



PLANNING COMMISSION
Special Meeting
Cape Charles Civic Center
July 7, 2020
6:00 p.m.

This Public Hearing and Special Meeting of the Planning Commission was held by video conference in accordance with Code of Virginia § 2.2-3708.2, subsection A.3, resulting from Governor Northam's March 12, 2020 declaration of a state of emergency for the Commonwealth of Virginia arising from the Novel Coronavirus (COVID-19) pandemic. It was deemed impractical and unsafe to assemble physically due to the highly contagious nature of COVID-19.

The purpose of this meeting was to review an application for a conditional use permit and schedule a public hearing date. An audio recording was made of the meeting, and the meeting was also live-streamed on Facebook, as well as video-taped for viewing from the Town's website after processing. Public comments were accepted in writing prior to the meeting. Viewers could also submit their comments via Facebook Live, emails to the clerk and by calling the clerk's office and leaving a voicemail during the public hearing.

At approximately 6:00 p.m., Chairman Bill Stramm, having established a quorum, called to order the Special Meeting of the Planning Commission. In addition to Chairman Stramm, physically present at the Civic Center were Commissioners Diane D'Amico, Paul Grossman, Jim Holloway, and Dennis McCoy. Michael Strub attended the meeting via telephone. There was one vacancy on the commission. Also, in attendance were Town Manager John Hozey, Town Planner Allyson Finchum, Town Clerk Libby Hume, and Deputy Clerk Tracy Outten. There were no members of the public physically in attendance, but there were 11 viewers on Facebook Live.

A moment of silence was observed which was followed by the recitation of the Pledge of Allegiance.

PUBLIC COMMENTS RE: Agenda Items Only

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 Michael Strub, to approve the agenda format as presented. The motion was approved by unanimous vote.

The Commissioners reviewed the minutes from the March 3, 2020 Planning Commission Regular Meeting and the May 5, 2020 Planning Commission Public Hearing and Special Meeting.

Motion made by Paul Grossman, seconded by Dennis McCoy, to approve the minutes from the March 3, 2020 Planning Commission Regular Meeting and the May 5, 2020 Planning Commission Public Hearing and Special Meeting as presented. The motion was approved by unanimous vote.

NEW BUSINESS

A. *Conditional Use Permit to allow an accessory dwelling unit at 401 Madison Avenue (tax map #83A1-1-182A) – review application and set public hearing.*

Bill Stramm read the staff report.

Discussion was as follows: (i) Dennis McCoy asked how long the family would stay when they visited. Allyson Finchum answered that after speaking with applicant, the family would normally stay for two or three weeks. There was much discussion on the length of stay required by the zoning ordinance and the disconnect this created. Allyson Finchum said to be certain the applicant follows the zoning ordinance, conditions could be added to the conditional use permit (CUP) and an affidavit could be signed and notarized; (ii) Diane D'Amico thought the form was incomplete and offered to rewrite it; (iii) Jim Holloway said the applicant's letter had mixed messages; and (iv) After some discussion on whether the applicant had ample parking, it was determined that enough parking spaces were provided.

Motion made by Paul Grossman, seconded by Jim Holloway, to schedule a public hearing on August 4, 2020 for the Conditional Use Permit to allow an accessory dwelling unit at 401 Madison Avenue. The motion was approved by unanimous vote.

ANNOUNCEMENTS

- Bill Stramm would like the comprehensive plan work sessions to begin again.
- John Hozey thanked Paul Grossman for volunteering his time in the absence of a town planner and presented him with a thank you gift.
- Dennis McCoy thanked John Hozey for the open communication during the pandemic.

Motion made by Jim Holloway, seconded by Dennis McCoy, to adjourn the Planning Commission Special Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 6:24 p.m.

Chairman Bill Stramm

Deputy Clerk