



# CHARLES CITY COUNTY

## PLANNING COMMISSION

### MEETING

February 27, 2020

Government Administration Building  
Training Room

7:00 P.M.

#### I. CALL TO ORDER

#### II. DETERMINATION OF A QUORUM

#### III. MINUTES

- January 9, 2020

#### IV. UNFINISHED BUSINESS

- Bylaw amendments
- Comprehensive Plan Community Meeting Feedback

#### V. NEW BUSINESS

- Public Hearing Meeting dates
- Application Flow Chart

#### VI. PLANNING DIRECTOR

- DEQ Comprehensive Plan Feedback

#### VII. PUBLIC COMMENT

#### VIII. ADJORNMENT

1 **VIRGINIA:**

2  
3 The meeting of the Planning Commission was held at the Charles City  
4 County Government Administration Building thereof on January 09, 2020, at  
5 7 p.m. in the 245<sup>th</sup> year of the Commonwealth and 386<sup>th</sup> year of the County.

6  
7 **PRESENT:** Edward L. Baber, Jr., Chairman  
8 Andrew Adams  
9 C. Linny Miles  
10 Gilbert A. Smith  
11 Yvonne Smith-Jones

12  
13 **OTHERS:** Dr. Rhonda Russell, Asst. Co. Administrator/Director of  
14 Community Development  
15 Gary Mitchell, Planner/Asst. Zoning Administrator  
16 Denise Williams, Community Development Specialist

17  
18 **ABSENT:** William B. Bailey  
19 Kevin R. Pittman  
20

21  
22  
23 **Re: CALL TO ORDER:**

24  
25 Chairman Edward L. Baber, Jr. called the meeting to order at 7:00 P.M.

26  
27 **RE: ELECTION OF OFFICERS**

28  
29 **Chairman:**

30 The floor was opened for nominations for Chairman. Commissioner Adams  
31 motioned to nominate Edward Baber as Chairman. Commissioner Miles  
32 seconded the motion. Edward Baber excepted the nomination and was carried  
33 by a 4:0 vote. Chairman Baber was nominated as the Chairman of the  
34 Planning Commission for 2020.

35  
36 **Vice Chairman:**

37 The floor was opened for nominations for Vice Chairman. Commissioner  
38 Miles motioned to nominate Andrew Adams for Vice Chairman. Andrew  
39 Adams excepted the nomination and was carried by a 4:0 vote. Vice-  
40 Chairman Adams was nominated as the Vice-Chairman of the Planning  
41 Commission for 2020.

1  
2 **Secretary:**

3 The floor was opened for nominations for Secretary. Commissioner Miles  
4 motioned to nominate Denise Williams as Secretary. Denise Williams  
5 excepted the nomination and was carried by a 4:0 vote. Denise Williams was  
6 nominated as the Secretary of the Planning Commission for 2020.

7  
8 **RE: BYLAWS**

9  
10 The Commissioners discussed and amended their bylaws to reflect  
11 changes in Section 5-5. The amended changes will be presented at next  
12 Planning Commission for adoption.

13  
14 **RE: MEETING SCHEDULE**

15  
16 Staff presented the proposed Planning Commission meeting schedule  
17 for 2020. The Commissioners decided to make the second Thursday of each  
18 month its regular meeting date to include Public Hearings as necessary. The  
19 Commission further agreed to hold the fourth Thursday of each month for  
20 their work session. The meeting time will continue at 7 p.m. Staff will amend  
21 and present the changes at the next Planning Commission meeting.

22  
23 **RE: MINUTES**

24  
25 The minutes for November 14, 2019 and December 12, 2019 were  
26 presented for approval. Commissioner Adams made a motion to approve, as  
27 corrected, the November 14, 2019 and December 12, 2019 minutes. Mr.  
28 Smith seconded the motion, carried by a 5:0 vote.

29  
30  
31 **RE: COMPREHENSIVE PLAN UPDATE**

32  
33 Dr. Russell presented the Commissioners with a revised schedule for  
34 the upcoming community meetings discussion of the Comprehensive Plan.  
35 Staff is recommending a completion date of May of 2021.

36  
37 **RE: DEQ – CBPA REVIEW UPDATE**

38  
39 Dr. Russell presented an update and a copy of proposed Comprehensive  
40 Plan revisions submitted to the Department of Environmental Quality (DEQ).  
41 Dr. Russell went over the comments and corrective actions. She stated staff is

1 awaiting feedback from the State on whether they will except these revisions  
2 before moving forward with the scheduling of a public hearing.

3  
4 **RE: VARIANCE APPLICATION REQUEST**

5  
6 Gary Mitchell presented an application for the Board of Zoning  
7 Appeals that is scheduled to be considered by the Board of Zoning Appeals  
8 on February 5, 2019. Mr. Mitchell asked the Commissioners for comments or  
9 questions about the request. There were no comments or questions from the  
10 Commissioners.

11  
12 **RE: PLANNING DIRECTOR**

13  
14 Dr. Russell shared and invited Commissioners to the upcoming  
15 Business Networking Event to be held on Monday, January 27, 2020 at the  
16 Historic Courthouse building.

17  
18 **PUBLIC COMMENT**

19  
20 There was no public comment.

21  
22 **ADJOURNMENT:**

23  
24 The Commission meeting was adjourned at 8:34 p.m.

25  
26  
27 \_\_\_\_\_  
Edward L. Baber, Jr., Chairman

\_\_\_\_\_  
Recording Secretary

COMMONWEALTH OF VIRGINIA  
COUNTY of CHARLES CITY



**BOARD OF SUPERVISORS**

*WILLIAM G. COADA, CHAIRMAN  
GILBERT SMITH, VICE-CHAIRMAN  
LEWIS BLACK III, MEMBER*

**COUNTY ADMINISTRATOR**

*MS. MICHELLE JOHNSON*

**ASSISTANT COUNTY ADMINISTRATOR/  
COMMUNITY DEVELOPMENT DIRECTOR**

*MS. RHONDA L. RUSSELL*

**MEMORANDUM**

**To:** Charles City County Planning Commission  
**From:** Rhonda L. Russell, Community Development Director  
**Date:** February 20, 2020  
**Subj:** Planning Commission Bylaws

Please see the attached draft revisions to the Planning Commission Bylaws. The changes reflect the comments discussed by the Planning Commission at your January 9<sup>th</sup> meeting. Community Development staff will propose that the Commission consider a revision to the public hearing schedule that will expedite Board consideration of applications.

rr

revise annually a capital improvement program based on the comprehensive plan of the County for a period not to exceed the ensuing five years pursuant to Virginia Code

§ 15.2-2239, as amended;

- e) At the request of the Board of Supervisors, or may on its own initiative, prepare and recommend amendments to the zoning ordinance including a map or maps showing the zoning districts of the County;
- f) At the request of the Board of Supervisors, or may on its own initiative, prepare and recommend amendments to the subdivision ordinance;
- g) Administer the subdivision ordinance and zoning ordinance as set forth in such;
- h) Make recommendation and an annual report to the Board of Supervisors concerning the operation of the Planning Commission and the status of planning within the County; and,
- i) Perform any other duty of the Planning Commission pursuant to Virginia Code § 15.2-2221. as amended.

