



Mathews County Planning Commission

Tuesday, July 8, 2025 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

3.A. Mr. Wilton is to give the Invocation

Mr. Doug Wilton gave the Invocation.

4 ROLL CALL / ESTABLISHMENT OF A QUORUM

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Commissioners Present:	Chairperson Billy Cook Vice-Chair Harry Meeks Member Donald Morgan Member Frances Minor Member Byron Rauch Member James Meade Member Robb Riddle Member Julian Wilton
Commissioners Absent:	
Staff Present:	Bobby Andrade, Director of Planning Joshua Bartlett, Planner Kelly Bassford, Administrative Support Tim Bowen, Board of Supervisors, Ex-Officio

5. APPROVAL OF AGENDA

Ms. Minor motioned to amend the Agenda to include approval of the June 20th, 2025 Joint Meeting Minutes, as well as an email that was sent to the members of the Planning Commission from Board of Supervisor member Tom Bowen on July 8th, 2025 at 2:00 pm, to be included in the Agenda for discussion. Mr. Meeks seconded the motion. On vote of 8 - Aye, 0 - Nay, 0 - Abstain, the Commission

approved adding the Joint Meeting Minutes approval and discussion of the Supervisor Bowen email to the Agenda.

6. APPROVAL OF MINUTES

6.A. Approval of May 13, 2025 Planning Commission Meeting Minutes

On Motion of Mr. Riddle, seconded by Mr. Wilton, the Minutes for the regular Planning Commission Meeting of May 13, 2025 and the Joint Meeting of the Planning Commission and the Board of Supervisors on June 20th, 2025, was approved with a vote of 8 - Yay, 0 - Nay, 0 - Abstain..

7. PUBLIC COMMENT PERIOD *(One opportunity of 3 minutes per speaker)*

Chairperson Cook read the Guidelines for Public Comments

Dave Jones, Citizen

Buckley Hall Rd, Va: Is not in favor of approving the Board of Supervisor's request for an Ordinance to Exempt the County from Zoning and Subdivision requirements

Dee Russell

Yeiser Ln, Va: Is not in favor of the Board of Supervisors being exempt from County Zoning and Subdivision requirements.

Lynn Beckard,

Gwynn, Va: Not in favor of opening a South Bay Haven park.

Diane Congrove

Gwynns Island, Va: Not in favor of adding a park to the South Bay Haven property.

Phyllis McCarron,

Gwynns Island, Va: Suggests that FEMA change the designation of the property and the County sell it as residential property or to a conservation organization.

Richard Hicks,

North, Va: The government buys a piece of property and the rules all of a sudden change.

Matt St. Louis

Susan, Va.: People need access to the water on Gwynns Island.

John Bonner

Gwynns Island, Va: The shoreline at the South Bay Haven property is not safe for the public.

8. UNFINISHED BUSINESS

8.A. Agritourism

Chairperson Cook waived this issue to a later meeting to give Director Andrade the opportunity to discuss this with the Attorney.

8.B. Progress on Special Events Permit

The Commission discussed if there are any venues where special zoning permits might be feasible. Mr. Morgan motioned and Mr. Rauch seconded that the Commission recommend to the Board of Supervisors that we do not require zoning permits for special events in Mathews County. The Planning Commission voted 8 - Yay, 0 - Nay, 0 - Abstain in favor of the recommendation.

9. COMMITTEE REPORTS

9.A. Report from Workforce Housing Committee

Mr. Riddle, Ms. Minor and Mr. Meade reported on the Committee's progress.

Commission Members Mr. Riddle and Frances Minor are also working with Board of Supervisors

members Dave Jones and Janice Phillips on a separate committee that is meeting with HRSD representatives to create ways to increase their service area in Mathews.

10. NEW BUSINESS

10.A. Non-Compliant Conditional Use Permits

Per Chair Cook; All 3 of these CUPs are in violation and are to be sent a courtesy letter from the Planning Office, giving them 30 days to correct the issues or have the option to have the Planning Commission make a recommendation for them to have more time to deal with their property. He requested that Members Donald Morgan, Byron Rauch and Doug Wilton become a committee to assist these residents to become compliant with the CUPs.

