



# PLANNING COMMISSION

## Regular Meeting

Cape Charles Civic Center

July 2, 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, Sandra Salopek and Michael Strub. Jim Holloway arrived after roll call. Dennis McCoy was not in attendance. Also, in attendance were Town Planner Zach Ponds and Deputy Clerk Tracy Outten. There were three 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 Paul Grossman, to approve the agenda format as amended to add item 7A Historic District Review Board Text Amendments under Other Business. The motion was approved by unanimous vote.**

The Commissioners reviewed the minutes from the June 4, 2019 Planning Commission Regular Meeting.

**Motion made by Paul Grossman, seconded by Jim Holloway, to approve the minutes from the June 4, 2019 Planning Commission Regular Meeting as presented. The motion was approved by unanimous vote.**

### **REPORTS**

Zach Ponds had nothing to add to the written report.

- Bill Stramm informed the commissioners that there would be a harbor committee staff report included in the July 18, 2019 Town Council Agenda Packet.
- Paul Grossman said he appreciated the bike trail information. Zach Ponds updated the staff report provided in the packet, adding that after today's meeting a more efficient way to connect the trails was being looked at.

### **UNFINISHED BUSINESS**

There was no unfinished business to discuss.

### **NEW BUSINESS**

#### **A. Comprehensive Plan Update**

Bill Stramm informed the commissioners that a Comprehensive Plan Kick-off Workshop had been scheduled for July 25, 2019 from 6:00 p.m. to 8:00 p.m. in the Civic Center. The commissioners were given a workshop agenda that Bill Stramm had been working on. (Please see attached.) Jim Holloway suggested having facilitators for each discussion item. Bill Stramm would like the workshop to be advertised on Facebook, Cape Charles Happenings, and in the Cape Charles Gazette. Bill Stramm requested that Zach Ponds reach out to their District 1 Board Supervisor John Coker.

The three phases for the comprehensive plan were as follows: Phase I Background and Vision would go from July to February, Phase II Plan and Development would go from March

to October, and Phase III Documentation and Adoption would go from November to February. Bill Stramm said any suggestions were welcome.

B. *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) Section 4.5.A.5: Paul Grossman liked the way this section was worded. Diane D’Amico asked what would happen if someone was running a small car repair service. Zach Ponds answered they would need a business license and could be shut down because that was not allowed. (ii) Section 4.5.B.A & B: Diane liked the grasscrete idea. (iii) Table Sections 4.5.1.G.5 and 4.5.1.G.8: Paul Grossman said the required parking changes were not retrofitting and the new regulations would only be required for new development. There was much discussion on the total amount of parking spaces needed if a new park would be developed. Diane D’Amico suggested putting these sections on hold until they had a better feel for it. The other commissioners agreed. (iv) Section 4.5.C: Paul Grossman volunteered to work with Zach Ponds to work on wording for “Shared Parking”. Diane D’Amico suggested working on the words “in perpetuity”. (v) Section 4.6.D: Diane D’Amico suggested taking the “s” off of the word developments and that a definition for development needed be added. After much discussion on where bicycle parking could be beneficial and how it would be applied, the commissioners decided to set this section aside for now and figure out some exclusions. (vi) Section 4.5.E: Paul Grossman did not see golf cart parking helping the public area but it would help in residential. Diane D’Amico did not like the idea of golf cart spaces taking the place of car spaces and added she thought golf cart spaces worked best along the street. The commissioners would like to take out the allowance of supplementing golf cart spaces for car spaces. (vii) Section 4.5.F: There was some discussion on having metered electric charging stations. (viii) There only needed to be one definition for “drive-through”.

**OTHER BUSINESS**

A. *Historic District Review Board Text Amendments – review*

Bill Stramm informed the commissioners that some council members along with the town planner had been working on some amendments to Article VIII as follows: (i) increasing the Historic District Review Board (HDRB) from five members to seven; one would be a Town Council representative; and (ii) adding text that the guidelines would be adopted by Town Council.

Bill Stramm said these changes had been approved by the HDRB and a public hearing needed to be set for the above text amendments.

**Motion made by Paul Grossman, seconded by Michael Strub, to set a public hearing for August 6, 2019 for the text amendments to Article VIII. The motion was approved by unanimous vote.**

**ANNOUNCEMENTS**

- Bill Stramm wished Tracy Outten happy birthday and welcomed Jim Holloway.

**Motion made by Sandra Salopek, seconded by Diane D’Amico, to adjourn the Planning Commission Regular Meeting. The motion was approved by unanimous vote.**

The meeting adjourned at 7:40 p.m.

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Chairman Bill Stramm

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Deputy Clerk

# **Cape Charles Comprehensive Plan Public Workshop**

1. Opening notes – Cape Charles Town Manager, Larry DiRe
2. Accomac/Northampton Planning District Commission, Claire Vaughn
3. Brief introduction to Comprehensive Plan Requirements and Use of Plan, Town Planner, Zach Ponds
4. Group Exercise
  - A. What is the best way to engage Cape Charles citizens, stakeholders (e.g., more workshops, online survey, stakeholder meetings, small group forums, or other ideas)?
  - B. Who are the critical players (stakeholders) who need to be engaged in the process?
  - C. If the Comprehensive Plan process includes a community opinion survey, what topics or questions should be included?
  - D. List the top three issues you would like to see the Comprehensive Plan address.
  - E. What major projects should be included in the plan?
5. Group Reports
6. Comprehensive Plan Schedule, Town Planner, Zach Ponds
7. Closing, Town Manager, Larry DiRe