

	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	Zoning Text Amendment (ZTA) 2026-02 – Article VIII (Historic District Overlay), Appendix A (Definitions) & Design Guidelines	April 16, 2026
	<b>Subject/Proposal/Request:</b>	
	Zoning Text Amendment (ZTA) 2026-02 application to amend the Historic District Overlay Ordinance (Town Code Chapter 32, Section VIII (Historic District Overlay) and Appendix A (Definitions), and the Historic District Guidelines with addition of new Appendix G	
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	<ol style="list-style-type: none"> <li>1) Resolution of Intent #20260416</li> <li>2) ZTA 2026-02 Application with Tracked Changes Document of the Ordinance and new Appendix G</li> </ol>	Action: X Information:
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Katie Nunez, Director of Planning & Zoning Administrator	Rick Keuroglan, Town Manager

**Background:** Since fall 2024, staff, the Historic District Review Board, and the Planning Commission, with assistance from the Historic District Civic League, have been working on revising Article VIII (Historic District Overlay Ordinance) of the Town Zoning Ordinance and creating a new appendix to the Historic District Guidelines to clarify the approvals required for Routine Maintenance Work vs. Minor Work vs. Major Work.

**Item Specifics:** The final draft documents were reviewed by Town Council at their work session on Thursday, April 9, 2026 and indicated that this appears to address the concerns and identifies clearly the type of work and which review process will need to occur for all exterior work in the Historic District.

**Recommendation:** I am recommending that Town Council vote to approve Resolution of Intent 20260416 to authorize staff to send ZTA 2026-02 to public hearings before the Planning Commission and the Town Council during the month of May 2026.