

Minutes  
Northampton County Planning Commission  
December 3, 2013

This was a regular meeting of the Northampton County Planning Commission held on Tuesday, December 3, 2013, in the Board chambers located at 16404 Courthouse Road in Eastville, Va.

Those present were Chair Martina Coker, Vice-Chair Michael Ward, Sylvia Stanley, Jacqueline Chatmon, Dixon Leatherbury and Roberta Kellam. Also attending were Charles McSwain, Director of Development; 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 present.

**Review and acceptance of the agenda**

The agenda was revised to consider the minutes prior to Unfinished Business (Item 6) and to also switch Item 6.B.1 with Item 6.B.2. Motion to accept the agenda as revised was made by Commissioner Chatmon, seconded by Commissioner Ward, and carried 6 to 0.

**Public hearings:**

- A. Special Use Permit 2013-08: Jeffrey Bradford has applied to locate a single-wide mobile home on property zoned ESD-RVR Existing Subdivision District-Rural Village Residential located on the east side of Eden Meadows Drive in the Wardtown area. The property is described as Tax Map 9B, double circle 3, parcel 22 containing .89 acres of land.

The hearing was called to order and the staff report was reviewed by Mr. Stith.

The applicant stated that he was a native of the County and wished to make his home here.

The Chair called for public comments, none were offered and the hearing was closed.

Commissioner Kellam noted that the request is in compliance with the comp plan and fits in with the character of the subdivision neighborhood.

**Action:**

Motion was made by Commissioner Kellam to recommend approval of Special Use Permit 2013-08 with second offered by Commissioner Stanley. The motion carried unanimously 5 to 0 due to the late arrival of Commissioner Leatherbury.

**Matters from the public:** none.

Under procedural matters Commissioner Kellam presented the Nominating Committee's report proposing Commissioner Leatherbury as Chair and Commissioner Coker as Vice-Chair for 2014. She thanked Commissioners Coker and Ward for serving in 2013.

Motion was made by Commissioner Ward to accept the Committee's report and second was made by Commissioner Stanley. The motion carried unanimously 5 to 0.

Commissioner Stanley moved to nominate Peter Stith as Secretary to the Commission, second was made by Commissioner Ward and the motion carried unanimously 5 to 0.

The Commission then considered proposed revisions to the By-laws. Motion to approve the revised By-Laws was made by Commissioner Kellam and seconded by Commissioner Ward. The motion carried 5 to 0.

### **Consideration of Minutes**

The minutes of the November 6, 2013 meeting were approved as submitted upon motion by Commissioner Ward with second by Commissioner Stanley. The motion carried 5 to 0.

### **Comp Plan Review**

Review and discussion of Part I, Section 6 Community Facilities & Services continued. Additional comments submitted by Commissioners Coker and Kellam were reviewed throughout the draft. All revisions were made by consensus of the Commission. Reformatting with new or revised subtitles and additional information on "Communication Systems", "Water & Sewer Systems" including maps for the "Southern Node" and "Northern Node", "Solid Waste", "Emergency Services" and "Health Care System and Emergency Medical Services" were added. Goals were reviewed as well and minor revisions made.

It is noted for the record that Commissioner Leatherbury arrived at 7:48 p.m. and Commissioner Kellam departed at 7:55 p.m.

The latest draft of the Transportation Section was reviewed and minor changes made.

It was noted that no update to Part I, Section 5 Environment, Natural Resources & Open Space Plan was available to review.

The Commission then reviewed the first draft of Part I, Section 4 Housing Plan. Some reformatting issues were addressed and some information regarding income and housing stock should be researched for accuracy. During discussion it was decided by consensus that Section 7.3.4 should be in the Land Use Plan. The description of the ESVA Housing Alliance was revised by Commissioner Chatmon. It was noted that "county" should be capitalized throughout the

draft and spelling errors were corrected. Due to time constraints Section 4.6 Goals and Implementation Strategies was not discussed.

Handouts distributed to the Commission from Commissioner Kellam were “Living Shorelines” from Environmental Concern Inc., St. Michaels, MD; “Perspectives on Poverty, Policy & Place” by the Rural Policy Research Institute; a Memorandum on requirements for biomass regulations in local zoning related to the Virginia Code §15.2-2288.01 and information about rigid plastic recycling.

It is noted for the record that Commissioner Leatherbury accepted the Chair position for 2014.

### **Monthly Staff Report**

The staff report submitted by Mr. Stith is as follows.

- 1. Cape Charles Update:The Cape Charles Planning Commission has been working on and reviewing the Historic Town Entrance Corridor Overlay District language.*
- 2. Board/Town Action on Zoning Matters: The Board of Supervisors did not take action on the proposed zoning code at their November 19, 2013 meeting. They have agreed to let staff continue to make revisions before sending it out to public hearing. Attached is a revised schedule that the Board will consider at their December 10<sup>th</sup> meeting.*
- 3. Public Information Meetings: The first two public information meetings are scheduled for Wednesday, December 4<sup>th</sup> at Occohannock Elementary and Thursday, December 5<sup>th</sup> at Kiptopeke Elementary, from 7-10 pm. These meetings have been organized by staff to educate and receive comments from the public on the draft to date. Two additional information meetings are scheduled in late February. These will focus on the public hearing draft, assuming the Board adheres to the attached schedule.*
- 4. Comprehensive Plan Review: Continue to review and update sections accordingly.*
- 5. Annual Work Plan: In preparation for a discussion of a draft Annual Report in January, I have attached for your review a copy of the 2013 Work Plan memo outlining work priorities for the Commission.*

Attached to the report were the draft zoning ordinance adoption calendar (version #4) and the Commission’s 2012 Annual Report to the Board of Supervisors.

**Communications**

It is noted that agendas for the Cape Charles Planning Commission and Town Council had been sent electronically to each Commissioner for information purposes. No other Town information was available.

**Adjourn/Recess**

Motion to recess until Thursday, December 19, 2013 at 7:00 p.m. was made at 10:03 p.m. by Commissioner Kellam and seconded by Commissioner Chatmon. The motion carried unanimously 6 to 0.

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Chair

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Secretary