

The Altavista Planning Commission held a regularly scheduled meeting June 3, 2019 at 5:00 PM in the Council Chambers at Town Hall located at 510 7<sup>th</sup> Street, Altavista, Virginia.

Members present - John Jordan, Chairman  
Marvin Clements  
Tim George  
John Woodson  
Members Absent - Marie Mitchell  
Also present - Waverly Coggsdale  
Cheryl Dudley  
John Eller  
Tom Fore  
Bryan Mawyer  
Ashley Ruble – CHA Consulting

**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. George, seconded by Mr. Woodson to approve the minutes as presented. 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 the proposed text amendment to the Altavista Zoning Ordinance for *Wedding/Event Facility*, Section(s) 86-32 *Definitions*: Section 86-322 *Permitted Uses C-1 District*: Section 86-352 *Permitted Uses C-2 District*: Section 86-382 *Permitted Uses M (Industrial) District*: and Section 86-521 *Development Standards*

### **RECOMMENDED AMENDMENTS**

1. Definition set forth in Section 86-32
  - a. *Wedding/Event Facility* means a facility which is utilized by individuals or groups to accommodate private functions including but not limited to, banquets, weddings, celebrations, and other events. Civic, religious and community owned buildings are not included in this definition.
2. The use would be listed as a permitted use in the *Commercial Uses* in the following districts:
  - a. C-1 (Local Commercial) District. Subject to Sec. 86-521 Special Use Permit Required
  - b. C-2 (General Commercial) District. Subject to Sec. 86-521 (by right)
  - c. M (Industrial) District. Subject to Sec. 86-521 (by right)
3. Development Standards set forth in Sec. 86-521
  - a. *Noise level*: All weddings and events shall adhere to the Town of Altavista Ordinances and would require a permit issued by the Town.
  - b. *Structural Requirements*: The facility shall meet all requirements of the Virginia Statewide Building Code and meet any Environmental Health requirements for sewage disposal and water supply
  - c. *Parking*: Parking surfaces are not required to be paved. The number of parking spaces required will be based on the size of the structure.
  - d. *Screening*: The entire perimeter of the facility and area associated with the use shall be screened from adjoining properties by a buffer set forth in Section 86-573.
  - e. *Signs*: Signs shall be permitted as provided in Article V of Chapter 86.

The Public Hearing was closed

Mr. Woodson 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 Development 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.

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by adding the definition of wedding/event facility".

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to add the definition of wedding/event facility as follows:

**Sec, 86-32. Use types.**

*Wedding/event facility means a facility which is utilized by individuals or groups to accommodate private functions including but not limited to, banquets, weddings, and celebrations, and other events. Civic, religious and community owned buildings are not included in this definition.*

**All other use type definitions in Sec. 86-32 remain unchanged.**

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-322 (5) of the Code of the Town of Altavista 1968, relating to commercial use types in the C-1 district, by adding wedding/event facility.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-322 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec, 86-322, Permitted uses.**

(5) *Commercial use types.*  
Bed and breakfast. Subject to Sec. 86-507 Business support service  
Business/trade schools  
Car wash. Special use permit required.  
Commercial indoor sports and recreation. Special use permit required  
Communications service  
Day care center. Subject to Sec. 86-510 Funeral service  
Garden center  
Gasoline station. Subject to Sec. 86-513. Special use permit required. Hospital. Special use permit required.  
Microbrewery  
Personal improvement service Personal service  
Restaurant, mobile. Subject to Sec. 86-520.  
Restaurant, small. Whether in a new or existing shopping strip center. Subject to Sec. 86-32 definitions.  
Restaurant, small. As a stand-alone building. Subject to Sec. 86-32 definitions. Special use permit required.  
Retail sales. Not exceeding 3,000 gross square feet per use.  
Studio, fine arts  
.Wedding/Event Facility, Subject to Sec. 86-521. Special Use Permit required

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-352 (5) of the Code of the Town of Altavista, 1968, relative to commercial use types in the C-2 district, by adding wedding/event facility.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-352 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-352. Permitted uses.**

