

Historic District Review Board

Regular Meeting Agenda

Cape Charles Civic Center

October 19, 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. 520 Randolph Avenue: Kathleen and Todd Glaser – Certificate of Appropriateness for an addition of 600 sq. ft. with new siding, windows, and doors; paint existing shingles to match siding of new addition.
6. **New Business**
 - A. **RENOVATION, MINOR:**
 1. 619 Randolph Avenue: Rob Brooks – Certificate of Appropriateness to replace roof above front porch and replace concrete walkway.
 2. 543/545 Monroe Avenue: Zachary Smith w/JB Design and Remodeling – Certificate of Appropriateness to restore and repair the exterior of house & remove 3rd story door
 3. 642 Randolph Avenue: Carol Sabo & Barry Groves – Certificate of Appropriateness to replace vinyl siding with original siding and replace vinyl windows with Anderson windows
 4. 239 Monroe Avenue: Pete Baumann – Certificate of Appropriateness to replace front porch flooring, approval after the fact.
 5. 515 Tazewell Avenue: Walter and Joanne Bronson – Certificate of Appropriateness to re-side house, repairs, and reconfiguration to existing shed, replace roof on front porch, and add window on side of house adjacent to back porch.
 - B. **RENOVATIONS, ADDITIONS, & NEW CONTRUCTION**
 1. 501 Jefferson Avenue: Gary & Janie Hunter – Pre-Application/Certificate of Appropriateness to renovate wrap-around porch, remove one-story enclosed porch and add 12 ft. x 11 ft. (132 sq. ft.) 2-story addition on rear northwest corner, and addition of 14 ft. x 12 ft. (168 sq. ft.) rear deck with French doors and outdoor shower; repair piers and remove flue pipe from roof.
 2. 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. Report on Violation at 542 Jefferson Avenue
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 19, 2021

Item #: 5A: 520 Randolph Avenue

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

Date: October 13, 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: 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: September 30, 2021

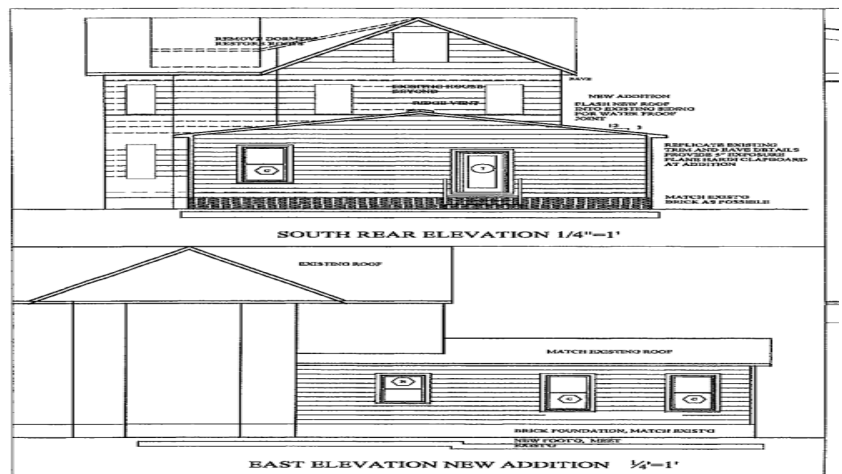
LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 30, 2021

The applicant had a pre-application meeting with the HDRB on September 21, 2021. It was noted that the applicant had provided a full materials list but was submitted after the agenda deadline for the September meeting. There was a general discussion about the project and there were no specific issues or items raised by the members of the Board except reserving their comments to see the full materials list and determination of Zoning Compliance once site plan is submitted showing the addition with square footage being sought.

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 an existing 353 square foot wooden deck on rear of house that will be removed and an addition of 600 square feet will be placed in this

location. It is a one-story addition and indicating a 3/12 roof pitch to match the existing house.



MATERIALS:

Existing House – Exterior Renovations Proposed (pulled from Applicant’s Letter of Intent dated September 30, 2021):

- Replacement of the roof. – Current roof is metal shingles. This will be replaced with Timberline HDZ shingles (architectural) in pewter gray. Picture #1
- We will remove the metal extension on the chimney but keep the existing brick. Picture #2
- We will remove the poorly constructed shed dormers (3) that are not original to the house. See picture #3.
- The asbestos siding on the original structure will remain but will be painted to match the addition. The addition will be covered with Hardi-plank lap siding with a 5-inch exposure, wood texture, in Deep Ocean. All trim will be Azek painted white
- Windows – most of the windows on the ground level are completely rotted. Both frame and window. (See #4) These will be replaced with a 1 over 1, single hung window of composite. (#5). The frames will be Azek and have the Historic Rams Head design with 2-inch sill. See #6. All will be white. The windows on the second floor will be kept but new framing of Azek will be added
- Front porch
 - decking will be replaced with TimberTech tongue and groove boards in a grey/brown color. #7.
 - Porch columns will be replaced with Azek post to replicate the existing posts. #8
 - Porch railing is warped and rotted. The railing will be replaced with Timbertech composite classic series in white. #9
 - Current stairs are concrete and not to code in width and depth. Replace them with brick to match the foundation. If not acceptable, they will remain concrete.
- Front door is currently only 31 x 76 and will be replaced with a standard 36 x 80 size solid wood mahogany half glass door with dentil shelves above and below the window. #10

Addition:

The current structure has a small addition and a large deck which is rotting and dangerous. We propose removing this portion and constructing an addition that is 20 x 30. We also intend to extend the kitchen wall out 5 feet to line up with the addition. (See floor plan and elevation drawing). The extension on the East side is only for the first floor. The second floor will remain as is.

Materials for the addition include:

- Hardiplank siding per previous description
- All windows to match size and structure of the ones replaced in the existing.
- All trim to be white azek.
- Foundation to be red brick to match the existing.
- Stairs from back door to be timbertech to match the front porch
- There will be one French door centered on the back of the addition.
- Roof on the addition to be same material as the existing with a pitch of 3/12.

STAFF ANALYSIS

ZONING COMPLIANCE

The project proposed a 600 sq. ft addition on rear of house in location of a 353 sq. ft rear deck which will be removed. As part of this addition, the applicant is seeking to extend the kitchen wall on the existing structure by 5 ft to line up with the addition's exterior wall. The increased square footage is within the zoning ordinance requirements and the proposed exterior renovations meet the Development Standards in the Zoning Ordinance and the application is in zoning compliance.

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:

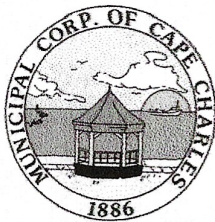
Staff recommends the HDRB review this application and review the materials list, attached photographs and elevation drawings to determine if this is keeping with the Historic District Guidelines.

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.

Staff would recommend approval of the application and is prepared to assist the HDRB in the development of any motion, if assistance is needed.

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: Glaser Residence
Property Address: 520 Randolph Ave
Brief Description of Project: Complete renovation with new addition
Zoning District: R-1 Current Use: R-1 Proposed Use: R-1

OWNER INFORMATION

Name and Company: Todd and Kathleen Glaser
Mailing Address: 530 Randolph Ave
Phone Number: 757-274-1589 Email: kathyglaser@hotmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: Kathleen Glaser Date: 9/30/21

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

September 30, 2021

To the Historic Review Board of Cape Charles:

My son and I plan to completely renovate our home at 520 Randolph Ave and to construct an addition on the rear of 600 sf. This project includes:

Existing structure:

- Replacement of the roof. – Current roof is metal shingles. This will be replaced with Timberline HDZ shingles (architectural) in pewter gray. Picture #1
- We will remove the metal extension on the chimney but keep the existing brick. Picture #2
- We will remove the poorly constructed shed dormers (3) that are not original to the house. See picture #3.
- The asbestos siding on the original structure will remain but will be painted to match the addition. The addition will be covered with Hardi-plank lap siding with a 5 inch exposure, wood texture, in Deep Ocean. All trim will be Azek painted white
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 - Current stairs are concrete and not to code in width and depth. I would like to replace them with brick to match the foundation. If not acceptable, they will remain concrete.
- Front door is currently only 31 x 76 and will be replaced with a standard 36 x 80 size solid wood mahogany half glass door with dentil shelves above and below the window. #10

Addition:

The current structure has a small addition and a large deck which is rotting and dangerous. We propose removing this portion and constructing an addition that is 20 x 30. We also intend to

extend the kitchen wall out 5 feet to line up with the addition. (See floor plan and elevation drawing). The extension on the East side is only for the first floor. The second floor will remain as is.

The addition extends beyond the property line on the west side (see site plan) but we currently own the lot adjacent to it and are in the process of having the property line vacated.

Materials for the addition include:

- Hardiplank siding per previous description
- All windows to match size and structure of the ones replaced in the existing.
- All trim to be white azek.
- Foundation to be red brick to match the existing.
- Stairs from back door to be timbertech to match the front porch
- There will be one French door centered on the back of the addition.
- Roof on the addition to be same material as the existing with a pitch of 3/12.

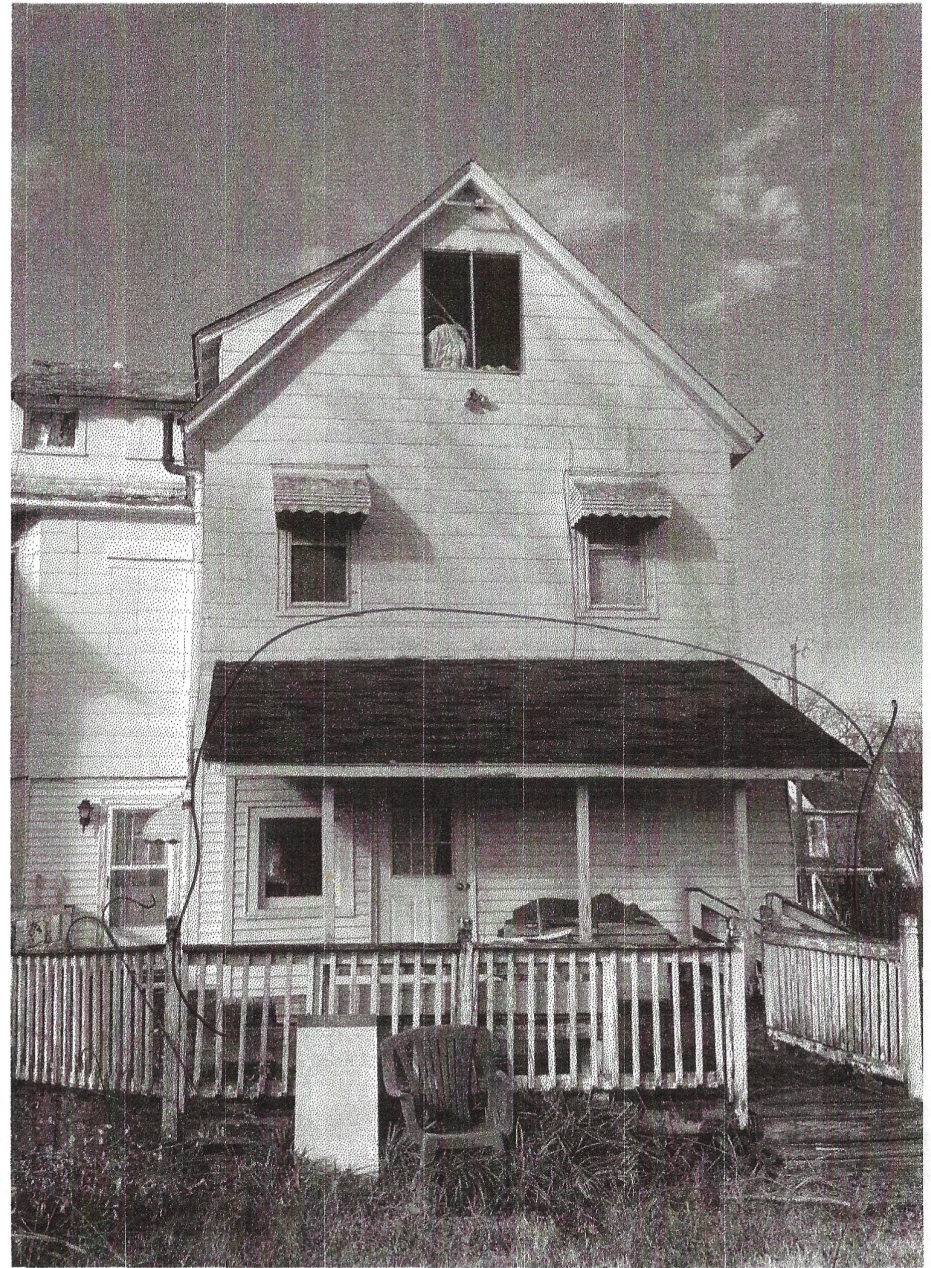
Please contact me with any questions.

