



TOWN COUNCIL
Special Meeting & Executive Session
March 5, 2020
Cape Charles Civic Center
6:30 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Appeal of Historic District Review Board Decision – 325 Mason Avenue
3. Public Comments re: Agenda Items Only (3 minutes)
4. Special Meeting Order of Business:
 - *A. Conditional Use Permit Application – 331 Madison Avenue
 - *B. Conditional Use Permit Application – 636 Carousel Place
 - *C. Reappointment of Northampton County Joint Industrial Development Authority Representative
 - *D. Utilities Extension
 - E. Sidewalk Committee Report
5. Recess to Closed Session

Code of Virginia § 2.2-3711-A, Paragraph 3: Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Specifically: Purchase Sale of Town Property

Code of Virginia § 2.2-3711-A, Paragraph 7: Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

Specifically: Update on Pending Legal Matters

6. Return to Open Session

Certification to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Roll call vote.

7. Adjournment

 TOWN OF CAPE CHARLES	AGENDA TITLE: Conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue		AGENDA DATE: March 5, 2020
	SUBJECT/PROPOSAL/REQUEST: Conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue		ITEM NUMBER: 4A
	ATTACHMENTS: (1) Application and Documents; (2) Location Map		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Town Clerk	REVIEWED BY: Mayor William "Smitty" Dize	

ITEM SPECIFICS:

The applicant would like to construct an accessory dwelling unit on the currently vacant lot, with the dwelling unit located on the second floor and a garage located on the first floor. The applicant has stated they would use the accessory dwelling unit as a guest house. There will be a home constructed on the lot at the same time as the accessory dwelling unit.

A Certificate of Appropriateness was approved for the proposed project at the October 15 Historic District Review Board meeting. The Planning Commission held their public hearing on January 7, 2020 and recommended Council approval of the conditional use permit.

The Town Council public hearing was held on February 20, 2020 with no comments received.

STAFF ANALYSIS:

Accessory Dwelling Unit Regulations:

One accessory dwelling may be maintained on a property in the R-E, R-1, R-2 and CR zoning districts, contingent upon approval as a conditional use in accordance with Section 4.3, and subject to the following:

A. Physical characteristics.

1. Accessory dwellings shall be located in an accessory building.
2. Accessory dwellings shall not have a floor area exceeding 45 percent of the floor area of the main building.
3. Accessory dwellings shall have one kitchen and one bathroom.
4. Accessory buildings containing an accessory dwelling shall maintain the exterior appearance of an accessory building and shall not have the appearance of a single-family dwelling.

B. Occupancy characteristics.

1. Length of stay – No accessory dwelling unit shall be occupied by any person or persons, whether paying a fee for such occupancy or not, for a period less than thirty (30) consecutive calendar days. Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles the owner of the subject lot of record upon which the accessory dwelling unit sits shall provide occupancy documentation and/or information as requested, either verbally or in writing. Failure to do so may result in the revocation by the Cape Charles Town Council of the conditional use status for the accessory dwelling unit according to Article IV, Section 4.3.F.
2. Inspections – All accessory dwelling units shall be inspected annually not later than fifteen (15) days from the anniversary date of the conditional use permit being approved by Town Council.

C. Other requirements.

1. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
2. The lot on which an accessory dwelling is located shall have the required minimum lot area for the

district in which it is located.

3. Parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1 C. 6. (Table of Parking Standards) using both on and off-street parking areas. An accessory dwelling unit must have one off-street parking space per dwelling unit bedroom.
4. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic District Overlay.

The proposed project meets all of these provisions.

Section 4.3 of the zoning ordinance states “conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provision of this ordinance in the specific districts provided that the Town Council, upon recommendation by the Planning Commission, shall find that after duly advertised public hearing the use will not:

1. Adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood.
2. Be detrimental to the public welfare or injurious to property or improvements in the neighborhood.
3. Be in conflict with the purpose of the comprehensive plan of the town. In granting any conditional use permit, the Town Council shall designate such conditions as it determines necessary to carry out the intent of this ordinance.

The proposed project meets all of these provisions.

Section III-A.5.1.2 of the Comprehensive Plan discusses the overall policies for Cape Charles neighborhoods, specifically promoting compatible infill development and renovation within established neighborhoods. The Comprehensive Plan states to “promote accessory dwelling units to add diversity of housing types, while maintaining the neighborhood character and providing affordable housing options.”

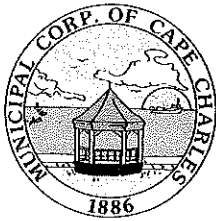
The proposed project meets the Comprehensive Plan goal of promoting accessory dwelling units within established neighborhoods.

Section 4.2.J.C.3 of the zoning ordinance states “parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1.C.6 (Table of Parking Standards) using both on and off-street parking areas.” Section 4.5.1.C.6 requires a minimum of one space per accessory dwelling unit bedroom.

The proposed project meets the requirements of the zoning ordinance. There will be two parking spaces located in the garage, along with additional off-street parking on the concrete driveway.

RECOMMENDATION:

Staff recommends Town Council approval of a conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue.



CONDITIONAL USE PERMIT APPLICATION

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

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

- ☒ Completed application (if applicable, attach accessory dwelling checklist and documents)
- ☒ Letter of intent clearly explaining project
- ☒ Existing site plan or survey
- ☒ Proposed site plan or survey (if applicable)
- ☐ Names and addresses of adjacent property owners
- ☒ Payment of Fees (single-family detached residential \$600; all other \$800)

PROJECT INFORMATION

Name of Project: _____
Property Address: 333 MADISON AVE
Brief Description of Project: GARAGE W/APT (SINGLE FAMILY HOME)
Zoning District: _____ Current Use: Ø Proposed Use: GARAGE W/APT

OWNER INFORMATION

Name and Company: EDMUND J & AMY L SABO
Mailing Address: 11912 STONEHEDGE DR FREDERICKSBURG 22407
Phone Number: E: 540 905 2237 Email: E: edmund.sabo@gmail.com
A: 540 220 0216 A: a.l.w.sabo@gmail.com

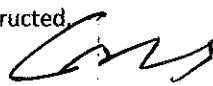
APPLICANT INFORMATION

☒ check here if applicant is owner

Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

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: 10.29.19



Town of Cape Charles Planning & Zoning Department
2 Plum St. • Cape Charles, VA 23310 • 757-331-2036 • capecharles.org

333 Madison Ave Conditional Use Permit

Overview:

The garage at 333 Madison Ave will have a small studio apartment on the second floor. The second floor is approximately 340 sq ft and will be used as guest space for family and friends. The first floor of the building will be used as a garage. The property is on a corner lot, with parking available on both Madison Ave and Peach Street. The garage also has a concrete pad connecting the driveway cut and the garage.

Materials:

Two car garage 20x24 (480 sq. ft) with 341 sq. ft second floor
2 bays with raised paneled doors
12/12 gable roof
30-year shingles to match home
Siding to match home
18' shed dormer facing south
Windows and doors to match home
Exterior stairs on West side
 P/T materials
 4x4 landing

SURVEYORS CERTIFICATION

I, MARSHALL B. PARKS, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



OWNERS CONSENT AND DEDICATION.

THE PROPERTY LINE VACATION & CREATION OF PARCEL A AS SHOWN HEREON IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNER. ALL STATEMENTS AFFIXED TO THIS PLAT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

EDMUND J. SABO, II - EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST DATE

COUNTY OF _____ STATE OF _____ TO WIT:

I, _____ A NOTARY PUBLIC IN, AND FOR

THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT EDMUND J. SABO, II WHOSE NAME IS SIGNED TO THE FOREGOING WRITING, BEARING DATE ON THE _____ DAY OF _____, 20____ HAS ACKNOWLEDGED THE SAME BEFORE ME IN MY COUNTY AND STATE AFORESAID, GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

AMY L. SABO - EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST DATE

COUNTY OF _____ STATE OF _____ TO WIT:

I, _____ A NOTARY PUBLIC IN, AND FOR

THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT AMY L. SABO WHOSE NAME IS SIGNED TO THE FOREGOING WRITING, BEARING DATE ON THE _____ DAY OF _____, 20____ HAS ACKNOWLEDGED THE SAME BEFORE ME IN MY COUNTY AND STATE AFORESAID, GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20____.

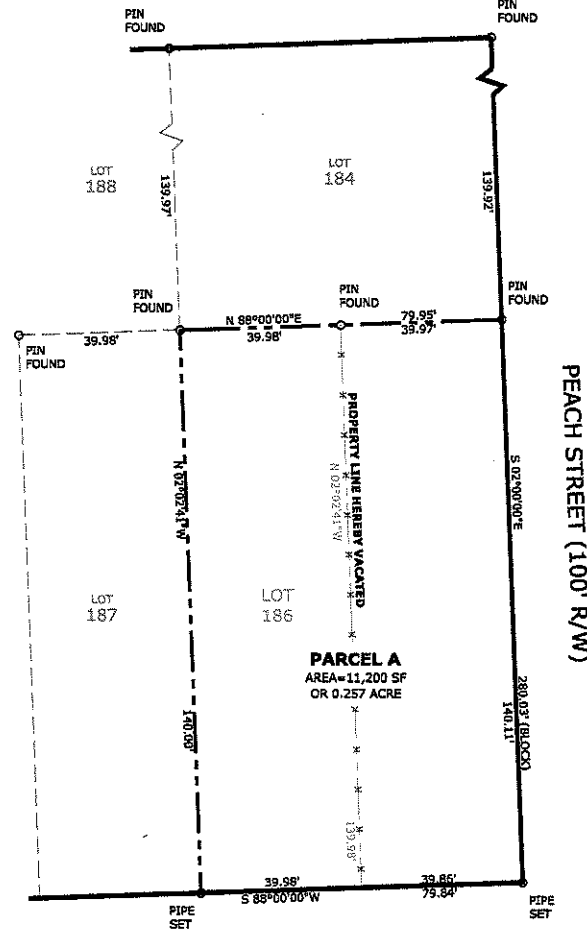
NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

APPROVALS

_____, DATE: _____
TOWN OF CAPE CHARLES

JEFFERSON AVENUE (70' R/W)



