

AT A MEETING OF THE PLANNING COMMISSION, HELD ON APRIL 9, 2012, AT 7:00 P.M., IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA:

THERE WERE PRESENT: Christopher A. Padberg – Chair
William O’Kelly Russell – Vice Chair (arrived after roll call)
Gina Critchley
Louis A. Praino
James L. Vinson
Louise Waggy (arrived after roll call)

THERE WERE ABSENT: John E. Webb

OTHERS PRESENT: David Moss, Town Planner/Zoning Administrator
Morgan Brim, Town Planner/Zoning Administrator
Debi Sandlin, Economic and Community Director

IN RE: CALL TO ORDER

Chair Padberg called the meeting to order.

IN RE: ROLL CALL

Chair Padberg advised that Mr. Webb called about not be at the meeting. It was noted by Mr. Praino that Ms. Waggy and Mr. Russell were not present.

IN RE: APPROVAL/ADOPTION OF MINUTES FROM FEBRUARY PC MEETING

This item was skipped.

IN RE: NEW BUSINESS

A. BADR ACADEMY

Mr. Moss noted that the applicant was not present.

Ms. Sandlin introduced Mr. Brim as the new Town Planner/Zoning Administrator.

Mr. Moss mentioned that the minutes were skipped and asked Mr. Praino if he got those in.

Mr. Praino indicated that the Town Clerk was handling those meeting minutes.

Mr. Moss explained that an application had not been submitted, but a request was made to discuss what was being proposed. Presently there are two buildings on the property and the intent is to use one for a church and the other for a private school, which will require a conditional use permit (CUP). Badr Academy applied previously that was denied due to concern for the safety of the children, the layout of the site, dropping off children, and internal site circulation. The hope is that with the new site they will have better luck. A discussion was held earlier in the day about conditions that may be put on the application. For example, require paving of the parking lot that is currently graveled.

B. PARKS & RECREATION PLAN

Mr. Moss advised that the committee’s draft for the Parks and Recreation Plan section of the Comprehensive Plan was provided for review. After a brief discussion it was determined that none of the

Planning Commission (PC) members were mailed a packet. He went on to explain that the main part of the Plan is the goals, policies, and action strategies. The recreational facilities table was updated to reflect facilities in and around the Town. The purpose this evening is to only introduce the Plan. No vote will be taken. This will allow for digestion.

Mr. Russell joined the meeting at this time.

Mr. Moss mentioned the committee consisted of staff, Gina Critchley, Vice-Mayor Toney, two citizens of the Town, members from the Boys and Girls Club, and the Executive Director of the Prince William County Park Authority. He went over the following information.

Goals

- Recreation – active, passive, and social and cultural engagement
- Design and Connectivity – trails
- Quality of Life – healthy lifestyles
- Funding – budget line items and inclusion in Capital Improvement Plan (CIP)

There was a brief discussion explaining how the Comprehensive Plan has been broken down into sections to allow for updates to a section without having to change and readopt the Plan in its entirety. The Land Use Plan is the next section to be looked at since there was not enough time to completely update that section.

It is noted at this time that Ms. Waggy joined the meeting at some point prior to this.

Mr. Praino asked if State Code allows for adoption of just one section of the CIP.

Mr. Moss clarified that the entire CIP does not have to be readopted and that sections can be updated and adopted over time.

C. ZONING AND BUSINESSES TEXT AMENDMENTS (CHAPTER 18 & 70)

Mr. Moss explained that the zoning ordinance has been changed so many times that some parts do not fit with other parts. For example, when the flex business/office (FB/O-1) district was adopted in 2004 the sign ordinance was not considered, so there are no regulations in that district. He noted that the first eight text amendments were brought forward as part of the First Town Center project that staff would support whether or not the project moves forward. The first three text amendments deal with parking requirements. Parking requirements throughout the United States have been excessive and there are very few examples where parking is inadequate.

- 1) Section 70-13(h)(1) related to the definition of “floor area” as it relates to minimum parking space requirements

The current zoning ordinance states that parking minimums are based on the gross floor area. Staff will be recommending going to the net floor area, which is a simple calculation that equates to 75 percent of the gross floor area. Gross floor space in an office building does not take into consideration the lobby, stairways, hallways, or restrooms that do not require parking spaces.

