



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF ALTAVISTA, VIRGINIA, WILL BE HELD IN THE COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING ON MONDAY, NOVEMBER 5, 2018 at 5:00 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Pledge of Allegiance & Invocation
6. Approval of Minutes: October 1, 2018
7. Citizens to Address the Commission
8. Public Hearing(s)
 - i. SUP18-1005- Special Use Permit Amendment – Mike Mattox
9. New Business
10. Old Business- None
11. Staff Report

Adjournment

MINUTES

(October 1, 2018 Meeting)

The Altavista Planning Commission held a regularly scheduled meeting in the Council Chambers on Monday, October 1, 2018 at 5:00 PM

Members present - John Jordan, Chairman
Marvin Clements
Tim George
Marie Mitchell
John Woodson

Staff - Waverly Coggsdale
Cheryl Dudley
John Eller

Also present - Gretchen Clark
Tim Reynolds
Mike Mattox

DRAFT

The agenda was reviewed and approved as presented. A motion was made by Mr. George and seconded by Mr. Clements. All members were in favor with none opposing.

The Minutes from the meeting on Monday, August 6, 2018 were reviewed and approved as presented. A motion was made by Mr. George and seconded by Mr. Woodson. All members were in favor with none opposing.

New business – Proposed development of the addition to the storage units located at 2181 Lynch Mill Road. Mr. Coggsdale stated that it is his understanding that potential applicants come before the PC prior to filing an application to let them know what it is they are wanting to do. The PC then provides them guidance on the proper process and procedure. He then stated that an application was filed for a zoning permit. When it was reviewed it showed that dates to a SUP the PC issued in 2005.

Mr. Mattox applied for a zoning permit to allow additional storage units to be constructed on his property at the corner of Lynch Mill Road and Ogden Road. After a review it was determined that the proposal would not be allowed under the existing SUP that was issued by the TC on June 14, 2005.

In 2005, the Zoning Ordinance did not address “storage units” as a permitted use in any district and it was the procedure to allow such unidentified uses to be pursued through a Special Use Permit process. Accordingly, that is the process that was utilized in the ultimate granting of the previously mentioned Special Use Permit.

With a major overhaul of the Town’s Zoning Ordinance in 2011, the use (*mini-storage*) was added to the list of permitted uses in the Commercial “C-2” zoning district but requires the issuance of a Special Use Permit and in addition, imposed Development Standards on the use. The ordinance also allows the use (*mini-storage*) in the Industrial “M” zoning district as a by-right permitted use, but subject to Developmental Standards. Accordingly, the use is not permitted in any other zoning

district, most notably the Commercial “C-1” zoning district, the same zoning district that the Planning Commission felt was appropriate for said use in 2005.

Prior to filing an application, the applicant is seeking input/feedback regarding possible avenues for the proposed project to proceed. There are several options:

- Amend existing Special Use Permit allowing development on previously undeveloped property;
- Rezone parcel to Commercial “C-2” and amend existing Special Use Permit;
- Rezone parcel to Commercial “C-2” and seek new Special Use Permit for new development.

The individual may decide to pursue one of the options, based on the Planning Commission’s feedback/guidance. Staff would work with the individual to file an application and the matter could be set for public hearing at the next available Planning Commission meeting.

Chairman Jordan stated that he thought amending the existing zoning permit would be all that the PC needed to do in this instance. The other part of the permit would be to treat each instance in this matter equal.

Mr. Eller stated that he thinks all the PC needs to do is to modify the existing SUP with a public hearing to have more units added.

Chairman Jordan asked if there would need to be any buffers on the property so that residents in the area would not have it in their back yards and Mr. George stated that he drove past the location on each side of the property and he said that it looks like there is a row of white pine trees on the back side of the property.

Mr. Clements stated that he agrees with amending the existing SUP instead of rezoning the property. And he agrees with Mr. George that no additional buffers are needed.

Gretchen Clark from Reynolds-Clark Development, Inc. spoke and stated that they have been working with Mr. Mattox on this project. She presented the PC with a layout of the property and highlighted the parcel with the 1.8 acres and the existing storage units. There are currently 72 units on the parcel now. The map presented to the PC shows where the additional 25 climate-controlled units and the 61 regular units would be constructed.

