



FLUVANNA COUNTY PLANNING COMMISSION  
**WORK SESSION** AND REGULAR MEETING AGENDA  
Administration Building, Morris Room  
January 09, 2018  
7:00 PM (Morris Room)

TAB AGENDA ITEMS

**NO WORK SESSION**

REGULAR MEETING

1 – CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

2 – 2018 Organizational Meeting of the Fluvanna County Planning Commission

- Election of Chairman and Vice Chairman
- Selection of Dates for the Planning Commission
- Resolution entitled “Organizational Meeting of the Fluvanna County Planning Commission 2018”

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

3 – DIRECTOR’S REPORT

4 – PUBLIC COMMENTS #1 (3 minutes each)

5 – MINUTES

Minutes of December 12, 2017

6 – PUBLIC HEARING

SUP 17-05 Jackson Automotive – Brad Robinson, Senior Planner

7 – PRESENTATIONS

None

8 – SITE DEVELOPMENT PLANS

SDP 17-09 Lake Monticello Pool Replacement – James Newman, Planner

SDP 17-10 Cunningham United Methodist Church – James Newman, Planner

9 – SUBDIVISIONS

None

10 – UNFINISHED BUSINESS

Strategic Zoning Authorization – James Newman, Planner

Accessory Homestay and Small Home Industry – Brad Robinson, Senior Planner

11 – NEW BUSINESS

None

12 – PUBLIC COMMENTS #2 (3 minutes each)

13 – ADJOURN

  
Planning/Zoning Administrator Review

*Fluvanna County...The heart of Virginia and your gateway to the future!*

*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.  
For Persons with Disabilities – If you have special needs, please contact the County Administrator’s Office at 591-1910.*

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## PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

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## ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Commission wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Commission to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman shall be the judge of such breaches, however, the Commission may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

## PUBLIC HEARING RULES OF PROCEDURE

1. **PURPOSE**
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. **SPEAKERS**
  - Speakers should approach the lectern so they may be visible and audible to the Commission.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Commission.
  - All questions should be directed to the Chairman. Members of the Commission are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. **ACTION**
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Commission will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.

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**MOTION:** I move to elect \_\_\_\_\_ as Chairman of the Fluvanna County Planning Commission for the calendar year of 2018.

**MOTION:** I move to elect \_\_\_\_\_ as Vice Chairman of the Fluvanna County Planning Commission for the calendar year of 2018.

**AGENDA                      PLANNING COMMISSION                      January 9<sup>th</sup> 2018**

**SUBJECT:** Election of Officers

**TIMING:** Routine

**DISCUSSION:** As has been your practice in the past, the Planning Director opens the meeting and calls for the nomination and election of the Chairman.

Upon the election of the Chairman, the elected chairman will then call for the nomination and election of the Vice Chairman.

The Annual or Organizational meeting of the Commission will be conducted first and then move to the Regular meeting and conduct of business.

Staff: Jason Stewart, Planning Director

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Planning Director's Use Only

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Jason Stewart, Planning Director



# 2018

## Planning Commission Meeting Dates

January 09, 2018 (Morris Room)

February 13, 2018

March 13, 2018

April 10, 2018

May 08, 2018

June 12, 2018

July 10, 2018

August 07, 2018

September 11, 2018

October 09, 2018

November 13, 2018

December 11, 2018

Work Sessions begin at 6pm, as needed

Regular sessions start at 7pm

Located In the Morris Room of the County Administration Building

### JANUARY

SU	MO	TU	W	TH	FRI	SA
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### FEBRUARY

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### MARCH

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### APRIL

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### MAY

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### OCTOBER

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### NOVEMBER

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### DECEMBER

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**FLUVANNA COUNTY PLANNING COMMISSION**  
**PLANNING FOR THE FUTURE**

132 Main Street  
 P.O. Box 540  
 Palmyra, VA 22963  
 Phone: 434-591-1910  
 Fax: 434-591-1911  
 E-mail: [jstewart@fluvannacounty.org](mailto:jstewart@fluvannacounty.org)

**Fluvanna County Planning Commission**  
**BYLAWS AND RULES OF PRACTICE AND PROCEDURES**

Adopted: January 9, 2018 (*Pending*)

**I. CREATION.** The Fluvanna County Planning Commission, hereinafter called the “Commission”, is an appointed body provided by the Code of Virginia, Section 15.2-2210. The Commission consists of five (5) members, one (1) appointed from each election district and one (1) representative of the Board of Supervisors. The Board of Supervisors representative does not vote by directive of the Board of Supervisors.

**II. PRINCIPAL ADDRESS.** 132 Main Street, Palmyra, Virginia; Mailing Address: P.O. Box 540, Palmyra, VA 22963.

**III. COMMISSION CHAIR.** At the first meeting of the year, the Commission selects one of its members to serve as Chair. The Chair is a voting member and serves for one year.

**IV. COMMISSION VICE CHAIR.** At the first meeting of the year, the Commission selects one of its members to serve as Vice Chair. The Vice Chair is a voting member and serves for one year.

**V. COUNTY PLANNER.** The County Planner shall be Clerk to the Commission and his general duty is set forth in the Code of Virginia, Section 15.2-2217. He shall maintain an office at the same address as the Commission.

**VI. COUNTY ATTORNEY.** The County Attorney assists the Commission in analyzing the facts; provides advice and action in legal matters and represents the Commission in civil actions.

**VII. QUORUM FOR THE EXERCISE OF COMMISSION BUSINESS.** A majority of the commission shall constitute a quorum for the purpose of conducting Commission business. A vote of the majority of those present is necessary to take action on an issue.

**VIII. PUBLIC SESSIONS**

A. Except as otherwise directed the regular public meeting of the Commission shall be held on the 1<sup>st</sup> Tuesday after the 1<sup>st</sup> Wednesday of the month at 7:00 p.m. The meetings shall generally be held in the County Administration Morris Room in Palmyra, VA.

B. A special meeting may be held at the call of the Chair or by the application of three members given to the County Planner. There shall be at least seventy-two (72) hours written notice for a special meeting.

**IX. MEETING AND ATTENDANCE**

A. All meetings and business shall be conducted in accordance with these Rules, Robert’s Rules of Order Newly Revised (11<sup>th</sup> Edition), and the law of Virginia. In the event of conflict, the law of Virginia shall govern.

B. Meetings will be held on the 1<sup>st</sup> Tuesday after the 1<sup>st</sup> Wednesday of the month. If the meeting date falls on a holiday, a new meeting date will be scheduled by the Chair. Meetings shall start at the appointed time, and if the Chair is not present, the Vice Chair shall preside. If neither the Chair nor the Vice-Chair is present, the County Planner shall call the meeting to order and preside for the election of a Temporary Chair.

C. Any person making a written presentation or demonstrating a matter by way of a plat, brochure, picture, or similar document for inclusion in the record of the hearing shall provide the County Planner six (6) copies of such item seven (7) days prior to the meeting at which such person wishes to make a presentation.

D. The County Planner shall list all items requested on the agenda. If, in the opinion of the County Planner, an item is not appropriate for consideration by the Commission, he shall inform the Chair, and if the Chair is in agreement, the Commission shall first discuss whether to entertain the item.

E. The County Planner and Chair shall allocate time to items on the agenda as is necessary for appropriate consideration.

F. The Commission shall consider all items docketed on the agenda before taking any other items unless an undocketed item is brought by consent of the Commission.

G. Time permitting, items not on the agenda shall be heard as the final items of the Commission's business. If time does not, in the opinion of the Chair, permit hearing items on the agenda, they shall be carried over to the next regular or special meeting.

H. The Chair's vote on all issues before the Commission shall be recorded as being given with the prevailing side, unless the Chair clearly votes otherwise.

I. Meetings shall be adjourned no later than 11:00 p.m. unless continued by unanimous vote.

## **X. CONDUCT OF BUSINESS**

A. When the question is called and there is no dispute, the Chair shall call for the vote.

B. Whenever any member wishes to abstain from voting on any question, he shall so state and, if because of a conflict, shall indicate in accordance with the Virginia Conflict of Interests Act, Virginia Code § 2.2-3100 et seq., and his abstention shall be announced by the Chair and recorded by the Clerk.

C. Exhibits before the Commission shall become the property of the Commission and shall be filed with the County Planner.

D. Citizens shall not speak at a meeting until they are recognized. Citizens shall request recognition by addressing “Mr. Chair” or “Madam Chair” (as appropriate) and await acknowledgement. At his or her discretion, the Chair may permit a dialogue without individual recognition between members of the Commission or between a member and a citizen if such dialogue is orderly and contributes to the expedition of the business. Such discussion will be discouraged.

E. Prior to opening a meeting at which one or more public hearings will be held, the Chair shall recount the rules under which the hearing shall be operated, but he/she may amend the rules during the hearing by giving notice of the change.

F. At the beginning of the public hearing, the Chair shall call upon the County Planner or the Chair of the committee handling the matter at hand or shall recount a description of the issue placed before the hearing.

G. Subject to revocation or extension by the majority of the commission assembled, the Chair may in all matters establish a maximum time for consideration of the matter, and/or limit the amount of time available to each speaker on a matter and/or limit the number of times each speaker may address the Commission on a matter. Notwithstanding the foregoing statement, every Commission member shall be entitled to make a statement on every matter before the Commission and the call for the question shall not be entertained until all members who wish to exercise this right shall have done so.

H. All members or citizens shall limit their comments before the Commission. The Chair has the option of requiring speakers to sign up before being authorized to address the Planning Commission.

I. The Commission has set forth the following rules for presentation time limits:

1. Individual presentations placed on the Commission’s agenda shall be limited to ten (10) minutes in duration.
2. Individual presentation listed under the agenda item “Public Comments” shall be limited to three (3) minutes in duration.
3. Statements from the public during the “Public Hearing” on individual agenda items shall be limited to three (3) minutes.
4. Complete presentations on Commission action items shall be limited to not more than thirty (30) minutes.
5. The above limitations may be extended only by majority consent of the Commission.

## **XI. ORDER**

A. It shall be the duty of the Chair to maintain order and decorum at meetings. The Chair shall speak to points of order in preference to all other members.

B. In maintaining decorum and propriety of conduct, the Chair shall not be challenged and no debate shall be allowed until after the Chair declares that order has been restored. In the event the Commission wishes to debate the matter of the disorder or the bringing of order, the regular business may be suspended by vote of the Commission to discuss the matter.

C. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches.

D. When a person engages in such a breach, the Chair may:

1. Order the person to stand silent,
2. Order the person's removal from the building, or,
3. Order the person removed from the County Property.

**XII. COMMITTEES.** There will be no standing committees. Ad hoc committees will be appointed by the Chair as needed. Constitutional Officers may be appointed to committees.

## **XIII. RULES**

A. The bylaws may be suspended at anytime by a majority vote of the Commission.

B. The bylaws may be amended by a majority vote of the Commission, but only at the regular meeting next held after the proposed amendment has been announced at a regular meeting.

**XIV. RECORD OF THE MEETING.** The Clerk of the Commission (or another person acting in the capacity) shall electronically record each regular meeting. Recordings are the property of Fluvanna County. A stenographic record shall not be admissible as evidence of what transpired at a meeting, unless the person taking the record has been sworn prior to making the record. Interested persons may listen to the recordings in the County Planner's office or may obtain copies of the recording or portions of a recording by making appropriate arrangements with the County Planner's office. Costs will be borne by the person making the request. Audio recordings are also available on the county website at [www.fluvannacounty.org/meetings](http://www.fluvannacounty.org/meetings).





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# COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

To: Fluvanna County Planning Commission  
From: Jason Stewart, AICP  
Date: January 9, 2018  
Re: Planning Director's Report

## **Board of Supervisors Actions:**

December 20, 2017

- I. **SUP 17:04 – The Light Academy** – A request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48. The property is zoned A-1 (Agricultural, General) and located on the north side of Cunningham Road (Route 697), approximately 350 feet west of the intersection with Shores Road (Route 640). The property is located within the Rural Preservation Planning Area and the Fork Union Election District. **(Approved 4-0)**
  
- II. **ZMP 17:04 – Amber Hill LLC** – An ordinance to rezone, from A-1 Agricultural, General to I-2 Industrial, General, 90.17 acres of Tax Map 4, Section A, Parcel 27A. The property is located along Memory Lane (State Route 698), approximately 0.35 miles south of the intersection of Richmond Road (U.S. Route 250). The parcel is within the Rural Residential Planning Area and the Palmyra Election District. **(Approved 4-0)**

## **Board of Zoning Appeals Actions:**

*None*

## **Technical Review Committee for December 14, 2017:**

- I. **ZMP 17:05 – 2428 Richmond Road LLC** – A request to rezone, from A-1 Agricultural, General to I-2 Industrial, General, 29.4 acres of Tax Map 4, Section A, Parcel 27. The property is located along Richmond Road (U.S. Route 250), approximately 0.16 miles west of the intersection of Zion Road (State Route 627) and Memory Lane (State Route 698). The parcel is within the Zion Crossroads Community Planning Area and the Palmyra Election District.

- II. **SUP 17:05 Jackson's Automotive Services LLC** – A request for a special use permit to construct an automobile repair service establishment, with respect to 4.009 acres of Tax Map 17, Section A, Parcel 57C. The property is located along Thomas Jefferson Parkway (Route 53) approximately 0.07 miles north of the intersection with Turkeysag Trail (State Route 1015). The parcel is zoned A-1 and is within the Rivanna Community Planning Area and the Cunningham Election District.
  
- III. **SDP 17:09 – Lake Monticello Pool Replacement** – A sketch plan to replace the existing pool structure at Lake Monticello community with a new pool structure, with respect to approximately 7.5 acres of Tax Map 18A, Section 1, Parcel 70B. The parcel is zoned R-4 Residential Limited District. The property is located at the intersection of Club Lane and Ashlawn Boulevard. The parcel is within the Rivanna Community Planning Area and the Rivanna Election District.
  
- IV. **SDP 17:10 – Cunningham Methodist Church** – A sketch plan to establish an approximately 3,238 sq ft Assembly Hall, with respect to approximately 3.3 acres of Tax Map 18, Section A, Parcel 15. The parcel is zoned A-1 Agricultural General. The property is located approximately 600 feet north of the intersection of Thomas Jefferson Parkway (Rt. 53) and Ruritan Lake Road (Rt. 619). The parcel is within the Rural Residential Community Planning Area and the Cunningham Election District.

**FLUVANNA COUNTY PLANNING COMMISSION**  
**WORK SESSION AND REGULAR MEETING MINUTES**  
**Circuit Court Room--Fluvanna County Courts Building**  
**December 12, 2017**  
**6:00 p.m.**

**MEMBERS PRESENT:** Barry Bibb, Chairman  
Ed Zimmer, Vice Chairman  
Lewis Johnson  
Sue Cotellessa  
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 Work Session:** (Mr. Barry Bibb, Chairman)  
Pledge of Allegiance, Moment of Silence

**Director Comments:**  
None

**Public Comments:**  
None

**Work Session:**

**Discussion of Setbacks - James Newman, Planner**

**Current Definitions - 'Yard' and 'Setback'**

**Yard:** An open space on a lot other than a court unoccupied and unobstructed from the ground upward by structures except as otherwise provided herein.

**-Front:** An open space on the same lot *as a building* between the front line of the building (excluding steps and ramps affording pedestrian and wheelchair access) and the front line and the rear line of the lot and extending the full width of the lot.

**-Side:** An open, unoccupied space on the same lot *as a building* between the side line of the building (excluding steps and ramps affording pedestrian and wheelchair access) and the side line of the lot, and extending from the front yard line to the rear yard line.

**Setback:** The minimum distance by which *any building or structure* must be separated from *the front lot line*.

**Current Definitions – 'Building' and 'Structure'**

**Building:** Any structure having a roof supported by columns or walls, for the housing or enclosure of persons, animals or property.

**Structure:** Anything constructed or erected, the use of which requires permanent location on the ground, or attachment to something having a permanent location on the ground. This includes, among other things, dwellings and buildings, etc.

**Issue:**

Current definition of 'Yard' only applies to buildings, not to structures. Current definition of 'Setback' only applies to front lot line. Issues with Palmer Solar SDP; solar arrays are not buildings as defined, and therefore not subject to side yard requirements  
Proposed Resolution:

Change definition of 'Setback' from:

"The minimum distance by which any building or structure must be separated from *the front lot line*."

...to....

"The minimum distance by which any building or structure must be separated from a street right-of-way or lot line."

**Bibb:** What if you have an outbuilding that is not permanently attached to the ground and can't be moved, what is that considered a building or a structure?

**Payne:** It's a building or accessory.

**Reorganization of code section:**

Accessory building setbacks for A-1, R-1, and R-2 zoning are listed in Sec.22-17-13.

- Proposed changes move accessory setbacks into applicable code sections.
- Modified R-1 as example:

**Sec. 22-5-6. Yard Setback regulations.**

(A) Side. The minimum side yard setback for each main structure shall be twenty-five feet (25') on each side.

(B) Side. *The minimum side setback for each accessory structure shall be fifteen feet (15') on each side.*

(C) Rear. Each main structure shall have a rear yard setback of fifty feet (50') or more.

(D) Rear. *Each accessory structure shall have a rear setback of twenty-five feet (25') or more.*

**Strategic Zoning Initiative – James Newman, Planner**

**Current Fluvanna Process & Policy**

1. A zoning change fee (\$1,000 fee, plus \$50 per acre)
2. Land Use Taxation Program to roll back taxes, plus interest
3. Higher annual tax liability
4. There is little incentive for owners of these types of properties to seek a zoning change due to the costs.

