

Town of Wachapreague Planning Commission Minutes – December 5, 2023

Location: VIMS Education Building

Attending: Jim Bell, Aileen Joeckel, Craig Baker, Tomeka Watkinson

Absent: Alena Elliott, Reid Hall

Guest(s): none

1. Called to order by Jim at 6:30 pm.
2. Approval of the December agenda: Tomeka moved, Aileen seconded
3. Approval of the November minutes: Craig moved, Jim seconded
4. Public comments: none

5. Council Update/Report (Aileen) – She’s been trying to find out more about issues brought up by the attorney about ordinances.

6. Old Business
 - a. Ordinances
 - i. Issues:
 - a. Re: lawyer. It may be a matter of providing documentation about the public input sessions since he expressed the ordinances weren’t compliant due to lack of public input.
 - b. Jim wants to send out packets about STR/B&B ordinances and inspection requirements when the business license bills go out in January. He will write a cover letter explaining the new process due to the new ordinances.
 - c. “Airbnb”, etc collects the tax and sends it to the county but not to Wachapreague. The owner of the rental property contracts with “Airbnb” as a private business, so the town’s employee should not be contacting “Airbnb” regarding tax owed. Jim asked Aileen to take this to Town Council.
 - ii. New issue from Mayor:
 - a. The property at 5 Center was listed as a short-term rental. The owner claims his deed allows him to operate a STR. Jim will call Accomac, and he would like online access to the more comprehensive property owner details for doing research.

7. New Business
 - a. The January meeting will move from Jan 2 to Jan 9 and there will be only 1 meeting in January.
 - b. Commission Membership
 - i. Citizen Committee would be helpful for people to get involved without being members.
 - ii. Invite other people to the Feb 6 meeting to listen and decide if they might want to become a commission member.
 - c. Update poster in the Post Office to remove the member names and change the meeting days to second Tuesday with other work sessions some months.

8. Adjourned at 7:13 pm: Jim moved, Craig seconded

Next meetings: January 9, 2024 (regular); 6:30 pm Seaside Hall or Classroom

Town of Wachapreague Planning Commission

December Meeting

VIMS: Education Building
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, December 5, 2023
6:30 - 8:00 pm

Agenda

1. Call to Order and Establish Quorum
2. Pledge of Allegiance
3. Approval of December Agenda
4. Approval of November Minutes
5. Public Comment
6. Council Update/Report (Aileen)
7. Old Business
 - a. Ordinances (Jim)
 - i. Issues (re: lawyer)
 - ii. New Issue (from Mayor)
8. New Business
 - a. January Meeting
 - b. Commission Membership
 - i. Citizen Committee
 - ii. New PC Members
 - c. Update Poster
9. Adjourn

Next Planning Commission Meeting: January ??, 2024

Town of Wachapreague Planning Commission Minutes – November 7, 2023

Location: VIMS Seaside Hall

Attending: Jim Bell, Aileen Joeckel, Alena Elliott, Craig Baker, Tomeka Watkinson

Absent: Reid Hall

Guest(s): none

1. Called to order by Jim at 6:30 pm.
2. Approval of the November agenda: Tomeka moved, Aileen seconded
3. Approval of the October minutes: no changes suggested, approved
4. Public comments: none

5. Council Update/Report (Aileen) – none since she did not attend October Council meeting

6. Old Business
 - a. Ordinances
 - i. Status: STR/B&B changes/modifications?
 - a. No update, no information from the lawyer for recommended changes.
 - ii. Status: A filing system in place for easy retrieval and access to Business license information?
 - a. Aileen gave packets to Charlie for both STR and B&B. It's not known how they are filed for retrieval.
 - b. Community relationships?
 - i. We would like to know how other communities interact with large government or educational facilities. Jim is waiting to hear from other location commissioners.
 - c. Website maintenance?
 - i. The site still needs updating. An issue is having to work with the original designer since that is a cost to the town.

7. New Business
 - a. Work sessions for November and December are cancelled due to holidays. We should continue working on how to streamline the comprehensive plan.
 - b. Commission Membership
 - i. Citizen Committee: some localities are using citizen committees for input. This may be a way to get participation from the community without commitment as a Planning Commission member. We are encouraged to ask others for input in the areas where they have interest.
 - ii. The Planning Commission still needs more members.
 - c. Assignment for December meeting: Work on goal categories for discussion and decisions.

8. Adjourned at 7:12 pm: Craig moved, Jim seconded

Next meetings: December 5, 2023 (regular); 6:30 pm Seaside Hall or Classroom
NO work sessions for November or December

Town of Wachapreague Planning Commission

November Meeting

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, November 7, 2023
6:30 - 8:00 pm

Agenda

1. Call to Order and Establish Quorum
2. Pledge of Allegiance
3. Approval of November Agenda
4. Approval of October Minutes
5. Public Comment
6. Council Update/Report (Aileen)
7. Old Business
 - a. Ordinances (Jim)
 - i. Status: STR/B&B Changes/Modifications?
 - ii. Status: A filing system in place for easy retrieval and access to Business license information?
 - b. Community relationship?
 - c. Website maintenance?
8. New Business
 - a. Work Session for November
 - b. Commission Membership
 - i. Citizen Committee
9. Adjourn

Next Planning Commission Meeting: December 05, 2023

Town of Wachapreague Planning Commission Work Session Minutes – October 17, 2023

Location: VIMS Classroom B

Attending: Jim Bell, Aileen Joeckel, Craig Baker, Tomeka Watkinson

Absent: Alena Elliott, Reid Hall

Guest(s): none

1. Discussion
 - a. What is required for the Comp Plan?
 - b. Read/Review/Discuss - law.lis.virginia.gov, Article 3, sections 15.2-2223 through 15.2-2223.5 and other information through section 15.2-2232.
 - i. We looked at parts of this article, which has a lot of information. We all need to study it more and pull out the parts that are pertinent to Wachapreague. As a small town, we don't need all the history and details, but can make the plan more concise and readable.
2. Discuss and Create TOC Outline
 - a. Review examples on the shared drive
 - i. Look at Urbana's outline and Kilmarnock's categories
 - ii. Look at Beaufort's goals and graphics
 - iii. Look at Washington's framework
 - iv. Alena sent a link to St Augustine (citystaug.com)
 - b. Create an outline
 - i. Assignment:
 - "cut up" the current Comp Plan to decide what is necessary.
 - Make a "skeleton" of what is important in the plan.
 - Create categories for goals and objectives.