Mrs. Clark continued by stating that this would be a significant investment for Mr. Mattox. They won’t be open dusk to dawn, only daytime hours and there is low traffic flow on a regular day to day basis at this location.

Chairman Jordan asked if there would need to be a buffer between Mr. Mattox’s property and any adjacent properties.

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Tim Reynolds from Reynolds-Clark Development, Inc. stated that the intent is to match and meet the existing buffer that is on the property that Mr. Mattox owns now around the entire perimeter of the property.

Mr. Reynolds stated that storm water quality and quantity is required for the project and it will be done in underground chambers so that there is no unsightly pond or overgrowth. This has already been discussed with Campbell County, so they have a preliminary idea of what will be done. The existing storage units will have paved parking as well as the new units.

Mrs. Clark stated that if the project is done under the new standards it would "kill" the whole project. She is asking for the amendment of the original SUP.

Mr. Reynolds also added that they are wanting to match what is in existence now to make the site plan consistent, so they can make it look the same. The new standards are more restrictive than what is in place with the original SUP. He stated that they would like to match the existing plan and that the business Mr. Mattox has now is a very successful business and has been an asset to the community.

Mr. Coggsdale stated that when the application is filed that the PC review it and proceed with advertising twice and scheduling a public hearing for the next PC meeting.

The next order of business was to discuss the possible modification of the zoning ordinance to include an event venue type of use. Mr. Coggsdale suggested to maybe add it to the permitted uses by SUP. He suggested that this be an open discussion between PC and TC.

The meeting adjourned at 6:07PM

DRAFT

John Jordan, Chairman

Waverly Coggsdale, Town Manager

PUBLIC HEARING

(SUP18-1105)

(Applicant: Mike Mattox)



STAFF REPORT

To: Planning Commission, Town of Altavista, Virginia
From: Waverly Coggsdale, Town Manager
Date: October 31, 2018
Case Type: Special Use Permit Amendment
Case No: SUP18-1105
Case Name: Mattox, Mike
Location: 2181 Lynch Mill Road

REQUEST:

The applicant, Mike Mattox, has filed an Amendment to an existing Special Use Permit application to modify the existing conditions to allow the expansion of the development of 2181 Lynch Mill Road as "mini storage units". The property is zoned C-1 (Local Commercial) District and the original Special Use Permit was granted on June 14, 2005.

RECOMMENDATION:

Staff is recommending amendment of the SUP18-1105 with the amended conditions as detailed in the staff report.

MOTION:

Approve - I move to recommend approval of SUP18-1105 with the amended conditions recommended by staff.

