

Planning Commission

Public Hearing

&

Regular Session Agenda

Cape Charles Civic Center – 500 Tazewell Avenue

April 4, 2017

6:00 P.M.

1. Call Public Hearing to Order
 - a. Roll call and establish a quorum
 - b. Proposed text amendments to several sections of the Town Zoning Ordinance (reading of public notice)
 - c. Hear public comment
 - d. Close public hearing and move to regular meeting
2. Invocation and Pledge of Allegiance
3. Public Comments
4. Consent Agenda
 - a. Approval of Agenda Format
 - b. Approval of Minutes
 - c. Reports
5. Old Business
 - a. Proposed text amendments to several sections of the Town Zoning Ordinance – review and make recommendation to Town Council
 - b. Update on reference documents for the comprehensive planning process
 - c. Selection of Planning Commission member to the Community Enhancement Board – term concurrent with Planning Commission term
6. New Business
7. Announcements
8. Adjourn

Notice of Public Hearing

The Cape Charles Town Council and Planning Commission will hold a joint public hearing at 6:00 p.m. on Tuesday, April 4, 2017 in the Cape Charles Civic Center, located at 500 Tazewell Avenue in Cape Charles. The purpose is to hear public comment regarding proposed text amendments to several sections of the Zoning Ordinance.

Copies of the items are available for review on the Town's website www.capecharles.org and in the Clerk's Office. For handicap assistance, please call 331-3259 at least 48 hours in advance.

The following sections of the Zoning Ordinance of the Town of Cape Charles are proposed for text amendment based on lack of clarity, failure to meet the content-neutral standard, or to reconcile conflict with other sections of the Ordinance.

Article II, Section 2.9 (definitions) Sign area means the entire face of a sign, including the advertising surface and any framing, trim, or moulding but not including the support structures.

Article IV, Section 4.1.B (definitions) Sign area. The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The area of any double-sided or "V" shaped sign shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multiple-sided signs shall be computed as 50 percent of the sum of the area of all faces of the sign. Staff recommends removing this definition and replacing with the definition in Article II, Section 2.9. Staff further recommends removing all sign area computations figures and notes in Article IV, Section 4.1.C.1. Alternatively, staff recommends removing the current language in both sections and replacing with "Sign area means the simple geometric measure of the sign material substrate."

Article IV, Section 4.1.B (definitions) Window sign. A sign affixed to the surface of a window with its message intended to be visible to and readable from the public way or from adjacent property. A business is permitted to have a sign in a window relating to something within their establishment. A business is not permitted to have a sign in their window advertising another business. Staff recommends removing both sentences beginning with "A business is..." because they regulate content making the section as written content-based rather than content—neutral.

Article IV, Section 4.1.D.2 Signs in the rights-of-way No sign other than an official traffic sign or similar sign shall be erected within any public way, unless specifically authorized by other ordinances or regulations of this jurisdiction or by specific authorization of the Town Manager and the Virginia Department of Transportation (VDOT). Staff recommends removing "Town Manager" and replacing with "Zoning

Administrator.” Alternatively, staff recommends striking all current language beginning with “unless” and continuing to the end.

Article IV, Section 4.1.E.7 Street address signs and combination nameplate and street address signs that contain no advertising copy and which do not exceed 4 square feet (0.56 m²) in area. Such language is content-based rather than content-neutral. Staff recommends text read “Street address signs and combination nameplate and street address signs which do not exceed 4 square feet in area.”

Article IV, Section 4.1.F.2 Except as provided for elsewhere in this code, signs encroaching upon or overhanging public right-of-way. No sign shall be attached to any utility pole (with the exception of the utility pole located at the Post Office on Randolph Avenue), light standard, street tree or any other public facility located within the public right-of-way. For continuity within the ordinance staff recommends text read “All signs encroaching upon or overhanging public right-of-way. No sign shall be attached to any utility pole (with the exception of the utility pole located at the Post Office on Randolph Avenue), light standard, street tree or any other public facility located within the public right-of-way.”

