

# Town of Ashland



## **Town of Ashland** Planning Commission Work Session Minutes January 11, 2012 – 6:30 p.m.

The Planning Commission of the Town of Ashland, Virginia held a work session on Wednesday, January 11, 2012, in the Town of Ashland Council Chambers located at 101 Thompson Street, Ashland, Virginia.

**Present:** Bob Brown, Chairman  
Alan Abbott, Vice-Chair  
Lou Ann Jewell  
Felix Stevens, III  
Bob Flanagan

**Absent:** None

**Others Present:** Nora Amos, Director,  
Planning and Community Development  
M. Bryant Phillips, Senior Planner  
Nancy Offersen, Administrative Assistant  
Andrea Erard, Town Attorney

### **CALL TO ORDER:**

Mr. Brown opened the Planning Commission work session at 6:30 p.m.

The Planning Commission reviewed the items on the agenda for the evening.

The Planning Commission expressed concern regarding the rezoning request by Randolph-Macon College for 303 Caroline Street to rezone the property from R-2 (Residential Limited) District to HE (Higher Education) District.

### **ADJOURNMENT:**

There being no other items, the work session was adjourned at 7:00 p.m.

Town of Ashland



**Town of Ashland**  
Planning Commission Minutes  
Minutes  
January 11, 2012 –7:00 p.m.

A regular meeting of the Planning Commission of the Town of Ashland, Virginia was held on Wednesday, January 11, 2012, at 7:00 p.m. in the Town of Ashland Council Chambers, located at 101 Thompson Street, Ashland, Virginia.

**Present:** Robert Brown, Chair  
Alan Abbott, Vice-Chair  
Felix Stevens, III  
Lou Ann Jewell  
Bob Flanagan

**Absent:** None

**Others Present:** Nora Amos, Director,  
Planning and Community Development  
M. Bryant Phillips, Senior Planner  
Andrea Erard, Town Attorney  
Dr. George Spagna, Council Liaison  
Nancy Offersen, Administrative Assistant

**CALL TO ORDER:**

Mr. Brown called the meeting of the Planning Commission of Ashland, Virginia to order at 7:00 p.m.

**ROLL CALL:**

Ms. Jewell	Here
Mr. Flanagan	Here
Mr. Abbott	Here
Mr. Stevens	Here
Mr. Brown	Here

**DETERMINATION OF QUORUM:**

Mr. Brown stated that a quorum was present.

**ELECTION OF CHAIR:**

Ms. Erard stated that it was the time for the election of officers and asked for nominations.

Mr. Abbott nominated Mr. Robert Brown as Chairperson. There being no further nominations, the nominations were closed.

It was the consensus of the Planning Commission that Mr. Brown shall be the Chairperson of the Planning Commission for calendar year 2012.

Mr. Flanagan, Aye; Ms. Jewell, Aye; Mr. Stevens, Aye; Mr. Abbott, Aye; and Mr. Brown Abstained.

**ELECTION OF VICE-CHAIR:**

Mr. Brown asked for nominations for the position of Vice-Chairperson.

Mr. Brown nominated Alan Abbott as Vice-Chairperson. There being no further nominations, the nominations were closed.

It was the consensus of the Planning Commission that Mr. Abbott shall be the Vice-Chairperson of the Planning Commission for calendar year 2012.

Mr. Flanagan, Aye; Ms. Jewell, Aye; Mr. Stevens, Aye; Mr. Abbott, Abstained; and Mr. Brown, Aye.

**APPROVAL OF AGENDA:**

Mr. Brown asked if there were any changes to be made to the Agenda; there were none.

**CITIZEN INPUT:**

Mr. Brown opened the floor for public comment.

There being none, Mr. Brown closed that portion of the meeting.

**PRESENTATION OF MINUTES:**

- A. October 12, 2011, minutes
- B. Novemberr 9, 2011, minutes

A motion was made by Ms. Jewell to approve the October 12, 2011, minutes and the November 9, 2011, minutes as presented.

