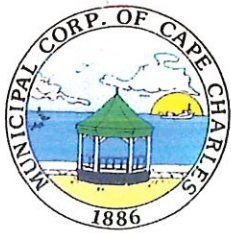


Historic District Review Board

Regular Meeting & Work Session Agenda

Cape Charles Civic Center
November 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. Public Comment
4. Consent Agenda
 - A. Approval of agenda format
5. Unfinished Business
 - A. Application for a Certificate of Appropriateness to demolish and rebuild the front façade wall on a commercial building at 722 Randolph Avenue – tax map #83A4-A-7.
6. New Business
 - A. Application for a Certificate of Appropriateness to renovate the exterior gables on a duplex at 549/551 Monroe Avenue – tax map #83A3-1-255.
 - B. Pre-Application for a Certificate of Appropriateness to construct a rear addition on a single-family dwelling and construct an accessory dwelling at 410 Harbor Avenue – tax map #83A3-2-8-7.
 - C. Pre-Application for a Certificate of Appropriateness to replace windows on a single-family dwelling at 627 Monroe Avenue – tax map #83A3-1-238.
 - D. Pre-Application for a Certificate of Appropriateness to extend an existing porch and to add screening on a single-family dwelling at 416 Randolph Avenue – tax map #83A3-1-596.
7. Other Business
8. Announcements
9. Close Regular Meeting and move to Work Session
10. Order of Business
 - A. Cape Charles Zoning Ordinance Article VIII Proposed Amendments.
11. Adjourn



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: VANCE'S FURNITURE
Property Address: 722 RANDOLPH AVE. CC.
Brief Description of Project: FACADE REPAIR/REBUILD
Zoning District: C1 Current Use: RETAIL Proposed Use: RETAIL

OWNER INFORMATION

Name and Company: VANCE
Mailing Address: _____
Phone Number: _____ Email: VANCESFURNITURE@GMAIL.COM.

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: LEON PARHAM
Mailing Address: 5377 MOCKHORN BAY DR. CC
Phone Number: 757 331 0501 Email: RKTEK@ICLOUD.COM

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: Leon Parham Date: 9/25/20

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

Parham Architect
5377 Mockhorn Bay Drive
Cape Charles, VA 23310
757-331-0591
rktek@icloud.com
www.parhamarchitect.com

9/25/2020

Via: email planner@capecharles.org

Re: Vance's Furniture 722 Randolph Ave

Allison Finchum Planner
Cape Charles, VA

Dear Allison:

Herewith please find Certificate of Appropriateness application form, and preliminary plans, and photos for your review in order to find out how to proceed with this.

The main issue is obviously a failing façade, evidenced by the deteriorated crumbling brick and the leaning modern cmu parapet wall above.

The wall will have to be demolished, new footing cmu w/ brick veneer in the same motif, but I am using the adjacent building as an example. It appears to be leaning as well but has some repair. Because of the remains and positioning of pilasters on 722, I believe the original was something like the adjacent building to the East.

At this point, that's all I have, there is no site work at this point, basically a major repair. Let me know what you think.

Sincerely,

Leon F Parham R.A., NCARB



HISTORIC DISTRICT REVIEW BOARD

STAFF REPORT

Meeting Date: November 17, 2020

Item #: 6A

Prepared By:	Planning Staff
Site Address:	549/551 Monroe Ave (Tax Map #83A3-1-255)
Applicant:	Deborah Glover and Anne Vantine
Owner:	Deborah Glover and Anne Vantine
Proposed Development:	Exterior Renovations – Replace Gable Siding

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.

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.

All zoning requirements for the zoning district have been met for the scope of this application.

Description of Proposed Project:

1. Replace missing and damaged vinyl ½ round siding on the front and rear gables and the gables above the four dormer windows with real cedar ½ round.

This project is considered renovations to a contributing structure.

Pre-application Meeting:

A pre-application meeting was held with the board on October 20, 2020. Informal comments made by board at that time:

- Applicants were requested to determine what was under the current damaged vinyl siding and determine the extent of damage, if any, to original siding.

National Register/Historic District Guidelines/Ordinances:

This dwelling is listed as a contributing structure in the 1990 National Register (period of significance through 1940).

This dwelling is listed as a contributing structure in the updated 2019 National Register (period of significance through 1964).

Staff Notes/Observations:

- Hardie siding has been already placed on the front façade of the house some time ago. If ½ round is not permitted on the front gable, the width of the original gable wood siding, if restorable, may not match the Hardie width.
- The applicants, at their own risk, had purchased the cedar replacement material.

Recommendation:

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is approvable for the application.

Attachments:

Attachment 1 – Application and Documents

Attachment 1 – 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: Gable siding replacement
Property Address: 549/551 Monroe Avenue; Cape Charles, VA 23310
Brief Description of Project: Replace Gable 1/2 round vinyl siding with cedar 1/2 round siding
Zoning District: _____ Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: Deborah Glover and Anne Vantine
Mailing Address: 3405 Fort Lyon Drive; Woodbridge, VA 22192
Phone Number: 7035657647/202320094 Email: capecharleshouse@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Deborah Glover and Anne Vantine
Mailing Address: 3405 Fort Lyon Drive; Woodbridge, VA 22192
Phone Number: 7035657647/202320094 Email: capecharleshouse@gmail.com

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: *Deborah Glover / Anne M Vantine* Date: 10-28-2020

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

**Letter of Intent for Exterior restoration of
549/551 Monroe Avenue; Cape Charles, VA 23310**

Our goal is to complete the project that we had a permit for but for a variety of reasons took much longer than desired or anticipated to put new siding on the front of our duplex (with a goal to complete the remaining three sides as we are able financially). What is left to complete and is the reason for this letter is putting up wood cedar ½ round siding in the gables of the front and back of the house and above the four dormer windows on the roof. We had intended to put green Hardie board all of the way up to the top but was advised by our contractor that the town wanted us to put up ½ round siding in the gables because there were ½ rounds in the gables before. With that in mind, we were going to just repair the vinyl ½ rounds currently there but we could not get product that would match what had been used and it had been installed incorrectly so even if they found enough product, they would have to replace all of the vinyl. Not being a fan of vinyl, we instead opted for real cedar ½ round siding. Our contractor advised us that it didn't matter what the material used was so long as it is shaped as ½ rounds. It was more expensive and took us longer than planned to get the cedar product delivered to us, but we feel strongly that it is a more durable product, more historically accurate and definitely more aesthetically pleasing so were willing to wait for it and to spend more for it. When the cedar was finally delivered, our contractor could not get the labor needed to install it. In the meantime, even more of the gable siding has blown off and are damaged.

Now that the summer rental season has ended and we have a new contractor able and willing to begin the installation right away, we'd respectfully like to request that we be allowed to finish the project that was started as soon as possible so we don't risk further water damage to the house.

We are including pictures of the cedar ½ round planks and a picture of a similar house to show what we hope the finished product will look like.

Thank you so much for your time and efforts on our behalf.

Deborah Glover

and

Anne Vantine

331- 3259 Jeb

Picture of the siding that we have on hand ready to install





GRACE VYCOR® PLUS

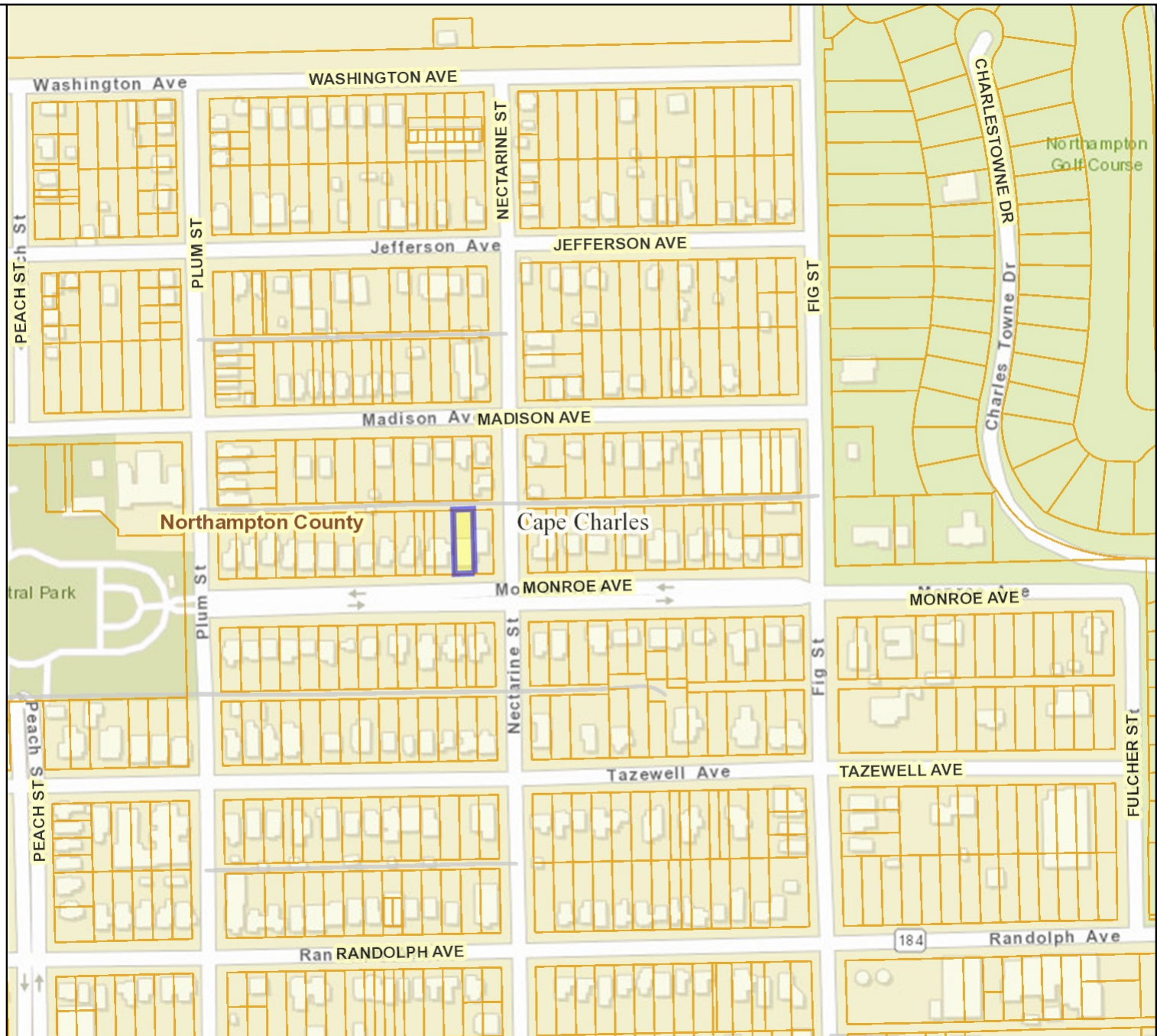




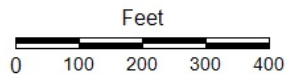
Northampton County, Virginia

Legend

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



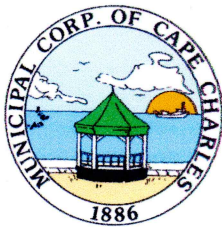
Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 549-551 Monroe Avenue

Date: 10/13/2020

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.



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: Sam & Amy Scharpf

Mailing Address: 7829 Fulbright Court Bethesda, MD 20817

Phone Number: 202.365.4814

Email: samscharpf@yahoo.com

PROJECT SUMMARY

Address of Project: 410 Harbor Ave. Cape Charles, VA 23310

Application Type (rezoning, variance, etc.): Building addition and accessory dwelling

Total Acreage of Project: .013

Detailed Description (Include proposed use(s) and square footage of floor area for each use):

One story back-of-house addition with a stucco foundation encompassing a space of approximately 10' x 18' (180 square feet).