10.A.1. **Application 3-CUP-17:** Request from Pamela Mullins for a Conditional Use Permit per Section 175-5.3b(24) of the Mathews County Zoning Ordinance to allow a travel trailer on a temporary basis. The parcel is known as Tax Map 20 (A) 100, 1022 Church Street, Mathews, VA 23109. The property is in the Rural (RU) Zoning District

10.A.2. **Application 3-CUP-18:** Request from Robert Blake for a Conditional Use Permit per Section 175-5.3b (24) of the Mathews County Zoning Ordinance to allow a travel trailer on a temporary basis. The parcel is known as Tax Map 26 (A) 51, 458 Tabernacle Road, Mathews, VA 23109. The property is in the Rural (RU) Zoning District.

10.A.3. **Application 3-CUP-20:** Request from Kevin Hunter for a Conditional Use Permit per Section 175-5.3b (24) of the Mathews County Zoning Ordinance to allow a travel trailer on a temporary basis. The parcel is known as Tax Map 35 (A) 147, 336 Hamburg Road, Mathews, VA 23109. The property is in the Rural (RU) Zoning District.

10.B. South Bay Haven

10.B.1. Vote for Public Hearing

MOTION: On Motion of Byron Rauch, seconded by Julian Wilton, the Mathews County Planning Commission voted 7-1-0 as follows: Billy Cook, Harry Meeks, Donald Morgan, Frances Minor, Byron Rauch, Robb Riddle, Julian Wilton - aye; James Meade - nay; to Approve a public hearing at the August Meeting on South Bay Haven Park.

Roll Call Vote:

Billy Cook, Chair - Aye

Harry Meeks, Vice Chair - Aye

Doug Wilton, Member - Aye

Frances Minor, Member - Aye

Byron Rauch, Member - Aye

Donald Morgan, Member - Aye

James Meade, Member - Nay

Robb Riddle, Member - Aye

10.C. Mathews County Board of Supervisors would like the Planning Commission to consider an ordinance exempting Mathews County from zoning and subdivision requirements.

The Commission determined that the Board of Supervisors should find solutions within the bounds of the established Codes and Ordinances for the County to resolve County Zoning issues.

MOTION: On Motion of Robb Riddle, seconded by Donald Morgan, the Mathews County Planning Commission voted 8-0-0 as follows: Billy Cook, Harry Meeks, Donald Morgan, Frances Minor, Byron Rauch, James Meade, Robb Riddle, Julian Wilton - aye; None - nay; to Approve taking 60 days to seek outside council from an attorney, not associated with the county, then have another open to the public meeting to address absolving the Board of Supervisors from following the County Zoning Codes and Subdivision Ordinances.

Roll Call Vote:

Billy Cook, Chair - Aye

Harry Meeks, Vice Chair - Aye

Doug Wilton, Member - Aye

Frances Minor, Member - Aye

Byron Rauch, Member - Aye

Donald Morgan, Member - Aye

James Meade, Member - Aye

Robb Riddle, Member - Aye

11. PLANNING DIRECTOR'S REPORT *Notice of Variance and Appeal*

Director Andrade does not foresee an update on the 3 CUPs being available from the Planning Office before October.

12. PLANNING COMMISSION REQUESTS/DIRECTIVES

13. PUBLIC COMMENT PERIOD *(One opportunity of 3 minutes per speaker)*

Dee Russell

Yeiser Lane, Va: Stated that certain events held in Mathews County have permitting processes in place.

Dave Jones, Citizen

Buckley Hall Road, Va: Not in favor of waiving Zoning Codes and Subdivision Ordinances for the Board of Supervisors.

Phyllis Mcarron,

Millstone Ln, Va: Not in favor of a public hearing for South Bay Haven park.

Lisa Edwards

Millstone Lane: Not in favor of a South Bay Haven public park.

Richard Hicks

North, Va: "If a residence is rented out to one individual...365 days a year, is it an Air-bnb or a hotel?"

Sharon Frye,

Weston Hall Rd, Va: Not in favor of subdividing and selling 384 Old Ferry Road from the County property, and not in favor of a South Bay Haven park.

14. ADJOURN

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

Billy Cook, Chair

Kelly Bassford, Admin Specialist