**ROLL CALL:**

Mr. Stevens	Aye
Ms. Jewell	Aye
Mr. Flanagan	Aye
Mr. Abbott	Aye
Mr. Brown	Aye

With all Ayes, the motion passed.

**Public Hearings:**

**A. REZ11-0929 – Randolph-Macon College Rezoning – 303 Caroline Street**

Mr. Phillips presented the staff report as provided in the Planning Commission packet.

Mr. Phillips provided a handout submitted by the Applicant, which included proffers detailing the Applicant's intent to maintain the original appearance of the house and property. Photographs were provided of examples of alumni houses for various other colleges.

Mr. Phillips stated that staff has changed their recommendation from a recommendation of not approving the request to a recommendation of approval.

Mr. Phillips stated that in conclusion the original request to rezone was not consistent with the intent of the Comprehensive Plan:

- The property is designated as medium density residential,
- Some of the uses permitted in HE, such as dormitories, would not be appropriate for this land use classification.

The Applicant has submitted a Proffer Letter, which alleviates some of staff's concerns:

- Proffers have eliminated student housing as a permitted use on the subject property.

Staff recommends approval of this request with the submitted Proffers. The original recommendation was deferral to allow the Applicant time to work with staff on developing proffers.

Mr. Flanagan stated that there was reference to having no intention of doing an expansion at this time; and asked if there was anything that would prevent the College from tripling the size of the house in the rear of the building in the future.

Mr. Phillips stated that the College would not be able to encroach on the setbacks. Other than that, there is nothing in the rezoning or in the proffers that would prohibit them from expanding the existing dwelling.

Mr. Brown asked why the President of Randolph-Macon College's house, along with some of the building that is Campus Maintenance, is not zoned HE.

Mr. Phillips stated that the President's house is not zoned HE because it is used as a residence, and with regards to the other house; Mr. Phillips stated that he was not certain.

Mr. Brown stated that since there will not be anyone living in the structure located at 303 Caroline Street then there would be no use to leave it zoned R-2.

Mr. Brown opened the public hearing and asked if there was anyone from the College that would like to come forward and speak to the rezoning request.

*Mr. Paul Davies, Vice-President of Administration and Finance.*

Mr. Davies stated that with him was Ned Stiles of 301 Caroline Street and Diane Lowder, the Vice-President for College Advancement, who are present to support the rezoning request.

Mr. Davies stated that the Town has worked very well with Randolph-Macon College to help them provide several improvements, and with several more either under construction or planned for the future this request will allow these improvements and additions to be available to the community as well as the students.

Mr. Davies stated that Randolph-Macon College currently does not have a building for the College Alumni; they feel that 303 Caroline Street is the perfect location for the Alumni House because of its size, layout and proximity to the Presidents house.

Mr. Davies stated that with its proximity to the President's house the Town can be assured that it will be maintained at the highest level.

Mr. Davies stated that there are 175 alumni that live in Ashland.

Mr. Davies stated that the individual that donated 303 Caroline Street to Randolph-Macon College stipulated that this building be the home for the Alumni to be used as their home base when they are on the Campus.

*Mr. Ned Stiles, 301 Caroline Street.*

Mr. Stiles stated that he has lived at 301 Caroline Street for 45 years. Mr. Stiles spoke in favor of the rezoning request for 303 Caroline Street.

*Diane Lowder, Vice-President for College Advancement.*

Ms. Lowder stated that she oversees the Alumni relations for Randolph-Macon College and wanted to reiterate the importance of providing a space for the Alumni.

Ms. Lowder stated that the College is very sensitive to the concerns of the Planning Commission and the community, considering that this home will no longer be a residence.

Ms. Lowder stated that it is the intent of the College to keep the grounds beautifully landscaped as they do with the President's House; they do not want to change the character of the house.