PEACH STREET (100' R/W)

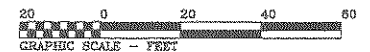
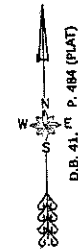
MADISON AVENUE (70' R/W)

PARCEL A
AREA=11,200 SF
OR 0.257 ACRE

PLAT OF SURVEY
SHOWING
PROPERTY LINE VACATION
BETWEEN LOTS 183 & 186
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
APRIL 15, 2019

GENERAL NOTES:

- OWNERS: EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST
- TAX PARCEL: 83A1-1-183 & 83A1-1-186
- SOURCE OF TITLE: INST. 150000818
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN APRIL 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 5111C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAPS. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.
- PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
- THIS PROPERTY IS ZONED R-1.
(BSL-BUILDING SETBACK LINES)
FRONT SETBACK IS 30'
(OR EQUAL TO ADDITION)
SIDE SETBACKS ARE 5'
REAR SETBACKS ARE 25'
ACCESSORY ARE 5'



**ACCOMACK-NORTHAMPTON
SURVEYING & MAPPING PLLC**

36308 Lankford Highway, Belle Haven, Virginia 23308
Mail Address: 11403 Haron Drive, Machipongo, Virginia 23405
Phone: (757) 709-4192

DRAWN BY: 2995	SCALE: 1" = 20'
CHKD BY: JBL	BACK TRAV. BY: MBP
FIELD BOOK:	JOB NUMBER: 915

- GENERAL NOTES:
- OWNERS: EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST
 - TAX PARCELS: 8341-1-183 & 8341-1-186
 - SOURCE OF TITLE: INST. 150000818

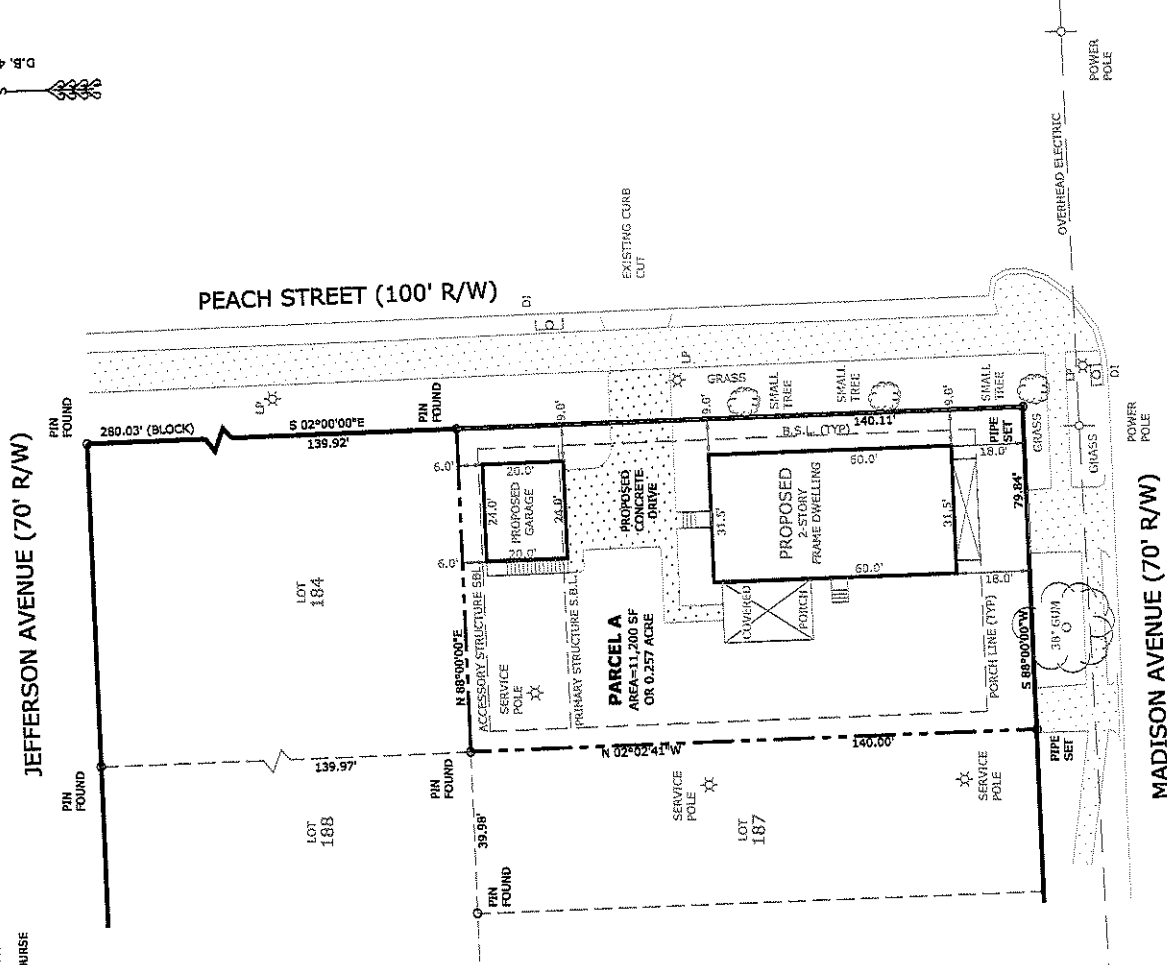
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN APRIL 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. FOR FURTHER INFORMATION, CONTACT THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA).

7. FLOOD INSURANCE RATE MAPS. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

7. PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
8. THIS PROPERTY IS ZONED R-1.
(BSL-BUILDING SETBACK LINES)
FRONT SETBACK IS 30'
(OR EQUAL TO ADJOINER)
SIDE SETBACKS ARE 5'
REAR SETBACKS ARE 25'
ACCESSORY ARE 5'



SURVEYORS CERTIFICATION
I, MARSHALL B. PIRBS, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND HAS BEEN MADE IN ACCORDANCE WITH THE STANDARDS OF LAND SURVEYING AND THAT THE MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



SITE PLAN
SHOWING PROPOSED IMPROVEMENTS TO

PARCEL A

MAP OF THE TOWN OF
CAPE CHARLES

CAPEVILLE DISTRICT

NORTHAMPTON COUNTY, VIRGINIA

APRIL 20, 2019

REVISED: SEPTEMBER 20, 2019

APPROVALS

TOWN OF CAPE CHARLES _____ DATE: _____



ACCOMACK-NORTHAMPTON
SURVEYING & MAPPING PLLC

28308 Landford Highway, Bella Haven, Virginia 23308
Mail Address: 11403 Heon Drive, Madhupongo, Virginia 23405

Phone: (757) 709-4182

DRAWN BY: 2995

CHECKED BY: JBL

SCALE: 1" = 20'

BACK TRAV. BY: MBP

JOB NUMBER: 915



LOT 188

LOT 184

PIN FOUND

PIN FOUND

PIN FOUND

39.98'

N 88°00'00"E

ACCESSORY STRUCTURE SBL

SERVICE POLE

24.0' 20.0' 24.0' 20.0' PROPOSED GARAGE

PRIMARY STRUCTURE S.B.L.

PARCEL A
AREA=11,200 SF
OR 0.257 ACRE

PROPOSED CONCRETE DRIVE

SERVICE POLE

LOT 187

N 02°02'41"W

140.00'

COVERED PORCH

31.5' 60.0' 60.0' 31.5' PROPOSED 2-STORY FRAME DWELLING

B.S.L. (TYP) 140.11'

9.0' GRASS SMALL TREE

SMALL TREE

SERVICE POLE

PORCH LINE (TYP)

9.0'

SMALL TREE

S 88°00'00"W

79.84'

PIPE SET

38" GUM

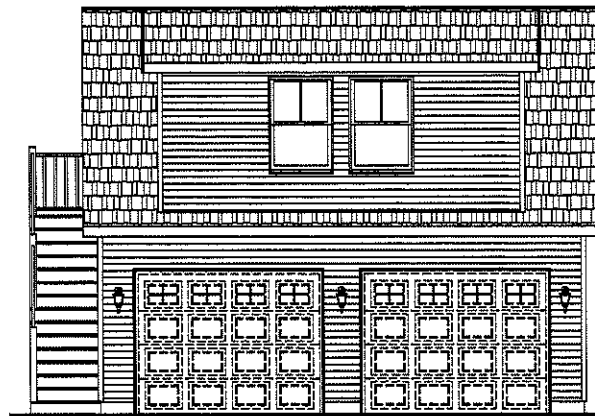
GRASS

GRASS

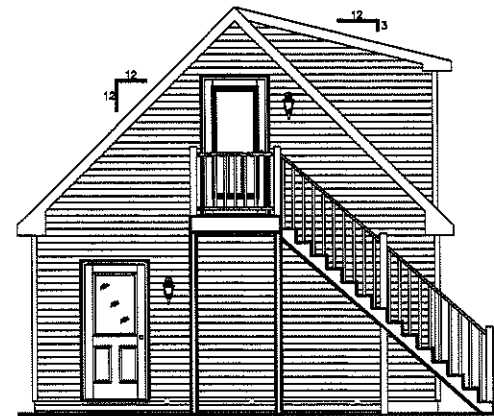
POWER POLE

DI

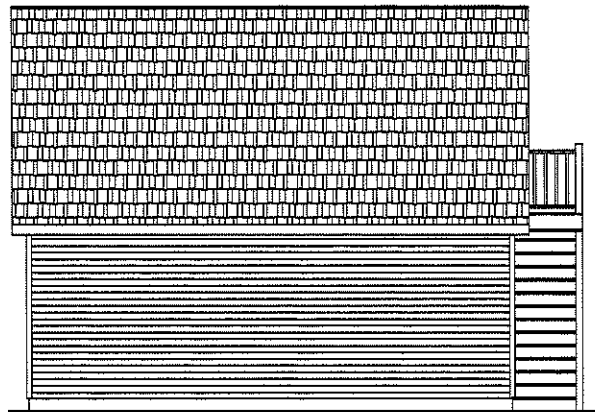
70' D.W.



