



County of King William, Virginia

PLANNING COMMISSION MEETING
FEBRUARY 2, 2021 – 7:00 P.M.
KING WILLIAM COUNTY ADMINISTRATION BUILDING
KING WILLIAM, VIRGINIA – VIA ZOOM ONLY

1. Call to Order
2. Roll Call
3. Review and Adoption of Meeting Agenda
4. Review and Approval of Minutes:
 - a. January 5, 2021
5. Public Comment Period
6. Unfinished Business
 - a. March Meeting Date
 - b. Discussion/Adoption of Commission By-Laws for Calendar Year 2021
 - c. Update on Draft Ordinance and Comprehensive Plan
7. Staff Updates and Reports
 - a. January Zoning Log
 - b. Violation Log
 - c. January Building Report
 - d. January Land Disturbance
 - e. Commissioner Comments
8. Adjourn

Virtual Zoom Information

Topic: Planning Commission Meeting
Time: Feb 2, 2021 07:00 PM Eastern Time (US and Canada)
Meeting ID: 863 9098 7361
Passcode: 223910
Dial by your location
+1 301 715 8592 US (Washington DC)
Meeting ID: 863 9098 7361
Passcode: 223910

4a.

January 5, 2021

Meeting Minutes

**MINUTES
KING WILLIAM COUNTY
PLANNING COMMISSION
REGULAR MEETING OF JANUARY 5, 2021**

At a regular meeting of the Planning Commission, held on January 5, 2021 at 7:00 P.M. via Zoom, the meeting was called to order with the following members:

Agenda Item 1. Call to Order

Agenda Item 2. Roll Call

Present:

Stephen Greenwood

John Breeden

Bonnie Hite

Janie Rhoads, Vice-Chair

Don Wagner, Chairman

Staff Present:

Sherry Graham, Acting Director of Community Development

Krista Cole, Planning Secretary

Agenda Item 3. Review and Adoption of Meeting Agenda

Chairman Wagner wanted to add Discussion of Berkley Group Forums and Comprehensive Plan under number Agenda Item 8.

Mr. Greenwood stated that he felt it was too soon to review the Comprehensive Plan Timeline, as they had just received it and it had not been released to the public yet.

Mr. Breeden expressed that while he does understand the concerns of Mr. Greenwood, he is in agreement to add that item to the agenda provided that they would not be making decisions or voting on anything.

Ms. Rhoads stated that it could be included in the Staff Reports section.

Mr. Breeden made a motion to approve the agenda as amended and the motion was seconded by Ms. Rhoads.

Members were polled:

Ms. Hite	Aye
Mr. Greenwood	Nay
Ms. Rhoads	Aye
Mr. Breeden	Aye
Chairman, Wagner	Aye

The vote was carried 4 – 1.

Agenda Item 4. Review and Approval of Minutes

Chairman Don Wagner requested a motion to approve the December 1, 2020 meeting minutes.

Because the Planning Commission found that there were dates in the 2021 schedule that were conflicting after they had adopted the schedule, Mr. Greenwood was curious as to whether we would amend the previous minutes to reflect that or if we would refer to that at this meeting.

Ms. Rhoads stated that on page three of the minutes, it should read, “The vote was carried 4 – 1.” She then made a motion to approve the minutes as amended and the motion was seconded by Mr. Greenwood.

The vote was unanimous on this motion.

Agenda Item 5. Public Comment Period

There being no one to speak the Public Comment Period was opened and closed by Chairman, Don Wagner.

Agenda Item 6. Old Business – NONE

Agenda Item 7. New Business

A. Organization of the Planning Commission for Calendar Year 2021

Chairman Wagner nominated Ms. Rhoads as Planning Commission Chair for 2021. Mr. Breeden seconded the motion

Members were polled:

Mr. Breeden	Aye
Ms. Hite	Aye

Mr. Greenwood Aye
Ms. Rhoads Aye
Chairman Wagner Aye

The vote was unanimous on this motion.

