



**GLOUCESTER COUNTY PLANNING COMMISSION
AGENDA**

Thursday, November 7, 2024, 6:30 p.m.

Colonial Courthouse

6504 Main Street

Gloucester, VA 23061

	Pages
1. <u>CALL TO ORDER AND ROLL CALL</u>	
2. <u>INVOCATION AND PLEDGE OF ALLEGIANCE</u>	
3. <u>CONSENT AGENDA</u>	
a. Minutes of October 3, 2024 Meeting	2
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c. Development Plan Review- October 2024	6
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4. <u>PUBLIC COMMENTS</u>	
5. <u>PUBLIC HEARING</u>	
a. Z-24-02 Baldwin FT	12
b. Z-24-03 York River Crossing	31
6. <u>OLD BUSINESS</u>	
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b. Technology Overlay District Public Comments Discussion -no materials.	
c. PC Nominations	48
d. 2025 PC Schedule	49
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9. <u>STAFF COMMENTS</u>	
10. <u>COMMISSIONERS' COMMENTS</u>	
11. <u>ADJOURNMENT</u>	



GLOUCESTER COUNTY PLANNING COMMISSION MINUTES

**October 3, 2024, 6:30 p.m.
Colonial Courthouse
6504 Main Street
Gloucester, VA 23061**

Members Present: Natalie Q. Johnson
 James R. Gray, Jr.
 Louis E. Serio, Jr.
 Douglas Johnson
 Kenneth B. Richardson
 Christopher Hutson- Board Liaison

Members Absent: Christopher Poulson
 John Meyer

Staff Present: Carol Rizzio- Assistant Planning, Zoning & Environmental
 Programs Director
 Tripp Little, Planner III
 William Hurt, Administrative Coordinator III

1. CALL TO ORDER AND ROLL CALL

Chairman Doug Johnson called the October 3, 2024 meeting of the Gloucester County Planning Commission to order at 6:30 PM. Roll call established that a quorum was present.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Richardson led the Commission in the Invocation and Pledge of Allegiance.

3. CONSENT AGENDA

Motion to approve the Consent Agenda.

Moved by Mr. Richardson, Seconded by Mr. Serio, and Carried by a unanimous voice vote.

- a. Minutes of September 5, 2024 Meeting**
- b. Application(s) before the BZA in October 2024**
- c. Development Plan Review- September 2024**

4. PUBLIC COMMENTS

None.

5. **PUBLIC HEARING**

None.

6. **OLD BUSINESS**

None.

7. **NEW BUSINESS**

a. **Planning Health Department Drainfield Document Transmittal Policy**

Tripp Little, Planner III presented the staff's experience with an alternative process of submitting soil work to the Virginia Health Department (VDH) – which is through the County. After Sean McNash, Planner II, was made aware of this process by the Health Department in 2019, the Planning Commission endorsed it as an acceptable alternative process for staff to support during subdivision reviews. The alternative process was found to be slower, more costly at times, and did not provide substantial benefits to the applicant or the community as was initially anticipated. Mr. Little confirmed with County Attorney, Ted Wilmot, that this process is not required by the State Code. The Planning Division would like to revert to the previous process, which was to require approved certification letters (from VDH) be submitted prior to approval of a final plat. Mr. Little informed the Commission that, when the Health Department is engaged in a “subdivision review” – where VDH is reviewing drainfield locations concurrent with staff's review of a subdivision plat – this actually extends the timeframe allowable for staff to review the documents and provide comments, based on their KPIs. State agencies have up to 60 days to perform reviews when requested by the County.

Mr. Richardson asked Mr. Little if there was any reason to continue this policy. Mr. Little informed Mr. Richardson that this process lacks an initial fee, and this was the reason the Health Department promoted it. Mr. Gray noted how this process consumes more time and is outside the expertise of Planning staff to require them to oversee soil studies. He also noted it was an inefficient use of taxpayer funds. He stated he supported staff's recommendation to discontinue the practice of accepting/requesting “subdivision review” for/by VDH.

The Commission supported the Planning Staff's recommendation to discontinue this approach. Staff is drafting a memo to memorialize the discussion.

8. **APPLICATION(S) BEFORE THE COMMISSION IN NOVEMBER 2024**

a. **Z-24-02- Baldwin Family Transfer Rezoning**

Ms. Rizzio, Assistant Director, reported that the Planning Department received a rezoning application to facilitate a family transfer that will be scheduled for a public hearing in November.

b. **Z-24-03- York River Crossing RMX Rezoning**

Ms. Rizzio reported that the Board of Supervisors has initiated a rezoning as a result of the Zoning Ordinance Update and consolidation

of the RMX District with the B-2 District. Since the Board initiated this application, it is a County-sponsored rezoning and will be scheduled for a public hearing in November. This parcel was recommended to become, and did become, B-2 as a result of the Zoning Ordinance update. During the Board's public hearing on the Zoning Ordinance Update, the owner's representative requested that the parcel be zoned B-1 instead. Mr. Johnson asked Ms. Rizzio if the Planning Commission needed to switch the venue for these next public hearings. Ms. Rizzio said that she did not believe it was necessary.

9. STAFF COMMENTS

a. CUP-24-01- Ware View Manor

Ms. Rizzio announced that CUP-24-01 was withdrawn by the applicant.

b. Community Planning Month

Ms. Rizzio noted that the Board passed a Resolution designating October as Community Planning Month. She stated that, in the past, staff would present all the planning activities performed throughout the year. Instead, the staff decided that it would be presented in January as part of the annual report.

c. 2025 Planning Commission Schedule

Ms. Rizzio stated the Planning Commission's schedule for 2025 will be presented in November. She noted two dates, January 2 and July 3, that are proposed to be rescheduled for one week later due to their proximity to federal holiday.

d. 2025 Planning Commission Nominations

Ms. Rizzio notified the Commission that the Municode webpage of the Gloucester County Zoning Ordinance wouldn't be updated for several months, but the revised ordinance is located on the department's webpage. She asked if any Commissioners would like a printed copy of the Zoning Ordinance. None were desired. Commissioners stated they would access it through the County's website.

Mr. Johnson inquired if the Capital Improvement Plan discussions would begin soon. Mr. Little informed the Commission that the CIP booklets would be in their November packets. Unlike previous years, presentations of proposed projects are not being scheduled unless the Planning Commission requests them. Those presentations would occur at the Commission's December meeting if desired. The Commission's ranking of projects is due by December 16th.

10. COMMISSIONERS' COMMENTS

None.

11. ADJOURNMENT

Motion to adjourn.

Moved by Ms. Johnson, Seconded by Mr. Gray, and Carried by a unanimous voice vote.

Chair, Douglas Johnson

Secretary, Anne Ducey-Ortiz

October 2024 Development Plan Status

<u>Site/Development Plan</u>	<u>General Description/Use</u>	<u>Location/Tax Map #</u>	<u>Status</u>	<u>Zoning</u>
Achilles Open Broadband	Broadband tower	Behind Achilles Elementary, along Guinea Road (52-519) RPC- 23815	Approved 11-1-2023	SC-1
Brent & Becky's Open Broadband	Broadband tower	Behind Brent & Becky's Bulbs, along Daffodil Lane (26-70A) RPC- 27915	Approved 11-9-2023	B-2
Camellia Solar Amendment	Amendment to 20 MW Solar Energy Facility conditional to CUP-20-05	Along Daffodil Lane, east of the intersection with Ware Neck Road (26-70B, 70C, 70D, 70E, 70F, 70G, 82) RPC- 34587	Approved 7-25-2024 LDP 5-3-2023	C-2
Carvers Creek Solar Phase 1 Amendment	Amendment to Phase 1 of 150 MW Utility Scale Solar Energy Facility	Along Route 17 and Glenss Road (24 Parcels, 04-50) RPC- 12536	Approved 4-30-2024 LDP 4-19-2023	RC-1
Carvers Creek Solar Phase 2 Amendment	Amendment to Phase 2 of 150 MW Utility Scale Solar Energy Facility	Along Route 17 and Glenss Road (24 Parcels, 04-50) RPC- 12536	Approved 5-1-2024	RC-1
Dutton Fire Station 4 Open Broadband	Broadband tower	Next to Dutton Fire Station 4, along Dutton Road (11-34F) RPC- 27694	Approved 11-1-2023	RC-1
Fox Mill Centre – Amended Site Plan	Shopping Center- amendment to existing approved site plan	Route 17 S., south of Wal-Mart Supercenter and Outparcels (32-17, 19, 19A, 19N) RPC- 40693	UCR Received 10-9-2024* LDP 6-18-2024	B-1, conditional
Freeman Commercial Drive Thru Amendment	Amendment to drive-thru construction for a commercial business	Along Route 17 N, within the York River Crossing Shopping Center (51-68G) RPC- 30894	Approved 1-16-2024 LDP 11-7-2018	B-1
Gateway Private School	Conversion of a building into a private school	Along Hickory Fork Road, north of the intersection with Ark Road (30-33) RPC- 23628	Approved 9-16-2024	SC-1
Glenss Food Mart	Expansion of the Glenss Food Mart for diesel pumps, a motel, and associated parking	At the corner of Route 17 S and Route 33 W (4-32, 32A, 33) RPC 13618	AAR CCS 1-24-2024	B-1
Gloucester High School Parking, Athletic Field, & Tennis Court Expansion	Expansion/relocation of parking areas, athletic fields, and tennis courts	Along Short Lane, east of the intersection with Route 17 (32-58C) RPC- 33056	AAR CCS 8-26-2024	SC-1
Gloucester Mathews Humane Society	Expansion of the existing animal shelter	Along South Jackson Lane, south of Sutton Road (32-208) RPC- 17446	UCR Received 10-9-2024	
Miller's Services Headquarters	Office location for Miller's Services	Intersection of Industrial Drive and Commerce Drive (39-8B) RPC- 41475	AAR CCS 12-29-2023	I-1
New Life Ministry Center	Construction of a covered pavilion	Along Route 17 S, north of the intersection with Fields Landing Road (45-231A) RPC- 18035	AAR CCS 6-24-2024	B-1
Patriot's Walk Phase II- Amendment	Residential- 79 lot phase, 214 lot subdivision	Route 3/14 S., near Ware Neck (26D(1)-3-1, 26D(1)-C, I, J, K, L) RPC- 42798	Approved 7-24-2024 LDP 8-30-2024	SC-1
Patriot's Way	Residential- 39 lot subdivision	Patrick Henry Way, adjacent to the Patriot's Walk Subdivision (26-35E) RPC- 13991	UCR Received 8-22-2024	SC-1
The Reserve at Gloucester Village (The Villages of Gloucester)- Phase 2	Residential (141 single-family lots and 71 townhouse lots)	Along Route 17S, south of the intersection with Burleigh Road (31-102) RPC- 16480	AAR CCS 5-20-2024	PUD-1, conditional

Note: To view each location, visit: <http://gis.gloucesterva.info/>

Note: Approved items will be taken off the list once a Final Certificate of Occupancy (CO) is granted

Note: Plan approval is valid for 5 years

*Based on General Assembly action, approvals valid as of 7/1/2020 are valid until 7/1/2025

