

Historic District Review Board

Regular Meeting Agenda

Cape Charles Civic Center – 500 Tazewell Avenue

March 17, 2020 6:00 P.M.

1. Call to Order; Roll Call
 - A. Roll call and establish a quorum
2. Invocation and Pledge of Allegiance
3. Consent Agenda
 - A. Approval of Agenda Format
 - B. Approval of Minutes
 - C. Reports
4. Public Comment
5. Old Business
 - A. Application for a Certificate of Appropriateness to replace windows on a church building at 312 Washington Avenue – tax map #83A1-1-71.
6. New Business
 - A. Application for a Certificate of Appropriateness to construct a new single-family detached dwelling at 406 Jefferson Avenue – tax map #83A1-1-177.
 - B. Application for a modification to a Certificate of Appropriateness to renovate a commercial storefront at 209 Mason Avenue – tax map #83A3-1-638 & #83A3-1-639A.
7. Other Business
8. Announcements
9. Adjourn



DRAFT
HISTORIC DISTRICT REVIEW BOARD
Work Session & Regular Meeting
Cape Charles Town Hall
February 18, 2020
5:00 p.m.

At 5:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Work Session and Regular Meeting of the Historic District Review Board (HDRB). In addition to Kerry Shackelford, present were Herb Thom and Edward Wells. There were two vacancies on the board. Also, in attendance were Edward Eichman, Town Planner Zach Ponds, Deputy Clerk Tracy Outten, and the applicants. There were two members of the public in attendance.

ORDER OF BUSINESS:

A. *Historic District Guidelines update.*

After Edward Eichman, former board member, presented the board with a draft of the New Single Family Residential Infill Construction and Residential Additions or Accessory Buildings section of the Cape Charles Historic District Guidelines (CCHDG) (Please see attached.), discussion was as follows: (i) Edward Wells asked what was the vinyl siding conclusion. Kerry Shackelford responded that during his presentation to the Town Council the updates would not be allowing vinyl siding but if there was a lot of kick back, another option was available. Herb Thom would go along with this plan with reservations; (ii) There was some discussion on what was considered a contributing structure; (iii) Zach Ponds suggested including a definition for the word historic; and (iv) Members needed to send their availability to town staff.

Kerry Shackelford said in order to keep the update process on track edits or additions needed to be given to Tracy Outten as soon as possible.

Motion made by Herb Thom, seconded by Edward Wells, to close the February 18, 2020 Historic District Review Board Work Session and move to the Regular Meeting. The motion was unanimously approved.

Kerry Shackelford started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

CONSENT AGENDA:

Motion made by Edward Wells, seconded by Herb Thom, to accept the Consent Agenda as presented. The motion was approved by unanimous vote.

PUBLIC COMMENT:

There were no public comments to be heard nor any written comments submitted prior to the meeting.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. *Application for a Certificate of Appropriateness at 312 Washington Avenue – to replace windows on a church building.*

Dianne Davis, member of the congregation, briefly described the proposed work to be done on the church.

Kerry Shackelford understood this was a hardship but was worried about future applicants wanting to

replace wood windows with vinyl windows and would like to contact the Virginia Department of Historic Resources.

Motion made by Herb Thom, seconded by Edward Wells, to defer the application for the Certificate of Appropriateness at 312 Washington Avenue until the March 17, 2020 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

B. *Application for a Certificate of Appropriateness at 325 Mason Avenue – to renovate on a commercial building.*

Meredith Lusk, applicant, described the proposed alterations and added that Bill and Ann Hayward Walker, the owners, and Wayne Anderson, the architect, were available for questions.

Discussion on removal of the awning was as follows: (i) Edward Wells said the awning covered two buildings and wanted to know if it would be removed from the other building. Ann Hayward Walker said no and the ladies who occupied that space were on vacation. Kerry Shackelford would like to know how they were finishing off the awning. Meredith Lusk did not know because the occupants were out of town; (ii) Kerry Shackelford said the awning did have some age to it and if removed it needed to be replaced. He asked if the building was going to be restored to the photograph provided with the application packet. Wayne Anderson stated that the awning was undesirable aesthetically and practically and added that he disagreed with what the board was discussing. Mr. Anderson said the picture was not the look they were going for; and (iii) Wayne Anderson said they were trying to create a period piece. Kerry Shackelford responded that the Cape Charles Historic District Guidelines were very clear on not replicating history or giving a false sense of history. Wayne Anderson disagreed and said it would have a sense of history. Kerry Shackelford responded that you could not add something that was not there.

Additional discussion was as follows: (i) Edward Wells asked about the panels that would go underneath the door. Wayne Anderson answered that the panels were not raised and would be applied to the molding without tearing the brick out; and (ii) Kerry Shackelford had the following issues: the door was not indicative of any in town, creating panels that were not there, the faux gas lights were not original and could not be found around town, and the design being described was going to make the building very different than it was.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 325 Mason Avenue to renovate the commercial building with the conditions as follows: (i) the existing lighting was to be eliminated and replaced with lighting consistent with other lighting in the town; (ii) the awning as drawn would be eliminated; (iii) the front door needed to be changed to one that fit in with the town; and (iv) the panel effect below the glass would be eliminated. The motion was approved by unanimous vote.

C. *Application for Certificate of Appropriateness at 503 Jefferson Avenue – to construct a new single-family detached home.*

David Charlton, contractor, said he intended to build the home as submitted.

Discussion was as follows: (i) Edward Wells recommended smooth hardi plank. Dave Charlton responded that photographs were taken of other homes throughout the town with wood grain hardi plank and he had paid attention to current homes being built. Herb Thom respectfully disagreed with Edward Wells. Kerry Shackelford agreed with Edward Wells and the board was working on updating siding. (ii) Kerry Shackelford asked about the proposed windows. Dave Charlton offered to use Fibrex Marvin which was fiberglass over wood on the exterior; and (ii) Kerry Shackelford wanted to know the roof material; metal.

Motion made by Herb Thom, seconded by Edward Wells, to approve the application for the

Certificate of Appropriateness at 503 Jefferson Avenue to construct a new single-family dwelling with the following conditions: (i) the roof would be standing seam metal; and (ii) the windows would be fiberglass. The motion was approved by unanimous vote.

D. Application for a Certificate of Appropriateness at 600 Washington Avenue – to construct a new single-family detached home.

Martha Donovan, applicant, described the proposed project and informed the board that Gerry Blankenship, the contractor, was available to answer any questions.

Discussion was as follows: (i) Kerry Shackelford asked if the fireplace was going to be the same brick as the chimney; yes; (ii) Kerry Shackelford said in the drawings provided there were not any muntins in the windows or on the door. Gerry Blankenship said that was correct; they would be left clear; (iii) Edward Wells asked what size the tongue and groove porch flooring was. Gerry Blankenship responded that it would be 2-3/4"; and (iv) Kerry Shackelford asked if the picture window and transoms on the back of the house was going to be a clear sheet of glass; yes.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 600 Washington Avenue to construct a new single-family detached home as presented. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. Election of Officers

Motion made by Herb Thom, seconded by Edward Wells, to postpone the election of officers until after the vacancy on the Historic District Review Board had been filled. The motion was unanimously approved.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Edward Wells, to adjourn the February 18, 2020 Historic District Review Board Work Session and Regular Meeting at 7:03 p.m. The motion was unanimously approved.

