

**FLUVANNA COUNTY PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Circuit Court Room--Fluvanna County Courts Building  
January 25, 2017  
7:00 p.m.**

**MEMBERS PRESENT:** Barry Bibb, Chairman  
Ed Zimmer, Vice Chairman  
Lewis Johnson  
Donald Gaines (arrived 7:05)  
Howard Lagomarsino  
Tony O'Brien, Board of Supervisors Representative

**ALSO PRESENT:** Jason Stewart, Planning and Zoning Administrator  
Brad Robinson, Senior Planner  
James Newman, Planner  
Fred Payne, County Attorney  
Stephanie Keuther, Senior Program Support Assistant

**ABSENT:** None

**Open the Regular Session at 7pm** (Mr. Stewart)  
The Pledge of Allegiance followed by a Moment of Silence.

**2015 Organizational Meeting of the Fluvanna County Planning Commission**

- **Election of Chairman**

Mr. Zimmer moved to elect Barry Bibb as Chairman of the Fluvanna County Planning Commission for the calendar year of 2017. Mr. Johnson seconded the motion and the vote carried with a vote of 3-0-1. Abstained: Bibb

- **Election of Vice Chairman**

Mr. Johnson moved to elect Ed Zimmer as Vice Chairman of the Fluvanna County Planning Commission for the calendar year of 2017. Mr. Lagomarsino seconded the motion and the vote carried with a vote of 3-0-1. Abstained: Mr. Zimmer

- **Selection of Dates for the Commission Meetings**

Mr. Zimmer moved to accept the selected dates of the Fluvanna County Planning Commission meetings for the calendar year of 2017 with the February, March, being changed. The November meeting would be changed to November 6' 2017 due to the election. Seconded by Mr. Lagomarsino the motion carried with a vote of 4-0-0.

**\*Mr. Donald Gaines entered the meeting at this point and participated in voting thereafter\***

- **Resolution entitled "Organizational Meeting of the Fluvanna County Planning Commission 2017"**

On a motion by Mr. Zimmer, seconded by Mr. Johnson, and carried with a vote of 5-0-0  
The "Organizational Meeting of the Fluvanna County Planning Commission 2017" resolution was adopted.

- **Adoption of the Planning Commission By-Laws and Rules of Procedure**

Mr. Gaines moved to adopt the Fluvanna County Planning Commission By-Laws and Rules of Procedure for 2017  
Mr. Lagomarsino seconded the motion and the vote carried with a vote of 5-0-0.

**Director's Report: Mr. Stewart**

**Board of Supervisors Actions:**

**December 20, 2016**

- I. **ZMP 16:02 – Rivanna Heights Rezoning** – A request to rezone from A-1, Agricultural General, to R-3, Residential Planned Community, with respect to 13.81 acres of Tax Map 18, Section A, Parcel 10. The property is located on South Boston Road, roughly 1,000 feet south of the intersection of South Boston Road (State Route 600) and Lake Monticello Road (State Route 618). The parcel is within the Rivanna Community Planning Area and the Palmyra Election District.  
Approved 4-1
- II. **SUP 16:11 – Gardenkeepers of Virginia, LLC** – A request for a Special Use Permit to authorize a Landscape Materials Supply use with respect to 4.0 acres of Tax Map 10, Section A, Parcel 33. The property is located on James Madison Highway (State Route 15), approximately 400 ft. south of the intersection of Union Mills Road (State Road 616)

and James Madison Highway. The parcel is zoned A-1 Agricultural, General. The parcel is within the Rural Residential Community Planning Area and the Columbia Election District. Approved 5-0

**January 4, 2017**

None

**January 18, 2017**

None

**Board of Zoning Appeals Actions:**

**January 10, 2017**

**BZA 16:03 – Paul Sheridan** – A request for a variance to Fluvanna County Code Sec. 22-4-3 (E) of the Zoning Ordinance to allow for the reduction of the minimum setback required from the public right-of-way, from 125 feet to 50 feet in regards to an existing nonconforming single family dwelling, for the purposes of subdividing approximately 2.13 acres from an existing approximately 21.2 acres parcel Tax Map 23, Section A, Parcel 40. The existing nonconforming structure cannot currently meet the setback requirements for the proposed new parcel. The affected property is located in the Columbia Election District at 6147 Venable Road (State Route 601). This is located at the intersection of Venable Road and Covered Bridge Road (State Route 604).