Last updated: October 16, 2024

AAR = Awaiting Applicant Resubmittal

CCS = County Comments Sent

LDP = Land Disturbance Permit

UCR = Under County Review

ZP = Zoning Permit

October 2024 Development Plan Status

Site/Development Plan	General Description/Use	Location/Tax Map #	Status	Zoning
River Club at Twin Island Amendment	Amendment to condominium section of the development (54 units)	Along Stokes Drive, southwest of the Abingdon Volunteer Fire & Rescue station (50S(1)-63, 64) RPC- 42211	Approved 5-3-2024	PUD-1, conditional
Riverside Hayes Medical Center Parking Amendment	Amendment to approved site plan to expand parking lot	Along Route 17S, between intersections with Guinea Road and Tidemill Road (51E(4)-A) RPC- 35093	Approved 4-30-2024 LDP 10-9-2024	B-1
Riverside Walter Reed Cancer Center- Amendment	Amendment to addition to existing medical center building	Within the Riverside Walter Reed Hospital Complex (11 Parcels, 24-127A) RPC-41587	Approved 11-17-2023 LDP 12-13-2023	B-1
Shephard's Way Apartment	Construct multi-family building	Intersection of Route 17N and Belroi Road (32A1(1)-3) RPC- 35149	AAR CCS 8-5-2024	MF-1
Swiss Legacy Development Plan Amendment	Amendment to approved Development Plan to revise site lighting arrangement	Behind Beckwith Farms connected to Beckwith Drive (Rte. 1095) (51-232, 248, 249) RPC- 12613	Approved 7-29-2024 LDP 8-15-2023	SF-1
Verizon Wireless- Figg Shop (Co-Location)	Construct monopole cell tower	Along Indian Rd. near Beaverdam Park (18-57) RPC- 22791	UCR Received 9-6-2024*	RC-1
Ware Academy Phase 2 Amendment	Amendment to site plan for expansion of the existing school building to include additional educational areas	At the intersection of Route 3/14 and Indian Road (25-135) RPC- 10016	Approved 8-27-2024 LDP 5-23-2024	SC-1
Wells Fargo ATM at York River Crossing Shopping Center	Amendment to existing shopping center site plan to add a drive through ATM	Along Route 17N and Guinea Road (51-68) RPC- 26396	Approved 2-9-2024	B-1
Winterberry Solar Amendment	Amendment to the approved Site Plan for a 20 MW Solar Energy Facility conditional to CUP-20-02	Along Nursery Lane, west of the intersection with Route 17S (39-6, 7, 7A, 8C) RPC- 26891	UCR Received 10-11-2024 LDP 5-17-2022	SC-1, CUP-20-02
Art Colony	Artist studios with 4 accessory residential units	East side of Botetourt Avenue, south of Main Street (32A2(2)BK F-81, 82, 83, 86) RPC- 15510	AAR CCS 8-24-2020	B-2
Baylor Medical- Amendment	Medical Office	Route 17S., across from Riverside Walter Reed Hospital (24-120) RPC- 33048	AAR CCS 9-29-2020 LDP 1-11-2013	B-1
Burger King	Addition of second drive-thru lane to existing restaurant	Intersection of Route 17S and First Fox Street (32-20) RPC- 24114	AAR CCS 9-24-2021	B-1
Care-A-Lot Pet Supply	Retail pet supply store	Along Route 17N at the intersection of Route 17 and Providence Road (45-531) RPC- 13630	AAR CCS 6-10-2022	B-1
Classic Car Café	Deli - Sandwich and fountain drinks (Renovation of existing building)	Intersection of John Clayton Mem Hwy and Burkes Pond Rd (20-32A, 32B) RPC-23870	Approved 5-4-2009*	B-1
Coleman's Crossing- Amendment	Residential & Business- 82 townhouse units and mixed-use business	Route 17 S., north of Crewe Road (45-120, 45Z(1)-Z) RPC-43966	AAR CCS 10-19-2017* LDP 11-17-2010	MF-1, B-2, conditional
Cow Creek Solar	1 MW Solar Energy Facility conditional to CUP-20-03	Southeast of Foster Road (25-120C) RPC- 12629	AAR CCS 12-2-2022	SC-1, CUP-20-03

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The Crossings at York River	Residential- 109 multi-family units	South of York River Crossing Shopping Center (51-78) RPC- 40099	Approved 9-29-2017* LDP 10-2-2012	RMX, conditional
Dollar General Gloucester (John Clayton)	Dollar General store	Intersection of John Clayton Mem Hwy and Burkes Pond Rd (20-32A, 32B) RPC-23870	AAR CCS 2-9-2018*	B-1
Dove Field Farms	Residential- 17 lot subdivision	Gum Fork Rd (38-43) RPC-26266	Approved 4-22-2009* LDP 5-29-2024	SC-1
Dunkin Donuts	Drive-thru restaurant	Intersection of Route 17N and Greate Road (51A(3)Bk B-55-59, 72-75) RPC- 20163	Approved 10-24-2022 LDP 4-29-2024	B-1
Fiddler's Green Road Plan	Residential- 88 lot subdivision	Fiddler's Green Road (31-149) RPC- 21400	Approved 7-25-2012*	SF-1, conditional
Fiddler's Green Pump Station	Pump station for subdivision	In the subdivision (31-149) RPC- 21400	Approved 7-25-2012*	SF-1, conditional
Fox Mill Centre – Outparcel #5 Amended Site Plan	Outparcel lot for commercial development (amendment to existing site plan)	Route 17 S, east of Wal-Mart Supercenter, outparcel (32-17K, 19H) RPC- 41274	AAR CCS 2-26-2019*	B-1
Girl Scout Camp- Burkes Mill Pond	Cabin for Girl Scout camp	On Burkes Pond Rd along Burkes Pond (20-19) RPC- 34759	Approved 9-6-2018*	C-2
Gloucester Toyota	Expanded outdoor display area	Route 17 N, north of the Gloucester Business Park (32-51A, 51B, 39-1) RPC- 41026	AAR CCS 3-2-2016*	B-1, conditional
Haywood Development Amendment	Amendment to Haywood Floor Covering development	Intersection of Commerce Drive and Enterprise Court (39-8J) RPC- 33427	Approved 9-14-2023 LDP 9-27-2023	I-1
Legacy Springs	Assisted living center	Route 17 N, south of the Lighthouse Worship Center (45-438) RPC- 30154	AAR CCS 6-19-2019*	B-1
Oak Bridge Meadow Event Hall Barn	Event Venue pursuant to SE-17-05	Off Woods Cross Road near the Beaverdam Swamp (16-77) RPC- 22028	AAR CCS 3-20-2018* LDP 4-3-2018	RC-1 SE-17-05
Old Dominion Ice Company	Ice House/Parking	Route 17 N., at N-Out Food Mart (51A(3)BK B-62 thru 68, 68A) RPC- 42734	Approved 8-28-2012*	B-1
The Other Moving Company (TOMCO)	Retail and Storage Facility (After-the-fact Site Plan)	Route 17 N, south of Route 17-Brays Point Road intersection (45-532) RPC-27410	AAR CCS 9-24-2015*	B-1
Patriot's Walk Phase I Amendment	Residential- 79 lot phase, 214 lot subdivision	Route 3/14 S., near Ware Neck (26D(1)-2-2) RPC- 42798	AAR CCS 8-19-2019*	SC-1
Patriot's Walk Phase IIIA	Residential- 79 lot phase, 214 lot subdivision	Route 3/14 S., near Ware Neck (26D(1)-3-1, 26D(1)-J) RPC- 42799	AAR CCS 2-23-2019*	SC-1
The Reserve at Gloucester Village (The Villages of Gloucester)- Phase 1	Residential (28 single-family lots and 95 townhouse lots) and commercial	Along Route 17S, south of the intersection with Burleigh Road (32-34D, 36) RPC- 41259	Approved 6-21-2023 LDP 11-22-2022	PUD-1, conditional

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Riverside Walter Reed Wellness Center Parking Lot Expansion	Parking lot expansion	Within the Riverside Walter Reed Hospital Complex (24-127A, 127D, 127E, 127H) RPC-43410	AAR CCS 11-17-2017*	B-1
Safe Harbor Self Storage Expansion	Expansion of the existing mini-storage (self-storage units) use onto the adjacent parcel	Along Route 17N, behind the 17 Plaza Shopping Center (45-389A) RPC- 11991	Approved 1-13-2023 LDP 2-27-2024	B-1 & I-1, conditional
Steider & Associates	Construct two office buildings	Along Steider Drive, west of Business Route 17 (32C(1)-16A, 17A, 35) RPC- 43460	Approved 7-28-2022	B-2
Stillwater Landing- Roadway Plan	Roadway Plan for Stillwater Lane improvements within Stillwater Landing Subdivision	Along Stillwater Lane, southeast of the intersection with Farys Mill Road (17-22) RPC-40557	Approved 1-28-2022	SC-1, conditional
Tractor Supply Site Plan Amendment	Amendment to the approved Site Plan for a drive through pick up area	Along Route 17 and Beehive Drive (32-181) RPC- 41250	Approved 4-6-2021	B-1
Under The Stars	Event Venue conditional to CUP-20-01	Along Dutton Road, north of the intersection with Harcum Road (11-16 (In Part)) RPC- 11136	AAR CCS 2-8-2023	RC-1
Village Lane Condominiums	Residential- 12 condominium units	Next to Village Lanes & Hillside Cinema (32-277B) RPC-19636	AAR CCS 4-18-2013*	MF-1, conditional
WaWa, Inc.- Hickory Fork	Amendment to existing site plan to modify diesel pumps facilities	Southern corner, intersection of Hickory Fork (Rte. 614) and Rte. 17 (39-109A) RPC-20958	AAR CCS 4-15-2019*	B-1
Wawa, Inc.- Tidemill	Gas station and convenience store	Northeastern corner, intersection of Tidemill (Rte. 641) and Route 17 N (51-81) RPC- 30084	AAR CCS 2-13-2020*	B-1, conditional
Yorkshire Woods Subdivision	Residential- 9 lot Subdivision	Pinetta Rd (22-126A) RPC-32764	Approved 1-09-2009*	SC-1

Note: To view each location, visit: <http://gis.gloucester.va.info/>

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Note: Plan approval is valid for 5 years

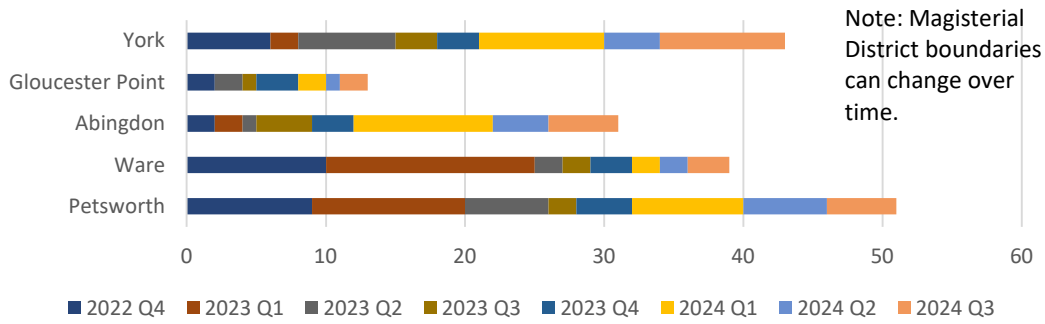
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Last updated: October 16, 2024

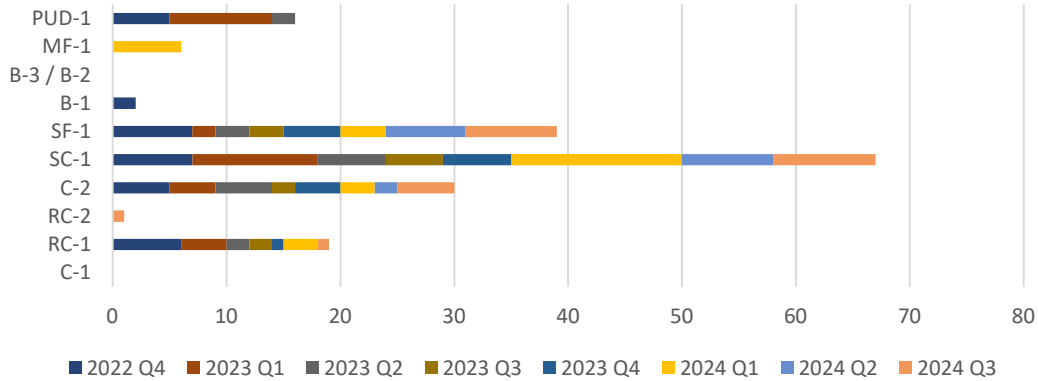
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Housing Location Trends Over Last Two Years

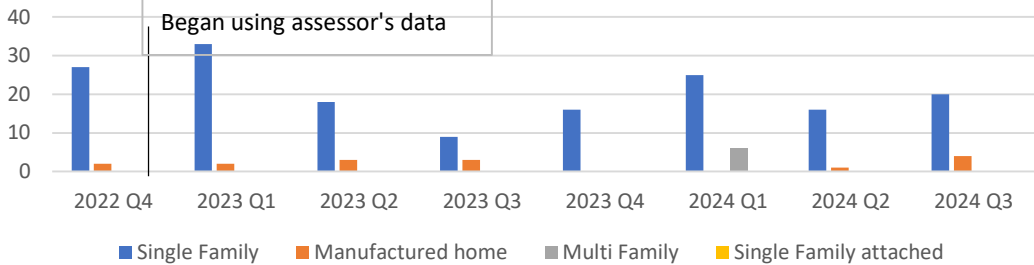
Housing Development By Magisterial District



