

The Altavista Planning Commission held a regularly scheduled meeting May 6, 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  
Marie Mitchell  
John Woodson

Also present - Waverly Coggsdale  
Cheryl Dudley  
John Eller

**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 Mrs. Mitchell 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. Woodson, 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)**

There were none scheduled.

## **UNFINISHED BUSINESS**

There was none.

## **NEW BUSINESS**

### **Consideration of Text Amendments to the Zoning Ordinance – “Wedding /Event Venue”**

- i. Text Amendment to add “Wedding/Event Venue” as a permitted use in the C-2 and M-1 zoning districts and with a Special Use Permit in the C-1 zoning district, with definition and development standards.

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:

I. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to add the definition of wedding/event facility as follows: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, celebrations, and other events. Civic, religious and community owned buildings are not included in this definition.

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.

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 car 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  
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.

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.**

- (5) *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.

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) *Use Separation:*

(1) All equipment and structures shall be a minimum of thirty feet from all property lines, and one-hundred feet from any occupied residential structure on adjacent properties.

(2) Parking in residential districts shall be a minimum of thirty feet from all property lines.

(b) *Noise level:* All weddings and events shall adhere to the Town of Altavista Ordinances and would require a permit issued by the Town.

(c) *Building Size:* The total floor area of any building, in a residential district, used as a wedding/event facility shall contain no more than seven thousand five hundred (7,500) square feet of gross floor area. There shall be no more than one wedding/event facility per 5 acres on residentially zoned properties.

(d) *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.

(e) *Parking:* Parking surfaces are not required to be paved. The number of parking spaces required will be based on the size of the structure and the largest anticipated number of attendees as cited in the narrative.

(f) *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. The minimum buffer yard requirement would apply in the residential districts.

(g) *One On-Premise sign allowed.* On residentially zoned property the maximum width is limited to 8 feet and maximum size is limited to 32 sq. ft. Sign setback shall be in accordance with Section 86-652 (a) (4).

Town staff and the Town Attorney presented proposed changes regarding Section 86-521 Development Standards due to changes in the use being permitted in residential districts and amendments were made as follows:

Section 86-521 item 2 was stricken, item 2 (c) was stricken, item 2 (e) was modified and stricken was "and the largest anticipated number of attendees as cited in the narrative", item 2 (f) was modified and stricken was "the medium buffer yard requirement would apply in the residential districts.", item 2 (g) was removed and added the following "signs per Article V – SIGNS."

Mr. George made a motion to have staff proceed to have a Public Hearing at the June 3, 2019 meeting in reference to changes to the Zoning Ordinance defining wedding/event facilities listing them as a permitted use in Commercial use types in C-1 (*Local Commercial*) District subject to development standards with subject to a Special Use Permit requirement, C-2 (*General Commercial*) District subject to development standards as a by right use, M (*Industrial*) District subject to development standards as a

by right use and subject to development standards set forth in Section 86-521 as amended. Mr. Clements seconded the motion. The motion was approved unanimously.

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

This month the Planning Commission reviewed Chapter IV – CREATING COMMUNITY PROSPERITY / COMMUNITY ECONOMICS, which begins on page 28 of the document. The Goals, Objectives & Action Plans begin on page 32; 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 begin on page 105 under the heading Chapter IV ECONOMIC DEVELOPMENT.

Objective 1: Evaluate and enhance the Town's Comprehensive Economic Development Strategy.

Action plan(s) – Action Plan B – *B.1. Strengthen existing businesses and recruit new ones to develop a stable and sustainable economic climate in the downtown Main Street District.* AOT and the Economic Vitality Committee should coordinate this together and the new plan focuses a lot on that coordination piece. Planning and Zoning is the Planning Commissions place in this plan to make sure the ordinances are set forth so someone can make plans to bring new businesses to Altavista.

Objective 2: Seek to expand and diversify the Town's economic base.

Action Plan(s) – item C – *Encourage and support the reservation of prime industrial sites in the town's growth areas.* Zoning is one way from a Planning Commission perspective it can be made sure if there is prime property and is industrial or commercial type development and not residential and the future land use map should state that it is not residential. These are the connections that need to be made, the Planning Commission should go back through the future land use map and make sure that sites they think should be on it are added or already noted.

Objective 3: Sustain and Enhance Downtown and Main Street Commercial Corridor

Action Plan(s) – none were discussed

Objective 4: Minimize existing and future problems that could result from expanded commercial and industrial development

Action Plan(s) – Action Plan A – *Use appropriate land use controls to encourage the concentration of future commercial and industrial areas rather than strip of scattered development.* The future land use plan needs to be looked at to see if it supports possible rezoning if someone is asking for it to be done. Action Plan B – *Coordinate new commercial and industrial development with provisions of community facilities, infrastructure, and services.* If there are no utilities available for a site in town, the Future Land Use Map should not have it marked as commercial or industrial use, it should direct you to other properties that have the services needed.

Objective 5: Create a community culture where business and industry about people and people care about its business and industry.