Ms. Hite nominated Mr. Greenwood for Planning Commission Vice-Chairman for 2021. Mr. Breeden seconded the motion.

Members were polled:

Ms. Rhoads Aye
Mr. Breeden Aye
Ms. Hite Aye
Mr. Greenwood Aye
Chairman Wagner Aye

The vote was unanimous on this motion.

Chairman Wagner nominated Ms. Sherry Graham for Planning Commission Secretary for 2021. Ms. Rhoads seconded the motion.

Members were polled:

Mr. Greenwood Aye
Ms. Hite Aye
Mr. Breeden Aye
Ms. Rhoads Aye
Chairman Wagner Aye

The vote was unanimous on this motion.

Chairman Wagner asked if anyone had any comments on the by-laws.

Ms. Rhoads stated that there were a couple of formatting errors but was curious if Section 7-1 should be expanded to include electronic meetings, as it reads specific to the meetings being held in a public place.

Mr. Greenwood stated that the Board of Supervisors does have a provision in their by-laws that allows them to call in for meetings but he would like to see the Planning Commission By Laws to reflect electronic correspondence as well.

Mr. Breeden requested that Staff get the proposed language and revisit.

Chairman Wagner expressed his concern on the number of members and the term not being included in the by-laws.

Ms. Hite stated that the old by-laws did reflect the numbers but there were so many changes being made that they voted to remove the numbers so they would not have to continuously change the by-laws.

Ms. Rhoads stated that the term amount is located in Section 3-2.

Chairman Wagner requested a motion to defer the adoption of the by-laws until the February meeting. Mr. Greenwood made a motion that was seconded by Mr. Breeden.

Members were polled:

Ms. Rhoads	Aye
Mr. Breeden	Aye
Ms. Hite	Aye
Mr. Greenwood	Aye
Chairman Wagner	Aye

The vote was unanimous on this motion.

B. 2021 Planning Commission Annual Report

Ms. Rhoads pointed out a couple of grammatical errors and some word phrasing that could be changed. Mr. Breeden made a motion to recommend the report to the Board of Supervisors and Ms. Hite seconded the motion.

Members were polled:

Mr. Breeden	Aye
Ms. Rhoads	Aye
Mr. Greenwood	Aye
Ms. Hite	Aye
Chairman Wagner	Aye

The vote was unanimous on this motion.

Mr. Greenwood, Ms. Hite and Mr. Breeden all thanked staff for their hard work on the Annual Report.

Agenda Item 7. Staff Reports

Ms. Graham told members that she had received the survey from Berkley Group on the day prior, and due to COVID-19 there would be no public forum, as it would be virtual. She stated that stakeholder groups would meet on January 26th via Zoom or in person. Ms. Graham informed the members that everything would be on the website, including: flyer, online survey, Zoom information for the meeting and a PDF survey. Once the surveys are collected and compiled there will be another joint session but as it stands we are on schedule with the ordinance. Ms. Graham gave members update on the Comprehensive Plan as far as the timeline and also let them know that Hill Studio hoped to hold a public forum in July 2021 depending on COVID-19 restrictions and the Comprehensive Plan is due to be finished in January 2022.

Mr. Greenwood expressed his concern with not having a public meeting after the citizens have been promised all of these meetings throughout the county with Berkley group and now it's just one virtual meeting. He was curious if we could also use paper forms and word of mouth because a lot of people cannot do virtual.

Ms. Hite recommended adding to the flyer that if they do not have virtual access, they can view the draft ordinance in the Planning office.

Mr. Breeden stated that we could leave something at the library as well if it was open.

Ms. Rhoads was curious as to what could stop a person from submitting more than one survey.

Mr. Greenwood mentioned people not having to be anonymous and requiring name/address.

Mr. Breeden urged staff and Commission to not be discouraged if we do not receive the feedback we are hoping for.

Ms. Hite recommended making it voluntary for them to put their information on the surveys.