Approved 5-0

**Technical Review Committee for January 12, 2017:**

**I. SDP 16:19 Virginia Electric & Power Co.** – A site development plan request to amend SDP 15:12 for an impoundment closure with respect to a portion of 284.045 acres of Tax Map 58, Section A, Parcel 10 (in part); Tax Map 59, Section 6, Parcels 1, 1A, 2, 2A, 3 & 4; Tax Map 59, Section A, Parcel 24; Tax Map 59, Section 7, Parcels 1, 1A (in part), 1B (two parts) & 26; and Tax Map 62, Section A, Parcels 1, 2, 3 and 4 (in part). The property is zoned A-1, Agricultural, General, and I-1, Industrial, Limited, and is located on the south side of State Route 656 (Bremo Road) approximately .97 miles southeast of its intersection with State Route 15 (James Madison Highway). The property is located in the Fork Union Election District and is within the Rural Residential Planning Area.

**II. EST 16:01 – Hotel Street Capital LLC ET. al.** – An ordinance to establish a new Conservation Easement with respect to 232.003 acres of Tax Map 19, Section A, Parcel 39C and Tax Map 30, Section A, Parcel 110. The property is zoned R-3, Residential, Planned Community and is located on the western side of U.S. Route 15 (James Madison Highway) at its intersection with State Route 644 (Friendship Road), approximately 0.25 miles north of State Route 661 (Rescue Lane). The property is located in the Palmyra Election District and is within the Rural Preservation Planning Area.

**Public Comments:**

None

**Approval of Minutes**

**Motion:**

**Mr. Johnson moved to approve the minutes of the December 12, 2016 Planning Commission meeting as presented.**

**Mr. Lagomarsino seconded. The motion carried a vote of 3-0-2 AYE: Johnson, Lagomarsino, and Bibb Nay: None**

**ABSTAIN: Zimmer, and Gaines ABSENT: None**

**Public Hearing:**

**FY2018 – FY2022 Capital Improvement Plan (CIP) Presented by Brad Robinson, Senior Planner**

**Overview**

- The proposed Capital Improvement Plan (CIP) for FY 2018-2022 includes 62 projects submitted by several County departments.
- The Planning Commission has identified 27 of the requested projects as ‘#1’ priorities for FY2018.
- The total cost of the all proposed projects is \$44,917,440, of which \$8,730,880 is proposed for FY 2018.

**Priorities**

- The proposed Capital Improvement projects identified as #1 priorities for FY2018 are:

**Parks and Recreation**

- Electronic Message Board
- Pleasant Grove Athletic Field Lighting
- Pleasant Grove Picnic Shelter
- Pleasant Grove Playground Extension

**Public Works**

- Capital Reserve Maintenance Fund
- Public Safety Building Addition

- Treasurer’s Building Upgrades

**Sheriff**

- Courthouse Security Electronic Upgrades

**E-911**

- Technology Upgrades

**Fire & Rescue**

- CPR Assist Devices
- Incident Data Tablets
- Lake Monticello F&R Apparatus Replacement
- Self-Contained Breathing Apparatus Replacement
- Thermal Imaging Camera Replacement
- Vehicle Apparatus – Replacement/Rechassis

**Schools**

- Capital Reserve Maintenance Fund
- Abrams Building Renovation
- Central Elementary HVAC Upgrade & Renovations
- Computer Instructional Technology & Infrastructure Replacement
- Fluvanna Middle School Annex Gymnasium Floor
- School Board Office Renovations
- Underground Fuel Tank Replacement

**Fleet Replacement**

- County Vehicles
- School Buses (\$150K Baseline)
- Sheriff Vehicles (\$125 Baseline)
- Social Services Vehicles
- Student Transport / Facilities Vehicles

**Mr. Bibb:** I know the Computer Instructional Technology should be under the school budget and not the CIP; the CIP is a five year plan that tries to anticipate all new or replaceable capital needs. A capital project is defined as a generally non-recurring asset, both tangible (e.g., buildings, vehicles, land, etc.) and intangible (e.g., software, easements, licenses, studies, services, etc.), that exceeds an established dollar amount ( $\geq$ \$20,000 in Fluvanna County). Projects to be included in the annual budget are identified in the first year of the plan and all other capital projects are planned for later years. An important aspect of the CIP is the projected operational and maintenance costs of a proposed project. In the past we have sent a note to the BOS about this.

