

# PLANNING COMMISSION

## Minutes -Regular Session April 5, 2005

At approximately 7:30 p.m. on April 5, 2005, Chairman Tom Bonadeo called the session to order. In addition to Chairman Bonadeo, the following members were present: Joan Natali, Bruce L. Evans, Karen Jolly Davis, and Ken Kuttler. Also present was acting Town Planner Cela Burge and three members of the Public.

### Invocation and Pledge of Allegiance

There was a moment of silence. All recited the Pledge of Allegiance.

### Consent Agenda

Tom asked to add to Old Business, AA discussion on 239 Mason Ave and to add 7D, move to closed session at end of meeting.

Cela added 5G under Old Business to discuss the Village District language.

**Motion was made by Bruce Evans seconded by Joan Natali to accept the agenda format with the revisions discussed. The motion was unanimously approved.**

### Old Business

**A.A. 239 Mason Ave to Amend Existing Permit:** Short discussion with architect to clarify elevator and fire issues. Discussion of parking spaces required.

**Motion made by Joan Natali to forward this item to Town Council with a recommendation to approve. Bruce Evans seconded the motion which was unanimously approved.**

**A. By-Laws Revisions:** Bruce asked a question concerning Article 3.3 and suggested this to be changed to "quorum".

**B. Parking Study:** Cela led discussion with the main focus being: 1) Net number of parking spaces needed in mixed use environment with full build out 2) With whole inventory of available spaces there is a better use of the parking which would be scattered during the day, night and weekend. This will maximize use. 3) Perception of parking shortage magnified by store owners parking in front of their own stores and customers walking from further distances. Also, many of the vehicles currently parked on the street belong to the construction workers. There are also dumpsters parked on the street which take up space. More discussion was held on who should take responsibility to provide parking?

- C. *HDRB Sec 4.10 & Demolition Guidelines*: Cela led the intense discussion which included the definition of Non- contributing structures and definitions of basement and story above grade. A lengthy discussion of the Historic District Overlay ensued with the suggestion that the Overlay cover the entire town. It was agreed to ask for concurrence from the Historic District Review Board prior to scheduling a Public Hearing.
- D. *Basement definition – text revision*: See above info.
- E. *Recommendations/potential candidates for Planning Commission*: Contact list has been provided to Council.

*Motion was made by Joan Natali to submit four names, Eileen Cobb, Sharon Wise, Mary Ann McDevitt and Cela Burg, to Council for interview as candidates for the Planning Commission. The motion was seconded by Bruce Evans and unanimously approved*

- F. *Proposal to Sustainable Design Assessment Team Program was submitted March 14, 2005*: Was sent in by Town Manager.

#### **New Business**

- A. *Keller Co. – Richard Keller to perform transportation planning*: Cela described the intentions of this program as a prelude to the Comprehensive Plan, went over the proposed agenda and invited the Planning Commission members to a work session between 6:30 and 8:00 p.m. on April 15, 2005.

#### **Announcements**

- A. *Greenways Conference*: Discussion of who might attend.
- B. *Transportation Planning*: see New Business
- C. *Planner Hired*: Jason Pruitt to begin June 2, 2005. William & Mary graduate and will graduate VCU Master's Program in May.
- D. *Village District Language*: Discussed conditional use permits in Village District and changes to the language.

**Motion made by Ken Kuttler to take the recommended language changes to Town Council as a representation of the modification which they asked for in that enhancements over 70 ft be a conditional use, and that they may be allowed to be conditional use. The motion was seconded by Bruce Evans and unanimously approved.**

**Motion to go into Closed Session in accordance with Section 2.2-3711 page 3 of the Code of Virginia of 1950, as amended for the purpose of Paragraph 3," Discussion or Consideration of the Acquisition of Real Property for a Public Purpose" made by Karen Jolly Davis, seconded by Ken Kuttler and unanimously approved.**

**Motion to move out of closed session made by Joan Natali, seconded by Ken Kuttler and unanimously approved.**

**Motion made to verify that only items pertaining to parking were discussed during closed session made by Bruce Evans and seconded by Joan Natali. Roll call vote: Davis, yes; Evans, yes; Natali, yes; Kuttler, yes; Bonadeo, yes.**

**Motion to adjourn made by Bruce Evans to adjourn the meeting, seconded by Joan Natali and unanimously approved.**

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Chairman

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Town Clerk