

Planning Commission

Work Session Agenda

Cape Charles Civic Center – 500 Tazewell Avenue

February 24, 2020 3:00 P.M.

1. Call to Order
 - a. Roll call and establish a quorum
2. Consent Agenda
 - a. Approval of agenda format
3. Order of Business
 - a. Comprehensive Plan update
4. Adjourn



PLANNING COMMISSION STAFF REPORT

Meeting Date: February 24, 2020

Item #: 3A

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 (Completed on December 1)
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:

At the October 1 meeting, Commissioner Stramm assigned tasks as follows:

- All Commissioners should be reviewing the plan and getting familiar with the comprehensive plan requirements and reviewing existing plans, issues and regulations
- Commissioner Salopek and Commissioner Strub will work on the scope and outline

- Commissioner D’Amico and Commissioner Holloway will contact stakeholders and discuss possible stakeholder meeting dates/topics
- Commissioner D’Amico and Commissioner Stramm will work on crafting the vision statement
- Commissioner Grossman and Commissioner McCoy will work on draft goals and scope topic areas

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

Introduction: Staff

Population: Staff and Commissioner Salopek

Housing: Commissioner Grossman

Economy: Commissioner McCoy

Transportation: Commissioner Stramm

Community Facilities: Commissioner D’Amico

Environment: Commissioner Strub

Land Use: Commissioner Holloway

Discussion:

At the February 4 regular meeting, Commissioner Grossman stated he will prepare a list of priorities tailored toward each stakeholder group to be discussed at the next meeting. Commissioner Stramm stated he would draft an email to be sent to the stakeholders for invitation to the appropriate stakeholder meeting.

Recommendation:

Discuss the next steps for the comprehensive plan.

Attachments:

Paul Grossman’s Top Issues/Priorities Table

Issues/Community Desires (from survey and chapter drafts)	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
Concerns that require further community input to better understand									
1. Explore ways to promote tourism (or not) – conflicting survey input that pitted comments about promoting tourism vs showing more concern for local residents. Is there a better balance needed and why?	X	X	X	X	X	X			X
2. The need to control growth/ smart growth – need to determine what this means in people’s mind. Survey comments included those that do not want to explore reducing # vacation rentals vs. a number of comments to do so. What constitutes ‘smart growth’?		X	X	X	X	X	X	X	
3. Need to promote diversity (as opposed to economic diversity) – number of survey comments on inclusion of African Americans, Latinos, and young families. Where is social diversity lacking and what should be done about it?	X			X					X
4. Enhancing public safety – this was a survey question that received high marks, but what does this mean? Separate comments were provided on golf carts and law enforcement. What is specifically needed to address ‘enhancing public safety’?	X		X	X	X			X	X
5. Explore ways to address Coastal resilience – improve drainage/ storm water management – What are the actual community goals desired?		X		X	X			X	

Issues/Community Desires (from survey and chapter drafts)	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
6. School improvement needed, quality education – comments were provided by public (4) but what is the community’s responsibility for this subject and to what degree can we (town/community) do anything about improvement?				X					X
Concerns/Desires that are straight forward from survey									
1. Preserve ‘family centered’ beach town	X	X	X	X	X	X			X
2. Preserve and enhance beach – what is being done adequately and what more is needed?	X		X	X	X	X	X(Wetlands, TC)	X	
3. Preserve Historic District - what is being done adequately and what more is needed?		X		X	X		X (HDRB, TC)		
4. Preserve Central Park - what is being done adequately and what more is needed?	X			X			X	X	
5. Preserve Open Spaces - what is being done adequately and what more is needed?	X			X					X
6. Preserve and enhance deep-water harbor - what is being done adequately and what more is needed?				X			X (HARB, TC)	X (Harbor)	
7. Preserve retail center – what is currently lacking?			X			X			
8. Need for economic diversity – what more is needed?			X	X		X			

Issues/Community Desires (from survey and chapter drafts)	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
9. Provide town walkability, sidewalks – define the scope as to what needs to be addressed.	X			X	X				X
10. Need for public facilities/restrooms - define the scope as to what needs to be addressed and suggested locations.	X		X	X	X				X
11. Enhance activities for youth – where are activities lacking?				X				X	X
12. Improve water quality			X	X	X			X(PW)	X
13. Encourage affordable workforce housing – how are you is the town being impacted by lack of workforce, if any? Provide suggestions as to how to address.		X	X	X					X
14. Development of off-street parking plan – where is additional off-street parking needed?	X		X	X	X	X			X
15. Development of town recycling – do you view this solution to be house pickup or central town location?			X	X				X	
16. Development of golf cart pathways, and need for enforcement for golf carts and traffic – where are additional paths needed?	X			X	X			X	X
17. Explore ways for access to med. Center				X					X
18. Explore the development of a Community Center –What is the desire				X	X			X	X

Issues/Community Desires (from survey and chapter drafts)	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
for this, and what services should be located within?									
Limited responses or comments in survey provided on:									
1. Public bus service expansion – what is lacking in services?				X					X
2. Dogs on beach after 6 pm in summer	One comment on this								
3. Need for future land use map (although actually needed for comp plan)	This will be addressed as part of comp plan update								
4. Shade options on the playground	One comment on this								
5. Feral Cat control		X		X	X				
6. Encourage homeowners of abandoned houses to sell or improve	One comment on this								
7. Need high speed internet			X	X	X				X
8. Traffic light at Fig and Randolph	One comment on this								
9. Need for dog park				X	X				
10. Welcome Center	NOT a strong desire exhibited in survey response								
11. Expand out to Rt 13	NOT a strong desire exhibited in survey response								

Shaded areas are topics that are strong community desires and don't need to be repeated in group discussions given all the other topics available to discuss.