

The Altavista Planning Commission held a regularly scheduled meeting on April 1, 2019 at 5:00 PM in the Council Chambers at Town Hall located at 510 7th Street, Altavista, Virginia.

- Members present - John Jordan, Chairman
 Marvins Clements
 Tim George
 Marie Mitchell
 John Woodson
- Also present - Waverly Coggsdale
 John Eller
 Latta Terry, President of DAWN

CALL TO ORDER:

Chairman Jordan called the regularly scheduled Planning Commission meeting to order at 5:00 p.m.

DETERMINATION OF QUORUM:

Chairman Jordan stated that a quorum was present.

APPROVAL OF AGENDA:

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

Motion by Mr. George, seconded by Mr. Woodson to approve the agenda as presented. The motion was approved unanimously.

PLEDGE OF ALLEGIANCE & INVOCATION:

The Commission recited the Pledge of Allegiance and Chairman Jordan delivered the Invocation.

APPROVAL OF MINUTES:

A motion was made by Mr. Clements, seconded by Mr. George to approve the minutes as amended. The motion was approved unanimously.

CITIZENS TO ADDRESS COUNCIL:

Chairman Jordan opened the floor for public comment; there being none, citizen input was closed.

PUBLIC HEARING(S)

A public hearing was opened to review and consider proposed amendments to the Altavista Zoning Ordinance, Section(s) 86-32 *Definitions*; Section 86-322 *Permitted Uses C-1 District*; Section 86-352

Permitted uses C-2 District with a special use permit; Section 86-382 Permitted Uses M (Industrial) District; and Section 86-482.1 Developmental Standards. These amendments would define Food Bank, Food Pantry, and Similar Uses, list as a permitted Civic Use.

Mr. Latta Terry - President of DAWN Board of Directors spoke to the Planning Commission saying he wanted to see if DAWN could stay within the corporate limits of Altavista. They are currently working with Grace Community Church, who also has a food bank, but are looking for a parcel of land to erect a building of their own. The reason they want to stay in Town is so that the people have easy access to the services they provide. They have some clients that walk to the facility and some use the Town transit system. They serve 400-500 people a month.

Mr. George asked if DAWN has a parcel of land that they are looking at. Mr. Terry responded by saying that they have several parcels they are looking at. He stated that they have been offered land on Main Street, 7th Street, and on the corner of Avondale Drive and Ogden Road.

The Public Hearing was closed.

Chairman Jordan asked Mr. Coggsdale to explain what was taking place. He stated that the Public Hearing was to review and consider the proposed amendments to Section 86-32 *Definitions*, Section 86-322 *Permitted Uses* in C-1 districts and Section 86-352 *Permitted uses* in the C-2 district, Section 86-382 *Permitted Uses* in the M (Industrial district), Section 86-482.1 *Developmental Standards*. These amendments will permit as a civic use in the C-1 and M-1 districts by right and in the C-2 district with a special use permit, Food Bank, Food Pantry and similar uses as defined in the definition section of the Town Code.

1. Definition set forth in Section 86-32
 - a. Food Bank, Food Pantry or similar uses means a public or charitable institution that collects and or distributes food or edible commodities to individuals in need can include food banks, food pantries, soup kitchens, hunger relief centers or other food or feeding centers similar in nature.
2. The use would be listed as a permitted use in the *Civic Uses* in the following districts:
 - a. C-1 (Local Commercial) District. Subject to Section 86-482.1 (by right)
 - b. C-2 (General Commercial) District. Subject to Section 86-482.1 with a special use permit required.
 - c. M (Industrial) District. Subject to Section 86-182.1 (by right)
3. Developmental Standards set forth in Section 86-482.1
 - a. All activities conducted within the building or anywhere on the property shall be consistent with the purpose stated in the charter of the organization operating a food bank.
 - b. No outside storage of equipment or materials.
 - c. All parking shall be off-street with the maximum number of vehicles to be determined by the zoning administrator and in the case of the C-2 district in consultation with the Planning Commission and provide for in the special use permit.

- d. Signage shall comply with the following requirements:
- i. Lighting may be internal or external. Internal light must not be so bright as to distract passing motorists and no light therefrom will carry on to adjacent properties. External lighting must be directed entirely on the sign structure and no light therefrom will carry on to adjacent properties.
 - ii. All lighting must be on a timer so that it goes off by 9:00 p.m. each evening.
 - iii. All lighting must be approved by the zoning administrator prior to installation.
 - iv. Identification signs: 24 square feet maximum
 - v. Temporary banners shall not exceed 40 square feet.

