

LANCASTER COUNTY PLANNING COMMISSION

Minutes

March 17, 2016

The regularly scheduled meeting of the Lancaster County Planning Commission was called to order at 7:00 p.m. in the Board meeting room of the Lancaster County Administration Building, Lancaster, Virginia.

Present were Ty Brent, Tara Booth, Bob Smart, Steve Sorensen, Glenn Pinn and David Chupp.

Also present were William R. Lee, Board of Supervisors' Representative, Don Gill, Planning/Land Use Director, Karen Hart, Executive Director of the Mary Ball Washington Museum and Library, John Mann, Director of Operations and Transportation for Lancaster County Public Schools and others.

Mr. Brent asked if there were any corrections or additions to the minutes of the February 18, 2016 meeting.

Mr. Chupp moved to approve the February 18, 2016 minutes as submitted.
VOTE: 6-0.

Mr. Brent stated that Keith Cornwell, the Lancaster County Building Inspector, had passed away the previous weekend and he asked for a moment of silence in his memory and honor.

PUBLIC HEARINGS #1, #2 AND #3

PROPOSED AMENDMENTS TO ARTICLES 2, 3 AND 4 OF THE LANCASTER COUNTY ZONING ORDINANCE

Mr. Brent asked Mr. Gill to present the issue.

Mr. Gill stated that the Planning Commission was conducting public hearings on the proposed amendments to Articles 2, 3 and 4 of the Lancaster County Zoning Ordinance.

Mr. Gill stated that all changes requested at the prior two Planning Commission meetings had been made and were highlighted on the drafts that were in the members' packages. He stated that the proposed changes were in the form of additions, deletions and modifications to permitted uses and height regulations and were intended to make permitted uses more consistent with the spirit and intent of those zoning districts.

Mr. Gill stated that Article 2 was straight forward and lists the districts in the ordinance as well as their acronyms. He stated that the Residential Apartment, R-2 District was repealed in June 2005 and language was added to reflect that change. He stated that the Residential Community District, R-4 and the Rural Village Overlay District, RV-1 were not in this version of the zoning ordinance, so that language has been added. He also stated that the Historic Resources District did not have an acronym, so H-1 is proposed.

Mr. Gill stated that Article 3 was the A-1, Agricultural Limited District. He stated that the sawmill use was discussed and it was proposed that temporary sawmills could be permitted by right, but if they were in operation over 15 days, they would need a special exception. He referred to the cemetery use and stated that it was proposed that they not be limited to just family cemeteries. He referred to the discussion about the problem some residents have with wanting or needing an accessory structure that is taller than the main structure, so it was proposed to allow taller accessory structures with a special exception. He stated that the Planning Commission also proposed that kennel use and roadside stands with a special exception be added to the A-1 District as well.

Mr. Gill stated that Article 4 is the A-2, Agricultural General District. He stated that the proposed sawmill, cemetery and kennel uses, as well as the building height requirements, are proposed to be the same as in A-1. He stated that one difference between the two agricultural districts is that a community service building is currently a by-right permitted use in the A-2 District, but it is proposed that a special exception should be required to allow some input from neighbors.

Mr. Gill stated that advertising had been conducted as required by law and that other than the discussion at the prior two Planning Commission meetings, there had been no response from the public.

Mr. Gill stated that the Planning Commission needed to vote on each article separately, but could hold one concurrent public hearing for all three articles.

Mr. Brent opened the public hearing.

Mr. John Hollowell, a District 2 citizen, stated that he would like to encourage the Planning Commission to adopt the changes proposed to the zoning ordinance for kennels. He stated that he was interested in starting a kennel business and after doing some research was surprised to see that a kennel was not allowed in an agricultural district. He stated that he thought many pet owners would feel more comfortable if their pet was being kept in a rural environment.

Mr. Brent closed the public hearing.

Mr. Smart made a motion to forward the Proposed Amendments to Article 2, Districts of the Lancaster County Zoning Ordinance to the Board of Supervisors recommending approval. **VOTE: 6-0.**

Mr. Smart made a motion to forward the Proposed Amendments to Article 3, Agricultural Limited District A-1 of the Lancaster County Zoning Ordinance to the Board of Supervisors recommending approval. **VOTE: 6-0.**

Mr. Smart made a motion to forward the Proposed Amendments to Article 4, Agricultural General District A-2 of the Lancaster County Zoning Ordinance to the Board of Supervisors recommending approval. **VOTE: 6-0.**

CONSIDERATION ITEM #1

UPDATE TO THE CAPITAL IMPROVEMENT BUDGET – FY 2017-2021

Mr. Brent asked Mr. Gill to present the issue.

