

# **Planning Commission**

## **Regular Session Agenda**

**March 1, 2011**

**6:00 P.M.**

1. Call to Order Regular Planning Commission Meeting
  - a. Roll Call: Establish a quorum
2. Invocation and Pledge of Allegiance
3. Public Comments
4. Consent Agenda
  - a. Approval of Agenda Format
  - b. Approval of Minutes
  - c. Reports
5. Old Business
  - a. Corridor Overlay – Routes 184 & 642
6. New Business
  - a. Conditional Use Permit Application – 548 Madison Avenue – Home Occupation
7. Announcements
8. Adjourn



**DRAFT**  
**TOWN COUNCIL & PLANNING COMMISSION**  
**Joint Public Hearing**  
**Town Hall**  
**February 1, 2011**  
**6:00 p.m.**

At 6:04 p.m. Chairman Bruce Brinkley, having established a quorum, called to order the Public Hearing of the Planning Commission. In addition to Chairman Brinkley, present were Commissioners Ben Lewis, Dennis McCoy, Roger Munz, Joan Natali and Mike Strub. Commissioners Malcolm Hayward was not in attendance.

In the absence of Mayor Dora Sullivan and Vice Mayor Chris Bannon, Councilman Bruce Evans ran the meeting. Councilman Evans, having established a quorum, called to order the Public Hearing of the Town Council. In addition to Councilman Evans, present were Councilmen Sullivan and Veber and Councilwoman Natali. Mayor Sullivan, Vice Mayor Bannon and Councilman Bennett were not in attendance. Also in attendance were Town Manager Heather Arcos, Town Planner Tom Bonadeo and Town Clerk Libby Hume. There were also three (3) members of the public in attendance.

Town Planner Tom Bonadeo announced the evening's public hearing was to hear public comment regarding the new Wind Energy Ordinance, § 4.12 of the Cape Charles Zoning Ordinance.

**PUBLIC COMMENTS:**

There were no public comments to be heard and no written comments were submitted prior to the hearing.

**Motion made by Joan Natali, seconded by Dennis McCoy, to close the Planning Commission Public Hearing. The motion was approved by unanimous consent.**

**Motion made by Councilman Sullivan, seconded by Councilman Veber, to close the Town Council Public Hearing. The motion was approved by unanimous consent.**

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Councilman Evans

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Chairman Brinkley

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Town Clerk



**DRAFT**  
**PLANNING COMMISSION**  
**Regular Meeting**  
**Town Hall**  
**February 1, 2011**

At 6:09 p.m. in the Town Hall, Chairman Bruce Brinkley, having established a quorum, called to order the Regular Meeting of the Planning Commission. In attendance were Commissioners Ben Lewis, Dennis McCoy, Roger Munz, Joan Natali and Mike Strub. Commissioner Malcolm Hayward was not in attendance. Also present were Town Planner Tom Bonadeo and Town Clerk Libby Hume as well as three (3) members of the public.

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

**PUBLIC COMMENTS**

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

**CONSENT AGENDA**

**Motion made by Joan Natali, seconded by Roger Munz and unanimously approved to accept the agenda format as presented.**

The Commissioners reviewed the minutes for the December 7, 2010 Joint Public Hearing with the Town Council, the January 2, 2011 Public Hearing and the January 2, 2011 Regular Meeting.

**Motion made by Mike Strub, seconded by Joan Natali, to approve the minutes from the December 7, 2010 Joint Public Hearing, the January 2, 2011 Public Hearing and the January 2, 2011 Regular Meeting as presented. The motion was unanimously approved.**

**REPORTS**

Tom Bonadeo reported the following: i) The pre-construction meeting with Somerset Paving and Marine regarding the floating slips at the Harbor was held on January 24<sup>th</sup>. The barge arrived today and more equipment was being delivered throughout this week. Construction was expected to begin on February 7<sup>th</sup> and should be done by the Blessing of the Fleet in early April according to Harbor Master Smitty Dize. The construction would provide t-heads for boats over 100'; ii) The Trail Project has entered a new phase even though the Park portion of the trail is not finalized. The Council authorized an additional grant application to go forward. The current plan was to continue to build out north Peach Street and along Washington Avenue. TEA 21 grants have a long lead time and the current application could be approved this spring with a contract in the next fiscal year; iii) The construction on the Wastewater Treatment Plant was moving along. The connection from the new plant to the Harbor outfall had started and the northern land had been blocked for several days. The roofs were being installed on some of the buildings and the backup generator had been delivered; iv) The bids for the new forcemain on Mason Avenue were opened on January 27<sup>th</sup> and several of the bids were within budget; v) The Historic District Review Board met in January and reviewed two remodel plans. There were two more remodel projects that were seeking State Tax Credits for rehabilitation. Four additional renovations were in process in the 500 and 600 blocks of Monroe Avenue; vi) The Harbor Redevelopment Group was in the final phases of their permit process with the Corps of Engineers. The Virginia Department of Transportation had approved the traffic study and entrance plan. One of the large rusty buildings had been demolished and the second building should be demolished soon; and vii) Legislative Day was scheduled for February 3<sup>rd</sup> and staff would be visiting Richmond to talk to our legislators regarding various subjects and hear various

speakers including the Governor. The Town Manager and Harbor Master would be visiting the Virginia Port Authority to request additional grant funding. Tom Bonadeo added that one bill in particular would permit developers to cluster single-family homes in one section of a property enabling them to leave other areas as open space.

