

PLANNING COMMISSION MEETING
JULY 5, 2023
7:00 P.M.

PRESENT

Chair:	Timothy Bradshaw
Vice Chair:	Scott Cannady
Members:	Dianna Carneal
	Maria Pitts (<i>Arrived late</i>)
	Elaine Hilowitz
Community Development/Zoning Administrator:	Connie Dalton
Secretary:	Patsy K. Scates

ABSENT

Members: Yvonne Vaughan

- **CALL TO ORDER**

Chair Bradshaw called the meeting to order.

- **MINUTES APPROVED**

On motion of Elaine Hilowitz, seconded by Scott Cannady, the Commission Members voted to approve the June 7, 2023, Planning Commission meeting minutes.

Votes were cast as follows:

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

- **NEW BUSINESS**

Chair Bradshaw stated that the next item on the agenda is to elect a Chair and Vice Chair of the Planning Commission from among its members.

On motion of Scott Cannady, seconded by Dianna Carneal, the Commission nominated Timothy Bradshaw as Chair of the Planning Commission.

Chair Bradshaw asked if he could serve another term.

Patsy K. Scates stated that he could serve another term if he accepted.

Chair Bradshaw was asked if he accepted the nomination.

Chair Bradshaw stated that he was not sure if he wanted to serve another term and stated that he wanted to table the item until Commission Member Pitts was in attendance.

- **TOUR OF THE TOWN**

Chair Bradshaw asked the Planning Commission members if they were able to attend the Tour of the Town scheduled for Saturday, July 8, 2023.

Vice Chair Cannady stated that he will not be able to attend.

Commission Member Hilowitz discussed the itinerary for the tour of the town and the map route.

There was some discussion regarding the transportation, the length of the tour, and itinerary for the tour of the town and the map route.

Chair Bradshaw stated that he would like to return to the agenda item of electing a Chair and Vice Chair from among its members.

CHAIR ELECTED

On motion of Scott Cannady, seconded by Maria Pitts, the Commission Members voted to elect Timothy Bradshaw as Chair of the Planning Commission.

Votes were cast as follows:

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

- **VICE CHAIR ELECTED**

On motion of Scott Cannady, seconded by Elaine Hilowitz, the Commission Members voted to elect Dianna Carneal as Vice Chair of the Planning Commission.

Votes were cast as follows:

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

- **OLD BUSINESS**

Commission Member Carneal stated that she would like to discuss the email that was sent, inviting the CEO of Seven and M Development to attend a Planning Commission meeting. She stated that she agrees that this is an Essex County project and we should not provide any input as Commission Members. She feels it needs to go through the proper channels.

Chair Bradshaw stated that he would encourage all the Planning Commission members to be aware of the project. He feels that there is a great working relationship between Essex County and the Town of Tappahannock and he would like it to remain that way. He feels that as a Commission Member we do not want to give them the impression we are intruding.

Commission Member Pitts stated that she is aware that it is an Essex County project based on the boundaries. However, she feels that in the Comprehensive Plan there is discussion about growth and expansion and she does not feel that it would be meddling if we are trying to diversify the Town of

Tappahannock and Essex County if the developer brought the project information to the Commission Members. She feels the project could affect the population or the traffic flow of the Town. She stated that when she found out about the project she wanted to learn more because she feels she has a voice by being a member of the Tappahannock Planning Commission.

Commission Member Pitts stated that she felt if the Commission Members agreed with the project, then it could possibly help the Seven and M Development project move forward with Essex County, because they would have a support system from the Tappahannock Planning Commission Members.

Commission Member Hilowitz stated there could be some legal issues with the Tappahannock Planning Commission Members being involved with the project. She stated that there were some articles in the local newspaper in reference to the project that she could read to become informed.

Commission Member Pitts stated she needs to understand what the legal issues are and what was the problem with CEO of Seven and M Development presenting the project to the Tappahannock Planning Commission Members.

Commission Member Hilowitz stated that the Essex County Planning Commission meets the first Tuesday of every month and she feels that we could attend that meeting. She stated that she is not aware of any legal issues, but she feels we are two entities who would need to coordinate. She proposed having a joint meeting with the Essex County Planning Commission once a year.

Chair Bradshaw suggested that a better avenue would be to ask a Town Council member to give updates on their meetings with the members of Essex County.

Vice Chair Cannady stated that the Planning Commission Members are an advisory commission. He feels that the project is in Essex County, and it is their jurisdiction. He stated that we do not have the authority from the Town Council to be involved in the project, and it is not within the Town limits. He feels that it would be inappropriate for the Commission members to be involved. He stated that however if the Town Council wanted to invite the CEO of Seven and M Development to a council meeting for an update then they could be attendance of that meeting as well.

Commission Member Carneal suggested Commission Member Pitts attend the meeting as a resident of Essex County.

Chair Bradshaw stated that he appreciates the enthusiasm of the members and he feels the more information we know the better informed we are about making decisions.

- **UPDATES**

Chair Bradshaw asked Connie Dalton if she had any updates.

Connie Dalton suggested reaching out to Rob Hodges, Zoning Administrator for Essex County, for updates on the Seven and M Project. She stated that she is also in agreement that the Commission members take the route of reaching out to a Council member.

Connie Dalton provided the following updates.

- Planning Commission continues to have a vacancy that needs to be filled.
- The Council has on their July 10, 2023, agenda to recommend Denise Hammond to the Essex County Circuit Court to serve on the Board of Zoning Appeals.

- “Historic Downtown Tappahannock” is currently transitioning to this new branding.
- Two New Virginia Main Street gateway signs will be installed soon
- Town has applied for a litter grant
- Working on getting inoperative vehicles removed and encouraged the members to contact her if they see any vehicles that are inoperative.
- Starbucks has submitted site plans
- Virginia Association of Zoning Officials Conference – June 2023
 - Two staff members attended training for technical and legal components.
 - Acquired information on new legislative requirements, including amendment that changes the required notification process for public hearings.
- Virginia American Planning Association Conference – July 2023
 - The Town Manager was invited to serve as guest speaker on a panel for the presentation on the Hoskins Creek project.

Vice Chair Cannady asked if Connie Dalton knew the intentions of the new owners of the recently purchased building on the corner of Prince Street and Water Lane. This building presently holds the Tappahannock Artists Guild (TAG)

Connie Dalton stated that she has not been approached by the new owners for any ideas for that building.

- **COMPREHENSIVE PLAN**

Chair Bradshaw asked the status of the Comprehensive plan.

Connie Dalton stated that Summit is working diligently on the technical update to the comprehensive plan and she believes that the contract guidelines stated that they have until the end of the year to get the plan completed. She stated that they are currently working on verifying the Town boundaries on the zoning map.

- **NEW BUSINESS**

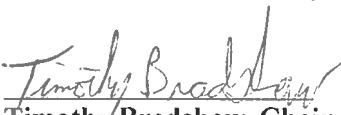
Commission Member Pitts stated that she wanted to make the Town aware that Hobbs Hole Drive beside the Hampton Inn stays flooded.

On motion of Elaine Hilowitz, seconded by Scott Cannady, the Planning Commission voted to adjourn at 7:45 p.m.

Votes were cast as follows:

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

Timothy Bradshaw: Aye
 Scott Cannady: Aye


 Timothy Bradshaw, Chair


 Patsy K. Scates, Secretary