

PLANNING COMMISSION WORKSHOP

A G E N D A

TOWN OF CHINCOTEAGUE, VIRGINIA

January 13, 2015 - 7:00 P.M. – Council Chambers - Town Hall

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION

AGENDA REVIEW/DISCLOSURES

1. Approval of the December 9, 2014 meeting minutes.
2. Annual Report for 2014
3. Comprehensive Plan Update
 - a) Public Hearing Revisions/Recommendation to Town Council
4. PC Work Plan for 2015
5. Possible Bylaws Revision for meeting time.
6. Information/Discussion Items
7. Commission Members Announcements or Comments

ADJOURN

PLANNING COMMISSION MEETING
9 December 2014
MINUTES

Members Present:

Mr. Ray Rosenberger, Chairman
Mollie Cherrix, Vice Chairperson
Mr. Ben Ellis, Councilman
Mr. Michael Dendler
Mr. Steve Katsetos
Mr. Jeff Potts
Mr. Spiro Papadopoulos

Members Absent:

William Neville, Planning Director

CALL TO ORDER

Chairman Rosenberger called the meeting to order at 5:00 pm in the Council Chambers. The invocation was provided by Commissioner Potts, followed by the Pledge of Allegiance led by Chairman Rosenberger.

PUBLIC PARTICIPATION

One (1) member of the public was present.

AGENDA REVIEW/DISCLOSURES

Chairman Rosenberger asked for a review of the Agenda. Councilman Ellis moved approval of the agenda, seconded by Commissioner Katsetos. The agenda was unanimously approved.

1. Approval of the November 4, 2014 meeting minutes and the November 13, 2014 joint workshop minutes

Commissioner Papadopoulos moved approval of the minutes, seconded by Commissioner Potts. The minutes were unanimously approved. Commissioner Papadopoulos asked about the attendance list compared

2. Comprehensive Plan Update

- a) Review revised redline version of Comprehensive Plan

Chairman Rosenberger asked the Commissioners for any corrections or additions to the redline version of the Comprehensive Plan 5-year Update. Comments are listed below:

- Verify the difference between Mid-Atlantic Regional Spaceport (MARS) and Virginia Space Flight Center and correct the description if necessary, pg 60 of 135

- Note the new paragraph describing NASA WFF as a test site for unmanned aircraft systems, pg 59 of 135
- Several of the Chapter headings and sub-headings are not consistent - several need to be underlined and new 'red-lined' paragraphs should be checked when the final document is prepared, pg 78, 85 of 135
- Correct the date of the new bridge opening to April, 1, 2010, pg. 92 of 135

Town Planner Neville reviewed the State Code requirements for advertising and public hearing to present the Comprehensive Plan 5-year Update. He asked the Commission whether to present both the red-lined version and a final version with all changes accepted, and which should be posted on the Town website. Commissioners discussed the need to have all versions available for review at the Town Office and that a 'clean version' which incorporates the proposed updates should be posted on the website. Chairman Rosenberger advised however that there could not be a final version until after the public hearing and the decision by Town Council whether to incorporate any changes or to adopt the updates as presented.

Commissioner Potts asked about the photograph on page 100 of 135 to determine the location in Town. Chairman Rosenberger identified it as Sunnywood Drive.

b) Recommendation to Town Council

The Comprehensive Plan 5-year Update will be scheduled for a joint public hearing with the Planning Commission at the regular Town Council meeting on January 5, 2015 at 7pm. Following the public hearing, the Planning Commission is required by State Code to provide a recommendation to Town Council.

3. Information/Discussion Items

Copies of the Downtown Revitalization Plan were distributed at the request of Commissioner Papadopoulos for consideration at the January 13th Planning Commission meeting to discuss actions which encourage continued economic investment in revitalization areas. Chairman Rosenberger mentioned the agreement with the Kiwanis that will allow shared use of the parking area along with the former Bridge Street to improve access to the Downtown area.

4. Commission Members Announcements or Comments

A regular Planning Commission meeting will be held on January 13, 2015 at 7pm to establish the work plan for the year.

ADJOURN

Commissioner Katsetos moved to adjourn the meeting, seconded by Commissioner Dendler. The motion was unanimously approved.

Mr. Raymond R. Rosenberger Sr., Chairman

**TOWN OF CHINCOTEAGUE
PLANNING COMMISSION
ANNUAL REPORT
2015**

JANUARY 14, 2014

MEMBERS PRESENT: ROSENBERGER, CHERRIX, MUTH, KATSETOS
DENDLER, POTTS, PAPADOPOULOS

MEMBERS ABSENT: NONE

PUBLIC PARTICIPATION: ONE MEMBER OF THE PUBLIC WAS PRESENT,
THERE WAS NO PUBLIC COMMENT.

THE ANNUAL REPORT FOR 2013 WAS APPROVED.

COMPREHENSIVE PLAN 5-YEAR UPDATE

THE COMMISSION DETERMINED THAT SUFFICIENT CHANGE HAD OCCURRED OVER THE LAST 5 YEARS TO RECOMMEND MINOR CHANGES IN THE COMPREHENSIVE PLAN TO THE TOWN COUNCIL. A STRATEGY WAS IDENTIFIED TO DELIBERATELY REVIEW THE EXISTING CHAPTERS OF THE COMPREHENSIVE PLAN OVER A ONE YEAR PERIOD ALONG WITH ADDITIONAL TOPICS AND NEW ISSUES THAT MAY REQUIRE STUDY OR REVISION.

