

**Town of Broadway
Planning Commission
Meeting Minutes
Monday, September 11, 2023**

The Broadway Planning Commission met in the Council Chambers of the Broadway Town Hall on Monday, September 11, 2023. Planning Commission members present were Eddie Long, Brenda Pultz, Travis Driver and Tim Schmoyer. Commission member David Jordan was absent. Staff members present were Kyle O'Brien, Cari Orebaugh, and Donna Lohr.

Chairman Eddie Long called the meeting to order at 7:00 p.m. and established a quorum with four members present.

Approval of Minutes:

Mr. Tim Schmoyer made a motion to approve the minutes from the October 11, 2022, Planning Commission meeting. Ms. Brenda Pultz seconded the motion which passed with the following recorded vote:

Travis Driver	Aye	Brenda Pultz	Aye
Eddie Long	Aye	Tim Schmoyer	Aye

Appointment of a secretary to the Planning Commission:

Mr. Long stated that since Ms. Andrea Fulk was no longer working for the Town of Broadway, a new secretary to the Planning Commission would need to be appointed. **Mr. Travis Driver made a motion to appoint Donna Lohr, Town Clerk, as secretary to the Planning Commission. Mr. Tim Schmoyer seconded the motion which passed with the following recorded vote:**

Travis Driver	Aye	Brenda Pultz	Aye
Eddie Long	Aye	Tim Schmoyer	Aye

Election of Planning Commission officers:

Mr. Long stated that according to the by-laws, officers for the Planning Commission should be appointed annually at the July meeting. The Planning Commission did not meet in July 2023, so officers need to be appointed at tonight's meeting. Mr. Travis Driver nominated Mr. Eddie Long to serve as Chairman of the Planning Commission and Ms. Brenda Fultz nominated Mr. Travis Driver as Vice-Chairman of the Planning Commission.

Mr. Tim Schmoyer then made a motion to appoint Mr. Eddie Long as Chairman and Mr. Travis Driver as Vice-Chairman of the Town of Broadway Planning Commission. Ms. Brenda Fultz seconded the motion which passed on the following recorded vote:

Travis Driver	Aye	Brenda Pultz	Aye
Eddie Long	Aye	Tim Schmoyer	Aye

New Business:

Mr. Eddie Long advised that the only item under New Business was an overview of the Comprehensive Plan Update.

Mr. Jeremy Crute, representing the Central Shenandoah Planning District Commission, introduced himself and his co-worker, Mr. Joshua Smoot. He then gave a power point presentation summarizing the objectives of his organization, explaining what a Comprehensive Plan is, and discussing why it is important to have a Comprehensive Plan. He explained what his organization will be doing to aid the Town of Broadway in updating its Comprehensive Plan. He also provided contact information for himself and Mr. Smoot to Planning Commission Members. A copy of Mr. Crute's power point presentation is included with the minutes as attachment A.

The next item under new business was an explanation of the upcoming Joint Public Hearing with the Broadway Town Council. Mr. O'Brien explained that the public hearing is regarding an ordinance to create a text amendment to the Land Development Regulations of the Town regarding paving requirements for driveways and off-street parking. The ordinance will require driveways within the Town to be either concrete or asphalt. Existing driveways that are graveled are grandfathered in. This ordinance will provide backing for the Town as it will state the requirement that new houses be constructed with asphalt or concrete driveways. Mr. O'Brien explained that this text amendment creates consistency throughout Town for everyone.

Old Business:

There was no old business to discuss.

Other Business:

- a. Commission Member Appointment Status

Mr. Long explained that Mr. Travis Driver is a candidate for Town Council and Mr. Dave Jordan is a candidate for Mayor. Mr. Dave Jordan currently serves as the Planning Commission's representative to Town Council. If he is elected Mayor, a new Commission Member will need to be appointed as Planning Commission's representative. In addition, if Mr. Driver is elected to Council, there will potentially be two openings on the Planning Commission. Mr. Long remarked that Mr. O'Brien will take care of making sure those openings get filled. It will be important to make sure that there are enough members present for a quorum for the upcoming meetings that will be held to discuss the Comprehensive Plan. Mr. Long advised members that if anyone knows of citizens who might wish to serve on the Planning Commission, they should let Mr. O'Brien know.

Mr. O'Brien added that the Town is also looking for members for the Board of Zoning Appeals (BZA) since the Town of Broadway is separating from the existing joint Board of Zoning Appeals with Timberville and creating its own BZA. The three existing members of the BZA will stay on Broadway's BZA, if they are willing, but two new members will also be needed. The Board of Zoning Appeals meets on an "as needed" basis.

Mr. Long reminded members that there will be a joint public hearing with the Town Council in October and Ms. Orebaugh will be sending out a schedule of meetings for the rest of 2023 this week.

With no further business to discuss, Mr. Long adjourned the Planning Commission meeting at 7:36 p.m.

Donna Lohr, Town Clerk/
Secretary to the Planning Commission