

**CLARKE COUNTY PLANNING COMMISSION  
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January 4, 2022 Work Session/Annual Organizational Meeting Packet**

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# Clarke County Planning Commission

AGENDA – Work Session/Annual Organizational Meeting

Tuesday, January 4, 2022 – 3:00PM

Berryville/Clarke County Government Center – Main Meeting Room

1. **Approval of Agenda**
2. **Organizational Meeting**
  - A. Election of Officers: Chair and Vice Chair
  - B. 2022 Committees and Member Assignments
  - C. Review and Adoption of 2022 Meeting Schedule
  - D. Review and Adoption of 2022 By-Laws
  - E. Review and Adoption of 2022 Project Priorities
3. **Other Business**
  - A. Upcoming Agenda Items – January-June 2022

**Adjourn**



## Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

[www.clarkecounty.gov](http://www.clarkecounty.gov)

**TO: Planning Commission members**

**FROM: Brandon Stidham, Planning Director**

**RE: 2022 Organizational Meeting**

**DATE: December 22, 2021**

The Commission's Annual Organizational Meeting will be held at the Planning Commission Work Session scheduled for **Tuesday, January 4 at 3:00PM**. Items for the Organizational Meeting include:

- **Election of Chair and Vice-Chair for 2022 (ACTION ITEM)**  
As with previous organizational meetings, Staff will begin the meeting with the election of Chair for 2022. Once the Chair is elected, Staff will turn the meeting over to the Chair-Elect who will conduct the election for Vice-Chair.
- **2022 Committee Assignments**  
Please review the enclosed 2021 Committee Appointments list and determine whether you want to continue with your current committee(s) or switch to a different committee or committees. The By-Laws state that committee appointments are made by the Chair so formal action to adopt the 2022 committee assignments is not required. As a reminder, there are vacancies on two standing committees that will need to be filled in January – Policy & Transportation Committee and Comprehensive Plan Committee. If you would like to volunteer to fill these vacancies or would like to change your committee assignments, you may either let me know or indicate your preference at the Organizational Meeting.
- **Review and Adoption of 2022 Meeting Schedule (ACTION ITEM)**  
Formal action is required in order to adopt the enclosed draft 2022 meeting schedule which includes no deviations from the Commission's regular Work Session and Business Meeting dates.
- **Review and Adoption of 2022 By-Laws (ACTION ITEM)**  
Formal action is required in order to adopt the By-Laws for 2022. As presented at the December Work Session, Staff is proposing several changes shown in red font for your consideration.

The most significant substantive change is in Item 4A. The Chair is currently the ex-officio member of all four standing committees and any special committees that the Commission may create. As ex-officio member the Chair is allowed to participate in

committee meetings but cannot make motions or vote and does not count as a member of the purpose of determining a quorum. In order to assist with meeting quorums, Staff recommends the Commission consider the proposed change which would allow the Chair to serve as a voting alternate member in the absence of a committee member.

One minor substantive change is to Item 4D which currently reads that the Chair “shall designate” commissioners to serve as liaisons to other organizations “as the Commission shall direct.” Staff recommends the simplified wording to clarify that the Chair has the authority at their discretion to appoint a commission liaison to an outside organization that requests one.

Editorial changes are included to reference the revised Zoning Ordinance and to correct formatting issues.

Commissioners are welcome to recommend any additional changes to the By-Laws for discussion at the Organizational Meeting in January. The By-Laws will need to be adopted at the Organizational Meeting.

- **Review and Adoption of 2022 Project Priorities**

Enclosed you will find a revised list of project priorities for 2022. You will note that in this revision, Staff has prioritized the projects within three new categories:

- Comprehensive Plan and Component Plans (4 projects)
- Zoning and Subdivision Ordinance – Potential Text Amendments (3 projects)
- Other Projects (no projects identified)

Categorizing the projects will better depict the Commission’s priorities within topic areas and allow multiple projects to be managed effectively across the Commission’s committees.

One item to note is that Staff is recommending that work on the Double Tollgate Area Plan should begin in early 2022 primarily to consider language to address current efforts to extend public water and public sewer to Double Tollgate from Frederick County. This work would parallel efforts to add similar language to the revised Comprehensive Plan, however the Double Tollgate Area Plan would not be recommended for adoption until the revised Comprehensive Plan is adopted.

You will also note that Staff has removed the update of the Economic Development Strategic Plan from the project priorities list. As you recall, language is proposed for inclusion in the revised Comprehensive Plan to remove the Strategic Plan as an implementing component plan. Should this change as the Comprehensive Plan revision proceeds, Staff can add the project back into the work plan.

