

Planning Commission

Public Hearing & Regular Session Agenda

Cape Charles Civic Center – 500 Tazewell Avenue
January 7, 2020 6:00 P.M.

1. Call to Order
 - a. Roll call and establish a quorum
2. Public Hearing
 - a. Conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue (tax map #83A1-1-183 & #83A1-1-186)
 - b. Conditional use permit to allow an accessory dwelling unit at 636 Carousel Place (tax map #90-16-118)
 - c. Proposed text amendments to zoning ordinance Article IV, Section 4.5 and Section 4.6
3. Invocation and Pledge of Allegiance
4. Public Comments
5. Consent Agenda
 - a. Approval of agenda format
 - b. Approval of minutes
 - c. Reports
6. Unfinished Business
 - a. Conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue (tax map #83A1-1-183 & #83A1-1-186)
 - b. Conditional use permit to allow an accessory dwelling unit at 636 Carousel Place (tax map #90-16-118)
 - c. Proposed text amendments to zoning ordinance Article IV, Section 4.5 and Section 4.6
 - d. Election of Vice Chair
 - e. Appointment of a Planning Commission Representative to the Historic District Review Board
 - f. Comprehensive Plan update
7. New Business
 - a. None
8. Other Business
9. Announcements
10. Adjourn

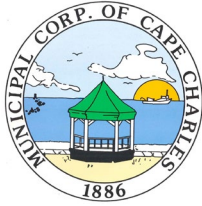
Notice of Public Hearings

The Cape Charles Town Planning Commission will hold public hearings on Tuesday, January 7, 2020 at 6:00 pm in the Town Civic Center at 500 Tazewell Avenue, Cape Charles to receive comment on the following:

- 1) Proposed text amendments to zoning ordinance Article IV, Section 4.5 and 4.6
- 2) An application for a conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue (tax map #83A1-183 & #83A1-1-186)
- 3) An application for a conditional use permit to allow an accessory dwelling unit at 636 Carousel Place (tax map #90-16-118)

The Planning Commission will hold a meeting immediately following the public hearing to consider the requests. The applications are available for public review in the Town Planner's Office, located at 2 Plum Street, during regular business hours. Please contact Town Planner Zach Ponds at 757-331-2036, or by email at planner@capecharles.org if you have any questions or require additional information. Anyone interested in attending and needing special assistance please contact the Town at least forty-eight hours before the hearing.

For Eastern Shore Post – 12/20 and 12/27



DRAFT
PLANNING COMMISSION
Work Session
Cape Charles Civic Center
November 18, 2019
3:00 p.m.

At 3:00 p.m., Chairman Bill Stramm, having established a quorum, called to order the Work Session of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Diane D'Amico, Paul Grossman, Jim Holloway and Michael Strub. Dennis McCoy and Sandra Salopek were not in attendance. Also, in attendance were Town Planner Zach Ponds and Deputy Clerk Tracy Outten. There were no members of the public in attendance.

CONSENT AGENDA

Motion made by Paul Grossman, seconded by Jim Holloway, to approve the agenda format as presented. The motion was approved by unanimous vote.

ORDER OF BUSINESS

A. Comprehensive Plan Update

Zach Ponds gave an overview of the outline he provided based on the City of Woodstock, Georgia's comprehensive plan. (Please see attached.) Bill Stramm asked the population of Woodstock; about 30,000.

Discussion was as follows: (i) Jim Holloway confirmed that an executive summary would be included in the comprehensive plan. (ii) Paul Grossman found community survey results were included in many of the plans he has researched. Bill Stramm thought that would be a good idea. Mike Strub said it could be worded something like "as affirmed by the community." There was much discussion on how the survey results could be included in the comprehensive plan. (iii) Bill Stramm brought to the Commission's attention that in Wisconsin the comprehensive plan was dictated on a state level; and (iv) Paul Grossman said Council was addressing a capital improvement plan.

Discussion on chapter updates were as follows: (i) Bill Stramm read through the headings that were included under Transportation. (Please see attached.) (ii) Mike Strub did not have much to go on for the Environment chapter. (Please see attached.) Bill Stramm suggested including information from the Town Code; and information about the wetlands area, the Federal Emergency Management Agency, sea level rise, and maps. (iii) Jim Holloway said for Land Use he would be focusing on the areas that need more strategic direction and update when necessary. Paul Grossman suggested looking at the Harbor Conceptual Plan. Jim Holloway thought the chapter would be about 15-20 pages. Zach Ponds mentioned including a future land use map to guide rezoning should be included too. (iv) Diane D'Amico asked if recreational bike trails would be included in the Transportation chapter or the Community Facilities chapter. Bill Stramm answered trails would be included in the Transportation chapter. Diane D'Amico was scheduled to talk to Dave Fauber. Bill Stramm suggested contacting Bob Panek, Steve Bennett, and John Coker. (v) Paul Grossman had taken each of the comprehensive plan examples and outlined the Housing section. There was some discussion on affordable housing. (vi) Bill Stramm said Dennis McCoy had emailed his goals and outlines for the Economy chapter. (Please see attached.) and (vii) Bill Stramm said to make sure there was enough time to schedule focus groups. He would send an email with items from the Virginia Code on what should be in the comprehensive plan. Bill Stramm added that there would not be a work session in December.

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

The meeting adjourned at 4:32 p.m.

Chairman Bill Stramm

Deputy Clerk

DRAFT

Town Planner Zach Ponds' Outline

Overview

- History of Cape Charles
- Purpose of the Comprehensive Plan Update (state code, former plans, etc.)
- Community Goals
 - o Vision Overview/Statement
 - o Needs and Opportunities
 - SWOT analysis of all chapters: transportation, etc.
- Core Issues and Guiding Principles and Policies (maybe) – could come out of community survey
- Trends in Cape Charles Overview
 - o Population
 - o Economic Development
 - o Transportation
 - o Housing
 - o Land Use
- Community Engagement
 - o Online survey, planning committee sessions/meetings, workshops, etc.

TRANSPORTATION

Introduction

As in all areas, the local transportation network has played a key role in shaping many aspects of Cape Charles. Since the town's inception, the harbor and the railroad have served as important regional transportation facilities that have created an environment conducive to the physical and economic growth of the town. The historic street grid system and its arterial connections to the regional street system have also been important in the transportation of people and goods. These elements of the transportation system will continue to play an essential role in the future of Cape Charles.

Existing Roadway System

Recent Annual Average Daily Traffic (AADT) data¹¹ indicates that although traffic is expected to increase as population and seasonal activity increase, the town's 2020 Transportation Plan does not anticipate that the capacity of the town's street system will be exceeded in the foreseeable future. However, increased traffic may result in need upgrades for certain areas, such as the intersection of Fig Street and Randolph Avenue and the portion of Route 642 known as "the hump."

Other features of the local transportation system may also require improvements. Alley ownership in the Historic District needs to be completed so that a plan for improvements and maintenance can be created. Improvements to the town's sidewalks and multi-use paths are also needed to support alternative means of transportation such as walking, biking, and golf cart usage, which are expected to be used more frequently as the population increases.

The local transportation system links the town to the rest of the region. Routes 184 and 642, the town's two main arterial roads, intersect Route 13. Since Route 13 and portions of Routes 184 and 642 are outside the town's boundaries, the town must continue to work with VDOT and Northampton County as they plan for the future of these roads.

Cape Charles was in the transportation business for most of its early life. Train, ferry and automobile transportation were the reasons for the town's existence. More than 230,000 railcars moved through Cape Charles per year in the 1920s. That equates to about one barge load each hour of the day every day of the year. During the height of the automobile and passenger ferry business, Cape Charles had about 30 ferry dockings per day and each carried about 100 cars plus people.

The core of Cape Charles is a part of town that is six blocks by seven blocks laid out about 1885 before automobiles. The streets are distinctive to that time period. An addition of eleven blocks between Pine Street and the Chesapeake Bay, called the Sea Cottage Addition, was constructed about 1909. This addition took into consideration automobiles and added alleys between the backs of the lots. Another small addition from Fig to Fulcher Streets, made later, also had alleys. The original design and layout of the town was adjacent to and just north of the railroad and its property, around which Cape Charles came into being.

The recent revisal of Cape Charles and the current and planned future development focused serious attention to this infrastructure. A 2008 traffic study of future development shows that the Fig Street and Randolph Avenue intersection is the most vulnerable. A traffic calming project is needed at this intersection.

The “hump” has been a signature feature of town for years but is another problem area. An at-grade crossing alternative has been proposed and should be designed to straighten out Old Cape Charles Road from Mason Avenue to Bay Creek. The “hump” should be maintained as an alternate emergency vehicular route.

Entrance Corridor

The Town of Cape Charles is situated at the terminus of Route 184 (Stone Road) just two miles from its intersection with Route 13, the main transportation corridor of the Eastern Shore. This intersection is the gateway to the town and it is the main entry corridor. Cape Charles is working with the county to create an Overlay District to protect these two sections of roadway as outlined in the Annexation Agreement of 1991. The corridor of land lying between Route 13 and the town boundary constitutes the edge of town. This corridor is also bounded on the north and south by King’s Creek and Plantation Creek. The HTE District also includes Route 642 (Old Cape Charles Road), the south entrance to town.

Northampton County has designated this area as Town Edge and recommends this area as “future growth” for the county. Cape Charles desires to protect this corridor from commercial development while allowing the deployment of services such as water and sewer. Cape Charles desires to protect the view shed along these corridors so as to maintain the disconnection from Route 13.

Traffic Volume

The town has identified Mason Avenue and Bay Avenue for future street improvements. The Healthy People, Healthy Places – Community Well Being on Virginia’s Eastern Shore report defines Complete Streets as roads that are designed for everyone, including people of all ages and abilities. These improvements should be designed to i) promote safety, 2) increase parking, 3) improve bicycle, pedestrian and disabled person access, and 4) create an attractive and desirable environment for residents and visitors. Identified Mason Avenue Complete Street improvements include conversion of parallel parking to reverse angle parking on one side of the street, addition of bicycle lane(s), reduction in lane width to calm traffic, provision of accessible parking, and aesthetic improvements that promote pedestrian safety. Bay Avenue is a priority for Complete Street improvements after Mason Avenue planning has been completed. Increased parking in the vicinity of the harbor should be addressed as the next priority.

Traffic Projections

A town-wide, integrated system of bike routes, sidewalks, and multi-use paths is needed to connect existing and emerging commercial and residential areas to accommodate and promote alternative means of transportation including:

- o walking
- o bicycling
- o golf carts (designated Golf Cart Paths only)
- o personal transportation vehicles
- o water taxis
- o public transportation

Sidewalks

Community Trail

The size of Cape Charles lends itself to walking and bike riding. A Community Trail Master Plan was adopted by the Town Council in 2007. The goal of this trail is to connect the entire town by a transportation means other than automobiles. The master plan and the first phase of the Community Trail are complete, and the second phase is underway.

The town's Harbor District requires land owners to allow and encourage pedestrian access to the waterfront. Each development will be reviewed for this aspect of planning. The town was laid out in a grid pattern and the continuation of the grid is important to the transportation system while providing easy access to all parts of town.

Harbor

The south side of Mason Avenue shall provide a visually inviting connection to the harbor for all modes of transportation.

Rail

Parking

The town has purchased 201 Mason Avenue and two lots on Randolph Avenue were included in the sale. The Randolph Avenue lots will be used for additional parking. The town has also leased property from Bay Coast Railroad for Mason Avenue parking.

Star Transit

STAR Transit has a bus route that connect major towns, including Cape Charles, and the commercial areas of Northampton and Accomack counties. This service provides public transportation and is limited to the two counties.

Golf Carts

Cape Charles is a golf cart community. Each year, more are seen on the streets and their use should be encouraged as an alternative mode of local transportation. There are a few roadways on which golf carts are currently prohibited because of speed limits greater than 25 mph. All roadways in Cape Charles should have the speed reduced to 25 mph or less to allow the use of golf carts on all streets in the town. Old Cape Charles Road (Route 642) is an impediment to use of golf carts. A safe path needs to be planned to connect the historic town with the southern development.

AN/PDC Bicycle Master Plan

The Southern Tip Hike & Bike Trail is located on the Eastern Shore of Virginia Wildlife Refuge and connects to Kiptopeke State Park. There are plans to extend the trail further north along the abandoned railway. The abandoned portion of the railway does not extend into Cape Charles. However, the town intends to work with regional partners to promote a connection of the town's Community Trail to the regional Southern Tip Hike & Bike Trail.

Areas of Improvement

VDOT Transportation Alternatives Program (TAP)

The Commonwealth of Virginia (Code of Virginia § 33.2-214 and § 15.2-2223), legislation enacted through Chapter 729 of the 2012 Acts of Assembly, requires that local Comprehensive Plans be consistent with the Virginia Department of Transportation (VDOT) statewide Transportation Plan (VTrans 2035) and includes certain elements required by the Code of Virginia, as amended. This plan also designates Corridors of Statewide Significance but there is not designated corridor within the town. The closest corridor (Route 13) lies to the east of town.

The town has identified four projects to implement goals and objectives of the VTrans 2035 Plan.

- ☐ Traffic calming at the intersection of Fig Street and Randolph Avenue (routes 184, 1105 and 1112).
- ☐ Reconstruction of Old Cape Charles Road (Route 642).
- ☐ Complete Street to support business activity in Downtown Cape Charles on Mason Avenue (Route 184).
- ☐ Street improvements to support tourist activity at the Cape Charles beach on Bay Avenue (Route 184).

Functional Classification of Cape Charles Streets

Functional classification of the highway system is required by the federal government as part of the establishment of a national defense road system. Roads are designated by VDOT and certain classifications make the road eligible to receive federal aid for improvements and maintenance, increase the frequency of VDOT maintenance inspections and also determine road design features.

Minor Arterial

VDOT defines Minor Arterial streets as streets that link cities to large towns and other generators such as major resorts, are placed at intervals so that all developed area of the state are within a reasonable distance of an arterial highway provide service to corridors with trip lengths and densities greater than those of collectors, and are expected to provide for relatively higher overall speeds, with minimum interference to through movement.

Route 184 (Stone Road, Mason Avenue) has, as of 2013, been reclassified to Minor Arterial. The upgrade in classification, part of the required decennial review of the national highway system, was the result of finding that the roads have higher volumes of traffic. The designation includes all of Stone Road I Cape Charles and continues along Route 184 westward until the intersection of Mason Avenue and Pine Street.

Major Collector

VDOT defines Major Collector streets as streets that provide service to any county seat not on the arterial system and to larger towns not directly served by higher systems, link county seats and larger towns to other larger towns and nearby routes of higher classification, and area designed to serve the more important intra-county travel corridors.

Route 184 from the intersection of Mason Avenue and Pine Street to its end on Bay Avenue has been upgraded in classification to Major Collector as a result of finding that the roads have higher volumes of traffic.

Route 642 (Old Cape Charles Road) remains a Major Collector along its entire length. No change in classification occurred in 2013.

Local Roads

VDOT defines Local Roads as roads that provide direct access to adjacent land, serves travel over relatively short distances compared to collectors and other higher systems and include all facilities not on one of the higher systems.

All roads in Cape Charles, except Routes 184 and 642, are classified as Local Roads.

The purpose of the long-range plan is to evaluate the rural transportation network and create a plan that complements Virginia's metropolitan areas. The plan is a component of the VTrans 2035. The plan contains one recommendation for the Town of Cape Charles.

VA 642 (Old Cape Charles Road) from VA 1108 to US 13

Long Term – Reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).

Six Year Improvement Plan – Only one project has been identified in the Six Year Improvement Plan, reconstruction of Old Cape Charles Road. Preliminary engineering is underway and VDOT estimates the cost to be \$6,452,000.

Goals, Objectives, Policies

Cape Charles Comprehensive Plan Update

Environment

Chesapeake Bay - Covering nearly 200 miles from Baltimore to Cape Charles with an average width of 30 miles, the Chesapeake Bay is the life blood of our town. It is more important to the town's survival than the other environmental components combined. Its tributaries and creeks infuse the area with a sense of health and well-being that is very precarious. Like the blood in our bodies, the chemical composition of the salt-water of the bay is very delicate and sensitive to slight variations. The bay is defenseless against unwelcome deposits which occur daily and which poison the water. According to data submitted to the US environmental protection agency in 2014, 80% of the Chesapeake Bay's title segments are partially or fully impaired by toxic contaminants. The November 2019 issue of AARP bulletin contains a special report entitled "The Cure for Everything" With respect to environmental effects on the human body, it mentions that pollution, air and water quality, environmental allergies, and a host of other environmental factors can trigger and sustain inflammation, including damage to the healthy cells in our body. A 1981 report by the American Universities Field Staff details the devastating effects on the South Padre Island (Texas) economy from the blowout of a Mexican oil well in the Gulf of Mexico in 1979. The damage to our local economy from the toxicity of the Chesapeake Bay water could range anywhere from a temporary annoyance such as closing the beach in the summer for a day or two to a significant decrease in the tourist trade and even possibly loss of economic life with our town left as a ghost town, a not uncommon phenomenon in our country.

Since the water in the Chesapeake Bay is not partitioned, pollutants which affect the water quality in the dumping area affect the entire body of water. Unfortunately, the pollutants from the poultry-farm based economy interests of our neighboring county to the north, Accomack County, threaten the fishing and wildlife interests of our county (Northampton) and town (Cape Charles). A January 2019 report by Waterfront Law on large poultry farming operations on Accomack County concludes that the massive amount of manure waste generated by large poultry farming operations will increase as poultry farms increase on the Eastern shore with associated environmental harm. In addition, the poultry farms remove significant quantities of ground water from the aquifers that serve as the sole source of freshwater for the Virginian Eastern shore. Nevertheless, the negative impacts to the environment are offset by the economic benefits to residents of the Eastern shore. This report's conclusion reveals the cross-county tensions that exist with respect to the conflicting economies. Thus, a constant, challenging, and delicate balancing strategy must be devised and implemented to ensure that harmful economic impacts from pollutants to the bay and harmful economic impacts from excessive poultry farming restrictions are minimized.

Much effort is being expended by local, county, state and federal governments as well as charitable organizations to maintain the sustainability of the bay so that crabs, oysters, and clams may flourish, beaches may be populated, and waterman may earn their keep. One of the key goals of our environment is to intensify the monitoring of all measures of the bay's health and take whatever steps are necessary to ensure its continued health. The Waterfront Law report concludes, "Any real progress is more likely to be made at the grassroots level rather than in Richmond or Washington DC. The ways for this to come about include citizen participation in the issuance and/or renewal of permits issued under the ground water management act of 1992, participation in the issuance and/or renewal

of the VPDES (Virginia Pollution Discharge Elimination System) permits, court challenges if these permits are lenient in ways that contravene the governing statutes and grassroots public pressure.”

Other Natural Resources - Also of note, critical wildlife habitats such as wetlands, natural areas, and the public beach, or present within the town’s boundaries and nearby. The town’s concern for its natural resources is illustrated by projects to maintain the beach as well as participation in Virginia’s Clean Marino program. Land-use policies must continue to take into account the importance of the local environment to protect these resources for present and future generations.

Dennis McCoy Comprehensive Plan Economy Draft Goals and Topic Outlines

tracy.outten@capecharles.org

From: Dennis McCoy <dennis.mccoy@mindspring.com>
Sent: Tuesday, November 12, 2019 12:33 PM
To: 'Tracy Outten'
Subject: 23019 Comp Plan Economy Draft Goals and Topic Outlines

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Tracy,

Economy Draft Goals:

- #1 - Attract Tourists, Vacation and Second Homeowners
- #2 - Attract families with children
- #3 - Continue to foster Prosperity and Strengthen Households

Economy Topic Outlines:

#1 - a). Work with Eastern Shore of Virginia Tourism and others to promote Cape Charles - Cape Charles Comprehensive Plan 2016

#1 - b). Work with Cape Charles Main Street as a force multiplier on this topic

#2 - a). Education - The quality of public schools in the region create a challenge to recruit new residents whether they are young families or singles - CCMS Market Study 2018

#2 - b). Consider working with the Northampton School System to implement the Escuela Nueva learning model which has worked well in Columbia (or the North America equivalent) -

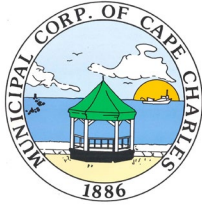
<https://govinsider.asia/connected-gov/four-ways-improve-rural-education/>

#3 - a). Appoint a housing task force to evaluate the causes of cost-burdened households in town and provide recommendations to strengthen households - Paul Grossman's Economic Revitalization SWOT

#3 - b). Consider working with Northampton County to designate a Residential District for manufactured housing near Cape Charles as a way to provide workforce housing.

Let me know if you have any questions.

Thanks,
Dennis McCoy



DRAFT
PLANNING COMMISSION
Regular Meeting
Cape Charles Civic Center
December 3, 2019
6:00 p.m.

At 6:00 p.m., Chairman Bill Stramm, having established a quorum, called to order the Regular Meeting of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Paul Grossman, Jim Holloway and Dennis McCoy. Diane D'Amico and Michael Strub were not in attendance. There was one vacancy on the commission. Also, in attendance were Town Planner Zach Ponds and Deputy Clerk Tracy Outten. There was one member of the public in attendance.

Bill Stramm informed the commissioners that Sandra Salopek had resigned.

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 Paul Grossman, seconded by Jim Holloway, to approve the agenda format as presented. The motion was approved by unanimous vote.

The Commissioners reviewed the minutes from the November 5, 2019 Planning Commission Public Hearing and Regular Meeting.

Bill Stramm had a tense correction for the word interest in the first sentence on page 4.

Motion made by Paul Grossman, seconded by Dennis McCoy, to approve the minutes from the November 5, 2019 Planning Commission Public Hearing and Regular Meeting as amended. The motion was approved by unanimous vote.

REPORTS

Zach Ponds had nothing to add.

Bill Stramm asked about the Harbor Development Certificate application. Zach Ponds described the proposed work. Jim Holloway asked where the project was located. Zach Ponds answered on Bayshore Road.

UNFINISHED BUSINESS

A. *Proposed Text Amendments to Zoning Ordinance Article IV, Section 4.5 and Section 4.6 – Set public hearing.*

Bill Stramm said the work on the text amendments began in March and Zach Ponds gave an informational presentation at the last council meeting.

Motion made by Paul Grossman, seconded by Jim Holloway, to schedule a public hearing on January 7, 2020 for the proposed text amendments to Zoning Ordinance Article IV, Section 4.5 and Section 4.6. The motion was approved by unanimous vote.

B. *Election of Vice Chair*

Bill Stramm would like the election of the vice-chair be postponed until all commissioners were present. Zach Ponds suggested electing an interim vice chair just in case something was to happen.

Motion made by Paul Grossman, seconded by Jim Holloway, to elect Dennis McCoy as the Interim Vice Chair for the Planning Commission. The motion was approved by unanimous vote.

C. *Appointment of a Planning Commission Representative to the Historic District Review Board*

Bill Stramm would email Michael Strub to see if he was willing to serve on the Historic District Review Board.

D. *Comprehensive Plan update*

The Commissioners reviewed the preliminary results from the survey. (Please see attached.)

Discussion was as follows: (i) Paul Grossman would work on population which had been assigned to Sandra Salopek; (ii) Bill Stramm said phase one should be completed by February. He would like everyone to have a draft of their chapters available for the December 16, 2019 work session; and (iii) After Dennis McCoy gave an example of one of the Education topic outlines, Paul Grossman wanted to make sure that what was written in the comprehensive plan could actually be completed. Dennis McCoy added that some goals may need a reality check.

NEW BUSINESS

A. *Conditional Use Permit to allow an accessory dwelling unit at 333 Madison Avenue – Set public hearing.*

Bill Stramm said the proposal met all provisions of the ordinances.

Paul Grossman asked if a Certificate of Occupancy (CO) could be issued for an accessory dwelling unit while the main house was being built. Zach Ponds responded no, the accessory dwelling unit must be an accessory to the primary residence and as of now there was not a residence so separate CO's would have to be issued. Zach Ponds would talk to Jeb Brady to ensure the accessory dwelling CO was not issued before the primary residence.

Motion made by Paul Grossman, seconded by Dennis McCoy, to schedule a public hearing on January 7, 2020 for the Conditional Use Permit to allow an accessory dwelling unit at 333 Madison Avenue. The motion was approved by unanimous vote.

B. *Conditional Use Permit to allow an accessory dwelling unit at 636 Carousel Place – Set public hearing.*

Bill Stramm read the agenda item.

Motion made by Paul Grossman, seconded by Jim Holloway, to schedule a public hearing on January 7, 2020 for the Conditional Use Permit to allow an accessory dwelling unit at 636 Carousel Place. The motion was approved by unanimous vote.

OTHER BUSINESS

There was no other business.

ANNOUNCEMENTS

- Bill Stramm said the Town Council had approved the changes for the harbor district.
- Dennis McCoy said the town was busy on Friday.

Motion made by Paul Grossman, seconded by Dennis McCoy, to adjourn the Planning Commission Regular Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 6:33 p.m.

Chairman Bill Stramm

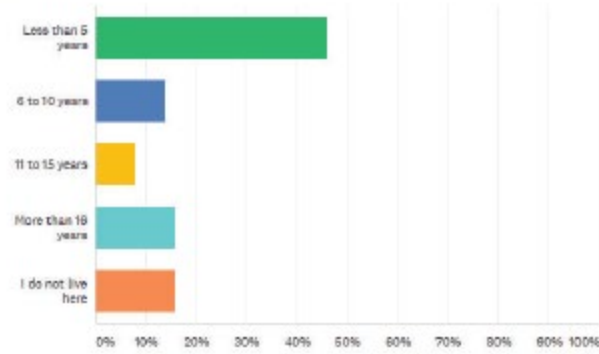
Deputy Clerk

DRAFT

Preliminary Survey Results

How long have you lived in Cape Charles? (Please check one)

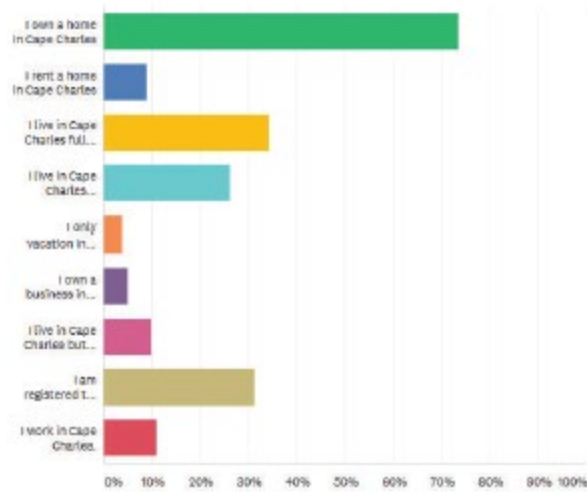
Answered: 100 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Less than 5 years	46.00% 46
▼ 6 to 10 years	14.00% 14
▼ 11 to 15 years	8.00% 8
▼ More than 16 years	16.00% 16
▼ I do not live here	16.00% 16
Total Respondents: 100	

Residency (Please check all that apply)

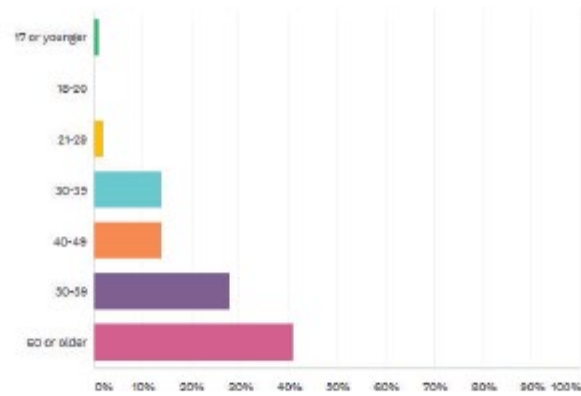
Answered: 99 Skipped: 1



ANSWER CHOICES	RESPONSES
▼ I own a home in Cape Charles	73.74% 73
▼ I rent a home in Cape Charles	9.09% 9
▼ I live in Cape Charles full-time	34.34% 34
▼ I live in Cape Charles part-time	26.26% 26
▼ I only vacation in Cape Charles	4.04% 4
▼ I own a business in Cape Charles	5.05% 5
▼ I live in Cape Charles but work elsewhere	10.10% 10
▼ I am registered to vote in Cape Charles	31.37% 31
▼ I work in Cape Charles	11.11% 11
Total Respondents: 99	

Which group below includes your age?

