



**Town of Altavista, Virginia
Meeting Agenda Planning Commission
Planning Commission**

**Monday, June 3, 2024
5:00 PM - 510 7th Street
Altavista, VA 24517**

- 1. CALL TO ORDER**
- 2. INVOCATION AND PLEDGE OF ALLEGIANCE - AMERICAN FLAG**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**

41. [Meeting Minutes - May 2024
attachment. Altavista Planning Commission Mtg. Minutes 5.06.24.pdf](#)

- 5. PUBLIC EXPRESSION**
- 6. PUBLIC HEARING(S)**

[PUBLIC HEARING: Special Use Permit - Indoor Pet Boarding Facility \(#SUP-24-03\)
attachment. PC Agenda Packet_SUP-24-03_MLogan_Binder.pdf](#)

- 7. UNFINISHED BUSINESS**

[Solar Energy Systems: Planning and Zoning Review Discussion](#)

- 8. NEW BUSINESS**
- 9. MATTERS FROM THE PLANNING COMMISSION**
- 10. MATTERS FROM STAFF**
- 11. ADJOURNMENT**

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA
PLANNING COMMISSION

June 3, 2024

AGENDA COVER SHEET

AGENDA ITEM #: 41.

Approval of Minutes

Title: Meeting Minutes - May 2024

Staff Resource: Crystal Hailey, Asst. Town Clerk

Action(s):

Review for approval

Explanation:

The Planning Commission will review the minutes from their previous meeting, May 6th, 2024; and approve as presented, or inform Staff of corrections needed and approve as amended.

Background:

Funding Source(s):

Attachments: *(click item to open)*

[attachment. Altavista Planning Commission Mtg. Minutes 5.06.24.pdf](#)

The Altavista Planning Commission held a regularly scheduled meeting on Monday, May 6th, 2024, at 5pm, in Council Chambers at Town Hall, located at 510 7th Street, Altavista, VA.

Members present: John Jordan, Chairman
Marie Mitchell, Vice Chair
Reggie Bennett, Vice Mayor
Meghan Bolling
Ashby Robinson, Jr.
Rayna Steele, Senior Student Commissioner
Conner Mattox, Junior Student Commissioner

Staff present: Matthew Perkins, Assistant Town Manager
John Eller, Town Attorney
Crystal Hailey, Assistant Town Clerk

CALL TO ORDER

Chairman Jordan called the meeting to order at 5:00pm and presided.

APPROVAL OF AGENDA

Vice Mayor Reggie Bennett made a motion, seconded by Vice Chair Marie Mitchell, and the Planning Commission voted 7-0 to approve the May 6, 2024 meeting agenda as presented.

PLEDGE OF ALLEGIANCE & INVOCATION

Chairman Jordan delivered an Invocation; and led everyone in reciting the Pledge of Allegiance.

APPROVAL OF MINUTES

With a 7-0 vote, the April 1, 2024 Planning Commission meeting minutes were approved as presented.

PUBLIC EXPRESSION

None at this time.

PUBLIC HEARINGS

Town Ordinance – Text Amendment Request: OA-24-03

This hearing was adequately advertised as required.

Assistant Town Manager Matt Perkins said, to date, there had been no public input for or against this request

Chairman Jordan opened the public hearing at 5:02 p.m.

Melissa Logan, Owner, Precious Paws Pet Grooming, was present to answer any additional questions the Commission may have, of which there were none.

With no public comments offered, Chairman Jordan closed the public hearing at 5:10 p.m.

The Planning Commission voted 7-0 in favor of moving this item forward to Town Council, with a recommendation of approval.

Special Use Permit: SUP-24-02

This hearing was adequately advertised as required.

The Commission reviewed the SUP application submitted by Mary Lewis-Beckum, 1407 Bedford Avenue, requesting that an *Accessory Apartment use* be allowed in a structure other than her principle structure.

Chairman Jordan opened the public hearing at 5:13 p.m.

Susan and Greg Frazier, 1409 Bedford Avenue, property owners adjacent to Ms. Beckum, were present to share their concerns, such as construction nuisance and potential future noise nuisance.

Ms. Beckum assured the Commission, and Mr. and Mrs. Frazier, that if approved, she would personally oversee the construction process and make sure no violations occurred.

Chairman Jordan closed the public hearing at 5:57 p.m.

