

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

The Broadway Planning Commission met in the Council Chambers of the Broadway Town Hall on Monday, July 8, 2024. Planning Commission members present were Eddie Long, Tim Schmoyer, Travis Driver, Elizabeth Fawley and Scott Campbell. Staff members present were Town Manager, Stefanie McAlister 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 June 10, 2024, meeting of the Planning Commission, as presented. Mr. Tim Schmoyer seconded the motion which passed with the following recorded vote:

| | | | |
|-------------------------|------------|-----------------------|------------|
| Elizabeth Fawley | Aye | Tim Schmoyer | Aye |
| Travis Driver | Aye | Scott Campbell | Aye |
| Eddie Long | Aye | | |

New Business:

There was no new business to discuss.

Old Business:

There was no old business to discuss.

Public Input Session:

At 7:02 p.m., Chairman Long opened the public input session for Review of the 2045 Comprehensive Plan.

a. Comprehensive Plan Update

Mr. Jeremy Crute, with the Central Shenandoah Planning District Commission (CSPDC) advised that a review and update of the Comprehensive Plan is required every five years by Virginia State Code. The plan is a long-range guide to ensure that there is planning for sufficient transportation infrastructure, sufficient water sewer infrastructure, assessment of how the population may grow, how that might impact development patterns, how the future land use map may need to change, and if there are any other long term land use development considerations that need to be considered. A draft of the complete Comprehensive Plan 2045 has been on the Town's website for review for the past several weeks. Mr. Crute advised that the purpose of the public input session is to hear feedback that anyone may have regarding changes or additions to the plan. Mr. Crute stated that several hard copies of the plan are available at this meeting for review, along with copies of the future land use map. Mr. Crute advised that he was available to answer any questions that the public may have and he invited citizens to look at the materials that were available for review.

Mr. Eddie Long requested that any citizens who wished to speak, please state their name and address and then feel free to make comments or ask any questions that they may have in regard to the Comprehensive Plan update.

Mr. David Emswiler, 156 Second Street, stated that upon reviewing the plan, he observed that it mentions the highest number of traffic accidents were at intersections at East Lee Street/VA 259 and VA 42 North/Timber Way and Broadway Avenue and VA 259/Timber Way (referring to page 7-18). He asked if VDOT had been asked what could be done. He advised that he thought one of the original ideas was the installation of a roundabout. He wondered what would be involved with VDOT to lower the speed limit from 45 mph to 35 mph in those areas, particularly on Rt. 42 from the top of the hill to Lone Pine Drive and how long that process would take. He stated that it may be something that could be done without a lot of cost involved.

Mr. Crute stated it would have been nice for a VDOT representative to have been present at this meeting. He added that the suggestion is a good idea and would definitely help with safety in that area.

Mr. Emswiler then discussed sidewalks in town. He stated that he could see the value of a long-term goal of installing sidewalks to Timberville, particularly along the east side of Rt. 42 because there will likely be development there in the future.

Mr. Crute responded that is a great idea, and it is one that has been proposed by the Shenandoah Valley Rail Trail.

Mr. Emswiler also remarked that while it may not be related to the comprehensive plan, he believes in the future, the Town should look into merging police departments with Timberville. It may be a cost savings.

Mr. Crute advised that he would contact VDOT regarding the steps involved to get the speed limit lowered in the aforementioned location.

Mr. Travis Driver mentioned, in regard to transportation in Town, that Elm Street and East Avenue are scheduled for paving in August. Future paving projects include Walnut Ridge, Carrie Street, and Louisa Street.

Discussion ensued regarding sidewalks in town. Mr. Travis Driver mentioned that if the Planning Commission had a #1 project it would be sidewalks on Sunset Drive.

Mr. Crute stated that it is listed as the first sidewalk project in the Plan on page 7-23 under "Transportation Recommendations".

Mr. Driver explained that the Planning Commission was waiting until the new Town Manager was hired but they hoped to explore the "Safe Routes to School" programs that could be researched for grant funding opportunities. He hoped that sidewalks on East Avenue and Elm Street could be tied into those programs as well.

Mr. Crute stated that sidewalk projects that may be funded through the Safe Routes to School program or VDOT's Transportation Alternatives Program (TAP) have a greater likelihood of receiving funding if they have a key destination such as a school. Mr. Crute advised that the Sunset Drive project should be split into two projects or phases.

