PUBLIC FORUM
Re: Draft Comprehensive Plan Presentation
Cape Charles Civic Center
October 6, 2022
6:30 PM

At approximately 6:30 p.m. Planner/Zoning Administrator Katie Nunez welcomed everyone to the Cape Charles Public Forum to review the Draft Comprehensive Plan, adding that this was not a meeting of any board, although many of them were in attendance. There would be no time limits to the comments, but she asked that the comments be pertinent to the Comprehensive Plan being presented this evening and that everyone be respectful of each other and their comments. The comment period will remain open until October 24, 2022, and all comments, good or bad, were requested. After all comments were received, they would be compiled for review by the Town Council and Planning Commission at joint work session scheduled for October 27th. The final draft should be back in November and the public hearing process for the Planning Commission and Town Council would begin. She was hopeful that the final document could be adopted by the end of this year. She asked that any additional comments be emailed to planner@capecharles.org or knunez@capecharles.org. When submitting comments, please include the page number along with the specific comment, criticism or thought process. She would be serving as this evening's moderator and if anyone had any questions, please raise their hand to be acknowledged. She asked that all speakers wait for the wireless microphone to be brought to them before speaking so they could be heard by everyone in the room as well as those watching on Facebook.

Katie Nunez added that there were several maps in the back of the room for review – the current zoning map showing all the changes over the last decade, and the future land use map. There were also hard copies of the draft comprehensive plan and PowerPoint presentation in the back.

John Hozey added that this was the first opportunity for many of us to see the full document. We were here tonight to obtain public input. The Town Council and Planning Commission would have a month to thoroughly review the document. They were encouraged to provide their documents to Katie Nunez by the October 24th deadline. The joint work session was scheduled for October 27th to review the comments received and to further discuss and polish the document. The public was welcome to attend the joint work session. It would not be broadcast on Facebook since it was a work session.

In attendance:
Town Council: Mayor Dize, Vice Mayor Bennett, Councilmen Buchholz and Grossman, and Councilwomen Holloway and O'Brien.

Planning Commission: Chairman Bill Stramm, Vice Chairman Dennis McCoy, and Commissioners Ken Butta, Paul Grossman, Jim Holloway, and Michael Strub.

Town Staff: Planner/Zoning Administrator Katie Nunez, Town Manager John Hozey, Assistant to the Town Manager Julie Pruitt, and Town Clerk Libby Hume.

Summit Design & Engineering Services: Michael Stapor, and Noah Holmes Foster.

There were two members of the public physically in attendance, and 17 viewers on Facebook.

Michael Stapor presented a PowerPoint providing an overview of the background and process relating to the update of the Comprehensive Plan. (Please see attached.)

There were a number of questions and comments from the attendees related to: i) town revenue statistics that were not included in the draft document; ii) It was explained that zoning was the legal

requirements for development on land but the draft Future Land Use Map was to guide the development of the land with the general direction the town was looking for in the specific areas. The Future Land Use Map was not legally binding but for guidance; iii) The potential combining for separation of existing zoning districts was briefly discussed. This would be reviewed in more detail during the zoning review; iv) The designations of specific parcels were briefly discussed; v) There were two different vision statements included. The vision statement from the Cape Charles Strategic Plan should be the one included in this document; vi) The county's Town Edge area was explained. The Town would be looking at the Town Edge area to include the type of development that would be good in this area. This would be another project and not part of the comprehensive plan; vii) There was much discussion regarding inclusion of the Town's Priorities, Capital Improvement Plan, etc. John Hozey noted that most things included in a comprehensive plan did not work. The comprehensive plan needed broad visions, such as land use, etc. and needed to be kept relevant. An item could be high priority one year and not so much the next year. It was also noted that priorities changed with new members coming onto Council; viii) John Hozey stated that the comprehensive plan would be used to develop future Capital Asset Management Plans (CAMP).

Katie Nunez stated that all information provided this evening was also available on the Town's website on the agenda page as well as on the Comprehensive Plan Update page. Libby Hume added that it would also be added to the homepage along with the video from tonight's meeting for public viewing.