Thank you,

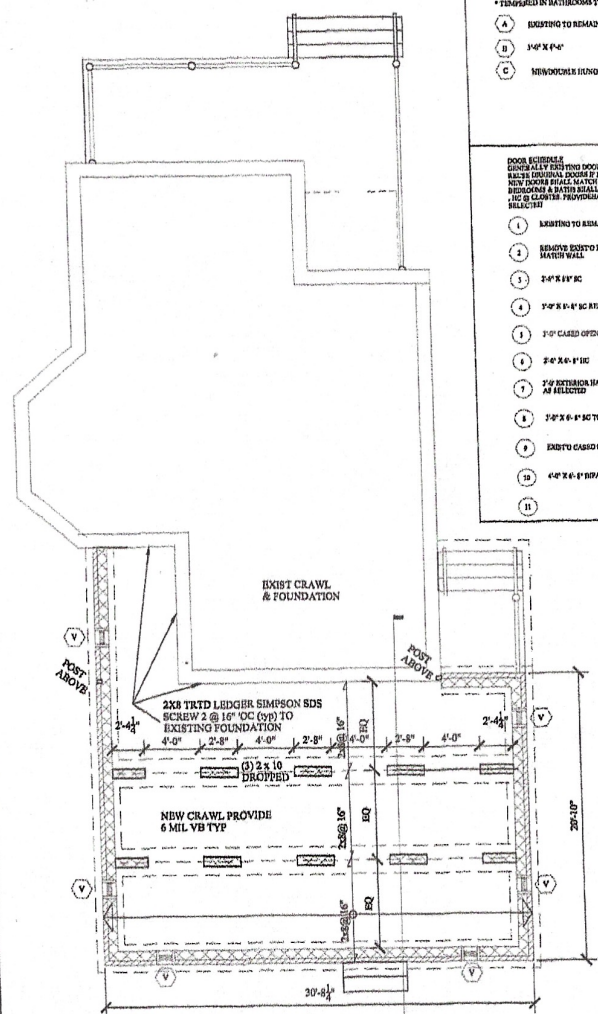
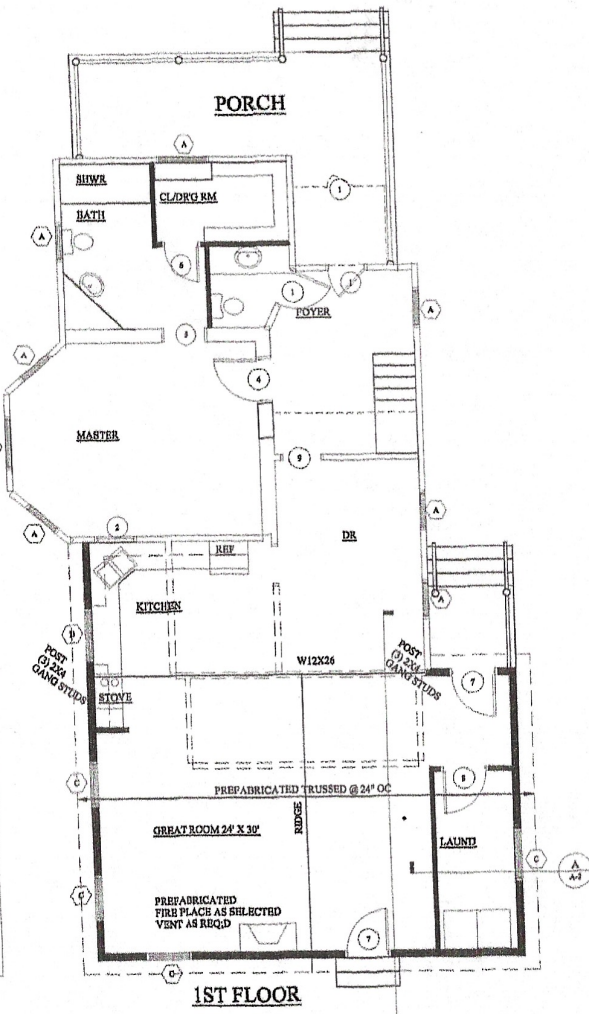
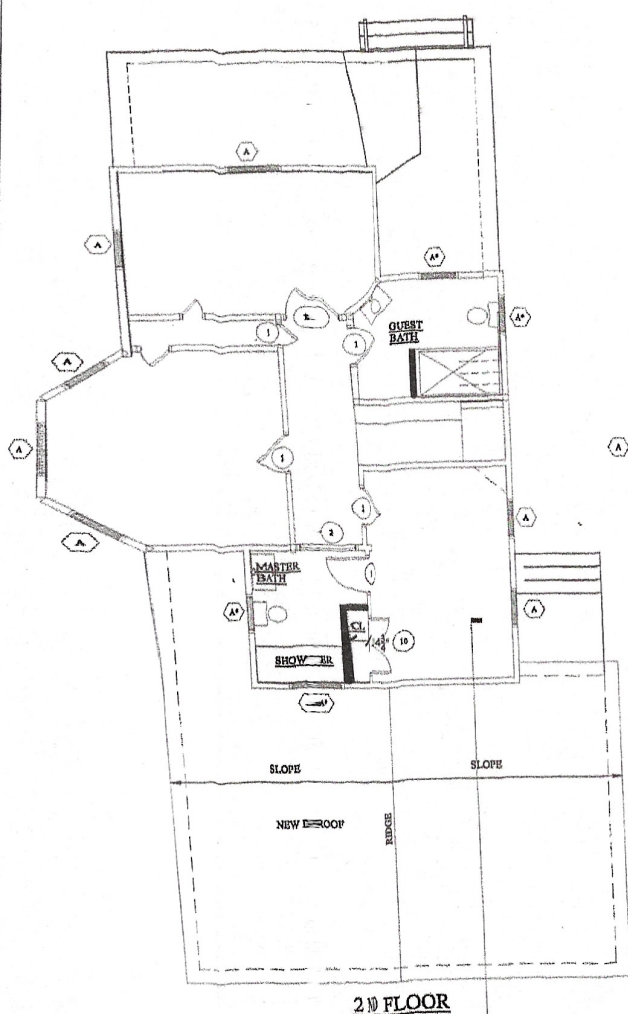
Kathy Glaser



Windows



Existing to be removed



- WINDOW SCHEDULE**
ALL NEW WINDOWS TO BE VINYL CLAD WOOD, AND/OR LOW E, UP 16 AND 20X24 TYPE
* TYPED IN BATHROOMS 177
- (A) EXISTING TO REMAIN
 - (B) 1'-0" X 1'-0"
 - (C) NEW/EXISTING TO MATCH EXISTING
- DOOR SCHEDULE**
GENERALLY EXISTING DOORS SHALL REMAIN, REPAIR OR REPLACE AS NECESSARY. NEW DOORS SHALL MATCH EXISTING. NEW DOORS A BATH SHALL BE GLASS CORE. NEW DOORS PROVIDE HARDWARE TO MATCH EXISTING.
- (1) EXISTING TO REMAIN, REPAIR/REPLACE AS REQ'D
 - (2) EXISTING TO REMAIN, REPAIR/REPLACE AS REQ'D
 - (3) 2'-0" X 1'-0"
 - (4) 2'-0" X 1'-0" WITH DOUBLE GLASS
 - (5) 2'-0" X 1'-0" WITH DOUBLE GLASS
 - (6) 2'-0" X 1'-0" WITH DOUBLE GLASS
 - (7) 2'-0" X 1'-0" WITH DOUBLE GLASS
 - (8) 2'-0" X 1'-0" WITH DOUBLE GLASS
 - (9) EXISTING TO REMAIN
 - (10) 2'-0" X 1'-0" WITH DOUBLE GLASS
 - (11) 2'-0" X 1'-0" WITH DOUBLE GLASS

FOUNDATION &
FIRST FLOOR RAMPING



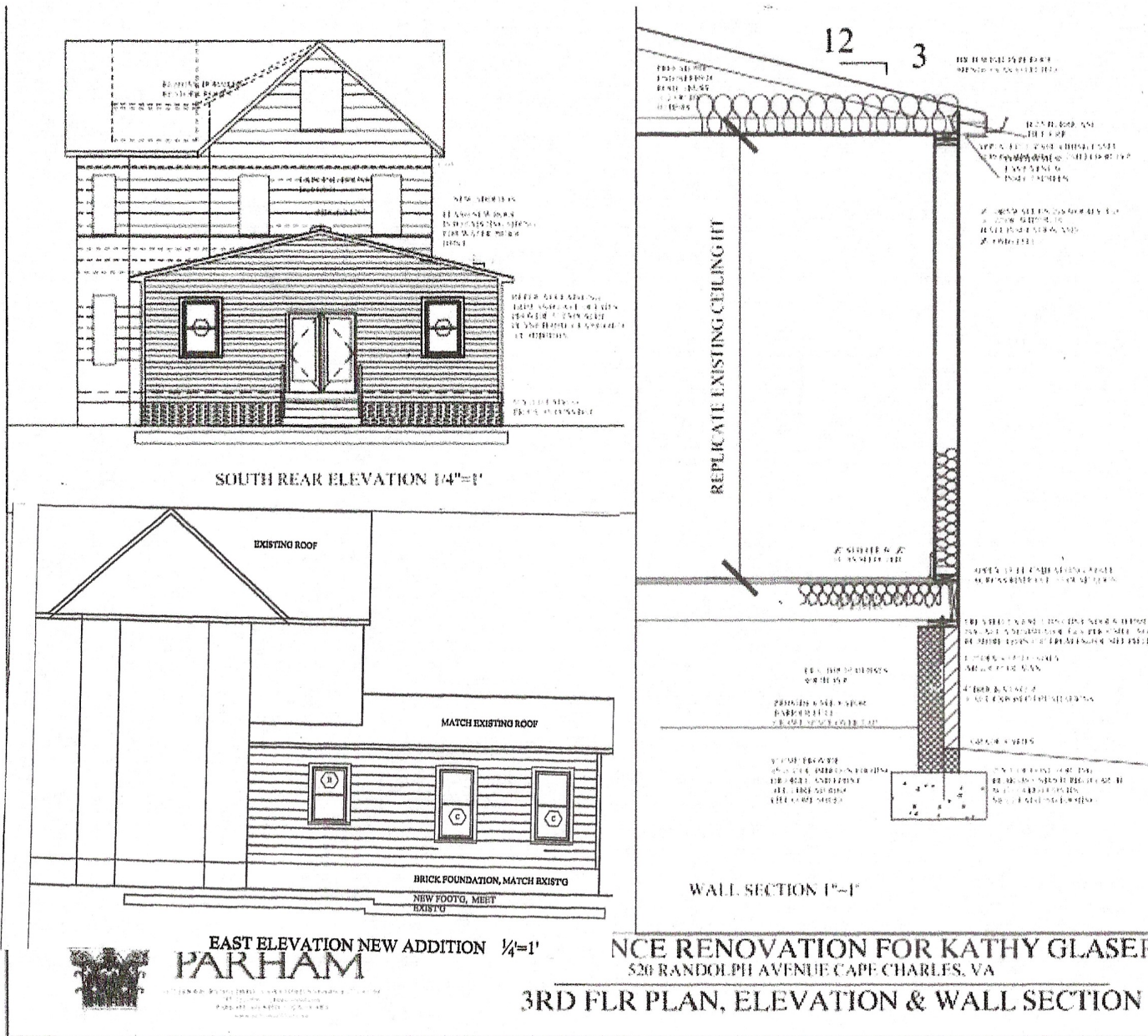
RESIDENCE RENOVATION FOR KATHY GLASER 520 RANDOLPH AVENUE CAPE CHARLES, VA CONSTRUCTION FLOOR PLANS & SCHEDULES

LP	7/6/21
202102	1/4"=1'

A-1

Had no idea you were looking for symmetry!...Please note, I have shown a double biparting door.
don't know if you are looking for a slider or 1 fixed and one operable. of course screens are an issue with the bug situation....Let me know

Leon Parham, R.A., NCARB
5377 Mockhorn Bay Drive
Cape Charles VA 23310-2184
757.331.0591 (iPhone)
www.ParhamArchitect.com



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

3RD FLR PLAN, ELEVATION & WALL SECTION

#1



Timberline® HDZ™ Shingles

The look people know and love, now featuring LayerLock™ Technology

Color/Finish: Pewter Gray



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★★★★★ 4.8 (14769) [WRITE A REVIEW](#)

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[ABOUT \(HTTPS://WWW.GAF.COM/EN-US/ROOFING-PRODUCTS/RESIDENTIAL-ROOFING-PRODUCTS/SHINGLES/TIMBERLINE/ARCHITECTURAL/TIMBERLINE-HDZ\)](https://www.gaf.com/en-us/roofing-products/residential-roofing-products/shingles/timberline/architectural/timberline-hdz)

[SPECS \(HTTPS://WWW.GAF.COM/EN-US/ROOFING-PRODUCTS/RESIDENTIAL-ROOFING-PRODUCTS/SHINGLES/TIMBERLINE/ARCHITECTURAL/TIMBERLINE-HDZ/SPECIFICATIONS\)](https://www.gaf.com/en-us/roofing-products/residential-roofing-products/shingles/timberline/architectural/timberline-hdz/specifications)

[DOCS \(HTTP: PROI](https://www.gaf.com/en-us/roofing-products/residential-roofing-products/shingles/timberline/architectural/timberline-hdz/specifications)

#2



3

#3







All Windows & Doors ▶ Single-Hung & Double-Hung



100 SERIES

SINGLE-HUNG WINDOW

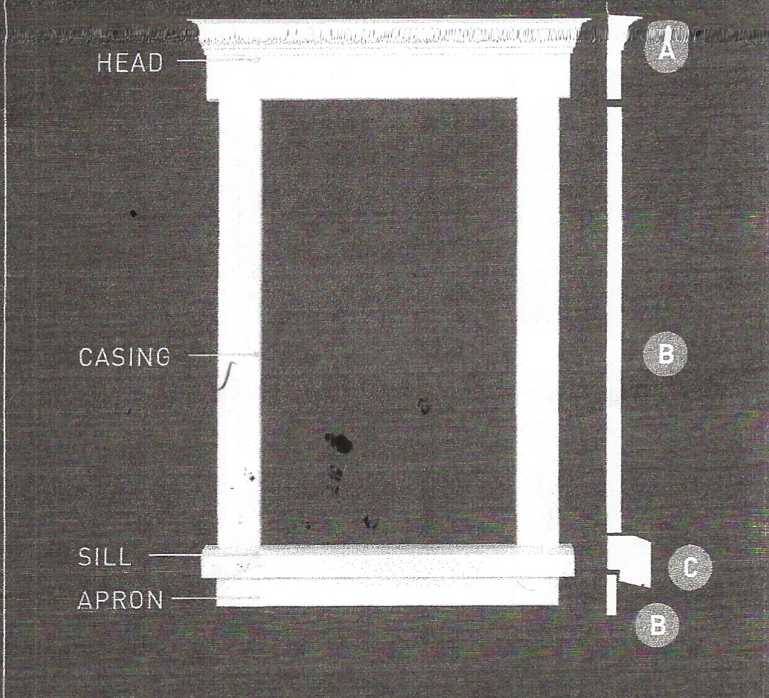
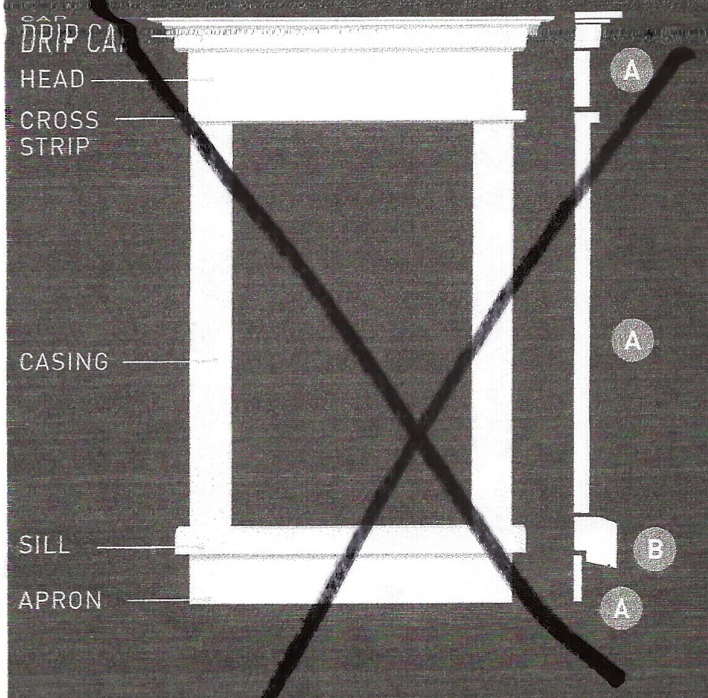
★★★★ 3.9 (16)

Andersen

100 Series single-hung windows allow ventilation through a single operable lower sash that slides up and down. Made with our sustainable composite Fibrex® material, it's our budget-friendly single-hung window.

- Made with our sustainable composite Fibrex® material which is twice as strong as vinyl
- Clean corners for a refined look

Standard sizes: 44" wide x 74" high. Custom sizes available.



STATESIDE

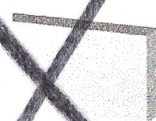
This surround grouping features horizontal stepping, casting distinct shadow lines. With its tall head and cap combination, the Stateside is best suited for large window or door arrangements, especially on historic home designs that call for dramatic horizontal definition. Match with the Historic Sill or Window Sill Nose.

