



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