Katie Nunez reiterated that written comments would be accepted until October 24th, and everyone was welcome to attend the joint work session on October 27th.

The public forum concluded at 7:06 p.m.

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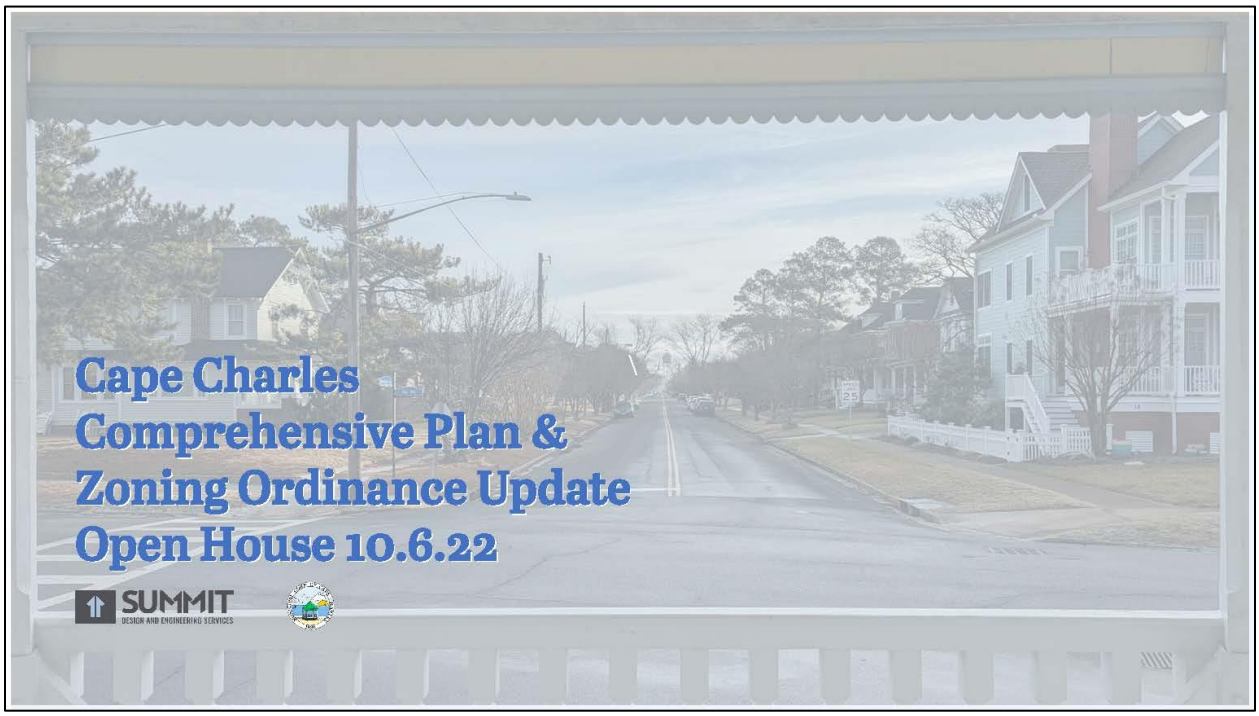
Town Clerk

October 6, 2022 Public Forum
Presentation Slides



Summit's Team.