**AND**

***Properties must be zoned commercial to be actively marketed by the State.***

**New Rezoning Fee**

- Current rezoning fee is \$1,000 + \$50 per acre
- Draft changes to ordinance removes the \$50 per acre
- Rezoning becomes a flat fee of \$1,000
- Rezoning fee affects all rezoning's in the county. Not limited to Zions UDA or CPA

**Strategic Zoning**

- Roll back taxes apply only when use changes, not when zoning changes
- Entire County?
- Zion Crossroads Community Planning Area [or other CPA(s)]?
- Zion Crossroads Urban Development Area?

After discussion, Planning Commission decided to apply Strategic Zoning to the entire Zion Crossroads Community Planning Area. Staff will bring an official proposal at a later date.

**Small Home Business Ordinance Discussion – Brad Robinson, Senior Planner**

Gave a brief presentation of definition comparisons from other localities.

At the July meeting, we had speakers ask for more flexibility for businesses that operate from home particularly Artisans, Artist, etc. I want to note, Small home industries come in to play when their looking to use an accessory structure.

**Stewart:** We would like to change the intensity for small home business. A sewing small home business intensity would be different from say a brewery.

**Robinson:** Some of our main concerns are businesses not being able to participate because of the Special Use Permit requirements. Do we want to change those requirements? Or change the definition?

**Bibb:** Some teach classes to kids, how would that apply to them?

**Robinson:** Some localities break it down by class. Example class A, class B.

**Bibb:** I would like to have some flexibility.

**Zimmer:** Some of the issues were with the SUP fees.

**Cotellessa:** Some jurisdictions have SUP classes like minor and major.

**Bibb:** How does the planning department feel? If someone only teaches a class for six times out of the year, it seems unnecessary to have a SUP.

**Robinson:** I think we should reevaluate the fine arts studio definition.

**Open the Regular Session at 7: 00pm** (Mr. Barry Bibb, Chairman)

The Pledge of Allegiance followed by a Moment of Silence.

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

**Board of Supervisors Actions:**

**November 15, 2017**

None

**December 6, 2017**

None

**Board of Zoning Appeals Actions:**

None

**Technical Review Committee for November 9, 2017:**

- I. **SUP 17:04 – The Light Academy** – A request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48. The property is zoned A-1(Agricultural, General) and located on the north side of Cunningham Road (Route 697), approximately 350 feet west of the intersection with Shores Road (Route 640). The property is located within the Rural Preservation Planning Area and the Fork Union Election District.

- II. **ZMP 17:04 – Amber Hill LLC** – An ordinance to rezone, from A-1 Agricultural, General to I-2 Industrial, General, 90.17 acres of Tax Map 4, Section A, Parcel 27A. The property is located along Memory Lane (State Route 698), approximately 0.35 miles south of the intersection of Richmond Road (U.S. Route 250). The parcel is within the Rural Residential Planning Area and the Palmyra Election District.

**Public Comments:**

None

**Approval of Minutes**

Minutes of November 6, 2017

**Motion:**

**Johnson made a motion to approve the minutes of the Planning Commission meeting as presented. Seconded by Lagomarsino. The motion carried a vote of 5-0 AYE: Johnson, Lagomarsino, Bibb, Zimmer and Cotellessa NAY: None ABSTAIN: None ABSENT: None**

**Public Hearing:**

**Capital Improvement Plan FY 2019-23 – Brad Robinson, Senior Planner**

A proposed Capital Improvement Plan (CIP) for fiscal years 2019 through 2023 (FY2019 – FY 2023) has been prepared by County Staff (County Administration, Parks & Recreation, Public Schools, Public Works, Sheriff's Office, Fire & Rescue, etc.). The proposal has been forwarded to the Planning Commission for review, in accordance with Virginia Code §15.2-2239. You were also advised going forward for the Planning Commission to only rank the current year, not the out years.

**SCHOOLS**

- **Capital Reserve Maintenance Fund (Previous Funding Note): Rank 1**
- **Computer Instructional Technology & Infrastructure Replacement: Rank 1**
- **Fluvanna Middle School Track and Court Resurfacing: Rank 1**
- **Elementary Playground Equipment: Rank 1**
- **Underground Fuel Tank Replacement: Outer Year**
- **Carysbrook Elementary Roof and HVAC Replacement: Outer Year**
- **Abrams Building Renovation: Outer Year**
- **Central & West Central Bathroom Remodeling: Outer Year**
- **Fluvanna Middle School Annex Gymnasium Floor: Outer Year**

**SCHOOLS FLEET REPLACEMENT**

- **School Buses: (Baseline Funding - \$150K/yr) Rank 1**
- **Student Transport / Facilities Vehicles: Rank 1**

**Motion:**

**Zimmer made a motion in addition to the school that the Planning Commission recommend approval of the FY2019 – FY2023 Capital Improvement Plan (CIP) as presented, with a list of funding priorities prepared by the Planning Commission. Seconded by Cotellessa. The motion carried a vote of 5-0 AYE: Zimmer, Cotellessa, Bibb, Johnson and Lagomarsino NAY: None ABSTAIN: None ABSENT: None**

**ZMP 17:04 - Amber Hill LLC – Brad Robinson, Senior Planner**

To amend the Fluvanna County Zoning Map with respect to 90.17 acres of Tax Map 4, Section A, Parcel 27A, to rezone the same from A-1, Agricultural, General, to I-2, Industrial, General.

The property is located along Memory Lane (State Route 698), approximately 0.35 miles south of the intersection of Richmond Road (U.S. Route 250). The parcel is within the Rural Residential Planning Area and the Palmyra Election District.

- **90.17 acres of Tax Map 4, Section A, Parcel 27A**
- **Ordinance to rezone from A-1, Agricultural, General to I-2, Industrial, General**
- **Palmyra Election District**
- **Rural Residential Planning Area**
- **Auto reclamation facility proposed**

- ❖ Property located in the Rural Residential Planning Area but lies adjacent to the Zions Crossroads Community Planning Area;
- ❖ This is an area designated as the county's primary regional economic development area;
- ❖ If the rezoning is approved, the proposed use still requires approval of a special use permit and a site development plan.
  
- ❖ Property was formerly used as a salvage yard;
- ❖ Several other properties along Memory Lane are currently zoned I-1;
- ❖ Special use permit required;
- ❖ Planning Commission should consider how this request does (or does not) align with the goals and objectives of the Comprehensive Plan.

**Zimmer:** What necessitates a Special Use Permit above the rezoning?

**Robinson:** The salvage yard classification would require a SUP and I-2 zoning.

**Bibb:** The Board of Supervisors sent this to us? **Robinson:** Yes

**Zimmer:** What does that exactly mean 'it was sent to us'?

**Robinson:** The BOS has the ability to initiate a rezoning but it still has to go through the PC first.

**Zimmer:** What does an auto reclamation facility do?

**Jason Smith, Fluvanna County Director of Economic Development:** Tractor-trailers will deliver vehicles. The vehicles will then be stripped down inside the facility for recycling then store the parts on site.

**Bibb:** Why is the name of the company not being mentioned?

**Steve Nichols, Fluvanna County Administrator:** We're still in negotiations with this company and they've asked not to be disclosed yet.

**Lagomarsino:** If this company was to fall through and we changed the zoning to I-2 what by-right uses will it then have?

**Cotellessa:** Our package lists the uses: Contractor's storage yards, Sawmills, Lumberyards Sawmills, Machine shops, Solid waste collection facilities, Manufacturing, light Truck terminals manufacturing, medium Upholstery shops, Railroad facilities Wholesale warehouses, and Research laboratories.

**Robinson:** That is correct.

**Bibb:** This type of facility is more refined than the way it used to be done.

**Robinson:** Just to be clear this application is only for the rezoning process. Some of the issues regarding the proposed use by the citizens will come up during the SUP process.

**Frank Gallo, 115 Mechunk Ridge Lane:** I am not opposed to Economic Development, however I'm all for rational development. In 2013, the PC passed this to light industrial. In 2014, Economic Development suggested light industrial technology businesses, retail commercial businesses, technology parts, specialty healthcare facility again in 2014 a technology overlay. In 2016 work session for the BOS recommended a hybrid zoned commercial industrial. This is the heaviest use you could make of this land and the worst! Memory lane is a small road if you're going to have tractor trailers going up and down it you're going to have problems. I encourage you, despite the push from the BOS, to deny this.

**David Gourley, 390 Buck Ridge Rd;** My property adjoins this property on the backside. This property is not in the comp-plan it just borders it. Zoning inconsistent with a plan to benefit an individual is called spot zoning and is not permitted. The fact that it was a junk yard grandfathered in is not relevant. The only tax benefit is its industrial. My concern is the downstream agricultural, where will they get their water? Have you started or finished this James River project yet?

**O'Brien:** The pipeline is coming from the department of corrections not the related (interrupted)

**David Gourley:** From the reservoir, the one I can see the bottom of.

**O'Brien:** The pipeline from the JRWA will come in 2020

**David Gourley:** So it hasn't even been started yet.

**O'Brien:** The money has been appropriated and it's ready to start.

**Vernon Smith Jr.:** I own 85 acres that adjoin; my daughter (Sergeant Katie Smith) sent a letter pertaining to this. I have raised my children here on this property. I recently gave land to my daughter and just gave some to another daughter, so that the whole family would be together. All of a sudden, the land we planned to live on the zoning will be changed so our plans would be upset. What builds on that land is sort of a problem for us now. When we bought the bought the 73 acres from the Cosners, this was not the plan.

**Zimmer:** Mr. O'Brien, what are your thoughts on this?

**O'Brien:** As a large part of our Economic Development efforts, we competed for this large national company. We feel very positive about the potential of this company for not only a slew of jobs but also the investment and expansion it would bring in. In addition, to really build on the vision of the Economic Development of at the Crossroads. Everyone may have a different vision as to what that may look like but the reality is it has to start somewhere. This was already previously a junk yard but this is going to be much cleaner and organized. The recycling of used car parts these days due to the cash-for-clunkers car parts has become a very profitable business. Apparently there's not enough parts around so these parts get shipped all around the world. There will be lots of revenue that's generated from machinery and tools tax, industrial tax, rezoning of the property and of course the jobs that will be coming into the area.

The BOS has made a commitment to bringing Economic Development into Fluvanna County so that they can compete with surrounding counties and this is a viable business that adds to that vision.

**Johnson:** What about the car crushing? Will that be inside?

**Smith:** We don't have a lot of details regarding that process but they won't be crushing vehicles everyday every hour. Most operations will be from 9 to 5

**Payne:** That's a question for the special use permit.

**Zimmer:** Another letter that came in with questions are more for the Special Use Permit as well

**Cotellessa:** I think if we divorce from the SUP and any impacts of this particular business from the rezoning action is appropriate. Then what we have to do is decide whether I-2 zoning is the appropriate zoning for this particular parcel of land given the uses that may be on the property by, by right or SUP. This particular deal, while we're working very hard at it, can certainly fall through and then you would have a certain number of by right uses that could go in there as well as other Special Use Permit uses. My immediate concern is that there are properties in between this from the community planning area. I think the question we need to limit ourselves to is, is this land right for I-2 zoning?

**Lagomarsino:** I agree with the comments but the problem is do we get into speculative zoning, and zone this based on this particular project coming through and it doesn't then we end up with other uses. I think our analysis tonight needs to focus on those other uses.

**O'Brien:** It's a very small possibility of this falling through.

**Bibb:** There are other industrial uses in the area.

**Lagomarsino:** Part of what the problem is, is where we're at with this. It's not coming from the entity that wants to build. One problem I have is they have no skin in the game at the moment.

**O'Brien:** That's not entirely accurate, however this is in an effort to fast track the process. It has nothing to do with no skin in the game.

**Lagomarsino:** The other issue is if you look at other I-2 uses; if this does fall through, look at a saw mill that has a lot of noises and stuff that goes with it, a truck terminal, that could be a major impact.

**Smith:** Amber LLC is aware of this discussion. They are prepared to come to the next BOS to answer questions. We've been in contact with their engineering team. This is one of the contingency of them coming.

**Johnson:** I don't think it matters what we say. Even if we deny it I think it would still go through with the BOS

**O'Brien:** It's still the role of the Planning Commission to do the heavy lifting. The BOS respect the opinion of the Planning Commission. It's never done until there are three votes.

**Bibb:** Is there a way to rezone it and if it doesn't go through then the rezoning could be rescinded?

**Payne:** Yes. The BOS has the right and duty to evaluate the impact of a zoning action. Economic Development is a proper subject for zoning consideration. I'm not saying I'm telling you what to do but you should consider Economic Development aspects of any rezoning. There are considerations to be made on both sides.



**Motion**

Mr. Zimmer moved to recommend approval of ZMP 17:04, an ordinance to amend the Fluvanna County Zoning Map with respect to approximately 90.17 acres of Tax Map 4, Section A, Parcel 27A, to rezone the same from A-1, Agricultural, General, to I-2, Industrial, General. There was no second.

**Motion**

Mrs. Cotellessa moved to recommend deferral of ZMP 17:04, an ordinance to amend the Fluvanna County Zoning Map with respect to approximately 90.17 acres of Tax Map 4, Section A, Parcel 27A, to rezone the same from A-1, Agricultural, General, to I-2, Industrial, General. There was no second.

**Motion**

Mr. Zimmer moved to recommend denial of ZMP 17:04, an ordinance to amend the Fluvanna County Zoning Map with respect to approximately 90.17 acres of Tax Map 4, Section A, Parcel 27A, to rezone the same from A-1, Agricultural, General, to I-2, Industrial, General. Mrs. Cotellessa seconded. The motion carried with a vote of 2-2-1. AYES: Lagomarsino and Cotellessa. NAYS: Bibb and Zimmer. ABSTAIN: Johnson.

**Motion**

Mr. Zimmer moved to recommend denial of ZMP 17:04, an ordinance to amend the Fluvanna County Zoning Map with respect to approximately 90.17 acres of Tax Map 4, Section A, Parcel 27A, to rezone the same from A-1, Agricultural, General, to I-2, Industrial, General. Mrs. Cotellessa seconded. The motion carried with a vote of 3-1-1. AYES: Lagomarsino, Cotellessa and Zimmer. NAYS: Bibb ABSTAIN: Johnson.

**SUP 17:04 – The Light Academy Inc. – James Newman, Planner**

A request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48. The property is located on the north side of Cunningham Road (Route 697), approximately 350 feet west of the intersection with Shores Road (Route 640). The property is located in the Fork Union Election District and is within a Rural Preservation Planning Area.

**Proposed Conditions for Special Use Permit**

1. Regular hours of operation shall be 6:30 A.M. to 6:30 P.M. After school, activities and ancillary uses of the property and facilities (such as community classes, dances, club meetings, sports, etc.) shall be permitted until 11 P.M.
2. A minor site plan will be required to be filed within two (2) years of the date of Special Use Permit approval.
3. Outdoor events featuring 200 or more people will require a separate Special Use Permit for an 'Outdoor Gathering', as specified in the current Zoning Ordinance.
4. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
5. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
6. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

**Bibb:** Is this the same Light Academy operates another facility now? This building was a school to start with, now they're bringing back the use it was intended for.

**Applicant:** As part of the educational facility, we would possibly like to offer a preschool in that area. There isn't anything currently in that part of the county.

**Cotellessa:** Is this k-12

**Applicant:** K-10<sup>th</sup>, possibly next year through 12<sup>th</sup>

**Cotellessa:** How many teachers do you have?

**Applicant:** Three full time, multiple part time staff.

**Johnson:** I think it's an excellent use of this property.

**Motion:**

Johnson made a motion to recommend approval of SUP 17:04, a request to establish an Educational Facility with respect to 10 acres of Tax Map 39, Section A, Parcel 48, [if approved] subject to the six (6) conditions listed in the Staff Report.

Seconded by Lagomarsino. The motion carried a vote of 5-0 AYE: Johnson, Lagomarsino, Bibb, Zimmer, and Cotellessa NAY:

None ABSTAIN: None ABSENT: None

**Public Comments:**

None

**PRESENTATIONS:**

None

**Site Development Plans:**

None

**Subdivisions:**

None

**Unfinished Business:**

**Strategic Zoning Initiative – James Newman, Planner**

**Motion:**

Cotellessa moved that the Fluvanna County Planning Commission direct staff to initiate a Zoning Text Amendment to amend "Section 22-17-7, Fees" to amend the rezoning fee, and to schedule a future public hearing for formal Planning Commission consideration and recommendation to the Board of Supervisor Seconded by Johnson.

The motion carried a vote of 5-0 AYE: Cotellessa, Johnson, Lagomarsino, Bibb, and Zimmer NAY: None ABSTAIN: None ABSENT: None

**New Business:**

None

**Public Comments:**

None

**Adjourn:**

Chairman Bibb adjourned the Planning Commission meeting of December 12, 2017 at 8:09 P.M.

Minutes recorded by Stephanie Keuther, Senior Program Support Assistant.

