

Planning Commission Meeting
May 3, 2021
7:00 p.m.

PRESENT

Chairman:	Yvonne Vaughan
Vice Chairman:	Shannon Clunie
Members:	Tyler Lowery
	Scott Cannady
	Edward Clarke
	Elaine Hilowitz
	Timothy Bradshaw
Zoning and Code Officer:	Frankie Sanders
Secretary:	Patsy K. Scates

Chairman Vaughan called the meeting to order.

On motion of Elaine Hilowitz, seconded by Scott Cannady, the commission voted unanimously to approve the April 5, 2021 Planning Commission Meeting Minutes.

Votes were cast as follows:

Shannon Clunie:	Aye	Edward Clarke:	Aye
Tyler Lowery:	Aye	Elaine Hilowitz:	Aye
Scott Cannady:	Aye	Timothy Bradshaw:	Aye

Chairman Vaughan stated that she had sent the new town emails address out to each member along with the instructions and passwords to set it up. If you did not receive it to please let her know.

Chairman Vaughan stated that training for the planning commission members is tentatively scheduled for the June 7, 2021 meeting. She stated that she wanted the member to be aware that Beth Sharpe, Tappahannock Main Street Program was on the agenda for the month of June, but she will be moved to another time because of the training at that meeting.

Scott Cannady asked if there was any update from the Council members on the motions that were made at last month's meeting.

Frankie Sanders, Town Staff stated that the emails have been addressed and the speeding on Water Lane is being addressed by the Tappahannock Police Department.

Chairman Vaughan discussed the need to have open communication with the Town Council as to what they expect from the planning commission members.

There was much discussion regarding what is expected of the planning commission members, what authority the members have in the deciding making process as to how it pertains to the comprehensive plan, scheduling a joint meeting with the Town Council members on a quarterly basis, having the Town Attorney Lank required to attend their meetings, the need for open communication between the other members of the Town Council, Board of Zoning Appeals, Tappahannock Main Street, and the Essex County Clean up and other committees within the community.

On motion of Tyler Lowery, seconded by Shannon Clunie, the commission members voted unanimously to make contact with the town council members proposing to meet on a quarterly bases at a time and date to be determined within the next two months.

Votes were cast as follows:

Shannon Clunie:	Aye	Edward Clarke:	Aye
Tyler Lowery:	Aye	Elaine Hilowitz:	Aye
Scott Cannady:	Aye	Timothy Bradshaw:	Aye

Chairman Vaughan assigned a committee of Elaine Hilowitz, Shannon Clunie, and Scott Cannady to research what authority the members have in the decision-making process as to how it pertains to the comprehensive plan, zoning issues, variances, and other and who is responsible for recommendations.

Chairman Vaughan mentioned she would still like to serve as a member of the Board of Zoning Appeals.

Frank Sanders stated that the recommendation to the Circuit Court that would come from the Town Council.

Chairman Vaughan informed the planning commission members of the upcoming Town Council Meeting/Public Hearing and Board of Zoning Appeals meetings.

Frank Sanders stated that all meetings are posted on the Town website and he encouraged the members to attend.

Chairman Vaughan stated that we have an application from Scott Cannady to paint his home. She stated that since he is in the historical district any improvements to his home would need to come before the planning commission members. She asked the members to review his application and be ready to discuss at the June 7, 2021 meeting.

Chairman Vaughan stated that she had asked that the commission members review Chapters 1, 2, 3 and 10.

There was some discussion about the need for the current census, what projects had been completed in the old comprehensive plan, a progress report, the comprehensive plan, and the role of the Tappahannock Main Street Program how it pertains to the comprehensive plan.

Frank Sanders stated that the representative from the Middle Peninsula Planning District Commission that is coming to help us complete the comprehensive plan will be able to answer all questions about the comprehensive plan.

Shannon Clunie volunteered to become a member of the Tappahannock Main Street Program so that planning commission members would have a representative.

Chairman Vaughan stated that the statue on Prince Street as it is mentioned prominently in the Comprehensive Plan.

There was some discussion about the statue, History of the Town, and touring the Town as a group.

Chairman Vaughan asked for any further business.

There being none, the meeting was adjourned.
Track 55

Yvonne Vaughan, Chairman

Patsy K. Scates, Secretary