#### **OLD BUSINESS**

##### *Wind Energy Ordinance*

Tom Bonadeo explained that the Town did not have the best wind for a wind farm but he could see a potential for some wind turbines to be installed within the Town limits. The State of Virginia recently relaxed the regulations for wind turbines under 5MW. Tom Bonadeo went on to state that approval of the wind energy ordinance was not an approval of actual wind turbines but an approval of the regulations regarding wind turbines and establishment of an approval process for anyone interested in constructing wind turbines in the Town. If the Town did not have an ordinance in place, someone could state that their wind energy project met the Town's requirements, because we would not have any, and go directly to the DEQ for a permit, especially if the project was for a wind turbine less than 5MW in size. The Commissioners discussed the final draft ordinance as follows:

Mike Strub asked for clarification of item D.1.h. and whether an environmental assessment would be required for micro systems. Tom Bonadeo responded that micro systems were typically about 4' tall and placed on the roofs of buildings and it would be burdensome for a property owner to go through an environmental assessment for a micro system.

On page 5, item E.1., Mike Strub asked that "ANSI" be defined. Tom Bonadeo would spell out "American National Standards Institute" in the final document.

Bruce Brinkley suggested that language be added in the ordinance requiring property owners to obtain a building permit from the Town and asked whether an engineering study should be required to determine whether a proposed wind turbine could withstand 110 MPH winds. Tom Bonadeo stated that wind turbines would not be under the Building Department's purview, but stated that a footnote could be added on page 1 stating that a building permit would be required and all applicable building codes must be met. There was further discussion regarding this language and Joan Natali suggested the language be added to Item E.2. on page 5. The Commissioners agreed that it would be appropriate to include this language as part of item E.2.

**Motion made by Dennis McCoy, seconded by Roger Munz and unanimously approved to recommend approval of the Wind Energy Ordinance as amended to the Town Council for consideration at their February meeting.**

##### *Corridor Overlay - Routes 184 and 642*

Tom Bonadeo stated that the Planning Commission had discussed the content of a corridor overlay district since 2006 with the objective of preserving the entrance corridors' rural and scenic characteristics. Over the last year, Town Council had formed a Boundary Adjustment Committee with representatives from the Town of Cheriton to discuss the possibility of a joint boundary adjustment request in an effort to protect Cape Charles' interest regarding development along the Route 13 corridor between the two towns. The property owners in the Tower Hill and Kings Creek Landing developments signed petitions in opposition to a boundary adjustment to include them in the Town's limits. Tom Bonadeo informed the Commissioners that the Town Council held a Retreat last Friday and discussed the corridor overlay and agreed to pursue a new direction to work with the county to strengthen the existing agreements / ordinances. Several years ago, the Town submitted a corridor overlay ordinance to the County which was not really the best plan but one that was felt would be agreeable to the County. Tom Bonadeo had been in discussion with staff of the County Planning Commission and both felt that the time was right to work on a real cooperative plan to protect the entrances to Historic Towns and to coordinate sections of the Comprehensive Plans that were important to both the County

and Towns and to develop a better definition for Town Edge. Tom Bonadeo stated that the Town should prepare a list of what should be considered in the corridor overlay, our view of Town Edge and the development along Route 13 as designated in the Annexation Agreement. Tom Bonadeo stated that he had included a Staff Report, prepared by former Town Planner Jason Pruitt, from the May 1, 2007 Planning Commission meeting for review by the Commissioners.

Tom Bonadeo referred to items he had noted on the easel as follows:

**Route 184**

**View**

**Historic District** – The County could adopt our ordinance and Eastville, as the only other Town in the County with a possible Historic District, could possibly benefit.

**Sign Ordinance** – height & lighting limitation

**Lights** – Dark Sky Ordinance

**Business Development** – What types of businesses would be permitted, if any.

**Cape Charles Commercial**

Mason Avenue

**Entrances** – driveways along the route for homes. Every property was entitled to an entrance.

**Architectural Guidelines** – apply our ordinance to Town Edge and Corridor Overlay areas

**Route 642**

**Town Edge**

**Commercial Development Entrances**

Tom Bonadeo noted that there were currently no businesses along these routes, but Roger Munz pointed out that one area on the north side of Parsons Circle was zoned for business. It was also noted that the Bay Creek Sales Center and the Tavi buildings, which were commercial entities, were located on Route 184. Tom Bonadeo stated that Cape Charles had a lot of commercial space available for development as well as vacant retail space and pointed the areas out on the map. Tom Bonadeo added that business development was also discussed at the Town Council Retreat and the fact that Cape Charles did not have enough people here full time to sustain many businesses.

Tom Bonadeo informed the Commissioners that Route 642 and the south side of Route 184 were zoned as Town Edge. Joan Natali expressed her concern that the County would not designate the north side of Route 184, which consisted of larger parcels where buildings could be built, as Town Edge also. These properties were currently zoned as agricultural but could be rezoned at any time.

Tom Bonadeo stated that he would like the Commissioners to continue with the list for a possible joint meeting with the County Planning Commission. Joan Natali stated that she reviewed the list from Jason Pruitt's May 1, 2007 meeting and would like to expand "Landscaping" to include "Plantings and street furniture" and add "hidden utilities and communications equipment" to the list. Joan Natali went on to state that she had downloaded Smithfield's Streetscape Guidelines, Sight Guidelines and Buildings Guidelines, which discussed existing trees / landscape protection and fines. Tom Bonadeo stated that he would get a copy of the Smithfield guidelines and stressed the importance of protection of existing trees, especially the crape myrtles along Route 184 coming into Town.

Joan Natali suggested language stating that if both the Town and County have a particular ordinance (i.e., Tree Ordinance), the stricter ordinance would apply. Tom Bonadeo added that the County would adopt the Town's ordinances for trees, dark skies, wind energy, etc.