- (5)                    *Commercial use types*  
Adult use- Subject to section 86-502, special use permit required  
Agricultural service  
Antique Shop  
Assembly hall  
Automobile dealership, new. Subject to section 86-503  
Automobile dealership, used. Subject to section 86-504. Special use permit required.  
Automobile parts/supply, retail  
Automobile rental/leasing  
Automobile repair service, major. Subject to section 86-505. Special use permit required.  
Automobile repair service, minor  
Brewpub  
Business Support Service  
Business/trade schools  
Car wash  
Commercial indoor amusement  
Commercial indoor entertainment  
Commercial indoor sports and recreation  
Commercial outdoor entertainment  
Commercial outdoor sports and recreation  
Communications service  
Construction sales and service  
Consumer repair service  
Convenience store  
Dance hall. Special use permit required  
Day care center. Subject to section 86-510

Equipment sales and rental. Special use permit required  
Farmers market. Special use permit required  
Flea market. Special use permit required  
Funeral service  
Garden center  
Gasoline station. Subject to section 86-513  
Hospital  
Hotel/motel/motor lodge  
Kennel, commercial. Subject to Section 86-515. Special use permit required.  
Laundry  
Manufactured home sales  
Microbrewery  
Mini-storage. Subject to section 86-517. Special use permit required.  
Modular home sales  
Pawn shop  
Payday loan establishment  
Personal improvement service  
Personal service  
Recreational vehicle sales and service  
Restaurant, small. As a stand-alone building. Subject to Sec. 86-32  
Restaurant, fast food or drive-thru. Subject to section 86-562  
Restaurant, general  
Restaurant, mobile per section 86-520  
Retail sales. Subject to section 86-519  
Studio, fine arts  
Transient merchant. Subject to section 86-514- Itinerant merchant  
Travel center. Special use permit required  
Veterinary hospital/clinic  
Wedding/Event Facility. Subject to Sec. 86-521.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-382 (5) of the Code of the Town of Altavista, 1968, relative to civic use types in the M district, by adding, wedding/event facility.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-382 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec, 86-382. Permitted uses.

*Commercial use types.*  
Business support services  
Business trade school  
Communication services  
Construction sales and services  
Equipment sales and rental  
Mini storage. Subject to section 86-517.  
Restaurant, mobile per section 86-520.  
Wedding/Event Facility. Subject to Sec. 86-521.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to add a new Section 86-521 to the Code of the Town of Altavista, 1968, relating to wedding/event facility.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 86-521 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 86-521. Wedding/Event Facility.**

- a. *Noise level:* All weddings and events shall adhere to the Town of Altavista Ordinances and would require a permit issued by the Town.
  - b. *Structural Requirements:* The facility shall meet all requirements of the Virginia Statewide Building Code and meet any Environmental Health requirements for sewage disposal and water supply.
  - c. *Parking:* All parking surfaces are not required to be paved. The number of parking spaces required will be based on the size of the structure.
  - d. *Screening:* The entire perimeter of the facility and area associated with the use shall be screened from adjoining properties by a buffer yard as set forth in Section 86- 573.
  - e. *Signs.* Signs shall be permitted as provided in Article V of this Chapter 86.
2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



## **UNFINISHED BUSINESS**

There was none.

## **NEW BUSINESS**

### **Comprehensive Plan (2016) Review / Discussion**

#### **MAINTAINING OUR FACILITIES AND SERVICES**

Mr. Coggsdale gave a brief introduction of the item and introduced Mr. Tom Fore, Director of Public Utilities.

Mr. Fore introduced Ms. Ashley Ruble with CHA Consulting who is working with the Virginia Department of Health of Source Water Protection.

Mr. Fore stated that the first thing that needs to be done when treating water is to have “good” water coming to us. He further stated that Ashley and CHA are working on a source water protection plan, along with the Robert E. Lee Soil and Water Conservation District, to maintain the soil and water conservation within our community as well as Campbell County, Appomattox, and Amherst County. They have the ability to draw down federal money for localities that are willing to pitch in through grants that will help restore stream banks, etc.

