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# Planning Commission

## FY2019 ANNUAL REPORT

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## Introduction

The City of Manassas Planning Commission fulfills the appointed duty of advising the City Council on new development, land use, zoning issues, Capital Improvement Program (CIP) recommendations, and planning issues in the City. This report details the land use actions reviewed by the Planning Commission in FY19 reporting period (July 1, 2018 to June 30, 2019) and outlines actions identified for FY20.

## Responsibilities

The Planning Commission serves in an important advisory capacity to the City Council as required by Sec. 15.2-2210 of the Code of Virginia. The Planning Commission exists “to promote the orderly development of such political subdivision and its environs.” The duties and responsibilities of the Commission as set forth in the State Code include:

- Making recommendations and an annual report concerning the operation of the Commission and status of planning within the City.
- Preparing, publishing, and distributing reports, ordinances, and other material relating to its activities.
- Preparing a Comprehensive Plan for the physical development of the territory within its jurisdiction.
- Reviewing and approving new public facilities.
- Reviewing and making recommendations on special use permit and rezoning applications.

## Activities

The Planning Commission met in seven regular meetings and one worksession to act on land use cases. The Planning Commission acted on five (5) special use permit cases, three (3) rezonings, and two (2) zoning text amendments, recommending approval for:

- A height modification to the telecommunications tower at Stonewall Park
- A new telecommunication tower on Dean Drive
- A height modification for Micron Technology, Inc.
- A motor vehicle repair (minor) use in the Wellington Station shopping center
- A medical care facility for sedation dentistry
- A comprehensive sign package at All Saints Catholic Church
- Jefferson Square, a 105-unit townhouse and single-family detached development
- Proffer amendments to remove restrictions on two heavy industrial properties on Redoubt Road.
- A zoning text amendment to allow height modifications by special use permit in the I-1 zoning district
- A zoning text amendment to make technical corrections and ensure compliance with state and federal laws and regulations

The following table provides a summary of cases submitted and acted upon in FY19. Note that the number of cases acted upon includes cases submitted prior to FY19 that have carried over. A detailed listing of the Planning Commission actions (including the final City Council action) is attached to this report.

Type of Application (Case)	Input		Output		Total Cases Carried Over to FY19
	Prior Cases Awaiting Action	FY19 New Cases	Total Cases Acted Upon	Total Cases Withdrawn	
<b>Special Use Permit</b>	1	6	6	0 <sup>1</sup>	1
<b>Rezoning</b>	1	2	3	0	0
<b>Zoning Text Amendments</b>	0	2	2	0	0
<b>Comprehensive Plan Amendments</b>	1	0	0	0	1

## Comprehensive Plan Annual Implementation Report

The Planning Commission is charged with preparing the City’s Comprehensive Plan and monitoring the progress of implementation of the Plan’s recommendations. The annual implementation report

The Manassas 2040 Comprehensive Plan update was the Planning Commission’s major focus in 2019. In preparation for the plan, staff worked with Planning Commission and other Boards, Commissions, and Committees to engage the community in forward-thinking dialogue about the future and vision for Manassas.



<sup>1</sup> SUP 2019-03, Wellington Station Miencke, was withdrawn following Planning Commission Recommendation of approval.

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Throughout the summer of FY19, the City held six topic specific discussions, seven neighborhood meetings with HOAs, pop-up booths at four local events, and a town hall forum on transportation, land use, and housing. With more than 250 meeting attendees, 200 pop-up responses, and 500 visits to [letstalkmanassas.org](http://letstalkmanassas.org), the 2018 Community Conversations demonstrated the passion and commitment that Manassas residents have for their City and its future.

As part of the Comprehensive Plan update, work continued on the City-wide Transportation Master Plan and Comprehensive Housing Plan. These plans provide valuable information and recommendations for Planning Commission's consideration as it reviews the Comprehensive Plan.

Using the results of the Community Conversations initiative and above-mentioned supplemental plans, the Manassas Planning Commission Comprehensive Plan Committee met 14 times to draft goals, objectives, and strategies for the 2040 Comprehensive Plan. The draft 2040 Comprehensive Plan builds and expands upon the strengths of the existing plan and addresses key issues identified through public outreach. A public report out meeting was held on June 26, 2019, and included a video overview of the progress and changes to date. A summary of the update process and upcoming meetings is available at [www.manassascity.org/planmanassas](http://www.manassascity.org/planmanassas).

