



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

**Tuesday, September 5, 2023
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 [Approval of Minutes - June 5, 2023](#)
[attachment. PC Meeting Minutes for 6.05.23](#)
- 5. PUBLIC EXPRESSION**
- 6. PUBLIC HEARING(S)**
 - 6.1 [Public Hearing: Consideration of Re-zoning of Properties at Amherst Avenue and Novelty Street, Altavista](#)
[attachment. Staff Report to PC 9.05.23](#)
- 7. UNFINISHED BUSINESS**
 - 7.1 [Student Commissioner 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
September 5, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 4.1

Approval of Minutes

Title: Approval of Minutes - June 5, 2023

Staff Resource: Crystal Hailey, Asst. Town Clerk

Action(s):

The Commission may approve the minutes as presented; or inform Staff of changes needed to the document.

Explanation:

The Planning Commission is required to review and vote to approve or amend the minutes from their previous meeting.

Background:

Funding Source(s):

Attachments: *(click item to open)*

[attachment. PC Meeting Minutes for 6.05.23](#)

The Altavista Planning Commission held a regularly scheduled meeting on Tuesday, June 5th, 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
Reggie Bennett, Vice Mayor
Meghan Bolling
Ashby Robinson, Jr.
Micah Andrews, Senior Student Commissioner – joined the meeting by phone
Rayna Steele, Junior Student Commissioner

Staff present: Sharon D. Williams, AICP, Community Development Director
J. Johnson Eller Jr., 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. He informed everyone that Commissioner Andrews was joining the meeting by phone conference.

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

Chairman Jordan confirmed there were no amendments needed to the agenda.

Upon a motion made by Vice Chair Marie Mitchell, and seconded by Vice Mayor Reggie Bennett, the Planning Commission voted 7-0 to approve the June 5, 2023, meeting agenda as presented.

APPROVAL OF MINUTES

Chairman Jordan stated that he did not see any corrections needed to the April 3, 2023, minutes.

A motion was made by Vice Chair Mitchell, and seconded by Vice Mayor Bennett, approving the minutes for the Altavista Planning Commission's April 2023 meeting as presented, by a 7-0 vote.

PUBLIC EXPRESSION - There were no citizen comments.

PUBLIC HEARINGS - There were no public hearings conducted on this date.

UNFINISHED BUSINESS

Short-term Rental Discussion

Presented by Sharon D. Williams, Community Development Director, and Planning Commission Secretary. This matter was first introduced to the Planning Commission at their April 2023 meeting, when Ms. Williams informed the Commission that in 2022, an amendment to the Code of Virginia required localities to accept all transient lodging tax payments for short-term rentals,

even if they did not know exactly where or which property it came from, as some rentals go through second-party companies, such as AIR B&B and VRBO. Ms. Williams shared the Virginia Code's definition of Short-term Rental (STR), and Staff's recommendation for Altavista's Zoning Ordinance: a room or group of rooms, all within a single dwelling unit, permitted in the district in which such dwelling use is located, used or intended for use as lodging for less than thirty (30) consecutive nights by the traveling public and similar transient guests, in return for compensation on a daily basis. The term "short-term rental" is intended to be distinguished from hotels, motels, tourist homes and lodging houses, shelters, group homes, and similar forms of housing. She offered the Commission three options for consideration.

- Option #1: Amend the Town's Zoning Ordinance to allow short-term rentals as a By Right Use, in the R1-low density residential, R2-medium density residential, C1-local commercial, C2-general commercial, and DRO (downtown revitalization overlay district) zoning districts.
- Option #2: Amend the Zoning Ordinance to allow short-term rentals, with a Special Use Permit (SUP), in the Town's R-1, R-2, C-1, C-2, and DRO Zoning Districts.
- Option #3: Amend the Zoning Ordinance to allow short-term rental in the R-1 and R-2 Zoning Districts with a Special Use Permit; and as a By Right use in the DRO, C-1, and C-2 Zoning Districts.

Ms. Williams stated, if Option #1 was approved, the Town would need a registration policy. She shared some of Staff's recommended rules and regulations that could be tailored to Altavista's policy, which included having a safety plan and point-of-contact information. Ms. Williams asked the Commission if they believed there should be a limit on the number of nights per calendar year that a room/unit could be rented.

Vice Chair Marie Mitchell shared that she was ok with the C-1 and C-2 districts being allowed to have short-term rental uses; but believed the R-1 and R-2 districts should need a Special Use Permit

Ms. Williams reminded the Commission that there were residential homes currently in commercial districts, and to take into consideration the current Zoning Ordinance, with the possibility of future zoning changes for that issue, especially on 3rd, 4th, and 5th Streets in Altavista.

Chairman John Jordan asked if there was any reason why a zoning district should be allowed to have short-term rentals "By Right". He shared his favor with all districts needing a SUP.

Ms. Williams stated the use was very new to Altavista and its community. She said if the Town created a policy that required a Special Use Permit for short-term rental in all Town districts, the policy could be reviewed and amended at any time in the future, if Council so desired.

Vice Mayor Reggie Bennett shared his favor with STRs being required to obtain a SUP, instead of the Town's policy having broad rules that my work for one but not another.

Commissioner Robinson stated, during his Planning Commissioner's class, they discussed this matter, and he was also in favor of Altavista's STR policy having a Special Use Permit requirement

Ms. Williams stated, along with a SUP, that Staff also recommended the Town's STR policy include the requirement to register the business with the Town; which should include a life-safety inspection with a county building official, and a safety plan for its occupants.

Vice Mayor Bennett questioned if a SUP would need amending if the use changed, such as a two-bedroom house being remodeled into a three-bedroom house.

Ms. Williams confirmed that, in such a case as that, Staff was unable to overrule Town Council's authority, and the amendment to the SUP would need to go before Council for secondary approval. Chairman Jordan asked if Altavista was responsible for conducting periodic inspections of STR properties registered in the Town.

Ms. Williams stated the STRs would be treated like any other use that required a Special Use Permit; if found not in compliance with their permit, Staff would initiate the process to request compliance, and if not complied with, Staff would recommend to Council to revoke the SUP.

Vice Chair Mitchell referenced Staff's recommended rules and regulations for STRs in Altavista, with the minimum age of eighteen to rent from an STR business. She said that an individual had to be twenty-five years of age to rent a vehicle at most car-rental businesses.

Student Commissioner Micah Andrews suggested reviewing the rules of AIR B&B, to compare their requirements and restrictions with those proposed for Altavista, to consider if any of their rules would also be viable for the Town.

There was a unanimous consensus of the Planning Commission to recommend Option #2 to Town Council: to amend Town Code to require a Special Use Permit in all circumstances for approval to operate a short-term rental business in the Town of Altavista; and to recommend that Town Council direct Staff to create a policy, with Altavista's STR rules and regulations, that would require STRs to register their business with the Town before a SUP would be approved.

Ms. Williams referenced the STR Rules & Regulations that she proposed for consideration. She said the document was a starting place for a registration policy on this matter, but there were many items that still needed to be discussed, such as the number of occupants, parking and the number of vehicles to be allowed, safety plans, etc. Ms. Williams said the Planning Commission and Town Council could add or delete items as they deemed viable for Altavista's policy. She stated that, when complete, a public hearing would be scheduled for the Commission and Town Council to approve the code amendment and STR policy.

NEW BUSINESS

Civic, Institutional, and Community Uses

Ms. Williams referenced Altavista's Zoning Map and shared a photo of the map as a visual reference for the Commission during this discussion. She pointed out that civic institutions, such as Town Hall, the US Post Office, and the YMCA, were not specifically designated on the Zoning Map, but showed as C2-general commercial. She asked the Commission for their input on whether they should remain as they were currently categorized, or if the Town should consider creating a new zoning district for such uses. Ms. Williams shared Staff's proposal for a new zoning district,

“Community, Cultural, and Educational (CCE)”, that would cover civic and community uses such as the three aforementioned facilities, as well as schools, hospitals, child care, libraries, museums, adult care, service organizations, etc. Ms. Williams stated, by creating the new district, and distinguishing it on the Town’s zoning map in grey (the accepted civic color by all localities), would help Staff, the Planning Commission, and land developers to easily identify those areas.

The Planning Commission unanimously agreed in favor of Staff moving forward with the process of creating a new zoning district for civic, community, and institutional uses; to be clarified in grey on the Town’s Zoning Map.

Chairman Jordan asked if Staff was still planning to propose a “transitional zoning district” as previously mentioned when the Commission discussed a property on Lynch Mill Road.

Ms. Williams answered yes, however, the proposal was currently just a draft, and she intended to bring the matter to the Commission when the draft was complete and ready for consideration.

MATTERS FROM STAFF

Ms. Williams shared a few recent updates with the Planning Commission.

- Lynch Road/West Road: Complaint of airstrip usage
This item will be introduced to the Commission at an upcoming meeting, to consider whether airstrips should be allowed in the Town of Altavista.
- Rezoning Amherst Avenue and Novelty Street
This item will be introduced to the Commission sometime later in the year, to consider a proposal for rezoning (2) blocks of housing in this area of town.
- Moseley Heights: Neighborhood Block Grant
The Department of Housing and Community Development (DHCD) approved Phase II of this project, with \$60,000 to continue the community study for this neighborhood’s needs.
- Citizens Academy
Staff proposed this program to help educate citizens of land use types and land use issues, and the governmental processes used to address those issues.
- \$200,000 Grant Application
Staff would be submitting an application that evening for a Home-Repair Grant, to be used for revitalization of neighborhoods like Moseley Heights, and 3rd, 4th, and 5th Streets.

MATTERS FROM THE COMMISSION

Chairman Jordan recommended, with the Planning Commission Secretary, Ms. Williams, being out on medical leave during June and July, that the Commission not meet again until August.

