

# Harbor Area Review Board

## Meeting Agenda

Cape Charles Town Hall Conference Room

2 Plum Street – Second Floor

November 29, 2016

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 July 18, 2016 Meeting Minutes
4. **Old Applications**

None
5. **New Business**
  - A. Lot 19 Harbor District – construct decks and ramp at two-story commercial building, and new construction bath house
6. **Other Business**
  - A. None.
7. **Announcements**
8. **Adjourn**



**DRAFT**  
**Harbor Area Review Board**  
**Regular Meeting**  
**Cape Charles Civic Center**  
**June 18, 2016**  
**5:30 p.m.**

At approximately 5:30 p.m. in the Town Hall, Chairman Ralph Orzo, having established a quorum, called to order the Harbor Area Review Board (HARB) Meeting. In addition to Ralph Orzo, present were Board members Steve Bennett, Edward Eichman, Sandra Salopek and Stuart Smith. Members Dennis McCoy and Joan Natali were not in attendance. Also present were Town Planner Larry DiRe, Town Manager Brent Manuel and Assistant Town Clerk Tracy Outten. Applicants of Lot 19, Eyre Baldwin and Dan Brown of Southport Investors, LLC were in attendance. One member of the public was in attendance.

Ralph Orzo offered the invocation and led the Pledge of Allegiance.

**CONSENT AGENDA**

**Motion made by Edward Eichman, seconded by Sandra Salopek, and unanimously approved to accept the agenda format as presented.**

The Board members reviewed the minutes from the April 11, 2016 Regular Meeting.

**Motion made by Steve Bennett, seconded by Edward Eichman, and unanimously approved to accept the minutes from the April 11, 2016 Regular Meeting as presented.**

**OLD APPLICATIONS**

There was no Old Business to review.

**NEW BUSINESS**

A. *Lot 19 Harbor District – locate wood-frame, two-story on permanent block and brick foundation on lot 19*

Ralph Orzo asked for questions and concerns. The Board members' main concern was for the safety of the public having access to the working areas: the posting of signage was suggested. Mr. Eyre Baldwin and Mr. Dan Brown agreed to post some sort of signage and stressed that area was a working boat yard and not open to the public.

Mr. Eyre Baldwin started the second story would be a rental property. No concerns were discussed for this part of the project.

**Motion made by Edward Eichman, seconded by Sandra Salopek, to recommend Council approval of a Harbor Development Certificate for the placement of the building on a foundation as sited in the plans.**

**OTHER BUSINESS**

There was no Other Business to discuss.

**ANNOUNCEMENTS**

There were no announcements.

**Motion made by Steve Bennett, seconded by Sandra Salopek, to adjourn the Harbor Area Review Board meeting. The motion was approved by unanimous vote.**

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Chairman Ralph Orzo

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Assistant Town Clerk

DRAFT

## Harbor Area Review Board Staff Report

**From:** Larry DiRe   
**Date:** November 29, 2016  
**Item:** 5A-Lot 19 Harbor District – Building decks and ramp, new bath house  
**Attachments:** Application; plot plan; photos; drawings.

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### Application Specifics

Several Harbor Development Certificates have already been approved for the development at Lot 19. The current application is for the construction of decks and handicap-accessible ramp at the Harvey building, and at the proposed new bath house. The proposed new bath house construction was previously awarded a Harbor Development Certificate at a different location on the Lot 19 parcel. The applicant is presenting the identical bath house design at a location closer to the Harvey building than was previously approved. To that extent, the proposed new bath house construction can be considered a modification to the approved Certificate. However, the Harbor Development Certificate process found in Article III, Section 3.9.I of the zoning ordinance does not allow for a modification to an approved Certificate, so this is treated as a new application. In keeping with the Town Council actions to approve prior applications, staff finds this application in order and recommends the Board make an affirmative recommendation to Town Council for this application.

### Recommendation

Review the submitted materials, discuss proposed project with the applicant, deliberate amongst the Board and make a recommendation to Town Council for a Harbor Development Certificate.

