



**KING WILLIAM COUNTY  
PLANNING COMMISSION  
REGULAR MEETING OF JANUARY 14, 2025**

A regular meeting of the Planning Commission of King William County, Virginia, was held on the 14<sup>TH</sup> day of January 2025, beginning at 6:30 p.m. in the King William County Board Room of the Administration Building.

**Agenda Item 1. Call to Order**

Chairman Sluder called the meeting to order at approximately 6:30 p.m.

**Agenda Item 2. Electronic Participation Approval**

Not needed.

**Agenda Item 3. Roll Call**

|                             |         |
|-----------------------------|---------|
| Darrell Kellum – Vice Chair | Present |
| Greg Henrich                | Present |
| Otto Williams               | Present |
| Ben Edwards                 | Present |
| Matthew Sluder - Chairman   | Present |

Also in Attendance:  
Stacey Davenport, County Administrator  
Joyce Wolfe, Planner I  
Ashley Gault, Planning Secretary

**Agenda Item 4. Moment of Silence**

Chairman Sluder called for a moment of silence.

**Agenda Item 5. Pledge of Allegiance**

Chairman Sluder led the pledge of allegiance.

## **Agenda Item 6. Review And Adoption of Meeting Agenda**

Chairman Sluder asked if the January 14, 2025 Planning Commission Regular Meeting Agenda had been overlooked for approval of adoption. With no changes or amendments, Commissioner Williams moved for the motion to approve the adoption of the January 14, 2025 Regular Meeting Agenda. Vice Chairman Kellum seconded the motion. The members were polled:

All were in favor with none opposed.

Adoption of the January 14, 2025, Planning Commission Regular Meeting Agenda was approved.

## **Agenda Item 7. Approval of Minutes**

### **7a. December 3, 2024, Regular Meeting Minutes**

Commissioner Henrich motioned for the approval of the December 3, 2024 Planning Commission Regular Meeting Minutes. Commissioner Williams seconded the motion. The Chairman called for any discussion. With no additional edits, the members were polled:

All were in favor with none opposed.

The December 3, 2024 Planning Commission Regular Meeting Minutes were approved.

### **7b. November 6, 2024, Economic Development Workshop Minutes**

The Economic Development Authority hosted a workshop with the Planning Commission and Board of Supervisors on November 6, 2024. Chairman Sluder entertained a motion to approve the draft workshop minutes. Vice chair Kellum made the motion; Commissioner Henrich properly seconded. The members were polled:

All were in favor with none opposed.

The November 6, 2024 Economic Development Workshop Minutes were approved.

## **Agenda Item 8. Organization of the Planning Commission for the 2025 Calendar Year**

### **8a. Election of Planning Commission Chair**

Commissioner Greg Henrich nominated Matthew Sluder to serve as Chair; Vice Chairman Darrell Kellum seconded the nomination. A roll call vote was ordered

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Matthew Sluder | Aye |

All were in favor for the reelection of Matthew Sluder as the Planning Commission Chairman for the 2025 Calendar year.

**8b. Election of Planning Commission Vice Chair**

Supervisor Ben Edwards nominated Darrell Kellum to serve as Vice Chairman; Commissioner Greg Henrich seconded the nomination. A roll call vote was ordered:

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Matthew Sluder | Aye |

All were in favor of reelecting Darrell Kellum as Vice Chairman of the Planning Commission for the 2025 Calendar Year.

**8c. Election or Appointment of Planning Commission Secretary**

Chairman Matthew Sluder nominated Ms. Ashley Gault to serve as the Planning Commission Secretary; Commissioner Greg Henrich seconded the nomination. A roll call vote was ordered:

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Matthew Sluder | Aye |

All were in favor, and none opposed. Ms. Ashley Gault was reelected Planning Secretary of the Planning Commission for the 2025 Calendar year.

