

FLUVANNA COUNTY PLANNING COMMISSION
WORK SESSION AND REGULAR MEETING AGENDA
Fluvanna County Administration Building, Morris Room
January 14, 2020
6:00 PM (Morris Room)
7:00PM (Morris Room)

TAB	AGENDA ITEMS
	WORK SESSION
	A – CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE
	B – PLANNING DIRECTOR COMMENTS
	C – PUBLIC COMMENTS (Limited to 3 minutes per speaker)
	D – WORK SESSION
	Vehicle Impound Facilities Discussion — Douglas Miles, Community Development Director
	REGULAR MEETING
	1 – CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE
	2 – 2020 ORGANIZATIONAL MEETING OF THE FLUVANNA COUNTY PLANNING COMMISSION
	<ul style="list-style-type: none">• Election of Chairman and Vice Chairman• Selection of Dates for Commission Meetings• Resolution entitled “Organizational Meeting of the Fluvanna County Planning Commission 2020”• Adoption of the Planning Commission By-Laws and Rules of Procedures
	3 – DIRECTOR’S REPORT
	4 – PUBLIC COMMENTS #1 (3 minutes each)
	5 – MINUTES
	Minutes of December 10, 2019
	6 – PUBLIC HEARING
	None
	7 – PRESENTATIONS
	None
	8 – SITE DEVELOPMENT PLANS
	SDP19:23 Foothill Irrigation — Zion Station Lot 4—Brad Robinson, Senior Planner
	9 – SUBDIVISIONS
	None
	10 – UNFINISHED BUSINESS
	None
	11 – NEW BUSINESS
	None
	12 – PUBLIC COMMENTS #2 (3 minutes each)
	13 – ADJOURN



Planning/Zoning Administrator Review

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

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

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.

ORDER

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

PUBLIC HEARING RULES OF PROCEDURE

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

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MOTION: I move to elect _____ as Chairman of the Fluvanna County Planning Commission for the calendar year of 2020.

MOTION: I move to elect _____ as Vice Chairman of the Fluvanna County Planning Commission for the calendar year of 2020.

AGENDA PLANNING COMMISSION January 14, 2020

SUBJECT: Election of Officers

TIMING: Routine

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

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

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

Staff: Douglas Miles, Community Development Director

Planning Director's Use Only

Douglas Miles, Community Development Director

MOTION: I move the Fluvanna County Planning Commission adopt the Planning Commission 2020 regular Meeting Calendar as presented [which does not include any joint meetings or work sessions].

Staff: Valencia Porter, Senior Program Support Assistant

Planning Director's Use Only

Comments:

Douglas Miles, Community Development Director



2020

Planning Commission Meeting Dates

Dates with a * have been moved from their regularly scheduled date due to observed holidays or other reasons.

January 14, 2020*

February 11, 2020

March 10, 2020

April 07, 2020

May 12, 2020

June 09, 2020

July 14, 2020*

August 11, 2020

September 08, 2020

October 13, 2020

November 10, 2020

December 08, 2020

Work Sessions begin at 6pm
(As needed)
Regular sessions start at 7pm

Located In the Morris Room of the County
Administration Building.

JANUARY

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NOVEMBER

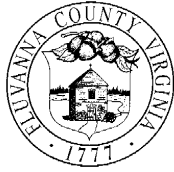
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DECEMBER

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FLUVANNA COUNTY PLANNING COMMISSION
PLANNING FOR THE FUTURE

132 Main Street
P.O. Box 540
Palmyra, VA 22963
Phone: 434-591-1910
Fax: 434-591-1911
E-mail: vporter@fluvannacounty.org



**PLANNING COMMISSION
County of Fluvanna
Palmyra, Virginia**

RESOLUTION

At a regular monthly meeting of the Fluvanna County Planning Commission held on Tuesday, January 14th, 2020, in Palmyra, Virginia, the following action was taken:

Present

Barry A. Bibb
Lewis Johnson
Harold Lagomarsino
Gequetta "G". Murray-Key
Ed Zimmer

Vote

On a motion by _____, seconded by _____, and carried by a vote of ____ the following resolution was adopted:

Organizational Meeting of the Fluvanna County Planning Commission 2020

WHEREAS, the Code of Virginia requires an annual organizational meeting for the Planning Commission for the election of officers and the conduct of such other business as to meeting times and dates and,

WHEREAS, the Planning Commission does now conduct such an organizational meeting.

NOW, THEREFORE BE IT RESOLVED by the Planning Commission that it does hereby generally designate the Morris Room in the Fluvanna County Administration Building as its meeting place for regular meetings to be held on the first Tuesday after the first Wednesday of each month at 7:00 p.m., except for the months of January and July.

Adopted this 14th day of January 2020
by the Fluvanna County Planning Commission

ATTEST:

Douglas Miles, Community Development Director

FLUVANNA COUNTY PLANNING COMMISSION BYLAWS AND RULES OF PRACTICE AND PROCEDURES

Adopted: January 14, 2020 (*Pending*)

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

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

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

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

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

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

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

VIII. PUBLIC SESSIONS

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

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

IX. MEETINGS AND ATTENDANCE

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

B. Meetings shall start at the appointed time, and if the Chair is not present, the Vice Chair shall preside. If neither the Chair nor the Vice-Chair is present, the County Planner shall call the meeting to order and preside for the election of a Temporary Chair.

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

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

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

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

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

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

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

J. If County Government operations are deemed to be closed by the County Administrator or his designee on the day of a scheduled meeting due to inclement weather or other unforeseen circumstances the meeting shall be cancelled and rescheduled to the next available meeting date.

Such cancellation shall be communicated to the members, applicants and the press as promptly as possible. All hearings and any other matters previously advertised for such meeting shall be conducted at the rescheduled meeting and no further advertisement is required by the County.

X. CONDUCT OF BUSINESS

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

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

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

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

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

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

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

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

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

1. Individual presentations placed on the Commission’s agenda shall be limited to ten (10) minutes in duration.

2. Individual presentation listed under the agenda item “Public Comments” shall be limited to three (3) minutes in duration.

3. Statements from the public during the “Public Hearing” on individual agenda items shall be limited to three (3) minutes.
4. Complete presentations on Commission action items shall be limited to not more than thirty (30) minutes.
5. The above limitations may be extended only by majority consent of the Commission.