- 2) Section 70-13(i) relating to minimum parking space requirements for multifamily residential units

The minimum requirement for this zoning is higher than what is required by surrounding jurisdictions.

- 3) Section 70-13(k) Parking credit allowance, a new section related to allowing a portion of required parking spaces to be waived for uses that might accommodate different parking needs at different times of the day

This would be a new section to allow for a portion of required parking spaces to be waived for uses that might accommodate parking needs at different times of the day.

Chair Padberg asked if the changes made to the floor area would apply to all business uses.

Mr. Moss noted it would.

Chair Padberg pointed out that retail has no core.

Mr. Moss mentioned that a different floor area ratio could be used for different uses.

Chair Padberg asked Mr. Moss if he has ever worked in a jurisdiction where gross leasable area was used.

Mr. Moss had not.

- 4) Section 70-14(p) Consideration of modification of sign provisions, a new section related to allow modification of sign requirements to allow for a uniform sign package, subject to Conditional Use Permit

Mr. Moss explained that the uniform sign package is standard in many other jurisdictions zoning ordinances. This is for an applicant to come in for specific changes to sign regulations. For example, the sign regulations allow a business to have two signs facing the street and they may want four signs and ask for a CUP to allow an additional two signs be posted on the two sides of the building facing the parking lot. This gives the PC the ability to negotiate conditions for allowing additional signs such as requiring the signs be smaller or if they are electronic signs that they are to be turned off by a certain time. He mentioned that the Architectural Review Board (ARB) would like to see a CUP be a required for any multi-tenant building in the historical district.

Mr. Praino asked if the CUP would be for an individual building or a district.

Mr. Moss noted it could be applied to a single property or tenant or a shopping center for all its tenants.

Mr. Praino asked how that was different from what was currently being done.

Mr. Moss noted that presently there is no way for an applicant to request a variance for a sign. He explained that a permit is required for any sign; however, that permit does not allow an applicant to vary from the sign regulations.

Mr. Praino noted that it was like spot zoning signage for each location.

Mr. Moss explained that it would be creating specific sign conditions for an individual location.

Mr. Praino wanted to know if the sign regulations could be done by zoning districts and an application could be submitted for a CUP to tailor it.

Mr. Moss explained it could also limit what can be changed.

- 5) Section 70-30 - Secondary residential uses in certain commercial zoning districts, a new section related to the allowance of residential units above commercial, retail or office uses on the ground floor
- 6) Section 70-282(B), Uses Allowable Pursuant to a Conditional Use Permit in the B-2 zoning district specifically related to the allowance of multifamily/residential units above commercial, retail or office uses on the ground floor

Mr. Moss explained number 5 and 6 refer to the B-1 and B-2 district where there is a provision that allows, with a CUP, residential use on the second floor above commercial, retail, or office use. The idea is to get a walkable mixed-use development with some commercial uses. This creates density, which may not be there, to support these types of uses. The question is does the Town want to encourage the residential use in these districts, whether to allow it in the FB/O-1 district, and should certain conditions be placed on certain districts and not others. This is something the Town should be looking at since this was discussed during the CIP update.

Mr. Praino mentioned the Town's Vision might need to be updated. There have been overlay districts done. The PC sent one to Council that was never presented that encompassed this type of use.

- 7) Section 70-287 related to allowable heights in the B-2 zoning district to allow modification of height and setback requirements subject to Conditional Use Permit

Mr. Moss advised the current height allowed is 50 feet. The change would allow an applicant, with a CUP, to go above that limit. One of the conditions could be to increase the setbacks.

- 8) Section 70-542 Procedures related to the process and responsible agents for approval of site plans; specifically to allow site plans to be approved administratively by the Zoning Administrator and the Director of Public Works

Mr. Moss previously spoke to the PC about this change. He explained that site plan approval would be done administratively rather than having to go before the PC and Council prior to approval.

- 9) Section 70-112(8), Section 70-142(13), and Section 70-172(7) related to Home Occupations & Home Businesses

Mr. Moss reminded the PC that this, along with the next four items, was sent from Council for review and recommendations. Currently home occupations are allowed in the Town in the R-1, R-2, and R-3 districts. There is a weight limit on vehicles and no customers can come on-site. Home businesses are not currently allowed and it was suggested it to allow customers to come on-site. The home occupation process consists of verifying that an individual lives at the site and has all the necessary paperwork. With a home business, there are additional things to consider like parking, hours of operation, etc.

