



**Planning Commission Work Session
6:00 p.m.**

Continued Discussion (B-1) Central Business District Form/District Guidelines

Planning Commission Regular Meeting

**December 11, 2013
7:00 p.m.**

Town of Ashland Council Chambers

Regular Meeting Agenda

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. DETERMINATION OF QUORUM**
- IV. APPROVAL OF AGENDA**
- V. CITIZEN INPUT**
- VI. PRESENTATION OF MINUTES**
 - A. NONE.**
- VII. PRESENTATION**
 - A. NONE.**
- VIII. PUBLIC HEARINGS**
 - A. NONE.**
- IX. ACTION ITEMS**
 - A. 2013 Planning Commission Annual Report – Garet Prior**

X. REPORT OF COMMITTEES

- A. Town Council** – Dr. Spagna
- B. Ashland Main Street Association** - Nora Amos
- C. Economic Development Authority of Ashland, Virginia** – Nora Amos

XI. UNFINISHED BUSINESS

XII. NEW BUSINESS

- A. None.**

XIII. UPCOMING ITEM

- A. None.**

XIV. ADJOURNMENT

ATTACHMENTS:

- A. Council Summaries**
- B. Planning Projects**

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Ashland Planning Commission

Town of Ashland



2013 Annual Report

TO: Members of Planning Commission
FROM: Gareth Prior, Planner II
RE: 2013 Planning Commission Annual Report
DATE: December 13, 2013

Attached you will find the Planning Commission's Annual Report for the 2013 calendar year. This report provides a summary of issues heard and discussed by the Planning Commission, along with their action and the final action taken by Town Council on each request.

Capital Improvements Program (CIP)

- September 11th – Received a preview of the upcoming 2015-2019 CIP.
- October 8th - Reviewed the 2015-2019 CIP.
- November 13th - Recommended **APPROVAL** of the 2015-2019 CIP.

Subdivisions

SUB12-0921 Sumpter T Priddy and Cornelia Priddy Subdivision

Request for preliminary plat approval to vacate all existing property lines and right-of-ways and to create a four (4) lot subdivision and to request an exception to the requirement of sidewalks and internal site curb and gutter along Virginia Street and Medical Drive.

- February 13th voted to **DEFER** until a recommendation had been provided on the rezoning application.
- March 13th voted to **DEFER** to allow staff to work on issue regarding vacation of right-of-way and adjacent property owner.
- March 14th through October 7th, application put on hold to determine rezoning case and have court ruling on property line boundary for right-of-way vacation.
- October 8th recommended **APPROVAL** of the preliminary plat and granting an exception to the curb & gutter and sidewalk requirements along Thompson Street and Medical Drive.
- Town Council approved on October 15th.

SUB13-0919 (Major) Virginia Street Subdivision/English

Request for preliminary plat approval to vacate all existing property lines to create a single lot on 0.521 acres, and an exception to the requirement to construct sidewalks, curb and gutter along Virginia Street.

- November 13th recommended **APPROVAL** of the preliminary plat and granting an exception to the curb & gutter and sidewalk requirements along Virginia Street.
- Town Council approved at their December 3rd meeting.

Rezoning

REZ13-0107 Sumpter and Cornelia Priddy

Request to rezone approximately 1.37 acres from R-2, Residential Limited District to B-1, Central Business District with proffers.

- February 13th voted to **DEFER** to allow the applicant to address some of the comments and concerns raised by citizens and the Commission.
- March 13th voted to **DEFER** and continued the public hearing to allow staff to work on the issue concerning the vacated right-of-way and the owner of the adjacent property.
- April 10th voted to **DEFER** to allow staff more time to work with the applicant to resolve outstanding concerns with the application and to provide a more conclusive plan for action on the right-of-way issue.
- May 8th voted to **DEFER** to allow staff more time to work with the applicant to resolve concerns that were brought up and to allow citizens time to review the amended request.
- June 12th recommended **APPROVAL** of the rezoning with the revised proffers. Also, a note was included to Town Council outlining the Planning Commission's thoughts on the pros and cons of the development.
- Town Council voted to approve on September 3rd.

