

**MINUTES OF THE MEETING OF THE TOWN OF VINTON PLANNING COMMISSION
HELD ON THURSDAY, APRIL 7, 2005, AT 5:30 P.M., IN THE CONFERENCE ROOM AT THE
VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET.**

MEMBERS PRESENT: **Bruce Mayer, Chairman**
 Joan Drewery
 Dave Jones
 Bob Patterson
 Dawn Michelsen

STAFF PRESENT: **Kevin Boggess, Town Manager**
 Anita McMillan, Planning and Zoning Director
 Lisa Cooper, Associate Planner
 Julie S. Tucei, Planning Secretary

AGENDA

- I. Call to Order**
- II. Capital Improvement Program (CIP) FY 2005-2009 – Town Manager Revised Priority Listing**
- III. Planning Commission Work Program FY 2005-2006**
- IV. Other Business**
- V. Adjournment**

The work session was called to order by Chairman Mayer at 5:30 p.m. Roll was called, and all members were present.

The first item on the agenda was the Capital Improvement Program (CIP) FY 2005-2009 revised priority listing presented by Mr. Boggess, the Town Manager. He mentioned that a lot of things had changed with the C.I.P. since the last Town Council meeting. He said that Mr. Kennedy had approached Council about some deficiencies in his department, including some unsafe equipment. He said that Mr. Kennedy had convinced Council that some of the item replacements could not wait until July. He mentioned that Council would fund a total of one hundred fifty thousand dollars (\$150,000) for the General Fund and about one hundred eighty thousand dollars (\$180,000) for the Utility Fund. He had marked off of the list several of the requests from Mr. Kennedy that Council had decided to fund. Mr. Boggess stated that he informed Council of the Planning Commission's concerns about the condition of the Walnut Avenue bridge. He said that Council would like to move it up on the C.I.P. priority list, but that they may only fund half of it this year. He said that with funding half of it, some engineering work could begin on it. Mr. Boggess said he thought this could be moved up on the list since some of the Public Works equipment had been funded early. He asked where they would like to move it to on the priority list. Chairman Mayer asked what the Special Projects consisted of. Mr. Boggess said they were requests made by Ms. McMillan. Ms. McMillan explained that it was for the implementation of the Comprehensive Plan, and also for the downtown façade grant program. She said they would like to continue the grant program, even though they had only received one application for it to date. Chairman Mayer asked how much money would be needed for Special Projects. Mr. Boggess said fifteen thousand dollars (\$15,000) was requested. Ms. Drewery said that the bridge should be moved way up on the list due to the amount of traffic it gets. Mr. Boggess said they were talking about funding it over two years and that they could move it up high enough on the list to ensure funding. However, he reminded them that Council would have the final say over the order of the list. Mr. Jones recommended that it be placed between the vehicle replacements for the police and fire departments and the cash register replacement for the treasurer. Mr. Jones said that it

**PLANNING COMMISSION
WORK SESSION
APRIL 7, 2005
PAGE 2**

did not need to be at the top of the list. Chairman Mayer asked Mr. Boggess if they were bound by the priority list he had presented tonight. Mr. Boggess said they were not, that the list was the priorities as he had seen it. He asked if the Commissioners were comfortable with moving the bridge to the position Mr. Jones had suggested. Chairman Mayer stated that it would mean that they would keep Mr. Boggess' top three (3) priority recommendations. The other Commissioners agreed with Mr. Jones' suggestion. Mr. Boggess stated that it was almost guaranteed at least half funding at that position on the list. Chairman Mayer mentioned that the Town had purchased some of the properties adjacent to the bridge as a part of the flood mitigation grant. Mr. Boggess stated that it was the same program the Town had used to purchase properties along the creek in the Midway area. Chairman Mayer asked if Mr. Boggess had anything else for the C.I.P. Mr. Boggess mentioned the Utility Fund. He said the Utility Fund was different than the General Fund because they usually let the Public Works Director select the priority list. He stated that they would pull some of the items out for early funding and then bump some of the other items up on the priority list. He said that a lot of the items were routine maintenance types of items. Mr. Boggess asked if they had any changes for it. Chairman Mayer said they could just leave it as it was suggested. Mr. Boggess stated that he would take the revised priority list back to Council with the Walnut Avenue bridge moved higher up on the list. Chairman Mayer asked how Mr. Boggess felt about moving the Walnut Avenue bridge up. Mr. Boggess said he agreed with it because it was not getting any cheaper or safer. Ms. McMillan mentioned that at least the matching amount would be there in case they applied for any grant money, and then they would not have to scramble to get it at the last minute. Chairman Mayer thanked Mr. Boggess for his report and excused him from the meeting.