XI. ORDER

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

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

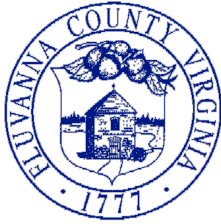
XIII. RULES

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

XIV. RECORD OF THE MEETING. The Clerk of the Commission (or another person acting in the capacity) shall electronically record each regular meeting. Recordings are the property of

Fluvanna County. A stenographic record shall not be admissible as evidence of what transpired at a meeting, unless the person taking the record has been sworn prior to making the record.

Interested persons may listen to the recordings in the County Planner's office or may obtain copies of the recording or portions of a recording by making appropriate arrangements with the County Planner's office. Costs will be borne by the person making the request. Audio recordings are also available on the county website at www.fluvannacounty.org/meetings



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

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(434) 591-1910
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www.fluvannacounty.org

To: Fluvanna County Planning Commission Members

From: Douglas Miles, Community Development Director

Date: January 14, 2020

Subject: Planning Director's Report

Board of Supervisors Actions:

December 18, 2019

No Zoning Cases

January 8, 2020

No Zoning Cases

Board of Zoning Appeals Actions:

No Variance Cases

Technical Review Committee for December 12, 2019:

- I. **SDP 19:18 Mechanical Building Solutions** – A site development plan request to construct a contractor's storage yard/office building with respect to 0.957 acres of Tax Map 5, Section 9, Parcel 2. The property is zoned B-1, Business, General and is located along James Madison Highway (U.S. Route 15) approximately 0.4 miles south of the intersection with Richmond Road (U. S. Route 250). The property is located within the Zion Crossroads Community Planning Area and the Columbia Election District. ***(This commercial project was rescheduled from the November 14, 2019 TRC agenda)***
- II. **SDP 19:23 Foothill Irrigation** – A site development plan request to construct an office building, warehouse and carport with respect to 1.952 acres of Tax Map 5, Section 24, Parcel 4. The property is zoned I-1, Industrial, Limited and located within the Zion Station Subdivision between Zion Station Road (Route 1021) and Richmond Road (Route 250). The parcel is located within the Zions Crossroads Community Planning Area and the Columbia Election District. **(A setback Variance has been filed for this commercial project to the required one hundred (100) foot setback taken from 250)**

- III. **ZMP 19:02 2428 Richmond Road LLC** – A request to conditionally rezone, from A-1 Agricultural, General to I-1 Industrial, Limited, (front portion) 29.4 acres of Tax Map 4, Section A, Parcel 27. The property is located along Richmond Road (US Route 250), approximately 0.16 miles west of the intersection of Zion Road (State Route 627) and Memory Lane (State Route 698). The parcel is within the Zion Crossroads Community Planning Area and the Palmyra Election District.

Planning District Commission Regional Meetings and Fluvanna Projects:

January 7, 2020: 2020 US Census GIS Mapping Project has begun to further clarify and correct the existing Fluvanna County jurisdictional boundaries to be more accurate with our adjoining neighbors with surrounding GIS Coordinators working together to complete project by March 1.

January 13, 2020: Zion Crossroads Gateway Plan Technical Committee meeting was held in Fluvanna County with the PDC Planning Staff facilitating the project update meeting. VDOT's traffic engineering firm will be presenting some preliminary traffic analysis and observations in the US 15 and US 250 interchange and other prescribed intersections along both of these routes.

Please contact me at dmiles@fluvannacounty.org or 434.591.1910 Ext. 1060 with any questions.



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Memo

To: Eric Dahl, County Administrator
From: Brad Robinson, Senior Planner
Date: December 11, 2019
Re: **FY2021-2025 Capital Improvement Plan (CIP)**

On December 10, 2019, the Planning Commission recommended approval of the FY21-25 Capital Improvement Plan by a vote of 4-0. In accordance with the spreadsheet prepared by the Finance Department, total funding for FY 2021 is \$5,765,173 paid for by cash, grants, borrowing, and other sources.

The Planning Commission has ranked the following 23 projects as follows, with ten of these projects identified as #1 priorities for FY 2021:

Project	Department Rank	Planning Commission Rank
<i>Community Services</i>		
Playground Expansion	1	1
Spray Ground Park	1	1
<i>Public Works</i>		
Historic Courthouse Exterior	2	2
Equipment Purchase & Replacement	1	1
Paving Administration-Public Safety Parking Lots	3	3
HVAC Upgrade - Social Services	3	3
Carysbrook Equipment Storage Shed	1	1
Restroom Upgrade at Dog Park	2	2
County Vehicles	1	1
<i>Public Safety – Sheriff</i>		
Sheriff Vehicles	1	1
Sallyport at Courthouse	2	1

<i>Public Safety – Fire & Rescue</i>		
Vehicle Apparatus – Replacement	1	1
Heart Monitor Replacement	1	1
CPR Assist Devices	1	1
<i>Schools</i>		
Computer Infrastructure Replacement	1	1
Carysbrook Elementary HVAC upgrade	1	1
School Safety Vestibules	1	1
Paving and Resurfacing	2	2
Generators	2	2
Middle School Annex Floor and Bleachers	2	2
Abrams Academy Abatement and Remodel	2	2
School Buses	1	1
Student Transport/ Facilities Vehicles	1	1

As stated during review of the previous CIP, the Planning Commission expressed concern about the age of some projects that have been listed for many years and continuously shifted around.

If you have any questions or comments regarding this information, please contact me at (434) 591-1910 x 1061, or at brobinson@fluvannacounty.org.

Cc: Douglas Miles, Community Development Director
Mary Anna Twisdale, Director of Finance
Liz McIver, Management Analyst

FLUVANNA COUNTY PLANNING COMMISSION
REGULAR MEETING MINUTES
Morris Room
December 10, 2019
7:00 pm Regular Meeting

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: Douglas Miles, Community Development Director
Brad Robinson, Senior Planner
Jason Overstreet, Planner/GIS Technician
Fred Payne, County Attorney
Valencia Porter, Senior Program Support Assistant

ABSENT: None

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

At 7:00pm, Chairman Bibb called the Regular Meeting to order, followed by the Pledge of Allegiance and a moment of silence.