If you have questions in advance of the Organizational Meeting, please do not hesitate to contact me.

**CLARKE COUNTY PLANNING COMMISSION  
2021 COMMITTEE APPOINTMENTS (as of 12/22/2021)**

**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.

**2021 Permanent Committees**

<b>Policy &amp; Transportation</b>	Bob Glover	Scott Kreider	Gwendolyn Malone	Doug Kruhm
<b>Plans Review</b>	Anne Caldwell	Pearce Hunt	Scott Kreider	Frank Lee
<b>Comprehensive Plan</b>	Matthew Bass	Anne Caldwell	Bob Glover	Doug Kruhm
<b>Ordinances</b>	Randy Buckley	Anne Caldwell	Frank Lee	Gwendolyn Malone

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

**Other Committee Assignments – 2021 Members**

<b>Berryville Area Development Authority (BADA)</b> -- Appointed by the Board of Supervisors (Planning Commission representative is not required)	George L. Ohrstrom, II
<b>Board of Septic and Well Appeals</b> -- Planning Commission Chair and Vice-Chair per County Code	George L. Ohrstrom, II Randy Buckley (alternate)

<p><b>Board of Zoning Appeals (BZA)</b>  -- Appointed by the Board of Supervisors (Planning Commission representative is not required)</p>	<p>Anne Caldwell</p>
<p><b>Broadband Implementation Committee</b>  -- Two commissioners appointed by the Board of Supervisors</p>	<p>Buster Dunning  <b>Doug Kruhm</b></p>
<p><b>Conservation Easement Authority (CCEA)</b>  -- One commissioner appointed by the Board of Supervisors per County Code</p>	<p>George L. Ohrstrom, II</p>
<p><b>Historic Preservation Commission (HPC)</b>  -- Appointed by the Board of Supervisors upon recommendation by the Planning Commission per Zoning Ordinance</p>	<p>Bob Glover</p>

**2022 PLANNING COMMISSION MEETING SCHEDULE  
(DRAFT)**

**Work Sessions**

Work Sessions are held monthly (except August) on the Tuesday before the Planning Commission’s Business Meeting at 3:00PM in the Berryville-Clarke County Government Center, 101 Chalmers Court, 2<sup>nd</sup> 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 Berryville-Clarke County Government Center Main Meeting Room, 101 Chalmers Court, 2<sup>nd</sup> 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.

<b>Work Session Meeting Dates</b>	<b>Business Meeting Dates</b>
Tuesday, February 1	Friday, February 4
Tuesday, March 1	Friday, March 4
Tuesday, March 29	Friday, April 1
Tuesday, May 3	Friday, May 6
Tuesday, May 31	Friday, June 3
Tuesday, June 28	Friday, July 1
No meeting in August	No meeting in August
Tuesday, August 30	Friday, September 2
Tuesday, October 4	Friday, October 7
Tuesday, November 1	Friday, November 4
Tuesday, November 29	Friday, December 2
Tuesday, January 3, 2023	Friday, January 6, 2023

**Standing Committee and Special Subcommittee Meetings**

Meetings of Planning Commission committees and special subcommittees are scheduled on an as-needed basis, often immediately following Work Sessions and Business Meetings. Dates, times, and locations for committee and subcommittee meetings are posted to the meeting calendar on the County website ([www.clarkecounty.gov](http://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**  
**(Draft for Consideration – January 4, 2022 Organizational Meeting)**

**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~~ **Section 2.2.3 of the** Clarke County Zoning Ordinance (**Code of Clarke County Chapter 200, Article I**).

**Article 2 – Election of Officers**

- A. Selection of Chair and Vice-Chair. As required by ~~Article 1, Section C~~ **Section 2.2.3** 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 *and shall not vote on committee matters. In the absence of a committee member, the Chair may serve as an alternate member and is authorized to vote on committee matters at that meeting.*
- 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 ~~may 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.

### **Article 8 – Electronic Meeting Participation**

- A. Pursuant to Code of Virginia §2.2-3708.2, the following procedures are established for members of the Clarke County Planning Commission (the “Commission”) to participate electronically in Commission meetings, and in meetings of the Commission’s standing and special committees, from remote locations for reasons specified as follows:

- 1. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member’s physical attendance.
- 2. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subsection is limited each calendar year to two meetings.

- B. Procedures for authorizing electronic participation in a meeting.

