

**Adopted Minutes  
TOWN OF WEST POINT  
PLANNING COMMISSION MINUTES  
June 1, 2016**

**I. Call to Order at 5:00 pm**

The West Point Planning Commission held its regularly scheduled meeting on Wednesday, June 1, 2016, at 5:00 p.m. Chairman James Pruett called the meeting to order.

Members Present: James Pruett, Chairman  
James N. Brockwell, Vice-Chairman  
James H. Hudson, III  
Mary Montague Sikes  
James Vadas  
Gail Nichols

Members Absent: None

Also Present: Andrea G. Erard, Esq., Town Attorney  
Holly McGowan, Community Development Director  
Charlotte G. Scanlan, Secretary

**I. Review of Agenda**

There were no changes.

There was a consensus to accept the agenda as presented.

**II. Citizens Address the Commission**

A. Citizens Address the Commission

Chairman James Pruett opened the floor for any citizen to address the Commission on any subject. There being none, the citizens address portion of the meeting was closed.

**III. Old Business**

A. Plan of Development Discussion

Ms. McGowan explained to the Commission that there was a need for there to be a specific definition in the Zoning Regulations stating who was qualified to submit a Plan of Development for review and who was qualified to approve Plans of Developments. Ms. McGowan stated she had taken the information to the Community Development Committee and they had reviewed that information and requested that she research how other localities handle the matter. The Committee also requested that she draw up language for the Planning Commission's review for approval.

Chairman Pruett was concerned that the three professionals who were listed are not the only ones that the State of Virginia allows to review a Plan of Development. Chairman

Pruett stated he would like to see the code reference the definition as it is stated in the Code of Virginia.

Ms. McGowan went on to say that Ms. Andrea G. Erard, Esq. and Ms. McGowan would be researching and drawing up a New Text Amendment and will bring a sample text before the Commission for review.

B. Request Authorization to Advertise for Public Hearing/ Special Use Permit/ United Methodist Church to operate a Pre-School.

Commissioner Sikes made a motion to Authorize Ms. McGowan to Advertise for a Public Hearing/Special Use Permit/United Methodist Church to operate a Pre-School. Commissioner Vadas seconded. Upon unanimous vote, the motion passed.

**IV. New Business**

None

**V. Committee Report**

Commissioner James H. Hudson, III reported on the May 31, 2016 Town Council Meeting.

**VII. Adoption of Minutes**

Commissioner James Vadas made a motion to approve the May 4, 2016 meeting minutes, as corrected. Commissioner James H. Hudson, III seconded. Upon unanimous vote, the motion was adopted.

**VIII. Set Next Meeting Date**

July 6, 2016, at 5:00 p.m.

**IX. Motion to Adjourn**

Chairman Pruett declared the meeting adjourned.

Approved / /

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James Pruett, Chairman  
West Point Planning Commission

Commissioner's Terms

James Pruett (Chairman)	832-1185	9/30/2017	<a href="mailto:jpruett@baydesignngroup.com">jpruett@baydesignngroup.com</a>
James N. Brockwell	843-2485	9/30/2018	<a href="mailto:james@brockwellseptic.com">james@brockwellseptic.com</a>

James H. Hudson, III	843-3262	12/31/2018	<a href="mailto:jhudson@west-point.va.us">jhudson@west-point.va.us</a>
Gail C. Nichols	843-4418	5/31/2019	<a href="mailto:nichols.baylor@yahoo.com">nichols.baylor@yahoo.com</a>
Mary Montague Sikes	843-3284	9/30/2016	<a href="mailto:monti7olen@verizon.net">monti7olen@verizon.net</a>
James E. Vadas	843-4082	9/30/2016	<a href="mailto:jimvadas@yahoo.com">jimvadas@yahoo.com</a>