



PLANNING COMMISSION REGULAR MEETING AGENDA

CITY COUNCIL CHAMBERS

August 11, 2025

2:00 PM

I. WELCOME AND CALL TO ORDER

II. ROLL CALL

III. NEW BUSINESS

1. Special Use Permit application PZ25-00368 filed by Piyush Patel and Kavita Shah to allow a private post office and delivery service establishment at Parcel 55466 (3308 Riverside Drive) in accordance with Article 3.N Section C.
2. Rezoning application PZ25-00370 filed by Hylton Commercial Properties LLC to rezone Parcel 72270 (212 Ingram Road) from S-R Suburban Residential to HR-C Highway Retail Commercial.
3. Special Use Permit application PZ25-00373 filed by Rivermont Schools to allow a school at Parcel 72415 (301 Lowes Drive) in accordance with Article 3.M Section C.

IV. APPROVAL OF MINUTES

1. Approve Minutes from July 7, 2025 Meeting

V. PLANNING DIRECTOR'S REPORT

VI. ADJOURNMENT

STAFF REPORT

DATE: August 11, 2025
TO: Planning Commission
FROM: Renee Burton, Division Director of Planning
RE: Special Use Permit application PZ25-00368 filed by Piyush Patel and Kavita Shah to allow a private post office and delivery service establishment at Parcel 55466 (3308 Riverside Drive) in accordance with Article 3.N Section C.

SUMMARY

Piyush Patel and Kavita Shah have submitted an application for a Special Use Permit (SUP) to establish The UPS Store at 3308 Riverside Drive (Parcel 55466). The property is located within the HR-C, Highway Retail Commercial Zoning District, where private post office and delivery service establishments are permitted by Special Use Permit, in accordance with Article 3.N, Section C of the Zoning Ordinance.

The proposed establishment, located within Riverside Shopping Center, will not require additional parking, even with the inclusion of two designated fifteen-minute spaces. Staff has determined that the existing egresses are adequate to accommodate the additional passenger vehicle and delivery truck traffic anticipated from this use.

RECOMMENDATION

Staff recommends approval of Special Use Permit application PZ25-00368 to allow a private post office and delivery service establishment at Parcel 55466 (3308 Riverside Drive).

ATTACHMENTS

1. Special Use Permit Application
2. 3308 Riverside Drive
3. 3308 Riverside Dr._Aerials
4. 3308 Riverside Dr._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 #:	_____	PC Meeting Date:	_____
Date Received:	_____	Received By:	_____
Parcel ID:	_____	Address:	_____
Existing Zoning:	_____	Future Land Use:	_____

APPLICANT PROVIDED INFORMATION

Property Location:	<u>3308 Riverside Drive Danville VA 25241</u>
Applicant:	<u>Piyush Patel and Kavita Shah</u>
Applicant's Address:	<u>9311 J W Clay Blvd Charlotte NC 28262</u>
Applicant's Phone Number:	<u>804-873-8134</u>
Applicant's Email:	<u>prayosha09@gmail.com</u>

Describe Proposed Request: Request for Special Use Permit to opne The UPS Store

Main propuse to open and oprate UPS Store at this location to Shipping and packaging Etc.

Kavita Shah

Applicant's Signature

07/09/2025

Date

Myla W. Sant Agent 7.9.25

Property Owner's Signature

Date

(if not applicant)

