

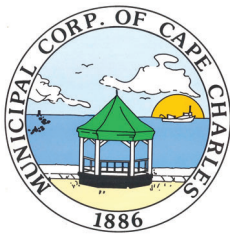
Historic District Review Board

Special Meeting Agenda

Cape Charles Civic Center

June 8, 2021, 10:00 A.M.

1. Introduction
2. Call to Order; Roll Call
 - A. Roll call and establish a quorum
3. Public Comment: Agenda Items Only
4. Unfinished Business
 - A. 301 Mason Avenue: Pre-Application/Application for a Certificate of Appropriateness to remodel and renovate the second floor and addition of column supported porch above existing front entry and addition of “Juliette” style balconies on a commercial building.
5. Adjourn



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259 x24

tracy.outten@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: Lemon Tree Apartments

Property Address: 301 Mason Ave.

Brief Description of Project: conversion of existing second floor into 2 apartment unit

Zoning District: C-1 Current Use: unoccupied Proposed Use: residential

OWNER INFORMATION

Name and Company: John & Clelia Sheppard, Lemon Tree Gallery

Mailing Address: 301 Mason Ave., Cape Charles, Va

Phone Number: 757-331-4327 Email: cleliart@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Chris Elam

Mailing Address: 4356 Bonney Rd., Bldg #3, suite #102

Phone Number: 757-498-9800 Email: celam@gmfplus.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: _____ Date: _____

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

Town of Cape Charles Planning & Zoning Department

2 Plum St. • Cape Charles, VA 23310 • 757-331-2036 • capecharles.org

GMF+ ASSOCIATES

4356 BONNEY RD. BLDG 3, SUITE 102, VIRGINIA BEACH, VA 23452
(757) 498-9800

Planning Department
Town of Cape Charles
2 Plum Street
Cape Charles, Virginia 23310

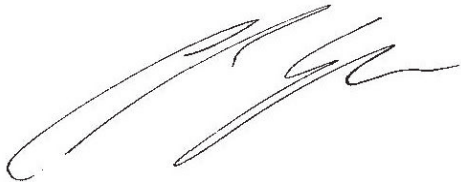
February 17, 2021

Subject: 301 Mason Ave. Conditional Use Application Letter of Intent

The proposed project includes remodeling of the existing second floor space at 301 Mason Ave. to convert existing, non-occupied commercial space into two (2) apartment units. One unit is planned to be 932 sf of rentable square feet with a 320 square foot balcony. The second unit is planned to be 912 sf of rentable square feet. The new balcony will be constructed in the area currently covered by an awning and currently enclosed at the street level by an existing metal railing.

The existing stairwell which provides access to the second floor, and which serves two properties and is within an easement, will be left in place with new stairs being constructed within.

If you have any other questions regarding the information provided here, please do not hesitate to inform us. We will do everything possible to respond quickly.



Sincerely,

Christopher Elam, AIA



SURVEYOR'S CERTIFICATION

I, MARSHALL B. PARKS, 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.

OWNER TABLE

TAX PARCEL	OWNER(S)	SOURCE OF TITLE	REFERENCE PLAT(S)
83A3-1-613B	ARTS ENTER CAPE CHARLES, INC	D.B. 306, P.532	P.B. 26, P. 92
83A3-1-615A	ARTS ENTER CAPE CHARLES, INC.	D.B. 299, P. 30	P.B. 4, P. 171
83A3-1-615B	THOMAS & MALVINA FAMILY LIMITED PARTNERSHIP & GEORGE J. SAVAGE	D.B. 315, P. 575 W.B. 60, P. 481	P.B. 4, P. 171
83A3-1-614C	ARTS ENTER CAPE CHARLES, INC.	D.B. 299, P. 30	P.B. 4, P. 171
83A3-1-612A	PATRICK HAND	INST. 100001394	D.B. 144, P. 43 (PLAT)
83A3-1-616A	PATRICK HAND	INST. 100001394	D.B. 144, P. 43 (PLAT)
83A3-1-614B	AUSTIN C. DAVIS & KAREN JOLLY DAVIS	D.B. 315, P. 146	P.B. 4, P. 171
83A3-1-611A	PATRICK HAND	INST. 100001394	D.B. 144, P. 43 (PLAT)
83A3-1-616C	ARTS ENTER CAPE CHARLES, INC	D.B. 306, P.532 D.B. 293, P.120	P.B. 26, P. 92
83A3-1-612B	PATRICK HAND	INST. 100001394	D.B. 140, P. 40 (PLAT) P.B. 26, P. 92

