



Planning Commission Staff Report

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

Agenda Date: July 7th, 2026

Prepared by: Jack Steinmayer, Zoning Compliance Officer

Reviewed By: Rick Keuroglan, Town Manager

Date: June 1st, 2026

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 the installation of six freestanding interpretative kiosk signs and one freestanding historical marker on the Cape Charles Rosenwald School property.

Legal Deadline Requirements

Date Application Received:

Date Application Deemed Complete:

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 requesting a Conditional Use Permit (CUP) for a comprehensive sign plan consisting of six freestanding interpretive kiosk signs – three measuring 36 inches by 24 inches and three measuring 60 inches by 36 inches – and one freestanding historical marker measuring 36 inches by 48 inches.

Aerial of Property



Zoning Ordinance Requirements

The Cape Charles Town Code Chapter 32, Article V, Section 32-112 (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 lots or greater in all zoning districts. The comprehensive plan shall establish the time, manner, and placement of signs; the frequency of message changes; the materials; the hours of lighting; the height of the 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.

The Cape Charles Town Code Chapter 32, Article IV, Section 32-92 (b) states:

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

- (1) Adversely affects the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use, or adversely affects other land uses within the particular surrounding neighborhood.*
- (2) Be detrimental to public welfare or injurious to property or improvements in the neighborhood.*
- (3) Be in conflict with the purpose of the comprehensive plan of the town.*

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 only for the specific use and location designated, for one year after approval by the Town Council and completion of the additional permit process requested in the application. The applicant shall apply for or have applied for additional permits as provided to the Planning Commission and as required by the Zoning Administrator within one (1) month of 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:

The applicant, Cape Charles Rosenwald School Restoration Initiative, is requesting a Conditional Use Permit (CUP) for a comprehensive sign plan consisting of six freestanding interpretive kiosk signs and one freestanding historical marker on the Cape Charles Rosenwald School property. The proposed signage is intended to provide educational and historical information regarding the Rosenwald School and its significance to the Town of Cape Charles.

After review, the staff has found that the application presented to the Planning Commission by the Cape Charles Rosenwald School Restoration Initiative for approval of a comprehensive sign plan that allows for 6 freestanding interpretive kiosk signs and 1 freestanding historical marker has demonstrated consistency and adherence to the requirements laid out in *Article V, Section 32-112 (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 6 freestanding interpretive kiosk signs and 1 freestanding historical marker, at the Cape Charles Impact Center, for all the reasons contained herein.

Depending on the comments received and heard during the public hearing, the Planning Commission may need to consider additional factors when developing its motion.

Attachments:

Attachment 1 – Conditional Use Permit Application (2026-02)

Attachment 2 – Application for Zoning Clearance

Attachment 3 – *Article V: Signs* of the Cape Charles Town Code