



TOWN COUNCIL
Work Session
Cape Charles Civic Center
May 14, 2015
Immediately Following Executive Session

At 6:15 p.m., Mayor George Proto, having established a quorum, called to order the Work Session of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Brown and Councilwoman Natali. Also in attendance were Town Manager Brent Manuel, Town Planner Larry DiRe, Town Clerk Libby Hume and Pam Thornes, applicant for 1 Mason Avenue. Councilmen Godwin and Wendell were not in attendance. There were two members of the public in attendance.

Mayor Proto announced the business for the evening would be to review information regarding Harbor Development Certificate applications for 1 Mason Avenue and 300 Mason Avenue.

i. 1 Mason Avenue:

Town Planner Larry DiRe stated that this property was the only property north of Mason Avenue in the Harbor District. The property was also in the Historic District and was a contributing structure. The property owner appeared before the Historic District Review Board (HDRB) on December 16, 2014 and received a Certificate of Appropriateness (COA). A demolition permit was approved on February 23, 2015 and that work had been completed. On April 21, 2015, the owner appeared before the HDRB for a modification to the COA pertaining to window placement, railing materials and a potential new dormer to accommodate an elevator installation. The HDRB approved the modifications. The Harbor Area Review Board (HARB) met on April 20, 2015. The utility connections would be underground and all mechanical equipment would be in the rear on platforms screened by fencing and vegetation. HARB recommended Council approval of a Harbor Development Certificate.

There was some discussion regarding the expected timeframe for completion. The Mayor and Council members in attendance agreed that it was a great project. This would be an action item on the May 21, 2015 Town Council Regular Meeting agenda.

ii. 301 Mason Avenue:

Larry DiRe stated that the property owner had appeared before the Board of Zoning Appeals on April 14, 2014 and received four variances as follows: i) The parking requirement was reduced to 40 spaces; ii) The front yard setback was reduced from 8' to 4'; iii) The cantilevered balconies were approved to the lot line; and iv) The open space requirement was reduced from 25% to 20%. The HARB reviewed the application and plans on April 20, 2015. The utility connection could be underground and all mechanical equipment would be located on the roof and not visible from the street view. HARB recommended Council approval of a Harbor Development Certificate.

There was much discussion regarding the submitted plans. Councilman Bennett expressed his concern regarding the following: i) The plans showed the property being purchased by the Town as a future phase; ii) The proposed roof line was out of character with the surrounding buildings; iii) He would like to see the materials labeled on the drawings; iv) The lower balconies should be removed since they only appeared to be about 4' off the ground and the exposed area beneath needed to be enclosed; v) It appeared that some of the windows shown on plan SD-2 were below floor level; vi) The drawings needed to show the locations of the mechanical equipment on the roof and the equipment needed to be screened; vii) The site plan did not appear to be in conformance with the guidelines; and viii) The plans (SD-2)

needed to show which areas were residential and which were commercial. Councilman Bennett added that he did not think this project was ready to be voted upon. Mayor Proto and the other Council members in attendance expressed their agreement.

Mayor Proto stated that upon receipt of a response to the above stated concerns, another work session would be scheduled.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

Mayor Proto

Town Clerk