

TAPPAHANNOCK PLANNING COMMISSION MEETING
JULY 5, 2022
7:00 P.M.

Present

Chair: Yvonne Vaughan
Vice Chair: Timothy Bradshaw
Members: Dianna Carneal
 Maria Pitts
 Elaine Hilowitz
Town Council Member: Anita J. Latane
Town Manager: Eric Pollitt
Secretary: Patsy K. Scates

Absent

Member: Scott Cannady

Chairperson Vaughan called the meeting to order.

On motion of Elaine Hilowitz, seconded by Timothy Bradshaw the commission members voted unanimously to approve the June 6, 2022, planning commission meeting minutes.

Votes were cast as follows:

Dianna Carneal:	Aye	Timothy Bradshaw:	Aye
Maria Pitts:	Aye	Elaine Hilowitz:	Aye

OLD BUSINESS

• **Reports**

Commission Member Hilowitz reported on the June 13, 2022, Council Meeting, and the June 13, 2022, Joint Public Hearing with the Town Council and the Planning Commission, and the June 13, 2022, Public Hearing.

Chairperson Vaughan stated that she has received e-mails from the Essex County RAFT Implementation Team but after reviewing the email and minutes she is a little confused as to what involvement the RAFT team has in the community and she asked Commission Member Carneal if she had any clarity as to what the RAFT Implementation Team does.

Commission Member Carneal stated that she does not. She is also confused too but they had some valuable resources available.

There was some discussion.

Commission Member Vaughan stated that she wanted to make the commission members aware that she is a representative of the Planning Commission to the Tappahannock Main Street Revitalization Committee Business District Revitalization Master Committee (BDR). She reported that the group of members consist of people who own business in the downtown area, the Tappahannock Main Street Program, and the town council revitalization members. She reported that the company who was awarded the contract,

Summit Design will be conducting surveys at the Third Thursday Events and the Farmers Market for input. She will continue to update the members as the revitalization progress moves along.

Chairperson Vaughan stated that she will respond to Mr. Rose's email regarding the parking and she suggested he become involved in the other projects such as participating in the survey regarding the downtown revitalization project.

Chairperson Vaughan asked for a volunteer to attend the Essex County School Board meetings.

Commission Member Pitts volunteered to attend the Essex County School Board Meetings which are held the second Monday of every month at 7pm at the Essex County School Board office.

NEW BUSINESS

• **Appointment of Chairperson**

Chairperson Vaughan was asked if she would like to be reappointed. She stated that she would not like to be reappointed.

On motion of Elaine Hilowitz, seconded by Dianna Carneal, the Commission voted unanimously to appoint Timothy Bradshaw as Chairperson of the Tappahannock Planning Commission for a term of one year.

Votes were cast as follows:

Dianna Carneal:	Aye	Timothy Bradshaw:	Aye
Maria Pitts:	Aye	Elaine Hilowitz:	Aye

• **Appointment of Vice Chairperson**

On motion of Dianna Carneal, seconded by Maria Pitts, the Commission voted unanimously to appoint Scott Cannady as Vice Chairperson of the Tappahannock Planning Commission for a term of one year.

Votes were cast as follows:

Dianna Carneal:	Aye	Timothy Bradshaw:	Aye
Maria Pitts:	Aye	Elaine Hilowitz:	Aye

Article III - Officers and Their Selection

3-2. *Nominations of officers shall be made from the floor at the regular July meeting each year. Election of officers shall follow immediately.*

3-3. *A candidate receiving a majority vote of the voting membership of the Planning Commission shall be declared elected. He or she shall take office immediately and serve for one (1) year or until his or her successor shall take office.*

• **Recruiting New Members**

Chairperson Vaughan stated that one more volunteer is needed to serve on the planning commission and she asked if that could be posted on the Town website that a volunteer is needed.

Chairperson Vaughan asked for any further business.

Commission Member Pitts asked if a bike lane was proposed in the Comprehensive Plan update.

Street Meeting there was discussion regarding the need to establish an emergency relief funds, the Farmers Market Third Thursday and Winterfest events again this year.

Commission Member Pitts asked the members for ideas on how we can recruit volunteers and sponsors to help with the Tappahannock Farmers Market.

There were some discussion.

Commission Member Pitts reported that the Tappahannock Main Street handbook will be finished soon and she reported on some events that were discussed to raise money.

There was some discussion.

Chair Bradshaw asked Commission Member Carneal if she had a report.

Commission Member Carneal stated that she is still researching on getting some planning commission training for members.

There was some discussion.

NEW BUSINESS

- **Prince Street Fire**

Chair Bradshaw asked the commission members if they wanted to send something on behalf of the Tappahannock Planning Commission in response to the Prince Street Fire.

Commission Member Cannady stated that he feels that the planning commission should approach the council members and suggest that it may be time to revisit the zoning for the downtown Prince Street area.

Commission Member Cannady stated that although Prince Street is in the Historical District, the commission members would not control what type of business would be built in that area but we would control the exterior façade of the infrastructure.

Town Manager Pollitt stated that Summit Design Group may review the zoning as part of the downtown master plan.

There was some discussion.

- **RAFT**

Commission Member Carneal stated that she attended a RAFT meeting and it was very informational and she will try to have a report for the next planning commission meeting.

- **Comprehensive Plan**

Chair Bradshaw asked the status of the comprehensive plan.

Town Manager Pollitt stated that he met virtually with the Berkley Group and answered questions and provided a lot of information to them and hopefully it will be completed in the next few months. He

reported that the zoning map has been redone to reflect the rezoning of Mr. Huffs property (the Ordinary Restaurant) on Water Lane.

After much discussion, the planning commission members would like to have a draft copy of the comprehensive plan to review and have the Berkley Group review the changes to the comprehensive plan with the members.

Chair Bradshaw recognized Betsy Smith, a Contractor for the Department of Energy.

- **Guest Speaker**

Betsy Smith discussed examples as to how to reduce our carbon footprint when rebuilding the Prince Street downtown area.

Town Manager Pollitt suggested that if the commission members have any questions regarding the fire they could contact Tommy Hicks, he is the Interim Essex County Emergency Manager Coordinator. He stated that he will provide his contact information to them.

There was some discussion regarding the Planning Commission members releasing a statement thanking everyone for their help regarding the Prince Street Fire at the Soul of the Rivah event.

- **Planning Commission Meeting Date & Time**

Chair Bradshaw asked Patsy Scates since the next meeting would fall on Monday September 5, 2022, which is Labor Day, when would they be scheduled to meet again.

Patsy Scates stated that would be up to the commission members, but in the past, they would meet on the next day following the holiday.

Commission Member Carneal asked if we could change the meeting time to 6:00 p.m. instead of 7:00 p.m. for all future meetings.


Patsy Scates stated that she would do some research and if she did find that they could not change the time then she would advise them.

After some discussion it was decided that the next Planning Commission Meeting would be held on Tuesday, September 6, 2022, at 6:00 p.m.

Chair Bradshaw asked for any further comments or questions.

- **Adjourned**

On motion of Scott Cannady, seconded by Dianna Carneal the planning commission adjourned at 8:05 p.m. *Track 102*


Timothy Bradshaw, Chair


Patsy K. Scates, Secretary