



PLANNING COMMISSION REGULAR MEETING AGENDA

CITY COUNCIL CHAMBERS

June 9, 2025

2:00 PM

I. WELCOME AND CALL TO ORDER

II. ROLL CALL

III. OLD BUSINESS

1. Rezoning application PZ25-00250 filed by Danville Ventures, LLC to rezone Parcel 55063 (West Main Street) from OT-R Old Town Residential to HR-C Highway Retail Commercial.

IV. NEW BUSINESS

1. Special Use Permit application PZ25-00262 filed by Latasha Fitzgerald to allow a daycare center in accordance with Article 3.M Section C at Parcel 52203 (2420 North Main Street).
2. Special Use Permit application PZ25-00293 filed by Brayan Daniel Guardado Ortega to allow three, attached residential townhouses at Parcel 77618 (203 Ash Street) in accordance with Article 3.E Section C.
3. Rezoning application PZ25-00302 filed by Cedarbrook Partners, LLC to rezone Parcel 59803 (439 Cedarbrook Drive) from TO-C, Transitional Office to M-R, Multi-family Residential District.
4. Code Amendment Request to amend Chapter 41 entitled "Zoning Ordinance" of the City of Danville, 1986 as amended. Specifically, amend Article 2.Y.
5. Request for approval of the City of Danville's Environmental Stewardship Plan

V. NOT FOR PUBLIC HEARING

1. Approval of a Master Subdivision Development Plan for River Oak Drive
2. Approval of a Subdivision Development Plan for Beech Street.

VI. APPROVAL OF MINUTES

VII. PLANNING DIRECTOR'S REPORT

VIII. ADJOURNMENT

STAFF REPORT

DATE: June 9, 2025
TO: Planning Commission
FROM: Renee Burton, Division Director of Planning
RE: Rezoning application PZ25-00250 filed by Danville Ventures, LLC to rezone Parcel 55063 (West Main Street) from OT-R Old Town Residential to HR-C Highway Retail Commercial.

SUMMARY

Danville Ventures, LLC has filed an application to rezone Parcel 55063, on West Main Street, from OT-R Old Town Residential to HR-C Highway Retail Commercial. Parcel 55063 is approximately one-third (1/3) of an acre that is currently being used as a parking lot adjacent to RISE Dispensary. The applicant has requested to rezone Parcel 55063 to allow for the consolidation of this parcel with the adjacent parcel where RISE Dispensary is located (Parcel 57238). Parcel 55063 will be used for additional parking to accommodate RISE's growing clientele.

This request was first presented on the May 12, 2025, Planning Commission agenda for review. The applicant nor a representative of the request attended the meeting. The Planning Commission voted to postpone the request.

Commercial parking lots are not permitted by right in the OT-R Told Town Residential zoning classification. Further, parcels must be of the same zoning classification for consolidation. Approval of rezoning application PZ25-00250 aligns with increased use of West Main Street as a primary gateway and corridor through the city in accordance with the Comprehensive Plan.

Eighteen (18) notices were sent to neighbors within 300 feet of the subject property. One (1) unopposed response was received.

RECOMMENDATION

Planning staff recommends that the Planning Commission recommend approval of rezoning application PZ25-00250 filed by Danville Ventures, LLC to rezone Parcel 55063 (West Main Street) from OT-R Old Town Residential to HR-C Highway Retail Commercial with the following condition(s):

1. Parcel 55063 must be consolidated with Parcel 57238.

ATTACHMENTS

1. REZONING APPLICATION 09252024_202502211419585169 (1)
2. 2025-04-09 - 816 WEST MAIN DANVILLE

3. C2400080 Rise Dispensary - Phase II - Danville, VA - ReZoning Application
4. Aerials Map
5. Owners Zoning Map



CITY OF DANVILLE

Community Development Division of Planning and Zoning

REZONING APPLICATION

1. An application for rezoning shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee as established by the City Council.
2. The application shall include the following information:
 - a. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
 - b. A written statement of proposed project compatibility with the following:
 1. The Comprehensive Plan.
 2. The applicable zoning district.
 3. The surrounding properties.
 4. Current and future neighborhood conditions.
 5. Pedestrian and vehicular traffic patterns, on-site and off-site.
 6. Adequate public facilities.
 - c. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant: 1. The architectural elevations and floor plans of proposed building(s). 2. Traffic impact analysis. 3. Fiscal impact analysis. 4. Parking and site circulation analysis. 5. Photographs of property and surrounding area. 6. Environmental impact statement. 7. A preliminary site plan in accordance with the Site Plan Regulations.

PLANNING DIVISION PROVIDED INFORMATION

Application #:	_____	PC Meeting Date:	_____
Date Received:	_____	Received By:	_____
Parcel ID:	_____	Address:	_____
Existing Zoning:	_____	Proposed Zoning:	_____

APPLICANT PROVIDED INFORMATION

Applicant: Danville Ventures LLC

Applicant's Address: 24020 Shell Rd, Abingdon, VA 24211

DANVILLE, VA

Applicant’s Phone Number: sam@the57group.com

Applicant’s Email: 423-502-6542

Purpose for Proposed Amendment: Consolidate parcels 55063 and 57238

Property Address: 816 W. Main Street Gross Area/ Net Area: 0.2929 acres

Property Location: N ☒ S ☐ E ☐ W ☐ Side of: W. Main Street

Between: Wood Avenue and Park Avenue

Proffered Conditions: _____

_____	_____	DocuSigned by: <u>SAM BLANKENSHIP</u> 7EF79C0C8F0D441...	<u>4/10/2025</u>
Applicant’s Signature	Date	Property Owner’s Signature (if not applicant)	Date

KNOW ALL MEN BY THESE PRESENTS TO WIT:

THAT DANVILLE VENTURES, LLC IS THE FEE SIMPLE OWNER OF THE PARCEL OF LAND SHOWN HEREON BOUNDED BY CORNERS 1 THROUGH 7 TO 1, INCLUSIVE, AND BEING A PART OF THE LAND CONVEYED TO SAID OWNER BY INSTRUMENT RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF DANVILLE, VIRGINIA BY INSTRUMENT NUMBER 21-4812.

THE CONSOLIDATION OF LAND DESCRIBED HEREIN IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES. THE OWNERS CERTIFY THAT THEY ARE THE FEE SIMPLE OWNERS OF SAID LOT AND ARE LEGALLY ENTITLED TO SUBDIVIDE THE SAME.

SIGNED _____ DATE _____

NAME _____ TITLE _____

COMMONWEALTH AT LARGE TO WIT:
STATE OF VIRGINIA

_____, OF _____
I, _____, A NOTARY PUBLIC IN
AND FOR THE AFORESAID STATE DO HEREBY CERTIFY THAT
_____, WHOSE
NAME IS SIGNED TO THE FOREGOING INSTRUMENT, HAS
PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE
SAME ON THIS _____ DAY OF _____, 20____.

_____, NOTARY PUBLIC
MY COMMISSION EXPIRES _____

CITY APPROVAL CERTIFICATION:

I CERTIFY THAT THIS PLATTING IS IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE AND HEREBY APPROVED IN ACCORDANCE WITH CODE OF THE CITY OF DANVILLE 2004, AS AMENDED.

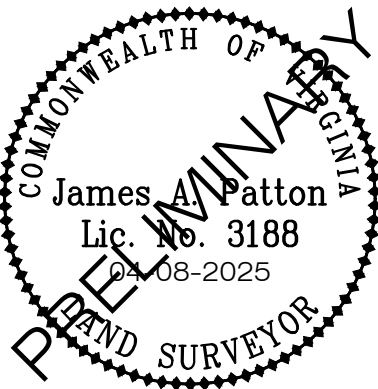
CITY ENGINEER _____ DATE _____

ZONING ADMINISTRATOR _____ DATE _____

CITY OF DANVILLE SURVEYOR'S CERTIFICATE (SUBDIVISIONS):

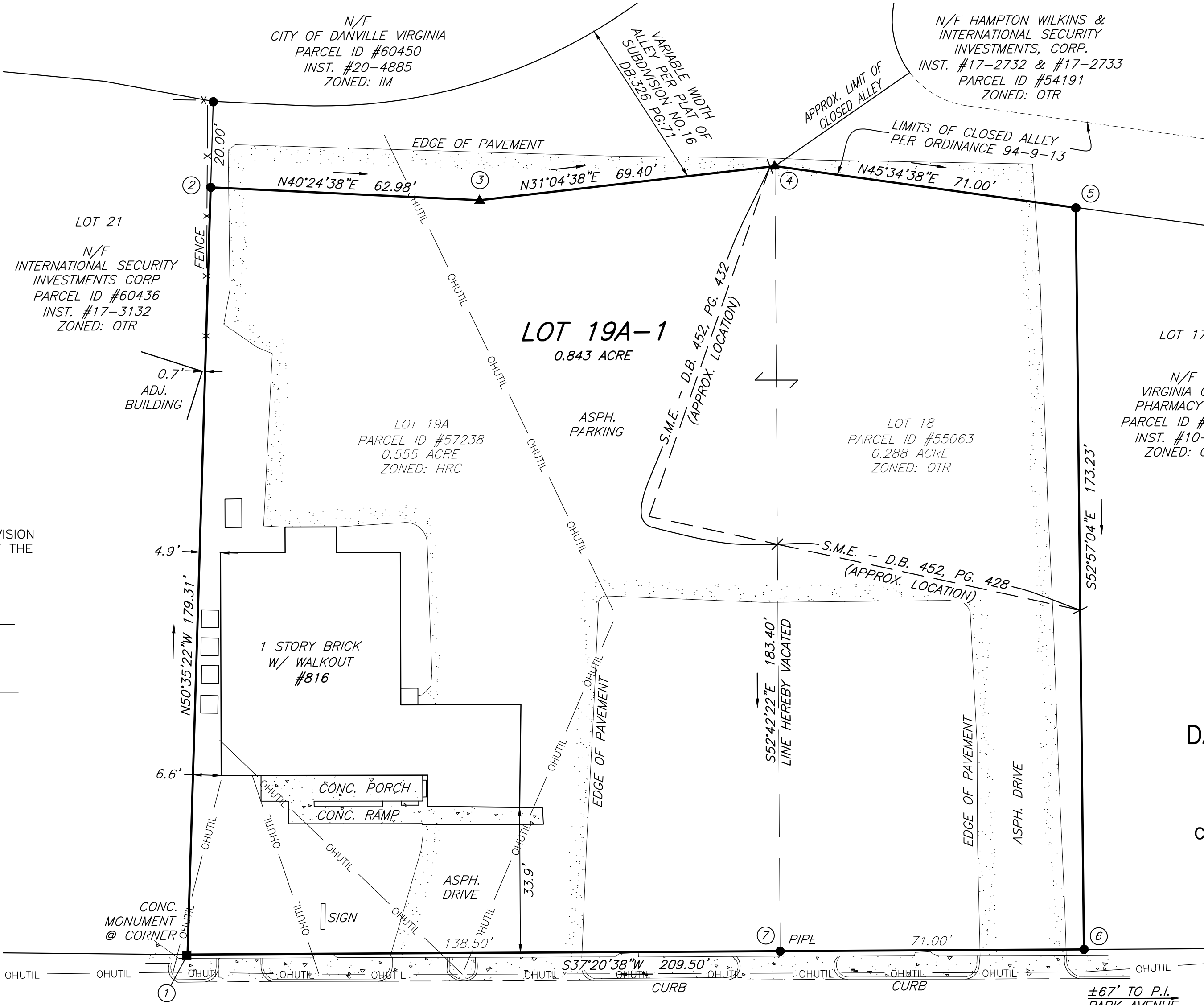
SURVEYOR'S CERTIFICATE:
I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE PLANNING COMMISSION AND CITY COUNCIL, AND ORDINANCES OF THE CITY OF DANVILLE, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS, DIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH GIVEN UNDER MY HAND THIS 8TH DAY OF APRIL, 2025.

JAMES A. PATTON _____ LS 3188

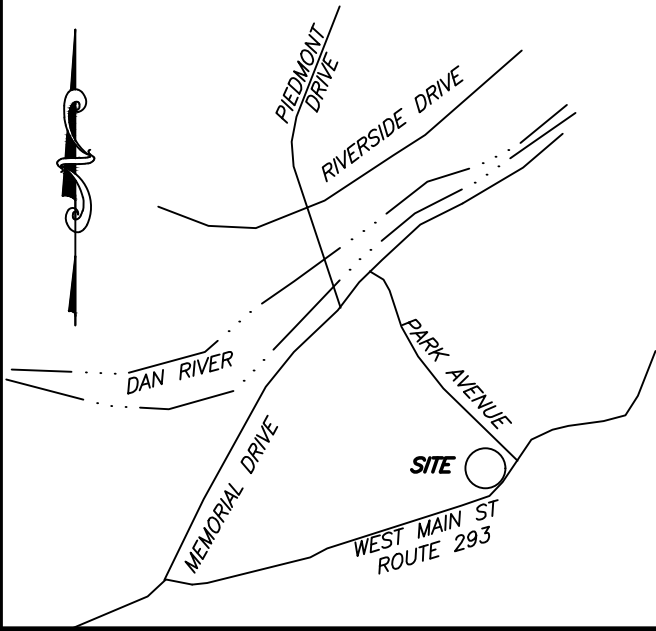


NOTES:

1. OWNER OF RECORD: DANVILLE VENTURES, LLC
2. LEGAL REFERENCE: INSTRUMENT #21-4812
3. TAX MAP NUMBERS: PARCEL ID #55063, PARCEL ID #57238
4. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND THERE MAY EXIST ENCUMBRANCES WHICH AFFECT THE PROPERTY NOT SHOWN HEREON.
5. THE AREA SHOWN HEREON IS NOT LOCATED IN A 100 YEAR FLOOD HAZARD ZONE PER FEMA FLOOD MAP 51143C0633E EFFECTIVE 09-29-2010.
6. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE, DETECTION, OR DELINEATION OF ANY ENVIRONMENTALLY SENSITIVE AREAS OR ANY ENVIRONMENTAL PROBLEMS LOCATED ON THE SURVEYED PREMISES.
7. NOT ALL PHYSICAL IMPROVEMENTS ARE NECESSARILY SHOWN, FOR CLARITY.
8. SUBJECT PARCELS ARE ZONED "OTR - OLD TOWN RESIDENTIAL" AND "HRC - HIGHWAY RETAIL COMMERCIAL" PER CITY OF DANVILLE GIS. A ZONING REPORT WAS NOT PROVIDED TO THE SURVEYOR.

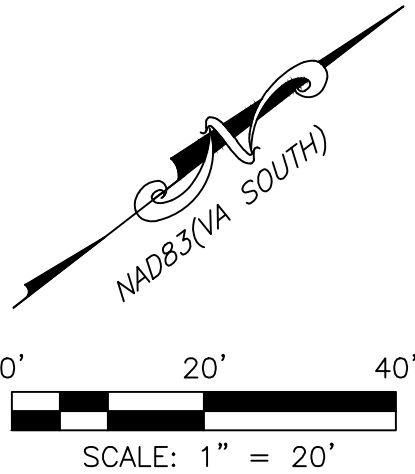


WEST MAIN STREET
VA ROUTE 293 - 60' R/W



VICINITY MAP
NOT TO SCALE

LEGEND	
●	- IRON PIN FOUND
▲	- MAG NAIL FOUND
DB/PG	- DEED BOOK/PAGE
R/W	- RIGHT OF WAY
S.M.E.	- SEWER MAIN EASEMENT



COMBINATION/LOT LINE VACATION FOR
DANVILLE VENTURES, LLC

SHOWING THE COMBINATION OF
LOT 18 SECTION J
SUBDIVISION NO. 16, SHEET NO. 4
DEED BOOK 326 PAGES 71 & 72
AND LOT 19A

COMBINATION/LOT LINE VACATION FOR
DANVILLE VENTURES, LLC

INSTRUMENT #240001019
CREATING HEREON
LOT 19A-1 (0.843 ACRE; 36,740 SQ. FT.),
SITUATE AT 816 WEST MAIN STREET
CITY OF DANVILLE, VIRGINIA
SURVEYED APRIL 2, 2025
DATED APRIL 8, 2025
JOB #R0067765
SCALE: 1" = 20'
SHEET 1 OF 1

THE RECORDATION OF THIS PLAT OF SUBDIVISION DOES NOT CONSTITUTE A CONVEYANCE OF LAND. ANY LOTS, PARCEL OR TRACT OF LAND SHOWN HEREON THAT IS INTENDED FOR SALE AND/OR CONVEYANCE MUST BE CONVEYED BY DEED AND SAID DEED MUST BE RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF THE CITY OF DANVILLE.

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS
ROANOKE / RICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY
1208 Corporate Circle / Roanoke, Virginia 24018 / Phone (540) 772-9580 / balzer.cc | westwoodsps.com

DRAWN BY: SHW
CHECKED BY: JAP



April 10, 2025

**City of Danville
Community Development
Division of Planning and Zoning
427 Patton St.
Danville, VA 24541**

Attn: Renee Burton, Division Director of Planning

**Re: Re-Zoning Application: Parcel 55063
Legal Description: Lot 18 Section J Subdivision No. 16, Sheet No. 4 Deed Book 326 Pages 71 & 72**

Dear Mrs. Burton:

Danville Ventures LLC (Property Owner) proposes to change the zoning classification of Parcel 55063 from the current zoning (OTR Old Town Residential) to HRC Highway Retail Commercial to allow for consolidation of Parcel 55063 and Parcel 57238.

Current conditions on Parcel 55063 consist of existing asphalt pavement parking lot. The property owner intends to re-construct and improve the asphalt parking area to suit the needs of the existing business on the adjacent parcel (Refer to pending City of Danville Application #C24-000583).

The proposed use for Parcel 55063 is to serve as additional parking for the existing business located Parcel 57238. Operating hours will be as follows:

- Mon-Thur, and Sat: 9am-7pm
- Fri: 9am-8pm
- Sun: 1pm-5pm

The business operates with 7 employees on a typical day and receives approximately 150 patrons per day plus approximately an additional 50 patrons who attempt to enter but are turned away due to ineligibility to enter the facility.

A Preliminary Combination Plat is enclosed herein for your review.

Respectfully Submitted,

The W-T Group, LLC



**Jim Glascott, PE CPESC
Principal in Charge, Civil Engineering**

Attachments: Preliminary Combination Plat, Re-Zoning Application



2025 AERIAL IMAGERY OF SUBJECT PROPERTY

Prepared by:
Planning Division
4/14/2025



Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.



SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY

Prepared by:
Planning Division
4/14/2025



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STAFF REPORT

DATE: June 9, 2025
TO: Planning Commission
FROM: Renee Burton, Division Director of Planning
RE: Special Use Permit application PZ25-00262 filed by Latasha Fitzgerald to allow a daycare center in accordance with Article 3.M Section C at Parcel 52203 (2420 North Main Street).

SUMMARY

Latasha Fitzgerald has submitted a request for a Special Use Permit to allow the operation of a child day care center at 2420 North Main Street (Parcel 52203). The property, located in the HR-C Highway Retail Commercial zoning district, most recently operated as a co-working space. The building is approximately 2,700 square feet and designated for commercial use, with a preliminary Certificate of Occupancy inspection for a daycare allowing for 48 persons.

While day care centers are not permitted by right in the HR-C zoning district, Article 3.M, Section C, Item 6 of the zoning ordinance allows “day care centers (adult and child)” with approval of a Special Use Permit. Granting the Special Use Permit for 2420 North Main Street aligns with the mixed-use corridor designation outlined in the comprehensive plan, without altering the property's existing zoning classification. Based on Article 8, Section G, one parking space per employee plus one parking space per four children or clients is required for child care centers. Parcel 52203 currently has 16 spaces located behind the principle structure. The parking area encompasses the entire rear yard, in which the majority of spaces are enclosed.

The site is situated in a high-traffic commercial corridor, and the building is located close to the street with minimal setback. Parcel 52203 lacks landscaping and green space for children to play. These characteristics should be considered when evaluating the suitability of the site for a child day care center.

In addition to securing the Special Use Permit, the applicant will be required to meet all applicable building code standards in order to obtain a certificate of occupancy for the day care facility.

Fourteen (14) notices were sent to surrounding property owners within three hundred (300) feet of the subject property. No responses were received.

RECOMMENDATION

Planning staff recommends that the Planning Commission recommend denial of PZ25-00262 filed by Latasha Fitzgerald to allow a child day care center at 2420 North Main Street (Parcel 52203). 2420 North Main Street is a high-traffic area, lacking green space making it unsuitable

for a child day care center.

ATTACHMENTS

1. Application
2. 2420 N. Main St. Aerials Map
3. 2420 N. Main St. Owners Zoning Map



CITY OF DANVILLE

Community Development

Division of Planning and Zoning

SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$400.00.
2. If the request for a special use permit has been denied by the City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.

PLANNING DIVISION PROVIDED INFORMATION

Application #: AZ25-00262 PC Meeting Date: June 9, 2025
Date Received: 4-23-25 Received By: Lisa Jones
Parcel ID: 52203 Address: 2420 N Main Street
Existing Zoning HRC Future Land Use: HRC

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#) 2420 N Main Street
Applicant: Latasha Fitzgerald
Applicant's Address: 218 Northmont Blvd.
Applicant's Phone Number: 336-803-9951
Applicant's E-mail: Ldavis52001@gmail.com

Latasha Fitzgerald
Applicant's Signature

4/23/2025
Date

J. Anglin



2025 AERIAL IMAGERY OF SUBJECT PROPERTY

Prepared by:
Planning Division
5/28/2025



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SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY

Prepared by:
Planning Division
5/28/2025



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STAFF REPORT

DATE: June 9, 2025
TO: Planning Commission
FROM: Renee Burton, Division Director of Planning
RE: Special Use Permit application PZ25-00293 filed by Brayan Daniel Guardado Ortega to allow three, attached residential townhouses at Parcel 77618 (203 Ash Street) in accordance with Article 3.E Section C.

SUMMARY

203 Ash Street (Parcel 77618) is an empty lot measuring approximately 0.4 acres located off of Piney Forest Road between Arnett Boulevard and Beavers Mill Road. Currently, zoned OT-R Residential, the applicant is requesting a Special Use permit to allow three attached dwellings on the parcel. Parcel 77618 has dual access from Ash Street and Dan Street.

The applicant has provided a floor plan for review and off-street parking is available. The proposed two-story town homes will feature four bedrooms, three and a half bathrooms, and a loft. Proposed access is from Ash Street with three separate driveways.

The surrounding structures along Ash Street are predominately one-story, single-family structures, including mobile homes. The parcel previously housed a mobile home until it was removed in 2017. The proposed plan of a two-story triplex is incompatible with the existing low-density neighborhood. Article 3.E, Section D limits density to five dwelling units per net developable acre, allowing no more than two units on Parcel 77618.

Twenty-two (22) notices were sent to surrounding property owners within three hundred (300) feet of the subject property. Seven (7) responses were received; four (4) unopposed, three (3) opposed.

RECOMMENDATION

Planning staff recommends that the Planning Commission recommend denial of PZ25-00293 filed by Brayan Daniel Guardado Ortega to allow three attached residential town homes at Parcel 77618 (203 Ash Street) as proposed.

Staff would support the recommendation of approval for a one-story attached, two-unit residential dwelling at Parcel 77618. A one story, two-unit dwelling is compatible with the existing neighborhood structure and density requirements set forth in Article 3.E, Section D.

ATTACHMENTS

1. back page of sup
2. 203 ash st sup and plans

3. 203 Ash St. Aerials Map
4. 203 Ash St. Owners Zoning Map

Describe Proposed Request: _____

To build three units (townhouse).


Applicant's Signature

05/12/25
Date


Property Owner's Signature
(if not applicant)

05/12/25
Date

PLEASE ATTACH THE FOLLOWING

1. A preliminary site plan in accordance with the Site Plan Regulations.
2. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
3. A written statement of proposed project compatibility with the following:
 - a. The Comprehensive Plan.
 - b. The applicable zoning district.
 - c. The surrounding properties.
 - d. Current and future neighborhood conditions.
 - e. Pedestrian and vehicular traffic patterns, on-site and off-site.
 - f. Adequate public facilities.
4. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
 - a. The architectural elevations and floor plans of proposed building(s).
 - b. Traffic impact analysis.
 - c. Fiscal impact analysis.
 - d. Parking and site circulation analysis.
 - e. Photographs of property and surrounding area.
 - f. Environmental impact statement.

Deadline: May 12th
\$400.00



CITY OF DANVILLE
Community Development
Division of Planning and Zoning

SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$400.00.
2. If the request for a special use permit has been denied by the City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.