GENERAL NOTES:

1. A SURVEY WAS PERFORMED ON THIS PROPERTY IN MAY 2018 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
2. 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.
3. 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 LIES IN FLOOD ZONE X. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAPS. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.
4. PLAT REFERENCES:
D.B. 144, P. 43 (PLAT)
D.B. 41, P. 484 (PLAT)
P.B. 25, P. 91
P.B. 26, P. 92
P.B. 4, P. 171
D.B. 97, P. 289 (PLAT)

NOTE A
D.B. 315, P. 575 : PARCEL 1-CAPEVILLE DRUG STORE GIVES DIMENSIONS OF 40'8" X 63'3" FOR THE BOUNDARY OF 83A3-1-615B. IT IS THE OPINION OF THIS SURVEYOR THAT THE MEASUREMENTS REPORTED WERE AS MEASURED BY J. THOMAS SAVAGE ALONG THE BUILDINGS AND NOT ALONG THE PROPERTY LINE AND RIGHT OF WAY LINE.

RANDOLPH AVENUE (70' R/W)

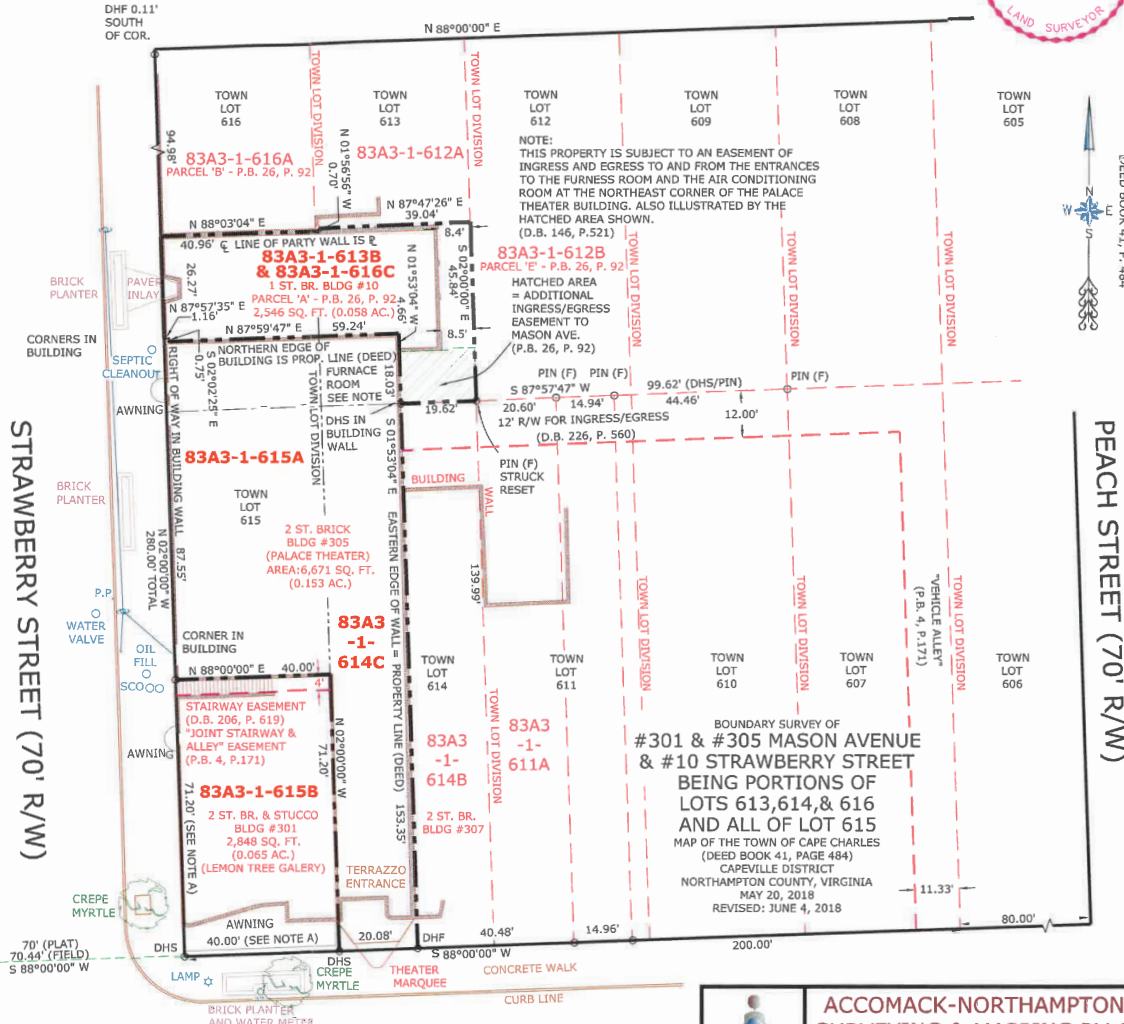
STRAWBERRY STREET (70' R/W)

