

STAFFORD COUNTY PLANNING COMMISSION
May 11, 2022

The meeting of the Stafford County Planning Commission of Wednesday, May 11, 2022, was called to order at 6:00 PM by Chairman Kristen Barnes, in the Board of Supervisors Chambers of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Kristen Barnes, Albert Bain, Dexter Cummings, Steven Apicella, Martin Martinez, Laura Sellers, Willie Shelton, Jr.

MEMBERS ABSENT: None

STAFF PRESENT: Jeff Harvey, Lauren Lucian, Stacie Stinnette, Mike Zuraf, Vicki Sowers

DECLARATIONS OF DISQUALIFICATION

Ms. Barnes: Do we have any Declarations of Disqualification? Okay, hearing none, I will move on. Any changes to the agenda tonight? Okay, hearing none. And it looks like we've got an empty chamber but we'll go ahead and, and read the public presentations. I will now open the Public Presentation portion of today's meeting. The public may have up to 3 minutes to comment on any matter. There will be separate comment periods for public hearings that are on the agenda tonight, which there are none. Before starting your comments, please state your name and address. The clock starts when the green light appears. Yellow means there is 1 minute left. Red means your time is up. If you'd like to speak, to please come forward. And seeing none, we will move on to the next agenda item. Public Hearings – we have none. And Unfinished Business – we have one; Amendment to Subdivision Ordinance. And for that I will turn to Jeff.

PUBLIC PRESENTATIONS

NONE

PUBLIC HEARINGS

NONE

UNFINISHED BUSINESS

1. Amendment to the Subdivision Ordinance – Proposed Ordinance O22-16 would amend Stafford County Code Sec. 22-4, “Definitions” and Sec. 22-152, “Lots for stormwater management facilities” to clarify subdivision ordinance requirements stormwater management facilities. **(Time Limit: June 26, 2022)**

Alternate Ordinance

Mr. Harvey: Madam Chairman, this is an Ordinance that was referred to the Commission by the Board of Supervisors. It would clarify subdivision ordinance requirements in relation to stormwater management facilities ensuring that they're on a separate lot owned by a Homeowners Association. During the Planning Director's Report at the last meeting, Commissioner Bain indicated he had reviewed the Ordinance and had some comments and concerns. He has since met with Mr. Saunders of the Development Services Department and I'll ask Commissioner Bain to speak further about the alternate ordinance that's in the packet.

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Mr. Bain: Alright. Thank you, Mr. Harvey. The concerns that I had were that the proposed revision basically only allowed best management practices to be implemented on an individual lot when that lot could not be served by a community facility. The way it was written, it precluded stormwater management facilities as defined in the ordinance and only would allow BMPs to be used. And so I talked with John; he agreed that the wording needs to be changed. And so the few minor changes that were made are documented in the revised revised ordinance. And it clarifies that both BMPs and stormwater management facilities could be implemented on individual lots if those lots were not served by a community facility.

Mr. Harvey: So Madam Chairman, staff would seek guidance from the Commission as to scheduling a public hearing for this ordinance amendment.

Mr. Apicella: Madam Chairman, I'd make a motion to move forward the alternate proposal for public hearing to be held at our June 8th meeting.

Mr. Shelton: Second.

Mr. Bain: I'll second. Or Billy can.

Ms. Barnes: Okay, Mr. Apicella has made a motion to move that to... which, the June 20?

Mr. Apicella: June 8th.

Ms. Barnes: June 8th. Let me put that down... to the June 8th Planning Commission meeting and a second by Commissioner Shelton. Any further discussion on that? Okay, hearing none, please cast your votes. Okay, that motion passes 6-0, unanimous. Thank you very much. On to New Business, the Proposed By-law Amendment.

NEW BUSINESS

2. Proposed By-law Amendment

Mr. Apicella: Six or seven?

Ms. Barnes: Say again?

Mr. Apicella: Seven? Isn't there seven of us? Am I missing somebody?

Ms. Barnes: No. What did I say?

Mr. Apicella: Six – zero.

Ms. Barnes: Seven – zero; I stand corrected, 7-0. Okay.

Mr. Bain: What is the date of the...?

Ms. Barnes: June 8th. Okay. And on to New Business, Proposed By-law Amendment.

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Mr. Harvey: Madam Chairman, this was discussed at the last Planning Commission meeting. Whereas we ran into a situation where there were two consecutive meetings that were cancelled, but there was no intervening meeting scheduled. And there was a question about what's the proper procedure. This proposed By-law amendment would clarify that; it gives the Chairman the opportunity to cancel a meeting if there's no regularly scheduled meeting intervening between the current meeting and the meeting to be cancelled. Also, it amends the By-laws as far as the delayed implementation of the By-laws. Currently, the By-laws stipulate that any change to the By-laws must wait 30 days before the Planning Commission can take the issue up for final approval. Thirty days does not necessarily coincide with a Planning Commission meeting scheduled. So this amendment would say that if the Commission agrees to a By-law change, they'll become effective and meet upon the next Planning Commission meeting, rather than 30 days.

Ms. Barnes: Okay, anybody have any questions on that?

Mr. Apicella: I have one question about the wording, no scheduled business. Are we all on the same page on what that means? For example, we have, you know, the CivicClerk tutorial. Technically, that's business. I wouldn't necessarily want to have a Planning Commission meeting just because we were going to discuss the CivicClerk tutorial. No, no offense intended. So, what's, what's the kind of threshold by which we would just say there is no scheduled business?