Building of new new shed with an accessory dwelling on top of it (two story structure), with dimensions of 13' x 30' (390 square feet).

Signature of Applicant: _____

Date: _____

10/22/2020

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____

Letter of Intent for building permit

Sam & Amy Scharpf

410 Harbor Ave.

Cape Charles, VA 23310

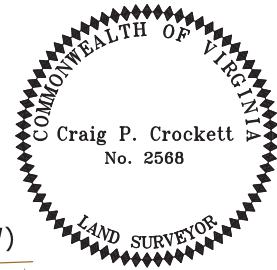
202.365.4814

We would like to push out the back of our house at 410 Harbor Ave. to incorporate a full bathroom and expanded utility room. This would be a one story addition with a stucco foundation encompassing a space of approximately 10' x 18' (180 square feet). Our backyard is sizeable enough to easily accommodate the addition, and we would use vinyl windows and siding to match the existing house walls.

Additionally, we have an extremely dilapidated shed in our backyard by the alley with holes in its roof and sagging walls. We would like to tear that structure down and build a new shed with an accessory dwelling on top of it. The existing shed's dimensions are 10' x 28', and the new structure would be 13' by 30'. It would be a two-story structure with: 1) a functioning shed for a vehicle and tools on the ground floor, and 2) an accessory dwelling on the second floor containing one bedroom, a kitchenette, small living space, and full bathroom. Egress to the second floor would be through stairs on the alley side of the building, and there would be a dedicated parking spot as well.

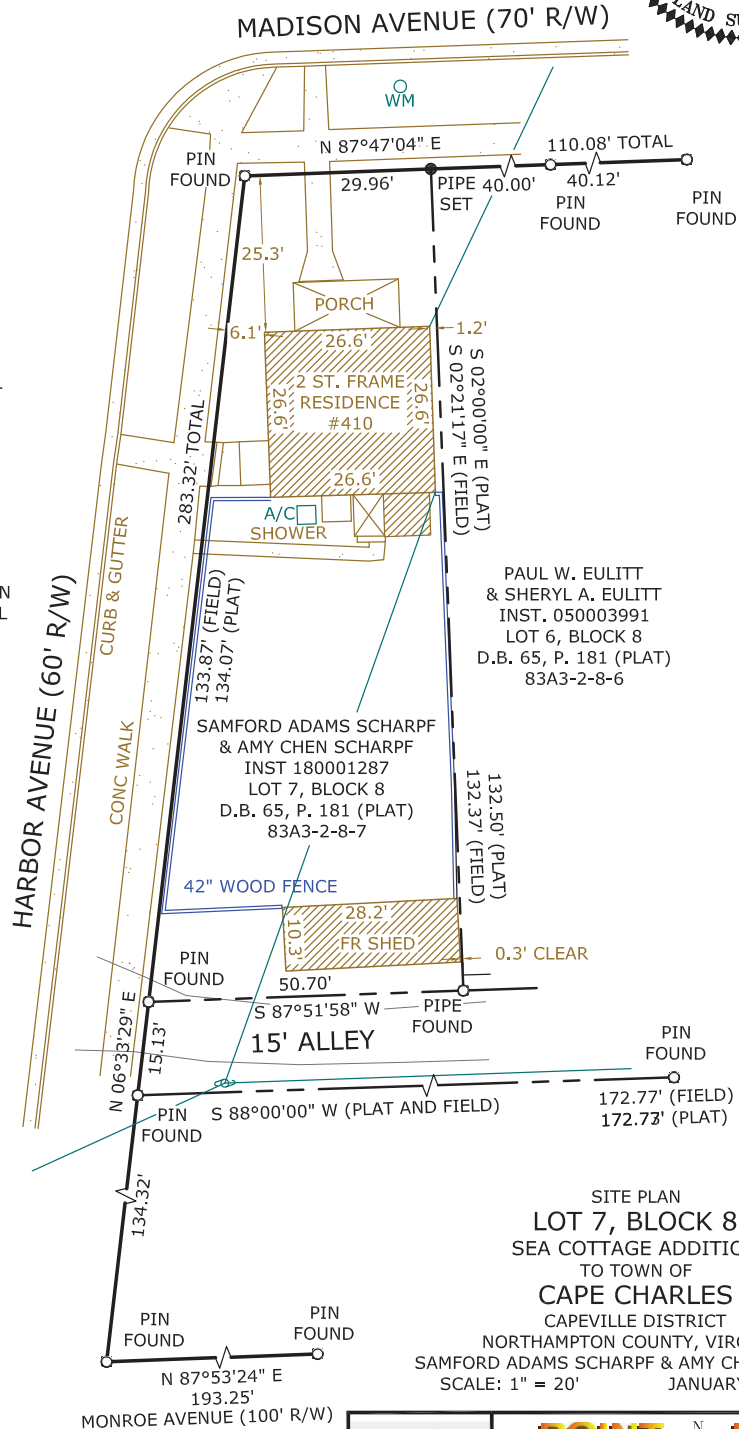
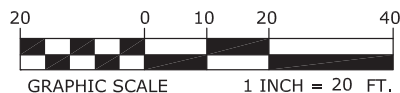
SURVEYORS CERTIFICATION

I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



GENERAL NOTES:

- OWNERS: SAMFORD ADAMS SCHARPF & AMY CHEN SCHARPF
- TAX PARCEL: 83A3-2-8-7
- SOURCE OF TITLE: INST. 180001287
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN JANUARY 2020 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON FALLS IN ZONE OF 0.2% ANNUAL CHANCE.
- PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
D.B. 65, P. 181 (PLAT)



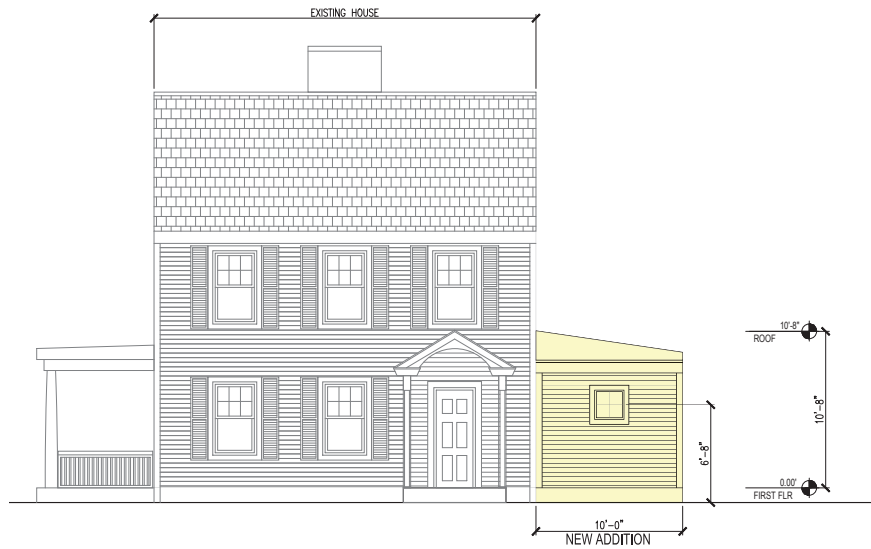
SITE PLAN
LOT 7, BLOCK 8
SEA COTTAGE ADDITION
TO TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
SAMFORD ADAMS SCHARPF & AMY CHEN SCHARPF
SCALE: 1" = 20'
JANUARY 13, 2020



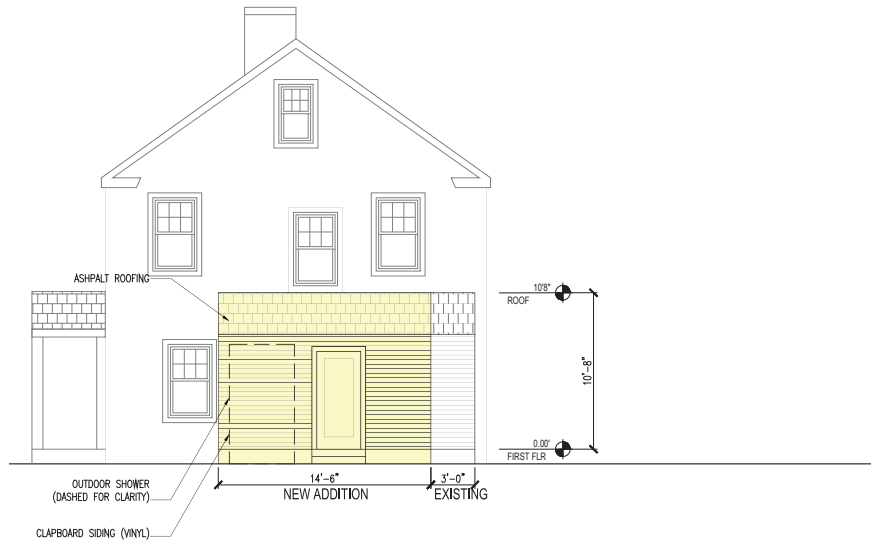
POINT NORTH

POINT NORTH SURVEYING LLC
P.O. Box 701, (757) 709-3008
Onley, VA. 23418 pointnorthsurveying@gmail.com

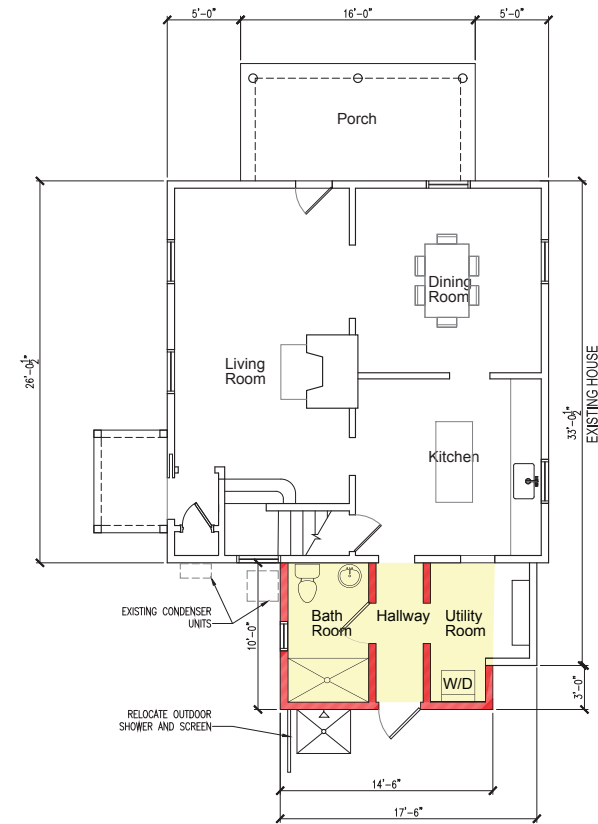
DRAWN BY: CROCKETT FIELD BOOK: FILE COPY
BACK TRAV: CROCKETT PROJ. NO: 20001



