

///MEMO///  
From the Desk of: Tara Morris

March 21, 2024  
TO: All Planning Commission Members  
RE: Planning Commission Meeting 3/26/2024

Hello All,

We will be meeting on Tuesday, March 26, 2024 at 6:00 p.m. We have a couple new business items on the agenda to discuss then we will move into discussion on the comprehensive plan.

The first item on the agenda to discuss is a request for a lot line revision. The applicant wants to take his 35,352.2 square foot lot and subdivide it into two lots. His lot would remain 20,481.6 square feet with 122.43' feet of road frontage and the proposed new lot would be 14,870.6 square feet with 100' of road frontage. Both lots meet the town code requirements for a building lot which is 12,000 square feet and 100' of road frontage. The property is zoned B-3 which allows business and residential as a permitted use.

Bylaws – Stefanie has prepared a final draft using suggestions received. Please review these prior to the meeting so we can discuss and edit or approve them.

If you have questions or cannot attend the meeting on Tuesday, please let me know immediately.

See you Tuesday,  
Tara

Tara Morris  
Assistant to Town Manager  
Town of Grottoes

**TOWN OF GROTTUES  
PLANNING COMMISSION MEETING  
March 26, 2024  
6:00 p.m.**

**MEETING CALLED TO ORDER BY CHAIRMAN**

- Roll Call

**PUBLIC EXPRESSION**

**APPROVAL OF MINUTES – from the meeting on January 30, 2024**

**REPORT FROM SECRETARY**

**REPORT FROM TOWN MANAGER**

**REPORT OF STANDING COMMITTEES**

- **Comprehensive Plan Committee-** Taylor, Chair; Kohl
- **Capital Improvements Committee-** Baker, Chair; Haas
- **Land Use & Zoning Committee-** Ehlenfeldt, Chair; Stoll

**NEW BUSINESS**

1. Request for Lot Line Revision
2. Bylaws Final Draft Review

**OLD BUSINESS**

1. Comprehensive Plan

**ADJOURNMENT**

January 30, 2024

The Planning Commission meeting was held on Tuesday, January 30, 2024 at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Chairman Nicely called the meeting of January 30, 2024 of the Grottoes Planning Commission to order at 6:00 p.m. Chairman Nicely requested a roll call.

**ATTENDANCE:** Commission Members present: Brooke Haas, Jean Stoll, René Ehlenfeldt, Darrel Baker, Michael Kohl, and Maite Taylor.

Other Town Officials present: Town Manager Stefanie McAlister, Town Clerk Tara Morris and Police Chief Jason Sullivan.

### **APPROVAL OF MINUTES.**

On motion by Commission member Ehlenfeldt, seconded by Commission member Haas, and carried by a vote of 7-0, voting recorded as follows: HAAS – AYE; STOLL – AYE; EHLENFELDT - AYE; NICELY – AYE; BAKER – AYE; KOHL – AYE; TAYLOR – AYE, the Commission approved the minutes from the meeting on November 28, 2023.

### **REPORT FROM SECRETARY**

Clerk Morris said she has nothing to report.

### **REPORT FROM THE TOWN MANAGER**

Manager McAlister said she would like to welcome here tonight the staff from the Central Shenandoah Planning District Commission (CSPDC). She said they will be going over the process and timeline of updating the town's comprehensive plan.

Manager McAlister stated that we discussed updating the bylaws but have not received any input from any commission members. She said she had received some suggestions from Gleamer Sullivan while she was on the commission and asked the commission members to review and send her any suggested changes by February 11, 2024 and that we will review them at the next planning commission meeting.

Manager McAlister said she wanted to bring up committee structure since we are reviewing the bylaws and forming committee chairs for the year. She said the by laws does not have an Economic Development Committee and said we could dissolve this committee for the year. She also said the bylaws show a Subdivision Committee and it says if there is not one appointed then the entire commission will review subdivision requests. She said this is what we have done in the

past and feels we should keep it that way, Manager McAlister suggested combining the zoning committee and land use committee since they both pertain to properties.

