

**Town of Broadway
Planning Commission
Meeting Minutes
Monday, November 13, 2023**

The Broadway Planning Commission met in the Council Chambers of the Broadway Town Hall on Monday, November 13, 2023. Planning Commission members present were Eddie Long, Brenda Pultz, and Travis Driver. Commission members David Jordan and Tim Schmoyer were 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 three members present.

Approval of Minutes:

Mr. Travis Driver made a motion to approve the minutes from the September 11th, 2023, meeting and the minutes from the October 4th, 2023, Joint Public Hearing with Town Council. Ms. Brenda Pultz seconded the motion which passed with the following recorded vote:

Travis Driver	Aye	Brenda Pultz	Aye
Eddie Long	Aye		

New Business:

Mr. Eddie Long advised that the only item under New Business was a review of the first three chapters of the Comprehensive Plan Update.

Mr. Joshua Smoot, with the Central Shenandoah Planning District Commission (CSPDC), provided a presentation summarizing the first three chapters of the Comprehensive Plan Update. Mr. Smoot first discussed the aspect of community engagement, and he summarized the results from the Comprehensive Plan Community Survey. He stated that the survey was advertised on October 11, 2023, and as of November 9th, 2023, one hundred fifty-two responses had been received. He provided a brief summary of the results. Those results are included in the presentation, a copy of which is on file with the minutes.

Mr. Smoot then discussed the first Chapter of the Comprehensive Plan, entitled History. He indicated that changes to the Plan are in red typeface. Mr. Smoot then discussed the goals and objectives for the chapter. Planning Commission Chairman Eddie Long asked if the word "support" means to help fund monetarily in Objective #4. After some discussion, the consensus of Commission members was to strike the word "support" and leave just the verb "encourage" in Objective #4.

Mr. Smoot then presented Chapter 2, Natural Resources. He mentioned that there are multiple goals and objectives for Chapter 2 and that those may be reduced if that is the decision of Planning Commission Members.

Planning Commission members stated that Chapter 2 looks good and agreed to keep the goals and objectives as presented.

Mr. Smoot then proceeded to present Chapter 3, Government Structure. Discussion ensued regarding personnel data and how those numbers change often. Planning Commission members decided to remove the numbers from the personnel data. Mr. Smoot was also asked to remove the second paragraph that discusses committees, as the Town no longer has committees.

Mr. O'Brien noted that the Board of Zoning Appeals will remain with five members.

Mr. Smoot then mentioned the General Fund Revenues are from 2009, 2016, and 2023. The Town is maintaining the same spread on years. The numbers from the 2023 audit will be used for this Plan update.

Mr. Smoot then mentioned that the new tax rates will be included in the updated Plan and the old rates will be removed.

Mr. Smoot also noted that the "Assets and Liabilities" section has not been reviewed by the CSPDC yet.

Mr. Smoot summarized the goals and objectives for Chapter 3. Planning Commission Members agreed that the only change should be to remove the verbiage "Expand Town staffing only as needed".

Mr. O'Brien remarked that this review of the first three chapters was very comprehensive, and he commended Mr. Smoot on the job that has been done to date.

Planning Commission members concurred that the CSPDC has done a very good job on this so far.

Mr. Smoot mentioned the timeline that was included in the presentation and advised that the project is moving forward on schedule. He advised that the next step is to finalize any revisions from feedback from this evening's meeting, continue to gather survey results, and complete revisions to the Demographics and Economy chapters. Mr. Smoot also advised Planning Commission members that his contact information is included with the presentation that was provided to all members this evening.

Old Business:

a. Broadway Board of Zoning Appeals Joint Public Hearing – November 14, 2023:

Mr. O'Brien explained that the purpose of the joint public hearing is to hear comments on the separation of the joint Board of Zoning Appeals for Broadway and Timberville. Mr. O'Brien explained that the Board of Zoning Appeals meets infrequently. He also advised that both Broadway's and Timberville's Councils will vote independently to establish a Board of Zoning Appeals for each town.

Mr. Travis Driver asked about staffing the Board of Zoning Appeals, once it is separate from the Town of Timberville's. Mr. O'Brien responded that Town Council is ready to appoint two members at the meeting on November 14, 2023. Mr. Jim Sacco and Mr. Taylor Fulk have expressed interest in serving on the Board of Zoning Appeals. Existing members include Mr. Eddie Long, Ms. Doris Whitmore, and Ms. Joan Shifflett.

Other Business:

Mr. Eddie Long congratulated Mr. Travis Driver on his recent election to Town Council.

Mr. O'Brien inquired if Mr. Driver would like to serve as Town Council's representative to the Planning Commission.

Mr. Travis Driver responded that he would like to be Town Council's representative to the Planning Commission.

With no further business to discuss, Mr. Travis Driver then made a motion to adjourn the Planning Commission Meeting. Ms. Brenda Pultz seconded the motion, and the Planning Commission meeting was adjourned at 7:49 p.m.

Donna Lohr, Town Clerk/
Secretary to the Planning Commission