REZ13-0129 Concrete Pipe and Precast, LLC

Request to rezone approximately 22.26 acres from B-2, Highway Commercial District to M-1, Light Industrial District with proffers.

- March 18th voted to **DEFER** on behalf of the applicant that requested deferral to give further consideration to the proffers they wanted to include in application.
- April 10th voted to **DEFER** on behalf of the applicant that requested deferral to give further consideration to the proffers as they were working with a potential prospect for the site.
- May 8th recommended **APPROVAL** of the rezoning request with the amended proffers.
- Town Council approved on June 18th.

REZ13-0828 Winchester Equipment (Bobcat) Company

Request to rezone from B-2 (Highway Commercial) to M-1 (Light Industrial) to operate a Bobcat machinery sales and service center on property located at 12141 Washington Highway.

- Application **WITHDRAWN** before Planning Commission hearing on September 3rd, per the applicant's request.

Conditional Use Permits

CUP13-0426 Ronald Gibbs

Request for a conditional use permit to allow for the sale of used automobiles at 12058 South Washington Highway.

- June 12th recommended **APPROVAL** of the conditional use permit request with the eight (8) conditions recommended by staff.
- Town Council approved on July 16th.

CUP13-0524 Sharon Fields

Request for a conditional use permit to operate an adult day care center at 325 Hill Carter Parkway, Presidential II, Suite A.

- July 10th recommended **APPROVAL** of the conditional use permit request with the four (4) conditions recommended by staff, pending that staff review condition #1 to allow for certain outdoor activities.
- Town Council approved on August 20th.

CUP13-0604 DebMark LLC

Request for a conditional use permit to allow for the sale of used automobiles at 501 North Washington Highway.

- July 10th recommended **APPROVAL** of the conditional use permit request with the nine (9) conditions recommended by staff, pending that staff review condition #5 to include the landscaping plan as a part of the conditions.
- Town Council approved on August 20th.

Ordinance Amendments

ORD2013-05 Dormitories as a permitted use in B-1

Request to amend Chapter 21 “Zoning,” Article X “Central Business District B-1,” Sec. 21-92. “Use regulations,” to add paragraph (50) to permit dormitories as a permitted use with a Conditional Use Permit.

- May 8th recommended **DENIAL** of the request as it might set a precedent for allowing dorms outside of areas defined in the R-MC Campus Master Plan.
- Town Council denied on September 3rd.

ORD2013-06 Lot Frontage Exception

Request for a text amendment to establish an exception process to the Town Code (Sec. 21-251) requirement that all structures and uses be established on lots that front on an existing street or improved public right-of-way.

- August 14th voted to **DEFER** to all staff to gather additional comments from Town/County departments.

- September 11th recommended **APPROVAL** of the text amendment to establish a 5-point test to determine whether an exception to the lot frontage requirement could be granted for an applicant.
- Town Council voted to approve on October 15th.

ORD2013-09 Mechanical Screening Exception

Request from Town Council for a text amendment to establish an exception to the requirement that roof-mounted mechanical equipment be screened, pursuant to Town Code Sec. 21-268.

- October 8th recommended **DENIAL** to the request that an exception process be established to the requirement that roof-mounted mechanical equipment be screened.
- Town Council approved (Alternative A) on November 19th.

ORD2013-11 Political Signs Regulation Amendment

Request from Town Council for a text amendment to void the time restrictions on displaying of political signs due to a conflict with federal law, and clarify the conflict between signs definitions listed in the Zoning Ordinance.

- November 13th recommended **APPROVAL** of the text amendment to void time restrictions on the display of political signs and to clarify signs definitions within the Code.
- Town Council will review at their December 17th meeting.

Miscellaneous

B-1 (Central Business District) Zoning Update

Planning Commission and Staff have reviewed the zoning ordinance as it pertains to the uses and form/district guidelines for the B-1, Central Business District. This included reviewing the existing policy established in the Comprehensive Plan, best practices from other localities, discussing personal experience with the application of regulation in the Downtown area.

