



**PLANNING COMMISSION**  
**Regular Meeting**  
**Cape Charles Civic Center**  
**December 1, 2015**  
**6:00 p.m.**

At 6:00 p.m. Vice Chairman Michael Strub, having established a quorum, called to order the Regular Meeting of the Planning Commission. In addition to Vice Chairman Strub, present were Commissioners Andy Buchholz, Dan Burke, Joan Natali and Bill Stramm. Chairman Dennis McCoy and Commissioner Sandra Salopek were not in attendance. Also in attendance were Town Planner Larry DiRe, Town Clerk Libby Hume, Town Manager Brent Manuel and Treasurer Deborah Pocock. There was one member of the public 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.

**CONSENT AGENDA**

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

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

**Motion made by Joan Natali, seconded by Bill Stramm, to approve the minutes from the November 3, 2015 Regular Meeting as presented. The motion was unanimously approved.**

**REPORTS**

Larry DiRe reported the following: i) He was working with Linda Buskey of Bay Creek Resort to resolve the inconsistencies between the PUD document and the zoning ordinance regarding setbacks. He felt that the Bay Creek documents reflected the modifications that were made and would continue to work with Ms. Buskey to reconcile the issues. There was much discussion regarding this item; and ii) The draft 2015 Planning Commission Annual Report was attached and briefly discussed. Joan Natali noted several typographical corrections.

Michael Strub asked about the status of the Comprehensive Plan. Joan Natali stated that the Commission was waiting on a final meeting with Ms. Elaine Meil. Bill Stramm added that the Town Council had prioritized the Tourism Zone for completion before the 2016 tourism season.

**OLD BUSINESS**

**A. Draft Tourism Zone Ordinance**

The Commissioners reviewed the draft ordinance which incorporated the revisions requested by the Town Council at the November 5, 2015 Joint Work Session. Three options were discussed and the Commissioners reached a general consensus in favor of option three. There was much discussion regarding the following: i) BPOL tax. The Commission would

review the town's BPOL tax policy at a future meeting; ii) facility and connection fees; and iii) the percentages of the offered credits.

Deborah Pocock stated that measurable parameters and consistent criteria were needed to create a checklist to help with implementation and administration of the program. The Commissioners were in agreement. Deborah Pocock would create a standard calculation form.

Dan Burke expressed his concerns regarding the offered credits and added that the Commission needed to review the program to eliminate any possible loopholes.

**B. *Wayfinding Signage Update and Timeline Report***

The Commissioners discussed the issue of signs being placed in the VDOT right-of-way. In October 2014, the Town Council adopted an ordinance suspending enforcement of a portion of the sign ordinance to allow businesses on side streets to place portable signs to attract foot traffic until a way-finding sign could be installed by the town. The town's goal was to install directional signage for both motorists and pedestrians.

The Commissioners reviewed several recommended locations for the wayfinding signs – Central Park at Peach Street, the beach kiosk area, the Cape Charles Memorial Library, the future Strawberry Street Plaza and the Town Harbor parking lot. The Commissioners recommended additional locations as follows: i) the town-owned lots at Fig Street at the entrance into town; ii) the bottom of the hump coming into town; iii) at the corner of Plum Street and Mason Avenue by the Town Hall; and iv) several locations at the Town Harbor, especially one located along the parking lot on the way out of the Harbor and possibly one by the Harbor Master's office.

The map would also be made available in digital format to be posted on the Cape Charles by the Bay website and capecharles.org.

**NEW BUSINESS**

There was no new business to review.

**ANNOUNCEMENTS**

There were no announcements.

**Motion made by Joan Natali, seconded by Andy Buchholz, to adjourn the Planning Commission meeting. The motion was unanimously approved.**

---

Vice Chairman Michael Strub

---

Town Clerk