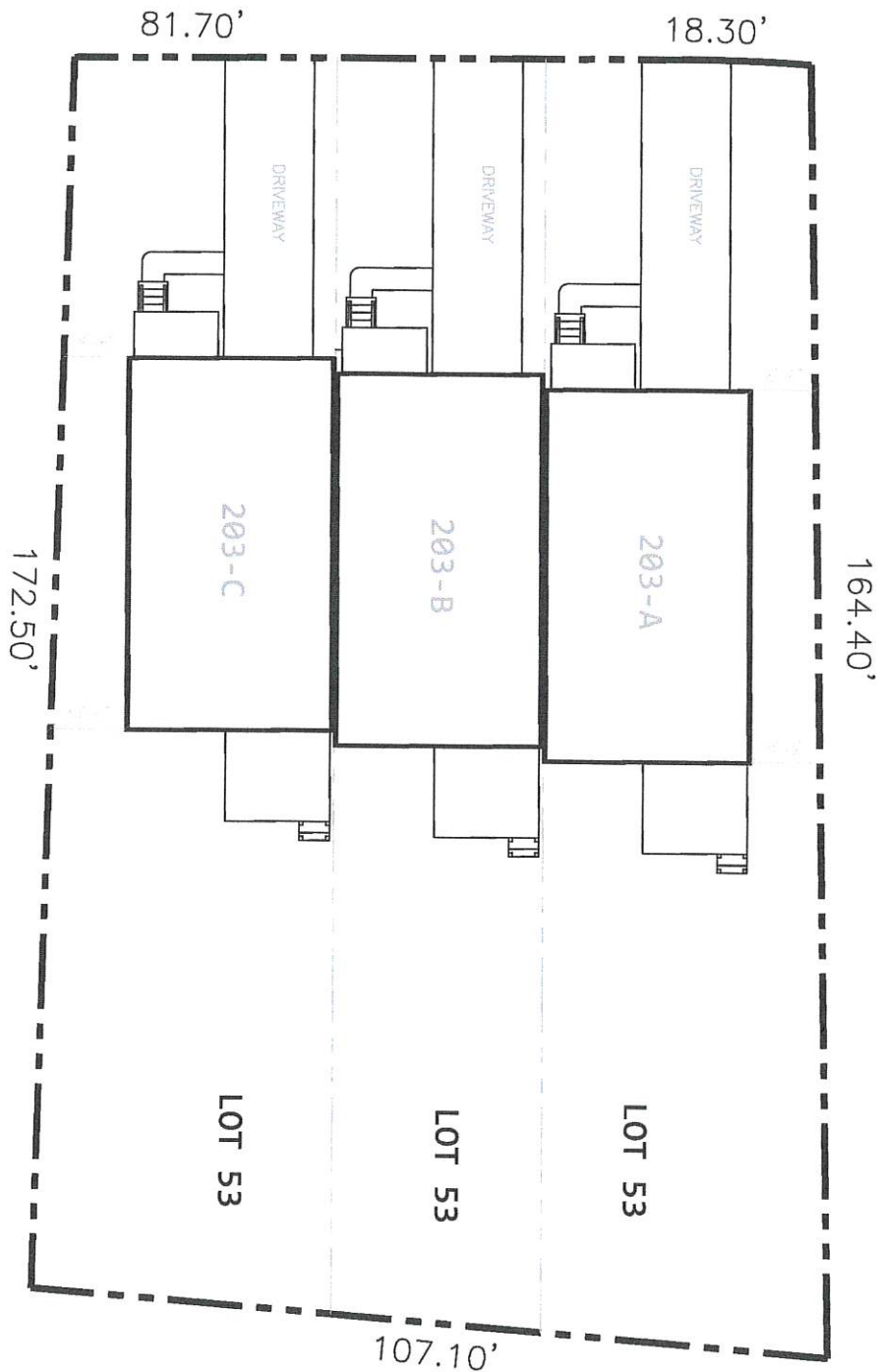
PLANNING DIVISION PROVIDED INFORMATION

Application #:	<u>P225-00293</u>	PC Meeting Date:	<u>June 9 2025</u>
Date Received:	<u>May 12 2025</u>	Received By:	<u>Arsenio Day</u>
Parcel ID:	<u>77618</u>	Address:	<u>203 Ash St</u>
Existing Zoning:	<u>OT-R</u>	Future Land Use:	<u>OT-R</u>

APPLICANT PROVIDED INFORMATION

Property Location:	<u>203 Ash Street, Danville VA 24540</u>
Applicant:	<u>Brayan Daniel Guardado Ortega</u>
Applicant's Address:	<u>453 Parked Rd, Danville VA 24540</u>
Applicant's Phone Number:	<u>(813) 898 - 3815</u>
Applicant's Email:	<u>8983815@gmail.com</u>

ASH STREET



DAN LANE

SP-1

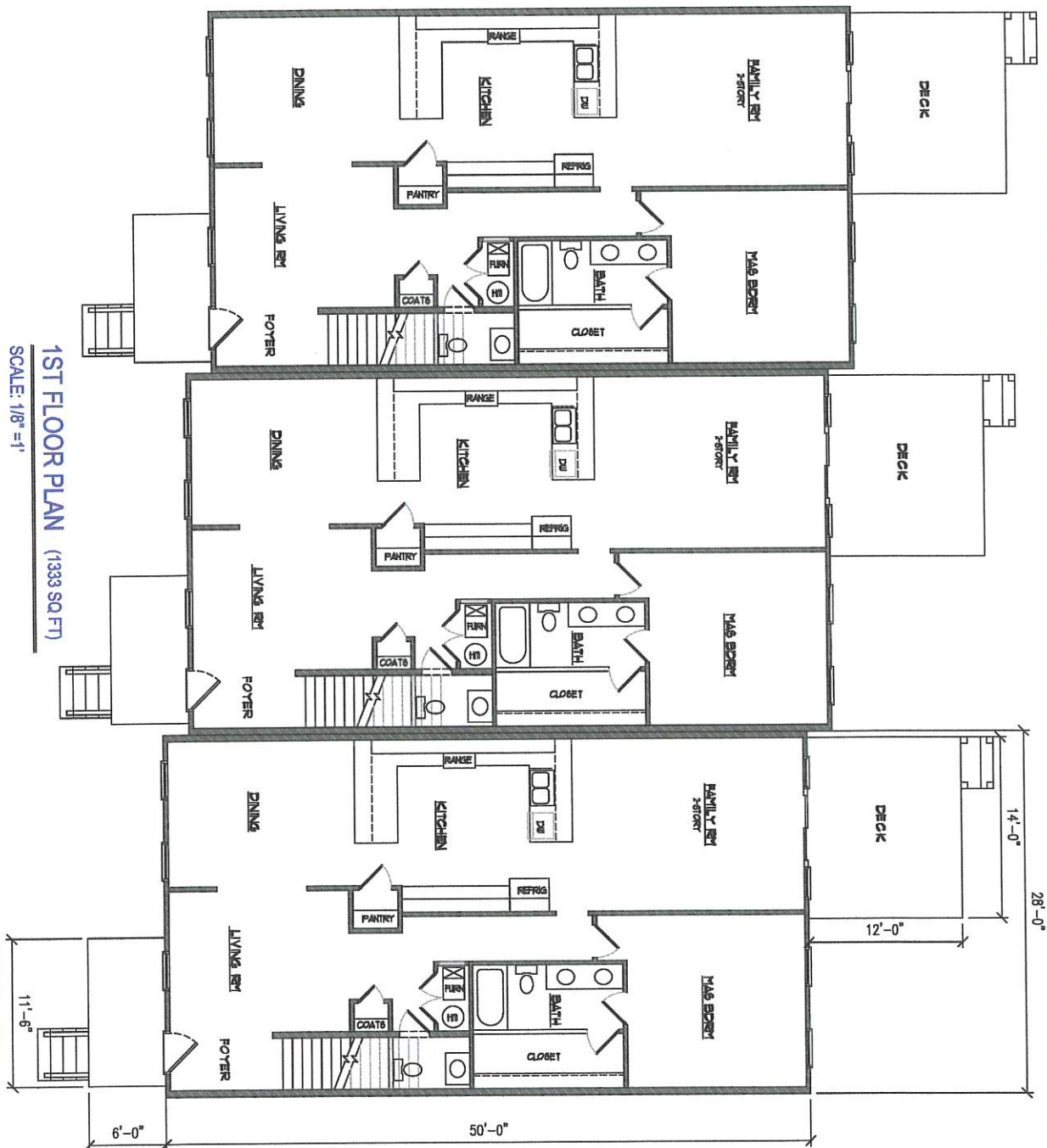
DRAWN BY:	WJL
CHECKED BY:	WJL
DATE:	MAY 2008
PROJECT #	00310.000
SCALE:	1/8" = 1'

**203 ASH STREET
NEW TRI-PLEX HOMES
SITE PLAN**

CONTEMPORARY CONCEPTS & DESIGNS LLC

9137 CHAMBERLAYNE RD #103
MECHANICSVILLE, VA 23116
TEL (804) 304-6110
EMAIL WJOSEPH3RD@CCDLLC.NET





A-1

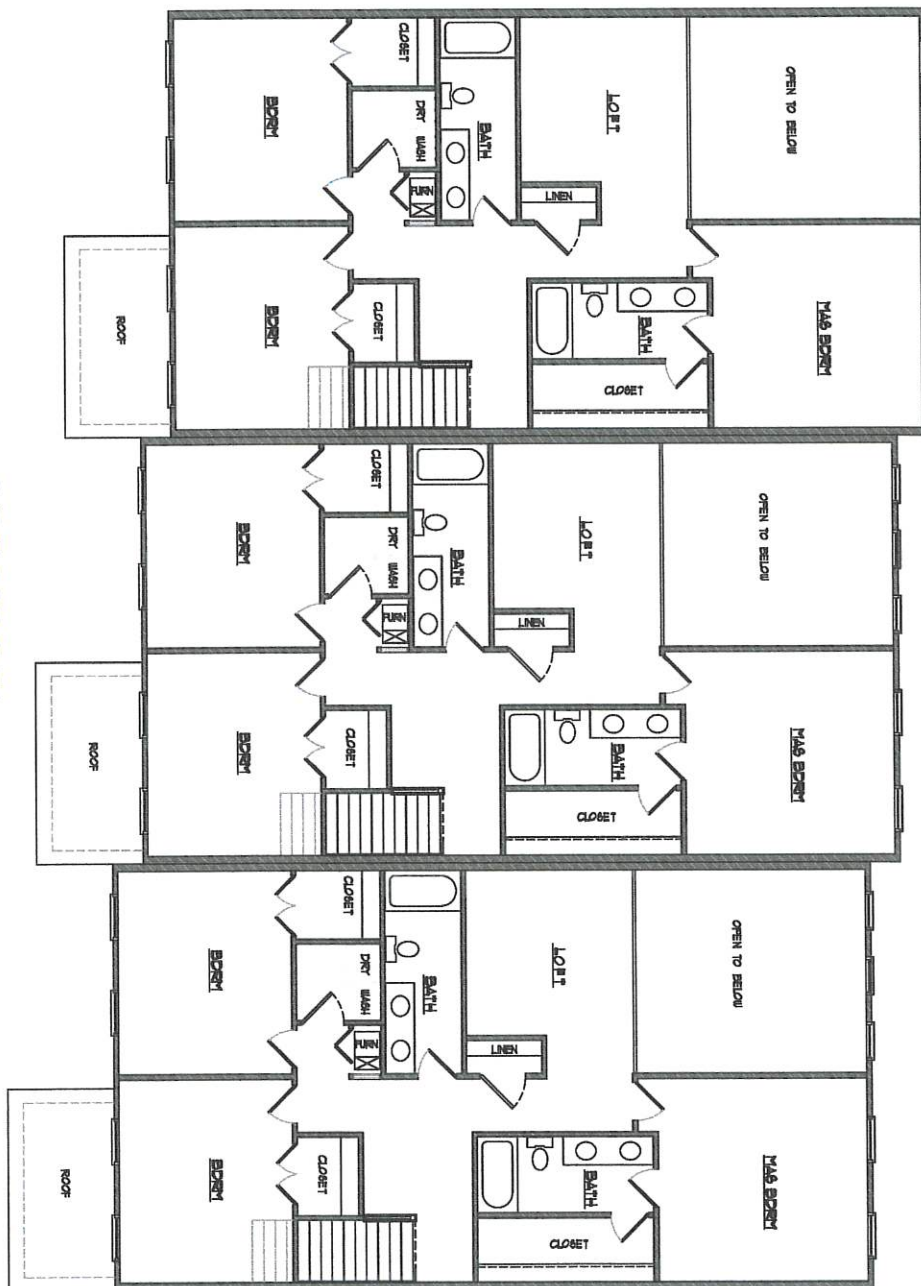
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CHECKED BY:	WLL
DATE:	MAY 2005
PROJECT #	0020000
SCALE:	1/8" = 1'

203 ASH STREET
 NEW TRI-PLEX HOMES
 1st FLOOR PLAN

CONTEMPORARY CONCEPTS & DESIGNS LLC

9137 CHAMBERLAYNE RD #103
 MECHANICSVILLE, VA 23116
 TEL (804) 304-6110
 EMAIL WJOSEPH3RD@CCDLLC.NET





2ND FLOOR PLAN (1130 SQ FT)
SCALE: 1/8" = 1'

A-2

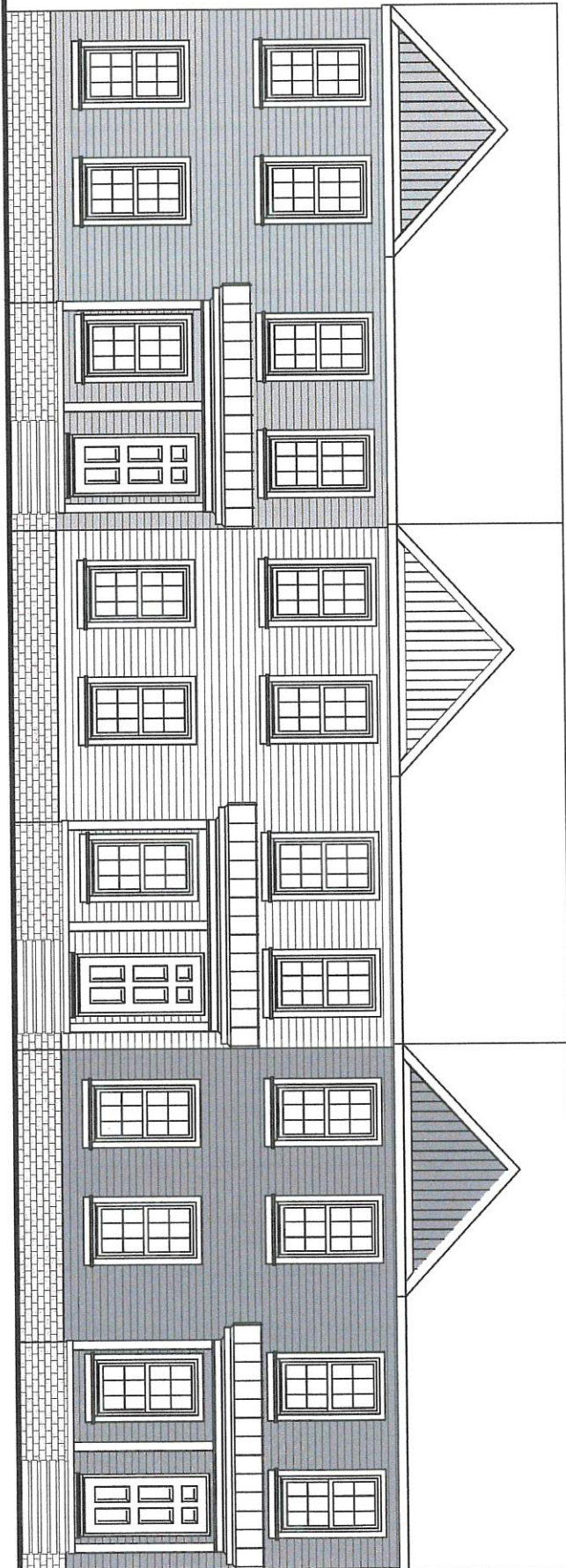
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CHECKED BY:	WLD
DATE:	MAY 2008
PROJECT #	00310.000
SCALE:	1/8" = 1'

**203 ASH STREET
 NEW TRI-PLEX HOMES
 2nd FLOOR PLAN**

CONTEMPORARY CONCEPTS & DESIGNS LLC

9137 CHAMBERLAYNE RD #103
 MECHANICSVILLE, VA 23116
 TEL (804) 304-6110
 EMAIL: WJOSEPH3RD@CCDLLC.NET





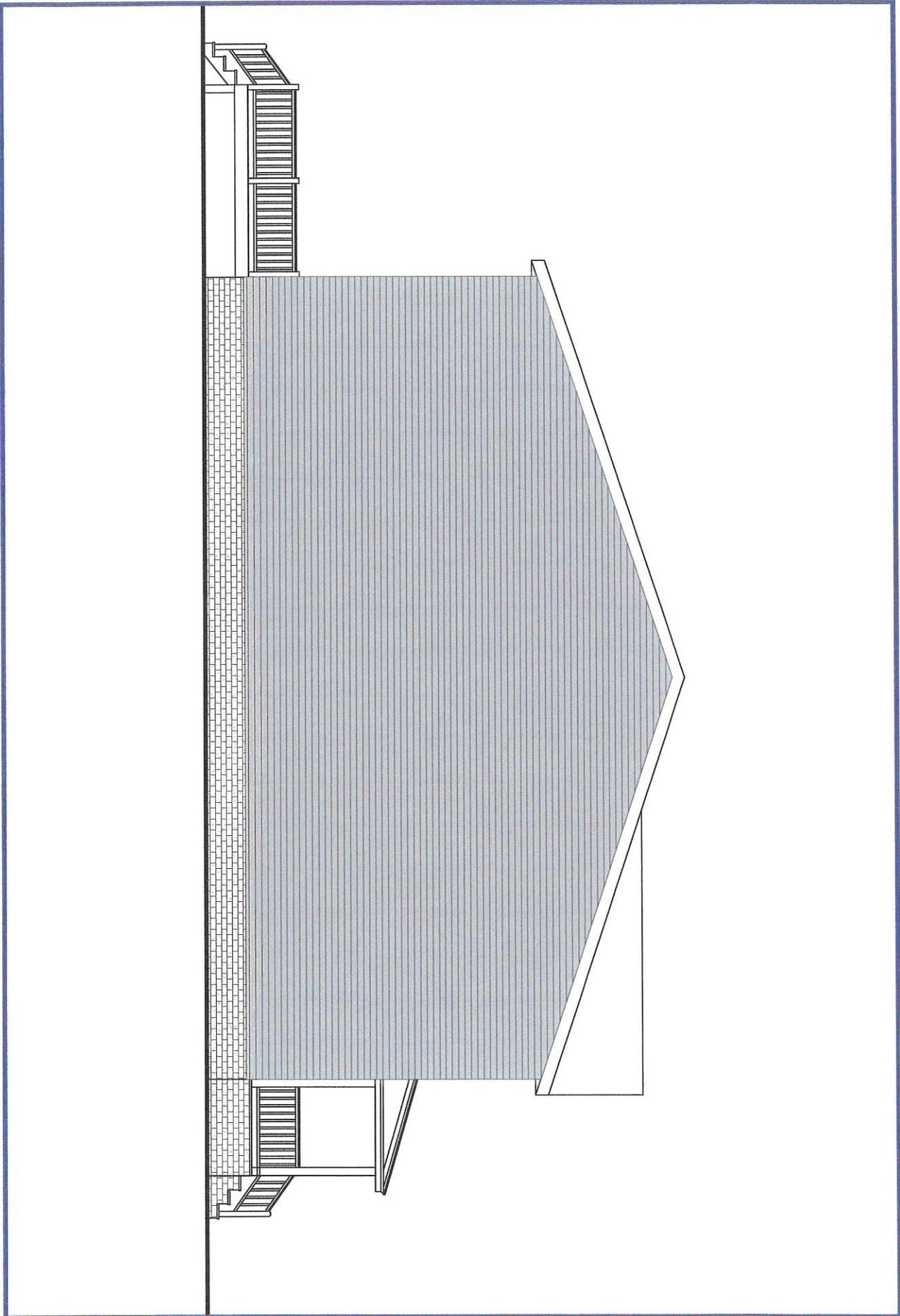
A-3

DRAWN BY: WJL
 CHECKED BY: WJL
 DATE: MAY 2015
 PROJECT # 0039/000
 SCALE: N.T.S.

203 ASH STREET
 NEW TRI-PLEX HOMES
 FRONT ELEVATION

CONTEMPORARY CONCEPTS & DESIGNS LLC
 9137 CHAMBERLAYNE RD #103
 MECHANICSVILLE, VA 23116
 TEL (804) 304-6110
 EMAIL WJOSEPH3RD@CCDLLC.NET





A-4

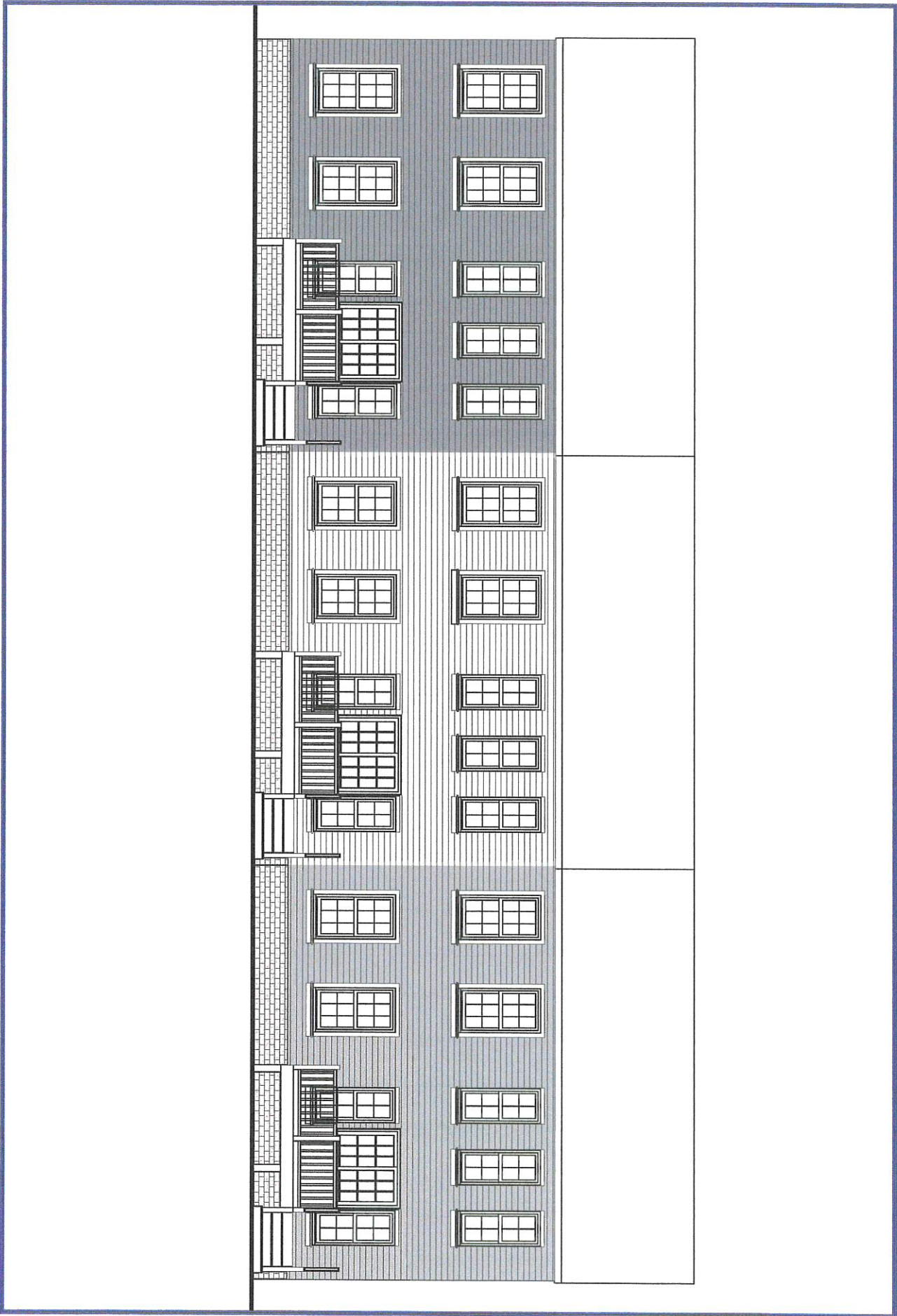
DESIGNED BY: WLL
CHECKED BY: WLL
DRAWN BY: WLL
DATE: MAY 2008
PROJECT # 0000000
SCALE: 3/8" = 1'

203 ASH STREET
NEW TRI-PLEX HOMES
SIDE ELEVATION

CONTEMPORARY CONCEPTS & DESIGNS LLC

9137 CHAMBERLAYNE RD #103
MECHANICSVILLE, VA 23116
TEL (804) 304-6110
EMAIL: WJOSEPH3RD@CCDLLC.NET





A-5

DRAWN BY:	WJA
CHECKED BY:	WJA
DATE:	MAY 2008
PROJECT #	0000000
SCALE:	N.T.S.

203 ASH STREET
NEW TRI-PLEX HOMES
REAR ELEVATION

CONTEMPORARY CONCEPTS & DESIGNS LLC

9137 CHAMBERLAYNE RD #103
MECHANICSVILLE, VA 23116
TEL (804) 304-6110
EMAIL WJOSEPH3RD@CCDLLC.NET





2025 AERIAL IMAGERY OF SUBJECT PROPERTY

Prepared by:
Planning Division
5/13/2025



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SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY

Prepared by:
Planning Division
5/13/2025



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STAFF REPORT

DATE: June 9, 2025
TO: Planning Commission
FROM: Renee Burton, Division Director of Planning
RE: Rezoning application PZ25-00302 filed by Cedarbrook Partners, LLC to rezone Parcel 59803 (439 Cedarbrook Drive) from TO-C, Transitional Office to M-R, Multi-family Residential District.

SUMMARY

439 Cedarbrook Drive (Parcel 59803) is the former site of W. Townes Lea Elementary School that closed in 2012. Built in 1992, the 47,564 square foot structure sits on approximately 10 acres of land. Rezoning application PZ25-00302 is a request to rezone the parcel from TO-C, Transitional Office to M-R, Multi-Family Residential to allow for redevelopment of the existing structure.

The applicant has provided a plan for review with adequate off-street parking. The redevelopment project proposes 31 residential apartments, including 8 one-bedroom units, 22 two-bedroom units, and 1 three-bedroom unit, as well as an indoor common area and a gym. The surrounding neighborhood is predominately comprised of one-story, single-family structures.

Parcel 59803 meets the requirements set forth by Article 3.G, Section D limiting density to 16 units per developable acre. Landscaping, lighting, and parking requirements will all be reviewed during the redevelopment approval process.

The Comprehensive Plan encourages varying housing types within our neighborhoods. Varying housing types encourages affordability and provides style options for people at all stages of life (Policy H.1).

Fifty-seven (57) notices were sent to surrounding property owners within three hundred (300) feet of the subject property. Nine (9) responses were received; two (2) unopposed, seven (7) opposed.

RECOMMENDATION

Planning staff recommends that the Planning Commission recommend approval of PZ25-00302 filed by Cedarbrook Partners, LLC to rezone Parcel 59803 (439 Cedarbrook Drive) from TO-C, Transitional Office to M-R, Multi-Family Residential District.

ATTACHMENTS

1. Cedarbrook_Rezoning Application_Additional Info

2. Cedarbrook_Rezoning Application
3. CP_DHR Set_5-2-25
4. CP_Preliminary Site Plan_5-8-25

439 Cedarbrook Drive
Rezoning Application Additional Information

Director of Planning & Community Development,

- A. We respectfully request the rezoning of the former Townes Lea Elementary School for the purpose of redeveloping the school into 31 residential apartments.
- B.
1. The proposed project achieves the expressed goals in the Comprehensive Plan by providing additional housing while creating density in residential neighborhoods
 2. The property is in a residential neighborhood with other examples of existing multi-family properties within the surrounding greater neighborhood.
 3. The property is bordered on the south by City park land, to the north by residential homes, to the west by woodlands, and to the east by Cedarbrook Drive.
 4. The neighborhood currently consists of single family and multi-family residential properties with the City owned park.
 5. We do not have data on traffic patterns.
 6. Given the original use as a school, the utilities, parking areas, and street access are more than adequate to service 31 residential apartments

Cedarbrook Partners

Brent G Cochran





CITY OF DANVILLE

Community Development Division of Planning and Zoning

REZONING APPLICATION

1. An application for rezoning shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee as established by the City Council.
2. The application shall include the following information:
 - a. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
 - b. A written statement of proposed project compatibility with the following:
 1. The Comprehensive Plan.
 2. The applicable zoning district.
 3. The surrounding properties.
 4. Current and future neighborhood conditions.
 5. Pedestrian and vehicular traffic patterns, on-site and off-site.
 6. Adequate public facilities.
 - c. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant: 1. The architectural elevations and floor plans of proposed building(s). 2. Traffic impact analysis. 3. Fiscal impact analysis. 4. Parking and site circulation analysis. 5. Photographs of property and surrounding area. 6. Environmental impact statement. 7. A preliminary site plan in accordance with the Site Plan Regulations.

