



**KING WILLIAM COUNTY  
PLANNING COMMISSION  
REGULAR MEETING SEPTEMBER 2, 2025**

A regular meeting of the Planning Commission of King William County, Virginia, was held on the 2<sup>nd</sup> day of September 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, Chairman, 3 <sup>rd</sup> District | Present |
| Greg Henrich, Vice Chair, 2 <sup>nd</sup> District | Present |
| Otto Williams, 5 <sup>th</sup> District            | Present |
| Ben Edwards, 2 <sup>nd</sup> District              | Present |
| Mark Townsend, 4 <sup>th</sup> District            | Present |

Also in Attendance:

Clarence Monday, Interim County Administrator

Benny Zhang, Interim County Attorney

Joyce Wolfe, Planner I, CZA

Ashley Gault, Planning Secretary

**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 September 2, 2025 Planning Commission Regular Meeting Agenda had been overlooked for approval.

Commissioner Williams motioned for approval to adopt the September 2, 2025 Planning Commission Regular Meeting Agenda, seconded by Commissioner Townsend.

**Approved Minutes of the King William County Planning Commission  
Regular Meeting of September 2, 2025**

All were in favor; none opposed.

The September 2, 2025 Planning Commission Regular Meeting Agenda was adopted.

**Agenda Item 7. Public Hearing**

**7a. Subdivision Ordinance Amendments, Joyce Wolfe**

Zoning Administrator, Joyce Wolfe presented a PowerPoint presentation outlining the case and background information regarding the Subdivision Ordinance Amendments. Mrs. Wolfe reviewed the provisions from the repealed Chapter 66 that need to be reinserted into Chapter 86 and explained removing Farmstead subdivisional methods from the Ordinance. Mrs. Wolfe presented the proposed amendments to Section 86-438, Exempt subdivisions, every lot abuts an existing primary or secondary highway, with no less than 50 feet of frontage on the existing primary or secondary street, adjacent exempt lots shall share one access to the public street via a deeded easement shown on the plat for recordation and Section 86-454 Minor residential subdivisions to include cul-de-sacs. Minor terminal streets designed to have one end permanently closed shall be no longer than 1,200 feet to the beginning of the turnaround. Each cul-de-sac must terminate in a turnaround of not less than 100 feet in diameter. Section 86-544 Farmstead would be repealed and all references to the division method would be removed elsewhere in the ordinance including from the definitions and throughout Chapter 86.

Chairman Kellum reiterated the need to update Chapter 86 with the necessary repealed provisions from Chapter 66. Commissioner Williams asked for clarification of a Farmstead lot. Chair Kellum explained farmstead lots were created to reduce the number of allowable lots but are inadvertently being used to create more lots by circumventing other divisional methods with a Farmstead lot.

The Commissioners and Mrs. Wolfe discussed single and minor lots, major subdivisions, rights-of-way, turnaround diameters and ingresses/egresses. Commissioner Williams asked to hear from the public.

Chairman Kellum opened the public hearing for the Subdivision Ordinance Amendments.

With no public comments, Chairman Kellum closed the public hearing for the Subdivision Ordinance Amendments. Commissioner Williams motioned to approve the Subdivision Ordinance Amendments as proposed with a 1,200 square foot easement to be within the parcel to be divided amongst the cul-de-sacs, 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. Edwards  | AYE |
| Mr. Townsend | AYE |

All were in favor. The motion to recommend approval to the Board of Supervisors on the Subdivision Ordinance Amendments passed as proposed with the 1200sq.ft provision and the removal of Farmstead lots.

**7b. CUP 05-2025, Ainsley Accessory Dwelling Unit, Joyce Wolfe**

Zoning Administrator, Joyce Wolfe presented a PowerPoint presentation outlining the case and site information regarding CUP 05-2025, Ainsley Accessory Dwelling Unit. The request is to construct an accessory dwelling unit with garage in excess of 800 gross square feet in the A-C (Agricultural Conservation) district, located in the northern area of the County towards Epworth Church and identified as TM# 19-2-3. Mrs. Wolfe presented aerial GIS photos showing the zoning and future land use maps, the site sketch and building plans for the proposed 3,100 gross square foot accessory dwelling unit. The ADU would have an 800 gross square foot unit on the left and right sides with a 1,500 square foot garage in between.

The applicant, Vince Ainsley of the 5<sup>th</sup> district, answered questions from the Commissioners. Vice Chairman Henrich specifically asked what the future intended use of the 800 square foot side that is not being used as a dwelling would be, suggested family division options and Commissioner Townsend pondered drain field and well use projections.