Article IV, Section 4.1.H.2.d Special event signs in public ways Signs advertising a special community event shall be allowed in or over public rights-of-way, subject to approval by the zoning administrator and the Virginia Department of Transportation as to the size, location and method of erection. The zoning administrator may not approve any special event signage that would impair the safety and convenience of use of public rights-of-way, or obstruct traffic visibility. Staff recommends removing this entire section because it is content-based rather than content-neutral. Staff does find merit with “The zoning administrator may not approve any signage that would impair the safety and convenience of use of public rights-of-way, or obstruct traffic visibility” as a general overview of the sign ordinance. Article IV, Section 4.1.H.3.c.3 Projecting signs Such signs shall not extend over a public sidewalk without approval of the Town Manager. Staff recommends removing “Town Manager” and replacing with “Zoning Administrator” for continuity within the ordinance. (Subdivision ordinance)

Article II, Section 2.9 (definitions) Dog pen means any structure used to enclose and confine domestic canines outside of the principal building or structure on a lot. Pens shall be located only in the rear yard and in accordance with the Town’s zoning regulations. Pens shall be designed to provide the canines with shelter from the elements of nature, and constructed in such a manner as not to cause injury to the animal or interfere with movement, vision or respiration. Pens shall be in a clean, dry, and sanitary condition at all times. Animal waste shall not be allowed to accumulate.

Article III, Section 3.2.B.8 Permitted uses Dog pens.

Article III, Section 3.8.E Development standard All new development shall conform to

the commercial design and construction standards required for commercial development within the Town's historic district overlay.

Appendix A, Section 4.6 Fees There shall be a charge for the examination and approval or disapproval of every plat reviewed by the agent. At the time of filing the preliminary plat, the sub-divider shall deposit with the agent checks payable to the Town Treasurer in the amount of twenty-five dollars (\$25 per plat) and one dollar (\$1) for each lot if the subdivision contains five or more lots; if the subdivision contains less than five lots, the charge shall be ten dollars (\$10) per plat and one dollar (\$1) for each lot. Staff recommends removing this language and replacing with "All fees shall be governed as set forth by the Town Council of the Town of Cape Charles." Staff recommends this amendment for clarity, consistency and to remove conflict across legislation.



DRAFT
PLANNING COMMISSION
Regular Meeting
Cape Charles Civic Center
March 7, 2017
6:00 p.m.

At 6:00 p.m., Chairman Dennis McCoy, having established a quorum, called to order the Regular Meeting of the Planning Commission. In addition to Chairman McCoy, present were Commissioners Andy Buchholz, Dan Burke, Keith Kostek, Sandra Salopek and Michael Strub. Commissioner Bill Stramm was not in attendance. Also in attendance were Town Planner Larry DiRe and Town Clerk Libby Hume. There was one member of the public in attendance.

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

PUBLIC COMMENTS:

Russell Goodrich, Pastor of Cape Charles Baptist Church, 509 Randolph Avenue

Pastor Goodrich addressed the Planning Commission with a request to replace the basketball equipment on the church property. Copies of Pastor Goodrich's request was distributed to the Commissioners. (Please see attached.)

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

After Pastor Goodrich left the meeting, there was much discussion regarding the following: i) Basketball courts were removed from the Comprehensive Plan but were permitted in the Zoning Ordinance by conditional use; ii) The basketball/game court would be on private property in the R-1 district, the lot could accommodate the court, the area was fenced in and usage could be controlled; iii) Staff needed to be proactive and follow-up with Pastor Goodrich regarding his request. The town needed to maintain a relationship with someone willing to do something to benefit the town; and iv) This item would be added to the April meeting agenda for further discussion.

CONSENT AGENDA

Motion made by Michael Strub, seconded by Andy Buchholz, to approve the agenda format as presented. The motion was approved by unanimous vote.

The Commissioners reviewed the minutes from the February 7, 2017 Planning Commission Regular Meeting.

