



Westmoreland County, Virginia
LAND USE ADMINISTRATION
PO Box 1000
Montross, VA 22520
804-493-0120

Building Official
Zoning Official
Planning Commission
Board of Zoning Appeals
Board of Building Appeals
Wetlands Board

Lewis Thompson
James Coates
Allen Hickman
Ben Hudson
Kyle J Schick

AGENDA
for
PLANNING COMMISSION
meeting
January 5, 2026 @ 1:30 p.m.
George D. English Sr. Memorial Building

1. Statement: A quorum of the Planning Commission members are physically present, this meeting is also being broadcast electronically.
2. **Election of Officers**
3. Approval of December 2025 Work Session Minutes
4. Commissioner's Concerns
5. Public Hearings

CASE# 2512-CA-03 - Proposed text amendment to include and define Event Venue as a permitted use by right in the B-1, B-2, and B-3 Zoning district; and permitted by special exception in the AC, RC, and A-1 Zoning districts. Proposed text amendment to include amendments to Article 2 Base Districts, Article 4 Supplemental Use Regulations, Article 5 Parking, Article 12 Definitions, and Appendix Table of Uses of the Westmoreland County Zoning Ordinance.

6. Other Matters:
 - a. Review and adoption of By-Laws.
 - b. Establish regular meeting date: the 1st Monday of each month at 1:30 p.m.
 - c. Disclosure of Real Estate Holdings Form.
 - d. Upcoming Certified Planning Commissioner Program.
7. Adjournment

Citizens wishing to comment may submit written comments to be accepted as part of the public record.

Comments may be submitted via electronic mail: Landuse@westmoreland-county.org

All comments must be received by the last Friday prior to the hearing date.

Copies of the applications and other information are available for public review upon request.

A regular meeting of the Westmoreland County Planning Commission was held on November 24, 2025 in the George D. English Sr. Memorial Building, Montross, VA. Those members present were John Felt, Lewis Thompson, Allen Hickman, Kyle Schick, and James Coates. Zoning Administrator Richard Stuart Jr. and Assistant Planning Director Kelly De Jesus were also present.

CALL TO ORDER

Chairman Felt called the meeting to order at 3:02 p.m. The roll was called and a quorum declared.

COMMISSION'S CONCERNS

Mr. Thompson stated that there was no stop sign on Sleepy Hollow at Chilton's. Mr. Felt stated that there were two road buckles on Wild Sally.

Capital Improvement Plan 2026-2030 – The Westmoreland County Planning Commission will hold a public hearing on the proposed Capital Improvement Plan 2026-2030, as well as financing to support the same, estimated 18 million dollars to be financed.

Richard Stuart Jr. presents a PowerPoint of the Capital Improvement Plan 2026-2030.

Cathy Rice, Westmoreland County Schools Superintendent answers questions regarding plans for the schools.

Timothy Trivett, Board of Supervisors states his questions and concerns regarding the Capital Improvement Plan 2026-2030.

David Rose from Davenport answers questions and concerns regarding the Capital Improvement Plan 2026-2030.

With no other Public Comment, Mr. Schick motions that the Westmoreland County Planning Commission Recommend that the Comprehensive Plan calls for and is in compliance with the Proposed Capital Improvement Plan FY 2026-2030 and that the Westmoreland County Board of Supervisors approve the Capital Improvement Plan FY 2026-2030 with the request that future submittals are received with adequate time to approve. Mr. Coates seconds the motions, and the Capital Improvement Plan was recommended to the Board of Supervisors with a 4:1 vote, with Mr. Thompson voting nay.

OTHER MATTERS

No other matters were brought before the Commission.

ADJOURNMENT

There being no other business to come before the Commission, Mr. Thompson moved that they adjourn. Mr. Coates seconded, and the motion carried by unanimous vote with the meeting adjourning at 4:07 p.m.

_____ Chairman

Article 12 Definitions

12 1 Definitions. For the purpose of this ordinance, certain words and terms are defined below as referenced in Article 1.3.4.

Evergreen: A coniferous or other plant that retains its leaves or needles in all seasons.

Event Venue: A business establishment for hosting social, cultural, or community gatherings such as weddings, receptions, banquets, meetings, or similar events. The use provides indoor or outdoor spaces for assembly, dining, and entertainment while maintaining a scale, appearance, and operation compatible with surrounding adjacent land uses.

Family: One (1) or more persons occupying a premises and living in a single dwelling unit, as distinguished from an unrelated group occupying a boardinghouse, tourist home, lodging house, motel or hotel. One (1) or more persons related by blood, marriage, adoption or guardianship, including servants, caregivers, and no more than two (2) roomers or boarders; or a group of not more than four (4) unrelated persons; or residents of a dwelling used as a group home or assisted living facility as provided in 15.2-2291, Code of Virginia. As used in this definition, roomers and boarders are residents of the premises occupying the premises for 30 or more consecutive days.