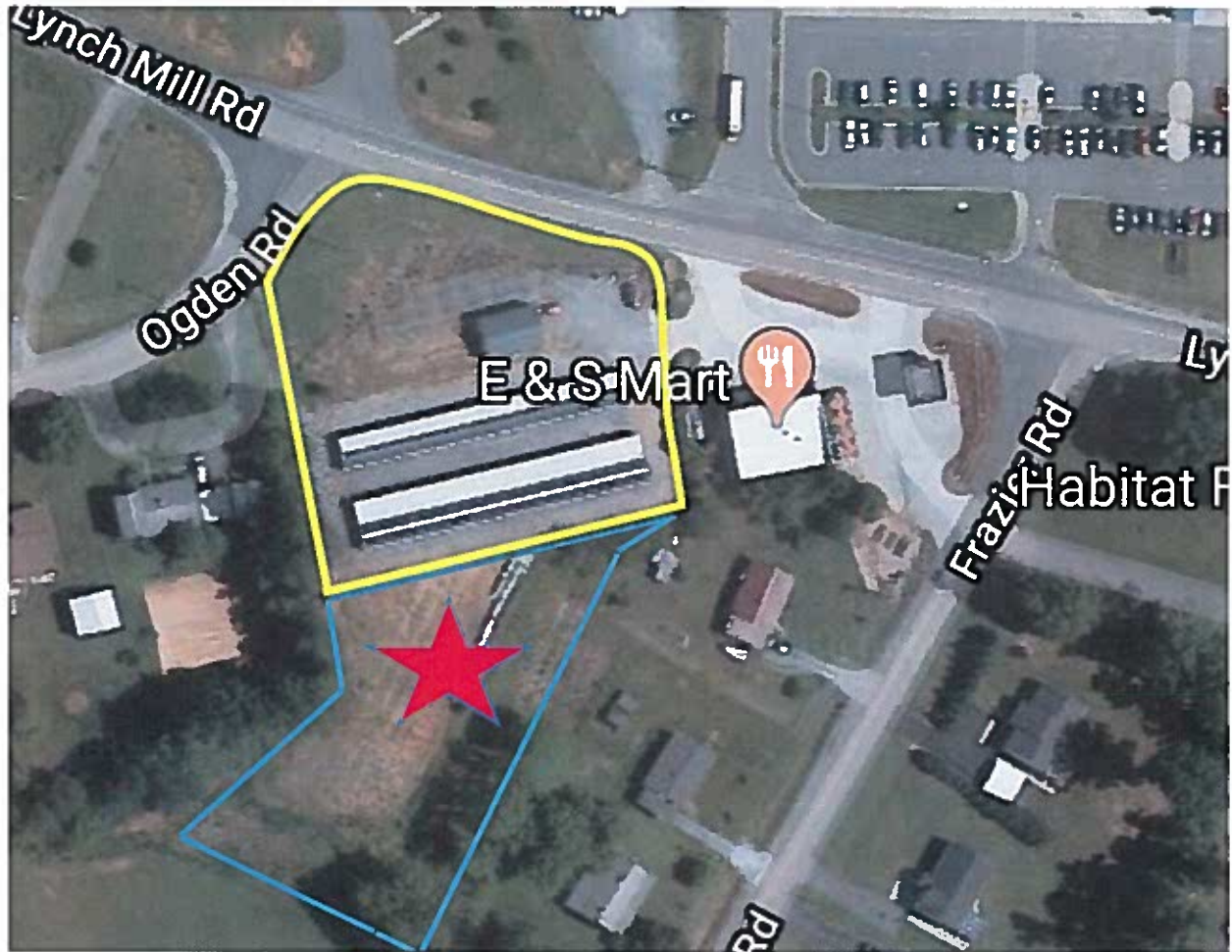
Approve with amendments – I move to recommend approval of SUP18-1105, with the following amendments.....

Deny – I move to recommend denial of SUP18-1105.

Defer – I move to defer action on SUP18-1105 until the _____ Planning Commission meeting.

AERIAL MAP

 = SITE LOCATION



EXISTING CONDITIONS:

A Special Use Permit was issued for this property in 2005 with a maximum number of units of 97 being allowed in the area adjacent to Lynch Mill Road (yellow outline). Currently the site has 72 units and a zoning permit has been issued for an additional 25 units (climate controlled building with access to the units from the inside) to be located between the existing units and Lynch Mill Road. The area to the rear (blue outline) was excluded from allowing units as part of the Special Use Permit granted in 2005. When the SUP was issued in 2005, "mini storage units were not a permitted use in any district and the ordinance indicated that uses not listed would be considered in districts recommended by the Zoning Administrator with a Special Use Permit. The most recent amendment to the Zoning Ordinance established the "mini storage units" in the C-2 (General Commercial) District with a Special Use Permit and subject to Development Standards listed in the Zoning Ordinance for this use. Based on the existence of an approved Special Use

Permit, it was determined that it could be amended to allow for a larger space and for additional units under the previously approved standards, rather than requiring a rezoning and a new Special Use Permit.

The area surrounding this site consists of residential, office, retail service and educational uses.

CONSIDERATIONS

Existing Zoning

The zoning for this property is C-1 (Local Commercial), and it is surrounded by C-1 (Local Commercial) (*pink shade on map below*), on the north, northwest and east and R-2 (Medium-Density Residential) (*orange shade on map below*) on the south, southwest and southeast.