**8d. Adoption of Commission By-Laws and Rules of Procedure for the 2025 Calendar Year**

The Commissioners reviewed the By-Laws and Rules of Procedure of the Planning Commission; Mrs. Wolfe validated the publication language was corrected to advertise 28 days prior to public hearings. The Commissioners and staff discussed social media and newspaper advertising.

Commissioner Henrich made the motion to approve the adoption of the Commission By-Laws and Rules of Procedure for the 2025 calendar year pending the 28-day advertising correction. Commissioner Williams properly seconded the motion, a roll call vote was ordered:

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Mathew Sluder  | Aye |

All were in favor; the motion to approve the adoption of the Commission By-Laws and Rules of Procedure for the 2025 calendar year passed, unanimously.

#### **8e. Approval and Adoption of the 2024 Planning Commission Annual Report**

Planner I, Mrs. Joyce Wolfe presented the 2024 Planning Commission Annual Report. Mrs. Wolfe read the details of the report that included land divisions, zoning permit totals, land disturbance permit totals and general information on the growth of King William County in the 2024 calendar year. The report also highlighted the upcoming years goals of the Planning Commission including the BMA/Route 360 Site Readiness Initiative, examining and amending the Zoning Ordinance and establishing a procedural office manual for planning and zoning processes.

Vice Chairman Kellum made the motion to approve the adoption of the 2024 Planning Commission Annual Report. Supervisor Edwards seconded the motion for adoption, and roll call vote was ordered:

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Matthew Sluder | Aye |

All were in favor. The motion to adopt the 2024 Planning Commission Annual Report passed.

#### **8f. Approval of the 2025 Meeting Dates**

Chairman Sluder called for discussions on the proposed 2025 meeting dates. The Commissioners, County Administrator Davenport and staff discussed the proposed calendar and meeting times. No changes or edits were made.

Supervisor Edwards motioned to approve the 2025 Meeting Dates, properly seconded by Commissioner Henrich and roll call vote was ordered:

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Matthew Sluder | Aye |

All were in favor; the motion to approve the 2025 Meeting Dates passed, unanimously.

## **Agenda Item9. Citizens Comment Period**

Chairman Sluder opened the Citizens Comment Period.

With no speakers or public comments, Chairman Sluder closed the Citizens Comment Period at approximately 6:56pm.

## **Agenda Item 10. Public Hearing**

### **10a. Consideration of Amendments to the Zoning Ordinance relating to Accessory Structures**

Planner I, Mrs. Joyce Wolfe presented a PowerPoint Presentation outlining the inaccuracies of the current ordinance, and explained the projected amendments to the Accessory Building and Structures ordinance section will be inserted into Article VIII Use and Design Standards, Division 6, Miscellaneous Uses as Sec. 86-248. The amendments would include several definitions to clarify what is considered an accessory building and define what it means for a structure to be considered attached to another building or structure. Other provisions would reduce the setbacks in the R-1 district from 15' to 5', allow only one accessory building or structure on a vacant lot for the purpose of maintaining the lot in the A-C district and consolidating previous references to accessory buildings/structures into the new Sec.86-248. Mrs. Wolfe also presented a table of allowable maximum sizes and heights regarding detached accessory structures that would be added on a sliding scale method.

The Commissioners discussed the proposed amendments in depth. Allowing that if significant changes to the scale were to change, the ordinance could be adjusted, and a variance could be permitted for additional needs or usage.

Chairman Sluder opened the Public Comment Period of the Public Hearing on the consideration of amendments to the Zoning Ordinance relating to Accessory Structures.

There were no speakers or public commenters.

Chairman Sluder closed the Public Comment Period at approximately 7:12pm.

Commissioner Henrich made the motion to approve the Amendments to the Zoning Ordinance relating to Accessory Structures, Commissioner Williams seconded the motion. Chairman Sluder ordered a roll call vote:

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Matthew Sluder | Aye |

All were in favor with none opposed, the Amendments to the Zoning Ordinance relating to Accessory Structures was approved.