Tom Bonadeo moved on and asked the Commissioners what would be objectionable along Routes 184 and 642. The Commissioners agreed that they did not want a building with a commercial look. Tom Bonadeo stated that some people object to the parking lot in front of the Bay Creek Sales Office stating that it looks like a commercial building vs. a residence.

Tom Bonadeo informed the Commissioners that the Town Council had also approved a review of the Comprehensive Plan to get it in line with the County's. Joan Natali expressed her concern and added that it would be nice if the County would be willing to work very closely with the Town regarding future rezoning of the parcels coming into Town which were currently zoned Agriculture-Forestry District since these areas were not currently zoned as Town Edge. Tom Bonadeo stated that the County was willing to listen to our input and we needed to work together regarding land use decisions.

Joan Natali asked Tom Bonadeo to provide the County's definition of Town Edge to which Tom Bonadeo stated that he would email the definition to the Commissioners.

There was some discussion regarding the width of the overlay. Tom Bonadeo thought it was 400', 200' on either side of the road, but he added that he would confirm this information.

Bruce Brinkley suggested waiting another month before scheduling a meeting with the County Planning Commission to allow our Commissioners one more opportunity to review the Corridor Overlay language and to ask questions if needed. Tom Bonadeo stated that he would be meeting with County staff to review the information and would provide everything to the Commissioners prior to the next meeting. Joan Natali asked that maps of the Corridor Overlay and Town Edge areas be distributed as well.

#### **NEW BUSINESS**

##### *Planning Commissioner Training Schedule*

Tom Bonadeo explained that Plan Virginia sponsored a Certified Planning Commissioner Program which was a two-part class which was excellent for providing insight into the role of the Planning Commissioner. This year, there were three Commissioners who needed to attend the program for certification - Bruce Brinkley, Mike Strub and Ben Lewis. Tom Bonadeo stated that the Town pays for the tuition, motel stay, meals and mileage @ 51¢ per mile. This class was not a requirement but it was a very good class which would be beneficial for all new Commissioners to attend. Tom Bonadeo asked that the three new Commissioners review the dates and respond to himself or Libby Hume with their availability. The registration deadline was February 14<sup>th</sup>. Mike Strub stated that he would be available to attend and Bruce Brinkley stated that he had to check regarding obtaining vacation time and would let Libby Hume know within the next couple of days.

#### **ANNOUNCEMENTS**

There were no announcements.

**Motion made by Joan Natali, seconded by Dennis McCoy and unanimously approved to adjourn the Regular Meeting of the Planning Commission.**

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Chairman Bruce Brinkley

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Town Clerk

# Planning Commission Staff Report

**From:** Tom Bonadeo

**Date:** March 1, 2011

**Item:** 4C – Reports

**Attachments:**

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## Item Specifics

1. The Northampton County website is [www.co.northampton.va.us](http://www.co.northampton.va.us) and contains the updated information from county meetings. The Northampton Planning Commission also meets on this night and a copy of their agenda is attached.
2. The Harbor Redevelopment Plan-Floating Slips are being installed. Progress on main dock is almost 90% and finger docks are about 30% installed. Stop by the boat ramps and take a look.
3. The Trail Project continues into the next phase. Contracts are under review for the design of the north Peach Street and Washington Avenue sections of the trail.
4. The WWTP is moving along well. Each day new items have been added and the buildings continue to take shape.
5. The bids for the new force main on Mason Avenue have been received and a contract awarded. Notices are being sent to the folks along Mason Avenue and work should begin in the next week or two.
6. The Historic Review Board met this month to consider another home remodel. The Zoning Administrator has also reviewed additional projects that will come before the board.
7. The Harbor Development Group met with the Corp of Engineers, NOAA, EPA, DEQ and the Town to finalize requirements for their permit to build a bulkhead on the south side of the harbor.
8. The Town Manager and other staff met with our representatives on Legislative Day.
9. VDOT is preparing a plan called VTrans 2035, Virginia's Long Range Multimodal Transportation Plan. The entire plan can be viewed online and the section called Corridors of Statewide Significance: Easter Shore Corridor can be viewed at [www.vtrans.org/multimodal\\_transportation\\_plan\\_vtrans2035.asp](http://www.vtrans.org/multimodal_transportation_plan_vtrans2035.asp). Please note that the spaces in the address contain underscores. VDOT and its consultant believe that rail service will become more important as fuel prices rise.
10. A Joint Permit Application has been received from Gamesa, a wind turbine company, to study two locations in the Chesapeake Bay just off Cape Charles. This study is in preparation to locate one wind turbine in the Bay for research and development of an offshore turbine to be on the market over the next few years.

# FYI - PLANNING Comm.

February 24, 2011

The Virginian Pilot  
Attn: Legal Ads Department  
150 West Brambleton Avenue  
Norfolk, VA 23510

Dear Sir or Madam:

In compliance with a Marine Resources Commission regulation, it is requested that you publish the following notice in one issue of your newspaper as soon as possible. Because of legal requirements, it is important that you complete and return the enclosed Certification of Publication to this office as soon as possible.

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## PUBLIC NOTICE

Notice is hereby given that Gamesa Energy USA, LLC has applied for a permit from the Virginia Marine Resources Commission to conduct geological coring, sampling and assessment of geotechnical conditions, and to set acoustic doppler current profilers on the seabed at two (2) study areas in the lower Chesapeake Bay, west of Northampton County to determine the feasibility for the installation of a single 5 MW offshore wind turbine prototype. The sampling, coring, geotechnical and current assessment, consisting of grab samples, 4 inch diameter vibracores and 6 inch diameter borings, will support site constructability verification, foundation design, environmental conditions assessment, and the regulatory permit review for the turbine and buried cable route that will be the subject of a future application based on the selected site.

