



PLANNING COMMISSION
Comprehensive Plan Public Input Session
Cape Charles Civic Center
December 2, 2014
6:00 p.m.

At 6:00 p.m. Chairman Dennis McCoy, having established a quorum, called to order the second Comprehensive Plan Public Input Session. In addition to Chairman McCoy, present were Commissioners Andy Buchholz, Dan Burke, Joan Natali, and Bill Stramm. Commissioner Mike Strub arrived at 6:14 p.m. Commissioner Sandra Salopek was not in attendance. Also in attendance were Town Clerk Libby Hume and Ms. Elaine Meil, Executive Director of the Accomack-Northampton Planning District Commission. There were five members of the public in attendance.

Dennis McCoy announced that the purpose of today's meeting was to obtain public input regarding the proposed Comprehensive Plan Update. Ms. Meil would go through her presentation but there would be dialogue with the public throughout the session. (Please see attached for presentation.)

Dennis McCoy explained that the current Comprehensive Plan was completely re-written five years ago and this review was just to update certain areas.

Public input was received as follows:

Joy Pelletier commented as follows: i) She did not see many changes and questioned the language in Section II.7 which stated that the Town still needed a permanent Harbormaster building and added that she thought the building had been completed. Joan Natali explained that the current Harbormaster building was a trailer and the Harbor plan included a permanent facility to be built in the future; and ii) Section II.8 talked about alley ownership in the Historic District and added that attorney Paul Watson completed work on alley ownership a number of years ago. Joan Natali explained that Paul Watson completed an inventory but there were no plans on how the Town was going to accomplish the project. Andy Buchholz added that the Town was currently focusing on emergency access to the alleys behind Mason Avenue.

Frank Wendell commented as follows: i) He was alarmed regarding the saltwater intrusion and felt that the Town needed to address this issue. Joan Natali explained that this would not happen for at least another 10+ years but the Town staff monitored the situation on a monthly basis. The Town also had options regarding this issue such as reverse osmosis and/or wells in alternate locations. There was some discussion regarding the cost and the effect on utility bills; ii) The language regarding a roundabout at the intersection of Fig Street and Randolph Avenue had been deleted on pages 35 and 45 but there was still concern regarding traffic calming techniques. The best solution would be to get VDOT to replace the stop sign in the intersection. Dan Burke explained that the language regarding a roundabout was stricken so the Town would have more options available. The Town would welcome any traffic calming techniques offered by VDOT. Mr. Clarry Ellis asked whether VDOT had performed traffic studies in the past. Joan Natali responded that a number of traffic studies had been performed; iii) Page 54 included language regarding acquiring properties such as the Rosenwald School and Schlegel properties and questioned the inclusion when the Town gave away the former school building. Joan Natali stated that this particular language was not new but was included in the previous Comprehensive Plan from 2009 and that initially, was part of the Harbor area improvements to create a walkway from the Harbor, through the STIP and on to the Rosenwald School property. There was also discussion at the time regarding the Rosenwald School being a good location for a community center; iv) He was glad to see that the language on page 9 regarding promoting commercial growth in town vs. Route 13 was kept; v) Page 54 included language regarding establishing a community center but similar language was deleted from page 60. Andy Buchholz stated that the Commissioners tried to reduce any redundant language; and vi) He asked that language be considered regarding installing a voluntary recycling location in the town adding that for some people, the County's convenience center in Cheriton was too far to take

recyclables. Joy Pelletier agreed that the center in Cheriton was not close enough. Frank Wendell stated that the town needed a more user-friendly recycling solution. Joan Natali explained that the town had contacted Davis Disposal in the past, but they did not accept glass and it would have increased the utility bills for all residents. There was much discussion regarding this issue and the Commissioners thanked Mr. Wendell for bringing up the topic and language would possibly be added to the updated Comprehensive Plan. Staff would also research recycling services such as TFC Recycling and possible locations needed to be discussed further.

There were no further questions or comments from the citizens in attendance.

Dennis McCoy stated that all comments would be reviewed at the January 6, 2015 meeting and the Commissioners would also be meeting with the Town Council to review the recommended changes to the Comprehensive Plan.

