

**CLARKE COUNTY PLANNING COMMISSION
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February 4, 2020 Work Session Packet**

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Clarke County Planning Commission

AGENDA – Work Session

Tuesday, February 4, 2020 – 3:00PM

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

- 1. Approval of Work Session Agenda**
- 2. Review of Agenda Items for February 7, 2020 Meeting**
- 3. Old Business Items**
 - A. Discussion Items, Zoning and Subdivision Ordinance Update Project
 - (1) Revised Rezoning and Special Use Permit Review Factors
 - (2) Scope of Agritourism Activities
- 4. Other Business**
 - A. County Email Addresses
 - B. Final Versions – Organizational Meeting Items
- 5. Adjourn**



Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

www.clarkecounty.gov

TO: Planning Commission members

FROM: Brandon Stidham, Planning Director

RE: Revised Rezoning and Special Use Permit Review Factors

DATE: January 22, 2020

Enclosed for your review is a revised version of the chart comparing the current Zoning Ordinance review criteria for rezoning and special use permit applications with the proposed Zoning Ordinance review factors. This issue was last discussed at the Planning Commission's December 3 work session and contains the following changes requested by the Commission (in red font):

Page 1

- Proposed 6.3.3D-2 – Changed “Planning Commission” to “advisory body” in second sentence to be consistent with language proposed in 6.3.1C-2.

Page 2

- Review Factor (b) – Restored the wording of current review criterion (c). Changed “consistent” to “compatible” as recommended by the County Attorney.
- Review Factor (c) – Replaced “Mitigation of impacts” with “Will not cause an undue adverse impact” per Commission discussion.

Page 3

- Review Factor (f) – Replaced “Effective mitigation of potential adverse impacts” with “Will not cause an undue adverse impact” per Commission discussion.

Page 4

- Review Factor (g) – Restored the wording of current review criterion (q).
- Review Factor (j) – Added a comma after “properties.” Replaced “mitigate” with “avoid causing” per Commission discussion.

Staff requests that the Commission discuss and confirm the changes so that we may incorporate them into the next Zoning Ordinance draft. Please let me know if you have questions or concerns.

Comparison of Current Review Criteria and Proposed Review Factors
(Revised following December 3, 2019 Commission Work Session)

Current 5-B-5:

Criteria for Action on Special Use Permit

Before taking action, the Board may require the applicant to furnish such information as it may deem necessary in order to determine whether the proposed special use permit is detrimental to the public health, safety, or general welfare. Such a determination shall be based on the following specific findings. The Board may make any additional findings it may deem appropriate.

Current 8-B-3:

Criteria for Action on Proposed Amendment

Before taking action, the Board may require the applicant to furnish such information, as it may deem necessary in order to determine whether the proposed amendment is detrimental to the public health, safety, or general welfare. Such a determination shall be based on the following specific findings.

Proposed 6.3.1C-2:

Special Use Permit Review Factors. The following factors, as applicable, together with other factors deemed applicable, may be considered by the advisory body and the Board of Supervisors in acting upon a special use permit application. The advisory body and Board of Supervisors may require the applicant to furnish information which the advisory body or Board of Supervisors deems necessary to address such factors and any conditions to be applied:

Proposed 6.3.3D-2:

*Rezoning Review Factors. The following factors, as applicable, together with other factors deemed applicable, may be considered by the advisory body and the Board of Supervisors in acting upon a rezoning application. The advisory body and Board of Supervisors may require the applicant to furnish information which the ~~Planning Commission~~ **advisory body** or Board of Supervisors deems necessary to address such factors:*