Motion made by Andy Buchholz, seconded by Dan Burke, to approve the minutes from the February 7, 2017 Planning Commission Regular Meeting as presented. The motion was approved by unanimous vote.

REPORTS

Larry DiRe reported the following: i) All the building permits issued to the owner of 207 Mason Avenue, related to the second and third floor residential units approved by conditional use permit, expired in December 2016. To date, the owner had not filed for new permits and currently there was no work being done in association with the residential development. If no

additional permits were applied for by April 7, 2017, the conditional use permit would expire. On February 28, 2017, a letter was mailed to the property owner, by regular and certified mail, notifying them of the April 7, 2017 deadline; ii) Staff had been in contact with the design team for the proposed brew pub on Stone Road. As of February 24, the designer and staff had discussed the proposed parking lot plan, items needed for a complete site plan, potential VDOT issues pertaining to commercial entrance and exit points, and the construction materials and design review and approval process required by Article III, Section 3.8.F. Staff planned to have that review as part of the March 21, 2017 Historic District Review Board (HDRB) meeting. The Town Council named the HDRB as the board to review plan submittals in the C-3 district. There was some discussion regarding a wastewater plan since their effluent would be nutrient rich. The plan should include a method to reclaim it and not have it go into the wastewater. Much discussion followed regarding the estimated timeframe for opening the brew pub and possible services.

OLD BUSINESS

A. *Fiscal Year 2017-2018 Capital Improvement Plan Review:*

The Commissioners reviewed the FY 2017-2018 Capital Improvement Plan with discussion as follows: i) Jetty Project – The construction of the fourth breakwater section replaced the jetty project for FYs 2017 and 2018; ii) Art Walk – Portions of the Art Walk could possibly be completed in FY 2018. The Community Enhancement Board would be tasked with this project and could possibly find more grant funding; iii) Auto Read Water Meters – An analysis of the quality of current water meters would be performed. Many of the existing water meters were ancient and not reading correctly. Council would have further discussion regarding the replacement of water meters after completion of the analysis; iv) The New Fueling & Harbor Master’s Dock most likely would not be done in FY 2018 as more grant funding was needed; v) Reverse Angle Parking on Bay Avenue/Restriping Parking Spots – Funding would be included for striping the parking spots. Parking counts would continue throughout the summer season. In past years, there was plenty of parking available at most times. The only times when the parking spots along Bay Avenue were full were on weekends; vi) Dan Burke asked about the renovation of the third floor of the library for town offices and sale of the current Town Hall. Larry DiRe stated that two facility studies were planned of the Town Hall and Library footprints; vii) Andy Buchholz stated that a study was needed on the connection charge and expansion of the water plant adding that, in the summer, especially on July 4, the town regularly exceeded the allotment for water. Larry DiRe stated that Bob Panek and Dave Fauber were reviewing the issue. Andy Buchholz asked about the number of ERCs remaining and added that the water plant would not accommodate the town once it was fully built out; viii) Andy Buchholz suggested that the Multi-Use Trail project could eventually fall under the Main Street Initiative. Larry DiRe stated that he would bring the suggestion to the town manager and treasurer. There was some discussion regarding the future phases; ix) The Commissioners asked about the harbor boat replacement. Libby Hume explained that the current boat was unsafe and needed to be replaced; and x) Larry DiRe informed the Commissioners that the Town Council budget meetings would start on April 6 and offered to get information from Bob Panek and Dave Fauber regarding the town’s water and wastewater capacity.

B. *Planning Documents Review – Master Tree Plan (2006):*

Larry DiRe stated that the Master Tree Plan was one of the older plans contributing to the Comprehensive Plan and the list needed to be reworked since some species were now considered as invasive species. Staff recommended updating the plan since there were many valuable, current and readily available resources provided by the Virginia Department of Forestry and updating of the plan was within the competency and scope of work of the planning department staff. A public process should be used to involve residents, many of whom have expertise as master gardeners and arborists. Updating the street by street

inventory would be a time-consuming activity. Although, update of the plan was not an immediate need, it should be considered a project to be completed by year's end 2019 in preparation of the 2020/2021 Comprehensive Plan update. Joe Fehrer, Chairperson for the Historic District Review Board (HDRB), had provided a lot of useful information to be used for the update. Sandra Salopek added that the HDRB would be holding a work session to discuss trees.

