

## PLANNING COMMISSION

**Regular Meeting**  
**Cape Charles Civic Center**  
**December 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 Paul Grossman, Jim Holloway and Dennis McCoy. Diane D'Amico and Michael Strub were not in attendance. There was one vacancy on the commission. Also, in attendance were Town Planner Zach Ponds and Deputy Clerk Tracy Outten. There was one member of the public in attendance.

Bill Stramm informed the commissioners that Sandra Salopek had resigned.

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 Jim Holloway, to approve the agenda format as presented. The motion was approved by unanimous vote.**

The Commissioners reviewed the minutes from the November 5, 2019 Planning Commission Public Hearing and Regular Meeting.

Bill Stramm had a tense correction for the word interest in the first sentence on page 4.

**Motion made by Paul Grossman, seconded by Dennis McCoy, to approve the minutes from the November 5, 2019 Planning Commission Public Hearing and Regular Meeting as amended. The motion was approved by unanimous vote.**

### **REPORTS**

Zach Ponds had nothing to add.

Bill Stramm asked about the Harbor Development Certificate application. Zach Ponds described the proposed work. Jim Holloway asked where the project was located. Zach Ponds answered on Bayshore Road.

### **UNFINISHED BUSINESS**

A. *Proposed Text Amendments to Zoning Ordinance Article IV, Section 4.5 and Section 4.6 – Set public hearing.*

Bill Stramm said the work on the text amendments began in March and Zach Ponds gave an informational presentation at the last council meeting.

**Motion made by Paul Grossman, seconded by Jim Holloway, to schedule a public hearing on January 7, 2020 for the proposed text amendments to Zoning Ordinance Article IV, Section 4.5 and Section 4.6. The motion was approved by unanimous vote.**

B. *Election of Vice Chair*

Bill Stramm would like the election of the vice-chair be postponed until all commissioners were present. Zach Ponds suggested electing an interim vice chair just in case something was to happen.

**Motion made by Paul Grossman, seconded by Jim Holloway, to elect Dennis McCoy as the Interim Vice Chair for the Planning Commission. The motion was approved by unanimous vote.**

C. *Appointment of a Planning Commission Representative to the Historic District Review Board*  
Bill Stramm would email Michael Strub to see if he was willing to serve on the Historic District Review Board.

D. *Comprehensive Plan update*  
The Commissioners reviewed the preliminary results from the survey. (Please see attached.)

Discussion was as follows: (i) Paul Grossman would work on population which had been assigned to Sandra Salopek; (ii) Bill Stramm said phase one should be completed by February. He would like everyone to have a draft of their chapters available for the December 16, 2019 work session; and (iii) After Dennis McCoy gave an example of one of the Education topic outlines, Paul Grossman wanted to make sure that what was written in the comprehensive plan could actually be completed. Dennis McCoy added that some goals may need a reality check.

#### **NEW BUSINESS**

A. *Conditional Use Permit to allow an accessory dwelling unit at 333 Madison Avenue – Set public hearing.*  
Bill Stramm said the proposal met all provisions of the ordinances.

Paul Grossman asked if a Certificate of Occupancy (CO) could be issued for an accessory dwelling unit while the main house was being built. Zach Ponds responded no, the accessory dwelling unit must be an accessory to the primary residence and as of now there was not a residence so separate CO's would have to be issued. Zach Ponds would talk to Jeb Brady to ensure the accessory dwelling CO was not issued before the primary residence.

**Motion made by Paul Grossman, seconded by Dennis McCoy, to schedule a public hearing on January 7, 2020 for the Conditional Use Permit to allow an accessory dwelling unit at 333 Madison Avenue. The motion was approved by unanimous vote.**

B. *Conditional Use Permit to allow an accessory dwelling unit at 636 Carousel Place – Set public hearing.*  
Bill Stramm read the agenda item.

**Motion made by Paul Grossman, seconded by Jim Holloway, to schedule a public hearing on January 7, 2020 for the Conditional Use Permit to allow an accessory dwelling unit at 636 Carousel Place. The motion was approved by unanimous vote.**

#### **OTHER BUSINESS**

There was no other business.

#### **ANNOUNCEMENTS**

- Bill Stramm said the Town Council had approved the changes for the harbor district.
- Dennis McCoy said the town was busy on Friday.

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

The meeting adjourned at 6:33 p.m.

