BRISTOL VIRGINIA PLANNING COMMISSION MEETING

Monday, March 18, 2019

A meeting of the Bristol Virginia Planning Commission will be held at 12 Noon on Monday, March 18, 2018 in the City Council Chambers in City Hall, 300 Lee Street.

AGENDA

I. Call to Order

II. Approval of the Minutes of February 19, 2019 Regular Meeting and March 4, 2019 Work Session

III. Public Comment (for items not on the agenda)

IV. New Business

   A. Consideration of The Falls – Phase 3 Subdivision Preliminary Plat

   B. Consideration of Special Exception Application 02-2019 for a concrete block production operation at 200 Bob Morrison Boulevard (Zoned M-1)

   C. Report on Special Exception Applications 03-2019 and 04-2019 for 500 Gate City Highway

V. Old Business

   A. Consideration of Future Land Use Map Revisions to Comprehensive Plan

   B. Consideration of Zoning Amendment to add new Section 50-177 and revise existing Section 50-109 (b)

VI. Adjournment

Proposed Joint Public Hearing on SE02-2019 - Tuesday, April 9, 2019
Next Regular Meeting – Monday, April 15, 2019
I. Call to Order

Mr. Buchanan called the meeting to order at 12:06 pm.

II. Approval of the Minutes of January 14, 2019 Regular Meeting

Ms. Morgan asked for a motion to approve the minutes of January 14, 2019 regular meeting with the correction to Ms. Susan Long’s vote regarding the determination of a camouflaged wireless communications facility located at 620 State Street. Mr. Pollard made a motion to approve the meeting minutes of January 14, 2019 with the revision. Motion was seconded by Mr. Wingard and carried by the following votes:

AYES: Buchanan, B. Long, Pollard, Wingard

III. Public Comment (for items not on the agenda)

No comments were made for items not on the agenda.

IV. New Business

A. Consideration of Residential Use in a Business Zone at 1205 Euclid Avenue

Ms. Morgan reported that the Community Department has received a request for a Residential Use in a Business Zone from Matthew Moore to continue the residential use of the property at 1205 Euclid Avenue. Ms. Morgan stated the property is zoned B-1 (Neighborhood Shopping). The structure on the property was built and used as a single-family residence, but has been vacant since April 26, 2017 (based on BVU service records). The current owner would like to continue to market the property for sale as residential and requested that the City provide some assurance that single-family residential use may continue.

Ms. Morgan recommends approval of the request to allow single-family residential use at 1205 Euclid Avenue if still vacant past April 26, 2019 by allowing the owner another 12 months to have the property occupied. She did report that she had
recently learned from BVU that the owner had reconnected power service to the dwelling.

Mr. Pollard commented that city staff should apply the standard of electrical services to the home as being continuation of the residential use and since the service is now connected, the residential use is legally non-conforming. Mr. Wingard stated that he thinks the property should be used for business in the future and there was discussion about adjoining parcels having been marketed as commercial. Mr. Long commented that the new property owner had recently improved the residence.

Mr. Long made a motion to respond to the applicant and approve the request by using the service being connected as the indicator that the residential use was not discontinued. Motion was seconded by Mr. Pollard and carried by the following votes:

AYES: Buchanan, B. Long, Pollard and Wingard

B. Review and Consideration of Future Land Use Map Revisions to Comprehensive Plan

Ms. Morgan stated that the Comprehensive Plan was adopted in March 2017 with the stipulation that it be reviewed on an annual basis. Ms. Morgan stated that last year the Commission reviewed the implementation matrix in terms of current actions being implemented and provided a summary report to the City Council along with the regular annual report from the Commission. Ms. Morgan stated that this year city staff would like the Planning Commission to review and recommend possible changes to the Future Land Use Map which is an integral part of the plan.

Ms. Morgan presented a short PowerPoint explaining the Future Land Use Map and focusing on six potential areas for updates or changes, including around Exit 1 (Gate City Highway and I-81), the area around the proposed new trailhead for the Mendota Trail (Pittstown Road and Island Road), the area south of Exit 5, and Williams Street industrial area. There was general discussion and consensus to move forward with proposed changes.

