

Historic District Review Board

Special Meeting Agenda

Cape Charles Civic Center

July 21, 2020 6:00 P.M.

1. Call to Order; Roll Call
2. Invocation and Pledge of Allegiance
3. Public Comment re: Agenda Items Only
4. Consent Agenda
 - A. Approval of agenda format
 - B. Approval of minutes
5. Special Meeting Order of Business
 - A. Application for a Certificate of Appropriateness to renovate the exterior on a single-family detached dwelling at 324 Jefferson Avenue – tax map #83A1-20-A.
 - B. Application for a Certificate of Appropriateness to construct a one-story rear addition on a single-family detached dwelling at 648 Monroe Avenue – tax map #83A3-1-326.
6. Adjourn



DRAFT HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
March 17, 2020
6:00 p.m.**

At 6:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Kerry Shackelford, present were Herb Thom and Edward Wells. Michael Strub was not in attendance. There was one vacancy on the board. Also, in attendance were Code Official Jeb Brady, Deputy Clerk Tracy Outten, and the applicants. There were two members of the public in attendance.

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:

- 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 and stressed that the windows had been purchased. She added that it took seven years to purchase these windows and did not realize they had to be approved by the historic board. Bishop James Davis said the contractor would make the windows look nice.

Discussion was as follows: (i) Kerry Shackelford understood this was a hardship but was worried about future applicants wanting to replace wood windows with vinyl windows if the board were to approve this application; (ii) Edward Wells and Kerry Shackelford asked if they would accept help to restore the wood windows. Dianne Davis asked what they would do with the windows that were purchased. There was much discussion on the installation cost associated with both options. Dianne Davis informed the board that all costs had been taken care of; (iii) Kerry Shackelford understood the financial burden and since the address was not listed on the Department of Historic Resources Historic Registry, this building was considered a non-contributing structure. He continued adding that this decision would be used against the board by future applicants if approved and worried about setting a precedence; (iv) Bishop James Davis understood the board wanted the wood windows to be restored but, they were a small congregation and not planning on selling the building. Kerry Shackelford said the guidelines stated the materials needed to match; and (v) Tracy Outten read comments submitted by Michael Strub. (Please see attached.)

Motion made by Kerry Shackelford, seconded by Edward Wells, to approve the application for the Certificate of Appropriateness at 312 Washington Avenue to replace the windows on the church building as presented based on the following: (i) the building was considered non-contributing; (ii) the church was not listed on the Department of Historic Resources registry; and (iii) the glass would be the same as existing. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Application for a Certificate of Appropriateness at 406 Jefferson Avenue – to construct a new single-family detached home.*

Ian Hoyt, applicant, summarized the proposed home and thanked Jeb Brady and Tracy Outten for stepping up in the absence of a planner and helping him with everything. He asked if the board had any questions.

Edward Wells asked if there was something in the building code about a third story. Jeb Brady said a third story was not allowed; but two and a half stories was as long as the square footage did not exceed half of the total square footage of the home and added that the applicant adjusted the square footage of the proposed home to be two and a half stories.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 406 Jefferson Avenue to construct a new single-family dwelling as submitted. The motion was approved by unanimous vote.

- B. *Application for modification to Certificate of Appropriateness at 209 Mason Avenue – to renovate a commercial storefront.*

Danny Mayer, owner, stated that there was some confusion on what windows were approved as most discussion on this topic was in the early stages with board and did not know the windows were wrong until Jeb Brady contacted him. He apologized for his mistake.

Tracy Outten read comments submitted by Michael Strub. (Please see attached.)

Kerry Shackelford read the original motion.

Discussion was as follows: (i) Edward Wells confirmed that the issue was that no shop drawings were provided. Kerry Shackelford said yes; the reason the board wanted to see shop drawings was to prevent what happened. Danny Mayer was confused about the original motion and thought the windows would be fine; (ii) Kerry Shackelford and Herb Thom made the following references to the Cape Charles Historic District Guidelines: (a) page 19 Secretary's Standards; (b) page 41 Windows and Doors, numbers 2-4; page 47 Storefronts number 1; and page 48 Storefronts numbers 3-5; (iii) Danny Mayer said the windows that opened out were approved and tried to do the right thing. He added that he had given into the board many times; (iv) Herb Thom thought the board was being put in a non-compromising situation because there were consequences to applicants that did not follow the rules; (v) Danny Mayer understood that he should have come back to the board. Herb Thom asked how he assumed the windows were approved after not following the approval conditions. Danny Mayer responded that in trying to do the right thing, he unintentionally did something wrong; (vi) Kerry Shackelford said he was worried about setting a precedence; and (vii) Edward Wells thought that if the board denied this modification that the applicant would appeal.

Motion made by Kerry Shackelford, seconded by Herb Thom, to deny the application for modification to the Certificate of Appropriateness at 209 Mason Avenue to renovate a commercial storefront as submitted. The motion was approved by majority vote with Edward Wells opposing.

OTHER BUSINESS:

There was no other business.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Edward Wells, to adjourn the March 17, 2020 Historic District Review Board Regular Meeting at 6:58 p.m. The motion was unanimously approved.

DRAFT

Michael Strub's Comments

From: [Michael Strub](#)
To: [Tracy Outten](#)
Subject: Re: Historic District Review Board Attendance Confirmation
Date: Tuesday, March 17, 2020 12:51:30 PM

Tracy, thank you for your understanding.

Here is my input to this evening's meeting:

With reference to agenda item 5A, I would vote to again table this request so that we might seek an opinion from the town Council on the specific request with respect to a non-contributing structure in the historic district overlay. The town Council has requested separate guidelines for non-contributing structures and I suspect on the matter of the window replacement, they might be a little more lenient than if it were a contributing structure.

Under 6A, I would vote to approve this application; I agree with the section by section review and analysis of the town staff and I understand that it would be inappropriate for Town staff to make an overall recommendation without a Town Planner.

Item 6B: I sat on a bench near the Veterans Memorial across the street from the Parsons building and studied the windows carefully. The fiberglass windows appeared to be sufficiently similar to the wood windows so as not to constitute a visual distraction. While I wouldn't support changes being made without a certificate of modification, this request for modification appears to be in order and I would like to approve it.

I am available for a conference call, FaceTime, or any other method normally used to conduct business in the absence of face-to-face attendance.

Stay healthy,
Mike

Sent from my iPhone



DRAFT HISTORIC DISTRICT REVIEW BOARD

**Special Meeting
Cape Charles Civic Center
via Electronic Communications**

April 30, 2020

2:00 p.m.

This Special Meeting of the Cape Charles Historic District Review Board was held by video conference in accordance with Code of Virginia § 2.2-3708.2, subsection A.3, resulting from Governor Northam's March 12, 2020 declaration of a state of emergency for the Commonwealth of Virginia arising from the Novel Coronavirus (COVID-19) pandemic. It was deemed impractical and unsafe to assemble physically due to the highly contagious nature of COVID-19.

The purpose of this meeting was to review two applications to obtain a Certificate of Appropriateness. An audio recording was made of the meeting, and the meeting was also live-streamed on Facebook, as well as video-taped for viewing from the Town's website after processing. Public comments were accepted in writing prior to the meeting. Viewers could also submit their comments via Facebook Live and emails to the clerk.

At approximately 2:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Special Meeting of the Historic District Review Board (HDRB). Physically present at the Civic Center were Town Clerk Libby Hume and Deputy Clerk Tracy Outten. In attendance via Zoom were Michael Strub, Herb Thom, Edward Wells, Code Official Jeb Brady, Paul Grossman, and the applicants. There was one vacancy on the board. There were no members of the public physically in attendance, but there were 15 viewers on Facebook Live.

AGENDA:

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

PUBLIC COMMENT (AGENDA ITEMS ONLY):

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

ORDER OF BUSINESS:

- A. *Application for a Certificate of Appropriateness at 648 Monroe Avenue – to construct a new detached garage.*

Patrick Prendergast, the applicant, asked if the board had any questions on the proposed garage.

Discussion was as follows: (i) Edward Wells asked for clarification on the garage doors. Patrick Prendergast explained that French doors were proposed for the side elevation and a standard steel door with a window on top was proposed for the rear of the garage; (ii) Edward Wells asked if this was a new build or a renovation to the existing shed. Patrick Prendergast answered that the shed would be removed, and the garage would be built there; (iii) Kerry Shackelford confirmed that windows proposed in the drawing were being used; yes; (iv) Kerry Shackelford asked what type of siding would be used. Patrick Prendergast said hardie plank; and (v) Herb Thom said the proposed garage would enhance the property.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 648 Monroe Avenue to construct a new detached garage as presented. The motion was approved by unanimous vote.

B. *Application for a Certificate of Appropriateness at 301 Madison Avenue – to renovate a former church building.*

Frank and Andrea Giardina introduced themselves and described the work to be done. Frank Giardina suggested discussing each item separately.

Herb Thom asked why a board member was not involved in all the pre-application meetings. Jeb Brady informed the board that the additional meetings with Frank Giardina were to work out zoning issues.

