AT THE WORK SESSION OF THE HAMPTON PLANNING COMMISSION HELD IN THE LAWSON CONFERENCE ROOM, 8Th FLOOR, CITY HALL, 22 LINCOLN STREET, HAMPTON, VIRGINIA, ON THURSDAY, FEBRUARY 21, 2019 AT 3:00 P.M.

Secretary to the Commission Terry O'Neill called the meeting to order at 3:07 p.m. A call of the roll noted Commissioners Ruthann Kellum, Tommy Southall, Vice-Chair Carole Garrison, and Steven Brown as being present. Commissioners Trina Coleman, Mary Bunting, and Chairman Christopher Carter were noted as absent; however, Chairman Carter arrived after the roll call. Staff in attendance were Secretary to the Commission/Director of Community Development Terry O’Neill, Deputy City Attorney Bonnie Brown, Planning & Zoning Administration Manager Michael Hayes, Senior City Planner Lucy Stoll, City Planner Antionette Fowlkes, City Planner Frank Glover, and Recording Secretary/Senior Administrative Assistant Kristie Graves.

The Commission and staff discussed the following agenda items, with the following information being provided:

**Introduction of New Community Development Employees:** Secretary O'Neill introduced new City Planners Antionette Fowlkes and Frank Glover to the Planning Commissioners.

**Resolution to Adopt 2019 Meeting Schedule:** Virginia Code requires the Planning Commission to publish the dates and times of the regular meetings of the Planning Commission by resolution. The resolution has to be approved by the Planning Commission.

**Use Permit Application No 18-00014:** by Fraternal Order of Police Lodge 26, Limited to permit a private club/lodge on the first floor of 36 Wine Street. The lodge will primarily be used for evening meetings 2 – 3 times per month, with the possibility of private member dinners or social events to include live entertainment. Additionally the officers that serve the lodge will use the space for administrative duties for the FOP. The second floor will be rented out.

**Update on Hampton Projects:** Secretary O’Neill provided a status update on various ongoing and future projects throughout the City.

**Presiding Over Planning Commission Meeting:** The Vice-Chair shall preside over the meeting in the absence of the Chairman.

Work session adjourned at 3:27 p.m.
AT THE REGULAR MEETING AND PUBLIC HEARING OF THE HAMPTON PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS, 8TH FLOOR, CITY HALL, 22 LINCOLN STREET, HAMPTON, VIRGINIA, ON THURSDAY, FEBRUARY 21, 2019 AT 3:30 P.M.

I. CALL TO ORDER

Chairman Christopher Carter called the meeting to order at 3:32 p.m.

II. ROLL CALL

A call of the roll noted Commissioners Ruthann Kellum, Tommy Southall, Vice-Chair Carole Garrison, Steven Brown, and Chairman Christopher Carter as being present. Commissioners Trina Coleman and Mary Bunting were noted as absent. Staff in attendance were Secretary to the Commission/Director of Community Development Terry O’Neill, Deputy Director of Community Development Steve Shapiro, Deputy City Attorney Bonnie Brown, Planning & Zoning Administration Manager Michael Hayes, Senior City Planner Tolu Ibikunle, Senior City Planner Lucy Stoll, City Planner Antonette Fowlkes, City Planner Frank Glover, and Recording Secretary/Senior Administrative Assistant Kristie Graves.

III. MINUTES – DECEMBER 20, 2018 WORK SESSION & PUBLIC MEETING

A motion was made by Commissioner Steven Brown and seconded by Commissioner Ruthann Kellum to approve the minutes of the December 20, 2018 Work Session and Planning Commission meeting.

A roll call vote on the motion resulted as follows:

AYES: Kellum, Southall, Brown, Carter
NAYS: None
ABST: Garrison
ABSENT: Coleman, Bunting

IV. RESOLUTION TO ADOPT 2019 PLANNING COMMISSION MEETING SCHEDULE

Deputy City Attorney Bonnie Brown explained that as a requirement by the Virginia Code, the Planning Commission has to adopt a set of regular meeting dates for 2019. In the event of hazardous weather conditions or other factors that do not allow the Planning Commission to meet on a regular meeting date, items on the canceled meeting can be automatically moved to the next regular meeting, and the public knows what the Planning Commission meeting schedule is in advance. The resolution has to be approved by the Planning Commission.

A motion was made by Commissioner Tommy Southall and seconded by Commissioner Ruthann Kellum to approve the resolution to adopt the 2019 Planning Commission regular meeting schedule.

A roll call vote on the motion resulted as follows:

AYES: Kellum, Southall, Garrison, Brown, Carter
NAYS: None
ABST: None
ABSENT: Coleman, Bunting
V. PUBLIC HEARING ITEMS

Secretary O'Neill read the key points of the Hampton Planning Commission Public Hearing/Comment Rules in order for the affairs of the Commission to be conducted in a courteous manner.

Mr. O'Neill read the public hearing notice on the agenda item.