Current Review Criteria	Proposed Review Factors
(a) Will be consistent with the Comprehensive Plan of the County.	<i>(a) Consistency with the Clarke County Comprehensive Plan and any applicable implementing component plans.</i>
(b) Will be consistent with the Purposes and Intent of this Ordinance.	None -- current review criteria (b) will be deleted
(c) Will not have an undue adverse impact on the short-term and long-term fiscal resources of the County for education, water, sewage, fire, police, rescue, solid waste disposal or other services, and will be consistent with the capital improvement goals and objectives of the Comprehensive Plan, to the end that growth of the community will be consonant with the efficient and economic use of public funds.	<i>(b) Will not have an undue adverse impact on the short-term and long-term fiscal resources of the County for education, water, sewage, fire, police, rescue, solid waste disposal or other services, and will be consistent compatible with the capital improvement goals and objectives of the Comprehensive Plan, to the end that growth of the community will be consonant with the efficient and economic use of public funds.</i>
(d) Will not cause an undue adverse effect on neighboring property values without furthering the goals of the Comprehensive Plan to the benefit of the County.	None – current review criteria (d) will be deleted
(e) Will not cause an undue adverse effect on the preservation of agricultural or forestal land.	<i>(c) Mitigation of impacts Will not cause an undue adverse impact that would reduce the conservation value of adjacent or nearby agricultural or forestal land or would impede the operations of an active agricultural or forestal operation.</i>
(f) Will not cause unreasonable traffic congestion or unsafe conditions on existing or proposed public roads and has adequate road access.	<i>(d) Compliance with Virginia Department of Transportation (VDOT) regulations and recommendations of VDOT deemed necessary for safe and efficient movement of traffic.</i>
(g) Will not cause destruction of or encroachment upon historic or archeological sites, particularly properties under historic easement.	<i>(e) No destruction of or encroachment upon historic or archeological sites, particularly properties under historic easement.</i>

<p>(h) Will not cause an undue adverse effect on rare and irreplaceable natural areas, areas of outstanding natural beauty, state-designated scenic byways or scenic rivers or properties under open space easement.</p>	<p><i>(f) Effective mitigation of potential adverse impacts Will not cause an undue adverse impact on the following important resources located on the subject property or surrounding properties:</i></p> <ul style="list-style-type: none"> • <i>Surface or groundwater resources including but not limited to mitigation of pollution of such resources.</i> • <i>Natural areas such as unique geological features, rare plant habitats, or wildlife nesting areas.</i> • <i>Areas designated for conservation, recreation, or natural preservation including but not limited to properties under permanent conservation easement, State-designated scenic byways, scenic rivers, Blandy Experimental Farm, and the Appalachian National Scenic Trail corridor.</i>
<p>(i) Will not cause an undue adverse effect on wildlife and plant habitats.</p>	<p>See (f) above</p>
<p>(j) Will have sufficient water available for its foreseeable needs.</p>	<p><i>(h) Availability of sufficient water for foreseeable needs.</i></p>
<p>(k) Will not cause unreasonable depletion of or other undue adverse effect on the water source(s) serving existing development(s) in adjacent areas.</p>	<p><i>(i) No unreasonable depletion of or other undue adverse effect on the water source(s) serving existing development(s) in adjacent areas.</i></p>
<p>(l) Will not cause undue surface or subsurface water pollution.</p>	<p>See (i) above</p>
<p>(m) Will not cause an undue adverse effect on existing or proposed septic systems in adjacent areas.</p>	<p>None – would be addressed by Virginia Department of Health (VDH) review</p>
<p>(n) Will not cause unreasonable soil erosion.</p>	<p>None – would be addressed by County erosion and sediment control review and Virginia Department of Environmental Quality (DEQ) stormwater review (if applicable)</p>

(o) Will have adequate facilities to provide safety from flooding, both with respect to proposed structures and to downhill/downstream properties.	None – would be addressed by Zoning Ordinance flood plain regulations (if applicable), County erosion and sediment control review and DEQ stormwater review (if applicable)
(p) Will not cause undue air pollution.	See (g) below; also DEQ review of pollutant emissions (if applicable)
(q) Will not cause undue noise, light or glare, dust, odor, fumes, or vibration.	(g) Will not cause undue noise, light or glare, dust, odor, fumes, or vibration.
(r) If in the AOC or FOC zoning districts, will not result in scale or intensity of land use significantly greater than that allowed under the permitted uses for these districts. (SUP ONLY)	None
(s) Will not cause a detrimental visual impact. (SUP ONLY)	<i>(j) Effective screening and buffering is provided, or the proposed development will be situated away from adjacent properties, in a manner to mitigate avoid causing detrimental visual impacts.</i>



Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

www.clarkecounty.gov

TO: Planning Commission members

FROM: Brandon Stidham, Planning Director

RE: Scope of Agritourism Activities (Ordinance Update Project)

DATE: January 23, 2020

This memo provides an overview of two issues associated with the proposed “agritourism activity” use – one of the new temporary uses included in the revised draft Zoning Ordinance. The first issue, raised during discussion at the November 1 joint workshop with the Board of Supervisors, is whether “horse shows” should be considered agritourism activities. The second issue deals with whether additional language should be included to clarify the scope of entertainment activities, such as live music, that may be conducted at an agritourism activity. These two issues are addressed separately in detail below.

Horse Shows

At the Commission’s November 1 joint workshop with the Board, a question was raised as to whether horse shows should be regulated under the proposed “agritourism activity” use. Currently, horse shows are considered part of the “agriculture” use and are not proposed to be included as an “agritourism activity” in the revised Zoning Ordinance.

Horse shows that are considered to be “agriculture” are typically semi-private in nature. They are not advertised as an event that is open to the general public, although members of the public other than participants are not necessarily prohibited from attending. Events are participant-oriented with equestrian activities that are competitive or educational in nature rather than exhibitions for the public. Horse shows can have mobile vendors present but vendors typically are there to support the participants and not the spectators.

Some periodic equestrian events, such as the point-to-point races, fall under the County Code requirements for a Special Event Permit per Chapter 57. Such events meet the following requirements for a Special Event Permit if they have the following characteristics:

- Raising, charging, donating, or re-couping of funds
- The public is invited or admitted
- Event occurs outdoors on private property that is six acres in size or larger
- 150 or more attendees are expected

The proposed definition of “agritourism activity” could be interpreted to include horse shows:

A temporary activity conducted as an accessory use to an agricultural operation that allows members of the general public to view or participate in agricultural activities for recreational, entertainment, or educational purposes. An activity is an agritourism activity regardless of whether the participant paid to participate in the activity. Examples of agritourism activities include:

- *Harvest-your-own fruits, vegetables, Christmas trees, and the like*
- *Farm tours and educational activities associated with the agricultural operation*
- *Seasonal festivals including the following periodic accessory activities:*
 - *Live music*
 - *Corn mazes, petting zoos, animal exhibitions, and similar activities*
 - *Incidental sale of agricultural or silvicultural-related products*
 - *Sale of food and beverages*
 - *Temporary vendors*
- *Farm-to-table events at which food products produced in whole or in part from products grown by the agricultural operation are served to patrons*

Under the current interpretation of horse shows as being part of the “agriculture” use, it is a by-right use with no zoning approvals required. If horse shows were to be considered “agritourism activities,” a zoning permit would be required and they would be subject to the proposed use regulations:

- Must be accessory and subordinate to an agricultural operation located on the same lot.
- All necessary Federal, State, and County permits, licenses, and approvals are required to be obtained by the applicant prior to issuance of a zoning permit.
- Cannot be conducted for more than 180 days in a calendar year and the applicant is required to provide a schedule of activities demonstrating compliance with this requirement.
- Zoning permit is not required if the full duration of the activity is regulated by a Special Event Permit per Chapter 57 of the County Code.
- Temporary vendors are not required to leave the site each day provided that temporary vendor locations are shown on a site sketch approved with the zoning permit.

