

Planning Commission

Public Hearing and Regular Session Agenda

Cape Charles Civic Center – 500 Tazewell Avenue
December 7, 2021, at 6:00 P.M.

1. Call to Order
 - A. Roll call and establish a quorum
2. Invocation and Pledge of Allegiance
3. Consent Agenda
 - A. Approval of agenda format
 - B. Approval of Minutes: None
4. Public Hearing
 - A. A Conditional Use Permit Application from Claudine Pierce, Peacock Cottage LLC, with consent from the property owners Steve and Kate Keeler at 630 Tazewell Avenue (Tax Map #'s 83A3-1-436 & 437) in the Residential-1 Zoning District for an accessory dwelling unit pursuant to Cape Charles Zoning Ordinance Section 4.2 (J)
5. Citizen Comment Period, for any item not subject to an advertised public hearing
6. Unfinished Business: None
7. New Business
8. Report of Officers and Committees
9. Standing Staff Reports
 - A. Subdivision Agent Monthly Report
 - B. Report on Applications filed with Board of Zoning Appeals, pursuant to Code of Virginia §15.2-2310 – NONE FILED FOR EITHER NOVEMBER NOR DECEMBER
 - C. Other
10. Announcements - Next Meetings:
January 4, 2022 @ 6:00 pm

Work Session Schedule for Comprehensive Plan Work – these meetings are from 3:00 – 5:00 p.m., Civic Center
 - December 20, 2021: Community Facilities (Diane D'Amico)
11. Adjourn

TOWN OF CAPE CHARLES
Planning Commission – Public Hearing

The Cape Charles Planning Commission will hold a public hearing on Tuesday, December 7, 2021, at 6:00 pm in the Cape Charles Civic Center, 500 Tazewell Avenue, to receive comment on the following requests:

- A. A Conditional Use Permit application from Claudine Pierce, Peacock Cottage LLC, with consent from the property owners Steve and Kate Keeler at 630 Tazewell Avenue (Tax Map #'s 83A3-1-436 & 437) in the Residential-1 Zoning District for an accessory dwelling unit pursuant to Cape Charles Zoning Ordinance Section 4.2 (J)

The application is available for public review on our website at www.capecharles.org. Please contact the Planning Department at 331-2036, or by email at planner@capecharles.org if you have any questions or require additional information.

AD PLACED: Eastern Shore Post - Monday, November 22, 2021
AD TO RUN: Friday, November 26, 2021 & December 3, 2021



PLANNING COMMISSION STAFF REPORT

Meeting Date: December 7, 2021

Item #: #4 – 630 Tazewell Avenue

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

Date: November 30, 2021

APPLICANT: Kate & Steve Keeler
SITE ADDRESS: 630 Tazewell Avenue

TAX MAP: 83A3-1-437 & 436
LOT SIZE: 11,200 sq. ft.

TYPE OF APPLICATION: Conditional Use Permit
SPECIFIC REQUEST: An accessory dwelling unit located on second floor of accessory structure
ZONING ORDINANCE: Section 4.2 (J)
CURRENT ZONING: Residential (R-1)

DATE RECEIVED: October 13, 2021

DATE DEEMED COMPLETE: October 25, 2021

LEGAL DEADLINE (90 Days from Complete Application – Directory, not Mandatory): January 24, 2022

NARRATIVE OF PROPOSAL

The applicant has an existing, 638 sq.ft. accessory structure on the property with the first floor used as a garage and a finished second floor that the owners of the property would like to build out and use as an overflow area for family and guests but not as a rental unit. Since the proposed utilization of the second floor of the accessory structure meets the requirement of the Accessory Dwelling definition, I advised the applicant to apply for a Conditional Use Permit to ensure full compliance with the zoning ordinance.



ORDINANCE REQUIREMENTS

The Cape Charles Zoning Ordinance Section 4.2 (J) states that:

Accessory Dwellings. 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:

1. Physical characteristics.

- a. Accessory dwellings shall be located in an accessory building.*
- b. Accessory dwellings shall not have a floor area exceeding forty-five (45) percent of the floor area of the main building.*
- c. Accessory dwellings shall have one kitchen and one bathroom.*
- d. Accessory buildings shall not have the appearance of a single-family dwelling.*

2. Occupancy characteristics.

- a. 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 Section 4.3.F.*
- b. 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.*

3. Other requirements.

- a. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.*
- b. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.*
- c. 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.*
- d. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic Overlay.*

Cape Charles Zoning Ordinance Section 4.3 states that “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.

Additionally, approval of a conditional use permit shall be valid for only the specific use it covers in the specific location designated for a period of one year after approval by the Town Council and the completion of the additional permit process as requested in the application. Applicant shall apply or have applied for all additional permits as provided to the Planning Commission and as required by the Zoning Administrator within one (1) month of the approval by the Town Council. If Applicant fails to apply for any such permit within this time period, the conditional use permit shall be effective as of this date, thirty (30) days after the Town Council approval, unless the Town Council allows for additional time for such application or applications. If not acted upon within one (1) year, the conditional use permit shall become null and void, unless an extension of time is approved by the Town Council for good cause shown before the expiration of the Conditional Use Permit.

STAFF ANALYSIS:

The application for the second story use of an existing, 638 sq. ft. accessory structure as an accessory dwelling unit and the first floor for continued garage parking meets the requirements of the Cape Charles Zoning Ordinance Section 4.2 (J) with the exception that the applicant has indicated that the accessory dwelling would be used as overflow for the family and has signed the Accessory Dwelling Unit Checklist which includes the statement regarding the length of stay requirement but the narrative submitted does not seem to comport with the length of stay requirement.

The Cape Charles Comprehensive Plan Section III.A.5.2. identifies a goal to “Promote compatible infill development and renovation within established neighborhoods” and to specifically “Promote accessory dwelling units to add diversity of housing types, while maintaining the neighborhood character and providing affordable housing options”.

