

**PLANNING COMMISSION MEETING
SEPTEMBER 8, 2021
7:00 p.m.**

PRESENT

Chairman: Yvonne Vaughan
Commission Members: Scott Cannady
Elaine Hilowitz
Timothy Bradshaw
Secretary: Patsy K. Scates

ABSENT

Vice Chairman: Shannon Clunie
Commission Member: Tyler Lowery
Zoning and Code Compliance Officer: Frankie Sanders

VISITORS

Roy M. Gladding, Mayor

Chairman Vaughan called the meeting to order.

MINUTES:

There was some discussion regarding a grammar and a spelling change that needed to be corrected in the minutes in the July 13, 2021, Historic Overlay, and the Regular Planning Commission meetings.

On motion of Scott Cannady, seconded by Timothy Bradshaw the commission members approved the July 13, 2021, Historic Overlay Review meeting minutes once they were amended.

Votes were cast as follows:

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

On motion of Scott Cannady, seconded by Timothy Bradshaw the commission members approved the July 13, 2021, Planning Commission Meeting minutes once they were amended.

Votes were cast as follows:

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

OLD BUSINESS:

Chairman Vaughan asked Mayor Gladding the status of the one vacant position on the planning commission. The applicants were submitted in order of preference and submitted to the Town staff for review. Mayor Gladding agreed to follow up with the Town Staff and agreed to put this item on the council's agenda.

Commission Member Cannady stated that motions were made in previous meetings for council's consideration and one of the motions was for removeable speed bumps on Water Lane. He asked if the council members would consider asking VDOT to conduct a study. He commended the Tappahannock Police Department for enforcing the speed on water lane.

Chairman Vaughan addressed her concerns and asked what the best way to get the issues addressed.

Mayor Gladding stated if there is an issue with traffic such as speed bumps or traffic flow, then the Virginia Department of Transportation owns the roads, and it was recommended that the citizens contact VDOT with the issues to get better desired results or you can contact the Town Manager and he can bring it to the attention of the council committee in which it effects if he cannot resolve them.

Mayor Gladding stated there is an issue dealing with daily operations, then contact the Town Manager with the issues and so he can address them or bring it to the attention of council committee for their review.

There was much discussion.

NEW BUSINESS:

COMPRHENSIVE PLAN & COMMUNICATION ISSUES:

Commission Member Cannady stated that the planning commission meeting was canceled by Town Manager Pollitt without consulting with the Chairman or Vice Chairman and he is not sure that he has the authority cancel the meeting based on state code. He was upset that Town Manager Pollitt is conducting meetings about the comprehensive plan with consultants without the input of the Chairman or Vice Chairman or a member of the planning commission.

Mayor Gladding advised that he does not have an issue if the planning commission members would like to meet. He advised that the beginning process of the comprehensive plan is administrative, and it suggested that after the Town Manager meets with the MPPDC and or the Consultants perhaps he can send a memo to the planning commission members keeping them updated. He advised that he would follow up with town staff to improve the lines of communication.

Mayor Gladding informed the commission members that it is not feasible to go in depth with the comprehensive plan at this time. He stated that the comprehensive plan needs to be in compliance with the Town Zoning, VDOT and DEQ to mention a few agencies and those requirements cannot be changed but, there is a need to look forward into the future of Tappahannock. He suggested asking the public to participate in a survey asking for input on the comprehensive plan.

Chairman Vaughan stated that Town Manager Pollitt did provide a project schedule of the comprehensive plan, but the members were not involved in the planning of the project schedule, and they felt they should have been.

Chairman Vaughan stated that since the comprehensive plan is past due, she felt the comprehensive plan should be more in depth. She stated that the commission members had asked for training, and it took several months but they were provided with some training with someone from VCU.

Mayor Gladding advised he was aware of some classes available, and they were very intense and time consuming. He advised that there is a certified planning commission virtual training program available

from Virginia Tech that is scheduled for the end of September 2021 and then again in December 2021 and he will ask Frank Sanders to provide that information to whomever wants to attend.

Chairman Vaughan asked if financial assistance would be available for those who wanted to attend.

Mayor Gladding would have to check the availability of financial assistance with Town Manager Pollitt since the budget has already been adopted.

There was some discussion.

Commission Member Hilowitz discussed a recent decision made by the Board of Zoning Appeals and how the commission members felt it was non-compliant with the comprehensive plan.

Mayor Gladding stated that the Board of Zoning Appeals members have some flexibility if the applicant does not follow the rules.

Mayor Gladding asked if the planning commission members had a recommendation to the Board of Zoning Appeals regarding their decision.

The planning commission members stated that they were not aware of the hearing at the time, but they did have a recommendation after the decision was made.

Commission Member Cannady stated he understands that the planning Commission members have no authority over the Board of Zoning Appeals members but he would like the Board of Zoning Appeals members to ask the planning commission for a recommendation so it can see if it effects the comprehensive plan.

Chairman Vaughan stated that she reviewed the code, and it does not state that the Board of Zoning Appeals must request an opinion from the planning commission members.

There was much discussion.

COMMISSION MEMBER ASSIGNMENTS:

Chairman Vaughan stated that she had approached two members of the commission about attending the Town Council meetings and the Tappahannock Main Street Program meetings.

Chairman Vaughan appointed Elaine Hilowitz to attend the Town Council meetings as a representative of the planning commission.

Chairman Vaughan stated she will appoint the other member to the Tappahannock Main Street meeting at the next meeting.

The commission members thanked Mayor Gladding for attending the meeting.

On motion of Scott Cannady, seconded by Elaine Hilowitz the meeting was adjourned.

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Yvonne Vaughan, Chairman

Patsy K. Scates, Secretary