

**PLANNING COMMISSION
AGENDA**

Monday, November 27, 2023

Woodstock Municipal Office, Town Council Chamber 7:00 pm

1. Call to Order
 2. Roll Call and Existence of Quorum
 3. Adoption of the Agenda
 4. Approval of Minutes – *October 23, 2023, Meeting*
 5. Commissioner Disclosures
 6. Chairman's Statement
 7. Visitor Comments
 8. Old Business
 9. New Business
 - 9.a. Multijurisdictional Hazard Mitigation Plan: *Request action to recommend Town Council consider Resolution to Adopt the 2023 Multi-Jurisdictional Hazard Mitigation Plan*
 - *Staff Presentation of Hazard Mitigation Plan Summary*
 - *Discussion*
 - 9.b. Temporary Sign Text Amendment: *Request action to recommend Town Council consider text amendment for temporary signage in code to allow feather flags.*
 - *Staff Report*
 - *Public Hearing*
 - *Discussion*
 - 9.c. December Planning Commission Date: *Reschedule Request*
 10. Council Representative's Report
 11. Staff Update - Development Projects and Comprehensive Plan Update
 12. Adjournment
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IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT JILL JEFFERSON, PLANNER, AT 459-3621. THREE DAYS NOTICE IS REQUIRED.

Town of Woodstock
Planning Commission Meeting Minutes
23 October 2023

The Woodstock Planning Commission held a meeting on Monday, October 23, 2023, at 7:00 pm. Present were Chairman Lantz; Vice-Chairman Leake, Commissioners Schennum and Cooper, Town Planner Jill Jefferson, and Town Manager Aaron Grisdale

- (1) Call to Order: Chairman Lantz called the Planning Commission meeting to order at 7:00 pm.
- (2) Roll Call and Existence of Quorum: The Chairman established that there was a quorum of the Planning Commission.
- (3) Adoption of the Agenda: Vice-Chair Leake moved that the agenda be adopted. Commissioner Cooper seconded the motion and it carried unanimously.
- (4) Action on the minutes of the previous meeting: Commissioner Schennum made a motion to approve the minutes from the September 25, 2023 meeting. Commissioner Cooper seconded the motion, and it carried unanimously.
- (5) Commissioner Disclosures: None.
- (6) Chairman's Statement: None
- (7) Remarks by Petitioners: None.
- (8) Council Representative's Report: None.
- (9) Staff & Committee Reports: None.
- (10) Old Business: None.
- (11) New Business:

- *Comprehensive Plan Overview and Next Steps: Summit Design & Engineering Services Presentation*

Ms. Jefferson began by providing a background on the Comprehensive Plan and the group chosen to work on the project. She introduced the team from Summit Design & Engineering: Ms. Anne Darby, Mr. Michael Stapor, and Ms. Jessica Turner who were in attendance to provide a presentation on the development of the Comprehensive Plan.

Ms. Darby's presentation included a refresher on what a comprehensive plan is and its function. She presented the bookmark that they have designed that Ms. Jefferson and staff will distribute, and encouraged people to take the survey which is designed to identify what residents and community members want for Woodstock in the future. Commissioners then contributed their ideas for the Comprehensive Plan.

After the first of the year, the Summit Design team will meet with staff and commissioners again to review results of the survey.

- *Temporary Sign Text Amendment*

Ms. Jefferson reviewed with the commissioners the concerns and requests by business owners regarding feather flags, which are currently not permitted per town code. She reviewed the two codes that would require amendments to allow for the use of the feather flags. Mr. Leake noted that he felt that while they should be allowed, he also wants to make sure there are specific regulations included regarding the use of them. Ms. Jefferson has drafted text amendments and will be updated as needed. There will be a public hearing at the November planning commission meeting to hear citizen comments on the proposed amendment.

12. Council Representative's Report – No report

13. Planning & Zoning Updates and Announcements – No report

There being no further business, Vice-Chair Leake made a motion to adjourn the meeting, seconded by Commissioner Schennum at 8:29 pm.

Town Clerk



To: Planning Commission
From: Jill Jefferson, Urban Designer | Neighborhood Planner
Date: November 20, 2023

Subject: Adoption of the Multi-Jurisdictional Hazard Mitigation Plan

Specific Action Requested:

Consider recommendation for Town Council regarding adoption of the Multi-Jurisdictional Hazard Mitigation Plan, 2023 update.