## A Look Ahead

In FY20, the Planning Commission will continue its work on the Manassas 2040 Comprehensive Plan. The draft plan is anticipated for formal review in Fall 2019.

## Subcommittees & Commissioner Assignments

Zoning Ordinance Review Committee (ZORC): Ken Johnson, Chair; Russell Harrison; Bill Thompson  
The Zoning Ordinance Review Committee met one time during FY19 to review the ordinance for make technical corrections and updates, and to ensure that the code remains in compliance with current requirements of state and federal laws and regulations.

Capital Improvements Program (CIP) Committee: Martha Wilson, Chair; Harry Clark; Robert Schilpp  
The CIP Committee meets annually in January to review the City Manager's proposed plan for consistency with the adopted Comprehensive Plan.

Comprehensive Plan Committee: Elaine Trautwein, Chair; Robert Schilpp; Ken Johnson  
The Committee met 14 times in FY19 in support of the 2040 Comprehensive Plan update.

City School Board Liaison: Bill Thompson

Manassas Regional Airport Commission Liaison: Harry Clark

City Council Land Use Committee Liaison: Harry Clark

Parks and Recreation Liaison: Ken Johnson

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## Additional Notes

All members of the Planning Commission are Virginia Certified Planning Commissioners.

## Membership

<b><u>Member</u></b>	<b><u>Term Expiration</u></b>
Harry Clark	June 30, 2022
Russell Harrison	June 30, 2023
Ken Johnson	June 30, 2022
Robert Schilpp	June 30, 2023
Bill Thompson	June 30, 2021
Elaine Trautwein	June 30, 2021
Martha Wilson	June 30, 2023

## Attendance Report

Attendance for regular meetings is shown below. In addition, the Planning Commission held one (1) worksession.

<b>Commissioner</b>	<b>Meetings</b>	<b>Present</b>	<b>Absent</b>
Clark	7	6	1
Johnson	7	4	3
Harrison	7	6	1
Schilpp	7	4	3
Thompson	7	7	0
Trautwein	7	7	0
Wilson	7	6	1

## Attachments

1. Special Use Permit Case Listing
2. Rezoning Case Listing

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## Commissioner Biographies

### **HARRY J. CLARK**

Mr. Clark has been a resident of Manassas for over 27 years. During that time, he has been active in promoting and supporting recreation and sports in Manassas. He graduated from Georgetown University in 1972 with a degree in Economics and entered active duty in the Army, retiring in 1994. He has been active with the Stonewall Park Summer Recreational Swim Team, holding a position on the Board for over 20 years. He has been an active supporter of the Osbourn High School Swim Team. He served as a member and Chairman of the Manassas City Recreation and Parks Committee before being appointed to the Planning Commission and currently serves as a member of the Freedom Aquatic and Fitness Center Advisory Board. The Manassas City Council appointed Mr. Clark to serve on the Manassas Regional Airport Commission. Mr. Clark also serves on the Manassas City Board of Equalization. He holds a Master of Science Degrees in Business Administration from Boston University and Information Systems Management from Strayer University. Mr. Clark is a graduate of the Virginia Certified Planning Commissioner's Program.

### **RUSSELL HARRISON**

Mr. Harrison and his family have been residents of Manassas since 2002. In addition to the Planning Commission, he served as Chair of the Manassas Electoral Board from 2014 until May 2017, and was a member of the Board, which oversees elections in Manassas, for six years. He also volunteers as a CCD teacher for All Saints Church. Professionally, Mr. Harrison is the Director of Government Relations for the IEEE, the world's largest technical professional society and leading technology standards association. He holds a Bachelors Degree in Political Science from Allegheny College, a Masters in Public Policy from the University of Maryland and is a Certified Association Executive through the ASAE. Mr. Harrison is a certified Virginia Planning Commissioner.