07:26

Ms. Lucian: I think that could be up to the Chair if the Commission is okay with that. Scheduled business would probably refer to stuff that's actually scheduled by an applicant or a third party, as opposed to something that's internal to the Planning Commission.

Ms. Barnes: Okay, so that's... it's a little broad, but if it leaves it up to the Chair, and is it the Chair and the Vice Chair, in consultation with the Chair and the Vice Chair? Especially if there's no public hearings I would imagine; that's usually the case. Okay. Is that okay?

Mr. Apicella: Yeah, that works for me.

Ms. Barnes: Okay. Alright, any further comments?

Ms. Sellers: I think it says in here by the Chair, well, in the special meetings by the Chair, two members can call a meeting, can determine business.

Ms. Barnes: Say that again?

Ms. Sellers: There's discretion of the Chair. And then there's also, under special meetings, two members can come together and call a meeting. So they can determine the business, they can call.

Ms. Barnes: Okay, does that change... No. That doesn't really change anything does it? I think that's not necessarily substantive necessarily.

Ms. Sellers: I just have one question. When were these revised? When did... has there... when's the last time they were looked at?

Ms. Barnes: Last year.

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Ms. Sellers: Comprehensively, you went through them?

Ms. Barnes: Mm-hmm.

Ms. Sellers: Okay.

Ms. Barnes: Last year we had a subcommittee... gosh, I don't remember who was on that subcommittee. I know I was, I think Al was. No? Dexter was on it. I don't remember. Maybe it was Bart. I don't remember who was on it. It was last year. But yeah, it's been very recently.

Ms. Sellers: Okay.

Ms. Barnes: Okay. And is there... so, as it stands right now, all we need to do is just wait 30 days. And these revisions or do we need to vote on that?

Ms. Lucian: It'll come back at the next meeting after 30 days. This will constitute the notice prior to the 30-day period that exists in the By-laws currently, and you'll take the vote at the next meeting when it comes back.

Ms. Barnes: Okay, alright. Any other comments or questions? Okay. And so then I will move on to Planning Director's Report. Mr. Harvey.

PLANNING DIRECTOR'S REPORT

3. Commercial Kennels Ordinance Amendment – *BOS Referral*

Mr. Harvey: Thank you, Madam Chairman. The Board of Supervisors, at their last meeting, referred an Ordinance Amendment back to the Planning Commission for consideration. This is an issue that's been before the Commission a few times over the last several years. It's dealing with commercial kennels. The Board's referral on commercial kennels gives the Planning Commission discretion to focus on them more than just the immediate referral language. Referral language deals with commercial kennels in the Agricultural zone. Currently, they're permitted by special exception, which is an application that goes before a public hearing with the Board of Zoning Appeals. The draft amendment stipulates that it be a conditional use permit. The County Code had required a conditional use permit for a commercial kennel in the Agricultural zone a number of years ago. But there's also, in the resolution, it has language for the Commission to consider all zoning districts where you think commercial kennels would be appropriate and also not appropriate. Staff would suggest since there's a lot of history and a lot of information related to the commercial kennels and also interaction with Chapter 3 of the Animals Ordinance of the County Code that the Commission may desire to establish a committee to take a deep dive into the topic.

Ms. Sellers: I have a question. What is the difference between a conditional use permit and a special exception?

Mr. Harvey: Well, a conditional use permit and a special exception are both uses that are permitted in a zoning district. However, there are special circumstances and conditions imposed with their approval. A special exception is an item that's determined by the Board of Zoning Appeals, and the code stipulates certain criteria for approval of the special exception. Special exceptions can be limited to the occupant of the property, whereas a conditional use permit is a bit broader in its scope. And the conditional use

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permit runs with the zoning of the property and cannot be limited just to the property owner. The conditional use permit comes to the Planning Commission for a public hearing and recommendation and ultimately to the Board of Supervisors for ultimate approval. Conditions are imposed upon the operation of the use. And there also are similar but separate standards for approving a conditional use permit in the code.

Ms. Sellers: And so we can under a conditional use permit, you can talk about how many kennels can be on the property. Can you do that with a special exception?

Mr. Harvey: Commissioner Sellers, yes, you can have a number of conditions that limit the activity in a special exception. Special exceptions are generally viewed as being somewhat compatible with the residential nature of the property in the case of the A-1 uses, whereas a conditional use permit may be in various different zoning categories, and maybe more of a truly commercial type business.

Ms. Sellers: Thanks.

Mr. Apicella: Madam Chairman, if I could just add to the background. As everyone might know, I'm on the BZA as well. And Mr. Bain, Mr. English, and I worked on comprehensive changes to the A-1 district which included commercial kennels. I can, from my vantage point, and I think from the vantage point of other members of the BZA, the volume of requests that we've gotten for commercial kennels seems significant. In fact, I think almost every meeting that we've had, there's been a request for a commercial kennel. And sometimes it's been a request on a rather small lot inside a subdivision. So I think, again, from my vantage point, it's probably appropriate for us to take another look at it because I think it's occurring in ways that, that hadn't been intended or envisioned. And changing the way that it's approved, I think, invokes additional review and scrutiny not just by one body, but by two bodies. In this case, it would be by the Planning Commission and the Board of Supervisors if it were approved for a CUP versus a special exception.

Ms. Barnes: Mr. Bain?

Mr. Bain: Just wondering, Mr. Harvey, maybe you could elaborate; which ones require permits that would be issued by the Sheriff or somebody else that, that would then get, they would get inspections periodically. What would that fall under? Only a commercial kennel? Or could it be a non-commercial kennel and what would be the distinction?

