



# Accomack County Planning Commission

John Sparkman, District 1  
Angela Wingfield, Chair, District 2  
Harold White, District 3  
Kelvin Pettit, Vice-Chair, District 4  
Shelia Connor, District 5  
Glen "Adair" Tyler, District 6  
Lynn Gayle, District 7  
Myra Riley-Taylor, District 8  
Berran Rogers, District 9

1  
2 County Administration Building, Board Chambers, Room 104, 23296 Courthouse Avenue, Accomac, VA  
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## 4 Minutes for Wednesday, May 14, 2025, at 7:00 PM

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7 **1. CALL TO ORDER**

8 **MEMBERS PRESENT AND ABSENT**

9  
10 **Planning Commission Members Present:**

11 **Mrs. Angela Wingfield, Chairwoman**

12 **Mr. Kelvin Pettit, Vice Chairman**

13 **Ms. Myra Riley-Taylor**

14 **Mr. Adair Tyler**

15 **Mrs. Sheila Connor**

16 **Mr. Harold White**

17  
18 **Planning Commission Members Absent:**

19 **Mr. Berran Rogers**

20 **Mr. John Sparkman**

21 **Mr. Lynne Gayle**

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  
28 **DETERMINATION OF A QUORUM**

29 **With a quorum present, Chairwoman Wingfield called the meeting of the Accomack County**  
30 **Planning Commission to order at 7:00 p.m.**

31  
32 **REMOTE PARTICIPATION**

33 **No remote participants.**

34  
35 **2. ADOPTION OF AGENDA**

36 *On a motion by Commissioner Tyler and seconded by Commissioner White, the Accomack*  
37 *County Planning Commission unanimously voted to adopt the agenda.*

38  
39 **3. MINUTES**

40 *On a motion made by Commissioner Tyler and seconded by Vice Chairman Pettit, the*  
41 *Accomack County Planning Commission unanimously voted to accept April 9, 2025, minutes*  
42 *as written.*

45 **4. PUBLIC COMMENT PERIOD**

46 No public comments.

47  
48 **Chairwoman Wingfield**

49 We'll open the public comment period. Has anybody signed up? We'll close the public  
50 comment period. We'll move on to old business, Chapter 106, Zoning Definitions and Method  
51 of Calculating Sign Area.

52  
53 **5. OLD BUSINESS**

54 **Ms. Chontese Ridley**

55 Good evening, everyone. Chontese Ridley, County Planner. This evening, we'll be talking  
56 about the same two ordinance amendments we discussed last month. There will be some new  
57 information and some repeated. The two ordinance amendments that we are on now first clarify  
58 the definition of building height of and a method of measuring height. Right now, there is no  
59 measure to height. We have a short height, no measure to height. Staff is currently measuring  
60 from grade to the tallest peak, point one of whatever structure we are reviewing. That has led  
61 to some inconsistent reviews, confusion for both staff and the applicant, and we need to specify  
62 the measure to point, and caused more variance requests as well. The second one is adding a  
63 definition and a method of calculating the sign area. We would like for the signs in the  
64 industrial district on those larger buildings to be more proportional to the building size. Okay,  
65 this is a table you saw last month with additional information, which you can see in red. In  
66 multiple districts, it says the same for accessory buildings, max height, 12 feet or one story.  
67 Staff still proposes to strike the one story with a fixed maximum height. So currently the height  
68 is 12 feet, but due to, again, several variance requests and one of those examples would be for  
69 trailer ports, storing RVs, 12 feet is not enough. I've been doing some research in several other  
70 localities, their range is from 15 up to 24 feet. We would love to have your feedback on the 15  
71 and 24-feet, and will be across all the districts that have the same verbiage of max structure  
72 height of 12-feet or one story. At last month's meeting, several of you had some concerns about  
73 the accessory structures and Ag buildings in the Ag district. You thought there needed to be  
74 more flexibility and maybe some other exceptions. Staff has proposed an exception for Ag  
75 structures that are not used as dwellings, contain no signs or advertisements, and are essential  
76 for farming. These current exceptions are listed in both Section 10659, which is the Ag district,  
77 and Section 10684, which is the residential district. And though these are some good  
78 exceptions, there are still quite a few that are missing from this list that staff feel would be  
79 beneficial. The possible additional exceptions staff is proposing to add would be silos, grain  
80 elevators, feed storage, mixing structures and they exceed no more than 100 feet. That would  
81 also include mechanical and roof-mounted equipment, as long as it doesn't cover more than  
82 25% of its total roof area, and other non-dwelling farm buildings, and they may exceed up to  
83 a maximum of 45 feet, provided they have the necessary setbacks to do so. The goals have not  
84 changed. I might have added one word in here from last month, but the goals are still the same;  
85 To improve consistency, reduce variances, simplify the review process, provide more  
86 flexibility, be more consistent, and have this over all zoning districts, so it's not one thing in  
87 Ag, one thing and residential when it needs to be unified across the board. Before moving on  
88 to the sign area, did anyone have questions about the building height of, since this is where  
89 most of the questions and concerns were last month?

