

Planning Commission

Regular Session Agenda

Cape Charles Civic Center – 500 Tazewell Avenue

November 1, 2016

6:00 P.M.

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Public Comments
4. Consent Agenda
 - a. Approval of Agenda Format
 - b. Approval of Minutes
 - c. Reports
5. Old Business
 - a. Draft Comprehensive Plan received comments and proposed revisions
 - b. Review schedule of documents used during the Comprehensive Plan document drafting process
6. New Business
 - a. Election of officers
7. Announcements
8. Adjourn



DRAFT
PLANNING COMMISSION
Regular Meeting
Cape Charles Civic Center
October 4, 2016
6:00 p.m.

At 6:00 p.m. Chairman Dennis McCoy, having established a quorum, called to order the Regular Meeting of the Planning Commission. In addition to Chairman McCoy, present were Vice Chairman Michael Strub, and Commissioners Andy Buchholz, Dan Burke, Keith Kostek and Bill Stramm. Commissioner Sandra Salopek was not in attendance. Also in attendance were Town Planner Larry DiRe and Town Clerk Libby Hume. There was one member of the public in attendance.

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

PUBLIC COMMENTS:

There were no public comments to be heard nor any written comments submitted prior to the meeting.

CONSENT AGENDA

Larry DiRe informed the Commissioners that the draft Tourism Zone Ordinance which was forwarded to the attorney for their review in mid-December was received by the town on September 29th. The marked up version was forwarded to the Commissioners on October 3rd. Larry DiRe continued to state that although this item was not on the agenda, if the Commission had an interest in reviewing the revisions provided by the attorney, it could be added as a consent agenda item.

Motion made by Bill Stramm, seconded by Andy Buchholz, to add Tourism Zone Ordinance discussion to the agenda at the end of Old Business. The motion was approved by majority vote with Dan Burke opposed.

The Commissioners reviewed the minutes for the September 6, 2016 Planning Commission Regular Meeting. Michael Strub noted a typographical error on page 2.

Motion made by Michael Strub, seconded by Bill Stramm, to approve the minutes from the September 6, 2016 Planning Commission Regular Meeting as amended. The motion was approved by unanimous vote.

REPORTS

Larry DiRe stated that he did not have anything to add to his written report.

Dennis McCoy reminded all in attendance that the elections for chair and co-chair would be held at the November meeting.

Andy Buchholz asked about the meeting with VDOT. Larry DiRe responded that he had the information in his office. There was movement regarding the Route 13 Safety Plan. A couple of meetings were held last fall and the comment period closed in December. The report covered Route 13 from the Chesapeake Bay Bridge Tunnel to the Maryland border and two locations by Cape Charles were cited – the areas by the Food Lion and Eyre Hall. The crash data by the Food Lion was too low to warrant another traffic signal at Food Lion but engineering could be done to improve the corridor. There was a proposal to put in an access road from the Food Lion to business 13 on the Cheriton side of the traffic light. Andy Buchholz added that information had been posted to VDOT's website and many of the median cuts were being closed due to problems.

OLD BUSINESS

A. *Proposed Reverse-Angle Parking on Bay Avenue Update:*

Larry DiRe stated that the 1999 comprehensive parking study showed a parallel parking stall count of 66 for the west side of Bay Avenue. Staff conducted a street-specific review of the 1999 parking study in April 2016 and agreed with the number of 66 parking stalls which was used as the threshold for this summer's parking count. Staff conducted observations and counts of the parking along various segments of Bay Avenue from Friday, June 10, through Sunday, September 11. There was no meaningful parking count to consider prior to 11:00 a.m. or after 6:00 p.m. Bay Avenue was broken into three sections – the west side from Washington Avenue to the pavilion, the west side from the pavilion south to Mason Avenue, and the east side from Tazewell Avenue to Jefferson Avenue. Out of 44 observations, the 66 count was exceeded 14 times or 31.8%. The cumulative 2015 and 2016 counts showed 126 individual observations with 35 instances when the count exceeded 66. A two-year total of 27.78% of observations exceeded the 66 vehicle standard. Larry DiRe concluded by stating that he stood by his report from 2015 as follows: i) He could not recommend moving forward with implementing reverse-angle parking on the west side of Bay Avenue; ii) He recommended that the town's public safety officers be brought into the discussion as a source of public safety perspective and to balance any urban planning or design perspective; and iii) He recommended striping of Bay Avenue pedestrian crosswalks at the beach access points and the installation of speed limit and pedestrian crossing signage on the median for both north and south bound motorists.

There was some discussion regarding the following: i) Excess parking was on the east side of Bay Avenue and along some of the side streets within the town. No complaints had been received from residents; ii) It was noted that boats and boat trailers, which were parked legally on the streets, took up a lot of space. The town could only ticket boats and trailers if they posed a safety hazard; iii) Some golf carts parked perpendicular to the curb vs. parallel which resulted in more space for vehicles to park; iv) There was some debate regarding the raising of the medians on Bay Avenue. If reverse-angle parking was instituted on Bay Avenue, vehicles would be able to drive over the medians since they were level with the street. At times when Bay Avenue flooded, the raised medians could pose a problem; v) VDOT needed to be contacted regarding adding handicap parking spaces along Mason Avenue. There were only two handicap parking spaces – by the library and Lemon Tree Gallery; vi) The number of vehicles parking along Bay Avenue was trending up and the town needed to keep an eye on this issue. Michael Strub requested that vehicle counts needed to be done every summer; and vii) Striping needed to be done for the pedestrian crosswalks.

Motion made by Andy Buchholz, seconded by Dan Burke, to submit an application to VDOT to stripe the pedestrian crosswalks at beach access points on Bay Avenue. The motion was approved by unanimous vote.

B. *Proposed Draft Text Amendment to Article III, Section 3.15.B Limited Access Commercial Activity in Open Space District:*

Larry DiRe stated that he revised the draft language changing the hours to 9:00 a.m. through sunset as discussed at the September meeting. He went on to state that he had spoken to other department heads and the recreation department was amenable to having the part time person assist with verification of the vendors in attendance on a daily basis. He spoke with the treasurer regarding the need to amend the peddler license regulations. There was much discussion regarding the peddler's license in regards to the fees, reporting of sales, the tracking of cash purchases, and the need to think things through and be careful so as not to create any unintentional harm to the existing businesses. There was further discussion as follows: i) If a vendor sold out, were they obligated to stay the rest of the day due to the timeframe stated in the draft ordinance? It could not be held against a vendor if they sold out and had to leave early. Attendance could possibly be enforced on weekends only. This

language was taken from the farmer's market guidelines. This project was more complex than the farmer's market; ii) Consider restrictions on glass bottles; iii) Consider possibly restricting to just food vendors; iii) This could initially be done as a pilot program for a 12-18 month period; and iv) The Commission requested that this language be presented to the Town Council to obtain their feedback to see if it was something that they wanted to pursue. It was suggested that this item and the animal humanity ordinance be scheduled for a November Town Council work session.

