

BRISTOL VIRGINIA PLANNING COMMISSION
Monday, July 16, 2018
12:00 pm

MEMBERS PRESENT:	MEMBERS ABSENT:	STAFF:	OTHERS:
Todd Buchanan		Sally Morgan	Lt. Clay Robinette
Anthony Farnum		Amy Thompson	Kelly Miller
Bart Long		Gene Christian	Kreg Ramey, KBM Commercial Properties
Susan Long			Clarence Dishman
Jordan Pennington			
Michael Pollard			
Kevin Wingard			

I. CALL TO ORDER

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

II. Election of Officers for FY 2019

Ms. Morgan requested to serve as temporary chairman while members of the planning commission elected officers for the FY 2019. Ms. Morgan opened nominations. Mr. Pollard nominated Mr. Jordan Pennington to serve as chairman and Mr. Todd Buchanan to serve as vice-chairman for the fiscal year of 2019. Motion was seconded by Ms. Long and carried by the following votes:

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

ABSTAINS: Pennington

Ms. Morgan relinquished her status as temporary chairman to elected chairman, Mr. Pennington.

III. Approval of the Minutes of June 18, 2018 Regular Meeting

Mr. Pennington asked for a motion to approve the minutes of the June 18, 2018 regular meeting.

Motion was made by Mr. Pollard. Motion was seconded by Mr. Long and carried by the following votes:

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

ABSTAINS: Buchanan

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

No public comments for items not on the agenda were made. Mr. Pennington moved the public comments to later in the meeting.

V. New Business

A. Consideration of Approval of Plat #11-2018 – Replat of Linden Square – Parcel A

Ms. Morgan reported that Linden Square Subdivision consists of parcels A, B, C and D that were originally divided in 2004 when the development started. Ms. Morgan stated that parcel A is an undeveloped tract consisting of a little over two acres and has been re-platted several times between 2004 and 2012, however four parcels have remained. The applicant is seeking preliminary and final plat approval to create one new tract in the Linden Square subdivision by dividing parcel A into two parcels. The resulting two tracts will be 1.584 acres (Lot A) and 0.60 acres (Lot A-1). The property is owned by Trushine LLC and a tunnel (drive-through) car wash is proposed for Parcel A. Ms. Morgan recommended making two separate motions approving the preliminary plat of the proposed Linden Square re-plat of Parcel A, Plat #11-2018 and approval of the final plat of the proposed Linden Square re-plat of Parcel A, Plat #11-2018.

Mr. Pollard asked if the bank is located on one of the parcels. Ms. Morgan stated the bank is located on parcel C and the two tracts on the subject plat are currently vacant. She reported that the approval of the subdivision will allow KBM Commercial to development the vacant parcels.

Mr. Pollard asked if there are any issues with the private drive in relation to the GIS street naming. Ms. Morgan stated the city GIS coordinator will review the details regarding the street name and address of the parcels. \

Kreg Ramey with KBM Commercial Properties was present to answer questions presented from the Planning Commission

Mr. Pollard made a motion to approve the preliminary plat – Plat #11-2018 – Re-Plat of Linden Square – Parcel A. Motion was seconded by Mr. Long and carried by the following votes:

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

Mr. Buchanan made a motion to approve the final plat - Plat #11-2018 – Re-Plat of Linden Square – Parcel A. Motion was seconded by Ms. Long and carried by the following votes:

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

B. Consideration of Approval of Plat #12-2018 - Clarence Dishman Subdivision

Ms. Morgan reported that the subdivision application is for a 38 acre tract that is zoned R-1 and is owned by Clarence Dishman. Ms. Morgan stated that Mr. Dishman

would like to make the property more marketable by dividing the tract into two parcels, resulting in two tracts of 32.585 acres (Lot 6A) including the 50 ft. wide access strip (0.133 acres) connecting the property to Bramble Lane in Shadow Valley subdivision and 5.437 acres (Lot 6B) with frontage on Stagecoach Road. Ms. Morgan stated that because of the current R-1 zoning, any non-residential development proposal for the property would require a re-zoning or a special exception permit. Ms. Morgan stated that the tract has not been purchased by any developers, but by dividing off the front piece, that part may be more marketable for future commercial development. Ms. Morgan stated the preliminary plat required minor changes and the final plat was ready for approval.

Ms. Long asked if there are any structures on the property. Ms. Morgan replied there are no structures on the property, however, there is a pond and the use of the land is agricultural.

Mr. Pollard asked if the City has reviewed the original plat to verify the 50 ft. wide strip was not dedicated as a right-of-way. Ms. Morgan stated that staff has performed a substantial amount of research verifying that all of the previous deeds for Lot 12 had reserved the 50 ft. piece of land and it has not been dedicated as a right-of-way.

Mr. Long asked if the land providing access to Bramble Lane was retained by the original developer and then sold and deeded to Mr. Dishman, and therefore not a right-of-way, and Ms. Morgan acknowledged that was the case.

Mr. Scott Campbell commented on the preliminary and final plat of Plat #12-2018 – Clarence Dishman Subdivision. Mr. Campbell stated that he owns the property adjoining the Dishman property and the photograph of the driveway (in the staff report) belongs to his property and not Mr. Dishman’s property. Mr. Campbell asked if the other 10 additional adjacent property owners have been notified of Mr. Dishman’s intentions regarding the tract. Mr. Campbell asked members of the planning commission to consider approving the preliminary plat and then allowing public hearing from the additional 10 adjacent property owners for comment prior to approving the final plat.

