

**BRISTOL VIRGINIA PLANNING COMMISSION**  
**Monday, March 19, 2018**  
**12:00 pm**

<b>MEMBERS PRESENT:</b>	<b>MEMBERS ABSENT:</b>	<b>STAFF:</b>	<b>OTHERS:</b>
Kevin Wingard		Sally Morgan	David McGee
Todd Buchanan		Amy Thompson	Bobby Griffin
Jordan Pennington		Gene Christian	Gary Waddell
Michael Pollard			Wallace McCulloch
Susan Long			
Bart Long			
Anthony Farnum			

I. CALL TO ORDER

Chairman Pennington called the meeting to order at 12:00 PM

II. Introduction of New Members

City Planner, Sally Morgan, introduced Anthony Farnum and Bart Long as newly appointed members of the Planning Commission.

III. Approval of February 15, 2018 Regular Meeting Minutes

Vice Chairman Pollard made a motion to approve the minutes of the February 15, 2018 regular meeting and to omit the March 5, 2018 Work Session Minutes which were not yet available. Motion was seconded by Planning Commissioner S. Long and carried by the following votes:

AYES: Buchanan, S, Long, Pollard, Wingard, and Pennington

ABSTAINS: Farnum and B. Long

IV. Public Comment (for items not on the agenda)

No public comments were made.

V. New Business

A. Consideration of Residential Use in a Business Zone – 100 Travelite Road

City Planner Sally Morgan reported that the Community Development Department has received a request for a Residential Use in a Business Zone from Bobby Griffin to convert space (Suite 1) in the building at 100 Travelite Road into a residential apartment. The building currently houses five small businesses. Ms. Morgan reported the Bristol City Code Section 50-42 (b) allows the Planning Commission to consider

multi-family residential use in a business zone without a rezoning application. Ms. Morgan recommends approval of the applicant's request with the condition that all provisions of the Virginia Uniform Statewide Building Code be met in the renovations to the building.

Planning Commissioner S. Long made a motion to residential use in a business zone at 100 Travelite Road, Bristol, Virginia. Motion was seconded by Vice Chairman Pollard and carried by the following votes:

AYES: Buchanan, Farnum, B. Long, S. Long, Pollard, Wingard and Pennington

B. Consider Granting Preliminary and Final Plat Approval of Plat #06 –2018 Franklin Grove Subdivision

City Planner, Sally Morgan, reported the applicant is seeking preliminary plat approval to create a new 50-lot subdivision called Franklin Grove located on Booher Road at the border of the state line and just southwest of the city-owned landfill property. The property is a total of approximately 18.4 acres comprised of Tracts 464-1-3 and 464-1-4. The developer is proposing the development of single-family homes on lots ranging in size from 0.25 acre to 0.6 acre with an average lot size of approximately 1/3 of an acre. The development will include three new city streets and will be served with utilities from BVU. The plat shows a preliminary design of storm water drainage and retention.

Ms. Morgan recommended approval of the preliminary plat of Plat 06-2018 Franklin Grove subdivision with the following stipulations:

- 1) The existing BTES overhead power line and easement will need to be removed from the property;
- 2) All utility locations and required easements will need to be approved by the City Engineer and BVU with easements to be shown on the final plat;
- 3) Storm water management and design requirements must be met to the satisfaction of the City Engineer
- 4) All new Streets must meet state and city standards for construction width and specifications;
- 5) New street location layouts must be approved by the City Engineer and designed to accommodate emergency and city service vehicles and facilitate future expansion;
- 6) All comments from city engineering staff and utility providers must be addressed in the construction plan review process;
- 7) The submission of a final plat for Planning Commission approval will need to include a "deviation list" that contains all of the changes made from the preliminary plat.

Planning Commissioner S. Long made a motion to approve the preliminary plat for Plat #06 – 2018 – Franklin Grove Subdivision provided the applicant adheres to the

stipulations listed in the staff recommendation. Motion was seconded by Planning Commissioner Buchanan and carried by the following votes:

AYES: Buchanan, Farnum, B. Long, S. Long, Pollard, Wingard and Pennington

VI. Old Business

A. Zoning Ordinance Revision Project Work Session

Scheduling of Upcoming Work Sessions. There was some discussion about possible dates and times for a work session to discuss outdoor advertising. *(Note: A work session was subsequently scheduled for on April 5, 2018 at 12:00 PM).*

VII. Adjournment

There being no further business, the meeting was adjourned at 12:31 PM.

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Sally H. Morgan  
City Planner