C. *Set Date for Comprehensive Plan Joint Public Hearing with Town Council:*

Larry DiRe stated that the draft Comprehensive Plan was reviewed by the Town Council at a special meeting on September 29, 2016. There were several items that still needed to be addressed as follows: i) Recent zoning changes were approved for a parcel from mixed-use harbor district, changing it to industrial; ii) The Comprehensive Plan referred to future harbor dredging. With the completion of the dredging project, this language needed to be updated; iii) Eventacular was no longer viable and needed to be removed; iv) Language needed to be added regarding the Main Street Initiative; v) The Town Council Priorities needed to be updated from 2009. Andy Buchholz informed the Town Council that the Commission needed their guidance regarding that section; vi) The age of the supporting documents were between 10-20 years old and a plan was needed to either retire or update those documents; and vii) Things were moving so fast in town that it was difficult to keep the language up to date. The Town Council wanted to make sure that the Comprehensive Plan reflected the current status of the town.

Motion made by Dan Burke, seconded by Bill Stramm, to set Tuesday, December 6, 2016, as the date for the joint public hearing with the Town Council to hear comments regarding the draft Comprehensive Plan. The motion was approved by unanimous vote.

D. *Review Attorney Revisions to Draft Tourism Zone Ordinance:*

Larry DiRe stated that the attorney questioned the clause in § XX-6.7 which required the business to repay the total amount of the rebate received if the business were to move out of the town to conduct business in another location within three years after the expiration of all incentive periods. A number of procedural changes were made by the attorney as well.

After much discussion regarding the clause in § XX-6.7, the Commissioners agreed to delete the clause.

Motion made by Bill Stramm, seconded by Dan Burke, to forward the Tourism Zone ordinance to the Town Council as amended. The motion was approved by unanimous vote.

NEW BUSINESS

There was no New Business to review.

ANNOUNCEMENTS

There were no announcements.

Motion made by Dan Burke, seconded by Andy Buchholz, to adjourn the Planning Commission Regular Meeting. The motion was approved by unanimous vote.

Chairman Dennis McCoy

Town Clerk

Planning Commission Staff Report

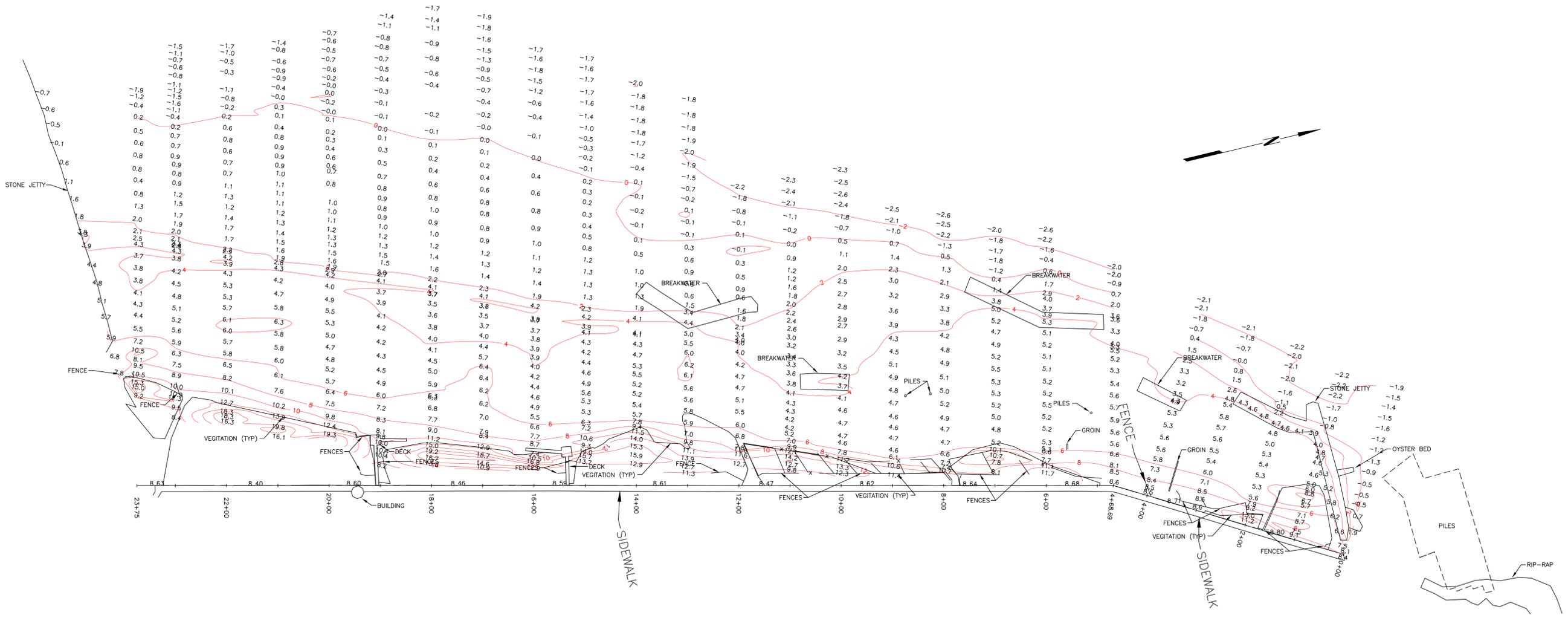
From: Larry DiRe 

Date: November 1, 2016

Item: 4c-Staff Report

Attachments: Town beach survey post sand placement

1. No update on the project approved under a conditional use permit for 207 Mason Avenue.
2. At their October 20th regular monthly meeting the Town Council **voted** to set Tuesday December 6, 2016 as the date for the draft Comprehensive Plan joint public hearing with the Planning Commission.
3. The Historic District Review Board did not receive any applications for Certificate of Appropriateness to consider at their October 18th regular monthly meeting, and so canceled that meeting. The CAMP training program provided by the National Alliance of Preservation Commissions will be Saturday October 29th from 9:00 to 4:00. This training is part of the grant award from the Virginia Department of Historic Resources, and requires no local matching funds.
4. On Monday October 17th staff and the Town Manager met with the property owner of the lot recently rezoned from Harbor District to Industrial M-2 District.
5. The Harbor Area Review Board had no business and did not meet.
6. The Wetlands and Coastal Dunes Board received an application from the Town of Cape Charles public works department for the installation of stormwater outfall protection. That meeting is scheduled for Monday, November 14 at 4:00 pm. On Wednesday October 12th the USACE provided the post-sand placement survey of the Town Beach area recently nourished by harbor\channel dredge materials (attached).
7. The Board of Zoning Appeals had no business and did not meet.