ZONING MAP  = Site Location



The purpose of the C-1 (Local Commercial), is as follows:

“The purpose of the C-1 (local commercial) district is to provide for the establishment or continuance of small business areas that will serve the surrounding residential neighborhoods with convenience goods and services. Since traffic and parking congestion should be held to a minimum near residential areas to protect property values and preserve amenities of residential areas, all development in the C-1 district shall take place in a limited business setting. A desirable size for such an area is several offices or stores and would include such activities necessary for the day-to-day operation of a typical

household or uses that do not detract from the character of the surrounding community. All retail uses in the C-1 district are intended to be compatible with adjoining office and/or residential uses. Certain residential uses are allowed in the C-1 district, provided that minimum standards are met.” (Section 86-321, Town Code “Zoning Ordinance)

Zoning History

The portion of the property that was previously excluded from construction of “mini-storage units” was rezoned from R-2 to C-1 in 2005, the entire piece was included in the Special Use Permit application that was approved in 2005. The conditions included in the Special Use Permit are listed below:

1. Applicant shall place units on lot as proposed in the preliminary plan with no units located on the rezoned portion of the property.
2. Applicant shall submit appropriate site plan and secure all necessary permits prior to the construction of any units.
3. The maximum number of units permitted on the property shall be 97.
4. The use of any lighting shall be directional and away from any residential lots.
5. Proper screening shall be placed in accordance with Town Code, Section 86-325.
6. Special Use Permit shall remain in effect should the property be sold.

Comprehensive Plan

The future land use map for this site recommends General Commercial for the property. The Comprehensive Plan states that *“General Commercial areas are generally located at major highway intersections. They are suitable locations for highway/auto oriented uses and large scale commercial uses such as shopping centers and “big box” retailers. Because of traffic generated/attracted by these large uses, special concern must be given to site design issues such as access and turning movements, and the design capacity of public access roads.” (Comprehensive Plan Update 2016)*

ANALYSIS AND CONCLUSION:

The applicant, Mike Mattox, has filed an application to “amend’ the existing Special Use Permit (SUP) to allow for an increase in the area that can be use as well as in the number of units permitted on the property located at 2181 Lynch Mill Road. In addition this would let the development remain within the guidelines approved in 2005, rather than the new guidelines.

Other factors examined:

Outdoor Storage/Display: This use does not have outdoor storage or display as the units are used to “store” individuals’ belongings.

Traffic: Impact to traffic should be minimal as this is not the type of business that has daily customers.

Lighting: This item was addressed in the original Special Use Permit under condition #4.

Landscaping: This item was and will be further addressed in condition #5.

Signage: Currently there is no sign on the property for this use, any sign would have to be in compliance with the Zoning Ordinance. Staff would recommend that construction of any outdoor signage be monument style.

Staff is recommending approval of the Amendment (*noted in Red*) to the existing Special Use Permit conditions as listed below:

- 1. Amend to include the entire 1.86 acres within the area for use as “mini-storage units”. (*Amended*)**
- 2. Applicant shall submit appropriate site plan and secure all necessary permits prior to the construction of any units (No Change)**
- 3. Amend the total number of units on the entire 1.86 acres from 97 to 158 units. (*Amended*)**
- 4. The use of any lighting shall be directional and away from any residential lots. (No Change)**
- 5. Buffering shall be in general accordance with current buffer yard requirements in Section 86-573 and 574. Except that as shown on the site plan, a portion of the evergreen buffer be replaced with Crepe Myrtles for aesthetic purposes. (*Amended*)**
- 6. Special Use Permit shall remain in effect should the property be sold. (No Change)**
- 7. The site design standards shall be consistent with the existing site conditions of the current site layout that were in effect at the time of the existing SUP (2005). The current design standards shall not apply to this amendment. (*New*)**

This recommendation is based on the compatibility of the proposed amendment to the existing land use and the uses in the area as well as the Town’s Comprehensive Plan.

ATTACHMENTS (In order that they appear)

- **Notice of Public Hearing with Affidavit –Notification Mailings**
- **SUP18-1005 Application with Site Plan**
- **Site Photos**

ALTAVISTA PLANNING COMMISSION

**REVISED NOTICE OF PUBLIC HEARING
AMENDMENT OF SPECIAL USE PERMIT**

The Altavista Planning Commission will hold a public hearing on Monday, November 5, 2018 at 5:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of this public hearing is to consider a proposed zoning action as follows:

Application by Michael Mattox to amend an existing Special Use Permit issued to him on June 14, 2005 permitting construction of 97 storage units on his property at 2181 Lynch Mill Road. The proposed amendment would extend the Special Use Permit onto an adjacent parcel permitting the construction of 61 new storage units.