PLANNING DIVISION PROVIDED INFORMATION

Application #: _____ PC Meeting Date: _____
Date Received: _____ Received By: _____
Parcel ID: _____ Address: _____
Existing Zoning: _____ Proposed Zoning: _____

APPLICANT PROVIDED INFORMATION

Applicant: _____ Cedarbrook Partners, LLC
Applicant's Address: _____ PO Box 1079 Roanoke, VA 24005

Applicant’s Phone Number: 540-597-6914

Applicant’s Email: Brentgcochran@gmail.com

Purpose for Proposed Amendment:

Rezone from TO-C Transitional Office to M-R Multi-Family Residential

Proposed redevelopment of former school into 31 residential apartments

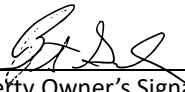
Property Address: 439 Cedarbrook Drive Gross Area/ Net Area: 10.27 acres

Property Location: N ☐ S ☐ E ☐ W ☒ Side of: Cedarbrook Drive

Between: and

Proffered Conditions:

Applicant’s Signature Date


Property Owner’s Signature Date
(if not applicant) 5/6/25

4/25/2024 03:09:00: CEDARBROOK DRIVE APARTMENTS - DHR SUBMITTAL DRAWINGS 04/25/2024: CEDARBROOK DRIVE APARTMENTS DHR #41

HAZARDOUS MATERIALS NOTES

1. ANY HAZARDOUS MATERIALS REMOVED (ASBESTOS, OIL, GAS, LEAD-BASED PAINT, OR SIMILAR HAZARDS) SHALL BE COMPLETELY REMOVED FROM WORK AREAS AND DISPOSED OF OFF-SITE. DISPOSAL SHALL BE DONE IN A MANNER COMPLIANT WITH ALL LOCAL, STATE AND FEDERAL LAWS AND ALL GOVERNING BODIES HAVING JURISDICTION.
2. THE OWNER SHALL PROVIDE AN ASBESTOS INSPECTION REPORT.
3. SEE SURVEY FOR ASBESTOS-CONTAINING MATERIALS FOR LOCATIONS OF ANY MATERIALS THAT WILL BE DISTURBED AS PART OF DEMOLITION WORK. ANY MATERIALS THAT ARE DISTURBED OR REMOVED DURING DEMOLITION PROCESSES SHALL BE REMOVED FROM SITE AND DISPOSED OF IN A MANNER THAT MEETS ALL FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.

1. THE OWNER SHALL PROVIDE A LEAD-BASED PAINT INSPECTION REPORT.

GENERAL HISTORIC DEMOLITION NOTES

1. ANY EXPOSED BRICK VENEER ON BUILDING INTERIOR SHALL REMAIN EXPOSED.
2. ANY NON-HISTORIC FINISH OVER EXISTING MASONRY MAY BE REMOVED AT OWNER'S OPTION.
3. ANY HISTORIC FINISH OVER EXISTING MASONRY (HISTORIC METAL WALL PANELS, HISTORIC PLASTER FINISH, OR SIMILAR SYSTEM) SHALL REMAIN.

GENERAL REPAIR NOTES

1. REPAIR DAMAGES CAUSED TO ADJACENT FACILITIES BY DEMOLITION WORK.
2. REPAIR DRYWALL WHERE CASEWORK AND TRIM ARE REMOVED.
3. MAINTAIN CONTINUITY OF FINISHED SURFACE WITH LIKE QUALITIES AND CONSTRUCTION AND WITH LIKE FINISHES.
4. RESTORE EXPOSED FINISHES OF PATCHED AREAS AND WHERE NECESSARY EXTEND FINISH RESTORATION INTO RETAINED ADJOINING WORK IN A MANNER WHICH WILL ELIMINATE EVIDENCE OF PATCHING AND REFINISHING.
5. DO NOT CUT AND PATCH WORK IN A MANNER THAT WOULD RESULT IN SUBSTANTIAL VISUAL EVIDENCE OF CUT AND PATCH WORK.
6. USE MATERIALS FOR CUTTING AND PATCHING THAT ARE IDENTICAL TO EXISTING MATERIALS.
7. COORDINATE ALL DEMOLITION AND RESTORATION WORK WITH OWNERS. USE MATERIALS FOR PATCHING THAT ARE IDENTICAL TO EXISTING MATERIALS.
8. RESTORE EXPOSED FINISHES OF PATCHED AREAS AND WHERE NECESSARY EXTEND FINISH RESTORATION INTO RETAINED ADJOINING WORK IN A MANNER WHICH WILL ELIMINATE EVIDENCE OF PATCHING AND REFINISHING.

GENERAL DEMOLITION FINISH NOTES

1. PATCH AND REPAIR TO MATCH EXISTING CEILINGS, FLOORS, OR WALL FINISHES AFFECTED BY DEMOLITION WORK UNLESS OTHERWISE NOTED ON THE PLANS. NEW WORK TO HAVE SMOOTH AND LEVEL TRANSITION WITH THE EXISTING CONSTRUCTION.
2. ALL ABANDONED FLOOR PENETRATIONS SHALL BE PATCHED WITH LIKE MATERIALS AND REPAIRED TO MATCH EXISTING CONSTRUCTION AND TO MAINTAIN FLOOR INTEGRITY.
3. ANY ITEMS REMOVED BY CONTRACTOR FROM WALLS TO HAVE THE REMAINING HOLE PATCHED TO MATCH THE EXISTING CONSTRUCTION.
4. PROVIDE A SKIM COAT OF GYPSUM PLASTER TO SMOOTH OUT WALL BEFORE INSTALLING NEW WALL BASE OR PAINTING AN EXISTING WALL.
5. REPLACE DAMAGED CEILING TILE AND CEILING GRIDS WITH NEW TILE AND GRID TO MATCH EXISTING. PATCH AND REPAIR GYP. BD. CEILINGS AS REQUIRED FOR NEW WORK.

GENERAL SALVAGE NOTES

1. SALVAGE AND REUSE AND/OR RECYCLE MATERIALS AS NOTED IN CONSTRUCTION DRAWINGS AND CONTRACTS.
2. COORDINATE WITH THE OWNER'S REPRESENTATIVE THE SALVAGE OF LIGHT FIXTURES, FURNISHINGS, DOORS, AND MISCELLANEOUS EQUIPMENT.
3. CARE SHALL BE TAKEN IN REMOVAL OF REUSED ITEMS THAT CAN BE RELOCATED. RETURN TO OWNER ALL OTHER ITEMS.
4. ALL ITEMS WHICH ARE HUNG ON WALLS TO BE DEMOLISHED (BULLETIN BOARDS, ILLUMINATORS, FIRE EXTINGUISHERS, ETC.) SHALL BE OFFERED TO THE OWNER. ITEMS NOT DESIRED BY THE OWNER SHALL BE REMOVED BY THE GENERAL CONTRACTOR.
5. GENERAL CONTRACTOR SHALL COORDINATE WITH OWNER FOR ANY MATERIAL BEING REMOVED THAT ARE TO BE STORED FOR REUSE IN CONSTRUCTION OR FUTURE USE BY OWNER.

GENERAL STRUCTURAL DEMOLITION NOTES

1. THESE DEMOLITION PLAN DRAWINGS ARE INTENDED TO SHOW THE GENERAL CONDITIONS WHICH ARE EXPECTED TO OCCUR. VERIFY ALL CONDITIONS BEFORE PROCEEDING WITH THE DEMOLITION WORK. WHERE DISCREPANCIES INVOLVE STRUCTURAL ITEMS, REPORT SUCH DIFFERENCES AND SECURE INSTRUCTIONS BEFORE PROCEEDING IN THE AFFECTED AREA.
2. DEMOLITION ITEMS SHOWN ARE INTENDED TO BE NON-STRUCTURAL ITEMS ONLY. THE GENERAL CONTRACTOR SHALL INSPECT ALL ITEMS TO BE DEMOLISHED PRIOR TO DEMO TO ENSURE ITEMS ARE NOT STRUCTURAL ELEMENTS. NOTIFY ARCHITECT/ENGINEER IMMEDIATELY AND PRIOR TO DEMOLITION FOR ANY ITEMS THAT APPEAR TO BE STRUCTURAL/LOAD-BEARING.
3. A PROFESSIONAL ENGINEER SHALL BE CONSULTED IN ALL CASES WHERE CUTTING INTO AN EXISTING STRUCTURAL PORTION OF ANY BUILDING IS EITHER EXPEDIENT OR NECESSARY. PRIOR TO PROCEEDING WITH WORK, PRIOR TO CUTTING INTO STRUCTURAL PORTIONS OF ANY BUILDING SHALL PROVIDE REINFORCEMENT AND/OR SUPPORT SATISFACTORY TO THE PROFESSIONAL ENGINEER.

GENERAL MECHANICAL, ELECTRICAL AND PLUMBING DEMOLITION NOTES

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE ARCHITECT AND COORDINATE INSPECTIONS (IF REQUIRED) BY STATE AGENCIES AND MEET ANY APPLICABLE CODE FOR REUSE OF EXISTING PLUMBING FIXTURES, DIFFUSERS AND DUCTWORK.
2. REMOVE ALL EXISTING NON-COMPLIANT GROUND-FAULT CIRCUIT INTERRUPTED OUTLETS.
3. REMOVE ALL EXISTING BROKEN OR PAINTED OUTLET COVER PLATES.
4. AFTER REMOVAL OF PLUMBING FIXTURES, CAP WASTE LINES BELOW FLOOR SLAB AND SUPPLY LINES ABOVE CEILING.
5. AT ALL AREAS WHERE MECHANICAL, PLUMBING AND ELECTRICAL EQUIPMENT IS REMOVED, PROPERLY CAP AND TERMINATE ALL UTILITIES AS REQUIRED BY ALL PREVAILING NATIONAL AND LOCAL CODES.

GENERAL TEMPORARY WORK NOTES

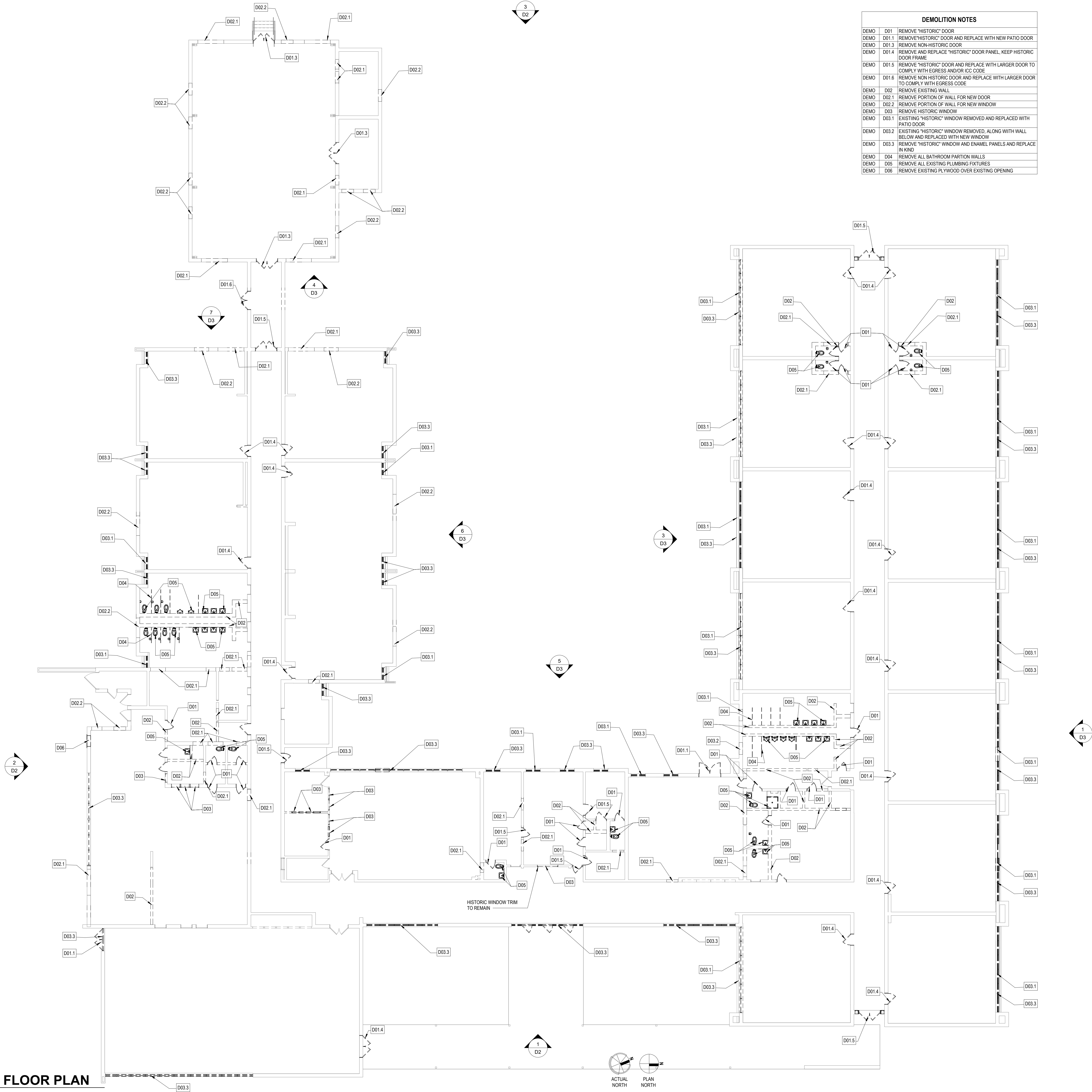
1. LOCATE TEMPORARY WALLS WITH EXIT SIGNS WHERE REQUIRED. DO NOT BLOCK EXISTING FIRE EXITS. THE CONTRACTOR SHALL CONTACT THE OWNER'S REPRESENTATIVE BEFORE ERECTING TEMPORARY PARTITIONS. FOR COORDINATION OF THESE WALLS - REFER TO THE PLANS FOR LOCATIONS OF TEMPORARY WALLS.

GENERAL FIRE RATING DEMOLITION NOTES

1. OPENINGS TO BE CLOSED IN EXISTING FIRE OR SMOKE WALLS SHALL BE PATCHED TO MATCH EXISTING CONSTRUCTION AND TO MAINTAIN THE INTEGRITY OF THE WALL. TYPICAL FOR ALL WORK DONE IN AREAS WHERE NEW WORK IS BEING DONE.

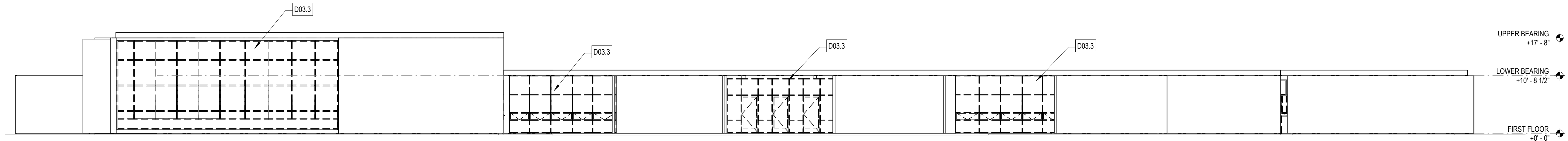
GENERAL DEMOLITION NOTES

1. DRAWINGS OF EXISTING CONDITIONS HAVE BEEN COMPILED FROM EXISTING DATA SUPPLIED BY THE OWNER AND BASED ON FIELD INVESTIGATIONS. THE ARCHITECT MAKES NO WARRANTY EITHER EXPRESSED OR IMPLIED, FOR THE ACCURACY OR COMPLETENESS OF THE EXISTING INFORMATION RECORDED. VERIFY ALL EXISTING CONDITIONS. NOTIFY ARCHITECT OF ANY DISCREPANCIES FOR CLARIFICATION PRIOR TO PROCEEDING WITH WORK.
2. MOST DEMO ITEMS HAVE BEEN NOTED ON PLAN. IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO DEMOLISH ANY ITEMS NOT NECESSARILY NOTED BUT INTENDED TO BE REMOVED, AND PREPARE EXISTING ITEMS TO REMAIN. NEW WORK PROVIDE ALL NECESSARY BARRICADES AND OTHER FORMS OF PROTECTION AS REQUIRED TO PROTECT THE GENERAL PUBLIC FROM INJURY DUE TO DEMO WORK.
3. WHERE ITEMS ARE TO BE REMOVED THE CONTRACTOR SHALL BE CAUTIONED NOT TO DAMAGE ITEMS THAT ARE TO BE RETAINED BY OWNER OR RELOCATED. ALL EXPOSED OR DAMAGED AREAS, AFTER REMOVAL OF ITEMS, SHALL BE REPAIRED.
4. DEMOLITION WORK WILL BE GOVERNED BY THE EXTENT OF NEW CONSTRUCTION INVOLVED. CONTRACTOR WILL VERIFY AND COORDINATE DEMOLITION WORK WITH RESPECT TO THE NEW CONSTRUCTION. CONTRACTOR TO VERIFY EXISTING CONDITIONS BEFORE START OF WORK.
5. REMOVAL OF EXISTING EQUIPMENT, PIPING, DUCTS, AND SIMILAR UTILITIES SHALL INCLUDE ALL ANCHORS, HANGERS, AND OTHER ACCESSORIES. AFTER REMOVAL, FLOORS, WALLS AND CEILINGS SHALL BE FINISHED TO MATCH ADJOINING SURFACES OR SHALL BE PREPARED TO RECEIVE NEW FINISHES AS INDICATED IN THE NEW FINISH SCHEDULE. MAINTAIN EXISTING FINISHES AS NOTED ON THE NEW FINISH SCHEDULE.
6. MATCH THICKNESS OF EXISTING WALL AND CEILING FINISH MATERIAL, WHERE PATCHING AND REPAIRING IS REQUIRED.
7. COORDINATE DEMOLITION PLANS WITH PLANS FOR NEW CONSTRUCTION FOR EXTENT OF REMOVAL. REMOVE ONLY THOSE PORTIONS OF WALLS AND FLOORS NECESSARY TO ACCOMMODATE NEW CONSTRUCTION. TAKE REASONABLE CARE IN REMOVAL OF ITEMS TO BE RELOCATED AND REUSED.
8. CONTRACTOR SHALL CHECK ALL EXISTING CORRIDOR WALLS IN THOSE AREAS OF RENOVATION FOR OPENINGS. ANY OPENINGS SHALL BE CLOSED TIGHT AS REQUIRED. TO MATCH EXISTING CONSTRUCTION AND TO MAINTAIN NEW OR EXISTING WALL RATINGS. THIS IS TYPICAL FOR ALL WORK DONE IN AREAS WHERE RENOVATION IS BEING DONE.
9. ALL WALLS SHOWN BY DASHED LINES ARE TO BE REMOVED COMPLETELY, ALONG WITH DOORS AND FRAMES, ELECTRICAL ITEMS, PLUMBING FIXTURES, CASEWORK, AND SIMILAR INFRASTRUCTURE.
10. CONCRETE FLOORS SHALL BE REMOVED FOR INSTALLATION AND CONNECTION OF NEW PLUMBING. PATCH WITH 3,000 PSI CONCRETE.
11. SEE LIMITS OF CONSTRUCTION ON NEW FLOOR PLANS. GENERALLY, ROOMS OUTSIDE OF LIMITS OF CONSTRUCTION ARE NOT TO HAVE ANY WORK DONE IN THEM WITH THE EXCEPTION OF FLOOR OR CEILING TO BE PATCHED OR REPAIRED FOR INSTALLATION OF NEW WORK. CONTRACTOR SHALL USE EXISTING FLOOR OR CEILING MATERIAL FOR REPAIR, SALVAGED FROM AREAS WHERE EXISTING MATERIALS ARE REMOVED OR ALL NEW MATERIAL IN A ROOM IF NECESSARY THAT MATCH EXISTING FINISHES.
12. ALL EXISTING DIMENSION NOTES ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING DIMENSIONS PRIOR TO NEW WORK. IF THE CONTRACTOR FINDS ANY DISCREPANCY BETWEEN EXISTING CONDITION AND DRAWING, CONTRACTOR MUST NOTIFY THE ARCHITECT IMMEDIATELY AND REQUEST CLARIFICATION.
13. CONTRACTOR MUST REMOVE EXISTING FINISHES AS NECESSARY PRIOR TO INSTALLATION OF NEW FINISHES.
14. ALL FLOORS AND WALLS OF EXISTING AREAS THAT WILL BE AFFECTED BY CONSTRUCTION PROCEDURES INCLUDING DEBRIS REMOVAL MUST RECEIVE PROTECTION. DUST BARRIERS MUST BE INSTALLED BETWEEN WORK AREAS, UNDISTURBED AREAS AND OCCUPIED SPACES.
15. PROVIDE TEMPORARY SHORING OF EXISTING STRUCTURE ABOVE AS REQUIRED WHERE ANY EXISTING LOAD BEARING ELEMENTS (OR PORTION OF) ARE TO BE REMOVED AS REQUIRED BY FLOOR PLAN. PROVIDE NEW HEADER STRUCTURE IN FILL PER NEW FLOOR PLAN. REPAIR PATCH WALLS/FLOOR/CEILING AS REQUIRED.
16. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES, INCLUDING BUT NOT LIMITED TO: TEMPORARY/PERMANENT BEAMS AND LINTELS, SHORING OF EXISTING CONSTRUCTION, AND FOR SAFETY PRECAUTIONS AND PROGRAMS AS THEY RELATE TO THE WORK OF THIS PROJECT.
17. ALL DEMOLISHED MATERIAL SHALL BE REMOVED FROM SITE UNLESS NOTED OTHERWISE.



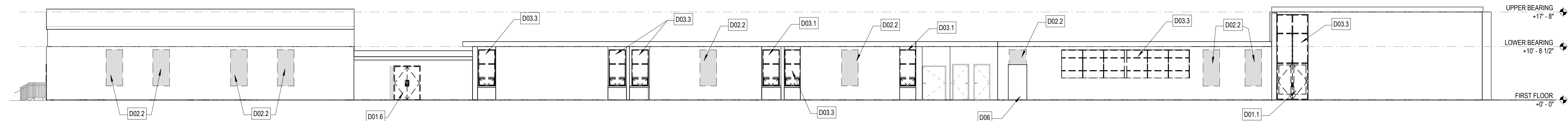
DEMOLITION NOTES		
DEMO	D01	REMOVE "HISTORIC" DOOR
DEMO	D01.1	REMOVE "HISTORIC" DOOR AND REPLACE WITH NEW PATIO DOOR
DEMO	D01.3	REMOVE NON-HISTORIC DOOR
DEMO	D01.4	REMOVE AND REPLACE "HISTORIC" DOOR PANEL, KEEP HISTORIC DOOR FRAME
DEMO	D01.5	REMOVE "HISTORIC" DOOR AND REPLACE WITH LARGER DOOR TO COMPLY WITH EGRESS AND/OR ICC CODE
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DEMO	D02.1	REMOVE PORTION OF WALL FOR NEW DOOR
DEMO	D02.2	REMOVE PORTION OF WALL FOR NEW WINDOW
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DEMO	D04	REMOVE ALL BATHROOM PARTITION WALLS
DEMO	D05	REMOVE ALL EXISTING PLUMBING FIXTURES
DEMO	D06	REMOVE EXISTING PLYWOOD OVER EXISTING OPENING

05/02/2025 4:12 PM



1
D2
3/32" = 1'-0"

DEMOLITION EXTERIOR EAST ELEV



2
D2
3/32" = 1'-0"

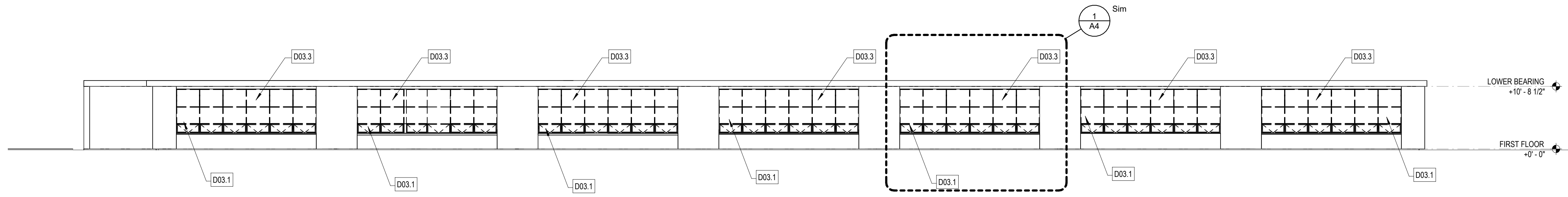
DEMOLITION EXTERIOR SOUTH ELEV



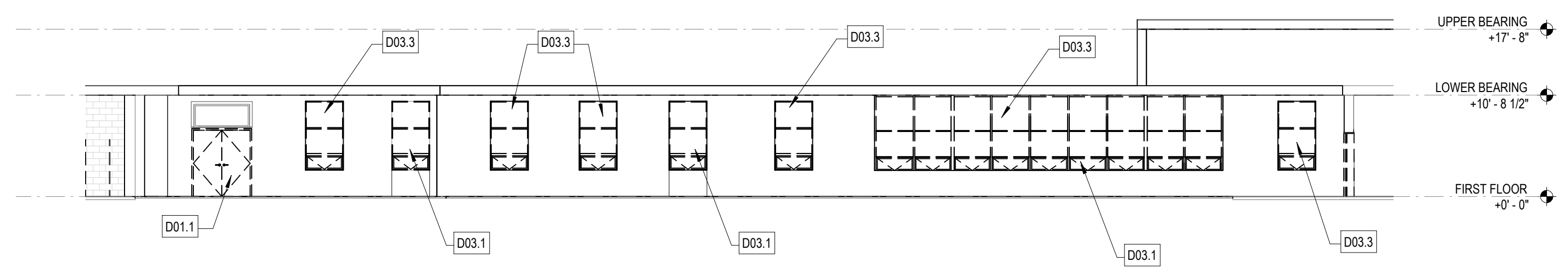
3
D2
3/32" = 1'-0"

DEMOLITION EXTERIOR WEST ELEV

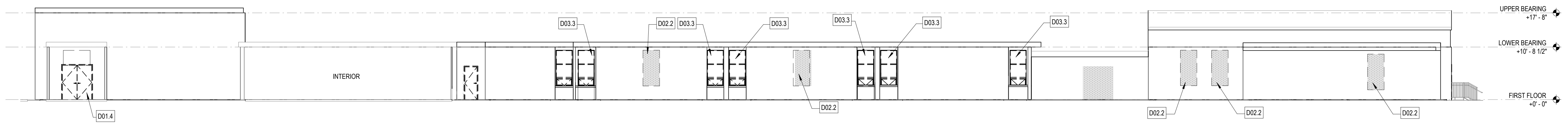
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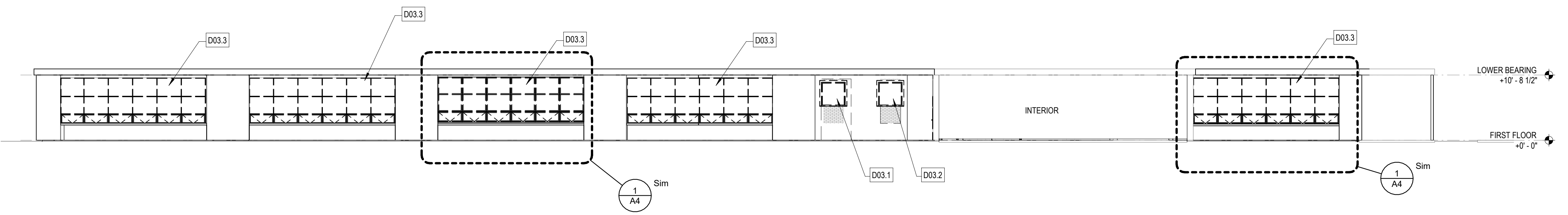
1 DEMOLITION EXTERIOR NORTH ELEV
D3 3/32" = 1'-0"



