

**THE TOWN OF WEST POINT
PLANNING COMMISSION
AUGUST 5, 2020**

I. Call to Order

The West Point Planning Commission held a scheduled meeting on Wednesday, August 5, 2020. Vice-Chairman Britney Ball called the meeting to order.

Members Present: Britney Ball, Vice-Chairman
James Hudson, III
James Vadas
Don Perry

Members Absent: James Brockwell, Chairman
Stuart Daniel

Also Present: Holly N. McGowan, Director of Community Development
Shari Carnell, Recording Aide

Electronically Present: Andrea Erard, Town Attorney
Mary Montague Sikes

II. Review of Agenda

Ms. Ball asked if there were any changes that needed to be made to the agenda. Ms. McGowan stated that an Electronic Participation Policy needed to be added to the agenda. Mr. Hudson made a motion to add the Electronic Participation Policy item to the agenda under article IV. New Business item B. Mr. Vadas seconded the motion. All in favor responded "Aye." No one opposed. Motion carried.

III. Citizens Address the Commission

Ms. Ball opened the floor to any citizen to address the Planning Commission. There being none, the citizens address portion of the meeting was closed.

IV. New Business

A. Plan of Development, Case #03-2020-POD-02, David Hubbard & Josh Thiel

The Community Development office received an application for a Plan of Development submitted by David Hubbard and Josh Thiel for Lot 10 in the West Point Industrial Park to serve as a rental storage facility. All plans have been prepared by Wilson Engineers dated March 3, 2020, with a revision date of July 17, 2020.

In April 2020 the Planning Commission received an email from the Director of Community Development Holly N. McGowan, notifying the members of the application that had been

submitted and informing the members that due to the location of the proposed project the Plan of Development application would have to first be approved through the Economic Development Authority for the use and restrictions and covenants, through VDOT, and Zoning Ordinance to make sure that the plan meets all rules and regulations before bringing it before the Planning Commission.

The Plan of Development was approved by the Economic Development Authority, VDOT and the Zoning Administrator for compliance.

The Plan of Development before the Planning Commission currently has been amended to reflect the project for the storage units to be phased out into 2 phases, Phase I and Phase 2.

Jonathan Blair Wilson of Wilson Engineers was present to answer any questions that the Planning Commission members may have. Mr. Perry asked why the Plan of Development had been amended and broken down into 2 phases. Mr. Wilson stated that it was broken into 2 phases at the owner's request. Mr. Hubbard & Mr. Thiel would like to see how profitable phase 1 will be before continuing with phase 2. If phase 1 is a success then the owners can start phase 2. In the event phase 1 does not go well, the owners can re-apply for a Plan of Development to do something that will turn a profit in the future. It gives the owners a more secure option to protect their investment and ensure success. Currently there are no plans for water or sewer involved in the plans, in the event the owners decide that there is a need for water and sewer at the storage unit then the owners will need to amend their Plan of Development and meet Zoning and EDA requirements for water and sewer connection as well as Building code requirements.

Mr. Perry made a motion to approve Case#03-2020-POD-02, David Hubbard & Josh Thiel, Plan of Development for Lot 10 in the West Point Industrial Park to serve as a rental storage facility with revisions made on July 17, 2020. Mr. Hudson seconded the motion. All in favor responded "Aye." No one opposed. Motion carried.

B. Electronic Participation Policy

The Planning Commission is presented with an Electronic Participation Policy for consideration of adoption that states that individual members of the Town of West Point Planning Commission may, with the approval of a quorum that is physically assembled, participate in meetings of the governing body by electronic communications means as permitted by Virginia Code Section 2.2-3708.2.

A commission member who would like to participate electronically must notify the Director of Community Development that they are not able to attend the meeting due to disability or other medical condition or that they are unable to attend due to a personal matter. Participation by a member pursuant to 2.2-3708.2 is limited to each calendar year to two meetings.

If the Electronic Participation Policy is approved the minutes must reflect that a member participated through electronic communication, and the reason for meeting electronically. Emergency meetings may meet without a physical quorum present at one location when the Governor has declared a state of emergency pursuant to Virginia Code Section 44-146.17,

provided that the nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and that the purpose of the meeting is to address the emergency. The nature of the emergency and that the meeting was held electronically, and the type of electronic communication by which the meeting was held shall be stated in the minutes.

Mr. Vadas made a motion for the Planning Commission to adopt the Electronic Participation Policy. Mr. Perry seconded the motion. All in favor responded "Aye." No one opposed. Motion carried.

V. Committee Reports

A. Wetlands Board

In Mr. Daniels absence Ms. McGowan delivered the Wetlands Board Report. On March 30, 2020 the Wetlands Board held a special called meeting with WestRock to discuss an emergency project that would be taking place during the West Point mill shut down. (Currently mill is on shut down August 2020.) WestRock had to come before the Wetlands Board and get approval before the repair took place as it impacted Wetlands. A discharge pipe on the bank of the Pamunkey River is being repaired. The Wetlands Board met on April 20, 2020 and adopted the Electronic Participation Policy. Daniel and Rachael Sanders submitted a Wetlands application to construct a quarry stone revetment utilizing the existing shoreline rubble as core material, and associated bank activities along the Pamunkey River. The proposed project is located at 670 River Road.

B. Town Council

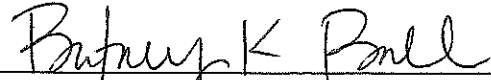
Mr. Hudson stated that the Town Council met on July 28, 2020, and that due to the Covid-19 pandemic that some of the committee meetings have been consolidated to reduce the exposure of being out in public. The new Pavilion is being built. Town Hall will be moving to the C & F Bank location on Main Street. Ms. Gail Nichols has resigned from the Town Council. Town Council discussed the CARES Act, and that as of July 1, 2020 the Town of West Point will be recognized as an entity for the Emergency Operation Plan for reimbursement. Mr. Hudson stated that Town Council had the annual evaluation of the Town Manager Mr. John Edwards. Town Council thinks Mr. Edwards is doing a wonderful job. The West Point Crab Carnival has been canceled for October 2020. As for the Food Truck event and the 150th Anniversary of the Town that will be determined at a later date.

VI. Adoption of Minutes

Mr. Vadas made a motion to adopt the minutes from the January 6, 2020, Planning Commission meeting with corrections. Mr. Perry seconded the motion. All in favor responded "Aye." No one opposed. Motion carried.

VII. Motion to Adjourn

Mr. Vadas made a motion to adjourn the meeting. Mr. Hudson seconded the motion. All in favor responded "Aye." Vice-Chairman Ball adjourned the meeting.



Vice-Chairman Britney Ball
West Point Planning Commission

Commissioner's Terms

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