

**MINUTES OF THE TOWN OF VINTON PLANNING COMMISSION WORK SESSION HELD  
ON THURSDAY, APRIL 5, 2007, AT 5:30 P.M., AT THE VINTON MUNICIPAL BUILDING  
LOCATED AT 311 SOUTH POLLARD STREET.**

**COMMISSION MEMBERS PRESENT:** **Bruce Mayer, Chairman**  
**Joan Drewery, Vice Chairperson**  
**Bob Patterson**

**COMMISSION MEMBERS ABSENT:** **Dave Jones**  
**Dawn Michelsen**

**STAFF PRESENT:** **Kevin Boggess, Town Manager**  
**Anita McMillan, Planning and Zoning Director**  
**Barry Thompson, Treasurer**  
**Karla Turman, Associate Planner/Zoning Enforcement**  
**Julie S. Tucei, Planning and Zoning Coordinator**

**AGENDA**

- I. Call to Order**
- II. FY 2007-2008 CIP Requests**
- III. Planning Commission Work Program FY 2007-2008**
- IV. Planning Commission Tentative Schedule of Meetings**
- V. Other Business**
- VI. Adjournment**

The work session of the Vinton Planning Commission was called to order at 5:30 p.m. by Chairman Mayer. Roll was called, and Chairman Mayer, Vice Chairperson Drewery, and Mr. Patterson were present. Mr. Jones and Ms. Michelsen were absent.

The first item on the agenda was the discussion of the FY 2007-2008 CIP Requests. Mr. Boggess, Town Manager, with the assistance of Mr. Thompson, Treasurer, provided the Commission members with a list of the CIP requests, a copy of which will be made a part of the official record of this meeting. Mr. Boggess also provided them with a suggested ranking of the items. He also briefly went over each item on the ranked list which includes: (1) VDOT Revenue Sharing (a mandated item); (2) a new vehicle for Planning and Zoning (Per Mr. Boggess: The Planning Dept. currently has without question use of the worst vehicle owned by the Town); (3) Police Vehicles (considering a lease option on vehicles); (4) High Band Radio (partial monies to replace a 20 plus year old system used by administration and public works); (5) X-Mark Stand-on Lawnmower (for Public Works); (6) Diesel Exhaust Removal System (to outfit 2 fire trucks that are used 90% of the time); (7) Pool Painting (needs to be done soon); (8) Two Police Department Copiers (1 copier for each area of the department); (9) Asphalt Patching Equipment (which will give Public Works much more flexibility in repairing potholes); (10) Police Lockers (which will replace old existing small lockers); (11) Finance Customer Area Renovations (Per Mr. Thompson: This will be done to improve customer service and conditions for employees); (12) Tasers (to increase police officer safety); (13) Recycle Trailer (Mr. Boggess noted that Public Works can probably get one more year out of the existing truck. Also, the trailer could be parked at special events to provide recycling area for visitors); (14) Pickup Truck for Public Works (will serve as sign repair truck and recycling truck to pull new trailer); (15) Dispatch Console (to replace outdated console). Mr. Thompson stated that there will be about \$275,000 to \$350,000 to spend after the salary increase is put into effect. Chairman Mayer stated that he felt that all the items on the list are very important. There was some discussion among the members about the pool painting. It was the consensus of the Commissioners that the pool replacement and/or renovations should not be in the CIP, but should perhaps be a bond issue. The Commissioners felt that the pool is an important fixture in the Vinton community and that it should be completely renovated. It was noted that a lot of local pools had closed, and that citizens no longer

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have many reasonably priced options for swimming. In regards to the copiers for the police department, Mr. Thompson suggested that a lease be considered for them. Chairman Mayer and Mr. Patterson both agreed that they thought Mr. Boggess had done a great job ranking the items. Mr. Boggess mentioned that he did not present the Utility Fund items as there are only 6 items on that list, and he did not recommend any changes for those items. Mr. Patterson made a motion to recommend the Town Manager's CIP recommendations to Town Council with the footnote about the swimming pool renovations. Ms. Drewery seconded the motion. A roll call vote was taken and all members present voted in favor of the motion. Mr. Boggess also mentioned a concern brought up by Mr. Jones, who was not present at the work session. Mr. Jones was concerned about stormwater management within the Town, especially in downtown, and Mr. Boggess said he will be discussing the issue with Mr. Jones soon.

