

WILLIAMSBURG PLANNING COMMISSION BYLAWS

ARTICLE I – AUTHORIZATION

- 1-1 The Williamsburg Planning Commission is established in conformance with Article III, Division 3 of the Williamsburg City Code, and in accord with the provisions of Title 15.2, Chapter 22, Article 2 of the Code of Virginia (1950), as amended.
- 1-2 The official title of this planning commission shall be “Williamsburg Planning Commission,” hereinafter referred to as the “Commission”.

ARTICLE II – PURPOSE

- 2-1 The purpose of the Commission is to assist City Council in planning for the future of the City. The most important responsibility of the Commission is to prepare the Comprehensive Plan. The Commission also develops implementation measures such as the zoning ordinance and subdivision ordinance and assists in the development of a capital improvement program.

ARTICLE III – MEMBERSHIP

- 3-1 The Commission shall consist of seven members appointed by the City Council. All members shall be residents of the City of Williamsburg and qualified by knowledge and experience to make decisions on questions of community growth and development. At least one-half of the members shall be owners of real property.
- 3-2 Each member of the Commission shall take an oath of office to be administered by the Clerk of Council.
- 3-3 All members shall be appointed for terms of four years.
- 3-4 Any vacancy in membership shall be filled by appointment of the City Council and shall be for the unexpired portion of the term only.
- 3-5 No member who has served for two complete consecutive terms shall be eligible for reappointment until after the lapse of an intervening two years.
- 3-6 The City Council shall provide for the payment of expenses incurred by Commission members in the performance of their official duties and may compensate Commissioners for their services.

ARTICLE IV – SELECTION OF OFFICERS

- 4-1 Officers of the Commission shall consist of a chair, first vice-chair, and second vice-chair. The chair, vice-chair, and second vice-chair shall be elected by the membership.
- 4-2 Nomination of officers shall be made from the floor at the regular January meeting each 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 year.
- 4-4 An office on the Commission becomes vacant when the commissioner holding the office resigns, is removed by Council, moves from the City, or when his or her term expires. A replacement shall be selected at the next regular Planning Commission meeting.

ARTICLE V-DUTIES OF OFFICERS AND STAFF

- 5-1 The *chair* 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 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 Sign the minutes once approved by the Commission.
 - 5-1-6 Carry out other duties as assigned by the Commission.
 - 5-1-7 Act as liaison between City Council and the Commission.
- 5-2 The *first vice-chair* shall be a member of the Commission and shall:
 - 5-2-1 Act in the absence or inability of the chair to act, with full powers of the chair.
- 5-3 The *second vice-chair* shall be a member of the Commission and shall:
 - 5-3-1 Act in the absence or inability of the chair and first vice-chair to act, with full powers of the chair.
- 5-4 The Planning Department staff shall:
 - 5-4-1 Record attendance at all meetings.
 - 5-4-2 Record the minutes of the Commission meetings.
 - 5-4-3 Notify all members of all meetings.
 - 5-4-4 Maintain a file of all official Commission records and reports.
 - 5-4-5 Certify all official documents involving the authority of the Commission.

- 5-4-6 Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.
- 5-4-7 Attend to the correspondence necessary for the execution of the duties and functions of the Commission.

ARTICLE VI – COMMITTEES

- 6-1 The following committees, and representatives on boards and committees, shall be appointed by the chair (unless otherwise noted):
 - 6-1-1 **Site Plan Review Committee.** This committee shall consist of three or four members of the Commission. It shall review site plans and subdivision applications, receive staff comments on them, and make recommendations to the Commission.
 - 6-1-2 **Architectural Review Board.** One member of the Commission shall serve on the Architectural Review Board.
 - 6-1-3 **Economic Development Authority.** One member of the Commission shall serve as a liaison to the Economic Development Authority for the purpose of facilitating communication between the Economic Development Authority and the Planning Commission.
 - 6-1-4 Special committees may be appointed by the chair for purposes and terms approved by the Commission.
- 6-2 The chair shall be an ex-officio member of every committee.

ARTICLE VII – MEETINGS

- 7-1 Regular meetings of the Commission shall be held on the Wednesday after the second Thursday of each month at 3:30 p.m. Special meetings shall be called as needed. When a meeting date 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 chair or by two members upon written request to the secretary. The secretary shall mail to all members, at least five days before a special meeting, a written notice giving the time, place, and purpose of the meeting.
- 7-3 Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting or if all members are present at the special meeting or file a written waiver of notice.
- 7-4 All meetings of the Commission shall be open to the public.
- 7-5 The Commission shall allow for electronic participation in meetings by Commission members as permitted by and in conformity with the requirements found in Section 2-34 of the Williamsburg Code.

ARTICLE VIII – QUORUM

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

ARTICLE IX – ORDER OF BUSINESS

- 9-1 The order of business for a regular meeting shall be:
 - 9-1-1 Call of order by the chair
 - 9-1-2 Roll call and determination of a quorum
 - 9-1-3 Approval of minutes
 - 9-1-4 Consent agenda items
 - 9-1-5 Public hearings
 - 9-1-6 Open forum
 - 9-1-7 Site plans and subdivisions
 - 9-1-8 Unfinished business
 - 9-1-9 New business
 - 9-1-9.1 Other
 - 9-1-9.2 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 a public record.

ARTICLE X – CONSENT AGENDA

- 10-1 Planning Department staff may place on the consent agenda items of a routine nature that generally do not require discussion and debate before the Commission.
- 10-2 An item may be removed from the consent agenda by a vote of the majority of the Commission members present at the meeting.

ARTICLE XI – PUBLIC HEARINGS

- 11-1 In addition to those required by law, the Commission may hold public hearings on any Planning matter which it deems to be in the public interest.
- 11-2 Notice of a public hearing shall be published in accordance with Sec. 15.2-2204 of the Code of Virginia, as amended.

11-3 The chair and/or the Planning Department staff shall summarize the matter before the Commission. The chair shall allow interested parties to address the Commission and accept written statements and other documentation pertinent to the matter before the Commission.

11-4 The applicant shall have a time limit of ten minutes to address the Commission. All other speakers shall have a time limit of five minutes, but a representative of a group or organization, at the chair's discretion, may be given additional time once everyone wishing to speak has done so.

ARTICLE XII – AMENDMENTS

12-1 These Bylaws may be amended by a majority vote of the entire membership after 30 days prior notice.

Adopted: May 20, 1998

Amended: April 14, 2004; January 16, 2014; February 18, 2015; July 15, 2015; January 20, 2016; June 16, 2021