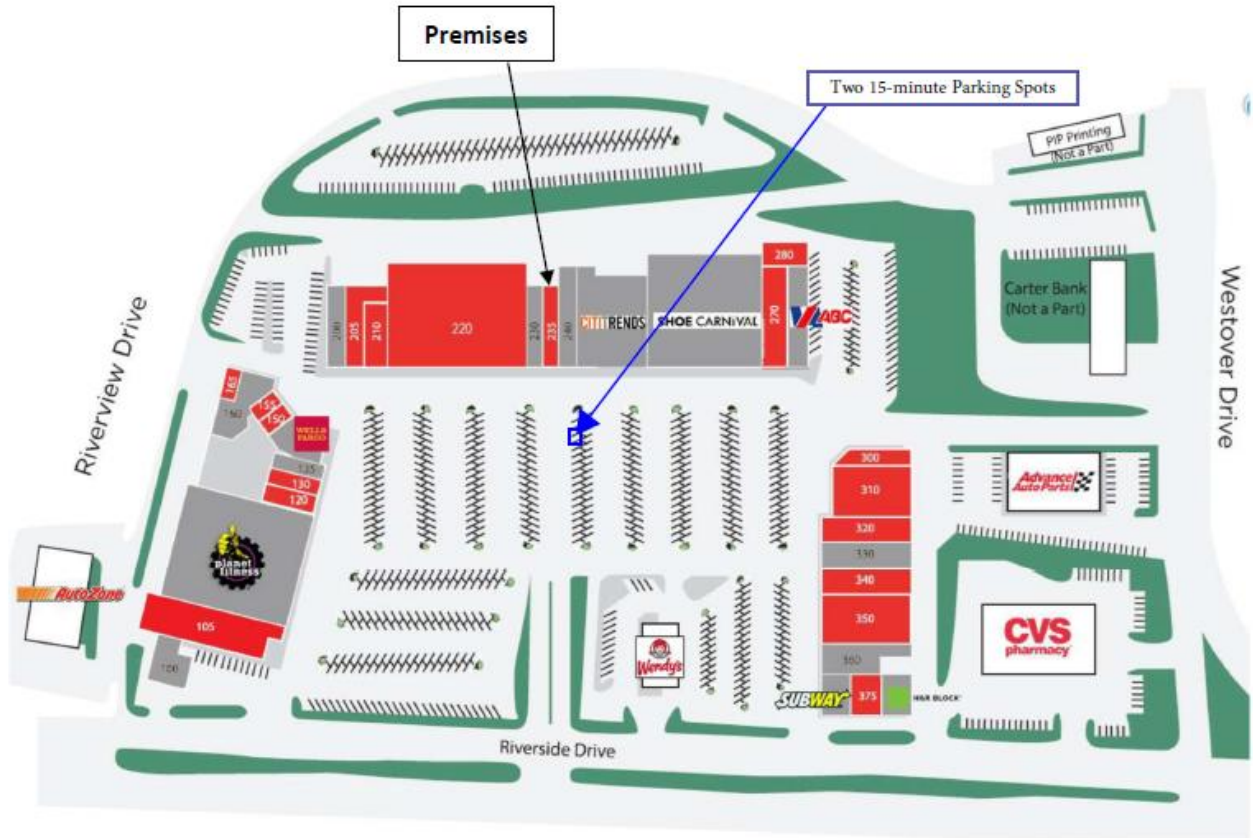
for Protektor Property Management, LLC

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.

EXHIBIT "A"

