



PLANNING COMMISSION

Regular Meeting

Cape Charles Civic Center
March 1, 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, and Town Clerk Libby Hume. 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.

CONSENT AGENDA

Chairman Bill Stramm approved the consent agenda as 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

- A. *Continued discussion on proposed zoning text amendments regarding Accessory Dwelling Units and affiliated zoning definitions.*

Katie Nunez read the staff report so the commissioners could discuss each section of the proposed text amendments for Cape Charles Zoning Ordinance Section 4.2 (J).

Discussion and questions were as follows:

Statement of Intent: (i) Diane D'Amico thought there was discussion about not using the wording "Workforce Housing". Katie Nunez has been doing research and found that during the original adoption of Accessory Dwelling Units (ADU) the Town Council was supportive of them for Workforce Housing. (ii) Change the last sentence to read as follows: *The intent is to allow an increased density on a lot in specific zoning districts to provide opportunity in the creation of long-term rental units to assist in meeting the housing needs of the Town and County.*

Definitions: (i) Paul Grossman said adding a definition to this section deviated from having a central location to find definitions and all sections would need to be updated. Kenneth Butta agreed and would prefer the definitions to reside in one location. (ii) Diane D'Amico would like to take out the word "single" in the dwelling unit definition. (iii) A definition for "sleeping area" needs to be added. and (iv) The grammar needs to be checked in the definition for "Building, Accessory".

4.2 (J):

(1) Physical Characteristics: (i) Under C - add a comma after the word “bathroom” and an “a” before the word “sleeping”. and (ii) There was much discussion on limiting the number of potential renters based on the square footage of the ADU.

(2) Occupancy characteristics: (i) Under A - the word “An” needs to be added before “accessory” and remove the words “either verbally or”. and (ii) Diane D’Amico said the statement does not allow for a family’s elderly members to stay.

(3) Other requirements: (i) Under B – change the word “can” to “receptacle”. (ii) Under E – all parking regulations should be followed therefore all sections should be referenced. (iii) Under G – (a) add the word “units” after the words “Accessory Dwelling”, (b) Paul Grossman would like the code/building official to have flexibility when entering the ADU. Katie Nunez and Jeb Brady would create an inspection process. and (c) A new affidavit needs to be completed if the property is sold.

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) Subdivision: Final Plats submitted Bay Creek Village L – Phase 1B, 1C, 1C, and 1D and (ii) BZA: an application was filed seeking a height variance for 7 Strawberry Street to expand the Hotel Cape Charles – seeking to add three floors to create a maximum of 12 hotel rooms.

ANNOUNCEMENTS

- Regular Session – April 5, 2022, at 6:00 p.m. in the Civic Center

Motion made by Paul Grossman, seconded by Jim Holloway, to adjourn the Planning Commission Regular Meeting at 7:21 p.m. The motion was approved by unanimous vote.

Chairman Bill Stramm

Planning Technician