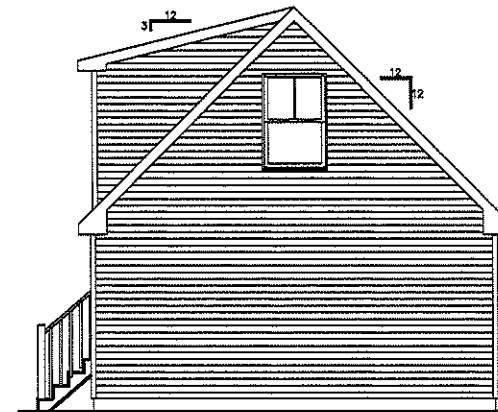
FRONT ELEVATION
ACCESS TO GRADE NOT PROVIDED BY ICON



LEFT ELEVATION
ACCESS TO GRADE NOT PROVIDED BY ICON



REAR ELEVATION
ACCESS TO GRADE NOT PROVIDED BY ICON



RIGHT ELEVATION
ACCESS TO GRADE NOT PROVIDED BY ICON

MAINSTREET DOUBLE 4" SIDING

GARAGE IS TO BE ON-SITE BY OTHERS AND IS TO BE USED AS A REFERENCE ONLY

THE MARYLAND STATE ARCHIVES
RECORDS OF THE CLERGY
LEA

2214 8/10/08

O#8781

7422 P

SE3

**INDEPENDENT BUILDER
REXING L. JOHNSON
VILLAGE BUILDERS ON THE BAY**

CITY		STATE	ZIP
CAPE CHARLES		VA	23310
COUNTY	SNOW LOAD (LBS)	WIND SPEED (MPH)	
NORTHAMPTON	40	120	
ORDER NO	SEAL NO	TYPE	
8781	1-773	CAPE	
FILE NAME			
083781			

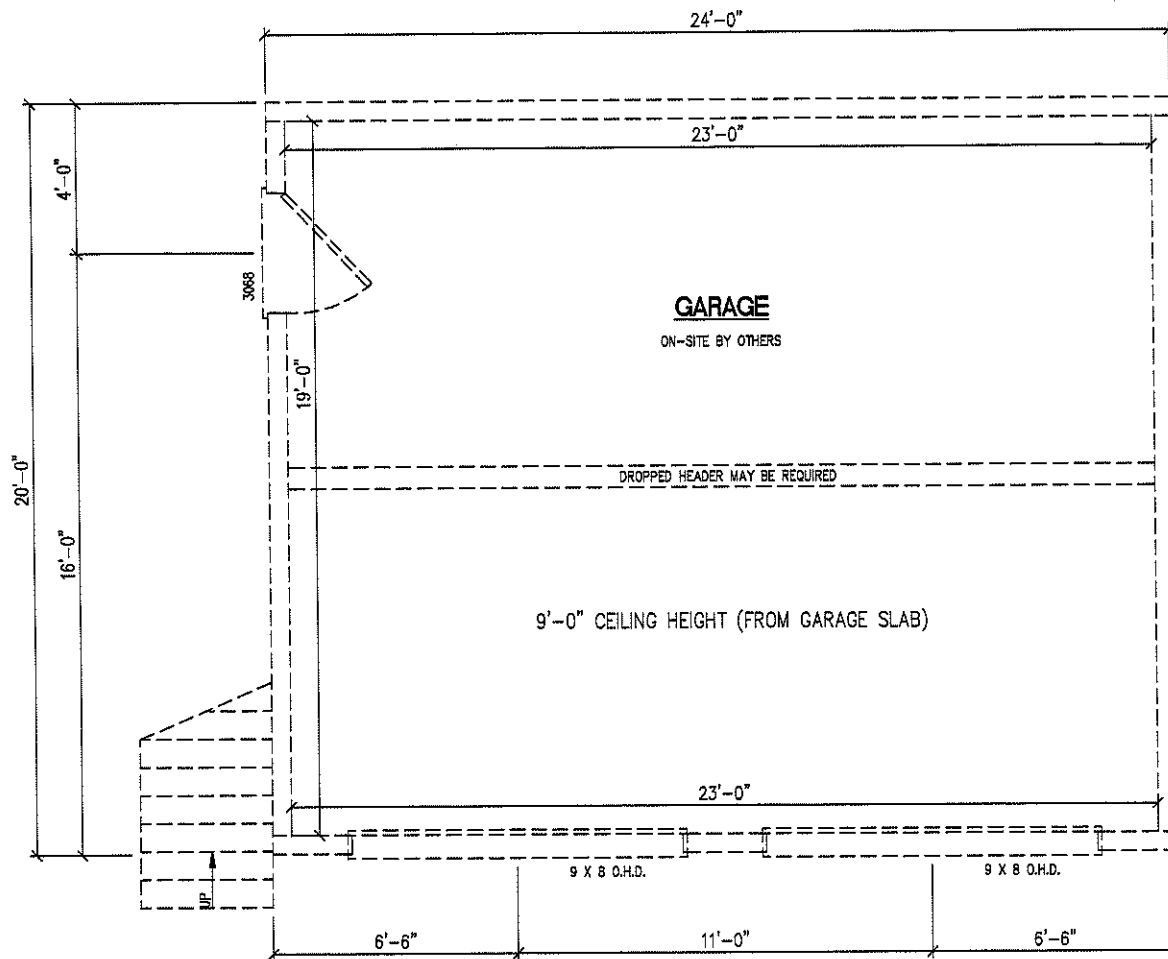
DATE	REVISION	BY
8/21/19	PRELIM	JSS

REVISION	BY
PRELIM	JSS

BY JSS

246 SAND HILL ROAD
SELINGSGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM





GARAGE

ON-SITE BY OTHERS

9'-0" CEILING HEIGHT (FROM GARAGE SLAB)

DROPPED HEADER MAY BE REQUIRED

NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")

FOUNDATION DRILLS, FOOTING, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE, PILES AND GRAVELSPACE
VENTILATION.
HEATING SYSTEM.
TANKING MACHINE & DRIVER.
HANDPUMP STATION & DRILLING AND/OR HANDPUMP.
CHIT FLOOR COVERING AREA.
REFRIGERATOR, RANGE, & DISHWASHER.
PORCH ROOF, HANDRAIL, PIERCE, RAILING, FLOOR & SLAB.
DOCKTOP, WALL OVER & MOUNTING.
COUNTERTOPS, SINKTOPS AND KITCHEN SINKS.
PANELS FANS.
CROWN MOULD TILING IN BATH &L.
DOOR DOOR.
INTERIOR FINISH OF PROPOSED 2ND FLOOR.
CEILING BRACKETS.
OUTSIDE BRACKETS.

jea

SCALE: 1/8" = 1'-0"

048379

PAGE 2

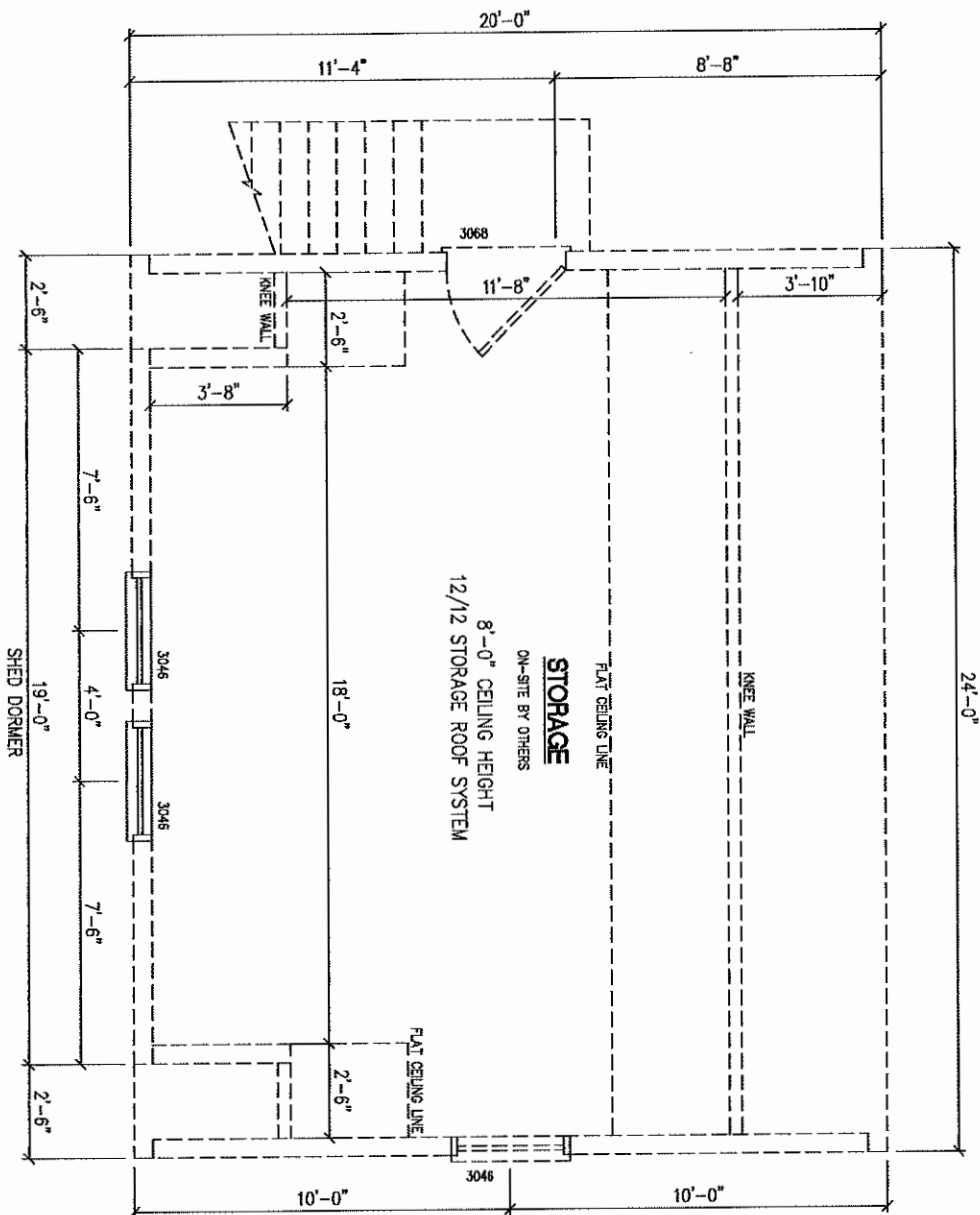
CROSS SECTION / DETAIL #5

SE3

ADDRESS			
VILLAGE BUILDERS ON THE BAY			
CITY	STATE	ZIP	PROJECT NO.
CAPE CHARLES	VA	23310	048379
COUNTY	LAND (LBS)	PERM (LBS)	TYPE
NORTHAMPTON	540	120	CAPE
INCHES	FEET	FEET	FEET
83.79	1.97	1.97	1.97
PERM	PERM	PERM	PERM
048379	048379	048379	048379

