



**Harbor Area Review Board and
Historic District Review Board
Joint Meeting
Strawberry Plaza and St. Charles Catholic Church
Parish Hall – 550 Tazewell Avenue
February 22, 2023**

At approximately 4:00 p.m., the members of the Harbor Area Review Board and Historic District Review Board met onsite at the Strawberry Plaza off Mason Avenue and at the Train Car Location to get a better understanding of the proposed projects.

At 4:15 p.m., Chairman Herb Thom, having established a quorum, reconvened the Joint Meeting of the Harbor Area Review Board (HARB) and Historic District Review Board (HDRB) at the St. Charles Catholic Church Parish Hall. In addition to Herb Thom, present were HDRB members Kathy Glaser, David Howgill, Martin Mayer, and HARB members present were Vice Chair Steve Bennett, Rob Harris, Benjamin Lewis, and Shannon Smith. HDRB member Michael Strub and HARB members Bill Ashworth and Stuart Smith were not in attendance. Also, in attendance were Town Manager John Hozey, Town Project Manager Bob Panek, Planning/Zoning Administrator Katie Nunez, Planning/Zoning Administrative Assistant Alyce Crockett, and the applicants. One member of the public was in attendance.

PUBLIC HEARING COMMENTS:

There were no public hearings to be heard.

PUBLIC COMMENTS AGENDA ITEMS ONLY:

There were no public comments to be heard nor any written comments submitted prior to the meeting.

UNFINISHED BUSINESS:

There was no unfinished business.

HISTORIC DISTRICT REVIEW BOARD & HARBOR AREA REVIEW BOARD NEW BUSINESS:

- A. *Application for a Harbor Development Certificate and Certificate of Appropriateness for the downtown restroom and visitors center.*

Discussion was as follows: (i) Town Project Manager Bob Panek explained the visitor center objectives, logistics and layout. He continued clarifying the site plan, visitor access, placement of the trash receptacles, and parking. (ii) HDRB Member Howgill expressed a concern regarding the paving of the parking lot and Bob Panek assured him that only the ADA parking spaces would be paved. The remainder of the parking area would be gravel. (iii) Town Manager John Hozey explained the reasoning for the placement of the train car and visitor center was to maintain the view shed to the harbor, and that the train was moved out of the view shed for that reason. (iv) HDRB Chairman Thom expressed concern regarding the signage on the building. Signs would be placed on Strawberry Street and on the plaza. (v) Ms. Nunez explained that inside the visitor's center would be restrooms and a museum. (vi) HARB Vice Chairman Bennett asked about the square footage of the building. Bob Panek replied that the building would be 1,337 square feet. Also, the doors would have a locking capability. (vii) A member of the public asked if there would be bicycle parking. It was confirmed that the Town would provide an area for bicycle parking and golf cart access with identified parking spaces. (viii) HARB Member Smith mentioned that signage would be compliant and that there was an ongoing issue with parking being clearly defined by the public. (ix) Ms. Nunez stated that there will be additional signs provided on Mason for the public to know where public restrooms were available. (x) Mr. Hozey noted that the Port-a-potty would be leaving and the timeframe for construction of this building would begin in late spring or early summer and hoped to be completed by the end of the summer 2023. He confirmed that the

restrooms will be connected to town water and sewer and the estimated cost was approximately \$400,000 at \$300 per square foot. Mr. Hozey also stated the visitors center would be manned by Cape Charles Main Street (CCMS). (xi) HDRB Chairman Thom asked if CCMS would pay rent. Town Manager John Hozey answered no. and (xii) Additionally, Mr. Hozey stated that the train would be painted black, there would be a walkway, story boards were going to be placed on the exterior to explain the history of the train, and the interior would not be maintained.

Motion made by Historic District Review Board Chairman Herb Thom, seconded by Historic District Review Board Member David Howgill, to approve the Certificate of Appropriateness at Tax Map #83A3-A-9 on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council, to construct a new 1,337 square feet building which will be the downtown visitor's center and public restrooms per the Historic District Overlay Design Guidelines Section 5.13 New Construction of Primary Building and as stated in the application submitted. Motion approved by unanimous vote.