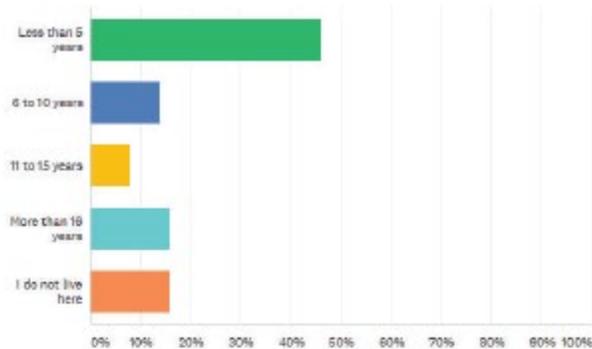
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Deputy Clerk

## Preliminary Survey Results

How long have you lived in Cape Charles? (Please check one)

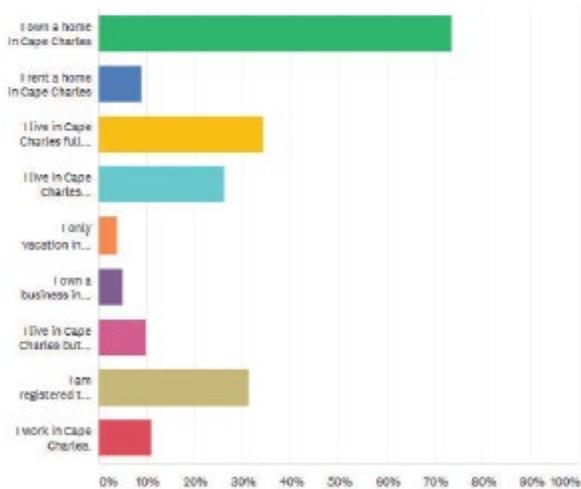
Answered: 100 Skipped: 0



ANSWER CHOICES	RESPONSES
Less than 5 years	46.00% 46
6 to 10 years	14.00% 14
11 to 15 years	8.00% 8
More than 16 years	16.00% 16
I do not live here	16.00% 16
<b>Total Respondents: 100</b>	

Residency (Please check all that apply)

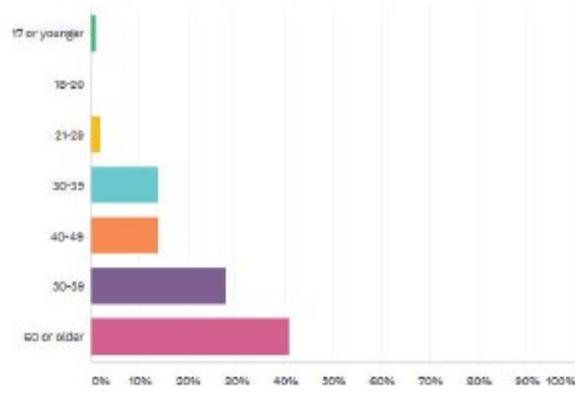
Answered: 99 Skipped: 1



ANSWER CHOICES	RESPONSES
I own a home in Cape Charles	73.74% 73
I rent a home in Cape Charles	9.09% 9
I live in Cape Charles full-time	34.34% 34
I live in Cape Charles part-time	26.26% 26
I only vacation in Cape Charles	4.04% 4
I own a business in Cape Charles	5.05% 5
I live in Cape Charles but work elsewhere	10.10% 10
I am registered to vote in Cape Charles	31.31% 31
I work in Cape Charles	11.11% 11
<b>Total Respondents: 99</b>	

