



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

**Tuesday, January 2, 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**
 - 4.1 [Meeting Minutes attachment. Planning Commission Meeting Minutes 12.04.23.pdf](#)
- 5. PUBLIC EXPRESSION**
- 6. PUBLIC HEARING(S)**
- 7. UNFINISHED BUSINESS**
 - 7.1 [Discussion for Ordinance Amendment: Short-term Rental attachment. Draft_Proposed-Zoning-Ordinance-Amendment_Short-term-rental_mdp.pdf](#)
- 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

January 2, 2024

AGENDA COVER SHEET

AGENDA ITEM #: 4.1

Approval of Minutes

Title: Meeting Minutes

Staff Resource: Crystal Hailey, Asst. Town Clerk

Action(s):

Review for approval consideration

Explanation:

The Planning Commission will review the minutes from their previous meeting, December 4th, 2023, and approve as presented; or inform Staff of corrections needed and approve as amended.

Background:

Funding Source(s):

Attachments: *(click item to open)*

attachment. Planning Commission Meeting Minutes 12.04.23.pdf

The Altavista Planning Commission held a regularly scheduled meeting on Monday, December 4th, 2023, at 5pm, in the Council Chambers of Town Hall, located at 510 7th Street, Altavista, VA.

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

Member absent: Vice Mayor Reggie Bennett, Town Council Liaison

Staff present: Gary Shanaberger, Town Manager
 Matt Perkins, Assistant Town Manager
 John Eller, Town Attorney
 Crystal Hailey, Assistant Town Clerk

CALL TO ORDER

Chairman John Jordan called the Altavista Planning Commission Meeting to order at 5:00 p.m.

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 AGENDA

The December 4, 2023, meeting agenda was unanimously approved as presented.

APPROVAL OF MINUTES

Chairman Jordan asked the Commission if they saw any corrections that were needed to the previous meeting minutes: of which there were none.

With a motion by Vice Chair Marie Mitchell, seconded by Commissioner Meghan Bolling, the Altavista Planning Commission approved the minutes of the November 2023 meeting as presented

PUBLIC EXPRESSION

There were no citizen comments at this meeting.

PUBLIC HEARINGS

Assistant Town Manager Matt Perkins presented the two public hearing items, and stated that they had both been advertised for two consecutive weeks in the local newspaper as required..

- (Zoning) Ordinance Amendment OA-2023-07, with three proposed actions:
 - Section 86-32, Use Types: *remove* “helicopter” from use definition
 - Section 86-132(2), Permitted Uses: *allow* new use – Aviation Facility, Private; with a Special Use Permit (SUP)
 - Section 86-463, Aviation Facility, Private: *add* design and use standardsChairman Jordan opened this public hearing at 5:03pm.

Vice Chair Mitchell asked if the neighbors adjacent to the property this matter was concerning had been notified.

Mr. Perkins stated that the aforementioned proposed amendments pertained to the entire town, not individual property. He said, if the amendments were approved, and a Special Use Permit was applied for under the new amendments, then a public hearing would be held for the individual SUP, and accordingly, adjacent property owners would be notified.

Mr. Perkins stated that the Town tries to address any foreseeable issues through “use design and standards”; however, the Town could also apply special conditions to a SUP to mitigate any concerns from the Town or adjacent neighbors of the applying property.

There were no further questions, and Chairman Jordan closed this hearing at 5:10pm

With a motion by Vice Chair Marie Mitchell, seconded by Commissioner AJ Robinson, the Planning Commission voted 6-0 in favor of approving the aforementioned text amendments; and sending the matter to Town Council for their consideration of approval.

- (Zoning) Ordinance Amendment OA-2023-08: to Sections 86-52(3)-Permitted Uses, and 86-382(3)-Permitted Uses: to omit “Correction Facility” as a permitted use

Background: In a continuing effort to align the Code of Altavista with desired outcomes for the Altavista community, Staff continuously reviews the Permitted Uses in all zoning districts. Through a recent review, Staff recognized that “Correction Facility - Special Use Permit required” was listed in both the C-2 (General Commercial) and M (Industrial) Districts as a civic permitted use (Code Sections 86-352(3) and 86-382(3)). This finding was brought to the Planning Commission at its October 2023 meeting. After review, Commissioners were in consensus that this use should be removed from the Town’s Zoning Ordinance; and approved Staff to take the necessary actions to bring this matter to a Public Hearing.