ARTICLE 2 Base Districts Regulations

2-1. Agricultural Conservation (AC)

2-1.3 Permissible Uses (by Special Exception)

By Special Exception Approval by the Board of Supervisors:

1. Airports, private
2. Alternative Sewage Treatment Systems
3. Bed and Breakfast Inns
4. Biosolids Composting
5. Boat Building and repair
6. Boat Sales and Service
7. Boat Wharves, Public
8. Camps, day or boarding
9. Churches, 50,000 square feet or more
10. Civic Clubs
11. Community Water Systems for Cluster Development
12. Country Clubs
13. Country Inns
14. Country Store or Specialty Shop, not to exceed 3,000 square feet
15. Day Care Centers

16. Dwelling, Dormitory, associated with school, camp only
17. Event Venue, subject to Article 4-11.2
18. Farm Machinery Sales, Rental, Service, subject to Article 4
19. Fire, police or rescue stations
20. Flea Markets
21. Funeral Homes
22. Golf Courses
23. Golf Driving Ranges
24. Grain and Fertilizer Storage, Commercial
25. Group Housing for Farm Labor, Seasonal or Year Round
26. Home Occupation, Major
27. Hospitals, subject to Article 4
28. Houses, Boarding or Rooming
29. Kennels, Commercial, subject to Article 4
30. Nurseries, retail (Florists – April 12, 2006 Errata Sheet –are considered retail uses not listed but does not mean they are not allowed.
31. Nurseries, wholesale
32. Produce Processing Plants, Agricultural
33. Public Landings
34. Public utility trunk lines and system components (electrical and gas)
35. Restaurants, not to exceed 3,000 square feet, subject to Article 4
36. Rural Small Business, subject to Article 4
37. Sand and Gravel Pits
38. Sawmills, Permanent
39. Schools, elementary, middle or high
40. Seafood Facilities, Processing
41. Service Stations, subject to Article 4
42. Swimming Pools, Public
43. Telecommunications towers, attached
44. Telecommunications towers, free-standing, subject to Article 4
45. Tourist Homes
46. Upholsterers – April 12, 2006 Errata Sheet –are considered retail uses not listed but does not mean they are not allowed.
47. Veterinary Clinic, Kennels and Hospital

2-2. Rural Conservation (RC)

2-2.3 Permissible Uses (by Special Exception)

By Special Exception Approval by the Board of Supervisors:

1. Airport, Private
2. Alternative Sewage Treatment Systems
3. Bed and Breakfast Inn
4. Biosolids Composting
5. Boat Building and repair
6. Boat Sales and Service
7. Boat Wharves, Public
8. Camps, day or boarding
9. Churches
10. Civic Clubs
11. Community Water System for Residential Cluster Option
12. Country Clubs
13. Country Inns
14. Country Store or Specialty Shop, not to exceed 3,000 square feet
15. Day Care Centers
16. Dwellings, Dormitory associated with school, camp only
17. Event Venue, subject to Article 4-11.2
18. Farm Machinery Repair
19. Farm Machinery Sale, Rental, Service
20. Feed Mills
21. Fire, Police or rescue stations
22. Flea Market
23. Funeral Homes
24. Golf Courses
25. Golf Driving Ranges
26. Home Occupation, Major
27. Hospitals, subject to Article 4
28. Houses, Boarding or Rooming
29. Kennels, Commercial
30. Museums
31. Nurseries, retail (Florists – April 12, 2006 Errata Sheet –are considered retail uses not listed but does not mean they are not allowed.)
32. Nursing Homes
33. Playgrounds, lighted
34. Parks, lighted

35. Post Office
36. Public Landings
37. Restaurants, not to exceed 3,000 square feet
38. Rural Small Business
39. Sawmills, Permanent
40. Seafood Facility, Non-Processing
41. Schools, elementary, middle, high, post-secondary
42. Service Stations, subject to Article 4
43. Swimming Pools, Public
44. Telecommunications towers, attached
45. Telecommunications towers, free-standing, subject to Article 4
46. Tourist Homes
47. Travel Trailer Parks
48. Upholsterers – April 12, 2006 Errata Sheet –are considered retail uses not listed but does not mean they are not allowed.
49. Veterinary Clinics, Kennels and Hospital
50. Public utility trunk lines and system components (electrical and gas)

2-13. Agriculture (A-1)

2-13.3 Permissible Uses (by Special Exception)

1. Administrative Offices
2. Airport, Private
3. Airport, Public
4. Alternative Sewage Treatment Works
5. Antique Shop
6. Automotive Repair Garage
7. Biosolids Composting
8. Blacksmith Shop
9. Boat Building
10. Boat Sales and Service
11. Boat Wharves, Public
12. Boathouse
13. Cabinet and Furniture Shops
14. Carwash
15. Canneries
16. Cemeteries
17. Central Wastewater Treatment Works
18. Central Water System
19. Child Care Centers
20. Clubs
21. Communication Facilities and/or Tower
22. Community Waterworks

23. Concrete Works
24. Contractors Office
25. Dairies
26. Dwelling, Dormitory
27. Dwelling, Multi-Family
28. Dwelling, Two-Family
29. Engine Repair and Sales, Small
30. Event Venue, Subject to Article 4-11.2
31. Family Day - Care Home
32. Firehouses
33. Flea Market
34. Funeral Homes
35. ~~Golf Courses~~ (Errata Sheet – April 12, 2006 this is a by-right use)
36. Golf, Driving Range
37. Grain and Fertilizer Storage Commercial
38. ~~Historical Areas~~ (Errata Sheet – April 12, 2006 this is a by-right use)
39. Home Doctors Office
40. Home Occupation, Major
41. Home Professional Office
42. Hospitals
43. Houses, Boarding or Rooming
44. Kennel
45. Machine Shops
46. Motels and Hotels
47. Non community Waterworks
48. Nursing Homes
49. Post Offices
50. Produce Processing Plant
51. Professional Offices
52. Public Landings
53. Public Utility Facilities
54. Rescue Squad
55. Restaurant
56. Sawmill, Portable
57. Seafood Facility -- Processing
58. Service Station
59. Shops, Retail Sales and Personal Services
(Florists – Upholsterers – April 12, 2006 Errata Sheet –are considered retail uses
not listed but does not mean they are not allowed.)
60. Stores, Retail Sales and Services
(Florists – Upholsterers – April 12, 2006 Errata Sheet –are considered retail uses
not listed but does not mean they are not allowed.)
61. Swimming Pool, Public
62. Subdivision Sales Offices
63. Tourist Homes