Ms. Lowder stated that in working with the donor of the house at 303 Caroline Street it was stated that this house could not be used as a traditional office building, which would be a building full of offices. The first floor and most of the second floor will remain office free, but will have spaces for board meetings, for the Alumni Boards and lounges, or if Alumni come to the Town and need a space to work on his or her computer. And, the backyard will be beautifully maintained to host receptions.

Ms. Lowder stated that the College is aware that rezoning this house would remove it from the tax rolls; the College feels that this Alumni house would engage more Alumni to come back to homecomings, and reunions and those types of events with the hopes of staying at local hotels and eat at local restaurants, and shop the local businesses. This is hoped to offset the loss of local tax revenue.

Ms. Lowder stated that she has worked at other colleges and has never seen a closer relationship as the College has with the Town and they would not propose anything that would jeopardize the relationship between the College and the Town.

Mr. Brown opened the floor and asked if there was anyone from the public that would like to speak.

*Hayes Hanley, 306 College Avenue.*

Mr. Hanley stated that he moved to Ashland in 1976, and stated that the College has been a wonderful neighbor; however, Mr. Hanley stated he would like to speak in opposition of the request, stating that in the last 20 years he has seen that the College has taken over several of the residential properties and it was his opinion that as this takes place there is a diminution of that neighborhood as a residential neighborhood, and one cannot help but wonder when this is going to stop. Mr. Hanley asked the Planning Commission to stand up for the residential community.

Mr. Brown asked which houses Mr. Hanley was referring to when he spoke of the College taking over several of the residences.

Mr. Hanley stated that all of the beautiful houses along the railroad tracks across from the College were mostly residential, all of which would be beautiful alumni houses, and have the same homey character as the residence on Caroline Street.

Mr. Hanley stated that there were also several locations on College Avenue, and there was one on Randolph Circle in College Park.

*Ms. Roseanne Shalf, 305 College Avenue.*

Ms. Shalf stated that she is an alumni and a donor, and she is speaking in opposition to the rezoning of 303 Caroline Street.

Ms. Shalf stated that when a residence is converted into an office there is no one at that location in the evenings, no one there to interact with the community, no one there on the weekends, and it is deadening for the neighborhood.

Ms. Shalf stated that when the College purchased the house behind Duncan Memorial for offices and the Counseling Center, it was as very natural boundary for the College to purchase, and the College stated that it would be just this house and they would not purchase any more houses in the neighborhood. Then they purchased some houses at College Park and to ensure that the students were safe going back and forth to College Park they removed the buffer between the College and the neighborhood and installed bright lights, which is not conducive to a neighborhood community.

*Mr. Jack Douglas, 204 College Avenue.*

Mr. Douglas stated that it was his opinion that they are good friends with the College, they donate to the Music Department, and it was also his opinion that he works well with Ms. Lowder in bringing in musical events.

Mr. Douglas stated that he is not opposed to the idea of an alumni house and some people visiting the campus and staying in the house does not create opposition for him; he is opposed to spot zoning especially after all the work that was done on the Comprehensive Plan and the College Master Plan and this location being zoned R-2.

Mr. Douglas stated that he and his wife would like to see a family live upstairs so that there is at least a fulltime resident at that location.

Mr. Douglas read the following: Spot zoning; Illegal spot zoning occurs when the purpose of a zoning ordinance or rezoning amendment is solely to serve the private interest of one (1) or more land owners rather than to further a localities welfare as part of an overall zoning plan that may include a concurrent benefit to private interest; Riverview Farm Associates versus Board of Supervisors in Charles City.

Mr. Douglas stated that in short, he is not opposed to what the College would like to do, but rather that they would like to rezone the property.

Mr. Douglas asked the Planning Commission if there was a way for the College to use the property as they would like without rezoning it to HE.

Mr. Brown asked Mr. Douglas if his house backed up to a parking lot that is owned by the College.

Mr. Douglas confirmed and stated that it was the back of the Performing Arts Center.

Mr. Brown asked if the house behind Mr. Douglas was zoned R-2.

Mr. Douglas stated that they look out at the Campus Safety Office which is zoned R-2.

