

**FLUVANNA COUNTY PLANNING COMMISSION
MEETING MINUTES
132 Main Street Palmyra, VA 22963,
Tuesday, July 14, 2025
Regular Meeting 7:00 pm**

MEMBERS PRESENT:

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

STAFF PRESENT:

Todd Fortune, Director of Planning
Dan Whitten, County Attorney
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 July 14, 2025 work session to order, led the Pledge of Allegiance, and conducted a Moment of Silence.
- **Work Session – Village Residential Overlay District:** Mr. Fortune updated the Commission on the potential creation of village residential overlay districts in Columbia and other areas, presenting examples from other localities. The planning commission considered tailored approaches for different village areas, including using former town boundaries as beginning boundaries for such overlay districts.
Follow up: staff are asked to:
 - Reach out to Department of Historic Resources to arrange a speaker for the next work session to educate the commission about overlay districts and implementation processes
 - Develop conceptual images and architectural renderings for the Columbia overlay district to show potential development scenarios
 - Create multiple boundary map options for Columbia, Palmyra and Fort Union overlay districts for community review
- **Work Session – Special Events Permits:** Mr. Fortune presented a draft zoning text amendment to clarify when permits would be needed, focusing on events with admission charges and definitions of musical/entertainment festivals and outdoor gatherings. Ms. Morgan asked about why this issue was being raised again, in the context of Fork Union Day; Ms. Kilpatrick mentioned the need for adequate public safety staff on hand for large events. The Commission agreed to move forward with the proposed language changes, which would exempt events on private property without admission charges, while also considering whether permits should be approved administratively or by the Board of Supervisors.
Follow up: staff are asked to:
 - Add language to draft ordinance requiring that event notification forms be filled out when necessary, to allow the County to plan for extra public safety staff.

REGULAR MEETING:

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

At 7:00 pm Chairman Bibb called the July 14, 2025 regular meeting to order, led 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 July 14, 2025 Meeting				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion			Second
VOTE:	Aye	Aye	Aye	Aye	Aye
RESULT:	5-0 Approved				

- **Director’s Report:**
 - **Staff Updates:**
 - We are working to fill the Administrative Programs Specialist position, and will keep the Commission posted on the status.
 - No public hearings on tonight’s agenda
 - There are two resolutions for proposed Zoning Text Amendments that will be presented to the Commission tonight for approval
 - ZTA 25:04 – Food Trucks
 - ZTA 25:07 – Process for Plan Reviews

- **Future Meetings:**

Day	Date	Time	Public Hearings and Public Meetings	Location
Tuesday	Aug. 12, 2025	6pm 7pm	Work Session (TDB) Regular Meeting	Morris Rm
Tuesday	Sept. 9, 2025	6pm 7pm	Work Session (TDB) Regular Meeting	Morris Rm
Tuesday	Oct. 7, 2025	6pm 7pm	Work Session (TDB) Regular Meeting	Morris Rm

- **Minutes:**

MOTION:	Approval of Minutes from May 13, 2024				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion			Second
VOTE:	Aye	Aye	Aye	Aye	Aye
RESULT:	5-0 Approved				

- Minutes from June 10, 2025 are held over for changes.
- **Public Comments:**
 - Mr. Bibb opened the first round of public comments. No one came forward to speak, and Mr. Bibb closed the first round of public comments.
- **Public Hearings:**
 - None
- **Resolutions:**
 - **ZTA 25:04 – Food Trucks, Todd Fortune, Director of Planning**
 - Takes definition of “mobile food unit” from VA Code; authorizes such activity by-right in all zoning districts.
 - Underlying requirements are in a checklist for vendors