MASON AVENUE (70' R/W)



DEED BOOK 41, P. 484

PEACH STREET (70' R/W)



BOUNDARY SURVEY OF
#301 & #305 MASON AVENUE
& #10 STRAWBERRY STREET
BEING PORTIONS OF
LOTS 613, 614, & 616
AND ALL OF LOT 615
MAP OF THE TOWN OF CAPE CHARLES
(DEED BOOK 41, PAGE 484)
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MAY 20, 2018
REVISED: JUNE 4, 2018

ACCOMACK-NORTHAMPTON SURVEYING & MAPPING PLLC

36308 Lankford Highway, Belle Haven, Virginia 23306
Mail Address: 11403 Heron Drive, Machipongo, Virginia 23405
Phone: (757) 709-4192

DRAWN BY: CROCKETT SCALE: 1" = 20'
CHK'D BY: M.B.P. BACK TRAV. BY: CROCKETT
FIELD BOOK: 17, P. 13 JOB NUMBER: 770





CODE ANALYSIS

YEAR EDITION OF CODE 2015 VIRGINIA EXISTING BUILDING CODE
W/ PROVISIONS OF THE 2015 VIRGINIA CONSTRUCTION CODE

OCCUPANCY MIXED USE, UNSEPARATED OCCUPANCIES
R-3 (APARTMENT) AND M (MERCANTILE)

