



Accomack County Planning Commission

Angela Wingfield, Chair, District 2
Leander Roberts, Jr. Vice-Chair, District 8
John Sparkman, District 1
C. Robert "Bob" Hickman, District 3
Kelvin Pettit, District 4
Brantley "Pete" Onley, District 5
Glen "Adair" Tyler, District 6
Lynn Gayle, District 7
Berran Rogers., District 9

1
2 County Administration Building, Board Chambers, Room 104, 23296 Courthouse Avenue, Accomac, VA
3

Minutes for Wednesday, December 11, 2024 at 7:00 PM

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5
6
7 **1. CALL TO ORDER**

8 **MEMBERS PRESENT AND ABSENT**

9
10 **Planning Commission Members Present:**

- 11 **Mrs. Angela Wingfield, Chairwoman**
- 12 **Mr. Leander Roberts, Jr., Vice Chairman**
- 13 **Mr. Kelvin Pettit**
- 14 **Mr. Lynne Gayle**
- 15 **Mr. John Sparkman**
- 16 **Mr. Robert Hickman**

17
18 **Planning Commission Members Absent:**

- 19 **Mr. Brantley Onley**
- 20 **Mr. Berran Rogers**
- 21 **Mr. Adair Tyler**

22
23 **Others Present:**

- 24 **Mr. Leander "Lee" Pambid, Deputy County Administrator**
- 25 **Chontese Ridley, County Planner I**
- 26 **Pamela Dix, Administrative Assistant II**
- 27 **Leslie Lewis, Finance Director**
- 28 **Stuart Hall, Deputy County Administrator for Public Works**

29
30 **DETERMINATION OF A QUORUM**

31 There being a quorum Chairwoman Wingfield called the meeting of Accomack County
32 Planning Commission to order at 7:00 p.m.

33
34 **REMOTE PARTICIPATION**

35 None

36
37 **2. ADOPTION OF AGENDA**

38 *The Planning Commission unanimously adopted the agenda on a motion by Vice Chair*
39 *Roberts, seconded by Commissioner Pettit.*

40
41 **3. MINUTES**

42 *On a motion made by Commissioner Gayle seconded by Commissioner Sparkman to adopt*
43 *December 11, 2024 minutes as written.*

45 **4. PUBLIC COMMENT PERIOD**

46 No Public Comment

47

48 **5. OLD BUSINESS**

49 No old business.

50

51 **6. NEW BUSINESS**

52 Capital Improvement Plan 2026

53 **Mr. Lee Pambid**

54 Thank you, Madam Chair, members of the Planning Commission, Lee Pambid, Deputy
55 County Administrator for Community and Economic Development, tonight's proceedings is
56 only going to be a briefing on the CIP which you get a briefing on every year and is adjusted
57 every year by the department heads, and ultimately it lands on the Finance Director's desk as
58 well as the County Administrator's Desk. What we have tonight is just a quick presentation
59 for you by Finance Director Leslie Lewis, because most of the projects on the list entail a
60 public works angle, we also have my counterpart in public works, Deputy County
61 Administrator, Stuart Hall for Public Works and Facilities, present as well. Those are just
62 some brief introductory remarks. Without further ado, I'll turn it over to Finance Director
63 Lewis. Thank you.

64

65 **Chairwoman Wingfield**

66 Thank you.

67

68 **Ms. Leslie Lewis**

69 Good evening, Chairwoman Wingfield and members of the commission. I have a brief
70 overview of the CIP and promise I will be fast.

