

**FINAL ACTION MEMO**  
**Planning Commission Work Session and Regular Meeting of February 10, 2026**

<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 4:00 p.m. by Chair Carrazana.</li> <li>• PC members present were Mr. Carrazana; Ms. Firehock (arrived at 6:00 pm); Mr. Clayborne; Ms. King; Mr. Murray; and Mr. Moore.</li> <li>• PC members absent Ms. Firehock (4:00 pm only)</li> <li>• Staff members present were Michael Barnes, Syd Shoaf, Rebecca Ragsdale, Kevin McDermott, Mariah Gleason, Lea Brumfield, Francis MacCall, Frank Pohl, Scott Clark, Ann Wall, Bart Svoboda, Jenny Tevendale, and Carolyn Shaffer</li> </ul>	
2. <b>Establish Quorum</b>	
3. <b>Work Session</b>	None
<p>3a. <b>ZTA202400001 Rio29 Form-Based Code</b>            Staff will continue discussion on proposed changes to Rio29 Form-Based Code. (Mariah Gleason)</p>	
<b>Recess/Reconvene 6:00 p.m.</b>	
4. <b>Public Comments</b>	
<p>5. <b>Consent Agenda:</b>            Approval of Minutes for January 13, 2026.</p> <p><b>Action:</b> On motion of Commissioner Murray, seconded by Commissioner Firehock, the Planning Commission approved the minutes of the January 13, 2026, meetings, by a vote of 6:0 (Scottsville District vacant)</p>	<p><u>Clerk:</u>            Post to website.</p>
6. <b>Public Hearing</b>	
<p>6a. <b>ZMA-2025-00007 Windy Knoll</b>            PARCEL ID: 056000000096A0, 056000000096B1, and 056000000096B2            ADDRESS: 320 and 325 Windy Knoll Lane            MAGISTERIAL DISTRICT: White Hall (Syd Shoaf)</p> <p><b>Action:</b> On motion of Commissioner Murray, seconded by Commissioner Clayborne, by a vote of 6:0, (Scottsville District vacant), the Planning</p>	<p><u>Clerk:</u>            None.</p>

<p>Commission recommended indefinite deferral at the request of the applicant for ZMA-2025-00007 Windy Knoll as well as the two waivers SUB-2025-00239.</p> <p>6b. <b>ZTA202300006, WPTA202300003, STA202300003, 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)</p> <p><b>Action:</b> On motion of Commissioner Murray, seconded by Commissioner King, by a vote of 6:0, (Scottsville District vacant) the Planning Commission support these text amendments for ZTA202300006, WPTA 202300003, STA202300003, OTA202400002 Riparian Buffer Protection Standards and recommend approval to the Board of Supervisors.</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>7. <b>Committee Reports:</b></p> <p><b>Commissioner Firehock:</b> provided an update on the 5<sup>th</sup> and Avon CAC meeting.</p> <p><b>Commissioner Murray:</b> provided an update on the NHC, Crozet CAC meeting.</p> <p><b>Commissioner Moore:</b> provided an update on the CTAC MPO meeting.</p>	<p><u>Clerk:</u> None.</p>
<p>8. <b>Review of Board of Supervisors Meeting:</b> Mr. Barnes reviewed the January 14, 2026, January 21, 2026, and February 4, 2026, Board of Supervisors meeting.</p>	<p><u>Clerk:</u> None.</p>
<p>9. <b>New Business:</b></p>	<p><u>Clerk:</u> None.</p>
<p>10. <b>Old Business: PC Committee Assignments</b> Discussion of committees/boards/bodies which Commissioners serve as liaisons.</p> <p><b>Action:</b> On motion of Commissioner Clayborne, seconded by Commissioner</p>	<p><u>Clerk:</u> Post Final Committee Assignments to the website.</p>

<p>Firehock, the Planning Commission approved the updated Committee Assignments by a vote of 6:0 (Scottsville District vacant)</p>	
<p>11. <b>Items for follow-up</b></p>	<p><u>Clerk:</u> None.</p>
<p><b>Adjournment:</b></p> <p>Adjourn to February 24, 2026, at 6:00 p.m. The meeting adjourned at 9:15 p.m.</p>	