NOTES:

1. COORDINATES ARE IN U.S. SURVEY FEET REFERRED TO THE VIRGINIA STATE GRID (SOUTH ZONE) BASED ON NAD83.
2. ELEVATIONS ARE IN FEET AND ARE REFERRED TO THE NATIONAL OCEAN SERVICE (NOS) MEAN LOWER LOW WATER (MLLW).

Waterway
 Surveys & Engineering, Ltd.
 321 Cleveland Place, Virginia Beach, Va. 23462
 Tel: (757) 490-1691 Fax: (757) 490-1348



COTTRELL CONTRACTING CORP.

SURVEYED J.D.	EASTERN SHORE, VIRGINIA		SHEET NO. 1 OF 1
DESIGNED N/A	AFTER PLACEMENT SURVEY		
DRAWN G.M.R.	OF CAPE CHARLES		
REVIEWED R.L.T.	BEACH 'A'		
SCALE 1"=100'	DATE SEPTEMBER 2, 2016	DRAWING NO. 5162-01-91-01	

Planning Commission Staff Report

From: Larry DiRe 
Date: November 1, 2016
Item: 5a- Draft Comprehensive Plan received comments and proposed revisions

Attachments: Individual Council member comments

Item Specifics

The following draft Comprehensive Plan document sections are proposed for editing, inclusion, removal, or revision.

Page 9\66, Section II.1, first paragraph, second sentence: *"The Town has experienced periods of growth and decline, however, freight passage continues to this day and is one of the few operations of its kind in the United States."* Strike entire sentence.

Page 11\66, first full paragraph, ninth line down: *"encourage development"* Remove underline.

Page 17\66, Section III 2.1.3: *"civic capital"* Remove underline.

Page 21\66, top right box: *"include"* Strike s.

Page 36\66, *"railroad"* Strike plural s.

Page 39\66, Section III B.5.4, fifth line down: *"a certain demographics"* Strike plural s.

Page 41\66, Section III B.5.7, seventh line down: *"events and festivals"* End sentence there.

Page 41\66: align last bullet

Page 42\66, Section III-C, fifth paragraph: *"The federal harbor and channel dredging project concluded in September 2016."* *"In summer 2016 construction began for a new, more direct, road from the industrial area near Bayshore Concrete to Route 184."*

Page 50\66, Section III.D.1, second sentence: *"industrial port and warehousing facilities"* Include before *"commercial fishermen and recreational boaters."*

Page 51\66, Section III.D.2, third and fourth paragraphs and all bullet points: remove underlining.

Page 52\66, Section III D.4, language does not include reference to the connection between Route 184 and the new industrial access road going through to Bayshore Concrete. Language should also be included stating that the Town and County will work together to ensure that compatible County zoning uses apply to parcels along the Town entrance corridors off of US Highway 13.

Page 57\66, Section III-E.3.7: Eventacular is taking a year off, but is not a defunct organization. There is no guarantee that within the time period from this draft being adopted to the next document revision other organizations will remain active. That section can remain as is.

Page 60\66, Section IV.1: The Town Council Priorities section has not been updated since June 2009, nor has Council removed any items no longer considered priorities from the list. Here are some items, identified as priorities, found in the draft Comprehensive Plan document with corresponding page numbers. It should also be noted that typically the Section IV.5 Capital Improving Plan serves as a de facto articulation of community priorities.

- "Protecting open space is a priority." Page 7\66
- "Pedestrian activity is of the highest priority." Pages 16\66, 17\66, and 18\66
- "High priority on protecting the Town's unique and historic small town character." Page 27\66
- "Develop an economic priority where decisions are made first and foremost with economic vibrancy as the goal." Page 40\66
- "Maintaining existing opportunity and improving opportunity for residents is a priority." Page 41\66
- "Bay Avenue is a priority for complete street improvements." Page 43\66

- “Increased parking in the vicinity of the harbor should be addressed as the next priority.”
Page 43\66

Language in at least two sections should be revised to reflect recent zoning change in the Town harbor. While this change had no impact on the Harbor Zoning District, it did effect the harbor as an area for commercial and industrial activity.

Section III 2.1.2 (page 17\66) reads as follows: *“The Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines serve as an overall guide to the future development and redevelopment of this area. Any change in the zoning classification in this area should result in this area becoming Harbor Mixed Use. The Town intends to pursue a connection between Mason Avenue and the Harbor and increase parking in the area as redevelopment occurs and land uses shift.”*

Staff proposes that this paragraph be struck entirely for several reasons. First, the Conceptual Master Plan and Design Guidelines document is over ten years old and works from a number of untested assumptions about local economics, the availability of funds for public investment, and demographics. Second, the Town harbor has an industrial and port history, not a history of retail shops and multi-family residential. Third, redevelopment isn’t, and hasn’t, occurred and land uses have not shifted.

Except for the last sentence, the wording of the first paragraph of Section III 2.1.2 is identical to the that of Section III 3.1. Staff recommends keeping both sections as is.

Section III A.5.2 (page 34\66) reads as follows: *“The undeveloped land, private and public, around the Cape Charles Harbor has been approved for development. Hotels on the water, restaurants and commercial locations with harbor-front walkways, multi-family dwellings will complete a major portion of the harbors’ edge. A new mega-yacht facility of over 160 acres and additional commercial slips make up the additional current and future developments. These developments are:*

- *Cape Charles Yacht Center*
- *Town Harbor”*

Staff proposes striking the second and third sentences and replacing them with the language from Section III.5 Harbor Mixed Use (page 20\66) Uses box which states: *“Land uses in this category should be mixed, including resort and tourism-related retail, waterfront industrial and employment, associated residences, and accessory uses and should support the existing harbor and railroad uses.”*

Staff believes that this language is broader, recognizes the industrial history and capacity of the harbor, and more realistically represents the development pattern of the last ten years.

