

## Town of Wachapreague Planning Commission Minutes – Dec 6, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Alena Elliott, Charles Elliot, Greg Brittingham, Jim Bell, Margo Digan, Tomeka Watkinson

Absent:

Guest: none

1. Called to order by Aileen at 6:30 pm. Quorum established.
2. Approval of the agenda: Alena moved; Jim seconded
3. Public comments: none, no guests present
4. Approval of the minutes: Charles moved, Alena seconded
  
5. Old Business
  - a. Bed & Breakfast ordinance: remove bullets about primary residence and noise
  
  - b. Short Term Rental: remove bullet about noise
  
  - c. Special Use Permit: make “Notice” area clearer, make bottom office area smaller.
  
  - d. Alena will work on a colorized version of the zoning map
  
  - e. Public Hearing with Presentation:
    - i. Need sign-in sheet to collect emails and note that a person wants to speak
    - ii. Include history of why we need the ordinances
    - iii. Include business license and special use permit
    - iv. Provide attendee packets with ordinances, business license, SUP, zoning map
  
  - f. Jim will add a location on the shared drive for uploading all the information for the hearing so that he can create the presentation and we can have most of it complete before Jan 10.
  
  - g. The notice of the Public Hearing will go in the Eastern Shore Post on the 2 weeks prior to the hearing with a note that the documents are in Town Hall for preview.
  
6. New Business
  - a. General discussion of the change of Commission membership with the new council coming in January.
  
7. Adjourned 7:50 pm
8. Next meeting: January 10, 2023, 6:30 pm Seaside Hall, to work on public presentation
9. Public Hearing: January 17, 2023, 6:30 pm Seaside Hall

## **Town of Wachapreague Planning Commission- meeting**

### Agenda

Tuesday, December 6, 2022-6:30 pm- 8 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Approval of Agenda
- 3) Approval of Minutes
- 4) Old Business:
  - a. Review Short-Term-Rental (STR) Ordinance
  - b. Review Bed & Breakfast (B&B) Ordinance
  - c. Review Ordinance to amend STR & B&B
  - d. Review Special Use Permits
  - e. Discuss the Public Hearing presentation:  
Handouts - include zoning map, power point presentation, tasks of PC during presentation
  - f. Set up paper announcement for Public Hearing on ordinance changes
- 5) New Business
- 6) Adjournment

**Next Planning Commission Meeting: January 3, 2022 (Aileen will be out of town)**

**6:30PM-8PM - Seaside Hall, VIMS**

**Public Hearing:**

**Short Term Rental and Bed and Breakfast Ordinance Jan 17, 2023**

## Town of Wachapreague Planning Commission Work Session Minutes – Nov 15, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Alena Elliott, Charles Elliot, Greg Brittingham, Tomeka Watkinson

Absent: Jim Bell, Margo Digan

Guest: none

1. Called to order by Aileen at 6:35 pm. Quorum established.
2. Approval of the agenda: Alena moved, Charles seconded
3. Public comments: none, no guests present
4. Approval of the minutes: not needed since it was just discussion notes
  
5. Old Business
  - a. Bed & Breakfast ordinance: add to final bullet “to town zoning administrator”
  
  - b. Short Term Rental: add to second bullet “increased/decreased” and to final bullet “to town administrator”
  
  - c. Ordinance 1-c shows where all the changes will be inserted into the zoning ordinance.
  
  - d. Greg said that the ordinance starts with Planning Commission, has a public comment session, goes to Town Council, then another public comment session, then final approval and signed by Town Council.
    - i. Planning Commission to finalize documents at the December 6 meeting
    - ii. Advertise public comment session for January 17, 2023
      1. This should include history, definitions, explanations – use a Power Point presentation and hand outs
      2. Alena will color code the zoning layout
  
6. Adjourned 7:35 pm
7. Next meeting: December 6, 2022, 6:30 pm Seaside Hall

## **Town of Wachapreague Planning Commission-Work Session**

### Agenda

Tuesday, November 14, 2022-6:30 pm- 8 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Approval of Agenda
- 3) Approval of Minutes
- 4) Old Business:
  - a. Review Short-Term-Rental (STR) Ordinance
  - b. Review Bed & Breakfast (B&B) Ordinance
  - c. Review Ordinance to amend STR & B&B
  - d. Review Special Use Permits
- 5) New Business
- 6) Adjournment

**Next Planning Commission Meeting: December 6, 2022**

**6:30PM-8PM - Seaside Hall, VIMS**

## Town of Wachapreague Planning Commission Meeting Minutes – Nov 1, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Alena Elliott, Charles Elliot, Tomeka Watkinson

Absent: Greg Brittingham, Jim Bell, Margo Digan

Guest: none

1. Discussion began at 6:35pm.
2. For Bed and Breakfast ordinance, change “increased” to “increased/decreased”.
3. For Short Term Rental ordinance, make changes that follow items in the B&B ordinance.
4. Both B&B and STR ordinances: add the revision date included so that everyone knows which ordinance is the most current. When approved, the ordinances will have the town header and footer.
5. The ordinance to amend the zoning ordinance: reference the page number on the zoning ordinance so that everyone knows where to find the location of the edits. When approved, the ordinance will have the town header and footer.
6. Special Use Permit: create one as a combination of the Onancock and Onley SUPs, change homestay to Bed and Breakfast, have status and block signatures for both the Planning Commission and Town Council.
7. Adjourned 7:55 pm
8. Next meeting: November 15, 2022, 6:30 pm Seaside Hall

## **Town of Wachapreague Planning Commission-Regular Meeting**

### Agenda

Tuesday, November 1, 2022-6:30 pm- 8 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Public Comments. (Limit 3 minutes)
- 5) Approval of Minutes
- 6) Old Business:
  - a. Review final Zoning Ordinance for Bed and Breakfast (B&B)
  - b. Review Special Use Permit Definition
  - c. Work on language for Short-Term-Rental (STR) Ordinance
- 7) New Business
- 8) Adjournment