94 **Vice Chairman Pettit**  
95 I do. You're confident that it will work across all the districts, including industrial. I mean, are  
96 you confident that the height assigned equally to those districts will not be a problem for, say,  
97 industrial districts?  
98

99 **Ms. Chontese Ridley**  
100 I don't believe so. I mean, right now, all the districts have the max structure, 12 feet or one  
101 story. But if you all have a suggestion, if you think 15 to 24 feet, which we would love to have  
102 your guidance on what you believe that number should be for an accessory structure, we do  
103 think the increase would cover a lot of the variance requests that are coming in now.  
104

105 **Commissioner Conner**  
106 Is it 24 feet the max of variances that you can have?  
107

108 **Chontese Ridley**  
109 So as of right now, the maximum height for an accessory building, whether it's residential, Ag,  
110 or industrial, is 12 feet.  
111

112 **Commissioner Conner**  
113 No, I mean request.  
114

115 **Ms. Chontese Ridley**  
116 What we're proposing is a number between 15 to 24 feet.  
117

118 **Commissioner White**  
119 My question is to piggyback off of hers. Could 24 be the maximum? If it's going to be 15 to  
120 24 and as long as it's within that range?  
121

122 **Ms. Chontese Ridley**  
123 What 15 to 24 is a range that I've collected from other localities. Some localities have 15, some  
124 have 18, some have 24, so with 15 to 24 feet, we're asking for your guidance to say, we think  
125 12 should extend to 15 feet, or it should be 24 feet. We don't have a set number yet. If one of  
126 you thinks 15 should be the set number, 24 should be the set number. With this, I'm asking for  
127 your guidance on what you think would work.  
128

129 **Commissioner Tyler**  
130 You're saying this for RVs and stuff like that.  
131

132 **Ms. Chontese Ridley**  
133 This would be one of the main things, like those trailer ports storing RVs, we can get quite a  
134 few of those, but 12-feet is kind of low.  
135

136 **Commissioner Tyler**  
137 VDOT max is 13-feet six inches, right?  
138

139 **Ms. Chontese Ridley**  
140 I am not 100% sure.  
141  
142

143 **Chairwoman Wingfield**  
144 I did go online and look up whole buildings and horse barns and different like plans that people  
145 offer, and most of the height was from 15 to 18 foot, like if somebody wants a horse barn. I  
146 looked that up, and most of the plans were 18-foot or pole barns for your camper would fit in  
147 the 18 to 15 foot range.

148  
149 **Commissioner Tyler**  
150 If we set it at 20? 24 seems like a lot.

151  
152 **Vice Chairman Pettit**  
153 I'm leaning towards 18.

154  
155 **Commissioner Tyler**  
156 You're leaning towards 18? 18 is reasonable, too. I mean, so I'm just thinking about if the  
157 vehicle is 13 feet, six inches tall, you've got to have an A-frame on it of some sort.

158  
159 **Chairwoman Wingfield**  
160 The majority of the averages were 16-foot for all the ones I looked at. But there were some 18,  
161 then there were some 16.

162  
163 **Ms. Chontese Ridley**  
164 And then calculating the clearance.

165  
166 **Commissioner Tyler**  
167 I wouldn't like it, but I actually like a 12 x 12 pitch; it would be way higher.