## ARTICLE 5 - MEETINGS

- 5-1 Regular meetings of the Commission shall be held on ~~the fourth~~ **second** Thursday of each month at 7:00 P.M. November and December Commission meetings shall be held on the second Thursday. When deemed necessary, meeting dates may be changed by majority vote of the Commission present. **The Public Hearing will be held during the second Thursday of the month when necessary.**
- 5-2 Work Sessions of the Commission shall be held, as needed, on the ~~second~~ **fourth** Thursday of each month at 7:00 P.M.
- 5-3 Special meetings may be called at the request of the Chairperson or by two members upon written request to the Secretary. Written notice of meetings shall be given to each member at least five days prior to such meetings. It shall state the time and place of the meeting and the purpose thereof.
- 5-4 All regular meetings, hearings, records, and accounts shall be open to the public. Meetings may only be closed in accordance with the requirements of the Freedom of Information Act pursuant to Virginia Code §2.2-3711.
- 5-5 A quorum shall consist of ~~not less than five Commission members~~ a majority of the membership.
- 5-6 The number of votes necessary to transact business shall be a majority of those present and voting. Voting shall be by a show of hands.
- 5-7 Public shall be allowed to address the Planning Commission during the Public Comment Period. Speakers are limited to three minutes per individual, or five minutes if representing a group or an organization.

COMMONWEALTH OF VIRGINIA  
COUNTY of CHARLES CITY



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MS. RHONDA L. RUSSELL

## MEMORANDUM

**To:** Charles City County Planning Commission  
**From:** Rhonda L. Russell, Community Development Director  
**Date:** February 20, 2020  
**Subj:** Comprehensive Plan Community Meeting Feedback

Attached for your information is a copy of a PowerPoint presentation shared with constituents at our January Comprehensive Plan Community meetings and a summary of the feedback gleaned from participants. The resounding themes presented from community participants were:

- Incentives recommended for infrastructure and development
- Economy
- Tourism and Bike paths
- Schools
- Housing

Community Development staff will review and propose revisions to the introductory chapters of the draft Comprehensive Plan to reflect insights gleaned from the community meetings. In tandem with these revisions Community Development staff will continue developing the plan elements outlined in the proposed workplan.

## WHAT IS THE TIMELINE FOR THIS PROCESS?

Given the scope of what is proposed, this process will take longer than merely updating small sections of the current plan. Staff has developed a tentative timeline, but the proposed timeline is subject to change as some chapters may take longer to review. The underlined topics are generally required under state law.

**January – March 2020** – Community meetings on vision for county; *Introduction* and *Charles City Today* (current conditions)

**May** – *Charles City in 2040* (Projections and Vision)

**June** - *Managing Growth* (General Policy Areas, Future Land Use)

**July** – *Historic Resources* and *Natural Resources*

**August 2020-** Community Meetings Vision, Manage Growth, Historic & Natural Resources

**August** – *Transportation* (required at least 90 days before adoption for VDOT review of draft)

**September** – *Public Utilities* and *Public Facilities*

**October** – *Housing*

**November** – *Economic Development*

**December-** Community Meetings, Transportation, Public Utilities, Housing & Economic Development

**December** – *Implementation Plan* (separate document to be adopted at same time specifying actions and timelines to follow)

**March 2021-** Draft Plan Presentation to Public at Community Meetings

**April** – Planning Commission Public Hearing & Recommendation

**May** – Board of Supervisors Public Hearing & Adoption

## 2040 Comprehensive Plan Citizens Questions and Comments

### St. John's Baptist Church

9 in attendance

02/04/2020

1. According to the 2014 Comprehensive Plan 80% of the Agriculture Forest Land is not developed.
  2. Could we get another traffic count or study on Route 106 to support a restaurant?
  3. Utility is our main problem – Most Developers are looking for support from the County. County needs to invest in water and sewer.
  4. What is going to make people want to come here?
  5. Schools
  6. Where would they put home health care?
  7. Help from the county or investment is needed.
  8. The library is a good step moving forward.
  9. Infrastructure is very important.
  10. Businesses must have roof tops & traffic to pay for the infrastructure.
- 

### St. John's Baptist Church

10 in attendance

02/06/2020

1. We need redevelopment of existing housing
2. What is the benefit of a townhouse?
3. What is the number of residences that work in the County?
4. Can we identify all in commuter and out commuter industry jobs?
5. Are there jobs to be filled by Charles City residence?
6. How can we increase the (purple line on the presentation)?
7. Recreation not retaining our school age children.
8. School age kids need opportunity for jobs that are available.
9. We need to build for job opportunities

10. The historic aspect should serve as a tourism opportunity
  11. Skill set
  12. Why is the school age enrolment level have such a big difference?
  13. Why are citizens moving out the county? School age kids are leaving due to lack of sports programs.
  14. Concerns with industrial growth and the type of industrial growth.
  15. Questioned the industrial growth projection.
  16. We need to look at industrial growth
  17. Without intersections excess industrial growth advantages is a disadvantage.
  18. Any attraction to transportation should be focused on Rt. 106
  19. Concentration of housing should be in the lower part of Route 106 due to the convenience to commute to food stores.
  20. Large tracts of land are suitable in the 106 area
  21. Warehousing should be looked at on 106.
  22. The economy is a challenge
  23. Need to focus on the capital trail and historic tourism
  24. Public boat landing
  25. Public river access
- 