INFORMATION ITEMS

THE STATE PRIORITY FOR 'LIVING SHORELINES' AND TRAINING BY VIMS WAS DISCUSSED ALONG WITH A TMDL STUDY BEING COMPLETED IN MARYLAND FOR THE COASTAL BAYS. NEW ORDINANCE CHANGES MAY INCLUDE THE FLOODPLAIN ORDINANCE AND A PARKING STANDARD FOR WAYSIDE STANDS.

ELECTION OF OFFICERS

OFFICERS WERE UNANIMOUSLY ELECTED AS FOLLOWS:

CHAIRMAN – RAY ROSENBERGER
VICE CHAIRPERSON – MOLLIE CHERRIX
SECRETARY – WILLIAM NEVILLE

(NOTE: A FULL COPY OF THE ANNUAL REPORT WILL BE DISTRIBUTED
PRIOR TO THE MEETING)



STAFF REPORT

To: Planning Commission
From: William Neville, Director of Planning
Date: January 13, 2015
Subject: 5-year Comprehensive Plan Review

The Town of Chincoteague adopted a fully revised Comprehensive Plan on January 4, 2010. The comprehensive plan is designed to be a general guide for growth and future development for the next 20 years. The Code of Virginia (§ 15.2-2230) requires that at least once every five years the comprehensive plan shall be reviewed by the local planning commission to determine whether it is advisable to amend the plan.

The Planning Commission held twelve (12) regular public meetings in 2014 to consider the proposed updates and also held two (2) public workshop meetings with Town Council in May and November to review the draft changes which it recommends.

As required, a public hearing was advertised in the Eastern Shore Post for two weeks in advance of the Town Council meeting on January 5, 2015, and the Plan was posted on the Town website with copies available at the Town Office for review. One member of the public provided comments at the public hearing and the joint public hearing was closed. Town Council directed the Planning Commission to consider the following suggested changes and to incorporate those in a recommendation during the February 2, 2015 Council meeting.

1. Chapter 3 – Land Use Plan (pg. 44 of 135)

The new section on Coastal Resource Management should be carefully reviewed before natural shorelines and State guidance documents are implemented on Chincoteague because there is not enough land area to accomplish this condition in many locations.

Staff Recommendation: Environmental Objective #1 on page 30 addresses this concern. State model language has already been modified by the Planning Commission and approved by VIMS to incorporate local preference for traditional shoreline protection methods in order to support our working waterfronts and unique island location. Objective #1 should

be repeated on page 46 prior to the implementation strategies and modified as follows to address public comment:

“Adopt shoreline management policies consistent with State Code where practical, while actively promoting the use of other structural options which are necessary to support working waterfronts, storm damage protection of property, **and to recognize the limitations of multiple small ownership parcels along the existing Town waterfront.**”

2. Chapter 5 – Community Facilities and Services (pg 80 of 135)

- a) *Sewage Disposal - Add information at the end of the first paragraph regarding private engineered sewerage systems that the Health Department requires inspection on a yearly basis.*

Staff Recommendation: This information is important for individual property owners to understand their responsibility to maintain the continued operation of septic systems and engineered sewerage systems. It is also valuable to indicate the step by step improvement to water quality and public health on Chincoteague Island as older failing systems are replaced by newer technology.

- b) *Sewage Disposal – There is a world of difference between suggesting a private versus a public wastewater utility system for the future. It is important to continue feasibility research on options that would be affordable and effective for Chincoteague Island. Modify the recommendation on page 81 to remove ‘public’ and just say ‘wastewater utility service’.*

Staff Recommendation: A modification to include ‘public or private’ ownership meets the intent of the Wastewater Advisory Committee recommendations and maintains flexibility for future decision making.

- c) *Implementation Strategies/Sewerage (pg87 of 135) – Modify references to a ‘publicly’ owned wastewater treatment facility and consider whether all Town residents should pay for engineering studies on a service area which does not serve the whole Town.*

Staff Recommendation: Minor modifications to address public concern could be met by stating ‘publicly or privately’ owned facilities in order to maintain flexibility for future decision making.

- d) *Implementation Strategies/Sewerage (pg 88 of 135) – Modify discussion of nutrient reduction in the last bullet to remove reference to septic drainfields and participation with the Maryland Coastal Bays Program. Revise to say: “identify and reduce nutrients in the waters around Chincoteague”.*

Staff Recommendation: A general implementation strategy will address public comment and will still address the Town’s goal to maintain good water quality in the waters surrounding Chincoteague Island.

3. Chapter 5 – Community Facilities and Services (pg 82 of 135)

Flood Insurance - Add information regarding the new FEMA flood insurance rate maps which illustrate over 1,000 houses coming out of the 100 year floodplain and which may have flood insurance benefits for Chincoteague Island property owners.

Staff Recommendation: Effective FEMA flood risk maps after May 18, 2015 will identify areas on Chincoteague Island at lower risk than the 1% chance flood (100 year flood) which may be eligible for reduced flood insurance rates for voluntary coverage. Staff does not recommend identifying individual properties or areas which are located outside of the 1% chance flood area since all property is still at some risk of flooding and the method used by Accomack County to determine 1,000 potential properties outside the regulatory floodplain did not use the same method used by FEMA for insurance rating purposes. It is appropriate to include a reference to the new FIRM maps and the need to confirm flood information on a property by property basis. The following text is recommended to address the public comment.

