

**Northumberland County Planning Commission  
April 17, 2014  
Minutes**

The regular monthly meeting of the Northumberland County Planning Commission was held on April 17, 2014 at 7:00 p.m. in the Courthouse at Heathsville, VA with the following attendance:

|               |         |                         |         |
|---------------|---------|-------------------------|---------|
| Chris Cralle  | Present | Garfield Parker         | Present |
| Kevin Elmore  | Present | Albert Penley, Jr.      | Present |
| Alfred Fisher | Present | Wellington Shirley, Jr. | Present |
| Ed King       | Absent  | Heidi Wilkins           | Present |
| Bill Kling    | Present | Charles Williams        | Present |

Others in attendance:

Richard Haynie (Board of Supervisor Liaison)  
Luttrell Tadlock (Assistant County Administrator)  
Philip Marston (Zoning Administrator)

**RE: CALL TO ORDER**

The meeting was called to order by Garfield Parker, Chairman.

Kevin Elmore gave the invocation.

Garfield Parker led the Commission in the Pledge of Allegiance to the Flag.

**RE: AGENDA APPROVAL**

With a motion from Charles Williams, seconded by Kevin Elmore, and approved by all, the April 17, 2014 agenda was approved. The vote was as follows:

|               |        |                         |     |
|---------------|--------|-------------------------|-----|
| Chris Cralle  | AYE    | Garfield Parker         | AYE |
| Kevin Elmore  | AYE    | Albert Penley, Jr.      | AYE |
| Alfred Fisher | AYE    | Wellington Shirley, Jr. | AYE |
| Ed King       | Absent | Heidi Wilkins           | AYE |
| Bill Kling    | AYE    | Charles Williams        | AYE |

**RE: MINUTES- January 16, 2014**

With a motion from Albert Penley, seconded by Chris Cralle, and approved by all, the January 16, 2014 minutes were approved. The vote was as follows:

|               |     |                         |     |
|---------------|-----|-------------------------|-----|
| Chris Cralle  | AYE | Garfield Parker         | AYE |
| Kevin Elmore  | AYE | Albert Penley, Jr.      | AYE |
| Alfred Fisher | AYE | Wellington Shirley, Jr. | AYE |

|            |        |                  |     |
|------------|--------|------------------|-----|
| Ed King    | Absent | Heidi Wilkins    | AYE |
| Bill Kling | AYE    | Charles Williams | AYE |

**RE: COMMISSIONERS' COMMENTS**

The Commission welcomed new members Heidi Wilkins and Wellington Shirley.

**RE: STAFF MEMBERS' COMMENTS**

There were no Staff comments.

**RE: CITIZENS' COMMENTS**

There were no Citizens' comments..

**RE: PUBLIC HEARINGS**

**1. Public hearing on the proposed amendment to the Northumberland County Chesapeake Bay Preservation Area Ordinance Chapter 154 Article IV, Section 54-12; Lot Size.**

Luttrell Tadlock explained the current language requiring 15,000 square feet of property outside of the Resource Protection Area (RPA- the 100 ft buffer) for a buildable area on any new lot was adopted during the 2004 revision to the County's Bay Act Ordinance. The intent behind this language, and the way the County is currently enforcing this language, is that an individual creating a new lot shall have a minimum of 15,000 square feet of buildable area outside of the designated RPA (100 foot buffer), they can have more, just not less. The way the language reads now, one must have exactly 15,000 square feet of buildable area outside the RPA. There has not been an issue with this language; however, Staff would like to clarify this language now so it will not become an issue for an individual reading the ordinance in the future.

Garfield Parker opened the Public Hearing.

With no public comments, the Public Hearing was closed.

The Commission clarified that this amendment would not change the way things are being handled now.

Luttrell Tadlock stated this amendment would not change how this process is currently being handled.

With a motion from Wellington Shirley, seconded by Bill Kling, and approved by all, the Commission is recommending to the Board of Supervisors the proposed changes to the County's Bay Act Ordinance as advertised. The vote was as follows:

|               |     |                         |     |
|---------------|-----|-------------------------|-----|
| Chris Cralle  | AYE | Garfield Parker         | AYE |
| Kevin Elmore  | AYE | Albert Penley, Jr.      | AYE |
| Alfred Fisher | AYE | Wellington Shirley, Jr. | AYE |

|            |        |                  |     |
|------------|--------|------------------|-----|
| Ed King    | Absent | Heidi Wilkins    | AYE |
| Bill Kling | AYE    | Charles Williams | AYE |

**RE: WORK SESSION ITEMS**

Luttrell Tadlock stated the Board of Supervisors has asked the Commission by resolution to review Tourist Homes again. He explained the drafted language by Staff proposes modifying the definitions of “Bed and Breakfast”, “Dwelling Single-Unit”, “Hotel”, and “Tourist Home”. He also noted there are proposed two new definitions being proposed for “Transient” and “Vacation Home Rental”. “Boardinghouse” and “Motel, Cabin or Motor Lodge” are proposed deletions. “Vacation Home Rental” is proposed to be permitted in the Agricultural, Conservation, Residential General, Residential Waterfront, Residential Recreational Districts as long as it meets the specified requirements. “Vacation Home Rental” is proposed to be by Conditional Use in the Business District. The requirements needed to be met in order to have a “Vacation Home Rental” were also provided to the Commission.

The Commission reviewed the required elements needed to have a “Vacation Home Rental” and modified several of the requirements. They also reviewed the definitions and asked that “Tourist Home” be clarified from “Vacation Home Rental” by adding that the operator shall live on the premises or on adjacent premises to the “Tourist Home” definition.

Upon motion by Al Fisher, seconded by Kevin Elmore, and approved by all, the Commission wishes to have a public hearing on this matter at their May 15, 2014 monthly meeting with the corrections stated to the “Vacation Home Rental” requirements and “Tourist Home” definition. The vote was as follows:

|               |        |                         |     |
|---------------|--------|-------------------------|-----|
| Chris Cralle  | AYE    | Garfield Parker         | AYE |
| Kevin Elmore  | AYE    | Albert Penley, Jr.      | AYE |
| Alfred Fisher | AYE    | Wellington Shirley, Jr. | AYE |
| Ed King       | Absent | Heidi Wilkins           | AYE |
| Bill Kling    | AYE    | Charles Williams        | AYE |

**RE: DISCUSSION ITEMS**

Board of Supervisors Report

Luttrell Tadlock gave the Board of Supervisors’ report.

**RE: PUBLIC COMMENTS**

There were no Public Comments.

**RE: ADJOURNMENT**

With a motion from Albert Penley, seconded by Charles Williams, and approved by all, the meeting was adjourned. The vote was as follows:

|               |        |                         |     |
|---------------|--------|-------------------------|-----|
| Chris Cralle  | AYE    | Garfield Parker         | AYE |
| Kevin Elmore  | AYE    | Albert Penley, Jr.      | AYE |
| Alfred Fisher | AYE    | Wellington Shirley, Jr. | AYE |
| Ed King       | Absent | Heidi Wilkins           | AYE |
| Bill Kling    | AYE    | Charles Williams        | AYE |