Discussion

Individual Town Council members have reviewed the draft Comprehensive Plan document and provided comments and recommended revisions. Those comments are attached in full. Staff has drafted several revisions in response to the Council comments, and as part of another full-document edit of language and grammar.

Recommendation

Following discussion provide direction to staff.

Page 52 Street Scape: This plan spotlight is on route 184,642 and should include the new road to Bay Shore Concrete.

The overlay mentions the intersection of route 184 & 13 but doesn't include the county's commercial zoning in this area which would create an inviting introduction to Cape Charles flowing into the 184 corridor

Now, we have at the intersection buildings of 101 quality which have the same appearance of thousands of shopping areas in poor communities across the country. With Northampton County and Cape Charles working together, new construction would be sympathetic to the architecture of Cape Charles creating an inviting entrance for the visitor coming into the historic town.



Cape Charles

Comprehensive Plan

Date: XX /XX/XXXX

Comments by S Bennett
10/6/16

- FUTURE LAND USE & MAP
- NEIGHBORHOODS
- ECONOMIC VITALITY
- TRANSPORTATION AND UTILITIES
- AMENITIES
- ACTIVE AND ENGAGED PARTNERSHIPS
- IMPLEMENTATION

NEED A PLAN FOR UPDATING THESE

Research and analysis for this plan, and other foundational documents, can be found in the Appendix. They include:

- Public Workshop: A Vision for the Future of Cape Charles Meeting Summary, September 19, 2006
- Harbor Area Conceptual Master Plan & Design Guidelines, August 4, 2006
- Master Tree Plan, 2006
- Land Use Policy Framework: Guiding Decisions for the Coming Decades, November 8, 2006
- 2007 Cape Charles Comprehensive Plan Draft Existing Conditions, May 24, 2007
- Cape Charles Comprehensive Plan Update, Draft Land Use, Community Design and Future Development Chapter, May 25, 2007
- Cape Charles Harbor Redevelopment Plan, September 2007
- Cape Charles Community Trail Master Plan, October 1, 2007
- Census of the Town of Cape Charles, 1990, 2000 & 2010
- Healthy People, Healthy Places, Community Well Being on Virginia's Eastern Shore (Walkability Study), 2012
- Public Input Sessions On Updates Held on November 22, 2014, December 2, 2014, and February 22, 2016

i Public workshop: A Vision for the Future of Cape Charles, September 19, 2006

ii *ibid.*

iii *ibid.*, and the Cape Charles Community Trail Master Plan, October 1, 2007

iv Public Workshop: A Vision for the Future of Cape Charles, September 19, 2006

v Harbor Area Conceptual Master Plan & Design Guidelines, Aug 4, 2006

vi Cape Charles Community Trail Master Plan, October 1, 2007

vii Harbor Area Conceptual Master Plan & Design Guidelines, Aug 4, 2006; and 2007 Cape Charles

viii Comprehensive Plan Draft Existing Conditions May 24, 2007 page 67

ix Cape Charles Comprehensive Plan Update, May 25, 2007 page 26

x Master Tree Plan, 2006

xi Public Workshop: A Vision for the Future of Cape Charles, September 19, 2006

xii 2007 C.C. Comp Plan Existing Conditions May 24 2007 page 94

xiii *Ibid.*, page 85 and the Cape Charles Harbor Redevelopment Plan, Sept. 2007

xiv *Ibid.*, page 83

xv *Ibid.*, page 94

xvi *Ibid.*, page 111

Section II - Settings

II.1 History¹

The Town of Cape Charles was laid out in 1884 to serve as the southern railroad terminus along the eastern shore and a transfer point where barges and ferries completed the journey across the Chesapeake Bay to Norfolk. The Town has experienced periods of growth and decline, however, freight passage continues to this day and is one of the few operations of its kind in the United States. The town that grew up around the harbor and railroad retains much of its architectural integrity and in 1989 was designated as a National Historic District. The uniqueness of the town's physical plan along with its architectural diversity makes it one of the best preserved towns of that period in Virginia.

THIS IS NO LONGER
OCCURRING - BARGE
TRAFFIC

Cape Charles is currently undergoing significant new development in the annexed areas of town and redevelopment of its historical areas as well. Many of the historical buildings and homes have been renovated, new businesses have opened, new housing has been built, and several large mixed use developments are in the planning stages for the near future. It is of prime importance to the Town of Cape Charles to successfully mesh the old historical areas with the new to retain the character of the town while allowing it to grow and prosper.

II.2 Population²

The size of Cape Charles' population decreased during the 1990's. Projected growth rates vary, but it appears that the Town's population will continue to slowly grow. In addition to permanent residents, the seasonal population is also expected to continue growing. The population entering Town has been predominately older, educated people who are single or live in small families. This is consistent with the perception that Cape Charles has become an attractive location for retirees and people with second homes. Population decreases have been apparent among minorities, and low income households because of the increasing cost of living and real estate. This trend is likely to continue for the foreseeable future.

II.3 Housing³

As illustrated in the data of Appendix I: 2007 Cape Charles Comprehensive Plan Draft Existing Conditions, the Town's housing stock has undergone major changes in a short period of time. Numerous single family homes in the Historic District have been renovated and that trend continues. Significant residential construction has also taken place in the Bay Creek golf and marina resort communities. Despite the positive changes in the Town's housing stock, some residents face major housing issues. Substandard housing is still present, particularly in the Historic District where older homes are in poor condition. Although rising property values have benefited many homeowners, increased rents and

¹ 2008 Cape Charles Comprehensive Plan Draft; Existing Conditions, p. 9-13

² Ibid., p. 13-22

³ Ibid., p. 23-36

III.3.3 Industrial District M-2

The Industrial District M-2 designation provides for mixed industrial and employment land uses which encourage the revitalization of the local industrial economy and the historic Port of Cape Charles and Northampton County, create family-wage employment and training opportunities for local residents, serve as a model for advancing the traditional settlement patterns of the Eastern Shore's towns and employment centers, and encourage cost-effective approaches to resource conservation, wise use of renewable resources, and ecologically based industrial development.

III.3.4 General Business/Light Industrial H- 1 District

The General Business/Light Industrial H-1 designation allows for a planned mixed industrial and employment park with a comprehensive development plan which encourages the revitalization of the local industrial economy and historic Port of Cape Charles and Northampton County; creates family-wage employment and training opportunities for local residents; serves as a model for advancing the traditional settlement patterns of the Eastern Shore's towns and employment centers; and incorporate comprehensive, cost-effective approaches to resource conservation, wise use of renewable resources, and ecologically based industrial development in all aspects of design and development of the project.

