

**PLANNING COMMISSION MEETING  
NOVEMBER 1, 2021  
7:00 P.M.**

**PRESENT**

Chairman: Yvonne Vaughan  
Members: Scott Cannady  
Elaine Hilowitz  
Timothy Bradshaw  
Zoning and Code Officer: Frankie Sanders  
Secretary: Patsy K. Scates

**ABSENT**

Vice Chairman: Shannon Clunie

*The meeting was conducted by zoom & in person*

Chairman Vaughan called the meeting to order.

**MINUTES**

On motion of Elaine Hilowitz, seconded by Scott Cannady, the commission members voted unanimously to approve the September 8, 2021, and the October 4, 2021, planning commission meeting minutes.

**Votes were cast as follows:**

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

**OLD BUSINESS**

• **Vacancy:**

Chairman Vaughan stated Commission Member Tyler Lowery resigned at the last meeting. She advised that we have an application from Ms. Carneal and she is still interested in serving. She has asked that applicant be presented to the council members for their consideration. She stated that we previously received an application from two individuals on the same application and she has contacted them to see if they were still interested in serving and if they would submit two separate applications. She will follow up with town staff.

Chairman Vaughan stated that the members have before them a list of the town council committees for 2021-2022 so that the members are aware of who they would contact if they had any issues. She stated that she has asked Town Manager Pollitt to post the committees on the Town's website, so the public is aware of the council committees.

Commission Member Bradshaw asked what the process was if you had an issue.

Chairman Vaughan advised that Mayor Gladding and Town Manager Pollitt had advised to contact the town office and they would address the issue or if they could not get it resolved a member of council would be contacted.

Frank Sanders advised that the council members e-mail address is on the town website.

- Zoning Report

Frank Sanders reported that WAWA project is scheduled to begin demolition next week.

## **REPORTS**

- October 12, 2021, Town Council Meeting report:

Chairman Vaughan reported the council members had a presentation for a new logo, the welcome signs have been installed and the landscaping will follow, council had a presentation regarding water meter upgrades, fall decorations are in front of the town office, and Vice Mayor Jenkins is having health issues.

There was some discussion regarding the water meters and the fall decorations.

- Town Code

Chairman Vaughan reported Vice Chairman Clunie emailed a sub-committee review report for the members review since she was not in attendance at the meeting tonight.

Chairman Vaughan asked if the members wanted to propose any changes/recommendations as to the duties of the planning commission members to the town council members for their consideration regarding the Tappahannock Town Code.

Commission Member Cannady stated that he does not have any recommendations.

Commission Member Hilowitz reported that she reviewed the duties and responsibilities of the planning commission members for other localities and all of them were responsible for the comprehensive plans but some of them were responsible for review of subdivisions, land use, zoning requests, and zoning appeals.

Commission Member Cannady stated that he does not feel it requires a town code change. He feels that if we have recommendations to the Board of Zoning Appeals then we would just send it to them or have a planning commission member attend the Board of Zoning Appeals meetings. He feels that if we had any recommendations regarding the comprehensive plan then we would send it to the town council members.

Commission Member Hilowitz reported that the commission members only responsibility is the comprehensive plan. She feels that we need to have in writing other responsibilities that the commission members can do.

Chairman Vaughan suggested that the subcommittee (Hilowitz, Cannady and Clunie) meet again to discuss.

There was some discussion.

Commission Member Cannady stated that we could send a letter to the council members stating that we would like to advise on the following topics and our recommendations would be based on the comprehensive plan.

- Survey Committee

Commission Member Bradshaw stated that he, Commission Member Hilowitz, and Vice Chairman Clunie serve on the survey committee. He reported that since Tappahannock Main Street already had a survey on their web site, the commission members decided to contact Beth Sharpe, Tappahannock Main Street and see if she would share the results from the survey once she has them. He researched suggestions for questions when developing a survey and he discussed his findings.

There was some discussion.

Chairman Vaughan stated that she attended the Essex County Business Forum event that was scheduled for Monday, October 18, 2021, at the Beale Sanctuary from 8:30 a.m. to 10:30 a.m. and it was a good exchange of information.

Chairman Vaughan stated the Tappahannock Main Street Program held a transformation strategy development meeting at the Tappahannock Fire House on Airport Road on October 19, 2021, from 9am to 6pm. She reported that they were forty-five-minute sessions and one of the sessions was a stakeholder meeting – municipality.

There was some discussion regarding the meetings.

### **NEW BUSINESS:**

- Presentation to Town Council re Rt. 17 and Rt. 360 Corridor Study

Commission Member Cannady reported that the Virginia Department of Transportation conducted a virtual citizen information meeting on Thursday, October 14, 2021, to discuss a draft study recommendation for potential, future transportation improvements on Rt. 17/Rt. 360 corridor from Airport Road to LaGrange Industrial Drive.

Commission Member Cannady stated he realizes that Mayor Gladding and the council members may not have a lot of authority when it comes to VDOT and the future transportation improvements, and it may have to come from a Delegate. He understands the possibility of a by-pass was proposed in the nineties but was opposed by some local business owners and he is not sure what the council members position of a by-pass is, but it may be time to take another look at it since federal and state funds may be available.

Frank Sanders stated that a proposed by-pass has been on the zoning map prior to ninety-three and the by-pass could take business from the Town of Tappahannock, but the Chesapeake Bay Act ordinance and regulations sank that ship.

There was discussion that most of the proposed land for the possible by-pass is swamp is why the Chesapeake Bay Act regulations was involved.

There was discussion about the narrow roads in town, one-way streets, roundabouts and diverting traffic down Wright Street to Water Lane to by-pass part of the Town.

Chairman Vaughan stated that she is on the agenda for the November 8, 2021, council meeting to address the council members on behalf of the planning commission regarding the VDOT Rt. 17 and RT. 360 corridor study. She stated that the members input would be helpful for the presentation.

Commission Member Cannady stated that he just wants the council members aware of the VDOT specifications. He feels the problems are obvious.

Commission Member Cannady suggested to Chairman Vaughan that she could reference Chapter 4 of the 2014 Comprehensive Plan where it states we should be conducting a by-pass feasibility study in her presentation to the Town Council at their November 8, 2021, meeting.

There was discussion regarding the by-pass.

Commission Member Bradshaw asked if the presentation and survey was available to download.

Frank Sanders stated he would do some research.

There was some discussion.

- Comprehensive Plan

Chairman Vaughan stated that according to the schedule the Berkley Group is scheduled to begin diagnostic on the comprehensive plan and they also have tasks numbers behind them and since she does not know what that means she will ask Town Manager Pollitt. She reported that according to the project schedule the maps should be digitized by November 30, 2021.

Chairman Vaughan advised the commission members should resume reviewing the comprehensive plan again and be ready to discuss at the December 6, 2021, Planning Commission meeting. She also asked the commission members wanted to forgo the January meeting and after discussion it was decided to have the meeting later in the month rather than on the first Monday in January, 2022.

Chairman Vaughan asked for any further business.

On motion of Scott Cannady, seconded by Timothy Bradshaw, the meeting was adjourned at 8:04 p.m.

*Track 72*

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**Yvonne Vaughan, Chairman**

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**Patsy K. Scates, Secretary**