71 In your packet, you were given a detail of the CIP. Tonight, I'm just going to do a brief
72 overview of what is the CIP, what is it used for, and what the Commission's role is in the CIP
73 development. After this presentation, again, we have stored here to answer any questions you
74 may have. What is the capital improvement plan? A CIP is a long-range planning tool used to
75 schedule anticipated capital projects and coordinate how they will be funded. Typically, a
76 CIP will cover at least five years. Projects eligible to be considered in the CIP generally have
77 a life of three years or longer. The county has set a minimal cost of \$50,000 for a CIP project.
78 Why do we have a CIP? It's to guide the acceptance of proffers by listing community
79 projects to choose from, to ensure capital projects support the county's comprehensive plan,
80 to make efforts to plan ahead to meet the capital needs of the community and inform the
81 community, and also to plan the financing alternatives when needed. To be eligible as a
82 capital project, a few examples are facility constructions, renovations, significant repairs that
83 extend the life of the facility, major equipment purchases, and infrastructures, including
84 information technology and software with the related implementation cost. CIP projects
85 always are in excess of \$50,000 and that was set by the county. The role of the Planning
86 Commission in the CIP. The Planning Commission's role is to ensure that the projects in the
87 CIP are consistent with the Comprehensive Plan. The Board of Supervisors adopt the CIP as
88 part of the yearly annual fiscal budget process. The Commission may want to communicate
89 which projects it feels are most important from the perspective of the comprehensive plan.
90 And you're also welcome to suggest any projects that are not listed in your packet. This is the
91 CIP plan for FY26 through FY30. See the details in your packet. This is the calendar we put
92 out for our guidelines of the CIP. Currently, we're at the December regular meeting, and if
93 you would request it, we will do a work session to discuss any of these plans on the list, if

94 not, the next step is the public hearing that we propose at your next meeting on January 8,
95 2025. If there's any questions, I'll be happy to answer or Stuart is here to answer
96

97 **Chairwoman Wingfield**

98 Any questions? The Wisharts Point abandoned structure is that at the very end?
99

100 **Mr. Stuart Hall**

101 The very end is privately owned. But you may remember the Wisharts Point Corporation
102 transfer to the counties, probably 20 or 30, years ago their property. There was an old ramp
103 there, which is in the canal, there are some old boat sheds and docks towards the houses from
104 the ramp and those are the ones where we took the deck boards off the dock and tried to
105 make it safe so people wouldn't be walking on things. There is a lot of debris along the
106 shoreline things were falling in and so forth. We thought we'd put a placeholder there for the
107 long term to try to clean the property up. It's a low-impact soft launch for communities to
108 kayaks, and bird watch that type of thing. There are no plans to do any dredging or turn into a
109 larger facility. But the county should try to set an example I think to clean up derelict
110 properties and all these kinds of things and to clean up our shore as well.
111

112 **Chairwoman Wingfield**

113 The kayak things will be there?
114

115 **Mr. Stuart Hall**

116 Yes. It's just the wooden structures that have deteriorated. And I think there are some boat
117 sheds and things, there used to be an old restaurant there back in the day there's some old
118 debris along the shoreline
119

120 **Commissioner Hickman**

121 Mr. Hall, I have a question about the road down there, does the county own the road?
122 My point is, it seems like sometimes the county guy, when he's down there he'll cut all that
123 grass around there, and sometimes he doesn't. And I know Jeff Watson goes go down there
124 sometimes and does it. But I mean, I thought maybe that the county had an arrangement with
125 the state.
126

127 **Mr. Stuart Hall**

128 Yes, I don't believe Public Works is doing the mowing down there. I thought it was VDOT,
129 and probably Jeff, like you said. We go down there occasionally to check on the site. Trash
130 gets dumped there, and we clean up the area, but it's not on our regular rotation like the ones
131 that have improved ramps. But we do check on it from time to time. And, like I say, we
132 stripped the deck boards off the old dock and things like that.
133

134 **Commissioner Hickman**

135 Did you get the boards off the side of the launch ramps? They were dangerous. I haven't been
136 down there this year, but I occasionally go down there and a guy named Wayne Marshall will
137 go down and pick up trash down there. I was thinking that encourages the state maybe to go
138 ahead and cut it if there is no trash.
139

140 **Chairwoman Wingfield**

141 Okay? Thank you. Any other questions?
142

143 **Vice Chair Roberts**
144 Stuart, you know my question.

145
146 **Mr. Stuart Hall**
147 In recent years, I've said I'm not, I'm not responsible for that anymore. But just recently, it's
148 been back to public works. And we've actually had interviews for a Project Manager for
149 Ditch Maintenance and Human Resources is negotiating with them right now. So hopefully
150 in the next 30 to 60, days, I'll have somebody to start addressing some of these projects. And
151 the idea is going to be, we're in these contractors for the excavation, that type of thing, but
152 we're going to manage the project, get the permits, hire the contract get the land owner
153 easements.