TO CREATE THE STATESIDE SURROUND, USE THE PROFILES BELOW

- A**
CAP: 6/4 x 2-1/2
DRIP CAP: 5/4 x 4
HEAD: 5/4 x 6
CROSS STRIP: 4/4 x 2
CASING: 5/4 x 4 or 6
APRON: 5/4 x 4 or 6

- B**
HISTORIC SILL
AZM-6930
LENGTH: 16'

OR USE
WINDOW SILL NOSE
AZM-7974
LENGTH: 12'



HISTORIC RAMS HEAD

#6

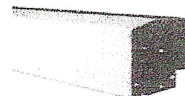
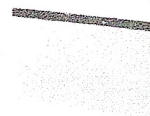
This assembly replicates a classic surround with subtle detail. An attractive one-piece crown mould and wide head makes installation a breeze. The Historic Rams Head surround delivers an intriguing yet simple aesthetic and is commonly used in Arts and Crafts-styled homes. The Historic Sill should be used with this surround.

TO CREATE THE HISTORIC RAMS HEAD SURROUND, USE THE PROFILES BELOW

- A**
CROSSHEAD PEDIMENT
AZM-6216
LENGTH: 18'

- B**
CASING: 5/4 x 4
APRON: 5/4 x 4

- C**
HISTORIC SILL
AZM-6930
LENGTH: 16'



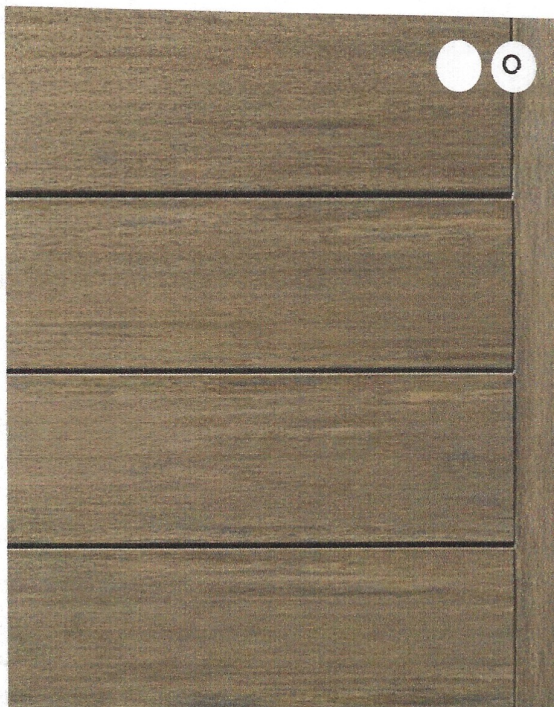
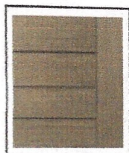
PRODUCTS ▾

WHY TIMBERTECH ▾

RESOURCES ▾

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Home > Products > Decking > TimberTech AZEK > Vintage Collection®

Vintage Collection®

Truly the best of the best in decking, these capped polymer boards feature sophisticated, natural-looking colors with a subtle wire-brushed, low-gloss finish for an authentic wood look. Boasting the most powerful core and cap technology in the industry, this "Design Series" of decking makes it easy to transform your outdoor living space into a masterpiece.

Color



Selected: Coastline®

Sample Size

- ☐ 1' Sample
- ☐ 1' Sample Narrow Width
- ☐ 1' Sample Wide Width
- ☐ 2' Sample
- ☐ 2' Sample MAX
- ☐ 2' Sample Narrow Width
- ☐ 2' Sample Wide Width
- ☐ 4" Sample MAX

\$0.00

- 1 +

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Internet #202087440 Model #PP0X058CP

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Best Seller

5-1/4 in. x 5-1/4 in.
x 8 ft. Porch
Column

★★★★★ (69)

\$98⁰⁰

4-1/4 in. x 4-1/4 in.
x 8 ft. Porch
Column

★★★★★ (67)

\$86⁹⁶

HB&G 6 in. x 9 ft.
Square PermaLite
Structural

★★★★★ (28)

\$169⁰⁰

HB&G 8 in. x 8 ft.
Round PermaCast
Structural FRP

★★★★★ (43)

\$119⁰⁰

HB&G
PermaV
8 ft. Sq

★★★★★

\$-

HB&G

5 in. x 8 ft. Colonial PermaPost Synthetic
Porch Post

★★★★★ (39) Questions & Answers (36)



\$99⁰⁰



Save up to \$100 on your
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Apply for a Home Depot
Consumer Card

Hampton Store

✓ 16 in
stock

Aisle BW, Bay
033

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Live Chat

Feedback

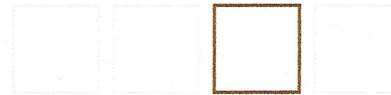


Home > Products > Railing > Classic Composite Series

Classic Composite Series

The Classic Composite Series is a simple system with endless design options to complement your home. Choose from five top rails and multiple infill options for a customized look to suit your style. You can't go wrong with this long-lasting, beautiful railing.

Top Rail Shape



Selected: Trademark Rail™

Color



Selected: White

Sample Size

☐ 4" Sample

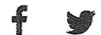
\$0.00

- 1 +

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★★★★★ 4.0 (15) Write a review

WE'RE HERE TO HELP

#10



7118

The door you have selected is available with almost unlimited personalization options. For example, you can order this door in any type of wood and any size and change virtually any detail. To make this door even more "you," Personalize Your Door below.

DOOR SPECIFICATIONS (AS SHOWN):

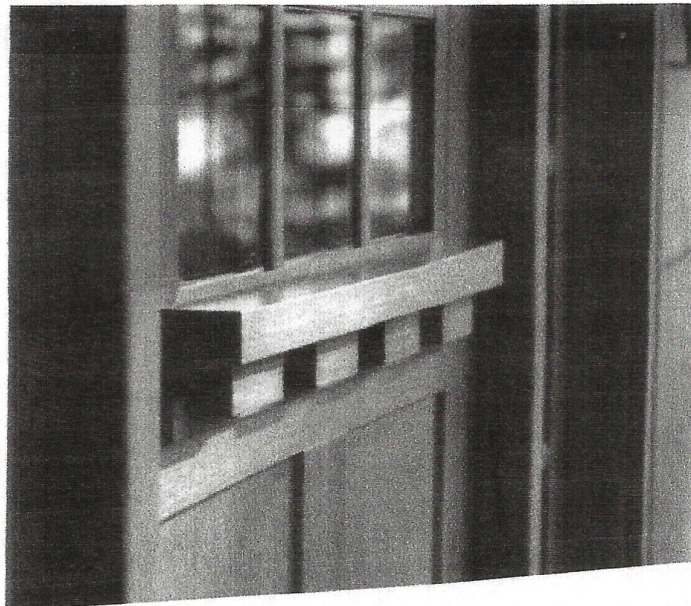
Wood Species: ~~oak~~ Mahogany

Glass: Clear

Profile: Ovolo Sticking

Panel Type: 1-7/16" Innerbond DHRP

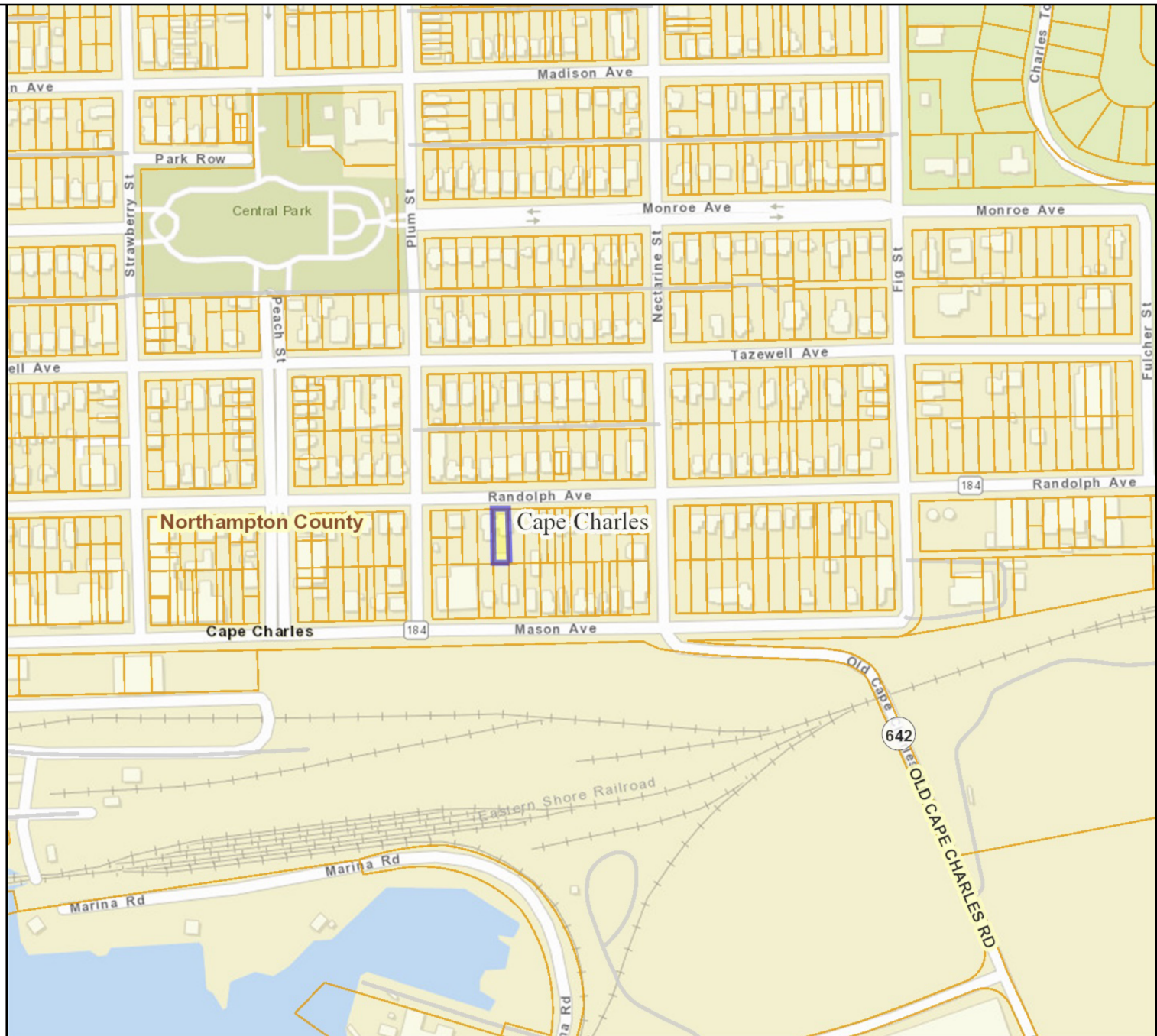
+ dentil shelf



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

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: October 19, 2021

Item #: 6A-1 – 619 Randolph Avenue

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

Date: October 13, 2021

APPLICANT: Rob Brooks

SITE ADDRESS: 619 Randolph Avenue

TAX MAP: 83A3-1-439

LOT SIZE: 5,647 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Replacement of roof above porch and concrete walkway

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

DESCRIPTION: Ca. 1890, Gothic Revival

DATE APPLICATION RECEIVED: September 14, 2021

PRE-APPLICATION MTG: October 19, 2021

DATE APPLICATION DEEMED COMPLETE: October 7, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 6, 2021

The applicant is seeking to replace the existing front porch shingle roof with a metal roof and replace concrete walkway with brick walkway.

LOCATION MAP



MATERIALS:

The applicant is proposing to use Gilbraltar Building Product 12 ft. 5V Crimp Galvanized Steel 29-Gauge Roof Panel and brick for the walkway.

STAFF ANALYSIS

ZONING COMPLIANCE

The work proposed does not increase or alter the square footage of the structure and within the requirements of the zoning ordinance. Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

HISTORIC DISTRICT GUIDELINES

Porches: Page 45 Item 5: Replace porch elements or the porch itself only if the materials are too deteriorated to repair or are completely missing. New elements should match the original as closely as possible. Avoid replacing wooden steps with concrete or brick steps or wooden posts with decorative iron supports; also avoid adding "Colonial" decorative elements, such as broken pediments, columns, and pilasters, or replacing porch piers with a continuous foundation.

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials proposed for the porch roofing and the replacement of the walkway from concrete to brick meet the guidelines.

Staff recommends **APPROVAL** of a Certificate of Appropriateness for Item 6A - 1 and 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



PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

Name: Rob Brooks
Mailing Address: 5830 Fitzlight Terr Moseley Va 23120
Phone Number: 434.244.7239 Email: irbrooks@aol.com

PROJECT SUMMARY

Address of Project: 619 Randolph Ave
Application Type (rezoning, variance, etc.): New roof
Total Acreage of Project: .25

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

Change material on the roof above front ~~porch~~ porch from Shingle to
metal. Product description included in packet

Signature of Applicant:  Date: 9/14/21

For Internal Use Only:

Pre-Application Meeting Date: _____
Staff Printed Name: _____ Signed: _____
HDRB Rep Printed Name: _____ Signed: _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259 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: Brooks
Property Address: 1619 Randolph
Brief Description of Project: Replace shingle roof above front porch with metal
Zoning District: _____ Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: ~~Brooks~~ Rob Brooks
Mailing Address: 5830 Firelight Terr Manley VA 23120
Phone Number: 434.294.7239 Email: rob Brooks 160@hotmail.com

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: Same as owner
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: 9/14/21

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





Gibraltar Building Products 12 ft. 5V Crimp Galvanized Steel 29-Gauge Roof Panel 13343

(66)



SAVE

[About this page](#)

Buying options

\$36.58

+\$1.94 est. tax

32.6 mi · In stock at South Hill

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4.6/5 [\(1.4K store reviews\)](#)[Visit site](#)

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Size: 12 ft



Gibraltar's 5V Crimp galvanized steel panels are trusted by professionals and homeowners looking for a clean, classic roof profile. This durable and lightweight exposed fastener panel is ideal for roofing projects, large and small. The distinctive galvanized finish will stand up ... [More](#)

Reviews

4.5

5 star

4 star

3 star

2 star

1 star

66 reviews

Great stuff

July 10, 2019

Building a large pavilion in our yard for entertaining and leisure space. This is a great product. We were going to go with charcoal but for cost effectiveness we decided on this product since our pavilion went from 12x14 to 18x24. The galvanized finish has actually proven to be amazing in this Virginia heat. Literally 20 degrees cooler underneath. I added an extra zinc coating to each panel before installation as I want it to stay clean and rust free. Overall good stuff. [More](#)

dominick · Review provided by Home Depot

[All reviews](#)

Sold by	Details & special offers	Item price	Total price	
Home Depot 4.6/5 (1.4K store reviews) 3 more locations	32.6 mi · In stock at South Hill Today: 6:00 AM - 9:00 PM	\$36.58	\$38.52	Visit site

Specifications

Details

Approximate Length (ft.) 12

Coverage Area (sq. ft.) 24 ft²

Product Length (in.) 144 in

Product Thickness (in.) .015 in

Product Width (in.) 26 in

[View all specifications](#)

Safety Information

 **WARNING:** Cancer and Reproductive Harm -

Related items

				
\$38.10 Gibraltar Building Prod... (2)	\$46.00 24 in. x 12 in. Galvaniz... (4)	\$12.99 Gibraltar Industries 61"... (8)	\$57.09 14 in. x 6 in. Bonderize... (8)	\$47.22 Gibraltar Building Prod... (1)

Recently viewed



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 19, 2021

Item #: 6A-2 - 543 & 545 Monroe Avenue

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

Date: October 13, 2021

APPLICANT: Zachary Smith w/ JB Design & Remodeling	TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness
SITE ADDRESS: 543 & 545 Monroe Avenue	WORK TO BE PERFORMED: Restore and repair the exterior of house & remove 3 rd story door
TAX MAP: 83A3-1-259A & 258	CURRENT ZONING: Residential (R-1)
LOT SIZE: 5,600 sq. ft.	HISTORIC REGISTER: CONTRIBUTING STRUCTURE <i>Ca. 1920, Queen Anne</i>

DATE APPLICATION RECEIVED: September 13, 2021

PRE-APPLICATION MTG: October 19, 2021

DATE APPLICATION DEEMED COMPLETE:

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

The applicant is requesting to restore and repair the exterior of the house and remove 3rd story door; the structure is a duplex home. Specifically, the work is as follows:

1. Roofing – replace or repair any damaged shingles
2. Valleys/Dormers – assess and repair, including flashing, as necessary to prevent leaks
3. Fascia and Soffit – assess and repair as necessary.
4. Doors: repair as needed; if door is non-functioning, replace; remove exterior door on 3rd floor and replace with window.
5. Windows: repair and restore as much as possibly, including all trim work. Replace only if unable to restore.
6. Decks: replace damaged boards with wooden board, including banding boards and any support boards.
7. Stair Boards and Treads: repaired and replaced as necessary in wood
8. Railings: Repair with either wood or replace with PVC Railings and guards
9. Columns: Touch-up and fix the bases.
10. Millwork: Touch-up as necessary or replace with wooden molding
11. Brick & Masonry Point-up
12. Lattice, Hardware & Window Screens

MATERIALS:

The applicant has submitted a Historical District Concept Plan for the property which indicates the type of material to be utilized if any of the items within the scope of work are unable to be repaired or restored.