Mr. Douglas stated that further down the street the house next to his, which is the Raglin-Henry House, is zoned HE

Mr. Douglas stated that across the street towards the Duncan Memorial Methodist Church, there is a Greek sorority house that is zoned HE as well as the sorority house at the corner that is also zoned HE. Mr. Douglas stated that this is totally different than this residential area that the College would like to rezone.

Mr. Flanagan asked Mr. Douglas why he feels that it is different.

Mr. Douglas stated that they look out at a parking lot; they knew that when they purchased the house, it is not an issue; they knew that the College also owned it when they purchased their house and then there is the church and then there is the sorority house where people live. These are existing conditions and if one should go around the corner there is the College Visitors Center, a church that is used for concerts and the bottom line is that it is very public, and there is no issue with public for HE Zoning. This area is a distinctly residential neighborhood.

*Mr. Rob Bickford, 205 College Avenue.*

Mr. Bickford stated that he is happy to have Phi Cap next to them; they were aware of it being there when they purchased the house 12 years ago, and they are supporters of the College.

Mr. Bickford stated that he agreed with everything that everyone has already said and that he too was opposed to the rezoning of 303 Caroline Street.

Mr. Bickford stated that the corner house at the end railroad crossing at the corner of where College Avenue ends is a beautiful house and would make a beautiful Alumni House.

*Kervi Valentine, 11218 Cross Corner Road.*

Ms. Valentine stated that she is an alumna of Randolph-Macon College, and came to the College in 1978 and has a daughter who just graduated from the College.

Ms. Valentine spoke in favor of the Alumni House, and the request to rezone the property.

*Mr. Tom Bass, 409 Henry Clay Road.*

Mr. Bass stated that he came to Ashland in 1950 as a freshman at Randolph-Macon College, and worked as a student in the alumni department. Mr. Bass spoke in favor of the Alumni House and the rezoning request.

*Ms. Linda McGovern, 302 College Avenue.*

Ms. McGovern spoke in opposition of the rezoning request.

Ms. McGovern stated that their home backs up to 303 College Avenue, her grandfather built the house in 1924 and four (4) generations of her family have lived at this residence.

Ms. McGovern stated concerns regarding what will happen when Mr. Bob Lindgren, President of Randolph-Macon College, leaves the College.

There being no further comment, Mr. Brown closed the public hearing.

Mr. Flanagan asked if the College could use the first floor and exterior for alumni functions under the current zoning.

Ms. Amos stated that it was a good question, and that none of the requested uses are defined when it is rezoned to HE, the alumni house becomes a part of the College use.

Ms. Amos stated that as she is going through the R-2 Zoning and HE Zoning and comparing the different uses that are allowed, most all of the uses are exactly the same:

- In the R-2 Zoning instead of colleges, public and private schools are allowed.
- In the R-2 Zoning, accessory apartments are allowed; in the HE Zoning a fraternity house is allowed, which the College is proffering out; a community center is allowed which would be similar to the alumni house; and a bed and breakfast is allowed within the R-2 District. The only item allowed in the HE that would not be allowed in the R-2 District is a wireless communication tower.

Mr. Flanagan asked if there was anything that would prohibit the College from the uses that they are requesting with the zoning as it is today.

Ms. Erard stated that if the College wants to have the occasional person come to the house and read or have the occasional social function, then these are similar things that residential properties also engage in.

Mr. Flanagan asked if the office space on the second floor was the big question.

Ms. Erard stated that this was correct and the use for a college facility.

Ms. Amos read the description of a community center as follows:

A building which may include outdoor areas used for recreation, social, educational and or cultural activities, owned and operated by government agencies, civic association or other non-profit entities, which the College is considered to be a non-profit entity, when such uses serve residence of adjacent residential community and is not operated for commercial purposes, with a Conditional Use Permit.

Ms. Jewell asked for clarification on what renovations would be made to the property.