Mr. Fore and Ms. Ruble delivered a presentation to the Planning Commission that covered the work that CHA is doing in regard to Source Water Protection.

Ms. Ruble stated that CHA is looking to specifically protect the drinking water sources from any threat or release of any contaminants. They are looking at the area surrounding the water source for potential threats or any kinds of contaminants that can get into the ground or surface water that could affect the drinking water quality. This is what they call a water source protection area. They also do an evaluation to determine what the potential threats may be and once they are known, a plan can be created to address the issues.

She added that this is a voluntary program and anything that is incorporated into the resource water protection plan is not required to be implemented. Having a plan in place assists the Town if it seeks funding or grants to implement aspects of the plan.

Mr. Coggsdale asked what sources of water are utilized by Altavista.

Mr. Fore stated that ground water would be McMinnis Spring, Reynolds Spring, and surface water would be the Staunton River and Reed Creek (which is beside the Water Treatment plant that comes down behind the Apple Market).

Ms. Ruble reviewed the role of the Local Advisory Committee (LAC). She added that CHA is trying to facilitate identification of an advisory committee and would help in the support of any committee meetings, to provide education and technical support, to assist in the preparation of the source water protection plan, and provide guidance for the implementation of the program.

The role of the Water Treatment Plant and other LAC members will be to participate in the program development meetings, to assist in the development of the source water protection plan by providing any needed and available information and by providing input on the plan development and implementation of the plan.

The VDH's role will be to provide continued funding and support for source water protection activities.

Ms. Ruble explained that source water protection when looking at surface water looks at a much larger area than ground water. Specifically for Altavista the surface water area extends from the Town's Staunton River Raw Water Intake and goes all the way to Blacksburg, which includes Roanoke where there are a lot of hazardous contaminant type generators and a lot of industrial facilities that could have spills that would have the potential to impact the water source in Altavista if it makes it this far downstream. The surface water intake consists of a five-mile radius upstream of the intake.

At this time Mr. Fore stated that he forgot to introduce Mr. Bryan Mawyer, the Water Plant Treatment manager. He will be serving on the Local Advisory Committee (LAC) that Ms. Ruble was speaking of earlier. He also stated that there was a member of the committee that was not present from the Department of Forestry that will also be working with the committee.

Ms. Ruble went on to say that the ground water systems is generally a 1,000 foot radius of what is referred to as Zone 1, or the priority area, for things that will immediately impact the water source and then the springs would have a one-mile radius of the area being evaluated.

Mr. George asked if there should be any concern with the 1,200-acre solar farm that will be coming to Altavista, just north of town.

Ms. Ruble stated that she, Mr. Fore and Mr. Mawyer talked about it and the only concern would be through the construction phase of the project with the erosion and sediment potentially getting into the water ways.

Mr. Fore stated that in that case there will be public hearings that Campbell County will have as they begin to start the construction and if Altavista has any concern it would be that the best management practice would be implemented for all construction and that all sedimentation needs to remain on site. Once they get grass growing on it that will be the best stream buffer you can have because more of it percolates into the soil than it does with

forestation, which runs right off the trees and into the stream. The grass tends to slow the flow down. Causing it to percolate into the soil. It will be a better use once it's fully in place.

Ms. Ruble stated that the Staunton River has the airports, hospitals, landfills, incineration facilities, golf courses where pesticides may be sprayed, industrial sites, mines, hazardous waste facilities, regulated medical waste (RMW), superfund sites and underground injection wells. These are the main threats that VDH has identified. CHA takes it a step further and they do a further evaluation of the priority areas for potential threats.

For the springs and Reed Creek the typical threats are the failing septic tanks, heating oil tanks that are in the vicinity and are not properly maintained, it can become a threat to the water system as well.

Mr. Fore stated that Mr. Coggsdale asked him to review DEQ funding. DEQ has Federal grants for the states from year to year.

