

The Altavista Planning Commission held their regularly scheduled meeting on Tuesday, October 3rd, 2022, at Town Hall, located at 510 7th Street, Altavista, VA. This meeting started early at 4pm.

Members present:                    John Jordan, Chairman  
   Marie Mitchell, Vice Chair  
   Reggie Bennett, Vice Mayor  
   Marvin Clements  
   Meghan Bolling

Staff present:                        Sharon D. Williams, AICP, Community Development Director  
   John Eller, Town Attorney  
   Crystal Hailey, Assistant Town Clerk

### **CALL TO ORDER**

Chairman John Jordan called the Altavista Planning Commission Meeting to order at 4:02 p.m.

### **DETERMINATION OF QUORUM**

With all Commissioners present, Chairman Jordan confirmed a quorum.

### **APPROVAL OF AGENDA**

Chairman Jordan asked if there were any amendments needed to the agenda.

Upon a motion by Vice Chair Marie Mitchell, and seconded by Vice Mayor Reggie Bennett, the Planning Commission voted 5-0 to approve the October meeting agenda as presented.

### **PLEDGE OF ALLEGIANCE & INVOCATION**

Chairman Jordan delivered an Invocation for the meeting and afterwards, the Planning Commission and staff recited the Pledge of Allegiance.

### **APPROVAL OF MINUTES**

Chairman Jordan asked the Commission if they saw any amendments needed in the September 2022 meeting minutes, to which there were none.

With a motion made by Vice Mayor Bennett, and seconded by Vice Chair Mitchell, the minutes for the Commission's September meeting were approved as presented, with a 5-0 vote.

### **PUBLIC EXPRESSION**

With no one coming forward with comments, Chairman Jordan closed the floor for public expression.

### **PUBLIC HEARINGS**

There were no public hearings scheduled for this meeting.

### **OLD BUSINESS**

Community Development Director Sharon D. Williams stated that Ada Hunsberger, Regional Planner with the Central Virginia Planning District Commission (CVPDC), was also present to assist with presenting the items on the agenda that evening.

a. 2045 Comprehensive Plan – Future Land Use Map (FLUM)

Community Development Director Sharon D. Williams stated it was her intent to have the revised draft of the 2045 Comprehensive Plan to the Commission and Town Attorney by that Friday, so a public meeting and the required public hearing could be scheduled. Ms. Williams went over the ten (10) Future Land Use Categories as shown on the FLUM and informed the Commission updates were made to improve the definition of each category and make them more understandable.

Vice Chair Mitchell stated that she believed the colors that represented the land use categories on the FLUM were too similar.

Ms. Williams said Campbell County had recommended the FLUM colors be changed to more distinctive colors.

There was a consensus of the Planning Commission to allow staff to determine the color changes.

Ms. Williams referenced areas on the FLUM that were of concern at the last Planning Commission meeting and asked the Commission for their input and direction. She reminded the Commission that the FLUM was the 2045 vision for the town, and the Zoning Ordinance was the tool used to implement and support that vision.

The Commission discussed the Frazier Farm, properties located at the north end of Bedford Avenue, the corner of Avondale and 15th Street, the old Lane Company property, and a few additional properties/areas; and there was a lengthy discussion pertaining to 7th Street to determine the most viable zoning designation for that area, which also included consideration of the development of a new zoning district, Residential/Office.

There was a consensus of the Commission to leave 7th Street, from Franklin Avenue to Main Street, General Commercial, as designated and reconsider the matter when the Zoning Ordinance was updated.

There were discussions about the old Lane Company property, off Pittsylvania Avenue. The Commission considered the property between that area and properties along the Staunton River, which were in the 100-year floodplain.

There was a consensus of the Planning Commission to change the designation of the old Lane property from Industrial to Mixed Use, to offer flexibility for future development.

After consideration of each property or area, the Commission shared their recommendations regarding the Future Land Use Map, and asked staff to present the proposed revisions to Town Council for their consideration as part of the Comprehensive Plan update.

Ms. Williams asked the Commission if Monday continued to be the most viable day for their meetings, or if they believed another day would work better.

There was a consensus of the Commission to keep the Planning Commission meetings scheduled on Monday evenings at 5pm.

Town Attorney John Eller asked when the next Certified Planning Commissioner training classes would be held.