2 PROPOSED ELEVATION - HARBOR STREET
1/4"=1'-0"



3 PROPOSED ELEVATION - REAR
1/4"=1'-0"



1 FLOOR PLAN
1/4"=1'-0"

DESIGN

410 HARBOR AVENUE

410 Harbor Avenue
Cape Charles, VA. 23310

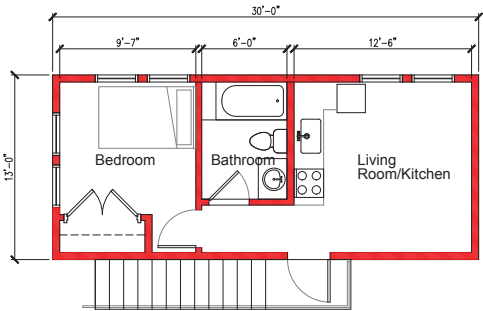
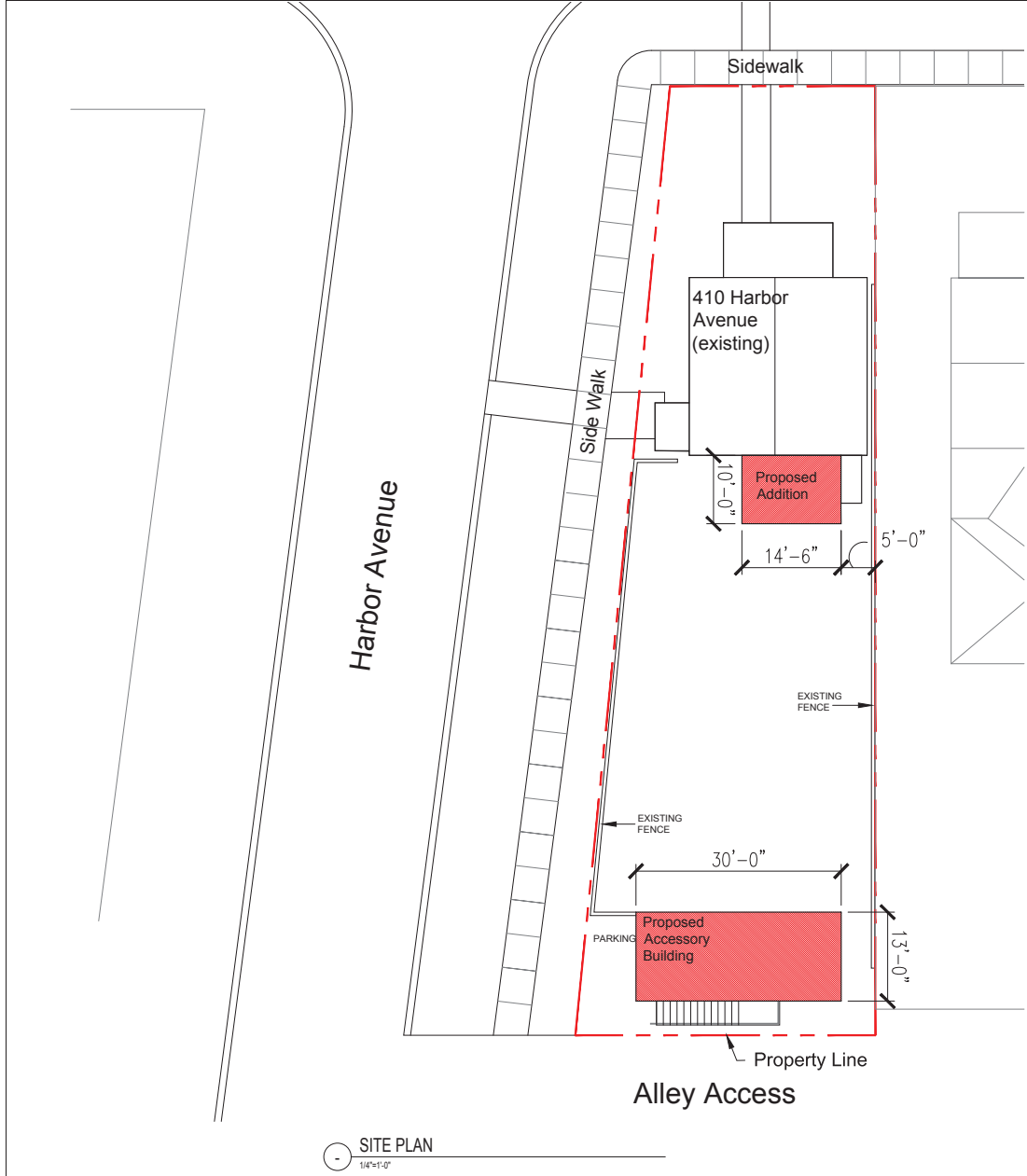
DRAWING NOTES:
THIS DRAWING SHALL REMAIN THE PROPERTY OF THE ARCHITECT. REPRODUCTION OF THIS DRAWING OR THE SPECIFICATIONS ASSOCIATED WITH THIS PROJECT WITHOUT THE ARCHITECT'S AGREEMENT IS FORBIDDEN. THE PLANS AND SPECIFICATIONS OF THIS PROJECT SHALL NOT BE USED BY THE OWNER ON OTHER PROJECTS EXCEPT BY AGREEMENT IN WRITING AND WITH APPROPRIATE COMPENSATION TO THE ARCHITECT.
THE DRAWINGS ARE DIAGRAMMATIC. DO NOT SCALE. CONTRACTOR TO VERIFY ALL SITE CONDITIONS AND RESPONSIBLE FOR DIMENSIONAL COORDINATION WITH SUBCONTRACTORS WORK PRIOR START OF WORK.

FLOOR PLAN AND ELEVATIONS

SCALE: AS NOTED
DATE: Sept. 24, 2020
DRAWN BY:
CHECKED BY:



A1



DESIGN
-

410 HARBOR AVENUE
410 Harbor Avenue
Cape Charles, VA. 23310

DRAWING NOTES:
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FLOOR PLAN AND SITE PLAN

SCALE: AS NOTED
DATE: Sept. 24, 2020
DRAWN BY:
CHECKED BY:

A2

Siding

- Mainstreet
- RigidForm Technology
- .042" thickness
- Class 1(A) fire rating

Door

- Fiber-Classic & Smooth-Star Door Construction
- Composite Fiberglass Door
- Polyurethane foam core insulation

Roof

- Englert
- Standing Seam Metal
- 1300 Series 1" high seam

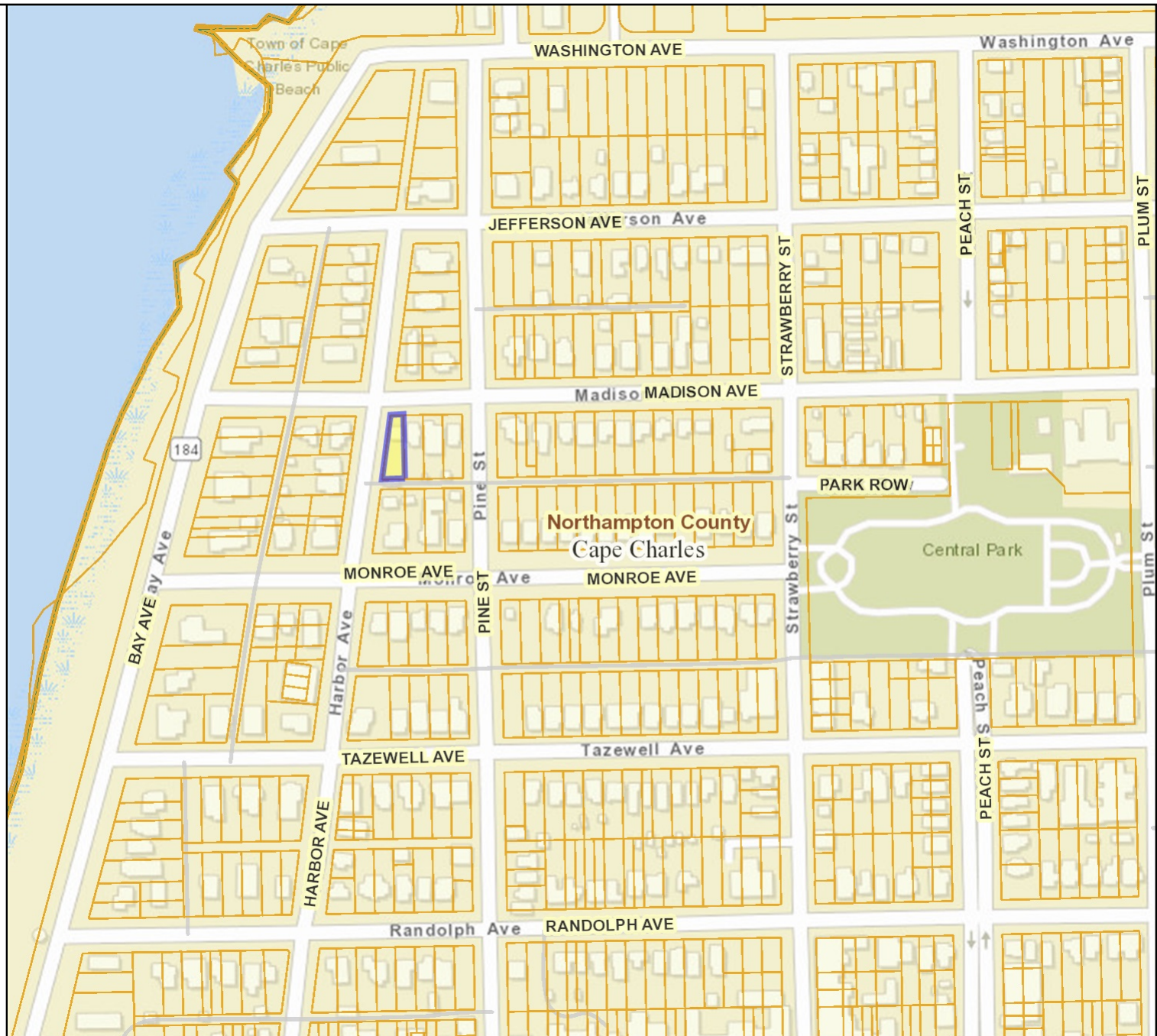
Windows

- Interstate
- White Vinyl
- 6/0 flat grids, Low E/Argon, ½ Screen

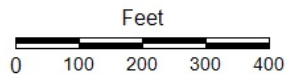
Northampton County, Virginia

Legend

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



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



Title: 410 Harbor Avenue

Date: 11/10/2020

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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: Rickris Inc DBA The Window Guru (Richard Arnetta)
Mailing Address: 208 A 88th Street Virginia Beach, VA 23451
Phone Number: 757 373 3786 Email: TheWindowGuru@cox.net

PROJECT SUMMARY

Address of Project: 627 Monroe Avenue
Application Type (rezoning, variance, etc.): Historic Committee Approval
Total Acreage of Project: N/A

Detailed Description (Include proposed use(s) and square footage of floor area for each use):

Remove current windows and replace
with new energy star energy efficient
replacement windows to match current
windows including current grid (mullion)
patterns

Signature of Applicant: _____

Date: _____

11/3/2020

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
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planner@capecharles.org

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|---|--|
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| ☐ 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: Robert & Therese Mucha
Property Address: 627 MONROE Avenue
Brief Description of Project: Window Replacement (To Match current)
Zoning District: _____ Current Use: Window Proposed Use: Window Window

OWNER INFORMATION

Name and Company: RICKRIS INC. DBA THE WINDOW GURU
Mailing Address: 208 A 88th Street Virginia Beach, VA 23451
Phone Number: 757-373-3786 Email: THEWINDOWGURU@COX.NET

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: RICHARD 'Rick' CARRETTA
Mailing Address: 208 A 88th Street Virginia Beach, VA 23451
Phone Number: 757-373-3786 Email: THEWINDOWGURU@COX.NET

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: Nov 3rd 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





heritage *Deluxe*



Our Heritage Deluxe model is the ultimate in sensibility and beauty. Designed for significant performance in all climates, the glass, spacer and feature package is practical in both fit and function. All of our exceptional Heritage features and components are included, but further enhanced with these specifications:



- *LoE 366®*
- *Neat®/Preserve™ – Coatings & Film*
- *DualTech Latch and Lock™*
- *MagnaSeal*
- *Extruded Full Screen*
- *Gold Warranty*
- *Double Strength Glass*
- *Exterior Foam Insul Wrap*
- *Energy Star Rated*



White



Beige



Creme White



Light Oak



Medium Oak



Cherry

Finishes available in white, beige, creme white with interior laminated options in cherry, medium oak, light oak or a variety of exterior PRIZM colors.