“Effective May 18, 2015, new FEMA Flood Insurance Rate Maps will change the flood risk of certain properties at higher elevations. These structures will no longer be located in the regulatory floodplain (subject to a 1% chance flood) will be eligible for voluntary flood insurance at reduced rates. In addition, the base flood elevation has been lowered throughout the Town which will affect building requirements for new construction or substantial improvements, and may have insurance rate benefits for existing structures.”

4. Chapter 6 – Transportation (pg 93 of 135)

Implementation Strategies - Add a bullet strategy to actively pursue the construction of shoulders or a bike path along the Route 175 causeway to provide vehicle and bicycle accommodations for public safety, emergency response, and possible shoreline stabilization/storm resiliency.

Staff Recommendation: This strategy is consistent with our recent application for a Federal Lands Access Grant and long term efforts to improve the single point of access to Chincoteague Island as critical infrastructure.

5. Chapter 6 – Transportation (pg 94 of 135)

Private Roads – Reconsider the new section on ‘private roads’ given the limited legal authority and financial resources available to the Virginia Department of Transportation or the Town to improve private streets to public street standards. Review Private Road Policy adopted by Accomack County as a document which has already gone through legal and VDOT review.

Staff Recommendation: This section was added to the Comprehensive Plan in consideration of the fact that 50% of Town’s street/road system is privately owned and maintained. Numerous citizen complaints and requests to the Town Council for assistance over the last several years warrant some response in the Plan. The current Town of Chincoteague private street policy has been combined with VDOT policies for the Town’s urban street system into a new statement. The Accomack County policy references rural road standards which do not apply in the Town of Chincoteague.

In addition to public comments, Town Planner Neville noted that Map 2 illustrating Community Facilities had been unintentionally omitted from the public hearing draft and would be added to the final version for approval by the Town Council. Mayor Tarr also asked that at least one map in the Plan should identify the corporate limits of the Town which could be a new Map 1a (see attached).

**MINUTES OF THE JANUARY 5, 2015
CHINCOTEAGUE TOWN COUNCIL MEETING**

Council Members Present:

John H. Tarr, Mayor
Ellen W. Richardson, Vice Mayor
J. Arthur Leonard, Councilman
Gene W. Taylor, Councilman
Ben Ellis, Councilman
James T. Frese, Councilman
John N. Jester, Jr., Councilman

CALL TO ORDER

Mayor Tarr called the meeting to order at 7:00 p.m.

INVOCATION

Councilman Ellis offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

OPEN FORUM/PUBLIC PARTICIPATION

Mayor Tarr opened the floor for public participation.

- Ms. Karen Muth, with CIAO, stated that there is a need to guide and inform tourist due to an increase in activities. She advised of a list of organizations they would invite to coordinate with CIAO. She asked Council for their support and suggested a kiosk at the Robert N. Reed, Sr. Downtown Waterfront Park. She gave an idea to tie several organizations together for the reopening of the WWII exhibit at the museum. She encouraged everyone to look ahead and match up the events. She suggested that the Town purchase banners to unify and tie the events together.

- Mrs. Jennie Van Dame commented that Chief Lewis is the best police chief ever. She added that he and his staff has done so many things for the community. She is very grateful, proud and will miss Chief Lewis.

STAFF UPDATE

Planning Department

Town Planner Neville advised that this evening is the Comprehensive Plan update. He stated that the Planning Commission met briefly December 9th to make the suggested changes. He advised that they will meet again January 13th and asked Council if they had anything they wanted the Planning Commission to work on this year to let them know.

Town Planner Neville stated that the new FEMA Flood Maps need to be adopted prior to May 8th. He stated that there is a Council workshop scheduled for January 15th to review the Flood Ordinance for the discount potential and to make sure that the adoption of the maps is on time.

He advised of the Coastal Resiliency Feasibility Study where the Army Corps of Engineers requested help. He hopes to get authorization so they can attend the meetings to help the Town. He stated that they have coordinated with Accomack County to request grant funds for the Federal Lands Access Program and because the County was taking the lead the Town is focused on possible improvements to the Causeway. He explained it would be to widen sections of the shoulders between the bridges for safety and bicycles. Town Planner Neville also stated that in January they are hoping to meet with officials of the Fish & Wildlife Service to review the Town's comments on the CCP.

Police Department

Chief Lewis stated that the monthly report has been included in Council's packet.

Public Works Department

Public Works Director Spurlock stated that they received the missing playground equipment.

Mayor Tarr reminded Council of the Public Works Committee meeting tomorrow at 5:00 p.m.

General Government

Town Manager Ritter reported that EMS responses for December were 58 which were 11 more than December of 2013, ALS response was 23, BLS 34 and all others were 1. He also reported that EMS staff has been seeking sponsorship for the 3,000 to sign the agreement with the United States Department of Interior Geological Survey for the tide gage. He suggested discussing this matter at the workshop.

Town Manager Ritter also stated that the Phase 2D drawings will be submitted to VDOT this month for approval. He stated that Mr. Ronald Mason and Ms. Nancy Payne have retired for the Trolley History Tour. He also added that if they can't find anyone to take over the History Tour, the Trolley Director will assume those responsibilities. He added that Southern Software will be installing the new software later this month. Town Manager Ritter also reported that the quarterly newsletter should be published this week. He added that they have been working on the 5 year budget which will be presented at the workshop meeting.

