

Historic District Review Board

Regular Meeting Agenda

Cape Charles Civic Center

September 21, 2021, 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. 515 Mason Avenue: Joseph & Anastasia Williams – Certificate of Appropriateness only for addition of a rear porch.
 - B. 403 Madison Avenue: Suzanne & M.J. Golibart – Certificate of Appropriateness to construct 2,200 sq. ft two-story single-family home with detached garage
6. **New Business**
 - A. **SOLAR PANEL:** No applications filed.
 - B. **ROOF REPLACEMENT:** No applications filed.
 - C. **FENCE INSTALLATION:**
 1. 408 Randolph Avenue: Patrick Carey – Install 6 ft wooden fence in back yard
 - D. **RENOVATION, MINOR:** No applications filed.
 - E. **RENOVATIONS, ADDITIONS, & NEW CONTRUCTION**
 1. 220 Monroe Avenue: Stephanie & Dennis Libby – Remove windows on rear of house and replace with French sliding glass door and deck
 2. 520 Randolph Avenue: Kathleen and Todd Glaser – Pre-Application for an addition of 600 sq. ft with new siding, windows, and doors; paint existing shingles to match siding of new addition.
 3. 616 Strawberry Street: Jessica Coburn – replace siding and front and side stoops; replace front door and remove door from shed.
 4. 630 Tazewell Avenue: Steve and Kate Keeler – Pre-Application for a renovation with addition of new mudroom on east side, new rear screened porch, alteration of two-story portion of house for windows and siding.
7. **Other Business**
 - A. Report from Interim Zoning Administrator Katie Nunez
 - B. Discussion of Proposed Revisions to HDRB Bylaws
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 21, 2021

Item #: 5A: 515 Mason Avenue

Prepared by: Katie H. Nunez, Interim Planning/Zoning Administrator

Date: September 14, 2021

APPLICANT: Joseph & Anastasia Williams **TYPE OF APPLICATION:** Certificate of Appropriateness
SITE ADDRESS: 515 Mason Avenue **WORK TO BE PERFORMED:** Construct a 225 sq. ft. rear screen porch
TAX MAP: 83A3-1-582 **CURRENT ZONING:** Residential (R-1)
LOT SIZE: 5,577 sq. ft. **HISTORIC REGISTER:** CONTRIBUTING STRUCTURE
Description: 1883, Colonial Revival

DATE APPLICATION RECEIVED: April 14, 2021

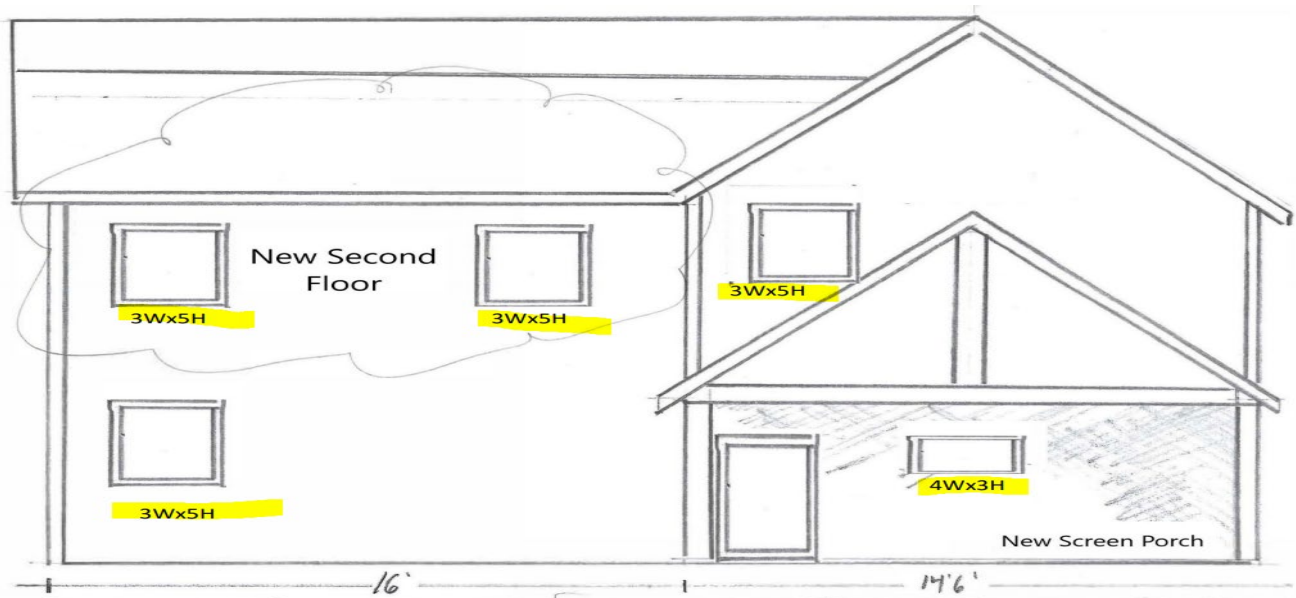
PRE-APPLICATION MTG: June 15, 2021

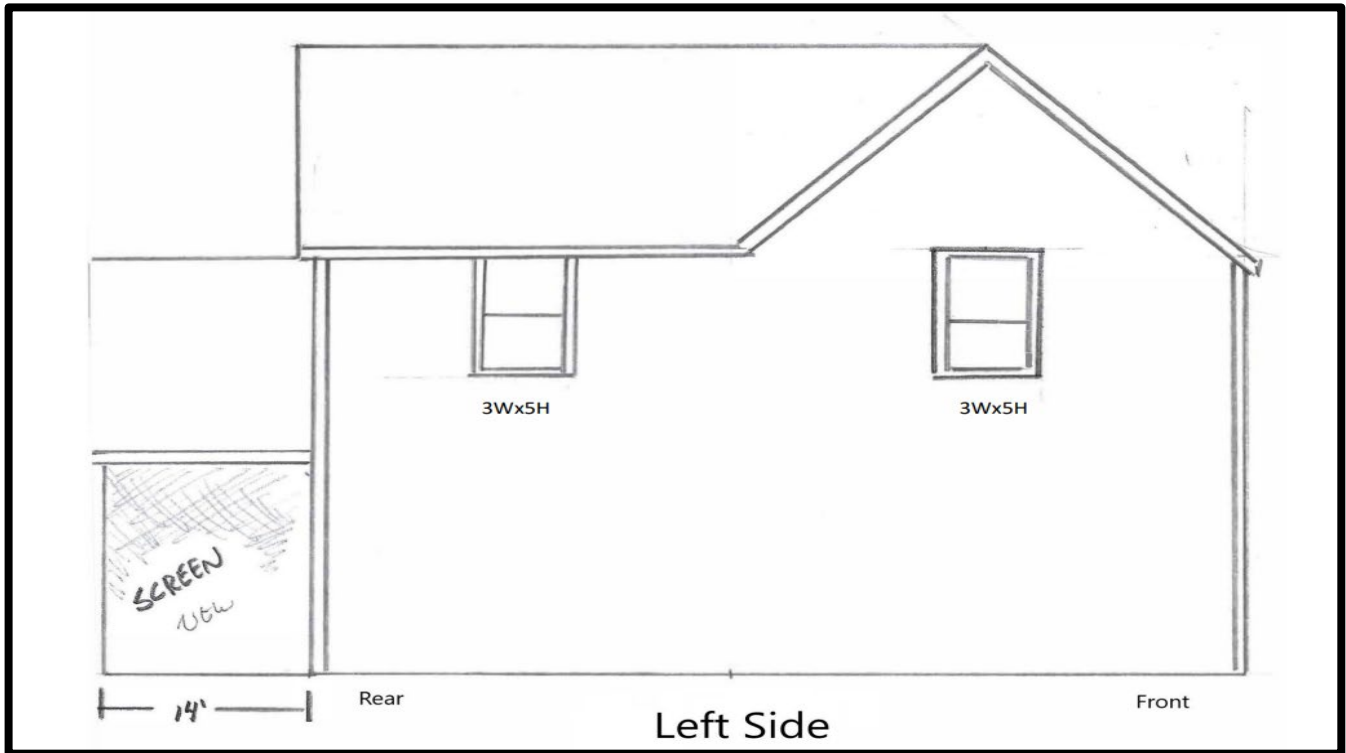
DATE APPLICATION DEEMED COMPLETE: August 28, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): October 28, 2021

The applicant has met with the HDRB in June and August and all elements of their application have been approved with the exception of the addition of a 225 square foot rear screen porch. This item had been delayed in the previous meetings since the applicant was waiting on a revised site plan that showed the rear porch addition. The office has now received the updated site plan. Below are the images of the rear elevation and left side elevation showing the screen porch.

The applicant is seeking to have the same character and materials as the main house and front porch. The roof pitch will mimic the main house roof pitch. They are proposing to move the rear door to the center of the house and move the upstairs replacement window, if needed, relative to the screen porch roof. They are seeking to add a window from the kitchen to the screen porch and to remove the faux chimney.





New 15x15 Screen Porch

- Removal of faux chimney / steps.
- Addition of New 15x15 Screen Porch
- Same Pitch as roof on rear of house.
- Eliminate replacement window in upstairs bathroom.

Porch Columns
Wrapped



Flooring - Azek T&G



Standing Seam
Metal Porch Roof



STAFF ANALYSIS

ZONING COMPLIANCE:

The proposed project is seeking to add a rear porch (225 sq. ft). The site plan is in conformance with the zoning ordinance and a rear porch with screening is allowable under the ordinance.

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

HISTORIC DISTRICT GUIDELINES:

GENERAL PRINCIPLE FOR EXTERIOR ALTERATIONS: Page 19 – Item 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

PORCHES: Page 44: Secondary porches on the side or rear of the building can be one or two stories. Sometimes they are closed in to form new spaces like pantries or sunrooms. Some Colonial Revival houses have a side porch but no front porch.

STAFF RECOMMENDATION:

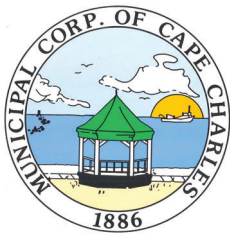
Staff is recommending review of the amended Application for the rear screened porch by the HDRB and is recommending favorable consideration.

Staff is prepared to assist with the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

ATTACHMENTS:

Attachment 1 – Application and Documents



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: 515 Mason Ave

Property Address: 515 Mason Ave Cape Charles, VA 23310

Brief Description of Project: Full Exterior Renovation

Zoning District: CR Current Use: Residential Proposed Use: _____

OWNER INFORMATION

Name and Company: Joeseph & Anastasia Williams

Mailing Address: 10321 Apache Rd Richmond, Va 23235

Phone Number: 804-240-2854 Email: joe.williams1984@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

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

Signature of Applicant: Joseph Williams Digitally signed by Joseph Williams
Date: 2021.05.27 14:55:07 -04'00' Date: 05/26/2021

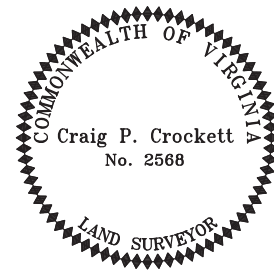
Note: There is a required 30-day wait period between approval of a Certificate of Appropriateness and issuance of the permit for construction.

Town of Cape Charles Planning & Zoning Department

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

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:****1. OWNERS:**

JOSEPH HAYDEN WILLIAMS
& ANASTASIA WOLF
WILLIAMS

2. TAX PARCEL:

83A3-1-582

3. SOURCE OF TITLE:

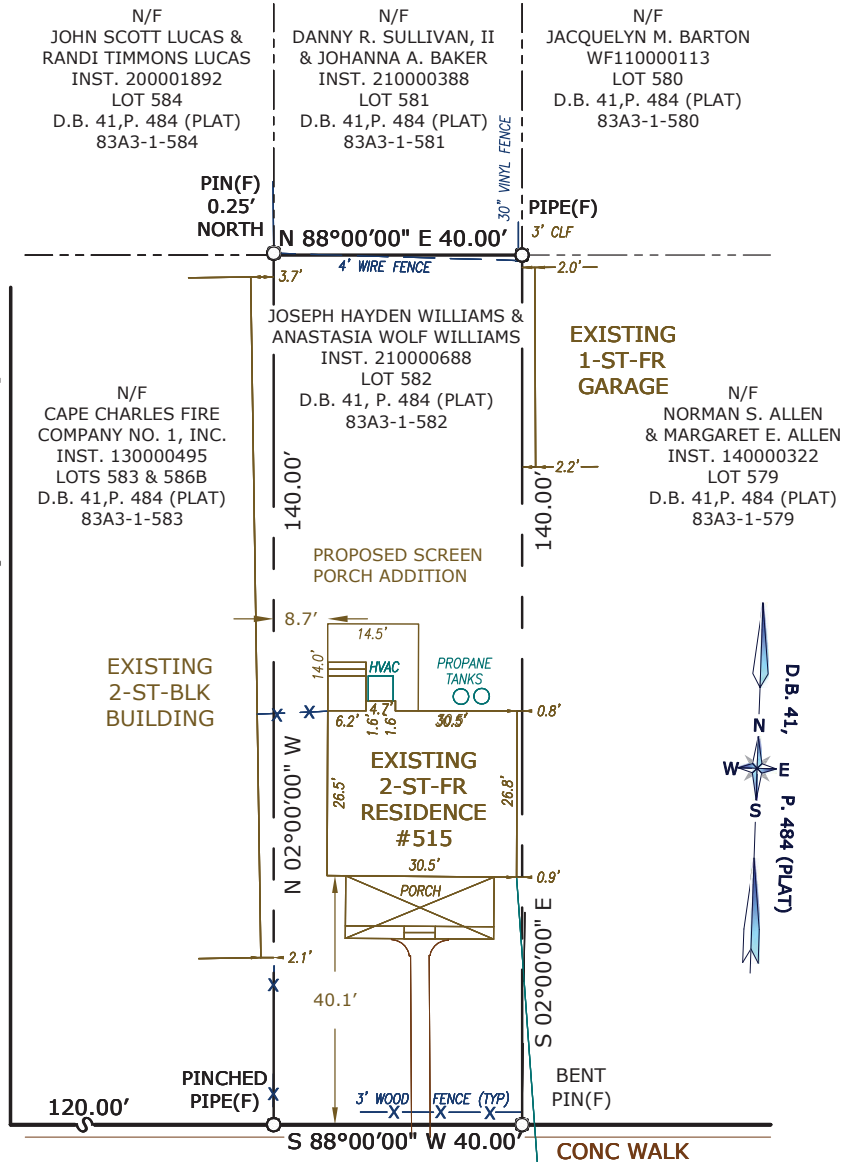
INST. 210000688

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN AUGUST 2021 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.**5. 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.****6. 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.****7. PLAT REFERENCE:**

D.B. 41, P. 484 (PLAT)

8. AREA: 5,600 SQ. FT. (0.129 AC.)

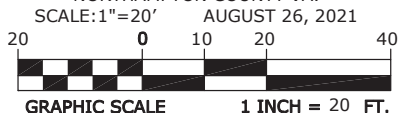
PLUM STREET (70' R/W)



MASON AVENUE (70' R/W)

SITE PLAN
PROPERTY OF
JOSEPH HAYDEN WILLIAMS &
ANASTASIA WOLF WILLIAMS

LOCATED IN THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY VA.



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: 21133

515 Mason Ave

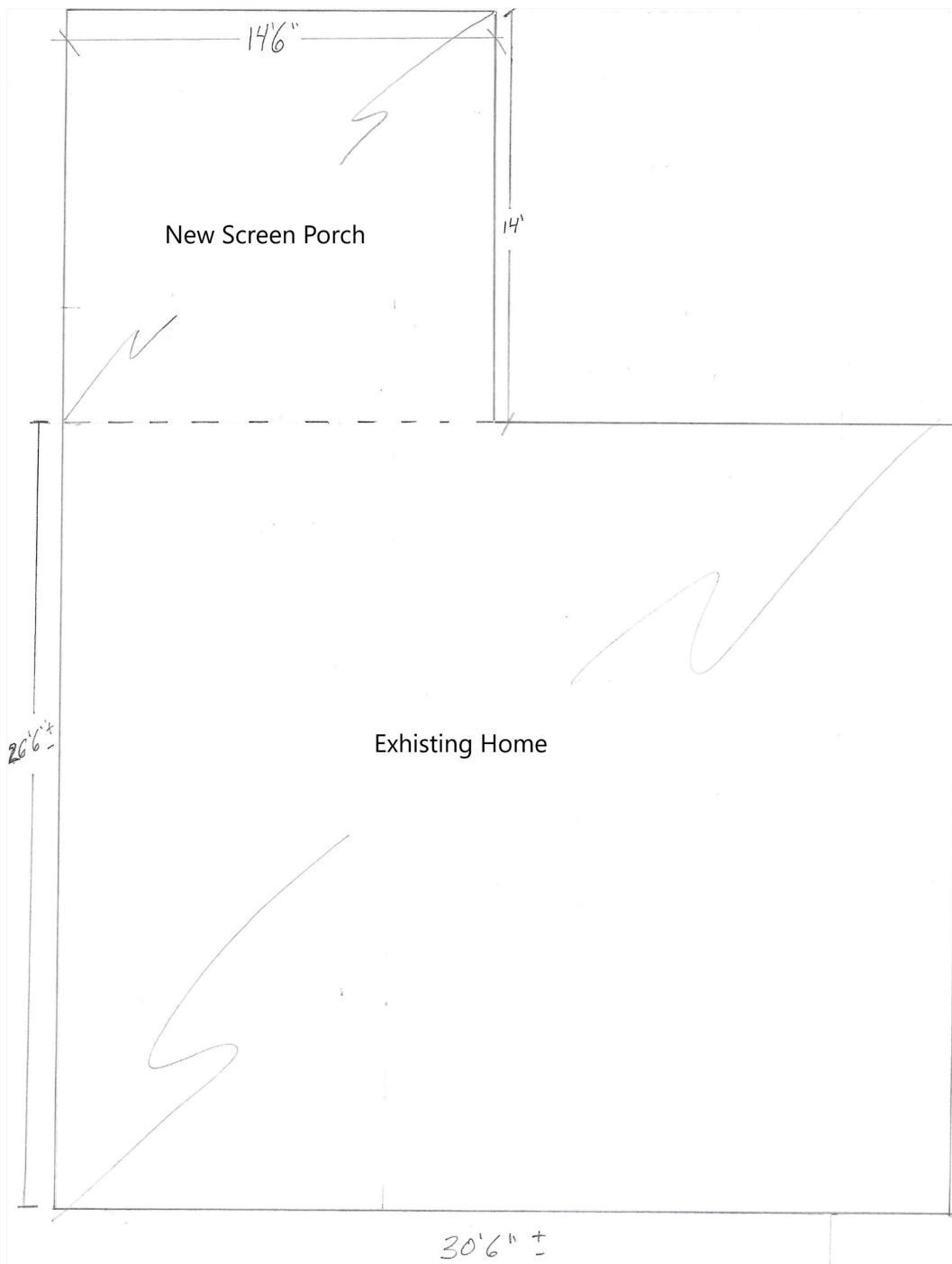


1. Exterior Renovation – Siding, Windows, Shutters
2. Front Porch Renovation
3. Rear Second Floor Addition
4. Foundation Repair Renovation
5. Screen Porch Addition

Rear Screened Porch and Second Floor Addition



- Modern framed addition behind tanks
- Second Floor Addition Above
- Faux Chimney was recent addition to hide HVAC Duct / Hangs over upstairs window.



14'6"

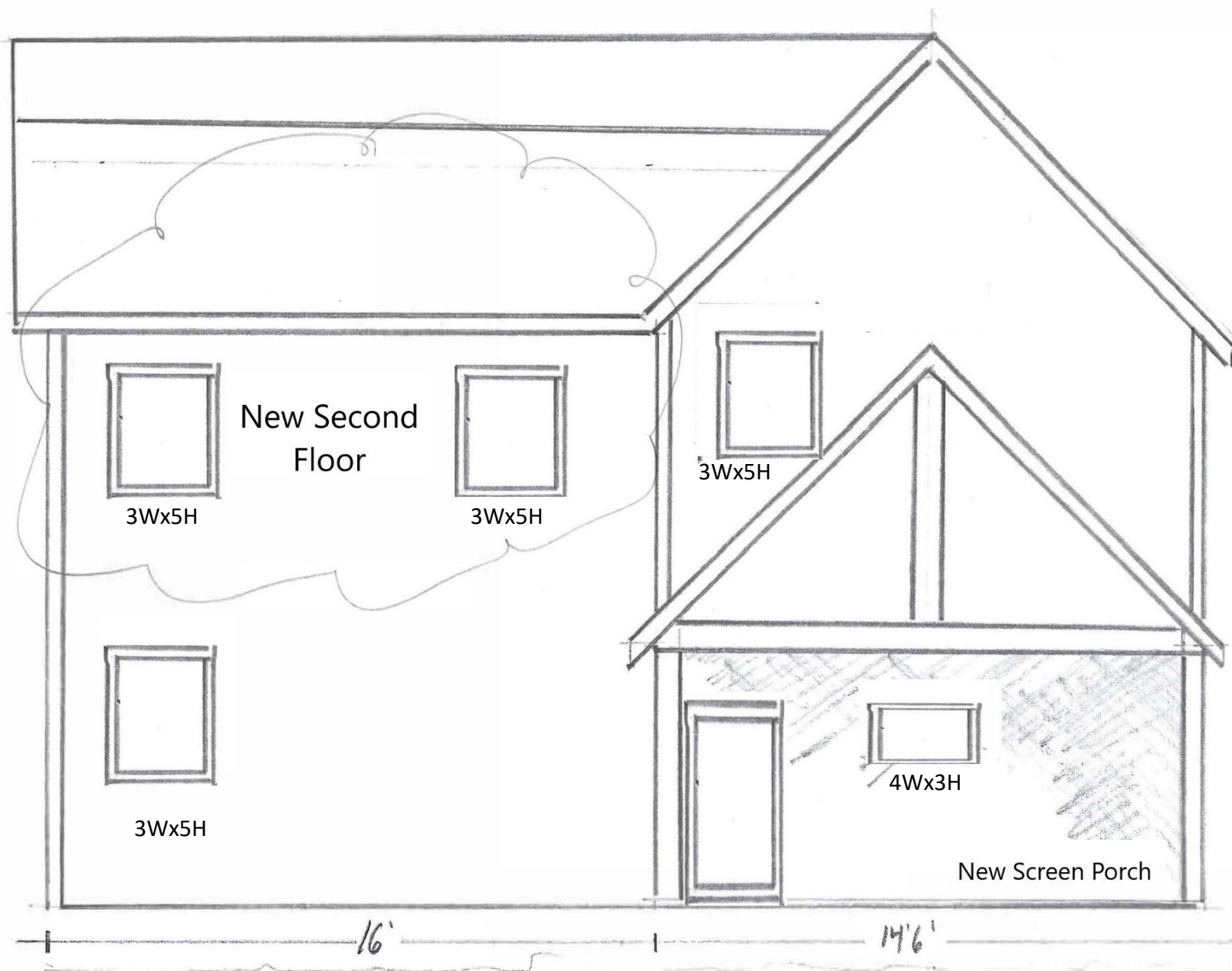
New Screen Porch

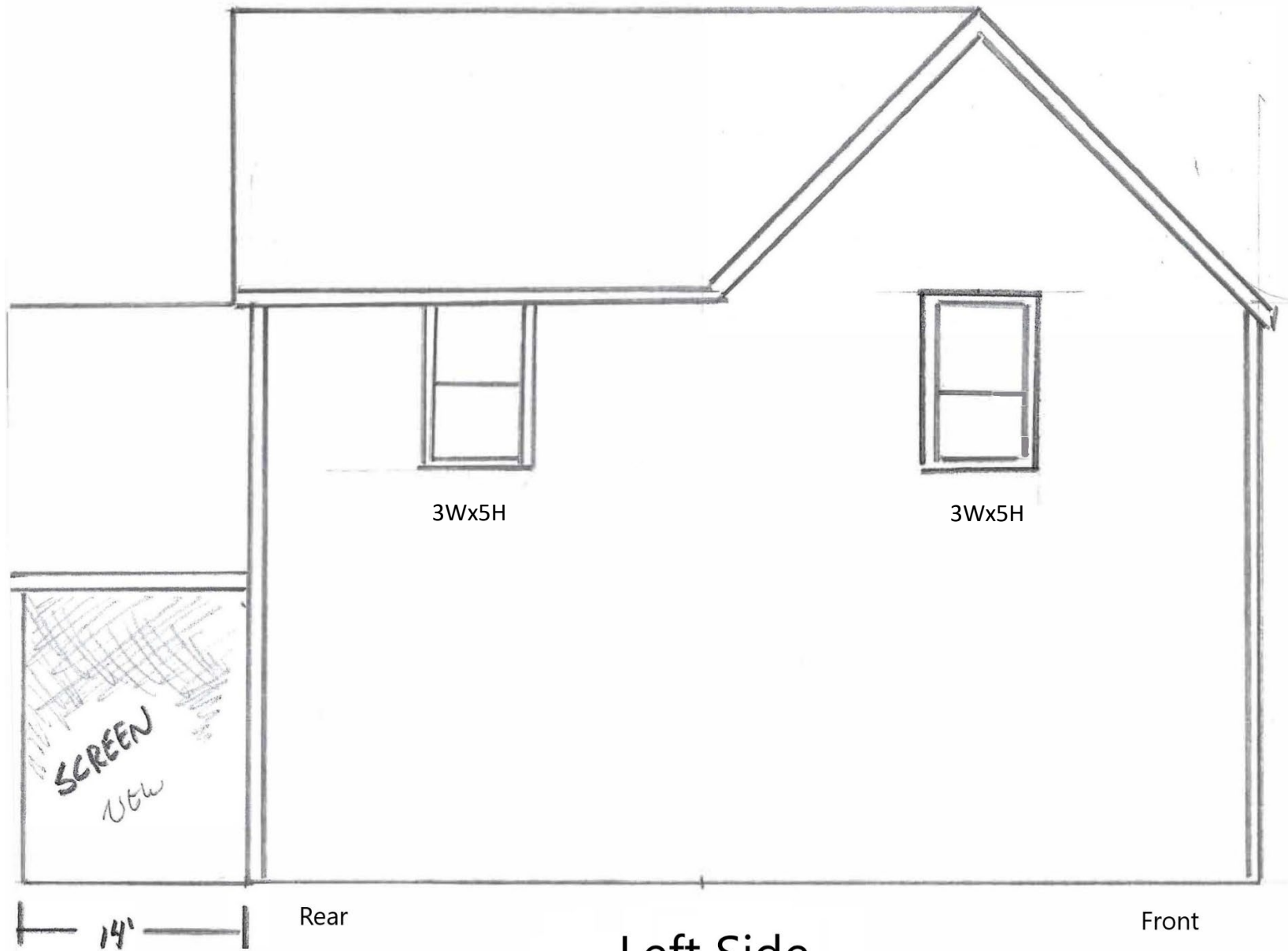
14'

Existing Home

26'6" ±

30'6" ±





Left Side

Second Floor Addition and Rear Screened Porch

Second Floor Addition

- Same footprint as modern downstairs addition.
- Same Exterior Materials
- Roof will tie into main peak and downslope to rear yard at 6/12 pitch

Rear Screen Porch

- 14.5x14 Layout
- Same Character and Materials as main house and front porch.
- Roof Pitch to mimic main house behind.
- Move Rear door to center of house
- Move upstairs replacement window if needed.
- Add Window from Kitchen to Screen Porch.
- Remove Faux Chimney



Downstairs Addition

Screen Porch Materials List / Examples

- Removal of faux chimney / steps.
- Addition of New 15x15 Screen Porch
- Same Pitch as roof on rear of house.
- Eliminate replacement window in upstairs bathroom.

Porch Columns
Wrapped



Flooring - Azek T&G



Example Images

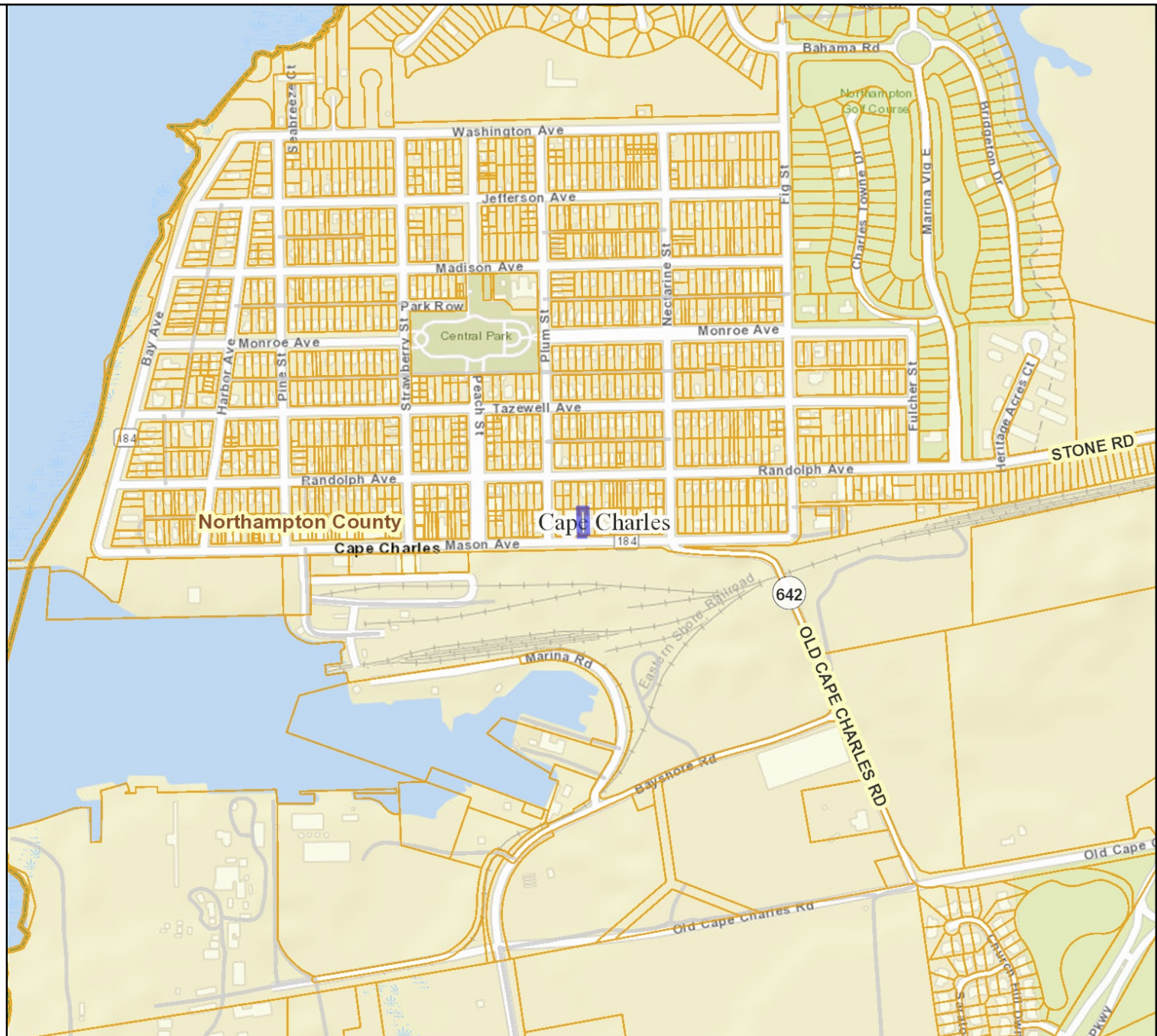
Porch / Columns/ Porch Roof/ Shutters/ SDL Windows/ Azek Trim



Northampton County, Virginia

Legend

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



Title: 515 Mason Avenue

Date: 5/25/2021

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.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 21, 2021

Item #: 5B: 403 Madison Avenue

Prepared by: Katie H. Nunez, Interim Planning/Zoning Administrator

Date: September 14, 2021

APPLICANT: Suzanne & M.J. Golibart

SITE ADDRESS: 403 Madison Avenue

TAX MAP: 83A1-1-178A

LOT SIZE: 8,395 sq. ft

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: To construct 2,200 sq. ft two-story single-family home with detached 576 sq. ft. garage.