## **NEW BUSINESS**

Jeremy Crute introduced himself as a Planner with the CSPDC and said that he will be working with the planning commission to update the comprehensive plan. He also introduced his co-workers Ansley Heller and Allyson Finchem. He said Ansley will be coming with him to work on the comprehensive plan and Allyson has accepted a new position at the CSPDC and will be assisting from the office when needed. Mr. Crute went over what a comprehensive plan was for, so localities can proactively plan for the future and that it is required by the State Code. He said a comprehensive plan addresses all aspects of the community and the process will include fact finding, goal setting, and Implementation. Mr. Crute said the CSPDC will collect data, prepare GIS maps, draft and edit the plan and ensure state code compliance. He said they will meet with the planning commission and in between time they will need the planning commission to review the section drafts, provide input on needs, visions, and goals and once completed recommend to the town council. Mr. Crute went over the timeline of the work to be done and stated when the public input sessions will be. The Commission asked for the demographics and utilities to be moved up in the timeline. The Commission asked if these sections could be put on the website for citizens to comment. Mr. Crute said there is a program called File Stage that we may want to look into if we want to go beyond the public input session. He did state that if the commission keeps communication going then the process should take right at one year to complete. Mr. Crute said he is looking forward to working with everyone and that his contact information is on the presentation he provided if anyone has any questions.

On a motion by Commission member Ehlenfeldt, seconded by Commission member Taylor, and carried by a vote of 6-0-1, voting recorded as follows, HAAS – AYE; STOLL – AYE; EHLENFELDT - AYE; NICELY – ABSTAIN; BAKER – AYE; KOHL – AYE; TAYLOR – AYE; to appoint Dylan Nicely as Chairman of the Planning Commission.

On a motion by Commission member Taylor, seconded by Commission member Haas, and carried by a vote of 7-0, voting recorded as follows, HAAS – AYE; STOLL – AYE; EHLENFELDT - AYE; NICELY – AYE; BAKER – AYE; KOHL – AYE; TAYLOR – AYE; to appoint René Ehlenfeldt as Vice-Chairman of the Planning Commission.

Chairman Nicely said going by the bylaws he would dissolve the Economic Development Committee and for the Subdivision Committee he would leave that for the entire commission to review. Chairman Nicely said he would like to combine the Zoning and Land Use Committee and appoint Commissioner Ehlenfeldt as Chair and Commissioner Stoll to serve on that committee. He said for the Capital Improvement Committee he would appoint Commissioner Baker as Chair and Commission Haas to serve on the committee. Chairman Nicely said the entire commission will be working on this Comprehensive Plan update but for the committee he is

appointing Commissioner Taylor as Chair and Commissioner Kohl to serve. He said that he will serve as the ex-officio to all the committees.

**ADJOURN**

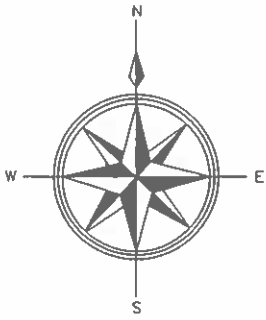
Chairman Nicely adjourned the meeting at 6:55 p.m.

