

**Town of Broadway
Planning Commission
Meeting Minutes
Monday, May 13, 2024
7:00 p.m.**

The Broadway Planning Commission met in the Council Chambers of the Broadway Town Hall on Monday, May 13, 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:

Mr. Travis M. Driver made a motion to approve the minutes from the April 8, 2024, meeting of the Planning Commission, as presented. Mr. Scott Campbell 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:

a. Comprehensive Plan Update

Mr. Jeremy Crute, with the Central Shenandoah Planning District Commission (CSPDC), provided a presentation summarizing additions made to Chapter 8, the Utilities Chapter, based on recommendations from Planning Commission Members at the April meeting. Mr. Crute summarized that Planning Commission members requested the addition of a section including water and sewer projects. Based on recommendations from Mr. Coffman, Wastewater Superintendent, the wastewater projects that will be included are the purchase of a Muffin Monster and a phosphorous filter bypass. Ms. Orebaugh mentioned that the estimated cost of the Muffin Monster is likely only going to be \$100,000 rather than \$200,000. Mr. Crute stated that Mr. Sherman, the Water Department supervisor, will be sending a list of projects for inclusion in the Utilities Chapter as well. Mr. Tim Schmoyer recommended including the painting of the water tank as a project in this chapter.

Mr. Crute moved on to discuss the goals of the Community Facilities Chapter, Chapter 9. Mr. Crute provided a handout listing the goals of the chapter as well as some objectives that could be included. A copy of the handout is included on record with the minutes. Mr. Crute advised that the goals are segmented into sectional goals and objectives as was discussed and requested at the previous meeting. Planning Commission members reviewed the goals and objectives. Planning Commission members discussed the last objective under Goal #2, which was to “consider developing an emergency operation plan”. They agreed to keep that objective included. In reference to the last objective under Goal #3, Planning Commission members discussed whether the Shenandoah Valley Rail Trail should be referenced as a project since that project is currently in a holding state. Planning Commission members agreed to keep that objective as stated.

Mr. Crute then moved on to discuss the Land Use Chapter. Mr. Crute reminded Planning Commission members that the Land Use Chapter is very different and distinct from the Town's zoning code. Mr. Crute advised that the Land Use Chapter helps to inform zoning decisions, but it is not the zoning code. The Land Use Chapter provides more of a long-range vision of the Town's development patterns. It provides guiding principles for the decision-making process on new developments, variances, or other zoning related matters. Mr. Crute presented the guiding principles which were from the previous comprehensive plan update and asked Planning Commission members if they wish to keep those principles the same. After some discussion, it was decided to change the wording of the first guiding principle to read, "A desire to maximize the Town's growth potential". It was also decided to change the third guiding principle to read "Attract commercial, residential, and employment opportunities in Town". Planning Commission members also determined they would like the principles to be a bulleted list rather than a numbered list so that there is no implied order of the principles.

Mr. Crute then explained the concept of an Urban Development Area (UDA). Mr. Crute explained that areas designated as UDA's are designed to encourage Traditional Neighborhood Development (TND) and encourage those principles applied within the boundaries of a UDA. He further explained that the main reason to designate a UDA within a community is to make an entity eligible for grant funding, particularly through VDOT. Ultimately, that is why a lot of communities traditionally will designate a UDA in order to capitalize on grant opportunities. In the previous comprehensive plan, the entire Town of Broadway is designated as a UDA, meaning that any area within the entire Town would be eligible for grant funding relating to the UDA. The only item that is required is for the Town to state within the comprehensive plan that the principles of Traditional Neighborhood Development (TND) are promoted. The concept of Traditional Neighborhood Development attempts to promote residential neighborhoods that are designed in small twentieth century neighborhoods or villages. To do that, it would be characterized by an orientation to get away from everything relating to automobiles and vehicular traffic. Instead, it moves towards a more compact, more pedestrian oriented mix of residential and commercial uses, as well as a variety of housing types. It includes lots of opportunities for people to engage in civic and social life. That then flows into the principles of pedestrian friendly neighborhoods, interconnectivity of roadways, preservation of natural areas, mixed use neighborhoods, and mixed housing types. Mr. Crute referenced a slide in his presentation and stated that the principles of a UDA and Traditional Neighborhood Development are listed there. Mr. Crute asked Planning Commission members to review those principles and see if they agree to keep them listed in the Comprehensive Plan and to determine if they want to keep a UDA, and if so, do they wish to keep it designated as the entire Town. The consensus of Planning Commission members was to keep a UDA and to designate it for the entire Town boundaries.

Mr. Crute then moved on to discuss the map entitled Future Land Use Guide. Mr. Crute asked for any changes to the map. Planning Commission members advised that the southeast corner of the map should be yellow, not green, as it is a low-density residential area. Other areas to be changed include the area on Springbrook Road and Rt. 259, which is the location of the new Southern States building. Mr. Crute advised that he will make those suggested changes. He then stated that he is going to re-work the land use goals and present them at the next meeting.

Mr. Crute reviewed the next steps which include final revisions to the Land Use Chapter, review and finalization of the entire plan, preparation for a public input session and then the public hearing and adoption of the plan which will likely occur in August or September. A copy of Mr. Crute's presentation slides is on file with the minutes.

Old Business:

Ms. Orebaugh advised that all Planning Commission members are registered for training. Mr. Travis Driver advised that the Town Council and Rockingham County voted to adopt a resolution for the re-naming of the Route 259 Bridge.


Other Business:

Planning Commission members discussed a timeframe for scheduling the public input session. Planning Commission members agreed to hold the public input session at the regular July 8th Planning Commission meeting. Ms. Orebaugh advised that a draft of the Comprehensive Plan could be uploaded to the website for review and the website designer could create a form for people to make comments and suggestions online regarding it. Planning Commission members agreed that Mr. Travis Driver would be the point-of-contact for sending information to the website designer. Ms. Orebaugh stated that the joint public hearing with Town Council on the Comprehensive Plan update could then be scheduled for the August Council Meeting. The Planning Commission could then vote to approve the Comprehensive Plan Update at the August meeting, or they may table that item if it needs further discussion.

Ms. Orebaugh then reminded everyone that the next Planning Commission meeting is scheduled for Monday, June 10, 2024.

Adjournment:

With no further business to discuss, **Ms. Liz Fawley made a motion to adjourn the Planning Commission meeting at 8:21 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