



**Planning Commission  
County of Louisa  
Thursday, January 8, 2026  
Louisa County Public Meeting Room  
7:00 PM**

**CALL TO ORDER**

1. Election of Chairman
2. Election of Vice Chairman

**ROLL CALL**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF AGENDA**

**II. APPROVAL OF PLANNING COMMISSION MINUTES**

1. Planning Commission - Regular Meeting - December 11, 2025

**III. CONSENT AGENDA**

**IV. PUBLIC ADDRESS**

**V. UNFINISHED BUSINESS**

**VI. PUBLIC HEARINGS**

1. Proposed Amendments to Chapter 86. Land Development Regulations – Appendix A. Schedule of Fees

**VII. NEW BUSINESS**

**VIII. DISCUSSION**

1. Planning Commission By-Laws

**IX. REPORTS**

**ANNOUNCEMENTS AND ADJOURNMENT**

**BY ORDER OF:  
JOHN DISOSWAY, CHAIRMAN  
PLANNING COMMISSION  
LOUISA COUNTY, VIRGINIA**



**Planning Commission  
County of Louisa  
Thursday, December 11,  
2025  
Louisa County Public Meeting  
Room 7:00 PM**

**CALL TO ORDER**

Chairman Disosway called the December 11, 2025, regular meeting of the Louisa County Planning Commission to order at 7:00 p.m.

**ROLL CALL**

Attendee Name	Title	Status	Arrived
Tommy J. Barlow	Mountain Road District Supervisor	Present	7:00 PM
Gordon Brooks	Commissioner	Present	7:00 PM
Ellis Quarles	Commissioner	Present	7:00 PM
George Goodwin	Commissioner	Remote	7:00 PM
John Disosway	Chairman	Present	7:00 PM
Matthew Kersey, Jr.	Commissioner	Present	7:00 PM
James Dickerson	Vice Chairman	Present	7:00 PM
Troy Painting	Commissioner	Present	7:00 PM
John J Purcell	Town of Louisa Representative	Present	7:00 PM

**Others Present:** Linda Buckler, Director of Community Development; Chris Coon, Deputy County Administrator; Patricia Smith, County Attorney; William Newman, Assistant County Attorney; Maggie Brakeville, Land Development and Agricultural Conservation Coordinator; Tom Egeland, Deputy Director of Community Development; and Deborah Johnson, Administrative Assistant.

**INVOCATION**

Mr. Dickerson led the invocation.

**PLEDGE OF ALLEGIANCE**

Mr. Quarles led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

On the motion of Mr. Quarles, seconded by Mr. Brooks, which carried a vote of 7-0, the Planning Commission voted to approve the agenda of the December 11, 2025, meeting with changes.

## **APPROVAL OF PLANNING COMMISSION MINUTES**

### **Planning Commission - Regular Meeting – October 9, 2025 7:00 PM**

On the motion of Mr. Brooks, seconded by Mr. Kersey, which carried a vote of 7-0, the Planning Commission voted to approve the minutes of the October 9, 2025, meeting without changes.

## **CONSENT AGENDA**

None.

## **PUBLIC ADDRESS**

Chairman Disosway opened the public address period.

With no one wishing to speak, Chairman Disosway closed the public address period.

## **UNFINISHED BUSINESS**

Chris Coon provided an update on the Comprehensive Plan and scheduled open houses at various locations throughout the county.

## **PUBLIC HEARINGS**

### **Amendment to Chapter 86 Land Development Regulations – Proposed Addition – Green Springs Agricultural and Forestal District**

Maggie Brakeville, Land Development and Agricultural Conservation Coordinator, presented the request to amend the Green Springs Agricultural and Forestal District to add tax map parcel 55-39, owned by Michael and Amy Daney.

Chairman Disosway opened the public comment period.

With no one wishing to speak, Chairman Disosway closed the public comment period and brought it back to the Planning Commission for discussion.

A lengthy discussion took place between the Planning Commission and staff regarding agricultural production related to the parcel requesting to be added to the Green Springs AFD.

On the motion of Mr. Quarles, seconded by Mr. Dickerson, which carried a vote of 7-0, the Planning Commission voted to forward a recommendation of approval to the Louisa County Board of Supervisors on the proposed amendment to Chapter 86 Land Development Regulations to amend Green Springs Agricultural and Forestal District by adding Tax Map Parcel 55-39.