STAFF ANALYSIS

ZONING COMPLIANCE

The proposed project is not increasing the square footage of the existing building and is in full conformance with the requirements of the zoning ordinance. Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

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.

WINDOWS: Pg. 42 Item #5– Avoid changing the number or location of windows or doors by cutting new openings or blocking in original openings.

STAFF RECOMMENDATION:

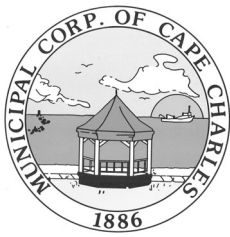
The Historic District Review Board needs to review the application materials submitted and determine if additional information is needed.

Staff is prepared to assist with the development of a motion, if needed, but does not have a recommendation on this matter since all of the work proposed is maintenance work on the exterior of the building and it appears that replacement of any items is possible depending upon the condition of the material once work commences. Please note there is only one proposed wholesale change to the exterior structure: removal of door on 3rd floor and replace with a window.

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: Zachary Smith w/ JB Design and Remodeling
Mailing Address: 2260 West Great Neck Rd
Phone Number: 757-517-2222 Email: info@jbdesignhomes.com

PROJECT SUMMARY

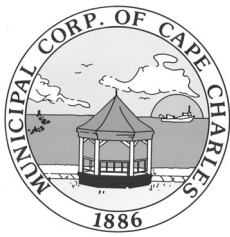
Address of Project: 543/545 Monroe Avenue
Application Type (rezoning, variance, etc.): Historical Review/Certificate of Appropriateness
Total Acreage of Project: 1.0

Detailed Description (Include proposed use(s) and square footage of floor area for each use):
Restore and repair the exterior of the home, remove 3rd story door

Signature of Applicant: Zach Smith Digitally signed by Zach Smith
Date: 2021.09.13 14:49:20 -04'00' Date: _____

For Internal Use Only:

Pre-Application Meeting Date: _____
Staff Printed Name: _____ Signed: _____
HDRB Rep Printed Name: _____ Signed: _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: Poffenberger Renovation

Property Address: 543 / 545 Monroe Ave. Cape Charles, VA 23510

Brief Description of Project: Reparations and Restorations of Exterior to Historic Standard 

Zoning District: R1 Current Use: Vacant Proposed Use: Duplex

OWNER INFORMATION

Name and Company: Madison Bay LLC

Mailing Address: 2386 Corbin Hall Dr, Waterview, VA 23180

Phone Number: 757-439-3876 Email: _____

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: JB Design and Remodeling Inc.

Mailing Address: 2260 West Great Neck Rd. Virginia Beach VA 23451

Phone Number: 757-517-2222 Email: info@jbdesignhomes.com

CERTIFICATION OF APPLICANT

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

Signature of Applicant: Zach Smith  Digitally signed by Zach Smith
Date: 2021.08.26 14:20:30 -04'00' Date: _____

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

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



**543/545 Monroe Avenue, Cape Charles VA
23310
Historical District Concept Plan**

I. INTRODUCTION

JB Design and Remodeling is a Family-Owned company created in 2011 in Virginia Beach owned by Brian and Cheryl Twiddy. They have been in the industry for over 25 years, with decades of years of residential remodeling and new construction experience. Over the past six months, with continued growing interest from remodelers and the construction field, JB Design and Remodeling is also intending to do more work on the Eastern Shore with Cape Charles and surrounding counties.

The City of Cape Charles was founded in the late 19th century as a booming town and economical focus of the entire eastern shore of Virginia. Throughout the early 20th century and throughout World War II, the city flourished through the railroad development through the town and the ferrying of vehicles and troops through the war. Cape Charles is also one of the largest fisheries in the Chesapeake Bay area.

Many of the structures in Cape Charles, especially within the historic zoning district, were built and constructed from the late 1800s all the way until the middle of the 20th century. With this being said, a lot of the structures within the historical district and the original existing city of Cape Charles are over eighty to one hundred years old. The location of intent to be renovated and updated within the historical district is the address of 543 and 545 Monroe Avenue, Cape Charles VA, 23310. This duplex home off Monroe Avenue in the center of the original town's location, was built in 1920 during some of the most flourishing economical times within Cape Charles and when William H. Lambertson was still building homes in the area. Since then, the duplex on 543/545 Monroe Avenue is due for an extensive amount of repairs interior and exterior since its vacancy to be up to par with the rest of the district and community.

II. ROOFING, VALLEYS/DORMERS/FLASHING, FASCIA

- 1. Shingles:** The Duplex currently has charcoal-color composition shingles, which will be maintained and will stay the same color throughout. Any damaged shingles shall be repaired to a matching or harmonizing color to meet district requirements.



Figure 2-1A: No picture from atop the roof was taken, main picture used as reference for roof.

2. **Valleys/Dormers:** All Valleys and Dormers shall be analyzed, assessed, and repaired and flashed as necessary to prevent any current or future leaks or damage within the duplex property, with the roof matching district requirements. All material will be industry standard flashing material/ice shield unless other specified by the historic board.

Refer to Figure 2-1A for image of the home regarding valleys and dormers.

3. **Fascia and Soffit:** All fascia and soffit shall be reviewed and repaired as necessary using one by lumber and a matching latex white paint and caulking to harmonize with the existing structure's fascia and soffit.



Figure 2-3B: Showing general wear and damage to soffit and fascia board that will need to be repaired.

III. DOORS AND WINDOWS

1. **Doors:** All Exterior doors shall be repaired as maintained as necessary to function to code and meet the historical district. The exterior doors are constructed with wood and glass panes. If the door is non-functioning or salvageable, they shall be replaced with either a new white-painted wooden door, or a white fiberglass door if allowed by the historic board. Exterior door on 3rd floor to be removed and replaced with window to harmonize.



Figure 3-1A: Shows a white-painted wooden door with glass panes already installed within the rear of the home at time of assessment.



Figure 3-1B: Displaying door on 3rd floor that must be replaced with a window – don't trip!

2. **Windows:** With restoring the home to its former beauty and with compliance to with the historic district in mind, all windows that have damage to their glass panes will have them repaired and restored. All windows that have damage to the trim work will have them repaired and restored to minor flaws and imperfections, and trim pieces replaced if necessary to extensively damaged windows. If a

window is damaged beyond repair or functional use, it may be necessary to replace the window with a new up-to-date window to ensure functionality



Figure 3-2A: Outside view of the front of the residences to display the exterior windows condition.



Figure 3-2B: Outside view of the rear of the residences to display the exterior windows condition.



Figure 3-2C: Third outside view of the side windows of 545; Showing minor imperfections on windows and vegetation needing removed.

IV. DECKS/STAIRS, RAILING, COLUMNS, MILLWORK

1. **Decks:** The decking in both the front and the back porches must be repaired. All deck boards that are deemed as not safe or not aesthetically pleasing will be replaced by harmonizing wooden deck boards – all boards will be stained the color of the homeowner's choice. Any banding boards will be repaired or replaced as necessary to match the deck boards. All supporting lumber and structures for the porch will be reviewed and repaired with pressure treated lumber as necessary to ensure structural integrity and better rot-resistance throughout the deck(s).



Figure 4-1A: Damaged and slanting banding boards and semi-rotten deck board sides.



Figure 4-1B: Showing rot between boards and joists that needs repair with either wood or putty.

2. **Stairs:** Stair boards and treads will be repaired and replaced as necessary in wood to match the original form of the stairs. Stairs will be painted or stained as determined by the homeowner and as allowed by the historical board.



Figure 4-2A: Showing the stairs on the back of home needing extensive repair and restoration.



Figure 4-2B: Showing the front stairs that will need touchup and potential replacements of boards.

3. **Railings:** The Railing on all the parts of the porch must be repaired with either wood or replaced with PVC railings and guards as determined by the homeowner and allowed by the historical board in order to restore the porch front.



Figure 3-1A: Showing the railings needing touchup or replacement.

4. **Columns:** The Columns on the front of the porch require touchup, and have the bases fixed. This will be done to harmonize with the existing basic columns in the area and should be done in wood.



Figure 4-3A: Column Bases and exterior need touching up, repair, and replacement to the bottoms

5. **Millwork:** Any millwork around windows and doors will be touched up as necessary or replaced with a wooden molding to harmonize with the existing.



Figure 4-4A: Showing windows that may need minor touchup, along with the door to be replaced with a window that will need trim to harmonize.

V. BRICK AND MASONRY POINTUP

1. **Brick and Masonry:** All Brick siding and masonry exteriors will be assessed and pointed up as necessary with like material to harmonize with the existing structure. (Primarily one larger crack, but any brick needing repaired will be touched up to match as well.)



Figure 5-1A: One larger crack on the front of the home that must be repaired to match.

VI. LATTICE, HARDWARE, SCREENS

- 1. Lattice:** All Lattice will be reviewed, repaired, or replaced as necessary to harmonize with the existing and stained or painted to match historical requirements.



Figure 6-1A: Displaying currently standing and installed lattice.



Figure 6-1B: Showing lattice on the ground, needing repair/re-installation.

2. **Hardware:** All existing, functioning and in acceptable condition hardware shall be used throughout the home. If any door hardware needs replacement, it shall be replaced with like finish hardware.

3. **Screens:** All screens will be assessed and repaired for tears or replaced as necessary in their current locations.



Figure 6-3A: Screens to a front door that will need repairing or replacement.



Figure 6-3B: Screen that may need touching up/ cleaning.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 19, 2021

Item #: 6A-3 – 642 Randolph Avenue

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

Date: October 13, 2021

APPLICANT: Carol Sabo and Barry Groves

SITE ADDRESS: 642 Randolph Avenue

TAX MAP: 83A3-1-540

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: To replace vinyl siding with original siding and replace vinyl windows with Anderson windows

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

Primary Resource: DESCRIPTION: ca 1885 Queen Anne

Secondary Resource: 2 structures – NON-CONTRIBUTING

DATE APPLICATION RECEIVED: September 7, 2021

PRE-APPLICATION MTG: October 19, 2021

DATE APPLICATION DEEMED COMPLETE: October 5, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 4, 2021

The applicant is seeking to remove 2 layers of vinyl siding which had been installed over the original wooden clapboard siding and cedar shingles and repair/replace the original siding to restore the wooden clapboard siding and cedar shingles. The existing vinyl windows will be removed and replaced with replacement windows per the Architectural Schedule Page A-1 to match the windows in the addition that was approved earlier on 11/4/2020. The front porch standing seam roof will also be removed and replaced with a new standing seam metal roof.

MATERIALS:

Siding: Expose and restore original wooden clapboard and cedar shingles

Windows: See Architectural Schedule Page A-1

STAFF ANALYSIS

ZONING COMPLIANCE

The proposed scope of work does not alter or enlarge the size of the structure and the application meets the requirement of the zoning ordinance.

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

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:

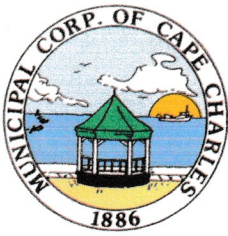
Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and scope of work proposed to restore and/or replace the siding and windows on the structure is within the Historic District guidelines.

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



PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

Name: RBW Design Build
Mailing Address: 9782 Church Neck Rd, Machipongo, VA 23405
Phone Number: (757) 710 2579 Email: Robertbridgeswoodwright@gmail.com

PROJECT SUMMARY

Address of Project: 642 Randolph Ave
Application Type (rezoning, variance, etc.): _____
Total Acreage of Project: _____

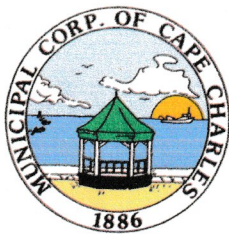
Detailed Description (Include proposed use(s) and square footage of floor area for each use):

Remove vinyl siding and restore the original siding. Remove vinyl
windows and replace them with Andersen Replacements that match
those in the new addition recently approved

Signature of Applicant: [Signature] Date: 9/14/21

For Internal Use Only:

Pre-Application Meeting Date: _____
Staff Printed Name: _____ Signed: _____
HDRB Rep Printed Name: _____ Signed: _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles

2 Plum Street

Cape Charles, VA 23310

757-331-3259 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: Sabot Groves Siding Restoration
Property Address: 642 Randolph Ave
Brief Description of Project: restoring original siding and replacing windows
Zoning District: R-1 Current Use: Residential Proposed Use: Residential

OWNER INFORMATION

Name and Company: Carol Sabo and Barry Groves
Mailing Address: 642 Randolph Ave
Phone Number: (703) 930-0415 Email: haymarketvet@gmail.com

APPLICANT INFORMATION

☐ check here if applicant is owner

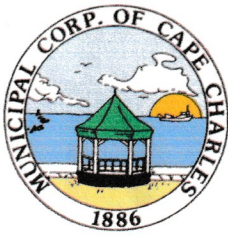
Name: RBW Design Build
Mailing Address: 9782 Church Neck Rd, Machipongo, VA 23465
Phone Number: (757) 710-2579 Email: Robertbridgeswoodwright@gmail.com

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 9/14/21

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



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: 642 Randolph AVE
Subject Property Tax ID Number: 083A3/0100/000537A

OWNER INFORMATION

Name (Person, Firm, Corporation, or Agency): Carol Sabo and Barry Groves
Mailing Address: 642 Randolph Ave
Phone Number: (703) 930-0415 Email: haymarketvet@gmail.com

APPLICANT INFORMATION (If applicable)

Name: RBW Design Build
Mailing Address: 9782 Church Neck Rd, Machipongo, VA 23405
Phone Number: (757) 710 2579 Email: Robertbridgeswoodwright@gmail.com

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

Carol Sabo and Barry Groves
Signature of Owner: [Signature] Date: 9/9/2021

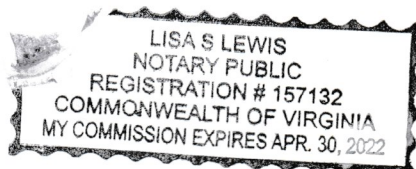
Commonwealth of Virginia

County of Northampton

The foregoing instrument was acknowledged before me this 9 day of September,
2021, by Carol L. Sabo (name of person acknowledged).