Mr. Coggsdale stated that these are the changes for the Planning Commission to consider.

Mr. George made a motion that based on the finding that the inclusion of the requested permitted use in the requested zoning districts as allowed and with developmental standards is consistent with the overall development plan and good zoning practices, the Planning Commission recommends that the Town Council approve the zoning ordinance text amendments, as presented. The motion was seconded by Mr. Clements. The motion was approved unanimously.

NEW BUSINESS

Comprehensive Plan (2017) Review / Discussion

Last month the Planning Commission asked that staff provide time at future meetings to begin the review of the Comprehensive Plan. It was decided that the Planning Commission would take each chapter that had Goals, Objectives & Action Plans and review one per month.

The first chapter for review will be Chapter II – RESPECTING OUR RESOURCES NATURAL AND CULTURAL ENVIRONMENT, which begins on page 16 of the document. The Goals, Objectives & Action Plans begin on page 21: with a more detailed explanation with Time Frame and Responsible Parties included in Chapter IX – CREATING OUR DESIRED FUTURE (A SUMMARY OF OUR GOALS, OBJECTIVES AND ACTION PLANS) which begins on page 102.

CHAPTER II – NATURAL AND CULTURAL ENVIRONMENT

Goal: Minimize the contaminant of natural resources throughout the Altavista area and strive to improve the physical appearance and quality of our Town.

Objective 1: Maintain or improve air quality for the betterment of the citizens, wildlife, vegetation, and water resources.

Objective 2: Maintain and enhance water resources

Objective 3: Protect the natural beauty of the Town and surrounding environment.

Objective 4: Promote the strengths of our location and natural environment.

Objective 5: Minimize risks to personal safety and property from natural hazards.

Mr. Coggsdale stated that his thought is to have the Planning Commission take each objective, look at the Action Plan and see what has been done or needs to be done.

Objective 1. – Maintain or improve air quality for the betterment of the citizens, wildlife, vegetation and water resources.

Action Plan – A. *Construct and maintain pedestrian walkways and bikeways as alternative transportation corridors that go beyond recreational use.*

Mr. Coggsdale stated that Public Works reviews and repairs sidewalks as needed so there is a continual process as far as evaluating sidewalks even where future sidewalks may be needed. He stated that it seems that things are getting done as stated in the action plan. He hopes that in the future there will be more data available as to how much sidewalk has been replaced or if new sidewalks have been installed.

Mr. George asked if Frazier Road is due for any sidewalk improvement any time soon. Mr. Coggsdale said he would investigate the transportation plan and see what it says. If it is a project that VDOT has scheduled in the future, he would get back with the Planning Commission.

Chairman Jordan stated that this section is stating that the maintenance of walkways and bikeways would help the environment because we want to keep cars off the road.

Action Plan - B. *Consider mixed use developments, such as Planned Unit Developments (PUD) and second story housing downtown that allow opportunities for citizens to perform routine daily tasks without driving.*

Mr. Coggsdale stated that the zoning ordinance has provisions for both, PUDs and upper story housing. This sets the table for anyone that comes forward asking to be considered and not needing to adopt a new ordinance because it is already in the code.

Action Plan – C. *Follow recommendations contained in the Public Transportation Feasibility Study completed in February 2008.*

Mr. Coggsdale stated that he will review the plan and see what the priorities should be and seek any necessary recommendations, if needed, from the Planning Commission.

Action Plan D. – *Support efforts to reduce air pollution through the burning of more efficient fuels.*

Mr. Coggsdale said this can be something that the Planning Commission can continue to have discussions on to see if it is one, they want to keep in the comprehensive Plan.

Objective 2 – Maintain and enhance water resources.

Action Plan A. – Improve the water quality of the Staunton River through stronger efforts to prevent contamination.

On Altavista's side of the river, the Town owns much of the land that borders the Staunton River. Altavista has the greatest ability to impact the land use and water quality for the property that is in the Town limits. Public Utilities is looking at source water protection planning and coordinating that with the local Soil and Conservation District, so there are ongoing efforts and it is a continuous item. Mr. Coggsdale would like to continue the discussion with Utilities as their plans move forward and see what they are doing to protect the water quality.

