

PLANNING COMMISSION

Minutes -Regular Session

July 5, 2005

At approximately 7:30 p.m. on July 5, 2005, Chairman Tom Bonadeo called the session to order. In addition to Chairman Bonadeo, Joan Natali, Karen Jolly Davis, Bruce Evans, Ken Kuttler and Eileen Cobb were present. Absent was Cela Burge. Also present were Town Manager Tim Krawczel, Town Planner, Jason Pruitt and Town Clerk Joy Pelletier. There were no members of the Public were present.

Invocation and Pledge of Allegiance

Town Manager Tim Krawczel asked if all would remember the family of Dick Keller, CEO of KellerCo who recently passed away from illness. There was a moment of silence. All recited the Pledge of Allegiance.

Consent Agenda

Motion to approve the agenda format was made by Bruce Evans, seconded by Karen Jolly and unanimously approved.

Motion to approve the minutes as modified of June 7 and June 29 2005 was made by Bruce Evans, seconded by Karen Jolly and unanimously approved.

Old Business

A. Proposed Revisions to Zoning Ordinance – Section 3.12, Planned Unit Developments
Town Planner Jason Pruitt recapped the work session for the members who had been unable to attend. Mr. Pruitt had canvassed five other areas as requested concerning the minimum size of their PUD asking them each how they arrived at their minimum. Each locality had a different response with the only consistency being all their required PUD acreage to be fewer than 25 acres. Mr. Pruitt had done a further study to determine what the impact would be on the new geography if we were to have a boundary adjustment out to Route 13 and we chose 5 acres parcels as the PUD minimum. Detailed discussion followed. Other considerations discussed were Homeowner's Associations for profit vs. not for profit, "open space" and whether it can be dedicated to the city/town; roads meeting V-Dot standards vs. conditional use; design guidelines; available properties to be developed; what the Harbor property should be and how it fits into the PUD outlook; how the Comprehensive Plan helps to dictate the development needs. Major discussion was held to decide how many acres would be appropriate for a PUD in Cape Charles.

Motion to table this topic and consider having a work session to discuss the PUD Ordinance was made by Karen Jolly Davis. The motion died for no second.

Motion made by Bruce Evans, seconded by Joan Natali to hold a Public Hearing to make a recommendation to Council to revise Section 3.12 Planned Unit Developments according to

staffs recommendation letter of May 26, 2005 and to further revise Section 3.12, L. 13 to read: A traffic impact study shall be prepared by a qualified third party approved by the Town showing the effects of traffic generated by the project on surrounding roads unless the traffic is deemed to be insignificant or had no impact or the requirement is waived by the Planning Commission.

Discussion followed concerning seeing the proposed document in writing prior to holding a Public Hearing. The motion was withdrawn by Bruce Evans. It was agreed to have a work session Friday, July 8, 2005 at 10:00 a.m. to finalize the process.

B. Historic District Review Board - Size of Accessory Buildings

Town Planner, Jason Pruitt, reviewed with the Board the comments and concerns made by the Historic District Review Board members, i.e. height and square footage of buildings. Discussion followed and the recommendation was made for Jason to explain the rationale behind these zoning issues.

C. Keller Co. Report – Planning Commission Comments

Tom Bonadeo led the discussion indicating the information will be helpful in revising the Comprehensive Plan, but a few recommended changes and corrections should be made.

D. Comprehensive Plan Status Report

Jason Pruitt led the discussion and recapped the recent meeting with PDC.

New Business

A. Conditional Use Permit Application Package

Jason Pruitt gave a brief overview of the current application process and how the new application would help streamline and add documentation consistency to the process. Both the applicant and the Town employees who process and decision the applications will benefit from the changes.

Joan Natali brought up the fact that the County of Northampton is unaware of some of the things we are doing with our Zoning Ordinance and asked if anyone had provided a copy of the Zoning Ordinance to the County. She asked if we should be proactive in sharing the information. Bruce Evans relayed a conversation he had with Andrew Barber concerning boundary adjustment, night sky ordinance and several other issues. Discussion followed concerning trying to develop a better relationship with the County officials and possibly arrange a joint meeting with the Board of Supervisors and the Town Council. It was suggested we see the County Comprehensive Plan to help with the revision of our Plan.

Motion to adjourn made by Ken Kuttler, seconded by Karen Davis and unanimously approved.

Chairman

Town Clerk