Wednesday, December 11, 2024
Planning Commission Regular Meeting 7:00 p.m.
Regular Meetings will be held in the Board Chambers (Room 104) located within the County Administration building located at 23296 Courthouse Avenue - Accomac, VA 23301.
To listen to the live audio, please visit: https://www.co.accomack.va.us/how-do-i/listen-to-meeting-audio

1. CALL TO ORDER

Subject :	A. Members Present and Absent
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	1. CALL TO ORDER
Type :	Procedural

Public Content

Key Points: Routine item

Staff Contact: Lee Pambid, Deputy County Administrator

Number of Attachments & Description: None

Staff Recommendation: None

Accomack County Board of Planning Commission			
Name	**District**	**Original Appointment**	**Term Ends/Renews**
Gayle, Lynn	7	December 21, 2016	December 21, 2026
Hickman, C. Robert	3	January 17, 2007	December 31, 2024
Onley, Brantley	5	December 28, 2011	December 31, 2024
Pettit, Kelvin	4	January 1, 2018	December 31, 2024
Roberts, Leander (Vice Chair)	8	October 21, 1998	December 31, 2024
Rogers, Berran	9	June 20, 2024	December 31, 2026
Sparkman, John	1	July 15, 2020	December 31, 2026
Tyler, Adair	6	January 19, 2022	December 31, 2026
Windfield, Angela (Chair)	2	November 20, 2013	December 31, 2026

Subject :	B. Determination of Quorum
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	1. CALL TO ORDER
Type :	

Public Content

Key Points: Routine item. A majority of the members (5) shall constitute a quorum. The Planning Commission is a nine-member body. Each member represents one magisterial district and has one vote.

Staff Contact: Lee Pambid, Deputy County Administrator

Number of Attachments & Description: None

Staff Recommendation: None

Subject :	C. Consider Allowing Remote Participation of Commissioner(s) (if warranted)
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	1. CALL TO ORDER
Type :	

Public Content

Key Points: The Planning Commission has adopted a remote participation policy in accordance with Virginia state law. Should the need arise, the below script is used to document the Commission's consent to allow a member to participate remotely.

Chair Script for Remote Participation

- Planning Commissioner_____ notified me earlier today that he would like to participate in this evening's meeting remotely because he is _____.
- Our adopted Remote Participation Policy requires that all requests from Commissioners to remotely participate in a public meeting must be received by the Chair in writing on or before the day of the meeting and subject to approval by the Commission.
    - I can attest that the request to participate remotely was received by me in writing on __/__/__
- It is my understanding that Commissioner _____is currently connected via Zoom to this meeting.
    - Commissioner _____, can you hear me?
- For the record, Commissioner _____, would you state the reason you wish to participate remotely and the exact location from where you are participating?
- Members of the Commission, since we have a quorum physically assembled here tonight, would someone like to make a motion to allow Commissioner _____ to remotely participate in todays meeting in accordance with our Commission-adopted remote participation policy?

"I move that we allow Commissioner_____ to remotely participate in todays meeting in accordance with our Commission-adopted remote participation policy."

2. ADOPTION OF AGENDA

3. MINUTES

Subject :	A. Minutes of Wednesday, November 13, 2024, Regular Meeting
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.

Category :	3. MINUTES
Type :	

Public Content

Staff Contact: Pamela Dix, Administrative Assistant II, Planning, Community & Economic Development

Number of Attachments & Description: (1) - November 13, 2024 Regular Meeting Minutes

File Attachments

PC Minutes 2024.11.13 DRAFT.pdf (326 KB)

4. PUBLIC COMMENT PERIOD

Subject :	A. Description and Rules
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	4. PUBLIC COMMENT PERIOD
Type :	Information, Presentation

Public Content

Key Points:

- This time is for public comment on non-agenda/ non-public hearing items.
- Comments are limited to 4 minutes.
- Should a speaker wish to use a presentation or slide deck, it must be provided to the Staff by 4pm on the preceding day (Tuesday).
- The public comment rules are stated below.

Staff Contact: Leander N. "Lee" Pambid, Deputy County Administrator

Number of Attachments & Description: None

5. OLD BUSINESS

Subject :	A. None
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	5. OLD BUSINESS
Type :	

Public Content

Key Points: None

Staff Contact: None

Number of Attachments & Description: None

6. NEW BUSINESS

Subject :	A. Receive Introductory Briefing on FY2026-2030 Capital Improvement Plan from Finance Director
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	6. NEW BUSINESS
Type :	

Public Content

Key Points: The Finance Department brief the Planning Commission on the next iteration **(FY2026-2030)** of the Capital Improvement Plan, including major projects and timelines.

The **Capital Improvement Plan (CIP)** is a planning tool for development, upgrading and/or replacement of County infrastructure ensuring the County is able to maintain an effective level of service for citizens now and into the future. Each year the CIP is reviewed, priorities are assessed, the affordability of capital projects is gauged, and a method of funding is plotted.

The Code of Virginia outlines the planning process for each locality to implement its needs. The role of the Planning Commission is to review the draft CIP to ensure that the proposed projects are consistent with the Comprehensive Plan.

A long term CIP has many benefits derived from a systematic approach to planning and financing of public projects. Some of the important benefits derived from this process include:

- Assist in the Implementation of the Comprehensive Plan
- Focus Attention on Community Goal and Needs
- Guide the Acceptance of Proffers
- Fosters a Sound and Stable Financial Program

Cost and frequency of expenditures are the primary criteria used to classify a project as an operating expenditure or a capital expenditure. Only capital expenditures are included in the CIP.

