

The Planning Commission of the Town of Front Royal, Virginia Special Meeting was held on August 20, 2020, in the Town Hall Conference Room. The meeting was called to order by Chairman Jones at 7:00 PM.

Present: Douglas Jones, Chairman
Joseph McFadden, Vice Chairman
Connie Marshner, Commissioner
Darryl Merchant, Commissioner
William Gordon, Commissioner

Staff: Timothy L. Wilson, Director of Planning and Community Development
Connie L. Potter, Executive Assistant

CALL TO ORDER.

Chairman Jones called the meeting to order at 7 pm.

Timothy Wilson introduced himself to the Planning Commission as the Director of Planning and Community Development.

NEW BUSINESS:

- Remote Electronic Attendance Policy

Mr. Wilson explained the proposed policy. The policy was introduced and discussed with Town Council. The proposed changes are due to recent changes in the Code of Virginia which provides that a public body be allowed to attend meetings remotely if unable to be physically present at a scheduled meeting. Remote attendance is permissible for both health reasons and personal reasons. Non-attendance due to health reasons has no limitation to the number of meetings a member may be able to attend remotely. Non-attendance for personal reasons is limited to two (2) meetings each calendar year. Pursuant to the requirements of the State regarding this policy, remote attendance of any member under any circumstance shall only be allowed if a quorum of the public body is physically assembled at the designated central meeting location. At least four (4) members of the Planning Commission would have to be physically present at a central meeting location in order for any member(s) physically not present to participate in the meeting remotely as prescribed under this policy.

The conditions of this policy cannot be changed. It is at the Planning Commission's discretion to adopt or not. If adopted, it would take immediate effect upon its adoption.

There was a brief discussion of questions and answers amongst the Planning Commission and Staff.

Commissioner Gordon asked if it was permissible to strike “4” members of the Planning Commission to read “a quorum of the Planning Commission shall”? Mr. Wilson stated yes, that was not part of the state language.

Commissioner Gordon moved, seconded by Commissioner Marshner to adopt the policies regarding remote attendance by electronic means at meetings by members of the Planning Commission of Front Royal, Virginia with the striking of 4 members in parenthesis under section 4(b).

VOTE: Yes – Gordon, McFadden, Marshner, Merchant, Jones

- **Entrance Corridor Review, Sign Permit Application FRSIGN002187-2020**, submitted by Matt Akers, McCarthy and Akers, PLC for a ground mounted sign located at 502 N. Royal Avenue.

Mr. Wilson explained that Mr. Matt Akers submitted a Sign Permit Application for the replacement of an existing ground-mounted sign with a newly constructed ground-mounted business sign constructed at the same size, area, height, and property location as that of the existing sign. The proposed newly constructed sign will be externally illuminated in the same manner as the current sign. Staff has no objections to the sign replacement request and finds the application compliant with the terms and regulations of the Town Ordinance.

Commissioner Gordon moved, seconded by Commissioner Marshner that sign permit application FRSIGN002187-2020 be approved as presented.

VOTE: Merchant, McFadden, Gordon, Marshner, Jones

ADJOURNMENT:

Commissioner Merchant moved to adjourn the meeting.

VOTE: Yes – Jones, McFadden, Marshner, Merchant, Gordon

The meeting adjourned at 7:31 PM

Connie L. Potter

Connie L. Potter
Executive Assistant