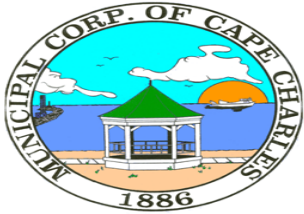


JOINT MEETING OF
Historic District Review Board & Harbor
Area Review Board
Special Meeting Agenda
February 22, 2023 at 4:00 P.M.

**MEET ON-SITE at STRAWBERRY PLAZA OFF MASON AVENUE AT THE
TRAIN CAR LOCATION & THEN BY 4:15 CONVENE AT THE CAPE
CHARLES CATHOLIC CHURCH PARISH HALL AT 550 Tazewell Avenue**

1. Introduction
2. Call to Order; Roll Call – Historic District Review Board then Harbor Area Review Board
 - A. Roll call and establish a quorum
3. Meet Onsite at Strawberry Plaza off Mason Avenue at the Train Car Location to view site and drawings relative to the following projects:
 - Downtown Restroom & Visitors Center
 - Train Car Restoration and Associated site work
4. Reconvene at the Cape Charles Catholic Church Parish Hall at 550 Tazewell Avenue by 4:15 pm
5. Public Comment: Agenda Items Only
6. New Business for both Historic District Review Board and Harbor Area Review Board
 - A. Application for a Harbor Development Certificate and Certificate of Appropriateness for the Downtown Restroom & Visitors Center
 - B. Application for a Harbor Development Certificate and Certificate of Appropriateness for Train Car Restoration and Associated site work
7. Adjourn of Historic District Review Board
8. New Business Continued only for Harbor Area Review Board
 - A. Application for a Harbor Development Certificate for a new Municipal Building
 - B. Status Report on Rosenwald School Building Project
9. Adjourn of Harbor Area Review Board



HARBOR AREA REVIEW BOARD & HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 22, 2023

Item #: 6A – Town of Cape Charles – Downtown Restroom & Visitors Center

Prepared by: Katie H. Nunez, Planning/Zoning Administrator

Date: February 15, 2023

APPLICANT: Cape Charles Town Council

TYPE OF APPLICATION: Harbor Development Certificate

SITE ADDRESS: Mason Avenue behind Strawberry Plaza

WORK TO BE PERFORMED: Construct a 1,337 sq. ft building as public restrooms and visitor center

TAX MAP: 83A3-A-9

CURRENT ZONING: Harbor District

LOT SIZE: 42.15 acres (total lot)

PROPOSED ZONING USES: CCZO Section 3.9 (D) (4) (b) - By-Right Use as Office and Institutional Use of a Civic and government facilities – Public Bathroom and Visitor center

1,337 sq. ft (area outlined in blue on lot map below)

DATE APPLICATION RECEIVED: February 6, 2023

HARB APPLICATION MTG: February 22, 2023

TOWN COUNCIL MTG: March 16, 2023

Proposed Development: John Hozey, Town Manager, on behalf of the Cape Charles Town Council, is seeking to construct a 1,337 sq. ft. Downtown Restroom and Visitors Center building on Tax Map #83A3-A-9. Said parcel is owned by Canonie Atlantic Company. The Town has been leasing a portion of this property as a municipal parking lot and the Rail Car was purchased by Cape Charles Main Street and placed on a portion of this property. Currently, the Town is finalizing negotiations on an amendment to the parking lot lease for approximately 60' x 22' to place this municipal building and service on this property to provide public bathroom services at the mid-way point on Mason Avenue, just off of Strawberry Plaza, and the middle portion of the Harbor area and to allocate a portion of the building to serve as a visitor center. Half of the building will house 5 unisex restrooms which will include hand washing stations within the confines of each stall and will also provide a custodian's room with mop sink and storage room. The other half of the building will serve as a visitor's center.

AERIAL VIEW OF TOTAL MAP



Rail Car Location Area
leased to Cape Charles
Main Street from Canonie

Proposed Lease Area for
Visitors Center & Downtown
Restrooms

Parking Lot Area
Leased to Town from
Canonie

ZONING DISTRICT:

This parcel is zoned Harbor District but within that designation it is further delineated as “Mainstreet Mixed-use Area” of CCZO Section 3.9 (B) which was incorporated into the Town’s Historic District Overlay Map and Harbor Overlay Map as part of the re-certification of the Town’s adopted zoning map on December 15, 2022

Excerpt of Town Zoning Map



Based upon the zoning map, both the Harbor Area Review Board and Historic District Review Board have overlapping review authority.

This lot is a previously undeveloped lot and comprises part of the outer border of the Historic District Overlay and also zoned Harbor Zoning which requires a Harbor Development Certificate for the listed allowable uses in the Harbor District.

SITE CONSIDERATION:

Attached is the site plan prepared by MSA dated 2/3/2023.

An eight foot wide concrete sidewalk will be placed on the north, west, and south sides directly around the building and the east side will have a six foot wide concrete sidewalk. To meet all ADA requirements for access to the building, two full ADA compliant parking spaces will be erected in a portion of the municipal parking lot; this area of the parking lot will have asphalt area. Once past the building on the north side, the concrete sidewalk will return to a 5 ft. wide sidewalk that will continue the length of the parking lot until it meets the “gravel pathway” that serves as the connector walkway from this municipal lot to municipal lot by the harbor, heading back towards the Shanty Restaurant.

The building will be 21 feet in height. The applicant, through its architectural firm of HBA, has provided a conceptual rendering of the proposed building. The intent from the applicant is for the building to mimic the look of a train station since it is intended to be constructed adjacent to the Rail Car that will be utilized by Cape Charles Main Street as a visual point of interest of the history of the Town and serve as an educational & informational focus about the significance of the railroad in the development of the town.

A lighting and landscape plan will still need to be provided by the applicant and be part of a broader, more comprehensive plan for this area, including the currently leased parking lot and the rail car and Strawberry Plaza and any additional development that may be proposed on the Canonic Atlantic property to the immediate south and east of this proposal which meets the Town’s requirements for safety and security issues for this type of public, high-traffic use based upon the established hours of operation and access to the restrooms.

Additionally, the applicant will need to submit a separate sign application(s) that clearly marks and advertises this new municipal service at this specific location but to also provide wayfinding signs elsewhere on Mason Avenue as part of a coordinated marketing effort to highlight the location of public bathroom facilities for the pedestrian traffic in the commercial and harbor areas of the town.



DOWNTOWN RESTROOM BUILDING FOR
TOWN OF CAPE CHARLES
CAPE CHARLES, VIRGINIA

EXT. VIEW - RESTROOM & VISITOR'S CENTER

11/03/22



STAFF ANALYSIS

ZONING COMPLIANCE

The proposed visitor's center and public bathroom building is within the height requirements and the lot, as a whole, as the required lot frontage, lot depth and lot area and meets the 25% Open Space requirement. Pursuant to Cape Charles Zoning Ordinance Section 3.9 (3) (a), the structure is located within the designated Intensely Developed Area of the Chesapeake Bay Preservation Act Overlay District. Additionally, this structure will be intended to provide amenities for pedestrians and other visitors to the Town, pursuant to CCZO Section 3.9 (3) (a) (2). This proposed development, based upon the remaining lot acreage owned by Canonie Atlantic which is not proposed for development, meets the Open Space requirement of CCZO Section 3.9 (G).

All utilities required to service this building will be installed underground, pursuant to CCZO Section 3.9 (H).

Any property within the Harbor District is required to submit a Harbor Development Certificate application that requires review and recommendation from the Harbor Area Review Board based upon the criteria for review contained in CCZO Section 3.9 (I) (3).

Criteria for review. In reviewing the Harbor Development Certificate Application, the Zoning Administrator, the Harbor Area Review Board, and the Town Council shall consider the following criteria:

- a. Use characteristics of the proposed development.
- b. Preservation of historic structures; preservation of significant features of existing buildings when such buildings are to be renovated; relation to nearby historic structures or districts including a need for height limits.
- c. Location and adequacy of off-street parking and loading provisions, including the desirability of bicycle parking.
- d. Vehicular circulation within the development and its relation to other existing and proposed transportation facilities.
- e. Inclusion of alleys to enhance vehicular transportation within the development.
- f. Provision of concealed commercial loading and unloading areas adjacent to alleys to prevent loading, unloading, and trash collection along public rights of way.
- g. Traffic generation characteristics of the proposed development in relation to street capacity.
- h. Provision of open space to meet the requirements of the district; the location, design, landscaping and other significant characteristics of this public open space, and its relation to existing and planned public and private open space.
- i. Multi-modal transportation facilities within the proposed development and their relation to public open space and pedestrian circulation patterns.
- j. Architectural relationships, both formal and functional, of the proposed development to surrounding buildings, including building siting, massing, proportion, and scale.
- k. Use of architectural details, storefront design, window openings, roof shapes, porches, and columns to balance the proportions of facades into pleasant and cohesive compositions.
- l. Microclimate effects of proposed development, including effects on wind velocities, sun reflectance, and sun access to streets and/or existing buildings and/or public open space.
- m. Protection of significant views and view corridors, particularly views of the Cape Charles Harbor from existing road intersections.
- n. Relationship of on-site lighting and landscaping to other surrounding lighting and landscaping designs both public and private.
- o. Relationship of on-site signage to architectural elements of the proposed development and relationships to nearby development.
- p. Adherence to policies included in the Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines, the Comprehensive Plan, and other officially adopted plans of the Town.
- q. Adherence to the intent and requirements of the Harbor District

Statement of Intent. The intent of this zoning district is to encourage a vibrant working waterfront area that is both a strong economic benefit to the Town with compatible new industry and employment uses, and a strong public and recreational value, with public gathering places and access to the water, a place for people to conduct business and to live, meet, relax, encounter nature, and learn of Cape Charles' working maritime and rail heritage and its strong historic traditions. Any new development shall provide and encourage public access to the water's edge as well as emphasize the pedestrian environment throughout the harbor. The south side of Mason Avenue shall provide a visually inviting connection to the harbor via continuous environments for multi-modal means of transportation and connect to the other existing and future links to Cape Charles and environs. This zoning district is also intended to implement the Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines as an overall guide to the future development and redevelopment of the harbor area.

The applicant has provided a statement dated February 6, 2023, that addresses each criteria requirement, and the Boards are requested to review the responses submitted to determine if you find them sufficient to pass all of the criteria to achieve favorable approval by both the Historic District Review Board and the Harbor Area Review Board to recommend a Harbor Development Certificate and Certificate of Approval to Town Council.

While they are the applicant for this project, Town Council is still identified as the final authority to take final action regarding the issuance of the Harbor Development Certificate.

STAFF RECOMMENDATION:

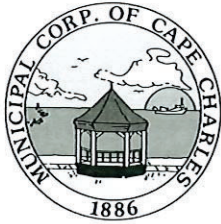
Staff is requesting the HARB and the HDRB to review the application material submitted by the applicant and determine if this is in compliance and consistent with the intent of the Harbor District. *Staff is recommending waiver of the second review meeting as outlined in the Ordinance and is recommending to both the HARB and the HDRB to determine that the application is sufficient, complete and compliant with the Harbor District regulations and that the HARB and the HDRB would recommend favorable consideration of this application to the Town Council for the issuance of a Harbor Development Certificate.*

Attachments:

Attachment 1: Application, Narrative Letter dated February 6, 2023, Survey prepared by MSA dated 2/3/2023, and Architectural Rendering

Attachment 2: Visitor Center Plan Interior Layout and Exterior Layout

Attachment 3: Cape Charles Zoning Map



HARBOR DEVELOPMENT CERTIFICATE APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
tracy.outten@capecharles.org

PERMIT CHECKLIST - all documents can be emailed to the above email

- | | |
|--|---|
| ☒ Completed application | ☐ Photos/elevations of existing structure |
| ☒ Letter of intent clearly explaining project | ☒ Photos/elevations of proposed project |
| ☒ Existing site plan or survey | ☐ Proposed materials list |
| ☒ Proposed site plan or survey (if applicable) | ☐ Payment of fees (\$300 + \$70/acre) |

PROPERTY INFORMATION

Name of Project: Downtown Restroom & Visitors Center
Property Address: Mason Avenue
Brief Description of Project: Construct public restroom and visitors center.
Zoning District: HD Current Use: Undeveloped Proposed Use: Institutional

OWNER INFORMATION

Name and Company: Municipal Corporation of Cape Charles
Mailing Address: 2 Plum Street, Cape Charles, VA 23310
Phone Number: 757-331-3259, x19 Email: bob.panek@capecharles.org

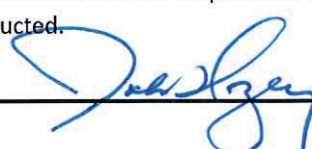
APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Municipal Corporation of Cape Charles
Mailing Address: 2 Plum St., Cape Charles, VA 23310
Phone Number: 757-331-3259, x19 Email: bob.panek@capecharles.org

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Applicant:  Date: 2/6/23



Municipal Corp. of Cape Charles

February 6, 2023

Zoning Administrator
Town of Cape Charles
2 Plum St.
Cape Charles, VA 23310

Dear Ms. Nunez,

Please find attached a Harbor Development Certificate Application and plot plan for the proposed Downtown Restroom and Visitors Center on Parcel 83A3-A-9 south of Mason Avenue, State Route 184. This parcel is zoned Harbor District. The Town Council wishes to build this facility to provide convenient public access to restrooms and tourism information. The property is a portion of the former railroad yard leased by the Town from Canonie Atlantic Company. A large public parking lot and passenger rail car on static display are also located on the leased property.