Next meetings: Nov 7, 2023 (regular); Nov 21, 2023 (work session); 6:30 pm Seaside Hall or Classroom

Town of Wachapreague Planning Commission

October Work Session

VIMS: Classroom B
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, October 17, 2023
6:30 - 8:00 pm

Agenda

1. Discussion
 - a. What is required for the Comp Plan?
 - b. Read/Review/Discuss - law.lis.virginia.gov, Article 3, sections 15.2-2223 through 15.2-2223.5 and other information through section 15.2-2232.
2. Discuss and Create TOC Outline
 - a. review examples on the shared drive
 - b. create an outline

Next Planning Commission Meeting: November 07, 2023

Town of Wachapreague Planning Commission Minutes – October 3, 2023

Location: VIMS Classroom B

Attending: Jim Bell, Aileen Joeckel, Alena Elliott, Craig Baker, Tomeka Watkinson

Absent: Reid Hall

Guest(s): none

1. Called to order by Jim at 6:33 pm.
2. Approval of the October agenda: Tomeka moved, Aileen seconded
3. Approval of the September minutes: approved with minor updates
4. Public comments: none

5. Council Update/Report (Aileen) – none since there was no September Council meeting

6. Old Business
 - a. Ordinances
 - i. Status of items from last meeting
 - STR/B&B Checklist(s) attached to the Business License Application?
 - a. Aileen will follow-up with Charlie if this is being done.
 - b. Jim and Art will connect.
 - Should all property owners be listed on business licenses?
 - a. No discussion
 - A filing system in place for easy retrieval and access to Business license information?
 - a. Need follow-up to see if system is being set up.
 - b. Comprehensive Plan
 - i. Assignment Updates (all)
 - Continue to work on updating the document on the shared drive.
 - Are all the statistics necessary?
 - Some items in the Comp Plan are probably better for posting on the town web site.
 - What is required for the Comp Plan? See law.lis.virginia.gov, Article 3, sections 15.2-2223 through 15.2-2223.5 and other information through section 15.2-2232.
 - ASSIGNMENT: Look at examples on the shared drive for inspiration and create an outline or table of contents based on Wachapreague. Streamlining the Comp Plan will allow for easier reading and updating.
 - ii. Goals and Objective Section
 - Contact Gloucester PC regarding relationship with VIMS – Jim will set up a meeting.
 - Update on Goals assignment
 - a. Tomeka sent out a document with time lines to get discussion started.
 - b. How do we categorize items from the vision document?
 - c. Zoning map inconsistencies (re: outlier commercial zones)
 - Should PC undertake review and update of the zoning map? Aileen will take to Council.

7. New Business (both tabled for next meeting)
 - a. Community relationship
 - b. We site maintenance

8. Adjourned at 8:04 pm: Alena moved, Craig seconded

Next meetings: October 17, 2023 (working); November 7, 2023 (regular); 6:30 pm Seaside Hall or Classroom

Town of Wachapreague Planning Commission

October Meeting

VIMS: Classroom B
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, October 3, 2023
6:30 - 8:00 pm

Agenda

1. Call to Order and Establish Quorum
 2. Pledge of Allegiance
 3. Approval of September Agenda
 4. Approval of August Minutes
 5. Public Comment
 6. Council Update/Report (Aileen)
 7. Old Business
 - i. Ordinances
 1. Status of items from last meeting
 - a. STR/B&B Checklist(s) attached to the Business License Application?
 - b. Should all property owners be listed on business licenses?
 - c. A filing system in place for easy retrieval and access to Business license information?
 - ii. Comprehensive Plan (Jim)
 1. Assignment Updates: Status (all)
 - iii. Goals and Objectives section
 1. contact Gloucester PC regarding relationship with VIMS. (Jim)
 2. Update on Goals assignment (all)
 - a. Zoning map inconsistencies (re: outlier commercial zones)
 8. New Business
 9. Adjourn
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Next Planning Commission Meeting: November 07, 2023

