



**John Jordan, Chairman**  
**Marie Mitchell, Vice Chairman**  
**Reggie Bennett, Town Councilman**  
**Marvin Clements, Commissioner**  
**Jennifer Morton, Commissioner**

**Sharon D. Williams, AICP,**  
**Planning Commission Secretary &**  
**Director of Community Development**

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, JANUARY 4, 2021 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- American Flag & Invocation
6. Election of Officers
7. Approval of Minutes – December 7, 2020
8. Public Expression
9. Public Hearings - None
10. Old Business
  - a. Source Water Protection Plan
11. New Business
  - a. 2020 Annual Report and Work Plan
  - b. Planning Commission picture for website
12. Adjournment

All meetings are livestreamed and can be viewed on the Town's website at [www.altavistava.gov](http://www.altavistava.gov)

Next Meeting: February 1, 2021 at 5:00 p.m.

The Altavista Planning Commission held a regularly scheduled meeting December 7, 2020 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  
Marie Mitchell, Vice Chair  
Marvin Clements  
Tim George, Town Council Liaison  
Jennifer Morton

Staff present - Sharon D. Williams, AICP – Community Development Director  
Amanda “Amie” Owens – Assistant Town Manager  
John Eller – Town Attorney  
Cheryl Dudley – Customer Service Specialist

**CALL TO ORDER:**

Chairman Jordan called the regularly scheduled Planning Commission meeting to order at 5:05 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. Clements 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 Mrs. Morton, seconded by Mr. George to approve the minutes from the October 5, 2020 meeting as presented. The motion was approved unanimously.

A motion was made by Mrs. Mitchell, seconded by Mr. Clements to approve the minutes from the November 2, 2020 meeting as presented. The motion was approved unanimously.

**PUBLIC EXPRESSION:**

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

**OLD BUSINESS:**

- a. Source Water Protection Plan – Tom Fore, Public Utilities Director.

Pages 9 – 14 of the Source Water Protection Plan were the concentration of Mr. Fore’s presentation.

He stated that this plan was not just for the Town of Altavista because the water source that was being pulled from went all the way back upstream to Christiansburg.

Chairman Jordan asked what the tangible benefits were if the Source Water Protection Plan was approved.

Mr. Fore replied that there should not be any of the contaminants from upstream coming into the stream. He said the plan would be used to educate the public on things “to do” and “what not to do”, to keep the contaminants out of our source water.

Mrs. Morton asked if it would impact Altavista if other counties upstream did not adopt a Source Water Protection Plan.

Mr. Fore replied that it would.

She then asked if there were any mandates which required communities to adopt a plan.

Mr. Fore said that each locality was required to have a Source Water Protection Plan. There will be a local Water Committee consisting of Mr. Fore, Ms. Williams, the Department of Forestry, and other localities or people that will be beneficial to the group. This committee will decide which ordinances would need to be put into place to make the Source Water Protection Plan work.

Mr. Fore said that the first part would be for the Planning Commission to ask Town Council to allow the Planning Commission to implement the Source Water Protection Plan and allow them to change the recommendation items to action items. The second part of this would be to add any actions or things into the Plan that are occurring in Altavista along the river that we would not want to occur anymore. The Source Water Protection Plan is already in the Comprehensive Plan.

Chairman Jordan stated that instead of a Public Hearing he thought it should be advertised in the paper that the Planning Commission would be discussing these issues and those interested could express their concerns or opinions at the meeting.

Ms. Williams stated that it could be advertised to notify the public that the Planning Commission was seeking input on the plan. She informed the Commission that in January the Planning Commission meetings would be live streamed.

Mr. Fore suggested that the Planning Commission take the next month to read the Source Water Protection Plan and discuss it in their January meeting to bring back in February for their recommendation to Town Council.

All Planning Commission members were in favor of his suggestion.

