

**MINUTES OF THE MEETING OF THE TOWN OF VINTON PLANNING
COMMISSION HELD ON THURSDAY, MARCH 24, 2016, AT 6:30 P.M., AT THE VINTON
MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET.**

MEMBERS PRESENT: **Dave Jones, Chairman**
 Keith Liles, Vice Chairman
 Bill Booth
 Dawn Michelsen
 Bob Patterson

STAFF PRESENT: **Richard “Pete” Peters, Asst. Town Manager/Economic Dev. Director**
 Anita McMillan, Planning and Zoning Director
 Anne Whitehurst, Accounting Manager
 Karla Turman, Associate Planner/Code Enforcement Officer
 Julie Tucei, Planning and Zoning Coordinator

AGENDA

WORK SESSION—6:30 P.M.

- I. Call to Order**
- II. Approval of Minutes: February 25, 2016, Work Session and Public Hearing**
- III. Capital Improvement Programs (CIP) FY 2016-2017**
- IV. Discussion on Mobile Vending/Food Truck Regulations and Policies**
- V. Future Meetings Schedule and Comments**
- VI. Comments of Planning Commissioners and Planning Staff**
- VII. Adjournment**

The work session of the Vinton Planning Commission was called to order at 6:34 p.m. by Chairman Jones. Roll call was taken, and all five members were present.

The first item on the agenda was the approval of the minutes from the February 25, 2016, work session. Vice Chairman Liles made a motion to approve the minutes with three minor revisions/corrections suggested by Chairman Jones. Mr. Booth seconded the motion. A roll call vote was taken, and all members voted in favor of the motion.

The next item on the work session agenda was the presentation of the Capital Improvement Program (CIP) FY 2016-2017. Ms. Whitehurst, Accounting Manager, and Mr. Peters, Assistant Town Manager, were present to give the CIP FY 2016-2017 overview. They presented a list of items recommended by the Interim Town Manager to be funded in the General Fund and the Utility Fund, and briefly explained each of the recommended items. Copies of the list containing all the CIP items and a list of the items recommended by the Interim Town Manager for funding in the CIP will be made a part of the permanent record of this meeting. After their presentation, and questions and answers, Mr. Booth moved to approve the list of Interim Town Manager’s recommended projects for both funds as presented. Mr. Patterson seconded it. The Planning Commissioners approved the motion unanimously during a roll call vote. Chairman Jones thanked Mr. Peters and Ms. Whitehurst for attending the meeting and presenting the CIP items.

Next was the discussion on Mobile Vending/Food Truck Regulations and Policies. The Planning Commission discussed adding a section to the zoning ordinance that would include regulations for food

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trucks. The other option that was discussed was to lower the itinerate vendor fee to match surrounding localities and use the existing policies that are already in place. After some discussion of both options, the Planning Commission decided that lowering the itinerate vendor fee to match Roanoke County's itinerate vendor fee (\$50) and using the existing policies would be the best way to go on this issue for now. Vice Chairman Liles asked if a motion was needed for this decision. Ms. McMillan said a motion would not be necessary since the fee reduction will affect town code, not the zoning ordinance.

The Commissioners were updated on several things going on around Town such as: the status of the UDA meetings; the receipt of the site plan for the former Roland E. Cook school building; the status of the redevelopment of the former William Byrd High School building (future meetings of the Planning Commission will be needed for the rezoning); the status of the Vinton Motors property and the partial demolition of the building; and the status of the Glade Creek Greenway project.

The future meeting schedule will be determined, and Ms. McMillan will contact the Commissioners to schedule the dates for both the UDA meetings and Planning Commission meetings.

With there being nothing further to discuss in the work session, it was adjourned on a motion by Vice Chairman Liles and a second by Mr. Booth at 8:16 p.m.

Respectfully Submitted,

Anita McMillan
Planning Commission Secretary