

Planning Commission
Regular Meeting and Public Hearing
Cape Charles Civic Center
August 5th 2025

At 6:00 p.m., having established a quorum, Chairman Bill Stramm called to order the August 5th, 2025, Planning Commission Regular Meeting and Public Hearing. In addition to Chairman Stramm, present were Commissioners Holloway, Newman, McDonald, and Wright. Commissioner Ashworth and Smith were not in attendance.

Town staff in attendance were Director of Planning/Zoning Administrator Katie Nunez, Zoning Compliance Officer Jack Steinmayer, and Town Clerk Libby Hume.

2 members of the public are in attendance.

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

Consent Agenda

Motion made by Chairman Stramm to approve the Consent Agenda as presented. The motion was approved by common consent.

Public Hearing

- A. *Conditional Use Permit (2025-03): Application for a Comprehensive Sign Plan for Dreams by the Water subdivision, according to Cape Charles Zoning Ordinance Section 5.3 (F).*

Zoning Compliance Officer Jack Steinmayer summarized the staff report.

Commissioner McDonald wanted to know why there were already 3'x4' *For Sale* signs on the property. Ms. Nunez explained that she did allow them to put them up, as there is a period of time that they were up on the market before they came before the Planning Commission for the Comprehensive Sign Plan Application.

Ms. Nunez then explained that the need for the approval of the Comprehensive Sign Plan Application was for the number of signs that they wanted on their property and not the size of the signs.

Commissioner Newman wanted a bit of clarification on when the aspect of the Comprehensive Sign Plan was implemented in the Sign Ordinance. Ms. Nunez explained that it was implemented on December 19th, 2024.

Commissioner McDonald made a motion to recommend approval of Conditional Use Permit (2025-03): Application for a Comprehensive Sign Plan for Dreams by the Water Subdivision, according to Cape Charles Zoning Ordinance Section 5.3 (F), to the Town Council, seconded by Commissioner Holloway. Motion was approved by a unanimous vote.

New Business

- A. *Review of Incorporate Changes to the Draft Zoning Text Amendment of Cape Charles Zoning Ordinance Article VII – Chesapeake Bay Preservation Ordinance to finalize for Submission to the Town Council to commence the Public Hearing Process on said Zoning Text Amendment.*

Director of Planning/Zoning Administrator Katie Nunez summarized the staff report and went over Article VII – Chesapeake Bay Preservation Ordinance and the changes that were requested by the Planning Commission at the previous meeting.

Commissioner McDonald wanted to remove the text *a minimum of* from Section 7.3: Areas of Applicability.

Commissioner Holloway wanted to strike the word *width* from Section 7.3 Areas of Applicability. Ms. Nunez explained that the RPA is not just a point-to-point measurement.

Commissioner Holloway wanted to know what the highlighted text was in certain areas. Ms. Nunez explained that the highlighted text was the state language that was unable to be changed.

Commissioner McDonald wanted to remove the text; *however, these requirements may not be waived for projects located on parcels impacted by the Chesapeake Bay Preservation Areas.* From 7.11 B (4). Ms. Nunez explained that she will talk with DEQ (Department of Environmental Quality) to get more information on why this sentence was submitted.

Commissioner McDonald wanted to change the \$XXX to refer to town fees in Section 7.14 (A). Ms. Nunez explained that when the Town adopted its fee schedule, this would fall under Town fees.

Afterwards, Ms. Nunez went over Appendix A – Definitions and told the Planning Commission of all the new definitions that would need to be included.

The Commission then went back through the notes that DEQ included in Article VII.

Standing Staff Reports

Ms. Nunez then told the Planning Commission about the approval of the creation of Village L (the Villas at Magnolia Park) and a vacation of a lot line in the Hollies.

She then explained that Coastal Precast Systems, LLC, had submitted an application to do substantial work on their property for the reconstruction of the Francis Scott Key Bridge in Baltimore.

Finally, Ms. Nunez mentioned that the Historic District Civic League had submitted a Zoning Text Amendment and Comprehensive Plan application to look into changing ADUs (Accessory Dwelling Units) to be allowed to be used as STRs (Short-Term Rentals).

Motion to adjourn made by Commissioner Holloway, seconded by Commissioner Wright. The motion passed unanimously. The August 5th, 2025, Planning Commission Regular Meeting and Public Hearing adjourned at 7:15 p.m.

Chairman Stramm

Zoning Compliance Officer