**Next Work Session Planning Commission Meeting: November 15, 2022**

**6:30PM-8PM - Seaside Hall, VIMS**

## Town of Wachapreague Planning Commission Meeting Minutes – Oct 18, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Greg Brittingham, Jim Bell, Alena Elliott, Tomeka Watkinson

Absent: Margo Digan, Charles Elliot

Guest: none

1. Aileen called the meeting to order at 6:34pm. Quorum established.
2. Approval of the agenda: Tomeka moved, Greg seconded.
3. Approval of the minutes: Greg moved, Jim seconded.
4. Discussion centered around editing the proposed Bed and Breakfast ordinance (file name with ver1). Edited version has the file name with ver2.
5. Jim showed a slide with a composite of definitions for Conditional Use Permit, Special Use Permit, and Variance. We decided to use Special Use Permit (SUP) for consistency.
6. Adjourned 8:10 pm
7. Next meeting: November 1, 2022, 6:30 pm Seaside Hall

## **Town of Wachapreague Planning Commission-Work Session**

### Agenda

Tuesday, October 18, 2022-6:30 pm- 8 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Approval of Agenda
- 3) Approval of Minutes
- 4) Old Business:
  - a. Work on language for Short-Term-Rental (STR) Ordinance
  - b. Work on language Bed & Breakfast (B&B) Ordinance
  - c. Ordinance to amend STR & B&B
  - d. Review Special Use Permits samples
- 5) New Business
- 6) Adjournment

**Next Planning Commission Meeting: November 1, 2022**

**6:30PM-8PM - Seaside Hall, VIMS**

## Town of Wachapreague Planning Commission Meeting Minutes – Oct 18, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Greg Brittingham, Jim Bell, Alena Elliott, Tomeka Watkinson

Absent: Margo Digan, Charles Elliot

Guest: none

1. Aileen called the meeting to order at 6:34pm. Quorum established.
2. Approval of the agenda: Tomeka moved, Greg seconded.
3. Approval of the minutes: Greg moved, Jim seconded.
4. Discussion centered around editing the proposed Bed and Breakfast ordinance (file name with ver1). Edited version has the file name with ver2.
5. Jim showed a slide with a composite of definitions for Conditional Use Permit, Special Use Permit, and Variance. We decided to use Special Use Permit (SUP) for consistency.
6. Adjourned 8:10 pm
7. Next meeting: November 1, 2022, 6:30 pm Seaside Hall

## Town of Wachapreague Planning Commission Meeting Minutes – Sep 13, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Jim Bell, Alena Elliott, Charles Elliot, Margo Digan, Tomeka Watkinson

Absent: Greg Brittingham

Guest: none

1. Called to order by Aileen at 6:27 pm. Quorum established.
2. Approval of the agenda: Tomeka moved, Jim seconded
3. Public comments: none, no guests present
4. Approval of the minutes: Aileen moved, Margo seconded
  
5. Old Business
  - a. Definitions and Terms for STR and B&B, Special Use Permit, Conditional Use Permit
  
  - b. These definitions will be added to the amendment zoning ordinance.
    - i. **Suggested definition for Short-Term Rental (STR):**  
Short-term rental means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, that is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights.
    - ii. **Suggested definition for Bed and Breakfast (B&B):**  
An owner-occupied residence with room(s) set aside for overnight paid accommodations where breakfast is served
  
  - c. Definitions are needed for “special exemption” and “special use permit” in the zoning ordinance.
    - i. **Suggested definition for Special Use Permit:**  
Authorization form with documentation to apply for a Special Exemption.
    - ii. **Suggested definition for Conditional Use Permit:**  
Authorization form with documentation to apply for a Special Exemption which has restrictions.
  
  - d. Review Ordinance 1-xx attachment for discussion
    - i. Limit short term rentals to 5 in residential zone. The number can be amended with approval of Planning Commission and Town Council.
    - ii. Need to get language consistent throughout the document
    - iii. See the working document with updates.
  
6. New Business
  - a. Does Wachapreague have a Special Use Permit form?
  - b. Jim asked Margo to contact Charlie about inventorying forms to see what exists.
  - c. Alena provided a form that Aileen will review and send to Charlie.
  
7. Adjourned 8:10 pm
8. Next work session: September 20, 2022, 6:30 pm Seaside Hall

## **Town of Wachapreague Planning Commission-Regular Meeting**

### Agenda

Tuesday, September 13, 2022-6:30 pm- 8 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Approval of Agenda
- 3) Public Comments. (Limit 3 minutes)
- 4) Approval of Minutes
- 5) Old Business:
  - a. Definitions and Terms:
    - Short Term Rental (STR)
    - Special Use Permit
    - Conditional Use Permit
  - b. Review Zoning Ordinance
    - Short Term Rental (STR)
    - Bed and Breakfast (B&B)
  - c. Review Ordinance 1-xx attachment for discussion
- 6) New Business
  - a.
- 7) Adjournment

**Next Work Session Planning Commission Meeting: September 20, 2022**

**6:30PM-8PM - Seaside Hall, VIMS**

# Town of Wachapreague Planning Commission Working Session Minutes – Aug 16, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Greg Brittingham, Tomeka Watkinson