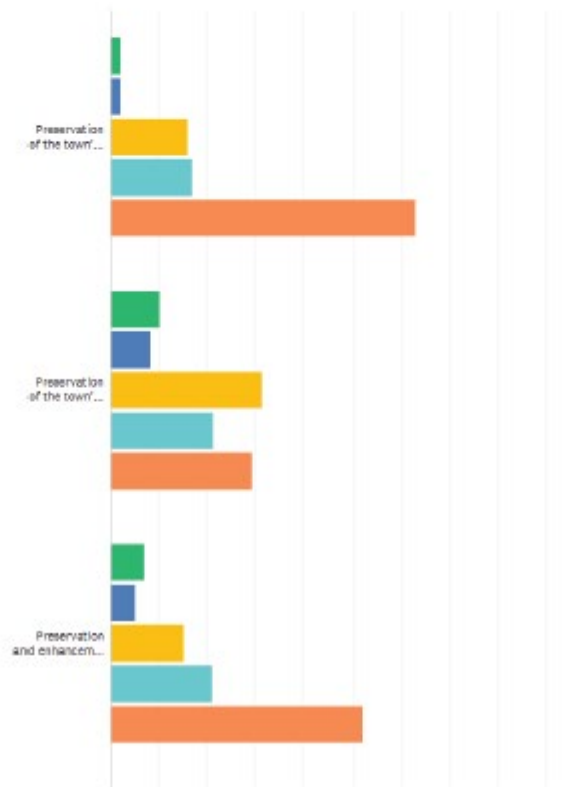
Answered: 100 Skipped: 0

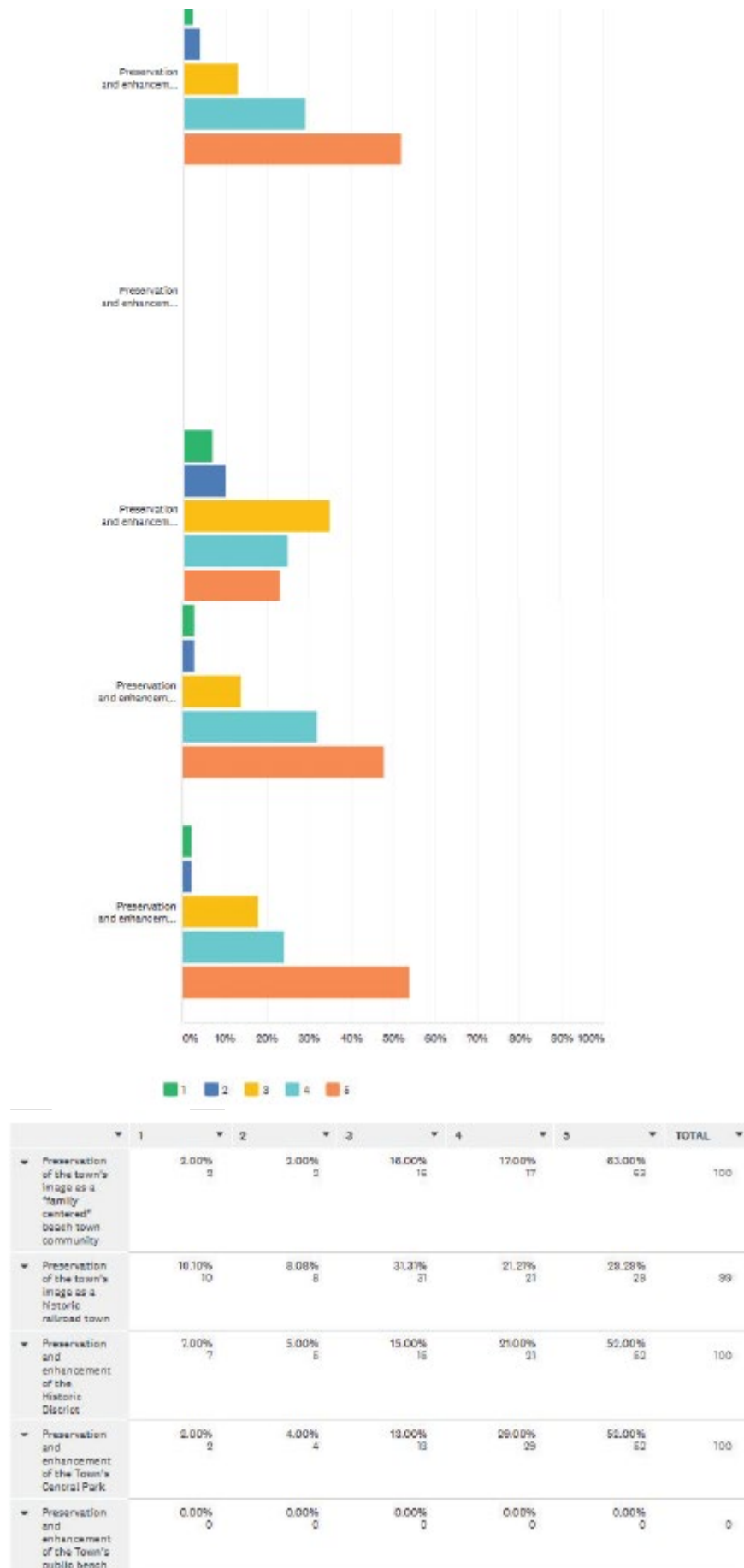


ANSWER CHOICES	RESPONSES
▼ 17 or younger	1.00% 1
▼ 18-20	0.00% 0
▼ 21-29	2.00% 2
▼ 30-39	14.00% 14
▼ 40-49	14.00% 14
▼ 50-59	26.00% 26
▼ 60 or older	41.00% 41
Total Respondents: 100	

Preservation - On a scale of 1 (little or no importance) to 5 (highest importance) please rate the following:

Answered: 100 Skipped: 0

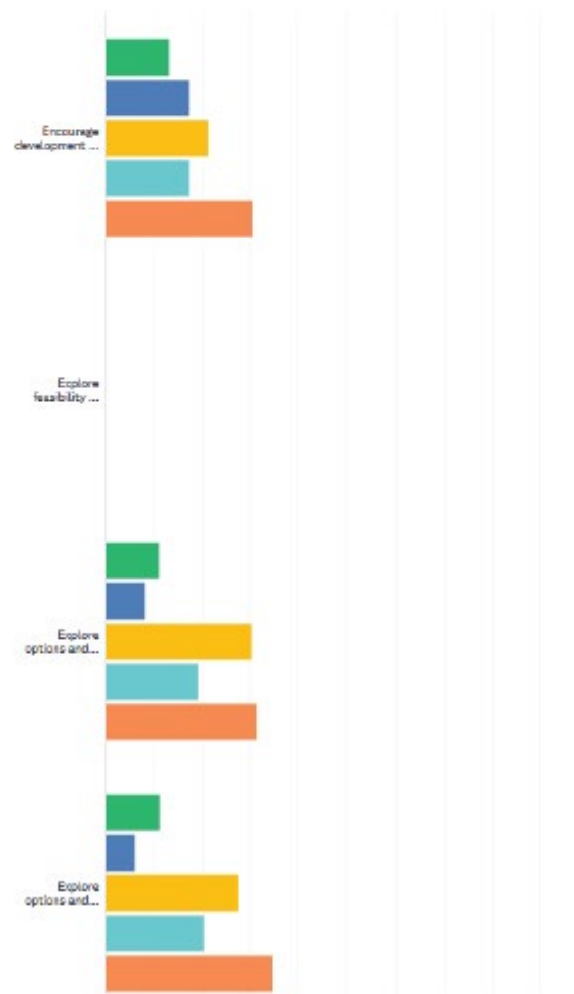


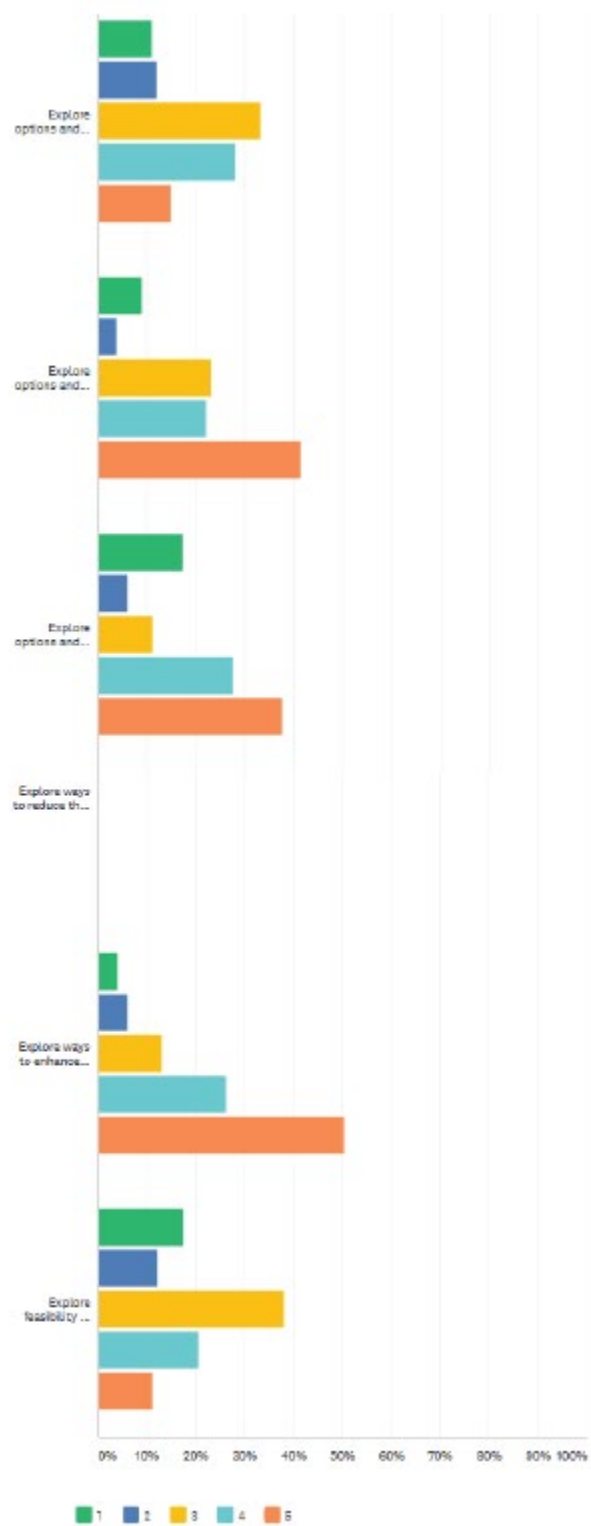


▼ Preservation and enhancement of the Town's Welcome Center	7.00% 7	10.00% 10	25.00% 25	25.00% 25	33.00% 33	100
▼ Preservation and enhancement of the Town's deep-water harbor	3.00% 3	3.00% 3	11.00% 11	24.00% 24	57.00% 57	100
▼ Preservation and enhancement of the Town's retail center	3.00% 3	3.00% 3	14.00% 14	32.00% 32	48.00% 48	100
▼ Preservation and enhancement of the Town's open spaces	2.00% 2	2.00% 2	18.00% 18	24.00% 24	54.00% 54	100

Development: On a scale of 1 (little or no importance) to 5 (highest importance) please rate the following:

Answered: 35 Skipped: 1

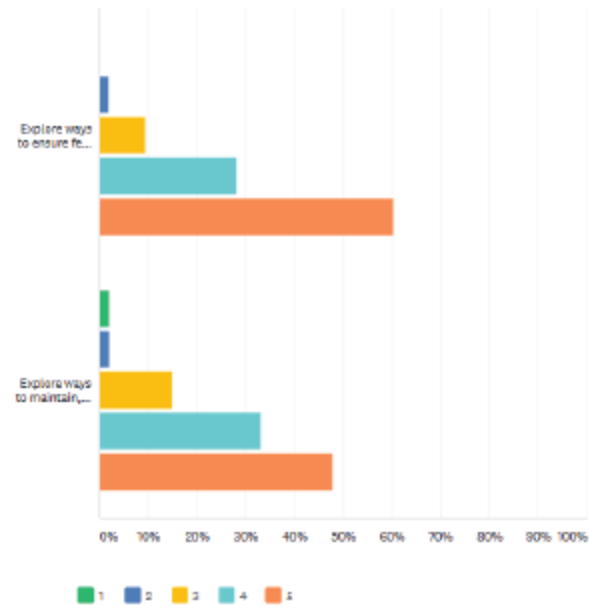




	1	2	3	4	5	TOTAL
Encourage development of affordable workforce housing (apartments, condominiums, single-family dwellings)	18.27% 13	17.35% 17	21.43% 21	17.35% 17	30.61% 30	88
Explore feasibility of expanding the Cape Charles town limits to Lankford highway (Route 3)	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Explore options and sites for the development of off-street parking	11.11% 11	8.00% 8	20.20% 20	19.19% 19	21.31% 21	99
Explore options and sites for the development of public restrooms	11.22% 11	6.12% 6	27.55% 27	20.41% 20	34.69% 34	98
Explore options and sites for the development of a Community Center	11.11% 11	12.12% 12	33.33% 33	28.28% 28	15.15% 15	99
Explore options and sites for the development of a town recycling site	9.09% 9	4.04% 4	23.23% 23	22.22% 22	41.41% 41	99
Explore options and sites for the development of designated golf cart pathways in an effort to reduce congestion and enhance safety in town	12.35% 12	6.12% 6	11.22% 11	27.55% 27	37.76% 37	98
Explore ways to bring more tourists into Cape Charles throughout the year	12.12% 12	10.10% 10	28.28% 28	24.24% 24	25.25% 25	99
Explore ways to reduce the number of Vacation Rentals by Owner	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Explore ways to enhance access to medical center. (Helipad, non-emergency medical access, etc.)	4.04% 4	6.06% 6	13.13% 13	25.25% 25	50.51% 50	98
Explore feasibility of developing a permanent Welcome Center	12.53% 12	12.37% 12	38.14% 37	20.62% 20	11.34% 11	97

Wastewater and Storm Water: on a scale of 1 (little or no importance) to 5 (highest importance) please rate the following.

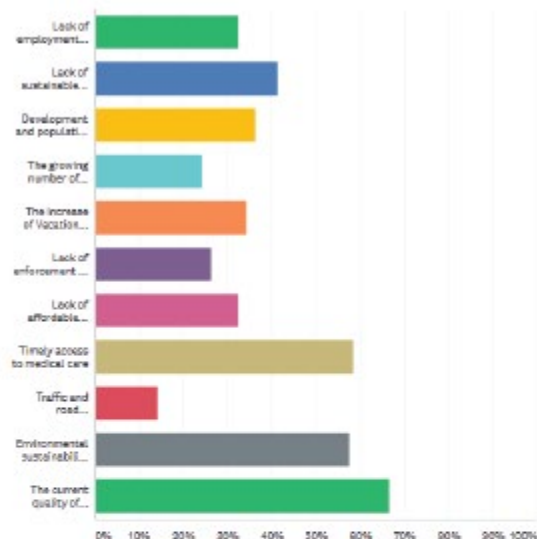
Answered: 97 Skipped: 3



	1	2	3	4	5	TOTAL
Explore ways to ensure fees for new construction to water and wastewater treatment are supported by the development company, not existing customers.	0.00% 0	1.89% 1	8.43% 5	28.30% 16	60.38% 32	53
Explore ways to maintain, enhance and improve the Storm Water management system in Cape Charles	0.12% 2	0.12% 2	14.89% 14	22.98% 21	47.87% 45	94

What concerns you most about Cape Charles's future? (Please only check top 5 concerns)

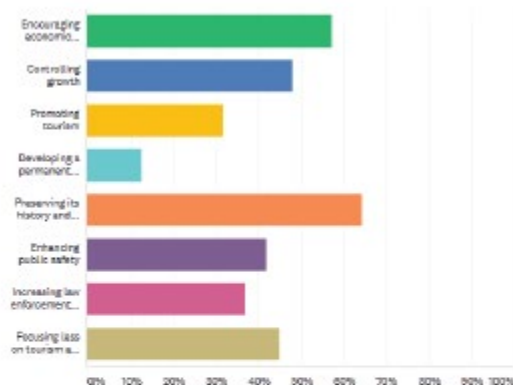
Answered: 55 Skipped: 1



ANSWER CHOICES	RESPONSES
▼ Lack of employment opportunities	32.32% 32
▼ Lack of sustainable workforce	41.41% 41
▼ Development and population growth	36.36% 36
▼ The growing number of tourists	24.24% 24
▼ The increase of Vacation Rentals by Owner	34.34% 34
▼ Lack of enforcement of laws pertaining to Golf Cart usage	26.26% 26
▼ Lack of affordable workforce housing	32.32% 32
▼ Timely access to medical care	36.36% 36
▼ Traffic and road maintenance	14.14% 14
▼ Environmental sustainability (wells, septic systems, water treatment, waste management, etc)	37.58% 37
▼ The current quality of drinking water	66.67% 66
Total Respondents: 55	

As it plans for the future, what should Cape Charles Comprehensive Plan focus on? (Please only check your top 5 concerns)

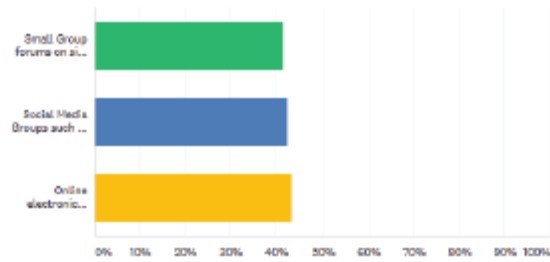
Answered: 55 Skipped: 2



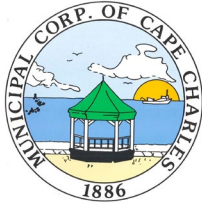
ANSWER CHOICES	RESPONSES
▼ Encouraging economic development	57.14% 55
▼ Controlling growth	41.56% 47
▼ Promoting tourism	31.63% 31
▼ Developing a permanent "Welcome Center"	12.34% 13
▼ Preserving its history and architectural quality	64.29% 63
▼ Enhancing public safety	41.84% 41
▼ Increasing law enforcement presence in the summer months	36.73% 36
▼ Focusing less on tourism and more on the needs of residents.	44.90% 44
Total Respondents: 55	

In your opinion, what is the best way to gain access to our diverse population?

Answered: 96 Skipped: 4



ANSWER CHOICES	RESPONSES
Small Group forums on site at schools, churches, clinic and social organizations	41.67% 40
Social Media Groups such as Facebook	42.71% 41
Online electronic survey options	43.75% 42
Total Respondents: 96	



DRAFT
PLANNING COMMISSION
Work Session
Cape Charles Civic Center
December 16, 2019
3:00 p.m.

At 3:00 p.m., Chairman Bill Stramm, having established a quorum, called to order the Work Session of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Diane D'Amico, Paul Grossman, Jim Holloway and Dennis McCoy. Michael Strub was not in attendance and there was one vacancy on the commission. Also, in attendance were Town Planner Zach Ponds and Deputy Clerk Tracy Outten. There were no members of the public in attendance.

CONSENT AGENDA

Motion made by Jim Holloway, seconded by Paul Grossman, to approve the agenda format as presented. The motion was approved by unanimous vote.

ORDER OF BUSINESS

A. *Comprehensive Plan Update*

Discussion was as follows: (i) Bill Stramm reiterated that the Commissioners needed to look through comprehensive plans from other localities for guidance. (ii) Bill Stramm said Michael Strub's submitted draft for the Environment chapter was good. (Please see attached.) (iii) Jim Holloway had a draft for the Land Use chapter but wanted to know what the railroad property should be called. The Commissioners suggested the land to be called former railroad property or Harbor District. Paul Grossman informed Jim Holloway that the ordinance and master plan would have helpful information. (iv) Bill Stramm updated the Commissioners on the Transportation chapter and said the highlighted areas would have added verbiage. (Please see attached.) He would like any comments emailed to him. (v) Bill Stramm said a map with all the streets would be very useful. Zach Ponds responded that he would provide a map. (vi) Paul Grossman explained how his compiled data was used to configure the charts and added that he did not agree with some of the totals. (vii) Bill Stramm suggested having the following as a source of information: (1) transient occupancy tax information to see how much the businesses were making; (2) a map of the town corridor and a map that showed all complete and incomplete sidewalks; and (3) a daily traffic volume table. (viii) There was some discussion on what improvements were completed from the current comprehensive plan. (ix) Bill Stramm said the town should know how many houses were lived in full-time and how many were seasonal rentals. (x) Jim Holloway asked for the new name of the former Bayshore Concrete because it was referenced in the current comprehensive plan. Zach Ponds answered he thought their name was Coastal Precast Systems. (xi) After Bill Stramm briefly read through the survey results, there was discussion on the phase II workshops; and (xii) Dennis McCoy provided a draft of the goals and topic outlines that would be included in the Economy chapter.

Bill Stramm would like all Commissioners to continue working on their assigned chapters. He needed Tracy Outten to resend Diane D'Amico and Jim Holloway's list of stakeholders and to provide hard copies of the survey results to the Commissioners.

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

The meeting adjourned at 4:53 p.m.

Chairman Bill Stramm

Deputy Clerk

DRAFT

Cape Charles Comprehensive Plan Update

Environment

Chesapeake Bay - Covering nearly 200 miles from Baltimore to Cape Charles with an average width of 30 miles, the Chesapeake Bay is the life blood of our town. It is more important to the town's survival than the other environmental components combined. Its tributaries and creeks infuse the area with a sense of health and well-being that is very precarious. Like the blood in our bodies, the chemical composition of the salt-water of the bay is very delicate and sensitive to slight variations. The bay is defenseless against unwelcome deposits which occur daily and which poison the water. According to data submitted to the US environmental protection agency in 2014, 80% of the Chesapeake Bay's title segments are partially or fully impaired by toxic contaminants. The November 2019 issue of AARP bulletin contains a special report entitled "The Cure for Everything" With respect to environmental effects on the human body, it mentions that pollution, air and water quality, environmental allergies, and a host of other environmental factors can trigger and sustain inflammation, including damage to the healthy cells in our body. A 1981 report by the American Universities Field Staff details the devastating effects on the South Padre Island (Texas) economy from the blowout of a Mexican oil well in the Gulf of Mexico in 1979. The damage to our local economy from the toxicity of the Chesapeake Bay water could range anywhere from a temporary annoyance such as closing the beach in the summer for a day or two to a significant decrease in the tourist trade and even possibly loss of economic life with our town left as a ghost town, a not uncommon phenomenon in our country.

Since the water in the Chesapeake Bay is not partitioned, pollutants which affect the water quality in the dumping area affect the entire body of water. Unfortunately, the pollutants from the poultry-farm based economy interests of our neighboring county to the north, Accomack County, threaten the fishing and wildlife interests of our county (Northampton) and town (Cape Charles). A January 2019 report by Waterfront Law on large poultry farming operations on Accomack County concludes that the massive amount of manure waste generated by large poultry farming operations will increase as poultry farms increase on the Eastern shore with associated environmental harm. In addition, the poultry farms remove significant quantities of ground water from the aquifers that serve as the sole source of freshwater for the Virginian Eastern shore. Nevertheless, the negative impacts to the environment are offset by the economic benefits to residents of the Eastern shore. This report's conclusion reveals the cross-county tensions that exist with respect to the conflicting economies. Thus, a constant, challenging, and delicate balancing strategy must be devised and implemented to ensure that harmful economic impacts from pollutants to the bay and harmful economic impacts from excessive poultry farming restrictions are minimized.

Much effort is being expended by local, county, state and federal governments as well as charitable organizations to maintain the sustainability of the bay so that crabs, oysters, and clams may flourish, beaches may be populated, and waterman may earn their keep. One of the key goals of our environment is to intensify the monitoring of all measures of the bay's health and take whatever steps are necessary to ensure its continued health. The Waterfront Law report concludes, "Any real progress is more likely to be made at the grassroots level rather than in Richmond or Washington DC. The ways for this to come about include citizen participation in the issuance and/or renewal of permits issued under the ground water management act of 1992, participation in the issuance and/or renewal of the VPDES (Virginia Pollution Discharge Elimination System) permits, court challenges if these permits are lenient in ways that contravene the governing statutes and grassroots public pressure."

Other Natural Resources - Also of note, critical wildlife habitats such as wetlands, natural areas, and the public beach, or present within the town's boundaries and nearby. The town's concern for its natural resources is illustrated by projects to maintain the beach as well as participation in Virginia's Clean Marino program. Land-use policies must continue to take into account the importance of the local environment to protect these resources for present and future generations.

The town is laid out on a European style village concept with most services and amenities within walking distance or a very short drive. Charming architecture in the historic district, first class golf courses, excellent restaurants, combined with the sweeping beauty of the Chesapeake Bay make Cape Charles a lovely place to live work and visit. The overall health of the bay and it's tributaries you is the most important component of the Cape Charles environment.

An abundance of natural resources exist in Cape Charles. Critical wildlife habitats such as wetlands, natural areas, and the public beach, are present within the town's boundaries and sanity.

Ground water resources must be protected. The towns public utility systems have allowed for denser development in Cape Charles than in the rest of Northampton County.

Open space should retain existing vegetation, particularly trees, native plants, landscapes, and wildlife habitats, unique land characteristics, natural features, rare or endangered species areas, archaeological sites and other unusual natural or man-made site characteristics. Parks, particularly Central Park. Should continue with the program of upgrades and beautifications.

Environment Priorities

1. Active participation with county, state, and federal efforts to protect the Chesapeake Bay for

watermen, recreation, and future generations.

2. Strengthen and enhance the town's green Infrastructure
3. Protect the town's scenic, recreational, and open space resources.
4. Maintain landscape enhancement in and around the town.
5. Protect the town from the deleterious effects of global warming.

TRANSPORTATION

Introduction

As in all areas, the local transportation network has played a key role in shaping many aspects of Cape Charles. Since the town's inception, the harbor and the railroad have served as important regional transportation facilities that have created an environment conducive to the physical and economic growth of the town. The historic street grid system and its arterial connections to the regional street system have also been important in the transportation of people and goods. These elements of the transportation system will continue to play an essential role in the future of Cape Charles.

Existing Roadway System

Recent Annual Average Daily Traffic (AADT) data indicates that although traffic is expected to increase as population and seasonal activity increase, the town's 2020 Transportation Plan does not anticipate that the capacity of the town's street system will be exceeded in the foreseeable future. However, increased traffic may result in need upgrades for certain areas, such as the intersection of Fig Street and Randolph Avenue and the portion of Route 642 known as "the hump."

Other features of the local transportation system may also require improvements. Alley ownership in the Historic District needs to be completed so that a plan for improvements and maintenance can be created. Improvements to the town's sidewalks and multi-use paths are also needed to support alternative means of transportation such as walking, biking, and golf cart usage, which are expected to be used more frequently as the population increases.

The local transportation system links the town to the rest of the region. Routes 184 and 642, the town's two main arterial roads, intersect Route 13. Since Route 13 and portions of Routes 184 and 642 are outside the town's boundaries, the town must continue to work with VDOT and Northampton County as they plan for the future of these roads.

Cape Charles was in the transportation business for most of its early life. Train, ferry and automobile transportation were the reasons for the town's existence. More than 230,000 railcars moved through Cape Charles per year in the 1920s. That equates to about one barge load each hour of the day every day of the year. During the height of the automobile and passenger ferry business, Cape Charles had about 30 ferry dockings per day and each carried about 100 cars plus people.

The core of Cape Charles is a part of town that is six blocks by seven blocks laid out about 1885 before automobiles. The streets are distinctive to that time period. An addition of eleven blocks between Pine Street and the Chesapeake Bay, called the Sea Cottage Addition, was constructed about 1909. This addition took into consideration automobiles and added alleys between the backs of the lots. Another small addition from Fig to Fulcher Streets, made later, also had alleys. The original design and layout of the town was adjacent to and just north of the railroad and its property, around which Cape Charles came into being.

The recent revisal of Cape Charles and the current and planned future development focused serious attention to this infrastructure. A 2008 traffic study of future development shows that the Fig Street and Randolph Avenue intersection is the most vulnerable. A traffic calming project is needed at this intersection.

Include Figure of Town Map with all Roads

The "hump" has been a signature feature of town for years but is another problem area. An at-grade crossing alternative has been proposed and should be designed to straighten out Old Cape Charles Road from Mason Avenue to Bay Creek. The "hump" should be maintained as an alternate emergency vehicular route.

Entrance Corridor

The Town of Cape Charles is situated at the terminus of Route 184 (Stone Road) just two miles from its intersection with Route 13, the main transportation corridor of the Eastern Shore. This intersection is the gateway to the town and it is the main entry corridor. Cape Charles has worked with the county to create an Overlay District to protect these two sections of roadway as outlined in the Annexation Agreement of 1991. The corridor of land lying between Route 13 and the town boundary constitutes the edge of town. This corridor is also bounded on the north and south by King's Creek and Plantation Creek. The HTE District also includes Route 642 (Old Cape Charles Road), the south entrance to town.