Signature of Notarial Officer: [Signature]
Notary Registration Number: 157132
My Commission Expires: 4/30/2022

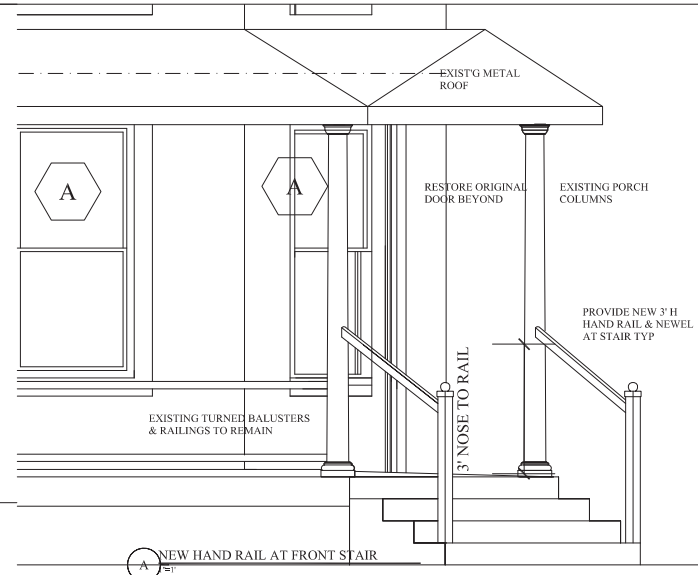
(Seal)



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



WEST ELEVATION
1/4"=1'



NEW HAND RAIL AT FRONT STAIR
1/4"=1'



SOUTH ELEVATION
1/4"=1'

NOTE: REAR (SOUTH FACADE ONLY)
CAREFULLY REMOVE ALUMINUM SIDING TO ASCERTAIN CONDITION OF CEMENTICIOUS SIDING BELOW REVIEW CONDITION W/ OWNER. IF NECESSARY HAVE CEMENTICIOUS SIDING CAREFULLY REMOVED BY CERTIFIED CONTRACTOR. PROTECT ORIGINAL WOOD SIDING AND REVIEW CONDITION W/ OWNER CAREFULLY REMOVE MODERN FRONT PORCH AND STAIR RAILING. REPAIR COLUMNS AS REQ'D PROVIDE 3' H HAND RAIL AT STAIRS AS SHOWN

2'-4" OVER HANG SOUTH SIDE

NEW OR RESTORED SIDING ON THESE FACADES ONLY COORDINATE W/ OWNER
NEW SUN ROOM
NEW MEMBRANE ROOF



EAST ELEVATION
1/4"=1'



PARHAM

5377 MOCKBORN BAY DRIVE, CAPE CHARLES VIRGINIA 23110-2184
757-331-0591 | info@parhamarch.com
PARHAM ARCHITECT, P.A., NCARB
www.parhamarchitect.com

Sabo/ Groves Residence Renovation
642 Randolph Avenue, Cape Charles, VA
ELEVATIONS & DETAILS

LP	1/18/21		A-2
2020-2	as		



Sabo Groves Restoration Project

Location: 642 Randolph

Scope of the project: To remove the two layers of siding installed over the original wooden clapboard siding and cedar shingles. The existing vinyl windows will be removed and replaced with Andersen replacement windows that have a one over one glazing pattern; matching the windows in the addition that was approved earlier this year. The front porch standing seam roof will also be removed and replaced with a new standing seam metal roof.



The original siding and cedar shingles shown above are going to be repaired or replaced as needed. This will be done around the entire house.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 19, 2021

Item #: 6A-4 – 239 Monroe Avenue

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

Date: October 13, 2021

APPLICANT: Lawrence Peter Baumann	TYPE OF APPLICATION: Certificate of Appropriateness, After the Fact
SITE ADDRESS: 239 Monroe Avenue	WORK TO BE PERFORMED: Renovate the front porch
TAX MAP: 83A3-1-296	CURRENT ZONING: Residential-1 (R-1)
LOT SIZE: 5,200 sq. ft	HISTORIC REGISTER: Contributing Structure <i>Description: Ca. 1930, Colonial Revival</i>

DATE APPLICATION RECEIVED: September 7, 2021

PRE-APPLICATION MTG: October 19, 2021

DATE APPLICATION DEEMED COMPLETE: September 15, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 15, 2021

The applicant is seeking an After-the-Fact Certificate of Appropriateness for the front porch floor replacement.

Our office was contacted that this work was occurring, and we contacted the property owner to stop work and submit an application. The work was already complete, but he did submit an application, as requested.

MATERIALS:

He does not indicate the materials used for the porch floor replacement.

STAFF ANALYSIS

ZONING COMPLIANCE

The work proposed does not increase or alter the square footage of the structure. However, the work was done without securing zoning clearance as well as HDRB approval so the property is in non-compliance until this matter can be resolved.

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

Porches: Page 45 Item 5: Replace porch elements or the porch itself only if the materials are too deteriorated to repair or are completely missing. New elements should match the original as closely as possible. Avoid replacing wooden steps with concrete or brick steps or wooden posts with decorative

iron supports; also avoid adding “Colonial” decorative elements, such as broken pediments, columns, and pilasters, or replacing porch piers with a continuous foundation.

STAFF RECOMMENDATION:

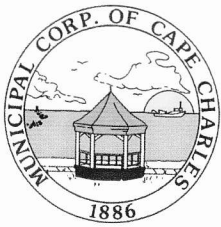
Staff is requesting the HDRB to review the application submitted by the applicant and determine sufficient information has been provided and if the materials used to already replace the porch floor are acceptable.

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



PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

Name: LAWRENCE P. BAUMANN
Mailing Address: 239 MENZIE AV CAPE CHARLES
Phone Number: 331-3834 Email: zebog@aol.com

PROJECT SUMMARY

Address of Project: SAME
Application Type (rezoning, variance, etc.): #1 HISTORIC BOARD
Total Acreage of Project: N/A

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

ENTRANCE, SIT, STAND, FEED RACK
APPROX. 286 SQ FT

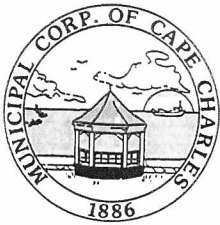
Signature of Applicant: L. P. Baumann Date: 9/9/21

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259 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: FRONT PORCH FLOOR

Property Address: 239 MARJORIE AV, CC

Brief Description of Project: REPLACE ROOFED WOOD FLOOR

Zoning District: R1 Current Use: R Proposed Use: R

OWNER INFORMATION

Name and Company: LAWRENCE P. BAUMANN

Mailing Address: 239 MARJORIE AV CC

Phone Number: 331-3834 Email: zedex@cc1.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: L. P. Baumann Date: 9/9/21

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

Lawrence P. Baumann
239 Monroe Avenue
Cape Charles, VA 23310
757-331-3834
757-607-6853 cell
zedog@aol.com

To: Cape Charles Historic Review Board

Re: Porch Floor at 239 Monroe

Dear Board Members,

I very recently had the floor boards on my front porch replaced. Kindly, note the following:

- I apologize that I didn't not realize pre-approval was necessary. Although I am well aware of the Board, I have not had any prior dealings with the Board. It never crossed my mind to seek pre-approval. I was relieved that the installer remembered to deal with the matters of his licensure and a permit. If I had reconized my lapse, I certainly would have sought the board's approval.
- I try to avoid complications in my life at all reasonable cost, so this blunder on my part is neither intentional nor welcome.
- My front porch flooring was soft, rotted, and out-rightly broken in several areas.
- I've had the flooring repaired several times in the past.
- Prior to this replacement, I had placed a dumbbell over a spot at the top left of the stairs so visitors would walk around it.
- In recent weeks, several boards right in the middle at the top of the stairs had broken. They were still holding, but they would soon become a hazard.
- The area on the right front of the porch nearest Strawberry St. was shot too.
- It reached a point of no return. I had even moved my mailbox from the rail by my front door, so that it was accessible from street level, because I feared for the safety of others. Over recent years, I even worried about the little ones on

Halloween, so I was out there to meet them half way.

- If need be, I'm sure Tim and Ernie (USPS) will support my description.
- The last two carpenters advised me that the tongue and groove flooring on my porch was no longer available on the Shore. I'm sure it's available somewhere, but cost is a factor for me too. I've been biting the bullet on this expense for a few years.
- At the time of the second repair ago on my back porch, Lou Verderose couldn't find the matching width tongue and groove, but he was able to swap 7 narrower boards for 5 of the originals or something like that.
- Together, several contractors and I came up with a patchwork of remedies, which primarily involved cutting back rotted areas/edges along the top of the stairs and replacing them with long planks perpendicular to the remaining floor boards.
- This had been done twice in the front, but the remaining boards continued to deteriorate.
- I never trusted the old flooring. It just felt flimsy. I'm north of 250 pounds, The unnecessary complexity of the board design seems to facilitate moisture retention. On my back porch, which gets no sun at all, I actually had grass sprouting out of the rotted ends at the edge. We cut the boards edges back and used the plank design at the edge over the stairs. I had a ten foot aluminum threshold installed where the plank meets the remaining boards.
- All this said, the bottom line is that I needed a new porch floor.
- I had seen the 1" X 4" boards on several porches in my neighborhood and thought wow, this is sturdy. That's where I got the idea.
- On a personal note, I have artificial knees and my eyesight is poor. My balance is lacking as a result. The porch floor had a bit of sag/bounce to it. It had to go.
- I feel so much better when I step out my front door now.

Thank you for your attention to this matter.

Pete Baumann





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 19, 2021

Item #: 6A-5 – 515 Tazewell Avenue

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

Date: October 13, 2021

APPLICANT: Walter & Joanne Bronson

SITE ADDRESS: 515 Tazewell Avenue

TAX MAP: 83A3-1-372

LOT SIZE: 5,200 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: To re-side house, repairs and reconfiguration to existing shed, replace roof on front porch, and add window on side of house adjacent to back porch.

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

DESCRIPTION: ca. 1886, Colonial Revival

ACCESSORY STRUCTURE: Non-Contributing Structure

DATE APPLICATION RECEIVED: September 12, 2021

PRE-APPLICATION MTG: October 19, 2021

DATE APPLICATION DEEMED COMPLETE: September 30, 2021

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

The applicant is seeking to remove deteriorated wood siding on main house and replace with fiber cement siding and to reroof lower front roof porch with standing seam metal and to remove approximately 3' 6" of the length of the existing outbuilding structure and to add windows between 2 existing windows on the rear of the main structure on rear porch.

The applicant has provided photographs and detailed specification sheets as needed. The material list is incorporated into a site plan overview of the property and is enclosed below.

MATERIALS: - Below is Letter of Intent with Materials noted from Applicant

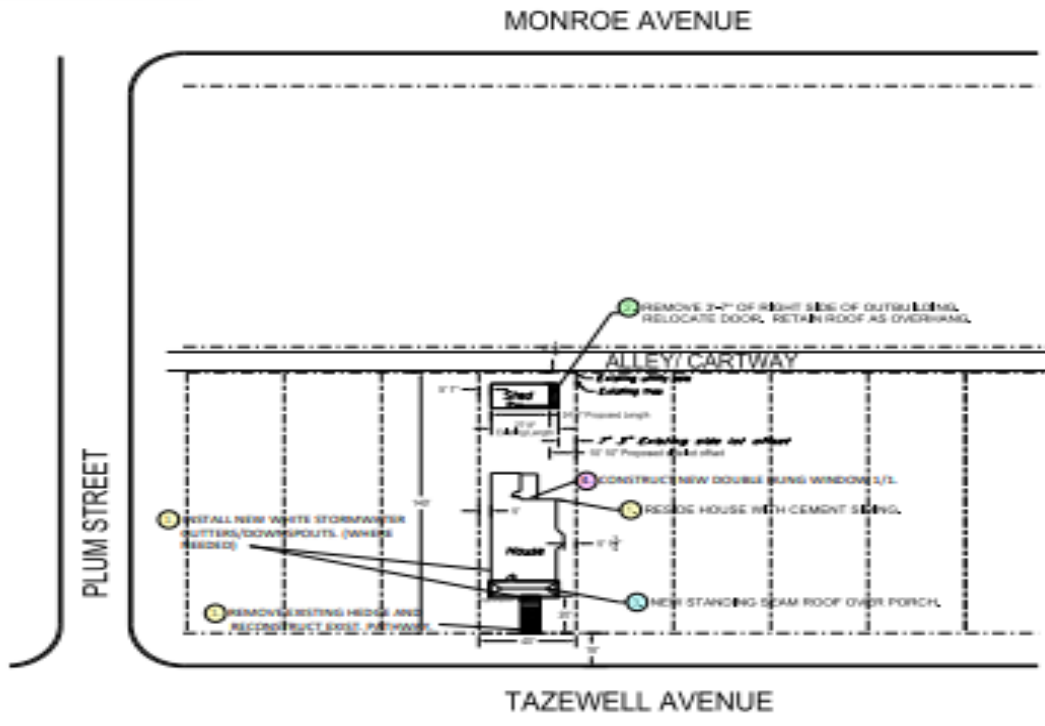
PROPOSED IMPROVEMENTS/MODIFICATIONS

① RESIDE HOUSE WITH CEMENT SIDING.

Reason: From Home Inspection Report obtained by the Owner, existing wood lap siding (7" reveal) is rotted and in need of removal/replacement to avoid further deterioration and potential structural damage to the house.

NEW MATERIAL: Hardie Board 7" reveal lap siding with wood grain finish. See attached detail.

MISCELLANEOUS: Install missing gutters to control stormwater runoff. Remove hedgerow along sidewalk that was planted in 2007. Reconstruct path walkway from sidewalk to house using brick or bluestone material.



② REMOVE 3'-7" FROM RIGHT SIDE OF SHED. RETAIN ROOF OVERHANG AND SUPPORT WITH DIAGONAL STRUTS IF POSSIBLE. RELOCATE DOOR TO THE BACKYARD. RELOCATE DOOR ON SIDE OF SHED TO NEW LOCATION AND RECONSTRUCT WALKWAY FROM HOUSE TO SHED DOOR.

Reason: Current Owner has no reasonable access to backyard due to recent property sale of adjacent property and the presence of the existing shed.

NEW MATERIAL: None required. Any wood siding requiring replacement will be replaced in kind.

③ CONSTRUCT METAL STANDING SEAM ROOF ON FRONT PORCH HIP ROOF

Reason: For aesthetic purposes only to coordinate with new siding material.

NEW MATERIAL: Standing seam metal roofing. See attached detail.

④ CONSTRUCT NEW DOUBLE HUNG WINDOW BETWEEN TWO EXISTING DOUBLE HUNG WINDOWS TO MAKE A TRIPLE WINDOW.

Reason: Aesthetics

NEW MATERIAL: Vinyl clad double hung window. See detail sheet.