## **NEW BUSINESS**

### **a. 2021 Comprehensive Plan Review**

Ms. Williams stated that according to state code, the Comprehensive Plan must be reviewed every 5 years. She explained that the code did not state it had to be updated, which meant that the Planning Commission could review it and determine no updates were needed. She stated that the plan should be updated to include demographic data from the 2020 Census. Ms. Williams said it should be updated to reference new plans, such as the Source Water Protection Plan and the Regional Hazard Mitigation Plan. She also stated that the current Comprehensive Plan did not capture all assets that Altavista has to offer.

### **b. FY2022 Capital Improvement Plan – Planning Commission 2021 Work Plan**

Mrs. Owens stated that the thing to remember about a Capital Improvement Plan (CIP) was that it was dynamic and changed based on what the Town Council priorities were. She said CIP items fell into one of five categories:

1. Necessary for Operations: trucks, trailers, mowers, computers, etc.
2. Infrastructure: water lines, sewer lines, sidewalks, and things that were required by law for the public for safety.
3. Quality of life: parks and recreation, economic development.
4. Necessary for Operations and Infrastructure.
5. Public buildings.

Ms. Owens stated the CIP allows the town to stabilize wants versus needs and to make sure that the Town was spending the taxpayers' money responsibly.

Ms. Williams explained that as part of the Comprehensive Plan update, maps and graphics would be needed. She said the town would need to contract that out, as it did not have the software necessary to produce such items via GIS. Ms. Williams stated that she would need to contact Central Virginia Planning District Commission to determine the price to provide the service. If it met the threshold of a CIP item, she asked if she had permission to submit a CIP on their behalf.

It was the consensus of the Planning Commission that Ms. Williams could submit on their behalf.

### **c. Signage in Downtown Revitalization Overlay District (DRO)**

Ms. Williams stated that she had received a request from First National Bank to install additional signage. She said during the review, she determined that it could not be approved as the DRO regulations limited signs to 30 sq. ft. per sign, with 60 sq. ft. of aggregate area for all signage and signs could be no more than 15 ft. above grade. She stated that the sign ordinance was difficult to interpret and believed it should be rewritten. Ms. Williams stated that additional signage might be warranted for buildings that faced multiple street frontages or were more than two-stories.

Mrs. Mitchell stated that the Planning Commission needed to be careful on how they addressed proposed changes. She said that while First National Bank would not put-up signs that looked tacky there might be a business that could not afford a nice sign and would, due to cost, hang a 30-foot banner. Mrs. Mitchell believed it might get out of hand quickly.

Ms. Williams stated in the DRO, the types of signage permitted were addressed in the underlying C-2 (General Commercial). She believed that this should be stated within the DRO regulations to avoid any confusion on unwanted types of signs.

Chairman Jordan asked if this were something that could be taken care of before the sign ordinance was updated.

Ms. Williams stated that she believed it was appropriate to work on a small section of the ordinance since an immediate need had been identified.

Mr. Clements asked what the impact would be if more than 60 sq. ft. were allowed for signs in the DRO.

Ms. Williams stated that she needed to review the buildings in the DRO to ensure that any proposed amendment would address existing and future needs, as any proposed changes would not be specific to the bank. She asked the Planning Commission for their recommendation on proceeding with the analysis.

It was the consensus on the Planning Commission that Ms. Williams proceed and report back with a recommendation.

## **ADJOURNMENT**

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

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John Jordan  
Planning Commission Chair

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Sharon D. Williams, AICP  
Planning Commission Secretary



# TOWN OF ALTAVISTA PLANNING COMMISSION ANNUAL REPORT - 2020

## COMMISSIONERS

John Jordan, Chair  
Marie Mitchell, Vice Chair  
Marvin Clements  
Tim George, Town Council  
Jennifer Morton

## OVERVIEW

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The Altavista Planning Commission is comprised of five citizens appointed by Town Council. The Commission fulfills the duties identified in Section 15.2-2221 of the Code of Virginia. The Planning Commission is the official planning body for review of the future growth and development of the Town of Altavista pursuant to the adopted Comprehensive Plan and Town Ordinances. The Community Development Department is the lead department that supports the work of the Planning Commission by providing planning guidance and technical review. The Town Attorney serves a valuable role in advising the Planning Commission and staff – when needed – on land use matters. Town citizens also provide critical contributions through input and involvement during citizen comment periods and public hearings.

