

TOWN OF GROTTOS
PLANNING COMMISSION MEETING
May 28, 2024
6:00 p.m.

MEETING CALLED TO ORDER BY CHAIRMAN

- Roll Call

PUBLIC EXPRESSION

APPROVAL OF MINUTES – from the meeting on March 26, 2024

REPORT FROM SECRETARY

REPORT FROM TOWN MANAGER

REPORT OF STANDING COMMITTEES

- **Comprehensive Plan Committee**- Taylor, Chair; Kohl
- **Capital Improvements Committee**- Baker, Chair; Haas
- **Land Use & Zoning Committee**- Ehlenfeldt, Chair; Stoll

NEW BUSINESS

1. Request for Rezoning

OLD BUSINESS

1. Comprehensive Plan

ADJOURNMENT

March 26, 2024

The Planning Commission meeting was held on Tuesday, March 26, 2024 at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Chairman Nicely called the meeting of January 30, 2024 of the Grottoes Planning Commission to order at 6:01 p.m. Chairman Nicely requested a roll call.

ATTENDANCE: Commission Members present: Brooke Haas, Jean Stoll, Dylan Nicely, Darrel Baker, Michael Kohl, and Maite Taylor. Absent Rene Ehlenfeldt

Other Town Officials present: Town Manager Stefanie McAlister, Town Clerk Tara Morris, Police Chief Jason Sullivan, and Mayor Jo Plaster.

PUBLIC EXPRESSION – Gleamer Sullivan addressed the commission stating that we should include in the bylaws a dismissal procedure. She said in this, the secretary should arrange to get the town code book back and ask for a report to be provided on the projects they are working on.

APPROVAL OF MINUTES.

On motion by Commission member Kohl, seconded by Commission member Stoll, and carried by a vote of 6-0, voting recorded as follows: HAAS – AYE; STOLL – AYE; NICELY – AYE; BAKER – AYE; KOHL – AYE; TAYLOR – AYE, the Commission approved the minutes from the meeting on January 30, 2024.

REPORT FROM SECRETARY - nothing to report.

REPORT FROM THE TOWN MANAGER - nothing to report.

REPORTS OF STANDING COMMITTEES

Comprehensive Plan – Commission member Taylor gave a report of the working session from February 27, 2024. She said she took the feedback she received and emailed Jeremy Crute (CSPDC) with a final draft. She informed him that the primary focus is meeting the state requirements for our comprehensive plan. Commission member Taylor said she would like for the commission to schedule the citizens input session/ open house before we leave tonight.

NEW BUSINESS

Chairman Nicely said we have a request for a lot line revision and asked for a staff report. Clerk Morris stated that the request is to divide a large parcel into two smaller parcels on Augusta Avenue. She said both parcels will have over the required 12,000 square feet and the 100-foot of road frontage. Clerk Morris said the property is zoned B-3 which allows residential as a permitted use. Therefore, it could be sold as a residential building lot. On a motion made by

Commission member Taylor, seconded by Commission member Haas, and carried by a vote of 6-0, voting recorded as follows: HAAS – AYE; STOLL – AYE; NICELY – AYE; BAKER – AYE; KOHL – AYE; TAYLOR – AYE, the Commission recommends the request to council to divide the property on August Avenue into two lots.

Chairman Nicely said the next item on the agenda is the bylaws. He asked if we wanted to table this until we have time to review the information from Ms. Sullivan tonight. Commission member Kohl said we have a final draft before us and feels we should move forward. Manager McAlister said that she feels this could be a policy verses being included in the bylaws. On a motion made by Commission member Kohl, seconded by Commission member Baker, and carried by a vote of 6-0, voting recorded as follows: HAAS – AYE; STOLL – AYE; NICELY – AYE; BAKER – AYE; KOHL – AYE; TAYLOR – AYE, the Commission approved the final draft of the bylaws present.

