

Town of Ashland



Town of Ashland
Planning Commission Work Session
Minutes
June 13, 2012 – 6:30 p.m.

The Planning Commission of the Town of Ashland, Virginia held a work session on Wednesday, June 13, 2012, in the Town of Ashland Council Chambers located at 101 Thompson Street, Ashland, Virginia.

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

Absent: None.

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

CALL TO ORDER:

Mr. Brown opened the Planning Commission work session at 6:40 p.m.

The Planning Commission reviewed the items for the Planning Commission meeting scheduled for 7:00 p.m.

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
June 13, 2012 –7:00 p.m.

A regular meeting of the Planning Commission of the Town of Ashland, Virginia was held on Wednesday, June 13, 2012, at 7:00 p.m. in the Town of Ashland Council Chambers, located at 101 Thompson Street, Ashland, Virginia.

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

Absent: None.

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

CALL TO ORDER:

Mr. Brown called the regularly scheduled Planning Commission meeting 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.

APPROVAL OF AGENDA:

Mr. Brown asked if there were any amendments 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. March 14 , 2012, minutes**
- B. April 11, 2012, minutes**

A motion was made by Mr. Abbott to approve the March 14, 2012, and April 11, 2012, minutes as presented.

ROLL CALL:

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

With all Ayes, the motion passed.

Ms. Amos stated that she would like to add a couple of items to the “Upcoming Items” portion of the agenda:

- 1.) The Lighting Ordinance
- 2.) To schedule a work session to discuss the proposed amendments to the Comprehensive Plan.

Upcoming Items:

- A. Tractor Supply Rezoning – August Meeting**

Clark Jones, III – 9800 Jeb Stewart Parkway, Richmond, VA 23509.

Mr. Jones stated that he has been working for Tractor Supply for six (6) years and it has taken him as many years to find a site in Ashland that would be of interest to Tractor Supply.

Mr. Jones stated that they are working on developing a site plan with hopes of filing a zoning application in either August or September 2012.

Mr. Jones stated that the proposed site is directly behind the Sherwin Williams Store on Junction Drive.

Ms. Amos stated that this is the only site in that area that is zoned M-1 (Limited Industrial) and is adjacent to B-2 and Sedgefield, as well as the planned shopping center being the Wal-mart property.

Ms. Amos stated that the applicant would be coming to the Planning Commission for a rezoning request from M-1 (Limited Industrial) to B-2 (Highway Commercial).

Ms. Amos stated that Mr. Jones is presenting the Planning Commission a preliminary site drawing as well as the drawings showing the elevation for the proposed building.

Mr. Brown asked where the nearest Tractor Supply Store was located.

Mr. Jones stated that it is in the Hanover Village Shopping Center in Mechanicsville, Virginia.

B. Lighting Ordinance Amendment

No discussion took place.

Public Hearings:

- A. ORD2012-07** – an ordinance to amend The Code of the Town of Ashland, Chapter 21 “Zoning,” Article XVI “Planning Developments,” Division 4 “Planned Shopping Center District PSAC,” Sec. 21-173. “Use Regulations,” to add paragraph (u) to permit convenience store with fuel sales with a Conditional Use Permit. The proposed ordinance amendment would also permit an additional monument sign per Sec. 21-211 (b), not to exceed 64 square feet in area and eight (8) feet in height.

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

Mr. Phillips stated that staff is proposing to add “(v) *Fuel sales, as a necessary use to a grocery store or retail warehouse with a conditional use permit*” in addition to language regarding an additional free standing sign up to 30 square feet in area and eight feet in height.

Mr. Phillips stated that it was the opinion of staff that fuel sales are an appropriate use for the PSC District, and that retail fuel centers are becoming more common within commercial shopping centers.

Mr. Phillips stated that staff does understand that there may be a concern about an additional sign; however in the PSC District, the applicant is required to have a minimum of five (5) acres for such properties, which allows plenty of space for the signs to be spaced apart and not clustered together.

