

Department of Planning & Community Development



A meeting of the Franklin County Planning Commission was held on September 13, 2022, in the Board of Supervisors meeting room located at the Franklin County Government Center.

THOSE PRESENT:

Debbie Crawford- Vice Chair, Union Hall District

David Clements- Rocky Mount District

C.W. Doss, Jr.- Blue Ridge District

David Pendleton- Blackwater District

Angie McGhee- Boone District

Cheryl Ege- Gills Creek District (Phone)

OTHERS PRESENT:

Lisa Cooper- Director, Planning

Megan Fenner – Clerk

Chris Dadak - County Attorney

THOSE ABSENT:

Sherrie Mitchell- Chair, Snow Creek District

Timothy Mack- Senior Planner

The meeting was called to order by Vice-Chairwoman Crawford at 6:00 p.m.

The first order of business was the approval of the minutes from the August 9, 2022, meeting. Vice-Chairwoman Crawford asked the Planning Commission if there were any comments or corrections to the minutes as written; there were none.

Vice-Chairwoman Crawford announced the minutes would stand as written.

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Vice-Chairwoman Crawford introduced the next item on the agenda and asked for the staff report.

APPLICATION for SPECIAL USE PERMIT – Application of Michael James, Applicant, and Eric and Sherry Buck, Owners, requesting a special use permit, with possible conditions, on an approximate 16.38 acres of property zoned A-1, Agricultural. The property is located near the intersection of Scruggs Road and Lovely Valley Road in the Gills Creek district of Franklin County and further identified by real estate records as Tax Map/Parcel # 0330001800. The purpose of this special use permit request is to allow for a self-storage facility. This property has a future land use designation of Low Density Residential (Case # SPEC-07-22-17398).

Director Lisa Cooper presented the staff report.

The applicant is requesting a special use permit to allow for a self-service storage facility on a property that is approximately 16.38 acres and located near the intersection of Scruggs Road and Lovely Valley Road in the Gills Creek district.

The unaddressed property is currently undeveloped, with frontage along Scruggs Road and Lovely Valley Road and situated near where the two intersect. It is flanked by the Montgomery Farms subdivision to the west, and by a County-owned waste and recycling facility to the east. The north side of the property is bound by Scruggs Road. Directly across Scruggs Road lay a mixture of commercial and residential uses, with B-2, General Business, and A-1, Agricultural zoning. In addition to the waste and recycling facility, the east side of the property is bound by Lovely Valley Road, and adjoins several small-lot residential parcels zoned A-1, Agricultural. The south and southwest side of the property also adjoin several small-lot residential parcels that are a part of the Montgomery Farms subdivision; those parcels are a mixture of developed and undeveloped lots.

The west side of the property has a second access point from Old Farmhouse Drive, a private road that was stubbed out during the development of Montgomery Farms. There, the applicant is proposing to add a gate and limit access for emergencies only. Primary access will be from Scruggs Road.

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The applicant is proposing a climate-controlled storage facility, including a partially enclosed structure for boats, trailers and RVs. Additionally, there could be a potential office constructed on the site, as part of Building B as shown on the applicant's concept plan, that would allow for the sale of moving and storage supplies. The primary site of development will be in the area that fronts Scruggs Road.

Director Lisa Cooper noted after the application was published, letters were received with concerns involving increased traffic, the use of Old Farmhouse Road, water hazards related to the pond, and lighting. Director Cooper stated the applicant has been made aware of these concerns and has expressed willingness to work with the neighborhood to address the concerns.

On August 16th, the applicant's request to fast-track this petition was heard by the Board of Supervisors, and approved. Tentatively, this case will go before the Board at their regularly scheduled September 20th meeting.

Vice-Chairwoman Crawford asked if any of the Commissioners had questions for staff. There were none.

Vice-Chairwoman Crawford advised that they would now hear from the applicant.

