



Mathews County Planning Commission

Tuesday, July 11, 2023 at 7:00 PM

MINUTES

1. CALL TO ORDER

AT A JOINT MEETING OF THE BOARD OF SUPERVISORS AND PLANNING COMMISSION OF MATHEWS COUNTY, VIRGINIA, HELD IN THE MATHEWS COUNTY HISTORIC COURTHOUSE ON JULY 28TH, 2023 AT 7:00 PM.

Members Present:

Board of Supervisors

Dave Jones, Chairman
Paul Hudgins, Vice Chair
Mike Walls, Member
Jackie Ingram, Member

Planning Commission

Billy Cook, Chairman
Harry Meeks, Vice Chair
Patricia Stall, Member
Frances Minor, Member
Donald Morgan, Member
Doug Wilton, Member
Byron Rauch, Member

Members Absent:

Rev. Dr. Mason, Member

Also Present:

James Knighton, Director of Planning & Zoning
Heather Thomas, Wetlands, Marine Projects, and Zoning Technician

THE MEETING WAS CALLED TO ORDER BY THE CHAIR OF THE BOARD OF SUPERVISORS, FOLLOWED BY THE PLEDGE OF ALLEGIANCE.

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

Invocation was given.

4. ROLL CALL OF THE BOARD OF SUPERVISORS AND PLANNING COMMISSION

Heather Thomas called roll and established a quorum.

5. REVIEW OF PUBLIC HEARING PROCEDURE

Mr. Jones reviewed the public hearing procedure.

6. PUBLIC HEARINGS

- 6.A. **Application 5-ZA-23:** Text amendment to the zoning ordinance, §175-15.28 Special Regulations for Short-Term Vacation Rentals, initiated by a motion of the Planning Commission, to add the following: (F) There shall be a fire evacuation route displayed in a common area of the short-term vacation rental. (G) There shall be an operable 2-A: 10-B:C fire extinguisher located in an accessible location inside the short-term vacation rental. The following was changed: ~~(F)~~ to (H) Nothing in this section shall limit the County from enforcement of its Code or state or federal regulations.

Mr. Knighton reviewed the staff report.

There were no questions or comments from the board members or commissioners.

There were no speakers for, against or neither.

Mr. Walls asked about labeling for fire extinguishers and what purpose each serves. Mr. Knighton explained them. Mr. Jones asked about enforcement. Mr. Knighton answered how that would be enforced. Mrs. Stalls asked about smoke detectors as well.

Mr. Jones closed the public hearing.

7. ADJOURNMENT OF THE BOARD OF SUPERVISORS

Mr. Jones adjourned the public hearing.

8. PLANNING COMMISSION CALLED TO ORDER

Mr. Cooks called the meeting to order.

9. APPROVAL OF MINUTES

9.A. JUNE 13TH MINUTES

MOTION: On Motion of Doug Wilton, seconded by Byron Rauch, the Mathews County Board of Supervisors voted 7-0-0 as follows: seven - aye; zero - nay; to approve the June 13th minutes.

Roll Call Vote:

Billy Cook, Chair - Aye

Harry Meeks, Vice Chair - Aye

Doug Wilton, Member - Aye

Donald Morgan, Member - Aye

Patricia Stall, Member - Aye

Byron Rauch, Member - Aye

Frances Minor-Aye

10. PUBLIC COMMENT PERIOD

Mr. Cook read the public comment period guidelines.

There were no speakers.

Mr. Cook closed the public comment period.

11. UNFINISHED BUSINESS

11.A. **Application 5-CUP-22:** Request from Shannon Jones for a Conditional Use Permit for a home enterprise per Section 175-7.3 and 175-15.5 B. of the Mathews County Zoning Ordinance to operate a dog grooming facility on parcel 25 (10) 2Q. This parcel is in the Residential-2 (R2) district.

Mr. Cook asked Mr. Knighton about the status of the owners' requirements. Mr. Knighton gave an update. The project was tabled until the next meeting.

12. NEW BUSINESS

12.A. **Application 5-ZA-23:** Text amendment to the zoning ordinance, §175-15.28 Special Regulations for Short-Term Vacation Rentals, initiated by a motion of the Planning Commission, to add the following: (F) There shall be a fire evacuation route displayed in a common area of the short-term vacation rental. (G) There shall be an operable 2-A: 10-B:C fire extinguisher located in an accessible location inside the short-term vacation rental. The following was changed: (F) to (H) Nothing in this section shall limit the County from enforcement of its Code or state or federal regulations.

MOTION: On Motion of Byron Rauch, seconded by Doug Wilton, the Mathews County Board of Supervisors voted 7-0-0 as follows: seven - aye; zero - nay; to recommend approval of 5-ZA-23.

Roll Call Vote:

Billy Cook, Chair - Aye

Harry Meeks, Vice Chair - Aye

Doug Wilton, Member - Aye

Donald Morgan, Member - Aye

Patricia Stall, Member - Aye

Byron Rauch, Member - Aye

Frances Minor-Aye

13. COMMITTEE REPORTS

Mr. Morgan stated that they have agreed to forego reviewing as built site plans, being that the ordinance seems correct.

13.A. MAJOR/MINOR SUBDIVISION REVIEW

Mr. Knighton reviewed the changes proposed to the major/minor subdivision ordinance. Mr. Rauch asked if it was standard in section (C) for 15 years to be listed. Mr. Knighton answered that this is straight from the state code. They decided to review the ordinance in its entirety before having a public hearing.

14. PLANNING DIRECTOR'S REPORT

Mr. Knighton reviewed the board decisions.

15. NOTICE OF VARIANCE AND APPEAL

Mr. Knighton informed the commissioners of the Board of Zoning Appeals hearing July 12th.

16. PLANNING COMMISSION REQUESTS/DIRECTIVES

There were none.

17. OTHER MATTERS

18. PLANNING COMMISSION ADJOURN

THERE BEING NO FURTHER BUSINESS, ON A MOTION BY MR. RAUCH AND SECONDED BY MR. MEEKS, THIS MEETING WAS DECLARED ADJOURNED.