64. Upholsterers
65. Veterinary Clinic, Kennels and Hospital
66. Water and Sewer Facilities, Public
67. Water Well Drilling
68. Welding Shops
69. Wholesale and Processing Facility
70. Wood Products, Manufacturing

2-20. Business, General District (B-1):

2-20.2 Permitted Uses (by-right)

1. Accessory Uses
2. Administrative Offices
3. Antique Shop
4. Auto Sales and Service
5. Bakeries
6. Banks
7. Bed and Breakfast
8. Boat Sales and Service
9. Boat Wharves, Private
10. Boat Wharves, Public
11. Bulkheads
12. Cabinet and Furniture Shops
13. Carwash
14. Child Care Centers
15. Churches
16. Church Bulletin Boards
17. Communication Facilities and/or Tower
18. Contractors Office
19. Conventional Sewage Treatment Works
20. Dry Cleaners
21. Event Venue, Subject to Article 4-11.2
22. Firehouses
23. Florists
24. (Florists – Upholsterers – April 12, 2006 Errata Sheet –are considered retail uses not listed but does not mean they are not allowed.)
25. Funeral Homes
26. Historical Areas
27. Home Occupation, Minor
28. Houses, Boarding or Rooming
29. Jetties

30. Laboratory, Research and Development
31. Laundry
32. Libraries
33. Lumber and Building Supply
34. Motels and Hotels
35. Museums
36. Office Buildings
37. Off-Street Parking
38. Parking Areas
39. Post Offices
40. Printing Plants
41. Private Well
42. Professional Offices
43. Public Utilities Serving Individual User
44. Rescue Squad
45. Restaurant
46. Retaining Walls
47. Seafood Facility - Non-Processing
48. Seawalls
49. Septic Disposal System, Conventional
50. Service Station
51. Shops, Retail Sales and Personal Services
52. (Florists – Upholsterers – April 12, 2006 Errata Sheet –are considered retail uses not listed but does not mean they are not allowed.)
53. Sign, Advertising
54. Sign, Business
55. Sign, Directional
56. Sign, Temporary Structure
57. Stores, Retail Sales and Services
58. (Florists – Upholsterers – April 12, 2006 Errata Sheet –are considered retail uses not listed but does not mean they are not allowed.)
59. Swimming Pool, Public
60. Theaters, Other Than Drive-In
61. Upholsterers
62. Warehouse
63. Well, Private

Business, Restricted District, (B-2)

2-21.2 Permitted Uses (by-right)

1. Accessory Uses (Errata Sheet – April 12, 2006 this are by-right uses)
2. Bed and Breakfast
3. Conventional Sewage Treatment Works
4. Event Venue, Subject to Article 4-11.2
5. Home Occupation, Minor
6. Lumber and Building Supply
7. Private Well
8. Seafood Facility - Non-Processing
9. Seafood Facility -- Processing
10. Septic Disposal System, Conventional
11. Sign, Advertising
12. Sign, Business
13. Sign, Directional
14. Sign, Temporary Structure
15. Warehouse
16. ~~Water and Sewer Facilities, Public~~ (Errata Sheet – April 12, 2006 this requires a Special exception approval as #23 below)

2-22. Business, Open Land District (B-3):

2-22.2 Permitted Uses (by-right)

1. Bed and Breakfast
2. Contractors Office
3. Contractors Storage Yard
4. Conventional Sewage Treatment Works
5. Event Venue, Subject to Article 4-11.2
6. Home Occupation, Minor
7. Lumber and Building Supply
8. Machine Shops
9. Private Well
10. Seafood Facility - Non-Processing
11. Septic Disposal System, Conventional
12. Sign, Advertising
13. Sign, Business
14. Sign, Directional
15. Sign, Temporary Structure
16. Warehouse
17. Well, Private

ARTICLE 4 Supplemental Use Regulations and Standards

4-11 Event Venues

4-11.1 Purpose and Intent

The purpose of this section is to allow for, in certain districts, the establishment of event venues, used for gatherings such as hosting social, cultural, or community gatherings such as weddings, receptions, banquets, meetings, or similar events which preserve the rural, historic, and community character of surrounding uses.