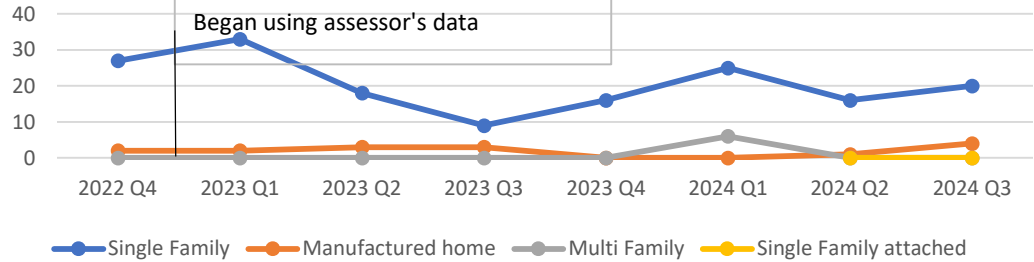
Housing Development By Zoning District



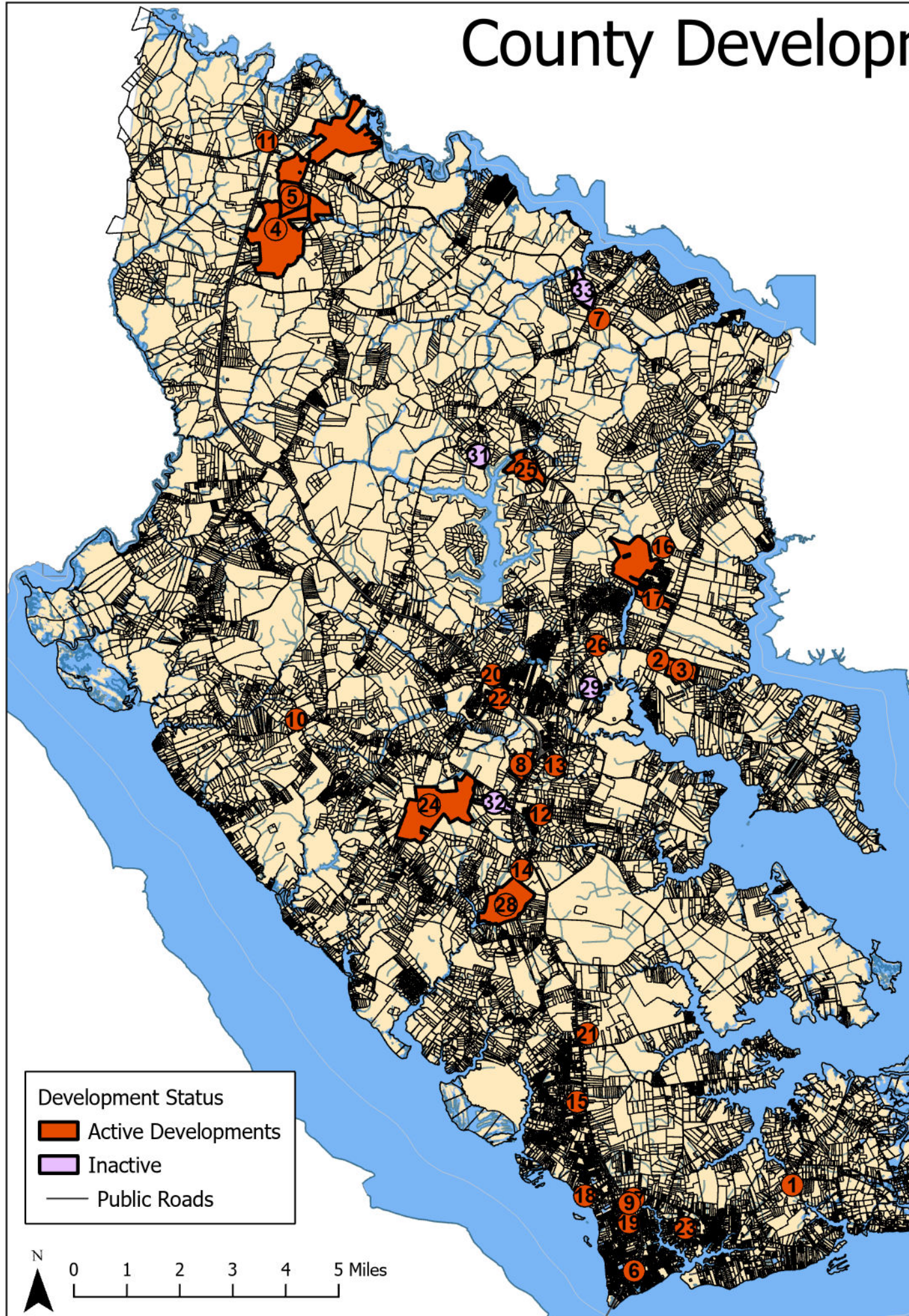
New Housing Type



New Housing Type



County Developments- 2024 3rd Quarter



Number	Development	Active Status	Review Status
1	Achilles Open Broadband	Active	Awaiting LDP Application
2	Brent & Becky's Open Broadband	Active	Awaiting LDP Application
3	Camilla Solar Amendment	Active	Approved
4	Carvers Creek Solar Phase 1 Amendment	Active	Approved
5	Carvers Creek Solar Phase 2 Amendment	Active	Awaiting LDP Application
6	Dunkin Donuts	Active	Approved
7	Dutton Fire Station 4 Open Broadband	Active	Awaiting LDP Application
8	Foxmill Centre Site Plan Amendment	Active	Under Staff Review
9	Freeman Commercial Drive Thru Amendment	Active	Approved
10	Gateway Private School	Active	Awaiting LDP Application
11	Glenns Food Mart	Active	Awaiting Resubmittal
12	Gloucester High School Expansion	Active	Awaiting Resubmittal
13	Gloucester Mathews Humane Society	Active	Under Staff Review
14	Miller's Services Headquarters	Active	Awaiting Resubmittal
15	New Life Ministry Center	Active	Awaiting Resubmittal
16	Patriot's Walk Phase 2 Amendment	Active	Approved
17	Patriot's Way	Active	Under Staff Review
18	River Club at Twin Island Amendment	Active	Awaiting LDP Application
19	Riverside Hayes Medical Center Parking Amendment	Active	Approved
20	Riverside Walter Reed Cancer Center Amendment	Active	Approved
21	Safe Harbor Self Storage Expansion	Active	Approved
22	Shephard's Way Apartment	Active	Awaiting Resubmittal
23	Swiss Legacy Development Plan Amendment	Active	Approved
24	The Reserve at Gloucester Village- Phase 2	Active	Awaiting Resubmittal
25	Verizon Wireless Figg Shop (Co-Location)	Active	Under Staff Review
26	Ware Academy Phase 2	Active	Approved
27	Wells Fargo ATM (York River Crossing Shopping Center)	Active	Awaiting LDP Application
28	Winterberry Solar Amendment	Active	Under Staff Review
29	Cow Creek Solar	Inactive	Awaiting Resubmittal
30	Haywood Development Amendment	Inactive	Approved
31	Stillwater Landing	Inactive	Awaiting LDP Application
32	The Reserve at Gloucester Village- Phase 1	Inactive	Approved
33	Under The Stars	Inactive	Awaiting Resubmittal



GLOUCESTER COUNTY
Planning, Zoning & Environmental
Programs Department
6489 Main Street
Gloucester, VA 23061
(804) 693-1224
www.gloucesterva.info

TO: Planning Commission

CC: Carol Steele, County Administrator
George Bains, PE, Deputy County Administrator
Ted Wilmot, County Attorney

FROM: Sean McNash, AICP, Planner II
Anne Ducey-Ortiz, AICP, Director of Planning, Zoning, and Env. Programs

DATE: October 7, 2024

RE: Public Hearing on Z-24-02- Baldwin Family Transfer Rezoning

The Department of Planning, Zoning, and Environmental Programs has received an application from Eric and Christy Baldwin to rezone TM 44-87A (RPC 13933), located at 6036 Braeburn Lane (private road), adjacent to Machicomoco State Park, from RC-1 (Rural Countryside) to SC-1 (Suburban Countryside). The rezoning application is intended to enable the applicants to conduct a Family Transfer Subdivision, which the property does not have sufficient acreage to perform under its current RC-1 zoning.

Staff's Report, which compares the proposed changes to the current zoning, is attached to this memo. Staff has also included copies of the full application, Public Hearing Notice, and draft Ordinance to Approve the rezoning with the Planning Commission's November 2024 meeting packet.

Feel free to contact Sean or Anne at 804-693-1224 should you have any questions during your review.

<p>PC Action: Receive comments from the public and provide a recommendation for Z-24-02 to the Board of Supervisors.</p>



County of Gloucester
 Department of Planning and Zoning
 6489 Main Street
 Gloucester, Virginia 23061
 804-693-1224 FAX 804-824-2441

Z+D # 24080017

FOR OFFICE USE ONLY	
Date Received	8/13/2024
Date Complete	8/13/2024
Case No.	2408 Z-24-02
Tax Map No.	44-87A (13933)
Receipt No.	10185258

REQUEST FOR REZONING

EFFECTIVE July 1, 2008, THIS APPLICATION MUST BE ACCOMPANIED BY THE CHAPTER 527 COMPLIANCE FORM & THE VDOT LANDTRACK INFORMATION SHEET.

I, (WE) Eric & Christy Baldwin DO
 HEREBY PETITION THE BOARD OF SUPERVISORS OF THE COUNTY OF GLOUCESTER TO
 AMEND THE COUNTY ZONING ORDINANCE BY:

Modifying section(s) _____ of the ordinance as per the attached.

Modifying the Zoning District Classification of the following described property from the RC-1
 district(s), to the SC-1 district.

Modifying or removing one or more proffers approved as part of Rezoning Application _____.

A. PROPERTY INFORMATION

Location of property: 6040 Braeburn Lane Hayes Va 23072

Legal description of property:

* If recorded subdivision – Name _____

Section _____ Lot _____ Block _____

Land Book Page No. 1005781 Parcel(s) 044/87/A

* If acreage, attach plat of property and a metes and bounds description.

Are the taxes on this property paid up to date?

*Pursuant to Va. Code Section 15.2-2286(B), the Board of Supervisors may, but is not mandated to, require proof of the payment of taxes prior to approval of a rezoning.

Briefly describe the current use of the property:
residential

B. EXPLANATION OF THE APPLICATION AND RELATIONSHIP OF THE PROPOSED REZONING TO THE COUNTY'S COMPREHENSIVE PLAN (IF APPLICABLE).

Please describe the purpose of the proffer amendment or rezoning and the proposed use of the property.

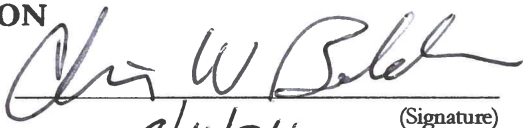
would like to divide property (5.02 acres) & give 2 acres to my brother with our guesthouse. He currently resides there & is maintaining the home (Nash Bond). He plans to live there as it is. The guest house has a separate well and septic system & was built in 2007.

C. LIST THE NAMES AND ADDRESSES OF OWNERS OR OCCUPANTS OF ALL ADJACENT PROPERTY OR PROPERTY ACROSS A ROAD, HIGHWAY OR RAILROAD RIGHT-OF-WAY. ADDRESSES SHOULD COINCIDE WITH THOSE IN THE COMMISSIONER OF THE REVENUE OFFICE. (Please Print)

NAME	ADDRESS	TAX MAP/PARCEL#

D. PERSON(S) REPRESENTING THE APPLICATION

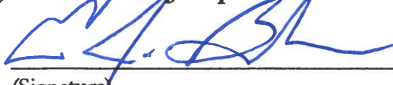
Name: Christy Baldwin
 Address: 6036 Braeburn Ln
Hayes, Va 23072


 _____ (Signature)
8/11/24
 _____ (Date)
 Phone: 804 694-7164

E. OWNER(S) OF PROPERTY

Name: Eric & Christy Baldwin Phone: 804-694-7169
 Address: 6036 Braeburn Ln Hayes Va 23072

I hereby grant permission to the designated personnel of Gloucester County, and any other agency deemed appropriate by Gloucester County, to enter the subject property for purpose of review of the proposed application, to post signs prior to the public hearing by the Planning Commission, and to remove said signs after the public hearing by the Board of Supervisors.


 _____ (Signature) 8-13-24
 _____ (Date)

IMPORTANT: The proffer amendment or rezoning application package must be deemed complete before it can be transmitted to the Planning Commission to request a public hearing be scheduled.



GLOUCESTER COUNTY PLANNING DEPARTMENT

Post Office Box 329
6582 Main Street
Gloucester, VA 23061

804-693-1224
Fax: 804-693-7037
www.gloucesterva.info/planning

Chapter 527 Compliance Form

Effective July 1, 2008, Rezoning that meet thresholds as specified in VDOT's Traffic Impact Analysis Regulations, Chapter 527, will require Traffic Impact Analyses (TIAs). As of this date, this form must be completed by a licensed professional and submitted with each application to the Gloucester County Planning Department in combination with a VDOT Landtrack Information Sheet.

The process for submitting TIA's shall be as follows:

1. Submit VDOT's required number of copies along with your rezoning submittal to the Gloucester County Planning Department along with a check for the appropriate review fee made payable to VDOT;
2. All copies of the TIA will be stamped by the Gloucester County Planning Department, and the Planning Department will keep its copy(s) on file; and
3. The remaining TIA copies will be picked up by VDOT within 10 business days of an application that is deemed complete.

