

**FLUVANNA COUNTY PLANNING COMMISSION
REGULAR MEETING MINUTES
Circuit Courtroom
Fluvanna County Courts
January 25, 2012
7:00 p.m.**

MEMBERS PRESENT: James Halstead, Jr., Chairman
Donald Gaines, Vice-Chairman
Samuel Babbitt
Barry Bibb
Steven Nichols
Carolyn Tinsley
Joe Chesser, Board of Supervisors Representative

ALSO PRESENT: Frederick Payne, Fluvanna County Attorney
Darren Coffey, Planning and Community Development Director
Dwight Godwin, Fluvanna County Parks & Recreation Director
Colonel Eric Hess, Fluvanna County Sheriff's Office
Steven Tugwell, Senior Planner
Andrew Pompei, Planner
Lauren Ryalls, Senior Program Support Assistant

CALL TO ORDER

Mr. Darren Coffey, Planning and Community Development Director, called the Planning Commission meeting of January 25, 2012 to order at 7:00 p.m. in the Circuit Court room of the Fluvanna County Courts Building in Palmyra, Virginia.

2012 Organizational Meeting of the Fluvanna County Planning Commission

Election of Chairman - Mr. Coffey, Planning and Community Development Director, opened the floor for nominations for the position of Chairman.

Mr. Nichols nominated Mr. Halstead.

Mr. Bibb nominated Dr. Babbitt.

VOTE COUNT:	Mr. Halstead	3-2-1	AYES: Gaines, Nichols and Tinsley
	Dr. Babbitt	2-3-1	AYES: Babbitt and Bibb
			ABSTAINED: Halstead

With the majority of AYES, Mr. Halstead was **elected** Chairman.

Election of Vice-Chairman – Chairman Halstead opened the floor for nominations for Vice-Chairman.

Ms. Tinsley nominated Mr. Gaines

VOTE COUNT:	Mr. Gaines	5-0-1	AYES: Babbitt, Bibb, Halstead, Nichols and Tinsley
			ABSTAINED: Gaines

With the majority of AYES, Mr. Gaines was **elected** Vice-Chairman.

Selection of Dates for 2012 – The Planning Commission meetings will be held on the fourth Wednesday of each month with the exception of December due to the Christmas holiday. December's meeting will be on Monday the 19th.

MOTION:

Mr. Bibb moved to **adopt** the Planning Commission 2012 regular Meeting Calendar as presented [which does not include any joint meetings or work sessions].

Dr. Babbitt seconded. The motion carried with a vote of 6-0. AYES: Babbitt, Bibb, Gaines, Halstead, Nichols and Tinsley; NAYS: None.

Resolution of “Organizational Meeting of Fluvanna County Planning Commission 2012” - The Planning Commission meetings will be held in the Circuit Courtroom of the Fluvanna Courts Building at 7:00pm.

MOTION:

Dr. Babbitt moved to **adopt** the resolution entitled “Organizational Meeting of the Fluvanna County Planning Commission 2012,” which solidifies the meeting place and the day and time of the meetings.

Mr. Nichols seconded. The motion carried with a vote of 6-0. AYES: Babbitt, Bibb, Gaines, Halstead, Nichols and Tinsley; NAYS: None

Planning Commission By-Laws for 2012

MOTION:

Mr. Bibb moved to **adopt** the Fluvanna County Planning Commission By-Laws and Rules of Practice and Procedures **as amended** with the change of location under Public Sessions from the District Courtroom to the Circuit Courtroom and list six Commission members instead of five under Creation.

Ms. Tinsley seconded. The motion carried with a vote of 6-0. AYES: Babbitt, Bibb, Gaines, Halstead, Nichols and Tinsley; NAYS: None.

Planning Commission Regular Meeting

Chairman Halstead proceeded with the regular meeting of the Planning Commission for Wednesday, January 25, 2012.

PLANNING DIRECTOR’S REPORT

Mr. Darren Coffey, Planning and Community Development Director, gave the monthly report to the Planning Commission.

➤ **Board of Supervisors – January 4, 2012**

- *None*

➤ **Board of Supervisors – January 18, 2012**

- **SUP 11:05 – Central Virginia Electric Cooperative – Approved as Amended [5-0]** a request for a special use permit to install electric facilities related to a major utility with respect to 62.8 acres of Tax Map 26, Section A, Parcels 22, 23, and 24F. The applicant is proposing to construct, operate, and maintain electric transmission and substation facilities to serve the Transcontinental Gas Pipe Line Company’s natural gas pump station. The property is currently zoned A-1 and I-1 and is located on Transco Road (Route 643), approximately ½ mile west of Rolling Road South (Route 620). The property is located in the Cunningham Election District and is within the Rural Preservation Planning Area.
- **SUP 11:06, Central States Tower, LLC (Telecommunications Tower) – Approved [5-0]** a request for a special use permit to amend SUP 07:15 to allow for an increase in height from 125 feet to 195 feet for a wireless communications tower with respect to 29.389 acres of Tax Map 52, Section 1, Parcel 7. The property is zoned A-1 and is located on Route 15 (7021 James Madison Highway), just north of the Route 15 and Route 6 (East River Road) intersection. The property is located in the Fork Union Election District and is within the Rural Residential Planning Area.

- **Board of Zoning Appeals Actions – No January Meeting**
 - Mr. Easton Loving was appointed to the BZA for a five year term and Mr. Steven Nichols was appointed to the BZA for a three year term.
- **Technical Review Committee – No January Meeting**

PUBLIC COMMENTS #1

Chairman Halstead opened the floor for the first section of public comments.