LETTER OF INTENT

**BRONSON RESIDENCE
515 TAZEWELL AVENUE
CAPE CHARLES, VA. 23310**

Tax Map #: 83A3-1-372
Plat: DB 41-483 THRU 485
Instrument Number: LR21 761
Parcel Description: LOT 372

STAFF ANALYSIS

ZONING COMPLIANCE

The proposed scope of work does not alter or enlarge the size of the structure and the application meets the requirement of the zoning ordinance.

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

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:

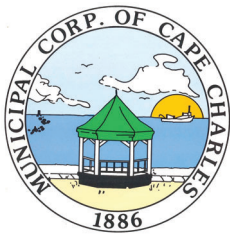
Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and scope of work proposed to restore and/or replace the siding on the structure is within the Historic District guidelines.

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



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: Walter and Joanne Bronson
Mailing Address: 515 Tazewell Avenue
Phone Number: 402-915-1959 Email: jobronson03@gmail.com

PROJECT SUMMARY

Address of Project: 515 Tazewell Avenue
Application Type (rezoning, variance, etc.): Residing, reroofing, new window; outbuilding m
Total Acreage of Project: 0.12

Detailed Description (Include proposed use(s) and square footage of floor area for each use):
Remove deteriorated wood siding on main house and replace with fiber cement siding.

Reroof lower front porch roof with standing seam metal.

Remove approximately 3'-6" of the length of the existing outbuilding structure.

Add window between two existing windows on rear of main structure on rear porch.

OTHER MINOR MISCELLANEOUS MODIFICATIONS AS SHOWN IN ATTACHMENTS.

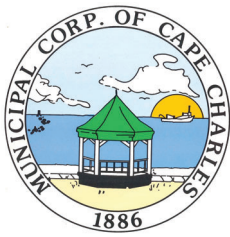
Signature of Applicant:  Date: 9-12-2021


For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

- | | |
|---|--|
| ☒ Completed application | ☒ Photos/elevations of existing structure |
| ☒ Letter of intent clearly explaining project | ☐ Photos/elevations of proposed project (N/A) |
| ☒ Existing site plan or survey (to be submitted under separate cover) | ☒ 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: House Repair/Functional Modifications/Aesthetic Modifications
Property Address: 515 Tazewell Avenue
Brief Description of Project: Deteriorated Siding Replacement/Outbuilding footprint reduced
Zoning District: R-1 Current Use: Res Proposed Use: Res

OWNER INFORMATION

Name and Company: Walter and Joanne Bronson
Mailing Address: 515 Tazewell Avenue
Phone Number: 402-915-1959 Email: jobronson03@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:  Date: 9-12-2021

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

PROPOSED IMPROVEMENTS/MODIFICATIONS

N

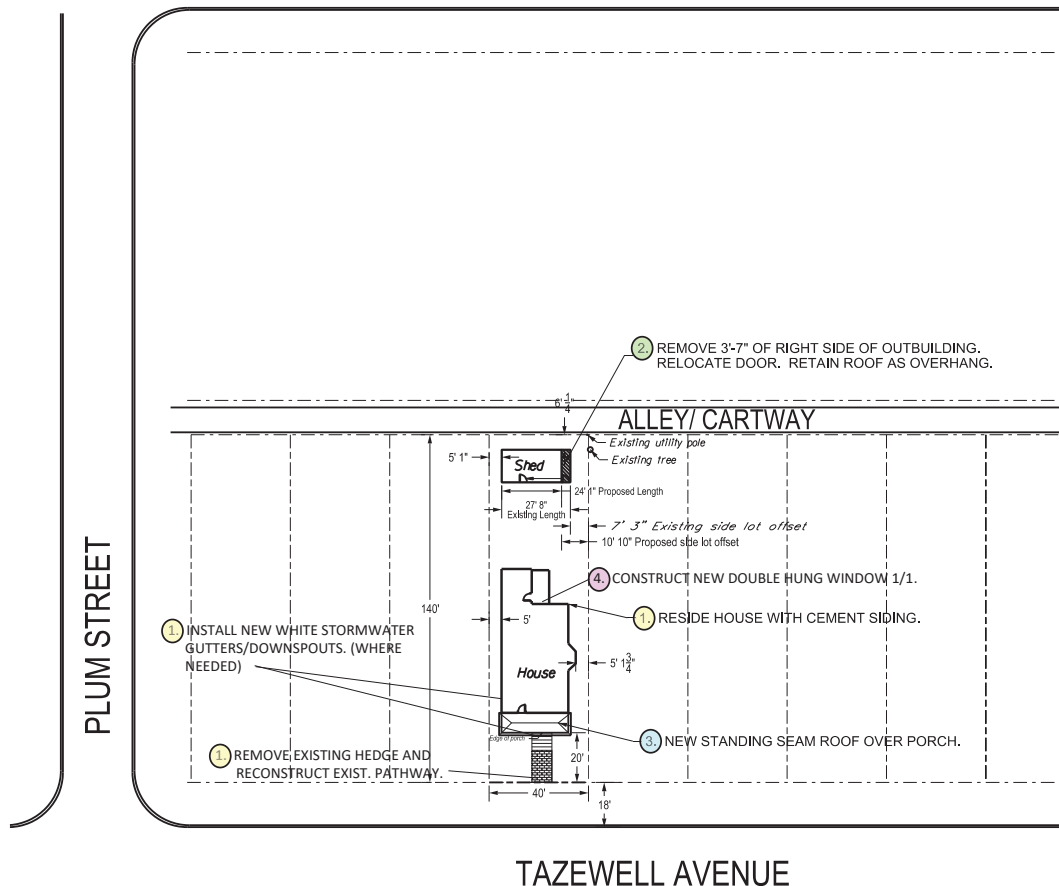
1. RESIDE HOUSE WITH CEMENT SIDING.

Reason: From Home Inspection Report obtained by the Owner, existing wood lap siding (7" reveal) is rotted and in need of removal/replacement to avoid further deterioration and potential structural damage to the house.

NEW MATERIAL: Hardie Board 7" reveal lap siding with wood grain finish. See attached detail.

MISCELLANEOUS: Install missing gutters to control stormwater runoff. Remove hedgerow along sidewalk that was planted in 2007. Reconstruct path walkway from sidewalk to house using brick or bluestone material.

MONROE AVENUE



2. REMOVE 3'-7" FROM RIGHT SIDE OF SHED. RETAIN ROOF OVERHANG AND SUPPORT WITH DIAGONAL STRUTS IF POSSIBLE. RELOCATE DOOR TO THE BACKYARD. RELOCATE DOOR ON SIDE OF SHED TO NEW LOCATION AND RECONSTRUCT WALKWAY FROM HOUSE TO SHED DOOR.

Reason: Current Owner has no reasonable access to backyard due to recent property sale of adjacent property and the presence of the existing shed.

NEW MATERIAL: None required. Any wood siding requiring replacement will be replaced in kind.

3. CONSTRUCT METAL STANDING SEAM ROOF ON FRONT PORCH HIP ROOF

Reason: For aesthetic purposes only to coordinate with new siding material.

NEW MATERIAL: Standing seam metal roofing. See attached detail.

4. CONSTRUCT NEW DOUBLE HUNG WINDOW BETWEEN TWO EXISTING DOUBLE HUNG WINDOWS TO MAKE A TRIPLE WINDOW.

Reason: Aesthetics

NEW MATERIAL: Vinyl clad double hung window. See detail sheet.

LETTER OF INTENT

**BRONSON RESIDENCE
515 TAZEWELL AVENUE
CAPE CHARLES, VA. 23310**

Tax Map #: 83A3-1-372
Plat: DB 41-483 THRU 485
Instrument Number: LR21 761
Parcel Description: LOT 372



REAR OF HOUSE



FRONT AND RIGHT SIDE OF HOUSE



FRONT AND LEFT SIDE OF HOUSE



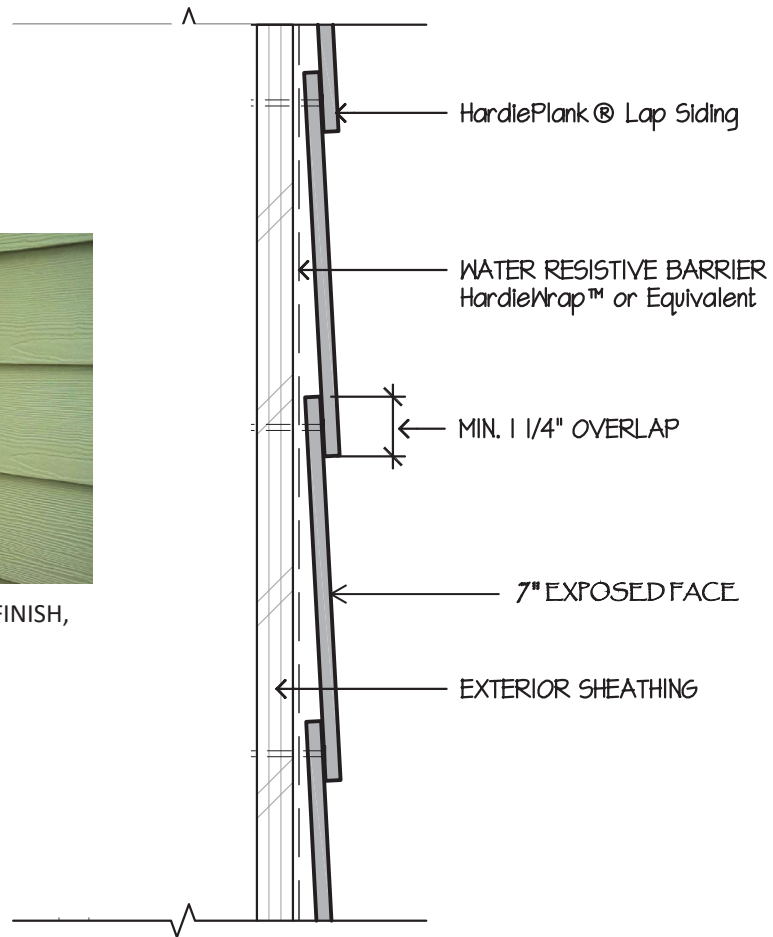
FRONT OF HOUSE WITHOUT SHRUBS



OUTBUILDING FROM BACK PORCH



TYP. SIDING VIEW - WOOD GRAIN FINISH,
7" FACE



HORIZONTAL LAP VIEW

HARDIEPLANK SELECT CEDARMILL FINISH



STANDING SEAM ROOF. (FOR DETAIL ONLY)



JELD-WEN
43.5 in. x 40.5 in. V-2500 Series White Vinyl Double Hung Window with BetterVue Mesh Screen
★★★★★ (96) Questions & Answers (102)



JELD-WEN VINYL CLAD WINDOW,
DOUBLE HUNG. (FOR DETAIL ONLY)



FRONT OF HOUSE (LOOKING NORTH)

NEW FIBER CEMENT SIDING TO REPLACE DETERIORATED WOOD SIDING.

NEW STANDING SEAM ROOF.

ADD GUTTERS

REMOVE SHRUBS AND RECONSTRUCT PATH



REAR OF HOUSE (LOOKING WEST)

INSTALL DOUBLE HUNG WINDOW BETWEEN TWO EXISTING WINDOWS.

ADD GUTTERS/DOWNSPOUTS



FRONT OF OUTBUILDING (ALLEY IS BEHIND BUILDING)

RELOCATE DOOR HERE

STOCKADE (ALREADY REMOVED)

REMOVE 3'-7" OF BUILDING LENGTH FOR VEHICLE CARTWAY OFF ALLEY.

REALIGN WALKWAY

PROPOSED VEHICLE CARTWAY

Exist. Property Line



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 19, 2021

Item #: 6B-1 – 501 Jefferson Avenue

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

Date: October 13, 2021

APPLICANT: Gary & Janie Hunter

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 501 Jefferson Avenue

WORK TO BE PERFORMED: To renovate wrap-around porch, remove one-story enclosed porch and add 12 ft x 11 ft (132 sq. ft) 2-story addition on rear northwest corner, and addition of 14 ft. x 12 ft. (168 sq. ft) rear deck with French doors and outdoor shower; repair piers and remove flue pipe from roof.

TAX MAP: 83A3-1-55

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,524 sq. ft.

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

Description: 1910, No Discernible Style

DATE APPLICATION RECEIVED: September 12, 2021

PRE-APPLICATION MTG: October 10, 2021

DATE APPLICATION DEEMED COMPLETE:

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

The applicant is seeking to renovate wrap-around porch, remove one-story enclosed porch and add 12 ft. x 11 ft. (132 sq. ft.) 2-story addition on rear northwest corner and addition of 14 ft. x 12 ft. (168 sq. ft.) rear deck with French doors and outdoor shower; repair piers and remove flue pipe from roof.

FRONT VIEW OR SOUTH ELEVATION – FROM JEFFERSON AVENUE



SIDE VIEW OR WEST ELEVATION - FROM PLUM STREET



LETTER OF INTENT FROM APPLICANT

We are proposing to renovate 501 Jefferson Avenue to restore its historic look and to enhance its overall condition and functionality. Specifically, to we propose renovate the wrap-around porch by:

- removing the screening and half-wall on the front and side porch,
- replacing porch flooring with pressure treated 1 x 4 pine tongue and groove flooring (A), and
- replacing the porch roof with a black metal standing seam roof (B).

We also plan to add a 12 ft. by 11 ft. two story addition to the rear northwest corner of the house. The current one-story enclosed porch will be demolished to create space for the addition. We will use the same siding (C), windows (D), and shutters (E), to match the existing features. Please see architect's sketch. Features of the addition include:

- Plum Street side entry porch with full light 3' swing door (F),
- black standing seam metal roof to cover:
 - addition,
 - wrap-around side porch, and
 - awning over addition entry,
- black wrought iron stair railings to be custom fabricated for front entry, side entry, (P)
- exposed rafter tail ornamentation, fabricated to match existing,

North side of the house to be modified by adding:

- 5 ft. French doors, facing the backyard (G),
- 14 ft. x 12 ft. deck on the back of the house with 1 x 6 Trex decking (B)
- 4 ft. x 4 ft. outdoor shower, with pressure treated 1 x 6 wood,

Existing front steps and new side entry steps to the addition will be parged concrete.

Piers are currently being repaired and added to address foundations concerns by owner.

Foundation around the house will be parged concrete.

Flue pipe for the furnace will be removed from the roof.

MATERIALS:

Wrap around porch – Replace existing materials with

- 2" x 6" pressure treated pine floor joists
- 1" x 4" pressure treated pine tongue and groove flooring (A)
- black metal standing seam roof (B)
- 3/4 square wrought iron support post with 1.5" fabricated wrought iron handrail

Addition to northwest rear of house

- white vinyl siding to match existing siding (C)
- double hung (2) 28 x 60 windows, (1) 28 x 38 window (D)
- black cathedral top, center mullion, louvered vinyl shutters to match existing
- exposed rafter tail ornamentation to match existing
- black metal standing seam roof over addition and entry awning (B)
- 3-0 window door at side entry (F)
- extension of pine tongue and groove flooring to side entry (A)
- parged concrete steps to sidewalk
- metal fabricated handrail
- 60" x 80" fiberglass hinged patio door to rear deck (G)

Rear deck to north facing backyard

- Trex composite lumber decking (B)
- outdoor shower with pressure treated pine lumber
- parged concrete steps to backyard

No changes will be made to the Jefferson Street side of the house (other than those to the porch noted above). No changes will be made to the east facing side of the house.