Mr. Harvey: Commissioner Bain, generally speaking, the distinction between a commercial kennel and a non-commercial kennel is whether or not the owner of the facility is doing the activity for monetary gain. So if you're boarding dogs for money, if you're breeding dogs for money, you're operating a commercial kennel. If you have a number of dogs and cats in your family and you keep them in a kennel, and it's for your own personal use, that's a non-commercial kennel, if it has a certain number of animals that exceeds the threshold. The Sheriff's Department does have a permitting requirement for kennels and to get a kennel license. And the Sheriff's Office can revoke the kennel license if there's an issue with violation or cruelty to animals. It's stipulated in Chapter 3 of the County Code. And that's part of the discussion we'll get into with the... if a subcommittee is formed is discussing the difference between what's regulated in Chapter 3 versus what's regulated in Chapter 28, which is the Zoning Ordinance. And how they interact and work together.

Ms. Barnes: Okay, any other questions? So I think I'll go ahead and do this here rather than under the Chairman's Report. I will go ahead and set up a committee for this. It seems like this is, like anything

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else, it's a little more complicated than it seems. And judging from what I've heard from the folks on the BZA, that this is becoming something that's a little cumbersome. So I go ahead and asked Mr. Bain to Chair the subcommittee for this and I've asked Commissioner Sellers and Commissioner Martinez to make up that subcommittee. And you guys can... you all can coordinate as you need to go ahead and set up those subcommittee meetings.

Mr. Bain: Okay, maybe at the end of the meeting, if Laura and Martin and I could get together and at least establish a first meeting, and then go from there. Okay, thank you.

Ms. Barnes: Okay.

4. Revised Voting Districts Discussion

5. Project Pipeline Report

Mr. Harvey: Madam Chairman, continuing with my report, the Commission at the last meeting had asked for information regarding the changes to the election districts so if I could have the computer please. Hopefully you can see my cursor. This is the election district map that was adopted on March 15th of this year, and it reflects the seven election districts. And there are a number of adjustments that I'll highlight here and we've provided full-size copies at your desk for you to take them and have for your personal use. For the Griffis-Widewater District, the significant change was it incorporates now all of Quantico Marine Corps Base. Previously this line here had been a delimiter between the Rock Hill District on the left and Griffis-Widewater on the right. Now all of Quantico is within Griffis-Widewater. Aquia Harbour had previously been split between Griffis-Widewater and the Aquia Districts. Aquia Creek was the dividing line. Now all of Aquia Harbour is located within the Aquia Election District. Since Aquia and Hartwood were the biggest election districts with population growth, the reapportionment requirements require them to lose population so they shrunk in geographic area. So you'll see here with Falmouth, Falmouth moved significantly further north. Falmouth used to have a boundary with Aquia at Eskimo Hill Road. Now it's extended further north along Route 1 and I-95 to Courthouse Road, and then comes by the hospital and then down a parallel power line that runs parallel to Route 1. In the George Washington District, there were some adjustments between George Washington and Falmouth where some of this area along 218 ended up in the George Washington District. George Washington also expanded into the Hartwood District on, west of Interstate 95, specifically south of Warrenton Road in this area, and then along Celebrate Virginia Parkway. So it picked up the Celebrate Virginia Retirement Community for its significant population.

Mr. Bain: And that was just because of population?

Mr. Harvey: Yes, sir. Under federal law, we must ensure that citizens in the County are equally represented. So we have to have election districts that are balanced and equal. So that was one of the things that came out and we did modeling on how to balance the population. We had to work with our GIS staff to look at census blocks. And each census block has an assigned number of people based on the 2020 census, those people that are ones that reside there. So you had to move census blocks around, make sure that they were contiguous with the rest of the election district, and try to achieve balance between all the election districts. And the federal law allowed us to vary up to 5%, but all the election districts have to be less than a 5% deviation over or under the perfect apportionment number. So another change that occurred was the Rock Hill District extended further south down to Poplar Road in this area; that was previously in the Hartwood District. Harwood also used to extend across on Interstate 95. Now

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all the Hartwood district is on the west side of Interstate 95. And the Garrisonville District boundaries are unchanged.

Ms. Sellers: You do realize Griffis-Widewater has a precinct in the Garrisonville District, right? *Inaudible, microphone not on.* Are they aware of that?

Mr. Harvey: Yes, Commissioner Sellers. With regard to polling places, that's where you're seeing that happen is unfortunately we don't have an equal, even distribution of schools and other public buildings to allow them to be polling places throughout the County. So especially with Griffis-Widewater, we found out that we had to have North Stafford High School as a polling place for some of the voters in Griffis-Widewater. So there are polling places outside of the election district. But that's not the first time it's happened. We had previously and still do have a situation where the Simpson District in Hartwood, those people vote at Stafford High School, which is in the Falmouth District. So that situation has been in existence for years. And there's one other case that's like that, and I can't recall where the, where it is in the County, but there is situations where sometimes you have to have your voting location outside of the election district.

Several people talking; inaudible, microphones not on.

Mr. Harvey: Yes, and that was one of the things where we ran different alternatives. And to resolve that problem, you almost had to move all of George Washington to the west side of the interstate. And that really was out of character for what we would know as the George Washington District. So this example was close to what scenario we did was identify as the least amount of change to the election districts. There were some adjustments beyond the least amount of change that occurred.

Ms. Barnes: Any other questions? I appreciate the map. Thank you very much for that.

