



# Planning Commission and Historic District Review Board Joint Work Session - Continuation of February 17, 2026 Meeting

March 03, 2026 at 6:00 PM

Cape Charles Civic Center - 500 Tazewell Avenue

## Agenda

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1. **Call to Order**
  - A. Roll Call
  - B. Establish a Quorum
2. **Invocation and Pledge of Allegiance**
3. **Consent Agenda**
  - A. Approval of Agenda Format
  - B. Approval of Minutes
4. **Unfinished Business**
  - A. Review of Draft new Appendix G to Design Guidelines
5. **New Business**
6. **Standing Staff Reports**
7. **Announcements - Next Meetings**
  - A. Next Meeting - April 7th, 2026 @ 6:00 p.m
8. **Adjournment**

**Planning Commission  
Work Session  
Cape Charles Civic Center  
September 22<sup>nd</sup>, 2025**

At 6:00 p.m., having established a quorum, Chairman Bill Stramm called to order the Planning Commission Work Session. In addition to Chairman Stramm, present were Commissioners Ashworth, Newmann, McDonald, and Wright. Commissioner Holloway was not in attendance.

Also in attendance were Director of Planning/Zoning Administrator Katie Nunez and Zoning Compliance Officer Jack Steinmayer.

There were 2 members of the public in attendance.

A moment of silence was observed, followed by the recitation of the Pledge of Allegiance.

***Consent Agenda***

***Motion made by Chairman Stramm to approve the Consent Agenda as presented. The motion was approved by common consent.***

***New Business – Discussion of Zoning Text Amendment***

- A. *Discussion about the Accessory Dwelling Unit (ADU) Ordinance and whether it should be expanded to allow Short-Term Rentals (either by-right or by Conditional Use Permit), pursuant to a request forwarded by the Town Council that was received by the Historic District Civic League.*

Ms. Nunez gave a quick summary of the reasoning behind holding this conversation as a work session instead of a regular meeting, as it was more informal. After explaining why, the Planning Commission was holding a work session, Ms. Nunez then went over a table that included the current Accessory Dwelling Units within the Historic District and what they were currently being used for. This is not to say that every ADU was on the list at the time of the meeting.

After explaining all of this information, Ms. Nunez summarized the staff report for the Planning Commission.

Once she finished summarizing the staff report, Ms. Nunez opened the floor for the Planning Commissioners to discuss the proposed Zoning Text Amendment (ZTA).

Commissioner Newmann wanted to know what gives something the ADU distinction. Ms. Nunez explained that Accessory Structures are allowed by-right in the Historic District and that there is a process to get those approved. However, until 2018, the Zoning Ordinance had no provisions to define an Accessory Dwelling Unit, explain what it meant, or set criteria for its evaluation. Commissioner Newmann then asked what was needed in an Accessory Structure to classify it as an ADU. Ms. Nunez then read the ordinance requirements, which were as follows:

- Accessory Dwellings shall have one kitchen and one bathroom;
- Accessory Dwellings shall not have the appearance of a single-family dwelling; and,
- Accessory Dwellings shall not exceed 45% of the floor area of the main building

Commissioner Wright then asked what it means for an ADU not to have the appearance of a single-family dwelling. Ms. Nunez explained that on the lot, the Accessory Structure should be proportionate to the main dwelling and should have a distinct appearance that separates it from the main dwelling.

Commissioner McDonald asked Ms. Nunez if someone had a garage with a little apartment-style room overtop, was that something that was allowed? Ms. Nunez explained that when she first came on, she had to bring in the Building Official during the review of the ADU Ordinance and the standards of the Building Code that had to be adhered to. Just because you place a bed somewhere in the room does not qualify it for a dwelling. Ms. Nunez then explained that after another round of revisions to the ADU Ordinance in 2022, they removed the “bedroom” phrasing and replaced it with “sleeping area” and added “kitchen.”

Commissioner Stramm then made Town Staff aware that 409 Tazewell had an Accessory Dwelling that was not on the list.

Claudette Lajoie from the Cape Charles Historic District Civic League wanted to clarify that the Zoning Text Amendment intended to allow property owners of Cape Charles to utilize their ADUs as STRs, and the intent was to rent one or the other, and there would never be an instance of two structures on one lot being utilized as STRs.

Commissioner McDonald then wanted to know if having 4 out of 18 ADUs utilized as workforce housing and long-term rentals been a success in the eyes of the Town, or if there were other avenues that could be explored to help with the housing issue. Ms. Nunez explained that she believes the town has not fully utilized every tool to promote ADUs in the Town, and there are other avenues that the Town could explore

to get more people interested in converting their ADUs into workforce housing or long-term rentals.

Commissioner Newmann believed that property owners within the Town should be able to benefit from the tourism industry, like all the other STR owners who do not live within the Town, as a way to offset the cost of living in the Town.

Commissioner Ashworth wanted to know if any of the 13 ADUs that were built before the adoption of the ordinance were used for workforce housing. He went on to explain that, to the Historic Civic League's point, very few (4) of the current ADUs were being utilized as workforce housing or long-term rentals.

Commissioner Stramm explained that most people are coming here for 2-3 nights and if hotels and BnB's are not available, turning to an ADU with one bedroom would be the next option for these tourists.

Commissioner McDonald then asked the Zoning Administrator if the Planning Commission put forth an amendment that made it so the property owners had to have a parking space on their property to utilize the STR as an ADU, would that be feasible? Ms. Nunez explained that this was already outlined in the ADU ordinance.

Commissioner Newmann then asked how someone would have a 2-bay garage but still utilize on-street parking. Zoning Compliance Officer Jack Steinmayer explained that some of the ADU owners do not allow the renters to utilize the garages, as they use it for personal use.

Ms. Nunez then asked the Planning Commission where they were going to place workforce housing for the town. Commissioner Newmann explained that it shouldn't solely fall onto the Town to address the workforce housing issue, as this issue persists within the County as well and the County should also look to address the problem.

Commissioner McDonald then went on to state that the Planning Commissioners did not believe that what they current have in place to address the workforce housing issues was not working as intended.

Commissioner Newmann went on to explain that in the Railroad/Harbor Area maybe they could reserve an area on the railroad property to construct workforce housing.

Claudette Lajoie went on to explain that Cape Charles alone should not be trying to solve the County housing crisis. Ms. Nunez stated that even if Cape Charles does not solve the workforce housing problem, we do need to be apart of any solution.

Commissioner Ashworth then captured the two concepts that the Planning Commissioners wanted in the Ordinance. (1) Allow for STRs in ADUs; and (2) property owners are only allowed to use one of the units on the property as STRs.

The changes to the Comprehensive Plan and Zoning Ordinance would be as follows:

**Cape Charles Comprehensive Plan Changes:**

**Housing – Accessory Dwelling Units (pg.41)**

*The Town of Cape Charles adopted ordinances in February 2019 that permitted accessory dwelling units under certain conditions, with adequate safeguards to protect the character of the existing residential neighborhood. This strategy is intended to develop new, moderate-cost rental housing while preserving the large, older homes and allowing more flexibility for elderly homeowners to stay in their homes. Among the conditions of approval for accessory apartments is that the accessory dwelling unit be “clearly subordinate to” the main unit. This is achieved by requiring that the unit be less than a specified percentage of the original house’s square footage. ~~In addition, these units cannot be rented for less than 30 days.~~*

**Zoning Ordinance Changes:**

**CCZO Section 4.1 (J) (2) (a)**

*Length of Stay – ~~An Accessory Dwelling Unit may not be rented as a short-term rental. An Accessory Dwelling Unit may be occupied by any person for no less than 30 consecutive calendar days,~~ either paying a fee for such occupancy at his/her own expense or at the expense of another ~~thirty (30)-day~~ rental or greater. 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 in writing.*

Ms. Nunez then went on to explain that ADUs would need to comply with the trash and occupancy requirements laid out in the STR section of the Zoning Ordinance and she would need some time to figure that out.

Commissioner McDonald then asked the other Planning Commissioners if they should limit this to one-bedroom and a max occupancy of 4. Ms. Nunez believed that 4 would be to high of a number as the ADU would need to comply with the definition

of bedroom in the STR ordinance and the size of the Accessory Structure which will limit the occupancy of the ADU.

After discussion the Planning Commissioners agreed that there should be some sort of limitation on the total occupancy for ADUs. Ms. Nunez explained that she would need to talk to the Code Official for some clarification.

***Commissioner Stramm asked for a motion to adjourn the September 22<sup>nd</sup>, 2025, Planning Commission Work Session. Motion made by Commissioner McDonald, seconded by Commissioner Wright. The Planning Commission adjourned at 8:04 pm.***

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Bill Stramm  
Chairman

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Zoning Compliance Officer

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**Planning Commission  
Public Hearing and Regular Meeting  
Cape Charles Civic Center  
October 7<sup>th</sup>, 2025**

At 6:00 p.m., having established a quorum, Chairman Bill Stramm called to order the Regular Meeting of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Ashworth, McDonald, Holloway, Wright, and Newmann.

Also present were Planning/Zoning Administrator Katie Nunez, Zoning Compliance Officer Jack Steinmayer, and Town Clerk Libby Hume.

There were 2 members of the public in attendance.

A moment of silence was observed, followed by the recitation of the Pledge of Allegiance.

***Consent Agenda***

***Motion was made by Chairman Stramm, seconded by Commissioner Ashworth, to approve the Consent Agenda as presented. The motion was approved by common consent.***

***New Business***

- A. *Proposed Zoning Ordinance and Comprehensive Plan Changes to Accessory Dwelling Units regarding being allowed as Short-Term Rentals (STRs)*

Ms. Nunez summarized the staff report.