Mr. Phillips stated that requiring a Conditional Use Permit would allow staff and the Town Council to include conditions to ensure that such uses are consistent with the character and the uses of the area as well as landscaping, lighting, traffic concerns and any other concerns that may arise.

Mr. Phillips stated that staff does recommend approval of this request as amended by staff.

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

Jennifer Mullen, with Williams-Mullen representing Giant Food Stores doing business as Martins.

Ms. Mullen stated that she wrote a letter requesting a deferral.

Ms. Mullen stated that they are working through various items that have come up throughout the weeks and getting various diagrams so that the Planning Commission can see them as well as working with the various adjacent property owners as they work on the Master Plan.

Ms. Jewell asked Ms. Mullen how many fuel pumps they were proposing.

Ms. Mullen stated that there are four (4) islands which would provide eight (8) pumps.

Mr. Brown stated that the Planning Commission is just discussing the ordinance amendment and could discuss the other areas when discussing the Conditional Use Permit.

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

Mr. Flanagan asked if there was there a legal standing for the term "close proximity".

Ms. Erard stated that it would be a decision for the Zoning Administrator.

Mr. Flanagan asked if there was anything that would clarify what can be on the signs.

There was discussion regarding what could be allowed on the signs.

Ms. Amos suggested that the Ordinance be deferred to allow staff time to clarify the sign questions and bring it back to the Planning Commission.

Mr. Abbott suggested that the size of the building be considered for allowing a fuel center, as it may not be a good choice to allow one in a small shopping center.

Ms. Amos stated that for a grocery store they could add a size limitation but to do that for a convenience store would be more challenging.

Ms. Amos stated that this ordinance simply allows an applicant to come before the Planning Commission to ask if they may be able to have a fuel station.

Discussion ensued regarding the pros and cons of the text of the ordinance.

Ms. Amos stated that staff does not have an issue with removing the wording under “(u)” and it can be discussed when it comes up in the future.

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

A motion was made by Mr. Flanagan to defer action on Ord2012-07 to allow staff an opportunity to research signage issues as discussed.

ROLL CALL:

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

With all Ayes, the motion passed.

B. CUP12-0507 Giant Food Stores, LLC a request for a Conditional Use Permit in accordance with Sec. 21-173(u) of the Town Code to allow for retail fuel sales on the property identified as GPIN 7880-01-7978. The property is currently zoned PSC (Planned Shopping Center District), and is the Ashland Hanover Shopping Center located at the northeast corner of the intersection of England Street and Washington Highway. The Comprehensive Plan designates this property as appropriate for interstate commercial uses.

C. REZ12-0507 Giant Food Stores, LLC an amendment request for a previously approved master plan (REZ10-0908) to allow for a retail fuel

center on the property identified as GPIN 7880-01-7978, consisting of +/- 19.01 acres,. The property is currently zoned PSC (Planned Shopping Center District), and is the Ashland Hanover Shopping Center located at the northeast corner of the intersection of England Street and Washington Highway. The Comprehensive Plan designates this property as appropriate for interstate commercial uses.

Mr. Phillips stated that he has combined his presentation for the Conditional Use Permit and the Rezoning request into one presentation because they are similar applications and correspond with each other. Mr. Phillips then reviewed them as presented in the Planning Commission packet.

Mr. Phillips stated that approval of the Conditional Use Permit and the Rezoning request are contingent upon the approval of ORD2012-07 that was just deferred, and the Conditional Use Permit and Rezoning request would be approved in conjunction with each other as well.

Mr. Philips stated that the Applicant is still working on amending the final Master Plan and the exact location and orientation of the fuel center as the Applicant would like to ensure that the fuel center is located in an area that would have minimal impact on traffic and parking in the shopping center.

Mr. Phillips stated that action be deferred on both of these requests until the July 11, 2012, Planning Commission meeting.

Proffers and Conditions:

- The proffers and conditions from the previous rezoning and Conditional Use Permits would still apply to the subject property
 - Many of these proffers should have little or no impact on the proposed fuel center.
- No proffers have been submitted with this rezoning request
- Conditions for this Conditional Use Permit request would be finalized once the site layout has been determined and submitted.

