

Minutes

Northampton County Planning Commission

January 2, 2013

This was a regular meeting of the Northampton County Planning Commission held on Wednesday, January 2, 2013 in the Board chambers located at 16404 Courthouse Road in Eastville, Va.

Those present were Chair Martina Coker, Dixon Leatherbury, Mary Miller, Sylvia Stanley and Roberta Kellam. Absent from the meeting was Vice-Chair Michael Ward and Severn Carpenter.

Also attending were Peter Stith, Long Range Planner; and Kay Downing, Administrative Assistant.

The Chair called the meeting to order at 7:03 p. m. and established a quorum.

Motion was made by Commissioner Kellam to accept the agenda as presented. Second was made by Commissioner Stanley and carried unanimously.

Public hearings: none.

Matters from the public: none.

Unfinished business

Mr. Stith reported that the Board of Supervisors had authorized the Commission to appoint its own Secretary but did not act on the other portions of the State Code as submitted.

A brief discussion of the by-laws was held and various revisions were suggested which will be submitted in a draft for the entire Commission's consideration at the February regular meeting. Article 3-1 would need to be revised to meet Code requirements, "With consent of the Commission, planning staff may serve as Secretary of the commission." Also, the Secretary would serve as the Parliamentarian during commission meetings under Article 4.3.6 and the existing language should be deleted. A copy of Robert's Rules of Order is to be available at each meeting. Article 4.1.2 was revised to include, "assign work projects to one or more members." Emergency meetings were discussed and language to address such was added to Article 5.2.

The Commission then unanimously elected Peter Stith as Secretary when nominated by Commissioner Kellam with second from Commissioner Stanley.

Review of the draft Eastville Town Plan was held and numerous edits were made as follows:

- ◆ Correct grammar, punctuation and typographical errors
- ◆ Maps will be reconfigured to fit the whole page
- ◆ Page 17, the word “decreased” should replace the word “grew” in the second sentence
- ◆ Page 19, the word “limited” was deleted in the second sentence
- ◆ Page 23, add the words “in Northampton County” in the title of Table 2
- ◆ Page 26, second bullet point, second line strike “and” and in the third bullet strike the second “use” in the last line
- ◆ Page 28, add “and mixed-use” after “Commercial” in the first line and add “large” at the end of the line after deleting “very small”
- ◆ Page 40, add a comment that Bojac soils are predominant throughout the town at the top of the page; also add a reference to the county website under Recreation; and at the end of the page, capitalize “jail” and continue on Page 41 by replacing the word “avenue” with “Alley”
- ◆ On page 41B, reorder paragraphs and include safe access language

Commissioner Kellam questioned the information provided by Average Annual Daily Traffic (AADT) counts. Mr. Stith noted that VDOT had provided population growth percentages in correlation with traffic even though data shows that local population is decreasing.

Commissioner Miller noted that a Transportation Plan is to be included in all comp plans and that this data is actually counter-intuitive since the county’s population is decreasing. Therefore, it was decided that an explanation should be inserted about this information on page 41B.

Mr. Stith explained that he had contacted Eric Stringfield with VDOT about the county’s comp plan update process. According to Mr. Stringfield the county can submit a letter providing a status report about the comp plan update and be granted an extension until 2018 to come into compliance.

Motion was made by Commissioner Miller to recommend that a joint public hearing with the Eastville Town Council be held at the regular February meeting on the update to the Eastville Comp Plan as revised tonight. The motion was seconded by Commissioner Kellam and carried unanimously 5 to 0.

Commissioner Kellam reported no new information on agricultural ponds related to Zoning Code §154.111.

Motion was made to reorder the agenda in order to consider the minutes.

Motion was made by Commissioner Leatherbury and seconded by Commissioner Miller to approve the minutes of November 7, 2012 with the following corrections: page 1, seventh

paragraph, delete the incomplete sentence at the end; eighth paragraph, third sentence, insert “a driveway on” after “constructed”; page 2, eighth paragraph, insert “as it pertains to agri-tourism uses” after the word “farm”; and on page 3, second paragraph from the bottom, insert the word “new” after the word “approved”.

The minutes of November 28, 2012 were approved with the following corrections: page 1, next to the last paragraph, last sentence, change Weichert to Mason-Davis; and on page 3, the second full paragraph should read, “Commissioner Miller noted that a proffer policy had been written by the Housing Committee but not adopted by the Board.”; and in the fourth full paragraph of page 3, the first sentence should read, “Population and Economic Analysis, Parts 1 and II, will be reviewed at a future meeting.” Motion to approve as corrected was made by Commissioner Miller and seconded by Commissioner Leatherbury. The motion carried unanimously 5 to 0.

The Commission approved the December 4, 2012 minutes with the following corrections: page 1, in the second paragraph, correct attendance should reflect that Dixon Leatherbury was absent and not present; and in the eighth paragraph, first line, replace the words “a thorough review” with the words “the zoning code sections”. Motion to approve as corrected was made by Commissioner Kellam and was seconded by Commissioner Stanley. The motion carried unanimously 5 to 0.