Anne Darby, AICP
Project Lead, Planning Manager

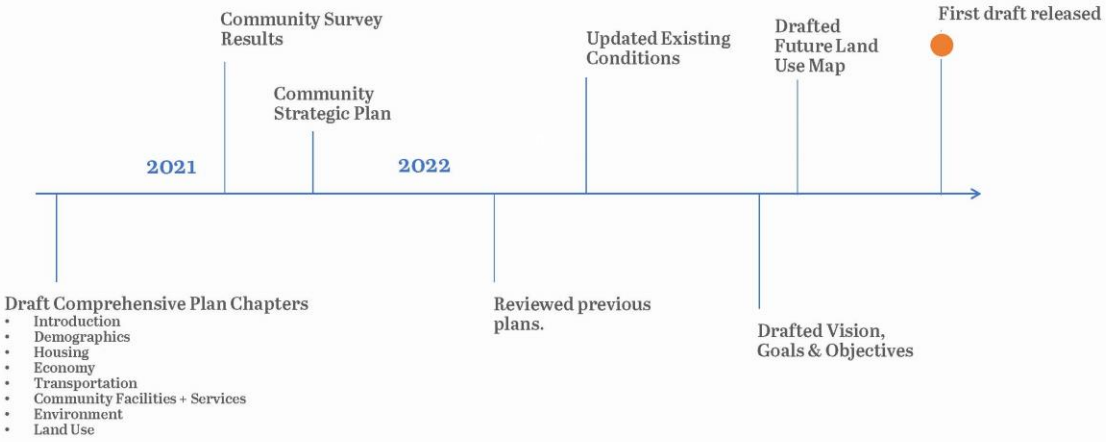
Michael Stapor, AICP
Planner II

Noah Holmes Foster
Planner I

+ Other Summit staff, as needed…

The Process So Far.

We are Here.



The Process.

Reviewed Previous Work + Community Strategic Plan 2021

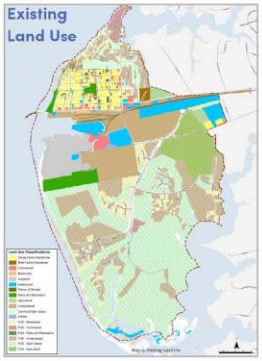
Cape Charles Comprehensive Plan

Includes updated Existing Conditions, Vision, Goals & Objectives

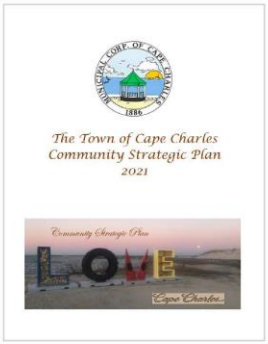
Cape Charles Zoning & Subdivision Ordinance

Will be updated according to the new plan.

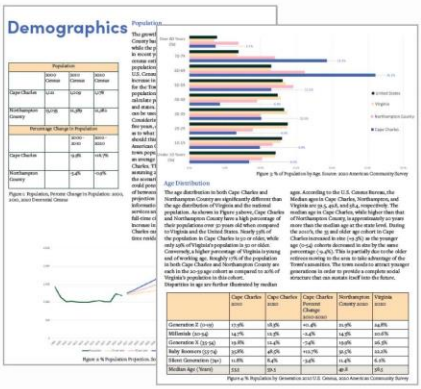
Our Work So Far.



Mapping

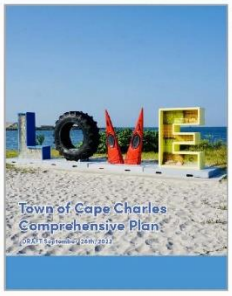


Reviewed Previous Work



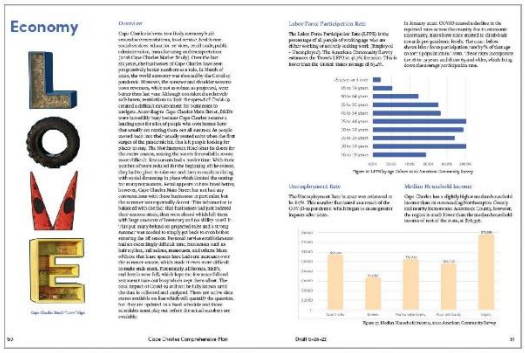
Updated Demographic Information

Comprehensive Plan Draft.