Absent: Jim Bell, Alena Elliott, Charles Elliot, Margo Digan

Guest: none

1. Discussion started at 6:30 pm. No quorum established but since it was a working session, we discussed zoning and short term rentals
2. Definitions and Terms for STR and B&B, Special Use Permit, Conditional Use Permit
  - a. These definitions will be added to the amendment zoning ordinance for short term rentals.
    - i. **Suggested definition for Short-Term Rental (STR):**  
Short-term rental means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, that is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights.
    - ii. **Suggested definition for Bed and Breakfast (B&B):**  
An owner-occupied residence with room(s) set aside for overnight paid accommodations where breakfast is served
  - b. Definitions are needed for “special exemption” and “special use permit” in the zoning ordinance.
3. The amendment zoning ordinance for short term rentals will include:
  - a. R zone: item 2.4 to permit short term rental for special use permit if requirements are met
  - b. R zone: current item 2.4 will change to item 2.5 Uses Prohibited
  - c. CN zone: short term rentals permitted by right if requirements are met
  - d. CW zone: ?
  - e. These updates are in a separate document for discussion at the next meeting.
4. The document with information from various localities was discussed as to what we liked and didn't like. The updates are in a separate document for discussion at the next meeting.
5. Aileen and Greg will contact ANPDC to see if they have an electronic copy of the zoning ordinance to avoid retyping it.
6. Tomeka will look at other locality's registry for STRs. The registry should have all the details about the STR including description of the lodging, contact information, safety information such as fire extinguishers and smoke detectors, etc.
7. Adjourn: 8:00 pm
8. Next work session: September 13, 2022, 6:30 pm Seaside Hall (change of normal day)

## **Town of Wachapreague Planning Commission-Work Session**

### Agenda

Tuesday, August 16, 2022-6:30 pm- 8 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Approval of Agenda
- 3) Approval of Minutes
- 4) Old Business:
  - a. Work on language for Short-Term-Rental (STR) Ordinance
- 5) New Business
- 6) Adjournment

**Next Planning Commission Meeting: September 6, 2022**

**6:30PM-8PM - Seaside Hall, VIMS**

## Town of Wachapreague Planning Commission Meeting Minutes – August 2, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Jim Bell, Alena Elliott, Charles Elliot, Tomeka Watkinson

Absent: Greg Brittingham, Margo Digan

Guest: none

1. Call to order at 6:32 by Aileen / quorum established
2. Approval of the agenda: Tomeka moved, Alena seconded
3. Public comments: none, no guests present
4. Approval of the minutes: Alena moved, Charles seconded
5. Old Business
  - a. Definitions and Terms for STR and B&B, Special Use Permit, Conditional Use Permit
    - i. **Suggested definition for Short-Term Rental (STR):**  
Short-term rental means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, that is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights.
    - ii. **Suggested definition for Bed and Breakfast (B&B):**  
An owner-occupied residence with room(s) set aside for overnight paid accommodations where breakfast is served
  - b. The complete list of definitions that Jim compiled is on the shared drive
  - c. Review Zoning Ordinance for STR and B&B
    - i. Tabled for another meeting since these will entail a lot of details
6. Other Topics / New Business
  - a. Municode has a lot of information for definitions and ordinances from various localities.  
Can this work for Wachapreague?
7. Adjourn: 8:00 pm
8. Next work session: August 16, 2022, 6:30pm Seaside Hall

## **Town of Wachapreague Planning Commission-Regular Meeting**

### Agenda

Tuesday, August 2, 2022-6:30 pm- 8 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Approval of Agenda
- 3) Public Comments. (Limit 3 minutes)
- 4) Approval of Minutes
- 5) Old Business:
  - a. Definitions and Terms:
    - Short Term Rental (STR)
    - Special Use Permit
    - Conditional Use Permit
  - b. Review Zoning Ordinance
    - Short Term Rental (STR)
    - Bed and Breakfast (B&B)
- 6) New Business
- 7) Adjournment

**Next Work Session Planning Commission Meeting: August 16, 2022**

**6:30PM-8PM - Seaside Hall, VIMS**

# Town of Wachapreague Planning Commission Working Session Minutes – July 19, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Jim Bell, Alena Elliott, Charles Elliot, Margo Digan, Tomeka Watkinson

Absent: Greg Brittingham

Guest: none

1. Call to order at 6:37 by Aileen / quorum established
2. Public comments: none, no guests present
3. Approval of the agenda: Tomeka moved, Alena seconded
  - a. Jim made suggestions for changing the agenda
    - Have approval of the agenda before public comments
    - Include old business and new business
    - Indicate if the meeting is a regular meeting or a working session
4. Approval of the minutes: Jim moved, Alena seconded
5. By-Laws approval and composition of members
  - a. A new copy is available with all changes
  - b. One more check over was done to catch anything missed
  - c. Updated to have six (6) voting members and one (1) liaison

Action:

- Jim will print the by-laws for signing and then posting on website

6. Planning Commission page on town website
  - a. Still needs linking to the main site
  - b. Survey graphs were moved to the top and slowed
  - c. The “documents” section will include all survey comments (as a locked PDF)

Action:

- Look over the site for other changes before it is linked to the main site

7. Definitions and Terms for STR and B&B, Special Use Permit, Conditional Use Permit
  - a. Suggested definition of B&B (Bed and Breakfast):
    - i. An owner occupied residence with room(s) set aside for overnight paid accommodations where breakfast is served

8. Review Zoning Ordinance for STR and B&B
  - a. Tomeka uploaded documents to the shared drive to start ordinance creation

9. Other Topics / New Business
  - a. Municode has a lot of information for definitions and ordinances from various localities
  - b. What is the procedure to use municode instead of paper ordinances?