4.11.2 General Standards for Event Venues

- A. No music shall be played, either by mechanical device or live performance in such a manner that the sound emanating therefrom shall violate any provision of Chapter 22 Article IV – Noise of the County Code.
- B. No overnight accommodation shall be provided on the property.
- C. All buildings and seating areas located in the AC, RC, and A-1 zoning district shall be located at least 200 feet from any property line and shall be screened.
- D. Shall have a maximum of 50 events per year in the AC, RC, and A-1 Zoning Districts.
- E. Maximum capacity of attendees per event in the AC, RC, and A-1 Zoning Districts will be determined by the Board of Supervisors.
- F. All design and use of exterior lighting shall comply with the International Dark Sky Association and shall be labeled as such on the site plan sketch.
- G. All events must conclude by 10:00PM, not including break-down and clean-up.
- H. The applicant shall secure all necessary permits and approvals from the Westmoreland County Community Development Department and other state and local government agencies.
- I. Parking should comply with Article 5 – Parking and Loading Regulations 5.5 Required Parking Spaces.
- J. If located in an AC, RC, and A-1 District, the parcel shall be at least five (5) acres in size.

4-2.3.3 Special Events

- A. A temporary use permit for such special events that are planned for or which reasonably may be expected to attract more than 100 persons at any one time, such as Carnival, Circus, Festival, Fair, Dog Show, Horse Show, Outdoor Retail Sales Event, Fireworks Show, Tent Revival or similar meetings shall be issued for not more than ten consecutive days, in any six (6) month period.
- B. No such activity shall be located closer than 300 feet to a residential use, unless the owner of the residential use grants express written permission in a form that can be reviewed and validated by the Zoning Administrator.

- C. Adequate provisions must be made for off-street parking, safe ingress and egress must be provided and approved by the Zoning Administrator.
- D. Special event are permitted only between the hours of 7:00 a.m. and 12:00 midnight. The Zoning Administrator may require that no activity, including set-up or knock-down of a carnival or circus, shall be permitted between 12:00 midnight and 7:00 a.m.
- E. Night operations shall be permitted only if there is a lighting plan approved by the Zoning Administrator which provides for safe lighting without excessive glare into residential areas or onto public streets.
- F. One temporary on-site sign, advertising the activity and two on-site directional signs for ingress and egress may be permitted in accordance with this Zoning Ordinance.
- G. The following special events are exempt from the requirements of this section (i.e., they may occur without a temporary zoning permit). Exempt special events, however, shall remain subject to all other applicable provisions of this Ordinance and the County Code, including, but not limited to standards governing noise control.
 - 1. Special events planned or reasonably expected to attract less than 100 persons at any one time.
 - 2. Special events occurring within, or upon the grounds of, a private residence, where the property owner receives no compensation for hosting the event and guests/attendees are not charged an admission fee.
 - 3. Any event sponsored in whole or in part by Westmoreland County or another political subdivision of the Commonwealth of Virginia;
 - 4. Any organized special events conducted at sites or facilities typically intended, used, and designed for such events. Examples of such exempt activities include, but are not necessarily limited to sporting events conducted on courses or fields intended and used for such activities; wedding services conducted at churches, country inns, banquet facilities/halls, reception halls, or similar facilities; wine tasting and wine tasting dinners at wineries whose facilities are designed for such events; conferences and similar events in facilities designed for such use.

H. Event venues do not adhere to the beforementioned requirements.

ARTICLE 5 Parking and Loading Regulations

5-2.3 Parking Surfaces and Drainage

5-2.3.1 All off-street parking and loading areas for more than five (5) required spaces, for uses for which a site plan is required, including aisles, entrances and driveways, must be graded and drained to dispose of surface water and paved with an impervious, all-weather surface, such as bituminous concrete or asphalt. Event Venues in AC, RC, and A-1 zoning districts, may submit an alternative parking plan to the Zoning Administrator for their consideration.

5-5. Required Parking Spaces

Use	Number of Parking Spaces Required
Assembly plants or Manufacturing uses	one (1) for each one (1) employee for which the establishment is designed or used, whichever is greater, plus one (1) space per company vehicle, plus space to accommodate all trucks or other vehicles used in conjunction with the plant.
Assisted Living Facility	one and one-half (1.5) for each four (4) dwelling units if the facility contains central dining facilities two and one-half (2.5) for each four (4) dwelling units if without central dining facilities and one (1) per employee, calculated for the work period containing the largest number of employees
Auto, Trailer Sales and/or Rental	one (1) per five hundred (500) square feet enclosed sales area, plus three (3) spaces per service bay, plus one (1) space per employee, plus one (1) space per twenty-five hundred (2,500) square feet of open sales area.
Auditorium or stadium	one (1) per five (5) seats design capacity
Bank	one (1) per two hundred fifty (250) square feet gross floor area.
Bed and Breakfasts; Tourist homes	one (1) for each accommodation (room or suite) and one (1) for each employee, calculated for the work period containing the largest number of employees

Use	Number of Parking Spaces Required
Building Contractors & Similar Trades & Services	one (1) per five hundred (500) square feet gross floor area, plus one (1) space per company vehicle.
Car Wash	one (1) per employee, plus required stacking spaces
Church	one (1) per five (5) seats design capacity of the principal place of worship.
Civic Club	one (1) per three (3) members, based on maximum anticipated membership
Convenience Center or General Store	six (6) per one thousand (1,000) square feet gross floor area.
Country Club	the sum of the total spaces required for each component use (golf, restaurant, inn, etc.), except for any reductions that may be granted for shared parking in accord with Section 5-7.
Country Inn	one (1) per room, plus one (1) space for each employee calculated for the work period containing the largest number of employees,
Country Store	three (3) per one thousand (1,000) square feet gross floor area.
Dwelling, Single family in residential districts	two (2) per dwelling unit

**Dwellings, Townhouses
(attached), and two-family
units**

two and one-half (2.5) per dwelling unit

**Dwelling, Manufactured
Housing**

two (2) per unit

Dwelling, Multifamily

one and one half (1.5) per dwelling unit for efficiency units

two (2) per dwelling unit for one-bedroom units

two and one-half (2.5) per dwelling unit for two-bedroom
units

three (3) per dwelling unit for three or more bedroom units

Use

Number of Parking Spaces Required

Dwelling, Dormitory

One for each two (2) beds

Event Venue

One (1) parking space for each 150 square feet of
interior/exterior usable floor area, including active lawn
areas and open patios and pavilions.