III.3.5 Main Street Mixed Use District

The purpose of this designation is to recognize the unique juxtaposition of the existing residential structures within the central business district and the future needs of Cape Charles commercial districts. See Section III.2.1.1 above for description.

III.4 Community Character Areas

The Future Land Use Map includes a designation of several Community Character Area categories:

- Parks and Open Space
- Institutional
- Railroad
- Historic Town Entrance Corridor Overlay District
- Industrial ?

III.4.1 Parks & Open Space

The Open Space designation consists of critical natural resources, such as shorelines and wetlands, agricultural and forestry resources, parks, beaches, private golf courses, promenades, plazas, and multi-use paths. Open space should retain existing vegetation, particularly trees, native plants, landscapes, and wildlife habitats, special land characteristics, natural features, rare or endangered species areas, archeological sites, and other unusual natural or man-made site characteristics.

Mixed Use designation and their redevelopment should be guided by the **Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines.**

- Bayshore Concrete Products is an important economic anchor for both the town and the county. The plant is in the process of expanding and capital improvements. All properties adjacent to the harbor have an alternative future land use of Harbor Mixed Use designation.
- The property currently owned by the government and used as a United States Coast Guard – Station Cape Charles facility performs a necessary and important safety and security function for the entire area. All properties adjacent to the harbor have an alternative future land use of Harbor Mixed Use designation.

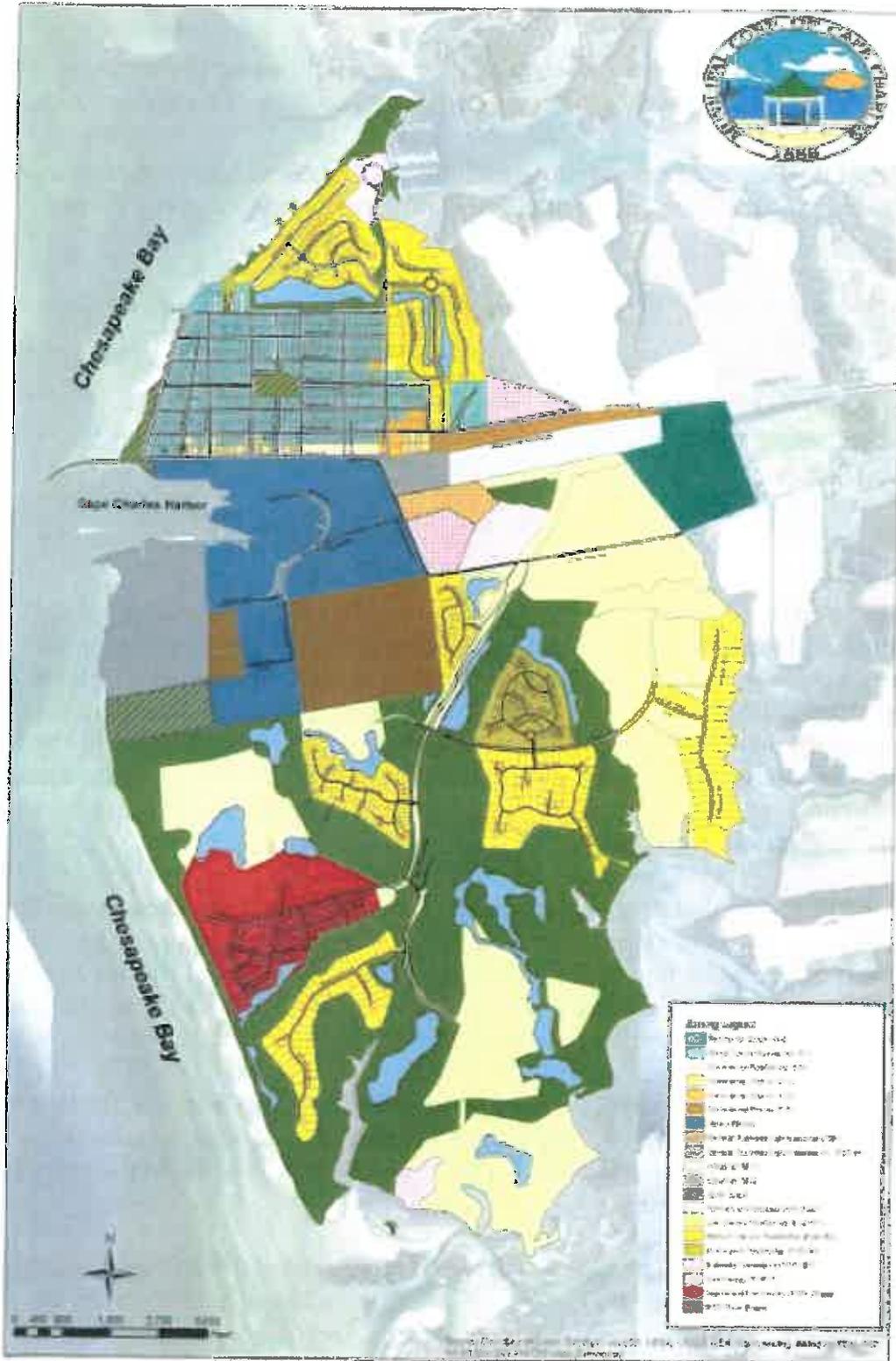
References:

Town of Cape Charles documents:

- Harbor Area Conceptual Master Plan and Design Guidelines**
- Historic District Guidelines**
- Master Tree Plan**
- Tree Conservation and Preservation Ordinance**
- Town of Cape Charles Zoning Ordinance**
- Zoning Regulations for Accawmacke Plantation**

Need updating

Town of Cape Charles Official Zoning Map



Harbor Industrial - Do we need to update this before we issue?

Created by Rob Testerman
February 10, 2014

5. Strengthen and enhance the Town's green infrastructure.

Applies to Neighborhoods:

- Residential
- Mixed Use

Accawmacke Plantation PUD

Note:

The Town contains a number of active and passive recreational facilities that serve an important environmental function as well as an attraction for residents and visitors alike.

Description:

- The Town should strengthen the existing green focal points, such as:
 - Central Park
 - Rt. 184 and Rt. 642 gateway entrances
 - The harbor
 - The Town's properties, including the public utility properties
 - Plantings along Mason Avenue and plantings adjacent to the sidewalks
 - the Coastal Dune Natural Area, and
 - the landscaped open spaces throughout the Town
- Develop recreational center(s)
- Pursue the public acquisition of under-developed waterfront lands
- Promote greenway connections between focal points which incorporate environmental features such as wetlands and drainage ways, urban streetscapes with landscaping and street trees, and the community trail system

*Really?
Why?*

6. Protect the Town's scenic, recreational, and open space resources.

Applies to Neighborhoods:

- Residential
 - Mixed Use
- Accawmacke Plantation PUD

Note:

The Town's location along the Chesapeake Bay and its abundant natural resources are a critical part of the Town's identity and way of life.

