PLANNING COMMISSION MEETING
JANUARY 7, 2026
7:50 P.M.

PRESENT

Chair:	Dianna Carneal
Vice Chair:	Maria Pitts
Planning Commission Member:	Myra Dickinson
Assistant Town Manager	
Zoning Administrator:	James Knighton
Secretary:	Patsy K. Scates

ABSENT

Planning Commission Members:	David Hammond
	Timothy Bradshaw

- **CALLED TO ORDER**

Chair Carneal called the meeting to order.

- **MINUTES APPROVED**

On motion of Myra Dickinson, seconded by Maria Pitts, the Commission voted unanimously to approve the minutes from the November 5, 2025, Planning Commission Meeting.

Votes were cast as follows:

Myra Dickinson:	Aye	Dianna Carneal:	Aye
Maria Pitts:	Aye		

- **2025 ANNUAL PLANNING COMMISSION REPORT**

Assistant Town Manager Knighton stated State Code requires an annual report to be provided to the Town Council showing all the proceedings throughout the year that came before the planning commission. He stated he provided the 2024 Annual Planning Commission Report in the commission member's packet.

Assistant Town Manager Knighton reviewed the goals in the 2024 Annual Planning Commission report. He asked the commission members to think of some goals for the year 2026.

Chair Carneal suggested the commission members take sections of the comprehensive plan to review so when it is time to update in five years it will not be so overwhelming.

There was some discussion.

- **EVANS REZONING REQUEST (TABLED)**

On motion of Maria Pitts, seconded by Myra Dickinson, the commission voted unanimously to table the recommendation to the Tappahannock Town Council the application from Cheryl and Warren Evans to rezone lots known as tax parcel 32B (20) 82 from CG-2 General Commercial to R-3 Town Residential.

The lot is approximately 0.43 acres and are located at the 500 block of Dangerfield St. in the Town of Tappahannock. *This request was tabled because the planning commission members want to confirm there is no further documentation that the property was zoned commercial.*

Votes were cast as follows:

Myra Dickinson:	Aye	Dianna Carneal:	Aye
Maria Pitts:	Aye		

- **VARIOUS AMENDMENTS TO THE TAPPAHANNOCK ZONING ORDINANCE RECOMMENDED APPROVAL TO TOWN COUNCIL**

On motion of Myra Dickinson, seconded by Maria Pitts, the commission voted unanimously to recommend to the Tappahannock Town Council to approve various amendments to the Tappahannock Zoning Ordinance to include Article III- Administrative Mechanisms, Article V- Appeals, Variance, Interpretations, Article XIII- Density and Dimensional Regulations, Article X- Permissible Uses, Article XI- Supplementary Use Regulations, Article XVI- Signs, Article XVII- Parking, Article XVIII Screening and Shading and Article XX- Historic Overlay Zone.

Votes were cast as follows:

Myra Dickinson:	Aye	Dianna Carneal:	Aye
Maria Pitts:	Aye		

- **ADJOURNED**

Chair Carneal asked for any comments or questions.

Chair Carneal stated the next meeting is scheduled for February 4, 2025.

There being no further business, the meeting was adjourned at 7:45 p.m.

Dianna Carneal

Dianna Carneal, Chair

Patsy K. Scates

Patsy K. Scates, Secretary