



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