



PLANNING COMMISSION

Regular Meeting

Cape Charles Civic Center

January 4, 2022

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 Kenneth Butta, Diane D'Amico, Paul Grossman, Jim Holloway, Dennis McCoy, and Michael Strub. Also, in attendance were Interim Planning/Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, Town Clerk Libby Hume, and the applicants. There were no members of the public in attendance and twenty-one viewers on Facebook Live.

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

AGENDA

Chairman Bill Stramm approved the agenda format presented by unanimous consent.

PUBLIC HEARING:

There was no public hearing.

CITIZEN COMMENTS:

There were no citizen comments to be heard nor any written comments submitted prior to the meeting.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Schedule public hearing for the following Conditional Use Permit Application:

- 1. 520 Randolph Avenue (Tax Map #83A3-1-580): Kathleen and Todd Glaser – An Accessory Structure with Dwelling Unit pursuant to CCZO Section 4.2 (J).*

Katie Nunez summarized the staff report.

Dennis McCoy asked if the Conditional Use Permit for the bed and breakfast would now be converted for short-term rentals. Katie Nunez answered no and explained that the applicant was relinquishing the bed and breakfast conditional use permit as one of the requirements was that the owner resides on site.

Kathy Glaser, applicant, briefly explained that she needed a place to live while renovating the main house on this property.

Motion made by Paul Grossman, seconded by Dennis McCoy, to schedule a public hearing on February 1, 2022 for a Conditional Use Permit for an Accessory Dwelling Unit at 520 Randolph Avenue on an application filed by Kathleen and Todd Glaser pursuant to Cape Charles Zoning Ordinance Section 4.2 (J). The motion was approved by unanimous vote.

REPORT OF OFFICERS AND COMMITTEES

There were no reports from the officers or committees.

STANDING STAFF REPORTS

Katie Nunez gave updates on the following: (i) Two subdivisions: Dreams by the Bay and Bay Creek Village J (Palmer Drive); (ii) An application was filed seeking a variance to allow first floor residential in the Commercial – 1 District for the February Board of Zoning Appeals meeting. (iii) Summit Design and Engineering Services was awarded the contract for Comprehensive Plan and Zoning Updates on December 16, 2021 by Town Council. (iv) The Commonwealth Preservation Group and the Town Council will be hosting a Town Hall style meeting on Thursday, January 27, 2022. and (v) Annual Report was being finalized.

ANNOUNCEMENTS

- Regular Session – February 1, 2022, at 6:00 p.m. in the Civic Center
- Work Session – January 24, 2022 from 3:00 p.m. – 5:00 p.m. in the Civic Center

Motion made by Paul Grossman, seconded by Dennis McCoy, to adjourn the Planning Commission Regular Meeting at 6:22 p.m. The motion was approved by unanimous vote.

Chairman Bill Stramm

Planning Technician