



Prince Edward County Planning Commission
Meeting Minutes
February 19, 2019
7:00 pm

Members Present:	John Prengaman, Chair	John "Jack" W. Peery, Jr., Vice Chairman
	Donald Gilliam	Mark Jenkins
	Clifford Jack Leatherwood	Whitfield M. Paige
	Teresa Sandlin	Cannon Watson
Absent:	Preston L. Hunt	Robert "Bobby" Jones
Staff Present:	Rob Fowler, Zoning Director	

Mr. Rob Fowler, Planning and Zoning Director, called the February 19, 2019 organizational meeting to order at 7:00 p.m.

Election of Chairman

Mr. Fowler called for nominations for the position of Chairman. Commissioner Sandlin nominated Commissioner Prengaman, seconded by Commissioner Jenkins. Mr. Fowler called for any additional nominations. There being none, he closed nominations. The motion carried:

Aye: Donald Gilliam
Mark Jenkins
Clifford Jack Leatherwood
Whitfield M. Paige
John "Jack" W. Peery, Jr.
Teresa Sandlin
Cannon Watson

Nay: (None)

Abstain: John Prengaman

Absent: Preston Hunt
Robert M. Jones

Mr. Fowler turned the meeting over to Chairman Prengaman.

Election of Vice-Chairman

Chairman Pregelmann called for nominations for the position of Vice-Chairman. Commissioner Sandlin nominated Commissioner Peery, seconded by Commissioner Jenkins. Chairman Pregelmann called for further nominations; there being none, he called for the vote for Commissioner Peery as Vice-Chairman. The motion carried:

Aye: Donald Gilliam
Mark Jenkins
Clifford Jack Leatherwood
Whitfield M. Paige
John Pregelmann
Teresa Sandlin
Cannon Watson

Nay: (None) Abstain: John "Jack" W. Peery, Jr.

Absent: Preston Hunt
Robert M. Jones

Set Day, Time and Place of Regular Meetings

Chairman Pregelmann called for suggestions regarding the regular meeting schedule.

Commissioner Peery made a motion, seconded by Commissioner Jenkins, to hold the regular Planning Commission meetings on the third Tuesday of the month at 7:00 p.m. in the Board of Supervisors room of the Courthouse; the motion carried:

Aye: Donald Gilliam
Mark Jenkins
Clifford Jack Leatherwood
Whitfield M. Paige
John "Jack" W. Peery, Jr.
John Pregelmann
Teresa Sandlin
Cannon Watson

Nay: (None)

Absent: Preston Hunt
Robert M. Jones

Adoption of Bylaws

Chairman Pregelmann called for suggestions regarding the Bylaws.

Commissioner Peery made a motion, seconded by Commissioner Jenkins, to adopt the Bylaws as presented; the motion carried:

Aye: Donald Gilliam
Mark Jenkins
Clifford Jack Leatherwood
Whitfield M. Paige
John "Jack" W. Peery, Jr.
John Prengaman
Teresa Sandlin
Cannon Watson
Absent: Preston Hunt
Robert M. Jones
Nay: (None)

**Bylaws Of
Prince Edward County Planning Commission**

- 1) Meetings shall be held on a monthly basis, normally on the third Tuesday of the month at 7:00 P.M. in the Board of Supervisor's room. The schedule may be altered at any regularly scheduled meeting. Meetings may be cancelled due to lack of business, but the Commission shall meet at least every two months.
- 2) Additional meetings may be held at any time upon the call of the chairman, or by a majority of the members of the commission, or upon request of the Board of Supervisors following at least twenty-four hours' notice to each member of the commission.
- 3) The commission at its regular meeting in January of each year shall elect a chairman and vice-chairman. The recording secretary shall be the Director of Planning and Community Development or a designated alternate, who shall make an audiotape of the proceedings of each meeting and prepare minutes for the permanent records of the commission.
- 4) The duties and powers of the officers of the planning commission shall be as follows:
 - A. Chairman
 - Preside at all meetings of the commission.
 - Call special meetings of the commission in accordance with the bylaws.
 - Sign documents of the commission.
 - See that all actions of the commission are properly taken.
 - B. Vice-Chairman

During the absence, disability, or disqualification of the chairman, the vice-chairman shall exercise or perform all duties and be subject to all the responsibilities of the chairman.
 - C. Recording Secretary
 - Prepare an audiotape of the proceedings of each meeting of the commission.

