

**BRISTOL VIRGINIA PLANNING COMMISSION**  
**Monday, August 20, 2018**  
**12:00 pm**

<b>MEMBERS PRESENT:</b>	<b>MEMBERS ABSENT:</b>	<b>STAFF:</b>	<b>OTHERS:</b>
Todd Buchanan		Sally Morgan	Clarence Dishman
Anthony Farnum		Amy Thompson	
Bart Long		Gene Christian	
Susan Long			
Jordan Pennington			
Michael Pollard			
Kevin Wingard			

I. Call to Order

Mr. Pennington called the meeting to order at 12:03.

II. Approval of the Minutes of August 20, 2018 Regular Meeting

Mr. Pollard made a motion to approve the minutes of July 16, 2018. Motion was seconded by Ms. Long and carried by the following votes:

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

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

No comments were made for items not on the agenda.

IV. New Business

A. Presentation of Zoning Map Amendment Application from Clarence Dishman for Tax Map #190-A-6A (5.4 acre portion ) from R-1 to B-3

City Planner, Ms. Morgan, reported that an application was received on August 9, 2018 for a request to rezone 5.4 acres owned by Clarence Dishman from R-1 (Single-Family Residential) to B-3 (Intermediate Business). Ms. Morgan stated that the property owner/applicant was advised to rezone the property and desires to market the subject property for commercial development due to its proximity to the Interstate. Ms. Morgan stated no development plans exist for the property at this time. Ms. Morgan also reported the comments have been requested from city and BVU staff, and a staff report will be prepared to address the application. Ms. Morgan advised that a joint public hearing with the Planning Commission and City Council will be held prior to the Commission's consideration of its recommendation to the City Council. Ms. Morgan stated that City

Council will either approve or deny the request and if approved, there will be two readings because a zoning map amendment is the same as an ordinance change.

Planning Commissioner, Mr. Wingard, asked for confirmation about Mr. Long's ownership of the several properties adjacent to Mr. Clarence Dishman's property.

Planning Commissioner, Mr. Pollard, asked if there have been discussion from the adjoining property owners regarding the rezoning. Ms. Morgan replied that a notification to all adjacent property owners is required prior to rezoning the property and a sign has been posted on the property. Ms. Morgan stated she only received one reply from an adjacent property owner who did not object to the rezoning.

The petitioner, Mr. Clarence Dishman, thanked city staff and the Planning Commission for their recommendation.

Planning Commissioner, Ms. Long, made a recommendation to forward the application to the City Council in a joint public hearing regarding the rezoning of 5.4 acres of the Clarence Dishman property. Motion was seconded by Mr. Pollard and carried by the following votes:

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

ABSTAINES: B. Long

#### B. Presentation of Annual Report for Fiscal Year 2017-2018 and Comprehensive Plan Review

Ms. Morgan reported that one of the duties of the Planning Commission is to provide an annual report to the governing body concerning the operation of the Commission. Ms. Morgan stated that staff has prepared the attached report and would like the Planning Commissioners to review the report. She also stated the report is a draft and will continue in making revisions prior to submitting the report to the City Council. Ms. Morgan that she attached a narrative review of the city comprehensive plan with information regarding achievement of strategic objectives

Ms. Long commended staff for working diligently on the report.

Mr. Long asked city planner, Ms. Morgan for better lines of communication between the treasurer's office and city staff regarding the demolition of dilapidated buildings.

Mr. Long made a motion to pass the annual action report to the City Council with the addition of the revised summary. Motion was seconded by Ms. Long and carried by the following votes:

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

## V. Old Business

### A. Zoning Ordinance Revision Project

Ms. Morgan gave an update regarding the zoning ordinance revision project. Ms. Morgan stated she previously emailed Division 10, Designs and Use Standards, to the commissioners and is now in the process of completing Division 11 – Supplementary Regulations.

Ms. Morgan summarized Division 10 stating that adding new language is not necessary, however she has been reorganizing where the standards fall in the code. Ms. Morgan stated that there is no new language for standards on townhouses and changing the name from RT Overlay Zones to “standards required to be met.” She stated that standards for townhouses and manufactured homes will not change.

Ms. Morgan stated that there will not be any changes regarding the standards to landscaping.

Ms. Morgan summarized Division 11 – Fences and Walls, adding new language. She also reported that adding new language to Code Section 50-147 is not necessary, however made revisions to some of the existing language.

Ms. Morgan summarized the organizational revisions to Code Section 50-148 (Accessory Building). She stated that the City zoning ordinance does not permit accessory buildings on the side of the building. Ms. Morgan suggested adding new language permitting construction of accessory buildings in the side yard so long as it is constructed on the front wall of the house and meets the side setback requirements. Ms. Morgan reported a building permit will not be required for buildings less than 250 square feet.

Ms. Morgan gave examples for adding a definition of accessory dwelling units that will be allowed in R-2 and R-3 as long as the construction meets the City’s requirements.

Mr. Pollard asked about the difference between an accessory dwelling unit and a second residence. Ms. Morgan replied that an accessory dwelling unit will need to meet the requirements of being constructed as fifty percent of the square footage of the principal dwelling.

Ms. Long expressed concerns regarding multi-families living in one dwelling. Ms. Morgan suggested passing a definition of what constitutes a family to constrict the amount of unrelated individuals dwelling in one unit.

Mr. Wingard suggested that the city should not constrict the number of individuals living in a single unit dwelling.

### B. Report about Virginia Chapter of American Planning Association (VAPA) Annual Conference and Commonwealth Plan of the Year award.

Ms. Morgan reported that she recently attended the VAPA Annual Conference in Wintergreen, Virginia and accepted the Commonwealth Plan of the Year Award on behalf of the City of Bristol.

VII. Adjournment

There being no further business, the meeting was adjourned at 1:20 pm.

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Sally H. Morgan  
City Planner

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