168  
169 **Mr. Lee Pambid**  
170 Where all this started, as County Planner Ridley had mentioned, was it came from a lot of the  
171 variance requests that we were getting, and they were primarily for these accessory structures  
172 within five feet of the side yard setback. We're going to set that setback aside for a moment  
173 and just really concentrate on that 15-foot to 24-foot range. One of the points of an accessory  
174 building is that it be subordinate to the primary structure. So, most of the single-family houses  
175 are about the height of anywhere from 14 to 18 feet. But a lot of the variances were for these  
176 pole barns and trailer ports. One of the reasons for this, as mentioned, was to reduce the number  
177 of variances, but particularly in the residential district, you know, the range of 15 to 24, if you  
178 want to include our number in there, of 12 to 24, 12 seems to be a little bit too low. Chairwoman  
179 Wingfield, you mentioned your carport or your trailer port, and that was a really good example  
180 of what the staff and the Board of Zoning Appeals is dealing with because of that maximum  
181 12-foot height. I think it was a really good suggestion about the VDOT bridge clearance of  
182 being 13.6. That seems like a reasonable factor in determining what that number should be  
183 between 15 and 24. I think that 24-feet is also pretty tall. You know, 16 to 18 seems kind of  
184 reasonable to me. But again, we can't write a perfect regulation or an ordinance to cover all  
185 scenarios. This might not eliminate variances, but it will certainly reduce them based off what  
186 we have experienced on the staff and on the Board of Zoning Appeals side. I just wanted to  
187 mention that I thought that VDOT clearance, since we were talking so much about vehicles  
188 and RVs, is an established and reasonable factor to throw into the hopper as to what that figure  
189 should be. But one of the things that should also be considered is whether or not that height is  
190 going to be subordinate in nature to the primary structure. Do you want an accessory structure  
191 that's actually taller and bigger than the primary structure on the lot itself? Thank you.

192 **Ms. Chontese Ridley**  
193 Currently, I'm sorry, the existing ordinance states that the access rebuilding cannot be taller  
194 than the primary structure.  
195  
196 **Vice Chairman Pettit**  
197 And that won't change?  
198  
199 **Ms. Chontese Ridley**  
200 We have not proposed to change that.  
201  
202 **Chairwoman Wingfield**  
203 But we could.  
204  
205 **Ms. Chontese Ridley**  
206 You might need to write that down.  
207  
208 **Commissioner Tyler**  
209 If I have a manufactured house. It's a single story manufactured house. I don't know how tall  
210 they are, but they wouldn't be more than 24 feet?  
211  
212 **Chairwoman Wingfield**  
213 No, because they have a shallow roof pitch.  
214  
215 **Chontese Ridley**  
216 Yes, it all depends on the type of company.  
217  
218 **Commissioner Tyler**  
219 They could still go to the BZA and ask, like, if I wanted to have a 12 x12 pitch, I could go to  
220 the BZA and ask for a variance. I mean, it's reasonable, 18 feet is reasonable, I think.  
221  
222 **Commissioner White**  
223 I've come to that conclusion because if we're at 12 now, and we add six, it will give us 18. So  
224 from the 18 to the 24 is six. It kind of puts us right there. So the increase would be six, and  
225 from 18 to 24 is six.  
226  
227 **Commissioner Tyler**  
228 I think that 18 would eliminate a lot of BZA stuff.  
229  
230 **Commissioner White**  
231 Right, I think 18 would be good.  
232  
233 **Vice Chairman Pettit**  
234 As long as we keep subordinate rule.  
235  
236 **Ms. Chontese Ridley**  
237 We haven't proposed as right of now any changes to them.  
238  
239  
240

241 **Chairwoman Wingfield**  
242 If you're an Ag and you put the accessory building at 18 feet, and my house may be 16 feet,  
243 would I have to get a variance because my house is less than the maximum of the accessory  
244 building?  
245

246 **Ms. Chontese Ridley**  
247 That's correct.  
248

249 **Chairwoman Wingfield**  
250 Can we just take that out of Ag, because Ag is full of bigger barns and bigger buildings?  
251

252 **Commissioner Tyler**  
253 Well, you just can't build an Ag building either. If I had a lot somewhere and wanted to put a  
254 garage on it, you would have to put a dwelling in it. Now, you can't just build a garage on a  
255 lot. You have to put a dwelling in on it.  
256

257 **Ms. Chontese Ridley**  
258 And also on the proposed additional exceptions, the third one, other non-dwelling farm  
259 buildings, may exceed up to a maximum of 45-feet. So, depending on what type of structure  
260 it could fall under one of these categories.  
261

