



TOWN COUNCIL
Joint Work Session with Planning Commission
Cape Charles Civic Center
February 2, 2022
6:00 PM

At approximately 6:00 p.m. Mayor William "Smitty" Dize, having established a quorum, called to order the Work Session of the Town Council. In addition to Mayor Dize, in attendance were vice Mayor Bennett, Councilman Buchholz, and Councilwomen Holloway and O'Brien. Councilman Follmer and Grossman were out of town and unable to attendance. Also, in attendance were Town Manager John Hozey, Interim Planner & Zoning Administrator Katie Nunez, and Town Clerk Libby Hume. Representing Summit Design & Engineering Services were Anne Darby and Mike Stapor. There were no members of the public in attendance.

Planning Commission Chairman Bill Stramm, having established a quorum, called to order the Work Session of the Planning Commission. In addition to Chairman Stramm, in attendance were Commissioners Ken Butta, Jim Holloway, Dennis McCoy, and Michael Strub. Commissioners Diane D'Amico and Paul Grossman were not in attendance.

The purpose of the joint work session was the comprehensive plan kick-off with the consultant, Summit Design & Engineering Services.

Ms. Darby provided background information regarding Summit Design and proceeded to outline the scope of work, plans and timeline for the comprehensive plan update project. Upon completion of the comprehensive plan, work would begin on the Cape Charles Zoning Ordinance review and update. The Planning Commission began their comprehensive plan review in 2019 and a lot of work had already been completed. This work had been provided to Summit Design.

Three joint sessions with the Town Council and Planning Commission would be scheduled for planning purposes. In May, stakeholder engagement and community meetings would be held. More public meetings would be scheduled after the document had been drafted to obtain feedback from the citizens. It was hopeful that a final document could be presented to the Planning Commission this summer. After public hearings were held, the Planning Commission would make their recommendation to the Town Council around August 2022. Since the Planning Commission had done much work on the plan, the timeframe for completion could be a much quicker process.

Town Manager John Hozey added that a project team had been created consisting of Katie Nunez, Chairman Stramm, Councilman/Commissioner Grossman, and himself, and they would be involved throughout the process.

Councilwoman Holloway stated that there had been many changes in the Town over the past several years and wanted to ensure that the public remained informed and engaged during this process.

Ms. Darby responded that an existing conditions document along with the goals and objectives would be provided for the Town's website. A number of public meetings would be held. Raw data from the survey results, public meetings, etc. would be compiled and posted to show the logical progression of the plan.

Town Clerk Libby Hume would create a new subpage for the 2022 Comprehensive Plan Update so all information regarding the project could be posted for public review.

Vice Mayor Bennett stated that the existing Harbor Area Master Plan was no longer valid with the changes over the years.

John Hozey added that another joint work session would be necessary to discuss the harbor plan. The railroad property was also in flux but needed to be addressed at some point. We needed to be prepared when Summit Design was ready to begin work on the zoning ordinance.

Motion made by Commissioner Holloway, seconded by Commissioner McCoy, to adjourn the Planning Commission Work Session. The motion was approved by unanimous vote.

Motion made by Councilman Buchholz, seconded by Councilwoman Holloway, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

The meeting adjourned at 6:44 p.m.

Mayor William "Smitty" Dize

Chairman Bill Stramm

Town Clerk



NORTH CAROLINA
// Hillsborough
// Raleigh
// Piedmont
// Fayetteville
// Wilmington
// Asheville
// Indian Trail

VIRGINIA
// South Boston
// Richmond

WEST VIRGINIA
// Fairmont

FLORIDA
// St. Petersburg

SOUTH CAROLINA
// Fort Mill

COLORADO
// Westminster

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Architecture



Land
Development



Maintenance
Management



Planning



Structural
Engineering



Surveying
& Geomatics



Traffic/ITS
Systems



Transportation
Design

Summit's Team.



Anne Darby, AICP

Project Lead, Planning Manager



Michael Stapor, AICP

Planner II



Sara Rozmus

Planner I



Joel Webne

GIS / Graphics Tech

+ Other Summit staff, as needed...

The Process So Far.



Our Role.



Previous Work +
Community Strategic Plan 2021



State Code Compliance.

§ 15.2-2223 Comprehensive plan to be adopted; scope and purpose.

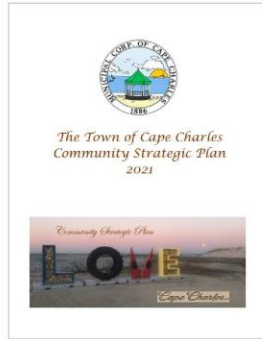
“Shall Address” Topic Areas (§ 15.2-2223 et seq):

- Future Land Use
- Transportation Plan (coordinated with VDOT)
- Broadband
- Affordable Housing
- Coastal Resource Management Guidance
- Strategies to Combat Sea Level Rise
- Manufactured Housing

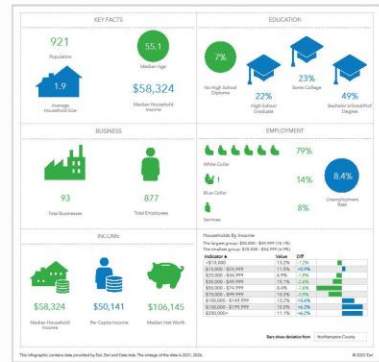
Our Work So Far.



Begin Mapping



Read Previous Work



Update Demographic Information

Looking Ahead.

★ Joint Sessions

★ Public Hearing

Task:	Staff:	Products:		12/2022	24Jan	7Feb	21Feb	7Mar	21Mar	4Apr	18Apr	2May	16May	30May	13Jun	27Jun	11Jul	15Jul	8Aug	22Aug	5Sep	19Sep	3Oct	17Oct	31Oct	14Nov	28Nov	12Dec	26Dec	9Jan	22Jan	
					2022																								2023			
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																													
Joint Town Council and Planning Commission Work Session	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																													
Establishing a Town Vision and Goals	Anne, Michael, with Cape Charles 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																													
Public Engagement - Stakeholder and Community Meetings	All Summit team + all Cape Charles team		3																													
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 with work sessions	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																													