

**King & Queen County
Planning Commission Minutes
December 1st, 2025**

The King & Queen County Planning Commission met on Monday, December 1, 2025, at 6:00 p.m. in the King & Queen County Courts and Administrations Building in the Second Floor Conference Rooms A & B for their regular monthly meeting.

Planning Commission Members Present:

Barry Allen	Edmond Wilson, Jr.
Mac Bradley	Comer Jackson
Hunter Richardson	Jonathan Massey
Robbie Shackelford	

Also in Attendance:

Vivan Seay, County Administrator/County Attorney
Donna Elliott Sprouse, Director of Community Development
Kelly Evko, Economic Development Director
Resa Wilson, Multifunction Coordinator

Call to Order

Chairman, Mr. Richardson, called the meeting to order.

Roll Call/Determination of Quorum

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

Welcome Newly Appointed Member, Robert Shackelford of Newtown

Mr. Richardson welcomed Mr. Robert “Robbie” Shackelford to the Planning Commission. He asked Mr. Shackelford to introduce himself and give a little background. Mr. Shackelford introduced himself and his ties to the Newtown area. Mr. Shackelford says he looks forward to being a part of the Planning Commission.

Election of Officers for 2026

Mr. Richardson asked if there were any nominations for Clerk. Mr. Jackson nominated Mrs. Sprouse as Clerk.

Voting For: Allen, Bradley, Richardson, Shackelford, Wilson, Jackson, Massey
Voting Against: None
Abstain: None

Mr. Richardson asked if there were any nominations for Secretary. A nomination was made by Mr. Bradley to have Mr. Jackson serve as Secretary.

Voting For: Allen, Bradley, Richardson, Shackelford, Wilson, Jackson, Massey
Voting Against: None
Abstain: None

Mr. Richardson asked if there were any nominations for Vice-Chair. Mr. Richardson mentioned he had spoken with Mr. Coleman earlier in the day and had confirmed with Mr. Coleman that if reappointed, he would be willing to continue to serve as Vice-Chair. A nomination was made by Mr. Massey to have Mr. Coleman serve as Vice-Chair.

Voting For: Allen, Bradley, Richardson, Shackelford, Wilson, Jackson, Massey
Voting Against: None
Abstain: None

Mr. Richardson asked if there were any nominations for Chair. A nomination was made by Mr. Allen to have Mr. Richardson serve as Chair.

Voting For: Allen, Bradley, Shackelford, Wilson, Jackson, Massey
Voting Against: None
Abstain: Richardson

Approval of 2026 Meeting Schedule

There was general discussion among the Planning Commission on changing the standing date of 1st Mondays of each month to the 1st Tuesdays of each month to help with conflicts in members schedules. Ms. Seay also made the suggestion of changing the meeting location from the Courtroom to the Second Floor Conference Rooms A & B unless a larger space is needed then can move the meeting to the Courtroom. Planning Commission members were in agreeance with the new changes.

Pursuant to Section 15.2-2214 of the Code of Virginia, the King & Queen County Planning Commission has set the following dates for their monthly meetings for the 2026 calendar year:

- January 6, 2026
- February 3, 2026
- March 3, 2026
- April 7, 2026
- May 5, 2026
- June 2, 2026

- July 7, 2026
- August 4, 2026
- September 8, 2026
- October 6, 2026
- November 3, 2026
- December 1, 2026

Planning Commission meetings are held at 6:00 p.m. at the King and Queen County Courts and Administrative Building, Second Floor Conference Rooms A & B, 242 Allens Circle, King & Queen CH, VA 23085, unless otherwise noted.

A motion was made by Mr. Richardson to approve of the 2026 Planning Commission meeting schedule as amended. All members present stated “Aye” during a roll call vote.

Voting For: Allen, Bradley, Richardson, Shackelford, Wilson, Jackson, Massey
 Voting Against: None
 Abstain: None

**Approval of Minutes
 October 6, 2025**

After review of the October 6, 2025 minutes, a motion was made by Mr. Wilson to accept the minutes as presented, seconded by Mr. Massey.

Voting For: Bradley, Richardson, Wilson, Massey
 Voting Against: None
 Abstain: Allen, Jackson, Shackelford

Citizens Comment Period

Mr. Richardson opened the floor for citizens comment period.

Hearing none, citizens comment period was closed.

New Business

A. New GIS Map Demo

A representative from the Timmons Group provided a demo on the new GIS Map showcasing the new features and functionality of the tool. Currently, the GIS Map is being hosted through WebLogistics which will be going away on December 31st, 2025. The new GIS Map is called MapInsights and is available online for all to use now. Mrs. Sprouse thanked Brock Ryan with Timmons Group for providing the demo to the Planning Commission.

B. Freedom of Information Act (FOIA) Training

Ms. Seay provided FOIA training to the Commission along with highlighting the updates and changes that came into effect July 2025.

Old Business

A. Upcoming Zoning Text Amendments Update

Mrs. Sprouse noted and she and Ms. Seay are still working on the updates to ordinances. They wanted to provide the Commission a complete package at one time along with a summary of all the changes to the ordinances. Mr. Richardson inquired about a rough timeline of when to expect the update of the ordinances for review. Mrs. Sprouse is hoping for the February or March meeting.

Staff's Comments

A. Upcoming Applications (if any)

Mrs. Sprouse informed the Planning Commission that Fulcrum plans to build two additional hangars. She advised this application would not be coming forth to the Planning Commission due to the recent changes in legislation, but wanted to keep the Planning Commission informed.

B. Other Comments/ Updates (if any)

Mrs. Sprouse mentioned the by-laws for the Public Comment section needs to be updated due to changes in the code. She recommended to include the Va State code section by reference to encompass future changes. Mr. Richardson asked for it to be placed on next month's meeting agenda for the Planning Commission to review.

Commissioner's Comments

Mr. Shackelford no comment.

Mr. Wilson stated he has been receiving phone calls from citizens about different issues specifically about a data center. He reached out to Mrs. Sprouse for some guidance and she was able to help by pointing him to the website which is full of information. He gives props to Mrs. Sprouse in providing help in using the website to fulfil inquiries from the public. With a little bit of practice, he has been able to point citizens to areas on the website to look-up, investigate and get answers on different issues.

Mr. Bradley no comment.

Mr. Allen welcomed the new member to the commission.

Mr. Jackson welcomed Mr. Shackelford to the commission.

Mr. Richardson thanked everyone for the vote of confidence in being chairman for the next 12 months. He is looking forward to working with Mr. Shackelford.

Adjournment

Mr. Richardson noted that the next meeting is set for Tuesday, January 6, 2026, at 6 p.m.

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

Hunter Richardson, Chairman