

**CLARKE COUNTY PLANNING COMMISSION
TABLE OF CONTENTS
January 30, 2018 Work Session Meeting**

<u>Item #</u>	<u>Description</u>	<u>Pages</u>
1	January 30, 2018 Work Session Meeting Agenda	1
2	Review of Agenda Items for February 2, 2018 Business Meeting	
3	Old Business Items	
	a. Progress Report, Ordinance Update Project	2-3
4	New Business Items	
5	Other Business (Information Only)	
	a. 2018 Project Priorities– Planning Commission	4
	b. By-Laws of Clarke County Planning Commission	5-8
	c. 2018 Planning Commission Meeting Schedule	9



Clarke County Planning Commission

AGENDA – Work Session

Tuesday, January 30, 2018 – 3:00PM

Berryville/Clarke County Government Center– A/B Meeting Room

- 1. Approval of Work Session Agenda**
- 2. Review of Agenda Items for February 2, 2018 Business Meeting**
- 3. Old Business Items**
 - a. Progress Report, Ordinance Update Project**
- 4. New Business Items**
 - a. Resolution of Appreciation – Jon Turkel**
- 5. Other Business**
- 6. Adjourn**

ZONING AND SUBDIVISION ORDINANCE UPDATE PROJECT PROGRESS REPORT

- Work Plan Items Completed to Date:
 - Step 1 – Adopt Work Plan, Project Policies and Timeline

- Work Plan Items in Process: Currently on schedule. The Committee is currently working through Step 2, Discuss and Provide Formal Direction on Policy Issues (projected for completion by May 31, 2018)
 - Evaluate the scope and regulations for home occupations (P17) – Committee has provided direction to Staff and has reviewed a revised Staff Report containing their recommendations. A few items remain under review by Staff and the County Attorney and will be provided to the Committee upon completion.

 - Evaluate and revise the special use permit (5-B-5) and rezoning (8-E-3) review criteria (P14) – Committee has provided direction to Staff who will be coordinating review of revised language by the County Attorney. Committee has also reviewed and provided comments on a revised Staff Report. Further updates will be presented to the Committee at a future meeting.

 - Evaluate review process and regulations for Berryville Annexation Area properties (P4); Evaluate NAICS use codes for Business Park (BP) District -- Committee has provided initial direction to Staff and additional items remain for County Attorney review. Updates will be presented at a future Committee meeting.

- Upcoming Meetings Scheduled: Several of the upcoming meetings are dedicated to the discussion of a single large or complex issue. The Committee will be discussing the smaller policy and technical issues throughout the meeting schedule.
 - #6, Tuesday, February 6 (2:00PM) – Review policy and technical issues

 - #7, Wednesday, February 14 (2:00PM) – Evaluate regulations for nonconforming uses, lots, and structures along with the “deemed special use” status (P19)

 - #8, Wednesday, February 28 (2:00PM) – Evaluate current permitted, accessory, and special uses in each County zoning district (excluding Berryville Annexation Area districts) (P27)

 - #9, Wednesday, March 14 (2:00PM) – Evaluate regulations for tenant houses, dwellings less than 600 square feet, and barn/accessory apartments (P26)

 - #10, Wednesday, April 11 (2:00PM) – Evaluate site plan/subdivision plat review processes (T17)

- #11, Wednesday, April 25 (2:00PM) – Continued review of policy and technical issues
- #12, Friday, May 4 (following Planning Commission Business Meeting) – Consider adding new regulations and a definition for “agritourism” (P18)
- #13, Wednesday, May 23 (2:00PM) – Complete review of policy and technical issues

**2018 PROJECT PRIORITIES – PLANNING COMMISSION
(Adopted January 3, 2018)**

The list is intended to aid the Commission and Staff to ensure that work on critical projects is prioritized and completed in a timely fashion. Project start dates and priorities may be affected by the Commission’s zoning case load (e.g., SUPs, rezoning, site plans, subdivisions), text amendments, or other special projects requested by the Board of Supervisors.

