

**FLUVANNA COUNTY PLANNING COMMISSION
MEETING MINUTES**

132 Main Street Palmyra, VA 22963,

Tuesday, May 13, 2025

Work Session 6:00 | Regular Meeting 7:00 pm

MEMBERS PRESENT:

Barry Bibb, Chair
Howard Lagomarsino, Vice-Chair
Kathleen Kilpatrick, Commissioner
Loretta Johnson-Morgan, Commissioner
Bob Dorsey, Commissioner
Mike Goad, Board of Supervisors Representative

STAFF PRESENT:

Todd Fortune, Director of Planning
Dan Whitten, County Attorney
Margie Bamford, Administrative Assistant
Eric Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Jason Overstreet, Senior Planner
Alex Porter, Planner/GIS Technician

WORK SESSION:

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

At 6:00 pm Chairman Bibb called the May 13, 2025 work session to order, led in the Pledge of Allegiance, and conducted a Moment of Silence.

- **Village Residential District:**

- Mr. Fortune presented his power point as a starting point for discussion to create a Village Residential District for the Village of Columbia and discussion to use it for other villages in the County. This is done after several developers called the Planning Department for development in Columbia and it had been discovered that it was not possible due to the zoning and lot size and the need for water and sewer. Mr. Fortune also presented a draft ordinance for review that outlines some of the proposed ideas. Ms. Johnson-Morgan wanted to then know the boundaries the Planning Department was going to use to determine the new district, Mr. Fortune displayed the Columbia Zoning Map and outlined the current area for her. The flood zone was then discussed in relation to the zoning and the FEMA flood map was displayed for the Commission.
- Ms. Kilpatrick discussed the different business and residential zoning that would have to be developed and also wanted to know how the County was going to determine what a “Village” was. There was some discussion on what would constitute a village (what the boundaries would be). Ms. Kilpatrick noted that different village areas would be distinct, and each one would have its own special features. Ms. Kilpatrick also discussed possibly creating an overlay district or special planning area for each individual village. Mr. Whitten then discussed the cost of adding sewer to Columbia and the possibility that when the zoning for when Columbia was created was possibly grandfathered in, but now Columbia has been rezoned when the town status went away and most of the lots are now non-conforming. Ms. Johnson-Morgan expressed concerns over changing zoning to add townhouses or other uses that developers were bringing in and that if individual residents wanted to allow this that was different. Ms. Johnson-Morgan was concerned the County was doing this to appease developers not the residents of Columbia.
- Ms. Johnson-Morgan wanted to discuss the boundaries of Columbia again, wanting to better understand where the borders were going to be. She also discussed having community meetings to see what the residents thought about this zoning district. Mr. Dorsey agreed with community meetings but brought up concerns that citizens were going to want zoning from many years ago. Ms. Johnson-Morgan then stated that during previous community meetings she was understanding that the community was expressing concerns about the business district on East River Rd not the residences. Mr. Bibb then stated that nothing can be done until the flooding is addressed since heavy flooding has damaged the town in the past. Mr. Whitten stated that the Commission might want to consider residences due to the Cobb Creek Reservoir being constructed in Cumberland and that rooftops will bring in businesses.
- It was then discussed by several Commission members lot sizes as they currently are in Columbia and how they will not be meeting sewer and water requirements, it was also

discussed that properties further north of Columbia could eventually be developed as well in the future. The community meetings for the Comprehensive Plan were discussed and Ms. Johnson-Morgan and Ms. Kilpatrick discussed what their individual groups requested for both Columbia and Fork Union and how this District Zoning would meet and not meet those needs. Mr. Fortune did remind the Commission that there were Community Plans on file but they were extremely dated.

- Mr. Dorsey then requested that during the community meetings that the Planning Department try and create a model of what they zoning would look like for presentation to make it easier for the community to understand since he thought the ordinance was hard for a citizen to understand. Images from another village were presented to see what it could look like. Ms. Kilpatrick agreed with that idea and also discussed having different zoning for the different villages in the county. Fork Union was then discussed by several members, they were trying to discuss boundaries and the definition of a village was discussed again. Several members also discussed overlay districts again. It was decided by several members that the Planning department would do more research, schedule at least one community meeting in Columbia and bring it back to the Commission when that was completed.

• **ADJOURNMENT:**

- Mr. Bibb adjourned the work session at 6:48pm.

REGULAR MEETING:

• **MEETING CALL TO ORDER, THE PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE:**

At 7:00 pm Chairman Bibb called the May13, 2025 regular meeting to order, led in the Pledge of Allegiance, and conducted a Moment of Silence.

