



Harbor Area Review Board

Training Meeting

Town Hall

August 25, 2009

6:30 p.m.

At 6:35 p.m. in the Town Hall, Town Planner Tom Bonadeo called to order the Harbor Area Review Board Meeting. In attendance were board members Steve Bennett, Eileen Cobb, Russ Dunton, Laurie Klingel, Joan Natali and Ralph Orzo. Also present was Town Clerk Libby Hume. There were no members of the public in attendance.

Tom Bonadeo stated that the purpose of this meeting was to review the following: i) The purpose of the Harbor Area Review Board; ii) the Official Zoning Map for the Town of Cape Charles; iii) Section 3.9 of the Zoning Ordinance regarding the Harbor District; iv) Article IX of the Zoning Ordinance regarding the Historic Harbor Area Overlay District; and v) The Harbor Area Conceptual Master Plan & Design Guidelines.

Tom Bonadeo explained that the Zoning Ordinance was the rule book and the Harbor Area Conceptual Master Plan & Design Guidelines was the guide. Tom Bonadeo added that the Town is awaiting the final Architectural Guidelines which would also be a guide.

Tom Bonadeo reviewed the following sections from Article IX of the Zoning Ordinance: i) Section 9.1 – Statement of Intent; ii) Section 9.7 – Membership; iii) Section 9.14 – Powers and Duties; iv) Section 9.16 – Certain Minor Actions Exempted from Review by the Harbor Area Review Board; v) Section 9.21 – Demolition, Alternate Procedure, Offer to Sell; and vi) Section 9.22 – Hazardous Buildings or Structures.

At this point, Tom Bonadeo informed the board members that there was still one (1) vacancy that needed to be filled by a citizen member. Steve Bennett stated that it would be an asset to have an architect as a member of the board.

Tom Bonadeo opened the floor for nominations for Chair and Co-Chair. There was some discussion regarding eligibility to serve as Chair or Co-Chair and it was agreed that the Chair or Co-Chair not be a member of the Town Council nor service as Chair of another Board or Commission for the Town. Steve Bennett nominated Ralph Orzo as Chair and Laurie Klingel as Co-Chair which was seconded by Joan Natali. Laurie Klingel stated that she would have to decline serving as Co-Chair at this time. Ralph Orzo accepted the position of Chair of the Harbor Area Review Board. Tom Bonadeo stated that the Board could wait until filling the vacancy to vote for a Co-Chair.

Tom Bonadeo moved on to Section 3.9 of the Zoning Ordinance, read Section 3.9.A-Statement of Intent and reviewed the sub-section headings for the remainder of Section 3.9. The Board reviewed the application process, which was also detailed in Section 3.9.G of the Zoning Ordinance, and Tom Bonadeo stated that he was expecting a general application for the Cape Harbor project for review at the September 3rd meeting along with the list of conditions specified by the Town Council regarding this project. It was noted that a fee schedule had not yet been established by the Town Council and Tom Bonadeo stated that he was working on a fee schedule to present to the Council at their next meeting. Tom Bonadeo went on to explain

that the applicant will also be in attendance at the September 3rd meeting to give a presentation to the Board. Russ Dunton asked about timelines for the application process and Eileen stated that they were outlined in Section 3.9.G.2 of the Zoning Ordinance. The Board went on to discuss the Criteria for Review as outlined in Section 3.9.G.3 and Tom Bonadeo explained that he would provide, as part of the meeting package, a spreadsheet listing the various criteria along with a scoring section and room for annotations. Tom Bonadeo reviewed several scoring methods and the Board members preferred using a scoring system rating the criteria as follows: i) Does not meet criteria; ii) Partially meets criteria; iii) Meets criteria; iv) Exceeds criteria; and v) Greatly exceeds criteria.

Tom Bonadeo asked the Board members to read through the documents that were reviewed this evening to familiarize themselves with the ordinances and the guiding documents.

Joan Natali suggested that with three (3) projects in addition to the Town's plans for the Harbor Area a set meeting date should be chosen to help with scheduling. The Board members agreed to schedule their regular meetings on the third Thursdays of each month beginning at 6:00PM. The next meeting will be held next Thursday, September 3rd, at 6:00 PM and there will be two (2) meetings in September. Tom Bonadeo added that he would include the Town Harbor as an agenda item for the next meeting.

Motion made by Joan Natali, seconded by Russ Dunton and unanimously approved to adjourn the Harbor Area Review Board meeting.

Chairman Ralph Orzo

Town Clerk