2. **DIRECTOR'S REPORT-- Douglas Miles**

Board of Supervisors Actions:

November 20, 2019

No Cases

December 4, 2019

No Cases

Board of Zoning Appeals Actions:

November 19, 2019

BZA 19:05 – Nermin Smajlovic: A request for a variance to Fluvanna County Code Sec.22-9-6 of the Zoning Ordinance to allow for the reduction of the minimum yard required from a residential district, from 50 feet to 35.1 feet, for the purpose of constructing a contractor's storage yard with respect to 0.957 acres of Tax Map 5, Section 9, Parcel 2. The subject property is zoned B-1, Business, General and located along James Madison Highway (U.S. Route 15) approximately 0.4 miles south of the intersection with Richmond Road (U. S. Route 250). The property is within the Zion Crossroads Community Planning Area and the Columbia Election District. **(Board of Zoning Appeals deferred Variance request for 30 days for VDOT data and Application was Withdrawn by the Applicant to move forward with required setbacks)**

Technical Review Committee Projects for November 14, 2019:

- I. **SDP 19:17 Sun Tribe Solar LLC/Carysbrook Elementary** – A site development plan request to construct a solar array with respect to 40.73 acres of Tax Map 42, Section 6, Parcel 1A. The property is zoned A-1, Agricultural, General and is located along James Madison Highway (U.S. Route 15) approximately 0.1 miles north of the intersection with Carysbrook Road (Route 615). The property is located within the Rural Preservation Planning Area and the Fork Union Election District.
- II. **SDP 19:18 Mechanical Building Solutions** – A site development plan request to construct a contractor's storage yard/office building with respect to 0.957 acres of Tax Map 5, Section 9, Parcel 2. The property is zoned B-1, Business, General and is located along James Madison

Highway (U.S. Route 15) approximately 0.4 miles south of the intersection with Richmond Road (U. S. Route 250). The property is located within the Zion Crossroads Community Planning Area and the Columbia Election District.

- III. **SDP 19:19 Village Oaks Townhomes** – A site development plan request to construct 23 townhouse dwellings with respect to 21.115 acres of Tax Map 9, Section A, Parcel 14C. The property is zoned R-3, Residential, Planned Community and is located along Lake Monticello Road (Route 618) approximately 0.1 miles north of Ashlawn Boulevard (Main Gate to Lake Monticello). The property is located within the Rivanna Community Planning Area and the Palmyra Election District.
- IV. **SDP 19:20 Tractor Supply Co.** – A site development plan request to construct a 150' x 125' general retail store with respect to 4.32 acres of Tax Map 18, Section A, Parcel 53. The property is zoned B-1, Business, General and is located along South Boston Road (Route 600) approximately 0.1 miles north of its intersection with Slice Road and Abby Road (Route 1037). The property is located within the Rivanna Community Planning Area and the Palmyra Election District.

Fluvanna County Staff Attendance at these Fall Regional Planning meetings:

September 17 – TJ PDC Rural Transportation Technical Committee was held at the PDC Office with Tom Egeland, Chair, Louisa Planning and Douglas Miles, Vice-Chair, Fluvanna Planning working with regional planning staff on transit-oriented design principles that could be applied to rural areas without a defined Main Street; discussion was supported by Chuck Proctor, VDOT.

September 23 – TJ PDC – Fluvanna County Housing Community Meeting was held within the Morris Room with Mrs. Murray-Key, Eric Dahl, Kelly Harris and Douglas Miles in attendance along with the TJ PDC Housing Coordinator and Planning Director facilitating the discussion. Several County residents were in attendance and provided feedback on desired housing types and the potential locations for new housing units ranging from single family to multi-family housing.

September 27 – Rivanna River Basin Fourth Annual Conference was held in Lane Auditorium at the Albemarle County Office Building and attended by Douglas Miles and Roger Black, E&SC Plans Reviewer. Roger Black served on the panel along with the Albemarle, Charlottesville and Greene representatives. The discussion centered on the accomplishments and the short comings based upon stormwater runoff measures; with the JPJ Arena area being a regional success story.

October 2019 – National Community Planning Month – Planning for Infrastructure That Benefits All was celebrated by Fluvanna County Staff members, in our infrastructure planning efforts to properly move Fluvanna County forward, along with all of our Thomas Jefferson PDC partners.

October 7th – TJ PDC Complete Census 2020 Count Meeting was attended by Douglas Miles, Bryan Rothamel and Joyce Pace in order to prepare for the 2020 Census in Fluvanna County and throughout the PDC regional jurisdictions. There was a focus on Albemarle County and the City of Charlottesville and the need to accurately count their population for federal funding purposes.

October 17th – Middle James River Training Seminar was held in Scottsville with Douglas Miles attending to better promote Eco-Tourism along the Middle James River with a regional emphasis between Scottsville and Richmond and in support of the Scenic James River designation request.

November 15th – VDOT Land Use Training Seminar was held in Culpeper with Douglas Miles and Scott Miller attending to receive VDOT training on Subdivision Street acceptance and new VDOT intersection designs, such as the Zion Crossroads Direct Diamond Interchange (DDI), as alternatives to VDOT roundabouts at new intersections, to avoid left turn crossing movements.

November 19th – TJ PDC Rural Transportation Technical Committee was held in Charlottesville with Douglas Miles and Brad Robinson attending with the 2019 Thomas Jefferson Area Bicycle and Pedestrian Plan discussed for better implementation purposes in PDC comprehensive plans. Chuck Proctor VDOT discussed the next round of Smartscale for Louisa and Fluvanna County.

Please contact me at dmiles@fluvannacounty.org or 434.591.1910 Ext. 1060 with any questions.

