



Mathews County Planning Commission

Tuesday, June 13, 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 JUNE 13TH, 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
Donald Morgan, Member
Doug Wilton, Member
Byron Rauch, Member
Dave Jones, Ex-Oficio

Members Absent:

Rev. Dr. Mason, Member
Frances Minor, 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 CHAIRMAN OF THE PLANNING COMMISSION, 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 that a quorum is present.

5. REVIEW OF PUBLIC HEARING PROCEDURE

Mr. Jones read the public hearing procedure.

6. PUBLIC HEARINGS

- 6.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. Knighton read the staff report.

Mr. Walls asked if the septic system was adequate for the dog grooming on the facility. Mr. Knighton stated that the new requirement is that she get a waste water characterization.

Ms. Jones spoke to the board and commissioners. Mr. Walls asked if she could elaborate on the septic process. She stated everything was approved other than the special request. Mr. Jones stated that they are most likely requesting a SAP.

Mr. Jones asked for speaker for, against or neither. There were none.

Mr. Walls asked Mr. Knighton if he could explain what safe, adequate and proper is. Mr. Knighton stated the health department took a month and a half to review. Mr. Meeks welcomed Ms. Jones to the county and thanked her for starting a business.

Mr. Jones asked for any final comments. There were none. The public hearing was closed.

- 6.B. **Application 4-ZA-23:** Text amendment to the zoning ordinance, §175-5.4 A. (3), initiated by a motion of the Planning Commission, to add “The parent parcel remaining after subdivision pursuant to the exception stated in this § 175-5.4 shall contain at least 1 acre.” to “(3) The minimum lot area for a single-family dwelling or manufactured home shall be one acre, provided such lot is subdivided for the purpose of development or placement of such structures for occupancy by a member of the immediate family of the property owner.” The proposed text for §175-5.4 A. (3) will now read, (3) The minimum lot area for a single-family dwelling or manufactured home shall be one acre, provided such lot is subdivided for the purpose of development or placement of such structures for occupancy by a member of the immediate family of the property owner. The parent parcel remaining after subdivision pursuant to the exception stated in this § 175-5.4 shall contain at least 1 acre.” This text amendment seeks to allow parent parcels for the purposes of a family subdivision in the Rural (RU) zoning district to be under the minimum lot size requirement of 2.5 acres.

Mr. Knighton read the staff report.

Mr. Jones asked the commissioners and board members if they had any questions. There were none.

Mr. Jones asked if there were speaker for, against or neither. There were none.

Mr. Jones asked if commissioners and board members if they had any final questions or comments. There were none.

Mr. Jones closed this public hearing.

7. ADJOURNMENT OF THE BOARD OF SUPERVISORS

Mr. Jones adjourned the public hearing portion of meeting and called a five minute recess.

8. PLANNING COMMISSION CALLED TO ORDER

Mr. Cook called the Planning Commission back to order.

9. APPROVAL OF MINUTES

9.A. MAY 9TH MEETING MINUTES

MOTION: On Motion of Doug Wilton, seconded by Harry Meeks, the Mathews County Board of Supervisors voted 6-0-0 as follows: six - aye; None - nay; to approve the May 9th meeting minutes as amended.

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

10. PUBLIC COMMENT PERIOD

Mr. Cook read the public comment procedure and asked for any comments. There were none. The public comment period was closed.

11. NEW 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.

The chairman of the Planning Commission tabled 5-CUP-23 for 30 days after discussion.

11.B. Application 4-ZA-23: Text amendment to the zoning ordinance, §175-5.4 A. (3), initiated by a motion of the Planning Commission, to add “The parent parcel remaining after subdivision pursuant to the exception stated in this § 175-5.4 shall contain at least 1 acre.” to “(3) The minimum lot area for a single-family dwelling or manufactured home shall be one acre, provided such lot is subdivided for the purpose of development or placement of such structures for occupancy by a member of the immediate family of the property owner.” The proposed text for §175-5.4 A. (3) will now read, (3) The minimum lot area for a single-family dwelling or manufactured home shall be one acre, provided such lot is subdivided for the purpose of development or placement of such structures for occupancy by a member of the immediate family of the property owner. The parent parcel remaining after subdivision pursuant to the exception stated in this § 175-5.4 shall contain at least 1 acre.” This text amendment seeks to allow parent parcels for the purposes of a family subdivision in the Rural (RU) zoning district to be under the minimum lot size requirement of 2.5 acres.

After discussion the following motion was approved.

MOTION: On Motion of Doug Wilton, seconded by Patricia Stall, the Mathews County Board of Supervisors voted 6-0-0 as follows: None - aye; None - nay; to recommend approval of 4-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

12. PLANNING DIRECTOR'S REPORT

There were none.

13. NOTICE OF VARIANCE AND APPEAL

Mr. Knighton discussed the upcoming appeal and variance request to be heard.

14. PLANNING COMMISSION REQUESTS/DIRECTIVES

15. OTHER MATTERS

Committee Reports

Mr. Morgan gave their committee findings to the commissioners about STVRs. After discussion it was determined that a fire extinguisher and evacuation route. Mr. Knighton asked for clarification on whether the evacuation route was for the structure itself for fire purposes. Mr. Morgan stated that it would be a fire evacuation route for the structure.

MOTION: On Motion of Mr. Rauch, seconded by Harry Meeks, the Mathews County Board of Supervisors voted 6-0-0 as follows: six - aye; None - nay; to add the requirement of a fire extinguisher and fire evacuation route placed in a common area in plain view.

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

Mr. Cook and Mr. Knighton discussed what had been reviewed by the Major/Minor Subdivision so far.

15.A. Resolution Recognizing Past Planning Commission Members

The Planning Commission honored five past commissioners for their service.

Tim Hill
Danette Machen
Richard Hill
Brian Russell
David Rollins

Mrs. Machen gave a speech.

16. PLANNING COMMISSION ADJOURN

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