Motion made by, Harbor Area Review Board Vice Chair Steve Bennett, seconded by Harbor Area Review Board Member Shannon Smith, that the Town Council favorably consider approval for the issuance of a Harbor Development Certificate at Tax Map #83A3-A-9 on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council, to construct the Downtown Restroom and Visitors Center building based upon the application that was submitted being sufficient, complete, and compliant with the Harbor District Regulations. The motion was unanimously approved.

B. Application for a Harbor Development Certificate and Certificate of Appropriateness for Train Car Restoration and Associated site work.

The staff report was reviewed in detail.

Motion made by Historic District Review Board Member David Howgill, seconded by Historic District Review Board Member Kathy Glaser, to approve the Certificate of Appropriateness at Tax Map #83A3-A-9 on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council, to restore a decommissioned train car and for associated site per the Historic District Overlay Design Guidelines and as stated in the application submitted. Motion approved by unanimous vote.

Motion made by, Harbor Area Review Board Vice Chairman Steve Bennett, seconded by Harbor Area Review Board Member Shannon Smith, that the Town Council favorably consider approval for the issuance of a Harbor Development Certificate at Tax Map #83A3-A-9 on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council, to restore a decommissioned train car and for associated site work based upon the application that was submitted being sufficient, complete, and compliant with the Harbor District Regulations. The motion was unanimously approved.

Motion made by Harbor Area Review Board Vice Chairman Steve Bennett, seconded by Harbor Area Review Board Member Shannon Smith, to recommend following necessary steps to waive the second review meeting. Motion accepted by unanimous vote.

Motion made by Historic District Review Board Chairman Herb Thom, seconded by Historic District Review Board Member David Howgill, to adjourn the Historic Area Review Board portion of the joint meeting. The motion was approved by unanimous vote.

HARBOR AREA REVIEW BOARD NEW BUSINESS:

A. *Application for a Harbor Development Certificate for a new municipal building Presentation of the Harbor.*

Discussion was as follows: (i) Town Project Manager Bob Panek explained the new location of the municipal building and site plan. He indicated on the provided map where everything would be in relation to the Rosenwald School property. The parking lot would be paved in front of the building and the remainder will be gravel, and twelve golf cart parking spots would be available. Extensive discussion ensued regarding the parking situation on the proposed site. (ii) There was a concern expressed regarding Police data communications at the new site due to police being further from the town. (iii) HARB Vice Chairman Bennett expressed a concern regarding additional staff in the future and whether there may be a need to add on to the building in the future. Town Manager John Hozey replied that staffing had already been addressed regarding growth and there was no need to “over build”. He also stated that the estimated cost would be approximately 4.5 million dollars. (iv) HARB Member Smith mentioned that there should be back up generators if there was space. (v) There were also questions regarding the current Municipal building and Town Manager John Hozey said it would be sold and added that it had no connection with the fire department as they own that building and it does not belong to the town. Also, the look of the new Municipal building would emulate the look of the town with Hardy Board siding and a metal roof. There would also be an elevator and fully Americans with Disabilities Act (ADA) accessible. and (vi) Somebody questioned how one would walk to the new building from the town. Several options were entertained.

Ms. Nunez discussed the criteria from the Zoning Ordinance regarding the Harbor Certificate Review.

Motion made by Harbor Area Review Board Member Rob Harris, seconded by Harbor Area Review Board Member Shannon Smith, that the Town Council favorably consider approval for the issuance of a Harbor Development Certificate at Tax Map #83A3-A-14C on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council to construct a new 15, 494 square feet Municipal Building based upon the application that was submitted being sufficient, complete, and compliant with the Harbor District Regulations. The motion was unanimously approved.

B. *Status report on Rosenwald School Building project*

Ms. Nunez discussed the plans for the project and expressed the need to schedule a meeting during the last week in March to review the Rosenwald School property. It was agreed to schedule the meeting for March 28, 2023, at 5:00 at the Civic Center.

Motion made by Harbor Area Review Board Member Herb Thom, seconded by Harbor Area Review Board Member Rob Harris, to adjourn the Harbor Review Board portion of the joint meeting at 5:00 p.m. The motion was approved by unanimous vote.

HDRB Chairman Herb Thom

HARB Vice Chairman Steve Bennett

Planning/Zoning Administrative Assistant