

FLUVANNA COUNTY PLANNING COMMISSION  
**WORK SESSION** AND REGULAR MEETING MINUTES  
County Administration Building, Morris Room  
November 13, 2018  
**Work Session 6:00pm**  
**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, Director of Community Development Brad Robinson, Senior Planner Holly Steele, Planner Fred Payne, County Attorney Stephanie Keuther, Senior Program Support Assistant
Absent:	None

**Open the Work Session at 6: 00pm** (Mr. Barry Bibb, Chairman)  
The Pledge of Allegiance followed by a Moment of Silence.

**Directors Comments**  
None

**Public Comments**  
None

**Work Session:**  
A proposed Capital Improvement Plan (CIP) for fiscal years 2020 through 2024 (FY20 – FY24) has been prepared by County Staff (County Administration, Parks & Recreation, Public Works, Sherriff’s Office, Schools, Fire & Rescue, etc.). The proposal has been forwarded to the Planning Commission for review, in accordance with Virginia Code §15.2-2239.

The Planning Commission is asked to rank projects in the CIP document. Instead of using the previous rating system, **Steve Nichols, Fluvanna County Administrator, has asked that the Planning Commission only rank the top 10 CIP items in order (1-10) that they felt were of most importance.**

Maintenance, Repair & Renovation (MRR) projects are considered maintenance or ongoing repair and do not need to be ranked by the Planning Commission.

A public hearing is planned for the December 11, 2018 meeting, after which a recommendation will be forwarded to the Board of Supervisors.

**Capital Improvement Plan Ranking - FY 2020-24**

**GOVERNMENTAL**  
COUNTY CAPITAL DEPRECIATION FUND *(Funded at "1 cent" per year)*  
SCHOOLS CAPITAL DEPRECIATION FUND *(Funded at "1 cent" per year)*

**SCHOOLS**  
Capital Reserve Maintenance Fund  
Computer Instructional Technology & Infrastructure Replacement  
Carysbrook Elementary Roof Replacement (Phase 2)  
Abrams Building Renovation  
Carysbrook Elementary HVAC upgrade  
Fluvanna Middle School Annex Gymnasium Floor  
Central & West Central Bathroom Remodeling

**SCHOOLS FLEET REPLACEMENT**  
School Buses  
Student Transport / Facilities Vehicles

**PUBLIC SAFETY**  
**Sheriff**  
Courthouse Security Upgrades  
**Fire & Rescue**  
CPR Assist Devices  
Self-Contained Breathing Apparatus (SCBA) Replacement  
Heart Monitor Replacement  
Vehicle Apparatus - Replacement/ Rechassis  
Hydraulic Tools

## **PUBLIC WORKS**

Capital Reserve Maintenance Fund  
Public Works Office Building Addition – Carysbrook  
Carysbrook Equipment Storage Shed  
Historic Courthouse Exterior Renovation  
Pleasant Grove Public Water System  
Combined Administrative Services/School Admin. Building

## **COUNTY FLEET REPLACEMENT**

County Vehicles  
Major Maintenance Machinery & Equipment  
Sheriff Vehicles  
Social Services Vehicles

## **COMMUNITY DEVELOPMENT**

GO Virginia Program Support

## **COMMUNITY SERVICES**

PG Playground Expansion  
PG Spray Ground Park  
PG Multi-Purpose Shelter  
PG Athletic Field lighting (4 fields)  
PG New Baseball/Softball Athletic Fields  
PG Basketball and Tennis Courts  
PG Fluvanna County Multigenerational Center  
PG Outdoor Swimming Pool & Pool House Building  
CARE Task Force Projects

**Steve Nichols, County Administrator:** Has asked that the Planning Commission only rank the top 10 CIP items in order (1-10) that they felt were of most importance.

- **Mr. Bibb closed the work session at 7:00pm and opened the regular meeting. The CIP ranking discussion will continue under the unfinished business of the regular meeting.**

**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:**

*October 17, 2018*

**ZTA 18:05 – R-3 District Density Amendment:** 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 proposed amendment adds a provision for an increase of the maximum gross density of 2.9 units per acre to 10 units per acre via the special use permit process in order to bring density allowances in line with the Comprehensive Plan. **(Approved 5-0)**

**ZTA 18:06 – Home Occupations:** 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 proposed amendments amend definitions related to home occupations and update or add associated standards in order to promote good planning practice and economic development. **(Approved 5-0)**

*November 7, 2018*

*None*

**Board of Zoning Appeals Actions:**

*None*

**Technical Review Committee for November 8, 2018:**

*None*

**Public Comments #1 (Limited to 3 minutes):**

*None*

**Approval of Minutes**

Minutes of October 09, 2018

**Motion:**

Johnson made a motion to approve the Minutes of October 09, 2018 Planning Commission meeting as presented. 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

