



## **PLANNING COMMISSION**

### **Regular Meeting**

**Cape Charles Civic Center**

**February 4, 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, Jim Holloway, Dennis McCoy and Michael Strub. 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.

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 Michael Strub, seconded by Jim Holloway, to approve the agenda format as presented. The motion was approved by unanimous vote.**

The Commissioners reviewed the minutes from the January 7, 2020 Public Hearing and Regular Meeting.

Bill Stramm said the word tip on page 2, under Unfinished Business F. Comprehensive Plan Update roman numeral ii needed to be changed to top.

**Motion made by Paul Grossman, seconded by Jim Holloway, to approve the minutes from the January 7, 2020 Planning Commission Public Hearing and Regular Meeting as amended. The motion was approved by unanimous vote.**

#### **REPORTS**

Zach Ponds had nothing to add.

Discussion was as follows: (i) Bill Stramm asked if the Historic District Review Board (HDRB) Commission Assistance and Mentoring Program was open to the Planning Commission. Zach Ponds said yes if there were any openings left after mandatory sign-ups; (ii) Diane D'Amico asked if any planning commissioners were invited to meet with Amber Foster. Zach Ponds said no and if any commissioners had questions, they could talk to him; (iii) Bill Stramm asked if the Coastal Adaptation Working Group would be helpful to the Planning Commission. Zach Ponds responded not at this time; (iv) Diane D'Amico would like the HDRB application addresses included in the staff report; and (v) There was some discussion about the University of Virginia Transportation Training Academy/VA LTAP Transportation Infrastructure Funding Strategies Workshop that Paul Grossman and Zach Ponds attended.

#### **UNFINISHED BUSINESS**

A. *Comprehensive Plan Update.*

Bill Stramm thanked the commissioners for their hard work getting their top priorities to Paul Grossman and thanked Paul Grossman for compiling them.

Bill Stramm mentioned that dates needed to be finalized so please let Tracy Outten know your availability. Jim Holloway and Paul Grossman would reply to the email with the dates that best fit in their schedules.

Discussion was as follows: (i) Paul Grossman said the priority was a work in progress and suggestions were welcome. (ii) Diane D'Amico asked if the stakeholder meetings were open to the public. Bill Stramm said yes, no one would be turned away but, the topics would be relevant to the stakeholder group. Paul Grossman agreed that questions should be tailored to the stakeholders; (iii) Paul Grossman thought that housing topic should be closed because Northampton County held input meetings; (iv) The commissioners agreed that certain concerns could be addressed by directing them to where they could find an answer; (v) Diane D'Amico asked what could be done about the derelict houses in town. Jim Holloway suggested including language that covered sustaining a property. Paul Grossman wanted to know how this issue would be resolved and added public input was needed. After some examples of derelict homes were given, Paul Grossman informed the commission that Code Official Jeb Brady was aware and would handle any issues; (vi) Michael Strub thought nine priorities were needed to let the public know they were being heard; (v) Bill Stramm said a list of meetings for each group needed to be made; (vii) Diane D'Amico wanted an explanation about what the discussion was supposed to be about. Bill Stramm responded that that the nine groups needed to have specific priorities or questions catered to them; (viii) Dennis McCoy was concerned that they were getting into the weeds about what the community expressed interest about on the survey and now discussion was all over the place. He added that the commissioners should have the same objective; (ix) Bill Stramm said the medical facility concern could not be solved by them; (x) Paul Grossman volunteered to put a list together of priorities tailored to each of the stakeholder groups. All commissioners agreed that the importance of these meetings was to get information; (xi) Diane D'Amico said the Town Council should be making sure some safety rules were enforced; (xii) There was some discussion on contacting citizens individually. Michael Strub did not agree and was worried that someone would be excluded; (xiii) Diane D'Amico asked if Paul Grossman would be deciding on the question. Paul Grossman answered he would try. Michael Strub could help; (xiv) Jim Holloway asked which group the Cape Charles Main Street, Inc. fit in. Paul Grossman thought business owners and restaurants; (xv) Diane D'Amico was concerned that the commission was rushing to get the meetings done and suggested holding off until they had more discussion; (xvi) Bill Stramm informed the commissioners that draft review was on the timeline after stakeholder meetings. Diane D'Amico thought it would be helpful to do draft reviews first. Dennis McCoy disagreed he wanted the input received to be raw; (xvii) There was some discussion on the workforce housing issues; and (xviii) Bill Stramm would draft an email that would be sent to the stakeholders.

Bill Stramm said Paul Grossman's list would be discussed at the February 24, 2020 Work Session.

**NEW BUSINESS**

There was no new business.

**OTHER BUSINESS**

There was no other business.

**ANNOUNCEMENTS**

There were no announcements.

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

The meeting adjourned at 7:15 p.m.

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Chairman Bill Stramm

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Deputy Clerk