*Colors are not an exact match.
Refer to samples for accurate color match.*

Prizm Exterior Acrylic Coating

Would you like your windows to be a custom exterior color? You can have any color you like! Joyce Windows offers Prizm Exterior Acrylic Coating (EAC) to create any color exterior windows! Prizm is a custom acrylic copolymer coating! This unique color application process creates virtually maintenance-free exterior colors that will not chip or peel like painted wood or vinyl windows. The color has excellent long-term retention and, in many cases, actually improves the heat absorption over standard vinyl colors. This product is AAMA certified and fully-warranted. With Joyce Windows, choose from ten standard colors or custom match, the right look is certainly available for your home.

Earth Brown	Barn Red	White
Musket Brown	Country Green	Desert Sand

EAC Specifications

- Acrylic Copolymer Coating
- Virtually Maintenance Free
- Excellent Long Term Color Retention
- Reflective Pigments Minimize Heat Absorption

Bronze

Black

Harbor
Stone

Natural Clay

- No Chipping or Peeling
- AAMA Certified
- Fully Warranted

Grids

- Available flat, contoured, brass pencil, colonial, diamond, prairie, and double prairie
- Placed between the panes of glass for a smooth elegant appearance

Vinyl replacement windows beautify your home while reducing energy costs. Vinyl windows, made from extruded polyvinyl chloride (PVC), have become the industry standard because of their durability, thermal efficiency, and maintainability. Vinyl will not rust, scratch, or peel. Custom sizes, a variety of insulated glass systems, and many available options are available to meet your needs. Not every single window in your home has to be the same exact type. A combination of slider, picture, awning, and casement windows looks beautiful and allows different ventilation patterns throughout your home.

Heritage Double Hung



Heritage Double Hung windows offer top-of-the-line features, with a classic coved frame for a quarter-round wood moulding look. Our exclusive magna-seal, a magnetic weather stripping at critical points, seals your window much like the most air-tight door in your home, your refrigerator door, for optimum energy efficiency. In double hung windows, both the top and bottom sash open to provide the ventilation you desire and tilt in for easy cleaning.

FEATURES



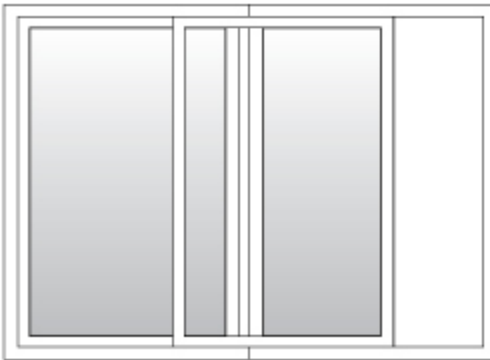
- - Exclusive magnetic sill—airtight fit for the ultimate in energy performance
- - Coved interior sash
- - Tilt-in sash for easy cleaning
- - Beveled exterior frame
- - Foam-insulated sash and/or frame
- - State of the art composite reinforcement
- - Stainless steel sash balance system is maintenance-free
- - Dual-cam locks on windows wider than 18"
- - Secure-lock screen option deters removal from outside
- Dual-ventilation vent stops add security with windows partially open

Heritage Slider



Heritage Slider windows offer top-of-the-line features, with a classic coved frame for a quarter-round wood moulding look. In slider windows, the sash swing in for easy cleaning, and slide or maximum ventilation. Heritage Slider windows offer top-of-the-line features, with a classic coved frame for a quarter-round wood moulding look.

FEATURES



- - Airtight sash fit for the ultimate in energy performance
- - Coved interior sash
- - Swinging sash for easy cleaning
- - Beveled exterior frame
- - Foam-insulated sash and/or frame
- - Dual-cam locks on windows wider than 18"
-

- Secure-lock screen option deters removal from outside
-
- Dual-ventilation vent stops add security with windows partially open
- Thermal Efficient Composite Reinforcement

Composite Reinforcement



- Non-conductive
- Composite reinforced lock and keeper rail
- Increased strength and rigidity



Magna Seal

- Superior magnetic seal
- Keeps the cold out

Recessed Tilt Latches



- Easy to slide
- Slide both latches to tilt in window



Tilt-in Sashes

- Clean your windows in comfort of being inside
- Available in double hungs and optional on sliders

Dual Vent Locks



- Security of keeping your window partially open, prevents opening from the outside



Heavy Duty Cam Locks

- Pick resistant
- Keeps sashes securely in place for maximum weather protection

Joyce Windows exclusively uses SmartShield Glass providing the best performance and value for your windows. SmartShield has specially formulated window glass packages for any climate or

budget. Cooler in the summer and warmer in the winter, SmartShield Glass is the best choice for your home.

COATED

GLASS

Low Emissivity (Low E) glass keeps the heat out in the summer. During winter, Low E glass keeps the heat inside and the bitter cold – outside. Low E also reduces UV penetration to protect furniture and carpets from fading.

WHATEVER GLASS OPTION YOU CHOOSE, ALL JOYCE WINDOWS HAVE A LIFETIME GLASS WARRANTY. SEE WARRANTY FOR DETAILS.

R-values depend on glass type, spacer, and overall thickness. For a complete listing see the NFRC website www.nfrc.org.

Joyce Windows believes in excellence. The owners and management believe that with continued training and the expectation of excellence, our products will continue to be the best in the industry. We are so sure of this we offer strong warranties to back every product.

All installed windows are warranted to be free of defects in materials and workmanship for as long as the purchaser resides at or owns the home. The sealed insulated glass unit is warranted against defects resulting in material obstruction of vision. Details of the warranty and claims can be found on the warranty card which accompanies each product purchased.

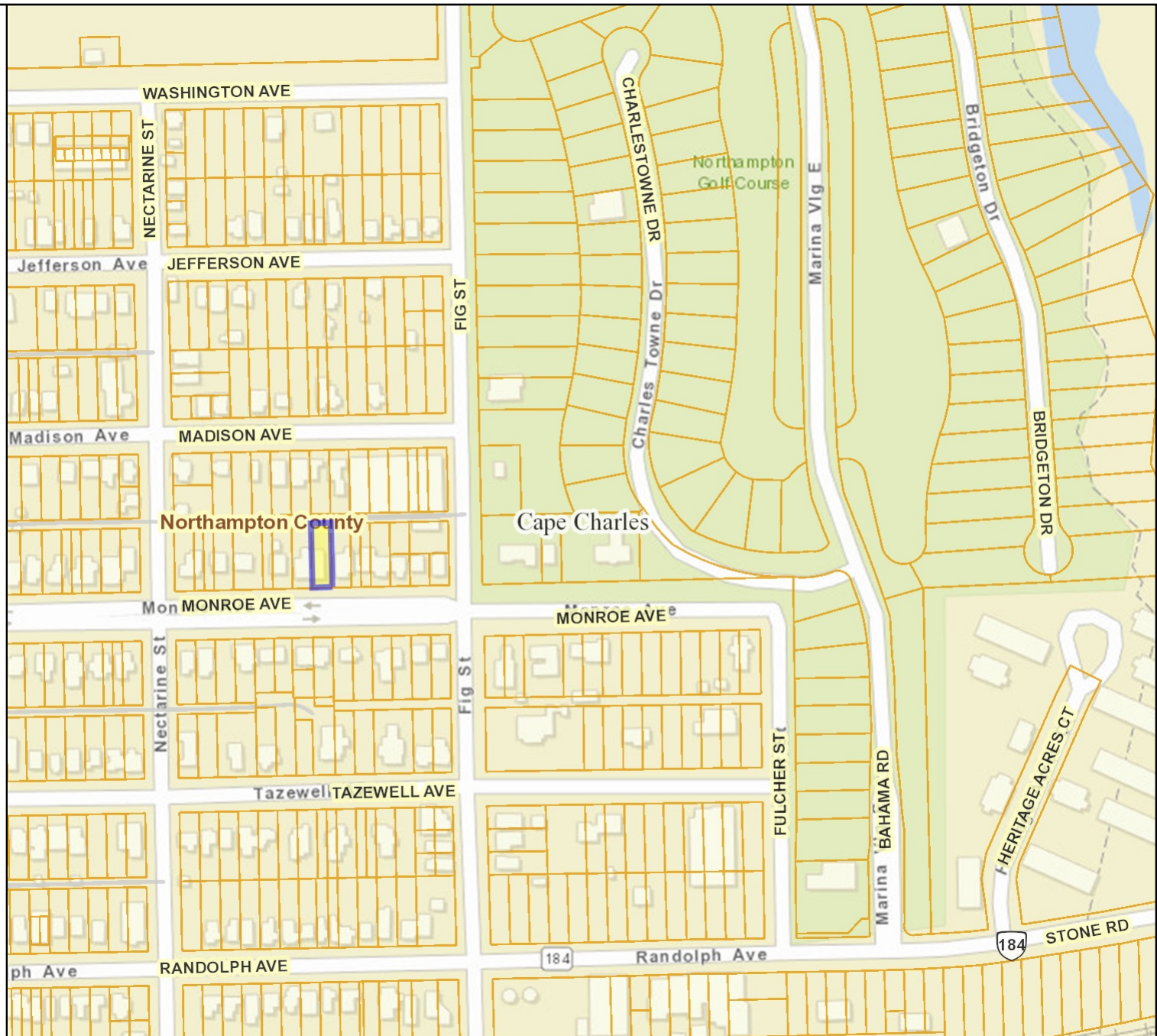


All Joyce Windows are covered by our Silver Warranty providing a lifetime non-prorated transferable warranty on the entire unit, including glass seal failure. Also included is our relocation and natural disaster warranty which offers guaranteed price protection should you move to a different home or face damage due to a natural disaster. Upgrade to our optional Gold Warranty and get the added protection of full glass breakage.

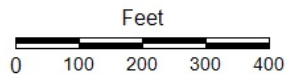
Northampton County, Virginia

Legend

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



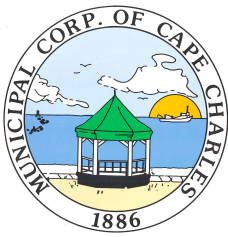
Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 627 Monroe Avenue

Date: 11/6/2020

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.



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: June Pearlberg
Mailing Address: 405 Mt Carmel Road. East Fallowfield, PA 19320
Phone Number: (610) 764-4793 Email: jmop@msn.com

PROJECT SUMMARY

Address of Project: 416 Randolph Ave. Cape Charles, VA 23310
Application Type (rezoning, variance, etc.): porch extension
Total Acreage of Project: 160' square feet

Detailed Description (Include proposed use(s) and square footage of floor area for each use):
Extension 10' x 16' with 12' roof elevation to existing back porch. 21 inches off ground

Maintaining original roof line and elevation.

Total square feet = 160'

Proposed use as private porch.