Frank Giardina clarified that the building was built in 1949 not in the 1930s. The original building that was located at 301 Madison had been moved to the neighboring lot. Edward Wells asked if this building now fell under non-contributing and this was a gray area. Kerry Shackelford read page 5 from the Cape Charles Historic District Guidelines (CCHDG). Frank Giardina said that contributing and non-contributing was open for interpretation by the town and thought it would determine how some items were reviewed.

After Frank Giardina explained that the windows needed to be replaced due the conditions and variation of colors, the discussion was as follows: (i) Michael Strub asked if the proposed windows were what was in the pictures. Frank Giardina answered no, that was just to show the material and the actual windows would look the same as the existing; (ii) Edward Wells asked if these were replacement windows; yes. Kerry Shackelford stated that the sash was kept when replacement windows were used. Frank Giardina said the sash would be removed and the new window would be custom fitted and as much wood as possible would be used; (iii) Kerry Shackelford asked if the glass would be clear; yes; (iv) Edward Wells said there had to be someone who could make the exact windows and then they would not change; (v) Kerry Shackelford said the biggest problem was the CCHDG was very specific about replacing windows with different materials. Edward Wells understood what the guidelines said, but a precedent was set with the approval of the other church windows; and (vi) Herb Thom agreed with Kerry Shackelford.

Discussion on the chimney removal was as follows: (i) Frank Giardina stated the chimney to be removed was non-functional and was in the middle of a bathroom and leaked; (ii) Michael Strub said the chimney did not look to be an intricate part of the building; (iii) Herb Thom and Kerry Shackelford both agreed the chimney should be retained; (iv) Michael Strub said chimneys had been removed in the past. Kerry Shackelford explained the applicants had other circumstances and engineering was an issue; (v) Edward Wells pointed out that the interior engineering was strange and could see why the applicant would want to remove the chimney. He added that if the chimney were not removed leaks could be prevented if a roofer knew how to flash properly. Edward Wells said in the pre-application meeting keeping the top of the chimney was discussed. Frank Giardina said that would be a non-essential expense and look silly since the chimney had no appeal; (vi) Kerry Shackelford said that every single house in this town built around 1949 had a chimney for coal heat and removing this chimney would have an impact. He added that the chimney made up a part of the appearance of the building. Frank Giardina said unfortunately this building had been changed and the addition covered the chimney; and (vii) Herb Thom asked if the chimney was original to the church or a part of the addition. Frank Giardina guessed it was a part of the church.

Kerry Shackelford informed the applicants that if any work was done on the side deck the board needed to review that.

Discussion on enlarging the rear deck was as follows: (i) Frank Giardina said enlarging the deck would make it compliant with code and added that the same deck board material would be used; (ii) Kerry Shackelford asked if deck railings would be added. Frank Giardina said it had not been determined or decided if railings would be used. Kerry Shackelford described the historic railing look. Frank Giardina wondered if the reason the handrails would need the board's approval was

because they were visible from Strawberry Street; yes; (iii) Kerry Shackelford said the deck could be conditionally approved with the understanding that shop drawings of the railing were needed for administrative approval; and (iv) Edward Wells asked what material would be used. Frank Giardina answered treated lumber deck boards.

Discussion on the replacement of the back door with a sliding glass door was as follows: (i) Kerry Shackelford asked if the existing door opened out to the deck; yes and Frank Giardina would like to replace it with a sliding glass door; (ii) Kerry Shackelford said a sliding glass door was not typical in the district. Herb Thom did not think it would be visible. Edward Wells said the owners were at a disadvantage because the building was located on a corner; and (iii) Herb Thom suggested using French doors. Frank Giardina said French doors would not work because of space restrictions. Edward Wells informed the applicant that French doors had a slider option.

Kerry Shackelford said the board usually did not discuss replacing roof shingles.

Kerry Shackelford asked what would replace the storm door. Frank Giardina answered an actual door that looked similarly to a storm door.

Motion made by Herb Thom, seconded by Edward Wells, to approve the application for the Certificate of Appropriateness at 301 Madison to renovate a former church building with the following conditions: (i) the chimney was to be retained; and (ii) shop drawings needed to be provided if handrails were added to the deck.

Kerry Shackelford stressed that the exterior look of the building would change if windows were allowed as proposed. There was additional discussion on the windows.

The motion was approved by majority vote, with Kerry Shackelford abstaining.

Kerry Shackelford thanked everyone for their efforts and attendance.

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the April 30, 2020 Historic District Review Board Special Meeting at 3:25 p.m. The motion was unanimously approved.

Chairman Kerry Shackelford

Deputy Clerk



HISTORIC DISTRICT REVIEW BOARD

STAFF REPORT

Meeting Date: July 21, 2020

Item #: 5A

Prepared By:	Allyson Finchum – Town Planner
Site Address:	324 Jefferson Avenue – tax map 83A1-20-A
Applicant:	Tracy & Jay Meadows
Owner:	Tracy & Jay Meadows
Proposed Development:	Additions and Restoration to a Two-Story Frame Single-Family Detached Dwelling
Current Zoning:	<u>Single-Family Residential (R-1)</u>: 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. <u>Historic District Overlay</u>: 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:

Virginia Cultural Resource Information System (V-CRIS) Information:

Contributing Property	
Construction Year	
Architectural Style	

The proposed project is additions and restoration to a two-story frame single-family detached dwelling including interior and exterior renovations; a new front and back porch, new roof, windows, and siding.

Analysis:

The Historic District Guidelines state the following for windows:

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). Windows and doors should be placed in a manner that is harmonious with the District, subarea or block (p. 23). 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).

The Historic District guidelines state the following for porches:

Retain porches that are critical to defining a specific building's design and the integrity of the overall Cape Charles district (p. 44, #1). Porches are both functional and ceremonial elements (p. 44, #1). Repair damaged elements of porches by matching the materials, methods of construction, and details of the existing original fabric (p. 44, #3). Replace porch elements or the porch itself only if the

materials are too deteriorated to repair or are completely missing (p. 44, #5). New elements should match the original as closely as possible (p. 45, #5). When restoring a front porch, retain original porch features such as columns, porch floor and steps, and decorative trim details (p. 45, #7).

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 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). 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). 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, #1). Remove synthetic siding and restore original building material if possible (p. 57, #2). 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, #6). 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.”

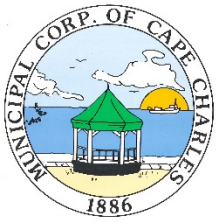
Determination

The Historic District Review Board makes the final determination on whether or not 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



Municipal Corp. of
Cape Charles

Pre-Application Meeting Minutes

Project Address: 324 Jefferson Avenue

Project Description: Renovation of existing structure

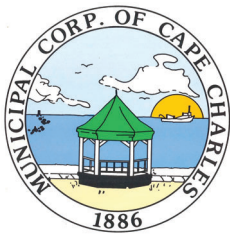
Pre-Application Meeting Date: 05/11/2020

Attendees:

	Name	Title	Contact Information
1.	Jeb Brady	Code Official	codeofficial@capecharles.org
2.	Michael Strub	HDRB Representative	commissionerstrub@capecharles.org
3.	Tracy Meadows	Applicant/Owner	tmeadows91@hotmail.com

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:

- This is not a contributing structure.
- Existing hip roof. Proposed to add 4 dormers one on each side of the structure. Converting 3rd floor to living space.
- Existing window style is 6 over 6. Applicant would like to change to 3 over 1 or 2 over 1.
- Front porch is currently enclosed. Applicant wishes to open to a typical front porch.
- Rear covered deck that extends on both sides of the structure.
- Deck boards proposed are salt treated. Advised applicant that board may require alternative material.
- Porch posts will be 5" square columns. Advised applicant to provide detail prior to meeting.
- Front porch stair detail will be provided for meeting.
- No porch or deck railings provided. Advised applicant that if they plan to use railings they must be provided for approval.
- Vinyl siding proposed except for dormers and under porches would be vinyl shakes.



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: Jay & Tracy Meadows
Property Address: 324 Jefferson Avenue Cape Charles, VA 23310
Brief Description of Project: interior/exterior renovations, roof, windows, siding
Zoning District: _____ Current Use: vacant Proposed Use: vacation

OWNER INFORMATION

Name and Company: Jay & Tracy Meadows
Mailing Address: 1225 Princess Anne Road Virginia Beach, VA 23457
Phone Number: 757-409-6202 Email: tmeadows91@hotmail.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: Tracy M. Meadows Digitally signed by Tracy M. Meadows
Date: 2020.04.28 16:04:40 -04'00' Date: 4.28.20

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

Jay & Tracy Meadows
324 Jefferson Avenue
Cape Charles, VA 23310

Building Materials:

Dormers and Roof

2"x4"x16' wood studs – 50 pieces
2"x4"x8' wood studs – 100 pieces
2"x6"x14' wood studs – 25 pieces
2"x6"x12' wood studs – 25 pieces
2"x6"x16' wood studs – 25 pieces
½" 4'x8' plywood decking CDX – 50 pieces
#15 felt paper – 4 rolls
12 squares Architectural Shingles – Color to be determined.