3308 Riverside Drive, Unit 235



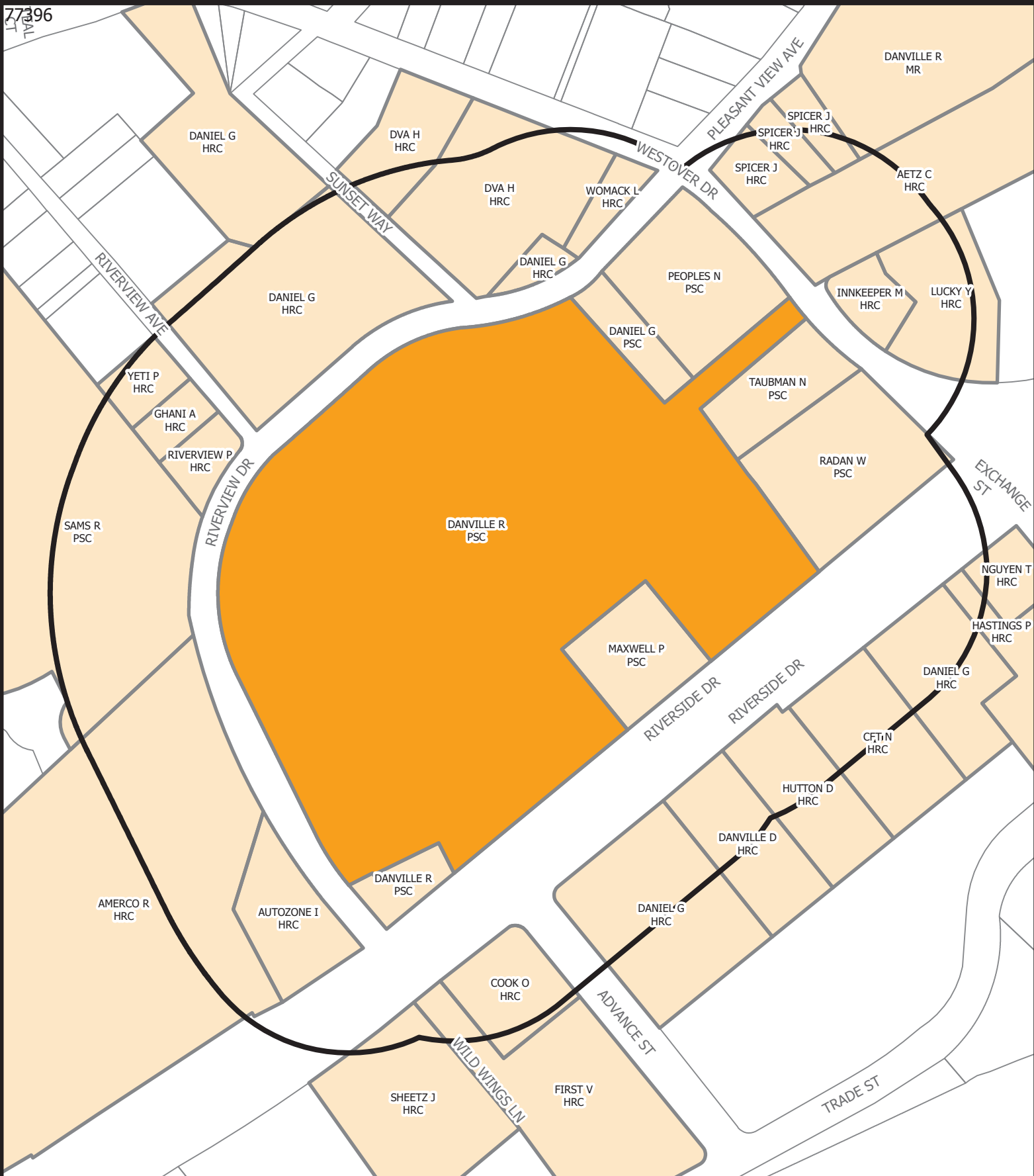


2025 AERIAL IMAGERY OF SUBJECT PROPERTY

Prepared by:
Planning Division
7/11/2025



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SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY

Prepared by:
 Planning Division
 7/11/2025



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STAFF REPORT

DATE: August 11, 2025
TO: Planning Commission
FROM: Renee Burton, Division Director of Planning
RE: Rezoning application PZ25-00370 filed by Hylton Commercial Properties LLC to rezone Parcel 72270 (212 Ingram Road) from S-R Suburban Residential to HR-C Highway Retail Commercial.

SUMMARY

Hylton Commercial Properties LLC seeks to rezone Parcel 72270 at 212 Ingram Road from S-R, Suburban Residential, to HR-C, Highway Retail Commercial for the offices of Southside Mechanical Services, a local plumbing contractor. Formally the Seventh Day Adventist Church School, the property is a 3,624-square-foot commercial space with a 5,040-square-foot utility building in the rear. The applicant has contacted nearby property owners to discuss the proposal and respond to any questions or concerns.

212 Ingram Road, along with the adjacent properties to the south and west, is zoned S-R, Suburban Residential, intended for low-density single-family development. The properties to the north and east are zoned HR-C, Highway Retail Commercial, forming part of the commercial corridor along Riverside Drive. A 300-foot wooded buffer on the subject property separates the buildings from the residential parcels to the west, exceeding the 30-foot setback required by the zoning ordinance for the HR-C district. Additionally, there is an approximate 100-foot buffer between the property and the residential dwelling adjacent to the south on Ingram Road.

The applicants intend to fence the rear yard to allow for future outdoor storage of vehicles and equipment. According to zoning code regulations, outdoor storage is required to be screened from view. There will also be parking requirements at a rate of one (1) space per four (4) persons of the building's occupancy load. A certificate of occupancy would be required prior to operation.