- August 10th work session to discuss and review the permitted uses in B-1. This included a review of the current uses, definitions, and proposed division of the current B-1 district into three separate zoning areas.
- September 11th work session to finalize the discussion on permitted uses in B-1.
- October 8th work session to preview and gather initial comments on the form/district guidelines for B-1
- November 4th and 8th walk-about with Staff to review the form/district guidelines in B-1 with a checklist to evaluate the composition of the Downtown form.

- November 13th work session discussion on areas of consensus for form/district guidelines for B-1.
- December 11th work session to review and finalize the discussion on form/district guidelines for B-1.

Comprehensive Plan Checklist

Planning Commission requested that Staff review the checklists established in the Comprehensive Plan and provide an update on where these objectives were in completion.

- September 11th work session to review the updated checklist provided by staff.
- October 8th work session to continue review of the updated checklist provided by staff, and instructed staff to include the Planning Commission as a responsible party for certain actions to be completed.

Hanover County Comprehensive Plan Update

- January 9th, received a presentation from Mr. Lee Garman with Hanover County Planning Department on the Hanover County Comprehensive Plan update.
- September 11th, received a presentation from Mr. Lee Garman with Hanover County Planning Department on the Hanover County Comprehensive Plan update that had just been adopted by the Board of Supervisors.

Other

- April 10th Planning Commission bids a fond farewell to Senior Planner, Bryant Phillips, as he had accepted a position with Hanover County.
- June 12th, Planning Commission welcomes Garet Prior as the new Planner II.

**Summary of Town Council meeting of
November 19, 2013 – 7:00pm**

PRESENTATIONS

- FY2013 Audit presentation by Mike Garber of PBMares

CITIZEN INPUT

- No citizen input

PUBLIC HEARING

- **APPROVED** – ORD2013-09 - an ordinance amending code of the town, chapter 21 to allow for an exception to the screening requirement for roof mounted mechanical equipment, Alternative A.

CONSENT AGENDA

- **APPROVED** – the consent agenda

DISCUSSION

- **APPROVED** – holding a public hearing on the CIP for the Dec 17 meeting

MANAGEMENT REPORTS

- Management reports submitted by the public works department, police department, planning and community development and finance department

**Summary of Town Council meeting of
December 3, 2013 – 7:00pm**

PRESENTATIONS

None

CITIZEN INPUT

None – however, Ms. Anne Palmore addressed council during the action agenda segment regarding screening of the Bramel subdivision development

PUBLIC HEARING

None

CONSENT AGENDA

- **APPROVED** – the consent agenda

ACTION AGENDA

- **APPROVED** – SUB13-1105 Bramel Subdivision (lot line vacation)
- **APPROVED** – SUB13-0919 Virginia Street/English, preliminary plat
- **APPROVED** – Ashland Police Dept request for temporary personnel
- **APPROVED** – Engineering Services for Local Stormwater Program implementation
- **APPROVED** – by consensus of council the Town of Ashland 2014 Legislative Program

DISCUSSION

- **Consensus of council to defer to staff regarding the choice for the Virginia Local Disability Program**

MANAGEMENT REPORTS

- Management reports submitted by the town manager and public works department

DEVELOPMENT PLANS:

Applications under review

- **Virginia Street Subdivision aka France English** – Major Subdivision
- **Virginia Street Subdivision aka France English** – Site Plan
- **Sumpter Priddy, Jr.** – Site Plan
- **Republic National Distributing Company (RNDC)** – Site Plan
- **TA Operations LLC ELD** – Site Plan
- **TA Operations LLC** – Site Plan
- **Bramel Properties** – Minor Subdivision
- **Resubdivision of Lot 6 and 7** - Minor Subdivision
- **Travis & Farren Wilkerson** – Variance
- **Tractor Supply Company – (Irrigation Layout Update)** – Site Plan
- **East Ashland Entrance # 1** – Site Plan