Mr. Phillips stated that staff recommends deferral of both the Conditional Use Permit and the Rezoning request to all allow the Applicant time to complete the amended master plan and determine the exact location of the proposed fuel center; and to allow staff and the Applicant time to consider and address potential traffic and parking concerns within the shopping center.

Mr. Brown opened the public hearing.

Ms. Mullen came forward to answer any questions.

Mr. Flanagan stated it was his opinion that the Applicant should review the fact that the EVB Building has the ingress and drive-thru and that the Applicant would take that into account. One of Mr. Flanagan's concerns in reviewing one of the earlier renderings was that people coming into or leaving one of the pumps could create a potential for accidents; also he was hoping that the Applicant would take into account snow, because the last time that Ashland had a lot of snow, there was approximately a 20 foot pile of snow and that is in height with a much greater width, and where would that snow be located in the event of another winter with snow.

Mr. Brown stated that he would like to have the Applicant consider saving the trees along Route 1 and consider the landscaping within the parking lot along with pedestrian walkways for individuals going to the drycleaners and EVB Bank Building.

Mr. Brown stated that he would be very interested in the details of the plan, which he would hope to include non-evasive lighting and a very nice looking layout.

Ms. Amos stated that staff has a picture of what the proposed project would look like, which is a copy of the fuel center at West Park located at West Broad and Pemberton and gave apologies for not providing it to the Planning Commission, but will send it out to the Planning Commission for review.

Ms. Mullen stated that they also included a set of elevations with their Application submittal.

Mr. Brown asked what would be shown in the site plan submittal.

Ms. Mullen stated that it would include the entire shopping center along with the circulation route and the landscape that would remain and be installed, along with a walking route and the property line of the EVB Bank.

Ms. Jewell also expressed a concern for the pedestrians that visit the EVB Bank building and asked if the Applicant considered a plan "B" for a location for the fuel center, such as the side closest to Route 1, leaving the trees but having a nice frontage on Route 1 as well as not being in the middle of the parking lot.

Mr. Stevens asked what the hours of operation would be for the fuel center.

Ms. Mullen stated that the hours would be the same as the grocery store.

Mr. Stevens stated that obviously the Applicant would not be doing this if it was not beneficial to their business and asked how much traffic they expected their convenience center to produce.

Ms. Mullen stated that it is beneficial to business, as they see it as an extension of their customer service with their points program to lure people back in and they usually see approximately 50 percent of their traffic coming from the grocery store.

Mr. Stevens asked if there was a calculation of number of vehicles per hour.

Ms. Mullen stated that they had traffic engineers working on that study and will get those numbers for the Planning Commission.

Mr. Stevens stated that currently there is only one exit from that shopping center and it is currently very difficult to get into and out of that parking lot, his concerns are not from just inside the parking lot but also getting in and out with the additional traffic.

Mr. Stevens added that he would like to have the Applicant consider the students from Randolph-Macon College walking to the shopping center to shop and eat and that the Applicant ensure that there is safety in their travel when working on the site plan.

A motion was made by Mr. Brown to continue the public hearing for CUP12-0507 and to defer this item until the July 11, 2012, Planning Commission meeting.

ROLL CALL:

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

With all Ayes, the motion passed.

Mr. Brown opened the public hearing for REZ12-0507 Giant Food Stores, LLC, and asked if there was anyone from the public that would like to speak for or against this Application.

There being none.

A motion was made by Mr. Flanagan to continue the public hearing for REZ12-0507 and to defer this item until the July 11, 2012, Planning Commission meeting.

ROLL CALL:

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

With all Ayes, the motion passed.

D. ORD2012-08 is an ordinance to amend The Code of The Town of Ashland, Chapter 21 “Zoning,” Article XIII “Limited Industrial District M-1,” Sec. 21-124. “Height Regulations,” by deleting Sec. 21-124(b)(4). The language proposed to be deleted states that buildings exceeding thirty-five (35) feet in height may be permitted with a conditional use permit provided that the property has frontage along Hill Carter Parkway, and is located south of England Street and north of Ashcake Road.

