

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

The Broadway Planning Commission met in the Council Chambers of the Broadway Town Hall on Monday, January 8, 2024. Planning Commission members present were Eddie Long, Tim Schmoyer, Brenda Pultz, and Travis Driver. 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 four members present.

Approval of Minutes:

Ms. Brenda Pultz made a motion to approve the minutes from the December 11th, 2023, meeting of 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

New Business:

a. Comprehensive Plan Update

Mr. Eddie Long advised that the only item under New Business was a review of the Transportation Chapter of the Comprehensive Plan Update.

Mr. Jeremy Crute, with the Central Shenandoah Planning District Commission (CSPDC), provided a presentation summarizing Chapter 7 of the Comprehensive Plan Update. He also presented the revisions that had been made to the Demographic Chapter. This included an update on the population projections, which indicated a 1% increase per year to better reflect the limited land development capacity in town. A copy of the updated Demographics Chapter (Chapter 4) is on file with the minutes. Mr. Crute also advised that changes had been made to the business list in the Economy Chapter (Chapter 5). A copy of the updated Chapter 5 is on file with the minutes.

Mr. Crute began his presentation by showing the responses to the survey questions that related to the Transportation Chapter. The majority of respondents rated traffic in town as average to good. Mr. Crute asked Planning Commission members for their input on specific locations and times of day when there seem to be more traffic issues. Planning Commission members advised that at all the schools, there are traffic backups during drop off and pickup times of the day. Locations of those backups include Turner Avenue, Rt. 259, and Springbrook Road. Traffic is also heavy on Route 259 between 4:30pm – 5:30pm due to commuting traffic. Planning Commission members also advised that there are pedestrian/traffic issues on Sunset Drive, due to lack of sidewalk and limited right of way.

Mr. Crute advised that the Transportation Chapter entails more requirements than the other chapters. The four major requirements for the Transportation Chapter include an inventory

of existing conditions and facilities, growth assumptions affecting transportation, identification of current and future transportation needs, and identification of transportation improvements and recommendations. Mr. Crute presented maps showing the 24.1-mile roadway network in Broadway, the bridges and culverts, the average daily traffic numbers on roadways in town, and the projected average daily traffic on the roadways in Broadway in the year 2045. There is a projected 15% increase to traffic volume in Town.

Planning Commission members discussed the Bridge and Culvert map. They advised Mr. Crute that one of the bridges rated as “poor” has been replaced, one is at the Foundry, and one is a pedestrian bridge crossing Springbrook Road which was re-done. VDOT had likely not updated their information to reflect that bridge as no longer in “poor” condition. It was also noted that the pedestrian bridge at Heritage Park could be listed on the map. Mr. Travis Driver suggested that the pedestrian bridges could be included as part of the pedestrian infrastructure map.

Mr. Crute then proceeded to discuss traffic volumes and patterns in Broadway and he referenced several maps which were included with the presentation. Projections for travel patterns suggest that traffic will likely increase over time, however the level of service is not expected to worsen significantly by the year 2045.

Mr. Crute next discussed the 12.25 miles of pedestrian infrastructure in Broadway. He mentioned that there are limited crosswalks and limited bicycle infrastructure. Planning Commission members discussed areas in town where sidewalks are needed. A general consensus of members indicated that sidewalk is needed on Sunset Drive. In regard to other streets in town, Mr. Eddie Long suggested that if there is no sidewalk on a street, then on-street parking should not be allowed, in order to help with public safety. Members also suggested a sidewalk is needed on Route 259 between Rustic Avenue and Sunset Drive, and on Route 259 between Windermere Drive and Sunset Drive. One other possible project area is an extension of the sidewalk on East Springbrook Road to Route 259 where the new store is being constructed.

Mr. Crute then discussed transportation safety issues in the town regarding vehicle crashes. He stated that 78% of vehicular crashes occurred on Routes 42 and 259, which are heavily traveled roadways.

Mr. Crute advised that he would provide more details in the final narrative relating to key places where wrecks occurred in Broadway, to help provide reasons why wrecks occurred at these locations.

