

PLANNING COMMISSION MEETING
APRIL 4, 2022
7:00 P.M.

PRESENT

Chairperson	Yvonne Vaughan
Vice Chair:	Timothy Bradshaw
Members:	Elaine Hilowitz
	Dianna Carneal
Town Council Member:	Anita J. Latane
Zoning and Code Compliance Officer:	Frank Sanders
Secretary:	Patsy K. Scates

ABSENT

Member: Scott Cannady

VISITOR:

Greg Huff, Essex Inn

Chairperson Vaughan called the meeting to order.

MINUTES

On motion of Dianna Carneal, seconded by Timothy Bradshaw, the commission members voted unanimously to approve the February 22, 2022, and the March 7, 2022, Planning Commission Meeting Minutes.

Votes were cast as follows:

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

OLD BUSINESS

- **Comprehensive Plan**

Chairperson Vaughan stated that Vice Chair Bradshaw with the help of Commission Member Carneal is working on organizing the suggestions and recommendations to the Comprehensive Plan to be submitted to the Town Council members for final approval. She suggested that the Comprehensive Plan chapters be reviewed in numerical order so that it would be easier to review and have in order once the suggestions are submitted to the Town Council. Patsy Scates, Secretary reminded the commission members that once the suggestions/recommendations to the Comprehensive Plan was completed then a motion would need to be

made before the final document was submitted to the Town Council. Frank Sanders stated that he had received an email from the Berkley Group that indicated the census information has been released and they are working on the Comprehensive Plan updates. He stated that once he receives the information, he would pass it on to the commission members.

- **Zoning Report**

Frank Sanders, Zoning and Code Compliance Officer stated that the WAWA is still in the ninety-day compaction of the soil and should be getting close to the end of that requirement and getting ready for development. He stated that Pizza Hutt Restaurant has inquired about opening adjacent to Wal-Mart in the strip shopping center and the old Pizza Hutt building located in the Essex Square Shopping Center may be scheduled to be demolished. He stated that the MOD Car Wash is scheduled to begin construction very soon. He stated the old Lowey's Restaurant located on Church Lane should be opening back up soon and the boat that is located outside is set to be used as seating for the customers.

Chairman Vaughan asked what the process was to have the Pizza Hutt demolished.

Frank Sanders stated that he had contacted the owner of the building to discuss the condition of the building and the lot. He is not sure if the property will be torn down or if it would be sold. He stated that the Town of Tappahannock does not have the authority to issue a demolition permit, Essex County Building Official Office would issue the demolition permit.

There was some discussion.

Vice Chair Bradshaw asked if any business in Town have requested to have electric car charges installed.

Frank Sanders stated that he has not received any requests at this time but Sheetz does have electric car charging stations installed in their parking lot.

- **Greg Huff, Owner of the Essex Inn**

Greg Huff. Owner of the Essex Inn reviewed and discussed the following presentation with the Planning Commission Members. (*Attachment A – Maps*)

Buffer Zone setbacks for 314 S. Water Lane Project

As noted in the green plot outlines, a 10-foot buffer has been reserved on the property for meeting the requirements for residential lots which intersect with the proposed CC-I zoned lot at 314 S. Water Lane. Currently, a century old Pecan tree, an established older Crepe Myrtle, and several Hackberry and opportunistic trees are in place, mainly on the property line that is shared with Scott and Maria Cannady. We intend to create a landscaping plan to utilize the Pecan tree and the Crepe Myrtles, while exploring the possibility of removing some of the opportunistic growth. We have consulted with two

different, local companies to develop a plan for the buffer zones as they become necessary. The buffer zones are presently part of Phase 4 of the construction plan.

Impervious Cover concerns for 314 S. Water Lane Project

According to Chart in Section 22-162

CC-I zoning allows for 40% coverage.

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

Existing Structures: 1924 square feet

Proposed Kitchen: 384 square feet

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.

