

# Town of Strasburg

## **Planning Commission Regular Meeting Work Session**

Strasburg Town Hall  
174 West King Street

Tuesday, June 22, 2010  
7:30 p.m.

### **Planning Commission Members:**

Al Davis, Chair  
Hank Dean, Vice Chair  
Eunice Terndrup  
Robert Flanagan  
Carl J. Rinker  
Scott Terndrup, Council Representative



# Agenda

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## **Regular Meeting to Commence at 7:30**

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
  - a. May 25, 2010
- IV. Action Items
  - a. Proposed changes to Commission by-laws (attached).
- V. Adjourn to Work Session

## **Work Session to Commence following Regular Meeting**

- I. Discussion Items
  - a. Community Plan (see attached memo).

**MINUTES OF THE STRASBURG PLANNING COMMISSION MEETING AND WORK SESSION HELD ON TUESDAY, MAY 25, 2010 AT 7:30 P.M. IN THE COUNCIL CHAMBERS OF THE TOWN HALL.**

Planning Commission members present: Chairperson Davis, and Commissioners Dean, Flanagan, Rinker, Terndrup, and Council Member Terndrup. Absent: Commissioners Cromer  
Others Present: Town Planner Rex and Clerk Keller.

Minutes from the March 23 and May 13, 2010 meetings were approved as presented.

Action Items

Review of by-laws regarding certification: Planner Rex explained the wording, saying that if a Commissioner does not attend at least 50 percent of the scheduled regular (voting) meetings, then that is essentially the person's resignation from the Commission. It was said this would be for the six month period prior to the person being removed from the Commission. Discussion followed amongst Commissioners regarding the significance between the voting sessions and the work sessions with some Commissioners thinking 50 percent of the work sessions would need to be attended to be an effective member. It was discussed how Commissioners should attend at least 50 percent of both meetings and it was decided to change the wording to reflect this sentiment. Commissioner Flanagan also questioned Section 3.9 of the By-Laws and the term "certified" and feels that when a person is "certified" in an area, they have undergone some type of specialized training that is uniform to a particular ability. He thinks this term should only be used if the person has gone through the Certified Planning Commissioner classes offered by the Citizen Planning Education Association of Virginia (CPEAV). Commissioner Terndrup agreed that only those completing the State courses should be referred to as "certified" and she also believes all Commissioners should go through the training.

**Commissioner Rinker moved for approval of the By-laws with the changing of the wording to Commissioners must attend 50 percent of all meetings; second by Commissioner Dean. The vote was tied with Chairperson Davis and Commissioners Dean and Rinker voting in favor and Commissioners Flanagan and Terndrup and Council Member Terndrup voting against.**

In further discussion Commissioner Flanagan said his objection is he is having trouble with the word certified and the stepping away from the certification from CPEAV. Commissioner Terndrup stated all should have the baseline education offered through this program, but exceptions could be made if they already have qualifications equal to or above this training. It was said the decision of the education or training should be made by the Town Planner, but Planner Rex felt this decision should come from the body of the Commission, or the Chairperson and the Town Planner. Council Member Terndrup agrees with the wording of "certified" which he feels denotes designation outside of the local body. This term measures a person to a certain standard and it professionalizes the Commission. Another term could be used for those not going through the certification process. Commissioner Flanagan said the by-laws would need to be written that allows for the appointment of those very knowledgeable of planning and also for those who are just average citizens that come onto the Commission and know nothing. Commissioner Dean feels the baseline should be all Commissioners should attend the classes. It was decided to table this item and Commissioner Dean will present wording for the next meeting. There were no objections to tabling this item.

Being no further business, the regular meeting adjourned to a Work Session at 8:05 p.m.

**Work Session**

Planner Rex presented the Strasburg Comprehensive Plan Outline (attached here-to) that was requested. He explained each line on the outline will translate to a paragraph or set of paragraphs in the plan. He showed a PowerPoint comparing the current plan and his proposal. He would like to keep much of the “fluff” out of the end document. Assignments were given out with Council Member Terndrup and Commissioner Dean working on Section I; Planner Rex has most of the work done on Section II and a draft of this will be presented at the next meeting; Section III has mainly been done by VDOT and suggestions were given to wording for portions of this. Commissioner Rinker will assist with Section VI, which will be moved to a different location in the final plan. Commissioner Terndrup will work on Section V and Commissioner Flanagan will work on extracting the goals from the document.

The next meeting of the Commission will be on Tuesday, June 22. Updates of completed work will be emailed to members.