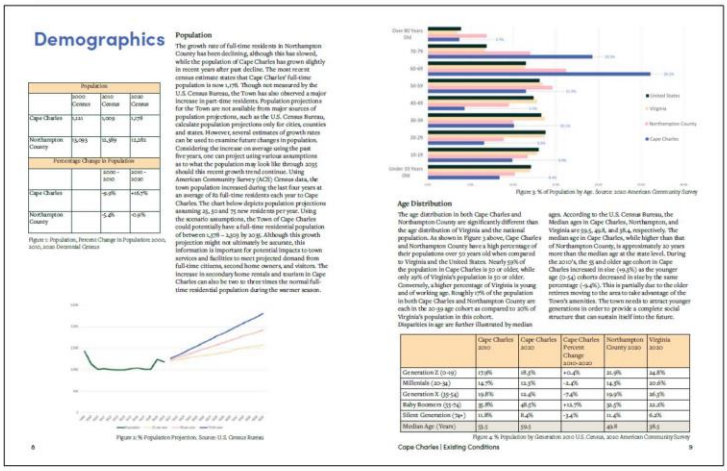
Draft Chapters

- Introduction
- Context
- Public Input
- Housing
- Economy
- Transportation
- Community Facilities + Services
- Environment
- Land Use + Future Land Use
- Implementation Matrix
- Appendix

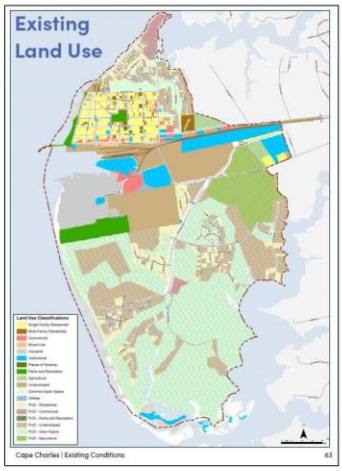


Visually appealing with images, explanations. Additional narrative text added.

Updated Existing Conditions.



Updated with latest available demographic information.

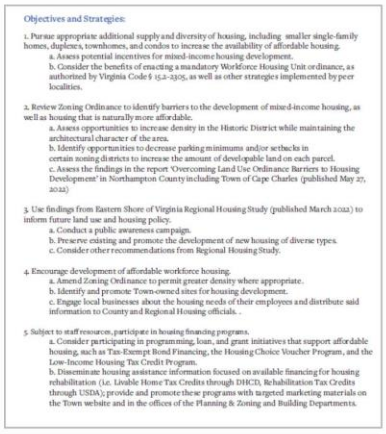


New / Updated Maps

Vision, Goals, Objectives & Strategies.

"The people of Cape Charles cherish and nurture the unique qualities of this small, historic town. At the same time, Cape Charles will reach for a future that gives all citizens the opportunity for prosperity, cultural enrichment, access to environmental treasures, and secure, sustainable homes."

Vision from Public input, Strategic Plan, Town staff, and Planning Commission + Town Council input



Objectives and Strategies:

1. Pursue appropriate additional supply and diversity of housing, including smaller single-family homes, duplexes, townhomes, and condos to increase the availability of affordable housing.
   a. Assess potential incentives for mixed-income housing development.
   b. Consider the benefits of enacting a mandatory Workforce Housing Unit ordinance, as authorized by Virginia Code § 15.2-2305, as well as other strategies implemented by peer localities.

2. Review Zoning Ordinance to identify barriers to the development of mixed-income housing, as well as housing that is naturally more affordable.
   a. Assess opportunities to increase density in the Historic District while maintaining the architectural character of the area.
   b. Identify opportunities to decrease parking minimums and/or setbacks in certain zoning districts to increase the amount of developable land on each parcel.
   c. Assess the findings in the report 'Overcoming Land Use Ordinance Barriers to Housing Development' in Northampton County including Town of Cape Charles (published May 27, 2022)

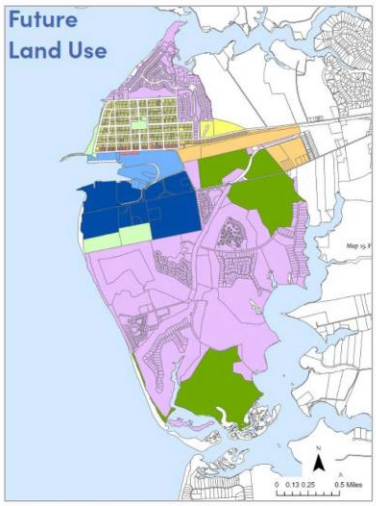
3. Use findings from Eastern Shore of Virginia Regional Housing Study (published March 2022) to inform future land use and housing policy.
   a. Conduct a public awareness campaign.
   b. Preserve existing and promote the development of new housing of diverse types.
   c. Consider other recommendations from Regional Housing Study.

