



PLANNING COMMISSION
Public Hearing & Regular Meeting
Cape Charles Civic Center
November 3, 2015
6:00 p.m.

At 6:00 p.m. Chairman Dennis McCoy, having established a quorum, called to order the Public Hearing and Regular Meeting of the Planning Commission. In addition to Chairman McCoy, present were Commissioners Andy Buchholz, Dan Burke, Sandra Salopek and Bill Stramm. Commissioner Joan Natali arrived at 6:01 p.m. Commissioner Michael Strub was not in attendance. Also in attendance were Town Planner Larry DiRe, Town Clerk Libby Hume and Accomack-Northampton Planning District Commission Executive Director Elaine Meil. There were three members of the public in attendance.

Larry DiRe read the public hearing advertisement.

PUBLIC HEARING COMMENTS:

There were no public hearing comments to be heard nor any written comments submitted prior to the meeting.

Motion made by Joan Natali, seconded by Dan Burke, to close the public hearing portion of the meeting. The motion was unanimously approved.

A moment of silence was observed and 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 Bill Stramm, seconded by Andy Buchholz, to accept the agenda format as presented. The motion was unanimously approved.

The Commissioners reviewed the minutes for the October 6, 2015 Regular Meeting.

Motion made by Joan Natali, seconded by Bill Stramm, to approve the minutes from the October 6, 2015 Regular Meeting as presented. The motion was unanimously approved.

REPORTS

Larry DiRe reported the following: i) No zoning clearances were issued in October; ii) The Board of Zoning Appeals did not meet; iii) The Historic District Review Board met on October 20th and approved three applications for Certificates of Appropriateness. The Board continued their review of the Historic District Guidelines; iv) On October 15th, the Town Council approved by resolution the acquisition of the 70' x 105' parcel on Mason Avenue designated as the future Strawberry Street Plaza public open space; v) Notification was provided to a property owner in the R-1 district who, without the proper permits, built a back deck and patio which extended about two feet onto the neighboring lot; and vi) He and Code Official Jeb Brady had a conversation with a prospective buyer regarding a vacant lot in the R-1 district who was

misinformed by the realtor and sales advertisement regarding connection to a septic tank vs. the town's wastewater system.

Joan Natali asked for confirmation that the letter requesting the addition of the former hotel on Mason Avenue to the Enterprise Zone had been sent to the county.

OLD BUSINESS

A. *207 Mason Avenue Conditional Use Permit Application*

Larry DiRe stated that an application had been received for a conditional use permit (CUP) to build residential units above the commercial unit at 207 Mason Avenue. This property had received several CUPs in the past, most recently on December 9, 2010. Several building permits had been issued as well, but the CUP and all permits had since expired due to the work not being completed on the project within the established timeframe. The applicant was re-applying for another CUP. The plans were unchanged from 2010.

Motion made by Bill Stramm, seconded by Joan Natali, to forward the application to the Town Council with recommendation for approval. The motion was unanimously approved.

B. *Comprehensive Plan Review*

Elaine Meil reviewed the following modifications which were made as a result of the last meeting:

- i) Section III.1.3 – Environmentally Restricted Layer. The original and proposed language was reviewed and the Commissioners agreed to strike the original language and replace it with the language as proposed.
- ii) Section III-C.6 – Community Facilities. Civic center was added to the list of facilities.
- iii) Section III-D.4 – The Streetscape. After much discussion, the second sentence in the last paragraph was modified to read “For example, several of these facilities are housed in inadequate buildings, are not ADA compliant, etc.” The Commissioners reviewed proposed language regarding the establishment of a community center, but agreed to keep the current language.
- iv) Section III-E.2 – Water and Wastewater Partners. The Commissioners agreed that the proposed addition was factual and made additional changes as follows: 1) The reference to the water treatment plant and wastewater treatment plant were changed to water and wastewater; 2) The name of the public service authority was corrected to Eastern Shore of Virginia Public Service Authority; and 3) The last sentence was deleted.
- v) Section IV.5 – Capital Improvement Plan. Bill Stramm suggested adding language stating that the list was not prioritized. The section would be changed to a bulleted list vs. numbered. There was some discussion regarding the inclusion of basketball courts in the listing. Libby Hume would check the most recent Capital Improvement Plan to see if the project was included in the plan and email the Commissioners and Ms. Meil.

Bill Stramm stated that in 2013, the state mandated that comprehensive plans include information regarding coastal resource management guidance. There was much discussion regarding this item and whether the town would fall under the county in regards to this requirement. Elaine Meil stated that she would check her files and provide clarification regarding this issue.

Motion made by Bill Stramm, seconded by Andy Buchholz, to submit the Comprehensive Plan to the Town Council after clarification of the information from the Capital Improvement Plan. The motion was unanimously approved.

NEW BUSINESS

A. *Election of Chairman and Vice Chairman*

Section 3-2 of the Planning Commission By-Laws stated that the Chairman and Vice Chairman be elected at the first regular meeting after November 1 each year.

Motion made by Dan Burke, seconded by Andy Buchholz, to nominate Dennis McCoy to continue serving as the Chairman and Michael Strub to continue serving as the Vice Chairman of the Planning Commission. The motion was unanimously approved.

ANNOUNCEMENTS

There were no announcements.

Motion made by Dan Burke, seconded by Sandra Salopek, to adjourn the Planning Commission meeting. The motion was unanimously approved.

Chairman Dennis McCoy

Town Clerk