



PLANNING COMMISSION

Work Session

Cape Charles Civic Center

July 27, 2020

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, and Jim Holloway. Michael Strub attended the meeting via telephone. Dennis McCoy was not in attendance and there was one vacancy on the commission. Also, in attendance was Town Planner Allyson Finchum and Deputy Clerk Tracy Outten. There were no members of the public in attendance.

APPROVAL OF AGENDA

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

ORDER OF BUSINESS

A. Discussion on Planned Unit Development

Before discussion ensued on a Planned Unit Development (PUD), the commissioners introduced themselves to Allyson Finchum.

Discussion was as follows: (i) Diane D'Amico was concerned that the railroad property could possibly become a PUD. Bill Stramm said that does not matter at this time because Canonie Atlantic Co. does not have the property for sale yet and when they did sell the property, they know what must be done. Diane D'Amico thought that Bay Creek was trying to separate from the town and did not want the same thing to happen with the railroad property; (ii) Allyson Finchum explained that a PUD was extremely costly for developers and supposed to be very detailed. She added that stipulations and conditions could be added to the agreement for a PUD; (iii) There was much discussion on Bay Creek. Allyson Finchum stated that was in the process of reviewing the Bay Creek PUD plans and would inform them of any amendments; and (iv) Allyson Finchum reiterated that a PUD application should include every detail in the plans.

B. Comprehensive Plan Update

Bill Stramm gave a brief recap of the comprehensive plan update progress and future tasks moving forward as follows: (i) The commissioners were each assigned a chapter; (ii) Work sessions were put on hold do to the town planner resigning and the Coronavirus Pandemic; (iii) The contract with Accomack-Northampton Planning District Commission was not included in the budget but, would be revisited at the budget review in October; (iv) He had emailed Paul Grossman's research on the comprehensive plan development history and Paul Grossman's spreadsheet that mapped out the responsibilities for each chapter. (Please see attached.) He would like the commissioners to help fill-in the information for their assigned chapters and email it to Paul Grossman by August 13; and (v) The Town Council needed to be presented the objectives and he would attend the meeting.

Discussion on the comprehensive plan update was as follows: (i) Allyson Finchum commented that a final edit would be needed before finalizing the chapters because having several different authors may be hard to fit them together. Bill Stramm agreed that the comprehensive plan needs to speak as one. The final product would be sent to Allyson Finchum for comments; (ii) Allyson Finchum mentioned that Paul Grossman was available to help more with the update; (iii)

Michael Strub added that differences of opinions were a factor and he respected what Paul Grossman has been doing. Diane D'Amico did not have a problem with one person doing the writing; (iv) Diane D'Amico asked how to proceed with coming up with the vision statement and if this was still going to be a major update due to the Coronavirus Pandemic. Jim Holloway answered that some things were out of their control and would have to be incorporated in the plan; (v) Diane D'Amico was unclear on what projects to include due to budget concerns. Paul Grossman said they could be prioritized by importance; (vi) Bill Stramm said Zoom could be used for the stakeholder meetings if necessary. Paul Grossman thought the questions for each group needed to be streamlined more; (vii) Paul Grossman mentioned that for the 2009 update the land use chapter was contracted out. Jim Holloway would look at that update again and include any information that was needed. Allyson Finchum added that this was the hardest chapter and normally done as a group. There was some discussion on available land and how that land was zoned; (viii) Bill Stramm suggested looking through the goals in the current comprehensive plan as it pertains to their assigned chapter and decide if they were still applicable, do they still need to be included or have they been completed; (ix) Allyson asked if the vision statement had been completed. Bill Stramm and Diane D'Amico were working on it but did not know how to proceed; (x) Michael Strub asked if sea rising should be included. Paul Grossman answered yes; (xi) Diane D'Amico thought that first and always for the citizens of Cape Charles should be included in the vision statement. She continued that the comprehensive plan should not be about helping real estate agents or shop owners make money and wanting people to live here was the goal; and (xii) Paul Grossman has re-written the housing chapter into two volumes and would email it to the commissioners to use as an example. He would include the goals table.

Bill Stramm reminded the commissioners to send any questions or input on their chapter responsibilities and comprehensive plan objectives to Paul Grossman.

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 4:54 p.m.

