

**King & Queen County
Planning Commission Minutes
February 5, 2018**

The King & Queen County Planning Commission met on Monday, February 5, 2018, at 6:00 p.m. in the King & Queen County Courts and Administrations Building in the General District Courtroom for their regular monthly meeting.

Planning Commission Members Present:

Sheila Morton
Milton Watkins
James Guess
Robert Coleman, Jr.
Franklin Massey

David Campbell
Hunter Richardson
Robert Harvey
Barbara Hudgins

Also in Attendance:

Donna E. Sprouse, Assistant Zoning Administrator

Call to Order

Chairman, Mr. Richardson called the meeting to order.

Roll Call/Determination of Quorum

Mr. Campbell took roll call and determined that a quorum was present.

**Approval of Minutes
December 3, 2017**

After review of the minutes, a motion was made by Mr. Watkins to accept the minutes as written, seconded by Mr. Guess.

Voting For: Watkins, Morton, Guess, Richardson, Campbell, Hudgins, Coleman, Harvey, Massey

Voting Against: None

Abstain: None

Citizens Comment Period

Mr. Richardson opened the floor for citizens comment period. Hearing no comments, citizens comment period was closed.

New Business

A. ZA18-01, Subdivision Ordinance, Article 4, Section 4-7

Mrs. Sprouse noted that during their Chesapeake Bay Compliance Review with DEQ, it was suggested from DEQ that we include the notes as they are referenced in the VA Administrative Code

to avoid confusion for current and future staff and the public. After hearing no further comments from the Commission or staff, a motion was made by Mrs. Hudgins to set a public hearing for ZA18-01, Subdivision Ordinance, Article 4, Section 4-7 for March 5, 2018, seconded by Mr. Watkins

Voting For: Watkins, Morton, Guess, Richardson, Campbell, Hudgins, Coleman, Harvey, Massey

Voting Against: None

Abstain: None

B. RZ18-01 – Timber Resources, LLC

Mrs. Sprouse noted that the Planning and Zoning Department received an application for a rezoning request from Stevensville Property, LLC to rezone a parcel known as tax map 1624-52L-425, from Agricultural to General Business 1 for the purpose of opening a country store. The parcel is approximately 1.96 acres in the Stevensville Magisterial District. After hearing no comments from the Commission, a motion was made by Mr. Coleman to set a public hearing for RZ18-01 for March 5, 2018, seconded by Mr. Watkins.

Voting For: Watkins, Morton, Guess, Richardson, Campbell, Hudgins, Coleman, Harvey, Massey

Voting Against: None

Abstain: None

Old Business

A. Comprehensive Plan Adoption Schedule

Mrs. Sprouse reviewed the proposed Comprehensive Plan Adoption Schedule with the Commission for consideration. After some discussion regarding public input, it was determined that having a handout for citizens to review, describing what a Comprehensive Plan is and the purpose of public meetings/input would be helpful to those who attend the public meetings. Mrs. Sprouse noted that if anyone in the public should have questions regarding the plan, to please send them to her so she can address their questions in a timely matter. The Commission agreed to adopt the following schedule...

February 5, 2018 - Approve the comprehensive Plan Adoption Schedule

February 9, 2018 – Send notice to paper(s) advertising the dates for Comp Plan public comment and where the plans may be reviewed. This will run for two consecutive weeks.

February 12, 2018 - Have public copies for review at the Middle Peninsula Regional Airport, King & Queen County Administrator's Office, and King & Queen County Branch Library. The Plan will also be posted on the King & Queen County website for public review.

March 5, 2018 - Allow for public comment and questions during the regular scheduled Planning Commission Meeting.

April 2, 2018 - Allow for public comment and questions during the regular scheduled Planning Commission Meeting.

May 7, 2018 - Allow for public comment and questions during the regular scheduled Planning Commission Meeting.

May 11, 2018 – Send notice to paper(s) advertising for public hearing. This will run for two consecutive weeks.

June 4, 2018 - Hold a public hearing and make a recommendation for the Board of Supervisors.

July 2018 - Board will prepare a schedule for adoption of the Comprehensive Plan.

Staff's Comments

Mrs. Sprouse noted that the application for Tuckers Recreational Park and Mt. Glenwood LLC is close to reaching them. She anticipates that they will have it come for their consideration in the next 1 to 2 months.

Mrs. Sprouse reviewed a proposed policy regarding development at the Middle Peninsula Regional Airport. The following was noted in such policy...

