

	Agenda Title:	Agenda Date:
	Conditional Use Permit Application from the Cape Charles Rosenwald School Restoration Initiative	August 19, 2026
	Subject/Proposal/Request:	
	Planning Commission Recommendation on Proposed Comprehensive Sign Plan as Part of a Conditional Use Permit Application to allow the installation of six freestanding interpretative kiosk signs and one freestanding historical marker on the Cape Charles Rosenwald School property.	
Town of Cape Charles	Attachments:	For Council:
	1) Planning Commission Staff Report dated July 7, 2026 2) Zoning Clearance Application, Conditional Use Permit Application and Article V of the Cape Charles Zoning Ordinance – Signs	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Tracy Outten, Planning & Zoning Deputy	Rick Keuroglan, Town Manager

Background & Narrative of Conditional Use Permit Application:

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.

The Planning Commission held a public hearing on Tuesday, July 7, 2026, and the Town Council is holding their public hearing on this application this evening and discussing and reaching a decision on CUP2026-02.

Item Specifics and 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.

Planning Commission Public Hearing

On July 7, 2026, the Planning Commission heard a proposed comprehensive sign plan as part of a Conditional Use Permit Application from the Cape Charles Rosenwald School Restoration Initiative to allow for 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. The staff report was provided to the Planning Commission.

The public hearing was held, and there were no written or verbal comments offered; the hearing was closed.

After deliberating, the Planning Commission made the following recommendation on the proposed Conditional Use Permit Application by the Cape Charles Rosenwald School Restoration Initiative.

Planning Recommendation: The motion was made by Commissioner Holloway and seconded by Commissioner Newman to recommend to the Town Council to approve the application for a Conditional Use Permit (CUP) 2026-02 for the installation of six

freestanding interpretive kiosk signs and one freestanding historical marker at the Cape Charles Impact Center; the vote was unanimous.

Town Council Information:

Following your public hearing, the Town Council can take one of two actions:

1. Vote to **accept the recommendation from the Planning Commission and approve CUP 2026-02**
2. Vote to **accept the recommendation from the Planning Commission and approve CUP 2026-02 with conditions.**
3. Vote to **deny CUP 2026-02 with stated reasons.**