There was a consensus of the Planning Commission that concurred with Chairman Jordan.

Student Commissioner Micah Andrews informed the Commission that evening was the last meeting that she would be attending; stating that she was accepted into a summer program and thereafter began college in mid-August.

Ms. Williams said that she and Vice Chair Mitchell would contact the new Altavista Combined School principal and ask for a continued partnership with Altavista’s Planning Commission, and

to recommend another junior student to replace Rayna Steele, which would be moving into the Senior Student Commissioner position as of August 2023, with Ms. Andrews' departure.

Student Commissioner Andrews suggested that, moving forward, a Senior Student Commissioner's last meeting be in June, to coincide with them graduating.

Chairman Jordan concurred, as did all other Commissioners. Chairman Jordan, also stated, if there was a major project the Commission was working on at the same time a Senior Student Commissioner was due to graduate, that he would welcome them to the July meeting to help complete the project.

ADJOURNMENT

Chairman Jordan asked if there were any other concerns or items to discuss that evening, of which there were none.

With no further business to discuss, Chairman Jordan adjourned the meeting at 5:55 p.m.

John Jordan
Planning Commission Chair

Sharon D. Williams, AICP
Planning Commission Secretary



TOWN OF ALTAVISTA
PLANNING COMMISSION
September 5, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 6.1

Public Hearing(s)

Title: Public Hearing: Consideration of Re-zoning of Properties at Amherst Avenue and Novelty Street, Altavista

Staff Resource: Town Manager Gary Shanaberger, and Assistant Town Manager Matt Perkins

Action(s):

Conduct Public Hearing, discuss, and approve recommendation for re-zoning to Altavista Town Council.

Explanation:

The Altavista Planning Commission is holding a Public Hearing to consider an Application for Re-zoning, Case Number RZ-23-02, submitted by Acres of Virginia, Inc on behalf of their client JCJ Holdings, LLC, owner.

Background:

REZONING CASE RZ-23-02: A request of JCJ Holdings, LLC, owner, to re-zone 1.865 acres, from M-Industrial to R2-Medium Density Residential. Subject properties are located on Novelty Street and Amherst Avenue and are identified as Parcel IDs 83A-11-36-1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15.

Reference Staff Report to Planning Commission for more full and complete background information.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[attachment. Staff Report to PC 9.05.23](#)

Staff Report to Planning Commission
Rezoning #RZ-23-02
Public Hearing September 05, 2023

Request:

The request is from Acres of Virginia, Inc, on behalf of JCJ Holdings, LLC, contract purchaser, to fourteen (14) lots from Industrial (M) to Medium Density Residential (R-2). The subject properties are located along Amherst Avenue and Novelty Street and are identified as Parcel IDs 83A-11-36-1, -2, -3, -4, -5, -6, -8, -9, -10, -11, -12, -13, -14, -15.

Background:

Applicant: Acres of Virginia, Inc
Owner: JCJ Holdings, LLC
Requested Action: Rezone from M (Industrial) to R-2 (Multi-Family Residential)
with proffers dated April 23, 2020
Property Address: Amherst Ave and Novelty Street
Status of Property: Two (2) Vacant Single-family and Twelve (12) Vacant Duplexes
Size: Fourteen (14) lots totaling 1.865 acres

Adjoining Zoning and Land Use:

North: Industrial (M) / General Commercial (C-2) - single-family dwelling, manufacturing operations, light commercial (banks, restaurants, convenience stores)
South: Industrial (M) – industrial building complex - vacant
East: Industrial (M) – manufacturing operations
West: General Commercial (C-2) – single-family residential dwellings and light commercial (auto repair, restaurants, funeral home, warehouse)

Analysis:

The applicant/owners desire to renovate all fourteen (14) single-family detached and duplex dwellings. The properties are zoned Industrial (M), which does not permit the proposed residential use. The applicant/owners are requesting to rezone the property to (Medium-Density Residential) R-2, which allows the proposed use.

The lots currently have blighted and vacant structures.

The immediate surrounding properties are a mix of residential and industrial uses, as well as a few vacant parcels. BGF Industries, Inc. is adjacent, north of Amherst St and across from parcels 1-6. There is one occupied single-family, investor-owned property on Novelty St, the remaining parcels, 8-15, are subject to this application.

Additionally, the parcels subject to this application are all connected by a older, yet useful pedestrian sidewalk system providing convenient access to Main street with in one block.

Staff has determined that the rezoning to residential is consistent with the existing development and use in the surrounding area.

All parcels will be served by Town water and sewer.

The owner proposes to fully renovate/rehabilitate all structures on the 14 lots with high end interior finishes and quality exterior renovations. All units will be used as market rate residential units only.

Comprehensive Plan:

The proposed use also comports with many of the essential findings, goals, and objectives of the Town of Altavista, Virginia 2045 Comprehensive Plan. Most notable among them:

Goals and Objectives: Housing

Goal: Access to safe, affordable, and varied housing options to meet the needs of all current and prospective town residents.

Objective 1: Ensure an adequate supply of quality, diverse, affordable, and desirable housing options are available to meet the needs of current and future residents.

Medium Density Residential, as defined by the Comprehensive Plan, are areas in our town now developed as primarily smaller lot single family homes. Land uses in these areas may include single family dwellings, townhouses, apartments, or condos and should be of high design quality.

The future land use map for this site recommends Medium Density Residential adjacent to these parcels. After assessment of the current conditions and this proposal, designating these parcels as Medium Density Residential would elevate these parcels/structures to their highest and best use.

Comments from Town and County Departments:

Staff submitted a Memorandum to Town of Altavista Public Works Director, Town of Altavista Chief of Police, Town of Altavista Finance Director, Town of Altavista Assistant Town Manager, Campbell County Building Inspector, Campbell County Fire Marshall, and Superintendent of Campbell County Public Schools.

Public Works commented that there is an existing water service line however it is undersized to meet the need of the proposed use and has been inactive for many years. Public Works has developed and submitted a plan to the applicants/owners which will meet Town water and wastewater standards and will be used to inform future development conversations.

Campbell County Fire Marshall commented that his office will comment at final site plan approval level.

Campbell County Buidling Official had no comments and was glad to see these homes put to good use.

Dr. Robert Johnson, Campbell County Schools Superintendent at the time of the aforementioned memorandum, noted the school system had capacity to absorb any increase from this housing development.

There were additional comments received from the above referenced.

Public Input:

As of the date of this report, staff has received one in-person visit from an Altavista Town Citizen in opposition to this proposal.

Mr. Thomas Rosak, investor-owner of 421 Novelty St, stated he was opposed to this request because he did not want his property re-zoned from Industrial (M). Staff noted that his property was not subject to the re-zoning. He further stated that he then had no other comments or concerns.

Budget Impact:

Additional revenue will be collected through real estate and personal property taxes, as well as water and sewer fees.

Staff Recommendation:

Staff recommends that the Planning Commission make a recommendation to Town Council to approve the rezoning request.

The proposed use is consistent with the Comprehensive Plan recommendation. It is also consistent with the development pattern for the area.

Attachments:

1. Application
 - a. Owner Authorization
 - b. Site Plan with Vicinity Map
 - c. Payment Receipt
2. Aerial Map
3. Zoning Map
4. Future Land Use Map
5. Site photos (*current conditions*)
6. Duplex renovation floor plans and interior renderings

OFFICE USE ONLY	
App. #	<u>R2-23-02</u>
FEE PAID:	<u>\$400</u>
DATE:	<u>8/9/23</u>

TOWN OF ALTAVISTA

APPLICATION FOR REZONING

This application and accompanying information must be submitted in full before the request for a zoning change can be referred to the Planning Commission and Town Council for consideration. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.

Request is hereby made by the principle officer of applicant or undersigned owner of the below listed property for consideration of a zoning change as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

Applicant Information

Name: ACRES OF VIRGINIA, INC. Phone Number: (434) 528-4674

Address: 404 CLAY STREET LYNCHBURG VA 24504

DR. THOMAS C. BROOKS, SR., AGENT

Property Information

Property Owner(s): TCJ HOLDINGS, LLC Phone Number: (434) 616-6615

Property Address or Location: No. 420 - 401 AMHERST AVE.

Parcel ID Number: 83-A-11-36-1/6 & 8/15

Present Zoning District: M-INDUSTRIAL

Requested Change in Zoning: R-2 MULTI-FAMILY

Purpose of Request

Description for the requested zoning change and proposed use:

THIS PROPERTY IS CURRENTLY ZONED M INDUSTRIAL
PROPOSED CHANGE TO RESIDENTIAL USE

Please demonstrate how the proposed change and use will be in harmony with the purposes of the adjoining and adjacent district(s).

THIS PROPERTY HAS BEEN FOR MANY YEARS USED
FOR RESIDENTIAL USE. THE DWELLINGS ON THIS
PROPERTY ARE MULTI-FAMILY DUPLEX UNITS.

(Use separate pages if additional space is required)

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood or adjacent zoning district in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goals.

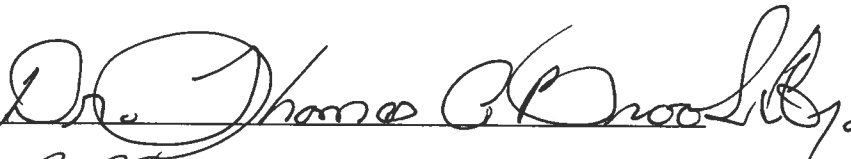
NO UNDUE HARDSHIPS WILL ADVERSELY AFFECT THIS OR ANY ADJOINING PROPERTY. THE USE IS NOT CHANGING. THE DWELLINGS HAVE BEEN AND STILL ARE FOR RESIDENTIAL OCCUPATION.