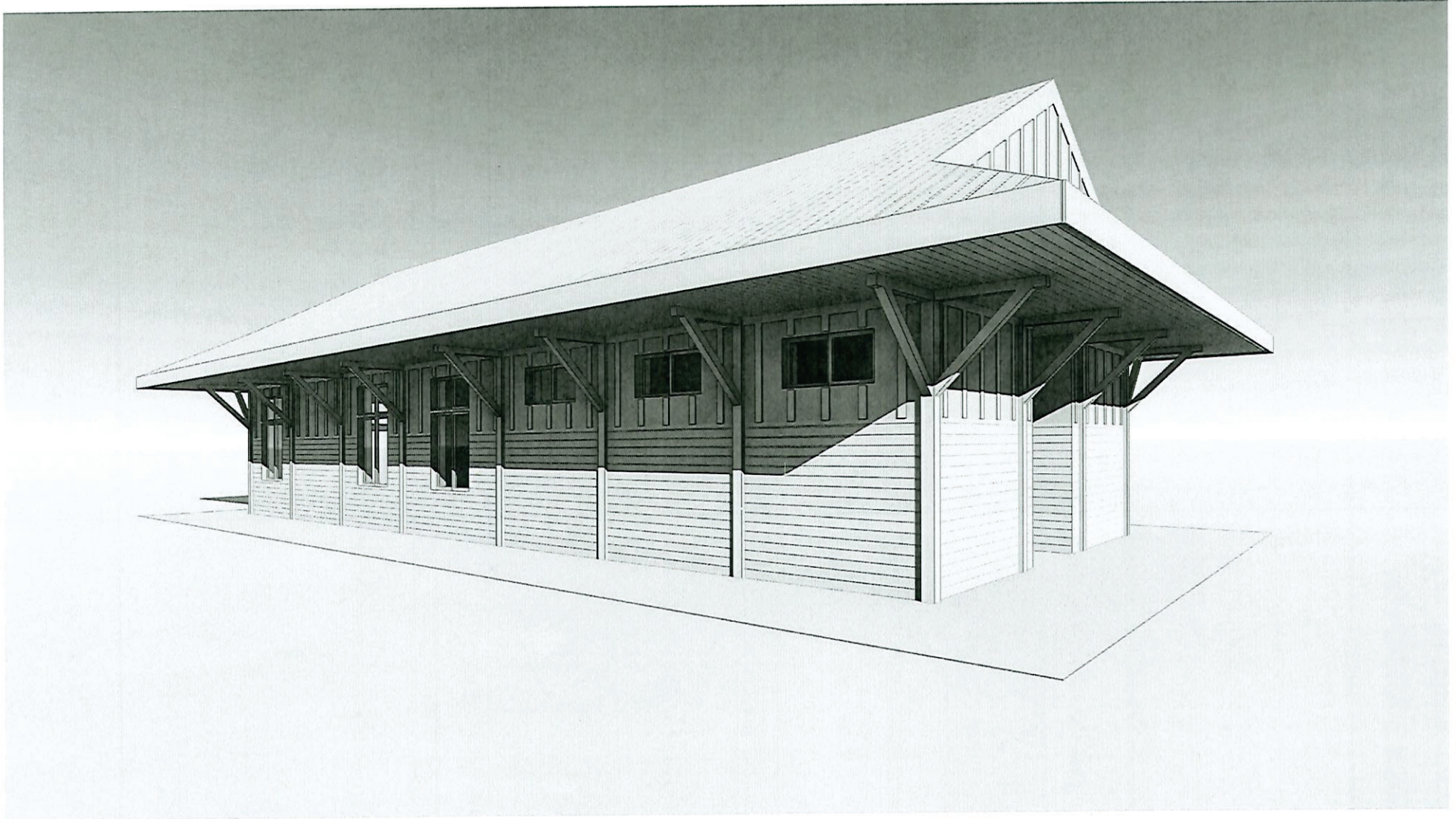
The requirements for the Detailed Application are addressed below:

1. The building has been sited directly adjacent to the public parking lot. The remainder of the former railroad yard is currently undeveloped except for a small office building.
2. There are no scenic assets or natural features on the site deserving protection. There is a view of the Chesapeake Bay from the site that will not be disturbed by the building.
3. The entire site is dedicated to a public purpose. One building will house both the restroom and visitors center. The site is easily accessible from Mason Avenue by both pedestrians and vehicles. Pedestrian access will be through the Town-owned Strawberry Street Plaza and an existing easement at the western edge of the Strawberry Street Station 2 parking lot. Vehicular access will be through the existing parking lot entrance and exit.
4. Vehicular traffic will be one way, east to west, through the existing parking lot. There will be a sidewalk from Strawberry Street Plaza to the building to provide ADA accessibility. Sidewalks will lead to all points of building ingress and egress, and to the passenger rail car.
5. No landscaping is planned due to the constraints of the leased site. We are hopeful that Canonie Atlantic will give permission to plant a few trees just south of the site if it does not interfere with their development plans for the property.
6. Signage is delineated on the plot plan. There are spaces reserved for ADA accessible parking, as well as an area for trash pickup on the north side of the parking lot.
7. A conceptual rendering of the building exterior is attached.

If any clarification or additional information is needed, please contact Mr. Bob Panek at 757-331-3259, x19, or bob.panek@capecharles.org.

Sincerely,

John Hozey
Town Manager

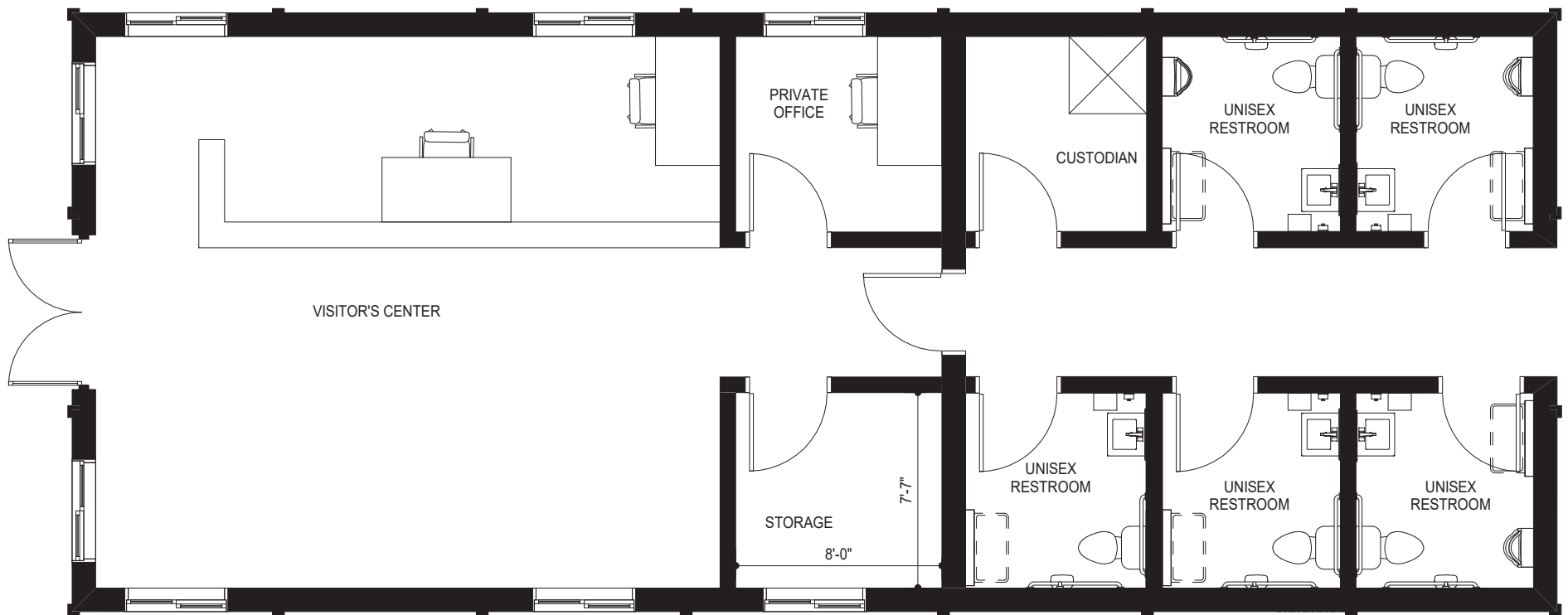


DOWNTOWN RESTROOM BUILDING FOR
TOWN OF CAPE CHARLES
CAPE CHARLES, VIRGINIA

EXT. VIEW - RESTROOM & VISITOR'S CENTER

11/03/22





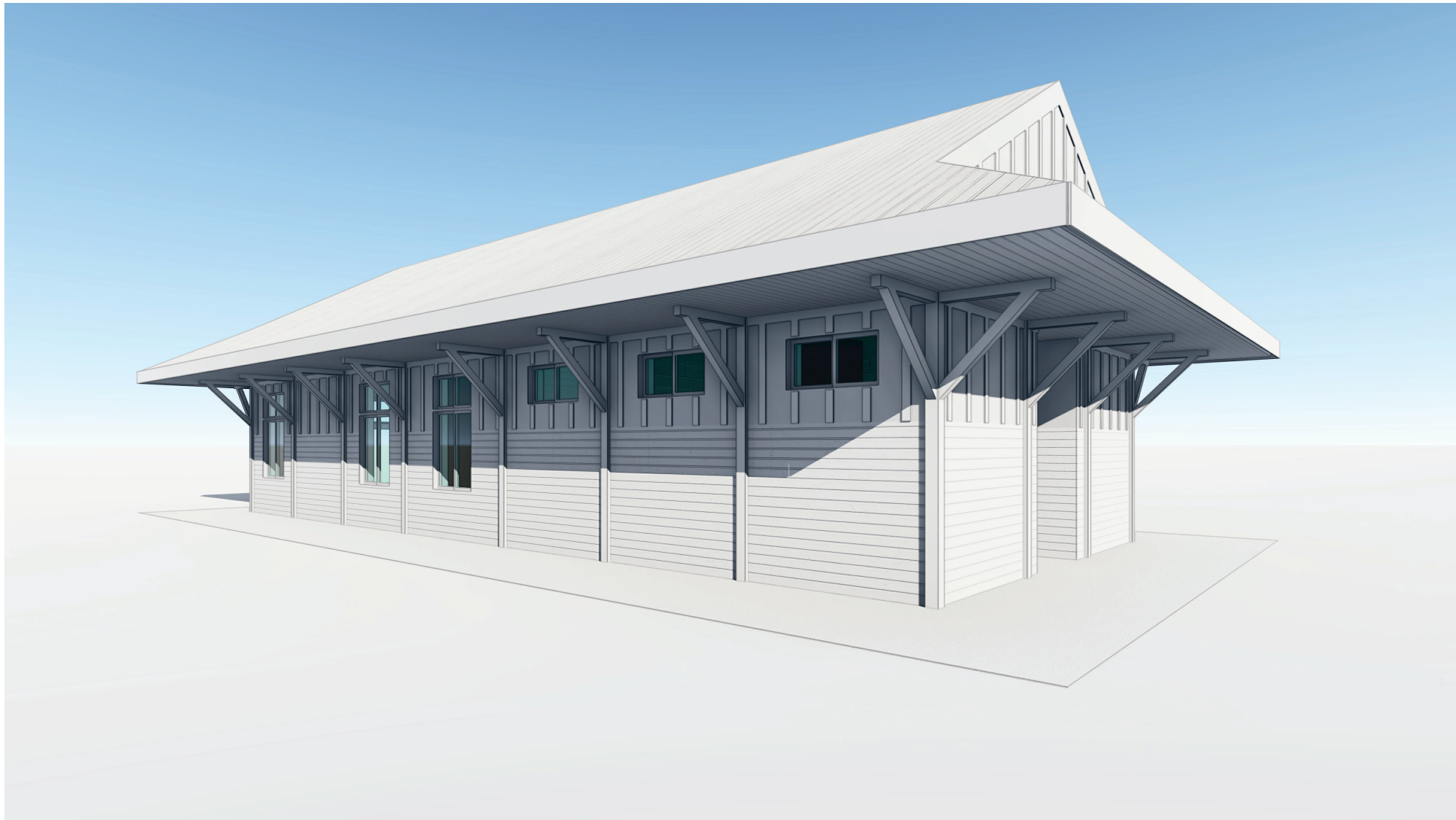
DOWNTOWN RESTROOM BUILDING FOR
TOWN OF CAPE CHARLES
 CAPE CHARLES, VIRGINIA

