

Planning Commission

Regular Session Agenda

Cape Charles Civic Center – 500 Tazewell Avenue

February 4, 2020 6:00 P.M.

1. Call to Order
 - a. Roll call and establish a quorum
2. Invocation and Pledge of Allegiance
3. Public Comments
4. Consent Agenda
 - a. Approval of agenda format
 - b. Approval of minutes
 - c. Reports
5. Unfinished Business
 - a. Comprehensive Plan update
6. New Business
 - a. None
7. Other Business
8. Announcements
9. Adjourn



DRAFT
PLANNING COMMISSION
Public Hearing & Regular Meeting
Cape Charles Civic Center
January 7, 2020
6:00 p.m.

At 6:00 p.m., Chairman Bill Stramm, having established a quorum, called to order the Regular Meeting of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Diane D'Amico, Paul Grossman, Dennis McCoy and Michael Strub. Jim Holloway was not in attendance. There was one vacancy on the commission. Also, in attendance were Town Planner Zach Ponds and Deputy Clerk Tracy Outten. There were no members of the public in attendance.

PUBLIC HEARING PUBLIC COMMENTS:

Bill Stramm read the Notice of Public Hearings and opened the floor for comments.

There were no public comments to be heard nor any written comments submitted prior to the public hearings.

Motion made by Paul Grossman, seconded by Michael Strub, to close the public hearing portion of the Planning Commission meeting at 6:02 p.m. The motion was approved by unanimous vote.

A moment of silence was observed which was followed by the recitation of the Pledge of Allegiance.

PUBLIC COMMENTS:

There were no public comments to be heard nor any written comments submitted prior to the meeting.

CONSENT AGENDA

Motion made by Paul Grossman, seconded by Dennis McCoy, to approve the agenda format as presented. The motion was approved by unanimous vote.

The Commissioners reviewed the minutes from the November 18, 2019 Planning Commission Work Session, the December 3, 2019 Regular Meeting and the December 16, 2019 Work Session.

Motion made by Paul Grossman, seconded by Dennis McCoy, to approve the minutes from the November 18, 2019 Planning Commission Work Session and the December 16, 2019 Work Session as presented. The motion was approved by unanimous vote.

Motion made by Paul Grossman, seconded by Dennis McCoy, to approve the minutes from the December 3, 2019 Regular Meeting as presented. The motion was approved by majority vote with Diane D'Amico abstaining.

REPORTS

Zach Ponds had nothing to add.

Bill Stramm asked if the trees had been planted. Zach Ponds answered yes.

UNFINISHED BUSINESS

- A. *Conditional Use Permit to allow an accessory dwelling unit at 333 Madison Avenue – Recommendation to Town Council.*

Diane D'Amico asked if the thirty-day stay period applied to all accessory dwelling units. Zach Ponds responded yes that was how the ordinance had been written. Some discussion ensued on this ordinance and the reason behind the thirty-day period. Diane D'Amico thought the ordinance needed to be revised. Bill Stramm agreed that the text needed to be reviewed.

Motion made by Paul Grossman, seconded by Dennis McCoy, to recommend Town Council approval of the conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue. The motion was approved by unanimous vote.

- B. *Conditional Use Permit to allow an accessory dwelling unit at 636 Carousel Place – Recommendation to Town Council.*

Motion made by Paul Grossman, seconded by Dennis McCoy, to recommend Town Council approval of the conditional use permit to allow an accessory dwelling unit at 636 Carousel Place. The motion was approved by unanimous vote.

- C. *Proposed Text Amendments to Zoning Ordinance Article IV, Section 4.5 and Section 4.6 – Recommendation to Town Council.*

Bill Stramm said the commissioners have reviewed the text amendments and asked if there was any discussion needed.

Motion made by Paul Grossman, seconded by Jim Holloway, to recommend Town Council approval of the proposed text amendments to Zoning Ordinance Article IV, Section 4.5 and Section 4.6. The motion was approved by unanimous vote.

