

Harbor Area Review Board

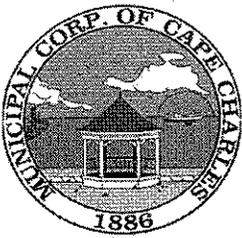
Meeting Agenda

April 15, 2010

6:00 P.M.

1. **Call to Order; Roll Call**
2. **Invocation and Pledge of Allegiance**
3. **Consent Agenda**
 - A. Approval of Agenda Format
 - B. Approval of Minutes
4. **Old Applications**
 - A. None
5. **New Business**

Review of Draft Design Standards
6. **Other Business**
 - A. None.
7. **Announcements**
 - a. None
8. **Adjourn**



DRAFT
Harbor Area Review Board
Regular Meeting
Town Hall
September 17, 2009
6:00 p.m.

At 6:03 p.m. in the Town Hall, Chairman Ralph Orzo called to order the Harbor Area Review Board Meeting. In attendance were board members Steve Bennett, Eileen Cobb, Russ Dunton and Joan Natali. Laurie Klingel arrived at 6:04 p.m. Also present were Town Planner Tom Bonadeo and Town Clerk Libby Hume. The applicant, Ms. Judith Morgan of Landmark US was also in attendance. There were no members of the public in attendance.

CONSENT AGENDA

Motion made by Joan Natali, seconded by Steve Bennett and unanimously approved to accept the agenda as presented.

The Board members reviewed the minutes for the September 3, 2009 Regular Meeting. Russ Dunton stated that the second paragraph on page 3 should state "Architectural Guidelines" vs. "Historic Harbor District."

Motion made by Joan Natali, seconded by Steve Bennett and unanimously approved to accept the minutes for the September 3, 2009 Regular Meeting as amended.

OLD APPLICATIONS

Pre-Application Meeting for Cape Harbor Project

Tom Bonadeo explained that the goal for this meeting was to review the various criteria for consideration of a Harbor Development Certificate as outlined in §3.9.G.3 of the Cape Charles Zoning Ordinance. The Board reviewed each of the criteria and discussed whether they felt that the information provided by the applicant met the specified criteria. The Board agreed that the following criteria could not be scored at this time: i) Architectural relationships, both formal and functional, of the proposed development to surrounding buildings, including building siting, massing, proportion and scale; and ii) Use of architectural details, storefront design, window openings, roof shapes, porches, and columns to balance the proportions of facades into pleasant and cohesive compositions. The Board agreed that the criteria calling for the preservation of historic structures was not applicable for this project. After some discussion, the Board agreed that the proposed project met, exceeded or greatly exceeded all the required criteria.

The Board discussed the next step in the process and whether a site plan would be provided. Tom Bonadeo explained that a site plan was not required until the applicant obtains the Harbor Development Certificate.

There was further discussion regarding a traffic study which was provided to the Planning Commission during the Conditional Use Permit process. Tom Bonadeo stated that he would scan the study and email it to all the Board members for their review since several of the members were not a party to the previous discussions.

Tom Bonadeo stated that he would present this information to the Town Council informing them that the Harbor Area Review Board felt that the project met or exceeded all the criteria

and it was their recommendation to provide notice to the applicant to proceed. Tom Bonadeo stated that he would try to get this item on the September 24th Town Council Special Meeting agenda, but if that was not possible, the next Town Council Regular Meeting was scheduled for October 8th. The next Harbor Area Review Board meeting is scheduled for October 15th. If that date does not give ample time to the applicant to prepare, Tom Bonadeo will contact all the Board members to reschedule.

NEW BUSINESS

There was no new business to review.

OTHER BUSINESS

There was no other business to review.

ANNOUNCEMENTS

- The Town Council officially appointed Eileen Cobb to the Harbor Area Review Board to replace Ken Kuttler as one of the Planning Commission representatives.
- The Town Council approved the Harbor Development Certificate Application fee of \$300 per application plus \$70 per acre. The application fee has been received from the applicant.

Motion made by Joan Natali, seconded by Steve Bennett and unanimously approved to adjourn the Harbor Area Review Board meeting.

Chairman Ralph Orzo

Town Clerk

Harbor Area Review Board Staff Report

From: Tom Bonadeo
Date: April 15, 2010
Item: 5A – Review of Draft Design Standards
Attachments: Draft Standards

Application Specifics

The Draft Design Standards booklet is attached for your review and comments. The standards will be used as part of your work on the Harbor Area Review Board. The Standards will be adopted by the Town Council after review by the Steering Committee and a public hearing. Your comments will be forwarded to the Steering Committee for their review.

Discussion

When reading through the document please keep a few things in mind.

1. Do the pictures of the buildings represent what you would like to see and do they represent the words in the document?
2. Do the drawings depict details that are important?
3. Make comments by page number so the results can be compiled and forwarded to the Steering Committee.

Recommendation

This meeting should take about an hour to review any obvious errors and problems and to discuss any suggestions that could be forwarded by the Board to the Steering Committee.