

**MINUTES OF THE MEETING OF THE TOWN OF VINTON PLANNING  
COMMISSION HELD ON THURSDAY, APRIL 2, 2015, AT 7 P.M., AT THE VINTON  
MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET.**

**MEMBERS PRESENT:**     **Dave Jones, Chairman**  
                                  **Paul Mason, Vice Chairman**  
                                  **Bill Booth**  
                                  **Dawn Michelsen**  
                                  **Bob Patterson**

**STAFF PRESENT:**       **Ryan Spitzer, Assistant Town Manager/Economic Development Director**  
                                  **Anita McMillan, Planning and Zoning Director**  
                                  **Karla Turman, Associate Planner/Code Enforcement Officer**  
                                  **Julie Tucei, Planning and Zoning Coordinator**

**AGENDA**

**WORK SESSION**

- I.     Call to Order**
- II.    Work Session:**  
          **Capital Improvement Programs (CIP) FY 2015-2016 Discussion with the Assistant Town  
          Manager/Economic Development Director**
- III.   Comments of Planning Commissioners and Planning Staff**
- IV.    Adjournment**

**EVENING SESSION**

- V.     Call to Order**
- VI.    Approval of Minutes:**
  - 1.    January 13, 2015**
  - 2.    February 3, 2015 Joint Meeting with Town Council (Already approved by Council-for  
review and information only)**
- VII.   Election of Officers**
  - Chairman**
  - Vice-Chairman**
  - Secretary**
  - Recording Secretary**
- VIII.   Public Hearing:**
  - 1.    Receive comments concerning amendments to Article II. Districts and District  
Map, Sec. 2-1. Establishment of zoning districts, by adding Mixed Use  
Development (MUD) District; Article IV. District Regulations, by adopting and  
enacting Division 14. Mixed Use Development (MUD) District; Amending Article  
X. Definitions, Section 10-2. Words and Terms Defined (b) Certain Words and  
Terms Defined, by amending and enacting certain words and terms defined, of  
Appendix B, Zoning, of the Vinton Town Code.**
- IX.    Citizens' Comments**
- X.     Comments of Planning Commissioners and Planning Staff**
- XI.    Adjournment**

**WORK SESSION**

The work session portion of the Vinton Planning Commission meeting was called to order at 6:30 p.m. by Chairman Jones. Roll was called and all members were present.

The first item on the agenda was the Capital Improvement Program (CIP) FY 2015-2016 Discussion with the Assistant Town Manager. Mr. Spitzer stated that the General Fund CIP totaled \$1.6 million,

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but the Town Manager has proposed only funding \$61,500 of that amount. Mr. Lawrence has proposed funding \$317,000 of the Utility Fund CIP. A complete summary of all the CIP items that were proposed and the list of all recommended projects will be made a part of the permanent record of this meeting. Mr. Booth asked about the increase in real estate taxes. Mr. Spitzer explained how much the Town will get per cent—about \$45,000 extra per cent. The tax is proposed to go from the current rate of 3 cents up to 7 cents. Mr. Spitzer reminded them that it used to be 5 cents a couple of years ago, but was lowered when the real estate assessments went up. He explained that a good portion of the additional money from the increase will be used to fund the two new 24/7 firefighters.

Mr. Spitzer outlined each proposed item for the General Fund CIP which totals \$61,500. He stated that \$5,000 of it will be for gateway enhancements at the entrances to Town. He said that Roanoke County has \$10,000 in funds available to use towards gateway improvements. He mentioned that the first project is planned to be an enhanced sign at the Virginia Avenue entrance of Town near the PFG plant. Mr. Spitzer stated that the next project is to replace an aging ambulance for \$45,000. He said there are some state and county monies available through grants to use for a portion of the cost. Mr. Spitzer said that the next proposed item is to replace a zero turn lawn mower that is 11 years old for around \$7,500. The last item, at \$4,000, is the Walnut Avenue Corridor Improvement Project which is the Town's final share of the cost for the new bridge on Walnut Avenue.

Mr. Spitzer asked if they had any questions or comments on the General Fund CIP items: Chairman Jones asked what changed from the previous CIP lists they had been given to the ones provided at the meeting tonight. Mr. Spitzer stated that said some extra funds were located. Chairman Jones asked if everything else that is not being funded will hold together until funds are available. Mr. Spitzer mentioned that Public Works will be purchasing a new truck that will have interchangeable equipment and accessories. It will have the ability to take the place of several vehicles currently in use if necessary. Chairman Jones asked why there was no funding included for cars for the Police Department. Mr. Spitzer said the Police Department has already funded the leases on their current vehicles, and that won't be included again until the leases run out.