- D. *Election of Vice Chair*

Paul Grossman nominated Dennis McCoy.

Motion made by Paul Grossman, seconded Diane D'Amico, to elect Dennis McCoy as the Vice Chair for the Planning Commission. The motion was approved by unanimous vote.

- E. *Appointment of a Planning Commission Representative to the Historic District Review Board*

Michael Strub said since no one was interested he would serve on the Historic District Review Board.

Motion made by Paul Grossman, seconded Dennis McCoy, to appoint Michael Strub as the Planning Commission representative on the Historic District Review Board. The motion was approved by unanimous vote.

- F. *Comprehensive Plan update*

Discussion was as follows: (i) Bill Stramm said the meeting or meetings for the stakeholders needed to be scheduled soon and would like the commissioners to send their list of stakeholders to staff; (ii) There was much discussion on what the top priorities were; and (iii) Monday, January 27, 2020 and February 24, 2020 were the next two work session dates.

NEW BUSINESS

There was no new business.

OTHER BUSINESS

There was no other business.

ANNOUNCEMENTS

There were no announcements.

Motion made by Paul Grossman, seconded by Dennis McCoy, to adjourn the Planning Commission Regular Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 6:33 p.m.

Chairman Bill Stramm

Deputy Clerk

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PLANNING AND ZONING DEPARTMENT MONTHLY REPORT

Prepared By: Zach Ponds – Town Planner
Date: January 29, 2020
Subject January 2020 Monthly Report
Attachments: None

Historic District Review Board:

The Historic District Review Board work session was held on January 3 to review and discuss possible updates to the Historic District Guidelines. The Board held its regular meeting on January 21 to hear three applications for Certificates of Appropriateness. There were five pre-application meetings for a possible Certificates of Appropriateness application this month. There are currently two openings for Board members on this Board, with one spot likely being filled by a Planning Commissioner after official appointment by Town Council at their February 20 meeting.

Harbor Area Review Board:

The Harbor Area Review Board did not meet.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet.

Wetlands and Coastal Dune Board:

The Wetlands and Coastal Dune Board did not meet.

Items of Interest:

- Staff met with Amber Foster, Environmental Planner with the Virginia Department of Environmental Quality, on January 8 to discuss the town ordinances and plans in place regarding implementation of the Chesapeake Bay Preservation Act. Amber mentioned the ordinances looked good and that the comprehensive plan should include more regarding the Chesapeake Bay Preservation Act during the comprehensive plan update.
- Staff, along with the Deputy Clerk and Councilman Grossman, met with Tom and Sherri Hall at Christopher Newport University on January 10. The Halls are consultants working on the Preservation Plan for the town. Phase III, which included production and distribution of the preservation plan survey, along with Phase IV, which will be the analysis of the survey results, were discussed at this meeting.
- The Commission Assistance & Mentoring Program (CAMP) workshop has been scheduled for May 8. This workshop is funded by the Certified Local Government Sub Grant Application that was awarded to the town by the Virginia Department of Historic Resources. This workshop will be geared toward assisting the Historic District Review Board, Town Council, and staff, in topics related to the Historic District.
- Staff attended the Coastal Adaptation Working Group (CAWG) meeting on January 22 to discuss resiliency efforts in the Region and to plan for the upcoming CAWG retreat. At this retreat, CAWG will identify the purpose, goals, and strategies moving forward for the group.
- Staff attended a UVA Transportation Training Academy/VA LTAP Transportation Infrastructure Funding Strategies Workshop at Tidewater Community College in Portsmouth with Councilman Grossman. At this workshop, facilitated by VDOT, the facilitator helped identify federal, state, and regional funding opportunities for transportation infrastructure projects in the region.