Ms. Ruble stated that there are source water protection plan measures in place. There are monthly and annual water testing, routine maintenance of the water system, TMDL (total maximum daily load) implementation plans that are throughout the state with impaired waters have plans in place to currently address some of the contaminants like E. coli and sediment. CHA and VDH are available to help identify funding resources, VDH approves CHA to assist with implementation at no cost to the Water Plant on a case by case basis. Cost share programs that may supplement funding in addition to what is already covered would be through the Department of Forestry, Virginia Agricultural (SWCD), Regional Conservation Partnership Program (USDA), Storm Water Local Assistance Fund (DEQ), and The Land and Water Conservation Fund State and Local Assistance Program (DCR). There are certain amounts of money they will pay with certain requirements, depending on what types of implementation is pursued.

Potential funding mechanisms for source water protection measures would mean that there are funds available for low interest loans such as a Clean Water Revolving Loan Fund, Wastewater Revolving Loan Fund, Drinking Water State Revolving Fund, and NRWA Revolving loan Fund.

Potential funding mechanisms for source water protection measures has several grant programs. Ms. Ruble stated that one that is used is the Wellhead Protection Implementation Grant. She said it would be more for the ground water sources that could be pursued for the springs. Others include Healthy Watershed Consortium Grant, Nonpoint Source Management Implementation Grant Program, Virginia Land Conservation Foundation, Virginia Department of Conservation and Recreation, and Private Funding such as National Fish and Wildlife Foundation.

Ms. Ruble pointed out the areas that the Local Advisory Committee (LAC) will be working on and what actions may be taken.

## **Source Water Protection Plan – Recommended Actions for Public Education**

### **Action Number 1**

**Recommended Actions** - Identify high risk chemical and oil shortage facilities in SWPA and promote awareness, education, and emergency response efforts

**Potential Funding Mechanisms** -Self- implementing, VDH-ODW Implementing Assistance

### **Action Number 2**

**Recommended Actions** - Distribute brochures to target groups or publish news articles

Promoting source water protection, may consider:

- General brochures on how residents can make a difference in protecting their drinking water source
- Septic system maintenance brochures
- Safe pesticide and fertilizer application practices
- Native tree and shrub lists
- Conservation planning information
- Household hazardous waste disposal information

**Potential Funding Mechanism** - Self-implementing, VDH-ODW Implementation Assistance, Wellhead Protection Implementation Grants

### **Action Number 3**

**Recommended Actions** - Public Education Campaign

**Potential Funding Mechanisms** - Self-Implementing, VDH-ODW Implementation Assistance

## **Source Water Protection Plan – Additional Recommended Actions for Public Education**

**Action Number 3** - Provide Source water protection information on annual water quality report and Town website

**Potential Funding Mechanisms** - Self-implementing, VDH-ODW Implementation Assistance

### **Action Number 4**

**Recommended Actions** - Present source water protection information to the Town Council and County Board of Supervisors, or other interested parties.

**Potential Funding Mechanisms** - Self-Implementing, VDH-ODW Implementation Assistance

### **Action Number 5**

**Recommended Actions** - Promote public education in schools

**Potential Funding Mechanisms** - Wellhead protection implementation grants

### **Action Number 6**

**Recommended Actions** - Installation of signs in Source Water Protection Areas

**Potential Funding Mechanisms** - Wellhead protection implementation grants

### **Action Number 7**

**Recommended Actions** - Post signs at public access points at reservoirs or other public access points to waterways

**Potential Funding Mechanisms** - Non-point source management implementation grant program

## **Source Water Protection Plan – Additional Recommended Actions for Planning and Policy**

### **Action Number 1**

**Additional Recommended Actions** - Review with emergency response personnel the SWPA Zones and appropriate response procedures.

