



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, DECEMBER 3, 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: November 5, 2018
7. Citizens to Address the Commission
8. Public Hearing(s)
9. New Business
 - i. CY2019 Planning Commission Meeting Schedule
 - ii. Planning Commission Training
 - iii. CY2019 Goals & Objectives Discussion
10. Old Business
11. Items from the Commission
12. Staff Report

Adjournment

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: #6

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen Request)

Subject Title: Approval of Minutes (November)

Meeting Date: December 3, 2018

Action Needed: Approval

Subject Overview

Attached are the "Draft" minutes of the Monday, November 5, 2018 Planning Commission minutes. Please provide staff with your comments **prior to the meeting**, so the changes can be incorporated.

Suggested / Required Action or Suggested Motion(s)

Motion to approve the November 5, 2018 Planning Commission minutes as presented/amended.

The Altavista Planning Commission held a regularly scheduled meeting on Monday, November 5, 2018 at 5:00 PM in the Council Chambers at Town Hall.

- Members present - John Jordan, Chairman
Marvin Clements
Marie Mitchell
John Woodson
- Not Present - Tim George
- Also Present - Waverly Coggsdale
Cheryl Dudley
John Eller
Mike Mattox
Tim Reynolds

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

The minutes from the meeting on October 1, 2018 were reviewed and approved as amended. A motion was made by Mr. Woodson and seconded by Mr. Clements. All members were in favor with none opposing.

There were no citizens to address the Planning Commission

A Public Hearing was opened at 5:07PM for the purpose of SUP18-1005 – amendment for Mr. Mike Mattox.

Mr. Coggsdale stated that the applicant, Mike Mattox, has filed an amendment to an existing SUP application to modify the existing conditions to allow the expansion of the development of 2181 Lynch Mill Road Rd. “mini storage units”. The property is zoned C-1 (Local Commercial) District and the original SUP was granted on June 14, 2005. The use of the original permit is compliant to what was set forth by the PC at that time. A portion of the property is vacant which was formally utilized as a garden center and had greenhouses were located on the proposed portion of the property. The existing SUP will need to be amended to utilize the rear portion of the property and increase the number of storage units. There is limited traffic to the site with low impact volume and compatible with the proposed plans. The buffer and screening is addressed in the conditions and amended conditions are allowed on the property as indicated on the site plans. The recommendation is submitted by the applicant and will be amending conditions 1, 3, 5 & 7 of the original SUP in 2005.

Chairman Jordan asked if there was anyone to speak for the applicant. Tim Reynolds from Reynolds-Clark Development spoke stating that he felt that the packet Mr. Coggsdale put together for the PC was done well. He feels that the buffering would be a net positive for the adjacent properties.

The Public Hearing was closed at 5:17PM

There was no further discussion by the PC.

Mr. Clements made a motion to recommend approval of SUP 18-1105 with the amended conditions recommended by staff. Mrs. Mitchell seconded the motion. All members were in favor with none opposing.

Staff report was given by Mr. Coggsdale

The meeting was adjourned at 5:25PM

John Jordan, Chairman

Waverly Coggsdale, Town Manager

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: #9 (New Business)

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen Request)

Subject Title: CY2019 Planning Commission Meeting
Schedule

Meeting Date: December 3, 2018

Action Needed: Approval

Subject Overview

Attached is the proposed CY2019 Planning Commission meeting schedule. Typically, the Planning Commission meets on the first Monday of each month; however the July meeting is scheduled for the second Monday due to the July 4th holiday and the September meeting is scheduled for Tuesday, September 3rd, due to the Labor Day holiday. Meetings are scheduled for 5:00 p.m. in Council's Chambers of Town Hall (510 7th Street).

Suggested / Required Action or Suggested Motion(s)

Motion to approve the CY2019 Planning Commission meeting schedule.

**CY 2019 Planning Commission Schedule
Town of Altavista**

The Altavista Planning Commission meets the first Monday of each month at 5:00 p.m. in the Town Hall Council Chambers of the J.R. "Rudy" Burgess Municipal Building, located at 510 Seventh Street. If the first Monday falls on a holiday, the meeting will be on Tuesday immediately following the holiday.