Ms. Jessica James introduced herself and stated her husband, Mr. Michael James, is listed as the applicant. Ms. James wanted everyone to know that they are not developers, and spoke about their background, their business experience, and why they would like to create a storage facility. Ms. James read from the feasibility study they had conducted. Ms. James stated that they appreciated the feedback from the residents of Montgomery Farms, and expressed that they wanted to work to remedy any cause for concern the residents had. Ms. James continued to list examples of how they plan on remedying some of those concerns including monthly meetings if the community was interested.

Mr. Chris Waller introduced himself as a civil engineer who is working with the applicants. He stated that he is there to answer any questions related to erosion control, proposed ponds, fencing or landscaping. Mr. Waller stated the ponds will

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be extended detention ponds which means after 24 hours after a storm the pond will be empty again. There are plans for fencing to be around those ponds. Mr. Waller stated that they are willing to come into compliance with VDOT regulations.

Ms. Debbie Crawford requested clarification of the fencing on the concept plan. Mr. Chris Waller was able to clarify which symbol represented the fencing on the concept plan and elaborated on where the fence would go. Ms. Crawford requested clarification on the property line on the concept plan. Mr. Waller was able to provide clarification and talk about their plans to conserve part of the land. Ms. Crawford asked how tall the fences would be. Mr. Waller stated that the gate around the storm water management pond would be eight (8) feet tall. The security fencing around the facility would be up to the owners, and there are no current requirements. Mr. Waller stated the fence would be for security, rather than a visual buffer. Ms. Crawford questioned during what hours the lights at the proposed facility would be on. Ms. Jessica James stated the lights would not be 24 hours and were more for security of people coming or going. Mr. Michael James stated that the lights would be on the buildings, and downcast. Ms. Crawford stated currently the lights are listed from 9am to 7pm. Mr. James stated that he would like to negotiate those times, as people may be there earlier than 9am to get equipment. Ms. James stated that the office hours could be limited to shorter hours. Mr. James stated that most facilities have lights on for 24 hours, but they have agreed to do that as to not disturb the nearby neighborhood.

Ms. Cheryl Ege asked why the applicant isn't adding vegetative screening on Scruggs Road. Mr. Chris Waller advised they are proposing a healthy amount of street-side landscaping. Mr. Waller continued to say that the distance between the road and the first set of buildings is about 55-feet, and that area would be landscaped. Mr. Michael James added that he offered to comply with either vegetative screening or a façade on that side of the facility. Ms. Ege was concerned that a 2-foot planting of a tree would not reach visual screening within our lifetime.

Vice-Chairwoman Crawford stated they would now move to the citizen comment portion of the hearing. Ms. Crawford stated that each speaker will be given three (3) minutes to speak so that everyone may be heard.

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The Montgomery Farms Homeowner's Association president, Mr. Jeff Francis, was nominated first to speak by the citizens in attendance. Mr. Francis started out by saying the applicants do not yet own the property they plan to develop. Mr. Francis stated the sellers had told everyone that they planned to build a house, but instead sold it to the applicants. Ms. Frances stated that the proposed storage facility is outside of commercial use areas. Mr. Frances stated they have contacted the nearby storage facilities in the area, and they already have vacancies. Mr. Francis commented that in order to properly screen the proposed buildings from the residential area, the applicants would have to plant 40-foot trees. Mr. Francis was concerned of potential run off of storm water contributing to flooding in an area that already floods.

Mr. Edwin Goodwin stated the size of the proposed facility and the location next to their neighborhood was unbelievable to him. Mr. Goodwin stated that the yards of some neighbors will be transformed to the visuals of buildings and be affected by the glare of lights every night. Mr. Goodwin stated that the project will bring down property values, and if approved their property values will drop substantially. Mr. Goodwin then asked if the Planning Commission would approve this project next to waterfront homes, or near the boardwalk, and if the answer is no then it shouldn't be placed next to their neighborhood.

