



## Planning Commission Staff Report

**Agenda Title:** Cape Charles Rosenwald School Restoration Initiative – CUP Application

**Agenda Date:** January 6<sup>th</sup>, 2026

**Prepared by:** Jack Steinmayer, Zoning Compliance Officer

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

**Date:** December 17<sup>th</sup>, 2025

**Type of Application:** Conditional Use Permit Application

**Applicant:** Cape Charles Rosenwald School Restoration Initiative

**Site Address** 1500 Old Cape Charles Road

**Tax Map:** 83A3-A-14D

**Zoning:** Commercial-1 (C-1)

**Proposal:** Allow for a 59 sq. ft. freestanding sign at a height of greater than 10 ft. to be placed at the entrance of the Impact Center.

### Legal Deadline Requirements

**Date Application Received:** December 11<sup>th</sup>, 2025

**Date Application Deemed Complete:** December 11<sup>th</sup>, 2025

### For Planning Commission:

**For Town Council  
(Directory, not Mandatory)** Can act upon receipt of recommendation from Planning Commission; if PC fails to provide recommendation within the prescribed deadlines, it is deemed a favorable recommendation by the PC. Town Council max time frame is 12 months from when referred to the Planning Commission:

**Narrative of Proposal:**

The applicant (Cape Charles Rosenwald School Restoration Initiative) is seeking to obtain a Conditional Use Permit (CUP) for a comprehensive sign plan to allow for a freestanding sign of 59 sq. ft. at a height of greater than 10 ft. to be placed at the entrance of the Impact Center along Old Cape Charles Road.

**Aerial of Property:**



**Zoning Ordinance Requirements:**

The Cape Charles Zoning Ordinance Section 5.3 (F) states:

*Special Exceptions. Comprehensive sign plans may be approved as part of a conditional use permit in commercial, heavy, and light industrial, and harbor districts, and as part of a subdivision approval for three (3) lots or greater in all zoning districts. The comprehensive sign plan shall establish the time, manner, and placement of signs, frequency of message changes, the materials, the hours of lighting, the height of signs, the total number of square feet of sign surface, and the number of signs to be placed on a site. The height of signs shall not be modified above the height permitted in the Zoning Ordinance.*

**This is a new ordinance that has been revamped to comply with Federal Law. Moving forward, any sign plan that deviates from the listed requirements laid out in Section 5.11.1 through 5.11.3 needs to be presented through a Conditional Use Permit Application.**

The Cape Charles Zoning Ordinance Section 4.2 (B) states:

*Conditional Use Permits may be issued for any of the conditional uses for which a use permit is required by the provisions of this ordinance in the specific districts provided by the Town Council, upon recommendation by the Planning Commission, shall find that after a duly advertised public hearing, the use will not:*

- 1. Adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood.*

2. *Be detrimental to the public welfare or injurious to property or improvements in the neighborhood.*
3. *Conflict with the purpose of the comprehensive plan of the Town of Cape Charles.*

In granting any Conditional Use Permit, the Town Council shall designate such conditions as it determines to carry out the intent of this ordinance.

Additionally, approval of a conditional use permit shall be valid for only the specific use it covers in the specific location designated for one year after approval by the Town Council and the completion of the additional permit process as requested in the application. The applicant shall apply or have applied for all additional permits as provided to the Planning Commission and as required by the Zoning Administrator within one (1) month of the approval by the Town Council. If the applicant fails to apply for any such permit within this period, the Conditional Use Permit shall be effective as of this date, thirty (30) days after Town Council approval, unless Town Council allows for additional time for such application or applications. If not acted upon within one (1) year, the Conditional Use Permit shall become null and void, unless an extension of the time is approved by the Town Council for good cause shown before the expiration of the Conditional Use Permit.

**Staff Analysis:**

This is the first time that a business in the Commercial-1 (C-1) District has requested a sign that exceeds the maximum allowable sq. ft. of 24 for a permanent on-site freestanding sign. After further review, the application presented to the Planning Commission by the Cape Charles Rosenwald School Restoration Initiative for the approval of a comprehensive sign plan to allow for a 59 sq. ft. freestanding sign at a height of greater than 10 ft. to be placed at the entrance of the Impact Center has demonstrated consistency and adherence to the requirements laid out in *Article V Section 5.3 (F)*.

**Recommendation to the Planning Commission:**

I am recommending that the Planning Commission recommend to the Town Council to approve the application for a Conditional Use Permit for the installation of a 59 sq. ft. at the entrance of the Impact Center, for all the reasons contained herein.

Depending upon comments received and heard during the public hearing, there may be additional factors that the Planning Commission should consider when developing its motion.

**Attachments:**

Attachment 1 – Conditional Use Permit Application (2026-01)

Attachment 2 – *Article V: Signs* of the Cape Charles Zoning Ordinance