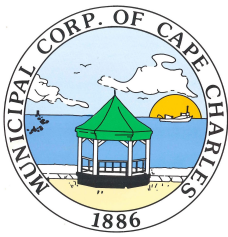
Signature of Applicant: June O Pearlberg Date: October 31, 2020

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



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: Pearlberg Back Porch Extension
Property Address: 416 Randolph Ave Cape Charles, VA 23310
Brief Description of Project: Extension of existing porch, screen in entire porch
Zoning District: HD Current Use: Porch Proposed Use: Porch

OWNER INFORMATION

Name and Company: June Pearlberg
Mailing Address: 405 Mt. Carmel Road East Fallowfield, PA 19320
Phone Number: (610)764-4793 Email: jmop@msn.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: June Pearlberg
Mailing Address: _____
Phone Number: (610) 764-4793 Email: jmop@msn.com

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: June O Pearlberg Date: October 31, 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

From: [june.pearlberg](#)
To: [Tracy Outten](#)
Subject: Pearlberg Porch 416 Randolph-Revised letter of intent and materials list
Date: Sunday, November 8, 2020 8:18:33 AM

Regarding porch extension 416
Randolph:

The Intent of this project is to
extend the back porch length by
16 feet maintaining the original
roof line, screen entire porch
structure for personal use.

Materials list:

Concrete footers x 6

6x6 pressure treated posts x6

Pressure treated floor joists

Pressure treated ceiling joists

Plywood ceiling panels

Roofing paper

Asphalt roofing shingles

Azek 5.25 inch deck flooring

Pressure treated 2x4
Screen Tight Porch Screening System-
"No See um" mesh screening -

Please advise if further info
needed.

Thank you

June Pearlberg

[610-764-4793](tel:610-764-4793)

CLR 03000/254

THIS IS TO CERTIFY THAT ON 4-1-03, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

M.S.A., P.C.

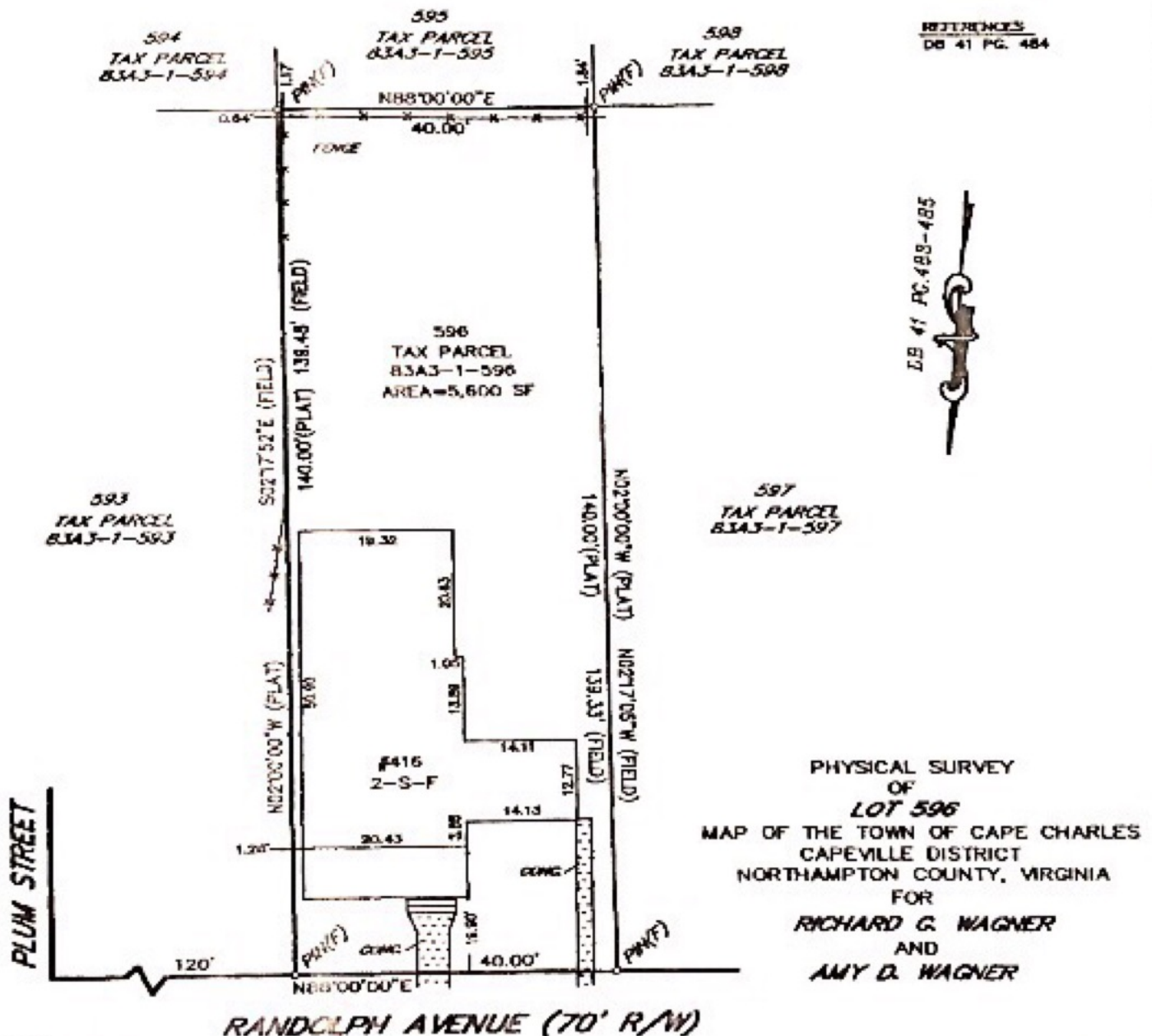
NOTES:

1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR ENCROACHMENTS THAT MAY AFFECT SAID PROPERTY AS SHOWN.
 2. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY OBTAINED FROM F.E.M.A. FLOOD MAPS. MILLER-STEPHENSON & ASSOCIATES, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.
 3. ELEVATIONS SHOWN HEREON REFER TO M.G.V.D. 1929.
- THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE(S) AS (FLB) COMMUNITY NO. 010108
- PANEL NO. DATED FEB 2, 1993
- FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.