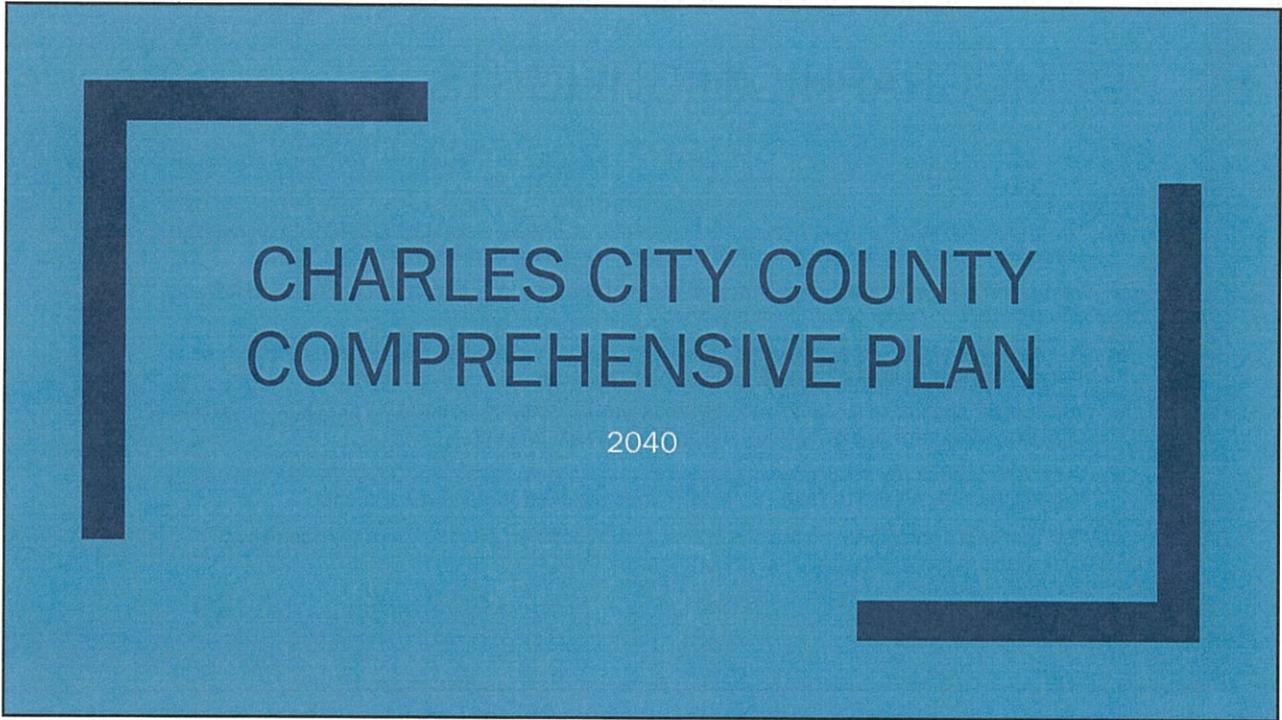
## Charles City County Government Auditorium

6 in attendance

02/11/2020

1. There are older white citizens moving into Charles City County
2. The schools are losing students 2% per year and lost 25% of our school population over the years
3. There are no place to rent
4. Once students graduate, they do not return
5. Household increase compared to surrounding counties are questionable.
6. Median household income is questionable
7. Why is the county only receiving a high school diploma?
8. People choose to move here for the rural surroundings

9. Agree: we need more housing with consideration of a rural aspect with retail in certain areas.
10. infrastructure for water and sewage is lacking
11. lack of broadband access
12. How much does the unemployment rate effect those that are no longer working or seeking employment?
13. Youth are finding it harder to get employed.
14. Population by age is affected by the schools
15. What are the public services that the county will be planning for the population age?
16. We need a 2017 race/ethnicity data to do a race comparison.
17. The most people working in the county is in the county offices.
18. Do we know how many Charles City County employees working?
19. We need to get data where the employees are coming from?
20. Occupation: Health care related services.
21. We need current year data for school enrolment
22. With the three powerplants they will not recruit any Charles City County citizens. It is difficult to get employment for minimum wage jobs and it will be impossible to get employment for a powerplant operator.
23. Tourism is a challenge. There are historic opportunities such as the bike trail.
24. We need to change the attitudes of Charles City County citizens about the bike riders.
25. We need to attract the bikers to stay in Charles City.
26. Bike attractions doesn't offer any incentive to the County.
27. We need to research areas for bikers and places to stay.
28. There is a lack of notifications from bikers. There need to be more notification from the bike organizer to send more notifications to the citizens that are affected.
29. Concern with the 2010 census data with the 2020 data almost available.



1



2

## DEMOGRAPHIC HIGHLIGHTS

- The population is currently shrinking but is expected to increase slightly by 2040 with an average projected increase of 819 people, or 11.7%, based on four projection scenarios.
- Population is most heavily concentrated in the northwestern corner of the county around Roxbury, and growth is primarily occurring in this area.
- The population is rapidly aging with a nearly 25% increase in median age since the 2000 Census. The median age as of 2017 stands just shy of 50 years old.
- The median household income in the county is growing faster than the state or region, but still falls 20% below the state and 13% below the region in absolute terms.
- Over 20% of adult residents have not received a high school diploma or G.E.D. Overall, the county lags significantly behind the state and region in terms of educational attainment.
- The county is diverse, with no racial or ethnic group comprising a majority of the population.

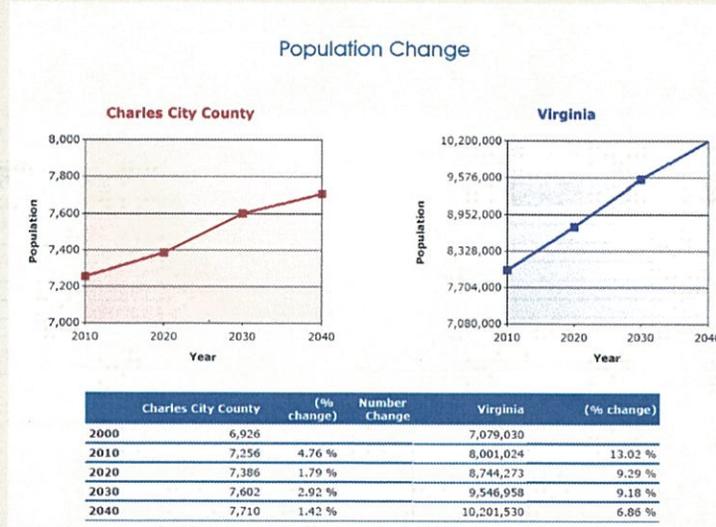
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## Population and Housing Demand

- Even as the county has experienced historic levels of growth in the post-war period, the state and region have grown even faster. Between 1940 and 2017, the state grew from 2,677,773 residents to 8,365,952, an increase of 212%, or triple the rate of growth in Charles City County. The counties and cities that comprise the Richmond Metro Area have likewise experienced a faster rate of growth. In 1940, these localities had a population of just under 420,000 residents, and many of the counties that form the metro area today were not as connected to Richmond at that time. By 2017, the estimated population had climbed to 1.27 million, a 203% increase. As the chart below shows, the county has continued to decrease its share of the state and regional population despite recent growth.

