

Minutes

Northampton County Planning Commission

December 4, 2012

This was a regular meeting of the Northampton County Planning Commission held on Tuesday, December 4, 2012, in the Board chambers located at 16404 Courthouse Road in Eastville, Va.

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

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

The Chair called the meeting to order at 7:00 p. m. and established a quorum.

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

Public hearings: none.

Matters from the public: none.

Unfinished business

It was determined that the zoning code sections of all accessory housing types and uses including Bed & Breakfast language would be thoroughly reviewed once the comp plan review process is completed or as part of the review process.

It was decided that the agenda item, Zoning Code §154.111, agricultural ponds draft language, should remain on the agenda as a pending matter for future consideration.

A review of the draft Eastville Town Plan dated Nov. 15, 2012 was conducted. It was noted that census information has been updated and corrected. However, no demographic data changed except to certify that those erroneously counted were housed in the county jail and would be considered 18 years of age or older. A description of this issue resolution is found on page 15 of the draft document and in Table 1. Other corrections to Population Characteristics were made to reflect the updated data. The phrase, "courthouse green" is to be capitalized throughout the document. Under Employment, additional businesses were listed to reflect all activities within the town limits. On page 22 to be Table 6, 1990 data is to be reflected as well. On page 23 of the draft, second paragraph, a new sentence is to be added about recently adopted changes which allow accessory dwelling units. On page 25 in the second bullet, add

the words, “and Bethel Church” plus additional bullet points to reflect Eastville as a tourism destination and to develop high-tech capabilities to promote commercial and educational growth. On page 27 under Land Use and Community Design, additional information should be inserted concerning commercial businesses and activities within the Town. On page 29, the reference to APVA should be changed to Preservation Virginia. Additional language should be added about the historical nature of many structures within Eastville and a graphic of the book cover, “A Walk through Eastville, A Walk through History”; and a complete copy should be made part of the appendices. Other descriptions related to historic structures in the draft are to be deleted. Revisions were made to bullet points listed under Goals for Land Use and Community Design found on pages 31 and 32. Also, “walkability” should be noted and an additional bulletin point referencing a painted cross walk at U.S. 13 and Willow Oak Drive. Under Implementation Strategies, add bullets for continued implementation of the Highway Corridor Overlay District; continue to allow agricultural uses; and to investigate the feasibility of a boundary adjustment. At the bottom of page 33 under bullet point Update the Zoning Ordinance, add the date of adoption. Under Recreation on page 39, list recreational activities at Indiantown Park and the existence of the town’s park. Also on page 39 under Transportation, comments should be added about the refusal of VDOT to lower the town’s speed limit along Courthouse Road; increased traffic may result from the new convenience center to be located north of the town on Courthouse Road; the town’s request that the county re-open the north side access to Courthouse Road adjacent to the debtor’s prison and historic jail; and as community growth continues traffic congestion may occur. A more legible map is needed on page 36. On Page 40 under Implementation Strategies, add a comment about continued ownership and maintenance of the town’s water supply system. On page 41, clarify and research flood insurance participation requirements. Also on page 41, Commercial & Economic Development, Commissioner Miller will draft the first paragraph for review by the commission. Additional clarifying edits were made to pages 41 and 42 under Commercial & Economic Development Goals. Additional items were noted during discussion as follows: the town zoning map and the county zoning map should be included; there is no map that depicts where water service is provided that would also depict future boundary adjustment areas; transportation information is required; and tax revenue generated by the Town of Eastville should be included.

During discussion Commissioner Miller noted for the record that she is not a resident of Eastville.

The Commission then discussed revised comp plan review assignments for subcommittees. Staff is to be kept abreast of any subcommittee meetings.

Motion was made by Commissioner Kellam that the agenda be reordered to move election of officers before comp plan discussion. Second was made by Commissioner Miller and carried unanimously.

New Business

Commissioner Carpenter reported that the Nominating Committee recommends that the current Chair and Vice Chair should continue to serve. Therefore, Commissioner Coker was nominated to continue as Chair and Commissioner Ward as Vice Chair. No other nominations were made. The nominations were seconded by Commissioner Kellam and the nominations were approved unanimously 7 to 0.

Commissioner Miller noted that until the Board authorizes the position of Commission Secretary no nominations can be made.

Action:

Motion was made by Commissioner Miller that the Commission request the Board of Supervisors to authorize the commission to create and fill such other offices as it deems necessary; appoint such employees and staff as it deems necessary for its work; and contract with consultants for such services as it requires as stipulated in §15.2-2217. The motion was seconded by Commissioner Carpenter and carried unanimously 7 to 0.

During discussion it was noted that Commission By-Laws should be reviewed at the next regular meeting, especially as related to §15.2-2217 of the Code of Va.

Due to holiday conflicts the regular January meeting was changed to January 2, 2013.

New economic analysis and population information was submitted by Commissioner Miller and Mr. Stith for review at the next work session. It was also noted that data in Section 3.3 related to median age of citizen may reflect the in migration of retirees.

Consideration of Minutes

The minutes of November 7, 2012 were not considered due to time constraints.

Communications

It is noted that meeting agendas for the Cape Charles planning commission and town council had been forwarded to the commission electronically for information purposes.

Monthly Staff Report

The report was submitted as follows.

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 November 20, 2012 meeting the Board of Supervisors approved Special Use Permit 2012-07 with the Planning Commission's recommended conditions.
4. Comprehensive Plan Review: Revised work plan handed out at the November 28 work session.
5. Comprehensive Plan Advisory Committee: The committee is working towards compilation of its report on recommendations to the Board of Supervisors concerning zoning and comprehensive plan provisions. They expect to conclude that task by December 15, 2012. Peter Stith will continue to staff the committee with administrative support from Kay Downing.
6. Eastville Town Plan: A draft plan update for your review is provided in your packet for review on December 5, 2012. We are working towards scheduling a joint public hearing on February 5, 2013.
7. Legislative Update: The required legislative amendments will be incorporated in a comprehensive zoning text amendment at a later date.

Adjourn

Motion to adjourn until January 2, 2013 was made at 9:58 p.m. by Commissioner Kellam and was seconded by Commissioner Carpenter. The motion carried unanimously 7 to 0.

Chair

Secretary