A copy of the application may be viewed during regular business hours in the Altavista Municipal Building. A copy is also available on the Town of Altavista website, www.altavistava.gov, in the "About Altavista" section.

The public and all interested parties are invited to attend this public hearing to make their views known on the proposed zoning action. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III
Town Manager

AFFIDAVIT – NOTIFICATION MAILINGS

Pursuant to Sec. 86-782 of the Town Code, the Town of Altavista Planning & Zoning Department has provided notices related to Special Use Permit Amendment application of Mike Mattox by first class mail, to the following adjacent landowners:

- | | | | |
|---------------------------|---------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------|
| 69 – A-45A1 | Lynch Mill Professional Park LLC
2180 Lynch Mill Road
Altavista, VA 24517 | 69B-9-81-5
69B-9-81-6
69B-9-81-1 | Michael W. Mattox
5 Dogwood Lane
Altavista, VA 24517 |
| 69-A-47 | Campbell County School Board
P.O. Box 99
Rustburg, VA 24588 | 69-A-46B | Baptist Tabernacle TRS
P.O. Box 303 P.O. Box 636
Altavista, VA 24517 |
| 69B-9-81-2
69B-9-81-3 | William E. Witt, Jr. & Emily R. Witt
308 Frazier Road
Altavista, VA 24517 | 69B-1-87-1A | Wesley E. Shields, Etals
320 Ogden Road
Altavista, VA 24517 |
| 69B-9-81-3A
69B-9-81-4 | Powell Dillard Neblett
306 Frazier Road
Altavista, VA 24517 | 69-A-45 | Jessica Villapando
15881 W. Moreland Street
Goodyear, AZ 85338 |
| | | 69B-1-87-3A | A.L. Parker (Life Estate)
318 Ogden Road
Altavista, VA 24517 |

10/29/18
JWC

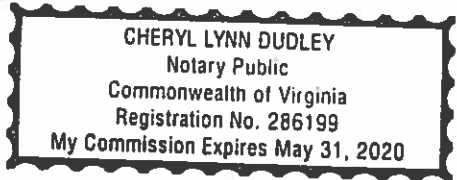
I, Waverly Coggsdale (Waverly Coggsdale), certify that the required notices related to the above referenced zoning matter were sent on this date by First Class Mail to the names/addresses listed above.

City/County of Campbell

Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 22nd day of October 2018 by Waverly Coggsdale.

Notary Public: Cheryl Lynn Dudley
Notary Registration Number: 286199
My Commission Expires: 5/31/2020



OFFICE USE ONLY

SUP # 11-5-18

FEE PAID: _____

DATE: _____

TOWN OF ALTAVISTA

APPLICATION FOR SPECIAL USE PERMIT

This application and accompanying information must be submitted in full before the special use permit can be referred to the Planning Commission and Town Council for consideration. The application and accompanying information will become conditions of approval and be binding on the property if the permit is granted. 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 Special Use Permit as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

Applicant Information

Name: Michael Mattox Phone Number: 434-238-3034

Address: 5 Dogwood Lane, Altavista VA

Property Information

Property Owner(s): Michael Mattox Phone Number: 434-238-3034

Property Address or Location: 2181 Lynch Mill Road

Parcel ID Number: 69-A-46

Present Zoning District: C-1

Purpose of Request Applicant request to amend the existing special use permit for mini storage units.

Is this request for an amendment to an existing special use permit? Yes, to increase the number of units and change the area

Please provide the following information – separate pages if necessary: subject to the ex. SUP

Detailed description of the proposed use (or site modification)

Please provide a site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.

- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

The applicant proposes to construct 3 separate mini storage units and a climate controlled unit on the subject property.

The parcel currently has 72 units existing.

This project will add 61 new storage units on the amended portion of the property and 25 on the portion subject to the ex. SUP.

Please demonstrate how the proposed use, when complemented with additional measures, if any, will be in harmony with the purposes of the specific district in which it will be placed.

The parcel already has mini storage units on it, and is subject to a SUP. The zoning ordinance has changed since the existing units were built. C-2 is now required for mini storage.

