



**PLANNING COMMISSION
Work Session
Cape Charles Civic Center
February 21, 2024**

At 6:00 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, Paul Grossman, Jim Holloway, Shannon Smith and Elizabeth Wright. Commissioner Bill Ashworth arrived after the roll call at 6:02 p.m. Also, in attendance were Planning/Zoning Administrator Katie Nunez and Planning & Zoning Administrative Assistant Maureen Tamares-Meditz. There were no members of the public in attendance.

CONSENT AGENDA:

Motion made by Commissioner Grossman seconded by Commissioner Holloway, to approve the Consent Agenda as presented. The motion was approved by unanimous vote.

ORDER OF BUSINESS:

- A. *Continue with the review of the proposed Draft Sign Ordinance starting on Harbor District Signs.*

Ms. Nunez stated that two documents are provided to the board. First is the updated, red-lined draft sign ordinance with all changes incorporated from the last meeting on February 6, 2024, including adding in the charts created by Commissioner Paul Grossman and reviewed/edited by the Planning Commission over the last two meetings. Second, a clean copy of the draft sign ordinance that has accepted all of the changes (additions, deletions, etc.) has been provided. There are still a few items highlighted in yellow that may require clarification by the Planning Commission since the staff notes did not show what decision had been reached, especially on a few of the chart measurement items.

She requested to start the work by reviewing the chart in Section 13 for Heavy and Light Industrial Zoning. Once it is completed then she suggested that we go through the whole document section by section.

Discussion was as follows:

§13. Heavy and Light Industrial Zoning District Signs

- ***Flags***
 - *Permit required:* change: No to Yes. Flagpole only.
- ***Freestanding***
 - *Size/Number:* not to exceed 6ft, *change: 6ft to 12ft.*
- ***Wall, Window and Door Signs***
 - *Change Title:* Wall and Window Signs
 - *Permit Required:* Wall – yes; window-no
 - *Size/Number*
 - add: 12 sf per 5 lineal ft. of building frontage
 - add: 8sf per 5 lineal ft. of building sidewall
 - delete: window signs are permitted up to 25% of the area of the window and count toward the maximum square footage of the wall signs.

- *Temporary Signs*
 - *Change Title:* Temporary Sign to Movable Sign
 - *Portable Sign:* change temporary sign to movable sign
 - *Location:* delete: permitted
- *Other*
 - *Size/Number*
 - add: 10 sf - projecting signs perpendicular to the building frontage
 - add: 5 sf/5lineal ft projecting signs parallel to the building frontage
 - *Awning sign*
 - add: 12 sf
- *Duration:* for all type delete unlimited and change to: See Section 4

§14. Harbor District Signs

This section will be similar to Commercial District Table.

After finishing the discussion on Section 13 -14, went back to review Sections 1-12. Discussion was as follows:

§1. Purpose and intent; interpretation

h. delete: under extenuating circumstances, as suggested by Commissioner Ashworth. All agreed.
change: grants to granted

§2. Definitions

Moving Signs: delete

Nonconforming Sign: delete: City/County

§4. Permit not required

3. Temporary Signs: change to: Movable Sign

§11. Residential District Signs

- *Flags*
 - *Illumination:* Delete: B from Section 8.B
- *Footnote 1. Vacation rental signs are prohibited.* This item was discussed from last meeting and because there were differing opinions regarding this, a consensus was made with 4 members (Chairman Stramm, Commissioners Grossman, Smith & Holloway) agreeing to keep “*Vacation rental signs are prohibited*” and 2 members (Commissioners Ashworth and Wright) saying they do not want to keep this. Commissioner Smith further explained that the reason the majority is trying to regulate this is because the vacation rentals are in residential district and commercial enterprise are being allowed to put this sign in residential district.
Ms. Nunez informed the board that this will go to the Town Council to decide on. The board can discuss further their perspectives and positions when it goes to Town Council. She also mentioned that the Town Council will only get the clean version of the Draft Sign ordinance document.

§12. Commercial District Signs

- *Freestanding*
 - *Definition:* delete: ground mounted sign
 - *Size/Number:* not to exceed 6ft, change: 6ft to 18ft.

- *Wall and Window Signs*
 - *Size/Number*
 - add: 12 sf per 5 lineal ft. of building frontage
- *Temporary Signs*
 - *Change Title:* Temporary Sign to Movable Sign
- *Other*
 - *Definitions:* Directory sign- on the definition delete: *freestanding*

Ms. Nunez mentioned the upcoming Joint Work Session with the Town Council on Thursday February 29, 2024. She said that once the Draft Sign Ordinance is cleaned up it will be sent out. She also reminded them about the Strategic Planning which will be held at the YMCA gymnasium on February 24, 2024, with Town Council, Bay Creek Association, Bay Creek Homeowner's Association. Historic Civic League and Cape Charles Main Street.

Motion made by Commissioner Wright, seconded by Commissioner Paul Grossman, to adjourn the Planning Commission Regular Meeting at 7:39 p.m. The motion was approved by unanimous vote.

Chairman Bill Stramm

Planning & Zoning Administrative Assistant