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Not listed

DATE APPLICATION RECEIVED: July 19, 2021

PRE-APPLICATION MTG: August 17, 2021

DATE APPLICATION DEEMED COMPLETE:

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):

The applicant was before the HDRB as a pre-application at the August 17, 2021 meeting. The Board reviewed and discussed the proposed building plans. There was conversation about vinyl siding and whether there is a standard regarding the thickness of the siding.

Permit Technician Tracy Outten confirmed that the Cape Charles Zoning Ordinance Section 3.2.I.6 states the following:

Materials. New construction should use materials in a manner sympathetic to the character of the existing neighborhood houses. It is encouraged that materials should be of similar or complementary size, texture, scale, craftsmanship, and applicability to function performed. It should be noted that the sympathetic use of materials does not imply that materials used in new construction will replicate the old in detail nor that new construction will attempt to imitate existing structures. Rather, it is a matter of determining the compatibility of new construction. Certain materials are potentially so visually intrusive that their use for new construction in the R-1 District will not be permitted. These materials include:

- a. asphalt siding, vertical plywood siding, aluminum siding
- b. exposed concrete block above foundation level
- c. corrugated metal, except for roof applications
- d. flush doors (hollow or solid core)

Vinyl siding will be permitted as long as each individual clapboard is no wider than five inches.

MATERIALS LIST



ROOFING
Owens Corning
TruDefinition Duration
130 MPH Architectural
shingles

SIDING



James Hardieplank Lap
No wood grain
No beading

* Thickness 0.312"
* Width Exposure 7"

WINDOWS

**Viwinco Vinyl Double-Hung
No Grills**

Double hung window sizes include:
2836, 3666, 5636, 7266
One Transom window sized 3018

PORCH ROOFING
Drexel Metals
Standing Seam Metal
Roof



PORCH MATERIALS

Decking and Steps -
Composite Trex Select
Wood thermoplastic composite lumber with a natural woodlike grain pattern finish.

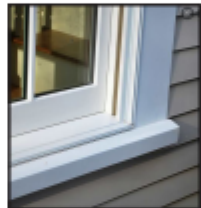


PORCH POSTS - Vinyl - Square columns

PORCH RAILING - Black Aluminum at steps only

WINDOWS ACCESSORIES

Vinyl Lineals 5" and
Cellular PVC Historic
Exterior Sills
1 3/4" x 2"



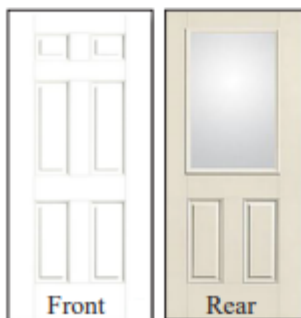
Picture representations of style only. Does not represent color.

EXTERIOR DOORS

ThermaTru S210 - Front

ThermaTru S206 - Rear

Fiberglass door with polyurethane foam core insulation with wood grain look.



GARAGE DOORS

Haas 2500 Steel Series - Insulated
Raised standard panel with plain glass

- 2" Thick
- 25-Gauge Galvanized Steel
- Tongue-and-Groove Construction
- 7.5 R-Value available
- Corrosion-resistant protective finish as well as a heavy vinyl bottom weather seal.
- Insulated Laminate Back
- Tongue-and-groove construction



STAFF ANALYSIS

ZONING COMPLIANCE:

The applicant has provided a site plan for the property and the size of the accessory structure is 576 square feet. Need to show the distance between the house and the accessory structure on the site plan and needs to conform with the zoning requirement of 15 ft. Since the applicant has indicated that the siding material will be Hardie Plank and not vinyl siding, there is no zoning requirement for thickness of this material.

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

HISTORIC DISTRICT GUIDELINES:

NEW CONSTRUCTION, Page 22: The success of new construction within a historic district does not depend on direct duplication of existing building forms, features, materials, and details. Rather, it relies on understanding what the distinctive architectural character of the district is. In-fill buildings must be compatible with that character. In considering the overall compatibility of a proposed structure, its height, form, massing, proportion, size, scale, and roof shape should first be reviewed. A careful analysis of buildings surrounding the site can be valuable in determining how consistent and, consequently, how significant each of these criteria is. A similar study of materials, building features, and details typical of existing buildings along the streetscape, block, or square will provide a vocabulary to draw on in designing a compatible building. Particular attention should be given to the spacing, placement, scale, orientation, and size of window and door openings as well as the design of the doors and the windows themselves. Compatibility at the building skin level is also critical. The selection of appropriate exterior materials and finishes depends on an understanding of the compatibility of proposed materials and finishes in composition, pattern, texture, color, and sheen.

STAFF RECOMMENDATION:

Staff is recommending review of the submitted Materials List (and the additional documentation supplied with the application for each element of the house).

The applicant needs to amend their application submittal to address the one comment under the Staff Analysis Section in order to obtain zoning clearance.

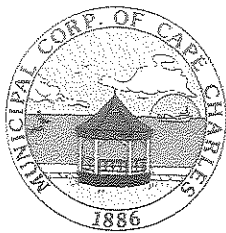
Staff is recommending approval of this applicant contingent upon confirmation of the distance between the house and the accessory structure is at least 15 feet.

Staff is prepared to assist in the development of any motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

ATTACHMENTS:

Attachment 1 – Application and Documents



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: 403 Madison Ave. (Golibart)
Property Address: 403 Madison Ave.
Brief Description of Project: single family 2 story home, detached garage
Zoning District: _____ Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: Suzanne & Mr Golibart
Mailing Address: PO Box 264 Eastville 23347
Phone Number: 703-216-5206 Email: sgolibart@aol.com

APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 7/11/21

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 Historical Review Cape Charles, VA

MJ and Suzanne Golibart intend to build a single family, two story, three bedroom structure on a vacant parcel at 403 Madison Ave.

This parcel will also include a detached, two car garage with an above space for storage or future bonus room. The garage will be located to the rear of the dwelling.

Attached drawings and site plan included.



Golibart
403 Madison Ave.



**BLOCK
SHEP**

ERL & TANYA YVONNE WEIHS
LOT 178
PARCEL #8341-1-178
IN RE: ESTATE OF TANYA YVONNE WEIHS

WILLIAM SCOTT & ROBERTA SWANNS
LOT 182A
TAX PARCEL #683A1-1-182A
(INSTRUMENT #150000576)

2-STEPYF

WANTIN J. & SUZANNE K. GOLDBART
LOT 175
TAX PARCEL #8341-1-175
(INSTRUMENT #170302781)

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.

FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM F.E.M.A. FLOOD MAPS. SHORELINE SURVEYORS 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.

THIS PROPERTY APPEARS TO FALL IN
FLOOD ZONE: "X"
COMMUNITY NO.: 510106
PANEL: 0205F DATED: MARCH 2, 2015

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.

BUILDING DATA SHOWN HEREON IS BASED ON PLANS PREPARED BY BERACAH HOMES DATED APRIL 8, 2021. CONTRACTOR SHALL VERIFY ALL BUILDING DIMENSIONS PRIOR TO ANY CONSTRUCTION.

THIS PROPERTY IS ZONED "SINGLE FAMILY RESIDENTIAL (R-1)"
FRONT YARD SETBACK - 30' OR PREVAILING
SIDE YARD SETBACK - 5'
REAR YARD SETBACK - 25'

THIS PROPERTY IS CURRENTLY OWNED BY:
MARTIN J. & SUZANNE K. GOLIBART
P.O. BOX 284
EASTVILLE, VIRGINIA 23347

CONNECTION TO THE TOWN OF CAPE CHARLES WATER AND SEWER SERVICES SHALL BE COORDINATED THROUGH THE PUBLIC UTILITIES DEPARTMENT OF THE TOWN OF CAPE CHARLES.

THE NORTH MERIDIAN OF THIS PLAT IS BASED ON THE VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD83

ELEVATIONS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988.

CONTRACTOR SHALL ENSURE A MINIMUM 1% GRADE AWAY FROM HOUSE.

CONTRACTOR SHALL CALL MISS UTILITY (811) PRIOR TO ANY LAND DISTURBANCE OR

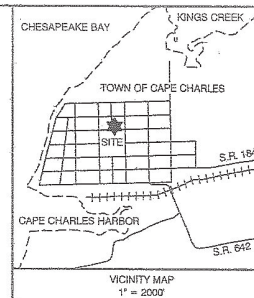
ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED ACCORDING TO MINIMUM STANDARDS AND SPECIFICATIONS OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.

THE NEW DRIVEWAY SHALL SERVE AS THE CONSTRUCTION ENTRANCE TO THE SITE.

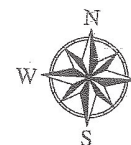
CONTRACTOR IS RESPONSIBLE FOR THE DAILY REMOVAL OF SEDIMENT THAT HAS BEEN TRANSPORTED ONTO A PAVED OR PUBLIC ROAD SURFACE.

A TEMPORARY STONE CONSTRUCTION ENTRANCE SHALL BE INSTALLED IF SILT & SOIL IS REPEATEDLY DEPOSITED, BY TRUCKS LEAVING THE SITE, ON MADISON AVENUE.

SEEDING OPERATION SHALL BE INITIATED WITHIN 7 DAYS AFTER REACHING FINAL GRADE

[illegible]

MADE IN AMERICA



Shoreline Surveyors

23314 Courthouse Avenue - P.O. Box 735
Accomac, Virginia 23301
PHONE (757) 789-3860 FAX (757) 789-3962

SCALE: 1" = 20'
DRAWN: MAS
FIELD BOOK: 49, PAGE
JOB #21084
SHEET 1 OF 1

SITE PLAN

QF
Lot 178A
Town of Cape CharlesTM
(INSTRUMENT #170000795)
(DEED BOOK 41, PAGE 484)
TAX PARCEL #003A1-(01)-00-178A
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA
FOR
Beracah Homes

JULY 27, 2021

IMPERVIOUS AREA TABLE

TOTAL LOT AREA = 8,401sf

HOUSE = 1,465sf or 17.44%
GARAGE = 576sf or 6.86%
GRAVEL = 1,161sf or 13.82%
PORCH/STEPS = 733sf or 8.73%
CONCRETE/PAVERS = 753sf or 8.96%
TOTAL = 4,688sf or 55.80%

Revised 07-29-21



Front Elevation
SCALE: 3/16" = 1'-0"

NOTE:
ELEVATIONS MAY SHOW ITEMS NOT PROVIDED BY BERACAH HOMES, PLEASE SEE CONTRACT FOR INCLUDED OPTIONS.
ALL FOUNDATIONS ARE BY THE BUILDER



BERACAH HOMES
9590 Nanticoke Business Park Drive
Greenwood, Delaware 19950
www.beracahhomes.com

NAME: Beracah Homes, Inc.	Golibart
DRAWN: KWBG	DATE: 04-08-2021
REVISION: Juan Gonzalez	SCALE: AS NOTED
21-3126_V2	
HOUSE STYLE: 15'/25' x 54'/37' (K. Beard)	

SHEET:

A3

PROJECT:

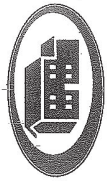
21-3126

7/29/2021 10:21 AM



Left Elevation
SCALE: 3/16" = 1'-0"

NOTE:
ELEVATIONS MAY SHOW ITEMS NOT PROVIDED BY BERACAH HOMES, PLEASE SEE CONTRACT FOR INCLUDED OPTIONS.
ALL FOUNDATIONS ARE BY THE BUILDER



BERACAH HOMES
9590 Nanticoke Business Park Drive
Greenwood, Delaware 19950
www.beracahomes.com

NAME: Beracah Homes, Inc.	Golibart
DRAWN: KWBG	DATE: 04-08-2021
REVISION: Juan Gonzalez 21-3126_V2	SCALE: AS NOTED
HOUSE STYLE: 15'/25' x 54'/37' (K. Beard)	

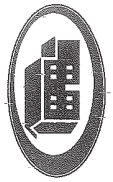
SHEET:	A3.1
PROJECT:	21-3126 7/29/2021 10:21 AM

VA, Northampton Co, Cape Charles



Right Elevation
SCALE: 3/16" = 1'-0"

NOTE:
ELEVATIONS MAY SHOW ITEMS NOT PROVIDED BY BERACAH HOMES, PLEASE SEE CONTRACT FOR INCLUDED OPTIONS.
ALL FOUNDATIONS ARE BY THE BUILDER



BERACAH HOMES

9590 Nanticoke Business Park Drive
Greenwood, Delaware 19950
www.beracahomes.com

VA, Northampton Co, Cape Charles

Golibart

NAME: Beracah Homes, Inc.

DATE: 04-08-2021

DRAWN: KWBG

SCALE: AS NOTED

REVISION: Juan Gonzalez
21-3126_V2

HOUSE STYLE: 15'/25' x 54'/37' (K, Beard)

SHEET:

A3.2

PROJECT:

21-3126

7/29/2021 10:21 AM



Rear Elevation
SCALE: 3/16" = 1'-0"

NOTE:
ELEVATIONS MAY SHOW ITEMS NOT PROVIDED BY BERACAH HOMES, PLEASE SEE CONTRACT FOR INCLUDED OPTIONS.
ALL FOUNDATIONS ARE BY THE BUILDER



BERACAH HOMES
9590 Nanticoke Business Park Drive
Greenwood, Delaware 19950
www.beracahomes.com

VA, Northampton Co, Cape Charles

Golibart

NAME: Beracah Homes, Inc.

DATE: 04-08-2021

DRAWN: KWBG

SCALE: AS NOTED

REVISION: Juan Gonzalez
21-3126_V2

HOUSE
STYLE: 15'/25' x 54'/37' (K. Beard)

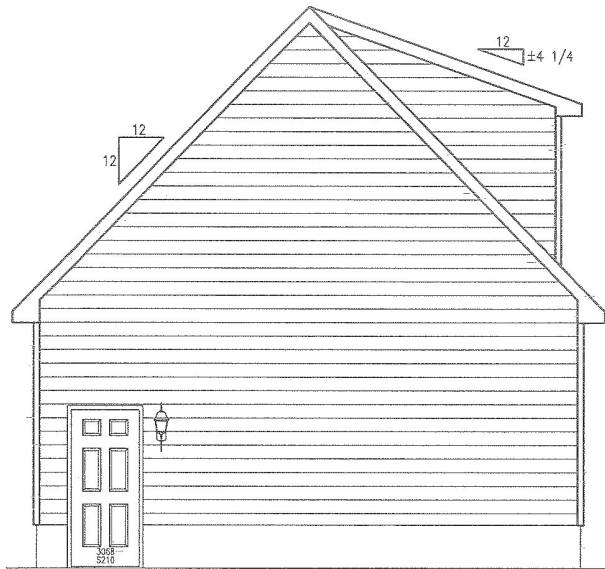
SHEET:

A3.3

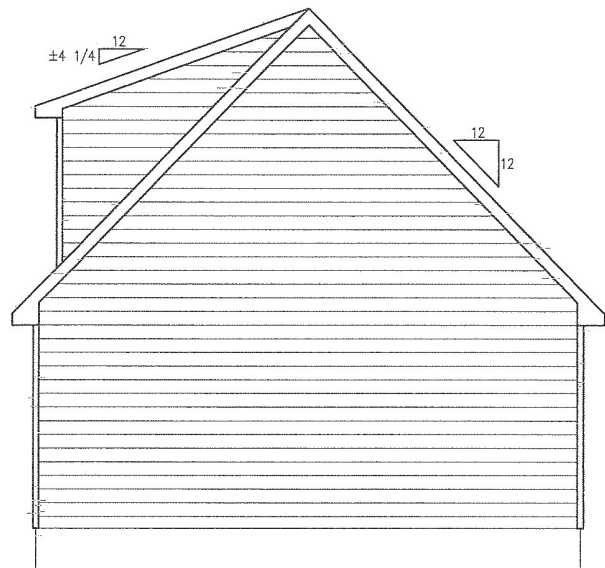
PROJECT:

21-3126

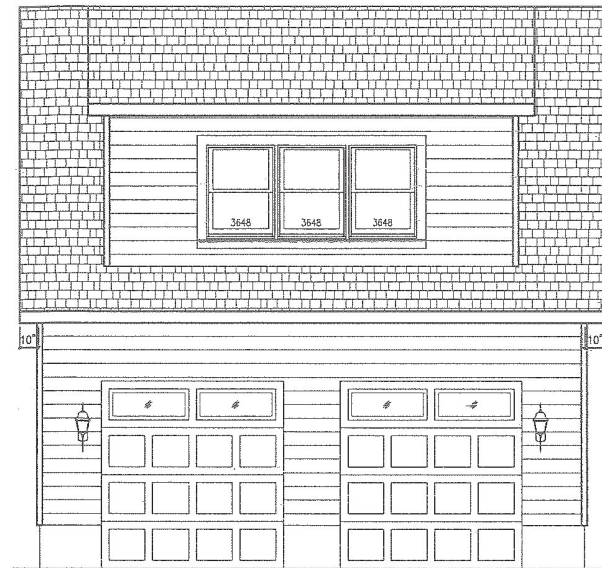
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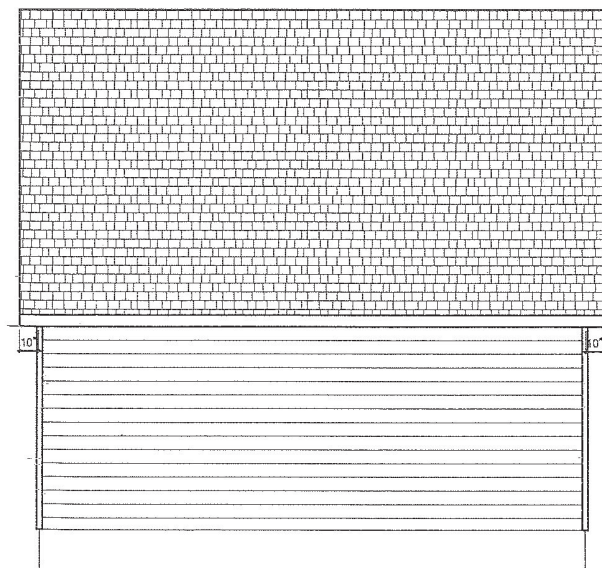
Front Elevation
SCALE: 3/16" = 1'-0"



Rear Elevation
SCALE: 3/16" = 1'-0"



Right Elevation
SCALE: 3/16" = 1'-0"



Left Elevation
SCALE: 3/16" = 1'-0"



BERACAH HOMES
9590 Nanticoke Business Park Drive
Greenwood, Delaware 19950
www.beracadhomes.com

VA, Northampton Co, Cape Charles

NAME: Beracah Homes, Inc.	Golibart
DRAWN: KWBG	DATE: 04-08-2021
REVISION: Juan Gonzalez	SCALE: AS NOTED
21-3126_V2	
HOUSE STYLE: 15'/25' x 54'/37' (K. Beard)	

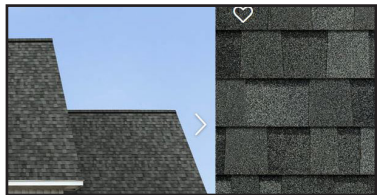
SHEET:

OSGELEV

PROJECT:

21-3126

7/29/2021 10:21 AM



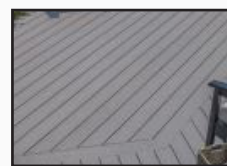
ROOFING
Owens Corning
TruDefinition Duration
130 MPH Architectural
shingles

PORCH ROOFING
Drexel Metals
Standing Seam Metal
Roof



PORCH MATERIALS

Decking and Steps -
Composite Trex Select
Wood thermoplastic com-
posite lumber with a natu-
ral woodlike grain pattern
finish.



PORCH POSTS - Vinyl - Square columns
**PORCH RAILING - Black Aluminum at
steps only**

SIDING



James Hardieplank Lap
No wood grain
No beading

* Thickness 0.312"
* Width Exposure 7"

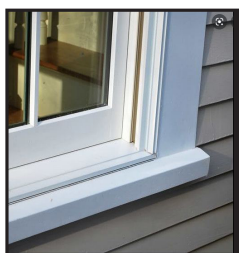
WINDOWS

**Viwinco Vinyl Double-Hung
No Grills**

Double hung window sizes include:
2836, 3666, 5636, 7266
One Transom window sized 3018

WINDOWS ACCESSORIES

**Vinyl Lineals 5" and
Cellular PVC Historic
Exterior Sills
1 3/4" x 2"**

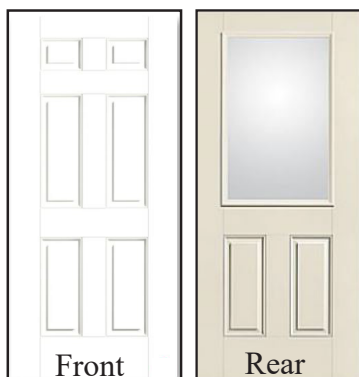


Picture representations of style only. Does not represent color.

EXTERIOR DOORS

ThermaTru S210 - Front
ThermaTru S206 - Rear

Fiberglass door with polyurethane foam core
insulation with wood grain look.



GARAGE DOORS

**Haas 2500 Steel Series - Insulated
Raised standard panel with plain glass**

- 2" Thick
- 25-Gauge Galvanized Steel
- Tongue-and-Groove Construction
- 7.5 R-Value available
- Corrosion-resistant protective finish as well
as a heavy vinyl bottom weather seal.
- Insulated Laminate Back
- Tongue-and-groove construction



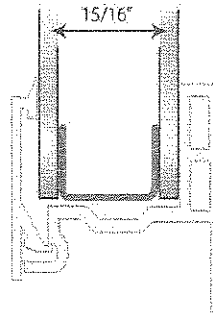
Window Specifications

Viwinco Windows has been committed to optimal energy efficiency, a cleaner environment, and year-round home comfort ever since we first manufactured our standard high-performance glass package. We use this package as a matter of course in every window we produce.

All Viwinco windows meet current ENERGY STAR performance requirements.

- 0.30 U-value (or lower) & 0.30 SHGC
- Solarban® 60 low-e
- Argon-filled
- Intercept® ULTRA stainless-steel warm-edge spacer

Viwinco S-Series
15/16" double-strength,
insulated glass unit
with argon gas



S-Series single- and double-hung styles share the following features:

- A fully fusion-welded frame and sash for strength, durability, and low maintenance
- A 15/16" double-strength insulating glass unit with Solarban® 60 Low-E, Intercept® ULTRA stainless steel spacer, and argon gas fill for advanced performance
- A constant-force balance system made of 3/4" stainless steel for ease in opening and closing the window
- A sash interlock for added thermal efficiency and security
- Sill weatherstripping 1-3/8" high to fight drafts and water infiltration
- Equally-sized glass in both sashes for even sight lines
- Dual nite-vents

everyday Performance

S-Series

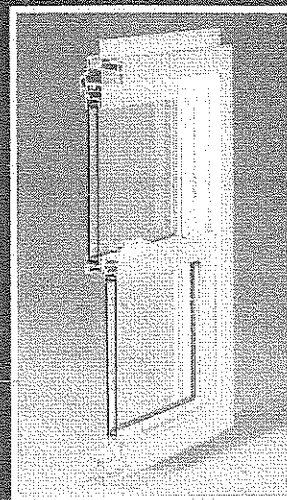
S-Series is our premier new construction line. Single- or double-hung units come standard with:

- 15/16" double-strength insulated glass unit
- Our high-performance glass package
- 3/4" stainless-steel constant force balance system

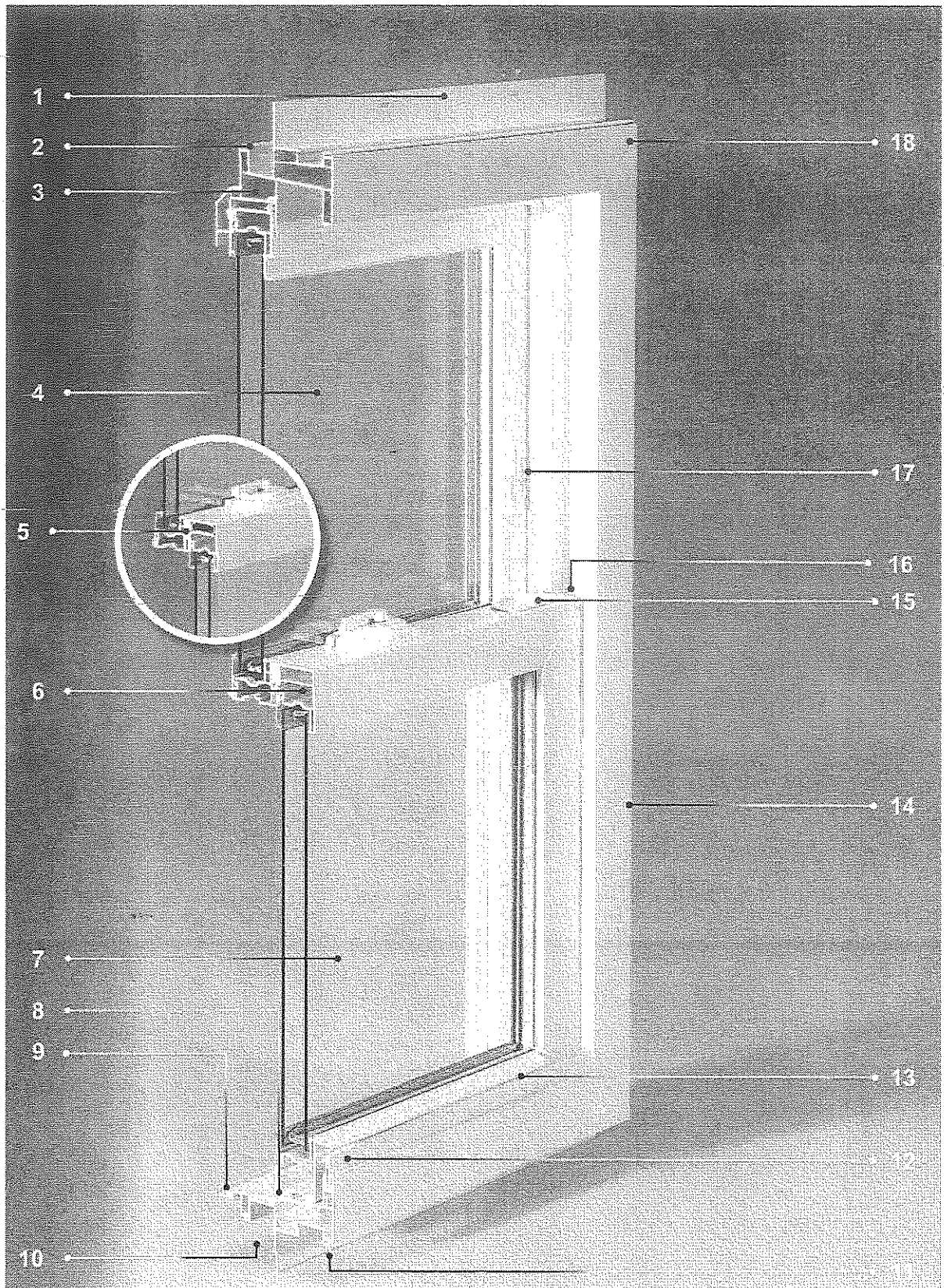
New Construction Standard Features:

1. 1-1/4" integral, pre-punched nailing fin contributes to trouble-free installation
2. Beveled exterior for traditional craftsmanship look
3. Chambered vinyl profiles add thermal efficiency and structural strength
4. Equally sized glass in both sashes for balanced design
5. S-Series single- and double-hung windows come with the option of our patented reinforcement system with Tilt-n-Lock hardware, which provides strength where it's most needed, along the interlock. The reinforcement becomes the housing for the hardware that allows you to use the lock to tilt the sash in with just one hand. Tilt latches are not visible
6. Sash interlock for added security and thermal efficiency
7. 15/16" double-strength (S-Series) and 3/4" single-strength (Builders Choice) glass units with Solarban[®] 60 low-e, stainless-steel, low-conductance spacer and argon gas fill for excellent thermal performance
8. 5-degree true sloped sill directs water and debris away from the home
9. Screen track secures screen to better block insects
10. Snap-in accessory expands J-channel to 1-1/4" to receive greater range of cladding thicknesses
11. Integral J-channel saves time on exterior finishing

For window sizes and detail drawings, see pages 33-42

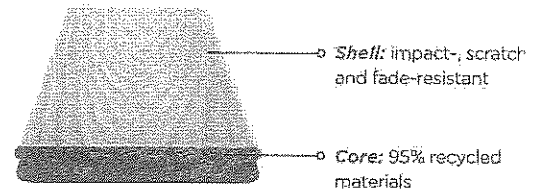


Our S-Series single-hung window is engineered with two sashes for equal sight lines. It matches the look of our double-hung but only the lower sash is movable.



