



PLANNING COMMISSION
Regular Meeting
Cape Charles Civic Center
May 2, 2017
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 Commissioners Andy Buchholz, Dan Burke, Sandra Salopek, Bill Stramm and Michael Strub. Commissioner Keith Kostek was not in attendance. Also in attendance were Town Planner Larry DiRe 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:

John Huchler, 718 Randolph Avenue

Mr. Huchler stated that he had received a number of phone calls from individuals with special needs regarding ADA accessible housing. His original plan was for two apartments on the second floor with office space on the first floor but after more thought, he felt that it would be a good idea to apply for a conditional use permit (CUP) to provide a first floor apartment for individuals who could not climb stairs.

Town Planner Larry DiRe commented that the CUP application would be reviewed later in the meeting.

There were no other 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 approve the agenda format as presented. The motion was approved by unanimous vote.

The Commissioners reviewed the minutes from the April 4, 2017 Planning Commission/Town Council Joint Public Hearing and Planning Commission Regular Meeting.

Motion made by Michael Strub, seconded by Sandra Salopek, to approve the minutes from the April 4, 2017 Planning Commission/Town Council Joint Public Hearing and Planning Commission Regular Meeting as presented. The motion was approved by unanimous vote.

REPORTS

Larry DiRe reported that on Monday, June 26, from 9:30 a.m. – 3:00 p.m., a research team from the University of Virginia, Old Dominion University, and the College of William & Mary would be holding a community stakeholders workshop at the Civic Center to demonstrate and receive input on their resilience planning tool called RAFT (Resilience Adaptability Feasibility Tool). They were looking at three pilot communities and Cape Charles was the small community option. The other two communities were the city of Chesapeake and Gloucester County.

OLD BUSINESS

A. *CUP Application at 718 Randolph Avenue for First Floor Residential in the Commercial-1 District – Set Public Hearing Date:*

Larry DiRe stated that the application was in order and he felt that it met the residential behind commercial requirement and the commercial street front appearance. The Comprehensive Plan noted the need for a variety of housing types and the town currently was limited in handicap accessible units. There would be adequate parking in the back of the building.

Motion made by Dan Burke, seconded by Michael Strub, to schedule a public hearing on June 6, 2017. The motion was approved by unanimous vote.

Larry DiRe added that an advertisement would be placed in the newspaper and certified letters would be mailed to the adjacent property owners.

B. *Planning Documents Review – Harbor Conceptual Master Plan and Design Guidelines:*

Larry DiRe stated that this was part of the current Comprehensive Plan reference document review process as requested by the Town Council. The design guidelines section was still a good document but the master plan portion needed much work. He drafted an update plan along with a budget which was presented to the Town Council at their April 27 Budget Work Session. He contacted an associate professor at Old Dominion University, who had also worked with the Virginia Port Authority and the Virginia Department of Transportation on other projects, for his assistance. Much of the other work could be performed in-house. The Commissioners agreed to move forward with the update and working closely with the Harbor Area Review Board as recommended by Larry DiRe.

C. *Accessory Building Maximum Square Footage Review:*

Larry DiRe stated that this item was initially brought to the Commission in March following a discussion with the Board of Zoning Appeals related to the size of accessory buildings in all districts. The issue stemmed from a variance application for an accessory building of 960 square feet on a lot in the Residential Estate (RE) District of over 60,000 square feet. The static nature of the accessory building square footage requirement contrasted with the various sized lots across zoning districts which made for a disconnected and disorderly development pattern. Larry DiRe recommended using a percentage for maximum footprint of accessory buildings vs. a set square footage based on lot frontage. There was much discussion regarding this issue and possible percentages. By using a set percentage, some smaller lots in the historic district would end up with less square footage for an accessory building than currently permitted. The Commissioners asked Larry DiRe to develop a matrix, working from the current size for standard lots, for review at the next meeting.

NEW BUSINESS

A. *Rescheduling of July Regular Meeting:*

Larry DiRe stated that in July, the Planning Commission's regular meeting date fell on July 4, which was the Independence Day holiday.

Motion made by Andy Buchholz, seconded by Sandra Salopek, to reschedule the July Planning Commission Regular Meeting for the third Monday of July (July 17), which was the Commission's set alternate meeting date. The motion was approved by unanimous vote.

Town Clerk Libby Hume would send an email reminder to all Commissioners.

ANNOUNCEMENTS

There were no Announcements.

The Commissioners asked for an update of the status of the Community Enhancement Program. Libby Hume stated that the Community Enhancement Board Selection Committee Meeting had been scheduled for May 18 and the board interviews were scheduled for June 19 and 22.

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

The meeting adjourned at 6:45 p.m.

Chairman Dennis McCoy

Town Clerk