



**DRAFT MINUTES
KING WILLIAM COUNTY
PLANNING COMMISSION
REGULAR MEETING OF MARCH 12, 2024
AMENDED MAY 1, 2024**

A regular meeting of the Planning Commission of King William County, Virginia, was held on the 12th day of March 2024, beginning at 6:30 p.m. in the King William County Board Room of the Administration Building and via Zoom.

Agenda Item 1. Call to Order

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

Agenda Item 2. Electronic Participation Approval

Not needed.

Agenda Item 3. Roll Call

The members of the Planning Commission were polled:

Darrell Kellum – Vice Chair	Present
Bonnie Hite	Present
Otto Williams	Present
Ben Edwards	Present
Mathew Sluder - Chairman	Present

Also in Attendance:

Sherry Graham, Director of Planning
Barbara Trimmer, Planning Secretary
Amanda Lewis, County Attorney

Agenda Item 4. Moment of Silence

The Chairman called for a moment of silence.

Agenda Item 5. Pledge of Allegiance

The Chairman led the pledge of allegiance.

Agenda Item 6. Review And Adoption of Meeting Agenda

The agenda was amended to remove Unfinished Business Item a. Upcoming Work Session on Amendments to PUD Requirements and move New Business Item d. Lodging – Transient Tax to a. under New Business. Supervisor Edwards moved for the adoption of the amended meeting agenda; Commissioner Hite seconded the motion. The Chairman called for any discussion.

The members were polled:

Bonnie Hite	Aye
Otto Williams	Aye
Ben Edwards	Aye
Darrell Kellum – Vice Chair	Aye
Mathew Sluder – Chairman	Aye

Agenda Item 7. Approval of Minutes

Commissioner Hite moved for the approval of the February 6, 2024 regular meeting minutes; Supervisor Edwards seconded the motion. The Chairman called for any discussion. The members were polled:

Otto Williams	Aye
Ben Edwards	Aye
Darrell Kellum – Vice Chair	Aye
Bonnie Hite	Aye
Mathew Sluder – Chairman	Aye

8. Citizens Comment Period

Chairman Sluder opened the Citizen Comment Period.

Steven Hoy – 2nd District - Spoke on short-term rentals and transient tax agenda items.

There being no additional speakers, Chairman Sluder closed the Citizen Comment period.

Agenda Item 9. Public Hearing – CUP 01-24 – Charles Snead, Owner/Applicant – Sherry Graham, Director of Planning

Ms. Graham presented a Conditional Use Permit request by applicant Charles Snead to operate a campground on his property which is located at 281 Roane Oak Trail, tax map parcel 29-72D. This property consists of approximately 35.8 acres and is zoned A-C (Agricultural-Conservation). The request is for overnight accommodations which includes one room in the primary residence that is currently permitted under a Bed and Breakfast, cabins, RV and primitive campsites, food service, bath house, and daily visitor passes. The request would include a total of 99 days visitors and overnight cabin guests, camping guests, and invitees in any combination. Hours of operation would be 9:00 a.m. until dark (daily) plus overnight lodging and campsite rentals. The site will be served by a private well and two private septic systems.

Requested are 10 new RV campsites (200 sq ft each, 4 guests each = (40 guests) and 5 new primitive campsites (6 guest each = 30 guests) 2000 sf each as required. A total of .95 acres will need to be cleared and graded. The existing detached accessory structure would be used as 2 cabin camping units (8 guests total). The building would be used as a short-term business rental until the full campground opening is permitted. The second separate structure referred to as the “Boatshed” would be used as 1 cabin camping unit, (4 guest). The existing campsite comprised of 3 wooden platforms will be unchanged (6 guests). The primary residence will continue to offer 1 bed and breakfast room for 8 guests. This room is currently approved for a bed and breakfast stay. which will consist of four platformed campsites, Existing on the property is a 4-acre lake, two lakeside gazebos, and a small dock. There is a pool and hot tub, outdoor kitchen that will provide food service to the guests. Mr. Snead currently has approval for one camping area with a maximum occupancy of six people and for a Bed and Breakfast with a maximum occupancy of eight people. There are currently building permits for the following:

Boat Shed	672 sq. ft. (No Inspections)
Yoga Deck	576 sq. ft. (Final Inspection Completed)
3 Wood Platforms for Camping	384 sq. ft. each (Final Inspection Completed)
Picnic Shelter	384 sq. ft. (Final Inspection Completed)
Bed & Breakfast	1 Room (Final Inspection Completed)
Outdoor Kitchen/Porch	560/120 sq. ft. (No Inspections)

A permit would need to be obtained and approved for a storage building to be converted into two guest rooms. There is another storage building that would also need to obtain permits. Currently does not have permits from VDOT and VDH.