(Use separate pages if additional space is required)

The following items must accompany this application:

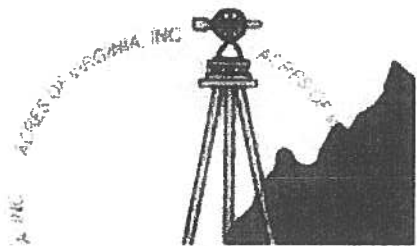
1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood or adjacent zoning district.
3. Vicinity map (may be included on the site plan).
4. Fee of \$400 for zoning change application to be applied to the cost of advertising, administrative expense, first class postage, appropriate signage, and processing this application. Please make your check or money order payable to the **TOWN OF ALTAVISTA.**
5. Any item submitted that is greater than 11"x 17" paper size or in color, as deemed necessary as by the applicant, requires twenty-five (25) copies.

Signature of Applicant:



Date:

APRIL 14, 2023



ACRES OF VIRGINIA, INC.
SURVEYORS~ENGINEERS~PLANNERS
ENVIRONMENTAL~SOIL CONSULTANTS
GEOTECHNICAL

404 Clay Street Lynchburg, VA 24504
 Office: (434) 528-4674 Fax: (434) 845-1048
 e-mail: serca2@aol.com
 website: www.acresofvirginia.com
 1984 – 2023

April 14, 2023

Mr. Gary Shanaberge, Town Manager
 Town of Altavista
 510 7th Street
 Altavista, VA 24517

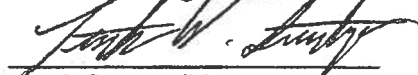
RE: Rezoning Request

To Whom It May Concern:

Dr. Thomas C. Brooks, Sr. PhD, LS, CEO of Acres of Virginia, Inc., will be acting as our agent and representing JCJ Holdings, LLC at the Town of Altavista Meetings regarding the rezoning of our property located at 401-420 Amherst Avenue, Mill Street, Novelty Street, and the Novelty Street Extension.

Dr. Brooks will act on our part regarding all matters pertaining to this Rezoning. If you should have any questions, you may contact me via my cell phone at (603) 477-9724.

With Kind Regards, I am


 Jacob Strong, Manager
 JCJ Holdings, LLC

NOTES:

1. THIS SITE PLAN WAS PREPARED AT THE REQUEST OF J.C.J HOLDINGS, LLC.
2. NO DETERMINATION OF WETLANDS WAS REQUESTED OF, NOR WAS ANY DETERMINATION/DELINEATION MADE BY ACRES OF VIRGINIA INC. OR THIS SURVEYOR. THIS SITE PLAN DOES NOT ADDRESS THE EXISTENCE OR DELINEATION OF ANY ENVIRONMENTALLY SENSITIVE AREAS IN OR AROUND THE BOUNDARIES OF THIS PROPERTY.
3. SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT SURVEYED OR EXAMINED OR CONSIDERED AS PART OF THIS SURVEY. NO EVIDENCE OR STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND OR OVERHEAD CONDITIONS, CONTAINERS OR FACILITIES THAT MAY AFFECT THE USE OR DEVELOPMENT OF THIS PROPERTY.
4. THIS SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE. THIS SITE PLAN WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES OR IMPROVEMENTS ON THIS PROPERTY. ALL ADJOINING OWNERS ARE NOW OR FORMER OWNERS.
5. THIS PROPERTY AS PLATTED FALLS WITHIN THE FLOOD ZONE "X" AS DETERMINED BY F.E.M.A. AND SHOWN ON THEIR MAP. REVISE DATE AUGUST 28, 2008 MAP NO. 51031C0356D. NO CERTIFICATION BY THIS SURVEYOR IS MADE TO THE ACCURACY OF THE FLOOD INSURANCE RATE MAP.
6. IN PROVIDING THIS SITE PLAN NO ATTEMPT HAS BEEN MADE TO OBTAIN OR SHOW DATA CONCERNING EXISTENCE, SIZE, DEPTH, CONDITION, CAPACITY OR LOCATION OF ANY UTILITY EXISTING ON THE SITE, WHETHER PRIVATE, MUNICIPAL OR PUBLIC OWNED.
7. ANY SUBAQUEOUS BEDS LOCATED WITHIN THE BOUNDARIES OF THIS PROPERTY MAY BE THE PROPERTY OF THE COMMONWEALTH OF VIRGINIA. THIS SURVEYOR HAS MADE NO ATTEMPT TO DETERMINE SAID OWNERSHIP. THEREFORE THE AREA SHOWN ON THIS SITE PLAN IS PLUS OR MINUS AND IS INCLUSIVE OF ANY SUBAQUEOUS BEDS UNLESS OTHERWISE NOTED.
8. IT IS UNLAWFUL TO DISTURB ANY GRAVE OR GRAVE MARKER. ACCORDINGLY, ANY GRAVE OR ANY OBJECT OR STRUCTURE MARKING A PLACE OF BURIAL IDENTIFIED DURING THE SURVEY, PROPERTY RESEARCH OR PLAN PREPARATION OR AS DENOTED ON THIS PLAN, ACRES OF VIRGINIA, INC. AND THIS SURVEYOR EXPRESSLY DISCLAIM ANY RESPONSIBILITY (MONETARY OR OTHERWISE) FOR THE DESTRUCTION, REMOVAL OR DISTURBANCE OF ANY GRAVES OR GRAVE MARKERS THAT MAY NOT HAVE BEEN DETECTED OR SHOWN ON THIS PLAN AS WELL AS ANY GRAVES OR GRAVE MARKERS THAT HAVE BEEN SHOWN.
9. PRIOR TO THE IMPROVEMENT OR DISTURBANCE OF ANY LOT IN THE TOWN BY ANY PERSON(S) OR ENTITY THE PLANNING DEPARTMENT SHALL BE CONTACTED CONCERNING, BUT NOT LIMITED TO, THE CURRENT ZONING, BUILDING SETBACK REQUIREMENTS, WATER OR SEWER SYSTEMS, HEALTH DEPARTMENT REQUIREMENTS, EROSION AND SEDIMENT CONTROL REQUIREMENTS, AND PRIVATE STREETS, PERMITS, ETC. STATE AND FEDERAL AGENCIES SHALL ALSO BE CONTACTED PRIOR TO ANY IMPROVEMENT OR DISTURBANCE TO THE PROPERTY, BY ANY PERSON OR ENTITY, CONCERNING BUT NOT LIMITED TO ALL OF THE AFOREMENTIONED REASONS AND TO INSURE THAT THEY COMPLY WITH THE CURRENT LAWS GOVERNING THE DISTURBANCE OR IMPROVEMENT OF THE PROPERTY.
10. THIS PROPERTY IS ZONED M-INDUSTRIAL. PROPOSED ZONE CHANGE TO R-2 MEDIUM DENSITY RESIDENTIAL.
11. THESE LOTS ARE CURRENTLY SERVED BY TOWN OF ALTAVISTA WATER AND SEWER.
12. SETBACK REQUIREMENTS
FRONT YARD = 35'
SIDE YARD = 10', A CORNER LOT 20'
REAR YARD = 25'
13. EACH LOT ON THE SITE PLAN HAS TWO OFF STREET 9' X 18' PARKING SPACES AS REQUIRED BY SEC. 86.566 OF THE ZONING ORDINANCE.
14. PER ZONING CODE 86.565 EACH LOT HAS ACCESS TO THE STREET/ALLEY. EACH VEHICLE CAN MOVE FREELY WITHOUT MOVING ANOTHER VEHICLE.
15. PER ZONING CODE SEC. 86-314 ALL BUILDINGS WILL BE POSTED WITH ADDRESS NUMBERING VISIBLE FROM RIGHT OF WAYS.
16. ALL SHEDS/GARAGES WITHIN THE ALLEY ARE TO BE DEMOLISHED.
17. THE ALLEY SHALL BE GRADED WIDEN BY WAY OF EASEMENTS AND WILL BE SURFACE TREATED. THE TOWN OF ALTAVISTA WILL PROVIDE THE REQUIRED MAINTENANCE AFTER THE INITIAL CONSTRUCTION WORK IS COMPLETED.
18.
 - EACH UNIT WILL BE SUPPLIED ITS OWN TRASH RECEPTACLE. A PRIVATE LICENSED TRASH COMPANY WILL REMOVE THE TRASH ON A WEEKLY BASIS.
 - ALL SHEDS AND GARAGES WITHIN THE ALLEY ARE TO BE DEMOLISHED.
 - J.C.J. HOLDINGS, LLC MANAGEMENT FIRM WILL BE RESPONSIBLE FOR GROUND MAINTENANCE.
 - THERE WILL BE NO ADDITIONS OR EXPANSIONS THE EXISTING DUPLEX UNITS.
 - THESE DUPLEX UNITS WILL BE USED AS MARKET RATE RESIDENTIAL RENTALS UNITS ONLY.