Mr. Harvey: You're welcome. Staff will bring to your attention that there's a revision to the Project Pipeline Report that was posted online. It's in your handouts. We had an application that was withdrawn. So that won't be coming forward to public hearing. That was a for proposed carwash at Kingsland Square, which is up on Garrisonville Road. And then now we'll turn over the Planning Director's Report to discuss the CivicClerk software application and Vicki Sowers is going to come up and take my spot. So she and Stacie and Mike are going to lead the discussion about this new software and how it's gonna look for the Planning Commission and the public going forward.

6. CivicClerk Tutorial

Mr. Zuraf: Good evening, Madam Chairman, members of the Planning Commission. So yeah, we're pleased to introduce kind of a new format that you're going to see for Planning Commission agendas and reports moving forward. This is through the CivicClerk platform. This is not new to the County. It's the platform that is used by the Board of Supervisors for their agendas and reports. So you know, the intent is to push towards all the County Boards and Commissions using the same platform to provide some consistency, which is a benefit for the residents. So this should also streamline the process for staff in the preparation of materials as we're moving through the process going from the Planning Commission over to the Board, but more importantly, it does make for a better user experience for the citizens we believe. There are also tools that will be helpful for the Planning Commission with this. There will be some changes. We do... what you'll see and what you'll have is an intro kind of background report that kind of will serve as, as like an executive summary. And through this process, also, we've worked on a modified staff report format. So I'll go over that in a little bit. But first, we'll have Vicki

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and Stacie kind of provide an overview of CivicClerk and kind of the benefits and how you access and maneuver through that platform. If we can have the computer please.

Ms. Sowers: Good evening. Yeah, we're just doing a quick overview, just to give you a general idea of what it looks like and how it works. And I will preface that we will put this in place for next meeting. We are, we will give you plenty of notice and let everybody know what's going on. We can even do personal, you know, tutorials or whatever you need us to do, so. We'll start out just showing you some of the benefits. And as Mike had mentioned, this is something that the Board of Supervisors have been using; they use it for their CEDC meetings, and so forth. And you know, coming forward, they're really getting all committees are going to be transferred over into this, this format, and for the agendas. So just a quick overview, you know, the agenda management, obviously, very much easier. The greatest thing is, with everything being universal, when an agenda item is in front of, you know, the Planning Commission, and then it's being moved to the Board of Supervisors, we're gonna see it's very easy transition, you know, to move everything. We have public engagement, which is extremely important. The transparency, open communication, and I'll show you on the website exactly what it looks like, very user friendly. And then of course, you guys will have your own Board portal. If you would like to access it that way, it does allow you to provide notes, and be able to pull up previous notes, and so forth. So the portal access does have your own logins and it is private, you know, to you. So as mentioned, currently used by the Board of Supervisors, implementing across all the Boards and Committees. It will create efficiency, transparency, and will help fragment... defragment the process and procedures going forward.

Ms. Barnes: Can I ask a real quick question?

Ms. Sowers: Absolutely.

Ms. Barnes: You said that there was some kind of portal? Do we have to use that? Or can we just go and, you know, do it like when we pull up the Board of Supervisors, and we have it on there? I mean, do we have to go into that portal, or can we still just pull it up, like the public pulls it up?

Ms. Sowers: Absolutely. It gives you options. So if you want to use the portal, you can, but I'm going to show you today, you can pull it up the same way as on through the website, you can download all the packets, you can do it, whatever is easy for you.

Ms. Barnes: Okay, thank you.

Ms. Sowers: Mm-hmm. I'm not going to read all this to you. Just as a quick, there again, overview. It does, you know, reverence the officials just needing constant content, so it's really easy to pull up. If you are using the portal, for example, if you needed to reference back to a previous meeting, previous minutes, previous notes, it's going to give you quick easy access to anything previous that you might want to, you know, reference while a meeting is going on. So that's certainly one of, one of the benefits as well. And just being you know, consistent, like I said, and as far as the packets, if you... have the portal is available to any device, whether it's your phone, your iPad, your laptops, you know, it does have... you do have access, whatever, again, is easy for you. And there again, if you really like the paper – look at me, I still like paper, I print my paper and I have my notes. If you do like that, it is certainly easy to download, you know, print out what you need, have everything accessible, so. And then this is just again, a quick reference to the actual portal. Again, pulling it up at any location. You can... it does give you access to notes, so if prior to the meeting you are pulling it up and you wanted to make a few comments to yourself or, you know, I don't want to forget to ask certain questions, when you're in it, you

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know, you'll be able to see your notes and access that. So it does give you that option. I do want to point out, though, that anything that is noted in the portal is part of FOIA as well.

Mr. Bain: Vicki?

Ms. Sowers: Yes sir.

Mr. Bain: The way I currently review the public hearings that we get notice on Friday, I'll look at it over the weekend. And if I have serious comments, I'll send an email to Jeff, with those comments. Would that be done through the portal now? Or would I still do that separately?

Ms. Sowers: So we are still researching this. So bear with my, you know, not knowing the full knowledge. I believe that there is a share option, that there is an option that you can you can email and share your comments or your questions. But I will confirm that for you. Because I don't want to give any misinformation.

Mr. Bain: We'll learn, I'm sure. Thank you.

Ms. Sowers: That's a great question, though. I will follow-up on that, thank you, Mr. Bain. So this is just showing you a quick overview of what the agenda will look like. And this is generated directly from CivicClerk. So Stacie definitely appreciates this, appreciates this as well. So this just, you know, shows you what, what an agenda will look like when it, once it's generated. And this is an example, which is a little different, I think for you. And I will let Mike speak on this a little bit more. He has the most familiarity on the planners, and, Mike, they're the ones who input this information. And it does generate a very general overview of the particular item that's being reviewed, so. I'll turn it over to you for a minute, Mike.

