

PLANNING COMMISSION
December 21, 2016

THE REGULAR MEETING OF THE GREENE COUNTY PLANNING COMMISSION WAS HELD ON WEDNESDAY, DECEMBER 21, 2016, AT 6:30 PM IN THE COUNTY MEETING ROOM.

Members present: Jay Willer, Chairman
 Victor Schaff, Vice-Chairman
 Frank Morris, Member
 John McCloskey, Member
 William Saunders, III, Member

Staff present: Dale Herring, Ex-Officio Member
 Bart Svoboda, Planning Director
 Shawn Leake, Zoning Officer
 Marsha Alley, Secretary

CALL TO ORDER

The Chairman called the meeting to order.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

The Chairman lead everyone in the Pledge of Allegiance and a moment of silence.

DETERMINATION OF QUORUM

The Chairman asked each member to state their name for the record to determine a quorum.

PUBLIC HEARINGS

Town of Stanardsville Comprehensive Plan

Mr. Willer introduced the request and asked Mr. Svoboda for a report.

Mr. Svoboda presented the staff report and reviewed additional information that was included in the packet.

The Chairman opened the public hearing.

Gary Lowe, Mayor of the Town of Stanardsville, addressed the Commission. He stated that he believes the current plan is fine the way that it is with the need of a few minor updates. He reviewed the suggested revisions by page number and provided a detailed list to Mr. Svoboda. These revisions included the established date and incorporation date of the Town, additional tourism events, recent

improvements, grant awards and CDBG opportunities, plans for growth, and other needs such as broadband, etc.

Mr. Willer asked Mr. Lowe to provide a written statement to include the items that have been completed and the items that will be addressed by the CDBG Grant.

Mr. Lowe agreed to provide that and offered a brief overview of the improvements that were made through grants, noting that other grants are being considered.

Mr. Willer agreed that it is important to include the successes of these projects.

There was a brief discussion regarding the types of photos that could be included in the proposed update.

Mr. Lowe stated that the Town believes that the Comprehensive Plan is rather comprehensive as it is as they spent a great deal of time on it during the last review.

There was discussion relating to infrastructure in the Town regarding water supply and fire flow.

Mr. Lowe stated that the Town is always looking for grants. He noted that the Town does not collect taxes outside of the sales tax.

There was discussion related to grants that would address infrastructure needs and how the Town, County, and RSA must work together to benefit the community.

There was discussion regarding the availability of natural gas service to the Town of Stanardsville.

Mr. Willer asked if there were any other comments from those in attendance.

There were no additional comments.

Mr. Willer stated that staff would likely be providing the updates to facts and figures and other information.

Mr. Svoboda suggested that the Town Comp Plan would likely come back to the Commission in February 2017 to allow staff time to meet with the Mayor to be sure that facts are correct in the revisions.

Mr. Willer asked Mr. Herring if anything should be added to the Comp Plan relating to the need for Broadband.

Mr. Herring stated that a committee has been formed and will begin meeting in January to review the county-wide need for broadband. He added that Mr. Lowe

is on that committee and that the Town needs would be included as well. He noted that there may possibly be grants available to address these needs also.

Mr. McCloskey asked if the meeting in February would also be a public meeting.

Mr. Svoboda stated that it would be a public meeting as well.

There being no further public comments, the public hearing was closed.

OLD/NEW BUSINESS

Capital Improvement Plan (CIP)

Mr. Willer introduced the request and deferred to Mr. Svoboda.

Mr. Svoboda reminded the Commission that the public hearing was held in November and reviewed the memo that was included in the packet. He also reviewed comments provided by Mr. Willer relating to capital needs assessment and the vetting of projects such as the school projects associated with their needs assessment, the water/sewer infrastructure project, etc. He offered suggestions as to the information that should accompany the Commission's recommendation to the Board of Supervisors.

There was discussion regarding the water supply plan which includes the Town as well since it is a Regional Water Supply Plan. It was noted that language relating to the Regional Water Supply Plan should be included in the Town Comprehensive Plan. Additionally, it was stated that Rapidan Service Authority is conducting an infrastructure study as well.