Chairman Kerry Shackelford

Deputy Clerk

CAPE CHARLES HISTORIC DISTRICT GUIDELINES

Cape Charles, Virginia

APPENDIX ONE

**New Single Family Residential Infill Construction
on an Undeveloped Site
AND
Residential Additions or Accessory Buildings
on a Developed Site**

TABLE of CONTENTS

PAGE NUMBERS	SECTION TITLES
G-1 and G-2	GENERAL INFORMATION
O-1 to O-3	OPEN SPACES
H-1 and H-2	HOUSE DESIGN
R-1 to R-3	ROOFS AND DORMERS
P-1 to P-3	PORCHES
W-1 to W-4	WINDOWS AND DOORS
D-1 to D-3	DETAILS AND DECORATIONS
M-1 to M-4	MASONRY
S-1 and S-2	SIDING AND SHINGLES
A-1 to A-3	ADDITIONS AND ACCESSORY BUILDINGS



PARK ROW – looking northeast

RANDOLPH AVENUE – 200 block – looking northwest



PINE STREET – 100 block – looking northwest

TAZEWELL AVENUE – 200 block – looking northeast



ACKNOWLEDGEMENTS

**TOWN of
CAPE CHARLES**
Municipal Building
2 Plum Street
Cape Charles
Virginia 23310

TOWN COUNCIL
William "Smitty" Dize, Mayor
Steve Bennett, Vice Mayor
Chris Bannon
Andy Buchholz
Celia Burge
Paul Grossman
Tammy Holloway

HISTORIC DISTRICT REVIEW BOARD
Kerry Shackelford, Chairman
Edward Wells, Vice Chairman
Herb Thom
(Vacant)
Michael Strub, Planning
Commission Representative

APPENDIX ONE
HISTORIC DISTRICT GUIDELINES
ADOPTED Month – Day – 2020

A) GENERAL:

1) The Historic District includes existing Single-Family or Multi-Family Residential Buildings and Sites.

2) Certain Buildings and Sites are designated as "Contributing" by the Virginia Department of Historic Resources (VDHR) based on Age <> or Historic Architectural Style <> or Both.

3) Other Buildings and Sites are designated as "Non-Contributing" if they do not meet the VDHR Guidelines.

4) This Section provides separate information and requirements for Additions to each of the Designations indicated in Items 2 and 3 above.

5) This Section also provides separate information and requirements for Accessory Buildings.

6) Additions and Accessory Buildings must be located within the Site's "Buildable Area" which is inside the Front, Side, and Rear Yard set-backs established by the Zoning Ordinance.

7) If a proposed Addition or Accessory Building would extend into a Yard, a Zoning Variance must be obtained before application to the Historic District Review Board (HDRB).

**ADDITIONS
AND
ACCESSORY BUILDINGS
A - 1**

"CONTRIBUTING"
ADDITION

**B) ADDITIONS FOR "CONTRIBUTING"
RESIDENTIAL BUILDINGS AND SITES:**

1) Maintain the existing orientation of the Residence with the Primary Entrance facing an Avenue or a Street.

2) Attempt to locate Additions on the sides of the Residence that are least visible from an Avenue or a Street.

3) Additions located on the side of the Residence that is facing an Avenue or a Street shall be reviewed by the HDRB.

4) Limit the size of an Addition so it is visually subordinate to the existing Residence.

5) Attach an Addition so the essential form and integrity of the Residence is maintained should the Addition be removed in the future.

"CONTRIBUTING"
ADDITION

**B) ADDITIONS FOR "CONTRIBUTING"
BUILDINGS AND SITES (continued):**

6) An Addition should not be an exact copy of the Design of the existing Residence <> but it should be visually compatible with the Form - Size - Scale - and Architectural Features to protect the visual integrity of the Property and its Environment.

7) An Addition should include a Foundation or Crawl Space height similar to the existing Residence <> New Walls that are offset in Plan from the existing Residence Corners <> similar or new Roof Forms that are consistent with existing Forms in the District <> and new Cornices that are either offset or at different heights than existing ones.

8) An Addition should also include <> Porch Elements - Windows - Doors - Trim - Detailing - Decorations - and Colors that are compatible with the existing Residence.

9) Open Porches and elevated Decks are considered "Additions" if they are visible from an Avenue or a Street and shall be reviewed by the HDRB.

10) See other Appendix Sections for additional New Construction information and requirements.

**ADDITIONS
AND
ACCESSORY BUILDINGS
A - 2**

"NON-CONTRIBUTING"
ADDITION
OPTION ONE

"NON-CONTRIBUTING"
ADDITION
OPTION TWO

**C) ADDITIONS FOR "NON-CONTRIBUTING"
RESIDENTIAL BUILDINGS AND SITES:**

1) The existing orientation of the Residence with the Primary Entrance facing an Avenue or a Street should be maintained for an Interior Site.

2) Proposed changes in the orientation of the Residence and the location of the Primary Entrance for a Corner Site should include justification for such modifications and shall be reviewed by the HDRB.

3) One Design Option limits the size of the Addition so it is visually subordinate to the existing Residence <> and the Addition may either visually match or be visually compatible with the existing Residence.

4) A second Design Option integrates the Addition with the existing Residence so both appear to have been created at the same time <> and the Addition visually matches the existing Residence.

5) An Addition should be visually compatible with the Form - Size - Scale - and Architectural Features of the existing Residence to protect the visual integrity of the Property and its Environment.

"CONTRIBUTING"
ACCESSORY
BUILDING

"NON-CONTRIBUTING"
ACCESSORY
BUILDING

**ADDITIONS
AND
ACCESSORY BUILDINGS
A – 3**

**C) ADDITIONS FOR "NON-CONTRIBUTING"
BUILDINGS AND SITES (continued):**

6) An Addition may include <> a Foundation or Crawl Space height similar to (or greater than) that at the existing Residence <> Wall heights consistent with those on the existing Residence or in the District <> Roof and/or Dormer forms similar to those on the existing Residence or in the District <> and Porches similar to those on the existing Residence or in the District.

7) An Addition may also include <> Cornices – Porch Elements – Windows – Doors – Trim – Details – Decorations – and Colors that are similar to those on the existing residence or in the District.

8) Open Porches and elevated Decks are considered "Additions" if they are visible from an Avenue or a Street and shall be reviewed by the HDRB.

9) See other Appendix Sections for additional New Construction information and requirements.

D) ACCESSORY BUILDINGS:

1) An Accessory Building is a "New Construction Detached Structure" on an existing or new developed Site.

2) Accessory Building functions may include <> General Storage – Vehicle Storage (Garage) – Residential – Home Office – Work Space – and/or other uses permitted by the Zoning Ordinance.

3) Attempt to locate an Accessory Building so it's visibility from an Avenue or a Street is limited <> but if the Site includes an Alley adjacent to the Rear Yard the Accessory Building may be visible from the Alley.