### **10b. Consideration of Amendments to the Zoning Ordinance relating to Signs**

Planner I, Mrs. Joyce Wolfe presented a PowerPoint Presentation reviewing the purpose of a sign ordinance and how the County's current Zoning Ordinance relating to signs is unclear, outdated and contradictory in some places. Mrs. Wolfe proposed amending the Zoning Ordinance in relation to signs to update and include definitions for additional sign types, provide terminology to clarify discrepancies in the current ordinance, illustrations of various sign examples and how the area of a sign and linear frontage of a sign is determined. The amendments would also add digital signs, guidance for operating digital signs and setting correct limits on light levels. Mrs. Wolfe also summarized the importance of signs to local retail businesses, on-site signage, and the crucial impact of signs from the community standpoint; reiterating a sign requires thoughtful consideration from a measurable impact and the goal for the ordinance is to find a balance that both supports economic development and protects our citizens.

The Commissioners and Mrs. Wolfe discussed photometrics, directional lighting, zoning allowance for signs in the historical districts. Chairman Sluder edited the proposed ordinance reference of the TCO to Business Management Area and downlighting was added.

Chairman Sluder opened the Public Comment Period for the Public Hearing regarding the Consideration of Amendments to the Zoning Ordinance relating to Signs.

With no public commenters or speakers, Chairman Sluder closed the Public Comment Period at approximately 7:24pm.

Vice Chairman Kellum made the motion to approve the Amendments to the Zoning Ordinance relating to Signs with the discussed edits of the BMA and directional lighting. Supervisor Edwards seconded the motion for approval and a roll call vote was ordered:

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Matthew Sluder | Aye |

All were in favor, and none opposed. The Amendments to the Zoning Ordinance Relating to Signs passed unanimously.

### **10c. Consideration of Amendments to the Zoning Ordinance relating to Front Setback Requirements**

Planner I, Mrs. Joyce Wolfe presented a PowerPoint Presentation reviewing the background on front setbacks in the County and how many roads currently have variable width right-of-way lines resulting in staggered building locations when the setback is measured from property lines. Mrs. Wolfe discussed the benefits of using the centerline of the road for measurement; pointing out that by maintaining a consistent distance from the center road, it ensures proper sightlines for drivers and pedestrians, reduces potential accidents and prevents building encroachment from the road, allowing for proper traffic movement and lane widths. Accessibility and Aesthetics were evaluated and how measuring from the centerline will allow potential future road expansion without disturbing existing buildings.

The proposed change and new definition would be implemented into Sec.26-110. Minimum Site Area and Dimensional Regulations for Primary Zoning Districts, adding superscript <sup>10</sup>: Minimum Setback in the Table and #10 in the notes to read: The minimum front setback shall be measured from the centerline of the road or highway.

The Commissioners and Mrs. Wolfe discussed permit applications, identifying sight distances, SAP controls and chart clarifications and Chairman Sluder opened the Public Comment Period for the Public Hearing on the Consideration of Amendments to the Zoning Ordinance relating to Front Setback Requirements.

There were no speakers or public commenters.

Chairman Sluder closed the Public Comment Period at approximately 7:36pm.

Commissioner Williams motioned to approve the Amendments to the Zoning Ordinance relating to Front Setback Requirements, Commissioner Henrich seconded the motion, and a roll call vote was ordered:

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Matthew Sluder | Aye |

No opposition. The Amendments to the Zoning Ordinance relating to Front Setback Requirements approved.

#### **10d. Consideration to Repeal Section 66 of the Zoning Ordinance**

Planner I, Joyce Wolfe, presented a PowerPoint presentation reviewing the need to repeal Chapter 66, Subdivisions- from the Zoning Ordinance claiming the Chapter is redundant and contradictory to Section 86, Article XVIII, Subdivisions of the Zoning and Subdivision Ordinance. Mrs. Wolfe exemplified repetitive language, Section codes and discussed the Commissioners prior attempts to edit.

Chairman Sluder opened the Public Comment Period for the Public Hearing on the Consideration to Repeal Section 66 of the Zoning Ordinance.

