

**Town of Broadway  
Planning Commission  
Meeting Minutes  
Monday, April 8, 2024  
7:00 p.m.**

The Broadway Planning Commission met in the Council Chambers of the Broadway Town Hall on Monday, April 8, 2024. Planning Commission members present were Eddie Long, Tim Schmoyer, Travis Driver, Elizabeth Fawley and Scott Campbell. Staff members present were Deputy Town Manager, Cari Orebaugh and Town Clerk, Donna Lohr.

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

**Approval of Minutes:**

**Ms. Liz Fawley made a motion to approve the minutes from the February 12, 2024, meeting of the Planning Commission, as presented. Mr. Tim Schmoyer seconded the motion which passed with the following recorded vote:**

<b>Elizabeth Fawley</b>	<b>Aye</b>	<b>Tim Schmoyer</b>	<b>Aye</b>
<b>Travis Driver</b>	<b>Aye</b>	<b>Scott Campbell</b>	<b>Aye</b>
<b>Eddie Long</b>	<b>Aye</b>		

**New Business:**

**a. Comprehensive Plan Update**

Mr. Jeremy Crute, with the Central Shenandoah Planning District Commission (CSPDC), provided a presentation summarizing VDOT’s preliminary feedback on the Transportation Chapter, and changes made to Chapters 8 and 9. Mr. Crute mentioned that VDOT had changed the #2 Short-Term project to the Broadway Avenue/Route 259 intersection project. VDOT also provided cost estimates for all the listed projects. Mr. Crute mentioned that the estimates range from approximately \$800,000 to \$5,400,000. He also stated that the general estimate for a mile of sidewalk is \$2,000,000. Mr. Crute mentioned that the remaining step is to submit the Transportation Chapter to VDOT for final approval. He advised that it may take up to 90 days to receive that approval. Mr. Crute advised that in the Comprehensive Plan the Linville Creek Greenway project has been changed to Linville Creek walking path, but that change was not made in his slide presentation. Planning Commission members agreed the project cost estimates were higher than expected. Mr. Crute advised that there may be some grant funding the Town could pursue to help with costs, such as the “safe routes to school” grants. Several of the projects could qualify since they create connectivity of sidewalks to the local schools. Planning Commission members agreed that Mr. Crute should proceed with submitting the Transportation Chapter to VDOT for final review and he affirmed that he would do that. Mr. Crute then proceeded to discuss the survey responses related to Chapter 8, the Utilities Chapter. He also summarized changes made to the Utilities Chapter. He then asked Planning Commission members for any changes and comments. Ms. Orebaugh mentioned that the Water Treatment Plant capacity was increased in 2019 from 2.1 million gpd capacity, to 2.9 million gpd due to a significant upgrade at the water treatment plant. Mr. Crute advised that he would make that revision. He then asked if the age of infrastructure could be provided to him for inclusion in the plan. Mr. Travis Driver advised that a water tank should be added to the Town Water Utilities

map. The water tank is located on Denali Drive. Mr. Crute then asked Planning Commission members if they would like to identify and include projects relating to water infrastructure in the Utilities Chapter. Ms. Orebaugh advised that she has some information from the Water Plant Operator regarding such projects. She can also obtain a list of lines that need to be upgraded and some valves that need to be replaced. Mr. Crute then discussed the next slide which indicated that based on Broadway's projected annual growth, the Town does have sufficient capacity for the foreseeable future. After some discussion regarding the water demand versus capacity Mr. Crute advised that he can update the total design capacity number which came from the Virginia Department of Health. He advised that he would investigate that number and update it as necessary. Mr. Crute also advised that he would include the list of projects from the Town's Water Plant Operator as a new section to the Utilities Chapter.

Mr. Crute then presented information on the Town's sewer utilities and requested any changes from Planning Commission members. Ms. Orebaugh advised that the Wastewater Treatment Plant has the capability of treating an average daily flow of 2.93 million gpd, rather than the listed 1.9 million gpd, based on an upgrade to the plant in 2017. The number of sewer connections also needs to be updated. The town has more than 1,300 sewer connections. Ms. Orebaugh mentioned that she will obtain a list of projects from the Wastewater Treatment Plant operator so Mr. Crute can include them in the new section of the Utilities Chapter also.

Mr. Crute then asked Planning Commission members to review the goals listed for the Utilities Chapter and see if they had any changes. Planning Commission members approved the goals and objectives for the chapter.

Mr. Crute then moved on to discuss Chapter 9, the Community Facilities chapter. Mr. Crute provided a brief recap of the community survey results on this topic. He then asked Planning Commission members if they wish to include some sectional goals for this chapter such as "public safety", and "parks and open space" goals, in addition to the overall goal for the chapter. Planning Commission members agreed they would like to see sectional goals included.

Mr. Crute then summarized the next steps which include submitting the Transportation Chapter to VDOT for final review, finalizing revisions to Chapters 8 and 9, and beginning revisions to the Land Use Chapter. Mr. Crute also mentioned that Planning Commission members should begin determining the timeline for the public input session. Ms. Orebaugh proposed a timeline as follows:

- May for review of the last 3 chapters
- June for a final review of the updated Comprehensive Plan
- July for the public input session
- August/September for the joint public hearing with Town Council

A copy of Mr. Crute's presentation slides is on file with the minutes.

### **Old Business:**

#### **a. Certified Planning Commission Training:**

Ms. Orebaugh informed Planning Commission members that Certified Planning Commissioners Training is being offered again in the Fall. The dates for the virtual training option are September 12<sup>th</sup> and 13<sup>th</sup>, 2024, with homework to be done following the training and then another session of virtual training November 21<sup>st</sup> and 22<sup>nd</sup>, 2024. Ms. Orebaugh advised that she would need to know who wants to attend the virtual training by Friday April 12, 2024.

#### **b. Comprehensive Plan Open House:**

Ms. Orebaugh stated that as previously discussed, the open house will likely be held in July between the hours of 4:00 pm and 6:00 pm. Planning Commission members discussed holding the open house in the Council Chambers of the Town Office and having the Small Conference Room open as well. The set up in the Council Chambers will include informational tables on various chapters of the Comprehensive Plan where people can get information and ask questions. The Small conference Room will be set up for those people who wish to review a hard copy of the plan and make their comments in written form. Ms. Orebaugh advised that she would investigate online format options for review of the plan.

**Other Business:**

Ms. Liz Fawley asked if additional benches could be placed around Town for those people who walk through Town and might wish to rest on occasion. Ms. Orebaugh advised that she has received similar requests in the past. She stated that the Town may partner with the Broadway Hometown Partnership to acquire more benches for the Town.

Ms. Orebaugh then reminded everyone that the next Planning Commission meeting is scheduled for Monday, May 13, 2024.

**Adjournment:**

With no further business to discuss, **Mr. Tim Schmoyer made a motion to adjourn the Planning Commission meeting at 7:59 p.m. Mr. Scott Campbell seconded the motion which passed on a unanimous 5-0 voice vote of Planning Commission members.**

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Donna Lohr, Town Clerk/  
Secretary to the Planning Commission