### Which group below includes your age?

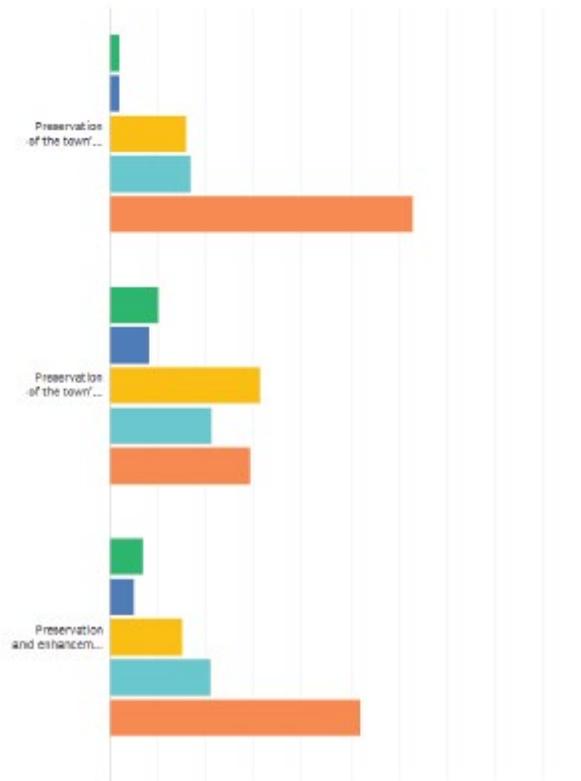
Answered: 100 Skipped: 0

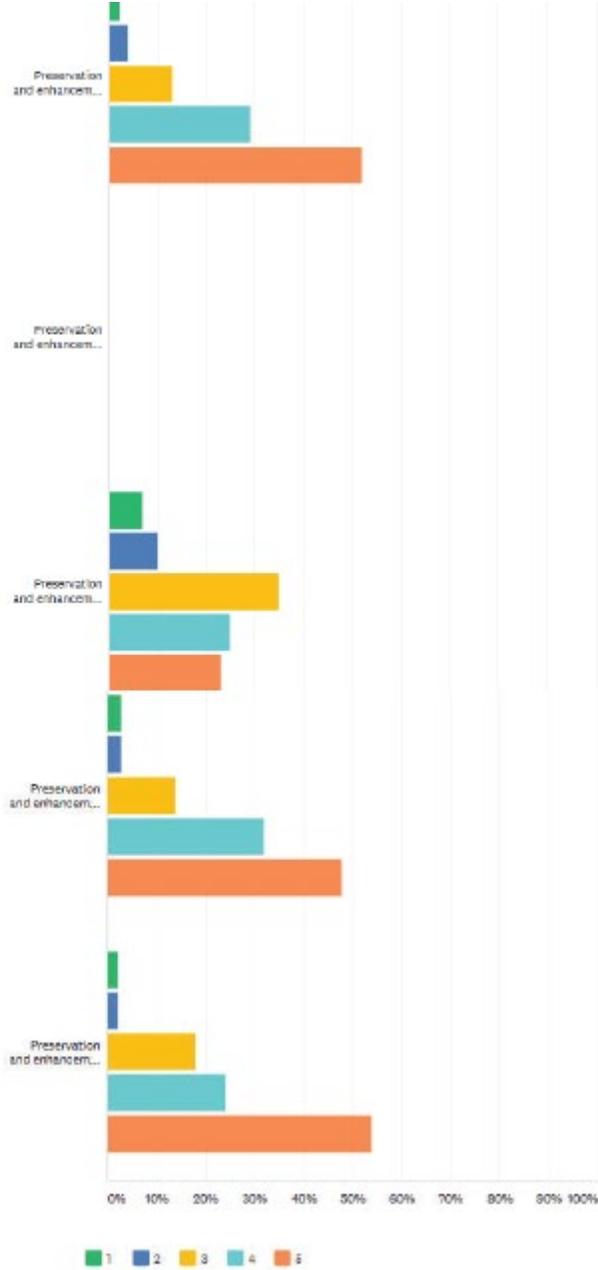


ANSWER CHOICES	RESPONSES	
▼ 17 or younger	1.00%	1
▼ 18-20	0.00%	0
▼ 21-29	2.00%	2
▼ 30-39	14.00%	14
▼ 40-49	14.00%	14
▼ 50-59	28.00%	28
▼ 60 or older	41.00%	41
<b>Total Respondents: 100</b>		