Northampton County has designated this area as Town Edge and recommends this area as "future growth" for the county. Cape Charles desires to protect this corridor from commercial development while allowing the deployment of services such as water and sewer. Cape Charles desires to protect the view shed along these corridors so as to maintain the disconnection from Route 13.

Include Map of Entrance Corridor

Traffic Volume

The town has identified Mason Avenue and Bay Avenue for future street improvements. The Healthy People, Healthy Places – Community Well Being on Virginia's Eastern Shore report defines Complete Streets as roads that are designed for everyone, including people of all ages and abilities. These improvements should be designed to i) promote safety, 2) increase parking, 3) improve bicycle, pedestrian and disabled person access, and 4) create an attractive and desirable environment for residents and visitors. Identified Mason Avenue Complete Street improvements include conversion of parallel parking to reverse angle parking on one side of the street, ~~addition of bicycle lane(s)~~, reduction in lane width to calm traffic, provision of accessible parking, and aesthetic improvements that promote pedestrian safety. Bay Avenue is a priority for Complete Street improvements after Mason Avenue planning has been completed. Increased parking in the vicinity of the harbor should be addressed as the next priority.

Include Daily Traffic Volumes Table and Map

Traffic Projections

A town-wide, integrated system of bike routes, sidewalks, and multi-use paths is needed to connect existing and emerging commercial and residential areas to accommodate and promote alternative means of transportation including:

- o walking
- o bicycling
- o golf carts (designated Golf Cart Paths only)
- o personal transportation vehicles

- o water taxis
- o public transportation

Sidewalks

Community Trail

The size of Cape Charles lends itself to walking and bike riding. A Community Trail Master Plan was adopted by the Town Council in 2007. The goal of this trail is to connect the entire town by a transportation means other than automobiles. The master plan and the first and second phases of the Community Trail are complete, and the third phase is underway.

The town's Harbor District requires land owners to allow and encourage pedestrian access to the waterfront. Each development will be reviewed for this aspect of planning. The town was laid out in a grid pattern and the continuation of the grid is important to the transportation system while providing easy access to all parts of town.

Include Figure of Entire Community Trail

Harbor

The south side of Mason Avenue shall provide a visually inviting connection to the harbor for all modes of transportation.

Rail

Parking

The town has purchased 201 Mason Avenue and two lots on Randolph Avenue were included in the sale. The Randolph Avenue lots will be used for additional parking. The town has also leased property from Bay Coast Railroad for Mason Avenue parking.

Star Transit

STAR Transit has a bus route that connect major towns, including Cape Charles, and the commercial areas of Northampton and Accomack counties. This service provides public transportation and is limited to the two counties.

Include Figure with Star Transit Routes

Golf Carts

Cape Charles is a golf cart community. Each year, more are seen on the streets and their use should be encouraged as an alternative mode of local transportation. There are a few roadways on which golf carts are currently prohibited because of speed limits greater than 25 mph. All roadways in Cape Charles should have the speed reduced to 25 mph or less to allow the use of golf carts on all streets in the town. Old Cape Charles Road (Route 642) is an impediment to use of golf carts. A safe path needs to be planned to connect the historic town with the southern development.

AN/PDC Bicycle Master Plan

The Southern Tip Hike & Bike Trail is located on the Eastern Shore of Virginia Wildlife Refuge and connects to Kiptopeke State Park. There are plans to extend the trail further north along the abandoned railway. The abandoned portion of the railway does not extend into Cape Charles. However, the town intends to work with regional partners to promote a connection of the town's Community Trail to the regional Southern Tip Hike & Bike Trail.

Include Figures of Trail

Areas of Improvement

VDOT Transportation Alternatives Program (TAP)

The Commonwealth of Virginia (Code of Virginia § 33.2-214 and § 15.2-2223), legislation enacted through Chapter 729 of the 2012 Acts of Assembly, requires that local Comprehensive Plans be consistent with the Virginia Department of Transportation (VDOT) statewide Transportation Plan (VTrans 2035) and includes certain elements required by the Code of Virginia, as amended. This plan also designates Corridors of Statewide Significance but there is not designated corridor within the town. The closest corridor (Route 13) lies to the east of town. The town has identified four projects to implement goals and objectives of the VTrans 2035 Plan.

- ☐ Traffic calming at the intersection of Fig Street and Randolph Avenue (routes 184, 1105 and 1112).
- ☐ Reconstruction of Old Cape Charles Road (Route 642).
- ☐ Complete Street to support business activity in Downtown Cape Charles on Mason Avenue (Route 184).
- ☐ Street improvements to support tourist activity at the Cape Charles beach on Bay Avenue (Route 184).

Functional Classification of Cape Charles Streets

Functional classification of the highway system is required by the federal government as part of the establishment of a national defense road system. Roads are designated by VDOT and certain classifications make the road eligible to receive federal aid for improvements and maintenance, increase the frequency of VDOT maintenance inspections and also determine road design features.

Minor Arterial

VDOT defines Minor Arterial streets as streets that link cities to large towns and other generators such as major resorts, are placed at intervals so that all developed area of the state are within a reasonable distance of an arterial highway provide service to corridors with trip lengths and densities greater than those of collectors, and are expected to provide for relatively higher overall speeds, with minimum interference to through movement.

Route 184 (Stone Road, Mason Avenue) has, as of 2013, been reclassified to Minor Arterial. The upgrade in classification, part of the required decennial review of the national highway system, was the result of finding that the roads have higher volumes of traffic. The designation includes all of Stone Road I Cape Charles and continues along Route 184 westward until the intersection of Mason Avenue and Pine Street.

Major Collector

VDOT defines Major Collector streets as streets that provide service to any county seat not on the arterial system and to larger towns not directly served by higher systems, link county seats and larger towns to other larger towns and nearby routes of higher classification, and area designed to serve the more important intra-county travel corridors.

Route 184 from the intersection of Mason Avenue and Pine Street to its end on Bay Avenue has been upgraded in classification to Major Collector as a result of finding that the roads have higher volumes of traffic.

Route 642 (Old Cape Charles Road) remains a Major Collector along its entire length. No change in classification occurred in 2013.

Local Roads

VDOT defines Local Roads as roads that provide direct access to adjacent land, serves travel over relatively short distances compared to collectors and other higher systems and include all facilities not on one of the higher systems.

All roads in Cape Charles, except Routes 184 and 642, are classified as Local Roads.

The purpose of the long-range plan is to evaluate the rural transportation network and create a plan that complements Virginia's metropolitan areas. The plan is a component of the VTrans 2035. The plan contains one recommendation for the Town of Cape Charles.

VA 642 (Old Cape Charles Road) from VA 1108 to US 13

Long Term – Reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).

Six Year Improvement Plan – Only one project has been identified in the Six Year Improvement Plan, reconstruction of Old Cape Charles Road. Preliminary engineering is underway and VDOT estimates the cost to be \$6,452,000.

Goals, Objectives, Policies

1. Goal: Provide for a safe, efficient, multi-modal, and well-maintained transportation network that meets the needs of multiple users in and around the Town.

2. Goal: Develop and maintain a comprehensive system of bicycle and pedestrian facilities in the Town of Cape Charles area.

Objectives:

- a. Ensure that transportation system improvements are coordinated with land development.
- b. Provide a quality transportation system for the growth areas identified on the Future Land Use Map that results in safe and convenient access between neighborhoods, downtown, harbor, and recreational areas.
- c. Encourage pedestrian-oriented designs that support a range of transportation choices as new developments are platted and existing neighborhoods are revitalized.
- d. Plan and implement a comprehensive network of sidewalks and bicycle routes in the Town that serve neighborhoods, downtown, parks, playgrounds, and recreational areas.
- e. Encourage and support regional transit service in Northampton County.
- f. Coordinate multi-jurisdictional transportation system improvements in the Town's planning area (including Northampton County, the State, and neighboring Towns).

Dennis McCoy Comprehensive Plan Economy Draft Goals and Topic Outlines

tracy.outten@capecharles.org

From: Dennis McCoy <dennis.mccoy@outlook.com>
Sent: Tuesday, December 10, 2019 2:11 PM
To: Tracy Outten
Cc: 'Bill Stramm'
Subject: Cape Charles Comp Plan

Hi Tracy,

Here is my updated input for the Economy section of the Cape Charles Comp Plan:

Economy Draft Goals:

- #1 - Attract Tourists, Vacation and Second Homeowners
- #2 - Attract families with children
- #3 - Continue to foster Prosperity and Strengthen Households
- #4 Employment
- #5 Beach Parking as a source of Town Revenue

Economy Topic Outlines:

- #1 - a). Work with Eastern Shore of Virginia Tourism and others to promote Cape Charles - Cape Charles Comprehensive Plan 2016
- #1 - b). Work with Cape Charles Main Street as a force multiplier on this topic
- #2 - a). Education - The quality of public schools in the region create a challenge to recruit new residents whether they are young families or singles - Cape Charles Main Street Market Study 2018
- #2 - b). Consider working with the Northampton School System to implement the Escuela Nueva learning model which has worked well in Columbia (or the North America equivalent) -
<https://govinsider.asia/connected-gov/four-ways-improve-rural-education/>
- #3 - a). Appoint a housing task force to evaluate the causes of cost-burdened households in town and provide recommendations to strengthen households - Paul Grossman's Economic Revitalization SWOT
- #3 - b). Consider working with Northampton County to designate a Residential District for manufactured housing near Cape Charles as a way to provide workforce housing.
- #4 - a). Foster the Town as an ideal location for a Custom Boat Building business - strictly a Dennis idea
- #4 - b). Work with Cape Charles Main Street to put in place a fresh food/product type business - Cape Charles Main Street Market Study 2018
- #5 - a). Install parking meters along Bay Avenue on the beach side. The revenue from these meters could be used to fund beach cleanup and repair - Cape Charles Comp Plan Survey.

Thanks,
Dennis McCoy



PLANNING AND ZONING DEPARTMENT MONTHLY REPORT

Prepared By: Zach Ponds – Town Planner
Date: December 17, 2019
Subject: December 2019 Monthly Report
Attachments: None

Historic District Review Board:

The Historic District Review Board work session was held on December 6 to review and discuss possible updates to the Historic District Guidelines. The Board held its regular meeting on December 17 to hear two applications for Certificates of Appropriateness. There were two pre-application meetings for a possible Certificates of Appropriateness application this month. There are currently two openings for Board members on this Board.

Harbor Area Review Board:

The Harbor Area Review Board met on December 11 to hear an application for a Harbor Development Certificate for 1100 Bayshore Road. The application was recommended approval with conditions to Town Council. The Board also heard a presentation by staff regarding a possible procedure update related to the harbor area.

Board of Zoning Appeals:

The Board of Zoning Appeals met on December 17 to hear an application for a variance from the side yard setback requirements for a proposed single-family home, which was denied.

Wetlands and Coastal Dune Board:

The Wetlands and Coastal Dune Board did not meet.

Items of Interest:

- The grant for 48 Willow Oak trees and six benches along Washington Avenue was approved, and the trees and benches have been delivered. The trees will likely be installed on Thursday, December 19.



PLANNING COMMISSION

STAFF REPORT

Meeting Date: January 7, 2020

Item #: 6A

Prepared By: Zach Ponds – Town Planner

Site Address: 333 Madison Ave (tax map #83A1-1-183 & #83A1-1-186)

Applicant: Edmund and Amy Sabo

Owner: Edmund and Amy Sabo

Proposed Development: Conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue

Current Zoning: Single-Family Residential (R-1): This zoning district is intended to provide quiet, medium density, single-family residential development plus provide open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children, and to restrict all activities of a commercial nature as described in Section 3.6-A of this ordinance, known as Commercial District C-1, which states “These commercial activities are characterized by heavy traffic, noise, and congestion of people and passenger vehicles and by large office buildings and retail establishments,” and to promote a convenient, attractive, and harmonious community. This section is created in recognition of the existence of developed areas where single-family and duplex dwelling currently exist on lots of 5,600 square feet and where the characteristics of the neighborhood include both permanent as well as seasonal residents.

Historic District Overlay: The purpose of this district is to provide for protection against destruction or encroachment upon historic areas, buildings, monuments, or other features, or buildings and structures of recognized architectural significance which contribute or will contribute to the cultural, social, economic, political, artistic, or architectural heritage of the Town of Cape Charles and the Commonwealth of Virginia. It is the purpose of the district to preserve the designated

historic areas and historic landmarks and other historic or architectural features, and their surroundings within a reasonable distance, from destruction, damage, defacement, and obvious incongruous development or uses of land and to ensure that buildings, structures, streets, walkways, or signs shall be erected, reconstructed, altered, or restored so as to be kept architecturally compatible with the character of the general area in which they are located and with the historic buildings or structures within the district.

Accessory Dwelling Unit Regulations:

One accessory dwelling may be maintained on a property in the R-E, R-1, R-2 and CR zoning districts, contingent upon approval as a conditional use in accordance with Section 4.3, and subject to the following:

A. Physical characteristics.

1. Accessory dwellings shall be located in an accessory building.
2. Accessory dwellings shall not have a floor area exceeding 45 percent of the floor area of the main building.
3. Accessory dwellings shall have one kitchen and one bathroom.
4. Accessory buildings containing an accessory dwelling shall maintain the exterior appearance of an accessory building and shall not have the appearance of a single-family dwelling.

B. Occupancy characteristics.

1. Length of stay – No accessory dwelling unit shall be occupied by any person or persons, whether paying a fee for such occupancy or not, for a period less than thirty (30) consecutive calendar days. Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles the owner of the subject lot of record upon which the accessory dwelling unit sits shall provide occupancy documentation and/or information as requested, either verbally or in writing. Failure to do so may result in the revocation by the Cape Charles Town Council of the conditional use status for the accessory dwelling unit according to Article IV, Section 4.3.F.
2. Inspections – All accessory dwelling units shall be inspected annually not later than fifteen (15) days from the anniversary date of the conditional use permit being approved by Town Council.

C. Other requirements.

1. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
2. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.
3. Parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1 C. 6. (Table of Parking Standards) using both on and off-street parking areas. An accessory dwelling unit must have one off-street parking space per dwelling unit bedroom.
4. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic District Overlay.

Description of Proposed Project:

The applicant would like to construct an accessory dwelling unit on the currently vacant lot, with the dwelling unit located on the second floor and a garage located on the first floor. The applicant has stated they would use the accessory dwelling unit as a guest house. There will be a home constructed on the lot at the same time as the accessory dwelling unit. A Certificate of Appropriateness was approved for the proposed project at the October 15 Historic District Review Board meeting.

Staff Analysis:

Section 4.3 of the zoning ordinance states “conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provision of this ordinance in the specific districts provided that the Town Council, upon recommendation by the Planning Commission, shall find that after duly advertised public hearing the use will not:

1. Adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood.
2. Be detrimental to the public welfare or injurious to property or improvements in the neighborhood.
3. Be in conflict with the purpose of the comprehensive plan of the town. In granting any conditional use permit, the Town Council shall designate such conditions as it determines necessary to carry out the intent of this ordinance.

The proposed project meets all of these provisions.

Section III-A.5.1.2 of the Comprehensive Plan discusses the overall policies for Cape Charles neighborhoods, specifically promoting compatible infill development and renovation within established neighborhoods. The Comprehensive Plan states to “promote accessory dwelling units to add diversity of housing types, while maintaining the neighborhood character and providing affordable housing options.”

The proposed project meets the Comprehensive Plan goal of promoting accessory dwelling units within established neighborhoods.

Section 4.2.J.C.3 of the zoning ordinance states “parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1.C.6 (Table of Parking Standards) using both on and off-street parking areas.” Section 4.5.1.C.6 requires a minimum of one space per accessory dwelling unit bedroom.

The proposed project meets the requirements of the zoning ordinance. There will be two parking spaces located in the garage, along with additional off-street parking on the concrete driveway.

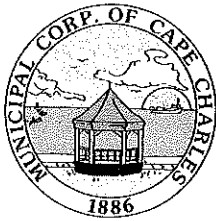
Staff Recommendation:

Staff recommends Planning Commission recommend **APPROVAL** to Town Council for Item 6A as proposed.

Attachments:

Attachment 1 – Application and Documents

Attachment 2 – Location Map



CONDITIONAL USE PERMIT APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

CONDITIONAL USE PERMIT CHECKLIST - all documents can be emailed to the above email

- ☒ Completed application (if applicable, attach accessory dwelling checklist and documents)
- ☒ Letter of intent clearly explaining project
- ☒ Existing site plan or survey
- ☒ Proposed site plan or survey (if applicable)
- ☐ Names and addresses of adjacent property owners
- ☒ Payment of Fees (single-family detached residential \$600; all other \$800)

PROJECT INFORMATION

Name of Project: _____
Property Address: 333 MADISON AVE
Brief Description of Project: GARAGE W/APT (SINGLE FAMILY HOME)
Zoning District: _____ Current Use: Ø Proposed Use: GARAGE W/APT

OWNER INFORMATION

Name and Company: EDMUND J & AMY L SABO
Mailing Address: 11912 STONEHEDGE DR FREDERICKSBURG 22407
Phone Number: E: 540 905 2237 Email: E: edmund.sabo@gmail.com
A: 540 220 0216 A: a.l.w.sabo@gmail.com

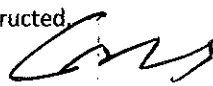
APPLICANT INFORMATION

☒ check here if applicant is owner

Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Applicant:  Date: 10.29.19



Town of Cape Charles Planning & Zoning Department
2 Plum St. • Cape Charles, VA 23310 • 757-331-2036 • capecharles.org

333 Madison Ave Conditional Use Permit

Overview:

The garage at 333 Madison Ave will have a small studio apartment on the second floor. The second floor is approximately 340 sq ft and will be used as guest space for family and friends. The first floor of the building will be used as a garage. The property is on a corner lot, with parking available on both Madison Ave and Peach Street. The garage also has a concrete pad connecting the driveway cut and the garage.

Materials:

Two car garage 20x24 (480 sq. ft) with 341 sq. ft second floor
2 bays with raised paneled doors
12/12 gable roof
30-year shingles to match home
Siding to match home
18' shed dormer facing south
Windows and doors to match home
Exterior stairs on West side
 P/T materials
 4x4 landing

SURVEYORS CERTIFICATION

I, MARSHALL B. PARKS, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



OWNERS CONSENT AND DEDICATION.

THE PROPERTY LINE VACATION & CREATION OF PARCEL A AS SHOWN HEREON IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNER. ALL STATEMENTS AFFIXED TO THIS PLAT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

EDMUND J. SABO, II - EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST DATE

COUNTY OF _____ STATE OF _____ TO WIT:

I, _____ A NOTARY PUBLIC IN, AND FOR

THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT EDMUND J. SABO, II WHOSE NAME IS SIGNED TO THE FOREGOING WRITING, BEARING DATE ON THE _____ DAY OF _____, 20____ HAS ACKNOWLEDGED THE SAME BEFORE ME IN MY COUNTY AND STATE AFORESAID, GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

AMY L. SABO - EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST DATE

COUNTY OF _____ STATE OF _____ TO WIT:

I, _____ A NOTARY PUBLIC IN, AND FOR

THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT AMY L. SABO WHOSE NAME IS SIGNED TO THE FOREGOING WRITING, BEARING DATE ON THE _____ DAY OF _____, 20____ HAS ACKNOWLEDGED THE SAME BEFORE ME IN MY COUNTY AND STATE AFORESAID, GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20____.

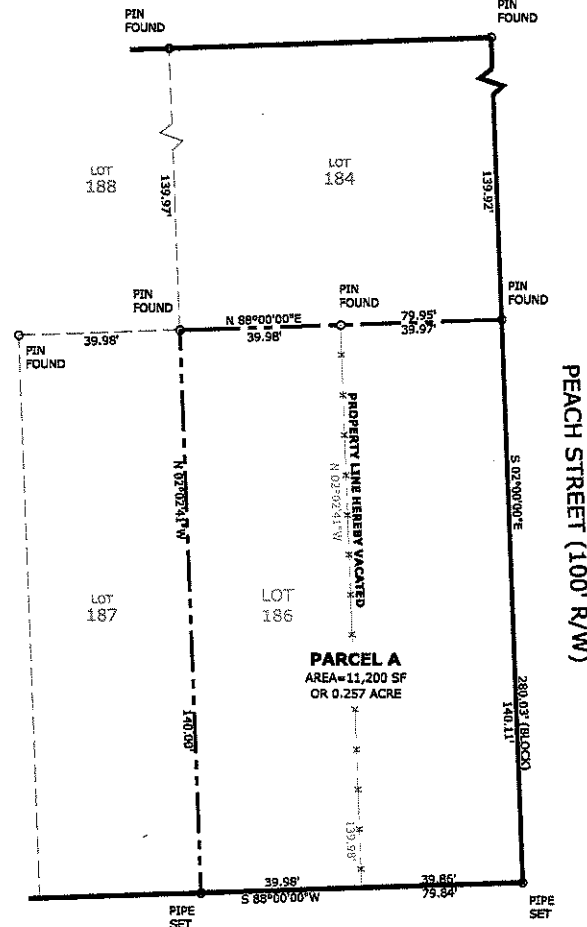
NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

APPROVALS

_____, DATE: _____
TOWN OF CAPE CHARLES

JEFFERSON AVENUE (70' R/W)

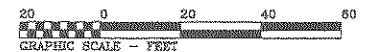
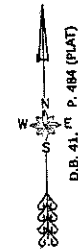


MADISON AVENUE (70' R/W)

PLAT OF SURVEY
SHOWING
PROPERTY LINE VACATION
BETWEEN LOTS 183 & 186
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
APRIL 15, 2019

GENERAL NOTES:

- OWNERS: EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST
- TAX PARCEL: 83A1-1-183 & 83A1-1-186
- SOURCE OF TITLE: INST. 150000818
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN APRIL 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 5111C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAPS. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.
- PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
- THIS PROPERTY IS ZONED R-1. (BSL-BUILDING SETBACK LINES) FRONT SETBACK IS 30' (OR EQUAL TO ADDITION) SIDE SETBACKS ARE 5' REAR SETBACKS ARE 25' ACCESSORY ARE 5'



**ACCOMACK-NORTHAMPTON
SURVEYING & MAPPING PLLC**

36308 Lankford Highway, Belle Haven, Virginia 23308
Mail Address: 11403 Haron Drive, Machipongo, Virginia 23405
Phone: (757) 709-4192

DRAWN BY: 2995	SCALE: 1" = 20'
CHKD BY: JBL	BACK TRAV. BY: MBP
FIELD BOOK:	JOB NUMBER: 915

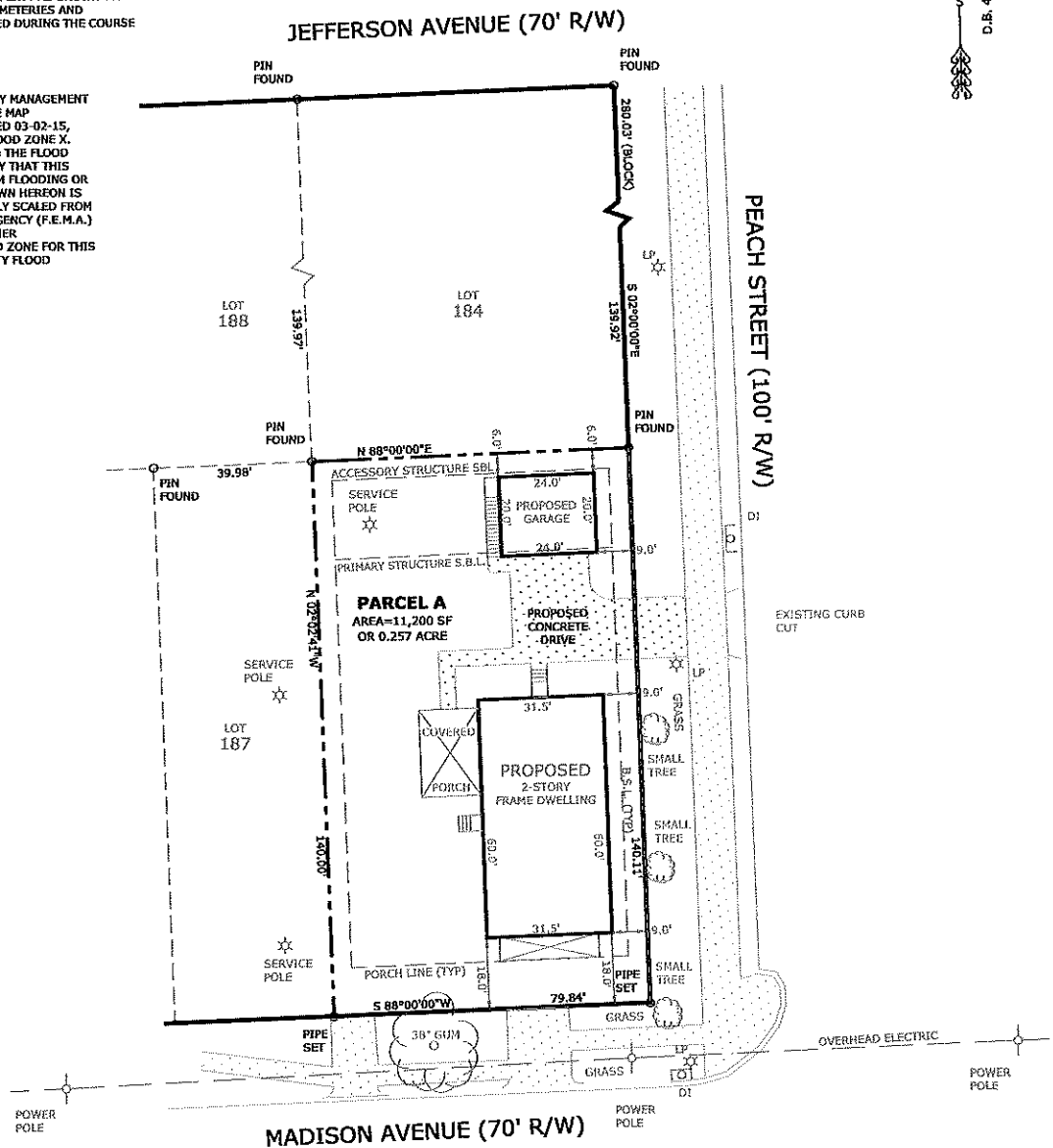
GENERAL NOTES:

- OWNERS: EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST
- TAX PARCEL: 83A1-1-183 & 83A1-1-186
- SOURCE OF TITLE: INST. 150000818
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN APRIL 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
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6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAPS. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

7. PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)

8. THIS PROPERTY IS ZONED R-1.
(BSL-BUILDING SETBACK LINES)
FRONT SETBACK IS 30'
(OR EQUAL TO ADJOINER)
SIDE SETBACKS ARE 5'
REAR SETBACKS ARE 25'
ACCESSORY ARE 5'



SURVEYORS CERTIFICATION

I, MARSHALL B. PARKS, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.

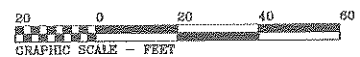


APPROVALS

TOWN OF CAPE CHARLES

DATE: _____

SITE PLAN
SHOWING PROPOSED IMPROVEMENTS TO
PARCEL A
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
APRIL 20, 2019
REVISED: SEPTEMBER 20, 2019



**ACCOMACK-NORTHAMPTON
SURVEYING & MAPPING PLLC**

36308 Lankford Highway, Belle Haven, Virginia 23306
Mail Address: 11403 Heron Drive, Machipongo, Virginia 23405
Phone: (757) 709-4192

DRAWN BY: 2995	SCALE: 1" = 20'
CHKD BY: JBL	BACK TRAV. BY: MBP
FIELD BOOK	JOB NUMBER: 915

LOT 188

LOT 184

139.97'

S 02°00'00"E
139.92'

PIN FOUND

PIN FOUND

N 88°00'00"E

39.98'

PIN FOUND

ACCESSORY STRUCTURE SBL

SERVICE POLE

24.0'
20.0'
24.0'

PROPOSED GARAGE

PRIMARY STRUCTURE S.B.L.

