

**Planning Commission Meeting
June 7, 2021
7:00 p.m.**

PRESENT

Vice Chairman:	Shannon Clunie
Members:	Scott Cannady Elaine Hilowitz Timothy Bradshaw
Zoning and Code Compliance Officer:	Frankie Sanders
Secretary:	Patsy K. Scates

ABSENT

Chairman:	Yvonne Vaughan
Member:	Tyler Lowery

VISITORS:

Mike Mackenziem, VCU

Vice Chairman Clunie called the meeting to order.

On motion of Shannon Clunie, seconded by Scott Cannady, the commission voted unanimously to approve the May 3, 2021, Planning Commission Meeting Minutes.

Votes were cast as follows:

Shannon Clunie:	Aye	Elaine Hilowitz:	Aye
Scott Cannady:	Aye	Timothy Bradshaw:	Aye

Vice Chairman Clunie stated that since our next scheduled meeting fell on a holiday Monday for the Town staff she asked when the next meeting would be, and she discussed some dates.

Patsy K. Scates stated that typically when a scheduled meeting fell on a holiday Monday then the following Tuesday would be the meeting date.

There was some discussion.

The commission members agreed that since they are the members of the Historical Overlay Committee and they had an application to review before the regular planning commission meeting, they agreed the Historical Overlay meeting would tentatively be held on Tuesday, July 6, 2021, at 6:45 p.m. and the regular planning commission meeting would follow at 7:00 p.m.

Vice Chairman Clunie recognized Mike Mackenziem, VCU and she asked the commission member to introduce themselves.

Vice Chairman Clunie turned the meeting over to Mike Mackenziem, VCU.

Mike Mackenziem introduced himself.

Mike Mackenziem stated that the comprehensive plan is prepared by the planning commission members and should be a big picture with a shared visions, goals, and objectives for the growth of the community.

Mike Mackenziem discussed the comprehensive plan.

Mike Mackenziem stated that some of the powers and duties of the planning commission members may be make studies and recommendations to town council for plans, goals, and objectives, relating to the growth, development and redevelopment of the town, develop and recommend to the town council polices, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner, make recommendations to the town council considering proposed zoning amendment requests, review and make recommendations to the administrator concerning application for land use development subdivision plants and site development plans, and review and authorize approval of site plans by zoning administrator.

Mike Mackenziem stated that the Tappahannock Zoning Ordinance states:

Type of approval	Authority with Planning Commission Recommendation
Zoning map amendment	Town Council
Zoning text amendment	Town Council
Floating zone amendment	Town Council
Land Subdivision	Zoning Administrator

Mike Mackenziem discussed the planning commission By Laws, the Town of Tappahannock Zoning Ordinance's Table of Permissible uses, maps and standards.

Mike Mackenziem stated that some resources the members could utilize were the Middle Peninsula Planning District Commission, LUEP, consultants, university students, books, and other planning commission members.

Mike Mackenziem asked if the members had any questions.

Member Scott Cannady asked if the students at VCU would be interested in working with the planning commission members on the comprehensive plan.

Mike Mackenziem stated that was a possibility and that he would check into it, and he asked the members for any information he could pass on, but they should reach out also.

The commission members thanked Mike Mackenziem for his presentation.

There was some discussion about demographic data.

Member Tim Bradshaw stated that he had some information about the demographic data, and he would forward the members the link for their review.

There was some discussion.

Vice Chair Shannon Clunie reminded the planning commission members that the Middle Peninsula Planning District is a paid organization that will be helping them with the comprehensive plan in August.

There was discussion about some of the demolition at the old Gaines property, the park, new business in town, and the need to find another member since Mr. Clarke has resigned.

Vice Chair Shannon Clunie stated that Beth Sharpe, Tappahannock Main Street would like to make a presentation to the planning commission members. She stated that she will advise her of the July 6, 2021, date.

On motion of Scott Cannady, seconded by Timothy Bradshaw, the commission members voted to adjourn.

There being no further business, the meeting was adjourned.

Shannon Clunie, Vice Chairman

Patsy K. Scates, Secretary