Mr. Zuraf: Yeah, and this would... so back on the agenda, if you know, this, and this is going back, this is we kind of did this as a test for the January 12th meeting. So if you were there on the agenda, you click anywhere on item one, that would then take you to... well, no, it wouldn't...

Ms. Sowers: On the regular agenda, it doesn't, but the other place, yeah.

Mr. Zuraf: Yes, that's right, that's right. So, yeah, okay. We're learning this, too. Alright, if you could go to the next back to the next slide. Thanks. Yeah, so this is the background report and this is the format of the background report that essentially is provided to the Board of Supervisors now. And so we're basically following this step earlier on in the process, and it kind of meets, it's almost like an executive summary. It hits the highlights of the proposal, a very brief overview, brief discussion, analysis, identifies what the attachments are, and the summary. And this is kind of what's provided to the Board now. And from this, then we would go on to your kind of regular staff report that gets into the details that you're familiar with. And I think that's on the next slide. And if you go to the next, yeah. And so, and you did receive, I believe, today a paper copy of this revised staff report that we worked on. And so I'll just kind of go over some of the changes...

Ms. Sowers: Do you want me to pull up the actual report?

Mr. Zuraf: That would, that would be fine, yeah.

Ms. Sowers: I have it.

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Mr. Zuraf: So yeah, so now the report is going to be considered attachment one. When you go into it through CivicClerk, you'll actually have the background report, attachment one, and the other like the proposed resolutions will be separate attachments, kind of like what we have now. But they're all... now I guess you do see things are all together, but it will actually come to you as separate attachments. But so with the revised staff report, it does still, we worked on... it includes all the same information. But we've provided more summaries. The first page, if you scroll back up to the first page, we kind of hit the highlights on all of the basic application information, the basic request. And then on the next page, we include basically an outline of the different sections in the report. And each of those are hyperlinks to further later sections in the report. If you want to just jump ahead to the recommendation or some other specific part, you could jump ahead or you can just read through it all. You know, that that option is kind of worked in now.

Ms. Barnes: Mike, so we do have to open up each one of those... yeah, there we go. We have to open up each one of those individually to get to that information, or is it all scrolled...?

Mr. Zuraf: It's all in the report. And so it's just there. It's an option.

Ms. Barnes: Well, this is old school for you, isn't it Laura? You know, you already know this.

Ms. Sellers: *Inaudible, microphone not on.*

Ms. Barnes: Okay.

Mr. Zuraf: This is all different... this is different from the Board.

Mr. Apicella: So Mike, on all the other attachments. So you got the staff report and then in this case, there's, looks like there's four other items. For someone who's, who doesn't want to have multiple things open on their computer or iPad, are they able to download everything at one time?

Ms. Sowers: Yes. So, if you, can I go... Let me pull up for you. So if you happen to be in the portal, so I'm going to show you both ways. If you happen to be in the portal, this is what your portal looks like. Okay. So this is the Board; I can't get into this because this only shows once something has been published, which is on the website or published. So what you're seeing right now is the Board of Supervisors published agendas. I had to do this for our examples. But when you, because you'll have access to the Planning Commission, your portal would be specifically Planning Commission meetings. So it wouldn't be as much. So for example, if we looked at the May 3rd meeting, so you can see I opened it, I signed in, this is what I see. I have agendas at the bottom, I have minutes at the bottom, notes, we don't do the media. Okay. I pick the meeting I want to go to, so let's say I want to go to May 3rd. This is what you're going to see; again, this is the portal. So this is your overall agenda. If I want to go to a specific item, and let's say, sorry for the scrolling, I don't want to go to this planning, I'm just looking for planning one, I'm going to the Planning and Zoning agenda item, see how I'm hitting the arrow key over here on the right? When I hit that it opens everything that has to do with that particular item. At that point, there's the background report that Mike was just referring to, that I can open it, or I can download it. And then there's all the attachments.

Mr. Apicella: Right, but my question is, again, it's about how many windows you happen... or you have open at any one time. If I want all the items together without having six windows, am I able to do that?

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Ms. Sowers: So going back to the agendas over here, do you see the packet option at the top? When I click packet, it's going to open everything. That's the whole packet.

Ms. Barnes: And that can be downloaded?

Ms. Sowers: And that can be downloaded.

Mr. Zuraf: That's all the items that are on that for that meeting?

Ms. Sowers: Yes. And do notice that you can do a search at the top right here.

Mr. Apicella: Okay, so we're two different things here. So you're saying, I don't want... again, let's just say for this meeting, we had five or six things on our agenda. I don't want everything open at one time. I just want agenda item one. But I want all of the documents associated with agenda item one up at one time, without having to have six windows open. Is that doable?

Ms. Sowers: So if I'm here, and I go to there, it tells me six attachments, I go to view. Well, let me go over here, I need to check that for you as far as on the portal side. But I can show you on the website. So now I'm going to show you if you don't want to use the portal, I'm going to go to the website. And if I go to agendas and minutes. This is again, Board of Supervisors, what's been published. This is May 3rd, it just happened. And this is what it would look like as well. There's your overall download package option. But here is where you've got each agenda item.