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

Draft



# CODE COMPLIANCE VIOLATION STATISTICS

December - 2017

Scott B. Miller, CZO, Code Inspector, Building Site Inspector

Complaint Number	Tax Map Number	Property Owner	Address	Date of Complaint	Violation Type	Status*	Deadline	District
1611-01	18-(A)-25B	Stevens, Roger	Thomas Farm La. (Vacant)	11/3/2016	Junk/Inoperable Vehicle	Court	Circuit Court Appeal Final Disposition set for 01/11/2018	Palmyra
1705-02	36A-(A)-18	Cable, Louis A. & Susan V.	651 West River Rd.	5/9/2017	Signs	Cleared	n/a	Cunningham
1709-01	8-(A)-31	CP Burns Properties LLC.	677 Lake Monticello Rd.	9/17/2017	Improper Use - Junkyard	Cleared	n/a	Palmyra
1709-03	4-(A)-114	Herrion, Vernon L.	15 Blue Ridge Dr.	9/20/2017	Violation of SUP 04-10	Permit Pend	01/20/2018	Palmyra
1710-01	43-(A)-39	Partusch, Brian D.	4855 Stage Junction Rd.	10/17/2017	Improper Use - Junkyard	Extended	01/17/2018	Columbia
1712-01	28-95)-4A	Tilghman, Joe & Robin	102 Wagner Pl.	12/06/2017	Trash/Debris	Cleared	n/a	Cunningham

### STATUS DEFINITIONS\*

Board - Case is pending Board Approval	Court Pending - Summons to be issued	Permit Pending - Applied for Permit to Abate Violation
Cleared - Violation Abated	Extended - Extension Given/Making Progress to Abate Violations	Rezoning - Property is in Rezoning Process
Court - Case is before Judge	Pending - Violation Notice Sent	SUP Pending - SUP Application made to Abate Violation

### MISCELLANEOUS ACTIONS / TASKS

Biosolids Applied and Signs Displayed (Total – 32 Sites)

Compliance with Tenaska Virginia Sound Levels 11/18/2017

Signs Removed From Public Rights-Of-Way (Total – 33)

Placed and removed "Public Hearing Signs" as needed

Deliver packets to BOS, PC Members and Library




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# COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## STAFF REPORT

**To:** Fluvanna County Planning Commission  
**Case Number:** SUP 17:05  
**Tax Map:** Tax Map 17, Section A, Parcel 57C

**From:** Brad Robinson  
**District:** Cunningham  
**Date:** January 9, 2018

**General Information:** This request is to be heard by the Planning Commission on Tuesday, January 9, 2018 at 7:00 p.m. in the County Administration Building Morris Room.

**Applicant:** Jackson's Automotive Services LLC

**Owner:** Rodger Waine McCann

**Representative:** Justin Shimp, Shimp Engineering

**Requested Action:** Request for a special use permit to construct an automobile repair service establishment with respect to 4.009 acres of Tax Map 17, Section A, Parcel 57C. (Attachment A)

**Location:** The affected property is located along Thomas Jefferson Parkway (Route 53) approximately 0.07 miles north of the intersection with Turkeysag Trail (State Route 1015). The parcel is within the Rivanna Community Planning Area and the Cunningham Election District.

**Existing Zoning:** A-1, Agricultural, General (Attachment B)

**Existing Land Use:** Vacant/undeveloped

**Planning Area:** Rivanna Community Planning Area

**Adjacent Land Use:** Adjacent properties on the west side of Route 53 are zoned A-1 (Agricultural, General). Properties on the east side of Route 53 are zoned B-1 (Business, General).

**Zoning History:** None

## **Comprehensive Plan:**

### **Land Use:**

The Comprehensive Plan designates this property as within the Rivanna Community Planning Area. According to this chapter, *“this community planning area lies adjacent to the municipal services of the Palmyra area, but also has the significant private infrastructure of the Lake community. The area is traditionally neighborhood residential, with primarily single-family detached dwellings. Surrounding growth should be a mixture of uses and residential dwelling types that serve a variety of incomes. Neighborhood mixed-use is needed to help offset the volume of single-family residential development in this community. Additional services and infrastructure are needed to accommodate more growth.”* This chapter also states *“there are existing areas just outside of the Lake Monticello gates, including Piedmont Village, Crofton Plaza, and Jefferson Centre. Clustering development around existing centers preserves rural areas.”*

### **Economic Development:**

According to this chapter, *“The primary infrastructure service areas will be the Zion Crossroads, Lake Monticello, and Fork Union community planning areas.”*

### **Analysis:**

This is a special use permit application for an automobile repair service establishment. The potential buyer of the property, Jackson’s Automotive Services LLC, is currently located in Albemarle County. Approval of this special use permit would allow the buyer to relocate to Fluvanna County.

The subject use is classified as an “automobile repair service establishment” and defined in the Zoning Ordinance as *“A facility for the general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, or providing collision services, including body, frame, or fender repair, and overall painting.”* Automobile repair service establishments are permitted by special use permit in the A-1 zoning district and are subject to an approved site development plan. The detail of the site development plan that is required is at the discretion of the Director of Planning, and many times the sketch plan provided with the SUP application is sufficient.

In accordance with the application, the project will consist of a 60’ x 100’ building, parking area and driveways. The building will be a six-bay shop with an office and lobby area. Vehicles awaiting repair will be parked to the rear of the building. While the zoning definition allows for a range of automotive activities, the proposed operation will specialize only in general repair of automobiles including oil changes and tires. No body work or collision services are proposed. While the A-1 zoning district regulations require the proposed building to be located a minimum of 200’ from the edge of the right-of-way, the concept plan exceeds this requirement and proposes the building over 300’.

The current property owner also owns the adjoining parcel to the south, Tax Map 17-A-57B, which contains an existing dwelling. The potential buyer also intends to purchase this parcel for a private residence in addition to the subject parcel. The dwelling will not be associated with or a part of the automobile repair establishment.

When evaluating proposed uses for a special use permit, in addition to analyzing the potential adverse impacts of the use, staff utilizes two (2) general guidelines for evaluation as set forth in the zoning ordinance.

**First, the proposed use should not tend to change the character and established pattern of the area or community.**

The subject property is located within the Rivanna Community Planning Area, within close proximity of commercial zoning and uses. The Jefferson Centre shopping area is located across Thomas Jefferson Parkway from the subject parcel. The character of the area is expected to remain unchanged.

**Second, the proposed use should be compatible with the uses permitted by-right in that zoning district and shall not adversely affect the use/or value of neighboring property.**

Automobile repair service establishments are allowed by SUP in the A-1 district. By-right uses that are similar, in operation or size of structures, to this application may include family daycare homes, farm sales and private kennels. The subject property is located in an area of the county that is planned for additional residential and commercial growth.

Sec. 22-1-2 of the zoning ordinance states its purpose is “*to facilitate the creation of a convenient, attractive and harmonious community*” as well as “*to protect against over-crowding of land*”. Additionally, the zoning ordinance encourages “*economic development activities*”. This request would permit business expansion and potential to generate more revenue.

(Attachment D)

**Neighborhood Meeting:**

There were no attendees for this item at the December 13, 2017 neighborhood meeting.

**Technical Review Committee:**

The following comments were generated from the December 14, 2017 Technical Review Committee meeting:

1. Planning staff did not have any comments.
2. Fire Chief had no comments.
3. Building Inspections had no comments.
4. Health Dept. stated that public water and sewer will probably be available. If not, [applicant] will be required to contact an AOSE (private consultant) for a drainfield and well permit, if needed.
5. VDOT:

- Rte. 53 (Thomas Jefferson Parkway) is a Major Collector with a posted speed limit of 45 mph which requires a minimum of 500 ft. of Intersection Sight Distance for a standard commercial entrance. On the site plan, graphically demonstrate (horizontally and vertically) that the proposed commercial entrance provides the minimum 500 ft. of Intersection Sight Distance (height of eye = 3.5 ft., height of object = 3.5 ft. and 14.5 ft. off edge of pavement).
- Provide an entrance analysis for the proposed development with the recommended road improvements to support the proposed development, VDOT will review the entrance analysis and provide comments if applicable. Base traffic volumes for the study off of VDOT's 2016 Traffic Data which shows an Average Annual Weekday Traffic (AAWDT) of 7600 vehicles (see attached VDOT data sheet).

(Attachment E)

**Conclusion:**

The Planning Commission should consider any potential adverse impacts, such as traffic entering and exiting the property, noise, dust, vibration, or visual clutter. The Planning Commission can recommend conditions to ensure the proposed use will not be detrimental to the character and development of the adjacent area.

**Recommended Conditions:**

If approved, Staff recommends the following conditions:

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance must be submitted for review and approval.
2. The site must meet all Virginia Department of Transportation requirements.
3. The site must meet the requirements set forth by the Virginia Department of Health.
4. Not more than five (5) vehicles waiting for service shall be stored on the property outside of normal business hours.
5. Hours of operation for the site shall be from 7 am to 6 pm Monday-Friday.
6. All noise generated by this activity shall be limited to maximum daytime level of 60 dB at the property line.
7. Any lighting shall not be directed toward adjacent properties and comply with Article 25 of the Fluvanna County Code.
8. Used motor oil, coolants, discarded automotive parts and tires shall be recycled or disposed of in accordance with State and local laws.
9. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.

10. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
11. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

**Suggested Motion:**

I move that the Planning Commission recommend approval/denial/deferral of SUP 17:05, a request to construct an automobile repair service establishment with respect to 4.009 acres of Tax Map 17, Section A, Parcel 57C, [if approved] subject to the eleven (11) conditions listed in the staff report.

**Attachments:**

- A – Application and APO letter
- B – Zoning Map
- C – Aerial Vicinity Map
- D – Applicant’s site plan
- E – TRC comment letter

Copy: Jon Jackson via email – [jacksonautoservices@gmail.com](mailto:jacksonautoservices@gmail.com)  
Justin Shimp, P.E., Shimp Engineering via email – [justin@shimp-engineering.com](mailto:justin@shimp-engineering.com)  
File



COMMONWEALTH OF VIRGINIA  
**COUNTY OF FLUVANNA**  
**Application for Special Use Permit (SUP)**

**Owner of Record:** Roger McCann  
 E911 Address: 5975 Thomas Jefferson Pkwy Palmyra VA 22963  
 Phone: 434-589-1788 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Applicant of Record:** Jackson's Automotive Services, LLC  
 E911 Address: 3746 Seminole Trail Charlottesville VA 22911  
 Phone: 434-531-6900 Fax: 434-995-5541  
 Email: jacksonsautoservices@gmail.com

**Representative:** Justin Shimp  
 E911 Address: 201 east main st, Charlottesville, VA 22902  
 Phone: 4342275140 Fax: \_\_\_\_\_  
 Email: justin@shimp-engineering.com

**Note:** If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

Is property in Agricultural Forestal District?  No  Yes  
 If Yes, what district: \_\_\_\_\_

**Tax Map and Parcel(s):** 17 A 57C  
**Acreage:** 4.009 **Zoning:** A-1

**Deed Book Reference:** 559  
 Deed Restrictions?  No  Yes (Attach copy)

Request for a SUP in order to: Open Auto Repair Business

Proposed use of Property: Automotive Repair Business

\*Two copies of a plan must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 11/30/2017 Signature of Owner/Applicant: \_\_\_\_\_

*[Handwritten Signature]*  
 day of Dec., 20 17

Subscribed and sworn to before me this 7<sup>th</sup>

Register # 769 7245

Notary Public: Stephanie Keuther



My commission expires: 9/30/2020

Certification: Date: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_

**All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.**

OFFICE USE ONLY			
Date Received: <u>12/1/17</u>	Pre-Application Meeting:	PH Sign Deposit Received: <u>890.00 12/1/17</u>	Application #: SUP <u>17 : 05</u>
<u>\$800.00</u> fee plus mailing costs paid: <u>V# 2288</u>		Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Mail	
Amendment of Condition: \$400.00 fee plus mailing costs paid:			
Telecommunications Tower \$1,500.00 fee plus mailing costs paid:		\$5,500 w/Consultant Review paid:	
Election District: <u>Palmyra</u> <u>Cunningham</u>	Planning Area: <u>Zion Crossroads, CPA</u> <u>Rivanna</u>		
Public Hearings		Board of Supervisors	
Planning Commission		Board of Supervisors	
Advertisement Dates: <u>Dec 28 + Jan 4</u>	Advertisement Dates: <u>Jan 4 + 11 2018</u>		
APO Notification: <u>Dec 22</u>	APO Notification: <u>Dec. 29 2017</u>		
Date of Hearing: <u>Jan. 9 2018</u>	Date of Hearing <u>Jan. 17 2018</u>		
Decision:	Decision:		



COMMONWEALTH OF VIRGINIA  
**COUNTY OF FLUVANNA**  
**Public Hearing Sign Deposit**

Name: Jackson's Automotive Services LLC

Address: 5975 Thomas Jefferson Parkway

City: Palmyra

State: VA

Zip Code: 22963

I hereby certify that the sign issued to me is my responsibility while in my possession. Incidents which cause damage, theft, or destruction of these signs will cause a partial or full forfeiture of this deposit.

  
 Applicant Signature

12-7-17  
 Date

\*Number of signs depends on number of roadways property adjoins.

OFFICE USE ONLY	
Application #: BZA _____ : _____ CPA _____ : _____ SUP <u>17</u> : <u>05</u> ZMP _____ : _____ ZTA _____ : _____	
\$90 deposit paid per sign*: <u>✓# 2288 12/1/17</u>	Approximate date to be returned:



Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

New building to be constructed for purpose of opening an automotive repair business. Building will be 60 x 100 ft. It will be a 6 bay shop with an office and lobby area. Gravel driveway will enter property and circle around the back of the building. Parking will be added to either side of the building. Proper lighting will be added for cars being picked up and dropped off at night. Landscaping and regular maintenance will be done to maintain land and building.

**NECESSITY OF USE:** Describe the reason for the requested change.

Currently, the business is being run from a 1 bay building which is no longer large enough to meet the needs of my growing business. I would like to construct a larger building to accomodate the growth of my business and customer base. Having a larger building for the business will also allow for additional employee's to adequately service my customer's needs.

**PROTECTION OF ADJOINING PROPERTY:** Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

We do not find that there will be any substantial detriment to the adjacent properties or surrounding neighborhood. We have not had any complaints from our current neighbors. The building will be set back from the main road and will be surrounded by tree's. This will help to reduce noise and light from the business. The hours of operation will be Monday - Friday from 7am to 6pm which are typical business hours - we do not anticipate a need for weekend hours at this time. All repairs will be completed inside the building. We follow all government restrictions to protect the environment. Used oil is properly disposed of by Safety Kleen and is stored in a certified oil tank until pick up. Used tires and parts are disposed weekly by being taken to the salvage yard. Disabled vehicles will be parked to the back of the building until moved inside the shop for repairs.

**ENHANCEMENT OF COUNTY:** Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

The automotive repair business is constantly growing. Families are keeping their vehicles longer so keeping their vehicles serviced and maintained is crucial. We provide excellent service at an affordable price. The proposed location is located across from the Lake Monticello subdivision and other businesses. There are only a couple automotive repair shops in the area. Most customers have to make a 20-30 drive into Charlottesville or to Zion's Crossroads for their needed repairs. Having a conveniently located repair shop will greatly benefit the families and community by keeping the business local. We will offer pick up and drop off for our customers as well as towing. The business will also provide addtional employment opportunities.

**PLAN:** Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application. Remarks:

### Special Use Permit Checklist

The following information shall be submitted with the application and is to be provided by the applicant for the processing of the application:

- 祺 Completed Special Use Permit signed by the current owner(s) or lessee or written confirmation from the current owner or lessee granting the right to submit the application.
- 祺 Site Plan for any expansion or new construction (18 folded copies preferred). Include:
  - 祺 Plot plan or survey plat at an appropriate scale
  - 祺 Location and dimension of existing conditions and proposed development
  - 祺 Commercial and Industrial Development: parking, loading, signs, lighting, buffers and screening
  - 祺 Copy of the Tax Map showing the site (preferred)
  - 祺 Copy of General Location Map (preferred)
  - 祺 Supporting photographs are not required, but suggested for evidence.

**STAFF USE ONLY**

祺 \_\_\_\_\_ BCR \_\_\_\_\_

祺 \_\_\_\_\_ BCR \_\_\_\_\_

祺 \_\_\_\_\_ BCR \_\_\_\_\_

祺 \_\_\_\_\_ \_\_\_\_\_

祺 \_\_\_\_\_ BCR \_\_\_\_\_

祺 \_\_\_\_\_ \_\_\_\_\_

祺 \_\_\_\_\_ \_\_\_\_\_

All maps and plans submitted are to be either 8.5"x 11" or 11"x 17". One original of any size may be to staff for use at the public hearing.

#### Review of the Application

- 祺 Preliminary review by planning staff for completeness and content.
- 祺 Copies of application: office, agencies and county attorney.
- Technical Review Committee review and comment
- 祺 Determine all adjacent property owners.
- 祺 Placed as a Public Hearing on the next available agenda of the Planning Commission.
- 祺 Notification of the scheduled Public Hearing to the following:
  - Applicant
  - All adjacent property owners
  - Local Newspaper advertisement
- 祺 Staff Report to include, but not be limited to:
  - General information regarding the application
  - Any information concerning utilities or transportation
  - Consistency with good planning practices
  - Consistency with the comprehensive plan
  - Consistency with adjacent land uses
  - Any detriments to the health, safety and welfare of the community.

**STAFF USE ONLY**

祺 \_\_\_\_\_ BCR \_\_\_\_\_

祺 \_\_\_\_\_ BCR \_\_\_\_\_

祺 \_\_\_\_\_ BCR \_\_\_\_\_

祺 \_\_\_\_\_ BCR \_\_\_\_\_

祺 \_\_\_\_\_ \_\_\_\_\_

祺 \_\_\_\_\_ BCR \_\_\_\_\_

祺 \_\_\_\_\_ \_\_\_\_\_

祺 \_\_\_\_\_ \_\_\_\_\_

**Meetings for the processing of the application**

- 祺 Applicant or a representative must appear at the scheduled hearing. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to submittal or correction; or denial of the special use permit.
- 祺 Notification to the applicant regarding the Planning Commission's decision.
- 祺 Placed as a Public Hearing on the next available agenda of the Board of Supervisors.
- 祺 Staff Report and Planning Commission recommendation forwarded to the Board.
- 祺 Notification of the scheduled Public Hearing to the following:
  - \_\_\_ Applicant
  - \_\_\_ All adjacent property owners
  - \_\_\_ Local Newspaper advertisement
- 祺 Applicant or a representative must appear at the scheduling hearing. After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.
- 祺 The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

**Actions**

- 祺 With approval, the development may proceed.
- 祺 If denied, an appeal to the Courts may be prescribed by law
- 祺 No similar request for a special use permit for the same use at the same site may be made within one year after the denial.
- 祺 The Special Use Permit Application fee is made payable to the **County of Fluvanna**.

