

**MINUTES OF THE TOWN OF VINTON PLANNING COMMISSION'S  
PUBLIC HEARING HELD ON THURSDAY, AUGUST 14, 2003, AT 7 P.M.,  
IN THE COUNCIL CHAMBERS AT THE MUNICIPAL BUILDING**

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

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

**STAFF PRESENT:**         **Anita McMillan, Planning Director  
Lisa Cooper, Associate Planner  
Julie Tucei, Secretary  
Clay Goodman, Town Manager (at 7:25 p.m.)**

**OTHERS PRESENT:**        **Jack Christian, *Vinton Messenger***

**PUBLIC HEARING AGENDA**

- I. Call to Order**
- II. Approval of Minutes—Public Hearing, December 12, 2002**
- III. Receive comments from citizens on the Planning Commission's recommendation that the Town Council amend certain provisions of Appendix B, Zoning Ordinance of the Town of Vinton:**
  - (1) Article V, Division 7. Sign Regulations, Section 5-43.3. Illuminated signs.**
    - (a) Same**
      - (1) through (3) Same**
      - (4) *Arrows or other directional indicators on a sign may not be illuminated.***
    - (b) Same**
  - (2) Article X. Definitions, Section 10-2.(b)(86) Sign.**
    - (a) through (c) Same**
    - (d) Sign, freestanding. *Any affixed sign which is a monument sign or which is supported by upright poles, posts or braces at least three (3) inches in diameter, or five (5) inches if measured diagonally. A freestanding sign shall be considered a structure within the meaning of this appendix.***
    - (e) Sign, portable. *A sign consisting of a fixed message or a changeable message panel, which sign is not attached to a building or anchored within the ground and is capable of being moved easily from one location to another on its own chassis or by other means. Portable signs will not be illuminated or include audio equipment. No portable sign may be converted to a permanent sign unless a new zoning permit is issued pursuant to Section 5-56 of this appendix.***
      - (f) through (h) Same**
- IV. Capital Improvement Program (CIP) for FY 2004-2008**
- V. Other Business**
- VI. Adjournment**

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The Town of Vinton Planning Commission met for a public hearing on August 14, 2003. The meeting was called to order by Chairman Mayer at 7:00 p.m. Roll was called and Chairman Mayer, Ms. Drewery, and Mr. Patterson were present. Ms. Michelsen and Mr. Jones were absent. Chairman Mayer declared a quorum with three members. He mentioned that Ms. Michelsen was sick, and Mr. Jones was on vacation.

The first item of business discussed was the approval of minutes from a public hearing on December 12, 2002. The Chairman asked if anyone had any additions or changes for the minutes. No one had any changes. Therefore, Mr. Patterson made a motion to approve the minutes as submitted. Ms. Drewery seconded the motion made by Mr. Patterson. A roll call vote was taken, and all members present voted in favor of the motion to approve the minutes as submitted.

The next item on the agenda was to receive comments from citizens on the Planning Commission's recommendation that the Town Council amend certain provisions of Appendix B, Zoning Ordinance of the Town of Vinton (as noted in italics): (1) Article V, Division 7. Sign Regulations, Section 5-43.3. Illuminated signs.; (a) Same; (1) through (3) Same; (4) *Arrows or other directional indicators on a sign may not be illuminated.*; (b) Same; (2) Article X. Definitions, Section 10-2. (b) (86) Sign.; (a) through (c) Same; (d) Sign, freestanding. *Any affixed sign which is a monument sign or which is supported by upright poles, posts or braces at least three (3) inches in diameter, or five (5) inches if measured diagonally. A freestanding sign shall be considered a structure within the meaning of this appendix.*; (e) Sign, portable. A sign consisting of a fixed message or a changeable message panel, which sign is not attached to a building or anchored within the ground and is capable of being moved easily from one location to another on its own chassis or by other means. *Portable signs will not be illuminated or include audio equipment. No portable sign may be converted to a permanent sign unless a new zoning permit is issued pursuant to Section 5-56 of this appendix.*; (f) through (h) Same. Chairman Mayer opened the public hearing and asked Ms. McMillan for a summary of the proposed changes. She stated that there had been a work session in July to discuss the changes and prepare for a public hearing on them. Ms. McMillan mentioned that the purpose of this public hearing was to receive comments on the proposed changes from citizens. She read the proposed changes, as stated in the agenda. Chairman Mayer then asked for comments or questions from citizens. Mr. Christian asked if the changes would be retroactive. Chairman Mayer stated that they would not affect existing signs, unless one was damaged or destroyed. Only if a sign was damaged or destroyed beyond 50 percent of its value, would the sign have to meet the new requirements. Also, any new sign that would be installed would have to meet the new requirements. There were no other citizen comments or questions; therefore, Chairman Mayer asked if staff or any Commissioners had any further questions or comments. Ms. McMillan mentioned that her office had received a letter from Mr. McGhee of L. T. McGhee and Company, a business located at 1211 Hardy Road. The letter stated that the RB Residential Business portion of the sign ordinance was too restrictive on businesses—especially for

