1. **Call to Order**

Chairperson Schreiber called the meeting to order at 5:30 PM.

1. **Attendance/Establish Quorum**

Chairperson Schreiber, Commissioner Tunstall (via Zoom), Commissioner Bagwell, Commissioner Frey, were present. Commissioner Brockmeier, Commissioner Byrd and Commissioner Fosque were not present. A quorum was established.

Town Manager Matt Spuck and Town Clerk Debbie Caton were present.

**3) Minutes**

Chairperson Schreiber asked for a motion to approve May 2, 2022, minutes. Commissioner Tunstall moved to approve the minutes with suggested corrections. Commissioner Frey seconded the motion. The motion was approved by 4-0 vote.

1. **Special Use Permit – Homestay – 1 Hillcrest**

Zachery and Linda Rienerth submitted a special use permit Homestay application. All requirements were met, and the application is compliant. Commissioner Tunstall noticed the total number of guests exceeds the 2-bedroom guidelines (2 guests per bedroom is the ordinance guidelines). Town Manager Spuck explained if the bedroom guest count is more than 2, they will need to be a nuclear family. No other issues were addressed. Commissioner Frey moved for Town Council to consider final approval at Town Council’s public hearing in July 2022. Commissioner Bagwell seconded the motion. The motion was approved by 4-0 vote.

1. **Special Use Permit – Homestay – 78 Market St**

Thomas DeLisle submitted a special use permit Homestay application. The homeowner is hoping to benefit family’s dealing with extended hospital stays. No issues were addressed. Commissioner Frey moved for Town Council to consider final approval at Town Council’s public hearing in July 2022. Commissioner Bagwell seconded the motion. The motion was approved by 4-0 vote.

1. **Special Use Permit – Homestay – 26 King St.**

Brad Robinson submitted a special use permit Homestay application. The property is located in the B-1 district. Currently, Homestay properties are not allowed in this district. This application is in a holding pattern until the Town Council approves recommended changes to the B-1 ordinance. The new draft allows Homestay properties.

1. **Commissioner Ordinance Review and Discussion, Previously Discussed:**
2. Article VII: Business Waterfront (B-W) – Chairperson Schreiber opened discussion to review the current draft to the BW district structured by Town Manager Spuck. The proposed draft excludes a specific list of special use permits for the district. A suggestion was made to comprise a list of what businesses are NOT allowed. Town Manger Spuck will enhance Section 38-207 with a list for types of businesses to exclude. An updated list will be emailed to Planning Commission members.
3. Article V: Business, Downtown, District (B-1) – Chairperson Schreiber opened discussion to recommended changes to B1 District ordinance structured by Town Manager Spuck. In Section
4. 38-150 of the proposed draft, Item 4 allows for a business to stay open after 11:00 PM with a Special Use Permit. It was suggested to change all businesses to a close time of 11:00 PM. Town Manager Spuck explained that Section 38-155 Parking in B-1 was written to protect the parking for businesses during operating hours. The new parking regulations will not be effective until January 1, 2023.
5. **Article XI: Signs –** Overall façade improvements will be included in the Town’s Master Plan. Any businesses with non-compliant signs will have the first opportunity for Façade Grant funding to help off-set expenses. The Planning Commission will update after recommendations from Onancock Main Street conference. The Planning Commission felt it was imperative to include a specific timeframe to comply or “sunset” compliance.
6. **Commissioner Review of Ordinance for Future Discussion:**
7. **­Spot Blight –** The preferred structure of the ordinance will have the Town act as an agency to help homeowners. The ordinance does not want to cause undue hardship or displace families.
8. **Article VI: Business, Highway, District (B-2) – no discussion.** The ordinance will be reviewed at the August 2022 meeting.
9. **Commissioner comments** - Chairperson Schreiber asked if anyone would like to replace him as the new chair for FY 2023. No volunteers. Commissioner Tunstall motioned for Chairperson Schreiber to continue as the chair for FY 2023. Commissioner Frey seconded the motion. The motion passed with 4-0 vote.
10. **Adjourn** – Commissioner Tunstall made a motion to adjourn the meeting. Commissioner Frey seconded the motion. The motion was approved 4-0 vote. Meeting adjourned at 7:10 PM