10. Adjourn: 8:26 pm

11. Next meeting: August 2, 2022, 6:30pm Seaside Hall for continued STR and B&B discussion

## **Town of Wachapreague Planning Commission**

Meeting Agenda

Tuesday, July 19, 2022- 6:30 pm-8 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Public Comments
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) By Laws approval
- 6) Planning Commission Composition of members
- 7) Planning Commission page on town website
- 8) Definitions and Terms for STR and B&B, Special Use Permit, Conditional Use Permit
- 9) Review Zoning Ordinance of STR and B&B
- 10) Adjournment

**Next Planning Commission Meeting: August 2, 2022-8 PM- Seaside Hall, Vims**



## Town of Wachapreague Planning Commission Minutes – July 5, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Jim Bell, Greg Brittingham, Tomeka Watkinson

Absent: Alena Elliott, Charles Elliot, Margo Digan

Guest: none

1. Call to order at 6:35 by Aileen / quorum established
2. Public comments: none, no guests present
3. Approval of agenda: Jim moved, Tomeka seconded
4. Approval of minutes: Tomeka moved, Jim seconded
5. By-Laws review and discussion (added to the agenda)
  - a. Jim showed the bylaws on the screen so we could all read and discuss
  - b. Location, time, and dates for the meetings were updated
  - c. Some sections of the by-laws were removed since they fit more for a county commission
  - d. Other minor edits were suggested

Action:

- Review the updates Jim will make to the by-laws and post on the shared drive
- We will approve the by-laws on Aug 2 after the final review on Jul 19

6. Discuss Planning Commission page on town website
  - a. Commission member expiration dates will be updated
  - b. We liked the graphs but would like them to show longer (dictated by the site program)

Action:

- The survey graphs will move to the top
- Aileen will send the approved agendas and minutes for posting
- Look over the site for other changes before it is linked to the main site

7. Definitions and Terms for STR and B&B, Special Use Permit, Conditional Use Permit
  - a. The July 19 work session will be about STR only
  - b. Be prepared to establish definitions and begin the ordinance

8. Review Zoning Ordinance for STR and B&B
  - a. This will begin during the July 19 work session

9. Other Topics
  - a. Greg updated the legislation section in the Comprehensive Plan
  - b. Jim recommended changing the meeting time to 6:30-8:00pm

10. Adjourn: 8:10 pm

11. Next meeting: July 19, 2022, 6:30pm Seaside Hall for STR discussion

## **Town of Wachapreague Planning Commission**

Meeting Agenda

Tuesday, July 5, 2022- 6:30 pm-7:30 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Public Comments
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Discuss Planning Commission page on town website
- 6) Definitions and Terms for STR and B&B, Special Use Permit, Conditional Use Permit
- 7) Review Zoning Ordinance of STR and B&B
- 8) Adjournment

**Next Planning Commission Meeting: July 19, 2022-6:30 PM- Seaside Hall, Vims**

## Town of Wachapreague Planning Commission Minutes – June 21, 2022

Location: VIMS Seawater Lab

Attending: Aileen Joeckel, Alena Elliott, Jim Bell, Margo Digan

Absent: Tomeka Watkinson, Charles Elliott, Greg Brittingham

Guest: none

1. Call to order at 6:36 by Aileen / quorum established
2. Approval of agenda: Alena moved; Margo seconded
3. Approval of minutes: Jim moved; Alena seconded
4. Discussion regarding Short Term Rentals (STR)
  - a. Vision of Wachapreague in the next 10-15 years needs to be based on Zoning Ordinances that are being developed for STR.
  - b. Development of a Zoning Ordinance for STR needs to be reflective of Wachapreague and does not take business away from the Wachapreague Inn.
  - c. Requirements to be considered for STR Ordinance: sufficient parking, no absentee owners, restriction on how many licenses are available, neighbor approval, how complaints are handled, maximum capacity for persons in a room, fees for licenses, preserving tranquility, Bed and Breakfast (B&B) in resident zone, Short Term Rental (STR) in business district.

### Action:

- Write or review Zoning Ordinance for Short Term Rental (STR) and Bed and Breakfast as you would like it to read. Go to shared documents to review or add.
  - Define Bed & Breakfast (B&B), Short Term Rental (STR), Special Use Permit and Conditional Use Permit, according to Virginia Code 15.2-2201
  - Be ready to make a final decision on terms at the July 5 meeting
5. Adjourn: 8:15 pm
  6. Next meeting: July 5, 2022, 6:30pm Seaside Hall

## **Town of Wachapreague Planning Commission**

Meeting Agenda

Tuesday, June 21, 2022- 6:30 pm-7:30 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Public Comments
- 3) Role of Planning Commission
- 4) Review of Survey for Council
- 5) Approval of the Agenda
- 6) Approval of Minutes
- 7) Discussion Regarding Short - Term Rentals
- 8) Adjournment

**Next Planning Commission Meeting: July 5, 2022-6:30 PM- Seaside Hall, Vims**

## Town of Wachapreague Planning Commission Minutes – June 7, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Alena Elliott, Charles Elliot, Jim Bell, Greg Brittingham, Tomeka Watkinson, Margo Digan  
Guest: none

1. Call to order at 6:32 by Aileen / quorum established
2. Public comments: none, no guests present
3. Approval of agenda: Tomeka moved, Alena seconded
4. Approval of minutes: Greg moved, Margo seconded
5. Discussion regarding short term rentals (STR)
  - a. Letters were sent to the Planning Commission by Fred Janci about two applications for special use permits (SUP) to run a STR.
  - b. We feel that the approach to STRs should be done correctly through proper zoning.
  - c. We feel that acting on the two applications at this time would set a precedent that could create more problems for other SUPs that we expect will be coming in the future.
  - d. We recommend that Town Council not issue any SUPs for the next three months, including the two requests already received, to give time for the Planning Commission to recommend zoning changes.