PLANNING COMMISSION STAFF REPORT

Meeting Date: January 7, 2020

Item #: 6F

Background:

Scope and Schedule Phase One:

A scope and schedule for the Comprehensive Plan update is provided below. Phase One: Background and Vision, is scheduled for August 2019 through February 2020. Public input during phase one includes the following three items:

1. Kick-off workshop (held July 25)
2. Community survey
3. Stakeholder meetings

The phase one tasks (and responsible parties, listed in italics) includes the following:

- Review existing plans, issues, and regulations (*all*)
- Craft a vision statement for Cape Charles (*Planning Commission*)
- Develop Comprehensive Plan scope and outline (*staff & Planning Commission*)
- Draft goals for scope topic areas (*Planning Commission*)

The phase one outputs include the following four items:

1. Analysis of existing plan and needs
2. Survey summary
3. Plan outline and inception report
4. Vision and goals

Delegated Tasks:

On October 21, a work session was held to discuss the Comprehensive Plan Update process and next steps. The table of contents was agreed upon, and chapters were assigned as follows:

Introduction: Staff

Population: Commissioner Grossman

Housing: Commissioner Grossman

Economy: Commissioner McCoy

Transportation: Commissioner Stramm

Community Facilities: Commissioner D'Amico

Environment: Commissioner Strub

Land Use: Commissioner Holloway

Discussion:

The last work session was held on January 21. The Commissioners put stakeholders into groups as follows:

- Civic Groups
- Builders, Realtors, Rental Agents, Rental Homeowners
- Business Owners, Restaurants
- Long-term Citizens, Full-time Residents
- Part-time Residents
- Hotels, B&Bs
- Town Boards/Commissions
- Town Employees
- Churches

There was also discussion on the top priorities, including grouping them into sections related to the comprehensive plan chapters. The updated table is attached.

Recommendation:

Review the priorities table and stakeholders, and identify dates for stakeholder meetings.

Attachments:

Attachment 1 – Top Issues and Priorities Table

Top concerns/priorities/categories for Cape Charles (1/29/20)

***Goals and Objectives are considered tentative and require further vetting within PC and Community**

Chapter and Responsible PC Author	Diane D'Amico Input	Mike Strub Input	Bill Stramm Input	Dennis McCoy Input	Paul Grossman Input	Jim Hollaway Input
Demographics Paul G					Comments were provided on need on promoting social diversity requires further public comment; Blacks, Af. American, Latinos, young families.	
Encompasses; <ol style="list-style-type: none"> 1. Primary retirement community 2. Need for young families 3. Gov't services needs 4. Growth in tourism 5. Need for more full-time residents 	Controlling growth (thoughtfully)	CC is primarily retirement community making difficult to attract young families for other than tourists	Balance Year round town		Needing to control growth and Tourism vs full-time residents requires further input on community sentiment	
	More full-time residents					

Goals/ Strategies: These are considered draft and warrant further discussion and review

1.Town officials need to be conscience of our high poverty level when determining the impact to this group when reviewing tax assessments. [Not sure what the town could do locally to address our vulnerable population].

2.Projections of increase in tourism (seasonal population) and continued town build-out need to be evaluated for impact to required public services and plans developed accordingly to address these future impacts.

3.With the baby boomer (age 55-74) population increasing 36% to 45% of the total permanent population from 2010 – 2017, and the Gen X (35-54) decreasing from 20% to 15% and Millennials (18-34) decreasing from 15% to 13%, the town mix is moving towards further age disparity. The town needs to attract younger families. [See also Goals/Strategies under Housing]

Housing Paul G	Affordable workforce housing Work w/ county Work w/ Habitat for Humanity		Workforce Housing		Encourage affordable workforce housing	
	Enforce laws requiring abandoned houses to be maintained or sold				Limited input form survey on this subject	
	Limit size & number of waterfront condos					
	Limiting rentals	Excess vacation rentals & Airbnb				
	Maintain Historic District			Preserve Town's history and arch. Quality	Preserve Historic District	
	Railroad property					