- Prepare minutes from the audiotape of each meeting in detail sufficient to include the tenor of public comments and the commission's reasoning underlying each decision or recommendation.
 - Circulate a copy of the minutes to each member of the commission before the next meeting.
 - Prepare the agenda for all commission meetings.
 - Be custodian of commission records.
 - Inform the commission of correspondence relating to business of the commission and attend to such correspondence.
 - Handle funds allocated to the commission in accordance with its directives, state law, and county ordinances.
 - Sign official documents of the commission.
- 5) All maps, plats, site plans, and other materials submitted to the commission shall be filed in the office of the Director of Planning and Community Development and maintained for public access until the project to which they relate has been completed or vacated. Minutes of the commission's meetings shall be permanently filed in the office of the planner and maintained for public access.
- 6) Matters referred to the commission by the Board of Supervisors shall be placed on the calendar for consideration and possible action at the first meeting of the commission after the referral and appropriate public notification.
- 7) A majority of the members of the commission shall constitute a quorum for the transaction of business, but no quorum shall be required for informational meetings at which no action is to be taken.
- 8) Reconsideration of any decision of the commission may be taken when the interested party for such reconsideration makes a showing satisfactory to the chairman that, without fault or deliberate omission on his own part, essential facts were not presented to the chairman.
- 9) Roberts Rules of Order for Committees shall govern the commission's proceedings in all cases not specifically ordered by these bylaws.
- 10) Order of consideration of agenda items in a public hearing:
- Director of Planning and Community Development or other staff member presents report including summary of all comments (written, electronic and verbal) received from interested parties and makes a recommendation.
 - Commission members may question the staff member on the presentation.
 - Proponent(s) of the agenda item make presentations as appropriate.
 - Opponent(s) of the agenda item make presentations as appropriate.
 - Applicant make rebuttal of objections not previously covered.
 - Commission members may question applicant, proponents, or opponents or may offer comments on the agenda item.
 - Commission may opt to gather additional information about the matter and take action at a future meeting, or vote on recommendation, whether approving or denying request, to Board of Supervisors.
- 11) Any member of the commission who has any personal or financial interest in any matter before the commission shall declare the nature of that interest and shall if the interest

constitutes a legal conflict of interest by Virginia law recuse him/herself from the deliberations on that matter, including lobbying other members, participating in the discussions, or voting on the matter. In cases where the interests do not raise to the level of legal conflict of interest by Virginia law, a member may voluntarily recuse him/herself in the interest of avoiding the appearance of conflict. All commission members shall be sensitive to the importance of impartiality and shall endeavor to always avoid any actual or appearance of conflict of interest.

- 12) Each member of the commission who has knowledge that he/she will be unable to attend a scheduled meeting of the commission shall notify the County Administrator's office at the earliest opportunity. The Director of Planning and Community Development shall notify the chairman if projected absences will produce a lack of quorum. Members who are absent from three consecutive meetings, or who are absent from more than half of the commission's meetings during a calendar year, will be referred to the Prince Edward County Board of Supervisors for possible replacement.
- 13) The vice-chairman shall succeed the chairman if he vacates his office before his term is completed. A new vice-chairman shall be elected at the next regular meeting.
- 14) These bylaws may be recommended for amendment at any meeting having a quorum present by a majority vote, provided that notice of such proposed amendment has been given to each member in writing at least two weeks prior to its consideration. If recommended for approval, proposed amendments must then be adopted by the Board of Supervisors before becoming effective.
- 15) Planning Commission members are strongly encouraged to attend a Virginia Certified Planning Commissioner's Training Program within two years of their appointment to the Planning Commission. This certification course will provide a basic foundation of planning law, history, and technical expertise needed by planning commissioners to maximize their competency and ability to render legally defensible decisions and recommendations. Costs associated with the program will normally be paid by Prince Edward County.

In Re: Old Business

(None)

New Business

Mr. Fowler stated there may be applications for review for towers by Dominion's communications network.

Chairman Prengaman asked if the meetings will be held in the Board of Supervisors Room; Mr. Fowler said that is his understanding.

Chairman Prengaman adjourned the meeting at 7:05 p.m.

Next Meeting: March 19, 2019