SITE

TOTAL ACREAGE TABULA

LOT 1	0.133
LOT 2	0.133
LOT 3	0.133
LOT 4	0.133
LOT 5	0.133
LOT 6	0.133
TOTAL ACREAGE =	0.798

TOTAL ACREAGE TABULA

LOT 8	0.133
LOT 9	0.133
LOT 10	0.133
LOT 11	0.133
LOT 12	0.133
TOTAL ACREAGE =	0.665

TOTAL ACREAGE TABULA

LOT 13	0.134
LOT 14	0.134
LOT 15	0.134
TOTAL ACREAGE =	0.40

TOTAL AREA OF LOTS
1 THRU 6, 8 THRU 12
AND 13 THRU 15
= 1.865 ACRES

LEGEND:

JG = UNDERGROUND

DI = DROP INLET

T = O.H. TELEPHONE

GV = GATE VALVE

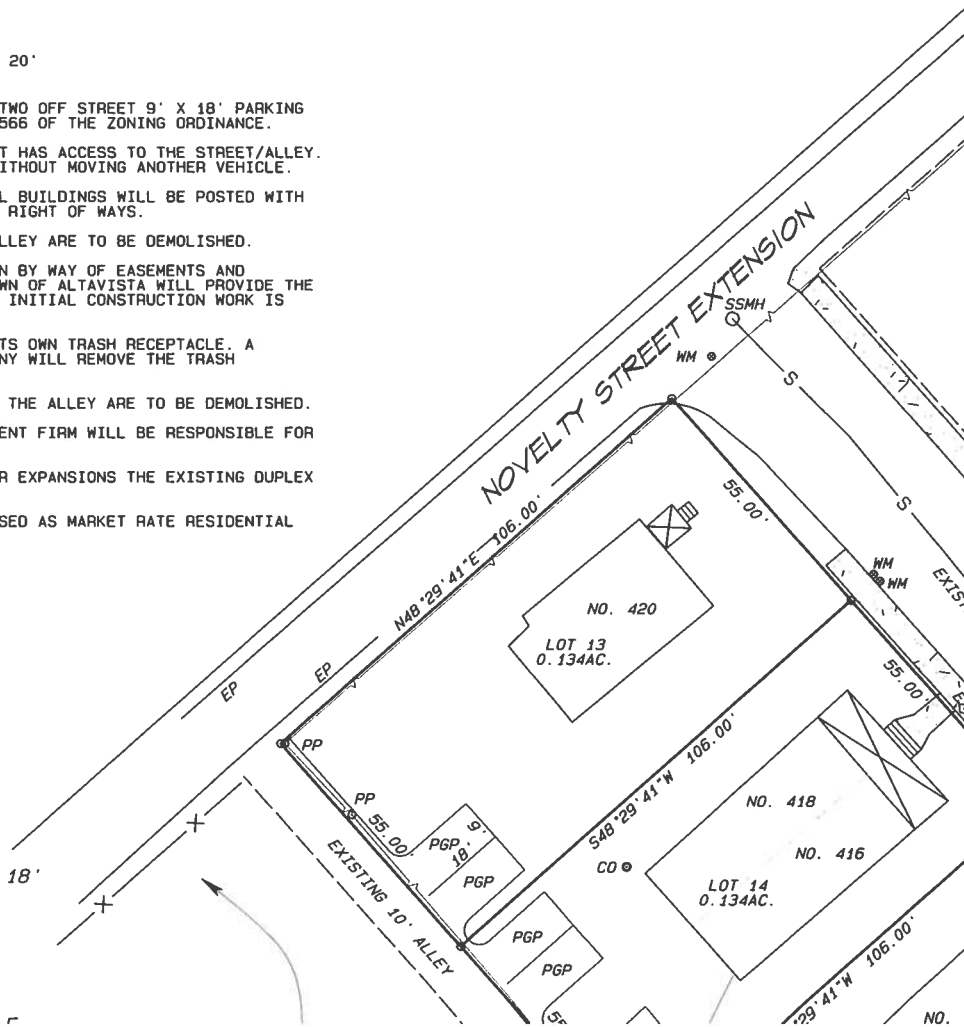
PGP = PROPOSED GRAVEL
PARKING SPACES = 9' X 18'

P. = PAGE

INSTR. = INSTRUMENT

NO. = NUMBER

SMMH = SANITARY SEWER MANHOLE



Permit #: 59
Permit Type: Rezoning
Address: 401 NOVELTY ST
City: ALTAVISTA
State: VA
Zip: 24517
Owner: JCJ Holdings LLC
Owner Address: P. O. Box 852
Owner City: Lynchburg
Owner State: VA
Owner Zip: 24505
Owner Phone:
Owner Email:
Receipt #: 26
Date: 05/09/2023
Paid By: Acres of Virginia, Inc.
Description: Rezoning Application
Payment Type: Check
Payment Type Description: \$400 application fee
Accepted By: Sharon D. Williams

Town of Altavista, VA
 *** CUSTOMER RECEIPT ***
 Oper: ALTADRW1 Type: OC Drawer: 1
 Date: 5/09/23 02 Receipt no: 13111
 Description Quantity Amount
 25 PERMIT FEE - ZONING, SIGN, 1.00 \$100.00
 401 NOVELTY ST JCJ HLDNGS
 25 PERMIT FEE - ZONING, SIGN, 1.00 \$300.00
 401 NOVELTY ST-JCJ HLDNGS

CMH
 RESONINNG
 401 NOVELTY STREET
 JCJ HOLDINGS LLC
 CK#44886 \$300 / CK#44908 \$100
 PAID BY ACRES OF VIRGINIA, IN
 SURVEYORS, ENGINEERS, AND
 SOIL CONSULTANTS

Tender detail
 CK CHECK 44908 \$100.00
 CK CHECK 44886 \$300.00
 Total tendered \$400.00
 Total payment \$400.00

Trans date: 5/09/23 Time: 11:14:00

*** THANK YOU FOR YOUR PAYMENT ***

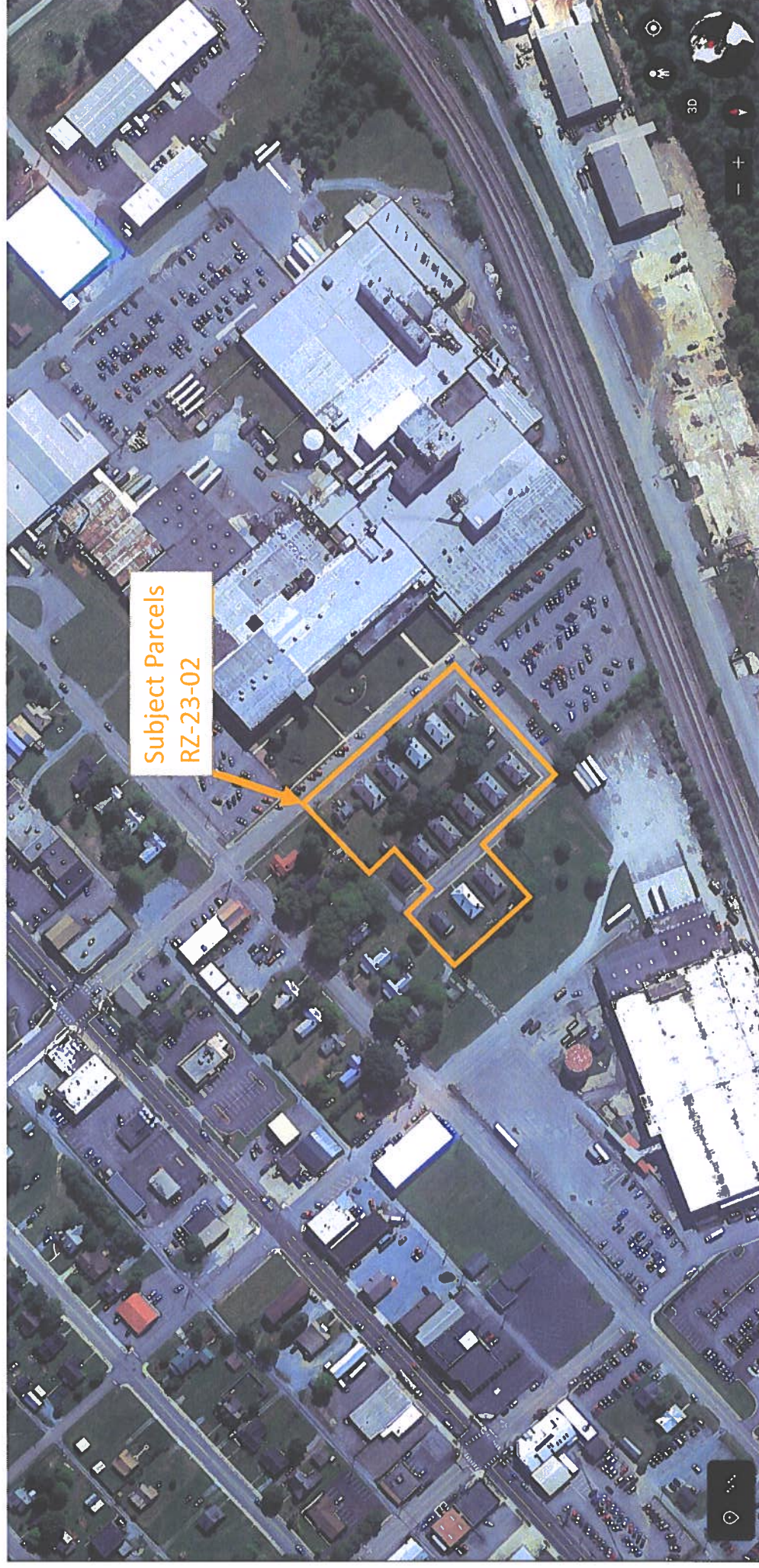
Fees Paid

Fee Name	Fee Type	Description	Factor	Total Fee Amount	Amount Paid
Rezoning	PLANNING & ZONING RELATED		0.00	400.00	400.00
				Total:	\$400.00

