



## PLANNING COMMISSION

**Regular Meeting**  
**Cape Charles Civic Center**  
**September 3, 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, Jim Holloway, Dennis McCoy, Sandra Salopek and Michael Strub. Also, in attendance were Town Planner Zach Ponds, Deputy Clerk Tracy Outten and the applicants. 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 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 August 6, 2019 Planning Commission Public Hearing and Regular Meeting.

Bill Stramm said that a motion was made at last month's meeting to schedule a public hearing for September's meeting but, noticed that did not happen and wanted confirmation that the public hearing would be in October. Zach Ponds said yes.

**Motion made by Paul Grossman, seconded by Jim Holloway, to approve the minutes from the August 6, 2019 Planning Commission Public Hearing and Regular Meeting as amended. The motion was approved by unanimous vote.**

### **REPORTS**

Zach Ponds reported that he had nothing to add to his written report. Jim Holloway asked if there was a mistype in the staff report for the 9 Park Row Conditional Use Permit when referencing where the property backed up to. Zach Ponds said the property backed up to Randolph Avenue not Mason Avenue as stated in the report.

### **UNFINISHED BUSINESS**

- A. *Proposed Text Amendments to Zoning Ordinance Article IV, Sections 4.5 and 4.6 – Review.*  
Zach Ponds went through all the previously discussed changes.

Discussion was as follows: (i) Diane D'Amico asked why the word "kitchen" was included in the extended stay definition but not in the guest room definition. After much discussion, Bill Stramm said it did not matter to him. Zach Ponds would add the words "including kitchen facilities" to the definition. (ii) Bill Stramm stated that the word "racks" confused him under bicycle parking. Zach Ponds said he would change the word racks to spaces.

### **NEW BUSINESS**

- A. *Proposed Zoning Map Amendment to the Historic Harbor Area Overlay District; Proposed Text Amendments to Zoning Ordinance Article II, Section 2.9, Article III, Section 3.9 and Section 3.12, and Appendix A, Section 5.6 – Review and Make Recommendations to Town Council.*

Bill Stramm gave a brief recap of all the work that had been done by the Harbor Committee and the comments received at the Planning Commission public hearing. Dennis McCoy asked if the town could give some leeway for a slightly smaller size of land for a Planned Unit Development. Zach Ponds said yes, they could get a variance.

**Motion made by Paul Grossman, seconded by Michael Strub, to recommend Town Council approval of the proposed zoning map amendment to the Historic Harbor Area Overlay District, proposed text amendments for Town Zoning Ordinance Article II, Section 2.9, Article III, Section 3.9 and Section 3.12, and Appendix A, Section 5.6 as presented. The motion was approved by majority vote with Diane D’Amico opposing.**

- B. *Comprehensive Plan Update*

Bill Stramm said Sandra Salopek had a draft survey for the commissioners to review. (Please see attached.) Sandra Salopek asked that comments be emailed to her by September 20, 2019. There was some discussion on the distribution of the survey and the survey results from the various ones completed by Cape Charles Main Street, Inc. Bill Stramm thanked Sandra Salopek and said he would email the survey results that CCMS, Inc. compiled.

After reading through the comprehensive plan outline, Bill Stramm added a stakeholders meeting and assigned tasks as follows: (i) All commissioners should be reviewing the plan and get familiar with the comprehensive plan requirements. (ii) Sandra Salopek and Michael Strub would work on the comprehensive scope and outline. (iii) Diane D’Amico and Jim Holloway would contact stakeholders to attend the meeting. (iv) Diane D’Amico and Bill Stramm were working on the vision statement. (v) Paul Grossman and Dennis McCoy were working on the goals for the scope topic areas.

- C. *Conditional Use Permit to convert an existing two-story detached garage to a garage on the first floor and an accessory dwelling unit on the second floor at 9 Park Row – Set Public Hearing Date.*

Bill Stramm read the staff report and asked if there were any questions. Diane D’Amico asked if parking spaces were required. Zach Ponds said the parking requirement had been met.

**Motion made by Paul Grossman, seconded by Dennis McCoy, to schedule a public hearing on October 1, 2019 for the Conditional Use Permit to convert an existing two-story detached garage to a garage on the first floor and an accessory dwelling unit on the second floor at 9 Park Row. The motion was approved by unanimous vote.**

#### **OTHER BUSINESS**

There was no other business.

#### **ANNOUNCEMENTS**

- Zach Ponds informed the commissioners that the Northampton County Comprehensive Plan Kick-Off would be on Monday, September 9, 2019 at 7:00 p.m.
- Zach Ponds was working on a grant opportunity to plant 48 trees along the trail. There was much discussion on other grant opportunities, specifically workforce housing.

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

The meeting adjourned at 7:36 p.m.

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Chairman Bill Stramm

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Deputy Clerk

## Cape Charles Comprehensive Plan 2019

### Your Voice: Community Survey

#### What is a Comprehensive Plan?

- It is the framework for the policies that will impact your day-to-day experience in the community.
- The Comprehensive Plan is Cape Charles' most important document regarding growth, development and change.
- It establishes government policy to help guide public and private activities as they relate to land use and resources.
- It is the basis for land development regulations and decisions regarding rezoning, conditional use permits, capital improvements such as parks and community trails, transportation, and environmental and historic resources protection initiatives.