Chairman Jordan opened this public hearing at 5:12pm and asked the Commissioners if they had any questions for Mr. Perkins regarding this matter.

Commissioner Robinson referenced “halfway housing”, and asked if that use would also be omitted from the Zoning Ordinance, since individuals were generally sent to such houses when released from correctional facilities.

Assistant Town Manager Matt Perkins stated that the matter had not been discussed, therefore, only correctional facilities were being considered for removal.

With no additional questions from the Commission. Vice Chair Mitchell made a motion, seconded by Commissioner Robinson, to recommend to the Town Council that Section 86-352(3) Permitted Uses and Section 86-382(3) Permitted Uses of the Town’s Zoning Ordinance be amended to delete Correction Facility - Special Use Permit required from each section.

The motion passed unanimously to do so.

UNFINISHED BUSINESS

There were no unfinished business items to discuss on this date.

NEW BUSINESS

No new items were presented to the Commission.

MATTERS FROM THE COMMISSION

Vice Chair Mitchell referenced the front display windows of the Vista Theatre and old Leggett Building that had been decorated for the holidays by the Town Hall Office Staff. She thanked the Town for allowing the windows to be decorated and encouraged her fellow Commissioners to go see the displays.

MATTERS FROM STAFF

- Community Development - Activity Summary Report
As requested by Vice Chair Mitchell at the November Planning Commission Meeting, Assistant Town Manager Matt Perkins shared a summarized report of the Community Development Department's activities over the past quarter (June to December).
- CY2024 Planning Commission Priorities
Assistant Town Manager Matt Perkins shared a list of topics with the Commission that they had previously mentioned, in some capacity, they would like to discuss further and address.
 - Residential Solar
 - Short-term Rental
 - Review of Altavista's FLUM designations – specifically, considering the addition of a Transitional District
 - Review of Zoning District boundary/designation for 3rd, 4th, and 5th Street
 - Review and update of both the Subdivisions (Ch. 66)
 - Review and Update Zoning Ordinances (Ch.86)

Mr. Perkins stated that Staff was seeking direction for how the Planning Commission would like to prioritize these topics in a plan for the next calendar year.

There was a consensus of the Planning Commission to keep solar and short-term rentals at the top of the list; and to move "Reviewing and Updating Subdivision" to the third priority.

Chairman Jordan asked Staff to present a summary of solar – what has been discussed and what needs to be discussed and addressed. He asked the same for the Short-term Rentals topic.

ADJOURNMENT

With no further business to discuss, Chairman Jordan adjourned the meeting at 5:30pm.

John Jordan
Planning Commission Chairman

Matthew Perkins
Assistant Town Manager



TOWN OF ALTAVISTA
PLANNING COMMISSION

January 2, 2024

AGENDA COVER SHEET

AGENDA ITEM #: 7.1

Unfinished Business

Title: Discussion for Ordinance Amendment: Short-term Rental

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Continue discussion on establishing a short-term rental policy and/or, subsequent to a motion by the Planning Commission, direct Staff to move this matter to Public Hearing before the Commission.

Explanation:

The Planning Commission has asked Staff to propose the required and necessary amendments to the Code of the Town of Altavista related to allowing short-term rentals by Special Use Permit in all districts.

Background:

Staff had previously recommended creating a short-term rental ordinance in response to changes to state code and in conformity with good zoning practice.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[*attachment. Draft_Proposed-Zoning-Ordinance-Amendment_Short-term-rental_mdp.pdf*](#)

**Proposed Zoning Ordinance Amendment
Short-term Rental (STR)**

DRAFT – FOR DISCUSSION PURPOSES ONLY (3 pgs)

Sec. 86-32 Definitions, general terms.