I have spoken further with the applicant about the conversation that the Planning Commission had at the November meeting that this application did not seem to meet the definition of the Accessory Dwelling Unit and its requirements as it pertains to length of stay. I did indicate in that conversation that, based upon the information supplied to the office which indicated that the space was fully outfitted with a kitchen and bathroom and the intent to utilize the space for dwelling, that I am the one who encouraged them to submit a Conditional Use Permit to ensure compliance with the ordinance for an accessory dwelling since the length of stay could be achieved and wanted to ensure the structure would be legal.

I learned during the conversation with the Planning Commission at the November meeting the intent and history of the adoption of the Accessory Dwelling Unit section of the Zoning Ordinance and now realize that I may have provided poor guidance to the applicant about submitting an application; however, my understanding of the ordinance allows for a minimum 30 day stay of any person or persons and does not distinguish between any familial relationship or friendship to the property owner vs a stranger; it does not indicate that the 30-day stay must be done by the same people; and it also indicates that the 30-day

length of stay does not have to be for a fee; therefore, I do find the application in conformance with the ordinance but will withhold a full zoning clearance declaration to allow the applicant to speak about their intent for the structure and address the length of stay requirement more fully at the public hearing.

I discussed this with the applicant and also indicated that using the accessory structure for any sort of dwelling by the family does not appear to be allowed by some Planning Commissioner's consideration of the zoning ordinance if the 30-day stay component is not met.

The applicant indicated that they would like to consider all of this and would discuss this further with the Planning Commission at the public hearing and would still like to proceed with the public hearing even though it appears the Planning Commission may not recommend favorable consideration of this application based upon the length of stay requirement in the ordinance for Accessory Dwelling Units.

RECOMMENDATION TO PLANNING COMMISSION

I am recommending that the Planning Commission convene and hold the public hearing and receive any public comment and discuss the components of the application for 630 Tazewell Avenue with the property owners. I am prepared to assist the Planning Commission in the development of a motion based upon any information that is forthcoming at the public hearing.

Attachments:

Attachment 1 – CUP Application



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: Keddey Carriage House
Property Address: 630 Tazewell Ave
Brief Description of Project: Build out of second floor of Ex. Two story Garage
Zoning District: R-1 Current Use: Accessory bldg Proposed Use: Accessory dwelling unit

OWNER INFORMATION

Name and Company: Kate and Steve Keddey
Mailing Address: 630 Tazewell Ave, Cape Charles Va 23310
Phone Number: 540-931-4281 Email: Kate.obenshain@gmail.com

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: Claudine Pierce Peacock Cottage LLC
Mailing Address: 10 Tazewell Ave, Cape Charles Va 23310
Phone Number: 703-609-5818 Email: mypeacockcottage@gmail.com

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: Claudine A Pierce Date: 10/13/21

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

Conditional Use Permit - Accessory Dwelling Unit Checklist

Date: Address: 630 Tarzwell Ave The following criteria are required for one accessory dwelling to 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:

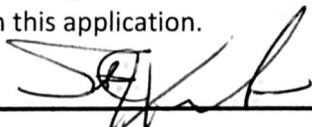
1. Is the accessory dwelling unit located in an accessory building? YES ☒ NO ☐
2. Does the accessory dwelling floor area exceed of forty-five (45) percent of the floor area of the main building? YES ☐ NO ☒ Accessory Dwelling Unit square footage 638 sq.ft.
3. Does the accessory dwelling have one kitchen and one bathroom? YES ☐ NO ☐
4. Does the accessory building/dwelling differentiate from the single-family dwelling? YES ☒ NO ☐

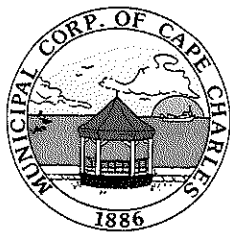
The following conditions must be maintained for an accessory dwelling unit on a property in the R-E, R-1, R-2, and CR zoning districts, contingent upon approval as a conditional use in accordance with Section 4.3: 1. Occupancy characteristics.

- a. 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 Section 4.3.F.
 - b. 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.
2. Other requirements.
- a. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
 - b. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.
 - c. 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.
 - d. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic Overlay.

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. I am providing authorization to the town authorities to enter my properties to confirm accuracy of information contained in this application.

Signature of Owner: 



OWNER PERMISSION AFFIDAVIT

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

PROPERTY INFORMATION

Subject Property Street Address: 630 Tazewell Ave
Subject Property Tax ID Number: _____

OWNER INFORMATION

Name (Person, Firm, Corporation, or Agency): Kate Keeler
Mailing Address: 630 Tazewell Ave, Cape Charles, VA 23310
Phone Number: 540-931-4281 Email: kate.obenshain@gmail.com

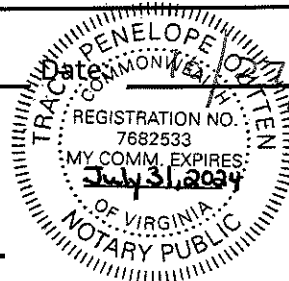
APPLICANT INFORMATION (If applicable)

Name: Peacock Cottage LLC - Claudine Pierce
Mailing Address: 10 Tazewell Ave
Phone Number: 703-609-5818 Email: mypeacockcottage@gmail.com

I am applying for, or I hereby give authority to the applicant to file an application for:

Steven and Kate Keeler

Signature of Owner: Kate Keeler



Commonwealth of Virginia

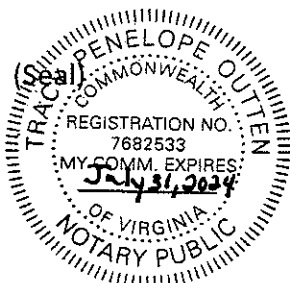
County of Northampton

The foregoing instrument was acknowledged before me this 27 day of October,
2021, by Kate Keeler (name of person acknowledged).

