

The Altavista Planning Commission held a regularly scheduled meeting March 4, 2019 at 5:00 PM in the Council Chambers at Town Hall located at 510 7th 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

CALL TO ORDER:

Chairman Jordan called the regularly scheduled Planning Commission meeting to order at 5:02 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:

Chairman Jordan asked if there were any amendments to be made to the agenda. Motion by Mr. George, seconded by Mr. Clements to approve the agenda 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)

None scheduled.

UNFINISHED BUSINESS

Last month the Planning Commission considered staff's request to amend the Zoning Ordinance to allow a new permitted use in the "civic use types"; this permitted use would be "Food Bank, Food Pantry, Similar Use" and include a definition. The use would be permitted in two zoning districts by-right, the C-1 (General Commercial) District and the M (Industrial) District.

The Town Attorney drafted language that would incorporate the use into the zoning ordinance; including the definition and developmental standards. The language that would allow the use as a permitted use in the R-1 and R-2 residential districts as an accessory use with a SUP, as well as a permitted use by-right in the C-2 commercial district, also was provided. The Planning Commission can decide which of the districts it would ultimately seek to allow the use as a permitted use in and under which circumstances.

Following discussion, the Planning Commission decided to schedule a public hearing for their April 1, 2019 meeting on the item per the changes discussed. The changes would allow the use by right in the C-1 and M-1 districts, while allowing the use in the C-2 district with the approval of a Special use permit; with the use also subject to recommended development standards.

A motion was made by Mr. Clements to schedule a public hearing at the April 1, 2019 meeting per the discussion at the Planning Commission meeting that a food pantry or similar use to be allowed in a C-1 and M-1 districts with it allowed in a C-2 district with a SUP with developmental standards and with a definition. Mr. George seconded the motion. All members were in favor with none opposing.

NEW BUSINESS

Comprehensive Plan (2017) Review / Discussion

Last month the Planning Commission asked that staff provide to each of the members an updated copy of the 2017 Comprehensive Plan Update. In addition, it was discussed that we should promote more "proactive" planning.

Mr. Jordan stated that each one of the principle chapters have "Goals, Objectives and Action Plans" in the back of the Comprehensive Plan book. He suggested that the Planning Commission should take a more in depth look at the Comprehensive Plan.

Mr. Coggsdale asked if the Planning Commission wanted to begin looking into the Comprehensive Plan. He suggested that the planning Commission should start looking through the Action Plan of the Comprehensive Plan beginning on page 102.

The Planning Commission will discuss the Action plan for Chapter 2 of the Comprehensive Plan at their meeting in April.

Mr. Coggsdale also indicated that the issue of an “event venue” had surfaced again and he would begin work on a draft Zoning Ordinance text amendment for future consideration.

STAFF REPORT

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

MONTHLY STAFF REPORT

PERMITS ISSUED IN FEBRUARY 2019:

<u>Date Issued</u>	<u>Permit #</u>	<u>Applicant</u>	<u>Owner</u>	<u>Address</u>				
2/4/2019	04-19	RDC-211	Wal-Mart Real Estate Business Trust	125 Clarion Road				<i>Pick Up Service sign</i>
2/19/2019	05-19	Southern Playgrounds, Inc.	Town of Altavista	3rd Street				<i>English Park Improvements project</i>
2/20/2019	06-19	Flip West Builders, Inc.	First National Bank/Altavista	600 Broad Street				<i>Interior Renovations @ Bank</i>

Other items:

- 1) **Zoning Permit for new signs at McDonald’s revision.** Staff is working with the sign company at McDonald’s in regard to new signs and compliance with the Zoning Ordinance. Previously, the request was denied due to non-compliance.
- 2) **Former Lane Company property.** Staff and the Town Attorney met with the property owner and his attorney to begin a dialogue in regard to the condition of this site. The owner has proposed to clean up the construction debris on the site, fence around the partially demolished building, secure the guard shack and secure the openings and loose materials on the overhead structures by June 1, 2019. We will continue to work with the property owner in regard to the longer range plans for site clean-up.
- 3) **Economic Development Strategic Plan.** Town Council was briefed at their February Work Session in regard to the Altavista Economic Development Authority’s draft Strategic Plan. A copy of this draft will be provided to the Commission for their review; there will be 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.** Bids were received and the project a Notice of Award was given to Counts & Dobyns. This project will involve water, wastewater and storm sewer improvements in 7th Street between Broad Street and Bedford Avenue; as well as sewer line improvement in Bedford Avenue between Main Street and 10th Street. The schedule calls for a June 1, 2019 substantial completion date with final completion 30 days later.

- 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.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:15 p.m.

John Jordan, Chairman

Waverly Coggsdale, PC Secretary