Action:

- Define Bed & Breakfast (B&B), Short Term Rental (STR), Homestay, Long Term Rental, etc, according to Virginia Code 15.2-2201 and include this in the zoning ordinance
- Update zoning for what is allowed By Right, by Special Use Permit, not permitted
- Establish requirements for each type defined – where they are appropriate and conditions
- Read the documents from other localities about STRs that Jim put on the shared drive
- Be ready to make suggestions at the June 21 meeting

6. By-Laws
  - a. All appreciated the work Jim did
  - b. There were a few questions and items for later discussion

Action:

- Read the by-laws and respond with ideas
- Use Jim's document as a blue print to modify

7. Review of Questionnaire updates
  - a. We should conclude that all surveys are turned in
  - b. Please do not share the graphs

Action:

- Jim will put data on the town Planning Commission web page for transparency to show that input from the citizens will be taken into consideration for planning
- Feed the survey information into the Comprehensive Plan
- Greg will work with Jim on a summary report

8. Committee Assignment Reports
  - a. We should add text to the documents on the shared drive
  - b. Jim will provide help in how to access and edit the documents

9. Other Topics
  - a. None

10. Adjourn: 7:57 pm

11. Next meeting: June 21, 2022, 6:30pm Seaside Hall for continued STR discussion

## **Town of Wachapreague Planning Commission**

Meeting Agenda

Tuesday, June 7, 2022- 6:30 pm-7:30 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

---

- 1) Call meeting to Order
- 2) Public Comments
- 3) Approval of the Agenda
- 4) Approval of Minutes
- 5) Discussion Regarding Short - Term Rentals
- 6) Review of Questionnaire updates
- 7) Committee Assignments Reports
- 8) Other Topics
- 9) Adjournment

**Next Planning Commission Meeting: June 22, 2022-6:30 PM- Seaside Hall, Vims**

# Town of Wachapreague Planning Commission Minutes – May 3, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Alena Elliott, Charles Elliot, Jim Bell, Greg Brittingham, Tomeka Watkinson, Margo Digan  
Guest: Anne Swick (only for presentation of a petition)

- I Call to order at 6:29 PM by Aileen / quorum established
- II Public comments on non-hearing related planning commission matters
  - Anne Swick presented a petition with 24 signatures of residents asking to reinstall the basketball hoops. She said that people do go there to talk about the problems with the people who play. Greg noted that all town residents should have the opportunity to sign the petition.

III Approval of agenda: Alena moved, Charles seconded

IV Approval of meeting minutes after modifications: Greg moved, Jim seconded

## V Comprehensive Plan

- 1. Report on progress assignments given to each member
  - a. Add notes to the on-line document for assigned sections
  - b. Statistics, etc, are needed to properly plan for the future
  - c. Target for first draft: September; target for completion: November
  - d. Working sessions are needed to meet the target
  - e. Greg noted that future land use is missing

### Action:

- a. Update data on-line (Jim showed how to do it)
- b. Set times for working sessions either in person or by Meet

## VI. Town Residents Questionnaire

- 1. Review survey data
  - i. To date, 62 surveys were scanned then the data put into spreadsheets
  - ii. Greg will work with Jim to categorize the data
- 2. Updated Goals and Strategies from survey
  - i. Need to work for the good of the town and balance them to satisfy citizen needs
- 3. Next steps for survey (are surveys still coming in)
  - i. Alena is still getting some at the Post Office and giving them to Jim
  - ii. How do we decide when and where to share the information?

### Action:

- a. Alena will take the survey to new people who recently moved here
- b. Plan to reach out to non-property owners with survey
- c. Create list from residents that responded to survey

## VII. Bylaws for Planning Commission

Jim found examples which he posted online

### Action:

- a. Look at the online examples for discussion at the June meeting

## VIII New Business

- After discussing the basketball petition, the situation was determined to not be a zoning issue. The petition will be given to Margo, the Town Council liaison, for presentation to the Council.

IX **Adjourn:** 8:03 PM – Tomeka moved, Charles seconded

X **Next meeting: June 7, 2022 @ Seaside Hall 6:30 PM**

## **April/ Town of Wachapreague Planning Commission Working Group**

### Meeting Agenda

Location: Seaside Hall VIMS

Date / Time: May 3, 2022 @ 6:30 PM

### Committee:

Aileen Joeckel, Chairman	<a href="mailto:aileenjoeckel@yahoo.com">aileenjoeckel@yahoo.com</a>	757-787-2347
Alena Elliott, Vice Chairman	<a href="mailto:family.love.laughter@icloud.com">family.love.laughter@icloud.com</a>	757-787-2812
Tomeka Watkinson, Secretary	<a href="mailto:tango42@ymail.com">tango42@ymail.com</a>	757-787-3030
Margo Digan, Council member	<a href="mailto:Maggie.digan@gmail.com">Maggie.digan@gmail.com</a>	757-505-5208
Charles Elliott	<a href="mailto:cae-78@yahoo.com">cae-78@yahoo.com</a>	757-787-2812
Jim Bell	<a href="mailto:jbelle@shorelivn.com">jbelle@shorelivn.com</a>	540-816-9800
Greg Brittingham	<a href="mailto:glbrittingham@gmail.com">glbrittingham@gmail.com</a>	434-525-6981

### Commence Meeting: 6:30 PM

- I. Call to order
- II. Public comments on non-hearing related planning commission matters
- III. Approval of agenda
- IV. Approval of minutes
  
- V. Work Session: Comprehensive Plan
  1. Report on progress assignments given to each memberAction:
  - a. Updated data
  
- VI. Town resident's questionnaire
  1. Review survey data
  2. Updated Goals and Strategies from survey
  3. Next steps for survey (are surveys still coming in)Action:
  - a. Plan to reach out to non- property owners with survey
  - b. Create list from residents that responded to survey
  
- VII. By laws for Planning Commission  
Action:
  - a. Steps to develop

VIII. New Business

IX. Adjourn

X. Next meeting – June 7, 2022 @ 6:30 pm

# Town of Wachapreague Planning Commission Minutes – April 5, 2022

Location: VIMS Seaside Hall

Attending: Aileen Joeckel, Alena Elliott, Charles Elliot, Jim Bell, Tomeka Watkinson, Margo Digan