Next, the Commissioners reviewed the Planning Commission Work Program. One item for discussion was identifying intersections and/or right-of-ways that may need pedestrian crosswalks including: Washington Avenue at South Pollard Street, at Vinton Baptist Church, at Vinton Library, at Thrasher Church, and at Vinton War Memorial; Hardy Road at Burger King, at McDonald's, at Briarwood Apartments, at Lake Drive Plaza, and at W.E. Cundiff Elementary School; Vinyard Road at McDonald's, at Lake Drive Plaza, and at Clearview Manor. Ms. Drewery also suggested the need for 4-way stop signs to be installed at the intersection of 8<sup>th</sup> and Dale. Other items for discussion are some Town Policies including: Inoperable vehicles/towing; Property Maintenance/Mowing; Mowing for parcels with four or more acres; Zoning/Nuisance Codes Repeat Offenders; signs in the right-of-way (draft policy). Ms. Turman mentioned that she was in the process of developing a policy or ordinance to address the "Pods"/temporary storage containers. Ms. Drewery said that certain circumstances warrant the use of the temporary storage containers for longer time periods. Ms. Turman stated that the containers will be allowed only for special circumstances such as in the case of fire, flood, or remodeling for 90 days, with the option to extend the permit if conditions warrant. In regards to the mowing for parcels of four or more acres, Ms. Drewery felt that the owners of those lots should be required to be mowed too. She said it was not fair to take some people to court over not mowing smaller lots when the Town does not make others with four acres or more mow their lots. She said she felt the mowing policy needed to be consistent. Ms. McMillan mentioned that the policy about signs in the public right-of-ways is a draft policy that the Commissioners could make changes to. She also said that, per Consuella Caudill, Assistant Town Manager, the CGI banner program is no longer an option due to a change in that company's policy. Another issue that has recently come up again was the parking of recreational vehicles and camping, utility, and boat trailers on the streets and in driveways. The Commissioners had received a copy of a letter in their packets from a citizen who was unhappy with RV's that are being parked in the neighborhood. Ms. Turman said they do not actively enforce the regulations unless it is a site visibility problem for motorists. The ordinance may need to be revised. There was also some discussion about looking at the commercial vehicle regulations, in addition to the recreational vehicle regulations. Also, on the work program is the need for additional changes to the sign regulations. In a previous meeting, Ms. Michelsen had asked about having some design guidelines for signs. However, since she was not in attendance at this meeting, it was not discussed in length. Obsolete and nonconforming signs are something that will need to be discussed. In fact, Ms. Turman had already been in contact with the Town Attorney to inquire about what the Town can require as far as these signs are concerned. Ms. McMillan mentioned that they might also need to amend the CB District sign regulations to limit the number of signs allowed. The Commissioners may also want to consider changing the portable sign regulations to set a specific amount of time that the portable sign must be taken down before it can be put back up. The last item on the suggested work program, are items from the 2004-2024 Comprehensive Plan/Economic and Community Development Plan. These items include: (a) Gateway entrances/corridors--which Chairman Mayer said he understood the need for this; (b) Housing and neighborhoods--Ms. Turman stated that she would like to work on getting money to help people fix their

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homes and that 47 were identified in the Plan as needing major rehabilitation; (c) Greenways/Parks and Recreation/Youth Centers—Mr. Patterson inquired about the skatepark, and Ms. Turman said there were still issues there. Ms. Drewery mentioned that she had even thought she had heard gunshots before at the skatepark; (d) Economic Development—Chairman Mayer asked about the business center, and Ms. McMillan stated that Ms. Caudill, Assistant Town Manager, was working on the business center; (e) Downtown Redevelopment—Chairman Mayer mentioned that the façade grant was moving slowly in downtown.

In other business, it was decided that their next meeting on the work program items should be held around June 7<sup>th</sup>, if it is not held in May due to a possible special use permit request.

With there being no further business, the meeting was adjourned at 7:25 p.m.

Respectfully Submitted,

Anita McMillan  
Planning Commission Secretary