



PLANNING COMMISSION
Regular Meeting
Cape Charles Civic Center
January 5, 2016
6:00 p.m.

At approximately 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 Dan Burke, Joan Natali, Sandra Salopek, Bill Stramm and Michael Strub. Commissioner Andy Buchholz 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:

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

CONSENT AGENDA

Motion made by Sandra Salopek, seconded by Bill Stramm, to accept the agenda format as presented. The motion was unanimously approved.

The Commissioners reviewed the minutes for the December 1, 2015 Regular Meeting.

Motion made by Bill Stramm, seconded by Joan Natali, to approve the minutes from the December 1, 2015 Regular Meeting as presented. The motion was unanimously approved.

REPORTS

Larry DiRe reported the following: i) The Open Space District ordinance language would be reviewed in March. The current zoning ordinance contained language regarding public areas which could be added to the open space definition; ii) The Historic District Review Board was currently reviewing the Historic District Guidelines. The Board requested a joint meeting with the Planning Commission, possibly in April or May, to discuss the building materials language in the zoning ordinance to ensure the language in the Historic District Guidelines conformed to the zoning ordinance and the building code; iii) The draft Tourism Zone ordinance was sent to the Town's attorney for review. Letters along with a copy of the draft ordinance were mailed to potentially qualified businesses for their review and comments; and iv) There was still an issue of sand erosion of the Sea Breeze Apartments and Bay Vistas properties. This issue was being considered at the state level to determine whether the wave attenuators could be relocated closer to the shoreline.

OLD BUSINESS

A. 2015 Annual Report Review

The Commissioners reviewed the draft 2015 Planning Commission Annual Report which was prepared by staff pursuant to § 15.2-2221.5 of the Code of Virginia. There was some discussion regarding the statistics and several typographical, grammar and punctuation corrections were noted.

Motion made by Michael Strub, seconded by Sandra Salopek, to approve the report and forward to the Town Council for their review. The motion was approved by unanimous vote.

B. *Schedule Joint Public Hearing for Proposed Zoning Ordinance Text and Map Amendments*

The Commissioners reviewed the summary of proposed zoning ordinance text and map amendments which had been discussed over the past year. A public hearing must be held prior to adoption of the modifications by the Town Council.

Motion made by Bill Stramm, seconded by Dan Burke, to schedule a joint public hearing with the Town Council on March 1, 2016. The motion was approved by unanimous vote.

C. *Comprehensive Plan Draft Review*

The Commissioners reviewed the draft Comprehensive Plan which incorporated all changes made throughout the multi-year review process. A number of areas were reviewed again to ensure their relevance. There was much discussion regarding Section IV – Implementation regarding the Town Council Priorities and the Capital Improvement Plan (CIP) subsections. It was suggested that the CIP be included in the Comprehensive Plan as an appendix item and that notations be added to the CIP listing showing the status of the projects.

Motion made by Michael Strub, seconded by Bill Stramm, to accept the draft Comprehensive Plan as amended and forward to the Town Council with the recommendation for adoption. The motion was approved by unanimous vote.

D. *Capital Improvement Plan Review*

The Commissioners reviewed the current CIP. The progress of several of the items was discussed. Joan Natali added that CIP updates were included in the monthly Treasurer's Report and reviewed at the Town Council Regular Meetings and the information was available on the Town's website.

NEW BUSINESS

There was no new business to review.

ANNOUNCEMENTS

There were no announcements.

OTHER

Dan Burke asked about the next phase of dredging which was planned over the next several months. Larry DiRe stated that the U.S. Army Corps of Engineers would be dredging the Cherrystone Channel which was outside the jetty. Approximately 100K cubic yards of sand would be placed on the Town's beach, most likely at the north end, and 100K cubic yards would be placed in the uplands site. Joan Natali stated that Bay Creek was working with the Fish & Wildlife Service trying to get some sand for the Bay Creek South beaches.

Motion made by Joan Natali, seconded by Michael Strub, to adjourn the Planning Commission meeting. The motion was unanimously approved.

Chairman Dennis McCoy

Town Clerk