CONSTRUCTION TYPE 3-B
SPRINKLERS FULL BUILDING NFPA 13R SPRINKLER SYSTEM
LEVEL 3 ALTERATIONS TO A HISTORIC BUILDING

REQUIRED EXITS MAXIMUM OCCUPANT LOAD OF SPACE WITH ONE EXIT= 10
TABLE 1006.2.1 FOR SPRINKLERED R-3 OCCUPANCY

ALLOWABLE AREA CALCULATIONS

ALLOWABLE AREA PER STORY TABULAR
R3- UNLIMITED
M- 27,000 SF

ALLOWABLE STORIES ABOVE GRADE PLANE TABULAR
R3- 4
M- 2

AREA TABULATION

GROUND FLOOR RETAIL SPACE
APPROXIMATELY 2,140 SQFT

APARTMENT UNIT #1
APPROXIMATELY 932 SQFT
BALCONY AREA: 320 SQFT

APARTMENT UNIT #2
APPROXIMATELY 912 SQFT

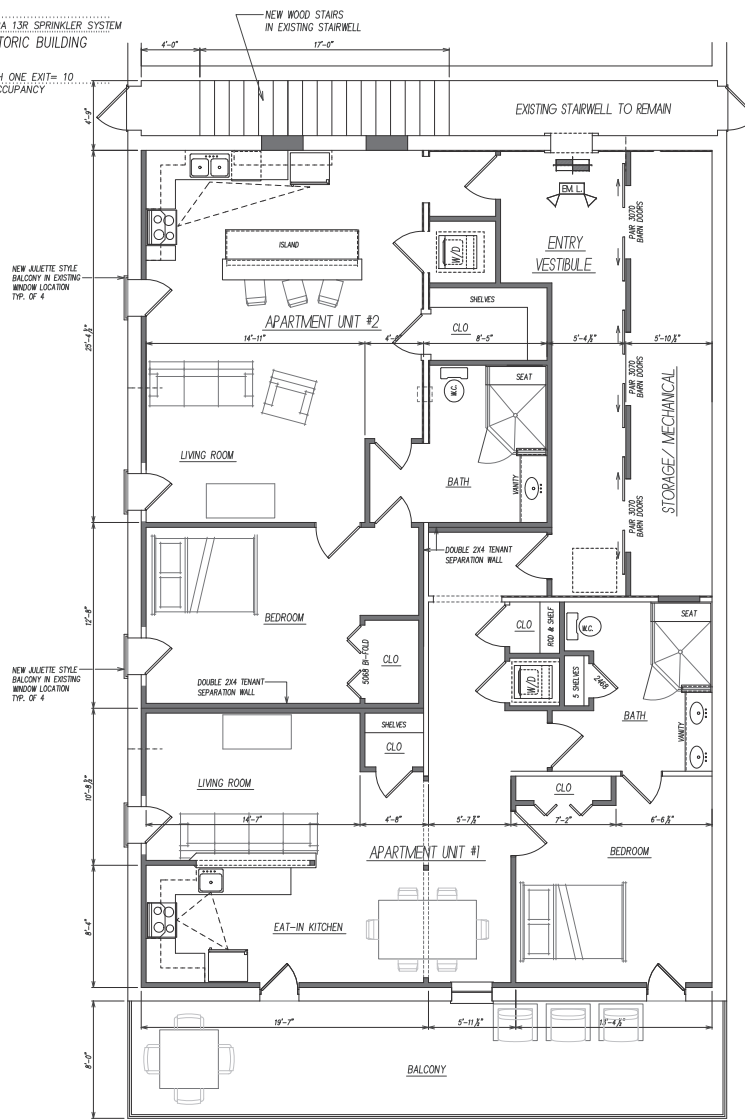
SHARED CORRIDOR
APPROXIMATELY 185 SQFT

ACCESSORY STORAGE SPACE
APPROXIMATELY 178 SQFT

PLAN LEGEND

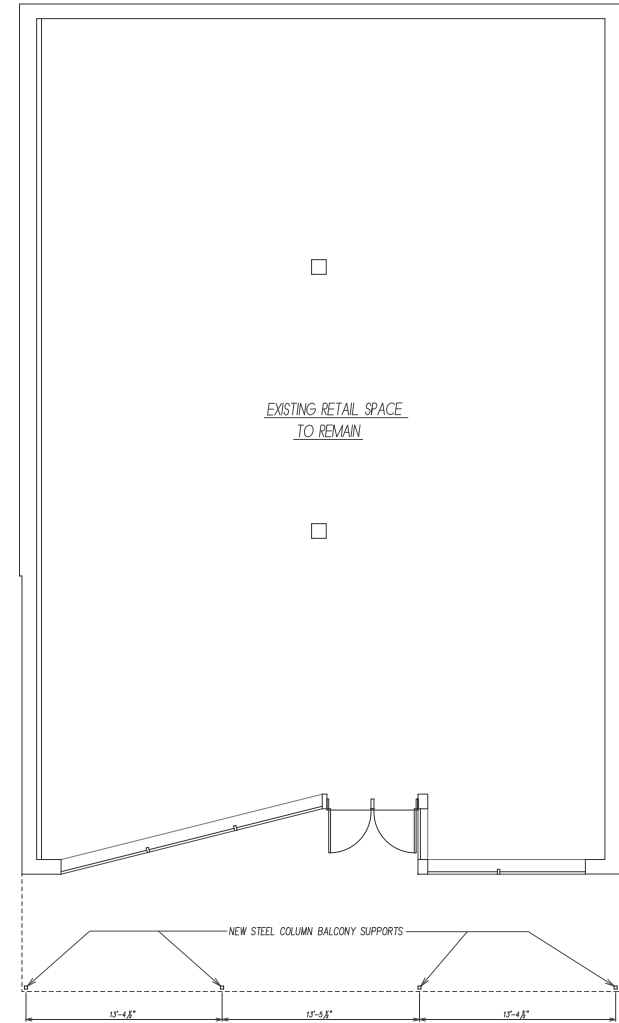
EXISTING CONSTRUCTION
TO REMAIN

NEW FULL HEIGHT WALL



1 SECOND FLOOR NEW CONSTRUCTION PLAN

SCALE 1/4" = 1'-0"