The proposed changes to the Zoning Ordinance and Comprehensive Plan were as follows:

***Cape Charles Comprehensive Plan Changes:***

***Housing – Accessory Dwelling Units (pg.41)***

*The Town of Cape Charles adopted ordinances in February 2019 that permitted accessory dwelling units under certain conditions, with adequate safeguards to protect the character of the existing residential neighborhood. This strategy is intended to develop new, moderate-cost rental housing while preserving the large, older homes and allowing more flexibility for elderly homeowners to stay in their homes. Among the conditions of approval for accessory apartments is that the accessory dwelling unit be “clearly subordinate to” the main unit. This is achieved by requiring that the unit be*

less than a specified percentage of the original house's square footage. ~~In addition, these units cannot be rented for less than 30 days.~~

**New Language in Comprehensive Plan**

**Mixed Use – Preferred Uses (pg. 127)**

3. Housing within this area shall lend itself to a variety of housing types (e.g., apartments, condos, single-family dwellings). It shall offer a diverse range of both rental options and ownership options to meet a range of price points to serve the community.

Commissioner Stramm would like to see *Duplexes* included in the proposed new language in the comprehensive plan. Commissioner Holloway and Newmann agreed with Commissioner Stramm's idea.

**Zoning Ordinance Changes:**

**CCZO Section 4.1 (J) (2) (a)**

*Length of Stay – An Accessory Dwelling may either be rented as a short-term rental or long-term rental; by An Accessory Dwelling Unit may not be rented as a short-term rental. An Accessory Dwelling Unit may be occupied by any person for no less than 30 consecutive calendar days, either paying a fee for such occupancy at his/her own expense or at the expense of another thirty (30) day rental or greater. 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 in writing. If an Accessory Dwelling Unit is going to be rented for less than thirty (30) days (Short-Term Rental), the owner must comply with Section 4.14 of the Cape Charles Zoning Ordinance.*

Commissioner McDonald would like to strike the phrasing *rental or greater*, and stop *at the expense of another*, to make the sentence more cohesive.

**Proposed Language to add in Section 4.14 (STRs) of the Cape Charles Zoning Ordinance**

*When applying for a Short-Term Rental, property owners who have an Accessory Dwelling on their property understand that only the primary dwelling or accessory dwelling will be used as an STR for that calendar year.*

Commissioner Holloway wanted to know if Section 4.14 of the Zoning Ordinance completely covered items ranging from safety to the transient occupancy tax. Ms. Nunez responded in the affirmative.

Commissioner McDonald then stated that he did not believe the Planning Commission could vote to recommend these changes to the Town Council without finding a place to include language that would only allow one unit on a property to be rented. Ms. Nunez went on to explain that she did not believe a true consensus agreement was made at the September 22<sup>nd</sup>, 2025, Planning Commission Work Session on allowing only the principal structure or ADU to be rented as an STR and not both. While it is something that the Commission can explore, staff does not have a good handle on how to implement the prohibition.

Commissioner Newmann then stated that it could be as simple as including a statement on the application that says, “*if you have an accessory dwelling unit on your property, only one of the ADU or principal structure can be rented at a time.*”

Commissioner Holloway then wanted to know if a business that is used for hospitality would be tracked through the software. Ms. Nunez responded in the negative as the software is only designed to track STRs.

Ms. Nunez then explained to the Planning Commission that addressing is done by the County, and it’s a little bit more complicated than putting an A or B on the ADU. She then went on to explain that Town Staff was in the middle of testing, proving, and working with Deckard to make sure the software launches correctly.

Ms. Nunez then told the Planning Commission that she will look for a way to include the prohibition of allowing both the ADU and the primary dwelling to be used as an STR at the same time. It’s either one or the other.

***Motion made by Chairman Stramm to recommend the proposed changes to the Zoning Ordinance and Comprehensive Plan back to Town Council, with the stipulation that only the ADU or primary dwelling could be utilized as an STR in a calendar year.***

***B. Zoning changes to the Town Edge***

As a discussion point for the Planning Commission, Ms. Nunez made the Commissioners aware that Northampton County has begun their Comprehensive Plan review and update. More specifically, she wanted to make them aware that on September 23<sup>rd</sup>, 2025, the Northampton County Board of Supervisors began discussions on a proposed Zoning Text Amendment that would allow for gradual

density increase through changes to the Town Edge Zoning Districts. Specifically, the proposed amendment would permit townhouses and duplexes as a by-right use, and apartments and mixed-use structures (up to 4 units residential/commercial) by SUP (Special Use Permit).

Ms. Nunez explained that this was relevant to the Planning Commission, as the Town Edge Zoning District is right outside of Town bounds. She further explained that the Town Edge Zoning District is more of a placeholder for the County, and that when someone comes forward with a development proposition, it will be further refined to have cohesion with the development that is occurring within the Town of Cape Charles.

Commissioner Holloway wanted to know if the Town Edge could be supported by Virginia American Water (VAW), besides a septic system. Ms. Nunez explained that VAW infrastructure could be brought into the County property.

Commissioner Wright wanted to know about the capacity that the Town is able to handle with its water. Ms. Nunez explained that when the Town was negotiating with VAW, one of the work products that was handed over was a capacity study for the growth of the Town. She went on to explain that there are hard stops for growth in the study, and projections were included as the Town envisioned growth both inside the Historic District and out by the Keck Wells property.

Commissioner McDonald wanted Ms. Nunez to explain from a Town perspective, concerns with the Cluster concept at the Town Edge, or was it consistent with what has already happened with the PUD and Bay Crossing? Ms. Nunez explained that the cluster capacity, especially within Bay Crossing, was already envisioned. However, in regard to height, they would like to keep the height aligned with the current height requirements that are already in place. But smaller units would be allowed, as it would look more attractive. In terms of what the County might do, the Town would want to speak on those issues when a development proposal comes forward.

### **Standing Staff Reports**

Ms. Nunez told the Planning Commission that the Town's new agenda management system had been launched, and so had the new website.

Ms. Nunez then went on to explain that the Board of Zoning Appeals would be hearing an application from Martin Mayer for a variance from Article 3, Section 3.2 of the Cape Charles Zoning Ordinance to allow for a rear deck to extend 1.5' into the side setback and 5' into the rear setback. The BZA would also be hearing an application from North Beach Associates,

LLC, appealing a decision from the Zoning Administrator dated August 7<sup>th</sup>, 2025, which provided a Zoning Determination, and August 27<sup>th</sup>, 2025, which provided a clarifying email concerning 201-209 Washington Avenue (Seabreeze Apartments) that stated:

- (i) The owner has one year to fix the violations on the property, reflective of approved extensions to that one-year deadline. If the owner does not fix the violations within this period, the property will lose its legal non-conforming status; and,
- (ii) The owner must place tenants in the property before the July 31<sup>st</sup>, 2026 deadline (2 years from when last occupied with a tenant) to retain its legal, non-conforming status for the number of multi-family dwellings currently allocated on the property, pursuant to the legal non-conforming review.

Ms. Nunez then told the Planning Commission that the Wetlands and Coastal Dune Board Was originally scheduled to hold its public hearing on Wednesday, October 8<sup>th</sup>, 2025, at 5:30 pm to hear an application from Coastal Precast Systems, LLC, to construct a 120-foot-wide by 462-foot-long, concrete launching ramp. However, due to the contractor needing to tweak their design, Coastal Precast Systems was told they would need to redesign their application because they needed to tweak what they needed to build on their property. The application has been pulled and will be pushed to the public hearing once those redesigns are completed.

Finally, Ms. Nunez explained that the Berkeley Group has been contracted as the Consulting Group to help the Town oversee the Railroad/Harbor Master Planning process. After explaining that the Town was putting together a Railroad/Harbor Project Management Team, the Planning Commission appointed Commissioner McDonald to the PMT.

***Commissioner Holloway made a motion to adjourn, seconded by Commissioner Newmann. The motion was approved unanimously. The Planning Commission Regular Meeting for October 7<sup>th</sup>, 2025, was adjourned at 6:52 pm.***

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Bill Stramm  
Chairman

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Zoning Compliance Officer

**Planning Commission**  
**Public Hearing and Regular Meeting**  
**Cape Charles Civic Center**  
**January 6<sup>th</sup>, 2026 @ 6:00 PM**

At 6:00 pm, with a quorum established, Chairman Bill Stramm called to order the January 6<sup>th</sup>, 2026, Public Hearing and Regular Meeting of the Planning Commission. In addition to Chairman Stramm, Commissioners McDonald, Holloway, Newmann, and Wright were also present. Commissioner Ashworth arrived at 6:10 pm.

Also present were Planning/Zoning Administrator Katie Nunez, Zoning Compliance Officer Jack Steinmayer, Town Clerk Libby Hume, and Town Manager Rick Keuroglian.

There were also 15 members of the public in attendance.

***Consent Agenda:***

***Motion made by Chairman Stramm to accept the consent agenda as presented. The motion was approved by common consent.***

***Public Hearings:***

- A. *Conditional Use Permit Application (CUP) 2026-01: from the Cape Charles Rosenwald School Restoration Initiative for the review of a comprehensive sign plan as part of a Conditional Use Permit Application in the Commercial-1 District (C-1), per Cape Charles Zoning Ordinance Section 5.3 (F).*

Zoning Compliance Officer Jack Steinmayer summarized the staff report for the Planning Commission.

After summarizing the staff report, Elise McMath, representing the applicant, the Cape Charles Rosenwald School Restoration Initiative, spoke on the application. Discussion went as follows:

Ms. McMath stated that the application was pretty straightforward. She went on to say that other signs in the area were quite large, but she understood that was before the Town had changed its zoning sign ordinance. She was asked if the sign would be illuminated, and she responded that they were not proposing to illuminate the sign at the time, but may consider solar lights in the future, depending on cost and need.

The public hearing was held, and there were no written or verbal comments offered; the hearing was then closed.

During their discussion of the proposed application, the entirety of the Planning Commission expressed concern about the requested square footage and height of the sign. This was further extrapolated upon when Commissioner Newman conveyed his worry that by recommending approval of the Conditional Use Permit Application as presented, the Planning Commission would be “blowing the square footage requirements out of the water” by going from 24 sq. ft. to 59 sq. ft. as the sign would then be 2 ½ greater than the maximum allowable square footage for a freestanding sign in the Commercial-1 (C-1) District.

