

VIRGINIA: MINUTES FOR THE ORGANIZATIONAL AND REGULAR MEETING OF THE DINWIDDIE COUNTY PLANNING COMMISSION HELD IN THE BOARD MEETING ROOM OF THE DINWIDDIE COUNTY GOVERNMENT CENTER BUILDING ON THE 9<sup>th</sup> DAY OF JANUARY 2019 AT 7:00 P.M.

PRESENT:	SAMUEL W. HAYES	AT-LARGE	
	BUTCH CUNNINGHAM	DIST #4	
	EVERETTE PROSISE	DIST #1	
	EDWARD TITMUS	DIST #2	
	JOHN HARVELL	CHAIRMAN	DIST #3
	THOMAS TUCKER	AT-LARGE	
	ANTHONY SIMMONS	VICE-CHAIRMAN	DIST #5
OTHER:	MARK BASSETT	PLANNING DIRECTOR	
	JAMIE SHERRY	ZONING ADMINISTRATOR	

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**IN RE: CALL TO ORDER**

The Chairman called the meeting to order at 7:00 p.m.

**IN RE: PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

The Chairman asked everyone to stand for the pledge of allegiance and a moment of silence.

**IN RE: ROLL CALL**

The Chairman asked for the roll to be called and all members were present.

**IN RE: APPROVAL OF AGENDA**

The Chairman asked if there were any additions or corrections to the agenda. He said since there are none he would entertain a motion to accept the agenda as presented.

Mr. Titmus made a motion that the agenda be accepted as presented. It was seconded by Mr. Tucker and with Mr. Hayes, Mr. Prosise, Mr. Cunningham, Mr. Tucker, Mr. Titmus, Mr. Simmons and Mr. Harvell voting "AYE" the agenda was accepted as presented.

**IN RE: MINUTES**

The Chairman said the members have before them the minutes for the September 12, 2018 Regular meeting and he asked if there were any corrections. He said since there are none he would entertain a motion to accept the minutes as presented.

Mr. Titmus made a motion that the minutes be accepted as presented. It was seconded by Mr. Simmons and with Mr. Tucker, Mr. Cunningham, Mr. Hayes, Mr. Prosise, Mr. Titmus, Mr. Simmons and Mr. Harvell voting "AYE" the minutes were accepted as presented.

The Chairman said the members have before them the minutes for the November 14, 2018 Workshop meeting and he asked if there were any corrections. He said since there are none he would entertain a motion to accept the minutes as presented.

Mr. Titmus made a motion that the minutes be accepted as presented. It was seconded by Mr. Simmons and with Mr. Tucker, Mr. Cunningham, Mr. Hayes, Mr. Prosise, Mr. Titmus, Mr. Simmons and Mr. Harvell voting "AYE" the minutes were accepted as presented.

**IN RE: ELECTION OF CHAIRMAN FOR 2019**

The Chairman turned the meeting over to Mr. Bassett.

Mr. Bassett asked if there were any nominations for 2019 Planning Commission Chairman.

Mr. Tucker made a motion and read the following: **BE IT RESOLVED**, by the Planning Commission of Dinwiddie County, Virginia that **Mr. Anthony Simmons** shall be appointed as the Chairman of the Planning Commission of Dinwiddie County, Virginia for the year 2019, or until he resigns, or is unable to hold office, or until a successor assumes office. It was seconded by Mr. Cunningham and with Mr. Hayes, Mr. Tucker, Mr. Prosise, Mr. Cunningham, Mr. Titmus, Mr. Simmons and Mr. Harvell voting "AYE" Mr. Simmons is the Planning Commission's 2019 Chairman.

Mr. Bassett said he was turning the meeting back over to the new Chairman, Mr. Simmons.

**IN RE: ELECTION OF VICE CHAIRMAN FOR 2019**

The Chairman opened nominations for Vice Chairman of the Planning Commission.

Mr. Cunningham made a motion and read the following: **BE IT RESOLVED**, by the Planning Commission of Dinwiddie County, Virginia that **Mr. Samuel Hayes** shall be appointed as the Vice Chairman of the Planning Commission of Dinwiddie County, Virginia for the year 2019, or until he resigns, or is unable to hold office, or until a successor assumes office. It was seconded by Mr. Tucker and with Mr. Titmus, Harvell, Mr. Tucker, Mr. Cunningham, Mr. Prosise, Mr. Hayes and Mr. Simmons voting "AYE" Mr. Hayes is the Planning Commission's 2019 Vice Chairman.