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buildings with multiple offices. Mr. McGhee stated that no one could read his small freestanding sign because of the Hardy Road widening project, which had made 5 lanes of roadway in front of his building. He mentioned that a variance had to be obtained just to be allowed to have the freestanding sign he has. The letter also said that they had been trying to rent out one of the office spaces for over a year with no success, due to the sign situation. He asked that the problem in RB Residential Business be addressed during the public hearing. Ms. McMillan stated that the letter had been received on August 12<sup>th</sup>. Ms. McMillan mentioned that the proposed changes being discussed don't apply to Mr. McGhee's request. Chairman Mayer suggested that a reply letter be sent to Mr. McGhee to say that this particular public hearing was held only to address the portable sign issue. He also suggested that the letter mention that the sign ordinance had just been thoroughly revised in 2001. He stated that the letter should also inform Mr. McGhee that his request could be looked at during the Comprehensive Plan Update that the Town was currently involved with. Ms. McMillan said she would send the reply letter to Mr. McGhee as soon as possible. She mentioned that Mr. McGhee was allowed by the sign ordinance to have a total area of 32 square feet for wall signs, 1 freestanding sign of not more than 32 square feet in area, and 1 projecting sign of not more than 12 square feet in area. Chairman Mayer asked her to also put that in the letter to Mr. McGhee to clarify how much signage he was allowed to have. Ms. McMillan mentioned that Mr. McGhee has said he cannot effectively use wall signs because his building sits back so far from Hardy Road. She stated that he has said that he would just like to have a larger freestanding sign. Mr. Christian asked what RB stood for. Chairman Mayer stated that the RB zoning district stood for residential-business and was an area where certain residential or business uses were allowed. Since there were no further comments or questions from citizens, Chairman Mayer closed the public hearing. He asked if staff or the Commissioners had any further comments or questions. There was nothing further, so the Chairman entertained a motion on the proposed changes. Ms. Drewery made a motion to recommend to Town Council the changes to the sign ordinance relating to portable signs, as stated on the agenda. Mr. Patterson seconded the motion. A roll call vote was taken, and all three members present voted in favor of Ms. Drewery's motion.

Next on the agenda, was the Capital Improvement Program for FY 2004-2008. However, Mr. Goodman had not yet arrived to present it. Therefore, it was decided that other business be discussed while awaiting Mr. Goodman's arrival. Ms. McMillan mentioned that a field trip to Culpeper, Virginia, in conjunction with the Town's Comprehensive Plan Update, had been planned to look at their downtown improvements. The date that had been set for the trip was September 8, 2003. Ms. McMillan mentioned that Culpeper was a Main Street Community. Chairman Mayer asked if the trip would also include going to Bedford to look at their downtown, as had been mentioned in the preliminary preparations for the field trip. Ms. McMillan stated that originally the trip was to be to both Culpeper and Bedford. However, she said the consultants recommended only going to Culpeper because that would allow more time for learning from the people in Culpeper and less travel time. It was also mentioned that a Comprehensive Plan Workshop would be held on September 30<sup>th</sup> at 5:30 p.m. Next, they

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discussed an upcoming Planning Commission meeting on September 11<sup>th</sup>. The meeting had been scheduled for two special use requests, one for an auto upholstery shop and the other for a home beauty salon. Lastly, Ms. McMillan reminded them of the Household Hazardous Waste Collection Day at the Roanoke Civic Center on September 13<sup>th</sup>, from 9 a.m. to 2 p.m.

Mr. Goodman arrived and began the discussion of the proposed Capital Improvement Plan for FY 2004-2008. He began by letting the Commissioners know that a project that was in the CIP several years ago had recently begun. He said the sewer interceptor project was started recently, so the CIP does work. Sometimes, he explained, with the bigger projects it may take multiple years to set aside enough money to undertake a project. For the 2003-2004 CIP, approximately \$280,000 has been appropriated. Mr. Goodman mentioned that a complete list of the CIP had been provided to the Commissioners in their packets. However, he said he had also provided the Commissioners with a suggested list of items recommended for approval for their review. He mentioned that they were only suggestions, and that they could change the list. However, he did state that items 1 through 4 on the list had already been approved through purchases or leases. They include: 1. \$40,000 for E-911 equipment upgrade lease purchase, 2. \$24,615 allotted for a street sweeper lease, 3. \$70,000 for fleet vehicle replacement of 3 police cars, and 4. \$30,000 set aside to pay for the Treasurer's Office AS 400 mainframe upgrade approved by Council due to equipment failure. Mr. Goodman reviewed the remaining items on the list with the Commissioners including: 5. A second year request for funds of \$10,000 set aside for replacement of the original windows in the Municipal Building, 6. \$12,000 allotted for replacement of the 15-year-old copier located in the Town Manager's Office, 7. The first of multiple year funding requests in the amount \$10,000 to be set aside for replacement of the outdated HVAC system at the Municipal Building, 8. \$80,000 for a boom truck with claw for Public Works to use to pickup brush and heavy appliances, 9. A second year request for funds in the amount of \$25,000 allotted for Opticom traffic signals to trip stop lights for emergency vehicles, 10. \$6,567 set aside for the painting the roof of the Senior Center, 11. \$14,000 for replacement of an M-Series Zoll Monitor/Defibrillation Unit for the First Aid Crew, 12. \$7,848 requested for repainting the surface of the swimming pool, 13. \$5,000 technology escrow to be placed in a contingency fund to assist all departments in technology improvements, and 14. \$10,105 set aside for Public Works to purchase salt spreaders and snow plows. It was noted that any savings realized during the purchase of the boom truck would be applied towards the purchase of more spreaders and plows. Mr. Goodman also mentioned that there was a possibility of expansion and major renovations of the Vinton War Memorial to improve and update the facility and add more parking area. It was mentioned that a Vinton War Memorial Committee had been formed, and Rife and Wood architects had been hired to study the possible expansion/renovation. Mr. Goodman said the general feeling was that expansion and renovation could make the War Memorial more profitable for the Town. Chairman Mayer asked if there were any questions or comments about the CIP. There were none. Mr. Goodman asked the Commission to come up with a recommendation for Town Council at their next meeting on September 11<sup>th</sup>.

With there being no further business, the meeting was adjourned at 7:39 p.m. on a motion by

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Chairman Mayer, and a second by Ms. Drewery.

Respectfully submitted,

Anita McMillan  
Planning Commission Secretary