BY: *Walter R. Stephenson*



REFERENCES
DB 41 PG. 484



12' Height

10' width

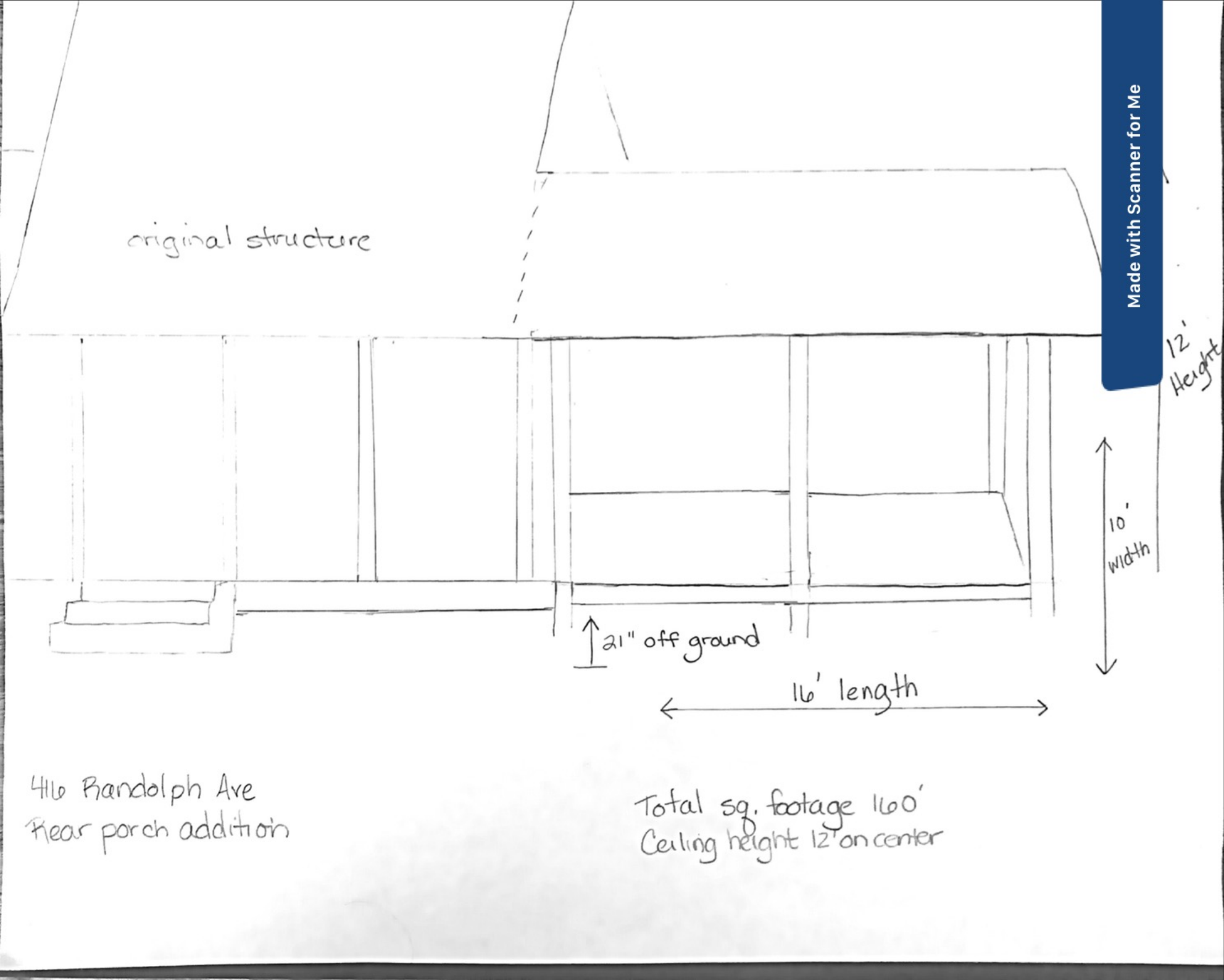
21" off ground

16' length

original structure

416 Randolph Ave
Rear porch addition

Total sq. footage 160'
Ceiling height 12' on center











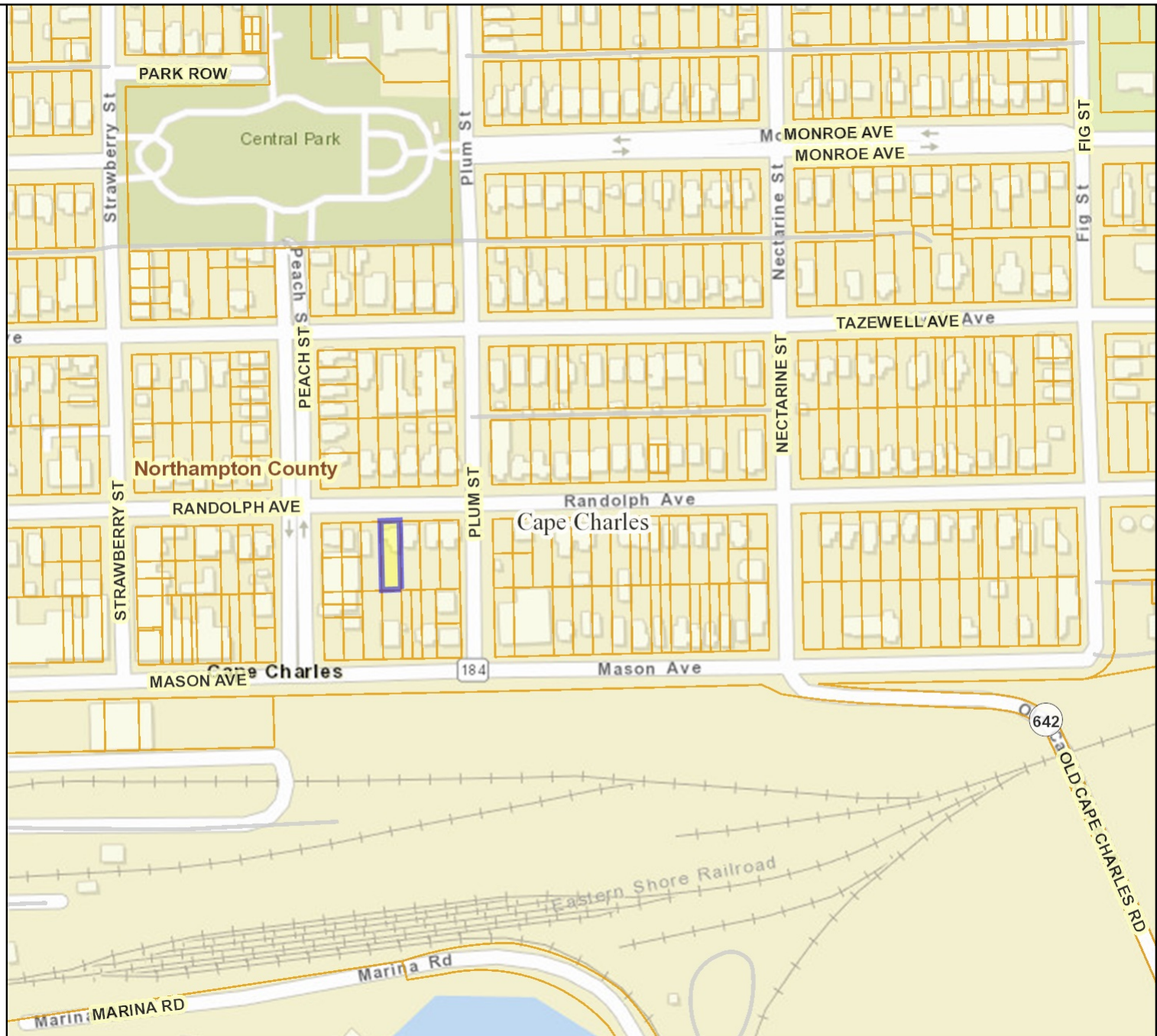




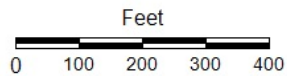
Northampton County, Virginia

Legend

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



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



Title: 416 Randolph Avenue

Date: 11/6/2020

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Town of Cape Charles
Article VIII
Historic District Overlay

“The Cape Charles Historic District encompasses nearly all of the town of Cape Charles as it was originally laid out in 1883-1884 as well as the Sea Cottage addition, an area west of the original limits of the town, that was developed after 1909...The town was originally laid out in an unusual twenty-seven block grid pattern dominated by a central park with four landscaped streets that radiate from the park and serve as a main cross axis for the town’s circulation pattern. No other such plan is known to exist in Virginia.”
- 1989 National Register of Historic Places Registration Form Section 7, page 1.

“An interesting stock of architectural styles in both the residential area and the downtown commercial area contribute an historic style and authenticity. The street patterns, lot configurations and boundaries, which were laid out in an historic grid pattern, have remained largely unaltered, adding to the Town’s historical integrity. Cape Charles’ late nineteenth and early twentieth century character is a key element in the Town’s interest and attractiveness to tourists. The traditional downtown commercial area on Mason Avenue still serves as the commercial center for the Town. It is important that the Town’s historic character be protected, not only for its intrinsic value, but also to contribute to attract and expand tourism in Cape Charles.” – Town of Cape Charles 1999 Comprehensive Plan, page 40.

The Town of Cape Charles participates in the Certified Local Government program and in so doing demonstrates a commitment to keep what is significant from the past for the benefit of future generations. The architectural integrity of existing structures shall be recognized, and future development shall be compatible.

Section 8.1 Purpose of the District *[revised – 08/16/18]*

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 registered 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 also the purpose of the district to preserve the designated historic areas and historic landmarks and other historic or architectural features from destruction, damage, defacement 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 historic district.

Section 8.2 Criteria for Establishing Historic Districts--General Character

The boundaries of the Historic District shall in general be drawn to include areas containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation. The district may include either individual buildings or places of such character, and a reasonable distance beyond, or it may include areas or groupings of structures which have significance relative to their patterns of development or social and

economic or architectural interrelationships even though some structures in the area might not possess significant merit when considered alone.

Section 8.3 Inventory of Landmarks and Contributing Properties Established

The Town of Cape Charles has established as part of this ordinance a an inventory map covering the area included in the Historic District, based on the criteria set forth in this ordinance. This map herein after called the inventory map shall be as much a part of this ordinance, as if fully described herein and shall be filed as a part of this ordinance by the Town Clerk of the Town of Cape Charles. Until such time as it is changed in this ordinance, the period of significance for the Town will be 1880s to 1964 as delineated in the Cape Charles Historic District National Register of Historic Places (amended 2019). As identified in the National Register, sStructures or sites designated as properties which contribute to the historic character of the Town shall be known as contributing properties for the purpose of this Ordinance. Should a building or structure within the boundaries of the historic district not be listed in the national register, the age of the house or structure will be used to determine classification (i.e., built before 1965 will be considered as contributing). The board may be presented with evidence of extensive changes previously made or other information that may warrant the board in changing a property's classification. Structures or sites not designated as landmark or contributing properties shall be known as noncontributing properties. The inventory map may be amended from time to time in the same manner as the zoning district map.

Section 8.4. Application of the District; Relation to Other Zoning Districts

To enable the district to operate in harmony with the plan for land use and population density embodied in these regulations, the Historic District is created as a special district to be superimposed on other districts contained in these regulations and is to be so designated by a special symbol for its boundaries on the Zoning District Map. The uses, housing types, minimum lot requirements, minimum yard requirements, maximum height, and accessory uses and accessory signs shall be determined by the regulations applicable to the other districts over which the Historic District is superimposed except as these other district regulations may be modified by application of the regulations in the Historic District.

Section 8.5 Permitted Uses *[revised – 08/16/18]*

A building or land shall be used only for any use or accessory use permitted in the zoning district in which the premises are situated and upon which the Historic District is superimposed.

Section 8.6 Historic District Review Board; Creation

For the general purposes of this Article as herein stated and specifically to preserve and protect historic places and areas in the Town through the control of demolition of such places and through the regulation of architectural design and uses of structures in such areas, there is created a board known as the Historic District Review Board.

Section 8.7 Historic District Review Board; Membership *[revised – 08/16/18]*

The members of the Historic District Review Board shall be appointed by the Town Council. The Membership shall consist of five citizens, at least three of whom shall be residents of the local historic district.

Section 8.8 Historic District Review Board; Terms *[revised – 08/16/18]*

Upon approval by the Town Council, members shall be appointed for a term of five years. Appointments to fill vacancies shall be only for the unexpired term. Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until a successor is appointed and qualifies.

Section 8.9 Historic District Review Board; Qualifications *[revised – 08/16/18]*

Members of the Historic District Review Board shall have demonstrated interest and knowledge in the historical and architectural development of the Town and when possible be a licensed architect or engineer, Planning Commission member, or licensed building contractor.

Section 8.10 Historic District Review Board; Organization *[revised – 08/16/18]*

The Historic District Review Board shall elect from its own membership a chairman and vice chairman who shall serve annual terms and may succeed themselves. The chairman shall preside over all meetings in addition to having the duties and responsibilities of other members of the Board. The vice chairman shall preside over meetings of the Board in the absence of the chairman.

Section 8.11 Historic District Review Board; Rules *[revised – 08/16/18]*

The Board shall meet in regular session on the third Tuesday of every month when an application has been filed requiring consideration. Special meetings of the Board may be called by the chairman or a majority of the members after public notice as required.

Section 8.12 Historic District Review Board; Meetings; Hearings *[revised – 08/16/18]*

Written notice of a special meeting is not required if the time of special meeting has been fixed at a regular meeting or if all members are present at a special meeting or file a written waiver of notice. For the conduct of any hearing and the taking of any action, a quorum shall be not less than a majority of all voting members of the Board. The Board may make, alter, or rescind rules and forms for its procedures, consistent with the ordinances of the Town and the general laws of the Commonwealth of Virginia.

Section 8.13 Historic District Review Board; Procedures

The Board shall establish procedures for all matters coming before it for review and all meetings shall be open to the public.

Section 8.14 Historic District Review Board; Powers and Duties

The Historic District Review Board shall have the power and authority for issuing or denying Certificates of Appropriateness for construction, reconstruction, substantial exterior alteration, razing, or relocation within the historic district. In addition, the Board shall have the following duties:

- A. To assist and advise the Town Council, the Planning Commission, and other Town departments, agencies, and property owners in matters involving historically significant sites at buildings or other properties in historic districts such as, but not limited to, appropriate land usage, parking facilities, and signs.
- B. To continuously evaluate conditions and advise owners of historic landmarks or contributing structures or other properties in historic districts on problems of preservation.
- C. To conduct studies deemed necessary by the Town Council or Planning Commission concerning location of historic districts and means of preservation, utilization, improvement, and maintenance of historic assets in the Town.
- D. To propose additional historic districts or additions or deletions to districts.
- E. To adopt standards and guidelines for review to supplement the standards set forth in this Ordinance.
- F. To formulate recommendations to the Town Council concerning the establishment of an appropriate system of markers for selected historic sites and buildings, including proposals for the installation and care of such historic markers.
- G. To cooperate with and enlist assistance from the Virginia Department of Historic Resources, the National Trust for Historic Preservation, and other interested parties both public and private in its efforts to preserve, restore, and conserve historic landmarks, buildings, sites, or areas within the Town.

Section 8.15 Summary of Administration Review Procedures [revised – 08/16/18]

In general, it is the purpose of this ordinance to establish review procedures for actions affecting properties in the Historic District. To this end, some actions are exempted from special historic and architectural review altogether, except as normal review may be necessary for issuance of a building permit. Other actions, depending on the possible consequences thereof, may be reviewed by the Zoning Administrator or by the Historic District Review Board acting with original jurisdiction, or, in the most serious cases, action by the Town Council following action by the Historic District Review Board. In all cases the decisions of the Zoning Administrator shall be appealed to the Board of Zoning Appeals as stated in §2-2.6.2.C, the decisions of the Historic District Review Board may be appealed to the Town Council, and the final decisions of the Town Council may be appealed to the Circuit Court of Northampton County.

Section 8.16 Certain Minor Actions Exempted from Review by the Historic District Review Board [revised – 08/16/18]

Within the Historic District certain minor actions which are deemed not to have permanent effects upon the character of the historic district are exempted from review for architectural compatibility by the Historic District Review Board. Such actions shall include the following and any similar actions which in the opinion of the Zoning Administrator will have no more effect on the character of the district than those listed:

- A. Repainting the structure. (Original painting of masonry surfaces is not exempted from review.)
- B. Replacement of missing or broken windowpanes, roofing slates, tiles, porch floor, posts, rails, shingles, window frames, or shutters where no substantial change in design or material is proposed.
- C. Addition or deletion of storm doors or storm windows, window gardens, or similar appurtenances and portable air conditioners located in existing windows, doors, or other existing wall openings (if no building permit is required for such addition or deletion).
- D. Addition or deletion of television and radio antennas or skylights and solar collectors in locations not visible from a public street or a waterway.
- E. Landscaping involving minor grading, walks, low retaining walls, temporary fencing, small fountains, and ponds which will not substantially affect the character of the property and its surroundings.
- F. Construction of off-street loading areas and off-street parking areas.

G. Creation of outside storage in a commercial or industrial district which does not require structural changes or major grading and is not visible from a public street or waterway.