246 SAND HILL ROAD
SELINGSGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM





GARAGE IS TO BE ON-SITE BY OTHERS AND IS TO BE USED AS A REFERENCE ONLY

048379

NOT FOR CONSTRUCTION
 FOR LEGACY CUSTOM
 MODULAR HOMES, LLC (CON)

INDEPENDENT BUILDER		VILLAGE BUILDERS ON THE BAY	
ADDRESS			
CITY	CAPE CHARLES	STATE	VA
COUNTY	NORTHAMPTON	ZIP	23310
ORDER NO	8379	SNOW LOAD (LBS)	40
FILE NAME	048379	WIND SPEED (MPH)	120
		SOFT	1,947
		TYPE	CAPE

DATE	REVISION	BY
3/12/19	PRELIM	DRP
4/5/19	REV. PRELIM	DRP

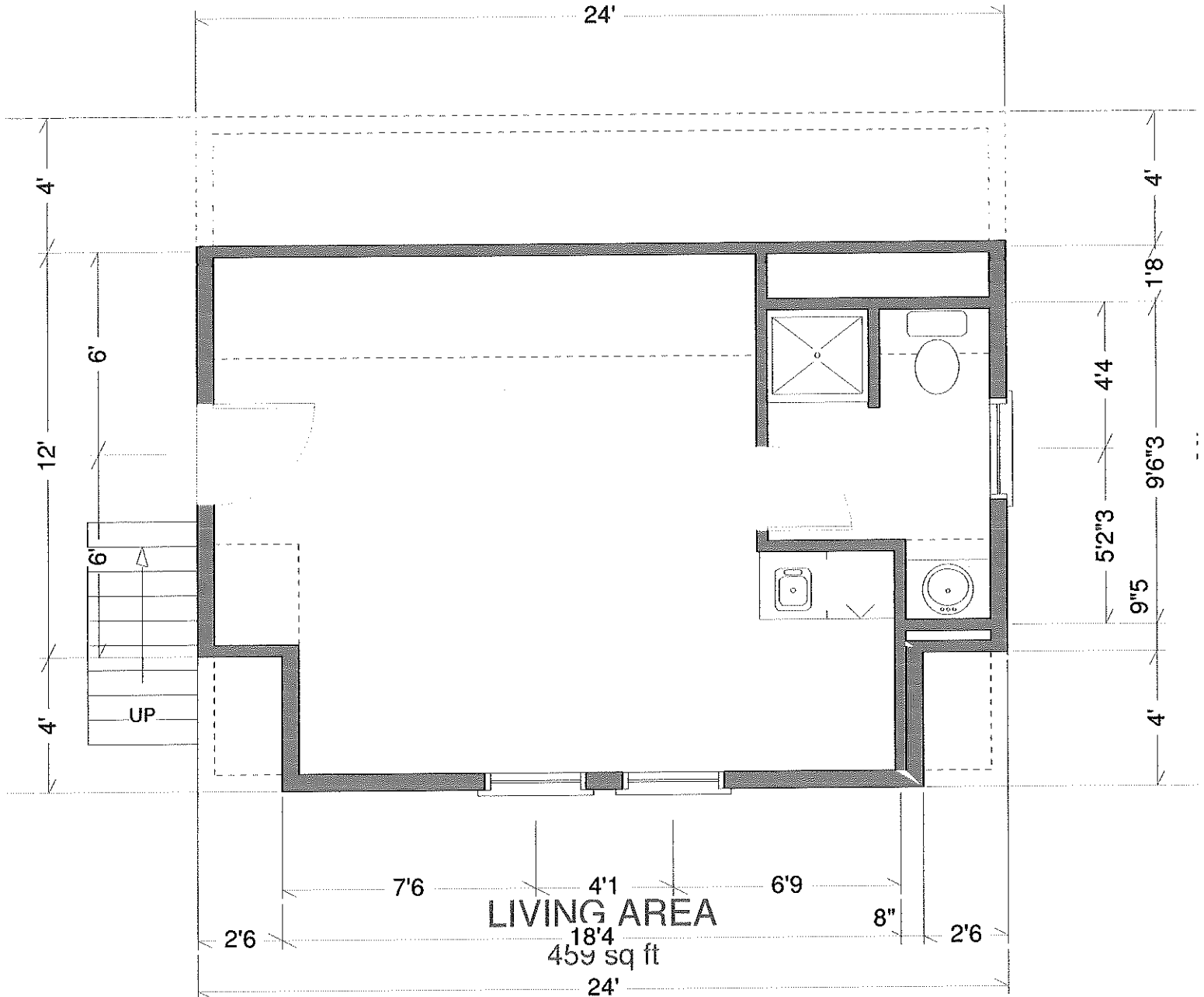


246 SAND HILL ROAD
 SELINGSGROVE, PA 17870
 PHONE: (570) 374-3280
 FAX: (570) 374-1122
 WWW.ICONLEGACY.COM

SEA4

CROSS SECTION / DETAIL #1

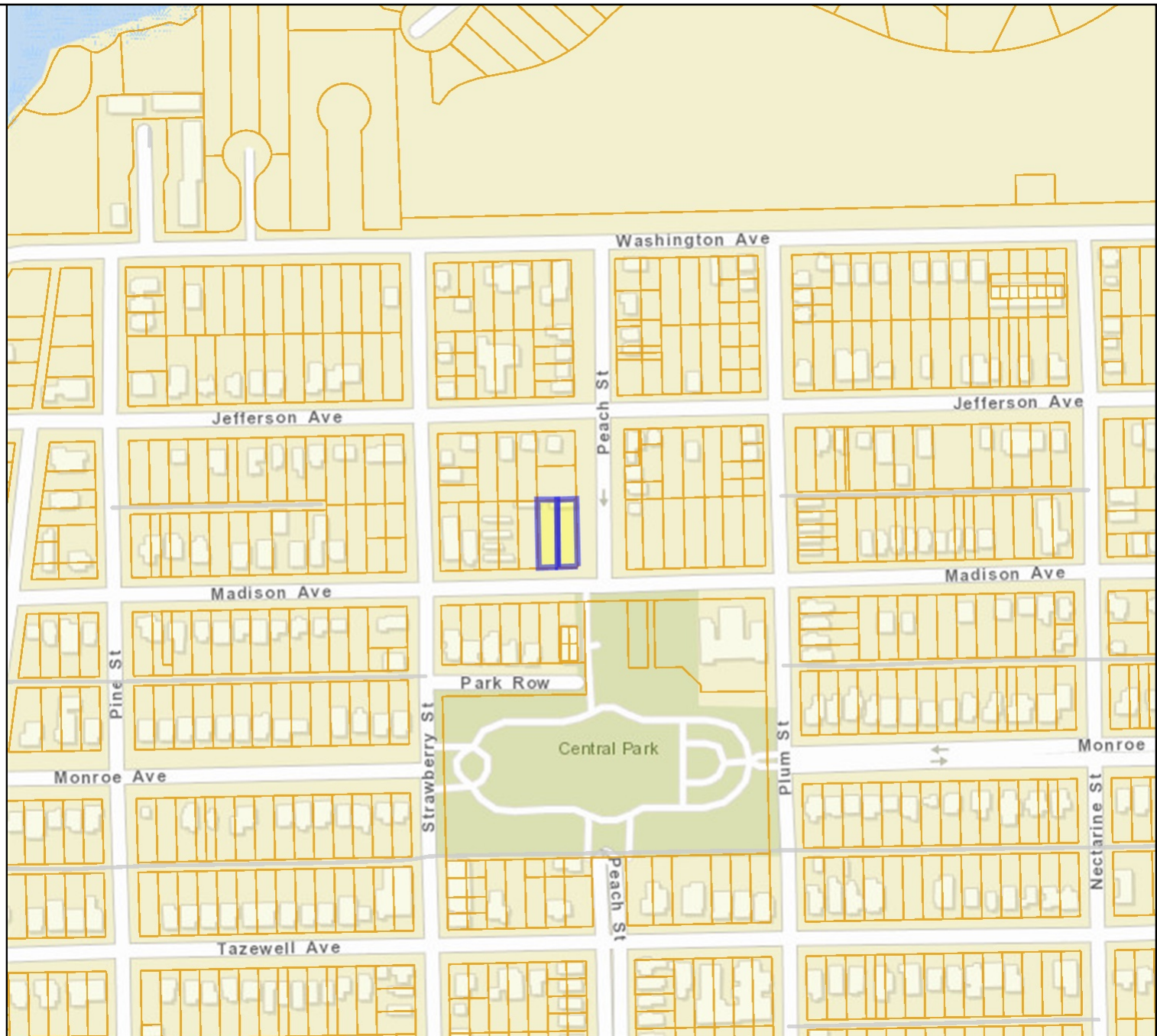
333 MADISON AVE
PROPOSED SECOND FLOOR
GARAGE



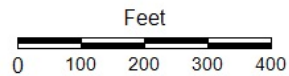
Northampton County, Virginia

Legend

- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 333 Madison Ave

Date: 11/25/2019

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Conditional use permit to allow an accessory dwelling unit at 636 Carousel Place		AGENDA DATE: March 5, 2020
	SUBJECT/PROPOSAL/REQUEST: Conditional use permit to allow an accessory dwelling unit at 636 Carousel Place		ITEM NUMBER: 4B
	ATTACHMENTS: (1) Application and Documents; (2) Location Map		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Town Clerk	REVIEWED BY: Mayor William "Smitty" Dize	

ITEM SPECIFICS:

The applicant would like to construct an accessory dwelling unit on a lot that currently has a new single-family detached home under construction, with the dwelling unit located on the second floor and a garage located on the first floor of the accessory structure. The applicant has stated they would use the accessory dwelling unit as a guest house. There will be a home constructed on the lot at the same time as the accessory dwelling unit.

