

PRESENT: K. Shiflett, Chairman
J. Curd, Vice Chairman
S. Bridge
G. Campbell
L. Howdysshell
T. Jennings
K. Leonard
J. Wilkinson, Director of Community Development
L. Tate Planner II and Secretary

ABSENT:

VIRGINIA: At the Regular Meeting of the Augusta County Planning Commission held on Tuesday, November 14, 2017, at 7:00 p.m. in the Board Room, Augusta County Government Center, Verona, Virginia.

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DETERMINATION OF A QUORUM

Mrs. Shiflett stated as there were seven (7) members present, there was a quorum. She introduced Larry Howdysshell as the new Planning Commission member for the North River District.

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MINUTES

Mr. Curd moved to approve the minutes of the regular meeting held on September 12, 2017.

Mr. Jennings seconded the motion, which carried unanimously.

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NEW BUSINESS

Election of Officers

Mrs. Shiflett presented the nominating committee report. She placed into nomination the names of James Curd as Chairman, E. Thomas Jennings, Jr., as Vice Chairman, and Leslie Tate as Secretary.

There being no further nominations, Mr. Leonard moved to close the nomination, seconded by Mr. Bridge.

Mr. Bridge moved, seconded by Mr. Leonard to elect the slate by acclamation. The motion carried unanimously.

Regular Meeting and Inclement Weather Resolution

Mr. Bridge moved to recommend approval of the following ordinance:

AUGUSTA COUNTY PLANNING COMMISSION REGULAR MEETING SCHEDULE AND INCLEMENT WEATHER RESOLUTION 2018

WHEREAS, § 15.2-2214 of the Code of Virginia (1950), as amended, authorizes the Augusta County Planning Commission to fix a schedule of regular meetings and fix the day or days to which any meeting shall be continued due to inclement weather.

WHEREAS, the Planning Commission now desires to establish its schedule for regular meetings during calendar year 2018.

BE IT RESOLVED BY THE AUGUSTA COUNTY PLANNING COMMISSION:

1. The Planning Commission shall hold regular meetings during calendar year 2018, in the Board Meeting Room at the Augusta County Government Center, on the dates and at the times set forth below:

January 9, 2018	7:00 p.m.
February 13, 2018	7:00 p.m.
March 13, 2018	7:00 p.m.
April 10, 2018	7:00 p.m.
May 8, 2018	7:00 p.m.
June 12, 2018	7:00 p.m.
July 10, 2018	7:00 p.m.
August 14, 2018	7:00 p.m.

September 11, 2018	7:00 p.m.
October 9, 2018	7:00 p.m.
November 13, 2018	7:00 p.m.

2. Prior to, but on the same day as the regular meeting listed above, the Planning Commission shall make a site visit of any rezoning application site being heard at the public hearing/regular meeting. Such visits are open to the public and shall be advertised in accordance with 15.2-2204 of the Code of Virginia.
3. The Planning Commission may also hold worksessions throughout the year on an as needed basis. Worksessions are open to the public and shall be advertised in accordance with 15.2-2204 of the Code of Virginia.
4. In the event the Chairman of the Planning Commission, or the Vice Chairman of the Planning Commission, if the Chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members of the Planning Commission to attend a meeting, such meeting shall be continued to the next Tuesday. Such finding and declaration shall be communicated to the members of the Planning Commission and the media as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

BE IT FURTHER RESOLVED, that this resolution be adopted by the Commission, recorded in its minutes, and inserted in a newspaper having general circulation in the County at least seven days prior to the first meeting held pursuant to the adopted schedule.

Mr. Curd seconded the motion.

Mr. Jennings asked if there is a possibility the site visit referred to in paragraph #2 could ever be done on another day other than the day of the public hearing.

Mrs. Tate stated the main point of paragraph #2 is to make clear at the time that the regular meeting is advertised, the time for the worksession will be advertised as well. Ms. Tate said the wording could be revised to take out "but on the same day as."

Mr. Jennings moved to amend the motion as Mrs. Tate explained so that the wording be changed in paragraph #2 to allow for a site visit on a day other than the meeting day, if the need would arise to do so.

Mr. Curd seconded the amended motion to revise the wording in paragraph #2.

The amended motion passed unanimously.

PLANNING COMMISSION BY-LAWS

Mrs. Tate reviewed the proposed changes to the By-laws with the Commission.

Mr. Jennings asked if there was no stated purpose in the By-laws that were written in 1995.

Mrs. Tate said there was no purpose stated in the 1995 By-laws.

Mr. Jennings asked if orderly development is what the Commission follows.

Mrs. Tate stated it is the intention that State code presents for the Planning Commission in terms of being compliant with the Comprehensive Plan. We work towards carrying out the orderly development of the County based on the Comprehensive Plan.

Mr. Jennings asked if additional words other than “development,” such as preservation, should be included to reflect the purpose of the Planning Commission.

Mr. Wilkinson stated a more in depth description of how the County interprets orderly development would be described in the Comp Plan.

Mrs. Shiflett stated the By-laws should reference the Comp Plan.

Mr. Jennings asked if the Board of Supervisors approved the Commission’s by-laws.

Mrs. Tate stated the by-laws are not required to be approved by the Board.

Mr. Howdysshell asked if the by-laws will be reviewed by the County attorney.

Mrs. Tate stated she will have the County attorney review them.

Mr. Bridge asked if a Commissioner wished to resign from the Commission if they would be allowed to resign if there was no one to fill the vacancy.

Mrs. Tate stated the Commission is required to operate under the by-laws and it is a standard rule of order that the commissioners are committing to. However, it does not prevent a Commissioner from resigning their position.

The Commissioners further discussed the by-laws and asked for clarification or changes to the following:

- Article 2-3: Revise language regarding membership vacancy.
- Article 2-4: Clarification of State code regarding appointment of a new commissioner by a new incoming Board member from the same district.
- Clarification of Orderly Development in connection with the Comprehensive Plan.
 - Article 3-1: Clarification on the authority of the Chair to make motions
- Article 5-2: Clarification if a provision exists to call a special meeting in less than five days
- Article 7-5: Revise to state that speakers at a public hearing shall give their physical address

- Clarification whether a commissioner shall be required to live in the district they represent.
- Clarification as to whether Board of Supervisors can be restricted from selfappointing themselves to other boards or commissions.

STAFF REPORTS

A. CODE OF VIRGINIA – SECTION 15.2-2310

The Planning Commission took no action on the BZA items.

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There being no further business to come before the Commission, the meeting was adjourned.

Chairman

Secretary