Vice Mayor Richardson advised that the Public Safety Committee has been working on the tide gage for 3-5 years. She feels this would be a help to the working watermen. She understands that they have to make a commitment.

There was brief discussion about the commitment.

Town Manager Ritter advised that Council will be discussing the full contract.

There was further discussion regarding the benefits.

Councilman Jester suggested putting the newsletter on Facebook.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Councilman Frese motioned, seconded by Councilman Jester to adopt the agenda adding under item #1 (b) Financial Report Presentation by Robinson, Farmer, Cox Associates. Unanimously approved.

- 1. (a.) Discuss Possible Appointment for a New Town Attorney**
(b.) Financial Report Presentation by Robinson, Farmer, Cox Associates

(a.) Town Manager Ritter advised that there is an agreement from Ms. Cela Burge. He stated that Town Attorney Poulson has included a few changes. He added that if there are any comments they should be made in executive session.

Councilman Frese questioned the hourly rates in the agreement.

Councilman Frese motioned to change all rates to an hourly basis. There was no second. Motion died.

Mayor Tarr stated that they shouldn't discuss the contract in regular session. He suggested addressing this matter in executive session.

Councilman Leonard motioned to accept the agreement as presented.

Mayor Tarr advised that the hourly rates have been negotiated. He stated that if there is a change in the agreement, it should be done in executive session.

Councilman Leonard retracted his motion.

(b.) Mr. David Hughes with Robinson, Farmer, Cox Associates thanked Town Manager Ritter and staff for their assistance with the audit. He added that the Town is fortunate to have this staff as they do a great job. He reviewed the Financial Report. He mentioned some changes in standards that won't affect the budget, but is an obligation.

Mayor Tarr thanked Mr. Hughes.

- 2. Consider Adoption of the Minutes**
 - **Regular Council Meeting of December 1, 2014**
 - **Council Joint Workshop Meeting of December 4, 2014**

Councilman Ellis requested a change in the minutes from "Fire Chief Lewis" to "Fire Chief Thornton".

Councilman Ellis motioned, seconded by Vice Mayor Richardson to approve the minutes of the December 1, 2014 regular Council meeting and December 4, 2014 Council Joint Workshop meeting as changed. Unanimously approved.

3. Joint Public Hearing with Planning Commission on the updated Draft Comprehensive Plan

Planning Commission Chairman Rosenberger opened the Planning Commission's Public Hearing.

Town Planner Neville explained that the Town of Chincoteague adopted a fully revised Comprehensive Plan on January 4, 2010 that is designed to be a general guide for growth and future development for the next 20 years. The Code of Virginia (§15.2-2230) requires that at least once every five years, the Comprehensive Plan shall be reviewed by the local Planning Commission to determine whether it is advisable to amend the Plan.

Town Planner Neville advised that the Planning Commission held twelve (12) regular public meetings in 2014 to consider the proposed updates and also held two (2) public workshop meetings with Town Council in May and November to review the draft changes which it recommends. As required, the public hearing this evening was advertised in the Eastern Shore Post for two weeks in advance and the Plan was posted on the Town website with copies available at the Town Office for Review.

Town Planner Neville stated that over the last 5 years the Town has accomplished many projects which help to implement the goals and objectives contained in the Comprehensive Plan and generate the need for an update. One big step was the completion of a comprehensive zoning map revision so that the Town Zoning Districts match up with the existing neighborhoods, business districts and open space land use areas identified by the Plan. Since the Downtown main Street area was named the Old Town commercial District, the Plan needs to be revised to match up in this one land use area.

Town Planner Neville then advised that new or renovated community facilities have been expanded in the last 5 years such as; the Island Activity Center, the new fishing pier, the YMCA, the Island Theatre, the Museum of Chincoteague Island and Mariner's Point. Another update is required by a change in State Code to adopt a policy on coastal resource management that encourages natural shorelines. As it turns out, the Town's demographics (population, age, etc.) in the last Census have not changed dramatically except for the resident population dropping by 17% from 4,324 to 3,600. Most of the drivers of the economy have maintained a good balance with little change over the 5 year period. New baseline economic data was incorporated from the FWS study.

Town Planner Neville reported that due to the continued economic recession, there have only been a few new developments such as the Fairfield Inn and Suites that count as growth, however there has been continued investment in home and business renovations. This positive news was moved up to the beginning of each chapter and Chapter 7 Housing was rewritten to reduce the emphasis on high density growth planning. Several goals and issues have been identified through the update process which will require additional consideration and work over the life of the Plan; Private roads, stormwater and drainage, public sewer, economic stability and environmental issues (floodplain, storm protection and water quality).

Town Planner Neville concluded that the Comprehensive Plan is designed to be a general guide for growth and future development for the next 20 years. The Primary Goal of the Comprehensive Plan seeks to manage and adapt to change over time in an economically and environmentally sustainable manner while retaining the most endearing and unique physical and cultural features of the Town and providing the setting for a harmonious community life. In other words: People love the Town of Chincoteague and want to continue to improve on its best qualities. He discussed the packet, exhibit 1 and Map 2. He stated that the hope and idea of the public hearing is to see if there are comments or concerns of the community.