Ms. Phyllis Goodwin read the first sentence of the Board of Supervisors mission statement. Ms. Goodwin stated that statement should also be the responsibility of those appointed by the Board of Supervisors. Ms. Goodwin stated her main concern was the process of how the application was handled. Ms. Goodwin stated that citizens were not notified far enough in advance of the staff report, and that they didn't have time to contact staff prior to their vote for approval of the application. Ms. Goodwin also questioned what staff considers as detrimental to surrounding properties. Ms. Goodwin commented that when staff received comments from citizens, there was multiple conditions added and changes made. Ms. Goodwin stated this was unfair to citizens, and that staff is favoring the applicant.

Mr. Thomas Brockman withdrew his decision to speak as his points would be redundant to the letter he submitted and other's comments.

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Ms. Lisa Leitz stated she still had concerns regarding the stormwater management ponds and didn't know how it would be managed. Ms. Leitz was concerned about safety and buffering. Ms. Leitz stated that the only buffering she has between her residence and the county dump is the property on the application. Ms. Leitz also stated this application shouldn't be compared to Brownies, a nearby business, because Brownies is historic and has been there longer than the development. Ms. Lietz stated the placement of the proposed storage facility was inappropriate based on zoning and future land use designation. Ms. Leitz stated this would be a detriment to the community. Ms. Leitz stated that she's thankful when her children were small, they could run around and feel safe.

Mr. Barret Lietz stated he spoke to multiple storage units in the area had vacancies, and when the storage facility in Eastlake opens there will be an abundance of storage units. Mr. Lietz commented that one storage facility stated they have two acres designated for the storage of large equipment. Mr. Lietz stated they purchased their home knowing Brownies and the landfill was in the area, but if they knew the self-storage facility would be constructed, they would not have purchased their home. Mr. Lietz stated Montgomery Farms is a middle-class neighborhood full of people who serve the community, and the proposed facility will harm property values.

Mr. Richard Myers stated he and his wife have lived in Montgomery Farms since 2008. Mr. Myers then read a letter he had prepared for the Planning Commission. Mr. Myers spoke on the zoning ordinance developed in 1988. Mr. Myers spoke about the development of Montgomery Farms and its designation as a residential area, and that this property should have the same purpose. Mr. Myers requested that the Planning Commission deny the special use application based on environmental factors and relation to the comprehensive plan. Mr. Myers provided a copy of the letter to the clerk.

Mr. David Colwell stated he met the current property owner, Mr. Buck, one day and spoke about Mr. Buck's plan to build a home on the property. Mr. Colwell stated that since the property owners have cleared 16 trees from the property, he can hear road noise from Scruggs Road. Mr. Colwell also mentioned that they are trying to sell their home, and those that come to see the property complain of hearing the traffic from Scruggs Road. Mr. Colwell stated there is no compromise.

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Nothing will make up for the loss in property value to the area.

Ms. Nicole Colwell state their property is heavily affected by proposed self-storage facility, as it will be right in their back yard. Ms. Colwell stated that if they knew this facility would be built when they purchased their home in 2013, they would not have purchased their home, and stated if they wanted to live in a city setting, they would have purchased property in Roanoke. Ms. Colwell stated that if the application is approved it will steal all the positive qualities from living in Montgomery Farms. Ms. Colwell stated that no vegetative buffer will block their view of the facility due to the layout of the land, dangerously impacting their property value. Ms. Colwell stated that the safety of their children will be in danger, as she believed customers of the facility would be able to look into her backyard and home at all hours. Ms. Colwell finished her statements by mentioning there are other commercial properties available in Westlake.

Wesly Pagan withdrew his decision to speak.

Kenneth Pagan questioned the placement of the entrance of the facility, suggesting that there is a blind spot in the area that could be dangerous. Mr. Pagan stated that he lives on a high hill, and he didn't want to look down on the roofing of the facility.

Vice-Chairwoman Crawford asked the applicant if they would like to come back to the podium to address the comments made by citizens.

Mr. Chris Waller addressed the concerns of standing water. Mr. Waller stated it's part of his job to look at the runoff of water pre-development and post-development. This is also regulated by the state of Virginia. Mr. Waller stated he hoped to address the flooding in the area and make it better for the surrounding homeowners. The intent is to have less runoff at a faster rate than current conditions. Ms. Debbie Crawford asked for the difference between a stormwater retention pond and a detention pond. Mr. Waller stated detention ponds, which are in the proposed development, fill up during storm events, and drains slowly. In a 24-hour period of time after a storm it should be drained. Retention ponds have standing water all the time.