Ms. Lowder stated that the house needs painting and rotten wood repair; the heating system needs to be updated. The character of the house will remain the same, the College would have to make the downstairs bathroom ADA accessible, and in the back of the house, the porch was enclosed and the plan is to open that back up to display the beauty of the back of the house. The kitchen would be upgraded also to be a warming kitchen for catering, and then a required handicap ramp off of the back of the house, so that it is not visible from the front of the house.

Ms. Lowder stated that the President mentioned to her that if the house can be utilized as they would like with the R-2 Zoning then they can work with that.

Mr. Flanagan asked about the lighting in the backyard.

Ms. Lowder stated that the lighting would be directed downward and would welcome input from the backdoor neighbors to ensure that the lighting is not shining into their bedrooms.

There was a concern of potential expansions to the house.

Ms. Lowder stated that it was her opinion that the President would be willing to proffer that there would be no expansions to the building or parking lots in the back of the property.

There was discussion of being specific in the proffers of having a front porch light on instead of wording that states that there will be lighting in the front.

There was discussion of time limitations for events, and noise restraints.

Ms. Jewell stated that she did not feel comfortable voting to approve this request to HE Zoning because it is a residential area.

Ms. Jewell stated she would like to have staff research whether the other alumni houses at other colleges are zoned HE or residential.

Mr. Abbott stated that in the Comprehensive Plan, one of the items focused on was to try to get more high-end housing in Ashland and this takes one of our higher end houses off of the market, and therefore would not vote to change the use to HE.

There was discussion of having staff work with the Applicant and see if their uses can be utilized in the R-2 Zoning and the concerns that the neighbors have shared.

Ms. Shalf came forward to emphasize that where the President of R-MC's house is located, there is a clear line of residential zoning, and if this is rezoned and a new President chooses not to live in this house, and the spot zoning is approved there is an opportunity for the College to request rezoning on the President's house to HE Zoning since the parcel next to it is HE Zoning, which could create a domino effect.

Ms. Amos asked Ms. Shalf if she was in favor of the use.

Ms. Shalf stated that she is in favor of the use; she would like to see a family living in the house as a caretaker and then the use as an alumni office similar to the way the President's house is being used.

There was discussion of wanting a proffer stating that the building envelope stays the same and lights on so that it appears that the house is being lived in.

Ms. Jewell asked Mr. Davies what the College currently uses for alumni events.

Ms. Lowder stated that their offices are on Center Street, but if they have an alumni event then they use the parking lot at the Brock Center. They have put up tents in locations, the upstairs of the dining hall, which will seat approximately 100 or convert the gymnasium and Brock Center into a space to accommodate the event, or they use the old Crenshaw Gymnasium.

A motion was made by Mr. Abbott to defer the request by **Randolph-Macon College to rezone 303 Caroline Street from R-2 Zoning to HE Zoning** for one month to allow staff time to work with the Applicant on the request.

**ROLL CALL:**

Mr. Abbott	Aye
Mr. Stevens	Abstain
Ms. Jewell	Aye
Mr. Flanagan	Aye

Mr. Brown                      Aye

With all four (4) Ayes, and one (1) Abstention, the motion passed.

A motion was made by Ms. Jewell to deny the rezoning request by Randolph-Macon College to rezone 303 Caroline Street from R-2 Zoning to HE Zoning.

Ms. Jewell withdrew her request to deny the rezoning request by Randolph-Macon College to rezone 303 Caroline Street from R-2 Zoning to HE Zoning.

B. **ORD2011-08** – is an ordinance to amend The Code of the Town of Ashland, Chapter 21 “Zoning”, Article XIX “Off-Street Parking.”

Mr. Phillips reviewed the ordinance amendment as presented in the Planning Commission packet.

Mr. Phillips reminded the Planning Commission that this ordinance was first heard at the November 9, 2011, Planning Commission meeting to address and amend regulations pertaining to the following:

- The amount of off-street parking required
- Front yard parking
- Shared parking
- Bicycle parking

Mr. Phillips stated that staff believes that the proposed amendments address many of the issues with off-street parking that the Planning Commission had identified; and that the proposed amendments would make it easier for staff to interpret and implement the off-street parking ordinance. Therefore, staff is recommending approval of this ordinance amendment request.