## **NEW BUSINESS**

None.

## **DISCUSSION**

### **Presentation - Louisa Land Preservation Initiative - Maggie Brakeville**

Maggie Brakeville presented her background in agriculture to the Planning Commission, and the benefits of land preservation. The presentation included a detailed preservation initiative to slow growth within Louisa County.

Discussion took place within the Planning Commission and staff regarding the proposed program.

### **Proposed Amendments to Chapter 86. Land Development Regulations – Appendix A. Schedule of Fees**

Linda Buckler, Director of Community Development, discussed the proposed amendments to the fee schedule.

On the motion of Mr. Kersey, seconded by Mr. Dickerson, which carried a vote of 7-0, the Planning Commission voted to add Proposed Amendments to Chapter 86. Land Development Regulations – Appendix A. Schedule of Fees to the January Planning Commission meeting.

## **REPORTS**

None.

## **ANNOUNCEMENTS AND ADJOURNMENT**

On the motion of Mr. Brooks seconded by Mr. Quarles, which carried a vote of 7-0, the Planning Commission voted to adjourn the December 11, 2025, meeting at 8:26 PM.

BY ORDER OF:

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JOHN DISOSWAY, CHAIRMAN  
PLANNING COMMISSION  
LOUISA COUNTY, VIRGINIA



# COUNTY OF LOUISA

## MEMORANDUM

TO: Members, Louisa County Planning Commission  
FROM: Staff, Community Development Department  
DATE: December 29, 2025  
RE: Proposed Amendment to Chapter 64. Streets and Sidewalks and Chapter 86. Land Development Regulations (Appendix A. Fees)

Recently there have been several instances in which County Administration has received requests for replacement or maintenance of road/street name signs. Chapter 64. Streets and Sidewalks, Division 2. Road Naming was adopted May 1, 1995 with the initial implementation of the E911 system in Louisa County. The ordinance does not contain regulations on the maintenance and replacement of road/street signs; and the current language on the erection of road signs appears only to address the initial program implementation. This leads to deficiencies in the current language to address the issues mentioned above.

Fire/EMS is currently responsible for contracting for the installation of new and replacement road/street signage. And, while signs for new developments are charged to the developer, costs for replacement signs are paid by Louisa County. Current cost of a sign is approximately \$270.00 each.

After discussions with Administration; Fire/EMS; and Community Development (GIS) staff; it has been recommended that the ordinance language in Chapter 64. Streets and Sidewalks, Division 2. Road Naming be updated and amended to clarify the responsibility for installation, maintenance and replacement of all road signs. Staff has researched the following Counties and the responsibility for installation, maintenance and replacement signage in each locality is shown:

	New Installation	Maintenance/Replacement
Albemarle	-Public Roads (Developer) -Private Roads (Developer, POA or HOA)	-Public Roads (County) -Private Roads (Developer, POA or HOA)
Fluvanna	New Subdivision (Developer)	County Sheriff's Department
Goochland	New Subdivision (Developer)*	Public Roads (County)* Private Roads (Property owners on road)
Hanover	New Subdivision or Commercial Project (Developer) County initiated naming of a street (County)	-Public Roads (County)** -Private Roads (Developer)
Orange	New developments (Developer)	All signs (County)

\*Unless property owner or developer elects to provide their own signs

\*\*As funds are available

Suggested options for consideration include:

- Ordinance language that clarifies when a public or private road, street or lane (road) is named. The current practice is when that road serves at least three buildable parcels.
- Ordinance language that specifies the responsibility for costs associated with the initial installation of road signs.
- Ordinance language that specifies the responsibility for costs associated with the maintenance and/or replacement of road signs.

To help offset the cost of sign maintenance and replacement, amend the Community Development fee schedule to include the fees for the following:

- GIS Addressing Fee associated with new construction.
- Road/Street Sign Fee for developments with a new road that will serve three or more buildable parcels.
- Increase the cost of GIS data sets.

At their November 17, 2025 meeting, the Board directed staff to proceed with amendments to Chapter 64. And Chapter 86; including review of the Chapter 64 changes by the Planning Commission and holding a public hearing on the proposed amendments to Chapter 86. Land Development Regulations, Appendix A. Fees.