V. Old Business
   A. Zoning Ordinance Revision Project – Update

Ms. Morgan reported that she is continuing to work on Zoning Ordinance Division 5 Floodplain Overlay Zone and Division 18 Definitions and requested that the Commission hold a work session on March 4 to discuss more about the Future Land Use map changes as well as discussing some zoning amendments to accommodate campgrounds and RV parks.

VI. Adjournment

There being no further business, the meeting was adjourned at 1:07 pm.

Sally H. Morgan
City Planner
AGENDA ITEM WORDING:
Consider Granting Preliminary and Final Plat Approval for Plat #03-2019 for The Falls – Phase 3 Subdivision

ITEM BACKGROUND:

The applicant is seeking preliminary and final plat approval to create seven new lots from a 10.9 acre tract now referenced as Tax Map. No. 226-A-4 and contains one structure, an existing restaurant. The property is currently owned by the City of Bristol. The resulting tracts will be Lot 26 (2.282 ac.), Lot 27 (1.024 ac), Lot 28 (.517 ac), Tract 29 (0.729 ac), Lot 30 (4.606 ac), Lot 31 (1.734 ac), and Lot 32 (0.183 ac).

PREVIOUS RELEVANT ACTION:
Previous plats have been approved and recorded for Lots 1-25 of The Falls subdivision.

STAFF RECOMMENDATION:
Comments have been provided to the applicant on the preliminary plat and the staff should be able to recommend approval at the meeting, provided the final plat is ready.

EXAMPLE MOTIONS:
Action needs to occur in two separate motions:

“I move that the Planning Commission approve the preliminary plat of the proposed The Falls – Phase 3, Plat 03-2019.”

“I move that the Planning Commission approve the final plat of The Falls – Phase 3, Plat 03-2019”

DOCUMENTATION: Included ___ Not Required ___
STAFF REPORT

To: Planning Commission  
From: Sally H. Morgan, City Planner  
Date: March 18, 2019  
RE: Preliminary and Final Plat Approval for Plat #03-2019 – The Falls-Phase Three  
(Lots 26-32)  
Attachments: Preliminary and Final Plat

1) Applicant/Agent:  
Falls Acquisitions LLC  
1550 Highway 126  
Bristol, TN

2) Property Owner, if different:  
City of Bristol, VA

3) Property Address  
Tax Map 226-A-4

4) Property Zoning: B-3, Intermediate Business

5) Property Location:

(6) Property Photos
Looking east from Cascade Dr
7) **Request:** The applicant is seeking preliminary and final plat approval to create seven new lots from a 10.9 acre tract now referenced as Tax Map No. 226-A-4 and contains one structure, an existing restaurant. The property is currently owned by the City of Bristol. The resulting tracts will be Lot 26 (2.282 ac.), Lot 27 (1.024 ac), Lot 28 (.517 ac), Tract 29 (0.729 ac), Lot 30 (4.606 ac), Lot 31 (1.734 ac), and Lot 32 (0.183 ac).

8) **Ordinance Requirements:**
The subdivision process is regulated by Section 50, Article III, of the City Code. This article is broken into nine (9) divisions which regulate the submission and review of subdivision plats. These regulations stipulate required content for each plat as a condition of approval. The article provides for a process of preliminary approval and then final approval. The intent of the code is to provide the preliminary process as a mechanism for safeguarding the “subdivider from unnecessary loss of time and expense”. The final plat is the final recordable document and serves as the permanent record of the proposed and approved subdivision. The Planning Commission is charged with approval of both the preliminary and final plat. Final plats go to the City Council for approval and certification. Sometimes subdivisions are submitted with a request for preliminary and final plat review to proceed concurrently. The Planning Director grants this request at his or her discretion.

9) **Existing Conditions and Plat Description:**
The subject property is part of The Falls commercial development and is zoned B-3 (Intermediate Business). It was acquired in October 2012 by the City of Bristol from W. Roscoe and Bette P. Bowman by deed recorded in Deed Book 576, Page 63.