Executive Summary:

The Northern Shenandoah Valley regional Commission (NSVRC) updated the multi-jurisdictional Hazard Mitigation Plan for the five counties, city, and fourteen towns (including Woodstock) in its planning area. Once adopted by the 20 jurisdictions, FEMA will approve the Regional Multi-Jurisdictional Hazard Mitigation Plan.

Background:

The NSVRC maintains the Region's Multi-Jurisdictional Hazard Mitigation Plan, on behalf of its localities. This plan is updated every five (5) years and each iteration is approved by the Federal Emergency Management Agency (FEMA) and Virginia Department of Emergency Management (VDEM) before it is implemented. The NSVRC assembled a Hazard Mitigation Plan Steering Committee in 2023 comprised of local emergency managers who collaborated with NSVRC and their consultant team to identify hazards, assess risks, determine ability to respond to such natural hazards and determine mitigation strategies to minimize adverse impacts from natural disasters. If adopted, Woodstock will remain eligible for pre- and post-disaster funding over the next five years.

The 2023 update of the Regional Multi-Jurisdictional Hazard Mitigation Plan is over 645 pages, and a summary of the Shenandoah County and town section is 149 pages; therefore, a link has been provided in attachments in an effort to save on copying costs.

Analysis:

Planning & Zoning

The Regional Multi-Jurisdictional Hazard Mitigation Plan, updated in 2023, is consistent with all local zoning and planning goals and codes.

Relationship to the Comprehensive Plan

As the Comprehensive Plan is currently being updated, it will reference the 2023 update to the Regional Hazard Mitigation Plan. The goals in the Regional Multi-Jurisdictional Hazard Mitigation Plan are consistent with goals in the Comprehensive Plan to ensure a safe and resilient community.

Budget Impact

Adoption of the 2023 Multi-Jurisdictional Hazard Mitigation Plan, allows Woodstock to remain eligible for pre- and post- federal and state declared disaster funding.

Attachments:

1. Resolution adopting the 2023 update to the Multi-Jurisdictional Hazard Mitigation Plan
2. NSVRC 2023 Multi-Jurisdictional Hazard Mitigation Plan Update Presentation [HERE](#)
3. NSVRC 2023 Multi-Jurisdictional Hazard Mitigation Plan Shenandoah County and Towns Summary [HERE](#)

Suggested Motion(s):

- A **favorable** motion to recommend the adoption could read:

MOVE, that the Planning Commission forward the resolution for adoption to Town Council recommending approval of the 2023 Regional Hazard Mitigation Plan because the request is consistent with the goals of the Comprehensive Plan. The recommendation includes the following recommended conditions:

1. (List any additional recommended conditions)

- A motion to **table** could read:

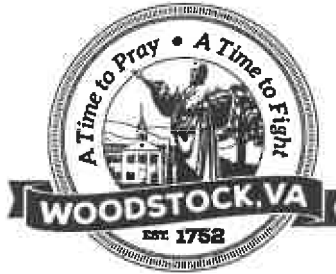
MOVE, that the Planning Commission table the resolution for adoption of the 2023 Regional Hazard Mitigation Plan to Town Council until a December 2023 meeting to allow adequate time for the applicant to address comments and concerns that the Commission has identified, which include:

1. _____

- A motion for an **unfavorable** recommendation on the request could read:

MOVE, that the Planning Commission forward the resolution for adoption of the 2023 update of the Regional Hazard Mitigation Plan to Town Council recommending disapproval because the request is {include one or more reasons – e.g., insistent with the Comprehensive Plan, does not represent good planning practice, etc.}.

1. (List any reasons for disapproval)



**RESOLUTION TO ADOPT THE 2023 MULTI-JURISDICTIONAL
HAZARD MITIGATION PLAN**

WHEREAS, the Town of Woodstock and all jurisdictions within the Northern Shenandoah Valley Regional Commission (NSVRC), (a planning district commission organized pursuant to Virginia Code § 15.2-4200, et seq.), have exposure to natural hazards that cause risk to life, property, environment, and the economy; and

WHEREAS, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

WHEREAS, the federal Disaster Mitigation Act of 2000 (42 USC § 5121, et seq.), as amended, requires that local governments develop, adopt, and update natural hazard mitigation plans in order to receive federal assistance; and