H. Any changes to a structure (contributing and noncontributing) that are not visible from a public street or public place, i.e., alteration that is obscured from view from the street by the original structure and not merely obscured by fencing landscaping, non-historic additions, or other impermanent obstructions. Alleys in this context are not to be considered public places.

I. Covered by other zoning ordinance requirements as administrated by the Zoning Administrator unless altered by the overlay ordinance.

J. Receiving historic preservation tax credits through state or federal offices.

K. Demolition of non-contributing buildings or structures.

L. Alterations or repairs made to a building or structure for the purpose of temporary emergency stabilization.

G.

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Section 8.17 Delegation of Authority *[revised – 08/16/18]*

- A. The Zoning Administrator shall have authority to order that work be stopped and that an appropriate application be filed for review by the Historic District Review Board in any case where the action has an adverse effect on the Historic District.

- B. The Historic District Review Board shall periodically review the design guidelines contained in this section.

Section 8.18 Approval of Historic District Review Board Required [revised – 08/16/18]

- A. Except as herein otherwise provided in this article, no building or structure, including signs, shall be erected, reconstructed, restored, or substantially altered in exterior appearance and no contributing buildings or structures shall be razed or demolished within a historic district and no permit authorizing same shall be granted unless and until the same is approved by the Historic District Review Board and a Certificate of Appropriateness has been issued by that body, with right of direct appeal to the Town Council as hereinafter provided, as being architecturally compatible with the historical, cultural, and/or architectural aspects of the structure and its surroundings.
- B. "Substantial alterations" shall be defined as any and all work done on buildings, structures, or sites in a historic district other than those specifically exempted herein:
1. General examples of "non-substantial" alterations:
 - a. Work done to prevent deterioration or to replace parts of a structure with similar materials in order to correct any deterioration, decay of, or damage to any structure or on any part thereof, or
 - b. To restore same as nearly as practical to its condition prior to such deterioration, decay, or damage.
 2. Examples of work not constituting "substantial alteration" include those minor actions exempted from review by §8.16 of this article.
 3. General examples of work constituting "substantial alterations" include:
 - a. Construction of a new building at any location or a new permanent accessory building requiring a building permit on a landmark or contributing property or on a site within the Historic District.
 - b. Any addition to or alteration of a building which increases the square footage of the building or otherwise alters substantially its size, height, contour, or outline.
 - c. Any change or alteration of the exterior architectural style of a structure, including removal or rebuilding of porches, openings, dormers, window sashes, chimneys, columns, structural elements, stairways, terraces, and the like.
 - d. Any change or alteration of ~~the exterior color scheme of the structure or~~ any of its significant elements, including porches, openings, dormers, window sashes, awnings, canopies, chimneys, columns, stairways,

terraces, or any other structural elements. This also applies to all structures on the site.

- e. Addition to or removal of one or more stories or alteration of a roof line.
 - f. Any other major actions not specifically covered by the terms of this section, but which would have an effect on the character of the historic district.
- C. In any case in which there might be some question as to whether a project may be exempted from review may constitute a minor action or may constitute "substantial alteration," the Zoning Administrator shall be contacted for an interpretation prior to commencement of work.

Section 8.19. Certificate of Appropriateness [revised – 08/16/18]

Evidence of the approval required under the terms of the Historic District shall be a certificate of appropriateness issued by-on behalf of the Historic District Review Board, stating that the demolition, moving, or changes in the exterior architectural appearance of the proposed construction, reconstruction, alteration, or restoration for which application has been made are approved by the Historic District Review Board. The Historic District Review Board may permit modifications of original proposals if such modifications are formally acknowledged, clearly described, and recorded in the records of the case. A certificate of appropriateness shall be in addition to any other permits required. Any action by applicants following issuance of a permit-requiring certificate of appropriateness shall be in accord with the application and material approved and any conditions appended thereto.

Section 8.20 Design Guidelines; Standards for Review [revised – 11/21/19]

- A. The Historic District Review Board shall be guided in its decisions by the design guidelines.
- B. It shall be the duty of the Historic District Review Board to prepare amendments to the design guidelines.
- C. The Town Council shall adopt and amend the design guidelines after conducting at least one public hearing pursuant to §15.-22204 Code of Virginia.

D. Guidelines shall offer general recommendations for all new infill buildings in Cape Charles' historic district. New infill construction building is not to diminish, detract, or distract from the character of surrounding historic buildings or the overall historic district. However, the intent of these infill guidelines is not to be overly specific or to dictate certain designs but to allow for the creation of new buildings that are compatible with their historic settings. The Historic District Review Board may be more flexible in applying these new construction guidelines.

C.E. Alterations and additions to non-contributing structures that affect the exterior appearance of the structure or additions should be compatible with the district following separately created guidelines for New (Infill) Construction, and

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should not aim to replicate historic buildings, nor return the structure to its original form. Criteria for non-contributing structures are to be less restrictive than that applied to contributing structure rehabilitation.

Section 8.21 Demolition: Alternate Procedure: Offer to Sell

A. Prior to approval of any application for demolition, modification, moving, or removal of a contributing structure within the Cape Charles Historic District; the zoning administrator, the Historic District Review Board, or the Town Council, as applicable, shall review the application for its compatibility with each of the following guidelines.

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1. Whether or not the contributing structure is of such architectural or historic interest that its removal would be to the detriment of the character and integrity of the Historic District.
2. Whether or not the contributing structure is of such interest or significance that it would qualify as a National, State, or local historic landmark.
3. Whether or not retention of the contributing structure would help to preserve and protect a historic place or area of historic interest in the Town.
4. Whether or not plans for future use of the site after demolition are appropriate, compatible, sympathetic, and complimentary to the character and integrity of the Historic District.

No subsequent application under Section 8.21A regarding the contributing structure may be made until more than one year after a final denial by the Town Council.

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B. In addition to the right of appeal herein elsewhere set forth, the owner of a contributing structure in the Cape Charles Historic District shall as a matter of right be entitled to move, remove, modify, raze or demolish all or part of such contributing structure provided that:

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1. The owner has applied to the Town Council for such right.
2. The owner has for the applicable period of time set forth in the time schedule in Section 8.21.B.4., and at a price reasonably related to the fair market value of the contributing structure and the land, other improvements and appurtenances pertaining thereto (assuming the buyer will be required to preserve and restore the contributing structure in place on the property) as determined by the average of two (2) real estate appraisals from two (2) different appraisers, made a bona fide, public offer (pursuant to the requirements of this Section 8.21 B.) to sell such contributing structure, and the land, other improvements and appurtenances pertaining thereto (collectively, the "Property"), to the Town and any other person, firm, corporation, government or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the contributing structure in place. If the two (2) required real estate appraisals submitted by the Owner differ by more than ten percent (10%), the owner must have the Property appraised a third time at his own expense by a

third real estate appraiser selected by the Town. The bona fide offer to sell must be at a price not more than the average of the two such appraisals that are closest to one another.

3. No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such Property thereto, prior to the expiration of the applicable time period set forth in the time schedule in Section 8.21.B.4. Any appeal which may be taken to the court from the decision of the Town Council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from, shall not affect the right of the owner to make the bona fide offer to sell referred to above.
4. The time schedule for offers to sell shall be as follows:
 - a. Three (3) consecutive months when the offering price is less than twenty-five thousand dollars.
 - b. Four (4) consecutive months when the offering price is twenty-five thousand or more but less than forty thousand dollars.
 - c. Five (5) consecutive months when the offering price is forty thousand or more but less than fifty-five thousand dollars.
 - d. Six (6) consecutive months when the offering price is fifty-five thousand dollars or more but less than seventy-five thousand dollars.
 - e. Seven (7) consecutive months when the offering price is seventy-five thousand dollars or more but less than ninety thousand dollars.
 - f. Twelve (12) consecutive months when the offering price is ninety thousand dollars or more.
5. Before making a bona fide offer to sell, the owner shall first file a statement with the Zoning Administrator along with the appraisals required by Section 8.21.B.2. The statement shall identify the Property, state the offering price, the date the offer of sale is to begin, the names and addresses of adjacent property owners, and the names and addresses of listing real estate agents, if any. The owner shall be required to maintain the Property in at least its current condition during the term of the public offer. No time period set forth in the time schedule contained in Section 8.21.B.4. shall begin to run until the statement has been filed. Within five (5) business days after receipt of a statement, copies of the statement shall be delivered by the Zoning Administrator to the Town Manager, the Town Council, and the Historic District Review Board. Within thirty (30) days after the receipt of a statement, the Zoning Administrator: (a) shall place notice of the statement once a week for two successive weeks in a newspaper having general circulation in the Town, (b) post a notice of the statement prominently on the Property, and (c) send notice of the offer, accompanied by the statement, to the adjacent property owners by certified or registered mail.

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6. During the time period for the offer to sell, the Town may take steps as it deems necessary to preserve the contributing structure in accordance with the purposes of this article. Such steps may include, but are not limited to, consultation with civic groups, public agencies, and interested citizens, recommendations for acquisition of the Property by public or private bodies or agencies, and exploration of the possibility of moving structures or other features on the Property.
7. The fact that an offer to sell a Property is made at a price reasonably related to fair market value as described previously may be questioned by any party who files with the Zoning Administrator, on or before sixty (60) days after the offer for sale has begun, a petition in writing signed by at least twenty-five (25) persons owning real estate within Cape Charles, questioning such valuation. Upon receipt of such a petition, one (1) disinterested real estate appraiser shall be appointed by the petitioners, and the cost of the appraisal shall be borne by the petitioners. Said appraiser shall forthwith make an appraisal of the Property on the same basis as described in B.2. above, and the Town shall use the average of the lower two appraisals to establish fair market value under Section 8.21.B. In the event such valuation indicates that the price at which the applicant offered to sell the Property was at a price that is higher than the Property's fair market value, the offer to sell shall be void and of no force and effect for purposes of satisfying the requirements set forth in this Section 8.21.B.

Section 8.22~~1~~ Maintenance and Repair Required *[revised – 08/16/18]*

- A. The purpose of this section is solely to stop demolition by neglect, whereby owners of property in the Historic District allow the structure, or historic attributes of the structure, to become a hazardous building or structure. Any building or structure which is determined to be in such an unsafe condition that it would endanger life or property are governed by Town Code Chapter 18, Article III, Unsafe Buildings or Structures and under the sole jurisdiction of the Town's Code Official.
- B. All buildings and structures in the Historic District shall be preserved against decay and deterioration and maintained free from structural defects to the extent that such decay, deterioration, or defects may, in the opinion of the Historic District Review Board and Town Council, result in the irreparable deterioration of any exterior appurtenance or architectural feature or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself, including but not limited to:
 1. The deterioration of exterior walls or other vertical supports, including broken doors and windowpanes;
 2. The deterioration of roofs or horizontal members;
 3. The deterioration of exterior chimneys;
 4. The deterioration or crumbling of exterior plaster, wood, or mortar;

5. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.

C. After notice by the [Historic District Review Board-Zoning Administrator](#) by certified mail of specific instances of failure to maintain or repair and of an opportunity to appear before the Historic District Review Board, the owner or person in charge of said structure shall have ninety (90) days to remedy such violation. Thereafter, each day during which there exists any violation of this section shall constitute a separate offense and shall be punishable as provided in this ordinance. In the alternative, if the owner fails to act, the Historic District Review Board may recommend to the Town Council that the Zoning Administrator, after due notice to the owner, enter the property and make or cause to be made such repairs as are necessary to preserve the integrity and safety of the structure and the reasonable costs thereof shall be placed as a lien against the property.

