



Mathews County Planning Commission

Tuesday, December 9, 2025 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

3.A. Commission Chair Billy Cook gave the Invocation.

4. ROLL CALL / ESTABLISHMENT OF A QUORUM

5. APPROVAL OF AGENDA

MOTION: On the motion of Mr. Rauch, seconded by Mr. Meeks, the Mathews County Planning Commission voted 7-0-0 as follows: Billy Cook, Harry Meeks, Donald Morgan, Frances Minor, Byron Rauch, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Approve the Agenda.

6. APPROVAL OF MINUTES

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

MOTION: On the motion of Byron Rauch, seconded by Donald Morgan, the Mathews County Planning Commission voted 7-0-0 as follows: Billy Cook, Harry Meeks, Donald Morgan, Frances Minor, Byron Rauch, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Approve the November 12th Planning Commission Meeting Minutes.

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

8. PUBLIC HEARINGS *Review of Public Hearing Procedure*

8.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.

Director Andrade presented the Staff Report, outlining the differences between the existing Short Term Vacation Rental application language and the proposed changes. Mr. Meade wondered how the County will track Short Term Vacation Rentals in order to levy taxes properly at the Commissioner of Revenue. Mr. Cook observed that if any changes pass, there needs to be a notice in the Gazette in order to inform the County. He also advised that any motion made by the Commission will be for the language change, leaving the structure of the application to the Planning & Zoning Office Staff. Ms. Minor observed that the pages in the application that pertain to home enterprises and home occupations do not seem to have a place on the Short Term Vacation Rental application.

MOTION: On the motion of Mr. Meeks, seconded by Mr. Rauch, 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; None - abstain; to Approve the proposed language changes for the Short Term Vacation Rental application.

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. UNFINISHED BUSINESS

10. NEW BUSINESS

10.A. ProSafe Acquisition, LLC Application

Mr. Cook advised that he had created a sub-committee on the ProSave Acquisition, LLC Application #2025001069 request to construct a self-storage facility.

Sub-committee members are Mr. Cook, Mr. Meeks and Ms. Minor.

Mr. Meeks gave a summary of a meeting the sub-committee had with the ProSafe representatives on December 3rd. Ms. Minor followed Mr. Meeks with her report from the December 3rd meeting.

MOTION: On the motion of Robb Riddle, seconded by Harry Meeks, 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; None - abstain; to present Application# 202501069 as a public hearing at the January 13th Planning Commission Meeting.

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. COMMITTEE REPORTS

11.A. Agritourism

Updates to continue in the January 13th meeting.

11.B. Workforce Housing

Updates to continue in the January 13th Meeting.

11.C. HRSD

Updates to continue in the January 13th Meeting.

11.D. Recommendations for Planning Commission Chairman, 2026

The Committee to Nominate the 2026 Chair and Vice-Chair, Mr. Meeks, Mr. Wilton and Ms. Minor, each expressed their gratitude to Mr. Cook for his service as Chair during 2025, and also to Mr. Meeks for his service as Vice-Chair..

MOTION: On the motion of Julian Wilton, seconded by Robb Riddle, the Mathews County Planning Commission voted 6-2-0 as follows: Billy Cook, Harry Meeks, Frances Minor, James Meade, Robb Riddle, Julian Wilton - aye; Donald Morgan, Byron Rauch - nay, None - abstain; to Elect Billy Cook to Chairperson for 2026.

Roll Call Vote:
Billy Cook, Chair - Aye
Harry Meeks, Vice Chair - Aye
Doug Wilton, Member - Aye
Frances Minor, Member - Aye
James Meade, Member - Aye
Robb Riddle, Member - Aye
Byron Rauch, Member - Nay
Donald Morgan, Member - Nay

Ms. Minor reported that the Committee was unanimous in selecting Mr. Meeks to serve as Vice-Chairperson on the Planning Commission.

MOTION: On the motion of Julian Wilton, seconded by Robb Riddle, the Mathews County Planning Commission voted 7-1-0 as follows: Billy Cook, Harry Meeks, Frances Minor, James Meade, Robb Riddle, Julian Wilton, Donald Morgan - aye; Byron Rauch - nay, None - Abstain; to Elect Mr. Meeks to Vice-Chair of the Planning Committee in 2026.

Roll Call Vote:
Billy Cook, Chair - Aye
Harry Meeks, Vice Chair - Aye
Doug Wilton, Member - Aye
Frances Minor, Member - Aye
Byron Rauch, Member - Nay
Donald Morgan, Member - Aye
James Meade, Member - Aye
Robb Riddle, Member - Aye

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

Chair Cook requested that Director Andrade review how CUPs are prepared for presentation to the Planning Commission, particularly regarding the uncodified ordinance process.

Director Andrade informed the Commission that Planning & Zoning was presenting a public hearing to the Board of Zoning Appeals regarding a pole barn in the RPA.

13. PLANNING COMMISSION REQUESTS/DIRECTIVES

Mr. Rauch requested that Mr. Andrade run the Comprehensive Plan through ChatGBT.

Chair Cook inquired about the status of the 2026 CIP.

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

15. ADJOURN

MOTION: On the motion of Donald Morgan, seconded by Harry Meeks, 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; None - abstain; to Adjourn the December 17th Regular Meeting of the Mathews County Planning Commission.



Billy Cook, Chair



Kelly Bassford, Admin Specialist

