

**FLUVANNA COUNTY PLANNING COMMISSION
MEETING MINUTES
132 Main Street Palmyra, VA 22963,
Tuesday, February 18, 2025
Work Session 6:00 pm | Regular Meeting 7:00 pm**

MEMBERS PRESENT:

Barry Bibb, Chair
Kathleen Kilpatrick, Commissioner
Loretta Johnson-Morgan, Commissioner

STAFF PRESENT:

Todd Fortune, Director of Planning
Margie Bamford, Administrative Assistant

MEMBERS ABSENT:

Howard Lagomarsino, Vice-Chair
Eddie Shifflett, Commissioner
Mike Goad, Board of Supervisors Representative

WORK SESSION:

A. WORK SESSION CALL TO ORDER, THE PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE:

At 6:00 pm Chairman Bibb Called the February 18th, 2025 work session to order, led in the Pledge of Allegiance, and conducted a Moment of Silence.

B. Food Trucks-

Mr. Fortune presented a power point on food trucks, and discussed the need for an ordinance or regulations on food trucks. Mr. Fortune presented other counties' ordinances and definitions on food trucks. Mr. Bibb wanted to know if food trucks could be set up in the recreation areas of Pleasant Grove and he questioned the food truck in Palmyra. Mr. Fortune answered by explaining that we have no ordinances at this time. Ms. Johnson-Morgan wanted to know why we are looking into this. Mr. Fortune explained that instances have come about that we have had to investigate food trucks in the County and what the County is doing now to allow them.

Ms. Kilpatrick felt that Albemarle County ordinances should not be used and she wanted to know the impact of this would be on the Village of Palmyra project and concerns over use of spaces in the County that could be used for food trucks and other uses. Ms. Johnson-Morgan raised concerns of the limited number of trucks that we have in the county and how they are providing a crucial service to the county. Mr. Bibb brought up concerns with taxes and VDH. Mr. Fortune advised that the County doesn't have business taxes. Ms. Kilpatrick brought up concerns of tourism in the county and the limited food sources in the county and the food trucks are providing it.

Ms. Johnson-Morgan brought up again concerns on using Albemarle's ordinances. Mr. Fortune provided information on other counties ordinances. Mr. Bibb questioned if the County Attorney thinks we need regulations on this and Mr. Fortune provided that the attorney thinks we do. Ms. Johnson-Morgan brought up concerns that food trucks had already left the county, and Mr. Bibb stated that since there are no regulations in place yet he did not believe that was the reason. Ms. Kilpatrick brought up her thoughts on the lack of economic concerns is why there is a lack of trucks here. Mr. Bibb was concerned about safety being near the roadway. Mr. Fortune presented the City of Charlottesville ordinances. The Commission had a discussion on VDH regulations and trash. The Commission suggested a checklist for the food trucks instead of an ordinance.

The Commission then raised concerns about signs and the sign ordinance. The Commission agreed that they wanted to do more research in using sections A-F of the City of Charlottesville ordinance and then brought up concerns about music and the noise ordinance. Mr. Fortune then presented Prince Edward County's ordinance and explained that they tie theirs into the meal's tax. Mr. Fortune then presented Greene County's ordinance. Ms. Johnson-Morgan doesn't think we need a zoning permit. Mr. Bibb stated again that he like the City of Charlottesville's ordinance. He then brought up concerns about grills outside the units. The Commission brought up concerns about hooking up power to buildings and that we should leave that to an agreement between

the business owner and the food truck.

Mr. Fortune questioned the need to restrict hours of operations and to check on noise ordinances. The Commission discussed options. Mr. Fortune asked the Commission to discuss if the County wanted to restrict which zone where they could set up, what name the County wanted to use in the ordinance and definition. Ms. Johnson-Morgan discussed the County having a place designated for Food Trucks to set up. Ms. Kilpatrick wanted to include encouraging language for certain areas. Mr. Bibb and Mr. Fortune stated that may suggest that those are the only places food trucks can set up. Mr. Fortune then went over the list of the Commission’s wants and how they would be incorporated and it would be brought back next month. The Commission then discussed possible areas to set up as “way-sides” or locations that could be cleaned up and used for areas the public could use and the trucks could set up at.

C. Adjournment-

- Mr. Bibb adjourned the work session at 6:47 pm.

REGULAR MEETING:

- **SPECIAL REGULAR MEETING CALL TO ORDER, THE PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE:**

At 7:00 pm Chairman Bibb called the February 18th, 2025 special regular meeting to order, led in the Pledge of Allegiance, and conducted a Moment of Silence.

- **Adoption of the Agenda:**

MOTION:	To Approve the Adoption of the Agenda of the Planning Commission meeting for February 18, 2025.				
MEMBER:	Bibb	Kilpatrick	Shifflett	Lagomarsino	Morgan
ACTION:					
VOTE:	Aye	Aye	Absent	Absent	Aye
RESULT:	3-0 Approved, 2 Absent				

- **Director’s Report:**

- **Announcements and Updates:**

- Staff Update-William “Trey” Walton, III, Planner/GIS Technician, resigned his position effective Jan 29 to pursue another opportunity.
 - The position will be advertised soon

- **Commission Update-**

- Eddie Shifflett has announced his pending resignation from the Planning Commission.
 - His resignation will be effective at the end of the March 11 meeting.
 - The position will be advertised soon.