Month	Date
January	January 7 th
February	February 4 th
March	March 4 th
April	April 1 st
May	May 6 th
June	June 3 rd
July	July 8 th (2 nd Monday)
August	August 5 th
September	September 3 rd (Tuesday)
October	October 7 th
November	November 4 th
December	December 2 nd

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: #9 (New Business)

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen Request)

Subject Title: Region 2000 Planning Commission
Training Opportunity

Meeting Date: December 3, 2018

Action Needed: No Action

Subject Overview

Our Local Planning District Commission (Region 2000) is in the process of scheduling a training opportunity for local Planning Commission members. The attached email give a little additional information. Please note that the tentative date is Thursday, January 31, 2019, with the time being late afternoon/early evening. If you are interested I would encourage you to keep that date/time open. Staff will provide you additional details when they are available.

Suggested / Required Action or Suggested Motion(s)

No Action need.

Waverly Coggsdale III

From: W. Scott Smith <ssmith@region2000.org>
Sent: Wednesday, November 21, 2018 2:22 PM
To: Bart Warner; Gregg Zody; Tom Martin AICP; Jeremy Bryant; Sara Carter; Johnnie Roark; Paul Harvey; Waverly Coggsdale III
Cc: Gary Christie; Kelly Hitchcock; Philipp Gabathuler
Subject: Potential Planning Commissioner Training Workshop in January

Planning directors and town managers,

A couple months ago, we asked you for input on subject matter and format for a potential workshop for your planning commission members. While responses were varied, we have put together a workshop that (hopefully) meets the needs of the majority.

We're looking at having noted planning expert Mike Chandler, Ph.D. do a 2-3 hour overview training for your commissioners. While especially useful to new commissioners, seasoned members will also benefit. As you may know, Mike runs Virginia Tech's Certified Planning Commissioners' Program.

Because January has an extra week, we think we can pull off a session at the end of the month that wouldn't conflict with any of your commission meetings. The session would be held in Lynchburg starting at 4 or 5 p.m. and ending 2-3 hours later. We would provide refreshments.

Please let me know if you have a preference for any of the following dates, and we'll get this program firmed up:

Tuesday, January 29

Wednesday, January 30

Thursday, January 31

Have a great Thanksgiving!

W. Scott Breckinridge Smith
Transportation Planning Director
Region 2000 Local Government Council
Sent from my iPad

This email has been checked for viruses by AVG.
<https://www.avg.com>

TENTATIVE DATE:
THURSDAY, Jan. 31, 2019
4:30 - 7:00 p.m.

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: #9 (New Business)

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen Request)

Subject Title: CY2019 Goals & Objectives Discussion

Meeting Date: December 3, 2018

Action Needed: No Action

Subject Overview

Staff would like to seek input from the Planning Commission as to any items they would like to work on/evaluate in the upcoming calendar year. If Commissioners have ideas/thoughts, please share them with the group and we can create a Work Plan for CY2019.

Suggested / Required Action or Suggested Motion(s)

No Action need.

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: #12 (Staff Report)

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen Request)

Subject Title: Zoning Permit and Actions Report

Meeting Date: December 3, 2018

Action Needed: No Action

Subject Overview

Staff has included the staff report for the period of October and November.

- Planning Commission recommendation for amendment of SUP was forwarded to Town Council and a public hearing is set for Tuesday, December 11, 2018.

Suggested / Required Action or Suggested Motion(s)

No Action need.

ZONING PERMITS (October and November 2018)

ZONING PERMITS		Period: October & November 2018						
Date Issued	Permit #	Applicant	Owner	Address	Use Type	Description	Zoning	Parcel ID #:
10/12/2018	54-18	Willey, Inez	Willey, Inez	1107 Bedford Avenue	Accessory Structure	New	R-1	69B- 7- 1- 8A
10/30/2018	55-18	Moore, Ethel	Moore, Ethel	811 Broad Street	Deck	Replacement	R-2	83A- 35- 3- 3
11/14/2018	56-18	Wolfmill LLC	Wolfmill LLC	1051 Main Street	Commerical	Signs - Dentist	C-2	83A- 11- 43- 4
11/28/2018	57-18	Watts Petroluem	Norfolk & Southern RW	525 English Alley	Temporary Structure	Remediation	C-2 (DRO)	83A- 11- 15- 12
11/29/2018	58-18	Witcher, Doshie	Witcher, Doshie	108 River Road	Home Occupation	Home Business	R-1	69B- 7- 1- 8A

Total Zoning Permits Year to Date: 59