



PLANNING COMMISSION

Regular Meeting

Cape Charles Civic Center

February 5, 2019

6:00 p.m.

At 6:01 p.m., Chairman Bill Stramm, having established a quorum, called to order the Public Hearing and Regular Meeting of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Diane D'Amico, Paul Grossman, Keith Kostek, Sandra Salopek and Michael Strub. Dennis McCoy was not in attendance. Also, in attendance were Town Planner Zach Ponds and Deputy Clerk Tracy Outten. There were four 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 Paul Grossman, seconded by Michael Strub, to approve the agenda format as presented. The motion was approved by unanimous vote.

The Commissioners reviewed the minutes from the January 7, 2019 Planning Commission Meeting.

Paul Grossman amended the following: (i) the angle stated in the proposed parking changes recommendation motion should be 45 degrees not 60 degrees; (ii) Other Business bullet point three replace the word "for" with "would include."

Motion made by Michael Strub, seconded by Paul Grossman, to approve the minutes from the January 7, 2019 Planning Commission Regular Meeting as amended. The motion was approved by unanimous vote.

REPORTS

Bill Stramm summarized the staff reports included in the agenda packet. After some discussion on the proposed text amendments to the sign ordinance and parking, the Commissioners requested Zach Ponds to give some background on why changes needed to be made and mark-up and reference to the exact text changes so they were easier to identify.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

A. *Application for conditional use permit: accessory dwelling unit on a property in the Residential - 1 district at 615 Monroe Avenue - review application and set March 5, 2019 public hearing date.*

Bill Stramm summarized the application and added all requirements were met. Bill Stramm mentioned the applicant still had to go before the Historic District Review Board to get a Certificate of Appropriateness. Paul Grossman asked if parking would come from the alley way; yes, and the street.

Motion made by Paul Grossman, seconded by Michael Strub, to set a public hearing date for the Conditional Use Permit for an accessory dwelling on a property in the Residential – 1 district at 615 Monroe Avenue. The motion was approved by unanimous vote.

B. *Proposed text amendments to Town Zoning Ordinance Article IV Section 4.0 – review and make recommendations to staff.*

Bill Stramm asked Zach Ponds to go through the changes that were made. Paul Grossman did not think that all of Section 4.0.C needed to be removed. The Commissioners decided Zach Ponds needed to provide the document with strikethroughs so it would be easier to track the changes.

C. *Proposed text amendments to Town Zoning Ordinance Article IV Sections 4.5.f.1.k and 4.5.1 – review and make recommendations to staff.*

Zach Ponds explained the changes and reasoning as stated in his report. Bill Stramm said the Parking Ad Hoc Committee had approved this and added, this change would only be enforced for new construction.

The Commissioners added the text amendments to the upcoming Public Hearing on March 5, 2019.

Motion made by Paul Grossman, seconded by Keith Kostek, to approve the proposed text amendments for Town Zoning Ordinance Article IV Sections 4.5.f.1.k and 4.5.1 as presented and set the public hearing date for March 5, 2019. The motion was approved by unanimous vote.

OTHER BUSINESS

A. *Possible Planning Commission 2019 Priorities List.*

Paul Grossman presented the priorities list he put together. After much discussion the Commissioners decided on the following: (i) Community Trail and Sidewalk Plan Management would be added to the list. (ii) The Commissioners would be broken into groups to complete priorities. (iii) Bill Stramm would present the list to Town Council.

Bill Stramm thanked Paul Grossman for putting the list together.

B. *Town Council Strategic Planning Session January 26, 2019 Agenda and Councilman Grossman's essay.*

Bill Stramm explained the reason he wanted the Town Council Strategic Planning Session Agenda included was because some of the priorities pertained to the Planning Commission. Paul Grossman stated which items were called out.

Bill Stramm briefly read through Paul Grossman's essay.

ANNOUNCEMENTS

- Paul Grossman finished the Planning Commission class.

Motion made by Paul Grossman, seconded by Sandra Salopek, to adjourn the Planning Commission Regular Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 7:18 p.m.

Chairman Bill Stramm

Deputy Clerk