If horse shows are to be considered part of “agriculture” and not an “agritourism activity,” Staff recommends adding language to the agritourism activity use regulations to make it clear that horse shows are excluded from the use. Such language would need to emphasize the semi-private, participant-oriented nature of horse shows to distinguish them from spectator-oriented equestrian activities that would be considered agritourism activities or special events under Chapter 57 of the County Code. Below is one example of language that could be added to the use regulations:

An equestrian activity shall not be considered an agritourism activity if the full duration of the activity is regulated by a Special Event Permit per Chapter 57 of the Code of Clarke County, or if the equestrian activity meets all of the following requirements:

1. *The activity shall not be advertised as open to the general public with or without an admission fee.*
2. *The activity shall not include live music or similar performance-based entertainment activities that are spectator-oriented.*
3. *The activity is periodic in nature and shall not occur for more than three consecutive days or for more than 10 days in any 30-day period.*

Staff recommends that the Commission discuss this issue and provide policy direction.

Scope of Entertainment Activities

A concern identified by Staff with the proposed agritourism activity use is whether the regulations for entertainment activities such as live music should be further clarified.

As noted in the use definition above, agritourism activities include seasonal festivals that have periodic accessory activities such as live music, corn mazes, petting zoos, sale of agricultural and silvicultural products, sale of food and beverages, and temporary vendors. With the maximum duration of an agritourism activity being 180 days, Staff noted the potential for agricultural businesses to use the agritourism activity temporary use as a way to have a broader range of entertainment activities than allowed under the current Zoning Ordinance or to avoid the Special Event Permit process per Chapter 57 of the County Code.

Live music and other similar types of entertainment are intended to be an incidental component of a seasonal activity permitted under this use – not the primary activity for which the agricultural business is attempting to attract the public. If the applicant intends to hold a music concert, the appropriate regulatory mechanism is either a Special Event Permit or, for activities with less than 150 attendees, a special use permit for a minor commercial public assembly use. To emphasize this distinction, Staff proposes the following changes to the applicable portion of the draft agritourism activity definition (changes in bold):

Examples of agritourism activities include:

- *Harvest-your-own fruits, vegetables, Christmas trees, and the like*
- *Farm tours and educational activities associated with the agricultural operation*
- *Seasonal ~~festivals~~ activities which may include ~~including~~ the following periodic accessory activities:*
 - ~~Live music~~
 - *Corn mazes, petting zoos, animal exhibitions, and similar activities*
 - *Incidental sale of agricultural or silvicultural-related products*
 - ***Incidental live music or similar performance-based entertainment activities***
 - ***Incidental sale of food and beverages***
 - *Temporary vendors*
- *Farm-to-table events at which food products produced in whole or in part from products grown by the agricultural operation are served to patrons*

The following new use regulation would also be added:

6. Live music and similar performance-based entertainment activities shall be incidental and accessory to an agritourism activity. Any such activities that are advertised and/or promoted as a separate event or for which a separate admission fee is charged shall not be considered incidental and accessory to the agritourism activity.

Staff recommends that the Commission discuss this issue and provide direction on whether to include the proposed language in the next Zoning Ordinance draft.

Please let me know if you have questions or concerns in advance of the work session.

**CLARKE COUNTY PLANNING COMMISSION
2020 COMMITTEE APPOINTMENTS (updated 1/10/2020)**

Permanent Committee Descriptions

- **Policy and Transportation.** Charged with focused study of general planning-related policy issues and matters affecting the County’s transportation network.
- **Plans Review.** Charged with review and comment on the following:
 - Site plan applications for Commission review (including those filed in conjunction with rezoning and special use permit applications)
 - Major subdivisions
 - Other administrative site plan, minor subdivision, or other land development applications on which Staff requests input from the Committee.
- **Comprehensive Plan.** Charged with initial management of the five-year review process for the Comprehensive Plan and implementing component plans.
- **Ordinances.** This Committee was created initially to serve as the steering committee for the project to review and update the Zoning and Subdivision Ordinances. Following completion of the project, the Ordinances Committee could also be charged with work on future proposed text amendments.