Chair Padberg mentioned this was brought before the PC before. At that time, the PC felt there was enough leasable business opportunities and did not want to entertain changing the ordinance.

Ms. Waggy asked if an individual was telecommunicating from home whether that was considered a home business.

Mr. Moss explained that if they were working for an established business outside the home it would not. It would be if they were running a separate business from their home.

10) Sections 70-22 & 70-23 related to Temporary Uses & Activities

Mr. Moss provided the following chart of temporary uses.

more preparation and sign-offs required →

	Accessory activity to existing business	Table & chairs (setup for small temporary sale)	Tent under 900 square feet or 50 occupants	Additional restrooms required	Outdoor movie screen	Food preparation onsite	Inflatable amusement device (Moon bounce, etc.)	Modified shipping container	Stage	Sound equipment	Generator	Amusement device (Carnival rides, etc.)	Tent over 900 square feet or 50 occupants
Yard sale	✓	✓											
Special sale for existing business	✓		✓			✓							
Church picnic	✓		✓	✓									
Birthday party	✓						✓						
Roadside food sales		✓	✓										
Business picnic			✓	✓									
Block party			✓	✓			✓						
Flea market		✓	✓			✓							
Fireworks sales		✓	✓					✓					
Friday night movie on the lawn					✓	✓				✓	✓		
Car show		✓	✓	✓					✓	✓	✓		
Music festival or outdoor concert		✓	✓	✓	✓	✓			✓	✓	✓		✓
Carnival				✓		✓					✓	✓	✓
Circus				✓		✓			✓		✓	✓	✓

← less frequent but greater intensity

check marks indicate components often found in certain temporary activities

Mr. Moss explained that there has been more interest in food vendors. Food vendors have been allowed as part of other temporary uses. Itinerant vendors, which is not in the Town's code, is for a food vendor that sets up for no more than 30 minutes; however, there has been an increasing interest in setting up on a Saturday and selling barbeque. Council wanted the PC to look at whether to allow food trucks to set up and should there be conditions as to the days or number of times allowed. Yard sales are another temporary use that has restrictions on how many within a specific timeframe. He suggested using a tiered system. He explained that a circus or carnival would need to have restrictions, but a yard sale would not.

Chair Padberg noted that there were Council members present and asked if they wished to speak on the matters that were referred. He asked if there was any anticipation to receive meals tax from the chuck wagons.

Mr. Moss noted a business license would be required. He had not looked into meals tax.

Ms. Barr explained that the goal was not to have food carts all over Town. It was for special events or functions at other businesses and should not have conditions placed on them as to how often.

Chair Padberg was concerned with yard sales on commercial property that could go on for six weeks.

Ms. Barr thought that a permit was needed for an individual to have a yard sale at their residence.

Mr. Moss stated the ordinance was not clear on that.

Ms. Sanders noted that itinerant food vendors, if the Town permitted them, would be subject to meals tax.

11) Section 70-1(c) relating to the Definition of Signs

12) Section 70-14(e) relating to Sign regulations in the B-1 zoning district
(Display of Wares)

Mr. Moss explained that currently the zoning ordinance only considers two types of signs, permanent and temporary. There are no limitations to temporary signs like there is with temporary use permits. In essence, an individual could use a temporary sign as a permanent sign as long as they applied every 30 days and paid the fee. Display of wares clearly falls under the definition of signs, which there is currently no allowance.

Mr. Foreman wanted to see uniformity. He pointed out several of the businesses within the Town are displaying wares of one kind or another. He wanted to see some sort of standard.