Funeral Home, Mortuary

one (1) per four (4) seats, plus one (1) space per two (2)
employees, plus one (1) reserved space for each hearse,
ambulance, or company vehicle.

Golf Course

thirty (30) per nine (9) holes, plus one (1) space per
employee.

Health or Fitness Club	one (1) per two hundred fifty (250) square feet gross floor area.
Hospital	one (1) per two (2) beds, including infants cribs and children's beds, plus one (1) space per staff physician, plus one (1) space per other employee calculated for the work period containing the largest number of employees.
Hotel or Motel	one (1) per room, plus one (1) space for each employee calculated for the work period containing the largest number of employees, plus any additional spaces for restaurants or other associated uses.
Kennel	1 for every four (4) canine runs (maximum 2 dogs per run)
Library	one (1) per 2.5 patrons, based on the designed occupancy load, plus one (1) space per employee calculated for the work period containing the largest number of employees.
Medical or Dental Office	one (1) per two hundred (200) sq. ft. gross floor area.
Mini-Warehouse Facility	four (4) per one thousand (1,000) square feet net floor area of office space, plus one (1) space per employee, plus two (2) spaces for any resident manager quarters.
Motel	See Hotel

Nursery School or Child Care Center	one (1) per staff member or employee plus one (1) per one thousand (1,000) square feet gross floor area
Use	Number of Parking Spaces Required
Nursing Home	one (1) per four (4) beds plus one (1) per employee calculated for the work period containing the largest number of employees.
Office Buildings	one (1) per three hundred (300) square feet gross floor area
Personal Services Establishments	one (1) per two hundred (200) square feet of gross floor area.
Post Office	one (1) for each fifty (50) box holders, but not less than ten (10) spaces.
Restaurants, Fast Food or Carry Out	one (1) per one hundred (100) square feet gross floor area.
Restaurants, Sit Down	one (1) per one hundred fifty (150) square feet gross-floor area.
Retail Sales, General	one (1) per two hundred (200) square feet gross floor area
Retail Sales, Large Scale (over 50,000 square ft. gross floor area)	four (4) per 1,000 square feet gross floor area

School, Elementary	one (1) per twenty (20) design capacity of classroom seats plus one (1) space per employee calculated for the work period containing the largest number of employees.
School, Middle	one (1) per fifteen (15) design capacity of classroom seats plus one (1) space per employee calculated for the work period containing the largest number of employees.
School, High	one (1) space per ten (10) design capacity of classroom seats plus one (1) space per employee calculated for the work period containing the largest number of employees.
Service Station, Automotive	one (1) space per six fuel pumps (in addition to stacking space next to pumps for fueling), plus one (1) space per employee calculated for the work period containing the largest number of employees, plus additional spaces, as required herein, for any auxiliary uses such as convenience food and retail sales.

Use	Number of Parking Spaces Required
Service station, including auto repair	two (2) per service bay, plus one (1) space per employee.
Swimming Pool, public	one (1) per four (4) persons, based on design capacity of the pool.
Utility Facility	one (1) per employee calculated for the work period containing the largest number of employees, plus one (1) space per company vehicle domiciled on-site. Adequate parking for the emergency maintenance of the utility facility, minimum of two (2) spaces.

Veterinary Clinic

one (1) per three hundred (300) square feet gross floor area

**Wholesale Trade
Establishment**

one (1) per one thousand (1,000) square feet gross floor area,
plus one (1) space per company vehicle.

Appendix - Table of Uses

The following Table of Uses summarizes the uses allowed by the Zoning Ordinance. This table is for convenience only and is not part of the official Zoning Regulations. Thus, the text of the Zoning Ordinance supersedes this table.

X means Permitted Use (“by-right” or accessory); S/E means Requires Special Exception approval of Board of Supervisors; Spaces left blank means the use is not permitted in that zoning district; Note that the plural form of a word means the same as the singular form.

USE	C-1	C-2	A-1	AC	RC	R-1	RR	R-2	RN	R-3	R-4	PRD	PVD	B-1	BN	B-2	BG	B-3	M-1	IG	PIP	RE-PD	S-1	WC	RU
Dwelling, Two-Family		-	S/E			S/E		S/E		S/E		X	X										S/E		X
<u>Event Venue</u>			<u>SE</u>	<u>SE</u>	<u>SE</u>									<u>X</u>		<u>X</u>		<u>X</u>							
Engine Repair & Sales, Small			S/E											S/E		S/E	X		X						
Family Day-care Home	S/E		S/E	X	X	S/E	S/E	S/E		S/E													S/E		
Farm Machine Sales, Rental, Service				S/E	S/E						-			S/E	X										
Farm Machinery Repair				S/E	S/E										X										



MEMORANDUM

Community Development Division

To: Westmoreland County Planning Commission
From: Kate Jones, Deputy Director of Planning & Community Development
Kurtis Rogers, Planner I
Date: October 24, 2025
Subject: Event Venue Considerations

INTRODUCTION/PURPOSE

This memorandum provides preliminary considerations regarding social gathering events on private property, referred to herein as *Event Venues*. Clear definitions and reasonable conditions for these uses are essential to ensure that event venues are located in appropriate zoning districts and operate in a manner that is compatible with surrounding uses and consistent with the rural character of Westmoreland County.

