



**FLUVANNA COUNTY PLANNING COMMISSION**  
**REGULAR MEETING AGENDA**  
Fluvanna County Administration Building, Morris Room  
September 11, 2018  
**7:00 PM (Morris Room)**

**TAB AGENDA ITEMS**

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

**2 – DIRECTOR’S REPORT**

**3 – PUBLIC COMMENTS #1** (3 minutes each)

**4 – MINUTES**

Minutes of August 7, 2018

**5 – PUBLIC HEARING**

ZTA 18:05 – Density Text Amendment - Brad Robinson, Senior Planner

ZTA 18:06 - Home Occupations Text Amendment – Brad Robinson, Senior Planner

**6 – PRESENTATIONS**

None

**7 – SITE DEVELOPMENT PLANS**

SDP 18:06 - VSI Supply – Zion Station Lot 3 – Brad Robinson, Senior Planner

**8 – SUBDIVISIONS**

None

**9 – UNFINISHED BUSINESS**

None

**10 – NEW BUSINESS**

None

**11 – PUBLIC COMMENTS #2** (3 minutes each)

**12 – ADJOURN**

*Jason Stewart*

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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For Persons with Disabilities – If you have special needs, please contact the County Administrator's Office at 591-1910.*



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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: September 11, 2018  
Re: Planning Director's Report

## **Board of Supervisors Actions:**

August 15, 2018

**SUP 18:03 Virginia Electric and Power Co.** – A request for a special use permit to construct an electric transmission substation (major utility), with respect to 27 acres of Tax Map 58, Section A, Parcel 57. The property is located off James Madison Highway (US Route 15), approximately 0.2 miles northeast of the intersection with Bremono Bluff Road (State Route 657). The parcel is zoned A-1 Agricultural, General and located within the Rural Residential Planning Area and the Fork Union Election District. **(Approved 5-0)**

September 5, 2018

*None*

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

*None*

## **Technical Review Committee for August 9, 2018:**

- I. **SDP 18:06 VSI Supply** – A site development plan request to construct a 10,000 sq. ft. building and associated parking for light industrial use, with respect to 1.651 acres of Tax Map 5, Section 24, Parcel 3. The property is located within the Zion Station Subdivision between Zion Station Road (Route 1021) and Richmond Road (Route 250). The parcel is zoned I-1, Industrial, Limited and located within the Zions Crossroads Community Planning Area and the Columbia Election District.
- II. **SUB 18:28 Mapledale LLC** – A rural cluster major subdivision request with respect to 329.34 acres of Tax Map 41, Section A, Parcels 44 & 46. The applicant is proposing 13 building lots with 249.27 acres designated as open space. The property is located along

Carys Creek Road (Route 672), approximately 1.1 miles west of its intersection with James Madison Highway (Route 15). The parcels are zoned A-1, Agricultural, General and located within the Rural Preservation Planning Area and the Fork Union Election District.

# CODE COMPLIANCE VIOLATION STATISTICS

May - 2018

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

Case No.	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 Agreement 4/05/2018	6 months to abate violation 11/05/2018	Palmyra
1709-03	4-(A)-114	Herrion, Vernon L.	15 Blue Ridge Dr.	9/20/2017	Violation of SUP 04-10	Permit Pend	06/20/2018	Palmyra
1710-01	43-(A)-39	Partusch, Brian D.	4855 Stage Junction Rd.	10/17/2017	Improper Use - Junkyard	Cleared	n/a	Columbia
1801-05	36-(A)-97	Patterson, Hilton & Carolyn	1404 West River Rd.	01/26/2018	Junk/Debris	Extended	06/26/2018	Cunningham
1802-03	4-(A)-27	2428 Richmond Road, LLC.	2428 Richmond Rd.	02/14/2018	Improper Use	Court	05/22/2018	Palmyra
1803-01	4-(12)-1	Meredith, White Et Al	251 Country La.	03/02/2018	Inoperable Vehicles	Extended	06/02/2018	Palmyra
1804-01	4-(17)-2	Preston, Jessie Lynn	1322 Oliver Creek Rd.	04/09/2018	Trash/Junk/Debris	Cleared	n/a	Palmyra
1804-02	40-(A)-64A	Nelson, Frederic & Deann	1860 Haden Martin Rd.	04/09/2018	Inoperable Vehicles	Extended	06/09/2018	Fork Union
1804-03	4-(A)-109A	Bahr, Kenneth	3180 Richmond Rd.	04/10/2018	Violation of SDP 06-009	Court	06/17/2018	Palmyra
1804-04	4-(A)-99	Bahr, Kenneth	2969 Richmond Rd.	04/10/2018	Violation of ZMP 08-004	Pending	06/17/2018	Palmyra
1805-01	10-(16)-18	Gummel, Lee A. & Brooke	1022 North Boston Rd.	05/01/2018	Improper Use – Home Occupation	Cleared	n/a	Palmyra
1805-02	27-(A)-13	United Bank	4050 Rolling Road South	05/01/2018	Camping	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 – 31 Sites)

Compliance with Tenaska Virginia Sound Levels 05/17/2017

Signs Removed From Public Rights-Of-Way (Total – 18)

Placed and removed "Public Hearing Signs" as needed

Deliver packets to BOS, PC Members and Library

Code Enforcement Officer assaulted by constituent 04/10/2018, warrant served, General District Court Arraignment 05/08/2018 continued

# CODE COMPLIANCE VIOLATION STATISTICS

June - 2018

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

Case No.	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 Agreement 4/05/2018	6 months to abate violation 11/05/2018	Palmyra
1709-03	4-(A)-114	Herrion, Vernon L.	15 Blue Ridge Dr.	9/20/2017	Violation of SUP 04-10	Permit Pend	07/20/2018	Palmyra
1801-05	36-(A)-97	Patterson, Hilton & Carolyn	1404 West River Rd.	01/26/2018	Junk/Debris	Extended	07/26/2018	Cunningham
1802-03	4-(A)-27	2428 Richmond Road, LLC.	2428 Richmond Rd.	02/14/2018	Improper Use	Court Arraignment	08/14/2018	Palmyra
1803-01	4-(12)-1	Meredith, White Et Al	251 Country La.	03/02/2018	Inoperable Vehicles	Extended	07/02/2018	Palmyra
1804-02	40-(A)-64A	Nelson, Frederic & Deann	1860 Haden Martin Rd.	04/09/2018	Inoperable Vehicles	Cleared	n/a	Fork Union
1804-03	4-(A)-109A	Bahr, Kenneth	3180 Richmond Rd.	04/10/2018	Violation of SDP 06-009	Court	09/18/2018	Palmyra
1804-04	4-(A)-99	Bahr, Kenneth	2969 Richmond Rd.	04/10/2018	Violation of ZMP 08-004	Pending	06/17/2018	Palmyra
1806-01	30-(A)-1	Nichols, Anna Belle Le Et Al	1138 Thomas Jefferson Pkwy	06/07/2018	Septic Easement Maint.	Cleared	n/a	Fork Union
1806-02	18A-(12)-421	Trevillyan, Phyllis T.	19 North Bearwood Dr.	06/19/2018	Gas Line Easement Maint.	Cleared	n/a	Rivanna

### 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 – 27 Sites)

Compliance with Tenaska Virginia Sound Levels 06/19/2017

Signs Removed From Public Rights-Of-Way (Total – 23)

Placed and removed "Public Hearing Signs" as needed

Deliver packets to BOS, PC Members and Library

Code Enforcement Officer assaulted by constituent 04/10/2018, warrant served, General District Court 07/10/2018

# CODE COMPLIANCE VIOLATION STATISTICS

July - 2018

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

Case No.	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 Agreement 4/05/2018	6 months to abate violation 11/05/2018	Palmyra
1709-03	4-(A)-114	Herrion, Vernon L.	15 Blue Ridge Dr.	9/20/2017	Violation of SUP 04-10	Permit Pend	08/20/2018	Palmyra
1801-05	36-(A)-97	Patterson, Hilton & Carolyn	1404 West River Rd.	01/26/2018	Junk/Debris	Extended	08/26/2018	Cunningham
1802-03	4-(A)-27	2428 Richmond Road, LLC.	2428 Richmond Rd.	02/14/2018	Improper Use	Court Arraignment	08/14/2018	Palmyra
1803-01	4-(12)-1	Meredith, White Et Al	251 Country La.	03/02/2018	Inoperable Vehicles	Extended	08/02/2018	Palmyra
1804-03	4-(A)-109A	Bahr, Kenneth	3180 Richmond Rd.	04/10/2018	Violation of SDP 06-009	Court	09/18/2018	Palmyra
1804-04	4-(A)-99	Bahr, Kenneth	2969 Richmond Rd.	04/10/2018	Violation of ZMP 08-004	Pending	06/17/2018	Palmyra
1807-01	11-(A)-42A	Deer Park Properties, LLC.	19289 James Madison Hwy.	07/23/2018	Illegal Sign	Cleared	n/a	Palmyra
1807-02	51A-(A)-39	Fork Union Military Academy	4 Arbor La.	07/30/2018	Property Maintenance	Cleared	n/a	Fork Union
1807-03	51A-(A)-37	MWW Realty Corporation	4803 James Madison Hwy.	07/30/2018	Property Maintenance	Extended	08/30/2018	Fork Union
1807-04	54-(A)-20 & 54-(A)-25	VATN, LLC.	2214 Stage Junction Rd.	07/31/2018	Inoperable Vehicles	Cleared	n/a	Columbia

### 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 – 21 Sites)

Compliance with Tenaska Virginia Sound Levels 07/19/2017

Signs Removed From Public Rights-Of-Way (Total – 15)

Placed and removed "Public Hearing Signs" as needed and Deliver packets to BOS, PC Members and Library

Survey and mark property lines on properties owned by Fluvanna County in Columbia, Va., completed 07/31/2018 for C.A.R.E. cleanout