Absent: Greg Brittingham

Guest: none

I Call to order at 6:32 PM by Aileen

- Jim asked if there was a quorum and noted that bylaws are needed. He researched and found bylaw examples. He will send a link to a shared drive where he will put the examples.
- Alena asked to have her email updated to family.love.laughter@icloud.com
- The book used in the Certified Planning Commissioner class is “The Planning Commissioners Guide” ISBN 978-1611900613

II Approval of agenda: Tomeka moved, Alena seconded

III Approval of meeting minutes: Charles moved, Alena seconded

## IV Comprehensive Plan

1. Schedule updates for Comprehensive Plan Data/demographics/etc (Jim)
  - a. Jim split up the sections for each member to review, update, check if current, replace any data/charts if needed
  - b. Places to get information are city stats, city-data, data usa, Chamber of Commerce, CSB, ES Healthy Communities, etc – search engine will show others
2. Review draft updated Goals and Strategies
  - a. Jim provided examples of other locality’s goals and how they fit into Greg’s draft

### Action:

- a. Complete the Comprehensive Plan section review for reporting at the May meeting.
- b. Review goals for discussion at the May meeting.

## V. Town Residents Questionnaire

1. To date, 52 surveys were returned
2. Surveys were sorted by those with and without contact information

### Action:

- a. Review returned surveys - fit into draft goals & strategies
  - Jim will type responses and put the responses into categories
- b. Plan to reach out to non-property owners with survey
- c. Create list from residents that responded to survey

## VI. New Business

1. Discussion on Planning Commission role/schedule, etc. (Jim)
  - Planning Commission meeting is open to the public – regular meeting has no public comments, advertised public meeting has public comment section
  - The meeting needs to be more organized and follow the posted agenda
  - More structure is needed
  - Everyone needs to know their roles
  - The Planning Commission is supposed to have a clerk to provide information, post agenda.
  - Is the Planning Commission covered by town insurance?

### Action:

- a. Post the agenda for future meetings – determine how far in advance to post
- b. Update town web site with Planning Commission information

VII **Adjourn:** 8:02 PM – Jim moved, Alena seconded

VIII **Next meeting May 3, 2022 @ Seaside Hall 6:30 pm**

## **April/ Town of Wachapreague Planning Commission Working Group**

### Meeting Agenda

Location: Seaside Hall VIMS

Date / Time: April 5, 2022 @ 6:30 PM

#### Committee:

Aileen Joeckel, Chairman	<a href="mailto:aileenjoeckel@yahoo.com">aileenjoeckel@yahoo.com</a>	757-787-2347
Alena Elliott, Vice Chairman	<a href="mailto:cae_78@yahoo.com">cae_78@yahoo.com</a>	757-787-2812
Tomeka Watkinson, Secretary	<a href="mailto:tango42@ymail.com">tango42@ymail.com</a>	757-787-3030
Margo Digan, Council member	<a href="mailto:Maggie.digan@gmail.com">Maggie.digan@gmail.com</a>	757-505-5208
Charles Elliott	<a href="mailto:cae-78@yahoo.com">cae-78@yahoo.com</a>	757-787-2812
Jim Bell	<a href="mailto:jbelle@shorelivn.com">jbelle@shorelivn.com</a>	540-816-9800
Greg Brittingham	<a href="mailto:glbrittingham@gmail.com">glbrittingham@gmail.com</a>	434-525-6981

#### Commence Meeting: 6:30 PM

- I. Call to order
- II. Approval of agenda
- III. Approval of minutes
  
- IV. Comprehensive Plan
  1. Schedule updates for Comp Plan Data/demographics/etc. (Jim)
  2. Review draft updated Goals and StrategiesAction:
  - a. Important points
  
- V. Town resident's questionnaire  
Action:
  - a. Review returned surveys-fit into draft goals & strategies
  - b. Plan to reach out to non- property owners with survey
  - c. Create list from residents that responded to survey
  
- VI. New Business
  1. Discussion on Planning Commission role/schedule, etc. (Jim)
  
- VII. Adjourn
  
- VIII. Next meeting – May 3, 2022 @ 6:30 pm

# Town of Wachapreague Planning Commission Working Group Notes

Location: VIMS Seaside Hall

Date and time: March 1, 2022

Committee Member	Present	Absent	Email	Home	Cell
Aileen Joeckel, Chair	x		admin@esvatourism.org, aileenjoeckel@yahoo.com	757-787-2347	
Alena Elliott, Vice Chair	x		Cae_78@yahoo.com	757-787-2812	
Margo Digan, Council	x		Maggie.digan@gmail.com	757-505-5208	757-505-6199
Tomeka Watkinson, Sec	x		tango42@ymail.com	757-787-3030	
Charles Elliott	x		Cae_78@yahoo.com	757-787-2812	
Jim Bell	x		jbelle@shorelivn.com	804-224-1317	540-816-9800
Greg Brittingham	x		glbrittingham@gmail.com		804-387-3320

Guest: none

- I Call to order 6:36 PM by Aileen
- II Approval of agenda: Alena moved, and Margo seconded
- III Approval of meeting minutes: Charles moved, and Alena seconded

#### IV **Town resident's questionnaire:**

Greg provided a letter for mailing with the questionnaires to explain how the information will be used. Group approved the letter as a good explanation to what the meaning of and purpose of the comprehensive plan is and why the town has a Planning Commission. Questionnaire can also be put up in post office.

#### **Action:**

- a. Letter to be approved by Town Council at next meeting.
- b. Return envelope included with postage.
- c. Second set of questions will be based off of the answers from the first set of questions.