- 1. Electronic participation in a meeting shall only be permitted if a quorum of the Commission, or a quorum of the standing or special committee, is physically assembled at the designated meeting location.
- 2. Commission meetings. Any member requesting to participate electronically in a Commission meeting shall notify the Chair of the Commission of the reason for electronic participation as specified in Subsection 1 above, on or before the day of the meeting. The Chair of the Commission shall determine whether the request for electronic participation complies with the provisions of Subsection 1 above and shall either approve or disapprove the request.
- 3. Standing or special committee meetings. Any member requesting to participate electronically in a standing or special committee meeting shall notify the committee chair of the reason for electronic participation as specified in Subsection 1 above, on or before the day of the meeting. The committee chair shall determine whether the request for electronic participation complies with the provisions of Subsection 1 above and shall either approve or disapprove the request. In the event that the standing or special committee does not have a chair, the Chair of the Commission shall be notified of the request and shall determine whether to approve or disapprove the request.
- 4. If electronic participation is approved, the Clerk of the Commission shall record in the meeting minutes the remote location from which the member participated.

The meeting minutes shall also indicate the reason for the member's electronic participation as described in Subsection 1 above.

5. If electronic participation is disapproved, the reason for such disapproval shall be recorded in the minutes with specificity.
6. For any electronic participation, arrangements shall be made to ensure that the voice of the member participating electronically may be heard by all persons in the designated meeting location.

## **Article 9 – Operating Policies**

### **A. Conditional Approval Policy**

The Planning Commission may, at its sole discretion, grant or recommend conditional approval of an application due to unresolved administrative issues provided that the following items are met:

1. The issue has been informally resolved and only requires final written submission by the applicant and confirmation by Planning Staff and/or the applicable review agency.
2. The issue is reasonably expected to be resolved fully within the next 21 days or finalizing of the Planning Commission's next meeting agenda, whichever is sooner.
3. The issue is not one that, in the Commission's opinion, warrants continuance of a public hearing (if applicable).

An administrative issue is one that requires verification of compliance with a technical requirement or requirements and involves no subjective interpretation by Planning Staff or the review agency.

**2022 PROJECT PRIORITIES – PLANNING COMMISSION**  
**(DRAFT – January 2022 Organizational Meeting)**

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.

**Comprehensive Plan and Component Plans**

Review of the Comprehensive Plan and implementing component plans typically are assigned to the Comprehensive Plan Committee for initial development before presentation to the full Planning Commission.

**1. Five-Year Review and Update of Comprehensive Plan**

STATUS – Project is underway. Work completed or in progress:

- Resolution was adopted by the Commission on January 4, 2019 to initiate review of the Plan.

GOALS FOR 2022:

- Review final revised draft in May.
- Set Public Hearing in June.
- Hold Public Hearing in July and forward recommendation to Board of Supervisors for their review in September.

**2. Five-Year Review Resolution – Agricultural Land Plan**

STATUS – Draft resolution under review by Comprehensive Plan Committee. To be adopted by Commission by February 21, 2022.

**3. Five-Year Review and Update of the Double Tollgate Area Plan**

STATUS – Review project has not commenced. Work completed or in progress:

- Five-year review resolution was adopted by the Commission on November 5, 2021.

GOALS FOR 2022:

- Committee to begin work in late winter/early spring 2022.
- Primary goal is to consider language to address current efforts to extend public water and public sewer to Double Tollgate area from Frederick County.
- Review to be coordinated with and informed by applicable language in the revised Comprehensive Plan.
- Initial draft to be completed by summer 2022.

**3. Five-Year Review of the Waterloo Area Plan**

STATUS – Review project has not commenced. Work completed or in progress:

- Five-year review resolution was adopted by the Commission on November 5, 2021.

GOALS FOR 2022:

- Committee to begin work by spring 2022 – coordinate with review of Double Tollgate Area Plan if possible.
- Initial drafts to be completed by end of 2022.

**4. Five-Year Review and Update of Transportation Plan**

STATUS – Review project has not commenced. Work completed or in progress:

- Resolution was adopted by the Commission on January 4, 2019 to initiate review of the Plan.

GOALS FOR 2022:

- Committee to review issues list and initial Staff draft in April.
- Committee to recommend revised final draft to Commission by July.
- Commission to hold Public Hearing in September and forward recommendation to Board for their review in October.

