

**King & Queen County  
Planning Commission Minutes  
December 4, 2017**

The King & Queen County Planning Commission met on Monday, December 4, 2017, 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  
Thomas J. Swartzwelder, County Attorney

**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.

**Election of Officers for 2018**

Mr. Richardson asked if there were any nominations for Secretary. Mr. Watkins nominated Mr. Campbell as Secretary, seconded by Mrs. Hudgins.

Mr. Richardson asked if there were any nominations for Vice Chair. A nomination was made by Mrs. Morton to have Mr. Watkins serve as Vice-Chair, seconded by Mr. Coleman.

Mr. Richardson asked if there were any nominations for Chair. A nomination was made by Mrs. Morton to have Mr. Richardson serve as Chair, seconded by Mr. Harvey.

Voting For: Watkins, Harvey, Hudgins, Morton, Coleman, Massey, Campbell, Guess, Richardson  
Voting Against: None  
Abstain: None

**Approval of 2018 Planning Commission Meeting Schedule**

After brief review of the proposed 2018 Planning Commission meeting dates, the commission agreed that the dates as presented was fine. Mr. Richardson asked the Commission to signify approval by stating "Aye". The decision to approve the proposed 2018 meeting schedule was ratified by all present members stating "Aye".

## 2018 Planning Commission Monthly Meeting Dates

- January 3, 2018 (*This is a Wednesday Meeting due to the New Year's Holiday*)
- February 5, 2018
- March 5, 2018
- April 2, 2018
- May 7, 2018
- June 4, 2018
- July 2, 2018
- August 6, 2018
- September 4, 2018 (*This is a Tuesday Meeting due to the Labor Day Holiday*)
- October 1, 2018
- November 5, 2018
- December 3, 2018

*\*All meetings will be held at 6:00 p.m. in the General District Court Room unless otherwise noted.*

## Board of Supervisors Representative Schedule

January & June & November –Lawrence Simpkins

February & July & December –Sherrin Alsop

March & August –James Burns

April & September –Russell Bailey

May & October –Doris Morris

### Approval of Minutes October 2, 2017

After review of the minutes, a motion was made by Mr. Watkins to accept the minutes as written with a correction to remove Mr. Massey from the vote, as he wasn't present, seconded by Mrs. Morton.

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

Voting Against: None

Abstain: Massey

## **Citizens Comment Period**

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

## **New Business**

### **A. Ordinance Review/Discussion**

Mrs. Sprouse and Mr. Swartzwelder took this time to inform the Commission of what goes on in the Zoning and Planning Office and what reviews are done that they don't see on their end. They also took this time to explain how a business license review is handled, what was involved with a plat review process, building permit process, and violation process. Both Mr. Swartzwelder and Mrs. Sprouse informed the Commission that all reviews, especially complaints take time and much of staff's time, not to mention the time it takes to go through the court process. They asked the Commission to consider if fines for violations would be better suited instead of the judicial process for violators. They also talked about issues regarding the long timeframe for a project to reach the Commission and Board of Supervisors for public hearing. It was suggested that the Commission also consider allowing all by right uses to have their site plan approved administratively, rather than through a public hearing process. Mr. Swartzwelder went over state statute 15.2-2283 with the Commission and reminded them to also refer to that document when approval or denying a request.

## **Old Business**

None.

## **Staff's Comments**

Mr. Swartzwelder informed the Commission that the former ITI facility has closed and the property is said to be for sale.

## **Commissioner's Comments**

Mrs. Morton asked if the county has had a request for approval for tiny homes, as one has showed up across from Newtown Post Office.

Mr. Massey, Mrs. Hudgins, Mr. Campbell, Mr. Watkins, Mr. Guess and Mr. Richardson told everyone Merry Christmas.

## **Adjournment**

Mr. Richardson noted that the Commission will meet January 3, 2018 at 6 p.m., unless otherwise noted by staff.

There being no further business, the meeting was adjourned by all present members stating "Aye".

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Hunter Richardson, Chairman