GREENE COUNTY PLANNING COMMISSION
JANUARY 21, 2026

THE REGULAR MEETING OF THE GREENE COUNTY PLANNING COMMISSION WAS HELD ON WEDNESDAY, JANUARY 21, 2026, AT 6:00 PM HYBRID IN-PERSON WITH REMOTE VIA TELEPHONE AND ELECTRONIC MEANS.

Members present:	John McCloskey, Chairman Mark Kelpe, Vice Chairman David Mastervich, Member Peter Wajda, Member Jason Snow, Member
Staff present:	Jim Frydl, Planning Director/Zoning Administrator Stephanie Golon, Deputy Planning Director/Deputy Zoning Administrator Earl Keys, Zoning Officer Cristy Snead, Permit Technician/Planning Commission Secretary

CALL TO ORDER

Mr. Frydl called the meeting to order.

DETERMINATION OF QUORUM

Each Commissioner stated their name to establish a quorum.

Mr. Kelpe
Mr. Snow
Mr. McCloskey
Mr. Mastervich
Mr. Wajda

There was a quorum with five Commissioners present.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Mr. Frydl stated they would start the meeting with the Pledge of Allegiance and a moment of silence.

ELECTION OF OFFICERS/APPOINTMENT OF LIAISONS

Mr. Frydl asked for nominations for the Chairman of the Planning Commission.

Mr. Mastervich nominated Mr. McCloskey

Mr. Kelpe seconded.

Mr. Frydl stated that there was no other discussion and asked for a vote:

Mr. Kelpe – Aye
Mr. Snow – Aye
Mr. Mastervich – Aye
Mr. Wajda – Aye
Mr. McCloskey – Aye

Mr. McCloskey is the chairman.

Mr. Frydl turned the meeting over to Mr. McCloskey

Mr. McCloskey asked for nominations for Vice Chairman.

Mr. Snow nominated Mr. Kelpe as Vice Chairman.

Mr. Mastervich seconded.

Mr. McCloskey stated that there was no other discussion and asked for a vote:

Mr. Kelpe – Aye
Mr. Snow – Aye
Mr. Wajda – Aye
Mr. Mastervich – Aye
Mr. McCloskey – Aye

Mr. Frydl stated that Mrs. Snead is the only candidate for Secretary.

Mr. Kelpe nominated Mrs. Snead.

Mr. Snow seconded.

Mr. McCloskey asked for a roll call vote:

Mr. Kelpe – Aye
Mr. Snow – Aye
Mr. Wajda – Aye
Mr. Mastervich – Aye
Mr. McCloskey – Aye

Liaisons

For the liaison roles, Mr. McCloskey was chosen to continue serving as the liaison to the Town of Stanardsville. Mr. Mastervich volunteered for and was selected as the liaison to the Ruckersville Advisory Committee. Mr. Snow was nominated and approved as the liaison to the Economic Development Authority.

REVIEW BY-LAWS

The commission reviewed its bylaws and noted that no substantive changes have been made in the past year except for a small technical adjustment to match state law: the time between the second advertisement for a public hearing and the meeting itself was changed from seven days to five. Members then discussed, at some length, whether to modify the public comment rules to allow speakers to yield their time to others (similar to the Board of Supervisors' more flexible policy), including concerns about repetitive testimony and the possibility of very long individual presentations. Ultimately, they agreed to keep the public comment structure as it is, three minutes per speaker with some discretion for the chair, making only a minor advertising change.

Mr. Kelpe motioned to approve the bylaws as adjusted.

Mr. Mastervich seconded.

