



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM PLANNING COMMISSION MINUTES

Ruby Ogden Clark
Mayor

Date: September 25th, 2019

From: Eric Pollitt – Town Manager

To: Planning Commission

Subject: September 18th, 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.

Reports and Updates

2. Workshop Discussion

Actions Items

3. New Business

A. Comparison Community List

Mrs. McClanahan and Mr. Hinkle discussed the list of communities presented. The Town Manager stated these communities would be used as a basis for comparison when ordinances needed to be updated. Councilmember Britton suggested trimming the list down to 4 or 5 communities for initial comparison and have the rest as a secondary list if needed. **Mrs. McClanahan motioned** to have Amherst, Buchanan, Cape Charles, and Damascus as the standard *comparison community* list, with Colonial Beach, Clifton Forge, Kilmarnock, Mount Jackson, Shenandoah, Tappahannock, and West Point as *similar communities*. **Mr. Hinkle Seconded.**

Vote was unanimous 4-0.

Eric Pollitt
Town Manager
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Jane Higginbotham
Sr. Administrative Assistant
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Thomas Simons
Town Attorney

Angel Poole
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Jeff Rankin
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Chris Flint
Public Works
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Aaron Britton - 2021
Council Representative

Bob Hinkle - 2023
Chairman

Tom Camden -2022
Vice Chairman

Eric Pollitt
Town Manager | Committee Clerk

Marty Diamond - 2020
Resident

Reese McClanahan - 2019
Resident



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B. Capital Improvement Plan (CIP) FY21-25

The Chairman asked the Town Manager to explain what the ranking system means in the Capital Improvement Plan. Mr. Pollitt stated a ranking system is to not only help the Planning Commission determine what to recommend to Council for a Capital Improvement Plan, but also help the public at large understand the thought process and methodology behind the recommendation. The Commission went on to discuss what the baseline dollar amount should be for a capital item. Mrs. McClanahan raised the question about how do we distinguish between operational tools versus capital equipment. Mr. Pollitt and Councilmember Britton indicated the CIP is for large purchases and items over \$500 and up to the dollar amount the Commission and Council sets will not be a part of the CIP. These items will be brought before Council, like they are currently. Mrs. Diamond asked what amount of money if any will we be able to work with. Mrs. McClanahan asked what the size of the budget(s) are? Mr. Pollitt stated the General and combined 2 Utility Funds are \$500k a piece so a \$1m budget. **Mr. Hinkle motioned 7% (\$35,000) of the operating budget as a starting point and the baseline dollar amount be \$3,500 minimum for capital items, and Mr. Britton Seconded.**

Vote was unanimous 4-0.

C. Virginia Main Street Program - Commercial District Affiliate

Town Manager Pollitt briefed the Planning Commission on the Virginia Main Street Program. It is a program that focuses on historic preservation and economic development for cities and towns. There are three tiers of communities; Commercial District Affiliate (CDA) is the entry level tier, Virginia Downtown is the middle tier, and Designated Communities which is the third tier and most selective with roughly 30 communities. Becoming a CDA will be free and can only benefit Glasgow allowing access to exclusive workshops and potential grant programs. The question was asked where our main street would be. Mr. Pollitt stated it would be outlined in Glasgow's historic district which could be something we could look at down the road. **Mr. Britton motioned the Planning Commission recommend to Council to adopt a resolution to become a Virginia Main Street CDA and submit a CDA application, Mrs. McClanahan seconded.**

Next Meeting: October 23rd, 2019 6pm at Town Hall

Aaron Britton - 2021
Council Representative

Bob Hinkle - 2023
Chairman

Tom Camden -2022
Vice Chairman

Eric Pollitt
Town Manager | Committee Clerk

Marty Diamond - 2020
Resident

Reese McClanahan - 2019
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