



City Planning Commission

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JANUARY 12, 2015
7:00 P.M.
CITY COUNCIL CHAMBERS

WORK SESSION AGENDA

- I. WELCOME AND CALL TO ORDER
- II. ROLL CALL
- III. ELECTION OF OFFICERS
- IV. WORK SESSION ITEMS
 - A. *To discuss development options for a proposed project on Stewart Street.*
 - B. *The potential for future changes to the Zoning Code on the amount of time that the Planning Commission has to review items.*
- V. ADJOURNMENT



PLANNING REPORT

P.O. Box 3300

Danville, VA 24543

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City Planning Commission
Meeting of January 12, 2015

Subject:

Research for the potential of future changes to the Zoning Code on the amount of time that the Planning Commission has to review items.

Background:

Currently applicants who have items that go before the Planning Commission must have their application in 4 weeks prior to the date of the Meeting. Staff then has 1 week to produce a legal ad for public notice and get it to the Register and Bee so that it may run two weeks before the meeting and one week before the meeting per State Code.

After the legal ad has been created staff can then produce individual notices to surrounding property owners within a 300 foot radius. We try to give property owner notifications a minimum of ten days to be sent, review and returned to staff so these comments can factor into staff recommendations. This allows staff 2 weeks to gather information, receive public comments, and produce a staff report. Packets are then finalized and sent to Planning Commission Members on the final week prior to the meeting.

Staff Analysis and Recommendation:

Staff has researched the idea of extending the time that applicants would be required to submit an application to allow Commission Members more time to review items. Staff found that items for review could potentially be broken up into two different categories such as major development and minor development. An item classified as a minor development would consist of a single lot or an individual unit whereas major development would consist of any item containing multiple lots or multiple units.

Staff believes that the 4 weeks given is sufficient time for both staff and Commission Members to complete the process on most items such as minor development. Staff believes that special conditions or additional time for review could be given to items containing major development up to an additional 2 weeks for review. This could be accomplished by either making major developments come to the Planning Commission twice, once for an initial review, and a second meeting for actual recommendations, or require that a major item have a longer lead time for submittal.