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Chairman

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Secretary

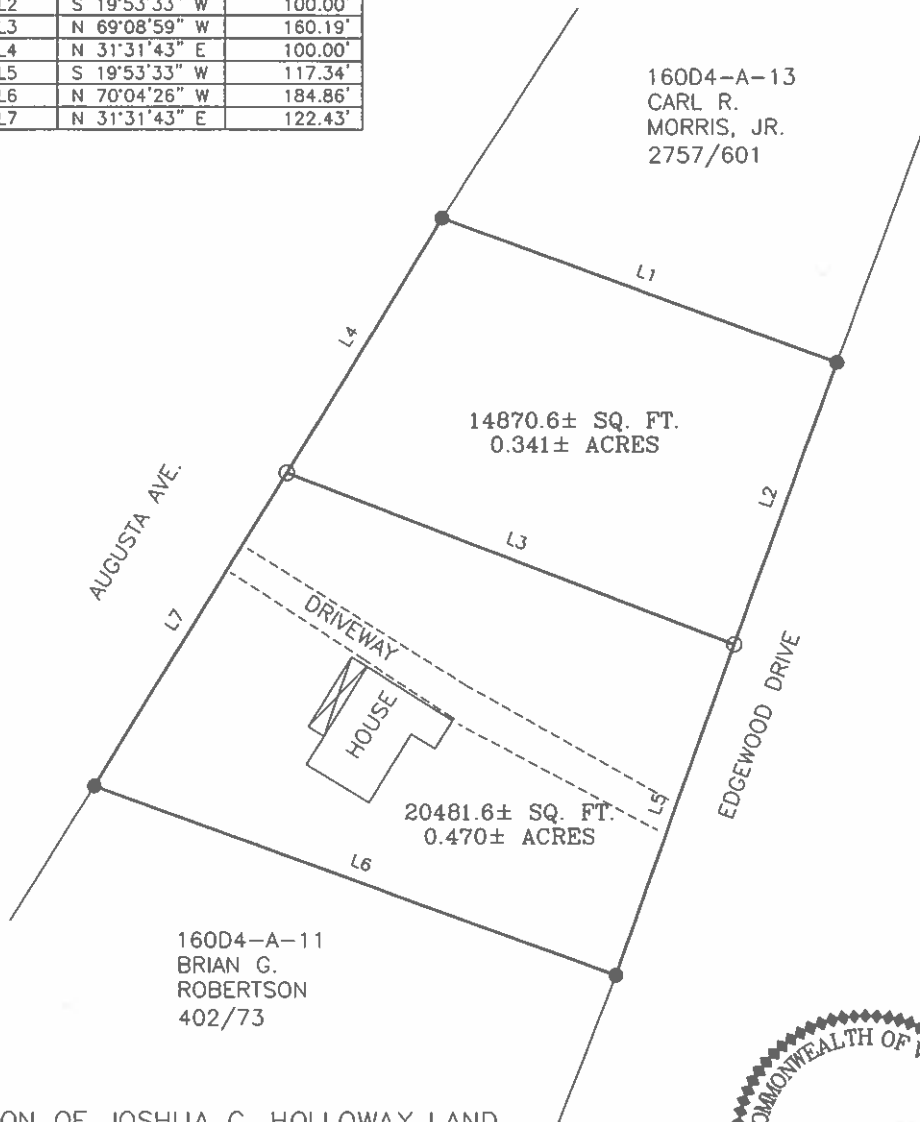


- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 50'
- 3 = TAX MAP = 160D4-A-12
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

#### LEGEND

- = IRON PIN FOUND
- = IRON PIN SET

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 69°51'10" E | 140.00'  |
| L2   | S 19°53'33" W | 100.00'  |
| L3   | N 69°08'59" W | 160.19'  |
| L4   | N 31°31'43" E | 100.00'  |
| L5   | S 19°53'33" W | 117.34'  |
| L6   | N 70°04'26" W | 184.86'  |
| L7   | N 31°31'43" E | 122.43'  |



DIVISION OF JOSHUA C. HOLLOWAY LAND

LOCATED IN THE TOWN OF GROTTOS  
ROCKINGHAM COUNTY, VIRGINIA.

OWNER: JOSHUA C. HOLLOWAY  
REFERENCE: DEED BOOK 5490. PAGE 738



NEWMAN SURVEYING  
Licensed Land Surveyor  
GROTTOES, VIRGINIA 24441  
(540) 421-6232

JOB NO. R160D4-A-12 DATE: MARCH 13, 2024

# BYLAWS

## Town of Grottoes, Virginia

### Planning Commission

#### ARTICLE 1. AUTHORIZATION

- 1-1. This Planning Commission is established in conformance with a resolution adopted by the Grottoes Town Council of Grottoes, Virginia on December 1, 1959; and in accordance with the provisions of Section 15.1-4727.1, Code of Virginia (1950), as amended.
- 1-2. The official title of this Planning Commission shall be "Grottoes Planning Commission," hereinafter referred to as the "Commission".

#### ARTICLE 2. PURPOSE

- 2-1. The purpose of the Commission is to assist the Town Council to anticipate and guide future development and change by preparing plans, ordinances, capital improvement programs, studies, reports, and other documents for consideration by the Town Council.

#### ARTICLE 3. MEMBERSHIP

- 3-1. The Commission shall consist of seven members appointed by the Town Council. All members shall be residents of the Town of Grottoes and qualified by knowledge and experience to make decisions on questions of growth and development. One member may be a member of the Town Council and one member may be an administrative officer of the Town government. At least one-half of the members shall be freeholders.
  - 3-1.1. All appointed or reappointed Planning Commissioners should be notified by the Clerk of Council within five business days of the Council vote and asked whether they accept or decline.
- 3-2. The terms of office for the member of the Town Council and the administrative officials shall be coextensive with their terms of office, unless the Town Council appoints others in their stead.
- 3-3. Any vacancy in membership shall be filled by appointment of the Town Council and shall be for the unexpired portion of the term only.
- 3-4. Any member of the Commission shall be eligible for reappointment.
- 3-5. Any member of the Commission may be removed by the Town Council for inefficiency, neglect of duty, malfeasance in office, or without limitation in the event that the Commission member is absent from any three consecutive meetings of the Commission, or is absent from any four meetings of the Commission within any 12-month period.
- 3-6. The term of a Commission member shall expire immediately prior to the beginning of the regular monthly meeting at which his successor's term of office shall begin.
- 3-7. The Town Council may provide for the payment of expenses incurred by Commission members in the performance of their official duties and compensation for services (in the amount of \$10 per meeting attended).