Chairman Mayer asked who had applied for the façade grant, and asked if it was a Mr. Mattox. Ms. McMillan said it was Mr. Mattox, and said that she and Ms. Barbour had also met with Mr. Ralph Chumbly from Citizens' Upholstery. Ms. McMillan said that the Town was planning to pay an architect to do some renderings of his building. Ms. McMillan stated that Mr. Mattox would like to put up an awning on his building. Chairman Mayer stated that he thought that the Town would have more applications soon for the grant program. Ms. McMillan also said that the owner of the property where Cyndi's Fashions was located had expressed an interest in the program.

Ms. McMillan mentioned that a state-wide skateboard competition was being planned for the Vinton Skate Park on May 28, 2005. She said planning for the event was still in the early stages and that nothing had been finalized. Mr. Jones asked if the facility had seen much use. Ms. McMillan said it was heavily used, and Ms. Drewery agreed. Ms. McMillan said the Town had been having a lot of trouble with vandalism and littering at the skate park. She said the Town might use the competition as a way to let the local parents and children know that, if they don't start taking better care of the facility, it might be shut down due to the vandalism. Ms. Drewery mentioned that the children also walk across the railroad trestle to access the park. Chairman Mayer asked about the bridge, that had been discussed a couple of years ago, that would link Midway with the skate park. Ms. McMillan said they did not receive the grant for it, and that they would attempt to obtain it again after two (2) years had passed. Ms. Drewery asked if they could walk under the trestle. Mr. Jones said they had to go through the creek if they went under it. Chairman Mayer asked how much the trains used the trestle. Ms. McMillan said it was used frequently.

**PLANNING COMMISSION
WORK SESSION
APRIL 7, 2005
PAGE 3**

Ms. McMillan discussed the upcoming Arbor Day next. She gave them each invitations to the event, which will be held at Herman L. Horn Elementary School. She stated that she had received fifteen hundred dollars (\$1,500) in grant money from Valley Beautiful, and that the school would use it to buy some trees for the playground area. Ms. McMillan mentioned that Valley Beautiful had also given her an extra five hundred dollars (\$500) to buy dogwood trees for the Town. She stated that she would have the tree nursery personnel plant them to increase their chances for survival.

Chairman Mayer asked about the Clean Valley Day. Ms. McMillan stated that it was being held on Saturday, and that the Town had seven groups registered. She asked them to let her know if they knew of any sites that would be safe for young children of about six (6) or seven (7) years of age to clean. Mr. Jones mentioned the parking area near the bowling alley behind Lake Drive Plaza. Ms. McMillan said that might be too steep of an embankment for them. Mr. Jones said there was not much traffic back there, though. Chairman Mayer asked about the Farmers' Market area. Ms. McMillan stated that the Vinton Chamber of Commerce group had signed up for the downtown area. Chairman Mayer gave permission for them to clean up the area behind the building he owned that housed an auction business on Pollard. Mr. Jones also suggested that they clean the area behind Thrasher Church. Ms. McMillan said she could ask them to cleanup there.

Chairman Mayer next discussed the monthly report that was included in their packets. He asked if it was the same report that was given to Town Council each month. Ms. McMillan said that it was the same report. She said they had been providing the report to Council for the past couple of years or so. Chairman Mayer and Ms. Drewery said that the reports would be a good way for them to catch up on what was going on in the Town.

Ms. McMillan mentioned that there would be a meeting held on April 12th with the downtown merchants to discuss parking in the downtown area during the Fire/EMS building renovations. She stated that there would be parking issues when the work started on the renovations.

The next item on the agenda was the work program for the Planning Commission for FY 2005-2006. Chairman Mayer said the first thing was the possible zoning changes due to the new Comprehensive Plan that had been adopted. Ms. McMillan gave each of the Commissioners their own copies of the Comprehensive and Economic Development Plan, which had just been received from the printer. Ms. McMillan mentioned that they had also had the printer make a poster sized copy of the Future Land Use and Transportation Plan. Ms. McMillan also referred them to a list that had been included in their packets of possible zoning changes that could be made. Ms. Drewery asked about the item on accessory structures sizes. Chairman Mayer mentioned that the issue had been referred to them by Council some time ago, but they had not yet taken any action on it. Ms. Drewery also mentioned the item about limiting the parking of recreational vehicles in yards. She asked where people were supposed to park them. Ms. McMillan stated that staff had been getting a lot of complaint calls about recreational vehicles recently. Chairman Mayer stated that in Roanoke County they must be parked behind the front building line of the house. Ms. McMillan stated that staff must enforce the ordinance when a complaint was received. However, Ms. McMillan said on some lots, there was no way to park behind the front building line. Ms. Cooper stated they would like to look at it to see if there can be exceptions made in those cases. Ms. McMillan stated that many times people move them onto the

