

BRISTOL VIRGINIA PLANNING COMMISSION
Monday, June 18, 2018
12:00 pm

MEMBERS PRESENT:	MEMBERS ABSENT:	STAFF:	OTHERS:
Kevin Wingard	Todd Buchanan	Sally Morgan	Aaron Lilly
Jordan Pennington	Bart Long	Amy Thompson	
Susan Long		Gene Christian	
Anthony Farnum			
Michael Pollard			

I. CALL TO ORDER

Chairman Pennington called the meeting to order at 12:04 PM

II. Approval of Minutes

Ms. Long made a motion to approve the minutes of May 21, 2018 regular meeting. Motion was seconded by Mr. Wingard and carried by the following votes:

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

III. New Business

A. Consideration of Approval of Final Plat on Wildflower Ridge – Phase 1A

The applicant is seeking final plat approval to create the first five tracts to accommodate five attached single family dwellings or townhomes. These dwellings are currently under construction. The developer is dedicating and constructing a new public street (Wildflower Ridge Road) to serve the subdivision. Each lot will be accessed via private streets extending from that public roadways. The lot sizes are about 5,800 square feet in size (approximately 43 feet wide by 134 feet long) with each lot encompassing part of the private street in additions to some front and rear yard space for each lot. (The end lots 1 and 5 are slightly larger than the interior lots 2, 3, & 4). If approved, this will become Phase 1A of Wildflower Ridge subdivision.

In addition to the plat itself, the final platting process includes submittal of the following items:

- 1) Deviation list of changes from the preliminary plat
- 2) Cost estimates for improvements that have not been completed and a security instrument (bond or letter of credit) to guarantee those improvements
- 3) A copy of the Covenants/Deed Restrictions

At the preparation of the staff report and agenda, city staff has not yet received all of the cost estimates needed to be verified and therefore, the applicant has not yet presented the city with a letter of credit. This information has been requested from the applicant repeatedly over the last several months.

Ms. Morgan stated that staff concludes that the plat is in order and recommends approval of the final plat of Wildflower Ridge – Phase 1A contingent on the provision of a bond or letter of credit to be provided to the City by June 28, 2018 in an amount satisfactory to the City. (To meet the requirements of the 1980 conditional zoning, the applicant will also need to provide adequate landscape screening subject to the subsequent review of the Planning Commission). Mr. Pollard inquired about the Planning Commission needing to approve a plan of perpetual maintenance as specified in Section 50-92 (1). Ms. Morgan stated that she had reviewed the deed covenants and had asked the developer for clearer language in the covenants to ensure that both streets and storm water management facilities were to be maintained through the Homeowners Association as part of the common area. She also intended to have the city attorney review the Homeowners Association agreement prior to final approval of the plat by the City Council.

Ms. Long made a motion to approve the final plat on Wildflower Ridge – Phase 1A contingent on a letter of credit or bond in an amount satisfactory to the City by June 28, and meeting City Code requirements to ensure a satisfactory plan of perpetual maintenance in place that adequately covers private streets and storm water management facilities. Motion was seconded by Mr. Wingard and carried by the following votes:

AYES: Farnum, S. Long, Wingard and Pennington
ABSTAIN: Pollard

IV. Old Business

A. Comprehensive Plan Review

Ms. Morgan reported the City Comprehensive Plan was adopted by the City Council in March of 2017 after recommendation from the Planning Commission. It was the Council and Commission's desire that the Plan be used regularly and reviewed annually. The plan is used regularly by City staff for reference to future plans especially for land use and transportations issues, in addition to assistance in documenting housing and other community development needs for grant applications.

City staff provided the Commission members with a copy of the Implementation chapter of the plan at its May 21 meeting including some brief inserted comments. This section contains a list of recommended strategies. Tackling the zoning ordinance rewrite is one of the major recommendations of the Plan, so that activity is fully in progress.

Ms. Morgan reported the approach needed is to review the Recommended Actions to gauge how the City is doing toward accomplishing the tasks outlined in the implementation section. Its preparation and adoption took two years and multiple public meetings and surveys of Bristol residents. The consultants worked closely with the Comp Plan Committee and city staff on developing the plan into a document that reflects

the input from citizens. The five year review point would be a time to consider updates to the plan.

Ms. Morgan reported that she had received some comments and questions from Susan Long, but had not heard any other feedback from last month's handout. There was some discussion about residential rehabilitation and demolition under the "Residential Areas Framework Plan." Ms. Morgan stated that the City already had a Rehabilitated Residential Real Estate Tax Exemption program in city code that might be a useful tool to encourage investment in dilapidated homes. Ms. Long noted that she thought progress was being made in line with several of the adopted strategies. Ms. Morgan suggested perhaps she could do a narrative report on progress related to the implementation schedule.

B, Zoning Ordinance Revision Project – Work Session

Ms. Morgan reported at the May 21, 2018 regular meeting, the Planning Commission requested that the staff approach the Zoning Ordinance revision project by breaking it down into four sections with the first four chapters or divisions being sent out via electronic mail. Staff has done that with e-mailing sent out on the following dates:

May 23 - Division 1 – General (Marked Up and Clean Copy)

May 30 - Division 2 – Establishment of Districts (Marked Up and Clean Copy)

June 1 – Division 3 – Land Use Matrix

June 6 – Division 4 – Yard Requirements

Ms. Morgan went over the Outline showing the proposed ordinance Divisions, including a brief summary of the new sections – Division 5 through 8 - that she provided as a handout. Attached to these minutes is the ordinance outline.

It was a consensus of the Commission that due to upcoming schedules the next work session would be the July regular meeting date, assuming there was not a heavy load of business that month.

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

No public comments were made.

VI. Adjournment

There being no further business, the meeting was adjourned at 1:10 PM.

Sally H. Morgan
City Planner