1 GROUND FLOOR PLAN

SCALE 1/4" = 1'-0"



GMF+ASSOCIATES
4356 KENNEY ROAD
BUILDING 3, SUITE 100
VIRGINIA BEACH, VA 23452
757.498.9620
WWW.GMF+A.COM

PRELIMINARY
NOT FOR
CONSTRUCTION

DATE	REVISIONS

LEMON TREE MIXED USE
A PROPOSED MIXED USE PROJECT / RENOVATION
SPRINKLER LIFE
CORE CHARLES VA

PLANS & TABULATIONS

SHEET # A-10

DATE : JUNE 1, 2021

SCALE : AS NOTED

DRAWN : CLE LRM

CHECKED BY: CLE



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4356 BOWNEY ROAD
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WWW.GMFVA.COM

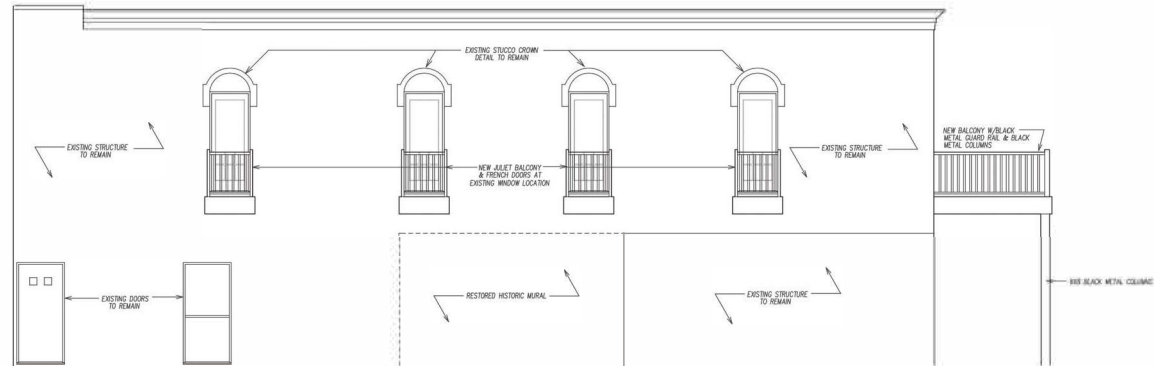
PRELIMINARY
NOT FOR
CONSTRUCTION



DATE	REVISIONS

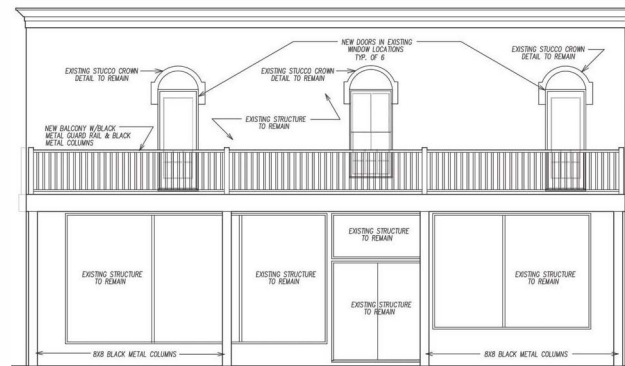
LEMON TREE MIXED USE
A PROPOSED MIXED USE PROJECT / REDEVELOPMENT
SCHAUM AVE
CAPE CHARLES, VA

EXT. ELEVATIONS
SHEET # A-20
DATE : JUNE 1, 2021
SCALE : AS NOTED
DRAWN : CLE LHM
CHECKED BY: CLE



LEFT SIDE ELEVATION

SCALE : 1/4" = 1'-0"



FRONT ELEVATION

SCALE : 1/4" = 1'-0"

GMF+ ASSOCIATES

4356 BONNEY RD. BLDG 3, SUITE 102, VIRGINIA BEACH, VA 23452
(757) 498-9800

Planning Department
Town of Cape Charles
2 Plum Street
Cape Charles, Virginia 23310

Subject: 301 Mason Ave. Historic Review Board Application material list

Balconies:

- TPO membrane roof with composite deck boards on sleepers (5/4 x 6 Trex Select)
- Wood fascia trim, painted white
- metal railing: steel, painted black

Doors & Windows:

- single swing doors: 2668 inswing Andersen E-Series wood, hinged patio door w/ aluminum clad exterior and w/ traditional panel style (8" bottom rail) and no grilles with 2626 Andersen E-Series wood, vented transom window w/ aluminum exterior

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Sincerely,

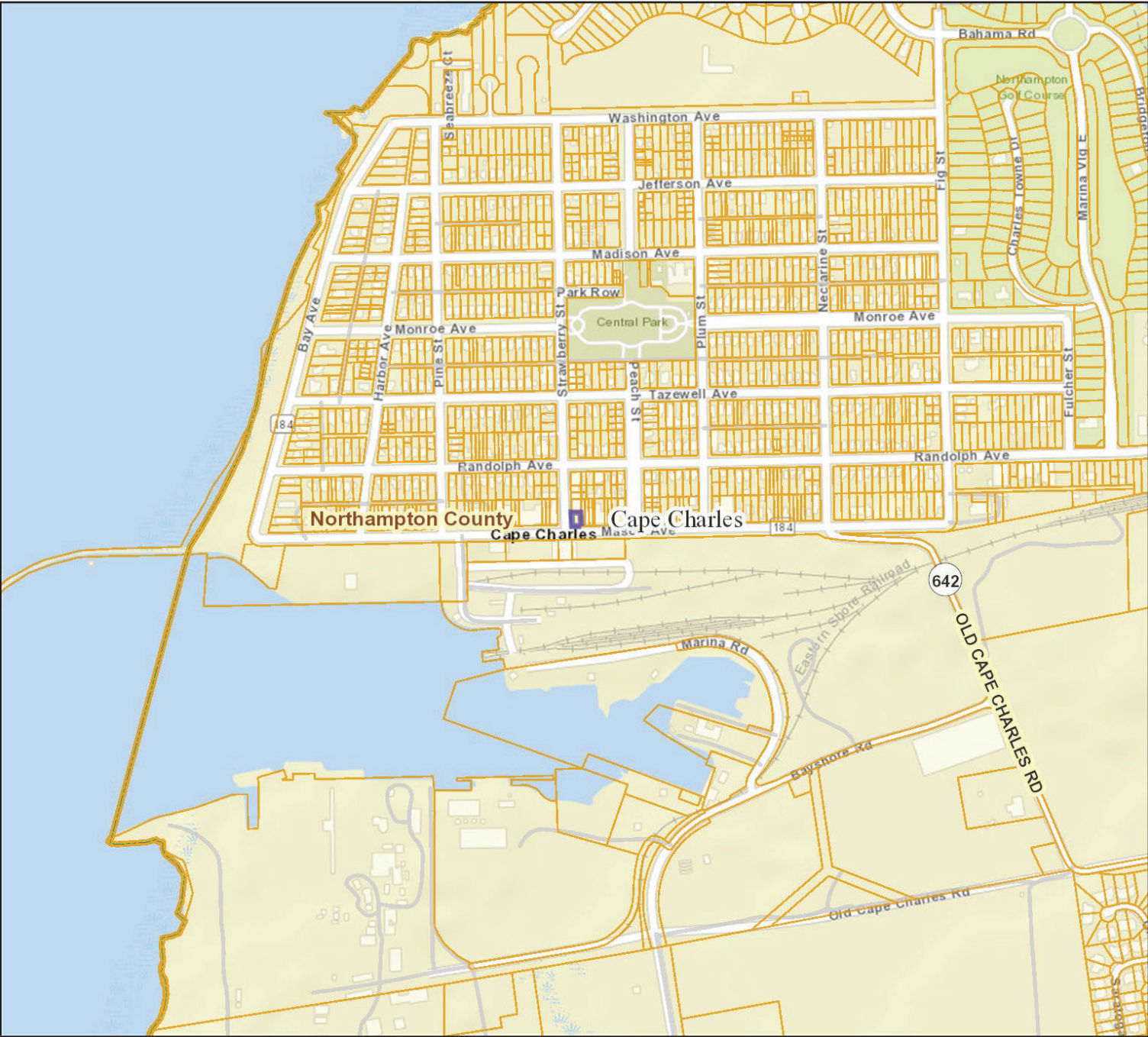


Christopher Elam, AIA

Northampton County, Virginia

Legend

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



Title: Parcels

Date: 4/23/2021

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 is not responsible for its accuracy or how current it may be.