C. *Planning Documents Review – follow up on sections of the Preservation Plan (1996):*

Larr DiRe stated that following the December 6, 2016 Planning Commission meeting, staff began a more thorough review of the 1999 Preservation Plan. As the town moved into a comprehensive community enhancement program, structured along the lines of the National Main Street Program, certain sections of the 1996 Preservation Plan, specifically chapters six (downtown revitalization) and seven (residential revitalization) could be of assistance in the process and provide some additional perspective and should be reviewed within the context of broader, town-wide discussions of housing and downtown development. Those involved in such discussions could determine the merits of these sections for informing current or future development.

D. *Additional Proposed Text Amendment for April 4, 2017 Public Hearing:*

The Commissioners reviewed the following sections of the Cape Charles Zoning Ordinance with text amendments approved by the Commission in 2016: Section 2.9-Definitions, Section 3.2.B.8-Permitted Uses, and Section 3.8.E-Development Standard. These sections would be included in the April 4, 2017 public hearing advertisement.

E. *Historic Town Entrance Design Criteria Construction Materials Review:*

Larry DiRe stated that the Town Council had concerns regarding the type of commercial development that could occur on the parcels from Route 13 to the town boundary and tasked staff to bring the issue back to the Planning Commission to review the construction materials for Historic Town Entrance (HTE) area. These development corridors were under the Northampton County planning and zoning jurisdiction but both the Town Council and Northampton County Board of Supervisors expressed interest in cooperative development of these essential corridors. The Commissioners reviewed Section 3.6.F.1.e of the Cape Charles Zoning Ordinance regarding certain materials which were prohibited within the town for new construction. Larry DiRe recommended that certain construction material prohibited in the town likewise be prohibited in the HTE, specifically concrete block above the foundation, exposed concrete masonry, any type of vertical siding, and metal or wood awnings which were not commonly found within the town limits. The Commissioners were in agreement and much discussion followed regarding steel buildings and the few that were in town, and setbacks required by the county.

NEW BUSINESS

A. *Board of Zoning Appeals Letter on Size Area of Accessory Buildings:*

Larry DiRe informed the Commissioners that the Board of Zoning Appeals (BZA) suggested a text amendment for Section 4.2.E.8 of the Cape Charles Zoning Ordinance regarding the size of accessory buildings recognizing the variety in area of residential lots, ranging from 2,800 square feet to 60K square feet. Having a static regulation of accessory building size measured in square feet made for a rational disconnect and differing units of analysis. Section 4.2.E.6 set a maximum percentage of total lot square footage coverage, as do various district regulations found in Article III. Having accessory building maximum coverage as a percentage of the total square footage aligned the two measurements. Larry DiRe stated that he was working with the BZA to determine a good percentage for building coverage. A letter from the BZA Chairperson would be presented to the Commission with their

recommendation. The accessory building section draft text amendment would be placed in the queue for further review.

B. *"Homestay" Legislation and Current Town Zoning Ordinance Regulations:*

Larry DiRe informed the Commissioners that the General Assembly approved that municipalities maintain local control for regulation for Airbnb and similar rentals. Currently, the town required all short-term accommodations hold a business license, comply with health and safety regulations, and pay transient occupancy taxes. At this time, staff felt that the town's current regulations were appropriate and no amendments were necessary. After much discussion regarding taxes, inspections, etc., the Commissioners were in agreement. Andy Buchholz added that it put all short-term rental facilities on the same playing field.

C. *Selection of Community Enhancement Board Interview and Selection Committee Member:*

Larry DiRe explained that the Community Enhancement Program would be the town's Main Street Board and would have nine members with one member each from the Town Council, Planning Commission and HDRB. A selection committee was being formed to interview applicants for the Community Enhancement Board (CEB) and would consist of one representative each from the Town Council, Planning Commission and HDRB, and the members of the Ad Hoc Committee not applying for the CEB.