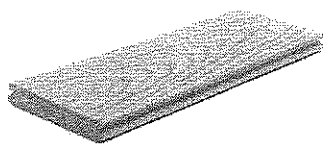
Porch Decking Specifications

Trex Select® decking and Trex® Fascia are wood thermoplastic composite lumber (WTCL) boards with an integrated shell that covers the boards on the top surface and sides. The integrated shell consists of a proprietary surface formulation that produces a natural, wood-like grain pattern finish. An alternative to naturally durable hardwood lumber, Select Decking and Fascia are ICC-ES ESR-1100 certified to be a minimum of 95.4% recycled content of wood fiber and polyethylene by weight.

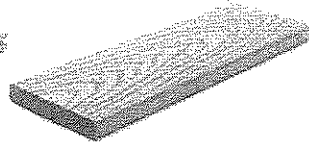


DECKING

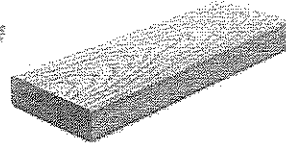
FASCIA



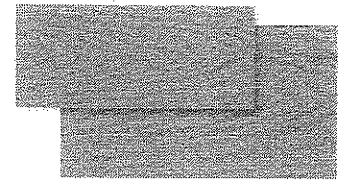
1" Grooved edge



1" Square edge



2" Square edge



8" or 12" Widths

FEATURES	DECKING BOARDS		FASCIA BOARDS	
	1" x 6"	2" x 6"	8"	12"
Actual Dimensions - Standard	.82" x 5.5"	1.3" x 5.5"	.56" x 7.25"	.56" x 11.375"
Actual Dimensions - Metric	20 mm x 140 mm	33 mm x 140 mm	14 mm x 184 mm	14 mm x 288 mm
Available Lengths - Standard	12', 16', 20'	12', 16', 20'	12'	12'
Available Lengths - Metric	365 cm, 487 cm, 609 cm	365 cm, 487 cm, 609 cm	365 cm	365 cm
Grooved Edge	X			
Square Edge	X	X	X	X
Weight per Lineal Foot	2.2 lbs	3.4 lbs	2.0 lbs	3.3 lbs

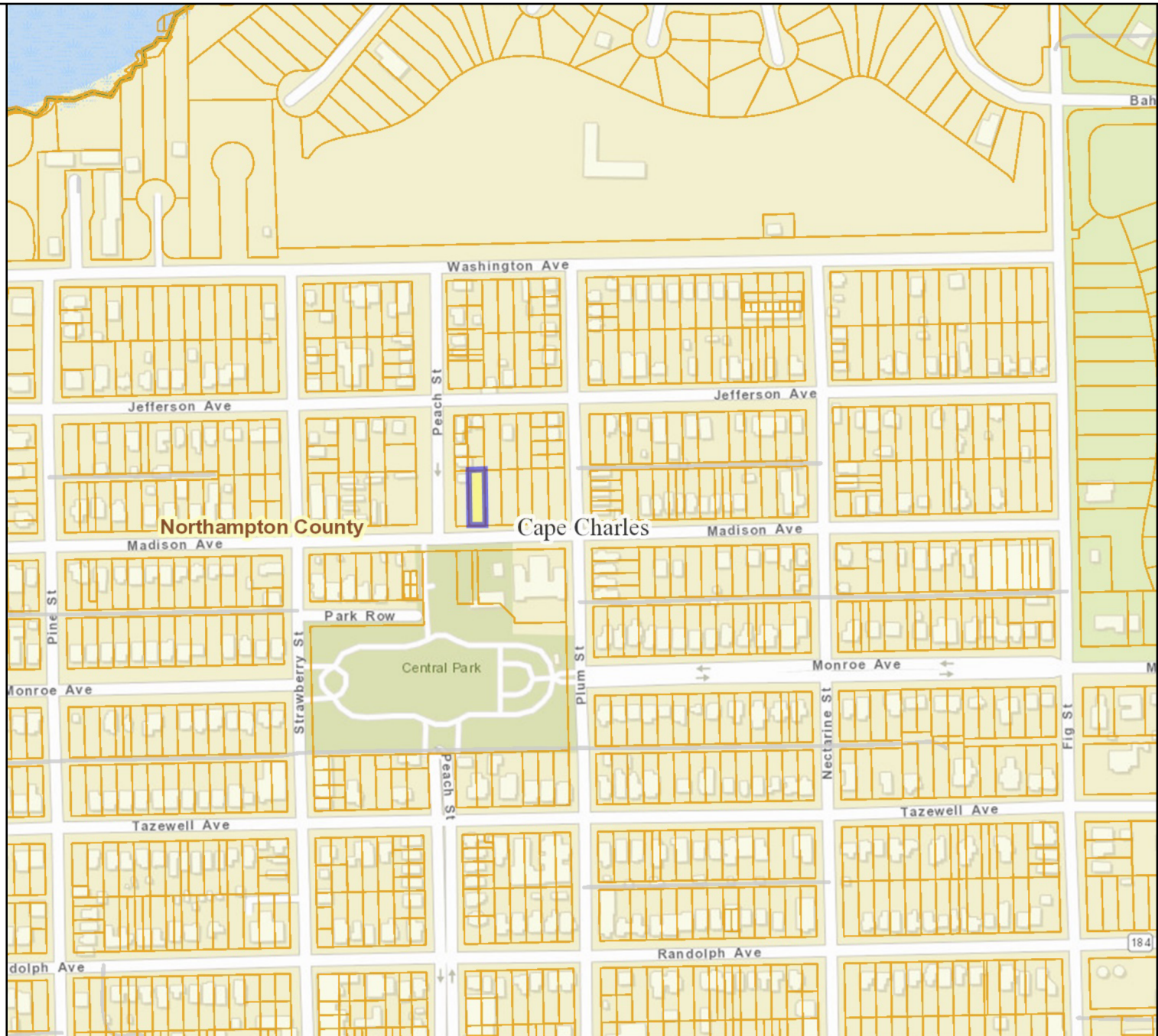
PHYSICAL & MECHANICAL PROPERTIES

TEST	TEST METHOD	VALUE	
Flame Spread	ASTM E 84	70	
Thermal Expansion	ASTM D 1037	1.9 x 10 ⁻⁵ in/in/degree F	
Moisture Absorption	ASTM D 1037	< 1.2%	
Screw Withdrawal	ASTM D1761	388 lbs/in	
Fungus Resistance	ASTM D1413	Rating – no decay	
Termite Resistance	AWPA E1-72	Rating = 9.7	
		ULTIMATE (TYPICAL) VALUES*	DESIGN VALUES
Compression Parallel	ASTM D198	1588 psi	540 psi
Compression Perpendicular	ASTM D143	1437 psi	540 psi
Bending Strength	ASTM D198	3280 psi	500 psi
Shear Strength	ASTM D143	1761 psi	360 psi
Modulus of Elasticity	ASTM D4761	412,000 psi	200,000 psi
Modulus of Rupture	ASTM D4716	3280 psi	500 psi

Northampton County, Virginia

Legend

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



Map Printed from Northampton
<https://parcelviewer.geodecisions.com/Northampton/>

Feet
0 100 200 300 400
1:4,514 / 1"=376 Feet

Title: 403 Madison Avenue

Date: 9/15/2021

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



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 21, 2021

Item #: 6C - 1 – 408 Randolph Avenue

Prepared by: Katie H. Nunez, Interim Planning/Zoning Administrator

Date: September 14, 2021

APPLICANT: Patrick Carey

SITE ADDRESS: 408 Randolph Avenue

TAX MAP: 83A3-1-597

LOT SIZE: 5,600 sq. ft

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Install 6 ft fence in rear yard

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: Contributing Structure

DESCRIPTION: 1888, Folk Victorian

Accessory Structure: Contributing Structure

DESCRIPTION: Garage

DATE APPLICATION RECEIVED: August 9, 2021

PRE-APPLICATION MTG: September 21, 2021

DATE APPLICATION DEEMED COMPLETE: September 13, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 13, 2021

The applicant is seeking to install a 6 ft. high wooden fence in the rear yard. He has also requested to install a 7 ft. high wooden fence on the rear and right side of the property that abuts commercial property. However, the Zoning Ordinance does not allow for any fence greater than 6 feet.

MATERIALS:

Fence: Wood

STAFF ANALYSIS

ZONING COMPLIANCE

The property is a legal conforming use. The maximum height for a fence is 6 feet in the rear yard and zoning approval and compliance is based upon 6 feet as maximum height for the fence for the rear yard.

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

HISTORIC DISTRICT GUIDELINES

Fences: Page 28 Item 2: For new fences and walls, choose a design that relates to designs and materials from nearby historic examples. Painted wooden pickets are a common fence type used in Cape Charles although many fences use a combination of traditional materials. Avoid street-front fences or walls and in any case keep them below 48 inches in height.

STAFF RECOMMENDATION:

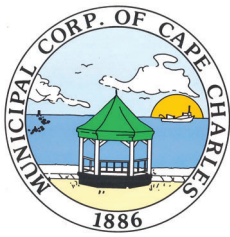
Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed fence is in keeping with the Historic District

Staff is recommending approval of this application with the maximum height approval of 6 feet for the fence in the rear yard and is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this application and may impose conditions on an approval.

Attachments:

Attachment 1 – Application and Documents



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: Fence Installation

Property Address: 408 Randolph Ave

Brief Description of Project: Install wood fence around perimeter of backyard.

Zoning District: R-1 Current Use: Residential Proposed Use: Residential

OWNER INFORMATION

Name and Company: Patrick Carey

Mailing Address: 9122 Pantego Lane

Phone Number: 845-661-6416 Email: pecarey@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

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

Signature of Applicant: Patrick Carey Digitally signed by Patrick Carey
Date: 2021.08.09 22:58:32 -04'00' Date: 8/9/2021

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

To:
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

Date: August 9, 2021

Subject: Fence installation at 408 Randolph Ave.

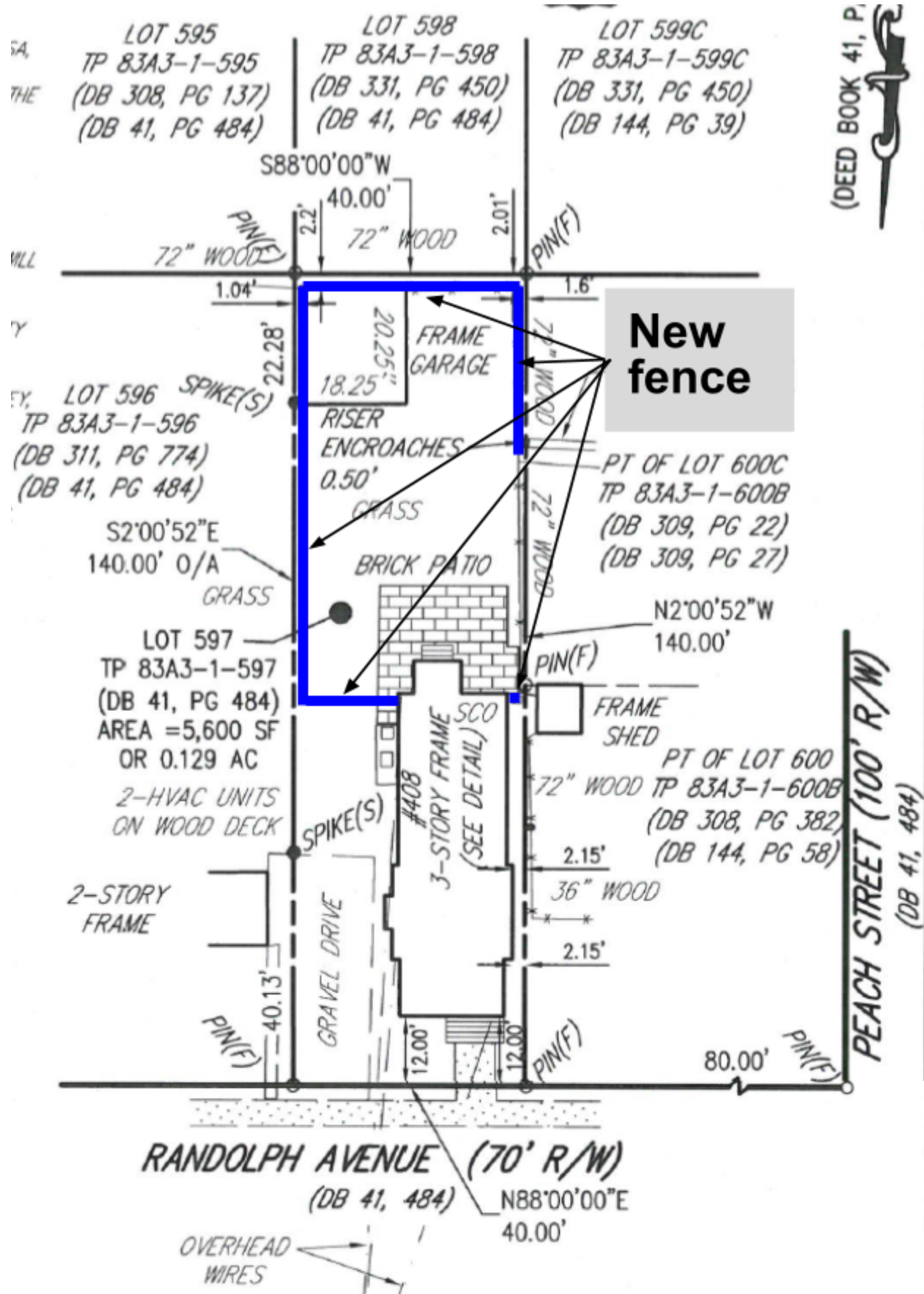
I would like to install a wooden fence around the perimeter of the backyard at 408 Randolph Ave. Cape Charles, VA. The desired fence is 6 feet in height around the backyard from the back of the house. If possible I would like to make the fence 7 feet in height along the rear and right side of the property that backs up to commercial property.

Best Regards,

Patrick Carey

845-661-6416

408 Randolph Ave Site Plan for Fence

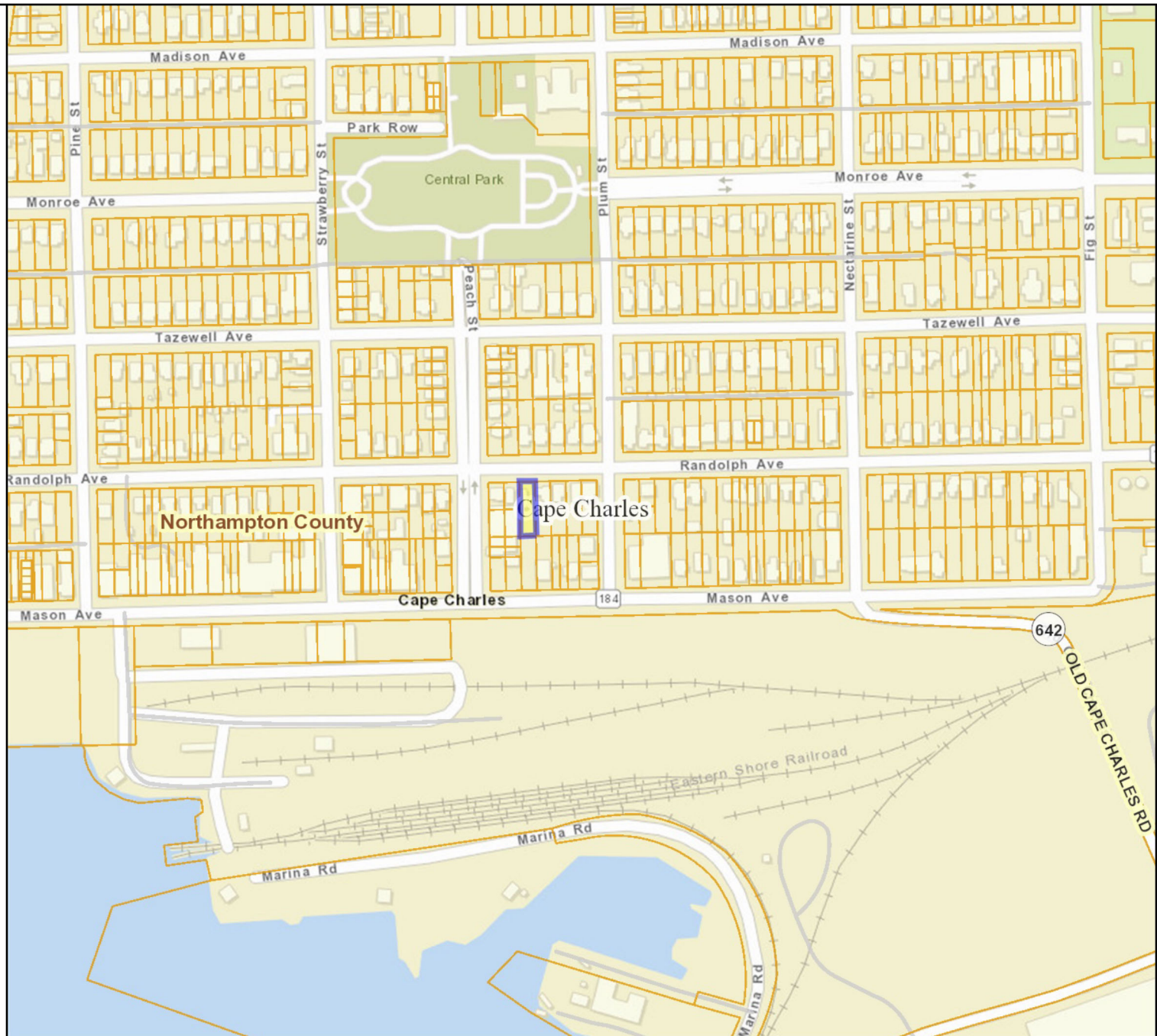




Northampton County, Virginia

Legend

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



Map Printed from Northampton
<https://parcelviewer.geodecisions.com/Northampton/>

Feet
0 100 200 300 400
1:4,514 / 1"=376 Feet

Title: 408 Randolph Avenue

Date: 9/9/2021

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



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 21, 2021

Item #: 6E - 1: 220 Monroe Avenue

Prepared by: Katie H. Nunez, Interim Planning/Zoning Administrator

Date: September 14, 2021

APPLICANT: Dennis & Stephanie Libby	TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness
SITE ADDRESS: 220 Monroe Avenue	WORK TO BE PERFORMED: Remove windows on back exterior and replace with French doors, landing and stairs
TAX MAP: 83A3-1-402	CURRENT ZONING: Residential-1 (R-1)
LOT SIZE: 5,200 sq. ft	HISTORIC REGISTER: Contributing Structure <i>Description: 1925, Craftsman</i>

DATE APPLICATION RECEIVED: June 3, 2021

PRE-APPLICATION MTG: July 20, 2021

DATE APPLICATION DEEMED COMPLETE: August 30, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): October 30, 2021

This application was before the Historic District Review Board on July 20, 2021 as a Pre-Application. The applicant was asked to provide a complete materials list.

The applicant is seeking to remove the windows on the back of the house and install French doors, landing and stairs. There used to be back door and stairs but was removed by prior owner in order to add a bathroom at the rear of the house.

MATERIALS:

The applicant provided detailed materials information on each drawing sheet.

STAFF ANALYSIS

ZONING COMPLIANCE

The proposed scope of work is in compliance with the zoning ordinance. The applicant has submitted a site plan showing a 5 ft. x 12 ft deck on the rear of the house and it is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT GUIDELINES

WINDOWS & DOORS: Page 40 thru 42: The guidelines talk extensively about the type and style of both windows and doors.

This project is seeking to remove an addition and restore the exterior access from the rear of the house but to install a sliding glass door.

STAFF RECOMMENDATION:

Staff is in support of the application.

Staff is prepared to assist the Board in developing any motions, if required.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

Attachments:

Attachment 1 – Application and Documents



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

RECEIVED
8/17/2021

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) |

ALREADY PAID

PROPERTY INFORMATION

Name of Project: Remove windows, Install back door and deck
Property Address: 220 Monroe Ave, Cape Charles Va 23310
Brief Description of Project: Remove windows, install french sliding door and deck
Zoning District: R-1 Current Use: Residential Proposed Use: Residential

OWNER INFORMATION

Name and Company: Stephanie and Dennis Libby
Mailing Address: P.O. Box 484 Cape Charles Va. 23310
Phone Number: 757-869-1711 Email: 623Sunburst@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 8-17-21

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

Stephanie & Dennis Libby
220 Monroe Ave.
Cape Charles Va. 23310
August 17, 2021

Ms. Nunez
Town of Cape Charles
2 Plum Street
Cape Charles Va. 23310

Dear Ms. Nunez:

This letter is provided to request approval of project to remove windows and replace with a French sliding glass door, and a small deck on the rear of 220 Monroe Va. Attached are required forms, drawings and material list as outlined on Certificate of Appropriateness Application. Pre-Application provided at the July 20, 2021 HDRB meeting.

Sincerely,

Stephanie & Dennis Libby

Stephanie & Dennis Libby

Note:

This parcel of land is owned by
Richard L. & Catherine H. Hubbard

See U.B. 232 Pg. 300

Tax Map B3A3-01 Parcel 402

Legend:

-  Set pin except as noted
-  Property lines
-  Survey traverse line (not a property line)
-  Centerline of ditch
-  Fenceline
-  Electric lines
-  Woodlines
-  Marsh
-  N/F
-  Fd.
-  C.M.
-  Concrete Marker

This survey has been prepared without the benefit of a title report and does not therefore necessarily indicate all encumbrances on the property.

Plat References

See Plat of the Town of Cape Charles.

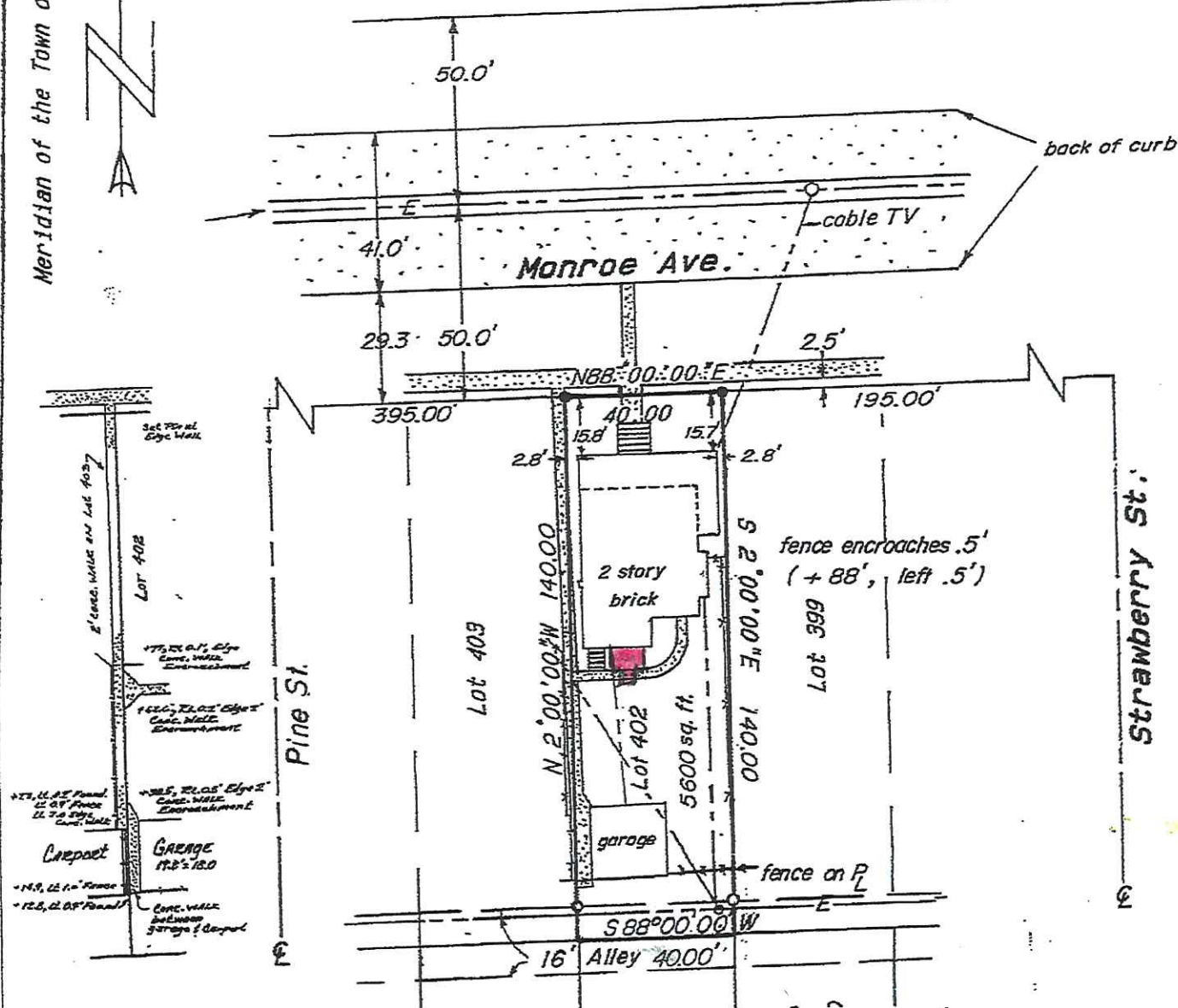
Street centerlines used in this survey are dedicated street centerlines and not necessarily the centerlines of physical improvements.

Street address of lot 402 is #220 Monroe Avenue.

This property is subject to a 16' alley.

This parcel is in Flood Zone A-5 (elev. 8') as shown on FIRM 510106 0001 B, Feb. 2, 1983.