Signature of Notarial Officer: Traci Outten

Notary Registration Number: 7682533

My Commission Expires: July 31, 2024



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

PEACOCK COTTAGE LLC

10 Tazewell Ave.
Cape Charles, VA 23310
mypeacockcottage@gmail.com

October 13th, 2021

To: Zoning Administrator
Town of Cape Charles

Re: Letter of Intent
Conditional Use Permit for an Accessory Dwelling Unit
630 Tazewell Avenue

Dear Katie

The owner's of 630 Tazewell have an existing two story carriage house located on the rear east side of their property that currently houses a two car garage on the first floor and an open finished space on the second floor. The existing accessory building was permitted and built by a previous owner and is not considered a historic contributing structure.

The new owners, Kate and Steve Keeler, would like to maintain the garage space on the first floor and build out the second floor to provide a family overflow area for the main house. The proposed second floor layout would contain a bathroom and a kitchenette area. The Keelers do not intend to use this building now or in the future as a rental unit or for profit of any sort.

The exterior renovations associated with the proposed new build out were approved by the Historic District Review Board on 7/21/21. There is also off street parking for at least five cars provided in the existing driveway.

The proposed accessory dwelling unit meets all "physical characteristics" as per Article IV Section J.1 and "other requirements" per Article IV Section J.3 including off street parking.

We have attached an existing site plan, drawings of the carriage house as approved by the Historic District Review and the Certificate of Appropriateness.

Please let us know if you need any additional information to complete this application.

Best,



Claudine Pierce
703-609-5818

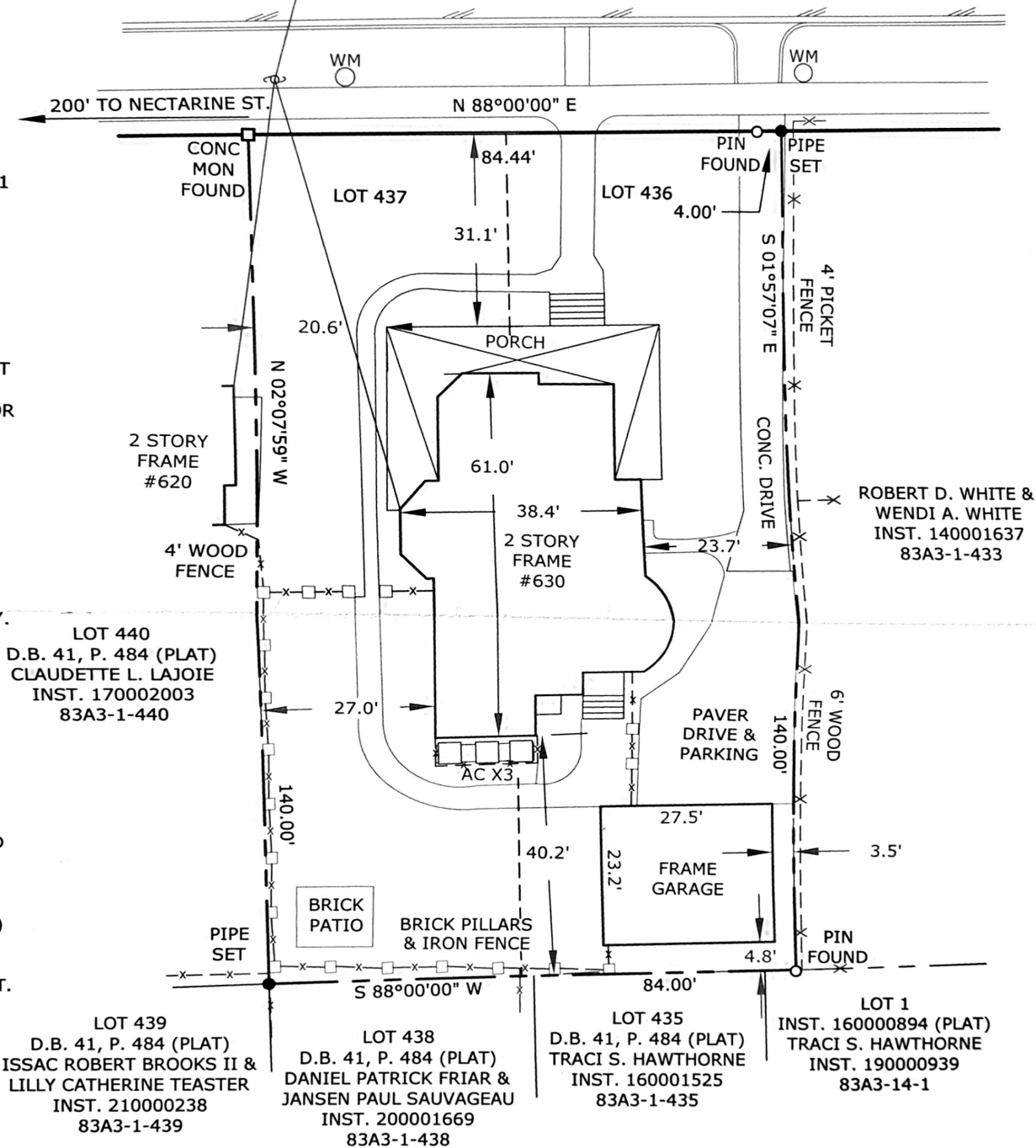
1. CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS 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.



