

**King & Queen County
Planning Commission Minutes
September 7, 2021**

The King & Queen County Planning Commission met on Tuesday, September 7, 2021, 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:

Hunter Richardson	Barbara Hudgins
Milton Watkins	Comer Jackson
William Herrin	Robert Coleman, Jr.
Ryan Burroughs	Robert Harvey

Also in Attendance:

Donna E. Sprouse, Director of Community Development

Call to Order

Chairman, Mr. Richardson called the meeting to order.

Roll Call/Determination of Quorum

In Secretary-Campbell's absence, Mrs. Sprouse took roll call and determined that a quorum was present.

**Approval of Minutes
July 6, 2021**

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

Voting For: Watkins, Hudgins, Richardson, Herrin, Burroughs, Jackson
Voting Against: None
Abstain: Harvey, Coleman

Citizens Comment Period

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

New Business

A. ZA21-01, Zoning Text Amendment, Article 10, Floodplain Overlay District (*public hearing*)

Chairman, Mr. Richardson opened the public hearing for ZA21-01, Zoning Text Amendment, Article 10, Floodplain Overlay District, amending the current existing ordinance in its entirety to conform with Federal Regulations. The Flood Insurance Rate Map (FIRM) is to be effective October 21, 2021.

Mrs. Sprouse noted that the public notice was posted in the both the Tidewater Review and Rappahannock Times on August 18, 2021 and August 25, 2021.

Mrs. Sprouse reported that the only changes that were proposed to the current ordinance is as follows:

- Page 8, Amend the new effective date from May 16, 2016 to October 21, 2021.
- Page 9, Amend the new effective date from May 16, 2016 to October 21, 2021.
- Page 11, remove reference to section 3-234A(2)
- Page 19, Amend the Definition for appurtenant or accessory structure, per FEMA guidance

Staff recommended approval of the text amendment as presented and as approved by DCR and FEMA.

Mr. Richardson asked if there was anyone from the public that wished to speak for or against the proposal.

Hearing no comments, the public hearing was closed.

Mr. Richardson asked the Commission if they had any questions for staff or if there was any further discussion.

Hearing no comments, Mr. Richardson asked if there was a motion for recommendation to the Board of Supervisors.

Mr. Harvey made a motion to approved ZA21-01 as staff recommended, seconded by Mr. Coleman.

Voting For: Watkins, Richardson, Herrin, Burroughs, Jackson, Harvey, Hudgins, Coleman

Voting Against: None

Abstain: None

Old Business

A. Consider Amendments to the Planning Commission By-Laws

Mrs. Sprouse briefly went over several sections of the By-Laws for those that were not present during prior reviews and as a refresher for those who had been present, as it has been on the agenda for several months. Mrs. Sprouse explained that the reason for the latest revision is to bring the By-Laws in line with what is referenced in the State Code. She added that included in their packets was also a copy of the State Code to cross reference, if needed.

Mr. Coleman asked Mrs. Sprouse if she can explain the difference in using “may” or “shall” in Section 3.5. Mrs. Sprouse noted that in many documents she prepares in the Zoning and Planning Department, it was explained to her that “may” should be used when there is an option of another decision. For example, a Commission member may move in another district or may decide on his or her own free will to no longer serve.

Mr. Coleman asked about Section 3.7, which included two different sets of highlighting. Mrs. Sprouse explained that the By-Laws were reviewed with the County Attorney and the areas highlighted in green is what was suggested by the County Attorney. In this particular section, the state code is referenced so if the code changes, the By-Laws would still be accurate.

Mr. Coleman noted that in Section 7.2, he noticed language was added referencing the outcome of a tie vote on a motion. He noted that instance had happened once before and he was not sure how that worked or how it was determined to be a no or denied vote. Mr. Richardson and Mr. Watkins stated that it is noted in Robert’s Rules. Mrs. Sprouse noted that in the case where it happened with the Commission in

the past, the tie vote was confirmed by the County Attorney, whom was present at the time of the meeting, and who agreed that the motion died for lack of a majority vote and therefore the request was denied. Mr. Coleman noted that having this sentence in the By-Laws is helpful to him and other Commission members who may not be aware of such.

