

**FINAL ACTION MEMO**  
**Planning Commission Work Session Meeting of July 8, 2025**

<u>AGENDA ITEM/ACTION</u>	<u>FOLLOW-UP ACTION</u>
<p>1. <b>Call to Order.</b></p> <ul style="list-style-type: none"> <li>• Meeting called to order at 6:00 p.m. by Chair Missel.</li> <li>• PC members present were Mr. Missel; Mr. Carrazana; Mr. Bivins; Mr. Murray; and Ms. Firehock, Mr. Clayborne, Mr. Moore</li> <li>• Members absent were Mr. Carrazana</li> <li>• Staff members present were Michael Barnes, Kevin McDermott, Rebecca Ragsdale, Tonya Swartzendruber, Jodie Filardo, Jenny Tevendale, and Carolyn Shaffer</li> </ul>	
<p>2. <b>Consent Agenda:</b></p> <p>2a. Approval of Minutes for June 10, 2025.</p> <p><b>Action:</b> On motion of Commissioner Moore, seconded by Commissioner Murray, the Planning Commission approved the minutes from the May 27, 2025, meeting, with a vote of 5:0 (Commissioner Carrazana absent, Commissioner Clayborne abstained)</p>	<p><u>Clerk:</u> Post to website.</p>
<p>3. <b>Public Hearing:</b></p> <p>3a. <b>ZMA2024-08 Brookhill Amendment</b>  MAGISTERIAL DISTRICT: Rivanna  TAX MAP/PARCEL: 04600000018A7 and 04600000018A6, 04600000019B6  LOCATION: Undeveloped property east of Archer Ave./Stella Lane and north of Salamander St.  PROPOSAL: Amend the previously approved code of development (ZMA201500007/ZMA201800011) associated with the Brookhill development to increase the total number of residential unit from 1,550 to 1,850.  PETITION: Rezone approx. 26.7 acres from NMD to NMD to allow an increase of 300 residential units  ZONING: Neighborhood Model District - residential (3 – 34 units/acre) mixed with commercial, service and industrial uses.  RA Rural Areas - agricultural, forestal, and fishery uses; residential density (0.5 unit/acre in development lots).</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>

<p>OVERLAY DISTRICT: EC- Entrance Corridor; FH- Flood Hazard; AIA- Airport Impact Area; Managed and Preserved Steep Slopes PROFFERS: Yes          COMPREHENSIVE PLAN: Neighborhood Density Residential – residential (3 – 6 units/acre) supporting uses such as religious institutions, schools and other small-scale non-residential uses; Urban Density Residential - residential (6.01 – 34 units/ acre); supporting uses such as religious institutions, schools, commercial, office and service uses; Urban Mixed Use (in Centers) – retail, residential, commercial, employment, office, institutional, and open space; NS- Neighborhood Service Center; Privately Owned Open Space/Environmental Features – privately owned recreational amenities and open space/ floodplains, steep slopes, wetlands, and other environmental features in Hollymead-Places 29 Masterplan.          (Rebecca Ragsdale)</p> <p><b>Action:</b> On motion of Commissioner Clayborne, seconded by Commissioner Murray, the Planning Commission approved ZMA2024-08 Brookhill Amendment staff recommends approval with the reasons stated in the staff report with a vote of 6:0 (Commissioner Carrazana absent)</p>	
<p>4. <b>Work Session:</b></p> <p><b>CPA2021-02 AC44 Comp Plan - Implementation</b>          Staff presented and sought feedback on the draft Implementation chapter of the Comprehensive Plan.          (Tonya Swartzendruber / Ben Holt)</p>	<p><u>Clerk:</u> None.</p>
<p>5. <b>Committee Reports:</b></p> <p><b>Commissioner Firehock:</b> provide an update on the Historic Preservation Committee meeting.</p> <p><b>Commissioner Murray:</b> provided an update on the CTAC Committee meeting.</p> <p><b>Commissioner Moore:</b> provided an update on the Places29 Rio CAC meeting.</p>	<p><u>Clerk:</u> None.</p>
<p>10. <b>Review of Board of Supervisors Meeting:</b></p>	<p><u>Clerk:</u> None.</p>

	Mr. Barnes reviewed the June 18, 2025, Board of Supervisors meeting.	
11.	<p><b>New Business:</b> Cancellation of July 22, 2025, and August 12, 2025, PC Meeting.</p> <p><b>Action:</b> On motion of Commissioner Firehock, seconded by Commissioner Bivins, the Planning Commission canceled the July 22, 2025, and August 12, 2025, PC Meeting by a vote of 6:0 (Commissioner Carrazana absent)</p>	<p><u>Clerk:</u> None.</p>
12.	<b>Old Business:</b>	<p><u>Clerk:</u> None.</p>
	<b>Items for follow-up</b>	<p><u>Clerk:</u> None.</p>
	<p><b>Adjournment:</b></p> <p>Adjourn to August 26, 2025, at 6:00 p.m. The meeting adjourned at 9:15 p.m.</p>	