**Public Hearing:**

*None*

**Unfinished Business:**

Capital Improvement Plan Ranking - FY 2020-24 - Continued

**Top 10 (Ten) Capital Projects As Recommended by the Planning Commission:**

**Rank #1** Schools, Capital Reserve Maintenance Fund

**Rank #2** Public Works, Capital Reserve Maintenance Fund

**Rank #3** Public Safety Fire and Rescue, Self Contained Breathing Apparatus (SCBA) Replacement

**Rank #4** Public Safety Sheriff, Courthouse Security Upgrades

**Rank #5** Schools Fleet Replacement, School Buses

**Rank #6** Public Safety Fire and Rescue, Heart Monitor Replacement

**Rank #7** County Fleet Replacement, Sheriff Vehicles

**Rank #8** Public Safety Fire and Rescue, Vehicle Apparatus – Replacement/Rechassis

**Rank #9** Schools, Carysbrook Elementary Roof Replacement (Phase 2)

**Rank #10** Schools, Computer Instructional Technology & Infrastructure Replacement

**PRESENTATIONS:**

**Property Maintenance Code Discussion** – Presented by Kevin Zoll, Building Official

**GENERAL ENFORCEMENT OF THE VRC (VIRGINIA RESIDENTIAL CODE)**

- **104.1 Scope of enforcement.** This section establishes the requirements for enforcement of the USBC in accordance with Section 36-105 of the Code of Virginia. Enforcement of the provisions of the USBC for construction and rehabilitation shall be the responsibility of the local building department
- However, upon a finding by the local building department, following a complaint by a tenant of a residential dwelling unit that is the subject of such complaint, that there may be a violation of the unsafe structures provisions of Part III of the Virginia Uniform Statewide Building Code, also known as the “Virginia Maintenance Code,” or the “VMC,” the local building department shall enforce such provisions

**UNSAFE BUILDING SECTION OF THE VRC**

- **Section R118.1 of the VRC ( Virginia residential Code )**
- **118.2 Repair or removal of unsafe buildings or structures.** Any unsafe building or structure shall be made safe through compliance with this code or shall be taken down and removed if determined necessary by the building official.
- **118.4 Notice of unsafe building or structure.** When a building or structure is determined by the building official to be an unsafe building or structure, a written notice of unsafe building or structure shall be issued by personal service to the owner, the owner’s agent, or the person in control of such building or structure. The notice shall specify the corrections necessary to comply with this code and specify the time period within which the repairs must occur, or if the notice specifies that the unsafe building or structure is required to be demolished, the notice shall specify the time period within which demolition must occur.
- Note: Whenever possible, the notice should also be given to any tenants or occupants of the unsafe building or structure.

**RENTAL INSPECTION DISTRICT**

**§ 36-105.1:1. Rental inspections; rental inspection districts; exemptions; penalties.**

Localities may inspect residential rental dwelling units. **The local governing body may adopt an ordinance to inspect residential rental dwelling units for compliance with the Building Code** and to promote safe, decent and sanitary housing for its citizens, in accordance with the following:

1. Except as provided in subdivision B 3, the **dwelling units shall be located in a rental inspection district established by the local governing body in accordance with this section, and**
2. **The rental inspection district is based upon a finding by the local governing body that (i) there is a need to protect the public health, safety and welfare of the occupants of dwelling units inside the designated rental inspection district; (ii) the residential rental dwelling units within the designated rental inspection district are either (a) blighted or in the process of deteriorating, or (b) the residential rental dwelling units are in the need of inspection by the building department to prevent deterioration, taking into account the number, age and condition of residential dwelling rental units inside the proposed rental inspection district; and (iii) the inspection of residential rental dwelling units inside the proposed rental inspection district is necessary to maintain safe, decent and sanitary living conditions for tenants and other residents living in the proposed rental inspection district. Nothing in this section shall be construed to authorize one or more locality-wide rental inspection districts and a local governing body shall limit the boundaries of the proposed rental inspection districts to such areas of the locality that meet the criteria set out in this subsection.**

**Site Development Plans:**

None

**Subdivisions:**

None

**New Business:**

None

**Public Comments #2 (Limited to 3 minutes):**

None

**Adjourn:**

Chairman Bibb adjourned the Planning Commission Meeting of November 13, 2018 at 8:32 p.m.

Minutes recorded by Stephanie Keuther, Senior Program Support Assistant.

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Barry A. Bibb, Chairman  
Fluvanna County Planning Commission