

**TAPPAHANNOCK PLANNING COMMISSION MEETING
MARCH 7, 2022
7:00 P.M.**

PRESENT

Chairperson:	Yvonne Vaughan
Vice Chairperson:	Timothy Bradshaw
Members:	Dianna Carneal Elaine Hilowitz Eric Pollitt
Town Manager	Eric Pollitt
Zoning & Code Compliance Officer:	Frank Sanders
Secretary:	Patsy K. Scates

ABSENT

Member: Scott Cannady

VISITORS:

Greg and Jennifer Huff, Owner of the Essex Inn

This meeting was held by zoom

Chairperson Vaughan called the meeting to order.

MINUTES

On motion of Elaine Hilowitz, seconded by Dianna Carneal, the commission members voted to table the voting of the February 22, 2022, Planning Commission Meeting minutes.

Votes were cast as follows:

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

NEW BUSINESS

Chairperson Vaughan recognized Greg and Jennifer Huff, Owners of Essex Inn.

Greg Huff reviewed and presented the following handout to the commission members.

Handicapped Parking concerns for Project at 314 S Water Lane

In walking throughout the downtown area, several on-street handicapped parking spaces have been found. One is located in front of the Squirrel's Nest, one on the street in front of the parking lot between Barbour Printing and Martin Sale, and several located near the courthouse across from the Ritchie house. As our lot cannot be altered to provide off street parking for a handicapped space, we propose that one of the on-street parking spaces in front of the property be designated as a handicapped space. It would provide the closest possible access to the property to a person who is handicapped. There is already a curb cut located to the right of the building, which would make an ideal ramp to reach the sidewalk level of the property.

We would be willing to bear the cost of the marking of the space, signage, and appropriate alterations to the curb cut to comply with regulations regarding handicapped access.



If the street parking option is not agreed upon, we will create a parking space in the lot for the Essex Inn, across the street, designated for the use of handicapped individuals at both businesses.

Impervious Cover concerns for 314 S. Water Lane Project

According to Chart in Section 22-162

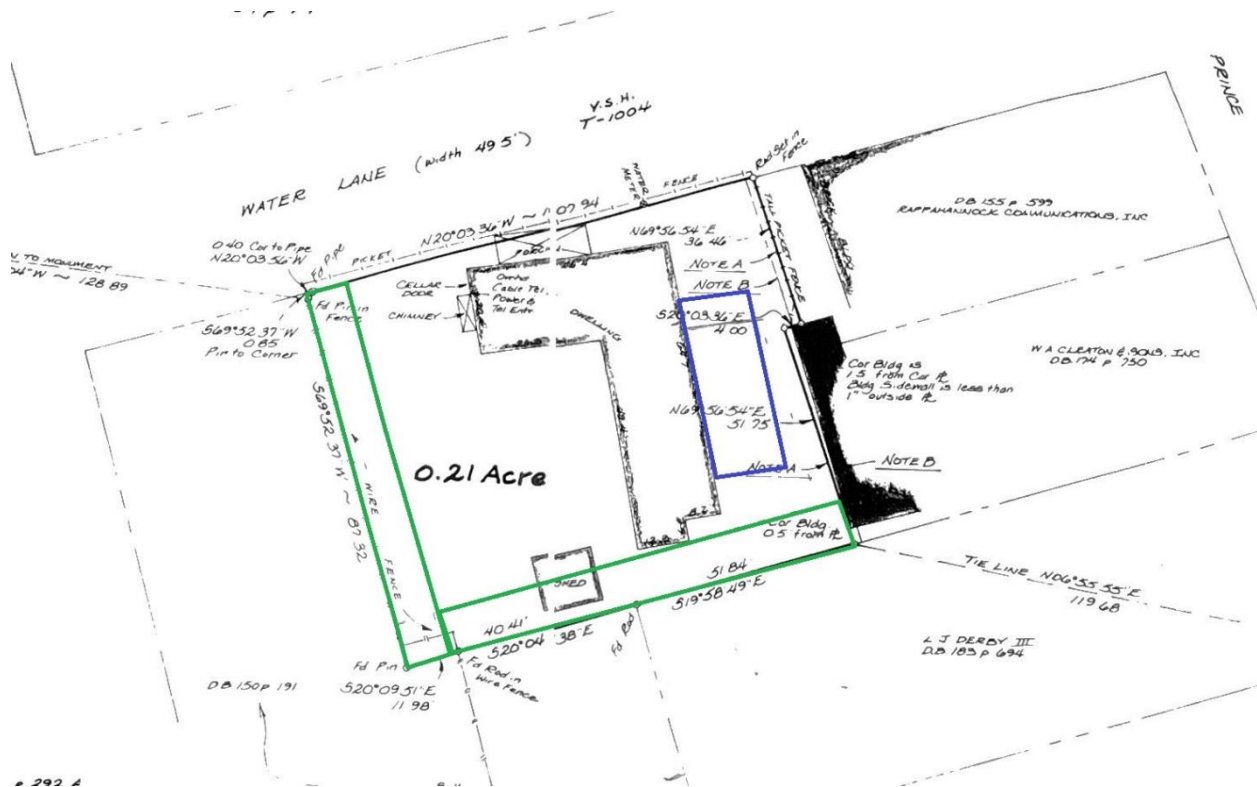
CC-1 zoning allows for 40% coverage. See

Lot size is currently measured at .21 acres, 9148 square feet

Existing Structures:	1924 square feet
Proposed Kitchen:	<u>384 square feet</u>
Total Structure(s)	2308 square feet

Current and proposed structures comprise 25.2% of the total square footage of the property, leaving approximately 1292 square feet available to be utilized for patios, decking, and walkways.

