

Town of Ashland



Town of Ashland
Planning Commission
Work Session
Minutes
July 10, 2013 – 6:00 p.m.

The Planning Commission of the Town of Ashland, Virginia, held a work session on Wednesday, July 10, 2013, in the Town of Ashland Council Chambers located at 101 Thompson Street, Ashland, Virginia.

Present: Alan Abbott, Chairman
Lou Ann Jewell, Vice-Chair
Felix Stevens, III (arrived 6:30 p.m.)
Bob Brown

Absent: Bob Flanagan

Others Present: Nora Amos,
Director of Planning and Community Development
Garet Prior, Planner II
Andrea Erard, Town Attorney
Nancy Quesenberry, Administrative Assistant

CALL TO ORDER:

Mr. Abbott opened the Planning Commission work session at 6:00 p.m.

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

The Planning Commission discussed allowable uses in the B-1 (Central Business) District.

There was discussion regarding definitions for personal services.

Ms. Erard stated that she would research the Religious Land Use and Institutionalized Persons Act, and guidelines for churches, theaters, and assembly halls.

ADJOURNMENT:

There being no other items, the work session was adjourned at 6:58 p.m.

Town of Ashland



Town of Ashland
Planning Commission
Minutes
July 10, 2013 –7:00 p.m.

A regular meeting of the Planning Commission of the Town of Ashland, Virginia, was held on Wednesday, July 10, 2013, at 7:00 p.m. in the Town of Ashland Council Chambers, located at 101 Thompson Street, Ashland, Virginia.

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

Absent: Bob Flanagan

Others Present: Nora Amos,
Director of Planning and Community Development
Garet Prior, Planner II
Dr. Spagna, Council Liaison
Andrea Erard, Town Attorney
Nancy Quesenberry, Administrative Assistant

CALL TO ORDER:

Mr. Abbott called the regularly scheduled Planning Commission meeting to order at 7:00 p.m.

ROLL CALL:

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

DETERMINATION OF QUORUM:

Mr. Abbott stated that a quorum was present.

APPROVAL OF AGENDA:

Mr. Abbott asked if there were any amendments to be made to the agenda.

There was a consensus of the Planning Commission to accept the agenda as presented.

CITIZEN INPUT:

Mr. Abbott opened the floor for public comment; there being none, citizen input was closed.

PRESENTATION OF MINUTES:

A. Charlotte Torrence – Girl Scout Journey Presentation on Environmental Justice

Miss Torrence provided a Power Point Presentation on Environmental Justice as a part of the Girl Scout program to earn her Journey Award.

B. March 13, 2013 Planning Commission Work Session & Regular Minutes

C. March 20, 2013, Planning Commission Work Session Minutes

A motion was made by Ms. Jewell to approve the March 13, 2013, Planning Commission Work Session & Regular minutes as well as the March 20, 2013, Planning Commission Work minutes as presented.

PRESENTATION:

A. None.

PUBLIC HEARINGS:

A. CUP13-0524 –Fields, Sharon E. - This is a request for a Conditional Use Permit in accordance with Sec. 21-119 (30) of the Town Code to operate an adult day care on property identified as GPIN 7789-27-2083 located at 325 Hill Carter Parkway, Presidential II, Suite A, consisting of +/- 4.743 acres. This property is currently zoned M-1 (Light Industrial), and is located at the southeast corner of Hill Carter Parkway and Business Lane. The Comprehensive Plan designates this property as appropriate for office and industrial uses.

Mr. Prior reviewed the staff report as presented in the Planning Commission packets.

Mr. Prior stated that staff recommends approval with the following conditions:

- 1.) Contain all services, activities, storage and materials within the building.
- 2.) The operation will conform to all federal, stated, and local laws and be licensed either by the Virginia Department of Mental Health, Mental Retardation, and Substance Abuse as a day support service, or by the Virginia Department of Social Services as an adult day care center for the purpose of providing care, protection, recreation, and therapeutic services for disabled or elderly adults.
- 3.) No adult day care services will include any services provided as part of a probationary program or a substance abuse program.