Mr. Crute then presented some planning assumptions in relation to transportation needs. The plan forecasts gradual population growth and increasing travel demand within the town as well as gradual employment growth resulting in citizens commuting from town to locations outside of Town limits. The plan also forecasts development of remaining undeveloped land which will increase traffic on those roads and their connections to major road arteries in town, and the pending implementation of the Shenandoah Rail Trail and its impact on traffic coming into and within Broadway.

Mr. Crute then mentioned the needs assessment for transportation and asked for input from Planning Commission Members on what is most important. Planning Commission members identified the three most important needs to be included in the update. They agreed that pedestrian infrastructure is key, particularly those aforementioned locations that need sidewalk. In addition, they mentioned roadway operations, particularly problematic intersections. And third, they identified the need for bike lanes on Routes 42 and 259 for the pending Shenandoah Rail Trail.

Lastly, Mr. Crute reviewed the projects included in the 2017 Comprehensive Plan. Mr. Crute summarized that the Turner Avenue Sidewalk Extension has been completed and a small part of the Brocks Gap/Lee Street pedestrian improvement project has also been completed. The Broadway Avenue/Route 259 intersection improvement project needs funding. The data already supports the need for improvements here. If applied for, this project is likely to get funding through VDOT. The Brocks Gap/Spar Mine roundabout project that was listed in the 2017 Plan needs to be reframed as it has been determined that a roundabout will not work at this location. Additional projects that might be included in the update to the Plan include the possible installation of sidewalks on Elm Street and East Avenue. With the pending development of Trimble Heights, that subdivision would need pedestrian access to the high school. Mr. Crute suggested that those two streets be listed as two separate projects when applying for funding, to keep the total amount of requested funding from getting too large. Another project that might be included is the extension of the sidewalk on East Springbrook Road to Route 259. Mr. Crute asked about the Linville Creek Greenway project. Ms. Orebaugh advised that the vision for that project is being re-focused due to the pending Shenandoah Rail Trail.

b. Public Input Meeting:

Mr. Crute then discussed the community engagement process. A public meeting needs to be held to gather additional public input. Mr. Crute explained that the meeting could be held in the middle of the process to inform the public of the development of the plan, or it could be held at the end of the process for the public to review and comment on the drafted plan. Planning Commission members agreed that the meeting should be held at the end of the process so the public can review the drafted plan and make comments at that point. The comments from the public can then be considered and changes made to the draft of the plan if necessary. The end-of-process meeting would also allow for plenty of time to provide notice to the public.

Mr. Crute advised that his next steps are to finalize the revisions to the Transportation chapter based on the feedback he received at tonight's meeting and he should have a draft of it for the next meeting. He will then submit the Transportation chapter to VDOT for preliminary review. He will also complete revisions on the Housing chapter, and begin planning the public engagement process.

c. Certified Planning Commission Training:

Ms. Orebaugh explained that Certified Planning Commissioners Training is offered virtually through VCU. It is an expectation that Planning Commission members take this training. Ms. Orebaugh advised that the training can be taken via Zoom. Available dates for the training are March 21st & 22nd, 2024 and May 16th & 17th, 2024. Hours for the training are 8:30 am – 4:30 pm. Registration deadline for the training is March 18, 2024. Ms. Orebaugh will send a link with the details for the training to Planning Commission Members.

Old Business:

a. Planning Commission Vacancy Update:

Ms. Orebaugh advised that the Town Council will interview Planning Commission member applicants at their February 1st, 2024, workshop in closed session. If there is a

consensus of Council, they will appoint the new Planning Commission member at their February 6th, 2024 Council Meeting.

Other Business:

None.

Adjournment:

Mr. Long stated that the next meeting of the Planning Commission is scheduled for February 12, 2024. The Housing and Transportation Chapters of the Comprehensive Plan Update will be discussed. With no further business to discuss, Mr. Long adjourned the meeting at 8:14 p.m.

Donna Lohr, Town Clerk/
Secretary to the Planning Commission