Commissioner Kellam asked that the comp plan review schedule be discussed and that specific sections be made specific when referencing Parts I and II. It was agreed that meeting agendas should reflect those specifics as well. Commissioner Miller asked that the review schedule be resented and that the Community Housing Study be sent as well.

The Commission then held discussion on the Population and Demographics Section of the comp plan with the following revisions/edits noted:

Page 3-8, Table 3.6, a descriptor or definition should be added instead of using sources in the blue section. Discussion was held on how the excessive drinking section was written as well.

In Section 3.2 Population by Age, Race & Sex, a possible explanation as to why senior population is increasing should be inserted due to possible in-migration of retirees.

Page 3-3, Table 3.2, statistics for 1990 should be added at the end of the chart.

Page 3-4, Section 3.4 Population Projections, the fourth sentence should be clarified to reflect per census period as shown in the Chart on page 3-5 at the top of the page. Also, add “per census period” after “...Average decrease” at the bottom right hand corner of the chart.

Page 3-7, in Section 3.8 Poverty, a “\$” sign should be inserted before “35,760” in the first sentence. Also, Commissioner Kellam noted that she had been asked to review the poverty report written by her to see if additional information should be included. She noted that there is additional information on how designated poverty is measured which could provide possible strategy information. Since Northampton is 1 of only 2 designated rural poverty areas in the State it was her opinion that the subject of poverty should be more fully investigated to help direct planning. The county has a health care shortage, and she noted that place matters, race matters and that transportation and education factors all contribute to poverty. A new way of measuring has been adopted by the government which made some people leave the poverty status while more elderly people fell within the poverty level. The Chair asked that the commission read the article provided by Commissioner Kellam for further discussion. It was also noted that different agencies measure poverty is different ways. Commissioner Kellam agreed to work on data and any other information deemed appropriate. Commissioner Miller noted that identifying where poverty is can help address the extent and territory.

Discussion was then held on the Economic Analysis Section.

With future tunnel expansion of the Chesapeake Bay Bridge & Tunnel pending, Mr. Stith was asked to contact Jeff Holland to see if there may be any local economic benefits related to that opportunity.

It was noted that all grammatical and typographical errors should be corrected.

Page 4-3, in the first paragraph, should be reworded by deleting “while the” and replacing with “with a”.

Page 4-7, Section 4.4, Mr. Stith noted that updated agricultural data should be available in early February.

Page 4-12, in Section 4.6 Tourism, eliminate most of the first section and replace with new language drafted by the Chair, but delete the last sentence in this new language.

Page 4-14, include information about the annual LTER grant of \$1,000,000 per year which benefits Eastern Shore businesses.

Add under hotel rooms, information about way-finding signs, town identifiers and other signage information.

Include information from the Accomack-Northampton Planning District Commission related to tourism.

Page 4-15, Conclusions, delete the first bullet point.

Page 4-16, Conclusions, in the last bullet point delete the last 2 sentences.

Page 4-1, Section 4.2, at least several hundred non-employer employed people should be included. It was noted that this figure excludes any such people working within incorporated towns that issue town business licenses. It was clarified that these are people do not receive a W-2 wage statement such as independent contractors, consultants, etc.

New Business: none.

Communications

Mr. Stith reported that agendas for the Cape Charles Planning Commission and Town Council were emailed earlier this day to the Commission. He noted that there was nothing new to report from other incorporated towns.

Monthly Staff Report

The monthly staff report received from Mr. Stith was reviewed.

1. Cape Charles cooperative planning update: *Nothing new to report on this matter.*
2. Town Edge Planning: *There is nothing new to report regarding this matter at this time.*
3. Board/Town Action on Zoning Matters: *At their December 11, 2012 meeting the Board of Supervisors authorized the establishment of the office of "Secretary" for the Planning Commission.*
4. Comprehensive Plan Review: *Continued review and updating of sections for work session on January 16.*
5. Comprehensive Plan Advisory Committee: *The committee is finalizing its work and plans to present their recommendations at the Board of Supervisors' January work session. County Administration has invited the Planning Commission to have a joint meeting to hear the CPAC recommendations. Tentative date is Monday, January 28, 2013*
6. Eastville Town Plan: *A draft plan with the revisions from Decemeber 5th meeting is included in your packet. We are still anticipating a joint public hearing on February 5, 2013.*

Mr. Stith reported that the new Director of Economic Development, Charles McSwain, has been hired and will start on January 14th.

Mr. Stith asked that if any new subcommittee information is ready before the work session to please forward to staff by email. Sections 3 and 4, Population & Demographics, and Economic

Analysis, Parts 1, will be reviewed. Mr. Stith will have an updated revised draft ready on Parts 2 without Commissioner Kellam's poverty information which will be discussed.

Adjourn

Motion to adjourn until January 16, 2013 at 7:00 p.m. was made at 9:12 p.m. by Commissioner Kellam and was seconded by Commissioner Miller. The motion carried unanimously 5 to 0.

Chair

Secretary