Interior 3rd floor

¾" 4'x8' T and G subfloor

Front and Back Porch Deck

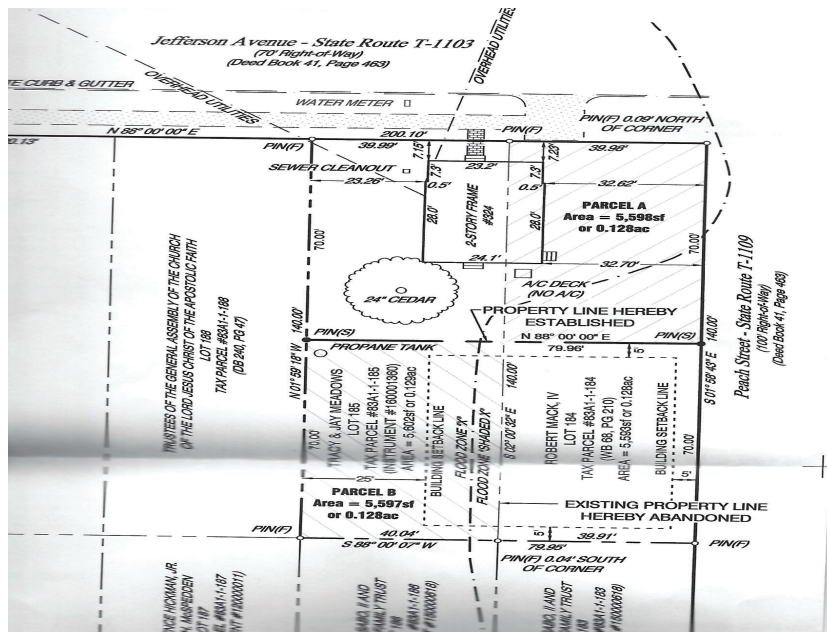
5/4" x 8' salt treated deck boards – 50 pieces
2 x 6 joist 16' – 46 pieces
2 x 8 beams 16' – 14 pieces
5/4" x 16' salt treated deck boards – 40 pieces
Framing ring shank nails galvanized – 1 box
Roof sheathing nails galvanized – 1 box
13 prefab column wraps (9 back and 4 front)

Front and Back Porch Roof

½" 4'x8' plywood decking CDX – 32 pieces
2"x6"x 14' rafters – 52 pieces
2"x8"x14' fascia @ house – 19 pieces
11 squares Architectural shingles
3 rolls 15# felt

Siding & Windows

7" Clapboard vinyl siding – 16 squares
Shake style siding – 3 squares
55"H x 45"W – 13 Simonton windows
40" H x 48" W – 1 Simonton window



Jay & Tracy Meadows
Additions & Restoration to 2-Story Frame House
Lot #185
324 Jefferson Avenue
Cape Charles, VA 23310

General Notes:

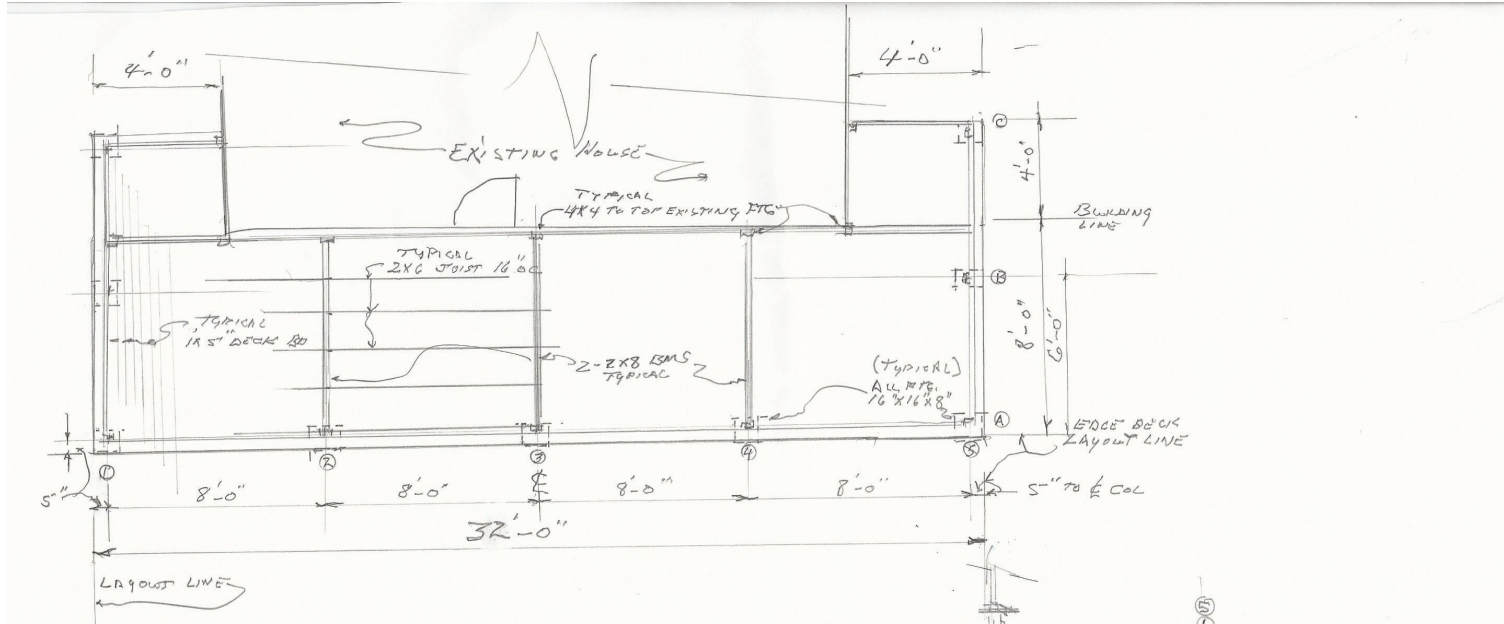
1. This set of plans and specifications are submitted for building permit approval, as well as for Historic District Review Board review and comments.
2. This is a submittal package for the approval of the overall appearance of the modifications related to the dormers and the modifications of the window's size and location. Also, the approval of the addition and modifications related to the front and back porches.
3. This work will not modify or infringe on lot lines, setbacks or distinguish it between it and other structures that require zoning approval.
4. The present structure that will be restored is located on lot #185, instrument # LR16 1360.
5. Because of the present poor condition of the structure and to insure no further damages caused by bad weather, rain, etc., requires the first step in the restoration process to be the repair and installation of a new weather tight roof. With this submittal, we are requesting approval of the dormers and their related work, i.e. windows, doors, etc., as well as, the installation of new windows, siding, and exterior trim to have a weather tight exterior.
6. The modifications to the front porch consist of stripping it down to the original open porch and installing new wood deck with columns and beams as required with minor modifications to each end of the roof to form a hip roof appearance to be compatible with the house itself.

DRAWING INDEX

- 1 OF 8 COVER SHEET (SURVEY, GENERAL NOTES, DRAWING INDEX)
- 2 OF 8 BACK DECK FRAMING PLAN/DETAILS
- 3 OF 8 FIRST FLOOR PLAN
- 4 OF 8 SECOND FLOOR PLAN
- 5 OF 8 THRID FLOOR PLAN
- 6 OF 8 FRONT ELEVATION VIEW
- 7 OF 8 BACK ELEVATION VIEW
- 8 OF 8 SIDE LEFT ELEVATION (RIGHT SIDE SIMILAR)

Jay & Tracy Meadows
 324 Jefferson Avenue
 Cape Charles, VA 23310

Date: April 28, 2020
 Page: 1 of 8
 Cover Page

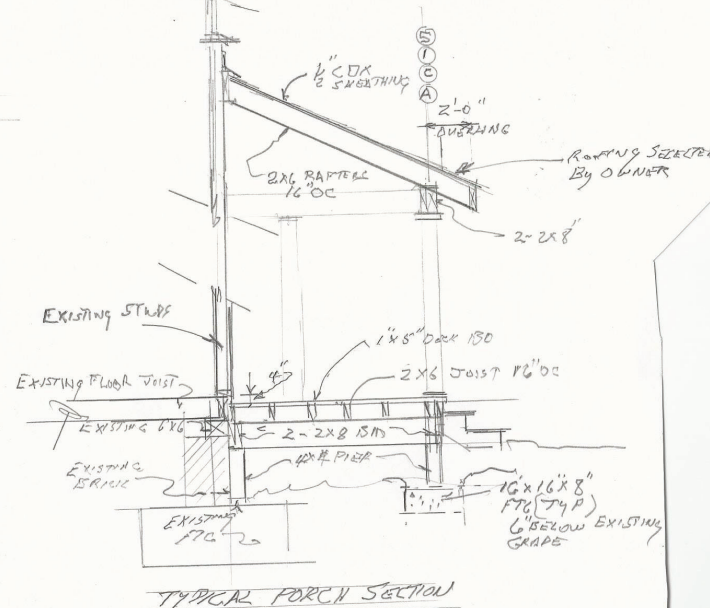


GENERAL NOTES FOR BACK DECK/PORCH FRAMING PLAN:

1. The back porch will be a new addition complying with the Cape Charles "Building a Deck to the Code" requirements along with the permits, zoning requirements and Historic Review Board.
2. The back porch will be approximately 8' wide in the rear extending the full width of the house and 4' beyond on each side and back on each side 5'. The west side edge of the back deck will be 8' and will be the control dimension upon which layout will be made. The 8' deck board will be 5/4 deck boards with a 1" overhang.
3. All lumber for porch deck framing will be southern yellow pine #2 pressure treated for exterior use.
4. The columns will be 5" square columns prefabricated for exterior porch usage. Final selection will be by the owner.
5. This porch floor joist and ceiling joist will be spaced at 16" OC.
6. The concrete footings for piers (4x4) will be 16"x16"x 8" 4000 PSI.
7. The skirt nailer attached to the existing house will be 2"x8" screwed/lag to existing sleeper with 4"x4" pier to existing pier footing @ each existing footing.
8. The 4"x4" piers to be connected to the perimeter beam and skirt with galvanized clips manufactured by Simpson strong tie Z max, for their specific purpose.
9. Each 4"x4" pier will be connected to the 16"x16" concrete footing with a 1/2" anchor bolt embedded in the footing and clipped to a Simpson strong tie Z max galvanized hold down clip.
10. The deck will be 5/4 x6" pressure treated deck board over hanging the perimeter by 1".
11. No hand rail will be required, since the deck height is less than 30" above the existing ground.
12. The steps (2 or 3) from the deck to the ground will be minimum 1' wide tread and not over 8" high. Equally spaced to fit ground height.
13. All fasteners will be 3" galvanized ring shank nails, joist hangers will be installed using Simpson strong tie 8D x 1 1/2" SCN.

Town inspections required for porch deck:

1. Prior to pouring concrete footing.
2. Upon completion of floor framing and prior to deck boards.
3. Upon final completion.



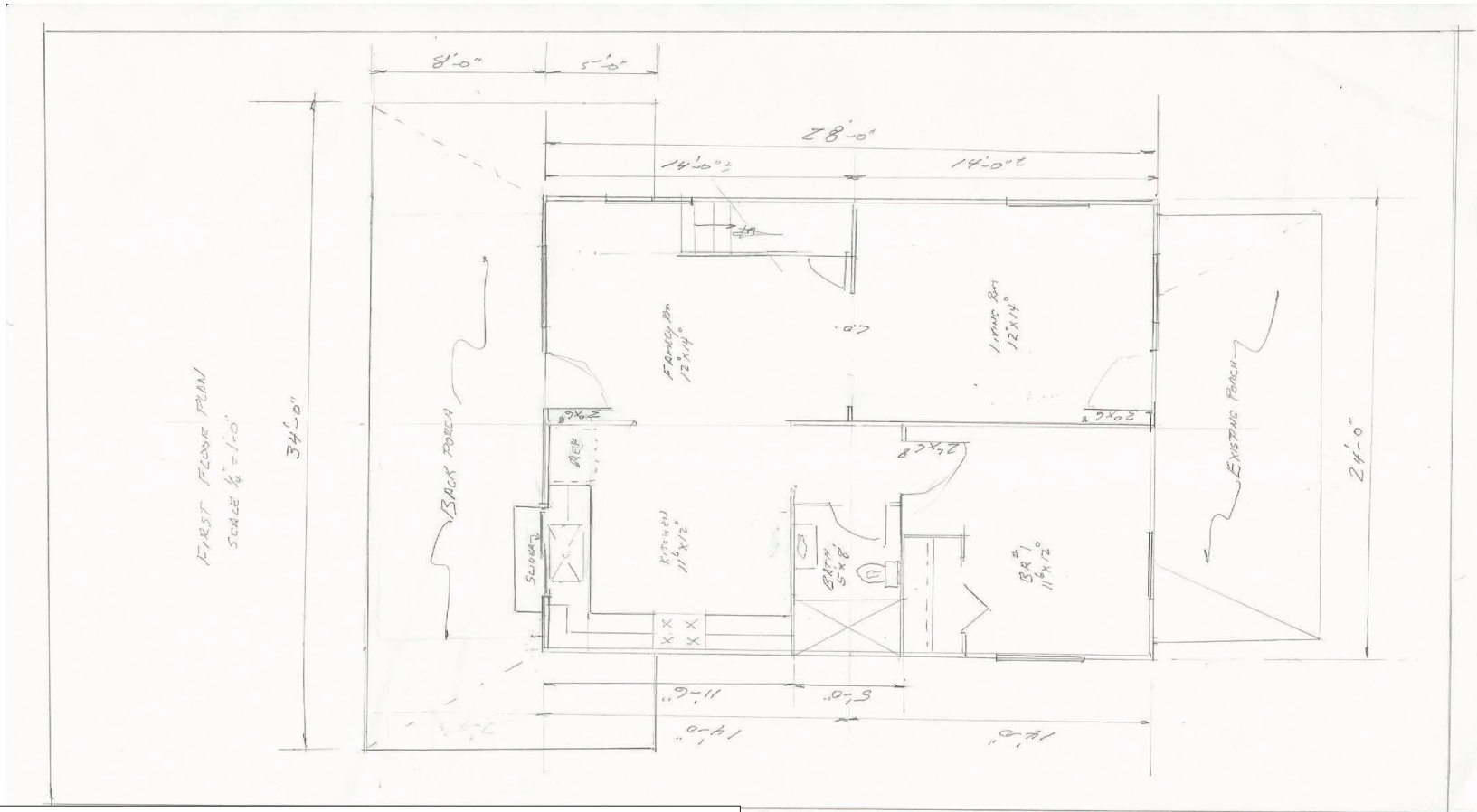
Back Deck Framing Plan Details

Jay & Tracy Meadows
324 Jefferson Avenue
Cape Charles, VA 23310

Date: April 28, 2020

Page: 2 of 8

Back Deck Framing Plan Details



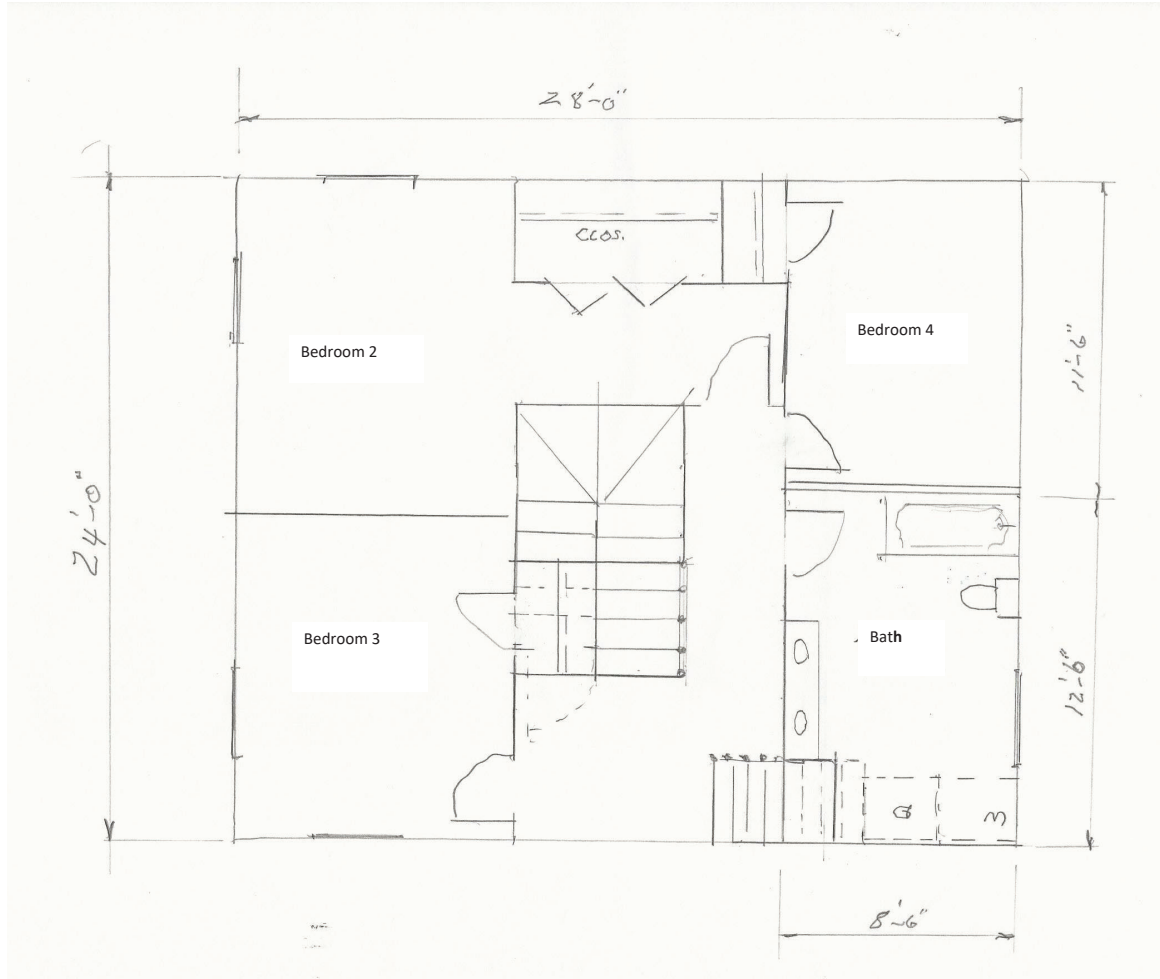
GENERAL NOTES INTERIOR:

1. The interior walls will be stripped down to the stud framing. All water and termite damage will be removed and replaced. The entire structure frame will be mitigated by spraying all framing membranes with antimicrobial spray to kill all mold and mildew that may exist.
2. The entire electric service will be updated or replaced to comply with the current code and ordinances. All electrical outlets, switches, wiring, boxes and any other devices, which are damaged or do not comply, will be replaced as required.
3. Upon completion of all electrical modifications and prior to insulation, an inspection will be required.
4. Upon approval of all in wall electric and other items, spray insulation will be installed to encapsulate all items in the stud cavity.
5. Following insulation, all walls and ceilings will receive 1/2" gypsum wall board and finishes will be selected by the owner.
6. All in wall and floor plumbing will be replaced with new to comply with code. All fixtures will be furnished, selected, and delivered to the job site by the owner.
7. Upon completion of the in wall and floor plumbing modifications, an inspection will be requested.
8. All new floor finishes, both hardwood and tile, will be selected and provided by the owner.

First Floor Plan

Jay & Tracy Meadows
324 Jefferson Avenue
Cape Charles, VA 23310

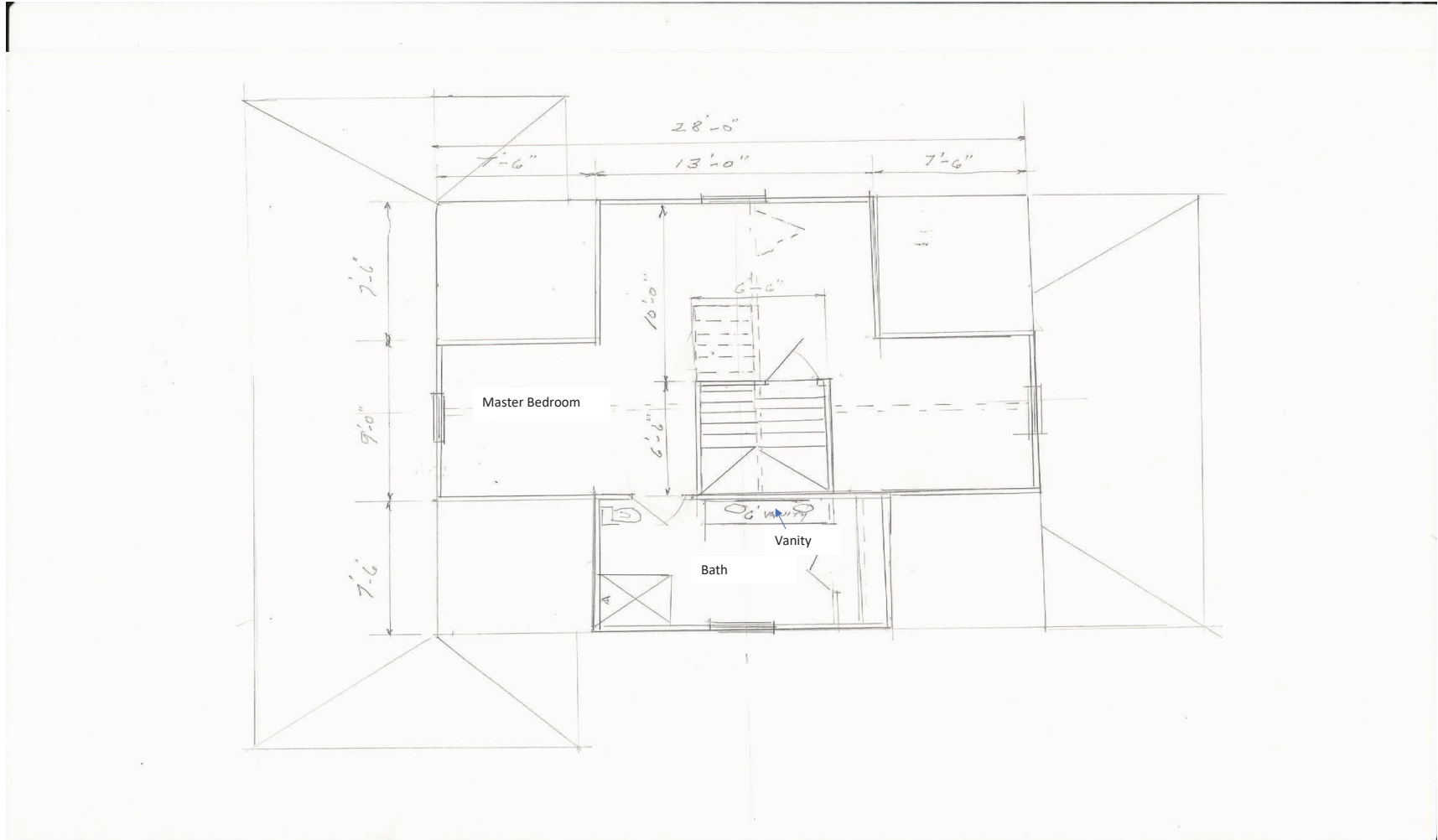
Date: April 28, 2020
Page: 3 of 8
First Floor Plan



Second Floor Plan

Jay & Tracy Meadows
324 Jefferson Avenue
Cape Charles, VA 23310

Date: April 28, 2020
Page: 4 of 8
Second Floor Plan



Third Floor Plan

Jay & Tracy Meadows
324 Jefferson Avenue
Cape Charles, VA 23310

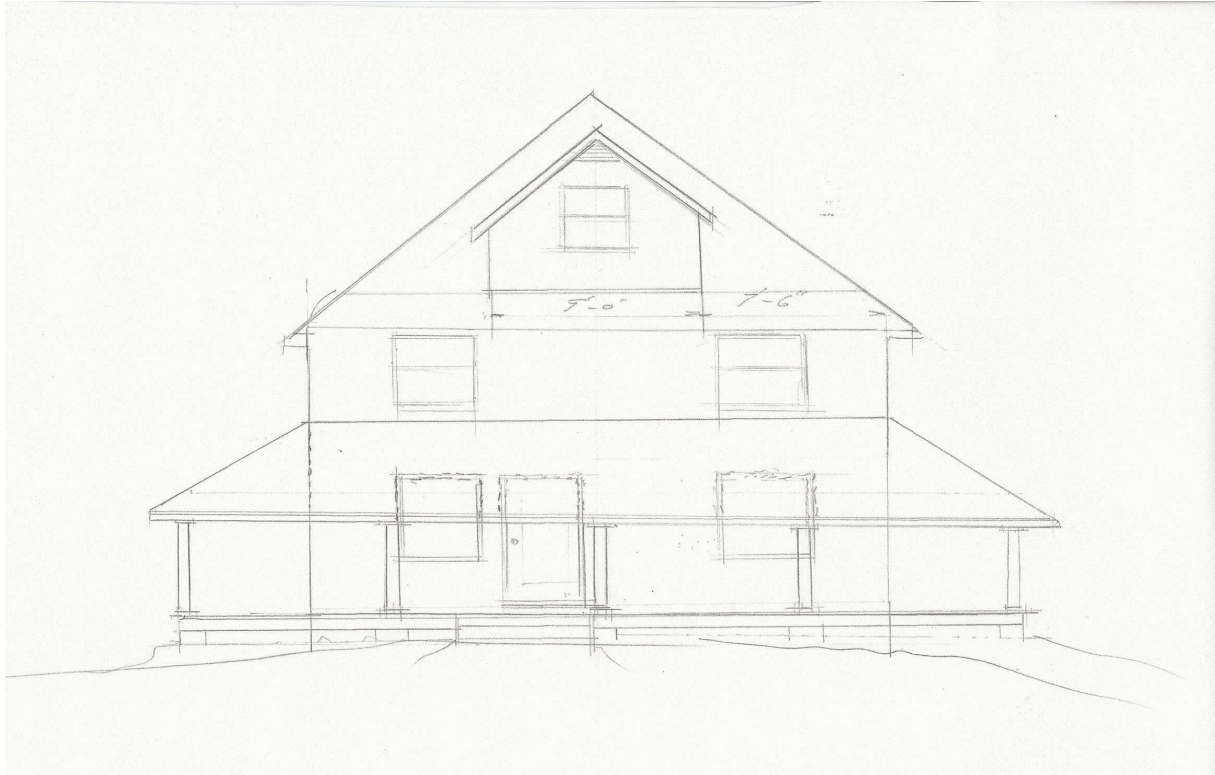
Date: April 28, 2020
Page: 5 of 8
Third Floor Plan