After considering the comments from both parties, the Commission voted 7-0 in favor of moving this item forward to Town Council; with an approval recommendation for SUP-24-02, with the following conditions:

- *The accessory structure is (already) required to have its own water meter*
- *Only immediate family be permitted to occupy the accessory structure (currently specified in Town Code)*
- *No more than 2 vehicles be allowed in the designated driveway that is associated with the accessory structure*
- *Within a 12-month timeframe, no more than three Town Code violations, such as noise, will be tolerated; more than three will be cause for retraction of the SUP*
- *The SUP will be “terminated upon conveyance” of the said property - 1407 Bedford Avenue*

UNFINISHED BUSINESS

Solar Energy Systems – Regulating Use

This discussion was continued from the Planning Commission’s April 2024 meeting, on how the Town of Altavista could regulate solar energy systems of residential and commercial users. This evening, the discussion also included local and state regulations, as they pertain to local planning and zoning. The Commission reviewed proposed amendments to Town Code to provide Staff with input on its language.

Mr. Perkins shared two of the Town’s most recent efforts:

1. June 2020: the Town of Altavista applied for, and was designated, as a Bronze Level SolSmart Community (guidance on zoning and permits was published on the Town website; no official zoning amendment action was taken, as the information only guided solar inquiries).
2. April 2023: the Town amended Town Ordinance *Sec 86-32: Use Types*, to add language that excludes "utility-scale solar facilities" in the definition to Utility Services, major.

Town Attorney John Eller recommended that the Town consider regulating disposal of decommissioned solar panels/equipment. The Commission concurred with Attorney Eller.

From further discussion of ground-mounted solar systems, the Planning Commission was in consensus to revise the proposed draft amendment, not allow the systems in PUD Districts (along with Residential).

Junior Commissioner Mattox mentioned “solar walls”. Mr. Perkins stated, since the product was fairly new, it would not be addressed with this text amendment; however, when/if it was brought to Staff in the future, the item would be addressed at that time.

Mr. Perkins asked the Commissioners to continue reviewing the draft text amendment(s), for further discussion at their next meeting.

NEW BUSINESS

None on this date.

MATTERS FROM STAFF

Mr. Perkins stated that he would deliver a mid-year report to the Commission at their July meeting.

ADJOURNMENT

With no further business to discuss, Chairman Jordan adjourned this meeting at 6:37 p.m.

John Jordan, Chairman
Altavista Planning Commission

Mathew Perkins, Asst. Town Manager
Town of Altavista



TOWN OF ALTAVISTA
PLANNING COMMISSION

June 3, 2024

AGENDA COVER SHEET

AGENDA ITEM #:

Public Hearing(s)

Title: PUBLIC HEARING: Special Use Permit - Indoor Pet Boarding Facility (#SUP-24-03)

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Planning Commission to conduct a Public Hearing for a Special Use Permit for Indoor Pet Boarding Facility as required by Town Code 86-427(5).

Explanation:

See Staff Report to Planning Commission (attached)

Background:

See Staff Report to Planning Commission (attached)

Funding Source(s):

Attachments: *(click item to open)*

attachment. PC Agenda Packet_SUP-24-03_MLogan_Binder.pdf

Staff Report to Planning Commission
Special Use Permit #SUP-24-03
Public Hearing June 03, 2024

Request:

The request is for a Special Use Permit submitted by Melissa Logan to establish and operate an Indoor Pet Boarding Facility in the DRO (Downtown Revitalization Overlay) District in connection with an established business, that being Precious Paws Dog and Cat Grooming, operating at 417 Washington Street.

Summary:

Ms. Logan is the business owner of Precious Paws Dog and Cat Grooming. Currently operating to provide pet grooming services to the residents of Altavista and surrounding counties. As part of Ms. Logan's business plan, she seeks to offer pet boarding services.

Recently, the Planning Commission recommended, and the Town Council approved a Zoning Text Amendment to define Indoor Pet Boarding Facility as a building or structure located on any lot or parcel in which more than 5 dogs and cats are kept, trained, or boarded for a fee and may include pet day care services. Further, Indoor Pet Boarding Facility was included as a permitted use by special use permit application subject to the conditions of Section 86-523.

Precious Paws Dog and Cat grooming is a newly licensed business in the Town of Altavista and began operation in May 2024.

Staff Evaluation in accordance with Zoning Ordinance:

Section 86-523 – Indoor Pet Boarding Facility sets the minimum guidelines for operation of an Indoor Pet Boarding Facility, and to which Ms. Logan has affirmed her commitment to maintain. Section 86-523 is hereto attached for ease of reference.

