



Planning Commission

Recessed Session

February 12, 2007

6:00 p.m.

At approximately 6:00 p.m. in Town Council Chambers, Vice-Chairman Joan Natali called to order the Recessed Session of the Planning Commission. In addition to Vice-Chairman Natali, present were Eileen Cobb, Karen Davis, Cela Burge, Ken Kuttler, and Town Planner Jason Pruitt. There were no members of the public present.

Ken Kuttler suggested a closing time for the meeting be determined to help the group stay on task.

Motion made by Cela Burge, seconded by Ken Kuttler and unanimously approved that the meeting be adjourned at 8:15 p.m.

Old Business

B. *Harbor District and Historic Harbor Overlay District.*

The meeting opened with the Harbor District and Historic Harbor Overlay District. The major items discussed were:

- review procedure
 - a) requiring both a Harbor Development Certificate and a Certificate of Appropriateness
 - b) the timeliness of approval and the variables that might affect the time line.
- criteria for review
 - a) view shed
 - b) roadways
 - c) incentives for affordable housing
 - d) ~~building~~ constructing (rev. 3-6-07) 1st floor to commercial standards, but ~~not necessarily requiring~~ allowing residential ~~commercial~~ (rev.3-6-07) on 1st floor
 - e) alleys and alley access
 - f) rail service/interstate commerce and development of railroad property
 - g) building height and lot sizes

C. *Master Tree Plan and Tree Conservation and Preservation Ordinance*

Cela Burge related she had updated the “plan” per the suggestions made at the previous meeting and that all should have the most updated product in hand.

Jason Pruitt mentioned he had shared the plan with the consultants who are working on the TEA-21 grant process. The consultants suggested adding specific

standards and diagrams to show proper pruning and spacing. Land Studio (the consultants) also commented on the following: low tree branching patterns present a hazard when dealing with street trees – specifying a lowest branch height was recommended; site triangles to provide adequate vision clearance around corners; different spacing requirements for different types of trees.

Motion made by Karen Davis, seconded by Ken Kuttler and unanimously approved to move the proposed Tree Plan and the proposed ordinance changes forward to Public Hearing to be held at 7:00 p.m. on Tuesday, March 6, 2007.

D. *Historic Town Entrance Corridor Overlay District*

Cela Burge pointed out the County is looking at the issue from a traffic standpoint. Areas of applicability were discussed. Ken Kuttler confirmed the biggest concerns were the view shed and the tree line on the south side. He also mentioned it was necessary to determine what portion of the area observed was Port Authority property or Railroad property in order to not limit the field of control. A consistent overlay of 200 feet from the road was agreed on to be more consistent than following property lines.

Buffers and landscaped berms were discussed as a visual obstruction to hide ~~shopping centers~~ commercial structures (rev. 3-6-07) and parking lots.

New Business

A. *Time Periods for Application Review*

Jason Pruitt stated that Karen Davis requested that the Planning Commission examine the possible need to alter application review time periods. He presented information of the Zoning Ordinance as well as the State Code and said Ms. Burge had pointed out that the State Code was specific to Counties, but not to Towns.

Mr. Pruitt further related that new legislation required localities to submit rezoning applications to VDOT for review within ten days of receipt with final review completed within 120 days. This could present a case where Planning Commission forwards an application to ~~VDOT~~ Council (rev. 3-6-07) prior to getting a final endorsement from VDOT.

Karen Davis suggested having Public Input sessions regarding *Conditional Use Permits* (added 3-6-07) but not hold a Public Hearing until the Commissioners have deliberated the issue. Cela suggested making the information available then have the meeting one month from the advertisement. She suggested it be in a display ad form as well as legal ad.

Mr. Pruitt was asked to contact other communities to see how they are handling the new legislation.

At this point, Cela Burge opened discussion on whether two regularly scheduled meetings should be held. It was also suggested to move the meetings to an earlier time and set an ending time.

Motion made by Cela Burge, seconded by Ken Kuttler and unanimously approved to adjourn the Recessed Session of the Planning Commission.

Vice-Chairman, Joan Natali

Town Clerk