1. Comprehensive review and update of the Zoning and Subdivision Ordinances

UNDERWAY – Project tasks are scheduled throughout 2018 with estimated completion in late 2019.

2a. Revise the Water Resources Plans (Groundwater Resources Plan and Surface Water Resources Plan)

UNDERWAY – Staff is currently developing a revised draft for Committee review in early 2018.

2b. Revise the Historic Resources Plan

UNDERWAY – Staff is currently developing a revised draft for Committee review in early 2018.

3. Five-Year Review of Comprehensive Plan (due March 18, 2019)

INCOMPLETE – Schedule Comprehensive Plan Committee review in Spring 2018.

4. Five-Year Review of Transportation Plan (due March 18, 2019)

INCOMPLETE – Schedule Comprehensive Plan Committee review in Spring 2018.

5. Five-Year Review of Economic Development Strategic Plan (due October 21, 2019)

INCOMPLETE – Schedule Comprehensive Plan Committee review in late Fall 2018.

**BY-LAWS OF THE CLARKE COUNTY PLANNING COMMISSION
(Adopted January 3, 2018)**

Article 1 – Purposes, Duties, and Authority

The Clarke County Planning Commission is created and organized pursuant to Code of Virginia §15.2-2210, et seq., and shall have the purposes, duties, and authority set forth therein. Meetings shall be held in accordance with Code of Virginia §15.2-2214. Provisions regarding conflicts of interest are set forth in Code of Virginia §2.2-3100 et. seq.

Provisions regarding Commission membership, terms of office, required oath of office, quorum, and officers are located in the Article 1, Section C of the Clarke County Zoning Ordinance.

Article 2 – Election of Officers

- A. Selection of Chair and Vice-Chair. As required by Article 1, Section C of the Clarke County Zoning Ordinance, the Commission shall elect from its membership a Chair and a Vice-Chair to serve a one year term. Election of officers shall be held at the Commission’s annual organizational meeting.

- B. Election procedure. The Director of Planning or other Staff designee shall open the floor for nominations for Chair. Once all nominations are made, the floor shall be closed to nominations and opened for discussion of the nominees. Once discussion is complete and floor closed, the Director of Planning or Staff designee shall call for a vote on each candidate in the order of their nomination. The candidate receiving a majority vote of the members present shall be declared elected and shall assume office immediately. The Chair-Elect shall repeat the process above for election of the Vice-Chair.

- C. Vacancies. Any vacancies in office shall be filled at the next regular Commission meeting by the election procedure outlined in Section B above. Vacancies shall be filled for the unexpired term.

Article 3 – Duties of Officers

- A. Duties of the Chair. The Chair shall preside at all meetings, appoint standing and special committees, rule on all procedural questions subject to a reversal by 2/3 majority vote of the members present, coordinate the work of the Commission staff through close and continuing cooperation with the County Administrator, and carry out other duties as assigned by the Commission.

- B. Duties of the Vice-Chair. The Vice-Chair shall act in the absence or inability of the Chair, have the power to function in the same capacity as the Chair whenever so authorized by the Chair, and carry out other duties as assigned by the Chair.

Article 4 – Committees and Liaison Members

- A. The Chair shall appoint such standing and special committees as the Commission shall direct and may designate the member who shall chair each committee. The Chair is an ex-officio member of all committees.
- B. Membership on committees shall be limited to members of the Commission provided, however, that nonvoting advisory persons may be appointed by the Commission Chair from outside the Commission membership. Each committee shall determine its own policies as to attendance at meetings by advisory persons.
- C. The Chair shall confirm or revise the membership and chairmanship of all standing committees annually at the Commission’s organizational meeting.
- D. The Chair shall designate Commission members to serve as liaisons to other public organizations as the Commission shall direct. The designated liaison member shall be responsible for maintaining continuing communication and cooperation between the Commission and the organization to which the member is designated.

