

**VIRGINIA:** The Poquoson Planning Commission met in a regular meeting on Monday, June 16, 2014 at 7:00 p.m. in the Council Chambers located at 500 City Hall Avenue.

**PRESENT:** Commissioner Bonnie W. Shriver, Chairwoman  
 Commissioner William J. Travis, Vice Chairman  
 Commissioner Gregory N. Grady, Member  
 Commissioner Richard D. Clifton, Member

Deborah L. Vest, Director of Community Development  
 Kevin M. Wyne, Planner  
 Victoria H. Diggs, Clerk

**ABSENT:** Commissioner Shawn M. Avery, Member  
 Commissioner James K. Titlow, Member  
 Commissioner Gustavus A. Goddin, Member

### REGULAR SESSION

The regular session of the Planning Commission was called to order by Chairwoman Shriver.

### INVOCATION AND PLEDGE OF ALLEGIANCE

Chairwoman Shriver led the audience in the invocation and the Pledge of Allegiance.

### APPROVAL OF THE MINUTES

Vice Chairman Travis moved, seconded by Commissioner Gardy, that the minutes of the May 19, 2014 regular session be approved as submitted. Recorded vote on the motion:

YES: Commissioners Travis, Gardy, Clifton and Chairwoman Shriver.

NO: None.

### AUDIENCE FOR VISITORS

No one in the audience spoke.

**PUBLIC HEARINGS**

1. **ORDINANCE AMENDMENTS TO THE FOLLOWING ARTICLES IN THE CITY'S ZONING ORDINANCE PERTAINING TO THE REQUIRED SETBACK REQUIREMENTS IN EACH OF THE FOLLOWING SPECIFIED ZONING DISTRICTS:**
  - ***ARTICLE XI. VILLAGE COMMERCIAL;***
  - ***ARTICLE XI.I GENERAL COMMERCIAL DISTRICT; AND***
  - ***ARTICLE XI.II RESEARCH & DEVELOPMENT/OFFICE.***

The proposed amendments to the Zoning Ordinance were advertised for a public hearing in the Daily Press on May 29, 2014 and June 5, 2014 in addition to the City website.

Prior to staff's presentation, it was clarified that one presentation would be provided and one public hearing held on all three proposed amendments; however, each amendment would be voted on separately. Mr. Wyne, Planner, presented the following information on the proposed amendments:

- That City Council asked staff to research a potential reduction of the setbacks along Victory Boulevard in the Big Woods area for the following Zoning Districts: Research and Development, General Commercial and Village Commercial.
- That there is currently a perpetual green space approximately 10 ft. – 15 ft. in width, on each side of Victory Boulevard.
- That staff proposes the following reductions in the setback for Research & Development and General Commercial Districts:
  - Building setbacks decreased from 60 ft. to 45 ft.
  - Parking area setbacks decreased from 40 ft. to 25 ft.
  - Green space setbacks decreased from 40 ft. to 25 ft.
- That the Village Commercial District green area buffer be reduced from 40 ft. to 25 ft.
- That at the May 19, 2014 Planning Commission meeting a letter was presented by a prospective Big Woods developer who requested additional setback flexibility due to tidal wetlands and other environmental constraints.
- That the proposed amendments would allow, through the public hearing process, the Planning Commission and City Council to consider further setback reductions in the aforementioned Big Woods districts on a case by case basis provided the developer could prove the subject property(s) is constrained by environmental features.

Chairwoman Shriver opened the public hearing; however, there being no speakers the public hearing was closed.

Vice Chairman Travis moved, seconded by Commissioner Clifton, to recommend approval to City Council of the proposed amendment to Article XI of the Zoning Ordinance. Recorded vote on the motion:

YES: Commissioners Clifton, Gardy, Travis and Chairwoman Shriver.

NO: None.

Commissioner Clifton moved, seconded by Vice Chairman Travis, to recommend approval to City Council of the proposed amendment to Article XI.I of the Zoning Ordinance. Recorded vote on the motion:

YES: Commissioners Travis, Gardy, Clifton and Chairwoman Shriver.

NO: None.

Commissioner Clifton moved, seconded by Vice Chairman Travis, to recommend approval to City Council of the proposed amendment to Article XI.II of the Zoning Ordinance. Recorded vote on the motion:

YES: Commissioners Clifton, Gardy, Travis and Chairwoman Shriver.

NO: None.

## **2. AN ORDINANCE ADOPTING THE OFFICIAL ZONING MAP OF THE CITY OF POQUOSON.**

The proposed amendment to the Zoning Map of the City of Poquoson was advertised for a public hearing in the Daily Press on May 29, 2014 and June 5, 2014 in addition to the City website.

The Planner, Kevin Wyne, stated that some inconsistencies had been discovered in the City's Zoning Map prompting research to confirm the accurate zoning designation of Poquoson properties. Mr. Wyne shared the following:

- The City had not adopted a new Zoning Map since November 25, 2002.
- A 2008 Zoning Map was developed and used as a display, but was never officially adopted.
- Staff's research revealed 18 zoning inaccuracies in the 2008 map.
- 5 of these mapping errors were rezoning requests that had been approved by Council since 2002, but never noted on the map and the remaining 13 were zoning map errors.
- The proposed map modifications do not reflect zoning changes, but rather corrections to the City's official Zoning Map.

Chairwoman Shriver opened the public hearing; however, there being no speakers the public hearing was closed.

After a brief discussion, Commissioner Clifton moved, seconded by Commissioner Gardy, to recommend approval to City Council of the City's proposed official Zoning Map. Recorded vote on the motion:

YES: Commissioners Travis, Gardy, Clifton and Chairwoman Shriver

NO: None.

**NEW BUSINESS**

**1. Review of Zoning Ordinance Variance Requests**

The Commission made no comment.

**COMMUNICATIONS AND CORRESPONDENCE**

The Director of Community Development and the Planner advised the Commission that the revised definition for corner lot would be considered by City Council for a second reading at its June 23, 2014 meeting. Also, they pointed out that an ordinance amending the Zoning Ordinance by revising the Planned Unit Development – Mixed Use Overlay District pertaining to perimeter buffers and open space would be considered at this same Council meeting.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at approximately 7:29 p.m.

  
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Bonnie W. Shriver, Chairwoman

  
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Victoria H. Diggs, Clerk