Proposed Site Plan for 314 S Water Lane Project:



As noted in green the above Site drawing, the 10-foot buffer areas have been added to reflect their locations where the property will intersect with residentially zoned properties. All three residential property owners have been contacted, and we have agreed to consult with them regarding the placement of plantings and screening with their properties.

The Blue outlined area shows the proposed kitchen addition to the property. It is 24x16 and is of an as yet undetermined external or internal design. An elevation of the proposed space will be provided before any construction begins.

There is a building marked as a shed on the drawings that is within the buffer area for the property. This building was noted on an 1801 insurance document and drawing of the property. It is our intention to repair and restore the building for use on the property. We consider the building to be historically consequential and would like it to remain in its place on the property.

Between the Shed and the proposed kitchen was the original summer kitchen. It was apparently destroyed by a falling tree, but the original foundations have been located. We intend to utilize this space for the restrooms, while maintaining the historical foundations of the structure, and highlighting them through the use of plexiglass and signage, where possible.



Examples of signage and conservation of the original foundations of the President's House in Philadelphia. This property was constructed in 1767 and served as the first Executive Mansion for both George Washington and John Adams before the construction of the White House was completed. The construction of the buildings on Water Lane predates this by nearly 50 years.

There was some discussion regarding the parking spaces, and the handicapped parking concerns, ADA (American Disability Act) requirements, some discussion about if the Department of Transportation would require or allow a cross walk to be installed, impervious cover concerns, and the proposed site plan.

Frank Sanders, Zoning and Code Compliance Officer stated to Mr. Huff that he is going to need a site plan at least 11X17 in size with more clarity, which includes the handicap parking, parking, buffer, etc.

Greg Huff asked for any questions.

Dianna Carneal, Commission Member stated that she would need to see the final proposed plan before she had any more questions. She feels that the project is at a standstill at this point.

Frank Sanders asked if Mr. Huff could get the final site plan to him before the April 4, 2022, planning commission meeting so that he and the commission members could review it.

Mr. Huff indicated that would not be a problem.

There was some discussion regarding funding availability through the Industrial Revitalization Fund through the Department of Housing Community Development.

OLD BUSINESS

- **Comprehensive Plan**

Vice Chair Bradshaw stated that they have been waiting on some census information which has not been received yet, but these recommended changes were not depending on any type data.

Vice Chair Bradshaw shared the recommendations/additions/changes to the comprehensive plan that the members had been discussing over the last few meetings as follows:

- I.** **Changes to the Comprehensive Plan:** Any time a change is made to the comprehensive plan it is to be documented so there is a record of what was changed and why

- II.** **Chapter 5 Environmental Protection has a lot of abbreviations:** Add an addendum C of “Definition of Abbreviations” so there is an explanation of every term that is in the Comprehensive Plan making it easy to review and read. Examples: MPPDC – Middle Peninsula Planning District Commission, SFHA – Severe Flood Hazard Area etc.

- III.** **Revision of wording in Chapter 10: Downtown Revitalization and Urban Design – The Historic District:**
 - a. Page 131 paragraph 2 – Where it states: “Two Significant Structures, the monument dedicated to Civil War Soldiers from the region and the Essex County Courthouse Complex, are found in this section of Prince Street.” It was recommended that the wording be changed since some changes are being made to the statue/monument.

 - b. Page 131 paragraph 4 – “The civil war monument should serve as a gateway into the historical district.” It was recommended that this sentence be removed.

There was much discussion regarding the statue/monument.

Town Manger Pollitt encouraged the members to discuss your concerns with the council members.

Dianna Carneal, Planning Commission Member reviewed the chapters that she was assigned within the comprehensive plan. She discussed a title changed in the Virginia Administrative Code for Chesapeake Bay Preservation Area Designation and Management Regulations, and some grammar changes.

There was much discussion regarding the Comprehensive Plan.

Town Manager Pollitt recommended that the commission members made a list of these types of changes and submit the changes and they will give the changes to the Berkley Group and once all the changes are made the commission can adopt the changes before it goes to the council members before their consideration.

There was some discussion.

Chairperson Vaughan informed the members that she attended a round table discussion with Senator Warner and other officials on behalf of the planning commissions and she presented Mr. Warner's aid with a prepared packet that contained points that was shared at the meetings such as Transportation needs and mail delivery issues.

There was some discussion.

Chairperson Vaughan asked for any comments or questions.

On motion of Timothy Bradshaw, seconded by Elaine Hilowitz, the commission members voted to adjourn.

There being no further business, the meeting was adjourned at 8:35 p.m.

Track 84

Yvonne Vaughan, Chairperson

Patsy K. Scates, Secretary