Article 5 – Meetings

- A. All meetings and public hearings shall be open to the public and conducted in accordance with Code of Virginia §15.2-2200 et. seq. and the Virginia Freedom of Information Act (§2.2-3700 et. seq.). Meetings shall be subject to the additional requirements included in this Article.
- B. Scheduling and Purpose of Meetings. The Commission shall schedule, on a monthly basis, a work session and a business meeting as described below. No work session or business meeting shall be scheduled for the month of August, however special meetings and committee meetings may be scheduled. The Commission shall establish the meeting schedule for the upcoming year at the Commission’s annual organizational meeting according to the dates described below. Deviations in this schedule may be made to account for conflicts with holidays, government meetings, inclement weather, or other events of significance.
 - 1. Business meetings. The purpose of the business meeting is to conduct scheduled Public Hearings; to take formal action on zoning and subdivision applications, ordinance or plan amendments, or other planning matters; and to discuss other matters pertinent to the Commission’s responsibilities. Business meetings shall be scheduled for the first Friday of each month.
 - 2. Work sessions. Formerly known as briefing meetings, the purpose of the work session is to receive information on the agenda items for the upcoming business meeting and to discuss projects and issues pertinent to the Commission’s responsibilities in a workshop setting. Formal actions taken at work sessions shall be limited to the annual organizational meeting action items and those items

specifically deferred from a business meeting to a work session. Work sessions shall be scheduled for the Tuesday prior to the Friday business meeting.

3. Committee meetings. Meetings of the Commission's standing and special committees may be scheduled on an as-needed basis at the discretion of Planning Staff or at the request of the Chair or Vice-Chair.
4. Special meetings. Special meetings of the Commission may be scheduled on an as-needed basis at the request of the Chair or Vice-Chair. Formal actions taken at special meetings shall be limited to those items specifically deferred from a business meeting to a special meeting.
5. Annual organizational meeting. The annual organizational meeting shall be conducted as the first item of business at the first Commission meeting of the calendar year. The annual organizational meeting shall consist, at a minimum, of:
 - a. Election of Chair and Vice-Chair;
 - b. Member assignments to committees;
 - c. Review and adoption of the meeting schedule for the year;
 - d. Review and adoption of the By-Laws; and
 - e. Review and adoption of the Commission's project priorities for the year.

C. Agendas. Planning Staff, under the direction of the Chair, shall be responsible for preparing the Commission's meeting agendas.

1. The regular meeting agenda shall include, at a minimum, the following items:
 - a. Call to order and determination of quorum
 - b. Approval of the agenda
 - c. Approval of minutes
 - d. Public hearing items
 - e. Technical reviews (e.g., site plans, subdivisions)
 - f. Board and Committee reports from designated liaisons
 - g. Other business items
2. The contents of work session agendas shall be prepared at the Planning Staff's discretion. The contents of special meeting agendas shall be prepared by Planning Staff at the Chair's or Vice-Chair's direction.
3. The order and content of the agenda may be changed by a majority vote of the members present at the meeting.

D. Parliamentary procedure in Commission meetings shall be governed by the most current edition of Robert's Rules of Order as modified by any applicable provisions of these By-Laws.

