Planning Commission

Regular Session Agenda

Cape Charles Civic Center – 500 Tazewell Avenue

February 6, 2024, at 6:00 P.M.

1. Call to Order
   1. Roll call and establish a quorum.
   2. Welcome to new member, Elizabeth "Libby" Wright, who has been appointed to a four-year term that commenced November 1, 2023 thru October 31, 2027, which was previously held by Michael Strub.

2. Invocation and Pledge of Allegiance

3. Consent Agenda
   A. Approval of agenda format
   B. Approval of Minutes:
      1. January 11, 2024 - Planning Commission Regular Meeting

4. Public Hearings: NONE

5. Citizen Comment Period, for any item not subject to an advertised public hearing

6. Unfinished Business: NONE

7. New Business:
   A. Review Bylaws
      1. Planning Commission Bylaws - Adopted October 5, 2021
         Proposed Revision/s January 11, 2024
      2. Addition of Remote Participation Policy as Appendix C

   B. Appointment by the Planning Commission from within their ranks a member to serve on the Historic District Review Board (HDRB); said term as PC Representative to the HDRB will run concurrently with the PC member's term of appointment

   C. 2022 & 2023 ANNUAL REPORT

8. Report of Officers and Committees
   A. Sign Subcommittee: Continue with the Review and Discussion of Proposed Sign Ordinance, Section 12 – Commercial District Signs (page 12)

9. Standing Staff Reports - Planning & Zoning Director

10. Announcements - Next Meetings:
    - Work Session for Sign Ordinance Final Proofing (as needed): Wednesday, February 21,2024
    - Town Council Strategic Retreat: Saturday, February 24, 2024
    - Joint Work Session with Town Council: Tuesday, February 29, 2024
    - Regular Session: Tuesday, March 5, 2024
    - Joint Public Hearing with Town Council: Monday, March 18, 2024

11. Adjourn