

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL  
SEPTEMBER 5, 2023

The Broadway Town Council met in regular session on Tuesday, September 5, 2023, in the Council Chambers of the Broadway Town Hall. The following members were present: Mayor Timothy S. Proctor and Council Members Chad L. Comer, Richard E. Fulk, Douglas W. Harpine, David L. Jordan, and Beverly L. London. Council Member Leslie E. Fulk was absent.

The following staff members were present: Town Manager Kyle O'Brien, Deputy Town Manager Cari Orebaugh, Town Clerk Donna Lohr, Town Attorney Matthew Light and Police Chief Douglas Miller. Also in attendance were Tim Schmoyer, Ronald Fawley, Liz Fawley, Greg Young, Annie Young, Madeleine Young, and Lisa Schmid-Zweigler.

Mayor Timothy S. Proctor called the meeting to order at 7:00 p.m. with the Pledge of Allegiance followed by the invocation.

**Approval of Minutes and Bills:**

**Douglas W. Harpine moved to adopt the minutes of the August 1, 2023, session of Town Council and to authorize payment of bills in the amount of \$399,323.70. Chad L. Comer seconded the motion which was approved with the following recorded roll call vote:**

<b>David L. Jordan</b>	<b>Aye</b>	<b>Beverly L. London</b>	<b>Aye</b>
<b>Douglas W. Harpine</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Chad L. Comer</b>	<b>Aye</b>		

**Resolution Initiating Zoning Text Amendment:**

Mr. O'Brien explained that generally in any new subdivision when it is approved, those houses are constructed with concrete or asphalt driveways. Recently, it has been noted that a few locations in town, which are outside any subdivision, have gravel driveways. For consistency purposes, town staff would like to have this ordinance in place to have legal backing so that the Town can require the driveways be concrete or asphalt. Most of the subdivisions have private covenants that require concrete or asphalt driveways. The current Town ordinance states that if a location has parking for more than five spots, concrete or asphalt must be installed, however the ordinance does not address a driveway for a single family dwelling. The updated ordinance requires that a driveway for a single family be concrete or asphalt. Existing driveways that are gravel will be grand-fathered in. This resolution initiates the process to adopt the ordinance. There will be a joint public hearing next month with the Planning Commission to approve the final ordinance.

**Mr. Chad Comer made a motion to approve the resolution, initiating the process of a zoning text amendment, as presented. Mr. David L. Jordan seconded the motion which passed on the following recorded roll call vote:**

<b>David L. Jordan</b>	<b>Aye</b>	<b>Beverly L. London</b>	<b>Aye</b>
<b>Douglas W. Harpine</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Chad L. Comer</b>	<b>Aye</b>		

**Old Business:**

Mr. O'Brien reported that staff has issued voluntary water conservation measures effective immediately, in keeping with the Virginia Department of Environmental Quality's Drought Warning Advisory for our area. The Town is still in good shape. The Town's well levels have not dropped, however the water level in the river is low. As a result, the Town thought it was prudent to take these measures at this time. These restrictions will take effect tomorrow, September 6, 2023.

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL  
SEPTEMBER 5, 2023

Currently, most people are using water conservatively anyway. The Town is asking people to conserve at this point. Restrictions are voluntary, not mandatory. Notices will be posted on social media and the Town's website.

Also under Old Business, Mr. O'Brien mentioned that the Town of Timberville agreed to separate the Board of Zoning Appeals. A public hearing is required for this process. Mr. O'Brien is requesting names of possible appointees for the Board of Zoning Appeals. There are three current members on the BZA, but the Town will need two additional members for this board.

Mr. O'Brien remarked that paving is scheduled for October or early November.

He also noted that the pickleball courts are scheduled to be finished this fall. Lastly, he remarked that the pool season went very well this year. The pool manager did a great job. Most of the lifeguards are planning to return next year.

**Departmental Reports:**

**Parks & Recreation:** Mr. Harpine requested profit and loss figures for the pool by the next meeting. He had nothing additional to add to Mr. O'Brien's report.

**Finance:** No report.

**Personnel/Police:** No report.

**Utilities:** No report.

**Streets & Properties:** No report.

**BHP:** Mr. Comer reported that this Saturday, August 9, 2023, is Autumn Days on Main Street in Broadway. This Autumn Days Festival is scheduled to have the most vendors to date for this event.

**Planning Commission:** Mr. Jordan reported that the Planning Commission did not meet in August, however they will be meeting in November to begin review of the Comprehensive Plan.

**New Business:** No new business to discuss.

**Public Comment:**

Mr. Greg Young introduced himself, his wife Annie, and daughter Madeleine to Council members. Mr. Young stated that they have lived in Broadway the past two years. Mayor Proctor and Town Council welcomed the Young family.

**Adjourn:**

**With no further comments from the public, and no further business to discuss, at 7:47 p.m., Richard E. Fulk moved, seconded by David L. Jordan, to adjourn the September 5, 2023, Town Council meeting. The motion was approved with the following recorded roll call vote:**

David L. Jordan	Aye	Beverly L. London	Aye
Douglas W. Harpine	Aye	Richard E. Fulk	Aye
Chad L. Comer	Aye		

\_\_\_\_\_  
Mayor

Timothy S. Proctor

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL  
SEPTEMBER 5, 2023

\_\_\_\_\_ Town Clerk

Donna J. Lohr