Gas tank in backyard to be relocated to the east facing side of the house.

The applicant has provided via e-mail today the roof pitch for the addition is approximately 2.5/12 which generally matches the pitch of the wrap-around porch roof. Both roofs will be covered with black standing seam metal.

STAFF ANALYSIS

ZONING COMPLIANCE

The existing house footprint is 766 sq. ft., and the addition is 132 sq. ft., bringing the total footprint square footage to 898 sq. ft. The proposed addition is in full 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

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:

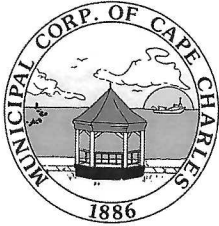
Staff recommends the HDRB review this application and provide feedback to the applicant regarding project proposal, including any aesthetic details including windows, doors, trim, siding, roofing.

Staff is prepared to assist to prepare 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



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 |
| ☒ 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: 501 Jefferson Renovation
Property Address: 501 Jefferson Ave - 12'x 11' two-story addition
Brief Description of Project: Renovate home, remove half wall + screening on front porch
Zoning District: R1 Current Use: single family residence Proposed Use: single family residence short term rental

OWNER INFORMATION

Name and Company: Gary + Janie Hunter
Mailing Address: 245 Lego Drive, Charlottesville, VA 22911
Phone Number: 434-962-3066 Email: jghunter@comcast.net

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: same as above
Mailing Address: _____
Phone Number: 434-981-9736 Email: garyhunter0@gmail.com

CERTIFICATION OF APPLICANT

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

Signature of Applicant: Janie Hunter Date: 9/12/2021

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

LETTER OF INTENT

To: Cape Charles Historical Review Committee

From: Gary and Janie Hunter

Date: 9/12/2021

Revised: 10/3/2021

We are proposing to renovate 501 Jefferson Avenue to restore its historic look and to enhance its overall condition and functionality. Specifically, to **we propose renovate the wrap-around porch** by:

- removing the screening and half-wall on the front and side porch,
- replacing porch flooring with pressure treated 1 x 4 pine tongue and groove flooring (A), and
- replacing the porch roof with a black metal standing seam roof (B).

We also plan to add a 12 ft. by 11 ft. two story addition to the rear northwest corner of the house. The current one-story enclosed porch will be demolished to create space for the addition. We will use the same siding (C), windows (D), and shutters (E), to match the existing features. Please see architect's sketch. Features of the addition include:

- Plum Street side entry porch with full light 3' swing door (F),
- black standing seam metal roof to cover:
 - addition,
 - wrap-around side porch, and
 - awning over addition entry,
- black wrought iron stair railings to be custom fabricated for front entry, side entry, (B)
- exposed rafter tail ornamentation, fabricated to match existing,

North side of the house to be modified by adding:

- 5 ft. French doors, facing the backyard (G),
- 14 ft. x 12 ft. deck on the back of the house with 1 x 6 Trex decking (B)
- 4 ft. x 4 ft. outdoor shower, with pressure treated 1 x 6 wood,

Existing front steps and new side entry steps to the addition will be parged concrete.

Piers are currently being repaired and added to address foundations concerns by owner.

Foundation around the house will be parged concrete.

Flue pipe for the furnace will be removed from the roof.

3b

HUNTER HOME RENOVATION AND ADDITION

MATERIALS LIST

Wrap around porch – Replace existing materials with

- 2" x 6" pressure treated pine floor joists
- 1" x 4" pressure treated pine tongue and groove flooring (A)
- black metal standing seam roof (B)
- 3/4 square wrought iron support post with 1.5" fabricated wrought iron handrail

Addition to northwest rear of house

- white vinyl siding to match existing siding (C)
- double hung (2) 28 x 60 windows, (1) 28 x 38 window (D)
- black cathedral top, center mullion, louvered vinyl shutters to match existing
- exposed rafter tail ornamentation to match existing
- black metal standing seam roof over addition and entry awning (B)
- 3-0 window door at side entry (F)
- extension of pine tongue and groove flooring to side entry (A)
- parged concrete steps to sidewalk
- metal fabricated handrail
- 60" x 80" fiberglass hinged patio door to rear deck (G)

Rear deck to north facing backyard

- Trex composite lumber decking (B)
- outdoor shower with pressure treated pine lumber
- parged concrete steps to backyard

No changes will be made to the Jefferson Street side of the house (other than those to the porch noted above). No changes will be made to the east facing side of the house.

Gas tank in backyard to be relocated to the east facing side of the house.



PROPERTY
FOR SALE
By Owner
757-592-3710
Owner/Agent

507 SOUTH
JEFFERSON AVE

4



WEST SIDE
PLUM STREET

©

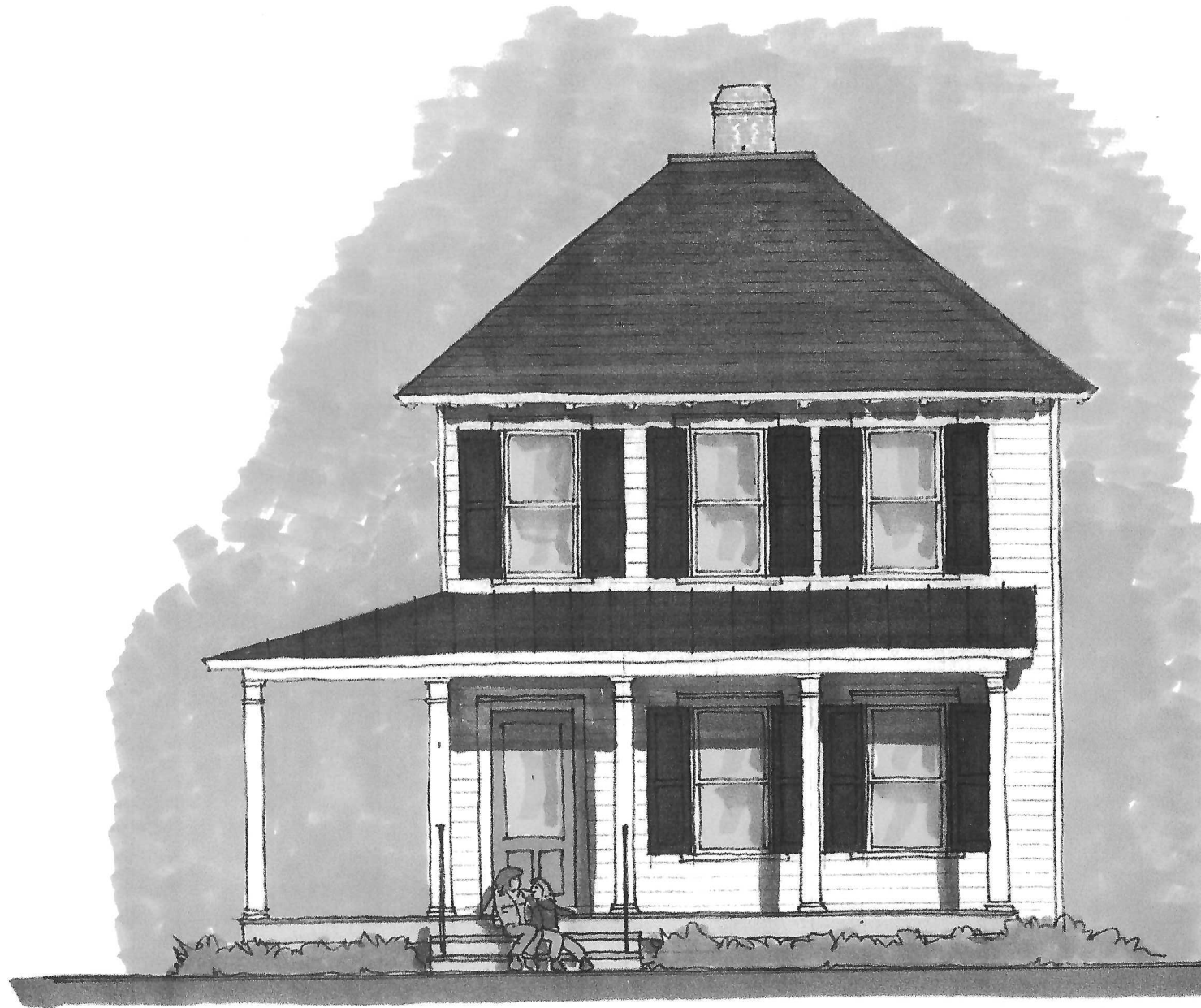
Photo from
9/29/21
w/ addition of
foundation piers



6.5

NON-STREET VIEW
EAST SIDE





501 JEFFERSON AVE
HUNTER RESIDENCE

SOUTH ELEVATION

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



501 JEFFERSON AVE
HUNTER RESIDENCE

WEST ELEVATION
SCALE - $\frac{1}{4}" = 1'-0"$



↑ Outdoor Shower

NORTH ELEVATION

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

501 JEFFERS
HUNTER RESI

LOT 55
(DB 41, PG 483)
TAX MAP NO.: 83A1-1-55
AREA = 5,600 SF
OR 0.129 AC

PLUM STREET (70' R/W)
(DB 41, PG 483)

JEFFERSON AVENUE (70' R/W)
(DB 41, PG 483)

Owner Information:
N/F THOMAS M. GALE & DAWN M. GALE
(INST. NO. 060002612)
PART OF LOT 56
(DB 33, PG 94)
(DB 41, PG 483)
TAX MAP NO.: 83A1-1-56C

Owner Information:
N/F THOMAS M. GALE & DAWN M. GALE
(INST. NO. 060002612)
PART OF LOT 53
(DB 33, PG 94)
(DB 41, PG 483)
TAX MAP NO.: 83A1-1-53C

Owner Information:
N/F DAVID C. CHARLTON & COLEEN A. CHARLTON
(INST. NO. 190002228)
LOT 54
(DB 41, PG 483)
TAX MAP NO.: 83A1-1-54

Map Features and Dimensions:
- **Boundaries:** N88°00'00"E 40.00', N2°00'00"W 140.00', S2°00'00"E 140.00', S88°00'00"W 40.00'.
- **Shed:** 8.25' x 8.25'.
- **500 GALLON TANK:** Located near the top right corner.
- **2 STORY VINYL #501:** 24.53' x 24.60'.
- **PORCH:** 7.47' x 7.48'.
- **EMETER:** Located near the top right corner.
- **Access Door to Possible Basement:** Located near the bottom right corner.
- **Grass Areas:** Various grassy areas are indicated throughout the lot.
- **Concrete Areas:** CONC. PAD, CONC. SIDEWALK, CONC. PORCH, CONC. SIDEWALK TO BE REMOVED.
- **Other Features:** EXISTING STEPS TO BE REMOVED, PORTION OF EXISTING BUILDING TO BE DEMOLISHED, TO BE RELOCATED.

PROPOSED ADDITION



(DB 41, PG 483)

N/F
THOMAS M. GALE
& DAWN M. GALE
(INST. NO. 060002612)
PART OF LOT 56
(DB 33, PG 94)
(DB 41, PG 483)
TAX MAP NO.: 83A1-1-56C

PIN(F) S16°06'17"W
0.38' FROM P COR

N/F
THOMAS M. GALE
& DAWN M. GALE
(INST. NO. 060002612)
PART OF LOT 53
(DB 33, PG 94)
(DB 41, PG 483)
TAX MAP NO.: 83A1-1-53C

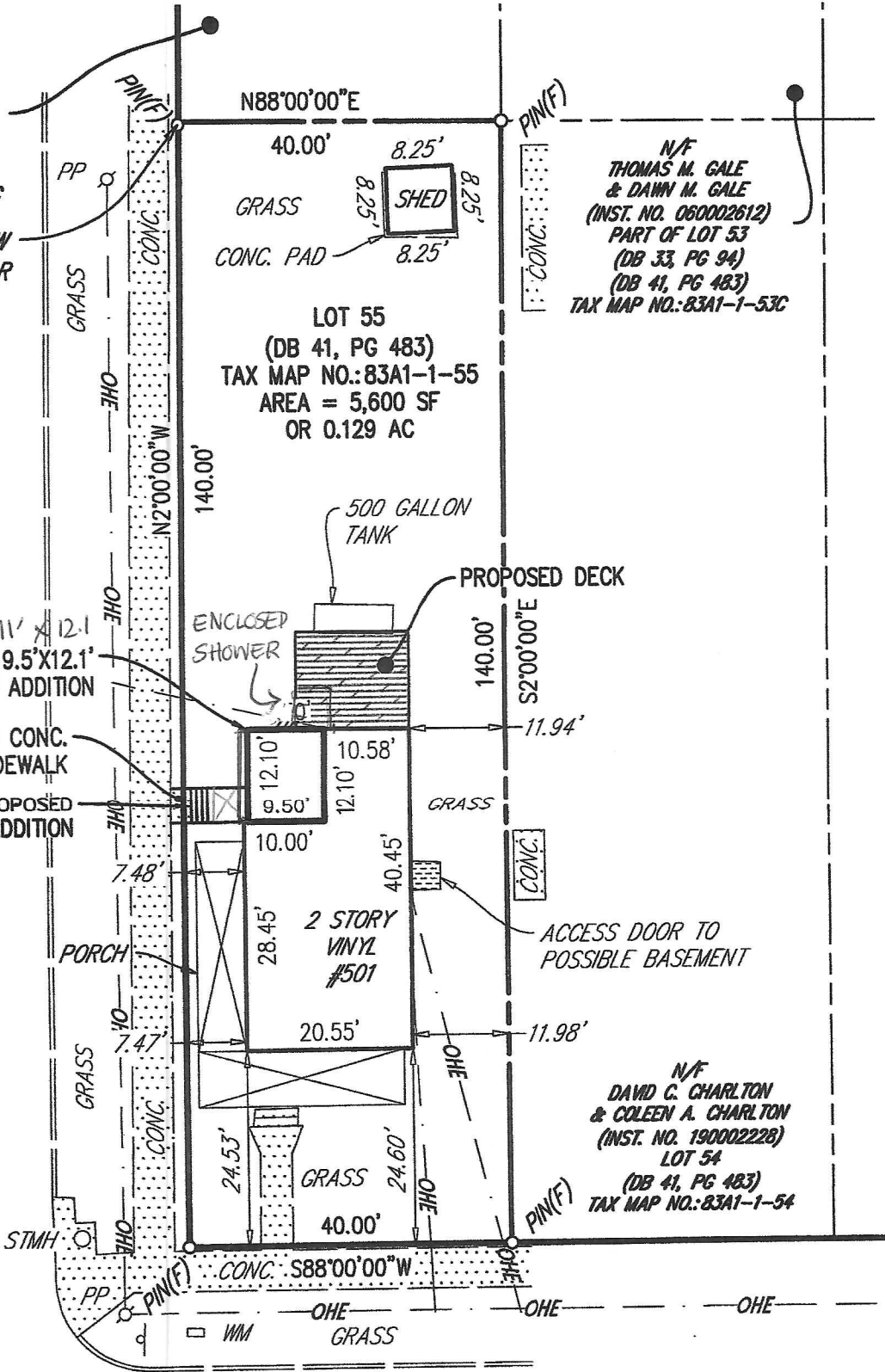
LOT 55
(DB 41, PG 483)
TAX MAP NO.: 83A1-1-55
AREA = 5,600 SF
OR 0.129 AC

11' x 12.1'
PROPOSED 9.5' x 12.1'
BUILDING ADDITION

PROPOSED CONC.
SIDEWALK

PROPOSED
PORCH ADDITION

PLUM STREET (70' R/W)
(DB 41, PG 483)



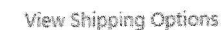
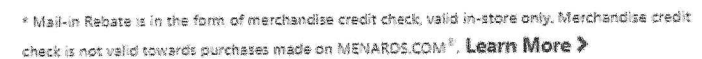
JEFFERSON AVENUE (70' R/W)
(DB 41, PG 483)






 Sign In
 


Pine flooring for front and side
Porch



on back (or bottom) side 1/4" wide by 1/8" deep

(B)

Wrought iron
stair railing



Coastal Metal Service



+8 more

26 Gauge NCR Panel with
Striations

Trex composite lumber
for new rear deck

Black standing seam
metal roof for:

- front + side porch
wrap-around
- 2-story addition
- awning over addition
side entry from
Plum St.