**PLANNING COMMISSION
WORK SESSION
APRIL 7, 2005
PAGE 4**

street, in which case there were no regulations against it. Chairman Mayer and Ms. Drewery both said that they felt that the Commission had more important issues than recreational vehicles to be concerned with. Ms. Cooper stated that if she received a complaint about a recreational vehicle that was in violation of the ordinance, the people had to move it or be taken to court. Ms. Drewery asked again where people were expected to park these vehicles. Ms. Cooper stated that, according to the ordinance, the vehicles must be parked in the rear yard. Mr. Jones asked what would be done if they did not have a rear yard they could park in. Ms. Tucei suggested that they might have to rent a space somewhere to park the vehicle. Chairman Mayer said there were places that they could rent spaces to park these vehicles. Ms. Cooper said they might need to change the ordinance to say that people could park recreational vehicles in their side yards. Ms. McMillan asked if there was anything else they knew of, as far as the zoning considerations, that needed to be looked at. Ms. McMillan mentioned that she did not feel that the whole zoning ordinance needed to be updated. She said that with the storm water regulations getting more strict, she would really like for them to look at the parking requirements. She stated that currently there was a minimum requirement, but she would rather have a maximum requirement. She said that they could require some of the parking areas be porous. Chairman Mayer said that they could have a maximum amount for paved parking, and the rest could be porous. Chairman Mayer said the ordinance requires paved parking and that was causing part of the runoff problem. Mr. Jones mentioned that Thrasher Church had just added a new parking area and that they had been required to pave it. Ms. Drewery said paving parking areas made more runoff, and Mr. Jones said it caused more flooding. Ms. Michelsen mentioned that the RB Residential Business District did not mention the fencing/screening like other districts did. Chairman Mayer said that was the transitional yard and that it was located in a different part of the zoning ordinance. Ms. Michelsen said that she was referring to the low decorative walls and shrubbery. Chairman Mayer stated that what she was looking at was just a summary of the RB District. Ms. Michelsen said it looked to her that it was not spelled out as much in the RB District as in some of the other districts. Ms. McMillan stated that she was glad the RB District was brought up because she felt that the permitted uses should be looked at in that district to see exactly what should be allowed there. She stated that people had inquired in the past as to why retail was not allowed in RB. She said they could see if any uses should be added to it. Ms. McMillan stated that they may want to look at Hardy Road and Washington Avenue to see if any of the properties in the RB District should be changed to GB District. Mr. Jones asked how Ms. McMillan came up with the list she had given them. Ms. McMillan stated that Jon Weersing had reviewed some information from the comprehensive plan and had come up with the list. Ms. McMillan said that Mr. Weersing was the one who had worked on the Town's zoning ordinance. Ms. McMillan said the items on the list were just the ones that were zoning related. Mr. Jones mentioned the Town Center that had been discussed in the comprehensive plan. He said that the now empty Winn Dixie site had been picked as a possible location. Chairman Mayer stated that he had heard that people wanted a hotel located in the Town. He said that there just was not enough land to be found on which to build a hotel. Ms. McMillan mentioned that a developer had expressed an interest in the Town Center idea for the former Winn Dixie site and surrounding areas from the Comprehensive Plan. She stated that the Town had sent the developer the information he had requested, but that they had not heard back from the developer since. Chairman Mayer mentioned that they had two priorities to look into. He said they would review the parking area maximums and the commercial districts. Ms. McMillan said the RB district was all that needed review. Chairman Mayer mentioned that they needed to discuss "doggy day care", and that it needed to go somewhere. Ms.