Mr. Kelpe – Aye
Mr. Snow – Aye
Mr. Wajda – Aye
Mr. Mastervich – Aye
Mr. McCloskey – Aye

PUBLIC HEARING – No Public Hearing

OLD/NEW BUSINESS

FOIA/COIA

Staff provided the Planning Commission with a detailed packet prepared by the county attorney covering FOIA and COIA, including slide material that explains the legal requirements, common problem areas, and practical guidance for commissioners. Mr. Frydl said they did not intend to read every slide aloud during the meeting but wanted members to have the full material for reference and to know they could ask staff for an official legal opinion whenever questions arise. In addition, he noted there is a 45-minute FOIA/COIA training video from the statewide FOIA/COIA foundation, described as a good, comprehensive training that the school board is required to watch, and he committed to sending the video link to all commissioners so they can complete that training individually.

Mr. Frydl explained that the main concern under Virginia's Freedom of Information Act (FOIA) is avoiding unadvertised "meetings" where three or more commissioners discuss public business outside a properly noticed session. He clarified that commissioners may socialize, attend events, or even all be at the same gathering as long as they do not talk about commission business. He emphasized that any emails, letters, or other documents related to matters before the commission are public records and should be forwarded to staff so they can be properly filed and produced if requested. He also warned that group email threads can unintentionally become electronic meetings if multiple members are conversing about public business. On the Conflict of Interests Act (COIA), he noted that the legal definition of "immediate family" is narrow (essentially, people in the same household with a financial stake in the matter), and that simply knowing someone, living nearby, or having relatives outside the home generally does not create a disqualifying conflict. He also mentioned limits on gifts and used examples (like books versus expensive trips) to illustrate what is and isn't appropriate, reminding members to ask staff for an official legal opinion anytime they are unsure.

Comprehensive Plan Scope Review

The comprehensive plan scope review centered on how to structure the upcoming update and, especially, how to improve public engagement. Staff explained that the plan is on its regular review cycle, that existing growth-area designations (suburban residential, mixed-use residential, mixed-use commercial, village center, and rural areas) may need to be reexamined, and that they want to confirm whether the current plan still reflects community values or needs adjustment (for example, around growth areas on Route 29, housing types, and land-use goals). Commissioners and staff discussed moving beyond traditional hearings at the county building—using workshops, scenario-planning meetings, and "going to the public" through events like the Black Bear Festival, farmers markets, churches, and neighborhood meetings. Ideas included meeting-in-a-box toolkits that local groups could run themselves, early needs assessments to identify service gaps, and better use of technology and online tools. Staff said they likely will need outside help (possibly TJPD or another consultant), must coordinate with the Board of Supervisors via a joint work session on scope and priorities, and will refine engagement strategies after they know the budget and timeline, aiming for a multi-phase process with both early input and later review of draft changes.

Yearly Executive Summary

The Staff walked the Commission through what had been accomplished over the past year and then shifted to identifying priorities for the coming year. The forward-looking discussion focused on which ordinance updates and policy issues should rise to the top: accessory dwelling units (ADUs) and how they fit with evolving state law and local housing needs; clearer, more flexible parking and sidewalk standards that balance walkability with housing affordability; private road standards and setbacks to prevent future nonconformities; and topics like dark-sky lighting, updated landscape requirements, and stronger guidance on special use permits and their enforcement. Commissioners raised ideas such as time-limiting special use permits (with periodic review), improving tools for dealing with noise and other persistent impacts, tightening alignment between zoning and the comprehensive plan, and prioritizing items that most affect day-to-day administration. Staff emphasized that some of these priorities will also be informed by new software that compares local ordinances against state code and the comp plan, and they intend to use the executive summary and this list of priorities to frame a conversation with the Board of Supervisors about what to tackle first.

MINUTES

December 17, 2025, minutes.

Mr. McCloskey asked for a motion to approve the December 17, 2025, minutes.

Mr. Kelpe motioned to approve the minutes.

Mr. Mastervich seconded.