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Ms. Jessica James wanted to address the statement that they are not locals. Ms. James stated that their home was torn down, and they are in the process of building a new home.

Vice-Chairwoman Crawford stated that the Planning Commission would now enter a closed session.

A citizen approached the clerk stating that there were additional citizens with comments who wish to speak. Vice-Chairwoman Crawford opened the floor back up to any citizen who wishes to approach the Commission. Vice-Chairwoman Crawford apologized for not asking if there were any other citizens who wish to speak and reopened the floor back up for citizen comment.

Mr. Kirk Johnson stated he is a real-estate developer and a commercial appraiser. Mr. Johnson stated to him, this is the definition of spot zoning. Mr. Johnson stated this commercial property is not appropriate for the area. Mr. Johnson stated when he was moving between homes, he used the storage units up the road from this location.

Ms. Melony Moore stated they moved off of Smith Mountain Lake and had planned to build a home with a pool at the beginning of Montgomery Farms. Ms. Moore stated that cannot happen now because they do not want this facility in their back yard. Ms. Moore also stated that her husband is the chief of Scruggs Fire Department, and there is no need for an emergency exit. Ms. Moore stated as long as you can drive a mobile home through the front gate, there is no need for an additional entrance for emergency personnel.

Mr. Harris Ferguson stated his wife works at a nursing home in Roanoke which is on a single-entry access road. Mr. Ferguson stated if there is an emergency, his wife has no way out other than that single entry point. Mr. Ferguson brought up the point that the emergency exit at the proposed facility could also serve the residents of Montgomery Farms if their entry was to become blocked. Mr. Ferguson believes the current property owners are choosing not to build their home on the parcel because the ground is not suitable for a septic system. Mr. Ferguson also spoke in favor of the detention ponds believing that they would benefit the community as a whole.

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Mr. Michael James wanted to clarify that they have decided to eliminate the emergency access gate in their plans for development, continuing the fencing and the vegetative buffering. Ms. Lisa Cooper commented that condition 6 would need to change to reflect the removal of the fence, and the Planning Commission could correct the condition or add to it.

Mr. David Colwell requested the address the Planning Commission. Vice-Chair Crawford allowed Mr. Colwell to again address the Planning Commission. Mr. Colwell stated that he hoped the Planning Commission saw the passion of those who are going to be effected by this development, and to take that into account.

Vice-Chairwoman Crawford advised the Planning Commission would now enter into a closed session.

Ms. Angie McGhee asked Director Lisa Cooper if staff saw the project as spot-zoning. Director Cooper stated that staff does not see this project as spot-zoning, as the petitioner is not asking for rezoning. Special Use Permits were developed for uses that could possibly be compatible with an area, but go through the public hearing to make sure they are in fact compatible. It also allows for conditions to be set for the type of use permitted by special use permit.

Director Lisa Cooper also defined what a comprehensive plan is and how it's used to guide development in an area. Director Cooper also spoke about what staff looks at and considers while writing their staff report. Director Cooper also touched on the creation of subdivisions, regulations put in place by VDOT, and examples of other uses allowed in A-1, Agricultural Districts.

Ms. Angie McGhee asked how deep the tree buffer would be between the proposed facility and other lots. Director Lisa Cooper was able to answer the tree buffer is listed as 50 feet. Commissioners and staff discussed the plans for vegetative buffers and fencing.

Ms. Angie McGhee discussed the lighting requirements listed in the conditions. The commissioners commented on lighting, lighting in other projects in the county and requirements listed in the county ordinance.