Staff recommends the following conditions if the application is approved:

1. A landscape buffer should be required and provide a year-round visual screen between all adjacent properties. The buffer may consist of fencing, evergreens, boulders, mounds, or a combination of material approved by the Director of Planning. Plants should be sufficiently large and planted in such a fashion that year-round screening at least six (6) feet in height shall be produced within one growing season.
2. Any exterior lighting shall meet the requirements of Article XII and be approved by the Director of Planning.
3. The owner is required to have a separate entrance for guests installed and approved by VDOT.
4. The property shall have a maximum capacity of fifty (50) people on the property at one time, including without limitation guests, invitees, owners, contractors, and other persons.
5. The property owner must meet all Virginia State Code requirements pertaining to the operation of a campground.
6. The property owner must meet all Health Department requirements and obtain any required Health Permits for the bathrooms, waste disposal, water supply, and food service.
7. The property owner must maintain all required liability insurance on the property.
8. No special events can take place unless the owner applies for and obtains approval through a Conditional Use Permit for an Event Venue which means hosting affairs, including but not limited to banquets, dinners, parties, weddings, and the like.
9. There shall be no outdoor use of amplified music or sound and no guest owned ATVs.

10. Firearms and fireworks will not be permitted.

Chairman Sluder opened the public hearing.

Tom Davidson – 2nd District – Spoke in Opposition
Lisa Mason – 2nd and 5th District – Spoke in Opposition
Victor Einarsson – 2nd District – Spoke in Opposition
Christine Ciccaselli – 2nd District – Spoke in Favor
Chris Tyler – Richmond, VA – Spoke in Favor
Robbie Barber – 2nd District – Spoke in Opposition
Stephen Greenwood – 3rd District – Spoke in Favor
Peter Mason – 2nd and 5th District – Spoke in Opposition
Victoria Nation – 2nd District – Spoke in Favor
Jonathan Aulich – 2nd District – Spoke in Favor
Steven Hoy - 2nd District – Spoke in Favor
Mary Sue Bancroft – 5th District – Spoke in Favor
Richard Meador – 2nd District - Spoke in Opposition

There being no other speakers, Chairman Sluder closed the public hearing.

Commissioner Kellum made a motion to defer the request for 60 days to June 4, 2024. The public hearing will remain open. Supervisor Edwards seconded the motion. The Chairman called for any discussion. The members were polled:

Otto Williams	Aye
Ben Edwards	Aye
Darrell Kellum – Vice Chair	Aye
Bonnie Hite	Aye
Mathew Sluder – Chairman	Aye

Agenda Item 10. Unfinished Business

Removed from the Agenda.

Agenda Item 11. New Business

a.Lodging – Transient Tax – Sherry Graham, Director of Planning

Ms. Graham presented a recommendation for the Transient Tax. The Town of West Point currently has a Transient Tax of 7%. Under Virginia Code 58.1-3819. Transient Occupant Tax, any County, by duly adopted ordinance, may levy a transient occupancy tax on hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms rented out for continuous occupancy for fewer than 30 consecutive days. The tax shall be imposed on the total price paid by the customer for the use or possession of the room or space occupied in a retail sale. Such tax shall be in such amount and on such terms as the governing body may, by ordinance prescribe. Any excess from a rate over two percent but not exceeding five percent shall be designated and spent solely for tourism and travel, marketing of tourism or initiatives. A sample ordinance that the Commissioner of Revenues was given to use was provided to the Commissioners for review. The model ordinance will also be given to the County Attorney for

review and recommendation. Karena Funkhouser, Commissioner of Revenue also presented and provided information.

