

**PLANNING COMMISSION MEETING**  
**MAY 2, 2022**  
**7:00 P.M.**

**PRESENT**

Vice Chair:	Timothy Bradshaw
Members:	Elaine Hilowitz
	Dianna Carneal
	Scott Cannady
	Maria Pitts
Town Manager:	Eric Pollitt
Zoning and Code Compliance Officer:	Frank Sanders
Secretary:	Patsy K. Scates

**ABSENT**

Chairperson:	Yvonne Vaughan
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Vice Chair Bradshaw called the meeting to order.

On motion of Dianna Carneal seconded by Scott Cannady, the commission members voted to approve the April 4, 2022, Planning Commission Meeting Minutes.

**Votes were cast as follows:**

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

**OLD BUSINESS**

- **Comprehensive Plan**

Vice Chair Bradshaw asked about the status of the comprehensive plan.

Frank Sanders asked if the commission members had any more suggested changes to the comprehensive plan. He stated that the changes he received have been submitted to the Berkley Group.

Town Manager Pollitt stated that they had just recently learned that the Berkley Group has been working with the content of the 2007 comprehensive plan document instead of the 2014 document. They now have the 2014 comprehensive plan document. He stated that it was the Town's impression we were going to receive more content of the comprehensive plan updated. He stated that the Berkley Group wanted more money for a more thorough update of the comprehensive plan document, so the Town has decided to keep the cost in the scope of what was already budgeted. We will just get the plan completed and, in the future, we will find a different group that can provide us a more through updated of the plan for the Town's money.

There was much discussion.

Town Manager Pollitt and Frank Sanders showed the commission members the proposed zoning map (it has not been officially adopted.)

There was some discussion regarding the zoning map.

Vice Chair Bradshaw asked if the long-term plan is always to have the comprehensive plan updated by an outside group such as the Berkley Group.

Town Manager Pollitt stated yes. He stated that other localities have more staff that can be dedicated to updating the comprehensive plan whereas the Town does not that is why the Town contracted with the Middle Peninsula Planning District who hired Berkley Group.

- **Zoning Report**

Frank Sanders updated the commission members on construction projects and other projects moving forward within the Town of Tappahannock.

There was some discussion.

#### **NEW BUSINESS**

- **Introduction of New Member**

Vice Chair Bradshaw recognized our newest member, Maria Pitts.

Commission Member Maria Pitts introduced herself.

- **Discuss Mr. Huff's rezoning application**

Vice Chair Bradshaw asked if the commission members had any comments or questions regarding Mr. Huff's rezoning application. He asked Frank Sanders if he would comment on the application.

Frank Sanders, Zoning and Code Compliance Officer stated that the building is over three-hundred years old and built in 1710, located at 314 South Water Lane (Emerson's Ordinary) is presently zoned in R-3 Town Residential. Mr. Huff would like to have the building rezoned to CC-1 Central Commercial so that he will be able to open a colonial themed restaurant. He stated that Mr. Huff had written permission from Martin-Sale Furniture Company to use their parking lot located on Prince Street to use for parking. He stated that Mr. Huff has addressed his concerns. He stated that it would be up to the commission members if they would like to recommend the rezoning application to the Town Council members for their consideration.

There was some discussion.

Vice Chair Bradshaw asked if the commission members would like to vote on the rezoning application tonight or if they would like more time to review.

On motion of Scott Cannady, seconded by Dianna Carneal, the commission members voted to recommend to the Tappahannock Town Council that the property located at 314 South Water Lane (tax map parcel 32 B 14 G 7) measuring 87X108 feet per lot in the Town of Tappahannock and it is owned by Ross Simpson Properties, LLC as deeded in the Essex County Circuit Court and the signature of the applicant is Gregory Huff to be rezoned from R-3 Town Residential to CC-1 Central Commercial in the Town of Tappahannock.

**Votes were cast as follows:**

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

- **Appoint a Chairperson and Vice Chairperson in the July 2022 Planning Commission Meeting**

Vice Chair Bradshaw informed the members that they should consider appointing from among its members a Chairperson and a Vice Chairperson in the July 2022 Planning Commission Meeting.

- **Appoint a member of the Planning Commission as a representative for the Tappahannock Main Street**

Vice Chairperson Bradshaw asked if anyone was interested in attending the Tappahannock Main Street meetings as a representative from the Planning Commission.

Commission Member Pitts volunteered to attend the Tappahannock Main Street meetings as a representative of the Tappahannock Planning Commission. She asked the date and time of the meetings that they would like her to attend.

Town Manager Pollitt stated that it depends on if the planning commission wanted her to attend the Tappahannock Main Street committee meetings or the Tappahannock Main Street board meetings. He stated that he assumes it would be the Tappahannock Main Street board meetings and would e-mail her the information.


- **Reports**

Elaine Hilowitz stated that she did not have anything to report on from the April 11, 2022, Town Council Meeting. She reported that she has been working on contacting businesses to see who would be interested in locating to the Town of Tappahannock.

There was some discussion.

On motion of Scott Cannady, seconded by Elaine Hilowitz, the meeting was adjourned at 8:06 p.m.

*Track 90*

  
Timothy Bradshaw, Vice Chair

  
Patsy K. Scates, Secretary