Lot 26 has frontage on both Lee Highway and Cascade Drive with ingress and egress from Cascade Drive and from a “right-in, right-out” entrance from Lee Highway on adjoining Lot 27. Lot 27 and Lot 28 also will be accessed via the same entrance off Lee Highway. Cross-access easements will be established and recorded when property is
sold. **Lot 29** contains the existing Pizza Plus restaurant and associated parking lot. **Lot 30** (to be retained by the City) contains undevelopable area along Beaver Creek but may be used for storm water drainage. **Lot 31** is a lot accessed from Cascade Drive and borders the Norfolk-Southern Railway in the back of the tract. **Lot 32** (also to be retained by the City) is for storm water management.

The plat includes a strip of city right-of-way to be vacated along the front of Lots 28, 29, and 30 that is not needed for the roadway.

**10) Previous Relevant Planning Commission Actions:** Plats have been approved and recorded for Lots 1 through 25 in The Falls subdivision.

**11) Staff Analysis:**
The preliminary plat was reviewed by city staff and there were no concerns expressed by BVU, Building Official, Police Department, or the Fire Department regarding this proposed property division.

The city engineering and planning staff provided comments to the applicant and surveyor regarding revisions needed to the plat and a revised preliminary plat was received by the city on March 14.

City staff will need to review this plat before the final plat can be presented for approval. It was determined that in interest of time and simplicity, that both plats would be brought forth to the Planning Commission for concurrent approval.

**12) Authority of the Planning Commission to Act:**
Bristol, Virginia City Code §50-269 states that:
"From and after the passage of the ordinance from which this article was derived, the planning commission shall be the official platting authority, and no plat of a land subdivision shall be entitled to be recorded in the office of the clerk of the circuit court of the city unless it shall have the approval of the planning commission inscribed thereon. The filing or recording of a plat of a subdivision without the approval of the planning commission as required by this resolution is declared to be a misdemeanor."

**13) Conclusion and Staff Recommendation:**
Staff will provide recommendation at the meeting.
BRISTOL, VIRGINIA PLANNING COMMISSION
AGENDA ITEM SUMMARY

Meeting Date: March 18, 2019                                      Department: Planning/Community Development
Bulk Item: Yes  No  X                                           Staff Contact: Sally Morgan, City Planner

AGENDA ITEM WORDING:
Presentation of Special Exception application #02-2019 from Kilo Delta LLC for 200 Bob Morrison Boulevard (Tax Map #25-7-13-D) for the installation of a concrete block making operation in M-1

ITEM BACKGROUND:
Kilo Delta, LLC, the owner of 200 Bob Morrison Boulevard, has submitted a request for a Special Exception for a block manufacturing and associated concrete plant to be located at the rear of the property in an existing warehouse. The proposed location is zoned M-1 (Light Industrial) which by Bristol Virginia City Code does not allow the manufacture of block or concrete manufacturing as a permitted use by right. That use is allowed in M-2 as listed in City Code Sec. 50-122 (b) 52.

The applicant desires to produce retaining wall blocks for its own construction projects and sell to other vendors. A small concrete plant will be used to produce the concrete to be poured into molds located inside the warehouse. Finished blocks will be stored inside the building. No concrete will be made for delivery off-site.

City Code Section 50-39 provides for a process to consider and approve special exceptions to the zoning ordinance. A special exception is defined as “a use of the property which would not otherwise be permitted in the zone in which the property is situated.” The process must follow state code requirements for a public hearing and a recommendation from the Planning Commission prior to approval by the City Council. The sub-section (g) of 50-39 outlines eight considerations that the Planning Commission and Council need to consider when evaluating special exception applications. Attached is the staff report describing the application, existing conditions, and a preliminary staff analysis of the application. The Planning Commission will need to make its recommendation to the City Council following the public hearing.

PREVIOUS RELEVANT ACTION:
In February 2017, the Planning Commission determined that “firearms assembly” was a similar use to other uses in the M-1 zoning district, so it was allowed for the subject property and is contained in the front warehouse on the property.

STAFF RECOMMENDATION:
The staff recommends that the Planning Commission forward Special Exception application #02-2017 to the City Council for a joint public hearing on April 9, 2019.