Mr. Breeden stated it might be good to say, "if you would like more information, how may we contact you?"

Chairman Wagner was curious as to who decipheres the Comprehensive Plan group and stated that he wanted to see as much involvement from the Planning Commission as possible.

Ms. Hite wanted to know if we could post the draft schedule for the Comprehensive Plan onto the website.

Mr. Greenwood stated that the schedule looked confusing and wondered if we could meet before getting started to get input.

Mr. Breeden wanted to know if it would be possible to have the Planning Commission at the next Board of Supervisors work session.

Ms. Graham shared with the Planning Commission, a Variance request that would be going to Board of Zoning Appeals and also informed the Commission of three Conditional Use Applications that had some through. The applications were incomplete and she sent a letter to the applicant, but there were discrepancies with each one and Ms. Graham stated that Staff would not recommend approval. She also informed the Commission of a possible 278 Cluster

Subdivision zoned R-1. It would be the first in King William County but the conceptual plan looks like it would meet all of the requirements.

Chairman Wagner stated that it will not require review of the Planning Commission but he would like to see the plan and the traffic impact.

Mr. Breeden told everyone to stay safe.

Ms. Hite thanked Sherry and staff for their work.

Mr. Greenwood thanked staff for the Annual report and told all to be safe.

Ms. Rhoads thanked Chairman Wagner and the Planning Commission as she has enjoyed it and feels we are on the right path. Kudos to staff for their work.

Chairman Wagner thanked everyone and wished Ms. Rhoads good luck as 2021 Chairman. He also thanked Sherry for taking on the role of Planning Director and he looked forward to working with her.

Agenda Item 10. Adjournment

Chairman Wagner requested a motion to adjourn. Ms. Rhoads made a motion and the motion was seconded by Mr. Greenwood.

The meeting was adjourned.

Don Wagner, Chairman

Sherry Graham, Commission Secretary

6b.

**Discussion/Adoption of
By-Laws**

**KING WILLIAM COUNTY, VIRGINIA
PLANNING COMMISSION**

2020 BYLAWS

ARTICLE 1 - AUTHORIZATION

- 1-1. This Planning Commission is established in conformance with the resolution adopted by the Board of Supervisors of King William County (hereinafter referred to as the "Board") in 1968, and in accord with the provisions of §15.2-2210 & §15.2-2212, of the Code of Virginia (1950) as amended.
- 1-2. The official title of this Commission shall be the "King William County Planning Commission."

ARTICLE 2 - PURPOSE

- 2-1. The purpose of the King William County Planning Commission (the "Commission") is to promote the orderly development of King William County in accord with 15.2-2210. In accomplishing the objectives of 15.2-2200 the Commission is to serve in an advisory capacity to the Board by preparing plans, ordinances and other documents to the Board and to carry out all activities as designated by the Board. The Commission also approves, amends and approves, or disapproves the Comprehensive Plan in accord with the provisions of 15.2-2225.

ARTICLE 3 - MEMBERSHIP

- 3.1. The Commission shall be composed of members in the number and for the term of office as designated by the Board. The Board shall appoint successors, and the Board shall fill all vacancies.
- 3-2. Members of the Commission shall be appointed for terms of four years as established by the Board.
- 3-3. Vacancies shall be filled by appointment made by the Board and shall be for an unexpired term only.
- 3-4. Members of the Commission shall be eligible for reappointment.
- 3-5. Members of the Commission may be removed by the Board for malfeasance in office, or poor attendance. A Commissioner may be dismissed without limitation in the event that the Commission member is absent from any three consecutive

meetings of the Commission, or is absent from any four meetings of the Commission within any twelve-month period.

- 3-6. The Board may provide for the payment of expenses incurred by Commission Members in the performance of their official duties and for compensation for services.

