

# **Planning Commission**

## **Work Session Agenda**

**Cape Charles Civic Center – 500 Tazewell Avenue**

**November 18, 2019 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: November 18, 2019

Item #: 3A

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### **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:

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

#### Survey Distribution Update:

At the October 1 meeting, the draft Comprehensive Plan Update survey was reviewed and approved to move forward for distribution. So far, there have been approximately 150 surveys received.

#### **Discussion:**

##### Planning Commission Work Session:

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

Each Commissioner and staff were asked to prepare some work/research on their assigned chapters to be reviewed by the Commissioners at that meeting.

#### **Recommendation:**

Review and discuss work/research on comprehensive plan chapters.

#### **Attachments:**

None