Commissioner Williams made a motion to recommend a proposed ordinance at 5% for a Lodging–Transient Tax; Commissioner Kellum seconded the motion. The Chairman called for any discussion. The members were polled:

Bonnie Hite	Aye
Otto Williams	Aye
Ben Edwards	Aye
Darrell Kellum – Vice Chair	Aye
Mathew Sluder – Chairman	Aye

b. Residential Properties Along 360 Corridor – Sherry Graham, Director of Planning

Ms. Graham provided information on the discussions on the rezoning of parcels along 360. The rezoning process would involve the notification of all property owners along the corridor, notices of the proposed rezoning placed in the Tidewater Review, Country Currier, and on the County’s website. The Planning Commission is also planning to hold a Community Meeting at the Parks and Recreation Building on March 21st at 6:30 p.m. as well as at their regular meeting on April 2nd which will give the property owners a chance to ask questions and provide their input and concerns. The next steps would be to have discussions with the Board of Supervisors and holding public hearings. The County is not planning to rezone any parcels where the property owner does not want their property rezoned. The purpose of the re-zoning is to have site ready parcels available for businesses proposing to bring their business to the County. Planning Staff will provide the use matrix and Future Land Use Map to the Planning Commission members.

c. Residential Boathouses By-Right – Sherry Graham, Director of Planning

Ms. Graham presented a recommendation for a text amendment to the Ordinance for Boathouses and Boatsheds due to the number of conditional use permit requests for residential boathouses the Planning Commission has received in the past few years. One recommendation would be to allow residential boathouses by-right and limit the height of the structure to being no greater than sixteen (16) feet. Recommended changes to the definitions and use matrix and a construction detail sheet was provided for the Commissioners to review. Ms. Graham will add additional language regarding size restrictions similar to the language VMRC uses.

Commissioner Edwards made a motion to add size limits for height, square footage, and otherwise by using VMRC restrictions in the proposed ordinance, and with such changes incorporated, for this matter to be scheduled for a Public Hearing. Commissioner Kellum seconded the motion. The Chairman called for any discussion. The members were polled.

Otto Williams	Aye
Ben Edwards	Aye
Darrell Kellum – Vice Chair	Aye
Bonnie Hite	Aye
Mathew Sluder – Chairman	Aye

d.Short-Term Rentals – Type A and B – Sherry Graham, Director of Planning

Ms. Graham presented a recommendation for a text amendment to the Ordinance for Short-Term Rentals. Definitions would be simplified, and impacts would be addressed. It is recommended that two types of short-term rentals be established.

Type I – Where a single-family dwelling containing no more than four (4) bedrooms and located on a minimum of five (5) acres and the single-family dwelling units is located a minimum of one-hundred (100) feet from the adjacent property lines would be permitted by-right in the A-C.

Type II – Where a single-family dwelling containing five or more bedrooms or located on less than five (5) acres or located less than one hundred (100) feet from the adjacent properties would require a conditional use permit approval in the A-C.

After discussion, the Planning Commission members would like to have a committee formed comprised of local citizens to provide input on the proposed short-term rental ordinance and make recommendations on proposed language, compare what other counties similar in size to King William have for a short-term rental ordinance, and look at the business licenses.

Agenda Item 12. Director’s Report a. Existing and Upcoming Projects – Sherry Graham, Director of Planning

Community Meeting on Rezoning Properties along Route 360 – March 21, 2024

Next Planning Commission Meeting – April 2, 2024

Expand Agritourism Ordinance

PUD and Industrial Zones and Uses

Discussion of Houses (types, square footage, and tiny homes)

Agenda Item 13. Staff and/or Special Committee Reports

Planning and Zoning monthly reports, property maintenance, and violation reports will be presented at the April 2nd meeting.

Agenda Item 14. Commissioner Comments

Commissioner Hite – Thanked the public for coming out and providing feedback.

Commissioner Williams - Thanked staff for the hard work and the public for coming out.

Supervisor Edwards – Thanked everyone for their participation.

Commissioner Kellum – Echoed what has been said and said he is for property rights.

Chairman Sluder – Echoed Commissioner Hite and Commissioner Kellum.

Agenda Item 16. Adjourn or Recess

Commissioner Kellum made a motion to adjourn the meeting, seconded by Supervisor Edwards. Chairman Sluder called for any discussion. The members were polled:

Ben Edwards	Aye
Darrell Kellum – Vice Chair	Aye
Bonnie Hite	Aye
Otto Williams	Aye
Mathew Sluder - Chairman	Aye

There being no further business, the meeting was adjourned at 9:28 pm.

Mathew Sluder, Chairman

Barbara Trimmer, Commission Secretary