Action Plan B. – Encourage use of water saving devices in houses, businesses, and industries, and encourage water conservation practices throughout the Town.

Mr. Coggsdale said he had a conversation with the Public Utilities Director, Tom Fore and he told him that we can definitely put focus on this issue and educate citizens about water saving devices and water conservation. This can be done on the annual consumer confidence report. Mr. Fore can also work on some FAQ's and conservation tips.

Action Plan C. – Promote the use of the Staunton River for recreational purposes while educating and encouraging citizens to take part in maintaining this valuable resource.

The Town is in the process of developing the canoe launch at Dalton's Landing to provide better access to the river for recreational purposes. The estimated completion date is Spring 2020. Once that is complete the Town will try to educate people on the importance in taking care of this natural resource.

Objective 3 – *Protect the natural beauty of the Town and surrounding environment.*

Action Plan A. – Encourage all citizens and volunteer groups to participate in an annual town wide clean-up.

It was stated that the Chamber of Commerce has coordinated the Annual Town-wide Clean Up Day. However, Mrs. Mitchell said that this has been "scrapped" because there was dwindling participation in the event. She stated that the Town does an excellent job on the streets, etc. but the area around Walmart and the entrance and exit ramps on 29 need cleaning. Mr. Coggsdale stated that he will look and see what some alternatives are for keeping these areas clean.

Mr. Coggsdale stated that he had a discussion with the Public Works Director, David Garrett and indicated that the Region 2000 Services Authority provides a service three times a year called a Household Hazardous and Waste Electronic Recycling. This includes disposal of computers, electronics, florescent light bulbs, paint etc. He said the Town needs to promote this better and indicated that he will work with Mr. Garrett to see if we can accumulate this type of things and bring them to the Region 2000 Services Authority site a few times a year, rather than town citizens having to take them to the site off Route 460.

It was also discussed that if the Chamber of Commerce isn't going to have the town wide clean-up anymore then something else may need to be investigated.

Action Plan B. – *Develop a tree and flower-planting program for enhancing the Town's appearance.*

It was stated that no official program has been developed; however there has been planting of trees and removal of trees at the Parks. The Town does some landscaping on Town-owned properties, primarily at the entrances to Town. Mr. Coggsdale indicated that he has plans of trying to get sponsors to fund landscaping for different places in Town with the town maintaining the area that is sponsored.

Action Plan C. – *Review the Town's Zoning and Subdivision ordinances to strengthen protection of the natural environment.*

This is very vague and broadly written. Mr. Coggsdale stated that when the Zoning Ordinance was last revised, there were some buffer and landscape issues that were addressed. The mention of creating ordinances to protect the natural environment that could include how close you let development come to streams, rivers or other environmentally sensitive areas.

He stated that he thinks it is fine as it is but at some point, the Planning Commission might have to take another look at his one and see if it is being handled like it was intended to be, because it is very open ended.

Action Plan D. – *Continue promoting an effective recycling program.*

The recycling program in Town is a private owned business with a subscription-based service. It could be promoted more unless the Town desires to develop it's own type of service, such as a town-wide curb side service. The existing service was created to meet the request by some citizens and replace the drop-off sites for recycling near Walmart.

Objective 4. – *Promote the strength of our location and natural environment.*

Action Plan A. – *Expand and enhance the public park system and public walking/biking trails.*

With the Parks and Trails 2018 Master Plan being adopted last year the plan does focus on improvements to walking/biking trails, several projects are underway now. The Town's Recreation Committee is continuing to work on its priorities for the park system as well as the trails system. It's an ongoing effort.

Action Plan B. – *Work with leaders in surrounding areas such as Smith Mountain and Leesville Lakes to develop relationships and better link our communities.*

This is another item that should be reviewed and looked at to see what the priorities are. Advertising in those areas would be a good idea to try and make Altavista their shopping community of choice if possible.

Action Plan C. Use the strength of our natural environment to attract selected businesses and industries.

This is addressed in the accepted Economic Development Strategy; there are items in the plan that the Planning Commission is designated as a “partner” with responsibility to review and move forward. Hopefully once a staff person is brought on board, there will be items that will move forward in the next 6 months.

Action plan D. – Develop and promote the natural environment toward recreation for local use and tourist industry.

This is another factor with the Economic Development Strategy and refers to the canoe launch, and the park improvements.

Objective 5 – Minimize risks to personal safety and property from natural hazards.