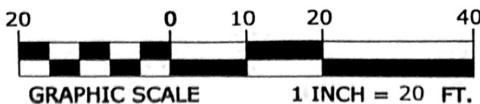
GENERAL NOTES:

- OWNERS:
STEVEN J. KEELER
& KATE OBENSHAIN
KEELER
- TAX PARCELS:
83A3-1-436
& 83A3-1-437
- SOURCE OF TITLE:
INST. 210000322
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2021 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. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.
- PLAT REFERENCE:
D.B. 243, P. 340 (PLAT)
D.B. 41, P. 484 (PLAT)
- AREA: 11,791 SQ. FT.
(0.271 AC.)

TAZEWELL AVE (70' R/W)



D.B. 41, P. 484 (PLAT)



SURVEY OF PROPERTY OF
STEVEN J. KEELER &
KATE OBENSHAIN KEELER
LOCATED IN THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTH HAMPTON COUNTY VA.
SCALE: 1"=20' JULY 23, 2021



POINT NORTH

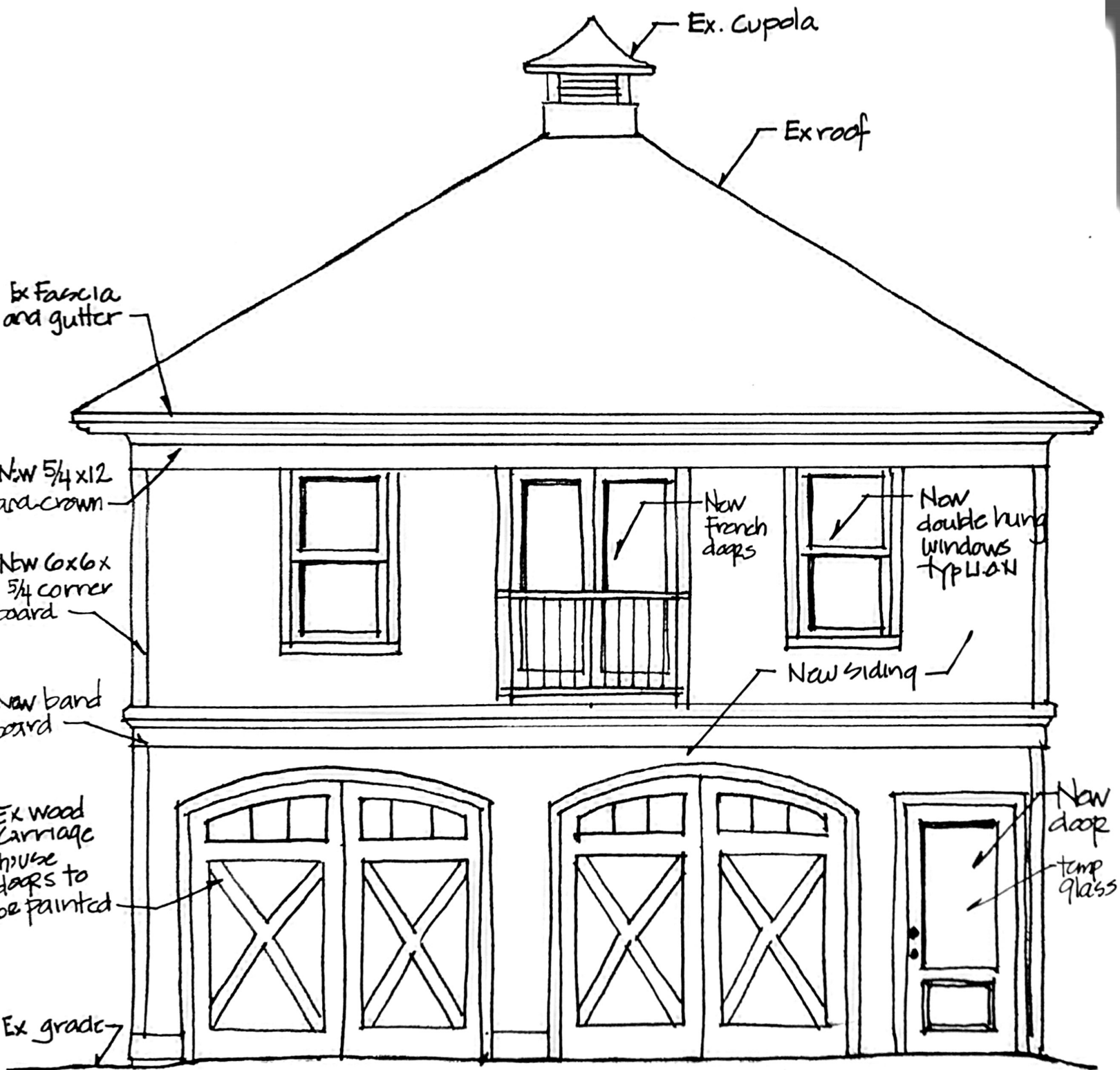
POINT NORTH SURVEYING LLC

P.O. Box 701, (757) 709-3008

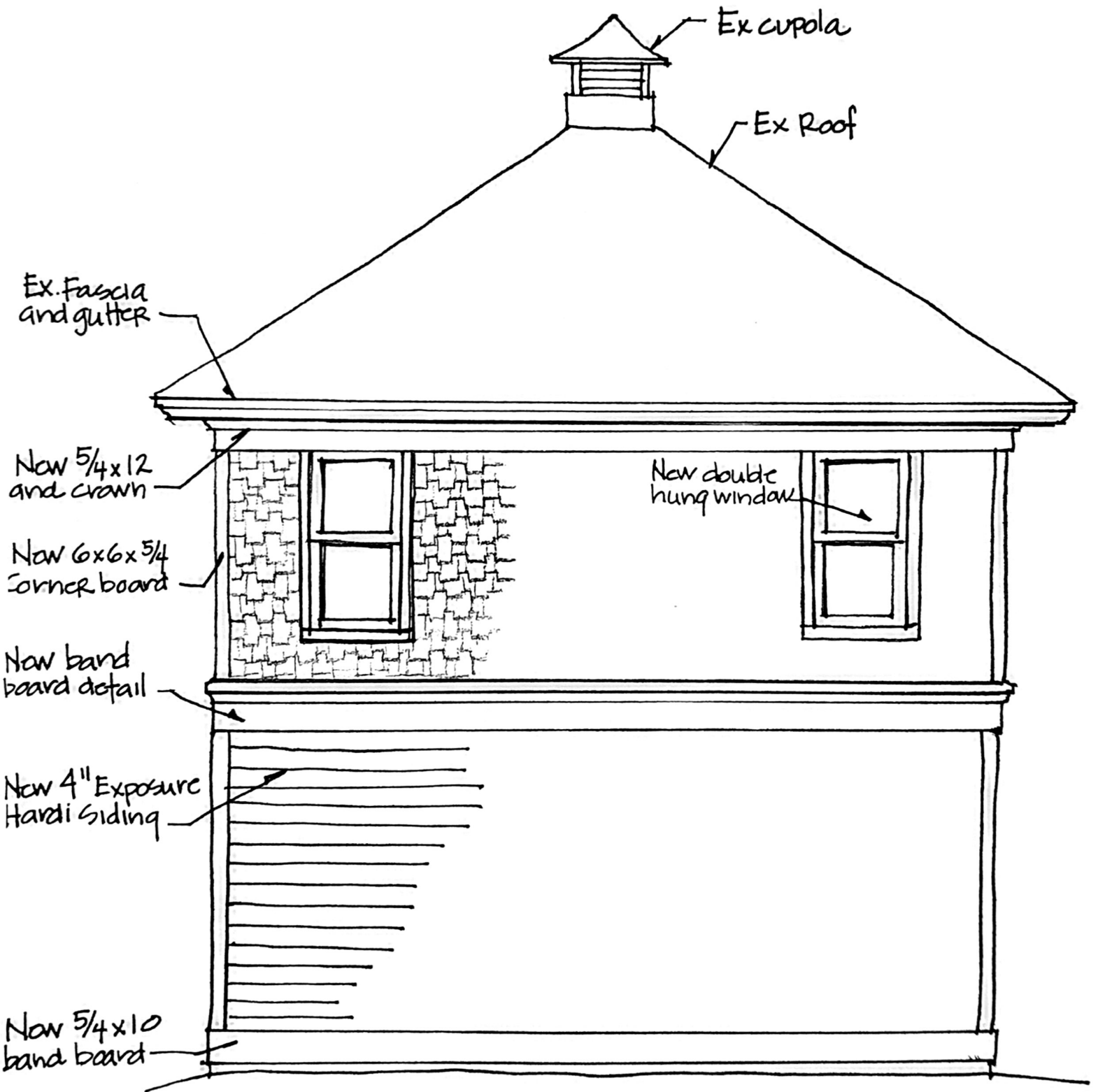
Onley, VA. 23418 pointnorthsurveying@gmail.com