Mr. Gill stated that the issue was the discussion of the FY 2017-2021 Capital Improvement Budget (CIB) submitted in response to the budget call. He stated that his recommendation was for the Planning Commission to review the requests item by item and prioritize overall, not by department, and schedule a public hearing for the April 21, 2016 meeting.

Mr. Gill stated that there was one new request that was not known at last month's meeting. He stated that The Mary Ball Washington Museum and Library has requested \$97,697 to fund interior renovations to the Old Jail and Clerk's Office now that the exterior renovations have been completed on those two historic buildings. He stated that the documentation for this request was included in the Planning Commission's packages. He stated that Karen Hart, Executive Director for the Mary Ball Washington Museum and Library was present to explain that request.

Ms. Hart stated that her organization was very appreciative of the County's past support. She stated that since the exterior renovations are complete, they are now proposing interior renovations. She stated that they are proposing plaster repairs, woodwork repairs, mechanical and electrical work and they would like to rebuild a staircase that was in the original Clerk's Office that had been removed in prior years.

Mr. Brent asked what the time frame was for the interior renovations.

Ms. Hart replied that the work would be done in late 2016 and early 2017.

Mr. Chupp stated that he thought the facility across the street was a tremendous asset for the County and the proposed renovations are a great investment and would help with tourism.

Mr. Lee referred to the proposed EMS/EOC Building and asked for an update since he had missed last month's meeting.

Mr. Gill replied that Mr. McGregor had stated at last month's meeting that a study would need to be done comparing renovations on the old maternity center building that his department currently occupies versus the construction of a new facility. He stated that Mr. McGregor had said that a request for proposals would need to be done for acquiring architectural services to accomplish that study.

Mr. Brent stated that Mr. McGregor's presentation was basically the same as last year and he did not see where anything had changed.

Mr. Chupp agreed.

Mr. Lee stated that he knew if the EMS Department stayed where they were, there would have to be major renovations to the building and more land would need to be purchased, so it would be nice to have a cost comparison.

Mr. Chupp asked if there might be a possibility, if the County engaged with state and federal representatives of the Department of Agriculture who holds the title to the property, if they would give the property to the County. He stated that he wondered why that has not been pursued. Mr. Chupp further stated that he had thought the primary use for the proposed building was a shelter, but found out last month that it would not be used as such.

Mr. Lee stated that the Emergency Operations Center is located at the Kilmarnock Volunteer Rescue Squad building at the present time and he wondered if that space needs to be duplicated.

Mr. Lee asked Mr. Mann about the Spring Sports Complex for FY 2021.

Mr. Mann replied that the school facilities committee felt that some of the areas that needed to be addressed were the track and ball fields and that it is in the Capital Improvement Budget as a place holder for future plans.

Mrs. Booth asked Mr. Lee about the public access sites item and asked if it was the Board's desire to keep that item in the budget.

Mr. Lee replied yes.

Mr. Gill stated that the Board of Supervisors borrowed \$7.2 million dollars for capital projects in FY 2015 and earmarked \$1.5 million for public access sites, which has been broken down over three years.

Mr. Brent asked how the Commission would like to prioritize the capital improvement items.

Mr. Smart stated that his suggestion was the County Administration Building window replacement for number one and the school bus replacements for number two, because it is critical that that replacement schedule stays in place.

Mr. Chupp stated that his pick for number two was the school security grant matching funds.

Mr. Smart suggested that the school security grant matching funds be at number two and the school bus replacements at number three.

There was a consensus on those three items.

Mr. Brent suggested that in keeping with the Comprehensive Plan, number four be the public access sites item.

Mr. Pinn stated that he had the school improvement and construction study at number four.

Mr. Brent asked Mr. Mann if the school improvement and construction study was high on the school board's list.

Mr. Mann replied that it was important and the school facilities committee had a trip scheduled next week to look at some schools that are currently being built.

Mr. Gill stated that the school board had the school improvement and construction study listed third of the four items they requested in FY 2017.

The consensus was to make the school improvement and construction study number four and the public access sites number five.

Mrs. Booth suggested the Sheriff's Office computer network upgrade item for number six.

Mr. Brent stated that he also had that item at number six and it would complete their computer upgrades.

The Commission agreed on that item.

Mrs. Booth suggested the air handler replacement at Lancaster High School at number seven.

The Commission also agreed on that item.

Mr. Chupp suggested the replacement of the Health Department roof for number eight.

Mr. Brent suggested the entry doors for the Administration and Health Department buildings for number eight because of security reasons.

The consensus was to have the entry doors at number eight and the roof replacement at number nine.

Mr. Smart suggested the interior renovations to the old jail and clerk's office be placed in the number ten spot.

Mrs. Booth suggested that they break out the \$25,000 amount for the new stairway separately from the other needed interior work.