DOCUMENTATION:   Included  X  Not Required
To: Planning Commission
From: Sally H. Morgan, City Planner
Date: March 18, 2019
RE: Special Exception Request #01-2019 for Concrete Plant at 200 Bob Morrison Boulevard

1) Applicant/Agent: Kilo Delta LLC
   P. O. Box 16278
   Bristol, VA 24209

2) Property Owner: same

3) Property Address
   200 Bob Morrison Boulevard
   Bristol, VA 24201
   TAX MAP #25-7-13-D

4) Property Zoning: Light Industrial (M-1)

5) Location Map:
6) Zoning Map

7) Flood Zone Map
Zone AE – Light Green
Floodway - Red
8) Property Photos

Circle shows Concrete Plant location

9) Request:

Kilo Delta, LLC, the owner of 200 Bob Morrison Boulevard, has submitted a request for a Special Exception for a block manufacturing and associated concrete plant to be located on the rear of the existing warehouse at this address. The proposed location is zoned M-1 (Light Industrial) which by Bristol Virginia City Code does not allow the manufacture of block or concrete manufacturing as a permitted use by right. That use is allowed in M-2 as listed in City Code Sec. 50-122 (b) 52. City staff recommended that the property owner pursue a Special Exception request to allow this use as it is a "use of the property which would not otherwise be permitted" (Section 50-39 of BCC).
The applicant desires to produce retaining wall blocks for its own construction projects and sell to other vendors. A small concrete plant will be used to produce the concrete to be poured into molds located inside the existing warehouse on-site. Finished blocks will be stored inside the building. No concrete will be made for delivery off-site.

As a part of the application, a one-page narrative description was provided by the applicant and made a part of this staff report.

10) **Background and Existing Conditions:**

The proposed location is on a 3.4 acre tract that has a history of industrial use. The current use of the property is contractor storage area and vehicle and equipment servicing associated with King General Contractors, Inc. The buildings on site are also used for warehousing and offices. Previous use of the property was for coal-related machinery production under the name DSI Underground. The property had been vacant for several years prior to the acquisition of the property by Kilo Delta in October 2016.

The property contains the main building visible from Bob Morrison Boulevard which is a combination of warehouse and office use. A portion of the office section is leased to the Virginia Employment Commission while the remainder is used by King General Contractors. A second 19,000 s.f. warehouse building is located in the rear of the property. The proposed concrete plant is located at the northern end of that warehouse.

The subject property is located in a Special Flood Hazard Zone (Zone AE) as shown by the Flood Zone Map on Page 2. A small part of the property is located in the floodway, but not the site of the proposed concrete plant. The Planning Commission will need to take separate action to approve the activity in the flood zone.

The subject property has been zoned M-1 since at least the 1970’s. The property is surrounded by M-1 zoning to the north and south; R-3 (Moderate-family residential) to the west along Seward Avenue; and M-2 (General Industrial) across Bob Morrison Boulevard to the east.

11) **Previous Planning Commission Actions:**

In February 2017, the Planning Commission determined that “firearms assembly” was a similar use to other uses in the M-1 zoning district, so it was allowed for the subject property and is contained in the front warehouse on the property.

12) **Authority to Act:**

Virginia Code §15.2-2286, as amended, provides the authority to City Council to grant special exceptions. The process for granting an exception is largely left to the local ordinance or code to define. City Code §50-39 stipulates that a special exception may be granted following due consideration of eight (8) particular questions regarding the impact of the proposed use and the availability of local services for the planned use. A complete application is required along with the applicable fee. The Planning Commission is required to provide a positive or negative recommendation to the City Council following a joint public hearing. The City Council, after hearing comments from the public, shall decide to grant or deny the request based on the facts and evidence presented by the staff, the Planning Commission and the public.