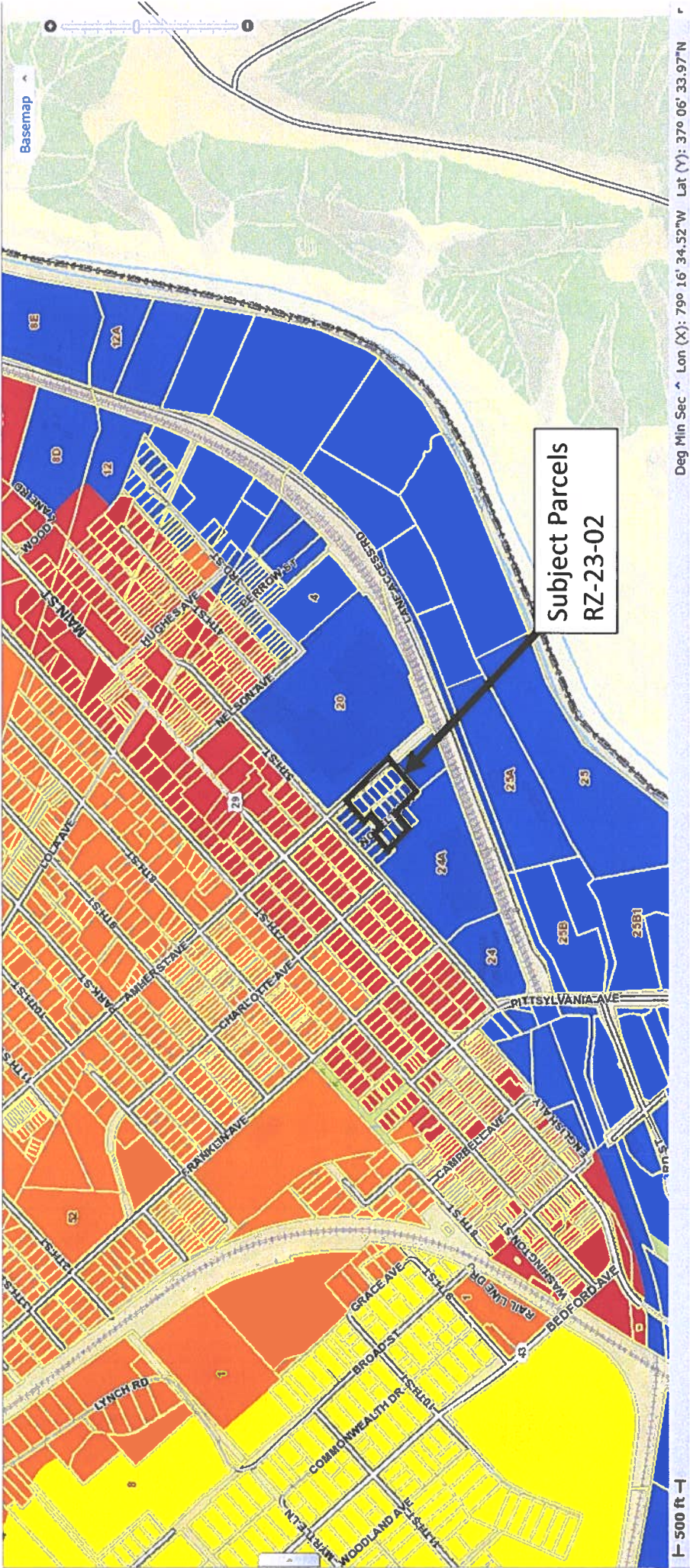
Oper: ALTADRW1 Type: OC Drawer: 1
 Date: 5/09/23 02 Receipt no: 13111
 25 PERMIT FEE - ZONING, SIGN, 1.00 \$100.00
 401 NOVELTY ST-JCJ HLDNGS
 MULTIPLE TENDER
 Trans date: 5/09/23 Time: 11:14:00

Trans date: 5/09/23 Time: 11:14:00
 MULTIPLE TENDER
 401 NOVELTY ST-JCJ HLDNGS
 1.00
 PERMIT FEE - ZONING, SIGN, \$300.00
 Date: 5/09/23 02 Receipt no: 13111

Aerial Map – Amherst Ave and Novelty Street



Zoning Map – Amherst Ave and Novelty Street



Site Photos – Amherst Ave and Novelty Street
RZ-23-02

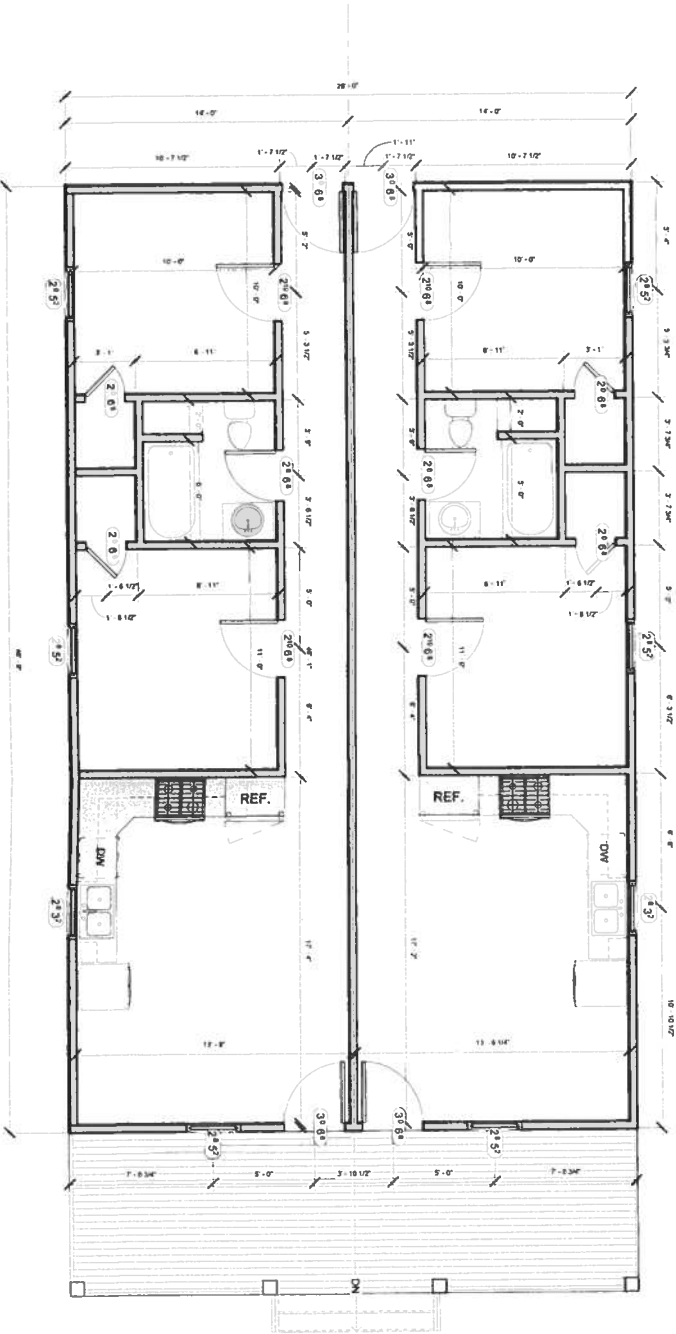


Site Photos – Amherst Ave and Novelty Street
RZ-23-02



Site Photos – Amherst Ave and Novelty Street
RZ-23-02





NBS - Altavista Duplex

Plans

THIS SET OF PLANS IS THE PROPERTY OF FISHER DRAFTING+DESIGN, INC. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF FISHER DRAFTING+DESIGN, INC.

NBS - Altavista Duplex

FISHER
DRAFTING+DESIGN
1311 14th Street, Suite 200
Boulder, CO 80502
Phone: (303) 440-1111
Fax: (303) 440-1112