262 **Chairwoman Wingfield**  
263 You said farmer, I'm not a farmer, I'm excluded. And most of the taxpayers in the County  
264 aren't farmers. I'm just saying, you know, tightening.  
265

266 **Commissioner Tyler**  
267 I know people that have built big garages, but they put an apartment on it to get it built. You  
268 can't build a building. You can't build a garage to store your stuff to build your house. You  
269 have to build your house, then build your garage to store your stuff to build a house.  
270

271 **Chairwoman Wingfield**  
272 I believe our garage is two feet taller than our house.  
273

274 **Commissioner Tyler**  
275 But I think 18 feet is reasonable to help the BZA.  
276

277 **Ms. Chontese Ridley**  
278 Anything else on this topic?  
279

280 **Mr. Lee Pambid**  
281 Lee Pambid, Deputy County Administrator for Community Economic Development  
282 On this first bullet point here, about this 100-foot maximum height for non-human occupied  
283 structures. We've also seen a range there, although that's not depicted here. We've seen that  
284 specific figure for these types of structures, silos, grain elevators, feed storage and mixing  
285 structures, that kind of stuff. We've seen a range of between 60 and 100-feet. We've seen 60,  
286 75, I think we've also seen 80, 100-foot is pretty tall, but that number right there is also  
287 adjustable, so it doesn't have to be 100; it could be less than that. It could be 60, it could be  
288 80.  
289

290 **Commissioner Tyler**  
291 Well, for a grain elevator, that would include the elevator. I mean, Parksley's elevator is 250-  
292 feet, but that would be Parksley's problem, not the County's problem. I don't know what  
293 David Evans has got.

294  
295 **Vice Chairman Pettit**  
296 It's probably 75-80, he might be pushing.

297  
298 **Ms. Chontese Ridley**  
299 Well, Mr. Gayle is not here tonight. He mentioned it, but last week, and that he had had one  
300 put in a few years ago, too, but I don't remember him stating how tall it was.

301  
302 **Commissioner Tyler**  
303 If they needed something taller than 100 feet, they would go to the BZA.

304  
305 **Chontese Ridley**  
306 Correct. Anything else you would like me to know or come back with for next month?

307  
308 **Commissioner Tyler**  
309 Can we make it 99 feet?

310  
311 **Ms. Chontese Ridley**  
312 Getting into the Definition of and Method of Calculating Sign Area. So again, this initiating  
313 resolution came down from the Board of Supervisors at the January meeting of this year, and  
314 again, to add a definition and method of calculating sign area in the industrial district. The  
315 ordinance currently doesn't adequately address this. Staff believes there needs to be some  
316 adjustments, and the adjustments should be based on building size, lot size, number of  
317 structures on the site, and we need to adopt a standardized approach for calculating the sign  
318 area. This is something you saw last month, but to go over this again, showing what the current  
319 ordinance states, and the challenges that we are facing. As of right now, four signs that don't  
320 account for property that has multiple structures. 160 square feet total max area of any district  
321 for the larger buildings, and I do have some visuals to show you, but that's inadequate for the  
322 larger buildings. And for the method calculation right now, we have L x W, which irregular  
323 shape that's not adequate either. It includes the voided spaces, the dead spaces, which also  
324 leave staff unable to accommodate these different applicants. So, what we are proposing for  
325 the calculation method is 10% of the wall area, the wall elevation area where the sign is placed.  
326 The use of geometric shapes, which would be squares, rectangles, triangles, and circles in the  
327 formulas that go with those. And four mags for each building, the signage must not exceed the  
328 roof line of the building. For those basic shapes, it has to be one of these, and rectilinear also  
329 includes a square. These are the basic formulas, and there will be no special case shapes. So,  
330 for a sign that may be more organically shaped, it would still have to fit in the range of these  
331 shapes. We would not give special attention to someone who had a sign that had one of those  
332 more organic shapes versus someone who had a sign that was a rectangle. These images show  
333 more of what those slides try to explain. So currently, what the County is doing is L x W, for  
334 example, a rectangle around a sign. So, as you can see here, we have voided space here and  
335 voided space here, and it cuts into 160 square feet, which is already not adequate. What we  
336 are proposing is to do up to four shapes. The four basic shapes are tightly around each portion  
337 of the side. We are cutting out that dead voided space to show what that would look like  
338 together. All the yellow space here is what the applicant would be saving and not cutting into

339 the allotted amount. The benefit of this would be scalable and proportionate, signage,  
340 consistency, reduce exceptions, fair application, and not doing the one-size-fits-all. To depict  
341 getting rid of the one-size-fits-all, with these two images, you're seeing a larger industrial sign  
342 that's being subjected to the same signage size or area as a smaller building. And then you get  
343 to see in this one a larger industrial building that has a sign of the same portion depicted. And  
344 do we have any questions about any of this? Last month, you didn't have any questions or  
345 concerns. Do you have any questions or concerns now?