The Planning Commission voted at the December 11, 2025 meeting to advertise the proposed amendments to the fee schedule for public hearing.

## **DRAFT AMENDMENT**

Chapter 64. Streets and Sidewalks  
Article II. Street Naming and Addressing  
Division 2. Road Naming

The purpose of this amendment is to update the subdivision code references contained and codify the process for installation and payment of new and replacement road signs for public and private subdivision streets; private roads and lanes. **THESE REGULATIONS APPLY THROUGHOUT ALL OF LOUISA COUNTY**; and are proposed pursuant to Va. Code §§ 15.2-2285 and 15.2-2286.

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### DIVISION 2. - ROAD NAMING

Sec. 64-51. - Authority of board of supervisors to change or assign road names.

The board of supervisors may change, rename or name an existing or newly established road at any time. ~~No new name shall become official unless and until adopted by the board of supervisors.~~

(Res. of 5-1-95(95.048))

Sec. 64-52. - Road naming policy.

For the purpose of clarifying and systematizing the initial road naming pattern of the county, the following provisions are adopted:

- (1) Roads in the county which have the same or similar names as other existing roads in Hanover, Goochland, Fluvanna, Albermarle, Orange, or Spotsylvania Counties should be changed in order to be unique and avoid duplication; except for those roads that extend from any of these jurisdictions into Louisa County.
- (2) Numbered roads which do not indicate the block number shall be assigned new names.
- (3) Roads which have more than one name shall be assigned new names.
- (4) New street names shall not be duplicative of or have the same phonic sounding names as already established streets.

(5) ~~Every subdivision plat submitted to the planning commission for their approval shall show the proposed names of the roads in accordance with section 66-82(8) 86-567(8) of the subdivision ordinance.~~

Sec. 64-53. - Criteria for road names.

For the purpose of facilitating the location of roads by virtue of their name and clarifying the use of certain thoroughfare designations, the following provisions are adopted:

(1) Street type designations. Street type designations should be consistent with the roadway's functional classification, expected traffic use, width of right-of-way and continuity. In order to achieve some consistency of name usage, the following definition guidelines are adopted for all roadways:

- a. Interstate. To be used only with roadways including in the federal interstate system as limited access expressways.
- b. Highway, boulevard or pike. To be used only with state or federal multilane roadway facilities with some local access.
- c. Parkway. A special primary or secondary road that is a scenic route or park drive, usually with a center median.
- d. Drive, road or trail. A collector or major secondary thoroughfare that continues through and intersects with similar thoroughfares.
- e. Street or avenue. A local collector or residential thoroughfare that continues through to provide access to other rights-of-way and private driveways.
- f. Loop. A short roadway that begins and ends on the same generally parallel street.
- g. Circle. A local roadway that begins and circles back to terminate on the same road forming a closed loop.
- h. Lane, path or way. A local road that provides access to one or more internal street, each dead-ending in a cul-de-sac.
- i. Place, court or terrace. A permanent dead-end road or cul-de-sac, which may share a common name with the access road.

- (2) Roads in subdivisions. Road names adopted for subdivisions should be related to a development theme or common neighborhood identity for the subdivision. This linkage can be established in one of the following ways:
- a. Using a common theme to name roads in the subdivision; or
  - b. Using alphabetic selection, e.g., names would share a common first letter with the subdivision name.
- (3) State routes. Road naming of state route numbered roads should be done with consideration given to any historical names for the road and the continuity of the roadway across the county and in adjacent counties.

#### Sec. 64-54. - Erection of road name signs.

The county shall provide and erect a road name sign for all existing public road intersections, as funds are available. First priority for road sign construction shall be state primary road intersections, followed by primary/secondary road intersections, and secondary/secondary road intersections. Every subdivision shall comply with section 66-82(9) 86-567(9) of the county subdivision ordinance in providing road signs for every road intersection in any subdivision. County residents shall be allowed to voluntarily erect road name signs of a design approved by the county. Private roads existing in the county on ~~(date)~~ **May 1, 1995** may be named by county officials. ~~The county shall replace, as funds become available, public road signs needed because of road name changes adopted by the board of supervisors.~~