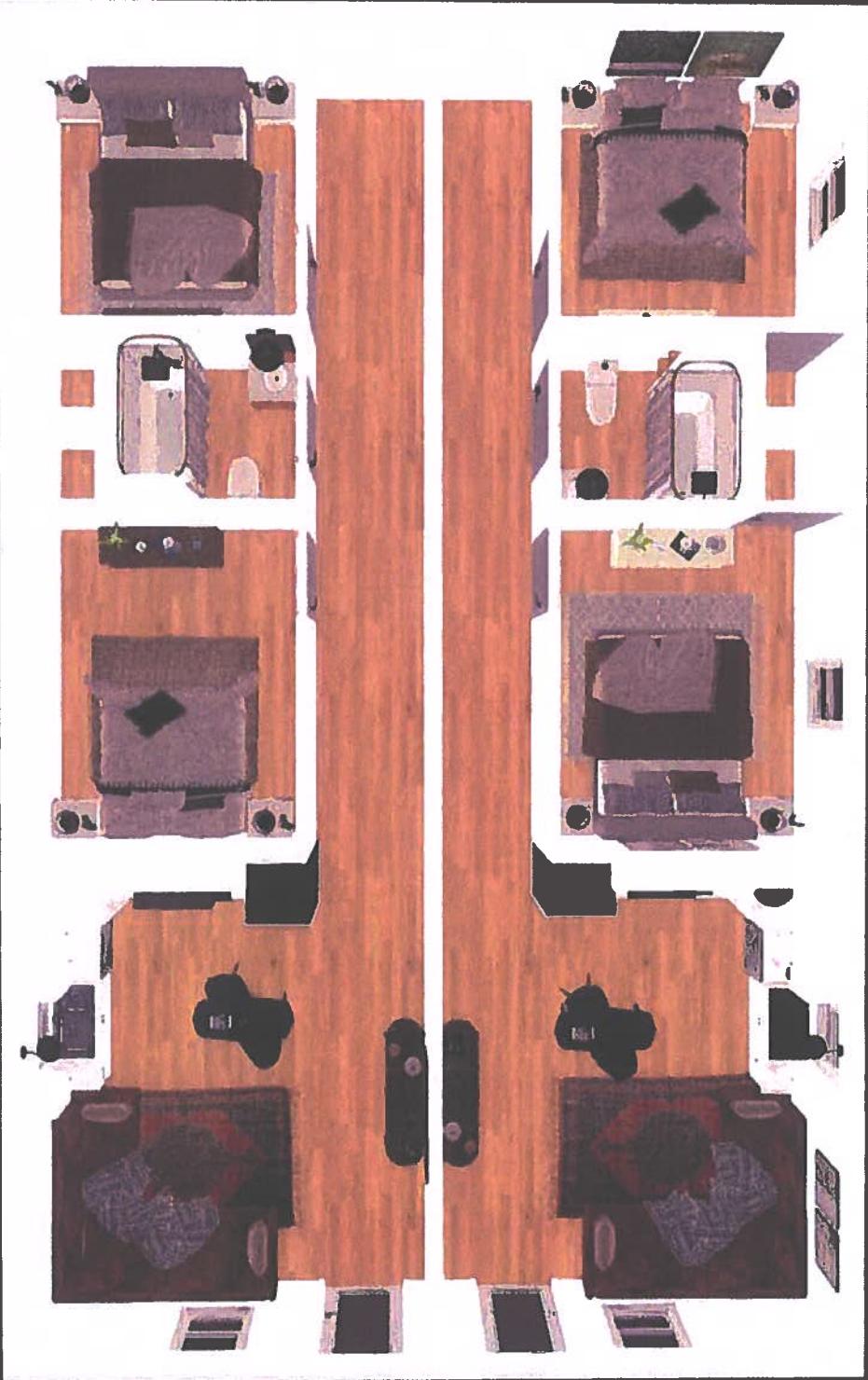


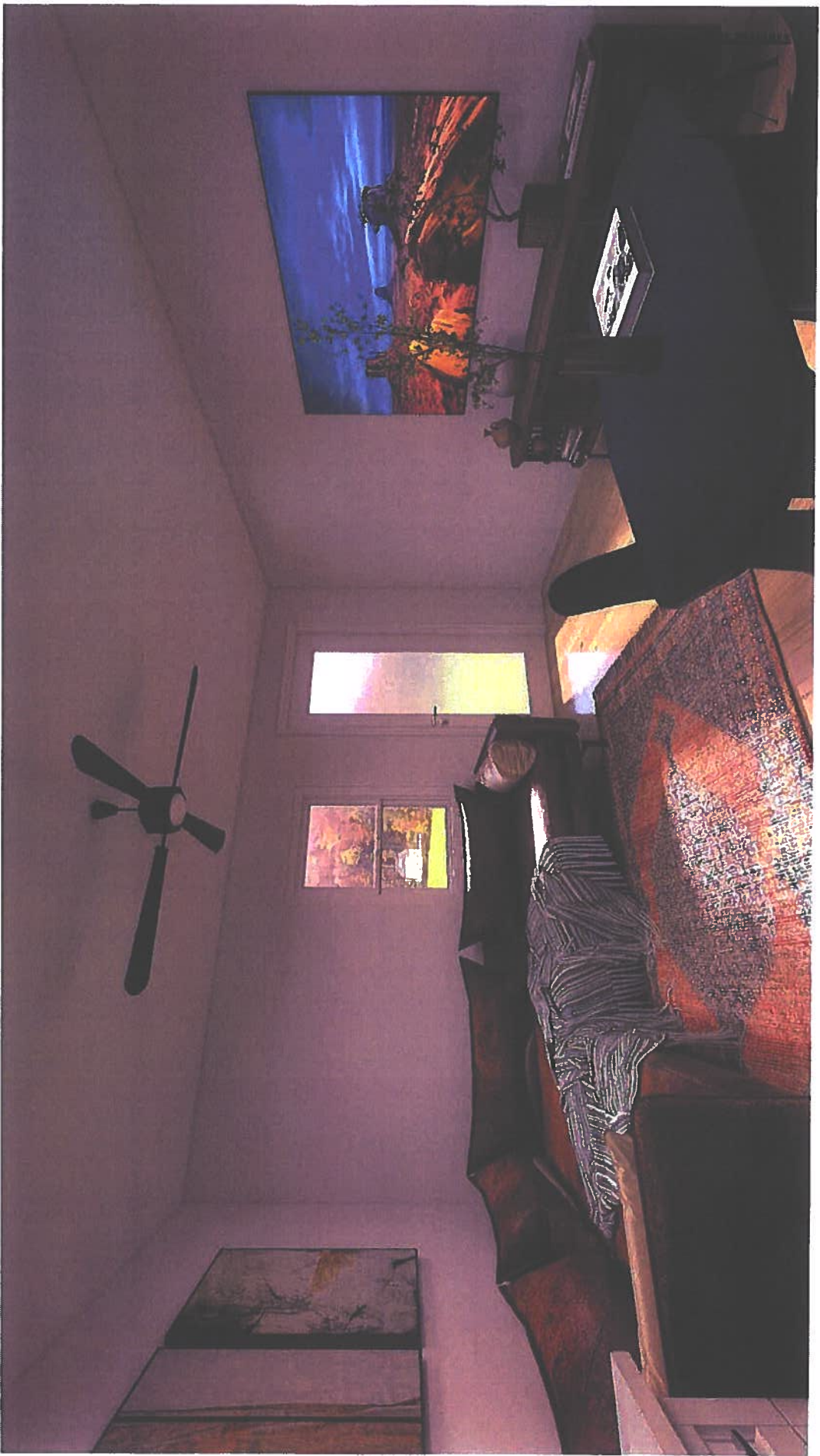
Altavista Remodel

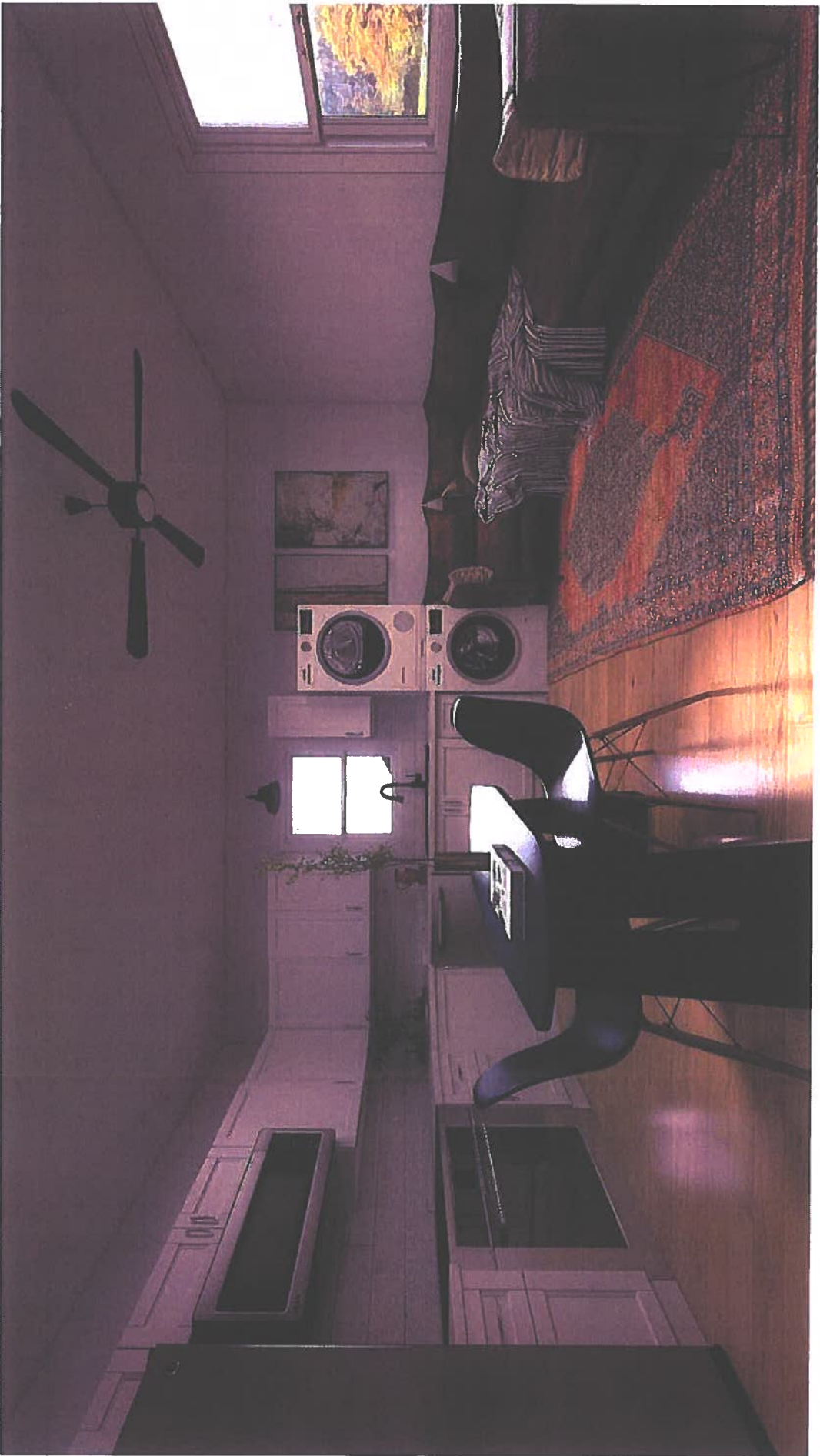


Design and Build