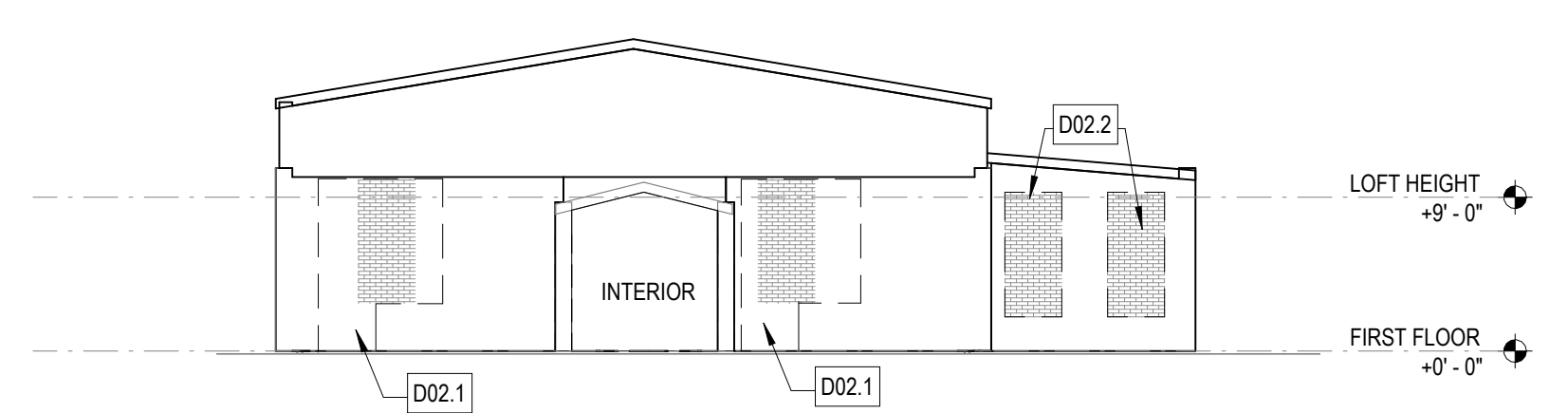
5 DEMOLITION COURTYARD WEST ELEV
D3 3/32" = 1'-0"



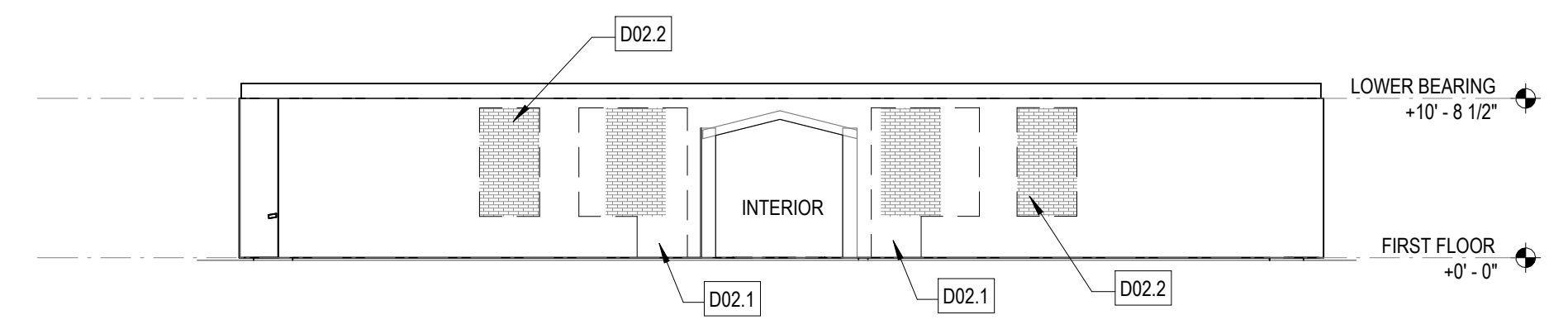
6 DEMOLITION COURTYARD NORTH ELEV
D3 3/32" = 1'-0"



3 DEMOLITION COURTYARD SOUTH ELEV
D3 3/32" = 1'-0"



4 DEMOLITION GYM EAST ELEV
D3 3/32" = 1'-0"



7 DEMOLITION MAIN WEST ELEV
D3 3/32" = 1'-0"

DEMOLITION NOTES		
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BALZER & ASSOCIATES
PLANNERS / ARCHITECTS
ENGINEERS / SURVEYORS
Roanoke / Richmond
Shenandoah Valley
New River Valley / Lynchburg
www.balzer.cc

PRELIMINARY
NOT FOR CONSTRUCTION

CEDARBROOK DRIVE APARTMENTS
BUILDING RENOVATION - DHR SUBMITTAL DRAWINGS
DEMOLITION EXTERIOR ELEVATIONS

DRAWN BY: KMK
DESIGNED BY: KMK/RWP
CHECKED BY: RWP
DATE: 05/02/2025
SCALE: 3/32" = 1'-0"
REVISIONS:

439 CEDARBROOK DR. DANVILLE, VIRGINIA, 24041

NOTES: ALL NEW WALLS SHOWN WITH DARK GRAY POCHÉ.
EXISTING WALLS SHOWN WITH WHITE POCHÉ.
ALL DOORS IN DARK GRAY POCHÉ WALLS ARE NEW

$$\frac{4}{A1}$$

A1

A

$$\left(\frac{1}{A1} \right)$$



BALZER
& ASSOCIATES
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 Roanoke / Richmond
 Shenandoah Valley
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PRELIMINARY
NOT FOR CONSTRUCTION
04/02/2025

CEILING TYPES

MARK	DESCRIPTION
GYP 1.0	5/8" GYP ON WOOD FRAMING

RENOVATION NOTES Copy 1

N01	NEW INTERIOR DOOR IN HISTORIC WALL
N01.1	NEW LARGER INTERIOR DOOR / CASSED OPENING IN EXISTING OPENING IN HISTORIC WALL
N01.2	NEW UNIT DOOR IN EXISTING OPENING IN HISTORIC WALL
N02	NEW EXTERIOR PATIO DOOR IN HISTORIC WALL
N02.1	NEW EXTERIOR PATIO DOOR IN EXISTING WINDOW OPENING IN HISTORIC WALL
N02.2	NEW EXTERIOR PATIO DOOR IN EXISTING DOOR OPENING IN HISTORIC WALL
N03	NEW EXTERIOR EGRESS DOOR IN EXISTING DOOR OPENING IN HISTORIC WALL
N03.1	NEW EXTERIOR EGRESS DOOR IN EXISTING WINDOW OPENING
N04	NEW WINDOW IN EXISTING EXTERIOR WALL
N05	NEW WINDOW IN EXISTING WINDOW/ENAMEL PANEL OPENING
N05.2	NEW WINDOW IN EXISTING WALL OPENING
N04	NEW STONE PASTER PATIO
N06	NEW SCREEN FENCE 6" STAINED WOOD
N08	NEW CASEWORK AND KITCHEN APPLIANCES
N09	NEW PLUMBING FIXTURES
N10	NEW GYP CEILING, CONSULT OWNER FOR COLOR AND FINISHES
N11	PANE OF GLASS ALIGNED WITH EXTERIOR WINDOW MULLION
N12	FIXED IN PLACE EXISTING DOOR, WITH NEW PLUMBING WALL UNIT

REFLECTED CEILING PLAN

A2 $3/32'' = 1'-0''$

CEDARBROOK DRIVE APARTMENTS

BUILDING RENOVATION - DHR SUBMITTAL DRAWINGS

REFLECTED CEILING PLAN

439 CEDARBROOK DR. DANVILLE, VIRGINIA. 24541

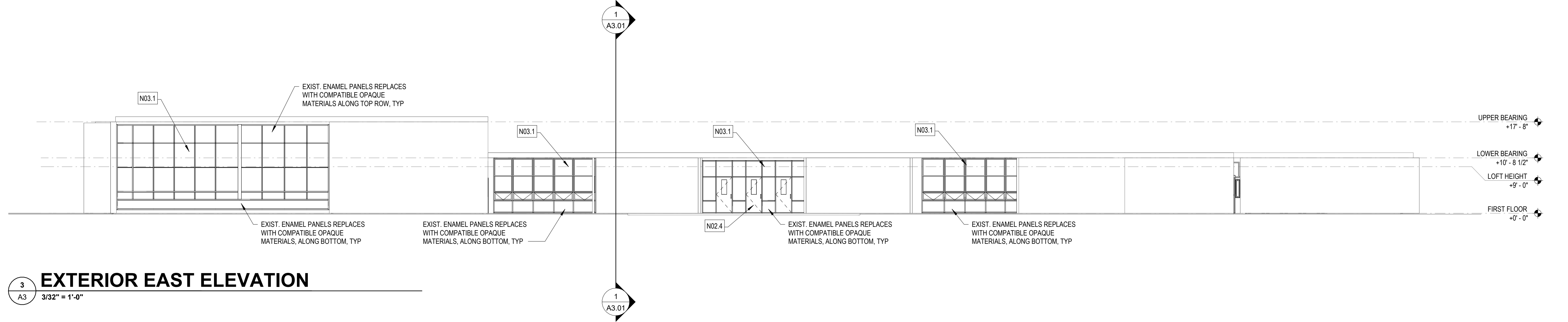
DRAWN BY	KMK
DESIGNED BY	KMK/RW
CHECKED BY	RW
DATE	05/02/202
SCALE	3/32" = 1'-0
REVISIONS	

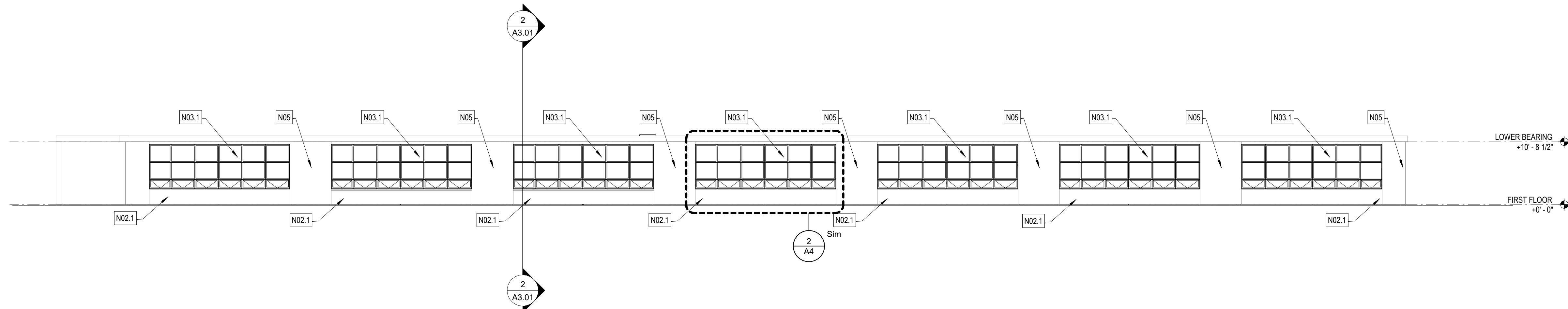
A2

PROJECT NO.

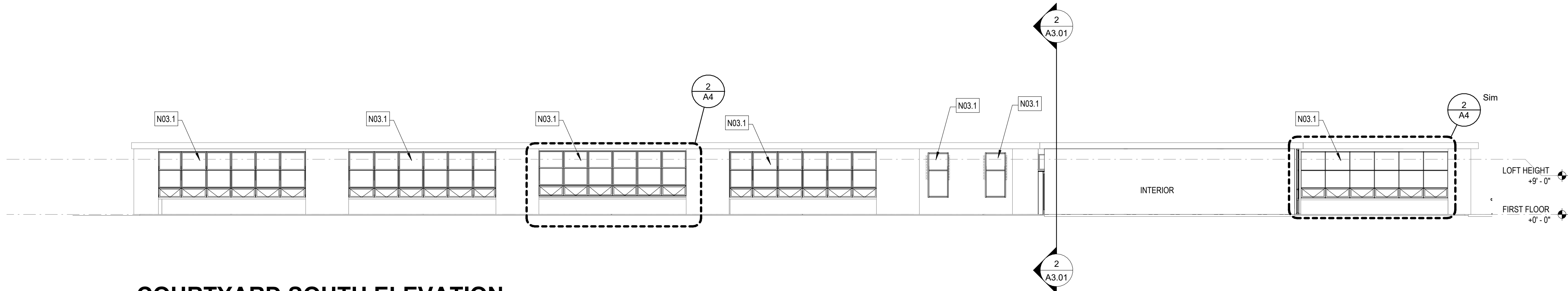
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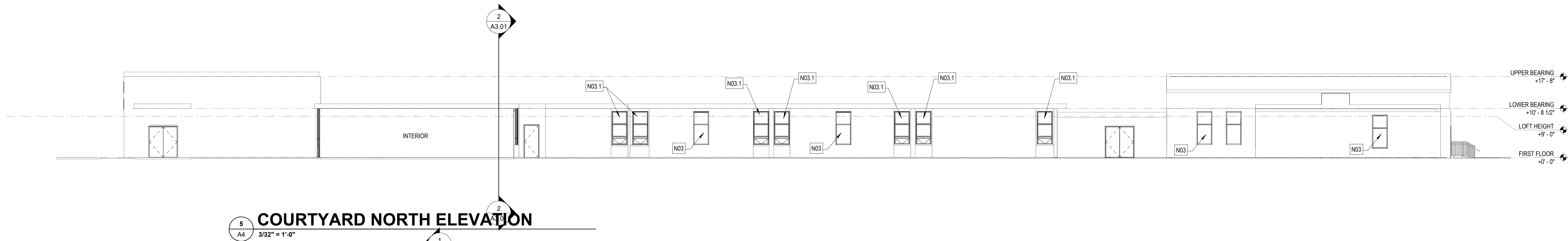




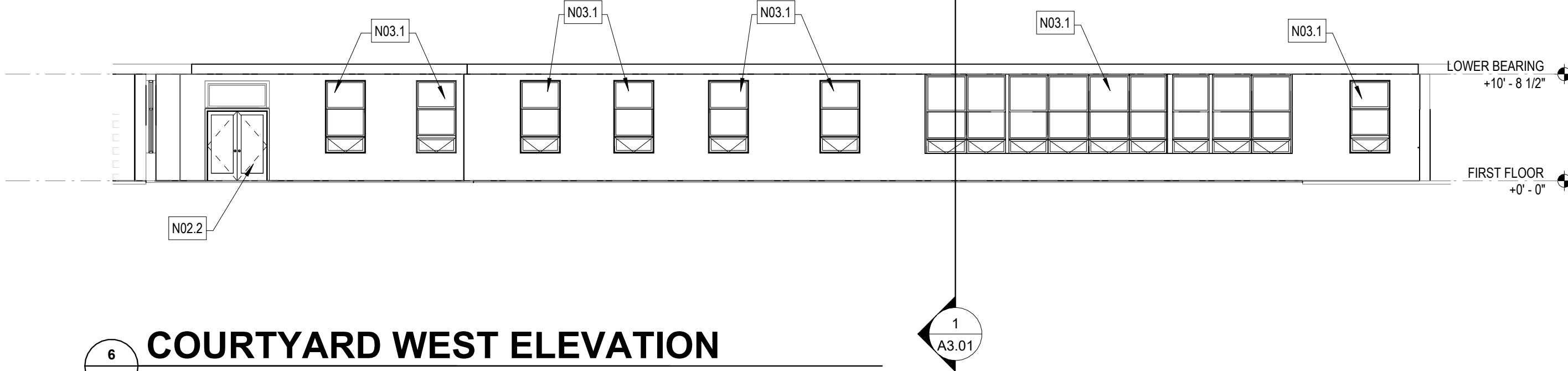
EXTERIOR NORTH ELEVATION
3
A4
3/32" = 1'-0"



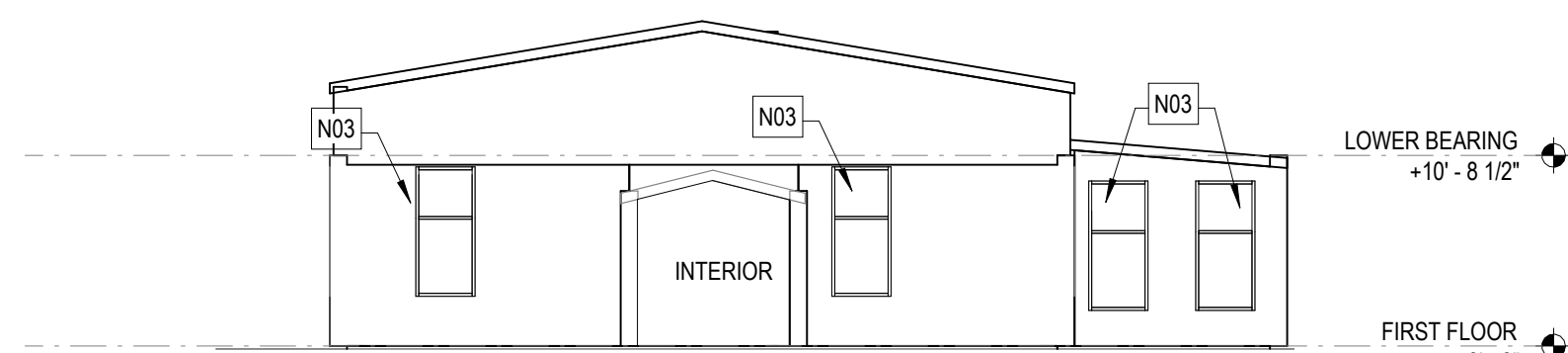
COURTYARD SOUTH ELEVATION
4
A4
3/32" = 1'-0"



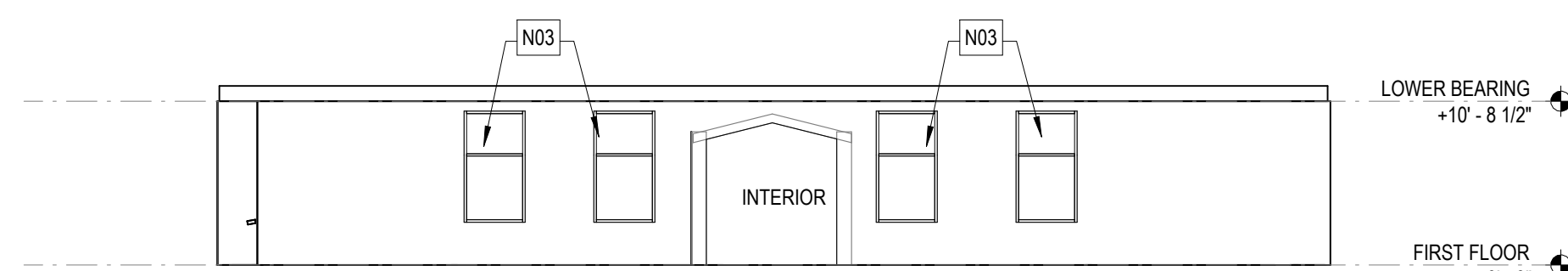
COURTYARD NORTH ELEVATION
5
A4
3/32" = 1'-0"



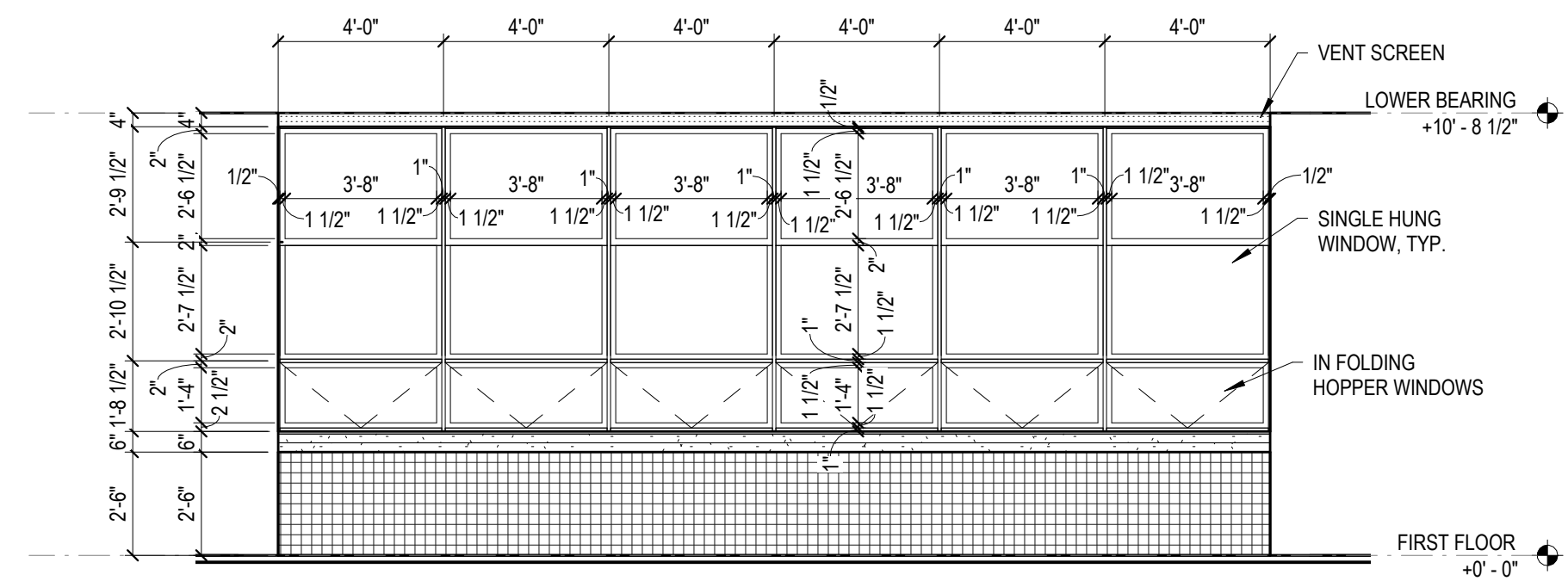
COURTYARD WEST ELEVATION
6
A4
3/32" = 1'-0"



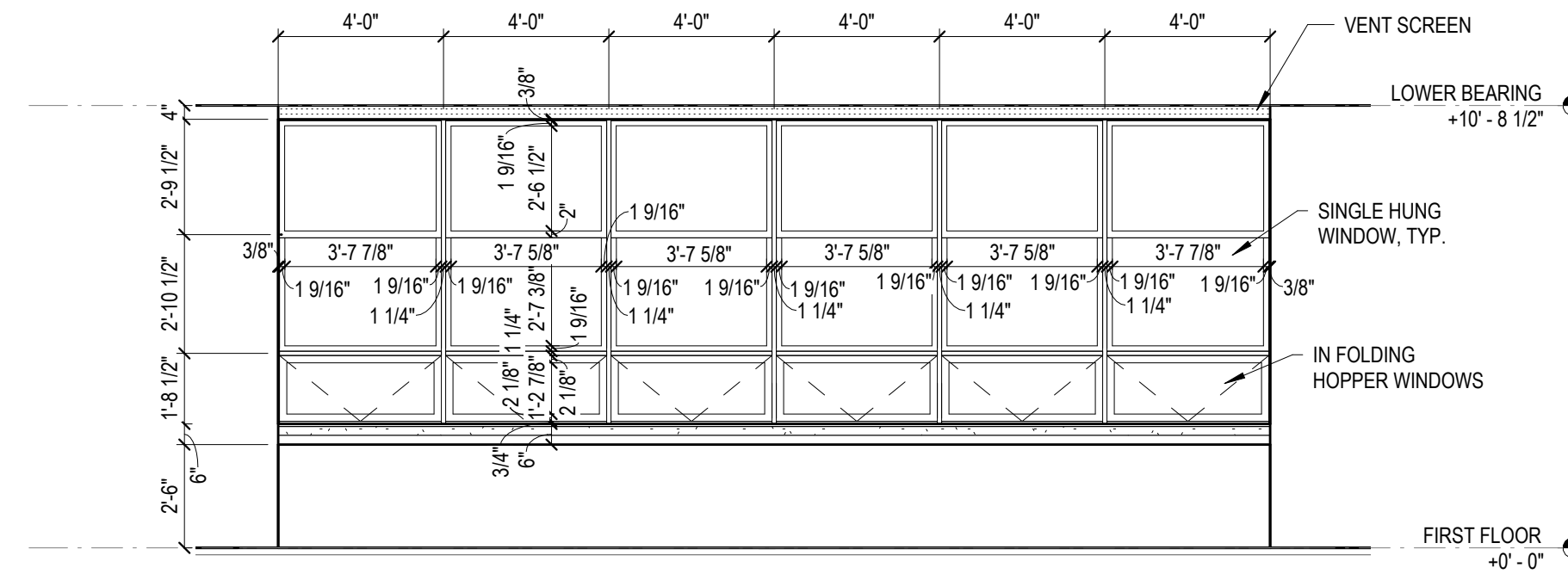
GYM EAST ELEVATION
7
A4
3/32" = 1'-0"



MAIN WEST ELEVATION
8
A4
3/32" = 1'-0"



EXISTING HISTORIC WINDOW ELEV.
1
A4
1/4" = 1'-0"

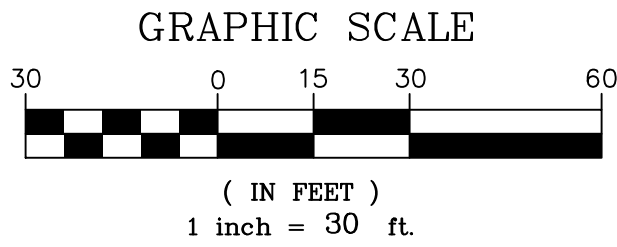


PROPOSED WINDOW ELEV.
2
A4
1/4" = 1'-0"

NOTE: SEE WINDOW SPEC SHEETS FOR ADDITIONAL INFORMATION



NUMBER OF APARTMENT UNITS: 31
PARKING SPACES REQUIRED: 31
1 SPACE PER UNIT = 31
PARKING SPACES PROVIDED: 63



**TOWNES LEA APARTMENTS
SYCAMORE DEVELOPMENT
439 CEDAR BROOK DR, DANVILLE, VA**

SITE PLAN

REVISIONS		DESCRIPTION	NO.	DATE	BY

STAFF REPORT

DATE: June 9, 2025
TO: Planning Commission
FROM: Renee Burton, Division Director of Planning
RE: Code Amendment Request to amend Chapter 41 entitled "Zoning Ordinance" of the City of Danville, 1986 as amended. Specifically, amend Article 2.Y.