Study Area One (1) is located approximately 3 miles west of the Town of Cape Charles and covers approximately 1.2 square miles with an additional cable corridor leading from the Study Area into and south of Cape Charles Harbor. The center of Study Area One is N 37°14'55.00", W 76°04'35.6".

Study Area Two (2) is located approximately 5.5 miles west of Hungars Creek and covers approximately 1.4 square miles with an additional cable corridor leading from the Study Area into and south of Cape Charles Harbor. The center of Study Area Two is N 37°24'37.40", W 76°04'55.5".

Send Comments/inquiries within 15 days to: Marine Resources Commission, Habitat Management Division, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607.

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Gamesa Energy USA, LLC  
February 24, 2011

VMRC #11-0220  
Page 2

Please submit the invoice to Gamesa Energy USA, LLC, c/o ESS Group Inc., Mr. Stephen Wood, Vice President, 401 Wampanoag Trail, Suite 400, East Providence, Rhode Island 02915. Mr. Wood can be reached at work (401) 330-1206.

Sincerely,

George H. Badger, III  
Environmental Engineer

GHB/jaj  
HM  
Enclosure  
Cc: Applicant

# Planning Commission Staff Report

**From:** Tom Bonadeo  
**Date:** March 1, 2011  
**Item:** 5A – Historic Town Entrance Corridor Overlay District  
**Attachments:** Old staff-work for a new perspective

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## Background

We are looking for a new view of the Corridor Overlay. This “new look” includes the two areas of Route 184 and Route 642 that we have been talking about but also includes the area along Route 13 as discussed in the Annexation Agreement.

The objective is to work with the County Planning Commission and Board of Supervisors to incorporate features in our Comprehensive Plans and ultimately in our zoning ordinances that would recognize this area of joint concern. This area is also a concern to the Town of Cheriton and Cape Charles plans to keep working with Cheriton in their boundary adjustment process.

## Item Specifics

The areas for study are as follows:

1. Route 184 Corridor Overlay
  - a. Part of the Annexation Agreement
  - b. Protection of the view-sheds
  - c. Started but never finished
  - d. Code of Virginia allows overlays on entrances to historic districts
2. Route 642 Corridor Overlay
  - a. This wasn't in the Annexation Agreement because it was expected to be closed – won't happen now
  - b. Protection of the view-sheds
  - c. Has been rezoned Town Edge
  - d. Town Edge creates some expectations for town services such as water, wastewater and transportation connectivity to downtown.
3. Route 13 Special Commercial Zoning at Route 184 intersection
  - a. Annexation Agreement recommended this one mile area of special commercial zoning to protect the commercial businesses in the two nearby towns of Cheriton and Cape Charles.
  - b. Food Lion example
4. What needs work
  - a. County
    - i. Historic/Architectural regulations (related to an entrance to a historic district)
    - ii. Coordinated sign regulations with Towns \_\_\_\_\_
    - iii. Landscaping Requirements
5. How do we get there
  - a. Planning Commission committees with narrowly defined goals to work on coordinated efforts.
    - i. Committee for Historic/Architectural Guidelines
    - ii. Committee for Signs
    - iii. Committee for Special Commercial Zone

The next step is to improve the list and share it with the county planning staff.

## **Recommendations**

Discuss the list and have staff meet with the county staff.

# Planning Commission Staff Report

**From:** Tom Bonadeo  
**Date:** March 1, 2011  
**Item:** 6A – 548 Madison CUP Home Occupations  
**Attachments:** Application and letter

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## Item Specifics

A complete application for a home occupation has been received to operate a home business in the R-1 zone at 548 Madison Avenue. The R-1 zone allows home occupations by conditional use permit.

Mr. and Mrs. Elton have requested a CUP to operate a home business producing baked goods. The required request letter and application is attached.

## Discussion

Article 4 of the zoning ordinance has 9 criteria for operating home businesses. This application meets all nine criteria.

1. The use is clearly incidental to single family residence.
2. No change to the exterior is proposed.
3. No storage of goods is proposed outside the house.
4. Less than 50% of the space will be used for the business.
5. No accessory building will be used.
6. None of the hazards listed will be produced by the business.
7. The business will not increase traffic.
8. The applicant is meeting the CUP requirement.
9. The applicant has made application with other agencies as required.

As stated in the letter, Mrs. Wagner wishes to start a home based bakery business. The use of Bakery is not an excluded use as listed in the Article 4 of the Zoning Ordinance. The application meets all 9 of the above criteria.

This is the second such application to start a home occupation with expectations for growth to a larger business outside the home. This is generally considered an early sign of revitalization in urban areas.

## Recommendation

Review and discuss the application. Staff recommends setting a public hearing for the April Planning Commission meeting.

**MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA**  
**Application for Conditional Use Permit**

Date: 2-9-11 Permit No. \_\_\_\_\_  
 Fee \_\_\_\_\_

Proposed Use HOME BASED BAKERY  
 Present Zoning RESIDENTIAL Location 548 MADISON AVE  
 Acreage 725 Tax Map 83A3-1-257 Parcel/Lot No.(s) 257

I (We) hereby petition the Cape Charles Town Council for a Conditional Use Permit to locate the above-mentioned use on the property listed above.

I (We) acknowledge the fact that all pertinent information required by the Planning and Zoning Office must be submitted in a timely manner so that required public hearings can be scheduled and advertised. Applicant or representative must be present in the public hearing.