346  
347 **Commissioner Tyler**

348 What's the proportion calculation?

349

350 **Ms. Chontese Ridley**

351 10% of the elevation where the sign is placed.

352

353 **Commissioner White**

354 I think it looks much better, saving that space that kept the space.

355

356 **Commissioner Tyler**

357 I think it'll make the signs pretty.

358

359 **Ms. Chontese Ridley**

360 It will be really good for a parcel that has more than one structure, because if they're only  
361 limited to four signs and they have four buildings on that one parcel, then it wouldn't work.  
362 You can't use a maximum of 160 square feet. And most of these larger buildings, one socket  
363 is more than 160 square feet, so you would have one building out of the four with a sign, and  
364 that sign would still be too small.

365

366 **Commissioner Tyler**

367 What about multiple uses in a single building?

368

369 **Ms. Chontese Ridley**

370 You would still face the same issue with having a max of 160 square feet.

371

372 **Mr. Lee Pambid**

373 Also, regarding multiple uses in a single building. If you've got multiple tenants, then they  
374 could also elect to have a tenant panel. If you've seen a shopping center sign with multiple  
375 stores, that's the same concept. It would ultimately be up to the property owner or the property  
376 manager to divvy up who gets what out of that maximum square signage that they would be  
377 allowed mathematically. We wouldn't necessarily get into who gets what. We would just tell  
378 them this is the amount of signage you're allowed to have if you've got multiple tenants on the  
379 property. You guys need to figure that out yourself.

380

381 **Ms. Chontese Ridley**

382 Last call, any questions? Was there anything else on the height that wasn't mentioned that you  
383 need me to come back with for next month?

384

385 **Commissioner Tyler**

386 Are we going to settle this up next month? Maybe?

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**Mr. Lee Pambid**

We could certainly bring this to a public hearing if you're comfortable with what you've heard so far on both the height and the signs. Just keep in mind that the signs, we're only talking about two things. We're talking about adding a sign area calculation method, and we're also talking about amending the maximums in the industrial district only. We're not looking at any other zoning district. This is only for the industrial district. But again, if you're comfortable, we would request a public hearing for next month.

**Commissioner Tyler**

That would be great.

**Mr. Lee Pambid**

We're not tracking anything else for a public hearing next month. This is what you would be working on next month.

**Chairwoman Wingfield**

I do have one comment on the height thing about the original building. We're talking about campers being put on lots for building houses all the time. And we say, why don't they just put a mobile home on there? So, once you put a mobile home on there and the height is 12 feet, does that rule of no dwelling apply? You know, no buildings above the original dwelling account, and you have to go to the BZA to build a garage and a house?

**Mr. Lee Pambid**

If the ordinance amendment were to move forward as written, they might have to go to the BZA if they want a larger or taller accessory structure. Again, there is no perfect regulation here with regard to that. What we're trying to do is reduce the number of variances with that scenario specifically. Let's also keep in mind that the current method of determining height is from the average grade along the front of the building to the overall height. This came from situations, particularly with some of the newer houses, where, if we say that the maximum height in the residential district is 35. We're constantly getting houses that are 38 feet tall or 40 feet tall, and that method of measuring height is the overall height. We just wanted to put out that there is an alternate method, which wasn't highlighted this afternoon or this evening. We mentioned before we're talking about the average height between the eave and the ridge of the roof, and that gives them a little flexibility depending on the roof pitch and height. That was a concern of the Planning Commission in previous iterations or previous discussions. And what we put in the ordinance was that, in no case, would the overall height exceed 45 feet. So again, to address the comments of the Planning Commission from those previous discussions, well, what if that average between the eave and the roof ridge is 48 feet? Then we start to get into some pretty big houses. By comparison, in Sanford, there is a big house, it's pretty big. We looked at the plans, and they had specified an overall height of 45 feet. If you're ever in Sanford and you see that big house at the intersection on the far end of town, as you're heading out to Saxis, you'll see what we're talking about. They say that the house is 45 feet tall. I suspect if we measured it, it might exceed that, but the plan is saying 45 feet. If you want to see a live example of a 45-foot-tall house, check out the big house in Sanford. They have been rehabbing that house for a while now, and from what I understand, the house is complete. They've done a significant amount of work on it, but the overall height was specified on the plans as 45 feet, so take a look at that as a live example. In the proposal as written now, in no case would a structure be allowed to exceed 45 feet in the residential district. Also, keep in mind to exceed 35 feet in the residential district, you have to have an additional setback. If you're proposing a

