

TOWN OF SCOTTSVILLE

Planning Commission

Regular Meeting

Monday, May 1, 2023, 7:00 p.m.

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 7:03pm. In attendance were members Molly Angevine, Lisa Caltabiano, Dan Gritsko, Matthew Johnson, and Shannon Strassner. With the quorum established, a motion was made to approve the agenda by Commissioner Shannon Strassner and the motion was seconded by both Molly Angevine and Dan Gritsko. The motion passed unanimously via voice vote.
2. **Review and approval of past meeting minutes: 4/4/2022, 4/7/2022, 4/3/2023, 4/21/2023:** Chair Lisa Caltabiano requested an edit to the minutes for 4/3/2023. A motion was made to approve the minutes as discussed by Shannon Strassner; the motion was seconded by Dan Gritsko and approved via voice vote.
3. **Report on relevant action by the Town Council:** Dan Gritsko reported that the Town of Scottsville is continuing to search for a Town Administrator. Dan Gritsko reported that the Town Council held a meeting in April to work on their strategic planning, on the budget for Fiscal year 2023-2024 and are discussing committee liaison assignments and role. The Town Council also approved the 520 Valley Street zoning map amendment. The Planning Commission with the Town Council discussed the approval of the amendment and the recommendation by the Planning Commission to deny the zoning map amendment. The Planning Commission requested that in the future more information from staff be presented prior to a zoning map amendment being presented to the Planning Commission for a recommendation. The Planning Commission discussed the format for the second meeting with the Town Council to work on strategic planning. Planning Commission will request a small group meeting with Town Council, assigning Commissioner Molly Angevine and Matthew Johnson to participate in the second meeting as representatives of the Planning Commission. The Planning Commission expressed appreciation of increased relationship building with the Town Council and with increased communication but would appreciate more preparation for strategic planning.
4. **Matters from the public:** No one spoke during matters for the public, the public comment meeting opened and closed at 7:24 pm.
5. **New Business**
 - a. **Introduce summer Community Planning Fellow Lincoln Lewis:** Lincoln Lewis introduced himself to the Planning Commission, he will assist the Planning Commission, working 1-2 days a week for the Town of Scottsville. Lincoln Lewis discussed working with the Planning Commission and offered to hold a small discussion with commissioners on his intended

work. Matt Lawless shared the high qualification and multidisciplinary skills at a PHD level of Lincoln Lewis.

6. *Old Business*

a. **Special Use Permit for Tourist Lodgings, 190 Poplar Spring Rd.**

i. **Public Hearing. Discussion and possible action on the matter:** Applicant Kevin Quick presented the Special Use Permit for 190 Poplar Spring Road and reviewed the staff report with the Planning Commission. Kevin reiterated that the site would hold up to 3 small structures for only tourist lodging, not residential use, and will intend to phase the structures on the site. The Planning Commission discussed the special use permit. No one spoke during the public hearing. Planning Commission and Matt Lawless discussed the underlying zoning for the .7 acres is village residential and that the Special Use Permit will only permit three units for tourist lodging. The Planning Commission discussed possible conditions on the special use permit. Dan Gritsko made a motion to recommend the special use permit for tourist lodging at 190 Poplar Spring Road, with the friendly amendments of a maximum of 3 parking spots on site, and that the applicant hold to the general site plan layout shown in the application, the motion was seconded by Shannon Strassner and the motion passed via voice vote.

b. **Zoning text amendment, Homestays:** Matt Lawless reported that the Homestay zoning text amendment still requires a review for fire safety and needs to be table for next month.

c. **Comprehensive Plan: progress on goals, research, and drafting:** The body discussed Lincoln Lewis revising the Berkely Group proposal and drafting a structure of events, goals, and necessary research for the Comprehensive Plan. The Planning Commission discussed including the tire factory in the comprehensive plan and discussing the future of the northside of the town including the town's trail head close to Paulette Town. The Planning Commission discussed walkability in town including trails and connection on the northside of Scottsville. The Planning Commission thanked Matt Lawless for his service as Town Administrator. Chair Lisa Caltabiano requested a list of the rights-of-way in Scottsville. Molly Angevine made a motion to hold a special session on May 22nd, 2023, at 7:00 pm to discuss further the Comprehensive Plan. The motion was seconded by Dan Gritsko and the motion passed via voice vote.

7. **Adjournment:** Motion was made to adjourn by Commissioner Matthew Johnson, the motion was seconded by Commissioner Shannon Strassner. The motion passed via voice vote and the meeting adjourned at 8:37 pm.