- **Upcoming Cases:**

- There are four public hearings that were originally on the agenda for February, but will have to be re-advertised due to the postponement of this meeting.
 - ZTA-Definition of Minor Subdivisions (Zoning Ordinance)-re-advertised from January
 - AFD-Removal of Park Property-re-advertised from January.
 - ZTA-Agritourism
 - ZTA-Definition, Solid Waste Recovery
- There is one resolution for a Zoning Text Amendment on the agenda tonight. The Commission will be asked to approve a resolution to advertise for a public hearing.
 - Amendments to Chapter 22-25: Outdoor Light Control
- There is a change to the Commission bylaws that will be presented to the Commission tonight for review.
 - The change has to do with remote participation in meetings

Day	Date	Time	Public Hearings and Public Meetings	Location
Tuesday	Mar 11, 2025	6pm 7PM	Work Session (TDB) Regular Meeting	Morris Rm
Tuesday	Apr 8, 2025	6pm 7PM	Work Session (TDB) Regular Meeting	Morris Rm
Tuesday	May 13, 2025	6pm 7PM	Work Session (TDB) Regular Meeting	Morris Rm

- **Public Comments #1:**
 - Mr. Bibb opened Public Comments at 7:06 pm and no one came forward. Mr. Bibb closed public comments at 7:06 pm.

- **Minutes:**

MOTION:	To Approve the Regular meeting minutes of the Planning Commission of January 14, 2025, with corrections.				
MEMBER:	Bibb	Kilpatrick	Shifflett	Lagomarsino	Morgan
ACTION:		Motion			Second
VOTE:	Aye	Aye	Absent	Absent	Aye
RESULT:	3-0 Approved, 2 Absent				

- **Public Hearings:**
 - None
- **Resolutions**
 - **Request for Public Hearing for ZTA 25:03 Amend Definitions of Outdoor Light Controls**
 - Mr. Fortune gave a power point presentation. Ms. Kilpatrick wanted to know where the numbers in the ordinance change were obtained. Mr. Fortune provided the research to the group showing that many surrounding counties have minimal restrictions. Ms. Kilpatrick wanted to understand why the change is being made, Mr. Fortune explained the County is trying to attract more businesses.

MOTION:	I MOVE THAT THE PLANNING COMMISSION APPROVE THE RESOLUTION TO ADVERTISE A PUBLIC HEARING ON MARCH 11, 2025 TO CONSIDER ZTA 25:03 – AN ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING §22-25-4 TO REMOVE THE PHRASE “REFER TO EXAMPLE GRAPHICS” FROM THE DESCRIPTION OF “FULL CUTOFF ANGLE,” AND TO AMEND §22-25-6 TO CHANGE THE AVERAGE HORIZONTAL ILLUMINATION LEVEL FOR LIGHTING FOR ALL PARKING, DISPLAY AND LOADING AREAS FROM 2.5 TO 5 FOOTCANDLES.				
MEMBER:	Bibb	Kilpatrick	Shifflett	Lagomarsino	Morgan
ACTION:		Second			Motion
VOTE:	Aye	Aye	Absent	Absent	Aye
RESULT:	3-0 Approved, 2 Absent				

- **Presentations:**
 - None
- **Site Development Plans:**
 - None
- **Subdivisions:**
 - None
- **Unfinished Business:**
 - **Comprehensive Plan-Todd Fortune, Director of Planning:**
 - Mr. Fortune presented a power point on the locations and dates of the Community Meetings. Mr. Fortune went over the considerations for the

Commission as well as the schedule that the Planning Department wanted to follow for meetings, surveys and plan development. Mr. Bibb assigned the committees. Mr. Bibb discussed what he was looking for from these groups and how he wanted them to proceed going forth. Mr. Kilpatrick voiced her concerns and visions for the committees. Ms. Johnson-Morgan wanted to make sure we shared the dates of the community meetings so the Commission members can attend if they wanted to and to make sure they could coordinate so they do not have too many members attending due to FOIA. Mr. Bibb questioned Mr. Fortune on the number of meetings each group would be having. Mr. Fortune expressed a desire to hold 3-4 meetings for each committee. Mr. Bibb brought up a discussion on possibly having extra commission meetings to work on the comp plan findings from the committee meetings.

- **New Business:**
 - **PC Bylaws-**
 - Mr. Fortune discussed the changes in remote participation and an addition for public hearing advertainment changes due to recent weather-related postponements. Mr. Fortune stated that they would all be available for next month's meeting.
- **Public Comments #2:**
 - Mr. Bibb opened the second round of public comments at 7:46 PM and no one came forward. Mr. Bibb closed the second round of public comments at 7:46 PM.
- **ADJOURNMENT**
 - Chair Bibb called for a motion to adjourn the February 18, 2025 Planning Commission regular meeting.

MOTION:	Motion to Adjourn the February 18, 2025 Planning Commission regular meeting at 7:49 pm.				
MEMBER:	Bibb	Kilpatrick	Shifflett	Lagomarsino	Morgan
ACTION:		Motion			Second
VOTE:	Aye	Aye	Absent	Absent	Aye
RESULT:	3-0 Approved, 2 Absent				

Minutes were recorded by Margie Bamford, Administrative Programs Specialist.



 Barry Bibb, Chair
 Fluvanna County Planning Commission