Dan Burke nominated Michael Strub as the Planning Commission representative on the CEB Selection Committee. Andy Buchholz seconded the nomination. There were no other nominations. Michael Strub was named the Planning Commission representative on the CEB Selection Committee by unanimous vote.

Larry DiRe added that Bill Stramm submitted an email expressing his interest in serving as the Planning Commission representative on the CEB. This item would be discussed at a future Planning Commission meeting.

ANNOUNCEMENTS

Larry DiRe made the following announcements: i) There had been no change in the status of the Tavi property; and ii) He heard from a representative from the U.S. Coast Guard regarding their intention to sell the Winter Quarter property which was the former Coast Guard housing development that had been demolished a number of years ago. The property was a 1.5 acre parcel, roughly equivalent to 11 standard lots in town, zoned R-1 (single-family residential). There was some discussion regarding the permitted size of signage on the property.

Motion made by Andy Buchholz, seconded by Dan Burke, to adjourn the Planning Commission Regular Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 7:47 p.m.

Chairman Dennis McCoy

Town Clerk

**Planning Commission Regular Meeting
Comments Provided in Writing
March 7, 2017**

Cape Charles Baptist Church

In the Streets, Meeting Needs, Sharing Jesus' Love

To: Town of Cape Charles / Planning Commission

Subject: Replacement of Basketball Goals on Game Court

Request: Cape Charles Baptist Church is seeking approval from the town to install "In Ground Basketball Post" that are safer for players, and prevents blow overs in times of harsh weather.

Statement:

The portable goals we have are commercial grade and have served the church and town well. We are reaching two years of installing the Game Court and we are very grateful for its daily use by the town's people. Our closest neighbors to the Game Court have been vocal in their support and appreciation for the services it provides, and especially basketball. We are very pleased to report that to date we have no negative reaction to it that we are aware of. The Game Court, and especially its hoops, have witnessed diversity from families playing with their children while vacationing here, to our local people who represent practically every makeup of the town. It's one of our greatest joys to see it used daily.

Our request is to install "In Ground Basketball Goals" due to the portable systems breaking, blowing over, and aging. The bases of the goals are water tanks that hold multiple gallons to support the massive weight overhead. These tanks now leak and are being filled with sand which in turn, alters the factory specs for safety. One unit continues to have a defect which we believe has been the single cause for its glass backboard breaking on several occasions. Replacement for these portable goals is at a cost of \$3,000.00.

Under the town's coding we are compliant as a Game Court. The installation of "In Ground Post" should not change that fact. This year the Game Court will continue to be used for multiple games and activities and will include a new Gaga Pit / King Ball / and Tether Ball.

In point:

We hope "In Ground Posts" will be accepted by the Town's Planning Commission without further action needed and seen as only a Game Court improvement for the safety of its users and for the future upkeep that is provided solely by Cape Charles Baptist Church.

Contact: Pastor Russell Goodrich
509 Randolph Avenue
757 331-2110 (Office)
757 695-1117 (Cell)