Definitions

Localities across Virginia have developed definitions for *event venues* tailored to their own community goals and land-use contexts. This memo explores creating a new defined use of Event Venue, discussing the zoning districts in which it could be allowed, the type of permitting that would allow such use and the zoning use standards associated. Since the use is currently not defined in the County Zoning Ordinance, a definition such as the below could be incorporated:

Event Venue: a business establishment for hosting social, cultural, or community gatherings such as weddings, receptions, banquets, meetings, or similar events. The use provides indoor or outdoor spaces for assembly, dining, and entertainment while maintaining a scale, appearance, and operation compatible with surrounding adjacent land uses.

Where Permissible

Allowable Via Special Exception:

The presence of Event Venues could introduce higher volumes of traffic, noise, lighting, and an overall change in character of the area. It is important to regulate where and how these uses are allowed in the County's Zoning Ordinance. Westmoreland County is primarily zoned in agriculture, more specifically A-1. Thus, having an event venue being used by-right would allow this use in approximately 90% of the County. It is suggested that the following districts allow event venues via a Special Exception Permit in the following districts.

- A-1 – Agriculture (Mapped – majority of the County)
- AC - Agriculture Conservation (not mapped)
- RC – Rural Conservation (not mapped)

Staff have identified the intent and purpose of these districts as compatible with the proposed event venue use, as it does not alter the rural character of the surrounding area and helps protect and maintain open land from high-density development.

Though the use may be compatible, the event venue use may benefit from being approved via the Special Exception Permit process. The process allows the Planning Commission and Board of Supervisors to place additional conditions/requirements based on the applicant's application in consultation with the property's characteristics. Additionally, it allows the community and neighbors to voice their support of concerns about the proposed project. AC and RC zoning are newer zoning districts that have not been mapped yet in the County's zoning district. It is advisable to have Event Venues still be allowed via Special Exception Permit.

Allowable By-right

Based on comments from last Planning Commission Work session, it was suggested that Event Venues should be by-right in certain districts. Staff would suggest that the proposed use would be compatible in the following Business Districts:

- Business, General District (B-1)
- Business, Restricted District (B-2)
- Business Open Land District (B-3)

These districts' purpose and intent along with permitted use closely align with the proposed event venue. Staff suggests that conditions established by the Zoning Ordinance still be implemented by the permitting department when evaluating a site plan or permit. Though the use is allowed by right, it would be beneficial to have performance standards in place to regulate the use in these districts.

Use Regulations Incorporated into the Zoning Ordinance

Common standards/conditions for this use involve regulating noise, lighting, parking, lot size, utilities, and event frequency and capacity. Staff has suggested the following conditions be placed on both Event Venue uses proposed in this memo.

1. No music shall be played, either by mechanical device or live performance, in such a manner that the sound emanating therefrom shall violate any provision of Chapter 22 Article IV- Noise of the County Code
2. No overnight accommodation shall be provided on the property.

3. All buildings and seating areas located in an agricultural zoning district shall be located at least 200 feet from any property line and shall be screened.
4. Shall have a [redacted] maximum of events per year agricultural zoning districts.
5. Maximum capacity shall not exceed [redacted] attendees per event agricultural zoning districts
6. All design and use of exterior lighting shall comply with the International Dark Sky Association and shall be labeled as such on the site plan sketch.
7. All events must conclude by 10:00PM, not including break-down and clean-up.
8. The applicant shall secure all necessary permits and approvals from the Westmoreland County Community Development Department and other state and local government agencies.
9. Parking should comply with Article 5 – Parking and Loading Regulations 5.5 Required Parking Spaces. Parking calculations will be determined.

Other items to consider

It is worth noting that the existing Temporary Events regulations in the zoning ordinance for Westmoreland County are an existing framework for regulating temporary gatherings like weddings, festivals, or community events, balancing rural freedom with public safety. This is separate and would distinguish between temporary “special events” and permanent “event venues,” with the former handled through an existing permit process rather than a new zoning process.

It is recommended that new language be incorporated in the existing temporary event regulations that state each property could host up to [redacted] permitted events per year before being classified as a permanent event venue, which would remain regulated through the zoning ordinance by special exception (or by-right if preferred).

Lastly, other items highlighted in this memo will need to be addressed in conjunction with the inclusion of the Event Venue use. As identified in example Condition 9, parking will need to be determined and amend the parking calculation table. Once guidance to staff, a draft Text Amendment will be presented to the Planning Commission and Board of Supervisors.



