

PLANNING COMMISSION
Public Hearing and Regular Meeting
Cape Charles Civic Center
February 1, 2022
6:00 p.m.

At 6:00 p.m., Chairman Bill Stramm, having established a quorum, called to order the Public Hearing and 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

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

PUBLIC HEARING:

- A. *A Conditional Use Permit application from Kathleen and Todd Glaser at 520 Randolph Avenue (Tax Map #83A3-1-580) in the Residential-1 Zoning District for an accessory structure with dwelling unit pursuant to Cape Charles Zoning Ordinance Section 4.2 (J).*

Katie Nunez read her report and analysis. She informed the commission that the applicant did not indicate how the accessory dwelling unit would be used after the house renovations were completed.

Dennis McCoy asked if this application should be suspended until all questions were answered and since this could be considered an incomplete application. Paul Grossman was satisfied with the documentation received since the accessory dwelling unit checklist was signed. Kenneth Butta said an affidavit and conditions could be added if this application was approved.

Diane D'Amico asked if the parking requirements were being met; yes.

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

Motion made by Paul Grossman, seconded by Dennis McCoy to close the public hearing for a Conditional Use Permit for an Accessory Dwelling Unit at 520 Randolph Avenue at 6:10 p.m. The motion was approved by unanimous vote.

Motion made by Paul Grossman, seconded by Kenneth Butta, to recommend Town Council approval of a 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) with the following conditions: 1) the applicant applies and obtain Historic District Review Board approval for all exterior improvements, in accordance with the Historic District Overlay and Guidance Documents; 2) the

applicant obtains all required permits and approvals from the Building and Planning Departments; and further finds that the Conditional Use Permit (CUP) standards in Section 4.3 are satisfied and that the issuance of the CUP is in general accord with the current Comprehensive Plan; and 3) upon the occupancy of the Accessory Structure as a dwelling by the applicant at 520 Randolph Avenue, then the CUP issued by the Town on July 18, 2016 for a Bed and Breakfast, owned and operated by the applicant at 530 Randolph Avenue, will be relinquished by the applicant since the requirements of the CUP will not be met, particularly the residency requirement for Bed and Breakfast establishments. The motion was approved by unanimous vote.

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

There was no new business.

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) Three subdivisions: Bay Creek Village J (Palmer Drive), Dreams by the Bay, and Bay Creek Village L; and Cape Charles Mini Golf Site Plan; (ii) The applicant withdrew the application 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 Kick-Off meeting for Comprehensive Plan and Zoning Updates is on February 2, 2022. and (iv) She was working on revising job descriptions and staffing organization of the department.

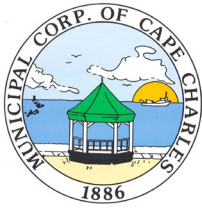
ANNOUNCEMENTS

- Regular Session – March 1, 2022 at 6:00 p.m. in the Civic Center
- Joint Meeting with Town Council – February 2, 2022 at 6:00 p.m. in the Civic Center for the Comprehensive Plan and Zoning Ordinance update contract Kick-Off Meeting with Summit Design Engineering

Motion made by Paul Grossman, seconded by Jim Holloway, to adjourn the Planning Commission Public Hearing and Regular Meeting at 6:18 p.m. The motion was approved by unanimous vote.

Chairman Bill Stramm

Planning Technician



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