Choose one of the two options below:

I certify that this proposal **DOES NOT MEET** any of the thresholds identified in the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155) that would require a Traffic Impact Analysis to be submitted in conjunction with this application. I acknowledge that Gloucester County and/or VDOT may require that one is submitted and that action may not be taken on my proposal until this is submitted.

I certify that this proposal **MEETS** at least one of the thresholds identified in the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155) that would require a Traffic Impact Analysis to be submitted in conjunction with this application. A Traffic Impact Analysis, prepared in accordance with the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155).

The above information is based on a proposed use of _____ with a projected daily trip generation of _____ vehicles per day and a site peak hour trip generation of _____ vehicles per hour, based on the stipulations of 24 VAC30-155. The _____ edition of the ITE Trip Generation Manual was used in determining the trip generation (Code Number _____ and Page Number _____).

*Please attach a sheet indicating how each of the thresholds for this proposal were calculated including but not limited to use, size of the proposed project (square footage, number of units)

License Professional's (Signature)

Name & Date (Type or Print)

License Number or Stamp and Seal

Use is the same, Max 20 additional trips w/ accessory dwelling units on each new parcel. 527 not applicable.

* As of July 1, 2011 applications for Major Subdivisions will no longer require a Chapter 527 Compliance Form.

Conflict of Interest Statement

In accordance with Section 14-22 of the Gloucester County Zoning Ordinance, I certify that my application for ___ zoning amendment, ___ variance, or ___ special exception is subject to the following:

“Does any member of the Planning Commission, Board of Zoning Appeals, or governing body (Board of Supervisors) have any interest in the property which is subject of this application/petition, either individually, or by ownership of stock in a corporation owning such land or partnership? ___

Yes

No

Does a member of the immediate household of any member of the Planning Commission, Board of Zoning Appeals, or governing body (Board of Supervisors) have any interest in the property which is the subject of this application/petition? ___

Yes

No

If yes to either questions above, please state:

Person’s name: _____

Member of: _____

Nature of their interest: _____

I, Christy Baldwin ERIC J. BALDWIN,
(Print name)

hereby certify that the information contained in this application/petition is true and correct to the best of my knowledge.

Christy Baldwin 8/11/24
(Signature) (Date)

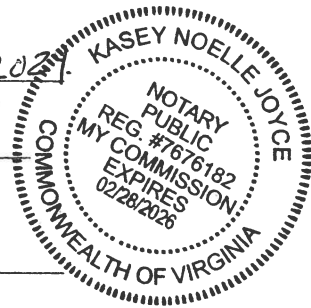
STATE OF VIRGINIA
COUNTY OF GLOUCESTER

I, a Notary Public of the County of Gloucester, State of Virginia, do hereby certify that Christy Baldwin / Eric Baldwin, whose name is signed to the writing above dated on the 11 day of August, 2024, has acknowledged the same before me in my State aforesaid.

Given under my hand this 11 day of August, 2024.

[Signature]
Notary Public

My commission expires 2/28/2026



Gloucester County
Proffer Policy for Applications for Residential Rezoning
Effective September 3, 2019 per Resolution adopted by the Gloucester County Board of Supervisors.

Gloucester County has the authority, pursuant to Va. Code Section 15.2-2298, to accept voluntary proffers, either onsite or offsite, submitted by an applicant for conditional zoning. Proffers may include land, infrastructure, cash, or other conditions and constraints on the use of the property applied for conditional zoning. There must be a reasonable relationship or connection between the proffers and the rezoning.

In order to ensure compliance with applicable law, Section 15.2-2303.4 of the Code of Virginia, and to ensure that there exists a reasonable relationship or connection between the proffers and the residential rezoning, it shall be the responsibility of the applicant to provide the County with detailed analyses of the impacts (capital, environmental, fiscal, etc.) of any development resultant from a requested residential rezoning; the applicant must then demonstrate how the project and/or any proffered conditions will mitigate those impacts.

Pursuant to Section 15.2-2303.4 of the Code of Virginia, the County and its officials, employees, and agents may suggest - but shall not require - any particular proffer associated with a requested residential rezoning. Any such requirement of a proffer shall be deemed null and void and of no effect.

The applicant's signature on the proffers shall serve to certify that any proffered conditions are voluntary, reasonable, and directly related to the rezoning applied for. The applicant shall acknowledge that failure to address and/or mitigate impacts directly attributable to the rezoning may result in the denial of the rezoning request.

I have read and understand the above proffer policy:

ERIC J. BALDWIN

Eric J. Baldwin *Christy Baldwin* *Eric J. Baldwin*

Property Owner

Applicant (if different)

8/11/24

Date

EXHIBIT A

ALL that certain tract or parcel of land lying and being in York Magisterial District, (formerly Abingdon District), Gloucester County, Virginia, known and called as "Braeburn" containing Five and 2/100 (5.02) acres, more or less, but conveyed in gross and not by the acre, the same being bounded and described, now or formerly, as follows: On the North and East by lands now or formerly of John W. C. Catlett, Jr. And William E. Catlett; on the South by lands now or formerly of the John W. C. Catlett, Jr. And William E. Catlett marked by the center of a stream; and on the West by the mean low water mark of Cedar Bush Creek. For a more accurate and particular description of the lands hereby conveyed, reference is made to a plat of survey of Charles J. Kerns, C.L.S., dated May 4, 1982, which plat is recorded in the Clerk's Office, Circuit Court, Gloucester County, Virginia, in Plat Book 22, page 157.

TOGETHER WITH a nonexclusive easement of right of way as a means of ingress and egress at all times to and from the property hereby conveyed and State Route 635, the northern line thereof being shown on said plat as "existing dirt road", which runs in an easterly direction to the lands now or formerly of William P. Carey, et al, at a width of fifty (50') feet, thence along lands now or formerly of William P. Carey, et al, in a southeasterly direction at a width of fifty (50') feet to an "existing road" as shown on a plat of Charles J. Kerns, C.L.S., dated November 14, 1972, and recorded in Clerk's Plat Book 7 at Page 8 in the Clerk's Office of the Circuit Court of Gloucester County, thence in a northeasterly direction at said width of fifty (50') feet over lands of the grantors by lands now or formerly of William P. Carey, et al, and Aaron F. Gay, et al, to a subdivision called "Country Village" as shown on Clerk's Plat Book 20, at Page 5, in said Clerk's Office, thence in a northwesterly direction between "Country Village" and lands now or formerly of Aaron F. Gay, at the maximum width between the two properties to the terminus of State Route 635.

Together with all and singular the buildings and improvements thereon, the tenements, hereditaments, easements, appurtenances, and rights of way thereunto belonging or in anywise appertaining.

Subject to any and all rights of way, easements, restrictions and provisions of record affecting the property.

It being the same real estate conveyed to Eric James Baldwin and Christy Willett Baldwin, by Deed from Christy Willett Baldwin, Executrix, dated September 23, 2010, recorded September 24, 2010, in the Clerk's Office, Circuit Court, County of Gloucester, Virginia, as Instrument No. 100004378 and Corrected by Corrected Deed recorded December 8, 2010, as Instrument No. 10005781.

INSTRUMENT 190001553
RECORDED IN THE CLERK'S OFFICE OF
GLOUCESTER COUNTY CIRCUIT COURT ON
APRIL 15, 2019 AT 02:33 PM
MARGARET F. WALKER, CLERK
RECORDED BY: KJH

Jim Hoo

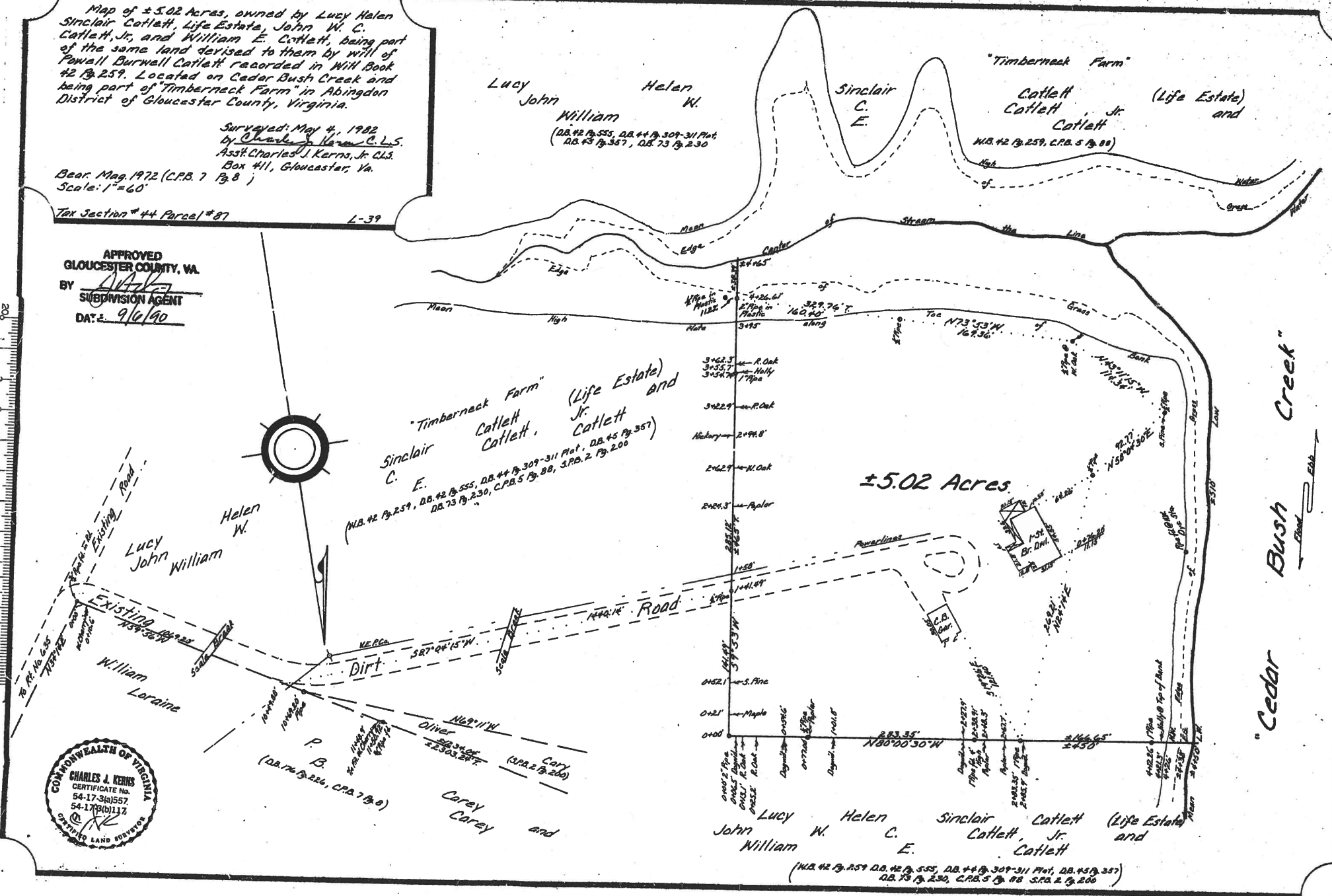
Map of ±5.02 Acres, owned by Lucy Helen Sinclair Catlett, Life Estate, John W. C. Catlett, Jr, and William E. Catlett, being part of the same land devised to them by will of Powell Burwell Catlett recorded in Will Book 42 Pg. 259. Located on Cedar Bush Creek and being part of "Timberneck Farm" in Abingdon District of Gloucester County, Virginia.

Surveyed: May 4, 1992
 by Charles J. Kerns, C.L.S.
 Asst. Charles J. Kerns, Jr. C.L.S.
 Box 411, Gloucester, Va.

Bear. Mag. 1972 (C.P.B. 7 Pg. 8)
 Scale: 1"=60'

Tax Section #44 Parcel #97 L-39

APPROVED
 GLOUCESTER COUNTY, VA.
 BY [Signature]
 SUBDIVISION AGENT
 DATE: 9/6/90



THIS PLAT, was delivered to the Clerk of the Circuit Court of Gloucester County, Virginia, on the 7th day of September 1990, admitted to record at 2:27 o'clock P.M. and is recorded with Deed from John W. C. Catlett, Jr., et al to Homer W. Buck et al, which Deed is recorded in Deed Book 389 Page 849.