Section 8.22-23 File of Actions to be Maintained *[revised – 08/16/18]*

In order to provide guidance for application of standards and guidelines, for the improvement of standards and guidelines, and for assistance to future applicants and the promotion of consistent policies in guiding applicants toward better standards of design, the Zoning Administrator and the Historic District Review Board shall maintain a file containing a record of all applications brought before them, including drawings and photographs pertaining thereto and the decision of the Zoning Administrator or the Historic District Review Board in each case. The file documents shall remain the property of the Town but shall be held available for public review.

Section 8.23-24 Administration; Zoning Administrator

Except as authorized herein the Zoning Administrator shall not authorize a permit for any erection, reconstruction, integral exterior facade change, demolition, or razing of a building or structure in the Historic District until the same has been approved by the Historic District Review Board as set forth in the following procedures.

Section 8.24-25 Receipt of Application

Upon receipt of an application by the Zoning Administrator for each permit in the historic district, the Zoning Administrator shall:

A. Pre-application review: Persons considering action that requires a certificate of appropriateness, as set forth in this ordinance, are to request an informal informational meeting with the Zoning Administrator and at least one member of the Historic District Review Board prior to submitting a formal application for a certificate of appropriateness. Requests for such informational meetings can be made to the zoning administrator, who will contact a member of the board. The informational meeting will occur within thirty (30) days of receipt of such a request. The purpose of an informational meeting is to review the design guidelines and standards and the procedures for obtaining a certificate of appropriateness. Neither the applicant nor the zoning administrator/board member(s) shall be bound by any informational meeting or conceptual review. Zoning administrator can use

discretion on the need for a pre-application meeting or the inclusion of a board representative depending on the nature of project proposed.

A-B. _____ Forthwith Pending acceptance of the zoning administrator as a fully completed application, forward to the Historic District Review Board a copy of the application, together with a copy of the site plan and the building plans and specifications filed by the applicant if such application requires the Historic District Review Board to meet and render a decision;

B-C. _____ Maintain in his-their office a record of all such applications and of his handling and final disposition of the same;

C-D. _____ Require applicants to submit three (3) hard copies or one electronic version of material required to permit compliance with the foregoing.

Section 8.265 Material to be Submitted for Review *[revised – 08/16/18]*

By general rule, or by specific request in a particular case, the Historic District Review Board may require submission of any or all of the following in connection with the application: architectural plans, site plans, landscaping plans, construction methods, proposed exterior lighting arrangements, elevations of all portions of structures with important relationships to public view and such other exhibits and reports as are necessary for its determinations. Requests for approval of activities proposed in historic districts shall be accepted only from the record owner of the land involved in such proposal, or his-their agent.

Section 8.276 Other Approvals Required

In any case in which an applicant's proposal also requires the approval of the Board of Zoning Appeals, final action by the Board of Zoning Appeals shall precede final action by the Historic District Review Board. The Board of Zoning Appeals may, however, table a proposal in order to request the comments of the Historic District Review Board. In this case, fFinal action by the Historic District Review Board shall be taken prior to consideration of proposals requiring site plan approval.

Section 8.27-28 Action by the Historic District Review Board; Issuance of Certificates of Appropriateness *[revised – 08/16/18]*

The Historic District Review Board shall render a decision upon any request or application for a Certificate of Appropriateness within sixty (60)-ninety (90) days after the filing of an application accepted as complete. Failure of the Historic District Review Board to render such a decision within said sixty (60)-ninety (90) day period, unless such period be extended with the concurrence of the applicant, shall entitle the applicant to proceed as if the Historic District Review Board had granted the Certificate of Appropriateness applied for prior to denying the Certificate of Appropriateness. The Historic District Review Board, on the basis of the review of information received, shall, upon request, indicate to the applicant the changes in plans and specifications, if any, which in the opinion of the Historic District Review Board, would protect and/or preserve the historical aspects of the landmark, building, structure, or district. If the applicant determines that theyhe will make the suggested changes and does so in writing, the Historic District Review Board may

issue the Certificate of Appropriateness. Agreed to changes will be so indicated on the Certificate of Appropriateness.

The zoning administrator will be responsible for issuance of the Certificate of Appropriateness to the applicant and the Town's Code Official office within five (5) business days. Denials of applications are to be stated in writing to the applicant along with the reasons for such denials by the zoning administrator and issued within five (5) business days.

Section 8.28-29 Expiration of Certificates of Appropriateness [revised – 08/16/18]

Any certificate issued pursuant to this article shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced. Any period or periods of time during which the right to use any such certificate is stayed pursuant to this article shall be excluded from the computation of the twelve (12) months.

Section 8.29-30 Inspection by Administrator After Approval

When a Certificate of Appropriateness has been issued, the Zoning Administrator or Town Building Official shall from time to time inspect the alteration or construction approved by such certificate and shall give prompt notice to the applicant of any work not in accordance with such certificate or violating any ordinances of the Town. The Zoning Administrator or Town Building Official may revoke the certificate or the building permit if violations are not corrected by the applicant in a timely manner.

Section 8.30-31 Delay of Approval

In the case of a proposal other than for demolition or moving but involving a designated landmark where the Historic District Review Board or, on appeal, the Town Council cannot reach a satisfactory agreement with the owner and where the Historic District Review Board or, on appeal, the Town Council decides such action to be in the public interest and not in conflict with any provision of law, it may delay the effective date of an approval for a period of three(3) months from the date of application or appeal to enable negotiations to be undertaken and completed for acquisition of the property for preservation or public use. Failure of negotiations within this period shall be the equivalent of a denial of the application by the Historic District Review Board or, on appeal, by the Town Council.

Section 8.31-32 Conditions Imposed by the Historic District Review Board

In approval of any proposal under this section, the Historic District Review Board or, on appeal, the Town Council may limit such approval by such reasonable conditions as the case may require, including but not limited to, the specifications enumerated for conditional uses and for the Town Council.

**Section 8.32-33 Appeals; Decisions of the Historic District Review Board
[revised – 11/15/18]**

An appeal from a decision of the Historic District Review Board may be taken to the Town Council by the owner of the property in question or by any party aggrieved and must show that he has an immediate, pecuniary and substantial interest in the litigation, and not a remote or indirect interest, which shall be taken within thirty (30) days after the decision appealed from by filing with the Zoning Administrator the following: a notice of appeal specifying the grounds thereof; a signed statement listing any personal or business relationship with any general or subcontractors associated with the project under appeal; a signed statement that all real and personal property taxes are current as of the date of the filed appeal notice; a signed statement listing any personal or business relationship or partnership with the property owner(s) associated with the project under appeal; a fee equal in value to the fee paid by the property owner(s) associated with the project under appeal. The person submitting the appeal shall not be allowed to present any evidence that was not presented to the Historic District Review Board, nor are they allowed to contact individual members of the Town Council prior to appeal meeting. The Zoning Administrator ~~shall transmit to the Town Council within five (5) days~~will prepare a document of all the papers constituting the record upon which the action appealed from was taken. The Town Council shall fix a reasonable time for the hearing, give public notice thereof and decide the same within sixty (60) days from the date the person submitted a request for appeal. At the hearing the appealing party may appear in person or by agent. In exercising its powers, the Town Council may, in conformity with the provisions of this Ordinance, reverse or affirm, wholly or partly, or may modify any order, requirement, decision, or determination appealed from and make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the Historic District Review Board.

Section 8.33-34 Appeals; Decisions of the Zoning Administrator [revised – 11/15/18]

An appeal from a decision of the Zoning Administrator may be taken to the Board of Zoning Appeals by the owner of the property in question or by any party aggrieved and must show that he has an immediate, pecuniary and substantial interest in the litigation, and not a remote or indirect interest, which shall be taken within thirty (30) days after the decision appealed from by filing with the Zoning Administrator the following: a notice of appeal specifying the grounds thereof; a signed statement listing any personal or business relationship with any general or subcontractors associated with the project under appeal; a signed statement that all real and personal property taxes are current as of the date of the filed appeal notice; a signed statement listing any personal or business relationship or partnership with property owner(s) associated with the project under appeal. The Zoning Administrator shall transmit to the Board of Zoning Appeals within five (5) days all the papers constituting the record upon which the action appealed from was taken. The Board of Zoning Appeals shall fix a reasonable time for the meeting, give public notice thereof as required pursuant to §15.2-2204; Code of Virginia, and decide the same within sixty (60) days. At the meeting the party may appear in person or by agent. In exercising its powers, the Board of Zoning Appeals may reverse or affirm, wholly or partly, or may modify, any order, requirement, decision, or determination appealed from and make such order, requirement, decision or determination as ought to be made.

**Section 8.34-35 Appeal to the Circuit Court from a Decision of the Town Council
[revised – 11/15/18]**

An appeal from a final decision of the Town Council may be filed with the Circuit Court within thirty (30) days after said decision in the manner prescribed by law by the owner of the property in question, by any party aggrieved and must show that he has an immediate, pecuniary and substantial interest in the litigation, and not a remote or indirect interest, or by the Historic District Review Board. The filing of an appeal shall stay the decision of the Town Council pending the outcome of the appeal to the court, except that the filing of such petition shall not stay the decision of the Town Council if such decision denies the right to raze or demolish a designated landmark, building, or structure. The court may reverse or modify the decision of the Town Council, in whole or part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the Town Council.

Section 8.35-36 Violations and Penalties

Any violation of this Article and the penalties for all such violations shall be as set forth in §2.4.3 of the Zoning Ordinance.

Section 8.36-37 Definitions *[revised – 08/16/18]*

For the purpose of this article, ~~certain~~ terms and words pertaining to the Historic District are hereby defined. ~~The general rules of construction contained in Article II of this Ordinance are applicable to these definitions.~~

~~**ALTERATION** is any change, modification, or addition to a part or all of the exterior of any building or structure.~~

~~**BUILDING** is any enclosed or open structure which is a combination of materials to form a construction for occupancy or use.~~

~~**ADMINISTRATOR, THE ZONING ADMINISTRATOR**, is that person appointed by the Town Council as the individual who issues the permit for the construction, alteration, reconstruction, repair, restoration, demolition, or razing of all or part of any building.~~

~~**BUILDING PERMIT** is an approval statement signed by the Building Permit Office authorizing the construction, alteration, reconstruction, repair, restoration, demolition, or razing of all or a part of any building.~~

~~**CERTIFICATE OF APPROPRIATENESS** is a certificate or other statement indicating approval by the Administrator or the Historic District Review Board as the case may require of plans for construction alteration, reconstruction, repair, restoration, relocation, demolition, or razing of a building or structure or part thereof in a historic district.~~

~~**CONTRIBUTING PROPERTIES** are those properties constructed fifty (50) years or more ago.~~

~~**DESIGN GUIDELINES** are those set of guidelines, standards, and regulations adopted pursuant to §8.20 of this Code.~~

HISTORIC DISTRICT means an area containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community of such significance as to warrant conservation and preservation.

HISTORIC LANDMARK is defined as any building or place listed on the National Register of Historic Places or on the Register of the Virginia Historic Landmarks Commission.

RECONSTRUCTION is any or all work needed to remake or rebuild all or part of any building to a sound condition, but not necessarily of original materials.

REPAIRS are any or all work involving the replacement of existing work with equivalent material for the purpose of maintenance, but not including any addition, change, or modification in construction.

RESTORATION is any or all work connected with the returning to or restoring of a building or a part of any building to its original condition through the use of original or nearly original materials.

This [original](#) ordinance was duly considered following a required public hearing held on December 11, 2001 and adopted by the Town Council of Cape Charles at its regular session on the same day. All members voted in favor of its adoption: Chris Bannon, Charles Brown, Donald Clarke, James Davis, Dave Flora, and Frank Lewis.