Front Elevation View

Jay & Tracy Meadows
324 Jefferson Avenue
Cape Charles, VA 23310

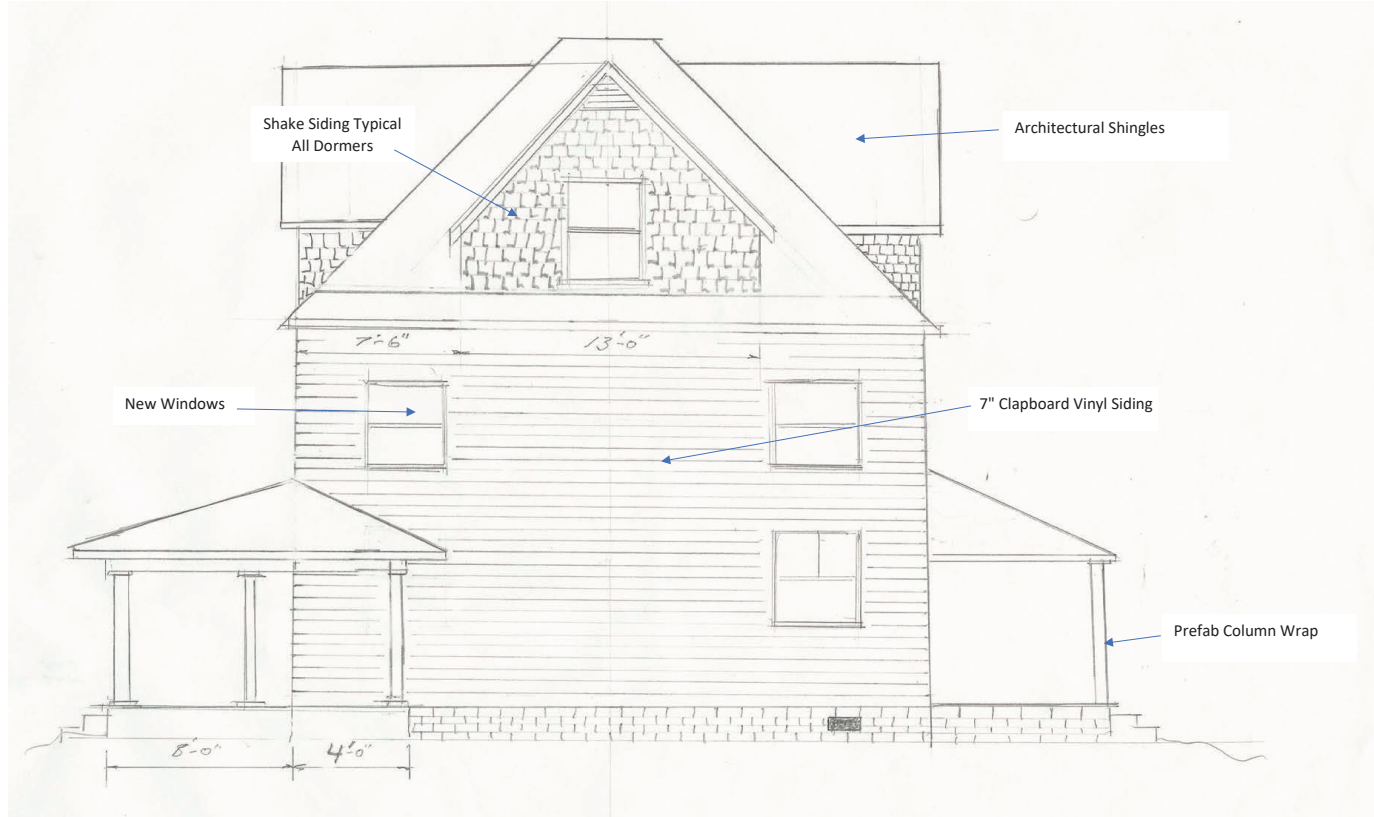
Date: April 28, 2020
Page: 6 of 8
Front Elevation View



Back Elevation View

Jay & Tracy Meadows
324 Jefferson Avenue
Cape Charles, VA 23310

Date: April 28, 2020
Page: 7 of 8
Back Elevation View



East Elevation View (West Side Similar)

Jay & Tracy Meadows
324 Jefferson Avenue
Cape Charles, VA 23310

Date: April 28, 2020
Page: 8 of 8
East Elevation View





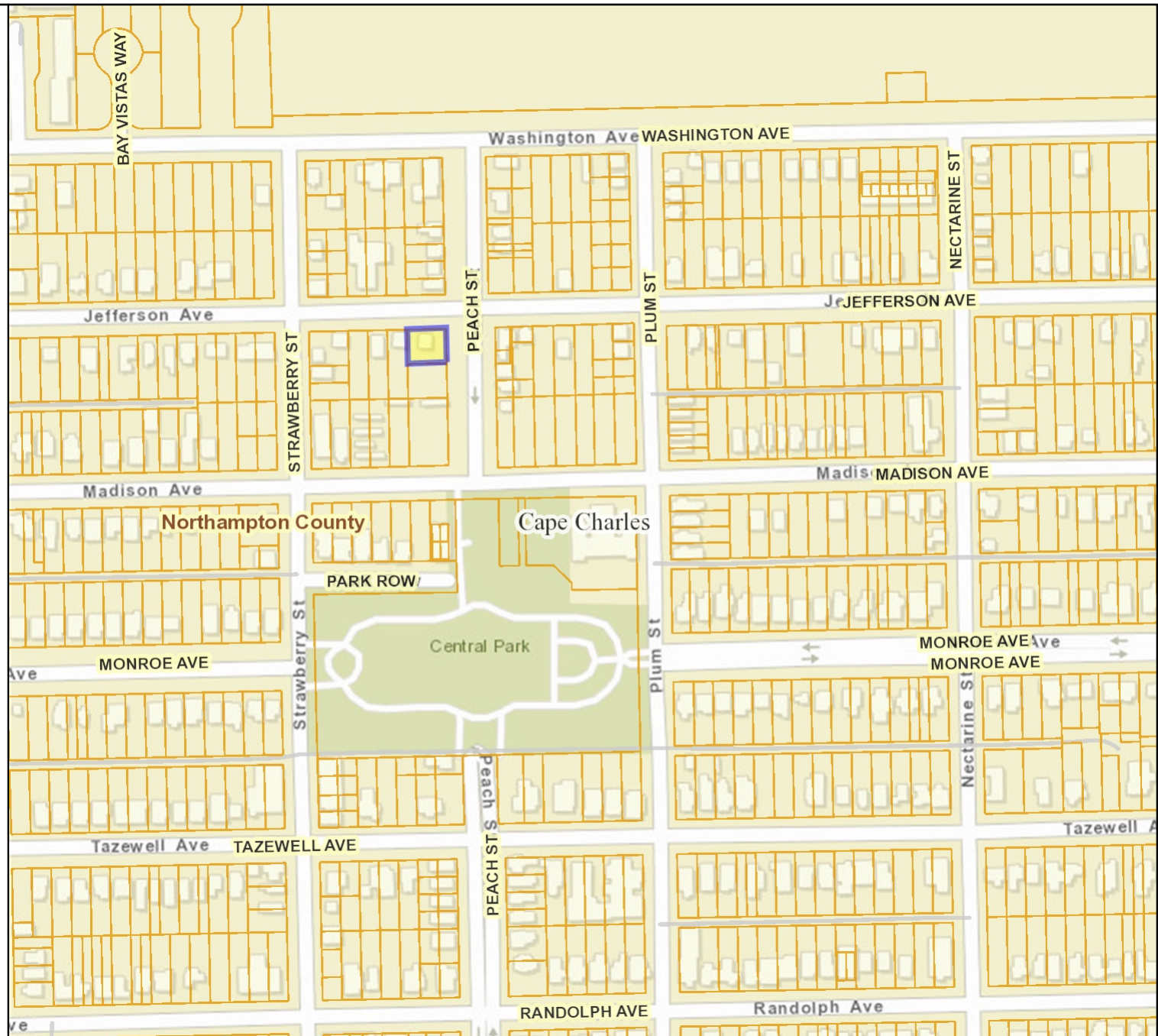




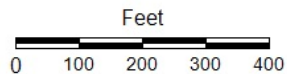
Northampton County, Virginia

Legend

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



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



Title: 324 Jefferson Avenue

Date: 7/15/2020

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HISTORIC DISTRICT REVIEW BOARD

STAFF REPORT

Meeting Date: July 21, 2020

Item #: 5B

Prepared By:	Allyson Finchum – Town Planner
Site Address:	648 Monroe Avenue – tax map #83A3-1-326
Applicant:	Patrick Prendergast
Owner:	Patrick A & Lori Jo Prendergast
Proposed Development:	Construct a one-story rear addition on a single-family detached dwelling
Current Zoning:	<u>Single-Family Residential (R-1)</u>: 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. <u>Historic District Overlay</u>: 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:

Virginia Cultural Resource Information System (V-CRIS) Information:

Contributing Property	
Construction Year	
Architectural Style	

The proposed project is a rear addition on an existing single-family detached dwelling. Per the applicant, “the 16’ x 20’8” one-story addition will be attached to the back of the house per the attached plans. Siding will be hardiplank lap siding. The roof will be a metal roof. The landing and steps will be brick or pavers, not wood. The windows next to the French doors will be tempered glass. The trim will be Aztec or equivalent.

