

**TAPPAHANNOCK PLANNING COMMISSION**  
**OCTOBER 4, 2021**  
**7:00 P.M.**

**PRESENT**

Chairman:	Yvonne Vaughan
Vice Chairman:	Shannon Clunie
Members:	Tyler Lowery
	Elaine Hilowitz
	Timothy Bradshaw
Town Council:	Anita J. Latane
Zoning and Code Compliance Officer:	Frank Sanders
Secretary:	Patsy K. Scates

**ABSENT**

Member: Scott Cannady

Chairman Yvonne Vaughan called the meeting to order.

**MINUTES:**

Chairman Yvonne Vaughan stated there are some changes to the September 8, 2021, Planning Commission Meeting Minutes so the vote for the September 8, 2021, minutes will be tabled until the next meeting.

**I. OLD BUSINESS:**

**Sub-Committee Report**

Chairman Yvonne Vaughan stated that she assigned a sub-committee (Clunie, Hilowitz and Cannady) a few months ago and they will report to the members at the next meeting. She stated that the issue they were researching may have been resolved based on the training received, policy and state code. She has also included a copy of the by-laws in their packet for discussion later.

**Vacancy:**

Chairman Yvonne Vaughan reported the council members appointed Mr. Braxton at the September 13, 2021, meeting to fill the vacant seat on the commission but since that time he has moved, and he is no longer a resident of the town so the seat remains vacant. Chairman Vaughan asked Frank Sanders to contact the next applicant to see if they were willing to serve so that it may be placed on the November 8, 2021, Council Member agenda for approval.

**Appointment to the Board of Zoning Appeals**

Chairman Yvonne Vaughan reported that she has taken her oath of office to the Board of Zoning Appeals so the planning commission will now have representation.

Chairman Yvonne Vaughan asked for any other old business.

## Zoning Report

Frank Sanders reported:

WAWA permits have been approved and they should begin work shortly. Commission Member Tim Bradshaw asked how the parking is determined.

Frank Sanders stated that it is based on a few things such as that if there is seating inside the gas station then it is determined on the number of seats/tables, site plan, and square footage of the building. There was some discussion.

Hampton Inn is moving along and hopefully it will be completed the first of the year but that depends on how soon materials can be shipped and delivered to the project site.

River Stone Project/Dolan project is a residential apartment development located in Hobbs Hole and it is moving forward now that the fire sprinkler issue has been resolved. There was some discussion.

### M.O.D. – Car Wash

A fully automated cash wash to be located on the lot where Dunkin Donuts and O'Reilly Auto parts are located.

Commission Member Tyler Lowery discussed the need for shoulders of the roads to be widened in the Hobbs Hole area.

Zoning and Code Officer Sanders stated that since VDOT maintains the roads that would be an issue for them, but he understands his concerns. He stated that he is hopeful that with the development of the River Stone development project VDOT will make improvements.

Twice the Ice permits are in the process of being approved. He stated that it is a stand-alone ice machine pod that will be in the Essex Square Shopping Center where customers can purchase ice and water.

Locke Company is still moving forward.

There was some discussion about some potential renovations of some building located in town.

Prince Street Café is now open on Prince Street.

Zoning and Code Compliance Officer Frank Sanders stated that concluded his report.

Chairman Yvonne Vaughan stated that she asked the Town for business cards for the commission members so that if they wanted to welcome business to the area, they would have some form of identification. She stated that when she welcomed business some of them were hesitant in believing she was a member of the planning commission.

### **Elaine Hilowitz – Report from the September 13, 2021, Council Meeting**

Commission Member Hilowitz reported that the council members discussed the purchase of a new Christmas tree for Wakefield (Triangle). She reported that the council members will discuss the development of three parks which are to be located behind the Town Office, Rivah Park and in Wakefield (triangle) in a future meeting. She also reported the discussion of resurfacing the tennis courts and making one of the courts available for pickle ball located on Virginia Street. There was some discussion.

Planning Commission Tyler Lowery asked what the time frame for the old “DAW” theater was to be restored.

Vice Chairman Shannon Clunie reported that Tappahannock Main Street Program is participating in a feasible study to see if the building could be restored or could fit into the grant budget that was given. A contractor has been contacted to look at the building but won’t be able to look at the project until Mid to late October time frame. She reported that the Tappahannock Main Street Program is still in the planning phases.

There was some discussion.

Chairman Yvonne Vaughan asked if the Town of Tappahannock was erecting “Directional Signs” to notify citizens of places of interest?

Frank Sanders stated that he is not aware of any “Directional Signs being erected by the Town, but he would follow up with Town Manager Pollitt.

Chairman Yvonne Vaughan invited the members to an event hosted by Tappahannock Main Street. The Essex County Business Forum meeting to be held on Monday, October 18, 2021, at the old Beale Sanctuary, 202 S Church Lane to begin at 8:30 am to 10:30 am.

## **II. NEW BUSINESS**

### Report on Meeting with Town officials

Chairman Yvonne Vaughan reported that she and Elaine Hilowitz met with Town Manager Pollitt, and Frank Sanders to discuss clarifying where our communication issues lie and the expectations of the planning commission, comprehensive plan and moving forward. She reported that the meeting was successful. She reviewed the written report of the meeting that was included in their packets. The report will be submitted as exhibit “A” of the minutes.

### Comprehensive Plan

Chairman Yvonne Vaughan felt that the any improvements to the town should include the planning commission member input and she referenced the upcoming park plans. She reported that the Town Manager Pollitt informed her that the council members will be having a workshop involving the park improvements and he encouraged the commission members to attend but she does not know the date or time of this meeting yet.

Chairman Yvonne Vaughan stated that Mayor Gladding suggested that the members develop a survey for the comprehensive plan for public input regarding the future of Tappahannock. She stated that Town Manager Pollitt informed her that Tappahannock Main Street has a survey on their website and on the Town’s website. She has asked Commission Member Tim Bradshaw to work on the survey. Planning Commission Member Shannon Clunie stated that she will reach out to the Tappahannock Main Street Program for any additional survey information.

### Appointment

Chairman Yvonne Vaughan appointed Vice Chairman Shannon Clunie as representative to Tappahannock Main Street Program on behalf of the Tappahannock Planning Commission.

Chairman Yvonne Vaughan encouraged the members to participate in any community activities.

Chairman Yvonne Vaughan asked for any other business.

Resignation

Commission Member Tyler Lowery stated that he is turning in his resignation to the Tappahannock Planning Commission. He stated that it was pleasure to serve on the commission.

Chairman Yvonne Vaughan thanked Commission Member Tyler Lowery for his service to the Tappahannock Planning Commission.

Frank Sanders asked Chairman Yvonne Vaughan if she wanted to submit the other application to the town council for consideration at their November 2021 meeting as well.

Chairman Yvonne Vaughan stated yes.

There was no further business.

On motion of Shannon Clunie, seconded by Tim Bradshaw the meeting was adjourned at 7:55 p.m.  
*Track #70*

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**Yvonne Vaughan, Chairman**

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**Patsy K. Scates, Secretary**