3. **PUBLIC COMMENTS:**
No Comments were provided

4. **MINUTES:**

MOTION:	Planning Commission Minutes of November 12, 2019				
MEMBER:	Bibb (Chair)	Zimmer (Vice Chair)	Johnson	Murray-Key	Lagomarsino
ACTION:			Motion	Second	Absent
VOTE:	Yes	Yes	Yes	Yes	
RESULT:	Approved 4-0				

5. **PUBLIC HEARINGS:**
CAPITAL IMPROVEMENT PLAN FY 2019-2025

Projects	Department Rank	PC Rank
<i>Playground Expansion</i>	<i>1</i>	<i>1</i>
<i>Spray Ground Park</i>	<i>1</i>	<i>1</i>
<i>Historic Courthouse Exterior</i>	<i>2</i>	<i>2</i>
<i>Equipment Purchase & Replacement</i>	<i>1</i>	<i>1</i>
<i>Paving Administration-Public Safety Parking Lots</i>	<i>3</i>	<i>3</i>
<i>HVAC Upgrade - Social Services</i>	<i>3</i>	<i>3</i>
<i>Carysbrook Equipment Storage Shed</i>	<i>1</i>	<i>1</i>
<i>Restroom Upgrade at Dog Park</i>	<i>2</i>	<i>2</i>
<i>County Vehicles</i>	<i>1</i>	<i>1</i>
<i>Sheriff Vehicles</i>	<i>1</i>	<i>1</i>
<i>Sallyport at Courthouse</i>	<i>2</i>	<i>1</i>
<i>Vehicle Apparatus - Replacement</i>	<i>1</i>	<i>1</i>
<i>Heart Monitor Replacement</i>	<i>1</i>	<i>1</i>
<i>CPR Assist Devices</i>	<i>1</i>	<i>1</i>
<i>Computer Infrastructure Replacement</i>	<i>1</i>	<i>1</i>
<i>Carysbrook Elementary HVAC upgrade</i>	<i>1</i>	<i>1</i>
<i>School Safety Vestibules</i>	<i>1</i>	<i>1</i>
<i>Paving and Resurfacing</i>	<i>2</i>	<i>2</i>
<i>Generators</i>	<i>2</i>	<i>2</i>
<i>Middle School Annex Floor and Bleachers</i>	<i>2</i>	<i>2</i>
<i>Abrams Academy Abatement and Remodel</i>	<i>2</i>	<i>2</i>
<i>School Buses</i>	<i>1</i>	<i>1</i>
<i>Student Transport/ Facilities Vehicles</i>	<i>1</i>	<i>1</i>

MOTION:	I move that the Planning Commission recommend approval of the FY2021 – FY2025 Capital Improvement Plan (CIP) as presented, with a list of funding priorities prepared by the Planning Commission.				
MEMBER:	Bibb (Chair)	Zimmer (Vice Chair)	Johnson	Murray-Key	Lagomarsino
ACTION:		Motion	Second		Absent
VOTE:	Yes	Yes	Yes	Yes	
RESULT:	Approved 4-0				

Mr. Lagomarsino arrived at 7:13pm

6. **PRESENTATIONS:**

None

7. **SITE DEVELOPMENT PLANS:**

SDP 19:17—Sun Tribe Solar—Brad Robinson, Senior Planner

Approval of a sketch plan request to construct a solar array with respect to 40.73 acres of Tax Map 42, Section 6, Parcel 1A.

The affected property is located along James Madison Highway (U.S. Route 15) approximately 0.1 miles north of the intersection with Carysbrook Road (Route 615).

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

MOTION:	I move to approve SDP 19:17, a sketch plan request to construct a solar array with respect to 40.73 acres of Tax Map 42, Section 6, Parcel 1A, subject to the conditions listed in the staff report.				
MEMBER:	Bibb (Chair)	Zimmer (Vice Chair)	Johnson	Murray-Key	Lagomarsino
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	Approved 5-0				

SDP 19:19—Village Oaks Townhomes—Brad Robinson, Senior Planner

- Request for sketch plan approval to construct 23 townhouse dwellings with respect to 21.115 acres of Tax Map 9, Section A, Parcel 14C;
- Parcel is zoned R-3 and is located within the Rivanna Community Planning Area;
- Adjoining parcels are zoned A-1 and B-1.
- Sketch plan is for construction of 23 townhomes;
- Appears to meet the requirements of zoning ordinance;
- Final site plan that complies with all aspects of the zoning ordinance must be submitted for final review and approval from all agencies;
- Staff recommends approval of SDP 19:19, subject to the three (3) conditions listed in the staff report

MOTION:	I move to approve SDP 19:19, a sketch plan request to construct 23 townhouse dwellings with respect to 21.115 acres of Tax Map 9, Section A, Parcel 14C, subject to the conditions listed in the staff report.				
MEMBER:	Bibb (Chair)	Zimmer (Vice Chair)	Johnson	Murray-Key	Lagomarsino
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	Approved 5-0				

SDP 19:20—Tractor Supply Co—Douglas Miles, Community Development Director

- Request for sketch plan approval to construct a 19,097 square foot general retail store with respect to 4.32 acres of Tax Map 18, Section A, Parcel 53;
- Parcel is zoned B-1 and is located within the Rivanna Community Planning Area;
- Adjoining parcels are zoned A-1 and R-3.

- Sketch plan is for construction of a new general retail store;
- Appears to meet the requirements of zoning ordinance;
- Final site plan that complies with all aspects of the zoning ordinance must be submitted for final review and approval from all agencies;
- Staff recommends approval of SDP 19:20, subject to the three (3) conditions listed in the staff report

MOTION:	I move to approve SDP 19:20, a sketch plan request to construct a 19,097 square foot general retail store with respect to 4.32 acres of Tax Map 18, Section A, Parcel 53, subject to the conditions listed in the staff report.				
MEMBER:	Bibb (Chair)	Zimmer (Vice Chair)	Johnson	Murray-Key	Lagomarsino
ACTION:		Seconded	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	Approved 5-0				

8. **SUBDIVISIONS:**
None
9. **UNFINISHED BUSINESS:**
None
10. **NEW BUSINESS:**
None
11. **PUBLIC COMMENTS # 2**
No comments were provided
12. **ADJOURN:**
Chairman Bibb adjourned the Planning Commission meeting of December 10, 2019 at 7:40 pm

Minutes recorded by Valencia Porter, Senior Program Support Assistant.