13) **City and State Code Requirements:**
City Code §50-39 stipulates that a special exception may be granted following due consideration of eight (8) particular questions regarding the impact of the proposed use and the availability of local services for the planned use. The Planning Department has circulated the application materials and solicited responses from the various departments responsible for providing services and received the following responses:

1. The sufficiency of streets and public ways to accommodate increased traffic flow, the considered opinion of the City Engineer and of any certified traffic engineer being given particular weight by the council.  
   Staff Response: The concrete plant will generate additional truck traffic, however it is not anticipated that this will decrease the level of service on Bob Morrison Boulevard which is a four-lane roadway. The applicant estimates up to an additional 20 vehicle trips per day with truck deliveries and 2 additional employees. No concrete trucks will be leaving the site as the concrete is only being made for use in block manufacturing on site.

2. The sufficiency of electrical, sewer and water services for the proposed project, the considered opinion of the general manager of the utility board being given particular weight by the council.  
   Staff Response: BVU has reviewed the project and has identified no issues. Phase 3 electric power is on-site, as well as sewer and water.

3. The sufficiency of fire, police, garbage, and other services of the City to meet the needs of the proposed project, the opinion of the department head of each department providing such City service being given particular weight.  
   Staff Response: The Bristol, VA fire and police department has reviewed the proposed request and have identified no issues in terms of fire protection and law enforcement.

4. The adequacy of protection to adjoining properties and to the air and water of the commonwealth from noise, odor, pollution and health hazards, the opinion of the state health department, state air pollution control board, state water quality control board, being given particular weight by the council.  
   Staff Response: The proposed use of the property will generate some noise during its operational hours and will have air emissions that will be regulated by the Virginia Department of Environmental Quality (VDEQ). The applicant is seeking an air emissions permit from VDEQ.

5. The impact of the proposed project upon the property values of contiguous property owners as evidenced by the testimony or written opinion of the city's Economic Development Committee Director, a certified property appraiser, or opinion of a realtor licensed by the Commonwealth and regularly listing and selling properties within the City.  
   Staff Response: The proposed use is not expected by city staff to have a negative impact on property values of contiguous properties. The operation is separated by a tree buffer from the residential neighborhood on Seward Avenue. The remaining surrounding properties are industrial in land use.

6. Whether the natural topography, natural screening or proposed screening to be put in place by the applicant is sufficient to promote the health, safety and general welfare of the community, to protect and conserve the value of contiguous properties and to encourage the most appropriate use of contiguous properties.
Staff Response: There is an existing tree line along the western boundary of the property. Adding additional screening on the applicant’s property would not provide any additional buffer with the residential-zoned property due to the difference in elevation.

7. Any other factor materially affecting the health, safety and general welfare of other citizens.

Staff Response: There is potential for dust due to the presence of the two raw materials (sand and stone), however those materials will be stores in two small contained areas. Wash water is expected to be discharged into an existing pit inside the warehouse and water will be recycled through the concrete plant.

8. If the project is to construct a parking garage or a parking lot as a primary use of a property in the B-2 district, certain additional requirements must be met, as defined in section 50-108(c)(1) and (2).

Staff Response: Not Applicable.

14) Staff Analysis:

Staff has reviewed the circumstances surrounding the application for a special exception at 200 Bob Morrison Boulevard and has the following analysis:

Consistency with the Comprehensive Plan: The Bob Morrison Boulevard area is planned for office and light industrial. The proposed heavier, more intensive concrete block making is still only accessory to the other lighter-intensity activities already on the property. The only visual outside will be the storage of sand and stone in designated bins and the plant itself attached to the end of the existing warehouse. The pouring of molds and storage of finished product will be inside the warehouse. Very little activity will be visible from the front of the property except the ingress and egress of trucks bringing sand and stone to the site.

Compatibility with Surrounding Uses: The site is surrounded on two sides by industrial uses with Twin City Welding to the north and Bill Gatton Collision Repair business on the south side. Across the road is a vacant 7.4 acre property that is zoned M-2 (General Industrial). To the west and up the hill behind the proposed concrete plant are residences located on Seward Avenue. None of the lots are immediately adjacent to the Kilo Delta property but are separated by a 40-foot alley (the extension of Division Street), Susong Branch, and a line of mature trees along the hillside behind the homes, providing an adequate buffer. Also, because of that and the fact that the plant will only be operating no more than four to five daytime hours without concrete trucks going in and out, the proposed use should not be detrimental to the nearby residences.

