Chesapeake City
Planning and Zoning Commission
Minutes September 7, 2011

Elaine Shepard, Presiding Chair
Bob Miller
Harry Sampson, absent
Bill Miners, absent
Frank Vari
Norman Carter
Lee Adams

Attached list of attendees

Elaine Shepard brought the meeting to order at 6:30 pm followed with the Pledge of Allegiance.

Public Announcements:
Frank Vari: Saturday is metal recycling at the North Tower from 8am – 10am. Sunday is the 10 year anniversary of 9/11. Conquer the Bridge is October 1st, we still need volunteers. The Annual New Year's Day Race will be on January 1, 2012. We will be collecting non-perishable items at all the races for the Ecumenical Association that feeds people in our area in need of help.
Krista Atkinson: Complaint has been filed for 410 Cecil Street regarding a satellite dish.
Frank Hill: The Fire Station on the South side will have a 9-11 service at 8:30p
Valerie Walls: At 10am at the VFW there will be a short service outside at the flag pole. There will also be an all you can eat breakfast from 8am to Noon.

Approval of minutes from August 3, 2011
MOTION: Frank Vari made a motion, Bob Miller seconded to approve the minutes from August 3, 2011. All in favor, motion carried

Approval of minutes from August 17, 2011
MOTION: Lee Adams made a motion, Norm Carter seconded to approve the minutes from August 17, 2011. Bob Miller abstained, he was absent at that meeting. Aye: 3 Nay: 0 motion carried.

Staff Reports
Sharon Weygand, Town Administrator- back on a part-time basis from surgery, (4 hours a day).
Building permit for Schaefer's has been signed for all levels of the building.
Natalie Ricci, Compliance Office – report attached

Action Items:

- Post Signs: 12x18 or 12x30 nylon or polyester banners on Delmarva poles.
  Note: Delmarva has okayed the project

File No: 081511
Location: George St, Bohemia Ave, Biddle St, Lock St
Tax Map: 200

MOTION: Lee Adams made a motion, Frank Vari seconded to approve approximately 20 signs/banners on both the north and south side of Town to hang on the Delmarva poles, on George St, Bohemia Ave, Lock St and Hemphill. All in favor, motion carried.

- Install new roof sign illuminated sign 4'x25'facing canal on roof stating name of restaurant

File No: 081511A
Location: 605 Second Street
Tax Map: 200 Parcel: 81 Zoned: VC

MOTION: Frank Vari made a motion, Bob Miller seconded to approve the roof sign, 4' x 25' for the Chesapeake Inn. All in favor, motion carried.

- Renovation and addition of deck

File No: 082511
Location: 308 Biddle Street
Tax Map: 200

MOTION: Frank Vari made a motion, Bob Miller seconded approve file number 082511 for the renovations including the addition of a deck at 308 Biddle Street. All in favor, motion carried.

- Replacement of 5 vinyl window and residing of the home

File No: 090111
Location: 324 Hemphill St
Tax Map: 200 Parcel: 143

MOTION: Bob Miller made a motion, Norm Carter seconded to approve file 090111 for the replacement of seven (7) windows and vinyl siding of the whole house. All in favor, motion carried.

Discussion:

Workshop item for September: Commercial Architectural Standards.

- 424 George Street- discussion concerning permit requested by the County for work to be completed.

From August 3, 2011 minutes: *"MOTION: Elaine Shepard made a motion, Bob Miller seconded to refund the $30 permit fee paid for 424 George Street. All in favor, motion carried."*

MOTION: Bob Miller made a motion, Lee Adams seconded to rescind this motion made at the August 3, 2011 meeting. All in favor, motion carried. Note: A permit was required for the County.

Motion: Frank Vari made a motion, seconded by Bob Miller to adjourn the meeting at 7:17 pm. All in favor, motion carried.

Respectfully submitted,

D Valerie Walls
Clerk/Treasurer

August 2011 Zoning and Code Compliance Report
Planning and Zoning Commission Meeting
September 7, 2011

General Activities 8/1-8/31/2011:

410 Cecil Street – satellite dish placement issue, next door neighbor complaining. On-going issue, building permit started, still awaiting sketches for placement options. Met with occupant of property, reviewed ordinance, also met with complainant. Continuing to follow up.

Re-inspected several properties already cited for violations to confirm compliance. Performed full driving inspection of North and South sides, 5xs. Made several spot inspections of specific properties throughout the month.

Handled 3 tree removal permits – 300-302 Third Street; 222 Charles Street; 511 Biddle Street

Taproom – Meeting with owner and Mayor to once again hear grievances. Issue has been resolved; Town ruling stands.

424 George Street - did interior inspection and took photos for County in preparation for permit issuance. Permit has been issued by County. Reminded contractor needed to obtain Ches. City green card as well when noticed work being continued without green card.

501 Cecil Street – even though in foreclosure, property was mowed once.

324 Hemphill – ongoing issue with regard to window replacement and siding replacement. Permit not obtained prior to work starting, windows do not comply with current architectural standards. Multiple phone calls and meetings with property owner and contractor to try and resolve issue.

626 Biddle – phone conversations with contractor to answer questions on materials.

Chesapeake Inn sign permit request – reviewed information and found it compliant with current ordinances.

Violation letters to: Peach (boat – taking fuel delivery at transient dockage); 103 Bohemia Avenue (overgrown trees/shrubs in street & alley); 10 Boat Yard Row (overgrown trees/shrubs in street); 219 Bank Street (overgrown weeds/grass); 214 Biddle Street (overgrown weeds/grass); 201 Lock Street (basketball net in street); 415 Biddle Street (satellite dish placement in front of building)

Research/follow up on Schaefer's project regarding necessity for joint permit with MDE.

Letter to 608 Biddle explaining yard waste pickup requirements.

Check on 232 Biddle to make sure unit is unoccupied – concern about water usage. Probably due to watering of new grass and installation of tile flooring inside.

Investigated several complaints from citizens regarding various addresses that did not turn out to be issues.

Began foot patrols and citation writing after training by Sheriff Department personnel. Typically work several hours per week, usually on weekends during hours when Sheriff's Department personnel are not in Town.

Respectfully submitted,

Natalie Scheeler Ricci
Code Compliance Officer/Zoning Inspector