

**RICHMOND COUNTY PLANNING COMMISSION  
MEETING MINUTES**

November 12, 2013

The Richmond County Planning Commission held its regularly scheduled meeting on November 12, 2013 in the Public Meeting Room, County Administrative Building, Warsaw, VA.

The following members were present:

Glenn Bowen  
Jesse Clark  
Rick Cox  
Martha Hall  
Cassandra Jackson  
Clifton Jenkins  
John Lewis  
Joyce Pemberton

The following members were absent:

Darnell Clayton  
Joseph Gaines

Also present:

R. Morgan Quicke, County Administrator  
T. Richard English, Code Compliance Officer  
Mercedes Pierce, Planning Commission Secretary

**CALL TO ORDER, INVOCATION, AND PLEDGE OF ALLEGIANCE**

Chairman Rick Cox called the meeting to order at 7:00 p.m. Jesse Clark gave the invocation and Chairman Cox led everyone in the Pledge of Allegiance.

**APPROVAL OF MINUTES FROM OCTOBER 7, 2013 MEETING**

Joyce Pemberton pointed out the following sentence on page 2 of the minutes: “Mrs. Pemberton also brought up the gateway signs for the County offices and Mr. Quicke confirmed the gateway signs are still on the CIP.” Mrs. Pemberton requested the word “offices” be removed from this sentence.

Cassandra Jackson made a motion to approve the minutes with the correction. Clifton Jenkins seconded the motion and they were approved unanimously.

### **STORMWATER MANAGEMENT DISCUSSION**

T. Richard English passed out another revised ordinance draft and informed the Planning Commission that he has sent it to the County Attorney, but is still awaiting a reply.

Mr. English reminded the Planning Commission that he will be presenting a presentation to the Board of Supervisors in either December or January. Stuart McKenzie, PDC, is in the process of revising the PowerPoint he created for Mr. English to use during his presentation. Sam Johnson, NNSWCD, will be assisting Mr. English with the presentation.

Martha Hall asked Mr. English if the public workshops were still set to be scheduled after the first of the year. Mr. English believes they will be.

Mr. English pointed out Section 8-2 of the draft ordinance, in which he made major language changes. The changes came after several correspondences with Chairman Cox.

Joyce Pemberton, Martha Hall, and Chairman Cox discussed the Attorney's use of the term, "downstream."

Martha Hall wanted to confirm that the basis of the draft ordinance remained the same. Mr. English confirmed this and stated he simply updated the draft correcting the grammatical errors and added a few definitions.

Jesse Clark, R. Morgan Quicke, Martha Hall, and Chairman Cox discussed the Fairfax case of the EPA regulation of stormwater. Mr. Clark was interested in determining how the locality was responsible for regulating stormwater if the judge in the Fairfax case ruled that stormwater was not a pollutant and could not be regulated by the EPA (in case this question arose during the public hearings for the adoption of the Stormwater Ordinance). It was resolved that this topic is beyond the Planning Commission's purview and Mr. Quicke would be taking Mr. Clark's written concern to Senator Ryan McDougle.

Glenn Bowen informed the Planning Commission that he recently attended a King George County Planning Commission meeting and this local commission was concerned with the costs of providing a verbatim record, as mentioned in Section 15-3 of the draft ordinance. Chairman Cox, Mr. Quicke, and John Lewis chimed in on this topic. It was discussed that it could cost the County several hundreds of dollars to provide a "court transcript," but the County could possibly

use a digital voice recorder to record the hearings and then have an employee transcribe what exactly was discussed based on the recording.

Chairman Cox asked Mr. English if the County Attorney currently had a copy of the draft ordinance. Mr. English confirmed this and stated that he does not expect to see any major changes needing to be made before he submits the final draft to the DEQ on December 15<sup>th</sup>. Mr. Lewis requested Mr. English have Mercedes Pierce, Secretary, mail out the updated draft with the Attorney's comments. Martha Hall suggested doing this only if there are major changes to be made. Chairman Cox made a final suggestion for Mr. English to send out the updated ordinance in the December meeting packet unless there were major changes from the Attorney; in this case, Ms. Pierce could mail them out before hand.

Chairman Cox questioned the timeline for holding the public hearing for the Planning Commission to make the recommendation to the Board of Supervisors for the adoption of the Stormwater Ordinance. Mr. English stated that the public hearing could possibly be held in February, but he would like to wait until after the public workshops are held. Mr. Bowen suggested waiting until after the County receives feedback from the preliminary submittal of the ordinance.

Chairman Cox thanked Mr. English for attending the meeting.

### **CAPITAL IMPROVEMENT PLAN (CIP) ANNUAL REVIEW**

Chairman Cox informed everyone that the CIP Committee met and went through the revised plan, which was included in the meeting packets.

R. Morgan Quicke informed the Planning Commission that the County has allocated \$23,376 to the CIP fund from the FY13-14 budget. Mr. Quicke passed out a revised copy of the Improvement Plan to all the members while stating that he did not get a chance to speak with Dr. Smith regarding the newly added items for the Richmond County Public Schools.

During the CIP Committee meeting, Mr. Bowen brought up a question concerning the request for a new Fire/EMS station. It was asked how the new station would improve services for Richmond County. The RCVFD and EMS put together a Building Committee to address this question. Mr. Quicke plans to provide the Planning Commission with the Committee's response to this question in December's meeting packets. Mr. Quicke commented on why it was not financially feasible for the County to have three separate stations.