Fluvanna County Department of Planning & Community Development Box 540 Palmyra, VA 22963 434-591-1910 Fax -- 434-591-1911

This form is available on the Fluvanna County website: [www.fluvannacounty.org](http://www.fluvannacounty.org)

November 5, 2017

To Whom it may concern, Jon and/or Vanessa Jackson have my permission to file for a Special Use Permit with the County of Fluvanna regarding my property described as Tax Map and parcels 17 A 57B and/or 17 A 57C.

Thank you,

Rodger Waine McCann

A handwritten signature in black ink that reads "Rodger Waine McCann". The signature is written in a cursive style with a long horizontal line extending to the right.

Sharon

**OWNER'S APPROVAL**

THE SUBDIVISION OF THE LAND DESCRIBED HEREIN IS WITH THE FREE CONSENT OF AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER, TRUSTEES, OR PROPRIETORS

*Samuel McCann*

TO WITNESS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 28<sup>th</sup> DAY OF 2/92

*Mandelle Pasinger*

MY COMMISSION EXPIRES 2/28/93  
I was Commissioned as Mandelle Pasinger

**STATEMENT OF TITLE**

THE LAND SHOWN WAS OBTAINED BY SAMUEL MCCANN, DB 62 PAGE 7 AND TO THE BEST OF MY KNOWLEDGE MEETS ALL THE REQUIREMENTS REGARDING THE PLATTING OF SUBDIVISIONS

*Robert L. Lum*

COUNTY ADMINISTRATOR DATE

BY AUTHORITY OF SECTION 9.2 OF FLUVANNA COUNTY SUBDIVISION ORDINANCE

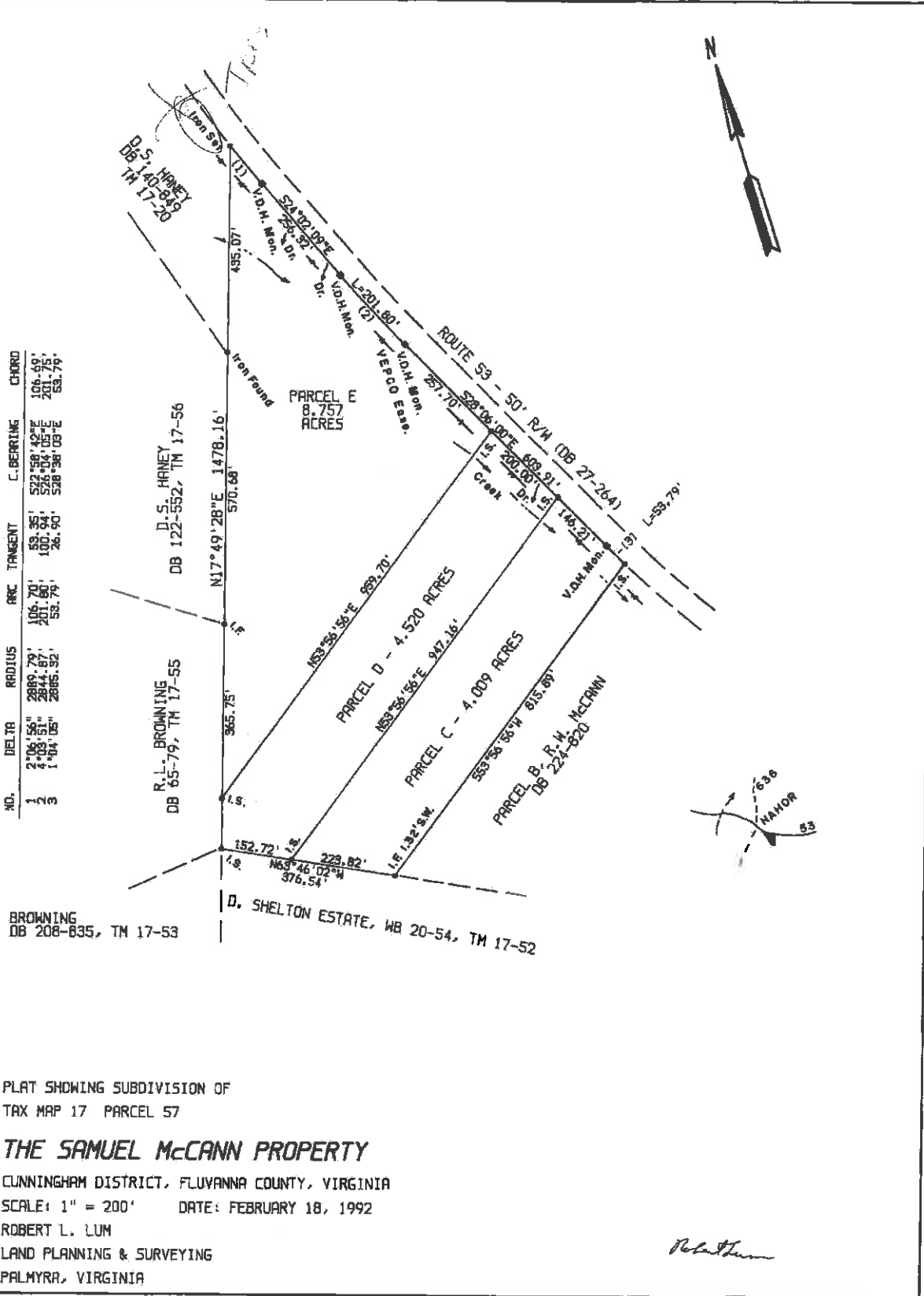
**COUNTY SANITARIAN**

A SOIL STUDY SHOWS THIS SUBDIVISION IS GENERALLY SUITABLE FOR SEPTIC TANK AND SUBSURFACE SEWAGE DISPOSAL. HOWEVER, EACH LOT IS TO BE DETERMINED ON AN INDIVIDUAL BASIS.

COUNTY SANITARIAN

VA. DEPT. OF TRANSP. DATE

NO.	DELTA	RADIUS	ARC	TANGENT	C. BEARING	CHORD
1	2 08' 56"	2889.79'	106.70'	59.95'	S22°58'42"E	106.69'
2	1 04' 51"	2884.67'	201.60'	100.94'	S26°04'05"E	201.75'
3	1 04' 05"	2886.52'	53.79'	26.90'	S28°58'09"E	53.79'



PLAT SHOWING SUBDIVISION OF  
TAX MAP 17 PARCEL 57

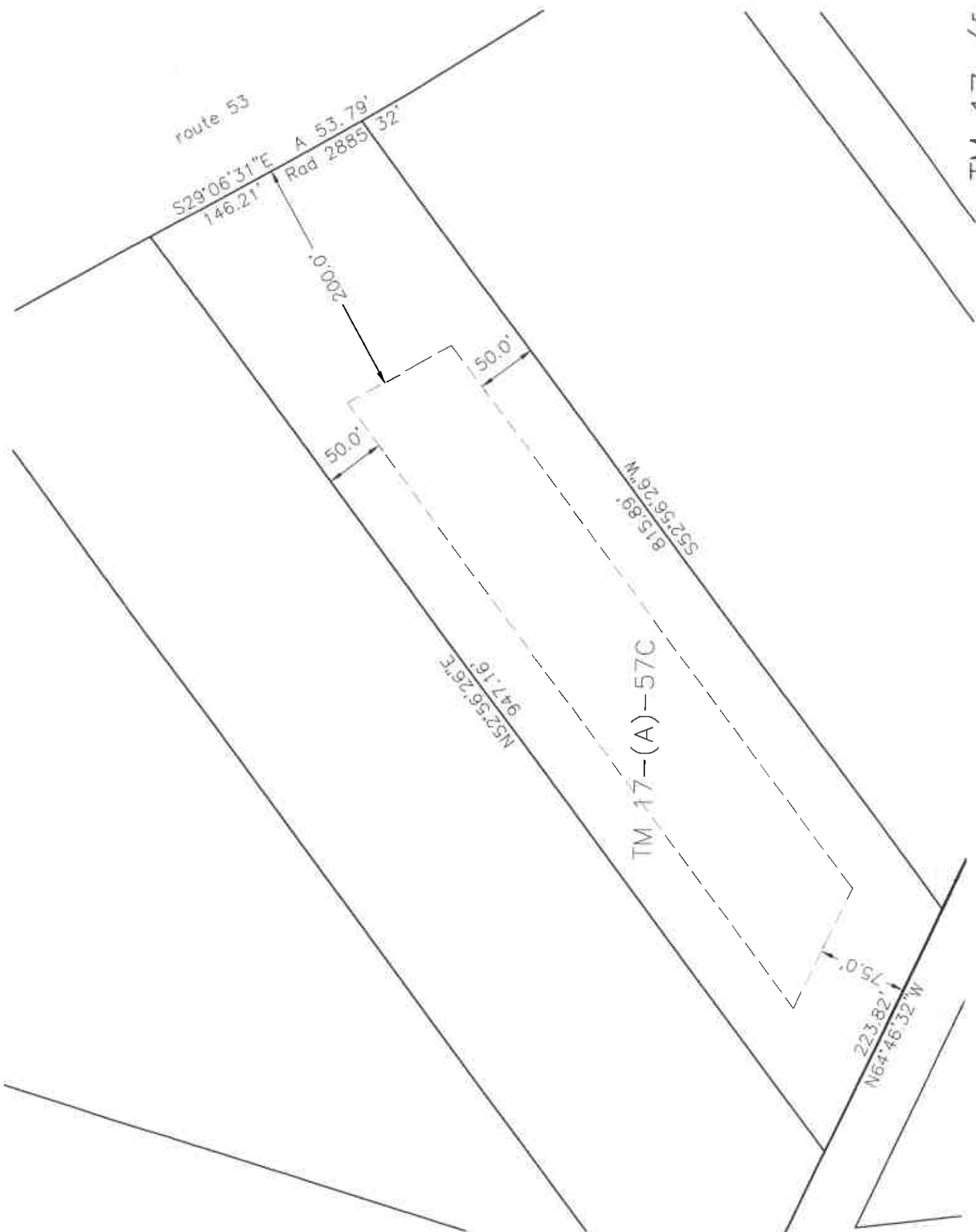
**THE SAMUEL McCANN PROPERTY**

CUNNINGHAM DISTRICT, FLUVANNA COUNTY, VIRGINIA

SCALE: 1" = 200' DATE: FEBRUARY 18, 1992

ROBERT L. LUM  
LAND PLANNING & SURVEYING  
PALMYRA, VIRGINIA

*Robert L. Lum*



TM 17 / R

Office  
15' X 15'

Lobby  
18' X 27'

Bathroom  
9' X 10'

Bathroom  
5' X 10'

14'-0"

18'-0"

4'-0"

8'-0"

6'-0"

Boy  
12' X 28'

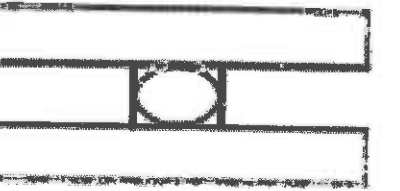
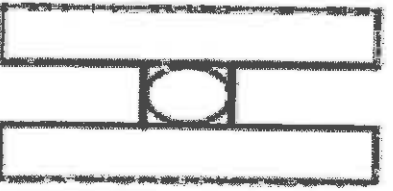
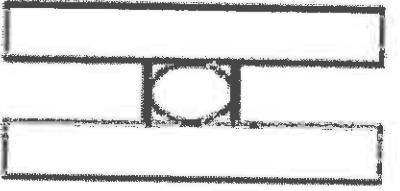
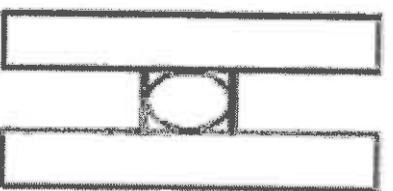
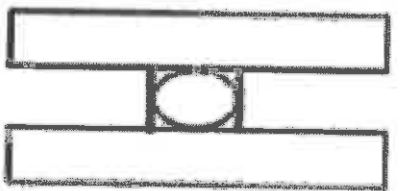
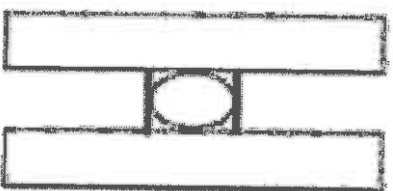
Boy  
12' X 24'

Boy  
12' X 28'

Boy  
12' X 24'

Boy  
17' X 28'

Boy  
17' X 24'





November 30, 2017

Fluvanna County Department of Planning and Zoning  
132 Main Street  
Palmyra, VA 22963

**Regarding: Lake Monticello Auto Service  
SUP Application**

Dear Reviewer,

Please find enclosed a conceptual plan for parcel 17A-57C. The Contract Purchase is the Applicant for a Special Use Permit and he/she will be delivering the application, fee, and checklist to accompany this conceptual plan. If you have any questions or concerns please feel free to call me at (434) 227-5140 or by email at [kelly@shimp-engineering.com](mailto:kelly@shimp-engineering.com) and we can discuss any questions that you may have in further detail.

Best Regards,

Kelly Strickland  
Shimp Engineering, P.C.





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## COUNTY OF FLUVANNA

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(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

### MEMORANDUM

**Date:** December 22, 2017  
**From:** Stephanie Keuther  
**To:** Jason Stewart  
**Subject:** Planning Commission APO Letter

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Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the January 9, 2017 Planning Commission Meeting.



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## COUNTY OF FLUVANNA

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### NOTICE OF PUBLIC HEARING

December 22, 2017

«Name»  
«Address»  
«City\_State» «ZIP»  
TMP#«TMP»

**Re: Public Hearing on SUP 17:05**

Dear «Name»:

This letter is to notify you that the Fluvanna County Planning Commission will hold a public hearing on the above referenced items as noted below:

**Purpose:** Planning Commission Public Hearing  
**Day/Date:** Tuesday, January 9, 2018  
**Time:** 7:00 PM  
**Location:** Fluvanna County Administration Building Morris Room, Palmyra, VA

The applicant or applicant's representative will be present at the Planning Commission meeting for the request that is described as follows:

**SUP 17:05 Jackson's Automotive Services LLC** – A request for a special use permit to construct an automobile repair service establishment, with respect to 4.009 acres of Tax Map 17, Section A, Parcel 57C. The property is located along Thomas Jefferson Parkway (Route 53) approximately 0.07 miles north of the intersection with Turkeysag Trail (State Route 1015). The parcel is zoned A-1 and is within the Rivanna Community Planning Area and the Cunningham Election District.

You are welcome to attend the Public hearing and you will have an opportunity to comment, if desired. The tentative agenda and staff report for this action is available for public review on the County website at <http://fluvannacounty.org/meetings>. You can also view the report in the Fluvanna County Planning and Zoning Department during working hours (8:00 am – 5:00 pm, Monday through Friday).

If you have any questions regarding this application or the Public Hearing, please contact me at 434-591-1910.

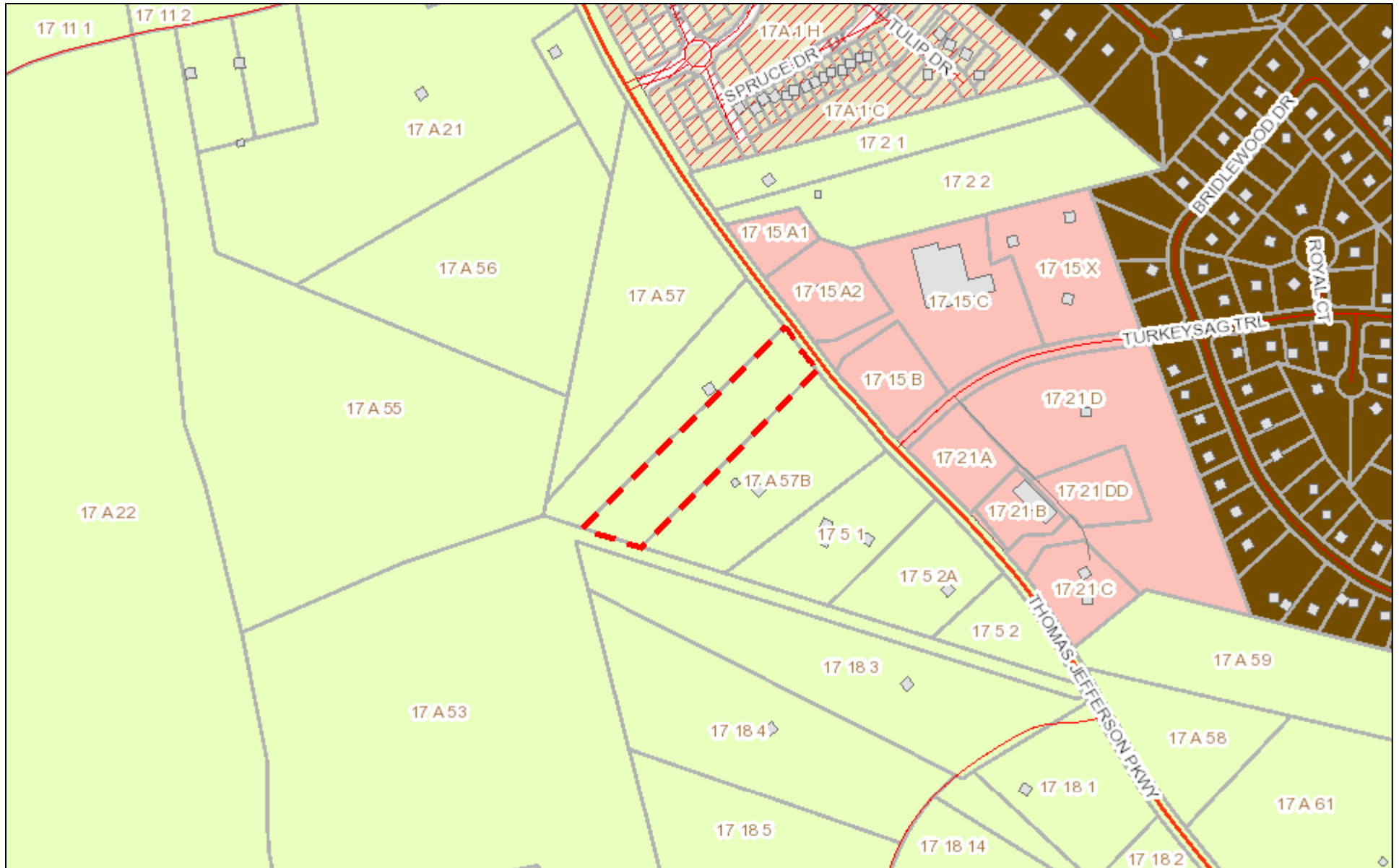
Sincerely,

Jason Stewart  
Planning and Zoning Administrator

**ADJACENT PROPERTY OWNERS SUP 17:05**

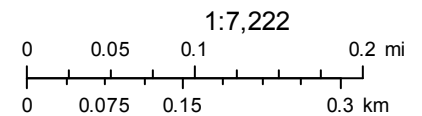
<b>TAX MAP</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>CITY/STATE/ZIP</b>
	MACON PARTNERS LLP C/O FIRST VIRGINIA HOMES	2704-A LAKE MONTICELLO RD	PALMYRA, VA 22963
	MONTICELLO PROPERTY LLC	12648 QUEENSGATE RD	MIDLOTHIAN, VA 23113
	RODGER WAINE MCCANN	5975 THOMAS JEFFERSON PKWY	PALMYRA, VA 22963
	BROWNING TRUST	82 NAHOR MANOR RD	PALMYRA, VA 22963
	ROBERT L & OPAL G BROWNING		

