



Harbor Area Review Board Meeting

Cape Charles Civic Center

March 2, 2022

6:30 p.m.

At approximately 6:30 p.m. Interim Town Planner/Zoning Administrator Katie Nunez, having established a quorum, called to order the Harbor Area Review Board (HARB) Meeting. Board Members present were Steve Bennett, Kenneth Butta, Diane D'Amico, Robert Harris, Stuart Smith and Herb Thom. Benjamin Lewis was not in attendance. Town Clerk Libby Hume and Planning Technician Tracy Outten and the applicants. There was one member of the public in attendance.

Ralph Orzo offered the invocation and led the Pledge of Allegiance.

ORGANIZATION OF BOARD

A. *Election of Chairman, Vice-Chairman and Secretary.*

Stuart Smith accepted the nomination for Chairman to the Harbor Area Review Board.

Motion made by Steve Bennett, seconded by Robert Harris, to accept the nomination of Stuart Smith for Chairman to the Harbor Area Review Board.

Diane D'Amico accepted the nomination for Vice-Chairwoman to the Harbor Area Review Board.

Motion made by Stuart Smith, seconded by Herb Thom, to accept the nomination of Diane D'Amico for Vice-Chairwoman to the Harbor Area Review Board.

Tracy Outten accepted the nomination for Secretary to the Harbor Area Review Board.

Motion made by Herb Thom, seconded by Robert Harris, to accept the nomination of Tracy Outten for Secretary to the Harbor Area Review Board.

B. *Setting of Regular Monthly Meeting date and time.*

The meeting date and time was deferred until the March 22, 2022 meeting.

PUBLIC COMMENTS

Paul Grossman, 506 Randolph Avenue

Mr. Grossman informed all present that an updated overlay map was adopted by Town Council on November 21, 2019. He thought that the Historic District Overlay and Harbor District Overlay needed to be reconciled and this was being discussed with consultants.

Mr. Grossman thought the documents also needed to be updated for both boards. Stuart Smith agreed, adding that in 2018 the board reviewed them, and they do not fit in with the future goal.

Katie Nunez informed all present that an updated zoning map was in progress.

CONSENT AGENDA

Motion made by Steve Bennett, seconded by Herb Thom, to approve the agenda format as amended. The motion was approved by unanimous vote.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. *Review of governing Documents for the HARB*

- *Cape Charles Zoning Ordinance Article IX Historic Harbor Area Overlay District*
- *Cape Charles Zoning Ordinance Article III, Section 3.9 – District Regulations for Harbor District*
- *Town of Cape Charles Harbor Area Conceptual Master Plan + Design Guidelines, dated August 4, 2006*
- *Cape Charles Harbor Area Standards 2010-06-06*
- *Article VII Chesapeake Bay Preservation Area Overlay District*
- *Chesapeake Bay Preservation Area Maps – 1) early 1990s and 2) 2007*
- *2016 Comprehensive Plan Excerpts re: Harbor*
- *HARB Index of Approved Certificates of Appropriateness from 2011 – 2021*

Katie Nunez summarized the documents provided in the binders given to the board members.

Discussion was as follows: (i) Stuart Smith would like to have a discussion with the community about standards in and around the harbor area. He thought they should be flexible but codified. Katie Nunez stated that they needed to be cohesive. (ii) Katie Nunez said that a growth vision would be in the comprehensive plan. and (iii) Steve Bennett thought the application process took too long. Katie Nunez was trying to streamline it and be flexible with getting materials. Kenneth Butta expressed concern that the public may not have enough time to review. Katie Nunez said bigger projects would not be rushed. Stuart Smith said the HARB only recommends to the Town Council so the public would get another bite of the apple during their process.

OTHER BUSINESS

A. *Interim Zoning Administrator*

- *Report on Administrative Approval of Site Plan for 6 Mason Avenue*
Katie Nunez updated the board on the clam operation located on 6 Mason Avenue. Rob Harris wanted to assure public comments were getting addressed.
- *Open meeting Law/Public Records/Conflict of Interest/Town policies on Citizen Participation*
Katie Nunez read through the open meeting laws and town policies with all board members.

ANNOUNCEMENTS

- Joint meeting with Town Council and Planning Commission to discuss the harbor area for the comprehensive plan update – March 22, 2022, at 6:00 p.m. in the Civic Center

Motion made by Herb Thom, seconded by Kenneth Butta, to adjourn the Harbor Area Review Board meeting at 7:29 p.m. The motion was approved by unanimous vote.

Chairman Stuart Smith

Planning Technician