



PLANNING COMMISSION
Regular Meeting
Cape Charles Civic Center
November 1, 2016
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 Vice Chairman Michael Strub, and Commissioners Andy Buchholz, Keith Kostek, Sandra Salopek and Bill Stramm. Commissioner Dan Burke was not in attendance. Also in attendance were Town Planner Larry DiRe, Town Manager Brent Manuel 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 Michael Strub, seconded by Sandra Salopek, to approve the agenda as presented. The motion was approved by unanimous vote.

The Commissioners reviewed the minutes for the October 4, 2016 Planning Commission Regular Meeting.

Motion made by Bill Stramm, seconded by Andy Buchholz, to approve the minutes from the October 4, 2016 Planning Commission Regular Meeting as presented. The motion was approved by unanimous vote.

REPORTS

Larry DiRe reported the following: i) At their October 20 regular meeting, the Town Council voted to set Tuesday, December 6, 2016 as the date for the draft Comprehensive Plan joint public hearing with the Planning Commission; ii) On October 17, staff met with the property owner of the lot recently rezoned from Harbor District to Industrial M-2 District. Demolition permits were submitted for two of the three buildings on the former Cunningham property; and iii) The post-sand placement survey was received from the U.S. Army Corps of Engineers (USACE) and was attached to the staff report. The dunes were growing about one foot per year but by the fishing pier, they were growing about three feet per year. The USACE would be planting grass beginning November 15 at the earliest.

OLD BUSINESS

A. *Draft Comprehensive Plan received comments and proposed revisions:*

Larry DiRe reviewed the changes from Mayor George Proto and Councilman Steve Bennett then proceeded to review proposed changes in other sections of the draft Comprehensive Plan. There was discussion as follows: i) It was confirmed that Eventacular was currently dormant but not defunct. The current language would remain in the Comprehensive Plan but the Commission would review the status of Eventacular in January 2017 to see if the organization was still viable; ii) Larry DiRe would draft language for § III.D.4 referencing the

connection between Route 184 and the new industrial access road as well as language regarding the town and county working together to ensure that compatible county zoning uses applied to parcels along the town entrance corridors from Route 13; iii) Larry DiRe would pull items articulated as priorities within the document for § IV.1. It was suggested that § IV.1 could be deleted and the Capital Improvement Plan (CIP) could be used as the Council priorities since Council updated the CIP annually; iv) The current language in § III.2.1.2, second paragraph, was discussed and Larry DiRe proposed deletion of the paragraph stating that the Harbor Area Conceptual Master Plan and Design Guidelines was over ten years old and worked from a number of untested assumptions about local economics, availability of funds for public investment, and demographics. The Town Harbor had an industrial and port history, not a history of retail shops and multi-family residential, and redevelopment had not occurred and land uses had not shifted. Joan Natali, former Planning Commissioner who was in attendance as a member of the public, gave the Commissioners the background of the language, stating that it was added to address the issue that if the railroad property no longer fell under federal control, it could become available for development. The zoning ordinance stated that all new land was to be zoned residential, but the Commission felt that the land in this area should become Harbor Mixed-Use instead; v) Mayor Proto requested that the expanded policies and descriptions (pages 29-34) be updated with the status and plans. The Commissioners agreed that statuses of projects were not part of a Comprehensive Plan. The Commission would review the items and staff would report back to the Council; vi) The current depth of the harbor would be added to § III-B.5.3 under Strategies; vii) Language regarding the Main Street Initiative needed to be added, possibly in § III-B.5.6; viii) Was § III-E.2 (Water and Wastewater Partners) still valid? Was the PSA still in existence? No notification had been received from Northampton County dissolving the PSA. The Commission agreed to leave this language in the document; and ix) The zoning map needed to be updated with some recent zoning changes. Larry DiRe was anticipating two more rezoning requests for Harbor District properties but did not expect receipt prior to the December 6 public hearing. The industrial access road which was currently under construction was discussed. It would be shown as a dotted line on the revised zoning map.

Larry DiRe would update the draft Comprehensive Plan as discussed and distribute to the Commission prior to the Thanksgiving holiday.

B. Review Schedule of Documents Used During the Comprehensive Plan Document Drafting Process:

The Commissioners reviewed the reference documents for the Comprehensive Plan which dated from 1996 through 2012. The majority of the documents were ten years or older. Larry DiRe proposed that some of the documents could be retired remain as contributing documents and others could be updated. There was discussion as follows: i) The Historic District Review Board was currently reviewing the Historic District Guidelines; ii) The Accessory Dwelling Unit Study was still a good document and could be reviewed for updating; iii) The Harbor Area Conceptual Master Plan & Design Guidelines needed to be reviewed and updated; iv) The Sidewalk and Curb Assessment should be reviewed and updated regularly by staff; v) The Community Trail Master Plan was being implemented and Council was reviewing future phases; and vi) Each document would be briefly reviewed to determine what had been completed, what updates were needed, what had been superseded, etc. The originals would be archived for historical purposes.

Once the draft Comprehensive Plan was adopted, the document would be reviewed periodically moving forward to keep it current.

NEW BUSINESS

A. Election of Officers:

Motion made by Bill Stramm, seconded by Andy Buchholz, to keep the current slate of officers. The motion was approved by unanimous vote.

Dennis McCoy accepted the position of Chairman and Michael Strub accepted the position of Vice Chairman.

ANNOUNCEMENTS

There were no announcements.

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

Chairman Dennis McCoy

Town Clerk