



Mathews County Planning Commission

Tuesday, April 14, 2026 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

3.A. Reverend Angie Hoen of Mathews Chapel United Methodist Church will provide the Invocation.

Reverend Angie Hoen of Mathews Chapel United Methodist Church provided 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 Kelly Bassford, Administrative Support Patrick Beattie, Board of Supervisor, Ex-Officio

5. APPROVAL OF AGENDA

MOTION: On the motion of Donald Morgan, 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; to Approve Chair Cook's request to amend the agenda to move item 10.B in New Business to Public Hearing item 8.B.

6. APPROVAL OF MINUTES

6.A. Approval of March 10th, 2026 Minutes.

MOTION: On the motion of Frances Minor, 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; to Approve the March 10th, 2026 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. **Application #202600230:** Requested by Cynthia Montague (Property Owner) and Cynthia Montague Properties LLC (Applicant) for a Conditional Use Permit pursuant to Section 175-5.3(B)(19) of the Mathews County Zoning Ordinance to allow for a retail store. The property is identified as Tax Map Parcel 44-A-41 and is zoned Rural (RU).

Director Andrade presented the Staff Report on the Application.

Ms. Montague, the applicant, spoke on behalf of the Application. She outlined her dream of having a coastal themed museum, selling prints of lighthouses done by local artists to help fund the upkeep. Mr. Tim Baker, Circle Drive, Mathews, spoke in favor of the Application but against any outside port-a-potties.

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, Byron Rauch, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Approve the Application, with Staff recommendation regarding parking along the left side of the building, and with the following amendments: 1) Opened for business within hours of 9:00 am to 5:00 pm, any day of the week (hours within these times according to Ms. Montagues' discretion), 2) The CUP becomes void if Ms. Montague is no longer the owner of the property, 3) No other employees 4) No outside port-a-potty facilities.

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

9.A. Ordinance §175-20.8 Enforcement Procedures Discussion.

Pg 1 - Pre-2022 Amendment

Pg 2 - 2022 Amendment

Pg 3 - Staff's proposed changes

Pg 4 - Chair Cook's Draft

Director Andrade presented a report on the proposed amendment to Ordinance §175-20.8, and the board discussed specific points in the language. The board felt that the penalty portion of the amendment was not clear enough to place before the public hearing yet, specifically the legal language.

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, Byron Rauch, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Approve Director Andrade discussing potential changes via e-mail with the board members and the County Attorney to clear up some of the ambiguities in the penalty portion before bringing the proposed amendment changes to a public hearing.

10. NEW BUSINESS

10.A. CIP Summary

The board requested clarity on the Capital Improvement Spreadsheet regarding the monies that were already obligated vs. what was still available for allocation.

MOTION: On the motion of Donald Morgan, 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; to Approve disapproving the CIP as presented.

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

10.B. EDA Presentation

Mr. Joe Syslo, Chairperson of the Mathews County Economic Development Authority, at the invitation of Chair Cook, spoke on the role of the EDA as it applies to the Comprehensive Plan for the county. Chair Cook invited Mr. Syslo to be on the Comprehensive Plan Committee, and Mr. Syslo accepted that invitation.

11. COMMITTEE REPORTS

11.A. Action Committee for Short Term Vacation Rentals.

Members: Danette Mason, Susie Buckhalter, Frances Minor

Ms. Susie Buckhalter, Mathews Va, spoke addressing the proposed Short Term Vacation Rental Ordinance Draft. She stated that there is still work needed to get the ordinance to compromise with the STVR Committee's vision.

11.B. Agritourism

Members: Mr. Rauch, Mr. Morgan.

The Committee members discussed their work-in-process draft for the agritourism ordinance proposal. They agreed to continue their work on the language and update at the next regular meeting.

11.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

Mr. Mead gave an update on the Workforce Housing Committee. Fine tuning their draft is on going.

11.D. HRSD

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

The HRSD Committee reported no additional progress.

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

Planning Director Andrade presented the Staff Report.

13. **PLANNING COMMISSION REQUESTS/DIRECTIVES**

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

Mr. Mike Walls,

Mathews Va., congratulated the Planning Commission for their vote on the Capital Improvement Program.

15. **ADJOURN**

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


Billy Cook, Chair


Kelly Bassford, Admin Specialist