**Application for Harbor Development Certificate**

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

Date November 9, 2016

Permit No.: \_\_\_\_\_

Fee: \_\_\_\_\_

Proposed Use: Office/Professional & Retail Store (Harvey) and Shower/Restroom Facility (Bath House)

Present Zoning: Harbor District

Location Address: 1011 Bayshore Road, Cape Charles, VA 23310

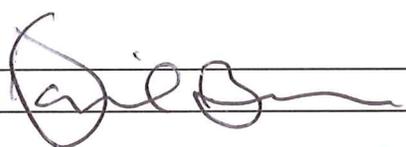
Tax Map ID: 83A3-A-19 Acreage: 1.3

\_\_\_\_\_ Acreage: \_\_\_\_\_

I (We) hereby petition the Cape Charles Town Council for a Harbor Development Certificate to provide the above use on the above mentioned property.

I (We) acknowledge the fact that all pertinent information required by the Harbor Area Review Board and Zoning Office must be submitted in a timely manner so that required public meetings can be scheduled and advertised (Zoning Ordinance §3.9.I). Applicant or representative must be present in the public meetings.

Land Owner/Lessee Name: South Port Investors, LLC

Land Owner/Lessee Signature: \_\_\_\_\_ 

Address: P.O. Box 395, Eastville, VA 23347

Phone Number: 757-636-2885/757-647-1833/757-695-0265 Email Address: eyre1@verizon.net/renee@ccyachtcenter.com

**Harbor Area Review Board Meeting**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Meetings will be held at the Cape Charles Civic Center unless otherwise noted.*

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**Harbor Development Certificate Application Checklist**

1.  completed application
2.  payment of fees (\$300.00 + \$70.00 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.  plot plan in accordance with the Site Plan Ordinance

Detailed application information shall be added per §3.9.1.1.b of the Zoning Ordinance when required.

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South Port Investors, LLC

P.O. Box 395  
Eastville, VA 23347  
757-678-5880

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November 16, 2016

Lawrence DiRe, M.A. M.P.A.  
Town Planner  
Town of Cape Charles  
2 Plum Street  
Cape Charles, VA 23310

SUBJECT: Attachment to "Application for Harbor Development Certificate"

Dear Mr. DiRe:

Below is a description of our requests for each building listed on the Application for Harbor Development Certificate as required.

Harvey Building:

South Port Investors, LLC is requesting permission to erect complimentary porches, decks and a wheel chair ramp in accordance with code requirements to permit usage of the building as Office/Professional and Retail Store. The Harvey Building was previously approved by the Harbor Review Board (HARB) to be placed on a foundation where it currently sits today. Please see accompanying photos and drawings.

Bath House:

South Port Investors, LLC previously was approved by the HARB to locate a bath house on Lot 19. Since this approval the location of the bath house has changed. The new position of the bath house is closer to the Harvey Building but remaining on Lot 19. Please see accompanying photos and drawings.

