



**KING WILLIAM COUNTY  
PLANNING COMMISSION  
REGULAR MEETING AUGUST 5, 2025**

A regular meeting of the Planning Commission of King William County, Virginia, was held on the 5<sup>TH</sup> day of August 2025, beginning at 6:30 p.m. in the King William County Board Room of the Administration Building and livestreamed via Zoom.

**Agenda Item 1. Call to Order**

Chairman Kellum 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 | Present |
| Greg Henrich   | Present |
| Otto Williams  | Present |
| Ben Edwards    | Absent  |
| Mark Townsend  | Present |

Also in Attendance:

Joyce Wolfe, Planner I, CZA

Travis Wolfe, Director of IT

**Agenda Item 4. Moment of Silence**

Chairman Kellum called for a moment of silence.

**Agenda Item 5. Pledge of Allegiance**

Chairman Kellum led the pledge of allegiance.

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

Chairman Kellum asked if the August 5, 2025 Planning Commission Regular Meeting Agenda had been overlooked for approval.

Commissioner Williams motioned for approval to adopt the August 5, 2025 Planning Commission Regular Meeting Agenda, seconded by Vice Chairman Henrich.

All were in favor; none opposed.

The August 5, 2025 Planning Commission Regular Meeting Agenda was adopted.

**Agenda Item 7 Approval of Minutes**

**7a. July 1, 2025**

No approval of Meeting Minutes.

**Agenda Item 8. Public Hearing**

**8a. Ordinance Amendment – Front Setbacks, Joyce Wolfe**

Zoning Administrator, Joyce Wolfe presented a PowerPoint presentation outlining the case and background information regarding front setback amendments to the zoning ordinance. Mrs. Wolfe recommended using VDOT road classifications as shown in the Comprehensive Plan to avoid confusion over which category of road to use for a particular street and incorporating a Major Thoroughfare Plan as part of the next Comprehensive Plan update that will classify all roads and designate ultimate right of way widths for each. Showing maps and example row designations, Mrs. Wolfe presented a preliminary use matrix with modifications and deletions to represent the recommended changes.

The Commissioners discussed Mrs. Wolfe's recommendations and proposed questions for consideration. The Commissioners and staff discussed several options and noted the reasoning for the front setback amendment in February 2025 to measure from the center of the road.

Commissioner Townsend made the motion to table the vote on front setback amendments to the zoning ordinance until the regular Planning Commission meeting on September 2, 2025, the motion was properly seconded by Commissioner Williams. A roll call vote was ordered, and the members were polled:

|              |     |
|--------------|-----|
| Mr. Henrich  | AYE |
| Mr. Williams | AYE |
| Mr. Kellum   | AYE |
| Mr. Townsend | AYE |

All were in favor. The vote on front setbacks ordinance amendments was tabled to the September 2, 2025 Planning Commission Regular Meeting.

**8b. Ordinance Amendment – Auto Dealerships in the Industrial District, Joyce Wolfe**

Zoning Administrator, Joyce Wolfe presented a PowerPoint presentation outlining the case and background information regarding allowable uses in the Industrial district and the benefits of adding automobile dealerships to the Use Matrix. Mrs. Wolfe showed an example of the updated matrix.

The Commissioners discussed Mrs. Wolfe's recommendations and proposed questions for consideration. The Commissioners and staff discussed several options relating to the current allowed uses in the Industrial district and what uses surrounding counties allow, noting the revenue auto dealerships create.

Vice Chairman Henrich motioned to approve Auto Dealerships in the Industrial District, properly seconded by Commissioner Williams. A roll call vote was ordered, and the members were polled:

|              |     |
|--------------|-----|
| Mr. Henrich  | AYE |
| Mr. Williams | AYE |
| Mr. Kellum   | AYE |
| Mr. Townsend | AYE |

All were in favor. The motion to allow Auto Dealerships in the Industrial district passed.

**8c. CUP -04-2025; Edmonds Accessory Dwelling Unit, Joyce Wolfe**

Zoning Administrator, Joyce Wolfe presented a PowerPoint presentation outlining case and site information regarding the request for a Conditional Use Permit to construct an accessory dwelling unit with a garage in excess of 800 gross sq.ft. in the A-C (Agricultural Conservation) district. Located on Mallard Creek Lane in the eastern part of the County, the proposed structure would be 1,956 gross square feet, and of that, 840 sq.ft. would be for an attached 2-car garage. Mrs. Wolfe presented an analysis of the parcel, noting the existing driveway would be used for accessing the ADU, shared aerial zoning and Comprehensive Plan maps allowing for diversified housing and site and building plans of the proposed dwelling.

Chairman Kellum opened the public hearing for CUP – 04-2025, Edmonds Accessory Dwelling Unit.