Commissioner Newman then went on to question whether the applicant required a 59 sq. ft. sign, noting that comparable advertising and business signs in Cape Charles are smaller. He then cited how the Kiptopeke Elementary School sign (located in Northampton County) is 50 sq. ft. and located on Route 13, where the speed limit is 55 mph, compared to Old Cape Charles Road, where the speed limit is only 25 mph. He then referenced further investigatory work he did and cited the current Federal Highway Administration guidance, indicating that 4-inch lettering is more than legible at speeds of 25 mph or less. Commissioner Newman then asked the applicant if there was a way to place the address of the building on the side of the building instead of on the sign in order to shrink the sign.

Zoning Administrator Katie Nunez clarified that the sign ordinance specifically included this provision to allow for a Conditional Use Permit consideration of signs of a greater size than the ordinance states for a particular zoning district, because not all the different variables for signage needs can be anticipated. She stated that if the CUP is approved, it does not “blow the square footage requirements out of the water,” as the Conditional Use Permit process was intentionally built into the ordinance, which provides a process that includes an opportunity for public input and allows both the Planning Commission and Town Council to consider whether site-specific circumstances justify a sign exceeding ordinance standards.

Commissioners Holloway and Wright both agreed with the points that Commissioner Newman had made.

Commissioner Ashworth explained that the Commission put a lot of time and effort into developing the sign ordinance, and in those meetings, he was an outspoken advocate for allowing some flexibility in the regulations that were being adopted. He then mentioned his two concerns he had for approving this Conditional Use Permit application as presented: (1) the Planning Commission and Town Council go through a large effort to adopt the ordinances, then the rules are never enforced uniformly; and (2) if the Planning Commission granted Conditional Use Permits for every sign application that came along it would become incredibly hard to say no. Commissioner Ashworth then wanted to know if the Impact Center would have a presence online for advertising as well as a physical sign.

After the Planning Commissioners had all spoken on the application, the applicant, Elise McMath, addressed some of the concerns that the Commissioners had

mentioned. Regarding Commissioner Newman's questions about moving the address to the front of the building, Ms. McMath explained that the address is already on the front of the building, as they would not have passed their building inspection otherwise. Furthermore, she explained that by having the address on the sign, it would help delivery drivers find the building more easily. Finally, she addressed Commissioner Ashworth's question on whether the Impact Center had a social media presence, and she responded in the affirmative. The sign would just be another way to get information out to the public.

After deliberating, the Planning Commission made the following recommendation on the proposed Conditional Use Permit Application by the Cape Charles Rosenwald School Restoration Initiative.

***Motion was made by Commissioner Stramm and seconded by Commissioner McDonald to recommend approval of Conditional Use Permit Application (CUP) 2026-01 to the Town Council with the conditions that the sign does not exceed 36 sq. ft., is no greater than 10 ft. in height, and complies with the lighting requirements as laid out in the Zoning Ordinance and the vote was unanimous.***

- B. Comprehensive Plan Amendment 2026-01: Application from the Town of Cape Charles to amend page 41, Accessory Dwelling Units, by removing language that prohibits ADUs from being rented for less than 30 days, and Zoning Text Amendment (ZTA) 2026-01: Application from the Town of Cape Charles to amend Article IV Section 4.1 (J) (2) (a) and Section 4.14 to incorporate new language to allow Accessory Dwelling Units (ADUs) to be rented as a Short-Term Rental.*

Planning and Zoning Administrator Katie Nunez, before presenting the staff report, wanted to clarify the process by which a Zoning Text Amendment and Comprehensive Plan Amendment move through the system. She went on to explain that the only ways a Zoning Text Amendment and a Comprehensive Plan Amendment can advance are through the Town Council initiating the process or the Planning Commission.

After clarifying how a Zoning Text Amendment or Comprehensive Plan Amendment can advance through the process, Ms. Nunez then summarized the staff report.

After summarizing the staff report, Commissioner McDonald asked for clarification on the staff recommendation to the Town Council regarding the prohibition of the "plus two" to the occupancy section of the Short-Term Rental ordinance relative to the Accessory Dwelling Units.

Ms. Nunez responded that three components of the Zoning Ordinance must be followed :

- (1) Accessory Structures (garages, sheds, gazebos, etc) can be no greater than 550 square feet if the front lot frontage is less than 80 feet, which is the general rule for a legal lot in the district of 40 x140 or 5,600 sq. ft. There are only requirements within this section of the ordinance (setback requirements, separation distance form the main house to the accessory structure);
- (2) Convert or build the accessory structure to an Accessory Dwelling Use (ADU); the requirements are:
  - a. Floor area not to exceed 45% of the main residence, and
  - b. One kitchen, one bathroom, and one sleeping area. A kitchen does not have to have a stove. There are different ways to qualify what a kitchen is. During the composition of this ordinance, there was debate about bedroom vs. sleeping area, and it was intentional that the term bedroom was not used as a result of the discussion and various examples that came forward.
- (3) Allow STRs in an ADU – Ms. Nunez explained that she needed to look at the requirements in the STR Ordinance, specifically where the term bedroom was used and how bedroom was defined pursuant to the Building Code, and the # of bedrooms determines the occupancy limit of the STR. Bedrooms are square footage based on 70 s. ft. for one person; for two people (100 sq. ft.) (50 per person), and for each additional person in that one bedroom, it will require another 50 ft.

Commissioner Ashworth then asked if Town Staff had known about any ADUs that are greater than 550 sq. ft. Ms. Nunez responded in the affirmative that some are larger and were constructed prior to the ordinance authorizing ADUs, or occurred, and the Town allowed it without applying ordinance requirements to that development.

Seeing as there was no more discussion from the Planning Commission, the public hearing was called to order, and the following comments were provided:

- (1) Claudette Lajoie, President of the Cape Charles Historic District Civic League – she provided her comments in writing as well as verbally (see attached). She stated that she is appreciative that this Zoning Text Amendment allows ADUs to be used as STRs, which is advancing through the public hearing process; however, she does not support any different rules be applied to ADUs than what is allowed for all other STRs in the Town, specifically referring to the prohibition on the “plus two,” re: occupancy contained in the draft ZTA.

(2) Sam Jones, 538 Monroe Avenue – He explained that he is supportive of only allowing one STR on a given property (either main house or ADU can be an STR in the calendar year); he wants to retain all the elements of the Accessory Structures section of the ordinance; and retain the parking requirements in the ordinance concerning the ADUs. One of the fundamental questions that he believes should be asked is whether the Town really needs any further saturation of the STR market. He provided these comments in writing as well (see attached).

The following comments were submitted and read into the recording by Zoning Compliance Officer Jack Steinamyer.

- (1) Greg and Emily Gentry – opposed to the “plus two” prohibition re: occupancy
- (2) Robin and Scott Simes – opposed to the “plus two” prohibition re: occupancy

An additional verbal comment was received from Scott Sims, 401 Madison Avenue. He would like the Town to consider language that would allow an administrative process if a medical emergency or other life circumstance arises, allowing a property owner to move the STR from the primary to the ADU during the calendar year.

The Chairman then recognized Greg Gentry of 542 Jefferson Avenue for an additional verbal comment. He explained that they have an ADU greater than 1,000 sq. ft. (2 bedrooms, 1 ½ bath, and kitchen area), that the Town allowed it, and that everyone knows about it.

***Commissioner McDonald moved to close the Public Hearing, and it was seconded by Commissioner Holloway. The motion was approved unanimously.***

After closing the Public Hearing, Ms. Nunez asked the Planning Commission as a whole if they were generally supportive of the Zoning Text Amendment, and they indicated favorably that they were. Based upon that input, Ms. Nunez recommended that the Planning Commission take up the Comprehensive Plan Amendment application first.

***Commissioner Ashworth motioned to recommend to the Town Council to pass CPA2026-01 as presented, and was seconded by Commissioner McDonald. The motion was passed unanimously.***

The following discussion was held regarding Zoning Text Amendment 2026-01:

The Planning Commission as a whole had no objection or proposed changes to the Proposed Zoning Text Amendment outlined for CCZO Section 4.1 (J) (2) (a), now found in the Town Code at Chapter 32, Article IV, Section 32-91 (j) (2) (a)

**ZONING TEXT AMENDMENT (ZTA) 2026-01**

***CCZO Section 4.1 (J) (2) (a) UPDATE of Section Citation as of 12/29/2025 to Chapter 32, Article IV, Section 32-91 (j) (2) (a)***

*Length of Stay –An Accessory Dwelling may either be rented as a short-term rental or long-term rental; by ~~An Accessory Dwelling Unit may not be rented as a short-term rental. An Accessory Dwelling Unit may be occupied by any person for no less than 30 consecutive calendar days,~~ either paying a fee for such occupancy at his/her own expense or at the expense of another ~~thirty (30) day rental or greater.~~ 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 in writing. *If an Accessory Dwelling Unit is going to be rented for less than thirty (30) days (Short-Term Rental), the Owner must comply with Section 4.14 of the Cape Charles Zoning Ordinance.**

Commissioner Holloway stated that the comments received during the public hearing concerning the prohibition on the “plus 2” language re: occupancy within the ADU ordinance should be removed because of the possibility that there could be an ADU that could apply to the “plus 2” consideration outlined in the STR Ordinance.

Commissioner Newmann concurred with Commissioner Holloway. He noted that this will create some gray areas for the Building Official as he conducts inspections of the ADU under the criteria and definitions contained as part of the STR ordinance, since one refers to “sleeping area” and the other refers to “bedroom.” He stated that there should be criteria that the Building Official would follow to determine what is the bedroom within the ADU space. Ms. Nunez then read the entire definition of bedroom to the Planning Commission, which is:

- ***Bedroom***, is a room or space within a structure intended for sleeping. Requirements include:
  - (1) *A minimum size of 70 sq. ft.; if more than one person occupies the room, there must be 50 sq. ft. per occupant.*
  - (2) *Access to a bathroom without crossing another bedroom.*
  - (3) *Every bedroom must have access to natural ventilation and have a permanent heat source.*

- (4) Two means of egress: one that leads to the rest of the home without going through another bedroom and one that leads directly to the outside. If the outside egress is a window, it must be at least five-point seven square feet (5.7 sq. ft.) and can be no more than 44 inches from the room floor, unless there is a permanent step installed. It shall be illegal to have locking bars or grates covering an egress window.
- (5) Ceiling height must be no less than seven feet.

