

TOWN OF SCOTTSVILLE

Planning Commission

Regular Meeting

Monday, April 03, 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. In attendance were members: Molly Angevine, Dan Gritsko, and Lisa Caltabiano. Shannon Strassner was absent from the meeting with Mathew Johnson who joined the meeting online from home at 7:06 pm due to personal reasons. Commissioner Molly Angevine asked for staff to follow up with the Planning Commission on the body's attendance policies. With the quorum established, the agenda was discussed to include items: 1) Discussion of Role of Planning Commission Liaison and 2) Strategic Planning, Session One. A motion was made to approve the amended agenda as discussed by Commissioner Dan Gritsko and the motion was seconded by Molly Angevine. The motion passed via voice vote.
2. ***Review and approval of past meeting minutes: February 6, March 1, March 6:*** Commissioner Lisa Caltabiano issues a correction on a typo for the minutes of February 6, 2023. Dan Gritsko made a motion to approve the minutes of February 6, 2023, March 1, 2023, and March 6, 2023, as discussed. The motion was seconded by Molly Angevine and the motion passed unanimously via voice vote.
3. ***Report on relevant action by the Town Council:*** Dan Gritsko reported that the Town Council continues to discuss the budget and the DMV Select possible closure or continuance. Dan Gritsko discussed that Town Council continues to discuss committee assignment and discussed Dan Gritsko's appointment as Planning Commission Liaison.
 - a. ***Discussion of Role of Planning Commission Liaison:*** Lisa Caltabiano discussed emailing the Town Council and Planning Commission to recommend that the role of the liaison not be changed on a cyclical basis and recommending any possible change be made with a purpose. The Planning Commission discussed Virginia law on the appointment of a liaison, the role of liaison, the advantages of incumbency or a new liaison and the voting ability of a liaison.
 - b. ***Strategic Planning, Session One:*** Councilmember Aileen Morse spoke to the Planning Commission about scheduling the first session of two with the Planning Commission to collaborate with the Town Council on strategic planning. Aileen Morse discussed possible dates for both sessions that include the Planning Commission but stated that confirmation of availability was needed with Town Council, no vote was taken to hold a special meeting.
4. ***Matters from the public:*** No one spoke during the public comment portion, the item opened and closed at 8:21pm.
5. **New Business:**

- a. **Special Use Permit for Tourist Lodgings, 190 Poplar Spring Road:** The applicant, Kevin Quick, manager of EKM Properties LLC, is requesting a special use permit for the site to place up to three cabin rentals on the site for tourism lodging. Kevin Quick looks to increase the tax base of the town by finding use for the property. During the presentation, Kevin Quick spoke about the driveway on the property and about the use of water. Kevin Quick indicated interest in building the cabins in stages to gauge market interest in the rentals. Staff recommended approval of the item. Matthew Johnson made a motion to hold a public hearing May 1, 2023, for the special use permit for 190 Poplar Spring Road. The motion was seconded by Molly Angevine and passed via voice vote.

6. *Old Business*

- a. **Subdivision review, East Village:** Matt Lawless reported that the subdivision plan has been updated with a few technical updates after check-ins with other agencies, leading to approval by those agencies. Matt Lawless reported that neighbors have been sent notice. Molly Angevine requested a site visit to the property. Ms. Moon, architect on the East Village plan discussed the revokable easement with the Planning commission and the by-right uses of the property during the magisterial review of the subdivision. A motion was made to approve the preliminary Plat of the east Village subdivision review by Molly Angevine, the motion was seconded by Dan Gritsko, the motion passed via voice vote.
- b. **Zoning text amendment, Homestays:** Matt Lawless reported on the fire safety responsibilities of homestays and staff is working on establishing responsibilities between Scottsville and Albemarle County. Matt Lawless reported that the health department is only focused on traditional bed and breakfast businesses.
- c. **Comprehensive Plan: Focus on pedestrian and traffic safety:** Planning Commission discussed how this is an opportunity to prepare for future VDOT grants, discussing that the Town of Scottsville in its planning should foster a culture that encourages pedestrian safety in addition to infrastructure improvements for safety. Chair Lisa Caltabiano spoke to having expert on best practices on pedestrian and traffic safety. Scottsville citizen, Mr. Harold Pillar, spoke urging the planning commission to think about the possibility of building wider streets by widening Route 20 within town limits to increase safety and to allow for sidewalks. Chair Lisa Caltabiano requested that the minutes include Harold Pillar's comment on street widening and to include Harold Pillar's suggestion that Scottsville research the town owned rights-of-way to the East of Valley Street to build one-way roads in Scottsville. Matt Lawless discussed that he can request that Michael Barns of VDOT attend a meeting to provide expertise to the Planning Commission as they attempt to formulate strategies for the future.

- 7. **Adjournment:** Motion was made to adjourn by Molly Angevine, the motion was seconded by Dan Gritsko. The motion passed via voice vote and the meeting adjourned at 9:36 pm.