



PLANNING COMMISSION/TOWN COUNCIL
Joint Public Hearing &
PLANNING COMMISSION
Regular Meeting
Cape Charles Civic Center
June 6, 2017
6:00 p.m.

At 6:05 p.m., Chairman Dennis McCoy, having established a quorum, called to order the Joint Public Hearing with the Town Council and Regular Meeting of the Planning Commission. In addition to Chairman McCoy, present were Commissioners Andy Buchholz, Dan Burke, Keith Kostek and Michael Strub. Commissioners Sandra Salopek and Bill Stramm were not in attendance. Also in attendance were Town Planner Larry DiRe and Town Clerk Libby Hume. There were two members of the public in attendance.

Mayor George Proto, having established a quorum, called to order the Joint Public Hearing with the Planning Commission. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Brown and Buchholz, and Councilwoman Natali. Councilman Bennett and Councilwoman Sullivan were not in attendance. Also in attendance was Town Manager Brent Manuel.

PUBLIC HEARING COMMENTS – CONDITIONAL USE PERMIT APPLICATION – 718 RANDOLPH AVENUE (PARCEL 83A4-A-4) - FIRST FLOOR RESIDENTIAL IN THE COMMERCIAL-1 DISTRICT:

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

Motion made by Councilwoman Natali, seconded by Councilman Brown, to adjourn the Town Council Public Hearing. The motion was approved by unanimous vote.

Dennis McCoy closed the Planning Commission Public Hearing.

The Joint Public Hearing adjourned at 6:07 p.m.

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

REGULAR MEETING PUBLIC COMMENTS:

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

CONSENT AGENDA

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

The Commissioners reviewed the minutes from the May 2, 2017 Planning Commission Regular Meeting.

Motion made by Michael Strub, seconded by Dan Burke, to approve the minutes from the May 2, 2017 Planning Commission Regular Meeting as presented. The motion was approved by unanimous vote.

REPORTS

Larry DiRe updated his written report as follows: i) The work related to updating the town's historic district survey had been completed by the consultant. On June 2, the town received reimbursement funds in the amount of \$20,500. There was still one bill outstanding and

reimbursement for that bill was not expected prior to the end of this fiscal year; and ii) Staff attended the May 23 Transportation Technical Advisory Committee meeting which included discussion regarding traffic improvement around the Food Lion shopping center and a possible construction of an access road from the parking lot to Bayside Road toward Cheriton. The handouts would be provided to the Planning Commissioners for their review. He was also informed that VDOT would be contacting the towns again regarding their sidewalk plans, but he had not yet been contacted.

OLD BUSINESS

A. *Application for Conditional Use Permit at 718 Randolph Avenue/Lot 83A4-A-4 for First Floor Residential in the Commercial-1 District:*

There were no further questions or discussion regarding this application.

Motion made by Michael Strub, seconded by Dan Burke, to recommend Town Council approval of the conditional use permit application at 718 Randolph Avenue as presented. The motion was approved by unanimous vote.

B. *Accessory Building Maximum Square Footage Review:*

There was much discussion regarding potential square footage calculations for standard and double lots, half-sized lots and larger lots in the Residential-Estate (R-E) District. This issue was brought forward by the Board of Zoning Appeals after granting a variance for the construction of a 900-square foot accessory building on a one-and-a-half-acre lot in the R-E District. The current maximum allowable square footage for accessory buildings was 550 or 660 square feet depending on the lot frontage, but the maximum coverage on a lot could not exceed 50% of the square footage of the lot. There was discussion regarding allowing accessory buildings up to 70% of the square footage of the lot, not to exceed 50% coverage. This would allow a 3,000-square foot accessory building on a one acre lot which the Commissioners felt was excessive. After further discussion, the Commissioners agreed that language should be added to the R-E District ordinance allowing accessory buildings up to 1,200 square feet. Larry DiRe would draft language for review at the July meeting.

NEW BUSINESS

There was no New Business to review.

ANNOUNCEMENTS

Larry DiRe stated that, due to a conflict at the Civic Center, the July 17, 2017 Planning Commission meeting would be held in the Town Hall conference room.

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

The meeting adjourned at 6:42 p.m.

Chairman Dennis McCoy

Mayor Proto

Town Clerk