4) An Accessory Building should not be located in a Front Yard <> and a location that faces an Avenue or a Street shall be reviewed by the HDRB.

5) Limit the size of an Accessory Building so it is subordinate to the Residence.

6) An Accessory Building should not be an exact copy of the Residence Design <> but it should be visually compatible with the Form and the Architectural Features to protect the integrity of the Property and its Environment.

7) See other Appendix Sections for additional New Construction information and requirements.



HISTORIC DISTRICT REVIEW BOARD ADMINISTRATIVE APPROVAL REPORT

Prepared By:

Tracy Outten – Deputy Clerk

Subject

February 2020 Administrative Approval Report

Attachments:

None

1. None



HISTORIC DISTRICT REVIEW BOARD

STAFF REPORT

Meeting Date: March 17, 2020

Item #: 5A

Prepared By:

Tracy Outten – Deputy Clerk

Site Address:

312 Washington Avenue – tax map #83A1-1-71

Applicant:

James E. Davis Jr.

Owner:

The Philadelphia Church of Christ Disciples

Proposed Development:

Replace windows on a church building

Current Zoning:

Single-Family Residential (R-1): This zoning district is intended to provide quiet, medium density, single-family residential development plus provide open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children, and to restrict all activities of a commercial nature as described in Section 3.6-A of this ordinance, known as Commercial District C-1, which states “These commercial activities are characterized by heavy traffic, noise, and congestion of people and passenger vehicles and by large office buildings and retail establishments,” and to promote a convenient, attractive, and harmonious community. This section is created in recognition of the existence of developed areas where single-family and duplex dwelling currently exist on lots of 5,600 square feet and where the characteristics of the neighborhood include both permanent as well as seasonal residents.

Historic District Overlay: The purpose of this district is to provide for protection against destruction or encroachment upon historic areas, buildings, monuments, or other features, or buildings and structures of recognized architectural significance which contribute or will contribute to the cultural, social, economic, political, artistic, or architectural heritage of the Town of Cape Charles and the Commonwealth of Virginia. It is the purpose of the district to preserve the designated

historic areas and historic landmarks and other historic or architectural features, and their surroundings within a reasonable distance, from destruction, damage, defacement, and obvious incongruous development or uses of land and to ensure that buildings, structures, streets, walkways, or signs shall be erected, reconstructed, altered, or restored so as to be kept architecturally compatible with the character of the general area in which they are located and with the historic buildings or structures within the district.

Description of Proposed Project:

The building is not located in the state's boundary of the Cape Charles Historic District, but it does fall under the local Cape Charles Historic District boundary. It is unclear the date the church was built based off information available on the Virginia Cultural Resource Information System (V-CRIS).

The applicant is proposing to replace all original wood windows with vinyl windows on the church due to the windows being in bad shape. The vinyl windows have already been purchased, and photos are included in the application.

Staff Analysis:

The proposed project meets the requirements of the zoning ordinance. Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations. The Historic District Guiding Principles agreed upon by Town Council specify that non-contributing properties should have different regulations than contributing properties, however, at this time it is not specified in the Historic District Guidelines or Article VIII of the Zoning Ordinance on how a contributing property or a non-contributing property should be reviewed differently. The Historic District Review Board should review this project with what is currently adopted in Article VIII and in the Guidelines.

The Historic District Guidelines and windows:

The Historic District Guidelines (Guidelines) discuss windows on page 39 -43.

Replacing original wooden windows with vinyl windows is not allowed per the Guidelines. The Guidelines are clear that original wood windows need to be replaced with wood windows or repaired

(p. 39 #1, p. 41 #2, p. 41 #4, and p. 42). There is no economic hardship allowance in our zoning ordinance for the Historic District Overlay (Article VIII).

Staff Recommendation:

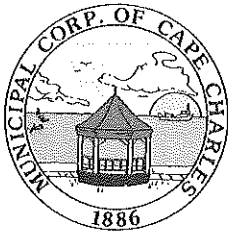
Due to the vacancy of the planner position staff defers discretion to the board.

The Historic District Review Board makes the final determination on whether a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

Attachments:

Attachment 1 – Application and Documents

Attachment 2 – Location Map



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

PERMIT CHECKLIST - all documents can be emailed to the above email

- | | |
|---|---|
| ☒ Completed application | ☒ Photos/elevations of existing structure |
| ☐ Letter of intent clearly explaining project | ☐ Photos/elevations of proposed project |
| ☐ Existing site plan or survey | ☐ Proposed materials/spec sheets, samples |
| ☐ Proposed site plan or survey (if applicable) | ☐ Payment of fees (new construction >2,000 square feet \$500; new construction up to 2,000 square feet \$300; all other \$150; modification \$250) |

PROPERTY INFORMATION

Name of Project: WINDOWS
Property Address: 312 WASHINGTON AVE
Brief Description of Project: REPLACE ALL WINDOWS
Zoning District: R-1 Current Use: CHURCH Proposed Use: CH-ECW

OWNER INFORMATION

Name and Company: The Philadelphia Church of Christ Disciples
Mailing Address: 533 MASON AVE Cape Charles Va.
Phone Number: 757-331-1910 Email: _____

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: JAMES E. DAVIS JR.
Mailing Address: _____
Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Applicant: James Edward Davis Jr. Date: 1/23/20

Note: There is a required 30-day wait period between approval of a Certificate of Appropriateness and issuance of the permit for construction.





