Dan Burke thanked the citizens for attending and providing their input and added that when he attended the Virginia Certified Planning Commissioner Program, the current Cape Charles Comprehensive Plan was cited as a very good example of a Comp Plan and the instructor stated that it was well written.

Greg Kohler mentioned that he received the notice for tonight's meeting but did not realize that it was an open forum with interaction between the citizens and the Commission. More citizens might have attended if they knew the format of the meeting.

There was some discussion regarding the legal aspects of Comprehensive Plans and Zoning Ordinances. Ms. Meil stated that a locality was required to have a Comprehensive Plan before they could develop a Zoning Ordinance.

Motion made by Dan Burke, seconded by Andy Buchholz, to adjourn the Planning Commission Comprehensive Plan Public Input Session. The motion was approved by unanimous vote.

Chairman Dennis McCoy

Town Clerk



Town of Cape Charles Comprehensive Plan Amendment

Summary

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Timeline

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Timeline - Review

- * September 2013 – The Town & A-NPDC staff meet to discuss potential assistance with the Comprehensive Plan Amendment.
- * October 1, 2013 – The Planning Commission begins reviewing the Comprehensive Plan.
- * October 7, 2013 – The Town formally requests the A-NPDC develop a scope of work and budget for the completion of the Comprehensive Plan Amendment.
- * December 2013 – After negotiations, the Town approves a scope of work and budget for A-NPDC assistance to complete a Comprehensive Plan Amendment.
- * March 4, 2014 – The Planning Commission completes its review of the Comprehensive Plan.
- * March 20, 2014 – Town staff & A-NPDC meet to discuss the Planning Commission review. The review includes changes and also requests additional information. Together, staff create a list of items for further consideration. Staff agree on a regular schedule and the first meeting date.

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Timeline - Update

- * April 28, 2014 – A-NPDC meets with the Planning Commission for the first time, presents background information on comprehensive plan amendments and requests additions and deletions as well as Commission approval of the list of items.
 - * No deletions are requested several items are added.
- * June 2, 2014, June 30, 2014, July 28, 2014 & August 25, 2014 – The Commission receives updates on items and prepares language for the Amendment. A first draft plan is presented.
- * October 27, 2014 – The draft plan is presented and comments are taken from the Commission. The Commission discusses the timeline to finalize the plan and tentatively schedules several milestone dates.
 - * Public Input Session, Saturday 10 am on November 22, 2014
 - * Public Input Session, Tuesday 6 pm on December 2, 2014
 - * Tuesday 6 pm, January 6, 2015 – Consideration of public comments and tentative finalization of plan.
 - * Planning Commission Meeting TBD scheduling of Public Hearing

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Amendment Topics & Sample Data

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Amendment Statistics

- * 363 Revisions
 - * 188 Additions
 - * 128 Deletions
 - * 47 Formatting Changes
 - * Many of these are minor revisions such as a name change 1 deletion of “Bay Creek Marina” and 1 addition of “Kings Creek Marina”.
- * A review copy of the first draft plan is available showing revisions.

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Main Revisions 1

- * Ordered by where they appear in the plan not by priority.
- * Addition of data on cost burdened households.
- * Addition of data on employment industries of Town residents.
- * New language: The Town should pursue a connection of Mason Avenue to the Harbor and increase parking in the area as redevelopment occurs and land uses shift.
- * Addition of language regarding the new Harbor Access Road.

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Cape Charles, Selected 2010 Census Statistics

- * The median monthly cost of houses with a mortgage was \$1,663 (+/-725).
- * The median monthly cost of housing without a mortgage was \$580 (+/-98).
- * The median monthly cost of rental units was \$632 (+/-279).
- * 61% of houses with a mortgage were cost burdened (paying more than 30% of household income on housing).
- * 30% of houses without a mortgage were cost burdened.
- * 34% of rental units were cost burdened.

According to U.S. Housing and Urban Development (HUD), families who pay more than 30% of their income for housing are cost burdened.

HUD considers all housing costs as part of the 30% of income, including utilities.

Taken together, 41% of Cape Charles households are cost burdened.