**Potential Funding Mechanisms** - Self-Implementing, VDH-ODW implementation assistance

### **Action Number 2**

**Additional Recommended Actions** - Review and update the Source Water Protection Plan as Needed, but at least once every three to five years

**Potential Funding Mechanisms** - VDH-ODW Implementation Assistance

### **Action Number 3**

**Additional Recommended Actions** - Evaluate and rank the potential risk (from highest to Lowest) of each of the Potential Sources of Contamination

**Potential Funding Mechanisms** - Self-Implementing, VDH-ODW Implementation Assistance

### **Action Number 4**

**Additional Recommended Actions** - Resource conservation service, through the National Resource, Conservation Service, Farm Agency, and USDA that facilitate the protection of source water

- Cattle exclusion
- Using buffer strips, rotational grazing, or other agricultural best management practices

**Potential Funding Mechanisms** - VA Agricultural Cost-Share Program

### **Action Number 5**

**Recommended Actions** - Work with SWCD to reduce sediment and nutrient loadings in Goose Creek and other areas in SWPA's

**Potential Funding Mechanisms** - Coordination with SWCD efforts, VDH-ODW implementation Alliance, VA agricultural cost-share program, Virginia conservation foundation, Self Implementing

### **Action Number 6**

**Recommended Actions** – Identify future alternative drinking water supplies

**Potential Funding Mechanisms** – VDH-ODW Implementation Assistance

### **Action Number 7**

**Recommended Actions** – Update contingency plan annually and as changes to contact occur

**Potential Funding Mechanisms – VDH-ODW Implementation Assistance**

**Action Number 8**

**Recommended Actions** – Coordinate SWP efforts with local organizations or volunteer Groups

**Potential Funding Mechanisms** – Self-Implementing

**Action Number 9**

**Recommended Actions** – Identify where timbering activities are occurring and communicate the priority zones to officials. Ask that water treatment plant be notified prior to start of any Timbering activities. Promote BMP's

**Potential Funding Mechanisms** – Self-Implementing, VDH-ODW Implementation Assistance

**Action Number 10**

**Recommended Actions** – Update the Town/Country's Comprehensive Plan to include goals and policies to facilitate source water protection

**Potential Funding Mechanisms** – Self-Implementing

**Action Number 11**

**Additional Recommended Actions** – Develop a memorandum of Internal-jurisdictional Cooperation with other counties located in Zone 1 of Source Water Protection Areas: Pittsylvania County and Campbell County

**Potential Funding Mechanisms** – VDH-ODW Implementation Assistance

**Action Number 12**

**Additional Recommended Actions** – Design a Source Water Protection Overlay District that Would:

- Specify minimum restriction for SEPA's (i.e. Provide a generic SWP Overlay) and/or
- Allow the designation of a specific Overlay District proposed by the locality

Concerns that could be addressed include:

- Restriction of certain type of business and activities,
- Regular inspection and maintenance of septic systems, guidelines on approval and abandonment of private wells

**Potential Funding Mechanisms** – Self-Implementing, VDH-ODW Implementation Assistance

**Action Number 13**

**Additional Recommended Actions** – Revise plan review procedures to better protect water sources

**Potential Funding Mechanisms** - Self-Implementing, VDH-ODW Implementation Assistance

**Action Number 14**

**Additional Recommended Actions** –Develop a septic system ordinance recommending all

Septic systems shall be pumped out and maintained in good working order once every Five years. Seek funding assistance for septic system pump outs in priority SWPA's  
**Potential Funding Mechanisms** – DEQ's Nonpoint Source Water Quality Improvement Fund (WQIF), coordination with Local SWCD/Planning District Commission efforts, Southeast Rural Community Assistance Project, Inc. (SERCAP), USDA Rural Development Single Family Housing Repair Loans and Grants, VA Dept. of Housing and Community Development, indoor plumbing rehabilitation (0% interest subsidized loan)

**Action Number 15**

**Additional Recommended Actions** – LAC Meeting to meet annually to discuss SWPA activities

**Potential Funding Mechanisms** - Self-Implementing, VDH-ODW Implementation Assistance

**Action Number 16**

**Additional Recommended Actions** – Notification of construction storm water permits that Are issued

**Potential Funding Mechanisms** - Self-Implementing

**Action Number 17**

**Additional Recommended Actions** – Conservation easements to protect land upstream of Intake

**Potential Funding Mechanisms** – Grants, loans, land trusts, and through contracts with the Natural Resource Conservation office