Chairman Bill Stramm

Deputy Clerk

Objectives for the 2021 Comprehensive Plan for the Town of Cape Charles

5/1/20 draft

1. This comprehensive plan will not be considered a minor update to the 2016 plan.
2. To eliminate repetition within 2016 material, new chapters will be designated to capture material once. The table below specifies what 2016 comp plan material will be addressed or reside in the 2021 chapters.
3. Similar to the 2009 comprehensive plan, the 2021 plan will be developed as two primary documents with the first written at a high level with goals and strategies and the second, an appendix, with a more detailed description of a topic's current conditions accompanied by stats, figures, and maps as necessary.
4. As a starting point for the 2021 Comp Plan;
 - a. The material contained in the 2016 comp plan will be factored into the 2021 Comp Plan document and provide subject overview, public comments/sentiment/desires, issues, updated goals and strategies.
 - b. Appendix will draw on information from the 2008 Comp Plan Draft, Existing Conditions and provide information about the status of the town in its current conditions.
5. The Harbor District Master Plan will be folded into the Comprehensive Plan, i.e., not referred to as a separate document under Land Use.
6. Outside expertise will be required to develop a future Land Use Map.
7. Rewrites of chapters will occur if the previous material is determined not to adequately represent the town or current times. Rewrites may also occur when in comparison with other comp plans, the subject content of the 2016 or 2008 draft needs to be enhanced.
8. Chapters will include to the extent necessary the various state requirements for comp plans found in state code.
9. Separately, all previous goals/strategies contained in the 2016 comp plan will be reviewed to determine whether they have been accomplished, not accomplished but still necessary, or not accomplished but not considered necessary moving forward. Goals for 2021 comp plan will be supported by community input and demonstrated need.
- 10.

Paul Grossman/ Bill Stramm

Review of Division of Responsibilities between Town and A-N PDC: Cape Charles 2021 Comp Plan Development

Current Comp Plan Chapters	2016 Comp Plan Sections Volume One	2008 Com Plan, Existing Conditions Draft Chapters/Sections Volume Two	Comp Plan content reviewed against other plans	State Requirements § 15.2 -	Scope by Town	Scope by A-N PDC
					Kick-off Meeting conducted Results not summarized	Attended by A-N PDC
					Community Survey conducted Results culled into spreadsheet	
					Perform additional stakeholder meetings Housing completed, results to be culled into spreadsheet	
				2225 – notice and hearing on plan, posting, certification by PC		
				2226 Adoption of plan by TC		
Introduction	1.1 Vision 1.1. Executive Summary II.1 History	Community Profile History Current Conditions			Using 2016, and updating.	- Critiquing - Integrating

Demographics	II.2 Population VI-Appendices Tables A, D	Population Characteristics Population Age Distribution Families Racial Composition Education Attainment	Yes		<u>Complete</u> re-write including census tables and figures	• Need assistance on forecasting future population growth. • Critiquing • Integrating
Housing	II.3 Housing VI-Appendices Tables B,C, F	Housing Housing Distribution Occupancy Characteristics Housing Construction Trends Housing Conditions Housing Affordability	Yes	2223.D Affordable Housing	<u>Complete</u> re-write including census tables and figures	• Confirming state req'ts addressed • Critiquing • Integrating
Economy	II.4 Economy III-B Econ Vitality VI- Table E	Economy Labor Force Income Poverty Status Commuting Patterns Occupational Characteristics Major Employers Commercial and Industrial Activity Future Economic Development				
Transportation	II.8 Transportation III-C Transportation III-D Amenities Public Services and Prog	Transportation Street System Daily Traffic Volume VDOT Street Plans Alleys Parking Sidewalk and Multiple Use Paths		2223.B Transportation Plan	Using 2016, rewriting chapter to include additional subjects.	• Confirming state req'ts addressed • Interface with VDOT • Critique • Integrate

		Resident Trans Water Trans. Rail Trans				
Community Facilities	II.6 Public Utilities II.7 Community Fac and Services III-C.6 Community Facilities III-C.7 Water, Wastewater and Storm Water III-C.8 Broadband Comm. III-E – Active and Engaged Partnerships III-D Amenities CC Harbor CC Beach Recreational, Cultural and Youth Activities	Community Facility and Services Town Govt Public Safety Harbor Public Beach Town Pier Library Parks and Rec. Resources Arts and Cultural Facilities Healthcare Services Schools Public Works Solid Waste Private Utility Services Public Land and Bldgs		2223.E Broadband Infrastructure 2230.1 Public facilities study – in addition to comp plan	Use existing 2016, and updating	
Environment	II.5 Natural Resources	Natural Conditions Climate Topography Soils Surface Water Ground Water Chesapeake Bay Impact Crater		2223.2 Coastal Resource Mngt – VIMS to provide tech assistance upon request 2223.3 Strategies to combat sea-level rise and		

		Wetlands Habitat Waterfront Access Shoreline Erosion		recurrent flooding – HR PDC only. However, should be addressed in CC.		
Land Use	II.9 Land Use and Community Character III – Future Land Use VI- Appendices Figure Zoning Map III-A – Quality and Diverse Neighborhoods III-D Amenities Resort Lifestyles Streetscape Public Services and Prog	Land Use and Community Character Historic Resources Annex. Agreement 1992 Existing Land Use Categories Residential Land Use Vacant Res. Land Use Commercial Land Use Vacant Comm. Land Use Industrial Land Use Vacant Ind. Land Use Public and Semi-Public Land Use Agr/Forest Land Use PUD/Undev. Land Use Surrounding Land Uses Entrance Corridors Route 13		2224 – Use of land – local PC shall survey and study items identified	Using 2016 and update.	• Re-create current land use map • Develop future land use map.
Implementation	IV - Implementation			2223.C – long- range recommendations for general development of town	Pulling goals together	
		Public Utilities Water Supply		2223.1 – Urban Development – N/A		