Mr. Apicella: So just... okay, you're on number six. What I'm saying is I want background material, the next item, and the next item all open in one window just like, just like we have now. If that's what I wanted, if there's 300 pages associated with that agenda item, just one window open that I can scroll from page one to page 300.

Ms. Sowers: Well, that's what the packet option is.

Mr. Apicella: No, that's... but, no, what you said is the packet is for the entire agenda. So we have five items on our agenda. And each one of those agenda items has their own separate documents associated. I don't want 25 documents, I just want the agenda item one with its three documents associated with it open at one time. And then when I'm when, we're done... I'm just thinking of the people at their computers, you know, who, who want just one window open and to be able to scroll from page one to page 15 to page 300, with just one window. Is that possible?

Ms. Sowers: Mr. Apicella, I will definitely reach out to directly to the helpdesk is extremely helpful, and have given me a lot of information. And like I said, we're still learning this, too. So I will definitely, that's a great question. Let me reach out and ask if that is an option for all in each agenda item to be all one packet.

Mr. Apicella: Right, exactly.

Ms. Barnes: Yeah, because otherwise if we have six agenda items, and under each agenda items there's six attachments, I'm going to have 36 windows open, basically, and I don't want to do that. I want to have six windows. And under each one of those windows is one specific agenda item. And that's how I do it now. I've got 1, 2, 3, 4, 5 up, I've got six or seven windows open. And each window is that entire agenda item. I can just scroll down. And for me, it's just, it's gonna get, it's gonna get very busy.

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Mr. Apicella: Cumbersome.

Ms. Barnes: Yeah, and, you know, cluttered, like it's gonna be very cluttered unless I do, you know, separate pages or separate windows with sub tabs et cetera, et cetera, and then, I mean...

Ms. Sowers: Okay. Yeah, I completely understand it.

Ms. Barnes: Does that make sense?

Ms. Sowers: Yes. No, I apologize. I misunderstood in the beginning. But I'll check for each item, you want to packet for each item, not just an overall packet?

Mr. Apicella: Right.

Ms. Barnes: Right.

Ms. Sowers: Okay, let me check on that for you.

Mr. Zuraf: Yeah, and if it can't be done, if there's no automated way to do that, we can manually kind of, we can create that, because that's what's done today for when things get posted to the web.

Ms. Barnes: So we'll still get a board... a packet, a Commission packet on Thursday or Friday. And we'll get that agenda from Stacie. And then we'll be able to just click on the agenda and get the items?

Ms. Sowers: Yes, so that's part of this as well. As soon as, as soon as Stacie, and it's literally she clicks a button, and it publishes the agenda, the packet, attachments, everything. And as soon as that hits, hits publish, you will get an automatic, you and the citizens, you know, anybody who wants, who signs up to, you know, wanting to be able to be notified when it's, you know, available, will get the automatic notifications.

Ms. Barnes: Okay. And if we want to use the portal, you'll send us that.

Ms. Sowers: I will.

Ms. Barnes: Okay.

Ms. Sowers: I will.

Ms. Sellers: Will they notify us when the Board of Supervisors... *inaudible, microphone not on.*

Ms. Sowers: Take an action? I'm not sure. Again, another follow-up, the admin team would probably know that. So I'm not sure if there's notification for that. I know there's notifications for I think when minutes go on, for agendas, for meeting changes, there are certain ones but I'm not sure about action, you know, action items. I can, I can certainly look at that for you.

Ms. Sellers: You're gonna get random questions or people saying, hey, whatever happened to that Dairy Queen? Yeah. I don't watch the Board of Supervisors. I have no idea what they talk about.

Ms. Sowers: Yes.

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Mr. Bain: Vicki, we don't do it now, and I've often thought we should. The traffic studies. Steve mentioned the 300 page document for one item; 280 of those pages are the traffic study. And when at least on my computer, when I load all of that information in, my computer slows down considerably. Is there a way to make the bulk of the traffic study yet another link that you would not get with the packet? And just maybe have the report part of the traffic study, rather than all of those traffic count sheets and intersection assessment sheets that, yes, if I was concerned about it, I could look at it. But there's no need to have that in the full, in the package. Maybe have it as a separate link. Just a suggestion. I think the traffic study consultants get paid on a per page basis.

Ms. Sowers: Mike, is that something you could...?

Mr. Zuraf: It would be a matter of modifying the... that's something we could do. It's just, I guess we'd want to maybe get the concurrence of the whole Commission because some people might like to read the full, you know, look at all those synchro files and everything.

Ms. Barnes: Oh, I leave that to Al, completely.

Mr. Bain: I mean, it doesn't hurt that much to have it in on my laptop, it does slow it down, I can definitely see that. But I'm thinking Steve's working on his iPad, and maybe Dexter's working on his cell phone when he's looking at it. And it would really be cumbersome for those devices compared to a laptop or a desktop computer.

Mr. Zuraf: So to make sure I'm understanding what you're looking for, you're wanting the, so for this full complete... so for like item one where you're combining all the report with all the attachments, everything except for the detailed appendix part of the traffic study.

Mr. Bain: Yeah, that could be a separate link, not part of the package option.

Mr. Zuraf: So we could have that. So like in what you will see then, we'll still, we will still have all the individual attachments itemized. And so in that case, the traffic study can have everything, if you want to see it. But then if, however we figure out to provide the full complete packet for that item, we can exclude the excess details.

Mr. Shelton: Could the traffic impact analysis be, have an executive summary?

Mr. Bain: Yeah, that's what I was getting at.

Mr. Zuraf: Well, they already do in the beginning, but of the traffic studies.