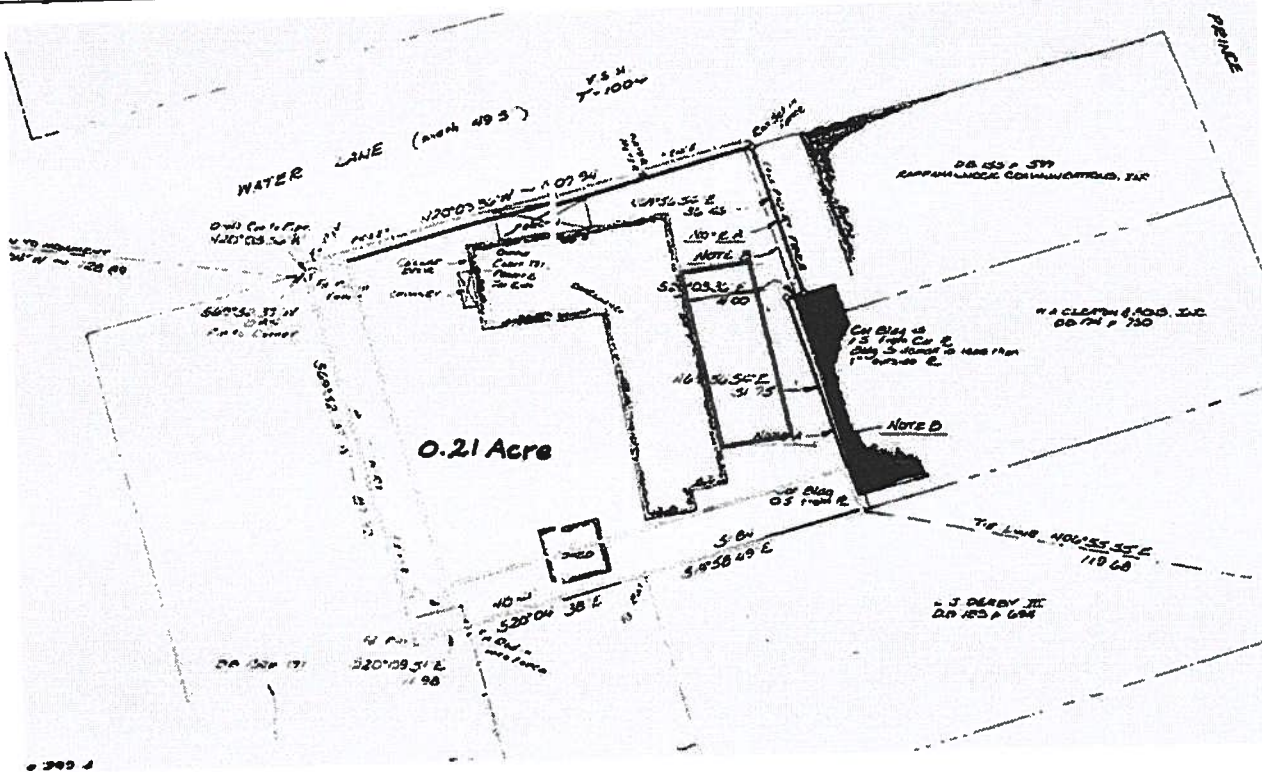
Proposed Construction and Buildings on 314 S. Water Lane Property

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.

Proposed Site Plan for Project:



As noted in 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.

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Parking Concerns for project at 314 South Water Lane

Agreement is currently in place with Clifton Ogg of Ogg Enterprises, LLC for use of parking facilities located on Prince Street. The lot is used during the regular business hours of Martin-Sale Furniture through 5:00, Monday through Saturday.

Attached to this document is a copy of the agreement between Clifton Ogg of Ogg Enterprises, LLC which allows the use of the lot for parking for customers of the proposed commercial property at 314 South Water Lane.

The lot is contiguous to the property owned by Ross Simpson Properties, which is the owner of the Essex Inn and 314 South Water Lane. A gate and lighting is already provided to access the property at 203 Duke Street, while sidewalk access is available from Prince Street to Water Lane. It is our assertion that the lot is in direct contact with the property owned by Ross Simpson Properties, the entity that owns both •The Essex Inn at Tappahannock and the property at 314 South Water Lane and would not be considered as 'satellite parking', but should be seen as regular parking.

Additionally, please see below notation in the Town Ordinances:

Section 22-200. Flexibility in Administration Required

- a. The Town of Tappahannock recognizes that, due to the particularities of any given development, the inflexible application of the parking standards set forth in Article XVII may result in a development either with inadequate parking space or parking space far in excess of its needs. Alternative off-street parking standards may be accepted if the applicant can demonstrate that such standards better reflect local conditions and needs (i.e. a residential development is irrevocably oriented toward the elderly or a business is primarily oriented to walk-in trade, sufficient availability of designated on street parking, etc.).

As a part of our study of the property and possible parking solutions, we have visited downtown to observe street parking patterns during the projected business hours. It is our observation that the average number of cars parked in the downtown area on Prince Street, from the square with the statue down to the front of the DAW Theatre, averages 3 parked cars between the hours of 6 to 10 pm. The street parking spaces on Water Lane have been noted as being empty during the same time period.

We have also been offered use of parking spaces by the Tappahannock Main Street organization.

Martin Sale
Furniture Company

April 4, 2022

Clifton F Ogg
Martin-Sale Furniture Co Inc
224 Prince Street #699
Tappahannock, Va 22560

To Whom it may concern,

We have agreed to allow Essex Inn (Tavern Project)
customers to park in our parking lot, during our off hours, after 5:00
p.m.