Zoning District and Adjacent Land Use:

The subject property is Zoned as DRO (Downtown Revitalization Overlay) District. All adjacent and surrounding properties are also zoned DRO. One will find a mix of commercial, office, and civic uses immediately adjacent to the subject property.

Relationship to Existing Plans

Comprehensive Plan

The 2045 Comprehensive plan notes a commitment to “redevelopment in the downtown area” by supporting “mixed and complementing uses”. It is an important feature to central business districts to create diversity by accommodating infill development that fits the

scale, design and character of the district and focused on retail, office and, in this case, personal services, that create pedestrian oriented environments.

Further, the Comprehensive Plan states as the Goal for Economic Development, to “attain [a]...diversified and stable economy that provides a sufficient tax base and quality of life resources that support the citizens and attracts businesses and visitors.” Staff believes that this use, which complements an existing business, meets the objectives of this goal.

Lastly, by fostering small business development in the Town of Altavista, in providing opportunities for uses that previously may not have been contemplated in the Zoning Ordinance and providing a path forward through special use permit application, this opportunity also meets a strategic initiative of the Town’s most recent Economic Development Strategic Plan, that being the prioritizing business growth initiatives.

Public Input

Public Advertisements for the Public Hearing in this matter were published for two successive weeks, that being May 22, 2024, and May 29, 2024, in the Altavista Journal.

Additionally, Adjacent Property Owner Letters (8) were sent on May 21, 2024, via first-class mail.

The Property was posted with a Public Hearing Notice Placard on May 21, 2024.

As of the writing of this report, staff have not received any letters, phone calls or emails in support of or opposition to the application of this Special Use Permit.

Staff Recommendation:

Staff recommends that the Planning Commission make a recommendation to the Town Council to approve the Special Use Permit SUP-24-03, subject to Sec 86-523 of the Code of the Town of Altavista.

Attachments:

1. Special Use Permit Application
2. Aerial Map including Site Photos (*current condition*)
3. Zoning Map
4. Future Land Use Map



Town of Altavista
Department of Community Development

P.O. Box 420, Altavista, Virginia 24517
Phone: (434) 369- 5001 Fax: (434) 369-4369

Special Use Permit Application

DATE: 5-15-2024
CASE #: SUP-24-03

Property location and Identification

Tax Map Identification #: 83A-11-8-8
Name of Development: NA
Name of Property Owner: Mitch Hailey
Physical Address of Proposed Site: 417 Washington St Altavista
Mailing Address: 426 7th Street Altavista
Telephone: 309-7297 941-6232 Email: ppaws2016@yahoo.com
Agents Name: Precious Paws Dog & Cat Grooming LLC
Agents Phone Number: 309-7297 Agents Fax Number: _____
Agents Mailing Address: 417 Washington St. Altavista VA
Special Use Requested: Indoor pet boarding facility

Required Attachments:

☐ Boundary Survey Plat or ☐ Site Development Plan
☒ Statement of Compliance ☐ Traffic Study/VDOT LUP

Present Zoning Classification (Check one):

☐ Low-Density Residential (R-1) ☐ Local Commercial (C-2) ☐ Planned Unit Development (PUD)
☐ Medium-Density Residential (R-2) ☐ General Commercial (C-2) ☒ Downtown Revitalization (DRO)
☐ Residential Manufactured Home ☐ Industrial District (M)
Park (R-MPH)

Application Review Fee

Please include your non-refundable application review fee in the amount of \$400.00 dollars, plus \$275.00 dollars for advertising costs. Please make checks payable to: **The Town of Altavista**

☐ Approved ☐ Denied by Town Council on _____ Date _____

Confirmed by Sigurd Lease
Signature of Property Owner

Date

Signature of Zoning Administrator

Date

Amount Paid \$ 400-

Date Paid 5/15/2024


May 15, 2024

Town of Altavista
ATTN: Zoning Administrator
P.O. Box 420
Altavista, VA 24517

RE: Application for Special Use Permit
Declaration of Intent

I, Melissa Logan, owner of Precious Paws Dog and Cat Grooming, and applicant for Special Use Permit (SU-24-03) for Indoor Pet Boarding Facility, submit this Declaration of Intent as my affirmation that should the Special Use Permit be recommended for approval by the Altavista Planning Commission to Altavista Town Council, and upon Altavista's Town Council approval, that I, as the responsible party, will comply, enforce, and maintain conformity with the Development Standards for Indoor Pet Boarding Facility as declared at Section 86-523 of the Town Code of the Town of Altavista. I understand that failure to maintain conformity with Sec 86-523 will result in the Special Use Permit being revoked by the Town of Altavista.