Town of Wachapreague Planning Commission Minutes – September 5, 2023

Location: VIMS Classroom B

Attending: Jim Bell, Aileen Joeckel, Reid Hall, Tomeka Watkinson

Absent: Alena Elliott

Guest(s): Craig Baker, Art Mendez

1. Called to order by Jim at 6:30 pm.
2. Approval of the September agenda: Reid moved, Aileen seconded
3. Approval of the August minutes: Aileen moved, Reid seconded
4. Public comments: none
5. Council Update/Report (Aileen)
 - a. Council was given the checklist – no negative comments.
 - b. Citizen noted problems with a rental property. Can a property owner be held liable from actions of renters? Can there be an ordinance for long-term rentals?
 - c. No discussion on properties to be donated.
6. Old Business
 - a. Ordinances
 - i. Inspection Process/Involvement of Zoning Administrator
 - Art has the list of STRs and B&Bs from last year. The next business renewal time will be the start of compliance with the ordinances, noting the safety of renters.
 - STR business license should have a copy of the ordinance with the checklist attached. Art will talk with Charlie to have this done.
 - Reid asked if all property owners should be listed on the business license to assure that all owners are in agreement.
 - A filing system is needed to track everything.
 - ii. Comprehensive Plan
 - i. Assignment Updates
 - There is a problem in that many statistics from multiple places do not match.
 - Some locality's plans have the text followed by photos, tables, etc at the end instead of interspersed in the text. We may want to follow this format for easier editing and updating.
 - Continue to work on updating the document on the shared drive.
 - ii. Goals and Objective Section
 - Use the vision document from the meeting held at the fire house to determine new goals.
 - Tomeka wants negative comments about the community to stop. Jim will talk with Gloucester Planning Commission about their partnership with VIMS Gloucester Point to determine how we can do something similar. Craig said his old community had a "town and gown" committee for communications between the town and educational institution.
 - ASSIGNMENT: Instead of meeting on Sep 19, each person is asked to create a document with ideas for the new goals using the current 7 goals and the vision document. The goals should be measurable, in a time frame, and attainable.
7. New Business
 - a. Candidate Introduction/QA - Craig Baker
 - i. Craig said how he got to Wachapreague. He is interested in serving on the PC. Aileen will ask Town Council to approve his appointment.
 - b. There are some areas in town designated as commercial that seem out of place. We will discuss making a suggestion to Town Council about rezoning them.
8. Adjourned at 7:57 pm: Aileen moved, Jim seconded

Next meetings: October 3, 2023 (regular); October 17, 2023 (working); 6:30 pm Seaside Hall

Town of Wachapreague Planning Commission

September Meeting

VIMS: Classroom B
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, September 5, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order and Establish Quorum
- 2) Pledge of Allegiance
- 3) Approval of September Agenda
- 4) Approval of August Minutes
- 5) Public Comment
- 6) Council Update/Report (Aileen)
- 7) Old Business
 - a) Ordinances
 - i) Inspection Process/Involvement of Zoning Administrator
 - b) Comprehensive Plan (Jim)
 - i) Assignment Updates
 - ii) Goals and Objectives section
- 8) New Business
 - a) Candidate Introduction/QA - Craig Baker
- 9) Adjourn

Next Planning Commission Meeting: October 03, 2023

Town of Wachapreague Planning Commission Minutes – August 1, 2023

Location: VIMS Seaside Hall

Attending: Jim Bell, Aileen Joeckel, Tomeka Watkinson

Absent: Alena Elliott, Reid Hall, Greg Brittingham

Guest(s):

1. Called to order by Jim at 6:29 pm.
2. Approval of the July minutes: Jim moved, Aileen seconded
3. Approval of the August agenda: Aileen moved, Jim seconded
4. Public comments: none
5. Council Update/Report (Aileen)
 - a. The Town Council was agreeable for the Planning Commission to be involved in land acquisitions.
 - b. Town Council had no negative responses for the creation of checklists for STR, B&B, and Golf Carts.
 - c. Town Council would like the Planning Commission to update all the ordinances after completion of the Comprehensive Plan.
 - d. Jim asked if there had been any discussion of the letter he sent to the mayor about technology for the town.
6. Old Business
 - a. Comprehensive Plan
 - i. Status update:
 - Jim will provide a QR code with a link to the master document on the shared drive where we can collaborate and see all changes made.
 - ii. Section assignments update:
 - Continue to work on our sections.
 - b. Ordinances
 - i. Approval forms for STR and B&B
 - Jim created proposed forms for compliance inspections. Aileen will take the forms to the next Town Council meeting.
 - ii. Process/involvement of Zoning Administrator
 - Jim will contact Art Mendez and invite him to the Planning Commission meetings.
 - Charlie provided a list of 5 current STR and B&B properties. Jim would like to work with Art to contact them for voluntary walk-throughs with the proposed compliance inspection forms.
7. New Business:
 - a. Some people have expressed interest in joining the Planning Commission. Jim will contact them to answer questions.
 - b. Applications are available at the Post Office and at Town Hall.
8. Adjourned at 7:05 pm: Aileen moved, Jim seconded

Next meetings:

September 5, 2023 (regular); September 19 (work session); 6:30 pm Seaside Hall

Town of Wachapreague Planning Commission

August Meeting

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, August 01, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order and Establish Quorum
- 2) Pledge of Allegiance
- 3) Approval of July Minutes
- 4) Approval of August Agenda
- 5) Public Comment
- 6) Council Update/Report (Aileen)
- 7) Old Business
 - a) Comprehensive Plan (Jim)
 - i) Status Update
 - ii) Assignment Updates
 - b) Ordinances
 - i) approval forms for STR and B&B
 - ii) process/Involvement of Zoning Administrator
- 8) New Business
- 9) Adjourn

Next Planning Commission Meeting: September 05, 2023

Town of Wachapreague Planning Commission Minutes – July 6, 2023

Location: VIMS Seaside Hall

Attending: Jim Bell, Aileen Joeckel, Alena Elliott, Reid Hall, Tomeka Watkinson

Absent: Greg Brittingham

Guest(s):

1. Called to order by Jim at 6:34 pm. Quorum established.
2. Approval of the agenda: Tomeka moved; Reid seconded.
3. Approval of the minutes: Aileen moved; Alena seconded.
4. Public comments: none
5. Council Update/Report (Aileen)
 - a. The short-term rental and bed & breakfast ordinances were signed.
 - i. Zoning Administrator asked for a checklist.
 - ii. Jim created a quick list from the ordinances, so he will work on easy checklists for the ordinances, Article VIII SUP, Business License. He is willing to go with the ZA to work with the current STRs and B&Bs to help set up the checklist. The information would be easy to keep in a database.
 - b. Town Council would like the Planning Commission to update all the ordinances.
 - i. Comprehensive Plan must be completed first.
6. Old Business
 - a. Comprehensive Plan
 - i. Status update:
 - Start on updating the sections, aiming to be complete in September.
 - Work off the master document on the shared drive so that all changes are tracked.
 - The goals will take the most work and will require input from everyone.
 - ii. Section assignments update:
 - Jim – sections I, I.2, I.3, I.4, II.3, II.4
 - Aileen – sections II, II.1, II.2
 - Reid – sections II.5, II.6, II.7
 - Alena – sections II.8, II.9, II.10
 - Tomeka – section II.11, II.12, II.13
7. New Business: none
8. Adjourned at 7:38 pm: Alena moved; Reid seconded