4. Encourage development of affordable workforce housing.
   a. Amend Zoning Ordinance to permit greater density where appropriate.
   b. Identify and promote Town-owned sites for housing development.
   c. Engage local businesses about the housing needs of their employees and distribute said information to County and Regional Housing officials. .

5. Subject to staff resources, participate in housing financing programs.
   a. Consider participating in programming, loan, and grant initiatives that support affordable housing, such as Tax-Exempt Bond Financing, the Housing Choice Voucher Program, and the Low-Income Housing Tax Credit Program.
   b. Disseminate housing assistance information focused on available financing for housing rehabilitation (i.e. Livable Home Tax Credits through DHCD, Rehabilitation Tax Credits through USDA); provide and promote these programs with targeted marketing materials on the Town website and in the offices of the Planning & Zoning and Building Departments.

Draft Strategies per topic area

Draft Future Land Use Map.



Conservation/Open Space: These areas are intended for the conservation of natural resources and protection of open space. These areas include parks, recreational areas, and agricultural land.

Entrance Corridor: The Entrance Corridor is intended for the development of a mix of commercial and residential uses with appealing visual aesthetics, quality architecture, and high quality landscaping that enhance the character and first impressions of the Town.

Historic Downtown Mixed Use: The Historic Downtown Mixed Use category covers part of the existing downtown historic area of Cape Charles along Mason Avenue. Development in this area is intended to reflect the diversity of historic architectural features present in the Town and incorporate the diversity of uses that bring Main Street to life.

This plan allows for more flexible use of historic properties across the district. Rehabilitation of existing historic buildings and infill development should comply with Historic District guidelines with particular attention to how the buildings address the streetscape.

Buildings should be between two and four stories with minimal (if any) setbacks and ground floor uses that engage pedestrians with visually appealing facades.

Historic Downtown Residential: The Historic Downtown Residential category covers the majority of the original street grid in Cape Charles. Any new development in this area is intended to reflect the historic character of the core residential area and compliment features of existing structures.

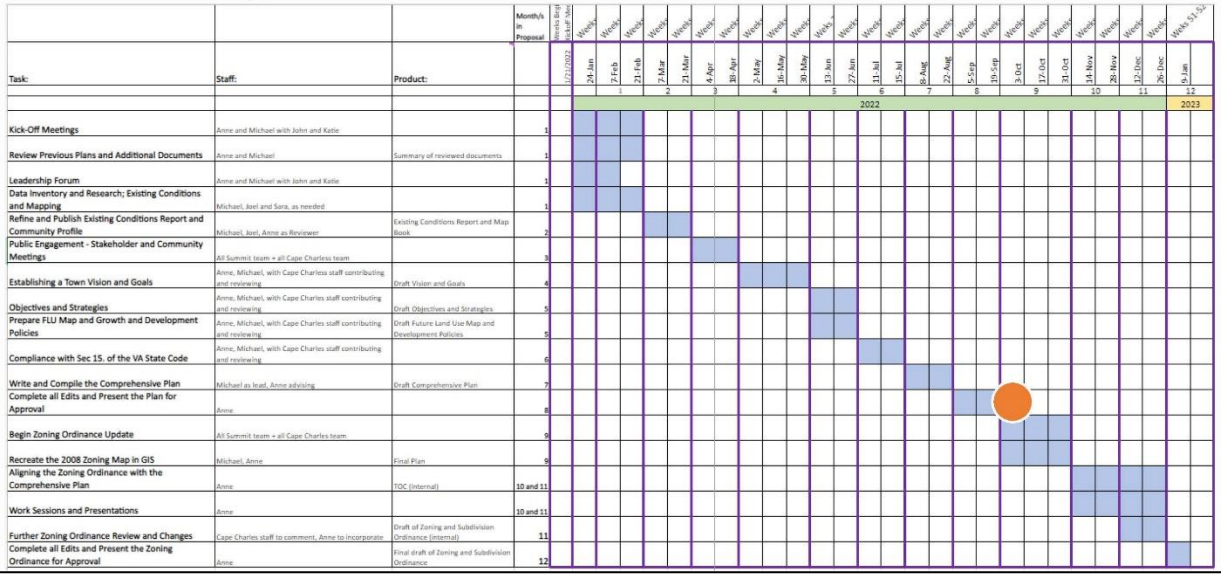
This plan recognizes that some historic homes have been converted into lodging and other uses. As such, the plan intends flexibility in use while maintaining the character of the area and quality of life for residents.