Barry A. Bibb, Chairman
Fluvanna County Planning Commission

December 2019

Case No.	Tax Map Number	Property Owner	Address	Date of Complaint	Violation Type	Status*	Deadline	District
1709-03	4-(A)-114	Herrion, Vernon L.	15 Blue Ridge Dr.	09/20/2018	Violation of SUP 04-10	Permit Pend	12/20/2019	Palmyra
1803-01	4-(12)-1	Meredith, White Et Al	251 Country La.	03/02/2018	Inoperable Vehicles	Extended	12/02/2019	Palmyra
1810-02	49-(A)-10A	Thomas, Willis L. Jr. & Bertha	2438 & 2390 Shores Rd.	10/17/2018	Inoperable Vehicles	Pending	12/17/2019	Fork Union
1811-02	9-(A)-14B	Crofton Group, Inc.	106 Crofton Plaza	11/16/2018	Amended Site Plan required	Pending	12/16/2019	Palmyra
1901-01	30-(1)-A1	Newton, Eleanor T.	1116 Thomas Jefferson Pkwy	01/07/2019	Garbage, Debris, Junk	Pending	12/07/2019	Fork Union
1907-06	54A-(1)-67	Shelley, Issac R.	Saint James St. (Vacant)	07/22/2019	Junk, Debris	Extended	12/22/2019	Columbia
1912-01	19-(8)-2	Dickenson, David W. & Joyce	16933 James Madison Hwy.	12/03/2019	Garbage, Debris	Cleared	n/a	Columbia
1912-02	21-(1)-2	Donovan, Valerie T. & Laura	77 Hollands Rd.	12/09/2019	Nosie	Cleared	n/a	Columbia
1912-03	28-(A)-7	Collins, Carl R.	1602 Long Acre Rd.	12/12/2019	Inoperable Vehicles	Cleared	n/a	Cunningham
1912-04	60-(1)-1D	Johnson, James E. Jr. & Deb.	1646 Cloverdale Rd.	12/18/2019	Junk, Debris	Cleared	n/a	Fork Union
1912-05	60-(A)-56	Normile, Casey A.	2322 Cloverdale Rd.	12/23/2019	Camping	Cleared	n/a	Fork Union
STATUS DEFINITIONS*								
Board - Case is pending Board Approval		Court Pending - Summons to be issued			Permit Pending - Applied for Permit to Abate Violation			

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 – 36 Sites)			
Compliance with Tenaska Virginia Sound Levels 12/17/2019			
Signs Removed From Public Rights-Of-Way (Total – 24)			
Placed and removed "Public Hearing Signs" as needed and Deliver packets to BOS, PC Members and Library			
APA Webinar (1)			
Planning / Zoning site plan evaluations for form (December 2019)			
Planning / Zoning setback verifications for Building Dept. (December 2019)			
TM: 39-(13)-30, Rosewood Dr. (no address)	TM: 41-(6)-7, 91 Bethel Church Rd.	TM: 18A-(4)-364, Towpath Ct. (no address)	TM: 18A-(1)-3, Pinecrest Ct., (no address)
TM: 18A-(2)-133, 4 Campbell Ct.	TM: 8-(6)-2, 955 Lake Monticello Rd.	TM: 4-(A)-29C, 2374 Paynes Mill Rd.	TM: 16-(18)-2, 2254 Ruritan Lake Rd.
TM: 18A-(9)-59, 70 Ponderosa La.	TM: 52-(A)-97 Red Bank La., (no address)	TM: 31-(A)-75, Evergreen Church Rd.(no address)	TM: 18A-(3)-561, 23 Woodridge Rd.
TM: 30-(A)-87A, Stoneleigh Rd.(no address)	TM: 18A-(2)-105, 31 Bolling Cir.	TM: 17-(26)-39, 74 Lilac Pl.	
TM: 18-(5)-12, Broken Island Rd.(no address)	TM: 17A-(1)-88, Crape Myrtle Dr.(no address)	TM: 18-(15)-13, Charney Wy.(no address)	TM: 18A-(4)-127, 16 Brassie Terr.
TM: 43-(A)-21, 4969 Hells Bend Rd.			
Planning / Zoning materials to VDOT Louisa Residency (October-November 2019)			
One, Two, Three, Four ----- Five			



TRANSACTIONS BY USER REPORT (12/02/2019 TO 01/31/2020) FOR FLUVANNA COUNTY BUILDING AND PLANNING DEPARTMENT

Selected Users: Valencia Porter

Invoice #	Fee Name	Transaction Date	Transaction Type	Payment Method	Paid Amount
Valencia Porter					
AFD19:0003					
INV-00001559	Additions and reviews to existing districts	12/04/2019	Fee Payment	Check #503	\$500.00
BR19-0301					
INV-00001553	2% State Surcharge	12/02/2019	Fee Payment	Check #10400	\$0.90
	Basement, unfinished space	12/02/2019	Fee Payment	Check #10400	\$45.00
BZA19:0003					
INV-00000951	Variance	12/19/2019	Refund	Check #000000	(\$550.00)
ER19-0332					
INV-00001571	2% State Surcharge	12/11/2019	Fee Payment	Check #17606	\$3.05
	Electrical: Per SqFt	12/11/2019	Fee Payment	Check #17606	\$152.64
GP19-0136					
INV-00001550	2% State Surcharge	12/02/2019	Fee Payment	Cash	\$0.90
	HVAC: All other mechanical permits	12/02/2019	Fee Payment	Cash	\$45.00
MSC19:0009					
INV-00001569	Sign Permit	12/10/2019	Fee Payment	Check #1035	\$155.00
PV19-0038					
INV-00001574	2% State Surcharge	12/12/2019	Fee Payment	Check #015045	\$0.90
	Electrical: Base fee	12/12/2019	Fee Payment	Check #015045	\$45.00
SDP19:0017					
INV-00001585	Site Plan Review: Major Plan	12/18/2019	Fee Payment	Check #3488	\$1,100.00
SDP19:0023					
INV-00001552	Site Plan Review: Sketch Plan	12/02/2019	Fee Payment	Check #3857	\$150.00
SUB19:0029					
INV-00001595	Boundary Adjustment	12/30/2019	Fee Payment	Cash	\$100.00
SUB19:0030					
INV-00001596	Subdivision: GIS Fee (per lot)	12/30/2019	Fee Payment	Check #5364	\$50.00
		12/30/2019	Fee Payment	Check #5364	\$50.00
		12/30/2019	Fee Payment	Check #5364	\$50.00
	Subdivision: Minor	12/30/2019	Fee Payment	Check #5364	\$500.00
VALENCIA PORTER				TOTAL CASH:	\$145.90
				TOTAL CHECK:	\$2,802.49
				TOTAL REFUND:	(\$550.00)
				NET TOTAL:	\$2,398.39