Action Plan(s) – none were discussed

**Economic Development Strategy Plan**

## **Enhance Quality of Place**

### **Strategic Initiative: Improve and maintain appearance of downtown properties to encourage investment.**

**ACTION:** Review Code of Ordinances (Chapter 21-2) with Planning Commission to determine whether existing language is adequate to create desired downtown environment. Update language as necessary.

Priority: High  
Action Lead: Town Manager  
Partners: Planning Commission, AOT  
Resources/Funding: Town  
Timeline: Qtr 3 2019

### **Strategic Initiative: Enact appropriate incentives to encourage productive use of commercially zoned properties.**

**ACTION:** Positive Consequences:

- a. Open-up additional town grants/funds for property owners that clean up their properties.
- b. Offer expedited permitting process, technical consultations or other promotional programs.

Priority: High  
Action Lead: Town Manager  
Partners: Planning Commission  
Resources/Funding: Town  
Timeline: Qtr I 2020



ACTION: If necessary, consider Negative Consequences:

- a. Set escalating vacant property fees for continued poor property maintenance.
- b. Produce public notices that list out properties in violation of code.
- c. Prevent issuance of permits or licenses to people that have history of property violations until such time as viable plans for improvements are made.

Priority: Low  
Action Lead: Town Manager  
Partners: Planning Commission  
Resources/Funding: Town  
Timeline: Qtr 1 2020

**Strategic Initiative: Build out entertainment and recreational amenities that support family-friendly activities, encourage visitation to Altavista and add to the town's character.**

ACTION: Identify a downtown site near English Park for development as a local and regional eatery.

Priority: High  
Action Lead: ED Director  
Partners: Town Manager, Planning Commission, AOT  
Resources/Funding: Town  
Timeline: Qtr 1 2020

ACTION: Prepare a comprehensive list of desired uses and events for the Booker Building and determine whether desired use is best undertaken by public or private sector. If private sector, develop RFP to send out to regional developers to gauge interest in site development.

Priority: High  
Action Lead: ED Director  
Partners: Town Manager, Planning Commission, AOT,  
Chamber, Town Council  
Resources/Funding: Town  
Timeline: Qtr I 2020

## **Diversify & Increase Housing Stock**

**Strategic Initiative: Stimulate mixed-used development through incentives, strategic land assembly and partnerships.**

**ACTION:** Complete a review with Planning Commission of zoning ordinances on identified vacant properties to ensure that regulations allow for flexible, mixed-used development. Present a plan to AEDA on what properties are available, current zonings and highest and best use.

Priority: High  
Action Lead: ED Director  
Partners: AOT, Planning Commission  
Resources/Funding: Town via Director  
Timeline: Qtr 2 2020

**ACTION:** Establish specific incentives for these priority development properties, such as: fee waivers, real estate tax abatements, expedited permitting, or density bonuses (where appropriate).

Priority: High  
Action Lead: ED Director  
Partners: Town Manager, Town Council, Planning Commission, County  
Resources/Funding: Town  
Timeline: Qtr4 2020

**Strategic Initiative: Increase and diversify housing stock and encourage long term residence in Altavista.**

**ACTION:** Develop programs for recent local graduates to live and stay in town for specific period of-time.

Priority: Medium  
Action Lead: ED Director  
Partners: Town Manager, Town Council, Planning Commission, County  
Resources/Funding: Town, County, Private Sources  
Timeline: Qtr 1 2022

**ACTION:** Enact time-based incentives for employees to locate in Altavista via reductions in local/county tax, closing fees, etc.

Priority: Low  
 Action Lead: ED Director  
 Partners: Town Manager, Town Council, Planning Commission, County  
 Resources/Funding: Town, County, Private Sources  
 Timeline: Qtr 1 2021

**STAFF REPORT**

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

**PERMITS ISSUED IN APRIL 2019:**

<u>Date Issued</u>	<u>Permit #</u>	<u>Applicant</u>	<u>Owner</u>	<u>Address</u>					
4/1/2019	09-19	Keystone Novelty	The Rosemyr Group	1301 Main Street					Temporary Fireworks Tent (retail)
4/10/2019	19-Oct	Chris Osborne	Cynthia W. Dalton	536 8th Street					Replace Deck and Porch Cover

**Zoning Permits issued Year to Date: 10**

**Mobile Restaurant Permits (MRP) issued Year to Date: 5** 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.

**Zoning Determination:** Staff determined that the building at 1103 3<sup>rd</sup> Street was a “non-conforming” structure and a planned addition could proceed as long as the addition was no closer to the front property line than the existing building. (Code Section Reference: Section 86-702 (b) (4))

**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.** 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. **The project is underway with an anticipated completion date of mid-July.**
- 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. **Contractor has submitted final invoice, staff is scheduling a project inspection.**
- 6) **7th Street Utility Improvement Project.** The Pre-Construction meeting for this meeting was held on March 27<sup>th</sup>. 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). Project is underway; with an anticipated Final Completion date of June 28, 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 7<sup>th</sup> Street, Bedford Avenue and Main Street areas south of Broad Street. This project has a schedule for completion in 365 days. **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 6:43 p.m.

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John Jordan, PC Chairman

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Waverly Coggsdale, PC Secretary