



# TOWN OF GLASGOW, VIRGINIA



## MEMORANDUM PLANNING COMMISSION MINUTES

Ruby Ogden Clark  
Mayor

Date: October 30<sup>th</sup>, 2019

From: Eric Pollitt – Town Manager

To: Planning Commission

Subject: October 30<sup>th</sup>, 2019 Planning Commission Committee Minutes

CC: Mayor, Council, Jane Higginbotham

Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

Below is a summary of the August Planning Commission Committee:

1. Call to Order – called by Chairman Bob Hinkle at 6:00 PM.
2. September 25<sup>th</sup>, 2019 Minutes

**Mr. Britton motioned to adopt the September 25 Meeting Minutes as presented, and Mr. Camden seconded.**

**Vote was unanimous 5-0.**

### Reports and Updates

Eric Pollitt

Town Manager

[epollitt@glasgowvirginia.org](mailto:epollitt@glasgowvirginia.org)

Jane Higginbotham

Sr. Administrative Assistant

[jhigginbotham@glasgowvirginia.org](mailto:jhigginbotham@glasgowvirginia.org)

Thomas Simons

Town Attorney

Angel Poole

Chief of Police

[apoole@glasgowvirginia.org](mailto:apoole@glasgowvirginia.org)

Jeff Rankin

Wastewater Operations

[jrankin@glasgowvirginia.org](mailto:jrankin@glasgowvirginia.org)

Chris Flint

Public Works

[cflint@glasgowvirginia.org](mailto:cflint@glasgowvirginia.org)

### **3. Workshop Discussion**

#### **A. 138 Catawba Update**

Mr. Pollitt provided an update to the Planning Commission on the 138 Catawba property's request for vacation of the public alley. Council hosted a special meeting with the property owner who was unable to attend the public hearing. Council conditionally granted the vacation of the public alley under terms that the current house and bridge be torn down and removed by the end of July 2020.

#### **B. Comprehensive Capital Asset List (CCAL) First Draft**

Mr. Pollitt presented the first draft of the CCAL indicating Jeff Rankin has provided a list for the Water Fund, but was unable to convert the format to this sheet presented. Mrs. Diamond mentioned the metal playground set as something that presented safety concerns with the steps up to the top. Chairman Hinkle discussed the height being a concern. Mrs. McClanahan said this item

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Council Representative

Bob Hinkle - 2023  
Chairman

Tom Camden -2022  
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Town Manager | Committee Clerk

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Resident

Reese McClanahan - 2019  
Resident



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stuck out as something the Town should prioritize sooner rather than later due to safety. Another item discussed was the walking track and its use in the community. Mrs. McClanahan stated the need to extend the useful life of the track as long as we can since it is a great asset. Mrs. Diamond suggested a walking tour of these items and facilities. Mr. Pollitt asked if they would be interested in taking a tour of the wells and waste water plant as well? There was group consensus to tour these facilities before the next meeting. Mr. Pollitt stated he would arrange for the group to meet with appropriate staff to answer questions.

## Actions Items

### 4. New Business

#### A. CIP Ranking System

Chairman Hinkle lead the discussion about the 2 ranking methods presented. Mr. Hinkle preferred the 1 page (System B) ranking system where all the scores were not of equal weight and it being all on one page. He would like to incorporate a couple of sections from the 2 page (System A) system. Mrs. McClanahan stated she like System A better. There were discussions on which had better descriptions and scoring methods. The Chairman and Vice Chair Camden stated they could always tweak one of the 2 and get to something that everyone likes. Mr. Hinkle suggested to use System A and incorporate a 'seasonal use' scoring section like in System B. The group agreed, then **Chairman Hinkle motioned** to use System A and incorporate a 'seasonal use' scoring section like in System B. **Mrs. McClanahan seconded.**

**Vote was unanimous 5-0.**

The Town Manager suggested to walk through an example before leaving so everyone gets a feel for how it works. Mr. Pollitt "submitted" 2 requests: Top priority to replace the fence around the playground for \$7K and 2<sup>nd</sup> priority to replace the metal play set for \$5K, with \$2,500 "in donations". Mr. Hinkle lead the ranking discussion with the group in a consensus building manner, with the Commission scoring the fence at 14 points and metal playground at 18 points. The Commission walked away feeling confident with the scoring system and ability to rank staff CIP requests.

Next Meeting: November 20<sup>th</sup>, 2019 6pm at Town Hall

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