Description:

- The Town should protect its scenic, recreational and open space resources by:
 - using environmentally sensitive design techniques in new development
 - preserving existing features during the site plan review process
 - incorporating low impact development techniques
 - restoring and revegetating natural areas

Section III-C - Transportation and Utilities

Cape Charles was in the transportation business for most of its early life. Train, ferry and automobile transportation were the reasons for the Town's existence. More than 230,000 railcars moved through Cape Charles per year in the 1920s. That equates to about one barge load each hour of the day every day of the year. During the height of the auto and passenger ferry business, Cape Charles had about 30 ferry dockings per day and each carried about 100 cars plus people.

The core of Cape Charles is a part of town that is six blocks by seven blocks laid out about 1885 before automobiles. The streets are distinctive to that time period. An addition of eleven blocks between Pine and the Bay, called the Sea Cottage Addition, was constructed about 1909. This addition took into consideration autos and added alleys between the backs of the lots. Another small addition from Fig to Fulcher, made later, also had alleys. The original design and layout of the town was adjacent to and just north of the Railroad and its property, around which Cape Charles came into being.

The recent revival of Cape Charles and the current and planned future development focused serious attention to this infrastructure. A 2008 traffic study of future development shows that the Fig and Randolph intersection is the most vulnerable. A traffic calming project is needed at this intersection. .

The "hump" has been a signature feature of Town for years but is another problem area. An at-grade crossing alternative has been proposed and should be designed to straighten out Old Cape Charles Road from Mason Avenue to Bay Creek. The "hump" should be maintained as an alternate emergency vehicular route.

Implementation of the Cape Charles Harbor Master Plan continues. Maintenance dredging of the Harbor to 18 feet in depth will commence in 2015. A new, more direct road, from the industrial area near Bayshore Concrete to Route 184 is planned and construction is scheduled to begin when VDOT funds become available.

↳ IS under construction

III-C.1 Golf Carts

Cape Charles is a golf cart community. Each year more are seen on the streets and their use should be encouraged as an alternative mode of local transportation. There are a few roadways on which golf carts are currently prohibited because of speed limits greater than 25 mph. All of the roadways in Cape Charles should have the speed reduced to 25 mph or less to allow the use of golf carts on all streets in the Town. Old Cape Charles Road (Route 642) is an impediment to use of golf carts. A safe path needs to be planned to connect the historic town with the new southern development.

III-C.2 Community Trail

The size of Cape Charles lends itself to walking and bike riding. A new Community Trail Master Plan was adopted by the Town Council in 2007. The goal of this trail is to connect the entire town by a transportation means other than automobiles. The master plan and the first phase of the Community Trail are complete, and the second phase is underway.

The Town's Harbor District requires land owners to allow and encourage pedestrian access to the waterfront. Each development will be reviewed for this aspect of planning. The Town was laid out in a grid pattern and the continuation of the grid is important to the transportation system while providing easy access to all parts of Town.

The Southern Tip Hike & Bike Trail is located on the Eastern Shore of Virginia Wildlife Refuge and connects to Kiptopeke State Park. There are plans to extend the trail further north along the abandoned railway. The abandoned portion of the railway does not extend into Cape Charles. However, the Town intends to work with regional partners to promote a connection of the Town's Community Trail to the regional Southern Tip Hike & Bike Trail.

III-C.3 STAR Transit

Star Transit has a bus route that connects major towns, including Cape Charles, and the commercial areas of Northampton and Accomack counties. This service provides public transportation and is limited to the two counties.

III-C.4 Street Improvements & Parking

The Town has identified Mason Avenue and Bay Avenue for future street improvements. The Healthy People, Healthy Places – Community Well Being on Virginia's Eastern Shore defines Complete Streets as roads that are designed for everyone, including people of all ages and abilities. These improvements should be designed to 1) promote safety, 2) increase parking, 3) improve bicycle, pedestrian and disabled person access, and 4) create an attractive and desirable environment for residents and visitors. Identified Mason Avenue Complete Street improvements include conversion of parallel parking to reverse angle parking on one side of the street, addition of bicycle lane(s), reduction in lane width to calm traffic, provision of accessible parking, and aesthetic improvements that promote pedestrian safety. Bay Avenue is a priority for Complete Street improvements after Mason Avenue planning has been completed. Increased parking in the vicinity of the Harbor should be addressed as the next priority. The Town has purchased 201 Mason Avenue and two lots on Randolph Avenue were included in the sale. The Randolph Avenue lots will be used for additional parking. The Town has also leased property from Bay Coast Railroad for Mason Avenue parking.