The Planning Commission held their public hearing on January 7, 2020 and recommended Council approval of the request.

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2. Accessory dwellings shall not have a floor area exceeding 45 percent of the floor area of the main building.
3. Accessory dwellings shall have one kitchen and one bathroom.
4. Accessory buildings containing an accessory dwelling shall maintain the exterior appearance of an accessory building and shall not have the appearance of a single-family dwelling.

B. Occupancy characteristics.

1. Length of stay – No accessory dwelling unit shall be occupied by any person or persons, whether paying a fee for such occupancy or not, for a period less than thirty (30) consecutive calendar days. Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles the owner of the subject lot of record upon which the accessory dwelling unit sits shall provide occupancy documentation and/or information as requested, either verbally or in writing. Failure to do so may result in the revocation by the Cape Charles Town Council of the conditional use status for the accessory dwelling unit according to Article IV, Section 4.3.F.
2. Inspections – All accessory dwelling units shall be inspected annually not later than fifteen (15) days from the anniversary date of the conditional use permit being approved by Town Council.

C. Other requirements.

1. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
2. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.

3. Parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1 C. 6. (Table of Parking Standards) using both on and off-street parking areas. An accessory dwelling unit must have one off-street parking space per dwelling unit bedroom.
4. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic District Overlay.

The proposed project meets all of these provisions.

D. Accawmacke Plantation Planned Unit Development requirements:

1. For conditional uses in the Village District (Article 8.C.2) “any other residential or special commercial use which is compatible in nature with allowed uses which the Zoning Administrator determines to be compatible with the intent and purpose of the district.” It was Zach Ponds’ recommendation that an accessory dwelling unit is compatible with the intent and purpose of the village district, which is “to allow for a mix of compatible uses, architecture and landscape in a village setting which promotes a sustainable neighborhood” (Article 8A).

Section 4.3 of the zoning ordinance states “conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provision of this ordinance in the specific districts provided that the Town Council, upon recommendation by the Planning Commission, shall find that after duly advertised public hearing the use will not:

1. Adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood.
2. Be detrimental to the public welfare or injurious to property or improvements in the neighborhood.
3. Be in conflict with the purpose of the comprehensive plan of the town. In granting any conditional use permit, the Town Council shall designate such conditions as it determines necessary to carry out the intent of this ordinance.

The proposed project meets all of these provisions.

Section III-A.5.1.2 of the Comprehensive Plan discusses the overall policies for Cape Charles neighborhoods, specifically promoting compatible infill development and renovation within established neighborhoods. The Comprehensive Plan states to “promote accessory dwelling units to add diversity of housing types, while maintaining the neighborhood character and providing affordable housing options.”

The proposed project meets the Comprehensive Plan goal of promoting accessory dwelling units within established neighborhoods.

Section 4.2.J.C.3 of the zoning ordinance states “parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1.C.6 (Table of Parking Standards) using both on and off-street parking areas.” Section 4.5.1.C.6 requires a minimum of one space per accessory dwelling unit bedroom.

The proposed project meets the requirements of the zoning ordinance. There will be two parking spaces located in the garage, along with additional off-street parking on the concrete driveway.

RECOMMENDATION:

Staff recommends Town Council approve a conditional use permit to allow an accessory dwelling unit at 636 Carousel Place.



CONDITIONAL USE PERMIT APPLICATION

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

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

- ☐ Completed application (if applicable, attach accessory dwelling checklist and documents)
- ☐ Letter of intent clearly explaining project
- ☒ Existing site plan or survey
- ☐ Proposed site plan or survey (if applicable)
- ☒ Names and addresses of adjacent property owners
- ☐ Payment of Fees (single-family detached residential \$600; all other \$800)

DR. + MRS. Robert Brown 638 Carousel Pl
Dave + Karla Beaudoin 634 Carousel Pl

PROJECT INFORMATION

Name of Project: Bay Creek LOT # 118
Property Address: 636 Carousel Place Bayside Village
Brief Description of Project: Single family Residential w detached garage + ROG
Zoning District: _____ Current Use: _____ Proposed Use: _____
* ROG with kitchenette for only family use & will not be RENTABLE!

OWNER INFORMATION

Name and Company: SIMPSON BUILDERS Inc (Howard + Mary-Dee Simpson)
Mailing Address: PO Box 14550
Phone Number: 757-640-1124 Email: howard@simpsonbuildersinc.com
757-718-0486

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: same as above
Mailing Address: _____
Phone Number: _____ Email: _____

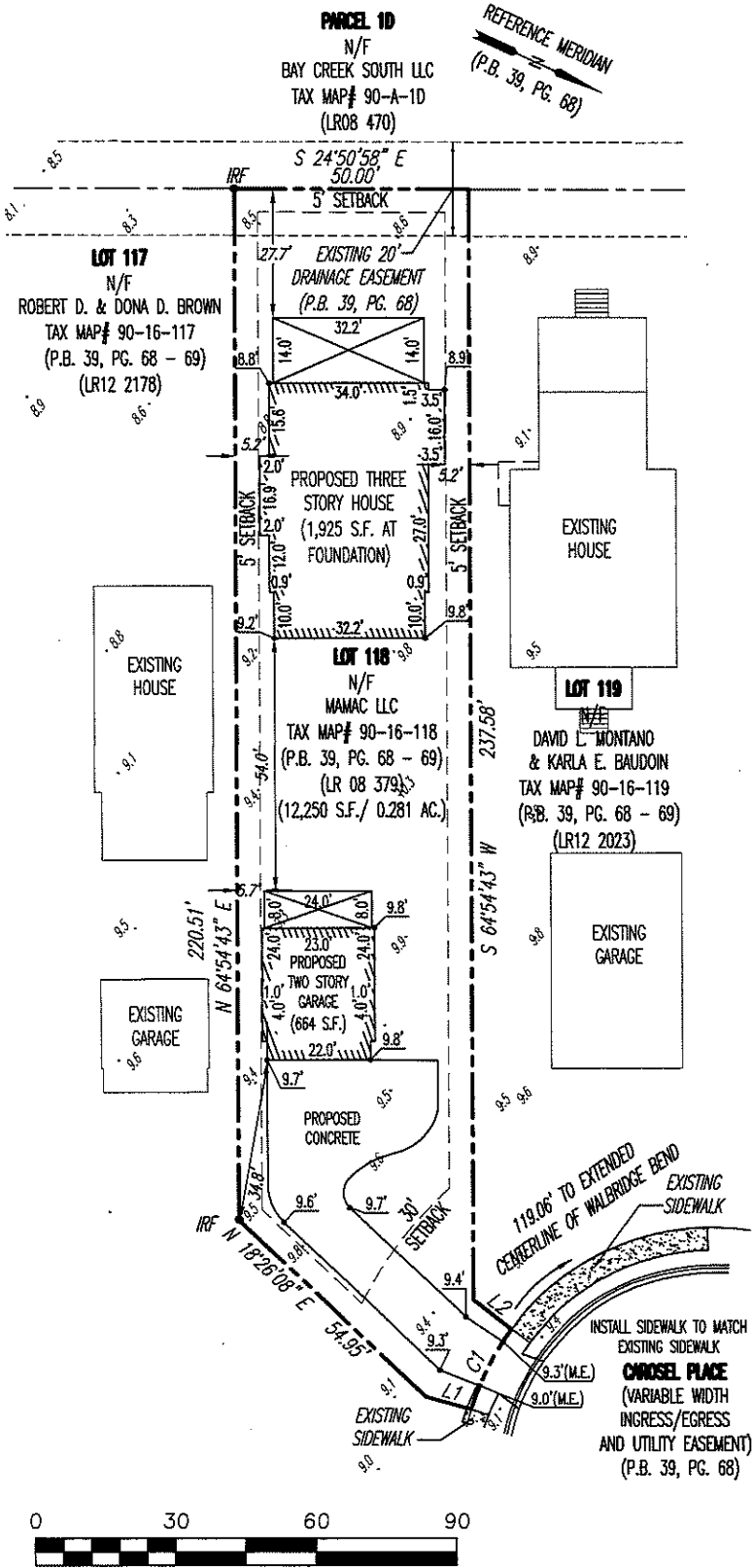
CERTIFICATION OF APPLICANT

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: Mary-Dee Simpson Date: 11/14/19

NO.	RADIUS	ARC LENGTH	CH. LENGTH	CH. BEARING	DELTA
C1	53.50'	19.43'	19.32'	N 88°47'52" W	20°48'19"

NO.	BEARING	DISTANCE
L1	N 09°12'01" W	10.00'
L2	S 11°36'18" W	10.00'



1. A TITLE REPORT HAS NOT BEEN FURNISHED TO THIS FIRM.
2. THE MERIDIAN SOURCE FOR THIS SURVEY IS BASED ON THE VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD 1983/1993 (HARN) AS SHOWN ON THE REFERENCES OBTAINED.
3. THIS FIRM MADE NO ATTEMPT TO LOCATE UNDERGROUND UTILITIES.
4. THE PROPERTY SHOWN HEREON APPEARS TO LIE WITHIN FLOOD ZONES X AS SCALED FROM FEMA - NFIP COMMUNITY PANEL 51131C0410F DATED MARCH 2, 2015. FLOOD DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE DATA SHOWN HEREON SHOULD NOT BE CONSTRUED AS A DETERMINATION OF FLOOD INSURANCE REQUIREMENTS ON ANY PROPERTIES SHOWN HEREON OR ON ADJACENT PROPERTIES.

