

**GREENE COUNTY PLANNING COMMISSION
DECEMBER 20, 2023**

THE REGULAR MEETING OF THE GREENE COUNTY PLANNING COMMISSION WAS HELD
ON WEDNESDAY, DECEMBER 20, 2023, AT 6:30 P.M.

Members present: Ron Williams, Chairman
Michael Traber, Vice Chairman
John McCloskey, Member
Angela Hawkins, Member
Mark Kelpé, Member

Staff present: Jim Frydl, Planning Director/Zoning Administrator
Stephanie Golon, Deputy Planning Director, Deputy Zoning Administrator
Cristy Snead, Permit Tech., P.C. Secretary

CALL TO ORDER

Mr. Williams called the meeting to order.

DETERMINATION OF QUORUM

Each Commissioner stated their name to establish a quorum.

Mr. Kelpé
Ms. Hawkins
Mr. Traber
Mr. McCloskey
Mr. Williams

There was a quorum with five Commissioners present.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Mr. Williams started the meeting with the Pledge of Allegiance and a moment of silence.

PUBLIC HEARINGS

Lloyd and Lillian Detamore request a special use permit for a home business, (plumbing, electrical, and HVAC business) as required by Article 4-1-2.16 of the Greene County Zoning Ordinance. The parcel is identified as TMP# 64A-(A)-11 (2.36 acres) and is located at 287 Welsh Run Road. The parcel is in the A-1, Agricultural zoning district, and the Greene County Future Land Use Map designates it as a "Rural Area." (SUP23-005)

Mrs. Golon started the presentation by explaining the request for a special use permit for a home business for a service contractor, including plumbing, electrical, and HVAC work. She then reviewed the definitions of a home business and service contractor. Mrs. Golon then presented the aerial, zoning, and comprehensive plan maps, street views, and home business location photos.

Mr. McCloskey asked if the residence had two driveways. Mrs. Golon stated that the driveway off Welsh Run Road in front of the home is their residential driveway, the other driveway is off of a shared easement.

Mrs. Golon reviewed agency comments, the Virginia Department of Health stated that the existing system is adequate for the number of employees present in the morning/afternoon timeframe. She advised the commission that VDOT indicated that the entrance is suitable for what is being proposed. Mrs. Golon reviewed the principles for making a special use permit decision and the ordinance guidelines for a special use permit.

The following staff recommendations proposed to help retain the character of the neighborhood are as follows, Mrs. Golon advised.

- The home business, for the service contractor, shall be located in the existing detached accessory structure.
- The home business shall only be a service contractor without customer traffic to the location.
- The hours of operation will be Monday through Friday, 6 AM to 8 PM.
- A 100' (one hundred linear foot) screening yard (fence or evergreens) shall be installed on the southern side of the existing detached accessory structure. Screening yards shall contain sufficient vegetation to provide an adequate screen between uses. Evergreen vegetation shall be planted and spaced in staggered rows, at a 15-foot center. Existing vegetation, such as hedgerows and trees may be used to satisfy the requirements of this ordinance.

Mrs. Golon stated that staff spoke to Mrs. Detamore and she wished to have the planning commission consider:

- The screening yard shall have a 30-foot long, 6-foot tall privacy fence. The privacy fence shall be vinyl wood, or chain-linked with slats.
- A typical parking space is 18'x9".
- At times, clients request services on Saturdays

Mr. Detamore stated that he has been in business for a long time, he stated that only he and his brother are employed by the business. He stated that he has three work trucks, one for each employee and one for trash. Mr. Detamore stated that he keeps tractors in his barn and leftover work materials. Mr. Detamore stated that he would install a thirty-foot privacy fence to screen the work trucks.

Mr. McCloskey asked how many employees of home businesses are allowed in the Zoning Ordinance.

Mr. Frydl stated that up to five are allowed.

Mr. Williams opened the public hearing.

Chris Rhoades spoke in favor of the Detamore's home business.

James Henshaw stated that he is concerned about the easement to the right of Detamore's residence going to the other houses. He stated that they do not have a right to use the road/right of way to the barn. Mr. Henshaw mentioned that there is a covenant in that subdivision.

Mr. Frydl stated that there is someone on the phone who would like to speak.

Michelle Flynn is the owner of a neighboring property. The driveway/right of way is now known as Bella Vista Road. She stated that she supports this special use permit, with conditions. Future owners of this parcel may not conduct their business the way the Detamore's do. Ms. Flynn stated that she is opposed to a privacy fence. A natural vegetation buffer would be nicer.

Mr. Frydl stated that is the last caller.

Mr. Williams closed the public hearing.

Mr. Kelp stated to add to the conditions, no deliveries to this residence. Also, he stated to add white noise backup alarms to the work trucks.

Mr. Kelp asked about the easement and if the road was posted with no trespass signs.

This road is a nonexclusive easement, Mr. Frydl stated.

The road is outside of the county's authority to regulate, Mr. Frydl stated.