Signature: Melissa Logan
Printed Name: Melissa Logan
Date: 5-21-24

Witness: 
Printed Name: MATT PERKINS

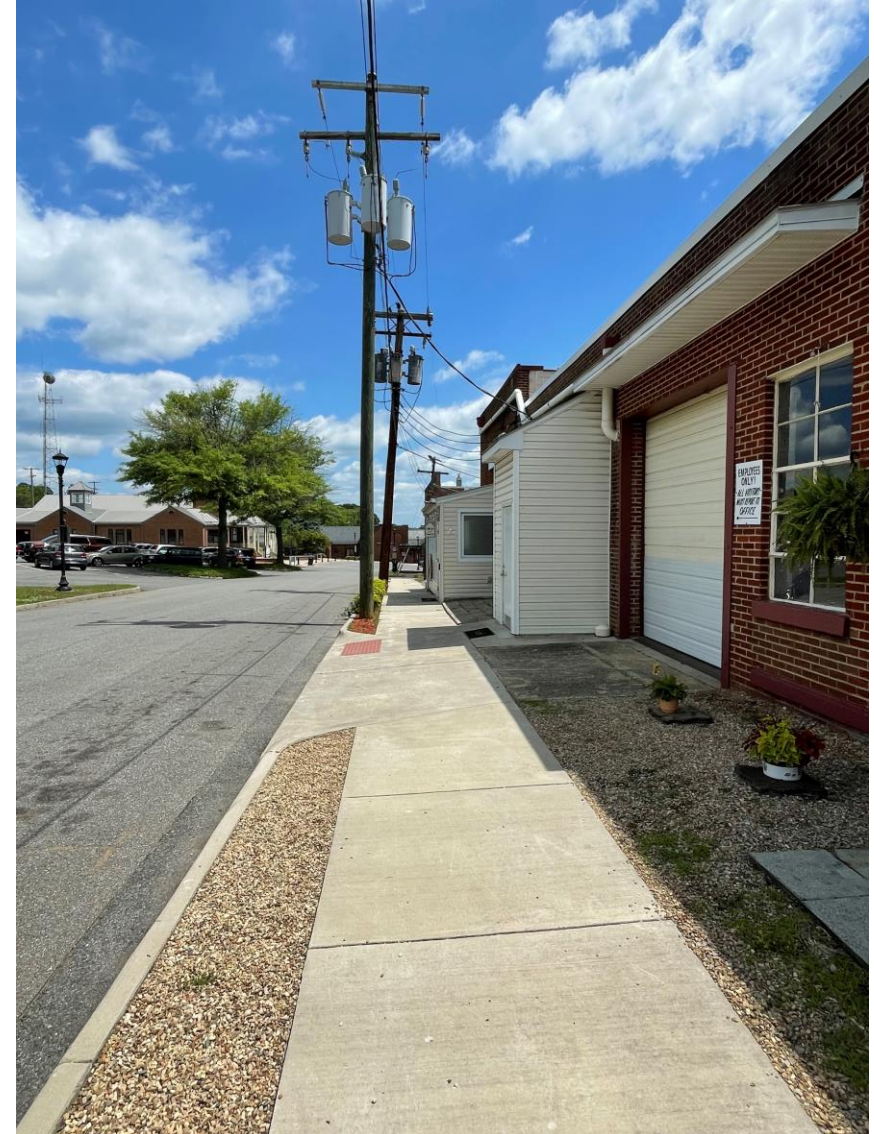
Aerial Map – 417 Washington Street



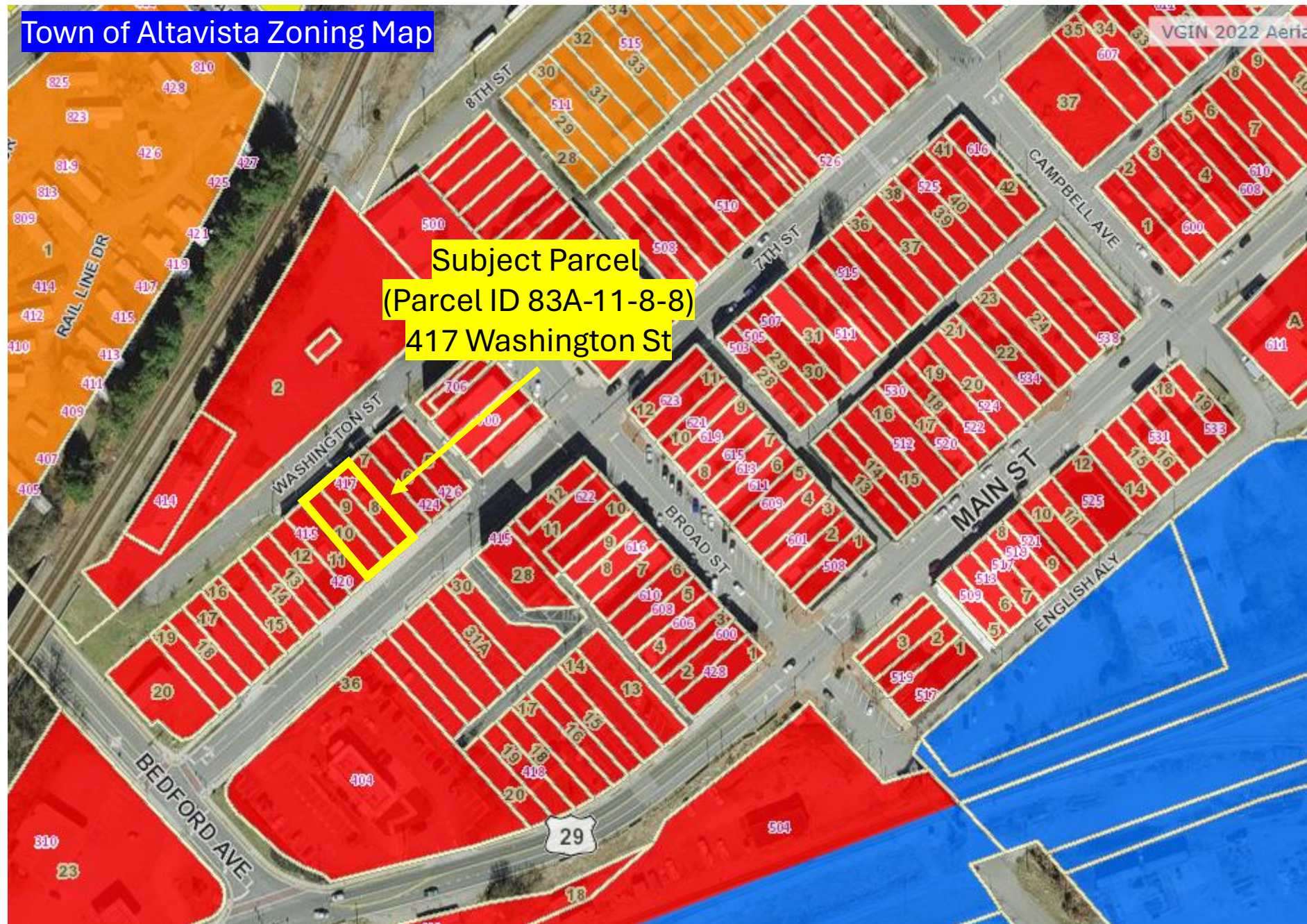
Site Photos – 417 Washington Street



Site Photos – 417 Washington Street



Town of Altavista Zoning Map



2045 Future Land Use Map

Legend

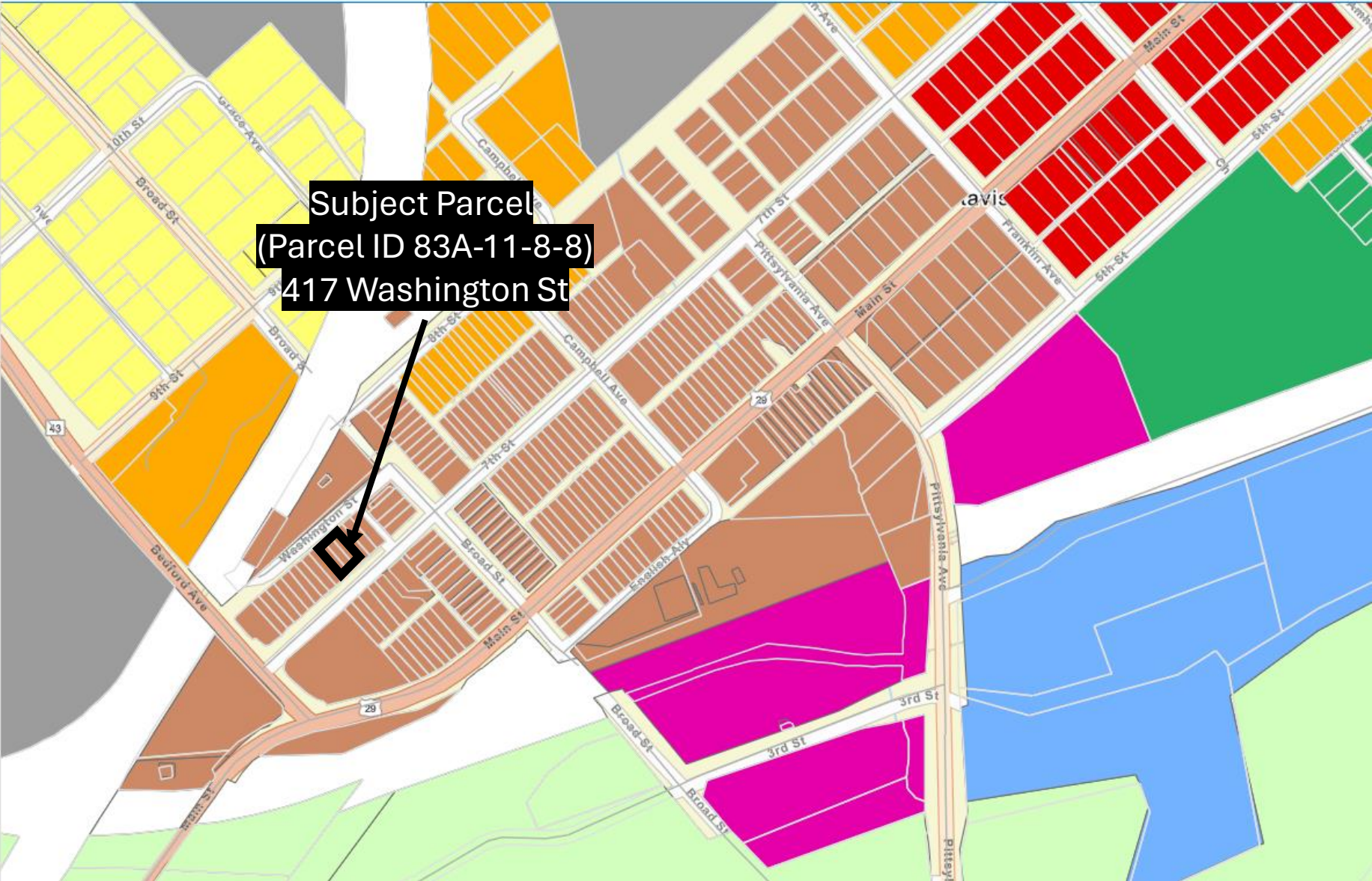
StreetCenterline

AltavistaParcels

Altavista_TownBoundary

FutureLandUse

- Downtown Commercial
- Economic Opportunity Area
- General Commercial
- Industrial
- Institutional
- Low Density Residential
- Medium Density Residential
- Mixed Use
- Open Space
- road
- Open Space - Development
- others





TOWN OF ALTAVISTA
PLANNING COMMISSION
June 3, 2024
AGENDA COVER SHEET

AGENDA ITEM #:

Unfinished Business

Title: Solar Energy Systems: Planning and Zoning Review Discussion