Mr. Kelpe -Aye
Mr. Snow -Aye
Mr. Wajda -Aye
Mr. Mastervich – Aye
Mr. McCloskey – Aye

OTHER PLANNING MATTERS

Ruckersville Advisory Committee – Mr. Frydl reported that the Ruckersville Advisory Committee wants to narrow its efforts and focus more directly on creating a stronger "sense of place" in Ruckersville, rather than broad initiatives like the Citizens Academy that had dominated the last year or so. The committee is reviewing roughly 15 existing goals and any prior Board guidance to pick three to concentrate on: one short-term, one medium-term, and one long-term. Once those priorities are chosen, they plan to build a work plan around them so their efforts are more targeted and measurable for the coming year.

Town of Stanardsville – Mr. McCloskey stated that the Town of Stanardsville focused on several ongoing issues and updates. It was noted that this is an election year for the town, with candidates needing to qualify for the ballot by mid-June. The council is considering whether and how to assume responsibility for the town cemetery; the town attorney has met with the existing cemetery committee, and a joint meeting is planned to work out details of a possible transition to town control. On planning, the town's comprehensive plan—previously worked on by the Planning Commission and transmitted to the town—is now being revisited by the town council, with a work session scheduled (around late February) because the mayor and others have additional comments and want to re-examine portions of the document, meaning adoption is still some distance off. It was also reported that council member Matt Kime has become the new vice mayor, and that a revised sign ordinance tailored to the town's scale (separate from the county's standards) is being drafted by the town attorney and is expected to come before the town for review in the near future, likely first as a draft at a council meeting and then to the Planning Commission for further action.

Development Activity – Staff and commissioners briefly reviewed the status of a few key projects. Sojourners has an initial site plan for 10 units essentially ready for approval, but the developer has been reevaluating the scope and working with investors on larger first phases—first around 50 units and more recently a concept that would build roughly half of the total planned units at once—so final submittal is still pending while they decide how large to go. The Wood Park subdivision, located between Route 33 and Carpenters Mill Road (and not in Stanardsville), was noted as a long-standing 600-lot project originally approved with an age restriction in the early 2000s; the commission recalled the more recent hearing where the age restriction was removed, and staff confirmed it remains a sizable, active subdivision approval.

ADJOURNMENT

Respectfully submitted,
Cristy Snead,
Secretary

Planning Commission, Chairman

TOWN OF STANARDSVILLE
PLANNING COMMISSION

CALL TO ORDER

Mr. Frydl called the meeting to order.

DETERMINATION OF QUORUM

Each Commissioner stated their name to establish a quorum.

Mr. Kelpe
Mr. Snow
Mr. McCloskey
Mr. Mastervich
Mr. Wajda

ELECTION OF OFFICERS

Mr. Frydl asked for nominations for the Chairman of the TOS Planning Commission.

Mr. Kelpe nominated Mr. McCloskey

Mr. Snow seconded

Mr. Wajda – Aye
Mr. Mastervich – Aye
Mr. McCloskey – Aye
Mr. Snow – Aye
Mr. Kelpe – Aye

Mr. Mastervich nominated Mr. Kelpe for Vice Chairman.

Mr. Snow seconded.

Mr. Wajda – Aye
Mr. Mastervich – Aye
Mr. Snow – Aye
Mr. Kelpe – Aye
Mr. McCloskey – Aye

Mr. Frydl stated that Mrs. Snead is the only candidate for Secretary.

Mr. McCloskey stated okay.

BY-LAWS

The commission then reviewed the town's bylaws, which had been newly adopted the previous year to largely mirror the county's, with only one substantive update: the same technical change already discussed for the county, reducing the required interval between the second public hearing advertisement and the meeting from seven days to five, to match state code.

Mr. Kelpe made the motion to approve the bylaws as adjusted.

Mr. Wajda seconded.

Mr. Kelpe – Aye

Mr. Snow – Aye
Mr. Mastervich – Aye
Mr. Wajda – Aye
Mr. McCloskey – Aye

Respectfully submitted,
Cristy Snead,
Secretary

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Town of Stanardsville Planning Commission, Chairman