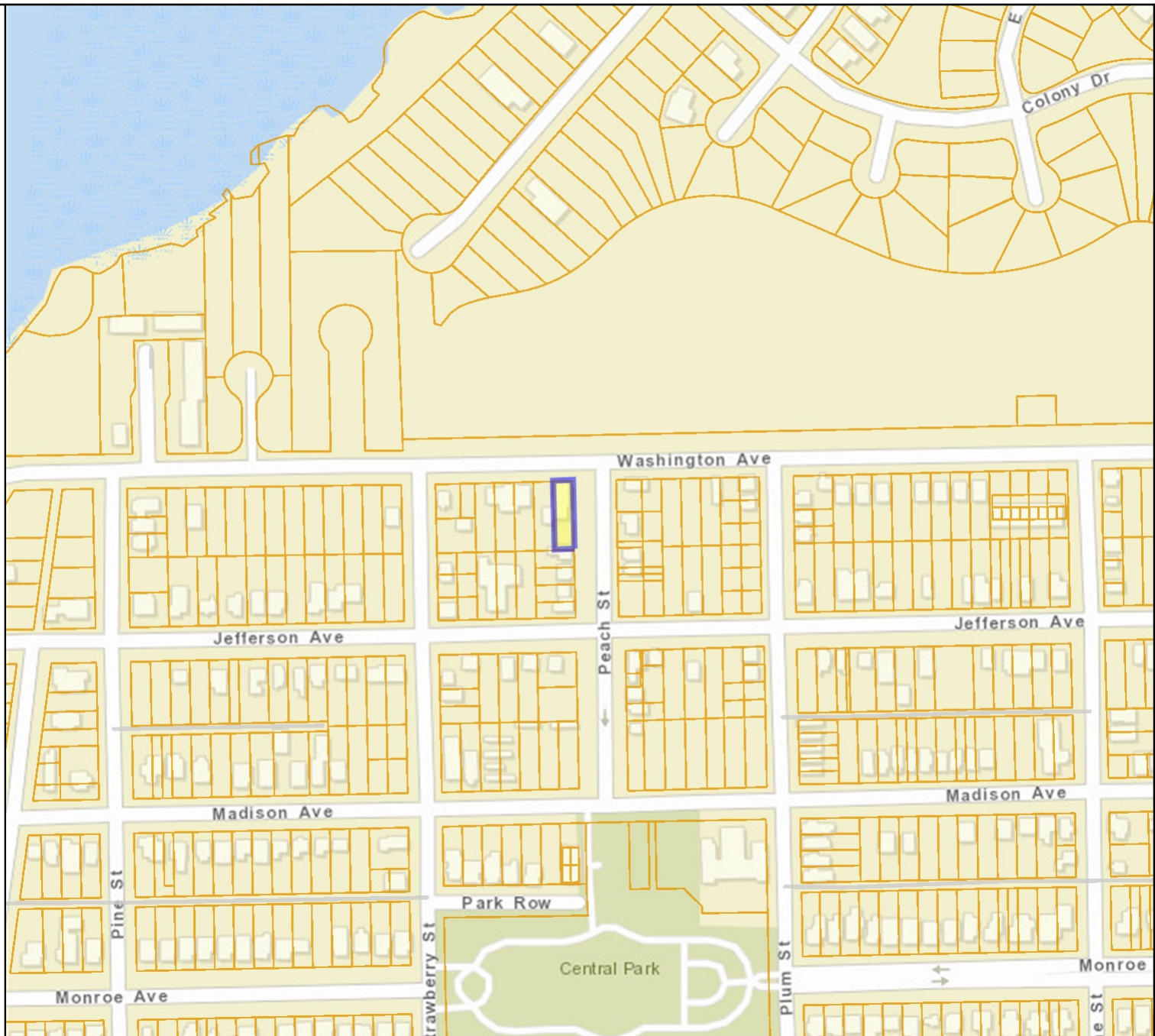




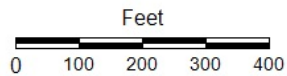
Northampton County, Virginia

Legend

- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 312 Washington Ave

Date: 1/31/2020

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.



HISTORIC DISTRICT REVIEW BOARD

STAFF REPORT

Meeting Date: March 17, 2020

Item #: 6A

Prepared By: Tracy Outten – Deputy Clerk

Site Address: 406 Jefferson Avenue

Applicant: Ian Hoyt

Owner: 406 Jefferson – Ian, Joanna, Jennifer, and Del Hoyt

Proposed Development: Construct a new single-family detached dwelling

Current Zoning: Single-Family Residential (R-1): This zoning district is intended to provide quiet, medium density, single-family residential development plus provide open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children, and to restrict all activities of a commercial nature as described in Section 3.6-A of this ordinance, known as Commercial District C-1, which states “These commercial activities are characterized by heavy traffic, noise, and congestion of people and passenger vehicles and by large office buildings and retail establishments,” and to promote a convenient, attractive, and harmonious community. This section is created in recognition of the existence of developed areas where single-family and duplex dwelling currently exist on lots of 5,600 square feet and where the characteristics of the neighborhood include both permanent as well as seasonal residents.

Historic District Overlay: The purpose of this district is to provide for protection against destruction or encroachment upon historic areas, buildings, monuments, or other features, or buildings and structures of recognized architectural significance which contribute or will contribute to the cultural, social, economic, political, artistic, or architectural heritage of the Town of Cape Charles and the Commonwealth of Virginia. It is the purpose of the district to preserve the designated

historic areas and historic landmarks and other historic or architectural features, and their surroundings within a reasonable distance, from destruction, damage, defacement, and obvious incongruous development or uses of land and to ensure that buildings, structures, streets, walkways, or signs shall be erected, reconstructed, altered, or restored so as to be kept architecturally compatible with the character of the general area in which they are located and with the historic buildings or structures within the district.

Description of Proposed Project:

The applicant is proposing to construct a two and a half-story, 2,840 square foot home. The materials proposed are as follows:

- Masonry/Brick Foundation
- Hardi-Plank siding
- Synthetic trim
- Composite Front Porch floor (both levels)
- Composite Front Porch steps
- Vinyl Front Porch railing
- Masonry/Brick Front Porch Structural Piers (composite lattice or boards run between piers)
- Synthetic Front Porch Columns
- Exterior Grade Wood Back Porch floor, columns, and deck
- 30yr Architectural Asphalt Shingle roof
- Synthetic Windows and Door Trim

Staff Analysis:

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

The Historic District Guidelines and new-construction or addition projects:

The major intent of in-fill development should be that of a good neighbor, respect for the site, sensitivity to the historic homes in the neighborhood and taking into account the overall character of the neighborhood (p. 22). In-fill buildings must be compatible with the distinctive architectural character of the district (p. 22). The height, form, massing, proportion, size, scale, and roof shape should first be reviewed when considering the overall compatibility of the proposed structure (p. 22). Design new buildings so that they are compatible with but discernible from historic buildings in the district (p. 23). New buildings should be compatible with the size, scale, color, material and character

of the District, sub-area or block (p. 23). It is essential that new construction in the Historic District reflect the integrity of design details and materials which help form the District's character (p. 23).

The proposed project meets the Guidelines for new-construction projects by being compatible with the surrounding District, sub-area, or block. There are existing new-construction homes in the Historic District that are the same style as the proposed project.

The Historic District Guidelines state the following for foundations:

Ensure that water flows away from the foundation, and remove any vegetation that may damage the structure or foundation (p. 35). In new construction, distinguish the foundation from the rest of the building (p. 35). Respect the height above grade of foundations on surrounding historic buildings (p. 35). Use brick or parged block for the foundations of frame residences (p. 52).

The proposed foundation will be a brick foundation on all sides, which meets the Guidelines.

The Historic District Guidelines state the following for roofs:

For new construction, respect the roof type, materials, form, and slope of roofs of nearby historic buildings (p. 37). Do not add new elements such as vents, sky-lights, or additional stories that would be visible on the primary elevations of the building (p. 37).

The proposed roof meets the Guidelines.

The Historic District Guidelines state the following for windows and doors:

Particular attention should be given to the spacing, placement, scale, orientation, and size of window and door openings as well as the design of the doors and windows themselves (p. 22). Select windows and doors for proposed new buildings that are compatible in material, subdivision, proportion, pattern, and detail with the windows and doors of surrounding buildings that contribute to the special character of the district (p.23). Windows and doors should be placed in a manner that is harmonious with the District, subarea or block (p. 23). For new construction, use window and door styles that relate to those found in the district (p. 39). Windows styles vary by sash design primarily, but elements such as sills, lintels, decorative caps, and shutters should also be respected (p. 39). Double-hung window sash, the most common type of window, vary by the number of panes in each sash (p. 40). Inappropriate modern replacements for double-hung sash include one-over-one sash or a single pane with snap-in muntins (p. 40). Construct new windows and doors of wood or metal and match the style of the building (p. 42). Respect the ratio of walls to openings (windows and doors)

evident on adjacent historic facades (p. 42). Place windows and doors on the facades of new buildings in a rhythm or pattern that relates to the way that openings are placed on historic buildings (p. 42). Use proportions (horizontal or vertical) that are similar to and compatible with the proportions of windows and doors on surrounding historic facades (p. 42).

