

**King & Queen County  
Planning Commission Minutes  
September 3, 2013**

The King & Queen County Planning Commission met on Tuesday, September 3, 2013, at 6:00 p.m. in the King & Queen County Courts and Administrations Building in the Court Room for their regular monthly meeting.

**Planning Commission Members Present:**

James Burns  
Milton Watkins  
David Campbell  
James Guess

William Herrin  
Shelia Morton  
Robert Coleman, Jr.

**Also in Attendance:**

Donna E. Sprouse, Assistant Zoning Administrator

**Call to Order**

In the absence of Chairman, Mr. Richardson, Vice Chairman, Mr. Herrin called the meeting to order.

**Roll Call/Determination of Quorum**

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

**Introduce Newly Appointed Planning Commissioner – James “Jim” Burns**

Mr. Herrin introduced new Commissioner, Mr. James Burns, Buena Vista District Representative. The Commission members welcomed Mr. Burns.

**July 1, 2013 – Regular Meeting**

After brief review of the minutes, a motion was made by Mr. Watkins to approve the minutes as written, second by Mr. Guess.

Voting For: Watkins, Campbell, Herrin, Morton, Guess

Voting Against: None

Abstain: Burns, Coleman

**Citizens Comment Period**

Mr. Herrin opened the floor for public comment period, hearing no comments from the public, citizens comment period was closed.

## **New Business**

### **A. FY2014 Capital Improvement Plan (Review Revised/Updated Draft)**

Mrs. Sprouse provided a draft of the FY2014 Capital Improvement Plan for review by the Commissioners. She explained the purpose of the CIP for those that are not familiar with its purpose. Mrs. Sprouse noted that because the Commissioners did not receive their packets in advance and did not have the opportunity to review the draft plan, she asked the Commissioners to review the plan over the next few weeks. She noted that they will further discuss the plan once everyone has had the opportunity to review it during their next meeting.

## **Unfinished Business**

### **A. Comprehensive Plan Update (Review Working Draft)**

Mrs. Sprouse provided a copy of a draft copy of the Comprehensive Plan to each present Commissioner. She explained that the draft that she presented is not complete, however she would like feedback from the Commission during the next several meetings. She briefly explained that this is a working draft and asked the Commission members to please review the draft and make notes and comments as they see fit to further discuss at upcoming meetings. Mrs. Sprouse briefly went over the state code requirement of incorporating a transportation plan within the Comprehensive Plan. Mr. Burns asked if the Planning Commission is responsible for the Comprehensive Plan. Mrs. Sprouse explained that most localities pay either their local PDC or hire a consultant to conduct a re-write of their Comprehensive Plan. She noted that the King & Queen Planning Commission elected to attempt to update their Comprehensive Plan in-house with the help from staff. Either way, the Commission reviews the plan and makes a recommendation to the Board of Supervisors for adoption. Mrs. Sprouse pointed out the state code section as it relates to the requirements of the Comprehensive Plan and its contents.

## **Staff's Comments**

Mrs. Sprouse noted that by the next meeting, she will have the new Zoning Ordinance printed and available for all Commissioners. She stated that Municode has been working on codifying the text amendments and once it is made available, she will see that they all have the new code. Mrs. Sprouse said that this also includes the online code, and it too should be posted online this week.

Mrs. Sprouse informed the Commission that the Glenwood Sand & Gravel project is still in the works. She noted that the engineer is working on the site plan at this time and is in the process of obtaining DMME approval. Mrs. Sprouse noted that the project is forthcoming, however there is more work to be completed before reaching the Commission.

Mrs. Sprouse reminded the Planning Commission of the new Stormwater Regulations and briefed the Commission on the status of the model code and the work that the local planners have done through the Middle Peninsula Planning District Commission. With that said, Mrs. Sprouse also informed the Commissioners that King & Queen was awarded a grant in the amount of \$61,655 as part of the DEQ Phase II grant opportunity. Mrs. Sprouse stated that this money is to cover the

salary for staff's time working on the implementation of the new Stormwater Regulations. She also noted that this money will be used in obtaining a new computer, GIS software, and staff training for Mr. McIntire.

### **Commissioner's Comments**

Mrs. Morton thanked Mrs. Sprouse for all of her work.

Mr. Burns noted that he hopes to be an asset. He doesn't want to worry about anyone hurting his feelings. He noted that the Commissioners are not going to upset him, if they have something to say to him, say it. He noted that he is not an uppity type person and they can tell him anything and it will roll off his back and he doesn't get offended. Mr. Burns thanked the Commission for putting up with him.

Mr. Coleman welcomed Mr. Burns.

Mr. Watkins welcomed Mr. Burns and good job Donna.

Mr. Guess said he would second what Mr. Watkins said.

Mr. Campbell welcomed Mr. Burns.

Mr. Herrin welcomed Mr. Burns. He also noted that he will be moving to Mathews and will be leaving the Commission in 3 months. Mr. Herrin noted that he has informed Mrs. Morris, Mr. Richardson and Mrs. Sprouse of his departure and wanted to inform the Commission. He added that he wishes the Commission well.

Mr. Herrin noted that their next meeting will be held October 7, 2013 at 6 p.m.

### **Adjournment**

A motion was made by Mr. Burns to adjourn the meeting, second by Mr. Watkins. The motion was ratified by those present stating "Aye". There being no further business the meeting was adjourned.

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William Herrin, Vice Chairman