MOTION:	I move that the Planning Commission approve the Resolution to advertise a public hearing on August 12, 2025 to consider ZTA 25:04 – an ordinance to amend and reordain “The Code of the County of Fluvanna, Virginia” by amending §§ 22-22-1, 22-3-2.1, 22-4-2.1, 22-5-2.1, 22-6-2.1, 22-7-9.1, 22-8-2.1, 22-9-2.1, 22-10-3, 22-11-2.1, 22-12-2.1 and 22-13-2.1 to define “mobile food unit” and to authorize such activity by-right in all zoning districts.				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:		Motion	Second		
VOTE:	Aye	Aye	Aye	Aye	Aye
RESULT:	5-0 Approved				

- **ZTA 25:07 – Process for Plan Reviews, Todd Fortune, Director of Planning**

- This proposed ZTA would amend the Fluvanna County Code by amending §§ 19-2-1, 19-3-2, 19-3-4, 19-3-5, 19-3-6.2, 19-4-5, 19-5-2, 19-6-2, and 22-14-2 to conform to the Code of Virginia by removing Planning Commission approval authority for the administrative review process for plats and plans and assigning such authority solely to the Subdivision Agent, and by changing certain review timeframes.
- SB974 changed the statutory review process to eliminate Planning Commission review of plats and plans, and to assign that review authority to a Designated Agent, as defined in the bill.
- HB 2660 shortened the timeframes for various local government approvals of subdivision plats and site plans.
- Both bills were signed by Governor Youngkin on March 19, and the changes to the Virginia Code went into effect on July 1.
- Fluvanna Code uses the term “Subdivision Agent” in lieu of “Designated Agent”

MOTION:	I move that the Planning Commission approve the Resolution to advertise a public hearing on August 12, 2025 to consider ZTA 25:07 – an ordinance to amend and reordain “The Code of the County of Fluvanna, Virginia” by amending §§ 19-2-1, 19-3-2, 19-3-4, 19-3-5, 19-3-6.2, 19-4-5, 19-5-2, 19-6-2, 22-14-2, and 22-23-8 to conform to the Code of Virginia by removing Planning Commission approval authority for the administrative review process for plats and plans and assigning such authority solely to the subdivision agent, and by changing certain review timeframes.				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:			Second	Motion	
VOTE:	Aye	Aye	Aye	Aye	Aye
RESULT:	5-0 Approved				

- **Site Development Plans:**
 - None
- **Subdivisions:**
 - None
- **Unfinished Business:**
 - **Comprehensive Plan - Todd Fortune, Director of Planning, and Alex Porter, Planner/GIS Technician:**
 - The Citizen Survey deadline was May 30. A total of 757 surveys were returned (34 paper surveys; 723 online surveys); analysis of survey data was completed using both Google Sheets and Python scripting with Matplotlib.
 - Responses were well-distributed geographically, but more than 68% were older than 50 years.
 - Staff will draft a summary report to present to Planning Commission.
 - **Community Meetings – Todd Fortune, Director of Planning**
 - Mr. Fortune reminded the Planning Commission of concerns expressed in May about the way community meetings are handled.
 - Typically the applicant is responsible for holding a community meeting; staff can help facilitate the meeting as needed.
 - Ms. Johnson-Morgan would like community meeting notifications for Planning Commission and Board members.
- **New Business:**
 - None.
- **Public Comments #2:**
 - Mr. Bibb opened the second round of public comments. Thomas Diggs, 947 Jefferson Drive, spoke asking for Comp Plan Survey data broken out by each of the five districts. Mr. Bibb then closed the second round of public comments.

- **ADJOURNMENT.**
 - Chair Bibb called for a motion to adjourn the July 14, 2025 Planning Commission regular meeting at 8:10 pm.

MOTION:	Motion to Adjourn the June 10, 2025 Planning Commission regular meeting at 9:05 pm.				
MEMBER:	Bibb	Kilpatrick	Dorsey	Lagomarsino	Morgan
ACTION:			Second		Motion
VOTE:	Aye	Aye	Aye	Aye	Aye
RESULT:	5-0 Approved				

Minutes were recorded by Karis White, Paralegal/Legal Assistant.



Barry Bibb, Chair
Fluvanna County Planning Commission