RECOMMENDATION

Planning staff recommends approval of rezoning application PZ25-00370 to rezone Parcel 72270 (212 Ingram Road) with the following conditions:

- A minimum vegetative buffer of 100 feet in the rear yard
- A minimum vegetative buffer of 10 feet in the side yard adjacent to the residential zoning
- Fencing placed in rear yard must include screening to prevent visibility of outdoor storage

- Parking is limited to side and rear yards

ATTACHMENTS

1. Application
2. Applicant's Letter to the neighbors
3. 212 Ingram_Aerials Map
4. 212 Ingram_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 #: PZ25-00370 PC Meeting Date: Aug. 11, 2025
 Date Received: 07/10/2025 Received By: SEJ
 Parcel ID: 72270 Address: 212 Ingram Dr.
 Existing Zoning: SR Proposed Zoning: HR-C

APPLICANT PROVIDED INFORMATION

Applicant: Hyden Commercial Properties LLC
 Applicant's Address: 255 Ranch Dr, Danville, Va 24541

DANVILLE, VA

Applicant's Phone Number: 434-251-9585

Applicant's Email: jhyllan@scouthsidemechanical.com

Purpose for Proposed Amendment: Change to H.R.C to house a plumbing contractors office.

Property Address: 212 Ingram Rd Gross Area/ Net Area: _____

Property Location: N S E W Side of: Riverside Dr

Between: _____ and _____

Proffered Conditions: _____

*Robnar Concrete Corporation of Danville, VA
Admitted*

[Signature]
Applicant's Signature
7/8/25
Date

[Signature]
Property Owner's Signature
(if not applicant)
7/8/25
Date

SOUTHSIDE MECHANICAL SERVICES

"More Than Just a Plumber"



P.O. BOX 11210 DANVILLE, VA. 24543
PHONE: (434) 799-8023 FAX: (434) 799-1716

7/16/25
Re: 212 Ingram Rd

Dear Resident,

You may have received or will soon receive a letter from the City of Danville Planning and Zoning Department notifying you of the potential rezoning of 212 Ingram Rd. We would like to take this opportunity to introduce ourselves and offer a bit of clarification on the matter.

We are George Hylton and Justin Hylton. We are the owners of Southside Mechanical Services. Southside Mechanical Services is a plumbing and mechanical company that has served Danville and surrounding areas for more than 25 years. We are also the owners of Hylton Commercial Properties. Hylton Commercial Properties is in the process of purchasing the property at 212 Ingram Rd to be occupied by Southside Mechanical Services.

The property at 212 Ingram Rd previously was the home to the Seventh Day Adventist Church. In this building they were operating a school and church. This was allowable under the current zoning of Suburban Residential. However, our business cannot operate on a property with such zoning. Therefore we are requesting 212 Ingram Rd to be rezoned to Highway Retail Commercial.

We are sure you may have concerns about a business operating in your vicinity. We would like to address some of the possible concerns you may have. The property has two buildings. The smaller building would house our office staff. The larger building would be our warehouse for materials and equipment. Because most of our business is done on the jobsite, commercial/industrial businesses and the homes of those in our community, we shouldn't be a bother as far as noise. We are aware that some businesses in the construction industry tend to leave a mess around their shop/warehouse areas. We can assure you that is not what you can expect from Southside Mechanical Services. We have the motto "A clean jobsite is an efficient jobsite". This mindset is carried over to our office and shop/warehouse. Also, there will not be an influx of traffic once we're settled. We do not have a lot, if any, walk-up customers. We have the potential for ten office employees and all parking will be within the property. We hope this eases some of your concerns as to the type of neighbor we will be.

We thank you for taking the time to read this letter and allowing us to offer clarification to the notice sent by the City of Danville. Hopefully we are able to obtain the rezoning and will soon be a part of your community.