### Preservation - On a scale of 1 (little or no importance) to 5 (highest importance) please rate the following:

Answered: 100 Skipped: 0



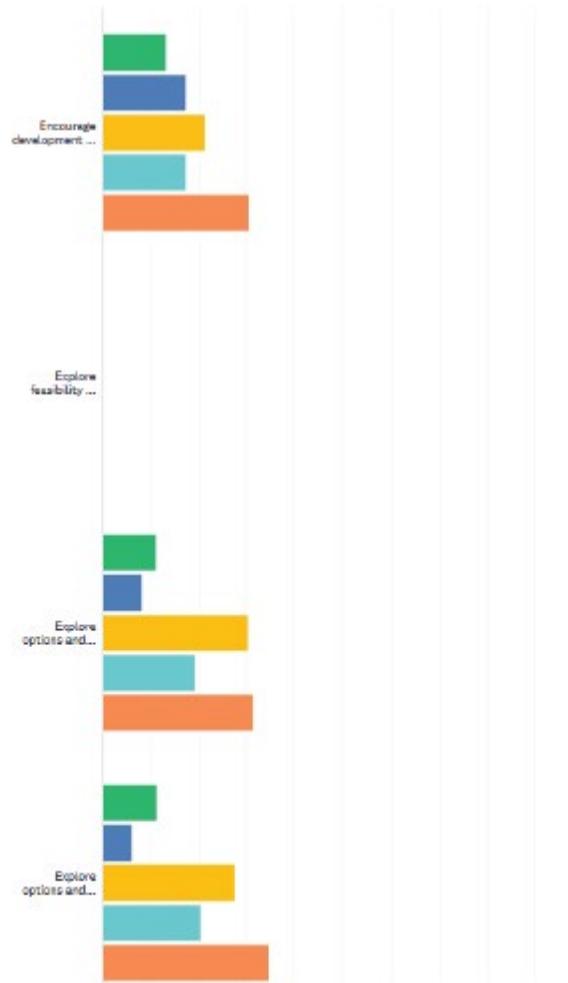


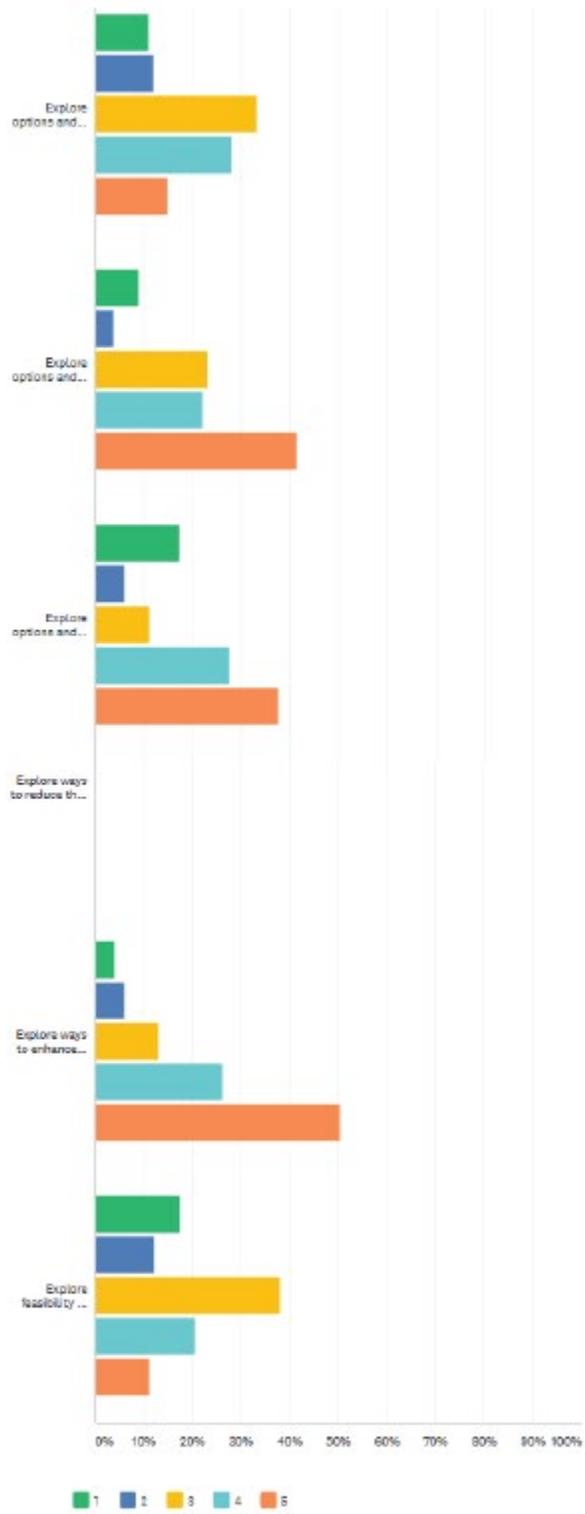
	1	2	3	4	5	TOTAL
Preservation of the town's image as a "family centered" beach town community	2.00% 2	2.00% 2	16.00% 16	17.00% 17	63.00% 63	100
Preservation of the town's image as a historic railroad town	10.10% 10	8.08% 8	31.37% 31	21.27% 21	28.28% 28	99
Preservation and enhancement of the Historic District	7.00% 7	5.00% 5	15.00% 15	21.00% 21	52.00% 52	100
Preservation and enhancement of the Town's Central Park	2.00% 2	4.00% 4	18.00% 18	28.00% 28	52.00% 52	100
Preservation and enhancement of the Town's public beach	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0