Next, Mr. Spitzer outlined the items for the Utility Fund, where it is proposed that \$317,000 be funded. The first item proposed for funding is a water meter reading system upgrade for the Finance Department. He stated that this would entail putting in electronic readers so that meters can be read as the employees drive down the street. The new system will also be better for leak detection. The next project proposed for funding is the design and construction of the Jefferson and Cleveland water and wastewater replacement lines. Mr. Spitzer mentioned that a few phases of this project have already been completed, and this phase will finish it. The next item proposed for funding is deployable leak detectors and correlating equipment. Mr. Spitzer explained that this equipment can be hooked up to a waterline and will tell employees where leaks are located. Another item proposed for funding is the Mason Road and Bexhill Drive water line replacement which will replace a line that has frequent breaks. Mr. Spitzer stated that the Niagara Village Apartments waterline replacement is also proposed for funding. He mentioned that these are the apartments that are located across from Woodland Place Event Center. The last item proposed for funding in the Utility Fund CIP is the design and replacement of the sewer main on Blandford Road. Mr. Spitzer said it would involve replacing about 350 feet of sewerline. He mentioned that this project was funded last year for \$50,000, but the line was found to be buried very deep and will cost much more to replace it. Mr. Spitzer said it is buried about 25 feet deep due to the flow necessary for it. He reminded the Commissioners that the Utility Fund CIP items are funded strictly out of the monies received from water and sewer payments.

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Chairman Jones said he felt that they are missing the golden opportunity to fix the stormwater issues in the downtown near the post office and behind Vinton Baptist Church. Mr. Spitzer said he talked with the town manager, Mr. Lawrence, about that, and Mr. Lawrence told him that the drainage in the downtown area works like it is supposed to and flows to drains near the Farmers' Market. Chairman Jones stated that the brick crosswalks would hold up better if the water was not flowing over them and also icing up on them during the winter.

There was nothing further to discuss on the CIP, therefore; Mr. Booth made a motion to recommend that Town Council approve the CIP items as presented by Mr. Spitzer. Vice Chairman Mason seconded the motion. A roll call vote was taken, and all members voted in favor of the motion.

Next on the agenda was to hear comments from the Planning Commissioners and Planning Staff. Chairman Jones thanked staff for all their work on the CIP and said he knew there was a tremendous amount of work that went into it.

With there being nothing further to discuss in the work session, Chairman Jones adjourned it at 7 p.m.

**EVENING SESSION**

The evening session portion of the Vinton Planning Commission meeting was called to order at 7:03 p.m. by Chairman Jones. Roll was called and all members were present.

First on the evening session agenda was the approval of minutes from the January 13, 2015, meeting. Mr. Patterson made a motion to approve the minutes of the January 13, 2015, meeting as presented. Mr. Booth seconded the motion. Roll was called, and all members voted in favor of the motion to approve the minutes as presented. The minutes from the February 3, 2015, meeting were for review only and were already approved by Town Council.

Next on the agenda was the election of officers. Mr. Booth moved that they leave officers the same as this past year. Ms. Michelsen seconded the motion. Roll was called, and all members voted in favor of the motion. Therefore, Dave Jones will remain as Chairman, Paul Mason will remain as Vice Chairman, Anita McMillan will remain as Secretary, and Julie Tucei will remain as Recording Secretary.

Next on the agenda, was a public hearing to receive comments concerning amendments to Article II. Districts and District Map, Sec. 2-1. Establishment of zoning districts, by adding Mixed Use Development (MUD) District; Article IV. District Regulations, by adopting and enacting Division 14. Mixed Use Development (MUD) District; Amending Article X. Definitions, Section 10-2. Words and Terms Defined (b) Certain Words and Terms Defined, by amending and enacting certain words and terms defined, of Appendix B, Zoning, of the Vinton Town Code.

Chairman Jones opened the public hearing at 7:06 p.m. Ms. McMillan gave some background information on the amendments. She also mentioned Council had questioned one of the sections of the ordinance at their meeting about the MUD District, and she explained that Letter H was removed by Council. In general, Letter H said that upon the failure of applicant to submit a site plan within 24 months, Town Council shall initiate and approve an ordinance to revert back to previous zoning of the property prior to being zoned MUD District. She stated that Council did not like the time limitation after the applicants would have already spent a lot of money on a project. Ms. McMillan said this action

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would also change the definition of multi-family and would add a provision for zero lot line homes. Chairman Jones asked what a zero lot line consists of. Ms. McMillan explained that a zero lot line is similar to townhomes where each lot is separate, but the homes may be joined together. She stated that the largest part of this revision to the ordinance is adding the MUD District section to the ordinance. She mentioned that it will create a whole new zoning district in the zoning ordinance.

There were no further comments or questions on the revision; therefore, Chairman Jones closed public hearing at 7:15 p.m. He stated that they were looking for a motion as to whether or not the Planning Commission would recommend that Town Council approve the amendments to the ordinance as presented. Mr. Patterson made a motion to recommend that Council approve the amendments to the ordinance as submitted. The motion was seconded by Vice Chairman Mason. A roll call vote was taken, and all members voted in favor of the motion.

The next item on the agenda was comments from citizens. There were none.

Lastly, there were no further comments from the Planning Commission and Planning Staff.

With there being nothing further to discuss, the meeting was adjourned at 7:17 p.m., on a motion by Vice Chairman Mason and a second by Mr. Booth

Respectfully Submitted,

Anita McMillan  
Planning Commission Secretary