George Hylton

Justin Hylton

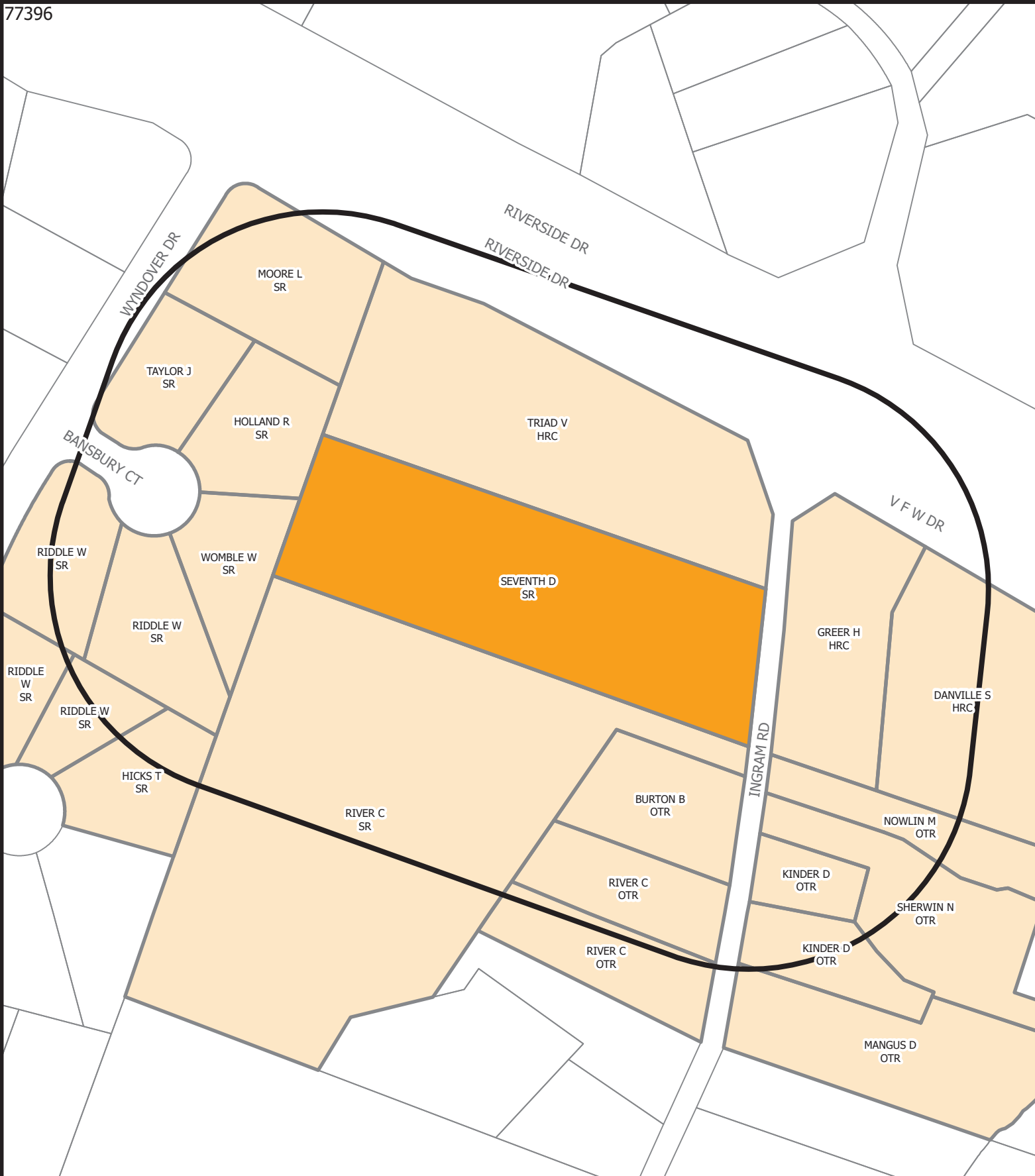


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Planning Division
7/11/2025



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STAFF REPORT

DATE: August 11, 2025
TO: Planning Commission
FROM: Renee Burton, Division Director of Planning
RE: Special Use Permit application PZ25-00373 filed by Rivermont Schools to allow a school at Parcel 72415 (301 Lowes Drive) in accordance with Article 3.M Section C.

SUMMARY

Rivermont Schools has submitted Special Use Permit application PZ25-00373 to allow a private school at 301 Lowes Drive (Parcel 72415). The proposed school will serve students with autism and emotional disabilities, services currently offered at Rivermont's existing location at 441 Piney Forest Road.