• **Adoption of the Agenda:**

MOTION:	To Approve the Adoption of the Agenda of the Planning Commission meeting for May 13, 2025 Meeting with removal of the Landscaping Ordinance discussion.				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagamarsino	Morgan
ACTION:				Motion	Second
VOTE:	Aye	Aye	Aye	Aye	Aye
RESULT:	5-0 Approved				

• **Director’s Report:**

- **Staff Updates:**

- Margie Bamford is leaving her position as Administrative Programs Specialist to take a position with the Sheriff’s Office.
 - Her last day with the Planning and Zoning Department will be May 23.
 - The Administrative Programs Specialist Position will be advertised soon
- **There is one public hearing on the agenda for tonight.**
 - ZTA-GIS as the County’s official zoning map.
- There are two SDP sidewalk waiver requests that will be presented to the Commission tonight for review.
 - Project Hoops
 - Artful Lodger
- There are two resolutions for proposed Zoning Text Amendments that will be presented to the Commission tonight for approval
 - Solid Waste
 - Sidewalks

• **Future Meetings-**

Day	Date	Time	Public Hearings and Public Meetings	Location
Tuesday	Jun 10, 2025	6pm 7PM	Work Session (TDB) Regular Meeting	Morris Rm
Tuesday	Jul 8, 2025	6pm 7PM	Work Session (TDB) Regular Meeting	Morris Rm
Tuesday	Aug 12, 2025	6pm 7PM	Work Session (TDB) Regular Meeting	Morris Rm

• Minutes:

MOTION:	To Approve the meeting minutes from March 11, 2025				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion			Second
VOTE:	Aye	Aye	Abstain	Aye	Aye
RESULT:	4-0 Approved, 1 Abstain				

MOTION:	To Approve the meeting minutes from April 8, 2025				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion			Second
VOTE:	Aye	Aye	Aye	Aye	Aye
RESULT:	5-0 Approved				

• Public Comments:

- Mr. Bibb opened the first round of public comments at 7:06pm. Mr. Isaac Shelley, 3414 Rolling Rd South, wanted to discuss the Columbia Village district creation and his thoughts on the public water and sewer. He also discussed the boundaries of Columbia and his plans for the property he owns in the village. No one else came forward, Mr. Bibb closed the first round of public comments at 7:11pm.

○ Public Hearings:

- ZTA 25-05-GIS Zoning Map, Jason Overstreet, Senior Planner-

- Mr. Overstreet presented a power point on the proposed ZTA accepting the GIS map as the Counties official zoning map.
- Mr. Bibb opened the Public Hearing at 7:14pm. With no one coming forward, Mr. Bibb closed the public hearing at 7:14pm.
- Mr. Dorsey did want to confirm with Mr. Overstreet that the online GIS map was updated more than the paper one. Mr. Overstreet confirmed that is was.

MOTION:	I move that the Planning Commission recommend approval of ZTA 25:05, on ordinance to amend the Code of the County of Fluvanna, Virginia by adding Section 22-1-3 to identify the County’s GIS map as the official zoning map of Fluvanna County.				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Second			Motion
VOTE:	Aye	Aye	Nay	Aye	Aye
RESULT:	5-0 Approved				

• Site Development Plans-

- Sidewalk Waiver for Project Hoops, Todd Fortune, Director of Planning-

- Mr. Fortune presented his power point on the sidewalk waiver that was requested by the developer of the project, as well as the fact that the site development plan was accepted previously by the Commission.
- Ms. Johnson-Morgan discussed concerns about the County waiver with so many sidewalks due to future uses in the county. She wanted to know why the County was pushing for more development but allowing sidewalks to be waived. Mr. Fortune advised that historically the Commission had waived sidewalks in the “I” and “B” districts in the past. Ms. Johnson-Morgan was still concerned about pedestrian traffic in the area and if a sidewalk would be beneficial for citizens. Mr. Whitten stated that sidewalks also interfered with the size of vegetative buffers on properties as well. Ms. Kilpatrick raised concerns about citizens walking through properties and it being a liability to the businesses. Mr. Whitten stated that VDOT would have to give

- approval and they may not give approval due to the speed limit in the area.
- Ms. Johnson-Morgan Stated the community wanted to know why sidewalks are being waived as well. She also raised concerns about the lack of bicycle lanes on Rt. 15 as well. Mr. Lagomarsino stated that where he understood the concerns, there was also a possibility the roadway would be widened in the area if more development occurred, so the sidewalks would have to be moved if that happened. Mr. Lagomarsino also brought up concerns that there were no sidewalks in the area so it would serve no purpose to have a sidewalk there currently. Ms. Kilpatrick stated that the county citizens want business as a relief from taxes and the Commission needed to encourage that and that perhaps vegetative buffer would be a better since the property is an entrance corridor. Ms. Johnson-Morgan commented on the future developments and need for sidewalks in the area due to the amount of citizen foot traffic on Rt. 15 currently and the addition of large tractor trailers due to the warehouse that is being constructed.