#### ARTICLE 4. SELECTION OF OFFICERS

- 4-1. Officers of the Commission shall consist of a Chairman, Vice-Chairman and Secretary. The Chairman and Vice-Chairman shall be elected by the membership. The Secretary shall serve at the request of the Commission and may be a member of the Commission, an employee of the Town government, or a citizen volunteer.
- 4-2. Nominations of officers shall be made from the floor at the regular election meeting each year, which should be held during the 1<sup>st</sup> meeting of each new calendar year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- 4-3. The term of office shall be for one (1) year or until a successor takes office.
- 4-4. Any vacancies in office shall be filled for the unexpired portion of the term in the same manner as the officers are originally chosen.

#### ARTICLE 5. DUTIES OF OFFICERS

- 5-1. The Chairman shall be a member of the Commission and shall:
  - 5-1-1. Preside at all meetings.
  - 5-1-2. Appoint all committees.
  - 5-1-3. Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote by the members present).
  - 5-1-4. Be informed immediately of any official communication, and report same at the next regular Commission meeting.
  - 5-1-5. Certify all official documents involving the authority of the Commission.
  - 5-1-6. Certify all minutes as true and correct copies.
  - 5-1-7. Provide for the assimilation of all new members and ensure that they have received the necessary documents needed to understand the importance of their position.
  - 5-1-8. Carry out other duties as assigned by the Commission.
- 5-2. The Vice-Chairman shall be a member of the Commission and shall:
  - 5-2-1. Act in the absence or inability of the Chairman to act, with the full powers of the Chairman.
- 5-3. The Secretary shall:
  - 5-3-1. Record attendance at all meetings.
  - 5-3-2. Record the minutes of the Commission meetings.
  - 5-3-3. Notify all members of all meetings.
  - 5-3-4. Maintain a file of all Commission records and reports.
  - 5-3-5. Certify all maps, records, and reports of the Commission.



- 5-3-6. Give notice and be responsible for publishing notices of all Commission public hearings and public meetings or any cancellations of such.
- 5-3-7. Provide informational packets to the Commission pertaining to items to be discussed on the agenda. Such packets shall be available to the Commission and shall be posted in their entirety on the Town of Grottoes official public government website at 2:00 p.m. on the Thursday preceding the Commission's regularly scheduled meeting.
  - 5-3-7.1. Agenda items must be submitted to the Secretary by 5:00 p.m. on Wednesday preceding the Commission's regularly scheduled meeting.
- 5-3-8. Provide new members with a copy of the most current Comprehensive Plan, Town Code, Bylaws, and any other pertinent information.
  - 5-3-8.1. Certified Planning Commissioners Program training opportunities and all other training protocols shall be provided in writing to new Commissioners upon their appointment acceptance.
  - 5-3-8.2. Orientation of new Commissioners shall be at least 30 business days before the start of their term, or 5 business days if they are filling an unexpired term, or upon appointment acceptance if they will be participating in a Planning Commission meeting before 5 business days has elapsed.
  - 5-3-8.3. The Commissioner shall contact the Commission Secretary and resubmit their resume and application to be considered for reappointment no later than the 1st of July of the last year of their term.
- 5-3-9. Ensure that these Bylaws are reviewed at least annually at the first meeting of each new calendar year.
- 5-3-10. Attend to the correspondence necessary for the execution of the duties and functions of the Commission.

## ARTICLE 6. COMMITTEES

- 6-1. The following committees may be appointed by the Chairman to serve as needed:
  - 6-1-1. Comprehensive Plan Committee. It shall develop, update and revise the comprehensive plan and coordinate the work of other committees which relate to the overall plan development on a schedule that aligns with the regulations set forth in the Code of Virginia.
  - 6-1-2. Land Use Committee. It shall prepare and maintain an inventory of land uses within the Town and be responsible for the preparation of land use maps.
  - 6-1-3. Subdivision Committee. It shall draft subdivision regulations and subsequent amendments. It shall examine all subdivision applications, receive staff comments on them, and make recommendations on them to the Commission. If a committee is not appointed, examination shall be made by the full commission.
  - 6-1-4. Zoning Committee. It shall draft a zoning ordinance and subsequent amendments. At the request of the Board of Zoning Appeals, it may review applications for rezoning, special exceptions and variances and submit its recommendations to the Commission.