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Ms. Cheryl Ege stated she believed the concerns of the Montgomery Farm residents were valid, and that there were no conditions that could be put in place to protect the homeowners of Montgomery Farms. Ms. Ege stated that a self-storage facility is not in harmony with the permitted uses of this zoning district. Ms. Ege explained at the top of Scruggs Road near Route 122, there are numerous businesses including several self-storage facilities, an automotive repair shop, a strip mall with stores and restaurants, medical offices and a veterinary office. This, Ms. Ege stated, is an appropriate area for commercial development. Ms. Ege described the area pass the intersection of Scruggs Road and Gilford Road, as predominately residential and agricultural. Ms. Ege believed hundreds if not thousands of taxpayers and property owners purchased homes or purchased property and built homes because of the Franklin County comprehensive plan which designates this area as low density residential. And that the taxpayers and property owners have a right to expect the county to abide by the comprehensive plan to insure their property values are protected. Ms. Ege again stated a self-storage facility is not compatible with low density residential.

Ms. Ege continued, advising self-storage facilities are not allowed “by right” in any of the zoning areas. Ms. Ege believes this is because they are not desirable neighbors. Ms. Ege stated that she agreed with the speakers who spoke out against the application and reiterated their points: property values will be harmed, the character of their neighborhood and the zoning district will be negatively changed, and a self-storage facility is not in harmony with the permitted uses of this zoning district. Ms. Ege believed the proposed vegetative buffers will do little or nothing to mitigate the view of a potentially unsightly business from Montgomery Farms or from Scruggs Road, because of the terrain and elevation of the road and community. Ms. Ege concluded by adding the proposed entrance to this facility is already a dangerous blind spot for drivers on Scruggs Road.

Mr. C.W. Doss noted that it was brought up that the property does not perk well. Mr. Doss continued to say that the current owners probably paid premium pricing to develop the property, only to realize that they cannot. Mr. Doss questioned the residential potential of the lot.

Ms. Angie McGhee questioned the other A-1, Agricultural uses other than

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residential. Ms. Crawford noted the three pages of uses allowed in the A-1, Agricultural District without a special use district.

Vice-Chairwoman Crawford asked the applicants a clarifying question: what type of equipment would be stored under the canopies listed in the concept plan. The applicant was able to advise that they would only have RVs and boats stored under the canopies.

Ms. Cheryl Ege motioned that the proposed use will be of substantial detriment to adjacent properties, that the character of the zoning district will be changed thereby, and that such use will not be in harmony with the purpose and intent of the uses permitted by right in the zoning district, and with the public health, safety, and general welfare to the community. Ms. Cheryl Ege moved to recommend denial of applicant's request.

There was no second. The motion failed.

Ms. Angie McGhee motioned that the proposed use will not be of substantial detriment to adjacent properties, that the character of the zoning district will not be changed thereby, and that such use will be in harmony with the uses permitted by-right in the zoning district, and with the public health, safety, and general welfare to the community. Ms. McGhee moved to recommend approval of the applicant's request for a special use permit to allow for a self-service storage facility with the sixteen (16) conditions with revisions to condition 4, 6, 7, 9, 13, 14, 15 and 16.

Mr. David Pendleton seconded the motion.

The motion to approve was approved, 5-1-1; voting on the motion was as follows with the following conditions:

AYES: Doss, McGhee, Clements, Pendleton, Crawford
NAYES: Ege
ABSENT: Mitchell
ABSTAIN: None

Vice-Chairwoman Crawford announced the next item on the agenda.

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APPLICATION for REZONE – Application of Nicholas Montgomery, Applicant, and Norman Montgomery, Owner, requesting to rezone, with possible proffers, an approximate 0.096 acres of property from A-1, Agricultural, to B-2, General Business. The property is located near the intersection of Wirtz Road and Alean Road in the Boone district of Franklin County and further identified by real estate records as Tax Map/Parcel # 0360005901. The purpose of this request is to rezone added acreage from a boundary line adjustment to a property located at 3218 Wirtz Road, further identified by real estate records as Tax Map/Parcel # 0350010800. This property has a future land use designation of Agricultural Forestry/Rural Residential (Case # REZO-08-22-17405).

Director Lisa Cooper presented the staff report.