(Use separate pages if additional space is required)

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

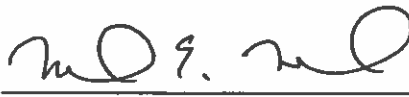
The project is already being used for mini storage and has demonstrated that there are no undue or adverse impacts on the adjacent properties. There will be a buffer required by code and extremely low traffic generated.

(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.
3. Vicinity map (may be included on the site plan).

4. Fee is the actual cost accrued by the Town and is estimated to be between \$300 and \$400 for a special use permit. Costs include advertising, administrative expense, first class postage, appropriate signage, and processing this application. Applicant will be billed within 30 days of completion of the process. 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: 16|4|18

Specific Items Requested for amendment to the 2007 SUP:

- #1 - Amend to include the entire 1.86 acres within the area for use as mini storage.
- #3 - Amend the total number of units on the entire 1.86 ac from 97 to 158 Units.
- #5 - Buffering shall be in general accordance with current buffer yard requirements in 86-573 and 574. Except that as shown on the site plan. A portion of the evergreen buffer be replaced with Crepe Myrtles for aesthetic purposes.

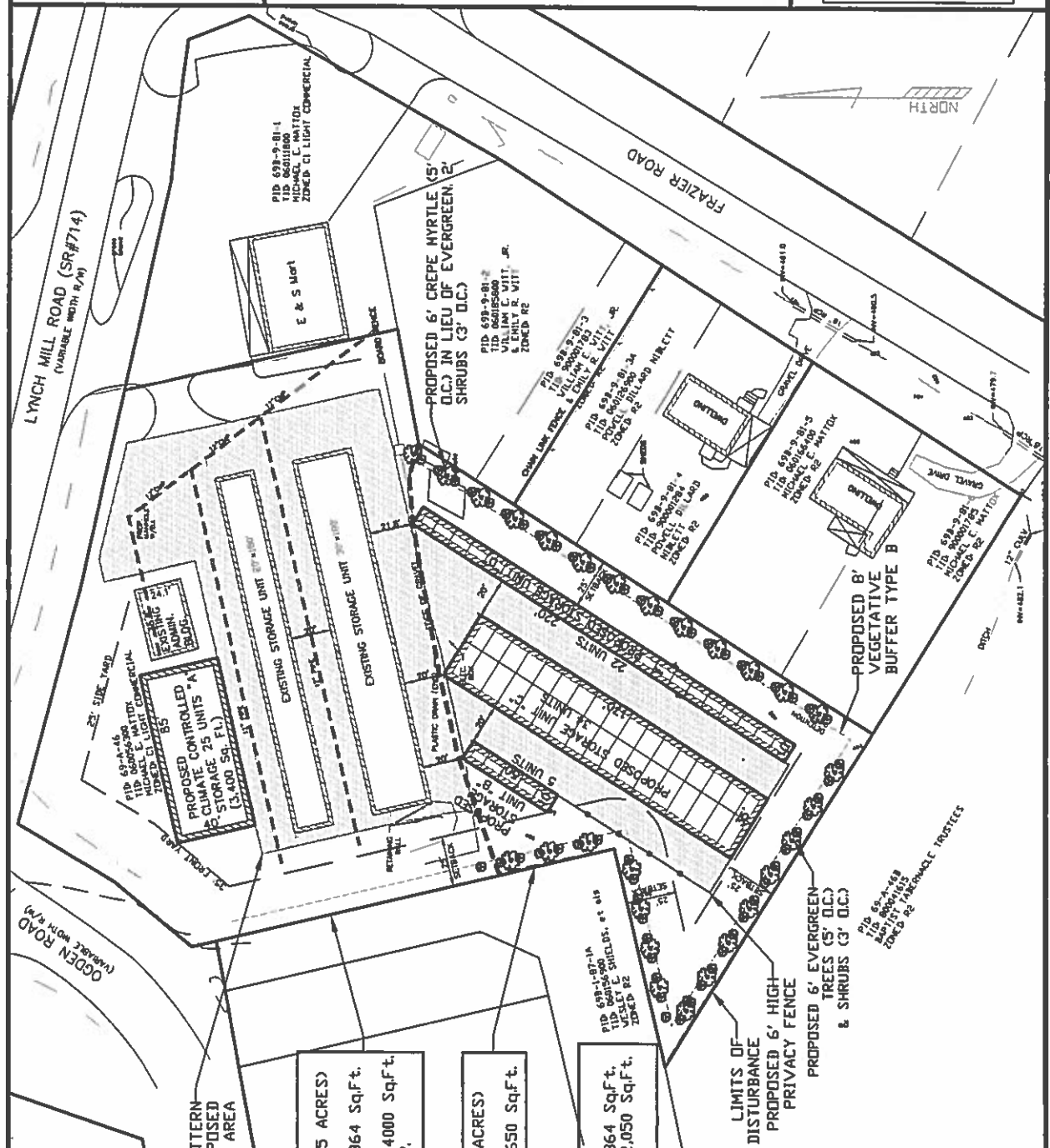
New items to be added to the current SUP as part of this revision.