**PLANNING COMMISSION
WORK SESSION
APRIL 7, 2005
PAGE 5**

McMillan stated that she had spoken at length with Jon Weersing about “doggy day care”, and his feeling was that it was one use that might work in larger cities but maybe not in Vinton. She said that he advised her that the Town would need to be very careful because this type of use could very easily become more like a kennel. She said he did not advise allowing it in the commercial areas. Chairman Mayer stated that the dogs would be dropped off in the morning and picked up in the evening. He said there would not be overnight stays available for the dogs. Ms. McMillan said that was what happened with the person on Washington Avenue a couple of years ago. She started allowing overnight stays and also leaving the dogs outside all day. Chairman Mayer said that should be regulated and restricted as far as the number of dogs that would be allowed outside at any given time. Ms. McMillan asked who would enforce those regulations. Chairman Mayer said it could be enforced just like any of the other regulations. He said that there were people who were actively seeking a location in Town to set this type of business up. Ms. Cooper stated that most other localities include “doggy day care” in the kennel sections of their ordinances. Chairman Mayer mentioned that people had inquired in the past about this type of use also. Mr. Jones said that the Town had a kennel—the veterinary clinic on Washington Avenue. Ms. Michelsen said it was not really a kennel though. Chairman Mayer said they would only keep the animals overnight who needed medical care or during people’s vacations, and that they did not have an outdoor runs. Chairman Mayer said the people who were interested in opening a “doggy day care” would have five (5) or six (6) employees and would also offer grooming services for dogs. Ms. McMillan said she had recently seen an article in the Roanoke Times about a lady who had opened a cat day care in her home. She stated the article said it was located in Vinton, but she was not aware of exactly where it was located. Chairman Mayer mentioned a “pet motel” on Route 220 that keeps pets for people on vacations, and he said they also had a place for people to stay. Ms. Michelsen mentioned that her cat had been to a “cat bed and breakfast” when she lived in Washington State. Ms. Drewery asked if any would be located in a residential area. Chairman Mayer said it would not be allowed in residential areas. Chairman Mayer said “doggy day care” was not even defined by the ordinance, only kennel was defined. He said that kennels were only allowed in manufacturing areas. Ms. McMillan stated that, if they really wanted to go into that, they could allow “doggy day care” in retail areas but not allow outdoor runs. Chairman Mayer said they like to take the dogs outside so they can play. He said they would not have dogs going out whenever they want to, like outdoor runs at kennels. Ms. McMillan stated that they had received a lot of phone calls when the person on Washington Avenue had started leaving the dogs outside for long periods of time. Ms. Drewery said that another problem was cleaning up after the dogs. Chairman Mayer said they would not want to open this type of business in the manufacturing areas. He said it was like picking up coffee and doughnuts on the way to work, the people would just drop the dogs off before work and pick them up after work. Ms. Drewery said that the information that had been provided by staff about “doggy day care” had mentioned some being open as late as nine (9) or ten (10) in the evenings. Chairman Mayer said the times had not been discussed in regards to a Vinton location. Ms. Cooper said that finding information about these places had been difficult, and again mentioned that most Virginia localities placed them in with kennels. Ms. Cooper said if they were going to allow it in GB General Business, they would really have to setup strict regulations for it. Chairman Mayer mentioned that grooming and veterinary offices were allowed in the CB Central Business District. Ms. Michelsen asked if there had been any inquiries about a “doggy day care” for Vinton. Chairman Mayer mentioned that Ms. Gina West, along with a few other people, were looking for a place to open such a business. Ms. McMillan mentioned that the grooming was in fact allowed in CB Central Business;

**PLANNING COMMISSION
WORK SESSION
APRIL 7, 2005
PAGE 6**

however, they must be located in a completely enclosed, air conditioned, soundproofed building. She stated that a veterinary clinic was not allowed in CB, but was allowed in GB General Business. Chairman Mayer asked if it could be put in their work program for the future. He said it was a use not provided for in the Town. Ms. Cooper said she did not feel that “doggy day care” belonged in the CB Central Business District because that was the downtown district. Chairman Mayer agreed with her. Mr. Jones asked what the S.P.C.A. was zoned in Roanoke City. Ms. Cooper said she thought it was zoned LM Light Manufacturing. Chairman Mayer asked if the S.P.C.A. let the dogs stay outside for long periods of time. Ms. Tucei said that only one small building had a run, and it was the building that Botetourt County used. She said that, to her knowledge, none of the other buildings had outdoor runs. Chairman Mayer said that the outside activities at “doggy day care” would be a minor part of it. He said that they groom the dogs, and they would have cages where the dogs would stay for most of the day. Ms. McMillan said staff could come up with a draft adding “doggy day care” to for the GB General Business District that would make it specific enough so it could be dealt with if it came to be in violation. Chairman Mayer stated that it could require a special use permit. Ms. Drewery mentioned that it could be a permit that required annual renewal. She said if there were problems, the permit would not be renewed. Ms. McMillan mentioned that, with the special use permit, certain restrictions could be placed like having a soundproof building or limits on the outdoor activities that could take place. Chairman Mayer said the hours could be limited also.

In regards to their work program, Ms. McMillan stated that she may be forwarding the illicit discharge connection ordinance. She stated that it was a storm water issue. Ms. McMillan said the Planning Commission would need to review it.

Chairman Mayer mentioned that the items discussed for their work program should be enough to get them started. They again briefly discussed regulating the size or number of accessory buildings, such as detached garages, as a part of their work program. Ms. McMillan stated that, if they decided to make changes to the accessory building regulations, she would also like to add the requirement that they have to be placed behind the main building. Ms. Drewery said she did not have a problem with that or with limiting the number of accessory structures, but did have one with telling people they cannot build one as large as they would like. Ms. Cooper stated that large garages could be an enforcement problem because in some cases they had the tendency to be used for business purposes like auto repair. Ms. Drewery said that large families needed bigger garages in which to house their vehicles. Chairman Mayer said they could pick up on this issue where they left off last year.

Ms. McMillan stated that they would meet every other month, and the next meeting was scheduled for June 16, 2005. With there being no further business, the meeting was adjourned at 7:15 p.m. by Chairman Mayer.

Respectfully Submitted,

Anita McMillan
Planning Commission Secretary