

LANCASTER COUNTY PLANNING COMMISSION

Minutes

November 12, 2015

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 Vice-Chairman Ty Brent, Tara Booth, Robert Smart and David Chupp. Chairman David Jones, Glenn Pinn and Steve Sorensen were absent.

Also present were William R. Lee, Board of Supervisors Representative, Don Gill, Planning/Land Use Director, and others.

Mr. Brent asked if there were any corrections or additions to the minutes of the September 17, 2015 meeting.

Mr. Chupp complimented Ms. Whay on the minutes.

Mr. Brent moved to approve the September 17, 2015 minutes as submitted.
VOTE: 4-0.

DISCUSSION ITEM #1

OVERVIEW OF 2015 PLANNING COMMISSION ACTIVITIES AND PREVIEW OF 2016 PLANNING COMMISSION ACTIVITIES

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

Mr. Gill stated that at last year's November meeting, he gave the Planning Commission an overview of the year's activities, so he thought he would do that again this year. He stated that the Planning Commission has had a total of nine meetings in 2015, including tonight, and the by-laws require that they meet at least once every two months.

Mr. Gill stated that in January 2015, the Planning Commission had a public information session on the proposed Windmill Point Boat Ramp. He stated that he wanted to bring the Commission up to speed on that issue. He stated that the County has leased 1.4 acres adjacent to the Windmill Point Marina basin for twenty-five years and there will be discussions in the future about purchasing that property. He stated that the County applied for and was awarded a \$150,000 grant from the Department of Game and

Inland Fisheries to help with the costs associated with the construction of the ramp. He stated that in August 2015, the Board of Supervisors selected Bay Design Group for engineering services to prepare a site plan and bid documents for the ramp. He stated that concept plans have been presented to the owner of the marina property and the Department of Game and Inland Fisheries and both have approved the concept plans. He stated that he, County Administrator Frank Pleva and Ben Burton of Bay Design Group will be meeting on Saturday, November 14th with the Beach Cove Villa residents to go over those plans with them. He stated that they hope to bid the project in early 2016 with a realistic goal of having the ramp opened by July 4th. He stated that the grant funds must be used by October 1, 2016.

Mr. Gill stated that in February, March and April 2015, the Planning Commission reviewed and prioritized the Capital Improvement Budget for FY 2016-2020. He stated that there were three items from the 2015 Capital Improvement Budget that carried over to FY 2016. He stated that the first item was the athletic building behind the high school that was not completed until the end of July. He stated that the second item was the Sheriff's office roof replacement that was just completed in the last month. He stated that the third item is the Old Clerk's office and Old Jail renovations that are currently ongoing.

Mr. Gill handed out a list of the approved Capital Improvement Budget items for 2016. He referred to the school security grant and stated that the school did receive it and the matching funds will be applied. He referred to the second item, which was to replace the emergency communications radio system and equipment and stated that the Board of Supervisors signed the contract in June with Radio Communications of Virginia and the project came in at just under the budgeted two million dollars. He added that in 2015, the Board of Supervisors approved the amount of \$85,000 for two radio dispatch consoles for the Sheriff's office, which were not installed because they are a part of that upgrade contracted with Radio Communications of Virginia.

Mr. Gill referred to the Sheriff's office computer network upgrade and stated that work is underway, but was not sure of the completion date.

Mr. Gill referred to the replacement of the HVAC systems at the Lancaster Middle School and stated that the last phase will be probably be done in June when the students aren't there.

Mr. Gill referred to the public access sites item on the cost sheet and stated that they will probably end up spending about half of what has been budgeted in FY 16 before grant proceeds are applied.

Mr. Gill referred to the school bus replacements and stated that they tended to be done toward the end of the fiscal year.

Mr. Gill referred to the Greentown/Gaskins Road Sewer System Project and stated that the job has been awarded to Franklin Mechanical of Kilmarnock. He stated that they are expected to break ground any day with an estimated completion date in April 2016.

Mr. Gill referred to the County Administration Building renovations and stated that most of that \$15,000 was to go towards new windows, but it was found that gutter work was needed more, so that work is being done instead.

Mr. Gill referred to the purchase and renovations of the old library and stated that there is a contract in place to purchase the library and the contract price is under the \$750,000 that is shown on the cost sheet. He stated that he did not know any renovation details at the present time.

Mr. Gill referred to the solid waste and recycling EZ roll off trailer and stated that he would check with Donald Brown, Solid Waste and Recycling Supervisor, about that item.

Mr. Gill referred to the maintenance vehicle and stated that it had been ordered.

Mr. Gill referred to the Emergency Services Headquarters request and stated that nothing had been done in regards to that.

Mr. Gill referred to the final item on the FY 2016 cost sheet, which is the school improvement and construction study and stated that only initial meetings had been held to date.

Mr. Gill stated that the Planning Commission will begin its review of the FY 2017-2021 Capital Improvement Budget in February 2016.