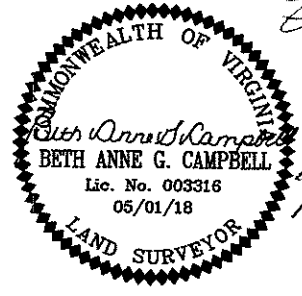
PROPERTY AND SURVEY INFORMATION

TAX ID: 90-16-118
 ZONING: PUD
 SET BACKS:
 FRONT 25'
 SIDE 5'
 REAR 5'
 OWNER: MAMAC LLC
 REFERENCES: P.B. 39, PG. 68
 DATE OF FIELD SURVEY: 07-01-17
 FINISHED FLOOR = 13.0'
 FINISHED FLOOR GARAGE = 10.0'

LEGEND AND ABBREVIATIONS

IRF = IRON ROD FOUND
 CONC. = CONCRETE
 P.B. = PLAT BOOK
 L.S.A. = LANDSCAPED AREA
 PG. = PAGE
 S.F. = SQUARE FEET
 AC. = ACRES
 WV = WATER VALVE

APPROVED



Handwritten signatures and dates:
 ZONING ADMINISTRATOR
 8/17/18
 M. King
 08/17/18

SITE PLAN OF
 OF
 LOT 118 "VILLAGE M"
 ALSO KNOWN AS
 BAYSIDE VILLAGE
 (MAP BOOK 39, PAGE 68)
 FOR
 SIMPSON BUILDERS
 CAPE CHARLES, VIRGINIA
 MAY 1, 2018
 1" = 30'

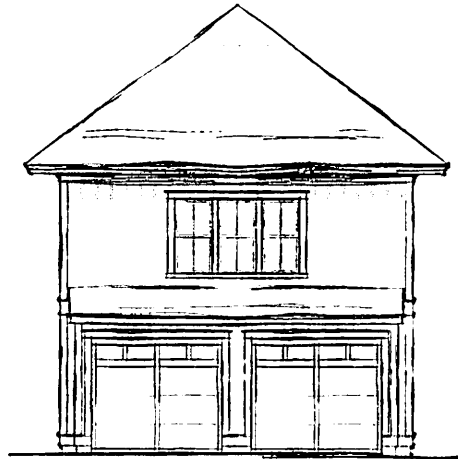
636 CAROUSEL PLACE

MAS-LD
 MidAtlantic Surveying and Land Design
 5305 Cleveland Street, Suite 102
 Virginia Beach, VA 23462
 757-557-0888
 WWW.MAS-LD.COM
 ADMIN@MAS-LD.COM

PROJECT # 17069.0 DRAWN BY: ANM/OSL

Bay Creek

Lot 118



**SOMMER
DESIGN
STUDIOS**

ARCHITECTURE AND INTERIOR DESIGN

1001 Westwood Blvd. Suite 100, Virginia Beach, VA 23462

434.337.8127

It is the responsibility of the architect to prepare the following before beginning any construction:

1. Contractor or builder must verify all dimensions prior to any construction.
2. Contractor or builder must verify each of final building permits and submittals to the city where the project is to be constructed.
3. Contractor or builder must verify the existing local building department of the city or the jurisdiction. Local building department of the city or the jurisdiction may have other rules and regulations having authority to enforce the jurisdictional documents.

If one of the above conditions are not to be met, Sommer Design Studios, L.L.C. must be notified for the necessary documents to ensure compliance prior to any additional construction of the construction site.

Changes or alterations are to be made to the project as it is in effect the original design of the project as shown in the construction documents. A clear plan or other approved from Sommer Design Studios, L.L.C.

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Sommer Design Studios, L.L.C.

DESIGN BY:

UAS

CHECKED BY:

UAS

DATE:

FOR CONSTRUCTION

6/13/18

RELATIVE

MATERIAL LEGEND	
SECTION / DETAIL	ELEVATION
RIGID INSULATION	STEEL
BATT INSULATION	CONCRETE
PLYWOOD	BRICK
TILE	GLASS
EARTH	C.M.U.
WOOD FRAMING	MORTAR / STUCCO
FINISH WOOD	GRAVEL
	WOOD BLOCKING
	SCREEN
	BRICK
	GLASS
	STUCCO
	STONE
	SHAKE SHINGLES
	ARCH. SHINGLES

INDEX TO DRAWINGS	
A1.01	FOUNDATION, FLOOR, AND ROOF PLANS
A2.01	EXTERIOR ELEVATIONS
A3.01	BUILDING SECTIONS & DETAILS
R1.01	ELECTRICAL PLANS

NOTES	

SQUARE FOOTAGE	
CONDITIONED SPACE	UNCONDITIONED SPACE
GUEST APARTMENT 576 SF	GARAGE 664 SF
576 SF	PORCH 184 SF
	DECK 122 SF
	970 SF
TOTAL SQUARE FOOTAGE UNDER ROOF	
1,240 SQFT	

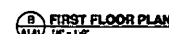
SYMBOL KEY			
detail no. direction of view page no. ELEVATION CALLOUT	detail no. page no. DETAIL CALLOUT	detail no. page no. INTERIOR ELEVATION CALLOUT	DINING ROOM LABEL CORRESPONDS TO ROOM NO. ON FRESH SCHEDULE
detail no. page no. direction of view SECTION CALLOUT	NORTH ARROW	ELEVATION CALLOUT	MATCH LINE

BUILDING CODE SUMMARY	
PROPOSED USE: RESIDENTIAL	CONTACT PERSON: JERRY SOMMER 810-881-8081
CODE ENFORCEMENT JURISDICTION: CITY OF CAPE CHARLES	
BUILDING DATA: NON-RESIDENTIAL CONSTRUCTION	VIRGINIA RESIDENTIAL CODE 2013
BUILDING CODE: 3 STORIES	
NUMBER OF STORIES: 3 STORIES	
I CERTIFY THAT THE DESIGN PLANS AND SPECIFICATIONS FOR THIS CONSTRUCTION ARE IN COMPLIANCE WITH THE CRITERIA ESTABLISHED BY THE INTERNATIONAL RESIDENTIAL CODE 2013.	I UNDERSTAND THAT ANY CHANGES IN DESIGN OR SPECIFICATIONS MUST BE SUBMITTED IN WRITING BY ME TO THE BUILDING DEPARTMENT.

Bay Creek
Lot 118

Page:
Clarification
Virginia

A0.00
COVER SHEET



**A1.01
FOUNDATION, FLOOR,
AND ROOF PLANS**

SOMMER DESIGN STUDIOS

ARCHITECTS AND INTERIORS

1001 N. 1st St., Suite 100
Tampa, FL 33602
813.251.1001

It is the responsibility of the architect to provide the following notes regarding any construction.

1. Contractor or builder must verify all dimensions prior to construction.
2. Contractor or builder must verify all load bearing walls and columns in the area of the structure to be constructed.
3. Contractor or builder must verify the existing load bearing capacity of the roof and of the foundation and shall verify the structure is adequate to support the proposed structure.

If any of the above conditions are not met, the architect shall be notified for the necessary structural analysis to ensure compliance prior to any additional construction in the immediate area. No changes or additions are to be made to the project as it is an effect the structural integrity of the project as shown in the construction documents without prior written approval from Sommer Design Studios, LLC.

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DRAWN BY:

6/13/18

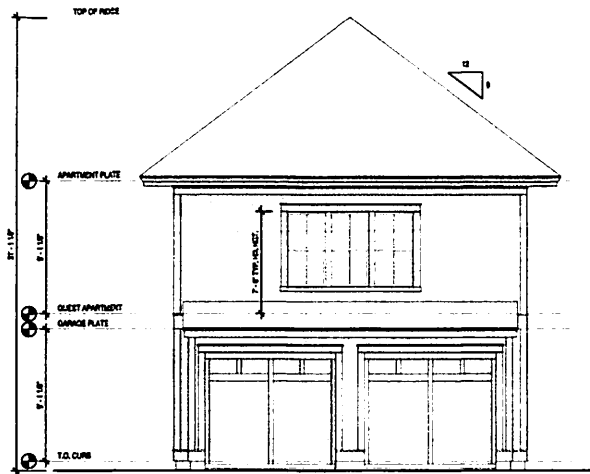
CHECKED BY:

6/13/18

FOR CONSTRUCTION

6/13/18

REVISIONS:



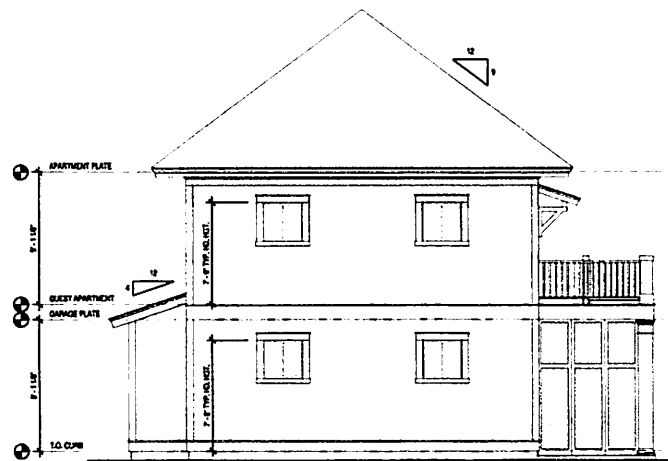
A FRONT ELEVATION
1/4" = 1'-0"



B LEFT ELEVATION
1/4" = 1'-0"



C REAR ELEVATION
1/4" = 1'-0"



D RIGHT ELEVATION
1/4" = 1'-0"

Bay Creek

Lot 118

Lape Thorne,
Virginia

A2.01

EXTERIOR ELEVATIONS

SOMMER DESIGN STUDIOS

ARCHITECTURAL AND PLOT PLAN MARKING

10/27/2017 10:00 AM 11/15/2017 10:00 AM 11/15/2017 10:00 AM

It is the responsibility of the architect to indicate the following before beginning any construction:

1. Contractor or builder must verify all dimensions prior to any construction.
2. Contractor or builder must verify all dimensions prior to any construction.
3. Contractor or builder must verify all dimensions prior to any construction.
4. Contractor or builder must verify all dimensions prior to any construction.
5. Contractor or builder must verify all dimensions prior to any construction.