Page 19 of 50
 Charles E. King, Jr., Clerk
 Elizabeth Williams, Deputy Clerk

Staff Report- Z-24-02- Baldwin Family Transfer Rezoning Planning Commission Public Hearing November 7, 2024

Overview

<i>Owners and Applicants:</i>	Eric and Christy Baldwin
<i>Location:</i>	6036 Braeburn Lane (private road), adjacent to Machicomoco State Park
<i>Tax Map and Parcel #'s:</i>	44-87A
<i>RPC #'s:</i>	13933
<i>Acreage:</i>	5.02 +/-
<i>Existing Zoning:</i>	RC-1, Rural Countryside
<i>Existing Use:</i>	Residential (a primary dwelling and an accessory dwelling)
<i>Requested Zoning:</i>	SC-1, Suburban Countryside
<i>Purpose:</i>	Enable the property to be subdivided through the Family Transfer Subdivision process.
<i>Proffers Submitted:</i>	No
<i>Surrounding Land Uses:</i>	East: Machicomoco State Park West (across Cedar Bush Creek): Residential North: Machicomoco State Park South: Cedar Bush Creek and Machicomoco State Park

Staff Report- Z-24-02- Baldwin Family Transfer Rezoning Planning Commission Public Hearing November 7, 2024

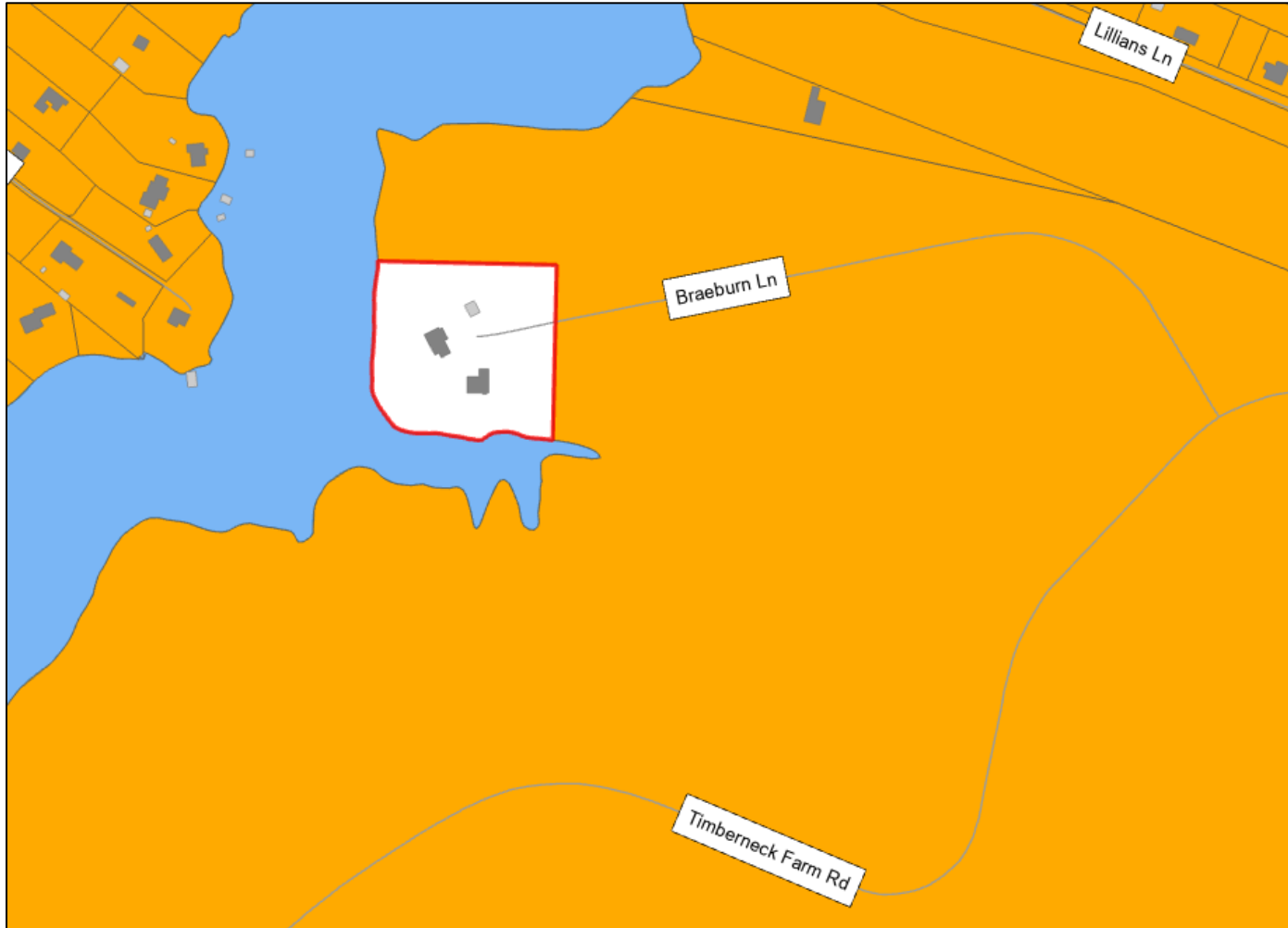
General Project Description

The applicants are proposing to rezone TM 44-87A (RPC 13933) from the RC-1 (Rural Countryside) district to the SC-1 (Suburban Countryside) district in order to perform a subsequent Family Transfer under the lot size permissible through the SC-1 district. This property contains two residences, a primary dwelling and an accessory dwelling. This parcel is completely adjacent to, and surrounded by, the Machicomoco State Park.

Although Machicomoco State Park is currently zoned SC-1, prior to 2009, this property was originally zoned RC-1, similar to the property currently seeking to be rezoned through Rezoning Application Z-24-02. However, in 2009, the state park's land was rezoned to the PUD-1 (Planned Unit Development) district in order to develop a "conservation" residential subdivision with substantial common open space, trails, water access, and design amenities. Due to the lack of viability to develop this property as the specific subdivision prescribed by the PUD-1 zoning, the state park property was subsequently rezoned to the SC-1 district in 2017 with proffers for a more "standard" subdivision with the same density proposed. Although a park was a permitted use in the SC-1 district, based on the specific proffers associated with the 2017 rezoning, a "park", as defined by the Zoning Ordinance, would not have been permitted at this site. Therefore, in order to develop the site as a park by The Conservation Fund, the property was rezoned again in 2018 to the SC-1 district in 2018 with proffers for its current state park use. As a result of the numerous rezonings of the state park land, which originally was zoned RC-1, but is now zoned SC-1, the property sought to be rezoned through Rezoning Application Z-24-02 is now the sole remaining parcel in this area zoned RC-1. The applicants of the current rezoning were notified as adjacent property owners during each rezoning for the state park and, if requested at the time of those rezonings, could have been included with a request to rezone to the SC-1 district.

Staff Report- Z-24-02- Baldwin Family Transfer Rezoning
Planning Commission Public Hearing November 7, 2024

Existing Zoning



Purple Outline: Applicant's Parcel
White: RC-1 (Rural Countryside)

Orange: SC-1 (Suburban Countryside)

Staff Report- Z-24-02- Baldwin Family Transfer Rezoning Planning Commission Public Hearing November 7, 2024

Comprehensive Plan

The Comprehensive Plan identifies this site as within the Suburban Countryside designation and within the Development District. The Comprehensive Plan's Future Land Use chapter describes the Suburban Countryside designation as follows:

“Suburban Countryside is designated for large portions of the County surrounding the more intensely-developed Gloucester Court House Village Area and Gloucester Point/Hayes Village Area. This district intends to serve as a transitional district between areas with working and rural lands and densely developed Village Areas and may be served by public water and sewer. This region contains moderate suburban residential development (two-acre minimum) with extensive open space of a more rural nature than typical suburban development. Although much of the region is already developed as residential subdivisions, additional development is possible where services are available and characteristics permit. New clustered development with smaller lots that preserves ecological and cultural sites is encouraged where adequate infrastructure is available. These areas are appropriate as a potential TDR sending zones. Existing forestry and agricultural activities are compatible uses and their continuance is supported. New or expanded agricultural uses should be carefully evaluated for their compatibility with the residential character of the area. Conservation easements and similar measures protecting existing natural and cultural features are supported in these areas.”

This area was historically zoned RC-1 because it had previously been used as a farm and the PUD proposed for the property (prior to its current state park use) intended to continue to have a portion of the property in agricultural use. The park and surrounding suburban development are consistent with the Comprehensive Plan's vision for this area. Although it's within the development district, public water and sewer are not currently available. Therefore, higher density development would not be appropriate on this property.

The rezoning proposes the SC-1 district in order to perform a Family Transfer Subdivision, which would require two acres per lot created under this district. Since the applicants live on this property and plan to continue to live there following the subdivision, this will retain both existing residences in the County and not result in any substantial changes to the site and surrounding area. Once divided, however, the Zoning Ordinance would permit each resulting property one additional accessory dwelling unit.

Staff Report- Z-24-02- Baldwin Family Transfer Rezoning
Planning Commission Public Hearing November 7, 2024

Comprehensive Plan Designation



Note: The entire area shown is classified by the Comprehensive Plan's Future Land Use Map as Suburban Countryside.

Staff Report- Z-24-02- Baldwin Family Transfer Rezoning Planning Commission Public Hearing November 7, 2024

Transportation Impact

The property is located on Braeburn Lane, a private road accessed from Machicomoco State Park's main internal road, Timberneck Farm Road. This park's internal road directly accesses Borden Road (SR 635) along the cul-de-sac at the end of this state route. In accordance with Sections 15-3.2(c)(3) and 15-31(a) of the Subdivision Ordinance, Family Transfer Subdivisions are permitted on private roads as long as the physical roadway is at least 10 feet in width (required to be installed or improved at the time of parcel development, not subdivision) and is contained within a private easement of at least 20 feet in width. The property appears to be served by a private road contained within a 50-foot easement, which, upon confirmation by a surveyor at the time of subdivision, would satisfy these requirements.

Since the property currently contains two residences (one primary dwelling and one accessory dwelling), which, following rezoning and subdivision, would remain unchanged but be located on separate parcels as separate primary dwellings, the physical development of the property as proposed by the applicants would produce no additional trips as the property currently generates. However, in accordance with Sections 5-30.2(2)(e) and 9B-9.20 of the Zoning Ordinance, following subdivision of the property, each resulting parcel would be permitted an accessory dwelling, which would be limited in size (footprint and square footage) proportional to the primary dwelling. Therefore, following a rezoning and Family Transfer Subdivision, each parcel could contain both a primary and accessory dwelling, which would produce a maximum of 20 additional trips (10 trips per new accessory dwelling) from these parcels.

The Virginia Department of Transportation (VDOT) has reviewed this rezoning, including the proposed subdivision (with residences on separate parcels) as well as the maximum residential development of these parcels (one primary dwelling and one accessory dwelling per parcel) and did not object to either circumstance that could result from the proposed rezoning. Since VDOT's requirements only apply to public roadways and private entrances on these roads, the County's Subdivision Ordinance requirements regulate private road requirements. As previously stated, it appears that this rezoning and Family Transfer Subdivision would satisfy the Subdivision Ordinance's private road requirements, but this would need to be confirmed by a surveyor at the time of subdivision.

Fiscal Impact

According to the County Assessor, the proposed rezoning, combined with a Family Transfer Subdivision, will "at the very least, reduce the value of (the) original parcel while at the same time create an additional homesite for the new lot." However, since both of these lots will contain one primary dwelling, as previously mentioned, the only additional home sites possible are through an accessory dwelling on each parcel resulting from the subdivision. In accordance with Section 9B-9.20 of the Zoning Ordinance, accessory dwellings are limited in size (footprint and square footage) proportional to the primary dwelling. Therefore, as expressed by the County Assessor, without more specifics on the

Staff Report- Z-24-02- Baldwin Family Transfer Rezoning Planning Commission Public Hearing November 7, 2024

configuration of each lot, which is required for a subdivision, but not for the rezoning, “it is difficult to determine with certainty the change to the assessment(s) of each lot.” Factors that could impact the assessed values of the parcels resulting from a Family Transfer Subdivision include lot size and linear feet of waterfront along Cedarbush Creek, among others.

Environmental Impact

Since this property is located adjacent to Cedarbush Creek, the Chesapeake Bay Preservation Ordinance’s (CBPO, Chapter 5.5 of the County Code) limitations for development within the Resource Protection Area (RPA), including the 100-foot RPA buffer, would apply to this property. In 2011, a joint permit through the County’s Wetlands Board and the Virginia Marine Resources Commission was approved for a 225-foot “living shoreline” along Cedarbush Creek (the parcel’s western property boundary) for shoreline restoration and bank stabilization. However, the parcel’s southern property boundary is adjacent to an inlet to Cedarbush Creek and was not included in this project. In accordance with the CBPO, the RPA buffer would apply to both shorelines.

Although both residences appear to be located more than 100 feet from these property lines, they may fall within the RPA buffer if the extent of wetlands is determined to be located within the property’s boundaries, which would occur at the time of subdivision. Following the subdivision, the resulting properties would be required to be reviewed by the Chesapeake Bay Preservation and Erosion Commission as “post-Bay Act” lots for any accessory dwellings or other accessory structures proposed to be constructed within the RPA buffer. Development within this buffer would require approval from the Chesapeake Bay Preservation and Erosion Commission in accordance with the requirements of the CBPO.

