

Scottsville Planning Commission

Regular Meeting
Monday, May 1, 2023, 7:00 p.m.
Victory Hall
401 Valley Street
Scottsville, Virginia

Members:
Molly Angevine
Lisa Caltabiano, *chair*
Matthew Johnson
Dan Gritsko, *Council liaison*
Shannon Strassner, *vice-chair*

Agenda

1. Call to order, establish a quorum, and agree to agenda 7:00 p.m.
2. Review and approval of past meeting minutes: 4/4/22, 4/7/22, 4/3/23, 4/21/23
3. Report on relevant actions by the Town Council 7:05 p.m.
4. Matters from the public 7:10 p.m.
5. New business
 - a. Introduce summer Community Planning Fellow Lincoln Lewis 7:20 p.m.
6. Old business 7:25 p.m.
 - a. Comprehensive Plan: progress on goals, research, and drafting
 - b. Special Use Permit for Tourist Lodgings, 190 Poplar Spring Rd.
 - Public hearing. Discussion and possible action on the matter.
 - c. Zoning text amendment, Homestays
7. Adjournment 8:00 p.m.

In addition to accessible facilities at Town Hall, remote public access and participation is available [online at this link](#) or call 301-715-8592, then enter meeting ID 895 5443 5233 and pass code 1744.

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Staff Report

5a. Introduce summer Community Planning Fellow, Lincoln Lewis

Scottsville has a strong record of hosting internships to enhance the staff and complete projects at low cost while training future leaders in public service. The Town's [past interns](#) have gone on to good work in state government, the military, and the private sector. Town Council has maintained funding for this role in both the current fiscal year and the upcoming budget.

This spring, the Town received ten resumes from students at UVA, Tech, VCU, and James Madison. Lincoln Lewis is already familiar with Scottsville's community, as he completed project work for Nancy Gill's public health team last year. Planning Commission has already seen one of his presentations related to the Comprehensive Plan.

Lincoln is a PhD student in UVA's School of Architecture, with a focus on planning for sustainable environmental change. He holds Bachelors in Architecture from the University of Kansas and a Masters in Architecture from the Swiss Federal Institute of Architecture. He has also worked in private sector architecture firms in Rhode Island and Singapore.

With his strong qualifications, Lincoln will be our Community Planning Fellow for the summer. He is well placed to help implement Town Council's strategic plan, lead community outreach, and update the comprehensive plan. His expertise will be valuable to the new town administrator.

Lincoln can introduce his work and his interests, and he is eager to begin research and outreach related to the Comprehensive Plan.

6a. Comprehensive Plan: progress on goals, research, and drafting

Last month, commissioners attended a joint meeting with Town Council to discuss strategic planning and specific community goals. The focused attention of Lincoln Lewis will also be very helpful. It may be helpful for him to outline a work plan for the summer, including feasible community outreach actions such as surveys and focus groups. He can also proceed through a basic update to the current Comprehensive Plan document. A first pass at markup could include summarizing history and progress since 2018; reviewing changes to state law related to local plan; and revising tables, maps, and demographic narrative with the most current data. This would yield a weak but legally compliant bare-bones draft update. Commissioners could react to it, observe areas of improvement, and begin a conversation about simplifying the plan to be more readable.

6b. Special Use Permit for Tourist Lodgings, 190 Poplar Spring Rd.

This application is for new infill construction in the downtown historic district. The site is 190 Poplar Spring Road, located uphill from the laundromat. It has a prominent view of the river. The total parcel area is 2.27 acres but not very much flat area on which to build. There is already a public water & sewer connection on the site.

The applicant is Kevin Quick, manager of EKM Properties LLC. He proposed the tourist lodgings use and to construct a cluster of three small structures on the site. The base zoning is Village Residential, as are all of the surrounding parcels. In this zone, Tourist Lodgings require a special use permit.

The proposed development is three small structures, similar to cabin rentals found in many state parks. About 400 square feet in size, they have only basic living facilities but are usable year-round. These structures are permissible in Scottsville. Their façade details will require ARB approval, but this will be done after any zoning approval.

The Town does not have any recent history considering this type of application, being new infill construction in the historic district for a business use. Previous studies and reports observed demand for tourist rentals, since the town has no hotel and the large traditional B&Bs closed years ago. Recently, several apartment units have been converted to tourist lodgings, and Town Council has expressed some concern about the loss of workforce housing stock.

The Comprehensive Plan has several goal statements relevant to this application.

- Concentrate commercial development in areas with adequate access, water, sewer service, and having similar development patterns.
- Encourage and promote greater development of the hospitality industry through quality restaurants, bed and breakfast establishments, country inns and the like.

On the whole, staff find the application consistent with town goals and the Comprehensive Plan, with no infrastructure constraints, and recommend approval. Staff provided the required notice for the public hearing. After the public hearing, a motion would be in order to approve, or deny, the special use permit. Commissioners may restrict the permit with conditions. Staff would recommend a condition that lodgings be limited to three units as shown in the application, not more.

6c. Zoning Text Amendment, Homestays

In February, the commission studied the draft zoning text which clarifies homestays as distinct from tourist lodgings using the entire buildings. Homestays would be by-right in most areas, where tourist lodgings require special use permits. Commissioners asked about health and fire inspections. There is nothing further to report. Scottsville Volunteer Fire Department officers are still seeking guidance from the State Fire Marshal's office, to clarify what type of inspections can be done by trained volunteers, versus licensed fire marshals.