In early 2021, the applicant applied for a special use permit to allow for a boarding kennel on a property located at 3218 Wirtz Road. The property is, and has been, zoned B-2, General Business, where boarding kennels are a permitted use by issuance of a special use permit, granted by the Board of Supervisors. Over the past year, the applicant has been making steady progress towards getting their business fully operational.

Following the course of best practices, the applicant was having a professional survey completed on the subject property and found that a small portion of the principal structure lay on the adjacent property (owned by the applicant's father). Of the applicant's own initiative, they are wanting to re-adjust the boundary line of the property and rezone the small new portion from A-1, Agricultural to B-2, General Business.

Nearby parcels are a mix of other large-lot, single-family residences, rural, and vacant lots, with some agricultural and commercial uses. Nearby zoning is A-1, Agricultural, and B-2, General Business.

Vice-Chairwoman Crawford asked the Commissioners if there were any questions for staff. There were none.

Vice-Chairwoman Crawford stated they would now hear from the applicant.

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Mr. Nicholas Montgomery stated his goal was just to get the building all on one plot, so they can get their kennel up and running.

Vice-Chairwoman Crawford asked the commissioners if there were any questions for the applicant. There were none.

Vice-Chairwoman Crawford asked if there was anyone in the audience who would like to speak on this application. There were none.

Ms. Angie McGhee motioned that the proposed rezone will not be a substantial detriment to adjacent properties, is in good zoning practice, will not change the character and aesthetic values of the zoning district, and will be in harmony with the public health, safety, and general welfare to the community. Ms. McGhee moved to recommend approval of the applicant's request to rezone the property from A-1, Agricultural, to B-2, General Business, with the one (1) proffer submitted by the applicant.

Mr. David Clements seconded the motion.

The motion to approve was approved, 6-0-1; voting on the motion was as follows with the following conditions:

AYES: Doss, McGhee, Clements, Pendleton, Ege, Crawford
NAYES: None
ABSENT: Mitchell
ABSTAIN: None

Vice-Chairwoman Crawford announced the next item on the agenda.

APPLICATION for SPECIAL USE PERMIT – Application of Nicholas Montgomery, Applicant, and Norman and Deborah Montgomery, Owner, requesting a special use permit, with possible conditions, on an approximate 37.30 acres of property zoned A-1, Agricultural. The property is located near the intersection of Wirtz Road and Alean Road in the Boone district of Franklin County and further identified by real estate records as Tax Map/Parcel # 0360005901. The purpose of this special use permit request is to allow for an off-site mass drainfield for an adjoining

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property located at 3218 Wirtz Road, further identified by real estate records as Tax Map/Parcel # 0350010800. This property has a future land use designation of Agricultural Forestry/Rural Residential (Case # SPEC-08-22-17401).

Director Lisa Cooper presented the staff report.

The applicant is requesting a special use permit to allow for an off-site mass drainfield on an adjacent property. The property where the proposed drainfield will be located is an unaddressed property, approximately 37.30 acres, situated near the intersection of Wirtz Road and Alean Road, and will support the septic system for the property located at 3218 Wirtz Road. In early 2021, that property, 3218 Wirtz Road, zoned B-2, General Business, was approved for a special use permit to operate a boarding kennel. The applicant is requesting this use due to limited lot size, unable to install a septic system capable of supporting their business.

The property where the proposed off-site mass drainfield is to be located belongs to the applicant's father, and will be approximately 100 feet from the boarding kennel. This area of the property fronts Alean Road, and will be approximately 90 feet from the edge of the right-of-way, and situated on the other side of a private driveway used to access a residential property – also owned by the applicant's father.

Nearby parcels are a mix of other large-lot, single-family residences, rural, and vacant lots, with some agricultural and commercial uses. Nearby zoning is A-1, Agricultural, and B-2, General Business.

Vice-Chairwoman Crawford asked if the commissioners had any questions for staff. There were none.

Vice-Chairwoman Crawford stated they would now hear from the applicant.

Mr. Nicholas Montgomery stated they have already gone through the Virginia Department of Health, and they have been satisfied with their plans so far. Mr. Montgomery stated that he was fine with all conditions listed by staff.