PARCEL A

AREA=11,200 SF
OR 0.257 ACRE

PROPOSED
CONCRETE
DRIVE

SERVICE POLE

LOT 187

N 02°02'41"W

140.00'

COVERED
PORCH

PROPOSED
2-STORY
FRAME DWELLING

B.S.L. (TYP) 140.11'

9.0'
GRASS
SMALL TREE

SMALL TREE

9.0'
SMALL TREE

SERVICE POLE

PORCH LINE (TYP)

79.84'

S 88°00'00"W

PIPE SET

38" GUM

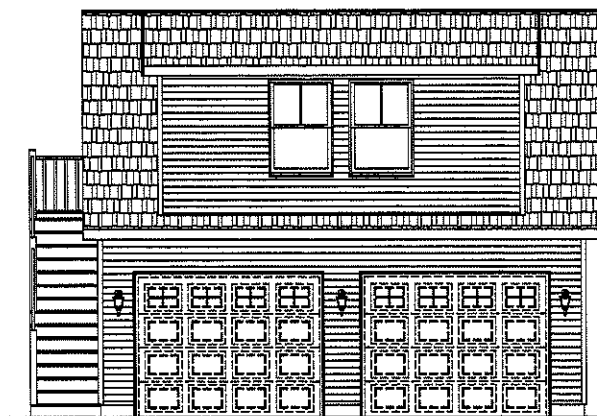
GRASS

GRASS

POWER POLE

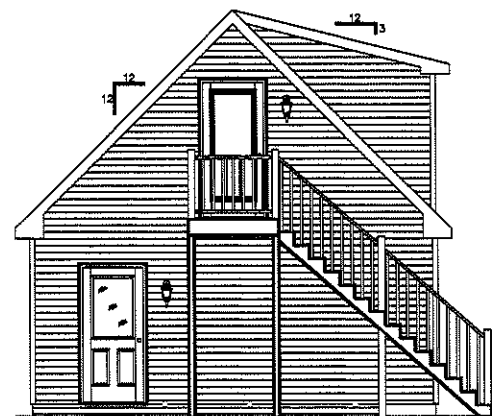
DI

70' D.W.



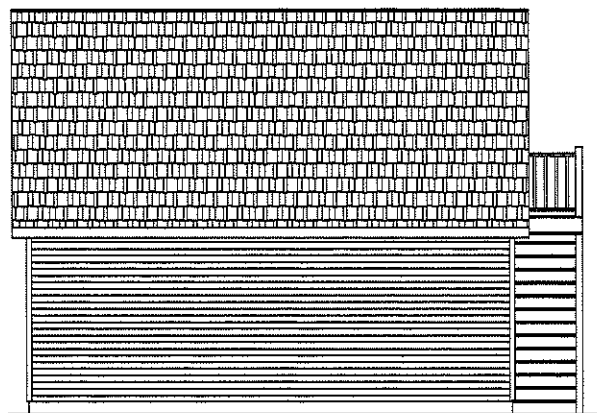
FRONT ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON



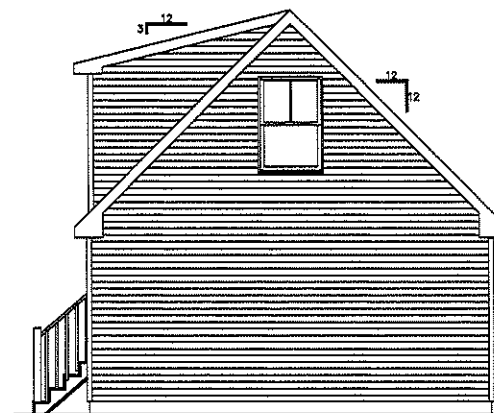
LEFT ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON



REAR ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON



RIGHT ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON

MAINSTREET DOUBLE 4" SIDING

GARAGE IS TO BE ON-SITE BY OTHERS AND IS TO BE USED AS A REFERENCE ONLY

LEA

2214. 1/10/2008

O#8781

PAGE 1

SE3

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY

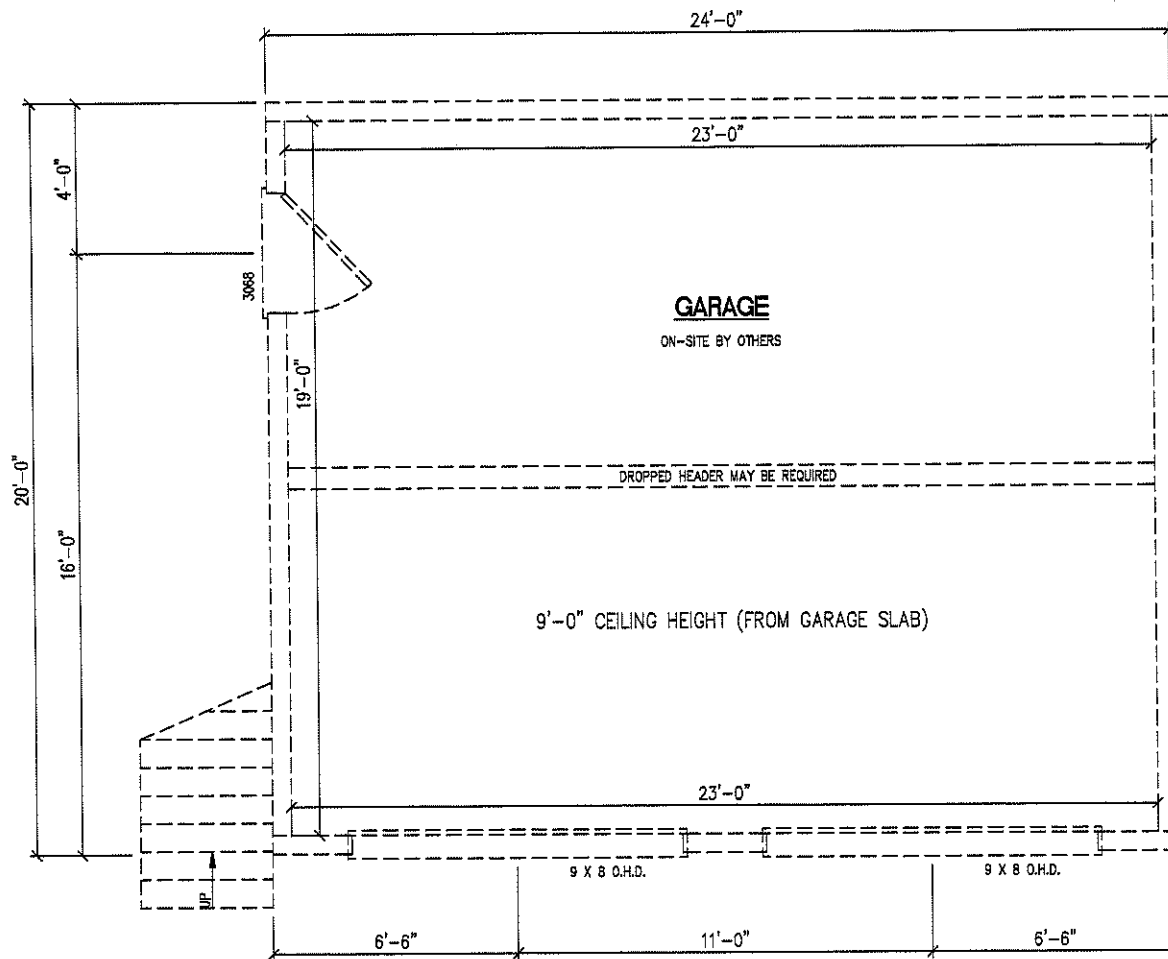
DEPENDENT BLOCK	VILLAGE BUILDERS ON THE BAY		ADDRESS	
CITY	STATE	ZIP	APR	APR
CAPE CHARLES	VA	23310	10	10
NORTHAMPTON	LEAD (LBS)	40	120	120
APR NO	SEAL NO	SEAL	TYPE	TYPE
878	1,773	1,773	CAPE	CAPE
SEAL	SEAL	SEAL	SEAL	SEAL
0.08271	0.08271	0.08271	0.08271	0.08271

DATE	REVISION	BY
8/21/19	PRELIM	JSS

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



ICON
LEGACY



NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")

FOUNDATION DRILLS, FOOTING, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE, PILES AND GRAVELSPACE
VENTILATION.
HEATING SYSTEM.
WELDING MACHINE & BRYER.
HANDSOME STAINS & DRILLING AND/OR HANDRAIL.
CHIT FLOOR COVERING AREA.
REFRIGERATOR, RANGE, & DISHWASHER.
PORCH ROOF, HANDRAIL, PILES, RAILING, FLOOR & SLAB.
DOCKTOP, WALL OVER & MOUNTING.
COUNTERTOPS, SINKTOPS AND KITCHEN DRINKS.
PAZELLE FANS.
CROWN MOULD TUNG IN BATH &L.
DOOR DOOR.
INTERIOR FINISH OF PROPOSED 2ND FLOOR.
CEILING BRACKETS.
OUTSIDE BRACKETS.

jea

SCALE: 1/8" = 1'-0"

048379

PAGE 2

CROSS SECTION / DETAIL #5

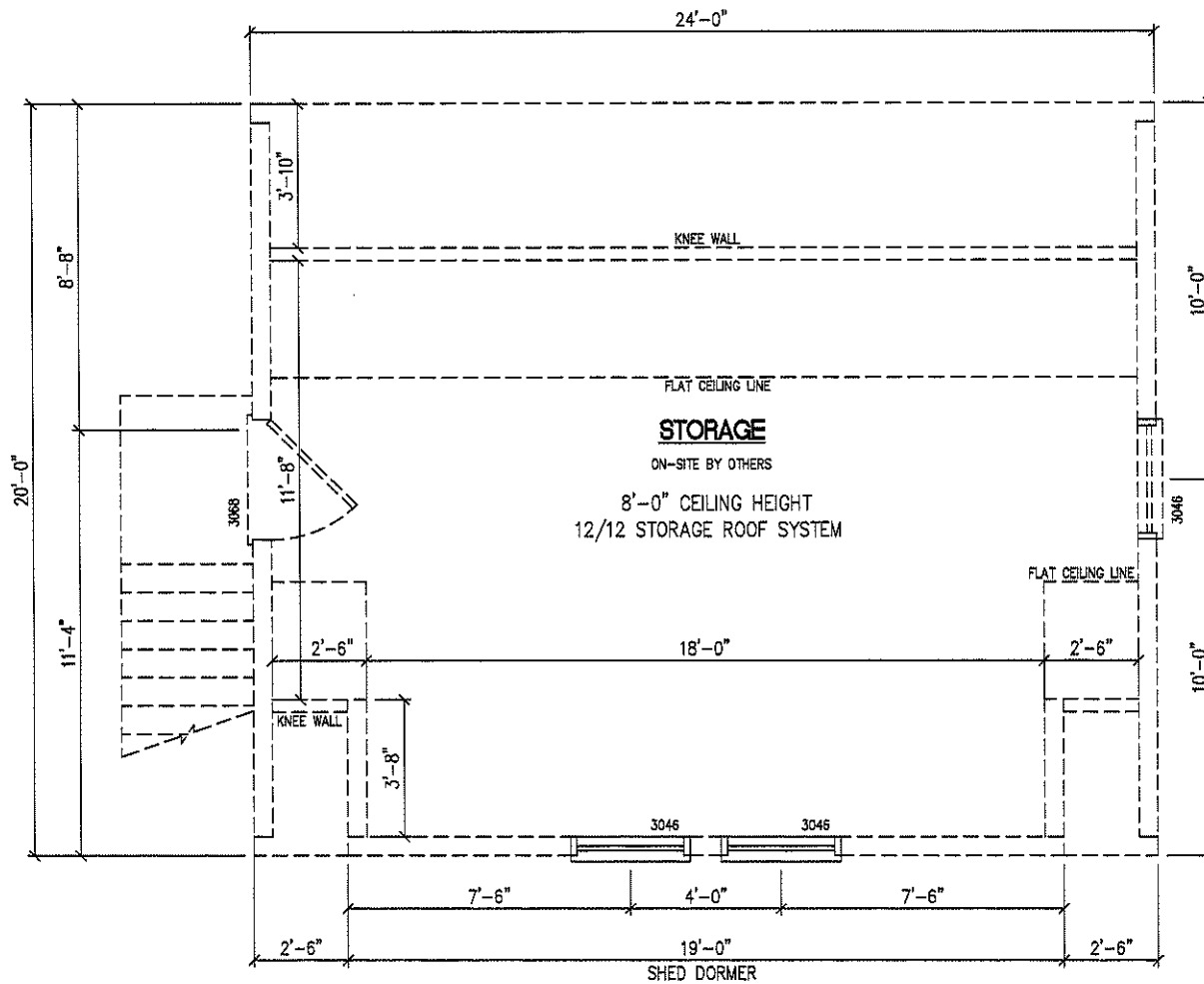
SE3

ADDRESS			
VILLAGE BUILDERS ON THE BAY			
CITY	STATE	ZIP	ZIP
CAPE CHARLES	VA	23310	23310
COUNTY	ZIP	ZIP	ZIP
NORTHAMPTON	40	40	40
INCHES	FEET	FEET	FEET
83.79	1.947	1.947	1.947
FEET	FEET	FEET	FEET
0.8379	0.8379	0.8379	0.8379

DATE	REVISION	BY
3/12/19	PRELIM	DRP
4/5/19	REV. PRELIM	DRP



246 SAND HILL ROAD
SELINS GROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC (ICON)

FOUNDATION (WALL, FOOTING, LALLY COLUMNS,
ANCHOR BOLTS, SILL PLATE) PERMS AND GRASS/PAVE
VENTILATION
HEATING SYSTEM
INSURING MACHINE & DRYER
NEAREST STORE & BAILING AND/OR HANDRAIL
DUTY FLOOR COVERING AREA
REFRIGERATOR, RANGE & DISHWASHER
PORCH, DECK, HOUSE, POSTS, BAILING FLOOR & SILL
COUNTY, WALL OVER A MEMORABLE
COUNTERTOPS, BATHROOM AND KITCHEN SINKS
PUZZLE FANS
SHOWERS AND TUBS IN BATH #2
DOOR DOOR
INTERIOR FLOOR IF PROPOSED 2ND FLOOR
CEILING SHOWER
OUTSIDE SHOWER

GARAGE IS TO BE ON-SITE BY OTHERS AND IS TO BE USED AS A REFERENCE ONLY

ICON LEGACY
MODULAR HOMES, LLC

SCALE: 1/4" = 1'-0"

0#8379

DATE: 3/12/19

CROSS SECTION / DETAIL #4

PROJECT NAME: VILLAGE BUILDERS ON THE BAY
ADDRESS: CAPE CHARLES, VA 23310
CITY: NORTHAMPTON
COUNTY: 40
ORDER NO: 8379
SERIAL NO: 1,947
FILE NAME: 0#8379

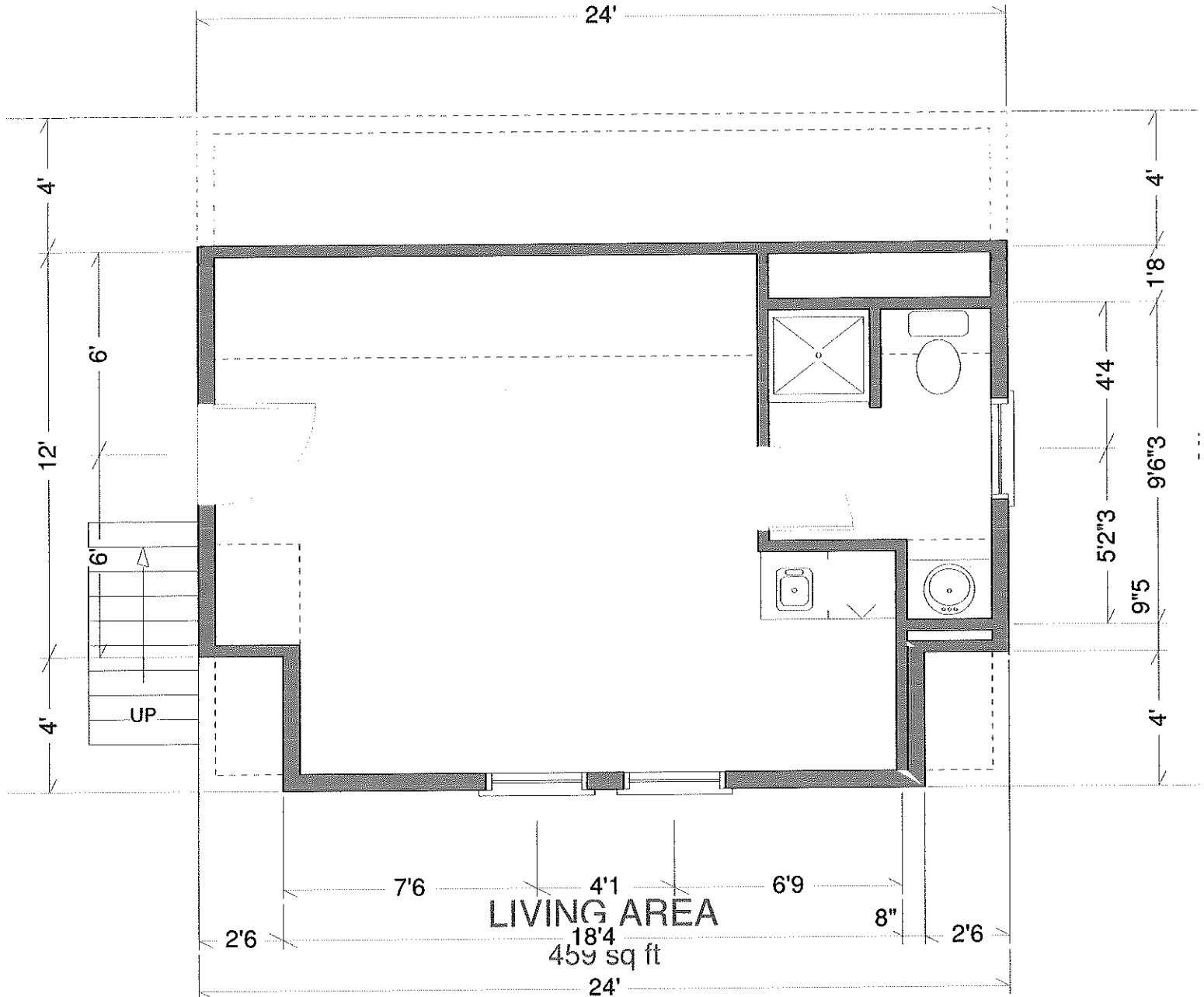
DATE	REVISION	BY
3/12/19	PRELIM	DRP
4/5/19	REV. PRELIM	DRP

ICON
LEGACY
CUSTOM MODULAR HOMES, LLC

246 SAND HILL ROAD
SELINGSGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM

SE4

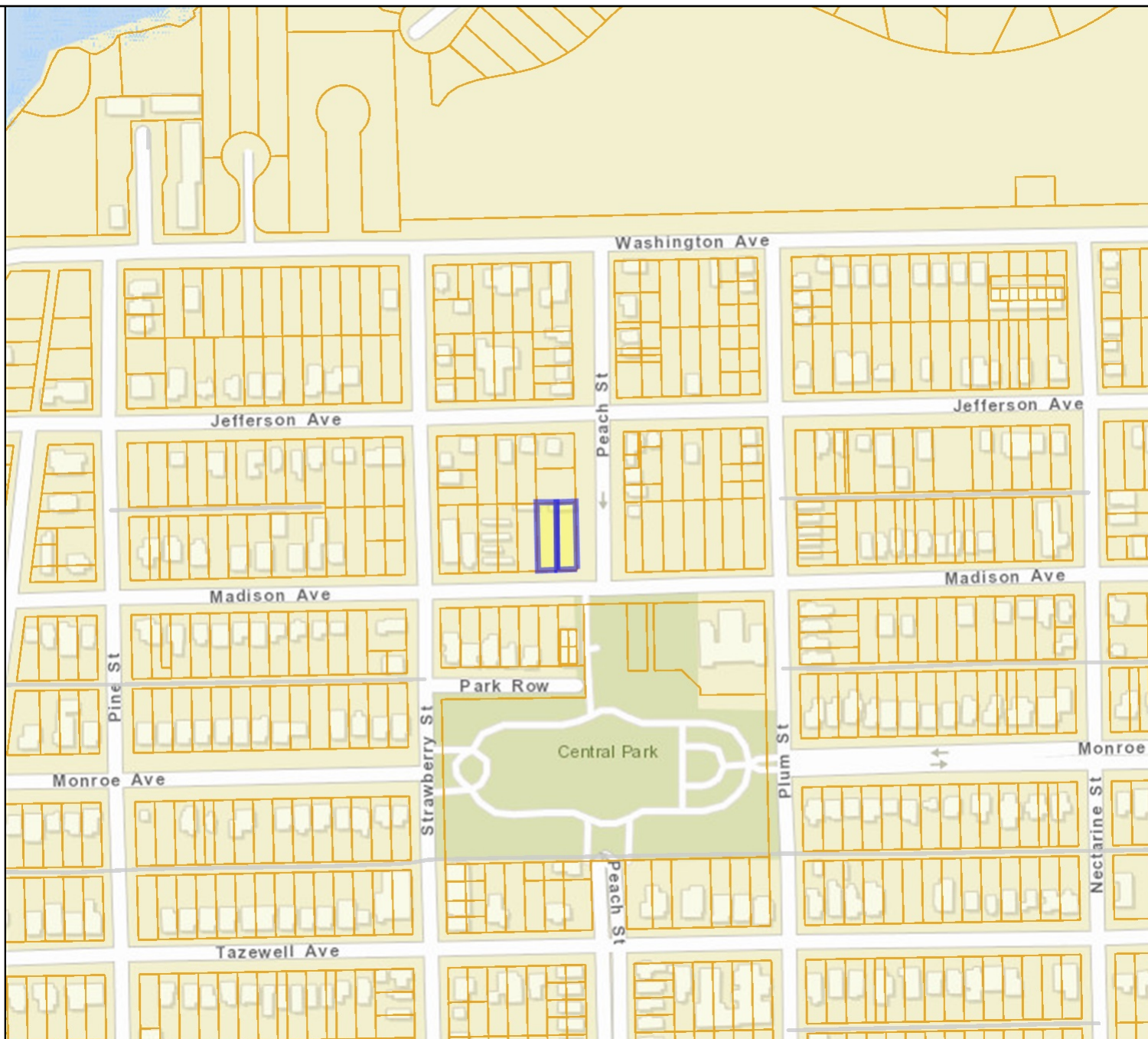
333 MADISON AVE
PROPOSED SECOND FLOOR
GARAGE



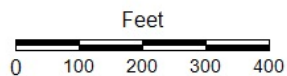
Northampton County, Virginia

Legend

- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 333 Madison Ave

Date: 11/25/2019

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.



PLANNING COMMISSION

STAFF REPORT

Meeting Date: January 7, 2020

Item #: 6B

Prepared By: Zach Ponds – Town Planner
Site Address: 636 Carousel Place (tax map #90-16-118)
Applicant: Howard Simpson
Owner: Howard Simpson
Proposed Development: Conditional use permit to allow an accessory dwelling unit at 636 Carousel Place
Current Zoning: PUD Village: The purpose of the Village Land Use Classification is to allow for a mix of compatible uses, architecture and landscape in a village setting which promotes a sustainable neighborhood.

Accessory Dwelling Unit Regulations:

One accessory dwelling may be maintained on a property in the R-E, R-1, R-2 and CR zoning districts, contingent upon approval as a conditional use in accordance with Section 4.3, and subject to the following:

A. Physical characteristics.

1. Accessory dwellings shall be located in an accessory building.
2. Accessory dwellings shall not have a floor area exceeding 45 percent of the floor area of the main building.
3. Accessory dwellings shall have one kitchen and one bathroom.
4. Accessory buildings containing an accessory dwelling shall maintain the exterior appearance of an accessory building and shall not have the appearance of a single-family dwelling.

B. Occupancy characteristics.

1. Length of stay – No accessory dwelling unit shall be occupied by any person or persons, whether paying a fee for such occupancy or not, for a period less than thirty (30) consecutive calendar days. Upon request from any building, zoning, finance, or

public safety official acting on behalf of the Town of Cape Charles the owner of the subject lot of record upon which the accessory dwelling unit sits shall provide occupancy documentation and/or information as requested, either verbally or in writing. Failure to do so may result in the revocation by the Cape Charles Town Council of the conditional use status for the accessory dwelling unit according to Article IV, Section 4.3.F.

2. Inspections – All accessory dwelling units shall be inspected annually not later than fifteen (15) days from the anniversary date of the conditional use permit being approved by Town Council.

C. Other requirements.

1. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
2. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.
3. Parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1 C. 6. (Table of Parking Standards) using both on and off-street parking areas. An accessory dwelling unit must have one off-street parking space per dwelling unit bedroom.
4. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic District Overlay.

Description of Proposed Project:

The applicant would like to construct an accessory dwelling unit on the currently vacant lot, with the dwelling unit located on the second floor and a garage located on the first floor. The applicant has stated they would use the accessory dwelling unit as a guest house. There will be a home constructed on the lot at the same time as the accessory dwelling unit.

Staff Analysis:

Section 4.3 of the zoning ordinance states “conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provision of this ordinance in the specific districts provided that the Town Council, upon recommendation by the Planning Commission, shall find that after duly advertised public hearing the use will not:

1. Adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood.
2. Be detrimental to the public welfare or injurious to property or improvements in the neighborhood.
3. Be in conflict with the purpose of the comprehensive plan of the town. In granting any conditional use permit, the Town Council shall designate such conditions as it determines necessary to carry out the intent of this ordinance.

The proposed project meets all of these provisions.

Section III-A.5.1.2 of the Comprehensive Plan discusses the overall policies for Cape Charles neighborhoods, specifically promoting compatible infill development and renovation within established neighborhoods. The Comprehensive Plan states to “promote accessory dwelling units to add diversity of housing types, while maintaining the neighborhood character and providing affordable housing options.”

The proposed project meets the Comprehensive Plan goal of promoting accessory dwelling units within established neighborhoods.

Section 4.2.J.C.3 of the zoning ordinance states “parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1.C.6 (Table of Parking Standards) using both on and off-street parking areas.” Section 4.5.1.C.6 requires a minimum of one space per accessory dwelling unit bedroom.

The proposed project meets the requirements of the zoning ordinance. There will be two parking spaces located in the garage, along with additional off-street parking on the concrete driveway.

Staff Recommendation:

Staff recommends Planning Commission recommend **APPROVAL** to Town Council for Item 6B as proposed.

Attachments:

Attachment 1 – Application and Documents

Attachment 2 – Location Map



CONDITIONAL USE PERMIT APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

CONDITIONAL USE PERMIT CHECKLIST - all documents can be emailed to the above email

- ☐ Completed application (if applicable, attach accessory dwelling checklist and documents)
- ☐ Letter of intent clearly explaining project
- ☒ Existing site plan or survey
- ☐ Proposed site plan or survey (if applicable)
- ☒ Names and addresses of adjacent property owners
- ☐ Payment of Fees (single-family detached residential \$600; all other \$800)

DR. + MRS. Robert Brown 638 Carousel Pl
Dave + Karla Beaudoin 634 Carousel Pl

PROJECT INFORMATION

Name of Project: Bay Creek Lot # 118
Property Address: 636 Carousel Place Bayside Village
Brief Description of Project: Single family Residential w detached garage + ROG
Zoning District: _____ Current Use: _____ Proposed Use: _____
* ROG with kitchenette for only family use & will not be RENTABLE!