Main Revisions 2

- * Ordered by where they appear in the plan not by priority.
 - * Language to support dredging the Harbor to 35'
 - * New Goal “Attract Families with Children” and supporting strategies
 - * New language to appeal to young families and strategies to harness new technology to attract families to the town.
 - * New Goal “Continue to Foster Prosperity and Strengthen Households” and supporting strategies.
 - * New strategies to address cost burdened households in Town, including a strategy to form a Housing Task Force to investigate options to reduce the cost burden of housing for Town households.

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Main Revisions 3

- * Ordered by where they appear in the plan not by priority.
 - * New Section: Street Improvements & Parking
 - * Mason Avenue – conversion of parallel parking to reverse angle parking on one side of the street, addition of bicycle lane(s), reduce land width to calm traffic, provision of accessible parking and aesthetic improvements
 - * Bay Avenue – increased parking
 - * Increased parking in the vicinity of the Harbor
 - * Evaluation of the Randolph Avenue lots for additional parking

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Reverse Angle Parking

Virginia Regulations

Appendix B(1) D. PERPENDICULAR AND ANGLE PARKING (SEE APPENDIX C FOR MORE DETAILS) *

Perpendicular and angle parking along streets is normally prohibited. However, perpendicular and angle parking may be allowed on low-speed (25 mph and less), low volume collector and local streets with ground floor commercial uses, primarily those serving as main streets and local streets in Traditional Neighborhood Development (TND) or similar higher-density developments. * Rev. 7/13

Appendix C: Perpendicular or Angled Parking Spaces (See Appendix B(1) for more details)

Perpendicular or angled parking spaces along street are normally prohibited. All off-street parking areas must include on-site maneuvering areas and aisles to permit vehicles to enter and exit the site in forward drive without hesitation.

Accessible parking spaces shall be at least 8 feet wide. Access aisles adjacent to accessible spaces shall be 8 feet wide minimum and shall be provided at street level the full length of the parking space and shall connect to a pedestrian access route serving the space. Access aisles shall be marked so as to discourage parking in them. Two accessible parking spaces may share a common access aisle (See Figure C-1-3). C-3

The "Universal Parking Space Design" is an acceptable alternative to providing a percentage of spaces with a 5 feet wide aisle. Under this design all accessible spaces are a minimum of 11 feet wide with 5 feet wide access aisles. Since all spaces using this design are van accessible, no additional signage is needed to denote which spaces will accommodate vans. This design allows vehicles to park to one side or the other within the 11 feet space.

Accessible parking spaces for persons with mobility impairments are to be located and designed to provide the shortest possible route to rest area facilities. If there are curbs between the access aisle and parking perimeter, then curb cut ramps, Standard CG-12, are to be provided. The Location and Design Traffic Engineering Section Division and Environmental Division should be contacted to coordinate the signing and placement of curb cuts. Figure C-1-3 is to be used to provide ample space for the Accessible Parking and Passenger Loading Zones.

Parked vehicle overhangs shall not reduce the clear width of an accessible route (overhang distance 2 feet), which shall be accomplished by the installation of wheel stops as shown in Figure C-1-3. Accessible parking spaces shall be designated as reserved by a sign showing the symbol of accessibility. Van accessible spaces shall have an additional sign "Van-Accessible" mounted below the symbol of accessibility. Such signs shall be located so they cannot be obscured by a vehicle parked in the space. Provide minimum vertical clearance of 9.5 feet at accessible passenger loading zones and along at least one vehicle access route to such areas from site entrance(s) and exit(s).

(VDOT Road Design Manual, revised 2013)

