



GLOUCESTER COUNTY
Planning, Zoning & Environmental
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M E M O R A N D U M

TO: Members of the Board of Supervisors

CC: Carol Steele, County Administrator
George Bains, Deputy County Administrator
Ted Wilmot, County Attorney
Patricia Cronin, Deputy Clerk
Quinton Sheppard, Director of Community Engagement and
Public Information

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

DATE: March 10, 2025

SUBJECT: Comprehensive Plan Update – Proposed Steering Committee

At the joint meeting between the Planning Commission and the Board of Supervisors, held on February 25, 2025 at TC Walker, it was decided to focus on aspects of the Comprehensive Plan that actually needed changing, rather than doing a complete re-write. At the March 6, 2025 Planning Commission meeting, staff proposed to the Planning Commission that we review the current Comprehensive Plan with them during the next few months to determine what they felt needed updated so that a proposed plan of action could be presented to the Board at the next joint meeting scheduled for August 19, 2025.

We also asked about establishing a steering committee to help with the process once the areas for review were determined and what the composition of the steering committee would be. The commission came up with the idea of having a small, citizen-based steering committee – consisting of one member from each magisterial district – to work with the Planning Commission at their regular monthly meetings on determining the required updates. These 5 citizens would only participate in the meetings during the Comprehensive Plan discussions; if the agenda was too full to include Comp Plan discussions, we would inform them ahead of time so they wouldn't plan to attend those meetings.

Before we move forward with this approach, we wanted to make sure the Board of Supervisors was supportive of it, and if so, whether the Board would like to appoint the members of the Steering Committee (from the volunteer board bank) or have the Planning Commission appoint them. Since the Planning Commission is appointed by the Board, we felt like these “temporary” appointments should also be approved by the Board.

If the Board agrees with this approach, we will work with Community Engagement to encourage people to apply so that we can have the committee established and working with the Planning Commission as soon as possible.

We will also be asking the various County departments and Gloucester County Public Schools (GCPS) to participate in these discussions, particularly when they relate to the sections of the plan that apply to their areas of expertise, functionality, or regulatory framework.

In order to accommodate an additional 5 people, participating with microphones and the ability to see the monitors and being broadcast, we would need to meet at TC Walker Educational Center instead of the Historic Court House for a few months. We would coordinate that schedule once we have the committee established.

In summary, our questions are the following:

1. Is the Board supportive of a 5-member citizen steering committee (one from each magisterial district) to work with the Planning Commission to identify changes needed to the existing Comprehensive Plan for the next update?
2. Would the Board be willing to appoint the members from the Volunteer Board bank or does the Board prefer that the Planning Commission or County Administrator choose them?

Thank you in advance for your time and consideration.