Land Owner's Signature Miriam Wagner Elton  
 Address PO Box 432 / 548 MADISON AVE CAPE CHARLES VA 23310  
 Phone Number C: 703 675 1830 H: 757 331 1124

**Planning Commission Public Hearing:**

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_  
 Action \_\_\_\_\_  
 Conditions \_\_\_\_\_

**Town Council Public Hearing:**

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_  
 Action \_\_\_\_\_  
 Conditions \_\_\_\_\_

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**Conditional Use Permit Checklist**  
 (Applicant must attach items 1 - 7)

1.  completed application
2.  payment of fees (\$300.00 + \$25.00 per acre)
3.  letter of application stating in general terms: (a) the proposed use of the property, (b) the effect of the changes on the surrounding area, and (c) the reason for the request
4.  concept plan (see attached information for recommended contents)
5.  plot plan of property
6.  disclosure statement signed and notarized verifying ownership
7.  names and addresses of adjacent property owners
8.  Zoning Administrator's review of documentation

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<p><b>WAGNER ELTON LLC</b> 10-07  <b>MIRIAM A. WAGNER-ELTON</b>                  757-331-1124                  548 MADISON AVE.                  CAPE CHARLES, VA 23310-2800</p>	<p>1009                  DATE <u>2/9/11</u>                  68-1/510 VA                  1286</p>
<p>PAY TO THE ORDER OF <u>Town of Cape Charles</u> \$ <u>300.00</u></p> <p><u>Three hundred + 00/100</u> DOLLARS</p>	
<p><b>Bank of America</b></p> <p>ACH/R/T 051000017</p>	

**Miriam Wagner-Elton**  
**548 Madison Ave**  
**Cape Charles, VA 23310**  
**C: 703-625-1830/ H: 757-331-1124 / E: eltonassocinc@aol.com**

Town of Cape Charles  
Planning Department  
2 Plum Street  
Cape Charles, VA 23310

RE: Application for Conditional Use Permit Lot # 257

February 8, 2011

Dear Mr. Bonadeo,

I, Miriam Wagner-Elton, am the owner(s) of real property generally located at 548 Madison Ave, Cape Charles, Lot # 257, consisting of approximately >.25 acres, and am requesting a Conditional Use Permit for my residence.

This letter serves as my request to start a home-based bakery business from my property. As a start up business, the hope is that this initial cottage industry bakery will establish a CSB (Community Based Bakery).

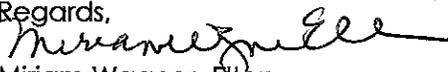
The 26 week bakery subscription will offer fresh baked artisan breads to a small targeted market once a week.

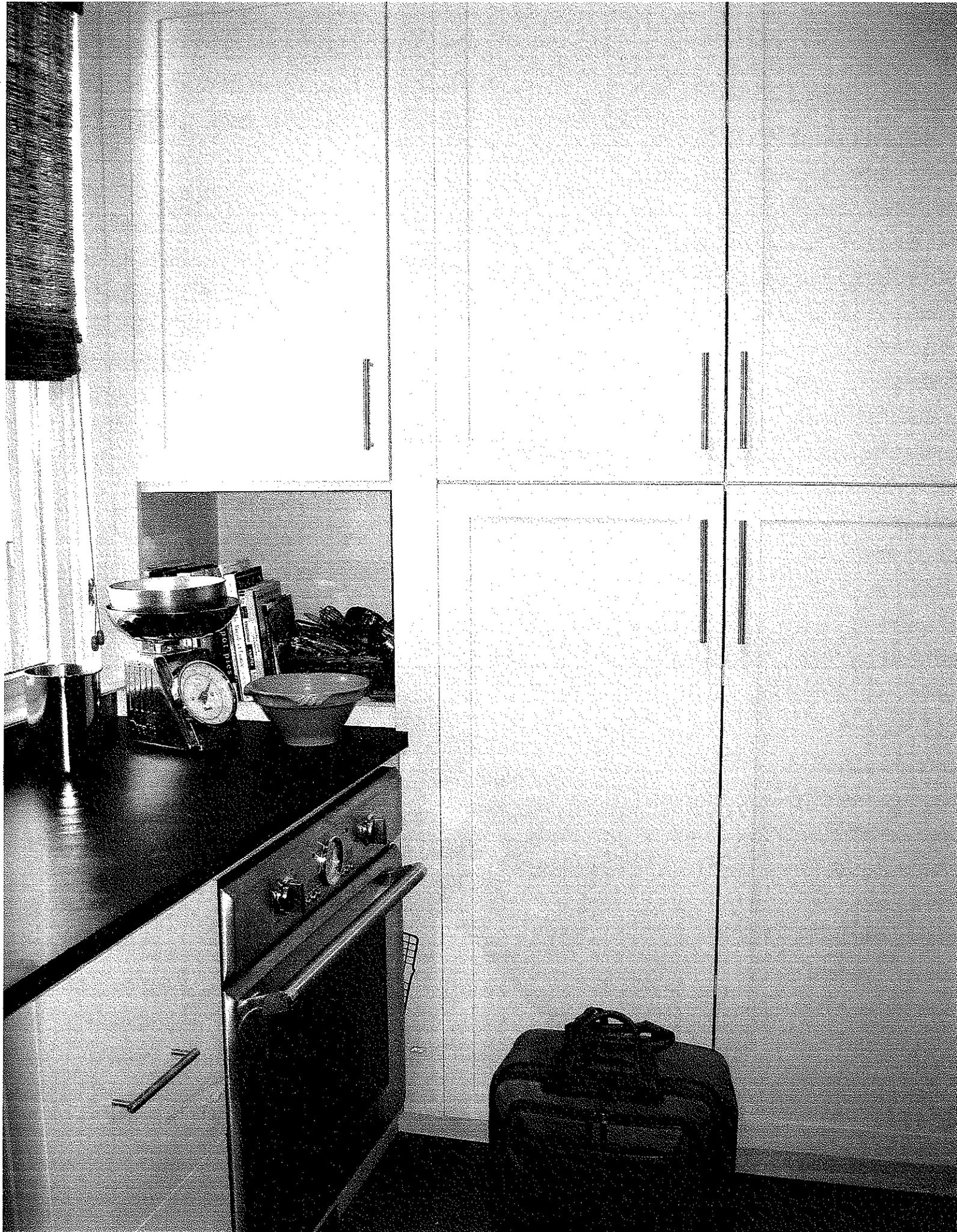
There will be no effect on the surrounding properties as products will be delivered to bakery subscribers and will not be picked up from the residence. There will be no large trailers delivering supplies. Traffic will not be disrupted or increased.