RESTROOM & VISITORS CENTER

TOTAL SF: 1,337

1/4" = 1'-0"

11/03/22



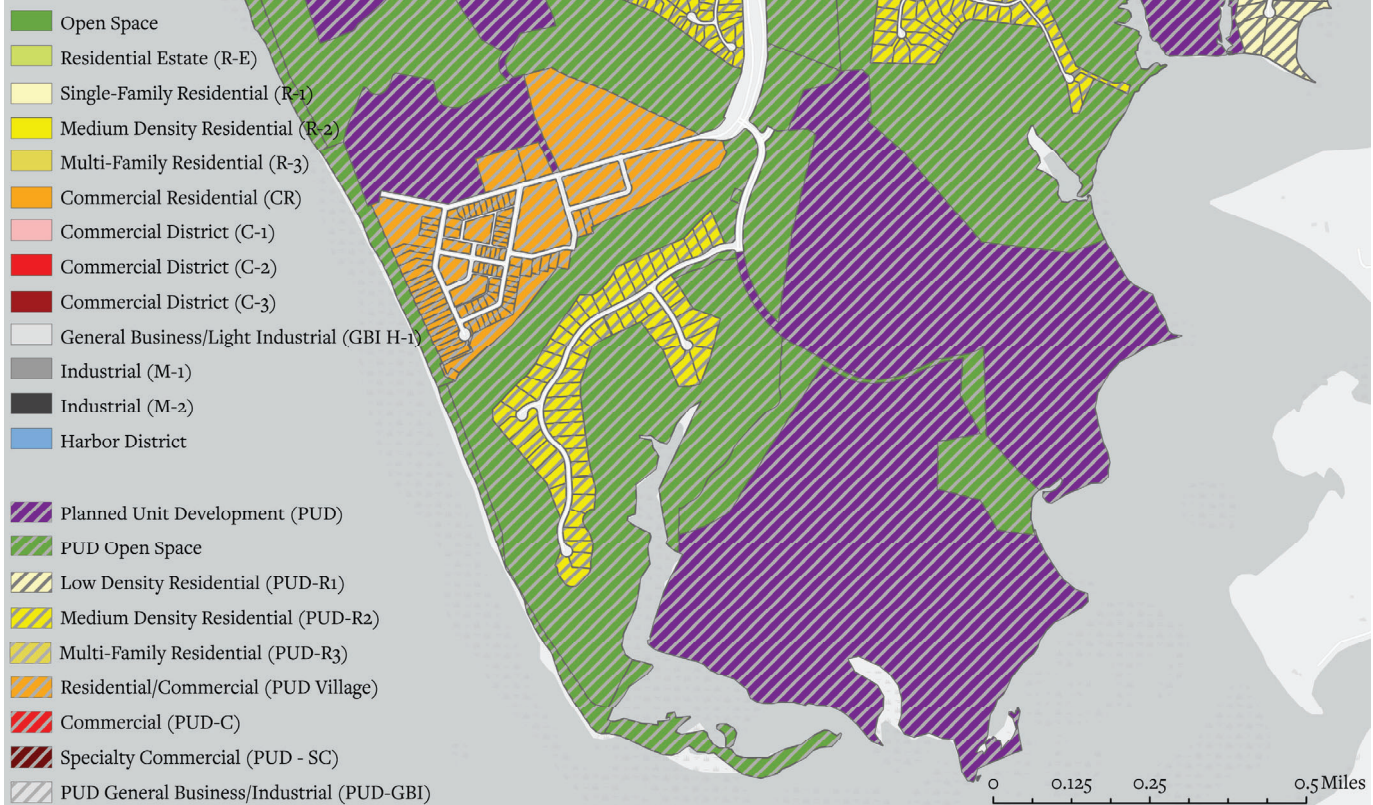
DOWNTOWN RESTROOM BUILDING FOR
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EXT. VIEW - RESTROOM & VISITOR'S CENTER

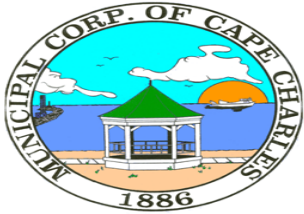
11/03/22

Existing Zoning

12/15/2022

- 
- This map displays the existing zoning for a coastal area. The map is color-coded and pattern-coded to represent various zoning districts. A legend on the left side of the map provides the key for these colors and patterns. A scale bar at the bottom right indicates distances in miles (0, 0.125, 0.25, 0.5). A north arrow is located in the top right corner. The map shows a mix of residential, commercial, industrial, and open space zones, with some areas designated as Planned Unit Developments (PUD).
- Open Space
 - Residential Estate (R-E)
 - Single-Family Residential (R-1)
 - Medium Density Residential (R-2)
 - Multi-Family Residential (R-3)
 - Commercial Residential (CR)
 - Commercial District (C-1)
 - Commercial District (C-2)
 - Commercial District (C-3)
 - General Business/Light Industrial (GBI H-1)
 - Industrial (M-1)
 - Industrial (M-2)
 - Harbor District
 - Planned Unit Development (PUD)
 - PUD Open Space
 - Low Density Residential (PUD-R1)
 - Medium Density Residential (PUD-R2)
 - Multi-Family Residential (PUD-R3)
 - Residential/Commercial (PUD Village)
 - Commercial (PUD-C)
 - Specialty Commercial (PUD - SC)
 - PUD General Business/Industrial (PUD-GBI)

0 0.125 0.25 0.5 Miles



HARBOR AREA REVIEW BOARD & HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 22, 2023

Item #: 6B – Cape Charles Main Street – Rail Car Restoration

Prepared by: Katie H. Nunez, Planning/Zoning Administrator

Date: February 15, 2023

APPLICANT: Cape Charles Town Council

TYPE OF APPLICATION: Harbor Development Certificate

SITE ADDRESS: Mason Avenue behind Strawberry Plaza

WORK TO BE PERFORMED:

TAX MAP: 83A3-A-9

CURRENT ZONING: Harbor District

LOT SIZE: 42.15 acres (total lot)

PROPOSED ZONING USES: CCZO Section 3.9

Less than 1,000 sq. ft (area shown in green on lot map below)

(D) (4) (b) - By-Right Use as Office and Institutional Use of a Civic and government facilities – Educational/Historic Tourism Heritage Display

DATE APPLICATION RECEIVED: February 6, 2023

HARB APPLICATION MTG: February 22, 2023

TOWN COUNCIL MTG: March 16, 2023

Proposed Development: Cape Charles Main Street was able to secure one of the decommissioned rail cars from the Canonie Atlantic LLC as they wound down rail operations on the Eastern Shore with the intent of placing this rail car within the downtown area for the intent and purpose of an adaptive re-use, possibly as a visitors' center. As the project has continued to evolve with the evaluation of the condition of the rail car and the work entailed to repurpose it, Cape Charles Main Street has moved away from the rail car serving as the visitor center but focused on it serving as a visual draw to tourists and to use it as the anchor for a exhibit to walk around with appropriate signage and graphics placed both on the rail car itself and through placed signage around the exterior of the rail car, creating a walking trail. Said rail car is placed adjacent to the area that has been earmarked by the Town to construct a visitor's center and public restrooms building.

The applicant is looking to move forward with the metal work that needs to occur on the rail car which is detailed as follows:

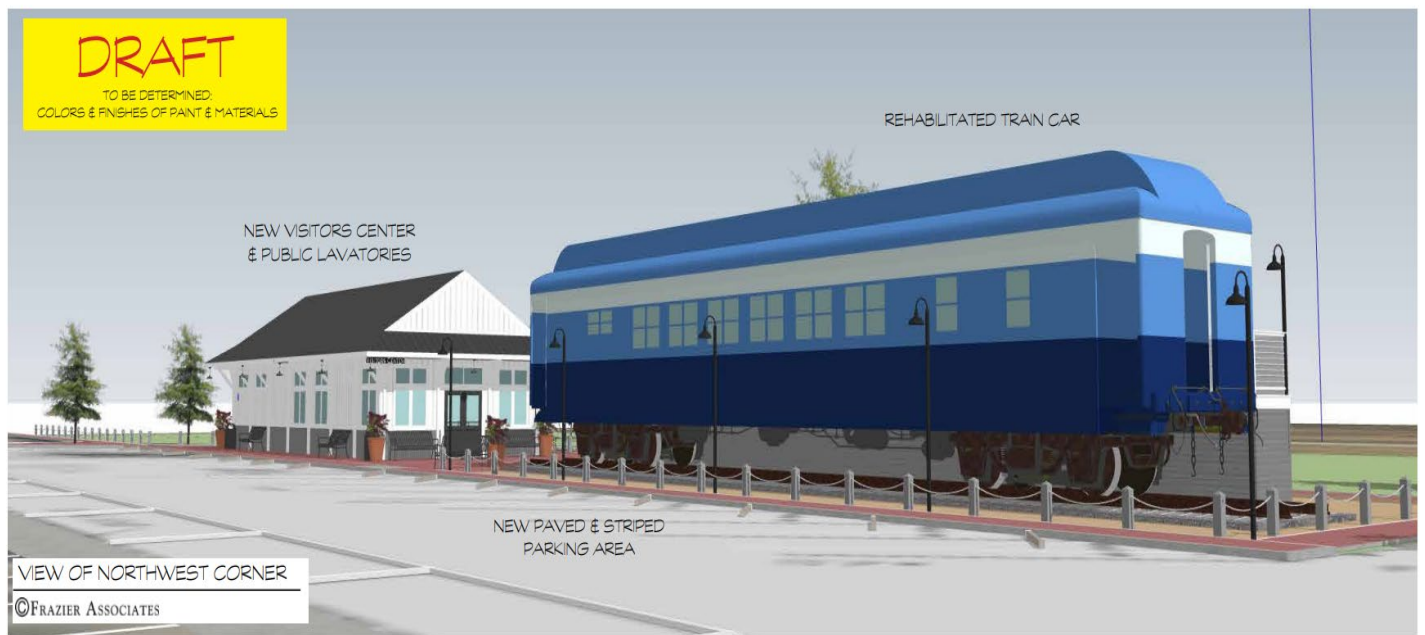
Townsend Garage Inc., hereafter referred to as TGI Welding would needle gun, grind, and prep surfaces to laminate 11gauge (1/8") steel plate 10" wide x10' long panels from the bottom row of rivets up 10" to cover the rusted-out sections on each side of the car. The entire length of each side would be done as to keep a uniform appearance. The panels would be welded 100% on 3 sides to keep moisture from getting behind the new steel. The bottom edge would be tacked as needed to the bottom row of rivet heads only. TGI would remove the old water and septic tank from underneath the car and transport from work site. All new steel would be primed in a coat of metal primer to keep new steel in good shape until a final coat of paint is applied by others.

At this time, the applicant is not seeking any additions to the rail car, but I felt it prudent to provide a full update to the HARB and HDRB on this project and to ensure that the appropriate approvals have been obtained based upon the conceptual plans, which are still in the process of securing funding and concurrence with their partner, the Cape Charles Town Council.

AERIAL VIEW OF TOTAL MAP



Cape Charles Main Street has access to design services which assisted in providing drawings as to what the area could look like for both the rail car and the visitors center & downtown restrooms. Below is rendering of the space where the rail car is meeting up with the established pathway over to the Harbor/Shanty and looking south and east onto the property.



Below is visual if you were approaching this directly off of Strawberry Plaza and looking towards the Harbor.



ZONING DISTRICT:

This parcel is zoned Harbor District but within that designation it is further delineated as “Mainstreet Mixed-use Area” of CCZO Section 3.9 (B) which was incorporated into the Town’s Historic District Overlay Map and Harbor Overlay Map as part of the re-certification of the Town’s adopted zoning map on December 15, 2022

Excerpt of Town Zoning Map



Based upon the zoning map, both the Harbor Area Review Board and Historic District Review Board have overlapping review authority.

This lot is a previously undeveloped lot and comprises part of the outer border of the Historic District Overlay and also zoned Harbor Zoning which requires a Harbor Development Certificate for the listed allowable uses in the Harbor District.

SITE CONSIDERATION:

Attached is the site plan prepared by MSA dated 2/3/2023 which incorporates the rail car as well as the adjacent visitor’s center and bathrooms building. As indicated in the visitor center presentation, there will be improved sidewalk surfaces for the pedestrian visitors to the site. Additionally, the required stormwater pond will be located on the backside area of the rail car to service the needs for the entire site, including the rail car and visitor’s center building and the paving/improvements to the parking areas.

A lighting and landscape plan will still need to be provided by the applicant and be part of a broader, more comprehensive plan for this area, including the currently leased parking lot and the visitor’s center and

Strawberry Plaza and any additional development that may be proposed on the Canonie Atlantic property to the immediate south and east of this proposal which meets the Town's requirements for safety and security issues for this type of public, high-traffic use based upon the established hours of operation and access to the restrooms.

