Call to Order by Chairman

Roll Call

Public Comment

New Business
Site Plan Approval for Columbia Gas/Pagura Company facility

Review and Adoption of Minutes
Minutes of November 13th meeting

Report of Secretary

Report of Standing Committees

Report of Special Committees

New Business
1. Introduce Alan McMahan, new Building Official

Old Business

Adjournment
**Members and Term Expirations:**

Dennis Hawes, Chairman, 7/31/2020

Mike Ohleger, Vice-Chairman, 6/30/2022

Sandy Burke, 8/31/2021

Lucy Ferrebee, 9/30/2019

Melvin Henson, City Council Representative, 9/30/2019

Guy Holstein, 6/30/2020

Preston Manuel, 12/31/2020

Jay Scudder, Ex Officio member

Bradyn Tuttle, 12/31/2020

**Staff:**

Tom Roberts, Director of Planning & Community Development, Secretary

**Meetings:**

Members of the Buena Vista Planning Commission meet in Council Chambers, 2039 Sycamore Avenue, at 7:00 p.m. on the 2nd Tuesday of each month, unless otherwise announced. Meetings may be held and business conducted without a quorum, but no votes may be taken unless a quorum is present. A majority of members constitutes a quorum. A motion passes with a majority vote; a tie constitutes defeat of the motion.

Please go to our website www.bvcity.org for more information on this and other issues and information about the City of Buena Vista including the Comprehensive Plan and Land Use Regulations. The Department of Planning & Community Development is open Monday through Friday, 9:00 AM to 5:00 PM and Tom Roberts can be reached at (540) 261-8607 or troberts@bvcity.org. Please call ahead to ensure availability.

**Public Comments Or Suggestions**

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Name, Address, and Signature:

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Members of the Buena Vista Planning Commission met in Council Chambers, 2039 Sycamore Avenue, at 7:00 p.m. on November 13th 2018. Roll was called and a quorum was established.

**Members Present:**
Dennis Hawes, Chairman  
Sandy Burke  
Melvin Henson, City Council Representative  
Preston Manuel  
Michael Ohleger, Vice-Chairman

**Members Absent:**
Lucy Ferrebee  
Guy Holstein  
Jay Scudder, Ex Officio member  
Brady Tuttle

**Staff Present:**
Tom Roberts, Director of Planning & Community Development

**Public Comment - None**

**Review and Adoption of Minutes**

The Commission reviewed the October 9th 2018 public hearing minutes. Mr. Ohleger motioned, Mr. Henson seconded, all approved.

**New Business**

**Discuss proposed rezoning for 2404 Ivy Avenue from R3 Residential Limited to MU Mixed Use**

Mr. Hawes noted that per communication from Mr. Roberts, this application had been withdrawn and was no longer under consideration. However, Mr. Hawes reviewed some of the history of the property and that it was a commercial building but had been vacant for so long that it had lost any nonconforming use status within the R3 Residential district.

**Certificate of Appropriateness for 2511 Beech Avenue, Sassy’s Attic, sign**
Mr. Hawes gave a little background on the property, noting that it had changed hands recently and the new owner was putting a lot of work into it, and that Mr. Hawes managed the rental of the property.

Mr. Roberts explained that he was asking the Planning Commission to take the unusual step of approving the COA for this sign prior to the applicant actually submitting an application. He has been communicating with her about the sign regulations and need for a permit but has not yet gotten the form. Mr. Ohleger motioned to approve the COA as presented, Mrs. Burke seconded, and all voted to approve.

**Officer Elections**

There was brief discussion for the need to elect officers this year. Mr. Ohleger nominated Mr. Hawes for chairman and Mrs. Burke seconded. Mr. Manuel nominated Mr. Ohleger Vice Chair and Mr. Henson seconded. All voted to approve both nominations.

**Report of Secretary**

Mr. Roberts reported on several items.

- Enderly Heights Safe Routes to School sidewalk construction is underway, having begun last week
- Industrial Park development is in the works – Columbia Gas will be building a Mobile Operations Deployment Facility and the City is pursuing VDOT Economic Development Access funds to pay for the access road construction
- Ed Walker spoke at the last City Council meeting to give an update on his team’s progress, and there are good things in store for downtown
- Thursday Council will vote on the SVU rezoning and the dwelling unit regulation text amendments
- Mr. Roberts is working on updating the Erosion & Sediment Control and Storm Water Management ordinances, along with his intern Zoe Reese, to conform with state regulations.
- Mr. Roberts is looking at the City’s subdivision ordinance and some items that are not clear. Mr. Hawes noted that if we revise it, he feels strongly that there should be a bonding requirement to protect the City in case the developer went bankrupt during construction.
- The Building Official/Property Maintenance Official position is open and there are several applicants so far.

