TAPPAHANNOCK PLANNING COMMISSION
JUNE 4, 2025
7:00 P.M.

PRESENT

Chair:	Dianna Carneal
Vice Chair:	Maria Pitts (*arrived late*)
Members:	David Hammond
	Timothy Bradshaw
Assistant Town Manager:	James Knighton
Zoning Administrator	
Secretary:	Patsy K. Scates

Visitors

Cupper Dickerson	Straton Beamer

- **CALLED TO ORDER**

Chair Carneal called the meeting to order.

- **MINUTES APPROVED**

On motion of David Hammond, seconded by Timothy Bradshaw, the Commission voted unanimously to approve the April 2, 2025, Planning Commission Meeting Minutes as presented.

Votes were cast as follows:

Dianna Carneal:	Aye	Timothy Bradshaw:	Aye
David Hammond:	Aye		

On motion of Timothy Bradshaw, seconded by David Hammond, the Commission voted unanimously to approve the May 12, 2025, Planning Commission Meeting Minutes as presented.

Votes were cast as follows:

Dianna Carneal:	Aye	Timothy Bradshaw:	Aye
David Hammond:	Aye		

- **NEW BUSINESS:**

  - *Zoning Ordinance Progress Report*

Assistant Town Manager Knighton reminded the commission members that on April 2, 2025, the Planning Commission held a Public Input meeting on the proposed Downtown Tappahannock Zoning changes and there was some discussion. He stated he wanted to update the commission members on what he and Summit had been working on in refence to the CC-1 Zoning proposed updates since that meeting.

Assistant Town Manager Knighton reported the commission members have before them a document with some of the proposed updates and he encouraged them to review the document and be prepared to discuss it at the Public Input meeting scheduled for the July 2, 2025. He advised Summit will be present.

- **HISTORIC OVERLAY ZONE**

Assistant Town Manager Knighton reported he will not review the whole document tonight, but he will highlight some of the proposed changes. He stated in the Historic Overlay Zone Update Chapter it is proposed to not increase the Historic Overlay Zone, but the regulations would apply to the structures of significance. He stated it is a structure of significance is already on the national historic registry or a structure that the community deems to be of historic value. He stated a structure can be added but it has to be approved by Town Council. He stated the biggest change would be regulating only structures of significance.

Structure of Significance – A building located in Tappahannock's Historic Overlay District that is determined to be of intrinsic historic or architectural value and contributes to the character of the Town's historic center.

Assistant Town Manager Knighton listed some of the structures of significance that are listed on the National Historic Registry that were in the Historic Overlay Zone.

There was a question if a contractor would be required to comply with Historic Overlay Building requirements if they decided to rebuild the lots that were destroyed in the Prince Street fire.

Assistant Town Manager Knighton stated the contractor would not have to comply with the historic overlay building requirements because there are no architectural guidelines requirements, there are just subjective criteria and to create a document (architectural guidelines) of that size would take a lot of time to develop, more money and it was felt that it would hinder the development of downtown.

Chair Carneal asked if the Deshield-Fisher Home on Newbill Drive was on the National Historic Registry.

Assistant Town Manager Knighton stated it is in the Historical Overlay Zone, but it is not a listed structure on the National Historic Registry. He reported that the Deshield-Fisher home on Newbill Drive was to be demolished, and it would require a Public Hearing (per the State Code) and offered for sale to see if anyone else would like to purchase it.

- **PARKING UPDATES**

Assistant Town Manager Knighton stated they are proposing to remove all parking requirements. If a business owner wants to provide the minimum parking requirements, then they would meet the set requirements. He stated he will reach out to some of the localities that have already adopted this requirement for feedback. He reminded everyone that zoning can be changed if it is not working.

Assistant Town Manager Knighton stated the number of handicapped spaces would be regulated by the building code.

- **SIGN UPDATES**

Assistant Town Manager Knighton stated when he reviews the sign ordinance, he feels it is confusing. He stated the LGA (Local Government Association or Administration) has made a model sign ordinance. He stated the sign ordinance is easy to understand and interrupted. He stated there is no proposal to change any size requirements at this time.

- **ACCESSORY STRUCTURES**

Assistant Town Manager Knighton reported currently an accessory structure is required to be located in the rear yard unless you are approved for a variance if you reside on waterfront property. He stated if a resident lived on waterfront they would not want to place a accessory structure in the rear yard because that could block their water view. He stated he is proposing to add the following language to Section 22-159. Accessory Building Requirements a. The following provision shall regulate the location of accessory buildings with respect to required yards, **except for residential lots adjacent to local waterbodies, including Hoskins Creek and the Rappahannock River, which are considered exempted from this section.**

- **INDUSTRIAL ZONING DISTRICT UPDATES**

Assistant Town Manager Knighton reported they reviewed the Industrial Zoning and added **Article IX. – SUPPLEMENTARY USE REGULATIONS** Flex Buildings Uses. Buildings that are identified as Flex Buildings on an approved Site Plan may contain any use permitted in the underlying I-1 Zoning District as listed in the list of Permitted Uses without the need for further Site Plan approval, subject to the following: (See proposed document).