Next meetings: July 18, 2023 (work session), August 1, 2023 (regular); 6:30 pm Seaside Hall

Town of Wachapreague Planning Commission

July Meeting

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Thursday, July 06, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order and Establish Quorum
- 2) Pledge of Allegiance
- 3) Approval of July Agenda
- 4) Approval of June Minutes
- 5) Public Comment
- 6) Council Update/Report (Aileen)
- 7) Old Business
 - a) Comprehensive Plan (Jim)
 - i) Status Update
 - ii) Assignment Updates
- 8) New Business
- 9) Adjourn

Next Planning Commission Meeting: August 01, 2023

Town of Wachapreague Planning Commission Minutes – June 6, 2023

Location: VIMS Seaside Hall

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

Absent: Reid Hall

Guest(s):

1. Called to order by Jim at 6:39 pm. Quorum established.
2. Approval of the agenda: all approved, no additions
3. Approval of the minutes: Alena moved; Aileen seconded.
4. Public comments: none
5. Council Update/Report (Aileen)
 - a. \$1000 was put in the budget for Planning Commission.
 - b. Aileen has copies of the short-term rental and bed & breakfast ordinances for the Town Council to sign.
 - c. Jim wants to know what's happening with land acquisition for the Comp Plan. The Nature Conservancy wants to donate the Bunting Point land before the land on Atlantic.
6. Old Business
 - a. Community Visioning Session
 - i. Review – good session, document is clear, town hall needs to be a priority.
 - i. Accept – all agreed to accept the document as written.
 - ii. Publish – Jim will link it on the web site. Greg will email it to participants.
 - b. Comprehensive Plan
 - i. Status update:
 - Start on the section tasks and report progress at the July meeting.
 - ii. Section assignments:
 - Jim – sections I, I.2, I.3, I.4, II.3, II.4
 - Aileen – sections II, II.1, II.2
 - Reid – sections II.5, II.6, II.7
 - Alena – sections II.8, II.9, II.10
 - Tomeka – section II.11, II.12, II.13
7. New Business:
 - a. Has anything been received from Glenn for his B&B?
 - i. It's a new process so it needs follow-up with the Zoning Administrator.
 - ii. Having Glenn be first would be a good starting point.
 - iii. Charlie needs training for what to give a person when they apply for a special use permit.
 - iv. Consider sending letters to all the current short-term rental and B&B owners for voluntary compliance with the new ordinances.
8. Adjourned at 7:35 pm: Jim moved; Aileen seconded

Next meetings: July 6, 2023 (regular); 6:30 pm Seaside Hall (NOTE: this is a Thursday)

Town of Wachapreague Planning Commission

June Meeting

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, June 06, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order and Establish Quorum
- 2) Pledge of Allegiance
- 3) Approval of June Agenda
- 4) Approval of May Minutes
- 5) Public Comment
- 6) Council Update/Report (Aileen)
- 7) Old Business
 - a) Community Visioning Session (Jim)
 - i) Review
 - ii) Accept
 - iii) Publish
 - b) Comprehensive Plan (Jim)
 - i) Status Update
 - ii) Section Assignments
- 8) New Business
- 9) Adjourn

Next Planning Commission Meeting: July 06, 2023

Town of Wachapreague Planning Commission

May Work Session

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, May 16, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order
- 2) Approval of WS Agenda
- 3) Approval of April WS Minutes
- 4) Topics for Discussion
 - a) Comp Plan
 - i) Vision Meeting (Greg)
 - (1) Preliminary Results
 - (2) Analysis (what did we do right/can improve)
 - (3) Next step
 - ii) NAPDC status (involved or not) (Greg)
 - b) Work Sessions (Jim)
- 5) Adjourn

Next Planning Commission Work Session: July 18, 2023

Town of Wachapreague Planning Commission Minutes – May 2, 2023

Location: VIMS Seaside Hall

Attending: Jim Bell, Aileen Joeckel, Reid Hall, Tomeka Watkinson

Absent: Alena Elliott, Greg Brittingham

Guest(s):

1. Called to order by Jim at 6:27 pm. Quorum established.
2. Approval of the agenda: Tomeka moved, Aileen seconded
3. Approval of the minutes: Aileen moved, Reid seconded
4. Public comments: none
5. Council Update/Report (Aileen)
 - a. Public input for short term rentals and bed & breakfast ordinances will be at 6:30pm before the May 11 Town Council meeting.
 - b. Trip by Nature Conservancy to islands with oyster castles was interesting.
 - c. Aileen will ask for \$1000 to be budgeted for Planning Commission.
 - d. There are questions to answer regarding the possible donation of land from the Nature Conservancy to the town.
 - e. Where is the cell tower going to be located?
6. Old Business
 - Comprehensive Plan
 - a. Community Vision Meeting Update
 - i. Signup/attendance
 - Signup date changed to May 8 since not many have RSVP'd.
 - A reminder will be placed in the PO and at the General Store – note that the meeting is for town residents and property owners.
 - i. Materials needed
 - Jim will contact Greg to see what the ANPDC will provide and what materials are needed.
 - ii. Refreshments
 - Reid will get coffee “condiments”, Aileen will get stirrers and cups, Jim has small water, many of us will make cookies.
 - b. ANPDC involvement (statistical section updates)
 - i. Unknown if there are costs based on what they would do.
 - ii. Planning Commission members will continue to work on their sections and update them by the end of July. ANPDC can give input for statistics.
 - iii. Reid will work on sections II.2,.3, .4
7. New Business:
 - a. Aileen suggested that Jim attend all meetings about land since the Planning Commission needs to be involved for land issues.
 - b. Reid asked how the town operated and who to contact for various issues.
8. Adjourned at 7:39 pm: Reid moved, Aileen seconded
9. Next meetings: May 16, 2023 (work session); June 6, 2023 (regular); 6:30 pm Seaside Hall