Initial enrollment at the facility is projected at approximately 80 students, with expected growth of 10 students annually. Daily transportation, to include bus and van pickup as well as parent drop off, will require a dedicated drop-off and pick-up zone on site. Existing parking appears adequate for the proposed use. However, staff believes a traffic management plan is necessary to ensure internal vehicle traffic does not negatively impact traffic flow along Lowes Drive and has advised the applicant to provide one.

The Danville 2023 Comprehensive Plan encourages adaptive reuse within the PS-C district. This proposal supports that goal by repurposing a vacant commercial building to provide essential services for a vulnerable student population.

RECOMMENDATION

Planning Division recommends approval of PZ25-00373 to allow a school at Parcel 72415 (301 Lowes Drive) with the following condition:

- A traffic management plan be submitted and approved by the Engineering Department.

ATTACHMENTS

1. Application
2. 2198-05_NSS Danville Relocation SK01 - SPACE PLAN 01
3. 301 Lowes Dr._Aerials Map
4. 301 Lowes Dr_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.

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- 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 #:	_____	PC Meeting Date:	_____
Date Received:	_____	Received By:	_____
Parcel ID:	_____	Address:	_____
Existing Zoning:	_____	Future Land Use:	_____

APPLICANT PROVIDED INFORMATION

Property Location:	<u>301 Lowes Dr., Danville VA 24540</u>
Applicant:	<u>Rivermont Schools</u>
Applicant's Address:	<u>2 Villiage Square, Suite 210, Batimore, MD 21210</u>
Applicant's Phone Number:	<u>231-878-5358</u>
Applicant's Email:	<u>jair.kollasch@newstory.com</u>

DANVILLE, VA

Describe Proposed Request: _____

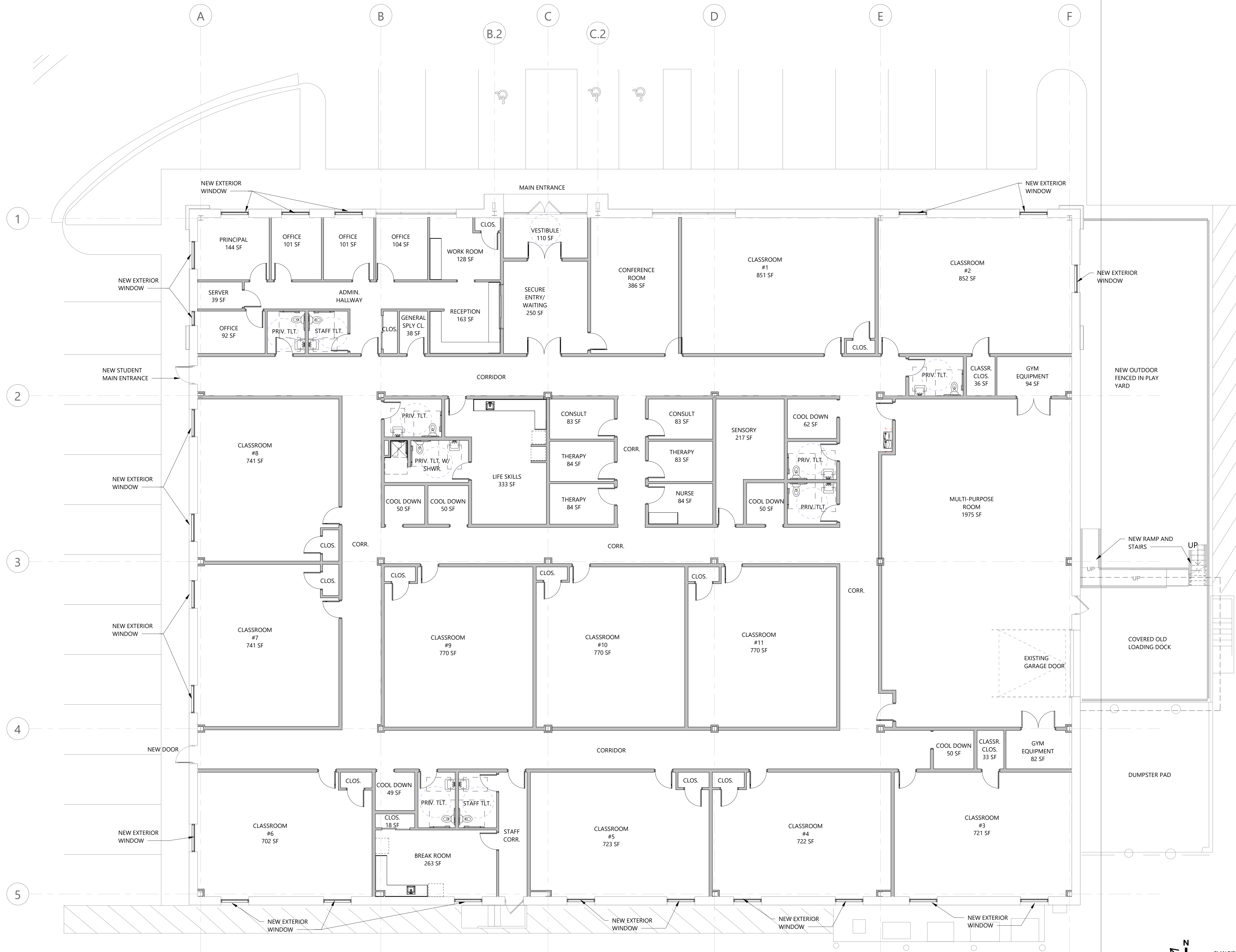
Rivermont Schools exists to offer a safe, nurturing environment for our students with Autism and their families. We ensure that each student's unique needs are met, and that they have the necessary supports to learn, grow and achieve their goals of being productive, independent members of our communities and ultimately, good neighbors. Rivermont Schools has a 38-year history of empowering students with special needs from the Danville community and your surrounding counties.