OWNER INFORMATION

Name and Company: SIMPSON BUILDERS Inc (Howard + Mary-Dee Simpson)
Mailing Address: PO Box 14550
Phone Number: 757-640-1124 Email: howard@simpsonbuildersinc.com
757-718-0486

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: same as above
Mailing Address: _____
Phone Number: _____ Email: _____

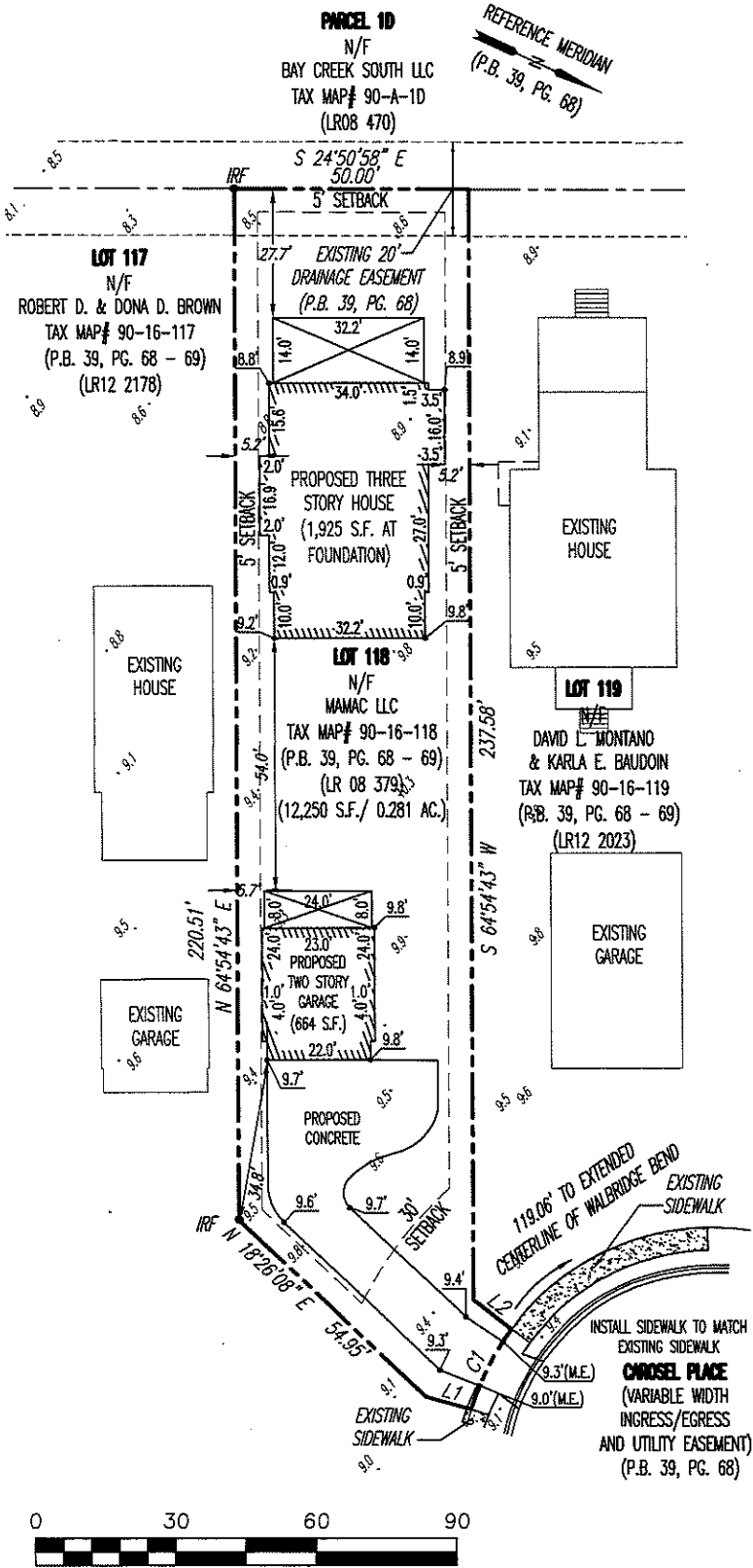
CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Applicant: Mary-Dee Simpson Date: 11/14/19

NO.	RADIUS	ARC LENGTH	CH. LENGTH	CH. BEARING	DELTA
C1	53.50'	19.43'	19.32'	N 88°47'52" W	20°48'19"

NO.	BEARING	DISTANCE
L1	N 09°12'01" W	10.00'
L2	S 11°36'18" W	10.00'



636 CAROUSEL PLACE

MAS-LD
MidAtlantic Surveying and Land Design
5305 Cleveland Street, Suite 102
Virginia Beach, VA 23462
757-557-0888
WWW.MAS-LD.COM
ADMIN@MAS-LD.COM

PROJECT # 17069.0 DRAWN BY: ANM/OSL

1. A TITLE REPORT HAS NOT BEEN FURNISHED TO THIS FIRM.
2. THE MERIDIAN SOURCE FOR THIS SURVEY IS BASED ON THE VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD 1983/1993 (HARN) AS SHOWN ON THE REFERENCES OBTAINED.
3. THIS FIRM MADE NO ATTEMPT TO LOCATE UNDERGROUND UTILITIES.
4. THE PROPERTY SHOWN HEREON APPEARS TO LIE WITHIN FLOOD ZONES X AS SCALED FROM FEMA - NFIP COMMUNITY PANEL 51131C0410F DATED MARCH 2, 2015. FLOOD DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE DATA SHOWN HEREON SHOULD NOT BE CONSTRUED AS A DETERMINATION OF FLOOD INSURANCE REQUIREMENTS ON ANY PROPERTIES SHOWN HEREON OR ON ADJACENT PROPERTIES.

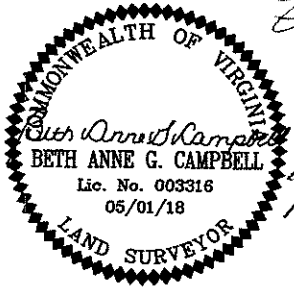
PROPERTY AND SURVEY INFORMATION

TAX ID: 90-16-118
ZONING: PUD
SET BACKS:
FRONT ~~30~~ 25'
SIDE 5'
REAR 5'
OWNER: MAMAC LLC
REFERENCES: P.B. 39, PG. 68
DATE OF FIELD SURVEY: 07-01-17
FINISHED FLOOR = 13.0'
FINISHED FLOOR GARAGE = 10.0'

APPROVED

LEGEND AND ABBREVIATIONS

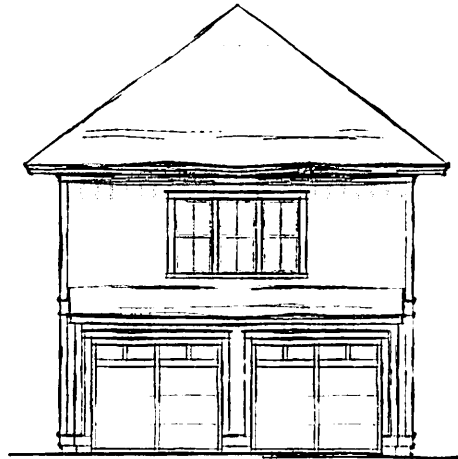
- IRF = IRON ROD FOUND
- CONC. = CONCRETE
- P.B. = PLAT BOOK
- L.S.A. = LANDSCAPED AREA
- PG. = PAGE
- S.F. = SQUARE FEET
- AC. = ACRES
- WV = WATER VALVE



SITE PLAN OF
OF
LOT 118 "VILLAGE M"
ALSO KNOWN AS
BAYSIDE VILLAGE
(MAP BOOK 39, PAGE 68)
FOR
SIMPSON BUILDERS
CAPE CHARLES, VIRGINIA
MAY 1, 2018
1" = 30'

Bay Creek

Lot 118



**SOMMER
DESIGN
STUDIOS**

ARCHITECTURE AND INTERIOR DESIGN

1001 Westwood Blvd. Suite 100, Virginia Beach, VA 23462

434.337.8127

It is the responsibility of the architect to prepare the following before beginning any construction:

1. Contractor or builder must verify all dimensions prior to any construction.
2. Contractor or builder must verify each of final building permits and submittals to the city before the project is to be constructed.
3. Contractor or builder must verify the existing local building department of the city of the construction site. Local building department of the city of the construction site must verify the construction documents having authority to reference to the construction documents.

If one of the above conditions are not to be met, Sommer Design Studios, L.L.C. must be notified for the necessary documents to ensure compliance prior to any additional construction of the construction site.

Changes or alterations are to be made to the project as it is in effect the original design of the project as shown in the construction documents. A clear plan or other approved from Sommer Design Studios, L.L.C.

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When Virginia, Virginia Beach, VA 23462

Virginia, Beach, Virginia Beach, VA 23462

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portion without the express written permission of

Sommer Design Studios, L.L.C.

DESIGN BY:

UAS

CHECKED BY:

6/13/18

FOR CONSTRUCTION

DATE:

MATERIAL LEGEND	
SECTION / DETAIL	ELEVATION
RIGID INSULATION	STEEL
BATT INSULATION	CONCRETE
PLYWOOD	BRICK
TILE	GLASS
EARTH	C.M.U.
WOOD FRAMING	MORTAR / STUCCO
FINISH WOOD	GRAVEL
	WOOD BLOCKING
	SCREEN
	BRICK
	GLASS
	STUCCO
	STONE
	SHAKE SHINGLES
	ARCH. SHINGLES

INDEX TO DRAWINGS	
AL/1	FOUNDATION, FLOOR, AND ROOF PLANS
AS/1	EXTERIOR ELEVATIONS
AS/2	BUILDING SECTIONS & DETAILS
EL/1	ELECTRICAL PLANS
NOTES	

SQUARE FOOTAGE	
CONDITIONED SPACE	UNCONDITIONED SPACE
GUEST APARTMENT 576 SF	GARAGE 664 SF
576 SF	PORCH 184 SF
	DECK 122 SF
	970 SF
TOTAL SQUARE FOOTAGE UNDER ROOF	
1,240 SQFT	

SYMBOL KEY	
detail no. direction of view page no. ELEVATION CALLOUT	detail no. page no. DETAIL CALLOUT
detail no. page no. direction of view SECTION CALLOUT	NORTH ARROW
detail no. page no. INTERIOR ELEVATION CALLOUT	ELEVATION CALLOUT
DINING ROOM LABEL CORRESPONDS TO ROOM NO. ON FRESH SCHEDULE	MATCH LINE

BUILDING CODE SUMMARY	
PROPOSED USE:	RESIDENTIAL
CONTACT PERSON:	JENNIFER SOMMER 810-881-8081
CODE ENFORCEMENT JURISDICTION:	CITY OF CAPE CHARLES
BUILDING DATA	
NON-RESIDENTIAL CONSTRUCTION	VIRGINIA RESIDENTIAL CODE 2013
BUILDING CODE:	3 STORIES
NUMBER OF STORIES:	
I CERTIFY THAT THE DESIGN PLANS AND SPECIFICATIONS FOR THIS CONSTRUCTION ARE IN COMPLIANCE WITH THE CRITERIA ESTABLISHED BY THE INTERNATIONAL RESIDENTIAL CODE 2013.	I UNDERSTAND THAT ANY CHANGES IN DESIGN OR SPECIFICATIONS MUST BE SUBMITTED IN WRITING BY ME TO THE BUILDING DEPARTMENT.

Bay Creek
Lot 118

Page:
Clarification
Virginia

A0.00
COVER SHEET



**A1.01
FOUNDATION, FLOOR,
AND ROOF PLANS**

SOMMER DESIGN STUDIOS

ARCHITECTS AND INTERIORS

1001 N. 1st St., Suite 100
Tampa, FL 33602
813.251.1001

It is the responsibility of the architect to provide the following notes regarding any construction.

1. Contractor or builder must verify all dimensions prior to construction.
2. Contractor or builder must verify each of the building codes and references in the area of the building.
3. Contractor or builder must verify the existing building conditions prior to construction.
4. Contractor or builder must verify the existing building conditions prior to construction.

If any of the above conditions are not to be constructed, the architect shall be notified in writing prior to the construction. The architect shall be notified in writing prior to the construction. The architect shall be notified in writing prior to the construction. The architect shall be notified in writing prior to the construction.

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DRAWN BY:

6/13/18

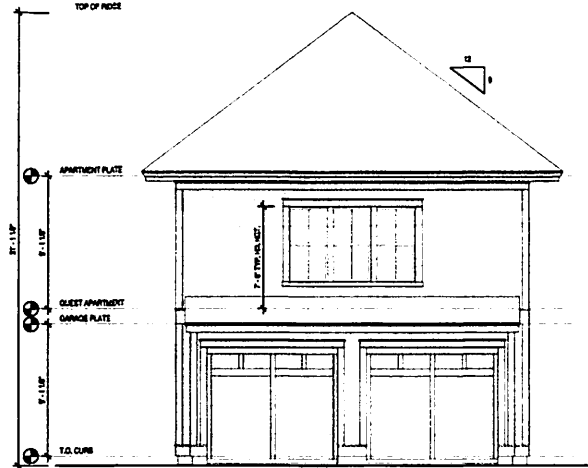
CHECKED BY:

6/13/18

FOR CONSTRUCTION

6/13/18

REVISIONS:



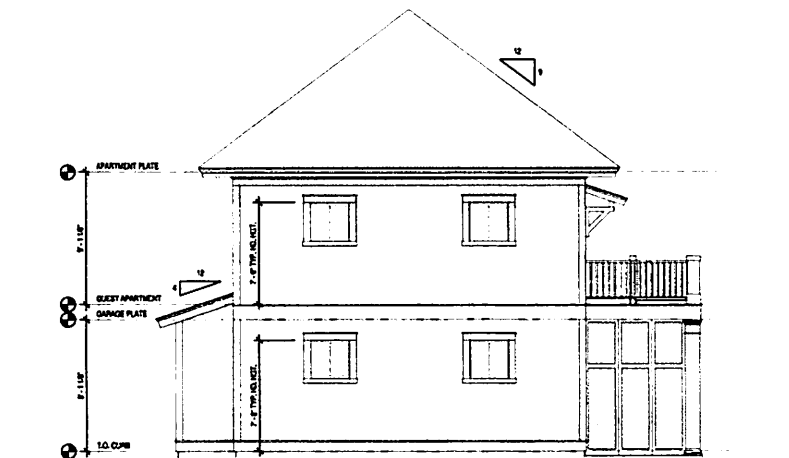
A FRONT ELEVATION
1/4" = 1'-0"



B LEFT ELEVATION
1/4" = 1'-0"



C REAR ELEVATION
1/4" = 1'-0"



D RIGHT ELEVATION
1/4" = 1'-0"

Bay Creek

Lot 118

Lape Thorne,
Virginia

A2.01

EXTERIOR ELEVATIONS

SOMMER DESIGN STUDIOS

ARCHITECTURAL AND PLOT PLAN MARKING

10/27/2017 10:00 AM 11/15/2017 10:00 AM

It is the responsibility of the architect to indicate the following before beginning any construction:

1. Contractor or builder must verify all dimensions prior to any construction.
2. Contractor or builder must verify all dimensions prior to any construction.
3. Contractor or builder must verify all dimensions prior to any construction.
4. Contractor or builder must verify all dimensions prior to any construction.

If any of the above conditions are not to be met, the architect shall be notified for the necessary corrections to ensure compliance prior to any additional construction on the non-compliance area.

No change or deviation is to be made or any portion as an effect the structural integrity of the project as shown in the construction documents without prior written approval from Sommer Design Studios, L.L.C.

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DRAWN BY:

EAD

CHECKED BY:

6/13/18

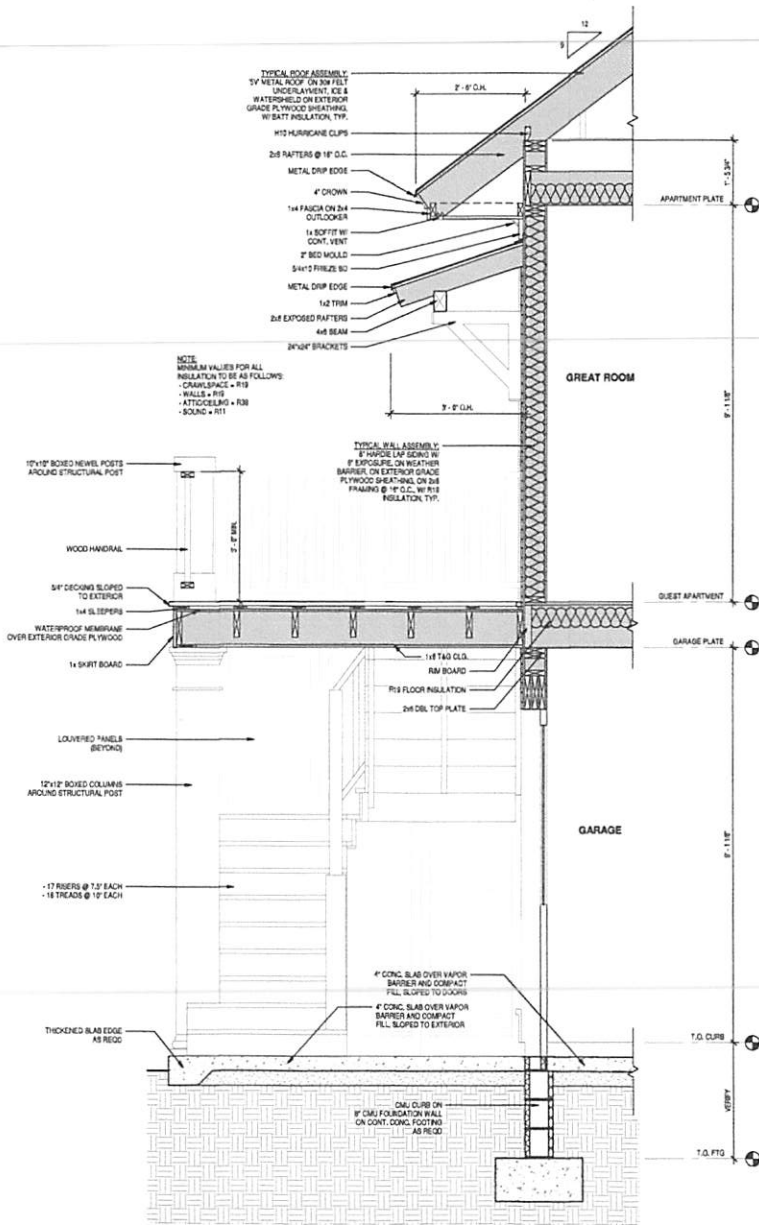
RELEASES:

Bay Creek

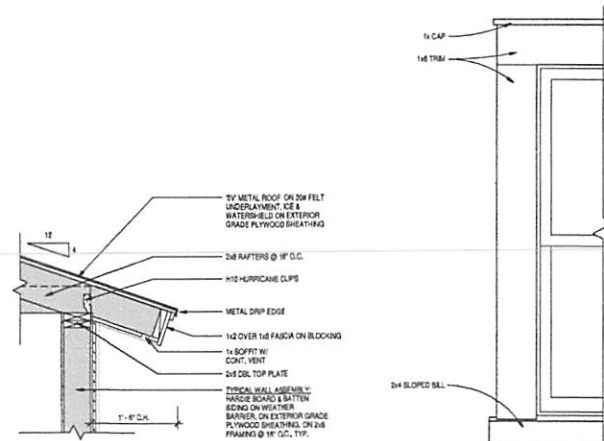
Lot 118

Cape Charles,
Virginia

A3.01
BUILDING SECTIONS &
DETAILS

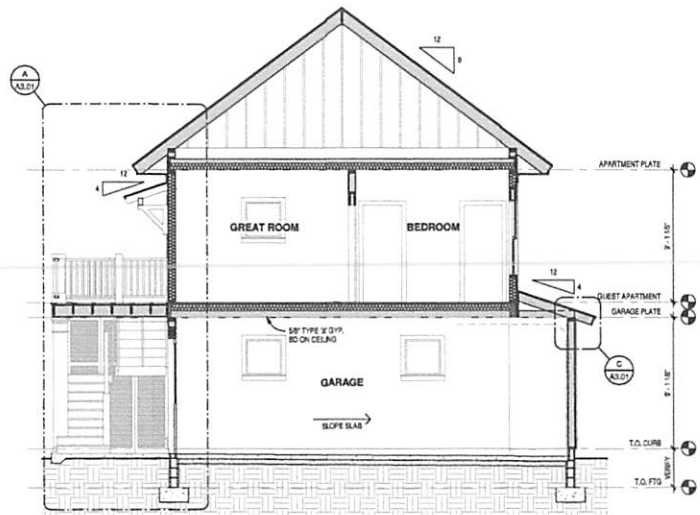


A WALL SECTION @ DECK
A3.01 3/4" = 1'-0"



C CORNICIE DETAIL @ SHED ROOF
A3.01 1/2" = 1'-0"

D TYPICAL DOOR/WINDOW TRIM
A3.01 1 1/2" = 1'-0"



B BUILDING SECTION
A3.01 1/4" = 1'-0"

SOMMER DESIGN STUDIOS

ARCHITECTURE AND INTERIORS

10150 Sunset Blvd. Suite 100, Los Angeles, CA 90067

TEL: (310) 207-8222 FAX: (310) 207-8222

It is the responsibility of the customer to maintain the following before beginning any construction:

1. Customer or builder must verify all dimensions prior to any construction.
2. Customer or builder must verify that all load bearing walls and columns are in the same place as shown on the drawings.
3. Customer or builder must verify the existing load bearing capacity of the wall or the construction on floor joists prior to any construction.

If any of the above conditions are not in accordance with the drawings, the customer must be notified by the architect prior to any construction. No change or alteration can be made to the project as it is not the intended purpose of the project as shown in the construction documents. A change order must be submitted and approved by the architect prior to any construction.

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DRAWN BY: JAS

CHECKED BY: JAS

FOR CONSTRUCTION: 6/13/18

REVISIONS:

Bay Creek

Lot 118

Cape Charles,
Virginia

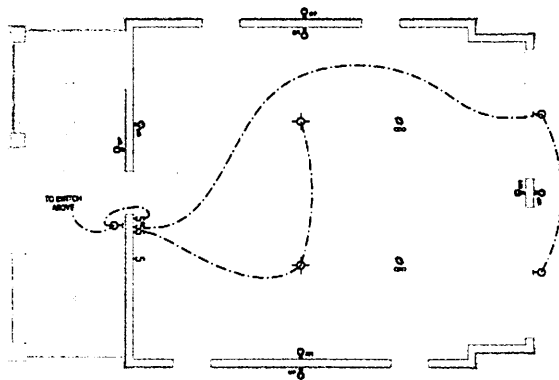
E1.01

ELECTRICAL PLANS

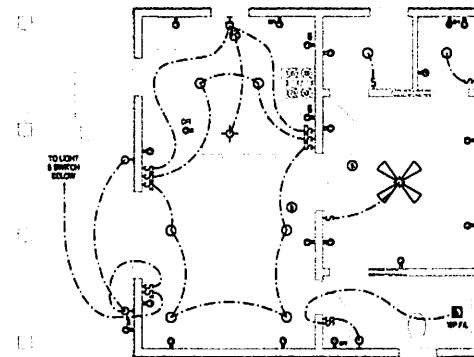
ELECTRICAL SYMBOL KEY

	LIGHT FIXTURE - CEILING MOUNTED		LIGHT SWITCH - SINGLE
	LIGHT FIXTURE - WALL MOUNTED		LIGHT SWITCH - 3-WAY
	LIGHT FIXTURE - RECESSED CAN		DUPLEX RECEPTACLE (OUTLET)
	CEILING FAN/LIGHT		DUPLEX RECEPTACLE - GROUND FAULT INTERRUPTER
	EXHAUST FAN		DUPLEX RECEPTACLE - WATER PROOF
	SMOKE/CO DETECTOR		DUPLEX RECEPTACLE - 220V
	FIRE EXTINGUISHER		DUPLEX RECEPTACLE - FLOOR MOUNTED
			DUPLEX RECEPTACLE - GARAGE DOOR OPENER

ELECTRICAL NOTES:
 - THESE ELECTRICAL PLANS ILLUSTRATE SUGGESTED LIGHT FIXTURE LAYOUTS IN A DIAGNOSTIC MANNER. CANNOT MONITOR DETECTIONS AND OTHER CODE REQUIRED ELECTRICAL ITEMS ARE NOT INDICATED ON THESE PLANS. ELECTRICAL CONTRACTOR SHALL WORK WITH OWNER TO DEVELOP A DETAILED CODE COMPLIANT ELECTRICAL PLAN.
 - MINIMUM RECEPTACLE LOCATIONS ARE INDICATED ON THESE PLANS. ELECTRICAL CONTRACTOR TO PROVIDE ADDITIONAL RECEPTACLE LOCATIONS AS REQUIRED TO MEET CODE.
 - VERIFY LOCATIONS OF OUTLETS MOUNTED IN EXTERIOR WALLS AND OVERHEADS FOR LIGHTING LOCATIONS IN OWNER.
 - VERIFY LOCATIONS OF FLOOR OUTLETS, DIMMERS, AND EXTERIOR FLOOD LIGHTS IN OWNER.
 - VERIFY TV PLACEMENT LOCATIONS FOR ELECTRICAL OUTLETS IN OWNER.
 - PROVIDE UNDER-CABINET LIGHTS AND SWITCHES IN KITCHEN FOR OWNER.
 - REVIEW ALL ELECTRICAL FIXTURE LOCATIONS AND ELECTRICAL SYSTEMS DESIGN IN OWNER.



A FIRST FLOOR ELECTRICAL PLAN
 1/4" = 1'-0"

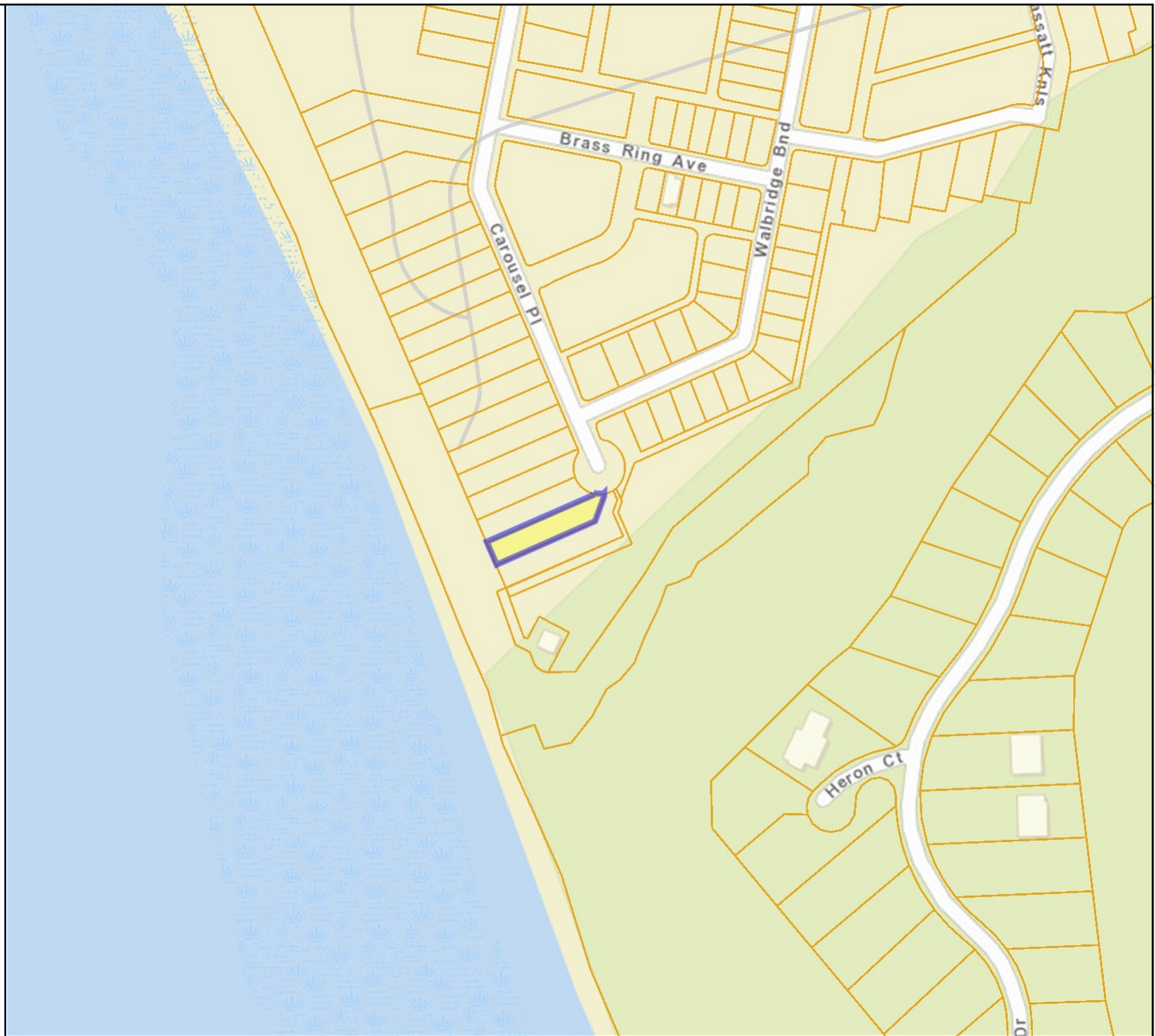


B SECOND FLOOR ELECTRICAL PLAN
 1/4" = 1'-0"

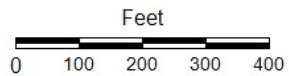
Northampton County, Virginia

Legend

- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 636 Carousel Place

Date: 11/25/2019

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.



PLANNING COMMISSION

STAFF REPORT

Meeting Date: January 7, 2020

Item #: 6C

Prepared By:

Zach Ponds – Town Planner

Background:

Staff is proposing a zoning ordinance update to Article IV, Section 4.5 and Section 4.6. This update combines Section 4.5 – Parking Requirements, and Section 4.6 – Loading and Unloading, into one section, which will be titled Section 4.5 – Off-Street Parking and Loading Requirements.

The review began at the March 5, 2019 Planning Commission regular meeting, and was completed at the November 5 Planning Commission regular meeting. Many changes were proposed and implemented during the review of the proposed Section 4.5. Staff prepared a PowerPoint presentation to give an overview of what the proposed text amendments to help Town Council through the review process, and presented it to Town Council at the November 21 Town Council meeting. The final draft of the proposed Section 4.5 text amendments and definitions, which includes the changes recommended by Planning Commission, are attached.