"According to Title II, Land Development Regulations, Chapter 3, Article 4, Table 4.1, Table of Permitted Uses in Primary Zoning Districts, it states..... "Airplane hangar – commercial, is a permitted use in the Industrial (I) zoning district by approved Conditional Use Permit and Level 3 site plan review."

The Middle Peninsula Regional Airport is a general aviation airport controlled by the Middle Peninsula Regional Airport Authority, consisting of members from Gloucester County, King William County, King & Queen County, and the Town of West Point. The airport has existed since the mid 1940's. The airport was once located on a total of 710 acres and is now located on a 362 acre parcel zoned Industrial. Over the years, there have been hangars built, a terminal constructed and other improvements on the site in various locations. There is not a level 3 site plan of the entire airport property in county records, as it was constructed prior to the adoption of a zoning ordinance. Historically as buildings have been erected, a site plan of the project area was reviewed and considered for approval with an approved conditional use permit and site plan amendment through a public hearing process.

According to Title II, Land Development Regulations, Chapter 3, Article 14, Section 3-315, *"Any amendment or change of substance in an approved site plan shall be subject to the same procedures as required for a new site plan application, provided that minor modifications to an approved site plan may be authorized by the zoning administrator when such modifications do not:*

- Alter the boundaries of the property significantly;*
- Conflict with specific requirements of this ordinance or specific conditions of the approved site plan;*
- Decrease the width or depth of any yard, setback or buffer areas;*
- Alter points of access to the property or the internal arrangement of site plan elements significantly; and*
- Have an appreciable effect on surrounding properties."*

It is the policy of King and Queen County to establish a fair and reasonable process for small development projects at the Middle Peninsula Regional Airport without having to go through the public hearing processes each and every time solely because there is no complete site plan of the entire airport property.

The following development would be treated as an administrative amendment approval by the Zoning Administrator...

- Private small scale airport hangar(s) less than 5,000 sq. ft. without a business use. Without a business use shall mean that the hangar shall not be used for any other use than storing a private plane(s). There shall be no retail or service offered to the public from the building. No assembly use shall be permitted.
- Land development projects, such as but not limited to, any land clearing, any drainage projects, runway or taxiway upgrades and repairs.
- Small airport accessory buildings that is owned and operated under the Airport Authority that are less than 5,000 sq. ft. Such buildings would include, but are not limited to structures such as a grounds and maintenance shed, garage with no maintenance other than on vehicles/equipment owned and operated by the Authority.
- Additions to the terminal building that do not add to or amend the use of the existing terminal. An example of a use that would not be considered administratively would be an addition proposal to allow for a cafeteria or fast food establishment as this use is not currently located within the existing building. An example of a use that would be considered administratively would be an addition proposal to allow for staff office space, restrooms or a meeting room.”

Both Mr. Coleman and Mrs. Morton noted that they were in favor of the policy as it would still be reviewed by staff and the policy would help avoid an arbitrary situation. That projects at the Airport would still come to the Commission, when necessary.

Voting For: Watkins, Morton, Guess, Richardson, Campbell, Hudgins, Coleman, Harvey, Massey

Voting Against: None

Abstain: None

Mrs. Sprouse noted that she has met with the folks at Three Rivers Soil and Water Conservation District and DEQ regarding an item noted in their Corrective Action Agreement based on their Chesapeake Bay Compliance review by DEQ. She noted that they are working towards submitting a new MOU to the Board of Supervisors, as the prior MOU is way outdated. It will satisfy DEQ’s requirement of the county being made aware of agricultural uses and fields within the Chesapeake Bay Preservation Overlay District. In having this meeting, staff was made aware of a grant funding opportunity, which was received and approved for funding in the amount of \$15,000 to help go towards the Courthouse Green Infrastructure project that was also part funded by NFWF.

Commissioner’s Comments

Mr. Massey wished everyone a Happy New Year.

Mr. Coleman welcomed Mr. Herrin back to the Commission and that he was sorry Mr. Herrin wasn’t present tonight.

Mr. Watkins thanked Mrs. Sprouse for saving the Planning Commission so much time and her help with everything tonight.

Adjournment

Mr. Richardson noted that the Commission will meet March 5, 2018 at 6 p.m.

There being no further business, a motion was made by Mr. Watkins to adjourn the meeting. The meeting was adjourned by all present members stating "Aye".

Hunter Richardson, Chairman