DRAWN BY: DCP FIELD BOOK: FILE COPY

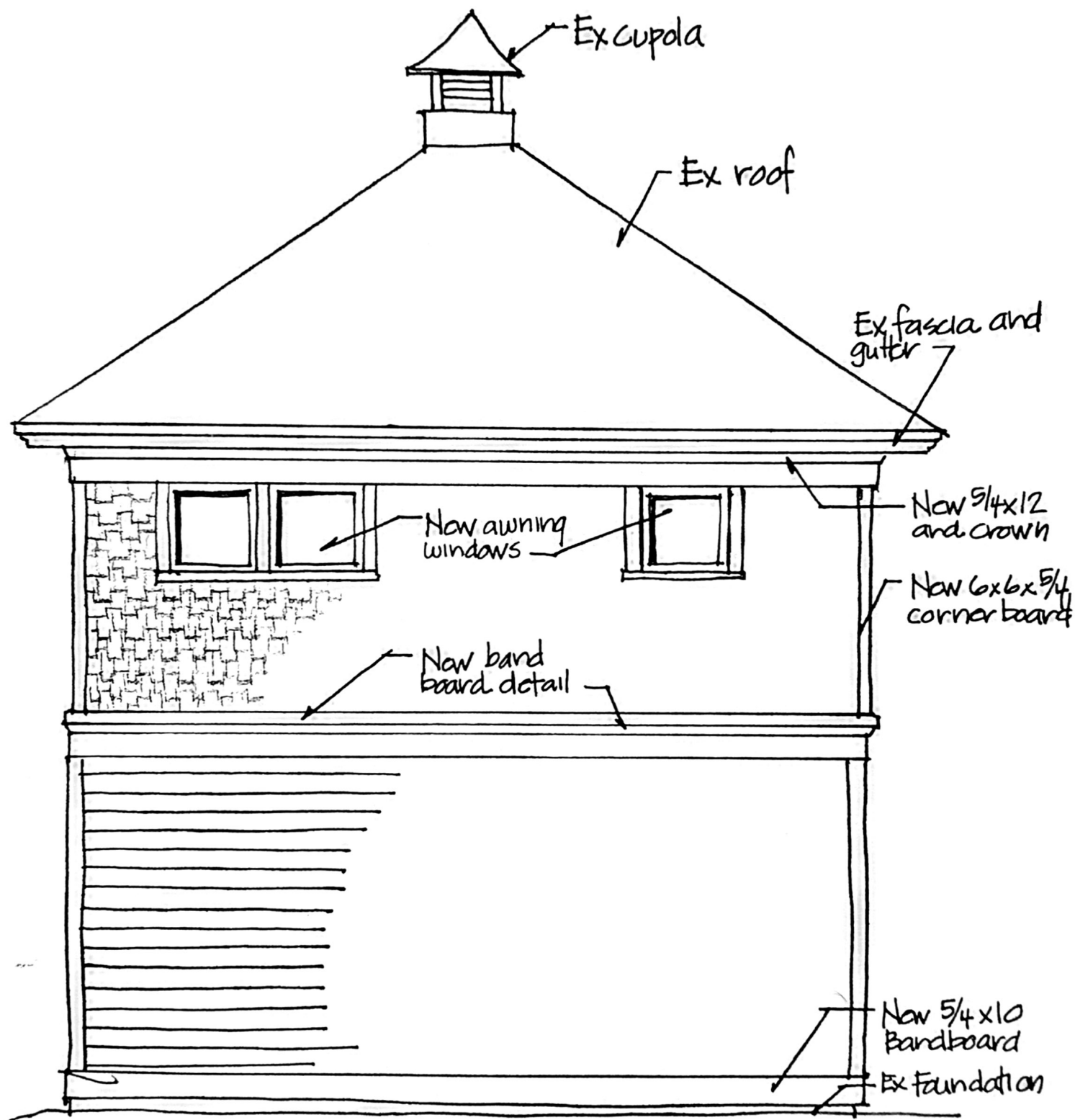
BACK TRAV: CROCKETT PROJ. NO: 21125



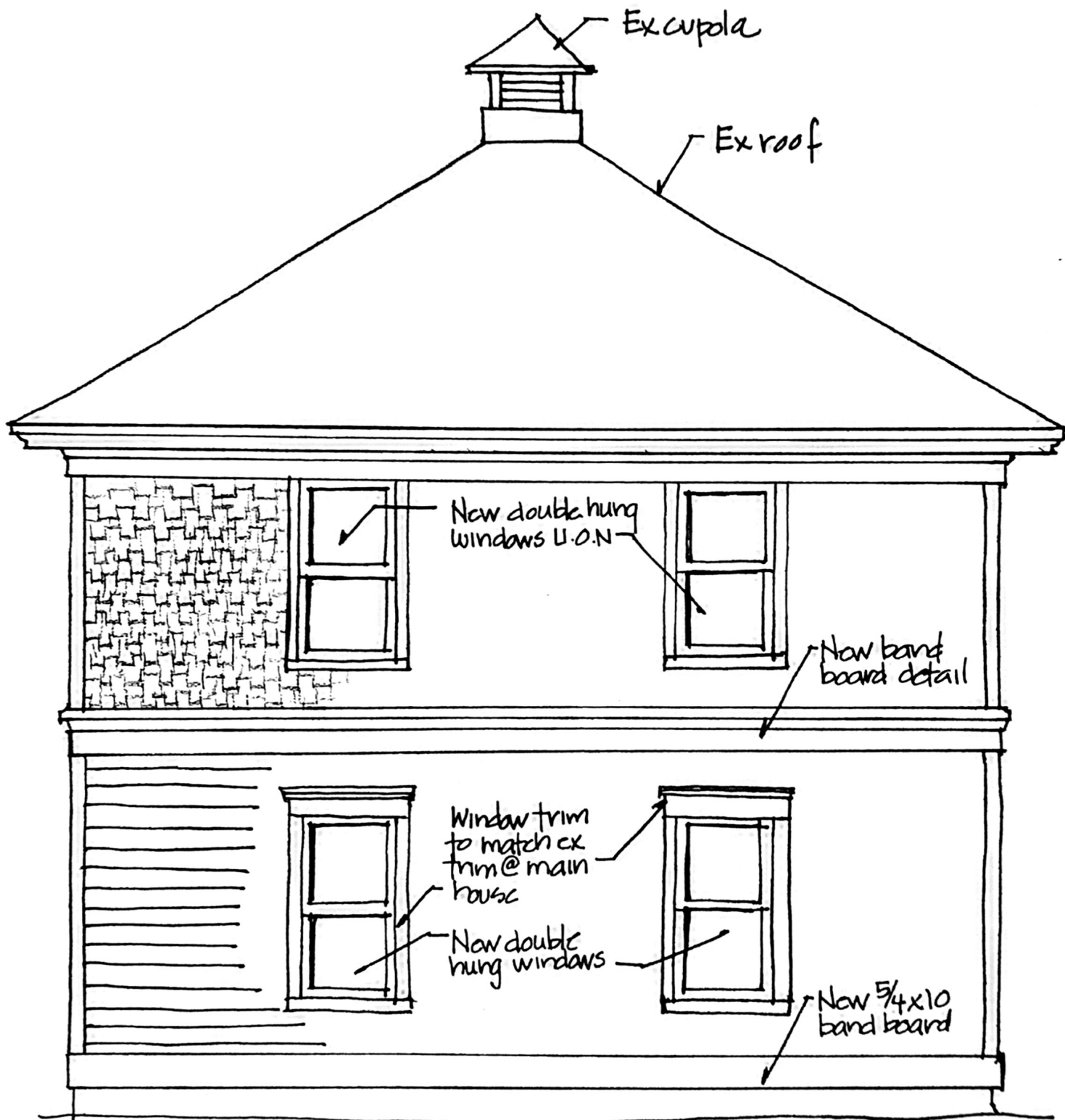
North Elevation - Tazewell Side



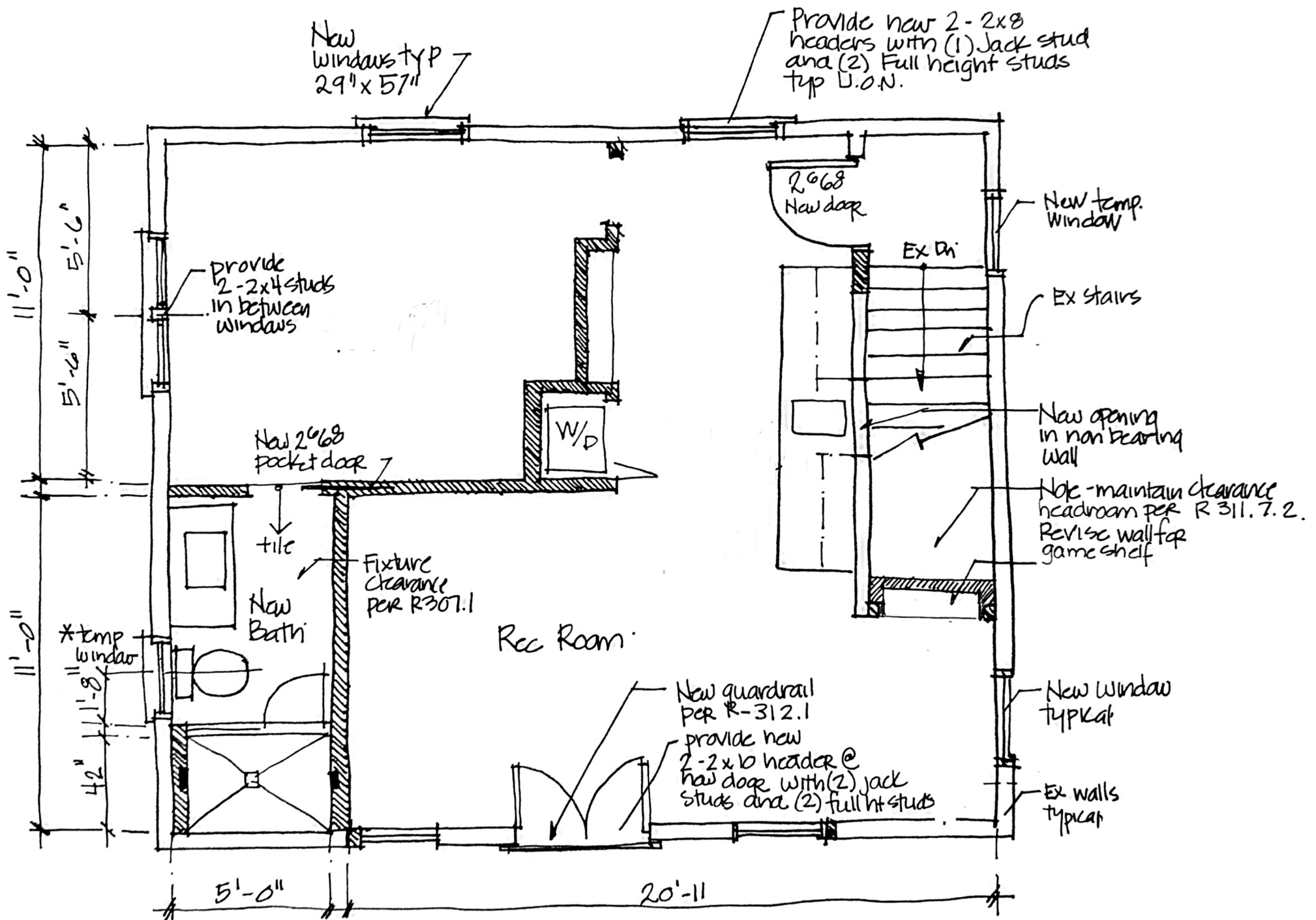
West Side Elevation



East Side Elevation



South Side Elevation



Proposed Floor Plan.



**MUNICIPAL CORPORATION OF
CAPE CHARLES
HISTORIC DISTRICT REVIEW BOARD**

Date Issued: 7/21/2021

Issued to: Claudine Pierce, Peacock Cottage LLC
10 Tazewell Avenue
Cape Charles, VA 23310

For Property: 630 Tazewell Avenue
Cape Charles, VA 23310

This Certificate of Appropriateness has been issued for the above-noted property for the purpose of:

Renovating the existing two-story garage as follows: (1) replace existing first floor service door with new, painted door with a single glass panel over two double raised wood panels. Will retain the garage doors – just refreshing with paint; (2) replace existing second floor left and right side windows on the north side with new double hung windows in similar size to the house windows; (3) replace the middle window on the second floor with a pair of French doors; (4) add double hung windows on the second floor south and east side where there are currently no windows; (5) replace the existing awning windows on the west side with new double hung windows in a similar size as the existing house windows; and (6) replace the existing vinyl shingle scalloped upper siding with new painted Hardie shingle siding and the lower vinyl siding with new 5" exposure Hardie siding on the lower half and add a mid-point trim band. New windows will be trimmed to match the existing home window trim detail using composite materials. The Historic District Review Board approved the application as presented.

