

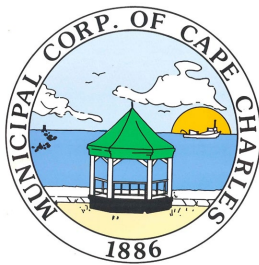
From: [Libby Hume](#)
To: [Katie Nunez](#); [Jack Steinmayer](#)
Subject: FW: Planning Commission Public Comment for July 1, 2025 Meeting
Date: Tuesday, July 1, 2025 3:21:43 PM

Hi, Katie and Jack.

Please see the email below which was submitted for tonight's PC meeting.

Thanks,
Libby

*Libby Hume, MMC
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IIMC Athenian Leadership Society Fellow*



From: Cape Charles Historic District Civic League <cccivic1886@gmail.com>
Sent: Tuesday, July 1, 2025 1:02 PM
To: Libby Hume <clerk@capecharles.org>; Rick Keuroglan <rick.keuroglan@capecharles.org>
Cc: Mayor Adam Charney <mayor@capecharles.org>; Councilwoman Tammy Holloway <councilwomanholloway@capecharles.org>; Councilman Ken Butta <councilmanbutta@capecharles.org>; Vice Mayor Andy Buchholz <councilmanbuchholz@capecharles.org>; Councilman Paul Grossman <councilmangrossman@capecharles.org>; Councilman Clayton Newman <councilmannewman@capecharles.org>; Councilwoman Tara Ashworth <councilwomanashworth@capecharles.org>
Subject: Planning Commission Public Comment for July 1, 2025 Meeting

Libby - Thank you in advance for the inclusion of these comments into the meeting tonight. I apologize that I may not be there in time due to work.

THANK YOU to all of Town Management, Staff, and this Commission Members for all the hard work. Rather than me go section by section, as I would certainly exceed my 3 minutes, here are my key

considerations for Article 8 revisions.

1) I would propose that many of the responsibilities outlined for the Zoning Administrator as oversight for the Historic District Review Board be revised to the Building Code Official. The Building Code Official is the qualified expert for construction methods, material requirements, code enforcement, and safety, and an added benefit would streamline the applicable permitting processes because the process is not changing hands and departments several times leaving many applicants confused with the process and varying interpretations. This revision would be applicable to most of the outlined Article sections. The Zoning Administrator would still serve the vital role but focus on the many planning and strategic issues that we are facing with the Bay Creek PUD, harbor development, zoning issues, etc.

2) I like the way Appendix G is taking shape but many of the items are misclassified as Minor or Major work when in reality are the normal wear and tear and replacement items required to maintain a property as what you have outlined as good quality. I would like to see some significant expansion of the Appendix G list and request a planning session be developed with invited contractors and property owners to develop a more comprehensive list to avoid confusion, misinterpretation, or subjective opinions down the line. The Routine Maintenance notification process needs to be further refined or else Town Staff is going to needlessly be overrun with email notifications taking away from their time on more pertinent tasks.

3) Section 8.21 Demolition: Alternate Procedure: Offer to Sell – Any property sales issues should be the responsibility of the Town Manager who then selects Town Staff required to support the effort. This whole section needs clarity. The language is confusing, for example, the time periods based on price are arbitrary with no reasoning why the process is longer based on a higher price. In addition, whether or not the contributing structure is of such architectural or historic interest - this statement needs to be defined by Virginia Department of Historic Resource guidelines for the Historic District and not the subjective opinions of the Historic District Review Board.

4) Statement referring to the owner must have the Property appraised a third time at his own expense by a third real estate appraiser selected by the Town. Town should consider the development of a list of vendor qualifications for this role as selecting the specific vendor for the third appraiser is showing preferential selection by the Town.

5) Language clarification should be provided for clauses pertaining to the Town may take steps as it deems necessary to preserve the contributing structure in accordance with the purposes of this article to include language with approval from Town Council to spend Town funds. A petition in writing signed by at least twenty-five (25) persons owning real estate within Cape Charles, questioning such valuation needs clarification as are these persons Historic District or the Cape Charles zip code residents.

6) Section 8.29: Expiration of Certificates of Appropriateness – 6 months is too short and unrealistic as it can be a challenge to get a contractor on board to complete the work in that timeframe. A timeframe of a valid between 1 – 3 years depending on the project should be considered.

Thank you for the opportunity to comment and the Civic League is available to serve as a forum for

discussion and solutions on these future discussions.

Cheers,

Claudette Lajoie, PhD

Resident & President - Cape Charles Historic District Civic League