

**MINUTES
PLANNING COMMISSION
TOWN OF SHENANDOAH
REGULAR MEETING
September 20, 2023**

The Shenandoah Planning Commission held a regular meeting on Wednesday, September 20, 2023.

The meeting was called to order at 5:00 p.m. and began with a roll call of members.

ATTENDANCE: Members present were Chairman I. Michael Lowe; Commissioners Karen Comer, Jonathan Comer, Stephanie Richards, and Tim Seal.

Members absent were: Vice Chairman Arthur “Todd” Stroupe; Commissioner MacKenzie Watson.

Other Town Officials present were: Juanita Roudabush, Town Manager; Tonya Southers, Town Clerk.

Citizens present were: None

Media: None

REGULAR MEETING MINUTES OF AUGUST 16, 2023:

A ***motion*** was made by Commissioner K. Comer, ***seconded*** by Commissioner J. Comer, to approve the minutes of August 16, 2023, as presented.

Members Vote was as follows:

YEA: Chairman Lowe
Commissioner K. Comer
Commissioner J. Comer
Commissioner S. Richards
Commissioner T. Seal

NAY: None

Abstain: None.

Absent: Vice Chair Arthur “Todd” Stroupe and Commissioner M. Watson.

VOTE: Unanimous in favor of motion.

NEW BUSINESS:

Item #1 – Subdivision of lots request for Sullivan Group, LLC and TRC Shenandoah, LLC, on property located at 420 South Third Street, Shenandoah, VA, identified by tax map number 102A4-A-11.

Town Manager Roudabush informed Planning Commission the old pharmacy and greenhouse buildings will be completely demolished and the new building and perking lot will be coming forward on the lot. She also stated they want to give the Shenandoah Town Library the 1.051 acres located on the left side of the plat.

Commissioner J. Comer inquired about the other lot and whether it will be accessible from the main road.

Town Manager Roudabush stated TRC Shenandoah, LLC believes if they develop the other property, they can access it from Pulaski Avenue since the property does have some frontage on this road.

Commissioner J. Comer asked if they would have to get a new site plan.

Town Manager Roudabush informed the Planning Commission TRC Shenandoah, LLC has already turned in their site plan to Page County. She also stated hopefully this is the last stage the Planning Commission will see if this gets approved, because Sullivan Group, LLC will transfer ownership to TRC Shenandoah, LLC.

Commissioner J. Comer inquired if they had a start date.

Town Manager Roudabush informed the Planning Commission TRC Shenandoah, LLC has a contract to be finished with the Family Dollar/Dollar Tree and parking lot by next July. She stated if they go over this date, they will end up paying \$1,000.00 per day.

Chairman Lowe asked if TRC Shenandoah, LLC needs this subdivision of lots request approved, then needs their permits approved by Page County before they can break ground.

Town Manager Roudabush stated yes, they would need those approvals before they can transfer the ownership of the property and then break ground.

A ***motion*** was made by Commissioner J. Comer to approve the subdivision of lots on 420 South Third Street, Shenandoah, VA, identified by tax map number 102A4-A-11, as presented.

Members Vote was as follows:

YEA: Chairman Lowe
Commissioner K. Comer
Commissioner J. Comer
Commissioner S. Richards
Commissioner T. Seal

NAY: None

Abstain: None.

Absent: Vice Chair Arthur "Todd" Stroupe and Commissioner M. Watson.

VOTE: Unanimous in favor of motion.

UNFINISHED/NEW BUSINESS

There was no unfinished or new business to come before the Planning Commission.

ADJOURNMENT

There being no further business, a ***motion*** was made by Commissioner K. Comer, ***seconded*** by Commissioner J. Comer, to adjourn the meeting at 5:06 p.m.

Members Vote was as follows:

YEA: Chairman Lowe
Commissioner K. Comer
Commissioner J. Comer
Commissioner S. Richards
Commissioner T. Seal

NAY: None

Abstain: None.

Absent: Vice Chair Arthur “Todd” Stroupe and Commissioner M. Watson.

VOTE: Unanimous in favor of motion.

Approved: _____
I. Michael Lowe, Chairman

Attested: _____
Tonya Southers, Town Clerk