**Commissioner Ashworth motioned to delete the last sentence of the proposed new section as follows, and was seconded by Commissioner Holloway.**

**Proposed Language to add in Section 4.14 (STRs) of the Cape Charles Zoning Ordinance UPDATE of Section Citation as of 12/29/2025 to Chapter 32, Article IV, Section 32-104**

*A property with a legal Accessory Dwelling Unit (ADU) in accordance with Article IV, Section 32-9 (j) may apply for only the primary dwelling unit or accessory dwelling use to receive an annual Short-Term Rental Zoning Permit; there will be no allowance for both dwelling structures to be utilized as a Short-Term Rental in the same calendar year. If the ADU is applying for an STR Zoning Permit, the requirements outlined in the STR Ordinance must be met to establish # of applicable bedrooms and occupancy for the STR. ~~The ADU is prohibited from the plus two occupancy allowance contained in Article IV, Section 32-104 (C) (5)~~*

**The motion was passed unanimously.**

**Commissioner Stramm then motioned to recommend to the Town Council the ZTA 2026-01 application to the Town Council as presented for CCZO Section 4.1 (j) (2) (a), now found in the Town Code at Chapter 32, Article IV, Section 32-91 (j) (2) (a), and for new section to add in Section 4.14 (STRs) of the Cape Charles Zoning Ordinance, now found in Town Code at Chapter 32, Article IV, Section 32-104 with the proposed deletion of the last sentence of “The ADU is prohibited from the plus two occupancy allowance contained in Article IV, Section 32-102 (C) (5). Commissioner Ashworth seconded, and the motion was approved unanimously.**

**Review and Adoption of 2026 Planning Commission Meeting Calendar**

After recommending approval of the ZTA2026-01 to the Town Council, the Planning Commission reviewed its 2026 Meeting Calendar.

**The Commissioners had no objections and approved the 2026 Meeting Calendar as presented.**

**Review of By-Laws**

The Planning Commission then reviewed its bylaws. Chairman Stramm asked if anything changed or needed to be brought to attention. Zoning Compliance Officer Jack Steinmayer responded in the negative.

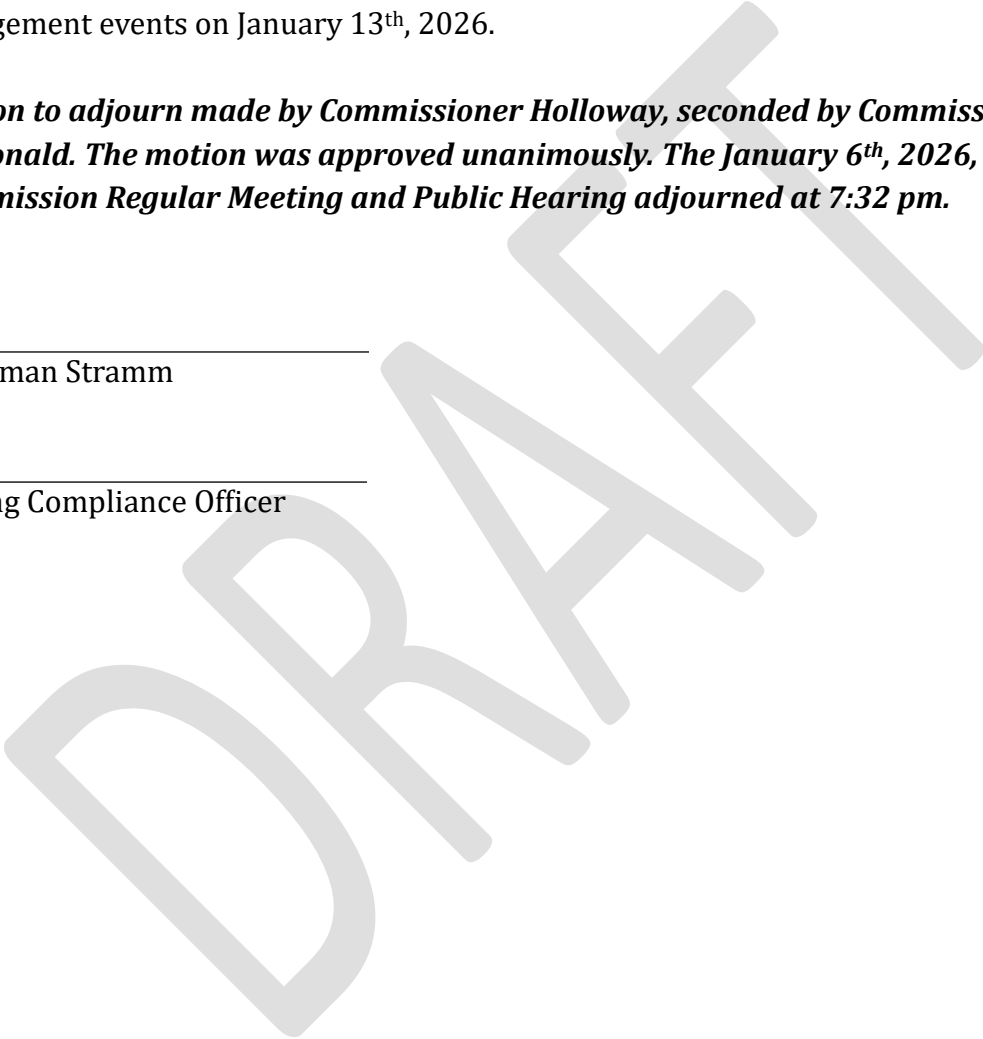
**Standing Staff Reports**

Ms. Nunez explained that the railroad and harbor master planning process is underway, and she hoped that the commissioners would be able to attend one of the two community engagement events on January 13<sup>th</sup>, 2026.

***Motion to adjourn made by Commissioner Holloway, seconded by Commissioner McDonald. The motion was approved unanimously. The January 6<sup>th</sup>, 2026, Planning Commission Regular Meeting and Public Hearing adjourned at 7:32 pm.***

\_\_\_\_\_  
Chairman Stramm

\_\_\_\_\_  
Zoning Compliance Officer





**HISTORIC DISTRICT REVIEW BOARD  
&  
PLANNING COMMISSION  
Joint Work Session  
Cape Charles Civic Center  
February 17, 2026  
5:00 p.m.**

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Historic District Review Board (HDRB) Joint Work Session. In addition to Chairwoman Glaser, members present were Joan Cooper, Ken Monarch, and Elizabeth Wright. Also in attendance were the Director of Planning and Zoning Administrator, Code Official Jeb Brady, Planning/Zoning Assistant, and Preservation and Zoning Administrator Tracy Outten, and Town Clerk Libby Hume. There were three members of the public in attendance.

At approximately 5:00 p.m., Chairman Bill Stramm, having established a quorum, called to order the Planning Commission (PC) Joint Work Session. In addition to Chairman Stramm, commissioners present were Bill Ashworth, Allen Clark, and Elizabeth Wright. Jim Hollaway arrived after roll call. Clayton Newman and Ian McDonald were not in attendance.

Chairwoman Glaser started the HDRB and PC Joint Work Session with a moment of silence and the recitation of the Pledge of Allegiance.

**ORGANIZATIONAL MEETING:**

*A. Election of Officers per Bylaws*

**Motion made by Member Cooper, seconded by Chairwoman Glaser, to update the regular meeting of the board time to 5:00 p.m. in Section 6-1 of the Historic District Review Board By-Laws. The motion was approved by a unanimous vote.**

Kathy Glaser accepted the nomination for Chairwoman of the Historic District Review Board.

**Motion made by Member Monarch, seconded by Member Cooper, to accept the nomination of Kathy Glaser for Chairwoman of the Cape Charles Historic District Review Board. The motion was approved by a unanimous vote.**

Elizabeth Wright accepted the nomination for Vice-Chairwoman of the Historic District Review Board.

**Motion made by Chairwoman Glaser, seconded by Member Cooper, to accept the nomination of Elizabeth Wright for Vice-Chairwoman of the Cape Charles Historic District Review Board. The motion was approved by a unanimous vote.**

Tracy Outten will remain as Secretary to the Historic District Review Board.

**CONSENT AGENDA:**

**Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the agenda as written. The motion was approved by a unanimous vote.**

**OTHER BUSINESS:**

- A. *Review of Draft Zoning Text Amendments to Chapter 32, Article VIII – HD Overlay – and new Appendix G to Design Guidelines*  
Ms. Nunez read the staff report.

Ms. Nunez read the proposed amendments to Town Code Chapter 32, Article VIII. There was no discussion.

Discussion and questions were as follows: (i) There were some questions about the definition of alterations, repair, or replacement. It was decided that definitions were needed. (Please see attached.) (ii) Members of the commission and board thought that repair and replacement were two different projects. (iii) Consistent language was necessary across all sections. (iv) Each line item was discussed. (Please see the attached Draft Appendix G with all changes in purple.) (v) Mr. Brady had reservations about checking whether or not a building permit was needed for each section because it always depends on the actual work being done. He added that most of the items were not clear-cut and would be on a case-by-case basis. Ms. Nunez did not think it was a good idea to co-mingle the Planning and Zoning and Building Departments, as each application could have different requirements. After some discussion, a statement would be added at the top of the page regarding the homeowner being responsible for contacting the building department. Mr. Brady did try to give some guidance in certain sections of Draft Appendix G. (vi) The review of Draft Appendix G would be continued at another Joint Work Session, scheduled for March 3, 2026.

**Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to adjourn the February 17, 2026 Historic District Review Board Joint Work Session with the Planning Commission at 7:06 p.m.**

**Motion made by Commissioner Holloway, seconded by Vice-Chairman Ashworth, to adjourn the February 17, 2026 Planning Commission Joint Work Session with the Historic District Review Board at 7:06 p.m.**

\_\_\_\_\_  
HDRB Chairwoman Kathy Glaser

\_\_\_\_\_  
Planning Commission Chairman Bill Stramm

\_\_\_\_\_  
Planning/Zoning Assistant Preservation & Zoning Administrator

Attachment A to 2/17/2026 HDRB and  
PC Work Session Minutes –  
Historic District Overlay Guidelines  
Appendix G

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 Civic League Committee Amendments – GREEN FONT & strikethroughs  
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### APPENDIX G – CLASSIFICATION OF WORK – GENERAL GUIDELINES

The following chart is provided as a reference for Routine Maintenance, Minor Work, and Major Work, as defined in the Cape Charles Zoning Ordinance, Article VIII. This chart does not exempt the homeowner from obtaining the required building permits. It is the homeowner's responsibility to confirm and obtain all necessary Zoning and Building permits.

Please call the Planning & Zoning Department with any questions.

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
1)	Painting or repainting of a <b>non-masonry structure</b> does not require approval.					
2)	<b>Accessory Structures* or Buildings</b> , Additions to existing that can be seen from the public right-of-way			X	X	Case-by-Case basis
	a) Repairs or Replacement <del>to existing</del> when there is no change in dimensions, design, materials, or general appearance.	X			Case-by-Case basis	
	b) Repairs or Replacement <del>to existing</del> when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	<del>c) Additions to existing that cannot be seen from the public right-of-way</del>		X		X	
	<del>d) Alterations to existing that can be seen from the public right-of-way</del>			X	X	
	c) Additions or Alterations to existing, or New Construction that cannot be seen from the public right-of-way		X		X	
	<del>d.) Alterations to existing that cannot be seen from the public right of way</del>		X		X	
	<del>e) New Construction that can be seen from the public right-of-way</del>			X	X	
	<del>f) New Construction that cannot be seen from the public right-of-way</del>		X		X	
	d) Additions or Alterations to existing, or New Construction that can be seen from the public right-of-way			X	X	
	<del>Accessory Structures* or Buildings, Replacement of existing</del>		X		X	
3)	<b>Architectural Details Style (define architectural details)</b> are the characteristics and features that make a building or other structure notable or historically identifiable.					Case-by-Case basis
	a) Repair/Replacement <del>to existing</del> when there is no change in dimension, design, materials, or appearance	X			Case-by-case basis	
	b) Repair/Replacement <del>to existing</del> when there is no change in dimensions, design or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	

	c) New/ Alteration/Addition/Removal of existing			X	X	
4)	<b>Awnings and Canopies and Shutters</b>					
	a) Repair/ <del>Replacement</del> when there is no change in dimensions, design, materials, or appearance	X			Case-by-case basis	Case-by-Case basis
	b) Installation of new/ Additions/Removal of Existing			X	X	X
	<del>Alterations/Removal when there is no change in design or materials</del>			X	X	X
5)	<b>Buildings, Relocation</b>			X	X	X
6)	<b>Carpports</b>					
	<del>Alteration/Addition/Removal</del>			X	X	X
	a) Repairs or Replacement <del>to existing</del> when there is no change in dimensions, design, materials, or general appearance	X				X
	b) Repair/ <del>Replacement to existing</del> /Alteration/Addition/Removal when there is no change in dimensions, design, or general appearance but a change in materials, using in-kind <del>(like replaced with equivalent)</del>			X	X	X
	c) New Construction that cannot be seen from the public right-of-way			X	X	X
	d) New Construction that can be seen from the public right-of-way			X	X	X
7)	<b>Certificate of Appropriateness</b>					
	a) Modification to previously approved CoA (could require HDRB approval)			X	Case-by-Case	
	b) Renewal of Expiring			X		
8)	<b>Chimneys</b>					
	a) Reflash existing caps, stucco, caulking when there is no change in dimensions, design, materials, or general appearance	X		X		
	b) Reflash existing caps, stucco, caulking where there is no change in dimensions, design, or general appearance but a change in materials, using in-kind <del>(like replaced with equivalent)</del>			X	X	
	c) New Construction/Alteration/Removal			X	X	X
9)	<b>Decks</b>					
	a) Repair/Replace <del>of existing</del> when there is no change in dimensions, design, materials, <del>dimensions,</del> general appearance	X		X	X	Case-by-Case basis
	b) Repair/Replacement to existing when there is no change in design or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>			X	X	Case-by-Case basis
	c) New Construction/Alteration/Addition/Removal			X	X	Case-by-Case basis
10)	<b>Doors (Exterior)</b>					
	a) Replacement – when there is no change in dimensions, design, materials, or general appearance	X				Case-by-Case basis

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	b) Replacement – when there is no change in dimensions, design, or general appearance but a change in materials, using in-kind ( <del>like replaced with equivalent</del> )		X			Case-by-Case basis
	c) Alterations/Addition/Removal – when there is change in style or opening size			X	X	X
	d) New Installation or New opening (example: window to door)			X	X	X
11)	<b>Doors (Storm), Installation (Front of House only)</b>					
	a) Repair/Replace <del>of existing</del> when there is no change in dimensions, design, materials, <del>dimensions</del> , general appearance	X				
	b) Repair/Replacement <del>to existing</del> when there is no change in dimensions, design or general appearance, but a change in materials, using in-kind ( <del>like replaced with equivalent</del> )		X		X	
	c) <del>New Installation (front of house only)/Removal</del>		X	X	X	
12)	<b>Driveways</b>					
	a) <del>Alteration/Addition/Removal/</del> Repair/Replacement <del>of existing</del> when there is no change in dimensions, design, materials, or general appearance	X		X	X	
	b) <del>New Construction/Alteration/Additional/Removal of existing</del> when there is a change in dimensions, design, materials, or appearance			X	X	
13)	<b>Features not specifically listed – some examples are arches, corbels, historic signage, vestibules etc.</b> <del>(For example: An architectural feature is a distinct, prominent element of a building that contributes to its overall design, function, or aesthetic appeal, whether functional or decorative. These elements which can include structural components like columns and arches or decorative features like molding and windows, help define a structure’s character, style, and purpose, often reflecting the cultural and technological context of their creation).</del>					
	a) Repair/Replacement when there is no change in dimensions, design, materials, or <del>general appearance</del>	X	X		Case-by-case basis	Case-by-case basis
	b) <del>Repair/Replacement to existing</del> when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind ( <del>like replaced with equivalent</del> )		X		X	Case-by-case basis
	c) <del>New Construction/Addition/Alteration/Removal</del>			X	X	Case-by-case basis
14)	<b>Fences</b>					
	a) <del>Repair/Replacement</del> with approved materials from guidelines and Zoning Approval in compliance with the Town Code	X	X		X	
	b) <del>New Construction/Replacement/Alteration of Placement</del>		X		X	
15)	<b>Foundations</b>					
	a) <del>Repair of exposed existing</del> when there is no change in dimensions, design, materials, or general appearance	X			X	Case-by-case basis
	b) <del>Addition/Alteration/Replacement of exposed existing</del>	X		X	X	Case-by-case basis

						by-case basis
16)	<b>Foundation Vents and Ventilators</b>					
	a) Repair/Replacement <del>of existing</del> when there is no change in dimensions, design, materials, or general appearance	X				Case-by-case basis
	b) <del>Repair</del> /Replacement <del>to existing</del> when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	Case-by-case basis
	c) Alteration/Installation/Removal		X		Case-by-case basis	
17)	<b>Fuel Tanks Addition/Removal – Screening is required to limit visibility if placed in view of the public right-of-way</b>				Not historic, but requires zoning administrator approval and building code review	X
18)	<b>Gutters and Downspouts</b>					
	a) Repair/Minor Replacement when there is no change in design, materials, or appearance	X				
	b) <del>Change in Material/Replacement</del> /Installation/Addition/Removal		X			
19)	<b>Hand Rails/Stair Rails/Porch Rails</b>					
	a) Repairs/Replacement – no change in dimensions, design, materials, or appearance	X				
	b) <del>Repairs</del> /Replacement – no change in dimensions, design, or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	
	c) Alterations/Removal/New Construction			X	X	X
20)	<b>Lighting Fixtures (Exterior)</b>					
	a) Repair/Replacement when there is no change in dimensions, design, materials, or appearance	X				
	b) Alteration/Installation/Removal		X		✗	
21)	<b>Masonry</b>					
	a) Repainting <del>only when there is no change to the existing color or composition. only when using existing color. Painting to another color or treatment and</del> <b>(Painting of unpainted masonry not allowed.)</b>	X	✗		✗	
	b) Repointing	X	✗			
	c) Alterations (Utility penetrations, hose bibs, vents)	X				Case-by-case basis
	d) Repairs/Replacement when the color and composition of the mortar match the original, and the new brick or stone matches the original	X				Case-by-case basis
	e) Alteration/Construction/Removal			X	X	X
22)	<b>Outdoor Features: Outdoor kitchens, outdoor firepits, built-in BBQs, – Screening is required to limit visibility if placed in view of the public right-of-way saunas, hot tubs, etc. (Needs additional definition – exempt from HDRB)</b>		X		Exempt from HDRB	Case-by-case