SUMMARY

During the May 12, 2025, Planning Commission meeting, Mrs. Evans presented a report in her capacity as liaison between the Board of Zoning Appeals and the Planning Commission. The report was the result of a work session of the Board of Zoning Appeals held on January 16, 2025. The report requested that staff review several items relevant to the operations of short-term rentals in the City of Danville. Below are the items requested for review.

1. Property Manager information must be supplied on the application for a Special Exception Permit.
2. Provide a note on the Special Exception Application that requests contact information for the Property Manager of the short-term rental.
3. Provide notice to the applicant(s) that cases may be postponed or denied if the checklist is not completed or there are open permits.
4. The BZA will not approve an application for a Special Exception Permit prior to construction.
5. The BZA requests that all neighbor notifications include an STR map.
6. Create an amendment for a restriction of no more than two (2) persons per bedroom occupancy.
7. Create an amendment to require off-street parking at a rate of one (1) space per bedroom.
8. A list of short-term rentals be provided to the City of Danville Police Department.
9. Request that a 24-hour contact be provided to the public for complaints.
10. The BZA requests to be informed of permit extensions.

RECOMMENDATION

Planning Staff has reviewed the request submitted by the Board of Zoning Appeals. The majority of the items listed are procedural in nature and do not require a Code Amendment. These matters can be addressed directly by the Board of Zoning Appeals.

A new application, which will include the requests mentioned above, is scheduled to be presented to the Board of Zoning Appeals at its meeting on June 18, 2025.

Staff has consulted with the Police Department and provided a list of known short-term rentals. Additionally, the City's website has been updated to include the non-emergency contact number for the Police Department, along with a statement encouraging public attendance at Board of Zoning Appeals meetings.

Items 4, 6, and 7 require a Code Amendment for enforcement and will be addressed separately below.

4. *The BZA will not approve an application for a Special Exception Permit prior to construction.* A Special Exception Permit is a request for a land use change. A request for a land use change may not be conditioned on the completion of construction prior to review. This action is not allowed under Virginia Code.

6. *Create an amendment for a restriction of no more than two (2) persons per bedroom occupancy.* Upon review, it has been determined that limiting occupancy based on the number of bedrooms is permitted under Virginia Code and is a common practice among localities throughout the Commonwealth. Staff recommends that this request be amended to include children (minors under the age of 18). Staff recommends a Code amendment to restrict occupancy of a short-term rental to no more than two (2) adults and one (1) minor per bedroom within the structure. A Code Amendment would read:

Article 2 Section Y Item 1

f. Occupancy shall be restricted to no more than two (2) adults and one (1) minor per bedroom.

This amendment may be adopted at this time, or the Planning Commission may opt to incorporate it into the Zoning Code update scheduled to take effect on January 1, 2026.

7. *Create an amendment to require off-street parking at a rate of one (1) space per bedroom.* Review of this request has determined that a requirement for off-street parking would restrict the location of short-term rentals beyond the current Code. There are numerous locations within the City where short-term rentals are allowed by right and by Special Exception Permit that do not have access to off-street parking. The creation of a Code that requires off-street parking at a rate of one (1) space per bedroom further restricts the neighborhoods where short-term rentals may operate. It also creates a list of non-conforming short-term rental operations because they were approved prior to this amendment without off-street parking. If the Planning Commission chooses to recommend the creation of a Code Amendment to require off-street parking at a rate of one (1) space per bedroom, it could read:

Article 2 Section Y Item 1

g. Off-street parking is required at a rate of one (1) space per bedroom.

This amendment may be adopted at this time, or the Planning Commission may opt to incorporate it into the Zoning Code update scheduled to take effect on January 1, 2026.

ATTACHMENTS

None

STAFF REPORT

DATE: June 9, 2025
TO: Planning Commission
FROM: Renee Burton, Division Director of Planning
RE: Request for approval of the City of Danville's Environmental Stewardship Plan

SUMMARY

The City of Danville Environmental Stewardship Plan was the result of a partnership with George Mason University (GMU) and the City of Danville.

The City of Danville Environmental Stewardship Plan was completed by GMU following a year-long endeavor to measure the City's energy consumption and greenhouse emissions in conjunction with the commission of a public task force to identify goals, strategies and actions. The Environmental Stewardship Plan presented today is a result of that research, as well as public meetings and outreach.

RECOMMENDATION

The Planning Staff recommends that the Planning Commission recommends adoption of the City of Danville Environmental Stewardship Plan as submitted. The Environmental Stewardship Plan will be an appendix to Comprehensive Plan entitled "A Comprehensive Plan for a Unified Future".

ATTACHMENTS

1. Stewardship Plan

CITY OF DANVILLE, VIRGINIA

ENVIRONMENTAL STEWARDSHIP PLAN

A Plan for Saving Energy Costs and Creating a Resilient Community



June 2025

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GLOSSARY

Term	Definition
Co-benefits	Additional benefits to emission mitigation efforts. Co-benefits include, but are not limited to enhanced economy, public health, water and air quality
Emissions	Production of gases which are harmful to the environment and human health
Energy audit	An assessment of the energy requirements and loss for buildings
Energy consumption	Total amount of energy utilized within a period of time
Mitigation Strategies	Reducing emissions and the severity of greenhouse gases in the atmosphere
Resiliency	The ability to recover and cope from severe climate events and maintain function
Taskforce	A group of key community stakeholders engaged in dialogue and guiding the creation of an Environmental Stewardship Plan

ACRONYMS

Acronym	Definition
ADUs	Accessory Dwelling Units
AEE	Association of Energy Engineers
AFOLU	Agriculture, Forestry, and Other Land Use
BEV	Battery Electric Vehicle
CH ₄	Methane
CO ₂	Carbon Dioxide
CO ₂ e	Carbon Dioxide Equivalent
C-PACE	Commercial Property Assessed Clean Energy
C-SITE	Communities Sparking Investment in Transformative Energy
DERs	Distributed Energy Resources
DOE	Department of Energy
EPA	Environmental Protection Agency
ESCOs	Energy Service Companies
ESP	Environmental Stewardship Plan
EV	Electric Vehicle
GHG	Greenhouse Gas
HOA	Homeowners Association
HUD	Housing and Urban Development
ICLEI	International Council for Local Environmental Initiatives
IRA	Inflation Reduction Act
kWh	Kilowatt Hours
LSS	Large Scale Solar
MSW	Mixed Waste
MT	Metric Tons
N ₂ O	Nitrous Oxide
PHEV	Plug-in Electric Vehicle
PV	Photovoltaic
RECs	Renewable Energy Credits
SBT	Science-Based Target
USDA	US Department of Agriculture
VDOE	Virginia Department of Energy
VDOT	Virginia Department of Transportation
VMT	Vehicle Miles Travelled

EXECUTIVE SUMMARY

The City of Danville (the “City”) presents this Environmental Stewardship Plan (the “Plan” or “ESP”) as a pathway for the community to conserve energy, save money, increase energy security and independence, and ensure a more sustainable and resilient community.

In the summer of 2023, George Mason University (“GMU”) and the City agreed to work together to develop an Environmental Stewardship Plan. Over the course of the next twelve months, university faculty and students worked with City employees to (1) measure and model the City’s energy consumption and greenhouse gas emissions, (2) identify and invite key community stakeholders to join a task force, and (3) conduct a series of meetings with the task force to identify Environmental Stewardship Plan goals, strategies, and actions.

The City seeks to develop and implement the Plan for several reasons. First, residents face higher energy costs and increasing economic burdens when purchasing essentials, such as gasoline, diesel, heating oil, and electricity. Second, residents confront the realities of a changing environment with increased flooding, precipitation, and heat conditions, which have imposed hardships on human health, livelihood, and potential property damage – and these conditions will continue to increase and worsen in the future. Third, our region has been reliant on external energy resources-from power plants to oil companies – but the means to increase our energy self-resilience and independence may exist with local energy technologies and energy efficient practices. And finally, the federal government has created opportunities that will convey significant amounts of funding to shift from costly energy sources to more efficient and clean energy sources, practices, and technologies. This funding is available to local governments. To date, larger urban areas have taken advantage of these funds, but more rural areas in Virginia must also avail themselves of the benefits of these funds.

To access these funds and opportunities, many of the federal and state grant opportunities for local governments require developing and implementing energy and climate action plans. By creating this Plan, Danville best positions itself to receive these benefits. The Environmental Stewardship Plan represents a community-driven, transparent, and equitable examination of the City’s energy consumption and emissions profile and the means to reduce, conserve, and protect its energy future. This plan represents our goals, strategies, and actions that we hope will assist our community in achieving greater energy savings, independence, and resiliency.

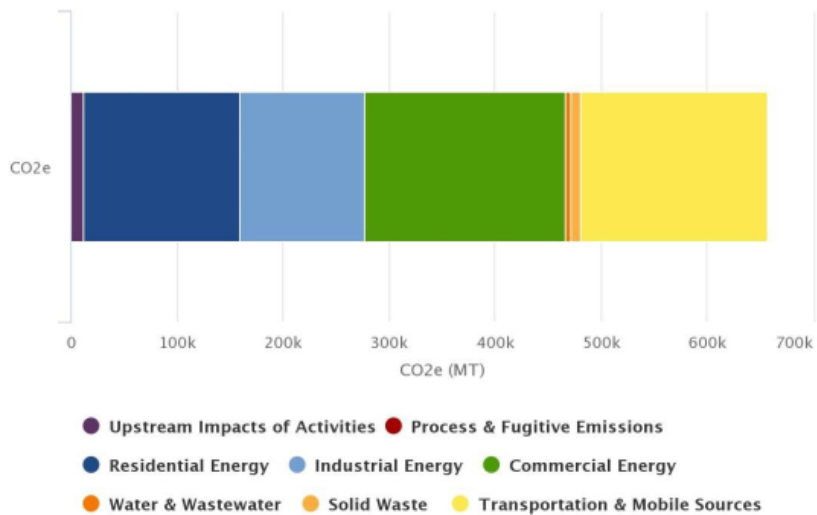
GOALS

Danville has an intermediate goal to reduce our community’s greenhouse gas emissions by 50% by 2030 (from the base year of 2005). We also have a long-term goal to reach carbon

neutrality by 2050. We use greenhouse gas emissions as a proxy to understand and set goals for energy savings and resilience. For every unit of greenhouse gas emissions that we reduce, we conserve energy, reduce costs, and make our community more resilient.

When we examine our community's highest sectors for energy consumption, our modeling reveals that the top energy sectors are:

- (1) Residential & Commercial Energy, and
- (2) Transportation



We must address these two sectors if we want to meet our goals. Note, electricity is used by end-use sectors such as homes, businesses, and factories. We must examine consumption and emissions by the end-use sector to assist with our understanding of energy demand and changes in energy use over time. Therefore, our Plan will focus on six end-use sectors:

- Buildings
- Electricity
- Transportation
- Waste & Wastewater
- Land Use

We will also touch upon these two additional sector considerations because both are needed to meet our goals.

- Partnerships
- Organizational Structure

STRATEGIES

The Community task force selected a set of strategies that will assist with achieving the overall goals of the Plan. The strategies identified below are considered higher level, qualitative descriptions that address the goals of conserving energy, reducing emissions, and enhancing community sustainability and resilience.

STRATEGY: BUILDINGS
Increase energy efficiency and deploy clean energy technology in existing buildings (residential and commercial).
STRATEGY: TRANSPORTATION
• Increase alternative forms of transportation. • Increase transition to electric vehicles. • Increase transition to electric vehicles.
STRATEGY: ELECTRICITY
Increase transition to clean and renewable energy sources.
STRATEGY: LAND USE
Improve Management of lands and native trees.
STRATEGY: WASTE & WASTEWATER
improve the quality of waterways.
STRATEGY: PARTNERSHIPS
Develop partnerships with key stakeholders to advance energy efficiency and clean energy projects.
STRATEGY: ORGANIZATIONAL STRUCTURE
Create a structure and invest in human resources that assist implementing energy and sustainability initiatives.

SUB-SECTOR STRATEGIES

The community task force identified strategies for each of the six core sectors that will assist with achieving intermediate and long-term goals. The sub-sector strategies identified below represent quantitative measures for each core sector.

BUILDINGS
(1) Retrofit at least 100 residential housing units with cumulative energy efficiency improvements of 25% (existing buildings) by 2030. (2) Convert 30% of fossil fuel residential building systems (e.g., space or water heaters) to highly efficient electric options (e.g., heat pumps). (3) Retrofit at least 50 commercial building with cumulative energy efficiency improvements of 30% (existing buildings) by 2030. (4) Convert 30% fossil fuel commercial building systems (e.g., space or water heaters) to highly efficient electric options (e.g., heat pumps) by 2035.
TRANSPORTATION
(1) By 2030, the City should convert 30% of its publicly owned non-emergency electric light-duty internal combustion engine vehicles to plug-in electric vehicles (PHEVs) and battery electric vehicles (BEVs) vehicles. (2) By 2030, the City should convert 30% of its publicly owned non-emergency medium and heavy-duty vehicles to PHEV/BEV or other clean vehicle technology. (3) Community: Increase PHEVs/BEVs to at least 12% of all light-duty vehicle registrations by 2030. (4) Community: Reduce 15% of passenger vehicle miles traveled by shifting to active or public transport (e.g., biking, walking, or taking the bus) by 2030.

ACTIONS

The community task force identified the following high-priority actions for the core sectors, which will assist with achieving the overall and sub-sector goals (medium and low priority actions are included in Chapter 3). In selecting actions, the community task force was guided by six principles: effectiveness, cost savings, feasibility, equity, co-benefits, and consistency with government plans.

BUILDINGS
(1) Survey residents/businesses about a rebate program for converting energy efficient practices and technology (e.g. heat pumps, insulation, storm windows, solar water heaters, panels); Determine the amount of maximum rebate to motivate participation. Provide recommendations on how to proceed with a rebate program.
(2) Evaluate best reuse/repurpose of existing buildings to energy efficient structures via zoning changes, (mixed-use retail, or residential and community buildings); Provide recommendations on how to best proceed with this plan.
(3) Create an information bank for residents/businesses about tools, technology, and incentives for installing and using energy efficiency and clean energy technologies and practices; Information bank should focus on experiences from residents and businesses.
TRANSPORTATION
(1) Replace existing publicly owned, non-emergency vehicles with electric vehicles, for both light-duty and heavy-duty applications, when the vehicle has reached its normal life expectancy and is scheduled to be replaced, when grant funds are available
(2) Prepare a plan for future deployment of EV charging stations in public spaces, and when appropriate implement this plan
(3) Evaluate and plan to expand or create new bike lanes and pathways connecting homes to businesses; provide recommendations on how best to proceed
ELECTRICITY
(1) Work with a private solar company/developer to survey/inventory public buildings for solar potential
(2) Identify best management practices, from other jurisdictions, for installing solar on public buildings.
(3) Encourage/provide information to public about Community Solar Projects. Identify and address challenges
(4) Create permit fee, property tax reductions, and other incentives for solar PV installations
(5) Deploy electricity demand reduction program to reduce energy usage at peak times

LAND USE
(1) Support adoption of long-term plan for sustainable development (e.g. green zoning plans for energy, water-efficient buildings, multi-family, mixed use, transit-oriented development); expand public parkland and establish natural green space guidelines in community planning (2) Streamline and clarify process to increase native tree planting, food forests, green landscapes, and managing non-native plants; identify challenges or obstacles and provide recommendations to overcome
WASTE & WASTEWATER
(1) Educate/inform residents about green infrastructure solutions for water conservation (natural or nature-based approaches such as constructed wetlands, rain gardens, and vegetation buffers) (2) Continue to identify and promote best management practices to reduce harmful run-off of pesticides and chemicals into waterways. (3) Create a partnership with local university/college students and community members to create citizen-scientists trained in monitoring the health of waterways and identifying any water quality issues. Ensure lines of communication exist between students/community members and government.
PARTNERSHIPS
(1) Contact Chamber of Commerce and Virginia Extension Program to develop partnerships with the local business community to encourage/facilitate energy and resilience-oriented practices and mentorship; include business representatives on energy/climate committee (2) Partner with local universities and colleges to seek state and federal grants to build the capacity and train the energy efficiency and renewable energy workforce of the future. (3) Create a local green certification program to recognize local businesses and adopt the Virginia Green Schools program. The program should recognize those businesses that use energy efficient measures and clean energy technology.
ORGANIZATIONAL STRUCTURE
(1) Create an energy and climate committee comprised of residents who are appointed and empowered to provide advice and recommendations to the City's leaders. (2) Hire a Sustainability Specialist who will serve as the point person. on all energy, climate, and resilience issues.

CONSISTENCY WITH COMPREHENSIVE PLAN

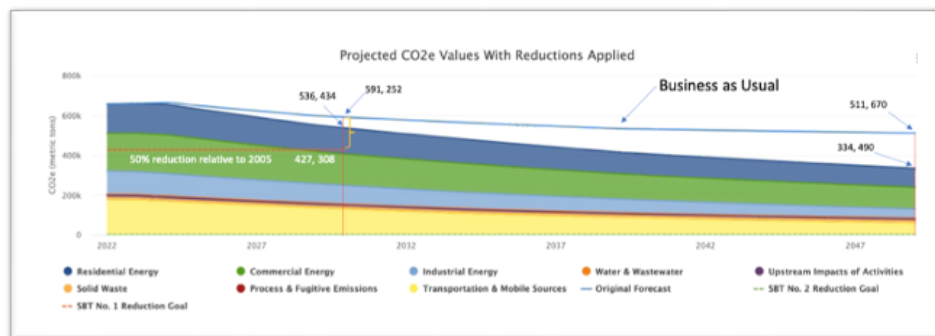
The City of Danville Comprehensive Plan 2030 provides the foundation and framework to help guide and base decisions on the City's future. Its purpose is to "encourage the continued development of a safe and healthy community by offering a distinctive "vision" for the continued growth of Danville." At a high level, the comprehensive plan has three themes: (1) rebuilding and expanding the economic base; (2) redeveloping older areas while protecting historic character and natural resources; and (3) providing public safety and maintaining quality of life. All three themes fit squarely within the energy sector paradigm. The energy sector presents a prevailing and omnipresent component of our lives. We need energy to fuel our vehicles, to heat and cool our homes, and to cook our food. Yet, energy and its contributions to our climate also raise the risks of increased flooding, precipitation, and heat events, which affect our health and quality of life.

The ESP is consistent with the goals of the City's Comprehensive Plan 2030 in the following areas:

Comprehensive Plan Goals	Environmental Stewardship Plan
Sustainable Growth & Land Use: Encourage well-planned development/redevelopment opportunities for new businesses and residents while also protecting the historic, architectural, cultural, and natural environment of the City.	Chapter 3, Buildings (Actions 2, 3), Electricity (Actions 1-7), Land Use (Actions 1- 2), Waste & Wastewater (Actions 1-2)
Transportation: Ensure that the location, character, and capacity of the City's existing and future transportation facilities are supportive of sustainable growth and enhance the City's livability and economic vitality.	Chapter 3, Transportation (Actions 1-8)
Housing & Neighborhoods: Promote opportunities for a wide variety of housing types in the City by adaptive reuse, redevelopment, and new development through sustainable and well- planned new development.	Chapter 3, Buildings (Actions 1-4)
Economic Development: Support and promote the City's existing economic base while actively recruiting other economic development opportunities in the areas of basic industry; advanced manufacturing; technology; sustainable/green energy, automotive.	Chapter 3, Partnerships (Action 1), Buildings (Actions 1, 3), Transportation (Action 4), and Electricity (Actions 3, 4)

MEETING GOALS

If Danville takes no additional concrete actions to reduce emissions ("Business as Usual"), it will emit over 590,000 metric tons of CO₂ equivalent annually by 2030. The graphic below depicts emission reductions based on the City implementing the measurable actions recommended by its task force. In this scenario, the City will reduce almost 55,000 metric tons of CO₂ equivalent by 2030, but this is short of its 50% reduction target which would require an additional 100,000 metric tons of CO₂ equivalent reductions. It is important to note that this graphic only depicts the results of actions that can be measured by models. There are many actions, such as education, that can result in more emission reductions that simply cannot be modeled. If the City implements all of its recommended actions, the City may meet both the intermediate and long-term goals.



CHAPTER 1 – INTRODUCTION

An environmental stewardship plan examines the sources of a municipality's energy consumption and seeks to reduce this consumption, and in turn, reduce emissions of greenhouse gases. Within a municipality, energy is consumed from various end-use sectors, such as buildings, electricity, transportation, land use, water, and wastewater. Each has its own means of consuming energy, and therefore each presents unique opportunities to reduce this consumption and emissions.

The first step in building an environmental stewardship plan involves understanding the current energy consumption levels in the City for each of the sectors identified above. For every unit of energy consumed, a unit of greenhouse gases is emitted. The use of greenhouse gases serves as a metric to understand a community's energy and sustainability profile. This is accomplished by obtaining and analyzing data on energy use throughout the community. This data provides an inventory of past and current consumption, and most importantly, allows for projecting future scenarios involving reduction (mitigation) techniques and practices. This data is translated into a community profile to illustrate the main areas of energy consumption, which are important when prioritizing energy strategies and actions. For example, if the model finds that the transportation sector produces 10 tons per year of energy-related greenhouse gas emissions and a municipality's goal is a 50% reduction, then the municipality will want to implement actions that reduce these emissions by half, or 5 tons per year. Thus, the municipality model greenhouse gas emissions to understand its current baseline, develop goals and strategies based on this baseline, and ensure and evaluate progress by reevaluating emissions.

Reducing energy consumption, and by extension greenhouse gas emissions, is important to ensure that the City has a sustainable and resilient community. This requires reducing energy consumption. We are aware of the changes in our environment, from increased precipitation, flooding, and extreme heat days. By reducing our energy consumption, we are making our community a more comfortable and livable place.

Environmental Stewardship Plan: Development Process

GHG Modeling

To accurately calculate emissions for the City, GMU utilized the ICLEI Local Governments for Sustainability, USA ClearPath model and followed the protocol for a Community-Wide Greenhouse Gas Inventory. Energy consumption, solid waste and water treatment characteristics are attributed to greenhouse gas emissions and were included in emission calculations. Utility providers supplied energy consumption data for buildings within the City.

Non-utility energy consumption was retrieved from state and federal databases. This data was entered into the ICLEI ClearPath calculators to quantify emissions.

The U.S. Community Protocol and the Danville GHG Inventory Memorandum provide general and specified information regarding the 2022 Danville Community-Wide Greenhouse Gas Inventory.

Community Meetings

GMU worked with City government officials to identify community members to serve on a task force. The community task force members were selected based on their ability to represent diverse community needs, backgrounds, and professional experience. GMU approached each prospective member and reviewed the project goals and task force obligations.

The community task force met over four weeks in February 2024, meeting on consecutive Fridays for two hours per meeting. Each meeting was in-person, with some task force members appearing via video. The first two meetings focused on educating and exchanging information on key terminology, greenhouse gas models, energy mitigation strategies, and the results of the municipality greenhouse gas inventory. The community task force was provided with a binder of information that consisted of the goals and process, examples of guiding principles, examples of other municipality environmental stewardship plans, and case studies on energy mitigation actions.

The mitigation case studies, and greenhouse gas modeling were developed by university students under faculty supervision. The mitigation case studies provided detailed information on potential energy reduction actions, strategies, and policies in each of the core sectors. The case studies also provided objective information on the action's effectiveness, cost, feasibility, equity, and co-benefits. Greenhouse gas modeling is discussed in detail in Chapter 2.

The latter two meetings were designed to facilitate a community task force discussion on selecting actions that would assist the City in achieving its goals. Community task force members reviewed case studies and engaged in structured analytic techniques and dialogue to identify the recommended action items, priority status (high, medium, low, or not a priority), and timeline for implementation (1 year, 2-3 years, 4+ years, or ongoing). Community task force members engaged in dialogue amongst themselves and interacted with local government officials. The meetings were recorded, and draft reports of the recommended action items were approved by both community task force members and local government officials.

Guiding Principles

Community task force members had the chance to pinpoint the guiding principles for their recommended actions. The guiding principles were then used to evaluate each potential action item.

Guiding Principle	Recommended Action
Effectiveness	Meets the goals of energy savings and efficiency, and it reduces greenhouse gas emissions
Costs, Economic Benefits, & Savings	Have a positive impact on the local economy and employment; Pursue state or federal funds and financing to implement
Feasibility	The recommended action can be implemented by the City and the City has control over the action or can advocate policies that support the action. The availability of financing and return on investment should be considered.
Co-Benefits	Provide benefits beyond energy savings and emission reductions to the community, such as public health, quality of life, economic gains, social benefits, or other environmental benefits
Consistency	Collaborate with established community plans and policies

CHAPTER 2 – CITY GREENHOUSE GAS EMISSIONS

A Community Greenhouse Gas (GHG) inventory is a systematic and comprehensive assessment of all GHG emissions produced within a specific community or geographic area. This inventory provides a detailed account of the sources and amounts of greenhouse gases released into the City's atmosphere.

Key elements of a Community GHG inventory include:

1. Emission Sources: Electricity; Transportation; Solid Waste; Water and Wastewater, Agriculture, Forestry and Other Land Use (AFOLU); Fugitive Emissions, and Grid Loss.
2. Greenhouse Gases: Measurement of different types of greenhouse gases such as carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), and refrigerants. The reduction of each gas contributes to resiliency and sustainability.
3. Data Collection: Where the data comes from, such as vehicle miles travelled, reports from utility companies, and other relevant factors.
4. Inventory Period: The time frame in which the inventory is taking place

Total Emissions

Across all sectors, the City produced just over 650k metric tons of CO₂ equivalent (CO₂e) in 2022 (see Figure 1). Rather than comparing various greenhouse gases and their varying Global Warming Potentials (GWP), CO₂e creates a standard measure to compare all GHGs across all sectors.

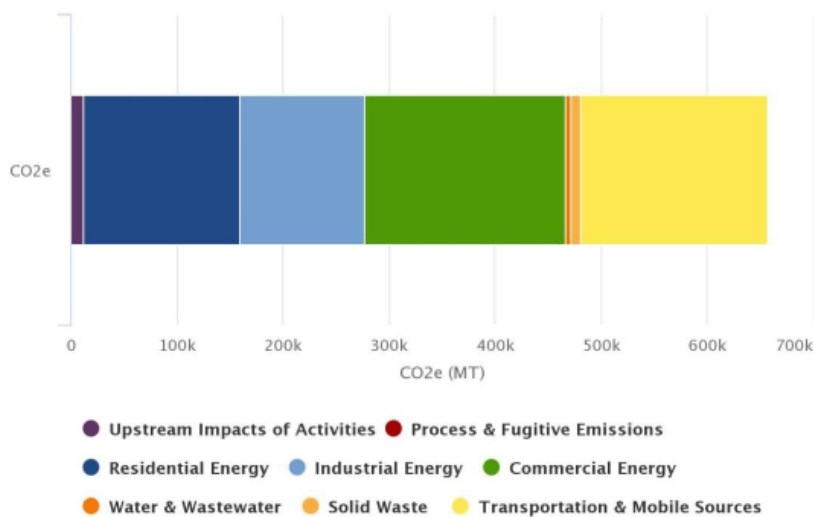


Figure 1: Total CO₂ Emissions

Electrical Data

a. Emission & Generation Integrated Database (“eGRID”)
To calculate emissions, City zip codes were entered into power profiler.com. There are two eGRID regions from which Danville receives electricity. RFCW provides most of the electricity and SRVC supplemented electricity. All emissions are assumed to result from the RFCW region, due to this region providing most of the electricity. While eGRID regions do not always correlate with the locally purchased sources of electricity generation, they do give the most representative cross-section of dispatched generation associated with demand loads in their area. Thus, the carbon intensity of electricity generation is geographically associated with demand. All electrical consumption use was duplicated in both eGRID regions, with SRVC indicated as "Information Only", to avoid double counting. The emissions produced by each region were recorded into a factor set for each 2021 SRYC and 2021 RFCW eGRID regions. 2021 eGRID data is the most current data available for the 2022 GHG inventory.

b. Residential, Commercial, and Industrial
Residential, Commercial, and Industrial electrical consumption data was provided by Danville Utilities for the Calendar year of 2022. Metered usage is the most accurate form of data to measure consumption. Electrical consumption was provided in kWh for each sector.