New: *Short-term rental* means the primary, accessory, or secondary use of a dwelling unit, or a portion thereof, by the owner or host for the provision of a room or space for compensation that is intended to be occupied for a period of fewer than 30 days and that typically uses a system of advertising, reservations, deposits, and confirmations.

Chapter 86 – Zoning – Article III. - Districts

Division 2 – R-1 (Low-Density Residential) District Sec. 86-132 Permitted Uses (b)(5) – *Commercial use types.*

New: Short-term rental – Subject to section 86-522, special use permit required

Division 3 – R-2 (Medium-Density Residential) District Sec. 86-192 Permitted Uses (5) – *Commercial use types.*

New: Short-term rental – Subject to section 86-522, special use permit required

Division 5 – C-1 (Local Commercial) District Sec. 86-322 Permitted Uses (5) – *Commercial use types.*

New: Short-term rental – Subject to section 86-522, special use permit required

Division 2 – C-2 (General Commercial) District Sec. 86-352 Permitted Uses (5) – *Commercial use types.*

New: Short-term rental – Subject to section 86-522, special use permit required

Division 2 – DRO (Downtown Revitalization Overlay) District Sec. 86-427 Permitted Uses (5) – *Commercial use types.*

New: Short-term rental – Subject to section 86-522, special use permit required

Proposed General Standards for Short-term Rental Special Use Permit, as follows:

New: *Sec 86-522 – Short-term rental.*

(a) Short-term rental approval:

1. Prior to using a dwelling as a Short-term rental, the owner or managing agent shall obtain a Special Use Permit for the unit.
2. Short-term rentals must obtain a business license prior to operating or advertising the property for short-term rental. The owner or managing agent must collect and remit the Town's transient lodging tax and other applicable fees as specified in Chapter 70 entitled "Taxation".
3. On or before May 1 of each year, the owner or managing agent, or duly authorized representative acting on behalf of the owner or managing agent, shall register the address of any dwelling unit to be used for short-term rental with the Zoning Administrator. This applies to all individuals except those exempt pursuant to Code of Virginia, §15.2-983.B.2, as amended.
4. Every person filing registration forms with the Zoning Administrator shall pay an annual registration fee as listed in the Town's most current Master List of Fees, Rates and Charges.

(b) General Standards:

1. A short-term rental may only provide short-term occupancy services for compensation for guests including lodging, packaged food and beverages, and other incidental items typically found within a residence. The short-term rental must not prepare food or beverages or unrelated services for compensation.
2. Accessory structures shall not be used or occupied for short-term rentals and only one short-term rental shall be permitted on any lot in a residential zoning district.
3. A short-term rental If the owner of a short-term rental does not live within 50 miles of the Town, they must designate a responsible local agent to contact in case of emergencies when they apply for a business license.
4. All buildings offered for use as a short-term rental shall meet the requirements of the Uniformed Statewide Building Code including obtaining a Certificate of Occupancy for each dwelling unit.
5. The minimum short-term rental contract is 24 hours.
6. The maximum number of adult occupants in a dwelling unit offered for short-term rental shall not exceed four unrelated individuals with at least one being 18 years of age or older.

7. Short-term rental parking shall be provided that is adequate for its guests and shall be in driveways or other parking areas associated with the property and designed and built to be parking areas. Parking vehicles in or along rights-of-way is prohibited.
8. Short-term rentals are allowed the same signage as the associated dwelling under Article V – Signs.
9. Events and activities, including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any gathering of persons other than the authorized lodgers, whether for direct or indirect compensation, are prohibited in association with any short-term rental.
10. Three violations of state or local laws, ordinances or regulations for a property offered for short-term rental and directly related to the short-term rental use within a one-year period, shall result in the use no longer being permitted.
11. Notwithstanding any other provision of this Code, failure to comply with this subsection, including registration requirement, will result in a \$500 penalty per property violation. Until such a time that the owner or managing agent pays the penalty the property may not be offered as a short-term rental.
12. The owner of a dwelling used for short-term rental shall give the Town, or its duly authorized agent, written consent to inspect any dwelling used for short-term rental to ascertain compliance with all state or local laws, ordinances, or regulations.