Commissioner Williams doted on the measures the applicant has taken to comply with the Ordinance requirements and Supervisor Edwards condoned the side needed for an In-law suite. The Commissioners agreed that the applicant would need to prove the empty side would not be used for business. Chairman Kellum opened the public hearing for CUP 05-2025, Ainsley Accessory Dwelling Unit.

Steven Hoy, 2<sup>nd</sup> district – spoke in favor of approving the Accessory Dwelling Unit based on the proposed plan. Mr. Hoy said it “seems reasonable,” suggested numerous possible uses and applauded the great design base. Mr. Hoy believes there is “no reason to not approve.”

With no other public comment, Chairman Kellum closed the Public Hearing regarding CUP 05-2025, Ainsley Accessory Dwelling Unit at approximately 7:38pm.

Commissioner Williams motioned to approve CUP 05-2025, Ainsley Accessory Dwelling Unit as proposed with the recommended conditions, properly seconded by Supervisor Edwards. A roll call vote was ordered, and the members were polled:

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

All were in favor. The motion to recommend approval of CUP 05-2025, Ainsley Accessory Dwelling Unit as proposed with recommended conditions to the Board of Supervisors, passed.

**7c. CUP -06-2025, Redemption House of Prayer, Joyce Wolfe**

Zoning Administrator, Joyce Wolfe presented a PowerPoint presentation outlining case and site information regarding the request for a Conditional Use Permit to conduct services (religious assembly) in the I (Industrial) district. Located in the central area of the County, identified as TM#

28-65, the applicant would hold religious services in an area within an existing business. (The building also houses Mechanics of Faith, a non-profit need-based auto repair service.) Mrs. Wolfe explained that holding religious services would classify the use as a religious assembly and presented Section 86-140 of the Zoning Ordinance, Use Matrix showing the need for a Conditional Use Permit for a religious assembly in the Industrial district. Mrs. Wolfe reviewed aerial GIS photos, Future Land Use maps and an analysis of the current building, noting unpermitted work had been done on the building that needs to be investigated by the Building Department. The Health Department has indicated there is no Operating Permit on file for the septic system and that a professionally engineered wastewater characterization system evaluation and description will be required.

The Commissioners and staff discussed the efforts to rehabilitate the property done by the owner and obtaining proper permits would be determined upon a scheduled meeting with Building Officiant, Matt Melton. Mrs. Wolfe suggested deferring the Public Hearing for 30 days pending a report from the Building Officiant. Benny Zhang, interim County Attorney, and the applicant both agreed that deferring was the best option.

Vice Chairman Henrich motioned to defer the Public Hearing for CUP 06-2025, Redemption House of Prayer for 30 days, 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. Edwards  | AYE |
| Mr. Townsend | AYE |

The motion to defer the Public Hearing regarding CUP 06-2025, Redemption House of Prayer for 30 days, pending a report from the Building Officiant, passed unanimously.

#### **Agenda Item 8. Citizens Comment Period**

Steven Hoy, district 2 – asked for clarification on the language in the proposed accessory dwelling unit amendment regarding immediate family members and guest housing. Mr. Hoy does not agree with the provision and stated, “in today’s world, family can mean a lot of different things to people.”

With no further Citizens Comments, Chairman Kellum closed the Citizens Comment Period at approximately 8:00pm.

Chairman Kellum called for a 2-minute break and the meeting was paused. At approximately 8:02pm the September 2, 2025 Planning Commission Regular Meeting resumed.

## **Agenda Item 9. Unfinished Business**

### **9a. Front Setbacks**

Zoning Administrator, Joyce Wolfe presented a PowerPoint presentation with background information regarding previous Front Setback amendments to the Use Matrix, Section 86-110 measuring from the centerline of the road, why it is problematic, and the deferral from the August 5, 2025 Planning Commission Regular Meeting.

Mrs. Wolfe and staff proposed reverting back to using the front property line for measuring, using the VDOT road classification and incorporate a Major Thoroughfare Plan that will classify all roads and designate ultimate right-of-way widths.

The Commissioners and staff discussed the current ordinance and hypothetical identification of road categories if the provisions were approved. Right-of-ways, lane measurements and property line locations were considered. Chairman Kellum declared Mrs. Wolfe and staff should decide.

Vice Chairman Henrich motioned to recommend approval of the Front Setback Amendments as proposed 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. Edwards  | AYE |
| Mr. Kellum   | AYE |
| Mr. Townsend | AYE |

All were in favor, the motion to recommend approval of the Front Setback Amendments as proposed to the Board of Supervisors passed.

### **9b. Accessory Dwelling Units**

Mrs. Wolfe presented a PowerPoint presentation with the request and background information regarding amendments to the Accessory Dwelling Unit section of the County Zoning Ordinance, Section 86-154, addressing the use of Conditional Use Permits to exceed the detached square footage limits, remove unnecessary language on internal ADU's and to clarify other provisions in the section.