If any of the above conditions are not to be met, the architect shall be notified for the necessary corrections to ensure compliance prior to any additional construction on the non-compliance area.

No change or deviation is to be made or any portion as an effect the structural integrity of the project as shown in the construction documents without prior written approval from Sommer Design Studios, L.L.C.

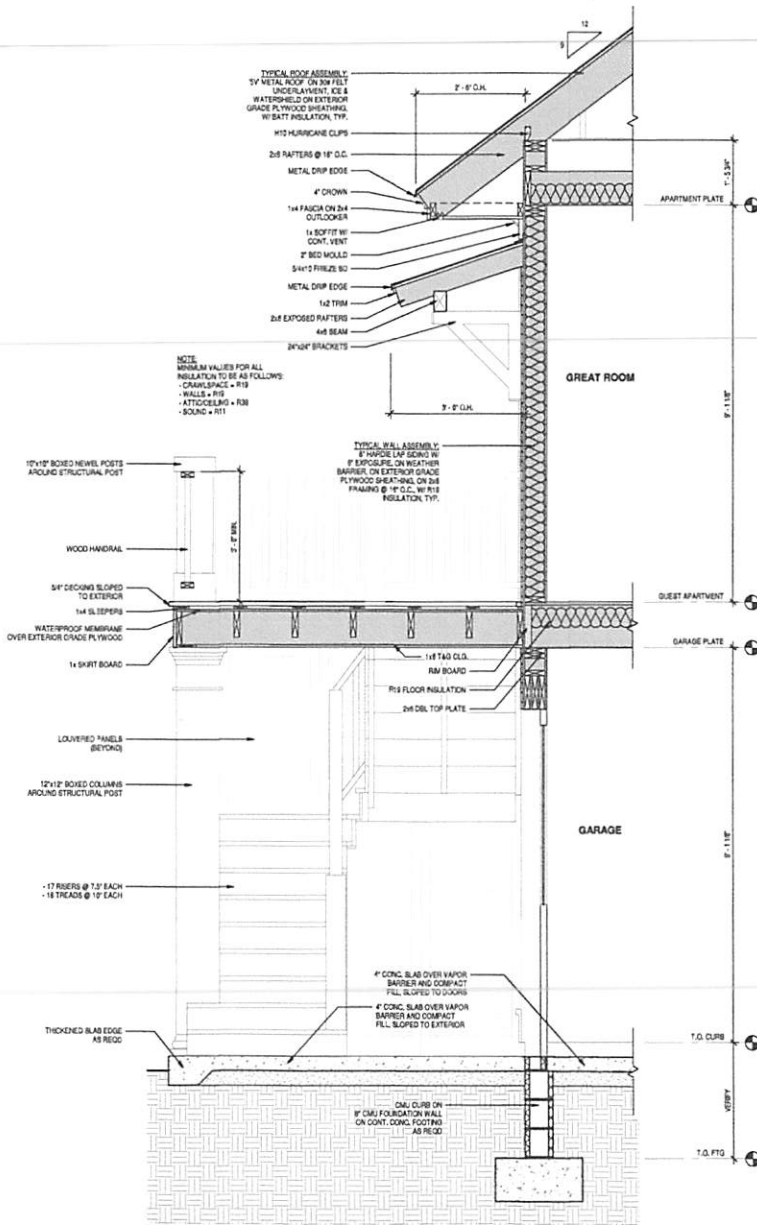
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DRAWN BY: EAD

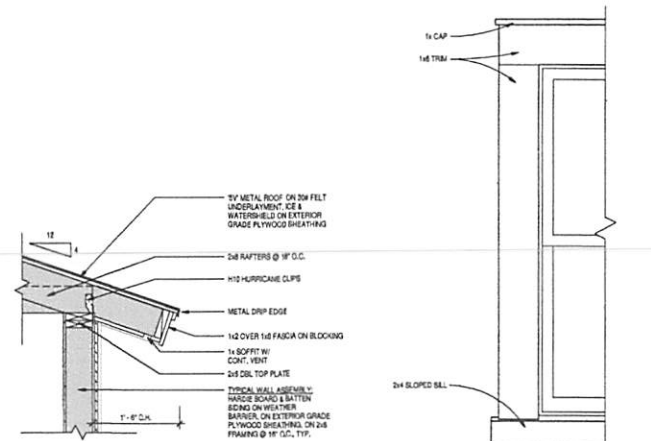
CHECKED BY: EAD

FOR CONSTRUCTION 6/13/18

RELEASES:

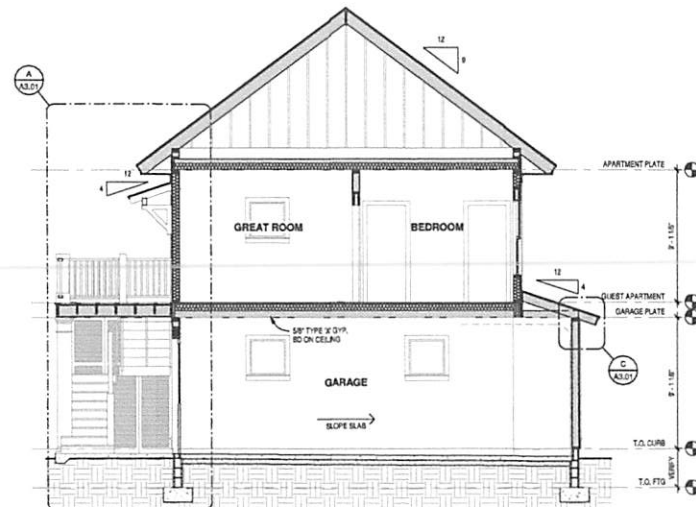


A WALL SECTION @ DECK
1/4" = 1'-0"



C CORNICES DETAIL @ SHED ROOF
1/4" = 1'-0"

D TYPICAL DOOR/WINDOW TRIM
1/4" = 1'-0"



B BUILDING SECTION
1/4" = 1'-0"

Bay Creek
Lot 118

Cape Charles,
Virginia

A3.01
BUILDING SECTIONS &
DETAILS

SOMMER DESIGN STUDIOS

ARCHITECTURE AND INTERIORS

10150 Sunset Blvd. Suite 100, Los Angeles, CA 90067

TEL: (310) 207-8272 FAX: (310) 207-8273

It is the responsibility of the customer to maintain the following before beginning any construction:

1. Customer or builder must verify all dimensions prior to any construction.
2. Customer or builder must verify each of the building codes and ordinances in the area where the project is to be constructed.
3. Customer or builder must verify the existing load bearing capacity of the wall or the construction on floor joists prior to any construction.

If any of the above conditions are not to be met, Sommer Design Studios, L.L.C. may be required for the necessary alterations to meet the building codes in any additional construction on the construction site.

Any change or alteration not in the scope of the project as it is shown on the construction documents is the responsibility of the customer. The customer must obtain the necessary permits from the appropriate authorities prior to any construction.

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DESIGN BY: SJS

CHECKED BY: SJS

FOR CONSTRUCTION: 6/13/18

REVISIONS:

Bay Creek

Lot 118

Cape Charles,
Virginia

E1.01

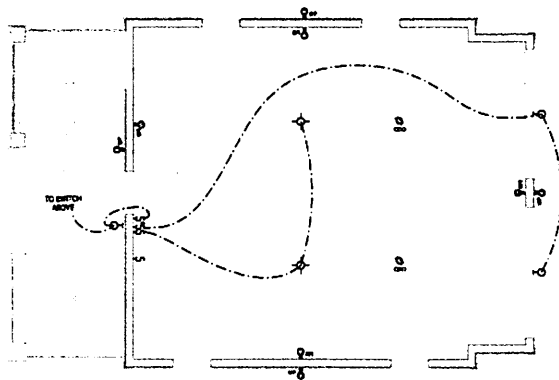
ELECTRICAL PLANS

ELECTRICAL SYMBOL KEY

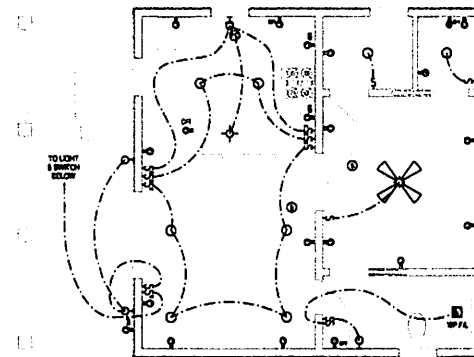
	LIGHT FIXTURE - CEILING MOUNTED		LIGHT SWITCH - SINGLE
	LIGHT FIXTURE - WALL MOUNTED		LIGHT SWITCH - 3-WAY
	LIGHT FIXTURE - RECESSED CAN		DUPLEX RECEPTACLE (OUTLET)
	CEILING FAN/LIGHT		DUPLEX RECEPTACLE - GROUND FAULT INTERRUPTER
	EXHAUST FAN		DUPLEX RECEPTACLE - WATER PROOF
	SMOKE/CO DETECTOR		DUPLEX RECEPTACLE - 220V
	FIRE EXTINGUISHER		DUPLEX RECEPTACLE - FLOOR MOUNTED
			DUPLEX RECEPTACLE - GARAGE DOOR OPENER

ELECTRICAL NOTES:

- THESE ELECTRICAL PLANS ILLUSTRATE SUGGESTED LIGHT FIXTURE LAYOUTS IN A DIAGNOSTIC MANNER. CANNOT MONITOR DETECTIONS AND OTHER CODE REQUIRED ELECTRICAL ITEMS ARE NOT INDICATED ON THESE PLANS. ELECTRICAL CONTRACTOR SHALL WORK WITH OWNER TO DEVELOP A DETAILED CODE COMPLIANT ELECTRICAL PLAN.
- MINIMUM RECEPTACLE LOCATIONS ARE INDICATED ON THESE PLANS. ELECTRICAL CONTRACTOR TO PROVIDE ADDITIONAL RECEPTACLE LOCATIONS AS REQUIRED TO MEET CODE.
- VERIFY LOCATIONS OF OUTLETS MOUNTED IN EXTERIOR WALLS AND OVERHEADS FOR LIGHTING LOCATIONS IN OWNER.
- VERIFY LOCATIONS OF FLOOR OUTLETS, DIMMERS, AND EXTERIOR FLOOD LIGHTS IN OWNER.
- VERIFY TV PLACEMENT LOCATIONS FOR ELECTRICAL OUTLETS IN OWNER.
- PROVIDE UNDER-CABINET LIGHTS AND SWITCHES IN KITCHEN FOR OWNER.
- REVIEW ALL ELECTRICAL FIXTURE LOCATIONS AND ELECTRICAL SYSTEMS DESIGN IN OWNER.