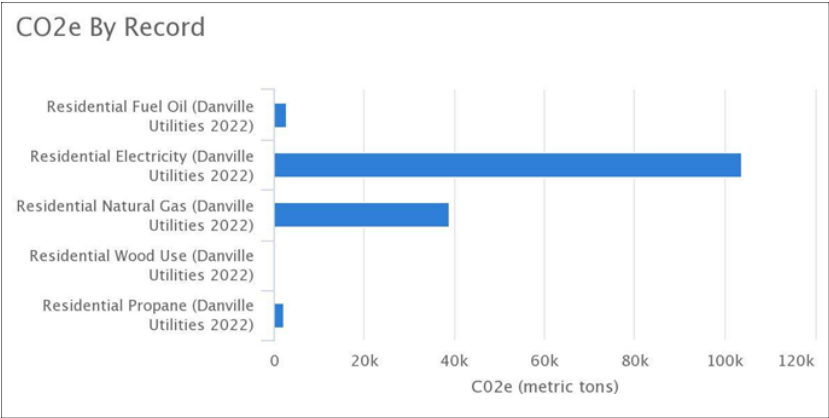


Figure 2: Residential Energy – 147,644 metric tons CO2e

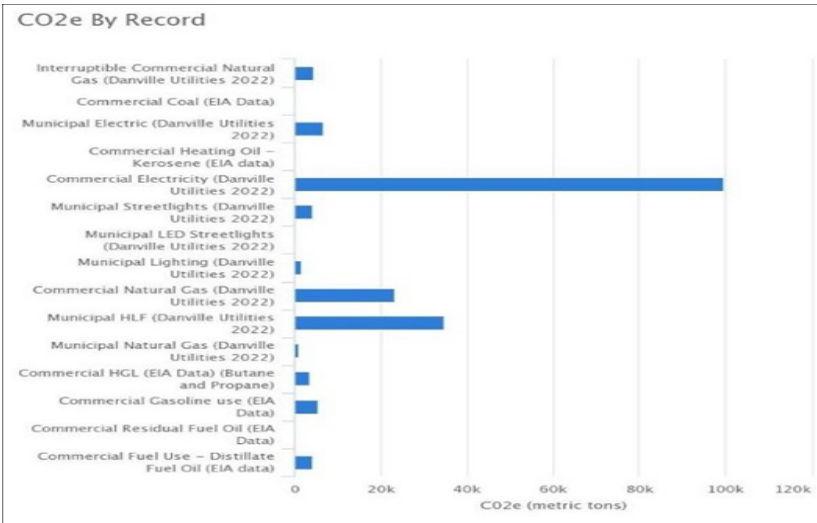


Figure 3: Commercial Energy – 188,515 metric tons CO2e

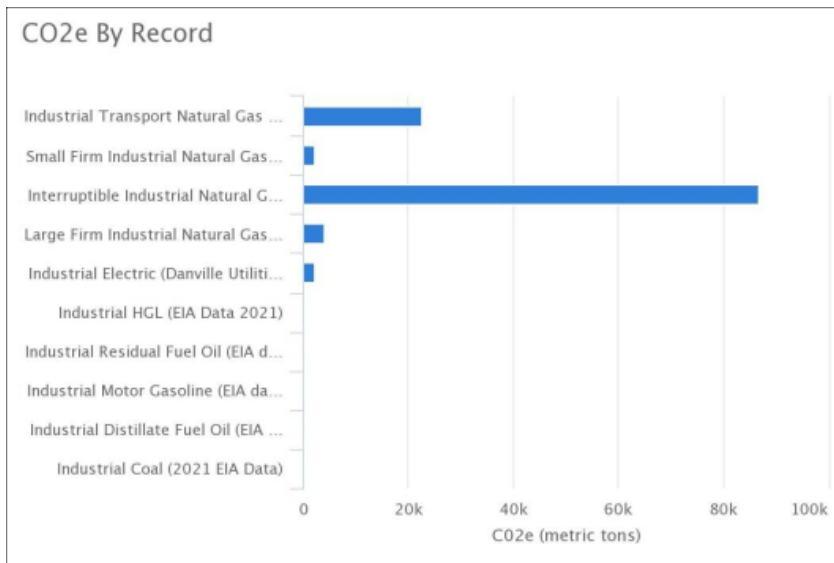


Figure 4: Industrial Energy – 117,524 metric tons CO2e

c. Municipal

The municipal sector had several categories, including LED Streetlight, Streetlights, HLF, and Lights. For each category under municipal, kWh consumption was input, and number of fixtures recorded (if available). Since there is no specific sector in ClearPath for Municipal Energy, all Municipal energy is placed under commercial. Note that the electricity used to treat potable water and water treatment was subtracted from municipal power consumption to prevent “double counting” the electricity consumed by the city. Those emissions include underwater and wastewater treatment, respectively.

Natural Gas

a. Residential and Commercial

Data for natural gas was provided by Danville Utilities in therms for each sector, residential, commercial, municipal, and industrial. For residential and commercial, data was simply input according to Danville Utilities' measured consumption for the two sectors. Like electricity, the number of households which utilize natural gas was recorded in residential areas. The number of commercial businesses which utilize gas monthly was recorded as well. All information was input in the Emissions from Stationary Fuel Combustion.

b. Industrial

Industrial natural gas was categorized as Industrial Transport, Large Firm Industry, Small Firm Industry, and Interruptible Industry. The data was recorded for each category in therms, as reported by Danville Utilities. All information was input in the Emissions from Stationary Fuel Combustion.

c. Municipal

Municipal natural gas was reported by Danville Utilities, but the value was not just input into ClearPath. The quantity of natural gas used in water treatment for wastewater and potable waste treatment was deducted from the Municipal natural gas. This prevents "double counting" and overestimating natural gas use. All information was input in the Emissions from Stationary Fuel Combustion.

Non-Utility Fuel Use (Coal, Propane, Butane, Wood, Residual Fuel Oil, Distillate Fuel Oil)

a. Residential

Data from Danville Utilities natural gas consumption for residential households compared to 2020 US Census Bureau Household heating types to obtain data for non-utility fuels.

Since this is federal level data, rather than measured or metered usage, there is potential for variation in CO₂e due to reporting and/or estimation errors. While more exact energy usage is not available as it is for utility-provided energy, the Census information does provide exact estimates for Danville.

b. Industrial and Commercial

2021 Energy Information Administration (EIA) data was obtained for Industrial Energy Consumption for the State of Virginia. 2020 State workforce data was compared to city workforce data. A ratio was created by comparing jobs distinguished as Industrial jobs for Virginia, to the City of Danville's Industrial workforce. For each of the fuel types provided by the EIA, the ratio was applied and assumed as Danville's consumption. 2021 EIA is the most current data available for Industrial and Commercial Energy Consumption. Since this data is state level data, statistics could vary from true values. Since there is no accurate reporting for true consumption values for non-utility fuel types, these values are estimated based on Danville's workforce size and characteristics.

c. FLIGHT – GoodYear Tire and Rubber

For facilities which emit more than 25,000 tons of CO₂, the EPA requires reporting to the Facility Level Information on Greenhouse gases Tool. GoodYear Tire and Rubber is the only facility within Danville boundaries which requires this reporting. Fuel oil #6 and natural gas were recorded for GoodYear Tire & Rubber but marked as information only as to not double count the data statistics created from 2021 EIA data. GoodYear Tire & Rubber reports this data to the EPA, which records the information in FLIGHT. The total of 2022 CO₂e produced from GoodYear Tire & Rubber is 63,538 tons of CO₂e.

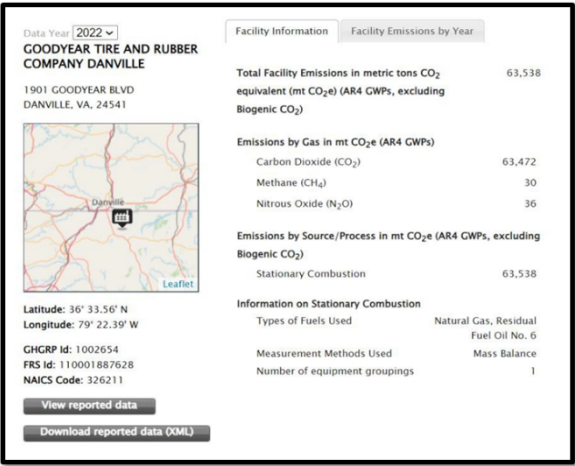


Figure 5: EPA FLIGHT data of GoodYear Tire & Rubber – 63,538 tons CO₂e

Transportation

a. The Virginia Department of Transportation (VDOT) provided Vehicle Miles Traveled (VMT) for 2021. This file included vehicle types and daily VMT within the City of Danville's boundaries. Annual VMT data for each was input into the ClearPath calculator for On Road Transportation for each category listed below:

- i. Passenger vehicles were assumed to be all motorcycles, passenger cars, two axle, four tire single unit vehicles, and two axle, six tire single unit trucks. It is assumed that all passenger vehicles are gasoline. Daily VMT for all passenger vehicles was aggregated, then multiplied by 365 to create an annual VMT figure.
- ii. Freight vehicles are assumed to be three axle single unit trucks, four or more axle single unit trucks, four axle or fewer single trailers, five axle single trailers, and six or more axle single trailers. All freight is assumed to be diesel.' All forms of freight vehicles were aggregated, then multiplied by 365 to create an annual VMT figure for Freight.
- iii. Passenger buses were classified separately in the VDOT report. Daily VMT was multiplied by 365 to create an annual VMT figure for Passenger Buses.

All On Road Transportation calculators included Annual VMT for the year 2021, travel type (passenger, freight, or passenger bus), and location (within Danville's boundaries). A 2021 factor set was created based on U.S. Department of Transportation (DOT) fuel efficiencies for vehicle type groupings, including passenger vehicles, light duty vehicles, and heavy duty vehicles. The emissions were calculated based on the Annual YMT for each vehicle type within each category. Due to the absence of exact measured annual YMT for each vehicle make/model, there are likely some slight errors in estimation.

- b. Emissions taken directly from EPA Nation Emission Inventory (NEI) tool for off road transportation for the year 2020. This is the most current available data for the City of Danville's 2022 Community GHG Inventory. Exact and precise emissions are provided for Locomotives, Off-Road Gasoline vehicles, Off-Road Diesel vehicles, and other non-point emission sources. Data is provided by the EPA on a local level. Values for these emissions are not likely to vary from these reported values.
- c. Airplane data provided by Averett University. The data provided includes fuel types and quantity of fuel used.

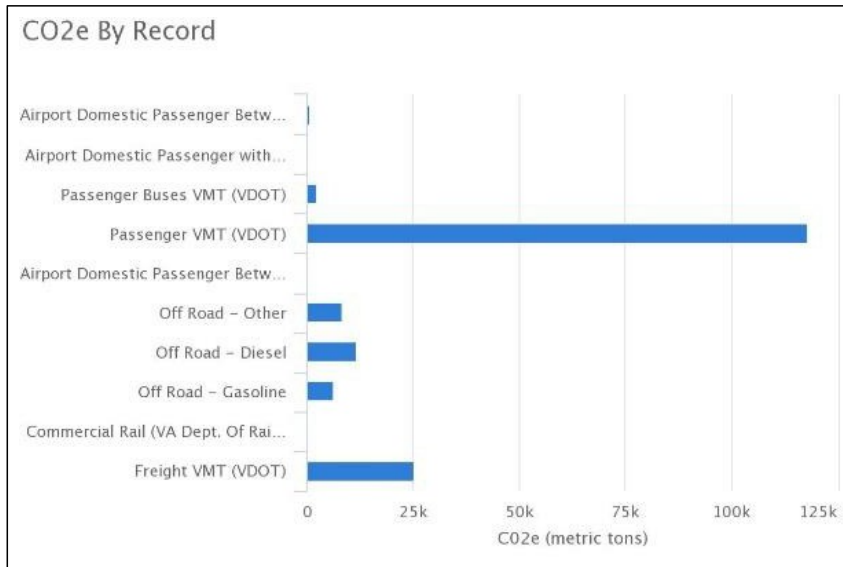


Figure 6: Transportation – 172,427 tons CO2e

Wastewater and Potable Water

Potable Water and Wastewater characteristics, including electricity and natural gas required for the process was provided by Danville Utilities. The kWh and therms reported from Danville Utilities was recorded in the Emissions from the Supply Potable Water, as well as gallons of water produced. Both values for natural gas and electricity were subtracted from the municipal records.

N2O Effluent Discharge was calculated by entering data into Process N2O from Effluent Discharge.

Characteristics of wastewater facility provided by Danville Utilities. Water treatment was recorded as aerobic and with no denitrification processes in place. Wastewater was treated within Boundaries. Wastewater emissions from treatment were recorded by entering N2O Emissions from Wastewater Treatment data. A ClearPath default value of 1.25 was used for Industrial Commercial Discharge Multiplier as the City treats wastewater for both commercial and industrial sectors.

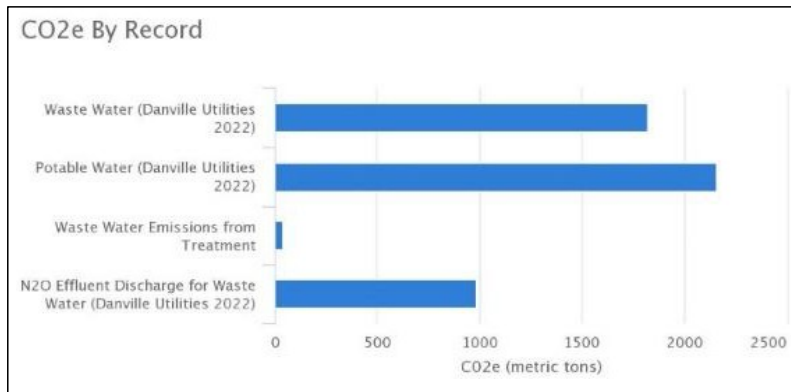


Figure 7: Wastewater and Potable Water – 4,997 tons CO2e

Agriculture, Forestry, and Other Land Uses (AFOLU)

LEARN Tool obtained data for the City from 2013 to 2019. The changes in forestry, grasslands, settlement over time was recorded. The change over time in forestry was then compared to the closest city available-Baltimore, MD. The PDF created from the LEARN Tool provided changes in hectares for each type of forestry change, and CO2 emitted or sequestered. All AFOLU data is entered as "Information Only" for documentation purposes only.

Process and Fugitive Emissions

All of the City's natural gas was aggregated into one value across all sectors. This value was input into the Fugitive Emissions for Natural Gas calculator. Defaults for Leakage rate, Natural Gas density, percentage of methane, and percentage of carbon dioxide were all provided by ClearPath.

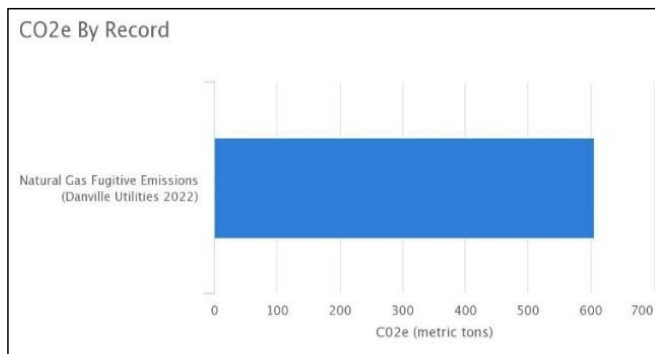


Figure 8: Process and Fugitive Emissions – 605 metric tons CO2e

Upstream Impacts of Activities

Each sector which provided electrical data was input into Upstream Impacts Used by the Community calculator. This included electricity consumption reported for residential, commercial, municipal, and industrial sectors. All separate electricity categories for municipal electric were also recorded. ClearPath default factor for Grid Loss was applied, and sector selected. Grid Loss is the electricity lost from transmission of electricity. Grid Loss is dependent upon quantity of electricity transmitted. The Grid Loss value used in ClearPath is 4.5%. This value was applied to the measured electrical usage provided by Danville Utilities.

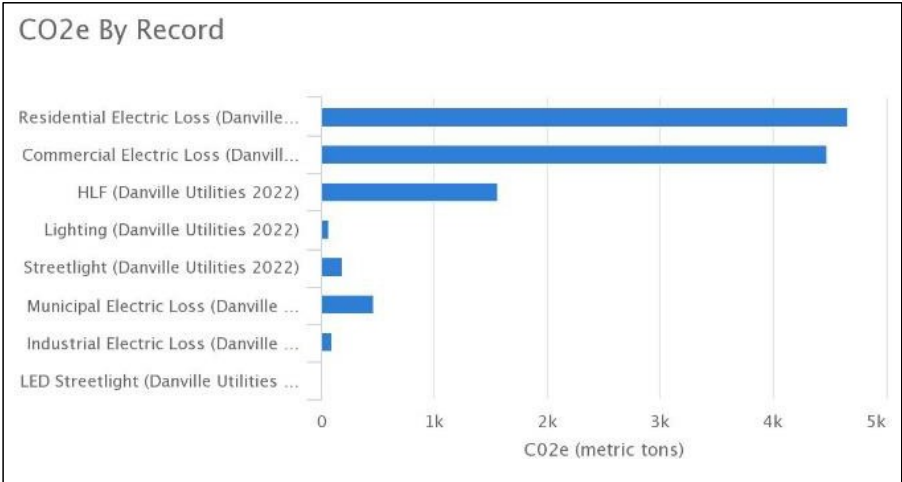


Figure 9: Upstream Impact of Activities – 11,541 metric tons CO2e

CHAPTER 3 – GOALS, STRATEGIES, & ACTIONS

Danville recommends an overall goal consistent with international, national, and regional goals-but influenced by local needs. Our goal is based on the best available science today which provides a pathway to conserve energy, reduce greenhouse gas emissions, and improve the resilience and sustainability of our community.

Our goal is to reduce our community's greenhouse gas emissions in the short-term by 50% by 2030 (from the base year of 2005). Since the U.S. has reduced emissions by approximately 15% in 2022, we can adjust our goal so that we only need to reduce emissions by 35% by 2030 relative to current levels. Our long-term goal would be to achieve carbon neutrality by 2050, which means the amount of greenhouse gases released into the atmosphere is equal to the amount removed.

The sections below outline the community task force recommended strategies and actions. Each section represents the core categories (buildings, transportation, electricity sector, land use, waste and wastewater, and solid waste). Within each section, there are four sub-parts: action, priority level, timeframe for implementation, lead government official, and comments.

GOAL: reduce emissions by 35% by 2030; achieve carbon neutrality by 2050

All actions have been assessed by the community task force to comply with the guiding principles of effectiveness, feasibility, equity, and co-benefits.

Sector: BUILDINGS			
Strategy: Increase energy efficiency and deploy clean energy technology in existing residential and commercial buildings			
Sub-Sector Goals: (1) Retrofit at least 100 <i>residential</i> housing units with cumulative energy efficiency improvements of 25% (existing buildings) by 2030; (2) convert 30% of fossil fuel <i>residential</i> building systems (e.g., space or water heaters) to highly efficient electric options (e.g., heat pumps); (3) Retrofit at least 50 <i>commercial</i> building with cumulative energy efficiency improvements of 30% (existing buildings) by 2030; and (4) convert 30% fossil fuel <i>commercial</i> building systems (e.g., space or water heaters) to highly efficient electric options (e.g., heat pumps) by 2035.			
Action	Priority	Timeline	City Dept.
1. Survey residents/businesses about a rebate program to convert more energy efficient practices and technology (e.g. heat pumps, insulation, storm windows, solar water heaters and panels) Determine amount of rebate to motivate maximum participation	High	Short (1 yr)	Utilities

Provide recommendations on how to proceed with a rebate program and evaluate applying rebate programs for low to mid-income residents			
Pursue state and federal grant opportunities			
2. Evaluate how to best reuse/repurpose existing building for energy efficiency through zoning changes (mixed-use retail, residential or commercial buildings). Provide recommendations on how to best implement plan	High	Short-Medium (1-3 years)	Community Development
3. Create an information bank for residents and businesses with tools, technology, and incentives for installing and using energy efficient and clean energy technologies/ practices. Information should focus on conveying experiences from residents/businesses. Link information bank to government websites Conduct active information delivery at public events	High	Ongoing	Utilities, Housing, Economic Development, Community Development
4. Conduct pilot study on benefits of "green roof" for public buildings Evaluate costs, energy saving, and reduced water run-off Promote findings on government websites and other public outlets	Medium	Medium (2-3 Years)	Community Development, City Manager's Office, Industrial Development Authority
Comments: •Focus rebate program on industrial and commercial owners. •Need to link the rebate program to a requirement to have a third-party energy audit performed. •Need access to large pool of funds so more projects can be done (perhaps lower cap on individual awards so more awards can be made). •Need to work with utility provider to create and implement the rebate program. •Need to create an information clearinghouse that helps residents make smart, informed decisions. The clearinghouse should be carefully constructed by researching and presenting objective data. •Need to ensure the clearinghouse is more than a passive website by actively presenting information. •Need to include in the following in the clearinghouse: information on green building design principles, any existing tax or other incentives to encourage building developers to incorporate energy efficiency, list of companies (non-endorsed) that install energy efficiency upgrades and then customer pays back cost through energy savings (known as Energy Service Companies) or customer pays back through their property tax bill (known as Property Assessed Clean Energy), recommendations for real estate companies to promote energy efficiency and renewable energy in home sales, information about real estate tax exemption or reduction for energy-efficient buildings, and recommendations on how industrial plants can reduce emissions and conserve energy. •Need to prioritize state or federal funds based on the findings from GMU's emission inventory.			

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Sector: TRANSPORTATION			
Strategy: (1) Increase alternative forms of transportation; (2) Increase transition to electric vehicles			
Sub-Sector Goals: (1) By 2030, the municipality should convert 30% its publicly owned light-duty internal combustion engine vehicles to plug-in electric vehicles (PHEVs) and battery electric vehicles (BEVs) vehicles; (2) By 2030, the municipality should convert 30% its publicly owned non-emergency medium and heavy-duty vehicles to PHEV/BEV or other clean vehicle technology (e.g., propane, natural gas); (3) Community: Increase PHEVs/BEVs to at least 12% of all light-duty vehicle registrations by 2030; (4) Community: Reduce 15% of passenger vehicle miles traveled by shifting to active or public transport (e.g., biking, walking, or taking the bus) by 2030.			
Action	Priority	Timeline	City Dept.
1. For non-emergency, publicly owned vehicles, replace existing internal combustion vehicles with electric (light-duty and heavy-duty), when vehicle has reached normal life expectancy and is scheduled to be replaced Seek state and federal grants to offset the costs of purchases	High	Ongoing	Public Works
2. Prepare a plan for future deployment of EV charging stations in public spaces, including appropriate implementation timeline Streamline permitting and inspection procedures for charging stations Coordinate with local utility to ensure adequate and safe installations	High	Short (1 year)	Public Works
3. Evaluate zoning requirements and parking ordinances for EVs Apply/incentivize regulations to all new residential and commercial buildings	Medium	Short (1 year)	Community Development
4. Create an information bank for information about EVs, charging infrastructure, financing, rebates, and tax incentives Link information bank to government websites Connect community to information at public events	Medium	Medium (2-3 years)	Community Development, Utilities

5. Evaluate and plan to expand/create bike lanes and pathways connecting homes/businesses Provide recommendations on how best to proceed	High	Medium (2-3 years)	Community Development, Public Works
6. Evaluate current reduced bus fare and discounted passes options Identify challenges to greater adoption and address to increase usage	Medium	Medium (2-3 years)	Transportation, Parks & Recreation
7. Evaluate necessity for more convenient routes and accessibility to public transportation Provide recommendations on how best to proceed	Medium	Short (1 year)	Transportation, Public Works
8. Evaluate current alternative travel options (dial-a-ride, on-demand transit, volunteer driver program, carpool, or community shuttles) Identify challenges to greater adoption and address	Medium	Short – Medium (1-3 years)	Transportation, Parks & Recreation

Sector: ELECTRIC SECTOR			
Strategy: Increase transition to clean and renewable energy sources.			
Sub-Sector Goal: Transition 40% of the electricity used in the municipality to clean energy sources. (e.g., solar, wind, hydropower, nuclear, and geothermal) ahead of Virginia's Renewable Portfolio (state law requires 45% renewable in 2035)			
Action	Priority	Timeline	City Dept.
1. Work with a private solar company to survey and inventory public buildings for solar PV potential	High	Short (1 year)	Utilities, City Manager's Office
2. Identify best management practices for installing solar on public buildings	High	Short (1 year)	Utilities, Community Development
3. Encourage and provide information to public about solar projects Identify and address any challenges	High	Medium (2-3 years)	City Manager's Office
4. Create permit fee, property tax reductions, and/or other incentives for solar PV installations	High	Medium (2-3 years)	Community Development, Real Estate
5. Implement electricity demand reduction program to reduce energy usage at peak times	High	Short (1 year)	Utilities
6. Pursue state and federal grant program(s) to install energy-efficiency upgrades for low-income customers	Medium	Medium (2-3 years)	Housing
7. Identify any solar project possibilities in brownfields locations and encourage solar development	Low	Medium (2-3 years)	Community Development
Comments: • Need to identify organizations that provide best management practices for installing solar on public buildings. • Need more shade in parking lots. • Need more cohesiveness among parking lots and businesses. You should not have to get back on the main road from one parking lot to go to another store right beside it. • Note, there are no large-scale solar facilities within the City boundaries. Danville Utilities' service territory extends into the county, where there are solar systems and plenty of land for future utility scale solar. • Note, Community Choice aggregation project would not apply since the City already does this for its residents (i.e., it owns its own electric facility), but Community Solar projects would apply. • Note, the City continues to install LEDs in public streetlights Any time you can reduce energy demand, this is a good thing because you are not running the power plant.			