Mr. Pennington asked Ms. Morgan if the other property owners were given notice of Mr. Dishman’s request to divide and sell the property. Ms. Morgan stated there is no ordinance requiring a notice to the adjacent property owners for a subdivision proposal.

Mr. Campbell commented on the future plans for the development of the property.

Mr. Long stated that the 50 ft. piece of land is privately owned by Mr. Dishman and therefore he is entitled to do as he pleases.

Mr. Long made a motion to approve the preliminary plat of Plat #12-2018. Motion was seconded by Mr. Wingard and carried by the following votes:

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

Mr. Long made a motion to approve the final plat of Plat #12-2018. Motion was seconded by Mr. Wingard and carried by the following votes:

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

C. Consideration of Revisions to Subdivision Ordinance regarding Street Names and Blocks (City Code Sections 50-356 and 50-357)

Ms. Morgan reported the GIS Division has been working on city addressing to be in compliance with the federal mandate for Next Generation 911 (NG-911) and National Emergency Number Association (NENA) standards for addressing which requires changes to Section 74.7 for Street Addressing. Street addressing is also mentioned under the Subdivision Ordinance, so in order to avoid conflicts, the city GIS coordinator has requested that language in Section 50-356 (Streets) and 50-357 (Blocks) be modified. Any change in the subdivision regulations require a joint public hearing with both the Planning Commission and City Council. Ms. Morgan recommends forwarding this request to City Council for a Joint Public Hearing to be held following required public notices.

GIS Coordinator, Mr. Kelly Miller, stated the state of Virginia has adopted a code compliance regarding addressing and street naming. Mr. Miller reported that both he and Lt. Robinette have been undergoing a significant review of every naming and addressing within the city to ensure compliance with the NextGen 911 crossover that will occur in the third quarter of the year 2021.

Ms. Long asked if every new structure and street will be included in the crossover. Mr. Miller stated there will be an evaluation of every structure and street within the city.

Mr. Farnum asked for an example that is not in compliance with the standards. Mr. Miller stated that he will compile some examples for members of the planning commission.

Ms. Morgan stated that a joint public hearing with City Council will occur before approving the revisions to subdivision ordinance regarding street names and blocks.

Ms. Long made a motion to approve the revisions to subdivision ordinance regarding street names and blocks. Motion was seconded by Mr. Farnum and carried by the following votes:

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

D. Discussion about meeting date and terms of office

Ms. Morgan reported that all Planning Commission members serve three-year terms, except one appointed member serves an indefinite term as specified by the City Charter and the Rules of Procedure for the Planning Commission (and the Council Member serves a term concurrent with his or her Council term of office). Ms. Morgan stated when Council made the last two appointments of Mr. Farnum and Mr. Long, they did not specifically indicate what former member was being replaced by each new member, so staff is unsure of the terms of those Planning Commissioners. When Mr. Farnum and Mr. Long were appointed, the two vacancies that existed on the Commission were: The unexpired term of Bill Raettig (who resigned on January 30, 2018) and whose

term expired June 30, 2018, and the apparent indefinite term of Kevin Corbett who resigned on December 21, 2017.

Ms. Morgan recommended that the two new Commission members randomly select their term length and that the Commission recommend a change in the City Charter to eliminate the indefinite term. The City Manager is currently revising the City Charter so the timing is appropriate, she stated.

Mr. Pollard stated that the indefinite term likely existed to give City Council the option of extending beyond the two-term limit in the event that there was a significant amount of turnover due to term expiration and mid-term resignations as has been recently experienced. Ms. Morgan agreed but said that with staggered terms as they are currently, this should not be a problem.

It was consensus to have the two new members pick their term randomly, so Mr. Long and Mr. Farnum drew from two slips of paper to determine who would be appointed to which term. It was determined by the drawing that Mr. Long will serve the indefinite term and Mr. Farnum's term would be the one that officially expired June 30, 2018 and would he need to be re-appointed by City Council. Mr. Pennington suggested that Mr. Farnum should have been abstaining from all votes for the July 2018 regular meeting if his term had expired.

Ms. Morgan reported that several members suggested changing the date of the regular meeting and after a lengthy discussion, it was determined for the meeting to remain on the third Monday of each month.

E. Presentation of Annual Report

Ms. Morgan stated there is a draft of the Annual Report that will be presented at the next regular meeting.

VI. Old Business

A. Update on Wildflower Ridge – Phase 1A

Ms. Morgan reported that during the June regular meeting, the Planning Commission voted to approve the final plat contingent upon two items received by the deadline of June 28, 2018. Ms. Morgan stated the developer did not meet the deadline

with the two items and she suggested the items be fully resolved by August 3, 2018 to receive approval. Ms. Morgan recommended extending the deadline to August 3, 2018.

Mr. Pollard made a motion to grant the developer a 60 day extension beginning July 16, 2018 contingent upon providing the two required items. Motion was seconded by Mr. Buchanan and carried by the following votes:

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

ABSTAINS: Farnum

B. Comprehensive Plan Review

Ms. Morgan suggested commissioners provide comments to her regarding the comprehensive plan annual review by the end of July, and she will provide an addendum to the Planning Commission Annual Report in terms of progress of the comprehensive plan and implementation items.

C. Zoning Ordinance Revision Project

Ms. Morgan reported that she recently provided an updated Zoning Ordinance schedule. She stated the schedule conveyed the completed drafts and is open for suggestions to schedule a work session in August. She will provide some possible dates for a work session via email correspondence.

VII. Adjournment

There being no further business, the meeting was adjourned at 1:16 pm.

Sally H. Morgan
City Planner