We also suggest the BOS study the replacement of the admin building and do a study of the cost effectiveness of this so we have more to go by.

**Public Comment**

None

**Mr. Gaines made a motion to approve FY2018 – FY2022 Capital Improvement Plan (CIP) seconded by Mr. Zimmer 5-0-0**

**AYE:** Gaines, Zimmer, Bibb, Johnson, and Lagomarsino **NAY:** None **ABSTAIN:** None **ABSENT:** None

**ZMP 16:06 Wilson Ready Mix** – Presented by James Newman, Planner

A request to rezone, from A-1 Agricultural, Limited to I-2 Industrial, General, 10.5 acres of Tax Map 4, Section A, Parcel 109. The property is located approximately 1,400 ft. west of the intersection of Richmond Road (Route 250) and Blue Ridge Dr. (State Route 708). The parcel is within the Zion Crossroads Community Planning Area and the Palmyra Election District.

**No conditions required**

**Mr. Zimmer:** Is the existing use multiple houses?

**Mr. Newman:** It’s currently residential

**Mr. O’ Brien:** Why not full enclosure versus partial enclose?

**Applicant; Roy Simmons:** We’re still deciding whether to fully enclose the production facility.

**Mr. O’ Brien:** Would there be a price difference if you chose full enclosure over partial enclosure?

**Applicant:** There’s always a significant cost increase but I can’t really say at this time what the exact amount would be.

**Mr. Bibb:** Mr. Stewart, Is this something we will need to know about now or will it be in the site plan?

**Mr. Stewart:** It will come up in the site plan phase and also during review for erosion and sediment control.

**Mr. O’ Brien:** Will the noise amount change with the enclosure?

**Applicant:** We recognize the benefits of having the enclosure, once determined we anticipate most if not all will be enclosed.

**Mr. Payne:** Remember this is a simple rezoning, an I-2 zoned permits I-2 uses.

**Public Comments**

None

**Mr. Zimmer:** Zoning is currently for existing housing, if rezoned that will make it not compatible for being grandfathered correct?

**Mr. Stewart:** It would be a non-conforming use, for example they couldn't add an addition later on.

**Mr. O' Brien:** How is the run off treated?

**Applicant; Roy Simmons:** The run off pond will be used for any kind of process of production site water needed to collect.

**Mr. O' Brien:** What about the water from the DOC?

**Applicant; Roy Simmons:** No, we have a well on site but we may possibly have county water come through the site at a later time.

**Mr. Zimmer made a motion to approve ZMP 16:06 Wilson Ready Mix seconded by Mr. Lagomarsino 5-0-0 AYE:** Zimmer, Lagomarsino, Bibb, Gaines, and Johnson **NAY:** None **ABSTAIN:** None **ABSENT:** None

**ZMP 16:07 Foster Fuels** - Presented by Brad Robinson, Senior Planner

A request to amend the Fluvanna County Zoning Map with respect to 1.53 acres of Tax Map 5, Section 23, Parcel 8, to rezone the same from I-1, Industrial, Limited, to I-2, Industrial, General. The affected property is located in the Zion Crossroads Industrial Park between Industrial Way and Troy Road (State Route 631), approximately 0.46 miles south of the intersection of Richmond Road (U.S. Route 250). The parcel is within the Zion Crossroads Community Planning Area and the Columbia Election District.

**Mr. Zimmer:** It appears there's a setback problem or would we be creating one?

**Mr. Bibb:** Will the tanks be in the back?

**Mr. Robinson:** Yes

**Mr. Payne:** Note there are no set back requirements for industrial.

**Mr. Bibb:** So there will be a 30,000 gallon propane tank with the possibility of another later. Trucks will use this as a fill up and redistribute. Tanks are also to be 50 ft. off the property line.