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Sector: LAND USE			
Strategy: Improve management of lands/native trees			
Sub-Sector Goal: Transition 40% of the electricity used in the municipality to clean energy sources. (e.g., solar, wind, hydropower, nuclear, and geothermal) ahead of Virginia's Renewable Portfolio (state law requires 45% renewable in 2035)			
Action	Priority	Timeline	City Dept
1. Support long-term plan for sustainable development (green zoning plans for energy and water-efficient buildings, multi-unit, mixed use, and transit-oriented development) Explore expansion of public parkland Create natural green space guidelines	High	Short (1 year)	Community Development
2. Increase planting of native trees Better management of non-native plants, food forest tree plantings, green landscapes Identify challenges and suitable recommendations Establish robust maintenance plan for tree planting projects Coordinate education and outreach through partnerships and continuous communication	High	Short (1 year)	Community Development, Public Works
Comments: • Note, the City is considering a separate effort to create and adopt a sustainability plan so these actions should be merged. • Note, the government should be open to making a genuine effort to identify and resolve obstacles. • Long term planning on sustainability is a continuous process. • The City has plans to make changes to zoning, such as mixed zoning, new building and development codes. This is part of another effort on sustainability. • Land use planning is linked with transportation goals such as bikeable and walkable communities (cross-over actions). • With tree plantings there is some frustration with the lack of progress on some projects, which could be improved with clear lines of authority and responsibility within the government. • The City does conduct outreach and education about tree plantings (e.g., with Rotary Club), but turn-out is low.			

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Sector: WASTE & WASTEWATER			
Strategy: Improve the quality of waterways			
Sub-Sector Goal: None			
Actions	Priority	Timeline	City Dept
1. Educate/inform residents about green infrastructure solutions for water conservation (natural or nature-based approaches such as constructed wetlands, rain gardens, and vegetation buffers). Promote City's green infrastructure spaces	High	Continuous	Community Development, Public Works
2. Identify and promote best management practices to reduce harmful run-off of pesticides and chemicals into waterways.	High	Continuous	Public Works
3. Create a partnership with local university/college students and community members to create citizen-scientists trained in monitoring the health of waterways and identifying any water quality issues.	High	Short (1 year)	Community Development
Ensure lines of communication exist between students/community members and government			
Comments: • The City needs to better promote its green projects, so residents recognize and appreciate their City more. • While building codes are set by the state, the City can create incentives for building developers (in land development plans) to consider more green spaces and more recreation areas which minimizes run off. • The protocols for testing waterways are already in place. Need to create a structure or channel to communicate the health of waterways to City government			

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Sector: PARTNERSHIPS			
Strategy: Develop partnerships with key stakeholders to advance energy efficiency and clean energy projects.			
Sub-Sector Goal: None			
Action	Priority	Timeline	City Dept.
1. Develop partnerships with Chamber of Commerce and Virginia Extension Program to engage local business community and encourage/facilitate energy and resilience-oriented Include business representatives on an energy/climate committee	High	Ongoing	Utilities
2. Partner with local universities/colleges to seek state and federal grants to encourage energy efficiency-related jobs Consider internships for local students, which may improve chances for getting grants	High	Short (1 year)	Utilities
3. Create local green certification program for recognition of local businesses Adopt Virginia Green Schools program Collaborate with Chamber of Commerce to create program	High	Short (1 year)	Economic Development, Utilities
Comments: - City needs to motivate its residents about all the good things happening in the environmental stewardship plan. The City and its residents should take pride in what it is accomplishing or attempting to accomplish. The City should be strident in promoting itself as a city working to address climate change, reduce energy costs, and building a more resilient community, - There are some efforts to work with the business community, but they lack any formal structure. - The Danville Community College does offer training far the energy sector, but not for the clean energy sector.			

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Sector: ORGANIZATIONAL STRUCTURE			
Strategy: Create standing committee and hire specialists that assist with guidance and implementation of energy and sustainability initiatives.			
Sub-Sector Goal: None			
Action	Priority	Timeline	City Dept
1. Create energy/climate committee comprised of residents Appoint members to provide advice and recommendations to City's leaders	High	Short (1 year)	City Manager's Office
2. Hire a Sustainability Specialist to serve as the point person on all energy, climate, and resilience issues	High	Short (1 year)	City Manager's Office
Comment: • An energy/climate committee can be comprised of appointed residents who serve a specific amount of time on the committee (e.g., two-year terms), and meet monthly to discuss current issues and provide recommendations to City for items in energy action plan. • A City employee should serve as the liaison between this committee and the City government. • A "sustainability specialist" would coordinate with all government offices. • The "sustainability specialist" should not be an existing employee who is given these additional duties. It should be a new hire.			

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CHAPTER 4 – IMPLEMENTATION

The City's overall goal is to reduce community greenhouse gas emissions in the short term by 50% by 2030 relative to 2005 levels (or 35% relative to 2022 levels). In Chapter 3, both sub-sector goals and actions were identified to achieve these overall goals. In many cases, the community task force recommended actions will contribute to meeting the sub-sector goals. For example, one of the sub-sector goals for buildings is to retrofit at least 100 residential housing units with energy efficiency improvements. An action that will support achieving this goal includes "Identify and evaluate how existing incentive programs (for example, Enterprise Zones) can incorporate energy efficiency and clean energy requirements or targets." In this chapter, we will discuss how the recommended actions contribute to the overall goal and how the municipality can implement the action. We will also discuss how best to monitor progress towards meeting the goals.

Sub-Sector Goals

The sub-sector goals defined in Chapter 3 were approximated, as described below, to forecast potential emission reduction scenarios.

Buildings

- For non-electric households - Fuel Switching
 - 3.0% of housing stock retrofitted per year [Total of 30% over next 10 years]
 - 25% energy savings
 - Coefficient of Performance for Heat Pumps 2.7
 - Furnace efficiency = 80%
- For electric households - No Fuel Switching
 - 2.5% of housing stock retrofitted per year [Total of 25% over next 10 years]
 - 20% energy savings
 - Coefficient of Performance for Heat Pumps 2.7
 - Furnace efficiency = 80%
- For non-electric commercial buildings - Fuel Switching
 - 5% of building stock retrofitted per year [Total of 30% over next 6 years]
 - 30% energy savings
 - Coefficient of Performance for Heat Pumps 2.7

- Furnace efficiency= 80%
- For electric commercial buildings - No Fuel Switching
 - 5% of building stock retrofitted per year [Total of 30% over next 6 years]
 - 20% energy savings
 - Coefficient of Performance for Heat Pumps 2.7
 - Furnace efficiency = 80%
- Industrial Building - 1% reduction in electricity/natural gas per year

Transportation

- 20% reduction in Vehicle Miles Traveled (VMT) by 2035
- 40% non-emergency EV's (on the road) by 2050

Electric Sector

- Transition 25% of the electricity used in the municipality to clean energy sources (e.g. solar, wind, hydropower, nuclear, and geothermal) ahead of Virginia's Renewable Portfolio
- The Virginia Clean Economy Act (VCEA) requires 45% renewable in 2035 [Modeled]

Danville's 2030 target – a science-based target – seeks to reduce greenhouse gas emissions (GHG) by 50% relative to 2005 levels by 2030. However, in 2022, the U.S. had reduced by ~15% of its GHG emissions. Thus, Danville only needs to reduce 35% of its GHG emissions relative to 2022, as depicted here.

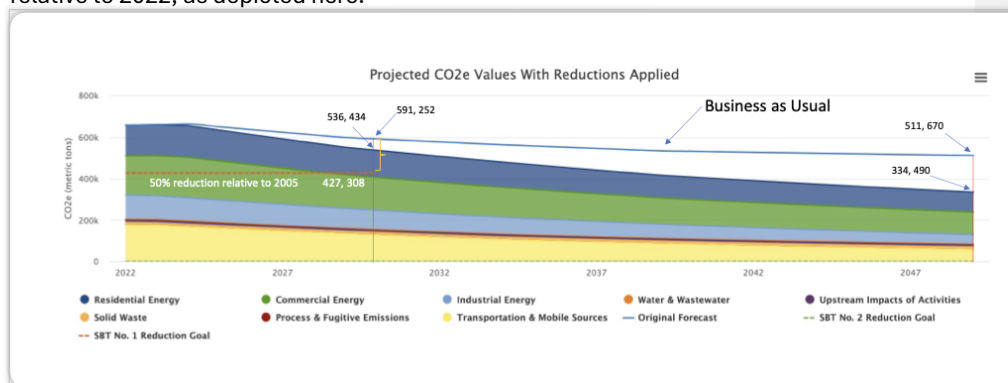


Figure 10: Projected GHG emission reductions based on sub-sector goal achievement

If the above sub-sector goals are successfully implemented, Danville should make progress towards meeting its goals. As Figure I depicts, Danville falls short of meeting its science-based targets by almost 109,000 metric tons of CO₂e (536,434-427,308) in 2030 for the current actions that can be modeled. However, not all action items can be modeled. For example, educating the community about the benefits of electric vehicles and energy efficiency can result in financial savings and emissions reductions, but modeling the educational impact is difficult, if not impossible, to measure. Therefore, additional benefits will likely accrue for the actions that cannot be modeled.

Next Steps

To implement the recommended actions, Danville must consider the steps necessary for successful implementation. Below, an implementation methodology is provided for some of the recommended actions. This provides guidance on preliminary steps towards implementing the action.

Buildings

Action Item B1: Pursue state and federal grants to establish a rebate program for transitioning to energy efficient and clean energy technology (for example, electric heat pumps, weatherization, solar water heaters or panels). As a prerequisite for participation in the rebate program, requires completion of a comprehensive energy audit. This rebate program should have a carve-out for low- income residents.

Implementation Method:

- I. Weatherization Assistance Program: The U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring health and safety. Steps to apply:
 1. Determine eligibility for weatherization services
 2. Identify local weatherization provider
 3. Complete the weatherization application process
 4. Prepare for weatherization services.

For more information: Consult DOE's website [here](#).

- II. The Green and Resilient Retrofit Program: The U.S. Housing and Urban Development Green and Resilient Retrofit Program is available for assisted multifamily housing. Direct loans and grants are available to fund projects that improve energy or water efficiency, enhance indoor air quality or sustainability, implement the use of zero emission electricity generation, low emission building materials or processes, energy storage, or building electrification strategies or address climate resilience.

For more information: Consult HUD's website [here](#).

***Action Item B2:** Evaluate how to best reuse or repurpose existing buildings into more energy efficient buildings through zoning changes, such as new mixed-use retail, or residential and community buildings. After evaluation, provide recommendations on how to best proceed with this plan. Include zoning recommendations in the City's Comprehensive Plan.*

Implementation Method:

1. Market and promote the community's available vacant and underutilized buildings.
2. Create a community task force of key business stakeholders to assist with business-to-business outreach, local financing and marketing efforts, and understanding prospective new owner's needs.
3. Seek out experienced developers with specialization in repurposing historic buildings. These developers are familiar with tax incentives and economic tools and may be willing to engage with the City on this action.
4. Advertise on "historic buildings for sale" websites. Because of the unique nature of historic properties, there are many national website that specialize in marketing historic building that may be worth utilizing to appeal to historic property buyers. Consult this [website](#) for more information, including grant opportunities.
5. Consult with real estate professionals who specialize in commercial properties, are experienced with the local real estate market, and have knowledge of historic buildings.

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For more information: This community [guide](#) provides further information on repurposing vacant and underutilized buildings.

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***Action Item B3:** Create an information bank for residents and businesses about tools, technology, and incentives for installing and using energy efficiency and clean energy technologies and practices. The information bank should focus on conveying actual experiences from residents and businesses.*

Implementation Method:

- I. Establish baseline understanding of community's awareness and attitudes towards energy efficiency and clean energy technology. Conduct in-depth interviews with community members, create public focus groups, and issue surveys/polls to gather information.
- II. Develop a targeted communication strategy based upon research results to disseminate objective information about energy efficiency practices and renewable energy resources.

- III. Identify and work with key partners, such as schools, nonprofits, associations, and businesses, to effectively convey the communication strategy.

For more information: Consult the Virginia Department of Energy [website](#).

Action Item B4: Conduct a pilot study on the benefits of a “green roof” on public buildings. Evaluate the costs, energy savings, and reduced water run-off; promote the findings to the public.

Implementation Method:

- I. Consult with Green Lease Leaders, an organization that provides reference guides for tenants and landlords, sample lease clauses, case studies, and recorded training.
- II. Develop and disseminate outreach material based on their guides.

For more information: Consult the Green Lease Leaders [website](#).

Transportation

***Action Item T1:** For non-emergency publicly owned vehicles, purchase electric vehicles (replace existing internal combustion vehicles), for both light-duty and heavy-duty applications, when the vehicle has reached its normal life expectancy and is scheduled to be replaced. Seek state and federal grants to offset costs of these purchases.*

Implementation Method: The City should consider the following grants to apply for and aide in the implementation of this action.

<u><i>Congestion Mitigation and Air Quality Improvement Program</i></u> • Funds for local governments for transportation projects and programs to help meet the requirements of the Clean Air Act • Available funding: \$10,000,000-\$505,000,000 • Available annually	<u><i>Charging and Fueling Infrastructure Discretionary Grant Program</i></u> • Funds for implementing publicly accessible electric vehicle charging infrastructure • Corridor Program: \$1,000,000-no maximum • Community Program: \$500,000-\$15,000,000 • Available annually
<u><i>Grants for Buses and Bus Facilities Programs</i></u> • Funding to replace, rehabilitate, and purchase buses and related equipment, including vehicles that produce low or no emissions (Low- No) for public transportation services. • Grants for Buses and Bus Facilities: \$115,000-\$54,000,000 • Low-No Bus: \$16 7,257-\$116,000,000 • Available annually	<u><i>Clean School Bus Program</i></u> • Funds for local governments to replace existing school buses with clean and zero-emission models • Serving high-priority school districts: Maximum of \$285,000-\$375,000 per bus • Serving other eligible school districts: Maximum of \$190,000 -\$250,000 per bus • Funding available through 2026

***Action Item T2:** As EV ownership increases, deploy more public EV charging infrastructure to meet demand.*

Implementation Method:

- I. Begin electrifying non-emergency, government-owned vehicles and build infrastructure to accommodate the same. In parallel, begin to plan community locations to install EV charging spaces.
- II. Create a plan for numbers and types of chargers by assessing local factors including electric vehicle numbers, access to home charging, and future targets.
- III. Seek government funding and investments from developers, energy companies, and local businesses. Deploy at scale to drive down

infrastructure costs.

- IV. Collaborate with landowners, electricity companies, and others to gain permissions, build support, and get the technical details right.

For more information, consult C40's guidance on "[Deploying Charging Infrastructure](#)" and DOT's funding [opportunities](#).

Action Item T3: Evaluate zoning requirements and parking ordinances for EVs and deploy these incentives for all new residential and commercial buildings (look to best practices from other jurisdictions). After evaluation, provide recommendations on how best to proceed with these requirements.

Implementation Method:

- I. Prioritize site selection in lower-income and underserved communities.
- II. Incorporate community input into investment decisions including site selection, mode preference, amenities, and design.
- III. Ensure that priority communities where charging infrastructure will be deployed are also provided with targeted EV incentives and awareness campaigns.
- IV. Enhance mobility through strategies such as car share, mobility hubs, and EV infrastructure co-location with other transportation services.

For more information, read about the equitable distribution of EV parking [infrastructure](#). For information on zoning requirements see DOE's guidance [here](#). For examples of parking ordinances see [this website](#).

Commented [SJ10]: [Link](#).

Action Item T4: Evaluate and produce a plan to create more bikeable and walkable pathways with an emphasis on connecting homes to businesses.

Implementation Method:

- I. Conduct a survey on desirability for walkable and bikeable pathways and potential locations.
- II. Develop the plan and seek public input and review.
- III. Secure funding for plan.

For more information, funding for bicycle and pedestrian pathways can come from a variety of sources, including [--](#). Information on incorporating bikeable and walkable communities into municipality comprehensive plan can be found [here](#).

Commented [SJ11]: [link](#)

Action Item T5: Conduct training and education for government employees on the feasibility and cost-benefit of clean and alternative vehicles.

Implementation Method: The U.S. Department of Energy's Clean Cities program supports a network of nearly 100 coalitions across the country, to promote alternative fuels, advanced vehicles, and fuel-saving strategies. Many of these coalitions offer training programs and workshops tailored to government fleets and transportation stakeholders.

For the most objective information on the cost-benefits of EVs, consult DOE's [website](#).

Electric Sector

Action Item E1: Work with a private solar company developer to survey and inventory all public buildings for solar PV potential.

Implementation Method:

- I. Research and select a reputable solar company developer with experience in conducting solar assessments for public buildings. The Solar Energy Industries Association maintains a list of Virginia solar developers.
- II. Draft a partnership agreement outlining the City's needs.
- III. Work closely with the solar company developer to conduct a preliminary assessment of public buildings to identify potential candidates for solar PV installations.
- IV. Engage relevant stakeholders, such as building owners, facility managers, and local government officials, to obtain necessary permissions and access to public buildings for conducting surveys and assessments.

Action Item E2: Encourage and provide information to the public about Community Solar Projects. Identify and address any challenges with advancing this opportunity.

Implementation Method:

- I. Provide information about community solar programs.
- II. Establish community partnerships with community solar organizations.
- III. Schedule learning conversations with local stakeholders in your community to explore the possibilities for community solar development.

For more information, DOE provides [general information](#) on states implementing community solar projects and the Coalition for Community Solar Access provides resources on [programs](#).

Action Item E3: Pursue state and federal grant program to install energy-efficiency upgrades for low-income customers.

Implementation Method:

- I. DOE offers a program, Communities Sparking Investment in Transformative Energy (C- SITE), that supports local governments with implementing clean energy projects and programs for disadvantaged communities, energy communities, and small- to medium- sized jurisdictions.
- II. C-SITE supports initiatives that could cover enhancing building efficiency or electrification, promoting electric transportation, upgrading energy infrastructure, advancing microgrid implementation, fostering renewable energy projects, establishing resilience hubs, and facilitating workforce development.

For more information, the DOE provides a list of federal grant [opportunities](#) and for rural areas, the USDA provides grant [opportunities](#).

Action Item E4: Identify any solar project possibilities in brownfields locations and encourage development of these sites for solar.

Implementation Method:

- I. Argonne National Laboratory (a DOE lab) provides resource maps to help identify the most suitable lands for renewable energy development.
- II. EPA offers an interactive web [application](#) to identify contaminated lands, landfills, and mine sites for renewable energy development.

Land Use

Action Item L1: Support the adoption of a long-term plan for more sustainable development. This includes expanding public parkland and establishing natural green space guidelines in community planning.

Implementation Method:

Consider using the [EPA's Green Streets, Green Jobs, Green Towns \(G3\)](#) approach to implement more sustainable development. To implement a G3 approach the City should consider:

- I. Repair, resurface, or replace roadways and parking lots.
- II. Repair or replace damaged sidewalks and curbs.
- III. Upgrade or replace utilities in the public right-of-way (e.g., sanitary sewer 4. systems, storm sewer systems, drinking water supply lines).
- IV. Redevelop vacant or abandoned properties.

Action Item L2: Streamline and clarify the process to achieve planting of native trees, food forest tree plantings, green landscapes, and managing non-native plants. Identify clear lines of government authority and processing. Identify challenges or obstacles and provide recommendations to overcome these.

Applicable Grants:

- [Virginia Trees for Clean Water Grant Program](#) (\$1,000 - \$50,000): Funds tree planting efforts that raise public awareness of the benefits of trees and the impact on water quality
- [Urban and Community Forestry Grant](#): Funds projects that promote protection and enhancement of urban and community forest ecosystems, tree planting, the care of trees, and education. Available funding: for matching grants, up to \$50,000 on a 50% of total project basis. For non-matching grants under the Inflation Reduction Act, \$250,000. This is a reimbursement grant
- [Community Forest Revitalization Program](#): A technical assistance program that encourages local government and citizen involvement in creating and supporting long-term and sustained community forestry projects and programs in underserved and disadvantaged communities. Funds are administered through direct technical assistance instead of a typical dollar amount.

Water and Wastewater

Action Item W1: Educate and inform residents about green infrastructure solutions for water conservation (natural or nature-based approaches such as constructed wetlands, rain gardens, and vegetation buffers).

Implementation Method:

- I. Look at federal resources that provide education and information, such as the EPA's Green Infrastructure [webpage](#).

Action Item W2: Identify and promote best management practices to reduce harmful run-off of pesticides and chemicals into waterways.

Implementation Method:

- I. The EPA provides [resources](#) on the best practices to reduce pesticides run-off from agriculture.
- II. Utah State University provides best management practices to manage land and mitigate pollution of surface and groundwater, including agriculture, urban, and forest run-off.

Commented [SJ12]: LINK

Partnerships

Action Item P1: Create a local green certification program to recognize local businesses.

Implementation Method:

- I. One example of a green certification program is [Montgomery County, MD's Green Business Certification Program](#), which is a voluntary recognition program designed to encourage businesses and other organizations to take steps that reduce their ecological footprint. The program was initiated by the local government but then transitioned the program to a non-profit which runs it today.
- II. Environmental Innovations maintain a [how-to guide](#) for municipalities interested in creating their own green business certification program.

Organizational Structure

Action Item O1: Create an energy and climate committee comprised of residents who are appointed and empowered to provide advice and recommendations to the City's leaders.

Implementation Method:

- I. Determine the scope, objectives, and potential structure of an energy and climate committee. For example, see the charter for the Montgomery County, MD Energy and Air Quality Committee [here](#). The committee is comprised of about a dozen county residents who serve 2-year terms. The committee meets once a month with an assigned county employee, and its members discuss energy-related issues of importance to residents and provide recommendations to the county executive and council.
- II. Present the proposal to the city/county council or relevant governing body for approval. Advocate for the establishment of the energy and climate committee by highlighting its potential benefits for the community, such as promoting sustainability, reducing greenhouse gas emissions, and enhancing resilience.
- III. Advertise the opportunity for residents to apply or nominate candidates for the energy and climate committee. Utilize various outreach channels, including social media, local newspapers, community newsletters, and neighborhood associations. Ensure outreach efforts are inclusive and accessible to all residents.

Communication and Outreach

The Environmental Stewardship Plan will be posted on the municipality's website. The municipality will engage in efforts to inform residents about the plan, including annual

updates. The municipality will also utilize various channels such as social media, workshops, and community events to raise awareness and foster engagement.

The greenhouse gas emissions modeling and inventory will be updated every five years. The Environmental Stewardship Plan should be evaluated, and amended as appropriate, in this same five-year period.

Monitoring and Verification

Danville will seek to implement two action items that will be important to ensure effective monitoring and verification.

1. Create an energy and climate committee comprised of residents who are appointed and empowered to provide advice and recommendations to the City's leaders.
2. Hire a Sustainability Specialist who will serve as the point person on all energy, climate, and resilience issues.

The energy and climate committee will consist of residents who volunteer to serve on the committee for a period, such as a two-year term, and meet monthly to discuss issues related to energy and the climate. A government employee serves as the liaison between the committee and the government. The committee has the potential to monitor and verify progress on the environmental stewardship plan and provide advice and guidance.

The sustainability specialist should be a new hire with responsibility for coordinating various parts of the environmental stewardship plan with the appropriate government offices. This person acts as the lead person to assist with implementation of the environmental stewardship plan.

CONCLUSION

The Environmental Stewardship Plan seeks to reduce the energy burden (costs) on Danville residents, as well as ensuring equitable distribution of the benefits of energy savings. The plan also seeks to ensure energy independence, security, community-wide sustainability and resilience.

This Plan represents a joint community-government effort at addressing mutual concerns about Danville's energy and climate future. The Plan's success will depend on continued engagement with community members, both inside Danville, throughout Virginia, and throughout the country.

Council Letter City of Danville, Virginia



CL - 2084

NOT FOR PUBLIC HEARING 1.

Planning Commission REGULAR MEETING

Meeting Date: June 9, 2025

Subject:

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

BACKGROUND

Developers, Sycamore Development Corporation, have filed an application for reimbursement of expenditures made for improvements for the development of a twenty-four (24) detached single-family unit subdivision located off of River Oak Drive and identified as "The Ridge at River Oak". The submitted Master Subdivision Plan calls for one (1) new street that begins at River Oak Drive and ends in a cul-de-sac. The application has been filed in compliance with Article 9 of the City Code.

City Code Section 9-235 requires that the Planning Commission complete and forward a report to the City Council as it relates to the subdivision as of the time of the reimbursement request. The Planning Commission report shall contain information as to the planning of the subdivision as it relates to schools, parks and recreation, and other applicable City departments and agencies and City services.

Ordinance 2024-03.04 was approved by City Council on March 5, 2024, to rezone a ten (10) acre parcel off of River Oak Drive from T-R, Threshold Residential to NT-R, Neo-traditional Residential. The vote from City Council was 7-1-1 with the condition that a second egress be created as an emergency egress for the development. The request for rezoning was first reviewed by the Planning Commission on February 12, 2024, where it was approved by a vote of 4-3. The preliminary plat for this request identified the creation of twenty-four (24) detached single-family units.

The proposed development is to be located on a vacant ten (10) acre tract, Parcel ID 60495. The development is consistent with the NT-R, Neotraditional Residential development regulations and the Comprehensive Plan titled "A Comprehensive Plan for a Unified Future". Parcel 60495 was once part of a larger tract, Parcel 51484. The request to subdivide Parcel 51484 was approved by the Planning Commission on February 12, 2024.

The Master Subdivision Development Plan submitted with the application for reimbursement of expenditures is the same preliminary plan that was submitted for the Planning Commission to review during its February 12, 2024, meeting. The development proposal has not been altered to incorporate the condition determined by City Council on March 5, 2024 that a secondary emergency egress be provided.

The Master Subdivision Development Plan was submitted to the Danville Public School System for review. The response received from Dr. Hairston, "Reviewing the design, the development would have

minimum impact on the school district. Schoolfield Elementary has the capacity to serve additional K-5 students".

The City Parks and Recreation has determined that the existing park infrastructure can adequately serve the increase in population that may be created by the completion of the Master Subdivision Development Plan.

Parcels created with construction of the Master Subdivision Development Plan must connect to public services for water, sewer and power. Reviews from Public Works and the Utilities Department have determined that the proposal can adequately be served with the existing capacity on River Oak Drive.

RECOMMENDATION

It is recommended that the Planning Commission recommend approval of the Master Subdivision Development Plan with the condition that the Plan be altered to create the required secondary emergency egress prior to submission for City Council review.

Attachments

1. West Main Master Development Plan
 2. Ordinance 2024.03.04
-

NOTES:

1. THIS PRELIMINARY SUBDIVISION MAP HAS BEEN PREPARED FROM RECORD DOCUMENTS. NO FIELD WORK WAS PERFORMED BY THIS FIRM FOR THIS SITE, ACCURACY DEPENDANT UPON SUCH.
2. THIS COMPOSITE MAP HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE, DOES NOT NECESSARILY SHOW ALL ENCUMBRANCES ON THE PROPERTY.
3. THE AREA SHOWN HEREON IS NOT LOCATED WITHIN FLOOD HAZARD ZONE 'AE' FOR A 100 YEAR FLOOD AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY AS SHOWN ON COMMUNITY-PANEL MAP 51143C0629E DATED 09-29-2010.