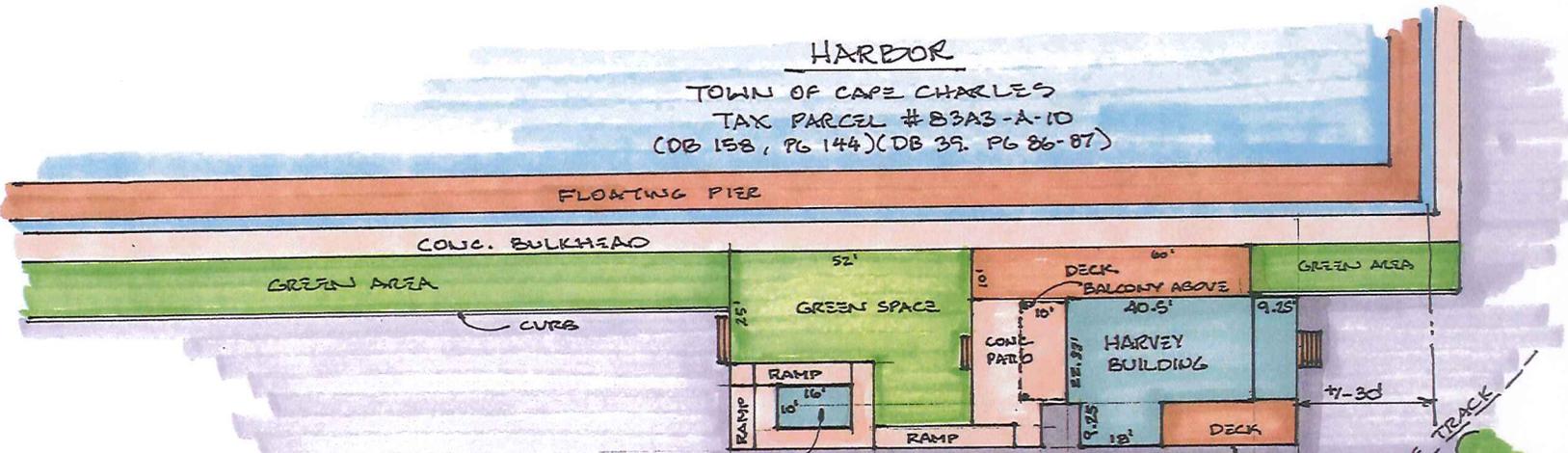
Sincerely,



S. Eyre Baldwin  
Managing Member

HARBOR

TOWN OF CAPE CHARLES  
 TAX PARCEL # B3A3-A-10  
 (DB 158, PG 144) (DB 39, PG 86-87)



LOT 19

TOWN OF CAPE CHARLES  
 TAX PARCEL # B3A3-A-19  
 (DB 99, PG 148)  
 AREA 63,706 SF OR 1.462 AC

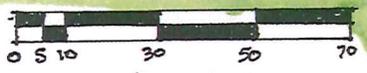
GRAVEL LOT

N70° 44' 12" W

351' 346.42' FIELD

LOT 20

TOWN OF CAPE CHARLES  
 TAX PARCEL # B3AC-A-20  
 (DB 158, PG 144)  
 AREA 81,578 SF OR 1.87AC

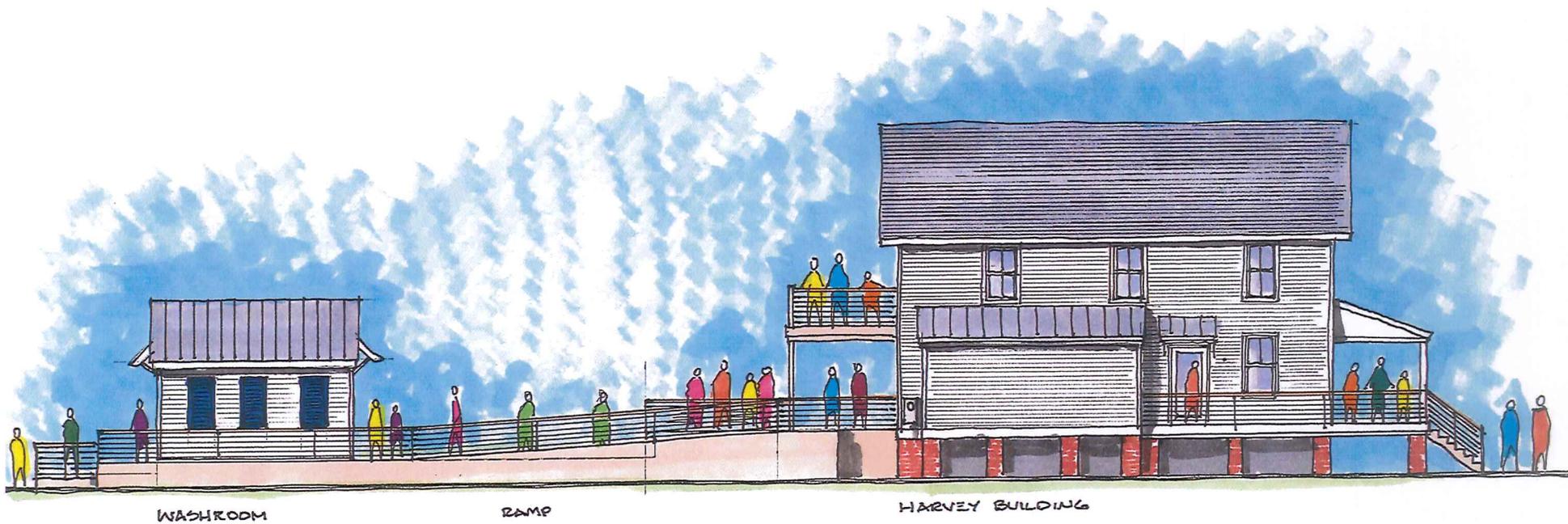


SCALE - 1" = 25'-0"

