



PLANNING COMMISSION

Regular Meeting

Cape Charles Town Hall

July 17, 2017

6:00 p.m.

At 6:00 p.m., Chairman Dennis McCoy, having established a quorum, called to order the Regular Meeting of the Planning Commission. In addition to Chairman McCoy, present were Commissioners Andy Buchholz, Keith Kostek, Sandra Salopek and Bill Stramm. Commissioners Dan Burke and Michael Strub were not in attendance. Also in attendance were Town Planner Larry DiRe and Town Clerk Libby Hume. There was one member 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 Bill Stramm, seconded by Andy Buchholz, to approve the agenda format as presented. The motion was approved by unanimous vote.

The Commissioners reviewed the minutes from the June 6, 2017 Planning Commission/Town Council Joint Public Hearing and Planning Commission Regular Meeting.

Motion made by Bill Stramm, seconded by Andy Buchholz, to approve the minutes from the June 6, 2017 Planning Commission/Town Council Joint Public Hearing and Planning Commission Regular Meeting as presented. The motion was approved by unanimous vote.

REPORTS

Larry DiRe updated his written report as follows: i) Some master arborists were updating the tree survey and hoped to complete the project by the end of this year. This should help with the updating of the town's tree plan; ii) A preliminary survey plat of development on the southside of the harbor in the Industrial District was received and an application for variance for height for a ship repair/refit building was submitted for the Board of Zoning Appeals (BZA). A BZA public hearing and meeting was scheduled for July 20. It appears that two lots on the southside of the harbor, one adjacent to the old Gallagher lot and the other adjacent to the concrete plant, were moving forward. The railroad, former Tavi lot and a couple of northside lots were still in play; and iii) More inquiries were received regarding accessory dwelling units. The comprehensive plan favors them and the zoning ordinance prohibits them. The issue would be going back to the Town Council for further discussion at a future work session.

OLD BUSINESS

A. Accessory Building Maximum Square Footage Proposed Draft Text Amendments:

The Commissioners reviewed the proposed draft language for i) Article IV, Section 4.2.E.12/Article III, Section 3.1.F.5 which limited the total footprint area of all accessory building lot coverage in the Residential Estate District to seven percent and stated that no one accessory building would be greater than 1,200 square feet; and ii) Article IV, Section 4.2.E.13/Article III, Section 3.2.F.4 which limited the total footprint area of all accessory building lot coverage for non-conforming lots smaller than 5,600 square feet in the Residential-1 District to 10 percent.

Motion made by Andy Buchholz, seconded by Bill Stramm, to accept the proposed amendments as written. The motion was approved by unanimous vote.

Larry DiRe added that these changes would be added to the next group of text amendments for a public hearing.

NEW BUSINESS

A. *Skateboard Park Potential Locations and Initial Site Assessments:*

Larry DiRe stated that the current skateboard park was in a residential area on the sole lot still owned by the town and houses would soon be constructed on the lots on either side of the park. About 10 feet of the skateboard park was found to be encroaching onto the adjacent lot and was removed. The Town Council asked for the Planning Commission's review and recommendation of a possible location for a new skateboard park and potential athletic/recreation facility. The Commissioners reviewed a matrix of potential skateboard park locations including i) replacing one of the tennis courts; ii) the Keck well lot; iii) behind the library; and iv) 700 block of Randolph Avenue. The only town-owned property large enough for an athletic/recreation facility was the Keck well lot.

The Commissioners reviewed a statement submitted by Michael Strub stating the following: i) Although he was not a tennis player, he thought the tennis courts should be protected as growth was anticipated; ii) Regarding the lot behind the library, he expressed his concern about the noise and effect it could have on the Library users; and iii) The Keck well lot looked like a possibility but he wanted to visit the site and consider it in terms of making it a general recreation facility.

There was some discussion as follows: i) It would be perfect for the town to have a small baseball field and soccer field; ii) The Cape Charles Baptist Church was the only location in town with a basketball court and they opened the area up for use by residents. It was on the church property and play was able to be monitored; iii) If it was decided to use the Keck well property for an athletic/recreation facility, it would open up opportunities to add a basketball court, skateboard park, frisbee golf, etc. The facility could be developed in stages. The town could also add walking/running/bicycle trails. The only drawback was accessibility from the Historic District but there was no feasible area in the Historic District for any type of facility. It could also open up opportunities for the town's parks and recreation program.

Motion made by Bill Stramm, seconded by Keith Kostek, to recommend Council consideration of athletic fields/facilities at the Keck property. The motion was approved by unanimous vote.

B. *Staff Assessment of the Harbor Development Certificate Process – Modifications and Amendments:*

Larry DiRe stated that the current Harbor Development Certificate process was clear and thorough but made for a lengthy review and approval process with no mechanism for modifications. Any small change to the original plan required a new application, even for conforming uses. One project had been reviewed five times by the Harbor Area Review Board (HARB). Each application review and approval was two-month process requiring review and recommendation by the HARB, then referral to the Town Council at a work session, then review again by the Town Council for approval at a regular meeting. There was much discussion regarding the current process and the Commissioners agreed that the process needed to be streamlined and staff needed the ability to approve minor changes after review by the zoning administrator, code official and town manager. Larry DiRe would draft language for review by the Commission at their August meeting.

ANNOUNCEMENTS

- The August 1 meeting agenda would be light since the Community Enhancement Board would be meeting at the Civic Center beginning at 7:00 p.m.
- Michael Strub's request to review parking on Bay Avenue would be on the September meeting agenda. Larry DiRe was trying to obtain a definitive answer from VDOT regarding parking options - reverse angle or pull-in angle parking.
- Andy Buchholz would be leaving the Planning Commission and the Town Council would be appointing a new Council representative to the Commission at their July 20 meeting.

Motion made by Andy Buchholz, seconded by Bill Stramm, to adjourn the Planning Commission Regular Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 7:09 p.m.

Chairman Dennis McCoy

Town Clerk