Code Enforcement Officer assaulted by constituent 04/10/2018, warrant served, General District Court 01/08/2019 set to review case

# BUILDING INSPECTIONS MONTHLY REPORT

County of Fluvanna

<b>Building Official:</b>	<b>Period:</b>
Kevin Zoll	Aug-2018

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>BUILDING PERMITS ISSUED</b>														
<b>NEW - Single Family Detached (incl. Trades permits)</b>	2014	7	1	4	6	9	16	5	12	6	8	4	9	87
	2015	4	5	10	9	12	12	14	13	2	4	7	3	95
	2016	11	11	8	15	9	18	6	5	9	2	6	8	108
	2017	3	2	16	6	4	10	6	5	14	5	7	13	91
	2018	8	3	15	11	13	17	13	10					90
<b>NEW - Single Family Attached</b>	2014	0	0	6	0	0	0	0	0	0	0	2	0	8
	2015	2	0	0	0	0	0	0	2	0	0	0	0	4
	2016	0	0	0	0	0	5	0	0	0	0	0	0	5
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0				0
<b>NEW - Mobil Homes</b>	2014	0	1	1	0	0	1	1	0	1	0	0	0	5
	2015	0	0	0	0	1	1	0	2	0	0	0	0	4
	2016	0	1	0	0	0	0	0	1	0	0	0	0	2
	2017	0	0	0	0	2	1	0	1	0	0	0	0	4
	2018	0	0	1	1	0	0	0	0	0				2
<b>Additions and Alterations</b>	2014	22	12	17	29	31	28	18	28	31	36	25	25	302
	2015	21	30	38	28	21	30	22	25	23	27	35	18	318
	2016	13	10	31	27	29	29	15	32	31	28	27	27	299
	2017	29	20	29	43	20	29	32	18	23	27	43	28	341
	2018	19	6	10	19	8	13	26	25					126
<b>Accessory Buildings</b>	2014	2	0	2	0	4	1	3	5	1	2	2	1	23
	2015	4	4	3	4	1	0	0	2	6	0	0	3	27
	2016	3	4	4	6	2	2	1	2	1	3	3	6	37
	2017	0	4	2	3	2	2	2	4	2	0	2	2	25
	2018	2	3	3	6	2	1	4	2					23
<b>Swimming Pools</b>	2014	0	0	0	1	0	0	0	0	0	0	0	1	2
	2015	0	0	0	0	0	0	0	1	1	0	0	0	2
	2016	0	0	0	0	0	1	1	0	0	0	0	0	2
	2017	0	0	0	0	0	1	1	0	0	1	1	0	4
	2018	0	1	1	1	0	1	2	0					6
<b>Commercial/Industrial Build/Cell Towers</b>	2014	0	0	0	0	0	2	1	0	0	0	0	1	4
	2015	1	0	0	0	0	0	2	0	0	1	1	1	6
	2016	0	0	2	2	0	0	1	0	1	1	1	1	9
	2017	1	2	0	0	0	0	2	2	1	1	0	0	9
	2018	0	0	0	0	0	2	0	0					2
<b>TOTAL BUILDING PERMITS</b>	2014	31	14	30	36	44	48	28	45	39	46	33	37	431
	2015	32	39	51	41	35	43	38	45	32	32	43	25	456
	2016	27	26	45	50	40	55	24	40	42	34	37	42	462
	2017	33	28	47	52	28	43	43	30	40	34	53	43	474
	2018	29	13	30	38	23	34	45	37	0	0	0	0	249
<b>BUILDING VALUES FOR PERMITS ISSUED</b>														
<b>TOTAL BUILDING VALUES</b>	2014	\$1,902,399	\$458,326	\$1,783,992	\$2,540,111	\$2,570,600	\$3,119,933	\$1,724,192	\$2,586,705	\$1,353,471	\$1,922,260	\$1,461,680	\$2,563,409	\$ 23,987,078
	2015	\$1,384,631	\$1,560,716	\$2,916,520	\$3,567,237	\$2,999,918	\$4,280,357	\$5,272,378	\$3,107,731	\$2,625,563	\$2,203,913	\$1,931,893	\$6,252,403	\$ 38,103,260
	2016	\$1,817,981	\$2,555,455	\$5,542,458	\$3,711,821	\$2,447,891	\$5,181,921	\$3,611,179	\$1,817,783	\$3,089,971	\$1,889,279	\$2,028,590	\$2,937,783	\$ 36,632,112
	2017	\$857,767	\$827,724	\$4,859,777	\$2,066,132	\$1,512,789	\$3,676,118	\$1,904,915	\$2,359,988	\$2,846,545	\$1,957,646	\$1,897,110	\$3,479,285	\$ 28,245,796
	2018	\$2,541,433	\$1,075,551	\$3,544,096	\$2,513,241	\$3,834,995	\$5,693,348	\$3,156,593	\$4,729,005					\$ 27,088,262



Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>LAND DISTURBING PERMITS ISSUED</b>														
<b>LAND DISTURBING PERMITS</b>	2014	8	1	10	4	8	16	3	10	5	9	6	10	90
	2015	6	5	9	10	10	12	15	16	3	5	10	5	106
	2016	12	11	8	14	10	17	7	6	11	3	9	9	117
	2017	3	2	17	7	7	9	6	6	15	8	7	14	101
	2018	10	4	16	13	11	17	13	7					91
<b>INSPECTIONS COMPLETED</b>														
<b>TOTAL INSPECTIONS</b>	2014	135	149	103	180	113	168	173	148	155	167	112	162	1,765
	2015	105	137	146	214	113	232	193	181	208	206	149	149	2,033
	2016	116	91	153	157	155	214	249	230	197	181	184	172	2,099
	2017	159	144	171	141	177	152	202	182	153	183	181	169	2,014
	2018	163	148	173	186	215	176	164	220					1,445
<b>FEES COLLECTED</b>														
<b>Building Permits</b>	2014	\$9,160	\$2,655	\$10,041	\$11,601	\$11,808	\$18,950	\$6,913	\$12,848	\$8,080	\$11,602	\$9,740	\$11,568	\$ 124,966
	2015	\$6,731	\$8,351	\$13,711	\$16,037	\$13,508	\$16,628	\$14,931	\$18,895	\$10,411	\$8,558	\$10,381	\$9,575	\$ 147,717
	2016	\$11,850	\$11,954	\$11,576	\$14,889	\$8,447	\$18,588	\$12,947	\$7,537	\$11,285	\$12,548	\$8,361	\$11,213	\$ 141,195
	2017	\$4,060	\$3,660	\$22,692	\$9,249	\$6,703	\$11,948	\$9,494	\$7,790	\$13,169	\$6,895	\$9,022	\$12,886	\$ 117,568
	2018	\$8,988	\$4,311	\$9,939	\$14,765	\$13,796	\$23,633	\$14,993	\$8,748					\$ 99,173
<b>Land Disturbing Permits</b>	2014	\$2,125	\$1,225	\$2,400	\$2,300	\$1,310	\$8,500	\$2,739	\$2,850	\$625	\$2,839	\$2,450	\$2,850	\$ 32,213
	2015	\$1,775	\$875	\$1,425	\$3,425	\$1,750	\$1,850	\$2,325	\$3,338	\$1,085	\$2,819	\$10,450	\$2,298	\$ 33,415
	2016	\$3,200	\$2,575	\$1,700	\$1,950	\$2,250	\$2,200	\$4,020	\$875	\$28,074	\$2,000	\$1,450	\$1,200	\$ 51,494
	2017	\$475	\$800	\$7,000	\$1,523	\$2,366	\$2,425	\$1,733	\$7,784	\$2,100	\$2,050	\$1,000	\$1,625	\$ 30,881
	2018	\$1,450	\$5,975	\$1,890	\$1,625	\$1,625	\$2,850	\$1,625	\$1,175					\$ 18,215
<b>Zoning Permits/ Proffers</b>	2014	\$1,000	\$250	\$1,800	\$1,100	\$14,200	\$2,400	\$1,050	\$19,900	\$1,400	\$1,350	\$950	\$1,700	\$ 47,100
	2015	\$1,200	\$1,000	\$1,650	\$2,600	\$1,500	\$1,850	\$1,850	\$2,400	\$1,650	\$1,050	\$900	\$850	\$ 18,500
	2016	\$1,150	\$1,250	\$1,800	\$2,450	\$1,650	\$2,700	\$1,150	\$1,150	\$1,900	\$1,050	\$900	\$850	\$ 18,000
	2017	\$400	\$1,000	\$2,400	\$950	\$1,500	\$1,800	\$1,245	\$1,250	\$1,600	\$1,050	\$1,250	\$1,550	\$ 15,995
	2018	\$1,400	\$800	\$1,750	\$1,600	\$1,400	\$2,200	\$2,050	\$1,400					\$ 12,600
<b>TOTAL FEES</b>	2014	\$12,285	\$4,130	\$14,241	\$15,001	\$27,318	\$29,850	\$10,702	\$35,598	\$10,105	\$15,791	\$13,140	\$16,118	\$ 204,279
	2015	\$9,706	\$10,226	\$16,786	\$22,062	\$16,758	\$20,328	\$19,106	\$24,633	\$13,146	\$12,427	\$21,731	\$12,723	\$ 199,632
	2016	\$16,200	\$15,779	\$15,076	\$19,289	\$12,347	\$23,488	\$18,117	\$9,562	\$41,259	\$15,598	\$10,711	\$13,263	\$ 210,689
	2017	\$4,935	\$5,460	\$32,092	\$11,722	\$10,569	\$16,173	\$12,472	\$16,824	\$16,869	\$9,995	\$11,272	\$16,061	\$ 164,444
	2018	\$11,838	\$11,086	\$13,579	\$17,990	\$16,821	\$28,683	\$18,668	\$11,323	\$0	\$0	\$0	\$0	\$ 129,988



