

MINUTES
WARSAW PLANNING COMMISSION
MARCH 01, 2018 – 7:00 P.M.
78 BELLE VILLE LANE – WARSAW, VA

The Warsaw Planning Commission held their regular monthly meeting, Thursday, March 1, 2018 in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Chairman Gary W. Palmore called the meeting to order at 7:00 p.m. and led in the Pledge of Allegiance. Commissioners present were Chairman Gary W. Palmore, Vice-Chair Mary Beth Bryant, Jonathan B. English, Faron H. Hamblin, Julia Blackley-Rice, Hannah O. Tiffany and Barbara Jean Lefon.

Town Staff present was Joseph N. Quesenberry, Town Manager, Lee H. Capps, Director of Economic Development and Linda S. Holsinger, Secretary/Clerk. Frances Baylor was also present.

Approval of Agenda

Commissioner Faron Hamblin moved to approve the agenda as presented. Commissioner Barbara Lefon seconded and the motion carried with the following votes.

Gary W. Palmore	Aye	Mary Beth Bryant	Aye
Jonathan B. English	Aye	Faron H. Hamblin	Aye
Julia Blackley-Rice	Aye	Hannah O. Tiffany	Aye
Barbara Jean Lefon	Aye		

Approval of Minutes – February 1, 2018

Commissioner Barbara Lefon stated Susan Pemberton did a great job on the minutes and moved to approve them as presented. Commissioner Hannah Tiffany seconded and the motion carried with the following votes.

Gary W. Palmore	Aye	Mary Beth Bryant	Aye
Jonathan B. English	Aye	Faron H. Hamblin	Aye
Julia Blackley-Rice	Aye	Hannah O. Tiffany	Aye
Barbara Jean Lefon	Aye		

Public Comments (Items not on Agenda)

None

Old Business

There was no old business to be discussed.

New Business

a. 2018 Warsaw Beautification Project

Joseph Quesenberry, Town Manager informed the Commission the Town is partnering with the Richmond County-Warsaw Main Street Committee, the Chamber of Commerce, Richmond County and VDOT in this endeavor. The State Code allows us to apply for a permit to be able to proceed with this project. We could also involve others who want to participate thru corporate sponsorship. One of the goals is to beautify the medians and high traffic areas in town. Hurt & Proffitt would work with the town to engineer a landscaping plan acceptable to VDOT and get corporate sponsors on board. The Corporate Sponsorship would cost \$7,000 for a period of 5 years. The Corporate Logos and signage would be placed in the medians. This plan would benefit both the Town and the Corporate Sponsors as the Town's aesthetic appeal increases. The town will also seek funding through the Virginia Conservation Assistance Program. This has been successful in Lynchburg, Martinsville, Richmond, Roanoke, Farmville, Alexandria, Chesapeake, Virginia Beach and the Counties of Henry, Campbell, Roanoke, Chesterfield and Fairfax. Barbara Jean Lefon offered to represent the Planning Commission on the Committee when they are ready to proceed. Chairman Gary W. Palmore requested this be on the April agenda to give the Commission an update on where we are with this project. Vice-Chair Mary Beth Bryant moved to recommend Council proceed with the Warsaw Beautification Project. The motion was seconded by Commissioner Jonathan B English and carried with the following votes;

Gary W. Palmore	Aye	Mary Beth Bryant	Aye
Jonathan B. English	Aye	Faron H. Hamblin	Aye
Julia Blackley-Rice	Aye	Hannah O. Tiffany	Aye
Barbara Jean Lefon	Aye		

b. Other

Joseph Quesenberry, Town Manager stated there will be a Revitalization Kick-off Meeting Tuesday, March 6 at Relish Restaurant at 1:00. He asked if any Commissioners would be able to attend as he would like to give Carol Mead some idea of how many people to expect. Gary Palmore and Mary Beth Bryant will be able to attend.

Saddlery Update: Lee Capps, Director of Economic Development stated Gregory Packett would like to have the building moved in the next couple weeks if possible. We currently have approximately \$18,000 in this fund. Mr. Packett agreed to match up to \$15,000. We still need to raise some more funds before there will be enough money in the account to proceed with moving the building. Hannan Tiffany stated the Saddlery Committee would like a firm commitment from Council on town letterhead of the town's intent to take over ownership of the building before they contact anyone to try to raise more funds.

Zoning & Staff Reports

a. Capital Improvement Plan Process & Budget Schedule

Joseph Quesenberry presented the Town of Warsaw Capital Improvement Plan for FY2019 -FY2013 for the Commissions review. These are items not reflected in the annual operating budget. They are to be set aside in reserves to prepare for expected future needs our department heads foresee as needs over the next 5 years. The amount shown for FY19 is \$908,000. He asked that the commission be diligent in review of the items listed. There was concern raised about the cost under Police and the amount projected for 2019. Why the expense of \$330,000 & doesn't the town already own the building? Faron Hamblin explained part of the expense is paving the parking lot and making it wheelchair accessible and remodeling the building. Jonathan English stated he has heard some of the talk of bullet proof glass all around and other expenses he is not sure are necessary. He would be willing to serve on a committee to discuss some of these concerns in more detail. Faron Hamblin recommended adding Jonathan English to the ad hoc committee for the police department renovations. There may be some funds available thru a Community Block Grant to assist with part of the expenses.

b. Zoning Issues: Sited/Resolved/Open/New

One of the concerns we have been working on is getting our water lines on a GIS mapping system showing where our water and sewer lines are located and the location of all fire hydrants. This is especially important with the upcoming retirement of Mark France as so much knowledge is stored in his mind.

The Town Manager advised he advertised a Joint Public Hearing to discuss the Conditional Use Permit Application of William Deshazo for a proposed commercial development on 10,140 sq. ft. on Tax Map Parcel 16-12H and 16-12I along Mitchell Avenue. We have been waiting on the final plans which we have here tonight. The Joint Public Hearing will be held at the regular meeting of Town Council on March 8 at 7:00 pm. He emphasized the importance of the Commission attending the March 8 meeting and the Commissioners agreed. Chairman Gary Palmore asked who would open the Public Hearing. The Town Manager advised the Mayor will call the Council to order and the Commission Chair will call the Commission to order. Then the Chair and the Mayor will open the public hearing respectively. Gary Palmore asked if the procedures could be written out for use at the meeting and the Town Manager agreed to do so.

Commissioners Comments

Lee Capps advised he will be out of town and will not be at the April meeting.

Jonathan English thanked Joseph for a great job on obtaining grants and the work done to obtain the property in the bottom.

Mary Beth Bryant said she is excited to see the next stage of the Saddlery project moving forward.

Hannah Tiffany agreed and said it has been a long process but will be worth it when it is all completed.

There being no further business Chairman Palmore adjourned the meeting at 8:15 p.m.

Submitted by: Linda S. Holsinger