#### V. **Review spreadsheet on 2016 Comprehensive Plan:**

Jim wants to add a page to the Wachapreague web site with planning commission information, including agendas and minutes. The official name in Virginia is the "Planning and Zoning Commission". Most meetings allow public input at the beginning and then a closed working session. Greg noted that meetings with public hearings that require voting should be posted two weeks in advance. ES Post charges for legal postings. Jim will check during his class about what is legal for postings. Greg said that the meetings should be posted two weeks in advance for transparency.

Jim provided a spread sheet of the 2016 goals and strategies as a working document. Margo asked if ordinance review was a function of the planning commission. Jim said that it is. Greg noted that the challenge of the 2016 plan is that it is too detailed. Goals should be general. Many items are tasks or actions. Some items appear to be a "laundry list" of complaints with actions and tasks. Many items should not be in a comprehensive plan. Jim will copy his textbook with the definition of a comprehensive plan and will send it to the group.

Greg said that the comprehensive plan should be a general policy document. A plan is needed for grant applications. A plan is stronger if it is general. The details are controlled with ordinances. Greg will rework the 2016 goals and strategies as a "straw proposal" for input at the April meeting.

#### **Action:**

- a. Greg will rework the 2016 goals and strategies as a “straw proposal” for input at the April meeting.
- b. PC team to read and update (complete, status, responsible, comments) using the spreadsheet – Jim will compile the input.
- c. Meetings posted in Post Office. Scheduled meetings for the year have been set.
- d. Jim to add a page for the Planning Commission to the town website

VI. **New Business- Zoning Appeal/ Special Use Permit:**

Aileen stated that STR is a situation that is coming to the Planning Commission. Greg commented that zoning comes under the detail tasks that PC is in charge of. You can not create a comprehensive plan if you do not have the zoning ordinance that support a towns outlook for the future.

VII **Adjourn 7:55 PM**

**Next meeting April 5, 2022 @ Seaside Hall 6:30 PM**

## March/ Town of Wachapreague Planning Commission Working Group

### Meeting Agenda

Location: Seaside Hall VIMS

Date / Time: March 1, 2022 @ 6:30 PM

#### Committee:

Aileen Joeckel, Chairmen	<a href="mailto:aileenjoeckel@yahoo.com">aileenjoeckel@yahoo.com</a>	757-787-2347
Alena Elliott, Vice Chairmen	<a href="mailto:cae_78@yahoo.com">cae_78@yahoo.com</a>	757-787-2812
Tomeka Watkinson, Secretary	<a href="mailto:tango42@ymail.com">tango42@ymail.com</a>	757-787-3030
Margo Digan, Council member	<a href="mailto:Maggie.digan@gmail.com">Maggie.digan@gmail.com</a>	757-505-5208
Charles Elliott	<a href="mailto:cae-78@yahoo.com">cae-78@yahoo.com</a>	757-787-2812
Jim Bell	<a href="mailto:jbelle@shorelivn.com">jbelle@shorelivn.com</a>	540-816-9800
Greg Brittingham	<a href="mailto:glbrittingham@gmail.com">glbrittingham@gmail.com</a>	434-525-6981

#### Commence Meeting: 6:30 PM

- I. Call to order
- II. Approval of agenda
- III. Approval of minutes
- IV. Town resident's questionnaire
  - Action:
    - a. First question set
    - b. Second question set
    - c. Follow up
      - i. Mail, Door to Door
- V. Review spreadsheet on 2016 Comprehensive Plan Goal1-7
  - Action:
    - a. 2016 plan accomplished task
    - b. 2016 plan removal
    - c. Rewording of goals
- VI. New Business
- VII. Zoning Appeal/ Special Use Permit STR
  - Action:
    - a. Open discussion: Planning Commission roll

VI. Adjourn

VII. Next meeting – April 5, 2022 @ 6:30 pm

# Town of Wachapreague Planning Commission Working Group Notes

Location: VIMS Seaside Hall

Date and time: February 1, 2022 start: 6:33 pm end: 7:41 pm

Committee Member	Present	Absent	Email	Home	Cell
Aileen Joeckel, Chair	x		admin@esvatourism.org, aileenjoeckel@yahoo.com	757-787-2347	
Alena Elliott, Vice Chair	x		Cae_78@yahoo.com	757-787-2812	
Margo Digan, Council		x	Maggie.digan@gmail.com	757-505-5208	757-505-6199
Tomeka Watkinson, Sec	x		tango42@ymail.com	757-787-3030	
Charles Elliott	x		Cae_78@yahoo.com	757-787-2812	
Jim Bell	x		jbelle@shorelivn.com	804-224-1317	540-816-9800
Greg Brittingham	x		glbrittingham@gmail.com		804-387-3320

Guest: none

1. Alena moved to approve agenda, with updates for Greg's cell phone and Alena's email.
2. Next meeting: March 1, 2022, at 6:30pm.

Jim asked that we skip to new business since he had questions. This started the discussion for the meeting, so I hope I caught all the input highlights by everyone.

Jim: Taking class to be a certified planning commissioner. Sees that what Wachapreague's planning commission (PC) is doing is not what a PC does. Is there a statement from Town Council (TC) for what PC does? Seems like TC does items that PC should do – such as noise and Airbnb issues. What is the liability of PC?

Alena: Appears to be a rehashing of same items. There should be a time line. In 2 ½ years, nothing is finished. Need to have a plan, time line, and when to complete each goal.

Jim: Comprehensive plan is required, but only required to review every 5 years not required to change it. Should first look at how to review it and then do goals. What is PC charge by TC? What expectations?

Aileen: Comprehensive plan is necessary to obtain grants. The old 1980s plan got complaints about the plan and goals, so it was redone in 2016.

Greg: Comprehensive plan is usually built from the ground up with public input. How do you involve people and get their key issues to set the goals? Many items in the current plan are not goals. Does the town have email, etc for home owners and residents for communication?