**IN RE: DETERMINATION OF MEETING SCHEDULE FOR 2019**

The Chairman said the next item on the agenda is the determination of the meeting schedule for 2019. If there are no objections I will accept a motion to approve the 2019 Planning Commission meeting schedule.

Mr. Titmus made a motion and read the following: **WHEREAS**, the Planning Commission of Dinwiddie County, Virginia is required by the Virginia Code to adopt a regular meeting schedule,

**NOW THEREFORE BE IT RESOLVED** by the Planning Commission of Dinwiddie County, Virginia, that the following rules shall apply for the year 2019:

1. Regular Meetings of the Planning Commission shall be held every month, on the second Wednesday of the month, as shown on the attached 2019 calendar, in the Board Meeting Room in the Pamplin Administration Building, 14010 Boydton Plank Road, Dinwiddie, Virginia. The Regular Meeting time shall be 7:00 PM unless otherwise noted.
2. Should it be necessary to cancel a regular and/or an advertised Planning Commission meeting due to weather or other conditions, the meeting shall be continued for 7 days to the same time and place. The regular meetings dates are as follows:

January 9, 2019

February 13, 2019

March 13, 2019

April 10, 2019

May 8, 2019                  June 12, 2019                  July 10, 2019                  August 14, 2019  
September 11, 2019      October 9, 2019              November 13, 2019      December 11, 2019

The organizational meeting for the calendar year 2020 will be held on January 8, 2020 at 7:00 p.m.

It was seconded by Mr. Cunningham and with Mr. Prorise, Mr. Cunningham, Mr. Tucker, Mr. Harvell, Mr. Titmus, Mr. Hayes, and Mr. Simmons voting "AYE" the 2019 meeting schedule was adopted.

**RE:                  CITIZEN COMMENTS**

The Chairman opened the citizen comment portion of the meeting and asked if anyone had signed up to speak. He said since there is no one he was closing the citizen comments portion of the meeting. The Chairman said he was turning the meeting over to Mr. Bassett for item 9 for review of the By-Laws.

**RE:                  NEW BUSINESS**

**Review of By-Laws**

Mr. Bassett said all the members have a copy of the By-Laws. If there is anything needing to be discussed or changed in the By-laws, this is the time to do it.

In general discussion the members determined that nothing needed to be discussed or changed within the By-Laws.

**Code of Ethics and Standards of Conduct**

Mr. Bassett said all the members have a copy of the Code of Ethics. If there is anything needing to be discussed or changed in them, this is the time to do it.

Mr. Prorise mentioned that last year the Planning Commission voted unanimously to not read aloud the Code of Ethics, and after review there was no further discussion concerning the Code of Ethics.

**IN RE:                  COMMISSIONERS' COMMENTS**

Mr. Prorise asked Mr. Bassett if the meeting involving zoning changes would be rescheduled. He also wanted to know when the FY 2020 CIP Budget meeting that Mr. Massengill has with the Planning Commission will take place.

Mr. Bassett said we hope to reschedule that meeting with the zoning changes very soon. As to the CIP Budget meeting with Mr. Massengill, I don't have a meeting date at this time.

Mr. Tucker asked if Staff is still planning to bring back the Zoning Ordinance amendments concerning requirements for home occupations and also telecommunication tower requirements that Staff previously discussed with the Planning Commission in 2018.

Mr. Bassett said staff is planning move forward with the Zoning Ordinance amendments this year as part of the Planning and Zoning Department work program.

Mr. Tucker wished everyone a Happy New Year and he is looking forward to working with the new Chairman and Vice Chairman for this upcoming year.

**IN RE:                  PLANNING DIRECTOR'S COMMENTS**

Mr. Bassett said he doesn't have any comments, but Staff has meetings scheduled with potential applicants for zoning cases that may be coming to the Commission in the near future, and Staff will keep you all informed as cases proceed to the Public Hearings phase.

**IN RE: ADJOURNMENT**

The Chairman said if there is no further business he would entertain a motion for adjournment. Mr. Cunningham made a motion to adjourn the meeting and Mr. Titmus seconded it and with all members in agreement the meeting adjourned at 9:58 p.m.

Respectfully submitted,

Mark Bassett  
Planning Director

Signed: \_\_\_\_\_  
Planning Commission Chairman

Dated: \_\_\_\_\_