Approved

- **Lance and Bridle Club Properties, Inc.** – Final Plat (*Approved 11/05/2012*)
- **Vitamin Shoppe Distribution Center** – Site Plan (*Approved 10/12/2012*)
- **TS Development Associates** – Rezoning Request (*Approved 11/20/2012*)
- **(Bodenstine) Re-subdivision of Pt. Lots 19 & 20 Plan of Stebbins-** Minor Subdivision (*Approved 11/20/2012*)
- **Re-Subdivision of Stanley Construction** – Minor Subdivision (*Approved 12/18/2012*)
- **Mays & Wheeler Property Line Vacation** – Minor Subdivision (*Approved 12/18/2012*)
- **Carter Lumber Company** – Site Plan (*Approved 12/18/2012*)
- **Vitamin Shoppe Distribution Center Landscape** – Site Plan (*Approved 1/18/2013*)
- **Virginia Transportation Park Offsite Sewer** – Site Plan – (*Approved 1/18/2013*)
- **Chick-fil-A** – Revised Site Plan – (*Approved 2/25/2013*)
- **O’Reilly’s Auto Parts** – Site Plan (*Approved 2/21/2013*)
- **304 North Snead Street (Alice Trotter) Vacation of Right-of-Way** (*Approved 2/19/2013*)
- **Ashland Business Park, Section Two (Tractor Supply)** – Major Subdivision (*Approved 4/16/2013*)
- **Tractor Supply Company** – Site Plan (*Approved 5/1/2013*)
- **Randolph-Macon College – Brock Commons** - Revised Site Plan (*Approved 5/7/2013*)
- **Bank of America ADA Upgrade** - Site Plan (*Approved 5/31/2013*)
- **Vaughan Heights** – Site Plan (*Approved 6/13/2013*)
- **Henry Street Sewer Rehab** – Site Plan (*Approved 6/13/2013*)
- **Providence Subdivision Section 2** Site Plan (*Approved 6/13/2013*)
- **Concrete Pipe & Precast, LLC** – Rezoning (*Approved 6/18/2013*)
- **Ronald D. Gibbs, Used Auto Sales** – Conditional Use Permit (*Approved 7/16/2013*)
- **Randolph-Macon College – Birdsong Senior Dorms** – Site Plan (*Approved 7/16/2013*)
- **Faith Sharon Home** – Conditional Use Permit (*Approved 8/20/2013*)
- **DebMark, LLC** – Conditional Use Permit (*Approved 8/20/2013*)
- **Randolph-Macon College Fountain** – Site Plan (*Approved 8/22/2013*)
- **Tractor Supply Company Site Lighting Plan** - Site Plan (*Approved 8/29/2013*)
- **Sumpter T. Priddy, Jr.** – Rezoning (*Approved 9/3/2013*)

- **Giant (Martins) Fuel Station - Site Plan** (*Approved 9/3/2013*)
- **Washington Street Sanitary Sewer – Site Plan** (*Approved 9/23/2013*)
- **Bramel Properties Lot Clearing Plan – Site Plan** (*Approved 9/13/2013*)
- **Proposed Restaurant SEA Job #2617 – Site Plan** (*Approved 10/4/2013*)
- **Republic Nat’l Distribution Co. (RNDC) Right-of-Way Vacation – Minor Subdivision** (*Approved 9/17/2013*)
- **Republic National Distribution Company Early Land Disturbance – Site Plan** (*Approved 10/29/2013*)
- **Sumpter Priddy and Cornelia Priddy – Major Subdivision** (*Approved 11/5/2013*)

Under Construction

- **Carters Hill Section 2 Subdivision – James and Chapman Streets**
- **Heartland Subdivision – N. James & N. Snead Streets**
- **March Park - off of Woodside Lane**
- **Chapman Street Subdivision – Chapman Street**
- **Lance and Bridle Club Properties – Ashcake Road and Maple Street**
- **Providence Section Two Subdivision**

Text Amendments

- **ORD2012-12 – Non-Conforming Uses –** (*Approved 1/15/2013*)
- **ORD2013-05 - Add Dormitories as Permitted Use in B-1 District** (*Denied 9/17/2013*)
- **ORD2013-06 – Lot Frontage Exception** (*Approved 10/15/2013*)
- **ORD2013-07 – Vacation of Right-Of-Way –** (*Approved 9/17/2013*)
- **ORD2013-08 – Sumpter Priddy ROW Vacation Ordinance** (*Approved 10/01/2013*)
- **ORD2013-09 – Mechanical Screening Exception** (*Approved 11/19/2013*)
- **ORD2013-11 – Political Signs, Date Amendment**