Town of Wachapreague Planning Commission

May Meeting

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, May 02, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of May Agenda
- 4) Approval of April Minutes
- 5) Public Comment
- 6) Council Update/Report (Aileen)
- 7) Old Business
 - a) Comprehensive Plan
 - i) Community Vision Meeting Update
 - (1) SignUp/attendance (jim)
 - (2) Materials needed. (Greg)
 - (3) Refreshments. (Alena)
 - ii) ANPDC involvement (statistical section updates) (Greg)
 - (1) if so, which sections, who is point person, due dates
 - (2) if not, assign sections to commissioners, establish due dates
- 8) New Business
- 9) Adjourn

Next Planning Commission Meeting: June 06, 2023

Town of Wachapreague Planning Commission Work Session Minutes – April 18, 2023

Location: VIMS Seaside Hall

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

Absent:

Guest(s):

1. Called to order by Alena at 6:29 pm.
2. Approval of the agenda: all approved
3. Approval of the February WS minutes: Aileen moved, Greg seconded, all approved
4. Topics for discussion:
 - a. Public Comp Plan Community Meeting Update (Greg):
 - i. Agenda
 - Greg will set it for the session
 - Welcome, overview, why this is being done, turn it over to Greg
 - ii. Advertising/Poster/Flyer to be mailed
 - Update the flyer to RSVP by May 1.
 - Add text to RSVP section about where and how to RSVP.
 - Reid will create an RSVP contact sheet for those using the QR code.
 - Alena will check if the mailing list is up to date. Jim will send Aileen the list for printing the labels – those not needed will be removed.
 - Aileen will print one flyer to provide to Alena for copying the rest.
 - ii. Materials needed
 - Greg contacted ANPDC. They can provide flip charts and markers.
 - Pens – Tomeka and Aileen have extra ones.
 - Provide a sign-in sheet at each table to collect names and emails.
 - iii. Refreshments
 - Aileen, Greg, and Tomeka volunteered to make cookies, brownies, etc.
 - The General Store will provide coffee and water for tea.
 - Jim will get small bottles of water.
 - Reid will contact Blake about snack items.
 - Alena will ask Nikki about napkins and cups.
 - iv. Other
 - Have a feedback sheet at the end of the session.
5. New Business:
 - a. Comp Plan statistics: hold off until Greg talks with the ANPDC to see what they can provide and if there are any costs.
 - i. We need to see what state code requires.
 - ii. We may not need so much data, but just the relevant statistics.
6. Adjourned at 7:11 pm: Aileen moved, Jim seconded
7. Next meetings: May 2, 2023 (regular); May 16, 2023 (work session); 6:30 pm Seaside Hall

Town of Wachapreague Planning Commission

April Work Session

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, April 18, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order
- 2) Approval of WS Agenda
- 3) Approval of February WS Minutes
- 4) Topics for Discussion
 - a) Comp Plan Community Meeting Update (Greg)
 - i) Agenda
 - ii) Advertising/Poster
 - iii) Materials Needed
 - iv) Refreshments
- 5) Adjourn

Next Planning Commission Work Session: May 16, 2023

Town of Wachapreague Planning Commission Minutes – April 4, 2023

Location: VIMS Seaside Hall

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

Absent:

Guest(s): Reid Hall

1. Called to order by Jim at 6:28 pm. Quorum established.
2. Approval of the agenda: all approved – no additional items
3. Approval of the minutes: Alena moved, Aileen seconded, all approved.
4. Public comments: none
5. Meet the Applicant(s) (Jim):
 - a. Jim talked with Anne Swick who said she didn't have the time to serve.
 - b. Reid Hall attended the meeting. At the end of the meeting, he said he was willing to serve. The PC members voted to have him presented at the TC meeting for approval as a new member of the Planning Commission for an end date of 2024.
 - c. Tomeka will replace the flyer and application in the PO with a flyer to "save May 13" teaser. A new colorful flyer and application will go up after the Community Meeting.
6. Council Update/Report (Aileen)
 - a. Council was asked to look at the ordinances for discussion at the March TC meeting. Due to absences, they were not discussed. Discussion will be on April TC meeting agenda.
7. Old Business
 - a. Public Comp Plan Community Meeting (Greg): May 13, 9am-noon, Fire House
 - i. Agenda
 - Groups will be randomized.
 - First 90 minutes: groups to get 5-6 ideas about what they want to see in the next 10 years. This will provide clusters of key vision items.
 - Second 90 minutes: groups to pick the top 2-3 items to refine and determine strategies to achieve the goals. The ideas will be grouped.
 - Participants may want to switch tables to work on other ideas.
 - Hope to have a future land use plan from the ideas.
 - ii. Jim asked how to incorporate the infrastructure part. Greg said the second half of the discussion would handle that.
 - iii. Advertising/Poster
 - Publicity by postcards/poster – Tomeka and Greg will work on these since Greg has specific text to include. Postcards need to stress an RSVP and that the person must attend to participate. RSVP will be to call the Town Hall or to email Planning (Jim will create an alias).
 - ii. Materials needed.
 - Greg contacted ANPDC to see if they could provide flip charts and markers. He hopes they will give assistance.
 - iii. Refreshments
 - Alena – volunteers to make cookies, ask the General Store for coffee.
 - iv. Other
 - Have a feedback sheet at the end of the session.
 - The comp plan needs to have community support.
8. New Business: none
9. Adjourned at 7:47 pm: Alena moved; Aileen seconded
10. Next meetings: April 18, 2023 (work session); May 2, 2023 (regular); 6:30 pm Seaside Hall