Additionally, the applicant will need to submit a separate sign application(s) that clearly marks and advertises the tourism features of the rail car at this specific location but will also need to apply for the informational/educational signs intended for placement in and around the rail car to serve as a type of exterior kiosk of the history of the town and its rail heritage.

STAFF ANALYSIS

ZONING COMPLIANCE

The decommissioned rail car was placed on the property more than a year ago and further steps are being taken to ensure that it is not mobile on the lot but firmly fixed in place. The height of the rail car is within the height requirements of the Harbor District and the lot as a whole is compliant regarding the required lot frontage, lot depth and lot area and meets the 25% Open Space requirement. Pursuant to Cape Charles Zoning Ordinance Section 3.9 (3) (a), the structure is located within the designated Intensely Developed Area of the Chesapeake Bay Preservation Act Overlay District. Additionally, this structure will be intended to provide amenities for pedestrians and other visitors to the Town, pursuant to CCZO Section 3.9 (3) (a) (2). This proposed development, based upon the remaining lot acreage owned by Canonie Atlantic which is not proposed for development, meets the Open Space requirement of CCZO Section 3.9 (G).

All utilities required to service this building will be installed underground, pursuant to CCZO Section 3.9 (H).

Any property within the Harbor District is required to submit a Harbor Development Certificate application that requires review and recommendation from the Harbor Area Review Board based upon the criteria for review contained in CCZO Section 3.9 (I) (3).

There may be further improvements and access to the interior spaces of the rail car, if funds and design elements within the constraints of the site support this, but the applicant is aware that they would need to submit an amendment to any approved Harbor Development Certificate to the HARB and HDRB providing new exterior elevation drawings and conceptual renderings of said improvements.

The rail car is supportive to the visual concept being pursued with the visitor's center and restroom building which would be styled to look like a railroad station building adjacent to a rail car. The design firm used by the applicant has shown how certain architectural tweaks and design choices relative to signage and lighting can support and enhance that visual. I believe the applicant may be sharing such images with you at the meeting but they are not being formally submitted with this application because they contain additional improvements on the property that have not been agreed to by the Town Council.

The narrative letter supplied by the Town for the visitor's center and restroom building is also extended and applicable to the rail car since it has been included in the site plan prepared by the Town. A copy of this letter has been attached to this application for your information and re-review to determine adequacy of evaluation and compliance with the criteria review to obtain a Harbor Development Certificate, pursuant to the ordinance.

Criteria for review. In reviewing the Harbor Development Certificate Application, the Zoning Administrator, the Harbor Area Review Board, and the Town Council shall consider the following criteria:

- a. Use characteristics of the proposed development.
- b. Preservation of historic structures; preservation of significant features of existing buildings when such buildings are to be renovated; relation to nearby historic structures or districts including a need for height limits.
- c. Location and adequacy of off-street parking and loading provisions, including the desirability of bicycle parking.
- d. Vehicular circulation within the development and its relation to other existing and proposed transportation facilities.
- e. Inclusion of alleys to enhance vehicular transportation within the development.
- f. Provision of concealed commercial loading and unloading areas adjacent to alleys to prevent loading, unloading, and trash collection along public rights of way.
- g. Traffic generation characteristics of the proposed development in relation to street capacity.
- h. Provision of open space to meet the requirements of the district; the location, design, landscaping and other significant characteristics of this public open space, and its relation to existing and planned public and private open space.
- i. Multi-modal transportation facilities within the proposed development and their relation to public open space and pedestrian circulation patterns.
- j. Architectural relationships, both formal and functional, of the proposed development to surrounding buildings, including building siting, massing, proportion, and scale.
- k. Use of architectural details, storefront design, window openings, roof shapes, porches, and columns to balance the proportions of facades into pleasant and cohesive compositions.
- l. Microclimate effects of proposed development, including effects on wind velocities, sun reflectance, and sun access to streets and/or existing buildings and/or public open space.
- m. Protection of significant views and view corridors, particularly views of the Cape Charles Harbor from existing road intersections.
- n. Relationship of on-site lighting and landscaping to other surrounding lighting and landscaping designs both public and private.
- o. Relationship of on-site signage to architectural elements of the proposed development and relationships to nearby development.
- p. Adherence to policies included in the Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines, the Comprehensive Plan, and other officially adopted plans of the Town.
- q. Adherence to the intent and requirements of the Harbor District

Statement of Intent. The intent of this zoning district is to encourage a vibrant working waterfront area that is both a strong economic benefit to the Town with compatible new industry and employment uses, and a strong public and recreational value, with public gathering places and access to the water, a place for people to conduct business and to live, meet, relax, encounter nature, and learn of Cape Charles' working maritime and rail heritage and its strong historic traditions. Any new development shall provide and encourage public access to the water's edge as well as emphasize the pedestrian environment throughout the harbor. The south side of Mason Avenue shall provide a visually inviting connection to the harbor via continuous environments for multi-modal means of transportation and connect to the other existing and future links to Cape Charles and environs. This zoning district is also intended to implement the Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines as an overall guide to the future development and redevelopment of the harbor area.

The Boards are requested to review the responses submitted to determine if you find them sufficient to pass all of the criteria to achieve favorable approval by both the Historic District Review Board and the Harbor Area Review Board to recommend a Harbor Development Certificate and Certificate of Approval to Town Council for the Rail Car Project.

STAFF RECOMMENDATION:

Staff is requesting the HARB and the HDRB to review the application material submitted by the applicant and determine if this is in compliance and consistent with the intent of the Harbor District. *Staff is recommending waiver of the second review meeting as outlined in the Ordinance and is recommending to both the HARB and the HDRB to determine that the application is sufficient, complete and compliant with the Harbor District regulations and that the HARB and the HDRB would recommend favorable consideration of this application to the Town Council for the issuance of a Harbor Development Certificate.*

Attachments:

Attachment 1: Survey prepared by MSA dated 2/3/2023

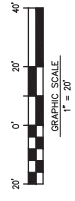
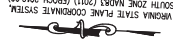
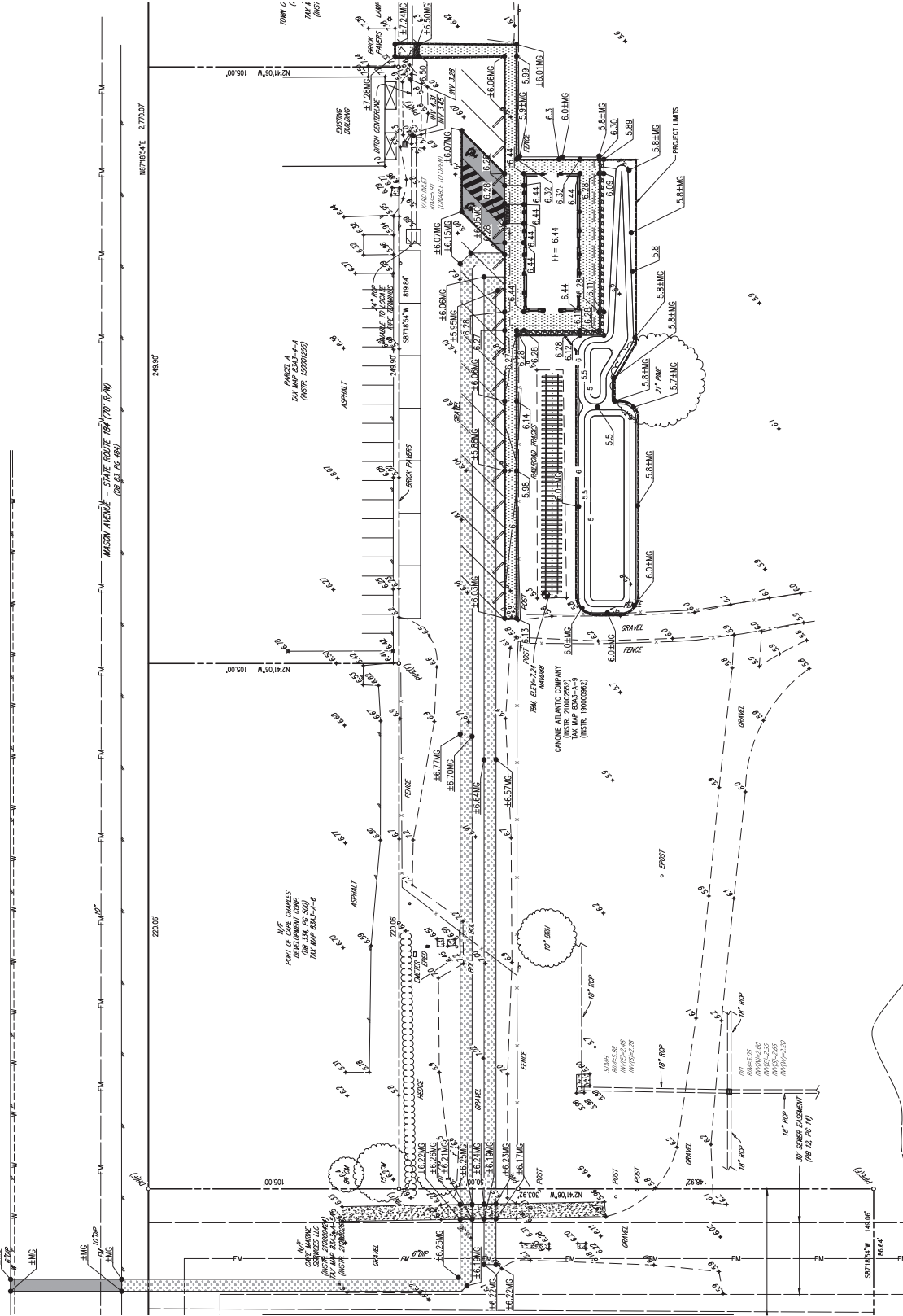
Attachment 2: Email from Bill Stramm, Chair of Cape Charles Main Street

Attachment 3: Cape Charles Zoning Map



GRADING & DRAINAGE NOTES:

- [illegible]



Tracy Outten

From: Bill Stramm <billstramm@gmail.com>
Sent: Wednesday, February 8, 2023 7:13 AM
To: Katie Nunez
Cc: Karen Zamorski; Tammy Holloway
Subject: Fwd: Quote on railcar project
Attachments: PRELIM TRAIN LAYOUT.pdf

Good Morning Katie,

Per our discussion yesterday I'm providing the following. The email from Barry Downing quoting the sheet metal cost and work to be performed on the train car. Barry outlines how long it will take for his work. I've attached the DRAFT sketches from Fraizer Associates that provide some idea of the path around the train. We're not sure about the HC access ramp being part of the train. Also the path composition could be concrete or something else, e.g., pavers. The train car will be repainted the color that represented the rail line back in the 1930s. The windows on the train will be covered with plywood, painted with silhouettes of passengers inside the car. Plexiglass will cover the plywood to protect from the elements. I mentioned storyboards that would surround the train. We anticipate approximately 10 - 12 of them. They would be mounted in the ground on pedestal for viewing.

Please let me know if I missed anything.

Bill

Begin forwarded message:

From: Karen Zamorski <karenz.ccms@gmail.com>
Subject: Fwd: Quote on railcar project
Date: February 8, 2023 at 6:39:39 AM EST
To: Bill Stramm <billstramm@gmail.com>

Here you go.

Karen

----- Forwarded message -----

From: Steven Pautz <stevenpautz@gmail.com>
Date: Thu, Jan 12, 2023 at 4:22 PM
Subject: Fwd: Quote on railcar project
To: Karen <karenz.ccms@gmail.com>

----- Forwarded message -----

From: Steven Pautz <stevenpautz@gmail.com>
Date: Tue, Jan 10, 2023 at 3:57 PM

Subject: Re: Quote on railcar project
To: Kay Downing <tgishop1@verizon.net>

Thanks, have a meeting with the team on Thursday and this helps a lot.

On Tue, Jan 10, 2023 at 3:54 PM Kay Downing <tgishop1@verizon.net> wrote:

Hello Steven,

The following is a quote for scope of work on the railcar project in Cape Charles. Townsend Garage Inc., hereafter referred to as TGI Welding would needle gun, grind, and prep surfaces to laminate 11 gauge (1/8") steel plate 10" wide x10' long panels from the bottom row of rivets up 10" to cover the rusted out sections on each side of the car. The entire length of each side would be done as to keep a uniform appearance. The panels would be welded 100% on 3 sides to keep moisture from getting behind the new steel. The bottom edge would be tacked as needed to the bottom row of rivet heads only. TGI would remove the old water and septic tank from underneath the car and transport from work site. All new steel would be primed in a coat of metal primer to keep new steel in good shape until a final coat of paint is applied by others. This is the only work that this price will include at this time. The following cost would include total for materials charge, labor and sales tax. The cost for the said above work would be \$35,000.00. If awarded the work TGI would request a down payment of \$15,000.00 to start work on the project and the balance of \$20,000.00 to be paid in full within 30 days of receiving final invoice that above stated work is complete. We appreciate the opportunity to work with you on this worthy project and appreciate the opportunity to provide you with a quote.