There was discussion regarding the memo distributed by Mr. Svoboda to the Commission which is proposed to accompany the CIP when it is forwarded to the Board of Supervisors. It was noted that the memo acknowledged the concerns of the Commission relating to the CIP.

Mr. Willer suggested that the term *vetted* should be clarified since it does not refer to the person(s) who may have performed the vetting.

Mr. Svoboda referred to the school's vetting process of their own projects. He noted that staff will be requesting a facilities study during the next budget cycle which should make the next CIP review a simpler and more accurate process, noting that the funding decision for that will be up to the Board of Supervisors.

Mr. Schaff stated that he had shared an email with some staff members, the Chairman, and the County Administrator with information that he had obtained through his own research. He explained that he had contacted the County Administrator for Loudoun County to get an idea of how the process operates there. He stated that it provides a decent template which begins with a Capital Needs Assessment.

Mr. Willer stated that he was happy if this is the conclusion of the CIP. He noted that his goal had been to impress upon the county that planning is important in the budget process in having facts and details. He thanked Mr. Wilson for his valued input. He noted that this is a step in the right direction.

Mr. Willer asked if there was a resolution to proceed with the CIP.

Mr. Svoboda stated that the memo, with changes, dated December 21, 2016 and the spreadsheet can be forwarded to the Board of Supervisors. He agreed that it would be a good idea to refer to the school's facility study and the county infrastructure.

Mr. Willer suggested that language be added to the memo citing that the Commission strongly supports the efforts that have gone into targeting the water/sewer infrastructure projects and the needed improvements in the school facilities and that they should take precedence. He noted that the addition of this language would remove the *vetted* reference.

Mr. Svoboda agreed that the language can be modified to remove the word *vetted*.

Mr. Willer suggested the following statement:

The Commission has indicated that the project package recommended by the school board and the water infrastructure project that has been moving forward before the Board of Supervisors should take precedence.

Mr. Schaff agreed with that statement.

Mr. Willer made a motion to recommend approval of the CIP with the revision as noted and accompanied by Mr. Svoboda's memorandum dated December 21, 2016 regarding the status of the Capital Improvement Program.

Mr. Schaff seconded the motion.

The vote was taken.

AYE

Mr. Saunders
Mr. McCloskey

Mr. Schaff
Mr. Willer

NAY

Mr. Morris

The motion to recommend approval of the CIP carried by a 4-1 vote.

Mr. Willer stated that he had not offered Mr. Morris the opportunity to offer

additional amendments and gave him the opportunity to do so.

Mr. Morris stated that it was good and offered no additional comment.

Mr. Willer thanked Mr. Wilson for all of his efforts throughout this process.

APPROVAL OF MINUTES

Mr. Willer noted that an updated copy of the minutes was distributed tonight at the Commissioner's seats that includes language referencing the discussion regarding the safety issues that had been mentioned by Mr. Willer and Mr. Morris relating to the heliport request.

Mr. Morris raised the question as to the need of having verbatim minutes, after some other events.

Mr. Svoboda explained that the meeting minutes are actually a summary of the meeting and not a verbatim transcript, unless transcripts are requested.

Mr. Morris stated that with the way times are moving, he would like to request that and asked if he would need to make a motion to request it. He noted that if everything will be live-streamed and everybody will be listening to everything that is said and will be subject to different disputes, then it should be put the way it was in the meeting.

Mr. Svoboda asked Mr. Morris which minutes he was requesting to be verbatim, the November minutes, tonight's meeting minutes, or as a new policy by the Planning Commission.

Mr. Willer suggested that the immediate focus would be to address the November minutes and that Mr. Morris' question could be considered under New Business.

Mr. Svoboda agreed that the discussion could continue to allow for better understanding of which minutes are being referenced or if a policy change is being requested.

Mr. Willer stated that his understanding is that Mr. Morris' request would apply to tonight's meeting and those following but not to the past meeting being considered tonight.

Mr. Schaff clarified that there are two separate things. He suggested focusing on the November minutes first, and then talking about the difference between minutes and a transcript.

