

	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	Zoning Text Amendment (ZTA) 2026-02 – Article VIII (Historic District Overlay), Appendix A (Definitions) & Design Guidelines	May 21, 2026
	<b>Subject/Proposal/Request:</b>	
	Zoning Text Amendment (ZTA) 2026-02 application to amend the Historic District Overlay Ordinance (Town Code Chapter 32, Article VIII (Historic District Overlay) and Appendix A (Definitions), and the Historic District Guidelines with the 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) Ordinance 20260521</li> <li>2) Planning Commission Staff Report dated April 23, 2026</li> <li>3) Town Code Chapter 32, Article VIII, Historic District Overlay</li> <li>4) New Historic District Overlay Design Guidelines Appendix G</li> <li>5) Definitions for Town Code &amp; Historic District Overlay Design Guidelines.</li> </ol>	Action: X Information:
	<b>Staff Contact(s): Prepared By:</b>	<b>Reviewed by:</b>
	Tracy Outten, Planning & Zoning	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 and approved by the Planning Commission at their Public Hearing and Regular Meeting on Tuesday, May 5, 2026, and the motion was as follows:

***“Chairman Stramm then moved to recommend approval of ZTA 2026-02 to the Town Council. Motion made by Commissioner McDonald to recommend to the Town Council to approve Zoning Text Amendment 2026:02: Application from the Town of Cape Charles to amend Town Code Chapter 32, Article VIII (Historic District Overlay), Appendix A (Definitions), and add new Appendix G to the Historic District Overlay Design Guidelines. Motion seconded by Commissioner Holloway, and the motion was approved unanimously.”***

**Recommendation:** I am recommending that Town Council vote to approve the ZTA 2026-02 to the Historic District Overlay Ordinance (Town Code Chapter 32, Article VIII (Historic District Overlay) and Appendix A (Definitions), and the Historic District Guidelines, with the addition of new Appendix G.