



PLANNING COMMISSION

Regular Meeting

Cape Charles Civic Center

June 4, 2019

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, Sandra Salopek 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 two 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.

CONSENT AGENDA

Motion made by Michael Strub, 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 April 2, 2019 Planning Commission Public Hearing and Regular Meeting and the May 7, 2019 Regular Meeting and Joint Work Session with the Historic District Review Board.

Motion made by Paul Grossman, seconded by Sandra Salopek, to approve the minutes from the April 2, 2019 Planning Commission Public Hearing and Regular Meeting and the May 7, 2019 Regular Meeting and Joint Work Session with the Historic District Review Board as presented. The motion was approved by unanimous vote.

REPORTS

Zach Ponds had nothing to add to the written report.

- Bill Stramm asked if the Town Council had decided to have a representative on the Historic District Review Board. Paul Grossman said the mayor would be contacting him.
- Bill Stramm informed the commissioners that the harbor committee was close to coming up with a proposal.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

A. Appointment of new commissioner.

Bill Stramm said since Keith Kostek resigned the Planning Commission had a vacancy. He said Jim Holloway was on the Board of Zoning Appeals and would be willing to serve on the Planning Commission as a liaison between the board and the commission. Jim Holloway had previously applied to be on the Planning Commission. Paul Grossman asked if there were any other applicants; no. Michael Strub said he liked that the commissioners had input on the new member.

Motion made by Michael Strub, seconded by Dennis McCoy, to recommend Town Council appoint Jim Holloway to serve on the Planning Commission. The motion was approved by unanimous vote.

B. *Comprehensive plan update.*

Bill Stramm presented his research on how other localities do their comprehensive plan updates and wanted the commissioners to take a good look at the information and decide whether to use the outlines. There was some discussion regarding the Accomack-Northampton Planning District comprehensive plan contract.

C. *Proposed text amendments to Town Zoning Ordinance Article IV, Section 4.5 and Section 4.6, subsections A-F – review*

Discussion and changes were as follows: (i) Diane D’Amico suggested removing the words “each of which” in the definition for a dwelling, duplex. (ii) There was much discussion on what a bedroom was. (iii) Dennis McCoy would like the word “wide” to be removed from the event center definition. (iv) Paul Grossman said the subdivision recreation areas would need more flexibility depending on their size. (v) Diane D’Amico stressed her concerns about less parking spaces being required. (vi) Dennis McCoy would like the words “storm water conveyances” removed from the definition for private. (vii) The commissioners decided to remove “when used as a modifier for such words as building, park, right-of-way, and similar words” from the definition for public. (viii) Paul Grossman and Diane D’Amico thought temporary structures should be regulated on a case by case basis. (ix) Paul Grossman did not see subsection C.4 under Shared Parking happening because the contract duration would not be temporary. Diane D’Amico suggested looking at how other localities handled shared parking. (x) Diane D’Amico said everyone needed to think seriously about things that were going to last for a long time.

The commissioners decided to stop for the night and to continue review of the proposed text amendments not covered at the next regular meeting.

OTHER BUSINESS

There was no other business to discuss.

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 8:00 p.m.

Chairman Bill Stramm

Deputy Clerk