## TRANSACTIONS BY USER REPORT (08/01/2018 TO 08/31/2018) FOR FLUVANNA COUNTY PLANNING DEPARTMENT

Selected Users: **Stephanie Keuther**

Invoice #	Fee Name	Transaction Date	Transaction Type	Payment Method	Paid Amount
<b>Stephanie Keuther</b>					
<b>BSP18:0012</b>					
INV-00000463	Boundary/Physical Survey, Easement, Correction	08/07/2018	Fee Payment	Check #2574	\$50.00
<b>BSP18:0013</b>					
INV-00000494	Boundary/Physical Survey, Easement, Correction	08/22/2018	Fee Payment	Check #19511	\$50.00
<b>BSP18:0014</b>					
INV-00000503	Boundary/Physical Survey, Easement, Correction	08/27/2018	Fee Payment	Check #19521	\$50.00
<b>BSP18:0015</b>					
INV-00000506	Boundary/Physical Survey, Easement, Correction	08/29/2018	Fee Payment	Check #7703	\$50.00
<b>BZA18:0004</b>					
INV-00000384	Sign Deposit for Public Hearing	08/07/2018	Refund	Check #0	(\$90.00)
	Variance	08/07/2018	Refund	Check #0	(\$550.00)
<b>MSC18:0008</b>					
INV-00000483	Sign Permit	08/14/2018	Fee Payment	Check #110	\$155.00
<b>MSC18:0009</b>					
INV-00000484	Sign Permit	08/14/2018	Fee Payment	Check #5058	\$155.00
<b>MSC18:0010</b>					
INV-00000497	Sign Permit	08/23/2018	Fee Payment	Check #1979	\$155.00
<b>SDP18:0006</b>					
INV-00000453	Site Plan Review: Major Plan	08/02/2018	Fee Payment	Check #3581	\$1,100.00
		08/06/2018	Fee Payment	Check #3586	\$150.00
<b>SDP18:0007</b>					
INV-00000468	Site Plan Review: Sketch Plan	08/09/2018	Fee Payment	Check #22216	\$150.00
<b>SUB18:0031</b>					
INV-00000462	Boundary Adjustment	08/07/2018	Fee Payment	Check #2574	\$100.00
<b>SUB18:0032</b>					
INV-00000473	Subdivision: Resubmission of Prelim/Final Plat	08/09/2018	Fee Payment	Check #22209	\$100.00
<b>SUB18:0033</b>					
INV-00000488	Boundary Adjustment	08/16/2018	Fee Payment	Check #1612	\$100.00
<b>SUB18:0034</b>					
INV-00000499	Boundary Adjustment	08/27/2018	Fee Payment	Check #1237	\$100.00
<b>SUB18:0035</b>					
INV-00000500	Subdivision: Ordinance of Vacation	08/27/2018	Fee Payment	Check #777	\$225.00
<b>SUP18:0003</b>					
INV-00000308	Sign Deposit for Public Hearing	08/20/2018	Refund	Check #0	(\$90.00)

**STEPHANIE KEUTHER**

**TOTAL CHECK:** \$2,690.00

**TOTAL REFUND:** (\$730.00)

**NET TOTAL:** \$1,960.00

## TRANSACTIONS BY USER REPORT (08/01/2018 TO 08/31/2018)

Invoice #	Fee Name	Transaction Date	Transaction Type	Payment Method	Paid Amount
<b>GRAND TOTALS</b>				<b>TOTAL CHECK:</b>	<b>\$2,690.00</b>
				<b>TOTAL REFUND:</b>	<b>(\$730.00)</b>
				<b>NET TOTAL:</b>	<b>\$1,960.00</b>

**FLUVANNA COUNTY PLANNING COMMISSION**  
**REGULAR MEETING MINUTES**  
**County Administration Building, Morris Room**  
**August 07, 2018**  
**Regular Meeting 7:00pm**

**MEMBERS PRESENT:** Barry Bibb, Chairman  
Ed Zimmer, Vice Chairman  
Lewis Johnson  
Gequetta "G." Murray-Key  
Howard Lagomarsino  
Patricia Eager, Board of Supervisors Representative

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

**Absent:** None

**Open the Regular Meeting 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:**

July 11, 2018

None

August 1, 2018

None

**Board of Zoning Appeals Actions:**

None

**Technical Review Committee for July 12, 2018:**

- I. **SDP 18:04 Fluvanna Self Storage Phase II** – A site development plan for Phase II of Fluvanna Self Storage, with respect to approximately 13 acres of Tax Map 9, Section A, Parcel 9. The property is located off Lake Monticello Road (State Route 618), approximately 0.6 miles west of the intersection with Manor Boulevard. The parcel is zoned A-1 Agricultural, General and located within the Rivanna Community Planning Area and the Palmyra Election District.

**Public Comments #1:**

None

**Approval of Minutes**

Minutes of July 10, 2018

**Motion:**

Lagomarsino made a motion to approve the minutes of July 10, 2018 Planning Commission meeting as presented. Seconded by Murray-Key. The motion was approved with a vote of 5-0-0 AYE: Johnson, Bibb, Zimmer, Murray-Key, and Lagomarsino. NAY: None ABSTAIN: None ABSENT: None

**Public Hearing:**

None

**PRESENTATIONS:**

None

**Site Development Plans:**

**SDP 18:04 – Fluvanna Self Storage** – Brad Robinson, Senior Planner

Request for sketch plan approval to construct five additional self-storage buildings with respect to 12.868 acres of Tax Map 9, Section A, Parcel 9 Parcel is zoned B-1 and is located within the Rivanna Community Planning Area; Adjoining parcels are zoned A1, R4, BC.

- Existing two storage buildings, 11,000 sq. ft. (SDP 16:16)
- Five additional storage buildings proposed, 32,400 sq. ft.
  - C. 220' x 40' (8,800 sq. ft.)
  - D. 190' x 40' (7,600 sq. ft.)
  - E. 160' x 30' (4,800 sq. ft.)
  - F. 240' x 30' (7,200 sq. ft.)
  - G. 100' x 40' (4,000 sq. ft.)
- No office or parking areas on site
- No septic required

**Recommended Conditions:**

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

**Motion:**

Zimmer made a motion to approve SDP 18:04, a sketch plan request to construct five self-storage buildings with respect to 12.868 acres of Tax Map 9, Section A, Parcel 9, subject to the conditions listed in the staff report. Seconded by Murray-Key. The motion was approved with a vote of 5-0-0 AYE: Johnson, Bibb, Zimmer, Murray-Key, and Lagomarsino. NAY: None ABSTAIN: None ABSENT: None

**Subdivisions:**

None

**Unfinished Business:**

**Authorization for Home Occupations text amendment** – Brad Robinson, Senior Planner

**Proposed definition:**

An accessory use of a dwelling unit and/or an accessory structure for gainful employment involving the production, provision, or sale of goods and/or services, which is clearly incidental to or secondary to the residential use of a parcel. Home occupations shall include the rental of rooms to tourists. Home occupations must be conducted in accordance with all applicable federal, state and local statutes and regulatory requirements.

**Motion:**

Johnson made a motion that the Fluvanna County Planning Commission direct staff to initiate a Zoning Text Amendment to amend Chapter 22 of the County Code, in order to amend definitions and add provisions for home occupations, and to schedule a future public hearing for formal Planning Commission consideration and recommendation to the Board of Supervisors. For the Public purpose of good Planning and Economic Development practice. Seconded by Lagomarsino. The motion was approved with a vote of 5-0-0 AYE: Johnson, Bibb, Zimmer, Murray-Key, and Lagomarsino. NAY: None ABSTAIN: None ABSENT: None

**New Business:**

None

**Public Comments:**

None

**Adjourn:**

Chairman Bibb adjourned the Planning Commission meeting of August 07, 2018 at 7:25 p.m.  
Minutes recorded by Stephanie Keuther, Senior Program Support Assistant.

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

Draft



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## STAFF REPORT

**To:** Fluvanna County Planning Commission

**From:** Brad Robinson

**Case Number:** ZTA 18:05

**Date:** September 11, 2018

*General Information:* This request is to be heard by the Fluvanna County Planning Commission on Tuesday, September 11, 2018 at 7:00 pm in the Morris Room of the Fluvanna County Administration Building.

*Applicant/Representative:* Fluvanna County

*Requested Action:* Amend the Fluvanna County Zoning Ordinance

- *Amend Chapter 22, Article 7 of the Fluvanna County Code By Certain Amendments to Section and Subsection 22-7-8, Thereof, Concerning Permitted Residential Density in the R-3 District. The public purpose of these amendments is to bring density allowances in line with the Comprehensive Plan.*

### **Background**

#### Project Timeline:

Shimp Engineering submitted an application on July 7, 2017 for making 2.9 units per acre a by-right density in the R-3 zoning district with an ability to increase gross residential density to 10 units per acre via the Special Use Permit process. The item was discussed at Planning Commission meetings on July 11, 2017; August 8, 2017; March 13, 2018; April 10, 2018; and June 8, 2018.

On June 6, 2018 the Planning Commission voted unanimously to authorize a future public hearing.

### **Analysis**

The 2015 Comprehensive Plan encourages a residential density of 10 dwelling units per acre (du/ac) in the Zion Crossroads Community Planning Area and 6 du/ac in the Rivanna Community Planning Area. However, the highest density currently allowed by the zoning ordinance is 2.9 du/ac in the R-3, Residential Planned Community District. This density can be a significant restraint for multi-family residential uses.

The proposed amendment adds a provision to increase density in the R-3 zoning district above the current maximum of 2.9 du/ac to a maximum of 10 du/ac, subject to a special use permit approval. Density equaling 2.9 du/ac or less would continue to be allowed by right.

## **Special Use Process**

Currently there is no explicitly listed mechanism for increasing density above what is permitted. This amendment adds language stating that any density greater than 2.9 du/ac (up to a gross maximum of 10 du/ac) will require a Special Use Permit.