437 39-foot-tall house, and you have to have four additional feet of setback to take advantage or be  
438 eligible for that additional height.

439

440 **Commissioner Tyler**

441 Is that coming up next month too? Is that something we can do too or not?

442

443 **Mr. Lee Pambid**

444 That's all in the ordinance as it was written and presented in previous iterations. What Ms.  
445 Ridley is doing is addressing specifically some of the Planning Commission's questions from  
446 last month.

447

448 **Commissioner Tyler**

449 So, if we set that to 18 feet, is that something we could move forward with and be done with  
450 next month?

451

452 **Ms. Chontese Ridley**

453 Yes.

454

455 **Chairwoman Wingfield**

456 I got one more comment. So, for houses in low-lying areas, like you're talking about in Sanford,  
457 they had to raise their house 10 feet. It was a grant around 10 years ago that raised people's  
458 houses 10 feet. Would they have to get a variance to raise their house now?

459

460 **Mr. Lee Pambid**

461 It depends on the original height of the house. So, 35 feet is a big house, it's a lot of height.  
462 We would be talking about a significant increase to exceed 35 feet. I think most of the houses  
463 we're talking about are single-story, and there might even be two stories. But again, no perfect  
464 regulation depending on where in the county you are and what the base flood elevation is, it  
465 changes. It could change from map version to map version, that is handed down from FEMA.  
466 We're trying to provide some flexibility here, but that does raise a good point about special  
467 circumstances. If you're in the floodplain, let's say that you might have to elevate two feet to  
468 get out of that base flood elevation for the floodplain ordinance. It just depends, but there may  
469 be instances where one would have to go to the Board of Zoning Appeals to exceed that height.  
470 35 feet is pretty tall, though. I think those variances would be few and far between.

471

472 **Chairwoman Wingfield**

473 Okay, thank you. If everybody's comfortable.

474

475 **Commissioner Tyler**

476 We need a motion for anything to do anything?

477

478 **Ms. Chontese Ridley**

479 It will be two separate motions.

480

481 **Chairwoman Wingfield**

482 Can I get a motion for the sign ordinance change for June 11<sup>th</sup>?

483

484

485

486 **Commissioner Tyler**  
487 I make a motion that the staff complete the presentation for the sign ordinance on June 11<sup>th</sup>, so  
488 we can move forward.  
489  
490 **Commissioner White**  
491 Second.  
492  
493 **Chairwoman Wingfield**  
494 I have a motion and a second for a public hearing next month, all in favor, say Aye. Aye.  
495  
496 **Commissioner Tyler**  
497 Do you need a motion for the definition too?  
498  
499 **Ms. Chontese Ridley**  
500 That one would be the definition of height, and clarify the method of measuring height.  
501  
502 **Commissioner Tyler**  
503 I make a motion that the staff continue forward and bring to the panel next month the definition  
504 of height, clarify the method of measuring height, and add 18 feet.  
505  
506 **Mr. Lee Pambid**  
507 This is for a public hearing?  
508  
509 **Commissioner Conner**  
510 Second.  
511  
512 **Chairwoman Wingfield**  
513 I have a motion and second favorite public hearing next month, June 11<sup>th</sup>, say, Aye. Aye. All  
514 opposed?  
515  
516 **Commissioner Tyler**  
517 It's much better when you all rate this stuff out.  
518  
519 **Chairwoman Wingfield**  
520 We can move on to the staff report. Subdivision Agent.  
521  
522 **6. NEW BUSINESS**  
523 No new business.  
524  
525 **7. PUBLIC HEARING**  
526 No public hearing.  
527  
528 **8. OTHER MATTERS**  
529 No other matters.  
530  
531  
532  
533  
534

535 **9. STAFF REPORTS**

536 **Subdivision Agent**

537 **Lee Pambid**

538 Thank you, Madam Chair. Lee Pambid, Deputy County Administrator for Community  
539 Economic Development, as you see here, and as you've read in your report, we don't have any  
540 major subdivisions requiring Planning Commission review. Nothing has been submitted. The  
541 Coastal Square and Residences construction plans are still under review. But in terms of new  
542 major applications, we do not have anything to report at this time.

