

Minutes

City Planning Commission Work Session
City Council Chambers, 2400 Washington Ave
Wednesday, March 3, 2021, 2:00 PM

City of
NEWPORT NEWS
Virginia



MEMBERS PRESENT:

Katie Stodghill, Chairwoman; Sharyn L. Fox, Vice-Chairwoman; Timothy Grabowski; Phillip Jones; Daniel L. Simmons, Jr.; Michael Taylor; and, LaMonte Williams

MEMBERS ABSENT:

Willard G. Maxwell, Jr.

OTHERS PRESENT:

Sheila W. McAllister, Planning Director; Flora D. Chioros, Assistant Director – Current Planning; Saul Gleiser, Senior Planner; Carolyn Poissant, Planner II; Lynn Spratley, Deputy City Attorney; and Nyoka Hall, Zoning Administrator

A. Call to Order

Chairwoman Stodghill called the meeting to order at 2:00 P.M. She asked each Planning Commissioner and city staff member to introduce themselves and share their professional background.

B. Rules of Procedure

Ms. McAllister stated the Rules of Procedure belong to the Planning Commission. She stated it is your administrative document and can only be changed by two-thirds majority, and only needs to be approved by the Planning Commission. Ms. McAllister stated today we will be reviewing and discussing the Rules of Procedure so everyone understands it and any changes that may occur will need to be voted on in a regular public meeting. She stated we have three new Planning Commissioners who start training on March 18, 2021 and she thinks it would be beneficial to talk about the Planning Commission and the Planning Commission's role. Ms. McAllister read *Article I of 15.2-2200. Declaration of legislative intent.* which outlines local Planning Commissions and their creation and their role as an advisory board. She talked about the comprehensive plan and the comprehensive plan update process.

Ms. Chioros began a section by section review of the Rules of Procedure. Ms. McAllister asked if the Planning Commission would like to remove "Subdivision Review Board" from the Rules of Procedure because it no longer exists. The Planning Commission agreed to remove "Subdivision Review Board". The Planning Commission discussed *Extra/Special Meetings* and agreed that the secretary shall notify all members in writing

(instead of by mail) of the time, place and purpose of the meeting at least five (5) days in advance. The Planning Commission discussed *Voting*. Mr. Grabowski stated the Rules of Procedure to not say items are passed by majority vote, it is implied. He stated we should note that items are passed by a simple majority. Ms. Spratley stated we can address that in 10-1-1. Mr. Williams asked if there is anything implying you can vote by proxy. Ms. Chioros stated no, because you physically need to be present to vote. Ms. Chioros presented a proposed amendment to *Procedure* and read "Every Planning Commission member who is present when a matter is put before the Commission for a vote shall vote unless such member is prevented from doing so in accordance with applicable provisions of the State and Local Government Conflict of Interests Act (the "Act") and may abstain as permitted by the Act." Ms. Spratley stated she will send out a memo about various provisions of the Conflict of Interests Act from the Virginia Code that would require you to abstain from voting when you have a personal interest. The Planning Commission discussed abstention. Mr. Taylor made a motion to recommend adding the proposed amendment to *Procedure*. The motion was seconded by Ms. Fox.

Vote on Roll Call:

For: Simmons, Williams, Fox, Taylor, Stodghill
Against: Jones, Grabowski
Abstention: None

The City Planning Commission voted 5:2 to add the proposed amendment to *Procedure*.

The Planning Commission discussed *Conflict of Interest*. Ms. Stodghill asked that the names of owners and applicants of limited liability companies be shared with the Planning Commission to help prevent potential conflicts of interests. Ms. Chioros asked if anyone wanted to revise the Planning Commission agenda. The Planning Commission agreed to keep the current agenda format.

C. Open Discussion

Ms. Spratley presented a summarization of the *Freedom of Information Act* and meeting requirements for public bodies.

Ms. Stodghill asked that the Planning Commission put their cell phones away during public meetings.

Ms. Stodghill cancelled the March 17, 2021 meeting.

D. Adjourn

There being no further business, the meeting adjourned at 4:03 P.M.



Recording Secretary



Executive Secretary