

**CITY OF PINE LAKE  
AGENDA  
SEPTEMBER 24, 2019  
7:00 PM**

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Call to order  
Pledge of Allegiance  
Announcements/Communication  
Adoption of Agenda  
Public Comments

**CONSENT AGENDA**

All matters listed under this item are routine or have been previously discussed by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

Approval of Minutes of 08/27/19 and 09/09/19 Council Meetings and 09/12/19 Town Hall Meeting

**PUBLIC HEARING**

Second Public Hearing on Adoption of new Zoning Ordinance and Zoning Map, including standards for review of zoning decisions and procedures for conducting public hearings

**OLD BUSINESS**

Keeping of Fowl within City Limits

Progress Report for Peace Poles

Public Comments

Executive Session - Real Estate

Mayor's Comments

Council Comment

Adjournment

Posted: 9/19/19

**CITY OF PINE LAKE  
CITY COUNCIL MEETING MINUTES  
AUGUST 27, 2019  
7:00 PM**

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**Call to order**

The meeting was called to order at 7:00pm by Mayor Melanie Hammet. Present were Mayor Pro-Tem Jean Bordeaux and Council Members Brandy Hall, Kris Casariego and Megan Pulsts. Also present was City Administrator Valerie Caldwell and Chief of Police Sarai Y'Hudah-Green. Council Member Augusta Woods and was not present.

**Pledge of Allegiance** was led by the Mayor.

**Announcements/Communication**

Pulsts announced that the City had a nice article in the August 22-28, 2019 publication of The Champion Newspaper featuring a three-page spread of Pine Lake becoming an Audubon Society Certified Wildlife Sanctuary.

Casariego

- announced that the Art Wall has been decorated with art pollinators and that the MAP and SEED sponsored event was a great success.
- thanked Wanda Cooley who did a fantastic job and had the idea for the organizing the Pollinator Picnic.

Hall announced that Memorial Drive Overlay Study is looking at corridors and driveways that intersect and ways to create green spaces. Quarters of Pond is the contractor for the project and Shades of Green has been selected to consult on the green space.

Hammet:

- announced that as of 8/28/19 there are three people that have qualified for mayor (herself) and two for the council seats; Tracey Brantley and Brandy Beavers.
- communicated that she, Bordeaux and Woods attended the previous Memorial Drive Overlay Study Town Hall Meeting and that it was very interesting
- announced that the Commercial Work Group has named itself PL ROKS (Rockbridge Opportunity Kick Start ) Committee.
- announced that the Art Wall event was a great success and thanked all that assisted

**Adoption of Agenda**

Hammet tabled amendments to employee handbook and added 9/12 Town Hall under new business. Approved 4-0 on motion by motion by Pulsts; seconded by Casariego.

**Public Comments**

There were not any public comments.

## **CONSENT AGENDA**

### **Approval of Minutes of 08/12/19 Council Meeting Appointment of Judge Pro-Tem Tunde Akinyele**

The consent agenda was approved 4-0 on motion by Pulsts and seconded by Hall.

## **OLD BUSINESS**

### **Ideas and Needs for Current City Hall**

Various ideas were discussed for the usage of the current city hall. Hammet stated that at the last meeting Bordeaux suggested keeping the building in the ownership of the city rather than selling the building was in essence a better investment. Hammet suggested that council create a list of what to do with the building. Casariego agreed with keeping the building. Hall also stated that it makes sense to keep the building for future usage. Pulsts agreed to keep the building and said that court staff should be in a separate building from the police department. Hammet stated that the Court Department and the Administration Department would locate the new city hall.

Hammet said that the current city hall needed work and it has been suggested to use it as an Art Gallery for a semi-rotation when there are events.

Bordeaux said that there were a lot of uses such as a chamber of commerce, MAP and SEED or Pine Lake ROKS whereas they would have a place to reside and keep items. She also stated that Public Works do not have a bathroom and that it would give them a place. Pulsts stated the building would need to be upgraded for a resale. The mayor suggested to have a light renovation of the building in phases. Hall stated the city need to have a clear point of view for the building.