ARTICLE 4 - OFFICERS AND THEIR SELECTION

- 4-1. The officers of the Commission shall consist of a Chair, a Vice-Chair, and a Secretary. The Chair and Vice-Chair shall be elected by the membership. The Secretary shall serve at the request of the Commission and may be a member of the Commission, an employee of King William County, or a citizen volunteer.
- 4-2. Nomination of officers shall be made from the floor at the organizational meeting each year. For this purpose, the organizational meeting shall be considered to be the first regularly scheduled meeting held each year, normally in January. A candidate for the offices receiving a majority vote of the entire membership of the Commission shall be declared elected.
- 4-3. Should the Chair and Vice-Chair be absent at any meeting, the Commission shall elect a temporary Chair to serve at the meeting.
- 4-4. Terms of office shall be for one year or until a successor takes office. The Chair and Vice-Chair can succeed themselves, however, only two successive yearly terms are allowed. Officers shall take office at the next regularly scheduled or special called meeting immediately following the organizational meeting.
- 4-5. Vacancies of the offices of Chair, Vice-Chair and/or Secretary shall be filled by a majority vote of the Commission.

ARTICLE 5 - DUTIES OF OFFICERS

- 5-1. The Chair shall:
- 5-1-1. Be a member of the Commission.
- 5-1-2. Preside at all meetings.
- 5-1-3. Appoint committees, special and/or standing.
- 5-1-4. Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote by the members present).

5-1-5 Be informed immediately of any official communication and report same at the next regular meeting.

5-1-6 Carry out other duties as assigned by the Commission.

5-2. The Vice Chair shall:

5-2-1. Be a member of the Commission.

5-2-2 Assume the full powers of the Chair in the absence or inability of the

Chair. 5-3. The Secretary shall:

5-3-1. Record attendance at all meetings.

5-3-2 Keep a set of minutes of the Commission meetings, which, after approval by the Commission, shall be retained in the Office of the Director of Community Development.

5-3-3 Notify all members of all meetings.

5-3-4 Maintain a file of all Commission records and reports.

5-3-5 Certify all maps, records and reports of the Commission.

5-3-6 Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.

5-3-7 Attend to the correspondence of the Commission.

5-3-8 Make recommendations and an annual report to the Board of Supervisors concerning the operation of the commission and the status of planning within King William County.

ARTICLE 6 - STANDING AND SPECIAL COMMITTEES

6-1. Committees may be appointed by the Chair to serve as

needed. 6-2. The Chair shall be an ex officio member of every

committee.

ARTICLE 7 - MEETINGS

- 7-1. Regular meetings of the Commission shall be held on the first Tuesday of each month at 7:00P.M. When a meeting date falls on a legal holiday, the meeting shall be held the following week unless otherwise designated by the Commission. If the Chair, or the Vice Chair if the Chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for commission members to attend a regularly scheduled meeting, the meeting shall be continued to the following Tuesday at 7:00P.M. in the Board Room of the County Administration Building. Such finding shall be communicated to the members of the Commission and the press and posted on the County's website as promptly as possible. All hearing and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required. Any regular meeting may be dispensed if there is no new business; this shall be at the discretion of the Chair. The Secretary shall notify the members of the Commission of the canceled meeting. At no time, however, shall more than two consecutive meetings be canceled.
- 7-2. Special meetings shall be called at the request of the Chairman or at the request of a quorum of the membership.
- 7-3. All regular meetings, work sessions, hearings, records, and accounts shall be open to the public except those meetings subject to the rules of executive session as set forth in the Code of Virginia. There shall be a Public Comment Period at each of the regular Planning Commission meetings. The Public Comment Period will allow a member of the Public three (3) minutes to speak or five (5) minutes if representing a group, about any planning matter, except agenda items scheduled for a Public Hearing.
- 7-4. A majority of the members shall constitute a quorum and no action of the Commission shall be valid unless authorized by a majority vote of those present and voting in accord with 15.2-2215.