**Action Number 18**

**Additional Recommended Actions** – Drinking water Protection Area and Ordinance for Staunton River Watershed

- Specific Storm Water BMP's (best management practice)
- Logging BMP's
- Storage Tank Restrictions
- Chemical Use BMP's
- Encourage riparian buffers
- Development in floodplains

**Potential Funding Mechanisms** – Self-Implementing, Storm water Local Assistance, Fund through DEQ, Cost Share Programs, Virginia Land Conservation Foundation, VDH-ODW Implementation Assistance

Ms. Ruble stated that the next steps for Plan Implementation would be

1. Draft revisions to the Source Water Protection Plan
  - Further evaluate potential risks
  - Plan Source Water Protection measures
  - Plan public education campaign
2. Incorporate additional recommended action items into existing SEPP

3. Incorporate additional source water protection measures into Town and County Ordinance's and planning Measures
4. Implement Source Water Protection Plan

The next steps for the Town Council/Planning Commission would be to support Public Works efforts by assisting with implementation, form a water committee to work on developing a Drinking Water Protection Ordinance, and keeping everyone educated about the source water protection program.

Chairman Jordan stated that Ms. Ruble gave a very good presentation and that it was very informative.

Mr. Coggsdale asked Mr. Fore if as the process moves forward would there be recommendations that would come back to the Planning Commission for their consideration on the items that he mentioned.

Mr. Fore said that there would be recommendations. There are portions that have already been discussed as far as officially declaring the Staunton River Watershed a drinking water protection area through a Public Hearing or, however it needs to be taken care of and posting it in places for the public to see would be educating them on this matter. This needs to be looked at by the Planning Commission to see if there is anything that they want to incorporate into the comprehensive Plan now.

Mr. Fore stated that he would like for the Planning Commission to consider who they want to be on the committee. He also stated that it could be a Town Council member as well. He stated that he would be initially working with Robert E. Lee Soil Conservation, Department of Forestry and either Mr. Fore or Mr. Mawyer, they would then work with one member of the Town of Bedford's Planning Commission and one member of Campbell County's Planning Commission, and one member from Pittsylvania County Planning Commission. After the meeting they can present to each of their own committees.

Mr. Fore said it is not just educating the government body but educating fire, rescue, and the industries as well. Mr. Fore and Ms. Ruble stated that they will help and supply the planning Commission with any additional information they might want or need.

Mr. Doug Perrow, with the Robert E. Lee Soil & Water Conservation spoke and stated that this is the tip of the iceberg and he applauds the Planning Commission for taking the initiative to implement the discussion of the Source Water Protection Plan and that everyone will benefit from it. He said that grass along the water banks is the best buffer that there can possibly be and once again it goes back to the Virginia programs by encouraging farmers to keep the fields and cover crops by planting these grass buffer strips.



Mr. Coggsdale proceeded onto the discussion with the Planning Commission on their discussion of Chapter V of the Comprehensive Plan.

He stated that this month the Planning Commission will review Chapter V – COMMUNITY FACILITIES AND SERVICES, which begins on page 35 of the document. The Goals, Objectives and Action Plans begin on page 52; 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 111.

**GOAL:** Create and maintain high-quality community facilities and services

**Objective 1:** Continue to meet community water supply and wastewater treatment needs.

**Action Plan A.** – upgrade water and wastewater treatment facilities as needed to provide for future growth. Mr. Coggsdale stated that there was a Facility Assessment Improvement Program (FAIP) which, is a 25-year plan facility upgrade

**Action Plan B.** – Continue to annually develop and maintain a Capital Improvements Plan to provide sound fiscal guidance and direction in developing water and wastewater improvements. Staff stated that Mr. Fore has a plan that is 20+ years

**Action Plan C.** – Upgrade and/or extend distribution facilities inside the corporate limits to all residents and businesses. This issue is addressed as needed.