Being no further business, the Work Session adjourned at 8:39 p.m.



# *Town of Strasburg*

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## MEMORANDUM

**To:** Town of Strasburg Planning Commission  
**From:** Judson J. Rex, AICP  
**Date:** June 22, 2010  
**Re:** Proposed changes to Commission bylaws

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### **Background**

Attached to this memorandum are proposed changes to the Planning Commission bylaws. Staff has prepared the modifications following a recent discussion and vote on commissioner certification (see Section 3.9). This section has been revised to require participation in the Certified Planning Commissioners program sponsored by the Citizen Planning Education Association of Virginia, unless the Commission Chairperson and Town Planner approve otherwise.

### **Recommendation**

Staff recommends that the Planning Commission review and approve the proposed changes. The bylaws require that any changes also be approved by the Town Council, and this could be done at the July 13, 2010 Council meeting.

**BYLAWS OF THE  
TOWN OF STRASBURG PLANNING COMMISSION**

**ARTICLE I – AUTHORIZATION**

- 1.1 The bylaws of this Planning Commission are established in compliance with the provisions of Section 15.2-2217 Code of Virginia (1950) as amended and Section 66-26, Strasburg Town Code.
- 1.2 The official title of this body shall be the TOWN OF STRASBURG PLANNING COMMISSION, hereinafter referred to as the “Commission”.

**ARTICLE II – PURPOSE**

2.1 ~~The purpose of the Commission shall be to encourage the improvement of public health, safety, convenience and welfare of the citizens of the Town of Strasburg and to~~ The Commission shall plan for the future development of the Town of Strasburg to the end that adequate ~~highways~~transportation, utilities, ~~health,~~ educational and recreational facilities be ~~developed~~established; that the needs of ~~industry~~business and industry and ~~business~~ be recognized in future growth; ~~that the~~ residential areas be provided with safe and healthy surroundings, ~~for family life;~~ that ~~the~~ historic and scenic values be preserved; and that the growth of Strasburg of the Town be consonant with efficient and economical use of public funds.

2.2 It shall be the responsibility of the Commission, in compliance with the Code of Virginia, to:

2.2.1 Prepare and present for adoption by the Town Council, a Comprehensive Plan that describes the type, amount, and location of future physical development in the Town, thereby establishing the foundation for the successful application of the Town’s growth management regulations.

2.2.2 Review and approve or reject subdivision plats, site plans, and other development proposals, and submit recommendations to the Town Council as required by statute.

2.2.3 Review and recommend to the Town Council on matters related to the rezoning of property, annexations, and boundary adjustments.

2.2.4 Make rules for administering its affairs, meetings, investigations, and hearings.

2.2.5 Perform other functions as may be requested by the Town Council, that are not inconsistent with these bylaws nor with applicable statutes.

~~2.2 The Commission, at the direction of the Town Council, shall perform any other acts and functions, not inconsistent with these Bylaws, or the Code of Virginia (1950) as amended, which will further the purposes of the Commission.~~

### **ARTICLE III – MEMBERSHIP**

- 3.1 The Commission shall consist of seven members who shall be appointed by the Town Council, all of whom shall be residents of the Town of Strasburg, and qualified by knowledge and experience to make responsible decisions on questions of growth and development. One commissioner may be appointed from the membership of the Town Council and one commissioner may be appointed from the administrative branch of the Town government.
- 3.2 Terms of Commission members shall be for four years beginning January 1<sup>st</sup> of the first appointed year. The terms shall be staggered by one year per Section 15.2-2212 Code of Virginia (1950) as amended. The Council Member and Town administrative branch member shall serve a term deemed by the Council.
- 3.3 Any vacancy in membership shall be filled by appointment of the Town Council and shall be for the unexpired portion of the vacant position's term.
- 3.4 Members of the Commission shall be eligible for reappointment.
- 3.5 Terms of Commission members shall expire on December 31<sup>st</sup> of the last year of their appointed term.
- 3.6 Members of the Commission may be removed by the Town Council for malfeasance in office.
- 3.7 Members of the Commission will notify staff if they are unable to attend a scheduled meeting.