## MEMBERSHIP

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NAME	TERM EXPIRES
Marvin Clements	December 2022
Tim George ( <i>Council Representative</i> )	December 2020
John Jordan, Chair	November 2022
Marie Mitchell, Vice Chair	April 2022
Jennifer Morton	October 2024

## STAFF

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NAME	POSITION
Sharon D. Williams, AICP	Community Development Director
Kirsten Aherron	Main Street Coordinator (departed October 2020)
George Sandridge	Community Coordinator (October - December 2020)

## REGULATORY CASES

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### Rezoning

Case #	DATE OF COMMISSION ACTION	COMMISSION RECOMMENDATION	COUNCIL ACTION	APPLICANT	LOCATION	REQUEST
RZ-20-01	June 1, 2020	Approval (5-0)	Approval (6-1)	Altavista Area-Campbell County Habitat for Humanity	3 <sup>rd</sup> St & Hughes Ave	To conditionally rezone .077 acres ± from M, Industrial to R-2, Medium Density Residential

### Ordinance Amendments

Case #	DATE OF COMMISSION ACTION	COMMISSION RECOMMENDATION	COUNCIL ACTION	APPLICANT	REQUEST
OA-20-01	November 7, 2020	Approval (5-0)	Approved (7-0)	Town of Altavista	Amendment to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.
OA-20-02	November 7, 2020	Approval (5-0)	Approved (6-1)	Town of Altavista	Amendment to add a new Sec. 86-915 to the Zoning Ordinance related to inspection warrants.
OA-20-03	November 7, 2020	Approval (5-0)	Approved (7-0)	Town of Altavista	Amendment to Sec. 86-6 of the Zoning Ordinance, "Zoning Permits" to clarify when a zoning permit is required, to add language that zoning permits are not transferable, and to require that delinquent real estate taxes be paid prior to the issuance of a zoning approval.
OA-20-04	November 7, 2020	Approval (5-0)	Approved (7-0)	Town of Altavista	Amendment to Sec. 86-913 of the Zoning Ordinance, "Penalties" to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to not less than \$50.
OA-20-05	November 7, 2020	Approval (5-0)	Approved (5-2)	Town of Altavista	Amendment to Sec. 21-2(c) of town code "Derelict building; procedure; real estate tax abatement" to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within 90 days.

## COMMUNITY DEVELOPMENT ADMINISTRATION

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### Applications

- 55 Zoning Permits were issued in 2020

**23 of the Zoning Permits were for new businesses or changes in ownership in 2020**

Name	Location	Type of Business
Kirbyz Customs, LLC	912 5 <sup>th</sup> St	Auto repair service - minor
Samantha Mattox-Janiak	102 River Rd	Mobile DIY wood workshop company*
Shelton's Truck & Trailer Repair, LLC	203 Pittsylvania Ave	Truck terminal/auto repair-major
AIC Holdings, LLC	1510 Main St	Electrical engineering, drafting and project management
KDR Convenience, LLC	1205 Main St	Convenience store, gas, & laundromat
Curtis Thornhill	801 7 <sup>th</sup> St	Attorney's office
Blüm Skin Care	617 Broad St	Esthetician
Cousin Boogy's Burgers N Things	1040 Main St	Restaurant
Back Road Driving School, LLC	2144 Laurel Ln	Driving school*
Altavista Real Estate Holdings, LLC	1317 Lola Ave	Skilled nursing & assisted living facility
Cartika's Hair & Accessories	1203 5 <sup>th</sup> St	Accessories & clothing*
The Rhythm Company Dance Studio	519 Main St	Dance studio
Sarah Horrocks	319 Myrtle Ln	Counseling office*
Thomas Fore	1611 Melinda Dr	Water & Wastewater Consulting*
Gorman's**	1301 Main St	Retail
Sweet Izzy's Home Décor & More	823 Main St	Retail home furnishings
KDR Mini Mart, LLC	1308 Main St	Convenience store
Sew Savanna	615 Broad St	Alterations shop
Zakiya Monroe	1015 Main St	Esthetician
Sweet Spot Bakery	1011-B Main St	Bakery
Meditrans Solutions, LLC	621-C Broad St	Non-emergency medical transportation office
Heas Energy Services, LLC	1562 Main St	Convenience store
Keystone Novelties, LLC	1301 Main St	Fourth of July tent sale (seasonal)

