



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM PLANNING COMMISSION MINUTES

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Date: August 21st, 2019

From: Eric Pollitt – Town Manager

To: Planning Commission

Subject: August 21st, 2019 Planning Commission Committee Notes

CC: Mayor; Council, Jane Higginbotham

Below is a summary of the August Planning Commission Committee:

1. Call to Order – called by Town Manager Eric Pollitt for Work Session at 6:00 PM.

Reports and Updates

2. Workshop Discussion

A. Abandoned Houses UPDATE –

Jon Ellestad came to the Planning Commission to provide an update on the abandoned houses also known as nuisance homes / houses.

138 Catawba: The property has been transferred into the ownership of Mr. and Mrs. Kerr, who have a contract with Clayton Homes to remove the existing structure and place a new home on the property. There have been unforeseen issues with the demolition of the structure and exactly which parcels they own, so the project has been moving slower than anticipated. The Town will extend the water and sewer laterals across the road to the property where they will run them to the new house location. There is now an issue with the title to one parcel that is needed to bring water and sewer to the house. They are working on trying to resolve the issue.

605 Shawnee: We the Town have been trying to work with the owner since December to demolish the property or place it into someone else's hands that will. Jon recommended the Town give the owner a date certain for demolishing the building and, if not, remove it ourselves and place a mechanic's lien on the owner. Jon is working on obtaining quotes for the demolition, however, we need to obtain permission to enter the house to perform an asbestos inspection.



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Staff is awaiting determination from Town Attorney as to how to legally obtain permission to enter the building. We are now talking with the owner and Habitat for Humanity for the property to be donated to Habitat and they develop two houses on the property.

1515 7th St.: The owner of this property has been promising to stabilize this property since last December by replacing the empty windows and repairing some siding. His stated intention is the either fix the house up or place it for sale to someone who would. So far, nothing has been done to accomplish anything that he has said. In addition, he owes \$1,516.52 in delinquent real estate taxes going back to FY13. Unlike some of the other properties, this structure seems to be salvageable and is located on a prime lot. Demolishing it would be quite expensive as it is a fairly large house. Jon recommended the Town move forward aggressively in trying to collect back taxes and getting it put up for tax sale.

709 8th St.: This property is in the same situation as 1105 Rockbridge Rd. Delinquent taxes owed amounts to \$2,095.97. The tax sale is projected for the Fall of 2019. If torn down can't rebuild because it is in the flood plane. Estimated cost to tear down is \$15,000.

714 Anderson was brought up as a possibility but Mrs. McClanahan said it was used this past week for. Mr. Pollitt asked what the situation was with 715 McCulloch. Mrs. McClanahan said the gentleman lives in the back in a rotunda. After looking at the property on GIS, the rotunda doesn't seem to meet the setback requirement. Mr. Ellestad said this seems to be a zoning issue as well to look into. Mrs. McClanahan suggested keeping track of empty homes that don't meet the nuisance requirements but could be 'on deck'. Mr. Hinkle and Pollitt concurred.

B. CBDG Grant

i. Application Update

Mr. Pollitt informed the Planning Commission of the Town applying for a CDBG Planning Grant. The area for planning is the commercial / business district in town for revitalization. The Town will hear back in a few months as far as recommendations and amount of grant money.

ii. Community Sparkplugs

Mrs. McClanahan suggested Sarah Funkhauser, Linda Mundy, Francesco, and Georgie Adams. Mr. Hinkle suggested Shane Watts and Sue Wood.

C. Council Strategic Plan

Brief discussion was held on the ideas of Council in the strategic plan. Mr. Hinkle and Mrs. McClanahan spoke enthusiastically about the plan and the ideas. They discussed how residents in Town have spoken about some of these ideas in years past and support Council's plan.

D. Capital Improvement Plan FY21-25

Town Manager Pollitt spoke about the need to develop a capital asset list for the Town and to pass a Capital Improvement (CIP) plan. He discussed the schedule as follows below. He then suggested the committee begin to think about a scoring system for ranking CIP requests. Mr. Hinkle suggested having a dollar or item limit on requests for the CIP.

i. Develop a list of the Town's assets and equipment for review by October



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- ii. Have departments submit capital requests if applicable to review at the November meeting
 - iii. Have a 5 year CIP recommendation for Council's FY21 budget by January

Actions Items

3. New Business

A. Comparison Community List

Mrs. McClanahan provided a list of comparable communities as well. The Commission went through the list drafted up by Town Manager Pollitt then Mrs. McClanahan's. Altavista, Pulaski, and Strasburg were removed from the comparison community list. Bryce Mountain and Basye were added to the list to look into. *No motion* was made to adopt the list and tabled to next meeting.

Next Meeting: September 18, 2019 6pm at Town Hall