Other Impacts

Various other departments have reviewed the rezoning application. The Health Department has confirmed that each residence on this parcel contains their own drainfield for sewage disposal and provided documentation of their locations, which do not appear to prevent lots meeting the County’s requirements for Family Transfer Subdivisions from being satisfied. However, neither of these systems contain a certified reserve footprint within the boundaries of each parcel it would serve (but outside of the RPA buffer), which is required for subdivision in accordance with Section 15-14.1(a) of the Subdivision Ordinance, but not for the rezoning.

In addition, the Health Department has confirmed that two wells exist on the property, but it is unclear which residence each well serves. Unlike the drainfield requirement, which necessitate location on the same parcel it serves, Section 15-15.1 states “where individual wells are used, they shall be approved by the health department prior to subdivision plat approval”, permitting wells to be located either on-site or off-site as long as the well design is consistent with the Health Department’s requirements. As stated in

Staff Report- Z-24-02- Baldwin Family Transfer Rezoning Planning Commission Public Hearing November 7, 2024

their comments, if a parcel will be created with no on-site well, the Health Department will require either a new on-site well to be established or an easement created for the off-site well serving the parcel.

Staff Comments

As previously mentioned, this parcel contains two residences, a primary dwelling and an accessory dwelling, along with multiple accessory structures. For a Family Transfer Subdivision to be permitted, the current RC-1 district requires lot sizes of 5 acres to be created for each lot resulting from the subdivision. Since the property is only 5.02 acres, a Family Transfer Subdivision is unachievable under this zoning district. However, since the minimum lot size in the SC-1 district is 2 acres, it appears that a Family Transfer Subdivision would be possible for this property as long as all other applicable requirements (average lot width and setbacks for all structures, among others) are satisfied. If subdivided, they would locate each residence on individual lots.

Staff Recommendation

Staff recommends the Planning Commission forward Rezoning Application Z-24-02 to the Board of Supervisors with a recommendation of approval for the following reasons:

1. The proposed rezoning furthers the Suburban Countryside designation's desire for moderate suburban residential development (two-acre minimum).
2. The application supports the Development District's intention of being the County's principal population center, but at a more moderate density due to the lack of public water and sewer.
3. The application is consistent with the Family Transfer Ordinance's purpose (Section 15-3.2(a) of the Subdivision Ordinance) to encourage and promote family members to remain in close proximity by allowing the conveyance of property between immediate family members without the necessity of compliance with all of the subdivision requirements imposed on unrelated parties.

Staff Report- Z-24-02- Baldwin Family Transfer Rezoning
Planning Commission Public Hearing November 7, 2024

Site Aerial



AT A REGULAR MEETING OF THE GLOUCESTER COUNTY BOARD OF SUPERVISORS, HELD ON TUESDAY, _____, 2024, IN THE COLONIAL COURTHOUSE, 6504 MAIN STREET, GLOUCESTER, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:

Phillip N. Bazzani, ___;
Ashley C. Chriscoe, ___;
Kenneth W. Gibson, ___;
Christopher A. Hutson, ___;
Michael A. Nicosia, ___;
Robert J. Orth, ___;
Kevin M Smith, ___;

AN ORDINANCE TO AMEND THE GLOUCESTER COUNTY ZONING MAP TO RECLASSIFY 5.02 +/- ACRES OWNED BY ERIC AND CHRISTY BALDWIN, LOCATED IN THE YORK MAGISTERIAL DISTRICT, FROM RC-1, RURAL COUNTRYSIDE, TO SC-1, SUBURBAN COUNTRYSIDE, FOR THE PURPOSE OF ENABLING THE PROPERTY TO BE SUBDIVIDED THROUGH THE FAMILY TRANSFER SUBDIVISION PROCESS

WHEREAS, a rezoning application (Z-24-02) has been submitted by Eric and Christy Baldwin to rezone the property known as Tax Map Parcel 44-87A, identified as RPC No. 13933, from RC-1, Rural Countryside, to SC-1, Suburban Countryside, and to thereby amend the Gloucester County Zoning Map; and

WHEREAS, the property requested to be rezoned is located within the York Magisterial District at 6036 Braeburn Lane, adjacent to the Machicomoco State Park; and

WHEREAS, the Gloucester County Planning Commission, after holding a duly-advertised Public Hearing at their November 7, 2024 meeting, recommended _____ of Z-24-02, _____, to the Board of Supervisors; and

WHEREAS, the Gloucester County Board of Supervisors has held a duly advertised public hearing; and

WHEREAS, the property is identified in the Comprehensive Plan's Future Land Use Plan as the Suburban Countryside designation and within the Development District; and

WHEREAS, the surrounding property (former Timberneck Farm, now Machicomoco State Park) was rezoned from the RC-1 (Rural Countryside) district to the PUD-1 (Planned Unit Development) district, then subsequently to the SC-1 (Suburban Countryside) district, leaving this 5-acre parcel zoned as RC-1 and entirely surrounded by SC-1 zoning; and

WHEREAS, the Gloucester County Board of Supervisors finds that the proposed rezoning furthers the Suburban Countryside designation's desire for moderate suburban residential development (two-acre minimum); and

WHEREAS, the application furthers the Development District's intention of being the County's principal population center; and

WHEREAS, the application also supports the Family Transfer Ordinance's purpose (Section 15-3.2(a) of the Subdivision Ordinance) to encourage and promote family members to remain in close proximity by allowing the conveyance of property between immediate family members without the necessity of compliance with all of the subdivision requirements imposed on unrelated parties; and

WHEREAS, the Gloucester County Board of Supervisors finds that the rezoning application would have no additional adverse impact on the public health, safety, and welfare;

NOW, THEREFORE BE IT ORDAINED AND ENACTED by the Gloucester County Board of Supervisors on this the _____ day of _____, 2024 that Application Z-24-02 be, and it hereby is, approved to amend the Gloucester County Zoning Map to reclassify Tax Map Parcel 44-87A, from RC-1, Rural Countryside, to SC-1, Suburban Countryside.

A Copy Teste:

Carol E. Steele, County Administrator



GLOUCESTER COUNTY
Planning, Zoning & Environmental
Programs Department
6489 Main Street
Gloucester, VA 23061
(804) 693-1224
www.gloucesterva.info

TO: Planning Commission

CC: Carol Steele, County Administrator
George Bains, PE, Deputy County Administrator
Ted Wilmot, County Attorney

FROM: Tripp Little, Planner III
Anne Ducey-Ortiz, AICP, Director of Planning, Zoning, and Env. Programs

DATE: October 29, 2024 for November 7, 2024 Public Hearing

RE: Public Hearing on Z-24-03 – County-sponsored Rezoning of TM# 51-78

The Gloucester County Board of Supervisors has referred a rezoning request, on behalf of York River Crossing Associates, LLC, to rezone TM# 51-78 (RPC 40099), located adjacent to, and just south of, the York River Crossing Shopping Center. The rezoning from B-2 (Village Mixed-Use) to B-1 (General Business) was requested (by the owner) to enable “greater flexibility” in the commercial uses permitted. No specific use of the property has been proposed.

Staff’s Report compares the proposed change to B-1 to the current B-2 zoning and is attached to this memo. Staff has also included copies of the referral memo, Public Hearing Notice, and draft Ordinance to Approve in the PC’s November meeting packet.

Feel free to contact Tripp or Anne at 804-693-1224 should you have any questions during your review.

PC Action: Listen to staff’s presentation and public comments, and provide a recommendation regarding Z-24-03 to the Board of Supervisors.

Overview

<i>Owners:</i>	York River Crossing Associates, LLC
<i>Location:</i>	Adjacent and to the south of the York River Crossing Shopping Center, along US Route 17 North
<i>Tax Map Parcel:</i>	51-78
<i>Total Acreage:</i>	10.65 +/-
<i>Existing Zoning:</i>	B-2, Village Mixed Use District
<i>Existing Use:</i>	Vacant
<i>Proposed Zoning:</i>	B-1, General Business District
<i>Purpose:</i>	During the Zoning Ordinance Updated public hearings, the owner requested, and the Board of Supervisors initiated, a rezoning of the property from B-2 to B-1. The owner requested the B-1 zoning to give greater flexibility in the type(s) of permitted businesses and to align the zoning of this property with the YRC Shopping Center immediately to the north.
<i>Proffers Submitted:</i>	No. County initiated.
<i>Surrounding Land Uses:</i>	North: Commercial South: Vacant and commercial East: Residential West: Commercial and vacant

General Description

The proposed County-sponsored rezoning is a proposed zoning reclassification of a 10.65 +/- acre parcel located adjacent to and just south of the York River Crossing Shopping Center along George Washington Memorial Highway (U.S. Route 17N). This parcel has been requested to be rezoned from the B-2 (Village Mixed Use) district to the B-1 (General Business) district.

This property was previously zoned B-3, Office Business; that zoning district was removed from the Zoning Ordinance in October of 2016 (Z-16-05), and most of the B-3 properties were rezoned to either B-1, General Business, B-2, Village Business, or SF-1, Single-family Residential at that time. This parcel, however, was requested to be rezoned to RMX, Residential Mixed Use, for the purpose of developing “a multifamily apartment community consisting of 24 to 30 townhouse style apartments and 78 to 96 garden apartments.” The Board of Supervisors approved this rezoning (Z-16-06) on June 7, 2016 finding that “the proposed RMX zoning (was) consistent with the Comprehensive Plan’s desire for village-scale mixed use development within the area designated in the Gloucester Point-Hayes Village Development Plan as mixed use village center” and that it would create “a pedestrian-friendly community neighborhood adjacent to a commercial core area of Hayes in keeping with Traditional Neighborhood Design (TND) principals as expressed in the County’s Comprehensive Plan and the Gloucester Point-Hayes Village Development Area Plan.”

During the recently-completely comprehensive rewrite of the Zoning Ordinance, it was decided to combine the uses in the Residential Mixed Use (RMX) district with the newly-proposed B-2 Village Mixed Use District. The RMX District, like the B-3 district, was removed from the ordinance as part of the Zoning Ordinance Update. In the Planning Commission’s deliberations, it was decided that the subject parcel, which was the only parcel in the county zoned RMX, should be rezoned to B-2, Village Mixed Use, as the B-2 district was the most similar to RMX, most closely aligned with the Comp Plan and Gloucester Point-Hayes Village Development Area Plan, and was consistent with the property’s history. The property owner was notified of the proposed change, and he sent a representative to request that the subject parcel (TM# 51-78) be zoned B-1, General Business, instead of B-2 to “be consistent” with the York River Crossing Shopping Center and allow a greater variety of commercial uses. After hearing and reviewing public comments, the Planning Commission unanimously (6-0, 1 absent) recommended approval of the updated Zoning Ordinance, as well as the rezoning of TM# 51-78 to B-2, Village Mixed Use.

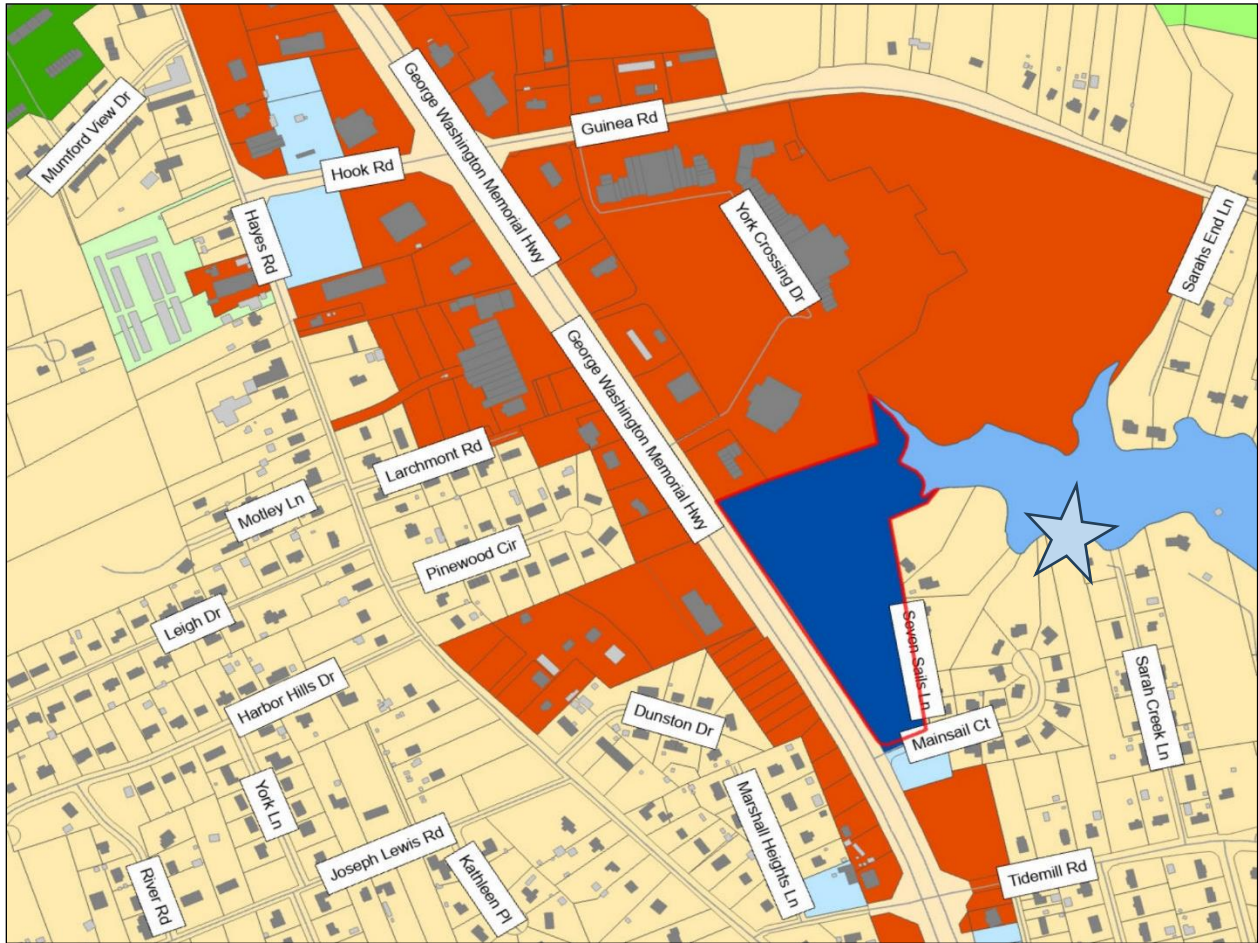
The Board of Supervisors (BOS) approved the updated Zoning Ordinance, as well as the rezoning of TM# 51-78 to B-2, at/after the September 3rd public hearing. The BOS also approved a motion, per the property owner’s request, to sponsor rezoning of TM# 51-78 from B-2 to B-1. Please see the attached memo from County Administration detailing that decision.