Mr. Phillips reviewed the Ordinance amendment request as presented in the Planning Commission packets.

Mr. Phillips stated that staff does support the proposed ordinance amendment and it was staff’s opinion that such exceptions should not be limited to properties along Hill Carter Parkway as there are many other M-1 properties within the Town.

Mr. Phillips stated that this condition could potentially prevent a valuable business from locating within the Town and any request to exceed the 35 foot height maximum would still be required to obtain a Conditional Use Permit and would still be subject to the remaining conditions as set forth in Sec. 21-124.

Ms. Jewell asked what the height restrictions are for the area of Hanover County coming into the southern area of the Town of Ashland.

Mr. Phillips stated that he did not know but that staff would research that information for the Planning Commission.

Mr. Brown opened the public hearing and asked if there was anyone that would like to come forward to speak for or against the case that is being presented.

Cameron Wood – representing the owner of the Virginia Truck Center.

Mr. Wood stated that the passing of the Ordinance is very important to himself as well as the Applicant to allow them to build on an 82 acre parcel of land that is zoned M-1 and located in the northern area of Ashland on Route 1.

There being no further comments, the public hearing was closed.

A motion was made by Mr. Flanagan to recommend to the Town Council, approval of ORD2012-08 as recommended by staff.

ROLL CALL:

Mr. Abbott	Aye
Mr. Stevens	Aye
Ms. Jewell	Aye

Mr. Flanagan Aye
Mr. Brown Aye

With all Ayes, the motion passed.

E. CUP12-0529 Virginia Truck Center of Richmond requests a Conditional Use Permit in accordance with Sec. 21-124(b) of the Town Code to allow for a building that exceeds thirty-five (35) feet in height on the property identified as GPIN 7881-21-6314, consisting of +/- 83.72 acres. The property is currently zoned M-1 (Limited Industrial District), and is located on the eastern side of North Washington Highway, approximately one-half (0.5) mile north of Jamestown Road. The Comprehensive Plan designates this property as appropriate for office and industrial uses.

Mr. Phillips reviewed the Conditional Use Permit request as presented in the Planning Commission packet.

Mr. Phillips stated that the Applicant has requested a height exception of up to 50 feet.

Mr. Phillips stated the Sec. 21-124(b) sets forth the criteria for granting a Conditional Use Permit to exceed a 35 foot height maximum; and that the criteria primarily include additional setback requirements.

Mr. Phillips stated that the proposed conditions for this Conditional Use Permit are as follows:

- The height of the proposed building shall not exceed 50 feet in height.
- All portions of a building or structure over 35 feet in height are set back from properties designated for residential use by the Comprehensive Plan a minimum of three (3) feet for each one (1) foot of height.
- All portions of a building or structure over 35 feet in height are set back from all public Rights-of-Ways a minimum of two (2) feet for each one (1) foot in height.
- All portion of a building or structure over 35 feet in height are set back from all other property lines a minimum of one (1) foot for each one (1) foot in height.
- The applicant shall participate as necessary in the recordation of the Conditional Use permit in the Hanover County Circuit Court.

Mr. Phillips reviewed the history of the rezoning of the property being discussed for the benefit of the Planning Commission along with the proffers that were attached to the property at that time of the rezoning which include: landscaping, screening and buffering, transportation improvements, use limitation, and architectural features.

Mr. Phillips stated that there has not been an official plan of development submitted at this time; however, prior to the development or construction on this property, a site plan in accordance with the Article XVII of the Town Code must be submitted for review and approval; and as a part of the review of this site plan, the property would also be subject

to the conditions of this Conditional Use Permit, Sec. 21-124(b) as well as the proffers that were approved with the rezoning.

Mr. Phillips stated that staff does support the Conditional Use Permit request to allow the proposed building to exceed the 35 foot height limit up to 50 feet. Staff believes that the recommended Conditional Use Permit conditions from Sec. 21-124(b), and proffers from rezoning should reduce any potential adverse impacts on adjacent properties.