## **Comprehensive Plan**

The proposed amendment to the zoning ordinance as outlined above will help the County achieve several goals as set forth in the 2015 Comprehensive Plan:

### **Chapter 2 Land Use and Community Design Goal:**

A.1: “Develop new zoning and subdivision regulations that will further the desired growth patterns and property uses, and to protect the rural preservation area...”

### **Chapter 8 Housing Goals:**

A.1.: “Create zoning that enables increased residential density in the growth areas, and allows for mixed-use and mixed-income developments including residences above storefronts.”

B.1: “Amend the zoning and subdivision ordinances to allow for varying lot sizes, from small clustered lots to large parcels suitable for continued farming and rural living”.

B.2: “Allow for a mix of housing types and densities in individual developments (single and multifamily) as appropriate for the area and existing or planned infrastructure.”

## **Conclusion**

The proposed amendment to the Fluvanna County Zoning Ordinance will:

- Bring density allowances in line with the Comprehensive Plan.
- Make the Zoning Ordinance conform with the goals of the 2015 Comprehensive Plan

## **Suggested Motion**

I move that the Planning Commission recommend [approval/denial/deferral] of ZTA 18:05, An Ordinance to Amend Chapter 22, Article 7 of the Fluvanna County Code By Certain Amendments to Section and Subsection 22-7-8, Thereof, Concerning Permitted Residential Density in the R-3 District. The public purpose of these amendments is to bring density allowances in line with the Comprehensive Plan.

## **Attachments:**

A: Proposed Ordinance

***AN ORDINANCE TO AMEND CHAPTER 22, ARTICLE 7 OF THE FLUVANNA COUNTY  
CODE BY CERTAIN AMENDMENTS TO SECTION AND SUBSECTION 22-7-8,  
THEREOF, CONCERNING PERMITTED RESIDENTIAL DENSITY IN THE R-3  
DISTRICT***

*BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS that the County  
Code be, and it is hereby, amended, in Chapter 7 by changes to subsection 22-7-8:*



## ZONING

2-21-18

(C) Spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennae and radio aerials may be erected to a height of sixty feet (60') from grade. Parapet walls may be up to four feet (4') above the height of the building on which the walls rest.

(D) No accessory building which is within fifteen feet (15') of any property lot line shall be more than one (1) story high. All accessory buildings and structures, other than those permitted under subsection (C) above, shall be less than the main building or structure in height.

**Sec. 22-6-10. Off-street parking.**

Off-street parking shall conform with Article 26: Off-Street Parking and Loading Spaces of this Chapter.

**Sec. 22-6-11. Sign regulations.**

Sign regulations shall conform with Article 15 of this Chapter.

***Article 7. Residential, Planned Community, District R-3.***

**Sec. 22-7-1. Statement of intent.**

This district is intended to permit compact village-style residential development and associated institutional uses, community serving mixed uses, open spaces, and creative design in accordance with a master plan. The development should occur in a manner that will protect and preserve the natural resources, trees, watersheds, contours and topographic features of the land; and to protect and enhance the natural scenic beauty of the area and support. The scale of the housing and the commercial use should be appropriate to support the residential needs at a neighborhood scale.

**Sec. 22-7-2. Establishment -- Request and master plan.**

Request for establishment of a residential planned community shall be made initially to the planning commission and subsequently to the governing body accompanied by a "Master Plan" for the proposed community.

## ZONING

2-21-18

**Sec. 22-7-3. Same -- Application.**

(A) The applicant shall submit a sketch plan and meet with the Planning Director for a pre-proposal conference.

(B) Applicant submits a Preliminary Master Plan to the Planning Director. Within ten (10) days the Planning Director shall review the preliminary master plan application for completeness, and if it is incomplete, so notify the subdivider, specifying instructions for its completion.

(C) After it is determined to be complete, the applicant shall furnish with a rezoning application for establishment of a Residential Planned Community, thirty (30) copies of a Preliminary Master Plan prepared by a surveyor, engineer, landscape architect, or architect, duly authorized by the State to practice as such.

(D) After approval, R-3 zoning is established and the master plan governs development of the site. The master plan may be amended with the approval by the Planning Commission of a master plan amendment.

**Sec. 22-7-4. Required information on preliminary master plan.**

The location of the open areas which shall comprise not less than twenty-five percent (25%) of the whole. The open areas shall include parks, recreation facilities, residential clubhouse grounds, lakes, trails, and land or water left in undisturbed natural condition and unoccupied by building lots, structures, streets and roads and parking lots. This area may be used for active recreation facilities identified in Section 22-7-12. The open areas of the tract shall be delineated due to their noteworthy features and value to the continued rural character of the county, including, but not limited to, lands with high scenic, open space and water quality protection values including riparian corridors and wildlife habitat; high environmental sensitivity such as steep slopes, wetlands, floodplains; high recreational value and/or having noteworthy historical, archaeological or cultural features.

The Preliminary Master Plan shall contain the following information:

## ZONING

2-21-18

(A) The general location of the various types of land uses, including the general location of any village centers, and the residential density classifications of each residential area;

(B) The areas designated for residential development, with maximum proposed number of units, density calculations, and plot plans of typical units provided;

(C) The areas designated for commercial and/or institutional development, with maximum proposed square footages and floor area ratios indicated. The location of all buildings and improvements, and their proposed use, other than single-family dwellings, and the location of any public buildings shall be shown;

(D) The street layout, with indication of which streets are to be dedicated to public use and which are to be held in private ownership, and a brief description of maintenance arrangements; street functional classification; and proposed street cross-sections;

(E) The pedestrian and bicycle facilities, including sidewalks and trails, with proposed cross-sections;

(F) The orientation of the Preliminary Master Plan to the surrounding community by extending the overall development and preservation pattern, tree protection and buffers, general building design, covenants and restrictions;

(G) The general location of all public and private roads;

(H) The adequate provision for general sewer, storm drainage, and water supply;  
and

(I) The Preliminary Master Plan shall also demonstrate its compliance with the county's Comprehensive Plan.

(Ord. 12-16-15)

**Sec. 22-7-5. Development -- Final master plan.**

(A) Submitting the Final Master Plan:

## ZONING

2-21-18

(1) The applicant shall submit five (5) copies of the final Master Plan to the Planning Director. The final plan shall have been prepared by a licensed surveyor, engineer, landscape architect, or architect.

(2) The final plans shall be consistent with the Preliminary Master Plan as approved. The applicant may vary from the approved Preliminary Master Plan to any degree if it does not vary the basic concept or character of the development.

(3) Any departure from the approved Preliminary Master Plan must be approved by the Planning Commission.

(B) The Final Master Plan must contain:

(1) All the Preliminary Master Plan Information;

(2) The location of the existing and proposed property lines;

(3) The plans and specifications for roads, pedestrian facilities, parking areas, Stormwater Management facilities, water and sewer system, active recreational facilities, and any other infrastructure elements proposed and shall be in compliance with Virginia Stormwater Management Regulations;

(4) Any and all proposed Homeowners Association documents for review and approval by the county attorney; if any roads, open space, or other facilities are proposed for ownership by such association;

(5) A final plat meeting the requirements of Chapter 19: Subdivisions of this Code;

(6) A Site Development Plan for any commercial, institutional, multi-family meeting the requirements of Chapter 22-23: Site Development Plans of this Code;

## ZONING

2-21-18

(7) A performance bond for improvements as provided in Chapter 19: Subdivisions of this Code;

(8) A proposed deed of easement including restrictions safeguarding the permanent use of open areas and preventing encroachment thereupon and any deeds for any land dedicated to the county as part of the Master Plan for review and approval by the county attorney.

After the Final Plan and deed of dedication have been approved by both the Planning Director and the county attorney as being in conformity with this chapter and the Preliminary Master Plan, the Final Plan shall be approved for recordation and recorded. Thereafter, no modification may be made in any Final Plan except by an amended Final Master Plan submitted as provided for the original Final Master Plan.

(Ord. 12-16-15)

**Sec. 22-7-6. Reserved.**

**Sec. 22-7-7. Additional land.**

Additional land area may be added to an existing Residential Planned Community if it is adjacent, is not separated by a public road, and forms a logical addition to the existing Residential Planned Community. The land must also be under the same ownership or control as the Residential Planned Community.

The procedure for an addition shall be the same as if an original application were filed, and all of the requirements of this Chapter shall apply.

**Sec. 22-7-8. Permitted residential density.**

Maximum gross residential density: 2.9 residential units per acre.

Maximum gross residential density between 3 and 10 residential units per acre may be permitted by special use permit only.

**Sec. 22-7-9.1. Uses permitted by right.**

The following uses shall be permitted by right:

## ZONING

2-21-18

*Agricultural Uses*

Conservation areas

*Civic Uses*

Public parks and recreational areas

Public uses

*Commercial Uses*

Bakeries

Butcher shops

Financial institutions

Home occupations

Medical clinics

Offices

Personal improvement services

Personal service establishments

Pharmacies

Restaurants, general

Restaurants, small

Retail stores, general

Retail stores, neighborhood convenience

Retail stores, specialty

Studios, fine arts

*Miscellaneous Uses*

Accessory uses

Greenhouses, non-commercial

Kennels, private

Marinas, private non-commercial

Utilities, minor

*Residential Uses*

Dwellings, accessory

Dwellings, multi-family

Dwellings, single-family attached

## ZONING

2-21-18

Dwellings, single-family detached  
Dwellings, townhouse  
Dwellings, two-family  
Group homes  
(Ord. 10-21-09; Ord. 11-3-10)

**Sec. 22-7-9.2. Uses permitted by special use permit only.**

The following uses shall be permitted by special use permit only:

*Agricultural Uses*

Equestrian facilities

*Civic Uses*

Educational facilities

Public assembly

Public recreation assembly

Religious assembly

*Commercial Uses*

Adult retirement communities

Assisted living facilities

Bed and breakfasts

Car washes

Daycare centers

Family daycare homes

Gas stations

Grocery stores

Hospitals

Hotels

Laundromats

Lodges

Nursing homes

Outdoor recreation facilities

Restaurants, fast food

## ZONING

2-21-18

Self-storage facilities  
 Taxidermists  
 Veterinary offices

*Miscellaneous Uses*

Telecommunication facilities  
 Utilities, major

(Ord. 10-21-09; Ord. 11-3-10)

**Sec. 22-7-10. Limitations.**

(A) Commercial uses shall be located in "Village Centers" shown on the Final Master Plan and on the Final Plan, Village Centers shall be light commercial and office areas.