Preservation and enhancement of the Town's Welcome Center	1.00% 7	10.00% 10	25.00% 25	25.00% 25	32.00% 32	100
Preservation and enhancement of the Town's deep-water harbor	3.00% 3	3.00% 3	11.00% 11	24.00% 24	57.00% 57	100
Preservation and enhancement of the Town's retail center	3.00% 3	3.00% 3	14.00% 14	32.00% 32	48.00% 48	100
Preservation and enhancement of the Town's open spaces	2.00% 2	2.00% 2	18.00% 18	24.00% 24	54.00% 54	100

Development: On a scale of 1 (little or no importance) to 5 (highest importance) please rate the following:

Answered: 50 Skipped: 1

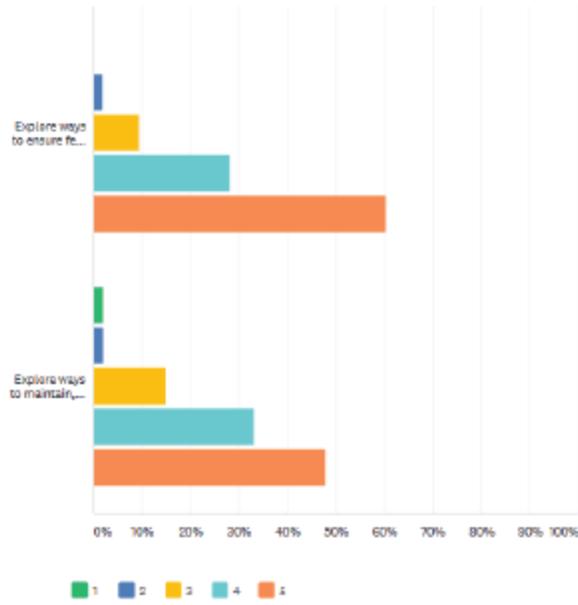




	1	2	3	4	5	TOTAL
Encourage development of affordable workforce housing (apartments, condominiums, single-family dwellings)	18.27% 13	17.85% 17	21.43% 21	17.85% 17	30.61% 30	98
Explore feasibility of expanding the Cape Charles town limits to Lambert highway (Route 3)	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Explore options and sites for the development of off-street parking	11.11% 11	8.08% 8	20.20% 20	19.19% 19	21.31% 21	99
Explore options and sites for the development of public restrooms	11.22% 11	6.12% 6	27.55% 27	20.41% 20	34.69% 34	98
Explore options and sites for the development of a Community Center	11.11% 11	12.12% 12	33.33% 33	28.28% 28	16.15% 16	99
Explore options and sites for the development of a town recycling site	8.08% 8	4.04% 4	23.23% 23	22.22% 22	41.41% 41	99
Explore options and sites for the development of designated golf cart pathways in an effort to reduce congestion and enhance safety in town	17.35% 17	6.12% 6	11.22% 11	27.55% 27	37.76% 37	98
Explore ways to bring more tourists into Cape Charles throughout the year	12.12% 12	10.10% 10	28.28% 28	24.24% 24	25.35% 26	99
Explore ways to reduce the number of Vacation Rentals by Owner	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Explore ways to enhance access to medical center (Holiday, Non-emergency medical access, etc.)	4.04% 4	6.06% 6	13.13% 13	26.26% 26	50.51% 50	99
Explore feasibility of developing a permanent Welcome Center	17.53% 17	12.37% 12	38.14% 37	20.82% 20	11.34% 11	97

Wastewater and Storm Water: on a scale of 1 (little or no importance) to 5 (highest importance) please rate the following.