Town of Wachapreague Planning Commission

April Meeting

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, April 04, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of April Agenda
- 4) Approval of March Minutes
- 5) Public Comment
- 6) Meet the Applicant(s) (Jim)
- 7) Council Update/Report (Aileen)
- 8) Old Business
 - a) Comp Plan Community Meeting (Greg)
 - i) Agenda
 - ii) Advertising/Poster
 - iii) Materials Needed
 - iv) Refreshments
- 9) New Business
- 10) Adjourn

Next Planning Commission Meeting: May 02, 2023

Town of Wachapreague Planning Commission Minutes – March 7, 2023

Location: VIMS Seaside Hall

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

Absent:

Guest(s): none

1. Called to order by Jim at 6:36 pm. Quorum established.
2. Approval of the agenda: Tomeka moved, Alena seconded
3. Approval of the minutes: Alena moved, Aileen seconded
4. Public comments: none

5. Council Update/Report
 - a. Council was asked to look at the ordinances for discussion at the TC meeting
 - b. Greg noted that state law requires that TC hold a public meeting

6. Old Business
 - a. Status of empty positions
 - i. "Reid" Hall applied – Jim will contact him.
 - ii. The notice and applications will remain up longer in the PO.
 - iii. Jim will call Anne Swick.

 - b. Planning for the Comp Plan update
 - i. Continue to work on updating the statistical part.
 - ii. Review of other comp plans – many are posted on the shared drive for us to read and see if how other localities approach the plans may help us plan.

 - c. Public Comp Plan Roundtable
 - i. Original date of April 8 will not work since it is Easter weekend, so postpone it.
 - ii. Greg suggested a joint TC and PC meeting with the public for a visioning session that he would facilitate. The interactive session will provide ideas of the vision for the town for the next 10 or 20 years. The session will provide a document containing consensus of all the inputs. Then the PC can work backwards to set up goals for the Comp Plan.
 - Publicity: postcards, web, Facebook, email, etc
 - Meeting space: Fire House is a central, neutral place
 - Food, coffee
 - Supplies: flip charts, paper, etc
 - Date: May 13, 9am-12pm
 - Greg will ask if ANPDC would like to help

7. New Business
 - a. Jim will not be here on Mar 21 so he'll meet virtually

8. Adjourned 8:00 pm: Aileen moved, Alena seconded

9. Next meetings: March 21, 2023 (work session); April 4, 2023 (regular); 6:30 pm Seaside Hall

Town of Wachapreague Planning Commission

March Meeting

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, March 7, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of February Minutes
- 5) Public Comment
- 6) Council Update/Report (Aileen)
- 7) Old Business
 - a) Status of empty positions (Jim)
 - b) Planning for Comp Plan Update (Jim)
 - i) Review of other Comp Plans (Tomeka)
 - c) Public Comp Plan Roundtable (4/8) (Jim)
- 8) New Business
 - a) Virtual meeting attendance (Jim)
- 9) Adjournment

Next Planning Commission Meeting: Tuesday, April 04, 2023

Town of Wachapreague Planning Commission

March Work Session

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, February 21, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order
- 2) Approval of WS Agenda
- 3) Approval of February WS Minutes
- 4) Topics for Discussion
 - a) Comp Plan Community Meetings (Greg)
 - i) Agenda
 - ii) Advertising/Poster
 - iii) Materials Needed
 - iv) Refreshments
- 5) Adjourn

Next Planning Commission Work Session: April 18, 2023

Town of Wachapreague Planning Commission Work Session Minutes – Feb 21, 2023

Location: VIMS Seaside Hall

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

Absent: Greg Brittingham

Guest: Charles Elliot

1. Called to order by Jim at 6:30 pm. Quorum established.
2. Approval of the agenda: sent to members earlier and item added
3. Approval of January work session minutes: Aileen moved, Alena seconded
4. Topics for Discussion
 - a. Council feedback on STR/B&B Ordinances (Joeckel)
 - i. There were no questions since they had a short time to read. Discussion will be on agenda for the next Town Council meeting. Bob Williams did commend the Planning Commission on the ordinances.
 - ii. Jim will research if another public hearing is required if the Town Council has no changes.
 - iii. The Town Council gets to implement the ordinances, so the Zoning Administrator will need to assure that items in the ordinances are covered.
 - b. Candidates for open Planning Commission seats (Bell)
 - i. Jim is concerned that there is little interest since the Comp Plan will take a lot of time.
 - ii. The flyer in the PO has the wrong meeting day and will be corrected.
 - iii. Per VA code a “planning commission shall consist of not less than 5 nor more than 15 members”.
 - iv. The 5 current members will work on the Comp Plan so as not to be held up.
 - c. Comp Plan community meetings (Bell)
 - i. Tomeka objects to the goal of VIMS being singled out. We agreed to remove that item (#6) and will reinsert the concept of building relationships with VIMS in a different line item.
 - ii. Infrastructure needs to be a line item. This would cover the sewer, drainage, etc.
 - iii. We still want citizen input for ideas. Probably on a Saturday morning with a short introduction to the Comp Plan then tables for the public to give ideas. Jim will contact Hollis for open dates at VIMS in April (preferred) or May. Coffee and goodies will be provided.
 - iv. Assignment: look at other small town comp plans. Post them on the shared drive either as the complete document or a link to the document. The towns do not need to be on the ESVA. Alena will get Melfa and Nassawadox.
5. Adjourned 7:41 pm
6. Next meetings: March 7, 2023, 6:30 pm (regular); March 21, 2023, 6:30 pm (work session)

Town of Wachapreague Planning Commission

February Work Session

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, February 21, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order
- 2) Approval of WS Agenda
- 3) Approval of January WS Minutes
- 4) Topics for Discussion
 - a) Council feedback on STR/B&B Ordinances (Joeckel)
 - b) Candidates for open Planning Commission seat(s) (Bell)
 - c) Comp Plan Community Meetings (Bell)
- 5) Adjourn