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	*saunas, hot tubs, plunge or spa pools will be treated as swimming pools					basis
23)	<b>Painting or repainting of a non-masonry structure does not require approval.</b>	X				
24)	<b>Patios – under 16” above grade</b>					
	a) Repair/Replacement of existing when there is no change in dimensions, design (including dimensions), materials, or general appearance	X				
	b) Repair/Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	c) Alteration/Addition/Removal of existing		X		Case-by-case basis	
	d) New Construction		X		X	
25)	<b>Porches</b>					
	a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X				Case-by-case basis
	b) Repair/Replacement when there is no change in design or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	Case-by-case basis
	c) New Construction/Addition/Expansion/Removal of existing			X	X	Case-by-case basis
	<del>Alteration of existing</del>			X	X	
26)	<del>Primary Buildings Main Building</del> What is the definition of Primary Buildings? Zoning only mentions relative to solar panels					
	a) Repair/Replacement when there is no change in design, materials, or appearance	X				
	b) Repair/Replacement when there is no change in design or general appearance but a change in materials (like replaced with equivalent)		X		X	
	c) New Construction of Commercial or Residential			X	X	X
	d) Additions of Commercial or Residential that cannot be seen from the public right-of-way		X		X	X
	e) Additions of Commercial or Residential that can be seen from the public right-of-way			X	X	X
	<del>Repainting non-masonry</del>	X				
27)	<b>Roof Forms &amp; Covering</b>					
	c) Alteration/Replacement of existing when there is a change in dimensions, design, materials, or general appearance			X	X	Case-by-case basis

	a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance (excluding color)	X	X		X	X
	b) <del>Alteration</del> Repair/Replacement when there is no change in dimensions, design, or general appearance (excluding color) but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X	X	X	X
28)	<b>Satellite Dishes and/or Television Antennas</b>					
	a) Removal/Replacement of existing when there is no change in dimensions, design, materials, or general appearance	X				
	b) Removal/Replacement of existing when there is no change in design or materials, but a change in general appearance		X		Case-by-case basis	
	c) New Installation		X		Case-by-case basis	
29)	* <del>Screening</del> like (hedges, plants, or other visual buffers) is required to limit visibility if an appurtenance is placed in view of the public right-of-way <del>that is utilized to mitigate the public viewpoint of an Accessory Structure.</del> This may be a designated condition for an approved Certificate of Appropriateness <del>(needs additional clarification)</del>		X		X	
30	<b>Showers (Outdoor)</b>					
	a. Repairs/Replacement – no change in dimensions, design, materials, or general appearance	X				
	b. <del>Repairs/</del> Replacement – there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	
	c. Alterations/Removal/New Construction (Minor Work/Case by Case)		X		Case-by-case basis	X
31)	<b>Shutters</b>					
	a. Repairs/Replacement – no change in dimensions, design, materials, or general appearance	X				
	b. <del>Repairs/</del> Replacement – there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	
	c. Alterations/Removal/New Construction			X	X	
32)	<b>Siding</b>					
	a. Repairs/Replacement – no change in design, materials, or general appearance	X				
	b. <del>Repairs/</del> Replacement – there is no change in dimensions, design or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X			
	c. Alterations/Removal			X	X	
33)	<del>Significant Features, Alteration/Removal (need additional clarification for the definition of significant features)</del>			X	X	
34)	<b>Signs</b>					
	a. Repair/Replacement when there is no change in dimensions, design (including dimensions), materials, or general appearance	X				
	b. Alteration/Installation/Removal (must comply with Town Code Chapter 32 (Zoning), Article V (Signs) <del>(Excludes historic markers and signs signed excluded by the sign ordinance)</del> )		X		X	
35	<b>Solar Panels</b>					

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	a. Repair/replacement when there is no change in dimensions, design, materials, or general appearance	X	X		X
	b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance		X		X
	c. Installation of new that cannot be seen from the public right-of-way		X		X
	d. Installation of new that can be seen from the public right-of-way			X	X
36.	<b>Stairs and Steps (Exterior – Street View)</b>				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			X
	b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance		X		X
	<del>Alteration/Addition/Removal</del>			X	X
	c. New Construction/Alteration/Addition/ Removal			X	X
37)	<b>Stairs and Steps (Exterior – Non-Street View)</b>				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			
	b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance		X		X
	c. New Construction/Alteration/Addition/ Removal			X	Case-by-case basis
38)	<b>Surfaces (Exterior) not specifically listed (define surfaces and provide examples)</b>				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or appearance	X	X		X
	b. Repair/replacement when there is a change in design, materials or general appearance		X		X
	c. Addition/Alteration/Removal			X	X
39)	<b>Structure, Demolition of Contributing in whole or part</b>			X	X
40)	<b>Structure, Demolition of Non-Contributing in whole or part</b>		X		X
41)	<b>Structure, Emergency Stabilization (not historic but requires zoning administrator approval and building code official review)</b>		X		X
42)	<b>Swimming Pools, Spa Pools, Saunas, Plunge Pool, Hot Tubs, etc.</b>				
	a. Repairs to existing	X			
	b. Addition/Alteration/New Construction. A fence is required to be placed around the perimeter of the pool. A fence is required to be placed around the perimeter of the pool in compliance with the Virginia Building Code. Not historic but requires zoning administrator approval and building code official review.			X	Case-by-case basis
	c. Removal Not historic but requires zoning administrator approval and building code official review.			X	Case-by-case basis
43)	Temporary Features, Emergency Installation/Emergency Stabilization to protect a historic property that do not alter the resource Not historic but requires zoning administrator approval			X	X

	and building code official review.				
44)	Temporary Family Health Care Structures, Installation/Alteration/Removal that are necessary due to a medical condition per VA Code Sec. 15.2-2292.1. <b>Not historic but requires zoning administrator approval and building code official review.</b>		✗		Case-by-case basis
45)	<b>Walkways</b>				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			
	b. Repair/replacement when there is no change in design but a change in materials or general appearance		X		X
	c. New Construction/Addition/Alteration/Removal/Repair/Replacement		✗	✗	X
46)	<b>Walls (for example: garden or retaining walls)</b>				
	b. New Construction/Alteration of Placement		X		X
	a. Repair/Replacement of existing when there is no change in dimensions, design, or general appearance with approved materials from guidelines.	X	✗		✗
47)	<b>Windows (includes casings and sills)</b>				
	a. Caulking and weatherstripping when there is no change in dimensions, design, materials, or general appearance	X			
	b. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X	✗		✗
	c. Repair/replacement when there is no change in design but a change in materials or general appearance		X		X
	d) Installation of new/Alteration of Style or Opening Size/Removal of Existing			X	X
	Alteration/Removal of existing			✗	✗
48)	<b>Windows (Storm)</b>				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			
	b. Repair/replacement when there is no change in design but a change in materials or general appearance		X		X
	Installation/Alteration/Removal		X		Case-by-case basis

**NOTES:**

1. Although not all sections were reviewed, they have been updated to reflect the discussion on the consistency of wording.
2. The chart will be alphabetized and formatted as necessary once all edits have been made.



## Staff Report for Continued Joint Work Session of Planning Commission & Historic District Review Board

**Agenda Title:** Review of Draft new Appendix G to Design Guidelines

**Agenda Date:** March 3, 2026

**Prepared by:** Katie Nunez, Director of Planning & Zoning Administrator

**Reviewed By:** Katie Nunez, Director of Planning & Zoning Administrator

**Date:** February 24, 2026

### Narrative of Proposal:

I have provided a “tracked” changes document for the proposed new Appendix G to the Historic District Guidelines.

In the new draft Appendix G, since the staff initially composed this document, all text in black font is the staff document. All proposed edits from the Civic League Subcommittee are shown in **green font and green strikethroughs**. All edits from the HDRB and PC Joint Work Session are shown in **purple font and purple strikethroughs**.

Staff would like to discuss the term “replacement” that is being used under the Type of Work column.

Also provided is a document with existing and proposed definitions for your review.

It is my intention that we continue going through the document in detail to discuss and reach a recommendation for the Town Council. Depending upon the level of discussion required, it is possible that this proposed zoning text amendment draft documents would be provided to Town Council for regular March 19, 2026 meeting to pass a Resolution of Intent to advance this Zoning Text Amendment application to public hearing; said public hearing timeframes could be occurring in the May & June meeting cycle of the Planning Commission and Town Council.

### Attachments:

- A) Historic District Overlay Design Guidelines Appendix G Draft with Staff, Civic League Comments, and Edits from HDRB and PC Joint Work Session 2026-02-20
- B) Staff Comments on Civic League Edits to Attachments 1 and 2
- C) Definitions

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### APPENDIX G – CLASSIFICATION OF WORK – GENERAL GUIDELINES

The following chart is provided as a reference for Routine Maintenance, Minor Work, and Major Work, as defined in the Cape Charles Zoning Ordinance, Article VIII. This chart does not exempt the homeowner from obtaining the required building permits. It is the homeowner's responsibility to confirm and obtain all necessary Zoning and Building permits.

Please call the Planning & Zoning Department with any questions.

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
1)	Painting or repainting of a <b>non-masonry structure</b> does not require approval.					
2)	<b>Accessory Structures* or Buildings</b> , Additions to existing that can be seen from the public right-of-way			X	X	Case-by-Case basis
	a) Repairs or Replacement to existing when there is no change in dimensions, design, materials, or general appearance.	X			Case-by-Case basis	
	b) Repairs or Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	c) Additions to existing that cannot be seen from the public right-of-way		X		X	
	d) Alterations to existing that can be seen from the public right-of-way			X	X	
	e) Additions or Alterations to existing, or New Construction that cannot be seen from the public right-of-way		X		X	
	f) Alterations to existing that cannot be seen from the public right-of-way		X		X	
	g) New Construction that can be seen from the public right-of-way			X	X	
	h) New Construction that cannot be seen from the public right-of-way		X		X	
	i) Additions or Alterations to existing, or New Construction that can be seen from the public right-of-way			X	X	
	Accessory Structures* or Buildings, Replacement of existing		X		X	
3)	<b>Architectural Details Style (define architectural details)</b> are the characteristics and features that make a building or other structure notable or historically identifiable.					Case-by-Case basis
	a) Repair/Replacement to existing when there is no change in dimension, design, materials, or appearance	X			Case-by-case basis	
	b) Repair/Replacement to existing when there is no change in dimensions, design or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	

