



Mathews County Planning Commission

Wednesday, November 12, 2025 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

- 3. INVOCATION** *Commission Member Doug Wilton is expected to deliver the Invocation.*
Commission Member Julian Wilton gave the invocation.

4 ROLL CALL / ESTABLISHMENT OF A QUORUM

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

5. APPROVAL OF AGENDA

MOTION: On the motion of Mr. Meeks, seconded by Mr. Wilton, the Mathews County Planning Commission voted -- as follows: 7 - aye; None - nay; to Approve the Agenda.

6. APPROVAL OF MINUTES

6.A. Approval of October 14th, 2025 Planning Commission Minutes

MOTION: On the motion of Mr. Morgan, seconded by Mr. Wilton, the Mathews County Planning Commission voted -- as follows: 7 - aye; None - nay; to Approve the Minutes as Amended.

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

8. UNFINISHED BUSINESS

9. NEW BUSINESS

9.A. Committee for Recommendations for Planning Commission Chairman, 2026

Chairperson Cook appointed Co-Chair Mr. Meeks and Members Ms. Minor and Mr. Riddle to form a Committee to recommend nominees for the Planning Commission Chairperson for 2026.

9.B. Short Term Vacation Rental Ordinance Changes

Planning Director Andrade presented his draft of the proposed Short-Term Vacation Rental ordinance amendments.

MOTION: Chairperson Cook requested the Commission vote to hold a public hearing on the proposed ordinance changes. The Commission voted -- as follows: 7 - Aye, 0 - Nay to approve the Public Hearing to take place at the next meeting.

Roll Call Vote:

Billy Cook, Chair - Aye

Harry Meeks, Vice Chair - Aye

Doug Wilton, Member - Aye

Frances Minor, Member - Aye

Donald Morgan, Member - Aye

James Meade, Member - Aye

Robb Riddle, Member - Aye

10. COMMITTEE REPORTS

10.A. Agritourism

Mr. Wilton presented the Agritourism Committee's report. He and Mr. Rauch will report at the next Commission meeting.

10.B. Workforce Housing

Mr. Riddle, Ms. Minor and Mr. Meade reported their updates on the Workforce Housing Committee. Ms. Minor submitted a written report, as attached.

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

12. PLANNING COMMISSION REQUESTS/DIRECTIVES

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

14. ADJOURN

MOTION: On the motion of Donald Morgan, seconded by Harry Meeks, the Mathews County Planning Commission voted -- as follows: 7 - Aye, 0 - Nay to adjourn the meeting.

Roll Call Vote:

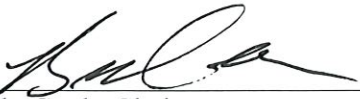
Billy Cook, Chair - Aye

Harry Meeks, Vice Chair - Aye

Doug Wilton, Member - Aye

Frances Minor, Member - Aye

Donald Morgan, Member - Aye
James Meade, Member - Aye
Robb Riddle, Member - Aye



Billy Cook, Chair



Kelly Bassford, Admin Specialist