(B) The amount of commercial area will be determined by the approved Final Master Plan.

(C) The scale of the services provided in the Village Center shall be to provide neighborhood shopping and business convenience for nearby residential areas.

(D) No trailer parks, trailer camps, or trailer courts may be permitted.

(E) Uses in a Residential Planned Community shall be permissible only in the general location shown on the approved Master Plan as previously set forth.

**Sec. 22-7-11. Building location and design requirements.**

(A) The proposed location, arrangement, and design of nonresidential structures shall not be a detriment to the existing adjacent areas, and the prospective development of the Residential Planned Community. Therefore, structures shall be designed in a manner to facilitate the creation of a convenient, attractive and harmonious community.

(B) Open spaces between structures shall be protected where necessary by adequate covenants, conveyances, or dedications running with the land. The lot size, setback lines, lot coverage, width and frontage on the public street will be determined by the approved Master Plan.



## ZONING

2-21-18

**Sec. 22-7-12. Recreation requirements.**

Active Recreation facilities may be located within the required open space and shall be provided as follows unless specifically exempted by an approved proffer:

**Group A**

Bicycling, walking, fitness, and equestrian trails, open play area (minimum ½ acre), sitting area, picnic table units, tot lot equipment, community gardens that may be located within the required open space

**Group B**

Picnic shelter (3-4 picnic table units with grill), tennis court(s), multi-use court, active playground with equipment.

**Group C**

Community Center/Clubhouse/ Fitness Center, Indoor Swimming Pool, Athletic fields for private unorganized activities (Baseball, football/soccer) – minimum 2 acres

≤ 14 Residential Units

Group A - Choice of two or more  
Minimum of one acre of recreation area

15-60 Residential Units

Group A – Choice of two or more  
Group B – Choice of two or more  
Minimum of three acres of recreation area

61- 100 residential units

Group A – Choice of three  
Group B- Choice of three  
Minimum of six acres of active recreation

101 + residential units

Group A- Choice of three  
Group B – Choice of three  
Group C – Choice of one  
Minimum of eight acres of active recreation



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## STAFF REPORT

**To:** Fluvanna County Planning Commission

**From:** Brad Robinson

**Case Number:** ZTA 18:06

**Date:** September 11, 2018

*General Information:* This request is to be heard by the Fluvanna County Planning Commission on Tuesday, September 11, 2018 at 7:00 pm in the Morris Room of the Fluvanna County Administration Building.

*Applicant/Representative:* Fluvanna County

*Requested Action:* Amend the Fluvanna County Zoning Ordinance

- *Amend Chapter 22 Of The Fluvanna County Code By The Amendment Of Section 22-4-2.1, Regarding Uses Permitted By Right In The A-1 Agricultural District Relating To "Studios, Fine Arts"; Section 22-15-3 Regarding Certain Signs In The A-1 Agricultural, The R-1, R-2, R-4 and MHP Residential Districts, Relating To Home Occupations; Section 22-22-1, Definitions, Relating To Home Occupations And Studios, Fine Arts; And By The Addition Of A Subsection 22-17-19 Providing General Standards For Home Occupations. The public purpose of these amendments is to promote good planning practice and economic development.*

### **Background**

#### **Project Timeline:**

A group of citizens from the Fluvanna Leadership Development Project (FLDP) class approached county staff in the spring of 2017 about a desire to change county zoning regulations for local artisans desiring to participate in an artisans trail. Citizen comment occurred at the July 11, 2017 Planning Commission meeting. The Planning Commission continued discussion at meetings on February 13, 2018; April 10, 2018; June 8, 2018; and August 7, 2018.

On August 7, 2018 the Planning Commission voted unanimously to authorize a future public hearing.

### **Analysis**

Currently home-based businesses involve three use classifications, including home occupations, small home industries and fine arts studios. While home occupations are permitted by right in the A-1 District, small home industries and fine arts studios require approval of a special use permit. The primary distinction between a home occupation and a small home industry concerns use of the dwelling versus an accessory building. By definition a home occupation is confined to the

dwelling whereas small home industries and fine art studios are typically located in an accessory building.

The proposed amendments to the Fluvanna County Zoning Ordinance are intended to provide more flexibility and loosen restrictions for home-based businesses. The specific amendments include:

- Amend the A-1 District uses permitted by right in Section 22-4-2.1 to include “Studios, fine arts”;
- Amend sign regulations in Section 22-15-3 to reduce home occupation signage to four (4) square feet consistently;
- Amend the definition for “Home occupation” in Section 22-22-1;
- Amend the definition for “Studios, fine arts” in Section 22-22-1 to include a provision that any such studio exceeding the requirements of a home occupation shall require approval of a special use permit: and
- Add Section 22-17-19 to provide associated standards for “Home occupation”.

The proposed amendment to the sign regulations in Section 22-15-3 is a result of Planning Commission discussion and request to staff as part of developing the home occupation standards.

The enclosed ordinance contains the full text of the proposed changes. The proposed standards for home occupations will regulate issues such as size, noise and product display.

(Attachment A)

### **Comprehensive Plan**

The proposed amendment to the zoning ordinance as outlined above will help the County achieve several goals as set forth in the 2015 Comprehensive Plan:

#### **Chapter 2 Land Use and Community Design Goals:**

A.1: “Develop new zoning and subdivision regulations that will further the desired growth patterns and property uses ...”

#### **Chapter 5 Economic Development Goals:**

B: “To protect rural areas through economic development.”

B.3: “Support the development of local economies, locally owned businesses, and entrepreneurial opportunities, particularly those that are of rural character and will require little provision of infrastructure.”

B.5: “Consider designating, as by-right, some uses which currently require special use permits.”

## **Conclusion**

The proposed amendment to the Fluvanna County Zoning Ordinance will:

- Allow greater flexibility for home-based businesses.
- Ease the financial burden of having to obtain special use permit approval in certain situations.
- Promote economic development activity in the County.

## **Suggested Motion**

I move that the Planning Commission recommend [approval/denial/deferral] of ZTA 18:06, an ordinance to amend Chapter 22 of the Fluvanna County code by the amendment of Section 22-4-2.1, regarding uses permitted by right in the A-1 Agricultural District relating to “studios, fine arts”; Section 22-15-3 regarding certain signs in the A-1 Agricultural, the R-1, R-2, R-4 and MHP residential districts, relating to home occupations; Section 22-22-1, Definitions, relating to home occupations and studios, fine arts; and by the addition of a Subsection 22-17-19 providing general standards for home occupations. The public purpose of these amendments is to promote good planning practice and economic development.

## **Attachments**

A: Proposed Ordinance

**AN ORDINANCE TO AMEND CHAPTER 22 OF THE FLUVANNA COUNTY CODE BY THE AMENDMENT OF SECTION 22-4-2.1, REGARDING USES PERMITTED BY RIGHT IN THE A-1 AGRICULTURAL DISTRICT RELATING TO “STUDIOS, FINE ARTS”; SECTION 22-15-3 REGARDING CERTAIN SIGNS IN THE A-1 AGRICULTURAL, THE R-1, R-2, R-4 AND MHP RESIDENTIAL DISTRICTS, RELATING TO HOME OCCUPATIONS; SECTION 22-22-1, DEFINITIONS, RELATING TO HOME OCCUPATIONS AND STUDIOS, FINE ARTS; AND BY THE ADDITION OF A SUBSECTION 22-17-19 PROVIDING GENERAL STANDARDS FOR HOME OCCUPATIONS**

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS, pursuant to Virginia Code Sections 15.2-2285, that the Fluvanna County Code be, and it is hereby, amended in Section 22-4-2.1 regarding “Studios, Fine Arts”; by the amendment of Section 22-15-3 regarding certain signs in the A-1 Agricultural, the R-1, R-2, R-4 and MHP residential districts, relating to home occupations; by the amendment of Section 22-22-1, definitions, relating to home occupations and studios, fine arts; and by the addition of a subsection 22-17-19 regarding general standards for home occupations; as follows:

**Sec. 22-4-2.1. Uses permitted by right.**

The following uses shall be permitted by right:

.....  
*Commercial Uses*

Family daycare homes

Home occupations

Studios, fine arts

.....

.....

**Sec. 22-15-3. Signs permitted.**

(1) Agricultural (A-1) – The following signs shall be permitted in the A-1, Agricultural, General zoning district:

<b>Type of Sign</b>	<b>Number Allowed</b>	<b>Max. Sign Area</b>	<b>Max. Sign Height</b>
Awning Sign	1 per establishment	6 sq. ft.	N/A
Business Sign	1 per parcel	32 sq. ft. (freestanding or monument)	10 feet

Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Home Occupation Sign	1 per parcel	<del>4 sq. ft.</del> 12 sq. ft.	4 feet
Projecting Sign	1 per establishment	9 sq. ft.	Roof line of the building
Subdivision Sign	1 per entrance	40 sq. ft.	6 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet
Wall Sign	1 per public road frontage	3 sq. ft. per 1 lineal foot of building/tenant frontage*	Roof line of the building

\*No more than 50% of the total sign area may be displayed on the front of the building. The remaining 50% may be distributed on the sides and rear of the building, with a maximum of 25% distribution per side and a maximum of 50% distribution on the rear of the building.