Caldwell stated that from a financial point of view she was in favor of selling the building which is zoned for residential use.

Some of the next concerns of keeping the building would be temperature control, cost of utilities and maintaining the building. After discussion of this item the mayor stated that this item will be placed on 09/09 agenda.

## **NEW BUSINESS**

### **Amendments to Employee Handbook**

This agenda item was tabled.

### **September 12<sup>th</sup> Town Hall**

The Town Hall is scheduled for Thursday, September 12<sup>th</sup> at the Beach House at 7:00pm. There is not a topic; however, the residents will be updated on city happenings.

### **Public Comments**

There were not any public comments.

### **Mayor's Comments**

There were not any mayoral comments.

### **Council Comment**

There were not any council comments.

**Adjournment**

7:50pm on motion by Pulsts; seconded by Bordeaux.

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Missye Varner, Administration Assistant

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**CITY OF PINE LAKE  
CITY COUNCIL MEETING MINUTES  
SEPTEMBER 9, 2019  
7:00 PM**

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**Call to order**

The meeting was called to order at 7:00pm by Mayor Melanie Hammet. Present were Mayor Pro-Tem Jean Bordeaux and Council Members Brandy Hall, Augusta Woods Kris Casariego and Megan Pulsts. Also present was Chief of Police Sarai Y'Hudah-Green. City Administrator Valerie Caldwell was not present.

**Pledge of Allegiance** was led by the Mayor.

**Announcements/Communication**

Chief Green:

- introduced Officer Andrew Atkins who trains other officers for field and road certification and has a wealth of knowledge was promoted to Corporal. Atkins began his employment with the city in 2017 as a reserve, then went to part-time and became full time in 2019.

Hammet:

- announced that she met with Tina Kite and Lalah Manly members of MAP and they are organizing a Holiday Market and would like to have it at the City Hall 462 Clubhouse Drive.
- requested that the 9/12/19 Town Hall be put on the Facebook. She also communicated that Tracy Brantley and Brandy Beavers qualifiers for the two city council seats would be present.

Hall:

- communicated that she spoke with a wetland ecologist regarding the bloom at the lake and that testing must be during the time that the bloom is active. Hall also stated that blooms are affected by warming temperatures and recommended putting testing into the 2020 budget.

**Adoption of Agenda**

Hammet amended the agenda to remove the approval of the 8/27/19 minutes. Pulsts motioned to approve the amended agenda; seconded by Bordeaux. 5-0

**Public Comments**

There were not any comments.

**CONSENT AGENDA**

**Approval of Minutes of 08/27/19 Council Meeting**

This item was tabled for the 9/24/19 meeting agenda.

**OLD BUSINESS**

**Keeping of Fowl within City Limits**

The city attorney submitted a list of questions for the creating an ordinance and there was discussion. The answers will be submitted to attorney for drafting of the ordinance.

**NEW BUSINESS**

**Presentation for Plans for First Installation of Peace Poles on Rockbridge Road**

David Burt, Economic Development Consultant presented the plans and information for the Peace Poles Project which will include involvement of community, business owners, churches and resident artist. Each pole will cost \$300 for 10 each. Bordeaux motioned to authorize for \$3,000 to be paid for the peace poles with some of the funding being offset in the future from sponsors; 2<sup>nd</sup> by Woods. Hammet withdrew the motion. Additional discussion pursued followed by motion by Casariego to authorize the funding of \$3,000 from the city with the ROKS (Rockbridge Opportunity Kick Start) Committee making every attempt to supplement \$1,500 in sponsorships. seconded by Woods. Motion approved 4-0 with Pulsts opposing.

**Artist Market 12/7 and 12/8 – 462 Clubhouse Drive**

This item was omitted on the agenda.