2020 Permanent Committees

Policy & Transportation	Scott Kreider	Robina Bouffault	Gwendolyn Malone	Douglas Kruhm
Plans Review	Frank Lee	Anne Caldwell	Scott Kreider	Robina Bouffault
Comprehensive Plan	Robina Bouffault	Douglas Kruhm	Pete Maynard	Bob Glover
Ordinances	Randy Buckley	Anne Caldwell	Frank Lee	Gwendolyn Malone

Special Subcommittees and Appointments – 2020 Members

Board of Zoning Appeals (BZA)	Anne Caldwell
Berryville Area Development Authority (BADA)	George L. Ohrstrom, II
Historic Preservation Commission (HPC) – Liaison	Douglas Kruhm
Board of Supervisors (BOS) – Liaison	Mary L.C. Daniel Doug Lawrence (alternate)
Conservation Easement Authority (CCEA)	George L. Ohrstrom, II

Board of Septic and Well Appeals (Planning Commission Chair and Vice-Chair)	George L. Ohrstrom, II Randy Buckley (alternate)
Agricultural & Forestal District (AFD) Advisory Committee – Liaison	Randy Buckley
Broadband Implementation Committee	Robina Bouffault Douglas Kruhm

Past Special Subcommittees

Telecommunications Subcommittee (work completed on January 24, 2017)	Jon Turkel Douglas Kruhm Robina Bouffault
Business Intersection Area Plans Subcommittee (work completed on August 30, 2016)	Robina Bouffault Anne Caldwell Gwendolyn Malone
Agricultural Land Plan Subcommittee (work completed on November 29, 2016)	Robina Bouffault Randy Buckley Jon Turkel Corey Childs (AFD Advisory Committee member) Emily Day (AFD Advisory Committee member)

NOTE: The Commission Chair is ex-officio member of all committees, but will chair no committee.

2020 PLANNING COMMISSION MEETING SCHEDULE

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
Tuesday, February 4	Friday, February 7
Tuesday, March 3	Friday, March 6
Tuesday, March 31	Friday, April 3
Tuesday, April 28	Friday, May 1
Tuesday, June 2	Friday, June 5
Tuesday, July 7*	Friday, July 10*
No meeting in August	No meeting in August
Tuesday, September 1	Friday, September 4
Tuesday, September 29	Friday, October 2
Tuesday, November 3	Friday, November 6
Tuesday, December 1	Friday, December 4
Tuesday, January 5, 2021**	Friday, January 8, 2021**

* **Schedule deviation to avoid July 4 Holiday**

** **Schedule deviation to avoid January 1, 2021 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.

BY-LAWS OF THE CLARKE COUNTY PLANNING COMMISSION
(Adopted January 10, 2020)

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.

2020 PROJECT PRIORITIES – PLANNING COMMISSION
(adopted January 10, 2020)

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., special use permit applications, 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 – remaining items to complete include:

- Conduct initial review of draft Subdivision Ordinance (following completion of legal review) and provide direction to Staff on additional edits.
- Provide direction to Staff on additional edits to draft Zoning Ordinance and Definitions Article.
- Agree on final drafts of Zoning Ordinance, Subdivision Ordinance, and Definitions Article.
- Schedule and conduct formal public hearing and outreach initiatives, provide formal recommendation on draft Ordinances and Definitions Article to Board of Supervisors.

2. Five-Year Review and Update of Comprehensive Plan

INCOMPLETE – Resolution was adopted by the Planning Commission on January 4, 2019 to initiate review of the Plan. Staff to develop work plan with work to begin in 2020 pending completion of the initial draft Zoning and Subdivision Ordinances.

3. Five-Year Review and Update of Transportation Plan

INCOMPLETE – Resolution was adopted by the Planning Commission on January 4, 2019 to initiate review of the Plan. Staff to develop work plan with work to begin in 2020 pending completion of the revised Comprehensive Plan.

4. Five-Year Review of Economic Development Strategic Plan

INCOMPLETE – Resolution was adopted by the Planning Commission on October 4, 2019 to initiate review of the Plan. Staff to develop work plan with work to begin pending completion of the revised Comprehensive Plan.

5. Five-Year Review of Recreation Component Plan

INCOMPLETE – Need to adopt a five-year review resolution by August 18, 2020. Assign task to Comprehensive Plan Committee in Spring 2020.