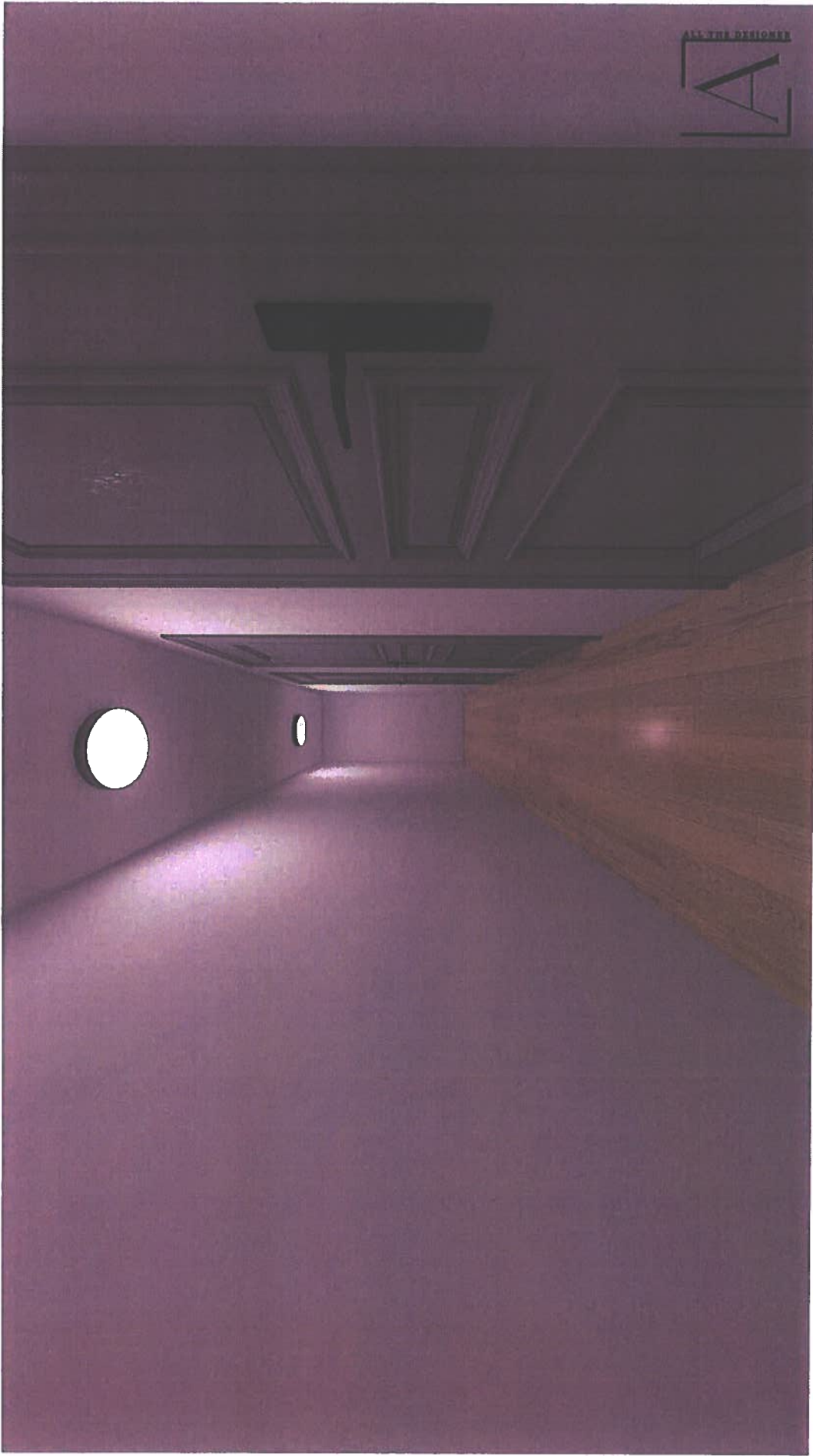










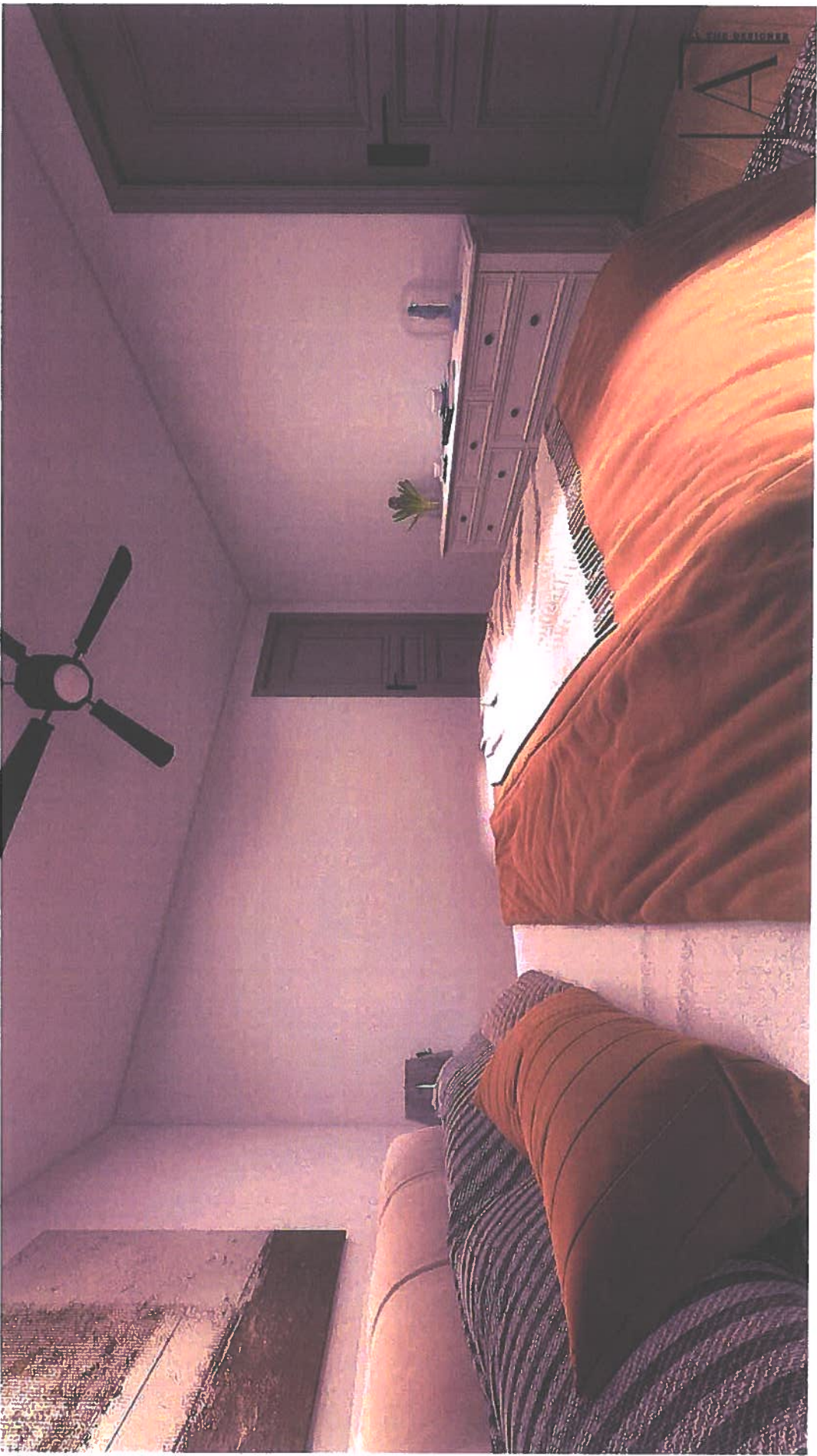


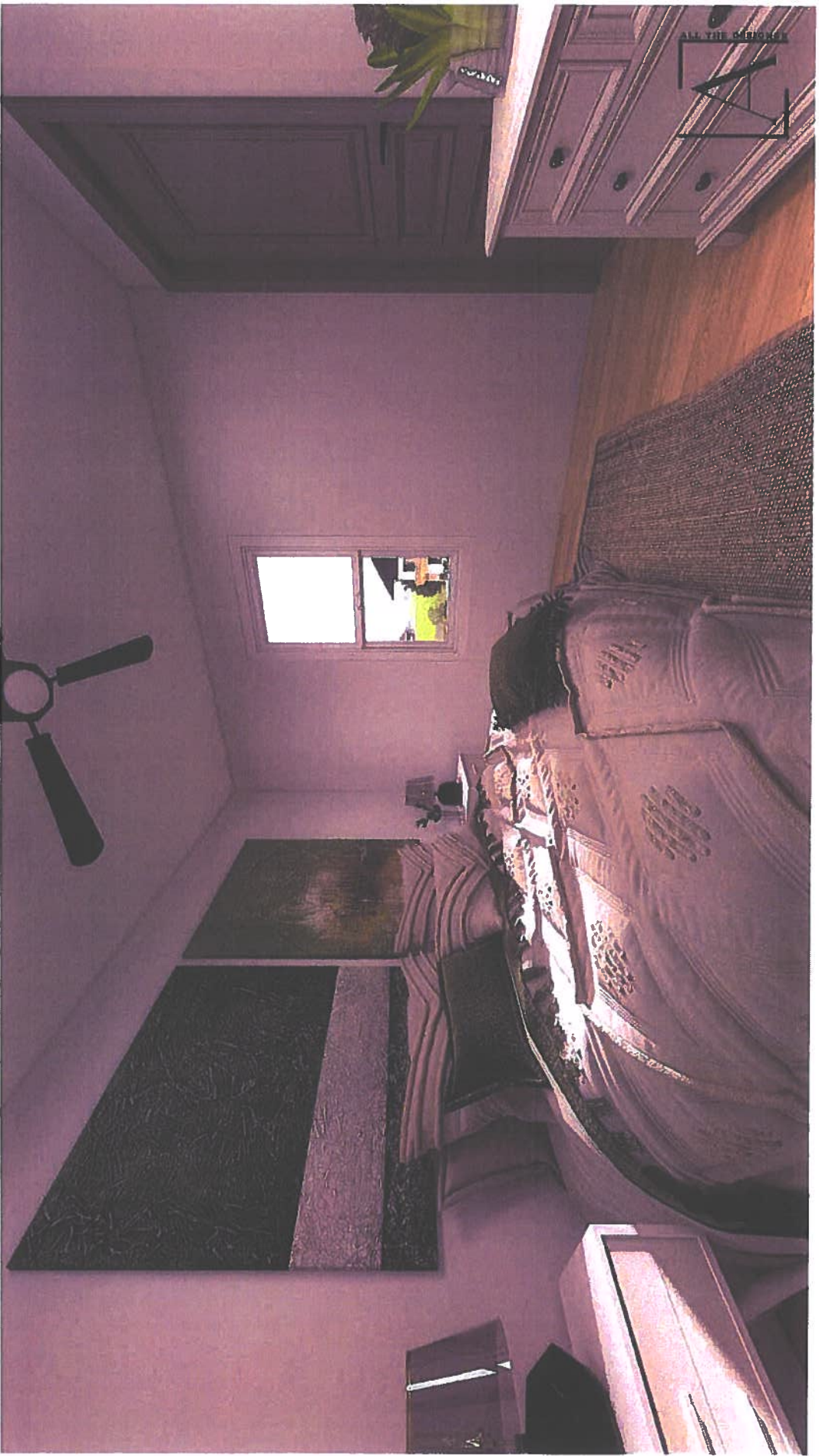
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A

