

Draft: 3/20/2018

Final: 3/28/2018

**NELSON COUNTY PLANNING COMMISSION  
MEETING MINUTES  
January 24, 2018**

**Present:** Chair Philippa Proulx, Commissioners Mark Stapleton, Mike Harman Mary Kathryn Allen, Rob Goad, and Tommy Bruguere

**Staff Present:** Sandy Shackelford, Director of Planning & Zoning and Emily Hjulstrom, Secretary

**Call to Order:** Chair Proulx called the meeting to order at 6:53 P. M. in the General District Courtroom, County Courthouse, Lovington.

**Approval of Minutes – December 27th, 2017:**

**Mrs. Allen motioned that the minutes from December 27th, 2017 be approved. Mr. Goad seconded the motion. They were approved with a vote of 5-0 with Tommy Bruguere abstaining.**

**Officer Elections:**

Ms. Shackelford presented the following information:

“At our meeting in December we discussed the possibility of adjusting the Planning Commission monthly meeting to the third Wednesday instead of the fourth Wednesday of the month. Mr. Harmon indicated that if that was the case, he would be unable to attend the meetings. It was then suggested that the Planning Commission explore the possibility of meeting on the second Wednesday of the month at 7 pm.

I have prepared two schedules for the Planning Commission’s consideration. The first would be the schedule if we left the meetings on the current schedule of the fourth Wednesday of the month, and the second would be if we move the meetings to the second Wednesday. Regardless of the change in the meeting schedule, I believe we should keep the February meeting on February 28<sup>th</sup> to be fair to applicants since they would not have enough time to submit applications to be heard at the February meeting if the date is moved up to the 14<sup>th</sup>.

If the Planning Commission is amenable to this recommendation, my suggestion would be that these would be the dates for the 2018 Planning Commission meetings:

Fourth Wednesday Schedule:

January 24

February 28

March 28

April 25

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May 23

June 27

July 25

August 22

September 26

October 24

November 28

December 19 – Third Wednesday

Second Wednesday Schedule:

January 24

February 28

March 14

April 11

May 9

June 13

July 11

August 8

September 12

October 10

November 14

December 12

I also introduced the idea of a rotation schedule for the election of officers similar to how the Board of Supervisors currently operates. Trying to take into consideration the terms of the Planning Commission members expiring mid-year, I am drafted the following schedule to potentially be implemented:

2018 – West District Chairman (Mike Harman), South District Vice-Chairman (Mary Kathryn Allen)

2019 – South District Chairman (Mary Kathryn Allen), Central District Vice-Chairman (Mark Stapleton)

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2020 – Central District Chairman (Mark Stapleton), East District Vice-Chairman (Robert Goad)

2021 – East District Chairman (Robert Goad), North District Vice-Chairman (Philippa Proulx )

2022 – North District Chairman (Philippa Proulx), West District Vice-Chairman (Mike Harman)

The officers would still need to be nominated and elected each year. This rotation schedule would provide a guideline to reference when determining who should be elected. Even if the rotation system is adopted, there is always an opportunity for the nominations to change should the person next in the rotation schedule be brand new to the Commission, uncomfortable serving in that role, or there is determination that another Planning Commission member may be better suited to serve as Chairman due to other factors. This is a tool to allow each member of the Planning Commission to fully participate in the decision-making process in a variety of capacities throughout their terms.

“

Mr. Goad recommended that they don't implement a rotation and that they reevaluate who would be chair at each election. Ms. Proulx noted that if it is not going to be a strict rotation then she doesn't see the point in there being a rotation at all.

Ms. Allen noted that she likes the idea of rotation and that it wouldn't need to be strict. She explained that it would give everyone the chance to be chair but that they did not have to accept the position if they were too busy or otherwise couldn't do it.

Ms. Allen noted that it would provide an expectation for commissioners that they could be chair. Ms. Proulx noted that there are no term limits to how long someone can serve as chair. Ms. Shackelford noted that the Planning Commission can put term limitations in their bylaws if they chose to. Mr. Stapleton added that he likes the idea of a geographic rotation.

The Planning Commission decided to table the rotation schedule until next year.

**Ms. Allen nominated Mr. Harman to be the Chair of the Planning Commission for 2018. The Planning Commission appointed Mike Harman to be Chair of the Planning Commission with a vote of 6-0.**

**Mr. Bruguiere nominated Ms. Allen to be Vice Chair of the Planning Commission for 2018. The Planning Commission appointed Mary Kathryn Allen to be Vice Chair of the Planning Commission with a vote of 6-0.**

**Ms. Allen nominated Ms. Hjulstrom to be Secretary for 2018. The Planning Commission appointed Emily Hjulstrom to be Secretary of the Planning Commission with a vote of 6-0.**

### **Meeting schedule for 2018:**

Mr. Harman noted that he would not be able to attend meetings on the second and third Wednesdays of the month.

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**Ms. Allen made a motion to keep the meeting on the fourth Wednesday of the month aside from the December meeting that will be moved to the third Wednesday (December 19th). Rob Goad seconded the motion. The Planning Commission approved the schedule with a vote of 6-0.**

**Other Business:**

- **Major Site Plan 2017-13 – Bold Rock Warehouse**

Ms. Shackelford presented the site plan and noted that it has been to the Site Plan Review Committee and is ready for review by the Planning Commission. She noted that VDOT had needed additional information about the traffic count. She also noted that VDOT will not require the applicant to improve their entrance. Ms. Shackelford recommend that the Planning Commission approve the site plan with the condition that all other agents review it.

Mr. Bruguere asked why the applicant needed to have a site plan if they were farm exempt.

Ms. Shackelford noted that due to the size of the building a site plan was required but that the farm exemption would apply to the building permit. Mr. Russ Orrison confirmed that they have a farm exemption for a building permit.

**Mr. Goad made a motion to approve MSP #2017-13 Bold Rock Warehouse. Mr. Stapleton seconded the motion. The Planning Commission approved the site plan with a vote of 6-0.**

- **Discussion of Amendments to M-1 and M-2 Districts**

The Planning Commission decided to table the discussion to the February 28<sup>th</sup> meeting.

- **RVAP Discussion**

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Ms. Allen recommended having the next work session on February 28th at 5:00 pm in the old BOS room.

**Board of Supervisors Report:** Mr. Bruguere noted that Ernie Reed and Jesse Rutherford have joined the Thomas Jefferson Planning District Commission.

Ms. Shackelford thanked Ms. Proulx for her years of service as chair.

**Adjournment:**

**Commissioner Allen** made a motion to continue the meeting to 5:30 pm on February 28th.

Respectfully submitted,



Emily Hjulstrom  
Secretary, Planning & Zoning