Next Planning Commission Work Session: Tuesday, March 21, 2023

Town of Wachapreague Planning Commission Minutes – Feb 7, 2023

Location: VIMS Seaside Hall

Attending: Jim Bell, Aileen Joeckel, Tomeka Watkinson

Absent: Alena Elliott, Greg Brittingham

Guest: Anne Swick, Jim's friend from Lithuania

1. Called to order by Jim at 6:35 pm. No quorum established – no business to be approved.
2. Amend the agenda: add follow-up on public hearing
3. Approval of the minutes: Aileen moved, Jim seconded

4. Old Business
 - a. Short Term Rentals and Bed & Breakfast Ordinances
 - i. Discussed amendment to zoning ordinance – ok to send to Town Council as is
 - ii. Town Council agenda indicated they would discuss the ordinances but they do not have them yet, therefore Aileen will send them out Wednesday, Feb 8.
 - b. New term of officers for Planning Commission
 - i. Terms will be extended. Aileen will bring extension of Jim and Greg to Town Council for approval.
 - c. Discussion on candidates for open Planning Commission seats
 - i. A flyer will be placed in the Post Office with applications for people to fill in to express their interest in serving.
 - ii. Application deadline is March 1.
 - iii. Jim will provide the meeting slide with the mission and the application file so Tomeka can make the flyer.
 - iv. We would like to have 2 new members.
 - v. Anne Swick is interested and asked what items were coming up for the Commission to work on. She borrowed Tomeka's Planning Commission course books to get more information about what the Planning Commission does and the Comprehensive Plan.

5. New Business
 - a. Planning for Comp Plan Update
 - i. Jim sent out new assignment sheet for our section reviews.
 - ii. Aileen will review section II.2, II.3, II.4 – Jim will send items he had previously reviewed and updated.
 - iii. Jim suggested a Saturday morning public meeting to get input for the plan. Various places were discussed, and we thought the easiest place was VIMS. Perhaps aim for April if the room is available.
 - iv. Jim asked if the Planning Commission had a budget. Aileen noted that Town Council will start budget talks soon, so it could be added during that time. Including enough funds to pay for all or a part of the certification class would be good.
 - b. Aileen asked if the Transient Occupancy Tax ordinance had been updated. Jim said that ordinance should be Town Council's responsibility.
 - c. Technology training
 - i. How does the group want to learn? Self-study, hands on, work session?
 - ii. Jim is using Google Docs.

6. Adjourned 7:35 pm
7. Next meeting (work session): February 21, 2023, 6:30 pm Seaside Hall

Town of Wachapreague Planning Commission

February Meeting

VIMS: Seaside Hall
40 Atlantic Ave,
Wachapreague VA 23480

Tuesday, February 7, 2023
6:30 - 8:00 pm

Agenda

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Public Comment
- 6) Old Business
 - a) New term of officers for Planning Commission
 - b) Discussion on candidates for open Planning Commission seat(s)
- 7) New Business
 - a) Planning for Comp Plan Update
 - b) Technology training
- 8) Adjournment

No Work Session in February due to holiday.

Next Planning Commission Meeting: Tuesday, March 07, 2023

Town of Wachapreague Planning Commission Minutes – Jan 17, 2023

Location: VIMS Seaside Hall

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

Absent:

Guest: 14 (maybe 15) members of the public for public hearing on STR and B&B ordinances

1. Called to order by Aileen at 6:35 pm. Quorum established.
2. Approval of the agenda: Alena moved, Jim seconded
3. Approval of the minutes: Greg moved, Alena seconded
4. Public Hearing – Short Term Rentals and Bed & Breakfast Ordinances:
 - a. Why STR and B&B are being addressed – Greg Brittingham
 - b. Overview of proposed ordinances and zoning map – Jim Bell
 - c. Open public hearing – each person given 3 minutes to speak

Public comments:

- Anne Swick: Is there a limit of days for B&B?
 - Sue McMurray: Is it restricted?
 - Paul Grossman (Cape Charles Town Council): Cape Charles has no STR ordinance so he's visiting ES towns and looking at towns across Virginia. He said he hasn't seen a cap on STR numbers so be leary of a cap that could pose a legal issue. Cape Charles housing has about 25% as STRs which are owner or managed properties.
 - Chris Wardius: Addressing STR, he likes starting with 5 but would like them allowed in residential. He's interested in how many Cape Charles has.
 - Hotel is regulated by the health department – is this needed for STR and B&B?
 - Is the transient occupancy tax collected quarterly?
 - If goal is to bring in tax dollars, he suggests shortening 12 months to 9 months for inactivity before stopping the license.
 - Insurance and building code items – are these by owner or contractor?
 - What is the process to pick the 5?
 - Sue McMurray: questioned STR limited to commercial neighborhood and would like them allowed in residential
 - How was the limit of 5 determined?
 - Susan Schagelin: They operate a short-term rental. They are concerned that they won't be able to continue operation, which is why they purchased the property.
 - Steve Joseph: STR should be allowed in all residential areas. Does it violate the freedom of trade if one property is ok'd and other is not?
 - Chris Wardius: He likes starting with 5. If the operations are smooth, then increasing the number. The problems with residential are small roads and close neighbors.
 - Sue McMurray: If STR and there is abuse, that is reason to withdraw it. There should be rules and regulations.
 - Steve Joseph: Nantucket has a new ordinance that he will provide.
5. Tomeka noted the common themes of the public comments, and the Planning Commission (PC) discussed the Commission's thought processes and what the public said.
 - a. B&B is more social, STR is more of a business
 - b. PC feels that STRs in residential would cause more issues
 - c. Zoning map needs to be updated in the future
 - d. Potential problems with sewer and water if STR is in residential – could be over what was health department regulation for sewer installation
 - e. PC wants to assure that local businesses thrive
 - f. PC feels that public comment concerns are addressed in the ordinances
 - g. Greg moved, Jim seconded to present the ordinances to Town Council as written.
 - i. PC will look at the comments to assure that all comments are addressed.
 - ii. PC votes: Greg yes, Aileen yes, Alena yes, Tomeka yes, Jim no
 - iii. Tomeka will update all the documents
 - iv. Aileen will send a letter to Town Council to expect the documents