TRANSACTIONS BY USER REPORT (12/02/2019 TO 01/31/2020)

Invoice #	Fee Name	Transaction Date	Transaction Type	Payment Method	Paid Amount
GRAND TOTALS				TOTAL CASH:	\$145.90
				TOTAL CHECK:	\$2,802.49
				TOTAL REFUND:	(\$550.00)
				NET TOTAL:	\$2,398.39

BUILDING INSPECTIONS MONTHLY REPORT

County of Fluvanna

Building Official:	Period:
Kevin Zoll	December, 2019

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
BUILDING PERMITS ISSUED														
NEW - Single Family Detached (incl. Trades permits)	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	8	8	6	9	121
	2019	8	10	14	9	12	9	10	14	13	2	11	7	119
NEW - Single Family Attached	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	0	0	0
	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
NEW - Mobil Homes	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	0	0	1	3
	2019	0	0	0	0	0	0	0	0	1	1	0	0	2
Additions and Alterations	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	32	42	22	21	243
	2019*	35	33	37	27	38	38	44	34	34	36	35	31	422
* Trade permits count not included as in previous years														
Accessory Buildings	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	1	2	2	2	30
	2019	2	4	6	4	4	3	3	8	2	8	4	4	52
Swimming Pools	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	1	2	0	0	9
	2019	0	0	0	3	2	2	0	1	0	1	0	1	10
Commercial/ Industrial Build/Cell Towers	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	0	0	0	0	2
	2019	0	0	1	1	0	2	0	0	0	0	0	0	4
TOTAL BUILDING PERMITS	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	42	54	30	33	408
	2019*	45	47	58	44	56	54	57	57	50	48	50	43	609
* Trade permits count not included as in previous years														
BUILDING VALUES FOR PERMITS ISSUED														
TOTAL BUILDING VALUES	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	\$2,303,913	\$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	\$3,637,992	\$1,791,222	\$2,169,284	\$2,421,169	\$ 37,107,929
	2019	\$1,991,054	\$2,502,719	\$5,639,238	\$4,695,173	\$3,057,597	\$3,228,152	\$3,360,952	\$3,926,015	\$3,457,214	\$2,636,194	\$3,148,369	\$2,960,579	\$ 40,603,257

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
LAND DISTURBING PERMITS ISSUED														
LAND DISTURBING PERMITS	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	9	6	7	8	121
	2019	8	12	16	9	14	10	12	14	13	2	11	8	129
INSPECTIONS COMPLETED														
TOTAL INSPECTIONS	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	144	221	154	141	2,105
	2019	237	207	232	297	305	246	324	332	295	298	204	216	3,193
FEES COLLECTED														
Building Permits	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	\$10,826	\$12,613	\$9,556	\$14,570	\$ 146,738
	2019	\$11,377	\$13,617	\$14,005	\$14,308	\$11,228	\$16,260	\$13,778	\$18,772	\$14,375	\$8,468	\$14,747	\$11,059	\$ 161,994
Land Disturbing Permits	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	\$1,100	\$ 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	\$1,125	\$875	\$10,675	\$2,150	\$ 33,040
	2019	\$1,000	\$1,500	\$1,625	\$1,125	\$3,553	\$1,250	\$2,975	\$6,556	\$1,920	\$250	\$1,375	\$1,125	\$ 24,251
Zoning Permits/ Proffers	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	\$1,050	\$1,400	\$700	\$1,400	\$ 17,150
	2019	\$1,200	\$1,800	\$2,200	\$1,550	\$2,050	\$1,350	\$1,950	\$2,300	\$1,700	\$1,150	\$1,450	\$1,400	\$ 20,100
TOTAL FEES	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	\$13,001	\$14,888	\$20,931	\$18,120	\$ 196,928
	2019	\$13,577	\$16,917	\$17,830	\$16,983	\$16,831	\$18,860	\$18,703	\$27,628	\$17,995	\$9,868	\$15,028	\$13,584	\$ 203,804



COUNTY OF FLUVANNA

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STAFF REPORT

To: Fluvanna County Planning Commission
Case Number: SDP 19:23
Tax Map: Tax Map 5, Section 24, Parcel 4

From: Brad Robinson
District: Columbia
Date: January 14, 2020

General Information:

This item is scheduled to be heard by the Planning Commission on Tuesday, January 14, 2020 at 7:00 p.m. in the Fluvanna County Administration Building Morris Room.

Applicant:

Foothill Irrigation

Owner:

Ja-Zan LLC

Representative:

Collins Engineering

Requested Action:

Approval of a sketch plan request to construct an office building, warehouse and carport with respect to 1.952 acres of Tax Map 5, Section 24, Parcel 4. (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

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 an office building, warehouse and carport for a light industrial business on property zoned I-1 and 1.952 acres in size. The property will be occupied by Foothill Irrigation, a company which provides residential and commercial water management systems including landscape irrigation and home filtration as well as landscape lighting. In accordance with Sec. 22-11-2.1 of the Fluvanna County Zoning Ordinance, light manufacturing is permitted by right.

The subject parcel is Lot 4 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 a 2,016 square foot office building (28' x 72'), 800 square foot warehouse (20' x 40') and 400 square foot carport (20' x 20').

In accordance with Sec. 22-11-5 of the zoning ordinance, the sketch plan is in compliance with the minimum building and parking setback requirement of 25' from Zion Station Road, and the minimum building setback of 100' from Richmond Road. The applicant desires to reduce the building setback from Richmond Road from 100' to 50' and has submitted a variance application which is in the process of being scheduled to be heard by the Board of Zoning Appeals.

(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. A total of ten (10) parking spaces including one (1) handicapped parking space 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

The site is currently vacant and cleared of vegetation for development. The rear of the proposed buildings will be visible from Route 250. All landscaping must comply with the Fluvanna County Zoning Ordinance and 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 exterior lighting will be mounted to the buildings and located over entrances. 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 will 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 December 12, 2019 Technical Review Committee meeting:

1. Planning staff asked if the stormwater management pond shown in aerial imagery still exists on the site and if the gravel storage area will be enclosed. Erosion & Sediment Control stated that the stormwater pond has been removed. The applicant stated an intent to apply for a variance to reduce the building setback from Route 250.
2. Building Inspections stated that no sprinklers would be needed.
3. Economic Development did not have any comments and is glad to see Zion Station building out.
4. Erosion & Sediment Control asked if the stormwater management facility was designed to accommodate the future parking and building, and encouraged the applicant to schedule a pre-submittal meeting for the E&S plans.
5. Fire Chief did not have any comments or issues.
6. Health Dept. stated at the appropriate time, before final plat approval, will need to have an engineer/AOSE prepare a sewage disposal permit for Health Dept. approval.
7. Sheriff's Dept. did not have any comments.
8. VDOT has reviewed the sketch plan for SDP 19:23 Foothill Irrigation and does not have any comments at this time.