	c) New/ Alteration/Addition/Removal of existing			X	X	
4)	<b>Awnings and Canopies and Shutters</b>					
	a) Repair/ <del>Replacement</del> when there is no change in <b>dimensions</b> , design, materials, or appearance	X			Case-by-case basis	Case-by-Case basis
	b) Installation of new/ Additions/Removal of Existing			X	X	X
	<del>Alterations/Removal when there is no change in design or materials</del>		X		X	
5)	<b>Buildings, Relocation</b>			X	X	X
6)	<b>Carpports</b>					
	<del>Alteration/Addition/Removal</del>		X		X	
	a) Repairs or Replacement <del>to existing</del> when there is no change in <b>dimensions</b> , design, materials, or general appearance	X				X
	b) <del>Repair/Replacement to existing</del> /Alteration/Addition/Removal when there is no change in <b>dimensions</b> , design, or general appearance but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	X
	c) New Construction that cannot be seen from the public right-of-way		X		X	X
	d) New Construction that can be seen from the public right-of-way		X	X	X	X
7)	<b>Certificate of Appropriateness</b>					
	a) Modification to previously approved CoA (could require HDRB approval)		X		Case-by-Case	
	b) Renewal of Expiring		X			
8)	<b>Chimneys</b>					
	a) Reflash existing <b>caps, stucco, caulking</b> when there is no change in <b>dimensions</b> , design, materials, or <b>general</b> appearance	X	X			
	b) Reflash existing <b>caps, stucco, caulking</b> where there is no change in <b>dimensions</b> , design, or general appearance but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	
	c) <b>New Construction</b> /Alteration/Removal			X	X	X
9)	<b>Decks</b>					
	a) Repair/Replace <del>of existing</del> when there is no change in <b>dimensions</b> , design, materials, <del>dimensions</del> , <b>general</b> appearance	X	X		X	Case-by-Case basis
	b) Repair/Replacement to existing when there is no change in design or <b>general appearance</b> , but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	Case-by-Case basis
	c) <b>New Construction</b> /Alteration/Addition/Removal		X	X	X	Case-by-Case basis
10)	<b>Doors (Exterior)</b>					
	a) Replacement – when there is no change in <b>dimensions</b> , design, materials, or <b>general appearance</b>	X				Case-by-Case basis

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	b) Replacement – when there is no change in dimensions, design, or general appearance but a change in materials, using in-kind ( <del>like replaced with equivalent</del> )		X			Case-by-Case basis
	c) Alterations/Addition/Removal – when there is change in style or opening size			X	X	X
	d) New Installation or New opening (example: window to door)			X	X	X
11)	<b>Doors (Storm), Installation (Front of House only)</b>					
	a) Repair/Replace <del>of existing</del> when there is no change in dimensions, design, materials, <del>dimensions</del> , general appearance	X				
	b) Repair/Replacement <del>to existing</del> when there is no change in dimensions, design or general appearance, but a change in materials, using in-kind ( <del>like replaced with equivalent</del> )		X		X	
	c) <del>New Installation (front of house only)/Removal</del>		X	X	X	
12)	<b>Driveways</b>					
	a) <del>Alteration/Addition/Removal/</del> Repair/Replacement <del>of existing</del> when there is no change in dimensions, design, materials, or general appearance	X		X	X	
	b) <del>New Construction/Alteration/Additional/Removal of existing</del> when there is a change in dimensions, design, materials, or appearance			X	X	
13)	<b>Features not specifically listed – some examples are arches, corbels, historic signage, vestibules etc.</b> <del>(For example: An architectural feature is a distinct, prominent element of a building that contributes to its overall design, function, or aesthetic appeal, whether functional or decorative. These elements which can include structural components like columns and arches or decorative features like molding and windows, help define a structure’s character, style, and purpose, often reflecting the cultural and technological context of their creation).</del>					
	a) Repair/Replacement when there is no change in dimensions, design, materials, or <del>general appearance</del>	X	X		Case-by-case basis	Case-by-case basis
	b) <del>Repair/Replacement to existing</del> when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind ( <del>like replaced with equivalent</del> )		X		X	Case-by-case basis
	c) <del>New Construction/Addition/Alteration/Removal</del>			X	X	Case-by-case basis
14)	<b>Fences</b>					
	a) <del>Repair/Replacement</del> with approved materials from guidelines and Zoning Approval in compliance with the Town Code	X	X		X	
	b) <del>New Construction/Replacement/Alteration of Placement</del>		X		X	
15)	<b>Foundations</b>					
	a) <del>Repair of exposed existing</del> when there is no change in dimensions, design, materials, or general appearance	X			X	Case-by-case basis
	b) <del>Addition/Alteration/Replacement of exposed existing</del>	X		X	X	Case-by-case basis

						by-case basis
16)	<b>Foundation Vents and Ventilators</b>					
	a) Repair/Replacement <del>of existing</del> when there is no change in dimensions, design, materials, or general appearance	X				Case-by-case basis
	b) <del>Repair</del> /Replacement <del>to existing</del> when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	Case-by-case basis
	c) Alteration/Installation/Removal		X		Case-by-case basis	
17)	<b>Fuel Tanks Addition/Removal – Screening is required to limit visibility if placed in view of the public right-of-way</b>				Not historic, but requires zoning administrator approval and building code review	X
18)	<b>Gutters and Downspouts</b>					
	a) Repair/Minor Replacement when there is no change in design, materials, or appearance	X				
	b) <del>Change in Material/Replacement</del> /Installation/Addition/Removal		X			
19)	<b>Hand Rails/Stair Rails/Porch Rails</b>					
	a) Repairs/Replacement – no change in dimensions, design, materials, or appearance	X				
	b) <del>Repairs</del> /Replacement – no change in dimensions, design, or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	
	c) Alterations/Removal/New Construction			X	X	X
20)	<b>Lighting Fixtures (Exterior)</b>					
	a) Repair/Replacement when there is no change in dimensions, design, materials, or appearance	X				
	b) Alteration/Installation/Removal		X		✗	
21)	<b>Masonry</b>					
	a) Repainting <del>only when there is no change to the existing color or composition. only when using existing color. Painting to another color or treatment and</del> <b>(Painting of unpainted masonry not allowed.)</b>	X	✗		✗	
	b) Repointing	X	✗			
	c) Alterations (Utility penetrations, hose bibs, vents)	X				Case-by-case basis
	d) Repairs/Replacement when the color and composition of the mortar match the original, and the new brick or stone matches the original	X				Case-by-case basis
	e) Alteration/Construction/Removal			X	X	X
22)	<b>Outdoor Features: Outdoor kitchens, outdoor firepits, built-in BBQs, – Screening is required to limit visibility if placed in view of the public right-of-way saunas, hot tubs, etc. (Needs additional definition – exempt from HDRB)</b>		X		Exempt from HDRB	Case-by-case

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	*saunas, hot tubs, plunge or spa pools will be treated as swimming pools					basis
23)	<b>Painting or repainting of a non-masonry structure does not require approval.</b>	X				
24)	<b>Patios – under 16” above grade</b>					
	a) Repair/Replacement of existing when there is no change in dimensions, design (including dimensions), materials, or general appearance	X				
	b) Repair/Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	
	c) Alteration/Addition/Removal of existing		X		Case-by-case basis	
	d) New Construction		X		X	
25)	<b>Porches</b>					
	a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X				Case-by-case basis
	b) Repair/Replacement when there is no change in design or general appearance, but a change in materials, using in-kind (like replaced with equivalent)		X		X	Case-by-case basis
	c) New Construction/Addition/Expansion/Removal of existing			X	X	Case-by-case basis
	<del>Alteration of existing</del>			X	X	
26)	<del>Primary Buildings Main Building</del> What is the definition of Primary Buildings? Zoning only mentions relative to solar panels					
	a) Repair/Replacement when there is no change in design, materials, or appearance	X				
	b) Repair/Replacement when there is no change in design or general appearance but a change in materials (like replaced with equivalent)		X		X	
	c) New Construction of Commercial or Residential			X	X	X
	d) Additions of Commercial or Residential that cannot be seen from the public right-of-way		X		X	X
	e) Additions of Commercial or Residential that can be seen from the public right-of-way			X	X	X
	<del>Repainting non-masonry</del>	X				
27)	<b>Roof Forms &amp; Covering</b>					
	c) Alteration/Replacement of existing when there is a change in dimensions, design, materials, or general appearance			X	X	Case-by-case basis

	a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance (excluding color)	X	X		X	X
	b) <del>Alteration</del> Repair/Replacement when there is no change in dimensions, design, or general appearance (excluding color) but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X	X	X	X
28)	<b>Satellite Dishes and/or Television Antennas</b>					
	a) Removal/Replacement of existing when there is no change in dimensions, design, materials, or general appearance	X				
	b) Removal/Replacement of existing when there is no change in design or materials, but a change in general appearance		X		Case-by-case basis	
	c) New Installation		X		Case-by-case basis	
29)	* <b>Screening</b> like (hedges, plants, or other visual buffers) is required to limit visibility if an appurtenance is placed in view of the public right-of-way <del>that is utilized to mitigate the public viewpoint of an Accessory Structure.</del> This may be a designated condition for an approved Certificate of Appropriateness <del>(needs additional clarification)</del>		X		X	
30	<b>Showers (Outdoor)</b>					
	a. Repairs/Replacement – no change in dimensions, design, materials, or general appearance	X				
	b. <del>Repairs/</del> Replacement – there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	
	c. Alterations/Removal/New Construction (Minor Work/Case by Case)		X		Case-by-case basis	X
31)	<b>Shutters</b>					
	a. Repairs/Replacement – no change in dimensions, design, materials, or general appearance	X				
	b. <del>Repairs/</del> Replacement – there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X		X	
	c. Alterations/Removal/New Construction			X	X	
32)	<b>Siding</b>					
	a. Repairs/Replacement – no change in design, materials, or general appearance	X				
	b. <del>Repairs/</del> Replacement – there is no change in dimensions, design or general appearance, but a change in materials, using in-kind <del>(like replaced with equivalent)</del>		X			
	c. Alterations/Removal			X	X	
33)	<del>Significant Features, Alteration/Removal (need additional clarification for the definition of significant features)</del>			X	X	
34)	<b>Signs</b>					
	a. Repair/Replacement when there is no change in dimensions, design (including dimensions), materials, or general appearance	X				
	b. Alteration/Installation/Removal (must comply with Town Code Chapter 32 (Zoning), Article V (Signs) <del>(Excludes historic markers and signs signed excluded by the sign ordinance)</del> )		X		X	
35	<b>Solar Panels</b>					