**Public Comments**

Dianne Durrett, resident asked council to think about the chicken coops and that when people move a lot of the time the coops are in the from of some houses with a side yard. Durrett said that when she first moved her neighbors wanted chickens and that they could not get due to a five slope and the twenty-five feet is to close and will not work. She also stated that it should be thoroughly researched and that she lives with this daily. Ms. Durrett said that she can not relax on her porch because of the smell and the noise. She said that in all circumstances the 25 feet does not work,

**Mayor's Comments**

The mayor commented that as long as she has been a resident people has had chickens and there has never been a problem. Hammet stated that the ordinances become problematic around circumstances and council must address them. Hammet also said that she does not want to create an ordinance to accommodate a problem situation and to create the ordinance with the neighbors in mind who will be impacted.

**Council Comments**

Bordeaux commented that all ordinance created is a balancing act and everyone will not be happy as not to go too far either way.

Hall commented on fowl smell and if it is possible to enforce and if so; what would be the threshold line.

Chief Green that enforcement could grouped and combined with several things within other ordinances.

**Adjournment**

Adjourned at 8:27 pm. Casariego motioned, seconded by Hall .5-0

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Missye Varner, Administrative Assistant

## **Town Hall Meeting Minutes**

September 12, 2019

Meeting started at 7:05 pm

All council members were present. Mayor Hammet introduced candidates Brandy Beavers and Tracey Brantley who are running unopposed in the November 5, 2019 election.

Mayor facilitated the meeting that consisted of concerns from the residents. Hammet provided updates on the new City Hall, Rockbridge Road, Chicken coop issue, street planters and art for Rockbridge Road, city communications and annexation.

Question and Answer session held.

The meeting ended 7:58 PM.

## Valerie Caldwell

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**From:** Laurel Henderson <lhendersonatty@gmail.com>  
**Sent:** Wednesday, August 14, 2019 10:46 AM  
**To:** Jean Bordeaux; Melanie Hammet; Valerie Caldwell  
**Subject:** Accessory buildings  
**Attachments:** Pine Lake accessory buildings ordinance adapted for pine lake final draft cleaned up.docx

When we were in the Council meeting the other night, I couldn't locate the accessory building regulations that I remembered working on. It appears they were never put into the draft. My fault for not catching this earlier.

The attached document should be dropped into the code at section 16-2 and replaces what is there.

Laurel



## Accessory Building Standards

### Accessory Building Standards

The following standards shall pertain to all accessory buildings:

(a) The accessory use or building shall not be injurious to the use and enjoyment of surrounding properties.

(b) Accessory buildings and structures shall be subordinate in scale to the principal dwelling.

(c) Accessory buildings, including detached garages, shall be permitted on any lot used for residential purposes in an R-1, Commercial or Transitional District, subject to the following limitations:

(1) *Placement*

a. *Located on a lot with a principal dwelling.* An accessory building shall only be located on the same lot as the principal dwelling to which it is accessory.

b. *Setback dependent on distance from dwelling.* An accessory building located within twenty (20) feet of the principal dwelling shall comply with the setback of the principal dwelling to which it is accessory. Accessory buildings located twenty (20) feet or more to the rear of the principal dwelling may be placed within five (5) feet of an interior side or rear lot line.

c. *Setback on corner lot.* The street side yard setback of accessory buildings located on a corner lot shall be equal to the front yard setback for the principal dwelling. No accessory building on a corner lot that adjoins a residentially used or zoned lot to the rear shall be located within 25 feet of the rear property line. This 25-foot setback will not be required when the adjoining yard is a rear yard.

d. *Setback for attached garages.* Attached garages shall be set back a minimum of four (4) feet to the rear of the front facade of the principal building.

e. *Ordinance setbacks otherwise remain in effect.* Except as herein provided, the minimum setback requirements this Ordinance shall also apply to accessory buildings.

f. *Minimum distance from principal dwelling.* No accessory building, including detached garages, shall be located less than 10 feet from the principal dwelling.

(2) Height

- a. *Scale of accessory buildings.* The height of an accessory building shall not exceed 24 feet or the height of the principal dwelling, whichever is less.

(3) Floor Area

- a. *Maximum Floor Area.* The floor area of an accessory structure shall include all floor area, whether or not such area is heated, and shall not exceed 40 percent of the floor area of the principal dwelling. When more than one accessory building or structure is established on a lot, the maximum total floor area of all accessory buildings and structures on the lot shall not exceed 40 percent of the floor area of the principal dwelling.