There was discussion of the different lot sizes and the amount of parking that would be allowed in a front yard along with concerns of forcing people to park on the streets, which may not be wide enough to handle the quantity of vehicles and emergency vehicles to be able to pass between them.

There was discussion of changing the language on page 44; number three (3) of the Planning Commission Packet; *if the lot is less than 50 feet wide, the Zoning Administrator determines that it is infeasible to pave less than 40 percent.*

Ms. Amos stated that the wording in number three (3) would affect the new homes that are being built; to protect the older homes that are closer to the street and do not have the prescribed setbacks wording could be added.

There was discussion of adding another criterion to the amendment; that an approved landscape plan be submitted to the Zoning Administrator, which shall include trees and bushes.

There was discussion on the maximum percentage of front-yard parking.

A motion was made by Mr. Brown that the language in Sec. 21-199.1-(b) (3) be changed from *less than 40 percent* to *less than 30 percent and landscaping site plans be required with new applications*.

**ROLL CALL:**

Mr. Stevens	Aye
Ms. Jewell	Aye
Mr. Flanagan	Aye
Mr. Abbott	Aye
Mr. Brown	Aye

With all Ayes, the motion passed.

C. **ORD2011-09** – is an ordinance to amend The Code of the Town of Ashland, Chapter 21 “Zoning,” Article XXV “Supplemental Regulations.”

Mr. Phillips presented the staff report as provided in the Planning Commission packet.

Staff believes that the proposed amendments will:

- Address issues that have been identified in the Town,
- Prevent potential issues from arising in the future,
- Address issues or items that have not yet occurred in the Town but are becoming prevalent in other localities, and
- Address items that do not cause issues but should still be addressed in the Town Code.

Staff is recommending approval of this ordinance amendment request.

Mr. Brown opened the public hearing and asked if there was anyone that would like to come forward and speak for or against this ordinance amendment.

There being none, the public hearing was closed.

There was discussion in **Chapter 21, “Zoning” Article XXV, “Supplemental Regulations”** of extending the time allowed to have a “pod-type” container on the property from 15 consecutive days and no more than 30 calendar days per year, to changing it to 30 consecutive days and then the resident could apply to have an extension depending on the circumstances.

There was discussion regarding **Sec. 21-274 (b), Yard sales**; there was discussion of changing the language that states, *“Goods intended for sale shall not be stored or displayed in the front or side yards of a dwelling except on the day of the sale”* to allow one day prior to the day of the sale; as well as **(c), Yard sales will be permitted with an interval of at least one month between sales**, to be changed to a specific number of times per year. This is to avoid the perpetual yard sale person who leaves their items out in the middle of the yard every single day.

There was discussion regarding **Sec. 21-275 (2), Temporary family health care structures**, *“The structure is limited to one (1) occupant who shall be the mentally or physically impaired person*, perhaps change the language to allow one occupant and the caretaker.

Ms. Amos stated that the State is telling the localities that they must be permitted and they are giving the localities guidelines by how they can permit them and limit them and if there is someone in a condition where they need 24-hour care, then this is not the type of facility that they should be staying in.

Ms. Amos stated that the Town already has an allowance for accessory dwelling uses, this is specifically based on a medical use only and the State is saying that if a resident comes to the locality and has a medical use that the locality must allow the individual to live in this type of dwelling.

There was discussion of whether the individual living in the temporary dwelling must be a family member, and that nothing prevents the scenario of a professional healthcare provider putting a temporary structure in the backyard and bringing in an individual that is non-family related and then when that individual moves on they bring in another individual that is in need of medical attention and they could make a profession of caring for individuals in their backyard.

