

AGENDA
MIDDLESEX COUNTY PLANNING COMMISSION
03/12/2026
7:00 P.M.

Call to Order
Roll Call

1. Organizational Meeting

- A. Nomination and Election of Officers
- B. Establishment of Regular Monthly Meeting Date, Time and Place

2. Approval of Agenda

3. Approval of Minutes – December 11, 2025

4. Public Hearings

No applications

5. Old Business

5. New Business

- a) Subdivision Ordinance initiation for a text amendment to Section 7-1 Vacation of Boundary Lines. The amendment is for the purpose of amending the section to reconcile with Code of Virginia.
- b) Zoning Ordinance initiation for text amendment to Section 15-4 Architectural Projections.
- c) Review and discussion of the Comprehensive Plan section that addresses current water and wastewater facilities. (Discussion only. No action will be taken at this time.)

6. Planning Director's Report

Department Activity Report

8. Committee Report

9. Adjournment

**MIDDLESEX COUNTY PLANNING COMMISSION
PROCEDURES FOR CITIZEN PRESENTATIONS
ON PUBLIC HEARING MATTERS**

Per the by-laws of the Planning Commission, the following procedures shall be utilized for all public hearings:

1. No person may address the Commission unless recognized by the Chairman.
2. Comments shall be directed to the Commission – not to the audience or the applicant.
3. Each person who desires to address the Commission shall be allowed three (3) minutes to present written and/or oral comments, except that attorneys or agents representing three (3) or more citizens shall be allowed ten (10) minutes. Final rebuttal by the applicant, or their representatives shall be allowed five (5) minutes. These time limits may be changed at the discretion of the Planning Commission.
4. Unless otherwise permitted by the Chairman, each person will be given only one (1) opportunity to address the Commission.

County of Middlesex
Office of Planning and Zoning

Minutes

AT A MEETING OF THE MIDDLESEX COUNTY PLANNING COMMISSION HELD ON THURSDAY, December 11, 2025 IN THE BOARDROOM OF THE HISTORIC COURTHOUSE, SALUDA, VIRGINIA:

Present: Bev Butler, Pinetop District
Teresa Anderson, Secretary, Harmony Village District
Marilyn South, Hartfield District
Russ Perkinson, Harmony Village District
Mary Lynn Landgraf, Jamaica District
Tammie Putney, Saluda District
Tyler Crittenden, Pinetop District

Absent: Denita Hammond, Jamaica District
John England, Vice Chairman, Saluda District
RD Johnson, Chairman, Hartfield District
Reginald Williams, Supervisor

David Kretz, Planning Director

CALL TO ORDER

Secretary Anderson called the December 11, 2025, regular meeting of the Planning Commission to order at 7:00 P.M.

APPROVAL OF MINUTES

On a motion by Commissioner South seconded by Commissioner Butler, and carried by unanimous vote, the minutes of the August 14, 2025, meeting were approved.

PUBLIC HEARING

1. **2026 Capital Improvements Plan for FY 2027-2031.** The Middlesex County Capital Improvements Plan is strictly advisory. The Plan is intended for use as a Capital Facilities planning document and is not a request for funding allocations or a County Capital Budget. The CIP is intended as a planning tool to assist the Board of Supervisors in the development of the County budget.

Mr. Kretz presented his staff report recommending approval as submitted.

Secretary Anderson opened the public hearing.

With there being no comments, Secretary Anderson closed the public hearing.

After discussion by the Board members, a motion to approve 2026 Capital Improvements Plan for FY 2027-2031 was made by Commissioner Perkinson, seconded by Commissioner Butler and passed, 7-0, with 4 absent, with the recommended addition of “Impacts on Operating Costs” to the project overview.

- 2. Ordinance Amendment #2025-05**, initiated by Board of Supervisors. The request is for the purpose of amending the Middlesex County Subdivision Ordinance to comply with recent amendments to the Code of Virginia. The amendment requires review of Subdivisions to be performed by the Designated Agent, removing the Planning Commission and the Governing Body from the review process and modifying review time frames for the Designated Agent.

Mr. Kretz presented his staff report recommending approval as submitted.

Secretary Anderson opened the public hearing.

With there being no comments, Secretary Anderson closed the public hearing.

