



**PLANNING COMMISSION & TOWN COUNCIL**  
**Special Joint Meeting**  
**Cape Charles Civic Center**  
**April 7, 2015**  
**6:00 p.m.**

At 6:00 p.m. Chairman Dennis McCoy, having established a quorum, called to order the Special Meeting of the Planning Commission. In addition to Chairman McCoy, present were Commissioners Andy Buchholz, Dan Burke, Joan Natali, Sandra Salopek, Bill Stramm and Michael Strub. Also in attendance were Town Planner Larry DiRe, Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Town Clerk Libby Hume and Elaine Meil, Executive Director of the Accomack-Northampton Planning District Commission (A-NPDC). There was one member of the public in attendance.

Mayor George Proto, having established a quorum, called to order the Special Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Brown and Wendell, and Councilwoman Natali. Councilman Bennett arrived at 6:01 p.m. Councilman Godwin was not in attendance.

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.

*Review of Proposed Revised Comprehensive Plan:*

Ms. Elaine Meil began by informing everyone in attendance that she heard back from VDOT and there were several items that must be included in the Comp Plan including a Functional Class map. As she was reviewing the Comp Plan, she noticed that the 2013 Average Annual Daily Traffic County map had not been updated in the Plan. Ms. Meil distributed copies of the two maps for review.

Ms. Meil went on to give a brief background of the updating process to the Council stating that the Planning Commission began their preliminary review in September 2013. The Commissioners completed their initial review in March 2014 and the A-NPDC came in to assist with the process. Two public input sessions were held in November and December 2014. There were no attendees on the Saturday session in November and several members of the public attended the evening session in December. About 400 edits were done – mostly minor changes including deletions and additions. There were about 50 changes of substance. The updated Plan contained a lot of new data from the 2010 Census, IRS information, hospital zip code data and a new appendices section was added summarizing the demographic and economic data information. A new transportation requirement was included – III-C.5 – Chapter 729 Consistency with VDOT Statewide Transportation Plan. Councilman Bennett suggested including language in this new section explaining the reason for the addition.

Ms. Meil concluded by stating that the Commissioners took their time and worked on the document in depth thinking the issues through. There was a very good public process with public input.

Mayor Proto stated that overall the Comp Plan was a good document and commended the Commission for their hard work adding that he was pleased with the product. Dennis McCoy thanked Ms. Meil for her assistance in the process and added that the original Comp Plan was a nice document to start with.

Mayor Proto asked for comments and/or questions from the attendees.

Michael Strub noted that the street labels on the two maps were inconsistent in their direction and one street label was missing and asked that it be corrected.

There was much discussion regarding the following: i) the recommendation to hire an Economic Development Management Coordinator and forming an Economic Development Management Committee; ii) BPOL taxes; iii) the age of the majority of the references; iv) the creation of a document or list of items/projects that the Town had accomplished; v) acquisition of strategic waterfront properties and the definition of "strategic;" vi) Language on page 12 regarding expansion of the library and the fact that the Town purchased a building about two years ago for the current library. It was noted that this language was included in the original Comp Plan. Revised language was suggested; vii) timeframe definitions, i.e. 2 years for short term, 5 years for medium term, and 10 or more years for long term; viii) the definition and locations for the R-3 zone and permitted uses in the zone; ix) "High Standard" in § III-A.4-Characteristics which stated that "All property needs to be maintained at a high standard with both owner occupants and absentee landlords having a commitment to the quality and livability of the property under their control including keeping the property clean, healthy and litter-free." The language was problematic since the town could not enforce aesthetics; x) Language on page 52 stating that several facilities were housed in inadequate buildings; and xi) the inclusion of recommendations for private properties ("Preservation and restoration of the Rosenwald School").

Councilman Bennett stated that he had a list of about 50 items needing review including a lot of areas where he had questions regarding the meaning of the language and several sections did not read well. There were also inconsistencies throughout the document with some language printing all in capitals.

Ms. Meil explained that under the Code of Virginia, since the Planning Commission had approved the Plan and referred it for Council review, if the Council had issues with it, they could send it back to the Commission for edits.

Mayor Proto asked whether there were any other questions or further discussion and instructed Council to submit their comments and suggestions in writing to Libby Hume to disseminate to all members of the Council and the Commission.

**Motion made by Dan Burke, seconded by Sandra Salopek, to adjourn the Planning Commission Special Meeting. The motion was approved by unanimous vote.**

**Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to adjourn the Town Council Special Meeting. The motion was approved by unanimous vote.**

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Chairman Dennis McCoy

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Mayor George Proto

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Town Clerk