Mayor Tarr opened the public hearing.

- Supervisor Wanda Thornton thanked the Planning Commission for their hard work. She advised of a few problems she'd like to address. She stated that the Coastal Resource Management is being dictated. She stated that while this would work in a lot of areas, Chincoteague doesn't have the land to stand a plan like this. She stated they would have to have a lot of land for a natural shoreline. She encourages everyone to read the document and requirements of land for this purpose. She also suggested adding to the engineered sewage system "and the Health Department requires inspections on a yearly basis".

Supervisor Thornton discussed the wastewater and sewage disposal issues. She feels that economics is what drives this. She agrees that it is important to research sewage disposal. She suggested changing it to the "feasibility" of the wastewater study. Supervisor Thornton added that the financial responsibility is the County of Accomack and the Town of Chincoteague. She also added that over 1,000 parcels are coming out of the flood plain. She does not feel that the public should pay for engineering costs.

Supervisor Thornton discussed the Maryland Coastal Bays. She read "Chincoteague will seek to continue working for a long range plan that reduces nutrient loads from septic drain fields do the surrounding waters of Chincoteague Island, on a voluntary basis". She recommended changing it to say "identify and reduce nutrients in the waters around Chincoteague". She feels this puts a bad light on the working watermen and water quality which is good not bad. She added that wildlife is a tremendous polluter.

Supervisor Thornton stated that she was glad that the Town applied for the grant to widen the shoulders along the Causeway. She suggested that this be added to the Transportation section stating "actively pursue shoulders or a bike path on Route 175 along the bridges". She also stated that the County is looking into creating a Wetland Mitigation Board. She added that they can create it but the ANPDC agreed to do it. She stated that the wealth is going across the bay and it should stay within the locality. She advised that she has read the audit of the Nature Conservancy, who is worldwide. She added that the County money is going somewhere else and not benefiting the Eastern Shore.

Supervisor Thornton also mentioned private roads. She stated that the County worked with VDOT and the attorney to create a document explaining the process by law to put a private road in the state system. She suggested putting it in writing.

Mayor Tarr closed the public hearing. He advised that the Planning Commission will review the comments from this evening.

Chairman Rosenberger advised they will meet next Tuesday to review the comments making the appropriate changes to be presented to Council at their February meeting.

Councilman Taylor thanked Chairman Rosenberger and Town Planner Neville for their hard work. He stated that because of their hard work there aren't disgruntled citizens present and that says a lot.

Chairman Rosenberger closed the Planning Commission section of the meeting.

4. County Update from Island Supervisor, the Honorable Wanda Thornton

Supervisor Thornton stated that Ms. Cela Burge is a great attorney. She advised that the County was notified that the Governor created 2 Enterprise Zones. She added that Accomack County is now a Regional Enterprise Zone for the next 10 years. She also stated that they have been working on getting natural gas on the Shore as early as 2016 as far as Purdue. She stated that they are going to work on their Capital Improvement Plan addressing sewage.

Supervisor Thornton also reported that the County had to refund Purdue a substantial amount of money because the state made changes causing the refund. She added that because of this change it has caused the County to have a lot of money to make up. She stated that the School Board hired Mr. Bill Bergman as a P.R. She then mentioned the FLAP Grant. She added that the Town should push for the Causeway shoulder widening for pedestrian and emergency vehicles.

Supervisor Thornton stated that the Solar Energy Conditional Use Permit came to 950 acres. She advised that it has been a pleasure to serve the Island as Supervisor for the last almost 20 years. She reported that in 2016 she will not seek reelection. She loves the community and will continue to work for the residents.

5. Judging Results for Christmas Lights

Town Manager Ritter read the winner's list.

