



PLANNING COMMISSION

Work Session

Cape Charles Civic Center

January 30, 2023

3:00 p.m.

At approximately 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 Dennis McCoy, Paul Grossman, Michael Strub, Shannon Smith, and Bill Ashworth. Also, in attendance were Town Planner/Zoning Administrator Katie Nunez, and Planning Administrative Assistant Alyce Crockett. There were no members of the public in attendance.

APPROVAL OF AGENDA

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

ORDER OF BUSINESS

- A. *Discussion of Housing Subcommittee work and reach consensus on possible zoning ordinance changes relative to housing.*

Ms. Nunez started the discussion regarding the initial review and recommendations from the Berkeley Group's report and each finding that was addressed in our own ordinances was highlighted in green. The Commission was instructed to concentrate on the highlighted areas.

Discussions and questions were as followed:

Factor 1 – Diversity of Housing Stock

Item 1 – some discussion regarding accessory dwelling units in a planned unit development. No further action needed be taken.

Item 2 – Impacts of tourism and transient housing -some discussion regarding short term rentals and the definition of use of Tour Home. Need better direction from the Town Council and who will be tasked with this.

Item 3- Alternate structures for housing – discussion regarding the minimum dwelling size. Duplexes were no longer a by right use. Need to open a discussion regarding this. There was also discussion regarding parking and the number of trees on the lots. The issue of sidewalks to be taken up by the town council. Recommendation to reconsider minimum square footage as a percent of lot and not square footage – agreement on this was reached.

Item 4 – Setbacks list in a table format – agreement was reached. Cleanup formatting across the zoning district.

Item 5 – Modify/modernize expanding permitted uses. – discussion regarding options for incentivizing housing options.

Item 7 - Manufactured homes – Ms. Nunez read the definition of manufactured home and Commissioner Grossman expressed that these homes need to be placed on a permanent foundation and treated as a single- family home. All agreed.

Item 8 – Zoning provisions for temporary family health structures – all agreed that this be inserted into the ordinance.

Factor 2 – Permitted Housing Densities

No changes to be made.

Factor 3 – Regulation Consistency/Clarity

Item 5 page 2 – with regard to consistent definitions at the county level – No action at this time.

Appendix A page 3 – regarding affordable housing definition – Commissioner Grossman recommended as a percentage of income. Ms. Nunez asked where a good location would be for these types of properties. Paul Grossman mentioned that the definition should allow many income levels.

Commissioner McCoy said or as needed regarding circumstances.

Appendix A page 5 – Area of Median Income -Commissioner Grossman stated that this is defined by HUD each year. All agree to the definition and to adding it to the ordinance. Also agreed to merging household and family.

Appendix A page 7 – Elimination of definition of manufactured housing – All agree that manufactured homes must have a permanent foundation. Also agreed that there should be a separate definition for modular buildings, home and industrial.

Appendix A page 10 – Define Workforce Housing – Chairman Stramm stated that the income level should be changed from 120 to 150. Commissioner McCoy asked if we would give preferential treatment to service workers and military. Ms. Nunez stated that she didn't want to change the ordinance. Stramm suggested adding more than 30 days to prevent short term rentals. All agreed to tweak the definition of multifamily. All agreed to the continuing care requirement community definition.

Appendix B page 13 – Lot coverage of how calculations are measured. Definition of Residence – no change. Basement changed; all agree. Crawl space tweaked. Attic, defer to building code. Story height requirement of 2.5. remove story above grade. Gross floor area – tied into parking requirements. Height of the building – propose a tweak. Parcel building – remove. Change apartment house to building. Change Tourist Home to bed and breakfast (owner or manager permanent dweller on site). Remove Boarding House. Remove extended stay hotel/motel. Tweak motel. Delete Inn, Lodging House, Guest House, and Guest.

Factor 4 – Development Standards –

Item 3 – What percentage of coverage should be multi family to no more than 60% of lot.

Item 5 – reduced parking requirements – 2 spaces for a single-family home. Change to one space per ADU.

Factor 5 – Standards for livable communities –

Commissioner Grossman recommended moving sidewalks out of the town code and into ordinance. All agreed. Manufactured home parks – not applicable.

Motion made by Chairman Stramm, seconded by Commissioner Grossman, to adjourn the January 30, 2023 Planning Commission Session at 4:52 p.m. The motion was approved by unanimous vote.

Chairman Bill Stramm

Planning & Zoning Administrative Assistant