Planning Commission Staff Report

From: Larry DiRe 
Date: April 4, 2017
Item: 4c-Staff Report
Attachments: None

1. The Town Council, at their March 16 regular monthly meeting, approved a resolution amending the animal tethering section of the Town Code prohibiting all unattended animal tethering. At that same meeting, they selected Councilwoman Joan Natali as the Council's representative to the Community Enhancement Board Selection Committee.
2. The owner of 207 Mason Avenue is working with the building department to secure building permits for conditional use residential units above ground-floor commercial use. Failure to obtain permits, or have additional project plans reviewed and approved, will result in that conditional use permit expiring on Friday April 7, 2017.
3. Staff can report progress on the residential street-scape tree inventory. The Historic District Review Board is revising the Guidelines and addressing tree issues among others. The Board is interested in assisting with the tree inventory, which will likely advance the timeframe to update the inventory section of the 2006 Tree Master Plan earlier than previously reported to the Commission.
4. The status of the basketball goals at the Cape Charles Baptist Church playground has been resolved administratively. Parks and playgrounds, private or public, are permitted uses in the Residential – 1 District (*Article III, Section 3.2.B.3*). By the Zoning Ordinance definition of a playground (*Article II, Section 2.9*), “court and field games” are allowed. Since basketball is played on a court, the goals can be installed conforming to the Zoning Ordinance. Any court not associated with a playground in the Residential – 1 District would be by conditional use (*Article III, Section 3.2.C.5*), and would conflict with the current comprehensive plan (*Article IV, Section 4.3.B.3*).
5. The stakeholders meeting with the joint Rutgers University\National Oceanic and Atmospheric Administration (NOAA) study team, working on a resilience planning for water-dependent uses, was held on Friday March 17, 2017.
6. The Historic District Review Board received five applications for Certificate of Appropriateness, and one application for Commercial – 3 District review, to consider at their March 21 regular monthly meeting. The applications were for: new rear porch and deck addition with chimney removal; new rear addition and deck; siding and window frame repair, with screened porch and brick foundation; exterior improvements with new overhead door and windows, and site plan for a commercial property; chimney and roof removal, three new dormers and second-floor deck; and a new front porch addition.
7. The Harbor Area Review Board had no business and did not meet.
8. The Wetlands and Coastal Dunes Board had no business and did not meet.
9. The Board of Zoning Appeals had no business and did not meet.

Planning Commission Staff Report

From: Larry DiRe 
Date: April 4, 2017
Item: 5a-Proposed text amendments to several sections of the Town Zoning Ordinance – review and make recommendations to the Town Council
Attachments: None

Item Specifics

The process of amending the Zoning Ordinance of the Town of Cape Charles is stated in Article II, Section 2.7.2 of that Ordinance. The process requires public advertisement, public hearing, Planning Commission review and recommendation, and finally Town Council legislative action. The following sections of the Zoning Ordinance of the Town of Cape Charles are proposed for text amendment based on lack of clarity, failure to meet the content-neutral standard, or to reconcile conflict with other sections of the Ordinance.

Article II, Section 2.9 (definitions) Sign area means the entire face of a sign, including the advertising surface and any framing, trim, or moulding but not including the support structures.

Article IV, Section 4.1.B (definitions) Sign area. The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The area of any double-sided or "V" shaped sign shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multiple-sided signs shall be computed as 50 percent of the sum of the area of all faces of the sign. Staff recommends removing this definition and replacing with the definition in Article II, Section 2.9. Staff further recommends removing all sign area computations figures and notes in Article IV, Section 4.1.C.1. Alternatively, staff recommends removing the current language in both sections and replacing with "Sign area means the simple geometric measure of the sign material substrate."

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text read "Street address signs and combination nameplate and street address signs which do not exceed 4 square feet in area."

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Article III, Section 3.2.B.8 Permitted uses Dog pens.

Article III, Section 3.8.E Development standard All new development shall conform to the commercial design and construction standards required for commercial development within the Town's historic district overlay.

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Discussion

Staff brought the above sections to the Planning Commission at various meetings in 2016 and 2017. At the February 7, 2017 Planning Commission and February 16, 2017 Town Council meetings April 4, 2017 was set as the date for a joint public hearing. The public hearing was advertised as required. The joint public hearing was held April 4, 2017.

Recommendation

Following public comments and further Commission discussion, staff recommends the Planning Commission make the recommendation to Town Council to approve all amendments as presented, with the recommended definition of sign area meaning the simple geometric measure of the sign material substrate.