Judges Choice *

Faith Gregory
6126 Taylor Street

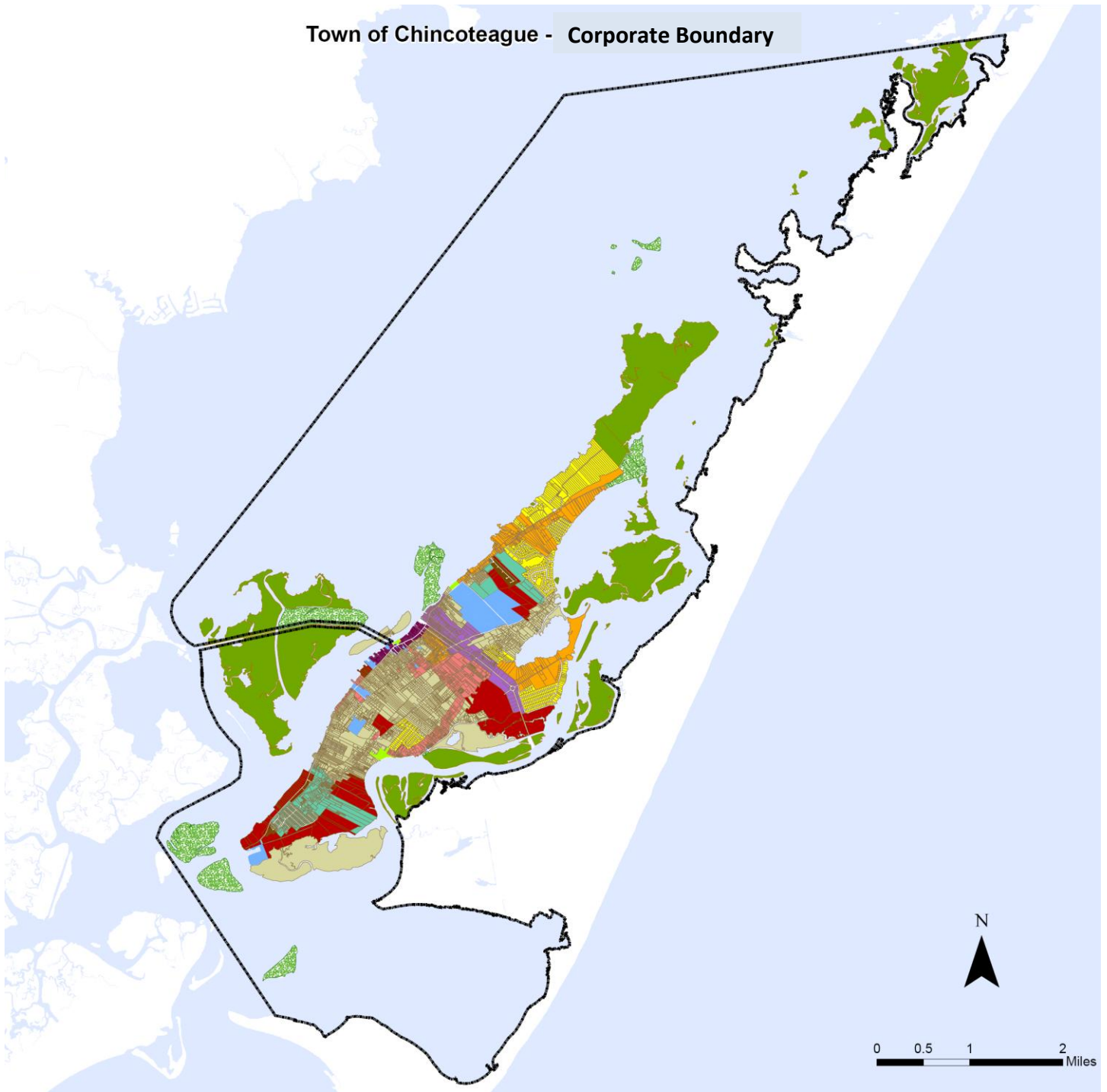
Most Themed *

Bobby and Linda Clift
8300 Sea Breeze Drive

Most Traditional *

Randy Jenkins
7815 East Side Drive

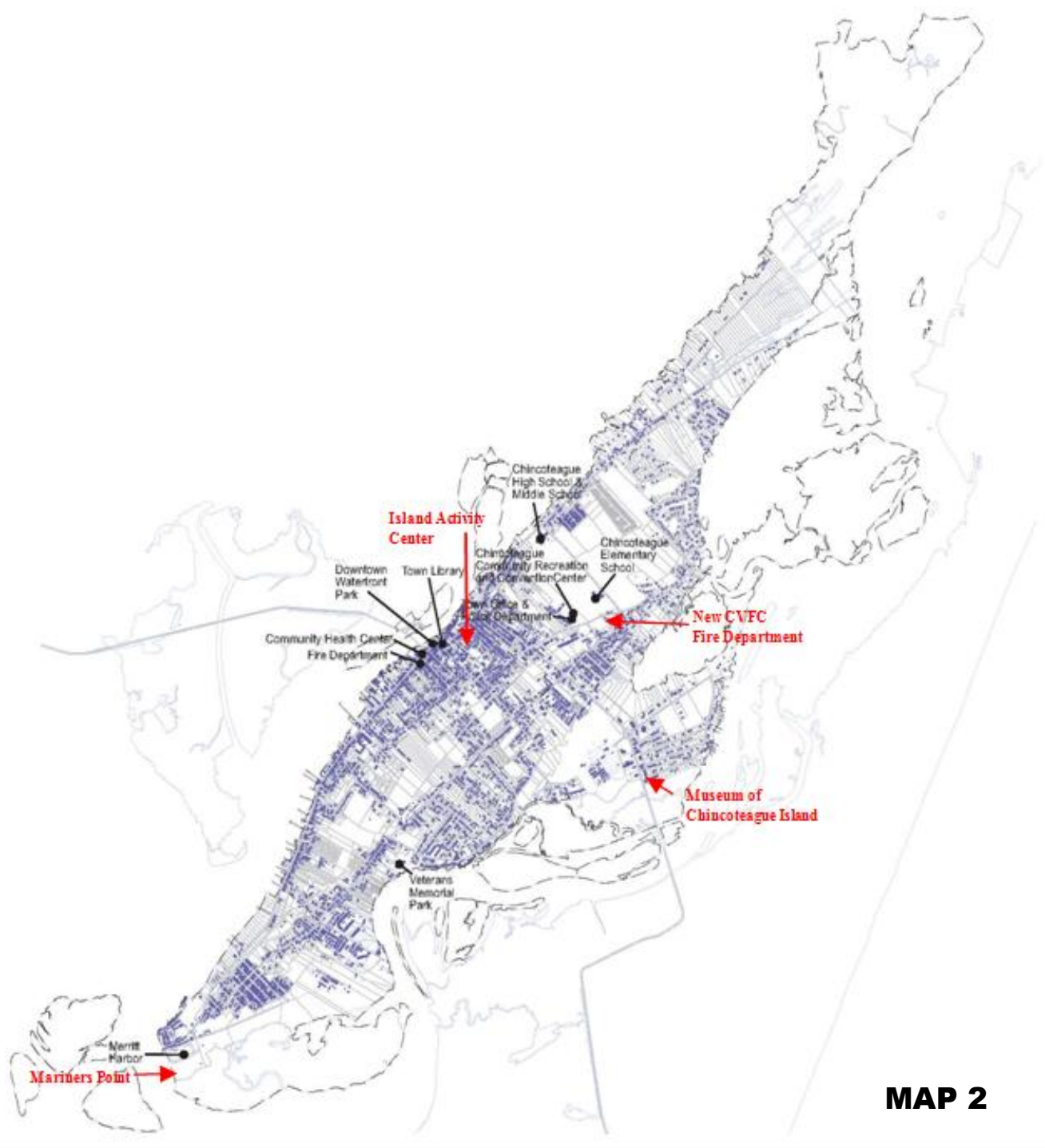
Town of Chincoteague - Corporate Boundary