Planned Unit Development / PUD Conservation: The Planned Unit Development surrounding the historic area of Cape Charles is intended to accomplish specific development goals, while being complementary to the Town's broader Vision and Objectives.

Harbor District: Further master planning will be conducted to create a strong vision for the Harbor District. The area is intended to develop in a way that mirrors the success of Mason Avenue and nearby historic residential blocks. The district could include structures between two and four stories with a mix of uses on an extension of the highly walkable street grid. Specific Harbor District design guidelines should be developed with particular attention to how buildings address the streetscape and the harbor front to create a lively and attractive extension of historic Cape Charles.

Harbor District Industrial: This category is for existing and future commercial and industrial uses along the southern area of the harbor. Although these uses may intense, the proximity to the deep water harbor is necessary for their function and for the economic diversity of the Town.

Looking Ahead.



Task:	Staff:	Product:	Month/s in Proposal
Kick-Off Meetings	Anne and Michael with John and Katie		1
Review Previous Plans and Additional Documents	Anne and Michael	Summary of reviewed documents	1
Leadership Forum	Anne and Michael with John and Katie		1
Data Inventory and Research; Existing Conditions and Mapping	Michael, Joel and Sara, as needed		1
Refine and Publish Existing Conditions Report and Community Profile	Michael, Joel, Anne as Reviewer	Existing Conditions Report and Map Book	2
Public Engagement - Stakeholder and Community Meetings	All Summit team + all Cape Charless team		3
Establishing a Town Vision and Goals	Anne, Michael, with Cape Charless staff contributing and reviewing	Draft Vision and Goals	4
Objectives and Strategies	Anne, Michael, with Cape Charles staff contributing and reviewing	Draft Objectives and Strategies	5
Prepare FLU Map and Growth and Development Policies	Anne, Michael, with Cape Charles staff contributing and reviewing	Draft Future Land Use Map and Development Policies	5
Compliance with Sec 15. of the VA State Code	Anne, Michael, with Cape Charles staff contributing and reviewing		6
Write and Compile the Comprehensive Plan	Michael as lead, Anne advising	Draft Comprehensive Plan	7
Complete all Edits and Present the Plan for Approval	Anne		8
Begin Zoning Ordinance Update	All Summit team + all Cape Charles team		9
Recreate the 2008 Zoning Map in GIS	Michael, Anne	Final Plan	9
Aligning the Zoning Ordinance with the Comprehensive Plan	Anne	TOC (internal)	10 and 11
Work Sessions and Presentations	Anne		10 and 11
Further Zoning Ordinance Review and Changes	Cape Charles staff to comment, Anne to incorporate	Draft of Zoning and Subdivision Ordinance (internal)	11
Complete all Edits and Present the Zoning Ordinance for Approval	Anne	Final draft of Zoning and Subdivision Ordinance	12

Next Steps.

1. Cleaning the document up (Formatting, etc.)
2. Public Meetings to review “final” draft
3. Begin Zoning Ordinance rewrite

Questions?

Contact: Katie Nunez at knunez@capecharles.org

For a physical or digital copy of the draft plan, visit the Town Hall or Town website.