Timeline:

The ideal timeline for adoption is as follows:

December 3: Planning Commission sets public hearing for January 7

December 19: Town Council sets public hearing for January 16

January 7: Planning Commission public hearing and recommendation to Town Council

January 16: Town Council public hearing

February 6: Town Council decision

Staff Recommendation:

Staff recommends Planning Commission recommend **APPROVAL** to Town Council for Item 6C as proposed.

Attachments:

1 – 4.5 Parking and Loading Standards DRAFT

2 – Definitions DRAFT

3 – November 21, 2019 Town Council PowerPoint Presentation

ARTICLE IV

General Regulations Applicable to All Districts

Section 4.5 Parking RequirementsOff-Street Parking and Loading Standards.

~~Except as otherwise provided in this ordinance, wherever a zoning or conditional use permit is required under this ordinance, the development shall meet the standards set out in this section which include but are not limited to providing adequate off-street parking and loading spaces.~~

A. General requirements.

1. It is the intent of this zoning ordinance that all buildings, structures, and uses of land shall provide off-street vehicular and bicycle parking in an amount sufficient to meet the needs caused by the building or use of land and that such parking and loading spaces be so oriented that they are readily useable for such purposes.
2. Each use of land and each building or structure hereafter constructed or established shall provide off-street parking and loading according to the standards set forth herein. When a change is proposed to a building that is nonconforming as to parking or loading requirements, a conforming amount of parking or loading shall be supplied based upon the size of the addition.
3. No addition, renovation, or change of use to an existing building shall be constructed or established which reduces the number of spaces, area, or usability of existing parking or loading space unless such building and its addition conform with the regulations for parking and loading contained herein.
4. The parking lot shall not be modified, enlarged, relocated, or expanded in a manner that violates any portion of this zoning ordinance.
5. No non-single-family detached residential parking area may be used for the sale, repair, dismantling, servicing, or long-term storage of any vehicles or equipment, unless such use is permitted by the zoning district in which the area is located. Any repairs deemed an emergency by the Zoning Administrator is exempt from this requirement.
6. Inoperable vehicles may not be parked in required parking spaces or in any side or front yard and shall be completely screened from view of all surrounding public streets.

B. Minimum number of parking spaces required.

1. The following are the parking space requirements by permitted use:
 - a. For any use not listed, the Zoning Administrator shall determine the proper requirements by classifying the proposed use among the uses specified herein as to assure equal treatment. In making any such determination, the Zoning Administrator shall follow the principles set forth in the statement of purpose for the zoning ordinance in Article I.
 - b. New infill structures or change of use projects on the first floor of structures in Commercial District C-1 and shall be exempt from complying with the requirements of this Section. New uses or changes of use units above the first floor shall be required to conform to the parking requirements set forth herein.

2. Maximum number of parking spaces.

a. The total number of permitted parking spaces shall not exceed 110 percent of the minimum number of off-street parking spaces required by type of permitted use, except when the excess spaces are contained in a parking structure.

b. Any parking not included within a parking structure that is between 100 and 110 percent of the minimum number of off-street parking spaces required by type of permitted use shall be “grasscrete” or “grasspave” or other pervious paving systems as approved by the Zoning Administrator.

3. The following table states the minimum number of off-street parking spaces required by use. Any uses not listed would be required to provide the minimum number of parking spaces required by the parent category. When a determination of the number of parking spaces required by this table results in a requirement of a fraction of a space, any fraction shall be counted as one parking space.

Minimum Parking Space Requirements Table

<u>Land Use</u>	<u>Minimum Parking Space Requirements</u>
<u>a. Residential</u>	
<u>1. Single-family residences</u>	<u>2 spaces per dwelling unit in all districts other than R-1, otherwise none</u>
<u>2. Multifamily residences</u>	<u>1 space per one-bedroom dwelling unit, otherwise two spaces per dwelling unit</u>
<u>3. Mixed-use developments</u>	<u>1.5 spaces per dwelling unit; 1 space per dwelling unit for age-restricted; plus 1 additional space per 200 square feet of commercial gross floor area</u>
<u>4. Home occupations</u>	<u>No additional spaces required</u>
<u>5. Accessory dwelling units</u>	<u>1 space per bedroom</u>
<u>6. Child and personal care uses</u>	<u>1 space per 2 employees</u>
<u>7. Institutional residence or care or confinement facilities</u>	<u>1 space per 2 beds</u>
<u>8. Rooming houses, boarding houses</u>	<u>1 space per bedroom</u>
<u>9. Tourist homes, bed and breakfasts, other temporary residences renting by the day or week</u>	<u>1 space per rentable bedroom plus 2 spaces if owner/landlord lives on premises</u>
<u>10. Temporary mobile homes approved in the event of an emergency, construction, or repair</u>	<u>2 spaces per temporary mobile home</u>
<u>b. Sales and Rental of Living Space and Goods</u>	
<u>1. Sales and rental of goods, merchandise or equipment, non-motor vehicle related</u>	<u>1 space per 300 square feet of gross floor area</u>
<u>2. Wholesale sales, with or without outdoor display or storage of goods</u>	<u>1 space per 300 square feet of gross floor area devoted to sales or display, plus one space per 2,000 square feet of gross storage area</u>
<u>3. Hotels, motels and similar businesses or</u>	<u>1 space per unit plus 1 space per 5 units for visitors</u>

<u>institutions providing overnight accommodations</u>	
4. <u>Extended-stay motels/hotels</u>	<u>1 space per unit plus 1 space per 5 units for visitors</u>
<u>c. Restaurants</u>	
1. <u>Restaurants</u>	<u>1 space per 100 square feet of gross floor area</u>
2. <u>Event center</u>	<u>1 space per 3 seats</u>
<u>d. Motor vehicle-related sales and service operations and modifications</u>	
1. <u>Motor vehicle-related sales and service operations and modifications</u>	<u>Not including outdoor car display areas for dealerships, 1 space per 200 square feet of gross floor area</u>
<u>e. Office, Clerical, Repair, Research and Personal</u>	
1. <u>Services – Office, clerical, repair, research, and personal, not primarily related to the sale of goods and merchandise</u>	<u>1 space per 300 square feet of gross floor area</u>
<u>f. Offices</u>	
1. <u>Services – office, clerical, repair, research, and personal, not primarily related to the sale of goods and merchandise</u>	<u>1 space per 300 square feet of gross floor area</u>
<u>g. Recreation, amusement, and entertainment</u>	
1. <u>Baseball batting range</u>	<u>20 spaces</u>
2. <u>Bowling alleys</u>	<u>5 spaces per alley</u>
3. <u>Golf driving range and/or miniature golf</u>	<u>20 spaces</u>
4. <u>Health clubs and other physical fitness establishments</u>	<u>1 space per 300 square feet</u>
5. <u>Park, playground, community center, swimming pool and other recreational facilities as a principal use</u>	<u>1 space per 2000 square feet of surface area of parks, playgrounds, and/or swimming pools; plus 2 spaces per tennis court; plus 1 space per 500 square feet of recreational facility</u>
6. <u>Theaters (indoors)</u>	<u>1 space per 3 seats</u>
7. <u>Performing arts center</u>	<u>1 space per 3 seats</u>
8. <u>Subdivision recreation area</u>	<u>1 space per 200 square feet of surface area of swimming pools, plus 2 spaces per tennis court, plus 1 space per 500 square feet of clubhouse, offices, meeting rooms, or other similar enclosed buildings</u>
<u>h. Manufacturing, processing, creating, repairing, renovating, painting, cleaning, assembling of goods, merchandise, or equipment</u>	
1. <u>Manufacturing, processing, creating, repairing, renovating, painting, cleaning, assembling of goods, merchandise, or equipment</u>	<u>1 space per 2,000 square feet of gross office, plant, and/or storage</u>
2. <u>Innovator space</u>	<u>1 parking space per 500 square feet</u>
<u>i. Storage and parking</u>	
1. <u>Storage and parking</u>	<u>1 space per 2,000 square feet of gross storage area</u>

<u>j. Services and enterprises related to animals</u>	
<u>Services and enterprises related to animals</u>	<u>1 space per 250 square feet of gross floor area</u>
<u>k. Funeral related services (human and animal related)</u>	
<u>1. Funeral related services (human and animal related)</u>	<u>1 space per 3 seats</u>
<u>l. Educational, cultural, religious, philanthropic, social, or fraternal uses</u>	
<u>1. Public and private schools offering general education courses (including associated grounds and athletic and other facilities)</u>	<u>2 spaces per classroom for K - 8th grade, plus 1 space per teacher or staff member for grades above 8th</u>
<u>2. Trade or vocational schools</u>	<u>10 spaces per classroom</u>
<u>3. College, universities, community colleges (including associated facilities such as dormitories, office buildings, athletic fields, etc.)</u>	<u>10 spaces per classroom</u>
<u>4. Assembly halls, including union halls, conference halls, civic halls and activities of similar nature</u>	<u>1 space for every 3 people allowed to occupy the building, as set by the maximum occupancy limit</u>
<u>5. Libraries, museums, art galleries, art centers, and similar uses (including associated educational and instructional activities)</u>	<u>1 space per 300 square feet of gross floor area</u>
<u>6. Place of worship and places of assembly</u>	<u>1 space for every 3 people allowed to occupy the building, as set by the maximum occupancy limit</u>
<u>7. Social, fraternal clubs or lodges, union halls, and similar uses</u>	<u>4 spaces per 1,000 square feet of gross floor area</u>
<u>8. Clubs and lodges catering exclusively to members and their guests</u>	<u>4 spaces per 1,000 square feet of gross floor area</u>
<u>m. Miscellaneous public and semi-public facilities</u>	
<u>1. Miscellaneous public and semi-public facilities</u>	<u>None</u>
<u>n. Agricultural, forestry, mining, and quarrying operations</u>	
<u>1. Agricultural, forestry, mining, and quarrying operations</u>	<u>1 space per employee</u>
<u>o. Temporary structures and special events used in connection with the construction of a permanent building or for some non-recurring purpose</u>	
<u>1. Temporary structures and special events used in connection with the construction of a permanent building or for some non-recurring purpose</u>	<u>Regulated on a case-by-case basis</u>

- ~~A. Parking Spaces Required. Except as otherwise provided by this ordinance, every development or change of use shall provide a sufficient number of off-street parking spaces to accommodate the number of vehicles that are likely to be attracted to the development during the peak hour of a typical weekday or weekend, whichever is greater. In calculating the number of parking spaces needed, the number of spaces established for uses as set up in this Article, Table of Parking Standards, is presumed to be sufficient; however, the permit-issuing authority may, where appropriate, establish a different number of spaces by calculating such as need from the appropriate methodology set out in the most recent version of the Institute of Transportation Engineers (ITE) Reference Manual entitled "Parking Generation" or where that methodology is inadequate or inappropriate, from studies in the town and/or similar-sized towns and communities.~~
- ~~B. New in-fill structures or change of use projects on the first floor of structures in Commercial District C-1 shall be exempt from complying with the exact requirement of Section 4.5.A (Parking Spaces Required), Section 4.6 (Loading and Unloading), and Section 4.5.1 (Table of Parking Standards). Owners are encouraged to provide off-street or remote parking for themselves, employees, and loading facilities where possible (i.e., alleys to back yard areas). Owners shall evaluate existing parking and access and submit proposed plan to Town. Projects will be evaluated on a case-by-case basis. New or change of use second and third floor units shall be required to conform to parking requirements as set forth herein.~~
- ~~C. Reading the Table of Parking Standards. When a determination of the number of parking spaces required by this table results in a requirement of a fraction of a space, any fraction shall be counted as one parking space.~~

C. Shared parking.

1. Reduction of parking requirements through a shared parking arrangement may be granted by the Zoning Administrator through written request from an applicant and provision of one of the options provided in subsection C.2.
2. Options for a reduction of parking through a shared parking arrangement:
 - a. Option one: For properties sharing parking spaces under this provision, cross-easements shall be filed establishing access to the shared parking spaces in perpetuity and documentation of filing provided to the Town.
 - b. Option two: The minimum number of parking spaces where shared parking strategies are proposed shall be determined by a study prepared by the applicant following the procedures of the Urban Land Institute Shared Parking Report, Institute of Transportation Engineers Shared Parking Guidelines, or other approved procedures with approval by the Zoning Administrator.
 1. The actual number of parking spaces required shall be based on well-recognized sources of parking data such as the Urban Land Institute or Institute of Transportation Engineers reports. If shared parking rates are not available or limited, the applicant may collect data at similar sites to establish local parking demand rates.
 2. If the shared parking plan assumes use of an existing parking facility, then field surveys shall be conducted to determine actual parking accumulation. If possible, these surveys should consider the seasonal peak period for the combination of land uses involved.

3. Said study must receive Zoning Administrator review and approval. The study shall document that the arrangement shall avoid conflicting parking demands and provide for safe pedestrian circulation and access.
3. Shared parking agreements shall be fully executed and submitted to the Zoning Administrator for review prior to receiving a Certificate of Occupancy.
4. In no case shall the Zoning Administrator approve a reduction of parking through a shared parking arrangement of greater than 25 percent for any use.
5. Any subsequent change in land uses within the participating developments shall require proof that adequate parking will be available. Prior to any change in use, the owner must apply to the Zoning Administrator for an evaluation and confirmation of the change. If the Zoning Administrator finds that the parking reduction is no longer justified, the Zoning Administrator shall notify the owner to construct the number of parking spaces necessary to meet the difference in the required parking between the proposed and previous uses.
6. A formal parking study may be waived by the Zoning Administrator for small developments where there is established experience with the land use mix and its impact is expected to be minimal.

~~D. Adjustments—Satellite Parking~~

- ~~1. General. If the number of off-street parking spaces required by this Article cannot reasonably be provided on the same lot where the principal use associated with these parking spaces is located, then spaces may be provided on adjacent or nearby lots in accordance with the provisions of this section.~~
- ~~2. Location. Off-street parking, other than those intended for employees' use, shall be located within 600 feet of a public entrance of a principal building housing the use associated with such parking.~~
- ~~3. Condition. Property owners who obtain satellite parking in accordance with this section shall not be held accountable for ensuring that the satellite parking areas from which they obtain their spaces satisfy the design requirements of this ordinance. This means that the person owning the lot on which the satellite parking is being provided must secure a zoning or conditional use permit for the use and must meet the requirements of this ordinance. A developer desirous of taking advantage of the provisions for satellite parking must present satisfactory written evidence that he has the permission of the owner or the person in charge of the lot or parcel to use such space.~~

~~E. Adjustments—Shared Parking~~

~~One parking area may contain required spaces for several different uses, but except as provided below, the required space assignment to one use may not be credited to any other use. The extent that developments wish to make joint use of the same parking spaces operated at different times, the same space may be credited to both uses. In determining the parking requirements where the uses intend to share parking, the permit-issuing authority will establish the peak hourly demand by calculating such a need from appropriate methodology set out in the most recent version of ITE Reference Manual entitled "Parking Generation," or where that methodology is inadequate from studies done in the town or similar towns and communities. Persons intending to take advantage of this provision are required to demonstrate that an enforceable agreement exists between two parties who intend to share parking.~~

D. Bicycle parking.

1. Development of new primary buildings in all R-3, CR, C-1, C-2, C-3, H, GBI, M-1, M-2, and OSD districts, other than single-family residential, shall provide bicycle parking spaces at a ratio of at least one bicycle parking space for every 20 automobile parking spaces.
2. No primary building, other than single-family residential, shall have fewer than three bicycle parking spaces nor be required to exceed a maximum of 20 spaces. If three or more bicycle parking spaces are located within 100' of the primary entrance of the proposed development on the same street frontage, they are exempt from this requirement.
3. Bicycle parking spaces shall be located within 20 feet of the front entrance of the primary structure, or as approved by the Zoning Administrator. Bicycle parking spaces shall not interfere with pedestrian access along sidewalks or walkways.
4. Bicycle parking shall provide an inverted U steel frame or decorative rack approved by the Zoning Administrator. The rack shall be anchored to a concrete pad.

E. Golf cart parking.

1. Golf cart parking spaces are permitted in all off-street surface parking lots and parking structures.
2. Each golf cart parking space shall be six feet wide and at least 11 feet deep.
3. Golf cart parking spaces shall be identified by paving markings and by appropriate signage. Signage shall not count against the maximum aggregate sign area permitted on a lot.
4. Permeable pavers shall be used for golf cart parking spaces as approved by the Zoning Administrator.
5. Wheel bumpers shall be placed at the head of all golf cart parking spaces that do not abut a curb. Wheel bumpers shall be made of concrete, a minimum of four feet long, five inches high, and six inches wide and securely fastened to the pavement by steel re-bars or steel anchors.

F. Electric vehicle charging stations.

1. Electric vehicle charging stations are permitted in all off-street surface parking lots and parking structures.
2. Spaces for electric charging shall be identified by paving markings and by appropriate signage. Signage shall not count against the maximum aggregate sign area permitted on a lot.
3. Spaces reserved for electric vehicle charging stations may be counted as part of the minimum required parking spaces but shall not be counted toward the maximum.
4. Any new building with over 20,000 square feet of gross floor area space shall equip at least one required parking space on its property with an electric vehicle charging station prior to receiving a Certificate of Occupancy.
5. The owner of the property shall be responsible for the installation, maintenance, and operation of electric vehicle charging stations. The owner of the property may determine if a fee is associated with the electric vehicle charging station.

6. Electric vehicle charging stations shall be installed per U.S. Green Building Council (USGBC) standards.

G. Parking in non-single-family zoning districts.

1. Parking spaces.

a. Off-street surface parking lots shall not be located between the principal building and the street except where otherwise permitted below.

1. Lots within CR, C-1, C-2, C-3, H, GBI, M-1, and M-2 districts with a lot area of less than 13,000 square feet shall be permitted to have automobile parking located within the front yard only when the following regulations are met:

- a. Front yard parking shall be limited in area to a maximum of 50 percent of the area of the front yard.

b. When permitted, automobile parking is only permitted in front yards when located on the permitted access driveway on a paved surface.

c. Required dimensions for each parking space. Each automobile parking space shall be not less than nine feet wide and 18 feet deep. Adequate interior driveways shall connect each parking space with a public right-of-way, and each space shall have an overhead clearance of at least 6.5 feet.

d. Shall have access to a public street.

e. Shall be graded and paved, including access drive(s), and be curbed when needed for effective drainage control, and meet the following requirements:

1. A minimum depth of six inches of number 21A aggregate base and a minimum of 1.5 inches of asphalt; or
 2. Six inches of concrete on appropriate base; or
 3. Four inches of brick or porous paving block on four inches of number 21A aggregate base.
 4. Permeable pavers may be used for any parking area, alley, or other low traffic driveway as approved by the Zoning Administrator.

f. Shall have spaces marked with painted lines, curbstones, or other similar devices, and areas shall be properly maintained in all respects. Landscaping shall be kept healthy and well maintained, surfaces shall be free of potholes, and lines marking spaces shall be distinct and clear.

g. Shall be drained so as to prevent damage to abutting properties or public streets and where possible shall be drained towards infiltration swales located in the five-foot, head-to-head landscape strips required between vehicles in Section 4.5.J.1.d.

h. Shall have adequate lighting if the facilities are to be used at night, provided such lighting shall be arranged and installed so as not to reflect or cause glare on abutting properties. Light poles used in parking lots with 100 parking spaces or less may not exceed 20 feet in height. Light poles used in parking lots with more than 100 parking spaces may not exceed 35 feet in height. All lighting is to be compliant with Dark Sky lighting standards.

i. Shall be designed to conform to the geometric design standards of the Institute of Traffic Engineers (ITE) when not expressly required in this section.

- j. Wheel bumpers shall be placed at the head of all parking spaces that do not abut a curb and any spaces that abut a sidewalk. Wheel bumpers shall be made of concrete, a minimum of six feet long, five inches high, and six inches wide and securely fastened to the pavement by steel re-bars or steel anchors. Individual wheel bumpers shall be placed a minimum of 24 inches from the end of each required parking space.
- k. Shall be required to provide handicapped spaces in accordance with the provisions of the Americans with Disabilities Act. All handicapped spaces shall be identified by appropriate restrictive signing and markings.
- l. Pedestrian circulation.
 - 1. Parking areas shall be designed to facilitate safe and convenient use by pedestrians.
 - 2. Parking areas with more than 50 cars shall provide safe pathways from aisles of parking to the nearest building entrance and to adjacent streets. Such pathways shall be at least five feet wide and consist of raised pathways constructed of pavers or other contrasting material.

~~F. General Design of Parking Areas~~

~~1. Vehicular accommodation area~~

- ~~a. Safety in relation to streets. Every off-street vehicular accommodation area shall be designed so it has access to a public street without impeding vehicular movement in that street. Vehicle accommodation areas, other than for single-family dwellings and duplexes on local or minor streets, shall be designed so that vehicles exit such areas without backing onto a public street.~~
- ~~b. Pedestrian safety. Vehicular accommodation areas shall be designed so that vehicles can proceed without posing a significant danger to pedestrians or other vehicles. The permit-issuing authority may allow driveways handling two-way traffic to be built to one-way traffic standards where aisles will be less than sixty feet in length and where the number of parking spaces served will be fewer than five spaces.~~
- ~~c. Drainage. Except where the authority determines that adequate capacity in the storm drainage system to which the site is draining exists and is willing to accept the increase volume in runoff, no vehicle accommodation area shall be constructed in such a manner that a significant volume of surface water from the lot will be drained onto the public street or buildings. No vehicle accommodation area shall be constructed in such manner that will increase the quantity or decrease the quality of the runoff to adjacent lots.~~
- ~~d. Lighting. Adequate lighting shall be provided for vehicle accommodation areas that are used at night. Parking lights shall not exceed 18 feet in height. Lighting shall not interfere with the use of nearby properties or the safe use of public streets. All lighting is to be compliant with Dark Sky lighting standards.~~
- ~~e. Landscaping. All vehicle accommodation areas shall be landscaped. Said landscaping shall be in compliance with all other requirements of this ordinance.~~

- ~~i. The primary landscaping material used in parking areas shall be trees which provide shade or are capable of providing shade at maturity.~~
 - ~~ii. Landscaping areas shall be reasonably dispersed throughout, located so as to divide and break up the expanse of paving. The area designated as required setbacks shall not be calculated as required landscaping area.~~
 - ~~f. Screening. Plantings which meet the standards for screening of this ordinance will be used to screen vehicle accommodation areas other than those serving single family and duplex dwellings from an adjacent residential district or use. Fencing may be substituted for plantings with the approval of the Zoning Administrator.~~
 - ~~g. Reductions for protecting trees. The minimum number of spaces required may be reduced where the permit issuing authority has determined that the reductions are necessary to preserve a healthy tree or trees with a three-inch or greater diameter from being damaged or removed and where the site plan provides for the retention of said tree or trees.~~
 - ~~h. Handicapped spaces. Any use shall be required to provide handicapped spaces in accordance with the provisions of the Americans with Disabilities Act. All handicapped spaces shall be identified by appropriate restrictive signing and markings.~~
 - ~~i. Compact spaces. In parking areas containing ten or more spaces, up to 35 percent of the required parking spaces may be set aside for the exclusive use of compact cars (being defined as cars 100 inches or less). Compact car spaces must be clearly marked and designated as such.~~
 - ~~j. Bicycle racks and motorcycle pads. The number of spaces required by this section may be reduced by one space for each bicycle rack for five or more bicycles and each motorcycle pad for two or more motorcycles which are provided up to a total of 5 percent of the number of spaces.~~
 - ~~k. Marking and maintenance. Parking stalls in paved areas shall be marked as such. Vehicular accommodation areas shall be properly maintained in all respects. Without limiting the foregoing, landscaping shall be kept healthy and well maintained, surfaces shall be free of potholes, and lines marking spaces shall be distinct and clear.~~
 - ~~l. Vehicles in working condition. All off street parking facilities shall be used solely for the parking of vehicles in operating condition. No motor vehicle repair work, except for emergencies, no storage of merchandise, and no motor vehicle parked for the sole purpose of sale shall be permitted in any required vehicle accommodation area.~~
- ~~2. Parking stalls and aisle dimensions~~
- ~~a. Normal. A required off street parking space shall include a rectangular area with a length of at least 18 feet and a width of at least 9 feet, exclusive of access drives or aisles, ramps, columns, or office or work parking area. Such space shall have a vertical clearance of at least 6½ feet. Aisles shall not be less than 18 feet for 90° parking nor less than 13 feet for 45° parking. Angles shall be measured between centerline of the parking space and centerline of the aisle. For parallel parking, the length of the space shall be increased an additional two feet and the width increased by one foot.~~

- b. ~~Compact. A compact car parking space shall have a minimum length of 16 feet and a minimum width of 8½ feet.~~

~~3. Surfacing~~

- a. ~~Paved parking areas. All paved parking areas shall meet the following requirements:~~
 - i. ~~a minimum depth of six inches of number 21A aggregate base and a minimum of one and one half inches of asphalt; or~~
 - ii. ~~six inches of concrete on appropriate base; or~~
 - iii. ~~four inches of brick or porous paving block on four inches of number 21A aggregate base.~~
 - iv. ~~Land development shall minimize impervious cover to promote infiltration of storm water into the ground consistent with the use or the development permitted.~~
 - (a) ~~Grid and modular pavements may be used for any required parking area, alley, or other low traffic driveway unless otherwise approved by the Zoning Administrator.~~

- 4. ~~Standards for non paved areas. Whenever a vehicle accommodation area is exempt from the paved parking requirements, the permit-issuing authority:~~
 - a. ~~may require that landscaped aisles or special separations be provided every three or more spaces where it finds it is desirable to ensure that the parking stalls will be readily identifiable to the users, and~~
 - b. ~~may require that the perimeter of the accommodation area, encompassing but not limited to the unpaved parking stalls and the side of any unpaved drive or aisle leading to said stalls, be rimmed or edged with landscape timbers, railroad ties, brick, or curbing of adequate size where it finds that it is desirable to prevent erosion or the washing away of the parking area.~~

5. ~~Porous paving materials may be used. The permit-issuing authority may require that porous paving materials be substituted for other surfaces in any portion of an accommodation area where it finds it is necessary to protect the root system of a tree or trees from damage.~~

H. Compact parking spaces.

- 1. Developments where 30 or more parking spaces are provided shall be required to provide compact parking spaces, as follows:
 - a. A minimum of five spaces, or ten percent of the total number of parking spaces, whichever is greater, shall be set aside for compact cars.
 - b. A maximum of 25 percent of the total required parking spaces may be set aside for compact cars, up to a maximum of 50 spaces, whichever is less.
 - c. Compact parking spaces shall be identified by pavement markings and/or by appropriate signage.
 - d. Parking spaces for compact cars shall not be less than eight feet wide and 16 feet deep.