III-C.5 Chapter 729 Consistency with VDOT Statewide Transportation Plan

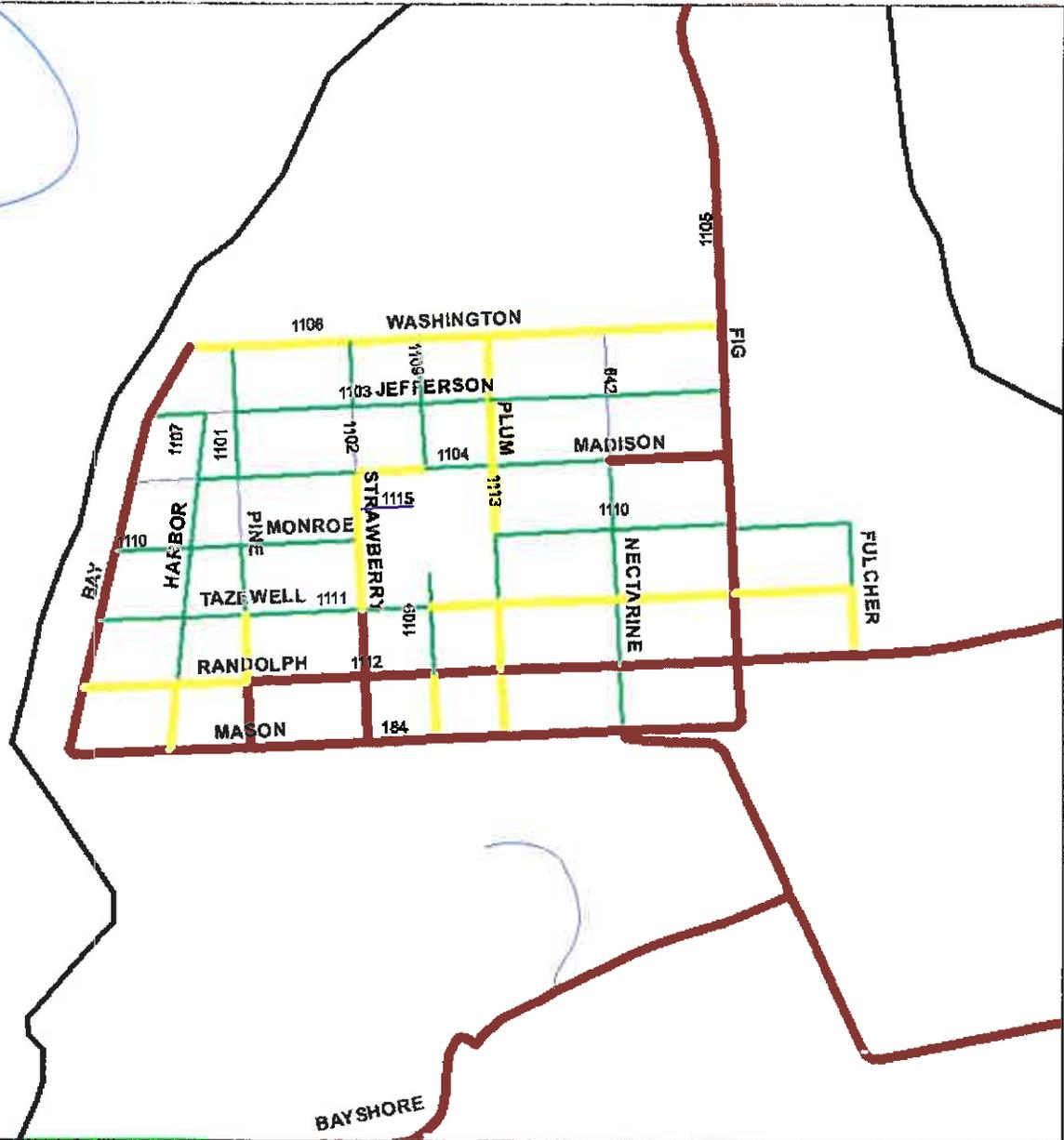
The Commonwealth of Virginia (Code of Virginia § 33.2-214 and §15.2-2223), legislation enacted through Chapter 729 of the 2012 Acts of Assembly, requires that local Comprehensive Plans be consistent with the Virginia Department of Transportation statewide Transportation Plan (VTrans 2035) and includes certain elements required by the Code of Virginia, as amended. This plan also designates Corridors of Statewide

Historic District
Town of
Cape Charles
Historic District

2013
Average Annual
Daily Traffic Count

- 1 - 100
- 101 - 250
- 251 - 500
- 501 - 3800

0 0.125 0.25 Miles



Section III-D Amenities

The Town of Cape Charles is experiencing a revitalization of its philosophical as well as its physical foundation. It is of ultimate importance that guidance is provided to the participants in this revitalization to establish a balance allowing for growth opportunities while maintaining the 'friendly small town' feel that residents and visitors so admire. It is the challenge of Cape Charles to improve its image as a business and recreational place of opportunity. In response to that need, the Town must continue its focus on creating a quality overall environment that is sustainable, memorable, comfortable and convenient for its citizens and visitors.

The Comprehensive Plan includes the following key elements to achieve the desired environment:

III-D.1 Cape Charles Harbor

*Industrial Area designation
needs description*

Cape Charles Harbor is unique and vital to the future of the Town. It currently serves the Bay Coast Railroad, Bay Shore Concrete, United States Coast Guard, Cape Charles Yacht Center, Mid-Atlantic Maritime Academy, commercial fishermen and recreational boaters. The harbor has been upgraded with the installation of new docks, fuel tanks, floating docks, walkway, bathhouse and a restaurant. New development has been proposed on private parcels around the harbor as well. In response to increased usage and interest in the harbor, in 2007 Town Council approved the Harbor Historical District, the Harbor Zone, the Harbor Master Plan and Design Guidelines, and the Cape Charles Harbor Redevelopment Plan (see Appendices). To encourage sustainable marketability and growth of the harbor, the Town will:

- Develop and implement a plan with Bay Coast Railroad for public crossings at Fig Street and at the waterfront
- Fully implement the plan for construction of breakwaters to allow for greater protection of the harbor for use by all types of boaters
- Support the Harbor Redevelopment Plan to increase funding for new facilities and greater dockage as well as dockside spaces for retail and recreation
- Work with private developers to encourage employment opportunities for residents
- Coordinate plans with the various stakeholders around the Harbor to connect the proposed multi-modal trail with the Historic District
- Implement the Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines to ensure cohesive and appropriate development around the Harbor
- Create a public recreational meeting area at the harbor for use by all fishermen, boaters, Cape Charles citizens and visitors
- Encourage Virginia Clean Marina Standards at all marinas and maintain the Clean Marina at the Harbor

III-E.3.3 Cape Charles Christian School

The Cape Charles Christian School is an active user of the Library, the Park, and the Arts Center. The School assists by improving the Park and assists Heritage Acres with Thanksgiving dinner each year.

III-E.3.4 Cape Charles Volunteer Fire Company

The Fire Company is located in the Historic District of Cape Charles in a building adjoining the Town Hall. The volunteer group provides the firefighting power for the Town and Lower Shore area. Members come from the Town and surrounding area.

III-E.3.5 Cape Charles Yacht Club

This club actively works to build comradeship with fellow mariners and visiting mariners. They host visiting yacht clubs and hold receptions for visitors. The group organizes cruises, oyster/clam roasts and hosts special events such as a haunted harbor.

III-E.3.6 Citizens for Central Park (CCP)

This is a cooperative volunteer body formed to support the development of the Cape Charles Central Park. The Town is listed on the National Register of Historic Places and has been placed there for several contributing factors, one of which is the Park and layout of the adjoining streets. The park is the center of the "compass rose" and the four streets radiate from it following the four lines of the compass. The CCP has raised thousands of dollars to restore and beautify the park by planting trees, building the pergola, funding the construction of the gazebo, installing watering systems, public restrooms, park benches, volunteer maintenance of planting each year and many other items. The volunteer group provides a fundraising event each year. This organization is a vital resource to the Town as it provides funds and energy to the beautification of a major feature in Cape Charles.