Goals/Strategies Proposed pending further community comments and input

1. With the baby boomer (age 55-74) population increasing 36% to 45% of the total permanent population from 2010 – 2017, and the Gen X (35-54) decreasing from 20% to 15% and Millennials (18-34) decreasing from 15% to 13%, the town mix is moving towards an age disparity. Coupled with lower income buyers not able to compete for the housing within a gentrifying neighborhood, they are then forced to move to poorer neighborhoods that they can afford. With the increased housing costs within the town, this make it difficult to attract younger families. Cape Charles has a need for a greater variety of housing types that are considered affordable. A greater diversity of housing types, including small and attached units, is one way to provide greater housing options to those who seek more affordable housing.

2. With the changes made in 2019 to the harbor district zoning requirements, the Harbor Area Review Board needs to review the 2006 harbor area design guidelines and revise them as to the degree necessary.

3. Demolish and clear abandoned, blighted structures that constitute a public safety hazard, through code enforcement, redevelopment actions and other means as provided by law. Needed???

Economy Dennis M	Sustainable workforce					
	Lack of employ. Opportunities					
	Get current businesses to stay open yr round					
	Attract more yr round business				Need for economic diversity	
					Survey comments did not mention high speed internet	
					Preserve retail space	
Encompasses; 1. Primary retirement community 2. Need for young families 3. Gov't services needs 4. Growth in tourism 5. Need for more full-time residents	Controlling growth (thoughtfully)	CC is primarily retirement community making difficult to attract young families for other than tourists	Balance Year round town		Needing to control growth and Tourism vs full-time residents requires further input on community sentiment	

Goal: Designate Land for Future Growth

The reality is that the town is water-locked on three sides and the only option for future growth is eastward. Cape Charles is also a town with no presence on the county's major thoroughfare, Route 13. Therefore, to ensure future growth options for the community, Cape Charles must work with Northampton County to assure that adequately served and appropriately zoned land in the Town Edge is available these desired uses.

Goal: Preserve and Enhance Retail Sales Base

It is important that Cape Charles maintain an atmosphere which fosters a continued growth of the existing business sector. A business environment which sustains retail business maintained and fostered. Maintaining and expanding the retail sector is critically important to Cape Charles' fiscal health. Retail activity also provides jobs commensurate with the occupation of many Cape Charles residents and provides a "hometown" and convenient source of goods and services to Cape Charles residents and tourists

Goal: Attract Tourists, Vacationers, Second Homeowners, Retirees and families with children

Transportation Bill S	Off-street parking		Parking		Development of off-street parking plan	
	Parking for golf carts					
	Paid parking at beach & harbor for visitors		Beach parking			
	Fix sidewalks		Sidewalks (walkability)		Provide for town walkability, sidewalks	
	Extend sidewalks		Sidewalks (walkability)		Provide for town walkability, sidewalks	
	Require sidewalks in Historic District for existing houses		Sidewalks (walkability)		Provide for town walkability, sidewalks	
	Golf Carts, Enforce golf cart laws		Golf cart safety		Enforcement of golf cart laws	
	Enforce speed limits				Enforcement of traffic laws	
	Traffic light at Fig/Randolph, slow down and direct to Mason				Limited input from survey on this subject	
	Walking trails throughout Cape Charles					
	Boats and trlrs on public street					
	Too many vehicles on public streets					
					Development of golf cart pathways	
	Permeable parking lots and sidewalks					
	Medical Access, Emerg. Med. <u>Access</u> for town and lower peninsula			Enhance <u>access</u> to med. Center (helipad, non-emeg.med. access, etc)	Explores ways for <u>access</u> to med. center	
Encompasses; 6. Primary retirement community 7. Need for young families	Controlling growth (thoughtfully)	CC is primarily retirement community making difficult to attract young families for other than tourists	Balance Year round town		Needing to control growth and Tourism vs full-time residents requires further input on community sentiment	

<p>8. Gov't services/ transportation needs</p> <p>9. Growth in tourism</p> <p>Need for more full-time residents</p>						
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Goal: Provide for safe, efficient, multi-modal, and well maintained transportation network that meets the needs multiple users in and around the Town.