Thanks,
Barron Downing III
TGI Welding
Shop Manager

--

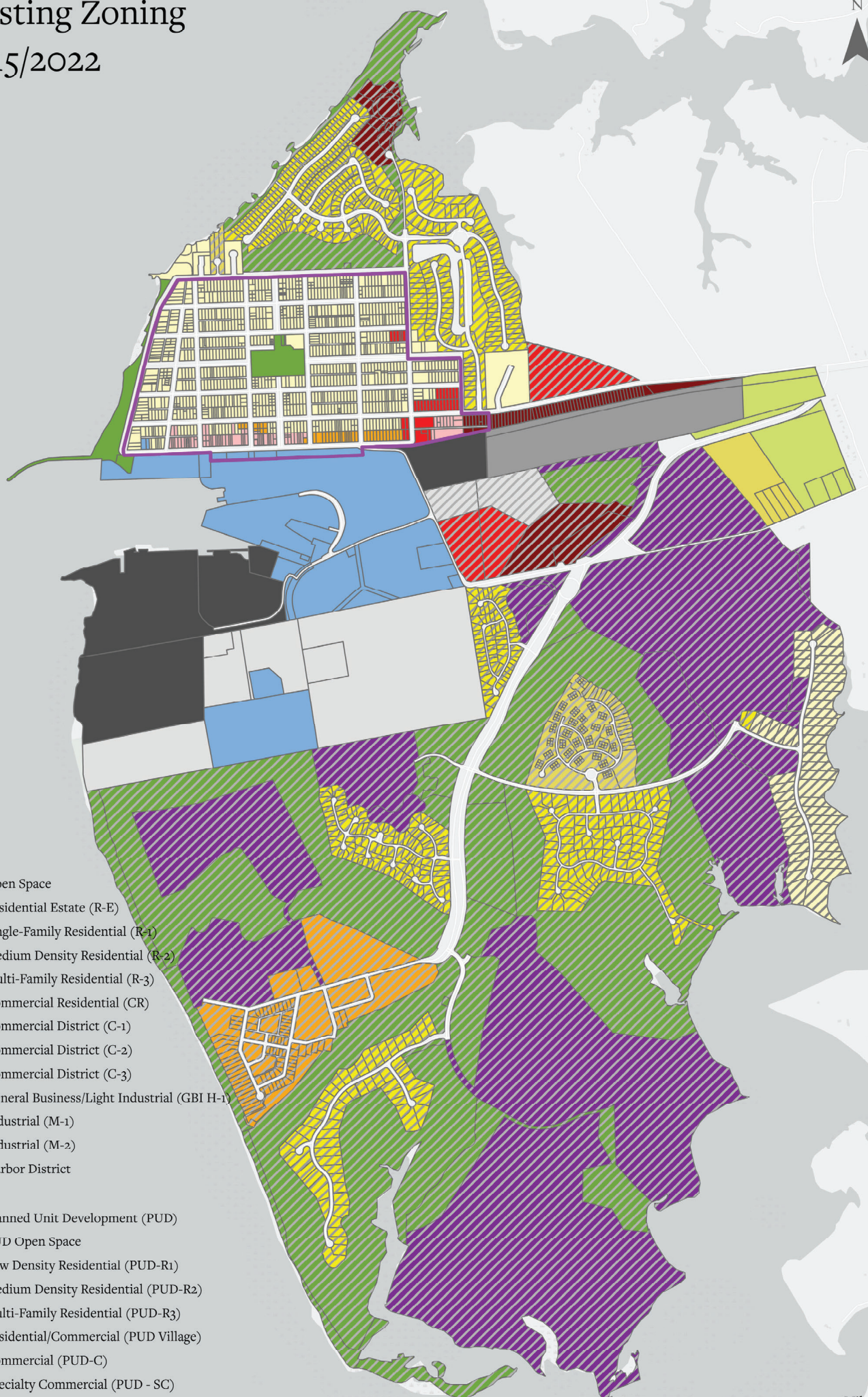
Karen Zamorski
Executive Director



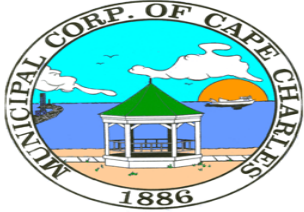
PO Box 567
Cape Charles, VA . 23310
757-678-2303

Existing Zoning

12/15/2022

- 
- Open Space
 - Residential Estate (R-E)
 - Single-Family Residential (R-1)
 - Medium Density Residential (R-2)
 - Multi-Family Residential (R-3)
 - Commercial Residential (CR)
 - Commercial District (C-1)
 - Commercial District (C-2)
 - Commercial District (C-3)
 - General Business/Light Industrial (GBI H-1)
 - Industrial (M-1)
 - Industrial (M-2)
 - Harbor District
 - Planned Unit Development (PUD)
 - PUD Open Space
 - Low Density Residential (PUD-R1)
 - Medium Density Residential (PUD-R2)
 - Multi-Family Residential (PUD-R3)
 - Residential/Commercial (PUD Village)
 - Commercial (PUD-C)
 - Specialty Commercial (PUD - SC)
 - PUD General Business/Industrial (PUD-GBI)

0 0.125 0.25 0.5 Miles



HARBOR AREA REVIEW BOARD & HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 22, 2023

Item #: 8A – Town of Cape Charles – new Municipal Building

Prepared by: Katie H. Nunez, Planning/Zoning Administrator

Date: February 15, 2023

APPLICANT: Cape Charles Town Council

TYPE OF APPLICATION: Harbor Development Certificate

SITE ADDRESS: Off of Cassatt Parkway (located behind the old Rosenwald School Building)

WORK TO BE PERFORMED: Construct a 15,494 sq. ft municipal building

TAX MAP: 83A3-A-14C

CURRENT ZONING: Harbor District

LOT SIZE: 2.72 acres

PROPOSED ZONING USES: CCZO Section 3.9 (D) (4) (b) - By-Right Use as Office and Institutional Use of a Civic and government facilities – new Town Hall offices and Police Department

DATE APPLICATION RECEIVED: February 6, 2023

HARB APPLICATION MTG: February 22, 2023

TOWN COUNCIL MTG: March 16, 2023

Proposed Development: John Hozey, Town Manager, on behalf of the Cape Charles Town Council, is seeking to construct a 15,494 sq. ft. Municipal Building on Tax Map #83A3-A-14C. Said parcel is owned by the Town of Cape Charles.

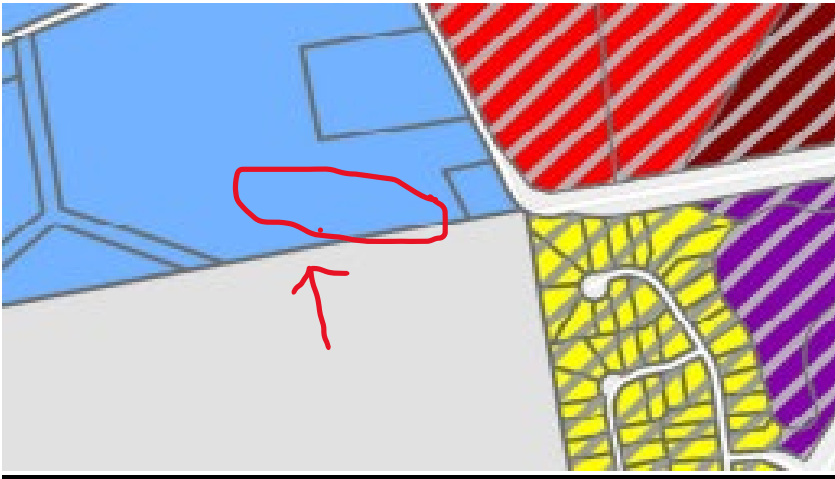
AERIAL VIEW OF TOTAL MAP



ZONING DISTRICT:

This parcel is zoned Harbor District.

Excerpt of Town Zoning Map



This lot was previously part of a larger Town-owned parcel where the northern edge of the parcel is home to the Town's wastewater plant. The parcel was subdivided in 2022 and the Town allocated some land to the Rosenwald School lot and carved out a lot to serve as the future home of a new municipal building for the Town.

SITE CONSIDERATION:

Attached is the site plan prepared by MSA dated 2/3/2023.

The building will be 35 feet in height. The applicant through its architectural firm of HBA has provided a conceptual rendering of the proposed building.

A new entrance is being proposed onto Cassatt Parkway (formerly known as Old Cape Charles Road). There is ample parking allocated to serve both the employees of the new Town Hall and Police Department and for visitors to the building to receive services from the municipal offices as well as to attend public meetings in the large room designated as the Council Chambers and Meeting Room.

Golf cart parking has been designated on the site plan and the Town is working on ensuring there will be a golf cart pathway from the historic part of town as well as from the Bay Creek development to this new, centralized Municipal Building property.

STAFF ANALYSIS

ZONING COMPLIANCE

The proposed municipal building is within the height requirements and meets the frontage, lot depth and lot area requirements of the zoning district and meets the 25% Open Space requirement.

All utilities required to service this building will be installed underground, pursuant to CCZO Section 3.9 (H).

Any property within the Harbor District is required to submit a Harbor Development Certificate application that requires review and recommendation from the Harbor Area Review Board based upon the criteria for review contained in CCZO Section 3.9 (I) (3).

Criteria for review. In reviewing the Harbor Development Certificate Application, the Zoning Administrator, the Harbor Area Review Board, and the Town Council shall consider the following criteria:

- a. Use characteristics of the proposed development.
- b. Preservation of historic structures; preservation of significant features of existing buildings when such buildings are to be renovated; relation to nearby historic structures or districts including a need for height limits.
- c. Location and adequacy of off-street parking and loading provisions, including the desirability of bicycle parking.
- d. Vehicular circulation within the development and its relation to other existing and proposed transportation facilities.
- e. Inclusion of alleys to enhance vehicular transportation within the development.
- f. Provision of concealed commercial loading and unloading areas adjacent to alleys to prevent loading, unloading, and trash collection along public rights of way.
- g. Traffic generation characteristics of the proposed development in relation to street capacity.
- h. Provision of open space to meet the requirements of the district; the location, design, landscaping and other significant characteristics of this public open space, and its relation to existing and planned public and private open space.
- i. Multi-modal transportation facilities within the proposed development and their relation to public open space and pedestrian circulation patterns.
- j. Architectural relationships, both formal and functional, of the proposed development to surrounding buildings, including building siting, massing, proportion, and scale.
- k. Use of architectural details, storefront design, window openings, roof shapes, porches, and columns to balance the proportions of facades into pleasant and cohesive compositions.
- l. Microclimate effects of proposed development, including effects on wind velocities, sun reflectance, and sun access to streets and/or existing buildings and/or public open space.
- m. Protection of significant views and view corridors, particularly views of the Cape Charles Harbor from existing road intersections.
- n. Relationship of on-site lighting and landscaping to other surrounding lighting and landscaping designs both public and private.
- o. Relationship of on-site signage to architectural elements of the proposed development and relationships to nearby development.
- p. Adherence to policies included in the Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines, the Comprehensive Plan, and other officially adopted plans of the Town.
- q. Adherence to the intent and requirements of the Harbor District

Statement of Intent. The intent of this zoning district is to encourage a vibrant working waterfront area that is both a strong economic benefit to the Town with compatible new industry and employment uses, and a strong public and recreational value, with public gathering places and access to the water, a place for people to conduct business and to live, meet, relax, encounter nature, and learn of Cape Charles' working maritime and rail heritage and its strong historic traditions. Any new development shall provide and encourage public access to the water's edge as well as emphasize the pedestrian environment throughout the harbor. The south side of Mason Avenue shall provide a visually inviting connection to the harbor via continuous environments for multi-modal means of transportation and connect to the other existing and future links to Cape Charles and environs. This zoning district is also intended to implement the Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines as an overall guide to the future development and redevelopment of the harbor area.

The applicant has provided a statement dated February 6, 2023, that addresses each criteria requirement and the HARB is requested to review the responses submitted to determine if you find them sufficient to pass all of the criteria to achieve favorable approval by the Harbor Area Review Board to recommend a Harbor Development Certificate and Certificate of Approval to Town Council.

While they are the applicant for this project, Town Council is still identified as the final authority to take final action regarding the issuance of the Harbor Development Certificate.

