

**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 deciphers 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