WHEREAS, mutual aid for emergency services is authorized by Title 44.1 of the Virginia Code; and

WHEREAS, working with project consultants, and coordinating with Federal, State, and regional stakeholders, the NSVRC prepared an updated Regional Hazard Mitigation Plan (the Multijurisdictional Regional Hazard Mitigation Plan 2023 Update) in accordance with Federal Emergency Management Agency (FEMA) requirements at 44 CFR § 201.6; and

WHEREAS, Woodstock has been involved in the preparation of the Regional Hazard Mitigation Plan 2023 Update through the participation of key staff from Shenandoah County emergency management and in the plan's project management team, local advertisement and opportunity for public input, and plan review by staff; and

WHEREAS, the Virginia Department of Emergency Management (VDEM) and FEMA have conditionally approved the Regional Hazard Mitigation Plan 2023 Update, pending local adoption.

NOW THEREFORE BE IT RESOLVED, that the Woodstock Town Council adopts the Regional Hazard Mitigation Plan 2023 Update as presented.

ADOPTED this _____ day of December 2023:

Jeremy McCleary, Mayor

ATTEST:

Mandy Helsley, Town Clerk

Citizens of Woodstock
NOTICE OF PUBLIC HEARING

The Woodstock Planning Commission will hold a public hearing on Monday, November 27, 2023 at 7:00 P.M., in the Council Chambers, 135 N. Main Street, Woodstock, Virginia, to receive citizen comments regarding a proposed amendment to the Code of the Town of Woodstock, Section 90-383.5. pertaining to prohibited signage based on materials, and Section 90-383.4, to add feather flag to temporary signage in Commercial and Industrial Districts.

The amendment creates an allowance for one feather flag per Commercial and Industrial lot, displayed during hours of operation, provided the materials are maintained and in good condition.

Further information and copies of the proposed ordinance are available at the Woodstock Town Office, 135 N. Main Street, Woodstock, 8:00 AM - 5:00 PM Monday through Friday, 540-459-3621.

Mandy Helsley, Clerk
Town of Woodstock

Keith R. Lantz, Chairman
Woodstock Planning Commission



To: Planning Commission
From: Jill Jefferson, Urban Designer | Neighborhood Planner
Date: November 20, 2023
Subject: Text Amendment for Temporary Sign

Specific Action Requested:

Consider text amendment for temporary signage in code to allow feather flags.

Executive Summary:

The proposed amendments to the Code of the Town of Woodstock, Chapter 90, Article IV, include:

- Section 90-383.4 (f) add one feather flag to temporary signage per Commercial or Industrial zoned lot.
- Section 90-383.5-2 (a) strike feather flag prohibition.

Background:

During the July 2023 Planning Commission, staff brought forth community requests for the allowance of feather flags in the code of ordinances. Staff discussed striking a balance between promoting businesses while minimizing visual clutter. The Planning Commission directed staff to draft a text amendment for temporary signage to allow one feather flag per lot in the Commercial Business Districts, with display to only occur during business operations. In the current code, feather flags are prohibited.

Analysis:

Zoning

Allowance of a feather flag would be included in the redlined narrative as follows:

Article IV. – SUPPLEMENTARY REGULATIONS

Sec. 90-383.4. - Permit not required.

A sign permit is not required for:

- (1) Signs erected by a governmental body or required by law.
- (2) Flags not containing any commercial advertising.
- (3) The changing of messages on marquees and the repair of an existing permitted sign, except that repair of a nonconforming sign must comply with [section 90-383.9](#).
- (4) Temporary signs as follows:

f. Up to one feather flag sign on any lot in a Commercial or Industrial District, provided the feather flag is displayed only during hours of business operation and is maintained in good condition.

Section 90-383-5. Prohibited Signs

(2) Prohibited based on materials.

~~a. Feather flag signs. This subsection does not apply to flags expressly permitted under this article.~~

~~a.~~ b. Flashing signs or other signs displaying flashing, scrolling or intermittent lights or lights of changing degrees of intensity, except where such signs are expressly permitted within this article. This applies to signs mounted within one foot of the interior side of a window when primarily designed for outside viewing and the structure is located within 35 feet of the street.

~~b.~~ e. Signs consisting of illuminated tubing, strings of lights or illumination devices such as LEDs.

~~c.~~ d. Signs that emit smoke, flame, scent, mist, aerosol, liquid or gas.