After discussion by the Board members, a motion to approve Ordinance Amendment #2025-05 was made by Commissioner Butler, seconded by Commissioner South and passed, 7-0, with 4 absent, as submitted.

- 3. Ordinance Amendment #2024-05**, initiated by Board of Supervisors. The request is for the purpose of amending the Middlesex County Subdivision Ordinance by establishing water connection requirements within the Middlesex County Water Authority Service District areas.

Mr. Kretz presented his staff report recommending approval as submitted.

Secretary Anderson opened the public hearing.

With there being no comments, Secretary Anderson closed the public hearing.

After discussion by the Board members, a motion to approve Ordinance Amendment #2024-05 was made by Commissioner Perkinson, seconded by Commissioner Butler and passed, 6-0, with 1 abstention and 4 absent, as submitted.

- 4. Ordinance Amendment #2025-01**, initiated by Planning Commission. The request is for the purpose of amending the Middlesex County Zoning Ordinance by establishing water connection requirements within the Middlesex County Water Authority Service District areas.

Mr. Kretz presented his staff report recommending approval as submitted.

Secretary Anderson opened the public hearing.

With there being no comments, Secretary Anderson closed the public hearing.

After discussion by the Board members, a motion to approve Ordinance Amendment #2025-01 was made by Commissioner Butler, seconded by Commissioner South and passed, 6-0, with 1 abstention and 4 absent, to Approve, as submitted.

OLD BUSINESS

NEW BUSINESS

PLANNING DIRECTOR'S REPORT

COMMITTEE REPORTS

ADJOURNMENT

With there being no further business, a motion to adjourn was made by Commissioner Butler, seconded by Commissioner Perkinson, and carried by unanimous vote. The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Theresa Anderson, Secretary

Date

County of Middlesex
Office of Planning and Zoning

Planning Director's Report

MIDDLESEX COUNTY PLANNING COMMISSION 2025 ANNUAL REPORT

As required by Section 15.2-2221(5) of the Code of Virginia, the following is the Middlesex County Planning Commission 2025 Annual Report to the Board of Supervisors concerning the activities and operation of the Commission and the status of planning in Middlesex County.

Elected officers of the Planning Commission for calendar year 2025 were, Chairman; R.D Johnson, Vice-Chairman; John England, and Theresa Anderson; Secretary. Commission members attended a total of Six (6) regular monthly meetings in 2025.

The Middlesex County Planning Commission will have their Organizational Meeting at the first meeting in 2026 and elect officers for the calendar year 2026.

The following list identifies the total number of applications processed by the Planning and Community Development Department in calendar year 2025:

BOARD OF ZONING APPEALS (BZA)

Applications	2020	2021	2022	2023	2024	2025
Appeals	1	0	0	0	0	0
Chesapeake Bay Act Exceptions	6	8	6	4	7	7
Variance	2	1	0	2	0	2
Total BZA	9	9	6	6	7	9

PLANNING COMMISSION

Applications	2020	2021	2022	2023	2024	2025
Major Site Plan	9	5	4	5	4	0
Major Subdivisions	0	0	0	0	0	1
Ordinance Amendment	2	1	3	5	4	5
Rezoning	5	0	2	0	1	0
Special Exception	5	2	9	4	2	3
Comp. Plan Confirmation	1	2	0	0	0	1
Total Planning Commission	20	10	18	14	11	10

WETLANDS BOARD

Applications	2020	2021	2022	2023	2024	2025
JPA - Permit Required	46	49	24	26	38	32
Total Wetlands Board	46	49	24	26	38	32

ADMINISTRATIVE APPROVALS

Applications	2020	2021	2022	2023	2024	2025
-Administrative Variance	9	12	8	12	12	5
Chesapeake Bay Act Exceptions	31	31	43	39	30	34
E&S Agreements in lieu of	37	51	44	44	101	52
JPA - No Permit Required	78	88	119	104	119	99
Land Disturbance Permits	27	18	15	20	16	16
Lot Line Adjustment	9	14	6	9	17	13
Lot Line Vacation	20	20	19	13	11	18
Minor Site Plan	12	9	8	10	6	4
Minor Subdivision	7	10	5	8	5	8
Resource Protection Area Permits	23	38	44	36	30	27
Zoning Permits	293	272	295	318	410	303
Tourist Home	9	4	15	34	18	31
E&S Plan Review				14	5	5