**Land Use Planning Areas
Chincoteague, Virginia**

Map 1a

**COMPREHENSIVE PLAN
CHINCOTEAGUE, VIRGINIA
COMMUNITY FACILITIES**



MAP 2

Planning Commission Work Plan – 2013(2015 Update)

■ Economic Development

- Support the downtown merchants in promoting the Main Street area and the new Maddox Boulevard corridor. Complete an economic survey and study of Town businesses; address needs to accommodate Broadband facilities; pursue a VTC grant; apply for Virginia Main Street program.
- Host a meeting of tourism organizations and businesses to develop a overall marketing and promotion strategy including a master calendar of events

■ Hazard Mitigation

- Improve map information with LiDAR elevations and analysis of areas impacted by storm and high tide events/coastal flooding
- Prepare plans for shoreline stabilization (new State Requirement?)

■ Other Priorities of the Comprehensive Plan

- Transportation and Parking – VDOT update to Urban Area Plan, complete parking study
- Community Facilities and Services – Update the comprehensive plan as necessary to include new community facilities (Island Activity Center)
- Housing – prepare recommendation to allow accessory rental homes on larger lots as affordable housing
- Architectural Design Guidelines
- Private Roads – Prepare an inventory and plan for improvement of private roads to public streets.

■ Ordinance Review

- Storm water Draft Regulations – coordinate with Clark-Nexsen consultant to prepare a draft ‘fill ordinance’ and drainage standards/regulations if approved by Town Council
- Sidewalk and Lighting Policy/Subdivision Regulations – Participate in ‘Walkability Workshop’
- Wastewater treatment systems – review Zoning, Land Subdivision and Development Ordinance to address current WAC planning for advanced septic systems, private treatment system expansion, service areas, design criteria, bonding, useable yard area, setbacks, screening, etc.
- Review and revise subdivision ordinance to include minimum zoning compliance requirement for minor subdivisions (4 lots or less)

■ Commissioner Priorities

- Proffer study and guidelines - research and prepare report with assistance from Town Attorney
- Coordination with Accomack County Planning – monitor County review of the Atlantic Town Center PUD application and other areas of common interest. Recommend comments from the Town if appropriate and necessary.
- Capital Improvement Program, review and plan for the Council’s 5 year budget priorities
- Parking Study – adequate parking for certain uses, percentage of permeable surface for large areas (research status of new energy code/building code for requirement), Church Street restrictions

■ Town Council Priorities

- Beach Access/Maddox Campground – review National Seashore boundary issues
- Wastewater Advisory Committee Study
- Landscaping standards



By-Laws
Chincoteague Planning Commission
Approved April 5, 2010

ARTICLE 1 – OBJECTIVES

- 1-1. This Commission, established in conformance with the resolution adopted by the Chincoteague Town Council on May 16, 2002, hereby adopts the following Articles in order to facilitate its powers and duties in accordance with the provisions of Title 15.2, Chapter 22, Article 2 of the Code of Virginia, as amended.
- 1-2. The official title of this Commission shall be “The Chincoteague Planning Commission”.
- 1-3. The Planning Commission shall promote the orderly development of the Town of Chincoteague and shall serve primarily in an advisory capacity to the Town Council.

ARTICLE 2 – MEMBERS

- 2-1. Said commission shall consist of seven (7) members, one of whom shall be a member of the Town Council, and the remaining six (6) hereafter referred to as appointed members. Such members shall be residents of the locality and at least one-half of the members so appointed shall be owners of real property in the locality.
- 2-2. The term of the member representing the Town Council shall in all cases correspond to their tenure of office. Of the other members first appointed, one (1) shall be appointed for a term of one (1) year, one (1) shall be appointed for a term of two (2) years, one (1) shall be appointed for a term of three (3) years, and one (1) shall be appointed for a term of four (4) years, from and after the effective date of this resolution. Their successors shall be appointed for terms of four (4) years. Any vacancy in membership shall be filled by an appointment by the Council and such appointment, in the case of an appointed member, shall be for the unexpired term. Any appointed member may be removed on the grounds set forth in Section 15.2-2212 of the Code of Virginia 1950 as amended.
- 2-3. The term of a Commission member shall expire on December 31 at which meeting his successor’s term of office shall begin.