MEMORANDUM

Community Development Division

To: Westmoreland County Planning Commission

From: Kate Jones, Deputy Director of Planning & Community Development
Kurtis Rogers, Planner I

Date: September 4, 2025

Subject: Mixed-Use Considerations

INTRODUCTION/PURPOSE

This memo proposes that the County consider creating a clear definition of mixed-use development, clarifying related policies and consider zoning ordinance amendments to clarify mixed-use development standards within designated areas and zoning districts that align with the County's Comprehensive plan. This approach supports rural revitalization, expands housing options, and promotes small business growth, while preserving the County's rural character and protecting agricultural lands.

Rural localities across Virginia are facing new challenges related to:

- Downtown revitalization, where aging commercial corridors struggle to attract new investment;
- Housing affordability and diversity, particularly for younger workers, seniors, and essential personnel;
- Demand for walkable, compact places, especially in or near traditional town centers and crossroads communities.

For example, mixed-use buildings that integrate ground-floor commercial with upper-story residential units are a proven strategy for addressing these challenges. These buildings can be appropriately scaled for a rural context and can reinforce traditional main street patterns or serve as infill within designated growth areas or service districts.

COMPREHENSIVE PLAN

Westmoreland County's Comprehensive Plan supports mixed-use development in Primary Growth Areas (PGAs) surrounding Montross and Colonial Beach and in Secondary Growth Areas (SGAs) at key highway intersections. In PGAs, mixed use is encouraged when small-scale commercial can be compatible with housing, with an emphasis on connecting to public water and sewer. SGAs are envisioned as smaller commercial or mixed-use nodes that provide neighborhood-serving retail, offices, and light industrial uses, along with residential options. Larger SGAs such as Oak Grove, Kinsale, and Coles Point are identified as having capacity for more robust mixed-use activity, though most SGAs face infrastructure limits until public sewer becomes available (Coles Point is the main exception). The overarching goal is to reinforce

community identity, maintain a town-like atmosphere, and balance growth while protecting rural areas.

A potential Prioritization Framework for adding more mixed uses to both PGAs and SGAs could be:

1. First Priority – Primary Growth Areas (PGAs: Montross & Colonial Beach)
 - Why: PGAs are the county's designated centers for new development and redevelopment, intended to accommodate the most growth. They already have access to public water/sewer, greater capacity for moderate- to higher-density housing, and existing commercial activity.
 - Focus: Encourage mixed-use zoning that integrates residential, retail, office, and civic uses in walkable, town-like settings. Emphasize infill and redevelopment before expansion.
2. Infrastructure-Ready First: Focus initial mixed-use zoning updates on Coles Point, the only SGA currently served by public sewer. This allows for higher intensity mixed use with less environmental constraint.
3. High-Visibility Corridors Next: Oak Grove (at Routes 3 and 205) should follow, given its size, visibility, and existing commercial activity, though septic limitations mean phasing may be necessary.
4. Community Character Nodes: Kinsale and Monroe Hall should be prioritized for small-scale mixed-use zoning that emphasizes village form, buffers from nearby PGAs, and water-oriented uses in Kinsale.
5. Smaller Local Service Areas Later: Hague, Carmel Church, and Nomini Grove can be addressed subsequently with limited, locally oriented mixed-use zoning, ensuring development intensity is tied to infrastructure availability.

More broadly, and as indicated in the Comprehensive Plan, one of the stated goals is to "maintain a community-living atmosphere within the primary and secondary growth areas." This goal is consistent with the County's Vision for Future Land Use, which emphasizes "keeping the farms as farms and the towns as towns."

Furthermore, the "To Do" charts in Chapter 6.4 – Implementation and Evaluation, Land Use Section, under the Development (General) category, restate the goal of fostering a "community-living atmosphere," along with the following actions:

- Develop neighborhood plans in cooperation with existing property-owner associations.
- Require mixed-use communities that encourage a village feel and limit encroachment on agricultural land.

- Support Montross and Colonial Beach in the revitalization and preservation of their smalltown character.
- Establish, via the Capital Improvement Program, an underground utility escrow fund, with priority on the areas surrounding Colonial Beach and Montross.
- Determine how many housing units for the elderly are needed in the county and work with organizations like Bay Aging to incorporate such units in existing and new subdivisions
- Limit public-housing projects whose sole goal is the concentration of low-income homes. Favor mixed-use approaches instead.

As stated in the last bullet, mixed-use approaches should be favored. Mixed-use developments provide a balanced strategy to promote economic revitalization while offering a variety of housing options. When implemented effectively, they can also foster a strong community-living atmosphere within the towns.

EXISTING ZONING ORDINANCE

Westmoreland County's zoning ordinance supports limited mixed-use development primarily through special districts designed to integrate residential, commercial, and civic functions. The Planned Residential Development (PRD) district provides flexibility for a variety of housing types and permits limited retail, office, and service uses by special exception, making it suitable for neighborhoods with complementary small-scale services. It appears that there are at least two areas of the County currently zoned PRD, both near town center areas of Colonial Beach and Montross. The Planned Village Development (PVD) district is the most comprehensive mixed-use tool, requiring a deliberate balance of land uses: 50–80% residential, 2–15% retail/office, and at least 2% civic space. This district emphasizes traditional village form, walkability, and a mixture of building types to create vibrant, community-oriented places. However, it is unclear if this district is currently mapped.