The maps on the following pages identify the property proposed to be rezoned. The first map shows the parcel proposed to be rezoned (outlined in red) superimposed with aerial imagery. The second map shows the parcel proposed to be rezoned (outlined in red) with the zoning districts included.

Proposed Rezoning with Aerial



Proposed Rezoning with Current Zoning



Legend:

- RMX: Blue/Purple
- B-1: Red
- B-2: Light Blue
- SF-1: Yellow

As previously mentioned, the parcel proposed for rezoning to B-1 (General Business) is currently zoned B-2 (Village Mixed Use) and was previously zoned B-3 (Office Business) before it was rezoned to Residential Mixed Use (RMX) in 2016.

The B-2 Zoning District intends “to provide for the orderly growth and development of selected retail sales, office, service, and public use establishments, as well as compatible and supportive residential uses, which are primarily oriented to central business concentrations, particularly in and around the county’s designated village areas (Gloucester Court House and Gloucester Point/Hayes).” B-2 is “designed to foster village scale commercial, higher density residential, and mixed-use developments in and around historic activity centers, and to encourage pedestrian activity and convenience through an interconnected network of streets, walkways and bikeways, with a mix of pedestrian-oriented uses, buildings, and streetscapes that create a sense of place and vitality, as called for in the Comprehensive Plan.”

The B-1 Zoning District intends “to provide for the orderly growth and development of areas for the conduct of general business to which the public requires direct and frequent access.”

Additionally, the property is within 150 feet of Route 17 and is, whether B-1 or B-2, subject to the requirements of the Highway Corridor Development District (HCDD). This district intends “to protect the public health, safety, and welfare by encouraging growth and economic development along the primary highway corridor”. This district aims to achieve this by (1) ensuring the continued viability of Gloucester's primary corridor as an economic development tool; (2) maintaining the transportation safety of the corridor by managing access and visibility; (3) ensuring the long-term transportation efficiency of the corridor; and (4) and enhancing the visual quality of the corridor.

Most uses permitted by-right, Special Exception (SE), or Conditional Use Permit (CUP) in the B-1 Zoning District are also permitted in a similar fashion in the B-2 Zoning District. However, several of the more intensive commercial uses (drive-thru restaurants, convenience stores, indoor shooting ranges, etc.) are permitted by-right in the B-1 Zoning District but are not permitted (at all) in the B-2 Zoning District. Conversely, a number of uses, mostly residential, are permitted by-right in the B-2 Zoning District but are not allowed in the B-1 Zoning District. Copies of the District Regulations for the B-1 and B-2 Districts are included following this report.

The owner of TM# 51-78 has not provided staff with a conceptual plan or a narrative that explains which, if any, uses that are not permitted (either by-right, SE, or CUP) in B-2 are being considered (or will not be considered) for this property – which would normally be the impetus for a rezoning request. Historically, the Planning Commission and Board have been reluctant to recommend/approve a rezoning without knowledge of the proposed use. Below is a table comparing the number of uses permitted in each district:

Comparison of Uses in the B-1 and B-2 Zoning Districts					
		B-1 Zoning District			
		By-right in B-1	SE in B-1	CUP in B-1	Not permitted in B-1
B-2 Zoning District	By-right in B-2	40	1	-	5
	SE in B-2	2	-	-	3
	CUP in B-2	2	-	3	3
	Not permitted in B-2	13	2	6	N/A

Comprehensive Plan Guidance

The County’s Comprehensive Plan identifies the parcel proposed to be rezoned as being mostly within the “Village-scale Mixed-Use” (shown in red) and partially within the “Suburban High Density” (shown in yellow) designations on the following map. The B-2 zoning classification is consistent with both of the recommended future land uses in the Comprehensive Plan; the B-1 district would be better suited to areas designated “Highway Mixed Use.”

The County’s “Gloucester point/Hayes Village Development Area Plan” designates this parcel as (mostly) within the “Transitional Area” (shown in yellow on the 2nd map on page 8) which is meant “to divide the active and highly commercial Core Area from quieter residential areas, serve “as a bridge between the activity and high density of the core, and quieter, less dense residential areas” and is intended to be “primarily residential, but made up of more intensive residential uses such as apartments, condominiums, and town homes.” The Transitional Area also “include(s) a mix of commercial uses, but at a lower commercial density than in the Core Area” and would be “the ideal location for small shops, restaurants, or offices that primarily serve the residences around them.”

The portion of TM# 51-78 located along Route 17N is identified as a “Core” area. However, on balance, the current B-2 zoning more closely aligns with the recommendations of the Gloucester Point/Hayes Village plan than the proposed B-1 zoning.

(see maps on pages 7 and 8)

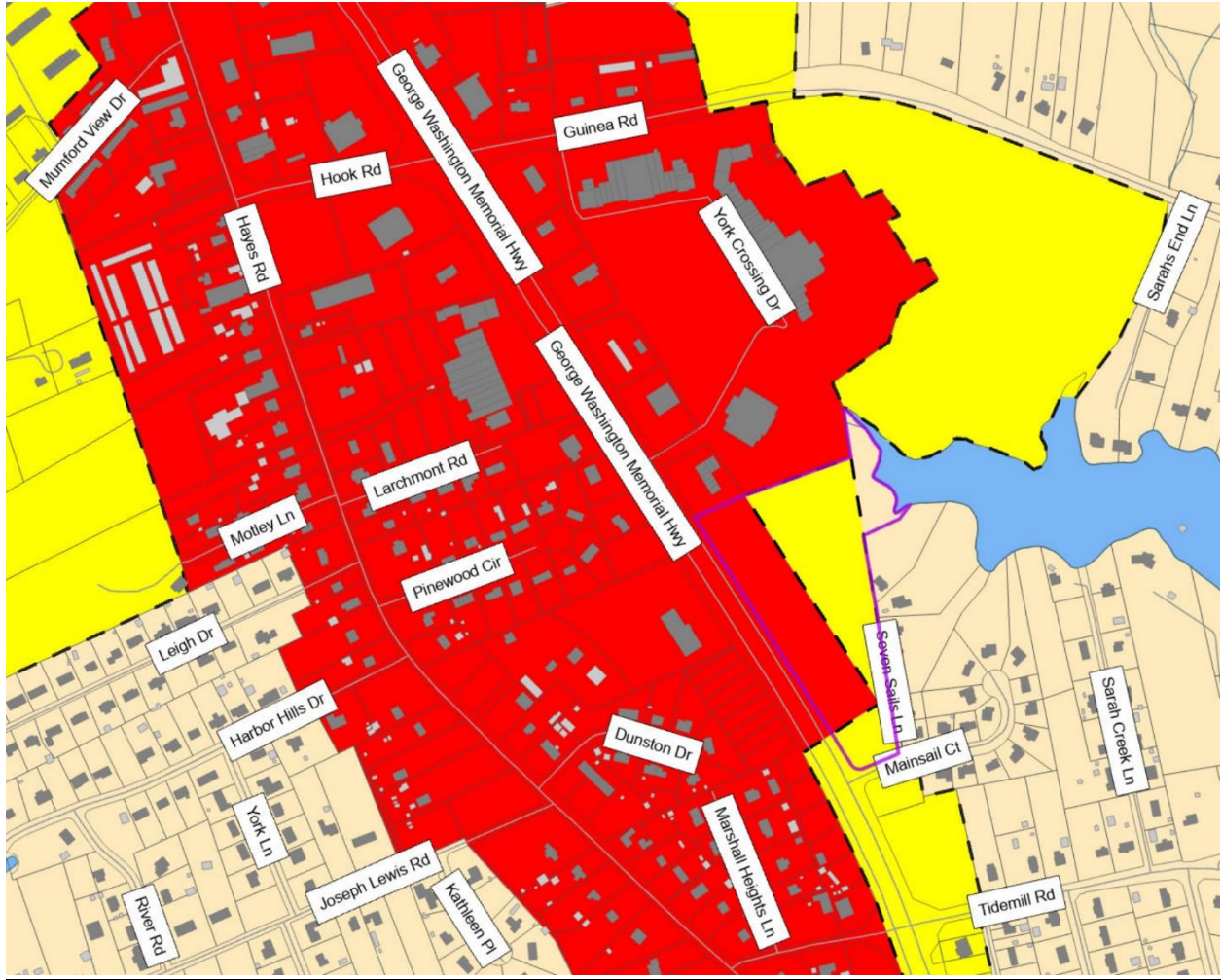
Comprehensive Plan Future Land Use Classifications



Legend:

Village-scale Mixed Use: Red
Suburban High Density: Yellow
(TM# 51-78 outlined in purple)

Gloucester Point/Hayes Village Development Area Plan



Legend:

Core Area: Red

Transitional Area: Yellow

(TM# 51-78 outlined in purple)

Transportation Impact

As noted above, no conceptual plans, narrative statements, or proposed uses were submitted to Planning & Zoning with this request/referral. It is not possible to estimate traffic impacts without the range of potential trip generation numbers.

Fiscal Impact

No fiscal impact analysis was submitted with this request/referral. However, since the proposed B-1 would allow for additional commercial uses on the parcel currently zoned B-2, this would be considered an “up-zoning” since it is increasing the potential to develop this parcel for more uses than are currently (or previously, in RMX) permitted. The County Assessor would evaluate the property’s value as it is developed.

The County will continue to receive Real Estate Tax revenues from this property. Any expansion, redevelopment, or change of use that increases the value of the property may increase the revenue to the County through tax programs such as Business Personal Property Tax, Prepared Food and Beverage Tax, and Business, Professional, and Occupational License (BPOL, sometimes referred to as a “Business License”).

Environmental Impact

There is minimal additional environmental impact, if any, anticipated from the proposed rezoning. The currently-approved site development plan expires July 1, 2025 and any new, expanded, or different development or use would require a site plan and would also have to comply with the county’s environmental regulations, including the Erosion and Sediment Control, Stormwater, and Chesapeake Bay Preservation Ordinances. Environmental impacts would be addressed through Environmental Programs’ review of the site plan for any such development.

Other Comments

When adopting the updated Zoning Ordinance, the Planning Commission considered the appropriate zoning district for this property – since RMX was being eliminated – and unanimously agreed that B-2 would be the correct district. That recommendation was conveyed to the Board, and the Ordinance was adopted with the PC’s recommendation. In the absence of any concrete plans to develop this property, staff sees no reason to change the current (B-2) zoning – as it should be assumed to be correct.

Staff Comments and Recommendation

If the Planning Commission proposes to change its initial recommendation, staff recommends the Planning Commission base its recommendation to the Board of Supervisors regarding the disposition of Z-24-03 on the following:

1. The future land use recommendation(s) contained within the Comprehensive Plan;
2. The future land use recommendations found in the Gloucester Point/Hayes Village Development Area Plan;
3. Additional information from the owner regarding the uses proposed; and
4. Public comments.

