

# TOWN OF SCOTTSVILLE

## Planning Commission

### Regular Meeting

Monday, August 22, 2022

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: Call to order at 6:09pm with the beginning of the meeting. Present and in-person were commissioners Angevine, Caltabiano, Johnson, and Strassner. Commissioner Gritsko joined remotely. Commissioner Angevine made a motion to approve the agenda, seconded by Johnson and it passed via unanimous voice vote at 6:13pm.
2. Report on relevant actions by the Town Council: Mr. Lawless updated the Planning Commission that Commissioner Caltabiano's term was renewed in the last Council meeting, an introductory packet was discussed for future new Commission members, suggesting that the packet should include 6 months of minutes prior to the appointment date of the new commissioner and suggested a meeting with staff and new commissioners. The Planning Commission discussed that the Town Council's minutes should be shared via email when agendas are shared with the Town Council. Commissioners also spoke on receiving an introduction to Robert's Rules and suggested the Mayor and Staff assist new members with learning Robert's Rules. The Commissioners spoke on decorum of meetings, that staff, public, and commissioners should respect each other so to foster the best public input and suggested everyone take notes during meeting as a best practice.
3. Comprehensive plan: a) Legal requirements b) Context 2018 to present c) Goals for the update d) Timeline for action: Discussion began with legal requirement, Lawless spoke on how the current convention with Comprehensive plans it to create a tighter plan. Strassner shared that their eye caught page 16 of the 2018 plan, sharing interest in Goal 2: Objective 3 on land use. Angevine reviewed 2018 and shared that several goals have not been achieved and sees a review of the Comprehensive Plan's progress as productive. Angevine supports action upon the comprehensive plan and suggests a more presentable format for the plan, for example the including of a network guide for sidewalks, tools that provide easier visualization of how progress is being achieved on the plan. Suggestions include periodical staff updates and a tool to track progress. The Planning Commission discussed the need to focus on affordable housing and wishing to be clear with developers about getting projections on market prices for future developments. Strassner and Angevine clarified support for affordable housing, to which Caltabiano requested a roadmap on any planning commission requests to include affordable housing in the Planned Unit Development. Gritsko shared that every initiative requires a persistent advocate, providing the Van Clef Nature Area as an example and complemented Lawless' work as Town Administrator. Gritsko and Lawless shared with the Commission that the Town Council recently had a closed session, and that there is a sense of urgency to support development in town. Gritsko shared that factory redevelopment is very common in the Commonwealth and that our factory would be an achievable redevelopment. Sharing that the Town in any future development will be public about progress. Lawless shared that the Small Area Plan has

already informed work on the downtown including grant work for the market testing, a flood plain study, and an Environmental study of the factory site. Johnson requested more information that is binding in the Comprehensive Plan since it is a goal setting document. Lawless suggest we ask Town Council for budgetary focus on goals outlined in the Comprehensive Plan. Planning commission suggested staff make a 5-year review of progress on the Comprehensive Plan's goals, Gritsko suggesting a plan needs actions to support momentum on the goals. Lawless shared the 2019-2020 priorities list, Strassner suggested that the Comprehensive Plan update and the Planned Unit Development be completed in-house by Staff and volunteers, that the town should request its own traffic assessment so to in the future be able to encourage VDOT development to the town. The Planning Commission spoke on more research into traffic. The Planning Commission spoke on how the Town itself can improve roads in their own capacity, Strassner shared that efforts made in part by the town can help alleviate concerns in town about future traffic increases, including light on signs and sight plan studies and changes in Valley Street parking spaces. Caltabiano spoke on a series of studies that have already been completed on Downtown development, sharing that the commission has received an estimate from the Berkely Group on contracting with them to work on a Comprehensive Plan update, which is estimated to be \$60 thousand dollars to complete 1000 hours of work. Chair Caltabiano shared that the town should assess what can be done by the Town itself to update the Comprehensive Plan and Strassner shared that this can be separated into targeted updates that assure the goals of town have persisted since the last update. The Commission will review the Introduction and the Land Use section of the current Comprehensive Plan next session, considering what needs to be revised, included, and excluded from the sections. This exercise will also be used to assist with Planned Unit Development to assure the Comprehensive Plan is consistent with the Planned Unit Development. Caltabiano suggests that at the same time as review of the assigned sections of the Comprehensive Plan are done, the Commissioners develop questions for focus groups on the Planned Unit Development. Planning Commission also request to communicate with the Town Council about a traffic study being carried out by the town itself and will formally request for small street improvements including improvements of line of sight on Valley St. with parallel parking reduction for pedestrian visibility and stop sign improvements with lights.

4. Closed Session: Angevine reads the Commission into a closed meeting; and the motion is seconded by Johnson with all in favor via voice vote. The closed session began at 7:39pm. Angevine certified the closed meeting to an open session with a voice vote in which Angevine, Johnson, Strassner voting yes, with Gritsko being a non-voting participant today. The session opened at 7:58pm.

5. Adjournment: Johnson made a motion to adjourn, what was seconded by Strassner, and the session adjourned at 7:59pm.