**Action plan D.** – Consider a partnership with Campbell County to identify areas outside the Town’s corporate limits that may be suitable locations for future extensions of town utilities. Staff stated that the Town of Altavista has worked with Campbell County on this issue.

**Objective 2:** Ensure the adequacy of private utility services.

**Action Plan A.** – Evaluate the need for the expansion of natural gas service to additional areas of the Town and County not currently served. Staff stated that natural gas is case by case with economic development, and the cost to extend service is very costly and the return on the investment is very large

**Action Plan B.** – Encourage the continued enhancement of telephone and high-speed internet services. Staff stated that broad band high-speed service is now being offered as continued enhancement of the service provided to residents and Campbell County is looking to establish a broad band authority.

**Objective 3:** Encourage the development of cultural facilities.

**Action Plan A.** – Investigate possible funding available for the development of cultural facilities and determine the feasibility for different types to locate in Altavista. Staff stated that as this process is moving forward it may need clarification to help citizens learn what exactly what is being looked for.

**Action Plan B.** – Hold public forums on a regular basis to determine the facilities needed and desired by the community. Staff indicated that there was a public forum held when discussion for the parks and trails master plan was introduced, it was a good process and staff stated that it needs to be kept in mind as other things are discussed for Altavista.

**Action Plan C.** – Support local not-for-profit organizations’ efforts to develop, expand or maintain cultural facilities in the Town. (None were discussed)

**Action Plan C.** – Continue to support and maintain Avoca Museum as a cultural center of Altavista. Staff stated that the Avoca employees are now Town employees and the Town continues to support Avoca.

**GOAL:** Maintain the health, education, safety and welfare of the community through the provision of exemplary community services.

**Objective 1:** Continue to provide the residents and businesses of Altavista with a solid waste collection and disposal system that meets the community’s long-term solid waste management needs.

**Action Plan A** – Periodically evaluate the Town’s collection methods and pursue opportunities to improve operational efficiencies and effectiveness. Staff stated that this is done annually. At budget time the collection and disposal of solid waste is evaluated.

**Action Plan B.** – Support and/or expand the Town’s recycling programs to reduce the amount of waste deposited in the County landfill. Staff indicated that the current recycle program is a private offered subscription that is paid for to County Waste, but it can be further evaluated if it becomes an issue. Publication for this service should be worked on so that it is known by all residents that this service is offered.

**Action Plan C.** – Maintain curbside recycling service. Staff stated that the current recycle collection with County Waste is curbside, but it is not provided for by the Town.

**Action Plan D.** – Continue to dispose of collected refuse in the Campbell County landfill, operated by the Regional Services Authority. (None were discussed)

**Objective 2:** Ensure that every resident of Altavista has a reasonable opportunity for health care.

**Action Plan A.** – Periodically monitor the number of physicians located in the Town and work closely with health care providers to ensure that adequate health care is available for the people of this community. Staff stated that he would like to talk about how to go about doing this. And, what part of this would fall to the local government. Staff stated that it is something that the Planning Commission should stay abreast of and care about.

**Action Plan B.** – Investigate the possibility of additional medical facilities in the Town. Staff stated that this should be handled like Action Plan A.

**Action Plan C.** – Evaluate assisted living care possibilities. Staff stated that this should be handled like Action Plans A and B.

**Objective 3:** Ensure that Altavista has high-quality emergency services.

**Action Plan A.** – Improve available equipment and manpower for emergency medical service in the Town when feasible. Staff stated that fire and emergency/rescue all fall under Campbell County.

**Action Plan B.** – Obtain technical assistance and law enforcement funding to improve equipment and manpower capabilities. Encourage additional educational training for the Town Police Officers. Staff stated that this is ongoing continuously throughout the department in training for the officers.

**Action Plan C.** – Review and increase the number of fire hydrants as needed for protection. Staff stated that there is no known deficiencies but this is something that will continue to be evaluated and when more hydrants are needed it will be taken care of.

