

Planning Commission
Regular Meeting and Public Hearing
Cape Charles Civic Center
May 5th, 2026

At 6:00 p.m., after establishing a quorum, Chairman Bill Stramm called the Planning Commission to order for the April 7th, 2026, Regular Meeting. Along with Chairman Stramm, the attending commissioners included Bill Ashworth, Libby Wright, Ian McDonald, Jim Holloway, Clayton Newman, and Alan Clark.

Town staff present included Town Manager Rick Keuroglan, Zoning Compliance Officer Jack Steinmayer, and Town Clerk Libby Hume.

Four members of the public were in attendance.

A moment of silence was observed, followed by the recitation of the Pledge of Allegiance.

Consent Agenda

Motion made by Chairman Stramm to approve the Consent Agenda as presented. The motion was approved by common consent.

Public Hearing

- A. *Zoning Text Amendment (ZTA) 2026-02: Application from the Town of Cape Charles to amend Town Code Chapter 32, Article VIII (Historic District Overlay), Appendix A (Definitions), and the Historic District Guidelines with the addition of new Appendix G.* Zoning Compliance Officer Jack Steinmayer read the staff report. After summarizing the staff report, Chairman Stramm asked for any public comments.

Public Comments

Claudette Lajoie (127 Peach Street) – See attached letter.

Chairman Stramm moved to close the public hearing. The motion was made by Commissioner Holloway and seconded by Commissioner McDonald. The motion was approved unanimously. The public hearing was closed at 6:10 p.m.

Unfinished Business

- A. *Discussion on Compliance deadline for Article VII (Chesapeake Bay Preservation Act), to include in the Comprehensive Plan.*
Zoning Compliance Officer Jack Steinmayer summarized the staff report.

Commissioner McDonald noted that several action items in the Comprehensive Plan are broadly worded and will require amendment to specific, actionable, and assignable deadlines. Some previously listed actions – such as a town recycling program – have already been reviewed and approved by the Town, and commissioners suggest those items be marked as closed or already acted upon.

Regarding DEQ's established action deadlines, it was noted that some dates have already passed. Staff indicated that the Town's primary DEQ contact, Ms. Nunez, is currently out of the office. Chairman Stramm recommended that staff contact DEQ to confirm that the town is actively working to meet the requirements.

The Planning Commission then decided to form a small working committee to review DEQ's compliance requirements and prepare recommendations for the Planning Commission. It was also decided that Commissioner Clark would serve as the Planning Commission's representative and that staff would coordinate with the Wetlands and Coastal Dune Board to identify a representative. The committee is expected to convene before the June 2nd, 2026, Regular Meeting.

New Business

- A. *Zoning Text Amendment 2026-02: Application from the Town of Cape Charles to amend Town Code Chapter 32, Section VIII (Historic District Overlay), Appendix A (Definitions), and the Historic District Guidelines with the addition of new Appendix G.* The Planning Commission had no questions or additional comments.

Chairman Stramm then moved to recommend approval of ZTA 2026-02 to the Town Council. Motion made by Commissioner McDonald to recommend to the Town Council to approve Zoning Text Amendment 2026:02: Application from the Town of Cape Charles to amend Town Code Chapter 32, Article VIII (Historic District Overlay), Appendix A (Definitions), and add new Appendix G to the Historic District Overlay Design Guidelines. Motion seconded by Commissioner Holloway, and the motion was approved unanimously.

Standing Staff Reports

Zoning Compliance Officer Jack Steinmayer presented the standing staff report for departmental activity for April 2026.

- A. *Board of Zoning Appeals*

A public hearing was held on April 14th, 2026 @ 9:00 AM to discuss an exception to the Chesapeake Bay Act application at 165 Sunset Boulevard. The Board of Zoning

Appeals approved the exception application in accordance with the criteria outlined in the staff report.

Next Meeting

The next meeting of the Planning Commission will be held on June 2nd, 2026.

Adjournment

Motion made by Commissioner Holloway, seconded by Commissioner Clark, to adjourn the May 5th, 2026, Planning Commission Public Hearing and Regular Meeting. The motion was approved unanimously. The Planning Commission adjourned at 6:25 PM.

Chairman Stramm

Zoning Compliance Officer