The planning commission and staff discussed the screening options, whether it be a privacy fence or vegetation, and the locations of the property that would need to be screened.

Mr. Williams asked the commission to discuss the size and the number of vehicles being added as a condition. The commission decided to add the condition of no tractor trailers allowed. Mr. Williams stated that the easement does not have an impact on land use. The commission also conditioned the working hours to be 7 AM to 4 PM. Mr. Rhoades spoke for the Detamore's, he stated that sometimes they do have some callouts after hours. Mr. Traber explained to Mr. Rhoades that this is for anyone who may buy this property if it were ever sold. Mr. McCloskey asked if 7 AM to 6 PM would be better, and all of the commissioners agreed to those times. The commissioners added as a condition a thirty-foot long and six-foot tall fence.

Mr. Frydl asked if the commission would consider adding language to say the regular working hours are 7 AM to 6 PM.

Mr. Traber made the motion to recommend approval with conditions In accordance with the Greene County Zoning Ordinance, public necessity, convenience, general welfare, and good zoning practice, I move to approve SUP#23-005, for a home business as listed in Article 4-1-2.16 and 22 of the Greene County Zoning Ordinance with the following conditions:

- a) Failure to comply with the conditions of this SUP may result in the issuance of a Notice of Violation (NOV) by the zoning administrator. The Zoning Administrator may present this SUP to the Board of Supervisors for revocation if the NOV is not resolved as directed.
- b) All activities associated with this SUP shall be in compliance with all local, state, and federal laws.
- c) The home business for the service contractor shall be located in the existing detached accessory structure, being in general conformance with the concept plan.
- d) The home business shall be only a service contractor without customer traffic to the location.
- e) The regular hours of operation will be Monday through Friday, 7 AM to 6 PM.
- f) The screening yard shall have a 30 ft long, 6ft tall privacy fence. The privacy fence shall be vinyl, wood, or chain-linked with slats. Location to be coordinated with staff.
- g) No business-related tractor-trailer deliveries.

Mr. McCloskey seconded the motion.

Mr. Kelpé – Aye
Ms. Hawkins – Aye
Mr. McCloskey – Aye
Mr. Traber – Aye
Mr. Williams – Aye

With a vote of 5-0, the planning commission recommended approval with the revised conditions.

Denis Torres requests a special use permit for a home business, (construction and roofing) as required by Article 5-1-2.6 of the Greene County Zoning Ordinance. The parcel is identified as TMP# 65A-(2)-13 & 64A-(2)-14 (0.99 acres), and is located at 241 Westwood Drive, Ruckersville. The parcel is in the R-1, Residential zoning district, and the Greene County Future Land Use Map designates it as a "Rural Area." (SUP23-006)

Mrs. Golon started the presentation by explaining the request for a special use permit for a home business for a service contractor, including construction and roofing work. She then reviewed the definitions of a home business and service contractor. Mrs. Golon then presented street views, home business location photos, and aerial, zoning, and comprehensive plan maps.

Mrs. Golon reviewed agency comments, the Virginia Department of Health stated that the existing system is adequate for the number of employees present in the morning/afternoon timeframe. She advised the commission that VDOT indicated that the entrance is suitable for what is being proposed. Mrs. Golon reviewed the principles for making a special use permit decision and the ordinance guidelines for a special use permit.

The following staff recommendations to retain the character of the neighborhood are as follows, Mrs. Golon advised.

- The home business, for the service contractor, shall be located in the existing detached accessory structure.

- The home business shall only be a service contractor without customer traffic to the location.
- The hours of operation will be Monday through Friday, 6 AM to 8 PM.
- A screening yard (fence or evergreens) shall be installed on the western side of parcel 14. Screening yards shall contain sufficient vegetation to provide an adequate screen between uses. Evergreen vegetation shall be planted and spaced in staggered rows, at a 15-foot center. Existing vegetation, such as hedgerows and trees may be used to satisfy the requirements of this ordinance.
- The boundary line between parcels 13 & 14 shall be abandoned, creating one parcel, prior to final zoning approval.

Mrs. Golon stated for further clarifications, the following conditions would like to be considered to address impacts:

- An evergreen screening yard shall be installed along the front, eastern, and western sides of parcel 14. A minimum of 5' evergreens shall be installed before the commencement of the business.

The commission discussed the number of employees and vehicles that are on these parcels. The commission also discussed the second parcel, and how close the house is to the right of the vacant parcel.

Mr. Williams opened the public hearing.

Mr. Williams stated that no one in the room signed up to speak.

Mr. Frydl stated that there was no one on the phone or Zoom to speak.

Mr. Williams closed the public hearing.

The commission and staff discussed the number of vehicles and how they could put a condition on the number of vehicles. Ms. Hawkins stated that she feels that this business is not keeping the character of the neighborhood. The commission discussed the possibility of deferring this request until the applicant is able to be present to speak on behalf of his business.