#### Section 64-55. Replacement of road signs.

~~Upon notification of a missing or damaged sign, the county will provide and erect a replacement road name sign for all existing named streets, whether public or private, when designed to serve three or more parcels.~~

#### Section 64-56. Costs for new road signs.

~~The developer, property owner, homeowner or property owner's association, or other designated responsible entity shall be responsible for all costs associated with the manufacturing and installation of signs for new streets, roads or lanes (public or private), designed to serve three or more parcels.~~

## **DRAFT AMENDMENT**

### Chapter 86. Land Development Regulations Appendix A. Fees

The purpose of this amendment is proposed to help offset the cost of streets sign maintenance and replacement by amending Chapter 86. Land Development Regulations (Appendix A. Fee Schedule) to include or amend fees for the following:

- GIS Parcel and Road Digitizing Fees
- GIS Addressing Fee associated with new construction.
- Road/Street Sign Fee for developments with a new road that will serve three or more buildable parcels.
- Increase the cost of GIS special projects, maps and GIS data sets.

**THESE REGULATIONS APPLY THROUGHOUT ALL OF LOUISA COUNTY;** and are proposed pursuant to Va. Code §§ 15.2-2285 and 15.2-2286.

### Chapter 86. Land Development Regulations

#### Appendix A. Fee Schedule

<b>GIS parcel and road digitizing fee</b>	
Per parcel/lot changed or created	<del>\$50.00 + Contractor's Cost</del> <b>\$75.00</b>
New road construction	<del>\$75.00 + Contractor's Cost</del> <b>\$100.00/mile</b>
<b>New Address Assigned</b>	
<b>Street Sign (New Road Development Serving three or more parcels)</b>	<b>\$275.00</b>
<b>GIS Maps</b>	
Special project	<del>\$60.00</del> <b>\$75.00</b> /hour, 2-hour min.
8.5 x 11	<del>\$7.50</del> <b>\$10.00</b>
8.5 x 14	<del>\$7.50</del> <b>\$10.00</b>
11 x 17 or larger	<del>\$20.00</del> <b>\$25.00</b>
<b>Larger than 11 x 17</b>	<b>\$50.00</b>
Data disk/USB	<del>\$93.75</del> <b>\$200.00</b>

**\*\*Only those fees proposed for amendment are included in this table. All other fees are to remain unchanged.**

## **Bylaws of the Louisa County Planning Commission**

### **I. Purpose**

1. The Louisa County Planning Commission is established to promote the orderly development of Louisa, as guided by the Code of Virginia, Title 15.2-2200, to improve the public health, safety, convenience, and welfare of their citizens and to plan for the future development of communities to the end that:
  - A. transportation systems are carefully planned;
  - B. new community centers are developed with adequate highway, utility, health, educational, and recreational facilities;
  - C. the need for mineral resources and the needs of agriculture, industry, and business are recognized in future growth;
  - D. the concerns of military installations are recognized and taken into account in consideration of future development of areas immediately surrounding installations and that where practical, installation commanders shall be consulted on such matters by local officials;
  - E. residential areas are provided with healthy surroundings for family life;
  - F. agricultural and forestal lands are preserved;
  - G. growth of the community is consonant with the efficient and economical use of public funds.This is primarily achieved through the preparation and maintenance of a comprehensive plan for Louisa County.
2. The Louisa County Planning Commission serves in an advisory capacity to the Board of Supervisors and fulfills its responsibilities through:
  - A. creation and maintenance of the Comprehensive Plan, with associated maps, small area plans, gateway plans, transportation plans, and public service plans;
  - B. evaluation of the annual Capital Improvement Plan;
  - C. evaluation of zoning and land use requests.
3. The Louisa County Planning Commission is established and governed by the Code of Virginia, Title 15.2, Subtitle II, Chapter 2200 and the Louisa County Code of Ordinances, Chapter 2, Article 4, Section 2-67.

### **II. Organization.**

1. The rules contained in Robert's Rules of Order Newly Revised shall be the parliamentary authority in all cases not covered by these Bylaws.
2. The County Attorney or a designee of the Commission shall be Parliamentarian.
3. The officers of the Planning Commission shall be the Chairman and Vice-chairman.