MOTION:	I move that the Planning Commission approve a request for a variation to the sidewalk regulations required by Section 22-23-6 of the Fluvanna County Code for SDP 25:03.				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion	Second		
VOTE:	Aye	Aye	Aye	Aye	Nay
RESULT:	4-1 Approved				

- SDP25:04-Artful Lodger Sidewalk Waiver, Jason Overstreet, Senior Planner-
 - Mr. Overstreet presented a power point on the sidewalk waiver for the minor site plan. Mr. Overstreet did advise the Commission that this did not come before them for site plan development approval since it was a minor site development.
 - Mr. Goad wanted to know why there were so many waivers coming up recently to the Commission. The Planning Department staff stated they did not know why so many had come up recently. There were no further questions from the Commission.

MOTION:	I move that the Planning Commission approve a request for a variation to the sidewalk regulations required by Section 22-23-6 for SDP 24:05				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion		Second	
VOTE:	Aye	Aye	Aye	Aye	Nay
RESULT:	4-1 Approved				

- Resolutions:
 - ZTA 25:02-amend the definition of “Solid Waste Material Recovery Facility” and “Solid Waste Collection Facility”
 - Mr. Fortune presented the ZTA to the Commission, stating this ZTA was deferred until staff had time to research how other counties defined solid waste and hazardous waste. There were no questions from the Commission.

MOTION:	I move that the Planning Commission approve resolution to advertise a public hearing on June 10, 2025 to consider ZTA 25:02-an ordinance to amend and reordain “the Code of the County of Fluvanna, Virginia”				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion			Second
VOTE:	Aye	Aye	Aye	Aye	Aye
RESULT:	5-0 Approved				

- ZTA 25:06-Amendment to remove sidewalk requirements from I-1 and I-2 Industrial Zoning Districts.

- Mr. Fortune presented to the Commission his PowerPoint on the information to remove sidewalk requirements in Industrial districts.
- Mr. Goad wanted to know if there were any pending plans that this ZTA would affect, Mr. Fortune was not aware of any. Mr. Whitten stated that sidewalks could still be offered in the re-zoning phase with proffers. Ms. Kilpatrick had questions about wording and if it allowed for sidewalks to be asked for in situations where there were already sidewalks in place, such as residential or school areas. She also wanted to know if there was a restriction on materials, so that more green materials could be used. There were no further questions from the Commission

MOTION:	I move that the Planning Commission approve resolution to advertise a public hearing on June 10, 2025 to consider ZTA 25:06 to amend the Code of the County of Fluvanna, Virginia by amending Sections, 19-8-8, 22-11-11, 22-12-11, 22-23-6 and 22-23-7 to remove the sidewalk requirements from I-1 and I-2 Industrial Districts.				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion			
VOTE:		Aye			
RESULT:	Denied due to lack of a second				

- **Presentations**
 - None
- **Subdivisions:**
 - None
- **Unfinished Business:**
 - Comprehensive Plan-Todd Fortune, Director of Planning:
 - Mr. Fortune presented a power point on the Committee updates and presented the numbers for the online survey participation
 - SUP 25:01-Sprouse-Specialty Retail Store-Jason Overstreet, Senior Planner.
 - Mr. Overstreet Presented the information to the Commission from last months meeting and the deferral for the retail store. The information was presented on the community meeting, the number of attendees and the concerns that were raised by the citizens. Mr. Overstreet also went over the new stipulations that were added into the SUP as well if approved as well as approved VDOT traffic information on crashes within the last 8 years.
 - Commission members questioned Mr. Sprouse on his hours, on the safety measures, such as a back stop, and the location of the archery range as well. They also confirmed that there would be no shooting of fire arms on the property as well. Mr. Bibb provided photos he had taken of the facility to the other Commission members to show where the location of the range would be and Mr. Bibb also commented on his thoughts of the traffic since he had entered and exited the property. Mr. Bibb also had distances to the local fire department and rescue squad he provided to the Commission members.
 - Ms. Johnson-Morgan had questions about what the other house on the property would be used for and Mr. Sprouse was unable to provide an answer, citing he was not the owner of the property and didn't know what the owner had planned for it. Mr. Bibb had questions about hunting and how the no shooting of firearms on the property would be handled. Mr. Goad also had questions about it and said it was his understanding that the no shooting included hunting, but only on the seven acres, not on the rest of the owner's property which surrounded the property the SUP was contained too. Mr. Johnson-Morgan brought up the concerns of citizens with hunting on the property as well as the traffic concerns

citizens had brought up in the community meetings and that a citizen spoke to her and said he had talked to his neighbors and they as well as himself, wanted a traffic study done in the area.