- Dr. Robert Mayfield, former president of Chamber of Commerce and Rotary Club, passed out a presentation that was given to the Board of Supervisors last year. Dr. Mayfield would like to place a sign on Route 15 that can be seen going both North and South displaying the clubs in the County. Dr. Mayfield stated a location is needed for this sign to be posted and that all associated costs would be covered by the clubs.
- Debra Kurre, Rivanna District, spoke out of order on the agenda about the sign ordinance, but the Planning Commission allowed it. Mrs. Kurre spoke in opposition of the current sign ordinance and requested changes to allow local businesses to thrive. Mrs. Kurre asked the Planning Commission to revisit the definition of signs and would like a new sign ordinance to support the new vision of the Board of Supervisors, “Fluvanna County – through self-reliance, self-sufficiency, and self-government – is the ideal place to raise families, foster entrepreneurship, and do business in the Commonwealth.”

After Mrs. Kurre addressed the Planning Commission the Commissioners decided to move the Sign Ordinance Discussion up on the agenda during the first section of public comments.

Sign Ordinance Discussion

- Jim Toms, local business owner, addressed the Planning Commission and would like the Planning Commission to amend the law concerning one sign per parcel.
- Andrew Bushey, Ink Under Pressure LLC, stated that signs are a way for businesses to advertise and thrive. Mr. Bushey questioned what factors were considered when reviewing the previous sign ordinance. Mr. Coffey stated that the sign ordinance was changed because there were sections of the sign ordinance making it unenforceable.
- John Alexander, Economic Development Commission member and local business owner, stated his concerns about the message Fluvanna County is sending with the sign ordinance. Mr. Alexander feels the businesses need eye catching signs to attract business.
- Chris Fairchild, local business owner, stated that there must be some sort of ordinance to regulate the County and agrees with the sign ordinance. Mr. Fairchild stated that too much signage can be distracting to customers and overwhelmed customers tend to move on.

Chairman Halstead closed the first section of public comments.

APPROVAL OF MINUTES

A motion by Mr. Bibb and seconded by Mr. Nichols to **approve** the December 28, 2011 minutes by a vote of 5-0-1. AYES: Babbitt, Bibb, Gaines, Nichols and Tinsley; NAYS: None; ABSTAINED: Halstead.

PRESENTATIONS:

2011 Development Activity Report – Mr. Andrew Pompei, Planner, presented the 2011 Development Activity Report to the Planning Commission. The activity report shows construction activity in the County along with approvals by the Board of Supervisors, Board of Zoning Appeals, Planning Commission, Planning Department, and Department of Building Inspections. The report also shows land use comparisons and recent land use activities.

MOTION:

Mr. Bibb moved to accept the 2011 Development Activity Report as the annual Planning Commission report.

Mr. Gaines seconded. The motion carried with a vote of 6-0. AYES: Babbitt, Bibb, Gaines, Halstead, Nichols, Tinsley; NAYS: None.

PUBLIC HEARINGS:

FY2013-2017 Capital Improvements Plan – Review and recommendation for the FY2013-2017 Capital Improvements Plan to be submitted in conjunction with the Fiscal Year 2013 Fluvanna County Budget. The Capital Improvements Plan indicates planned expenditures for capital items as well as methods of financing these projects.

Mr. Darren Coffey, Planning and Community Development Director, presented the Capital Improvements Plan to the Planning Commission.

Chairman Halstead opened the public hearing.

- Elizabeth Franklin, Fluvanna Taxpayers Association, complimented the Planning Commission on the improved CIP forms and information provided. Ms. Franklin also praised the Planning Commission for the reduction in debt compared to last year, but criticized that the CIP does not seem fiscally responsible.
- Dwight Godwin, Fluvanna County Parks and Recreation Director, commented on the CIP and how the majority of Parks and Recreation programs are driven by the Comprehensive Plan and community interest.

Chairman Halstead closed the public hearing.

The Planning Commission discussed the Capital Improvements Plan and what aspects should have the most emphasis placed on them.

MOTION:

Mr. Nichols moved to **recommend approval** of the FY2013-2017 Capital Improvements Plan as presented with a list of four funding priorities: E911, wastewater, school buses, and patrol vehicle replacement with equipment, and with Planning Commission support for the establishment of the reserve fund concept.

Mr. Gaines seconded. The motion carried with a vote of 6-0. AYES: Babbitt, Bibb, Gaines, Halstead, Nichols, Tinsley; NAYS: None.

SITE DEVELOPMENT PLANS:

None

SUBDIVISIONS:

None

UNFINISHED BUSINESS:

None

OTHER BUSINESS:

None

PUBLIC COMMENTS #2

Chairman Halstead opened the floor for the second section of public comments.

- Elizabeth Franklin, Fluvanna County Taxpayers Association, wanted to thank Darren Coffey and Renee Hoover for their hard work on improving the CIP. Ms. Franklin also wanted to thank Mr. Bibb for invoking the financial sustainability chapter twice.

Chairman Halstead closed the second section of public comments.

The Planning Commission discussed the sign ordinance as being part of the next work session on February 8, 2012, along with the parking and landscape ordinance.

ADJOURN

There being no further business, Chairman Halstead adjourned the Planning Commission meeting of January 25, 2012 at 8:42 p.m.

Minutes recorded by Lauren Ryalls.

James Halstead, Jr., Chairman
Fluvanna County Planning Commission