

TOWN OF SCOTTSVILLE

Planning Commission

Regular Meeting

Monday, February 6, 2023

Victory Hall

401 Valley Street

Scottsville, Virginia

Members:

Molly Angevine

Lisa Caltabiano, Chair

Dan Gritsko, Council Liaison

Matthew Johnson

Shannon Strassner, Vice-Chair

MINUTES

1. *Call to order, establish a quorum, and agree to agenda:* Chair Lisa Caltabiano called the meeting to order at 7:04 pm. Present and in-person was Molly Angevine, Lisa Caltabiano, Dan Gritsko. Attending online was Shannon Strassner who stated she was at home in Scottsville due to illness. Absent from the beginning of the meeting was Matthew Johnson, he joined online at 7:30 pm. Dan Gritsko made a motion to approve an amended agenda with the addition of minutes for June 6, 2022. The motion was seconded by Molly Angevine and passed unanimously via voice vote.
2. *Review and approval of past meeting minutes: December 5, 2022 & June 6, 2022:* The minutes were approved via a motion toward the end of the meeting.
3. *Report on relevant action by the Town Council:* Dan Gritsko reported on the resignation of Zachary Bullock following a vote on the Bird Street Factory proposal. Matt Lawless reported that budget planning will begin with the Town Council in March, which will include the Planning Commission's input. Matt Lawless asked the Planning Commission to consider what funding it will request for the Comprehensive Plan update. Lisa Caltabiano expressed that she wished the 800 Bird St. recommendation given by Planning Commission had been given its due weight. The Planning Commission discussed developing cohesion with the decision making of the Town Council and improving communication between both bodies.
4. *Matters from the public:* George Goodwin, a Buckingham resident, spoke to zoning changes on SCAN land on Hardware Street by stating there is no need for a zoning change and stated that a recommendation should not have gone forward to Town Council.
5. *Old Business*
 - a. *Comprehensive Plan process and 2023 goals:* Planning Commission discussed budgetary limits on the update to the Comprehensive Plan and discuss the development of volunteer teams that dedicate time to the Comprehensive Plan update. Matthew Johnson joined the meeting at 7:30 pm. Chair Lisa Caltabiano asked for the Planning Commission's buy-in, the update will be a yearlong commitment. The Planning Commission discussed more communication during the update and requested outreach efforts include the use of the town website and newsletters to the public. The Planning Commission has interest in hiring an intern from a graduate program to help with the Comprehensive Plan. Planning Commission discuss possible reformatting of the Comprehensive Plan. Planning Commission discussed reviewing progress on goals laid out in the Comprehensive Plan. The Planning Commission divided into sections a portion of the Comprehensive Plan and asked that members to review their section and plan to meet during a special session to discuss the

Comprehensive Plan. The Planning Commission will begin to reach out personally to volunteers and asked staff to start up an email list.

6. *New Business*

- a. *Zoning text amendment, Homestays*: Presented was the staff report and proposed zoning text amendments that have been worked on by the consultant Maxie Brown. Matt Lawless presented the intent of the ordinance updates which includes changes to homestay language. The Planning Commission, after discussion requested more information on how fire inspections and a health inspection work in relation to homestays, there will be follow up with Maxie Brown and the Town Attorney on safety regarding fire code.
 - b. *Upcoming subdivision review, East Village*: Matt Lawless reported that there will be an upcoming subdivision review of 150 acres in Scottsville by Blenheim and Albevanna Springs Road. The project called East Village, is 50 acres that are village residential and 100 acres that are rural in zoning. The subdivision review will be about the by right use of the 150 acres, Planning Commission will review the site plan to assure that it is consistent with the town's ordinances. Matt Lawless stated that there is no legislative action by the Town Council on a subdivision review and that the Planning Commission will be serving a ministerial role in reviewing the subdivision. Matt Lawless shares that this will have large public attention. The Planning Commission discussed the history of Mink Creek Estates that are next to these 150 acres and discussed green space and trails in town. The Planning Commission plans to review the subdivision during the next regular session.
 - c. *Recommendation on Bird Street sidewalk project*: Planning Commission discussed the reporting by Matt Lawless that the Bird Street sidewalk project has been delayed for years and Virginia Department of Transportation (VDOT) reached out to inform us that the project will now incur higher costs due to the rise of material and labor costs. Matt Lawless noted that any budget overages on the project will be paid by the town. VDOT has reached out to recommend that Scottsville cancel the current grant and then work with a willing VDOT to issue a new study and apply for a new grant for a traffic improvement. Planning Commission discuss applying for the grant and about proposing either a sidewalk, one-way street downtown, or other traffic improvements. Matt Lawless suggested the Planning Commission recommend the cancellation of the project also due to budgetary constraints for next year in which the grant required Scottsville to provide a minimum match. The Planning Commission gave the recommendation to cancel the grant and that the town work on applying again for the grant to improve traffic in the town.
7. *Adjournment*: Planning Commission decided to hold a special session at 7pm on February 28th, 2023, to focus on the Comprehensive Plan. Javier Raudales asked for the Planning Commission to vote on the minutes for June 6th, 2022, and December 5th, 2022, as previously mentioned in the agenda. Shannon Strassner made a motion to approve the minutes for June 6th 2022 and December 5th 2022, Matthew Johnson seconded the motion and the motion passed via voice vote. Shannon Strassner made a motion to adjourn, the motion was seconded by Dan Gritsko and the motion passed via voice vote at 8:58 pm.