ARTICLE 8- ORDER OF BUSINESS

- 8-1. The order of business for a regular meeting shall be:
 - 8-1-1. Call to order by Chair.
 - 8-1-2. Roll call.
 - 8-1-3. Review and Adopt Meeting Agenda
 - 8-1-4. Consideration of minutes.
 - 8-1-5. Public Comment Period.
 - 8-1-6. Public Hearings.

8-1-7. Other Unfinished Business.

8-1-8. New Business.

8-1-9. Special Reports from Staff or Special Committees.

8-1-10. Adjournment.

8-2. Parliamentary procedure in Commission meetings shall be governed by a modified version of Robert's Rules of Order (Revised). Any Commission member may, at any time, table a matter that has not been tabled previously without a second to the motion. A motion to table a matter upon a single members' motion may be overruled by a motion of another member, which is properly seconded and passed by a majority vote of the Commission.

8-3. The Planning Commission shall keep a set of minutes of all meetings, and these minutes shall become a public record.

8-3-1. The secretary shall sign all minutes, and at the end of the year shall certify that the minutes of the preceding year are true and correct.

8-3-2. Retain audio-visual recordings of the meetings until after the Minutes have been approved and three months after the end of the calendar year, whichever is longer. Document destruction in accordance with the Virginia Public Records Act.

ARTICLE 9 - HEARINGS

9-1. In addition to those required by law, the Commission, at its discretion, may hold public hearings when it deems that a hearing is in the public interest.

9-2. Notice of a hearing shall be published in a newspaper having general circulation in the area once a week for two (2) successive weeks specifying the time and place of hearing at which persons affected may appear and present their views, not less than five (5) days nor more than twenty-one (21) days after final publication, or as otherwise set forth in the Code of Virginia. Non legal matters, or informational meetings not covered by the Code of Virginia, but called by the Commission, may be advertised once in a/any paper deemed appropriate by the Commission for the meeting purpose

9-3. The case before the Commission shall be summarized by the Chair or by the Secretary or other members delegated by the Chair. Interested parties shall have the privilege of the floor. The Chair, prior to the public hearing, may set time limits as to the length of time that the applicant, individuals and persons representing groups may speak. Records or statements shall be recorded or sworn to, as evidence for any court of law, only after notice is given to the

interested parties.

- 9-4. A record shall be kept of those speaking before the hearing.

ARTICLE 10 - CORRESPONDENCE AND APPLICATION INFORMATION

- 10-1. It shall be the duty of the Secretary to draft and sign all correspondence necessary for the execution of the duties and function of the Planning Commission.
- 10-2. It shall be the duty of the Secretary to communicate by telephone or other means when necessary to make communications that cannot be carried out as rapidly as required through direct correspondence.
- 10-3. All information from the applicant for a given activity, whether it is for consideration of a rezoning, subdivision or site plan, shall be submitted to the Secretary by the first business day of the month preceding the meeting. The Commission may rule that if information is received after the aforementioned date the information shall not be utilized and the application may be denied or tabled as appropriate.
- 10-4. All official papers and plans involving the authority of the Commission shall bear the signature of the Secretary.

ARTICLE 11 - AMENDMENTS

- 11-1. These bylaws may be changed by a recorded two-thirds (2/3) vote of the entire membership after thirty (30) days prior notice to membership. Such notice shall include the proposed language for the amendment.

7a.