- #1 - The site design standards shall be consistent the existing conditions of the current site layout that were in effect at the time of the existing SUP. The current design standards shall not apply to this amendment.

DATE: OCTOBER, 2018
 SCALE: 1" = 50'

**SPECIAL USE PERMIT AMENDMENT EXHIBIT
 FOR: MATTOX STORAGE BUILDINGS
 ALTAVISTA OF, VIRGINIA**

Reynolds Clark DEVELOPMENT, INC.
 112 South Main Street - First Floor Box 128 - Charlottesville, Virginia 22902
 Phone: 434.924.8881 Fax: 434.924.8885
 Web: www.reynoldsclark.com

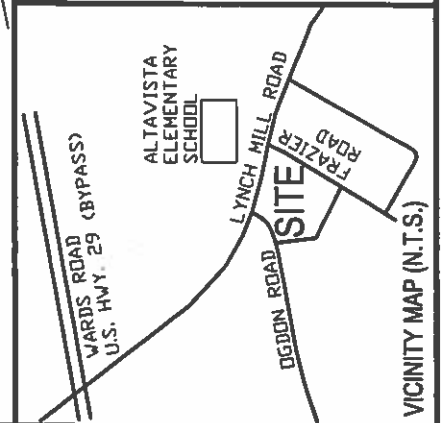


DOT HATCH PATTERN
 DENOTES PROPOSED
 PAVED AREA

AREA SUBJECT TO EXISTING S.U.P. (0.15 ACRES)
 72 EXISTING UNITS
 TOTAL EXISTING BUILDING AREA = 9,864 Sq.Ft.
 25 PROPOSED UNITS
 TOTAL PROPOSED BUILDING AREA = 3,400 Sq.Ft.
 97 UNITS ALLOWED BY EXISTING S.U.P.

AREA NEEDING S.U.P. AMENDMENT (0.71 ACRES)
 61 PROPOSED UNITS
 TOTAL PROPOSED BUILDING AREA = 8,650 Sq.Ft.

TOTAL LOT ACREAGE = 1.86 ACRES
 TOTAL EXISTING BUILDING AREA = 9,864 Sq.Ft.
 TOTAL PROPOSED BUILDING AREA = 12,050 Sq.Ft.
 TOTAL PAVED AREA = 124,500 Sq.Ft.



View of Existing Units.



View of access to area for additional units.



View looking towards Baptist Tabernacle (Edgewood Drive).



View looking across property to rear of houses facing Frazier Road.



**View looking from rear of property towards existing units.
The trees on the left side run behind the houses along Ogden Road.**



View from the property towards the houses on Frazier Road.



STAFF REPORT

OCTOBER 2018



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

STAFF REPORT OCTOBER 2018

Zoning Permits Issued for October 2018

Date	Permit #	Applicant/Address	Reason
10/12/2018	54-18	Willey, Inez/ 1107 Bedford Avenue	Accessory Structure
10/30/2018	55-18	Moore, Ethel/811 Broad Street	Replacement of existing deck

Other Staff Activities (October):

- Conducted analysis and prepared for the SUP18-1105 Public Hearing.
- Conducted several preliminary site and setback inspections per request.
- Handled multiple requests for zoning data and information.