- **Cost** Generally, a project is considered capital if the cost is greater than $50,000.
- **Frequency** A capital project should be nonrecurring. The Government Finance Officers' Association recommends that a capital project should occur no more often than every three years. Software is considered a capital project for CIP purposes.

Staff Recommendation: **Set a January 8, 2025 duly-advertised public hearing to receive citizen comment on the 2026-2030 Capital Improvement Plan.**

Staff Contact: Leslie Lewis, CPA, Finance Director

Number of Attachments & Description: **(1) Slide Deck**

File Attachments

FY2026 Capital Improvement Plan - correction.pdf (2,191 KB)

7. PUBLIC HEARING

Subject :	A. None
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	7. PUBLIC HEARING
Type :	

Public Content

Key Points: None

Staff Contact: None

Number of Attachments & Description: None

8. OTHER MATTERS

Subject :	A. Real Estate Disclosure Forms
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	8. OTHER MATTERS
Type :	

Public Content

Key Points: Standard Real Estate Disclosure Forms are required of certain elected and appointed officials. This item is mentioned for informational purposes only at this time because forms must be **dated and signed *after* January 1.**

- **January 8, 2025-** Next regularly scheduled Planning Commission meeting. Staff will have forms available at that meeting.
- **February 1, 2025-** Real Estate Disclosure Forms are due to Pamela Dix.

Staff Contact: Pamela Dix, Administrative Assistant II

Number of Attachments & Description: (1)- Real Estate Disclosure Form

File Attachments

Disclosure of Real Estate Holdings- Accomack PC 2025-01-08.pdf (99 KB)

Subject :	B. 2025 PC Meeting Schedule
Meeting :	Dec 11, 2024 - Planning Commission Regular

	Meeting 7:00 p.m.
Category :	8. OTHER MATTERS
Type :	

Public Content

Key Points: The Staff presents the Planning Commission 2025 Meeting Schedulefor the Commission's review.

Staff Contact: Leander N. "Lee" Pambid, Deputy County Administrator, Community & Economic Development

Number of Attachments & Description: (1) - 2025 Commission Meeting Schedule

File Attachments

2025 PC Schedule w-Work Sessions.pdf (206 KB)

9. STAFF REPORT

Subject :	A. Subdivision Agent
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	9. STAFF REPORT
Type :	

Public Content

Key Points:

Subdivision Agent

The following major subdivisions have been submitted for review.

Case #	Subdivision Name	Description
PLAT-000698-2024	Coastal Square & Residences	Preliminary Plat for a 100.39-acre site with465 lots, tax parcel #(s)93-A-87, withprivate roads and municipal utilities.

Staff Contact: Lee Pambid, Deputy County Administrator for Community and Economic Development

Subject :	B. Zoning Administrator
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	9. STAFF REPORT
Type :	

Public Content

Key Points:

Zoning Administrator

The BZA held # **public hearings** at its regularly scheduled meeting on **Wednesday, December 4, 2025.**

Case #	Description	Location	Ou
SUSE-000683-2024	SUP for an accessory structure without a primary structure in the Agricultural District.(Chartrand)	25-1-2, 7400 Block of Jenkins Bridge Road, Withams	Gra w/ con
SUSE-000685-2024	SUP for a travel trailer located outside of travel trailer parks. (Cook)	83C-1-30, 24000 Block of Tall Pines Drive, Onancock	Gra w/ con
SUSE-000689-2024	SUP for an accessory structure without a primary structure in the Agricultural District.(Dunn)	77C-2-9, 20200 Block of Hunting Creek Lane, Greenbush	Gra w/ con
SUSE-000697-2024	SUP for an accessory structure without a primary structure in the Agricultural & Residential District.(Hughes & Hobbs)	113-A-28,32000 block of Bradfords Neck Road, Wachapreague	Gra w/ con

The BZA is scheduled to hold **5public hearings** at its next regularly scheduled meeting on **Wednesday, January 8, 2025**. These cases are pending newspaper advertisement and adjacent property owner notification.

Case #	Description
SUSE-000686-2024	SUP for retail use in agricultural zoning
SUSE-000693-2024	SUP for an RV while house is under construction
SUSE-000707-2024	SUP for an accessory dwelling
SUSE-000708-2024	SUP for an accessory structure without primary structure
VAR-000709-2024	Variance as to side setbacks

Staff Contact: Leander N. "Lee" Pambid, Deputy County Administrator for Community and Economic Development

Subject :	C. Deputy County Administrator
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	9. STAFF REPORT
Type :	

Public Content

Staff Contact: Lee Pambid, Deputy County Administrator for Community and Economic Development

10. NEXT MEETING

Subject :	A. January 8, 2025
Meeting :	Dec 11, 2024 - Planning Commission Regular Meeting 7:00 p.m.
Category :	10. NEXT MEETING
Type :	

Public Content

Key Points: The next regularly scheduled meeting is **Wednesday, January 8, 2025, at 7pm** at 23296 Courthouse Avenue, Room 104, P.O. Box 388,Accomac, Virginia 23301.

Staff Contact: Pamela Dix, Administrative Assistant II, Planning, Community and Economic Development

Number of Attachments & Description: No attachments

Handicapped Assistance isavailable. Please contact Pamela Dix at (757) 787-5794 or pdix@co.accomack.va.us.

11. ADJOURNMENT