III-E.3.7 Eastern Shore Eventacular, Inc.

The mission of this organization is to periodically produce and promote free and low cost maritime, wildlife, birding, agriculture, aquaculture and historical shows, events, exhibitions, demonstrations and festivals for the education, enlightenment and enjoyment of the citizens of and visitors to the Eastern Shore of Virginia as well as anyone else who may be curious or interested. They are the organizer of the Tall Ships of Cape Charles festival and Eastern Shore Birding and Wildlife Festival.

III-E.3.8 Eastern Shore Tourism Commission

This organization is not strictly a volunteer organization, but it provides a function larger than the Town is able to provide and a majority of its funding is from Accomack and Northampton Counties. Its function is to market the Eastern Shore on a larger geographic

Is this still an entity?
[Handwritten scribbles in blue and red ink]

Section IV - Implementation

Need to update before we issue

IV.1 Town Council Priorities (from 2009 – Still needs to be updated)

- Prepare and maintain a rolling 5 year CIP
- WTP and WWTP Improve Facilities
- Business Development. Create Economic Development Committee
- Future Land Use Plan – Boundary Adjustment
- Establish a Corridor Overlay for Routes 184 and 642
- Continue Alley Easement and Ownership Project
- Work to eliminate substandard housing in Town
- Work with non-profits to aid property owners who cannot repair their homes
- Comprehensive Review of Town Code
- Continue a Recreation Program
- Continue Support of Chamber of Commerce and Tourism
- Establish a Town Community Center
- Develop Town Parking Solutions
- Promote water and energy conservation
- Research Chesapeake Bay Meteor Impact interpretive center
- Continue more cooperative agreement with County Sheriff and more flexible Police Schedule

IV.2 Harbor Conceptual Master Plan

1. Inventory historic sites in the Harbor area and encourage rehabilitation
2. Commemorate historic sites such as the Meteor Site
3. Establish an Architecture Plan for the Harbor
4. Encourage rail development for commuter and scenic routes
5. At-grade railroad crossings should be encouraged where feasible
6. Integrate a pedestrian network from town to harbor
7. Develop additional docking facilities at the Harbor
8. Keep parking areas green by using means such as pervious material
9. New parking structures, if used, should be compatible with adjacent structures
10. Incorporate traffic calming features to slow traffic in the Historic Core
11. Maintain the harbor as a multi-modal transportation hub
12. Minimize dependence on private auto transportation
13. Preservation and restoration of the Rosenwald School
14. Enhance Jetty Maintenance
15. Create a public recreational meeting area
16. Raise the level of the channel jetty to above mean high water

Planning Commission Staff Report

From: Larry DiRe 
Date: November 1, 2016
Item: 5b- Review schedule of documents used during the Comprehensive Plan document drafting process
Attachments: None

Item Specifics

The following documents are listed as those consulted for “research and analysis for this plan” and can be found on pages 8 and 63 of the draft Comprehensive Plan document. Please use this link to connect to many of these documents (under “Planning and Zoning”). <http://capecharles.org/documents.aspx>

Section V – References

- V.1 *Preservation Plan for the Town of Cape Charles (1996)*
- V.2 *2020 Transportation Plan (1999)*
- V.3 *Historic District Guidelines (December 2001)*
- V.4 *Master Tree Plan (2006)*
- V.5 *Accessory Unit Study (July 2006)*
- V.6 *Sidewalk and Curb Assessment (July 2006)*
- V.7 *Harbor Area Conceptual Master Plan & Design Guidelines (August 4, 2006)*
- V.8 *Public Workshop – Vision for the Future (September 19, 2006)*
- V.9 *Land Use Policy Framework – Guiding Decisions for Coming Decades (November 9, 2006)*
- V.10 *Cape Charles Comprehensive Plan Draft Existing Conditions (May 25, 2007)*
- V.11 *Cape Charles Comprehensive Plan Update – Draft Land Use, Community Design & Future Development Chapter (May 25, 2007)*
- V.12 *Cape Charles Community Trail Master Plan (October 1, 2007)*
- V.13 *Water and Wastewater Utility Plan (November 2008)*
- V.14 *Healthy People, Healthy Places, Community Well Being on Virginia’s Eastern Shore (2012)*

The *Historic District Guidelines* are currently under review and revision by the Historic District Review Board, as stated in Article VIII Section 8.17.B of the Zoning Ordinance.

Discussion

During Town Council review of the draft Comprehensive Plan document the question was raised about the age of the various documents used as references and used to inform the draft Comprehensive Plan document’s revision. Indeed, the majority of the documents so used and cited in the draft document are years old. Staff was directed to develop a schedule to review these various documents and develop a proposed plan to retire or revise them. Staff has discussed this matter with the Town Manager. The Town Council recognizes that retiring and/or revising these various documents will take time and financial resources, and does not expect action before the current draft Comprehensive Plan document goes to public hearing and follow-up legislative action.

Staff is proposing a regular monthly schedule for document review, beginning in December 2016. Considering one document per month should provide sufficient time. For the December meeting staff is recommending the 1996 *Preservation Plan for the Town of Cape Charles* be reviewed. Much of the 1996 *Preservation Plan* has been absorbed into the current Town Zoning Ordinance

and the Historic District Guidelines. The 1996 document is valuable as a source of historical information about the existing conditions in town at that time.

Document reviews should not be expected to be a line-by-line, page-by-page public reading. Instead, the policy question(s) raised, data presented, overall relevance, and time-bound context (including development assumptions) of each document should be considered to determine if it can be retired, is still relevant and effective, or should be updated in whole or part.

Recommendation

Following discussion provide direction to staff.

Planning Commission Staff Report

From: Larry DiRe 
Date: November 1, 2016
Item: 6a- Election of officers
Attachments: None

Item Specifics

PLANNING COMMISSION BY-LAWS ARTICLE THREE

Officers and their selection 3-1 The elected officers of the Planning Commission shall consist of a chairman, and a vice chairman. The Town Clerk, or designee, shall serve as secretary. 3-2 The elected officers of the Planning Commission shall be elected for a one (1) year term by the Commission from the members at the first regular meeting after November 1 each year. 3-3 A candidate receiving a majority vote of a quorum of the Commission shall be declared elected. He shall take office immediately and serve for one (1) year or until his successor shall take office. 3-4 Vacancies in office shall be filled immediately by regular election procedures.

Recommendation

Following discussion, elect officers for a term of one year as required by the above cited section.