**Objective 4:** Increase recreational and community opportunities for all age groups.

**Action Plan A** – Enhance organized recreational programs for all age groups and develop additional programs as necessary to diversify recreational offerings and facilities. Staff stated that the organized recreation groups are two different sources, the YMCA and Campbell County Department of Recreation.

**Action Plan B.** – Evaluate and pursue support for a community center. None were discussed but staff said that at some point the Planning Commission needs to evaluate this.

**Action Plan C.** – Research the need, interest and feasibility in the development of a bike/walking path from Beverly Heights area to English Park. Staff stated that this is one of the items that this is one of several connections that are being made, but this is a long-range plan, but they should be continually looked at and move forward on.

**Action Plan D.** – Expand youth programs as well as a senior program center as an extension of the YMCA. Staff stated that this might be under either the Town’s umbrella or the YMCA, but

either way this should be discussed further, and make sure it is understood what the goals and objectives are.

**Objective 5:** Support efforts to provide the finest quality education resources will allow.

**Action Plan A** – Encourage the use of Virginia Technical Institute (VTI) partner with CVCC to ensure increased and expanded offerings available to the community. Staff indicated that VTI partners with the local Community College as well as the local industries to see what the work force needs are.

**Action Plan B.** – Encourage adult education programs and increase the visibility of literacy and GED programs. Staff stated that some of this is done through the library.

**Action Plan C.** – Encourage additional uses of the Cornerstone Learning Center. (None was discussed)

**Action Plan D.** – Offer support to Campbell County in its efforts to maintain a library system that continues to meet the needs of the Town and County residents. Altavista continues to support the Staunton River Memorial Library to make sure we have a library branch in the Town of Altavista.

**Action Plan E.** – Encourage the youth in our community to become more involved in our local government by working with the local schools. Staff stated that the town does participate in career fairs and things of that nature. Other avenues could be to have a youth advisory council or have a youth member on the Planning Commission or the Town Council.

**Action Plan F.** – Support fine arts and the programs of the Altavista Arts Council. Staff stated that this is something that can continue to be evaluated.

**STAFF REPORT**

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

**PERMITS ISSUED IN MAY 2019:**

<b>ZONING PERMITS</b>		<b>Period:</b>		<b>May-19</b>							
<b><u>Date Issued</u></b>	<b><u>Permit #</u></b>	<b><u>Applicant</u></b>	<b><u>Owner</u></b>	<b><u>Address</u></b>							
5/20/2019	11-19	Town of Altavista	Town of Altavista	Westwood Drive							<i>Trail Bridges</i>
5/20/2019	12-19	Blair Construction	Moore's Building Group, LLC	101 Ogden Road							<i>New Prefab shop building</i>
5/20/2019	13-19	Sarah Tyler	Sarah Tyler	1909 Tabby Lane							<i>Home Occupation/ Photography Studio</i>
5/29/2019	14-19	Tony Ponzi	Tony Ponzi	1410 Hillcrest Street							<i>Accessory Structure (Carport)</i>

**Zoning Permits issued Year to Date: 14**

**Mobile Restaurant Permits (MRP) issued Year to Date: 6** 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:**

- 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. **Complaints:**
    - i. Staff has sent/notified property owners of 10 violations, this includes “High Grass Weeds”.
    - ii. Staff issued Notices to the businesses in the Altavista Commons Shopping Center (Strip mall) in regard to Dumpster Enclosure Requirements.
    - iii. Zoning: Staff is investigating several potential zoning violations.
- 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.** This project is scheduled to be complete in mid-July. The features include a renovated playground, sitting area with shade structures and a large splash pad.
- 5) **Cemetery Trail development.** Contractor has submitted final invoice; staff is scheduling a project inspection.
- 6) **7th Street Utility Improvement Project.** The project is underway; with an anticipated Final Completion date of June 28, 2019.
- 7) **Rt. 43 Gateway “Streetscape” Project.** Authorization received from VDOT; Town Council to award the project bid at their May 14<sup>th</sup> meeting.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:35 p.m.

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John Jordan, PC Chairman

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Waverly Coggsdale, PC Secretary