Designated conditions to be met are as follows: N/A

This Certificate of Appropriateness shall be valid for only the specific use described above. It is valid for a period of one year after the date of approval; if not acted upon within one year, or if work is suspended or abandoned for a period of twelve months after work has commenced, this Certificate of Appropriateness shall become null and void.

There is a thirty day right of appeal of this decision by the owner of the property or by any party aggrieved, pursuant to Cape Charles Zoning Ordinance Section 8.32.

Edward Wells

Chair, Historic District Review Board

7/21/2021

Date

Planning Technician

7/21/2021

Date

PEACOCK COTTAGE LLC

10 Tazewell Ave.
Cape Charles, VA 23310
mypeacockcottage@gmail.com

October 13th, 2021

To: Zoning Administrator
Town of Cape Charles

Re: 630 Tazewell Ave
Conditional Use Permit
List of adjacent property owners.

Dear Katie,

Per the Conditional Use Permit Checklist here are the names and addresses of the adjacent property owners.

Properties on either side of 630 Tazewell:

620 Tazewell Ave:
Claudette Lajoie
127 Peach Street.
Cape Charles, VA 23310

638 Tazewell:
Robert and Wendi White
375 Outwater Lane
Saddlebrook, NJ 07662

Properties across the street from 630 Tazewell:

615 Tazewell Ave:
David and Fleur Howgill
215 6th St SE
Washington DC 20003

Lot across the Street from the Keelers - we could not find the information for these owner's but they are currently building a new house there.