(4) Number of Accessory Buildings.

No more than two (2) accessory buildings shall be established on any lot.

(5) Architectural Style and Exterior Finish

- a. *Compatibility with principal dwelling.* Accessory buildings shall be architecturally compatible with the principal dwelling on the lot. The exterior finish of all accessory buildings shall be compatible with the exterior finish of the principal dwelling on the lot. In the case of brick dwellings, the exterior finish of the accessory building may be similar to the trim work or other siding materials of the dwelling.

(6) Use

- a. *Limitations on commercial use.* No accessory building shall be used for operation of any business, except as permitted under regulations for home occupations. No commercial or industrial use, including storage, shall be permitted in any residential accessory building.
- b. *Permitted uses.* Accessory buildings may be used as home offices or studio space, garden or greenhouses, pool houses and similar customary accessory uses to a residential use provided all other applicable codes are met.
- c. *Accessory structures not deemed accessory buildings.* Outdoor cooking facilities, patios, gazebos, arbors, fireplaces, trash receptacle enclosures and other such accessory structures shall be exempt in calculating the maximum number of accessory buildings on a lot.

(7) Accessory Dwelling Standards

Accessory dwellings may be established in accessory buildings or within the principal dwelling. All accessory building standards and the following additional standards shall apply to accessory dwellings:

- a. *Limit as to number.* No more than one (1) accessory dwelling may be established on a residential lot.
- b. *Maximum allowable floor area.* No accessory dwelling shall have a floor area greater than that of the principal dwelling.
- c. *Loss of status as an accessory dwelling.* When the floor area of any accessory dwelling exceeds the allowable floor area, such dwelling unit is deemed a nonconforming building. When such a dwelling unit is located within the principal dwelling, the dwelling shall be defined as a duplex.
- d. *Off-Street Parking.* One (1) parking space conforming to all other parking standards of this Ordinance shall be provided on the same lot on which the accessory dwelling is established. Such parking may be on a parking pad, under a carport or in a garage and shall be in addition to the parking required for the principal dwelling.
- e. *Dedicated access for In-home home accessory dwelling.* A dedicated entrance to an in-home accessory dwelling shall be provided that does not require access through any portion of the principal dwelling. Such access shall not be by way of any portion of the front of the principal dwelling.
- f. *Accessory dwelling unit amenity.* An outdoor seating area such as a porch, deck, terrace, balcony, lawn or garden having a minimum area 288 square feet shall be provided for the exclusive use the occupant(s) of the accessory dwelling unit at any time.

(8) Carport Standards

All accessory building standards and the following additional standards shall apply to carports:

- a. *Limit as to number and size.* A single carport shall be permitted having a maximum capacity of two (2) passenger vehicles.
- b. *Maximum height.* The maximum height of a carport shall be twelve (12) feet.

(9) Permitting Schedule

- a. *Permit required.* A building permit shall be required for the construction, erection or set-up of any accessory building on a lot. No permit for an accessory building shall be issued prior to issuance of a permit for construction of the principal dwelling. Such permits may be issued concurrently.
- b. A separate Certificate of Occupancy shall be required for the construction, erection or set up of any accessory building in excess of 200 square feet. The C.O. for the principal dwelling must be issued prior to issuance of a C.O. for an accessory building.

(10) Construction Standards

- a. Any accessory building having a floor area greater than 144 square feet shall be secured to the ground with a full perimeter foundation. Accessory buildings must comply with adopted fire safety and building code regulations.
- b. *Prohibited accessory and temporary buildings or structures.* Manufactured homes, mobile homes, freight trailers, boxcars, trailers, shipping containers, temporary storage buildings or any other structure or vehicle not originally fabricated for use as an accessory building shall be prohibited as an accessory building.
- c. *Accessory structure standards.* All accessory structures shall be subject to the accessory building setback standards and shall not exceed 144 square feet in area.