**Mr. Robinson:** Yes, there is also going to be fencing around the tank.

**Mr. O' Brien:** Do you plan to expand?

**Applicant; Tim Spicer:** Mainly storage and no, we are limited by the fire code and setbacks therefor there's not enough room.

**Mr. Stewart:** They would have to amend the site plan for a second tank but they wouldn't have to go through the whole process again.

**Mr. O' Brien:** What is the current lifespan?

**Applicant; Tim Spicer:** 60 yrs. plus maintenance.

**Mr. O' Brien:** As we look at the growth in the Zion Crossroads area this is a low intensity use of the property. As we invest in water and sewer and in making Zions a growth area, we need to concentrate on the maximizing the uses that would meet those needs.

#### **Public Comments**

None

**Mr. Gaines made a motion to approve ZMP16:07 Foster Fuels seconded by Mr. Zimmer 5-0-0 AYE:** Gaines, Zimmer, Bibb, Lagomarsino, and Johnson **NAY:** None **ABSTAIN:** None **ABSENT:** None

**SUP 16:12 Foster Fuels** – Presented by Brad Robinson, Senior Planner

Request for a special use permit to install a propane tank (petroleum distribution facility) with respect to 1.53 acres of Tax Map 5, Section 23, Parcel 8. **Approval of this request is subject to rezoning of the property**

**to I-2, Industrial, General.** Rezoning application ZMP 16:07 is being reviewed concurrently with this request.

The affected property is located in the Zion Crossroads Industrial Park between Industrial Way and Troy Road (State Route 631), approximately 0.46 miles south of the intersection of Richmond Road (U.S. Route 250). The parcel is within the Zion Crossroads Community Planning Area and the Columbia Election District.

Conditions

#### **Public Comments**

None

**Mr. Zimmer made a motion to approve SUP 16:12 seconded by Mr. Johnson 5-0-0 AYE:** Zimmer, Johnson, Bibb, Lagomarsino and Gaines **NAY:** None **ABSTAIN:** None **ABSENT:** None

#### **Presentations:**

None

#### **Site Development Plans:**

**SDP 16:18 Nahor Village Dental Office** – Presented by James Newman, Planner

A request for sketch plan approval for a Dental Office, with respect to 3.25 acres of tax map 17, Section (A) Parcel E. The office is to be 26.7' x 81.7', approximately 2,160 sq. ft., and one-story in height. The property is located in Nahor Village, at the intersection of Nahor Manor Road (State Rt. 636) and Thomas Jefferson Parkway (State Route 53). The parcel is zoned R-3 Residential Planned Community, and is within the Rivanna Community Planning Area and Cunningham Election District. The current house on the property will be taken down and the new building would be perpendicular to where it sat.

**Applicant Keith Lancaster;** I am here for any comment or questions you may have.

**Mr. Steve Nichols:** 135 Nahor Dr. I was under the impression the existing houses were owned by HOA. I was just wondering what the ownership status was.

**Applicant Keith Lancaster:** They're owned by the bank, we do not own the homes.

**Mr. Bibb:** Did the bank give you permission for this development plan?

**Applicant Keith Lancaster:** Yes

**Recommended Conditions:**

1. Meeting all final site plan requirements which include, but are not limited to, providing parking, landscaping, tree protection, and outdoor lighting plans;
2. Meeting all applicable building codes, and erosion and sedimentation control requirements;
3. Meeting all VDOT requirements.

**Mr. Lagomarsino made a motion to approve SDP 16:18 seconded by Mr. Gaines 5-0-0 AYE:** Lagomarsino, Gaines, Bibb, Johnson and Zimmer **NAY:** None **ABSTAIN:** None **ABSENT:** None

**Mr. Stewart:** I would like to make a note that there were no applications for the February 7, 2017 meeting. Therefore no meeting will be held on this date.

**Subdivisions:**

None

**Unfinished Business:**

None

**New Business:**

**Public Comments**

None

**Adjourn**

Chairman Bibb adjourned the Planning Commission meeting of January 25, 2017 8:05p.m.

Minutes recorded by Stephanie Keuther

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**Barry A. Bibb, Chairman**  
**Fluvanna County Planning Commission**