Section 4.5.1 Table of Parking Standards

<u>Nature of Use</u>	<u>Parking Standards</u>
A. Park and Open Space:	
1. Park and playground	as determined by authority
2. Golf course	36.0 spaces per 18-hole course plus 1 space per employee
3. Accessory building	as determined by authority
B. Agricultural	
1. Agricultural, as defined	1.0 space per employee
C. Residential	
1. Single family dwelling	2.0 spaces per dwelling unit
2. Two family dwelling	2.0 spaces per dwelling unit
3. Townhouse	2.0 spaces per dwelling unit
4. Multi family dwelling	1.0 space per one bedroom dwelling unit; otherwise 2.0 spaces per dwelling unit
5. Mobile home	2.0 spaces per dwelling unit
D. Care Facility/Institutional	
1. Library	1.0 space per 300 sf GFA (Gross Floor Area)
2. Museum	1.0 space per 300 sf GFA
3. School	
a. Nursery	1.0 space per employee
b. Elementary	1.0 space per employee
c. Middle	1.0 space per employee
d. Junior	1.0 space per employee
e. Other	.25 space per student plus 1.0 space per employee
4. Instructional school	.5 space per student plus 1.0 space per employee
5. Church	
a. Parish house; Educational/ Social annex	.25 space per seat
b. Place of Worship	.25 space per seat
6. Hospital	2.0 spaces per bed
7. Cemetery	20 spaces per chapel or .25 space per seat
8. Funeral home	20 spaces per chapel or .25 space per seat, whichever is greater
E. Residential/Commercial	
1. Home occupation	see Section 4.8.C Residential Standards
2. Bed and breakfast	1.0 space per bedroom plus 1.0 space per owner/resident (see Section 3.2.C 4 c)
3. Rooming house	1.0 space per bedroom plus 1.0 space per employee
4. Boarding house	1.0 space per bedroom plus 1.0

		space per employee
5.	Hotel and motel	1.0 space per bedroom plus 1.0 space per employee
F.	Offices	
1.	Office	
a.	Professional	1.0 space per 300-sf GFA
b.	Other	1.0 space per 300-sf GFA
2.	Principal Office/Medical	
a.	Physician	1.0 space per 200-sf GFA
b.	Surgeon	1.0 space per 200-sf GFA
c.	Dentist	1.0 space per 200-sf GFA
3.	Bank	
a.	Standard	1.0 space per 200-sf GFA
b.	Drive-in	1.0 space per 200-sf GFA
		(stacking as per Section 4.5.B)
4.	Real estate	1.0 space per 250-sf GFA
G.	Retail	1.0 space per 200-sf GFA
H.	Restaurant	
1.	Standard (no drive in)	1.0 space per 100-sf GFA
2.	Carry out	1.0 space per 100-sf GFA
3.	Fast food (no drive in)	1.0 space per 100-sf GFA
4.	Drive in	1.0 space per 65-sf GFA
5.	Delivery only/catering	1.0 space per employee and 1.0 space per each delivery vehicle
I.	Service/General	1.0 space per 275-sf GFA
J.	Entertainment	
1.	Private club	1.0 space per 3 seats
2.	Club and lodge	1.0 space per 3 seats
3.	Auditorium/assembly hall	1.0 space per 3 seats
4.	Theater	1.0 space per 3 seats
5.	Commercial recreation/entertainment	1.0 space per 3 seats
6.	Recreation facility	1.0 space per 3 seats
K.	Service/Manufacturing	
1.	Sign printing shop	1.0 space per 400-sf GFA
2.	Upholstery shop	1.0 space per 400-sf GFA
3.	Cabinet and furniture	1.0 space per 400-sf GFA
4.	Printing/publishing	1.0 space per 400-sf GFA
5.	Blacksmith shop	1.0 space per 400-sf GFA
L.	Motor Vehicles	
1.	Convenience store	1.0 space per 200-sf GFA
2.	Auto service station	2.0 spaces per service island plus 1.0 space per employee
3.	Car wash	3.0 spaces per washing bay
4.	Auto/trailer sales	3.0 spaces per employee
5.	Automobile service	1.0 spaces per employee plus

4.0 spaces per bay

M. Wholesale

1. Nursery 1.0 space per 400 sf GFA
2. Machinery
 - a. Sales 1.0 space per 500 sf GFA
 - b. Service 3.0 spaces per service bay plus 2

N. Utilities

1. Transportation 1.0 space per 200 sf GFA
2. Public utilities and service 2.0 spaces per employee
3. Public utility generating, booster, or relay stations, transmission lines and tower, for maintenance of public utilities, including railroads and facilities and water and sewerage facilities 1.0 space per employee

O. Storage:

1. Monumental stone works 1.0 space per 1,500 sf GFA
2. Coal, wood yards, lumber yards, feed and seed 1.0 space per 1,500 sf GFA
3. Frozen food locker 1.0 space per 1,500 sf GFA

P. Manufacturing

1. Manufacturing 1.0 space per 500 sf GFA

I. Stacking spaces for drive-through service windows and drive-through facilities.

1. Stacking spaces shall be provided for any use having a drive-through service window or areas having drop-off and pick-up areas in accordance with the following:
 - a. Inbound stacking spaces shall be provided before the first service window as stipulated below and at least one outbound stacking space shall be provided after each service window of a drive-through facility.
 - b. Each stacking space shall be a minimum of 22 feet long.
 - c. Designated stacking spaces shall not interfere with circulation of the lot or free movement or access to parking spaces.
2. Banks with drive-through facilities shall provide a minimum of six spaces before each service position and one outbound space after the service window.
3. Restaurants with drive-through service windows shall provide a minimum of ten stacking spaces for inbound drive-through customers and one additional outbound space after each service window.
4. Other facilities with drive-through service windows shall provide three stacking spaces for each window or drive-through service facility.
5. Drive-through service window lanes shall be separated by striping or curbing from off-street parking areas. Individual lanes shall be striped, marked, or otherwise distinctly delineated.
6. Stacking lanes shall be a minimum of 8.5 feet adjacent to the service window.
7. All drive-through service windows shall be provided with a bypass lane with a maximum width of 8.5 feet.

8. All stacking lanes shall be at least 75 feet from an intersection with the nearest street or internal driveway. The distance is measured from the back of the stacking space nearest the entrance to the curb line of the nearest intersection.
9. Pedestrian pathways crossing drive-through lanes shall be clearly signed and identified using alternative materials or raised crosswalks. Painted crosswalks alone are not permitted.

~~Q. Storage and Stacking Spaces Required. Whenever a use involves the storage or stacking of vehicles awaiting service, the development shall also provide a sufficient number of storage spaces or adequately sized stacking lanes to accommodate the peak hourly demand for the peak day in a typical week for said storage. The following uses are presumed to require the following number of storage spaces or stacking area:~~

~~Typical Use uses with a drive-in window including but not limited to banks and drive-in restaurants.~~

~~Space Required lanes sufficient to stack six automobiles per window including, in the event of a staged drive-in, three automobiles beyond the stage farthest from the window without interfering with the use of the adjacent road or street.~~

~~Type Use Vehicle repair uses including but not limited to enclosed auto repair and boat and trailer repair.~~

~~Space Required four spaces per service bay or repair area.~~

~~Any stacking lane or storage space shall be required to be surfaced to the same standards as the paved parking area with which it is associated.~~

J. Landscaping in parking lots.

1. Interior landscaping for off-street parking areas shall be required for all surface parking lots designed for 20 or more spaces. The following requirements shall apply.

a. Landscape islands shall be located no farther apart than every ten parking spaces and at the terminus of all rows of parking. Each landscaped island shall be at least 200 square feet in area with a minimum width of ten feet.

b. There shall be at least one overstory tree, ten low shrubs and a minimum of 60 percent living ground cover, sod, and/or annual or perennial color in each landscaped island. Shrubs, sod and/or living ground cover shall not to exceed three feet in height.

c. Vehicles shall be separated from sidewalks, driveways, and streets in public rights-of-way by wheel bumpers and by a strip of land at least ten feet wide, reserved as open space, and planted in grass containing at least one understory or overstory tree, as appropriate, and ten shrubs per 50 linear feet, and a minimum of 80 percent living ground cover, sod, and/or annual or perennial color in the landscape strip surface area. Wheel bumpers shall be placed a minimum of 48 inches from the nearest tree trunk.

d. Head-to-head parking shall provide a five-foot grass strip with curb. The grass strip may be counted as part of the landscaped areas and shall have one tree every 50 feet containing at least one overstory tree, and ten shrubs, per 50

linear feet, and a minimum of 70 percent living ground cover, sod, and/or annual or perennial color in the landscape strip surface area.

e. *Perimeter landscape strips.* The perimeter of a surface parking lot shall provide a five-foot wide landscape strip where such parking lot abuts side or rear property lines. The perimeter landscape strip shall be planted with a single row of overstory trees of a species appropriate for buffers and spaced every 40 linear feet of landscape strip, and evergreen shrubs spaced every 5 linear feet of landscape strip. The perimeter landscape strip shall be continuous except for near perpendicular crossings of driveways and sidewalks.

f. *Landscaped areas in parking lots shall provide drainage and irrigation that ensures full drainage to the storm drainage system.*

g. *See the Cape Charles Master Tree Plan for trees that shall and shall not be permitted within parking lot landscape areas.*

2. The minimum number of spaces required may be reduced where the Zoning Administrator has determined that the reductions are necessary to preserve a healthy tree or trees with a three-inch or greater diameter from being damaged or removed and where the site plan provides for the retention for said tree or trees.

3. *Screening.* Plantings which meet the standards for screening as approved by the Zoning Administrator will be required to screen vehicle accommodation areas other than those serving single-family and duplex dwellings from an adjacent residential district or use. Fencing may be substituted for plantings with the approval of the Zoning Administrator.

K. Access management.

1. *Driveways.*

a. *Interior driveway.* Where 90-degree parking is utilized, all interior driveways shall be a minimum of 22 feet in width. If 45- or 60-degree angle parking is used, then the interior driveway shall be at least 12 feet in width. Where parallel parking is utilized or there is no parking, interior driveways shall be a minimum of 10 feet in width for one-way traffic and 20 feet in width for two-way traffic.

b. *Driveways and drive aisles are not permitted between the sidewalk and a building and shall be perpendicular to any adjacent street.*

c. *All developments other than single-family detached dwellings shall have pedestrian walkways a minimum width of five feet connecting ground level parking to the public sidewalks and to all building entrances.*

Section 4.6 — Loading and Unloading

L. Provisions for off-street loading.

1. This subsection shall apply to all activities related to loading and unloading.

a. *Loading activities within 150 feet of residential uses shall only be permitted to undertake said activities Monday through Friday from 7:00am to 10:00pm and on Saturdays from 9:00am to 9:00pm.*

b. In no case shall loading activities hinder or obstruct free movement of vehicles, and pedestrians over a street, sidewalk, alley, or interrupt parking lot circulation.

c. All off-street loading activities and access shall be provided with an asphalt or concrete surface, or shall be “grasscrete” or “grasspave” or other pervious paving systems as approved by the Zoning Administrator.

d..

e. Loading structures and bays.

1. Buildings or structures shall be designed so that the loading areas are not visible from any adjoining residential district or any public right-of-way.

2. When required, one or more off-street loading spaces shall be provided on the same or adjoining premises with the facility it serves, either inside or outside a building or structure.

3. A loading space shall have a minimum dimension of 12 feet wide and 35 feet deep.

4. All loading spaces shall maintain overhead clearance of at least 14 feet.

5. All off-street loading spaces shall have access from an alley, or if there is no alley, from a street.

f. Minimum loading space requirements for non-residential uses:

<u>Gross floor area</u>	<u>Required loading spaces</u>
<u>0 – 49,000 square feet</u>	<u>1</u>
<u>49,000 – 100,000 square feet</u>	<u>2</u>
<u>100,000 – 160,000 square feet</u>	<u>3</u>
<u>160,000 – 240,000 square feet</u>	<u>4</u>
<u>240,000 – 320,000 square feet</u>	<u>5</u>
<u>320,000 – 400,000 square feet</u>	<u>6</u>
<u>Each 90,000 above 400,000 square feet</u>	<u>1</u>

~~A. Loading and Unloading Areas Required. Whenever the normal operation of any development requires that goods, merchandise, or equipment be routinely delivered to or shipped from that development, a sufficient off-street loading and unloading area shall be provided in accordance with this section to accommodate the delivery or shipment operations in a safe and convenient manner. This section also pertains to uses that generate a need for consumer pick up.~~

~~B. Number of Loading Spaces Required. The loading and unloading area must be of sufficient size to accommodate the numbers and types of vehicles that are anticipated to use this area. The following indicates the number and size of spaces that are presumed to satisfy this requirement; however, the permit issuing authority may require more or less loading and unloading area where it finds that such an area is more appropriate for the development.~~

~~Uses which normally handle large quantities of goods including but not limited to the following categories:~~

~~Schools
Churches
Care facilities
Hospitals
Retail sales
Wholesale sales
Storage
Manufacturing
Agricultural~~

Gross Floor Area (GFA)	Number of Spaces
— 2,500 — 19,999 sf	1
— 20,000 — 39,999 sf	2
— 40,000 — 99,999 sf	3

~~Uses which do not normally handle large quantities of goods presumably shall provide off-street loading facilities in the following amounts:~~

Gross Floor Area (GFA)	Number of Spaces
— 5,000 — 79,999 sf	1
— 80,000 — 200,000 sf	2
Each additional 200,000	1

~~C. Location. Loading and unloading areas shall be located and designed so that the vehicles intended to use them can maneuver safely and conveniently to and from the public right of way and complete loading and unloading operations without obstruction or interfering with on-site parking and movement of vehicles in the vehicle accommodation area. Loading and unloading areas shall be marked and designated with appropriate restrictive signage.~~

~~D. Loading Areas. Sites shall be designed and buildings shall be oriented so that loading areas are not visible from any of the project perimeters adjoining any agricultural or residential district or any public right of way.~~

M. Dumpsters.

1. A solid fence on three sides shall enclose all dumpsters.
 - a. The height of the fence shall be equal to or higher than the height of the dumpster, in accordance with Section 4.2.G.
 - b. The visible material of the fence shall be made up of brick, stucco, or stone.
2. The operable side of the dumpster shall be concealed with a gate equal to or higher than the height of the dumpster. The gate shall be opaque and constructed of durable materials.
3. Dumpsters shall be placed in the rear yard and shall be located a minimum of five feet from property lines.
4. In no case shall loading activities hinder or obstruct the free movement of vehicles, and pedestrians over a street, sidewalk, alley, or to interrupt parking lot circulation.
5. Service activities within 150 feet of residential uses shall only be permitted Monday through Friday between 7:00am to 10:00pm and on Saturdays from 9:00am to 9:00pm.

6. Access to dumpsters shall be provided via a paved, dust-free surface.
7. Temporary construction trash and recycling dumpsters, which are not enclosed, shall be permitted up until such time as a Certificate of Occupancy is issued.

Definitions

Commercial vehicle: Limousine, flatbed truck, dump truck, tow truck, bus, school bus, transport wrecker, cab-on-chassis truck, tractor trailer, wheeled attachment, earth-moving machinery, semi-trailer, and any vehicle over 20 feet in length, eight feet in height, or seven feet in width.

Driveway: A vehicular connection between the right-of-way of a street and to a vehicle parking, loading, or maneuvering facility, lots, building sites, uses, or other divisions of land and not intended to be public ingress and egress. A driveway is not considered a street.

Parcel: See *Lot*.

Pedestrian walkway: A walking surface similar to a sidewalk, which facilitates the safe, unobstructed and convenient flow of pedestrians internally on a private property.

Principal building: A building in which is conducted the principal permitted use(s) of the lot on which said building is situated.

Residential property: All property used for single-family detached, single-family attached, or multifamily residences, or mixed-use development that contains one or more dwelling units.

Child and personal care uses: Any establishment that provides regular shelter, care, activity, and supervision (with or without academic instruction) for five or more children.

Construction: Any site or building preparation, assembly, erection, repair, alteration or similar action, or demolition of buildings or structures.

Drive-through establishment/restaurant: A business establishment so developed that its retail or service character includes providing a driveway approach and service window for motor vehicles so as to serve patrons as they are seated in the motor vehicle and passing by the service window rather than serving them from within a building.

Dwelling, condominium: A single, separately owned dwelling unit in a multi-unit development or structure, with jointly owned and shared areas and facilities.

Dwelling, duplex: A building designed as a single structure, containing two separate dwelling units, has direct access to the outside, and each of which is designed or arranged to be occupied by two families living independently of each other.

Dwelling, multifamily: A building designed for and containing two or more dwelling units.

Dwelling, single-family: A structure containing not more than one dwelling unit designed for residential use and not attached to another dwelling unit.

Dwelling, single-family attached (townhouse): A dwelling unit which is located on an individual lot of record and which is attached to another dwelling unit or any adjoining lot by a common wall.

Dwelling, single-family detached: A single-family dwelling that is located on an individual lot of record.

Event center: A multi-purpose facility generally used for meetings, parties, banquets, weddings, and other social gatherings, conventions, and the display of merchandise by a variety of industrial groups, professional groups, social groups and trade organizations.

Extended-stay motel/hotel: Any building containing six or more guest rooms intended or designed to be used, or which are used, rented or hired out to be occupied or which are occupied for sleeping purposes for guests and contain kitchen facilities for food preparation, including but not limited to, such facilities as refrigerators, stoves, and ovens. May also be known as "apartment hotels."

Floor area: The gross horizontal areas of a building, including mezzanines and lofts, exclusive of garages, parking structures, basements, open balconies and porches, and equipment and service areas, measured from the exterior face of the exterior walls of a building.

Gross floor area (GFA): The total covered floor area inside the building envelope, including exterior walls, and excluding the roof.

Guest room: An accommodation combining living, sleeping, sanitary, and storage facilities within a hotel, motel, boarding house or extended stay (extended stay includes kitchen facilities).

Innovator space: Space in an existing or new building that is designed to support innovative design, fabrication and wholesale or retail sales of small articles that are unique in design and employ methods of low volume, high value-added production that employ innovative technology and/or artistic skill that are not hazardous or noxious.

Institutional uses: A nonprofit or quasi-public use, such as a religious institution, library, public or private school, hospital, or government owned or government operated structure or land used for public purpose.

Owner: The legal or beneficial titleholder of a site, including but not limited to, a mortgagee or vendee in possession, receiver, executor, trustee, lessee or other person, firm or corporation in control of the site.

Parking lot or parking garage: An area or building designated and designed for the temporary storage of vehicles.

Parking space: A marked or striped usable hard-surfaced area enclosed within a main or accessory building, or unenclosed, permanently reserved for the temporary storage of one vehicle.

Place of worship: A building where persons regularly assemble for religious purposes and related social events and which is maintained and controlled by a religious body organized to sustain religious ceremonies and purposes.

Premises: Any building, lot, parcel of land, or portion of land whether improved, or unimproved including adjacent sidewalks and parking strips.

Private: Property owned by individuals, corporations, and other organizations and not by city, county, state or federal governments.

Project: The entire proposed development.

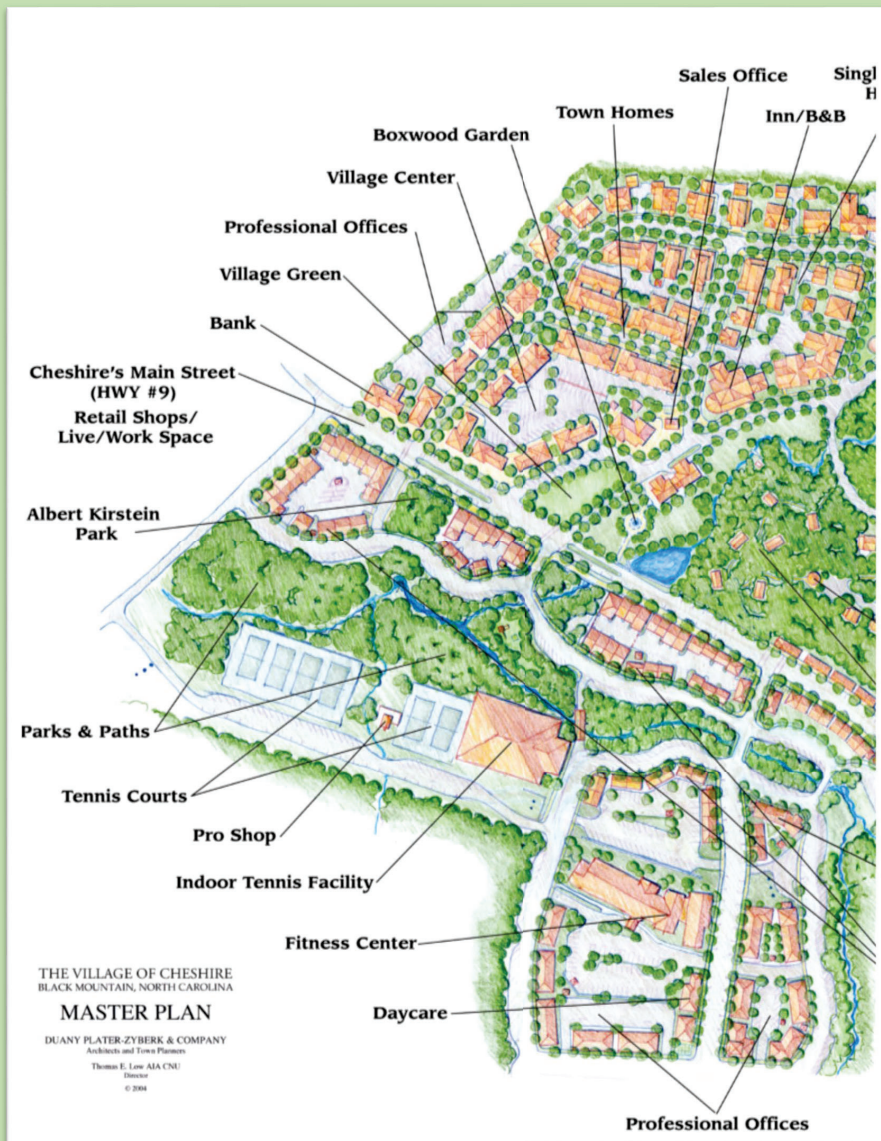
Public: The term "public," when used as a modifier shall mean "government-owned" or "government-operated."

Regulation: Any rule, development standard, or other requirement adopted by the governing body pursuant to the requirements of this Zoning Ordinance.

Temporary structure: A structure without any foundation or footing and removed when the designated time period, activity, or use of which the temporary structure was erected has ceased.

Town Council Regular Meeting

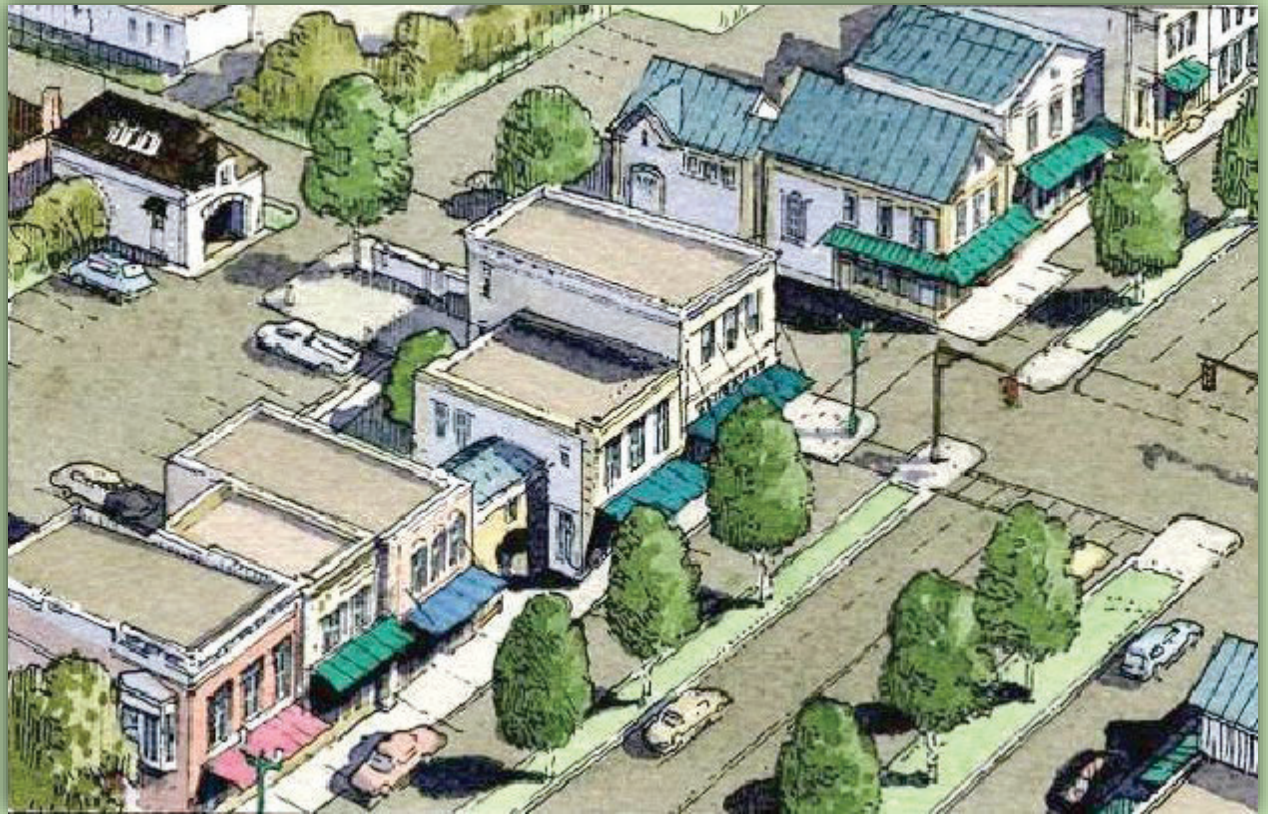
Cape Charles Civic Center – 500 Tazewell Avenue
November 21, 2019 6:30 P.M.



Zoning Ordinance Update to Off-Street Parking and Loading Requirements

Off-Street Parking and Loading Requirements

1. What
2. Why
3. Specifics
4. Timetable



What is Being Updated?

- Update to off-street parking and loading requirements
- Combines Section 4.5 Parking Requirements and 4.6 Loading and Unloading into one section
- Includes regulations for bicycle parking, golf cart parking, landscaping in parking lots, shared parking arrangements, loading and unloading activities, and dumpster locations

Why is this Important?

- Helps create a more walkable community
- Prioritizes pedestrian safety
- Enhances multi-modal transportation opportunities
- Enhances the aesthetics of the Town
- Promotes good health for citizens and visitors
- Promotes economic growth
- Helps manage stormwater runoff

Specifics

- Easier-to-read formatting

2. Parking stalls and aisle dimensions

- a. Normal. A required off-street parking space shall include a rectangular area with a length of at least 18 feet and a width of at least 9 feet, exclusive of access drives or aisles, ramps, columns, or office or work parking area. Such space shall have a vertical clearance of at least 6½ feet. Aisles shall not be less than 18 feet for 90° parking nor less than 13 feet for 45° parking. Angles shall be measured between the side of the parking space and centerline of the aisle. For part of the space shall be increased an additional 1 foot.
- b. Compact. A compact car parking space shall have a length of 16 feet and a minimum width of 8½ feet.

K. Access management.

1. Driveways.

- a. Interior driveway. Where 90-degree parking is utilized, all interior driveways shall be a minimum of 22 feet in width. If 45- or 60-degree angle parking is used, then the interior driveway shall be at least 12 feet in width. Where parallel parking is utilized or there is no parking, interior driveways shall be a minimum of 10 feet in width for one-way traffic and 20 feet in width for two-way traffic.
- b. Driveways and drive aisles are not permitted between the sidewalk and a building and shall be perpendicular to any adjacent street.
- c. All developments other than single-family detached dwellings shall have pedestrian walkways a minimum width of five feet connecting ground level parking to the public sidewalks and to all building entrances.

Specifics

- Parking in non-single-family zoning districts

G. Parking in non-single-family zoning districts.

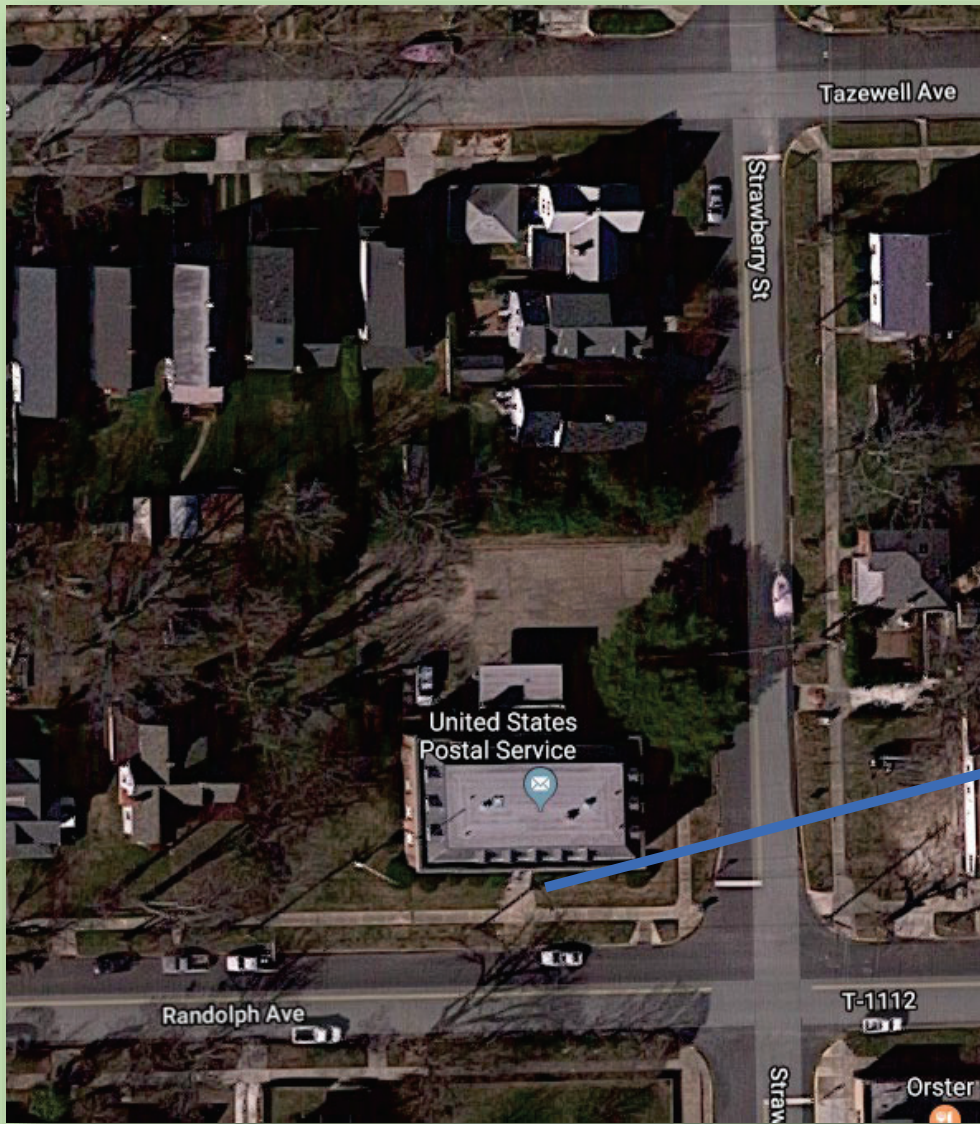
1. Parking spaces.