# Fluvanna County, VA WebGIS Parcels - PIN: 17 A 57C



January 5, 2018

- |                 |              |                       |                        |
|-----------------|--------------|-----------------------|------------------------|
| ● Place Names   | <b>Roads</b> | — Secondary           | □ Parcels              |
| — Town Boundary | — Interstate | — Other               | □ County Boundary      |
| + Railroads     | — Primary    | □ Building Footprints | □ Surrounding Counties |



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

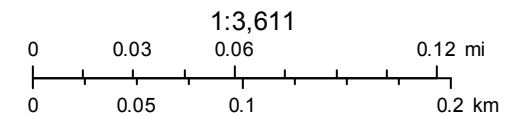


Fluvanna County, VA WebGIS Parcels - PIN: 17 A 57C



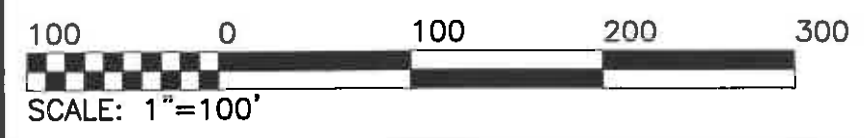
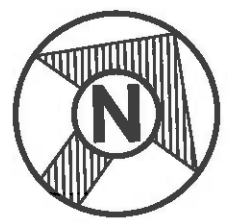
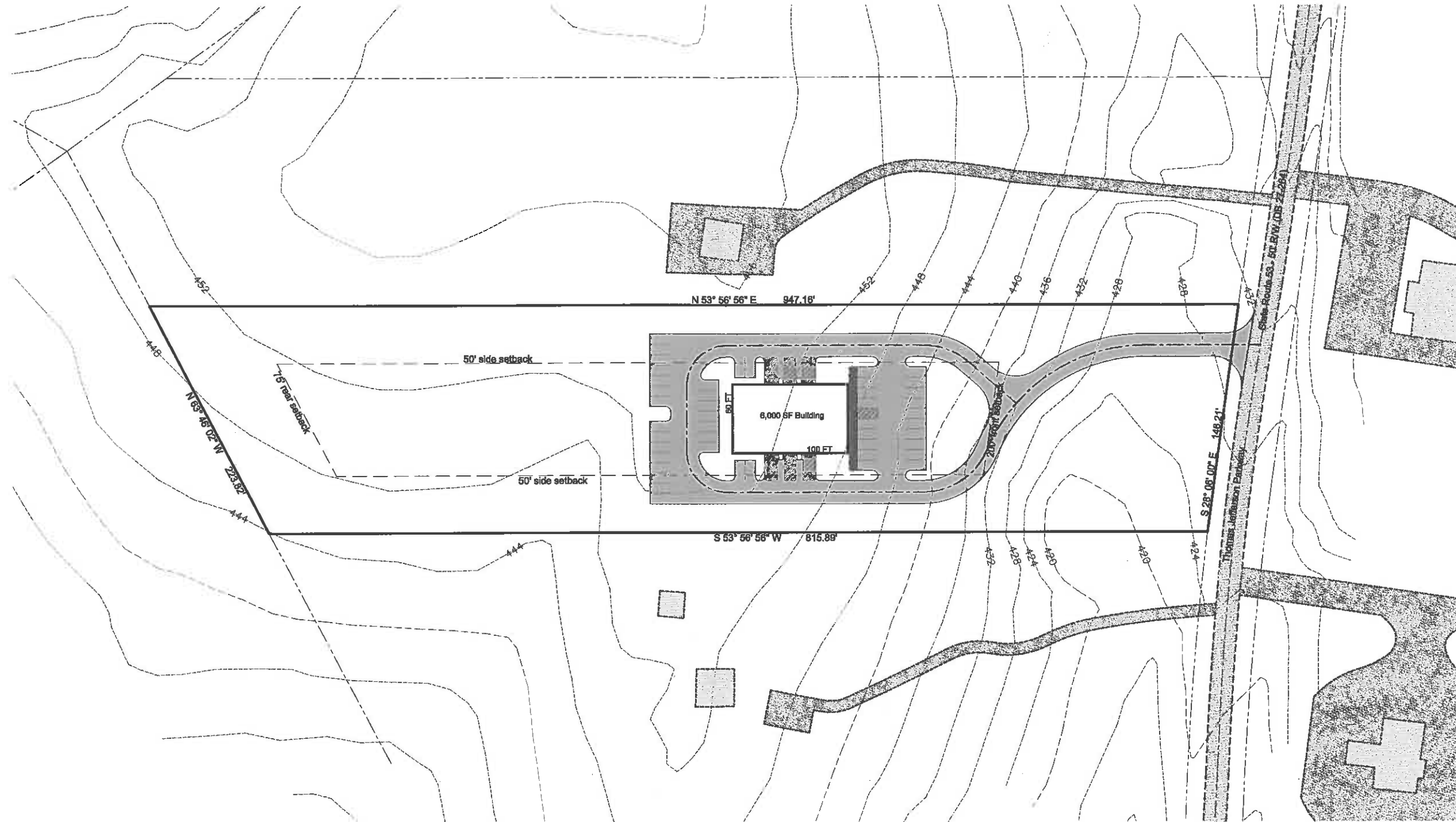
January 5, 2018

- |                   |              |                       |                        |
|-------------------|--------------|-----------------------|------------------------|
| ● Place Names     | <b>Roads</b> | — Secondary           | □ Parcels              |
| --- Town Boundary | — Interstate | — Other               | □ County Boundary      |
| + Railroads       | — Primary    | □ Building Footprints | □ Surrounding Counties |



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

Lake Monticello Auto Service  
SUP Concept Plan  
November 30, 2017



**SHIMP ENGINEERING, P.C.**  
ENGINEERING - LAND PLANNING - PROJECT MANAGEMENT  
201 E MAIN ST, STE M PHONE: (434) 227-5140  
CHARLOTTESVILLE, VA 22902 JUSTIN@SHIMP-ENGINEERING.COM



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## COUNTY OF FLUVANNA

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Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

December 18, 2017

Jon Jackson  
Jackson's Automotive Services  
3746 Seminole Trail  
Charlottesville, VA 22911

Delivered via email to [jacksonsautoservices@gmail.com](mailto:jacksonsautoservices@gmail.com)

**Re: SUP 17:05 – Jackson's Auto Services**

**Tax Map:** 17, Section A, Parcel 57C

Dear Mr. Jackson:

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, December 14, 2017:

1. Planning staff did not have any comments.
2. Fire Chief had no comments.
3. Building Inspections had no comments.
4. Health Dept. stated that public water and sewer will probably be available. If not, [applicant] will be required to contact an AOSE (private consultant) for a drainfield and well permit, if needed.
5. VDOT:
  - Rte. 53 (Thomas Jefferson Parkway) is a Major Collector with a posted speed limit of 45 mph which requires a minimum of 500 ft. of Intersection Sight Distance for a standard commercial entrance. On the site plan, graphically demonstrate (horizontally and vertically) that the proposed commercial entrance provides the minimum 500 ft. of Intersection Sight Distance (height of eye = 3.5 ft., height of object = 3.5 ft. and 14.5 ft. off edge of pavement).
  - Provide an entrance analysis for the proposed development with the recommended road improvements to support the proposed development, VDOT will review the entrance analysis and provide comments if applicable. Base traffic volumes for the study off of VDOT's 2016 Traffic Data which shows an Average Annual Weekday Traffic (AAWDT) of 7600 vehicles (see attached VDOT data sheet).

The Planning Commission will have a meeting to discuss this item on Tuesday, January 9, 2018. Your attendance is required at this meeting.



If you have any questions or need additional information, please contact me at 434-591-1910.

Sincerely,

Brad Robinson  
Senior Planner  
Dept. of Planning & Zoning

cc: File  
Justin Shimp, P.E., Shimp Engineering





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# COUNTY OF FLUVANNA

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## STAFF REPORT

**To:** Fluvanna County Planning Commission  
**Case Number:** SDP 17:09  
**Tax Map:** Tax Map 18A, Section 1, Parcel 70B

**From:** James Newman  
**District:** Rivanna  
**Date:** January 9, 2017

- General Information:** This item is scheduled to be heard by the Planning Commission on Tuesday January 9, 2018 at 7:00 p.m. in the Morris Room of the Fluvanna County Administration Building
- Owner:** Lake Monticello Owners Association
- Applicant/Representative:** Applicant is Angie Cooke, Representative is Frank Hancock of Timmons Group
- Requested Action:** A sketch plan to replace the existing pool structure at Lake Monticello community with a new pool structure, with respect to approximately 7.5 acres of Tax Map 18A, Section 1, Parcel 70B. (Attachment A)
- Location** The property is located at the intersection of Club Lane and Ashlawn Boulevard. (Attachment B)
- Existing Zoning:** R-4, Residential Limited District
- Existing Land Use:** Community Pool facility
- Adjacent Land Uses:** Adjacent properties are zoned R-4, Residential Limited District
- Comprehensive Plan:** Rivanna Community Planning Area
- Zoning History:** SDP 07:19. An expansion of the Pool deck.

### **Analysis:**

A site plan to replace the existing pool structure at Lake Monticello community with a new pool structure, including pool, decks, and support facilities. There will be changes to landscaping, and an equipment shed will be rebuilt underneath the pool deck.

#### *Parking/Roads*

There are no changes to roads or parking. At the time of writing, VDOT has not issued comments on this proposal. An existing sidewalk is shown as being removed and replaced with a new sidewalk path.

#### *Landscaping/Screening*

The sketch plan shows some existing landscaping is to be demolished. New trees and lighting are proposed on the north and east sides of the pool complex, with additional lights placed around the complex.

#### *Stormwater Management*

There were no comments from Erosion and Sediment Control about this project. The applicant will check with the County to see what is required.

#### *Hazardous materials*

Chlorine will be stored in an equipment building under the pool deck. The Fire Chief is satisfied with this and had no concerns, but would like for a placard to be placed on the shed stating that chlorine/hazardous materials are stored on site.

### **Technical Review Committee**

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, December 14, 2017:

1. Planning Staff: Wanted to know if there would be any changes to the poolhouse. Applicant stated that no changes would be made to the pool house but that the equipment shed would be rebuilt. Staff wanted to know if there would be any changes to parking. Applicant stated there would be no parking changes.
2. Building Dept. stated he had no comments.
3. Fire Chief stated he had no comments.
4. Environmental Health Department stated they have no comments.

5. The Chamber of Commerce stated they have no comments
6. Erosion and Sediment Control: No comments at this time.
7. VDOT: As of this time, VDOT has not given any comments.

(Attachment D)

**Conclusion:**

The submitted sketch plan for a pool and support facilities appears to broadly meet the sketch plan requirements of Section 22-23-8.A of the Fluvanna County Zoning Ordinance. Prior to final approval, a site development plan that meets the requirements of Sections 23, 24, 25 and 26 of the Fluvanna County Zoning Ordinance must be submitted for staff review and approval.

**Recommended Conditions:**

1. Meeting all final site plan requirements which include, but are not limited to, providing parking, landscaping, and screening;
2. Meet all required Erosion and Sedimentation Control regulations;
3. Meet all VDOT requirements;
4. Store chlorine and other hazardous materials in a dry, secure environment

**Suggested Motion:**

I move to approve/deny/defer SDP 17:09, a sketch plan to replace the existing pool structure at Lake Monticello community with a new pool structure, with respect to approximately 7.5 acres of Tax Map 18A, Section 1, Parcel 70B, subject to the four (4) conditions listed in the staff report.

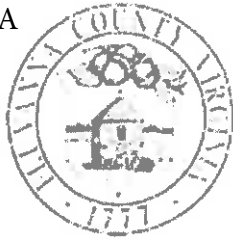
**Attachments:**

- A – Application
- B – Aerial Vicinity Map
- C -- Site Plan
- D – TRC Letter

Copy:

File

Frank Hancock at [Frank.Hancock@timmons.com](mailto:Frank.Hancock@timmons.com)



**COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA  
Site Development Application**

**Owner of Record:** Lake Monticello Owner's Assoc.      **Applicant of Record:** Angie Cooke, Contracts Mgr.  
**E911 Address:** 41 Ashlawn Blvd. Palmyra VA 22963      **E911 Address:** 41 Ashlawn Blvd. Palmyra VA 22963  
**Phone:** 434-589-8263      **Fax:** 434-589-5696      **Phone:** 434-589-8263      **Fax:** extension 4108  
**Email:** \_\_\_\_\_      **Email:** Acooke@lmoa.org

**Representative:** Timmons Group, Frank Hancock  
**E911 Address:** 608 Preston Ave, Charlottesville VA 22903  
**Phone:** 804-200-6476      **Fax:** N/A  
**Email:** Frank.Hancock@timmons.com

**Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.**  
 Is property in Agricultural Forestal District?  No  Yes  
 If Yes, what district: \_\_\_\_\_

**Tax Map and Parcel(s):** 18A 1 70B      **Deed Book Reference:** \_\_\_\_\_  
**Acreage:** 7.55      **Zoning:** R-4      **Deed Restrictions?**  No  Yes (Attach copy)

**Location:** 41 Ashlawn Blvd. Palmyra, VA 22963

**Description of Property:** Club House Lot - Common Area

**Proposed Structure:** Swimming Pool, Pool Equipment Building, and Pool Deck

**Dimensions of Building:** N/A      **Lighting Standards on Site:**  No  Yes

**# of Employees:** N/A      **# of Parking Spaces:** N/A

**Noise Limitations:**

I declare that the statements made and information given on this application are true, full and correct to the best of my knowledge and belief. I agree to conform fully to all terms of any certificate or permit which may be issued on account of this application.

Angela Cooke  
 Applicant Name (Please Print)

Angie Cooke 11/30/17  
 Applicant Signature and Date

OFFICE USE ONLY		
Date Received: Dec 1, 2017	Fee Paid: Sketch	Application #: SDP 17 : 09
Election District: Rivanna	Planning Area: Rivanna CPA	Number of Lots:
<b>Total Fees Due at Time of Submittal</b>		
Sketch Plan: \$150.00 / # 84182	Minor Plan: \$550.00	Major Plan: \$1,100.00
<b>Additional Fees Due at Time of Review</b>		
Street Sign Installation:	\$200.00 Per Intersection	
Amendment of Plan	\$150.00	
Outdoor Lighting Plan Review*	\$ 50.00	
Landscape Plan Review*	\$ 50.00	
Tree Protection Plan Review*	\$ 50.00	
* If not part of a Site Plan Review		



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA

# Major Site Development Plan - Sketch Plan Checklist

Developed from the Zoning Ordinance April 1, 2006

This checklist must be completed and submitted with the completed application. Any applications submitted without the completed checklist will be **promptly returned to the applicant.**

Project Name: LAKE MONTICELLO POOL REPLACEMENT

Tax Map(s) and Parcel Number(s): 18A 1 70B

Individual and Firm Completing Checklist: FRANK HANCOCK, HANCOCK GROUP

Signature of Person Completing Checklist: [Signature]

Date: 11/30/17

**Administration:**

- 20 11" x17" and 3 full-size folded clearly legible blue or black line copies [22-23-8.1]
- After review by technical Review Committee, revisions may be required. If such revisions are required, 20 11"x17" and 3 full-size clearly legible blue or black line copies of the site plan will be required by the revision deadline indicated by staff (see attached permitting schedule) [22-23-8.A.2]
- Site Development Plan Application Fee (See attached fee schedule) [22-23-8.3]

The sketch plan will convey the general concept of the proposed site development and shall **only** include the following:

- A general analysis of the site, showing existing slopes, drainageways, tree stands, site features and amenities to be preserved, conservation areas, historic features, & the like [22-23-8.A.5.a]
- Approximate location and size of the buildings [22-23-8.A.5.b]
- General points of access [22-23-8.A.5.c]
- General street, roadway, and parking layouts [22-23-8.A.5.d]
- Any exterior lighting [22-23-8.A.5.e]

**COUNTY STAFF ONLY**

Staff: [Signature]

Date Received: Dec 1, 2017

Date Reviewed: [Signature]

Additional Notes:

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Attachment A

Lake Monticello Owners' Association  
41 Ashlawn Blvd., Palmyra VA 22963  
Tel 434-589-8263 ext 108 Fax 434-589-5696  
acooke@lmoa.org  
www.lmoavoice.org



DECEMBER 1, 2017

James Newman, Planner  
132 Main Street  
Fluvanna County  
Palmyra, Virginia 22963

Re: Technical Review Committee

Dear Mr. Newman:

Our duly appointed agent is Timmons Group, Inc. for the Site Development Plan for our pool replacement project. Timmons Group, Inc. will be representing us at the Technical Review Committee meeting scheduled for December 14, 2017 and throughout this project.