Planning Commission Staff Report

From: Larry DiRe 
Date: April 4, 2017
Item: 5b – Update on reference documents for the comprehensive planning process
Attachments: Comprehensive Plan Reference Documents Review Schedule

Item Specifics

As part of the current Comprehensive Plan review process, Town Council directed staff to develop a process to evaluate the importance of existing Town planning documents identified in the Comprehensive Plan. Specifically, the Council expressed concern over the age of the documents listed as Comprehensive Plan references. Staff proposed a monthly review of certain of these documents by the Planning Commission with the goal being the classification of these documents as having value for current and future planning, or holding historical reference value and retrospective in nature. These latter documents can be kept for archival purposes, but no longer consulted. The purpose of this review and classification process was not to perform a line by line analysis, but rather to assess the document in its context and value for future policy-making. The Comprehensive Plan reference documents' updated review schedule is attached.

Discussion

This report is informational and prospective. Relevant chapters from the 1996 Preservation Plan have been shared with the Town Clerk's office to be included with the Community Enhancement Board's orientation book. Staff has provided several recent local transportation plans and will keep updating that library to keep current for the 2020\2021 Comprehensive Plan update. The sidewalk plan will be kept in the Town's capital project schedule and will be updated as directed by the Town Manager. Planning department staff will contribute to this update as directed. Staff will begin updating the 2006 Accessory Unit Study later this summer. The update will begin with a revision of the 2006 study's listing of accessory units to remove and add changes since 2006, and remove structures smaller than the square footage allowed under the draft accessory dwelling unit ordinance. The most prominent feature of the 2006 Master Tree Plan is the street by street inventory of streetscape trees. The document's general introduction and listing of recommended trees can be revised by reviewing many of the documents cited in last month's staff report. The streetscape tree inventory can be updated by staff working with community volunteers and will be pursued as a fall 2017, or spring 2018 project depending on the overall workload of the planning department.

By far the most challenging documents to update or revise will be those associated with harbor development. The current Harbor Area Conceptual Master Plan and Design Guidelines document is dated August 2006, with the public hearing date for that document being a full ten and one-half years ago, October 10, 2006. The process documents associated with the Master Plan date even earlier in 2006. That Master Plan document is the product of a good public process, but does lack several essentials in the planning area compared to the design area. Staff will provide a more complete report next month.

Recommendation

Staff has no specific recommendations at this time. The Planning Commission should be aware of the numerous interconnected issues associated with the pending review of the harbor area-related planning, design, and construction plans and documents. In time amendments to *Article III, Section 3.9*, and *Article IX* of the zoning ordinance may need to be considered as well following changes in any planning and/or design documents.

COMPREHENSIVE PLAN REFERENCE DOCUMENTS REVIEW SCHEDULE

DATE REVIEWED	DOCUMENT	PLANNING COMMISSION ACTION		STAFF UPDATE	BUDGET ITEM
		ARCHIVE	RETAIN		
Dec-16	1996 Preservation Plan	YES		YES	NO
Jan-17	2020 Transportation Plan (1999)	YES		YES See A-NPDC Documents	NO
	2006 Sidewalk Plan	YES		YES as Directed by Town Manager	NO
Feb-17	2006 Accessory Unit Study		YES and UPDATE	YES as Part of Planning Department Duties	NO
Mar-17	2006 Master Tree Plan		YES and UPDATE	YES with community volunteers	NO
May-17	All Documents Related to Harbor Area Planning 2006			TBD if so partial with community and professional assistance	YES

Planning Commission Staff Report

From: Larry DiRe 
Date: April 4, 2017
Item: 5c – Selection of Planning Commission member to the Community Enhancement Program Board
Attachments: None

Item Specifics

For several months, an ad hoc committee has been working on the process of forming a community enhancement program (CEP) along the four-point approach of the national and Virginia Main Street program. An essential part of this process is the formation of a community enhancement board. This board will have nine members interviewed and recommended by an independent five-member selection committee. At the March 7 meeting, the Commissioners named Michael Strub to the interview and selection committee. The Commissioners will select a member to serve on the Community Enhancement Program Board for a term running concurrent with term of service on the Planning Commission.

Discussion

As needed on this issue.

Recommendation

Following discussion select a Commission member to serve on the Community Enhancement Program Board for a term concurrent with his\her Planning Commission term.