4

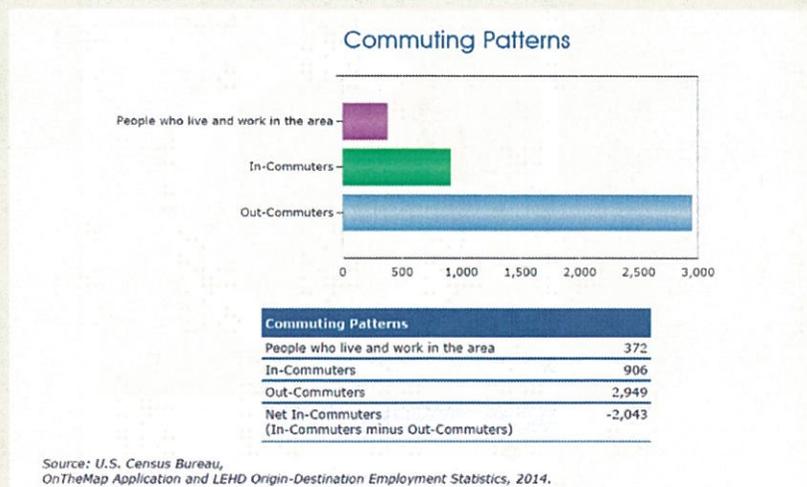
# Charles City County, Virginia



Source: U.S. Census Bureau, Weldon Cooper Center for Public Service.

5

# Charles City County, Virginia



Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, 2014.

6

# Charles City County, Virginia

Top 10 Places Residents are Commuting To

Area	Workers
Henrico County, VA	610
Richmond city, VA	468
Chesterfield County, VA	341
James City County, VA	211
Hanover County, VA	174
New Kent County, VA	159
Williamsburg city, VA	80
Fairfax County, VA	63
Hopewell city, VA	58
Prince George County, VA	57

Top 10 Places Workers are Commuting From

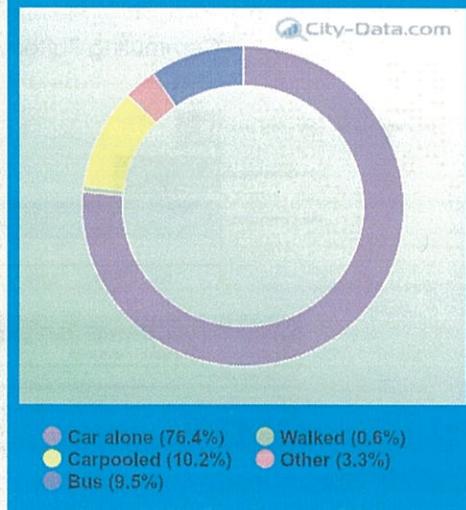
Area	Workers
Henrico County, VA	168
New Kent County, VA	139
Chesterfield County, VA	103
James City County, VA	54
Richmond city, VA	54
Hanover County, VA	34
King William County, VA	32
Prince George County, VA	31
York County, VA	23
Middlesex County, VA	20
Hopewell city, VA	20

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, 2014.

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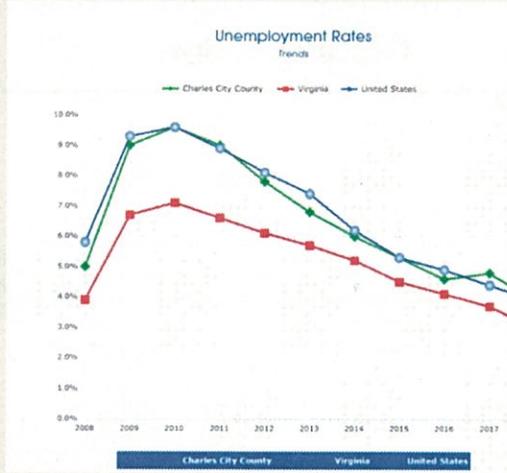
# Charles City County, Virginia

Means of transportation to work in 2017 - Charles City



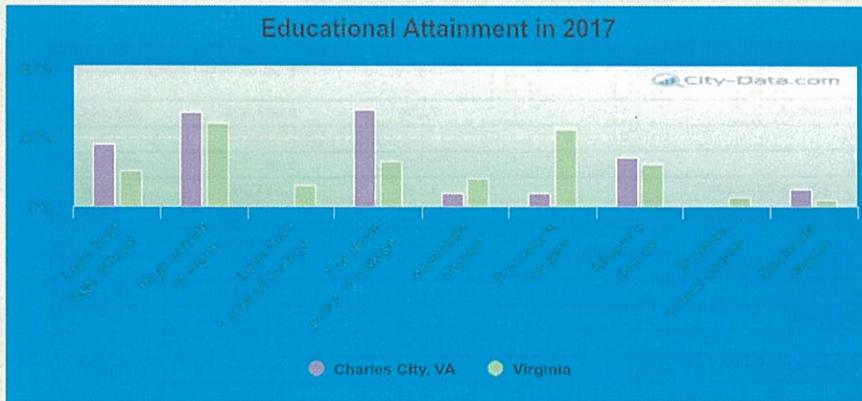
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# Charles City County, Virginia



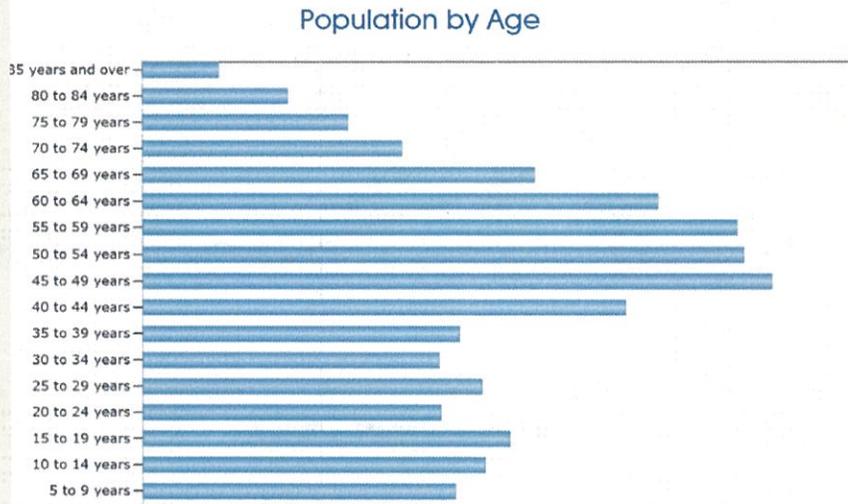
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# Charles City County, Virginia



