



Department of Community Development  
Planning - Building inspections – Zoning

**Date:** March 18, 2021  
**To:** Members of the Planning Commission  
**From:** Beverly Walkup, Interim Director of Community  
Development/Zoning Administrator *BW*  
**Re:** April 22, 2021 Planning Commission Meeting

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Attached is the agenda for the upcoming April 22<sup>nd</sup> Planning Commission meeting. The meeting will be held in Council Chambers at 6:00 p.m. No virtual link will be provided for this meeting as the meeting will be held in person.

I have attached a copy of the sign information that was distributed and discussed at the Commission's continued meeting held on site at Wendy's on April 8, 2021 for members not in attendance. Please also remember to bring the sign information included in your March package.

Additionally, I have placed on your agenda under New Business, the process for vacating an alley. This is specific to City Council's action by resolution adopted on January 25, 2021 to start the process of vacating the alley between Clay Street and North College Drive as shown on the attached map exhibit.

The City Code under Section 26-11 allows any one or more persons owning property abutting a street or alley in the City to request vacation by making application to the Department of Community Development. Upon receipt, the application shall be referred to the Planning Commission for its recommendation.

The Planning Commission shall not be required to hold a public hearing. Therefore, this item is on your agenda for your April meeting to determine

**whether the Commission elects to consider the vacation as a public hearing item. If so, staff will advertise the vacation for your May meeting. However, if the Commission elects not to conduct a public hearing on this item, staff will place the vacation on your May agenda without advertising it for public hearing. In either case, the abutting property owners will be notified directly and in advance that this item will be on the Commission's agenda whether a public hearing is held or not.**

**Please also note that staff has forwarded written correspondence, along with a copy of the required survey to complete this action, to each abutting property owner to advise of the vacation request.**

**For your information, I have attached a copy of City Council's resolution, a copy of Section 26-11 from the City Code, a copy of the map exhibit showing the location, and a copy of the letter that was sent to each property owner.**

**Should you have any questions, please do not hesitate to contact me at 757-651-4843.**

**Attachment(s):**

- **Agenda**
- **April 8<sup>th</sup> meeting sign info**
- **Alley vacation info**



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
PLANNING – BUILDING INSPECTIONS – ZONING – ENVIRONMENTAL SERVICES**

**PLANNING COMMISSION MEETING**

**APRIL 22, 2021**

**6:00 P. M.**

**CITY HALL COUNCIL CHAMBERS  
207 WEST SECOND AVENUE  
FRANKLIN, VA 23851**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. DETERMINATION OF QUORUM
4. APPROVAL OF MINUTES
5. REPORT OF SECRETARY (IF ANY)
6. REPORT OF STANDING COMMITTEES (IF ANY)
7. REPORT OF SPECIAL COMMITTEES (IF ANY)
8. UNFINISHED BUSINESS
  - a. PROPOSED SIGN ORDINANCE REVISIONS
9. NEW BUSINESS
  - a. PROCESS FOR ALLEY VACATION FOR NEXT MONTH'S AGENDA
10. ADJOURNMENT

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DEPARTMENT OF COMMUNITY DEVELOPMENT  
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