Action Plan A. – Discourage development in areas inappropriate for development, such as in areas of excessive slopes, poor drainage, etc.

There are some items that may need to be investigated in the subdivision ordinance that might address some slope requirements, etc. This is a regulatory issue that may need to be investigated more in depth.

Action Plan B. – Continue studies to investigate methods of storm water management, including on-site retention, infiltration / inflow, drainage facilities, etc.

A lot of this is covered in the Town Code; as well as the building code (administered by Campbell County). This will be a continuous item with Public Works and Utilities to see where there are priorities that need to be addressed.

Action Plan C. – Work with the Campbell County’s Erosion and Sediment Control Officer to enforce “best management practices” for reducing storm water runoff in new development projects. Report any violations.

Consultations with that office are ongoing, as needed.

Action Plan D. – Promote increased awareness of Federal Emergency Association’s (FEMA) federal flood insurance program.

The Town’s Zoning Ordinance addresses the regulations for the Flood Plain District.

Action Plan E. – Participate with Campbell County in the updating and maintaining of the current Civil Emergency Operations Plan.

Mr. Coggsdale stated that he can reach out to Campbell County to see what is required or needed on this item.

As an informational item Mr. Coggsdale handed out elements of the New Economic Development Strategy that identified the Planning Commission as a partner of implementation of the plan.

STAFF REPORT

Mr. Coggsdale presented the following staff report that was included in the agenda packet:

MONTHLY STAFF REPORT

PERMITS ISSUED IN MARCH 2019:

<u>Date Issued</u>	<u>Permit #</u>	<u>Applicant</u>	<u>Owner</u>	<u>Address</u>						
3/18/2019	07-19	McBride Signs	McDonalds Real Estate Co.	404 Main Street	<i>Replacement of Signs (Non-conforming)</i>					
3/21/2019	08-19	J&J Enterprises dba Scoops	Hicks, Nancy	504 Pittsylvania Ave.	<i>New business at existing location.</i>					

Zoning Permits issued Year to Date: **8**

Mobile Restaurant Permits (MRP) issued Year to Date: **3** *NOTE: Mobile Restaurants that had a valid Business License when the Mobile Permit requirement went into effect do not have to get a MRP until they renew their Business License.*

Other items: (Items in RED are new or updated information)

- 1) Planned Downtown property – Upper Story Housing expansion planned. Staff is working with a downtown property owner to expand their upper story housing by two (2) units.**

- 2) Code Compliance Items**
 - a. Signs: Two obsolete signs were removed from downtown buildings.**
 - b. Complaints:**
 - i. Staff issued one (1) Dumpster Enclosure Notice.**
 - ii. Trash Accumulation/Other: Staff issued two (2) Violation Notices.**
 - iii. Other: Staff is working with the Town Attorney on other violations; several of these were items that were addressed in the pasts that did not result in compliance but staff had failed to follow up on.**

- 3) **Economic Development Strategic Plan.** Town Council accepted the Altavista Economic Development Authority's Strategic Plan. A copy of the plan will be provided to the Commission for their review; there are several areas in the plan that may be pertinent to and involve the Planning Commission.
- 4) **English Park Improvements.** Town Council was briefed on this project at their February Work Session. The design/layout work is nearing completion and materials/equipment for the splash pad, playground and shade structure will be ordered in the next 2 – 4 weeks. The schedule calls for a late spring/early summer completion date.
- 5) **Cemetery Trail development.** The contractor has begun work on this project and the schedule calls for completion in another 60 days. In addition, a local Boy Scout, Daniel Wagner, has taken on the construction of three bridges that will be part of this trail as his Eagle Scout project.
- 6) **7th Street Utility Improvement Project.** The Pre-Construction meeting for this meeting was held on March 27th. The Notice to Proceed has been issued with a start date of April 1, 2019, Substantial Completion should be achieved in 60 days (May 31, 2019) and Final Completion is 90 days (June 30, 2019).
- 7) **Rt. 43 Gateway "Streetscape" Project.** Bids were received and the project has been submitted to VDOT to get Federal concurrence on the award. This project will continue the downtown streetscape improvements in the 7th Street, Bedford Avenue and Main Street areas south of Broad Street. This project has a schedule for completion in 365 days. **No change, still awaiting VDOT authorization.**

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:43 p.m.

John Jordan, Chairman

Waverly Coggsdale, PC Secretary