3.8 All members are expected to attend scheduled meetings on a regular basis. Failure to attend at least 50% percent of all scheduled meetings over a six month period shall constitute a resignation ~~that must be acted upon by a~~ and the vacated seat shall be filled by a majority vote of the Town Council. ~~All new members shall receive certification within two years of the beginning of their first term of service by attending the Virginia Certified Planning Commissioners Program or equivalent.~~

3.83.9 Upon being appointed by the Town Council, each new member of the Commission shall attend the Certified Planning Commissioners Program sponsored by the Citizens Planning Education Association of Virginia, unless the Commission chairperson and the Town Planner waive this requirement, upon request of the new member. If the new member does not attend the Certified Planning Commissioners Program, the Commission chairperson and the Town Planner shall prescribe orientation material appropriate to the knowledge and educational background of the new member. This material shall include a synopsis of local government planning functions and planning office operations, plus a digest of town and state law related to planning. When the Town Planner and the Commission chairperson are satisfied that the new member understands and has assimilated the material, the appointee shall be deemed fully accepted to the Planning Commission.

#### **ARTICLE IV – SELECTION OF OFFICERS**

- 4.1** Officers of the Commission shall consist of a chairperson and vice-chairperson. A nonmember Secretary shall be appointed by the Town Council to serve as a staff assistant to the Commission.
- 4.2** Nomination of officers shall be made by Commission members at the December meeting. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- 4.3** Terms of office shall be for one (1) year or until successor takes office per Section 15.2-2217 Code of Virginia (1950) as amended.
- 4.4** Vacancies in office shall be filled immediately by regular election procedures.

## **ARTICLE V – DUTIES OF THE OFFICERS**

- 5.1** The chairperson shall be a citizen member of the Commission and shall:
- 5.1.1 preside at all meetings
  - 5.1.2 appoint committees, special and or standing
  - 5.1.3 rule on all procedural questions (subject to a reversal by a two-thirds majority vote of the members present).
  - 5.1.4 be informed immediately of any official communication and report same at the next regular meeting.
  - 5.1.5 carry out other duties as assigned by the Town Council
- 5.2** The vice-chairperson shall be a citizen member of the commission and shall:
- 5.2.1 act in the absence or inability of the chairperson to act.
  - 5.2.2 have the power to function in the same capacity as the chairperson in cases of the chairperson’s absence or inability to act.
- 5.3** The secretary shall be a member of the town staff and shall perform necessary actions documenting the actions of the Commission including:
- 5.3.1 keep a written record of all business transacted by the Commission.
  - 5.3.2 keep a set of minutes.
  - 5.3.3 keep a file of all official records and reports of the Commission.
  - 5.3.4 act in conjunction with the chairperson and Town Planner in preparing agendas for Commission hearings.
- 5.4** The Town Planner shall:
- 5.4.1 give notice of all hearings and public meetings.
  - 5.4.2 attend to the correspondence of the Commission
  - 5.4.3 notify all members of all meetings.
  - 5.4.4 prepare and be responsible for the publishing of advertisements relating to public hearings.
  - 5.4.5 certify all maps, records and reports of the Commission.

## **~~ARTICLE VI – DUTIES OF THE COMMISSION~~**

~~The duties of the Planning Commission (pursuant to Section 15.2-2221 Code of Virginia 1950) as amended are:~~

- ~~6.1 — exercise general supervision of, and make regulations for, the administration of its affairs;~~
- ~~6.2 — prescribe rules pertaining to its investigations and hearings;~~
- ~~6.3 — supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the Town Council;~~
- ~~6.4 — keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;~~
- ~~6.5 — make recommendations and an annual report to the Town Council concerning the operation of the Commission and the status of planning within its jurisdiction;~~
- ~~6.6 — prepare, publish and distribute reports, ordinances, and other material relating to its activities;~~
- ~~6.7 — if deemed advisable, establish an advisory committee or committees; and~~
- ~~6.8 — prepare and recommend a Comprehensive Plan for the physical development of the Town pursuant to Section 15.2-2223 Code of Virginia (1950) as amended.~~

## **ARTICLE VII – QUORUM**

- 7.1 A majority of the voting members of the Commission shall constitute a quorum.
- 7.2 Except when otherwise required by statute, or duly adopted rule of procedure, the vote of a majority of those present and voting shall prevail.
- 7.3 Proxy voting shall not be allowed.
- 7.4 Any member of the Commission who feels that he has a conflict of interest shall voluntarily excuse himself, vacate his seat and refrain from discussing and voting on said items.
- 7.5 The names of the persons making and seconding motions shall be recorded.