		Wastewater Treatment Stormwater Sewer System				
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History of Cape Charles Comprehensive Plan Development

1999 Comprehensive Plan

- Prepared by CC Planning Commission, technical assistance by A-N PDC
- Adopted December 14, 1999
- Partially funded by grants from
 - Chesapeake Bay Local Assistance Dept
 - Virginia Coastal Resource Management Program

2009 Comprehensive Plan and 2007 (2008) Draft Comprehensive Plan, Existing Conditions

- March 2, 2004 – PC discussion on start of a plan update **and preference to do it inhouse** although A-N PDC participated in previous one. A consultant may be required. Experience of town planner (Laura Atwood) may be sufficient.
- April 6, 2004 - Two commissioners and town planner attended Planning Commissioners course. Added to knowledge base on comp plan. Comp plans were brought to classes for comparison.
- February 1, 2005 – PC meeting – **Consensus was format of the Plan (1999) has a solid basis, but several items need to be added and all sections updated.**
- March 1, 2005 – PC meeting – will have to involve VDOT and A-N PDC. New town planner starting (Jason Pruitt).
- November 1, 2005 – PC meeting – Housing: Commissioners agreed to take their own census going door to door to obtain updated information.
- August 2, 2005 – PC meeting - new zoning map being worked with Northampton County.
- August 1, 2006 – PC meeting – potential to hire Renaissance Planning Group to help with Future Land Use Plan.
- October 10, 2006 – PC meeting – motion accepted **using Harbor Conceptual Master Plan and Design as an addendum to the Comprehensive Plan.**
- November 9, 2006 – Comprehensive Plan Public Input Meeting with Renaissance Planning Group at Palace Theatre.
- December 31, 2006 – Joint PC/TC Work Session – Consultant (Paradigm Designs)
- February 8, 2007 – Public input meeting
- May 25, 2007 – **Report titled 2007 CC Comprehensive Plan Draft, Existing Conditions [appears to be eventually Volume 2]**
- June 5, 2007 – PC meeting – population study completed
- December 17, 2007 – PC meeting – next phase of comprehensive plan discussed. Focus on goals and strategies, trends, opportunities and visions
- **January 2, 2008 – PC meeting – Suggestions the plan might be two volumes. Volume One is each functional area on which the Commissioners had worked previously creating a “data assessment”. Volume Two would be vision with implementation strategies. Land use map never adopted.**
- April 1, 2008 – PC meeting – **Discussion on summaries were a focal point for those readers that wanted an overview. The remaining addendums/sections would contain the hard data.**

- July 1, 2008 – Joint PC/TC public hearing – official zoning map. Draft sections of comprehensive plan were discussed.
- August 5, 2008 – PC meeting – started on Capital Investment Plan to accompany the Comprehensive Plan.
- September 29, 2008 – April 7, 2009 – PC work sessions – work finalizing Comprehensive Plan
- April 16, 2009 – Joint PC/TC meeting – comprehensive plan
- May 5, 2009 – Joint PC/TC Public Meeting – no public comments on comprehensive plan
- May 5, 2009 – PC meeting – unanimous approval to recommend forwarding Comprehensive Plan to Town Council
- June 11 2009 – Town Council Meeting – **adopted resolution adopting Comprehensive Plan update. Footnotes contained in the plan refer to sections of the 2008 Cape Charles Comprehensive Plan Draft; Existing Conditions which is provided as an appendix.**

2016 Comprehensive Plan

- October 31, 2013 – Town Planner indicates that A-N PDC will become involved and PC will start reviewing section 1 and 2 of the plan at next meeting.
- November 5, 2013 – Planning Commission feels content of previous plan good and started changes. Also stated was that the CC 2009 comp plan was reviewed at the latest Virginia Planning Commission training session and the plan was reviewed in a positive light.
- December 19 2013 – Town Council reviews A-N PDC comprehensive plan proposal.
 - Town would provide \$8,615 as a 505 match to funds available from Virginia Coastal Management Program, VA DOT and the Economic Development Administration.
 - Scope of work expected is to provide the five-year update and **that only minor revisions and updates will be needed and a significant rewrite of the plan is not expected.**
 - Town Council approved the contract agreement.
- April 28, 2014 – PC Comprehensive Plan Meeting with A-N PDC.
 - Recommendation were made to consider new items since the original adoption of the plan.
 - Review of state requirements for comp plan.
 - Discussed how to engage public.
- December 6, 2016 – Joint (PC/TC) public hearing on comp plan held. [Five minute meeting.]
 - Scope: **Amendments to the Town of Cape Charles Comprehensive Plan Adopted June 11, 2009.**
 - Only one public comment made on accessory dwelling units.
- December 15, 2016 – Town Council approves resolution to adopt the 2016 comprehensive plan (as amendment to 2009 plan). **The 2016 plan as issued contains footnotes to section headers that provide a tie back to the 2008 Cape Charles Comprehensive Plan Draft; Existing Conditions, with specific page numbers provided. This latter document is not an appendix but rather listed as a reference.**