

AGENDA
KING & QUEEN COUNTY PLANNING COMMISSION
TUESDAY, SEPTEMBER 3, 2024
6:00 P.M.
COURT ROOM

1. Call to Order
2. Roll Call/Determination of Quorum
3. Approval of Minutes
 - a. August 5, 2024 – Regular Monthly Meeting
4. Citizens Comment Period – Planning Related Issues Only (*other than items on the agenda*)
5. New Business
6. Old Business
 - a. Comprehensive Plan Update (*discussion*)
7. Staff's Comments
 - a. Upcoming Application(s) (*if any*)
 - b. Other Comments/Updates (*if any*)
8. Commissioner's Comments
9. Meeting Schedule

The next meeting will be on Monday, October 7, 2024 at 6:00 p.m. in the Court Room of the Courts & Administrative Building.
10. Adjournment

AGENDA: *Tuesday, September 3, 2024, PC Meeting*

ITEM #1:

Chairman calls the September 3, 2024, Planning Commission meeting to order.

Note: In the absence of the Chairman, the Vice-chair will lead the meeting. In the absence of both the Chairman and Vice-chair, the Secretary will call the meeting to order.

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ITEM #2:

Chairman asks the Secretary to call the roll to determine if there is a Quorum.

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ITEM #3:

Approval of Minutes:

Chairman will ask for a motion and a second to accept or not accept the August 5, 2024, minutes as presented.

Note: If you did not attend the meeting, when taking a roll call vote, you abstain.

If you have any corrections or additions, this is the time to note such and include in your motion.

**King & Queen County
Planning Commission Minutes
August 5, 2024**

The King & Queen County Planning Commission met on Monday, August 5, 2024, 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	Barry Allen
Mac Bradley	David Campbell
Robert Coleman, Jr.	Jonathan Massey
Michael Fleming	Commer Jackson

Also in Attendance:

Kelly Evko, Economic Development Director
Donna Elliott Sprouse, Director of Community Development

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
May 6, 2024**

After review of the minutes, a motion was made by Mr. Coleman to accept the minutes as presented, seconded by Mr. Massey.

Voting For: Massey, Campbell, Coleman, Bradley, Allen
Voting Against: None
Abstain: Fleming, Jackson, Richardson

Citizens Comment Period

Mr. Richardson opened the floor for citizens comment period.

Hearing none, citizens comment period was closed.

New Business

A. Comprehensive Plan Update (*discussion*)

Mr. Richardson stated that the time has come to review our Comprehensive Plan. It is his understanding that the County must review the plan at least once every 5 years. Mr. Richardson asked Mrs. Sprouse to please provide additional information regarding the need to update the Comprehensive Plan.

Mrs. Sprouse noted that Mr. Richardson was correct in that the County must review their Comprehensive Plan at least once every 5 years. She noted that the current Comprehensive Plan was adopted by the Board of Supervisors in 2019. The current Comprehensive Plan is complete re-write of the prior plan. She stated that it is not our intent to re-write the plan again, however to review for updates and additions as we see fit. Mrs. Sprouse stated that she had prepared a checklist for the Commission to help identify pages and sections of the current plan that she believes needs to be updated. She asked if the Commission would review the list and the current plan and come up with any additional comments or thoughts regarding the update for their next meeting. Mrs. Sprouse stated that she would begin making updates based on the new census data and update the maps accordingly. Some discussion ensued regarding the chapter related to transportation. Many Commissioners agreed that more attention was needed regarding the need for road improvements not only for safety but also economic development, especially on Rt 33 in the Mattaponi area.

Mr. Richardson noted that this item will be moved to the "Old Business" section of our agenda next month and the Commission and staff will continue to work through the plan and updates. Mrs. Sprouse asked if the Commission would prefer a clean copy of the updated chapters as they are updated or a marked-up version. The consensus of the Commission members present was to have the text in marked-up version and the maps to be clean.