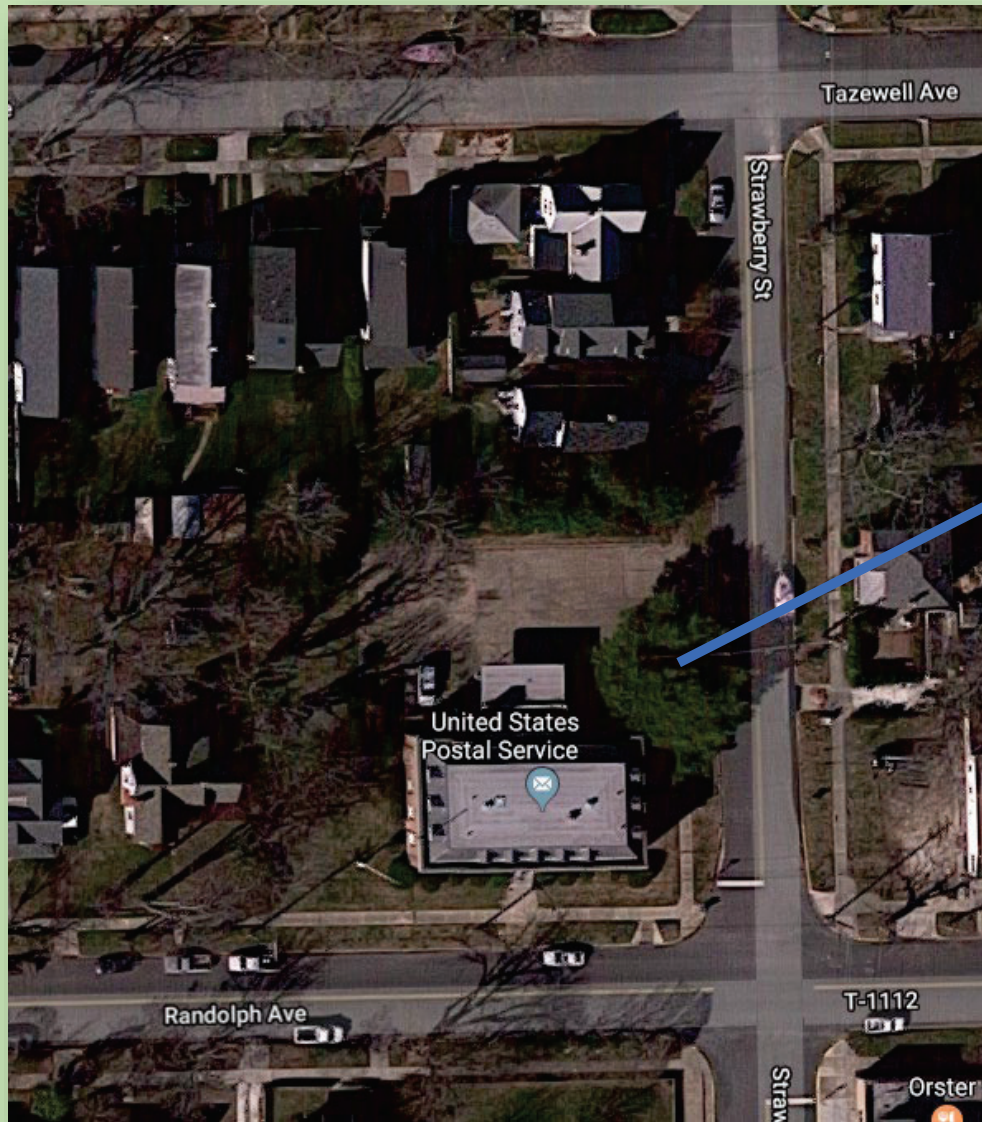
a. Off-street surface parking lots shall not be located between the principal building and the street except where otherwise permitted below.

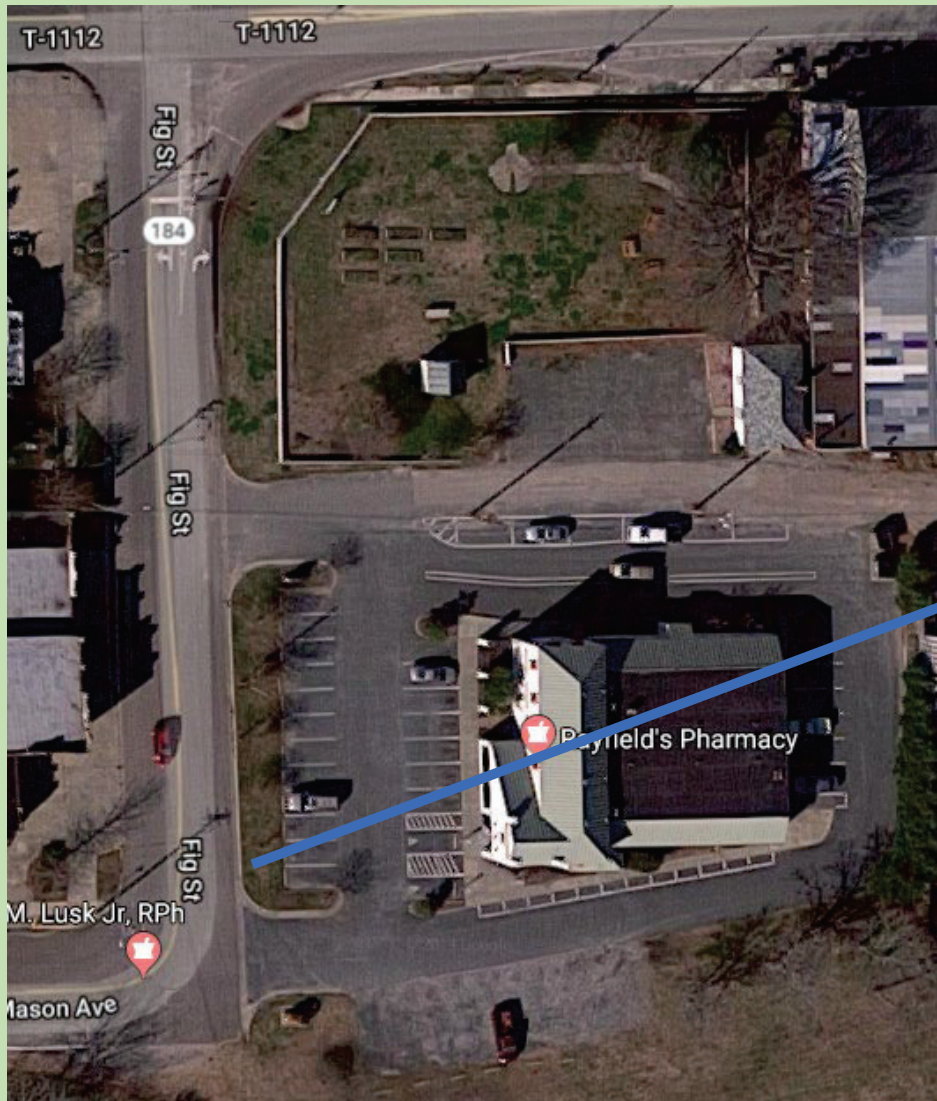
1. Lots within CR, C-1, C-2, C-3, H, GBI, M-1, and M-2 districts with a lot area of less than 13,000 square feet shall be permitted to have automobile parking located within the front yard only when the following regulations are met:

a. Front yard parking shall be limited in area to a maximum of 50 percent of the area of the front yard.

b. When permitted, automobile parking is only permitted in front yards when located on the permitted access driveway on a paved surface.







Specifics

- Parking in non-single-family zoning districts

e. Shall be graded and paved, including access drive(s), and be curbed when needed for effective drainage control, and meet the following requirements:

1. A minimum depth of six inches of number 21A aggregate base and a minimum of 1.5 inches of asphalt; or
2. Six inches of concrete on appropriate base; or
3. Four inches of brick or porous paving block on four inches of number 21A aggregate base.
4. Permeable pavers may be used for any parking area, alley, or other low traffic driveway as approved by the Zoning Administrator.





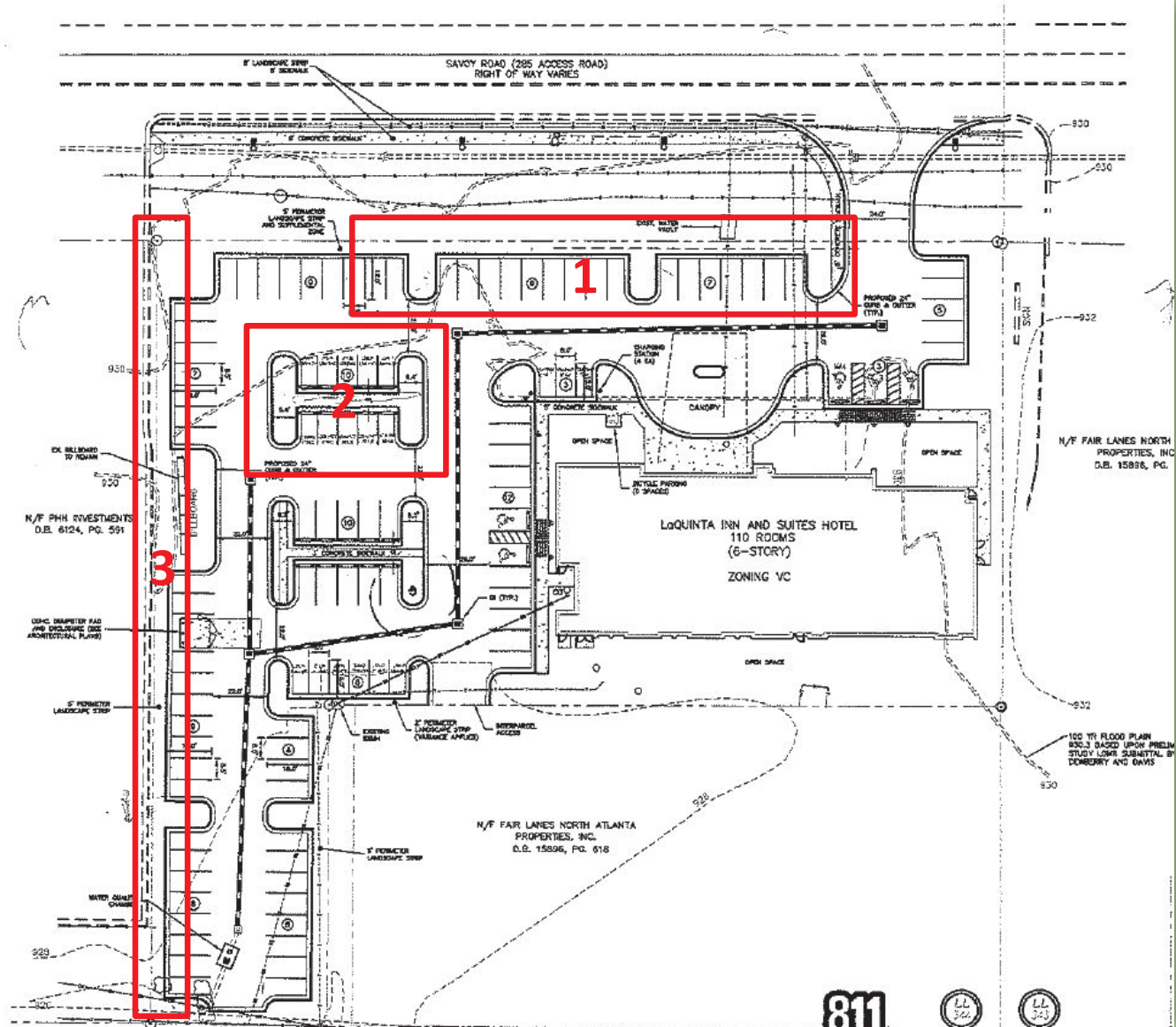


Specifics

- Landscaping in parking lots

J. Landscaping in parking lots.

1. Interior landscaping for off-street parking areas shall be required for all surface parking lots designed for 20 or more spaces. The following requirements shall apply.











Specifics

- Parking Requirements Table

<u>Land Use</u>	<u>Minimum Parking Space Requirements</u>
<u>a. Residential</u>	
<u>1. Single-family residences</u>	<u>2 spaces per dwelling unit in all districts other than R-1, otherwise none</u>
<u>2. Multifamily residences</u>	<u>1 space per one-bedroom dwelling unit, otherwise two spaces per dwelling unit</u>
<u>3. Mixed-use developments</u>	<u>1.5 spaces per dwelling unit; 1 space per dwelling unit for age-restricted; plus 1 additional space per 200 square feet of commercial gross floor area</u>
<u>4. Home occupations</u>	<u>No additional spaces required</u>

Specifics

- The minimum parking requirements table is a minimum and a maximum

2. Maximum number of parking spaces.

- a. The total number of permitted parking spaces shall not exceed 110 percent of the minimum number of off-street parking spaces required by type of permitted use, except when the excess spaces are contained in a parking structure.
- b. Any parking not included within a parking structure that is between 100 and 110 percent of the minimum number of off-street parking spaces required by type of permitted use shall be “grasscrete” or “grasspave” or other pervious paving systems as approved by the Zoning Administrator.



Specifics

- Addition and simplification of land uses in table

F.	Offices	
1.	Office	
a.	Professional	1.0 space per 300 sf GFA
b.	Other	1.0 space per 300 sf GFA
2.	Principal Office/Medical	
a.	Physician	1.0 space per 200 sf GFA
b.	Surgeon	1.0 space per 200 sf GFA
c.	Dentist	1.0 space per 200 sf GFA
3.	Bank	
a.	Standard	1.0 space per 200 sf GFA
b.	Drive-in	1.0 space per 200 sf GFA
		(stacking as per Section 4.5.B)
4.	Real estate	1.0 space per 250 sf GFA

- Reduction in some parking requirements per land use by 50-100 square feet in most cases

f. <u>Offices</u>	
<u>1. Services – office, clerical, repair, research, and personal, not primarily related to the sale of goods and merchandise</u>	<u>1 space per 300 square feet of gross floor area</u>

Specifics

- Shared parking

C. Shared parking.

1. Reduction of parking requirements through a shared parking arrangement may be granted by the Zoning Administrator through written request from an applicant and provision of one of the options provided in subsection C.2.
2. Options for a reduction of parking through a shared parking arrangement:
 - a. Option one: For properties sharing parking spaces under this provision, cross-easements shall be filed establishing access to the shared parking spaces in perpetuity and documentation of filing provided to the Town.
 - b. Option two: The minimum number of parking spaces where shared parking strategies are proposed shall be determined by a study prepared by the applicant following the procedures of the Urban Land Institute Shared Parking Report, Institute of Transportation Engineers Shared Parking Guidelines, or other approved procedures with approval by the Zoning Administrator.

Specifics

- Bicycle parking

D. Bicycle parking.

1. Development of new primary buildings in all R-3, CR, C-1, C-2, C-3, H, GBI, M-1, M-2, and OSD districts, other than single-family residential, shall provide bicycle parking spaces at a ratio of at least one bicycle parking space for every 20 automobile parking spaces.
2. No primary building, other than single-family residential, shall have fewer than three bicycle parking spaces nor be required to exceed a maximum of 20 spaces. If three or more bicycle parking spaces are located within 100' of the primary entrance of the proposed development on the same street frontage, they are exempt from this requirement.
3. Bicycle parking spaces shall be located within 20 feet of the front entrance of the primary structure, or as approved by the Zoning Administrator. Bicycle parking spaces shall not interfere with pedestrian access along sidewalks or walkways.
4. Bicycle parking shall provide an inverted U steel frame or decorative rack approved by the Zoning Administrator. The rack shall be anchored to a concrete pad.



Specifics

- Golf cart parking

E. Golf cart parking.

1. Golf cart parking spaces are permitted in all off-street surface parking lots and parking structures.
2. Each golf cart parking space shall be six feet wide and at least 11 feet deep.
3. Golf cart parking spaces shall be identified by paving markings and by appropriate signage. Signage shall not count against the maximum aggregate sign area permitted on a lot.
4. Permeable pavers shall be used for golf cart parking spaces as approved by the Zoning Administrator.
5. Wheel bumpers shall be placed at the head of all golf cart parking spaces that do not abut a curb. Wheel bumpers shall be made of concrete, a minimum of four feet long, five inches high, and six inches wide and securely fastened to the pavement by steel re-bars or steel anchors.



Specifics

- Electric vehicle charging stations

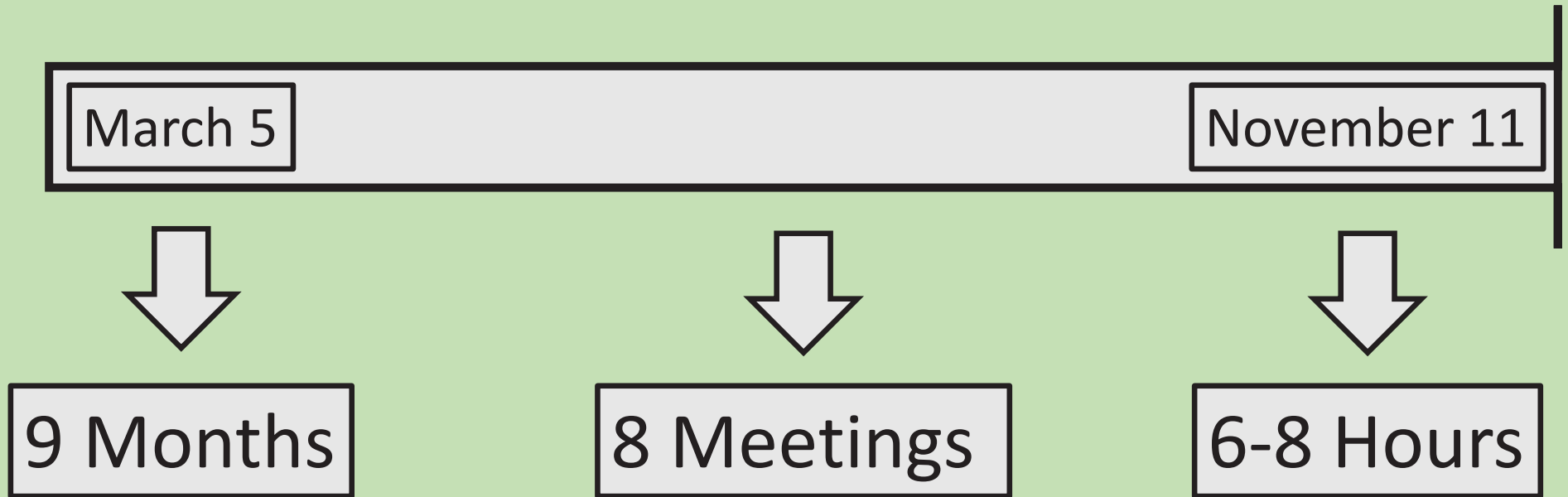
F. Electric vehicle charging stations.

1. Electric vehicle charging stations are permitted in all off-street surface parking lots and parking structures.
2. Spaces for electric charging shall be identified by paving markings and by appropriate signage. Signage shall not count against the maximum aggregate sign area permitted on a lot.
3. Spaces reserved for electric vehicle charging stations may be counted as part of the minimum required parking spaces but shall not be counted toward the maximum.
4. Any new building with over 20,000 square feet of gross floor area space shall equip at least one required parking space on its property with an electric vehicle charging station prior to receiving a Certificate of Occupancy.
5. The owner of the property shall be responsible for the installation, maintenance, and operation of electric vehicle charging stations. The owner of the property may determine if a fee is associated with the electric vehicle charging station.

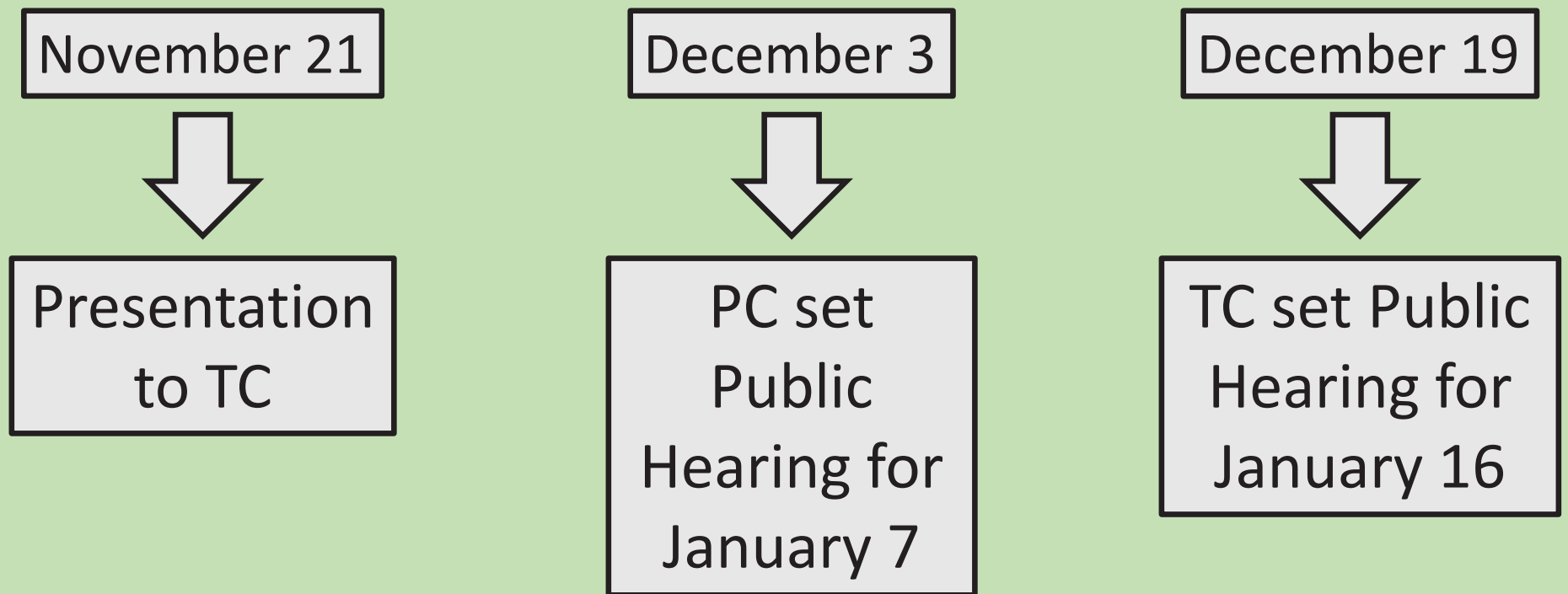


Timetable So Far

Planning Commission



Timetable Going Forward



Timetable Going Forward

January 7



PC Public
Hearing &
Recommendation
to TC

January 16



TC Public
Hearing

February 6



TC Decision



PLANNING COMMISSION STAFF REPORT

Meeting Date: January 7, 2020

Item #: 6D

Specifics:

Planning Commission voted to reelect Bill Stramm to be the Chair of the Planning Commission at the November 5 meeting. The election of Vice Chair was postponed to allow Vice Chair Sandra Salopek to weigh in on if she would like to continue as Vice Chair. Sandra Salopek has since resigned from the Planning Commission. At the December 3 Planning Commission meeting, Dennis McCoy was elected interim Vice Chair.

Recommendation:

Staff recommends Planning Commission elect a member of the Planning Commission for Vice Chair.

Attachments:

None



PLANNING COMMISSION STAFF REPORT

Meeting Date: January 7, 2020

Item #: 6E

Background:

Diane D'Amico, Planning Commission representative on the Historic District Review Board, has resigned as a member of the Historic District Review Board, effective October 29, 2019.

Specifics:

Historically, the Planning Commission has nominated a member to be a Planning Commission representative on the Historic District Review Board to act as a liaison between the Commission and the Board. However, this is not required per Article VIII of the zoning ordinance, as updated on August 16, 2018.

Section 8.7 Historic District Review Board; Membership

The members of the Historic District Review Board shall be appointed by the Town Council. The Membership shall consist of five citizens, at least three of whom shall be residents of the local historic district.

Section 8.8 Historic District Review Board; Terms

Upon approval by the Town Council, members shall be appointed for a term of five years. Appointments to fill vacancies shall be only for the unexpired term. Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until a successor is appointed and qualifies.

Section 8.9 Historic District Review Board; Qualifications

Members of the Historic District Review Board shall have demonstrated interest and knowledge in the historical and architectural development of the Town.

The Historic District Review Board by-laws, which have not been updated since the August 16, 2018 text amendments to Article VIII, and which are intended to reflect the zoning ordinance, state the following:

Article Two

2-1 This Board shall consist of [5] members appointed by the Town Council. The five [5] members must be citizens of Cape Charles, and at least three [3] of whom shall be residents of the local Historic District

2-2 Members of the Board shall have demonstrated interest and knowledge in the historical and architectural development of the Town and when possible be a licensed architect or engineer, Planning Commission member, or licensed building contractor.

Staff Analysis:

Although the current zoning ordinance does not specifically state that a member of the Board can be a Planning Commissioner, it does not restrict a Planning Commission member from serving on the Historic District Review Board, as long as they are appointed by Town Council.

Recommendation:

Staff recommends Planning Commission nominate a member of the Commission, who demonstrates an interest and knowledge in the historical and architectural development of the Town, to be the Planning Commission representative and serve on the Historic District Review Board. This member will then need to be appointed by Town Council.

Attachments:

None



PLANNING COMMISSION STAFF REPORT

Meeting Date: January 7, 2020

Item #: 6F

Background:

Scope and Schedule Phase One:

A scope and schedule for the Comprehensive Plan update is provided below. Phase One: Background and Vision, is scheduled for August 2019 through February 2020. Public input during phase one includes the following three items:

1. Kick-off workshop (held July 25)
2. Community survey
3. Stakeholder meetings

The phase one tasks (and responsible parties, listed in italics) includes the following:

- Review existing plans, issues, and regulations (*all*)
- Craft a vision statement for Cape Charles (*Planning Commission*)
- Develop Comprehensive Plan scope and outline (*staff & Planning Commission*)
- Draft goals for scope topic areas (*Planning Commission*)

The phase one outputs include the following four items:

1. Analysis of existing plan and needs
2. Survey summary
3. Plan outline and inception report
4. Vision and goals

Delegated Tasks:

At the October 1 meeting, Commissioner Stramm assigned tasks as follows:

- All Commissioners should be reviewing the plan and getting familiar with the comprehensive plan requirements and reviewing existing plans, issues and regulations
- Commissioner Salopek and Commissioner Strub will work on the scope and outline

- Commissioner D’Amico and Commissioner Holloway will contact stakeholders and discuss possible stakeholder meeting dates/topics
- Commissioner D’Amico and Commissioner Stramm will work on crafting the vision statement
- Commissioner Grossman and Commissioner McCoy will work on draft goals and scope topic areas

Discussion:

Planning Commission Work Session:

On October 21, a work session was held to discuss the Comprehensive Plan Update process and next steps. Commissioner Stramm distributed a draft table of contents via email prior to the meeting. The table of contents was agreed upon, and chapters were assigned as follows:

Introduction: Staff

Population: Staff and Commissioner Salopek

Housing: Commissioner Grossman

Economy: Commissioner McCoy

Transportation: Commissioner Stramm

Community Facilities: Commissioner D’Amico

Environment: Commissioner Strub

Land Use: Commissioner Holloway

The last work session was held on December 16 at 3:00. Commissioner Stramm asked all Commissioners to send their top five concerns/issues they identified from the survey results so that stakeholders could be identified. The list of stakeholders, prepared by Councilwoman D’Amico and Councilman Holloway, is attached.

Recommendation:

Review the top five concerns and discuss possible stakeholders.

Attachments:

Attachment 1 – List of Possible Stakeholders

Possible Stakeholders

Realtors/Rental Agents

Business Owners

Restaurants

Hospitality

Hotels/B&B's

Long term citizens

Long term renters

Full time residents

Part time residents

Bay Creek

Marina Village

Rotary/Friends of the Library/Citizens for Central Park

New Roots Board

Christian School

Rosenwald School

Builders

CC Yacht Club

Churches