12/2011)

David Shore - Vice-Chairman

Kevin Talley (term expired 12/2011)

Jennifer Beatley

William Wiley

Kevin McKannan

Stephen Slaughter, Jr.

John Tagnesi, Advisory Member/Council

Jim O'Connor, City Manager

Craig Gerhart, Interim City Manager

## STAFF

Timothy A. Youmans, Planning Director

William M. Moore, Planner II/City Planner

Vincent P. Diem, Zoning Administrator

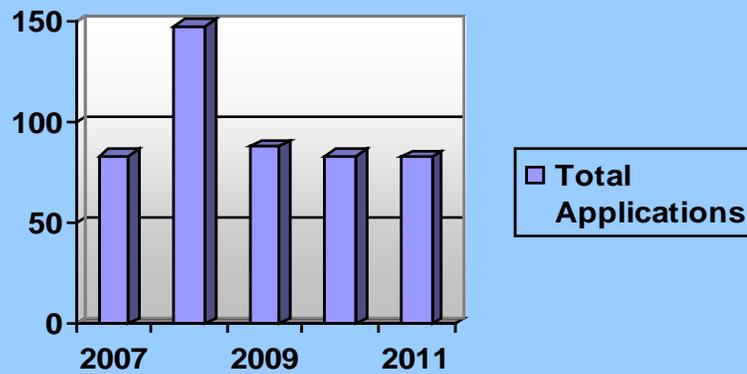
Paula H. LeDuigou, Secretary



(l to r) Commissioners Slaughter, McKannan, Wiley, Talley, Chairman Adams, and Vice-Chairman Shore. (Commissioner Beatley not pictured.)

| <b>CONDITIONAL USES</b>  | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> | <b>2011</b> |
|--------------------------|-------------|-------------|-------------|-------------|-------------|
| Carry from previous year | 0           | 5           | 6           | 8           | 2           |
| Applications             | 13          | 20          | 19          | 12          | 15          |
| Approvals                | 6           | 17          | 16          | 9           | 12          |
| Denials                  | 0           | 1           | 1           | 0           | 0           |
| Withdrawn                | 0           | 0           | 1           | 0           | 2           |
| Carry to subsequent year | 11          | 3           | 0           | 2           | 3           |

| <b>TEXT AMENDMENTS</b>   | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> | <b>2011</b> |
|--------------------------|-------------|-------------|-------------|-------------|-------------|
| Carry from previous year | 1           | 6           | 10          | 5           | 4           |
| Applications             | 9           | 15          | 6           | 14          | 8           |
| Approvals                | 4           | 10          | 11          | 9           | 9           |
| Denials                  | 0           | 1           | 0           | 0           | 1           |
| Withdrawn                | 0           | 0           | 0           | 1           | 1           |
| Carry to subsequent year | 6           | 10          | 5           | 4           | 1           |



## BOARD OF ZONING APPEALS:

The Board of Zoning Appeals held 11 regularly scheduled meetings during 2011 and considered the items that are listed in the tables below:

### MEMBERS OF THE BOARD

R. Hunter Hurt – Chairman (Resigned)  
 Conrad Koneczny – Vice-Chairman (Term Expiration)  
 Jack M. Phillips  
 Brian Hester  
 Wilborn Roberson  
 Brandon Pifer – Alternate  
 Mark Peter Lynch – Alternate (Resigned)  
 Donald Crawford - Alternate

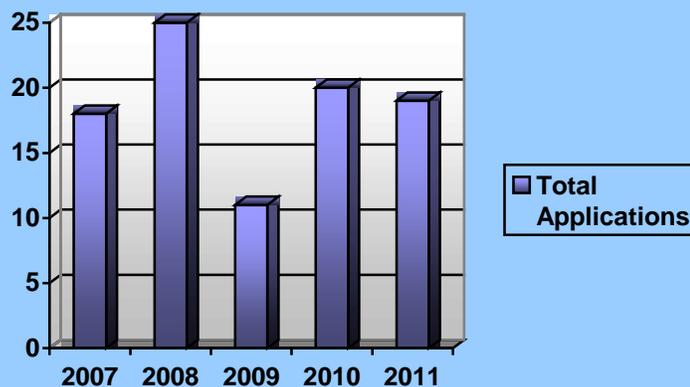
### STAFF

Vincent P. Diem, Zoning Administrator  
 Aaron M. Grisdale, Deputy Zoning Administrator  
 William M. Moore, Planner II/City Planner  
 Paula H. LeDuigou, Secretary

| VARIANCES                | 2007 | 2008 | 2009 | 2010 | 2011 |
|--------------------------|------|------|------|------|------|
| Carry from previous year | 1    | 4    | 2    | 4    | 1    |
| Approvals                | 16   | 20   | 10   | 14   | 15   |
| Denials                  | 2    | 2    | 1    | 6    | 1    |
| Withdrawn                | 2    | 3    | 0    | 0    | 3    |
| Carry to subsequent year | 4    | 2    | 4    | 1    | 0    |