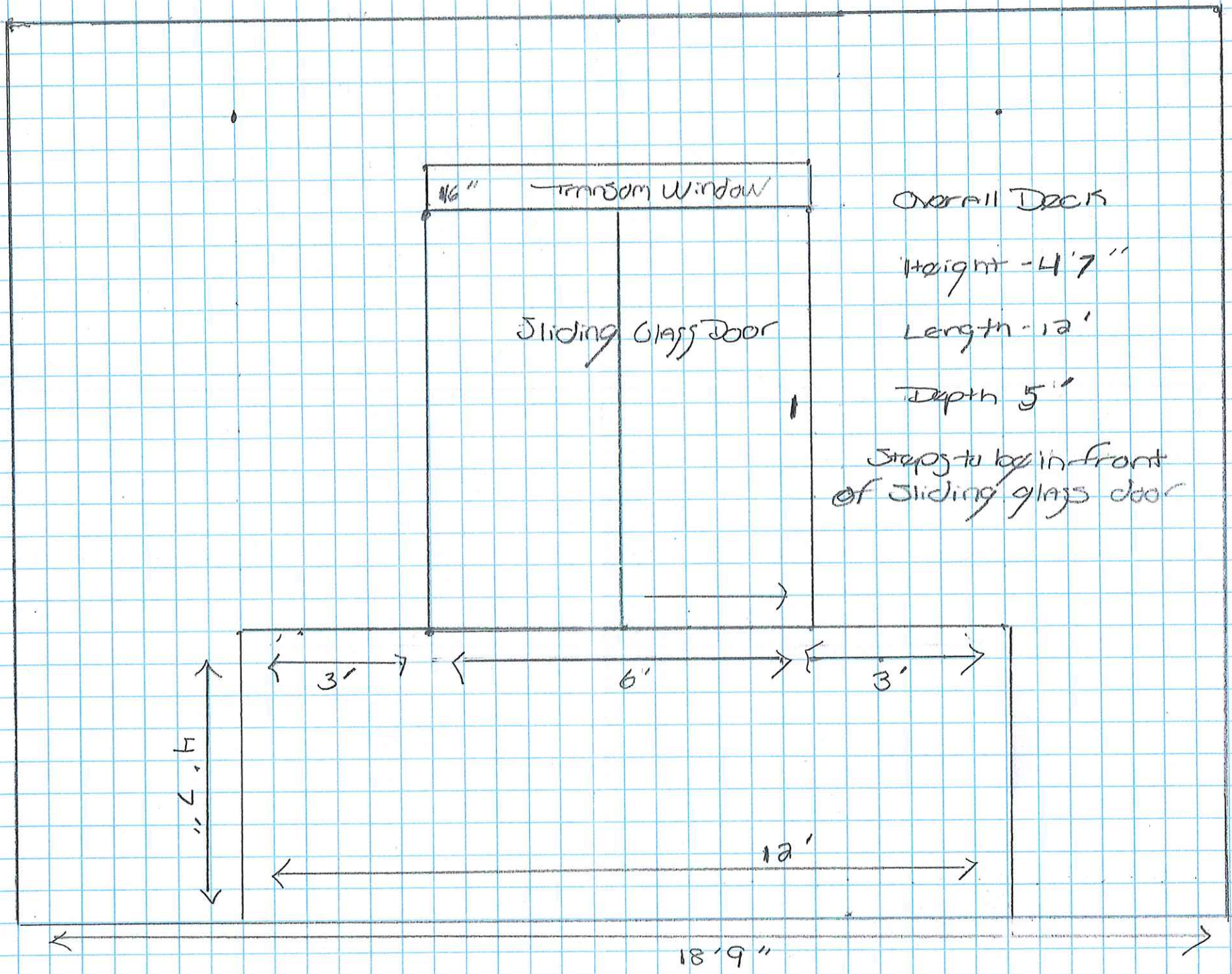
Meridian of the Town of Cape Charles



15
CURRENT VIEW

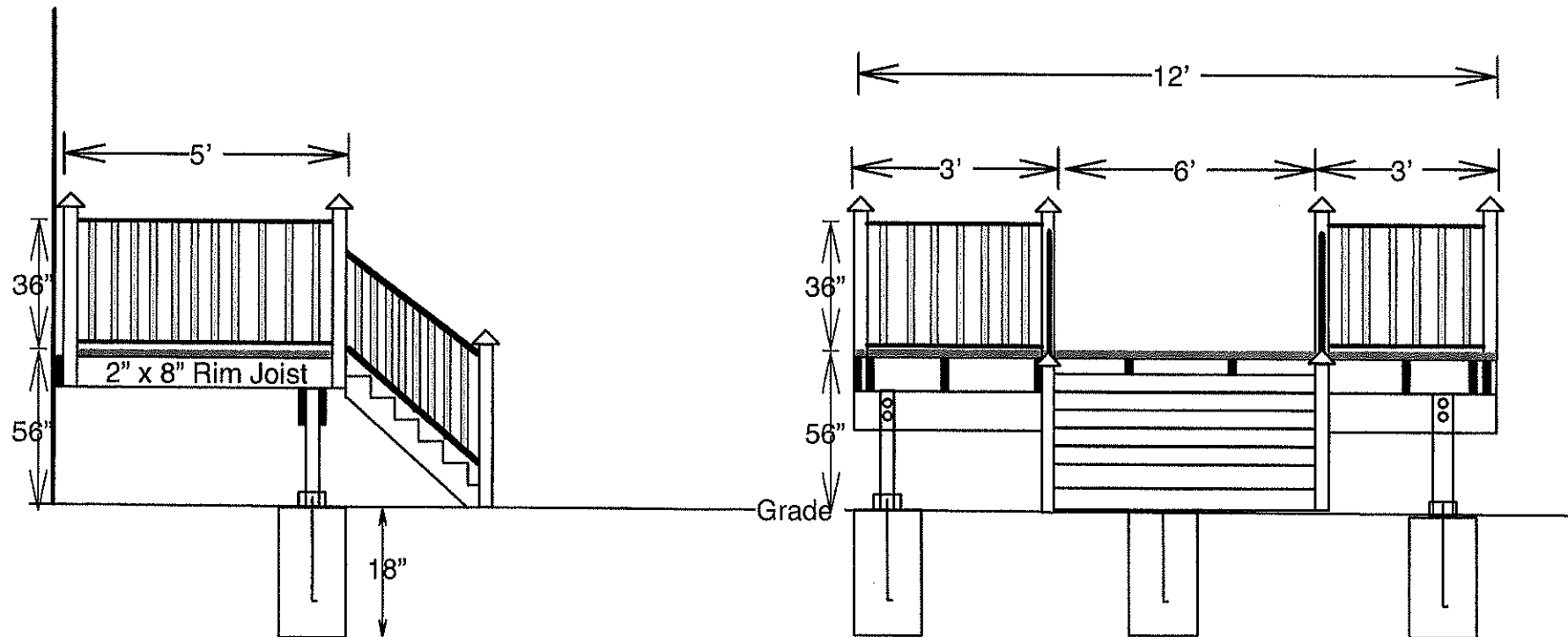


6



1

72" wide stairs with 5 stringers, 9 1/2" tread depth, and 8" riser
Trex Railing system to be used all around, including on stairs
Deck railing 36" all around with 4" x 4" posts mounted to Joists
Balusters between posts spaced 3.5" on center
Stairs will have identical rails 30" high measured vertically from each tread
Stair risers will be closed



Libby
220 Monroe Ave.
Cape Charles, VA 23310
Deck Addition

cb

2 X 2" x 8" Ledger boards attached to house with 6" anchors spaced 24" apart

2" x 8" Pressure treated joists spaced 16" on center

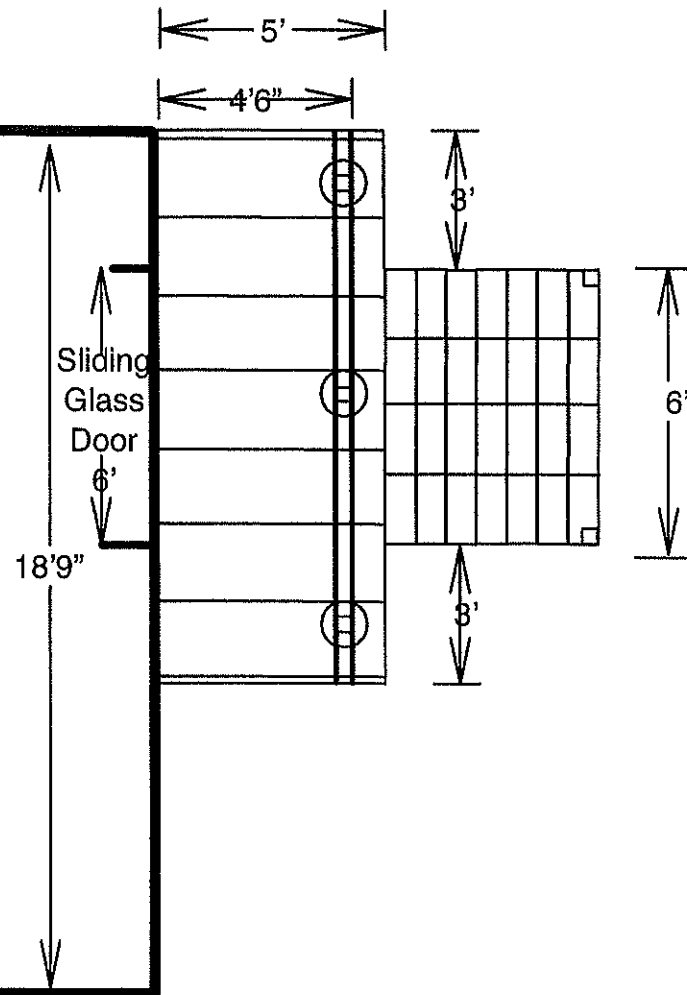
2" x 8" rim joists around parameter of deck

Joists attached to ledger with galvanized joist hangers

Joists tied to beams with galvanized hurricane ties

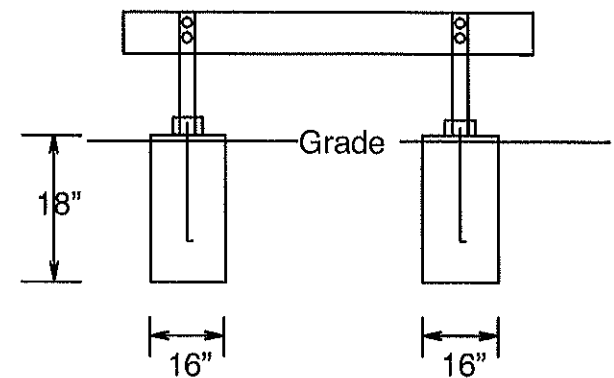
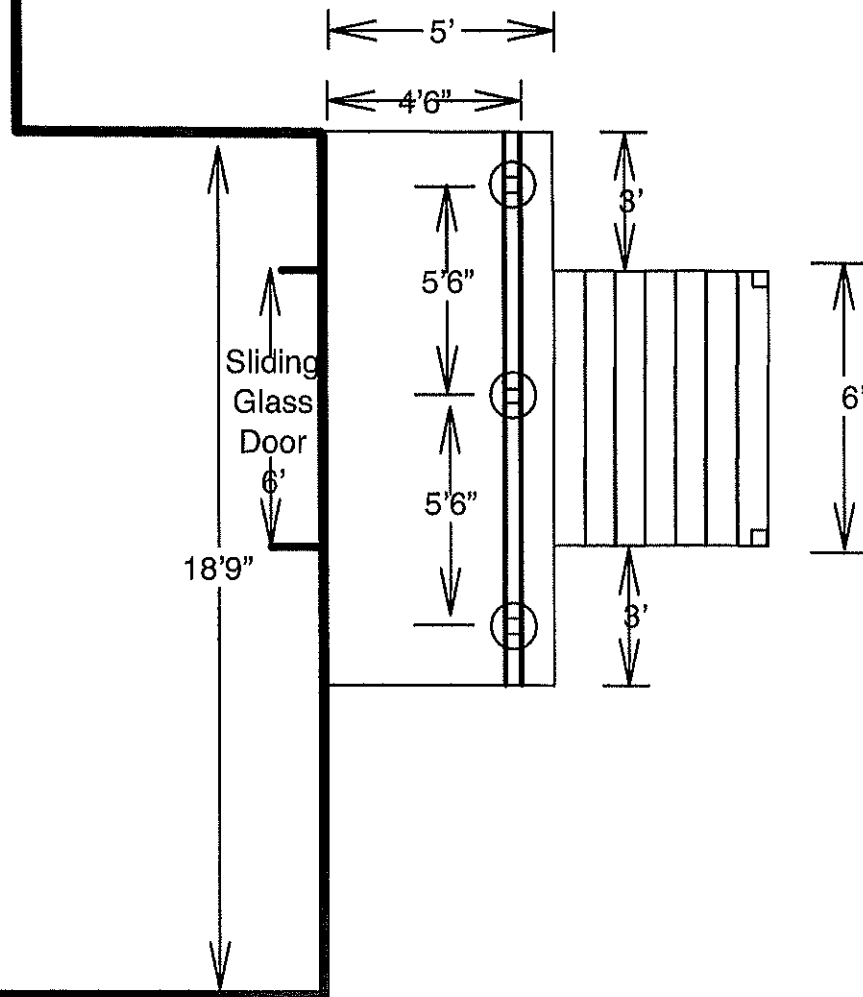
Joists overhang beams by 6"

5 Stair Stringers attached with to rim joists with galvanized stair supports, spaced 14 3/8" apart on center



Libby
220 Monroe Ave.
Cape Charles, VA 23310
Deck Addition

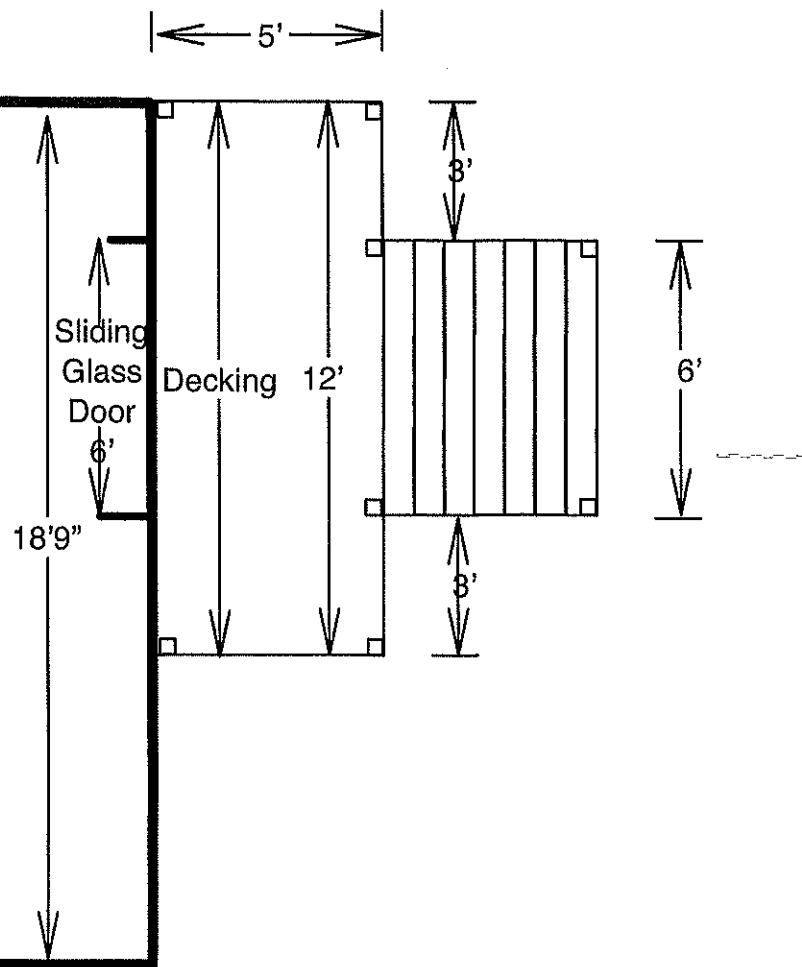
18" deep x 16" diameter concrete piers
 12" galvanized J bolts cemented in center
 4" x 4" pressure treated posts mounted with galvanized
 post bases attached to J bolts
 Beams are two 2" x 8" pressure treated wood attached to posts with galvanized thru bolts



Libby
 220 Monroe Ave.
 Cape Charles, VA 23310
 Deck Addition

10

All decking is Trex Transcend 1" x 5.5" mounted to joists with Trex hidden fasteners
Post for rails are 4" x 4" pressure treated covered with Trex post sleeve
Trex Post sleeve skirts and caps on each post
{Trex composite top and bottom rails}
{Trex composite ballusters}
Trex 12" Fascia around outer edge of deck and stairs



Libby
220 Monroe Ave
Cape Charles, VA 23310
Deck Addition

(11)

**Application for Zoning Clearance Materials
220 Monroe Ave**

DECK: Pressure treated 2"x8"s and 4"x 4"s for ledger, joists, posts and rim joists, galvanized joist hangers and hurricane ties, concrete piers. Composite decking, balusters, top and bottom rails. French 2 panel sliding glass doors 72"wx80"h. See drawings/Spec sheets for more detail.

FRENCH SLIDING PATIO DOOR: Due to limited availability door and manufacture will be determined upon HDRB certificate of appropriateness approval. See drawings/Spec sheets for more detail.

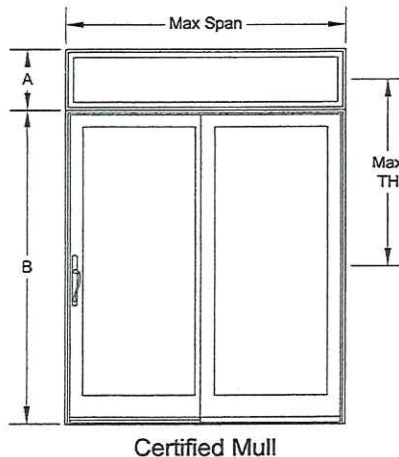
Mulling Guidelines

IZ3 Certified Mull Limits: WDMA Hallmark certified to AAMA 450

The Elevate Sliding French Door may be mull to Elevate Direct Glaze Polygon and Round Tops.

- If assemblies have individual units that have a lower design pressure than the mull, the entire assembly is rated at the lower design pressure.
- Items not included in certified mulls: standard mull assemblies, Round Tops
- One-directional mull limits (all factory mulls)
 - Maximum Mull Assembly RO Size
 - Max Span: 71" (1803), Maximum TW or TH: 50" (1270)
 - Maximum RO: 72" x 100 1/2" (1829 x 2553)
 - DP: +55/-55

- Standard Mulls are not certified
- Limited to 1H or 1W only
- Assembly DP is lowest DP of mull or any product
- Stepped Mulls are not certified
- Tributary Height = $(A+B)/2$



Unit Features

Elevate Sliding French Door: **ELSFD**

Elevate Sliding French Door Direct Glaze Transom: **ELSFDGTR**

Elevate Sliding French Door IZ3: **ELSFD IZ3**

For applicable certification and code information, refer to the Introduction and Product Performance chapter.

Frame and Panel:

- The frame and panel exteriors are made of Ultrex®, an advanced fiberglass reinforced pultrusion material that is resistant to thermal conductance.
- Exterior colors: Stone White, Pebble Gray, Bronze, Evergreen, Cashmere, or Ebony. Frame and sash color may be selected independently.
- The interior is non finger-jointed pine, kiln-dried to a moisture content 6-12% at time of fabrication. Water repellent, preservative treated. Interior wood is available as pine bare wood or factory applied white, clear, or designer black interior finishes. Frame and sash color may be selected independently.

Frame:

- Frame thickness is 1 31/64" (44). Frame width of 4 9/16" (116). 4/4 non finger-jointed pine interior stop is applied to all units. Sill height is 2 1/8" (54) high by 6 1/16" (154) deep. On IZ3 and HP units the sill height is 2 13/16" (71) high. Interior sill liner is cellular PVC.

Panel:

- Composite sash thickness is 1 3/4" (44), stiles and top rails 3 5/8" (92), bottom rail width 6" (152) Ultrex is .110" (3) thick. Two astragals are utilized on the IZ3 and HP units and four astragals are utilized on 4-panel units with a frame height greater than 86" (2184). One on each interior operating panel and one on each exterior stationary panel meeting stile. Astragals are structural members of the panel providing stiffness for the meeting stiles.

Jamb Extension:

- Extension Thickness: 9/16" (14)
- Multiple depths available from 1/8" (3), 1/4" (6), and depths varying between 1/2" (13) and 4" (102) at 1/16" (2) increments
- Maximum jamb depth is 8 9/16" (217)
- 6 13/16" (173) or 6 13/16" (173) jamb extension - factory-applied
- All other jamb depth options are available shipped loose.
- Material: Bare Pine
- Option: factory applied white, designer black and clear lacquer interior finish

Hardware:

- Multi-point lock with keyed cylinder.
 - The lock assembly and keeper feature a two point opposing engagement providing tamper prevention.
 - An anti-slam pin is standard to prevent locking when the door is open.
- Handle Sets
 - Handle Set: Interior and exterior selected separately.
 - Standard finish is Almond Frost. Optional finishes: White, Brass, Satin Nickel, Oil Rubbed Bronze, and Matte Black.
- Optional Coastal Hardware: Available on both Non-IZ3 and IZ3 products. Does not include handle sets. Coastal Grade finish is featured on handle sets with a Brass PVD finish and is available in oil rubbed bronze, satin nickel, and brass.
- Top and bottom flush bolt assemblies secure the secondary operator panel in the closed position on OXXO doors. Ensures secondary panel is fully closed allowing primary panel to lock to the secondary panel and to be engaged prior to locking the primary panel.
- The flush bolts are zinc die-cast and will be painted Pearl White or Black.

Installation:

- Factory applied folding nailing fin and drip cap system.
- Optional installation brackets for masonry available.
- Factory-supplied field mulling kits are available for standard assemblies.
- IZ3 units require installation clips.

Unit Features Continued**Weather Strip:**

- All weather strip is either black, white, or beige depending on the selected weather strip color.
 - Operator jamb, header, interlock and astragal weather strip color to complement exterior finish.
 - Stationary jamb weather strip color is selectable but defaults to complement interior finish.
 - Options: Beige, black and white
- All units are constructed with weather strip at all panel perimeter joints. Jambs, head jamb, and sills utilize a leaf-type weather strip.
- The operator interlock uses full length leaf style weather strip, and the stationary interlock utilizes a bulb weather strip.
- For the four-panel doors, an extruded bulb weather strip is secured to the secondary operator panel astragal and seals against the primary panel.
- The sill weather strip will match the sill color. When a Bronze Sill is ordered, the sill weather strip will be black and when a Beige Sill is ordered, the sill weather strip will be beige.

Glazing:

- Dual-pane units are manufactured with 3/4" (19) Tempered IG with Low E1, E2, E3, or E3/ERS coatings including argon gas or air fill. Clear (uncoated) glass available with air fill only. Obscure glass is available as an option.
- The glazing seal is a silicone bedding on both interior and exterior surfaces utilized in a sandwich style sash.
- STC/OITC values are available for 3.1 mm glass thickness.
 - Optional 3.1/4.7 STC/OITC Upgrade glass is available. See the Product Performance chapter for STC and OITC ratings.
- Decorative glass options include glue chip, frost, and tinted (bronze, gray or green). Decorative glass is not available with Low E1 Low E3/ERS or STC/OITC Upgrade options.

IZ3 Glazing:

- Optional IZ3 available on selected sizes. IZ3 for winds up to 140 miles per hour.
- Glass is laminated, insulated Low E2 or E3 Argon, consisting of annealed or tempered glass exterior and laminated glass interior.
- The laminated glass is comprised of two pieces of glass with either an SGP or PVB laminate layer between.
- Interior and exterior glazing compound is silicone, in a sandwich style glazing system.

Screen:

- Top hung extruded aluminum screens available as an option. Aluminum metal to match exterior Ultrex color.
- Charcoal color fiberglass (non-corrosive) screen material.
- Includes all mounting and latching hardware.

Interior/Exterior Simulated Divided Lites (SDL):

- Interior bar: 7/8" (22) wide bars. Pine bare wood with optional white, clear, or designer black interior finishes.
- Exterior bar: Ultrex, 7/8" (22) wide bars, finish to match exterior.
 - Pattern: Standard rectangular pattern, 6 or 9 lite Prairie cut, 6-lite Prairie cut on transom or Cottage style cut.
- Simulated check rail option: 2 11/32" (60).
 - Patterns available: simulated rail in standard center or customer specified location with 7/8" pattern above, below, or both in pattern of rectangular equal lite or Prairie lite cut.
 - SDL available for IZ3 glazing and tinted glass without spacer bars only.

Grilles-Between-The-Glass (GBG):

- 23/32" (18) contoured aluminum bar placed between two panes of glass.
- Pattern: Standard rectangular pattern, 6 or 9 lite Prairie cut, or Cottage style cut, or 6-lite Prairie cut on transom.
- Exterior color options: Stone White, Pebble Gray, Bronze, Evergreen, Cashmere, or Ebony.
- Interior color options: White, Bronze, or Black.
- GBGs are not available with IZ3 glazing or tinted glass.

Exterior Casing:

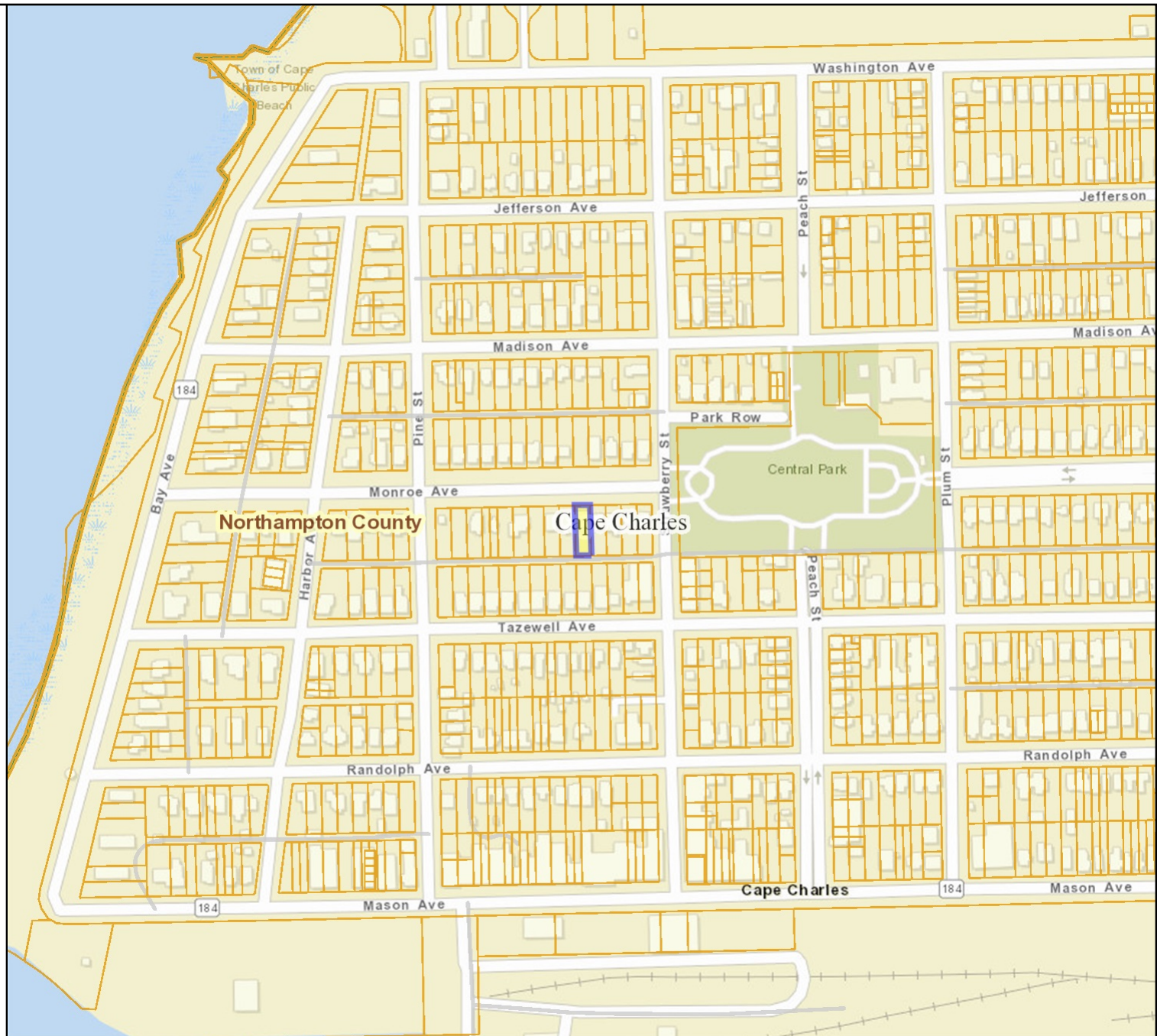
- Non-integral to the unit.
- Fastened to the exterior wall with barb and kerf 2" (51) brick mould available as a header and jamb surround.
- 3 1/2" (89) flat casing available as a header and jamb surround.
- Also available with 1" (25) ranch style header overhang.

NOTE: NFRC Values are now located on www.marvin.com

Northampton County, Virginia

Legend

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



Map Printed from Northampton
<https://parcelviewer.geodecisions.com/Northampton/>

Feet
0 100 200 300 400
1:4,514 / 1"=376 Feet

Title: 220 Monroe Avenue

Date: 6/22/2021

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



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 21, 2021

Item #: 6E – 2: 520 Randolph Avenue

Prepared by: Katie H. Nunez, Interim Planning/Zoning Administrator

Date: September 15, 2021

APPLICANT: Kathleen and Todd Glaser

SITE ADDRESS: 520 Randolph Avenue

TAX MAP: 83A3-1-580

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Pre-Application/ Certificate of Appropriateness

WORK TO BE PERFORMED: Renovate existing house – new roof, porch, rails, windows and trim; add addition of 600 sq. ft; paint existing shingles to match siding of new addition

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

Description: 1910, Queen Anne

DATE APPLICATION RECEIVED: August 12, 2021

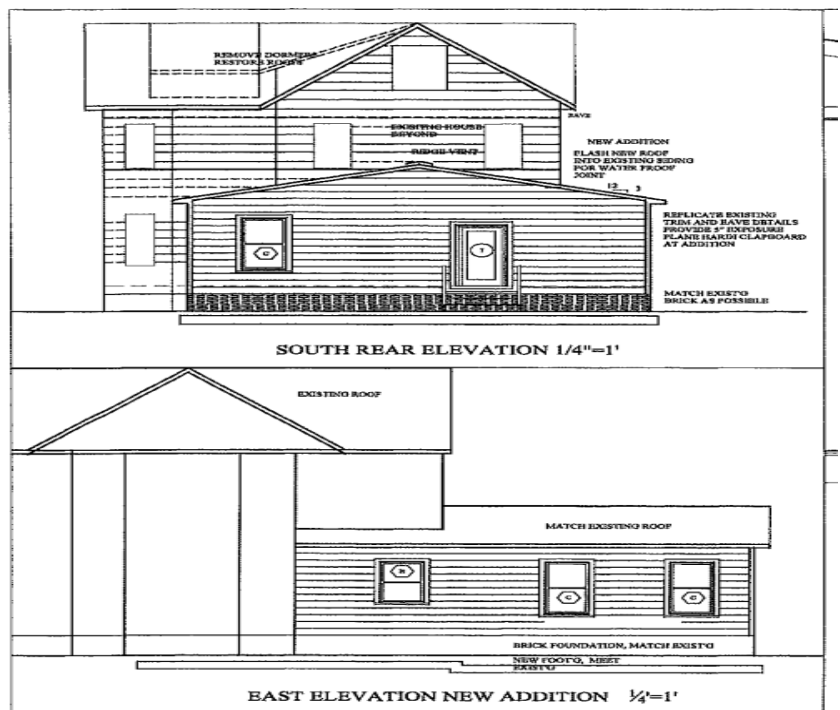
PRE-APPLICATION MTG: September 21, 2021

DATE APPLICATION DEEMED COMPLETE:

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):

The applicant is seeking to renovate the existing house as follows: new roof, porch, rails, windows and trim; remove existing rear deck and existing addition at rear of house; add addition of 600 square feet; paint existing shingles to match siding of new addition.

The applicant has provided elevation drawings of the proposed exterior work. There is no materials list, and the existing conditions plan does not show the square footage of the proposed removal areas. There is no site plan for the addition of 600 square feet.



MATERIALS:

Applicant needs to provide a full materials list for the proposed work.

STAFF ANALYSIS**ZONING COMPLIANCE**

It is not clear if the proposed project will result in an increased square footage as well as an increased footprint for the existing building. Without the square footage of the area proposed for removal and without a site plan, the zoning review cannot occur.

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

HISTORIC DISTRICT GUIDELINES

GENERAL PRINCIPLE FOR EXTERIOR ALTERATIONS: Page 19 – Item 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

PORCHES: Page 44 – 45, Items 2 & 3: Do not strip entrances and porches of historic materials and details, such as columns, balusters, or trim. Repair damaged elements of porches by matching the materials, methods of construction, and details of the existing original fabric.

ROOFS, Page 37 – Items 2, 4– 6: When a roof must be replaced, attempt to match the original materials since these materials are important to the visual integrity of the building. Many houses in the district originally had metal roofs, but many have been replaced with composition shingles. Ensure that gutters and downspouts are firmly attached and function properly. Maintain flashing around roof joints and edges. Do not add new elements such as vents, skylights, or additional stories that would be visible on the primary elevations of the building.

SIDING: Page 57

WINDOWS and TRIM: Pages 41 – 42.