154
155 **Chairwoman Wingfield**
156 Any other questions? Anyone like to make a motion to have a public hearing on the CIP on
157 January 8, 2025?

158
159 On a motion by Commissioner Sparkman, seconded by Commissioner Hickman a motion to
160 have a Public Hearing for CIP. All in favor. Say, aye.

161
162 **Chairwoman Wingfield**
163 Move on to other matters.

164
165 7. **PUBLIC HEARING**
166 No public hearing is scheduled.

167
168 8. **OTHER MATTERS**
169 **Real Estate Disclosure Forms**

170 **Mr. Lee Pambid**
171 Yes, ma'am. This is just an informational item as a reminder that the season is coming for these
172 real estate disclosure forms. Now we do have the form attached here in the in-the-board docs
173 entry. However, you will be hearing from Tina Mears, who is the County Administrators
174 Executive Assistant directly. She's going to be handling that for all the different boards and
175 commissions, all the way up to the Board of Supervisors. If you see an email from Tina Mears
176 from Accomack County, it's a legit email, and the attachment will be legit, but you can fill the
177 form out early, it just can't be dated until January 1. That has to be reported after January, after
178 the end of the year. We just wanted you to have a heads-up that this was coming up. That
179 concludes our presentation.

180
181 **Commissioner Hickman**
182 Is that for next year or the past year?

183
184 **Lee Pambid**
185 That's for the past year. What your real estate holdings are up to that point.

186
187 **Commissioner Hickman**
188 Okay, so we do have to do one.

189
190 **Mr. Mr. Lee Pambid**
191 You probably did one that was last year before.

192 **Commissioner Sparkman**
193 And they send you, they give you a letter saying you will be fined X number of dollars if you
194 don't get it in on time.

195
196 **Mr. Lee Pambid**
197 It was an issue for certain elected officials earlier this year for not having disclosed their assets,
198 and at the elected level, they have additional reporting requirements. But for the Planning
199 Commission and the Board of Zoning Appeals. It's just a real estate disclosure, nothing else.

200
201 **Chairwoman Wingfield**
202 We can move on to the 2025 Planning Commission meeting schedule.

203
204 **Mr. Lee Pambid**
205 Yes, ma'am, this is another informational item. Regarding the meeting schedule for next year
206 here we did make adjustments for the holidays next year for later on in the year, but this is
207 something that we usually put out every year, just so the applicants who are coming in for
208 things like rezoning, conditional use permits, and on the BZA side, the variances, special use
209 permits and so on, so that they know when they have to apply by. One of the features of this
210 schedule is that there is a six-week lead time on public hearings, so applicants have to come to
211 us at least six weeks in advance of the desired public hearing, did we? Did they have to make
212 a motion to approve from last year?

213
214 **Chairwoman Wingfield**
215 Do you have a question about it? In the past, I think May or June through September we don't
216 do work sessions for the farming fellows. But, I mean, is that how it worked Mr. Gayle?

217
218 **Commissioner Gayle**
219 I think we did it. We were doing it, but then it seems as if the recent trend is whenever we need
220 it.

221
222 **Mr. Lee Pambid**
223 We can include the phrase as needed where it says work session, just so that it doesn't sound
224 like it's actually on the schedule. We'll inform you or will update you if the staff feels like
225 there's the need for one, and certainly, if the Planning Commission feels there's the need for
226 one, then reach out to the staff and we'll set the wheels in motion to have that work session for
227 you.

228
229 **Vice Chair Roberts**
230 Madam Chairman, make a motion that we accept the schedule and add on in need if there is a
231 need for work sessions in the summer months seconded by Commissioner Gayle, all in favor,
232 say aye. Opposed.

233
234 **Chairwoman Wingfield**
235 We can move on to the subdivision agent reports.

236
237 **9. STAFF REPORTS**

238 **Mr. Lee Pambid**
239 Heading into the home stretch. Here are the staff reports for the Subdivision Agent, Zoning
240 Administrator, and Deputy County Administrator.