The proposed windows and doors seem to meet the Guidelines.

The Historic District Guidelines state the following for siding and trim:

The selection of appropriate exterior materials and finishes depends on the understanding of the compatibility of proposed materials and finishes in composition, pattern, texture, color, and sheen (p. 22). The selection of materials and textures for a new building should be compatible with and complement neighboring buildings (p. 23). Synthetic sidings such as vinyl, aluminum and synthetic stucco-like finishes are not historic cladding material in the District and their use will not be allowed (p. 23). New construction should not attempt to create features that would create a false historical appearance (p. 23). New construction should incorporate materials similar to those used traditionally in the historic structures in the area (p. 23). Materials used in new construction should be in units similar in scale to those used historically (p. 23). Consider using wood as the dominant cladding and decorative material for new construction (p. 54). Synthetic sidings such as vinyl, aluminum and stucco-like material are not historic cladding materials and do not contribute to the historic and architectural character of the district (p. 57). The use of synthetic siding such as HardiPlank or similar on new buildings within the historic district is allowed (p. 57). Review the historic and architectural significance of surrounding buildings when determining the weather exposure of siding on new buildings (p. 57). Siding that simulates wood may be used on new construction if the depth of the siding (boards) conforms to the typical depth of traditional siding (p. 57). The use of synthetic siding on contributing structures will only be permissible if the structure is currently clad in vinyl, aluminum, and stucco-like siding and is the subject of a major addition (p. 57). The definition of synthetic siding is as follows: “any siding made of vinyl, aluminum, or other metallic material to resemble a variety of authentic wood siding types.”

The proposed siding meets the Guidelines.

The Historic District guidelines state the following for porches:

Full-width, one-story porches are the most common type of porch in the Cape Charles district (p. 44). Columns and decorative details vary according to style (p. 44). Include porches on new residential construction (p. 45). Nearly all of the district residences have porches, and new porches should reflect the size, height, and materials of porches on historic buildings on the street (p. 45).

The proposed porch meets the Guidelines.

Staff Recommendation:

Due to the vacancy of the planner position staff defers discretion to the board.

The Historic District Review Board makes the final determination on whether a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

Attachments:

Attachment 1 – Application and Documents

Attachment 2 – Location Map

From: [Ian Hoyt](#)
To: codeofficial@capecharles.org
Cc: tracy.outten@capecharles.org; Grossman51@aol.com
Subject: Re: 406 Jefferson Avenue
Date: Tuesday, March 10, 2020 3:06:53 PM

Thank you for the email, Jeb. There will be no modification to plans which will impact the exterior appearance of the home. We will modify the interior of the truss design to accommodate 560 ft² on that third level (which would be 50% of the second floor ft²) and thus meet the 2.5 story zoning compliance.

Please let me know what form you would need redone to reflect. Perhaps the actual application page?

Sent from my iPhone

On Mar 10, 2020, at 10:42 AM, codeofficial@capecharles.org wrote:

Ian,

Per our discussion over the phone the 3rd floor can only be half of the square footage of the floors below. This requirement is for the overall footprint of the floor not just the living space area. Could you please adjust your plans accordingly and kindly send me the revised plans so that they can be updated for the Historic District Review Board packet. If you have any other questions feel free to contact me. Thanks

Jeb Brady, CBO, CFM
Code Official
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2176



PRE-APPLICATION INFORMATION FORM

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

APPLICANT INFORMATION

Name: Ian Hoyt (Property Owners- Ian, Joanna, Jennifer, and Del Hoyt)

Mailing Address: 3382 Manor Oaks Dr Powhatan, VA 23139

Phone Number: 804-387-7726 Email: daddyhoyt5@gmail.com

PROJECT SUMMARY

Address of Project: 406 Jefferson Ave. Cape Charles, VA 23310

Application Type (rezoning, variance, etc.): Residential New Construction

Total Acreage of Project: 40x140 Lot (.129ac)

Detailed Description (Include proposed use(s) and square footage of floor area for each use):
3 story residential home. 28' wide by 40' deep.

First (1160ft²)- Kitchen, Cafe, full bath, bedroom, mud-room, flex-room, screened porch

Second (1120ft²)- 4 bedrooms, 3 baths

Third/Attic (560ft²)- Finished Attic/Loft Space, full bathroom

JH 3/10/20

Signature of Applicant: _____

Date: _____

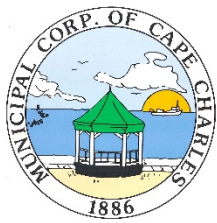
2/13/20

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



Municipal Corp. of
Cape Charles

Pre-Application Meeting Minutes

Project Address: 406 Jefferson Avenue

Project Description: New detached single-family residence

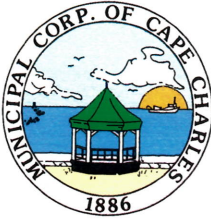
Pre-Application Meeting Date: 02/18/2020

Attendees:

	Name	Title	Contact Information
1.	Zach Ponds	Town Planner	planner@capecharles.org; 757-331-2036
2.	Herb Thom	HDRB Representative	
3.	Ian Hoyt	Applicant/Owner	Daddyhoyt5@gmail.com; 804-387-7726

Historic District Guideline references that the Historic District Review Board may consider at the regular meeting were discussed, including but not limited to, the following:

- Hardi siding is proposed.
- The house will have a brick foundation with brick piers for the front porch.
- The columns, railing, and decking will be composite/synthetic materials.
- The front porch will have lattice or horizontal composite boards between piers.
- The porch stairs will be brick or composite materials.
- The porch decking will be composite, perpendicular to the house, and simulated tongue-and-groove.
- There will be a 4" trim around the windows and a 2" sill.
- The back picture windows need to be changed to full-size windows or removed completely to better reflect homes in the district.
- The back door needs to be shifted to be symmetrical with the attic window.



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

PERMIT CHECKLIST - all documents can be emailed to the above email

- | | |
|---|---|
| ☒ Completed application | ☒ Photos/elevations of existing structure |
| ☒ Letter of intent clearly explaining project | ☒ Photos/elevations of proposed project |
| ☐ Existing site plan or survey | ☒ Proposed materials/spec sheets, samples |
| ☐ Proposed site plan or survey (if applicable) | ☐ Payment of fees (new construction >2,000 square feet \$500; new construction up to 2,000 square feet \$300; all other \$150; modification \$250) |

PROPERTY INFORMATION

Name of Project: HOYT HOME
Property Address: 406 JEFFERSON AVE CAPE CHARLES, VA 23310
Brief Description of Project: NEW CONSTRUCTION RESIDENTIAL
Zoning District: _____ Current Use: _____ Proposed Use: LEISURE

OWNER INFORMATION

Name and Company: IAN HOYT (JOANNA HOYT, JENNIFER HOYT, DEL HOYT)
Mailing Address: 3382 MANOR OAKS DR. POWHATAN, VA 23139
Phone Number: 861. 387. 7726 Email: daddy hoyt 5 @ gmail. com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Applicant: [Signature] Date: 2/24/20

Note: There is a required 30-day wait period between approval of a Certificate of Appropriateness and issuance of the permit for construction.

