



# PLANNING COMMISSION

## Work Session

Cape Charles Civic Center

October 21, 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 and Deputy Clerk Tracy Outten. There were no members of the public in attendance.

### CONSENT AGENDA

**Motion made by Paul Grossman, seconded by Dennis McCoy, to approve the agenda format as presented. The motion was approved by unanimous vote.**

### ORDER OF BUSINESS

#### A. *Comprehensive Plan Update*

Bill Stramm informed the commissioners that future work sessions would be held from 3:00 p.m. to 5:00 p.m. or the session could begin at 3:30 p.m. The commissioners agreed this time would work.

Bill Stramm read an email from Town Manager Larry DiRe. (Please see attached.) He continued by thanking Michael Strub and Sandra Salopek for completing a Scope and Outline draft.

Bill Stramm said after having some replies to the email he sent out, the Table of Contents and chapter assignments were as listed below:

- I. Introduction and Vision – Staff
- II. Population – Sandra Salopek and Staff
- III. Housing – Paul Grossman
- IV. Economy – Dennis McCoy
- V. Transportation – Bill Stramm
- VI. Community Facilities – Diane D'Amico
- VII. Environment – Michael Strub
- VIII. Land Use – Jim Holloway
- IX. Implementation – All the commissioners would work on this together.

An introduction, a goal, an objective, and policies needed to be included in every chapter. Bill Stramm suggested the commissioners refer to the color-coded comprehensive plan outline that was emailed in August and asked that a Comprehensive Plan folder to be added in Dropbox.

The commissioners discussed other updates as follows: (i) Bill Stramm said the current Federal Emergency Management Agency map that shows current zones and town maps should be part of the comprehensive plan. (ii) Zach Ponds informed the commissioners that there would be a public hearing at the Northampton County Board of Supervisors meeting on November 14, 2019 for a zoning variance at the old fish building. (iii) Paul Grossman suggested using the Strength, Weakness, Opportunity, and Threat analysis that he had presented and updating the categories if needed. (iv) Diane D'Amico prepared a vision statement. (Please see attached.) (v) Bill Stramm suggested using the scope and outline that Michael Strub and Sandra Salopek had worked on as a guide. (vi) Discussion ensued on how incentives would work to get work force housing in Cape Charles.

Bill Stramm said the next work session would be on Monday, November 18, 2019 to discuss sub-text and any comments received from the Town Council, other boards and citizens.

**Bill Stramm adjourned the Planning Commission Work Session.**

The meeting adjourned at 7:19 p.m.

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Chairman Bill Stramm

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Deputy Clerk

## Town Manager Larry DiRe email

**From:** Larry DiRe <larry.dire@capecharles.org>  
**Sent:** Saturday, October 19, 2019 11:32 AM  
**To:** 'Bill Stramm'; Commissioner Bill Stramm  
**Cc:** Zach Ponds; Tracy Outten  
**Subject:** Town staff and the town government organization in the comp plan

Bill,

Hope this email finds you well, and I appreciate Thursday night's presentation to TC. The town staff and town government as an organization is also a key stakeholder in the comp plan update process. To that end I want you to know that I have prepared a key question for each department to prepare as part of the transition process for the next town manager. While function-specific in nature, the core theme for each department is "what are you doing to prepare for a changing Cape Charles?" Several goals here: first, obviously prepare the next town manager for whatever operational changes can be expected during his\her tenure (which I hope will be five years of professional manager quality work); second, break the mold of the siloed approach some departments and staff are still stuck in and unchallenged as if the town were still as it was ten years ago; third, see who of the department heads is capable of completing this assignment and who is not (that relates to internal organizational decision over time). My direction is to have this assignment completed and documented before Thanksgiving break. Hopefully this information will be useful to the PC, the broader community moving forward and the update process in general.

Regards,  
Larry

Lawrence DiRe, M.P.A.  
Town Manager  
Town of Cape Charles  
2 Plum Street  
Cape Charles, VA 23310  
757-331-2979  
[townmanager@capecharles.org](mailto:townmanager@capecharles.org)

## Diane D'Amico Comprehensive Plan Vision Statement

Who we are:

Cape Charles is a historic small town that welcomes visitor. We love to share our porches, our beaches, our Bay, our golf cart parades, our pride in our history, and our way of life.

Our Vision:

The next 5 years is critical to the development of the town of Cape Charles. Balance is the key to good growth and sustainability. To welcome visitors and new businesses without losing the warmth of our small town will be the challenge of the future and must be our goal.