STAFF RECOMMENDATION:

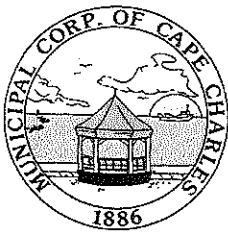
Staff recommends the HDRB review this application and provide feedback to the applicant regarding project proposal, including any aesthetic details including windows, doors, trim, siding, roofing. Applicant needs to provide a full materials list and site survey/updated application to address the items raised in the Staff Analysis Section

Staff recommends establishing a date for the applicant to provide the requested information and any other items raised by the Historic District Review Board application to be placed on the subsequent HDRB Meeting Agenda for a Certificate of Appropriateness.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

Attachments:

Attachment 1 – Application and Documents



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: Kathleen and Todd Glaser

Mailing Address: 530 Randolph Ave Cape Charles

Phone Number: 757-274-1589

Email: kathyglaser@hotmail.com

PROJECT SUMMARY

Address of Project: 520 Randolph Ave Cape Charles

Application Type (rezoning, variance, etc.): Historic District Review

Total Acreage of Project: 40 x 137 ft lot

Detailed Description (Include proposed use(s) and square footage of floor area for each use):
Renovate. existing house with new roof, porch, rails, windows and trim.

Add addition of 600 sf. with new siding, windows and doors

Paint existing shingles to match siding of new addition.

Signature of Applicant:

Date:

8/12/21

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____

ROSEN CONSTRUCTION
PO Box 56
CAPE CHARLES, VA 23310
(757)350-1595
VIRGINIA CONTRACTORS LICENSE # 2705171455 RBC

07/26/2021

Kathy Glaser
520 Randolph Avenue
Cape Charles, VA 23310

The Scope of work is to provide labor and materials at 520 Randolph Avenue in Cape Charles, Virginia, as specified below.

I. Foundation & Demolition

1. Point up entire existing foundation (where needed)
2. Addition foundation to be done according to plans
3. Remove all plaster and lads in entire house (including attic)
4. Remove all carpets
5. Remove existing rear deck from house
6. Remove existing addition off rear of house
7. Remove all interior trim to reinstall where applicable

II. Framing

1. Rebuild addition on rear of house to plans
2. Remove existing dormers on rear of house and frame back in
3. Tear out floor in downstairs master bath area and reframe with new subfloor.
4. Repair/replace any framing in house as needed
5. Reframe front porch framing as needed
6. Fix/replace all rotted wood around windows
7. Make all framing changes in existing house as per plans
8. Frame stairs and stoop on addition as per plans

III. Roof/Siding/Windows

1. Remove existing roof material on roof
2. Plywood entire roof
3. Install synthetic roof felt
4. Install new Architectural shingles (color to be determined by owner)
5. Install vents in roof as needed
6. Replace all broken siding with concrete siding to match existing
7. Install new Hardi Board siding on addition
8. Install new replacement windows in all window holes
9. Install new Therma Tru doors in addition

IV. Plumbing/Electric/HVAC

1. Completely rewire house to current code
2. Replumb entire house (four baths, kitchen, water heater, and laundry)
3. New water line to town meter
4. New drain to sidewalk (to tie into town)
5. New heat pump system (2, split system) installed

V. Attic & Insulation

1. Attic to be wired with lights and a few receptacles
2. Add handrail to attic stairs
3. All exterior walls, crawl space and 2nd floor ceiling joists to be insulated to code

VI. Drywall & Floors

1. New drywall hung and finished throughout house
2. Sand and refinish floors (if applicable) or install new laminate floors (see allowance)
3. Remove and install new T/G porch flooring on front porch
4. New side stoop flooring to match front porch

VII. Paint & Trim

1. Prime all walls and ceilings
2. Paint all walls and ceilings
3. Trim entire house back out (baseboards and casings)
4. Paint all trim (interior and exterior)
5. Paint all siding

VIII. Kitchen & Bathrooms (this section see allowance)

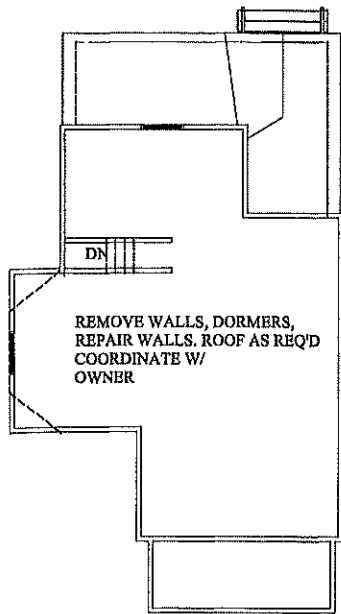
1. Tile Showers to be installed in 2 baths
2. Tub with tile surround to be installed in 2nd floor guest bathroom
3. Tile backsplash on kitchen cabinet walls
4. New cabinets and vanities
5. New countertops for cabinets and vanities
6. New faucets, sinks, tubs, and toilets

IX. Miscellaneous

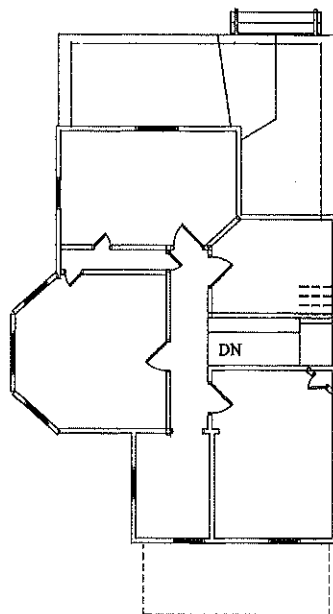
1. Grade out yard to fall away from house
2. Seed and straw yard
3. Install all door locks and stops

SCALE: 1" = 10'

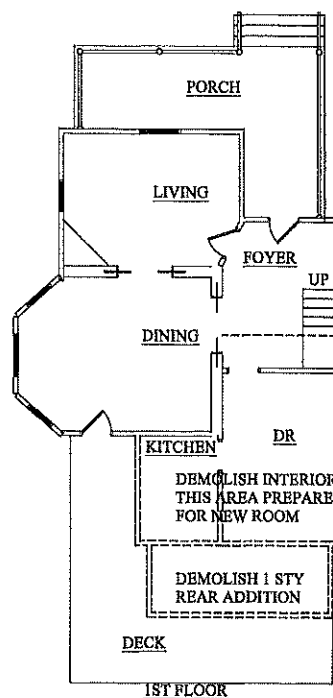
SHEET
1 OF 1



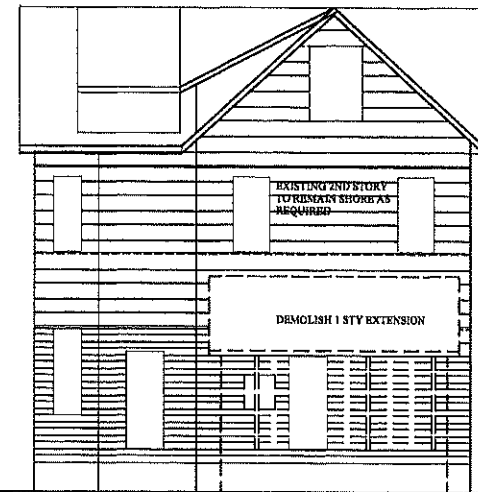
3 RD FLOOR



2 ND FLOOR



1ST FLOOR



EXISTING REAR ELEVATION

FOUNDATION &
FIRST FLOOR FRAMING



PARHAM

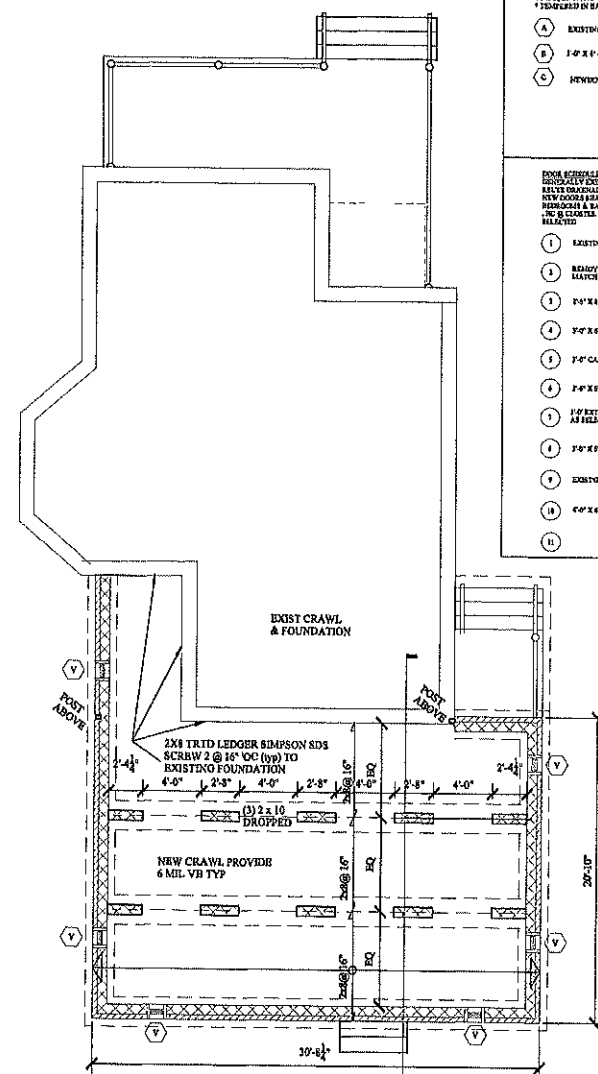
5177 MOCKHORN BAY DRIVE, CAPE CHARLES VIRGINIA 23110-2164
TEL: 410-691-1100 FAX: 410-691-1101
PARHAM ARCHITECT, R.A., NCARB
www.parhamarchitect.com

RESIDENCE RENOVATION FOR KATHY GLASER
520 RANDOLPH AVENUE CAPE CHARLES, VA
EXISTING CONDITIONS & DEMO PLAN & ELEVATIONS

LP	7-6-21		EC-1
202102	3/16"=1'		

2 ND FLOOR

1ST FLOOR



FOUNDATION

- WOODWORK SCHEDULE
ALL NEW WOODWORK TO BE VINYL CLAD WOOD, ANNEKID OR EQ
1 1/2" x 3 1/2" x 8' 0" BATTEN - TYP
* DESIGNEED IN BATHROOMS TYP
- | | |
|---|----------------------------------|
| A | EXISTING TO REMAIN |
| B | 1" x 4" x 8' |
| C | REMOVABLE IRON TO MATCH EXISTING |

- DOOR SPECIFICATIONS**
 GENERALLY DIMENSIONS DOORS SHALL BE 1/2" MIN. THICKNESS OF REQUIRED
 48" HIGHEST. DOORS IF PROVIDED
 NEW DOORS SHALL MATCH EXISTING
 HARDWARE & COVER SHALL BE, FINISH OVER
 1/2" B-1. COVER SHALL BE 1/2" B-1 OR AS
 SELECTED
1. EXISTING TO EXISTING: REPAIRS AS NEEDED
 2. REMOVE EXISTING DOOR, UP TO
 MATCH WALL
 3. 1" X 1/2" B-1
 4. 1/2" X 1/2" B-1 REPAIRS EXISTING OPENING
 5. 1/2" X 1/2" B-1 REPAIRS EXISTING OPENING
 6. 1" X 1/2" B-1
 7. 1/2" EXISTING WALL GLASS AS
 SELECTED
 8. 1/2" X 1/2" B-1 TO MATCH
 9. EXISTING CASING OPEN
 10. 1/2" X 1/2" REPAIRS
 - 11.



PARHAM

5517 MOCKHORN HAY DRIVE, CAPE CHARLES VIRGINIA 23310-2184
737-351-0491 ... rhodes@bellsouth.com
PARHAM ARCHITECT, P.A., NCARB
www.parhamarchitect.com

RESIDENCE RENOVATION FOR KATHY GLASER

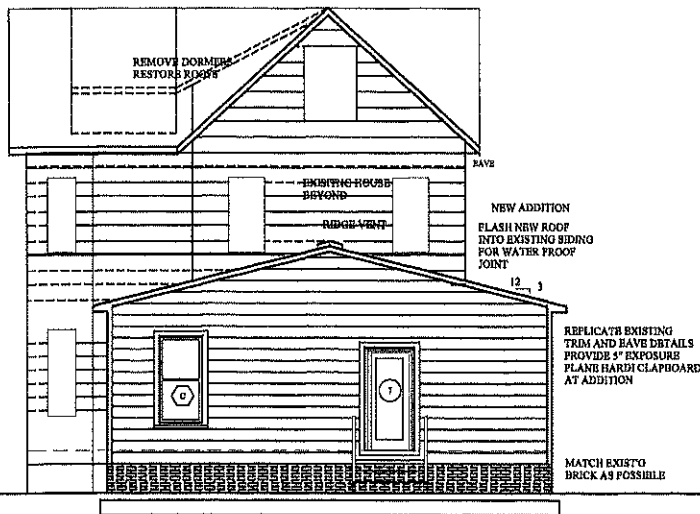
520 RANDOLPH AVENUE CAPE CHARLES, VA

CONSTRUCTION FLOOR PLANS& SCHEDULES

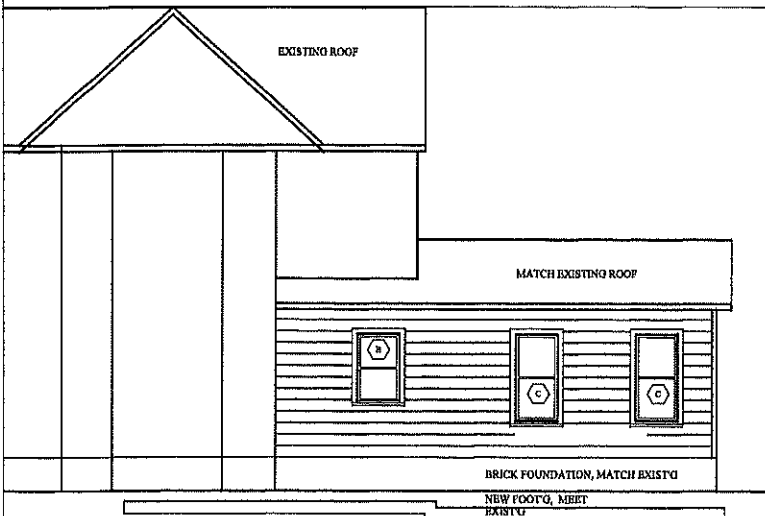
LP 7/6/21

2021021/4=1'

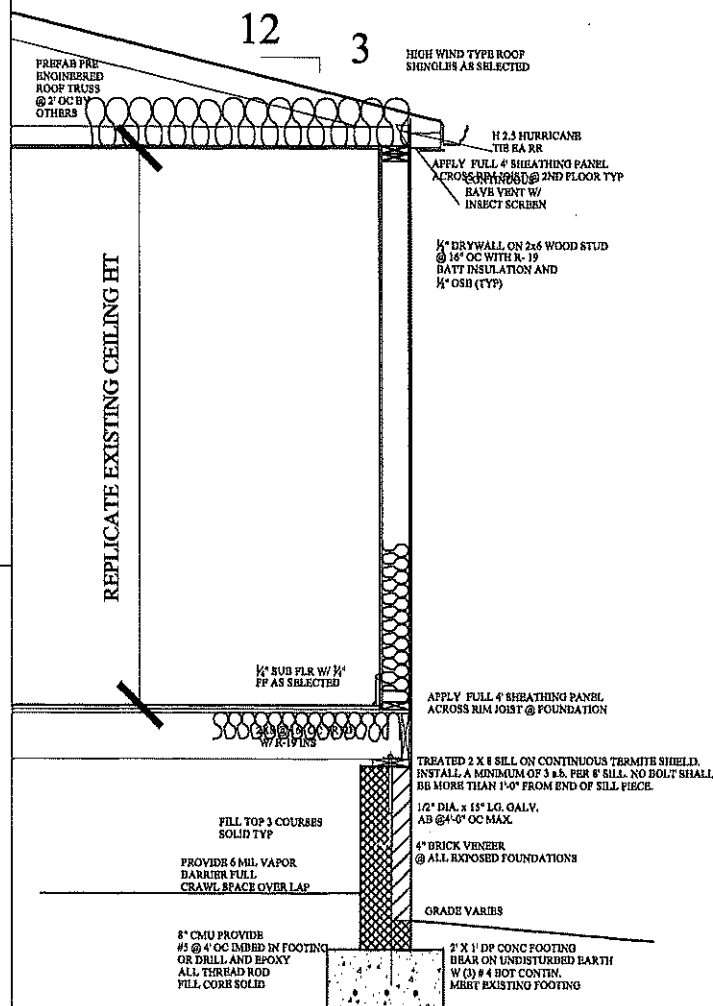
A-1



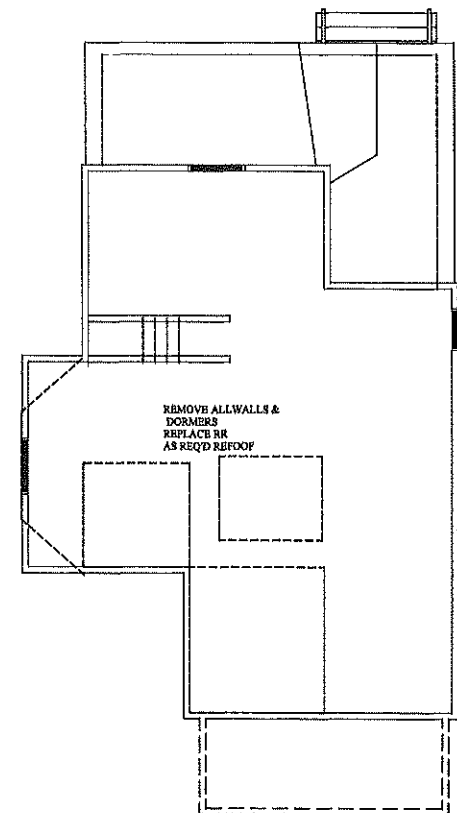
SOUTH REAR ELEVATION 1/4"=1'



EAST ELEVATION NEW ADDITION 1/4"=1'



WALL SECTION A 1"=1'



3RD FLOOR/ATTIC



PARHAM

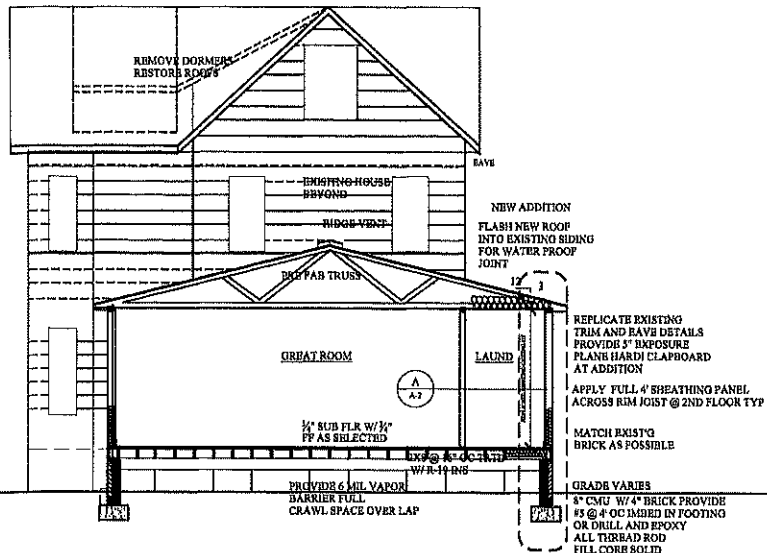
5317 MOCKINGBAY DRIVE, CAPE CHARLES VIRGINIA 23110-2114
252.351.5291 • 646.602.0040
PARHAM ARCHITECT, P.A. NCARB
www.parhamarchitect.com

RESIDENCE RENOVATION FOR KATHY GLASER

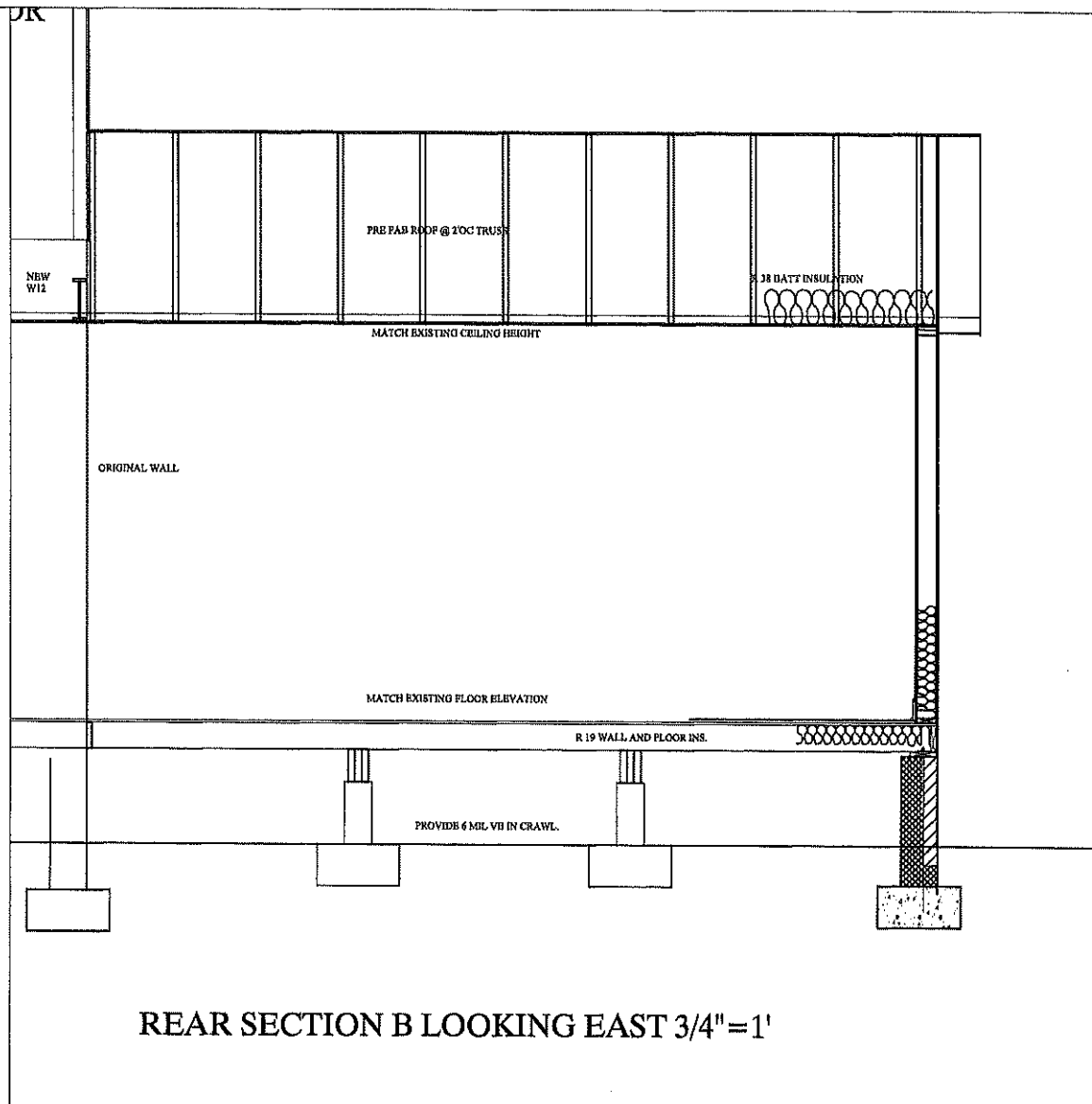
520 RANDOLPH AVENUE CAPE CHARLES, VA

3RD FLR PLAN, ELEVATIONS & WALL SECTION

LP	7/6/21		
202102	1/4"=1'		A-2



REAR SECTION A LOOKING NORTH



REAR SECTION B LOOKING EAST 3/4"=1'

FOUNDATION &
FIRST FLOOR FRAMING



PARHAM

3377 MOCKBURN BAY DRIVE, CAPE CHARLES VIRGINIA 23310-2184
757-331-0591 ... info@parham.com
PARHAM ARCHITECT, P.A., INC.
www.parhamarchitect.com

RESIDENCE RENOVATION FOR KATHY GLASER
520 RANDOLPH AVENUE CAPE CHARLES, VA

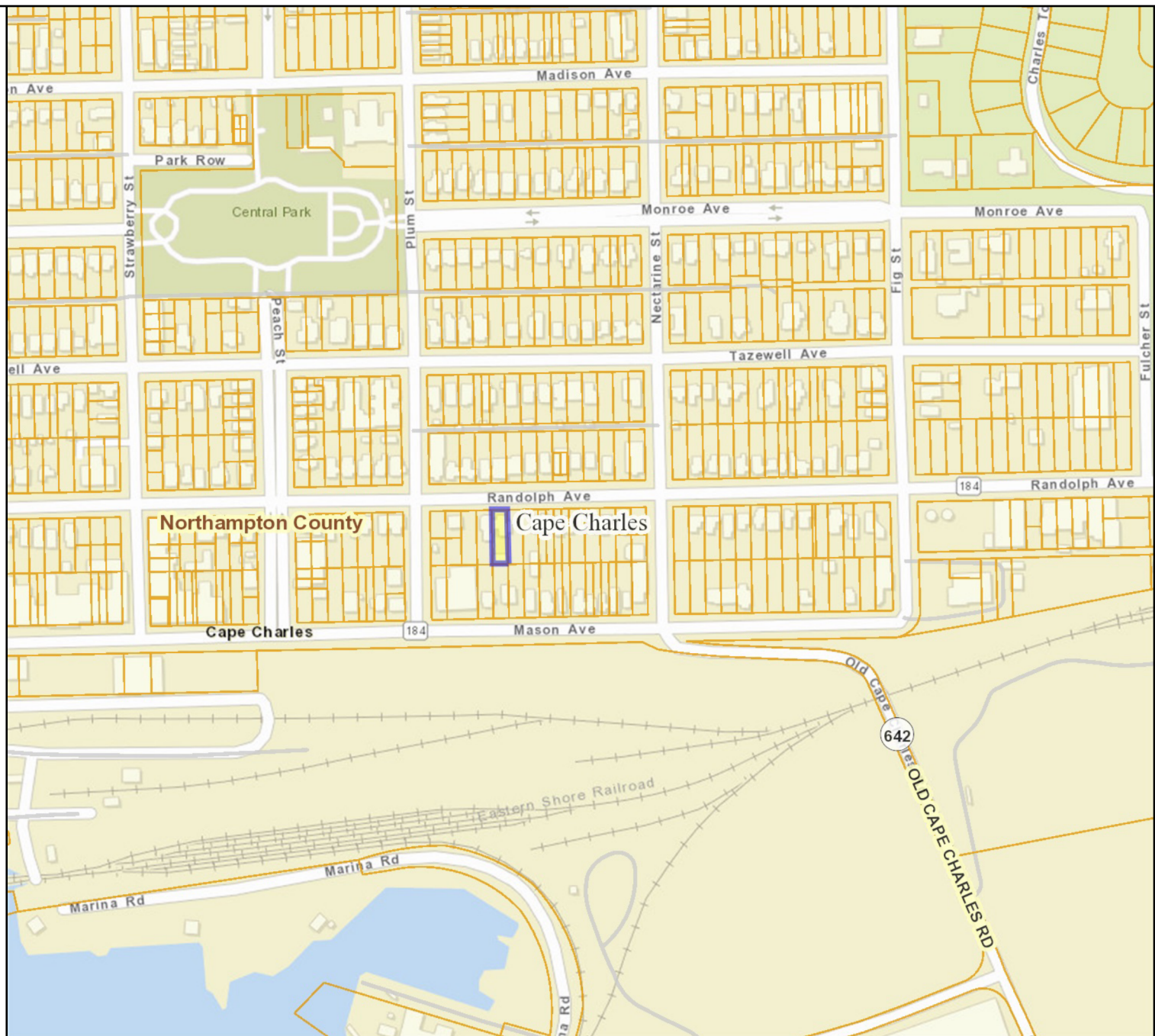
BUILDING & WALL SECTION

LP	7/6/21		A-3
202102	1/4"=1'		

Northampton County, Virginia

Legend

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



Map Printed from Northampton
<https://parcelviewer.geodecisions.com/Northampton/>

Feet
0 100 200 300 400
1:4,514 / 1"=376 Feet

Title: 520 Randolph Avenue

Date: 9/15/2021

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HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 21, 2021

Item #: 6E - 3 - 616 Strawberry Street

Prepared by: Katie H. Nunez, Interim Planning/Zoning Administrator

Date: September 15, 2021

APPLICANT: Jessica Coburn

SITE ADDRESS: 616 Strawberry Street

TAX MAP: 83A1-9-A

LOT SIZE: 3,500 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Replace siding and front and side stoops; replace front door and remove door from shed

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: NON-CONTRIBUTING
STRUCTURE

DATE APPLICATION RECEIVED: 8/17/2021

PRE-APPLICATION MTG: September 21, 2021

DATE APPLICATION DEEMED COMPLETE: August 17, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): October 17, 2021

A limited zoning approval had been issued on 3/16/2021, pursuant to decision from Town Manager John Hozey on 1/28/2021, to allow for repairs and maintenance to the roof, siding and front and side stoops to weatherize the dwelling and make the stoops safe for use. The property owner had been informed of this limited approval and told that a full application would need to be submitted to the HDRB for any additional work.

Building Official Jeb Brady reported on August 5, 2021 that the work on this property had exceeded this authorization, including the siding had been fully removed. I issued a STOP WORK ORDER on 8/5/2021 and spoke with the property owner by phone regarding this matter and indicated that she needed to file an HDRB Application immediately, which she did.



She is seeking to replace the siding and front and side stoops (also known as landing with stairs) and to replace the front door and remove the door from the shed.

MATERIALS:

Siding: Hardie Board Planks; size of 8.25" width and 7" exposure

Stoop: pressure treated lumber

Baluster: pressure treated lumber

Front Door: Smooth Star Half Lite 2 Panel

Door for Shed/Utility Closet: remove and cover entrance with siding and create an egress to the space from within the house.

STAFF ANALYSIS**ZONING COMPLIANCE**

The proposed scope of work does not alter or enlarge the size of the structure and the project is in compliance with the Zoning Ordinance.