Sincerely,



Clifton F. Ogg, President

Handicapped Parking concerns for Project at 314 S Water Lane

In discussions with Eric Pollitt, Town Manager, and Frank Sanders, Zoning Guru, we have decided that the best course forward is to locate the Handicapped Parking space for the 314 S. Water Lane Project on the property of The Essex Inn at Tappahannock, across the street at 203 Duke Street. As noted in the aerial, the blue-marked space will be the designated Handicapped Parking spot for the project at 314 S. Water Lane. We will bear all the costs of signage, lining of the curbing at The Essex Inn at Tappahannock, and any improvements deemed necessary to the proper application of a Handicapped Parking space.

As seen in the aerial depiction, the Handicapped Parking Space Will be located 44 feet from the entrance ramp to the front door of the 314 S. Water Lane Project. The ramp will comply with all ADA requirements upon its completion.

Greg Huff, Owner of Essex Inn asked for any questions.

There were none.

Frank Sanders, Zoning and Code Compliance Officer remind Mr. Huff that he needed the rezoning application and the application supplied. Mr. Sanders made copies for the commission members.

Frank Sanders asked the commission members if they had any comments or questions.

The commission members felt that Mr. Huff has been informative with his presentations and they did not have any questions.

Frank Sanders, Zoning and Code Compliance Officer explained the rezoning process and he informed them that they would have ninety days to make a recommendation to the council members.

There was some discussion.

- **Reports**

Commission Member Hilowitz reported that at the March 14, 2022, Town Council meeting some non-profit organizations requested funds, Chairperson Vaughan and herself updated the council members on some of the changes the commission members had been working on in the Comprehensive Plan, and a consulting company presented to the council what was going to be evaluated in the pay study and provided a timeline for when the study would be completed.

Chairperson Vaughan asked if the nonprofit organizations were notified of the meeting because she requested some funds for the planning commission members for training. She asked if there was a special form that needed to be filled out.

Council Member Latane stated that the non-profits were notified of the meeting and she should contact Town Manager Pollitt regarding her request for funds.

There was some discussion.

Vice Chair Bradshaw reported that a Board of Zoning Appeals meeting was held to discuss an application for a Variance from Locke Supply located in the Times Square Shopping Center. He stated that they were applying for more signage and the request was denied because they did not have a hardship.

There was some discussion regarding the variance, the sign ordinance and the fence that was placed in the parking lot.

Chairperson Vaughan stated she would like to submit an annual report by calendar year to the council members. She asked if the commission members had any items that they would like to include in the report to please submit them to her by Wednesday, April 6, 2022.

There was some discussion about what items to include in the report to help support the request for funding.

Chairperson Vaughan reported that she has asked Commission Member Hilowitz to find business that would be interested in locating in the Town of Tappahannock.

There was some discussion regarding what business she would like to contact.

Chairperson Vaughan asked for any further comments.

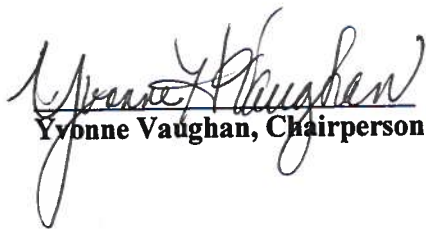
Vice Chair Bradshaw stated that it is his understanding that the Town of Tappahannock is paying the Berkley Group for their services to update the Comprehensive Plan. He questioned what the training would be for.

Commission Member Hilowitz stated that she feels the commission needs training to understand what the commission members are responsible for.

Chairperson Vaughan stated that she would like some training similar to what was provided last year from VCU, training for new members to know what to expect as a planning commission member and ongoing training for all members.