STAFF RECOMMENDATION:

Staff is requesting the HARB to review the application material submitted by the applicant and determine if this is in compliance and consistent with the intent of the Harbor District. *Staff is recommending waiver of the second review meeting as outlined in the Ordinance and is recommending to the HARB to determine that the application is sufficient, complete, and compliant with the Harbor District regulations and that the HARB would recommend favorable consideration of this application to the Town Council for the issuance of a Harbor Development Certificate.*

Attachments:

Attachment 1: Application, Narrative Letter dated February 6, 2023, Survey prepared by MSA dated 2/3/2023, and Architectural Rendering

Attachment 2: Cape Charles Zoning Map



HARBOR DEVELOPMENT CERTIFICATE APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
tracy.outten@capecharles.org

PERMIT CHECKLIST - all documents can be emailed to the above email

- | | |
|--|---|
| ☒ Completed application | ☐ Photos/elevations of existing structure |
| ☒ Letter of intent clearly explaining project | ☒ Photos/elevations of proposed project |
| ☒ Existing site plan or survey | ☐ Proposed materials list |
| ☒ Proposed site plan or survey (if applicable) | ☐ Payment of fees (\$300 + \$70/acre) |

PROPERTY INFORMATION

Name of Project: Municipal Building
Property Address: Cassatt Parkway
Brief Description of Project: Construct new Municipal Building
Zoning District: HD Current Use: Undeveloped Proposed Use: Instituional

OWNER INFORMATION

Name and Company: Municipal Corporation of Cape Charles
Mailing Address: 2 Plum Street, Cape Charles, VA 23310
Phone Number: 757-331-3259, x19 Email: bob.panek@capecharles.org

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Municipal Corporation of Cape Charles
Mailing Address: 2 Plum Street, Cape Charles, VA 23310
Phone Number: 757-331-3259, x19 Email: bob.panek@capecharles.org

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Applicant:  Date: 2/6/23



Municipal Corp. of Cape Charles

February 6, 2023

Zoning Administrator
Town of Cape Charles
2 Plum St.
Cape Charles, VA 23310

Dear Ms. Nunez,

Please find attached a Harbor Development Certificate Application and plot plan for the proposed new Municipal Building on Parcel 83A3-A-14-3 along Cassatt Parkway, State Route 653. This parcel is zoned Harbor District. The Town Council wishes to build a new Municipal Building on this site and dispose of the existing substandard building on Plum Street. The property is approximately 2.1 acres of undeveloped wooded land and is owned by the Town.

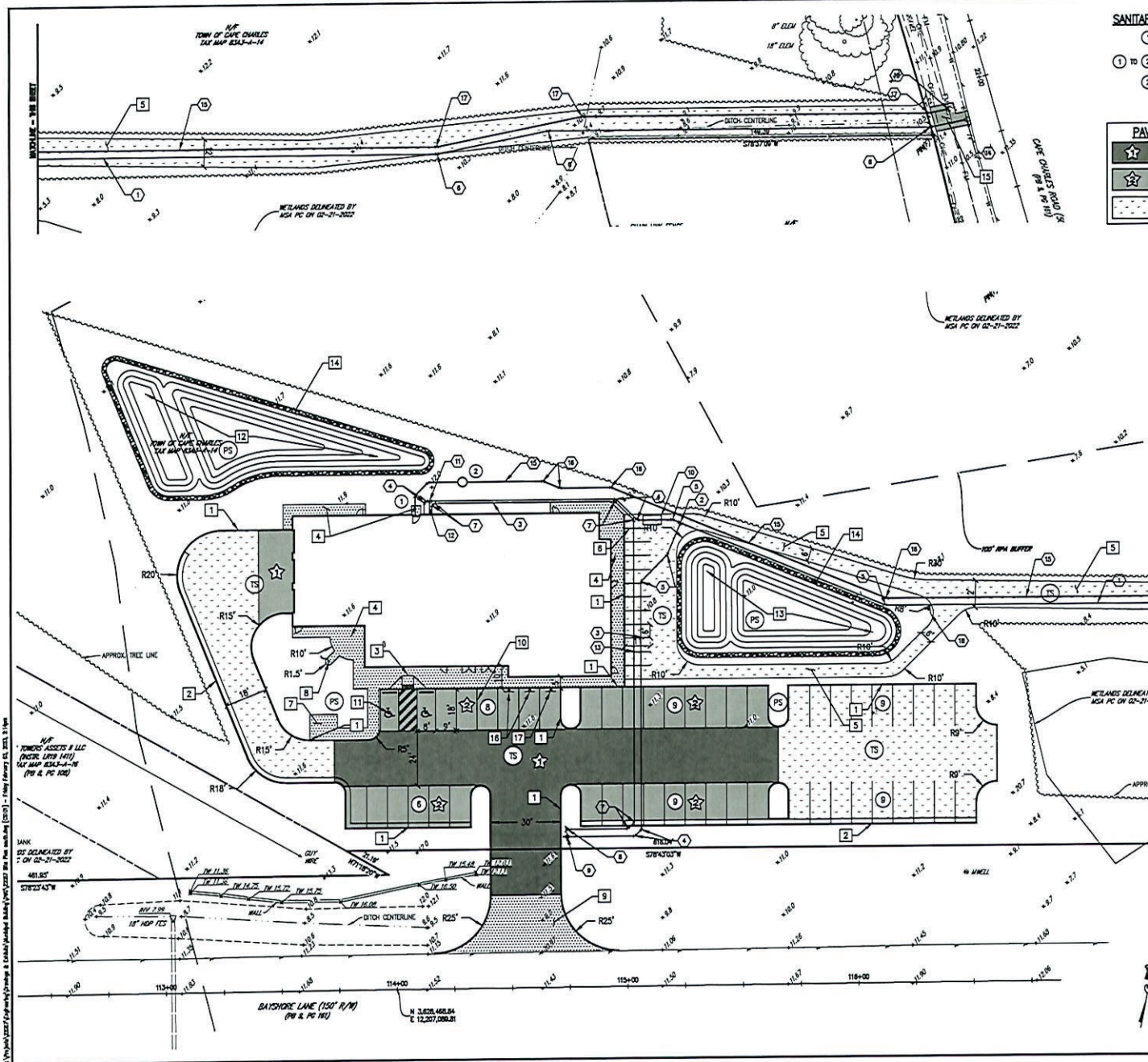
The requirements for the Detailed Application are addressed below:

1. The building and parking areas have been sited to preserve wooded open space on all sides. There is a small non-tidal wetlands area on the east side of the site which will be preserved. Additionally, the site is bordered on the west and north sides by property within the Chesapeake Bay Resource Protection Area which will remain open space.
2. The only scenic asset or natural feature on the site is the wetlands area.
3. The entire site is dedicated to a public purpose. One building will house all municipal legislative, administrative and law enforcement functions. The site location makes heavy pedestrian traffic impractical. It has been designed for convenient automotive and golf cart access. This includes a golf cart path over an easement on the Cape Charles Rosenwald School Restoration Initiative property from Old Cape Charles Road.
4. There will be separate parking areas for golf carts and other motor vehicles. Sidewalks will lead to all points of building ingress and egress.
5. Landscaping is delineated on the plot plan.
6. Signage is delineated on the plot plan. This includes spaces reserved for police and ADA accessible parking, as well as a loading zone for deliveries. There is a dedicated area for trash pickup.
7. Conceptual renderings of the building exterior are attached.

If any clarification or additional information is needed, please contact Mr. Bob Panek at 757-331-3259, x19, or bob.panek@capecharles.org.

Sincerely,

John Hozey
Town Manager

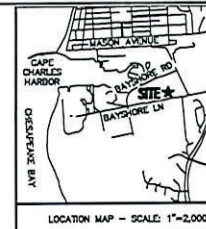


SANITARY SEWER SCHEDULE

1. BUILDING CONNECTION
IN= 12.00
2. TO 3. 30 LF 4" DP @ 1.0%
3. SANITARY SEWER PUMP STATION
REFER TO C-500
IN= 12.40
IN= 8.00

PAVEMENT LEGEND

- ★ HEAVY DUTY ASPHALT PAVEMENT SECTION (SEE SHEET C-503)
- ★ LIGHT DUTY ASPHALT PAVEMENT SECTION (SEE SHEET C-503)
- GRAVEL/SHELL PAVEMENT SECTION (SEE SHEET C-503)



NEW WORK KEYNOTES:

1. VDOT C-2
2. VDOT C-6
3. VDOT C-12
4. CONCRETE SIDEWALK
5. GOLF CART PATH (TYP)
6. GOLF CART PARKING MARKING (TYP)
7. 12" W/ TRASH ENCLOSURE, REFER TO C-503
8. FLAG POLE
9. CONCRETE ENTRANCE
10. PARKING MARKING (TYP)
11. ACCESSIBLE PARKING MARKING (TYP)
12. INFILTRATION BASIN 1, REFER TO C-503
13. INFILTRATION BASIN 2, REFER TO C-503
14. GRAVEL DAMPPROOF, REFER TO C-503
15. PAVEMENT PATCH
16. "POLICE PARKING ONLY" SIGN
17. "LOADING/UNLOADING ONLY" SIGN
18. "KEEP RIGHT" SIGN

UTILITY KEYNOTES:

1. 6" C900 PVC
2. 6" 4" TEE
3. 6" C900 PVC
4. 6" 45° BEND
5. 6" 22.5° BEND
6. 6" 11.25° BEND
7. 4" 45° BEND
8. FIRE DEPARTMENT CONNECTION
9. FIRE HYDRANT
10. 6" COMBINATION METER AND VALVE
11. 6" 45° TEE
12. 2" C900 PVC
13. 4" C900 PVC DRY LINE TO FIC
14. 6" 4" TAPPING SLEEVE AND VALVE
15. 1.25" SCH80 PVC SANITARY SEWER FORCE MAIN
16. 1.25" 22.5° BEND
17. 1.25" 11.25° BEND
18. 1.25" 45° TEE

UTILITY NOTES:

1. ALL SANITARY SEWER PIPE MATERIAL ON-SITE SHALL BE PVC. DUCTILE IRON MATERIAL SHALL BE USED IF MINIMUM COVER CAN NOT BE PROVIDED FOR PVC.
2. THE MINIMUM COVER FOR GRAVITY SEWER LATERALS SHALL BE 24" FOR DUCTILE IRON PIPE AND 36" FOR PVC PIPE.
3. THE MINIMUM SLOPE OF 4" GRAVITY SEWER LATERALS SHALL BE 1.0%. THE RINGS OF SANITARY SEWER CLEANOUTS SHALL BE SET FLUSH WITH FINISHED GRADE.
4. ALL PVC SANITARY SEWER PIPE SHALL BE TYPE SD-35. ALL DUCTILE IRON SANITARY SEWER PIPE SHALL BE TYPE 481. INSTALL BRASS FITTINGS TO ALL SANITARY SEWER PIPE THAT IS NOT DUCTILE IRON IN THE RIGHT OF WAY.
5. BRASS FITTINGS TO MEET CDA HCL CORROSION, WITH NO MORE THAN ONE-FOURTH OF ONE PERCENT (0.25%) TOTAL LEAD CONTENT BY WEIGHT FOR CORPORATION STEPS, WATER VALVES AND SERVICE CONNECTIONS.
6. CONTRACTOR MUST NOTIFY PUBLIC WORKS CONSTRUCTION REPRESENTATIVE SEVEN (7) CALENDAR DAYS PRIOR TO ANY NIGHT TIME SHUTDOWN OF THE WATER MAIN.
7. RESTRAIN ALL WATER LINES IN ACCORDANCE WITH LOCAL AND STATE SPECIFICATIONS.
8. ALL WATER LINE PIPE MATERIAL WITHIN THE RIGHT OF WAY AND PUBLIC EASEMENT SHALL BE TYPE K EPOXYD. ALL WATER LINE PIPE MATERIAL ON-SITE SHALL BE PVC UNLESS OTHERWISE NOTED.
9. MAINTAIN 18" MINIMUM VERTICAL SEPARATION FOR STREETS AND STORM CROSSLING OVER WATER LINES. MAINTAIN 10' HORIZONTAL SEPARATION BETWEEN WATER AND SEWER MAINS.
10. AS NECESSARY, ADJUST EXISTING UTILITY RIMS TO MATCH FINISHED GRADE.
11. ALL ON-SITE LIGHTING FIXTURES SHALL BE OF APPROPRIATE HEIGHT AND DESIGN AND ANGLED APPROPRIATELY AS TO PREVENT ANY DIRECT REFLECTION AND/OR DISABILITY GLARE TOWARD ADJACENT LOTS AND CITY STREETS. LIGHTING SHALL BE DIRECTED/REFLECTED DOWN AT THE GROUND, AND NOT OUT HORIZONTALLY OR UP IN THE AIR.
12. ALL PROPOSED UTILITIES ENCRUSTING WITHIN THE LIMITS OF A STATE MAINTAINED DETCH SHALL MAINTAIN A MINIMUM DEPTH OF 36" AS MEASURED FROM THE BOTTOM OF THE DETCH THROUGHOUT THE ENTIRE UTILITY ENCRUSTMENT.