February 24, 2020

Hoyt Application for Historic Review Board

406 Jefferson Ave

Cape Charles, VA 23310

Materials List for New Construction Listed Below:

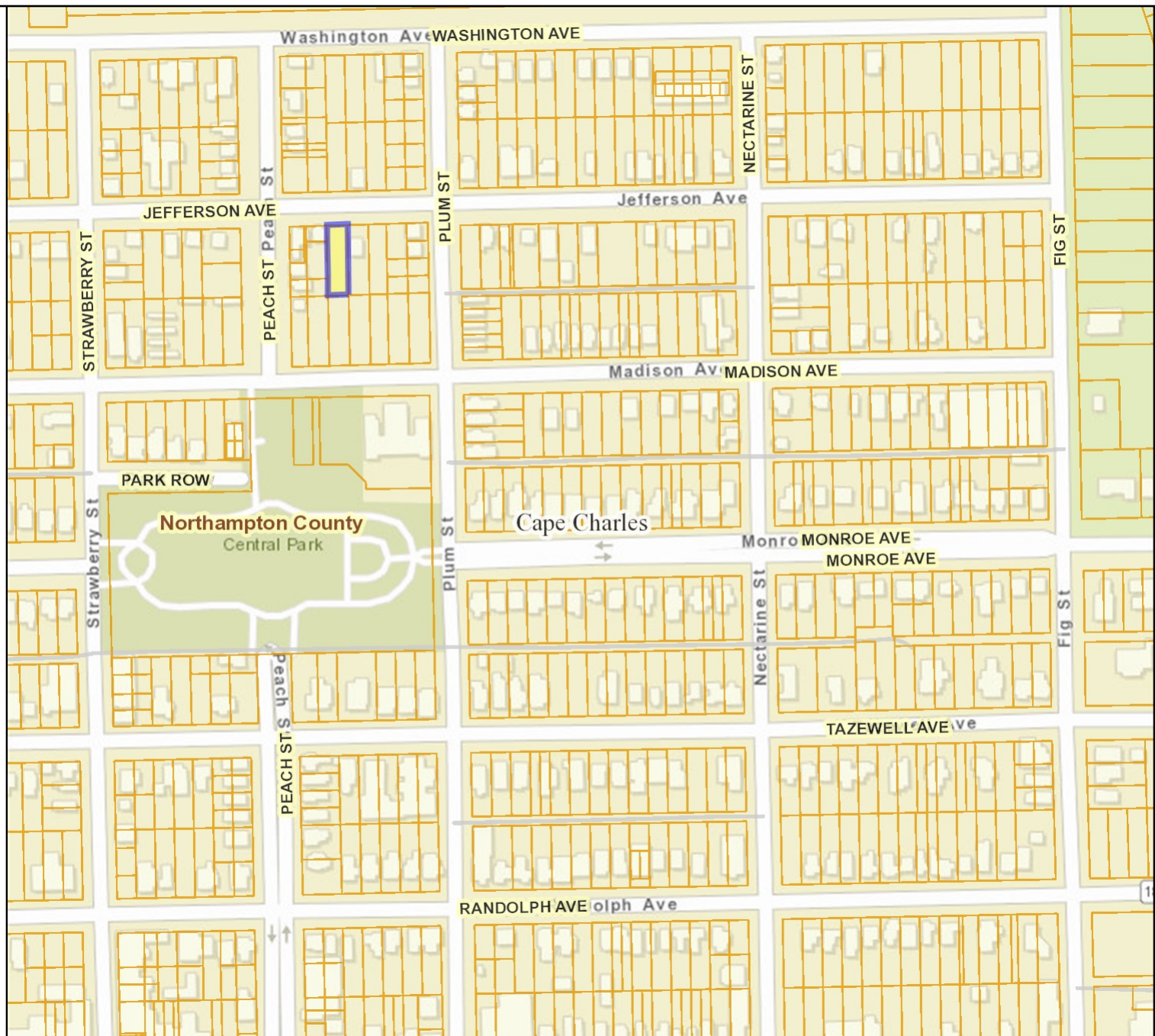
<u>Structure</u>	<u>Material</u>
Foundation:	Masonry/Brick
Siding:	Cementitious (Hardi-Plank)
Roofing:	30y Architectural Shingle (Asphalt)
Front Porch Flooring (both levels):	Composite (run perpendicular to home)
Front Porch Steps:	Composite
Front Porch Rails:	Vinyl
Front Porch Structural Piers:	Masonry/Brick (composite lattice or boards run between piers)
Front Porch Columns:	Synthetic
All Exterior Window*/Door Trim:	Synthetic (4" surround and 2" sill)
Back Porch Flooring:	Exterior Grade Wood
Back Porch Columns:	Exterior Grade Wood
Back Deck:	Exterior Grade Wood

*All windows to be double pane energy efficient vinyl windows with mullions on the outside.

Northampton County, Virginia

Legend

-  County Boundaries
-  Town Names
-  Route Numbers
-  Road Labels
-  Parcels
-  Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>

Feet
0 100 200 300 400

Title: 406 Jefferson Avenue

Date: 3/9/2020

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.



HISTORIC DISTRICT REVIEW BOARD

STAFF REPORT

Meeting Date: March 17, 2020

Item #: 6B

Prepared By: Jeb Brady, Code Official
Site Address: 209 Mason Avenue
Applicant: Danny Meyer
Owner: 209 Mason Avenue
Proposed Development: Modification of windows on front wall.

Description of Proposed Project:

The applicant is proposing to modify existing COA to:

- Replace windows with same size and style but different material.

Staff Analysis:

On June 18, 2019 the Historic District Review Board met to review several applications for Certificates of Appropriateness. 209 Mason Avenue was on the agenda for modifications as suggested by the HDRB. The Certificate of Appropriateness was approved with 3 conditions be met (1) provide shop drawings of the windows and doors; (2) sample of stone to be used; and (3) any additions such as awnings needed to be seen. The motion was approved by unanimous vote.

On March 5, 2020 the Town received a letter of concern from Kerry Shackelford, Chairman of the HDRB regarding the replacement of the windows without the benefit of coming back to the board with shop drawings for approval.

On March 10, 2020 the Town Manager, Code Official, and owner of the property had a meeting regarding the letter. We explained to him that he had altered from the approved Certificate of Appropriateness and that he must submit for a modification to the Board. Attached is an email explaining his reasoning for the change and pictures of before and after.

In the design guidelines windows and doors should be retained when possible. The applicant in the email states that they were beyond salvageable. The owner has replaced double hung windows with double hung windows like for like. The material type however has changed from wood to fiberglass.

Condition 2 was to provide samples of the stone to be used. The applicant has stated that he is going to attempt to repair what is existing instead of using new.