The following list identifies the total number of violations issued by the Planning Department in calendar year 2025:

VIOLATIONS

Type of Violation	2020	2021	2022	2023	2024	2025
Inquiries	46	34	26	53	7	14
Non-Zoning	14	11	8	17	6	20
Zoning	6	10	14	51	23	35
Wetlands	0	0	0	0	0	1
Total Notice of Violations Issued	66	55	48	64	14	13
Court Cases			4		2	0
Total Number of Complaints					29	44

The following list identifies the total development activity in calendar year 2025:

DEVELOPMENT ACTIVITY

Type of Activity	2020	2021	2022	2023	2024	2025
New Single-Family Dwelling Units	34	52	42	46	97	51
New Manufactured Homes	11	10	14	5	7	9
Total Permits Issued	854	903	1,358	976	1,174	1,363
Total Inspections	1,534	1,692	2,276	1,936	2,450	2,344
Certificate of Occupancy	53	51	63	49	67	87

The Planning Commission looks forward to carrying out its responsibilities and working with the Board of Supervisors in the year 2026 in planning for the betterment and growth of Middlesex County.

Respectfully Submitted,

David Kretz
Planning Director

County of Middlesex
Office of Planning and Zoning

New Business



Middlesex County Planning Commission Agenda Summary

MEETING DATE: March 12, 2026

PREPARER: Dave Kretz

Middlesex County Comprehensive Plan Evaluation

Summary:

In conjunction with recent amendments to the Subdivision Ordinance and Zoning Ordinance, as they relate to MWA water hookup requirements, a draft of the revised Comprehensive Plan section, that describes the County's public and Private water systems is being provided for review and discussion. The draft has been forwarded to the County Attorney and the MWA Director for review and comment.

Water Facilities

On June 10, 2014, the Middlesex County Board of Supervisors adopted an ordinance establishing the Middlesex Water Authority (MWA), who concluded that there was a need for public water and subsequently constructed a public water system that runs from the two wells constructed for the Rosegill residential development, located off of Urbanna Road, to eastern edge of Deltaville and Stingray Point. Collectively, the two wells have a source capacity of 1,152,000 gpd and are currently permitted for a capacity of 383,526 gpd. The system serves properties along Urbanna Road, General Puller Highway and numerous properties located along secondary and private roads in the Deltaville area and went into service in March of 2022. As part of the system, pump stations were constructed at well sites located off Urbanna Road and in Deltaville near the intersection of General Puller Highway and Providence Road. In addition to the service lines and pump stations, fire hydrants were added, at the required interval, that provide fire protection to adjacent homes/businesses and provide water for firefighting equipment that requires water in areas not served by the system. Currently, MWA services approximately 700 customers with sufficient capacity to service additional subscribers. Prior to construction, the system was found to be in Substantial Accord with the Comprehensive Plan pursuant to Section 15.2-2232 of the Code of Virginia and Section 19-3.4 of the Middlesex County Zoning Ordinance, by the Planning Commission during their June 14th, 2018, meeting.

The Town of Urbanna operates a public centralized water system. Two public wells supply a 250,000 gallon water tower which provides the capacity and pressure to serve town residents and some areas in the county outside the town's limits. In the Saluda area, Aqua operates a public water system that services properties located along General Puller Highway and Gloucester Road. The well and tank associated with that system are located on the high school property, which is owned by the Middlesex County School Board. Properties outside of the previously mentioned service areas are primarily serviced by on-site wells, with some properties in larger subdivisions being serviced by a central community water system.

Middlesex Water Authority (MWA) Service Area

The MWA service area is hereby defined as all areas located within the boundary and limits of County of Middlesex, except as follows:

- 1) Any area or property located within the boundary and limits of the Town of Urbanna.
- 2) Any property, located outside of the boundary of the Town of Urbanna, that is currently served by the Town of Urbanna Water System or any property located directly adjacent to the existing main line, as currently constructed, and can be serviced without installation of an extension of the existing main line.

- 3) Any property located in the Saluda area, that is currently serviced by Aqua, or any successor, that is located adjacent to the existing main line, as currently constructed, and can be serviced without installation of an extension of the existing main line.

Staff recommendation:

- Continue with required amendment of the Comprehensive Plan.

Action Required:

- Informational only, no action required at this time.