Ms. Hart stated that they have more research to do on the proposed stairway and there are more important things to take care of in their request such as plaster repairs and moisture control.

Mr. Gill asked if it would present a problem, logistically, to not do the staircase while other interior construction was being done.

Ms. Hart replied that there may be some extra work, but they know where the staircase once stood and can work around it.

Mr. Gill stated that the staircase amount of \$25,000 could be separated on the capital improvement summary sheet and the Planning Commission could either place it lower on the priority list in FY 2017 or move it to FY 2018.

Mrs. Booth suggested moving the staircase amount to FY 2018.

Mr. Gill stated that it would drop the interior renovations for the old jail and clerk's office to \$72,697 for FY 2017.

The consensus was to move the \$25,000 staircase to FY 2018.

Mrs. Booth stated that the parking lot sealing and striping for the County Administration Building and the Health Department Building should be number eleven.

Mrs. Booth asked if they should leave the EMS Building in FY 2017. She stated that she felt like they did not have enough information to make a decision at the present time.

Mr. Gill replied that the USDA could evict the County out of the old maternity center at any time, so he thought they should leave the EMS Building item in FY 2017, but at the lowest priority.

Mr. Lee agreed.

Mr. Chupp asked Mr. Lee how the Board would feel about trying to get some congressional support to see if the Department of Agriculture would be willing to give the maternity center building to the County.

Mr. Lee replied that the issue could be researched.

Mr. Gill stated that the remarks concerning the maternity center will be reflected in the minutes which shows the Planning Commission would like to have the idea explored.

Mr. Smart stated that if the federal government were to transfer title to the County, that would free up money to do the necessary renovations and purchase adjacent property for the emergency vehicles.

Mr. Lee stated that the old fairgrounds property should also be kept in mind, considering the County already owns it.

Mr. Brent asked if any Commission members had any more comments concerning the prioritized list.

Mr. Gill stated that the Planning Commission's prioritized Capital Improvement Budget for FY 2017 was as follows: 1) County Administration Window Replacements-\$17,000, 2) School Security Grant Matching Funds -\$25,000, 3) School Bus Replacements -\$178,000, 4) School Improvement and Construction Study -\$37,900, 5) Public Access Sites -\$500,000, 6) Sheriff's Office Computer Network Upgrade -\$26,846, 7) Replace Air Handler at Lancaster High School -\$28,000, 8) County Administration Building and Health Department Building Entry Doors Replacement -\$12,000, 9) Replace Health Department Building Roof -\$36,450, 10) Old Jail and Clerk's Office Interior Renovations -\$72,697, 11) County Administration and Health Department Parking Lots Sealing and Striping-\$27,000, and 12) Emergency Services Headquarters and Emergency Operations Center Building - \$2,050,000, noting researching the possibility of having USDA give the building to the County by contacting our federal and state representatives.

Mr. Brent stated that the \$25,000 staircase in the Old Clerk's Office would be moved to FY 2018.

Mr. Smart asked about the Spring Sports Complex for Schools item in FY 2021.

Mr. Mann replied that the complex would include a track, ball fields and lighting. He stated that it would be similar to what Middlesex County recently installed. He stated that it was basically a placeholder to get everyone to start thinking about it.

Mr. Chupp made a motion to forward the Revised and Prioritized Update to the Capital Improvement Budget for FY 2017-2021 to public hearing at the April meeting. **VOTE: 6-0.**

OTHER BUSINESS

ELECTION OF VICE-CHAIRMAN TO FILL THE UNEXPIRED TERM OF THE FORMER VICE-CHAIRMAN

Mr. Gill stated that Article VII, Succession, of the Rules and By-Laws of the Lancaster County Planning Commission states as follows: *7-1-If any officer vacates his office before his term is completed, a special election shall be held at the next regular meeting to fill the vacated office for the remainder of the term.*

Mr. Gill stated that Ty Brent was elected Chairman at last month's meeting to fill the remaining unexpired term of former Chairman David Jones. He stated that since Mr. Brent vacated his office of Vice-Chairman to assume the office of Chairman, a special election must be held to fill the remaining unexpired term of the former Vice-Chairman. He stated that regular elections will be held in May as usual.

Mr. Smart nominated Tara Booth for Vice-Chairman.

There were no other nominations.

Mr. Chupp made a motion to elect Tara Booth as Vice-Chairman of the Lancaster County Planning Commission. **VOTE: 6-0.**

Mr. Gill stated that he wanted to remind the Commission that traditionally, unless an application is received that requires Planning Commission action, there is no June meeting because of the many budget work sessions and hearings that are conducted by the Board of Supervisors during that month.

ADJOURNMENT

The March 17, 2016 regular meeting of the Lancaster County Planning Commission was adjourned at 8:00 p.m.