Mr. Quicke informed everyone that the CIP Committee discussed the school's request for portable bleachers, a playground, and paving. Mr. Quicke changed the pricing of vehicles, listed

on pages two and three of the CIP, and projected them down based on the purchase of used instead of new vehicles. Mr. Quicke is still working on an addendum to be included with the CIP that will provide descriptions for the recently added items/requests.

Mr. Quicke stated that the County is currently working on updating the Courthouse Complex with signage, which will be paid directly out of CIP funds.

Joyce Pemberton, Martha Hall, and Mr. Quicke discussed the cost of the new Fire/EMS station and any future uses of the then vacated EMS and fire stations. Mr. Quicke feels the pricing for the new station will possibly come down some, but the price will not be clearer until the design/plan is sent to an architect. The Building Committee is currently working on the design of the station. Mr. Quicke believes Northern Neck Electric was once interested in purchasing the building that currently houses the fire station, but doesn't believe this is still so. Mr. Quicke stated that the current plan is to sell the vacated buildings once the new station is built. The fire station would like to use this income to increase the truck fund, but it is all still negotiable.

Mr. Quicke pointed out the new items on the CIP, which are listed in red. The County only has two new items-replacement of voting machines (mandated by the State) and retrofitting the old School Board office to turn it into the Agricultural/Extension office. D. Barry Sanders, Code Administrator, is taking the lead on the retrofit project. The biggest problem the County is facing with this project is making it handicap accessible, but Mr. Sanders has designed a ramp that will hopefully eliminate this issue.

John Lewis questioned whether federal grant money would be allocated to the localities for the replacement of the voting machines. Mr. Quicke stated he doubts federal money will be granted, but hopefully the State will. The current voting machines will no longer be supported by the State and it is suggested that the machines be replaced by the Presidential election in 2016. Mr. Quicke is hoping VACo will take the lead on this project. Martha Hall believes VACo's possible lead on this project would be a great help. The Registrar's Office will be responsible for checking the machines before initial usage.

Glenn Bowen asked Mr. Quicke when he anticipates the new signage to be put up. Mr. Quicke hopes to have the Board approve the design during this Thursday's meeting, but anticipates the signs to be put up around January or February. He already contacted a company named, Carousel, out of Hanover, for a quote, but is waiting to hear back from a Warsaw-based design company for their proposal/quote.

Chairman Cox asked Mr. Quicke if he will be requesting more feedback from the schools on their requests. Mr. Quicke confirmed he will be requesting more information. Chairman Cox also suggested that Mr. Quicke contact VDOT in hopes of sharing the costs for replacing the storm

pipe. Mr. Quicke will be updating the Planning Commission with any feedback on the CIP during December's meeting. Mr. Quicke suggested having a public hearing on the Planning Commission's recommendation to the Board for approval of the CIP in January. Mr. Quicke will be checking into whether or not the County has to hold two public hearings for the adoption of the CIP.

### **OTHER BUSINESS**

Joyce Pemberton reported for the Nominating Committee and presented the following slate of officers for 2014:

Martha Hall – Chairperson

Darnell Clayton – Vice Chairman

Mercedes Pierce – Secretary

Denise Dunaway – Alternate Secretary

Joyce Pemberton stated that she had spoken with Darnell Clayton and he was interested in taking on the Vice Chairman position, but she would like to check with him again. Martha Hall suggested tabling the voting of the officers until December's meeting after hearing from Mr. Clayton.

Joyce Pemberton informed the Planning Commission that Mr. Lyle Gray, a former Planning Commission member from June 1982-December 2009, passed away in October. Mr. Gray would open the Planning Commission meetings with a beautiful prayer.

Joyce Pemberton questioned whether or not lights were put up around the Caponka shipwreck. Mr. Quicke replied stating that the spot is being marked with buoys, not lights. The Department of Game and Inland Fisheries approved the marking of the shipwreck. Mr. Quicke plans to speak with Pete Tribble to get an update on the marking.

Joyce Pemberton asked if Totuskey Creek had been tested since it is the emptying grounds of the town sewer. Mr. Quicke believes it is tested and cleaned. Mrs. Pemberton asked how often it is tested. Mr. Quicke believes the Town of Warsaw tests the water everyday. Chairman Cox confirmed that the water is tested regularly and is constantly being sampled. Chairman Cox informed Mrs. Pemberton that she may be able to find the results online.

Mercedes Pierce passed around a card for everyone to sign in order to send condolences to Mr. Lyle Gray's family.

Jesse Clark questioned the general health of Mr. Joseph Gaines and whether or not he would be returning to the Planning Commission. Chairman Cox stated he spoke with Mr. Gaines in the

parking lot before a meeting and Mr. Gaines informed him that he would have to resign. Cassandra Jackson believes Mr. Gaines is back in the hospital. Chairman Cox asked Mr. Quicke if he could talk to Supervisor Harper and see if she can contact Mr. Gaines regarding his status as a member of the Planning Commission. Mr. Quicke confirmed he will do so.

**PUBLIC COMMENT**

There were no public comments (no one from the public in attendance).

There being no further business, Martha Hall made a motion to adjourn the meeting and Cassandra Jackson seconded the motion. The meeting was adjourned at 7:54p.m.

Respectfully submitted,

Mercedes Pierce  
Planning Commission Secretary