Ms. Williams stated that the 2023 schedule had not been posted. Ms. Williams referenced the Economic Opportunity Area land use category and asked the Commission for their input on incentivizing those areas.

There was a consensus of the Commission to recommend Town Council incentivize those areas.

Ms. Williams also referenced an area of town currently categorized as Industrial, the BGF warehouse currently up for sale, and the Novelty St duplex bungalows. She asked the Commission believed the properties should remain Industrial, or if they considered a different category a better fit for the area.

The Commission shared a consensus that Economic Opportunity Area gave more flexibility to a future owner or developer and recommended the property's designation be changed to EOA.

There being no additional questions or comments pertaining to the Future Land Use Map categories and designations, Ms. Williams moved to the next agenda item.

b. 2045 Future Land Use Goals and Objectives

Ada Hunsberger, Reginal Planner, CVPDC, stated that the goals and objectives would remain the same unless the Commission had any additional items to add. She referenced an existing goal that mentioned meeting bi-annually with other Planning Commissions and asked if it was still a goal they believed should remain, and if so, was bi-annually a reasonable timeframe.

Chairman Jordan said the meetings were done when he first joined the Planning Commission, and he believed the meetings were very informative.

There was a consensus of the Commission that having bi-annual meetings with other local Commissions would be both informative and helpful to all parties involved and they agreed the goal should stay in the plan.

Ms. Williams stated that the Central Virginia Planning District Commission (CVPDC) was a great resource for planning such meetings.

Chairman Jordan asked that the plan not have bullet points but be divided by numbers and letters for easier reference.

Mrs. Hunsberger stated that she would make the change to reflect Chairman Jordan's request. She then referenced the Economic Opportunity Area land use designation and said that it was not well represented in the Comprehensive Plan and asked the Commission where they believed it should be mentioned.

Vice Chair Mitchell said, since it was a land use category, she suggested the topic be mentioned in the Future Land Use Map chapter of the Comprehensive Plan.

Ms. Williams stated the category was a reference to economic development, and suggested it also be represented in the Economic Development chapter, to which the Commission concurred.

c. 2045 Comprehensive Plan – Neighborhoods and Housing

Mrs. Hunsberger referenced the occupancy rate chart that compared Altavista with similar sized localities in the and said the rates looked similar.

Ms. Williams stated that the Town of Hurt was included in the housing charts because it was adjacent to Altavista; however, Hurt was smaller than Altavista. She asked the Commission if they would rather use the Towns of Gretna and Bedford in the chart comparisons, since they were similar to Altavista's size; to which the Commission concurred.

The Commission was also in consensus to remove the \$50,000 or less increment on the home values chart and have the amounts in \$100,000 increments, with the first being \$99,000 or less.

Ms. Williams informed the Commission that State Code required localities to incorporate strategies into all comprehensive plans, updated after July 1st, 2021, to promote manufactured housing as a source of affordable housing.

Accordingly, Mrs. Hunsberger stated she would incorporate the topic into Altavista's update.

Mrs. Hunsberger mentioned multi-generational housing and asked the Commission if they believed the subject should be incorporated into the housing chapter of the plan.

Ms. Williams said that, currently, new housing, rehabilitating homes, and aging-in-place with universal design were higher priorities for the Town of Altavista than multi-generational housing, but it was up to the Commission and Council to decide if it was needed in the plan. She informed the Commission that state code had provisions for medical pods (temporary healthcare structures) which were allowed to meet family needs.

There was a consensus of the Commission to omit the multi-generational housing topic from the 2045 Comprehensive Plan update.

Mrs. Hunsberger referenced housing renovations and asked if there were any changes to be made.

Ms. Williams stated that she believed the number of houses currently renovated by both the Claire Parker Foundation and Habitat for Humanity should be removed, because the number would increase over time.

The Planning Commission concurred with Ms. Williams suggestion.

d. 2045 Demographic Data – Locality Comparison

Mrs. Hunsberger shared some community statistics pertaining to Altavista.

Vice Mayor Reggie Bennett asked if the Future Land Use Map could be revised to show the town's potential to expand its boundary in the way of Dearing Ford Road heading to North Gate.

Ms. Williams stated that she was uncertain whether she could produce a map, with the expansion that Mr. Bennett was proposing, with her GIS program.