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## Charles City County, Virginia



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## Charles City County, Virginia

Population by Race/Ethnicity

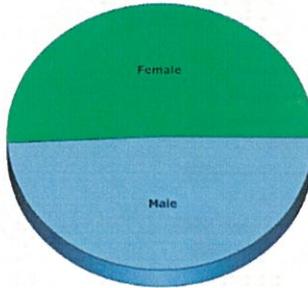
	Charles City County	Virginia	United States
<b>Total</b>			
Total Population	7,256	8,001,024	308,745,538
<b>Race</b>			
White	2,970	5,486,852	223,553,265
Black or African American	3,513	1,551,399	38,929,319
American Indian or Alaska Native	512	29,225	2,932,248
Asian	25	439,890	14,674,252
Native Hawaiian/Pacific Islander	5	5,980	540,013
Other	40	254,278	19,107,368
Multiple Races	191	233,400	9,009,073
<b>Ethnicity</b>			
Not Hispanic or Latino (of any race)	7,168	7,369,199	258,267,944
Hispanic or Latino (of any race)	88	631,825	50,477,594

Source: 2010 Census.

12

# Charles City County, Virginia

Population by Gender



	Charles City County	Virginia	United States
Male	3,567	3,925,983	151,781,326
Female	3,689	4,075,041	156,964,212
	7,256	8,001,024	308,745,538

Source: 2010 Census.

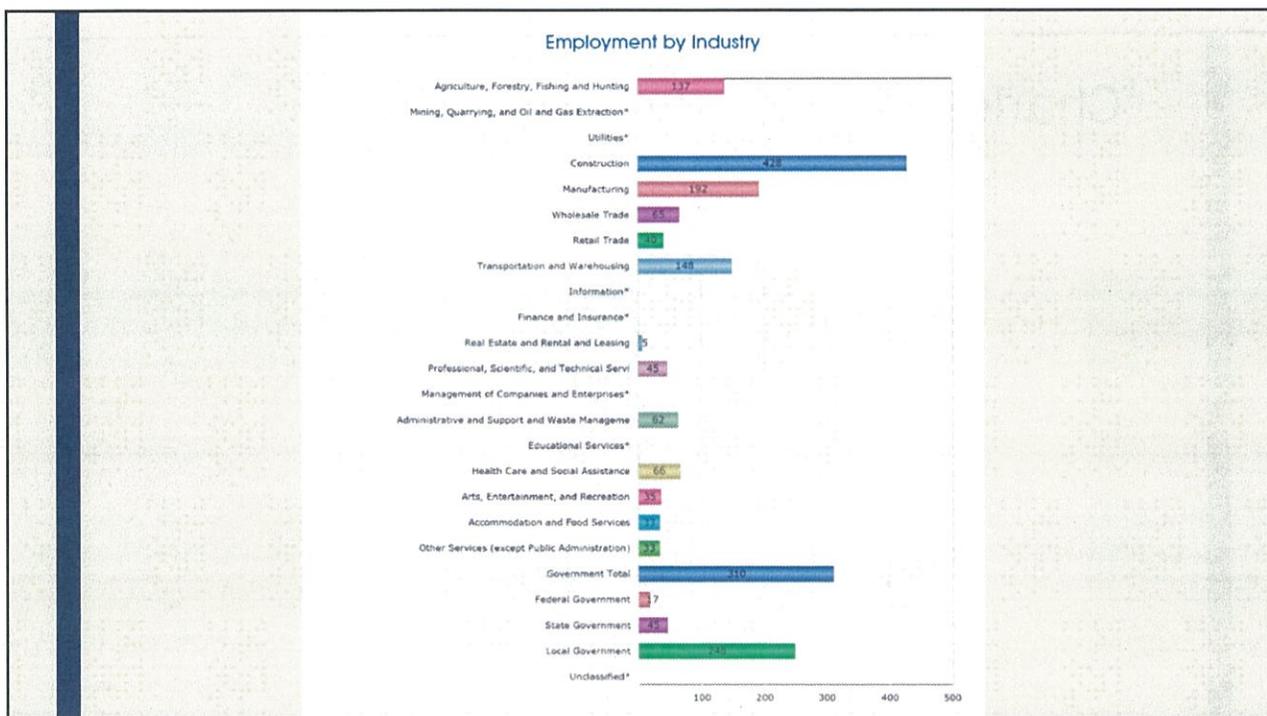
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## 50 Largest Employers

- |  |                                       |
|--|---------------------------------------|
| 1. Bruce Howard Contracting Inc                      | 26. Renwood Farms                     |
| 2. Charles City County Public Schools                | 27. Berkley Plantation                |
| 3. Atlantic Bulk Carrier Corporation                 | 28. Carolina Builders Corporation     |
| 4. County of Charles City                            | 29. Central Va Health Service Inc     |
| 5. C & C Electrical Service                          | 30. Meadowspring Turf Farm, LLC       |
| 6. Charles City Timber & Mat                         | 31. R L Swope & Associates Inc        |
| 7. Greenrock Materials LLC                           | 32. The Design Shop LLC               |
| 8. Upper Shirley Vineyards                           | 33. Edward L Muller Construct Inc     |
| 9. Lacy Auto Parts                                   | 34. Indian Fields Tavern LLC          |
| 10. River City Steel                                 | 35. Green Zone Investments LLC        |
| 11. Caffes-Steele Window and Door                    | 36. James E Hall Jii                  |
| 12. J.W. Canaday Trucking                            | 37. Postal Service                    |
| 13. Servpro  | 38. S & H Cabinets                    |
| 14. Riverside Turf                                   | 39. Bytejam Inc                       |
| 15. Varina Hauling Inc                               | 40. Kst Truck & Auto Repair           |
| 16. Branscome  | 41. Lee Industries Inc                |
| 17. Conetec Inc                                      | 42. Mid-Atlantic Concrete Pumping Llc |
| 18. Culs Courthouse Grill                            | 43. Williams Windows And Glass        |
| 19. Hyman Mechanical Corp                            | 44. Chickahominy Animal Hospital      |
| 20. Waste Management of Virginia                     | 45. Evelyn Logging Inc                |
| 21. Design Electrical Contrac Inc                    | 46. Tiny Little Children Daycare      |
| 22. Reebals Inc                                      | 47. Bardon Inc                        |
| 23. Virginia Department of Game and Inland Fisheries | 48. Books And Sheep, Inc.             |
| 24. VDOT   | 49. Evelyn Trucking LLC               |
| 25. Board Of Public Welfare                          | 50. Harrison R. Tyler                 |

Source: Virginia Employment Commission, Economic Information & Analytics, Quarterly Census of Employment and Wages (QCEW), 2nd Quarter (April, May, June) 2019.

