

**TOWN OF WEST POINT
PLANNING COMMISSION MEETING
MARCH 2, 2022**

I. Call to Order

The West Point Planning Commission held its regularly scheduled meeting on Wednesday, March 2, 2022. Chairman Brockwell called the meeting to order.

Members Present: James Brockwell, Chairman
Britney Ball, Vice-Chairman
James Vadas
Teresa Glidewell

Members Absent: James Hudson, III, Mary Montague Sikes, Stuart Daniel

Staff Present: Holly N. McGowan, Director of Community Development
Andrea Erard, Town Attorney
Shari Carnell, Recording Aide

Also Present: Vice Mayor, Deborah Ball

II. Review of Agenda

There were no changes to be made to the agenda.

III. Citizens Address the Commission

Chairman Brockwell opened the floor to any citizen to address the Planning Commission. There being none, the citizens address portion of the meeting was closed.

IV. Public Hearing

A. Ordinance 02-2022, Subdivision Agreement

Chairman Brockwell opened the public hearing.

Chairman Brockwell asked Ms. McGowan to provide information about ordinance 02-2022. Ms. McGowan stated the ordinance is being referred by the Community Development Committee and asked the Town Attorney to present the text amendment.

Ms. Erard explained a requirement for a subdivision agreement due to previous case, it is a good idea the Town has a requirement like this in place for when a developer asks for final subdivision approval and this agreement is in place, the Town Attorney will have more leverage if the developer does not follow thorough.

Chairman Brockwell stated the subdivision agreement ordinance made sense and asked the Planning Commission members if there was any discussion. Chairman Brockwell closed the public hearing.

Mr. Vadas made a motion to recommend approval to Town Council ordinance 02-2022, which amends the West Point Town code, Chapter 54, "Subdivision," Article II, "Plats," Division 3, "Final Plat," Section 54-47, "Accompanying Documents," to require a subdivision agreement if all improvements not complete prior to final plat approval." Ms. Glidewell seconded the motion. All in favor responded "Aye." No one opposed. Motion carried.

V. Old Business

A. Ordinance 02-2021, Homestay

Town Council has asked the Planning Commission to identify what an ordinance would look like that they would support.

The Planning Commission discussed the following items in which Ms. Erard drafted revisions during the meeting:

- 1.) Residency requirement- The owner must reside on the property. Concerns from the Planning Commission is there needs to be some control, the upkeep of the property and the type of renters.
- 2.) Definition of homestay- The Planning Commission discussed the definitions of dwelling unit, accessory, and secondary uses. The homestay proposed definition was amended to remove accessory or secondary use and clarified as the use of a portion of a residential unit. The residential dwelling definition was removed. The definition of host is the owner and primary resident. The definition of primary resident is the owner and who also occupies the property.
- 3.) Use regulations- 29 days was changed to 14 days consecutive.
- 4.) Recreational vehicles- The Planning Commission agreed to leave recreational vehicles out of the ordinance.
- 5.) Grandfather provision- Discussion about previous Bed & Breakfasts that were approved before this ordinance would have to comply with new ordinance. A grandfather provision was added to the ordinance to allow non-conforming status.

The Planning Commission decided to have a final draft prepared and to review at the April 6, 2022 Planning Commission meeting.

VI. Committee Reports

Ms. McGowan reported that the Wetlands Board did not meet.


Mrs. Ball reported Town Council met on February 28, 2022. Town Council: and the West Point School Board held a joint work session on March 1, 2022. There was an audit presentation. The chief of police salary was approved. Council authorized a purchase agreement for a piece of property, located on the corner of Main Street and 14th Street. Mrs. Ball also reported on the smart scale project with VDOT beside Walgreens and Valero.

VII. Adoption of Minutes

Ms. Glidewell made a motion to adopt the minutes from the January 5, 2022 Planning Commission meeting with changes mentioned. Mr. Vadas seconded the motion. All in favor responded "Aye." No one opposed. Motion carried.

VIII. Motion to Adjourn

Mr. Vadas made a motion to adjourn the meeting. Ms. Glidewell seconded the motion. All in favor responded "Aye." No one opposed. Motion carried. Chairman Brockwell adjourned the meeting.


Chairman James Brockwell
West Point Planning Commission

Commissioner's Terms

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|---------------------|----------|----------|--|
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