**Your Voice:** The goal of the Planning Commission is to gather as much community input as possible. The Community Survey is an important first step. This survey was created based on issues and concerns talked about during a Comprehensive Plan Kickoff Workshop held on July 25, 2019. If you were unable to attend, please take a moment to address the issues that were brought up and add any comments or concerns you may have. *Thank you.*

#### Section 1: How long have you lived in Cape Charles: (Please circle one)

- a. 1 to 5 years
- b. 6 to 10 years
- c. 11 to 15 years
- d. More than 16 years

#### Residency (Please circle all that apply)

- a. I own a home in Cape Charles
- b. I rent a home in Cape Charles
- c. I live in Cape Charles full time
- d. I live in Cape Charles part-time
- e. I only vacation in Cape Charles
- f. I own a business in Cape Charles
- g. I live in Cape Charles but work elsewhere
- h. I am registered to vote in Cape Charles

#### Which group below includes your age: Please circle

- a. 17 or younger
- b. 18-20
- c. 21-29
- d. 30-39
- e. 40-49
- f. 50-59
- g. 60 or older

(1)

**Section 2:**

The Comprehensive Plan will address many topics that affect the quality of life of those living in and visiting Cape Charles. What is important to you?

On a scale of 1 to 5 with 1 indicating little or no importance and 5 indicating the highest importance please rate the following.

**Preservation**

Preservation of the town's image as a "small town" historic beach town community

1                    2                    3                    4                    5

Preservation of the town's image as a historic railroad town

1                    2                    3                    4                    5

Preservation and enhancement of the Historic District

1                    2                    3                    4                    5

Preservation and enhancement of the town's Central Park

1                    2                    3                    4                    5

Preservation and enhancement of the town's public beach

1                    2                    3                    4                    5

Preservation and enhancement of the town's Welcome Center

1                    2                    3                    4                    5

Preservation and enhancement of the town's deep water harbor

1                    2                    3                    4                    5

Preservation and enhancement of the town's retail center

1                    2                    3                    4                    5

Preservation and enhancement of the town's open spaces ⇐

*PARKS, B.K. Path-Golf & Lont Path*

1                    2                    3                    4                    5

**Other: Comment/Suggestions**

*(2)*

## Development

Cape Charles has grown in many ways since the last needs assessment. Where do you feel the town should be focusing its resources in terms of development?

On a scale of 1 to 5 with 1 indicating little or no importance and 5 indicating the highest importance please rate the following.

### The new Comprehensive Plan should:

Encourage development of affordable housing (apartments, condominiums, single family dwellings)

1            2            3            4            5

Explore feasibility of expanding the Cape Charles city limits to Lankford highway (Route 13)

1            2            3            4            5

Explore options and sites for the development of off-street parking

1            2            3            4            5

Residential Parking  
Remote Parking  
Residential Parking

Explore options and sites for the development of public restrooms

1            2            3            4            5

Explore options and sites for the development of a Community Center

1            2            3            4            5

Explore options and sites for the development of a town recycling site

1            2            3            4            5

Explore options and sites for the development of designated golf cart pathways in an effort to reduce congestion and enhance safety in town

1            2            3            4            5

Explore ways to bring more tourists into Cape Charles throughout the year

1            2            3            4            5

Explore ways to reduce the number of Vacation Rentals by Owner

1            2            3            4            5

Explore ways to enhance access to medical services. (Helipad, Non-emergency medical access etc.)

1            2            3            4            5

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**Other: Comments/Suggestions**

**Wastewater and Storm Water**

On a scale of 1 to 5 with 1 indicating little or no importance and 5 indicating the highest importance please rate the following.

Explore ways to insure fees for new construction and connection to water and wastewater treatment are supported by the development company, not existing customers.

1                      2                      3                      4                      5

Explore ways to maintain, enhance and improve, the Storm Water management system in Cape Charles

1                      2                      3                      4                      5

**General Concerns**

What concerns you most about Cape Charles's future? Please check your top five

- Lack of job opportunities
- Lack of sustainable workforce
- Lack of employment opportunities
- Development and population growth
- The growing number of tourists
- The increase of Vacation Rentals by Owner
- Lack of enforcement of laws pertaining to Golf Cart usage
- Lack of affordable housing
- Timely access to medical care
- Traffic and road maintenance
- Environmental sustainability (wells, septic systems, water treatment, waste management, etc)

**Other:**

As it plans for the future, Cape Charles Comprehensive Plan should focus on: *ALL That Apply*

- Encouraging economic development
- Controlling growth
- Promoting tourism
- Preserving its history and architectural quality
- Enhancing public safety
- Enhancing beach safety
- Increasing law enforcement presence in the summer months
- Focusing less on tourism and more on the needs of residents.

**Other**

(4)

## Your Voice

Throughout the planning process our goal is to gain input from as many citizens as possible. Please look for our public announcements in local papers, flyers, and social media. Copies of the survey can be obtained at the Cape Charles Library, the Town Office, (Please identify other places)

In your opinion, what is the best way to gain access to our diverse population?

- Small Group forums on site at schools, churches, civic and social organizations
- Social Media Groups such as Facebook
- Online electronic survey options

Would you be willing to help us set up a meeting at your church, business, civic group or business?

If so, please contact: (Name, number, or email)

Thank you for your time and input. Please use the space below to comment on your personal concerns and vision for Cape Charles.

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