Mr. Gill stated that elections were held in May and the results were that David Jones was elected Chairman, Ty Brent was elected Vice-Chairman and Crystal Whay was elected Secretary.

Mr. Gill stated that there was no Planning Commission meeting in June because of the Board of Supervisors' various budget meeting conflicts.

Mr. Gill stated that in July and August, the Planning Commission considered revisions to the future land use map in chapter seven of the Comprehensive Plan. He stated that the County Attorney had requested that public use sites be added to the map. He stated that the Planning Commission decided to add eight public use sites and four proposed public use sites and the Board of Supervisors approved the revised map at its October meeting.

Mr. Gill stated that also in July, the Northern Neck Planning District Commission's road endings study for potential future public access sites was discussed. He stated that the general consensus was that the study was incomplete when compared to the Middle Peninsula Planning District Commission's version. He stated that the Middle Peninsula's study was completed by a law firm instead of the Planning District Commission and he did not know if Lancaster County would want to expend funds for a law firm to do a similar study. He stated that one possible continuation of the study would be as a graduate law student project at the College of William and Mary, which has been proposed.

Mr. Gill stated that at the September meeting there was a public hearing to rezone 69 acres of farmland off Boys Camp Road from R-1, Residential General to A-2, Agricultural General to enable the utilization of exemptions afforded under the Code of Virginia to establish a small craft farm brewery there. He stated that the Planning Commission voted unanimously to recommend the approval and the Board of Supervisors agreed and approved the rezoning at its October meeting.

Mr. Gill stated that there was no October meeting for the Planning Commission and it was customary not to have a December meeting unless there was an application, such as a rezoning, before the Planning Commission that required timely action.

Mr. Smart stated that he was pleased to see the 1 then 2 bus replacement rotation be continued throughout the Capital Improvement Budget. He stated that it was important to adhere to that schedule because of the many miles that the buses run each year.

Mr. Smart stated that, as Mr. Gill had mentioned, the contract for the library has been signed. He stated that the School Board has received the engineering study on the building and it is in better shape than they had originally thought.

Mr. Lee referred to the School Improvement and Construction Study and stated that it is on-going. He stated that the committee has met and visited the three public schools and there will be a report in the future.

Mr. Gill stated that they are a year away from the next review of the Comprehensive Plan, so he would like to begin another review of the County's Zoning Ordinance. He stated that he was not aware of any statutory requirement for timing of reviews of the Zoning Ordinance, as it is with the Comprehensive Plan, but the last review was in 2007 and 2008. He stated that there were twenty-seven articles in the Zoning Ordinance, but not all of those will be applicable for review by the Planning Commission. He referred to Article 10, Historic Resources Overlay, and stated that it is administered by the Historic Resources Commission, so revisions should originate from that commission. He referred to Article 14, Appeals, and stated that the Board of Zoning Appeals would be the appropriate body to suggest revisions to that article. He referred to Article 23, Flood Plain Overlay District, and stated that it was just revised in October

2014. He stated that the Erosion and Sediment Control Ordinance and the Chesapeake Bay Preservation Ordinance need some updating as well to reflect the new stormwater regulations, but those stormwater regulations are constantly evolving and remain a “moving target.”

Mr. Gill stated that his plan was to bring one or two articles at a time to each meeting for the Planning Commission to review. He stated that he would provide the definitions as well.

Mr. Gill stated that the Planning Commission will get the Capital Improvement Budget in February and review it again in March with a public hearing scheduled for April.

Mr. Gill stated that his suggestion would be not to hold a June meeting, unless there were pending applications requiring Planning Commission action, due to the fact that the Board conducts many budget work sessions and meetings during that month.

Mr. Gill stated that David Chupp was reappointed to the Planning Commission at the last Board of Supervisors meeting. He stated that Ty Brent and Glenn Pinn are up for reappointments in the coming year. He stated that the rest of the Commission members are up for reappointments in 2017, except for Steve Sorensen, who is an annual appointee from the Board of Zoning Appeals. He stated that Mr. Lee’s position is an annual position that is determined when the Board of Supervisors reorganizes in December.

Mr. Gill stated that he welcomed suggestions on anything that the Commission would like to see done.

OTHER BUSINESS

Mr. Gill stated that he had included a hard copy of the newest Zoning Ordinance supplement #18 for Commission members to put in their Zoning Ordinance books. He stated that any member who did not have hard copies of all of the Zoning Ordinance, but would like one, to let him know.

Mr. Gill stated that there is a conflict with the meeting date of January 21, 2016, so he suggested moving the date up one week to January 14, 2016. The consensus was to move the date of the next Planning Commission meeting to January 14, 2016.

Mr. Brent stated that there will be no December meeting as has been customary.

ADJOURNMENT

The November 12, 2015 regular meeting of the Lancaster County Planning Commission was adjourned at 7:30 p.m.