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	a. Repair/replacement when there is no change in dimensions, design, materials, or general appearance	X	✗		✗
	b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance		X		X
	c. Installation of new that cannot be seen from the public right-of-way		X		X
	d. Installation of new that can be seen from the public right-of-way			X	X
36.	<b>Stairs and Steps (Exterior – Street View)</b>				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			✗
	b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance		X		X
	<del>Alteration/Addition/Removal</del>			✗	✗
	c. New Construction/Alteration/Addition/ Removal			X	X
37)	<b>Stairs and Steps (Exterior – Non-Street View)</b>				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X			
	b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance		X		X
	c. New Construction/Alteration/Addition/ Removal			X	Case-by-case basis
38)	<b>Surfaces (Exterior) not specifically listed (define surfaces and provide examples)</b>				
	a. Repair/Replacement when there is no change in dimensions, design, materials, or appearance	X	✗		✗
	b. Repair/replacement when there is a change in design, materials or general appearance		X		X
	c. Addition/Alteration/Removal			X	X
39)	<b>Structure, Demolition of Contributing in whole or part</b>			X	X
40)	<b>Structure, Demolition of Non-Contributing in whole or part</b>		X		X
41)	<b>Structure, Emergency Stabilization (not historic but requires zoning administrator approval and building code official review)</b>		✗		✗
42)	<b>Swimming Pools, Spa Pools, Saunas, Plunge Pool, Hot Tubs, etc.</b>				
	a. Repairs to existing	X			
	b. Addition/Alteration/New Construction. A fence is required to be placed around the perimeter of the pool. A fence is required to be placed around the perimeter of the pool in compliance with the Virginia Building Code. Not historic but requires zoning administrator approval and building code official review.			✗	Case-by-case basis
	c. Removal Not historic but requires zoning administrator approval and building code official review.			✗	Case-by-case basis
43)	Temporary Features, Emergency Installation/Emergency Stabilization to protect a historic property that do not alter the resource Not historic but requires zoning administrator approval			✗	✗

	and building code official review.					
44)	Temporary Family Health Care Structures, Installation/Alteration/Removal that are necessary due to a medical condition per VA Code Sec. 15.2-2292.1. <b>Not historic but requires zoning administrator approval and building code official review.</b>		✗			Case-by-case basis
45)	<b>Walkways</b>					
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X				
	b. Repair/replacement when there is no change in design but a change in materials or general appearance		X		X	
	c. New Construction/Addition/Alteration/Removal/Repair/Replacement		✗	✗	X	
46)	<b>Walls (for example: garden or retaining walls)</b>					
	b. New Construction/Alteration of Placement		X		X	
	a. Repair/Replacement of existing when there is no change in dimensions, design, or general appearance with approved materials from guidelines.	X	✗		✗	
47)	<b>Windows (includes casings and sills)</b>					
	a. Caulking and weatherstripping when there is no change in dimensions, design, materials, or general appearance	X				
	b. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X	✗		✗	
	c. Repair/replacement when there is no change in design but a change in materials or general appearance		X		X	
	d) Installation of new/Alteration of Style or Opening Size/Removal of Existing			X	X	
	Alteration/Removal of existing			✗	✗	
48)	<b>Windows (Storm)</b>					
	a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance	X				
	b. Repair/replacement when there is no change in design but a change in materials or general appearance		X		X	
	Installation/Alteration/Removal		X			Case-by-case basis

**NOTES:**

1. Although not all sections were reviewed, they have been updated to reflect the discussion on the consistency of wording.
2. The chart will be alphabetized and formatted as necessary once all edits have been made.

**Staff Comments on Appendix G Draft – Civic League Proposed Revisions**

<b>Number</b>	<b>Section</b>	<b>Comment(s)</b>
(2)	Accessory Structures or Buildings	(i) CCZO Appendix A – Building, Accessory is defined (ii) CCZO Section 4.1 (E) – clearly states square footage requirements (iii) The state building code dictates the accessory structure/building size that requires a permit
(2) b)	Accessory Structures or Buildings: Minor Work – Repair/Replace when changing material	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Example: Metal or Slate roof changing to architectural shingles; this would be a noticeable difference. (iii) Repairing and Replacing are two different projects (iv) DRAFT CCZO Section 8.16 (C) lists change of material as Major Work
(3)	Architectural Details	Definition should relate to the CCHDODG definition of Architectural Style
(3) b)	Architectural Details: Minor Work - Repair/Replace when changing material	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Changing material results in a loss of irreplaceable architectural and cultural significance. (iii) Ex. a wood window is not the same as a vinyl window. (iv) Repairing and Replacing are two different projects (v) DRAFT CCZO Section 8.16 (C) lists change of material as Major Work
(10) b)	Doors (Exterior): Minor Work - Repair/Replace when changing material	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Repairing and Replacing are two different projects (iii) DRAFT CCZO Section 8.16 (C) lists change of material as Major Work
(13) b)	Features not specifically listed: Minor Work - Repair/Replace when changing material	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Repairing and Replacing are two different projects (iii) DRAFT CCZO Section 8.16 (C) lists change of material as Major Work

(19) b)	Handrails / Stair Rails / Porch Rails: Minor Work - Repair/Replace when changing material	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Repairing and Replacing are two different projects (iii) DRAFT CCZO Section 8.16 (C) lists change of material as Major Work
(21)	Masonry	All items need to be at least Minor Work, as just repairs quickly become removal
(22)	Outdoor Features	A notation stating not exempt from Zoning and Building Review
25) b)	Porches: Minor Work - Repair/Replace	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Repairing and Replacing are two different projects (iii) DRAFT CCZO 8.16 (C) lists change of material as Major Work
(26)	Primary Building	(i) CCZO Appendix A - Building, Main is defined (this definition should be used for consistency)
(26) b)	Primary Building: Minor Work - Repair/Replace	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Repairing and Replacing are two different projects (iii) DRAFT CCZO 8.16 (C) lists change of material as Major Work
27)	Roof Forms & Covering	(i) This needs to be broken down into Repair Section of Roof, Replace Roof with the same material, and Replace Roof with a different material. (ii) The roof is a defining feature of a building. (iii) Repairing and replacing are two different projects (iv) A building permit is required for some repairs on a roof and for a roof replacement.
29)	Screening	Additional clarification will be given when needed.
31) b)	Shutters: Minor Work - Repair/Replace	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Repairing and Replacing are two different projects (iii) DRAFT CCZO 8.16 (C) lists change of material as Major Work

32) b)	Siding: Minor Work - Repair/Replace	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Repairing and Replacing are two different projects (iii) DRAFT CCZO 8.16 (C) lists change of material as Major Work (iv) Hardie or similar is not the same as vinyl nor does it have the same look.
33)	Significant Features Alteration/Removal	This should be consistent with CCHDODG 3.1 Architectural Character Defining Features
36) b)	Stairs and Steps (Exterior) Street View	(i) Repairing and Replacing are two different projects (ii) DRAFT CCZO 8.16 (C) lists change of material as Major Work (iii) Brick steps are not equivalent to vinyl or composite steps
37) b)	Stairs and Steps (Exterior) Non-street View	(i) Repairing and Replacing are two different projects (ii) DRAFT CCZO 8.16 (C) lists change of material as Major Work (iii) Brick steps are not equivalent to vinyl or composite steps
38)	Surfaces (Exterior) not specifically listed	This is for all items not specifically mentioned. I do not think it needs to be explained.
45) b)	Walkways: Minor Work - Repair/Replace	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible in order to maintain its historic appearance. (ii) Repairing and Replacing are two different projects (iii) DRAFT CCZO 8.16 (C) lists change of material as Major Work (iv) Brick and Stone do not have the same look.
47) b)	Windows: Routine Maintenance	(i) Replacing a window is not consistent with routine maintenance. This should be Major to be consistent with the DRAFT CCZO 8.16. (ii) Replacing a wood window with a vinyl window is not equivalent. (iii) There are many features of a window to consider.
47) c)	Windows: Minor Work - Repair/Replace	(i) Per CCHDODG 3.1: The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible to maintain its historic appearance. (ii) Repairing and Replacing are two different projects (iii) DRAFT CCZO 8.16 (C) lists change of material as Major Work (iv) Wood windows and Vinyl window are not equivalent

## EXISTING DEFINITIONS

**Maintenance:** Upkeep of property or equipment either on a regular basis or as a non-recurring event. *Cape Charles Historic District Overlay Design Guidelines Appendix A*

**Repairs** are any work involving replacement of existing work with equivalent material for the purpose of maintenance, but not including any addition, change, or modification in construction. *Cape Charles Town Code Chapter 32, Appendix A*

## REVIEW OF PROPOSED AMENDED OR NEW DEFINITIONS

**Alteration** any change or rearrangement in the supporting members of an existing building, such as bearing walls, columns, beams, girders, or interior partitions, as well as any change in doors, windows, or means of ingress or egress; or any enlargement to or diminution of a building or structure, whether horizontally or vertically; or the moving of a building or structure from one location to another. *The Complete Illustrated Book of Development Definitions Fourth Edition* – **REVIEW for possible addition to Cape Charles Town Code Chapter 32, Appendix A OR Cape Charles Historic District Overlay Design Guidelines Appendix A**

**In-Kind:** The replacement of historic fabric with new material that matches the historic detail, configuration, appearance, and fabric as closely as possible. *Cape Charles Historic District Overlay Design Guidelines Appendix A*. **ADD TO Town Code Chapter 32, Appendix A.**

**Repairs** are any work involving replacement of existing work with **in-kind** equivalent material for the purpose of maintenance, but not including any addition, change, or modification in construction. **AMEND Cape Charles Town Code Chapter 32, Appendix A**

**Repair, Major** any improvement that requires a building permit or that requires the replacement of a roof, wall, or other major building element. *The Complete Illustrated Book of Development Definitions Fourth Edition* - **REVIEW**

**Repair, Minor** improvements to correct deficiencies resulting from normal wear and tear, or improvements not requiring a building permit. *The Complete Illustrated Book of Development Definitions Fourth Edition* - **REVIEW**