OLD BUSINESS

Jeremy Crute (CSPDC) said the demographic section of the draft comprehensive plan is almost ready for review. He said things have been a little slow starting due to being short staffed. Mr. Crute said he would like to review the drafted community survey. After review, he said he will make a couple minor changes and will get this back so that copies would be available for citizens to start completing. Mr. Crute said that once we set a date for the citizen input session/ open house that he will update the flyer. He said if the flyer could be distributed to various locations through town, then citizens could use the QR code to complete the survey. Town Manager McAlister said the next water billing will be mailed out around May 6th and that we will include the flyer in that mailing. Commission member Taylor said she wanted to make sure we allow enough time to get the word out so we can get as many responses as possible. Mr. Crute said he included an agenda for the public open house and said it would be good to have as much help at the open house as possible due to having it set up in different stations. He said before he has given the welcome speech about every thirty minutes to catch people as they come through. The commission decided to have the citizen input session on Thursday, May 16, 2024 from 5:00 p.m. until 7:00 p.m. at the Town Hall.

Jeremy Crute handed out a population and demographics chart that they quickly reviewed. He said he hoped to get this completed and emailed to the commission for them to review before the next working session.

ADJOURN

Chairman Nicely adjourned the meeting at 7:35 p.m.

Chairman

Secretary

Rezoning Request by Town of Grottoes (Miller Property)

0.413 Acres from R1 to B1 - Case #RZ0124

Applicant

Town of Grottoes

Landowner

Donna W Miller

Location

East side of Augusta Avenue (340) east of intersection with 3rd Street (256)

Tax Map#

160D4-(6)- B523 L21-26

Current Zoning

R1 – Low Density Residential District

Proposed Zoning

B1- General Business District

Acreage

0.413

General Information:

The subject property is east of the intersection of Augusta Avenue and 3rd Street as well as east of a town owned 20-foot right-of way. The area requested for rezoning is part of a larger proposed development site which is attached to this report. The intended use is a restaurant. The lots under this request do not have road frontage. Property owned by the same owner as this request is adjacent to the land and is zoned B1. For continuity of development purposes along the town's major thoroughways, and to allow enough property zoned land area for development to occur, a rezoning of the entirety of the site to B1 is requested.

Zoning Allowances

Under Grottoes' Town Code, the current R1 - Low Density Residential zoning allows by right uses such as single-family dwellings, schools, churches, public areas, etc.

The B1 – General Business District zoning is intended for the conduct of general business to which the public requires direct and frequent access but is not characterized by industry. Uses include retail, banks, theaters, restaurants, service stations, etc.

Staff and Agency Analysis:

Building Services

Any development will require approval from the town Zoning Administrator prior to the issuance of a building permit. All future construction will need to meet the requirements of the Virginia State Building Code. The site plan submission, review, revision, and approval process will be followed. This review is conducted by the town, Rockingham County and any necessary departments and agencies.

Fire

Rockingham County Fire and Rescue will review the proposed request and plan as part of the site plan review process.

Environmental

The Rockingham County Engineer states that land disturbance to exceed 10,000 square feet requires an erosion and sediment control plan and permit; land disturbance over one acre requires an engineered stormwater management plan and construction general permit. Per an existing agreement, enforcement of these regulations is the responsibility of Rockingham County. An engineering firm is reviewing the site and will submit erosion and sediment control and storm water management plans.

Planning and Zoning

Town staff have reviewed the site, desired use, and preliminary plans. Utilizing this site as a business location is appropriate and will be an economic benefit to the town.

Comprehensive Plan

The town's comprehensive plan does not detail information regarding intentions for community development or land use. Grottoes official zoning map along with its approved ordinances are the detailed documents by which proposals for development should be approved or disapproved.

Public Works

Public water and sewer are available to the site. Sewer lines exist in the current town owned ROW to the west of the property under request, and an 8-inch water main is available to be tied in to. All water and sewer utility work will be done in coordination with and through approval by the Town's Public Works Department.

VDOT

VDOT has been involved with the potential development of this site. They have had conversations with the proposed developer and their traffic engineer. A traffic impact analysis has been completed and submitted to VDOT for their approval.

Considerations:

The surrounding area contains a mix of land uses and zoning districts. Adjacent to the site are B1 and R1 zoning districts with land uses including commercial businesses and single-family dwellings.