Ms. Amos stated that she felt that this concern would be covered under section **(c), The applicant and the landowner, if different from the applicant, of the temporary health care structure shall provide a written report showing compliance with this section, annually to the zoning administrator.**

There was discussion regarding adding language for cell towers in the section that speaks of standards for telecommunication towers and related facilities to inform the Town if they discontinue using their towers.

Mr. Brown requested that there be language added to reference the Lighting Code in **Sec. 21-269, Gas Stations.**

Mr. Brown requested that language be added to **Sec. 21-277, Standards for telecommunications towers and related facilities**, to not allow towers that try to resemble “trees.”

A motion was made by Ms. Jewell to recommend **ORD2011-09, - an ordinance to amend The Code of the Town of Ashland, Chapter 21 “Zoning,” Article XXV “Supplemental Regulations,”** with all suggested amendments as follows:

- **Chapter 21, “Zoning” Article XXV, “Supplemental Regulations,”** amend the language regarding the time allowed to have a “pod-type” container on the property from *15 consecutive days and no more than 30 calendar days per year*, to 30 consecutive days, and then the resident could apply to have an extension depending on the circumstances.
- **Sec. 21-274 (b), Yard sales;** amend the language that states, *“Goods intended for sale shall not be stored or displayed in the front or side yards of a dwelling except on the day of the sale”* to allow one day prior to the day of the sale; as well as **(c), Yard sales will be permitted with an interval of at least one month between sales,** to be changed to a specific number of times per year. This is to avoid the perpetual yard sale person who leaves their items out in the middle of the yard every single day.
- **Sec. 21-269, Gas Stations,** add language to reference the Lighting Code.
- **Sec. 21-277, Standards for telecommunications towers and related facilities,** add language to forbid towers that try to resemble “trees.”

**ROLL CALL:**

Mr. Flanagan	Aye
Mr. Abbott	Aye
Mr. Stevens	Aye
Ms. Jewell	Aye
Mr. Brown	Aye

With all Ayes, the motion passed.

**ACTION ITEMS:**

**A. Lanced & Bridle Club Properties Preliminary Subdivision Plat – SP11-1121**

Mr. Phillips reviewed the Subdivision Plat as presented in the Planning Commission packet.

Mr. Phillips stated that in conclusion, the Preliminary Plat addresses comments provided by Staff and the Hanover Department of Public Utilities; and appears to meet the intent of the Single Family Medium Density Residential land use classification; and staff is recommending approval of the Preliminary Plat dated November 21, 2011, and revised on January 4, 2012.

Ms. Jewell asked if the road names on the Preliminary Plat were the approved road names.

Mr. Phillips stated that the road names will go to the Richmond Regional Planning District Commission for approval and staff has not heard anything to date.

A motion was made by Ms. Jewell to approve the Lance & Bridle Club Properties Preliminary Subdivision Plat – SP11-1121 dated November 21, 2011, and revised January 4, 2012, as presented.

**ROLL CALL:**

Ms. Jewell	Aye
Mr. Flanagan	Aye
Mr. Abbott	Aye
Mr. Stevens	Aye
Mr. Brown	Aye

With all Ayes, the motion passed.

**REPORT OF COMMITTEES:**

**Town Council** – George Spagna

Dr. Spagna stated that the recent Town Council Actions are listed in the Planning Commission packet.

Dr. Spagna stated that the International Dark Skies Association and the Industrial Lighting Association was working on a recommended lighting model that could be adopted by localities and it has been finalized, and recommendations will be forthcoming to the Planning Commission on how to modify the Town's lighting ordinances.

**Ashland Main Street Association** - Nora Amos

Ms. Amos stated that the Ashland Main Street Association will hold a business round table on Wednesday January 18, 2012, at Ashland Coffee and Tea.

**Economic Development Authority** – Nora Amos

Ms. Amos stated that Economic Development Authority will be meeting tomorrow, January 12, 2012, to discuss their Revitalization Grant Program, and they will discuss keeping the application period open as a revolving type program.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

None.

**UP COMING ITEMS:**

February Meeting – Sign Ordinance.

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 9:30 p.m.