**Zoning and Subdivision Ordinance – Potential Text Amendments**

Issues that may be developed into Zoning and Subdivision Ordinance text amendments are assigned either to the Policy & Transportation Committee (for substantive policy issues) or to the Ordinances Committee (for technical issues). These Committees are charged with discussing the issues and developing them into draft text amendments for the full Commission’s review.

**1. Current boundary line adjustment regulations – modification of lots to exceed maximum lot size requirements (Subdivision Ordinance Section 4.4.1)**

STATUS – Issue identified by Staff but review project not started.

GOALS FOR 2022:

- Assign to Policy & Transportation Committee for discussion in early 2022.

**2. Accounting of dwelling unit rights (DURs) following mergers of lots (Zoning Ordinance Section 3.8)**

STATUS – Issue identified by Staff but review project not started.

GOALS FOR 2022:

- Assign to Policy & Transportation Committee for discussion in early 2022.

**3. Modifications to current regulations for waterworks and sewerage system and treatment works (Zoning Ordinance Section 7.4.5)**

STATUS – Issue identified by Staff but review project not started.

GOALS FOR 2022:

- Assign to Ordinances Committee for discussion in early 2022.

**Other Projects**

-- None identified



## UPCOMING AGENDA ITEMS – JANUARY-JUNE 2022

Note – This document contains a projected schedule of agenda items for Planning Commission Work Sessions, Business Meetings, and standing committee meetings through June 2022. Land use applications such as site plans, subdivisions, and special use permit applications are not included on this list.

### JANUARY

#### January 4 Work Session

- Organizational Meeting

#### January 7 Business Meeting -- CANCELLED

#### Comprehensive Plan Committee Meeting #1 (January 7)

- Review final drafts of Chapter II (Goals, Objectives, and Policies) and Chapter III (Implementing Components)
- Discuss five-year review resolution for Agricultural Land Plan and recommend for Commission review

#### Comprehensive Plan Committee Meeting #2 (late January)

- Review initial draft of Chapter I (General Information) and Foreword and Introduction Section
- Review summary report of Committee's recommended changes to Chapters II and III

### FEBRUARY

#### Work Session

- Discuss five-year review resolution for Agricultural Land Plan

#### Business Meeting

- Consider adoption of five-year review resolution for Agricultural Land Plan

#### Comprehensive Plan Committee Meeting

- Review final drafts of Chapter I (General Information) and Foreword and Introduction Section

#### Policy & Transportation Committee Meeting

- Begin discussion of:
  - Current boundary line adjustment regulations – modification of lots to exceed maximum lot size requirements (Subdivision Ordinance Section 4.4.1)
  - Accounting of dwelling unit rights (DURs) following mergers of lots (Zoning Ordinance Section 3.8)

## MARCH

### Work Session

- No agenda items identified

### Business Meeting

- No agenda items identified

### Comprehensive Plan Committee Meeting

- Review and finalize initial draft of Comprehensive Plan for presentation to full Commission
- Begin work on Double Tollgate Area Plan revision – discussion of goals, objectives, and strategies

### Policy & Transportation Committee Meeting

- Continued discussion of:
  - Current boundary line adjustment regulations – modification of lots to exceed maximum lot size requirements (Subdivision Ordinance Section 4.4.1)
  - Accounting of dwelling unit rights (DURs) following mergers of lots (Zoning Ordinance Section 3.8)

## APRIL

### Work Session

- Commission review of Comprehensive Plan Initial Draft

### Business Meeting

- No agenda items identified

### Comprehensive Plan Committee Meeting

- Continued work on Double Tollgate Area Plan revision

### Ordinances Committee Meeting

- Begin discussion of modifications to current regulations for waterworks and sewerage system and treatment works (Zoning Ordinance Section 7.4.5)

## MAY

### Work Session

- Commission review of Comprehensive Plan Final Draft

**Business Meeting**

- Potential review of text amendments recommended by Policy & Transportation Committee

**Comprehensive Plan Committee Meeting**

- Review and finalize initial draft of Double Tollgate Area Plan revision
- Begin work on Waterloo Area Plan revision – discussion of goals, objectives, and strategies

**Ordinances Committee Meeting**

- Continued discussion of modifications to current regulations for waterworks and sewerage system and treatment works (Zoning Ordinance Section 7.4.5)

**JUNE**

**Work Session**

- Review and discuss initial draft of revised Double Tollgate Area Plan

**Business Meeting**

- Schedule July Public Hearing for Comprehensive Plan revision
- Potential review of text amendments recommended by Ordinances Committee

**Comprehensive Plan Committee Meeting**

- Continued work on Waterloo Area Plan revision