15) Conclusion:

Following the evaluation of the application, staff finds that the proposed use would not negatively impact the surrounding area, although some conditions may need to be specified for the facility in order to mitigate any adverse effects on neighboring properties.

The staff recommends that the Planning Commission move the application forward to the City Council for a joint public hearing. The final staff report to be presented to the Planning Commission at the public hearing will recommend conditions for the Special Exception.
Meeting Date: March 18, 2019  Department: Planning/Community Development

Bulk Item: Yes  No  X  Staff Contact: Sally Morgan, City Planner

AGENDA ITEM WORDING:
Report on Special Exception Applications 03-2019 and 04-2019 for 500 Gate City Highway

ITEM BACKGROUND:
The City has received applications for a Special Exception from Par Ventures, Inc. for two locations (both addressed 500 Gate City Highway) to allow pharmaceutical processing. Application #03-2019 is for the 1 acre undeveloped site adjoining the former Bristol Mall. Application #04-2019 is for the former JC Penny store located in the mall building. It is our understanding that this is being done to cover both options, but with only one of the locations being selected (not both). Because both of the applications have only recently been submitted, city staff is still in the progress of doing its review of the applications.

Both locations are zoned B-3 (Intermediate Business) which allows only limited manufacturing. City Code Section 50-39 provides for a process to consider and approve special exceptions to the zoning ordinance. A special exception is defined as “a use of the property which would not otherwise be permitted in the zone in which the property is situated.” The process must follow state code requirements for a public hearing and a recommendation from the Planning Commission prior to approval by the City Council.

PREVIOUS RELEVANT ACTION: None

STAFF RECOMMENDATION:
The staff recommends that the Planning Commission table the applications until staff has enough time to adequately prepare a staff report.

DOCUMENTATION: Included  X  Not Required
BRISTOL, VIRGINIA PLANNING COMMISSION
AGENDA ITEM SUMMARY

Meeting Date: March 18, 2019
Bulk Item: Yes _ No X

Department: Planning/Community Development
Staff Contact: Sally Morgan, City Planner

AGENDA ITEM WORDING:
Consideration of Future Land Use Map Revisions to Comprehensive Plan

ITEM BACKGROUND:
The Comprehensive Plan was adopted in March 2017 with the stipulation that it be reviewed on an annual basis. Last year, the Commission reviewed the implementation matrix in terms of current actions being implemented and provided a summary report to the City Council along with the regular annual report from the Commission. This year, city staff is recommending some revisions to the Future Land Use Map which is an integral part of the plan.

PREVIOUS RELEVANT ACTION:
- March 28, 2017 - Comprehensive Plan adopted by City Council
- August 20, 2018 – Planning Commission approved Comp Plan Review report
- February 19, 2019 Meeting and March 4, 2019 Work Session – Possible Future Land Use Map Changes were presented and discussed

STAFF RECOMMENDATION:
City staff recommends several revisions to the Future Land Use Map as shown in the attached maps. Staff requests that the Planning Commission send these forward to the City Council for public hearing on April 9, 2019.
BRISTOL, VIRGINIA PLANNING COMMISSION
AGENDA ITEM SUMMARY

Meeting Date: March 18, 2019
Department: Planning/Community Development

Bulk Item: Yes No X
Staff Contact: Sally Morgan, City Planner

AGENDA ITEM WORDING:
Consideration of Zoning Amendment to add language to address Campground and Recreational Vehicle Parks

ITEM BACKGROUND:
As discussed at the March 4 Work Session, the city zoning ordinance has no mention of campgrounds and RV parks. There has been an interest expressed by a landowner which prompted the drafting of a proposed amendment to City Code Section 50-177 (Supplemental Regulations) for Campground and RV Park Standards. There would also need to be a revision to Section 50-109 (b) to add “Campgrounds and RV Parks” to list of permitted uses in B-3 as well as some additions to Section 50-28 Definitions.