Jair Kollasch 7/11/25
Applicant's Signature Date
V. P. of Facilities & Development
Jair Kollasch

[Signature] 7/11/2025
Property Owner's Signature Date
(if not applicant)

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:
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 - 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:
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 - 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.



**NEW STORY SCHOOL
DANVILLE RELOCATION**

301 Lowes Dr, Danville, VA 24540

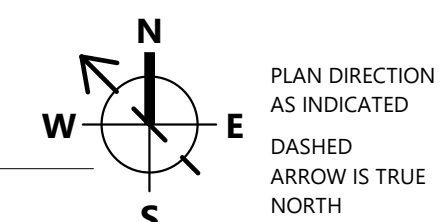
**NOT FOR
CONSTRUCTION**

ISSUE: SPACE PLANNING
 ISSUE DATE: 07/29/2025
 PSH+ No: 2198-05
 AGENCY No: Number
 PROJECT CODE No:

REVISION SCHEDULE		
No.	Description	Date

SHEET: **SPACE PLAN 01**

01 SPACE PLAN 01
SCALE: 1/8" = 1'-0"



SK01

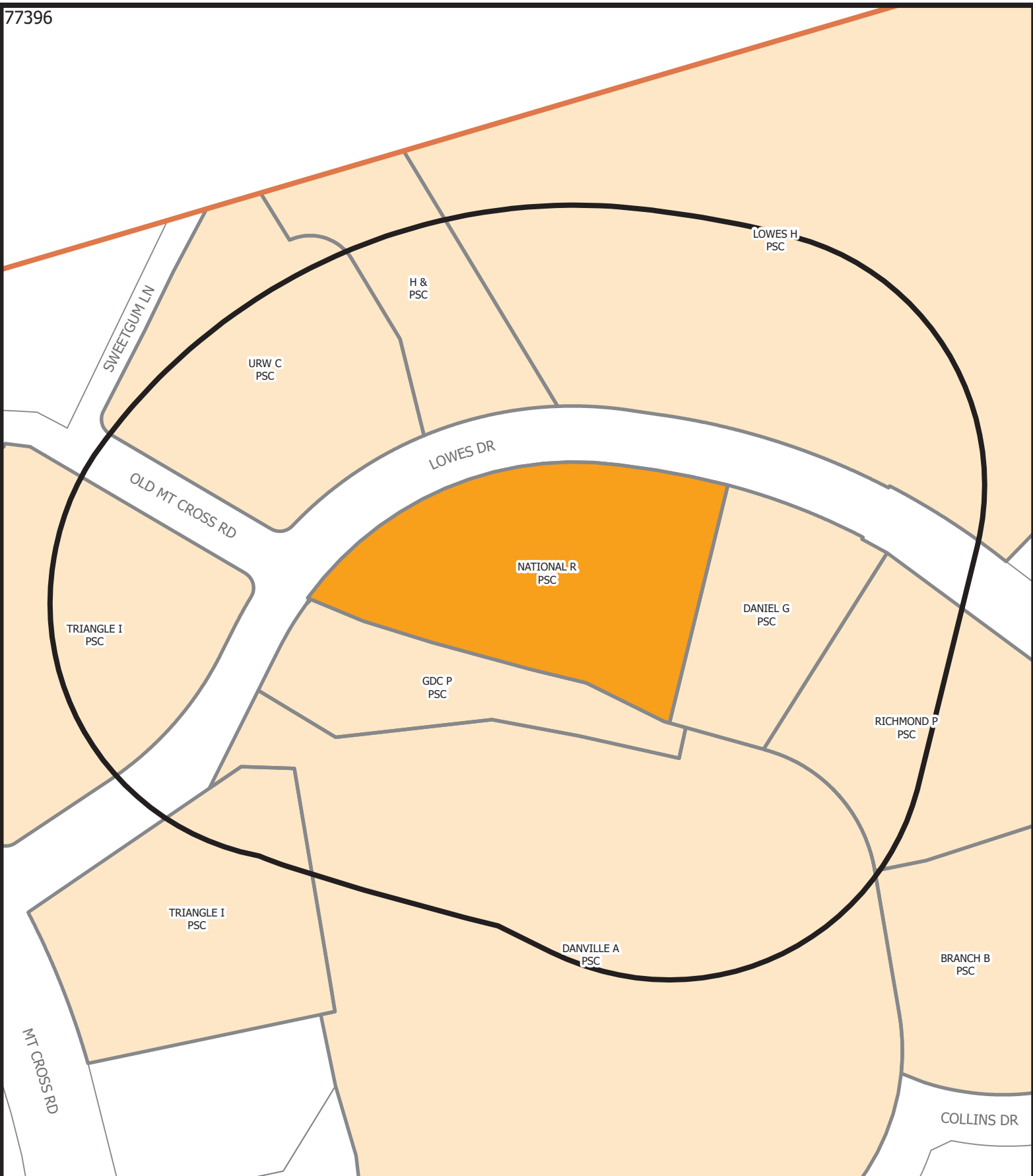


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7/15/2025



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PLANNING COMMISSION MINUTES

July 7, 2025

MEMBERS PRESENT

Mr. Petrick
Mr. Dodson
Ms. Evans
Mr. Kahn
Mr. Ranson
Mr. Jones

MEMBERS ABSENT

Mr. Townes

STAFF

Cynthia Lester
Clarke Whitfield
Shanika Williams
Stefanie Jackson

I. ITEMS FOR PUBLIC HEARING

NEW BUSINESS

