



PLANNING COMMISSION
Regular Meeting
Cape Charles Civic Center
October 6, 2015
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, Joan Natali and Michael Strub. Commissioners Sandra Salopek and Bill Stramm were not in attendance. Also in attendance were Town Planner Larry DiRe and Assistant Town Clerk Amanda Hurley. There was one member of the public in attendance.

PUBLIC COMMENTS:

Terry Strub, 522B Washington Avenue

Ms. Strub addressed the Commission regarding the proposal of a permanent, designated dog beach at the north end of the beach.

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

CONSENT AGENDA

Motion made by Dennis McCoy, seconded by Michael Strub, to accept the agenda format as presented. The motion was unanimously approved.

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

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

REPORTS

Larry DiRe stated that staff was awaiting a written proposal from a business wishing to provide beach chairs and umbrellas on the Cape Charles beach. The Planning Commission could expect the proposal as an agenda item at an upcoming meeting.

The Town received an Enterprise Zone amendment letter and map from Northampton County which had been provided to the Planning Commission.

Joan Natali pointed out that the old Northampton Hotel was included in the Harbor District but was not included in the Enterprise Zone. All of the Harbor District was included in Enterprise Zone with the exception of the hotel. Also, the north side of Mason Avenue was zoned commercial and was included in the Enterprise Zone with the exception of the hotel. The Commission asked staff to contact Northampton County so the change could be made to include the hotel in the Enterprise Zone.

Larry DiRe reported that the Town Harbor dredging project began the next phase in mid-September.

Larry DiRe also reported that the Historic District Review Board received five applications in September. All five applications received Certificates of Appropriateness.

OLD BUSINESS

A. Zoning Ordinance text and map amendments

Dan Burke noted a grammatical change for consistency under Article III Sections 3.5.B.21, 3.6.B.36, 3.7.B.3 and 3.8.B.2. These sections would read “and is concurred with by the Planning Commission.”

Motion made by Michael Strub, seconded by Andy Buchholz, to direct staff to submit the Zoning Ordinance text and map amendments to Town Council for their review and approval after the revision was made. The motion was unanimously approved.

B. Draft Tourism Zone Ordinance review

Joan Natali suggested adding “all tax obligations to Northampton County” under Qualifications on page 3.

Motion made by Joan Natali, seconded by Michael Strub, to approve the change to Qualifications on the Draft Tourism Zone Ordinance. The motion was unanimously approved.

There was much discussion regarding the terms “acquire” versus “purchase” for real property under Qualifications.

C. Draft Accessory Dwelling Units Ordinance Review

Dan Burke suggested adding the word “continuous” after “60” under Section 4.2.K.B.1.

Dennis McCoy commented on the definition of accessory buildings, specifically the statement “Accessory buildings shall not be used as dwelling units.” It was Town Council’s decision whether or not accessory buildings could be used as dwelling units, therefore this statement would either remain or be removed dependent upon Town Council’s decision.

There was much discussion regarding the number of occupants versus floor area. The majority of the Commission was in agreement that they did not want to deny affordable housing to individuals.

Motion made by Joan Natali, seconded by Andy Buchholz, to submit the Draft Accessory Dwelling Unit text amendments to Town Council for their review and approval after the revision was made. The motion was unanimously approved.

D. Bay Avenue Parking

Larry DiRe stated that currently, there was no parking pattern on Bay Avenue. The Town Capital Improvement Plan included a fiscal year 2017 Bay Avenue reverse-angle parking striping and median removal project at an estimated cost of \$50,000. The 1999 Town-wide comprehensive parking study showed a parallel parking stall count of sixty-six for the west side of Bay Avenue. Larry DiRe had conducted observations and counts of the parking along various segments of Bay Avenue between July 21st and September 11th 2015. Data revealed the following: out of a total of 82 observations, the sixty-six count was exceeded 21 times, or 25.6% of the observations. Of the 21 times the count exceeded sixty-six, twelve (or 57.1%) were Friday afternoon, Saturday, Sunday, or Labor Day. East side parking counts only exceeded double-digits on 7 of the 82 observations (8.5%) and four of those seven observations were weekends and Labor Day.

Andy Buchholz stated that the Town was trending and it was becoming busier every year. The Commissioners were in agreement to retain the median. Andy Buchholz suggested including golf cart parking spaces next to the crosswalks.

There was much discussion regarding a bicycle lane and Joan Natali suggested modifying the Comprehensive Plan to say that the boardwalk on Bay Avenue was the bicycle path. There would be no bicycle path on the street.

E. *Signage and Sign Ordinance*

There was much discussion regarding off-premise signs. A resolution to removing pop-up folding signs along public sidewalks was to install a wayfinding signage system. Joan Natali suggested adding directional banners on the light poles for businesses. There was also a recommendation to install a kiosk in a specific location with approval from VDOT.

NEW BUSINESS

A. *Conditional Use Permit Application – 207 Mason Avenue*

Staff received an application for a conditional use permit to build residential units above the commercial unit at 207 Mason Avenue. This property had received such conditional use permits in the past and no construction had ever followed. All permits for this property had expired. The applicant was intending no changes or revisions to the plans that had been previously approved.

Motion made by Joan Natali, seconded by Andy Buchholz, to set a public hearing for the November 3, 2015 Planning Commission meeting for the Conditional Use Permit for 207 Mason Avenue. The motion was unanimously approved.

ANNOUNCEMENTS

There were no announcements.

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

Chairman Dennis McCoy

Assistant Town Clerk