Minutes
City Planning Commission Meeting
City Council Chambers, 2400 Washington Ave
Wednesday, January 15, 2020, 2:00 PM

MEMBERS PRESENT: Katie Stodghill, Chairwoman; Sharyn L. Fox, Vice-Chairwoman; Michael F. Carpenter; N. Steve Groce; Willard G. Maxwell, Jr.; Daniel L. Simmons, Jr.; Mark W. Mulvaney; and Elizabeth W. Willis

MEMBERS ABSENT: Zachary Wittkamp

OTHERS PRESENT: Sheila W. McAllister, Planning Director; Flora D. Chioros, Assistant Director – Current Planning; Saul Gleiser, Senior Planner; Toluwalase Ibikunle, Planner II; Carolyn M. Poissant, Planner II; Johnnie Davis, Planner; Lynn Spratley, Deputy City Attorney; Nyoka Hall, Zoning Administrator

A. Call to Order

Deputy City Attorney Lynn Spratley called the meeting to order at 2:00 P.M.

B. Planning Commission Creed and Approval of the Agenda

Ms. Willis read the Planning Commission’s purpose as stated in Section 15.2-2210 of the Code of Virginia. She made a motion to adopt the agenda before the Planning Commission. Mr. Mulvaney seconded the motion. The City Planning Commission voted to adopt the agenda by acclamation.

C. Invocation

The invocation was rendered by Dr. Maxwell.

D. Pledge of Allegiance

Mr. Groce led the Planning Commission in the Pledge of Allegiance.

E. Election of Officers

Planning Commission Chair

Ms. Spratley opened the floor for the nomination of Chair for the Planning Commission. Mr. Mulvaney made a motion to nominate Ms. Stodghill as Chairwoman. Ms. Willis seconded the motion. There being no other nominations, they were closed. Ms. Spratley called for a vote for the position of Chair.

Moved by Mark W. Mulvaney, seconded by Elizabeth W. Willis.
Vote on Roll Call
For: Maxwell, Fox, Mulvaney, Carpenter, Stodghill, Simmons, Willis, Groce
Against: None
Abstention: None

The City Planning Commission voted unanimously (8:0) to elect Ms. Stodghill to the position of Chairwoman.

Planning Commission Vice-Chair

After being elected Chairwoman, Ms. Stodghill presided over the meeting. She thanked her fellow commissioners for electing her Chairwoman. Ms. Stodghill opened the floor for the nomination of Vice-Chair. Mr. Groce made a motion to nominate Ms. Fox as Vice-Chairwoman. Ms. Willis seconded the motion. There being no other nominations, they were closed. Ms. Stodghill called for a vote for the position of Vice-Chair.

Moved by N. Steve Groce, seconded by Elizabeth W. Willis.

Vote on Roll Call:
For: Fox, Mulvaney, Carpenter, Simmons, Willis, Groce, Maxwell, Stodghill
Against: None
Abstention: None

The City Planning Commission voted unanimously (8:0) to elect Ms. Fox to the position of Vice-Chairwoman.

F. Minutes

Minutes of November 6, 2019

The minutes of the November 6, 2019 public hearing were approved as presented.

G. Executive Secretary Report

Ms. McAllister congratulated Ms. Stodghill and Ms. Fox on their appointments as Chairwoman and Vice-Chairwoman.

Ms. McAllister stated on November 26, 2019, City Council approved the three conditional use permits and the two text amendments that were heard by Planning Commission on November 6, 2019.
Ms. McAllister stated there are no cases for February 5, 2020. Mr. Carpenter made a motion to cancel the February 5, 2020 public hearing. The motion was seconded by Mr. Simmons. The Planning Commission voted by acclamation.

Ms. McAllister stated on February 19, 2020, the Planning Commission will hear a special exception for a single family home on a lot with less than 50 feet of frontage located at 1116 44th Street.

Ms. McAllister stated the decennial census day is April 1, 2020. She asked that the Planning Commission help get the word out that the census notification is coming up and we want to make sure that everyone in Newport News is counted. She stated it is very important because that is how funds are allocated from the federal government.

H. Committee Reports

Mr. Carpenter stated we had a Regulations Committee meeting on December 18, 2019 to discuss short-term rentals. He stated we had a productive discussion and will be meeting again next month.

I. Adjourn

There being no further business, the meeting adjourned at 2:10 P.M.

Recording Secretary

Executive Secretary

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