(2) Residential (R-1, R-2, R-4, MHP) – The following signs shall be permitted in the R-1, Residential, Limited; R-2, Residential, General; R-4, Residential, Limited; and MHP, Manufactured Home Park zoning districts:

<b>Type of Sign</b>	<b>Number Allowed</b>	<b>Max. Sign Area</b>	<b>Max. Sign Height</b>
Business Sign	1 per parcel	32 sq. ft. (freestanding or monument)	10 feet
Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Home Occupation Sign	1 per parcel	<del>4 sq. ft.</del> 9 sq. ft.	4 feet
Subdivision Sign	1 per entrance	40 sq. ft.	6 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet

.....

**Sec. 22-17-19. Home Occupation – General Standards**

- a) These provisions are adopted in recognition that certain small-scaled commercial activities may be appropriate accessory uses within residential dwellings. The character and scale of such commercial activities must be subordinate and incidental to the principal use of the premises for dwelling purposes and must be consistent with the

predominant residential character of the property and/or surrounding neighborhood. In addition, these provisions are intended to limit the size of such home occupations so as to not create an unfair competitive advantage over businesses located in commercially zoned areas.

b) The general standards applicable to all home occupations are as follows:

1. The maximum floor area permitted for a home occupation shall be 25 percent of the finished floor area of the dwelling unit. More than one home occupation may be permitted provided the total floor area used for all home occupations does not exceed 25 percent.
2. An accessory building or structure may be used with the home occupation, provided that the total floor area devoted to the home occupation in the accessory structure and dwelling unit does not exceed 25 percent of the finished floor area of the dwelling unit.
3. Outside storage of goods, products, equipment, or other materials associated with the home occupation shall be prohibited.
4. In the A-1 zoning district, one (1) person who is not a permanent resident of the dwelling may be engaged or employed in the home occupation.
5. The use, sale or storage of toxic, explosive, flammable, radioactive, or other hazardous materials in conjunction with a home occupation shall be prohibited.
6. No use permitted only in districts I-1 and/or I-2 shall be permitted as a home occupation.
7. Lessons in the applied arts shall be permitted, provided the class size for any lesson does not exceed ten (10) students at any one (1) time. Special events such as recitals shall be permitted on an incidental basis.
8. All signs related to home occupations shall comply with the county zoning ordinance, including but not limited to Article 15 therein.
9. All home occupations shall comply with Chapter 15.1 of the County Code concerning noise. No activity in conjunction with a home occupation shall be conducted before 7:00 a.m. or after 10:00 p.m. that adversely impacts or disturbs adjoining property owners.
10. The operation of the home occupation shall not be permitted to significantly exceed, expand, or alter the residential nature of the dwelling unit and/or accessory structure, including but not limited to the following:
  - a) The color, material, construction, or lighting of the exterior of the dwelling unit or accessory structure;
  - b) The parking and type and volume of traffic connected with the dwelling unit and/or accessory structure, including commercial deliveries and pickups;
  - c) The demand for water and sewer services to the extent that usage might meet the commercial usage threshold;

- d) Vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises or through common walls. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or through common walls.

.....

**Sec. 22-22-1. Rules of construction; definitions.**

.....

*Home occupation:* An accessory use of a dwelling unit and/or an accessory structure for gainful employment involving the production, provision, or sale of goods and/or services, which is clearly incidental to or secondary to the residential use of a parcel. Home occupations shall include the rental of rooms to tourists. Home occupations must be conducted in accordance with all applicable federal, state and local statutes and regulatory requirements. ~~An occupation carried on by the occupant of a dwelling as a secondary use in connection with which there is no display, no one is employed other than members of the family residing on the premises, there is no substantial increase in traffic, and provided that not more than twenty five (25%) of the gross floor area of such dwelling shall be used for such occupation.~~

.....

*Studio, fine arts:* A building, or portion thereof, used as a place of work by a sculptor, artist, or photographer; or used as a place to exhibit and offer for sale works of the visual arts (other than film). A fine arts studio exceeding the requirements for a home occupation shall require approval of a special use permit.





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# 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)

## STAFF REPORT

**To:** Fluvanna County Planning Commission  
**Case Number:** SDP 18:06  
**Tax Map:** Tax Map 5, Section 24, Parcel 3

**From:** Brad Robinson  
**District:** Columbia  
**Date:** September 11, 2018

**General Information:** This item is scheduled to be heard by the Planning Commission on Tuesday, September 11, 2018 at 7:00 p.m. in the Fluvanna County Administration Building Morris Room.

**Applicant:** VSI Supply

**Owner:** Ja-Zan LLC

**Representative:** Collins Engineering

**Requested Action:** Approval of a sketch plan request to construct two warehouse/office buildings and associated parking with respect to 1.651 acres of Tax Map 5, Section 24, Parcel 3. (Attachment A)

**Location:** The affected property is located within the Zion Station industrial subdivision between Zion Station Road (Route 1021) and Richmond Road (Route 250). (Attachment B)

**Existing Zoning:** I-1, Industrial, Limited

**Existing Land Use:** Vacant/undeveloped

**Adjacent Land Uses:** Adjacent properties are zoned I-1, Industrial, Limited; I-2, Industrial, General; and B-1 Business, General

**Comprehensive Plan:** Zion Crossroads Community Planning Area

**Zoning History:** This property was rezoned from A-1 to I-1 on August 5, 1985 (ZMP 85:02).

## **Analysis:**

The applicant is requesting sketch plan approval to construct two warehouse/office buildings on property zoned I-1 and 1.651 acres in size. The buildings will be occupied by a company known as VSI Supply which sells plumbing products. In accordance with Sec. 22-11-2.1 of the Fluvanna County Zoning Ordinance, warehouses and offices are permitted by right.

The subject parcel is Lot 3 of the Zion Station industrial subdivision which contains a total of 12 lots. Approximately six (6) lots have been developed to date. According to the submitted sketch plan, the applicant proposes two buildings totaling 20,000 square feet that will be built in two phases. The first building/phase will be 12,000 square feet (125' x 96') and the second building/phase will be 8,000 square feet (125' x 64').

In accordance with Sec. 22-11-5 of the zoning ordinance, the sketch plan is in compliance with the minimum building setback requirements of 50' from the street right-of-way, and the 25' parking setback requirement.

(Attachment C)

### *Exception to not construct a sidewalk:*

Per Sec. 22-11-11 of the zoning ordinance, the applicant is requesting an exception from the Planning Commission to not install sidewalks along the parcel's road frontage on Zion Station Road. Staff recommends approval. (Attachment D)

This is a limited-lot, industrial subdivision that was designed prior to the effective ordinance amendment date (5-4-2011) that requires sidewalks "*on both sides of all roadways, public and private*".

### *Parking/Roads*

The subject property has frontage along two state-maintained roads including Zion Station Road (Route 1021) and Richmond Road (Route 250). The sketch plan proposes access to the property only from Zion Station Road, an internal street within the Zion Station industrial subdivision. VDOT has requested an AutoTurn diagram with the appropriate design vehicle demonstrating that trucks can safely enter and exit the site. A total of 25 parking spaces including three (3) handicapped parking spaces and four (4) loading spaces are proposed with this project.

In accordance with Sections 22-24-6(E) and 22-26-4(C) of the zoning ordinance, parking lots consisting of five (5) or more spaces shall be screened from view of the public roads, rights-of-way, and adjacent property. Additionally, per Sec. 22-26-3 F., "*to the greatest extent possible, parking areas shall not be located between the adjacent public right-of-way and the principal structure(s) on the site.*"

### *Landscaping/Screening*

All landscaping should be in compliance with the Fluvanna County Zoning Ordinance. The site is currently vacant and already cleared of vegetation for development. The rear of the proposed

buildings will be visible from Route 250. Objectionable features such as loading, refuse and maintenance areas as well as storage yards are required to be screened from public view in accordance with Sec. 22-24-7.

### *Outdoor Lighting*

According to the sketch plan, all proposed lighting will be mounted to the buildings and located over entrances and loading dock spaces. All outdoor lighting must be fully shielded and utilize full cut-off lighting fixtures per Sec. 22-25-5.

### *Stormwater Management*

An erosion and sediment control plan would also be required for review and approval prior to the issuance of any land disturbing permit.

### **Technical Review Committee:**

The following comments were generated from the August 9, 2018 Technical Review Committee meeting:

1. Planning staff noted a discrepancy between the dimensions and square footage shown for the proposed building on the concept plan, as well as an error with the vicinity map highlighting the wrong parcel. The applicant was asked to confirm the correct numbers and review parking calculations.
2. Fire Chief stated he would like to make sure there is enough entrance to accommodate apparatus.
3. Health Department stated that Zion Station has a mass drainfield installed. New construction requires a permit to install a septic tank and connect to conveyance line. Michael Craun, Old Dominion Engineering designed the system and he would be the contact person for connections.
4. VDOT:
  - Provide an AutoTurn diagram showing the turning movements of the largest design vehicle that will be entering and exiting the site (both proposed entrances).
  - Make sure that the proposed landscaping doesn't interfere with the Intersection Sight Distance (especially the proposed entrance in the cul-de-sac).
  - Ensure that the post-development stormwater (quantity and velocity) leaving the site does not increase.

Please note this project initially proposed only one building (square footage between 10,000 and 15,000 square feet) and was later revised by the applicant to the current proposal. The Technical Review Committee was given an opportunity to comment on the revised proposal and did not have any further comment.

(Attachment D)

### **Conclusion:**

With the exception of providing for the installation of sidewalks as required by Sec. 22-23-6, the submitted sketch plan 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 Articles 23 through 26 of the Fluvanna County Zoning Ordinance must be submitted for staff review and approval.

### **Recommended Conditions:**

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

### **Suggested Motions:**

I move to approve SDP 18:06, a sketch plan request to construct two warehouse/office buildings and associated parking with respect to 1.651 acres of Tax Map 5, Section 24, Parcel 3, subject to the conditions listed in the staff report.

