

TOWN OF GROTTUES
PLANNING COMMISSION MEETING
May 27, 2025
6:00 p.m.

MEETING CALLED TO ORDER BY CHAIRMAN

- Roll Call

PUBLIC EXPRESSION

APPROVAL OF MINUTES – from the meeting on March 25, 2025

REPORT FROM SECRETARY

REPORT FROM TOWN MANAGER

REPORT OF STANDING COMMITTEES

- **Economic Development Committee-**
- **Comprehensive Plan Committee-**
- **Land Use Committee-**
- **Capital Improvements Committee-**
- **Zoning Committee-**

NEW BUSINESS

OLD BUSINESS

1. Review of Comprehensive Plan

ADJOURNMENT

March 25, 2025

The Planning Commission meeting was held on Tuesday, March 25, at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Chairman Nicely called the meeting of March 25, 2025 of the Grottoes Planning Commission to order at 6:00 p.m. Chairman Nicely requested a roll call.

ATTENDANCE: Commission Members present: Brooke Haas, Dylan Nicely, Brandon Monnett, Richard Muttai, Rene Ehlenfeldt. Absent Darrel Baker and Michael Kohl.

Other Town Officials present: Town Manager Kyle O'Brien, Assistant Town Manager Tara Morris, Police Chief Jason Sullivan, Deputy Clerk Crystal Ortiz, Mayor Jo Plaster

PUBLIC EXPRESSION –

Cheryl Keeler thanked the new members and was encouraged that more citizens are getting involved. She commended the Town & CSPDC on the Comprehensive Plan, and that it signifies change and long-range planning along with short range goals. She was pleased that there are plans to protect natural resources and with proper development to protect the landscape of the town. She noted several edits that should be made before the Comprehensive Plan is finalized and provided a printed copy of her thoughts to officials so that the edits can be reviewed.

Gleamer Sullivan spoke of her concerns for the Comprehensive Plan and specifically that it would be “rubber stamped” as-is at the next Town Council meeting. She felt that CSPDC has done great work but there is not enough time to review or edit at Planning Commission meetings. Ms. Sullivan is also worried that the plan as it stands lacks contractually specific to water leaks and upgrading of water lines, and how capacity & usage is monitored. She feels that all of these things should be part of the Comprehensive Plan.

APPROVAL OF MINUTES.

On motion by Commission member Ehlenfeldt, seconded by Commission member Haas, and carried by a vote of 5-0, voting recorded as follows: HAAS – AYE; NICELY – AYE; MONNETT – AYE; MUTTAI – AYE; EHLENFELDT - AYE, the Commission approved the minutes from the meeting on November 26, 2024.

REPORT FROM SECRETARY – nothing to report.

REPORT FROM THE TOWN MANAGER - nothing to report. Town Manager O'Brien spoke briefly about the recent water issues due to the 6th Street water line replacement and his confidence that the situation is now resolved. He assured residents that the ground tank is full and there is plenty of water in the town. He thanked the Public Works Department for their hard

work and recognized Brady Dodson, Assistant Public Works Director (who was in attendance) for their long hours to get the repairs completed.

REPORTS OF STANDING COMMITTEES

- **Economic Development Committee** - none
- **Comprehensive Plan Committee**- none
- **Land Use Committee**- none
- **Capital Improvements Committee**- none
- **Land Use Committee**- none

NEW BUSINESS –

1. Nominations for Chairman.

On motion by Commission member Ehlenfeldt, seconded by Commission member Haas, and carried by a vote of 4-0, voting recorded as follows: HAAS – AYE; MONNETT – AYE; MUTTAI – AYE; EHLENFELDT – AYE; NICELY – ABSTAIN, the Commission approved the appointment of Dylan Nicely to continue as Chairman of the Planning Commission.

2. Nominations for Vice-Chairman.

On motion by Commission member Haas, seconded by Commission member Monnett, and carried by a vote of 4-0, voting recorded as follows: HAAS – AYE; MONNETT – AYE; MUTTAI – AYE; NICELY – AYE; EHLENFELDT – ABSTAIN, the Commission approved the appointment of Rene Ehlenfeldt to continue as Vice Chairman of the Planning Commission.

3. Request for Conditional Use Permit – 800 Block Dogwood Ave., B2 Zoning

Assistant Town Manager / Zoning Administrator Tara Morris included in the meeting packet a request from Kenny May for two conditional use permits to build a store front with 2 townhouses off the street and two townhouses off the alley, similar to his recent build at 700 Dogwood. She stated that tonight the Planning Commission action would be to send this to the Town Council for them to set a Joint Public Hearing. Commission member Ehlenfeldt made a motion that was seconded by Commission member Haas to approve sending this proposal to Council at their April 2025 meeting. It was carried by a vote of 5-0, voting recorded as follows: HAAS – AYE; NICELY – AYE; MONNETT – AYE; MUTTAI – AYE; EHLENFELDT – AYE.

OLD BUSINESS

Assistant Town Manager Morris clarified the process to approve the Comprehensive Plan stating that the Joint Public Hearing is to hear citizen comments. She stated that the council would not be adopting the plan that night.

ADJOURN

Chairman Nicely adjourned the meeting at 6:18 pm

Chairman

Secretary