



PLANNING COMMISSION

Regular Meeting

Cape Charles Civic Center
September 2, 2014

At approximately 6:00 p.m. in the Cape Charles Civic Center, Chairman Dennis McCoy, having established a quorum, called to order the Regular Meeting of the Planning Commission. In addition to Chairman McCoy, present were Commissioners Andy Buchholz, Joan Natali, Sandra Salopek, Bill Stramm and Mike Strub. Commissioner Dan Burke was not in attendance. Also present were Town Planner Rob Testerman and Town Clerk Libby Hume. There was one member of the public in attendance.

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

PUBLIC COMMENTS

There were no comments from the public nor any comments submitted in writing prior to the meeting.

CONSENT AGENDA

Motion made by Mike Strub, seconded by Sandra Salopek, to accept the agenda format as presented. The motion was unanimously approved.

The Commissioners reviewed the minutes for the August 5, 2014 Regular Meeting, the August 25, 2014 Comprehensive Plan Work Session and the August 25, 2014 Special Meeting.

A minor change was made under Backyard Chickens to change "coop" under item iii. to the plural form "coops" for consistency.

Motion made by Joan Natali, seconded by Bill Stramm, to approve the minutes from the August 25, 2014 Comprehensive Plan Work Session and the August 25, 2014 Special Meeting as presented, and the August 5, 2014 Regular Meeting as amended. The motion was unanimously approved.

REPORTS

Town Planner Rob Testerman reported the following: i) The HDRB would meet in September to review two applications – one for a new home and one for a renovation; ii) Staff planned to revisit way-finding signs for the businesses located on side streets off Mason Avenue. Currently the stores on Strawberry Street were placing sandwich board signs at the corner of Mason Avenue and Strawberry Street. Off premise signs were technically billboards which were not permitted in the Town. Rob Testerman added that he had been receiving phone calls from a citizen reporting illegal signs throughout Town. Way-finding signs were discussed as part of the proposed Art Walk. A location needed to be determined and issues had to be worked out with VDOT; and iii) He was still making the recommended changes to the Floodplain Ordinance and would be emailing the draft ordinance to DCR tomorrow.

OLD BUSINESS

A. *Backyard Chickens – Schedule Public Hearing*

Rob Testerman reviewed the changes made to the draft Chicken Ordinance as a result of the discussions at the August Planning Commission meeting. Rob Testerman stated that he had

reviewed some information with the Town Manager who suggested a possible joint work session with the Town Council so the Commissioners could provide the reasoning behind the requirements in the ordinance and answer any questions prior to the public hearing. The Commissioners were in agreement to a joint work session which was tentatively scheduled for September 25, 2014 at 6:00 PM.

Motion made by Bill Stramm, seconded by Mike Strub, to schedule a joint public hearing with the Town Council on October 7, 2014 at 6:00 PM immediately preceding the Planning Commission Regular Meeting. The motion was unanimously approved.

B. *Tourism Zone*

Rob Testerman gave an overview of previous discussions and intent regarding the Tourism Zone. During the last discussion, the Commissioners determined that the Tourism Zone would be divided into two classifications – year round and seasonal businesses.

Andy Buchholz, who was also the Vice President of the Cape Charles Business Association, suggested that a flat business license rate should be adopted vs. charging a percentage of gross revenue to make the Town more business friendly. Rob Testerman stated that rebate of business licenses could be included as an incentive under the Tourism Zone.

Rob Testerman would draft language to be reviewed by the Commissioners at the October meeting.

NEW BUSINESS

There was no New Business to review.

ANNOUNCEMENTS

There were no announcements.

Motion made by Bill Stramm, seconded by Andy Buchholz, to adjourn the Planning Commission meeting. The motion was approved by unanimous consent.

Chairman Dennis McCoy

Town Clerk