

Mr. Griffin called the October 7, 2013 meeting of the Botetourt County Planning Commission to order at 6:00 PM, in Meeting Room 102 of the Old District Courthouse in Fincastle, Virginia.

PRESENT: Mr. John Griffin Vice-Chairman  
Mr. Steven L. Kidd, Member  
Mr. Sam Foster, Member  
Mr. Hiawatha Nicely, Jr., Member  
Mrs. Elizabeth Dillon, County Attorney  
Mr. Wade Burkholder, Planning Manager/Zoning Administrator  
Mr. Jeffrey Busby, Planner  
Mrs. Laura Goad, Administrative Assistant

ABSENT: Mr. William R. Hughes, Chairman  
Dr. Donald M. Scothorn, Ex-officio Member

Mr. Griffin welcomed those in attendance. He introduced Staff and Planning Commission members, and then read the procedures for the public hearings.

Mr. Griffin asked if there were any discussions regarding the September 2013 minutes. Hearing none, he requested a motion. Mr. Kidd motioned to approve the September 9, 2013 Planning Commission minutes as written. Mr. Nicely seconded the motion, which was approved 4:0:0:1 with the following recorded vote:

YES: Mr. Kidd, Mr. Foster, Mr. Nicely, Mr. Griffin  
NO: None  
ABSTAIN: None  
ABSENT: Mr. Hughes

Mr. Griffin then noted the Planning Commission would meet in the Kroger parking lot for the field review on Thursday, November 7, 2013 at 3:15 PM and the next Planning Commission would be held Wednesday, November 13, 2013, due to the Veterans' Day holiday.

**Public hearing**

**Buchanan Magisterial District: Lee J. and Rebecca J. Smith, TR., request a special exception permit for a Bed and Breakfast Homestay [up to five (5) guest rooms], with possible conditions, in the Agricultural (A-1) Use District. The 56.56 acre property is located on 544 Pico Road (State Route 625) approximately 0.25 miles southeast of its intersection with Bobletts Gap Road (State Route 643), identified on the Real Property Identification Maps of Botetourt County as Section 65, Parcel 78, and Section 65(4) Parcel 2.**

Mr. Busby read the request aloud and stated the applicants wanted to utilize the recently finished basement area as a one (1) bedroom bed and breakfast. He further stated the bed and breakfast area in the basement included a bathroom, foyer, game room, kitchen, media room, bedroom, powder room, closet, and utility room; there would be no indoor or outdoor events such as weddings, receptions, etc. or signage on site; the special exception request incorporated the entire 56-acre property; and, no physical improvements or alterations were proposed to the dwelling, premises or to existing parking, landscaping, and lighting.

Mr. Busby stated that Staff recommended the following three conditions:

1. Documentation of approval from the Botetourt County Health Department shall be provided to the Zoning Administrator prior to operating the bed and breakfast.
2. A Botetourt County business license shall be obtained if required, prior to operating the bed and breakfast.
3. No other uses or activities such as weddings, receptions, or other special events shall be held on the property, whether indoors or outdoors.

Mr. Busby mentioned an additional concern relayed to Staff, resulting in a proposed fourth condition to limit the SEP to a one (1) bedroom Bed and Breakfast Homestay due to the size of the property.

Mr. Nicely requested clarification on the number of bedrooms allowed in the Bed and Breakfast Homestay.

Mr. Busby responded that by code, up to five (5) bedrooms would be allowed.

Mrs. Rebecca Smith of Buchanan was present and spoke on her own behalf. She said they had lived in many other places, and had gone to a lot of other bed and breakfasts, and she understood the county was looking for other housing.

When Mr. Griffin asked Mrs. Smith if she understood the proposed conditions, Mrs. Smith replied she understood, that one (1) bedroom would be fun and five (5) would be laborious.

Mr. Kidd commented that his questions had been answered.

***There being no one else to speak, Mr. Griffin closed the public hearing.***

Mr. Kidd stated that he had visited the site and had discussed with the Smiths the condition of limiting to one (1) bedroom due to the size of the land, and the possibility of a larger operation down the road.

Neither Mr. Foster nor Mr. Nicely had comments.

Mr. Kidd motioned to approve the SEP request for a Bed and Breakfast Homestay with the following conditions:

1. Documentation of approval from the Botetourt County Health Department shall be provided to the Zoning Administrator prior to operating the bed and breakfast.
2. A Botetourt County business license shall be obtained if required, prior to operating the bed and breakfast.
3. No other uses or activities such as weddings, receptions, or other special events shall be held on the property, whether indoors or outdoors.

4. Shall be limited to a one (1) bedroom Bed and Breakfast Homestay, within the existing residence.

Mr. Foster seconded, which was approved 4:0:0:1 with the following recorded vote:

YES:	Mr. Kidd, Mr. Foster, Mr. Nicely, Mr. Griffin
NO:	None
ABSTAIN:	None
ABSENT:	Mr. Hughes

**Other Business**

Mr. Griffin requested an update regarding the sign ordinance.

Mr. Burkholder remarked that the Board of Supervisors planned to discuss the proposed ordinance during the October 2013 meeting. He said their concerns were the 800' separation between businesses with LED signs; the 1000' buffer around historic landmarks; revisiting permitting and enforcement on banners; the possibility of limiting LED signs to mixed use businesses and shopping centers first, then phasing in institutional uses. Mr. Burkholder stated there was likely to be a second public hearing in November, although there was a possibility for the proposed sign ordinance to return the Planning Commission for further public discussion.

**Adjournment**

There being no other business, on motion by Mr. Kidd at 6:17 PM, the Planning Commission adjourned with the following recorded vote:

YES:	Mr. Kidd, Mr. Foster, Mr. Nicely, Mr. Griffin,
NO:	None
ABSTAIN:	None
ABSENT:	Mr. Hughes