Mrs. Wolfe suggested shifting from a CUP process to a Variance if exceeding the allowable square footage of an Accessory Dwelling Unit. A Variance process would prove a verified hardship as the basis for the size of the ADU and would alleviate the overuse of Conditional Use Permits. Other amendments would address the unnecessary language regarding ADU's constructed within the footprint of an existing dwelling and add clarification that would only include what is above-grade when determining the size of an attached ADU.

Mrs. Wolfe reiterated the considered insertion of a familial relationship for use of the ADU from the Planning Commission Regular Meeting in May 2025 with an example of the ordinance and proposed revisions to Section 86-154.

The Commissioners and staff discussed the proposed amendments, specifically the CUP process, square footage requirements, the legitimacy of a family member and the abundance of recently approved ADU's causing compacity issues. Mr. Zhang added an observation, from a legal perspective, considering a CUP gives a lot of flexibility on a case-by-case basis whereas a Variance process is much more restrictive, allowing the County more directives. A Conditional Use Permit is a legislative process; a Variance is quasi-judicial and contains restrictions based on proving a hardship that would be more favorable to staff.

To be transparent, Chairman Kellum elaborated on the compacity issues caused by approving and allowing Accessory Dwelling Units and the purpose of the Planning Commission is to streamline property maintenance request and its effect on the community. The Commissioners expanded further on the state definition of a familial relationship and Mr. Zhang provided proof of lineal decacyency could be added.

Supervisor Edwards motioned to recommend approval of the Accessory Dwelling Unit amendments to the Board of Supervisors pending legal advice regarding lineal descendants, properly seconded by Vice Chairman Henrich. A roll call vote was ordered, and the members were polled:

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

The motion to recommend approval of the Accessory Dwelling Unit amendments to the Board of Supervisors pending legal advice regarding lineal descendants carried.

### **Agenda Item 10. New Business**

#### **10a. Kirby Farm – Conceptual Plan Review**

Mrs. Wolfe presented a PowerPoint presentation with background and analysis on the conceptual plan review for Kirby Farm. The conceptual plan submitted by the applicant showed the building location meeting proper setbacks, delineated parking and a commercial entrance. Mrs. Wolfe discussed the recent rezoning to B-2 as part of the 360 Business Management Area Strategic Rezoning Initiative and the proffer accepted with the rezoning for the Planning Commission to approve the conceptual plans of each property when ready to develop. Mrs. Wolfe presented the conceptual layouts of the property, perceiving the intended use of a produce stand.

The Commissioners and staff discussed the recent rezoning, the proffers and the details of the conceptual plan for the 3-acre parcel. Stop lights, bulk intersection crossings and proper review standards were elaborated on and Chairman Kellum noted all the agency reviews the actual building plan would require and voting was strictly on the conceptual plan.

Supervisor Edwards motioned to approve the Conceptual Plan for Kirby Farm, seconded by Commissioner Williams. A roll call vote was ordered, and the members were polled:

Mr. Edwards  
Mr. Kellum  
Mr. Henrich  
Mr. Williams  
Mr. Townsend

AYE  
AYE  
AYE  
AYE  
AYE

The Kirby Farm Conceptual Plan Review was approved.

**Agenda Item 11. Staff and/or Special Committee Reports**

Mrs. Wolfe shared with the Commission a July permit statistic report and Ms. Gault mentioned the need to approve and adopt the July Planning Commission Regular Meeting Minutes, and the August and September Planning Commission Regular Meeting Minutes at the October Planning Commission Regular Meeting.

**Agenda Item 12. Commissioners Request/Comments**

Supervisor Edwards thanked the staff and offered Ms. Gault condolences for personal endeavors.

Commissioner Williams thanked the public for coming to the meeting, the staff for their hard work and requests for improvements to GIS.

Vice Chairman Henrich thanked everyone for coming and the staff and acknowledged the workload being understaffed causes.

Commissioner Townsend seconded Vice Chairman Henrichs comments.

Chairman Kellum appreciated the staff and the amount of work the Planning and Zoning department has done while being understaffed, thanked the County Administrator and County Attorney for attending the meeting and recommends more attendance from the public.

**Agenda Item 13. Adjourn or Recess**

Supervisor Edwards motioned to adjourn the September 2, 2025 Planning Commission Regular Meeting. Commissioner Williams seconded the motion.

All were in favor with none opposed.

The meeting adjourned at approximately 8:58pm.

**APPROVED** **NOT SIGNED**

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Darrell Kellum  
Chairman

Ashley Gault  
Planning Secretary