A. UP 18-00014 – FRATERNAL ORDER OF POLICE LODGE 26, LIMITED, 36 WINE STREET [LRSN: 2003044], PRIVATE CLUB/LODGE

Use Permit Application No. 18-00014. This is a use permit application by Fraternal Order of Police Lodge 26, Limited to permit a private club/lodge on the first floor of 36 Wine Street, which is near City Hall in downtown Hampton [LRSN: 2003044]. The property is currently zoned Downtown Business (DT-1) which allows for a private club/lodge with a use permit. The Hampton Community Plan (2006, as amended) recommends mixed use for this site. The property also falls into the Downtown Master Plan (2017, as amended). Copies of documents or information concerning this proposal may be obtained from the Community Development Department located in City Hall at 22 Lincoln Street or from Lucy Stoll, 757-727-6301 or lucy.stoll@hampton.gov.

Senior City Planner Lucy Stoll presented the staff report on the subject application, a copy of which is attached to the original minutes. She stated that staff recommends approval of Use Permit Application No. 18-00014 with eight (8) conditions.

Mrs. Stoll stated that a community meeting was held by the applicant on January 9, 2019, one property owner was in attendance, and no concerns regarding the use were raised. One letter of support was received by an adjacent property owner. The applicants were also available to answer questions regarding the subject application.

Commercial Real Estate Agent Will Andrews, 6 Manhattan Square, Suite 102, represented the applicants in the acquisition of the subject property. Also present were applicants; Albert Banwell, Wheaton Road is an officer with the FOP Lodge and Registered Agent with State Corporation Commission; John Sandhoeffer, 3305 Matoaka Road is the 1st Vice President, FOP Lodge; and Wesley Quilin, 49 Sanlun Lakes Drive is a police officer with the Hampton Police Division and also the President of the FOP Lodge.

Mr. Sandhoeffer commended Mrs. Stoll and the Planning & Zoning staff for their professionalism representing the City through the process. He said their transparency and helpfulness was very much appreciated. Mr. Sandhoeffer explained that the FOP is purchasing the entire building but using only the first floor for the lodge purposes. Because membership numbers for the Lodge dropped, their previous location on Mingee Drive became too large for them and was financially unwieldy. That property was sold to the Elks. The FOP Lodge’s proximity to HPD Headquarters is very convenient. The second floor of the building will be used as normal commercial space with the intent to rent the space.

In response to a question from Chairman Carter, Mr. Sandhoeffer confirmed that the additional space upstairs will be rented out but is not part of the use permit application.
In response to a question from Vice-Chair Garrison, Mrs. Stoll responded that the hours from 8AM – 12AM Sunday through Thursday and 8AM – 2AM Friday and Saturday are consistent with the live entertainment in similar highly commercial areas.

There being no further questions or speakers, the Planning Commission approved the following resolution:

WHEREAS: the Hampton Planning Commission has before it this day Use Permit Application No. 18-00014 by Fraternal Order of Police Lodge 26, Limited to permit a private lodge on the first floor of 36 Wine Street [LRSN 2003044];

WHEREAS: The lodge will primarily be used for evening meetings 2-3 times a month, with the possibility of private member dinners or social events. The lodge will also be used by officers for administrative duties;

WHEREAS: the subject property is zoned DT-1, Downtown Business District, which allows for a private lodge with the approval of a use permit;

WHEREAS: the Hampton Community Plan (2006, as amended) recommends mixed use for this site;

WHEREAS: staff recommends eight (8) conditions be attached to the application which primarily manage the use of the property for events and live entertainment. These include limiting hours of live entertainment, prohibiting third party events, and complying with the noise ordinance;

WHEREAS: staff received one letter from an adjacent property owner in support of the application; and

WHEREAS: no one from the public spoke for or against this proposal.

NOW, THEREFORE, on a motion by Vice-Chair Carole Garrison and seconded by Commissioner Steven Brown,

BE IT RESOLVED that the Hampton Planning Commission recommends to City Council approval of Use Permit Application No. 18-00014 with eight (8) conditions.

A roll call vote on the motion resulted as follows:

AYES: Kellum, Southall, Garrison, Brown, Carter
NAYS: None
ABST: None
ABSENT: Coleman, Bunting

VI. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

A. YOUTH PLANNER PRESENTATION

Senior City Planner Tolu Ibikunle presented the Youth Planner report for February in the absence of Junior Youth Planner Will Klotz. Because the meeting was moving so quickly, Mr. Klotz had not arrived from school yet.
The Youth Commission meets the first 3 Mondays of every month. They are actively working on their work plans to make sure they are accomplishing the goals they have set for the year.

At the December 3rd meeting, Commissioners brainstormed on ideas to gather input for the Youth Component of the Hampton Community Plan and for the Kick-Off Event in October.

On December 10th, Youth Commissioners continued working on the Simulated Economy Proposal, which has been submitted to the Parks & Recreation Department for review. The Commission identified financial literacy as the key area that youth need more assistance with. Hampton City Schools includes financial literacy in the curriculum but the Youth Commissioners have identified a nationally recognized curriculum that offers a more hands on opportunity for youth to learn about financial literacy skill. It can be adopted in the classroom as well as community centers and after school programs.

