

TOWN OF SCOTTSVILLE



Mayor

Ron Smith

Town Council

Alex Bessette

Daniel Gritsko

Meredith Hynes

Bill Hyson

Aileen Morse

Eddie Payne

The Scottsville Town Council meets in Regular Session on the third Monday of each month at 7:00 p.m. (on Tuesday if that Monday is a state holiday).

Remote access for the public is available [on line at this link](#) or call 301-715-8592, then enter meeting ID 872-9931-0821 and pass code 1744.

Interim Town Administrator: Rebecca Carter

Town Attorney: James Bowling IV

Town Clerk: Javier Raudales

TOWN COUNCIL MEETING AGENDA FOR JULY 17, 2023, AT 7:00 PM

1. Call to order, roll call of Town Council, and pledge of allegiance.
2. Regular meeting consent calendar
 - a) Approval of agenda
 - b) Approval of past minutes: 06/12/2023 work session, 06/20/2023 regular meeting
 - c) Approval of financial report for June 2023
3. Public forum
4. Mayor's report
5. Reports of chartered committees, planning commission, and architectural review board
6. Items for Town Council discussion and action
 - a) Public Hearing: SUP Tax Map 36A-A-30 190 Poplar Spring Road EKM Properties, LLC for the purpose of Tourist Lodging*
 - b) Public Hearing: Revisions to the Town of Scottsville Planning and Zoning Fee Schedule Ordinance*
 - c) Consider Approval of the Scottsville Town Strategic Plan*
 - d) Consider Approval of hiring part time temporary summer help according to memorandum attached to this agenda (6.d) *
7. Fiscal Year Ending 2022 Audit and Financial Report Information (I am still working on a summary of this report and waiting on some corrections to be made by the auditors. I will send you a letter of a summary of the report prior to the meeting and provide you with a hard copy of the report during the meeting)
8. Adjournment

Staff report

July 17, 2023

Javier will send the finance report and minutes by the end of the week.

7.A: Special Use Permit Public Hearing for Tourist Lodgings, 190 Poplar Spring Rd.

This application is for new infill construction in the downtown historic district. The site is 190 Poplar Spring Road, located uphill from the laundromat. It has a prominent view of the river. The total parcel area is 2.27 acres but not very much a flat area on which to build. Public water and sewer connections are already on site.

The applicant is Kevin Quick, manager of EKM Properties LLC. He proposed the tourist lodging use and to construct a cluster of three small structures on the site. The base zoning is Village Residential, as are all the surrounding parcels. In this zone, Tourist Lodgings require a special use permit.

The proposed development is three small structures, like cabin rentals found in many state parks. About four hundred square feet in size, they have only basic living facilities but are usable year-round. These structures are permissible in Scottsville. Their facade details will require ARB (Architectural Review Board) approval, but this will be done after any zoning approval.

The Town does not have any recent history considering this type of application, being new infill construction in the historic district for business use. Previous studies and reports observed demand for tourist rentals, since the town has no hotel and the large traditional B&Bs closed years ago. Recently, several apartment units have been converted to tourist lodgings, and according to past Town Administrator Lawless the Town Council has expressed some concern about the loss of workforce housing stock.

The Comprehensive Plan has several goal statements relevant to this application.

1. Concentrate commercial development in areas with adequate access, water, sewer service, and having similar development patterns.
2. Encourage and promote greater development of the hospitality industry through quality restaurants, bed and breakfast establishments, county inns and the like.

Overall, staff find the application consistent with town goals and the Comprehensive Plan, with infrastructure constraints, and recommend approval. Staff provided the required notice for the public hearing and sent letters to the adjoining and across the street property owners.

The Planning Commission recommends the approval of this application with the Special Use Permit with an amendment of a maximum of three units on site and that the applicant hold to the general site plan layout shown in the application.

After the public hearing, a motion would be to approve, or deny the special use permit. Councilors may restrict the permit with conditions. Staff would recommend a condition that lodgings be limited to three units as shown in the application. That the applicant holds to the general site plan layout as listed in the application and that applicant adheres to all Town, County, state, and federal government regulations.

7. B: Public Hearing: Amendment to Article II. Fee Structure of the Scottsville Zoning Fee Schedule and Fees Ordinance. This hearing is to hear any citizen comments regarding the proposed changes to this ordinance and then for consideration of action by the Town Council. I believe the fee has not been changed since June 1997. Last month I provided you with a copy of the ordinance adopted in 1997 and a copy of the proposed changes. I attach a copy of the proposed new fees. This public hearing has been duly advertised according to the state requirements.

6.D: Consideration of Hiring Part Time Temporary Summer Office Assistant: Amelie Morse started volunteering in the Town Office on Monday July 3, 2023. She started volunteering because she wanted to help and because the council had not taken any official vote to hire her, this was a consensus that was not publicly voted on. As previously advised the Town can hire part-time temporary summer help at an hourly pay rate of \$10.20 per hour. Amelie has been doing an excellent job in the office and has proven to be extremely helpful. Amelie has a good nature to greet and assist the public. She has been working around four hours a day. I will be transiting this month now that a Town Administrator has been appointed. I plan to cut back my hours as I am finding Amelie is assisting Javier with helpful office assistance. I am working to finish a few projects I have been working on to help Javier in the future as Town Administrator. The cut back of my hours more than pays for the hourly rate for Amelie. Also, the vacant Clerks position will free up some money until that position is filled.

I recommend the Council appoint Amelie Morse as an Office Assistant during the summer. I recommend that you include an hourly pay of at least \$10.20 and it be retroactive to July 3, 2023.

To accomplish the legality of hiring a council family member, there is an extra step that must be included in the motion. Amelie is the daughter of a council member, Councilwoman Morse should abstain from vote and according to Section 2.137 of the Scottsville Code the Town Council, by unanimous vote with the following words in the motion: The best interest of the Town is to be served despite a personnel interest, direct or indirect.