- Ms. Kilpatrick stated that she was at the community meeting and that most of the citizens seemed less concerned once Mr. Spouse stated the archery range would be enclosed and that information had been provided to a citizen with concerns to hunting for the Virginia Department of Game and Wildlife Resources. Mr. Kilpatrick also stated she noticed that the biggest concerns were over traffic in the area, not due to Mr. Sprouse’s store, but due to ongoing issues in the area and that it seemed to be an enforcement issue not a traffic study issue.
- Ms. Johnson-Morgan also raised concerns that neither she nor had the BOS representative had been notified of the community meeting and that she is not sure if who she spoke to was the same person that was at the meeting and that person said different things were said. Mr. Bibb once again stated he was not concerned with the traffic in the area and again offered photos of the entrance. Ms. Johnson-Morgan stated she did have concerns because she drove the road everyday and thought that the number of clientele Mr. Sprouse was going to bring in was going to cause traffic problems. Ms. Kilpatrick stated that she thinks that getting enforcement in the area should handle the citizens’ concerns and that the community at the meeting as a whole, with the exception of one citizen, seemed favorable to the store.

MOTION:	I move that the Planning Commission recommends approval of SUP25:01, a special use permit request in the A-1, Agricultural, General District to operate a specialty retail store on a approximately 7-acre parcel located at 1474 North Boston Road and also known as Tax Map Parcel 10-A-60A subject to the conditions as described in the staff report.				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion	Second		
VOTE:	Aye	Aye	Aye	Aye	Nay
RESULT:	4-1 Approved				

o Food Trucks-

- Mr. Fortune discussed the letters sent out to the food truck vendors and presented the 2 answered that he received back.
- Mr. Bibb stated he did have concerns about the food trucks parking in the residential areas and in front of people’s houses. Mr. Fortune did state that the ordinance did have wording added due to the addition of meals taxes in Fluvanna County. Ms. Johnson-Morgan wanted to confirm if this was for food trucks coming in for special events or more permanent food trucks and that the formation of an ordinance was cause food trucks to not want to come to Fluvanna County. Mr. Bibb stated that the person that had come in before was complaining about his signs that had nothing to do with the ordinance. Ms. Johnson-Morgan stated once again that trucks are not coming into the County because of this. Mr. Whitten stated that in some counties there is wording in their ordinances to exclude special events so they wouldn’t have to come into zoning for approval. It would just be the trucks that are in the county on a permanent basis and that there is no fee with the ordinance, just a permit.
- Mr. Goad suggested if they are already going to the Commissioner of the Revenue could there be a joint form between them and Planning to cover this. Mr. Whitten has a meeting with the Commissioner at a later date and will bring this up to him. Ms. Johnson-Morgan wanted to know as a event coordinator if she was responsible to collect the meals tax or who was supposed to collect it in the instance of a special event. Mr. Whitten explained the process to her and assured her that if vendors operated in other counties with meals taxes they were familiar with how to handle it. Mr. Goad stated that the Commission should wait until after the meeting between the County Attorney and the County Commissioner of the Revenue to see what they discuss.

• New Business:

- There was a discussion by Ms. Johnson-Morgan on adjusting the way community meetings were handled. Neither she nor the area BOS member were made aware of the community meeting for the Sprouse SUP and she stated she was approached by numerous other citizens in the county upset that they were not invited to participate.

Mr. Fortune and Mr. Bibb stated that 109 letters were sent out in a 1-mile radius of the SUP location, but confirmed nothing was put in the Fluvanna Review.

- **Public Comments #2:**
 - Mr. Bibb opened the second round of public comments at 8:24 pm and Tracey Smith, 2 Sandy Beach Ct, came forward and spoke against the Sprouse SUP and concerns of speeding in the area of North Boston Rd. She was also concerned about the sidewalk waivers and how it will impact pedestrians in the area. With no one else coming forward, Mr. Bibb Closed the second round of Public Comments at 8:26 pm.
- **ADJOURNMENT**
 - Prior to adjournment, Ms. Johnson-Morgan went on record requesting that if there are any community meetings that affect her district in her future, she and her representative on the Board of Supervisors be notified by phone, text, or e-mail. She reiterated her concern that she was not aware of the community meeting for the Sprouse SUP in advance, and pointed out that she requested the community meeting. Ms. Kilpatrick noted that she suggested to Mr. Fortune that the issue of protocol for community meetings be brought up at a future meeting.
 - Chair Bibb called for a motion to adjourn the May 13, 2025 Planning Commission regular meeting.

MOTION:	Motion to Adjourn the March 11, 2025 Planning Commission regular meeting at 8:29 pm.				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:			Second		Motion
VOTE:	Aye	Aye	Aye	Aye	Aye
RESULT:	5-0 Approved				

Minutes were recorded by Margie Bamford, Administrative Programs Specialist.


Barry Bibb, Chair
Fluvanna County Planning Commission