Mr. Bain: Well, the executive summary usually is like one page.

Mr. Zuraf: Yeah.

Mr. Apicella: That's actually a good point. And maybe I'm jumping off topic here. But it would be helpful if they, if we required the applicants to create it as a separate document. So there'd be a one or two page executive summary, and then everything else would follow as its own document. I'm with you, because the executive summary usually has what I'm focused on without going to page 250 and looking at whatever.

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Mr. Bain: The executive summary would say what the impacts were at the intersections that were evaluated. But it wouldn't give you all those traffic counts. And all those turning movement assessments, the computer printouts that they generate.

Mr. Zuraf: Typically kind of the need of traffic studies is about 30 pages long, give or take. So you're now we're talking about the...

Mr. Apicella: Yeah, we're kind of jumping off topic. But I'm kind of with AI if we could, if the applicants can change the way they present those traffic studies, whether it's one page or 30 pages, but we've had 500 page traffic studies before – ridiculous.

Mr. Bain: I wouldn't mind 30 pages.

Mr. Apicella: So something, a condensed version that has the meat and potatoes without getting into... I know AI loves to read, you know, cover to cover but me personally.

Mr. Bain: I sleep on those... *inaudible*.

Mr. Apicella: So again, it's kind of off topic, but maybe that's something we can think about going forward.

Mr. Zuraf: Yeah, let us work on how best to provide that to you.

Ms. Sellers: Is there a process for the, that these guys have to do? Is it written somewhere what has to be submitted?

Mr. Zuraf: There is, yeah, through kind of VDOT establishes a process then we, you know, have them follow that VDOT process.

Ms. Sellers: And then they just give you everything that VDOT... you don't have a separate process, this is, this is what we care about?

Mr. Zuraf: I think it's best to not assume what we don't care about. We want to make sure that they follow every, all the full process and give us everything.

Ms. Sellers: Well, they still follow the process, but then what they end up, and they'll submit the full report, but what they have to tell us. But I can read the whole report, but I don't know what it says.

Mr. Zuraf: I think it's best just to collect it all and but how we can kind of have them maybe break it out, we can work on that and how best to kind of move forward.

Mr. Apicella: It does make for great doorstops.

Mr. Zuraf: Going back to the staff, just to kind of explain the format of the staff report. So the overall idea is, you know, what we've kind of found and what we've heard from citizens is kind of our reports are, they're long, they're like, you know, they're 15 to 20 pages or more sometimes and you don't kind of get some of the details until you get farther along. And you don't get a recommendation till the very end. And so kind of how we formatted this is also, you know, the background report is going to have that executive summary. But then the beginning of the staff report is going to kind of get to the details with

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your location and actual kind of what is proposed with a summary of the general development plan right up front so people have an idea of what's even happening. How we have it now, a lot of that background information is all in the beginning. And then you probably are already more than halfway through before you know what's even being proposed. So we provide that up front, then you get to the characteristics of the site, then, with some visuals and zoning, existing zoning conditions and adjacent conditions. And then we provide a more simplified kind of staff analysis that summarizes the kind of overall impacts, public facility impacts and Comp Plan, Comp Plan evaluation on the site. Then zoning history of the property. So a lot, all this information is kind of already in the report, but we've moved it around. Then your zoning ordinance evaluation criteria for a use permit that we always have. And your positive and negative features, summary, and recommendation. So that detailed summary then of public facility impacts is at the end, where we get into a little bit more detail with kind of discussion of the traffic impacts, getting into levels of service and everything, and then public, other public facility impacts. For a rezoning, this is going to be a lot more lengthy, because we get into, you know, a lot more when you're dealing with the proffers and, you know, the overall residential impacts. And then the Comp Plan evaluation kind of brings up the end of the report. So it's kind of modifying the information, the, the order of the information that we provide. We're still providing all the same info and it's just that things are more simplified up front. People want the cliff notes version, they can see that up front, but if they want to read the full report and get all the details, all the gory details, then they can, you know, certainly read through everything. So, that is the new format that we have. And if we have more...

Ms. Sowers: No. Pretty much I jumped ahead as well, with just kind of showing you, showing you a couple things. You will, as far as the Board portal link, you will have, like I said, your own login, which I will get with you and make sure everybody has access. It is available once it's published. Like I told you, it has auto email notifications, attachment accessibility, you can search and note, you know, within the documents. So there again, if you're, if you've pulled or you're looking at the entire packet, you know, you can do search words and so forth to get to, you know, where you want to go a lot easier than, than scrolling. And any notes that you were to put on there, I don't know if you saw the little note area, that is absolutely private, to you. Minutes are also available in that same location you saw at the bottom; next to agenda it had minutes. So once the minutes are approved and published, they will be in the same location. So you'll have the meeting information and the minutes information side, you know, basically side by side.

Ms. Barnes: Can I ask a quick question about the notes? You just said that they were absolutely private to us?

Mr. Zuraf: Other than FOIA.

Ms. Barnes: Okay, thank you. Yeah, thank you,

Mr. Apicella: Then they're private to everybody.

Ms. Sowers: *Inaudible, several people talking at once...* my apologies. They're not shared. I used the wrong word. Thank you. So, and we just talked about the full revised staff report as Mike went over. And then this was just a quick glance. And then I showed you how to get to it also from the, from the website and public access, as well. So, that is basically what we wanted to go over. We wrote down great questions that you had, things so we'll go back with. And again, we are learning it as well.

Ms. Barnes: So this is... for our next meeting we're going to be doing this. So who do we call on Tuesday when we can't figure out the site?