If you have any questions or concerns please feel free to contact me via email at [acooke@lmoa.org](mailto:acooke@lmoa.org) or (434)589-8263 ext. 4108.

Respectfully,

A handwritten signature in blue ink that reads "Angie Cooke".

Angela Cooke  
Solicitation and Contracts Administrator, LMOA

cc: Catherine Neelley, General Manager, LMOA



ATTACHMENT B



**ATTACHMENT B**



**KEY**

Brown = R-4, Residential Limited District  
Red = B-1, Business General District

\*The body of water known as Lake Monticello is shown in green\*



# LAKE MONTICELLO POOL REPLACEMENT

## MAJOR SITE DEVELOPMENT PLAN - SKETCH PLAN SUBMITTAL

41 ASHLAWN BLVD  
 COUNTY OF FLUVANNA, VIRGINIA

12/1/2017

**SITE DATA:**

ENGINEER: TIMMONS GROUP  
 608 PRESTON AVENUE, SUITE 200  
 CHARLOTTESVILLE, VA 22903  
 TELEPHONE: 434-327-1688  
 CONTACT: CRAIG KOTARSKI, P.E.  
 CRAIG.KOTARSKI@TIMMONS.COM

TAX MAP PARCEL: 18A 1 708

SITE AREA: 7.55 ACRES

LIMITS OF DISTURBANCE: 0.66 ACRES

SETBACK: 25' FRONT  
 10' SIDE  
 25' REAR

ZONING: R-4

MAGISTERIAL DISTRICT: RIVANNA

SOURCE OF TOPOGRAPHY: TIMMONS GROUP  
 28 HEMLOCK DRIVE  
 STAUNTON, VA 24401  
 (540)-885-0786

SOURCE TOPOGRAPHY: TIMMONS GROUP, AUG '15, 2017

MBS UTILITY TICKET NO.: A722100474

BENCHMARK: BENCHMARK LOCATED EAST OF THE CORNER OF THE EXISTING BUILDING AND NORTH OF THE ASPHALT PARKING LOT TBM BRIDGE SPIKE ELEVATION= 409.14'

DATUM: HORIZONTAL: NAD83 VIRGINIA STATE GRID SOUTH ZONE  
 VERTICAL: NAVD88 ESTABLISHED THROUGH LEICA SMARTNET

PROPOSED USES: SWIMMING POOL



**VICINITY MAP**

SCALE 1"=2000'

**OWNER:**

LAKE MONTICELLO OWNER'S ASSOC.  
 41 ASHLAWN BLVD.  
 PALMYRA, VA 22963

**ENGINEER OF RECORD:**

TIMMONS GROUP  
 608 PRESTON AVENUE, SUITE 200  
 CHARLOTTESVILLE, VA 22903  
 CONTACT: CRAIG KOTARSKI, P.E.  
 TELEPHONE: 434-327-1688

SHEET INDEX	
SHEET NO.	SHEET TITLE
<b>CIVIL</b>	
C0.0	COVER
C2.0	EXISTING CONDITIONS
C2.1	DEMOLITION PLAN
C4.0	SITE PLAN
C5.0	GRADING PLAN
<b>LANDSCAPE</b>	
L1.0	LANDSCAPE PLAN
L2.0	LANDSCAPE NOTES & DETAILS
TOTAL SHEETS = 7	

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 CHARLOTTESVILLE OFFICE  
 608 PRESTON AVENUE, SUITE 200 | CHARLOTTESVILLE, VA 22903  
 TEL: 434.295.5824 FAX: 434.295.8317 www.timmons.com

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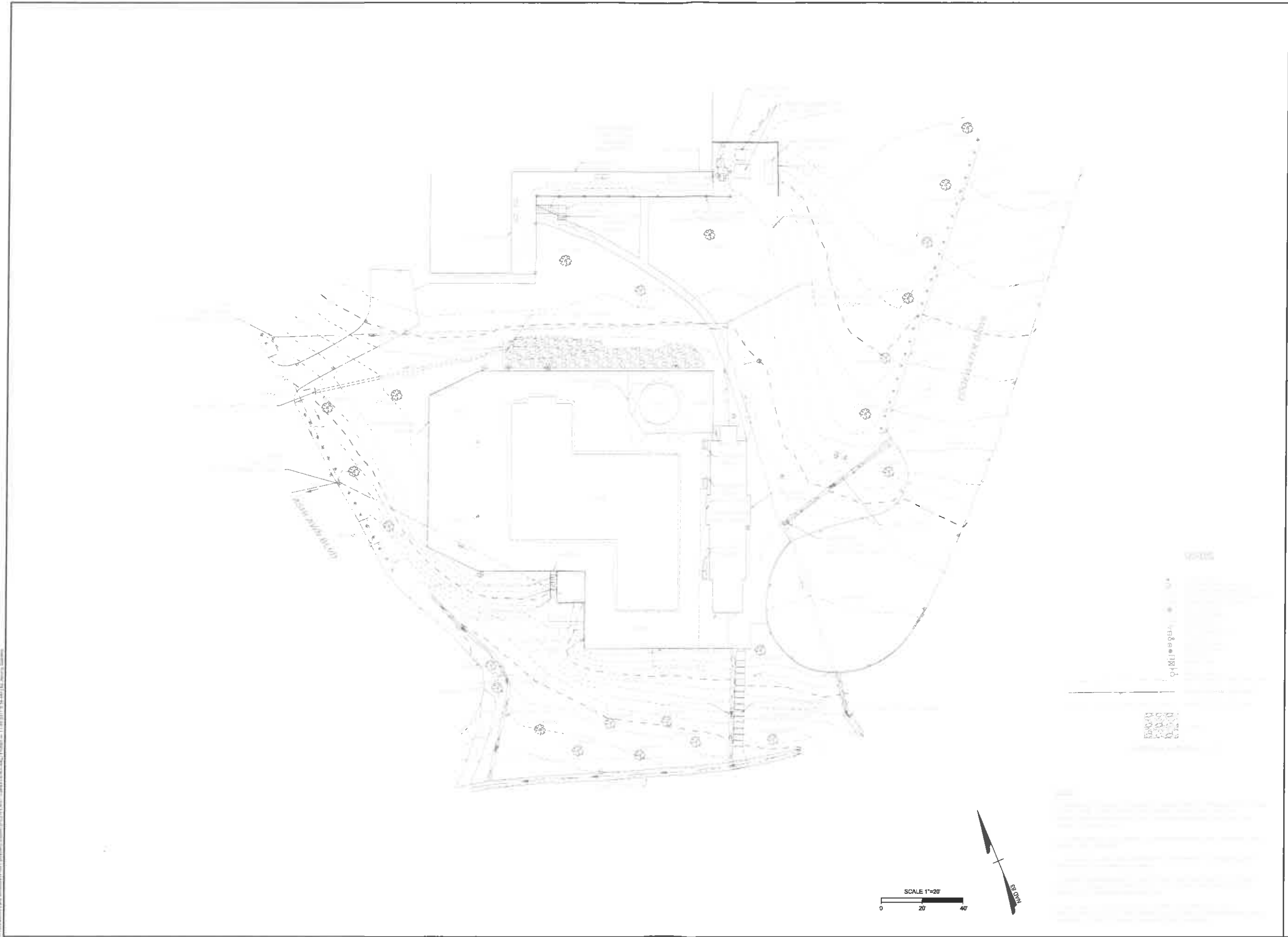
DATE	REVISION DESCRIPTION
12/01/2017	

DESIGNED BY: J. SANDERS  
 DRAWN BY: J. SHWALTER  
 CHECKED BY: C. KOTARSKI  
 SCALE: NA

**TIMMONS GROUP**

LAKE MONTICELLO POOL REPLACEMENT  
 FLUVANNA COUNTY, VIRGINIA  
 COVER

JOB NO. 40553  
 SHEET NO. C0.0



**TIMMONS GROUP** . . .

**LAKE MONTICELLO POOL REPLACEMENT**  
 FLUVANNA COUNTY, VIRGINIA  
**EXISTING CONDITIONS**

JOB NO.  
**40553**  
 SHEET NO.  
**C2.0**

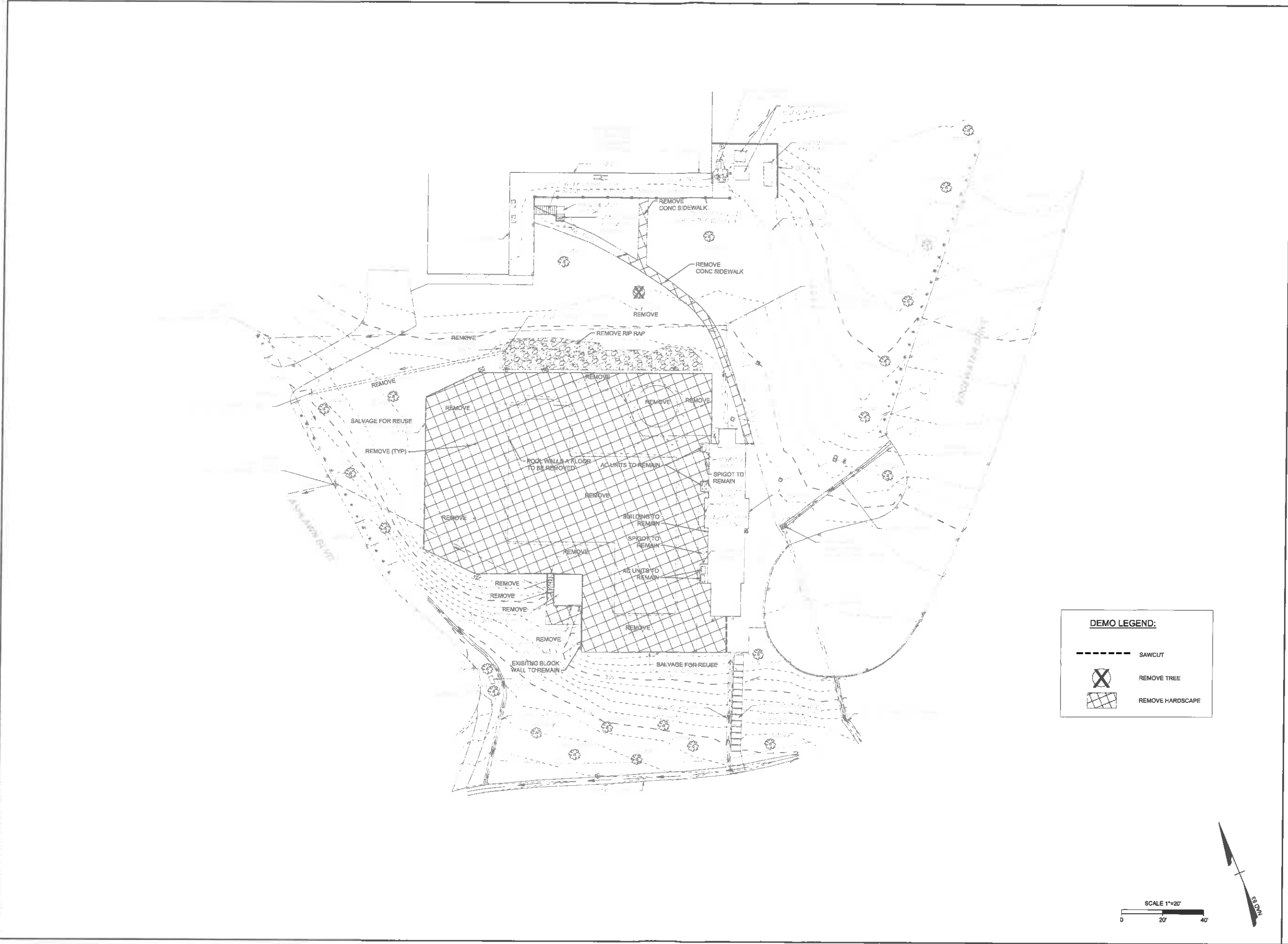
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DATE	12/01/2017
DRAWN BY	J. SANDERS
DESIGNED BY	J. SHOWALTER
CHECKED BY	C. KOTARSKI
SCALE	1"=20'

REVISION DESCRIPTION

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**J. SHOWALTER**  
CHECKED BY  
**C. KOTARSKI**

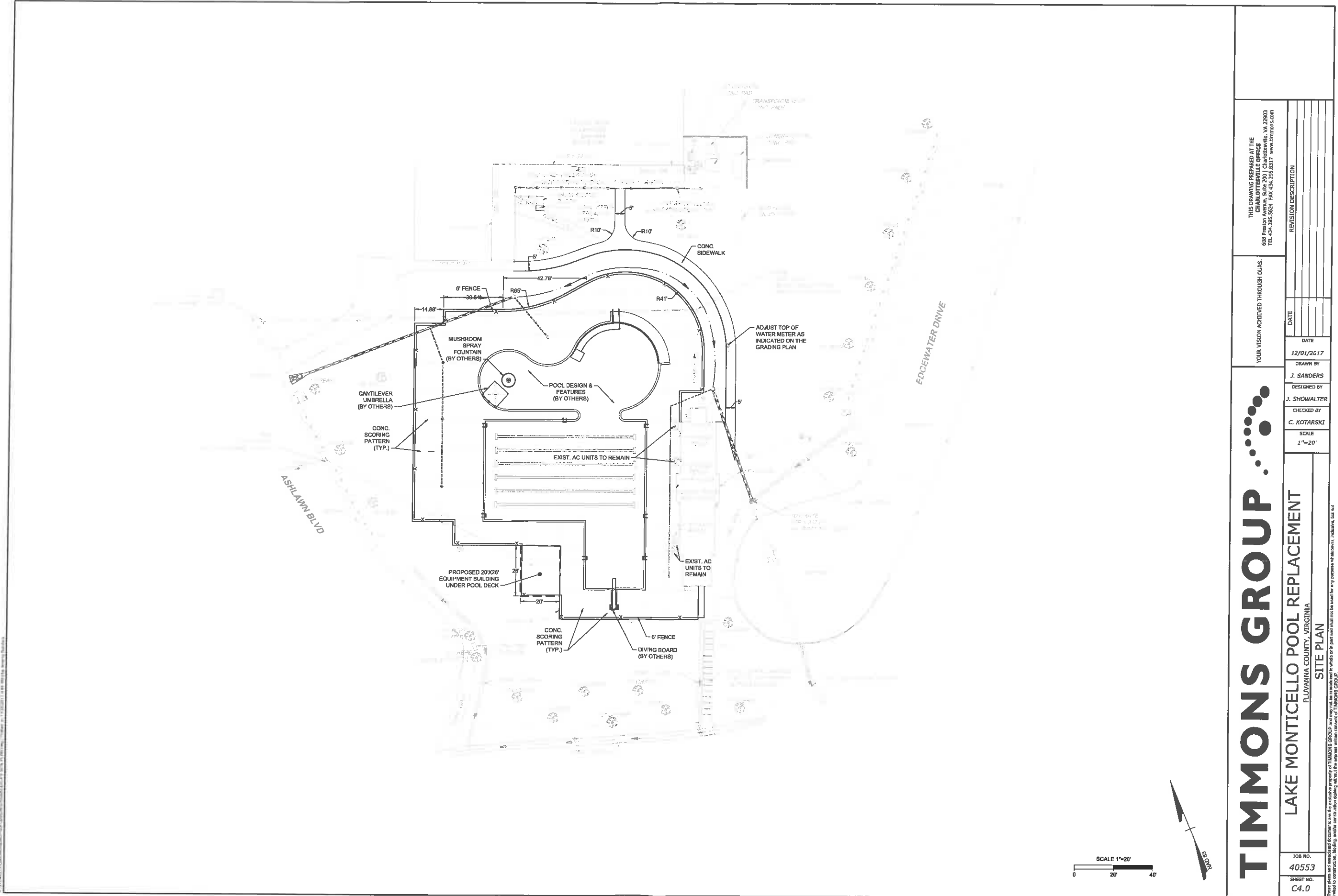
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# TIMMONS GROUP