A FIRST FLOOR ELECTRICAL PLAN
1/4" = 1'-0"

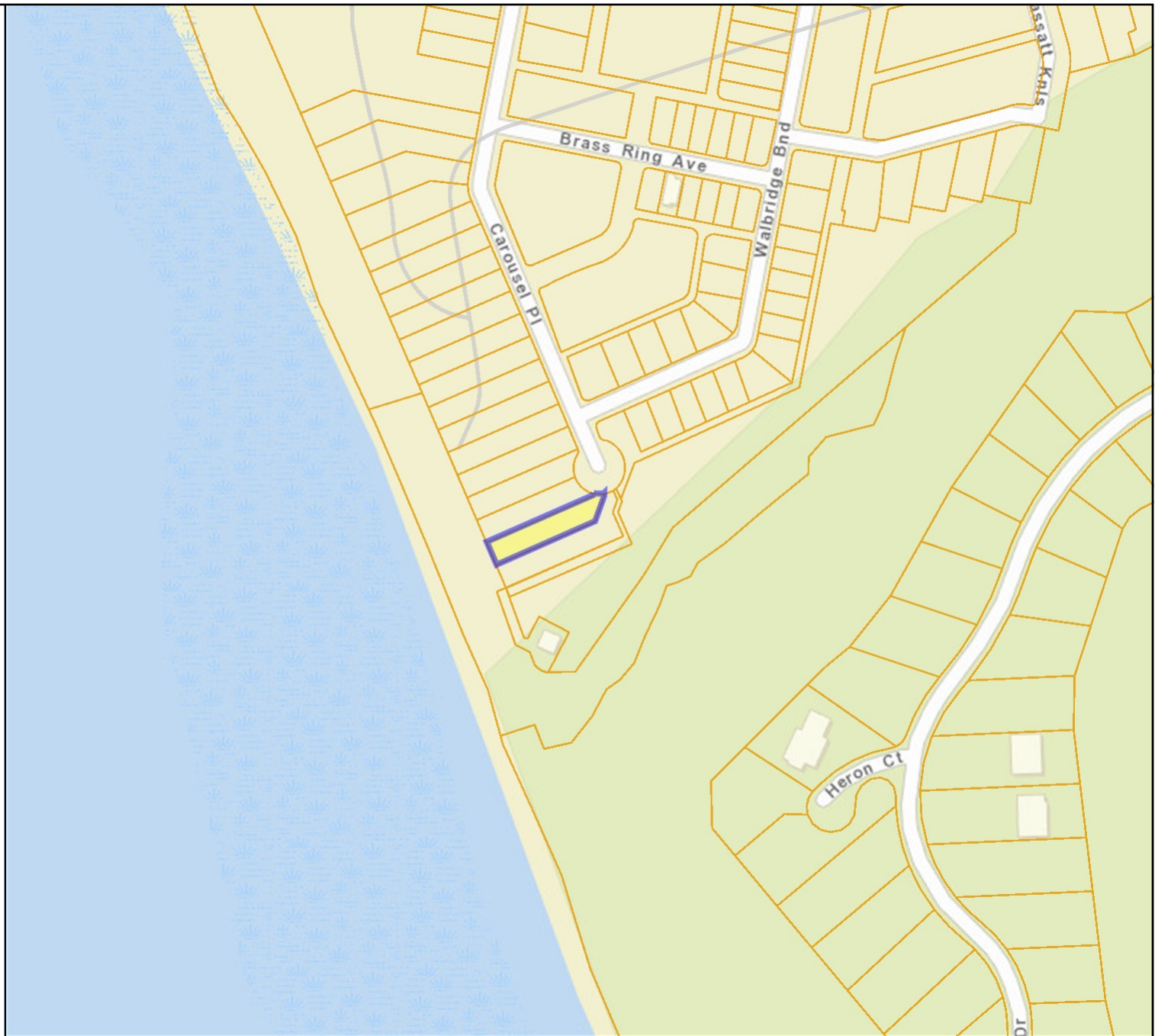


B SECOND FLOOR ELECTRICAL PLAN
1/4" = 1'-0"

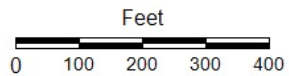
Northampton County, Virginia

Legend

- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 636 Carousel Place

Date: 11/25/2019

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Joint IDA Member Reappointment		AGENDA DATE: March 5, 2020
	SUBJECT/PROPOSAL/REQUEST: Reappoint John Burdiss to the Joint IDA of Northampton County and Its Incorporated Towns		ITEM NUMBER: 4C
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Town Clerk	REVIEWED BY: Mayor William “Smitty” Dize	

BACKGROUND:

The Joint Industrial Development Authority of Northampton County and Its Incorporated Towns (Joint IDA) was formed in 1995 to administer development of a network of industrial facilities throughout Northampton County’s participating towns. The Board consists of a total of seven (7) members who serve a term of four (4) years.

DISCUSSION:

The Cape Charles Town Council recommended Mr. John Burdiss’ appointment as the Cape Charles representative to the Joint IDA to complete the unexpired term of Phil Custis, who resigned in 2009. The Northampton County Board of Supervisors followed suit and appointed Mr. Burdiss to the Joint IDA. In 2016, both the Town Council and Northampton County Board of Supervisors reappointed Mr. Burdiss for another term which will be expiring on March 31, 2020.

Mr. Burdiss has expressed his interest in continuing his service on the Joint IDA for another four-year term.

RECOMMENDATION:

Staff recommends Council appointing John Burdiss to serve another four-year term on the Joint Industrial Development Authority of Northampton County and Its Incorporated Towns, if deemed appropriate.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Utilities Extension		AGENDA DATE: March 5, 2020
	SUBJECT/PROPOSAL/REQUEST: Consider proceeding with engineering for wastewater extension.		ITEM NUMBER: 4D
	ATTACHMENTS: None.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Project Manager	REVIEWED BY: Smitty Dize, Mayor	

BACKGROUND:

The Town received an unsolicited request for public wastewater service extension from the owner\developer (General Builders, LLC) of the un-serviced Residential-3 (R-3) lots on the eastern edge of Town. Council discussed alternate methods of funding this initiative at the September 5, 2019 special meeting. At the September 19, 2019 regular meeting, Council directed staff to secure an engineering report and cost estimate on the extension of wastewater service to the R- 3 property as a base design with two alternate designs, the first also extending service to the contiguous Town-owned property and the second extending to the Town boundary along Old Cape Charles Road. As the proposed wastewater service extension is a segment of the larger project pursued by the Eastern Shore of Virginia Public Service Authority (ESVPSA) several years ago, Council authorized the Town Manager to request that ESVPSA assign the Hurt & Proffitt (H&P) engineering contract to the Town so that design of that segment could be completed in a cost effective manner. The ESVPSA met on November 20, 2019 and approved assignment of the H&P engineering services contract to the Town. Staff requested that H&P prepare a change order to complete the design, specifications and cost estimate for the proposed wastewater force main.

The Town received a formal request from General Builders on October 23, 2019 to extend both wastewater and water service to the property. Previous discussions between the developer and staff had focused principally on wastewater, as this has the most significant impact on the density of site development. Council directed staff to also request a proposal from H&P for this engineering work at the December 5, 2019 special meeting.

DISCUSSION:

We have received a proposed contract change order to complete the design, prepare construction plans, specifications and bidding documents, and an estimate of probable cost for the wastewater force main. The price is \$30.5K. Bidding services would be another \$7.5K. This proposal does not include construction administration and engineering. We have not yet received a proposal for the water service extension.

This project is not included in the FY 2020 budget. Should Council wish to proceed expeditiously, a funding approach will need to be decided. Several alternatives to be considered:

1. Utilize some of the remaining General Fund assets identified at mid-year review.
2. Absorb within the Water and Wastewater Fund, potentially deferring other projects such as Upgrade of Washington Avenue Pump Station, Phase 1.
3. Utilize the reserve fund for water and wastewater capacity expansion.
4. Any of the above could be considered a temporary measure and backfilled via the new bond issuance under consideration.

RECOMMENDATION:

That Council consider directing staff to proceed with the contract change order and decide on a funding approach.



**TOWN OF
CAPE CHARLES**

AGENDA TITLE: Sidewalk Ad-Hoc committee report

AGENDA DATE:
March 5, 2020

SUBJECT/PROPOSAL/REQUEST: Sidewalk Ad-Hoc committee report for information to assist with the 5-year CIP

ITEM NUMBER:
4E

ATTACHMENTS:

FOR COUNCIL:
Action ()
Information (X)

STAFF CONTACT (s):
William "Smitty" Dize

REVIEWED BY:

BACKGROUND:

For some time, residents have been brought to our attention on several occasions that the sidewalks need repair, replacing or adding. Currently new dwellings are required to add sidewalks but there are existing dwellings that have no sidewalks, there are sidewalks damaged beyond repair etc.

Last fall I established an Ad-Hoc committee that consisted of the Town Planner, Zach Ponds, Councilman Grossman. Dianne Davis & Rob Smithwick.

The scope of work that the Ad-Hoc committee was given direction was identify where there are no sidewalks, identify where there are damaged sidewalks and make some suggestions on how to go about replacing or adding sidewalks.

DISCUSSION:

Since Zach is no longer with us Rob Smithwick will give a brief presentation of the committee findings and answer any questions that council may have. The purpose of the findings will assist council moving forward for any budget or capital projects planning.

RECOMMENDATION:

This is for discussion and if council chooses to do so direct staff to utilize the findings presented for guidelines to assist with the 5-year capital improvement plan.