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Ms. Sowers: You call Stacie, and then Stacie is going to run down the hall.

Mr. Bain: Will we be using...

Ms. Sowers: No, you're welcome to call any of us.

Mr. Bain: Will we be using our same passwords that we have now or will this require a whole new login procedure?

Ms. Sowers: Your login now for your email?

Mr. Bain: Yes.

Ms. Sowers: Yeah, it'll be... you can make it the same, if you wanted, but it's gonna have a different...

Ms. Bain: It'll be something new.

Ms. Sellers: *Inaudible, microphone not on.*

Ms. Sowers: Knock on wood, I haven't had to change mine yet.

Ms. Barnes: Modern problems.

Ms. Sowers: So yeah, so we're really, we are very excited. This is going to be, you know, like anything change is always...

Ms. Barnes: Hard.

Ms. Sowers: ... always challenging, there's no question. But it definitely is going to... the biggest thing is for, you know, the transparency, and Mike did a great job on the staff report and making like the bulk of the information up front and, you know, getting it so that everything's easy to follow. And then we're posting, you know, being able to post everything and have easy access.

Ms. Barnes: And our agenda is going to look the same basically. When we get it because this is almost identical. I would suggest a larger font for those of us challenged.

Ms. Sowers: Well, yes, that's something I have, they had to create, you know, everything for the Planning Commission. So every meeting, you know, when it comes to the BZA's turn and all the committees, they have to create separate meeting templates for everything. So that's all still in progress. So this was just kind of an introduction, just to give you an idea of what...

Mr. Zuraf: It will probably follow the Board; the Board agenda is rather small font, so.

Ms. Sowers: It is.

Mr. Bain: One of my pet peeves with the system that we've been following, and I think it's going to carry on in this, is that we don't get that information till Friday before the PC meeting. Is this information going to be available as it's accumulated and posted in the system so that I could go to the portal, two weeks before the meeting and see that, you know, this developer has this application, and oh, here's his

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GDP, I can look at it and get a better feel for what's going on. And then alright, maybe I don't have staff recommendations at that time, but at least I can see what's going on ahead of time, rather than five days before the meeting.

Mr. Zuraf: The full report and package, that would still happen the Thursday or Friday before. I know, kind of talked about that. And that would probably be, that's a separate effort that we're looking into as to kind of providing more regular updates on the application. And even when the ad goes out, providing more of the information concurrent with the point when the ad goes out for the item. And so that's a separate, probably a separate effort that we're working on. It may not be directly linked in with CivicClerk. But yeah, we're looking into that.

Mr. Bain: *Inaudible, microphone not on.*

Mr. Zuraf: Yeah. Any other questions on this?

Ms. Barnes: I'm not seeing the looks a lot of confidence here. But like you said, change is hard. We'll get it.

Ms. Sowers: Okay, we are here to help, I promise.

Ms. Sellers: *Inaudible, microphone not on...* and the county and government use technology. Especially there's some ideas that have been floated around here with public notice. And who we notice. And you know, when you start using technology and the stuff that's out there, we could start to build a picture of who's getting notified of things and who's actually participating. So I think it's, I think it's fun. And it wasn't too long ago where Supervisor's got binders delivered to their houses. So...

Ms. Barnes: Oh, I like that! Stacie looked horrified. I'm sorry.

Ms. Sellers: Yeah. So it's kind of exciting.

Mr. Zuraf: Do you have a storage room?

Ms. Stinnette: This is all new to me also.

Ms. Barnes: Okay, any other questions?

Mr. Bain: Since I don't usually look at the packages till Saturday or Sunday, I'd like home phone numbers for everybody so that I can call you on Saturday or Sunday when I can't get into the portal.

Mr. Zuraf: My number is 8675309. *[Laughter]*

Ms. Barnes: That's an 80's throwback.

Mr. Apicella: Jenny.

Ms. Barnes: Okay, I think that's the quote of the evening. I think I'm going to start that, a quote of the evening, I like that. Okay.

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Ms. Sowers: Well, thank you guys very much for listening. And again, I am open to suggestions, open to questions, open to help. I appreciate it. Thank you.

Ms. Barnes: Thank you. Thank you very much.

Ms. Stinnette: I know nothing about the office, so. So she is... I'm just learning it.

Mr. Bain: And she looks totally confident.

Ms. Barnes: Okay, moving on everyone. County Attorney's Report.

COUNTY ATTORNEY'S REPORT

Ms. Lucian: Good evening Planning Commission. I have no report. Thank you.

COMMITTEE REPORTS

7. Public Notification Subcommittee
Meeting – Monday, May 9, 2022 @ 1:00 PM – Activities Room and Virtual

Ms. Barnes: Okay. And Committee Reports. And we had our first Public Notification Subcommittee meeting on Monday. And we reviewed state code requirements, county code requirements, administrative processes. Staff described where are current practices exceed the minimum state code and we looked at and reviewed practices of adjacent jurisdictions and peer localities. And I won't go through everything but we gave staff some assignments to come back and give us some examples of some of the things that we wanted to take a look at. And then we are going to meet again on May 23rd at 1:00 PM. Did I get that date right? That's correct. Okay. Alright. And Chairman's Report. I don't have anything. Other Business – no TRCs. Approval of minutes, none. And with that, unless anyone has anything else to add, we are adjourned.

CHAIRMAN'S REPORT

OTHER BUSINESS

8. New TRC Submissions - *None*

APPROVAL OF MINUTES

NONE

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 7:01 PM.