## LAKE MONTICELLO POOL REPLACEMENT FLUVANNA COUNTY, VIRGINIA DEMOLITION PLAN

JOB NO.  
**40553**  
SHEET NO.  
**C2.1**

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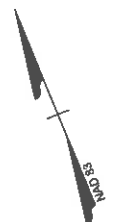
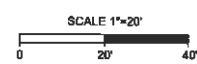
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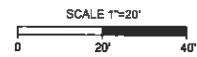
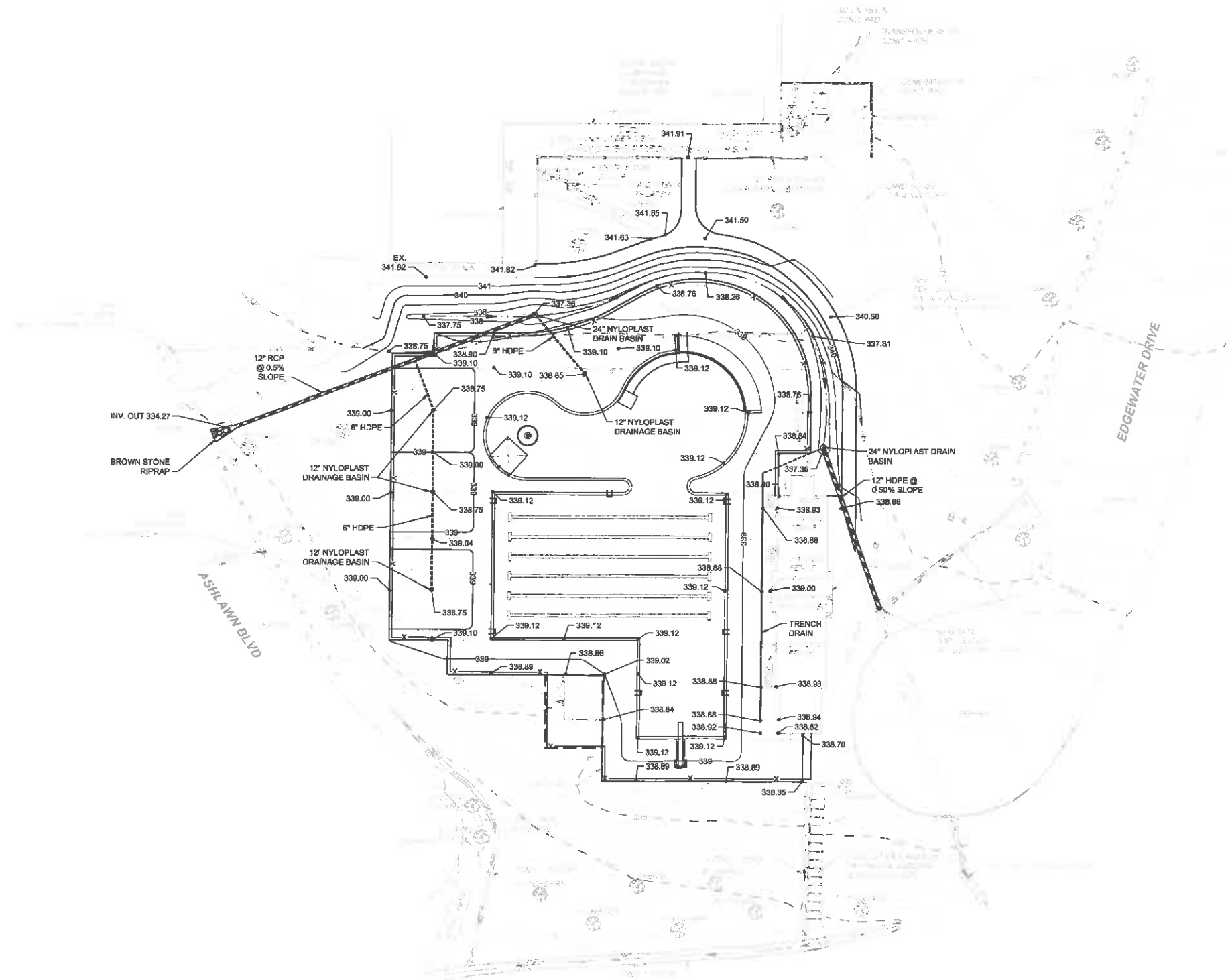
DATE  
 12/01/2017  
 DRAWN BY  
 J. SANDERS  
 DESIGNED BY  
 J. SHOWALTER  
 CHECKED BY  
 C. KOTARSKI  
 SCALE  
 1"=20'

**TIMMONS GROUP**  
 FLUVANNA COUNTY, VIRGINIA  
**LAKE MONTICELLO POOL REPLACEMENT**  
**SITE PLAN**

JOB NO.  
 40553  
 SHEET NO.  
 C4.D



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# TIMMONS GROUP

LAKE MONTICELLO POOL REPLACEMENT  
FLUVANNA COUNTY, VIRGINIA  
GRADING PLAN

JOB NO.  
40553  
SHEET NO.  
C5.0

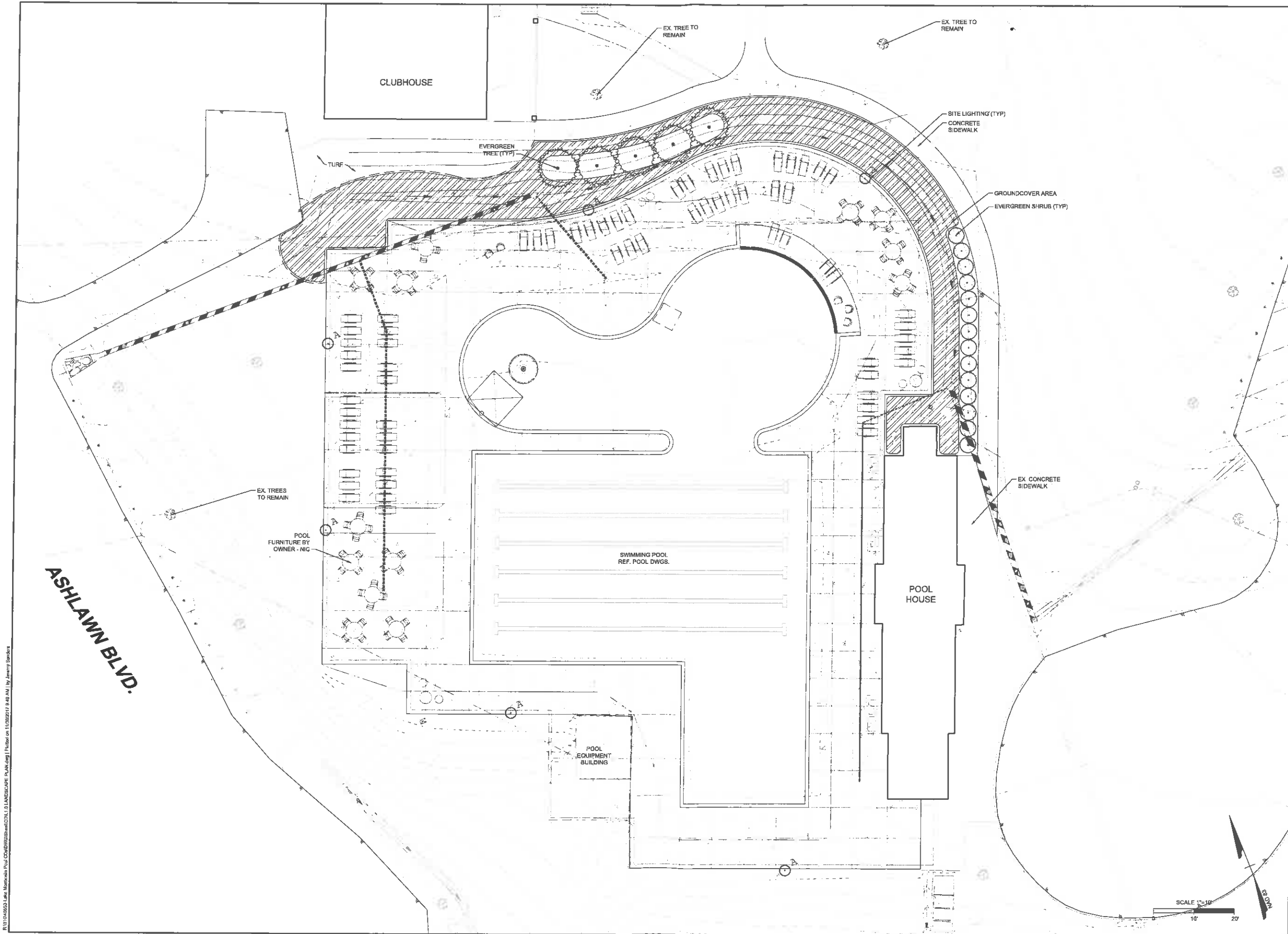
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DESIGNED BY  
J. SHOWALTER  
CHECKED BY  
C. KOTARSKI  
SCALE  
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DATE  
 12/01/2017  
 DRAWN BY  
 L. PAUL  
 DESIGNED BY  
 F. HANCOCK  
 CHECKED BY  
 F. HANCOCK  
 SCALE  
 1"=10'

REVISION DESCRIPTION	DATE

# TIMMONS GROUP

## LAKE MONTICELLO POOL REPLACEMENT LANDSCAPE PLAN

FLUVANNA COUNTY, VIRGINIA

JOB NO.  
**40553**  
 SHEET NO.  
**L1.0**

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R:\131\04553 Lake Monticello Pool Replacement\CD\1.0 LANDSCAPE PLAN.dwg | Plotted on 11/08/2017 9:40 AM | by Jeremy Standish



### California Aria Size 4 LED

Project Name: LAKE MONTICELLO POOL  
 Project No: 11-15-9BC-T3R-XX  
 Drawing No: CAL-4-L

**Dimensions:** 20" x 36" x 8"

**Electrical Assembly:**  
 • The California Aria LED series is supplied with a high-performance LED driver, that accepts 120 V through 277 V, 50 Hz to 60 Hz input. Power factor is 90%. Rated for -40 °F expansion.  
 • 10 KV surge protector supplied as standard.

**Thermal Management:**  
 • The California Aria provides excellent overall thermal management by maximizing the efficiency of the heat sink in the fixture. This enables the California Aria to withstand higher ambient temperatures and higher drive currents without degrading LED life.

**Door Frame:**  
 • Die cast aluminum door frame incorporates one-piece silicone channel gasket to seal the housing completely. The tool-less push latch allows the housing to hinge upwards for access to the LEDs, and is supported with a hinge and latch mechanism.  
 • Silicone gasket for complete weather and insect protection.

**Optical System:**  
 • The highest lumen output Broil LEDs are utilized. Estimated life of the LEDs is 100,000+ hours. IES distributions Types I, II, III, IV and V are standard. Available with up to 84 LEDs. The optical system qualifies as IES full cutoff to restrict light trespass, glare and light pollution for neighborhood-friendly lighting.  
 • CRI values are 70 for 4000K and 75 for 5000K.

**Quilt-Guard® Finish:**  
 • Fixture components are chemically pretreated through a multiple stage washer and finished with an electrostatically applied, thermoset polyester powder coat textured paint with a 3 to 5 mil thickness. Finish is oven baked at 400 °F for maximum adherence and finish hardness.  
 • Available in standard and custom colors.  
 • Finish is guaranteed for five (5) years.

**Post Top Mount:**  
 • The California Aria's contractor-friendly mounting hardware is concealed inside the post-top filler, which slips over 3" O.D. x 4" tall posts with a special finished mounting plate and is secured by a high-strength bolt. No exposed hardware.

**LED Data Chart for 2000K:**

# Bars	# LEDs	Output mA	Type 1	Type 2	Type 3	Type 4	Type 5	System Watts	System Volts	LTC Hours
1	42	350	3,343	3,941	3,754	3,811	3,988	4,140	48	150,000
2	84	530	4,647	5,132	4,825	4,855	5,410	5,644	88	100,000
		750	7,507	7,863	6,963	7,421	7,978	8,290	92	150,000
		915	9,155	10,285	9,968	9,710	10,820	11,268	126	100,000

### California Aria

**Housing Shades:** CAL-1-L NO FINIAL, CAL-2-L FIN1, CAL-3-L FIN1, CAL-4-L FIN1, CAL-5-L NO FINIAL

**Isolux Curve:** CAL-ARA-1 ISOLUX CURVE TYPE II OPTICAL CLASS IES LM-80-030-04

**LED Data Chart for 2000K:**

# Bars	# LEDs	Output mA	Type 1	Type 2	Type 3	Type 4	Type 5	System Watts	System Volts	LTC Hours
1	42	350	3,343	3,941	3,754	3,811	3,988	4,140	48	150,000
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		915	9,155	10,285	9,968	9,710	10,820	11,268	126	100,000

### CONCEPT PLANT SCHEDULE

Symbol	Qty	Label	Arrangement	Description
(Tree Symbol)	5	EVERGREEN TREE		
(Shrub Symbol)	14	EVERGREEN SHRUB		
(Area Symbol)	2,344 SF	GROUND COVER AREA		

Luminaire Schedule

Symbol	Qty	Label	Arrangement	Description
(Luminaire Symbol)	5	A	SINGLE	VLS# CAL-4-L-24-84LD-3-LED-4K

FIXTURES ARE MOUNTED ON 1 1/2" VISIONAIRE POLE: RNTS-4R-11-15-9BC-T3R-XX

### RNTS

Project Name: LAKE MONTICELLO POOL  
 Project No: 11-15-9BC-T3R-XX  
 Drawing No: RNTS-4R-11-15-9BC-T3R-XX

**Specifications:**  
**Round Non Tapered Steel Poles**  
 Pole Shaft: 102715 A308 Grade 8 tubing with minimum yield strength of 45,000 PSI. Shaft is finished with ground flange on the pole opposite hand hole opening. Center line of hand hole is 12" from base plate.  
 Base Plate: Steel Plate base is ASTM-A36 hot rolled steel, meets or exceeds minimum yield strength of 36,000 PSI. Base templates provided with order. Do not pre-pour.  
 Base Cover: Die formed from heavy gauge quality aluminum. Your grade cover for easy installation.  
 Pole Cap: Color-matched polymer snap-together cap provided in black.  
 Finish: All poles are shot-blasted and cleaned to a near-white finish prior to painting. A Quilt-Guard® finish of thermoset polyester powder coat is then applied to a minimum of 3 mils thickness and then oven-baked at a temperature of 400 °F to provide exceptional adherence and finish hardness. Pole finish is warranted for a full five (5) years. An optional five (5) year extended warranty is also available (price listed and not including internal coating).  
 Anchor Bolts: Poles are provided with hot-dip galvanized anchor bolts, with a 1/2" end on one end and flat flat base on the other. Flat base anchors per bolt. Anchor bolts meet or exceed a minimum of 36,000 PSI. Anchor bolts conform to ASTM F1554 grade 36 and are provided.

Model	Steel Size	Spacer	Height	Base	Attachment	Finish	Options
RNTS	1 1/2" (48)	11" (11)	10'	9" Base (19C)	12" x 20" (14A)	Black (BK)	QFI Receptacle (R)
		7" (7)	12'	12" Base (19C)	12" x 20" (14A)	Black (BK)	Custom Bolt Circle (C)
		11" (11)	15'	12" Base (19C)	12" x 20" (14A)	Black (BK)	Round Base Cover (RBC)
		7" (7)	18'	12" Base (19C)	12" x 36" (13B)	Black (BK)	Rust-Inhibiting Internal Coating & Primer (RIP)
		11" (11)	20'	12" Base (19C)	12" x 36" (13B)	Black (BK)	Gray (GY)
		7" (7)	22'	12" Base (19C)	12" x 36" (13B)	Black (BK)	Quilt-Guard (Q)
		11" (11)	25'	12" Base (19C)	12" x 36" (13B)	Black (BK)	Silver Metallic (SL)
		7" (7)	28'	12" Base (19C)	12" x 36" (13B)	Black (BK)	Weathered Brown (WB)
		11" (11)	30'	12" Base (19C)	12" x 36" (13B)	Black (BK)	Soft Gold (SG)
		7" (7)	35'	12" Base (19C)	12" x 36" (13B)	Black (BK)	Custom Color (CC)

### GROUNDCOVER/PERENNIAL PLANTING

**EDGE OF BUILDING, WALK OR STRUCTURE VOIDS:**  
 MULCH LINE  
 PLANT UNDER DRIP LINE OF LIMBED UP SHRUBS & TREES

**PLANT UP TO EDGE OF SHRUBS UNLESS OTHERWISE NOTED**

**PLANT PERIMETER AT INDICATED SPACING**

**TRIANGULAR INFILL SPACING**

**PLANT UP TO EDGE OF SHRUBS UNLESS OTHERWISE NOTED**

**HEIGHT VARIES WITH PLANTS**

**12" MIN.**

**PLANT**  
**2-3" MULCH LAYER**  
**1" COMPOST LAYER**  
**AMENDED SOIL MIX**  
**UNDISTURBED EARTH**

### EVERGREEN TREE PLANTING - STAKING SPECIFIED

**1:1 SLOPE ON SIDES OF PLANTING HOLE**

**REMOVE TAGS, LABELS, AND PLASTIC SLEEVING DO NOT STAKE UNLESS NECESSARY (SEE NOTE). DO NOT WRAP TRUNK**

**SET ROOTBALL FLUSH TO GRADE OR 1-2" HIGHER IN SLOWLY DRAINING SOILS. DO NOT COVER THE TOP OF THE ROOTBALL WITH SOIL. ROOTFLARE SHALL BE VISIBLE ABOVE FINISHED GRADE.**

**PRUNE SUCKERS**

**PRUNE CODOMINANT LEADERS**

**RUBBER HOSE**

**GALVANIZED WIRE GUY 12 GAUGE. ALLOW FOR A SLIGHT AMOUNT OF MOVEMENT**

**2"X2" HARDWOOD STAKE 2-3" MIN BELOW SURFACE. STAKE SHALL BE DRIVEN A MIN 18" OUT FROM TRUNK AND OUTSIDE OF ROOTBALL**

**IF FIELD GROWN CUT AWAY ALL BALLING ROPES. REMOVE BURLAP OR WIRE BASKET FROM TOP 1/4 OF BALL. IF CONTAINER GROWN, REMOVE CONTAINER AND CUT CIRCLING ROOTS**