**Committee Updates**

None

**Old Business**

None
Adjournment

Mr. Hawes suggested that unless anything pressing came up, he would like to cancel the December Planning Commission meeting. Mr. Roberts stated that he does not anticipate anything to be on the agenda, so the December meeting is cancelled unless something urgent comes up.

Mr. Hawes adjourned the meeting at 8:40 PM.

Approval

Chairman

Date
STAFF REPORT
DATE: 6 February 2019
TYPE: Site Plan Review
SUBJ: 25 Blue Bird Lane, Columbia Gas MOD Facility

Synopsis
The Pagura Company, developer for Columbia Gas, proposes to build a ~7,000 sq ft office and warehouse facility located on 6.46 acres in the City’s industrial park. The site is on a new industrial park access road to be constructed.

Summary:
- Land is zoned Light Manufacturing and proposed use is permitted by right
- New 6,950 sq ft office & warehouse building
- Asphalt parking area for cars and trucks and gravel laydown yard for pipes and supplies

Analysis
Overview
This project will kick off and open the City’s industrial park, originally designed in 1998, with a mobile operations and deployment (MOD) facility for Columbia Gas. About 10-12 employees will be based here and run trucks and equipment from this location. Currently, this facility is located in Rockbridge County.

The MOD consists of a 6,950 sq ft building and a fenced parking and storage area behind the building measuring approximately 330’ x 330’.

No rezoning or conditional use permit is required as this use is permitted by right in LM.

Site Planning Requirements (LDR §1504)
1504.01-1 Locations and design of vehicular entrances and exits in relation to streets giving access to the site and in relation to pedestrian traffic.
1504.01-2 Locations and adequacy of automobile parking areas.
1504-01-3 Adequate provisions for traffic circulation and control within the site and provision for access to adjoining property.

The site will have separated entrances and exits serving a 26-space automobile parking area in front of the building, and a 16-space truck parking area behind the building. The parking areas will be asphalt. For this use type, the required parking minimum is one space for every three
employees on the maximum shift, plus one space for each company vehicle. This plan provides many more spaces than required.

The industrial park is not designed with sidewalks or other pedestrian-only circulation areas.

1504.01-4 Compliance with the requirements for setback and screening.

Meets setbacks. The LM district requires screening from “adjacent business and residential districts.” As part of an industrial park surrounded by similar uses, screening from Blue Bird Lane or on the side of the property is not needed. There is a wide buffer zone of forest, and a steep slope, separating the site from the Enderly Heights neighborhood. Finally, between the site and Rt 501 are narrow land parcels not owned by Pagura Company or Columbia Gas and trees.

1504.01-5 Adequacy of drainage, water supply, fire protection and sanitary sewer facilities.

New water and sewer will be run on Blue Bird Lane to serve the site. Utility development is part of the access road construction project. All facilities are being reviewed by the City’s 3rd party engineer for this project (Hunter Young), Public Works, and/or the City’s 3rd party engineer for stormwater management review.

1504.01-6 Compliance with applicable established design criteria, construction standards and specifications for all improvements.

There are no additional design criteria for the industrial park.

1504.01-7 Approval by the city health officer or his agents, if septic tank and other sewage disposal facilities other than public sanitary sewers are involved.

Not applicable.

1504.01-8 Adequacy of proposed landscaping for softening the harsh visual effects of parking lots and for providing screening between development and the street and surrounding lots.

The City is working with Columbia Gas to develop plans for modest landscaping around the building.

Additional Analysis

Stormwater management

Runoff management is an important aspect of this site’s design. A large retention pond is included to handle stormwater generated on the Columbia Gas site as well as the new roadway. Also, due to an existing storm drain pipe under Rt 501 to the site, a 24” pipe will convey runoff from the other side of Rt 501 across the site to a roadside ditch on Blue Bird Lane. Ultimately, this water will flow around the back end of Munters, under Dickinson Drive, and into the Maury River.

Detailed Erosion & Sediment Control and Storm Water Management plans will be submitted shortly, reviewed by A. Morton Thomas engineers, and permitted by the City in the standard process required by DEQ. No significant site design changes are anticipated to come out of the SWM review process.

Staff Recommendation

Staff recommends approval as presented.