6. New Business

- a. Tomeka nominated, Alena seconded, all approved that Jim become chair of the Planning Commission. Alena will remain as vice-chair. Tomeka will remain as secretary.
- b. New members are needed. Anne Swick and Bonnie Munn (both in attendance at the meeting) expressed interest. Kenneth Queen was also agreeable to serve. We will contact others and send a list of candidates to the Town Council.
- c. For consistency, Jim asked that minutes and agenda use a common format. This will make it easier to post on the Planning Commission web page.
 - i. yyyy-mm-minutes.docx
 - ii. yyyy-mm-WS-minutes.docx
 - iii. yyyy-mm-agenda.docx
 - iv. yyyy-mm-WS-agenda.docx

7. Adjourned 7:25 pm (Jim moved, Alena seconded)

8. Next meeting: February 7, 2023, 6:30 pm Seaside Hall

| Name | Item | Comment | Addressed? |
|-----------------|-------------|---|-------------------|
| Anne Swick | B&B | Is there a limit of days for B&B? | |
| Sue McMurray | | Is it restricted? | |
| Paul Grossman | STR | Cape Charles has no STR ordinance so he's visiting ES towns and looking at towns across Virginia. He said he hasn't seen a cap on STR numbers so be leary of a cap that could pose a legal issue. Cape Charles housing has about 25% as STRs which are owner or managed properties. | |
| Chris Wardius | STR | He likes starting with 5 but would like them allowed in residential. He's interested in how many Cape Charles has | |
| Chris Wardius | STR | Hotel is regulated by the health department – is this needed for STR and B&B? | |
| Chris Wardius | STR | Is the transient occupancy tax collected quarterly? | |
| Chris Wardius | STR | If goal is to bring in tax dollars, he suggests shortening 12 months to 9 months for inactivity before stopping the license. | |
| Chris Wardius | STR | Insurance and building code items – are these by owner or contractor? | |
| Chris Wardius | STR | What is the process to pick the 5? | |
| Sue McMurray | STR | questioned STR limited to commercial neighborhood and would like them allowed in residential | |
| Sue McMurray | STR | How was the limit of 5 determined? | |
| Susan Schagelin | STR | They operate a short-term rental. They are concerned that they won't be able to continue operation, which is why they purchased the property. | |
| Steve Joseph | STR | STR should be allowed in all residential areas. Does it violate the freedom of trade if one property is ok'd and other is not? | |
| Chris Wardius | STR | He likes starting with 5. If the operations are smooth, then increasing the number. The problems with residential are small roads and close neighbors. | |
| Sue McMurray | STR | If STR and there is abuse, that is reason to withdraw it. There should be rules and regulations. | |
| Steve Joseph | STR | Nantucket has a new ordinance that he will provide. | |

Town of Wachapreague Planning Commission

January Meeting & Public Hearing on Short Term Rental and Bed & Breakfast Ordinances

Agenda

Tuesday, January 17, 2023-6:30 pm

Seaside Hall, VIMS

40 Atlantic Ave, Wachapreague VA 23480

- 1) Call meeting to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Public Hearing - Short Term Rental and Bed & Breakfast Ordinances
 - a. Why STR and B&B are being addressed - Greg Brittingham
 - b. Overview of proposed ordinances and zoning map – Jim Bell
 - c. Open public hearing - Aileen Joeckel
 - i. Each person who signed-up to comment on proposed Ordinances will be given 3 minutes.
 - d. Close Public Hearing – Aileen Joeckel
- 6) Resume Planning Commission meeting
 - a. Committee discuss feedback on Public Hearing
- 7) New Business
 - a. New term of officers for Planning Commission
 - b. Discussion on candidates for open Planning Commission seat
 - c. Suggestions for new communications – Jim Bell
- 8) Adjournment

Next Planning Commission Meeting: February 7, 2023

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

Town of Wachapreague Planning Commission Minutes – Jan 10, 2023

Location: VIMS Seaside Hall

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

Absent:

Guest: none

1. Called to order by Aileen at 6:30 pm. Quorum established.
2. Approval of the agenda: all approved working on public hearing and then new business
3. Public comments: none, no guests present
4. Approval of the minutes: Alena moved; Jim seconded

5. Old Business – to plan organization of the public hearing about STRs and B&Bs on Jan 17
 - a. Alena will attend to the sign-in sheet, give information packets to attendees, and be the time keeper when the attendees speak.
 - b. Jim will create a slide about Planning Commission's role which will display while the attendees are coming in.
 - c. The public meeting will open as normal, open the public hearing, close the public hearing, reopen the public meeting to discuss what the public said and perhaps take a vote on any changes for the ordinances or accept them to send on to Town Council.
 - i. If there are ANY changes, another public hearing will be held
 - d. Greg will open with background of why STRs and B&Bs are being addressed
 - e. Jim will cover the slide show:
 - i. Colorized zoning map
 - ii. Definitions
 - iii. Just the pertinent information since attendees can read the details
 - f. Tomeka will take notes, noting comments by STR or B&B.

6. New Business
 - a. Website was updated – some agendas and meeting minutes are needed.
 - b. Planning Commission will continue to meet on first and third Tuesdays
 - c. Discussed recommendations for new Planning Commission members
 - d. Jim was nominated for new chair

7. Adjourned 7:55 pm
8. Next meeting: January 17, 2023, 6:30 pm Seaside Hall to include Public Hearing
 - a. Please come early so we can arrange the room differently