



PLANNING COMMISSION
Public Hearing & Regular Meeting
Cape Charles Civic Center
July 07, 2026

At 6:00 p.m., Chairman Bill Stramm, having established a quorum, called to order the Public Hearing and Regular Meeting of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Bill Ashworth, Alan Clark, Jim Holloway, Ian McDonald, Clayton Newman, and Elizabeth Wright. Also in attendance were Town Manager Rick Keuroglian, Planning and Zoning Deputy Tracy Outten, Planning and Zoning Technician Damion Geist, Town Clerk Libby Hume, and the applicant. There was one additional member of the public in attendance.

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

CONSENT AGENDA:

Hearing no objections, Chairman Stramm approved the Consent Agenda as presented.

PUBLIC HEARINGS:

- A. *Conditional Use Permit (CUP) 2026-02: Application from the Cape Charles Rosenwald School Restoration Initiative for the review of a comprehensive sign plan as part of a conditional use permit application in the commercial district (C-1), per Cape Charles Town Code Chapter 32, Article V, Section 32-112 (f).*

Chairman Stramm read the public hearing notice.

Mrs. Outten read the staff report. She recommended approval of the CUP sign plan.

There were no public comments to be heard nor any written comments submitted prior to the meeting.

Motion was made by Commissioner Holloway, and seconded by Commissioner McDonald, to close the public hearing at 6:08 p.m. The motion was unanimously approved.

- B. *Zoning Text Amendment (ZTA) 2026-03: Application from the Town of Cape Charles to add new regulations for Mobile Food and/or Beverage Units by amending the Cape Charles Zoning Ordinance by adding Section 32-105 to Article IV (General Regulation Applicable to All Districts).*

Chairman Stramm read the public hearing notice.

Mrs. Outten read the staff report. She recommended approval of the new regulations.

There were no public comments to be heard nor any written comments submitted prior to the meeting.

Motion was made by Commissioner Wright, and seconded by Commissioner Newman, to close the public hearing at 6:17 p.m. The motion was unanimously approved.

CITIZEN COMMENTS:

There were no citizen comments to be heard nor any written comments submitted prior to the meeting.

UNFINISHED BUSINESS:

A. *Update on Comprehensive Plan Deadlines per DEQ's Request*

Discussion and questions were as follows on the Sign Ordinance update: (i) Commissioner Clark stated that a subcommittee met consisting of himself and Town Manager Rick Keuroglan. Mr. Keuroglan stated that they've met with DEQ to discuss timelines and requirements. A review of applicable documents, along with a follow-up meeting with DEQ and another subcommittee meeting, was to occur at a future date.

NEW BUSINESS:

A. *Conditional Use Permit (CUP) 2026-02: Application from the Cape Charles Rosenwald School Restoration Initiative for the review of a comprehensive sign plan as part of a conditional use permit application in the commercial district (C-1), per Cape Charles Town Code Chapter 32, Article V, Section 32-112 (f).*

The discussion and questions were as follows: (i) Commissioner Newman stated his experience in dealing with signage issues in the past and had no issue with the proposed signage as the size and mounting angle would have a minimal visual impact when viewed from outside the property.

Motion was made by Commissioner Holloway, seconded by Commissioner Newman, to recommend that the Town Council approve the application for a Conditional Use Permit (CUP) 2026-02 for the installation of six freestanding interpretive kiosk signs and one freestanding historical marker at the Cape Charles Impact Center. The motion was unanimously approved.

B. *Zoning Text Amendment (ZTA) 2026-03: Application from the Town of Cape Charles to add new regulations for Mobile Food and/or Beverage Units by amending the Cape Charles Zoning Ordinance by adding Section 32-105 to Article IV (General Regulation Applicable to All Districts).*

The discussion and questions were as follows: (i) A concern that the language specific to Bay Avenue would not be appropriate for other locations in town where vendor trucks were sometimes positioned. (ii) A discussion over truck placement on private/town land in the commercial district could be within 150' of a brick-and-mortar food service establishment with permission from the business owner. A concern about businesses being able to veto the placement of food trucks seeking to operate in that proximity. (iii) Special events such as Festive Fridays would be outside the scope of the existing language regarding proximity and hours of operation. (iv) Mr. Keuroglan stated that such instances would require a Special Use Permit and would be at his discretion on the appropriateness of the placement. He added that special events had an overlay that supersedes the standard ordinance language. Any other truck placement would fall under a Conditional Use Permit and would be reviewed on a case-by-case basis by the Town Manager. It was decided to rework the language to address the concerns discussed and bring it back to the next meeting.

REPORT OF OFFICERS AND COMMITTEE

There were no reports from the officers and committees.

STANDING STAFF REPORTS

There was not a staff report.

ANNOUNCEMENTS

- Regular Planning Commission Meeting on Tuesday, August 4, 2026, at the Civic Center.

Motion made by Commissioner Holloway, seconded by Commissioner Clark, to adjourn the Planning Commission Public Hearing and Regular Meeting at 7:06 p.m. The motion was approved by unanimous vote.

Chairman Bill Stramm

Planning and Zoning Technician