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 height, form, massing, proportion, size, scale, and roof shape should first be reviewed when considering the overall compatibility of the proposed structure (p. 22). 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 Historic District Guidelines state the following for foundations:

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 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 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 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, #1). Remove synthetic siding and restore original building material if possible (p. 57, #2). The use of synthetic siding such as HardiPlank or similar on new buildings within the historic district is allowed (p. 57, #4). Review the historic and architectural significance of surrounding buildings when determining the weather exposure of siding on new buildings (p. 57, #4). 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, #5). 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, #6). 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.”

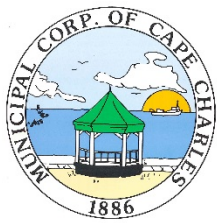
Determination

The Historic District Review Board makes the final determination on whether or not 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



Municipal Corp. of
Cape Charles

Pre-Application Meeting Minutes

Project Address: 648 Monroe Avenue

Project Description: New rear addition

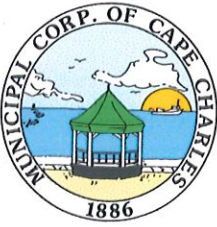
Pre-Application Meeting Date: June 18, 2020

Attendees:

	Name	Title	Contact Information
1.	Jeb Brady	Code Official	codeofficial@capecharles.org
2.	Ed Wells	HDRB Representative	
3.	Pat Prendergast	Applicant/Owner	ljpandpap@comcast.com

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:

- House is a contributing structure
- Rear 1 floor addition not visible from Monroe Avenue.
- Middle window on 2nd floor will be reduced slightly to allow for pitch of A frame roof.
- Foundation is to be parged.
- Hardi-Plank siding
- Standing Seam Metal Roof.
- Re-draw stairs off the rear of the addition. Must include landing per Building Code.
- Metal railing proposed off rear stoop and steps.
- Portico will not be removed.
- Ed Wells suggested Jeb Brady contact Kerry Shackelford, Chairman about possibly approving this administratively due to the fact that it cannot be seen from Monroe Avenue.



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: 648 Monroe Ave. addition to back pf the house
Property Address: 648 Monroe Ave. Cape Charles, Va. 23310
Brief Description of Project: One story addition to the back of the house
Zoning District: HD Current Use: R-1 Proposed Use: R-1

OWNER INFORMATION

Name and Company: Patrick Prendergast
Mailing Address: 648 Monroe Ave. Cape Charles, Va. 23310
Phone Number: 804-564-6563 Email: ljandpap@comcast.net

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: 6/24/2020

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

June 24, 2020

Town of Cape Charles Planning

Subject: Letter of intent to build a one- story addition on the back of the residence at 648 Monroe Ave.

This letter is to provide notice of my intent to build a one-story addition to the back of my residence at 648 Monroe Ave. and obtain the necessary approval and certificate of appropriateness. The 16'x20' 8" addition will be attached to the back of the house per the attached plans. Siding will be hardiplank lap siding. The roof will be a metal roof. The landing and steps will be brick or pavers, not wood. The windows next to the French doors will be tempered glass. The trim will be Aztec or equivalent.

The following items are enclosed:

- Plat and survey of lot 326
- Plans with elevations, specifications, and materials
- Application form for Certificate of Appropriateness
- Payment for application fee

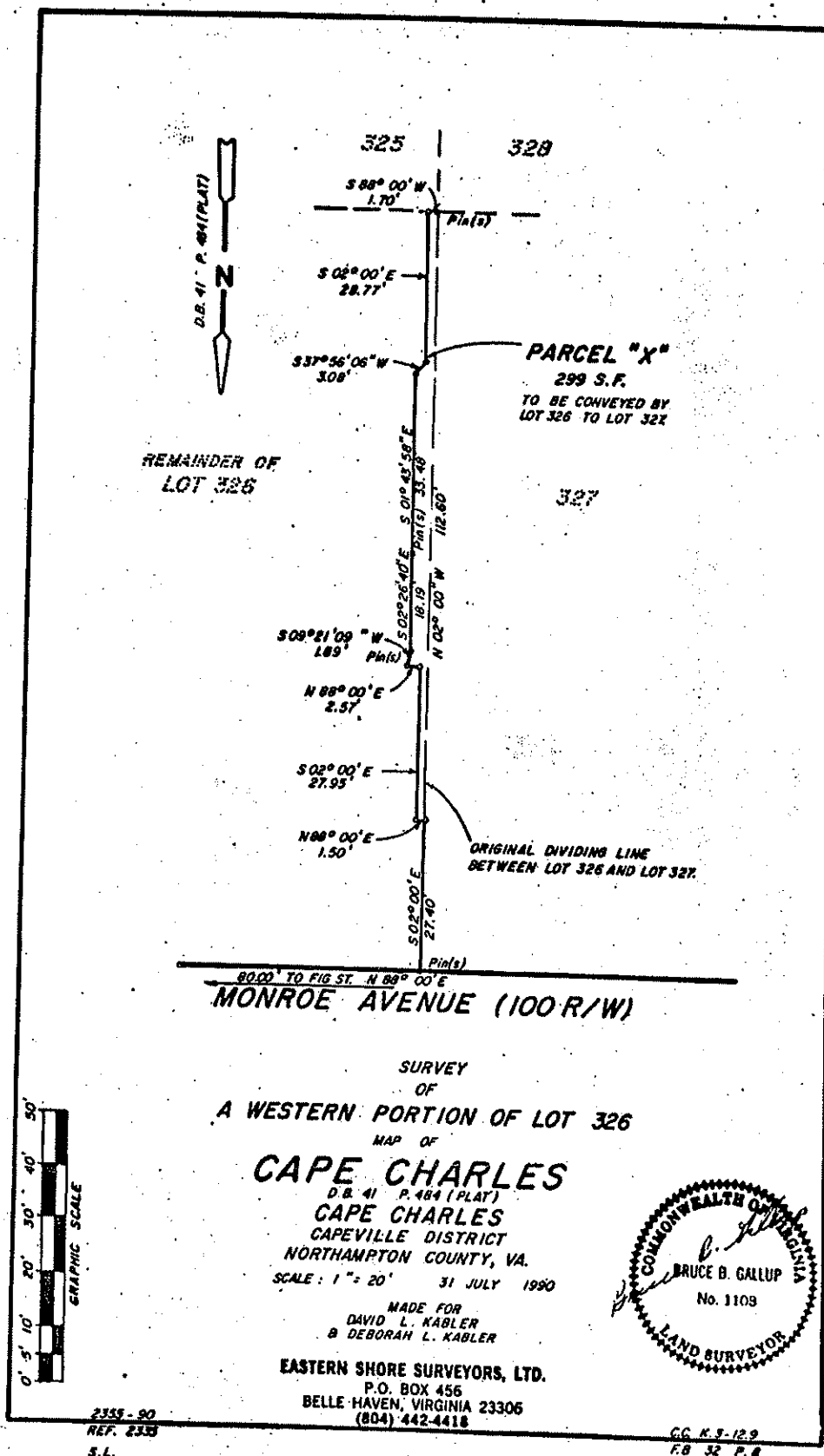
Please contact me for additional information required.