- 6-1-5. Capital Improvements Committee. It shall prepare and annually update a capital improvement program (CIP) in conjunction with Town administrative officials and submit its recommendations to the Commission. It will ensure that the CIP is in conformance with the comprehensive plan.
- 6-2. Special Committees may be appointed by the Chairman for purposes and terms approved by the Chairman.
- 6-3. The Chairman shall be an ex-officio member of every committee.

#### ARTICLE 7. MEETINGS

- 7-1. Regular meetings of the Commission shall be held on the last Tuesday of odd months at 6:00 p.m. Special meetings shall be called as needed. When a meeting falls on a legal holiday, the meeting shall be held on the day following unless otherwise designated by the Commission.
- 7-2. Special meetings may be called by the Chairman or by two (2) members upon written request to the Secretary. The Secretary shall mail to all members, at least five (5) days before a special meeting, a written notice giving the time, place and purpose of the meeting.
- 7-3. All meetings of the Commission shall be open to the public.

#### ARTICLE 8. VOTING

- 8-1. A majority of the members shall constitute a quorum.
- 8-2. No action of the Commission shall be valid unless authorized by a majority vote of those present and voting.

#### ARTICLE 9. ORDER OF BUSINESS

- 9-1. The order of business for a regular meeting shall be:
  - 9-1-1. Call to order by Chairman.
  - 9-1-2. Roll Call.
  - 9-1-3. Determination of a quorum.
  - 9-1-4. Public expression.
  - 9-1-5. Reading of minutes.
  - 9-1-6. Report of Secretary.
  - 9-1-7. Report of standing committees.
  - 9-1-8. Report of special committees.
  - 9-1-9. Unfinished business.
  - 9-1-10. New business.
  - 9-1-11. Adjournment.
- 9-2. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order.
- 9-3. The Commission shall keep a set of minutes of each meeting, and these minutes shall become public record. The Secretary and Chairman shall sign all minutes, and, at the end of the year, shall certify that the minutes of the preceding year are true and correct copy.

9-3.1. The minutes of the Planning Commission meeting shall be posted on its official public government website within seven working days of final approval of the minutes.

## ARTICLE 10. PUBLIC HEARINGS

- 10-1. In addition to those required by law, the Commission may hold a public hearing on any matter which it deems to be in the public interest.
- 10-2. Notice of a public hearing shall be published once a week for two successive weeks, in a newspaper of general circulation in the area, at least seven (7) days before the day of the public hearing.
- 10-3. The Chairman shall summarize the matter before the Commission, allow interested parties to address the Commission, and accept written statements and other documentation pertinent to the matter before the Commission.
- 10-4. Rules and Procedures of a Public Hearing:
  1. Public Hearing – the order of the presentation shall be as follows, unless varied by the Chairman.
    - a. Staff Report.
    - b. Comments, statements or presentations from members of the public. If a Planning or zoning matter, those who are in support of the matter will speak first; those who have questions or concerns will speak next; those who are opposed will close the public comment period.
    - c. Questions from members of the Commission.
  2. The initial presentation by the applicant shall be **limited to 3 minutes**. Additional time will be granted at the discretion of the Chairman.
  3. Each speaker shall be limited to 3 minutes, whether speaking on behalf of a group or as an individual. Additional time will be granted at the discretion of the Chairman.
  4. When a large group is anticipated, a speakers' sign-up sheet will be located on the corner of the Clerk's Desk near the entrance to Council Chambers. Speakers arriving after the commencement of the hearing will be recognized at the discretion of the Chairman.
  5. Repetitive testimony is discouraged.
  6. All comments shall be directed to the members of the Planning Commission. Debate is prohibited.
  7. Public remarks shall be confined to the matter under discussion and shall be relevant. The Chairman shall have the authority to end a presentation that violates these rules.
  8. Following discussion of all matters considered in the public hearing, the members will consider one of the actions regarding each matter:
    - Approval (with conditions, as applicable)
    - Denial or
    - Table for further review.
  9. Once the public comment period has been closed, no further public input will be permitted unless a Commission member requests clarification. The response shall address only those questions raised by the member.
- 10-5. An accurate, written record shall be made of the proceedings of a public hearing and maintained as a part of the Commission's file.

ARTICLE 11. AMENDMENTS

- 11-1. These bylaws may be amended by a majority vote of the entire membership after thirty (30) days prior notice.

FINAL DRAFT