I move to approve/deny/defer a sidewalk waiver to SDP 18:06, a sketch plan to construct two warehouse/office buildings and associated parking with respect to 1.651 acres of Tax Map 5, Section 24, Parcel 3, pursuant to County Code Section 22-23-6.6.A

### **Attachments:**

- A – Application
- B – Aerial Vicinity Map
- C – Site sketch plan
- D – Sidewalk exception request
- E – TRC comment letter

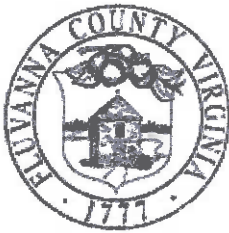
Copy:

Applicant: VSI Supply, 2878 James Madison Highway, Fork Union, VA 23055

Owner: Ja-Zan LLC, P.O. Box 9035, Charlottesville, VA 22906

Representative: Collins Engineering, 200 Garrett Street Suit K, Charlottesville, VA 22902, via email to Scott Collins  
[scott@collins-engineering.com](mailto:scott@collins-engineering.com)

File



COMMONWEALTH OF VIRGINIA  
 COUNTY OF FLUVANNA  
 Site Development Application

**Owner of Record:** JA-Zan LLC **Applicant of Record:** VSI Supply  
 E911 Address: PO Box 9035, Charlottesville VA 22906 E911 Address: 2878 James Madison Highway  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: Fork Union, VA 23055 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Representative:** Collins Engineering **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: 260 Garrett St, Suite JK Charlottesville, VA 22902 Is property in Agricultural Forestal District?  No  Yes  
 Phone: 434-293-3719 Fax: \_\_\_\_\_ If Yes, what district: \_\_\_\_\_  
 Email: scott@collins-engineering.com

**Tax Map and Parcel(s):** 5-24-3 **Deed Book Reference:** \_\_\_\_\_  
**Acreeage:** 1.651 AC **Zoning:** I-1 **Deed Restrictions?**  No  Yes (Attach copy)  
**Location:** Zion Station Rd

**Description of Property:** \_\_\_\_\_  
**Proposed Structure:** Proposed warehouse + office building  
**Dimensions of Building:** 125' x 80' **Lighting Standards on Site:**  No  Yes  
**# of Employees:** 14 **# of Parking Spaces:** 22

**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.  
Scott Collins [Signature] 8/1/18  
**Applicant Name (Please Print)** **Applicant Signature and Date**

OFFICE USE ONLY		
Date Received: <u>8-1-18</u>	Fee Paid: <u>1350.00</u>	Application #: <u>SDP 18 : 06</u>
Election District: <u>Gatombia</u>	Planning Area: <u>ZION - CPA</u>	Number of Lots: _____
<b>Total Fees Due at Time of Submittal</b>		
Sketch Plan: \$150.00	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		

Received  
 AUG 1 2018

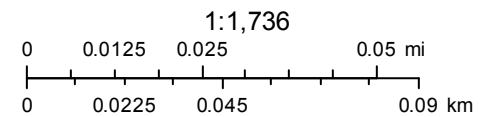


# Fluvanna County, VA WebGIS Parcels - PIN: 5 24 3

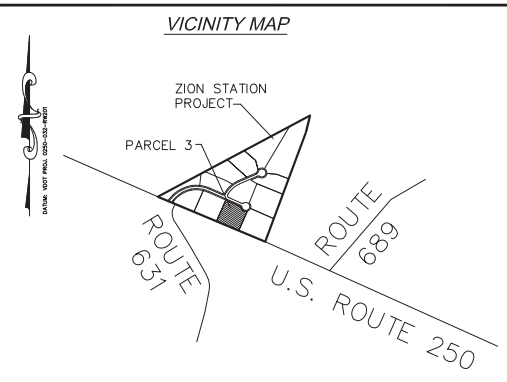
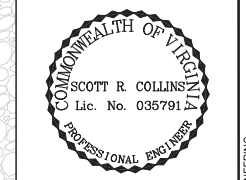


September 7, 2018

- |                |           |               |                     |                 |
|----------------|-----------|---------------|---------------------|-----------------|
| Address Points | Primary   | Parcels       | Railroads           | Tax Map Grid    |
| <b>Roads</b>   | Secondary | Place Names   | Driveways           | County Boundary |
| Interstate     | Other     | Town Boundary | Building Footprints |                 |



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



GENERAL NOTES:

OWNER: JA-ZAN, LLC  
 PO BOX 9035  
 CHARLOTTEVILLE, VA 22906

APPLICANT: VSI SUPPLY  
 ATTN: MR. ARCHIE ARNOLD  
 2878 JAMES MADISON HIGHWAY  
 FORK UNION, VA 23055

ENGINEER: COLLINS ENGINEERING  
 800 EAST JEFFERSON STREET  
 CHARLOTTEVILLE, VA 22902  
 434.293.3719

TAX PARCEL #: 5-24-3 (PLAT 2-284-285, 'ZION STATION SEC A')

ZONING: I-1  
 USE: LIGHT INDUSTRIAL  
 TOTAL ACREAGE: 1.651 AC.

PROPOSED: OFFICE/ WAREHOUSE BUILDING (20,000 SF)

AREA OF LOT: 1.651 AC.  
 AREA OF PAVEMENT: 0.24 AC. (14%)  
 AREA OF GRAVEL STORAGE: 0.47 AC. (29%)  
 AREA OF SIDEWALK: 0.02 AC. (1%)  
 AREA OF BLDG: 0.46 AC (28%)  
 AREA OF OPEN SPACE: 0.461 AC (28%)  
 TOTAL LOT COVERAGE = 72% (NOTE: MAXIMUM LOT COVERAGE = 80%)

PARKING:  
 PARKING REQUIRED:  
 WAREHOUSE SPACES: (1 SPACE PER 2 EMPLOYEES) & 1 SPACE PER 250 SF OPEN TO THE PUBLIC  
 TOTAL NUMBER OF EMPLOYEES ON LARGEST SHIFT = 22 EMPLOYEES: 11 SPACES  
 MAXIMUM SPACE OPEN TO THE PUBLIC = 3,500 SF: 14 SPACES  
 TOTAL PARKING REQUIRED: 25 SPACES

PARKING PROVIDED: 25 SPACES (INCLUDES 3 HANDICAPPED)  
 (ADDITIONAL PARKING AREA IN REAR OF THE BUILDINGS)

LOADING SPACES REQUIRED:  
 TOTAL = 20,000sf x (1sp/10,000 s.f.) = 2 SPACES

LOADING SPACES PROVIDED: 4 SPACES (LOADING SPACES IN THE REAR OF THE UNITS)

TOTAL NUMBER OF STORIES: 1 -STORY

HEIGHT OF BUILDING: 45' MAXIMUM

TOPOGRAPHY: THE BOUNDARY AS SHOWN CAME FROM THE RECORDED PLAT PREPARED BY JENNINGS-STEVENSON, P.C. IN NOVEMBER 2006. A FIELD SURVEY OF THE PROPERTY WAS PERFORMED IN JULY 2015 BY COMMONWEALTH LAND SURVEYING.

THERE IS NO FLOODPLAIN ON THIS SITE.

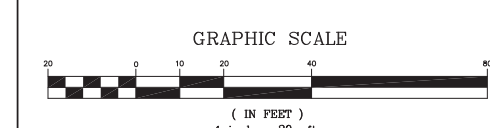
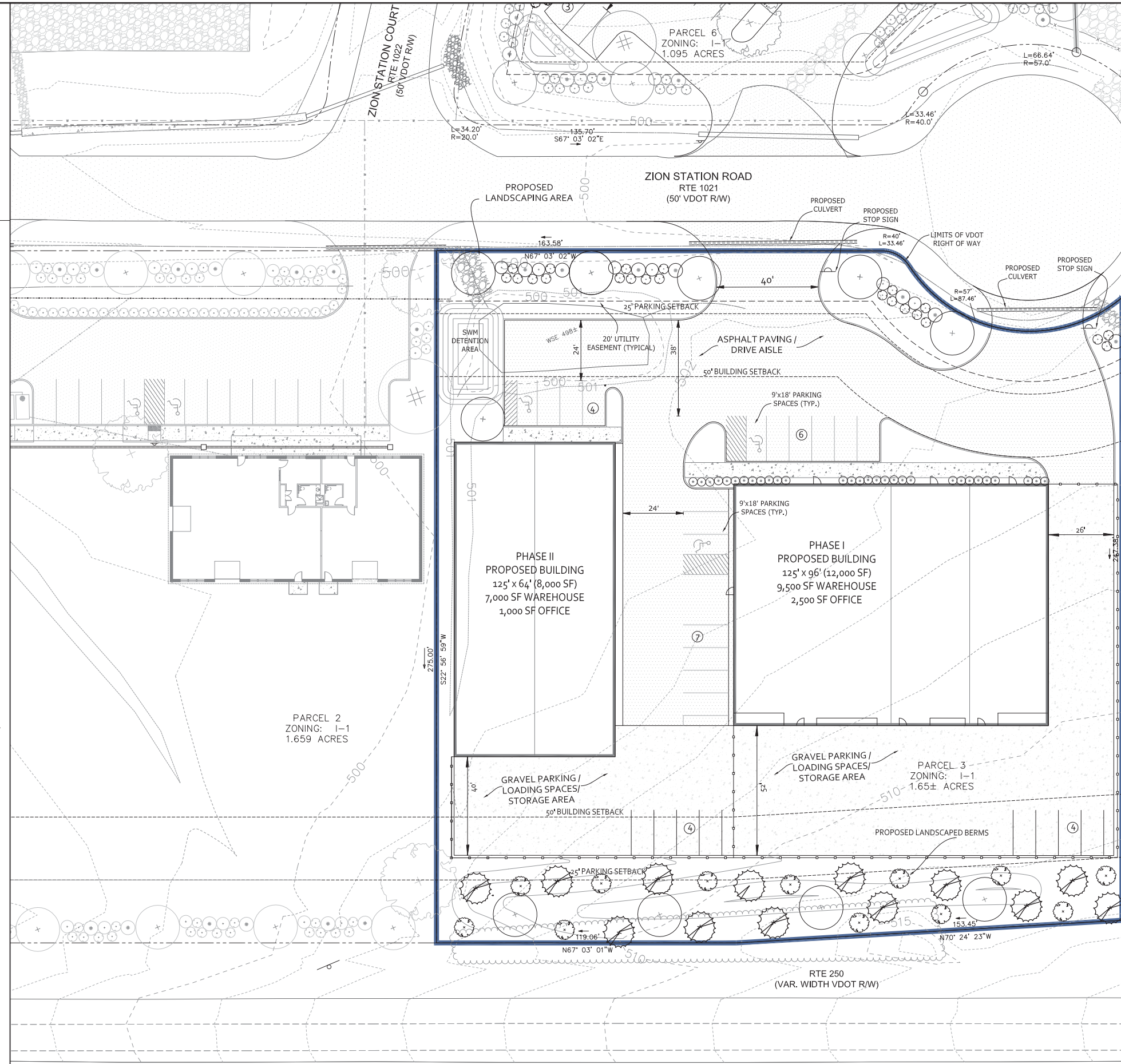
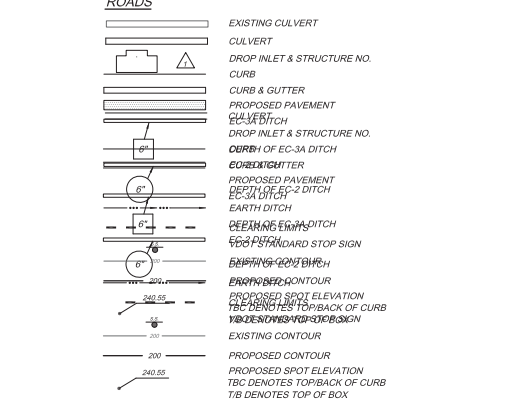
THERE ARE NO WETLANDS PRESENT ON THIS PARCEL.