Mr. Svoboda stated that he did not want to put words in Mr. Morris' mouth but that it needs to be made clear as to whether or not his changes to the November minutes would be to have them in verbatim format instead of a summary like they

have always been.

Mr. Morris stated that these minutes and all other ones need to be.

Mr. Willer stated that the item before the Commission is to approve the minutes from the last meeting. He explained that there can be a motion to do that and that if Mr. Morris would like to see them in a different form, he could vote against approving them. He added that if the motion to approve fails, then the Commission would consider what would be needed to get them approved. He noted that if the motion to approve passes, then the Commission could move on to a broader discussion regarding the format of future minutes.

Mr. Morris agreed.

Mr. Schaff made a motion to approve the November 16, 2016 meeting minutes as presented tonight.

Mr. Saunders seconded the motion.

The vote was taken.

AYE

Mr. Schaff
Mr. Saunders
Mr. Willer

NAY

Mr. Morris

The minutes for the November 16, 2016 meeting were approved by a 3-1 vote with Mr. McCloskey abstaining as he was not present at the meeting.

Mr. Willer continued the discussion of Mr. Morris' request relating to the minutes. He asked Mr. Morris to restate what he would like for the Commission, the County, and staff to do.

Mr. Morris stated that whatever is said or discussed needs to be in the minutes and does not need to be a summary in the event that there would be a court case. He added that he came to this conclusion after talking with the Commonwealth's Attorney.

There was continued discussion regarding the format in which the meeting minutes are presented. This discussion related to whether or not verbatim transcripts should be required for each meeting, and whether or not a summary format provides an accurate record. Other topics that were discussed included the live-streaming/archiving technology that is now being used; the best use of taxpayer resources in providing an accurate record; the Code of Virginia requirements relating to the meeting record being a summary; noting that Commission discussion is not a useful legal reference unless it is a part of the motion or conditions; and necessary system and software

upgrades/purchases/cost estimates needed for transcribing minutes.

Mr. Willer stated that he is personally very comfortable with having summary minutes, noting that there are times when more detail may be needed and changes can be made prior to approval.

There was continued discussion relating to the format of the minutes and the information that is included in a summary.

Mr. Svoboda asked if the Commission would like for staff to research the issue or if the minutes should remain in the same format.

Mr. Willer stated that he is personally comfortable with the minutes the way that they are but noted that this is Mr. Morris' issue and suggested that he offer a motion to that effect.

Mr. Morris made a motion to have everything transcript the way we say it.

Mr. Willer restated the motion to clarify for all Planning Commission meetings to be turned into a verbatim transcript.

Mr. Morris stated that Mr. Willer's clarification was correct.

Mr. Willer asked for a second to the motion.

There was no second so the motion failed.

Mr. McCloskey suggested that more details be included in the public hearing portions of the minutes relating to the important areas of discussion.

Mr. Schaff stated that determining the important parts would leave a lot open to interpretation.

Mr. Willer stated that the backstop will be the camera on the back wall that is now recording the meetings and the recordings will be available.

Mr. Svoboda stated that the audio for the past meetings has been available and that citizens had come into purchase a cd of the audio in the past.

Mr. Morris agreed, noting that he had gotten cds before. He added that after talking to some people, they say it is best to have everything in the minutes.

Mr. Willer stated that the issue can be revisited but that there was no second to the motion this evening and suggested that the Commission move on to additional business.

Mr. Svoboda noted that staff has no preference.

OTHER PLANNING MATTERS

Town of Stanardsville Information

Mr. Svoboda informed the Commission that the Town of Stanardsville has applied for a rezoning of six (6) parcels located on Ford Avenue. He noted that the case would likely be heard in February 2017.

Mr. McCloskey asked if that request would be addressing a zoning violation.

Mr. Svoboda stated that the request does include a parcel that has a zoning violation.

Next Month's Agenda Items

Mr. Svoboda informed the Commission that next month's agenda would include a Special Use Permit request that was deferred earlier this year. He explained that the applicant has narrowed the request and that it would be heard in January 2017.

Mr. Willer clarified that the request is for the Music Store property.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,

Marsha Alley
Secretary



Planning Commission, Chairman

1.18.17

Date