- **DUPLEX LANGUAGE UPDATE**

Assistant Town Manager Knighton reported currently duplex are allowed in R-2, R-3 and R-4 zoning districts. However, in the language it states the duplex lot must be doubled the size of a traditional single family required lot minimum. He researched and some localities allow for a duplex lot which is the property line could go through the middle of the structure and provide an opportunity for homeownership. He read the definition of R-2 low density and the lot size requirements.

There was some discussion.

- **GENBERAL ASSEMBLY UPDATES**



2025 Legislative Updates - Tappahan

Assistant Town Manager Knighton reviewed some of the legislative updates and highlighted the items that would impact the Planning Commission and the Board of Zoning Appeals members to become July 1, 2025. He advised he had the whole document available if the planning commission members wanted a copy.

Assistant Town Manager Knighton advised that currently the planning commission members attend a Joint Public Hearing with the Town Council on the night the Town Council meets. He advised that moving forward the Planning Commission will hold the Public Hearing on their scheduled meeting night and Town Council will hold a public hearing on their scheduled night.

- **COMMENT TIME**
  - *Public Comments*

Chair Carneal asked if there were any public comments.

There were none.

- *Staff Comments*

Assistant Town Manager Knighton reminded the Commission members of the Joint Public Hearing on June 9, 2025, at 6:30 p.m. regarding the rezoning requests. He advised that two rezoning requests were advertised but only one will be heard. He stated the rezoning request from J.L. Howeth PC requesting to rezone lots located at the 1200 block of Desha Road will be scheduled to be held at the July 2, 2025, Planning Commission Meeting.

Commission Member Bradshaw asked Mr. Knighton to provide some clarification as to what is different about the rezoning request from Land and Home, LLC this time compared to last time.

(See below insert from the January 8, 2025, Planning Commission Meeting Minutes)

- ***MOTION TO RECOMMEND APPROVAL***

On motion of David Hammond, seconded by Timothy Bradshaw, the Commission voted to recommend approval of the rezoning request for a lot known as tax parcel 32B 1 74 from CG-2 General Commercial to R-4 Multi-Family Residential with the proffers submitted by the applicant to the Town Council. The lot is approximately 13 acres and is located at the corner of Warner St. and Pegram Ln. in the Town of Tappahannock.

Votes were cast as follows:

Maria Pitts:	*Nay*	*David Hammond:*	*Aye*
Dianna Carneal:	*Nay*	*Timothy Bradshaw:*	*Aye*

- ***The motion failed to pass.***

Assistant Town Manager Knighton stated we are in a unique situation because of the resignation of a commission member and he does not have an applicant waiting to join. He stated he would make the council members aware that the motion was made for approval with the proffers submitted by the applicant to the Town Council, but it was a two-to-two vote. (two in favor and two not in favor).

(Insert from the February 10, 2025, Council Meeting Minutes)

On motion of Troy Balderson, seconded by Fleet Dillard, Council voted to approve the rezoning request **as proffers** for a lot known as tax parcel 32B 1 74. The lot is approximately 13 acres and is located at the corner of Warner St. and Pegram Ln. in the Town of Tappahannock. The applicant is requesting to rezone the property from CG-2 General Commercial to R-4 Multi-Family Residential.

Votes were cast as follows:

Kay Carlton:	Nay	Kenneth Gillis:	Abstain
Carolyn Barrett:	Nay	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Nay

- Mayor Gladding stated the motion failed to pass.

Assistant Town Manager Knighton stated the previous rezone request was to rezone property from CG-2 General Commercial to R-4 Multi-Family Residential. This request is to rezone to R-2 Single Family Residential. He discussed the lot size.

Assistant Town Manager Knighton reminded the commission members he can provide general information on this request but cannot be discussed at this time in depth because the request is required to be discussed in the Joint Public Hearing on Monday, June 9, 2025.

- *Commission Comments*

Commission Member Pitts asked if the commission members wanted to divide the proposed CC-1 zoning updates and each member work on a section.

Chair Carneal stated she would like the members to work on the whole document and not divide it up into sections and then have a work session at the July 2, 2025, Planning Commission members.

After some discussion it was decided, that at the July 2, 2025, meeting a public hearing will be scheduled at 7:00 p.m. to discuss the rezone request from J.L. Howeth PC located at the 1200 Block of Desha Road and the regular monthly meeting to follow and at the August 6, 2025 meeting a work session/public input meeting will be scheduled for 6:00 p.m. with Summit Design to discuss the proposed CC-1 Zoning updates and the regular meeting to begin at 7:00 p.m.

- **ADJOURNED**

On motion of Maria Pitts, seconded by David Hammond, the commission members adjourned at 7:55 p.m.

Votes were cast as follows:

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

Dianna Carneal

Dianna Carneal, Chair

Patsy K. Scates

Patsy K. Scates, Secretary