Mr. Phillips stated that approval of this Conditional Use Permit request is contingent upon approval of Ord2012-08.

Mr. Brown stated that in other circumstances the Planning Commission would probably not grant an approval without seeing the design, the footprint of the building, the location, access to the property, etc. The Planning Commission at this time is simply approving that the applicant can build a taller building.

Mr. Brown stated that it was his desire that the Planning Commission is not setting precedent that they would be approving projects without first seeing them.

Ms. Amos asked if the Planning Commission was aware of what the setbacks would be because of the conditions.

There was discussion on the location of the building and the setback requirements.

Mr. Brown opened the public hearing and asked if there was anyone that would like to come forward to speak for or against the case being presented.

Cameron Wood – Representing the owner of Virginia Truck Center of Richmond, the Applicant and the owner of the approximately 84 acres.

Mr. Wood handed out a copy of the elevations of the proposed structured being discussed.

Mr. Wood stated that this building would be set back from the interstate on approximately 40 acres; the owner would not have any frontage on U.S. Route 1. There would be a street built into the property for access from U.S. Route 1 which would be a new Town street; there would be landscaping according to the original proffers from the original rezoning as well as landscaping around the building.

Mr. Wood stated that this building would be the latest technology in the structure and in the interior in material handling; and would hold 350,000 square feet of material space with the least amount of traffic generation.

Mr. Wood stated that this building would be part of the “green” process of building and would have as much “green technology” as they can put into it. The roof would be a

reflective type roof to minimize the energy uses within the building, it will be 100 percent conditioned inside for the employees.

Mr. Wood stated that they are anticipating approximately 250 new jobs with this distribution center.

Mr. Wood stated that the interior would not be more than two (2) stories tall.

There was discussion of the proposed arrangement of the structure on the site.

Mr. Flanagan asked if this Conditional Use Permit request is passed, would the applicant present a full site plan to the Planning Commission.

Ms. Amos stated that the Applicant would come back with a full site plan but that would be an administrative review; they would come back to the Planning Commission with a preliminary plat because it will be a major subdivision because of the infrastructure that they would be installing and the preliminary and final plat would then go to the Town Council.

Mr. Flanagan asked if this project is approved and then down the road this Applicant decides that they are not going to follow through with the project; would it be an administrative process for the next applicant.

Ms. Erard stated that Mr. Flanagan was correct.

Ms. Amos stated that if the Planning Commission would like to add a condition, then they could add that the 50 foot would only be allowed on manufacturing or distribution buildings.

Mr. Flanagan stated that part of his concern was potential traffic issues on U.S. Route 1.

Ms. Amos stated it was her opinion that any traffic concerns that may arise have been fully addressed in the 1999 proffers; and staff has a way to monitor that, which is attached to the proffers and would continue on with the property.

Ms. Amos stated that staff could require a traffic impact analysis be done if they felt that there might be a concern; and the proffers state that should there be a need for transportation improvements they would be done.

Mr. Wood stated that the Applicant had three traffic analysis studies done over the course of time; one (1) by the Town and two (2) by the Applicant and it accounts for the increased traffic, widening the road and traffic lights.

Ms. Amos stated that the traffic reports are in the Planning Commission packet and begin on page 31

Ms. Jewell stated that she would hate to see tractor trailers lined up, not for loading and unloading, but extras waiting around to avoid a storage area.

Mr. Wood stated that with this particular project, they have minimized the amount of tractor trailer traffic through technology, sorting and the movement in and out from the manufacturer to retailers through this facility with an anticipation of no more than 10 trips per day.

Mr. Brown asked about the wood line along I-95 along this property, and is it understood that all of those trees would remain.

Mr. Wood stated that there is a wooded buffer all the way along I-95.

Ms. Amos stated that she cannot guarantee that all of those trees along I-95 would remain; most of those are in the Virginia Department of Transportation right-of-way, and they may have a sign that they would like to be visible.