Ms. Elizabeth Fawley mentioned that she has heard many comments from citizens expressing the need for sidewalks along Sunset Drive. She adamantly stated that sidewalks on Sunset Drive is a project that needs to be done. Traffic has increased on this road and citizens have been requesting sidewalks on Sunset Drive for over twenty years.

Ms. Stefanie McAlister asked Mr. Crute if the quoted price of \$5,400,000 for curb, gutter, and sidewalks on Sunset Drive (as listed on page 7-23 in the Plan) is accurate. Mr. Crute responded affirmatively. He also reminded everyone that VDOT's TAP funding is an 80/20 match so the Town would be responsible for 20% of the total project cost.

Ms. Fawley advised that the Town needs to start now making plans and allocating funds for this project.

Mr. Crute advised that the CSPDC is available to help with writing grant applications. Ms. Stefanie McAlister requested that Mr. Crute include all the goals and short-term recommendations as an appendix to the Comprehensive Plan so it is all summarized in one place. Mr. Travis Driver asked if the water tower that needed to be added to the map on Denali Drive has been added. Mr. Crute advised that he does not believe it had been added, but he will make sure it does get added to the map.

Mr. Emswiler referred to the second to last paragraph under the Roadway Capacity and Level of Service section on page 7-15 of the Plan, where it discusses the congestion on certain roadways by the schools during drop off and pick up times, when he mentioned that the Town may want to work with the Central Office and the new safety officer to come up with a plan for drop off and pick up times.

Mr. Emswiler and Mr. Eddie Long briefly discussed revitalization of downtown Broadway and ways to encourage people to stop in the businesses downtown.

Other Business:

Mr. Eddie Long proceeded to "other business" but advised the members of the public that if they still wish to speak regarding the 2045 Comprehensive Plan that they may still do that. He then stated that there was a draft of the public hearing notice for the Comprehensive Plan update which was included in the packet. He verified with Mr. Jeremy Crute that the date of September 3, 2024, was a good date for the joint public hearing and that it gives enough time for advertising. Mr. Crute advised that date was fine.

Staff and Planning Commission members discussed the timeline with Mr. Crute for the joint public hearing with Town Council. Mr. Crute advised that he would take any comments and changes that he received at this evening's meeting and update the Plan with those comments within the next week. He then stated that his suggestions are not legal counsel so it is worth running it by the Town Attorney, but he believes that the Planning Commission can open their meeting, open the joint public hearing, hear any comments, and then make a recommendation to Town Council. The joint public hearing is then closed and then the Town Council can adopt the updated Comprehensive Plan the same night. Or the Planning Commission and Town Council can hold the joint public hearing at one meeting and then the Council can take action on it at their next council meeting.

Mr. Eddie Long opined that the first option is the best option, as Town Council can determine if they wish to approve, deny or table the item. If they table the item so they can make changes to the plan based on any comments they hear at the joint public hearing, they then have ninety days to take action on it at another meeting. Mr. Crute advised that he can come to the public hearing and give a presentation summarizing what the Comprehensive Plan is, what it's trying to accomplish, and then give a rough overview on how it has changed since the last Comprehensive Plan update and any key goals or recommendations. Planning Commission members agreed they would like Mr. Crute to make a brief presentation at the joint public hearing in September. Ms. Stefanie McAlister advised that if Mr. Crute would get us an updated draft of the Plan, based on the comments from tonight's public input session, that draft will be passed on to Council Members for review and then the joint public hearing will be the next step. The ads for the joint public hearing will run two weeks prior and then again seven days prior to the joint public hearing. The ad will be sent to the Town Attorney for review before town staff send it to the newspaper.

General discussion ensued not related to the Comprehensive Plan update.

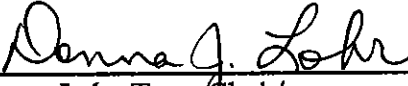
At 8:04 p.m., the public input session was closed.

Mr. Long then stated that the Planning Commission would meet on Monday, August 12, 2024, at which time they will have a corrected copy of the plan with all additions and changes and then

the notices will be in the newspaper on August 20th and 27th. It will be the goal for the Planning Commission at the close of the joint public hearing in September to present the Plan to Town Council for a vote of approval, denial, or to table it.

Adjournment:

With no further business to discuss, **Mr. Travis Driver** made a motion to adjourn the **Planning Commission meeting at 8:06 p.m.** **Mr. Scott Campbell** seconded the motion which passed on a unanimous 5-0 voice vote of Planning Commission members.



Donna Lohr, Town Clerk/
Secretary to the Planning Commission