

**PLANNING COMMISSION MEETING
OCTOBER 3, 2022
6:00 P.M.**

PRESENT

Chairperson:

Vice Chairperson:

Members:

Timothy Bradshaw

Scott Cannady

Dianna Carneal

Maria Pitts (*arrived late*)

Elaine Hilowitz

Yvonne Vaughan

Connie Dalton

Patsy K. Scates

Community Development & Zoning Administrator:
Secretary:

VISITORS:

Chris Rose, Rappahannock Times

• **CALLED TO ORDER**

Chair Bradshaw called the meeting to order.

• **MINUTES**

A motion was made to approve the minutes from the September 6, 2022, Planning Commission meeting. No second motion was made.

Commission Member Hilowitz advised that she would like to have the draft minutes in more detail as it pertains to the conversation about the draft comprehensive plan.

The vote for the September 6, 2022, Planning Commission minutes will be tabled until the next meeting.

On motion of Scott Cannady, seconded by Elaine Hilowitz, the Commission voted to approve the September 6, 2022, Historical Overlay Review Committee meeting minutes.

Votes were cast as follows:

Dianna Carneal: Aye

Elaine Hilowitz: Aye

Scott Cannady: Aye

Yvonne Vaughan: Abstain

- **REPORTS**

Chair Bradshaw recognized Commission Member Hilowitz.

- **MARSH STREET ROAD THRU**

Commission Member Hilowitz reported that the members should have before them a handout related to Comprehensive Plan (see attached) as it pertains to the potential access road from Marsh Street to Airport Road. She reported that the Town has hired an engineering firm, but she does not know the status of the project.

Connie Dalton introduced herself and gave the members some background information on herself.

Connie Dalton reported that a grant has been filed involving the airport property with the goal of trying to obtain funds for the design of the industrial site to make it site ready. We will be moving forward, and hopefully receive grant funding for an Industrial Park at the Old Airport property.

Connie Dalton stated that she will work hard to support the goals of the Commission Members and she understands the current frustration with wanting to be more involved. She welcomed the members to come into the office to discuss any concerns they may have.

Connie Dalton discussed some of the projects that are moving forward within the Town, and she stated that her goal would be to share as much of the information of what projects that are moving forward as possible.

- **COMPREHENSIVE PLAN**

Connie Dalton reported that she has received a draft of the comprehensive plan. She reported that once it is reviewed, a final draft of the comprehensive plan will be available for the members review and provide feedback. She reported that the budget for the update of the comprehensive plan was a very tight budget, and it was only for a technical update.

Connie Dalton stated that she is going to do her best to provide the members with executive summaries to understand what the next steps would be, and that she would like to hear the commission members thoughts moving forward.

There was some discussion.

Commission Member Hilowitz stated that she was not aware that the comprehensive plan was a technical update, she was under the impression that it was a full update.

Connie Dalton stated that the comprehensive plan guides development and guides in the availability to receive grants and funding. She reported that a technical/desktop update includes data changes such as population projections, statics, typos, items like that.

Commission Member Vaughan stated that she assumed that a representative from the planning commission would have been included in the discussion regarding the comprehensive plan.

Connie Dalton suggested that after she has a final draft of the comprehensive plan that the commission members review it, make their recommendations, then they may decide on a time frame as to when they may like to take it to public hearing.

There was some discussion.

Connie Dalton suggested having a work session to review the commission members recommendations and comments if they so desire.

- **RAFT**

Commission Member Pitts expressed her confusion regarding the RAFT program and asked where she could find some information to research further.

Commission Member Carneal provided her with some information regarding RAFT.

There was some discussion.

- **TAPPAHANNOCK MAIN STREET EVENTS**

Commission Member Vaughan reported that she has been attending the Design Committee of the Tappahannock Main Street Program, and she stated that they will have an open house on Wednesday, October 5, 2022, at 6:00 p.m. at the Essex Inn. She invited the members to attend.

Commission Member Pitts reported on what projects the Tappahannock Main Street Winterfest committee is working on.

- **MEETING DATE AND TIME CHANGED**

Commission Member Cannady stated that he would like to suggest that we make some modifications to the meeting time.

There was some discussion.

On motion of Scott Cannady, seconded by Maria Pitts, the Commission voted to set the Planning Commission Meeting time and date to the following: **the first Wednesday of every month at 6:30 p.m.**

Votes were cast as follows:

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

Scott Cannady: Aye
Yvonne Vaughan: Aye

- **NEW BUSINESS:**

Commission Hilowitz reported that she read that Town of Tappahannock was awarded a US Department of Transportation RAISE grant funding for a total of \$1.5 million in grant funds and she was requesting more information.

Connie Dalton stated it is a press release that Town Manager Pollitt has shared. The grant is for infrastructure improvements. It states that the grant will fund planning activities to conduct multimodal

assessment and develop a master plan, proposing projects and cost estimates for future development in Town limits and Essex County.

There was some discussion.

There was also some discussion about the Hoskins Creek Project, and the group expressed their frustration about not being kept up to speed with the projects in town.

Connie Dalton suggested that the group attend meetings, review minutes, review news articles, make an appointment with her, and ask questions to improve communication.

There was much discussion.

- **ADJOURNED**

There being no further business, on motion of Scott Cannady, seconded by Dianna Carneal, the meeting was adjourned at 7:25 p.m. *Track 106*


Timothy Bradshaw, Chairperson


Patsy K. Scates, Secretary

**Comprehensive Plan Report - Transportation Chapter 4
1/12/22**

The following agencies support the extension of Marsh St, and offer help if needed.

Tappahannock Chief of Police	Jim Ashworth
Tappahannock/Essex Fire Chief	Paul Richardson
Essex School Board	Raymond Whitaker
Essex County School System Transportation	Crystal Blowe
Tappahannock Mayor	Roy Gladding
Tappahannock Town Manager	
Essex County Sheriff	Walter Holmes
Retired Essex County Sheriff, Sheriff Clark	Stanley Clarke
Essex County Bd of Supervisors, Chair	Sidney Johnson
Essex County Administrator	Michael Lombardo
Tappahannock Planning Commission Chair	Yvonne Vaughan.I
Tappahannock Chamber of Commerce	Patricia Galliger

****Agencies without names I have not yet spoken with, but have tried to contact.**

HISTORY: Retired Sheriff Clarke was the Essex County Sheriff when the town proposed connecting Marsh St. and Airport Road. The original plans were to make a simple gravel drive with a gate for use by the school vehicles only. VDOT became involved and as far as he knows it just fell through. He said the request was from the School Board to reduce time and expenses. I have spoken with the County School Transportation director who has put me on the mailing list for future meetings regarding their plans.

- ◆ **May need to consider additional traffic lights**
- ◆ **Time, effort, energy, commitment needed to submit application**
- ◆ **Possible expenses to Town and Country**