

BRISTOL VIRGINIA PLANNING COMMISSION
Monday, May 21, 2018
12:00 pm

MEMBERS PRESENT:	MEMBERS ABSENT:	STAFF:	OTHERS:
Kevin Wingard		Sally Morgan	Scott Campbell
Todd Buchanan		Amy Thompson	
Jordan Pennington		Rick Belcher	
Michael Pollard			
Susan Long			
Bart Long			
Anthony Farnum			

I. CALL TO ORDER

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

Mr. Pennington asked for a motion to move item 3 to after item 5 and to add a new item under Old Business. Mr. Pollard made a motion to move #3 to after #5 and to add 5A (Wildflower Ridge Plat Update) to the agenda under Old Business. Motion was seconded by Farnham and carried by the following votes:

AYES: Buchanan, Farnam, B. Long, Pollard, Wingard and Pennington

S. Long arrived at 12:02 pm.

II. Approval of Minutes

Mr. Pollard made a motion to approve the minutes of April 16 Regular Meeting and the April 30 Zoning Work Session. Motion was seconded by B. Long and carried by the following votes:

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

III. New Business

A. Comprehensive Plan Review.

Ms. Morgan reminded members that the City's new Comprehensive Plan was adopted in March 2017 and when it was adopted the City Council requested that it be reviewed on an annual basis to assess how well the recommendations were being implemented. She provided a handout to the members of the last section of the plan which includes the recommended strategies on which she had included some handwritten comments on some

of the items. She requested the Commission members' review of this and requested guidance on how they want to approach the review process. She reminded members that revision of the zoning ordinance which is in process was a major recommendation of the plan.

IV. Old Business

A. Update on Wildflower Ridge Subdivision

Ms. Morgan reported that the Planning Commission approved the preliminary plat of the Wildflower Ridge subdivision at its May 15, 2017 meeting. The final plat has been submitted for review, however the developer, Aaron Lilly, has not yet provided items that are necessary before staff can recommend the final plat to the Planning Commission. He was notified of these items by email on March 12 and these items are:

- 1) Deviation list - any changes from preliminary plat to final plat.
- 2) Bond or letter of credit for all of the infrastructure improvements - which first requires a submittal of the costs to City Engineer and his review and approval
- 3) Copy of the covenants/restrictions

Ms. Morgan reported that by City Code the final plat must be presented to the Planning Commission within a year of the approval of the preliminary plat, or it becomes null and void. The developer has asked for another 30-60 days. Mr. Pollard asked about the status of the permits on the project. Ms. Morgan answered that the building permits have been issued on the first five units. Mr. Pennington suggested a 90-day extension. Mr. Long made a motion to approve a 90 day extension. The motion was seconded by Mr. Pollard and carried by the following votes:

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

B. Zoning Ordinance Revision Project – Work Session

Ms. Morgan had provided in the packet some tables regarding sign allowances to continue discussion about Division 14 – Outdoor Advertising, however the Commission had a broader discussion about the schedule and progress that could be made on the overall project. Mr. Pennington asked what the proposed deadline is for the zoning ordinance review and Ms. Morgan replied that 2019 was the completion date in the schedule that she had previously presented. Mr. Wingard suggested moving forward with both the zoning ordinance and the comprehensive plan review. Mr. Long suggested that the ordinance could be divided into four parts (since there are 16 chapters) and asked Ms. Morgan to email members Divisions 1-4 of the Zoning Ordinance to review prior to meeting and provide her comments via email back. Ms. Morgan stated some of the first few chapters were already revised and discussed in earlier meetings, and therefore she could send that first portion out pretty quickly.

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

Scott Campbell asked members if they had read all chapters of the zoning ordinance.

II. Adjournment

There being no further business, the meeting was adjourned at 12:48 PM.

Sally H. Morgan
City Planner

DRAFT