



Mathews County Planning Commission

Regular Meeting

Historic Courthouse

27 Court Street, Mathews, VA 23109

Tuesday, December 9, 2025 at 7:00 PM

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

A. Commission Member Mr. Wilton is expected to deliver the Invocation.

4. ROLL CALL / ESTABLISHMENT OF A QUORUM

5. APPROVAL OF AGENDA

6. APPROVAL OF MINUTES

6.A. November 12th, 2025 Planning Commission Meeting Minutes

1. November 12 2025 Planning Commission Meeting Minutes DRAFT and Workforce Housing Committee Report

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

8. PUBLIC HEARINGS *Review of Public Hearing Procedure*

A. Changes to Mathews County Ordinance § 175-15.28 - Special regulations for short-term vacation rentals.

A No person shall rent, lease or otherwise exchange for compensation any portion of a dwelling unit as a short-term vacation rental without first obtaining a short-term vacation rental zoning permit and an annual business license from the commissioner of the revenue (rental registry).

B. Virginia Code §15.2-983 allows localities by ordinance to establish a short-term rental registry and require operators within the locality to register annually. This will be in the form of an annual business license granted by the Commissioner of the Revenue. Failure to register annually could result in fines not exceeding \$500 per violation.

C. Virginia Code §58.1-3510.6 allows localities to levy additional taxes including sales tax and transient tax on gross proceeds.

D. Virginia Code §36-105.1:1 allows localities to perform inspections on rental property by the building official or agent.

E. The number of transient guests shall not exceed two persons per bedroom for each dwelling unit, subject to the verification of Building Code and Health Department compliance. Should the

owner/manager advertise or rent the subject short-term rental property in a manner that exceeds the allowable occupancy limits, the short-term vacation rental zoning permit allowing the short-term rental may be revoked.

F. The owner of a short-term vacation rental shall designate a short-term vacation rental agent. The agent shall be able to respond within two hours of contact from a representative of the County in case problems arise with the property. The property owner may serve as the short-term vacation rental agent.

G. There shall be no change in the exterior appearance of the short-term vacation rental unit and premises that would alter its essential character as a dwelling unit. The use shall not generate noise, glare, fumes, traffic or fire hazards which would create a nuisance on adjacent properties.

H. Minimum off-street parking for the short-term vacation rental use shall comply with Article 12 of the Zoning Ordinance. No vehicles, watercraft or trailers of transient guests shall be parked in private or public right-of-way in such a manner as to block vehicle access to a property.

I. There shall be a fire evacuation route displayed in a common area of the short-term vacation rental.

J. There shall be an operable 2-A:10-B:C fire extinguisher located in an accessible location inside the short-term vacation rental.

K. Nothing in this section shall limit the County from enforcement of its Code or state or federal regulations.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.A. ProSafe Acquisition, LLC Application

1. CUP Application
2. PS Rendering
3. 25050_Concept Plan
4. 25050_CUP Plat
5. Cert & APO Letters

11. COMMITTEE REPORTS

- A. Agritourism
- B. Workforce Housing
- C. HRSD
- D. Recommendations for Planning Commission Chairman, 2026

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

13. PLANNING COMMISSION REQUESTS/DIRECTIVES

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

15. ADJOURN