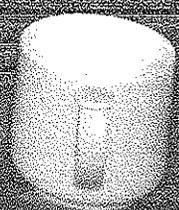
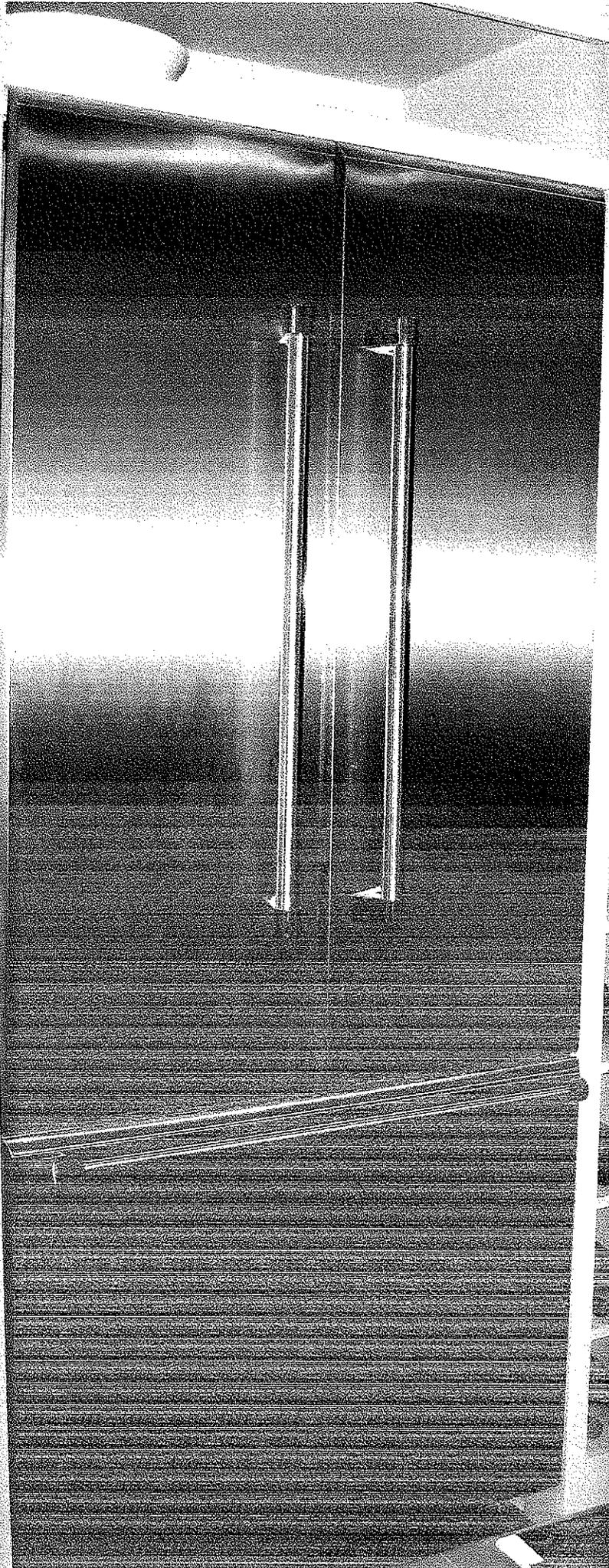
Recently, completed renovations of my existing kitchen were designed to meet the Virginia Department of Agriculture's requirements for a home based bakery business without having to change the original home's footprint. The character of the existing zoning district will not change as no evidence of a home based bakery will be apparent.