Mr. Traber made the motion to defer this action until the January 17th, 2024, planning commission meeting because the planning commission was not able to speak to the applicant.

Ms. McCloskey seconded the motion.

Mr. Kelpé – Aye
Ms. Hawkins – Aye
Mr. McCloskey – Aye
Mr. Traber – Aye
Mr. Williams – Aye

With a vote of 5-0, the planning commission recommends deferring this application until January 17th, 2024, due to not being able to speak to the applicant.

WORK SESSION

The Greene County Planning Commission will review and make a recommendation to the Board of Supervisors for the adoption of the Capital Improvement Plan (CIP), for fiscal year 2024/2025.

Mr. Frydl reviewed the capital improvement plan and its purpose. He stated that the Greene County Comprehensive Plan outlines several key goals, including:

- Supports steady, balanced economic growth, primarily in the County's Designated Growth Area;
- Protect the rural character and heritage of the County;
- Ensure quality education and educational opportunities for County youth;
- Establish a safe and vibrant community for all ages of community residents.

He stated accomplishing these goals is dependent on sound long-term investment in infrastructure and equipment.

Mr. Frydl then presented the capital improvement plan (CIP) 2024/2025, and the annual totals by department.

Mr. Frydl presented the capital improvement plan priorities review from 2024, those priorities are as follows:

- Water project/water system – Top priority on all lists
- Emergency services center/Public safety building/Training facility
- Replace countywide phone system
- Facilities expansion recommendations (Administration, Health Department)
- Facilities maintenance program – Court House repairs, Parking lot repairs/improvements
- Community recreation center/pool
- 911 Radio system
- Emergency generators
- Equipment/apparatus for Fire and Rescue
- Land for new Elementary School

The commission and Mr. Frydl discussed having the recommended actions from comp plan and the CIP reviewed by the board of supervisors together. They agreed that it makes sense to present them together. Mr. Williams agrees that the line item on the CIP priorities is in line with the commission's comprehensive plan recommendations.

Mr. Traber asked if they could make a recommendation that the elementary school be prioritized to a sooner year date.

Mr. Frydl stated that this is a draft, and before this goes to the board of supervisors the school board will finalize their part including the estimated year for construction.

The commission recommended that the CIP project recommendations to the board be matched with the specific Comprehensive Plan goals and priorities recommended for action.

Mr. Frydl stated that staff will write a memo for the board of supervisors for the second BOS meeting in January. The memo will match projects in the CIP with the commission's recommendations for action from the Comprehensive Plan review.

Mr. Traber made the motion for staff to write a memo and the PC will review the draft at the January 17th PC meeting.

Mr. Kelp – Aye
Ms. Hawkins – Aye
Mr. McCloskey – Aye
Mr. Traber – Aye
Mr. Williams – Aye

OLD/NEW BUSINESS

MINUTES

Greene County Planning Commission Minutes 11/15/2023

Mr. Williams requested one minor change, there were only four commissioners present for the quorum.

Mr. Kelp motioned to approve the 11/15/2023, minutes with the one correction.

Mr. McCloskey seconded.

Mr. Williams asked for all in favor to say – Aye.

The minutes were approved with one minor correction.

OTHER PLANNING MATTERS

Ruckersville Advisory Committee – Mr. Frydl stated that they are working on the citizens academy, which will help teach citizens about Greene County's local government, and how it is run. The first academy will take place on February 8th, 2024, at 7 PM in the County Administration building meeting room.

Town of Stanardsville – Justin Bullock the Administrator of Parks and Recreation attended, Parks and Recreation is selling Greene County Christmas ornaments. Mr. McCloskey stated that the citizens are going to be responsible for snow removal in front of their residents and businesses, due to the Town not being able to locate a vendor to do it. Mr. Frydl stated that the Town is going to ask the Board of Supervisors to approve an entrance off of Spotswood Trail by-pass for the Blue Ridge Meadows development. The zoning certification for the 4th of July celebration has been approved.

Mr. McCloskey stated that he went to a DEQ meeting, and he discussed what went on in that meeting. He stated that DEQ feels that our E&S and Stormwater department is understaffed. Mr. McCloskey mentioned that Culpeper Soil and Water District representatives were very complimentary of Mr. Shawn Leake who is Greene's Program Administrator.

Development Activity – The commission discussed new businesses coming into Ruckersville.

Next Agenda – Election of Officers/Appointment of Liaisons, Review By-laws, Special Use Permit Torres – Home business public hearing that was deferred tonight, Special use permit – home business public hearing, and Temporary events work session.

Mr. Frydl introduced David Mastervich the newest Planning Commission member.

Mr. Williams thanked Mr. Traber for being a Planning Commission member, and that he brought a very objective opinion that helped the conversation along.

Mr. Traber stated that his term is up, and he stated that local government is the best type of government. Mr. Traber thanked Staff for their support and professionalism.

ADJOURNMENT

Respectfully submitted,
Cristy Snead,
Secretary



Planning Commission, Chairman