~~d.~~ e. Any electronic sign that is generated by a series of moving images, such as an LED, digital display, or other video technology, whether displayed on a building, vehicle, or mobile unit in excess of 30 percent of the total sign area permitted in another portion of this chapter

~~e.~~ f. Strings of pennants visible from, and within 50 feet of, any public way.

~~f.~~ g. Moored balloons, inflatable signs, or other floating signs that are tethered to the ground.

Relationship to the Comprehensive Plan

Several policies identified within Chapter 9, Community Appearance, of the Comprehensive Plan addresses signage. The proposed text amendment is consistent with promoting the economy of the community and is sensitive to the appearance of the community. Policies within Chapter 9 include establishing guidelines for signage; eliminating distracting elements from the Main Street essence; and reduction of the number of public signs by eliminating those not necessary. By allowing one feather flag per lot, this would allow for attention while not cluttering the visual aesthetics of the community appearance.

Attachment:

1. Text Amendment for consideration

Suggested Motion(s):

- A **favorable** motion to recommend the approval could read:

MOVE, that the Planning Commission forward the text amendment for temporary signage to Town Council recommending approval because the request is consistent with the Comprehensive Plan. The recommendation includes the following recommended conditions:

1. (List any additional recommended conditions)

- A motion to **table** could read:

MOVE, that the Planning Commission table the text amendment for temporary signage to Town Council until a December 2023 meeting to allow adequate time for the applicant to address comments and concerns that the Commission has identified, which include:

1. _____

- A motion for an **unfavorable** recommendation on the request could read:

MOVE, that the Planning Commission forward the text amendment for temporary signage to Town Council recommending disapproval because the request is {include one or more reasons – e.g., insistent with the Comprehensive Plan, does not represent good planning practice, etc.}.

1. (List any reasons for disapproval)

TEXT AMENDMENT

*EDITORS NOTE: The following text represents excerpts of the Zoning Ordinance that are subject to change. Words with ~~strike through~~ are proposed for repeal. Words that are **boldfaced and underlined** are proposed for enactment. Existing ordinance language that is not included here is not implied to be repealed simply due to the fact that it is omitted from this excepted text.*

AN ORDINANCE TO AMEND CHAPTER 90 OF THE CODE OF THE TOWN OF WOODSTOCK, VIRGINIA:

BE IT ORDAINED by the Council of the Town of Woodstock, Virginia, that Chapter 90, Article IV of the Code of the Town of Woodstock, Virginia, be amended as follows:

ARTICLE IV. - SUPPLEMENTARY REGULATIONS

Article IV. – SUPPLEMENTARY REGULATIONS

Sec. 90-383.4. - Permit not required.

A sign permit is not required for:

- (1) Signs erected by a governmental body or required by law.
- (2) Flags not containing any commercial advertising.
- (3) The changing of messages on marquees and the repair of an existing permitted sign, except that repair of a nonconforming sign must comply with [section 90-383.9](#).
- (4) Temporary signs as follows:

f. Up to one feather flag sign on any lot in a Commercial or Industrial District, provided the feather flag is displayed only during hours of business operation and is maintained in good condition.

Section 90-383-5. Prohibited Signs

(2) Prohibited based on materials.

~~**a. Feather flag signs. This subsection does not apply to flags expressly permitted under this article.**~~

~~**b.**~~ Flashing signs or other signs displaying flashing, scrolling or intermittent lights or lights of changing degrees of intensity, except where such signs are expressly permitted within this article. This applies to signs mounted within one foot of the interior side of a window when primarily designed for outside viewing and the structure is located within 35 feet of the street.

~~**b. e.**~~ Signs consisting of illuminated tubing, strings of lights or illumination devices such as LEDs.

~~**c. d.**~~ Signs that emit smoke, flame, scent, mist, aerosol, liquid or gas.

~~**d. e.**~~ Any electronic sign that is generated by a series of moving images, such as an LED, digital display, or other video technology, whether displayed on a building, vehicle, or mobile unit in excess of 30 percent of the total sign area permitted in another portion of this chapter

~~**e. f.**~~ Strings of pennants visible from, and within 50 feet of, any public way.

~~**f. g.**~~ Moored balloons, inflatable signs, or other floating signs that are tethered to the ground.

TEXT AMENDMENT

Adopted this ____ day of _____, 2023.

Mayor

ATTEST:

Clerk