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

HISTORIC DISTRICT GUIDELINES***SIDING:***

Page 54: Unless rotted beyond repair always retain wood as the dominant framing, cladding, and decorative material for Cape Charles historic buildings. Retain wood features that define the overall character of the building. Repair rotted sections with new wood, epoxy consolidates, or fillers. Consider using wood as the dominant cladding and decorative material for new construction. New wood surfaces should be painted rather than left with a natural finish. In order to retain the architectural integrity of both the individual building and the district, replace wood elements only when they are rotted beyond repair and such condition is documented by a licensed architect or engineer.

Page 57: Item 2: Remove synthetic siding and restore original building material if possible.

Item 5: Siding that simulates wood may be used on new construction if the depth of the siding (boards) conforms to the typical depth of traditional siding.

WINDOWS & DOORS: *Page 41, Item 3: Uncover and repair covered-up windows and doors. Reinstall any windows and doors that have been removed.*

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and scope of work proposed to restore and/or replace the siding, stoop (landing and stairs), balusters and door on the structure is within the Historic District guidelines.

Staff is recommending approval of this application and is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

Attachments:

Attachment 1 – Application and Documents

August 5, 2021

Jessica & Perry Coburn
1110 West Ave
Richmond, VA 23220

Re: 616 Strawberry Street project

Dear Chairman and Board Members:

The purpose of this letter is to request a Certificate of Appropriateness for planned repairs and renovations at 616 Strawberry Street.

While we had intended to only repair the existing siding on the property, as the rotted siding was removed, it became apparent that much of the existing siding was not salvageable. Although an attempt was made to keep the existing siding that was still intact, it is apparent that the repairs needed are outside of the scope of the existing permit.

This application is an attempt to reconcile the scope of work needed and get the town's approval on the plans.

Thank you for your consideration of this matter,

Jessica & Perry Coburn

Detailed Explanation of the Project:

The purpose of this project is to replace siding and front and side stoops that were beyond rehabilitation and repair.

This work will not make any changes to the look of the building, nor to the existing footprint. The purpose of this work is only to weatherize the existing structure and make the steps safe and secure.

The existing structure will be covered in hardiplank siding. The siding will match what was previously there and should look virtually identical to the earlier material.

The stoop on the front and the side of the house will be rebuilt to match exactly what was there before. Stoops will be built using wood and painted white. Their dimensions will be identical and the footprint will be the same.

The front door will need to be replaced because like the stoops, it is also warped and rotted. The door placement will stay the same and will be the same size as the existing door.

The only minor change that we will be seeking to the building is to cover over the existing door on the side of the "utility room". By removing this door, it will allow this room to be accessed from the interior and can be used as an indoor storage closet/laundry room. To be clear, this will not change the footprint of the existing structure, it will just allow us to better use the space, in what is a very small home.

List of Materials:

1. [Siding: HardiPlank Lap Siding](#)

- Smooth
- 8.25” wide
- 7” exposure
- Finish: Primed for Paint

PRIMED FOR PAINT

James Hardie’s primed for paint collection gives you the power to choose paint for your home’s exterior. It’s primed. It’s ready for field painting. It’s a durable, high-performance canvas.

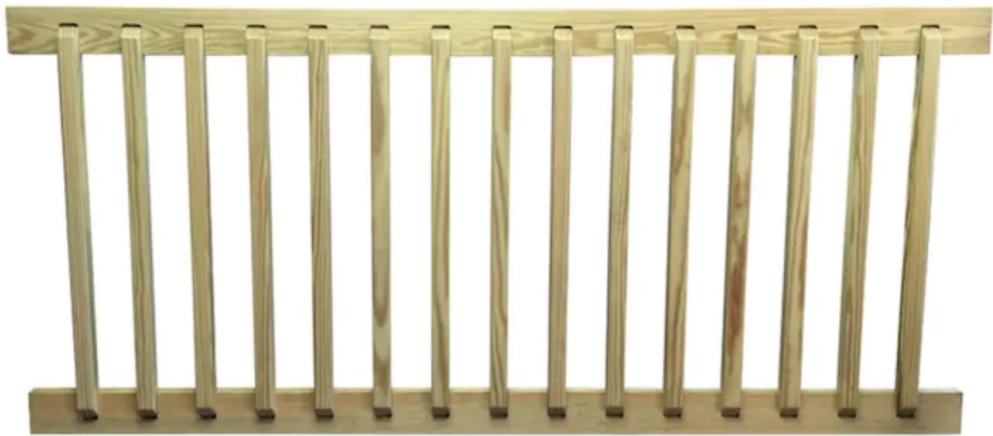


AVAILABLE SIZES

THICKNESS:	0.312"	
LENGTH:	144" boards	
WIDTHS:	6.25"	8.25"
EXPOSURES:	5"	7"
	12"	5.25"
	10.75"	4"
	7.25"	9.25"
	6"	8"

2. Stoop Materials:Severe Weather Premium Pressure Treated Lumber

- Front entry will have 4 steps leading into the house
- Side entry will have three steps leading into the house
- Both stoops will use the footprint of the original structures
- Balusters will match the style of the original structures with a simple vertical design, and no additional details (see photo below)



Baluster Specs:

Series Name	N/A	Length Measurement	6-ft
Total Number of Pieces	1	Assembly	Assembled
Maximum Opening (Inches)	3.5	Width Measurement	1.5-in
Type	Deck rail kit	Dimensions (L x W x H)	6-ft x 1.5-in x 33-in
Minimum Opening (Inches)	3	Material	Wood
Wood Species	Pine	Baluster Material	Pine
Height Measurement	33-in	Manufacturer Color/Finish	Pressure treated wood
Pressure Treated	✓	Color/Finish Family	Brown
Balusters Included	✓	Package Quantity	1
		Warranty	Limited lifetime

Stoop / Landing Specs:

		Warranty	Limited lifetime
Series Name	N/A	Industry Standard Min Thickness (Inches)	1.25
For Use with Decking	✔	Industry Standard Minimum Width (Inches)	5.5
Common Length Measurement	8-ft	Industry Standard Minimum Length (Feet)	8.0
UNSPSC	30103600	Common Measurement (T x W)	5/4-in x 6-in
Contact Type Allowed	Above-ground	Grade	Premium
For Use with Fencing	✗	Meets AWPA Standards	✔
Green or Kiln-Dried	N/A	For Use with Landscaping	✗

3. Front Door: Smooth-Star® Half Lite 2 Panel

- **Style No. S262-FXG**
 - **Color: Onyx (black)**
 - **3Wx3H with fixed grilles**
 - **Glass: Clear**
- c. Smooth Star®
1/16-inch minimum thickness, proprietary fiberglass-reinforced thermoset composite, surface lightly textured. Door edges are machinable kiln-dried pine, primed, lock edge reinforced with engineered lumber core, lockset area reinforced with solid blocking for hardware backup. Door bottom edge is moisture- and decay-resistant composite. Core is foamed-in-place polyurethane, density 1.9 pcf minimum.



4. Remove door from outdoor utility closet (HardiePlank siding, as noted above, will be used)

The door as it appears now:



We will cover the door with siding to allow the closet space to be accessed from the interior:



Photos of existing structure:

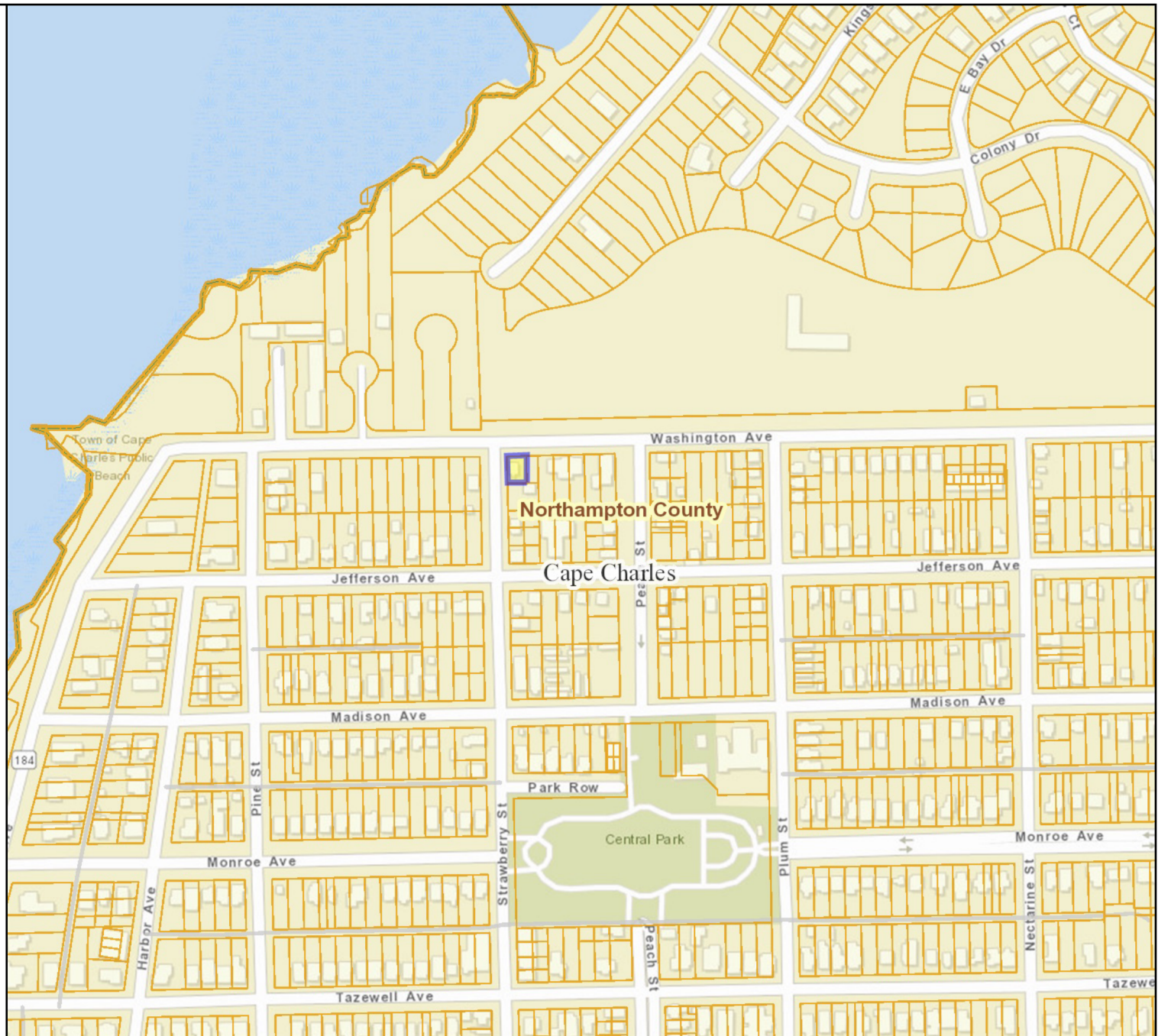




Northampton County, Virginia

Legend

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



Map Printed from Northampton
<https://parcelviewer.geodecisions.com/Northampton/>

Feet
0 100 200 300 400
1:4,514 / 1"=376 Feet

Title: 616 Strawberry Street

Date: 9/15/2021

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HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 21, 2021

Item #: 6E - 4: 630 Tazewell Avenue

Prepared by: Katie H. Nunez, Interim Planning/Zoning Administrator

Date: September 14, 2021

APPLICANT: Kate & Steve Keeler

TYPE OF APPLICATION: Pre-Application/ Certificate of Appropriateness

SITE ADDRESS: 630 Tazewell Avenue

WORK TO BE PERFORMED: Renovate existing 2-story garage

TAX MAP: 83A3-1-436

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: Contributing Structure
Description: Ca. 1890, Queen Anne (HOUSE)

Accessory Structure: Non-contributing structure

DATE APPLICATION RECEIVED: July 20, 2021

PRE-APPLICATION MTG: September 21, 2021

DATE APPLICATION DEEMED COMPLETE:

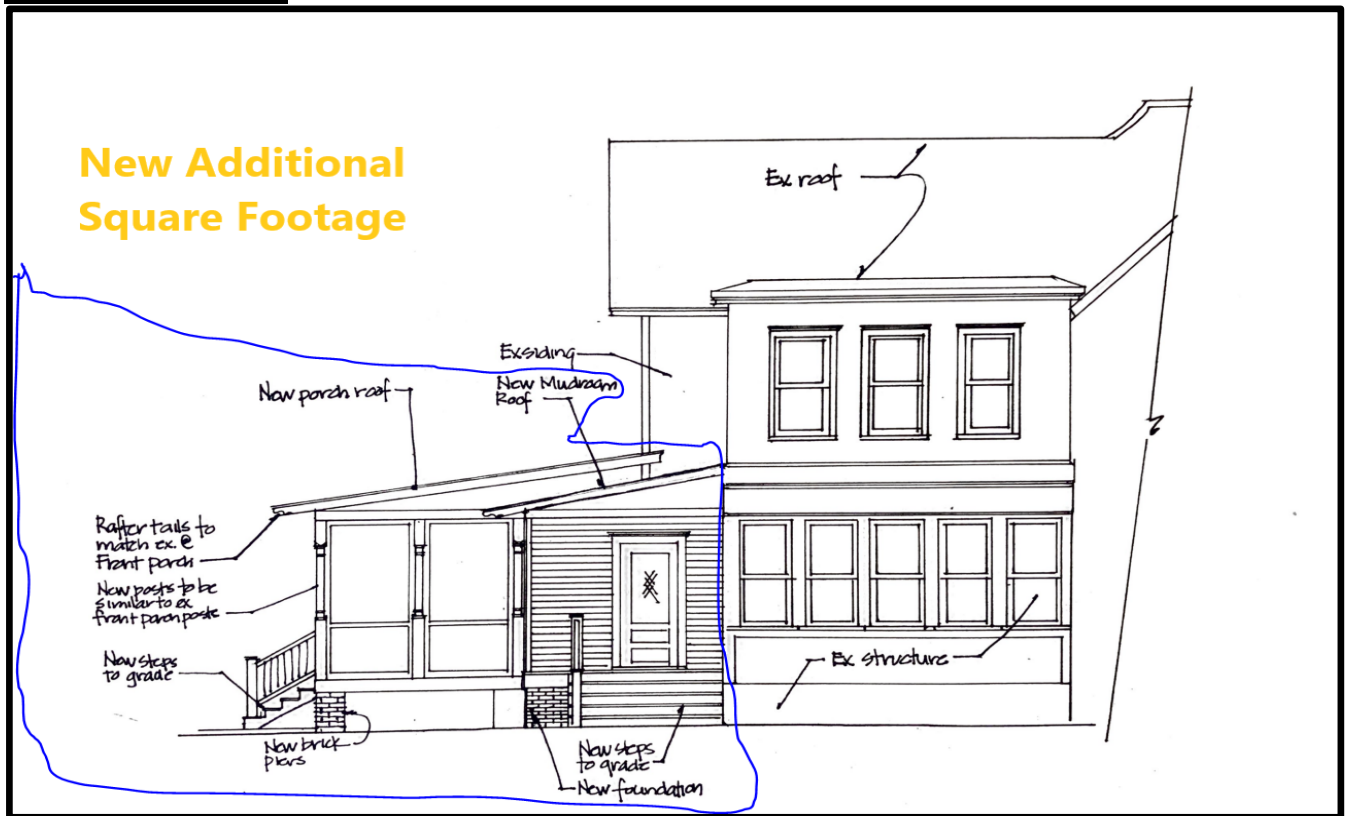
LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):

The applicant was before the HDRB in July 2021 and received approval to renovate their existing 2-story garage.

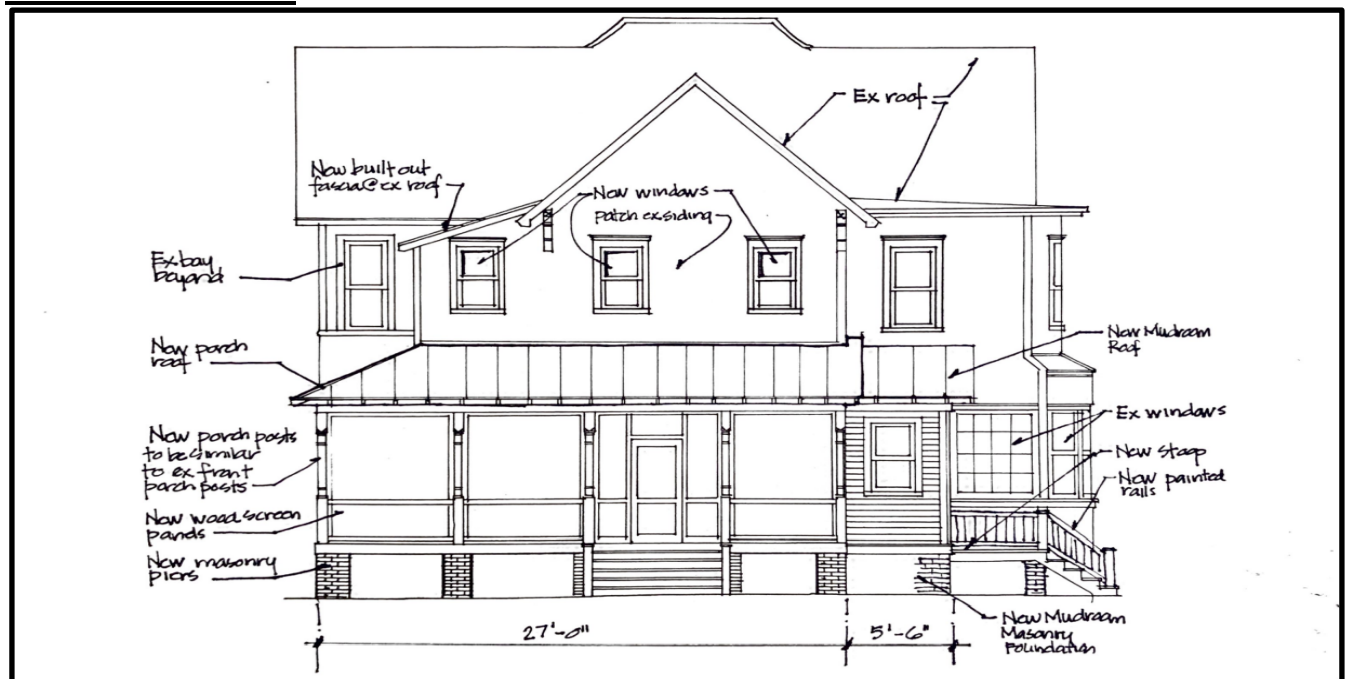
They have now filed a new application to renovate the house as follows:

1. Remove existing small, one-story addition on the rear (south) side of the house.
2. Build a new one-story mudroom addition on east side of house.
3. Build a new screened in porch on the rear of the house.
4. Renovate the existing two story section of the house on the rear west side – replace windows on first floor, remove the awing windows on second floor and replace with new One over One Double Hung Windows; replace vinyl “scalloped” siding with new painted wood siding to match original siding in that area; take existing sleeping porch and close in to be interior space; replace front door; add new door to east side of front porch.

LEFT ELEVATION



REAR ELEVATION



MATERIALS:

See letter dated July 20, 2021 from Claudine Pierce, Architect, outlining the full scope of work, including the proposed materials for each component of the work.

STAFF ANALYSIS**ZONING COMPLIANCE**

The proposed project is increasing the square footage of the existing building; however, the elevation drawings or application documents lack any dimensional information regarding the size of the proposed area for removal and the size of the proposed additions. The applicant has not provided a site plan so the full zoning review cannot occur at this time.

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

HISTORIC DISTRICT GUIDELINES

GENERAL PRINCIPLE FOR EXTERIOR ALTERATIONS: Page 19 – Item 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

STAFF RECOMMENDATION:

Staff is requesting the applicant to submit a site plan that includes the dimensional information regarding the proposed removal of existing square footage and the addition, including the screened in porch.

Staff is requesting the Historic District Review Board to review the application as a Pre-Application submittal and provide comments on the proposed work, including materials.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

Attachments:

Attachment 1 – Application and Documents



OWNER PERMISSION AFFIDAVIT

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

PROPERTY INFORMATION

Subject Property Street Address: 630 Tazewell Ave - Carriage House
Subject Property Tax ID Number: _____

OWNER INFORMATION

Name (Person, Firm, Corporation, or Agency): Kate & Steve Keeler
Mailing Address: 630 Tazewell Ave
Phone Number: 540-931-4281 Email: Kate.obenshain@gmail.com

APPLICANT INFORMATION (If applicable)

Name: Claudine Pierce / Peacock Cottage LLC
Mailing Address: 10 Tazewell Ave, Cape Charles Va. 23310
Phone Number: 703-609-5818 Email: mypeacockcottage@gmail.com

I am applying for, or I hereby give authority to the applicant to file an application for:

Pre-application Information Form, Certificate of Appropriateness
and Application for Zoning Clearance

Signature of Owner: [Signature] Date: 4/8/21

Commonwealth of Virginia

County of Northampton

The foregoing instrument was acknowledged before me this 8th day of April,
2021, by Steven J Keeler (name of person acknowledged).

Signature of Notarial Officer: Elizabeth A Hume

Notary Registration Number: 275630

My Commission Expires: 1/31/2023

(Seal)



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



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: Claudine Pierce / Peacock Cottage LLC
Mailing Address: 10 Tazewell Ave
Phone Number: 703.609.5818 Email: mypeacockcottage@gmail.com

PROJECT SUMMARY

Address of Project: 630 Tazewell Ave
Application Type (rezoning, variance, etc.): Certificate of Appropriateness
Total Acreage of Project: _____

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

Mudroom addition, screen porch addition on rear of house,
window/siding modifications to existing two story portion
of house on West side

Signature of Applicant: Claudine H Pierce Date: 7/20/21

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____

PEACOCK COTTAGE LLC

10 Tazewell Ave.
Cape Charles, VA 23310
mypeacockcottage@gmail.com

July 20th, 2021

Town Planner and Zoning Administrator
Town of Cape Charles

Re: Letter of Intent for Renovation of existing residence
630 Tazewell Ave.

Dear Town Planner,

Please find attached the application for the renovation of the existing contributing residential structure at 630 Tazewell Avenue.

We are proposing to renovate the exterior of the existing house by:

1. Removing an existing small one story addition on the rear [south] side of the house. Note this structure cannot be seen from anywhere but standing in the back yard.
2. Build a new one story mudroom addition on the east side of the house as shown with:
 - Standing seam metal roof.
 - Roof rafter tails to match the existing house.
 - Hardi siding matching the existing house siding exposure.
 - Double hung windows - one over one - with window trim to match the existing house. Note new window trim will be composite material.
 - New mudroom door to be a painted Simpson #7114 wood one light two panel door per attached.
 - New mudroom stoop to be Timber tech Porch collection T & G flooring.
 - New mudroom stoop railings to be painted fir top/bottom rail with painted fir pickets. Main rail post to be sleeved with PVC.
 - Mudroom foundation to be masonry to match existing foundation.
3. Build a new screened in porch on the rear [south side] of the house as shown with:
 - Standing seam metal roof.
 - Roof rafter tails to match existing house.
 - New porch posts to be similar to the existing front porch posts.
 - Porch flooring to be Timber Tech Porch Collection T & G flooring.
 - Wood screen panels to be set back from front of posts.
 - New 18" square masonry piers.
 - Porch stoop rails to be painted fir top/bottom rail with painted fir pickets. Main rail posts to be 4 x 4 sleeved with PVC.

4. Modify the existing two story section of the house on the rear west side of the house with:
 - Remove contemporary windows on the first floor and replace with new one light double hung windows to match existing house. New window trim to match existing but will be PVC or equal
 - Remove contemporary awning windows on the second floor and replace with new one over one double hung windows [to match existing house] as shown on drawings.
 - Replace vinyl "scaloped" siding with new painted wood siding to match original siding left in the area.
 - Take existing sleeping porch and close in to be interior space. Note that the sleeping porch floor structure is contributing to extensive water penetration into the first floor of the house. It appears that the sleeping porch floor structure was built over an original first floor porch but that the original first floor porch roof rafters were left in place and the newer sleeping porch floor structure built over top. There is significant water penetration into the kitchen area under the sleeping porch and we feel that this open structure is contributing greatly to the water issue
 - Existing roof will remain however we will build out the flush fascia to match the rest of the house and minimize water running down the house siding.
5. Replace the front door with a custom wood door. See attached. Please note that the current front door is a contemporary door and not at all original. New door will be a custom door replica of a 1890's door taken from the Mulliner Catalog of 1893.
6. Add new door to the east side of the front porch into the existing Den. New door will be a Simpson #7114 one light window over two wood panels. See attached.

Please let me know if you have any questions or need any additional information.

