

**Northumberland County Planning Commission**  
**January 18, 2024**  
**Minutes**

The regular monthly meeting of the Northumberland County Planning Commission was held on January 18, 2024 at 7:00 p.m. in person at the Northumberland Courts Building and using Zoom (telephonic meeting) with the following attendance:

|                |         |                     |         |
|----------------|---------|---------------------|---------|
| Chris Cralle   | Present | Garfield Parker     | Present |
| Vivian Diggs   | Present | Roger McKinley      | Absent  |
| Ed King        | Absent  | Heidi Wilkins-Corey | Present |
| John Kost      | Present | Charles Williams    | Present |
| Richard Haynie | Present | Patrick O'Brien     | Present |

Others in attendance:  
Stuart McKenzie (County Planner)

**RE: CALL TO ORDER**

The meeting was called to order by Mr. Parker.

Mr. Cralle led the commission in the invocation, as well as the Pledge of Allegiance.

**RE: ELECTION OF OFFICERS**

Mr. McKenzie asked the commission members present for nominations for Chairman of the Planning Commission. Mr. Cralle nominated Mr. Parker. Mr. Williams seconded the motion. Mr. McKenzie asked if there were any other nominations. Mr. Parker nominated Mr. Williams. Mr. O'Brien seconded the nomination. Mr. Williams stated he was going to vote for Mr. Parker, and that he would decline the nomination. Mr. O'Brien made a motion to elect by acclamation. Mr. Kost seconded the motion. Mr. McKenzie took a vote, and all present voted to make Mr. Parker the Chairman of the Commission for 2024.

Mr. Parker took over the election duties, and asked for nominations for the Vice Chairmanship. Mr. Cralle nominated Mr. Kost. Mr. Williams seconded the motion to nominate Mr. Kost. Mr. Williams motioned to close the nominations for Vice Chair. Mr. Parker took a vote and all present voted to make Mr. Kost the Vice Chairman.

**RE: REVIEW OF THE BY-LAWS**

Mr. Parker asked staff if there was any significance in the red lettering on section 6-6 of the Planning Commission By-Laws. Mr. McKenzie stated he did not have any red sections on his printout, because he printed his copy in black and white. Mr. McKenzie read section 6-6 and explained that was the section that was revised last year, and was left in red to highlight the change last year. The change mimics what the Board of Supervisors has in place regarding speaking when a public hearing is scheduled. Mr.

McKenzie explained that if a citizen commented on a topic during the citizen comment section of the agenda, and that same topic was part of the public hearing, then the citizen would effectively be getting two chances to speak on the public hearing topic, which would not be fair to other citizens who did not speak in the first public comment section. Therefore, Mr. McKenzie stated that public comments before a public hearing cannot be related to the public hearing topic in order to be fair to all citizens. Mr. Parker asked if there were any revisions to the By-Laws that commission members wanted to be addressed, perhaps the date and time of the meeting? Commission members stated they are used to the date and time, so we should keep it the same. Mr. Kost stated he read the By-Laws and they seem fine to him. Hearing no other requests for revisions, Mr. Kost made a motion to readopt the By-Laws as is. Mrs. Wilkins-Corey seconded the motion. The commission members voted unanimously to readopt the Planning Commission By-Laws.

**RE: AGENDA**

Mr. Kost made a motion to accept the agenda as is, and Mr. O'Brien seconded the motion. All voted in favor of accepting the agenda.

**RE: MINUTES - December 21, 2023**

Mr. McKenzie stated that he received an email from Mr. Kost to revise the draft December 21, 2023 minutes regarding his comments on the size of his residential solar system. Mr. McKenzie stated he revised the minutes to show 22 MW per year, as Mr. Kost requested. Mr. Kost made a motion to accept the December 21, 2023 minutes as amended, and Mr. O'Brien seconded the motion. All voted in favor of accepting the minutes from December 21, 2023.

**RE: COMMISSIONERS' COMMENTS**

Mr. Kost stated that he attended the January Economic Development Commission's (EDC) meeting and found it very interesting. Mr. Kost said that at the EDC meeting they had invited a former McDonald's restaurant franchisee to attend the meeting. Mr. Kost relayed that the EDC asked the former franchisee how appropriate a fit is Northumberland County to a McDonald's restaurant franchise model. Mr. Kost stated the franchisee stated that Northumberland County traffic counts and resident population are too small to justify a franchise location, not to mention the lack of widespread sewer connections. Mr. Kost stated that he learned a lot at the EDC meeting, and he would like to volunteer to be the Planning Commission liaison to the Economic Development Commission.

**RE: STAFF MEMBERS' COMMENTS**

Staff did not have any comments.

**RE: CITIZENS' COMMENTS**

There were no citizen comments.

**RE: PUBLIC HEARINGS**

There was no public hearing scheduled.

**RE: WORK SESSION ITEMS**

Mr. McKenzie informed the Commission that the End of the Year Report for 2023 has not been finalized, and therefore the Commission would be reviewing the report at the February 2024 meeting. Mr. McKenzie explained he had done of the statistical calculations, but needed to double check the math, and complete the Planning Commission accomplishments section at the beginning of the report.

Mr. Parker stated the next item on the agenda is to form a subcommittee for the county Capital Improvement Program. Mr. Parker explained the Capital Improvement Program was a way for the county to plan for big expenditures over several years, to try to anticipate needs for replacements before the old ones wear out. Mr. Parker stated the new wells that need to be dug for the Middle and High schools are an example of a big ticket item that the county can plan the funding for ahead of time. Mr. McKenzie explained that the Capital Improvement Program Subcommittee is comprised of the current chairman of the Planning Commission, Mr. Parker, and two other commission members. Mr. Parker asked for volunteers, Mr. Kost volunteered as well as Mrs. Wilkins-Corey. Therefore the 2024 Planning Commission Capital Improvement Plan Sub-Committee will be comprised of Chairman Parker, Commission Member John Kost and Commission Member Mrs. Wilkins-Corey.

**RE: DISCUSSION ITEMS**

Mr. Cralle asked Mr. Haynie of the RV Campground conditional use permit was approved by the Board of Supervisors. Mr. Haynie stated yes that was approved. Mr. Cralle asked if the entrance to the RV Campground was to be on US 360 through Village Green Rd, and Mr. Haynie responded yes, the right of way that abuts the proposed Callao Park will be abandoned. Mr. Cralle stated that is great news.

**RE: PUBLIC COMMENTS**

Jim Johnson (online via ZOOM) of 403 Judith Sound Rd stated he appreciated being able to comment to the commission when necessary, and thanked the commissioners for all their hard work.

**RE: ADJOURNMENT**

Mr. O'Brien made a motion to adjourn, which was seconded by Mrs. Wilkins-Corey and the meeting ended at 7:27 pm. The adjournment vote was as follows:

|                |        |                     |        |
|----------------|--------|---------------------|--------|
| Chris Cralle   | Aye    | Garfield Parker     | Aye    |
| Vivian Diggs   | Aye    | Roger McKinley      | Absent |
| Ed King        | Absent | Heidi Wilkins-Corey | Aye    |
| John Kost      | Aye    | Charles Williams    | Aye    |
| Richard Haynie | n/a    | Patrick O'Brien     | Aye    |