



Mathews County Planning Commission

Tuesday, May 12, 2026 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

3.A. Pastor Dede Parrish from the Saint Paul Comfort Church is expected to deliver the Invocation.
Pastor Dede Parrish delivered the Invocation.

4 ROLL CALL / ESTABLISHMENT OF A QUORUM

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

5. APPROVAL OF AGENDA

MOTION: On the motion of James Meade, seconded by Frances Minor, the Mathews County Planning Commission voted 5-0-0 as follows: Billy Cook, Harry Meeks, Frances Minor, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Approve the May 12th, 2026 Planning Commission Meeting Agenda.

6. APPROVAL OF MINUTES

6.A. Approval of the April 14th, 2026 Planning Commission Meeting Minutes.

MOTION: On the motion of Frances Minor, seconded by James Meade, the Mathews County Planning Commission voted 5-0-0 as follows: Billy Cook, Harry Meeks, Frances Minor, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Approve the April 14th, 2026 Planning Committee Meeting Minutes.

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

Bob Shepker,

Mathews, Va; spoke against approving the location of the proposed cell tower that has been submitted under Conditional Use Permit Application #202600198.

8. NEW BUSINESS

8.A. Notice of Application #202600198: Requested by The Towers, LLC & Celco Partnership (DBA Verizon Wireless) and James & Esther McFarland (Property Owners) for a Conditional Use Permit for the purpose of constructing and operating a 199-foot telecommunications facility pursuant to Section 175-23.4 by Resolution 25-04. The property is identified as Tax Map Parcel 11A216-C located on Cherry Point Rd on Gwynn's Island and is zoned Residential-2 (R-2). to be presented in a Mathews County Joint Board of Supervisors and Planning Commission Special Joint Meeting at the Mathews Historic Courthouse on Tuesday, May 26, 2026 at 7:00 PM.

Director Andrade presented Conditional Use Permit Application #202600198, which the Board of Supervisors will review to determine whether the Planning Commission should proceed with a Public Hearing.

9. CONSENT AGENDA *Items to be placed before the Board of Supervisors.*

9.A. The Planning Commission is requesting the following items of important ordinance matters to be placed on the Consent Agenda at the next meeting of the Board of Supervisors for evaluation and development by the Planning Commission:

Agritourism, Gun Ranges, Short-Term Vacation Rentals, Code Enforcement, Hampton Roads Sanitary District provisions, Medical Marijuana and Accessory Dwelling Units.

Chair Cook outlined the matters that will go before the Board of Supervisors for evaluation to be sent back to the Planning Commissioners for recommendation. Mr. Cook advised that this evaluation should take place on the May 26th Special Meeting of the Board of Supervisors and the Planning Commission.

10. COMMITTEE REPORTS

10.A. Action Committee for Short Term Vacation Rentals

Members: Danette Mason, Susie Buckhalter, Frances Minor

Frances Minor reported that the committee met and resolved many issues that were on the table to discuss. They have developed a plan that is ready to take in front of the Board of Supervisors at the next regular meeting slated for May 21st, 2026.

10.B. Agritourism

Members: Mr. Rauch, Mr. Morgan

10.C. Workforce Housing / Accessory Dwelling Units

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

James Meade reported that the state code is being revised, and the Committee is going to match up the Mathews codes to align with the new state codes.

10.D. HRSD

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

Chair Cook presented a short brief on the progress of the HRSD Committee.

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

Planner Director reported on the Applications that are in process of going toward the BZA. Mr. Riddle asked about the status of the Conditional Use Permit #202500831. This is scheduled for review with the Board of Supervisors at their May 21st regular meeting.

12. **PLANNING COMMISSION REQUESTS/DIRECTIVES**

Mr. Meade requested that the two outstanding out of compliance Conditional Use Permits (3-CUP-17 and 3-CUP-20) be added to the June 9th regular Planning Commission Meeting Agenda, to resolve them.

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

14. **ADJOURN**

MOTION: On the motion of James Meade, seconded by Frances Minor, the Mathews County Planning Commission voted 5-0-0 as follows: Billy Cook, Harry Meeks, Frances Minor, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Adjourn the May 12th, 2026 Planning Commission Meeting


Billy Cook, Chair


Kelly Bassford, Admin Specialist

