

The Altavista Planning Commission held a regularly scheduled meeting on Tuesday, December 7, 2010 at 5:30 PM in the Council Chambers at Town Hall

Members present - Jerry Barbee, Chairman
Bill Ferguson
Laney Thompson
Tim Wagner
John Woodson

Also present - Cheryl Dudley
Dan Witt

The agenda was reviewed and approved as presented. A motion was made by Mr. Ferguson and seconded by Mr. Woodson. All members were in favor with none opposing.

The minutes from October 5 2010, a called meeting on October 19th, 2010, and November 2, 2010 were reviewed and approved as corrected. A motion was made by Mr. Ferguson and seconded by Mrs. Thompson. All members were in favor with none opposing.

Mr. Witt provided a draft of the 2010 Annual Report for Town Council that included the 2011 Work Plan. The PC reviewed the document and approved it by consensus. The report is included as part of the minutes.

Dear Council Members,

The Altavista Planning Commission respectfully submits the attached annual report for its 2010 activities.

The first part of the report contains an overview of the meetings conducted and attended by the members of the Planning Commission in 2010. This is followed by a summary of the progress made on the 2010 Work Plan. The third section contains a summary of the monthly meetings and the final section is the work plan the Commissioners have developed for themselves.

Annual Report

Summary of meetings in 2010:

- A total of 20 meetings:
 - Regular- 12
 - Called- 3
 - Joint work session- 1
 - Training- 1
 - Council public hearings- 3
- A total of 9 meetings were joint meetings with the Zoning Rewrite/update Steering Committee, staff and/or consultant, Greg Baka;
- 4 Public Hearings

1. February – Council hearing for DHR Historic designation.
2. March - Bob Phillip's Ministry Special Use Permit request.
3. April – Council hearing for Comp Plan update.
4. July – Upper Story Housing Special Use Permit for 11 units in conjunction with CDBG.

The Planning Commission Work Plan Progress Report:

The **2010 Work Plan Review** is listed below and includes the progress for each task listed:

1. Work with staff and consultant to complete the review and revise the Town's Zoning Ordinance. This will include the development of a Planned Use Development and update to the Zoning Map.

The Planning Commission has been working with staff, consultant- Greg Baka, and the Steering Committee since the April 29th kick-off meeting. Nine meetings have been held with the primary focus being the rewrite/update of the Town's Zoning Ordinance. The Commission hopes to have a completed draft ready to present to the Town Council in late winter or early spring.

2. Research and consider a tree conservation ordinance.

This was researched and in a meeting with Mr. Eller it was determined that it would be best to consider such an ordinance as part of the Zoning Ordinance (ZO) update. It became apparent that it would be challenging to regulate trees, tree canopy and tree removal on private property due to strict State Code regulations. Incentives such as exchanging or allowing existing trees to remain in exchange for not having to incur the expense for a landscaping buffer was included in the draft update of the zoning ordinance.

3. Review the recently adopted Comp Plan and begin work on items assigned to the Planning Commission.

Since the adoption of the updated Comp Plan in April, the Commission has been focused on the ZO rewrite. The endeavor has taken a significant amount of time and effort on the part of the PC. This goal will be include in the 2011 work plan.

4. Respond to requests by Town Council.

No additional requests were directed to the PC by Town Council.

Summary of monthly meetings:

January: Elected officers for 2010, Jerry Barbee, Chairman and Tim Wagner, Vice Chairman. The Commission held a public hearing to consider an SUP permit submitted by B&D Auto Sales for storing vehicles on the parking lot at that old Lane Plant. The hearing was continued until February with directions for staff to gather additional information.

February: Completed SUP hearing and the consensus was to recommend against the use as it was deemed not appropriate. Mrs. Powell reported on the Town Council's meeting to consider the draft of the Comprehensive Plan.

Several members attended Town Council meeting as the annual report was presented. A public hearing was held to consider the DHR historic designation for the downtown. Training was provided by Region 2000 that focused on VDOT's Long Range Transportation Plan for the Route 29 corridor.

March: Recommendation completed and presented to Town Council to deny B&D Auto Sales SUP. Discussed the matter of a Tree Conservation Ordinance and staff provided a report indicating the challenges for having an ordinance that attempts to control private property. The matter of a Zoning Rewrite/update Steering Committee was discussed.

April: A public hearing was held to consider an application submitted by Reverend Bob Phillips to move The Redemption Church Center and Bob Phillip's Ministry to 1207 Franklin Avenue. Approval of the application was the recommendation from the Planning Commission but Reverend Phillips withdrew the application before the Council's public hearing.

Mr. Barbee met with Mr. Eller and Mr. Witt regarding a tree conservation ordinance. The result of the meeting was that the VA State Code limits a locality's ability to regulate trees on private property and that other options should be considered during the ordinance update.

Viewshed Consulting, LLC hired to do the Zoning Ordinance update and the kickoff meeting was held on April 29th.

May: Work began on the Zoning update. Staff led a discussion regarding issues that need to be addressed as the process moves forward.

June: Joint meeting staffed by consultant Greg Baka. He led a discussion regarding the upcoming public meeting that will be seeking input from the public. The joint public input meeting was held at the YMCA on June 15th.

July: Conducted a public hearing to consider an SUP submitted by the Town for nine (9) upper story housing units. The PC recommended approval of the application with said conditions.

August: Two joint meetings were held to discuss the zoning ordinance update. A review of the input from the public input meeting was conducted in addition to reviewing uses for the various districts.

September: A joint meeting was held and the time was devoted to working through the zoning ordinance update. The discussion focused on satellite dishes, manufactured homes, the need or no need for the M1 transitional industrial zone, and upper story housing as a by-right use.

October: Two joint meetings were held and once again the focus was the zoning ordinance update. The committee worked through a list of questions provided by Mr. Baka requiring decisions from the committee.

November: A joint meeting was held and the time was devoted to working through the zoning ordinance update. The meeting was facilitated by Greg Baka as he presented questions from each of the Articles in the draft document.

December: The PC reviewed the annual report drafted by staff and developed the 2011 Work Plan.

Planning Commission 2011 Work Plan

1. Continue to work with staff and consultant to complete the review and revise the Town's Zoning Ordinance. This will include the development of a Planned Use Development and update to the Zoning Map with plans to complete the project by Spring, 2011.
2. Conduct public hearings regarding Special Use Permit applications and other matters requiring hearings.
3. Review the recently adopted Comp Plan and begin work on items assigned to the Planning Commission.
4. Respond to requests by Town Council.

As the Planning Commission is an advisory board, if the Council members would like to add any items to the work plan, please provide this request to the Chairman, Mr. Jerry Barbee.

Thank you for the continued opportunity to serve the Town of Altavista Town Council and its citizens.

Jerry Barbee
Jerry Barbee,
Planning Commission Chairman

February 6, 2011
Date

The PC agreed to change the meeting dates back to the first Monday of the month at 5:00 PM.

Changing the number of PC members from 5 to 7 was brought up as new business by Chairman Barbee because of interest expressed by some residents to join the committee. It was agreed that having 5 members was sufficient and working well at this time. Mr. Witt suggested that if additional interest was expressed by citizens that he would refer this to the PC.

The meeting was adjourned at 6:00PM

Jerry Barbee, Chairman

Dan Witt, Assistant to the Town Manager