- 4.) The applicant shall participate as necessary in the recordation of this Conditional Use Permit in the Hanover County Circuit Court.

Ms. Sharon E. Fields – 1228 Aster Park Drive, Glen Allen

Ms. Fields stated that she has always wanted to open an adult daycare facility and has taken care of the elderly for several years.

Ms. Fields stated that she would like to have lounging chairs and games set up in the grassy area on the side of the building during the summer months.

Ms. Fields stated that inside the building she would have a recreational room, bedrooms, a kitchen, dining room, living room and several areas for crafts, knitting, and other activities.

It was the consensus of the Planning Commission to have staff work with the Applicant to provide conditions with the proper language for items to be brought inside at the end of the day, and to have fencing to shield the parking lots from the clients of the adult daycare.

Ms. Fields stated that she was working with the Department of Social Services and her potential clients. Ms. Fields stated that the facility would be able to hold 50 to 70 people but that she has applied for a license to have 26 to 50 in a space of approximately 5,000 square feet. The hours of operation would be from 6:00 A.M. to 6:00 P.M.

Ms. Fields stated that she would be serving breakfast and lunch and that the food would be prepared offsite.

Mr. Abbott stated concerns of outside activities for clients that have Alzheimer's and the potential for them wondering off.

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

A motion was made by Mr. Brown to recommend approval to the Town Council CUP13-0524 for Sharon E. Fields with the conditions as presented and with direction for staff to work with the Applicant on outdoor activities and fencing.

ROLL CALL:

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

With all Ayes the motion passed.

CUP13-0604 – Robert B. Ritchie, Jr. – This is a Conditional Use Permit request in accordance with Sec. 21-101(2) of the Town Code to allow for the sale of used automobiles on property identified as GPIN 7880-03-0772 located at 501 North Washington Highway, consisting of +/- 0.961 acres. The property is currently zoned B-1 (Highway Commercial District), and is located just north of the intersection of North Washing Highway and Wythe House Drive. The Comprehensive Plan designates this property as appropriate for mixed commercial uses.

Mr. Prior reviewed the staff report as presented in the Planning Commission packet.

Mr. Prior stated that staff recommended approval of this request with the following conditions:

- 1.) Display vehicles will be limited to the identified 5 spaces for “Display Vehicle Parking Spaces for Automotive Concepts” as displayed in the Sketch Plan, dated June 6, 2013.
- 2.) No automobiles may be displayed within the minimum twenty-five (25) feet front setback; however this may be reduced to fifteen (15) feet if the landscape buffer along Washington Highway/Route 1 is improved to the following standards:
 - a. The buffer shall be planted with at least two (2) deciduous trees having a caliper of not less than two and one-half (2½) inches at the time of planting.
 - b. The buffer shall also include shrubs, vegetative ground cover, other plant material or combinations thereof and may contain pedestrian walkways incidental to landscaping, and the landscaping plan shall be approved by the Zoning Administrator. Pea gravel or stone is not an acceptable groundcover.
- 3.) All existing pole lights will be adjusted to comply with lighting requirements pertaining to fixtures being downward directed.
- 4.) Inoperable motor vehicles will only be allowed on the property if they are to be serviced on site within a 60 day period. They may only be stored to the rear of the existing building in the fenced in area.
- 5.) Vehicle storage behind the building shall be screened from view of right-of-ways or adjacent properties. In areas where a vegetative screen is not currently provided, such screening shall consist of a continuous, staggered mix of evergreen vegetative material not less than six (6) feet in height. An exception to this screening is made for the area between the existing sales office and shop building, where this vegetative screening will not be required.
- 6.) Pennants, banners, streamers, and all other fluttering, spinning, or similar signs and advertising devices are prohibited.
- 7.) Any additional construction of freestanding signage will be monument style and conform to Town standards.
- 8.) No exterior amplification devices or sound systems shall be used.
- 9.) The applicant shall participate as necessary in the recordation of this Conditional Use Permit in the Hanover County Circuit Court.

Ronald Martin, Attorney with McCall, Martin, Evans and Cook, representing DebMark, LLC.

