TAPPAHANNOCK PLANNING COMMISSION
OCTOBER 1, 2025
8:45 P.M.

PRESENT

Chair:	Dianna Carneal
Vice Chair:	Maria Pitts
Commission Members:	Myra Dickinson
	David Hammond
	Timothy Bradshaw
Assistant Town Manager Zoning Administrator:	James Knighton
Secretary:	Patsy K. Scates

VISITORS
Bill Woodhouse

- **CALLED TO ORDER**

Chair Carneal called the meeting to order.

- **MINUTES APPROVED**

On motion of Maria Pitts, seconded by Timothy Bradshaw, the Commission voted unanimously to approve the September 3, 2025, Planning Commission Meeting Minutes.

Votes were cast as follows:

Myra Dickinson:	Aye	David Hammond:	Aye
Maria Pitts:	Aye	Timothy Bradshaw:	Aye
Dianna Carneal:	Aye		

- **OLD BUSINESS**

- **DRAFT - TAPPAHANNOCK ZONING ORDINANCE**

Assistant Town Manager Knighton stated in the Planning Commission members' packet the comments on the draft Tappahannock Zoning Ordinance were addressed. He advised the commission members of his goals for moving forward with the draft document.

Chair Carneal stated she thought it was recommended that if the commission members had any structures of significance (SOS) to be added to the Historic Overlay Zone document that it be done before the document was submitted to the town council for review.

Assistant Town Manager Knighton stated what was included in the document was the structures that were on the original thirteen structures in the 1972 original application to National Historic District (NHD) to become part of the Town of Tappahannock's Historic Overlay Zone.

Chair Carneal asked if additional Structures of Significance (SOS) could be amended and added after the document was given to the council members.

Assistant Town Manager Knighton stated the document has guidelines in order for Structures of Significance (SOS) to be adopted. He feels the guideline process should be followed for structures to become part of the map.

Commissioner Bradshaw stated he was ready to move forward by sending the documents to the council members.

Chair Carneal would like to send all the documents forward to the council members except the Historical Overlay District so the commission member could spend some time researching to see if additional SOS can be added before it is presented to the council members for review.

Assistant Town Manager Knighton suggested following the ordinance because it would be an arbitrary decision to add SOS when they are not currently listed.

Chair Carneal asked if she could arrange a meeting with Assistant Town Manager Knighton to see if there were some properties that would fall under the criteria.

- **MOTION MADE TO RECOMMEND TO THE TOWN COUNCIL THE FOLLOWING PROPOSED ZONING ORDIANCE SECTIONS EXCEPT HISTORICAL OVERLAY DISTRICT**

On motion of Myra Dickinson, seconded by Maria Pitts, the commission members voted unanimously to recommend the following proposed Tappahannock Zoning Ordinance CC-1District, Article XIII. Density and Dimensional Regulations, Industrial District, LGA AD HOC Committee Model Sign Ordinance, Part 1. Parking of the Tappahannock Town Council expect Article XX Historic Overlay Zone. (See attached)

Votes were cast as follows:

Myra Dickinson:	Aye	David Hammond:	Aye
Maria Pitts:	Aye	Timothy Bradshaw:	Aye
Dianna Carneal:	Aye		

- **NEW BUSINESS**

Chair Carneal stated the commission should consider the application from Bareford GMC requesting to rezone lots known as tax parcel 32B (20) Parcels 75, 76, 76 A and 76B. The lots are approximately 0.73 acres and are located at the 500 block of Dangerfield St. in the Town of Tappahannock. The applicant is requesting to rezone the property from R-3 Town Residential to CG-2General Commercial.

Commission Member Bradshaw stated he feels the item should be tabled so there can be further discussion.

Assistant Town Manager Knighton asked if there was any more documentation the applicant or staff could provide before a discussion is made.

Commission Member Bradshaw asked if there could be another public hearing.

Assistant Town Manager Knighton stated the Town Council will hold the next public hearing meeting. He stated the Planning Commission is a recommendation body so once a decision is made then he would provide their decision to the council members.

Chair Carneal asked if it was allowed for anyone from the public to speak on this matter at the November 5, 2025, Planning Commission meeting.

Assistant Town Manager Knighton the public hearing portion of the meeting is closed and for more public comments to be heard the commission members would have to advertise for another public hearing.

- **MOTION TO TABLE REZONING APPLICATION FROM BAREFORD GMC**

On motion of Timothy Bradshaw, seconded by Maria Pitts, the commission members voted unanimously to recommend to the Tappahannock Town Council to **table** the application from Bareford GMC requesting to rezone lots known as tax parcel 32B (20) Parcels 75, 76, 76 A and 76B. The lots are approximately 0.73 acres and are located at the 500 block of Dangerfield St. in the Town of Tappahannock. The applicant is requesting to rezone the property from R-3 Town Residential to CG-2General Commercial.

Votes were cast as follows:

Myra Dickinson:	Aye	David Hammond:	Aye
Maria Pitts:	Aye	Timothy Bradshaw:	Aye
Dianna Carneal:	Aye		

Assistant Town Manager Knighton asked if the staff or the applicant can provide any additional information to help with their decision.

Commission Member Dickinson stated after the comments were made, she needs to process what was discussed so she cannot answer if she needs any more information.

Commission Member Pitts stated she would like the applicant to provide something that shows what the property will look like as a car storage lot and discuss the condition of the property as it stands now so the residents can be protected, and the commission can uphold the comprehensive plan.

Carter Ball stated Bareford GMC purchased the property in the condition that they are now.

Chair Carneal stated she would be interested in seeing a site plan for the property.

Assistant Town Manager Knighton stated he does not feel it's necessary to have the applicant submit a site plan and incur the expense before a rezoning decision is approved. He stated that is why the general development plan is in place. He stated if the commission members would like to see potential entrances, what the potential paving would look like, or what the buffer would like it could be discussed.

- **COMMENTS**
  - *Public Comments*

Chair Carneal asked for any public comments.

Bill Woodhouse stated he feels Bareford GMC could use another part of their commercial lot for a car storage lot rather than request to have those proposed parcels rezoned.

- *Commission Comments*

Chair Carneal asked for any commission comments.

There were none.

- *Staff Comments*

Chair Carneal asked for any staff comments.

There were none.

- **IMPORTANT DATES**

The next regular meeting of the Planning Commission is scheduled to be held on November 5, 2025, at 7:00 p.m.

- **ADJOURNED**

On motion of Maria Pitts, seconded by Myra Dickinson, the meeting was adjourned at 9:05 p.m.

Votes were cast as follows:

Myra Dickinson:	Aye	David Hammond:	Aye
Maria Pitts:	Aye	Timothy Bradshaw:	Aye
Dianna Carneal:	Aye		

Dianna Carneal

Dianna Carneal, Chair

Patsy K. Scates

Patsy K. Scates, Secretary