Condition 3 was to provide what if any awnings will be installed. The applicant has stated that at this time no awnings are proposed.

Staff Recommendation:

Due to vacancy of planner position staff defers discretion to the board.

The Historic District Review Board makes the final determination on whether a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

Attachments:

Attachment 1 – Application and Documents

Attachment 2 – Letter from Mr. Shackelford



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

PERMIT CHECKLIST - all documents can be emailed to the above email

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|---|---|
| ☒ Completed application | ☒ Photos/elevations of existing structure |
| ☐ Letter of intent clearly explaining project | ☒ Photos/elevations of proposed project |
| ☐ Existing site plan or survey | ☒ Proposed materials/spec sheets, samples |
| ☐ Proposed site plan or survey (if applicable) | ☐ Payment of fees (new construction >2,000 square feet \$500; new construction up to 2,000 square feet \$300; all other \$150; modification \$250) |

PROPERTY INFORMATION

Name of Project: THE LOGGIES AT CAPE CHARLES
Property Address: 209 MASON AVENUE
Brief Description of Project: MODIFICATION TO EXISTING COA
Zoning District: C1 Current Use: VACANT Proposed Use: MULTI USE
RESIDENTIAL + COMMERCIAL

OWNER INFORMATION

Name and Company: 209 MASON, LLC
Mailing Address: 306 SANTA CLARA DRIVE PORTSMOUTH, VA. 23230
Phone Number: 804-400-4329 Email: D MEYER @ DALLANCONSTRUCTION.COM

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Applicant: _____ Date: _____

Note: There is a required 30-day wait period between approval of a Certificate of Appropriateness and issuance of the permit for construction.

Town of Cape Charles Planning & Zoning Department
2 Plum St. • Cape Charles, VA 23310 • 757-331-2036 • capecharles.org

From: Danny Meyer <dmeyer@dallanconstruction.com>
Sent: Tuesday, March 10, 2020 12:35 PM
To: codeofficial@capecharles.org
Cc: Danny Meyer

Jeb,

Thank you for meeting me today and sharing the letter from Mr. Shackelford concerning the condo windows of the Mason Ave side of the Parsons Building.

The original intent and request from HDRB was to remove the windows and trim the openings (not reinstall any windows on that face of the building). This was rejected because the boards main concern was that the horizontal view of a double hung window would disappear and therefore change the look of the building. There had even been discussion about installing a horizontal bar to create the appearance.

After several applications, the board agreed and accepted that I could install a window that looked like a sash window and could be a single piece (or two pieces) that either swung up, down or sideways to create a full window opening. I was to produce shop drawings for this.

During the construction process, I gave thought to what had been approved and decided that it would not satisfy what the board was really looking for. I imagined several windows being left wide open (no sign of horizontal) and several remaining closed (showing full sash appearance). This seemed to irregular to me and so I decided to provide what the board ultimately wanted and install full double hung sash windows which was what was there before.

At no time during the several review board meeting was renovating the existing windows discussed. The condition of what was left of the windows when I took ownership of the building, was not salvageable.

At this point I do not intend to install any canopies so no drawings required.

I am trying to salvage the existing stone and will submit a sample of what I need to replace as soon as I find something suitable.

I intend to try and salvage existing doors of the entrance and retail spaces. No shop drawings at this time.

This is a \$2M investment for me and I am trying to do the right thing by not going with the approved windows which would have created an inconsistency in appearance that I felt that neither the board nor the town (nor I) would have been happy with.

Regards

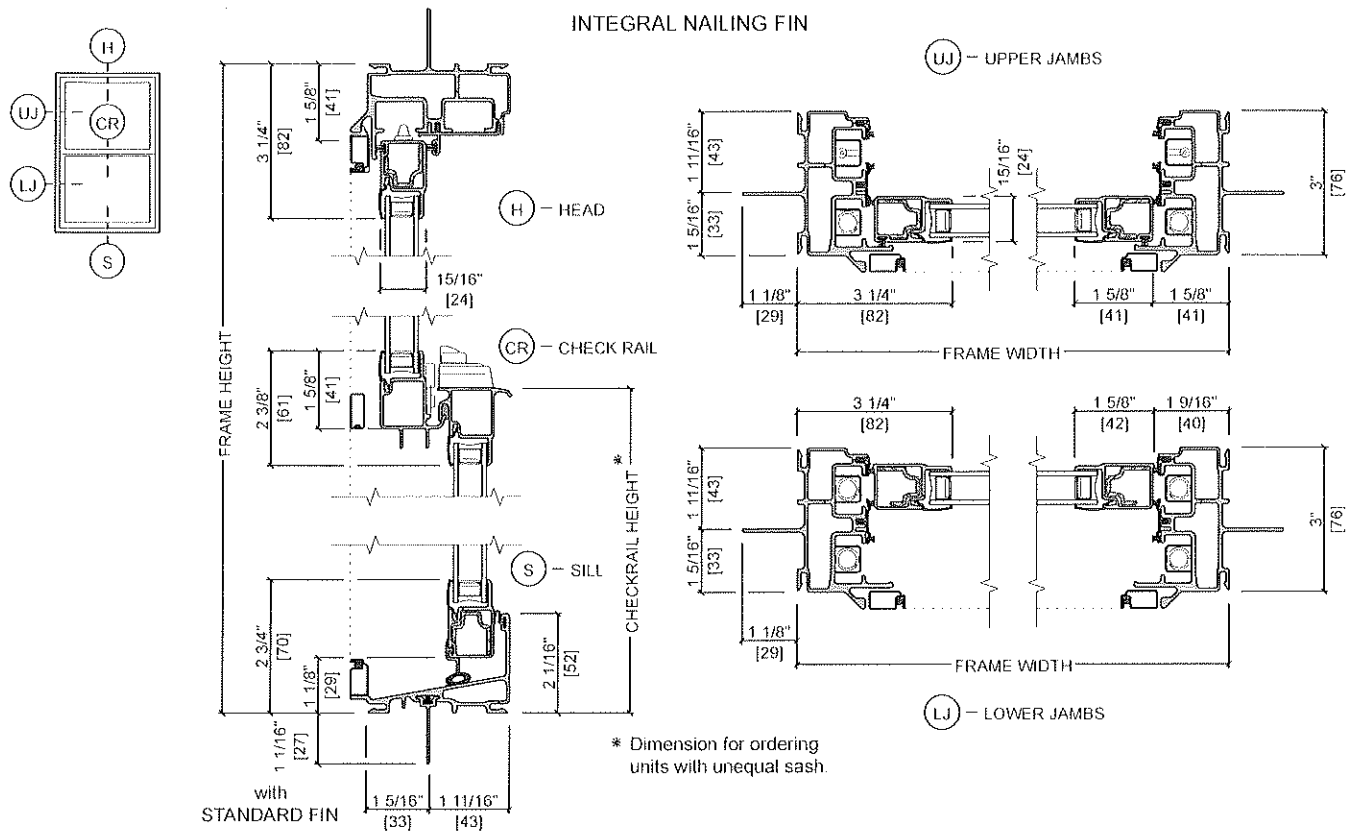
Danny Meyer





Impervia™ Double-Hung Windows

Unit Sections



Scale 3" = 1' 0"
All dimensions are approximate.