PREVIOUS RELEVANT ACTION:
None

STAFF RECOMMENDATION:
Staff recommends forwarding of the proposed changes to City Council for scheduling a joint public hearing on the proposed changes.
Proposed New City Code Section 50-177 under Supplementary Regulations

Overnight Recreational Development Standards

(a) Purpose: The purpose of these standards is to provide regulations for the development of attractive, well-maintained commercial campgrounds, recreational vehicle parks, and recreational cabins. These types of developments are allowed only by Special Exception permit and will be governed by an approved site plan. This district is intended for unified developments occupying a single or adjacent tracts of land under one ownership, and not a subdivision with individual landowners.

(b) Procedure for application: Each application for an overnight recreational development shall follow the following procedure:

1. Initial Application Meeting. Prior to submittal of a Special Exception permit for an overnight recreational development and before any site improvements are made, the applicant shall meet with appropriate city staff to review conceptual site plans, sketch proposals, and other information relating to the proposed application.

2. Formal Application. Following the initial meeting, a formal Special Exception application shall be filed with a Site Plan drawn on a scale of not less than one inch equals fifty (50) feet with the following information:

   a. Project location, present zoning, adjacent zoning, adjacent land use, and acreage and general topographic contours;
   b. Proposed private street layout and dimensions, including a cross section of proposed streets;
   c. Location of all individual campsites, recreational vehicle parking pads (RV pads), structures, associated vehicle parking spaces, and common recreational space facilities;
   d. Utility plans, including existing and proposed utility layout. Plans for water, sewer and storm water drainage system shall be included and shall indicate line size and appurtenances such as hydrant locations, manholes, and storm drainage structures;
   e. Landscaping and buffering plan for the development;
   f. Flood plain information, including identified floodway and flood elevation data;
   g. Existing easements, covenants, right-of-ways, or other restrictions located on the property;
   h. Other information as may be required by the city manager, planning director, or the Planning Commission.

3. Final Site Plan and Final Construction Drawings. Following approval of the application for Special Exception, the applicant shall prepare a final site plan
and construction drawings consistent with the provisions of Article VII, Division 3.

(c) Phased Development. In the case of a phased development, final approval may be granted for phases. All improvements for each phase shall be completed prior to the issuance of a letter of completion, and no camping spaces, recreational vehicle sites, or overnight cabins shall be occupied in the applicable phase until a certificate of occupancy or letter of completion has been issued. Improvements may be required by the Planning Commission within the development but outside the proposed phase, when it is determined to be necessary for public health or safety.

(d) The approval of a final site plan shall terminate six (6) months following approval. Final site plans consistent with the special exception approval may be resubmitted for approval. Any substantial design changes in the final site plan as presented to the Planning Commission shall require approval of the Planning Commission and City Council through the special exception process, provided in Section 50-39.

(e) Applicable State or City Requirements. An overnight recreational development shall comply with the following requirements:
1. Any campground shall be properly approved by the Virginia Department of Health and comply with applicable standards in Code of Virginia Title 35.1 and related Virginia administrative code;
2. Any cabin structures must meet requirements of the Virginia Uniform Statewide Building Code for single-family residential structures;
3. Any development under this Section shall comply with city and/or state standards for land disturbance, storm water management, and any other applicable city or state requirements.

(f) Development Standards
1. The overall density of a campground or RV park, including tent campsites, shall not exceed thirteen (13) individual campsites or RV pads per acre.
2. The overall density of recreational cabin development shall not exceed six (6) units per acre.
3. All campsites and RV spaces shall be designed such that no recreational vehicle is parked closer than thirty-five (35) feet from a public right-of-way and twenty-five (25) feet from any adjoining property boundary, and there shall be at least fifteen (15) feet between recreational vehicles.
4. Any accessory uses or structures shall meet the setbacks above for distance from a public right-of-way and an adjoining property boundary. Any structure shall also be at least fifteen (15) feet from the edge of any internal street.
5. Each recreational vehicle site shall contain a parking pad with a minimum length of 40 feet and width of 12 feet, and one associated motor vehicle parking space that is a minimum of 18 feet long by 9 feet wide. RV parking
pads and parking spaces shall be paved with asphalt, concrete, impermeable or permeable pavers, or other similar material approved by the City