With no public comments or additional speakers, Chairman Sluder closed the Public Comment Period.

Supervisor Edwards made the motion to approve the Repeal of Section 66 of the Zoning Ordinance, properly seconded by Commissioner Williams. Chairman Sluder ordered a roll call vote:

|                |     |
|----------------|-----|
| Darrell Kellum | Aye |
| Greg Henrich   | Aye |
| Otto Williams  | Aye |
| Ben Edwards    | Aye |
| Matthew Sluder | Aye |

All were in favor, and none opposed.

The motion to Repeal Chapter 66 of the Zoning Ordinance was approved.

### **Agenda Item 11 Unfinished Business**

#### **11a. Discussion of the Rezoning of Properties along Route 360**

Planner I, Joyce Wolfe revisited the discussion of voluntary rezoning of the properties located in the Business Management Area on Richmond Tappahannock Highway. Noting that comprehensive rezoning is part of a site-readiness economic development initiative to create available sites for business prospects and attractions to King William County.

Mrs. Wolfe reviewed the timeline and expectations of the Rezoning process, including letters to property owners, setting deadlines for application submittals, determining a fee structure and working with the EDA to create a comprehensive marketing list of properties.

### **Agenda Item 12. New Business**

- Vice Chairman Kellum recommends future discussion on defining Tax Map numbers when multiple parcels are divided from one large parcel and having plats provided for each division.
- Upcoming G.I.S. updates were discussed.
- Family Division acreage was clarified for future references.

### **Agenda Item 13. Staff and/or Planner Reports**

Planner I, Joyce Wolfe summarized the Public Hearings that the Board of Supervisors reviewed on January 13, 2025. CUP 03-2024 – Richard Schreck, CUP 04-2024 – Queenfield Golf Course, the Cluster Ordinance and the Farm housing Ordinance.

- CUP 05-2024 – Arcola Towers, balloon testing scheduled for January 23, 2025 (Verizon cell tower on Locust Hill Road.)
- WaWa - estimating 6 months build time once the contract is turned over to developers. Land Disturbance Permit will be issued when E+S review is completed.
- The Orchards have construction plans submitted.
- Pinecrest Townhomes – Land Disturbance Permit issued.
- Dunkin' Donuts – awaiting Bond amount agreement and E+S agreement.
- Starbucks – land agent is actively pursuing interest

#### **Agenda Item 14. Commission Members Request or Comments**

Commissioner Henrich thanked the public and staff for attending the meeting and shared his enthusiasm for implementing the agenda items discussed.

Commissioner Williams appreciated the familiar faces that attended the Planning Commission meeting and thanked the staff for their hard work.

Supervisor Edwards clarified on record the misconstrued statement regarding Chris Couch's business operation and apologized for the miscommunication on record. Supervisor Edwards thanked everyone for coming, the staff, and wished everyone a Happy New Year.

Vice Chairman Kellum exclaimed how great he feels about the direction the Planning Commission is moving and that he appreciates the efforts made to make the ordinance fair and upkept. Mr. Kellum thanked the staff and the public for coming.

Chairman Sluder agreed with his secondary chairman, appreciating the preparational efforts made to approve and pass ordinances on to the Board of Supervisors that promote businesses and by doing so, it sends a message that the County is headed in the right direction. Mr. Sluder thanked the public and the staff for coming out.

#### **Agenda Item 15. Adjourn or Recess**

At approximately 8:28pm Chairman Sluder motioned for adjournment, properly seconded by Commissioner Williams and the members were polled:

|              |     |
|--------------|-----|
| Mr. Henrich  | Aye |
| Mr. Williams | Aye |
| Mr. Edwards  | Aye |
| Mr. Kellum   | Aye |
| Mr. Sluder   | Aye |

The meeting was adjourned at 8:28pm.

**~~X~~ APPROVED - ~~X~~ NOT SIGNED**

Matthew Sluder  
Chairman

Ashley Gault  
Planning Secretary