Mrs. Sprouse explained that in Section 10.1, she originally proposed to amend the timeframe in which the Commission may amend the By-Laws from 30 days to 14 days only because in some cases they meet less than 30 days between meeting dates. During the last Commission meeting, the Commission agreed to not rush any amendments so it was changed back to 30 days. That is why the Commission will see it as highlighted text (the 14 days) and then edited to be removed by way of a strike through line.

Mr. Richardson suggested that the Commission now review the proposed amendments and maybe be prepared for further discussion at the next meeting. Hearing no comments, and a lack of a motion, he noted that it would remain on the agenda until their next meeting.

Staff's Comments

Mrs. Sprouse informed the Commission of upcoming applications and their status up to present time. She noted that the office has been busy with other permit reviews that will not or does not reach the Commission for consideration.

Mrs. Sprouse informed the Commission that for those that wish to keep up with the status of the fiber project, to please view on the County's home page a link that is updated weekly to provide an update on the progress of the project. She also pointed out that at the end of the presentation, there is a name, phone number and email address, should anyone have any construction questions or complaints.

Mrs. Sprouse advised the Commission that the Building Official had resigned and that there is a vacancy. If anyone is aware of someone who may be interested, the employment notice is posted on the home page of the County website.

Mr. Coleman asked about the status of the King & Queen Elementary School plans. Mr. Bailey noted that there are two options before the Board. One is to level the school and start from scratch. The other is to level the newest addition and keep the original school building and add on and do a complete renovation. Cost and time is an obvious factor in making such a decision. He also noted that the 7th grade has now been moved to the High School, which means less classrooms and square footage needed.

Mr. Bailey noted that if anyone has any issues with the fiber contractors damaging their property, to please reach out to the contact as Donna had noted. He noted that they had damaged his yard and hopes they are more careful and considerate of others property as they install the fiber. He noted that it appears that they are responsive to complaints that made known to them.

Mr. Bailey noted that the Board is still working on the Tele-Works Center project, the fiber project, and Elementary School. He said that when he was first elected to the Board for the first 4 years, he was completely lost. By the second 4-year term, he had a good grasp as to what was going on. Now in his third term, he is just about done. He noted that during time on the Board, it has been rewarding but he really didn't care for budget time. Mr. Bailey noted that during budget, you spend a lot of Mondays in meetings.

Mr. Bailey concluded by informing the Commission members how appreciative the Board is of the Commission. He noted that once a project or request reaches the Board, all of the work has been done. Mr. Bailey noted that from the bottom of his heart he appreciates each and every Commission member's hard work that goes into each project. He stated that the Commission really makes it easy for the Board and once again thanked the Commission on behalf of the Board of Supervisors.

Commissioner's Comments

Mr. Watkins thanked Mr. Bailey for attending and providing such a wealth of information to the Commission.

Mr. Herrin said that he was glad to be here tonight.

Mr. Burroughs said that he was glad to make tonight's meeting and that he was glad to have learned about the plans for King & Queen Elementary School.

Mrs. Hudgins thanked Mr. Bailey for attending and thanked Mrs. Sprouse for all of her work.

Mr. Jackson thanked Mr. Bailey for coming and sharing such kind words with the Commission. Mr. Jackson thanked Mrs. Sprouse for her work as well.

Mr. Harvey commented that it was good to see everyone and glad everyone could make it out.

Mr. Coleman stated he was glad to have a new member on the Commission. He stated that he was not present during his first meeting. Mr. Coleman added that it is always good to have new insight and new energy on the Commission.

Mr. Richardson noted that the next meeting is set for October 4, 2021 at 6 p.m.

Adjournment

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

Hunter Richardson, Chairman