

**TOWN OF WEST POINT
PLANNING COMMISSION MINUTES
July 6, 2016**

I. Call to Order at 5:00 pm

The West Point Planning Commission held its regularly scheduled meeting on Wednesday, July 6, 2016, at 5:00 p.m. Chairman James Pruett called the meeting to order.

Members Present: James Pruett, Chairman
James N. Brockwell, Vice-Chairman
Stuart L. Daniel
James H. Hudson, III
Mary Montague Sikes
James Vadas
Gail Nichols

Members Absent: None

Also Present: Andrea G. Erard, Esq., Town Attorney
Charlotte G. Scanlan, Secretary

II. Review of Agenda

There were no changes.

There was a consensus to accept the agenda as presented.

III. Citizens Address the Commission

A. Citizens Address the Commission

Andrea Erard, Esq. opened the floor for any citizen to address the Commission on any subject. There being none, the citizens address portion of the meeting was closed.

IV. New Business

A. Organizational Meeting—Election of Officers, Set Day and Time.

Andrea Erard, Esq., Town Attorney, informed the Commissioners that it was time for the Planning Commission to hold its yearly Organizational Meeting before they could proceed with the rest of the meeting. Therefore, Ms. Erard started the meeting by opening the floor for nominations for the office of Chairman of the Planning Commission for the 2016-2017 FY term.

1. Chairman

Commissioner Gail Nichols nominated Chairman James Pruett to continue as Chairman of the Commission for the 2016-2017 FY. Commissioner James Brockwell seconded. Upon unanimous vote, the motion carried.

2. Vice-Chairman

Commissioner Nichols nominated Vice-Chairman James Brockwell to continue as Vice-Chairman of the Commission for the 2016-2017 FY. Commissioner James H. Hudson, III seconded. Upon unanimous vote, the motion passed.

3. Secretary

Commissioner Nichols nominated Charlotte Scanlan to continue as Secretary for the Planning Commission for the 2016-2017 FY. Commissioner Brockwell seconded. Upon unanimous vote, the motion was approved.

4. Meeting Date and Time

Chairman Pruett made a motion to set the meeting day and time for the 2016-2017 FY to be the First Wednesday of each month at 5:00 p.m. to be held at Town Hall. Commissioner Brockwell seconded. Upon unanimous vote, the motion carried.

B. Public Hearing/ Special Use Permit/ United Methodist Church to operate a Pre-School.

Chairman Pruett opened the Public Hearing for anyone to speak on the Special Use Permit/United Methodist Church to operate a Pre-School.

Gordon Meriwether, Pastor of West Point United Methodist Church, 1020 Main Street, reviewed the details of the proposed Child Care Facility to be held at the Church and updated the Commissioners on what had progressed so far with the Creative Critters who have been using the Church for their day-care facility at that time. Mr. Meriwether stated that they had 8 children to register with them so far without any advertising as of that time.

Chairman Pruett asked if anyone else wished to speak. There being none the Public Hearing was closed.

A short discussion ensued.

Commissioner Hudson made a motion that the Planning Commission recommends approval of Case #SUP-2016-02, West Point United Methodist Church Special Use Permit to operate a pre-school, located at 1020 Main Street, West Point, Tax Map Parcel #69A1-53-730, Lots 1-5, subject to the following conditions:

1. The pre-school shall operate from September – May of each year, on a weekly basis for three days a week between the hours of 9:00 a.m. – 1:00 p.m.;
2. The pre-school program shall only have 25 children enrolled between the ages of 3-4.

Commissioner Mary M. Sikes seconded. Upon unanimous vote, the motion was approved.

C. Plan of Development Continued Discussion

Mrs. Erard stated that, based on the discussion at the June 1, 2016 Planning Commission meeting, she deleted a portion of the text amendment language which Ms. Holly McGowan, Community Development Director, had prepared and reworded it to allow a little bit of flexibility so that anyone who is properly certified under the law could sign a plan of development. She also added at the end of the text amendment that a plan of development that has been modified by a person that does not have proper certification and licenses under state law will not be accepted.

Commissioner Nichols made a motion that the Planning Commission authorize Ms. McGowan to advertise for public hearing on the Plan of Development text amendment. Commissioner Stuart Daniel seconded. Upon unanimous vote, the motion was carried.

V. Old Business

None

VI. Committee Report

Commissioner James H. Hudson, III reported on the June 21, 2016 Town Council Meeting.

VII. Adoption of Minutes

Commissioner Mary M. Sikes made a motion to approve the June 1, 2016 meeting minutes, as written. Commissioner James H. Hudson, III seconded. Upon unanimous vote, the motion was passed.

VIII. Set Next Meeting Date

August 3, 2016, at 5:00 p.m.

IX. Motion to Adjourn

Chairman Pruett declared the meeting adjourned.

Approved 7/15/2017



James Pruett, Chairman
West Point Planning Commission

Commissioner's Terms

James Pruett (Chairman)	832-1185	9/30/2017	jpruett@baydesigngroup.com
James N. Brockwell	843-2485	9/30/2018	james@brockwellseptic.com
Stuart Daniel	843-3082	9/30/2017	sddaniel4@msn.com
James H. Hudson, III	843-3262	12/31/2018	jhudson@west-point.va.us
Gail C. Nichols	843-4418	5/31/2019	nichols.baylor@yahoo.com
Mary Montague Sikes	843-3284	9/30/2016	monti7olen@verizon.net
James E. Vadas	843-4082	9/30/2016	jimvadas@yahoo.com