On December 17th, the Grants Committee practiced their grant presentation for the joint meeting with City Council. The Commissioners also worked on “Dream Studios”, which is an engagement opportunity for youth input throughout the community. The data will be use in the Youth Component of the community plan. “Dream Studios” have been held at Kecoughtan High School and Spratley Gifted Center. The youth gave great input in things they would like to see in Hampton.

In response to a question from Commissioner Brown, Secretary O’Neill responded that the money for the youth grants came from a general fund appropriation from the Youth Coalition Office that no longer exists. The Youth Commission will be asking City Council to appropriate an amount of money to reinstitute the grant program.

On January 7th, work plans were reviews and Commissioners reassessed their goals and deadlines.

At the January 14th meeting, Youth Commissioners created a survey that is published on the City of Hampton Youth Commission webpage as well as the Hampton 2040 page.

March’s HYC general meetings will be held on March 4th, March 11th, and March 18th. The HYC Executive Committee meetings will be held on March 5th, March 12th, March 19th, and March 26th. The Joint Council meeting will be held on March 11th.

In response to a question from Commissioner Brown, Ms. Ibikunle answered that in November 2018, the Youth Commission collaborated with the Citizen’s Unity Commission’s Youth Advisory Group to explore ways to engage youth in events commemorating the arrival of the first enslaved Africans brought to America at Point Comfort in 1619. One of the next steps of the Youth Commission is to re-engage the Youth Advisory Group to see what projects will come out of the collaboration.

Chairman Carter thanked Ms. Ibikunle for an engaging presentation.

B. COMMUNITY DEVELOPMENT PROJECT UPDATES

Secretary O’Neill shared some informational items with the Planning Commission.

Citizens Codes Academy Graduation: The first class from the Citizens Codes Academy will graduate on Thursday, February 28th at 6PM – 8PM at the Ruppert Sargent Building, 1 Franklin
Street. Approximately 32 people have been attending the six-week session. Some members may continue training and be certified as Citizen Codes Inspectors.

**Hampton Community Plan:** The Community Development Department has spent the months since the kick-off participating in community outreach with table talks and roadshows to various community groups. The next step is to compile the key topics from the community engagement sessions and create focus groups on those key strategic issues. A formal update will be presented at a future Planning Commission meeting.

**Resilient Hampton:** Approximately 120 citizens attended the Resilient Hampton meeting that focused on New Market Creek. The Community Development Department worked on the presentation with consultants from New Orleans and the Netherlands. A formal update will be presented at a future Planning Commission meeting.

Commissioner Kellum commented that she attended the Resilient Hampton meeting and was overwhelmed with the amount of detailed information and the amount of people in attendance.

Vice-Chair commented that she was glad that the Citizens Codes Academy was being held, and included zoning. She added that she had taken classes as a citizen and it is very helpful to take a class to learn about things that are going on and why they are done a certain way. She publicly thanked City Council for requesting the class be offered and thanked staff. She is glad that citizens are taking advantage of it.

Secretary O’Neill mentioned that Deputy Director of Community Development Steve Shapiro, Deputy City Attorney Bonnie Brown, Planning & Zoning Administration Manager Michael Hayes taught the two classes on the Hampton Community Plan and zoning. During the last class, a mock City Council meeting was conducted whereas members of the class served as City Council members voting on a land use application.

In response to a question from Commissioner Kellum, Secretary O’Neill responded that the mock City Council did not agree.

In response to a question from Commissioner Brown, Secretary O’Neill stated that there is a large amount of information shared by citizens. Many of the strategic issues Council has identified such as Education, Living with water (flooding issues), job creation, crime and Public Safety, Quality of Life as the community appears are not too far off track from what citizens are concerned with. Some issues are also regional issues such as resiliency and dealing with sea level rise, transportation and congestion, and the state of retail (vacant stores) come up often. The information will be processed and forwarded to City Council and also shared with the Planning Commission.

Chairman Carter commented that he often stress to his congregation and others the importance of attending City Council and Planning Commissions meetings to know what is going on in their community, to be engaged and proactive.

Secretary O’Neill agreed with Chairman Carter and commented that he often hears from citizens that the City does great planning but nothing happens. He shared that he doesn’t think people connect the dots in that getting involved in a process can ultimately generate some action. Also, it takes time. He stated that in presentations he often lists visible projects that people in the community know, and inform them that the project came to fruition from people in the community getting together with their questions and ideas.
VI. ITEMS BY THE PUBLIC

There were no items by the public.

VII. MATTERS BY THE COMMISSION

Chairman Carter remarked that it was good to see Vice-Chair Garrison at the meeting and also offered condolences to Commissioner Brown on the passing of his mother. Chairman Carter thanked the Community Development staff and audio-visual staff for they work they do.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:06 p.m.

Respectfully Submitted,

Terry O'Neill
Secretary to the Commission

APPROVED BY:

Christopher Carter
Chairman