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Vice-Chairwoman Crawford asked the commissioners if there were any questions for the applicant. There were none.

Vice-Chairwoman Crawford asked if there was anyone in the audience who would like to speak on this application. There were none.

Ms. Angie McGhee motioned that the use will not be of substantial detriment to adjacent properties, that the character of the zoning district will not be changed thereby, and that such use will be in harmony with the uses permitted by-right in the zoning district, and with the public health, safety, and general welfare to the community. Ms. McGhee moved to recommend approval of the applicant's request for a special use permit to allow for an off-site mass drainfield with the three (3) conditions recommended in the staff report.

Mr. David Pendleton seconded the motion.

The motion to approve was approved, 6-0-1; voting on the motion was as follows with the following conditions:

AYES: Doss, McGhee, Clements, Pendleton, Ege, Crawford
NAYES: None
ABSENT: Mitchell
ABSTAIN: None

Vice-Chairwoman Crawford announced the next item on the agenda.

Work Session: Short-Term Rentals

Director Lisa Cooper lead the work session on short-term rentals. Director Cooper spoke to the plan for the checklist to be used for special use permits relating to short-term rentals. This checklist is to be placed in the section pertaining to requirements for the concept plan. The checklist was provided to the commissioners for review.

Director Lisa Cooper continued by stating that the planning department is already requiring applicants to supply their septic information. Instances where there is no septic information available through the applicant or the Virginia Department of

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Health will be handled on a case-by-case basis. Director Cooper expressed that she does not want applicants to spend thousands of dollars on services to obtain this information, not knowing if their application will be approved.

Director Lisa Cooper also stated that they want the applicants to start showing drainfields on their concept plans. Applications where the property is on a private road will be asked if there is a road maintenance agreement in place. Applicants will be encouraged to speak to neighbors/homeowners' associations regarding their plans. Applicants will be required to submit an emergency evacuation plan. Applicants who live out of area will be encouraged to have a local point of contact for issues that arrive. Staff will also provide information on the registration process for short-term rentals. Director Cooper spoke about the information given out by Bill Raney when inspecting short-term rentals.

Director Lisa Cooper requested clarification on some of the requests for information by the Planning Commission.

Ms. Angie McGhee requested that the septic tank location be required along with any drainfield requirements made by staff.

Ms. Debbie Crawford acknowledged that the county does not regulate or get involved with homeowners' associations, but she would like to see any covenant applicable to an application. Several commissioners agreed that would be helpful information.

There was a lengthy discussion on septic tank capacity in relation to the number of bedrooms the property can rent out. There was also a large focus on the goal to keep the residences safe for those renting them.

Ms. Cheryl Ege suggested adding to the checklist that the applicant speak to their neighbors about their intentions to work out any issues ahead of time. There was discussion between making it a recommendation or a requirement. There was also discussion on how the applicant should let their neighbors know about their plans for the property.

Director Lisa Cooper discussed her expectations for applicants completing this list

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prior to submitting their application. Director Cooper stated this checklist and list of requirements is not to be completed by staff. The applicants will have to do the research on their property to submit these items.

Ms. Angie McGhee asked if a survey was required by staff. Director Lisa Cooper stated a concept plan is required, but not a survey. Some applicants will use their survey to create their concept plan, but surveys themselves are not required. Ms. McGhee stated that it's not a bad idea to have the applicant get their survey while at the courthouse for other documentation but agreed that they would not have to have a survey done if one is not on file.

Vice-Chairwoman Crawford suggested possibly having documentation of when the last time the septic system was pumped. There was discussion on an already existing Septic Pump-Out Program maintained by the county.

Overall, there was support from the Planning Commission to have a checklist for special use applications involving short-term rentals.

Director Lisa Cooper presented the current short-term rental ordinance and changes staff has already considered. Items discussed were by-right uses, edits to match the existing county ordinance, and stricter penalties.

The Commissioners requested copies of surrounding localities' ordinances for reference.

Meeting adjourned at 9:16 pm