4. Nominations and elections of the Chairman and Vice-chairman shall be held at the regularly scheduled January meeting of the Planning Commission. Officers shall be elected by a majority vote of the Planning Commission, and shall serve a one-year term, or until successors shall take office. Officers shall take office immediately upon election. Vacancies shall be filled immediately by the aforesaid election process.
5. The Chairman shall have the following duties:
  - A. be responsible for conducting the meetings.
  - B. rule on the interpretation of the rules.
  - C. appoint all committees of the Commission.
6. The Vice-chairman shall preside in the absence of the chairman.
7. In the event that neither the Chairman nor the Vice-Chairman is in attendance at a meeting where a quorum is present, any member of the Board may call the meeting to order, and the members present shall elect a Chairman pro tempore to preside over the meeting until the Chairman or Vice-Chairman arrives.
8. The Director of Community Development or a designee of the Commission shall be the Secretary.

### **III. Members.**

1. One member shall be appointed for a four-year term from each election district in the county by the board of supervisors, upon recommendation by the member of the board of supervisors of each district. The term of office for such commission member shall be concurrent with the term of the member of the board of supervisors for such district and shall end upon the death, resignation, or removal of the commissioner, or the expiration of the term of the member of the board of supervisors for such district.
2. One member shall be a member of the board of supervisors who shall be appointed as a liaison member for the planning commission for a term of one year at the first meeting of the board of supervisors in January. Such member may participate in discussion of all matters before the planning commission but shall not be entitled to vote on any matter.  
The Board Liaison is entitled to participate in any Closed or Executive Session.
3. (a) One member shall be a member of the Mineral Town Council and shall be appointed for a one-year term each January by the Mineral Town Council.  
The member appointed for the Town of Mineral shall only participate in discussion of those matters related to land use within the Town of Mineral and within two miles of the corporate limits of the Town of Mineral.  
(b) One member shall be a member of the Louisa Town Council and shall be appointed for a one-year term each January by the Louisa Town

Council.

The member appointed for the Town of Louisa shall only participate in discussion of those matters related to land use within the Town of Louisa and within two miles of the corporate limits of the Town of Louisa.

(c) Town members shall not be entitled to vote on any matter.

(d) Town members are not entitled to participate in any Closed or Executive Sessions, unless deemed necessary by a majority vote of the Planning Commission.

4. New members of the Planning Commission shall not participate in meetings until their appointment has been approved by the board of supervisors and they have been sworn in by a duly appointed officer of the court.

#### **IV. Meetings.**

##### **(A) Regular Meetings**

1. Regular meetings of the Commission shall be held in the Louisa County Public Meeting Room, County Office Building, on the second Thursday of each month. If such meeting falls on any legal holiday, then it shall be held on another day designated by the Commission. If the content of the agenda for any month is sufficient to warrant holding a second regular meeting for that month, then the second regular meeting shall be held on the fourth Thursday of that month.
2. The time for Regular meetings shall be 7:00 p.m., unless otherwise directed by the Commission. If a majority of the Commission fails to attend within half an hour after the time appointed for any meeting, the Secretary shall enter into the minutes the names of the members present and note the adjournment for want of a quorum.
3. Meetings shall not extend beyond ten o'clock (10:00) p.m. unless extended by resolution of the Commission.
4. A majority of the members present at the prescribed time and place to attend any meeting held or to have been held shall constitute a quorum and may adjourn such meeting from day to day or from time to time, not beyond the time fixed for the regular meeting.
5. All questions submitted to the Commission shall be determined by roll call vote of the majority of the members voting on any such question.
6. Minutes of all meetings shall be taken and kept by the secretary and shall be verified as true and correct by the signature of the Chairman; after approval by a majority vote of the members present at that meeting.

7. The Chairman, or Vice-Chairman if the Chairman is unable to act, may find and declare that weather or other conditions are such that it is hazardous for members of the Commission to attend any scheduled meeting. The Chairman, or Vice-Chairman if the Chairman is unable to act, will communicate such finding and declaration to the other members of the Commission by email, telephone, text message, or other expeditious method. Upon such finding and declaration, the scheduled meeting will be continued seven days to the same time and place. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. The Director of the Louisa County Community Development Department or his or her designee will communicate such finding and declaration to members of the press as quickly as possible.

**(B) Special Meetings**

1. Special meetings of the Commission may be called by the Commission or by the Chairman and held at times and places designated by the Commission or by the Chairman at the time of the call of such meetings. All parties having requested notification of meetings pursuant to the Virginia Freedom of Information Act shall be notified of any special meeting.