Article 6 – Meeting Decorum

- A. The purpose of this article is to establish rules for public participation and conduct during Planning Commission meetings. The general conduct of the public must be civil in manner, directed to the business at hand, and must conform to the rules listed in this article.
- B. Public Hearings.
 - 1. Members of the public are encouraged to provide comments on matters before the Commission during the scheduled public hearings. At the Chair’s discretion, speakers may be required to fill out a sign-in sheet prior to commencement of the public hearing.
 - 2. Speakers shall state their name and address for the record prior to addressing the Commission.
 - 3. Speakers shall have a maximum of 3 minutes to address the Commission or 10 minutes if the speaker is identified as representing a recognized group or if they are speaking on behalf of a group of citizens present at the public hearing. The time limit may be extended or waived at the Chair’s discretion.
 - 4. Speakers shall be civil in tone and demeanor and shall not make personal, impertinent, slanderous, or profane remarks, or any threatening or intimidating gestures, to any member of the Board, the staff, or the general public.
 - 5. Speakers shall address the Commission and shall not address the audience, answer questions from the audience, or engage in debate with anyone in the audience.
- C. Conduct of Meeting Attendees
 - 1. Meeting attendees are to be respectful of the opinions of others and shall refrain from shouting, booing, hissing, stomping, clapping, holding side conversations, or any other disruptive behaviors which impede the orderly conduct of Commission meetings.
 - 2. Any meeting attendee that participates in unacceptable behavior shall be ruled out-of-order by the Chair and, if necessary, be asked to leave the premises.

Article 7 – Removal of Commission Member

- A. Whenever a commission member has been absent from three (3) consecutive regular meetings, or absent from four (4) or more regular meetings in any twelve (12) month period, the Board of Supervisors shall inquire of the Commission Chair if there has been any mitigating circumstance that indicates the member’s attendance will improve in the future. In the absences of such an indication, the Board, in its discretion, may request the resignation of the member or may remove the member in accordance with Code of Virginia §15.2-2212.
- B. A commission member may be removed by the Board of Supervisors for malfeasance of office in accordance with Code of Virginia §15.2-2212.

2018 PLANNING COMMISSION MEETING SCHEDULE -- ADOPTED 1/3/2018

Work Sessions

Work Sessions are held monthly (except August) on the Tuesday before the Planning Commission's Business Meeting at 3:00PM in the Government Center A/B Meeting Room, 101 Chalmers Court, 2nd Floor (unless otherwise scheduled). The purpose of the Work Session is to review agenda items for the upcoming Business Meeting and to discuss projects and issues in a workshop setting. Formal actions may be taken at Work Sessions but are limited to the annual organizational meeting items and those items specifically deferred from a previous Business Meeting. Work Sessions are open to the public.

Business Meetings

Business Meetings are held monthly on the first Friday of every month (except August) at 9:00AM in the Government Center Main Meeting Room, 101 Chalmers Court, 2nd Floor (unless otherwise scheduled). The Commission conducts official business at these meetings including taking formal action on pending land use applications and text amendments, conducting required public hearings, and receiving reports from committee and board representatives. Business Meetings are open to the public.

Work Session Meeting Dates	Business Meeting Dates
Wednesday, January 3	Friday, January 5
Tuesday, January 30	Friday, February 2
Tuesday, February 27	Friday, March 2
Tuesday, April 3	Friday, April 6
Tuesday, May 1	Friday, May 4
Tuesday, May 29	Friday, June 1
Tuesday, July 3	Friday, July 6
No meeting in August	No meeting in August
Tuesday, September 4	Friday, September 7
Tuesday, October 2	Friday, October 5
Tuesday, October 30	Friday, November 2
Tuesday, December 4	Friday, December 7
Wednesday, January 2, 2019*	Friday, January 4, 2019

* Schedule deviation to avoid January 1st Holiday

Standing Committee and Special Subcommittee Meetings

Meetings of Planning Commission committees and subcommittee are scheduled on an as-needed basis, often immediately following Work Sessions and Business Meetings in the A/B Meeting Room. Dates and times for committee and subcommittee meetings are posted to the meeting calendar on the County website (www.clarkecounty.gov).

Inclement Weather and Other Schedule Deviations

In the event that a meeting is cancelled due to inclement weather, efforts will be made to reschedule the meeting within one week of the original meeting date. If this cannot be accomplished, the agenda items will be forwarded to the next Work Session or Business meeting date. Deviations in the meeting schedule may be made to account for conflicts with holidays, government meetings, or other events of significance.