(g) Road Access and Internal Streets. An overnight recreational development shall meet the following street access and construction requirements:
1. The development shall have a minimum of fifty (50) feet of street frontage on a public, city-maintained street which provides sufficient access to an arterial roadway.
2. Each campsite, RV pad, and overnight cabin must have direct access to an internal street in the development. All internal streets shall be private and shall, at a minimum, be constructed to standards contained in this section.
3. Access shall be constructed to ensure recreational vehicles utilize transportation circulation within the development and are only permitted ingress and egress from the development from approved, limited access driveway entrances, as shown on the approved site plan.
4. Private streets shall be indicated on the approved site plan or subdivision plat. All private streets shall:
   a. Be a minimum twenty-two (22) feet in width if two-way streets are utilized or a minimum twelve (12) feet in width if one-way streets are utilized, with a minimum 25 foot inside turning radius at all intersections.
   b. Be constructed in accordance with the construction standards for private streets as required in §50-356 (k) of city code and the minimum state subdivision street standards excluding right-of-way requirements.
   c. Unless otherwise approved, all dead end streets/drives shall be designed with a cul-de-sac having a minimum pavement radius of 45 feet.

(h) Utilities. Overnight recreational developments shall meet the following utility infrastructure requirements:
1. The development shall be provided with public water service supplied by a minimum six (6) inch water line with adequate fire flow
2. Each campsite, RV pad, or cabin shall have an approved individual connection to the public water system.
3. Fire hydrants shall be located at each entrance of the development and, internal to the development, not more than 500 feet apart as measured along the servicing street and shall be not more than 250 feet from any camp site, RV pad, or cabin.
4. Each RV pad or cabin shall have an approved individual connection to the public wastewater system.
5. Each RV pad or cabin shall have an approved electrical service.
6. The development shall provide for solid waste disposal utilizing an adequate number of waste dumpsters that are shielded from view with proper screening.

(i) Fires. Any fire pits for recreational use and cooking shall be no more than a 3 foot by 3 foot in size. Any local, state, and federal restrictions on burning bans shall apply within the development.
(j) Accessory Uses. The overnight recreational development may include other structures and uses that are a component of the overall development and for use only by those guests staying at the development. These uses shall be only incidental to the primary use of the property for overnight accommodations. These types of uses would include the following:

1. Small grocery store and concessions
2. Bathhouse and restroom facilities
3. Laundry facilities
4. Common living or clubhouse space
5. Recreational facilities such as playgrounds, swimming pools, tennis courts, ballfields, picnic areas, and game rooms.

(k) Landscaping and Buffering. The overnight recreational development shall meet the following requirements to provide sufficient open space and protect adjoining properties:

1. A minimum of twenty-five (25) percent of the overall Overnight Recreational Development must be green space including the required landscaping and buffering areas.
2. The green space should be dispersed to provide a break in the impervious surfacing of the development and be landscaped to improve the esthetic quality of the development.
3. A peripheral boundary shall be provided. The area within the peripheral boundary shall remain as open space without any type of development, except for the direct ingress and egress to and from the property.
4. The peripheral boundary shall be along the full length of all outer property line boundaries of the proposed development site. Its width shall be a minimum of twenty-five (25) feet along the length of property lines that abut residentially used or zoned property and shall be a minimum width of ten (10) feet along the length of property lines which abut non-residentially used or zoned property and along public roadways.

(l) Permanent and Long-Term Occupancy Prohibited. No camp site, RV space, or overnight cabin shall be used as a permanent or long-term living place.

1. Continuous occupancy beyond sixty (60) days in any 12-month period shall be presumed to be permanent occupancy and is prohibited.
3. No permanent external appurtenances such as carports, additions, or patio may be attached to any camping unit or RV.
4. Any operator of a campground, RV park, or overnight cabin development shall maintain records of occupancy sufficient to demonstrate compliance with the prohibition against permanent occupancy. Such records shall include the initial date of arrival and final departure for the party of each responsible camper, RV, or cabin renter.