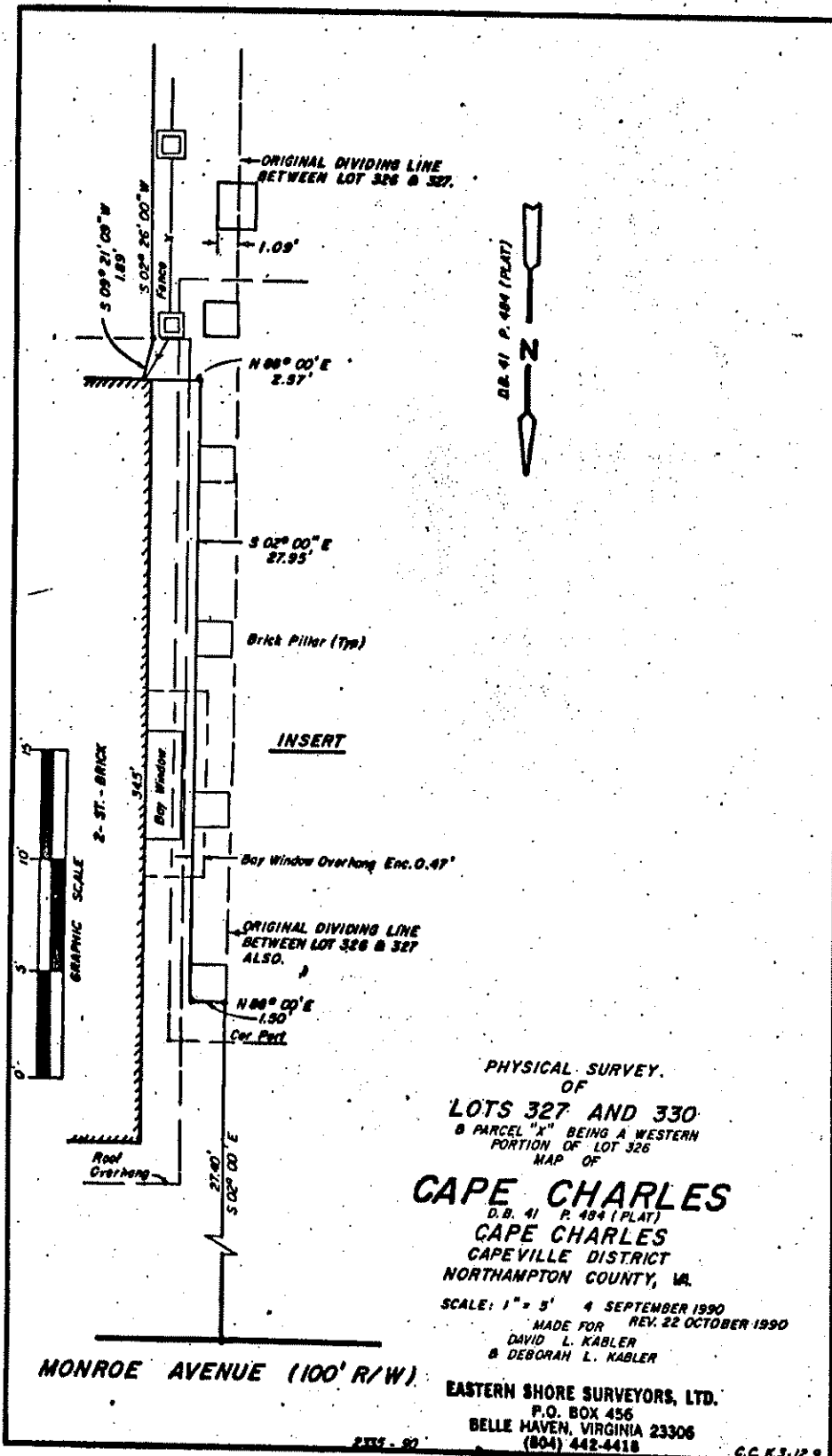
Sincerely,

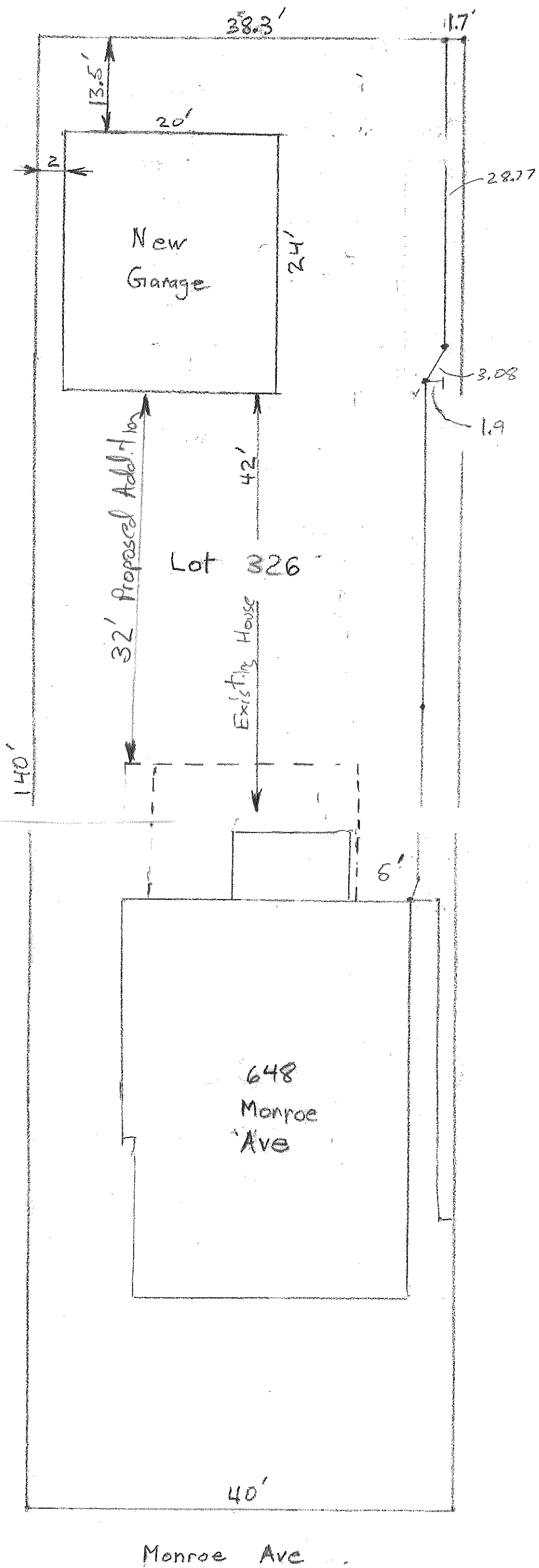


Patrick Prendergast





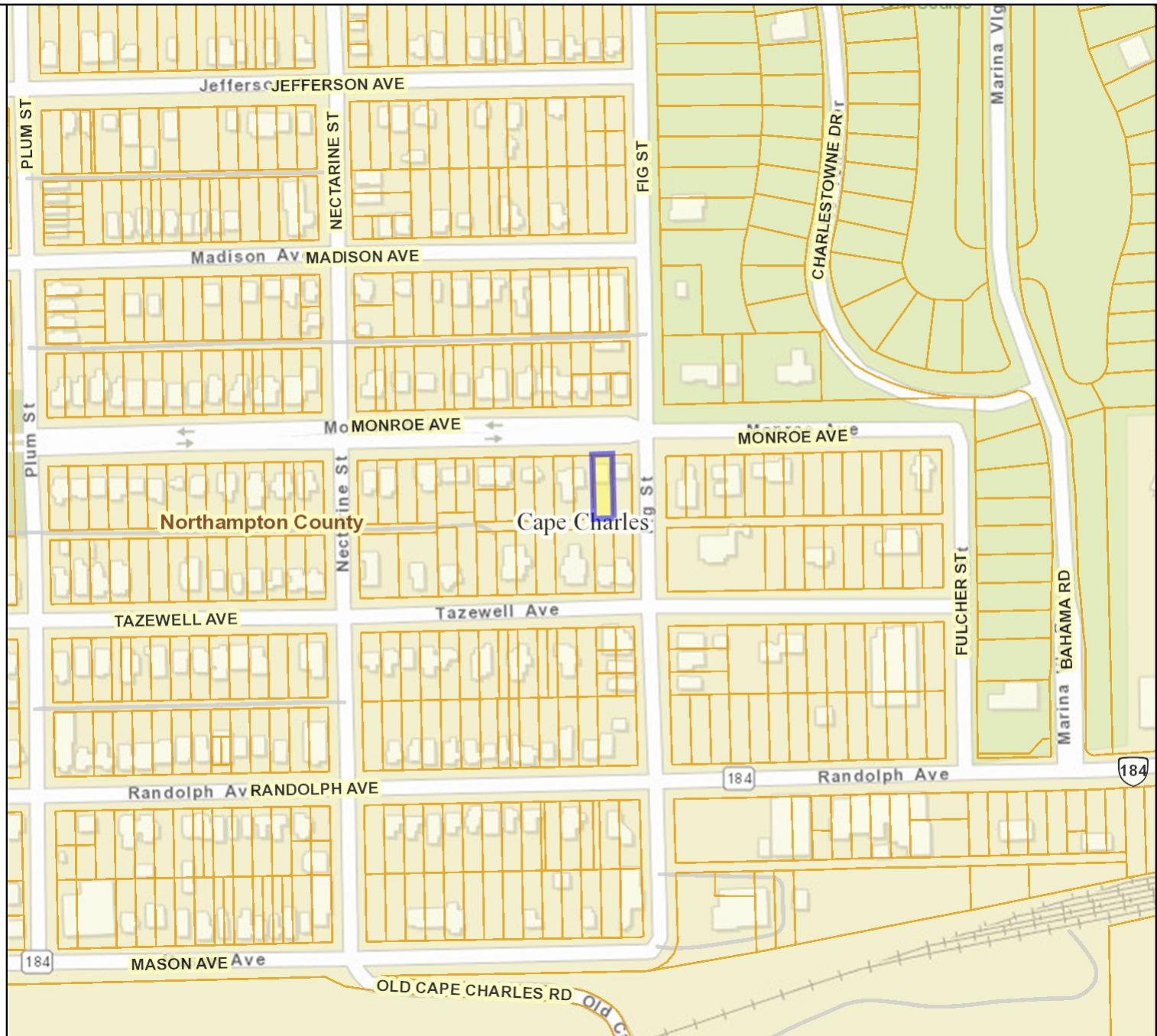




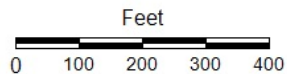
Northampton County, Virginia

Legend

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



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



Title: 648 Monroe Avenue

Date: 3/23/2020

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