241 **Subdivision Agent**

242 **Mr. Lee Pambid**

243 The subdivision agent as I mentioned, every month at this time, we continue to do a lot of the
244 routine items, such as the lot line adjustments, the family subdivisions, and that kind of thing.
245 But we do have a major subdivision that the Planning Commission will have to review, most
246 likely in February we are still reviewing that, but Coastal Square and Residences has come to
247 us with their preliminary plats. So that project is moving forward and we do expect to bring
248 that to you in February. In other news, on the Coastal Square and Residences case, the applicant
249 and his traffic engineer are working diligently with VDOT. They've been having weekly
250 meetings online, virtually with VDOT to try to wrap up that traffic impact analysis.

251 There aren't any, as I had mentioned when we were going through the rezoning and conditional
252 use permit process, that initially there were no fatal flaws in their traffic impact analysis. And
253 what they're doing is making some minor adjustments to get it to where VDOT will be
254 completely satisfied.

255

256 **Commissioner Pettit**

257 Along the lines of those tight developments over the past few years, we've seemed to be almost
258 there. The one property in Accomac, Melfa, Captains Cove property, the private property
259 behind the Onley Center is the county somehow involved in slowing those projects, or is it just
260 a matter of Marketing and Economics?

261

262 **Mr. Lee Pambid**

263 Once they get their land use entitlements, and what I mean by land use entitlements are there
264 rezoning and conditional use permits, it's up to the developer to come back to us with the next
265 step. In the Melfa case development, which I believe you're referring to the one behind the
266 state police barracks, we have been receiving some inquiries on that. The last action was the
267 rezoning. I don't believe there was a conditional use permit associated with that. In any case,
268 that had gone through the Planning Commission and Board of Supervisors stages. Again, we're
269 just waiting for the developer to come back to us, in plainer terms the ball is in their court. The
270 ball is in their court in Melfa, and the ball is in their court in Captain's Cove, with the 140
271 townhouses. As you have just heard, the ball is in the developer's court for Coastal Square and
272 Residences. Now I do know that the project is advancing through the design phase. And I have
273 not heard from Mr. Hearn regarding the 140 townhouses in Captains Cove. Again, we
274 occasionally receive inquiries on the Melfa property, which leads me to believe that the real
275 estate agent in charge is doing their marketing, but we're not responsible for marketing the
276 private developer's projects. But to answer your question directly, we are not holding them up.
277 The ball is in their court.

278

279 **Mr. Lee Pambid**

280 **Zoning Administrator**

281 As you can see here, we had four cases earlier this month, all special use permits, and they
282 were either for RVs or accessory structures on properties without primary structures. They
283 were all granted with conditions. For next month in January, the Board of Zoning Appeals will
284 have their meeting on the same day as the Planning Commission, because January 1 because
285 their regular meeting is scheduled for January 1 which is a national holiday, it's being
286 postponed until January 8th there are five cases in January for the Board of Zoning Appeals.
287 We've got four special use permits and one variance. The variance is for a manufactured home,
288 with side yard setbacks, one for an accessory dwelling, one for an accessory structure without
289 a primary structure, and that's usually a shed without a house on the property. Then we also

290 have an RV. They would like permission to have an RV on site while a house is under
291 construction. And finally, Bobtown Road, a special use permit for Vaux Hall, if you notice that
292 they've got a structure out there in the front that they had originally applied for an agricultural
293 exemption then they changed the use. Once they did that they had to come in for retail and
294 commercial use. So that's the docket of cases for next month's Board of Zoning Appeals
295 meeting.

296
297 **Mr. Lee Pambid**
298 **Deputy County Administrator**

299 I don't have anything significant to report from Deputy County Administrator's standpoint, that
300 concludes my staff report.

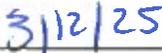
301
302 **Chairwoman Wingfield**
303 All right, thank you. Do any commissioners have questions for staff?
304

305 **10. NEXT MEETING**

306 Our next meeting is on January 8, 2025.
307

308 **11. ADJOURNMENT**

309 *On a motion made by Vice Chair Roberts and seconded by Commissioner Sparkman, the*
310 *Planning Commission voted unanimously to adjourn the meeting at 7:22 pm.*

311
312
313
314  _____ 
315 Angela Wingfield, Chairwoman Date

316
317
318
319 _____
320 Pamela Dix Date
321 Administrative Assistant II, Building, Planning, and Economic Development

