



Mathews County Planning Commission

Tuesday, March 10, 2026 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

3.A. Moment of Silence for Doug Wilton

3.B. Moment of Silence for Tina Marie Walls.

3.C. Pastor Paul Gibson of Westville Baptist Church, Mathews, will provide the Invocation.

After a moment of silence in remembrance of Planning Commission Member Julian "Doug" Wilton and Commonwealth Attorney Tina Marie Walls, Pastor Paul Gibson 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 Byron Rauch Member James Meade Member Robb Riddle
Commissioners Absent:	
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 James Meade, seconded by Robb Riddle, 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; the Commission voted to approve Chair Cook's recommendation to move Item# 10; New Business ahead of Item# 8, Public Hearing on the Agenda.

6. APPROVAL OF MINUTES

6.A. Approval of January 13th, 2026 Planning Commission Meeting Minutes.

MOTION: On the motion of Frances Minor, seconded by James Meade, 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 January 13th, 2026 Planning Commission Minutes.

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

8. PUBLIC HEARINGS *Review of Public Hearing Procedure*

8.A. Application #202500831: Requested by Robert Blake for a Conditional Use Permit pursuant to Section 175-5.3 (B)(27) of the Mathews County Zoning Ordinance to allow for a travel trailer to be occupied for habitation on a temporary basis. The property is identified as Tax Map Parcel 26-A-51 and is zoned Rural (RU).

Director Andrade presented the Staff Report for Conditional Use Permit# 202500831.

Sharon Frye

Port Haywood, Va: I hope you can help this gentleman.

MOTION: On the motion of Robb Riddle, seconded by James Meade, the Mathews County Planning Commission voted 6-1-0 as follows: Billy Cook, Harry Meeks, Donald Morgan, Frances Minor, James Meade, Robb Riddle - aye; Byron Rauch - nay; None - abstain; to Approve moving back to the standard of only approving a Conditional Use Permit for a term of one year.

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

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.A. Comprehensive Plan Discussion.

Chair Cook introduced speaker Ms. Danette Matchen, who had been on the Planning Commission for many years. Ms. Matchen presented ideas and advice on the Comprehensive Plan, and took questions from the Commission. She suggested that Mathews should focus more on mixed and affordable housing.

She suggested civic meetings held in various locations in the county could be beneficial in obtaining information on the issues that citizens and small business owners view as important in their localities.

Chair Cook invited Ms. Matchen to serve on the Advisory Committee for the Comprehensive Plan, and she accepted the invitation.

Mr. Morgan asked if it was possible to invite a participant from the High School to serve on the Advisory Committee, in order to obtain input from the youth age group. The Commission agreed that this would be a great addition to the Committee, and discussed ways to extend an invitation.

10.B. Action Committee for Short Term Vacation Rentals.

Chair Cook announced an advisory committee for the Short Term Vacation Rental Committee who will consist of citizens Ms. Danette Matchen and Ms. Susie Buckhalter, and Planning Commission Member Ms. Frances Minor.

Mr. Cook requested the new committee to review the proposed Ordinance changes to §175-15.28, and advise changes that will comply with the Board of Supervisor's recommendations.

10.C. Ordinance §175-20.8. Enforcement Procedures Discussion.

Chair Cook discussed what the Planning Commission is trying to accomplish with the §175-20.8 Ordinance revision.

He requested Director Andrade present the revised Ordinance draft to the County Attorney for approval.

11. COMMITTEE REPORTS

11.A. Agritourism

Members: Mr. Morgan, Mr. Rauch and Mr. Wilton.

Planning Commission Member. Rauch and Director Andrade will be meeting to review the Agritourism Ordinance Draft that Mr. Rauch's Committee created, in order to edit as needed to send it to the County Attorney for review.

11.B. Workforce Housing / Accessory Dwelling Units

Members: Mr. Mead, Ms. Minor and Mr. Riddle from the Planning Commission, and Ms. Janice Phillips from the Board of Supervisors.

Planning Administrator Joshua Bartlett presented a report from the Accessory Dwelling Unit Committee Meeting. The Committee will continue to meet and amend the proposed ordinance on Accessory Dwelling Units and advise updates at the next regular Planning Commission Meeting.

11.C. HRSD

Members: Mr. Cook, Ms. Minor and Mr. Riddle from the Planning Commission, and Ms. Janice Phillips from the Board of Supervisors.

Chair Cook gave an update on the HRSD Committee progress.

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

Director Andrade presented an update on the current Board of Zoning Appeals Updates.

13. PLANNING COMMISSION REQUESTS/DIRECTIVES

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

15. ADJOURN

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

A stylized, cursive handwritten signature in dark ink, appearing to read 'Billy Cook'.

Billy Cook, Chair

A cursive handwritten signature in dark ink, appearing to read 'Kelly Bassford'.

Kelly Bassford, Admin Specialist