629 Tazewell:
Sarah and Jim Severs
113 Buckingham Pl.
Waynesboro, VA 22980

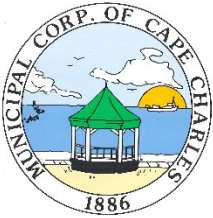
Behind 630 Tazewell:

627 Randolph [empty lot]
Traci Hawthorne
13190 Fawborough Rd
Montpelier, VA 23192

Please let me know if you need anything else.

Best,

Claudine Pierce
Claudine Pierce
703-609-5818



Municipal Corp. of Cape Charles

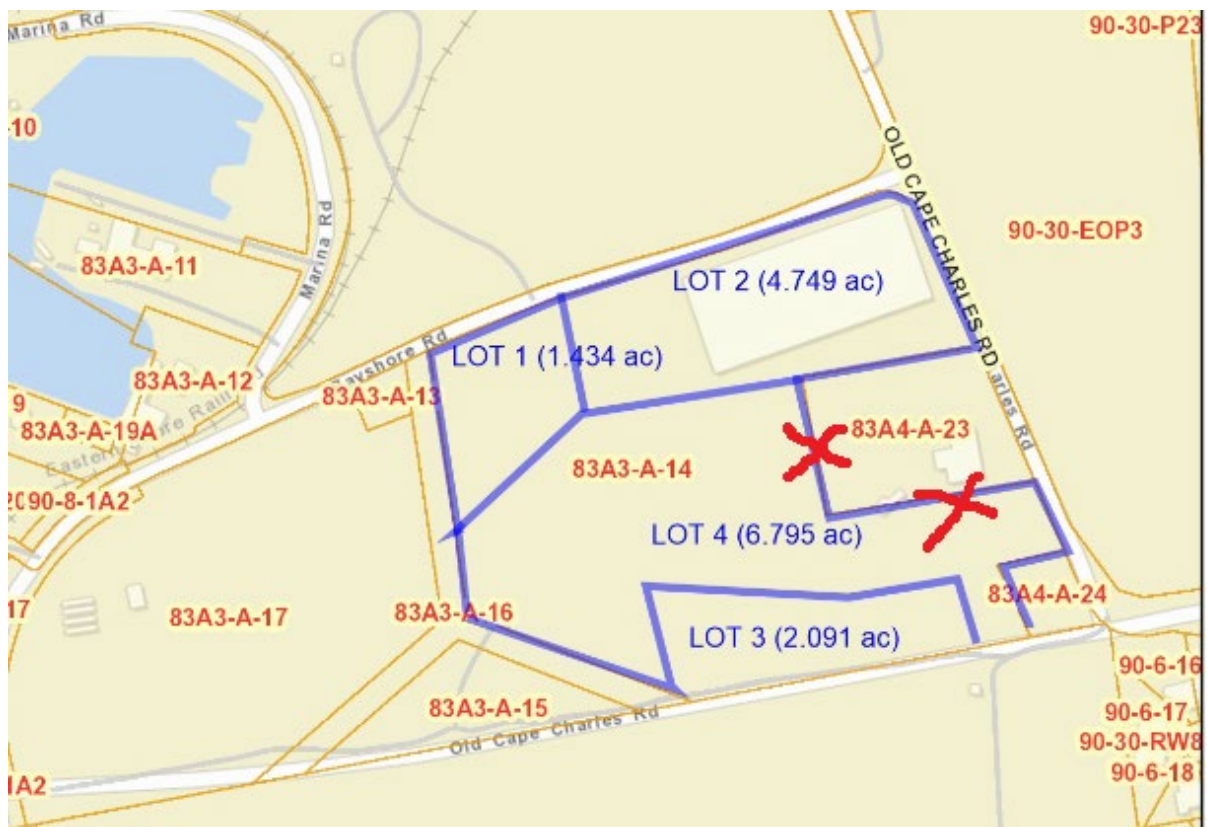
NOVEMBER 2021 MONTHLY REPORT

Katie H. Nunez, Interim Planning/Zoning Administrator

1. Subdivision Agent:

A. Approved a Subdivision and Boundary Line Adjustment Plat between the Town of Cape Charles & the Cape Charles Rosenwald School that does the following:

- 1) Creates 4 lots out of Tax Map #83A3-A-14 (see drawing below). As point of reference, Lot 2 is location of Cape Charles Wastewater Plant.
- 2) Lot 4 has been transferred to the Cape Charles Rosenwald School (per vote of Town Council on 11/18/2021) and the lot lines between Lot 4 and Tax Map #83A4-A-23 (2.511 ac) are hereby vacated to create one parcel owned by the Cape Charles Rosenwald School Restoration Initiative, Inc. This new lot will total approximately 9.306 acres.



B) Approved restoration of prior lot line vacation plat between Tax Map #83A1-1-81C & 84A – 309 Jefferson Avenue (corner of Jefferson and Strawberry)



2. Board of Zoning Appeals - Code of Virginia Section 15.2-2310

[Planning Commission shall be provided any applications filed with the Board of Zoning Appeals.]

A. While the application has not been filed as of the writing of this report, I am working with the agent for Tax Map #83A3-2-1-74 at 105 Mason Avenue to file an application for the January Board of Zoning Appeals meeting to seek a variance to allow residential use on the 1st floor of a building in the Commercial Zoning District.

3. Other

- 3 Proposals have been received in response to the Request for Proposals (RFPs) for Consulting Services for the Comprehensive Plan & Zoning Updates and are being reviewed and rated by the Committee (John Hozey, Paul Grossman, Bill Stramm, Katie Nunez) in accordance with the issued RFP with the intent to provide a recommendation to Town Council.