

**ADOPTED  
TOWN OF WEST POINT  
PLANNING COMMISSION MINUTES  
December 2, 2015**

**I. Call to Order at 5:00 pm**

A. The West Point Planning Commission held its regularly scheduled meeting on Wednesday, December 2, 2015, at 5:00 p.m. Chairman James Pruett called the meeting to order.

Members Present: James Pruett, Chairman  
James N. Brockwell, Vice-Chairman  
Daniel Hockenberger  
James H. Hudson, III  
James Vadas

Members Absent: Gail C. Nichols  
Mary Montague Sikes

Also Present: John B. Edwards, Jr., Town Manager  
Andrea G. Erard, Esq., Town Attorney  
Holly McGowan, Community Development Director  
Charlotte G. Scanlan, Secretary

**II. Review of Agenda**

There were no changes.

**III. Citizens Address the Commission**

A. Citizens Address the Commission

Chairman James Pruett opened the floor for any citizen to address the Commission on any subject. There being none, the citizens address portion of the meeting was closed.

**IV. New Business**

A. Plan of Development Case # 11-2015-POD-06/Our Kids, LLC (Enc. 1)

Ms. McGowan reviewed the application for Plan of Development submitted by the owners of Creative Critters Day Care.

Mr. Joseph Sanders, Jr./ Sanders Construction Co/ Representing Our Kids, LLC. stated the new building will be built exactly as the original one was, following the same floor plan and footprint.

Commissioner James Hudson, III made a motion that the Planning Commission approve the application for Case #11-2015-POD-06, 4 Our Kids LLC, Plan Development, for a child care center with the following:

1) Requested waivers:

**Placement of the building** (Section 70-456, Performance and design standards, (1) Buildings and Uses, (c) Placement states: Where practical, buildings other than those devoted solely to residential and related uses shall be placed at the sidewalk or near the front property line, with their primary entrances facing a public street or private street. Buildings located at the intersection of two streets shall have their primary entrance facing the center of the intersection. All entrances and exits shall have a continuous pedestrian walkway that is connected to a public sidewalk.

**Streets and ways** (Section 70-456, Performance and design standards, (1) Streets and ways states: Where rear alleys are used to provide service or secondary access to sites, the width of such alleys shall be 20 feet. Where practical, streets shall be designed so as to provide opportunities for on-street parking. Streets and roads shall be designed on a traditional grid pattern where practical. Excessive street width shall be avoided on all newly-designed streets in order to reduce vehicle speeds and encourage the safe and convenient use of on-street parking. All streets and alleys shall be paved with asphalt, concrete, unit pavers, or similar hard-surfaced material approved by the zoning administrator or planning commission, as applicable, and in accordance with the current Virginia Department of Transportation Road and Bridge Specifications. A concrete curb and gutter system shall be installed on all newly-designed streets.

**Sidewalks and walkways** (Section 70-456, Performance and design standards, (5) Multi-modal transportation, (c) Sidewalks and walkways states: Sidewalks shall be provided along at least one side of all streets with then the district with curbing and street trees to help soften the roadway edges. All new or improved sidewalks and pedestrian walkways within the district shall meet ADA requirements. All sidewalks along roadways and within improved rights-of-way shall be at least six feet wide to accommodate pedestrian's safety and comfortably, except that all sidewalks along King William Avenue shall be at least ten feet wide. Sidewalks shall not exceed a five percent grade. Sidewalks shall be constructed of brick or Portland cement concrete to provide a smooth, long-lasting, and durable surface. Textured design treatments with the street shall be utilized to distinguish crosswalks. All crosswalks within the district shall be at least six feet wide, and shall include white markings.

**Street trees** (Section 70-456, Performance and design stands, (8) Streetscaping, (c) Street trees states: Deciduous shade trees shall be planted along streets within the district. Such trees shall be installed along streets as a density of not less than one tree per 40 liner feet of sidewalk. Street trees shall be installed in accordance with

and meet all of the applicable requirements of section 7-347, except that such trees shall be at least two inches in caliper at the time of planting.

- 1) The Plan of Development prepared by J. Sanders Construction, LLC, dated November 9, 2015, shall be amended to show:
  - a) Find daycare center and change to child care center;
  - b) Trash storage areas shall be permitted only in side or rear yards and shall be screened from public view with landscaping and/or structural materials in accordance with sections 70-346 and 70-353. Heating, ventilating and air conditioning equipment duct work, air compressors, other fixed operating machinery shall be either screened from view or located so that such items are not visible from the highway. Fences, walls and dense plantings may be used to screen outdoor areas from objectionable views;
  - c) Remove Creative Critters wherever stated on the plan;
  - d) Amend the Narrative Report, 1<sup>st</sup> paragraph, last sentence to state: The reconstruction shall be subject to the MU-1, Mixed Use Zoning Development District Chapter of the Town of West Point Zoning Ordinance with the exception of the waivers requested: Placement of the building, streets and ways, sidewalks and walkways, street trees; and
  
- 2) This plan of development shall be null and void for any other use except a child care center. If another use is proposed, all applicable requirements for the MU-1 Zoning District must be met and approved by the zoning administrator, planning Commission, or Town Council as deemed necessary as stated by Town Code.

Commissioner James Brockwell seconded. Upon unanimous vote, Commissioners Hockenberger, Vadas, Hudson, and Chairman Pruettt all voted “Aye”.  
The motion was approved.

**V. Old Business**

None

**VI. Committee Report**

Commissioner James H. Hudson, III reported on the November 17, 2015 Town Council Meeting.

Commissioner Daniel Hockenberger reported there was no BZA/Wetlands Boards Meetings held.

**VII. Adoption of Minutes**

Commissioner James Vadas made a motion to approve the November 4, 2015 meeting minutes as written. Commissioner Hockenberger seconded. The motion was adopted.

**VIII. Set Next Meeting Date**

January 6, 2016, at 5:00 p.m.

**IX. Motion to Adjourn**

Chairman Pruett declared the meeting adjourned.

Approved / /

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James Pruett, Chairman  
West Point Planning Commission

**Commissioner's Terms**

James Pruett (Chairman)	832-1185	9/30/2017	<a href="mailto:jpruett@baydesigngroup.com">jpruett@baydesigngroup.com</a>
James N. Brockwell	843-2485	9/30/2018	<a href="mailto:james@brockwellseptic.com">james@brockwellseptic.com</a>
Daniel Hockenberger	380-0471	9/30/2017	<a href="mailto:danhock@cox.net">danhock@cox.net</a>
James H. Hudson, III	843-3262	12/31/2018	<a href="mailto:jhudson@west-point.va.us">jhudson@west-point.va.us</a>
Gail C. Nichols	843-4418	5/31/2019	<a href="mailto:nichols.baylor@yahoo.com">nichols.baylor@yahoo.com</a>
Mary Montague Sikes	843-3284	9/30/2016	<a href="mailto:monti7olen@verizon.net">monti7olen@verizon.net</a>
James E. Vadas	843-4082	9/30/2016	<a href="mailto:jimvadas@yahoo.com">jimvadas@yahoo.com</a>