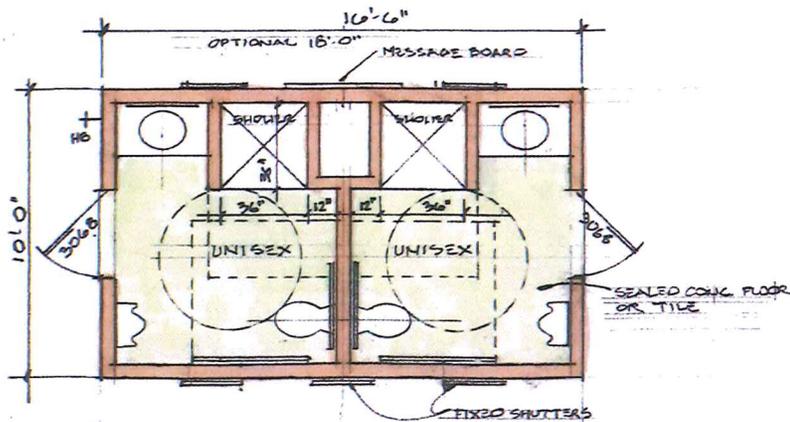
COVINGTON HENDRIX ANDERSON  
 ARCHITECTS

380 SOUTHPORT CIRCLE  
 SUITE 104  
 VIRGINIA BEACH, VA

CAPE CHARLES YACHT CENTER  
 HARVEY BUILDING  
 WASHROOM FACILITY  
 NOVEMBER 14 2016

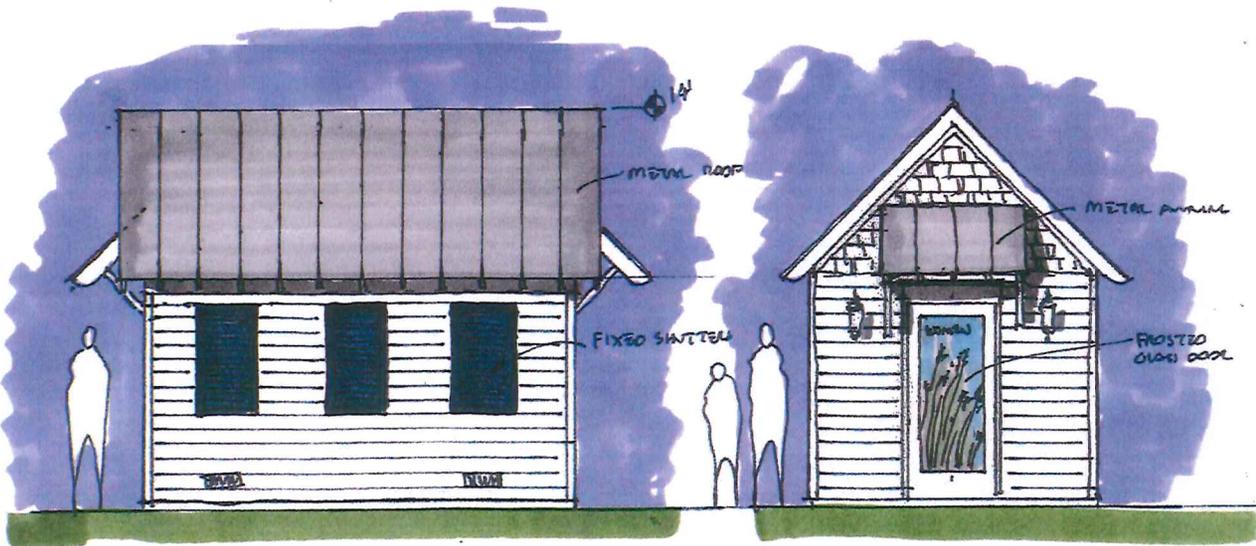


CAPE CHARLES YACHT CENTER  
HARVEY BUILDING  
WASHROOM FACILITY  
NOVEMBER 14, 2016



FLOOR PLAN

SCALE = 1/4" = 1'-0"



CCYC - WASHROOM  
BUILDING

SCALE = 1/4" = 1'-0"

MARCH 24, 2016

COVINGTON HENDRIX ANDERSON  
ARCHITECTS

250 SOUTH-FORT CIRCLE  
SUITE 103  
VIRGINIA BEACH, VA  
23462