Pella® Impervia® Double-Hung Window

Detailed Product Description

Frame

- Frame is Duracast® fiberglass composite — five-layer pultruded fiberglass material reinforced with a Pella patented interlocking mat.
- Nominal wall thickness of Duracast fiberglass composite members is .050" to .080" thick.
- [Overall frame depth is 3" for Integral Nailing Fin.
- Frame corners are mitered, joined and bonded with corner locks and mechanically fastened with injected polyurethane adhesive.
- Block frame jambs contain factory drilled (counter-bored) installation screw holes.
- Frame has 10° slope sill.

Sash

- Sash is Duracast fiberglass composite—five-layer pultruded fiberglass material reinforced with a Pella patented interlocking mat.
- All sash members have mitered corners bonded with corner locks and sealed with injected polyurethane adhesive.
- Both sashes tilt to interior for cleaning.

Exterior/Interior

- Duracast fiberglass composite surfaces with powder-coat paint finish.
 - Color is White.

Glazing System

- Quality float glass complying with ASTM C 1036.
- 11/16" clear, air-filled insulating glass bonded to sash.

Weatherstripping

- Fin-type pile on jambs, top rail and stile of upper sash.
- Vinyl-wrapped foam at sill on frame and bottom rail of lower sash.

Hardware

- Galvanized block-and-tackle balances connected to sash with polyester cord and concealed within the frame.
- Upper and lower sash are fully operable for ventilation.
- All fasteners are corrosion-resistant material.
- Two locks are installed on units 37" wide or greater.
- Locks are zinc die-cast, self-aligning cam action factory-installed on the interlocker powder-coat painted White.

Optional Products

- InView™ Screens
 - Full-size with black vinyl coated 18/18 mesh fiberglass screen cloth complying with SMA 1201.
 - Set in aluminum frame and fitted to outside of window.
 - Supplied complete with all necessary hardware.
 - Screen frame finish is baked enamel, color to match exterior.

Paul Grossman
Interim Zoning Administrator
3/5/2020

Paul:

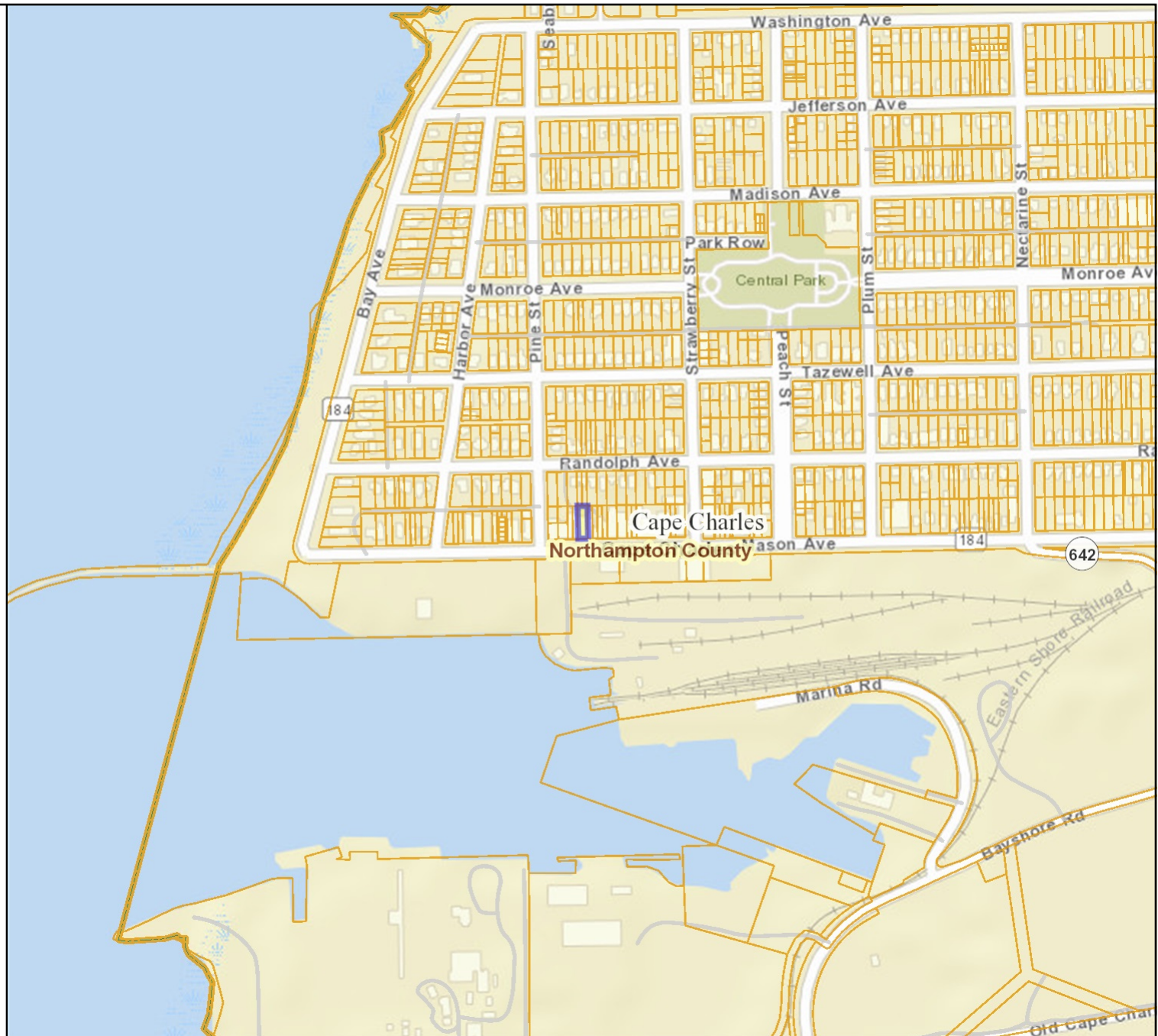
Last year at the June, 18th meeting of the HDRB, work on the Parsons building at 209 Mason was approved with three conditions. One of those was the owner/contractor was to provide shop drawings for the modifications to the windows on the Mason street side of the structure. I have been concerned for some time that the work would be completed, and not to the design agreed upon, before shops were provided and then the owner would say that it was too late and the work was already completed. That in fact appears to be what has happened. Today I drove past the building and it looks as though the windows have been replaced completely with new composite windows and the original frames have been removed. This is exactly what we did not want to happen. The owner has simply changed the plans with no regard to the guidelines. I may be incorrect but it needs to be looked into and if that is the case the frames of the windows need to be rebuilt, and windows made to match the original ones. I have attached a copy of the minutes for you to review. Please let me know if you need more information. I am not sure if this falls in your area at this time but it needs to be looked into.

Kerry Shackelford
Chairman, HDRB

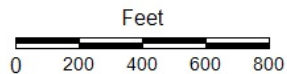
Northampton County, Virginia

Legend

- County Boundaries
- Town Names
- Route Numbers
- Road Labels
- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title:

Date: 3/11/2020

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