



Mathews County Planning Commission

Tuesday, September 9, 2025 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

Commission Member 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 Specialist Tom Bowen, Board of Supervisor, Ex-Officio

5. APPROVAL OF AGENDA

MOTION: On Motion of James Meade, seconded by Julian Wilton, the Mathews County Board of Supervisors 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 Amend the Agenda to add Item C. Parks and Rec, South Bay Haven to Section 10.

6. APPROVAL OF MINUTES

6.A. August 12, 2025 Planning Commission Meeting Minutes DRAFT

MOTION: On Motion of Billy Cook, 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 the August 12th Planning Commission Meeting Minutes.

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

Mr. Richard Hicks

North, Va., County government has no business buying a private, residential lot in a quiet residential neighborhood and then using the power of government to rezone it and create a public landing and park there.

8. **UNFINISHED BUSINESS**

8.A. Agritourism

Planning Director Andrade reported that he sent a letter to the County Attorney on August 15th seeking advice on best language for an Agritourism ordinance and has not received a response to date.

8.B. Ordinance Change - Solar Farms

Director Andrade reported that the County Attorney had not responded to the letter that he sent on August 6th seeking approval on the proposed altered verbiage for the Solar Farms in the Utilities Major ordinance.

8.C. Out of Compliance Conditional Use Permits

8.C.1. Application 3-CUP-17

Application 3-CUP-20

Application 3-CUP-18

Director Andrade reiterated the Staff Report regarding the out of compliance CUPs.

MOTION: On Motion of James Meade, seconded by Robb Riddle, the Mathews County Planning Commission voted 7-1-0 as follows: Billy Cook, Harry Meeks, Frances Minor, Byron Rauch, James Meade, Robb Riddle, Julian Wilton - aye; Donald Morgan - nay; to Approve Planning Director Andrade soliciting recommendations from the County Attorney regarding next actions specific to Application 3-CUP-17.

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 - Nay

James Meade, Member - Aye

Robb Riddle, Member - Aye

8.D. South Bay Haven Update

Vice Chair Mr. Meeks gave his report from the meeting with the Parks & Recs Committee concerning the proposed South Bayhaven Park.

Chair Mr. Cook determined that an informal workshop should take place outside of the Planning Commission Meeting to discuss the park in more depth.

MOTION: On Motion of Donald Morgan, seconded by Julian Wilton, 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 holding a South Bay Haven Park Workshop at the Historic Courthouse from 5:30 pm to 6:55 pm ahead of the regular Planning Commission Meeting on Tuesday, October 14, 2025.

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

9. NEW BUSINESS

9.A. CIP Discussion (Documentation to follow)

County Facilities & Grounds Manager, Tim Tillage, gave an update on the progress of the Capital Improvement Program.

10. COMMITTEE REPORTS

10.A. Workforce Housing

Ms. Minor gave an update on the Workforce Housing Committee's progress.

10.B. HRSD

HRSD Committee Member, Mr. Riddle, reported that there have not been any updates from County Administrative about progress with expanding the service area.

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

11.A. Staff Report

11.B. 2024 Annual Report

Chair Cook acknowledged Director Andrade's Draft of the 2024 Annual Staff Report and indicated that he would approve it.

12. PLANNING COMMISSION REQUESTS/DIRECTIVES

Chair Cook requested that Director Andrade and Staff compile a report on the number of abandoned or vacated houses, along with their status and locations, and have it ready by the next regular Commission Meeting. Mr. Cook stated that a similar study had been conducted by the person who occupied Director Andrade's position previously, and that he, Mr. Cook, would contact him to get information on how that study's information had been obtained, in order to assist Director Andrade's current study.

The idea is to invest in and turn around these houses toward creating more affordable housing in the county.

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

Richard Hicks

North, Va. — Population is down in the county 20%. That's a lot of empty houses.... a housing shortage does not compute.

14. ADJOURN

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

Billy Cook, Chair

Kelly Bassford, Admin Specialist