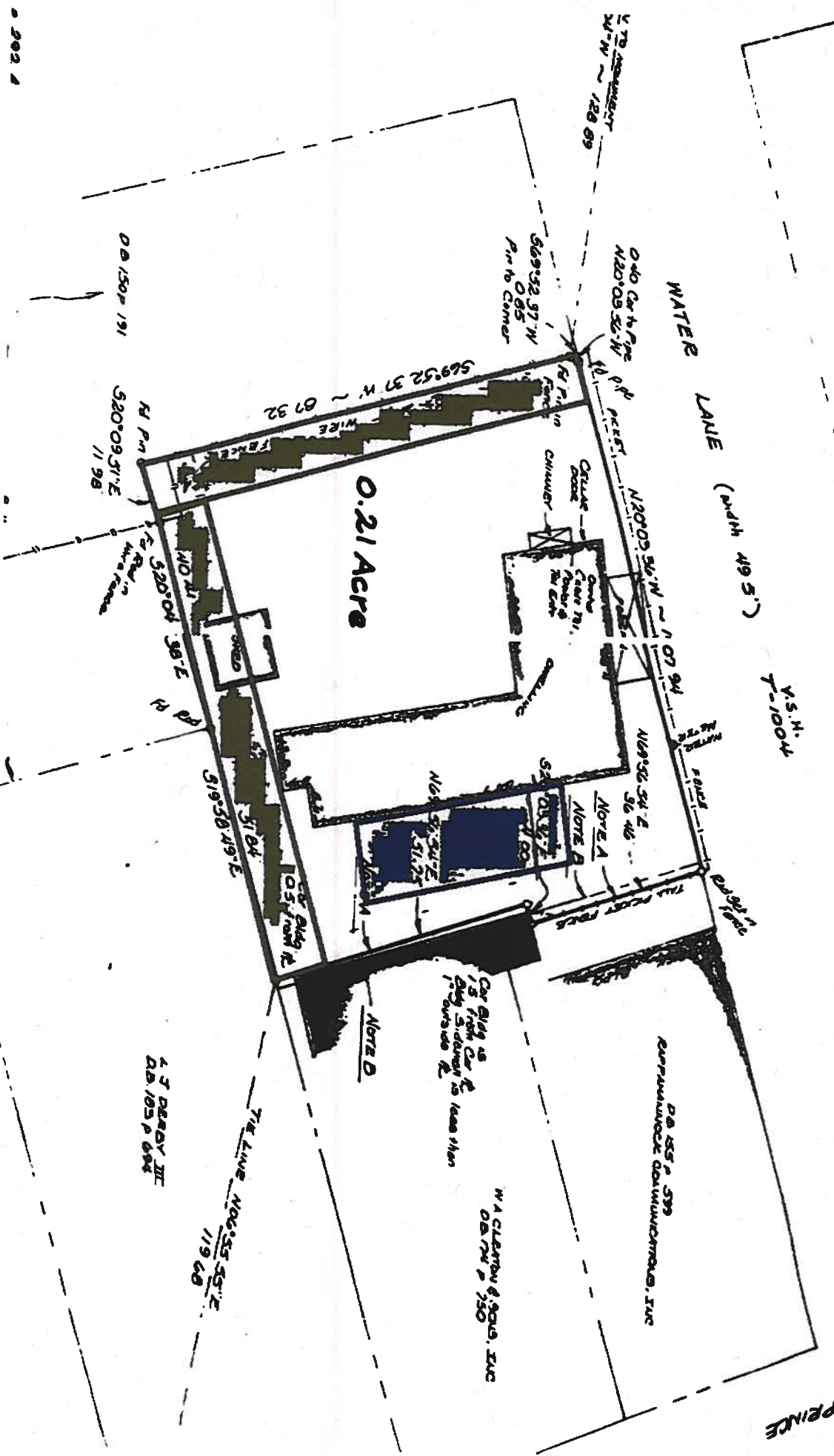
There was some discussion.

On motion of Timothy Bradshaw, seconded by Elaine Hilowitz, the meeting was adjourned at 8:15 p.m.
Track 87


Yvonne Vaughan, Chairperson


Patsy K. Scates, Secretary

0.202 4



0.21 Acre

WATER LANE (width 49.5')

V.S.H. T-1004

PRINCE

D.B. DEARBY III
DB 105 P 684

W.A. CLAYTON & SONS, INC
DB 74 P 750

D.B. DEARBY III
DB 105 P 684

NOTE B
Car Garage is 1.5 feet from Car to Driveway is less than 1.5 feet from Driveway to House

NOTE A
NOTE B

569°52'37"W ~ 07.32

520°09'51"E
11.98

520°04'38"E

519°58'49"E

THE LANE N06°55'55"E
119.68

N 75° 00' 00" W
128.69

0.40 Car to Garage
N20°05'32"W
0.85
Pm to Camer

N20°05'32"W ~ 107.94

N08°32'54"E
56.46

N08°32'54"E
51.75

569°52'37"W
0.85
Pm to Camer

105 feet from H.

1.5 feet from Car to Driveway is less than 1.5 feet from Driveway to House

1.5 feet from Car to Driveway is less than 1.5 feet from Driveway to House

1.5 feet from Car to Driveway is less than 1.5 feet from Driveway to House

1.5 feet from Car to Driveway is less than 1.5 feet from Driveway to House

6

7

8



Map data © OpenStreetMap contributors, Imagery © Mapbox

Feet (US) ▾
Measurement Tools

44 Feet (US)

Clear

From GTR, in units of meters: 13.41