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Main Revisions 4

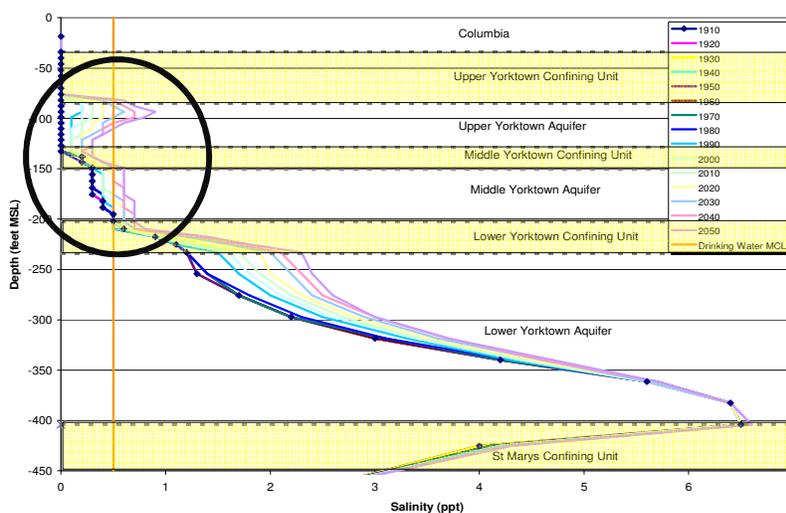
- * Ordered by where they appear in the plan not by priority.
 - * New Section: Chapter 729 Consistency
 - * Incorporates the Statewide Transportation Plan into the Comprehensive Plan, under review by VDOT
 - * Incorporation of additional ground water information into the plan and added new strategies for ground water protection.
 - * New strategy to support a connection of Cape Charles to the Southern Tip Hike & Bike Trail

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Water Facilities Background

- * The design capacity of the water plant is 500,000 gallons per day. However, the flow rate of the two wells in use limit the capacity of the plant to approximately 360,000 gallons per day.
- * The Town is currently using two wells:
 - * Tower Well I (1996, 210' Depth), screened across the Upper and Middle Yorktown Aquifers
 - * East Well 3 (2008, 220' Depth), screened across the Upper and Middle Yorktown
- * The Town has completed construction of two new wells on the Town's Keck property (approximately 16 acres). These two wells are screened in the Upper Yorktown aquifer and the pipeline to supply the water plant is in the design stage. The pipeline is expected to be constructed by FY2016.
 - * Keck Well I (2010, 122' Depth), screened in the Upper Yorktown
 - * Keck Well II (2010, 122' Depth), screened in the Upper Yorktown
- * The Town also has a 5th well that is screened in the Lower Yorktown aquifer. It will only be brought online when the monthly withdrawal exceeds 5.8 million gallons. This permit condition may be needed as soon as the summer of 2014.
 - * Tower Well 2 (2006, 300' Depth), screened in the Lower Yorktown.
- * The Town's 6th well has poor water quality and poor volume and there are no plans nor is it's use included in the draft withdrawal permit.
 - * East Well 2 (2006, 225' Depth), screened in the Middle Yorktown.

Town of Cape Charles Model Predicted Water Quality



Wastewater Use

- * Current Wastewater Treatment Plant (WWTP) Capacity is 250,000 gallons per day. The average use is 150,000 gallons per day and the peak use (around July 4th weekend) is 200,000 gallons per day.
- * Due to seasonal units, part time residents and modern residential water conservation measures, the equivalent residential connection (ERC) is under 125 gallons per day. This is much lower than the VDH design standard for full time residential housing. **If the mix of part time and seasonal to full time changes, this ERC will increase.**
- * According to town staff and using an ERC of 125 gallons per day, the Town's full build out will require 750,000 gallons per day. No date on this has been projected.

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Existing Wastewater Facilities

- * The Town built the WWTP to be scaled up to 500,000 gallons per day incrementally in two steps, one to 375,000 gallons per day and the other to 500,000 gallons per day. Infrastructure, such as piping and electricity, have been installed for expansion.
- * The DEQ Discharge Permit has concentration limits that allow up to 300,000 gallons per day discharge without changes in technology needed at the WWTP.
- * A pipeline has been installed to the WWTP property line for the purpose of providing treated wastewater to the lake system at the golf course.

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Main Revisions 5

- * Ordered by where they appear in the plan not by priority.
 - * Significant additional language to address hospital and urgent care facilities
 - * Information added regarding availability of facilities
 - * New strategies to address emergency care
 - * Commitment to pursue every opportunity to increase medical services and add emergency services in the vicinity of Town

