



# Planning Commission

## Regular Session

January 4, 2007

7:30 P.M.

At approximately 7:30 p.m. in Town Council Chambers, Chairman Tom Bonadeo called to order the ~~Public Hearing~~ Regular Session (rev. 02-06-07) of the Planning Commission. In addition to Chairman Bonadeo, present were Cela Burge, Eileen Cobb, Karen Davis, and Joan Natali. Also present were Town Planner Jason Pruitt, Town Clerk Joy Pelletier and 4 members of the public. Councilman Ken Kuttler arrived at approximately 7:35 and Councilman Bruce Evans arrived at approximately 7:55.

All observed a moment of silence and followed by reciting the Pledge of Allegiance.

### Public Comments

No one signed up to speak.

### Consent Agenda

**Motion made by Eileen Cobb, seconded by Karen Davis and unanimously approved to accept the agenda as presented.**

**Motion made by Cela Burge, seconded by Joan Natali and unanimously approved to accept the minutes of December 5, 2006 as presented.**

**Motion made by Cela Burge, seconded by Joan Natali and approved with Cela Burge abstaining to accept the minutes of December 21, 2006 as amended.**

### Report Presentations

#### A. *Town Council*

Jason Pruitt clarified the outcome of the petition to VDOT for the 25 mph Speed Limit on Route 642 as well as the Petition to VDOT for the Fig Street Extension and at-grade crossing of the railroad tracks. In both instances, a less than positive response had been received; therefore, the Town Council had directed the Mayor and Town Manager to take the issues to a higher authority.

Karen Davis asked if each of the eight recommendations for upgrade to the Water Treatment plant had been accomplished. The items were discussed with the verification that each item that could be addressed to this point had been. Other items either were no longer viable, or were a future step in the process.

#### B. *Northampton County Joint Local Planning Commission*

Mr. Pruitt stated the main item of interest was the Zoning Ordinance. He gave dates for the upcoming informational sessions and for the proposed Joint Public Hearing with the Board of Supervisors and the Planning Commission.

Affordable housing was mentioned which prompted comments from Karen Davis concerning Hampton Roads plan for mandatory inclusionary zoning. This zoning would require more affordable housing to be mixed in with the upscale housing. She offered to get more information to present at the next meeting.

A question was posed on the future disposition of the local Coast Guard Housing. It was reported the Town has not been informed.

### **Old Business**

- A. *Conditional Use Permit Application Requirements – Zoning Ordinance Section 4.3*  
Jason Pruitt reviewed the change requiring a plot plan rather than a site plan for a Conditional Use Permit Application. Chairman Bonadeo expressed concern that the public might consider the proposed changes as cutting back on the requirements. He mentioned, however, that a checklist had been created and could be updated showing the items required in the application process. It was clarified that landscaping was an essential piece addressed later in the process.

**Motion made by Ken Kuttler, seconded by Eileen Cobb and unanimously approved to move the changes forward to Town Council with recommendation of acceptance.**

- B. *Conditional Use Permit Application – 209 Mason Avenue*  
Jason Pruitt reported as requested at the December meeting, a Joint Public Hearing would be held with Town Council on January 15, 2007 at 7:00 p.m. Joan Natali suggested pervious services/storm water run off and parking issues be addressed.
- C. *Comprehensive Plan/Population Study Status Report*  
Jason Pruitt stated the last public input session with Paradigm Designs for the Comprehensive Plan would be held in early February. It was also brought up that the County Planning Commission is interested in viewing the completed Population Status Report as an aide to their housing study. The deadline for completion of the study was decided as March 14, 2007.

Chairman Bonadeo indicated that the study might show the need for creating a district in Town other than R-1.

- D. *Harbor District and Historic Harbor Overlay District*  
Mr. Pruitt indicated that if the Harbor Master Plan had been adopted as an addendum to the Comprehensive Plan, ordinance revisions might be necessary to implement the design guidelines. He further stated that, as stated by the Code of Virginia, the main mechanism for enforcement of design guidelines is a local historic district. The decision on whether to create a new district or extend the existing historic district to include a harbor historic area would have to be made. Modifications to the Zoning Map might then be necessary. Expanding the membership of the current Historic District Review Board with one member also being a member of the Planning Commission was suggested. The subject of training was raised by Bruce Evans. Mr. Pruitt explained training was a benefit of the Historic District Certification and further explained the possibility to acquire grant funds was increased by acceptance into the certification program. Cela Burge suggested the Zoning amendment encompass what is in Federal law concerning how structures on the railroad property should be reviewed.

The Commissioners reviewed Zoning Ordinance excerpts from the City of Richmond and the City of Norfolk. They asked Mr. Pruitt to take their comments and draft a proposal for their review and markup.

*E. Route 184 Corridor Overlay District*

Chairman Bonadeo opened this topic by suggesting a name change to the topic which would encompass both entrances to the Historic District, Rt. ~~184/Rt.~~ Rt. 184/642 (rev. 02-06-07) Corridor Overlay District. He indicated a need to protect the wide open areas between and surrounding the two roads.

The proposed draft was dissected and modified. Mr. Pruitt was asked to make the proposed modifications and present the document at the next meeting possibly for final approval.

*F. Master Tree Plan and Tree Conservation and Preservation Ordinance*

Chairman Bonadeo suggested having a work session to complete this topic. The date selected was January 16, ~~2006~~ 2007 (rev. 02-06-07) following the Public Hearing.

*G. Water Usage Projections*

Mr. Pruitt indicated this was an informational item only and needed no action. He reviewed the updated water usage projections which included the new proposal for development of the Cape Harbor property. Mr. Pruitt clarified these were estimates only and not a final document.

**New Business**

A. Multi-Use Trail Committee Membership

Mr. Pruitt presented a brief overview of the proposed multi-use trail and the grant that would be used to fund the first phase of the project. He reported the Steering Committee had asked that one of the Planning Commissioners serve on the Steering Committee. Karen Davis volunteered to act in that capacity.

**Announcements**

Bud Baxter announced that Landmark Design Group was working on a submission for preliminary review of development of the 20 acres of the Portunity property. The plans are scheduled to be available for review sometime in February, 2007.

**Motion made by Joan Natali, seconded by Ken Kuttler and unanimously approved to recess until January 16, 2007.**

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Chairman

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Town Clerk