



**PLANNING COMMISSION
COMPREHENSIVE PLAN WORK SESSION WITH
ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
Town Hall
July 28, 2014**

At 6:00 p.m. in the Town Hall, Chairman Dennis McCoy, having established a quorum, called to order the Work Session of the Planning Commission with Ms. Elaine Meil, Executive Director of the Accomack-Northampton Planning District Commission (A-NPDC). In addition to Chairman McCoy, present were Commissioners Joan Natali, Bill Stramm and Mike Strub. Commissioner Andy Buchholz arrived at 6:06 p.m. Commissioners Dan Burke and Sandra Salopek were not in attendance. Also present were Town Planner Rob Testerman and Town Clerk Libby Hume. There were no members of the public in attendance.

A moment of silence was observed followed by the Pledge of Allegiance.

Dennis McCoy stated that the business for the evening would be to continue discussion regarding the Comprehensive Plan update and turned the meeting over to Ms. Elaine Meil of the A-NPDC.

The Commissioners reviewed the following text revisions and additions resulting from the June 30, 2014 Comprehensive Plan Work Session:

1. Emergency Services – text addition. The language from § III-D.5 Public Services and Programs was reviewed and the following items were noted: i) Clarification was requested regarding the mileages to the medical facilities across the bay and Riverside Shore Memorial Hospital to state the distance from the Town; and ii) The language in the third bullet item was revised to include the addition of emergency care services. Ms. Meil read the revised language which was approved by the Commissioners.
2. Parking Reform – text revision and addition. The proposed language for § III-C.x Street Improvements was reviewed with several minor changes. There was much discussion regarding Mason and Bay Avenues in regards to the Town’s priority, the lots behind the Library to be used for parking and evaluation of parking in the Harbor area. This section would be renamed Street Improvements and Parking and language would be added regarding the lots behind 201 Mason Avenue. The next priority, after Mason and Bay Avenues, would be the evaluation of Harbor area parking.
3. Great Place to Raise a Family – text addition. The proposed language for III.B.5.7 Goal: Attract Families with Children was reviewed with several minor changes as follows: i) Reference to the available recreation programs, through the Town and other organizations, would be added; ii) The sentence regarding the renovation of the former school into apartments would be moved to another section; and iii) The language regarding the creation of a Chesapeake Bay Bolide Impact Museum would be moved to a more tourism-focused section.
4. Water. The proposed language for § III-C.5 Water, Wastewater and Storm Water was reviewed and several corrections/changes were made as follows: i) The opening sentence was corrected to show that the Town had constructed a replacement wastewater treatment plant ...; and ii) Although the saltwater intrusion issue was not an immediate threat over the

next 5-10 years, language would be included regarding the possibility of reverse osmosis or desalination processes as alternates.

5. Town Facilities. (Please see attached Town of Cape Charles Comprehensive Plan Update Staff Briefing #3 presentation.)
 - a. Historic Entrance/Gateway Planning. The recently purchased lots along Fig Street and Randolph Avenue were discussed as a possible location for a message board for announcements and a welcome area with a kiosk and several parking spaces for visitors to obtain a variety of rack cards, maps, etc. regarding the Town and events, etc. There was also discussion regarding designation of the area as Open Space and including it as part of the planned Arts Walk and eventually the Master Trail Plan.
 - b. 201 Mason Avenue. There was much discussion regarding this facility and language would be included regarding using the lots behind the building to be used for parking, and the third floor which could be used for possible expansion of the Library or other Town use for offices, etc.
6. Port Research. The proposed language for § III-B.5.3 Goal: Facilitate Business Start-Up, Expansions and Relocations was reviewed and discussed as follows: i) The second bullet was reworded to state that the Town should pursue opportunities to determine markets for the Cape Charles Harbor; and ii) Language regarding the HUB Zone would be added.
7. Tourism.
 - a. The proposed language for § III-B.5.4 Goal: Attract Tourists, Vacation and Second Homeowners was discussed as follows: i) The internet would be included as a method used by vacationers and second homeowners to find Cape Charles; ii) In the first bullet, reference would be added stating that the Town would work with the Eastern Shore of VA Tourism “and others as appropriate” to enhance ...; and iii) Billboard signage was deleted from the second bullet. Ms. Meil read the revised language which was approved by the Commissioners.
 - b. Southern Tip Bicycle Trail. There was much discussion regarding the feasibility study, the proposed path up to Route 184, and the possibility of construction of a connection into Town. The Commissioners discussed whether the path should be a widened shoulder or a shared-use path similar to the existing path in the southern portion of the County. The Commissioners felt it was important to include language regarding the bike trail and agreed that a wide shoulder would be a more prudent choice over the shared-use path.
8. Affordable Housing. Ms. Meil presented statistics from the 2010 Census regarding i) median incomes; ii) median costs of housing for mortgages and rentals and the percentage of residents who were cost burdened (paying more than 30% of household income on housing); There was much discussion regarding affordable housing and the amount of research and work which would be necessary in order to draft a plan. Many localities appointed task forces for this purpose. The Commissioners agreed that language be included stating that the Town would investigate alternatives appropriate for the Town, reconsideration of accessory dwellings, and the possible creation of a task force to better research this issue to draft a plan.
9. Year Round Job Statistics. Ms. Meil presented jobs statistics from the 2010 Census and IRS regarding i) sources of income and expenditures; ii) percentage of the population in the

labor force either employed or unemployed; iii) the top three industries for employment; and iv) strategies to increase household revenues and decrease expenditures.

OTHER MATTERS

There were no other matters to discuss.

The next Comprehensive Plan Work Session was scheduled for Monday, August 25, 2014, beginning at 6:00 PM.

Motion made by Joan Natali, seconded by Andy Buchholz, to adjourn the Planning Commission work session. The motion was unanimously approved.

Chairman Dennis McCoy

Town Clerk