

DECISION OF ZONING REVIEW

BY: Tracy Outten, Planning & Zoning

Deputy

DATE: July 29, 2026

REVIEW DONE FOR: COA

COMMENTS: Parking: None per TC,
Sec. 3295

DECISION: APPROVED

ZONING REVIEW CHECKLIST**Commercial District C-2**

Address of Property	Randolph Avenue
Property Owner's Name	Cape Charles, the Town of a Municipal Corporation
Tax Map #	83A4-1-1, 2, 3, 4, 5, 6, 7
Seeking Permit for:	New 8,886 sq. ft, 2-story municipal building

- ☒ Verify that the proposed use is a use allowed by right: All uses as allowed in C-1 and C-2, and any other commercial or professional compatible use: **New 8,886 sq. ft, 2-story municipal building (public facilities).**
- ☒ 1) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix C. **MAS dated 04/10/2026**
- ☒ 2) Lot & Dwelling Size & LOT COVERAGE

<u>ORDINANCE REQUIREMENT</u>	
Lot Size	LOT COVERAGE (Section 32-76 (e))
60' x 150' (9,000 sq. ft.) 280' x 140' (39,200), 7 lots	The sum of the footprint square footage of all buildings on the lot shall be less than 50% of the total lot square footage
<u>NOTES: - Ordinance adopted 12/19/2024</u> <i>(a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage.</i> <i>(b) If multiple lots are used, see Town Code Chapter 32, Article IV, Section 32.91 (e) (7 & 8) for additional Lot Coverage Rules</i> <i>(c) If lot smaller than 5,600 sq ft, the total footprint area of all accessory building lot coverage shall not exceed ten percent (10%), per Town Code Chapter 32, Article IV, Section 32.91 (e) (12).</i>	

LOT SIZE	BUILDING SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
39,200	8,886	0	8,886	23%	YES



3) Setbacks

(a) Front: Shall be determined by the average setback of the existing built-up commercial area:
PREVAILING 53 ft.

(b) Side: 10 ft: **Actual: West: 24 ft. East: 92 ft.**

(c) Rear: 10 ft or prevailing rear yard if less: **15 ft.**

NOTES:

- *DECKS & PATIOS NOT ALLOWED IN FRONT YARD;*
- *See Section 32-91 (f) for Projections Allowed in Required Setbacks.*



4) Is there a fence/wall? **FENCE or WALL INDICATED. (SCREENING ONLY)**

If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.

If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.



6) Minimum Lot Width – 280 ft.



7) Height Restrictions for Main Structure/House: 35 ft' height max: **Actual: 33 ft. 2 stories per**
(see Sec. 32-91 (c) for exceptions)



8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements

a) Proportions – 1:1 to structures in neighborhood: **YES**

b) Scale and orientation: **YES**

c) Roof Pitch – prevailing standard or 8:12: **Actual: 6:12**

d) Windows & Doors: **YES**

- All 1st-floor facades shall have large glass areas which denote mercantile use & should be 50% glass: **Pre-finished Aluminum Storefront 2/2**
- Exterior doors should be paneled or have glass panels; flush doors not allowed. Glass **Pre-finished Aluminum Storefront, Narrow-lite Metal, Steel 6-lite Garage**

ACCESSORY STRUCTURES ONLY – Additional Requirements: NOT APPLICABLE



9) ACCESSORY STRUCTURE – Additional Requirements

a) Not located in front or side yard: _____

b) No closer than 5 ft to any alley line: _____

c) No closer than 2 ft to any side or rear lot line: _____

d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than the footprint of primary residence or 550 sq. ft, whichever is the lesser: _____

e) If lot frontage is greater than or equal to 80 ft, the sum of all accessory buildings shall be less than the footprint of the primary residence or 660 sq. ft., whichever is less: _____



10) Height Restrictions for Accessory Structures:

a) If house is no more than one story above grade, the height of Accessory Structure cannot be taller than house (*Town Code Chapter 32, Article IV, Section 32.91 (e) (9)*): _____

b) If house is more than one story above grade, then Accessory Structure shall be no higher than 2/3 the height of the main structure or 24 ft, whichever is less (*Town Code Chapter 32, Article IV, Section 32.91 (e) (10)*): _____

☐ 11) Distance between Accessory Structure and Main Building – min of 15 ft.:

☐ 12) PHYSICAL CHARACTERISTICS: Will there be an accessory dwelling?

a. Accessory dwellings shall be located in an accessory building.

b. Accessory dwellings shall not have a floor area exceeding forty-five (45) percent of the floor area of the main building.

MAIN BLDG FLOOR AREA	45% ALLOWANCE for ADU FLOOR AREA	ACTUAL ADU FLOOR AREA

c. Accessory dwellings shall have one kitchen, one bathroom, and a sleeping area.

d. Accessory buildings shall not have the appearance of a single-family dwelling

☐ 13) Occupancy characteristics for Accessory Dwelling Units – Affidavit signed and submitted re: NO STRS/no TRANSIENT OCCUPANCY – _____