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### Growth Occupations

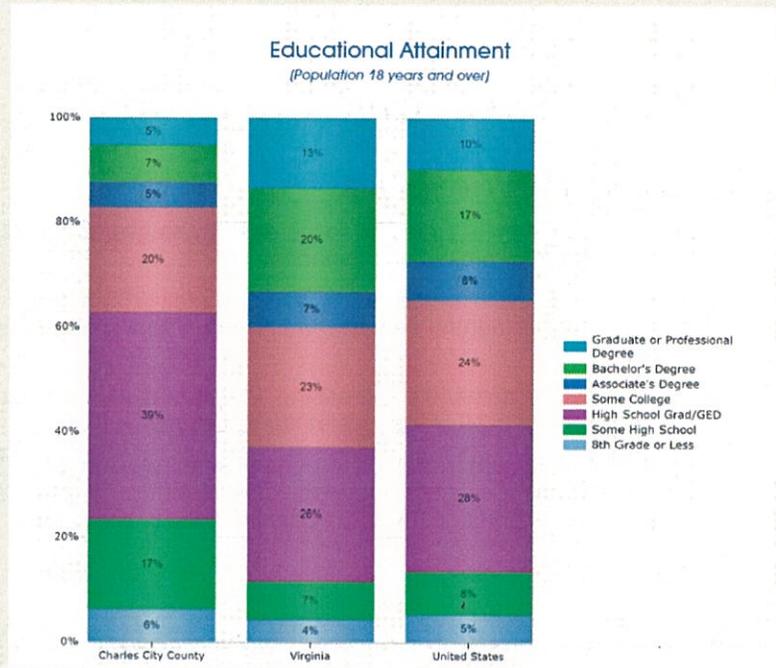
	Employment			Average Annual Openings			Average Annual Salary
	Estimated 2014	Projected 2024	% Change	Replacements	Growth	Total	
Interpreters and Translators	194	285	46.91%	3	9	12	\$54,13:
Home Health Aides	1,285	1,878	46.15%	29	59	88	\$23,57:
Physical Therapist Assistants	385	561	45.71%	11	18	29	\$60,97:
Physical Therapist Aides	102	147	44.12%	3	4	7	\$30,54:
Nurse Practitioners	731	1,041	42.41%	17	31	48	\$105,29:
Anesthesiologists	97	136	40.21%	3	4	7	\$187,12:
Physician Assistants	329	458	39.21%	7	13	20	\$96,93:
Optometrists	137	190	38.69%	5	5	10	\$110,00:
Electrical Power-Line Installers and Repairers	368	505	37.23%	15	14	29	N/A
Diagnostic Medical Sonographers	256	349	36.33%	5	9	14	\$72,80:
Phlebotomists	491	668	36.05%	10	18	28	\$37,79:
Statisticians	197	268	36.04%	4	7	11	\$71,61:
Veterinary Technologists and Technicians	***	***	***	***	***	***	N/A
Operations Research Analysts	476	643	35.08%	8	17	25	\$94,13:
Medical Assistants	1,656	2,217	33.88%	34	56	90	\$34,75:
Personal Financial Advisors	1,217	1,621	33.2%	30	40	70	\$132,48:
Occupational Therapy Assistants	***	***	***	***	***	***	N/A
Surgeons	***	***	***	***	***	***	N/A
Medical Scientists, Except Epidemiologists	401	524	30.67%	12	12	24	\$112,91:
Residential Advisors	***	***	***	***	***	***	N/A

*Note: Asterisks (\*\*\*) indicate non-disclosable data. Projections and OES wage data are for Capital Region Workforce Partnership (LWDA IX). No data available for Charles City County.*

*Source: Virginia Employment Commission, Economic Information & Analytics, Long Term Industry and Occupational Projections, 2014-2024 Occupational Employment Statistics (OES) Survey, 2018.*

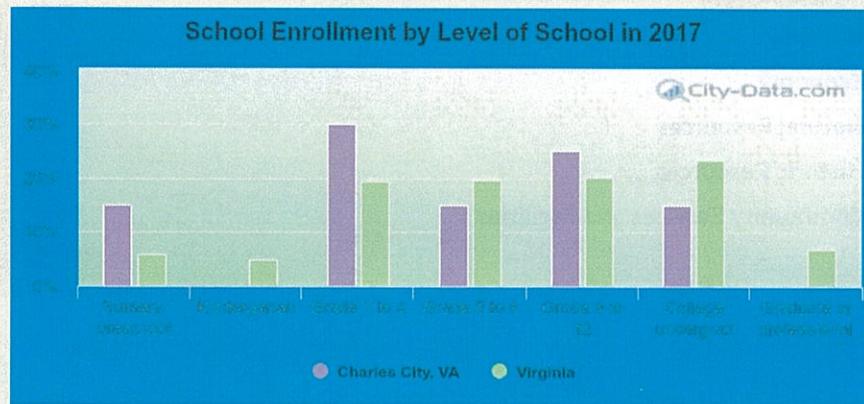
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Charles City County, Virginia



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Charles City County, Virginia



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## CHARLES CITY 2040: KEY CHALLENGES & VISION

### 2040 PROJECTION HIGHLIGHTS

- The population is projected to increase by an average of 819 people, or 11.7%, based on four projection scenarios.
- Household sizes are declining. Approximately 350 homes will be needed to meet projected residential demand. This is equal to a net increase of 17-18 homes per year.
- Commercial demand is increasing. Projections show an estimated increase of 44 retail jobs and 26 office jobs at current trends.
- Industrial growth is projected to increase employment by 41 jobs. Adequate land will need to be reserved for industrial development. Three major power plants have the potential to bring nearly 100 additional jobs to the county.