**(C) Work Sessions**

1. Work sessions are public meetings and shall require compliance with legal notice pursuant to §2.2-3707 of the Code of Virginia (1950), as amended. Though work sessions of the Commission are conducted in an informal format, and are primarily for the purposes of discussion, and presentations of information to or by the Commission, if a quorum is present, the Commission may exercise any power conferred on it by statute during a Commission work session, including transacting County business by vote.

**V. Conduct of the Meetings.**

1. Members shall address only the Chairman or address each other through the Chair. A member must be recognized by the Chair before he or she shall proceed. Upon being recognized, a member shall not be interrupted during the time allowed, except when a point of order is called or upon being requested to yield the floor by another member.
2. After being entered as present at any meeting, each member shall notify the Chair before absenting himself or herself.
3. If the member from the District in which the matter arises will be absent, the member may notify the Chairman or the Secretary of the request to DEFER the matter to the agenda from the next regularly scheduled meeting. If notice is provided prior to advertising, the Secretary will not advertise the

matter. If notice is not received prior to advertising, the matter will be placed on the agenda and the Commission may consider deferral. For cases which have previously been advertised and deferred to a specific agenda, Commission action will be required for additional deferrals. Not more than one deferral may be requested by a Commissioner for any agenda item.

4. The Chair shall be allowed to participate in all matters without relinquishing the Chair.
5. All motions shall require a second before being voted upon.
6. A member may participate in an open meeting from a remote location through electronic communication methods, provided the member gives notice to the Chairman that he or she will be unable to attend the meeting and a quorum of the Planning Commission is physically assembled at the open meeting. The member participating from a remote location will be required to state the reason on the record (either a personal reason or a temporary or permanent physical disability or other medical condition that prevents his or her attendance) and his or her location. The member participating by electronic means must be heard by the public physically assembled at the meeting. The number of meetings a member may participate in remotely per year is limited pursuant to the Code of Virginia.

## **VI. Agendas.**

1. Matters may be placed on the Agenda by resolution of the Commission, by notification to the Secretary by any member of the Commission, or by the Community Development Director with approval of the Chairman. The agenda may be amended by vote of the Commission.
2. Matters submitted within the prescribed filing deadline are automatically added to the agenda in the order of date/time of application. Administrative matters not required to be filed by the prescribed filing deadline, but which are requested to be placed on the Commission's agenda, may be accepted for placement until the date of publication of advertisement for Commission public hearings. After this date, matters can only be placed on the agenda with the consent of the chairman.
3. The Community Development Director shall have the authority to delay the placement of an item on the Commission's agenda if:
  - A. The application is not, on the opinion of the Director, complete; or
  - B. The applicant requests, in writing, the deferral of an application requiring a public hearing prior to the initial advertising deadline; or
  - C. The applicant requests, in writing, the deferral of an application not

requiring a public hearing prior to the deadline for preparation of the Commission's agenda.

4. Agenda and information to be discussed at meetings shall be distributed to each member at least five (5) days prior to the meeting.
5. The Commission shall retain Staff packet information concerning cases deferred for a maximum of sixty (60) days. The staff shall redistribute the information if the case is deferred for over sixty days. If the Staff recommends changes or if the applicant submits new proffers, these shall be mailed, emailed, sent by telephone, text or other expeditious method to the Commission.

## **VII. Courtesy**

1. Those persons coming before the Commission, including citizens and employees of and visitors to Louisa County, shall be extended every courtesy by members of the Commission.
2. Visitors at Commission meetings will be asked to extend the same courtesy. The Chairman of the Commission shall determine when the proper courtesies are not being demonstrated.

## **VIII. Consent Agenda**

1. The purpose of the consent agenda is to provide a method for the expeditious handling of items, which, in the opinion of the Director of Community Development and the Chair, will not require any discussion and can be approved unanimously by the Commission.
2. Prior to the consideration of a motion to approve the regular agenda (which operates to simultaneously approve the consent agenda), the Chair shall ask if any member of the Commission would like to have an item removed from the consent agenda for separate discussion and consideration, or in order that there might be a separate vote on that item.
3. Any item or items which one or more members of the Commission wishes to remove from the consent agenda shall be removed by the Chair, and, at that point, a motion to approve the remaining consent agenda shall be in order. Items which have been removed from the consent agenda may be taken up by the Commission immediately after the approval of the remaining consent agenda or may be scheduled for consideration later in the meeting by the Chair with concurrence of the Commission.