Mrs. Sprouse asked if Mrs. Evko had any comments or thoughts to share. Mr. Richardson asked if she would come up and inform the Commission of the things that the EDA is working on. He also asked if there was anything that the Commission could do to be more involved or how they could help.

Mrs. Evko stated that she attending tonight's meeting to hear the Commissions comments regarding updates to the Comprehensive Plan. She noted that it would be helpful to her and the EDA to hear their thoughts on the future development of King & Queen County. Perhaps the EDA could provide information within the Economic Development section of the Comprehensive Plan update. She informed the Commission that she was once working 10 hours per month, however the Board of Supervisors have recently approved for her to work 10 hours per week. She stated that Timmons has been working on a development study for the EDA and hope to review that document during the Board of Supervisors workshop later this month. The purpose of that study was to identify areas in the County that would be best suited for development now or in the future.

Old Business

None

Staff's Comments

Mrs. Sprouse provided the Commission with copies of her prior and current quarterly report that is presented to the Board of Supervisors. She stated that she thought it would be good information to pass along to the Commission so they are aware of what is going on in the Planning and Zoning Department, outside of what happens during their monthly meetings. The Commission agreed that this was information that they want to continue to receive.

Mrs. Sprouse also informed the Commission members that if they look at the agenda and minutes page of the Planning Commission's webpage, you will see that this month's packet is also posted. She stated that she started with this month's packet because it was relatively small and hopes to continue placing the packets online going forward.

Mrs. Sprouse informed the Commission of the retention schedule requirements for development and land use files, per the Library of Virginia. She noted that zoning records must be permanently kept. As you can imagine, file space is limited. The County Board has approved within both last year and this year's budget, funding to have those files that are to be kept permanently scanned and saved to the cloud with back up. She stated that the scanning is not just for the Zoning and Planning Department, but all other departments that may have a record space issue for those files that are required to be kept permanently.

Mrs. Sprouse shared that Mr. Massey has attended the first opening session of the Certified Planning Commission certification training at VCU. She stated that there are other members of the Commission waiting to attend, however all of the classes for this year are full and we may have to wait until next year to get them signed up. She will continue to monitor the site to see if additional training sessions will be provided.

Commissioner's Comments

Mr. Fleming noted that it was a pleasure seeing everyone tonight.

Adjournment

Mr. Richardson noted that the next meeting is set for Tuesday, September 3, 2024, at 6 p.m. He asked the Commission members to be sure to review the Comprehensive Plan and come prepared to discuss any updates, questions or additions to the plan.

There being no further business, motion was made by Mr. Fleming to adjourn, the motion was ratified by all present members stating "Aye".

Hunter Richardson, Chairman

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ITEM #4:

Citizen Comment Period:

Before opening the floor, advise the public that this is an opportunity to come before the Commission with comments that are not pertaining to the action items listed on the agenda.

Open the floor for citizen comment, ask that citizens state their name, address, the voting district in which they reside. If there's a full agenda, consider asking that they try to limit their time to 3-5 minutes so that everyone has an opportunity to speak.

After hearing all comments or if there are no comments, close citizen comment period.

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ITEM #5:

New Business:

None.

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ITEM #6:

Old Business:

A. Comprehensive Plan Update (continued)

- **Review Code of Virginia, Chapter 22, 15.2-2223**
- **Review Online Resources**

(Discussion item only.)

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ITEM #7:

Staff's Comments:

A. Comments/Updates (if any)

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ITEM #8:

Commissioner's Comments:

Planning Commission will provide comments, if any, other than items already discussed during the meeting/public hearing.

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ITEM #9 & #10:

Meeting Schedule/Adjournment:

The next Planning Commission meeting is scheduled for Monday, October 7, at 6:00 p.m.

Ask the Commission for a motion to adjourn the meeting.

Ask is there a second.

All in favor say “Aye”

Note that meetings may be cancelled due to lack of agenda items or for other reasons as noted in the Planning Commission By-Laws.