19

## KEY CHALLENGES

- **Transportation**
- **Housing**
- **Economy**
- **Natural Resources**
- **Historic Resources**
- **Community Services and Facilities**

20

## 2040 PROJECTION HIGHLIGHTS

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21

## STRATEGIC AIMS & OBJECTIVES

- Provide areas for commercial development that support and enhance existing uses that will lead to complete economic communities; i.e. both residential and commercial, and lead to greater availability of mixed cost housing.
- New development will be consistent with the scenic integrity and quality of life of existing communities and be size and location appropriate, overall be compact.
- Retain lands for farms and forests outside of Development Centers and Neighborhood Service Areas.
- Promote and preserve the heritage, cultural diversity and quality of life of the county for residents and visitors alike.
- Provide areas for industrial development.
- Encourage residential development of varying types and price ranges in Development Centers and Neighborhood Service Areas

22



## Charles City County Filing Dates for Subdivisions, Site Plans, Special Use Permits, Rezoning and Variance/Appeal Applications

Filing Date	Technical Review Complete	Planning Commission	Board of Supervisors	Board of Zoning Appeals*	Wetlands Board*
January 1, 2020	February 1, 2020	February 27, 2020	March 24, 2020	February 5, 2020	February 3, 2020
February 1, 2020	March 1, 2020	March 26, 2020	April 28, 2020	March 2, 2020	March 4, 2020
March 1, 2020	April 1, 2020	April 23, 2020	May 26, 2020	April 8, 2020	April 6, 2020
April 1, 2020	May 1, 2020	May 22, 2020	June 23, 2020	May 6, 2020	May 4, 2020
May 1, 2020	June 1, 2020	June 25, 2020	July 28, 2020	June 3, 2020	June 1, 2020
June 1, 2020	July 1, 2020	July 23, 2020	August 25, 2020	July 1, 2020	July 6, 2020
July 1, 2020	August 1, 2020	August 27, 2020	September 22, 2020	August 5, 2020	August 3, 2020
August 1, 2020	September 1, 2020	September 24, 2020	October 27, 2020	September 7, 2020	September 2, 2020
September 1, 2020	October 1, 2020	October 29, 2020	November 17, 2020**	October 7, 2020	October 5, 2020
October 1, 2020	November 1, 2020	November 19, 2020**	December 15, 2020**	November 4, 2020	November 2, 2020
November 1, 2020	December 1, 2020	December 17, 2020**	January 26, 2021	December 2, 2020	December 7, 2020
December 1, 2020	January 1, 2021	January 28, 2021	February 23, 2021	January 6, 2021	January 4, 2021
January 2021	February 1, 2021	February 25, 2021	March 23, 2021	February 3, 2021	February 1, 2021

Cases will not be scheduled for any meeting if an incomplete application has been submitted by the applicant. Any Board may alter or change dates or hearing times at their discretion. Due to inclement weather any Board may move its regularly scheduled meeting to the next business day. The Planning Commission (PC) meets at 7:00 PM on the 4<sup>th</sup> Thursday for public hearings, the Board of Supervisors (BOS) meets at 7:30 PM on the 4<sup>th</sup> Tuesday, the Board of Zoning Appeals (BZA) meets at 6:00 PM on the first Wednesday, and the Wetlands Board (WB) meets at 6:00 PM on the first Monday. \*The BZA and Wetlands Board only meets if there is a case for their consideration. Wetlands Board application subject to obtaining outside agency reviews and may be delayed to the next regular meeting date. If a meeting date or filing date falls on a Holiday or weekend, then the next business day is the filing or meeting date.



## Charles City County Filing Dates for Subdivisions, Site Plans, Special Use Permits, Rezoning and Variance/Appeal Applications

Filing Date	Technical Review Complete	Planning Commission	Board of Supervisors	Board of Zoning Appeals*	Wetlands Board*
December 1, 2019	January 1, 2020	February 13, 2020	March 24, 2020	February 5, 2020	February 3, 2020
January 1, 2020	February 1, 2020	March 12, 2020	April 28, 2020	March 2, 2020	March 4, 2020
February 1, 2020	March 1, 2020	April 9, 2020	May 26, 2020	April 8, 2020	April 6, 2020
March 1, 2020	April 1, 2020	May 14, 2020	June 23, 2020	May 6, 2020	May 4, 2020
April 1, 2020	May 1, 2020	June 11, 2020	July 28, 2020	June 3, 2020	June 1, 2020
May 1, 2020	June 1, 2020	July 9, 2020	August 25, 2020	July 1, 2020	July 6, 2020
June 1, 2020	July 1, 2020	August 13, 2020	September 22, 2020	August 5, 2020	August 3, 2020
July 1, 2020	August 1, 2020	September 10, 2020	October 27, 2020	September 7, 2020	September 2, 2020
August 1, 2020	September 1, 2020	October 8, 2020	November 17, 2020	October 7, 2020	October 5, 2020
September 1, 2020	October 1, 2020	November 12, 2020	December 15, 2020	November 4, 2020	November 2, 2020
October 1, 2020	November 1, 2020	December 10, 2020	January 26, 2021	December 2, 2020	December 7, 2020
November 1, 2020	December 1, 2020	January 14, 2021	February 23, 2021	January 6, 2021	January 4, 2021
December 1, 2020	January 2, 2021	February 11, 2021	March 23, 2021	February 3, 2021	February 1, 2021

Cases will not be scheduled for any meeting if an incomplete application has been submitted by the applicant. Filing dates are always on the first of each month. Any Board may alter or change dates or hearing times at their discretion. Due to inclement weather any Board may move its regularly scheduled meeting to the next business day. The Planning Commission (PC) meets at 7:00 PM on the 2<sup>nd</sup> Thursday for public hearings, the Board of Supervisors (BOS) meets at 7:30 PM on the 4<sup>th</sup> Tuesday, the Board of Zoning Appeals (BZA) meets at 6:00 PM on the first Wednesday, and the Wetlands Board (WB) meets at 6:00 PM on the first Monday. \*The BZA and Wetlands Board only meets if there is a case for their consideration. Wetlands Board applications subject to obtaining outside agency reviews and may be delayed to the next regular meeting date. If a meeting date or filing date falls on a Holiday or weekend, then the next business day is the filing or meeting date.

# CHARLES CITY COUNTY

## Planning Commission 2020 Meeting Schedule

DATE	DAY OF WEEK	MEETING
January 9, 2020	Thursday	Regular- *
January 23, 2020	Thursday	Work Session
February 13, 2020	Thursday	Regular- *
February 27, 2020	Thursday	Work Session
March 12, 2020	Thursday	Regular-*
March 26, 2020	Thursday	Work Session
April 9, 2020	Thursday	Regular- *
April 23, 2020	Thursday	Work Session
May 14, 2020	Thursday	Regular- *
May 28, 2020	Thursday	Work Session
June 11, 2020	Thursday	Regular-*
June 25, 2020	Thursday	Work Session
July 9, 2020	Thursday	Regular- *
July 23, 2020	Thursday	Work Session
August 13, 2020	Thursday	Regular-*
August 27, 2020	Thursday	Work Session
September 10, 2020	Thursday	Regular- *
September 24, 2020	Thursday	Work Session
October 8, 2020	Thursday	Regular- *
October 22, 2020	Thursday	Work Session
November 12, 2020	Thursday	Regular- *
December 10, 2020	Thursday	Regular- *

**NOTE:** All Commission meetings will begin at 7:00 P.M.  
All Commission meetings will be held in the GAB Auditorium and/or Training Room at 10900 Courthouse Road.