DESIGNED	CHECKED	APPROVED	DATE
			02/03/23

LAYOUT AND UTILITY PLAN OF
CAPE CHARLES MUNICIPAL BUILDING
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA

SHEET
CS101
3 of 13 Sheets
SCALE: 1" = 20'
PROJECT NO.: 22007

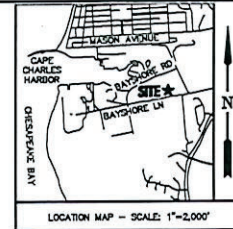
PLANTING SCHEDULE

TREES	ITEM	QUANTITY	SCIENTIFIC NAME	COMMON NAME	HT./CALPER/CONT. SIZE	SPACING
	QB	6	QINQU BILGDA	MAIDENHAIR	6'-8", 1'-1 1/2"	-
	QV	8	QUERCUS PHELLOS	WILLOW OAK	8'-8", 1'-1 1/2"	-
SHRUBS	ITEM	QUANTITY	SCIENTIFIC NAME	COMMON NAME	HT./CALPER/CONT. SIZE	SPACING
	AR	30	ABELIA 'RADIANCE'	RADIANCE ARBIA	3 GAL.	-
	HL	28	HYDRANGEA 'LITTLE LILIP'	LITTLE LILIP HYDRANGEA	1 GAL.	-
	MC	10	MULCH PLANTING	MULCH GRASS	3 GAL.	42" O.C.
	MS	20	MUSCANTHUS 'S. MORNING LIGHT'	MAIDEN GRASS	3 GAL.	42" O.C.
	PA	20	PANICUM 'A. HAMPTON'	MOUNTAIN GRASS	1 GAL.	-
	PL	24	PEROVSKIA 'LITTLE SPIRE'	LITTLE SPIRE RUSSIAN SADE	1 GAL.	7' O.C.
	RS	30	RUBUS 'CRAVATTA'	BLACK EYED RHUSAN	1 GAL.	7' O.C.

TREE CANOPY
10% CANOPY REQUIREMENT = 0.13 AC
CANOPY PROVIDED RETAINED = 0.53 ACRES

PLANTING NOTES

- CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE.
- TEST SOIL BEFORE PLANTING AND ADD PROPER SOIL AMENDMENTS TO SOIL TO ESTABLISH PH OF 6.5.
- PROVIDE 8" MIN. DEPTH OF TOPSOIL AT ALL PLANT BEDS, PRIOR TO PLANTING AND/OR SOIL EROSION CLOTH INSTALLATION. PROVIDE 4" MIN. DEPTH OF TOPSOIL AT ALL DISTURBED GRASS AREAS. THE CONTRACTOR SHALL VERIFY THAT TOTAL QUANTITIES INDICATED IN THE PLANT LIST OR SCHEDULE AGREES WITH QUANTITIES SHOWN ON PLANTING LAYOUT. IF DISCREPANCIES, USE TOTAL OF QUANTITIES SHOWN ON PLANTING LAYOUT.
- THE CONTRACTOR SHALL PROVIDE THE QUANTITIES AND SIZES REQUIRED TO COMPLETE PROPOSED PLANTING AS SHOWN ON THE LANDSCAPE PLAN. NO SUBSTITUTIONS OF SIZE OR VARIETY OF PLANT MATERIAL WITHOUT PRIOR APPROVAL FROM THE LANDSCAPE ARCHITECT.
- ALL PLANT MATERIAL SHALL CONFORM AND MEET THE STANDARDS SET FORTH IN ANSI 260.1 AMERICAN STANDARDS FOR NURSERY STOCK.
- FERTILIZE ALL PLANT MATERIAL WITH 10-10-10 SLOW RELEASE FERTILIZER.
- ALL TREES HAVE BEEN LOCATED WITH RESPECT TO PROPOSED OR EXISTING UTILITIES AS ACCURATELY AS POSSIBLE. FIELD VERIFY LOCATIONS FOR ALL UTILITIES PRIOR TO INSTALLING PLANT MATERIAL.
- WHERE PLANTING BEDS ADJUT WALK AND CURBS, DEPRESS TOPS OF MULCHED BEDS 3/4".
- IN PLANTING BEDS, OMIT THE COMPACTED EARTH SAUCER AND COVER THE BEDS WITH MULCH (2" MIN. DEPTH). ALL GROUPINGS OF SHRUBS SHALL BE INSTALLED IN CONTINUOUS MULCHED BEDS.
- MULCH TO BE 2" MIN. DEPTH, 2" MAX. DEPTH DARK BROWN COLOR DOUBLE SHREDDED HARDWOOD MULCH IN ALL BED AREAS. MULCH SHALL NOT BE PLACED IN DIRECT CONTACT WITH TREE OR SHRUB (PLANT) STEMS AND BRANCHES.
- ALL DISTURBED AREAS NOT PAVED OR PLANTED TO BE SEEDED PER SEEDING SCHEDULE.
- PLANTING SEASON RESTRICTIONS:
ALL BALL AND BURLAP PLANT MATERIAL SHALL BE INSTALLED FROM OCTOBER 15 TO MARCH 31, UNLESS OTHERWISE AUTHORIZED. ALL CONTAINER GROWN PLANT MATERIAL SHALL BE INSTALLED FROM SEPTEMBER 15 TO MAY 15, UNLESS OTHERWISE AUTHORIZED BY THE UNIVERSITY. ANY OTHER DATES NOT LISTED ABOVE IN THIS SECTION SHALL BE CONSIDERED OUT-OF-SEASON.
- PLANT CARE SHALL BEGIN IMMEDIATELY AFTER EACH PLANT (TO INCLUDE TREES, SHRUBS, GROUND COVER AND GRASSES), IS SATISFACTORILY INSTALLED AND SHALL CONTINUE UNTIL FINAL ACCEPTANCE. CARE SHALL INCLUDE BUT NOT BE LIMITED TO REPLACING WATER RINGS OR SAUCERS, MAINTAINING STAKES AND CUTS AS ORIGINALLY INSTALLED, WATERING WHEN NEEDED OR DIRECTED, AND PERFORMING ANY OTHER WORK REQUIRED TO KEEP PLANTS IN HEALTHY CONDITION. DEAD, DEFECTIVE, OR REJECTED PLANTS SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE. ALL BEDS SHALL BE WEEDED CLEAN EACH WEEK BY CONTRACTOR UNTIL FINAL ACCEPTANCE.
- PROVIDE A FULL 12 MONTHS MATERIAL AND LABOR WARRANTY ON ALL PLANT MATERIAL INSTALLED (TO INCLUDE TREES, SHRUBS, GROUND COVER & GRASSES), FROM DATE OF SUBSTANTIAL COMPLETION. PLANTS SHALL BE WATERED AS FREQUENTLY AS IS NECESSARY TO MAINTAIN AN ADEQUATE SUPPLY OF MOISTURE WITHIN THE ROOT ZONE AT ALL TIMES. WATER SHALL NOT BE APPLIED AT A FORCE THAT WILL DISPLACE MULCH. PLANT BEDS AND MULCHED AREAS SHALL BE KEPT FREE FROM GRASS AND WEEDS. PLANTS SHALL BE PRUNED AND MULCH SHALL BE REPLACED AS REQUIRED WHILE UNDER WARRANTY. STAKES, CUTS, AND ERODED PLANT SAUCERS SHALL BE REPAIRED OR REPLACED WHEN NO LONGER REQUIRED. ADDITIONAL WORK, INCLUDING PRUNING AND SEASONAL SPRAYING WITH APPROVED INSECTICIDES AND FUNGICIDES SHALL BE PERFORMED TO ENSURE PLANT SURVIVAL. DEAD PLANTS SHALL BE REMOVED IMMEDIATELY AT THE CONTRACTOR'S EXPENSE. DEAD, MISSING, OR DEFECTIVE PLANTS SHALL BE REPLACED. PROVIDE A FULL 12 MONTHS MATERIAL AND LABOR WARRANTY ON ALL TURF AREAS FROM DATE OF SUBSTANTIAL COMPLETION.



MSA, P.C.
Environmental Science & Surveying
Civil & Environmental Engineering
9001 Route 200, Suite 200
Farmingdale, NY 11735
716-455-5554 | www.msaonline.com

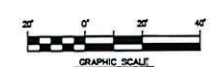
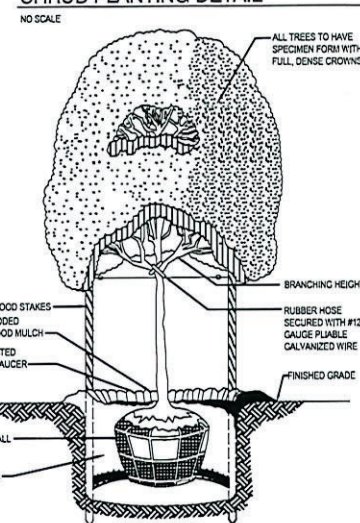
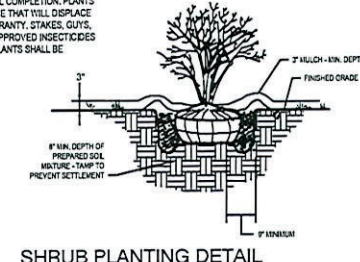
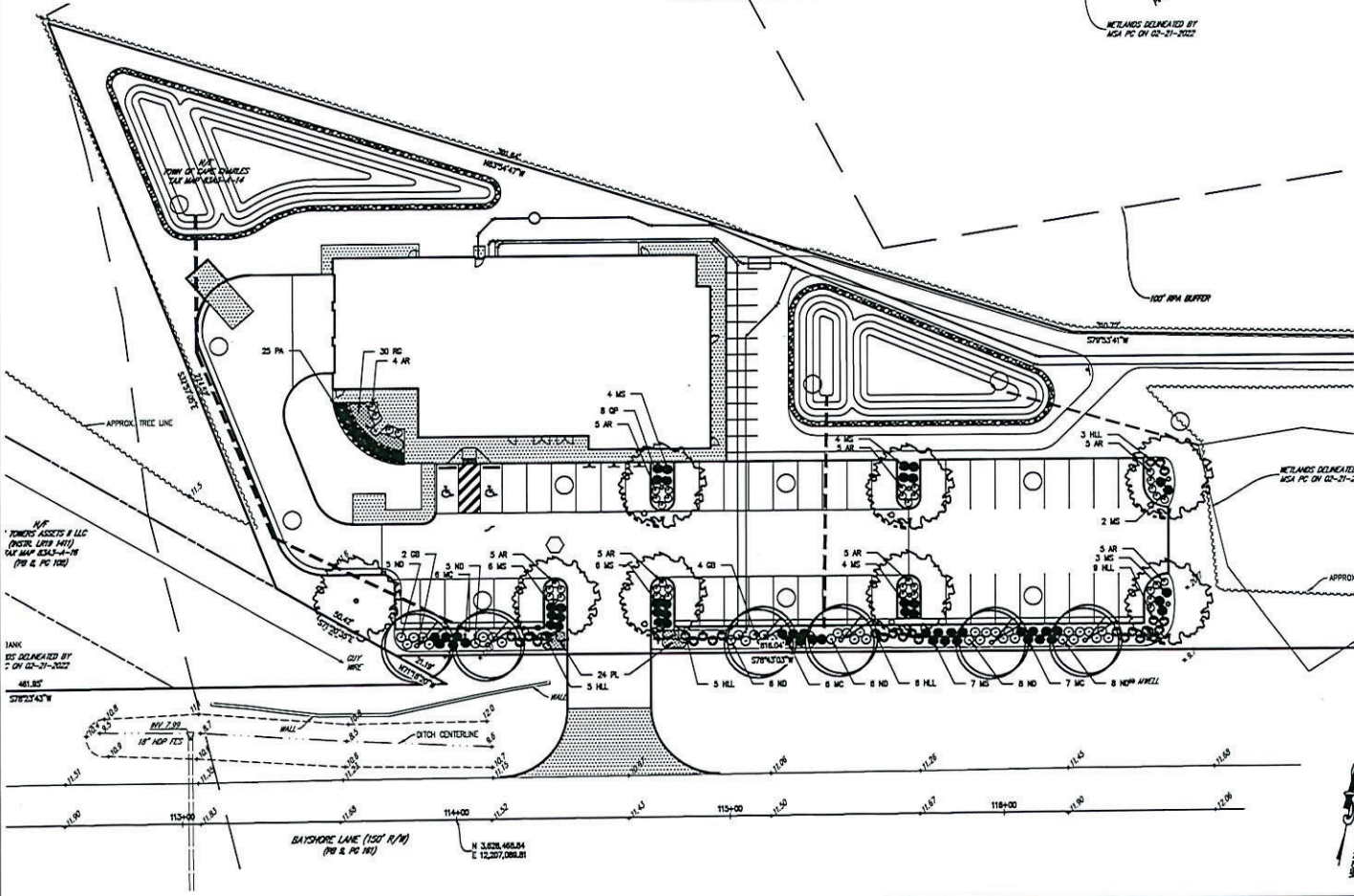


REVISION	DATE	BY	CHK
1	02/21/2022	MSA	MSA

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	02/21/2022
2	ISSUED FOR CONSTRUCTION	02/21/2022