\* H. O. – Home Occupation

\*\* A permit was approved for Gorman's to open at the Peebles location; however, the chain filed for bankruptcy in the response to the coronavirus pandemic in May 2020.

**Three (3) new single-family dwellings were built or under construction in 2020**

1304 3<sup>rd</sup> Street

220 Frazier Road

1106 Bedford Avenue

- Plats Approved - 15
- Zoning Confirmation Letters requested – 4
- Real estate corrections sent to Campbell County – 6

**Violations**

During 2020, staff received 65 confirmed code enforcement complaints. Fifty-nine (59) complaints were abated. In May, in an effort to reduce the number of inoperable vehicles, the town issued violation notices for 126 vehicles that were in violation of town code.



## COMMUNITY DEVELOPMENT SPECIAL PROJECTS

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Altavista partnered with Campbell County on the “Complete Count” for the 2020 Census. This year was the first time the Census had been offered online and in multiple languages. The national response rate was 99.4%. The Virginia response rate was 99.7%. The response rate for Campbell County was 77.0%. Locally, the Census is important because it is used to determine how federal funds are allocated for education, roads, grants, and public assistance programs.

The town began applying for grants to convert the vacant fire station next to Town Hall into an accelerator, incubator, and coworking space. The town received \$100,000 from the USDA Rural Business Development Grant to purchase furniture, fixtures, and equipment. Town Council allocated \$200,000 in its Fiscal Year 2021 Capital Improvement budget to use for the project. The town received a grant from the Tobacco Region Revitalization Commission in the amount of \$184,306 to be used towards construction.

Staff created the town’s Adopt-A-Street program. The entirety of Lynch Road has been adopted and a portion of West Road.

As part of its efforts to reduce littering and use of plastic bags, the town purchased recyclable canvas grocery bags and distributed them throughout town.

Staff worked with the Central Virginia Planning District Commission to update the Altavista portion of the Regional Hazard Mitigation Program. Hazard mitigation planning reduces loss of life and property by minimizing the impact of disasters. It begins with state, tribal and local governments identifying natural disaster risks and vulnerabilities that are common in their area. After identifying these risks, they develop long-term strategies for protecting people and property from similar events. Mitigation plans are key to breaking the cycle of disaster damage and reconstruction.

## ALTAVISTA ON TRACK SPECIAL PROJECTS

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AOT updated the *Come find one-of-a-kind* brochure which is one tool the town uses as a business directory for goods and services.

AOT received a \$25,000 grant to use towards a feasibility study for the accelerator, incubator, and coworking space. They had \$5,000 remaining after the study was complete and \$5,000 will be used by the town to market the space. The Main Street Coordinator will have a dedicated office in the renovated building.

## PLANNING COMMISSION 2021 WORK PLAN

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- Update the Town of Altavista Subdivision Ordinance
- Update the Floodplain Ordinance
- Review allowable signage in the Downtown Revitalization Overlay (DRO) District

- Begin update to the Comprehensive Plan
- Review the zoning designation for 3<sup>rd</sup> Street – 5<sup>th</sup> Street