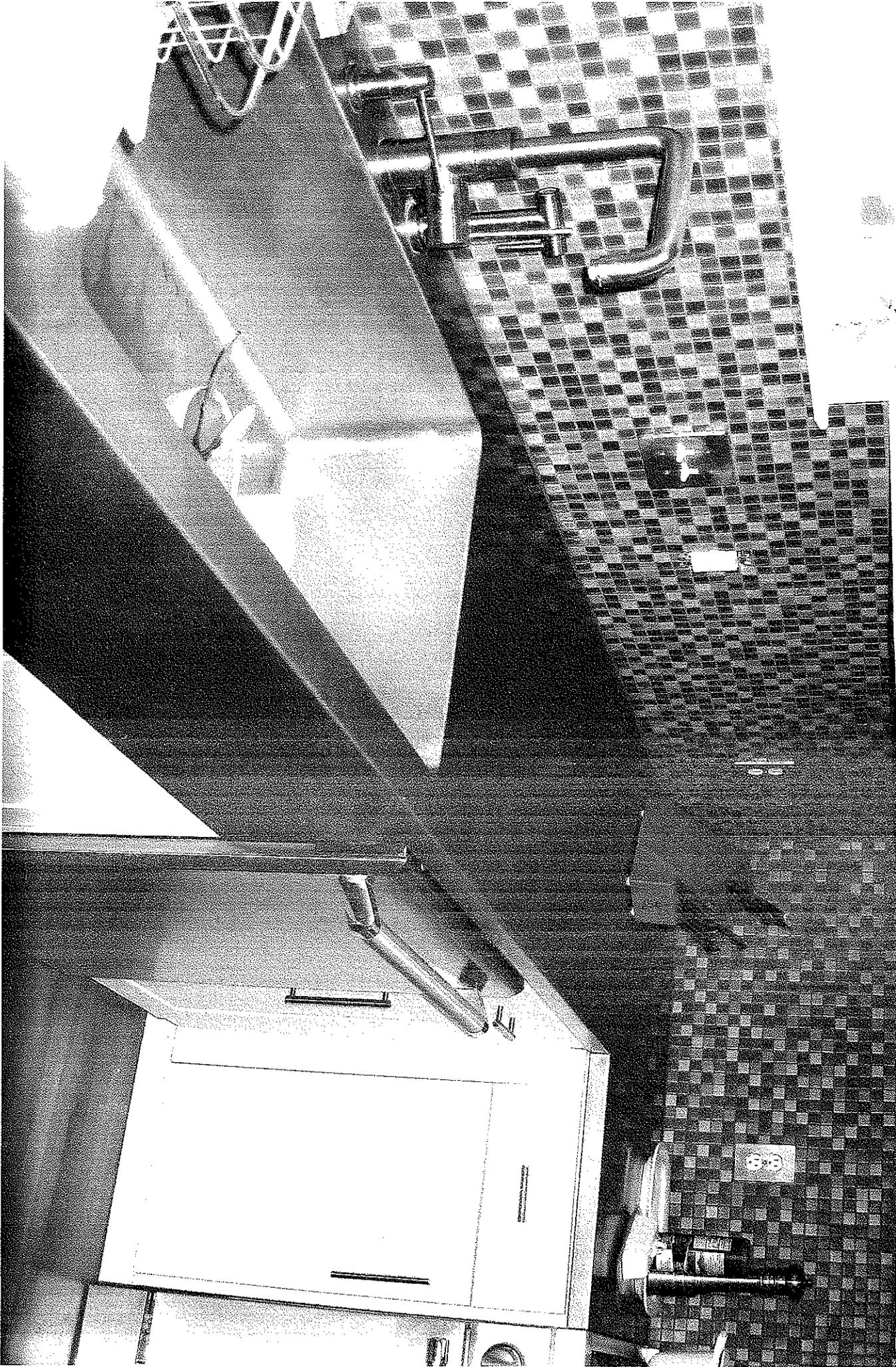
You will find attached to this letter a current survey, lot map, disclosure statement, list of adjacent property owners and check made payable to the Town of Cape Charles in the amount of \$300.00.

Please contact me directly if you have any questions or concerns.