13) Councilman Foreman request for the review, update, and alignment of descriptions, governances, and allowances of business types

- a) Section 70-246 relating to the intent of the B-1 zoning district, Section 70-247(a) relating to allowable uses in the B-1 zoning district, Section 70-

247(b) relating to uses allowed with a Conditional Use Permit in the B-1 zoning district, Section 70-247(c) relating to accessory uses in the B-1 zoning district, Section 70-281 relating to the intent of the B-2 zoning district, Section 70-282(a) relating to allowable uses in the B-2 zoning district, Section 70-282(b) relating to uses allowed with a Conditional Use Permit in the B-2 zoning district, Section 70-282(c) relating to accessory uses in the B-2 zoning district, Section 70-481 relating to the intent of the FB/O-1 zoning district, Section 70-482 relating to allowable uses in the FB/O-1 zoning district, Section 70-483 relating to uses allowed with a Conditional Use Permit in the FB/O-1 zoning district, Section 70-484 relating to accessory uses in the FB/O-1 zoning district, Section 70-316 relating to the intent of the M-1 zoning district, Section 70-317 relating to permitted uses in the M-1 zoning district

- b) Table of allowed uses
- c) Alignment of uses in the Zoning Ordinance with Chapter 18, Div 3, Section 18-98 through 18-114 relating to BPOL
- d) Section 70-9 relating to Certificates of Occupancy
- e) Section 70-10 relating to Conditional Use Permits
- f) Section 70-576 through 70-583 relating to Nonconforming Uses

Mr. Moss explained that when the changes were made it was with the intent to require certain uses to get a CUP to allow Council the ability to have say in how the properties were developed. It was pointed out that another look needed to be taken of the allowable uses based on the adopted CIP update. The following chart of all the uses was provided to allow the PC to look at all of the uses allowed by-right, with a CUP, as an accessory structure, or not at all. He started working on a combined chart of uses with the Business/Professional/Occupational License (BPOL) portion of the ordinance since there are uses mentioned in one but not the other. For example, a dance studio is listed in BPOL and not in the zoning ordinance. He gave several suggestions for ways to change the code to make it easier to determine the uses and the districts they are permitted.

Town of Dumfries Zoning Ordinance Use Matrix
 (unofficial - for official purposes check the Town Zoning Ordinance)

Use	B-1	B-2	FB/O-1	M-1	R-1	R-2	R-3
Alarm systems operations office			✓				
Ambulance service (commercial)			✓				
Amusement parlors	CUP	CUP					
Antique shop	✓	✓	✓				
Apparel, clothing store	✓	✓	✓				
Art gallery	✓	✓	✓				
Art supply store	✓	✓	✓				
Assembly of electrical appliances, electronic instruments and devices, radios, television sets, and phonographs; electroplating and the manufacture of small parts and components such as coils, condensers, transformers and crystal holders				✓			
Automobile and truck sales and sales and service establishments			CUP				
Automobile assembling, painting, upholstering, rebuilding, reconditioning, body and fender work, truck repairing or overhauling, tire retreading or recapping, battery manufacturing and the like				✓			
Automobile recycling, on parcels of 25 acres or larger where all vehicle storage is not located in a flood plain				CUP			
Automobile rental agencies			CUP				
Bakery, provided all products produced on the premises shall be sold at retail on the premises	✓	✓	✓				
Banks and financial institutions with a drive-through	CUP	CUP	CUP				
Banks and financial institutions without drive-through windows	✓	✓	✓				
Barber, beauty shop	✓	✓	✓				
Beauty supply and accessories	✓	✓	✓				
Bed and breakfast inn		CUP					
Bicycle sales and repair	CUP		✓				
Bookstore, newsstand	✓	✓	✓				
Bowling alley	✓		✓				
Building Supplies and service with storage under cover			✓				
Business school			✓				
Candy store	✓	✓	✓				
Carpenter or cabinet shops				✓			
Child care or adult day care center	CUP	CUP	CUP				
Churches and places of worship	CUP	CUP	✓		✓	✓	
Civic club			✓				
Clock shop sales and repair	✓	✓	✓				
Commercial artist or photographer's studio			✓				
Commercial parking			Acc.				