LANDSCAPE PLAN
OF
CAPE CHARLES MUNICIPAL BUILDING
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA

SHEET
LP101
SCALE: 1" = 20'
PROJ. NO.: 22007



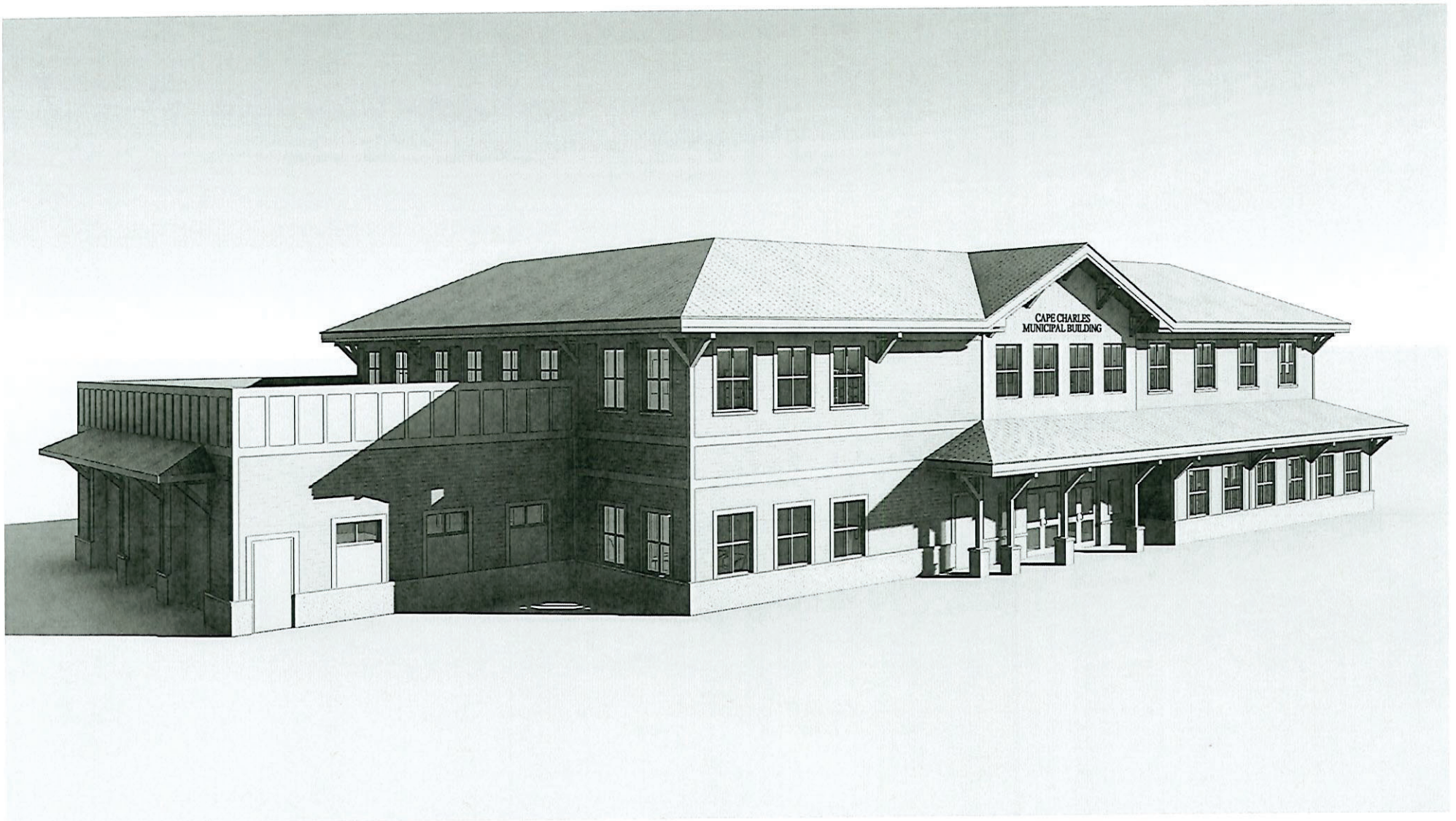


NEW MUNICIPAL BUILDING FOR
TOWN OF CAPE CHARLES
CAPE CHARLES, VIRGINIA

EXTERIOR VIEW 1

1/16" = 1'-0" ON 11"x17"
1/8" = 1'-0" ON 22"x34"

2/2/2023



NEW MUNICIPAL BUILDING FOR
TOWN OF CAPE CHARLES

CAPE CHARLES, VIRGINIA

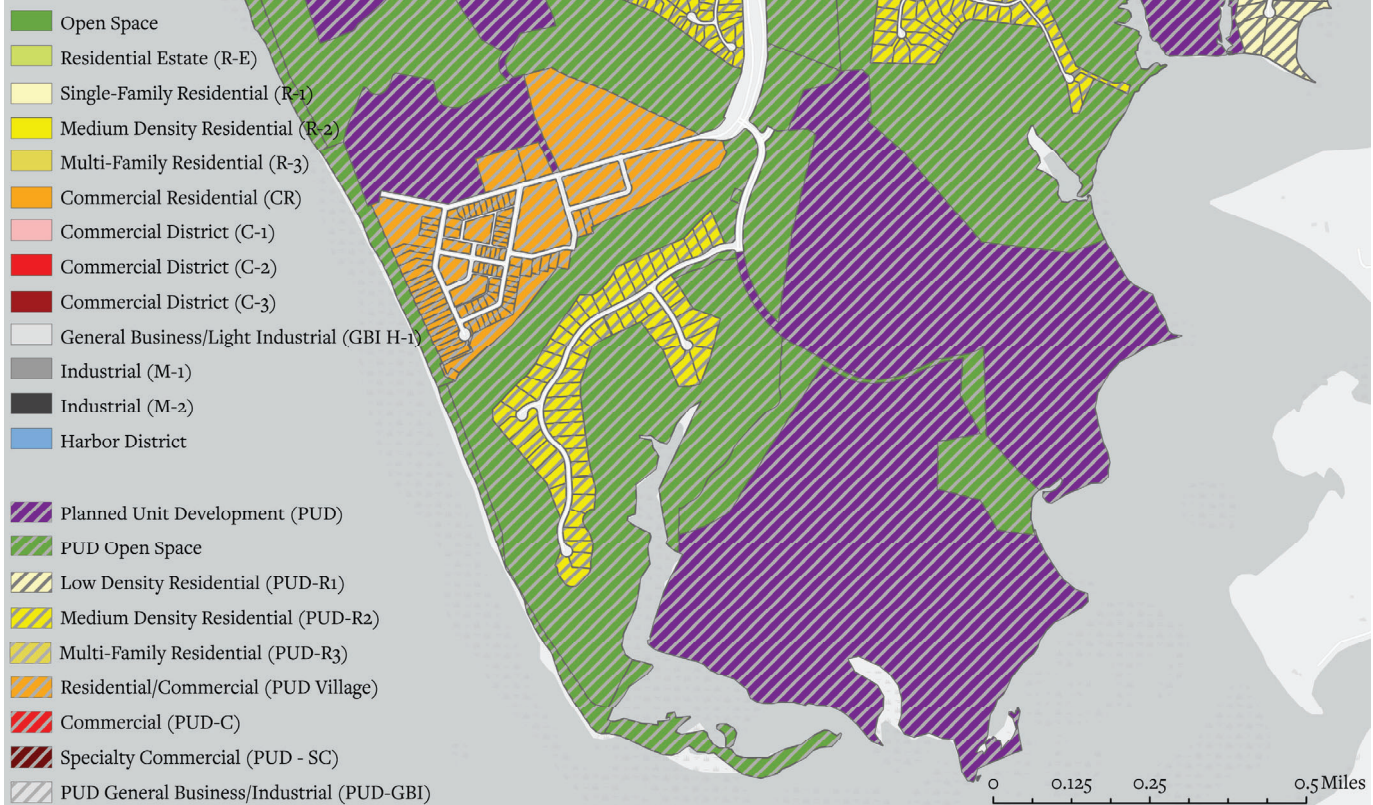
EXTERIOR VIEW 2

1/16" = 1'-0" ON 11"X17"
1/8" = 1'-0" ON 22"X34"

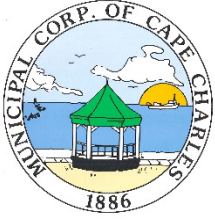
2/2/2023

Existing Zoning

12/15/2022

- 
- This map displays the existing zoning for a coastal area. The map is color-coded and pattern-coded to represent various zoning districts. A legend on the left side of the map provides the key for these colors and patterns. A scale bar at the bottom right indicates distances in miles (0, 0.125, 0.25, 0.5). A north arrow is located in the top right corner. The map shows a mix of residential, commercial, industrial, and open space zones, with some areas designated as Planned Unit Developments (PUD).
- Open Space
 - Residential Estate (R-E)
 - Single-Family Residential (R-1)
 - Medium Density Residential (R-2)
 - Multi-Family Residential (R-3)
 - Commercial Residential (CR)
 - Commercial District (C-1)
 - Commercial District (C-2)
 - Commercial District (C-3)
 - General Business/Light Industrial (GBI H-1)
 - Industrial (M-1)
 - Industrial (M-2)
 - Harbor District
 - Planned Unit Development (PUD)
 - PUD Open Space
 - Low Density Residential (PUD-R1)
 - Medium Density Residential (PUD-R2)
 - Multi-Family Residential (PUD-R3)
 - Residential/Commercial (PUD Village)
 - Commercial (PUD-C)
 - Specialty Commercial (PUD - SC)
 - PUD General Business/Industrial (PUD-GBI)

0 0.125 0.25 0.5 Miles



HARBOR AREA REVIEW BOARD STAFF REPORT

Meeting Date: February 22, 2023

Prepared by: Katie H. Nunez, Planning & Zoning Administrator

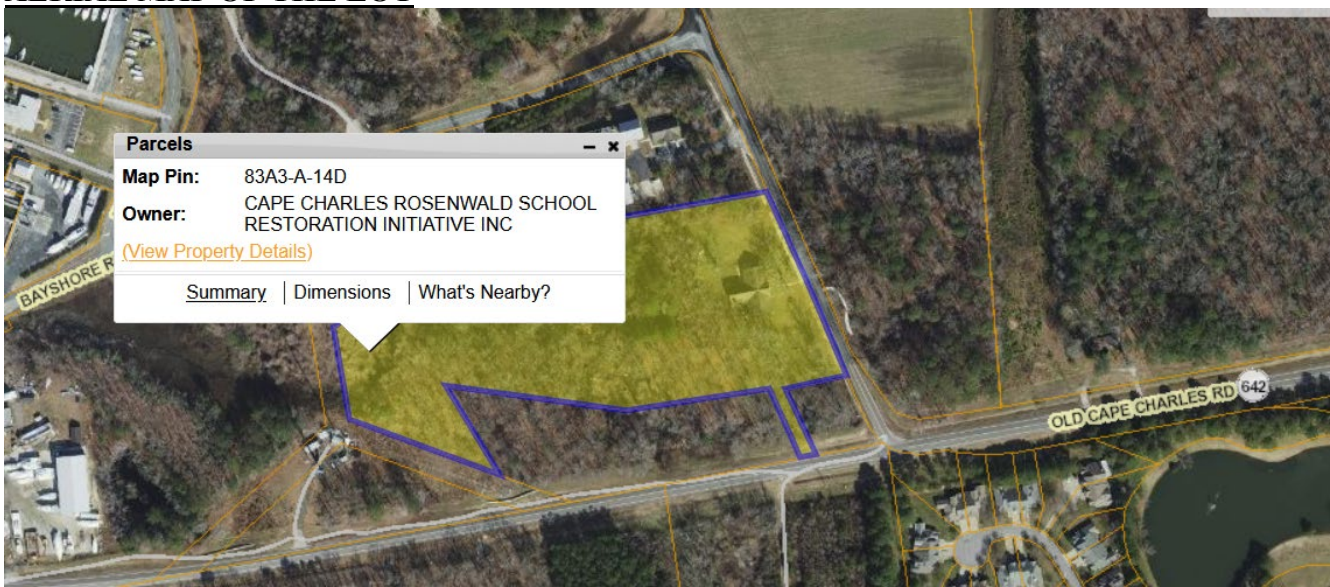
Date: February 16, 2023

REGULAR MEETING

Staff has met recently with representatives of the Rosenwald School property which is located in the Harbor Zoning District to discuss the status and progress of their project. As you may be aware, a non-profit organization has been formed and has developed a concept plan for an adaptive re-use of this historic structure and has been seeking grant funds and has been soliciting donor support and funds to cover the cost of the project.

At this point, the Cape Charles Rosenwald School Restoration Initiative is preparing a Harbor Development Certificate Application packet, including site plan and landscaping plan, for the entire property with intent of submitting this application to the Town within the next 3 weeks or so.

AERIAL MAP OF THE LOT



While the project will not be enlarging the existing building that is on the site, they will be restoring the exterior of the building, providing parking and improving pedestrian access within the lot into the building and may be offering some expanded recreation uses on the lot which they are still working on that component of their application.

Therefore, I requesting to schedule a meeting of the Harbor Area Review Board in late March (sometime the week of March 27, dependent upon the members' availability).