| INTERPRETATIONS          | 2007 | 2008 | 2009 | 2010 | 2011 |
|--------------------------|------|------|------|------|------|
| Carry from previous year | 0    | 0    | 0    | 0    | 0    |
| Approvals                | 0    | 1    | 0    | 0    | 0    |
| Denials                  | 0    | 0    | 0    | 0    | 0    |
| Withdrawn                | 0    | 1    | 0    | 0    | 0    |
| Carry to subsequent year | 0    | 0    | 0    | 0    | 0    |

| SPECIAL USE PERMITS | 2007 | 2008 | 2009 | 2010 | 2011 |
|---------------------|------|------|------|------|------|
| Approvals           | 0    | 1    | 0    | 0    | 0    |
| Denials             | 0    | 0    | 0    | 0    | 0    |



## BOARD OF ARCHITECTURAL REVIEW:

The Board of Architectural Review held 18 regularly scheduled semi-monthly meetings during 2011 and considered the items that are listed in the tables below:

| EXTERIOR CHANGES | 2007 | 2008 | 2009 | 2010 | 2011 |
|------------------|------|------|------|------|------|
| Approvals        | 52   | 61   | 44   | 32   | 43   |
| Denials          | 0    | 2    | 0    | 1    | 0    |
| Withdrawn        | 1    | 2    | 1    | 3    | 1    |

| SIGNS     | 2007 | 2008 | 2009 | 2010 | 2011 |
|-----------|------|------|------|------|------|
| Approvals | 19   | 19   | 18   | 12   | 26   |
| Denials   | 0    | 0    | 0    | 0    | 0    |
| Withdrawn | 1    | 0    | 0    | 0    | 0    |

| NEW CONSTRUCTION | 2007 | 2008 | 2009 | 2010 | 2011 |
|------------------|------|------|------|------|------|
| Approvals        | 4    | 4    | 0    | 2    | 3    |
| Denials          | 0    | 0    | 0    | 0    | 0    |
| Withdrawn        | 0    | 0    | 0    | 0    | 0    |

| DEMOLITIONS | 2007 | 2008 | 2009 | 2010 | 2011 |
|-------------|------|------|------|------|------|
| Approvals   | 3    | 4    | 4    | 3    | 4    |
| Denials     | 0    | 1    | 0    | 0    | 0    |
| Withdrawn   | 3    | 0    | 0    | 0    | 0    |

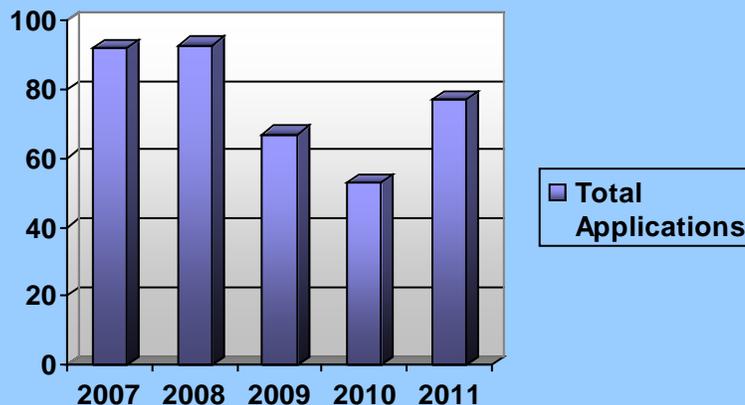
| HISTORIC PLAQUES | 2007 | 2008 | 2009 | 2010 | 2011 |
|------------------|------|------|------|------|------|
| Approvals        | 1    | 5    | 2    | 7    | 1    |
| Denials          | 0    | 0    | 0    | 0    | 0    |

### MEMBERS OF THE BOARD

Patrick Farris, Chairman  
 Tom Rockwood, Vice-Chairman  
 Cathy Shore  
 Tim Bandyke  
 Don Crigler  
 Bob Pinner

### STAFF

Vincent P. Diem, Zoning Administrator  
 Paula H. LeDuigou, Secretary



# Looking Ahead...

## **THINKING STRATEGICALLY**

Strategic issues for the Planning Department and the Zoning & Inspections Department include:

- Working with City Council to develop clear objectives, action steps, and measures of success for the 'Downtown Focus' goal.
- Modification of existing ordinances to more closely align with updated Comprehensive Plan, Code of Virginia legislation, and evolving City Council policies including consideration of alternative methods of land-use planning to enable revitalization and in-fill development.
- Further development of on-line customer service applications.
- Disseminate findings of the 2011 Citizen Survey, particularly with regard to improving satisfaction levels for how well the City is managing growth and pursuing Code Enforcement.
- Ensure that strategic transportation improvements benefitting the City are included in the adopted update of the MPO Long-range Transportation Plan.
- Implementation of electronic filing and data management system for improved efficiency.