**1" COMPOST LAYER**

**BACKFILL PLANTING PIT WITH NATIVE SOIL. INCORPORATE SLOW-RELEASE GRANULAR FERTILIZER**

**2-3" MULCH LAYER. MULCH TO EDGE OF DRIFLINE. KEEP 4-6" AWAY FROM TRUNK FLARE**

**6" SAUCER**

**TAMP SOIL AROUND ROOTBALL BASE FIRMLY WITH FOOT PRESSURE SO THAT ROOTBALL DOES NOT SHIFT**

**3 X ROOTBALL DIAMETER**

### SHRUB PLANTING

**INSTALL SHRUBS SO THAT THE TOP OF THE ROOTBALL IS AT THE SAME GRADE AS ORIGINALLY GROWN OR 1-2" ABOVE IN POOR DRAINING SOILS. DO NOT COVER THE TOP OF THE ROOTBALL WITH SOIL**

**REMOVE ALL DEAD, BROKEN, DISEASED, AND WEAK BRANCHES AT TIME OF PLANTING**

**REMOVE ALL STRING, WIRE, AND BURLAP FROM TOP 1/4 OF BALL**

**2-3" MULCH LAYER. KEEP AWAY FROM TRUNK**

**1" COMPOST LAYER**

**PROVIDE MULCH UP AND OVER SAUCER**

**6" SAUCER**

**REMOVE CONTAINER. SCARIFY PERIMETER ROOTS**

**BACKFILL PLANTING PIT WITH NATIVE SOIL. INCORPORATE SLOW-RELEASE GRANULAR FERTILIZER**

**6" SAUCER**

**REMOVE CONTAINER. SCARIFY PERIMETER ROOTS**

**SCARIFY BOTTOM AND SIDES OF PIT**

**B&B**      **CONTAINER**

THIS DRAWING PREPARED AT THE CORPORATE OFFICE  
 1001 Boulders Parkway, Suite 300 | Richmond, VA 23225  
 TEL: 804.200.6500 FAX: 804.200.1016 www.timmons.com

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DATE: 12/01/2017  
 DRAWN BY: L. PAUL  
 DESIGNED BY: F. HANCOCK  
 CHECKED BY: F. HANCOCK  
 SCALE: AS SHOWN

# TIMMONS GROUP

FLUVANNA COUNTY, VIRGINIA

## LAKE MONTICELLO POOL REPLACEMENT

### LANDSCAPE NOTES & DETAILS

JOB NO. 40553  
 SHEET NO. L2.0



---

## COUNTY OF FLUVANNA

---

*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

January 3, 2018

Delivered via email to [frank.hancock@timmons.com](mailto:frank.hancock@timmons.com)

Frank Hancock  
608 Preston Avenue  
Suite 200  
Charlottesville VA, 22903

**Re: SDP 17:09- Lake Monticello Community Pool**  
Tax Map 18A, Section 1, Parcel 70B

Dear Mr. Hancock:

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, December 14, 2017:

1. Planning Staff: Wanted to know if there would be any changes to the poolhouse. Applicant stated that no changes would be made to the pool house but that the equipment shed would be rebuilt. Staff wanted to know if there would be any changes to parking. Applicant stated there would be no parking changes.
2. Building Dept. stated he had no comments.
3. Fire Chief stated he had no comments.
4. Environmental Health Department stated they have no comments.
5. The Chamber of Commerce stated they have no comments
6. Erosion and Sediment Control: No comments at this time.
7. VDOT: As of this time, VDOT has not given any comments.

The Planning Commission will have a meeting to discuss this item at their Tuesday, January 9, 2018 meeting. Your attendance is required at this meeting.

If you have any questions or need additional information, please contact me at 434-591-1910.

Sincerely,  
James Newman  
Planner  
Dept. of Planning & Zoning  
cc: File





---

# COUNTY OF FLUVANNA

---

*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## STAFF REPORT

**To:** Fluvanna County Planning Commission  
**Case Number:** SDP 17:10  
**Tax Map:** Tax Map 18, Section A, Parcel 15

**From:** James Newman  
**District:** Cunningham  
**Date:** January 9, 2018

**General Information:** This item is scheduled to be heard by the Planning Commission on Tuesday January 9, 2018 at 7:00 p.m. in the Morris Room of the Fluvanna County Administration Building

**Owner:** Cunningham United Methodist Church

**Applicant/Representative:** Applicant is same as owner, Representative is Eric Wooley of Wooley Engineering.

**Requested Action:** A sketch plan to establish an approximately 3,238 sq ft Assembly Hall, with respect to approximately 3.3 acres of Tax Map 18, Section A, Parcel 15 (Attachment A)

**Location** The property is located approximately 600 feet north of the intersection of Thomas Jefferson Parkway (Rt. 53) and Ruritan Lake Road (Rt. 619). (Attachment B)

**Existing Zoning:** A-1 Agricultural General

**Existing Land Use:** Church

**Adjacent Land Uses:** Adjacent properties are all zoned A-1 Agricultural General

**Comprehensive Plan:** Rural Residential Planning Area

**Zoning History:** None

### **Analysis:**

A site plan for an Assembly Hall for communal gatherings. The Assembly Hall is proposed to develop with a small kitchen area. The structure will be located north of the existing church.

#### *Parking/Roads*

There are no changes to roads or parking. At the time of writing, VDOT has not issued comments on this proposal. An existing sidewalk is shown as being removed and replaced, and a new sidewalk path will also be built. Striping will be painted near handicap parking spaces, and a new ramp built for better handicap access to the Hall.

#### *Landscaping/Screening*

Representative has stated that the applicant does not have a budget for landscaping at this point but that they may be able to do some minor landscaping in the future. Existing tree coverage on the northern and southern boundary lines should suffice for meeting ordinance requirements

#### *Stormwater Management*

There were no comments from Erosion and Sediment Control about this project. The applicant will check with the County to see what is required.

### **Technical Review Committee**

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, December 14, 2017:

1. Planning Staff: Any new parking, lighting, or landscaping? Applicant stated there would be no new parking or lighting, but they can phase in landscaping depending on budget for the project.
2. Fire Chief: If a commercial kitchen is used, fire suppression will be needed.
3. Building Dept: A basic residential kitchen is fine. But if using a commercial kitchen or cooking with grease, fire suppression will be required.
4. Environmental Health Dept: They should contact an AOSE or PE to evaluate their existing sewage system and provide any necessary changes for the Assembly Hall.
5. The Chamber of Commerce stated they have no comments
6. Erosion and Sediment Control: No comments at this time.
7. VDOT: As of this time, VDOT has not given any comments.

(Attachment D)

**Conclusion:**

The submitted sketch plan for an assembly hall appears to meet the sketch plan requirements of Section 22-23-8.A of the Fluvanna County Zoning Ordinance. Prior to final approval, a site development plan that meets the requirements of Sections 23, 24, 25 and 26 of the Fluvanna County Zoning Ordinance must be submitted for staff review and approval.

**Recommended Conditions:**

1. Meeting all final site plan requirements which include, but are not limited to, providing parking, landscaping, and screening;
2. Meet all required Erosion and Sedimentation Control regulations;
3. Meet all VDOT requirements;

**Suggested Motion:**

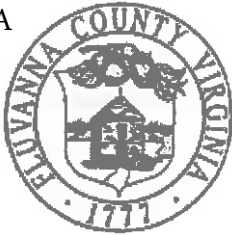
I move to approve/deny/defer SDP 17:10, a sketch plan to establish an approximately 3,238 sq ft Assembly Hall, with respect to approximately 3.3 acres of Tax Map 18, Section A, Parcel 15 subject to the three (3) conditions listed in the staff report.

**Attachments:**

- A – Application
- B – Aerial Vicinity Map
- C -- Site Plan
- D – TRC Letter

Copy:  
File  
Eric Wooley at

Eric Wooley  
220E High Street  
Charlottesville VA 22902



**COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA  
Site Development Application**

**Owner of Record:** Cunningham Methodist Church      **Applicant of Record:** \_\_\_\_\_

**E911 Address:** 3389 Thomas Jefferson Parkway      **E911 Address:** \_\_\_\_\_

**Phone:** (434) 591 - 1363 **Fax:** n/a      **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** CUMC-Pastor@comcast.net      **Email:** \_\_\_\_\_

**Representative:** Eric Woolley, PE      **Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.**

**E911 Address:** 220 E High St Charlottesville, VA 22902      **Is property in Agricultural Forestal District?**  No  Yes

**Phone:** (434) 973-0045 **Fax:** n/a      **If Yes, what district:** \_\_\_\_\_

**Email:** ewoolley@woolley-eng.com      \_\_\_\_\_

**Tax Map and Parcel(s):** TMP 18-A-15      **Deed Book Reference:** DB 11-0S, PG 355, DB 239, PG 347 (plat)

**Acreage:** 3.364 ac      **Zoning:** A-1      **Deed Restrictions?**  No  Yes (Attach copy)

**Location:** 3389 Thomas Jefferson Parkway, Palmyra, VA 22963

**Description of Property:** Church with cemetery

**Proposed Structure:** New church education building

**Dimensions of Building:** New building: 3,238 sf (see sketch plan for building dims.)      **Lighting Standards on Site:**  No  Yes

**# of Employees:** \_\_\_\_\_      **# of Parking Spaces:** 48

**Noise Limitations:** \_\_\_\_\_

I declare that the statements made and information given on this application are true, full and correct to the best of my knowledge and belief. I agree to conform fully to all terms of any certificate or permit which may be issued on account of this application.

ERIC WOOLLEY      [Signature] 12/1/17  
 Applicant Name (Please Print)      Applicant Signature and Date

OFFICE USE ONLY		
Date Received: <u>12/1/17</u>	Fee Paid: <u>1250.00</u>	Application #: <u>SDP 17 : 010</u>
Election District: <u>Cunningham</u>	Planning Area: <u>Rural Res.</u>	Number of Lots: _____
<b>Total Fees Due at Time of Submittal</b>		
Sketch Plan: <u>\$150.00</u>	Minor Plan: <u>\$550.00</u>	Major Plan: <u>\$1,100.00</u>
<b>Additional Fees Due at Time of Review</b>		
Street Sign Installation:	\$200.00 Per Intersection	
Amendment of Plan	\$150.00	
Outdoor Lighting Plan Review*	\$ 50.00	
Landscape Plan Review*	\$ 50.00	
Tree Protection Plan Review*	\$ 50.00	
* If not part of a Site Plan Review		





**CUNNINGHAM UNITED METHODIST CHURCH  
3389 THOMAS JEFFERSON PARKWAY  
PALMYRA, VIRGINIA 22963**

December 1, 2017

County of Fluvanna  
Planning and Zoning Department  
132 Main Street  
Post Office Box 540  
Palmyra, VA 22963

Ladies and Gentlemen:

Cunningham United Methodist Church has engaged Woolley Engineering as the site engineer for our proposed building project. We authorize Eric Woolley to act as our agent/representative for the purpose of signing submission documents as required by Fluvanna County during the site plan approval process.

Please do not hesitate to contact us if you have any questions regarding this matter.

Sincerely,

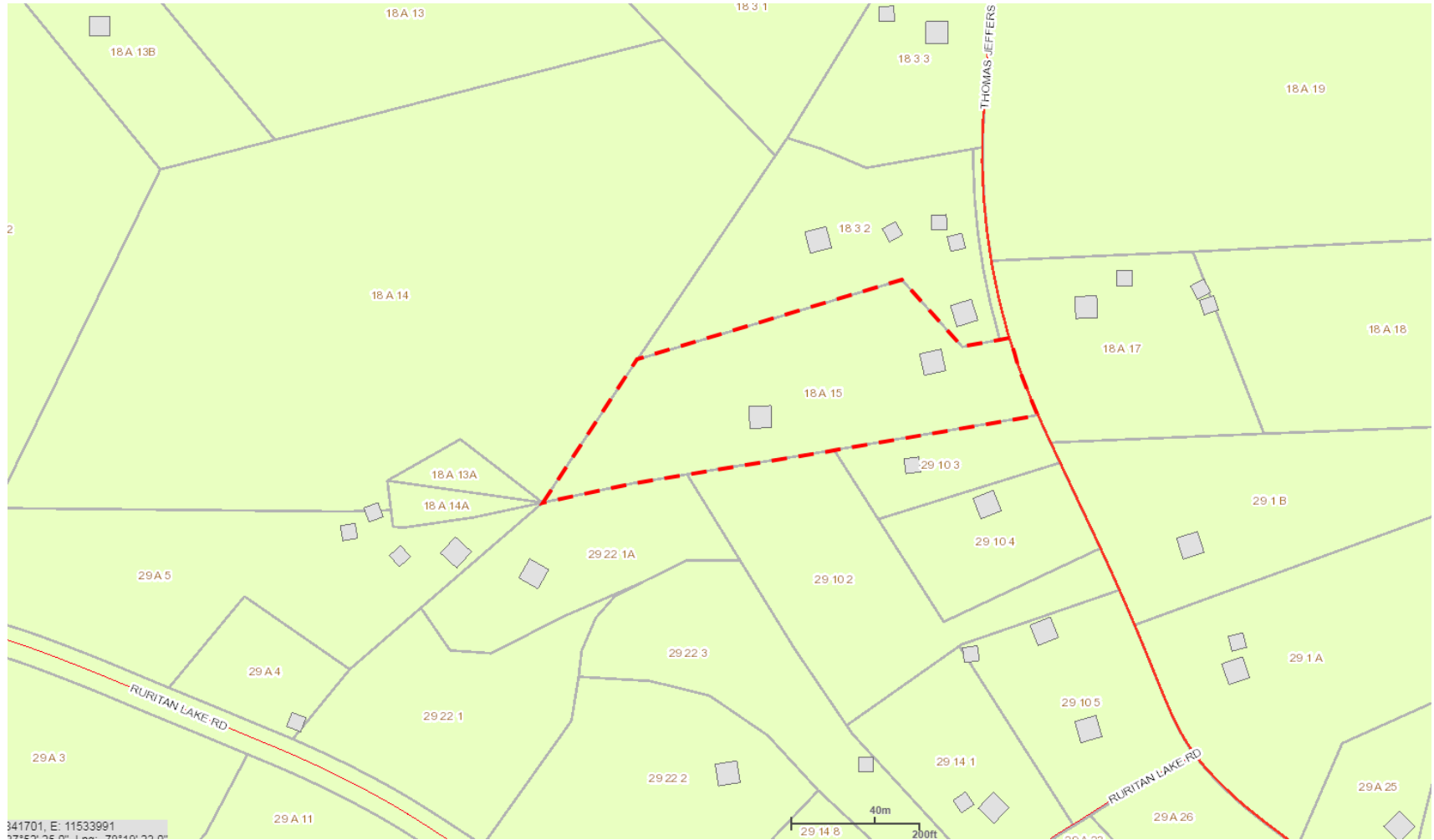
A handwritten signature in black ink that reads "Mark Liles".

Mark Liles  
Chair of Trustees





# ATTACHMENT B

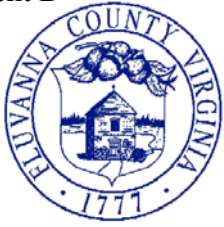


## Key

Green = A-1 Agricultural General Zoning







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## COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

January 3, 2018

Eric Wooley  
220 E. High Street  
Charlottesville VA, 22902

**Re: SDP 17:10- Cunningham Methodist Church**  
Tax Map 18, Section A, Parcel 15

Dear Mr. Wooley:

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, December 14, 2017:

1. Planning Staff: Any new parking, lighting, or landscaping? Applicant stated there would be no new parking or lighting, but they can phase in landscaping depending on budget for the project.
2. Fire Chief: If a commercial kitchen is used, fire suppression will be needed.
3. Building Dept: A basic residential kitchen is fine. But if using a commercial kitchen or cooking with grease, fire suppression will be required.
4. Environmental Health Dept: They should contact an AOSE or PE to evaluate their existing sewage system and provide any necessary changes for the Assembly Hall.
5. The Chamber of Commerce stated they have no comments
6. Erosion and Sediment Control: No comments at this time.
7. VDOT: As of this time, VDOT has not given any comments.

The Planning Commission will have a meeting to discuss this item at their Tuesday, January 9, 2018 meeting. Your attendance is required at this meeting.

If you have any questions or need additional information, please contact me at 434-591-1910.

Sincerely,  
James Newman  
Planner  
Dept. of Planning & Zoning

cc: File

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY that the Fluvanna County Code be, and it is hereby, amended, in Section 20-4-8, as follows:

**Sec. 20-4-8. Roll-back taxes generally.**

(A).....

1. *(D) Except as provided in subsection (E) of this section, real property rezoned to a more intensive use, at the request of the owner or his agent, shall be subject to the roll-back tax at the time the zoning is changed. Real property rezoned to a more intensive use before July 1, 1988, at the request of the owner or his agent, shall be subject to the roll-back tax at the time the qualifying use is changed to a nonqualifying use. No real property rezoned to a more intensive use at the request of the owner or his agent shall be eligible for taxation and assessment under this article; provided, that these provisions shall not be applicable to any rezoning which is required for the establishment, continuation or expansion of a qualifying use. If the property is subsequently rezoned to agricultural, horticultural or open space, it shall be eligible for consideration for assessment and taxation under this article only after three (3) years have passed since the rezoning was effective.*

*(E) Notwithstanding the provisions of subsection (D), above, in the case of property located within the Zion Crossroads Community Planning Area as designated in the then current Comprehensive Plan, (i) when a change in zoning of real estate to a more intensive use at the request of the owner or his agent occurs, roll-back taxes shall not become due solely because the change in zoning is for specific more intensive uses set forth in the ordinance, (ii) such real estate may remain eligible for use value assessment and taxation, in accordance with the provisions of this article, as long as the use by which it qualified does not change to a nonqualifying use, and (iii) no roll-back tax shall become due with respect to the real estate until such time as the use by which it qualified changes to a nonqualifying use.*