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Mr. Martin stated that the applicant would only have five (5) vehicles in the front area of the property and that their sales would primarily be from the internet, and that there would be no repairs done on the site.

Mr. Martin requested that the wording for condition number five (5) be revised to state that there would be reference to the area for vegetation, because there may not be enough room to plant the requested number of trees.

There was discussion regarding wording proposed to be added to condition number five (5) to reference the diagram as an exhibit used in the presentation and that vinyl type fencing shall be provided if vehicles are visible from U.S. Route 1.

Mr. Brown expressed concern of the limited amount of space to plant trees in the front as recommended by staff.

Ms. Jewell asked how many vehicles would be stored on the parcel.

Mr. Martin stated that it would be up to 35 vehicles.

There being no other comments, Mr. Abbott closed the public hearing.

Ms. Jewell asked about the allowable signage for this business.

Mr. Prior stated that other than re-facing the existing pole sign, the only other signage that would be allowed would be a monument style sign.

Mr. Abbott asked if there was going to be a requirement to cover the chain link gate.

Mr. Prior stated that there was not.

A motion was made by Ms. Jewell to recommend approval to the Town Council CUP13-0604 as presented with the submitted conditions listed below and with an amendment to condition number five (5) to have wording added to reference a diagram that was used in the Power Point presentation as an exhibit along with language to state that a vinyl type fence shall be installed if vehicles are visible from U.S. Route 1.

- 1.) Display vehicles will be limited to the identified 5 spaces for "Display Vehicle Parking Spaces for Automotive Concepts" as displayed in the Sketch Plan, dated June 6, 2013.
- 2.) No automobiles may be displayed within the minimum twenty-five (25) feet front setback; however this may be reduced to fifteen (15) feet if the landscape buffer along Washington Highway/Route 1 is improved to the following standards:
 - a. The buffer shall be planted with at least two (2) deciduous trees having a caliper of not less than two and one-half (2½) inches at the time of planting.
 - b. The buffer shall also include shrubs, vegetative ground cover, other plant material or combinations thereof and may contain pedestrian walkways incidental to landscaping, and the landscaping plan shall be approved by the zoning administrator. Pea gravel or stone is not an acceptable groundcover.

- 3.) All existing pole lights will be adjusted to comply with lighting requirements pertaining to fixtures being downward directed.
- 4.) Inoperable motor vehicles will only be allowed on the property if they are to be serviced on site within a 60 day period. They may only be stored to the rear of the existing building in the fenced in area.
- 5.) Vehicle storage behind the building shall be screened from view of right-of-ways or adjacent properties. In areas where a vegetative screen is not currently provided, such screening shall consist of a continuous, staggered mix of evergreen vegetative material not less than six (6) feet in height. An exception to this screening is made for the area between the existing sales office and shop building, where this vegetative screening will not be required.
- 6.) Pennants, banners, streamers, and all other fluttering, spinning, or similar signs and advertising devices are prohibited.
- 7.) Any additional construction of freestanding signage will be monument style and conform to Town standards.
- 8.) No exterior amplification devices or sound systems shall be used.
- 9.) The applicant shall participate as necessary in the recordation of this Conditional Use Permit in the Hanover County Circuit Court.

ROLL CALL:

Mr. Brown	Aye
Mr. Stevens	Aye
Ms. Jewell	Aye
Mr. Abbott	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 were listed in the Planning Commission packet.

Ashland Main Street Association – Nora Amos

Ms. Amos stated that Ashland Main Street and staff have been working on the landscaping and engineering portions of the downtown streetscape and that work should in August.

Economic Development Authority –Nora Amos

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Ms. Amos provided a brief update on the Economic Development Authority activities and actions.

UNFINISHED BUSINESS:

A. None.

NEW BUSINESS:

A. Speakers

Mr. Abbott asked the Planning Commission members to please contact him and/or Ms. Amos with any requests for informational speakers that they would like to have come and present at upcoming Planning Commission meetings.

UPCOMING ITEMS:

A. Ordinance amendment for Residential and Commercial Zoning

OTHER NEWS:

A. None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:19 p.m.