Goal: Develop and maintain a comprehensive system of bicycle and pedestrian facilities the Town of Cape Charles.

Objectives:

- a. Ensure that transportation system improvements are coordinated with land development.
- b. Provide a quality transportation system for the growth areas identified on the Future Land Use Map that results in safe and convenient access between neighborhoods, downtown, harbor, and recreational areas.
- c. Encourage pedestrian-oriented designs that support a range transportation choices as new developments replanted and existing neighborhoods are revitalized.
- d. Plan and implement a comprehensive network of sidewalks and bicycles routes in the Town that serve neighborhoods, downtown, parks, playgrounds, and recreational areas.
- e. Encourage and support regional transit service Northampton County.
- f. Coordinate multi-jurisdictional transportation system improvements in the Town's planning area (including Northampton County, the State, and neighboring Towns).

Community Facilities			Wastewater treatment	Maintain, enhance, improve Storm Water Mngt system		
Diane D			Storm water management			
					Explore development of Community Center	
					Enhance activities for youth	
					<i>Not a strong desire for Welcome Center in survey</i>	
	Recycling Establish recycling center or wkly pickup				Development of town recycling	
	Enforce ordinances currently on the book or start removing them (<i>Need more definition</i>)					
					Comments were provided regarding the low quality of education and requires further discussion as to what the town can do.	
	Beach Maintain beach, public boardwalks and pier year round		Maintenance and improvements for beach and fishing pier		Preserve and enhance beach	
	Harbor Enhance harbor facilities (Laundromat, rental cars/bikes/golf carts)	Development of town harbor and RR land	Maintenance of harbor		Preserve and enhance deep-water harbor	
	Central Park	Preserve Central Park			Preserve Central Park	
					Public Safety: Survey had high marks for increasing public	

					safety but more public dialogue is needed to further understand content	
	Increase law enforcement presence in summer					
Encompasses; 10. Primary retirement community 11. Need for young families 12. Gov't services/ transportation needs 13. Growth in tourism Need for more full-time residents	Controlling growth (thoughtfully)	CC is primarily retirement community making difficult to attract young families for other than tourists	Balance Year round town		Needing to control growth and Tourism vs full-time residents requires further input on community sentiment	

Environment Mike S	Sustainability					
	Drinking water Determine source of drinking water problem/fix	Quality of drinking water	Drinking water	Quality of drinking water	Improve water quality	
	Rising sea/Bay water resilience				More input and discussion needed on this subject	
	Control feral cats				Limited input from survey on control of feral cats	

Goal: provide protection for the environment including but not limited to protecting wetlands and other natural resources from erosion and ensuring the shoreline structures are maintained and erosion is minimized. Objectives are to promote use of water conservation measures among town residents and businesses, maintain and protect extensive wetlands in and around the Chesapeake Bay, protect open space, protect the shoreline from erosion through existing laws and regulations, minimize adverse impacts of gas or oil drilling and development activities on the Chesapeake Bay and consequent adverse effects on public health, safety, welfare, i.e., the charm of the town.

Land Use Jim H					<i>Not a strong desire to expand out to Rt 13 in survey</i>	
	Maintain small town charm	Loss of charm		Preservation of family centered beach town	Preservation of family centered beach town	
	Open Spaces	Preserve Open Spaces			Preserve Open Spaces	
Encompasses; 1. Primary retirement community 2. Need for young families 3. Gov't services needs 4. Growth in tourism 5. Need for more full-time residents	Controlling growth (thoughtfully)	CC is primarily retirement community making difficult to attract young families for other than tourists	Balance Year round town		Needing to control growth and Tourism vs full-time residents requires further input on community sentiment	
	Bldg height restrictions					