## **ARTICLE VIII – AGENDA**

- 8.1** The Town Planner and Secretary shall prepare in consultation with the chairperson, as necessary, and make available to each member of the Commission a detailed agenda at least one (1) day prior to each regular meeting of the Commission. The agenda may be departed from with the consent of the Chairperson or by a majority vote of the members present.
- 8.2** It shall be the responsibility of each member to notify the Town Planner within seven (7) days of the meeting of any matter that such member wishes included on the agenda.
- 8.3** Any matter not disposed of at the meeting shall be included on the agenda of the next regular meeting unless specifically deferred otherwise by the Commission.
- 8.4** An application will not be included on the agenda for review if adequate information, including staff and agency comments, has not been distributed to the Commission at least three (3) days prior to the meeting. The Commission may waive this requirement with a ~~2/3~~two-thirds vote of those members present.

#### **ARTICLE IX – REGULAR MEETINGS**

- 9.1** The regular meetings of the Commission shall be held on the fourth Tuesday of each month, beginning at 7:30 p.m., in the Council Chamber of the Town Hall.
- 9.2** The Commission may, by resolution at any meeting, provide that the next following meeting shall be held at a different time or place. It shall then be the duty of the secretary to give timely notice thereof to all members and to inform the news media.
- 9.3** Parliamentary procedure in regular meetings shall generally be governed by the adopted rules of order, namely, Robert's Rules of Order, ~~except that the chairperson shall be permitted to make and vote on motions.~~

#### **ARTICLE X – SPECIAL MEETINGS**

- 10.1** Special meetings of the Commission may be called by the chairperson or by two members upon written request to the Town Planner. The Town Planner shall provide to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof.

- 10.2** Written notice to all members of a special meeting is not required if the time of the special meeting has been fixed at a regular Commission meeting.
- 10.3** For any special meeting, the business to be discussed shall be stated in the call for such meeting. No other business shall be discussed or acted upon.

**ARTICLE XI – WORK SESSIONS**

- 11.1** The Commission will hold work sessions at 7:30 in the evening on the Thursday following the regularly scheduled Town Council meeting. Such session will be held for providing in-depth study of issues. Such session may include members of the Town Council, the applicant, Fire, Rescue or others who can contribute to the Commission’s understanding and evaluation of the agenda issues.
- 11.2** Work sessions may limit public expression at the discretion of the chairperson unless the Commission or applicant has questions of the public.

**ARTICLE XII – HEARINGS**

- 12.1** Public hearings will be considered a special order of business at the time set for such hearing and shall supplant any matter on the agenda.
- 12.2** Public hearings may be held in conjunction with prescribed Town Council public hearings.

**ARTICLE XIII – ORDER OF BUSINESS**

The order of business for a regular meeting shall be:

- 13.1** Call to Order
- 13.2** Roll Call
- 13.3** Approval of the Minutes
- 13.4** Action Items (with public comment at the time of discussion of an item)
  - 13.4.1** Consent Agenda
  - 13.4.2** Regular Agenda
- 13.5** Discussion and Informational Items
- 13.6** Old Business

13.7 New Business

13.8 Adjournment

#### ARTICLE XIV – AMENDMENTS

14.1 These rules may be amended or modified by a recorded ~~2/3~~two-thirds vote of the Commission membership after two (2) week advance notice of the intent to change has been given in writing to each Commission member.

14.2 After approval by the Commission, amendments shall be submitted to the Town Council for its approval

#### ARTICLE XV – EFFECTIVE DATE

15.1 These Bylaws shall become effective immediately upon their adoption by the Town Council~~on September 23, 2008~~.

15.2 Nothing in these Bylaws shall be construed as invalidating any official business of the Commission transacted prior to their adoption.

#### ARTICLE XVI – SEVERABILITY

16.1 Severability: If any section, phrase, or part of these Bylaws should for any reason, be held invalid by a court of competent jurisdiction, such decisions shall not affect the remainder of the Bylaws, and every remaining section, clause or part thereof shall continue in full force and effect.

16.2 If these Bylaws are in conflict with State statute, or Town Council resolutions, or ordinances, the State statute or Town Council action or ordinance shall prevail.



# *Town of Strasburg*

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## **MEMORANDUM**

**To:** Town of Strasburg Planning Commission  
**From:** Judson J. Rex, AICP  
**Date:** June 22, 2010  
**Re:** Community Plan

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Staff will present a draft of the Land Use and Community Design chapter of the Community Plan at the Planning Commission meeting on Tuesday, June 22, 2010. The draft text and maps were still being created at the time of publishing the agenda. Please contact me if you have any questions.