

Minutes  
Essex County Planning Commission  
Regular Meeting  
May 3, 2022  
7:00 P.M.

A regular meeting of the Essex County Planning Commission was held on May 3, 2022, at the School Board meeting room, 109 Cross Street, Tappahannock, Virginia and virtually for the public.

Present:

David Jones - Chairman  
Dr. G. R. Quarles – Vice Chairman  
Cheryl Evans  
Angelo Stevens

Absent:

Jean Segar  
Trent Taliaferro  
Benjamin Scott Mundie

Also present:

Rob Hodges – Planning and Zoning Administrator  
Kelly McKnight – Planning and Zoning Office Manager

**CALL TO ORDER**

David Jones, Chairman, called the regular meeting of the Planning Commission to order at 7:00 pm.

**ROLL CALL**

Chairman Jones asked Ms. McKnight to call the roll. A quorum was met.

**MEETING AGENDA**

There were no changes to the meeting agenda.

**APPROVAL OF MINUTES**

April 12, 2022, Meeting Minutes

Vice Chairman Quarles made a motion to approve the April 12, 2022, joint meeting minutes, with the Board of Supervisors, as presented and Commissioner Stevens seconded the motion.

AYES: 4 NAYES: 0 ABSENT: 3

## April 19, 2022, Meeting Minutes

Vice Chairman Quarles made a motion to approve the Special Called April 19, 2022, meeting minutes as presented and Commissioner Stevens seconded the motion. AYES: 4 NAYES: 0 ABSENT: 3

### **PUBLIC COMMENTS**

Chairman Jones opened the Public Comments session and as no one came forward to speak, closed the session.

### **PUBLIC HEARING**

None.

### **NEW BUSINESS**

None.

### **OLD BUSINESS**

#### Continuation of the Zoning Ordinance Review

Chairman Jones said the Commission has two orders of business today; one is passing the update on the zoning ordinance and the second is approving the County Zoning Map.

Mr. Hodges took the floor and indicated that 50 properties are having their zoning designation changed. The Essex County official zoning map also needs to be updated. The Commissioner of the Revenue's office provides information on parcels to the County website which then populates the data to the Edmunds software. Edmunds is used by the Zoning Department to issue permits for the 10,000 plus parcels in the County. There is also the GIS data set which will be the base data for verifying zoning.

Commissioner Evans stated that the parcel lines on the GIS maps do not align with the actual meets and bounds. Mr. Hodges answered that the GIS system states that the parcel lines are an approximation, however, there will be an effort made to draw accurate lines.

Commissioner Evans said the different data needs to be scrubbed. Land use zoning maps need to be updated every time a zoning change is made. Mr. Hodges stated that he is keeping a notebook of the zoning changes. He said he needs to get the zoning for each parcel corrected.

Commissioner Evans suggested that all the Commissioners visit the Zoning department to understand the process. Mr. Hodges indicated that he is following the procedures set forth by Virginia Code. Chairman Jones asked why the Commissioner of the Revenue's website doesn't show the zoning of the parcel. Mr. Hodges answered that the County had decided to use the GIS map for the zoning designation not the Commissioner of the Revenue's data base. He said the ambiguity comes from the land use map not the zoning.

Commissioner Evans suggested getting the County Attorney involved to establish an official County Zoning Map. Mr. Hodges said the procedure is outlined in the Essex County Ordinance on page 13. Commissioner Evans asked if Mr. Hodge's notebook for zoning changes has been updated all along. He responded not since 2010 and the GIS maps are missing 100 to 200 parcels because that has not been updated either. Citizens can go to the Courthouse if necessary. Mr. Hodges is in the process of establishing policies and procedures for future zoning administrators.

Chairman Jones stated that there are two orders of business tonight: 1) forward to the Board of Supervisors, the updated Zoning and Sub-division Ordinance and 2) send the updated Zoning Map, that the Berkley Group prepared on the 50 parcels, to the Board of Supervisors. One parcel has a Use change. He said there need to be two motions to accomplish this.

A motion was made by Vice Chairman Quarles to forward the Zoning and Sub-Division Ordinance dated April 12, 2022, as amended on April 19, 2022, by the Essex County Planning Commission, to the Board of Supervisors for approval. Commissioner Stevens seconded the motion. AYES: 4 NAYES: 0 ABSENT: 3

A motion was made by Vice Chairman Quarles that the Essex County Planning Commission hereby recommends approval of the amendments to the Essex County Zoning Map represented in Attachment A dated April 12, 2022. Commissioner Stevens seconded the motion. The Chairman asked if there was any discussion and Commissioner Evans stated that Attachment A was given to the Planning Commission however it does not appear in the zoning book. The document was passed to all the members present for reference. AYES: 4 NAYES: 0 ABSENT: 3

Mr. Hodges added that on page 14 of the Essex County Ordinance, language at the bottom of the page delineates how the Zoning map needs to be updated and displayed for public view. He needs to ensure that all the data is the same between the Commissioner of the Revenue, GIS, and the Zoning department. All 10,000 plus parcels in Essex County will be validated in the short term by Mr. Hodges. Commissioner Evans asked if at some point will the Board of Supervisors announce an Official Zoning Map. Mr. Hodges said that it is his intent to have the Official Zoning Map in front of the Board of Supervisors at their June regular meeting.

Chairman Jones stated that the Board of Supervisors wants the Official Zoning Map as well as the updated Zoning Ordinance by their June regular meeting so they can approve both at the same time.

### **NEXT MEETING**

The next regular meeting of the Planning Commission will be held on Tuesday, June 7, 2022, at 7:00 p.m. in person in Room 202 at 202 South Church Lane in Tappahannock.

### **ADJOURN**

Having no further discussion, Chairman Jones entertained a motion to adjourn. Commissioner Stevens made a motion to adjourn the meeting of May 3, 2022, and Vice Chairman Quarles seconded the motion. AYES: 4, NAYES: 0, ABSENT: 3

---

Chairman