

**FINAL ACTION MEMO**  
**Planning Commission Work Session and Regular Meeting of December 9, 2025**

<b><u>AGENDA ITEM/ACTION</u></b>	<b><u>FOLLOW-UP ACTION</u></b>
<p>1. <b>Call to Order.</b></p> <ul style="list-style-type: none"> <li>• Meeting called to order at 4:00 p.m. by Chair Missel.</li> <li>• PC members present were Mr. Missel; Mr. Carrazana; Mr. Clayborne arrived at (4:05); Mr. Bivins; Ms. Firehock; and Mr. Moore.</li> <li>• Mr. Murray (via Zoom) asked to participate remotely from his home in Albemarle County, due to inclement weather. On motion by Commissioner Firehock, seconded by Commissioner Moore, the Commissioners present voted 6:0 to allow Commissioner Murray's remote participation.</li> <li>• Staff members present were Kevin McDermotts, Scott Clark, Margaret Maliszewski, Rebecca Ragsdale, Tonya Swartzendruber, Jodie Filardo, Bart Svoboda, Jenny Tevendale, and Carolyn Shaffer (via Zoom)</li> </ul>	
<p>2. <b>Establish Quorum</b></p>	
<p>3. <b>Work Session</b></p> <p>3a. <b>2025 Land Use Buildout Analysis</b>  Staff presentation of the 2025 Buildout Analysis and Capacity Tracking Tool. (J.T. Newberry)</p>	
<p><b>Recess/Reconvene 6:00 p.m.</b></p>	
<p>4. <b>Public Comments</b></p>	
<p>5. <b>Consent Agenda:</b>  Approval of Minutes for November 18, 2025, and November 25, 2025</p> <p><b>Action:</b> On motion of Commissioner Firehock, seconded by Commissioner Clayborne, the Planning Commission approved the minutes of November 18, 2025, and November 25, 2025, meeting by a vote of 7:0</p>	<p><u>Clerk:</u>  Post to website</p>

<p>6. <b>Items Requesting Deferral</b></p> <p>6a. <b>ZMA-2024-00005 – Belvedere Amendment</b>  TAX MAP/PARCEL ID: 062G0-01-00-000A0, 062A3-00-00-001B5, 06200-00-00-002A0, 06200-00-00-002B0  LOCATION: North and northeast of the intersection of Belvedere Boulevard and Fowler Street  (Cameron Langille) <b>THIS ITEM REQUESTS DEFERRAL TO JANUARY 13, 2026</b></p> <p><b>Action:</b> On motion of Commissioner Moore, seconded by Commissioner Carrazana, by a vote of 7:0, the Planning Commission deferred ZMA2024-05 Belvedere Amendment until January 13, 2026.</p> <p>6b. <b>ZTA202300006; STA202300003; WPTA202300003 AND OTA202400002 Riparian Buffer Protection Standards</b>  To receive comments on a proposed ordinance to regulate vegetation management and land-use impacts adjacent to water bodies, including the following amendments to the Albemarle County Code.  (Scott Clark) <b>THIS ITEM HAS BEEN DEFERRED TO JANUARY 27, 2026</b></p> <p><b>Action:</b> On motion of Commissioner Clayborne, seconded by Commissioner Firehock, by a vote of 7:0, the Planning Commission deferred ZTA202300006; STA202300003; WPTA202300003 and OTA202400002 Riparian Buffer Protection Standards until January 27, 2026.</p>	<p><u>Clerk:</u> None</p> <p><u>Clerk:</u> None</p>
<p>7. <b>Presentation</b></p> <p>7a. <b>CCP-2025-00001 Stillhouse Mountain</b>  Applicant is requesting to place this parcel under conservation easement, however, need a 2232 review and approval to move forward.  (Scott Clark)</p> <p><b>Action:</b> On motion of Commissioner Bivins, seconded by Commissioner</p>	<p><u>Clerk:</u>  Forward the Planning Commission's recommendation to the Board of Supervisors ahead of the Board's public hearing on this application.</p>

	Murray, by a vote of 6:1 (Commissioner Moore opposed) the Planning Commission determinex that the proposed conservation easement would be in compliance with the Comprehensive Plan. f CCP-2025-00001 Stillhouse Mountain with the conditions outlined in the staff report.	
8.	<b>Committee Reports:</b>  <b>Commissioner Missel:</b> provided an update on the 5 <sup>th</sup> and Avon, and Pantops CAC meeting.  <b>Commissioner Murray:</b> provided an update on the Three Notch'd Trail and the MPO meeting.	<u>Clerk:</u> None.
9.	<b>Review of Board of Supervisors Meeting:</b> Mr. McDermott reviewed the December 3, 2025, Board of Supervisors meeting.	<u>Clerk:</u> None.
10.	<b>New Business:</b>	<u>Clerk:</u> None.
11.	<b>Old Business:</b>	<u>Clerk:</u> None.
12.	<b>Items for follow-up</b>	<u>Clerk:</u> None.
	<b>Adjournment:</b>  Adjourn to December 16, 2025, at 6:00 p.m. The meeting adjourned at 7:00 p.m.	