PLANNING COMMISSION
Work Session
Cape Charles Civic Center
September 20, 2021
3:00 p.m.

At approximately 3:12 p.m., Chairman, Bill Stramm having established a quorum, called to order the Work Session of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Kenneth Butta, Diane D'Amico, Paul Grossman, Jim Holloway, Dennis McCoy, and Michael Strub. Also, in attendance were Interim Town Planner/Zoning Administrator Katie Nunez and Planning Technician Tracy Outten. There were no members of the public in attendance.

APPROVAL OF AGENDA

Motion made by Paul Grossman, seconded by Michael Strub, to approve the agenda format as presented. The motion was approved by unanimous vote.

ORDER OF BUSINESS

A. *Continued discussion of proposed revisions to the Planning Commission's Bylaws*
Discussions and questions were as follows:
Article Two: Purpose
2-1
Kenneth Butta said the Planning Commission just reviewed the Capital Improvement Programs after the Town Council prepared the document.

Article Three: Membership
3-6
Kenneth Butta asked if there would be a vote; no. Katie Nunez would ask the chair to reach out to the member that has been absent and then inform the Town Council.

Change the word "Board" at the end of the first sentence to "Town Council".

3-8
Michael Strub thought it should be noted that the commissioners were paid $25.

Article Four: Officers and Their Selection
4-4
The words "on the Commission" were added after the word "seniority".

Article Six: Committees
The number five should be number six.

Article Seven: Meetings
7-4
Strike out "or five (5) minutes if representing a group" in the third sentence.

7-6
Jim Holloway asked about participating electronically; only if necessary.

7-8

The commissioners would like the wording to include when pertaining to public hearing votes.

Article Eight: Order of Business
After some discussion, the agenda would include the following: (i) Call to order by the Chairman; (ii) Roll call; determination of a quorum; (iii) Invocation and Pledge of Allegiance; (iv) Consent Agenda: A) Acceptance of Agenda; B) Presentation of the minutes; and C) Other; (v) Public Hearings; (vi) Unfinished Business; (vii) New Business; (viii) Report of Officers and Committees; (ix) Citizen Comment Period; (x) Standing Staff Reports: A) Subdivision Agent; and B) Board of Zoning Appeals Applications received, pursuant Section 2.2-3711 of the Code of Virginia; and (xi) Adjournment.

Article Nine: Hearings
9-1
The commissioners would like the language to be reworded and the words "or meetings" to be deleted.

9-3
Delete the word "normally".

9-3.3
The word "or" should be unstricken and replace the words "limited to" with the words "combined total of" when referencing the presentation time allotment.

9-3.6
Wording to allow staff the opportunity to provide clarification needs to be added in this section.

9.-3.9
A suggestion was made to add that the commissioners would only ask questions to the staff and applicant.

10-3
The words "All information" were changed to "A complete application" on the first sentence.

B. *Appendices to the Bylaws*
   i. *Citizens Participation Guidelines adopted by Town Council on 7/22/2021*
   ii. *Code of Ethics and Meeting Rules of Order adopted by Town Council on 7/22/2021*

OTHER
Future Work Session would be as follow:

- October – Transportation

Motion made by Paul Grossman, seconded by Jim Holloway, to adjourn the Planning Commission Work Session. The motion was approved by unanimous vote.

The meeting adjourned at 4:56 p.m.

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Chairman Bill Stramm

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Planning Technician