Chairman Jordan recommended incorporating a statement in the plan to reflect the expansion vision suggested by Mr. Bennett, rather than redoing the Future Land Use Map.

The Planning Commission concurred with Chairman Jordan.

Town Attorney John Eller recommended not using the word “annex” when incorporating the statement.

Ms. Williams stated there was an existing statement within the Goals and Objectives section that she believed covered what the Commission sought; “Explore the future expansion of the town’s boundaries into incorporating Campbell County”.

The Commission and the Town Attorney agreed the statement was appropriate for the subject.

During further discussion regarding demographics, Ms. Williams stated, while it was normal for a Comprehensive Plan to have a breakdown of the differentials between African Americans and Caucasians, she believed it was important to incorporate that the Town of Altavista continued to seek ways to be inclusive to all its residents.

The Commission concurred with Ms. Williams to include the statement.

Vice Mayor Bennett referenced the projected population growth numbers shown for surrounding counties and asked what the growth projection was for the Town of Altavista.

Mrs. Hunsberger informed the Commission that the U.S. Census no longer gathered that specific information, and the resource the CVPDC used for some of the presented data only offered growth projections for counties. She stated that the Comprehensive Plan update mentioned that the Town of Altavista could capitalize on Campbell County’s recent growth.

In reviewing the Median Household Income Chart, there was a consensus of the Commission to remove the Town of Hurt, but leave the Town of Gretna, due to the similarity in size.

After discussing the income chart, the Commission all concurred to leave this chart in the plan because it was beneficial when the town applied for grant opportunities.

Ms. Williams informed the Commission that Altavista’s education information was not compared to other localities, it was shown to be a reference to what the town had to offer.

## **NEW BUSINESS**

### **a. Downtown Commercial Core**

Ms. Williams stated that Altavista’s Downtown District is mentioned multiple times in the Comprehensive Plan, and said she did not want the Commission, or anyone who read the Comprehensive Plan, to be confused by its actual location. She said that the Main Street District, the Central Business District, and the Downtown Revitalization Overlay (DRO) District were all different and asked for the Commission’s input.

The Consensus of the Planning Commission was that the Central Business District map be used to define Downtown.

Chairman Jordan suggested that the maps all be a full page, for better visual reference.

Ms. Williams stated that she was uncertain of the cost to insert a foldout but said she would investigate the request further.

b. Location of Goals & Objectives within the 2045 Comprehensive Plan

Ms. Williams referenced the Comprehensive Plan's Goals & Objectives created for each chapter and asked the Commission where they believed they should be located within the plan: (1) behind each chapter, or (2) all at the back/end of the plan.

After consideration and discussion for each option, the Commission was in consensus to locate the Goals & Objectives behind their corresponding chapter.

c. Comprehensive Plan - Public Meeting

Ms. Williams reminded the Commission that they were required to hold a public hearing for the completed draft of the Comprehensive Plan update before it could be presented to Town Council; and before the public hearing, a public meeting was also needed to allow the citizens of Altavista to ask questions and/or offer comments regarding the draft plan. Ms. Williams stated the Planning Commission's public hearing for the draft Comprehensive Plan was tentatively scheduled for Monday, November 7th, during their next meeting. She asked for suggestions of dates the public meeting could be held.

Vice Chair Mitchell suggested holding the public meeting the week before the public hearing.

Ms. Williams stated that she would collaborate with Mrs. Hunsberger and Kelly Hitchcock, CVPDC, to determine their availability for the public meeting. She said that Commission members were not required to attend. Ms. Williams also referenced the town's history being in the Comprehensive Plan and asked the Commission for their input regarding where the history should be located within the plan.

There was a consensus of the Commission to have the town's history at the front of the plan.

Vice Mayor Bennett suggested the Planning Commission recommend to Town Council a form of accountability once the Comprehensive Plan was adopted.

Vice Chair Mitchell stated that she believed the current Council Members and Town Staff would pay closer attention to the Comprehensive Plan than had been in the past.

**Adjournment:**

With no further business to discuss, Chairman Jordan adjourned the meeting at 7:07 p.m.

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John Jordan  
Planning Commission Chair

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Sharon D. Williams, AICP  
Planning Commission