

**MINUTES
LURAY PLANNING COMMISSION
NOVEMBER 3, 2005**

The Luray Planning Commission met on November 3, 2005 in regular session. The meeting was held in the Luray Town Council Chambers at 45 East Main Street. Chairman Clifton Campbell presided over the meeting.

Commissioners Present:

Clifton Campbell, Chair
Dr. Eugene Martin
Hubert Roop
Bob Borgie
Peyton Baughan

Others Present:

Rick Black, Assistant Town Manager, Assistant Zoning Administrator
Jerry Schiro, Town Manager, Zoning Administrator
Leroy Lancaster, Town Council

Approval of the Minutes of the October 6, 2005 meeting:

One correction was made by Bob Borgie on page 2, third paragraph. The name of Larry *Hinkle* should be changed to Larry *Hakel*. Mr. Borgie made a motion that the minutes be approved as corrected and Peyton Baughan seconded the motion. The motion was carried by unanimous vote of commissioners present.

New Business:

The Chairman, Clifton Campbell, reported that the new Code of the Town of Luray was presented to the Commissioners this week. Seemed to be in order and he appreciated the index because he had a hard time finding things in the old book. Rick Black commented that if you find any mistakes in the Code book to let him know. It will be on the web site at *townofluray.com* The Chairman asked for questions or comments. Bob Borgie commented that the book was nice and Peyton Baughan commented that it was well organized.

Meeting Schedule for December, 2005 through December, 2006:

Chairman Campbell reported that we have a request to change our regular meeting until after the Town Council meeting instead of before it so they can put our meetings on their agenda. They will have time to look at our actions and think through some of the things that take place in the Planning Commission meetings rather than handed to them cold. Rick Black commented that we can call special meetings or if anything is going on that we need to change one of these meetings at any time during the year, we have the flexibility to do so.

Chairman Campbell noted that at the present time we are meeting on the first Thursday of the month. Council meetings are held on the second Monday of the month. Under the current schedule we only have about a day turn-around between the Planning Commission meeting on Thursday and the distribution of the council information. By moving the regular Planning Commission time to the second Thursday, this will give us about three weeks between the Planning Commission and Council meetings.

Chairman Campbell asked if changing the Planning Commission meeting date would affect anyone's schedule. He noted that we do not have to meet on Thursdays, as long as it's after Council meeting, but don't want to meet on Friday. Bob Borgie could not attend on the second or third Thursday. The other Commissioners had no problem with it. Chairman Campbell noted that someone should be responsible for calling each Commissioner as a reminder of the meeting. It was the consensus of all Commissioners that the Planning Commission meetings be held on the **first Wednesday after the Council meeting**. This should help the Council if they have any questions, etc.

Site Plan Review – 119 South Court Street

Rick Black reported that there is a request for a public hearing next month and thought he would bring it up tonight. This is on the County Office Building. The parcel is zoned R-2 and they are requesting B-1.

The Town Council rezoned all County property several years ago to B-1 so they would not need a special use permit if they wanted to do something. Thought it would be a good idea if all zoned the same. The Commission discussed concerns related to the front setback and height of the proposed structure. Chairman Campbell advised all Commissioners to visit the property before the public hearing and view the proposal.

Rick Black brought up another matter not on the agenda. A property owner in the Town has approached him about the possibility of a private subdivision. Property is currently zoned R-2. The owner indicated that they wished to build duplexes and have limited street improvements, no pavement or curb and gutter. Rick Black has provided the owner with copies of the Zoning and Subdivision Ordinances. The Town has approved private subdivision if every lot is over three acres. Chairman Campbell reported that this property was approved originally as part of the Fairview Subdivision. Even has the streets in it with a cul-de-sac, etc. The land has not been used as it was approved by the Planning Commission and the Town Council. Peyton Baughan asked if there was a time limit on the subdivision process. Rick Black stated it was six months. Peyton Baughan stated that there is no such thing as a private subdivision it comes under the subdivision ordinance. Lots greater than 3 acres in size appear to be exempt from the ordinance. Rick Black stated he wanted to give everyone a heads-up in case this application should come in. Peyton Baughan noted that Rick advised them correctly; the developers would do well to look at the Subdivision Ordinance to see what is required.

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Chairman Campbell reported he had a registration form for Citizens Planning Association of Virginia. They are having a program November 29 in Richmond at the Marriott West Hotel in Henrico County. It's on a Tuesday and is a day long 205 Planning Graduate Seminar. Seminar will begin at 8:30 a.m. until 4:00 p.m. A variety of topics will be covered. Anyone interested in this should send an application in by November 15. The registration fee is \$80. Jerry Schiro stated the Town would cover the cost. Let Jerry Schiro know if you plan to attend so the fees will be covered.

A motion was made by Peyton Baughan to adjourn. Motion was seconded by Bob Borgie and the regular meeting was adjourned.

Chairman Campbell reminded everyone that our next meeting will be Wednesday, December 14 at 7:00 pm.

Respectfully submitted,

Richard M. Black
Assistant Zoning Administrator
Luray Planning Commission