Use Table	Supp Reg	B-2	B-1
Agriculture			
Agricultural processing			CUP
Aquaculture facility	9B-2.20		P
Farmers' market	9B-2.50	P	P
Forestry operation		P	P
Animal			
Animal care and/or training facility (kennel)	9B-3.10		SE
Animal shelter, private	9B-3.10		SE
Animal training services	9B-3.20	SE	P
Domestic Pets		P	P
Outdoor			
Nature based tourism		P	P
Civic and Institutional			
Churches and other places of worship		P	P
Day care center, adult		P	P
Day care center, child		P	P
Family day home, 5-12 children	9B-5.20	CUP	
Fire and/or EMS company stations		P	P
Food bank / soup kitchen		CUP	P
Funeral Home and/or crematorium		P	P
Hospital			P
Lodge halls and clubs		P	P
Long-term care facility		P	P
Museum		P	P
Park, natural area, or community facility	9B-5.30	P	P
Public building / facility		P	P
Residential group homes, 1-8 individuals	9B-5.40	P	
Residential group homes, 9+ individuals	9B-5.40	CUP	
Schools, post-secondary		P	P
Schools, private elementary / secondary		P	P
Schools, private in-home (1-4 students)		P	P
Schools, private in-home (5-12 students)	9B-5.20	CUP	
Schools, public elementary / secondary		P	P
Transitional Community Facility, 9+ individuals	9B-5.50		CUP

Use Table	Supp Reg	B-2	B-1
Commercial Products and Services			
Automobile impound facility	9B-6.20		P/ CUP
Automobile towing services	9B-6.30		P
Automobile / vehicle service facility	9B-6.40		P
Automobile / vehicle storage facility	9B-6.50		CUP
Commercial indoor amusement, entertainment, or sports		P	P
Commercial outdoor amusement, entertainment, or sports, major	9B-6.60	CUP	CUP
Commercial outdoor amusement, entertainment, or sports, minor	9B-6.60	SE	P
Engine / equipment repair, small	9B-6.70	CUP	P
Event facility	9B-6.80	P	P
Firing range, indoor	9B-6.90		P
Micro-beverage production establishment		P	P
Office, general		P	P
Parking lots or structures		P	P
Personal service establishment		P	P
Restaurant and catering facilities		P	P
Restaurant, drive through			P
Sales, retail, convenience			P
Sales, retail / wholesale, indoor	9B-6.110	P	P
Sales, retail / wholesale, outdoor	9B-6.120		P
Sales, seasonal	9B-6.130	P	P
Studio, fine and performing arts		P	P
Taxidermy and/or pet crematorium		P	P
Veterinary clinic	9B-6.140	P	P
Wellness and fitness center		P	P
Consumer Products and Services (lodging)			
Bed and breakfast		P	P
Hotel or motel			P
Inn		P	P
Industrial Uses			
Contractor storage yards			SE
Freight containers as accessory structures	9D-20		P
Junkyard or salvage yard	9B-7.20		CUP
Manufacturing, craft		P	P

Use Table	Supp Reg	B-2	B-1
Manufacturing, food and beverage production			P
Manufacturing light		P	P
Manufacturing, medium			CUP
Warehouse			P
Warehouse, distribution (last mile hub)			CUP
Warehouse, mini	9B-7.50		P/ SE
Utilities			
Commercial wireless communication facility, major	9B-8.10	SE	SE
Commercial wireless communication facility, minor	9B-8.10	P	P
Power utility-electric	9B-8.20	CUP	CUP
Solar energy facility, private large-scale, ground mounted	9B-8.30	CUP	CUP
Solar energy facility, private large-scale, roof mounted / solar canopy	9B-8.30	P	P
Solar energy facility, private small-scale	9B-8.30	P	P
Uses required for provision and maintenance of public utilities	9B-8.40	P	P
Residential Uses			
Ancillary residential structure or use	9B-9.10	P	
Dwelling, accessory	9B-9.20	P	SE
Dwelling, multifamily	9B-9.30	P	
Dwelling, single-family attached (townhouse)	9B-9.40	P	
Dwelling, two-family	9B-9.40	P	
Home occupation, Type I	9B-9.70	P	P
Home occupation, Type II	9B-9.70	SE	SE



GLOUCESTER COUNTY
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MEMORANDUM

To: Anne Ducey-Ortiz, Director of Planning, Zoning & Environmental Programs

cc: Carol Rizzio, Asst. Director of Planning, Zoning & Environmental Programs

From: Carol Steele, County Administrator 

Date: September 10, 2024

Subject: Board directed rezoning

Anne,

As you are aware, at the September 3, 2024, Board of Supervisors meeting, the Board of Supervisors adopted the amended zoning ordinance and the official zoning map with the current zoning districts, except for one parcel that was changed to B-2 as the RMX district was removed from the ordinance. In conjunction with the adoption of the amended zoning ordinance, Mr. Chriscoe moved, seconded by Mr. Bazzani that the County sponsor a rezoning application for the subject property (Tax Map No. 51-78, RPC #40099) from B-2 Zoning District to B-1 Zoning District.

Please proceed as directed by the Board and let me know if you have any questions.



GLOUCESTER COUNTY
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TO: Planning Commission

FROM: Anne Ducey-Ortiz, AICP, Director of Planning, Zoning, and Environmental Programs
 Sean McNash, Planner II

CC: Carol Steele, County Administrator
 George Bains, Deputy County Administrator
 Maria Calloway, Chief Financial Officer
 Ted Wilmot, County Attorney

DATE: October 7, 2024 for November 7, 2024 Planning Commission Meeting

RE: PC Review of potential Capital Improvement Plan Projects for FY 26-30

The Planning Commission’s November 7, 2024 meeting will include an agenda item regarding the Capital Improvements Plan (CIP). At this meeting, the County Administrator will introduce the CIP to the Planning Commission and staff will remind the Commission of the upcoming meeting schedule on this topic, which is detailed in the following table. All meetings will be held at the Commission’s regular time, 6:30 PM at the Colonial Courthouse, unless changed by unforeseen circumstances. **Prior to the December 5 meeting, please notify the Planning Commission of any departments you would like to hear from at this meeting so that we can work with these departments to schedule the presentations.**

Meeting Date	Items Discussed
November 4	Electronic distribution of potential FY 25-29 CIP with proposed projects to the Planning Commission
November 7	Regular meeting: CIP introduced by County Administrator and Director of Financial Services
November 7 – December 16	PC members rate projects and return ratings to Planning and Zoning
December 5	Regular meeting: Presentations of CIP projects from departments requested by Planning Commission; PC discussion of projects
December 16	Final date for PC members to return project rankings to Planning and Zoning staff
January 9, 2025 ¹	Regular meeting: PC vote on Resolution of Comprehensive Plan consistency

¹ Assuming PC agrees to proposed 2025 schedule.

Leading up to the Planning Commission's November Meeting, the Finance Department will be preparing the CIP materials, which will be electronically distributed to the Planning Commission on November 4. These materials will contain all relevant materials, including the requested projects, scoring criteria, and other aspects of the CIP Development Manual. In addition, CIP materials, including the CIP Development Manual and CIP Submission Request Package, will be posted on the Finance Department's Capitol Improvement Plan webpage as they become available, which can be found at the following link: <https://gloucesterva.gov/financial-services/capital-improvement-plan>. Approved CIP documents from previous years are also available on this webpage.

As provided in previous years, staff has included a list of the applicable sections of the Comprehensive Plan for your reference while rating the projects for consistency with the Comprehensive Plan. Feel free to contact Anne Ducey-Ortiz or Sean McNash in the Department of Planning and Zoning at 804-693-1224 if you have any questions prior to the meeting.

PC Action: Listen to the presentation and ask any necessary questions.

Department	Comprehensive Plan Chapters	
	Community Facilities	Other Chapters
The Community Facilities chapter of the Comprehensive Plan has set out Goals, Objectives, and Implementation Strategies that generally address the following projects, which can be found on pages 87 through 120. (Comprehensive Plan Gloucester County, VA (gloucesterva.info))		
Engineering/Emergency Management	<ul style="list-style-type: none"> • Pgs. 90-91 • Pgs. 114-119 	<ul style="list-style-type: none"> • Transportation <ul style="list-style-type: none"> ○ Pgs. 68-69 ○ Pgs. 77-79 ○ Pgs. 85-86
Information Technology	<ul style="list-style-type: none"> • Pgs. 90-91 	
Library	<ul style="list-style-type: none"> • Pg. 94 	
Parks, Recreation, & Tourism	<ul style="list-style-type: none"> • Pgs. 90-91 • Pgs. 95-102 	<ul style="list-style-type: none"> • Cultural and Historic Resources <ul style="list-style-type: none"> ○ Pgs. 191-194 ○ Pgs. 197-198 • Economic Development <ul style="list-style-type: none"> ○ Pgs. 39-41 • Natural Resources <ul style="list-style-type: none"> ○ Pgs. 159-161 • Transportation <ul style="list-style-type: none"> ○ Pgs. 71-79 ○ Pgs. 85-86
Sherriff	<ul style="list-style-type: none"> • Pgs. 90-91 • Pgs. 114-117 	
Schools	<ul style="list-style-type: none"> • Pgs. 90-94 	<ul style="list-style-type: none"> • Economic Development <ul style="list-style-type: none"> ○ Pg. 43



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M E M O R A N D U M

TO: Planning Commission

CC: Carol Steele, County Administrator
George Bains, Deputy County Administrator
Ted Wilmot, County Attorney

FROM: Anne Ducey-Ortiz, Director Planning, Zoning, & Environmental Programs

DATE: October 7, 2024 for November 7, 2024 Planning Commission Meeting

SUBJECT: Planning Commission Chair and Vice Chair Nominations

As specified in Planning Commission's Rules of Procedure (Section 3-3), nominations for the Chair and Vice Chair of the Planning Commission for the upcoming calendar year shall be included as an item of business at the regular November meeting each year. During this discussion, the current year's Chair shall receive nominations for these positions, but no vote will be taken at the November meeting. Similarly, at the Commission's December meeting, nominations will once again be received. Once all nominations from the November and December meetings are considered, the Commission will elect their Chair and Vice Chair for the upcoming year during the December meeting's discussion and these positions will take office at the beginning of the January meeting.

In accordance with Section 3-2 of the Planning Commission's Rules of Procedure, the Chair and Vice Chair each serve one-year terms and may succeed their initial term for one additional term. Since Mr. Johnson and Mr. Meyer have served as Chair and Vice Chair, respectively, for two terms each, they may not be nominated for the same position for 2025. However, any Commissioner, including Mr. Johnson and Mr. Meyer, is eligible for a new or different role for 2025.

Furthermore, since election of officers at the December 5, 2024 meeting will require a majority vote of the entire voting membership of the Planning Commission, the nominees for each position will require at least 4 votes to be confirmed for these positions. Please notify our department if you are unable to attend this meeting so staff can ensure that a majority will be present to conduct the elections.

Thank you for your commitment to the County. Feel free to contact me if you have any questions.

PC Action: Receive nominations for these positions of Chair and Vice Chair for 2025.



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M E M O R A N D U M

TO: Planning Commission

CC: Carol Steele, County Administrator
George Bains, Deputy County Administrator
Ted Wilmot, County Attorney

FROM: Anne Ducey-Ortiz, Director Planning, Zoning, & Environmental Programs

DATE: October 7, 2024 for November 7, 2024 Planning Commission Meeting

SUBJECT: Planning Commission 2025 Calendar

Staff is working on finalizing the Planning Commission's calendar for 2025. However, for the 2025 calendar year, staff needs to confirm that the Planning Commission desires to reschedule two dates due to their proximity to federal and state holidays. The Planning Commission's January and July Regular Meetings are scheduled for January 2, 2025 and July 3, 2025, respectively, as specified in Section 1-1 of the Commission's Rules of Procedure. However, since these fall within one day of a holiday (for the January meeting date, New Year's Day, and, for the July meeting date, Independence Day) and many individuals consider traveling or taking personal time around these holidays, we may not have all seven Commissioners (or a quorum) at the January and July meetings if we held them on these dates.

Therefore, staff is recommending that the Planning Commission consider moving these meeting dates to January 9, 2025 and July 10, 2025, respectively to allow for as many Commissioners to attend as possible. Staff will be including this as an item of business on the November agenda to formally confirm that the Planning Commission is comfortable with rescheduling these dates.

Feel free to contact Sean McNash or Anne Ducey-Ortiz at 804-693-1224 if you have any questions or comments prior to the November meeting.

PC Action: Listen to the Commission's discussion, provide any necessary feedback, and confirm dates for the January and July 2025 Planning Commission Meetings.

Planning Commission Meeting Schedule for 2025

January 9, 2025

February 6, 2025

March 6, 2025

April 3, 2025

May 1, 2025

June 5, 2025

July 10, 2025

August 7, 2025

September 4, 2025

October 2, 2025

November 6, 2025

December 4, 2025