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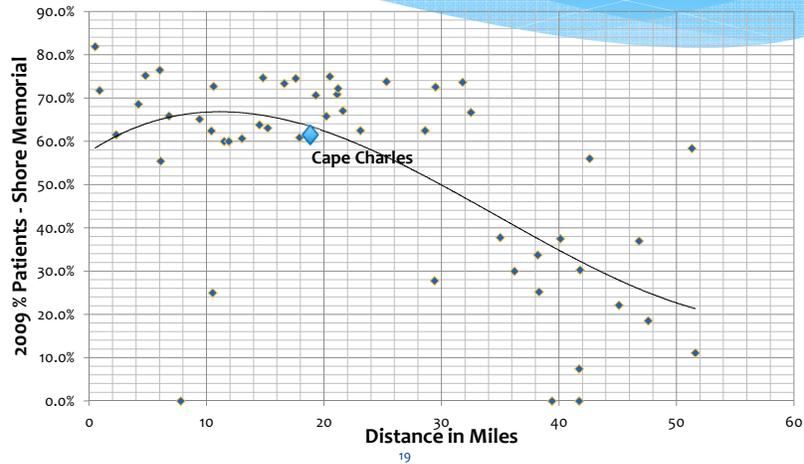
Cape Charles Hospital Data

- * Shore Memorial Hospital as part of their Certificate of Public Need application provided the following information for the Cape Charles area defined by the zip code 23310.
- * In 2009, the Cape Charles area had 311 total inpatient admissions representing 4.5% of admissions from the Eastern Shore of Virginia in that year to all hospitals (Maryland, Shore Memorial, other Virginia Hospitals). These 311 patients represented 16% of Northampton County admissions. The Cape Charles origin admissions (2009) are broken down below.

Maryland Hospital Admissions	Virginia Hospital Admissions (excluding Shore Memorial)	Shore Memorial Hospital
9 (2.9%)	111 (35.7%)	191 (61.4%)

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Percent of Patients that went to Shore Memorial in 2009 by Distance in Miles



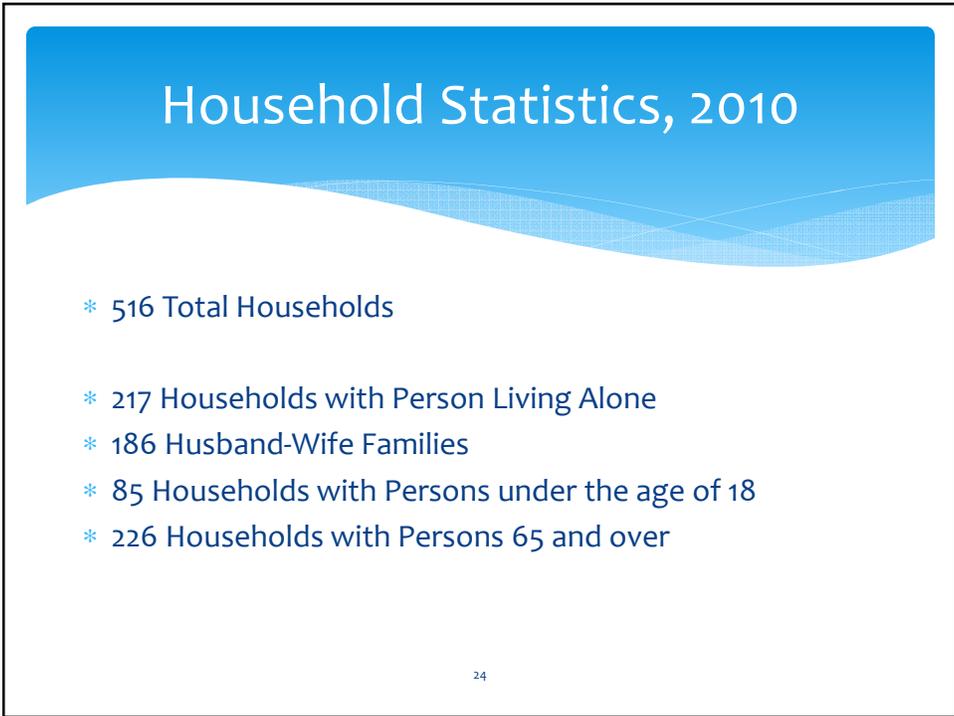
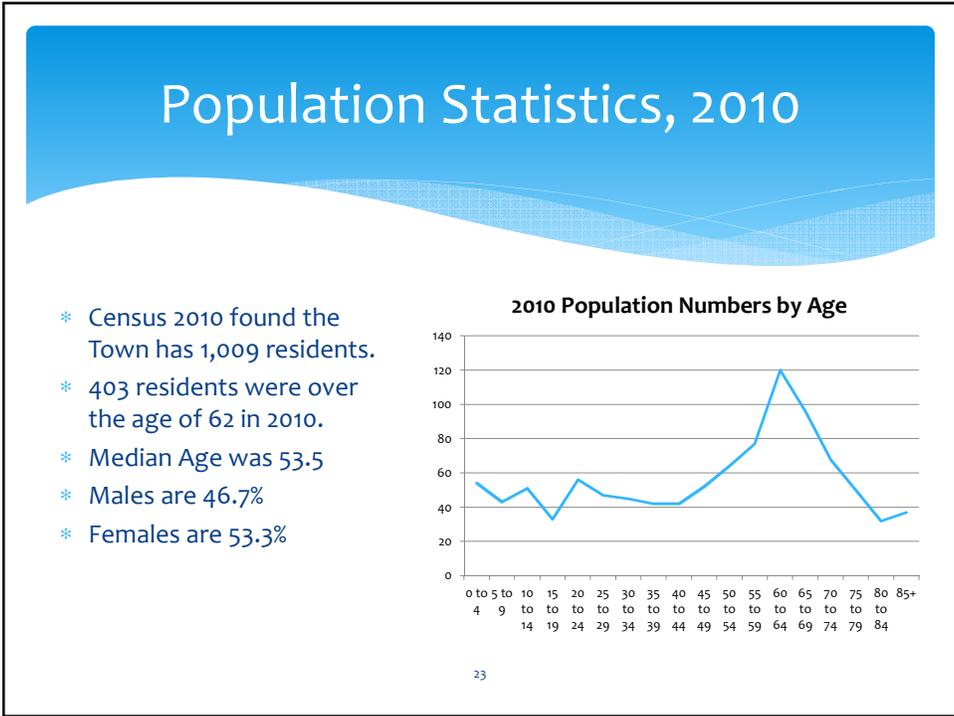
Main Revisions 6