Allowed by-right	✓	Allowed accessory to an allowed primary use	Acc.
Allowed with a conditional use permit	CUP	Not allowed	

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Use	B-1	B-2	FB/O-1	M-1	R-1	R-2	R-3
Commercial radio or television broadcasting stations, studios, or offices			CUP				
Computer store or personal electronic sales and service	✓	✓	✓				
Contractors' equipment and storage yards				✓			
Contractors, where all services are performed offsite and where there is no storage of supplies or equipment outside the building	CUP		✓				
Convenience stores and service establishments such as, but not limited to automatic self-service laundries	CUP		✓				
Cultural arts and entertainment centers	CUP	CUP	✓				
Data or computer services	✓		✓				
Distribution plant, parcel delivery, ice and cold storage plant, bottling plant, and food commissary or catering establishment				✓			
Dog grooming, without indoor or outdoor kennel facilities	✓	CUP	✓				
Drug store a without drive-through window	✓	✓	✓				
Drug store with a drive-through window	CUP	CUP					
Electronic component assembly or repair			✓				
Electronic equipment and component manufacturing			CUP				
Fast food restaurants with a drive-through window	CUP						
Fast food restaurants without a drive-through window	✓		✓				
Feed and fuel distributors				✓			
Fire station	✓		✓	✓			
Florist, gift shop	✓	✓	✓				
Food store: Grocery store, supermarket (excluding convenience or quick service food stores)	✓	✓	✓				
Foundry casting lightweight, nonferrous metal not causing noxious fumes, noise, or odors				✓			
Funeral Homes without crematories and live animal slaughter			CUP				
Furniture repair and upholstery			✓				
Furniture store, with retail floor area exceeding 20,000 square feet	✓		✓				
Furniture store, with retail floor area not exceeding 20,000 square feet	✓	CUP	✓				
Garages and public parking	CUP						
Gasoline filling stations			CUP				
Glass and mirror sales and service establishments (excluding automobile glass repair or replacement)			✓				
Government offices	✓	✓	✓				
Hardware, paint and wallpaper store	✓	✓	✓				
Hobby, craft shop	✓	✓	✓				
Home occupation					✓	✓	✓
Hospitals	✓		✓				
Hotels and motels	✓		✓				

Allowed by-right	✓	Allowed accessory to an allowed primary use	Acc.
Allowed with a conditional use permit	CUP	Not allowed	

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Use	B-1	B-2	FB/O-1	M-1	R-1	R-2	R-3
Household appliance sales and service store	CUP						
Intermediate material recovery facility, for materials not specified in the definition				CUP			
Intermediate material recovery facility, for materials specified in the definition				✓			
Jewelry, engraving store	✓	✓	✓				
Laboratories: pharmaceutical, medical, experimental, photo, or motion picture film or testing				✓			
Laundry, cleaning, and dyeing works in which no combustible solvent is used			CUP				
Laundry, cleaning, or dyeing works and carpet and rug cleaning				✓			
Library	✓	✓	✓			✓	
Live theaters, live entertainment centers	CUP						
Locksmith	✓	CUP	✓				
Machine shop, excluding punch presses over 20 tons rated capacity, drop hammers, and automatic screw machines				✓			
Manufacture of precast concrete decorative and/or structural architectural components, (nonHAZMAT)			CUP				
Marina			CUP				
Medical and/or dental laboratory			✓				
Medical and/or dental office and clinic	✓	✓	✓				
Metal fabrication			CUP				
Miniature golf courses and golf driving ranges	CUP						
Mobile Home sales			CUP				
Model car racetracks			CUP				
Movie theaters and assembly halls	CUP						
Museums	✓	CUP	✓				
Musical instruments, sheet music, and recorded music sales	✓	✓	✓				
Off premises sales of beer and wine	CUP	CUP					
Office, general business or professional	✓	✓	✓				
Outside storage of materials and supplies			Acc.				
Package, telecommunications and courier services			✓				
Park, public		✓	✓			CUP	
Parking lots, parking spaces, parking areas and parking structures	Acc.	Acc.	Acc.	✓			
Pawn Shops operated by a licensed pawnbroker			CUP				
Pet shops, including boarding kennels on the premises	CUP						
Philanthropic and charitable institutions	CUP	CUP	CUP			CUP	
Photographic equipment sales and service and photographic studio	✓	✓	✓				
Photographic processing laboratory			✓				
Plumbing or storage yards				✓			

Allowed by-right	✓	Allowed accessory to an allowed primary use	Acc.
Allowed with a conditional use permit	CUP	Not allowed	