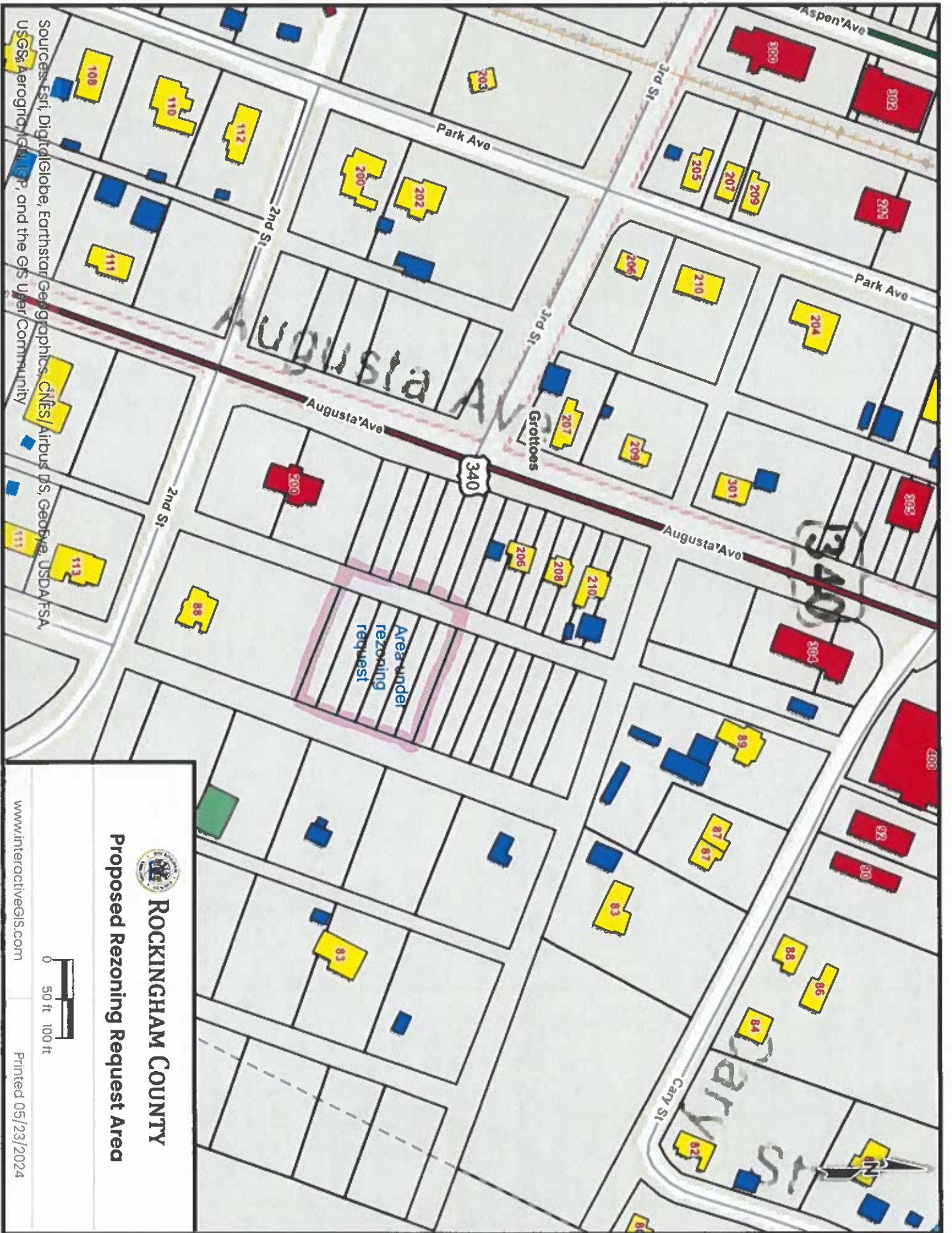
- Due to location, the town feels this is a prime site for business development. The purchase contract party/developer intends to place a restaurant on this property.
- According to the provided preliminary site plan of the entire proposed development, this area under rezoning request will contain drive through lanes, parking and a dumpster pad.

Staff Recommendation (5/23/24):

Staff recommends that the planning commission request that Council move forward with setting a joint public hearing in July 2024, regarding this rezoning request.

Planning Commission Action:

TBD



Sources: Esri, DigitalGlobe, Earthstar Geographics, CNES/Airbus DS, GeoEye, USDA/FSA, USGS, AeroGRID, IGN, and the GIS User Community



ROCKINGHAM COUNTY

Proposed Rezoning Request Area



www.interactivegis.com

Printed 05/23/2024

Proposed Site Plan