Best,

Claudine H. Pierce

Claudine H. Pierce
Peacock Cottage, LLC



FRONT OF HOUSE FROM TAZEVELL AVE



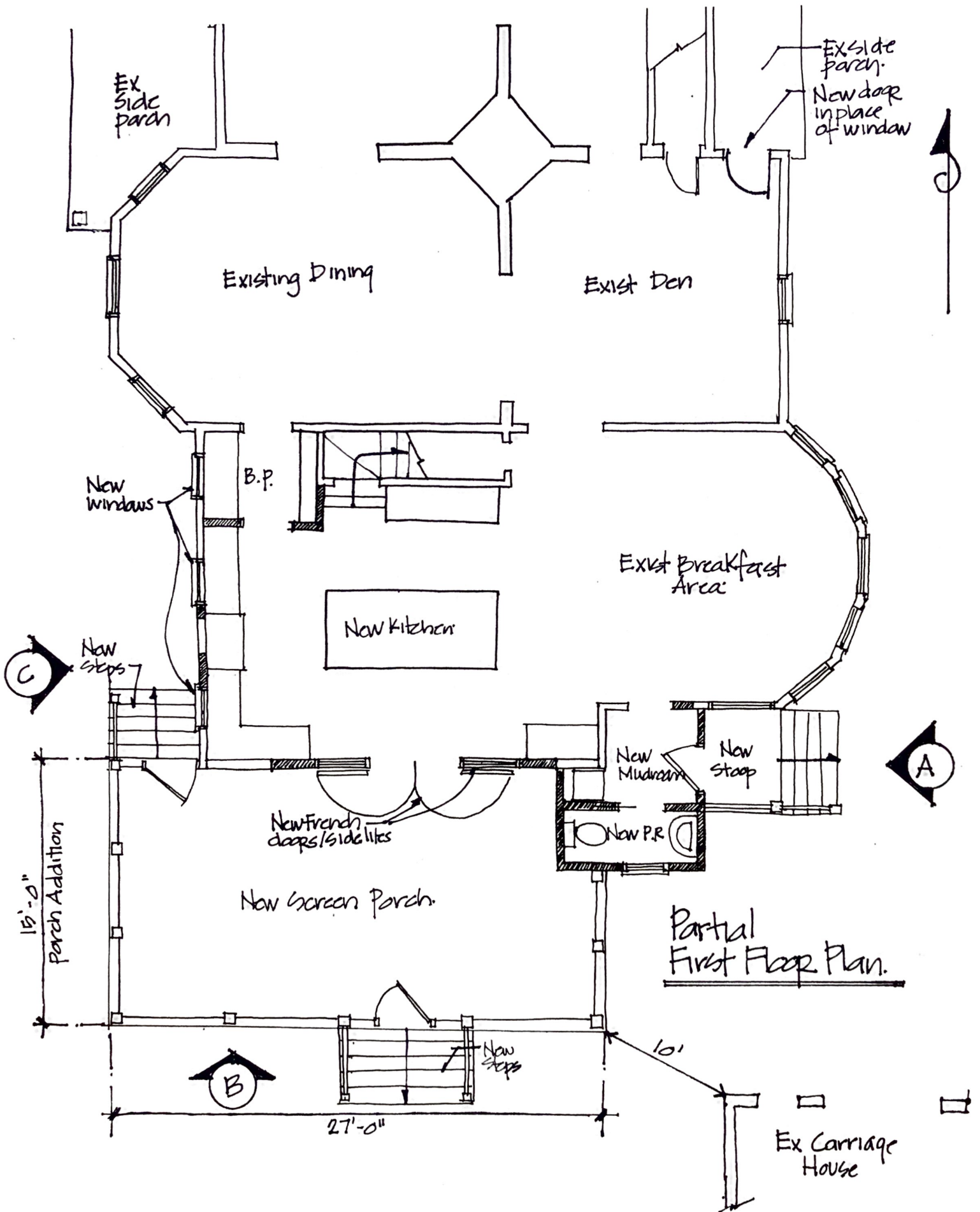
RIGHT SIDE [WEST SIDE] OF HOUSE

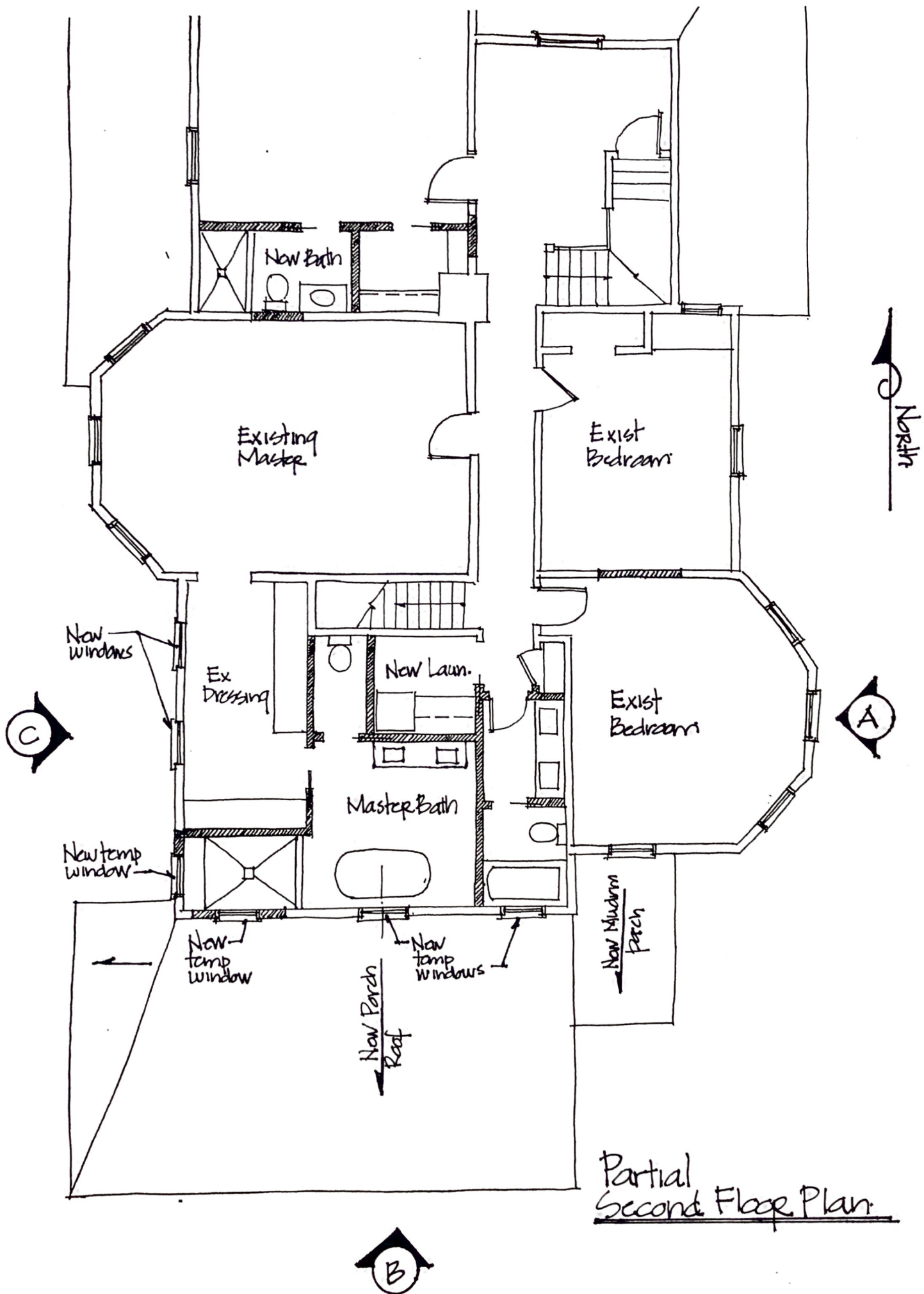


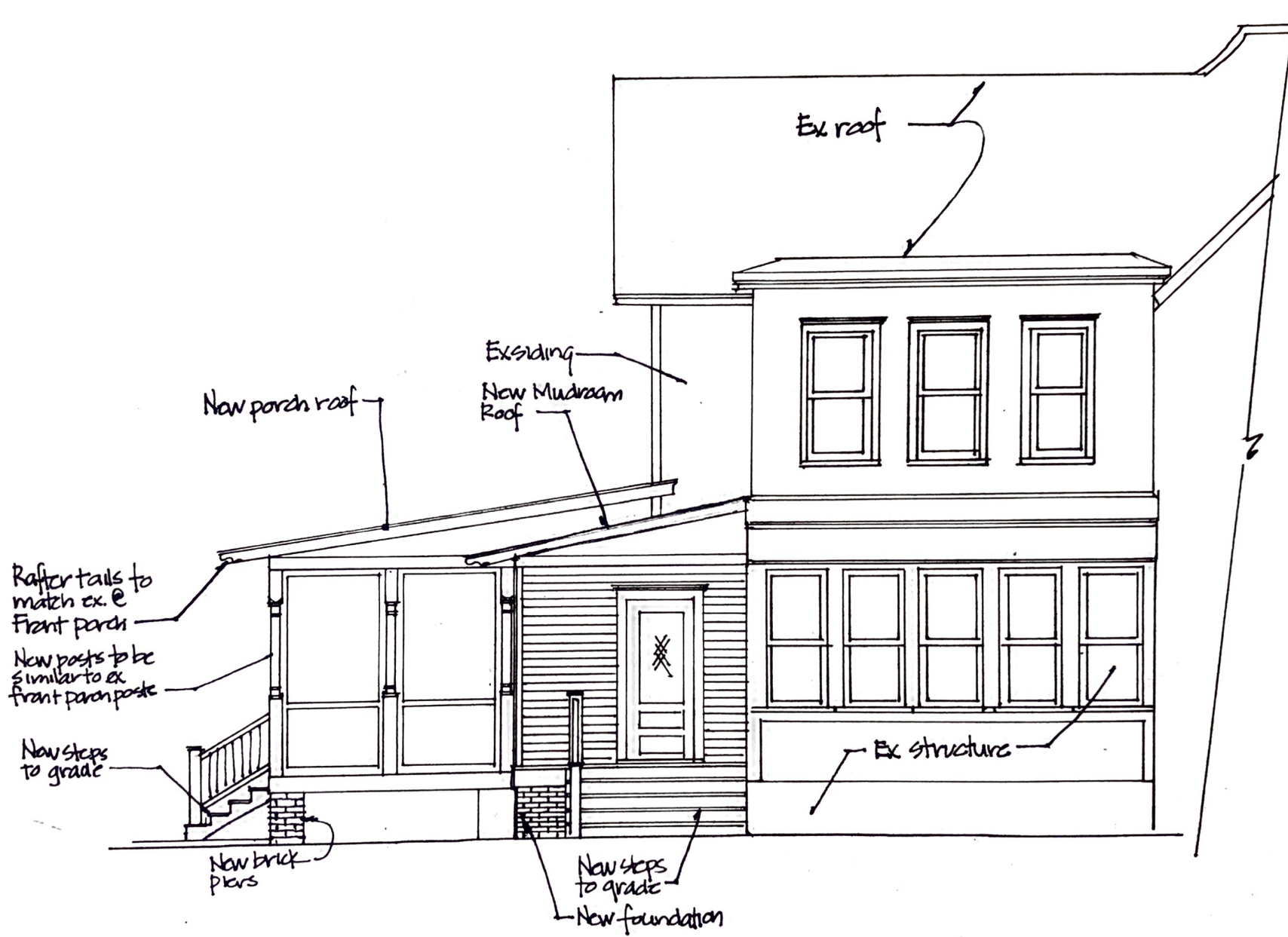
LEFT SIDE [EAST SIDE] OF HOUSE FROM DRIVEWAY



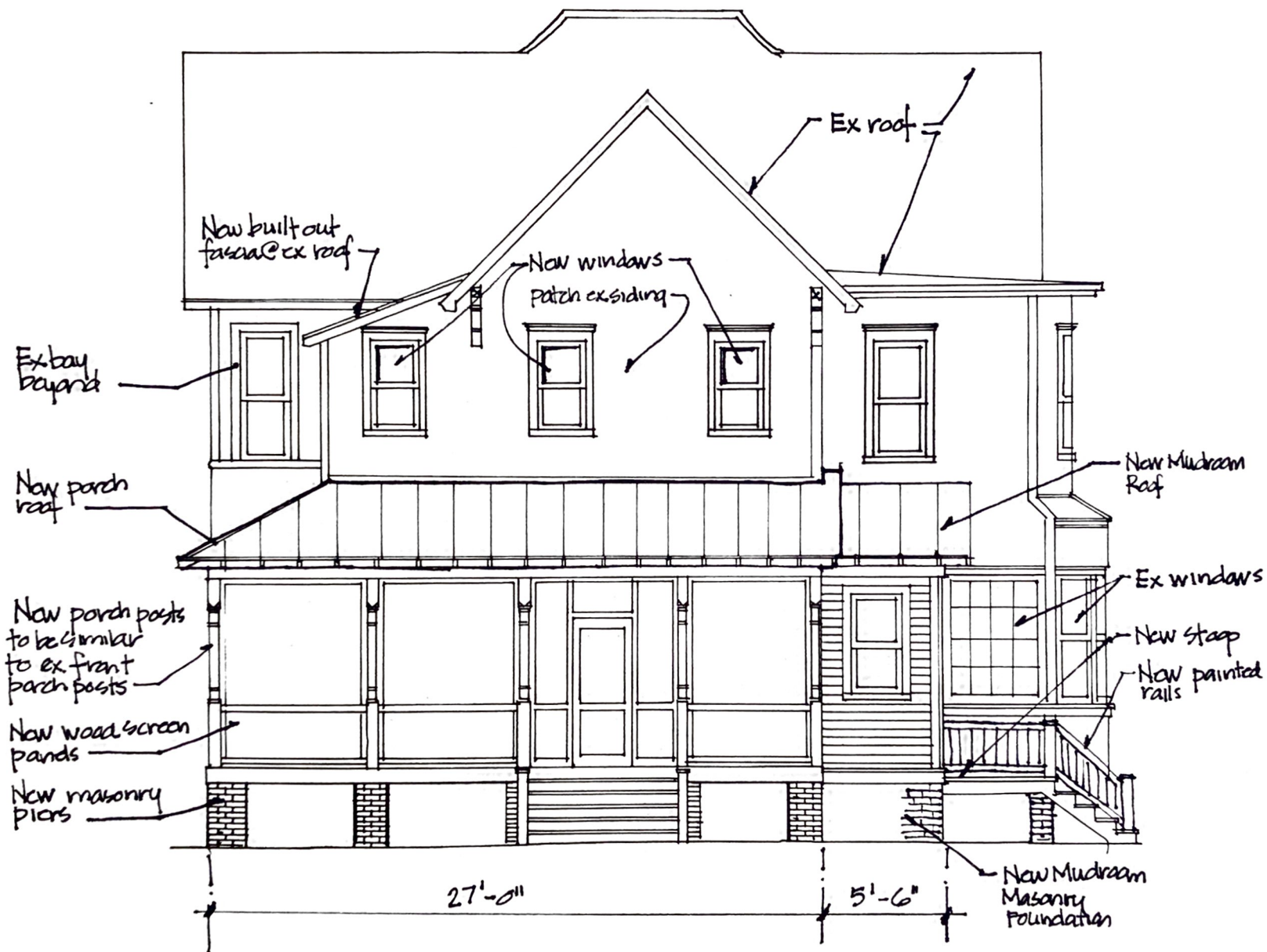
REAR OF HOUSE - SOUTH SIDE



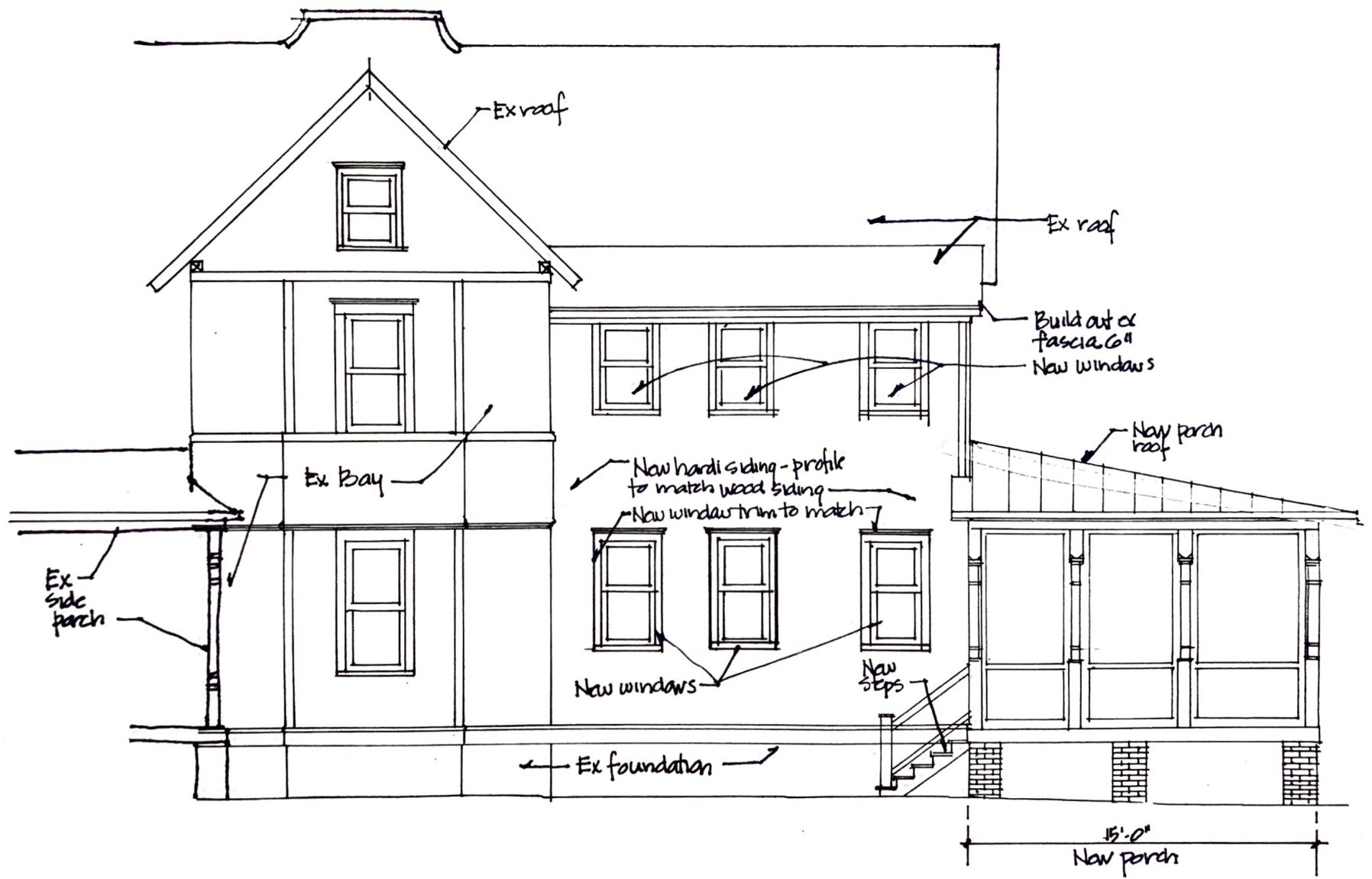




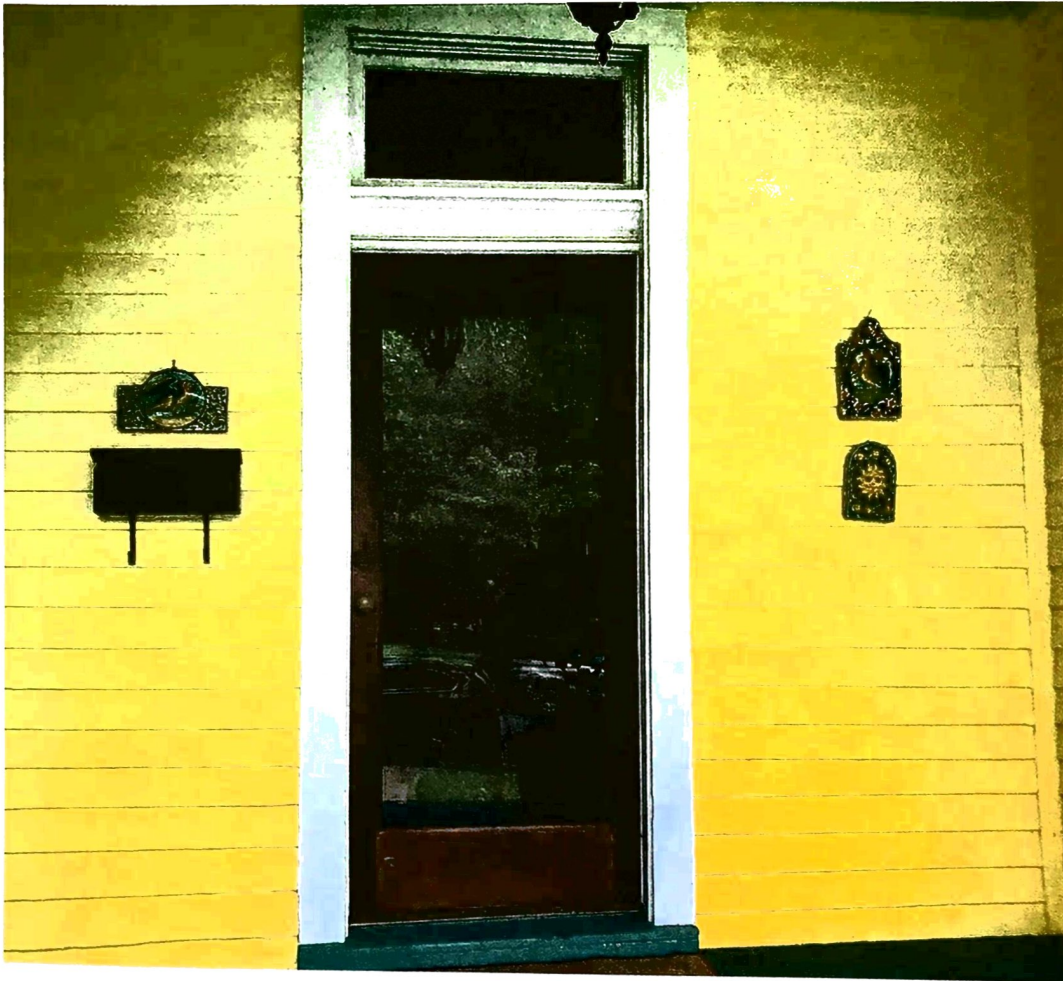
Elevation "A"



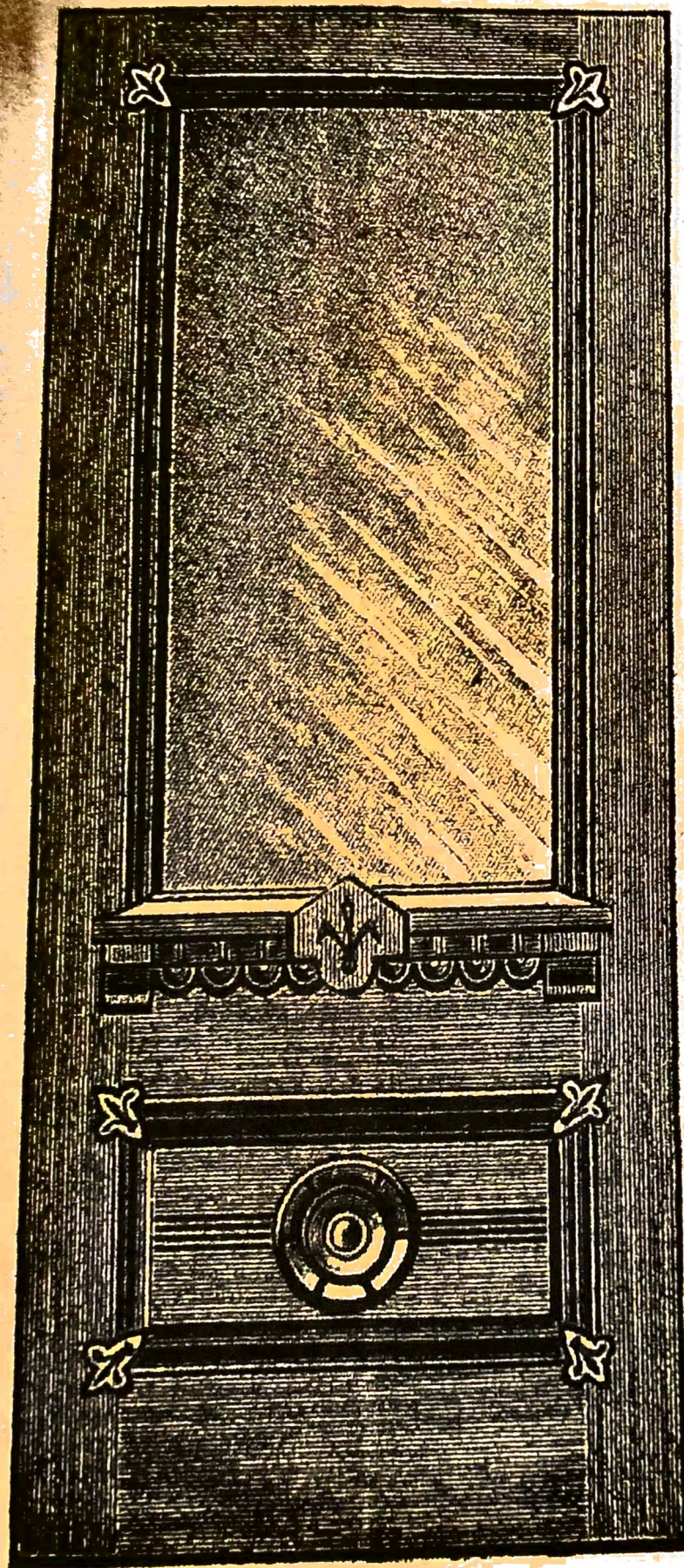
Elevation "B"



Elevation "C"

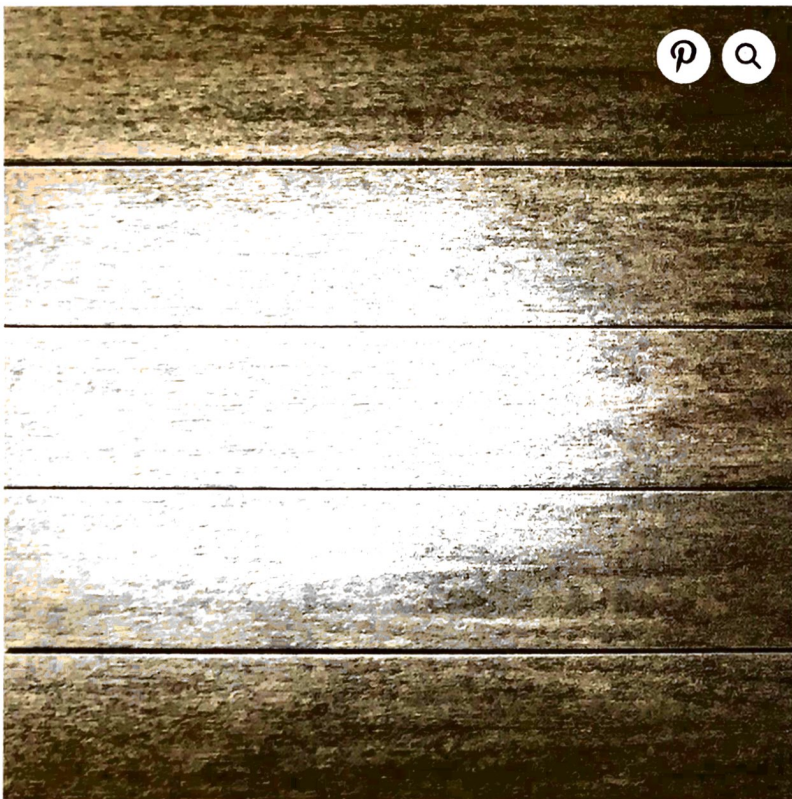


EXISTING FRONT DOOR TO BE REPLACED



257-EXCELSIOR.

REPLACEMENT FRONT DOOR - WILL BE SIMILAR



[Home](#) > [Products](#) > [Porch](#) > Porch Collection

Porch Collection

Amp up your curb appeal — you deserve it. High-performance, capped-polymer porch boards designed with a tongue-and-groove system so there is minimal gapping between boards do the trick. Give your porch a beautiful, stylish floor, with the added benefits of capped polymer material.

Available in standard width. Coastline®, Mahogany, Weathered Teak®, and Dark Hickory also available in wide width.

Porch Color



Selected: Coastline®

Sample Size

☒ 2' Sample

☐ 4" Sample

\$5.00

Proposed Porch Flooring

7114 — THERMAL SASH



SERIES: Exterior French & Sash Doors

TYPE: Exterior French & Sash

APPLICATIONS: Can be used for a swing door, with barn track hardware, with pivot hardware, in a patio swing door or slider system and many other applications for the home's exterior.

Construction Type:

Engineered All-Wood Stiles and Rails with Dowel Pinned Stile/Rail Joinery

Panels: 1-7/16" Innerbond®

Double Hip-Raised Panel

Profile: Ovolo Sticking

Glass: 3/4" Insulated Glazing

STANDARD FEATURES



Any Wood Species



Virtually Any Size

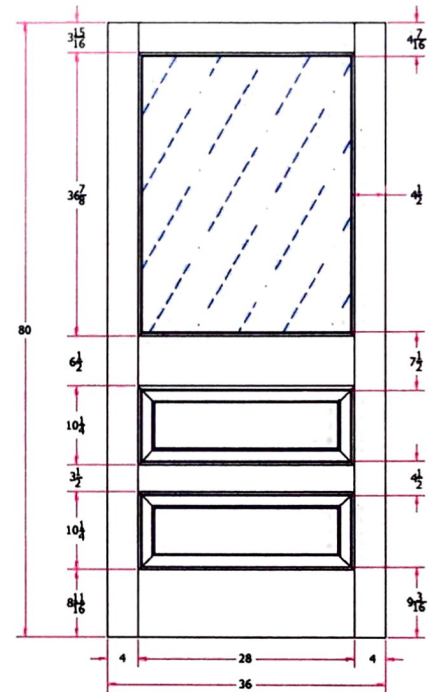


Glass Options



Privacy Rating: 1

DETAILED DRAWING



Proposed Mudroom and Side Porch door

ELEVATE DOUBLE HUNG



Traditional style meets superior strength in this updated take on a classic window. The Marvin Elevate™ Double Hung window's balanced design provides the performance and aesthetic your home deserves, with durable fiberglass exteriors, warm wood interiors and coordinating picture or transom window styles available. Tilt the sash in or remove for easy cleaning.

[VIEW DESIGN OPTIONS](#)

FOR THE PROS

Find technical documents for this product, including installation instructions, sizes and elevations, 3D drawings, architectural detail manuals and more.

[TECHNICAL SPECIFICATIONS](#)

New windows

James Hardie's primed for paint collection gives you the power to choose paint for your home's exterior. It's primed. It's ready for field painting. It's a durable, high-performance canvas.



AVAILABLE SIZES

THICKNESS:	0.312"	
LENGTH:	144" boards	
WIDTHS: EXPOSURES:	6.25" 5" 8.25" 7" 12" 10.75" 7.25" 6" 5.25" 4" 9.25" 8"	

Warranty Information >

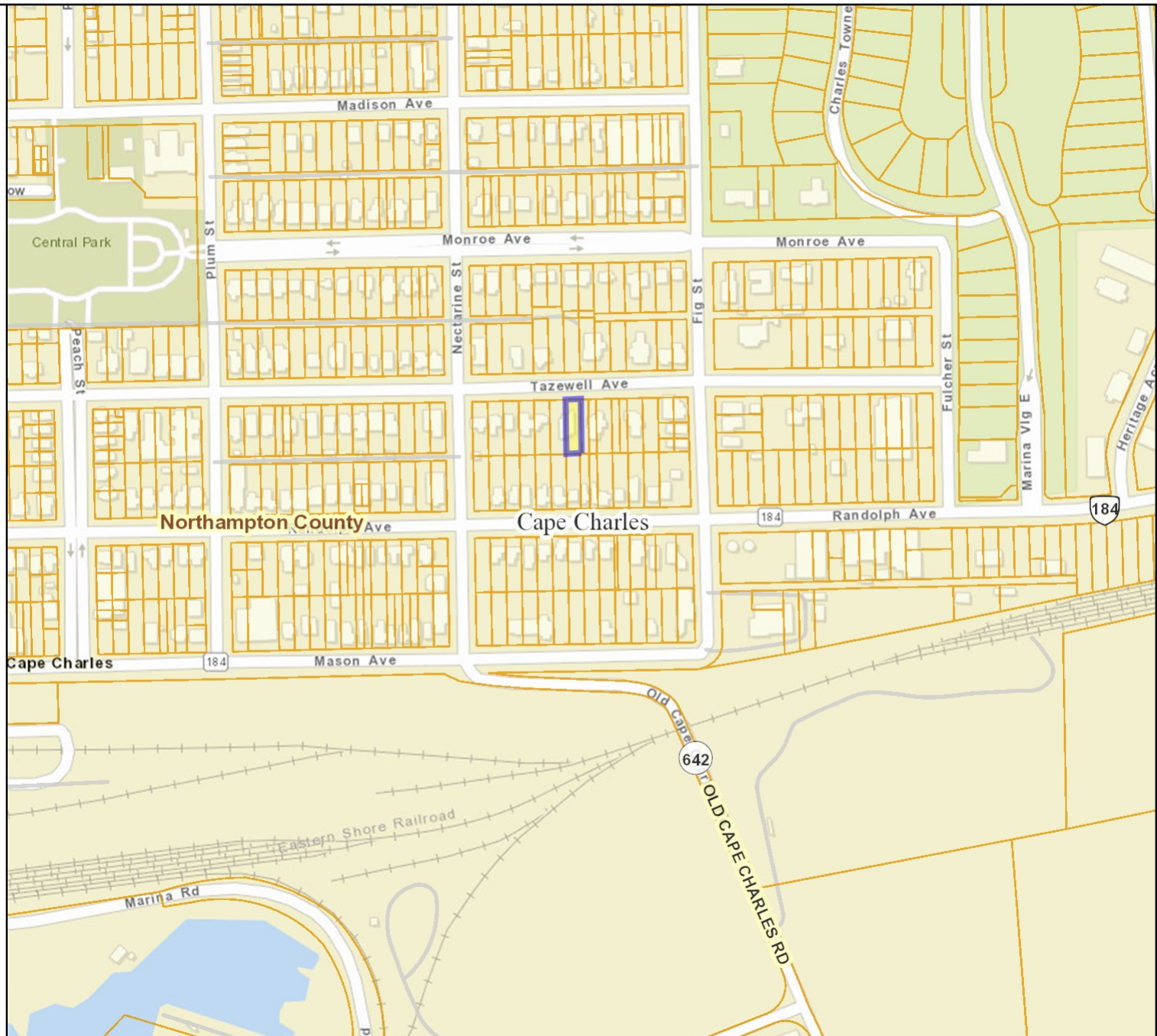
Request a Quote >

Request a Sample >

Northampton County, Virginia

Legend

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



Map Printed from Northampton
<https://parcelviewer.geodecisions.com/Northampton/>

Feet
0 100 200 300 400
1:4,514 / 1"=376 Feet

Title: 630 Tazewell Avenue

Date: 6/24/2021

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HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 21, 2021

Item #: 7A – Report from Interim Zoning Administrator Katie Nunez

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: September 15, 2021

There are 6 items that have been raised since our August meeting that I wanted to bring to your attention and to make you aware that I approved administratively.