- * Ordered by where they appear in the plan not by priority.
 - * Strategy to evaluate currently unused portions of 201 Mason Avenue for town offices, library expansion or other Town use
 - * Strategy to incorporate seven Town-owned lots on Stone Road into the Cape Charles Community Trail Master Plan
 - * Addition of a new appendix with baseline demographic & economic data

Facilities Planning – 201 Mason, Gateway Lots, Randolph Avenue Lots



Demographics



Housing Statistics, 2010

Occupied Housing Units

- * 516 Total
- * 485 Persons Living in Owner Occupied Houses (247 Units)
- * 524 Persons Living in Renter Occupied Houses (269 Units)

Vacant Housing Units

- * 442 Total
- * 290 Seasonal, Recreational or Occasional
- * 60 Other Vacant
- * 50 For Rent
- * 40 For Sale
- * 2 Sold, Not Occupied

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IRS Data 2011 vs. 2005

Zip Code 23310, 2005

- * 1,141 Returns
- * Average Income Per Return: \$53,858
- * 573 Returns Income Under \$25,000 (Avg. \$10,939)
- * 452 Returns Income Between \$25,000-\$100,000 (Avg. \$50,155)
- * 116 Returns Income Over \$100,000 (Avg. \$248,433)

Zip Code 23310, 2011

- * 1,281 Returns
- * Average Income Per Return: \$48,656
- * 570 Returns Income Under \$25,000 (Avg. \$11,768)
- * 559 Returns Income Between \$25,000-\$100,000 (Avg. \$50,417)
- * 152 Returns Income Over \$100,000 (Avg. \$180,507)

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Cape Charles, Selected 2010 Census Statistics

- * 59.7% of the Town's population (over the age of 16) were in the labor force either employed (55.4%) or unemployed (4.3%).
- * The median earnings for workers was \$25,172.
- * Top three industries for employment.
 1. Educational services, and health care and social assistance (21% labor force)
 2. Arts, entertainment, and recreation, and accommodation and food services (18%)
 3. Professional, scientific, and management, and administrative and waste management services (12%)

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Where can you find the draft Comprehensive Plan Amendment?

- * The Comprehensive Plan Amendments are available online at www.capecharles.org
- * You can find a review copy under the Planning Commission agendas.

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Thanks.

Prepared by: Accomack-Northampton Planning District
Commission, November 2014

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