

**AT THE WORK SESSION OF THE HAMPTON PLANNING COMMISSION MEETING HELD IN THE COMMUNITY DEVELOPMENT DEPARTMENT CONFERENCE ROOM, 5<sup>TH</sup> FLOOR, CITY HALL, 22 LINCOLN STREET, HAMPTON, VIRGINIA, ON THURSDAY, SEPTEMBER 18, 2025, AT 3:00 P.M.**

Chair Michael Harris called the work session to order at 3:02 P.M.

A call of the roll noted Chair Michael Harris, Vice-Chair Kathy Rogers, Commissioners Joe Griffith, Tracy Brooks, and Brian DeProfio as present. Commissioners Trina Coleman and Martha Mugler were noted absent, however, Commissioner Mugler joined the meeting virtually after roll call. Staff in attendance were Secretary/Interim Director Kim Mikel, Interim Deputy Director Steve Lynch, Senior Deputy City Attorney Patricia Melochick, Assistant City Attorney Cory Wolfe, Planning Manager Milissa Story, Deputy Zoning Administrator Chris Langaster, Zoning Official Wanda Wynn, Zoning Official Samar Ravan, City Planner Han Vu, City Planner Valerie Taylor, City Planner Quinn Heinrich, and Clerk of Boards and Commissions Arlena Cahoon.

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

**Matters by staff:**

Secretary Kim Mikel noted that Commissioner Martha Mugler has requested to participate in this meeting remotely because she is unable to attend in-person due to a personal matter. Specifically, Commissioner Mugler is outside of the Commonwealth on previous scheduled travel. Her request was timely made in writing to the City Attorney's Office, the Community Development Department, and to the Chair of the Planning Commission. Provided that a physical quorum of the Commission is otherwise assembled at this meeting location, Commissioner Mugler's request is in compliance with Virginia Code Section 2.2-3708.3 and the Planning Commission's Remote Participation Policy that was adopted June 26, 2025. Commissioner Mugler will participate from a location from the state of North Carolina and the Commission has made arrangements for her voice to be heard by all persons in attendance at this meeting location.

Deputy City Attorney Patricia Melochick confirmed with Chair Michael Harris that a quorum is present based on the roll call taken.

It was confirmed that Commissioner Mugler could be heard by all persons in attendance at the meeting.

Secretary Mikel introduced the new Assistant City Attorney, Cory Wolfe.

Ms. Melochick mentioned that Mr. Wolfe comes to the City of Hampton with a lot of local government experience and today will be her last day sitting with the Planning Commission as Mr. Wolfe will be taking over that role going forward.

Mr. Wolfe mentioned that he is looking forward to working with the Planning Commission and has been practicing law for about ten (10) years.

**Discussion of Election Protocol:**

Secretary Mikel noted that elections will be held in the public hearing for Chair and Vice-Chair of the Planning Commission.

Ms. Melochick noted that the Planning Commission Bylaws require for the Chair and Vice-Chair to be elected annually in the September meeting. The terms for Chair and Vice-Chair are for one (1) year, and whomever is elected for these positions are permitted to serve two (2) consecutive years. During the regular meeting, the Secretary will manage the elections and ask for nominations. The nominations will need to be seconded along with a roll call.

Chair Michael Harris noted that depending on the outcome of the election for Commissioner of Revenue, he is planning to step down from the Planning Commission in December. He further mentioned that he is not opposed serving as Chair again, however, he does not want to inconvenience the Planning Commission by having to elect a new Chair in three (3) months.

The Commissioners agreed on continuing the current appointments of Chair and Vice-Chair.

#### **Minutes from the July 17, 2025 Meeting:**

Secretary Mikel noted that there were some revisions to the July Planning Commission meeting minutes. On page three, line three, it should read "July 17, 2025," and on line 31, "none" should be corrected to "Coleman." Additionally, the resolution for the Use Permit of Fisher's Landing was incorrect. Staff has since amended the minutes to reflect these minor revisions and the correct resolution. A revised copy has been provided to the Commissioners and updated on the website.

Ms. Melochick added that to ensure proper notification, an amended package was published online that included both a redline and clean version of the amended minutes.

#### **Community Development Director's Report:**

Secretary Mikel noted that there are no public hearing items on the agenda for this meeting. However, there will be a briefing on Accessory Dwelling Units (ADUs) as well as the Youth Planner Report.

In response to a question from Commissioner Mugler, Secretary Mikel responded that the ADU presentation will only be a briefing. Next month, it will be brought before the Planning Commission as a proposed ordinance.

The work session adjourned at 3:12 P.M.

**AT THE REGULAR MEETING AND PUBLIC HEARING OF THE HAMPTON PLANNING COMMISSION HELD IN THE CITY COUNCIL CHAMBERS, 8<sup>TH</sup> FLOOR, CITY HALL, 22 LINCOLN STREET, HAMPTON, VIRGINIA, ON THURSDAY, SEPTEMBER 18, 2025 AT 3:30 P.M.**

**I. CALL TO ORDER**

Chair Michael Harris called the meeting to order at 3:33 P.M.