Staff Resource: Matt Perkins, Assistant Town Manager/Zoning Administrator

Action(s):

Continue discussion with Staff on solar energy systems, including local and state regulations, as they pertain to local planning and zoning.

Review proposed amendments to Town Code and provide comments on language and intent.

Explanation:

The Planning Commission asked Staff to review current planning and zoning practices, to lead a discussion on how the Town can address the increase in solar energy systems by both residential and commercial users.

Background:

To date, the Town of Altavista has initiated three primary efforts related to solar energy systems, as follows:

1. Applied for and was designated as a SolSmart Community - Bronze Level in June 2020. Guidance on zoning and permitting was published to the Town website. No official zoning amendment action was taken as the information only guided solar inquires.
2. Amended Town Ordinance Sec 86-32, Use Types (April 2023) to add language that excludes "utility-scale solar facilities" in the definition of *Utility Services, major*.
3. Began discussions on amending Town Code: to guide solar energy system installations, by review of information provided at May 6, 2024 meeting.

In preparation for this discussion, Staff has reviewed work product completed under previous Town administration, state regulations and guidance, and local planning and zoning ordinances.

Matters to consider:

- Definition of Solar energy system - considered an accessory use
- Definition of use types (ground mounted and rooftop mounted)
- Development standards should be set for each use type
- Restrictions on utility scale / distribution other than service to buildings on same lot

Funding Source(s):

N/A

Attachments: *(click item to open)*