(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 19:23, a sketch plan request to construct an office building, warehouse and carport with respect to 1.952 acres of Tax Map 5, Section 24, Parcel 4, subject to the conditions listed in the staff report.

I move to approve/deny/defer a sidewalk waiver to SDP 19:23, a sketch plan request to construct an office building, warehouse and carport with respect to 1.952 acres of Tax Map 5, Section 24, Parcel 4, 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:

Owner: Ja-Zan LLC via email to 250gto@pepsicva.com

Representative: Collins Engineering via email to Scott Collins scott@collins-engineering.com

File

Planning Dept.

DEC 02 2019

Received



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Site Development Application

Owner of Record: Ja-Zan LLC

Applicant of Record: Foothill Irrigation

E911 Address: PO Box 9035, Charlottesville, VA 22902

E911 Address: PO Box 150, Earlysville, VA 22936

Phone:

Fax:

Phone: 434-973-4009

Fax:

Email: 250gto@pepsicva.com

Email:

Representative: Collins Engineering

E911 Address: 200 Garrett St, Suite K, Charlottesville, VA

Phone: 434.293.3719

Fax:

Email: scott@collins-engineering.com

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

Is property in Agricultural Forestal District? ☐ No ☒ Yes

If Yes, what district:

Tax Map and Parcel(s): 5-24-4

Deed Book Reference:

Plat 2-284-285

Acreage: 1.952 acres

Zoning: I-1

Deed Restrictions?

☐ No☐ Yes

(Attach copy)

Location: Located off Zion Station Road, off of Route 250. Lot 4 of the Zion Station Development

Description of Property: Stabilized grass field

Proposed Structure: Light industrial building with parking

Dimensions of Building: Varies. Roughly 28'W x 72'L

Lighting Standards on Site:

☐ No☒ Yes

of Employees:

Estimated at 12

of Parking Spaces:

8 required, 10 provided

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
Applicant Name (Please Print)

[Signature]
Applicant Signature and Date

12/2/19

OFFICE USE ONLY		
Date Received: 11/1/2019	Fee Paid: #3857 \$150.00	Application #: SDP 19:0023
Election District: Columbia	Planning Area: Zone C-2	Number of Lots:
Total Fees Due at Time of Submittal		
Sketch Plan: \$150.00	Minor Plan: \$550.00	Major Plan: \$1,100.00
Additional Fees Due at Time of Review		
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

Fluvanna County Department of Planning & Community Development * Box 540 * Palmyra, VA 22963 * (434)591-1910 * Fax (434)591-1911
This form is available on the Fluvanna County website: www.fluvannacounty.org

Form updated June 22, 2017

DEC 02 2019

Planning Dept.

Received

DEC 02 2019

Planning Dept.



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA

Major Site Development Plan - Sketch Plan Checklist

Developed from the Zoning Ordinance April 1, 2006

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

Project Name: ZION STATION - LOT 4 SKETCH PLAN

Tax Map(s) and Parcel Number(s): 5-24-4

Individual and Firm Completing Checklist: CLLWS ENGINEERING

Signature of Person Completing Checklist: [Signature]

Date: 12-2-19

Administration:

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

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

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

COUNTY STAFF ONLY

Staff: _____

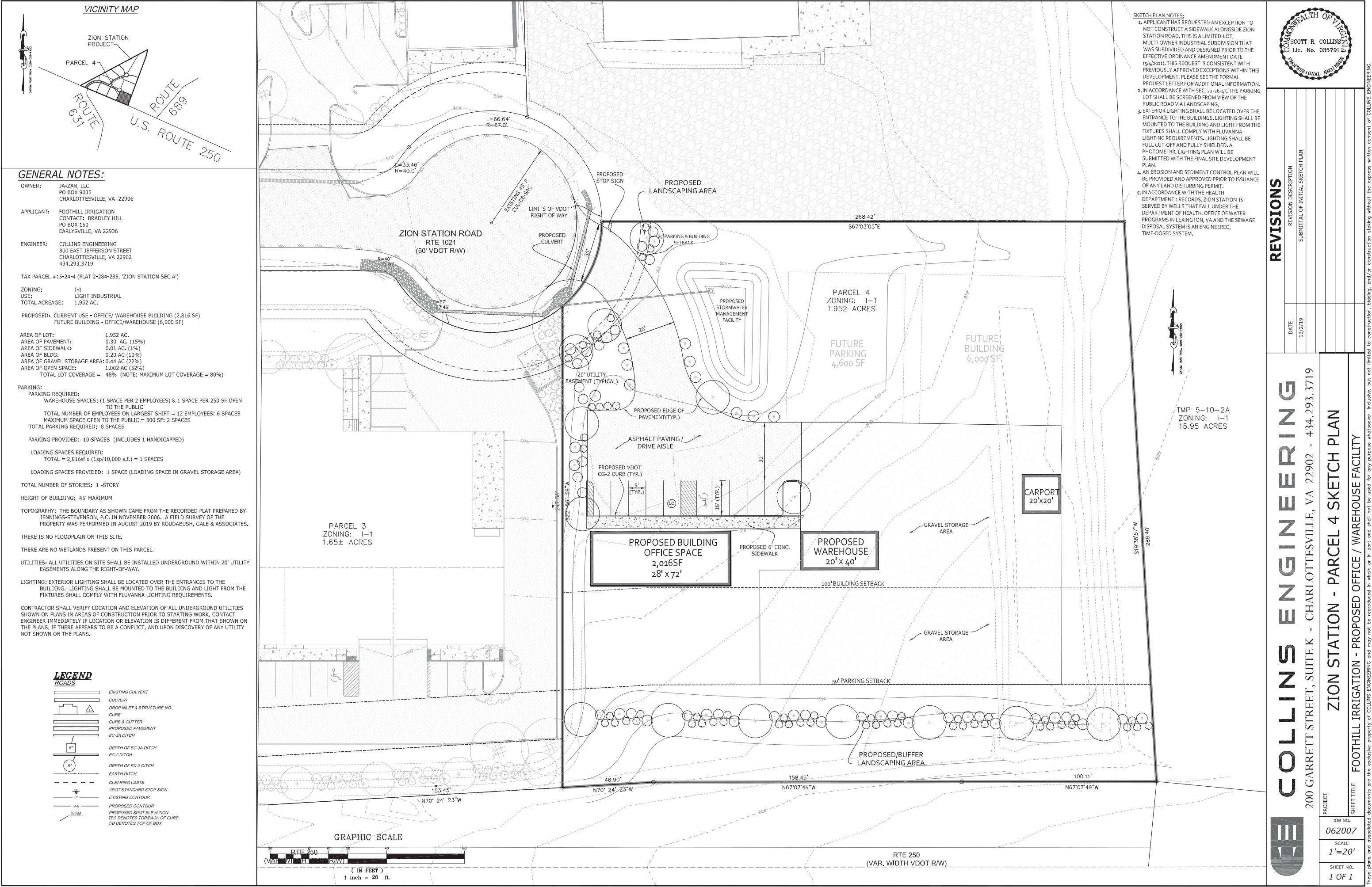
Date Received: _____

Date Reviewed: _____

Additional Notes: _____

Louisa





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

RE: Zion Station, Parcel 4

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, August 24, 2016 for parcel 2, and October 10, 2017 for parcel 6 within the Zion Station development. The exception was subsequently approved by the Planning Commission. The applicant is requesting the same exception for the development of Parcel 4 within the Zion Station Business Park.

The proposed Parcel 4 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.

Thank you,

Scott Collins

Scott Collins

Received
December 11, 2019



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(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

December 13, 2019

Delivered via email to scott@collins-engineering.com

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

Subject: SDP 19:23 Foothill Irrigation / Zion Station Lot 4
Tax Map: 5, Section 24, Parcel 4

Dear Mr. Collins:

The following comments have been received from the Technical Review Committee:

1. Planning staff asked if the stormwater management pond shown in aerial imagery still exists on the site and if the gravel storage area will be enclosed. Erosion & Sediment Control stated that the stormwater pond has been removed. The applicant stated an intent to apply for a variance to reduce the building setback from Route 250.
2. Building Inspections stated that no sprinklers would be needed.
3. Economic Development did not have any comments and is glad to see Zion Station building out.
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5. Fire Chief did not have any comments or issues.
6. Health Dept. stated at the appropriate time, before final plat approval, will need to have an engineer/AOSE prepare a sewage disposal permit for Health Dept. approval.
7. Sheriff's Dept. did not have any comments.
8. VDOT has reviewed the sketch plan for SDP 19:23 Foothill Irrigation and does not have any comments at this time.

The Planning Commission will have a meeting to discuss this item on Tuesday, January 14, 2020. 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

Copy: File
Ja-Zan LLC via email – 250gto@pepsicva.com



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MEMORANDUM

To: Douglas Miles, Community Development Director
Kevin Zoll, Building Official
Roger Black, Building Inspections Department
Michael Grandstaff, Director of Communications
Mike Brent, Fluvanna County Fire Chief
Calvin Hickman, Director of Public Works
John Wilson, Virginia Department of Transportation

Cc: Barry Bibb, Planning Commission Representative
Aaron Spitzer, Director of Parks & Recreation
Chuck Winkler, Fluvanna County School Superintendent
Eric Hess, Fluvanna County Sheriff
Charles Wright, Virginia Department of Forestry
Charles Miller, Virginia Department of Health
Steve Olson, Central Virginia Electric Cooperative

From: Brad Robinson, Senior Planner

Date: December 5, 2019

Subject: December 12, 2019 Technical Review Committee Meeting

Please review the enclosed information in preparation for the Technical Review Committee (TRC) meeting scheduled for **Thursday, December 12, 2019** and reply back with any comments and/or questions on this information. The TRC meeting will be held at **10:00 am** in the **Morris Room** of the County Administration Building (132 Main Street) in Palmyra, VA. A copy of the agenda is attached.

The applicant and/or the applicant's representative will be present to clarify and address questions and concerns you may have. **If you have no comment or will be unable to attend**, please let me know by **Wednesday, December 11, 2019**. You can reach me via email at brobinson@fluvannacounty.org or by phone at 434-591-1910.

Attachment: Agenda, Applications
Copy: Files, TRC Members



Technical Review Committee

December 2019 Agenda

December 12, 2019, 10am

Morris Room

County Administration Building

- I. **Welcome and Introductions**
- II. **SDP 19:18 Mechanical Building Solutions** – A site development plan request to construct a contractor's storage yard/office building with respect to 0.957 acres of Tax Map 5, Section 9, Parcel 2. The property is zoned B-1, Business, General and is located along James Madison Highway (U.S. Route 15) approximately 0.4 miles south of the intersection with Richmond Road (U. S. Route 250). The property is located within the Zion Crossroads Community Planning Area and the Columbia Election District. (*This project has been rescheduled from the November 14, 2019 TRC agenda*).
- III. **SDP 19:23 Foothill Irrigation** – A site development plan request to construct an office building, warehouse and carport with respect to 1.952 acres of Tax Map 5, Section 24, Parcel 4. The property is zoned I-1, Industrial, Limited and located within the Zion Station Subdivision between Zion Station Road (Route 1021) and Richmond Road (Route 250). The parcel is located within the Zions Crossroads Community Planning Area and the Columbia Election District.
- IV. **ZMP 19:02 2428 Richmond Road LLC** – A request to rezone, from A-1 Agricultural, General to I-1 Industrial, Limited, 29.4 acres of Tax Map 4, Section A, Parcel 27. The property is located along Richmond Road (U.S. Route 250), approximately 0.16 miles west of the intersection of Zion Road (State Route 627) and Memory Lane (State Route 698). The parcel is within the Zion Crossroads Community Planning Area and the Palmyra Election District.
- V. **Adjourn** – The next TRC meeting is scheduled for Thursday, January 9, 2020.