### **KEN JOHNSON**

Mr. Johnson and his family have lived in Manassas for over 40 years. He has served the community in a variety of ways--as a scout leader, soccer coach, president of the Osbourn High School 2B Band Boosters Club, member and Chair of the City's Recreation and Parks Committee, and as Vice Chairman of the Manassas Traffic Safety Commission. He also served on the Citizen's Advisory Committee for the Downtown Sector Plan, led the Bike Trail Committee, and is Chairman of the Zoning Ordinance Review Committee. Mr. Johnson retired from the Federal government after 32 years of service and is now a contractor consultant. He holds Masters Degrees in Economics and Information Resource Management and is a graduate of the Virginia Certified Planning Commissioner's Program.

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### **ROBERT SCHILPP**

Mr. Schilpp has been a resident of Manassas for over 32 years. He has served in a variety of capacities during that time, including as a member of the Bethel Lutheran Church Council for 14 years, and president of the congregation for six of those years; coaching youth soccer for 20 years; and participating on several Manassas City School committees. In addition to the Planning Commission, Mr. Schilpp has been a member of the Board of Zoning Appeals since 2003 and has chaired the board for the past ten years. He retired from the Department of Defense in 2002, following 34 years of service, and then worked as a defense contractor for a number of years before becoming an adjunct professor of history at Northern Virginia Community College. He graduated from Susquehanna University in Pennsylvania with a degree in history in 1968, and received a Masters Degree, also in history, from George Mason University in 1997. Mr. Schilpp is a certified Virginia Planning Commissioner.

### **BILL THOMPSON**

Mr. Thompson has been a resident of Manassas for over 25 years. During that time, he has been an advocate for strong citizen input on development issues affecting the quality of life in Manassas neighborhoods. He graduated from Western Kentucky University with a degree in Mass Communications and served as a rotary wing aviator in the Army, National Guard and Reserves for 20 years. Mr. Thompson retired from his positions as Senior Director of Business Operations for the National Education Association in Washington D.C., Director of NEA Properties, Inc. and Trustee of the Indiana Education Association in 2015. During his working career, Mr. Thompson managed the construction and operations of buildings that won awards from the Building Owners and Managers Association (BOMA) for design and achieved Leadership in Energy and Environmental Design (LEED) Gold Certification for energy efficient maintenance and operations. Mr. Thompson is a graduate of the Virginia Certified Planning Commissioner's Program.

### **ELAINE TRAUTWEIN**

Ms. Trautwein has lived in Manassas for over 22 years. She established her own law practice shortly after moving to the City with her two children. She has been active in her community and profession and has previously served as a director of the Prince William County Bar Association. Ms. Trautwein is certified by the Virginia Supreme Court as a guardian ad litem for children and has represented their best interests before local courts for many years. Prior to her appointment to the Planning Commission, she was involved as a citizen participant in the preparation of the Manassas Next 2032 Comprehensive Plan. She holds a Bachelor's Degree in Urban Affairs from Virginia Tech and graduated with honors from George Washington University Law School. Ms. Trautwein is a certified Virginia Planning Commissioner.



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**MARTHA WILSON**

Ms. Wilson moved to Manassas in 1988. She has worked to make the City more livable, visually appealing, and economically robust. With a background in historic preservation and tourism, she was appointed in 1989 to the City task force to revitalize Old Town, which produced a report that remains a model for the downtown. In 1992, she was appointed to the City's Architectural Review Board, where she served for 18 years, and a number of them as chairman. She also served on the executive committee of Historic Manassas Inc., chairing a traffic calming committee whose report was implemented by the City Council. After graduating with a B.S. in social studies from Longwood College, Ms. Wilson attended graduate school in business administration at the College of William and Mary and worked as a public school teacher and the curator of a small museum and was for many years a docent for the Association for the Preservation of Virginia Antiquities and the Smithsonian Institution. Her three sons all attended public schools in the City, and she has been a member of the Manassas Garden Club for over 20 years, working on Old Town beautification projects. Ms. Wilson is a certified Virginia Planning Commissioner.

