



Mathews County Planning Commission

Tuesday, June 9, 2026 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

3.A. Apostle Dr. Steven Forrest Sr. of the Kingdom Covenant Ministries is expected to deliver the Invocation.

Apostle Dr. Steven Forrest Sr. of the Kingdom Covenant Ministries delivered 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 Byron Rauch, 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 strike Item 8.A. The STVR Staff Report from the Agenda and then approve the Agenda without Item 8.A.

6. APPROVAL OF MINUTES

- 6.A. Approval of May 12, 2026 and May 26, 2026 Special Joint Meeting of Planning Commission & Board of Supervisors Meeting Minutes.

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; to Approve the Minutes of the May 12th Planning Commission Meeting and the May 26th Special Joint Meeting of the Planning Commission and Board of Supervisors as presented.

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

8. PUBLIC HEARINGS *Review of Public Hearing Procedure*

- 8.A. Ordinance No 26-07 An Ordinance to Amend §175-15.28 Special Regulations for Short-Term Rentals

Planning Director Andrade presented the Staff Report for the STVR Ordinance.

Suzie Buckhalter, Gloucester, representing the Action Committee for Short Term Vacation Rentals, requested clarification on which version of the Ordinance the Board of Supervisors consented to send to the Planning Commission for approval.

Chair Cook closed the Public Hearing for Ordinance 26-07 and cited the Planning Commission to submit the Ordinance sent from the Board of Supervisors for the Planning Committee's approval.

- 8.B. Ordinance No 26-08 To amend §175-20.8 of Mathews Code to Remove the Requirement that, Prior to the Initiation of Civil Zoning Enforcement Action in Court, Approval of the Board of Supervisors is Required.

Director Andrade presented the Staff Report for Ordinance No 26-08.**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; to Approve Ordinance 26-08, To Remove the Requirement that the County Attorney requires formal authorization from the Board of Supervisors prior to the initiation of civil zoning enforcement action in court - which eliminates the last line of Item C in the Ordinance.

Roll Call Vote:

Billy Cook, Chair - Aye

Harry Meeks, Vice Chair - Aye

Frances Minor, Member - Aye

Byron Rauch, Member - Aye

Donald Morgan, Member - Aye

James Meade, Member - Aye

Robb Riddle, Member - Aye

9. NEW BUSINESS

- 9.A. Review of Planning Commission Code of Ethics

Chair Cook presented the addition of item 9 to the Code of Ethics, added by the County Attorney, and encouraged the Commission members to stay updated on planning development..

Member James Mead questioned the absence of specific language requiring members of the

Commission to recuse themselves from participating in or voting on any matter before the Commission in which they are personally familiar or would financially benefit from. The ensuing discussion culminated with Member Don Morgan volunteering to work with the Planning Department Staff to provide an additional line that addresses the recusal issue.

10. CONSENT AGENDA

11. COMMITTEE REPORTS

11.A. Action Committee for Short Term Vacation Rentals

Members: Danette Machen, Susie Buckhalter, Frances Minor

Chair Cook dissolved the Action Committee for Short Term Vacation Rentals and congratulated the members on their work.

11.B. Agritourism

Members: Mr. Rauch, Mr. Morgan

Director Andrade summarized a report he'd received from Commission Member Byron Rauch that contained documents relating to Agritourism. (These documents are added to the Agenda Packet documents received after publication of the Agenda). This committee's work is ongoing.

11.C. Workforce Housing

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

Ms. Phillips presented a report on the findings of the Workforce Housing / ADU Committee. Their work is ongoing.

11.D. HRSD

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

Mr. Cook gave an update on the progress of the HRSD Committee.

Chairman Cook also announced that he's formed a new committee on County Properties as they pertain to the Comprehensive Plan. He requested Mr. Meeks and Ms. Minor to form this committee. Member Don Morgan requested to also be a member of this committee and was accepted.

12. UNFINISHED BUSINESS

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

Director Andrade presented a report on the upcoming BZA Meeting's tentative hearing.

14. PLANNING COMMISSION REQUESTS/DIRECTIVES

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

16. ADJOURN

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



Billy Cook, Chair



Kelly Bassford, Admin Specialist