THE DEDICATION OF RIGHT OF WAY SHOWN ON THIS PLAT IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS. ALL RIGHT OF WAY AND ROADS ARE OF THE WIDTH AND EXTENT SHOWN AND ARE DEDICATED TO PITTSYLVANIA COUNTY, FREE AND UNRESTRICTED BY ANY PREVIOUS AGREEMENTS EXCEPT AS NOTED ON THIS PLAT AS OF THE TIME OF RECORDATION. THE DEDICATION OF RIGHT OF WAY TO PITTSYLVANIA COUNTY INCLUDES GRANTING THE MAINTENANCE OF PUBLIC FACILITIES WITHIN THE BOUNDARIES OF THE RIGHT OF WAY SHOWN HEREIN. ALL RIGHT OF WAY IS FOR SURFACE AND UNDERGROUND DRAINAGE AND UNDERGROUND UTILITIES, EXCEPT AS RESTRICTED IN THE USE AS SHOWN ON THIS PLAT.

THE SUBDIVISION OF LAND DESCRIBED HEREIN IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES. THE OWNERS CERTIFY THAT THEY ARE THE FEE SIMPLE OWNERS OF SAID LOT AND ARE LEGALLY ENTITLED TO SUBDIVIDE THE SAME.

SIGNED

NAME TITLE

COMMONWEALTH AT LARGE TO WIT:
STATE OF VIRGINIA
COUNTY/ CITY OF

I, _____, A
NOTARY PUBLIC IN AND FOR THE STATE
AFORESAID, DO HEREBY CERTIFY THAT THE
OWNER:

_____, WHOSE NAME
(NAME) (TITLE)
IS SIGNED HEREON HAS ACKNOWLEDGED THE
SAME BEFORE ME THIS _____ DAY OF _____,
20____.

MY COMMISSION EXPIRES:

KEITH ROBINSON
INST 13-2487
INST 11-3344 (PLAT)
PID 58218

MAP REF: INST 05-4510

CALEB DURBIN
INST 22-1653
DB 898 PG 370 (PLAT)
PID 53861

LOT 7 SECTION C
SCOTT HUNTER RANDLETT
TAMMY M. RANDLETT
INST 20-1832
MB 3 PG 4
PID 54212

ROYGER L. ROBERTSON
VICKI A. ROBERTSON
INST 16-1799
DB 928 PG 57 (PLAT)
PID 56092

DAVID L. CHURCH
SHIRLEY A. CHURCH
INST 11-0727
DB 904 PG 239
PID 53406

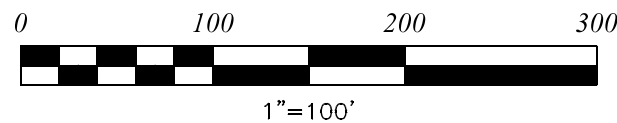
LOT 4A
JAMES F.
SUTHERLAND
JANICE A
SUTHERLAND
DB 513 PG 16
MB 3 PG 4
PID 53630

LOT C
KOKOU D. KASSA
IYA B. KASSA
INST 18-1940
MB 3 PG 20
PID 56711

JULIO C. ROJAS
VIRGINIA R. ROJAS
INST 23-0184
INST 93-2314 (PLAT)
PID 57105

SOURCE OF TITLE:
BESS COMPANY
INST 05-5015

PLAT OF REFERENCE:
INST 05-4510 & OTHERS NOTED IN ADJOINER INFO



157.18 ACRES+/- (PID 51484)
-6.592 ACRES LOTS 1-24
-0.843 ACRES - PROPOSED R/W
-1.939 ACRES COMMON AREA
-0.737 ACRES FUTURE ACCESS
-13.600 ACRES (LOT 25)
133.469 ACRES (RESIDUE)

COMMON AREA
1.939 ACRES

PROPOSED
REGIONAL
STORMWATER
POND

LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L1	N 49°57'25" W	52.59'	L35	N 38°06'27" E	34.11'
L2	N 49°57'25" W	17.90'	L36	N 44°32'30" E	46.52'
L3	N 30°28'29" W	21.24'	L37	N 36°44'30" E	60.51'
L4	N 08°26'11" W	9.31'	L38	N 40°50'46" E	35.51'
L5	N 08°26'11" W	52.01'	L39	N 36°57'14" E	38.17'
L6	N 08°26'11" W	52.01'	L40	N 30°19'07" E	87.56'
L7	N 08°26'11" W	52.01'	L41	N 10°27'20" E	33.69'
L9	N 09°01'02" W	7.55'	L42	S 10°27'20" E	38.21'
L10	S 09°01'02" E	7.55'	L43	S 39°20'05" E	113.67'
L11	S 08°26'11" E	36.00'	L44	S 20°18'40" E	209.19'
L12	S 08°26'11" E	52.00'	L45	S 20°18'40" E	12.34'
L13	S 08°26'11" E	52.00'	L46	S 26°14'52" E	66.91'
L14	S 08°26'11" E	29.05'	L47	S 16°51'47" E	71.42'
L15	S 30°28'29" E	21.24'	L48	S 41°08'45" W	51.61'
L16	S 49°57'25" E	44.16'	L49	S 09°57'39" E	62.03'
L17	S 49°57'25" E	26.33'	L50	S 09°57'39" E	11.18'
L18	N 24°47'09" W	97.33'	L51	S 07°39'21" W	42.49'
L19	N 32°46'59" E	171.42'	L52	S 07°39'21" W	25.54'
L20	N 77°46'09" E	124.21'	L53	S 22°22'54" E	28.29'
L21	N 81°33'46" E	153.21'	L54	S 22°22'54" E	53.58'
L22	N 81°33'49" E	142.04'	L55	S 22°22'54" E	20.75'
L23	N 81°33'49" E	141.78'	L56	S 07°12'53" E	39.47'
L24	N 81°33'49" E	154.69'	L57	S 07°12'53" E	23.75'
L25	N 84°19'03" E	158.07'	L58	S 42°32'08" E	34.09'
L26	N 84°01'29" E	167.09'	L59	S 42°32'08" E	34.09'
L27	N 81°50'23" E	172.96'	L60	S 28°18'10" E	19.35'
L28	N 83°42'32" E	183.58'	L61	S 28°18'10" E	19.35'
L29	N 83°42'32" E	148.99'	L62	S 54°30'45" E	44.41'
L30	N 41°33'18" E	27.65'	L63	S 20°36'36" E	10.43'
L31	N 55°47'20" E	35.83'	L64	S 20°36'36" E	53.67'
L32	N 47°26'49" E	43.36'	L65	S 37°38'35" W	27.85'
L33	N 23°53'43" E	45.47'	L66	S 18°06'45" E	36.95'
L34	N 11°43'30" E	56.97'			

CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	3°10'04"	275.00'	15.20'	N 48°22'23" W	15.20'
C2	8°22'15"	325.00'	47.48'	N 45°46'17" W	47.44'
C3	10°16'48"	325.00'	58.31'	N 36°26'46" W	58.23'
C4	0°49'53"	325.00'	4.72'	N 30°53'26" W	4.72'
C5	9°20'52"	325.00'	53.02'	N 20°39'00" W	52.97'
C6	7°32'23"	325.00'	42.77'	N 12°12'22" W	42.74'
C7	3°18'53"	275.00'	15.91'	N 07°21'36" W	15.91'
C8	54°18'53"	17.00'	16.12'	N 36°10'28" W	15.52'
C9	14°49'23"	55.00'	14.23'	N 55°55'13" W	14.19'
C10	57°23'45"	55.00'	55.10'	N 19°48'39" W	52.82'
C11	56°19'38"	55.00'	54.07'	N 37°03'02" E	51.92'
C12	57°34'07"	55.00'	55.26'	S 86°00'05" E	52.97'
C13	63°02'01"	55.00'	60.51'	S 25°42'01" E	57.50'
C14	39°28'51"	55.00'	37.90'	S 25°33'25" W	37.15'
C15	54°18'53"	17.00'	16.12'	S 18°08'24" W	15.52'
C16	0°16'30"	325.00'	1.56'	S 08°52'47" E	1.56'
C17	2°49'14"	325.00'	16.00'	S 07°19'55" E	16.00'
C18	4°47'15"	275.00'	22.98'	S 10°49'48" E	22.97'
C19	11°06'51"	275.00'	53.34'	S 18°46'51" E	53.26'
C21	1°11'01"	275.00'	5.68'	S 31°04'00" E	5.68'
C22	12°46'04"	275.00'	61.28'	S 38°02'33" E	61.15'
C23	5°31'50"	275.00'	26.54'	S 47°11'30" E	26.53'
C24	9°34'32"	325.00'	54.32'	S 45°10'09" E	54.25'

JEFFREY E. MCDOWELL
HEATHER J. MCDOWELL
INST 11-0374
INST 11-313 (PLAT)
PID 51470

PROPERTY LINE
FOLLOWS
CREEK FROM
'D' TO 'E'

CITY OF DANVILLE SURVEYORS CERTIFICATE (SUBDIVISIONS):

SURVEYORS CERTIFICATE:
I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE PLANNING COMMISSION AND CITY COUNCIL, AND ORDINANCES OF THE CITY OF DANVILLE, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS, DIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH GIVEN UNDER MY HAND THIS FIFTH DAY OF FEBRUARY, 2024.

RICHARD B. ARMSTRONG, JR. LS 3017



CITY APPROVAL CERTIFICATION:

I CERTIFY THAT THIS PLATTING IS IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE AND HEREBY APPROVED IN ACCORDANCE WITH CODE OF THE CITY OF DANVILLE 2004, AS AMENDED.

CITY ENGINEER

ZONING ADMINISTRATOR

SHEET 1 OF 3

DRAWN BY: RBA | DATE: 02-05-2024 | PROJECT #230265-2

ARMSTRONG
CIVIL
105 NORTH MAIN ST. GRETNA, VA 24557. 434-656-1051
ARMSTRONGCIVIL.COM
INFO@ARMSTRONGCIVIL.COM

PLAT SHOWING
SUBDIVISION FOR
1700 W. MAIN ST
CITY OF DANVILLE, VIRGINIA

PRESENTED: March 5, 2024

ADOPTED: March 5, 2024

ORDINANCE NO. 2024 – 03.04

AN ORDINANCE REZONING FROM T-R THRESHOLD RESIDENTIAL ZONING DISTRICT TO NT-R NEOTRADITIONAL RESIDENTIAL ZONING DISTRICT A TEN (10) ACRE PORTION OF PARCEL ID 51484 (1700 WEST MAIN STREET)

WHEREAS, in accordance with the Code of the City of Danville, Virginia, 1986, as amended, Chris Vail and Brent Cochran on behalf of Sycamore Development Company, has requested to rezone from the T-R Threshold Residential zoning district to NT-R Neotraditional Residential zoning district, a ten (10) acre portion of Parcel ID 51484 (1700 West Main Street), of the City of Danville, Virginia Zoning District Map.

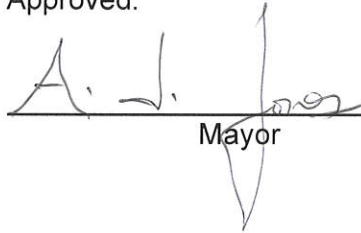
NOW THEREFORE BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Rezoning Application PZ24-00033, Chris Vail and Brent Cochran on behalf of Sycamore Development Company, requesting to rezone from the T-R Threshold Residential zoning district to NT-R Neotraditional Residential zoning district, a ten (10) acre portion of Parcel ID 51484 (1700 West Main Street) of the City of Danville, Virginia Zoning District Map, is hereby received; and

BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, Rezoning Application PZ24-00033, filed by Chris Vail and Brent Cochran on behalf of Sycamore Development Company, requesting to rezone from the T-R Threshold Residential zoning district to NT-R Neotraditional Residential zoning district of the City of Danville, Virginia Zoning District Map, and is hereby approved, with the following conditions:

1. A secondary emergency point of egress must be provided.

BE IT FINALLY ORDAINED that a ten (10) acre portion of Parcel ID 51484, of the City of Danville, Virginia District Map is hereby amended to reflect the same.

Approved:



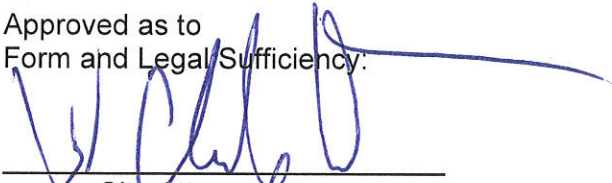
Mayor

Attest:



City Clerk

Approved as to
Form and Legal Sufficiency:



City Attorney

**PLANNING COMMISSION MINUTES
MAY 12, 2025**

MEMBERS PRESENT

**Mr. Petrick
Mr. Dodson
Mr. Jones
Ms. Evans
Mr. Townes**

MEMBERS ABSENT

**Mr. Khan
Mr. Ranson**

STAFF

**Renee Burton
Cynthia Lester
Clarke Whitfield
Shanika Williams
Stefanie Jackson**

ITEMS FOR PUBLIC HEARING:

1. Rezoning application PZ25-00203 filed by Thomas Mickens rezone (Parcel 20035) North Ridge Street from OT-R Old Town Residential to CB-C Central Business.

Mr. Petrick opened the Public Hearing.

Mr. Mickens stated. My father and I bought the property and wanted to make it commercial because even the people next door that have a medical center tried to use the parking space before and were told they couldn't park there, they also offered to pay them to help the community as well. For it to be residential there's no building there.

Ms. Evans stated. Who else do you think will park there besides the medical people?

Mr. Mickens stated. The radio station, bank around the corner and federal court building.

Ms. Evans stated. Will you be charging to park?

Mr. Mickens stated. Yes, there is a lot of space so some will be public, and some will be paid for.

Mr. Petrick closed the Public Hearing.

Ms. Evans stated. I have a question for staff. Was this legal non-conforming when American National used it for their employees?

Ms. Burton stated. It was used specifically for that one particular use. Just for American National. Now, that he's going to open up as a commercial operation for multiple people to use this is where the rezoning requirement comes in.

Ms. Evans made a motion to approve application PZ25-00203. Mr. Dodson seconded the motion. The motion passed by a 5-0 vote.

2. Rezoning application PZ25-00228 filed by Averett University to rezone (Parcel 72810) 671 Mt. Cross Road from HRC Highway Retail Commercial to -C Transitional Office.

Mr. Petrick opened the Public Hearing.

Mr. Miller stated. I am the director of Athletics speaking for Averett University. We purchased the house in 2022, and due to space for coaches, we open the space to use the bedrooms for offices and allow our coaches to have more space as opposed to rental property. The garage area was where they put some hitting nets to where if it was inclement weather, and the basement is used for storage of athletic equipment.

Mr. Petrick stated. You don't anticipate any additional use, continue to operate as it has?

Mr. Miller stated. It will strictly be office space for some of our coaches, especially those that are off-site such as golf, and storage.

Ms. Evans stated. Do you have any other property that you are using that has not been approved by the City Council?

Mr. Miller stated. Not that I'm aware of. I was not aware this had never been rezoned.

Ms. Evans stated. Are you agreeable to the off-street parking requirements?

Mr. Miller stated. Yes, it is primarily just the 3 coaches that are usually there.

Ms. Evans stated. Are you requesting a sign permit for your sign?

Mr. Miller stated. I will check with my president, and we will remove the sign or request permission to have this sign up there, it was put up as marketing so when people enter, they would see the Averett sign.

Mr. Petrick closed the Public Hearing.

Ms. Evans stated. I want to let staff know I didn't see any signs when I looked at properties yesterday.

Mr. Dodson made a motion to approve application PZ25-00228 with conditions. Mr. Jones seconded the motion. The motion was approved by a 5-0 vote.

3. Code amendment request PZ25-00261 filed by Belk Architecture to amend Chapter 41 entitled "Zoning Ordinance" of the City of Danville, 1986 as amended. Specifically, amend Article 3.K Section C to create Item 31 "Waiver of Maximum Density."

Mr. Petrick opened the Public Hearing.

Mr. Dowling stated. I'm one of the owners of 18F Danville LLC. I'm here to answer any questions.

Mr. Petrick closed the Public Hearing.

Ms. Evans made a motion to approve application PZ25-00261. Mr. Townes seconded the motion. The motion was approved by a 5-0 vote.

4. Special Use Permit application PZ25-00243 filed by 18F Danville LLC to allow multifamily dwellings at (Parcel 21498) 18 Floyd Street as principal use in accordance with Article 3.K Section C.

Mr. Petrick opened the Public Hearing.

Mr. Dowling stated. Member of 18F Danville LLC.

Mr. Petrick stated. Do you intend to have egress and ingress from behind the building? From the bus terminal side is that going to be open for parking behind there?

Mr. Dowling stated. Yes, we'll have ADA parking and drop off there but no additional parking.

Mr. Petrick stated. The bank still owns that parcel behind you?

Mr. Dowling stated. Yes.

Mr. Dodson stated. If approved, how soon do you think you could begin work?

Mr. Dowling stated. We are trying to close our loan with Virginia housing and right now we are looking to break ground in July.

Ms. Evans stated. Have you considered building 3-bedroom apartments?

Mr. Dowling stated. We actually will have a couple of 3 bedrooms. These units will be fairly large for what else is in the market downtown.

Mr. Petrick closed the Public Hearing.

Ms. Evans made a motion to approve application PZ25-00243. Mr. Jones seconded the motion. The motion was approved by a 5-0 vote.

5. Special Use Permit application PZ25-00249 filed by Seamster Family, LLC to allow a commercial communication tower at (Parcel 78111) 680 River Park Drive in accordance with Article 2 Section R.

Mr. Petrick opened the Public Hearing.

Ms. Schweller stated. I am the attorney with Williams, Mullen representing the applicant. The project manager is Sean Chai. The proposed Tower would be located immediately to the East of the expressway, west of the airport and on the south side of River Park Drive in an industrial area. You can see that this entire area is zoned light economic development. So, it's surrounded by industrial parcels as well. The project exceeds all of the required setbacks, and it would be an accessory use on the Wilco property 75 by 75-foot lease area and within that 50 by 50-foot, compound for the ground equipment and the monopole. The monopole is proposed at 150 feet, which is the maximum allowed by the zoning ordinance and we've submitted an administrative eligible facilities modification request for 170 feet. Our request to the FAA 4175, there would be space for at least two additional wireless providers. This would promote your desire to have fewer towers and the ability for other providers to co-locate on existing towers. You do a balloon test to evaluate the weight, the visual impact on the neighboring properties. The first one is from the northwest at the intersection of Monument Street and Cabell Street, it's about a mile and a half. So, you can see there's very little visual impact from that distance. And then about a third of the mile Northwest, when you're on the ramp you would be able to see it along with other infrastructure in that area. And from River Park Drive, and Stinson Drive, about a quarter mile east of the site, it would be visible from that location as well. 150 Slaton Avenue is another industrial property nearby. Three quarters of a mile north of the side. It will not be visible. We were asked to check the location. So, in summary we believe that this proposed communications Tower is consistent with yours, it meets all of the requirements of your code and is consistent with the goals of your comprehensive plan. Wireless communication, as you know, is essential to economic development and public safety. And for convenience, not only traveling in your car, but working from home, healthcare education and governmental communications.

Ms. Evans stated. If a strong wind comes is there breaking in half?

Ms. Schweller stated. The tower actually is so far from setback from every property boundary line that it wouldn't, its farther set back than the height of the tower.

Mr. Petrick closed the Public Hearing.

Mr. Dodson made a motion to approve application PZ25-00249. Ms. Evans seconded the motion. The motion was approved by a 5-0 vote.

6. Rezoning application PZ25-00250 filed by Danville Ventures, LLC to rezone (Parcel 55063) West Main Street from OT-R Old Town Residential to HR-C Highway Retail Commercial.

Mr. Petrick opened the Public Hearing.

Ms. Evans stated. Staff, you have any idea why the applicant is not present.

Ms. Burton stated. We have no correspondence from them.

Mr. Petrick stated. Were there specific issues with the particular application, except for the one condition.

Ms. Burton stated. No, that's the only condition. They're looking to do a resurfacing and some upgrades on their parking lot with a consolidation and you cannot consolidate 2 Parcels that have 2 separate different zoning classifications, so they needed to rezone to one unique Zone classification.

Mr. Petrick closed the Public Hearing.

Ms. Evans made a motion to postpone application PZ25-00250. Ms. Dodson seconded the motion. The motion was approved by a 5-0 vote.

7. Special Use Permit application PZ25-00254 filed by BCH Properties, LLC to allow a contractor's office, shop, and storage yard at (Parcel 21609) Industrial Avenue in accordance with Article 3.0 Section C Item 5.

Mr. Petrick opened the Public Hearing.

Mr. Murill stated. My wife and I want to do a granite shop coming in from Richmond. We will also be selling tile and flooring.

Ms. Evans stated. Do you agree with the fence with the opaque screening on both sides of the building. Because it looked like there was contractor material on both sides.

Mr. Murill stated. Yes.

Mr. Petrick closed the Public Hearing.

Mr. Jones made a motion to approve application PZ25-00254 with noted conditions. Ms. Evans seconded the motion. The motion was approved by a 5-0 vote.

8. Rezoning application PZ25-00255 filed by Blackstone Building Group LLC to rezone (Parcel 77922, 77921, 7920, 77919, 77925 and 71138 from S-R Suburban Residential to A-R Attached Residential.

Mr. Petrick opened the Public Hearing.

Mr. Byers stated. I'm with Blackstone Building Group. The original master plan but because of the water issues and trying to get the lots. To configure for the reimbursement agreement, it was advised that we go back and file 4 different applications, 2 for the commercial and the residential. From the bird side view, nothing's really much changed in the project just cleaned some things up.

Ms. Cherochak stated. I have a couple questions, what is the probability that the city would be unable to provide the adequate water pressure to this community, and if this gets rezoned then what? Then if it's something that perhaps if he went with more senior housing, that would be something that would be sufficient or adequate or do we end up with land that's rezoned, and it never get developed? I am concerned about the wetland and the parcel that is immediately across Vandola Road. The neighbors and I have been speculating a whole lot as to what it's going to look like. I think it is going to be good for our community, I just hope that we're not over-building.

Mr. Petrick stated. A lot of these things are conditional. That are going to be required before this project eventually is approved and one of them is the issue of water pressure.

Ms. Burton stated. The water pressure situation will have to be corrected, whether it is developed as elder housing or single-family dwellings or townhomes. It needs to be addressed before there can be additional construction in this particular area. Right now, the situation is being worked out between Mr. Byers and the Department of Utilities. So, they are working out how that's going to happen. If that does not happen, you can't build because there will be enough water pressure to be able to occupy the structures.

Ms. Cherochak stated. Is there any way to know exactly what is designated as wetland space? That will be preserved in that whole community.

Ms. Burton stated. We have that information in our department. The actual construction will be reviewed from, and erosion sediment control inspector and that information will be available through those permitting processes.

Mr. Petrick closed the Public Hearing.

Ms. Evans made a motion to approve application PZ25-00255. Mr. Jones seconded the motion. The motion was approved by a 5-0 vote.

9. Rezoning application PZ25-00256 filed by Blackstone Building Group LLC to rezone (Parcel 77918 and 77608 from S-R Suburban Residential to N-C Neighborhood Commercial.

Mr. Petrick opened the Public Hearing.

Mr. Byers stated. We are currently working on a possible Urgent Care, Medical Office, for the site.

Mr. Petrick closed the Public Hearing.

Mr. Townes made a motion to approve application PZ25-00256. Mr. Jones seconded the motion. The motion was approved by a 5-0 vote.

10. Rezoning application PZ25-00257 filed by Blackstone Building Group LLC to rezone (Parcel 71143 from S-R Suburban Residential to HR-C Highway Retail Commercial.

Mr. Petrick opened the Public Hearing.

Mr. Byers stated. The parcel along Riverside.

Mr. Petrick stated. I know you gave a list of proposed uses, do you have an idea of what you might be putting there.

Mr. Byers stated. I can't announce we are working with local's restaurant tour on a possible bistro, wine, coffee bar where there would be a drive-thru with indoor and outdoor seating. We will be putting a connector where the 55 and older community can walk over to this. Possibly a mini pharmacy with the drive-thru at the other end of the building and then leave 2 more bays in the middle for other possible service uses retail.

Mr. Petrick stated. You sure have a captive audience as far as the market is concerned. I am curious about vehicular traffic, is access to that only going to be from Westover Drive.

Mr. Byers stated. At Cayewood, you come off of Riverside Drive and enter and exit off of Cayewood.

Mr. Petrick stated. This is quite the project. I'm anxious to see you break ground.

Mr. Petrick closed the Public Hearing.

Ms. Evans made a motion to approve application PZ25-00257 on the condition the egress may only be on Cayewood Lane. Mr. Dodson seconded the motion. The motion was approved by a 5-0 vote.

11. Special Use Permit application PZ25-00258 filed by Preferred Management Group to allow more than one (1) short-term rental per parcel at (Parcel 23409) 1021 Main Street in accordance with Chapter 41 Article 2 Section Y.

Mr. Petrick opened the Public Hearing.

Ms. Newcomb stated. I own Preferred Management Group. I have Dawn Baker here who is one of the owners of the property. There are 4 operating, and they do so well, they want to furnish this apartment which is the last one in the main structure. There are 8 parking spots in the back, only a few are labeled but they all belong to the property, and we have signage to make it clear for those that opt to go around the back.

Ms. Evans stated. What is the total of units you have.

Ms. Baker stated. It has 3 structures. We have 5 in the main house; we have a middle building unit, and we have a block house unit.

Ms. Evans stated. Are there any long-term renters.

Ms. Baker stated. The two detached buildings are long-term.

Mr. Petrick closed the Public Hearing.

Ms. Evans stated. Staff if we approve this today, does this unit need to come to BZA.

Ms. Burton stated. Yes.

Ms. Evans made a motion to approve application PZ25-00258, with the condition that there are a maximum of 5 short-term rentals at 1021 Main Street. Mr. Dodson seconded the motion. The motion was approved by a 5-0 vote.

12. Major subdivision Plat approval on Vandola Road

Ms. Evans made a motion to approve the major subdivision plat for 70925 at 96 Vandola Road. Mr. Jones seconded the motion. The motion was approved by a 5-0 vote.

Ms. Evans, we are requesting to be added to the special exception permit application, that the property manager contact information. Make sure the applicant is aware that the property manager must live within 30 minutes. Notice to the applicant that the applications may be postponed or denied if the checklist is not completed. And there is a requirement of no open permits. Often times we have applications come to us with open permits. We request the applicants be encouraged to postpone if they have not completed the checklist when the packet is published for the Board of Zoning Appeal and the public. The board will not approve application prior to construction of residents. The Board requests short-term rental maps be included in the neighborhood letters. We request to restrict approvals to 2 people per bedroom and one-off street parking space per bedroom. We request that a list of approved short-term rentals be provided to the police to include property management contact info. We request that a 24-hour contact be provided for complaints, and that the website should refer immediate issues to the police when appropriate. We are not requesting a cap on a total number of short-term rentals at this time, or individual entity can operate. And the board requests to be informed of permit extensions.

Ms. Burton stated we hope to bring some of this information back to you next month.

V. PLANNING DIRECTOR'S REPORT

VI. MINUTES

The minutes of April 7, 2025, were approved by unanimous vote.

With no further business, the meeting adjourned at 3:20 p.m.

s/Cynthia Lester

APPROVED