**II. ROLL CALL**

A call of the roll noted Chair Michael Harris, Vice-Chair Kathy Rogers and Commissioners Joe Griffith, Tracy Brooks, Martha Mugler, and Brian DeProfio. Commissioner Trina Coleman was noted absent. Staff in attendance were Secretary/Interim Director Kim Mikel, Interim Deputy Director Steve Lynch, Senior Deputy City Attorney Patricia Melochick, Assistant City Attorney Cory Wolfe, Planning Manager Milissa Story, Community Engagement Manager Monica Meharg, Deputy Zoning Administrator Chris Langaster, Zoning Official Wanda Wynn, Zoning Official Samar Ravan, Chief City Planner Donald Whipple, City Planner Han Vu, City Planner Valerie Taylor, Junior Youth Planner Henry Godfrey, and Clerk of Boards and Commissions Arlena Cahoon.

Secretary Kim Mikel noted that Commissioner Martha Mugler has requested to participate in this meeting remotely because she is unable to attend in-person due to a personal matter. Specifically, Commissioner Mugler is outside of the Commonwealth on previous scheduled travel. Her request was timely made in writing to the City Attorney's Office, the Community Development Department, and to the Chair of the Planning Commission. Provided that a physical quorum of the Commission is otherwise assembled at this meeting location, Commissioner Mugler's request is in compliance with Virginia Code Section 2.2-3708.3 and the Planning Commission's Remote Participation Policy that was adopted June 26, 2025. Commissioner Mugler will participate from a location from the state of North Carolina and the Commission has made arrangements for her voice to be heard by all persons in attendance at this meeting location. It has been confirmed that a quorum is present by roll call.

**III. ELECTION OF CHAIR AND VICE-CHAIR**

Secretary Mikel opened the floor for nominations to Chair and Vice-Chair of the Hampton Planning Commission.

Commissioner Brian DeProfio nominated Mr. Michael Harris to serve as Chair and Ms. Kathy Rogers to serve as Vice-Chair of the Hampton Planning Commission. Commissioner Joe Griffith seconded the nomination.

A roll call vote on the motion resulted as follows:

AYES:	Griffith, Rogers, Brooks, Mugler, DeProfio, Harris
NAYS:	None
ABSTAIN:	None
ABSENT:	Coleman

**IV. APPROVAL OF MINUTES**

Secretary Mikel noted that amendments have been proposed to the minutes. Copies of the amended minutes have been provided to the Planning Commission and posted online as a supplement to the agenda.

A motion was made by Commissioner Brian DeProfio and was seconded by Commissioner Tracy Brooks to approve the minutes of the meeting held on July 17, 2025, as amended, as published in the Amended Planning Commission Package reviewed by the Commission and available online.

A roll call vote on the motion resulted as follows:

AYES:	Griffith, Rogers, Brooks, Mugler, DeProfio, Harris
NAYS:	None
ABSTAIN:	None
ABSENT:	Coleman

## **V. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

### **1. Briefing on Proposed Zoning Ordinance Amendments for Accessory Dwelling Units**

Community Engagement Manager Monica Meharg and City Planner Quinn Heinrich provided a briefing on the proposed zoning ordinance amendments for Accessory Dwelling Units (ADUs).

In response to questions from Vice-Chair Kathy Rogers, Secretary Mikel responded that the recommendation would be not to allow Short-Term Rentals (STRs) in ADUs. If the ADU ordinance becomes adopted and effective, STRs will no longer be permitted in an ADU. Additionally, if there is a request for an ADU to exceed the zoning ordinance, an applicant may be able to request a variance to prove a hardship.

Deputy City Attorney Patricia Melochick added that the proposed ordinance is still under legal review. The purpose of the briefing was to receive comments as to what the Planning Commission may want to include in it.

In response to a question from Vice-Chair Rogers, Mr. Heinrich responded that an ADU would be permitted on a lot with a single-family dwelling in the R-8 zoning district. However, if the lot contains a two-family dwelling, such as a duplex, an ADU would not be permitted.

In response to a question from Commissioner Joe Griffith, Secretary Mikel responded that resiliency efforts had been discussed in relation to the proposed ordinance. One factor considered was potentially increasing the lot coverage, which is currently set at twenty (20) percent. If staff were to adjust elements such as setbacks, staff would also need to consider potential negative impacts on resiliency. If there is a desire to allow greater lot coverage in the future, it would be a matter for further consideration.

In response to a question from Commissioner Mugler, Mr. Heinrich responded that the overriding setback requirement would apply to an existing accessory structure that does not meet the setback requirements in the proposed ordinance for an ADU.

Secretary Mikel added that some properties in the City already contain an existing accessory structure, such as a rear yard garage, that was built before the current ordinance. If someone wished to convert an existing accessory structure into an ADU, staff found it reasonable to allow the conversion as long as it remained within the same footprint of the existing structure and not increasing the non-conformity.

## **2. September 2025 Youth Planner Report**

Senior Youth Planner Henry Godfrey presented the Youth Planner Report for September.

## **VI. ITEMS BY THE PUBLIC**

There were no items by the public.

## **VII. MATTERS BY THE COMMISSION**

Chair Michael Harris expressed appreciation for Ms. Melochick stepping in as the Planning Commission attorney for the last couple of months. He further mentioned that he is looking forward to working with the new Planning Commission Attorney, Cory Wolfe.

## **IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:08 PM.

Respectfully Submitted,

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Kimberly Mikel  
Secretary to the Commission

APPROVED BY:

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Michael Harris  
Chairman