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Use	B-1	B-2	FB/O-1	M-1	R-1	R-2	R-3
Printing, photo copying, photographic processing or blueprinting	✓		✓				
Private clubs and lodges	CUP		CUP				
Processing or manufacturing establishments that are not objectionable because smoke, odor, dust or noise, but only when such processing or manufacturing is incidental to a retail business conducted on premises and more than 10 employees employed on the premises engaged in processing or manufacturing activities may be permitted			CUP				
Public maintenance and storage facilities			CUP				
Public utilities such as poles, lines, distribution transformers, pipes, meters, water and sewer lines. New and/or upgraded/improved electric and communications utilities shall be installed underground	Acc.	Acc.	Acc.	Acc.	Acc.	Acc.	Acc.
Public utility service yards				✓			
Recording studio			✓				
Recreation facility, public		✓	✓				
Rental of tools, appliances, machinery, party supplies and similar equipment to the general public, and wherein the items to be rented are stored and/or repaired within a building			CUP				
Repair services or businesses, including repair of guns, bicycles, washers, dryers, stoves, refrigerators, and similar items			✓				
Repair services or businesses, including repair of lamps, microwave ovens, radios, shoes, television sets, toasters, toys, watches, and similar items	✓		✓				
Rescue squads	✓		✓	✓			
Research and development (Non-hazmat)	✓		✓				
Residential, multifamily, located above a commercial, retail or office use on the ground floor	CUP	CUP					
Restaurant, full-service, cafe, catering business, delicatessens or ice cream parlors, for service of food for consumption primarily on the premises, including outdoor eating area, but not drive-in or fast food restaurants	✓	✓	✓				
Retail lumber yards, including only incidental mill work				✓			
Retail stores and businesses	✓		✓				
Roller rinks	✓		✓				
School, K-12	CUP	CUP				CUP	
Self-storage facility without a live-in manager			✓				
Sheet metal shops				✓			
Shoe sales and repair store	✓	✓	✓				
Shooting range, indoor			CUP				
Single-family dwellings					✓	✓	

Allowed by-right	✓	Allowed accessory to an allowed primary use	Acc.
Allowed with a conditional use permit	CUP	Not allowed	

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Use	B-1	B-2	FB/O-1	M-1	R-1	R-2	R-3
Sporting goods store	✓		✓				
Stamp and coin stores	✓	✓	✓				
Stand-alone car wash			CUP				
Stationery store	✓	✓	✓				
Tailor, seamstress shop	✓	✓	✓				
Tanning salon	✓	✓	✓				
The manufacture and maintenance of electric and neon signs, billboards, commercial advertising structures, light sheet metal products, including heating and ventilating ducts and equipment, cornices, eaves, and the like				✓			
The manufacture of musical instruments, toys, novelties, and rubber and metal stamps				✓			
The manufacture of pottery and figurines or other similar ceramic products using only previously pulverized clay and kilns fired only by electricity or gas				✓			
The manufacture, compounding, assembling, or treatment of articles or merchandise from the following material which has been prepared beforehand: bone, cellophane, canvas, cloth, cork, feathers, felt, fiber, fur, glass, gravel, hair, horn, leather, paper, plastics, Portland cement, precious or semiprecious metals or stones, sand, shell, textiles, tobacco, wood, yarns, and paint not employing a boiling process				✓			
The manufacture, compounding, processing, packing or treatment of such products as bakery goods, candy, cosmetics, dairy products, drugs, perfumes, pharmaceuticals, perfumed toilet soap, toiletries, and food products, except fish and meat products, yeast, and the rendering or refining of fats and oils				✓			
Tobacco store	✓	✓	✓				
Totally fireproof high-rise office building				✓			
Tourist information and orientation facilities	✓	✓	✓				
Townhouses/patio houses type condominiums							✓
Toy store	✓	✓	✓				
Trade or convention center			✓				
Two-family dwellings						✓	
Universities, colleges, and seminaries	✓	✓	✓				
Uses with a drive-through window	CUP	CUP	CUP				
Veterinary hospitals and boarding kennels	CUP			✓			
Video sales and rental store	CUP						
Wholesale businesses, with parking to the rear of the building	CUP		CUP	✓			

Allowed by-right	✓	Allowed accessory to an allowed primary use	Acc.
Allowed with a conditional use permit	CUP	Not allowed	

Mr. Foreman felt that it needed to be looked at in conjunction with the Town’s Vision and the CIP. He asked the PC to look at the language. He mentioned that Section 70-9 relating to certificates of

occupancy (CO), Section 70-10 relating to CUPs, and Section 70-576 through 70-583 refer to specific uses that no longer match. He noted that aligning the uses with Chapter 18 is important.

