

**King & Queen County
Planning Commission Minutes
November 7, 2011**

The King & Queen County Planning Commission met on Monday, November 7, 2011, 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 "Jimmy" Guess
Milton Watkins
David Campbell
William Herrin

Robert "Bob" Taylor
Hunter Richardson
John Roane, Jr.

Also in Attendance:

Donna E. Sprouse, Assistant Zoning Administrator
Lawrence Simpkins, St. Stephens Church Supervisor
Thomas J. Swartzwelder, County Attorney

Call to Order

Chairman, Robert Taylor, called the meeting to order.

Roll Call/Determination of Quorum

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

September 6, 2011 – Regular Meeting Minutes

After brief review of the minutes, a motion was made by Mr. Watkins to approve the minutes as written, second by Mr. Richardson. The minutes were approved by all members present stating "Aye".

September 26, 2011 – Joint Meeting with the Board of Supervisors Minutes

After brief review of the minutes, a motion was made by Mr. Herrin to approve the minutes with one minor change, second by Mr. Watkins. The minutes were approved by all members present stating "Aye". *Note that Mr. Taylor and Mr. Guess abstained from the vote.*

New Business

A. Proposed Text Amendment – Table 5.1 (Request from the BZA)

Mr. Taylor reminded the Commission that he sits on the Board of Zoning Appeals and during their last public hearing, this particular case raised the question if the maximum required height of structures for the General Business zoning district is sufficient. The Board of Zoning Appeals asked that the Planning Commission consider increasing the maximum required height of structures

in the General Business zoning district to accommodate structures taller than 3 stories in height. Mrs. Sprouse reminded the Commission that in the month of June of 2011, the Commission held a public hearing for many proposed text amendments (including Article 5, Table 5.1). During the June 2011 public hearing, the Commission proposed increasing the maximum height requirement for structures within the proposed zoning classification (GB2) from 35 feet to 60 feet in height. The Commission all agreed that since the Commission has already proposed to increase the proposed height for such structures, another text amendment would not be necessary. Mrs. Sprouse stated that she would inform the BZA of this during their next meeting.

B. Review/Discuss the KQ Citizens Input Questionnaire

Mrs. Sprouse explained that the Comprehensive Plan questionnaire that was placed before them is a questionnaire that will be included in the upcoming Personal Property Tax Form mailing from the Commissioner's Office. Mrs. Sprouse explained that she spoke with the Commissioner, Helen Longest, and Ms. Longest agreed to allow the questionnaire to be included in their mailing and could also be returned with their personal property tax forms due in May of 2012. Mrs. Sprouse, along with the present Commission members, reviewed the questions one by one. Mr. Richardson stated that he felt that staff should also include a letter of some sorts explaining why we are seeking the citizens' response to these questions. The Commission also decided that most of the questions should be answered on a ranking scale. Mrs. Sprouse stated that the Board of Supervisors will also review this questionnaire before sending them out to the citizens.

C. Plan of Action/timeline for revising the Comprehensive Plan

Mr. Taylor stated that he thought this request is a bit premature and felt that the Commission should consider reviewing the Comprehensive Plan when they have more time to do so during possibly their next meeting. The Commission agreed that they did not have enough time tonight to start this process but felt it should be put back on the December agenda as long as there isn't any other items to include on the agenda that month.

Commissioner's Comments

At this time, Mr. Taylor stated that he would like to also bring to the Commissions attention that there are two members of the Commission that have missed more than 3 meetings in the calendar year thus far. He stated that Ms. Thompson has missed 6 meetings and Mrs. Gaines has missed 4. A motion was made by Mr. Guess to ask staff to send a letter to both Ms. Thompson & Mrs. Gaines inquiring about their lack of attendance to the Planning Commission meetings. Mr. Taylor also asked that Mrs. Sprouse copy each of the members Board of Supervisor's representative. The motion was ratified by all present members stating "Aye".

Mr. Herrin stated that there are 2 very important dates coming up. He reminded everyone that Tuesday, November 8th is Election Day and Friday, November 11th is Veterans Day. He asked the Commission to please go vote on the 8th.

Mr. Watkins noted that Mrs. Sprouse had done a fine job on the Commission's Comp Plan workbook and thanked her.

Staff's Comments

Mr. Swartzwelder stated that the Board of Supervisors meets on December 5, 2011 at 7 p.m. in the Court Room and the Commission will need to either finish their meeting before 7 p.m. or could reserve the Hearing Room for their December meeting.

Mrs. Sprouse stated that she would like to take this opportunity to update the Commission on a few ongoing projects in her office, which will hopefully reach them in the near future.

Mrs. Sprouse informed the Commission of the Chesapeake Bay Exception request that is forthcoming from Mr. Tuthill. She noted that the Environmental Codes Compliance Officer received the WQIA and there are some changes that need to be made before it is sent to the Commission. Staff should receive the revised plan later this week.

Mrs. Sprouse also explained to the Commission that they will receive another Chesapeake Bay Exception request (after the fact) to allow for the expansion of a deck within the RPA. Mrs. Sprouse explained that this was a deck that has already been constructed and the property owner had the option of removing the deck or submitting for a Chesapeake Bay Exception request. She stated that the application is not yet complete (the WQIA is not complete) and once that revision has been made, this application should also be forthcoming.

Mrs. Sprouse explained that Ingenco has revised their site plan so there is no proposed encroachment with the RPA and therefore no need for a Chesapeake Bay Exception. Mrs. Sprouse stated that Ingenco's site plan & Conditional Use Permit application is incomplete because the application has not yet been signed by the property owner, whom happens to be the County of King & Queen. She explained that once the Board has approved of the signing of the application, the public hearing request may be placed on their next meeting's agenda.

Mrs. Sprouse stated that ITI has submitted a site plan for a cursory review by staff. She noted that the review was completed and a meeting was held with ITI staff, their legal counsel, Williamsburg Environmental Group and Wilson Engineer's LLC. She stated that the meeting was an opportunity for staff to point out some of the issues on the site plan that would need attention. She also noted that during this submission, their site plan showed multiple encroachments within the RPA either by non-permitted structures, non-permitted roads/driving courses and non-permitted paving in the RPA. She noted that ITI is willing to correct those issues and as a matter of fact met with Williamsburg Environmental Group and should have the Corrective Action Agreement within another week.

Mrs. Sprouse also informed the Commission that the BZA will meet on November 21, 2011 to hear a variance request from Jeffrey Fudala. She explained that Mr. Fudala is requesting a variance from Table 5.1, the front setback requirement for structures located within the Residential Single-Family zoning district to accommodate a residential addition.

Adjournment

A motion was made by Mr. Campbell to adjourn, seconded by Mr. Watkins. Adjournment was ratified by all present members saying "Aye".

Mr. Robert Taylor, Chairman