Alena: Need a list of full and part-time residents for contact regarding the impact of the plan.

Tomeka: Also need resident information for an Emergency Operations Center (EOC). Email list is old.

Jim: There should be records in Accomac to get detailed contact information. Need to use web site like a portal, need a public forum for input.

Alena: People look at the bulletin board in the Post Office (PO). Problem with some older people who do not use technology (email, computers, Facebook).

Jim: Technology part can be for people not living here. PC recommends to TC who makes the decisions. PC needs to report on what's being done.

Greg: **Has TC voted to officially include him and Jim on the PC? Need this done at next Council meeting.**

Alena and Greg: TC needs to approve what PC will do. Will TC send out letters to ask for input? Is there a budget for printing and postage?

Alena: Many people don't know what groups, committees, individuals do for the town.

Jim: Need to show accomplishments.

Aileen: Can we get a box in the PO for input?

Jim: Need to know what to ask.

Alena: Ask "what are your needs and wants for the next 5 years?" Not sure of what people are aware of for what is being discussed for the town. Need to ask the right questions.

Greg: "What are things you value about Wachapreague?" "How do these values get preserved and strengthened?" "What are your ideals for the next 5 years?"

Jim: Have questions with categories for input.

Charles: Have input from visitors, especially returning visitors. Motel can help with this.

Alena: Have multiple questionnaires every 1-2 weeks at the PO.

Jim: Note on the questionnaire that the input is to help update the comprehensive plan.

Alena: Have optional area for person to include their name, email, and phone.

Jim: Later send all the questions in one mailing to non-residents who own property in town. Have 3 questions about what you like and 3 questions about what you don't like.

Greg: Have a public gathering to tell results of questionnaires. Have map for public to mark their favorite places or where they think there is blight.

### **Action**

- Greg: PC needs to put together the intent and take it to TC for approval.
- Aileen will provide examples of questions to PC for review and input.
- Charlie will be involved in mailing when needed.
- If approved at TC meeting on Feb 10, the question box will go in place at the PO, so there should be the first input at the next PC meeting on Mar 1.
- Greg and Jim have used google docs and survey monkey to funnel input to Excel.
- Issues using Facebook survey since anyone could answer, so would need to set up private group for people who live or own property in town. This is not the way to proceed.
- Greg will be the collector of the information.

### **Other discussion to be continued**

- PC needs input on zoning to do the comprehensive plan.
- PC needs to have input for zoning re make recommendations to TC.

## February / Town of Wachapreague Planning Commission Working Group

### Meeting Agenda

Location: Seaside Hall VIMS

Date / Time: February 1, 2022 @ 6:30 PM

#### Committee:

Aileen Joeckel	<a href="mailto:aileenjoeckel@yahoo.com">aileenjoeckel@yahoo.com</a>	757-787-2347
Margo	<a href="mailto:Maggie.digan@gmail.com">Maggie.digan@gmail.com</a>	757-505-5208
Tomeka Watkinson	<a href="mailto:tango42@ymail.com">tango42@ymail.com</a>	757-787-3030
Alena Elliott	<a href="mailto:cae_78@yahoo.com">cae_78@yahoo.com</a>	757-787-2812
Charles Elliott	<a href="mailto:cae-78@yahoo.com">cae-78@yahoo.com</a>	757-787-2812
Jim Bell	<a href="mailto:jbelle@shorelivn.com">jbelle@shorelivn.com</a>	540-816-9800
Greg Brittingham	<a href="mailto:glbrittingham@gmail.com">glbrittingham@gmail.com</a>	434-525-6981

#### Commence Meeting: 6:30 PM

- I. Call to order
- II. Approval of agenda
- III. No meeting minutes
- IV. Review old goals and discuss new goals
  - a. See attachment for review of old goals and thoughts from past meetings. If you have time to review before meeting please do.
- V. New business
- VI. Adjourn
- VII. Next meeting – March 1, 2022 @ 6:30 pm

# Town of Wachapreague Planning Commission Working Group Notes

Location: VIMS Seaside Hall

Date and time: January 11, 2022 start: 6:30 pm end: 7:30 pm

Aileen Joeckel, Chair – present	Charles Elliott - absent
Alena Elliott, Vice Chair - absent	Jim Bell – present
Margo Digan, Council member – present	Greg Brittingham – present
Tomeka Watkinson, Secretary – present	

Committee members:

Guest: none

1. The meeting was for introductions for the new members, Jim Bell and Greg Brittingham. We each told our history with Wachapreague and our backgrounds.
2. The regular meetings will be held on the first Tuesday of each month. Aileen will get these on the VIMS calendar for meeting at Seaside Hall.
3. The planning group has 7 members, including the Town Council representative, so a quorum is 4 to hold a proper meeting.
4. The intent is to work on simplified goals and strategies.
5. Greg recommended a 1-2 year detailed tactical plan and a general comprehensive plan for a guide that can be updated yearly.
6. What is the next step?
  - a. Aileen will gather all the notes from previous meetings and provide at the next meeting.
  - b. How much should involve the public?
  - c. What are the responsibilities of the planning commission?
7. Next meeting: February 1, 2022, at 6:30pm.

Contact information:

Member	Email	Home phone	Cell phone
Aileen Joeckel	admin@esvatourism.org, aileenjoeckel@yahoo.com	757-787-2347	
Margo Digan	Maggie.digan@gmail.com	757-505-5208	757-505-6199
Tomeka Watkinson	tango42@ymail.com	757-787-3030	
Alena Elliott	Cae_78@yahoo.com	757-787-2812	
Charles Elliott	Cae_78@yahoo.com	757-787-2812	
Jim Bell	jbell@shorelivn.com	804-224-1317	540-816-9800
Greg Brittingham	glbrittingham@gmail.com	804-387-3320	434-525-6981