Ms. Amos stated it was her opinion that the Applicant would be very willing to work with the Town and the proffers do mention screening and they are required to have a 20 foot landscape buffer along the rights-of-ways with this area being one of them.

Mr. Wood stated that they have proffered that landscaping buffer all along U.S. Route 1 and it has native trees and the access road going into the property that would be named Freightliner Drive, will be landscaped on both sides as well.

There being no further comments from the public, the public hearing was closed.

A motion was made by Mr. Abbott to recommend approval of CUP12-0529 to the Town Council with the recommended conditions as follows:

- The height of the proposed building shall not exceed 50 feet in height.
- All portions of a building or structure over 35 feet in height are set back from properties designated for residential use by the Comprehensive Plan a minimum of three (3) feet for each one (1) foot of height.
- All portions of a building or structure over 35 feet in height are set back from all public Rights-of-Ways a minimum of two (2) feet for each one (1) foot in height.
- All portion of a building or structure over 35 feet in height are set back from all other property lines a minimum of one (1) foot for each one (1) foot in height.
- The applicant shall participate as necessary in the recordation of the Conditional Use permit in the Hanover County Circuit Court.

ROLL CALL:

Mr. Stevens	Aye
Ms. Jewell	Aye
Mr. Flanagan	Aye

Mr. Abbott Aye
Mr. Brown Aye

With all Ayes, the motion passed.

ACTION ITEMS:

A. None.

REPORT OF COMMITTEES:

Town Council – George Spagna

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

Ashland Main Street Association - Nora Amos

Ms. Amos provided an update on the Ashland Main Street Association, stating that as a part of their budget approval process, the Town Council allotted an amount of funds to the Ashland Main Street Association so that they could hire a part-time executive director to assist them in moving that organization forward and finding some grant funding and taking over some programs such as Train Day. They look to be hiring for that position around July 1, 2012.

Economic Development Authority – Nora Amos

Ms. Amos stated that she did not have update information at this time to provide on the Economic Development Authority.

Ms. Erard stated that the EDA had a modification to a bond transaction which related to an adjustment to an interest rate.

Mr. Abbott asked if an update could be provided regarding the railroad crossings.

Dr. Spagna stated that CSX will be re-building the railroad crossing at Ashcake Road next week being June 18th through the 22nd; all of the other crossings will be open.

Dr. Spagna stated that the current plan is that the following week CSX will be closing the crossing on U.S. Route 54 and rebuild that railroad crossing. They are pulling up the decayed rubber crossing and replacing them with concrete with hopes of not needed to have repairs for another 10 years.

Mr. Abbott asked if the Vaughan Road railroad crossing was scheduled to be repaired.

Dr. Spagna stated that it was not.

UNFINISHED BUSINESS:

A. Development Guidelines

Ms. Amos stated that the Town Council approved to allow staff to move forward on getting a contract with the Cox Company from Charlottesville to begin work on updating the Town Development Guidelines.

Ms. Amos stated that she would like to change the name to Design Guidelines and thanked Mr. Abbott, Mr. Thomas Sprouse and Mr. Phillips for working with staff on reviewing the proposals and doing the interviews and selecting the firm.

Mr. Brown asked what the process was from here.

Ms. Amos stated that staff met with the Cox Company last week to review the scope of work for the first phase and will put together a stakeholders group and try to keep it to six (6) or seven (7) consisting of two (2) Planning Commission members, a business member, someone from the real-estate development profession and someone from Ashland Main Street Association, plus staff. This group will be working with the Cox Company to create a draft document which will come to the Planning Commission.

Ms. Amos stated that this would be a three (3) phase program, the first phase is information collection; the second is to pull together draft documentation and then the third (3) pulling together the final document.

Ms. Amos stated that the hope is to have this completed within four (4) months.

Ms. Amos stated that she would like to try to schedule a work session to work on the Comprehensive Plan. Please e-mail Ms. Offersen your summer schedules and we will try to schedule a work session.

NEW BUSINESS:

None.

UP COMING ITEMS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:41 p.m.