UTILITIES: ALL UTILITIES ON SITE SHALL BE INSTALLED UNDERGROUND WITHIN 20' UTILITY EASEMENTS ALONG THE RIGHT-OF-WAY.

LIGHTING: EXTERIOR LIGHTING SHALL BE LOCATED OVER THE ENTRANCES TO THE BUILDING AND OVER THE LOADING DOCK SPACES IF APPLICABLE. LIGHTING SHALL BE MOUNTED TO THE BUILDING AND LIGHT FROM THE FIXTURES SHALL COMPLY WITH FLUVANNA LIGHTING REQUIREMENTS.

CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION OF ALL UNDERGROUND UTILITIES SHOWN ON PLANS IN AREAS OF CONSTRUCTION PRIOR TO STARTING WORK. CONTACT ENGINEER IMMEDIATELY IF LOCATION OR ELEVATION IS DIFFERENT FROM THAT SHOWN ON THE PLANS, IF THERE APPEARS TO BE A CONFLICT, AND UPON DISCOVERY OF ANY UTILITY NOT SHOWN ON THE PLANS.

LEGEND



SKETCH PLAN NOTES:

1. APPLICANT HAS REQUESTED AN EXCEPTION TO NOT CONSTRUCT A SIDEWALK ALONGSIDE ZION STATION ROAD. THIS IS A LIMITED-LOT, MULTI-OWNER INDUSTRIAL SUBDIVISION THAT WAS SUBMITTED AND DESIGNED PRIOR TO THE EFFECTIVE ORDINANCE AMENDMENT DATE (6/1/2013). THIS REQUEST IS CONSISTENT WITH PREVIOUSLY APPROVED EXCEPTIONS WITHIN THIS DEVELOPMENT. PLEASE SEE THE FORMAL REQUEST LETTER FOR ADDITIONAL INFORMATION.
2. IN ACCORDANCE WITH SEC. 32-26-4, C THE PARKING LOT SHALL BE SCREENED FROM VIEW OF THE PUBLIC ROAD VIA LANDSCAPING.
3. EXTERIOR LIGHTING SHALL BE LOCATED OVER THE ENTRANCE TO THE BUILDINGS. LIGHTING SHALL BE MOUNTED TO THE BUILDING AND LIGHT FROM THE FIXTURES SHALL COMPLY WITH FLUVANNA LIGHTING REQUIREMENTS. LIGHTING SHALL BE FULLY CUT-OFF AND FULLY SHIELDED. A PHOTOMETRIC LIGHTING PLAN WILL BE SUBMITTED WITH THE FINAL SITE DEVELOPMENT PLAN.
4. AN EROSION AND SEDIMENT CONTROL PLAN WILL BE PROVIDED AND APPROVED PRIOR TO ISSUANCE OF ANY LAND DISTURBING PERMIT.
5. IN ACCORDANCE WITH THE HEALTH DEPARTMENT'S RECORDS, ZION STATION IS SERVED BY WELLS THAT FALL UNDER THE DEPARTMENT OF HEALTH, OFFICE OF WATER PROGRAMS IN LEXINGTON, VA AND THE SEWAGE DISPOSAL SYSTEM IS AN ENGINEERED, TIME-DOSED SYSTEM.
6. THIS PROJECT SHALL BE DEVELOPED IN (2) PHASES. ADDITIONAL SWIM DETENTION FACILITIES MAY NEED TO BE INCORPORATED INTO THE DESIGN FOR THE PHASE II DEVELOPMENT. THESE FACILITIES MAY BE INSTALLED UNDER THE PARKING LOT.

REVISIONS

REVISION DESCRIPTION	DATE
INITIAL SUBMITTAL OF SKETCH PLAN	7/28/18
REVISED SKETCH PLAN FOR PLANNING COMMISSION MEETING	8/31/18

**COLLINS ENGINEERING**  
 200 GARRETT STREET, SUITE K - CHARLOTTEVILLE, VA 22902 - 434-293-3719

**ZION STATION - PARCEL 3 SKETCH PLAN**  
 VSI SUPPLY - PROPOSED OFFICE/WAREHOUSE FACILITY

PROJECT	JOB NO.
ZION STATION - PARCEL 3 SKETCH PLAN	062007
SHEET TITLE	SCALE
VSI SUPPLY - PROPOSED OFFICE/WAREHOUSE FACILITY	1' = 20'
SHEET NO.	SHEET NO.
1 OF 1	1 OF 1

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Fluvanna County Planning Commission  
132 Main Street  
Post Office Box 540  
Palmyra, VA 22963

RE: Zion Station, Parcel 3

Please let this letter serve as an official request for an exception from the Planning Commission to not install sidewalks along the parcel's road frontage. Per Zoning Ordinance section 22-11-11, second paragraph, sidewalks will not be required to be installed along road frontage when an exception is approved by the Planning Commission and sufficient pedestrian circulation is provided.

After consulting with the Fluvanna County Planning and Zoning department, it was determined sidewalks along the road frontage could be eliminated if it is compensated with the installation of "...internal sidewalks providing safe and convenient pedestrian access and handicap spaces designed as close to the main entry as possible..." This direction was provided to the consultant, the public and to the Planning Commission on January 27, 2016 for parcel 8 within the Zion Station development. The exception was subsequently approved by the Planning Commission.

During the August 9, 2018 Technical Review Committee meeting for the proposed Parcel 3 plan the Fluvanna County Planning and Zoning department stated it would recommend this same approval to the Planning Commission for this exception.

The proposed Parcel 3 development is located within the same Zion Station development and its design is similar in nature. Additionally, it is the applicant's belief that installing small disjointed segments of sidewalk along a predominantly industrial occupied road located on a cul-de-sac, and leading to nowhere, is not ideal for pedestrian foot traffic, the streetscape and public safety. It is also believed by the applicant that the intent of this sidewalk requirement is not for situations/parcels like this where existing adjacent parcels under different ownership lack sidewalks to connect into. And lastly, the applicant would like to make the Planning Commission aware that when this subdivision was approved and its road and intended use was designed, the aforementioned sidewalk requirement was not part of the ordinance. The ordinance was amended after this project's approval.

The applicant therefore respectfully requests the Planning Commission approve this exception, knowing this plan is consistent with other developments and is in line with the subdivision's original design and intent.

Cordially,  
Scott Collins, PE



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## COUNTY OF FLUVANNA

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Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

August 22, 2018

Scott Collins  
Collins Engineering  
200 Garrett Street, Suite K  
Charlottesville, VA 22902

Delivered via email to [scott@collins-engineering.com](mailto:scott@collins-engineering.com)

**Re: SDP 18:06 – VSI Supply**  
**Tax Map: 5, Section 24, Parcel 3**

Dear Mr. Collins:

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, August 9, 2018:

1. Planning staff noted a discrepancy between the dimensions and square footage shown for the proposed building on the concept plan, as well as an error with the vicinity map highlighting the wrong parcel. The applicant was asked to confirm the correct numbers and review parking calculations.
2. Building Inspections did not have any comments.
3. Chamber of Commerce did not have any comments.
4. Department of Forestry did not have any comments.
5. Erosion and Sediment Control did not have any comments.
6. Fire Chief stated he would like to make sure there is enough entrance to accommodate apparatus.
7. Health Dept.: Zion Station has a mass drainfield installed. New construction requires a permit to install a septic tank and connect to conveyance line. Michael Craun, Old Dominion Engineering designed the system and he would be the contact person for connections. His number is (540) 942-5600.
8. Sheriff's Office did not have any comments.
9. VDOT:
  - Provide an AutoTurn diagram showing the turning movements of the largest design vehicle that will be entering and exiting the site (both proposed entrances).
  - Make sure that the proposed landscaping doesn't interfere with the Intersection Sight Distance (especially the proposed entrance in the cul-de-sac).

- Ensure that the post-development stormwater (quantity and velocity) leaving the site does not increase.

The Planning Commission will have a meeting to discuss this item on Tuesday, September 11, 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