- Public Hearing\* - When necessary will be scheduled for the fourth Thursday of the month.
- ~~Recess meetings when necessary are scheduled for the fourth Thursday of the month.~~

COMMONWEALTH OF VIRGINIA  
COUNTY of CHARLES CITY



**BOARD OF SUPERVISORS**

*WILLIAM G. COADA, CHAIRMAN  
GILBERT SMITH, VICE-CHAIRMAN  
LEWIS BLACK III, MEMBER*

**COUNTY ADMINISTRATOR**

*MS. MICHELLE JOHNSON*

**ASSISTANT COUNTY ADMINISTRATOR/  
COMMUNITY DEVELOPMENT DIRECTOR**

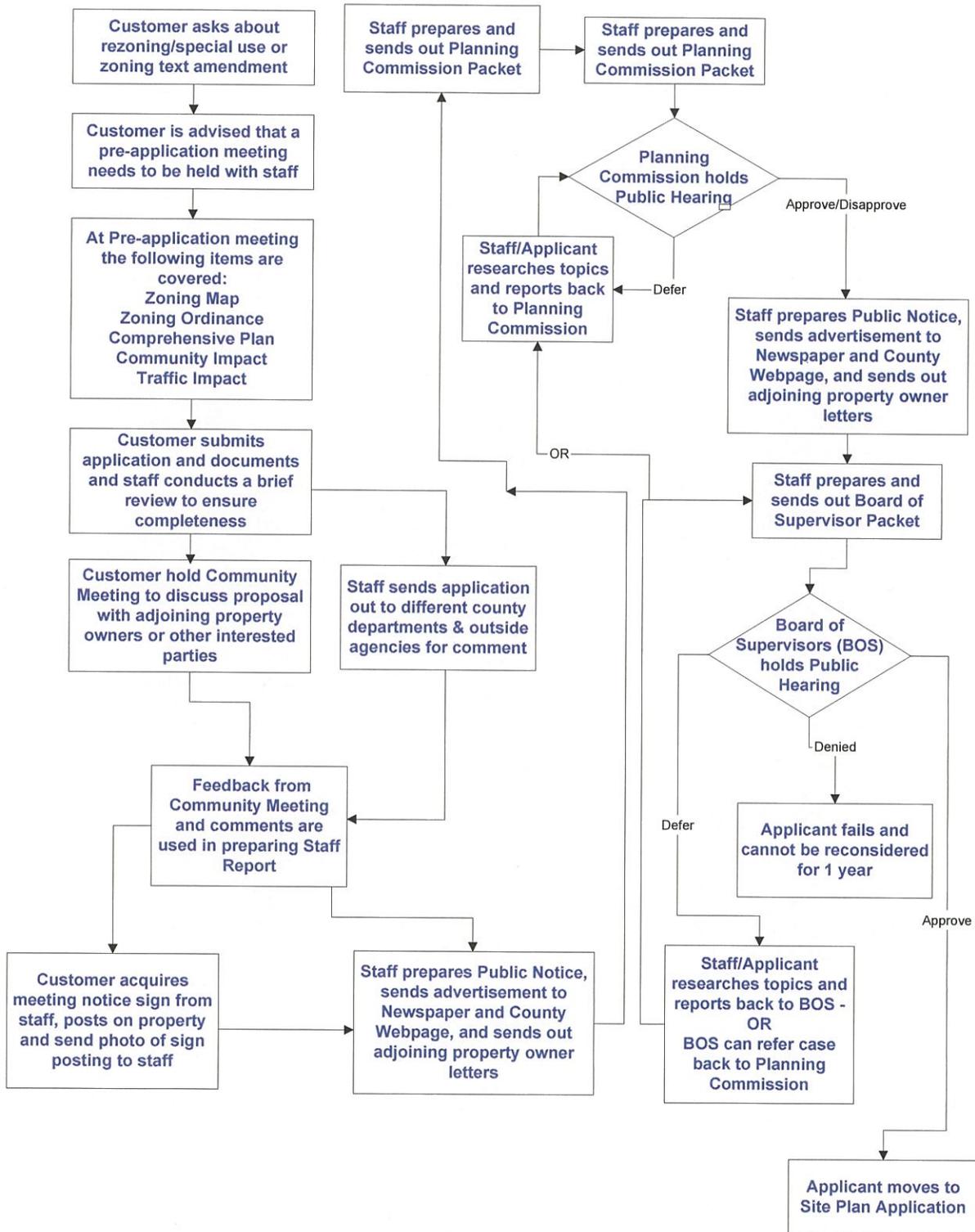
*MS. RHONDA L. RUSSELL*

**MEMORANDUM**

**To:** Charles City County Planning Commission  
**From:** Rhonda L. Russell, Community Development Director  
**Date:** February 20, 2020  
**Subj:** Applicant Flow Chart

Attached for review is a Flow Chart delineating the benchmarks and timeframe for Rezoning, Conditional Use, Et. Al. applications proposed for Planning Commission consideration. Community Development staff will present and discuss the flow chart with Commissioners at our next meeting.

# Charles City County The Planning Application Process



Gary D. Mitchell, AICP  
Assistant Planner and Zoning  
Administrator  
10900 Courthouse Road  
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Charles City, VA 23030  
804-652-4712 Direct  
804-652-4707 Office  
[gmitchell@co.charles-city.va.us](mailto:gmitchell@co.charles-city.va.us)



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**TO:** Planning Commission

**RE:** Rhonda Russell, AICP, Assistant County Administrator/Director of Community Development

**FROM:** Gary D. Mitchell, AICP, Assistant Planner/Zoning Administrator 

**Date:** 2-10-2020

**RE:** FYI - DEQ Required Subdivision, Site Plan and Zoning Ordinance Changes

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We have recently updated our application forms to be in compliance with state regulations. However, we also have to make some changes in our subdivision, site plan, and zoning ordinances. These changes center around having the same requirements that are shown on the applications and checklists in the ordinance(s) and adjusting/adding definitions accordingly. Staff will be drafting these required changes over the next month and bring them to the Commission in March/April for discussion. After which we will need to schedule a public hearing to adopt these changes. Staff will work closely with DEQ to make this process as seamless/transparent as possible. We hope to achieve simplification of our ordinances and processes as a result of these mandated changes. If you have further questions please feel free to contact me at 804-652-4707 or [gmitchell@co.charles-city.va.us](mailto:gmitchell@co.charles-city.va.us)