Respectfully submitted,



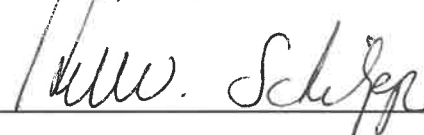
Harry Clark, Chair



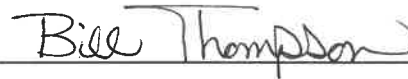
Ken Johnson, Vice Chair



Russell Harrison



Robert Schilpp



Bill Thompson



Elaine Trautwein



Martha Wilson

**Attachment 1. FY2019 Special Use Permit (SUP) Cases**

CASE #	DATE RECEIVED	APPLICANT	PROPERTY LOCATION	USE REQUESTED	ZONING	PLAN. COMM. ACTION/DATE	CITY COUNCIL ACTION/DATE
2018-2010	May 11, 2018	Milestone Communications	9723 Dean Drive	To consider a special use permit request to allow a 134-foot monopole telecommunications tower.	I-1 / AOD	Recommended Approval September 5, 2018	Approved October 22, 2018
2019-01	July 17, 2018	T-Mobile c/o NB+C	8351 Stonewall Road	To consider a special use permit amendment to extend the height of the existing structure from 110 feet to 120 feet (an amendment to SUP #2015-02).	R-3	Recommended Approval October 3, 2018	Approved October 22, 2018
2019-02	September 5, 2018	Micron Technology	9600 Godwin Drive	To consider an amendment to SUP #2005-03 to increase the maximum allowable structure height from 75-feet to 120-feet. The proposed facility is an existing manufacturing facility with accessory exterior chemical storage located at 9600 Godwin Drive and is bordered by Godwin Drive to the north and Nokesville Road to the south.	I-1 / AOD	Recommended Approval October 3, 2018	Approved October15, 2018
2019-03	September 11, 2018	Wellington Station Meineke	10024 Dumfries Road	To consider a special use permit to allow a motor vehicle repair, minor use in a retail space in the end cap (approximately ±4,005 sq. ft.) of the existing shopping center. The property is ± 21.16 acres and is located at the intersection of Wellington Road and Dumfries Road.	B-4	Recommended Approval November 7, 2018	Withdrawn
2019-04	November 9, 2018	Navdeep Sandhu	9420 Forestwood Lane, #201	To consider a special use permit application to allow a Medical Care Facility limited to facilities operated for the performance of surgical or other procedures where the patient is not capable of self-preservation during the procedure or recovery. The use would permit sedation dentistry as part of a medical office use. The proposed facility is a ±2,425 SF second floor suite within an existing professional office building located at the terminus of Forestwood Lane.	B-1 w/Proffers	Recommended Approval December 5, 2018	Approved January 28, 2019
2019-05	January 29, 2019	All Saints Catholic Church	9294 Stonewall Road	To consider a special use permit amendment to allow comprehensive sign package for a changeable message sign at the site entrance along Center Street (Virginia Route 28).	R-1	Recommended Approval April 3, 2019	Approved May 20, 2019
2019-06	June 21, 2019	Judith Molinelli	9209 Maple Street	To consider a special use permit to allow a home business (attorney's office).	R-1	Carried over to FY20	N/A

**Attachment 2. FY2019 Rezoning Cases**

CASE #	DATE RECEIVED	APPLICANT	PROPERTY LOCATION	USE REQUESTED	ZONING	PLAN. COMM. ACTION/DATE	CITY COUNCIL ACTION/DATE
2018-01	10/27/2017	Jefferson Square	9601 Jefferson Street, Multiple Parcels	To consider a request to rezone ±9.88 acres from Small Lot, Single Family Residential (R2S) to City Center Planned (B3.5) with proffers. The project would allow 108 single family, attached homes (townhomes) and nine single family, detached homes.	R-2-S to B-3.5 with Proffers / AOD	Recommended Approval November 7, 2018	Approved January 28, 2019
2019-01	9/17/2018	Ovidio Baten	10564 Redoubt Road	To consider a proffer amendment to REZ #1997-05 to repeal the existing proffers, remove existing use restrictions from the 1997 zoning ordinance, and allow use of the properties under the current I-2 zoning, including motor vehicle repair, as a by-right use.	R-2-S and AOD	Recommended Approval November 7, 2018	Approved January 28, 2019
2019-02	9/17/2018	Gillian Penn	10562 Redoubt Road	To consider a proffer amendment to REZ #1997-05 to repeal the existing proffers, remove existing use restrictions from the 1997 zoning ordinance, and allow use of the properties under the current I-2 zoning, including motor vehicle repair, as a by-right use.	R-2-S and AOD	Recommended Approval December 5, 2018	Approved January 28, 2019