1. *Rezoning application PZ25-00322 filed by Mark Wayne Matherly to rezone (Parcel 55167) at 363 Central Blvd. from PSC-O Planned Shopping Center Overlay District to PS-C, Planned Shopping Center Commercial.*

Mr. Petrick opened the Public Hearing.

Mr. Lynn stated. I work for Security Zone at 363 Central Blvd. I am here to answer any questions. Mark is in Connecticut and cannot get back in time for this meeting. We are looking forward to the overlay being taken off. We lost about 8 to 10 parking spaces when the Golden Corral left, we had an agreement with them, they left them for us. The new Tire Center has cut out most of the parking, so we are looking at our options.

Mr. Petrick stated. So, just an extension of parking.

Mr. Lynn stated. Yes

Mr. Petrick closed the Public Hearing

Ms. Evans made a motion to approve Rezoning Application PZ25-00322. Mr. Dodson seconded the motion. The motion was approved by a 6-0 vote.

Ms. Williams stated. We want to make everyone aware of our PLAN Danville Open House, that will be held on July 17th from 5pm – 7pm at Doyle Thomas Park. We will be sharing information on the zoning code and design guidelines updates; multiple city departments will be on site. We would like to welcome everyone to come out and provide feedback and have a good time.

III. MINUTES

June 9, 2025, minutes were approved by unanimous vote.

With no further business, the meeting adjourned at 4:05 p.m.

APPROVED