Additional opportunities for mixed use exist in the Residential Urban (RU) district, which allows higher-density residential development and compatible commercial uses where public utilities are available. Finally, the Planned Industrial Park (PIP) district, though primarily employment-oriented, permits limited retail, service, and office uses to support its industrial base. Taken together, these districts provide a foundation for mixed-use development, though they are applied in specialized contexts and could be expanded to align more directly with the Comprehensive Plan's vision for growth areas. It is unclear if these two districts are currently mapped.

MIXED-USE POLICY RATIONALE CONSIDERATIONS

How communities regulate Mixed-Use developments vary from community to community. This could be adopting design criterion such as building material, height

minimums/maximums, and screening and buffering, density, etc. It is important to be mindful about where to allow this kind of development regarding infrastructure availability and the Comprehensive Plan's visions and goals for the County. The

The following questions may help guide these evaluations:

MIXED-USE POLICY RATIONALE DISCUSSION

1. Town Revitalization

- In what ways could allowing mixed-use stacked buildings help revitalize our Town?
- How can the County ensure that ground-floor commercial spaces remain viable and do not convert to residential over time?
- Are there specific locations—such as traditional crossroads communities or Main Streets—that would benefit most from this kind of development?

2. Housing Diversity and Affordability

- Could upper-story apartments in mixed-use buildings offer housing options for workforce populations, including young adults, public sector employees, or seniors?
- How can this policy help diversify the local housing stock without introducing suburban-style multifamily development?
- Should the County consider offering incentives for including affordable units within these mixed-use developments?

3. Efficient Land Use and Infrastructure

- Would focusing mixed-use development within designated growth areas help the County maximize use of existing infrastructure (e.g., water/sewer, broadband)?
- How can mixed-use development contribute to more compact, walkable, and fiscally sustainable growth patterns?
- Are there infrastructure constraints—such as road access, sewer capacity, or emergency service coverage—that should be evaluated when locating or approving such uses?

4. Alignment with State and Regional Planning Best Practices

- How does this policy align with Virginia's planning tools, such as Urban Development Areas (UDAs) or Traditional Neighborhood Development (TND) guidance?
- What lessons or frameworks can we draw from other rural Virginia localities that have successfully implemented mixed-use policies?
- Would inclusion of mixed-use policies in our zoning ordinance demonstrate compliance with state housing or economic development goals, potentially improving our eligibility for grants?

Closing Questions for Deliberation

- What policy safeguards are needed to maintain rural scale and character while enabling flexibility for reinvestment?
- Should mixed-use buildings be permitted by-right in designated zones, or should they require case-by-case review (e.g., Special Use Permit)?
- What design standards or architectural guidelines should be applied to ensure compatibility with the County's vision?

Next Steps

After the Planning Commission has reviewed and discussed definition of mixed-use development, clarifying related policies and consider zoning ordinance amendments to clarify mixed-use development standards, the next step would be for County staff to draft a formal text amendment that reflects the Commission's recommendations. The draft could then be brought back to the Planning Commission and proceed with public hearings to ensure that community input is considered. Once the Planning Commission and staff have finalized a version that addresses both public and stakeholder concerns, the amendment would move forward for decision where it may be approved, denied, or deferred back for further revisions based on additional feedback or unresolved issues.



Westmoreland County, Virginia
LAND USE ADMINISTRATION
PO Box 1000
Montross, VA 22520
804-493-0120

Building Official
Zoning Official
Planning Commission
Board of Zoning Appeals
Board of Building Appeals
Wetlands Board

**Request for Proposed
Text Amendment
Staff Report**

Date: November 24th, 2025
From: Kelly V. De Jesus, *Assistant Planning Director*
Case Number: 2512-CA-03
Site Location: County-Wide
Project Description: Request for a public hearing for a proposed text amendment to include and define “Event Venue” as a permitted by-right use in the B-1, B-2, and B-3 Zoning District; and permitted by special exception in the AC, RC, and A-1 Zoning Districts. Proposed text amendment to include amendments to Article 2 Base Districts, Article 4 Supplemental Use Regulations, Article 5 Parking, Article 12 Definitions, and Appendix Table of Uses of the Westmorland County Zoning Ordinance.
Public Meeting: Monday, December 1st, 2025 (1:30 p.m.)

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Background

As the community continues to grow in Westmoreland County, economic development has become the collective focus for elected officials, staff, and citizens alike. By the County adding to the existing definitions and use-specific standards already established in the Zoning Ordinance, local and prospective business owners can inspire the direction of their community based on their own merit, provide grassroot strategies, create jobs, contribute to the local tax revenue, offer entertainment, and provide centers for social gatherings.

The Land Use Administration has been approached on multiple occasions by local property owners who wish to open what -moving forward- will be classified as “Event Venues.”

Staff Recommendation

The Westmoreland County Land Use Administration staff recommends for the Westmoreland County Planning Commission to schedule a public hearing for Case #2512-CA-03, in accordance with Sec. 10-3.9.

Attachments:

Event Venue Text Amendments
Memo for Discussion – Event Venue 10-24-2025
Memo for Discussion – Event Venue 9-4-2025

Vote to Schedule a Public Hearing for the Proposed Text Amendment:

Recommendation: _____

Motioned: _____ Seconded: _____

Mr. Felt: _____ Mr. Coates: _____ Mr. Schick: _____ Mr. Thompson: _____ Mr. Hickman: _____

Additional Comments:

The vote for is scheduled for December 1st, 2025