Mr. Moss mentioned having public input to get feedback from the businesses earlier in the process. He explained that would be up to the PC on ways to accomplish this.

A. BADR ACADEMY REVISITED

A man with Badr Academy noted that they were before the PC over the course of a year and a half trying to open a private school that was rejected. He was told if they changed the location for the private school, it would be no problem. They have found a new location and he wanted to talk to the PC before hand to keep from going through the same situation as they did before because it cost a lot of money. The address is 17832 Main Street. He noted there are two churches there. One will be a place of worship, and the other will be the private school.

Chair Padberg noted that the property being talked about has a church and an old building that housed a plumbing shop.

Mr. Moss advised that the front building is currently a church and the other building is an accessory building on the same parcel.

Chair Padberg was hearing that both of those buildings would be used and are part of the forthcoming application.

Mr. Moss indicated that was correct.

Chair Padberg asked if the school would be for the same number of students as previously proposed.

The man explained it would be for 20 to 40 students.

Mr. Vinson asked what the square footage was for the school.

The man explained he did not have the measurements but it can handle four classes and the old location would handle two classes.

D. BUDGET

1) Training sessions

Chair Padberg did not feel it was appropriate for staff and the Chair, himself, to put the budget together when there have been so many saltier folks who have been on the PC longer.

Ms. Sandlin advised that the Town Manager has already proposed a budget for FY13. In the original proposal she presented an increase for travel and training. With the budget cuts that were done across the board the travel and training was reduced from \$5,000 to \$4,000. She explained that the line item is for all of the Boards and Commissions.

Chair Padberg wanted to know how the numbers broke down.

Ms. Sanders noted that the PC and Board of Zoning Appeals (BZA) are really the only two who have training opportunities. She pointed out that the current budget has money available to pay for training with mileage being reimbursed in FY13.

Chair Padberg noted that Ms. Critchley is due for training that can be done in Leesburg. He felt that if Ms. Critchley's schedule permitted that she take advantage of the money in the FY12 budget. He mentioned that depending on Council they could have up to four new members in FY13. He asked how much the CPAV training was. He thought it was \$700 or \$800.

Ms. Sandlin did not have that information available. She noted that the first part of the certification process is being held June 18 and 19 in Roanoke.

There was a brief discussion on what was budgeted for meetings. Mr. Moss explained that was determined by looking at the number of meetings that have been held this year, which may be more than what will be held next year. It was mentioned that 16 meetings should be a good number to calculate the budget on.

Ms. Waggy mentioned that there is an additional training session held that a member should attend that provides information about the changes made to State law.

It was noted that the budget for meetings in FY13 is \$6,000, which would cover 17 meetings.

IN RE: OLD BUSINESS

There was no old business discussed.

IN RE: INFORMATION/DISCUSSION ITEMS

Mr. Praino mentioned getting an updated Town's Vision.

Mr. Moss mentioned bringing that up at the joint meeting with Council.

Ms. Sandlin asked the PC to let staff know of any other issues they would like to discuss with Town Council in order to make sure to get it on the agenda.

IN RE: MEMBER COMMENTS

Chair Padberg mentioned that there are four seats coming up and any member whose term is coming up that is interested in serving another term needs to contact Council to let them know of their interest.

Ms. Sandlin clarified that anyone who wishes to be considered needs to apply by sending a letter of intent and a resume.

IN RE: NEXT MEETING: JOINT MEETING WITH COUNCIL – TUESDAY, APRIL 24, AT 7:00 PM

IN RE: NEXT MEETING: MAY 14, 2012

IN RE: ADJOURNMENT

Mr. Vinson moved, seconded by Ms. Waggy, to adjourn the meeting. The motion carried by the following voice vote: Ms. Critchley, yes; Mr. Padberg, yes; Mr. Praino, yes; Mr. Russell, yes; Mr. Vinson, yes; Ms. Waggy, yes; Mr. Webb, absent.

Minutes transcribed by

Approved by

Dawn Hobgood
Town Clerk

Christopher A. Padberg
Chair