Lisa Mason, districts 2 and 5 – raised concerns of this and previous, recently approved ADU uses, once the purpose it is approved for is served.

With no other public comments, Chairman Kellum closed the public hearing for CUP – 04-2025, Edmonds Accessory Dwelling Unit.

The Commissioners and staff discussed well and septic options, family usage and current ordinance requirements. Mrs. Wolfe exampled surrounding county ordinances, Chairman Kellum discussed affordable housing possibilities, potential problems caused by allowing ADU's on every property in the A-C district and interpreted 800 gross square footage. Commissioner Williams noted the Edmonds thorough application and Vice Chairman Henrich reiterated the applicants' choice and decision against a family subdivision.

Commissioner Williams motioned to recommend approval of CUP – 04-2025, Edmonds Accessory Dwelling Unit to the Board of Supervisors, properly seconded by Commissioner Townsend. A roll call vote was ordered, and the members were polled:

|              |     |
|--------------|-----|
| Mr. Henrich  | AYE |
| Mr. Williams | AYE |
| Mr. Kellum   | AYE |
| Mr. Townsend | AYE |



### **Agenda Item 9. Citizens Comment Period**

Daniel Duncan, district 5 – Ordinance 86.11-6, Accessory structures on vacant property. Mr. Duncan owns a vacant parcel on Mahixon Road and wants to build a garage to help support the maintenance of the property with no plans to build a dwelling within the allot 6 months. Mr. Duncan asked for guidance moving forward.

Steven Hoy, district 2 – asked for clarification regarding size restrictions on accessory dwelling units and why accessory structures cannot be rented out as an affordable housing option. Mr. Hoy also noted the recently approved Conditional Use Permits for ADU's have all been for family members and believes property owners should be able to use their land to earn money as a residential manner.

### **Agenda Item 10. Unfinished Business**

No unfinished business was on the agenda.

WaWa and Dunkin' are in development.

Chairman Kellum, Mrs. Wolfe and the Commissioners discussed a previously approved by the Planning Commission Ordinance amendment allowing buildings in the in the Industrial district being stalled after presented to the Board of Supervisors due to building height restrictions.

Recent rezonings, the B.M.A. and commercial businesses were discussed. Chairman Kellum shared interest in home-based businesses, the increase in Home Occupation permits and the need to address ordinance amendments to balance out home and commercial businesses per zoning districts. Mrs. Wolfe noted 28 Home Occupation permits had been issued by the Planning and Zoning department.

Mr. Robert Hardwick, Vice Chairman of the Economic Development Authority addressed the Commission to explain what the EDA does and why big chain commercial stores are not currently interested in developing in the County. Mr. Hardwick suggested hiring an EDA coordinator, establishing properties for commercial interest, marketing strategies and working with the interment County Administrator, Mr. Monday, who has ideas for promoting business interests in small localities.

### **Agenda Item 11. New Business**

No Unfinished Business was on the agenda.

### **Agenda Item 12. Staff and/or Special Committee Reports**

Mrs. Wolfe, Zoning Administrator, shared Edmonds and SmartGov statistical permit reports for the month of July 2025 and inspection statics of erosion and sediment control. Mrs. Wolfe noted the upcoming E+S inspector vacancy in the Planning and Zoning department and that Mr. Lewis conducted 160 E+S inspections during the month of July. Upon his departure and to keep current construction projections in motion, Bowman Consulting will be contracted and paid to maintain property inspections until the vacant position is filled.

**Agenda Item 13. Commissioners Request/Comments**

Commissioner Townsend hoped the National Night Out event went well and was appropriately attended. Mr. Townsend thanked the staff and public for the meeting.

Commissioner Williams thanked the public for coming to the meeting and the staff for their hard work.

Vice Chairman Henrich thanked Mr. Duncan for joining the public comments to ask for guidance regarding his plans for an ADU, thanked Mr. Hardwick from the EDA for his advice, the public for coming and looks forward to getting the Ordinance tackled to focus on commercial development.

Chairman Kellum mentioned the valuable employees that are no longer on the administrative team, the detriment their absence will cause to the turn around times in certain departments, what needs to be done to fill the voids and his concerns as not only a commissioner but also as a resident of the County. Mr. Kellum thanked the staff and the public for their attendance and hard work in the Planning and Zoning department.

**Agenda Item 14. Adjourn or Recess**

Commissioner Williams motioned to adjourn the August 5, 2025 Planning Commission Regular Meeting. Vice Chairman Henrich seconded the motion.  
All were in favor with none opposed.

The meeting adjourned at approximately 8:06pm.

**APPROVED NOT SIGNED**

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|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |
| _____<br>Darrell Kenum<br>Chairman                                                  | _____<br>Ashley Gault<br>Planning Secretary                                         |