ARTICLE 3 – OFFICERS AND THEIR SELECTION

- 3-1. The officers of the Planning Commission shall consist of a Chairperson, a Vice-Chairperson and a Secretary.
- 3-2. Nomination of officers shall be made from the floor at the regular February meeting each year. Election of officers shall follow immediately.
- 3-3. A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected. Such candidate shall take office immediately and serve for one (1) year or until his/her successor shall take office.
- 3-4. Vacancies in office shall be filled immediately by Town Council appointment.

ARTICLE 4 – DUTIES OF OFFICERS

- 4-1. The Chairperson shall be a member of the Commission and shall:
 - 4-1-2. Preside at all meetings.
 - 4-1-3. Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote by the members present.)
 - 4-1-4. Be informed immediately of any official communication and report same at the next regular meeting.
 - 4-1-5. Carry out other duties as assigned by the Commission.
- 4-2. The Vice-Chairperson shall be a member of the Commission and shall:
 - 4-2-1. Act in the absence or inability of the Chairperson to act.
 - 4-2-2. Have power to function in the same capacity as the Chairperson in cases of the Chairperson's inability to act.
- 4-3. The Secretary shall:
 - 4-3-1. Keep a written record of all business transacted by the Commission.
 - 4-3-2. Notify all members of all meetings.
 - 4-3-3. Keep a file of all official records and reports of the Commission.
 - 4-3-4. Certify all maps, records, and reports of the Commission.
 - 4-3-5. Give notice of all hearings and public meetings.

- 4-3-6. Attend to the correspondence of the Commission.
- 4-3-7. Prepare and be responsible for the publishing of advertisements relating to public hearings.

ARTICLE 5 – EMPLOYEES,
CONSULTANTS, SPECIAL STUDIES

- 5-1 Upon request of the Planning Commission, the Town Council or other public officials may, from time to time, for the purpose of special studies under the direction of the Commission, assign or detail to it any members of the staffs of municipal administrative departments, or may direct any such department employee to make for the Commission special surveys or studies requested by the Commission.
- 5-1-1. In addition, the Commission may establish, upon authorization by the Town Council, an advisory committee or committees to provide unique expertise and public participation of community representatives and to assist in meeting the purpose and objectives of the Commission for the preparation of special surveys and studies. The Planning Commission shall establish a mission statement, work plan and timeline for completion of any sub-committee created.
- 5-2. The Chairperson shall be an ex officio member of every sub-committee.
- 5-3. The Planning Commission shall make recommendations and an annual report to the Town Council concerning the operation of the Commission and the status of Planning within its jurisdiction, and may prepare, publish and distribute reports, ordinances and other material relating to its activities.

ARTICLE 6 – MEETINGS

- 6-1. Regular meetings of the Commission shall be held on the second Tuesday of each month at 7:00 p.m. excluding the months of July and December. When a meeting falls on a legal holiday, the meeting shall be on the day following unless otherwise designated by the Commission. Such meetings must be held in a public building.
- 6-2 Special meetings shall be called at the request of the Chairperson or at the request of a quorum of the membership.
- 6-3 All regular meetings, hearings, records, and accounts shall be open to the public.
- 6-4 A majority of the membership of the Commission shall constitute a quorum. The number of votes necessary to transact business shall be a majority of the members present. Voting may be by roll call, in which case a record shall be kept as a part of the minutes.

ARTICLE 7 – ORDER OF BUSINESS

- 7-1. The order of business for a regular meeting shall be:
- 7-1-1. Call to order by Chairperson.
 - 7-1-2. Roll call.
 - 7-1-3. Determination of a quorum.
 - 7-1-4. Invocation.
 - 7-1-5. Pledge of Allegiance.
 - 7-1-6. Public Participation
 - 7-1-7. Review of Agenda.
 - 7-1-8. Reading of Minutes.
 - 7-1-9. Old Business.
 - 7-1-10. New Business.
 - 7-1-11. Adjournment.
- 7-2. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order, most current edition.
- 7-3. The Planning Commission shall keep a set of minutes of all meetings, and these minutes shall become a public record.

The Chairperson shall sign all minutes, and at the end of the year shall certify that the minutes of the preceding year are a true and correct copy.

ARTICLE 8 – HEARINGS

- 8-1. In addition to those required by law, the Commission, at its discretion, may hold public hearings when it decides that a hearing will be in the public interest.
- 8-2. Notice of special hearings shall be published once a week for two successive weeks in a newspaper of general circulation in the area not less than five (5), nor more than twenty-one (21) days before the time of public hearing.

- 8-3 The case before the Commission shall be summarized by the Chairperson or other member delegated by the Chairperson. Interested parties shall have the privilege of the floor. Records or statements shall be recorded or sworn to as evidence for any court of law, only after notice is given to the interested parties.
- 8-4 A record shall be kept of those speaking before the hearing.

ARTICLE 9 – CORRESPONDENCE

- 9-1. It shall be the duty of the Secretary to draft and sign all correspondence necessary for the execution of the duties and functions of the Planning Commission.
- 9-2. All official papers and plans involving the authority of the Commission shall bear the signature of the Chairperson and Vice-Chairperson.

ARTICLE 10 – AMENDMENTS

- 10-1. These rules may be changed by a recorded two-thirds (2/3) vote of the entire membership of the Commission subject to review and confirmation by the Town Council after thirty (30) days notice.