## **IX. Public Hearings.**

- (a) The Chairman shall conduct all public hearings. Time limits set forth herein are

considered as guidelines, but any and all time limits can be modified by the Chairman based on the application and public attendance at the hearing.

- (b) The order of public hearings shall be as follows:
1. Hearings should begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee, or by recognizing the Deputy County Administrator. The presentation should summarize the facts about the issue. Planning Commission members may seek clarification during the presentation.
  2. After a brief presentation from staff, the Chairman shall open the public hearing. The first speaker shall be the applicant or representative of the applicant and will be allowed ten (10) minutes for comments. The applicant will also have an additional five (5) minutes, at the close of the public hearing, for rebuttal of questions or concerns brought up by those speaking during the public hearing. If the applicant does not use all ten (10) minutes at the beginning of the hearing, he or she may add the leftover minutes to the rebuttal at the close of the public hearing.
  3. The duration of each public hearing should be limited to one hour, except that the public hearing on the CIP budget and any other public hearing on a matter anticipated by the Planning Commission to require an especially high degree of public input should be limited to two hours in duration. Any public hearing may be extended by majority vote of the Planning Commission.
  4. Prior to the beginning of a public hearing, persons wishing to speak will be encouraged to sign a public presentations speaker's card indicating their intent to speak, and include their name, and voting district. Each speaker may be permitted to speak for up to three (3) minutes; provided, however, a representative of a group may be entitled to use up to five (5) minutes. No person shall be permitted to "yield time" to another speaker for the purpose of gaining additional time. If prior to the beginning of a public hearing, it appears to the Chairman that there may be more prospective speakers than can be accommodated in the time designated for the public hearing, the time allotted to each speaker may be limited further by the Chairman, provided the imposition of such time limitation is uniform and applied to every speaker.
  5. At public hearings where citizens identifying from neighboring jurisdictions wish to speak, Louisa County residents will be called upon first to speak. Citizens from other jurisdictions will be permitted to speak after Louisa County residents have been given an opportunity to speak and if time permits prior to the close of the public hearing.
  6. Written correspondence (such as letters and emails, etc.) received on any public hearing matter shall be acknowledged by the Chairman during the public hearing and made a part of the official record of the meeting.

- (c) The principal purpose of public hearings is to provide an opportunity for members of the public to provide input to the Planning Commission regarding the subject of the public hearing. Accordingly, members of the staff will record statements and questions from speakers and, if sufficient time remains at the conclusion of the public hearing, the Planning Commission or the staff may attempt to answer the questions raised by speakers. Commission members should withhold their comments until after the public hearing portion is closed in order to ensure participation by the public without interference.
- (d) After public comments have been received, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
- (e) After the applicant and public have concluded all presentations, the Chairman shall close the public hearing.
- (f) After the Chairman has closed the public hearing, no further public comment shall be permitted. Commission members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee or a staff member, or others present, for clarification prior to taking any vote.
- (g) Following the close of the public hearing, the Commission may debate the merits of the issue before it. Afterwards, the Chairman shall entertain a motion to dispose of the issue. If the public hearing has been duly conducted and closed, but the Commission chooses to table action until a later meeting, additional public notification shall not be required; and discussion and action that take place at the subsequent meeting shall be limited to the Planning Commission only. If the public hearing is continued to a subsequent meeting additional public notification is necessary.

## **X. Administration.**

1. Properties for which zoning action requests have been made shall be posted with signs in a conspicuous location. Such signs shall show the day, date, time, and place for any public hearing on the request, or shall notify interested parties that such information can be obtained from the Louisa County Community Development Department and provide a telephone number for the office.
2. Individual Planning Commission members may make requests for information or assistance from Community Development Department staff from time to time as long as the time necessary to fulfill such a request does not exceed one (1) hour per request. Any request which requires more than one hour of staff time shall be endorsed by the entire Commission.

## **XI. Amendments.**

These Bylaws may be amended by a majority vote of the Commission.