- 1) MINOR EXEMPTIONS APPROVED BY INTERIM ZONING ADMINISTRATOR:
 - a. 237 Randolph Avenue – prior owner removed the wood pickets on the front porch; new owner is now looking to return the wood pickets to front porch – approved (documentation and photos provided), per Section 8.16 (B)
 - b. 620 Tazewell Avenue – replacing wood fence in the back yard with a wood fence, per Section 8.16 (B)
 - c. 550 Madison Avenue – due to interior renovation and adding a shower, changing out a window for a smaller window, per Section 8.16 (H)
 - d. 547 Mason Avenue – applicant had been to HDRB and received approval to replace siding – intent was to recover the existing wood siding under the existing siding and restore it but it was too damaged. He had indicated to HDRB that back-up plan was Hardie Plank siding. I signed off on use of the Hardie Plank siding.
 - e. 501 Jefferson Avenue – repair/replace foundation piers, per Section 8.16 (B)
 - f. 302 Madison Avenue – reroof, same materials, per Section 8.16 (B)

Town of Cape Charles

Historic District Review Board

By-Laws

ARTICLE ONE

Objectives

- 1-1 This board, established in conformance with Article VIII of the Town of Cape Charles Zoning Ordinance (as may be amended from time to time, "Article VIII"), has adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of Title 15.2-2306, Code of Virginia, 1950, as amended. If there is any conflict between a provision of these By-Laws and Article VIII, Article VIII shall govern.
- 1-2 The official title of this board shall be the "Town of Cape Charles Historic District Review Board," referred to hereafter as the "Board."
- 1-3 The purpose of this Board is to implement and enforce Article VIII 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, as provided in Article VIII.

ARTICLE TWO

Members

- 2-1 This Board shall consist of five (5) members appointed by the Town Council. The five (5) members must be citizens of Cape Charles, at least three (3) of whom shall be residents of the local Historic District.
- 2-2 Members of the 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.~~ **include a Planning Commission member, as well as professionals in the disciplines of architecture, history, historic preservation, archaeology, or related profession; and professionals in the disciplines of planning, building construction, or real estate.**
- 2-3 Board members shall be appointed for a term of five (5) years. Any vacancy in membership shall be filled by appointment of Town Council and shall be for the unexpired term only. Any member may be removed by the Town Council for neglect of duty or malfeasance in office. Members may be

reappointed to succeed themselves. A member whose term expires shall continue to serve until a successor is appointed and qualifies.

- 2-4 An appointed member's term of office shall expire at the end of January 8 of the appropriate year. The successor's term of office shall begin at the beginning of January 9 of the appropriate year.

ARTICLE THREE

Officers and their selection

- 3-1 The elected officers of the Board shall consist of a chair and a vice chair. The ~~Town Clerk~~ **Zoning Administrator**, or designee, shall serve as secretary.
- 3-2 The elected officers of the Board shall be elected for a one (1) year term by the Board from the members at the first regular meeting after February 1 each year.
- 3-3 A candidate receiving the largest number of votes of the Board shall be declared elected. In the result of a tied vote, votes shall be recast, with only those receiving the largest number of initial votes being eligible to receive votes. If the tie cannot be resolved, the Town Council shall appoint an existing Board member to fill the vacant officer's position.
- 3-4 Elected officers shall take office immediately and serve for one (1) year or until his successor shall take office. Incumbent officers may be reelected.
- 3-5 **Should the Chair and Vice-Chair be absent at any meeting, the member with the most seniority, alphabetically, shall preside as temporary Chair until the Chair or Vice-Chair is present.**
- 3-5 Vacancies in office shall be filled immediately by regular election procedures.

ARTICLE FOUR

~~Qualifications and~~ Duties of Officers

- 4-1 The **Chair** shall be an appointed member of the Board and shall:
- 4-1.1 Preside at all meetings.
 - 4-1.2 Appoint committee chairmen and members.**
 - 4-1.3 Be informed immediately of any official communications and report the same at the next regular Board meeting.
 - 4-1.4 Rule on all procedural questions.
 - 4-1.5 Carry out other duties as are assigned by the Board.

- 4-2 The **Vice Chair** shall be an appointed member of the Board and shall:
- 4-2.1 Act in the absence or inability of the Chairman.
 - 4-2.2 Have the power to function in the same capacity as the Chair in cases of the Chair's absence or inability to act.
- 4-3 The **Secretary** shall:
- 4-3.1 Keep a written record of all business transacted by the Board.
 - 4-3.2 Notify all members of all meetings.
 - 4-3.3 Keep a file of all official records and reports of the Board.
 - 4-3.4 Certify all maps, records, and reports of the Board.
 - 4-3.5 Attend to the correspondence of the Board.
 - 4-3.6 Prepare and be responsible for the publishing of advertisements and public notices relating to all public hearings and public meetings.
 - 4-3.7 Keep a set of minutes of the Board meetings, which, after approval by the Board, shall be retained in the Department of Planning & Zoning, and posted on the Town website.
 - 4-3.8 If an appeal is filed regarding a Certificate of Appropriateness application, forward Board action and full application file to the Town Council along with a summary explanation of the Board's vote.

ARTICLE FIVE

Committees and Advisors

- 5-1 Committees, standing or special, may be appointed by the Chair, to serve as needed. Such committees shall be subject to the approval of a majority vote of the Board.
- 5-2 The Board may appoint architects, engineers, and/or contractors who are not Board members to serve in an advisory capacity; **any compensation or pay for services rendered must be authorized by the Town Manager in advance.** Appointed advisors shall not have voting rights.

ARTICLE SIX

Meetings

- 6-1 Regular meetings of the Board shall be held on the third Tuesday of each month in the ~~Town Hall~~ **Cape Charles Civic Center** at 6:00 p.m. When a meeting date falls on a legal holiday, an alternative date shall be designated by the Board. Meetings may be cancelled in advance by a majority vote of those present at a previous meeting, or by request of the Chair.

If the Chairman, or the Vice Chairman if the Chairman is unable to act, finds and declares that the weather or other conditions are such that it is hazardous for Board members to attend a regularly scheduled meeting, the meeting shall be continued to the following Tuesday at 6:00 p.m. in the Cape Charles Civic Center. Such finding shall be communicated to the members of the Board and the press and posted on the Town's website as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required.

Any regular meeting may be cancelled by the Chairman, or the Vice Chairman if the Chairman is unable to act, if there is no new business. The Secretary shall notify the members of the cancelled meeting.

- 6-2 Special meetings shall be called at the request of the Chair or at the request of a majority of the membership.
- 6-3 Except as provided for in ~~Title 2.1~~ Section 2.2-3711 Code of Virginia, 1950, as amended (Virginia Freedom of Information Act), all meetings, hearings, records, and accounts of the Board shall be open to the public. **There shall be a Citizen Comment Period at each of the Regular Historic District Review Board meetings which will allow a member of the Public three (3) minutes to speak or five minutes if representing a group, about any Historic District Review Board matter, except for any scheduled HDRB Application agenda items; those comments will be allowed at the end of discussion on the application but prior to Board action on the application.**

All public must comply with the Guidelines for Citizen Participation, as adopted by the Town Council on July 22, 2021, and which are affixed as Appendix A to these Bylaws.

- 6-4 Three or more of the members of the Board shall constitute a quorum. No action of the Board shall be valid unless authorized by a vote of at least three members.
- 6.5 Board members are permitted to meet with applicants outside of a Historic District Review Board meeting and Board members shall publicly disclose any meetings at the next available Board meeting by providing names of those persons in attendance and a summary of the reason(s) for such meeting, topics of discussion and any conclusions or findings as a result of the meeting.

ARTICLE SEVEN

Order of Business

- 7-1 The order of business for a regular meeting shall be:
- 7-1.1 Call to order by the Chair.
 - 7-1.2 Roll call; determination of a quorum.
 - 7-1.3 Invocation and Pledge of Allegiance.
 - 7-1.4 **Consent Agenda**
 - a. **Approval of Agenda Format**
 - b. **Approval of Minutes**
 - 7-1.5 Old Business
 - ~~7-1.6 Approval of agenda format.~~
 - ~~7-1.7 Approval of minutes.~~
 - 7-1.8 ~~Old applications.~~
 - 7-1.9 New applications **Business**
 - a. **Solar Panels**
 - b. **Roof Replacement**
 - c. **Fences Only**
 - d. **Accessory Structure Only**
 - e. **Combo Application: Roof and/or Fence and/or Accessory Structure**
 - f. **Renovation, Minor**
 - g. **Renovations, Major and Additions and New Construction**
 - 7-1.10 Other business.
 - 7-1.11 Announcements.
 - 7-1.12 Adjournment.
- 7-2 The first item of other business for the first regular meeting after February 1 of each year shall be the election of new officers.
- 7-3 Parliamentary procedures in the Board meetings shall be governed by *Robert's Rules of Order, Revised—Short Form, specifically the provisions which pertain to the Procedure in Small Boards. Seconds to motions are not required. The Chair may speak, make motions and vote on all matters.*
- 7-3.1 Motions shall be restated by the Chair before a vote is taken.
- 7-4 The Board shall keep a set of minutes of all meetings, and these minutes shall become a public record.
- 7-5 The Board shall retain the option to invite public comment by those present at a business meeting at such times as the Board deems necessary. If the Board invites public comment, comments will be limited to three (3) minutes per speaker. Comments must be limited to the matters on the agenda for the

meeting and must be limited to the subject matter within the Board's purview. Comments shall be directed to the Board and not to an applicant or other party. Speakers may not donate unused time to another speaker.

ARTICLE EIGHT

Application Review

- 8-1 The procedures normally followed for an application review, shall be:
 - 8-1.1 Call to order; determination of quorum.
 - 8-1.2 Description of properties in issue by Board or Board's representative (five minutes).
 - 8-1.3 Applicant's presentation, if applicable (fifteen minutes).
 - 8-1.4 Comments and recommendations of the Board or Board's representative.
 - 8-1.5 Discussion by Board regarding the specifics of application and vote to either approve, approve with conditions, table to allow application to submit additional information, or deny applications.
 - 8-1.6 Adjourn
- 8-2 An applicant may appear in his own behalf or be represented by an attorney or an agent at the review.
- 8-3 In the absence of a personal appearance by the applicant or his agent, the Board may proceed to dispose of the application on the record before it.
- 8-4 The normal time limitations are set forth in parentheses, but may be shortened or extended by the Board prior to the commencement of the review.

ARTICLE NINE

Correspondence

- 9-1 All official papers and plans involving the authority of the Board shall bear the signature of the Chair, together with certification signed by the Secretary.
- 9-2 All information from an applicant for consideration of Board action shall be submitted to the Secretary not less than thirty (30) days preceding the meeting proposed for such consideration. The Secretary may determine additional time is required for application review before such application is scheduled for consideration by the Board and the applicant will be notified, in writing, of such action(s) and also shall be advised when an application may be considered complete and may be scheduled for Board action.

ARTICLE TEN

Amendments

- 10-1 The bylaws may be amended at any regular meeting of the Board by a vote of at least three members, provided notice of the proposed amendment has been given to members at the previous regular meeting or has been mailed to members at least ten days prior to the meeting.
- 10-2 The Board shall review and, if appropriate as determined in the Board's discretion, revise these bylaws ~~at the first meeting of the year 2018 and every five years thereafter~~ **annually at the organization meeting in February.** A failure by the Board to conduct such reviews shall not invalidate any actions taken by the Board.

Appendix A

Town of Cape Charles Guidelines for Citizen Participation

Town Council meetings are open to the public, except when the Council invokes the provisions of the Virginia Freedom of Information Act to discuss an authorized topic under a closed (Executive) session. A period of Public Comment shall be provided as part of the Agenda for the Council's regular monthly meetings. The Public Comment period is an obligation of the Council to provide members of the public an opportunity to address the Council on legitimate matters of town business. This period shall be governed by the following provisions:

Eligibility

Only those citizens with standing in the Town of Cape Charles will be provided the opportunity to provide input during the Public Comment period. Citizens with standing include full-time residents, property owners, and business owners within the corporate boundaries of the Town of Cape Charles. State, federal, and county officials representing/serving the Town of Cape Charles are also eligible. When eligibility is called into question, input may be provided upon affirmative vote of the Council.

Registering

Persons having an interest in making in-person comments to the Town Council during the Public Comment period must register on a sign-up sheet, including their name and basis for standing, indicating the item or topic on which they wish to speak. The sign-in sheet is available at the main entrance to the Council meeting and must be completed prior to the start of the meeting. The Mayor will recognize speakers at the appropriate time.

Persons having an interest in providing written comments to the Town Council during the Public Comment period must provide such comments to the Town Clerk no later than 60 minutes prior to the start of the meeting. Written comments must include a full name, basis for standing, and the agenda item or topic on which they wish to comment. The Clerk will read authorized comments into the record following all in-person speakers during the Public Comment period.

Members of Council are not permitted to sign-up and make comment during the Public Comment period unless an agenda item being considered has a direct impact upon the Council member or his/her interests, they have declared a potential conflict of interest, and the remaining Council members have voted to excuse that Council member from official action on the related item.

Regulations:

Cell Phone and Recordings

- Ringers on cell phones or pagers shall be turned off during the time that persons are at a Town Council meeting.
- The taking of photographs and video or audio recordings of a speaker or the activities during a meeting of Town Council shall be no closer than the front row of seating or other location designated by the Mayor or presiding officer to avoid disruption to the meeting and to promote public safety. The photographer or recorder shall take steps to avoid obstructing the aisles or other areas for any length of time in such a manner as to prevent other citizens from taking photographs, or to block the view of other citizens attending the meeting. No flashes or lighting devices may be used by photographers or operators of video recording equipment.

Speaking

When a speaker is called by the Mayor or presiding officer, the following is required:

- Speakers shall speak into the microphone to ensure that their name and remarks are heard and recorded as a part of the record of the meeting.
- Speakers shall state their full name and basis for standing and topic to which they are speaking.
- If a speaker represents a group or organization, the speaker shall indicate the name of the organization and the speaker's relationship to the group or organization. Speakers may ask others from their group or organization to stand at their seats to be recognized while the group's or organization's name is announced, but non-speakers or individual members are not permitted to stand with the speaker at the podium and for safety reasons, no members of the group or organization are permitted to stand in the aisles or doorways at Town Council meetings. Those members of a group or organization who do stand when the name of the group or organization is announced shall then be seated.
- Speakers shall address remarks to the Mayor and members of Council and not to the audience.
- Speakers shall state their position, give the facts to substantiate their position, and relate the concerns they believe the Town Council should consider.
- Speaker's comments will be made part of the record and a written copy should be delivered to the Town Clerk for inclusion. If other supportive material is available, it should also be delivered to the Town Clerk for the record.
- Speakers shall refrain from campaigning for public office, personal attacks upon members of the Town Council, Town employees or officials, or any other person.
- Speakers shall refrain from words or statements which, from their usual construction and common acceptance, are construed as insults or which have a tendency to cause an act of violence or a breach of the peace.
- Speakers shall refrain from abusive language, obscenity, vulgarity, and profanely cursing or swearing.
- Speakers shall refrain from actions that would interrupt the public meeting.
- All comments must come directly from the speaker.

Time limitations for remarks

- In-person speakers shall confine their remarks to no more than three (3) minutes. Speakers will be advised when their three (3) minutes have concluded.
- Persons providing written input must limit their comments to no more than can be read by the Town Clerk within three (3) minutes. Written comments provided beyond what can be read during the allotted time will not be entered into the record.
- Speakers cannot "yield," "transfer" or "designate" their time to another speaker in an effort to provide another speaker more than the allotted three (3) minutes.
- The Mayor or other presiding officer shall have the right to limit redundant remarks, as well as the overall time provided for remarks based on consideration of the time available and the need to complete the meeting efficiently.
- After a speaker has concluded his or her remarks, the speaker shall be seated.

Decorum and order

- For safety reasons, petitioning, picketing, displaying signs or posters, solicitation, demonstrating, pamphlet distribution, conducting polls, and blocking of the entryway shall not be permitted at a Town Council meeting or within one hundred (100) feet of any doorway to the meeting location.
- These guidelines do not preclude speakers, when addressing the Town Council, from delivering to the Council members by way of the Town Clerk written materials including reports, statements, exhibits, letters, or signed petitions. Nor do these guidelines preclude those addressing the Town Council from using a chart or graph during their remarks.
- Speakers and members of the audience shall be respectful of others, even if they do not agree with others' comments.
- The Mayor or other presiding officer shall preserve decorum and shall decide all questions of public order.
- At the request of the Mayor or Town Manager, one or more persons, including Town police officers shall act as sergeant-at-arms or sergeants-at-arms at all Town Council meetings. The sergeant-at-arms or sergeants-at-arms shall, under the direction of the Mayor or other presiding officer, have charge of the Council meeting location, and shall prevent disorder or interruption of the business of Town Council.
- Applause shall be permitted only during awards and presentations. Flash photography will be permitted at this time.
- Violation of these rules by speakers or members of the audience shall enable the Mayor or other presiding officer to rule the speaker or member of the audience out of order and by directive to have the speaker or member of the audience removed from the meeting, if necessary, and to take such other steps the Mayor or other presiding officer deems appropriate. The Mayor's or other presiding officer's decision to remove or rule a speaker or member of the audience out of order shall be final. One (1) warning will be given and if not heeded, the speaker or member(s) of the audience shall be escorted from the meeting.
- Any citizen is welcome to address their concerns informally with the Mayor, Town Council or Town Manager at any time outside of a Town Council meeting.

Town Council Response

Council members or Town employees shall not respond to questions posed nor address or rebut speaker's statements made during the Public Comment period. The Council, at its discretion, may direct matters raised during the Public Comment period be placed on the Agenda of a future meeting.

The Town Council hopes these Guidelines will encourage the greatest possible participation by citizens in the Town Government.

Applicability

While these guidelines reference the Town Council specifically, they shall also apply to all Town boards, commissions, and committees as appropriate.

Thank you for your interest and participation in your Town Council meeting. The Mayor and Town Council invite and encourage you to attend whenever possible because good, responsive government depends on the interest and involvement of all citizens.



Town of Cape Charles Code of Ethics & Meeting Rules of Order

Adopted July 22, 2021

Preamble

The citizens and businesses of the Town of Cape Charles, Virginia, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of representative government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial, and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Cape Charles Town Council has adopted this Code of Ethics and Rules of Order for members of the Town Council and of the Town's boards, commissions, and committees to assure public confidence in the integrity of local government and its effective and fair operations.

Code of Ethics

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the Town of Cape Charles and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Town of Cape Charles Town Council, boards, commissions, and committees.

2. Comply with the Law

Members shall comply with the laws of the nation, the Commonwealth of Virginia, and the Town of Cape Charles in the performance of their public duties. These laws include but are not limited to the United States and Virginia Constitutions; the Charter of the Town of Cape Charles; laws pertaining to conflicts of interest, election campaigns, employer responsibilities, open processes of government; and Town ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct or language, personal charges or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, committees, the staff, or the public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and Rules of Order established by the Town Council; they shall respect the deliberation of public policy issues of other bodies, the meaningful involvement of the public, and the Town staff's implementation of policy decisions of the Town Council.

5. Conduct of Public Meetings

Members shall prepare themselves for public business; listen courteously and attentively to all public discussions before the body; and focus on the issues at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Town Council or boards, committees, and commissions, which they may have received from sources outside of the public decision-making process.

8. Gifts and Favors

A member should never accept for himself or herself or for family members, gifts, favors, or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

9. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the Town. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

10. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as Town staff time, equipment, supplies, or facilities, for private gain or personal purposes.

11. Advocacy

Members shall represent the official policies or positions of the Town Council, boards, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions in any venue, members shall explicitly state they do not represent their body of Town of Cape Charles, nor will they allow the inference that they do.

12. Policy Role of Members

The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public boards, commissions, committees, and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager.

Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of Town staff, nor shall they impair the ability of staff to implement Town Council policy decisions. Inquiries to staff shall be made through the Town Manager or the appropriate department manager or director as authorized by the Town Manager.

13. Independence of Town Council and Commissions

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, members of the Town Council shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee, or commission proceedings.

14. Positive Workplace Environment

Members shall support the maintenance of a positive and constructive workplace environment for Town employees, citizens, and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff. All requests for staff resources must be approved by the Town Manager.

15. Implementation

Ethical standards shall be included in the regular orientations for candidates for the Town Council, applicants to boards, committees, commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Town of Cape Charles Code of Ethics and Rules of Order. In addition, the Town Council, boards, committees, and commissions, shall annually review the Code of Ethics and Rules of Order, and the Town Council shall consider recommendations from boards, committees, and commissions to update it as necessary.

16. Compliance and Enforcement

The Town of Cape Charles Code of Ethics expresses standards of ethical conduct expected of Members of the Town of Cape Charles Town Council, boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees, and commissions and the Mayor of the Town of Cape Charles have the additional responsibility to intervene when actions of Members that appear to be in violation of the Code of Ethics are brought to their attention.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Town Council, board, committee, or commission decision. However, it may be considered when the Town Council is determining the suitability of any person to serve in any appointed position.

Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal business relationship to the parties in any matter coming before them. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts are determined to exist. This paragraph is not intended to unduly restrict members who have minor business or professional dealings with clients whose matter comes before them.

1. Abstention

As elected or appointed officials, members have a duty/obligation to represent their constituents in all public matters coming before their body. It is not appropriate for individual members to decide in which matters they should abstain. If a member believes they have a conflict of interest on any matter before their body, they are REQUIRED to disclose it before deliberations on that business begins. However, it shall be up to the remaining members of that body to determine if an actual conflict exists and if the member disclosing the potential conflict can be excused from participating in the business. If the body votes to allow the member to recuse him/herself, that member will not participate in any of the discussions or vote related to that business. Failing a vote to allow recusal, the member shall participate as normal.

2. Representation of Third-Party Interests

In keeping with their role as stewards of the public interest, members of the Town Council shall not appear on behalf of the private interests of third parties before the Town Council or any board, committee, commission, or proceeding of the Town; nor shall members of boards, committees, or commissions appear before their own bodies or before the Town Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies. This provision should not unduly restrict a member's participation who is associated with, but not representing, community or non-profit organizations serving the Town, whose matter comes before them.

Meeting Rules of Order

The following rules of order are to serve as a non-binding guide to the conduct of business. It is the duty of the Mayor or other presiding officer to conduct meetings in accordance with the Code of Virginia, the Town Charter, applicable Bylaws, and in a manner intended to promote open, civil, and fair discussion of all issues.

1. Meeting Types

All meetings of the Town of Cape Charles fall under the provisions of the Virginia Freedom of Information Act (FOIA). All members will receive training on VA FOIA requirements upon initial appointment, as well as periodic refreshers. The Town Clerk will ensure FOIA training is completed, and that all records of the training are maintained. This document is not to be considered a substitute for FOIA training and offered only as a summary overview.

The public must be provided notice and access to all Town meetings.

- **Regular Meeting:** Meetings required by Charter or Bylaws to occur on a regular interval to conduct the primary business of the body. These meetings are conducted more formally, with established procedure. The Mayor or presiding officer will enforce these procedures to ensure proper decorum and efficient flow of business. Agendas will include a public comment period on any topic in accordance with public comment procedures established by the Town Council.
- **Special Meeting:** Meetings to conduct official business of the body that are deemed necessary in addition to Regular Meetings. Special Meetings are also conducted formally but may not include all Regular Meeting agenda items. Public comments will be permitted but limited to only business items on the agenda. Special meetings may be called by the Mayor, Chairperson, Town Manager, or any three members of a body.
- **Work Session:** Informal meetings of the body that allow for relaxed procedure enabling freer flowing discussion. No official action may be taken during a work session, however determining consensus on items to be brought forward to a Regular or Special meeting is appropriate. Work Sessions are generally used for (but not limited to) brainstorming, information gathering, planning efforts, budget review, or when more time is needed on a particular item than is typically afforded during formal meetings. The public must be permitted the opportunity to observe work sessions but are not typically permitted an opportunity to provide comments. The Mayor or presiding officer may on special circumstance, allow public comment. Work sessions may be called by the Mayor, Chairperson, Town Manager, or any three members of a body.
- **Closed Session:** Closed Sessions (Executive Sessions) are authorized by FOIA to discuss certain confidential matters limited to specific purposes, while using very specific procedures. Though a portion of this meeting is closed to the public, other portions are open. The public must be permitted to observe the motion to go into Closed Session as well as the certification upon leaving the Closed Session.
- **Public Hearing:** Public Hearings are intended to solicit public feedback on specific topics. These topics will be advertised in advance. Input may be made in person or in writing. All comments will adhere to the Town Council approved guidelines. Comments will be directed to the body and not to any individual. Members shall not respond to questions posed nor address or rebut speaker's statements made during the Public Hearing.
- **Town Hall Meeting:** An informal meeting where no official action is taken. A Town Hall Meeting is essentially a Work Session that involves the public. These meetings are typically focused on one or two topics and encourages dialog between members and the public. A primary goal of a Town Hall meeting is to provide decision makers with in-depth public perspectives prior to taking an official action.

- Social or Community Events: These are gatherings where no official business is conducted, but where Town issues may be informally discussed. If more than two members will be present in their capacity as a Town official, the gathering should be posted. There are no agendas or minutes associated with these functions.

2. Motions

- Unanimous Consent: Routine business is typically conducted by unanimous consent. This is an informal process that allows business to be conducted expeditiously. The procedure is for the presiding officer to ask whether anyone objects to a particular action and then to state, "Hearing no objection the action will be taken by unanimous consent." Note that even when a member is not in favor of a particular action the member may chose not to object in the interest of moving the agenda forward. In other words, unanimous consent does not mean that everyone was actually in favor of the action. If anyone objects, then the action must be addressed with a formal motion and vote.
- Main Motion: This is the motion that brings business before the council or other body. Such motions should be stated in a concise form and should generally be in writing to avoid misunderstandings. It must be seconded and when voted upon will ordinarily require a simple majority vote. There are circumstances where a super majority may be required. such as in the disposition of real estate. Before voting on the motion the presiding officer should call for discussion. The presiding officer should allow for discussion until it terminates by *unanimous consent* or is formally terminated by a subsidiary motion (discussed below).

When the motion is ripe for a vote the presiding officer should call for "all in favor" and then "all opposed." The presiding officer should then clearly state either the "motion passes" or the "motion fails." Generally, in the event of a tie the presiding officer may cast the deciding vote. The Town Charter expressly allows the Mayor to vote in the event of a tie. Any member may request a roll call vote.

- Subsidiary Motions:
 - Motion to Postpone Indefinitely (sometimes incorrectly called a motion to table): Normally used to put aside business that is not ripe for consideration. such as when further study is required. It requires a second. is debatable and is not amendable.
 - Motion to Amend: This is a motion to amend the wording and sometimes the meaning of the main motion. It requires a second and is debatable. It is also amendable *one time*. Note that a vole to adopt the amendment is not a vote on the main motion. Once the motion to amend is adopted the amended main motion must then be voted on as well. Often. simple motions to amend are adopted by unanimous consent. Also. note that whether the member that offered the original motion is willing to accept the proposed amendment or not is irrelevant. It must still be seconded and voted upon or adopted by unanimous consent.

- Motion to Refer: This is a motion to refer a matter to a committee or other body for action. In effect, when the motion is to refer the matter to a "workshop, it is a motion to refer the matter to a committee comprised of the entire council or other body (a committee of the whole). It requires a second and is debatable.
- Postpone to a Certain Time: Used when a matter is best considered at a different time to allow for the orderly conduct of business. It requires a second and is debatable.
- Motion to Limit Debate: Used to put a limit on the time permitted for debate of a motion. It requires a second, is not debatable and traditionally requires a two-thirds vote. Since the Town Charter allows for business to be conducted based on a majority vote, if a motion to limit debate does not pass by a two-thirds vote, then after further debate for a reasonable time the motion shall require only a majority vote.
- Motion of the Previous Question (often referred to as "a motion to call the question" or "motion to bring the matter to a vote"): Used to end debate and bring the pending motion to a vote. It requires a second, is not debatable, and traditionally requires a two-thirds vote. Since the Town Charter allows for business to be conducted based on a majority vote, if a motion of the previous question does not pass by a two-thirds vote, then after further debate for a reasonable time the motion shall require only a majority vote.
- Motion to Lay on the Table (often confused with a motion to postpone indefinitely): Used to temporarily interrupt pending business so that another matter can be considered first. It requires a second and is not debatable. This is often done by unanimous consent to move business forward.
- Motion to Recess: This is a motion to take a short break in the proceeding. It requires a second and is not debatable.
- Motion to Adjourn: This motion closes the meeting. It requires a second and is not debatable.

3. Agenda

The presiding officer should make a reasonable effort to conduct business in accordance with a consent agenda. The agenda should be organized to promote the orderly conduct of business. If the members cannot agree on the agenda, it should be presented by motion and subject to a vote. Keep in mind that even after an agenda is approved it can be amended. Often that is done by unanimous consent at the suggestion of the presiding officer to expedite the meeting. The procedure is for the presiding officer to state, "Is there any objection to amending the agenda [explain]. Hearing no objection, the agenda is so amended by unanimous consent."

4. Other Issues

- Mayor's Veto: The Town Charter provides the Mayor with "the power of veto over the ordinances and resolutions of the council, but such ordinances and resolutions may be passed over such veto by a two-thirds vote of the members of the town council present and meeting." With a six-member council the override requires a vote of four members if all are present and voting.
- Quorum: The Town Charter provides that "four members of the town council shall constitute a quorum for the transaction of business at any meeting." The bylaws of other bodies establish the number of members required for a quorum. The Code of Virginia provides that if a member is disqualified due to a conflict of interest "the remaining member or members shall constitute a quorum for the conduct of business and have authority to act for the agency by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members." 2.2-3112.C.

Acknowledgement

I _____ (printed name), a sitting member of
_____ (body), hereby certify that I have
been given a copy, read, understand, and will abide by the above Town of Cape Charles Code of
Ethics & Meeting Rules of Order, adopted on July 22, 2021.

_____ (signature)

_____ (date)