

# Minutes

## City Planning Commission Work Session

6<sup>th</sup> Floor Communications Conference Room

2400 Washington Ave

Wednesday, May 17, 2023, 2:00 PM

City of  
**NEWPORT NEWS**  
Virginia



**MEMBERS PRESENT:** Sharyn Fox, Chairperson; Michael Taylor, Vice-Chairperson; P. Gray Bowditch; Randie T. Dyess, Jr.; Timothy Grabowski; Philip Shook; Katie Stodghill; and LaMonte Williams

**MEMBERS ABSENT:** Willard G. Maxwell, Jr.

**OTHERS PRESENT:** Sheila W. McAllister, Planning Director; Flora D. Chioros, Assistant Director – Current Planning; Melissa Leskovar, Recording Secretary; Lynn Spratley, Senior Deputy City Attorney

### **A. Call to Order**

Ms. Fox called the meeting to order at 2:45 P.M.

### **B. City Planning Commission Bylaws**

Ms. Fox stated we have an opportunity to review our Planning Commission bylaws. She stated we will be reviewing each page.

The Planning Commission discussed Article III. Purpose. Ms. Fox stated she likes having the Planning Commission creed read at each meeting. Mr. Grabowski stated he would like to rename the Creed to Purpose on the Planning Commission agenda. The Planning Commission agreed.

The Planning Commission discussed Article V. Membership. Mr. Taylor asked for clarification on terms of membership in regard to filling unexpired terms, current appointments and expiration. Ms. McAllister stated the City Clerk's office handles terms of membership and it is up to City Council to appoint or reappoint members. She stated that unexpired terms begin when appointed. Ms. McAllister stated if you are appointed later in the year but not for an unexpired term, your term began on January 15.

Ms. Stodghill asked if the Planning Commission is equally apprised of members from each of the three city districts. Ms. McAllister stated we try, but we do not make the appointments.

The Planning Commission discussed malfeasance and meeting attendance. The Planning Commission agreed the City Clerk's office handles terms of membership and it is up to City Council to appoint, re-appoint or remove members.

The Planning Commission discussed Article VI. Officers. Mr. Williams asked to change "Chairman" to "Chair" and "Vice-Chairman" to "Vice-Chair". The Planning Commission agreed. Mr. Shook asked if pronouns throughout the bylaws should change from "he/him" and "she/her" to "they/them". The Planning Commission agreed.

The Planning Commission discussed Article VII. Duties of Officers. Ms. Fox asked to remove the office of "Chaplain". The Planning Commission agreed they do not need a chaplain to perform the invocation. The Planning Commission agreed.

The Planning Commission discussed Article VIII. Committees. The Planning Commission discussed appointment of Planning Commissioners to committees. Ms. Spratley stated 8-5, Section 5. Committee Membership could state "The chair shall equitably assign membership to all committees." The Planning Commission agreed.

The Planning Commission discussed Article IX. City Committees with Planning Commission Representation. Mr. Dyess stated 9-4-1, Section 4 Appointments should reflect the same language as Section 8-5, Section 5. Committee Membership stating "The chair shall equitably assign membership to all committees." The Planning Commission agreed.

The Planning Commission discussed Article XI. Voting. Ms. Stodghill stated she would like a roll call and quorum to be announced at the beginning of each meeting. The Planning Commission agreed.

The Planning Commission discussed 11-4, Section 4. Conflict of Interest. The Planning Commission agreed to leave the language as-is.

The Planning Commission discussed Article XII. Business Procedures. Ms. Fox stated we have revised 12-1-3 3. to "Planning Commission Purpose and Approval of the Agenda".

The Planning Commission discussed 12-1-4 4. Invocation. Mr. Grabowski made a motion to remove 12-1-4 4. Invocation from the Planning Commission agenda. The motion was seconded by Ms. Stodghill.

**Vote on Roll Call:**

**For:** Shook, Bowditch, Stodghill, Grabowski, Fox  
**Against:** Dyess, Williams, Taylor,  
**Abstention:** None

The vote was 5:2; however, the motion failed because it did not meet the requirement of a two-thirds vote of the entire membership per Article XIV. Amendments, 14-1.

The Planning Commission discussed 12-1-5 5. Pledge of Allegiance. The Planning Commission agreed to keep the Pledge of Allegiance on the Planning Commission agenda.

The Planning Commission will vote on the bylaw amendments during a Planning Commission public hearing when all members are present.

C. Adjourn

There being no further business, the meeting adjourned at 3:43 P.M.



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Recording Secretary



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Executive Secretary