543

544 **Zoning Administrator**

545 From the zoning ordinance perspective, the BZA and the Code Administration staff continue  
546 to do good work there, but what you have here on the screen and in your staff report is their  
547 work from last week, May 7<sup>th</sup>, if we continue to scroll down on Wednesday, June 4<sup>th</sup>, they do  
548 have four cases. It's my understanding, as of today, one of the cases had dropped off, but one  
549 of the other cases, and I'm not sure which, requires a variance, so their caseload for next month  
550 remains at four.

551

552 **Deputy County Administrator**

553 It does say no matters to present at this time. What I will report at this time is that the Wallops  
554 Research Park Leadership Council has resumed its work. They last met in February. They meet  
555 quarterly, and their next meeting is on Tuesday, May 20<sup>th</sup>. We do have their agenda on Board  
556 Docs, and I think it's good reading. So if you're interested, certainly go to Board Docs and look  
557 at their agenda. Their agenda does not consist of any items requiring voting, except their  
558 minutes, but we will be updating them on several projects and initiatives in the northern  
559 Accomack area, particularly regarding an update for Rocket Lab on some of the things that  
560 they've been accomplishing over the past couple of months. Some information that we have  
561 received from Virginia Space. As far as boards and commissions are concerned, we are looking  
562 to resume the work of the Building Code Board of Appeals. So that is essentially the sibling  
563 organization or board for the Building Code. We have the Board of Zoning Appeals, which  
564 hears matters on appeals from the zoning ordinance. But we do have the same thing for the  
565 Building Code. We don't have any work for them, per se, but it's been several years since they  
566 have met, and we need to get them back into the routine, or the habit of at least meeting  
567 annually, so that they can stay updated. And then there's also Stormwater Appeals Board, pretty  
568 obscure, but it's there, and what we want to do as the staff is to ensure that we are keeping all  
569 of the boards and commissions that we're tasked with supporting updated and current. We are  
570 trying to backtrack and get everybody back in the habit of meeting regularly, even if that's just  
571 annually. That concludes my remarks, and I can field any questions at this time.

572

573 **Commissioner Tyler**

574 How are we doing on hiring?

575

576 **Mr. Lee Pambid**

577 It's tough. We have five vacant positions. That is two building inspectors, a Deputy Director  
578 of Environmental Programs, an Environmental Planner, and a Housing Coordinator Position,  
579 an FTE, we could do something different with it. It could be a Housing Coordinator, Grants  
580 Writer, or a County Planner type position, but what we don't want to do is duplicate what other  
581 departments might be doing. If you had been following the Board of Supervisors budget  
582 deliberations, one of the positions they would like to have, or Mike Mason, County  
583 Administrator, had proposed, was a Grants Writer. A Public Information Officer is on the wish

584 list, and that's not for our department, but that would be County wide. I think that the sheriff's  
585 department picked up another two positions, and public safety had picked up several additional  
586 positions, but in the most recent budget, Community and Economic Development did not  
587 request any additional positions. If we're having challenges with recruiting, then why would  
588 we ask for additional positions when we can't fill the ones that we have? Now to properly do  
589 the work and to pay the proper amount of attention to the work that we do. If we could just fill  
590 those five positions, we would be good for a while.

591

592 **10. NEXT MEETING**

593 Our next meeting is on June 11, 2025.

594

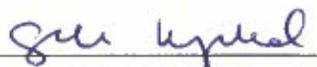
595 **11. ADJOURNMENT**

596 *On a motion made by Commissioner Tyler and seconded by Commissioner Conner, the*  
597 *Planning Commission voted unanimously to adjourn the meeting at 7:50 p.m.*

598

599

600

  
\_\_\_\_\_  
Angela Wingfield, Chairwoman

8/13/25  
\_\_\_\_\_  
Date

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606

\_\_\_\_\_  
Pamela Dix  
Administrative Assistant II

\_\_\_\_\_  
Date

607

