



CITIZENS ADVISORY COMMITTEE MEETING

Board Room Shenandoah County Government Center Woodstock, Virginia

May 28th, 2025

5:00 PM – 6:30 PM

AGENDA

1. **5:00 pm** **Welcome and greetings.**
2. **5:02 – 5:07pm** **Action:**
 - a. Review and Approval of the May 28, 2025 CAC Meeting Agenda
 - b. Review and Approval of the March 26, 2025 CAC Meeting Minutes
3. **5:07 – 5:10pm** **Welcome New Members**
4. **5:10 – 5:25pm** **Committee Member Updates**
5. **5:25 – 5:30pm** **Staff Review of Survey Questions**
6. **5:30 – 5:45pm** **Discussion of Future Meetings/Timing/Expectations**
7. **5:45 – 5:55pm** **Review Charter Changes**
8. **5:55 – 6:15pm** **Staff Update**
 - a. Housing Study
 - b. Hamlet / Villages Code Review
9. **6:15-6:30** **Closing:**
 - a. Public Comment On Matters Not Previously Discussed Or To Be Discussed At A Later Date
 - b. Next event: TBD
10. **Adjourn**

**Draft Minutes
Citizens Advisory Committee
March 26, 2025**

Members Present: Vito Gentile, Sarah Mauck, Scott Terndrup, Rochelle Dornatt, Laura Bennett, Mike Liskey, Mark Dotson (PC rep), and Lemuel Hancock (Director of Community Development)

Members Absent: Jessica MacDonald, Seth Coffman, Tim Stephens, Bill Wine

Chairman Gentile called the meeting to order at 5:00 p.m. and noted that a quorum was present. During his opening remarks, Vito stated that Tim Stephens and Bill Wine had been appointed to represent District 3. He also reported that Jacob Bowman (District 2) had resigned and that a vacancy still exists in District 5. So there are two vacancies that need to be filled.

Approval of Agenda: The agenda for tonight's meeting was approved as presented.

Approval of Minutes: Minutes of the April 24 and June 26 CAC meetings were approved as presented. Minutes of the April 25, April 26, May 2, and May 9 workshops between the PC and CAC were reviewed and approved as presented. The May 10 PC/CAC workshop minutes were corrected to add Joe Bayless to the list of attendees. Joe participated via Zoom. The May 10 minutes were approved with this correction.

Nominations and Election of Chair and Vice Chair: Chairman Gentile opened the floor for nominations. Rochelle nominated Gentile to be chair and Liskey for vice chair. Laura seconded these nominations. With no other nominations, the floor was closed, and both nominees were elected to their respective positions.

Review of CAC Duties: There was a discussion on the future role of the CAC. Per the charter adopted by the BOS in 2006 and amended in 2012 (copy in tonight's meeting packet), the CAC is to monitor actions taken by the BOS for compliance with the Comprehensive Plan and to report annually to the PC on these actions. The CAC is also charged with reviewing the Comprehensive Plan on a recurring basis and proposing updates to the PC. Discussion centered around keeping the existing duties, but expanding the role of the CAC to assist some way with implementation of the 2045 Comprehensive Plan since they played an active role in writing it. Rochelle drafted some new language in the charter that will be distributed to members prior to the next meeting.

Meeting Schedule: Depending on the outcome of expanding the CAC's role, the idea was floated that perhaps meetings would be held bi-monthly or perhaps even quarterly. No formal action on the meeting schedule was taken. It was also mentioned if changing the time of the meeting would be helpful for attendance, but this needs to be investigated further.

With no further business, the meeting was adjourned at 6:35.

The **next meeting will be on May 28 at 5:00 p.m.**

Minutes prepared by Mike Liskey

MISSION

(Proposed by Rochelle Dornatt)

Original Language:

The Committee will review the Comprehensive Plan on a recurring basis and propose updates and revisions to the Plan as they are needed. On an annual basis the Committee will review the County's actions of the previous year as they relate to the Goals, Objectives, Strategies and Implementation. Actions of the Plan and report its findings to the Planning Commission. The Committee will function as a subcommittee under the Planning Commission.

Suggested Amendment in redline format:

The Committee will review the Comprehensive Plan on a recurring basis and propose updates and revisions to the Plan as appropriate. ~~they are needed.~~ On an annual basis the Committee will review the County's actions of the previous year as they relate to the Goals, Objectives, Strategies and Implementation Actions of the Plan and report its findings to the Board of Supervisors. ~~Planning Commission.~~ The Committee will function as an advisory committee to the Planning Commission and Board of Supervisors. ~~a subcommittee under the Planning Commission.~~

How it reads without the redline:

The Committee will review the Comprehensive Plan on a recurring basis and propose updates and revisions to the Plan as appropriate. On an annual basis the Committee will review the County's actions of the previous year as they relate to the Goals, Objectives, Strategies and Implementation Actions of the Plan and report its findings to the Board of Supervisors. The Committee will function as an advisory committee to the Planning Commission and Board of Supervisors.