



PLANNING COMMISSION

Regular Meeting

Cape Charles Civic Center

April 7, 2015

Immediately Following Special Joint Meeting with Town Council

At approximately 7:20 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, Joan Natali, Sandra Salopek, Bill Stramm and Michael Strub. Also in attendance were Town Planner Larry DiRe, Town Manager Brent Manuel and Town Clerk Libby Hume. There were no members of the public in attendance.

PUBLIC COMMENTS:

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

CONSENT AGENDA

Dennis McCoy stated that the Draft 2014 Planning Commission Annual Report had been completed and would be added to the evening's agenda as New Business Item B.

Motion made by Bill Stramm, seconded by Andy Buchholz, to accept the agenda format as amended. The motion was unanimously approved.

The Commissioners reviewed the minutes for the March 3, 2015 Regular Meeting.

Motion made by Michael Strub, seconded by Joan Natali, to approve the minutes from the March 3, 2015 Regular Meeting as presented. The motion was unanimously approved.

REPORTS

Larry DiRe reported the following: i) The Historic District Review Board (HDRB) met twice in March. On March 17th, the Board reviewed two applications and approved Certificates of Appropriateness for each application. The election of officers was held and Joe Fehrer and John Caton were re-elected as Chair and Vice Chair respectively. On March 24th, the Board discussed new construction design standards and recommended a new application fee structure; ii) He and Interim Town Manager Bob Panek met with Bill Parr and several representatives from The Oyster Farm (formerly Aqua) regarding their upcoming seasonal plans and the need for grand opening, special promotions and events signage. The Town's sign ordinance was very business friendly allowing for businesses to display grand opening and special promotional signage. An article regarding signage would be included in the April Gazette; iii) VDOT reviewed Patrick Hand's plans for his Mason Avenue project and provided the town with a letter stating that the plan was not compliant with several VDOT standards related to commercial entranceways; iv) VDOT staff in Suffolk was reviewing the town's submitted plans for reverse angle parking on Mason Avenue. The reverse angle parking was proposed from Harbor Avenue eastward to Peach Street on the north side of the street. The parallel parking on the south side of the street from Fig Street westward to Bay Avenue would be retained. Staff was hopeful to have VDOT's approval this week. The grinding work on Mason Avenue was currently scheduled to begin next Monday, April 13th; and v) Staff was reviewing the Zoning Ordinance and in the next few months, several items would be presented for the Commission's consideration. The issue with satellite dishes would be the first item for review and was on this evening's agenda.

OLD BUSINESS

A. *Tourism Zone*

The Commissioners reviewed the revised language in the draft Tourism Zone Ordinance along with input provided by Andrew Follmer, president of the Cape Charles Business Association (CCBA). There was discussion as follows: i) The definition of “full-time” job would refer to the IRS definition of 30 hours or more per week; ii) There was much discussion regarding “credits” vs. “grants.” Since the qualified businesses would be paying their taxes and receiving a refund or credit upon meeting the criteria, the Commissioners opted to use the term “credits” in the ordinance; iii) The language in § XX-1. – Purpose was approved. There was much discussion regarding the definition of “industry” included in § 2.9 of the Zoning Ordinance and the inclusion of “trapping.” This section would be added to the Zoning Ordinance Review List for further discussion at a future meeting; iv) There was much discussion regarding the definition of “Qualified seasonal tourism business,” especially the language “or any other similar activity deemed appropriate for a tourism zone as defined in another jurisdiction of the commonwealth, and found as such by the administrator...” The phrase “found as such” was changed to “approved,” but discussion continued regarding the types of businesses that could be considered as tourism-related in the various regions on the commonwealth.

Larry DiRe stated that he would be attending the April 15th CCBA meeting to discuss the ordinance and obtain additional feedback.

NEW BUSINESS

A. *Satellite Dish Ordinance*

Due to time restraints, Dennis McCoy suggested tabling the review and discussion regarding the Satellite Dish Ordinance to the May meeting.

B. *2014 Planning Commission Annual Report*

The Commissioners reviewed the 2014 Planning Commission Annual Report as drafted by Larry DiRe. There was some discussion regarding the timing of several of the items listed. In regards to the Development in Cape Charles paragraph, the Commissioners requested the addition of the new construction and business license totals from 2013 for comparison purposes and added that the information would be easier to review in a table format vs. text. In regards to the 2014 Summary of Permits and Projects Reviewed by Planning table, the Commissioners requested “Violations” be labeled as “Zoning Violations” to differentiate the numbers from code or building violations.

Motion made by Bill Stramm, seconded by Joan Natali, to approve the 2014 Planning Commission Annual Report as amended. The motion was approved by unanimous vote.

ANNOUNCEMENTS

There were no announcements.

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

Chairman Dennis McCoy

Town Clerk