January Zoning Log

DATE	NAME OF APPLICANT	ADDRESS	TAX MAP NUMBER	SUBDIVISION NAME	TYPE OF PERMIT (Z/E&S/BLDG)	AREA OF DISTURBANCE	DATE TO ZONING/E & S	DATE APPROVED ZONING/ E & S	DATE TO BLDG PLAN REVIEW	DATE APPROVED BY BLDG	NOTES/COMMENTS
1.5.2021	Tidewater Food Services, LLC	3019 Voyage Dr. Stafford, VA	28-55C	n/a	Z	n/a	1.6.2021	1.6.2021	n/a	n/a	TENANT UPFIT
1.5.2021	Ryan Eilenfield	3019 Voyage Dr. Stafford, VA	28-55C	n/a	Z/BLDG	n/a	1.6.2021	1.11.2021	1.6.2021	01.14.2021	NEW WALL SIGN
1.5.2021	Baker Homes	7247 Baker Woods Pl. New Kent, VA	2-12B	n/a	Z/BLDG	n/a	1.6.2021	1.20.2021	1.6.2021	1.8.2021	ADDITION
1.5.2021	Zak Lewis	129 Etna Mills Rd.	19D-5	n/a	Z/BLDG	N/A	1.6.2021	1.11.2021	1.6.2021	1.7.2021	ADDITION
1.6.2021	Liberty Homes	8249 Crown Colony Pkwy	34-2C	n/a	Z/E&S/BLDG	25000 SQ FT	1.6.2020		1.6.2021	1.8.2021	NEW DWELLING
1.7.2021	Darrell Kellum	662 Sharon Rd. King William, VA	28-38B-1A	MONCUIN VISTA	Z/E&S/BLDG	N/A	1.07.2021		1.07.2021		NEW DWELLING
1.11.21	TNT Land Resources	44 Little Woodbury Rd.	53-21A	n/a	Z/E&S/BLDG	711 sq ft	1.11.2021	1.22.21	1.11.2021	1.15.2021	711 SQ FT ADDITION TO BE ADDED TO HOME
1.7.2021	Darrell Kellum	662 Sharon Rd. King William, VA	28-38B-1B	MONCUIN VISTA	Z/E&S/BLDG	N/A	1.07.2021		1.07.2021	1.15.2021	NEW DWELLING
1.11.2021	Tall Pine Builders	754 Syringa Rd. Topping, VA	30-22	n/a	Z/E&S/BLDG	30, 200 sq ft	1.20.2021	1.21.2021	1.12.2021	01.14.2021	NEW DWELLING
1.11.2021	RCI Builders	9245 Shady Grove Rd. Mechanicsville, VA	22-11-2A-60	Kennington	Z/E&S/BLDG	14,176 sq ft	1.12.2021	1.13.2021	1.12.2021	01.14.2021	NEW DWELLING
1.13.2021	Matt Rogers	1282 W. River Rd.	5B-1	n/a	Z/BLDG	n/a	1.13.2021		1.13.2021	01.13.2021	24x51 CARPORT/GARAGE
1.15.2021	Jason Johnson	12082 Mt. Olive Cohoke Rd. West Point, VA	37-50A2	Norman Heights	Z/E&S/BLDG	3000 SQ FT	1.20.2021	1.21.2021	1.20.2021		NEW DWELLING
1.15.2021	Jason Johnson	12082 Mt. Olive Cohoke Rd. West Point, VA	37-50A2	Norman Heights	Z/BLDG	N/A	1.20.2021		1.20.2021		POLE BARN
1.19.2021	Classic Signs and Media	1231 Gladstone Glen Place Midlothian, VA	28-3-3	n/a	Z/BLDG	n/a	1.20.2021	nmi	1.20.2021	nmi	WALL SIGN - SUBWAY
1.19.2021	Chelsea Reed	1168 Epworth Road Aylett, VA	13-1-B-7	Globe Forest Estates	Z/BLDG	n/a	1.20.2021		1.20.2021		POLE BARN WITH OPEN LEAN TO
1.19.2021	RCI Builders	9245 Shady Grove Rd. Mechanicsville, VA	21-13-20	McCaughey Park II	Z/E&S/BLDG	16865 SQ FT	1.20.2021		1.20.2021		NEW DWELLING AND DETACHED GARAGE
1.21.2021	Brandon Newcomb	3245 Enfield Rd. Aylett, VA	19-40	Mangohick	Z/BLDG	n/a	1.22.2021		1.22.2021		INGROUND POOL 16X36

7b.
Violation Log

7c.

**January Building Report
(via email)**

7d.

January

Land Disturbance Report

(via email)