



Mathews County Planning Commission

Tuesday, January 13, 2026 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

Mr. 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 James Meade
Member Robb Riddle
Member Julian Wilton

Commissioners Absent:

Member Byron Rauch

Staff Present:

Bobby Andrade, Director of Planning
Joshua Bartlett, Planner
Kelly Bassford, Administrative Support
Patrick Beattie, Board of Supervisor, Ex-Officio

5. APPROVAL OF AGENDA

MOTION: On the motion of Julian Wilton, seconded by Robb Riddle, the Mathews County Planning Commission voted 7-0-0 as follows: Billy Cook, Harry Meeks, Donald Morgan, Frances Minor, James Meade, Robb Riddle, Julian Wilton - aye; None - nay; None - abstain; to Approve the January 13, 2026 Planning Commission Meeting Agenda.

6. APPROVAL OF MINUTES

6.A. Approval of December 9th, 2025 Planning Commission Meeting Minutes.

MOTION: On the motion of James Meade, seconded by Donald Morgan, the Mathews County Planning Commission voted 7-0-0 as follows: Billy Cook, Harry Meeks, Donald Morgan, Frances Minor, James Meade, Robb Riddle, Julian Wilton - aye; None - nay; None - abstain; to Approve the December 9th, 2025 Planning Commission Meeting minutes.

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

No citizens came forward to speak.

8. **PUBLIC HEARINGS** *Review of Public Hearing Procedure*

8.A. **Application #202501069:** Requested by ProSafe Acquisition, LLC (Applicant) and OT Ventures LLC (Property Owner) for a Conditional Use Permit pursuant to Section 175-9.3(P) of the Mathews County Zoning Ordinance for the purpose of constructing and operating a self-storage facility. The property is identified as Tax Map Parcel 9-A-3 and is zoned Business-2 District. (B-2).

Director Andrade presented the Staff Report for Application #202501069.

Mr. Mike Hankie, Co-Founder of the ProSafe Storage company, presented the application and answered questions from the Commission about specifics of the proposed facility.

Chair Cook requested the CUP include screening to be added from the back of the property to the back of the adjacent DG Market Store, so as to provide a buffer that will be in place for the eventual development of the remainder of the property.

No citizens came forward to speak about the application.

Mr. Riddle motioned to approve the Application #202501069 as stated in the CUP with Staff and Commissioner's recommendations of an 8' fence 3/4 around the property, with the additional plant screening and with the survey distinguishing the CUP area from the remainder of the property. Mr. Morgan seconded.

MOTION: On the motion of Robb Riddle, seconded by Donald Morgan, the Mathews County Planning Commission voted 7-0-0 as follows: Billy Cook, Harry Meeks, Donald Morgan, Frances Minor, James Meade, Robb Riddle, Julian Wilton - aye; None - nay; None - abstain; to Approve Application 202501069 with the staff and Commission's added conditions.

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

9. **UNFINISHED BUSINESS**

10. **NEW BUSINESS**

11. **COMMITTEE REPORTS**

11.A. Agritourism

Chairperson Cook requested that Mr. Morgan join the Agritourism Committee along with Mr. Rauch and Mr. Wilton.

11.B. Workforce Housing

Mr. Meade reported on the status of the Workforce Housing Committee.

11.C. HRSD

Chair Cook provided an update on the HRSD committee.

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

Director Andrade reported on the Board of Zoning Appeal's current public hearing. Also, that the amended language for the Short Term Vacation Rental ordinance is pending approval from the Board of Supervisors.

Mr. Meade requested an update on the 3 Conditional Use Permits; 3-CUP-17, 3-CUP-18 & 3-CUP-20. Mr. Cook requested that Mr. Beattie report the Board of Supervisors' decision on these CUPs at the next Planning Commission Meeting.

Mr. Morgan requested an update on the Capital Improvement Plan. Chair Cook advised that the Board of Supervisors and the County Administrator had been meeting on this and that he will provide updates at the next Planning Commission Meeting.

13. PLANNING COMMISSION REQUESTS/DIRECTIVES

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

15. ADJOURN

MOTION: On the motion of Donald Morgan, seconded by Frances Minor, the Mathews County Planning Commission voted 7-0-0 as follows: Billy Cook, Harry Meeks, Donald Morgan, Frances Minor, James Meade, Robb Riddle, Julian Wilton - aye; None - nay; None - abstain; to Adjourn the January 13th, 2026 Planning Commission Meeting.


Billy Cook, Chair


Kelly Bassford, Admin Specialist