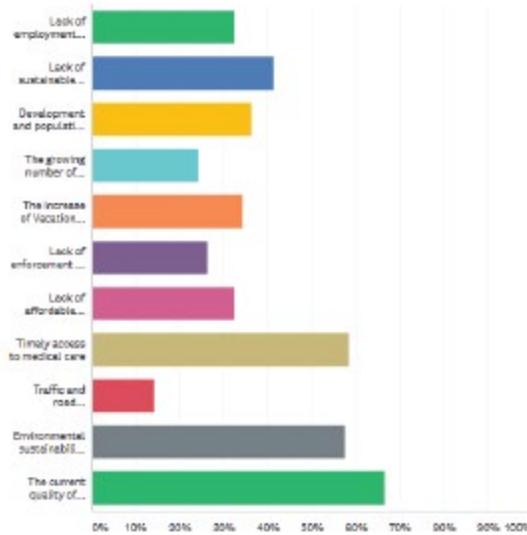
Answered: 87 Skipped: 3



	1	2	3	4	5	TOTAL
Explore ways to ensure fees for new construction to water and wastewater treatment are supported by the development company, not existing customers.	0.00% 0	1.89% 1	9.48% 5	28.30% 16	60.38% 32	53
Explore ways to maintain, enhance and improve the Storm Water management system in Cape Charles	0.12% 2	0.12% 2	14.89% 14	22.92% 21	47.87% 45	94

What concerns you most about Cape Charles's future? (Please only check top 5 concerns)

Answered: 55 Skipped: 1

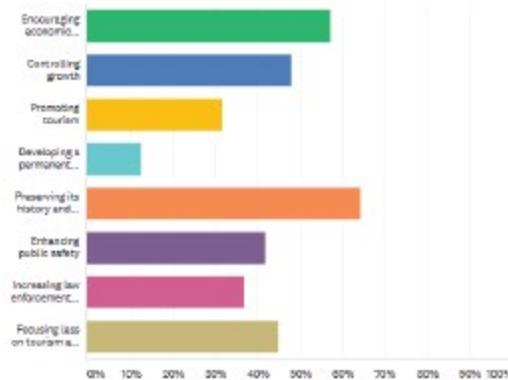


ANSWER CHOICES	RESPONSES
▼ Lack of employment opportunities	32.32% 32
▼ Lack of sustainable workforce	34.14% 41
▼ Development and population growth	33.33% 36
▼ The growing number of tourists	24.24% 24
▼ The increase of Vacation Rentals by Owner	34.14% 34
▼ Lack of enforcement of laws pertaining to Golf Cart usage	26.26% 29
▼ Lack of affordable workforce housing	32.32% 32
▼ Timely access to medical care	36.58% 39
▼ Traffic and road maintenance	14.14% 14
▼ Environmental sustainability (wells, septic systems, water treatment, waste management, etc)	37.58% 37
▼ The current quality of drinking water	66.07% 66

Total Respondents: 55

As it plans for the future, what should Cape Charles Comprehensive Plan focus on? (Please only check your top 5 concerns)

Answered: 55 Skipped: 2

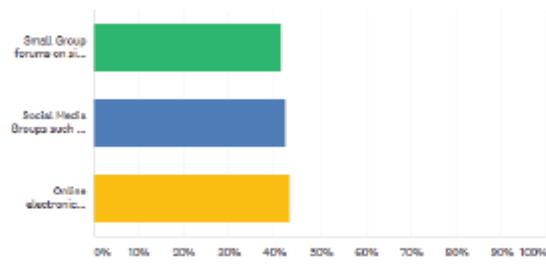


ANSWER CHOICES	RESPONSES
▼ Encouraging economic development	57.14% 55
▼ Controlling growth	41.50% 47
▼ Promoting tourism	31.63% 21
▼ Developing a permanent "Welcome Center"	12.54% 13
▼ Preserving its history and architectural quality	64.29% 63
▼ Enhancing public safety	41.84% 41
▼ Increasing law enforcement presence in the summer months	36.73% 36
▼ Focusing less on tourism and more on the needs of residents.	44.50% 44

Total Respondents: 55

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

Answered: 96 Skipped: 4



ANSWER CHOICES	RESPONSES
Small Group forums on site at schools, churches, civic and social organizations	41.67% 40
Social Media Groups such as Facebook	42.71% 41
Online electronic survey options	43.75% 42
Total Responses 96	