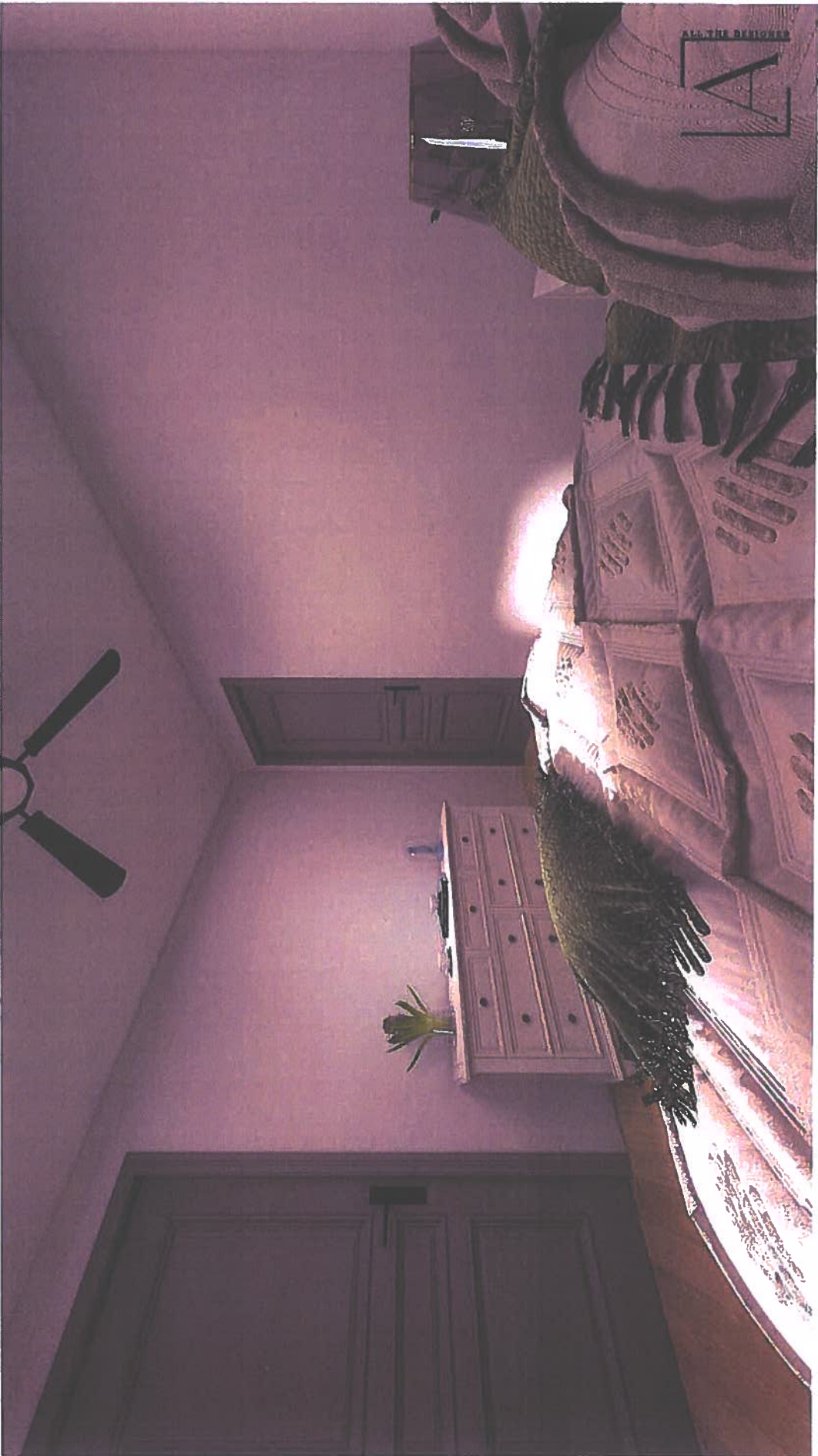


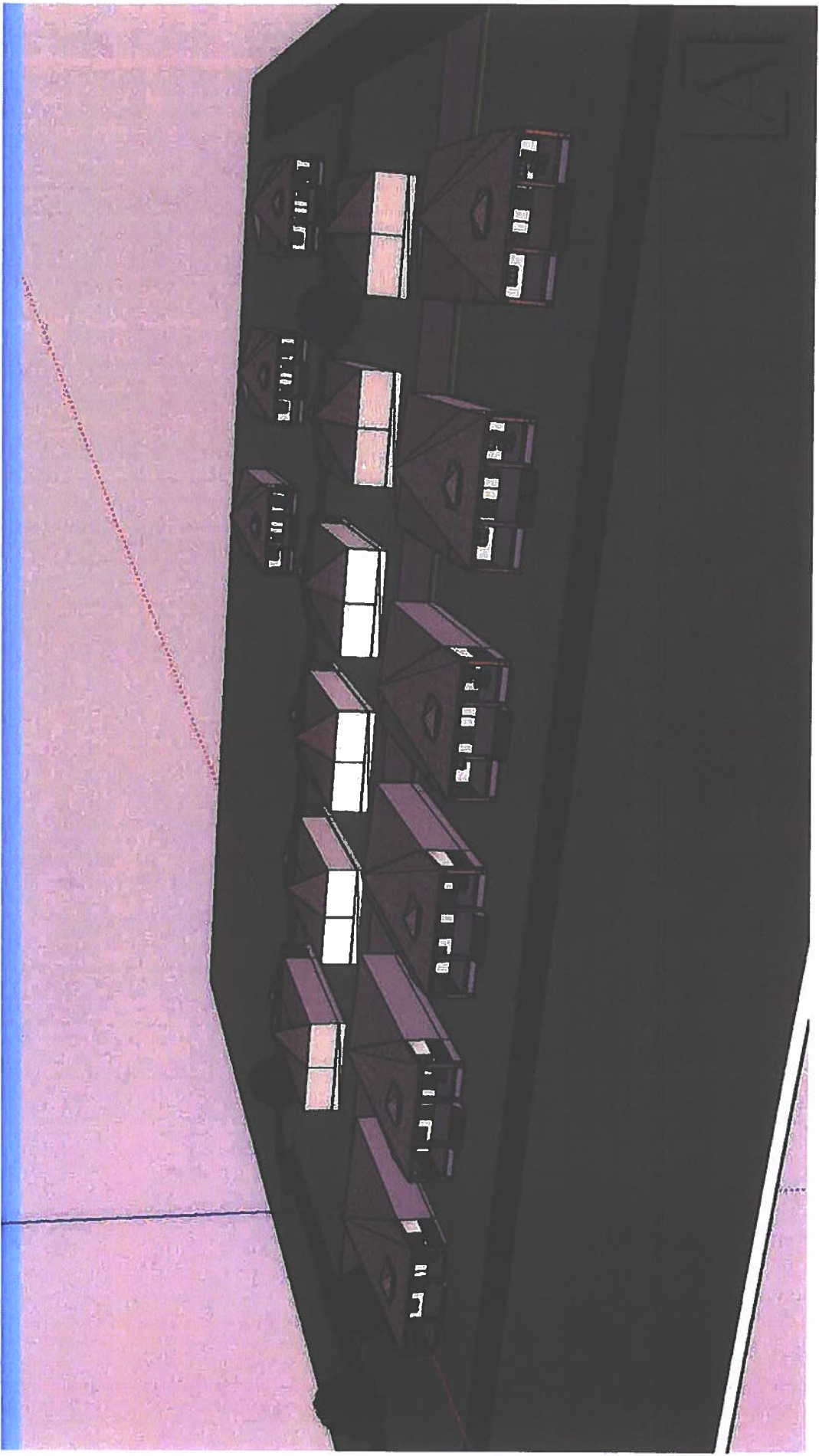
















TOWN OF ALTAVISTA
PLANNING COMMISSION
September 5, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 7.1

Unfinished Business

Title: Student Commissioner Discussion

Staff Resource: Assistant Town Manager Matt Perkins

Action(s):

Discuss plan to recruit the next "Junior" Student Commissioner

Explanation:

Senior Commissioner Micah Andrews graduated with the 2023 senior class, and attended her last Planning Commission meeting in June. Ms. Regan Steele has moved from the Junior seat into the Senior seat on the Commission; therefore, a new Junior Student Commissioner needs to be elected to fill this vacancy.

Background:

The Altavista Planning Commission offers community/civic involvement to students through their Student Commissioner Program. Each year there is a Senior student and a Junior student chosen from the Altavista Combined School to represent the youth of the Altavista community.

Funding Source(s):

Attachments: *(click item to open)*