



**PLANNING COMMISSION  
COMPREHENSIVE PLAN WORK SESSION WITH  
ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
Cape Charles Civic Center  
January 6, 2015**

At 6:07 p.m. in the Cape Charles Civic Center, Chairman Mike Strub, having established a quorum, called to order the Planning Commission Comprehensive Plan Meeting with Ms. Elaine Meil, Executive Director of the Accomack-Northampton Planning District Commission (A-NPDC). In addition to Chairman McCoy, present were Commissioners Andy Buchholz, Dan Burke, Joan Natali, Sandra Salopek, Bill Stramm and Mike Strub. Also present was 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 turned the meeting over to Ms. Elaine Meil of the A-NPDC.

Ms. Meil reviewed the comments received at the December 2, 2014 Public Input Session and the following was discussed:

1. Peak Use of the Wastewater Treatment Plant

Ms. Meil stated that she received clarification from Interim Town Manager Bob Panek that the wastewater plant had a design peak flow of 750K gallons per day (GPD) but that the Town's actual peak use, which occurred on the busiest day of the summer season was 200K GPD. The Commissioners reviewed language on page 46 of the draft Comprehensive Plan regarding this issue.

2. Harbor Master Building

A comment was received that the harbor master building was completed, but the Commissioners addressed the issue at the time stating that the building was temporary and plans were still in place for a new harbor master building in the future.

3. Alley Ownership

A comment was received indicating that work had been completed on alley ownership. The Commissioners addressed this issue at the time stating that some preliminary work had been completed, but the Town had not completed the acquisition of the necessary easements. Language on page 12 was reviewed and modified to show that the "Alley ownership in the Historic District needs to be completed so that a plan for improvements and maintenance can be created."

4. Saltwater Intrusion – Treatment Costs of Brackish Water

Ms. Meil stated that she received email correspondence from Mr. Britt McMillan, Consulting Hydrogeologist for the Eastern Shore of Virginia Groundwater Committee, who stated that there were several general options to manage saltwater intrusion including brackish groundwater desalination, injection of reuse water into the fresh water barrier, adding or using water table water from the Columbia Aquifer, balancing use of all three Yorktown-Eastover aquifers, and inclusion blending of brackish lower Yorktown-Eastover water with fresh water. James City County currently conducted groundwater desalination of brackish water and the Northern Neck used primarily treated surface water. The Commissioners reviewed the language on pages 46 and 47 and agreed to leave the language as drafted.

5. Traffic Calming Techniques  
Several comments were received regarding the drafted language about traffic calming. The Commissioners agreed that some language had been deleted with this revision in order to keep the Town's options open. The drafted language on page 32 was reviewed and the Commissioners agreed to leave the language as drafted.
6. Rosenwald School and Schlegel Properties  
Comments were received regarding language included in the last plan that were not changed for this update. The Commissioners reviewed the language on pages 52 and 58 and agreed to delete the language on page 52 regarding "The restoration of the Cape Charles School as an adaptive reuse to preserve this structure" since this building was currently under renovation.
7. Commercial Growth  
A comment was received voicing support that no change was made to language on page 11 regarding promoting commercial growth in town vs. along U.S. Route 13. The Commissioners agreed that no changes were necessary.
8. Community Center  
Language regarding the community center was included from the last plan in one location but deleted in another location on page 58. The Commissioners agreed to leave the language on page 58 regarding establishing a town community center. The Commissioners also agreed to provide section IV.1-Town Council Priorities to the Town Council to obtain their input at the proposed joint work session.
9. Voluntary Recycling  
A citizen requested that a voluntary recycling location be considered for inclusion in the Comprehensive Plan. The Commissioners felt this would be a good addition and agreed to add language to page 52 under Community Services stating "explore options to improve recycling access." There was much discussion regarding the County's convenience centers being staffed vs. the Town not having the resources to staff a recycling location in the town.
10. Cape Charles Beach  
The Commissioners discussed the new flood maps and agreed to delete language regarding the flood plain from this section since it related to the Town as a whole vs. the beach. Ms. Meil would review the draft Comprehensive Plan to see if the language would be more suitable in another location.
11. Chapter 729 Consistency Review  
Ms. Meil explained that this section was required because the Industrial Access Road from the Harbor was included in VDOT's Six-Year Improvement Plan. She asked for a sample document and was told that Wakefield's plan had been approved. She stated that she included some language from that plan on page 43 under a new section - III-C.5-Chapter 729 Consistency with VDOT Statewide Transportation Plan. The Commissioners reviewed the draft language and asked that a reference to the specific Virginia Code Section be added.  
  
As part of the requirement, detailed roadway inventory maps needed to be included showing functional class and average daily traffic. Ms. Meil provided a map showing 2013 average annual daily traffic count. The Commissioners reviewed the draft map and suggested changing the colors and possibly using dashes to help differentiate the categories. Ms. Meil would provide several samples to the Commission for their review.

12. STAR Transit

The Commissioners reviewed this paragraph and made the following changes: i) The second sentence regarding the program filling a need for those lacking reliable transportation was deleted; and ii) The language was added to the last sentence stating that the STAR Transit service provided public transportation limited to the two counties and did not extend into Maryland or across the Bay.

13. Street Improvements & Parking

This was another new section which was reviewed by the Commissioners. The last sentence was changed to read "The Randolph Avenue lots will be used for additional parking" and another sentence was added to show "The Town has also leased property from Bay Coast Railroad for Mason Avenue parking."

14. Maps

Ms. Meil asked whether the Commission would like to include any additional maps and whether they should be in a separate section or included within the appropriate section. The Commissioners stated that the current Zoning Map and Future Land Use Map were the other two maps to be included and they preferred the maps be included in the appropriate section.

Ms. Meil asked the Commissioners to review the Plan closely as a whole. She would make the necessary changes from this evening's meeting and send a "clean" copy to Libby Hume to distribute to the Commissioners to make it easier to review. She would provide a selection of maps within the next couple of weeks.

The Commissioners would review the draft Plan for discussion at the January 12<sup>th</sup> Regular Meeting. The Commissioners would send their written comments to Assistant Town Clerk Amanda Hurley to compile and forward to Ms. Meil.

Following finalization of the draft Plan, a joint work session would be scheduled with the Town Council to go over the changes in this update.

**Motion made by Bill Stramm, seconded by Joan Natali, to adjourn the Planning Commission Comprehensive Plan Meeting. The motion was unanimously approved.**

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Chairman Dennis McCoy

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Town Clerk