

**TOWN OF WEST POINT
PLANNING COMMISSION
SEPTEMBER 4, 2019**

I. Call to Order

The West Point Planning Commission held its regularly scheduled meeting on Wednesday, September 4, 2019. Chairman Brockwell called the meeting to order.

Members Present: James Brockwell, Chairman
James Hudson, III
James Vadas
Britney Ball
Mary Montague Sikes
Don Perry

Members Absent: Stuart Daniel, Vice Chairman

Also Present: Andrea Erard, Town Attorney
Shari Carnell, Recording Aide.

II. Review of Agenda

Chairman Brockwell asked if there were any changes to the agenda. There were no changes.

III. Citizens Address The Commission

Chairman Brockwell opened the floor to any citizen to address the Commission about matters not listed on the agenda. There being none, the citizens address portion of the meeting was closed.

IV. Public Hearing

A. Public Hearing on Special Use Permit, Case#SUP2019-03, Steven Bret Breneman Bed and Breakfast.

The Community Development received a Special Use Permit Application from Mr. Breneman to operate a bed and breakfast at 1216 Main Street. The property is located in the R-4 Zoning District. A bed and breakfast is a permitted use in the R-4, Zoning District, with the approval of a Special Use Permit. This is a standard application for a bed and breakfast that is allowed in the R-4 zoning district. The same conditions will apply to this application as they have in the past for bed and breakfast establishments. The conditions are as follows:

1. The dwelling shall be rented for short term weekends or week long rentals as a guest house or vacation rental;
2. There shall be no off-premise directional signs advertising this business.

Chairman Brockwell opened the Public Hearing.

Chairman Brockwell asked Mr. Breneman if he would like to come forward to speak on behalf of the application that he submitted and to answer any questions that the Planning Commission had. Mr. Breneman stated that he has a bedroom and bathroom that he has upgraded and prepared for any potential clients with accommodations including a small refrigerator, toaster, coffee maker and luggage racks. Smoking is prohibited on the property and from the hours of 10:00 a.m. to 6:00 p.m. the house will be quiet. Mr. Breneman hopes to provide lodging to customers who will appreciate the charms and events that the Town of West Point has to offer.

Chairman Brockwell closed the Public Hearing.

Chairman Brockwell addressed the Planning Commission asking if there were any questions or is there any discussion about the Breneman application.

Mr. Hudson made a motion that the Planning Commission recommend approval to Town Council for Special Use Permit case # SUP2019-03, Steven Bret Breneman to operate a bed and breakfast located at 1216 Main Street subject to conditions previously mentioned. Mr. Vadas seconded the motion. Britney Ball abstained from voting. All in favor responded "Aye." No one opposed. Motion carried.

V. Old Business

A. Vacation Rental by owner, Air B-N-B, and Bed and Breakfast

The Community Development Committee has asked the Planning Commission to review Air BnBs and VRBOs and to report back with a recommendation.

The Planning Commission has been discussing draft options for a Homestay Ordinance as a permitted use that will require a Special Use Permit in the R-1, R-2, R-3, R-4, B-2, SD-1, and MU-1 zoning districts. The Planning Commission has been provided with several samples of Homestay Ordinances from other localities to inform them about what types of items they may or may not want to include in their draft.

Chairman Brockwell had some ideas for the draft of the Homestay Ordinance that he wanted to discuss, and the items listed below are possible items that the Planning Commission may want to include.

1. The requirement of a business license should be clearly stated.
2. If meals are to be served VDH should be notified ahead of time with approval before Special Use Permit is granted.
3. Notifying the neighbors and the Police Department when your home or rooms are rented in case of an emergency. For a Type A and Type B rental (one is when the owner is there and the other is when the owner is not there.) it is a good idea for these individuals to know.
4. The maximum 90 day rental should be reduced to the maximum rental being 21 consecutive days.

5. Recreational vehicles would not apply to the homestay ordinance due to recreational vehicles such as campers are used for sleeping. Boats and buses would need to be addressed as well.
6. Homeowners who already have been approved for B&B Special Use Permit would be reclassified under ordinance rules, but will not have to reapply for a Special Use Permit. Or a new form for existing BnB's, or a yearly update form.
7. Council would have to adopt a transient ordinance.
8. Register with the Town Treasurer.
9. Age restrictions for the customer or let the host set age preference.
10. Remove the type A and type B.

Chairman Brockwell asked that Ms. Erard and Ms. McGowan collaborate and readdress this homestay ordinance at a later date, there has been no immediate time set for completion on this project.

VI. New Business

There was no new business to be discussed.

VII. Committee Reports

Mr. Hudson stated that Town Council met on August 26, 2019. Town Council held a Public Hearing for Parking Ordinance. There are several residents that are for the new ordinance. The Parking Ordinance will consist of the following items:

1. Residents will only be permitted to park trailers in front of their own property.
2. There will be no parking in fire lanes. New penalty fee will be attached to this violation. \$100.00 penalty for parking in a fire lane.
3. No parking is permitted on the south side of 13th Street.

Mr. Hudson also stated that the Town of West Point is currently under contract to purchase William L. Hodges property located at 1226 Main Street.

VIII. Adoption of Minutes

Mr. Vadas made a motion to adopt the minutes from the August 7, 2019 Planning Commission meeting. Ms. Sikes seconded the motion. All in favor responded "Aye." No one opposed. Motion carried.

IX. Next Meeting Date

The next meeting date is set for October 2, 2019.

X. Motion to Adjourn

Chairman Brockwell adjourned the meeting.


Chairman James Brockwell
West Point Planning Commission

Commissioner's Terms

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