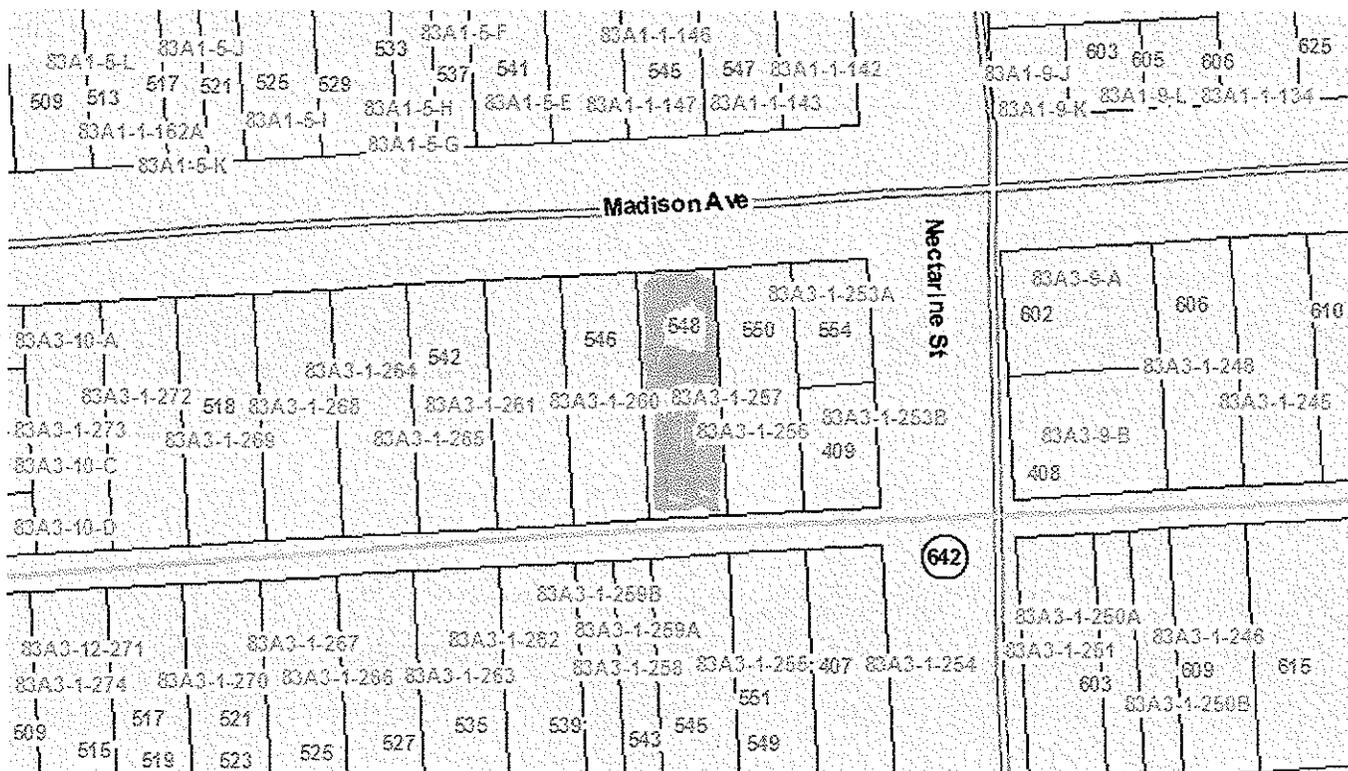
Regards,  
  
Miriam Wagner-Elton











255  
(83A3-1-255)

258  
(83A3-1-258)

259  
(83A3-1-259)

PIPE (F)

S88°00'00"W (PLAT)  
S88°13'13"W (FIELD)

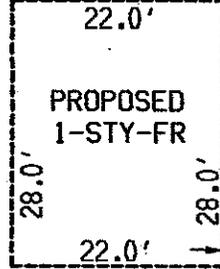
PIN (F)

39.80' (FIELD)  
40.00' (PLAT)

GRAVEL ALLEY

20.0'

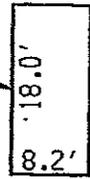
FILLER  
CAP



S02°00'00"E  
139.89' (FIELD)  
140.00' (PLAT)

5.5'

METAL SHED  
(TO BE REMOVED)



257

2.9'

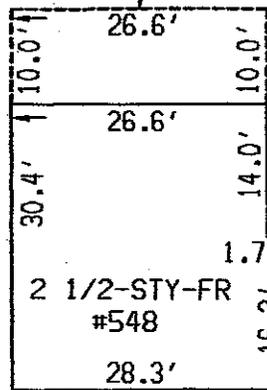
256  
(83A3-1-256)

PROPOSED 10'  
ADDITION

260  
(83A3-1-260)

2.1'

2.1'



140.00' (PLAT)  
139.90' (FIELD)

N02°04'44"W (FIELD)  
N02°00'00"W (PLAT)

COVERED PORCH

STEPS

80.00'

PIN (S)

N88°00'00"E

PIN (F)

CONC.  
PAD

CONC.  
WALK

WM

YD

NECTARINE (70' R/W) STREET

MADISON (70' R/W) AVENUE

20' 40'



IN FEET

Miriam and Steven Elton  
548 Madison Ave  
Cape Charles, VA 23310  
C: 703-625-1830/ H: 757-331-1124 / E: eltonassocinc@aol.com

Town of Cape Charles  
Planning Department  
2 Plum Street  
Cape Charles, VA 23310

RE: Disclosure Statement Permit Lot # 257

February 8, 2011

Dear Mr. Bonadeo,

I, Miriam Wagner-Elton, am the owner(s) of real property generally located at 548 Madison Ave, Cape Charles, Lot # 257, consisting of approximately >.25 acres

This letter serves to disclose that I and my husband, Steven F Elton, are the legal owners of the property noted above.

  
\_\_\_\_\_  
Miriam A Wagner-Elton

2/9/11

Date

  
\_\_\_\_\_  
Steven F Elton

2.9.11

Date

  
\_\_\_\_\_  
Notary

2/9/11

Date

LISA S. LEWIS  
NOTARY PUBLIC  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES APR. 30, 2014  
COMMISSION # 157132

ADJACENT PROPERTY OWNERS

Adjacent property owners are mailed a notice of the request. Please provide each owner's name and mailing address plus zip code for every property adjacent to the site and directly across from any public right-of-way adjoining the site. Names and addresses are available in the Town Clerk's office at 2 Plum Street.

NAME: 1ST BAPTIST CHURCH ADDRESS: 547 MADISON AVE  
TAX MAP NUMBER: 83A-1-1-146

NAME: STEPHEN BLILEY ADDRESS: 545 MADISON AVE  
TAX MAP NUMBER: 83A1-1-147

NAME: SHIRLEY GALLOWAY ADDRESS: 541 MADISON AVE  
TAX MAP NUMBER: 83A1-5-E

NAME: MARGARET BECKETT ADDRESS: 537 MADISON AVE  
TAX MAP NUMBER: 83A 1-5-F

NAME: GEORGE & NANCY PROTO ADDRESS: 16 SPOOR AVE  
TAX MAP NUMBER: 83A-1-260  
POUGHKEEPSIE, NY 12603

NAME: LORETTA LEWIS ADDRESS: 542 MADISON AVE  
TAX MAP NUMBER: 83A3-1-264

NAME: WILLIAM + SANDRA BAINES ADDRESS: 550 MADISON AVE  
TAX MAP NUMBER: 83A3-1-258

NAME: TIMOTHY + NOURA KRAWCZEL ADDRESS: 409 NECTARINE  
TAX MAP NUMBER: 83A3-1-253B

NAME: TITUS MORTON ADDRESS: 8 TITUS MORTON  
TAX MAP NUMBER: 83A3-1-259A  
259 LENOX AVE APT 1  
NY NY 10027

NAME: DALE & MARCELA LEE ADDRESS: 1617 SE 10th  
TAX MAP NUMBER: 83A-1-259B  
FORT LAUDERDALE FL

33316