ROOFING

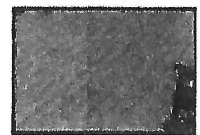
Standing Seam Metal
Roof



PORCH

Decking

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



B1

Product Description

Specifications

Documents

PRODUCT DESCRIPTION

Metal roof

NCR Panels is a low profile loc panel for residential or commercial applications. No clips are required to install this versatile panel.

SPECIFICATIONS

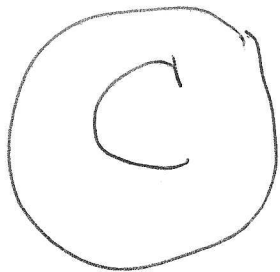
Item Number	415262
Applicable Standards	Energy Star
Base Material	Steel
Height	1"
Thickness	26 Gauge

DOCUMENTS

CMS Installation Manual

H

White
Vinyl siding to
match existing



Kingspan Insulation

1/4" x 4' x 50' GreenGuard®
P1450 Fanfold Siding
Underlayment

Royal Building Products



+10 more

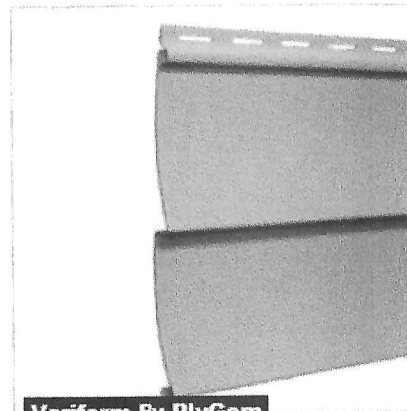
Crest Double 4" Designer
Vinyl Siding

Royal Building Products



+11 more

16'6" Haven® Double 6"
Traditional Insulated Vinyl
Siding

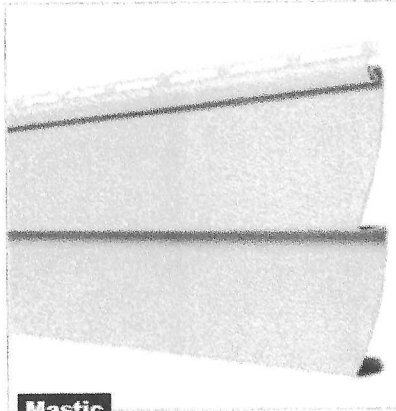


Variform By PlyGem



+11 more

Contractor's Choice Double
5" Traditional Vinyl Siding

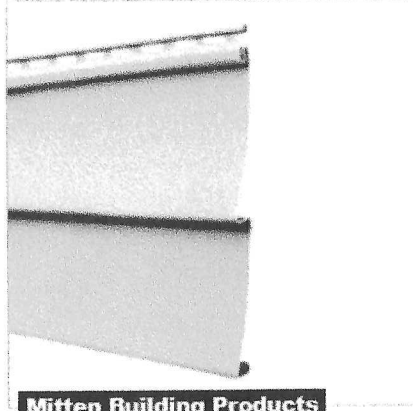


Mastic

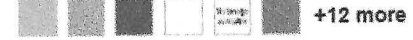


+8 more

Mill Creek Double 4" Vinyl
Siding

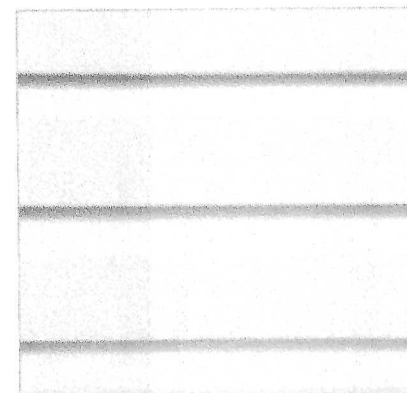


Mitten Building Products



+12 more

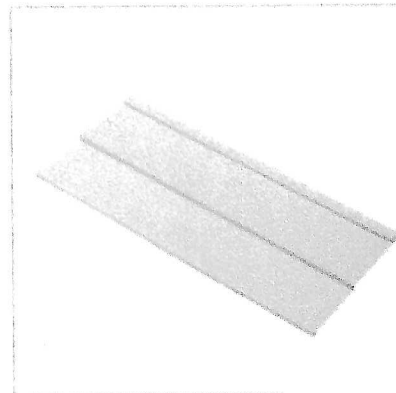
Highland®® Double 5"
Dutchlap Vinyl Siding - Satin
Finish Wood Grain



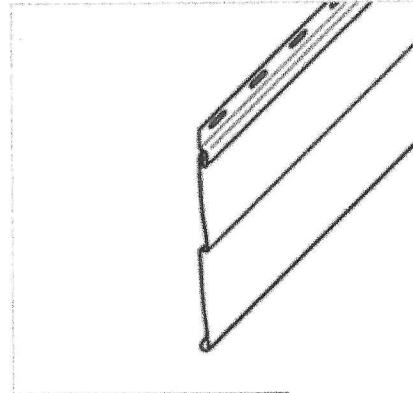
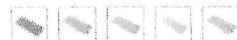
**CertainTeed Vinyl Building
Products**



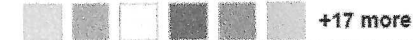
+13 more



Cellwood by Ply Gem



KP Building Products



+17 more

15

Product Description

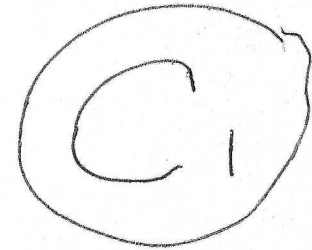
Specifications

Documents

PRODUCT DESCRIPTION

The Traditional Mill Creek Double 4" lap siding gives the historic look of wood clapboard siding, and creates a realistic shadow line where the panels appear to overlap. It is often used for a more traditional look.

Siding



SPECIFICATIONS

Item Number	283310
Applicable Standards	U.S. Green Building Council Member NAHB Member FSC Certified Energy Star® Metro-Dade County Approved Miami-Dade County Approved
Base Material	Vinyl
Length	12' 6"
Pieces per Carton	24
Thickness	0.040"
Weight	90 Lbs. per Carton

16

Add to Cart

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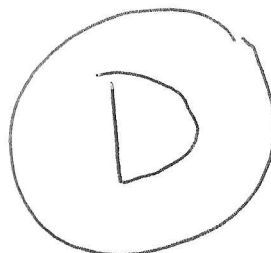
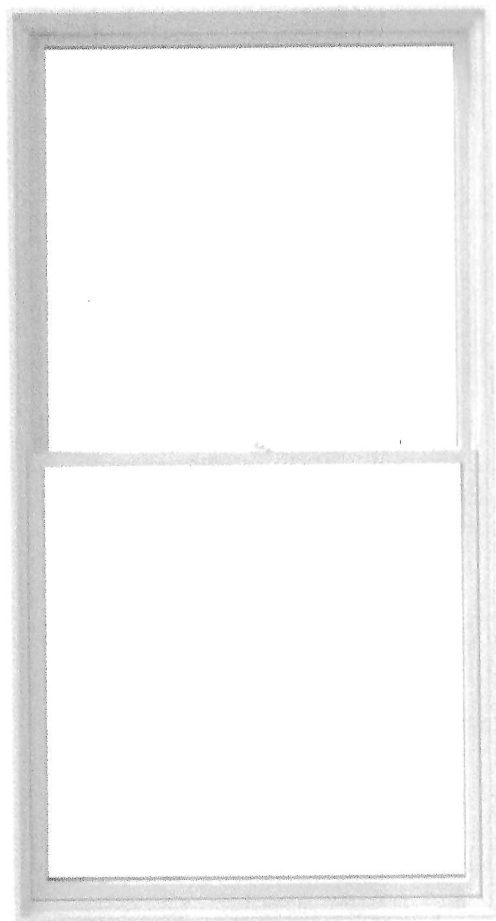
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Windows



2 ~



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Pella Lifestyle 28-in x 60-in x 4.5625-in Jamb Wood New Construction White Enduraclad Double Hung Window ENERGY STAR North/Central Zone

Item #3649373 Model #1000008502

- High quality beautifully crafted double hung with durable wood frame system designed for exceptional protection and lasting performance
- NaturalSun Low-E glass with argon allows the sun's heat to flow in and warm your home, while providing excellent insulation from the...
- Both upper and lower sashes open and tilt for easy cleaning from the interior of the home and improved ventilation

Interior Color/Finish

White

Common Size (W x H)

28-In X 38-In

1

+

Qty

Add to Cart

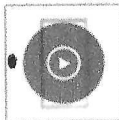


Image may not be an exact representation of the window, please refer to product specifications



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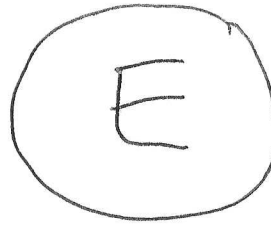
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Sign In

Cart

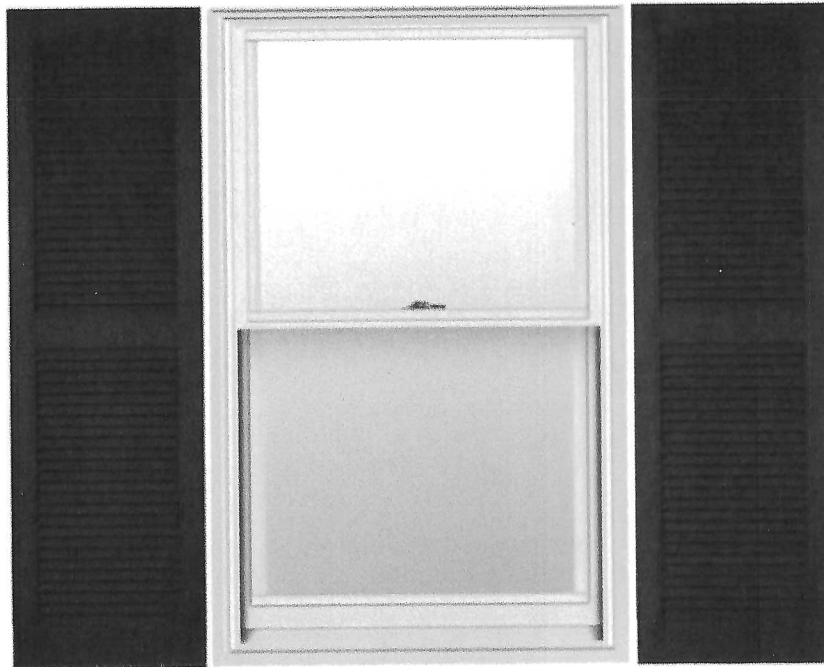
Windows & Doors / Exterior Shutters & Accessories / Exterior Shutters

Shutters



★★★★☆ 12

View Q&A



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(2)

Ekena Millwork Lifetime Quickship Cathedral Top Center Mullion 2-Pack 14.5-in W x 60-in H Black Louvered Vinyl Exterior Shutters

Item #1824727 Model #LL1S14X06000BL

- Limited lifetime warranty
- Will not fade, crack, warp, or peel
- Easiest installation - installs in minutes with included hardware

Manufacturer Color/Finish: Black



+ Show More

Common Shutter Height (Inches)

60

Common Shutter Width (Inches)

14.5

(1) 14.5" x 39"

Item # 1824642

Model # LL1S14X03900BL



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Windows & Doors / Exterior Doors / Front Doors

side entry door

F

★★★★☆ 6

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Learn how

Learn how

Therma-Tru Benchmark Doors 36-in x 80-in Steel Full Lite Left-Hand Inswing Ready to paint Unfinished Prehung Single Front Door with Brickmould and Blinds

Item #935544 Model #TTBS628948

- Steel doors are resistant to shrinking, swelling and warping, making them a perfect low-maintenance option
- Therma-Tru Benchmark Doors consist of a complete door system including all necessary components; jambs, weatherstrip, sill and...
- 25-Gauge steel improves security and resistance against forced entry, and is lockset- and deadbolt-ready, giving you and your family peace...

1

+

Qty

Hurry, Low in Stock

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until 6 am

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60 x 80 in. french patio doors

Store Finder Truck & Tool Rental For the Pro Gift Cards Credit Services Track Order Help

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60 X 80 In. French Patio Doors

78 Results

Sort by: Best Match

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Availability

☐ Hide Unavailable Products

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< Doors & Windows
< Exterior Doors

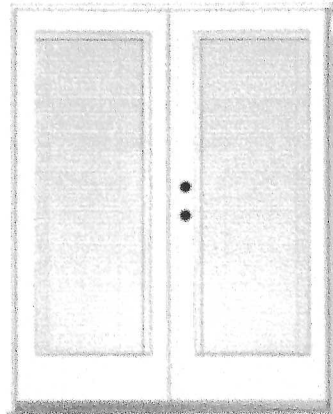
Patio Doors

Patio Doors (424)

Brand

Price

Door Handing

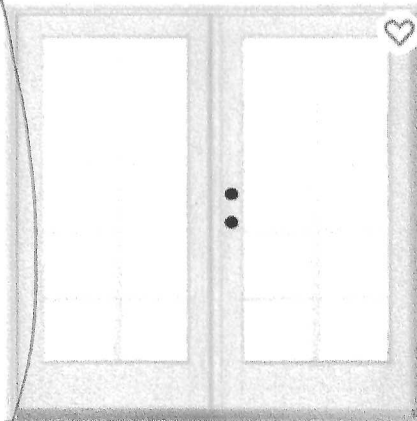


More Options

MP Doors 60 in. x 80 in. Fiberglass Smooth White Right-Hand Inswing Hinged Patio Door with Low E Built in Blinds

Model# HN5068R002WLE

★★★★★ (47)

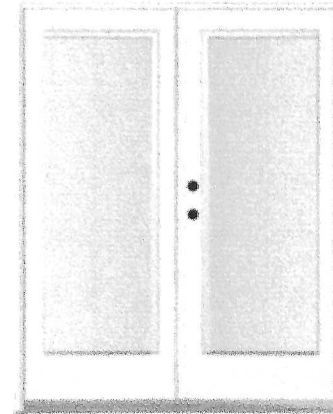


More Options

MP Doors 60 in. x 80 in. Fiberglass Smooth White Right-Hand Inswing Hinged Patio Door with 10-Lite GBG

Model# HN5068R002W2

★★★★★ (65)

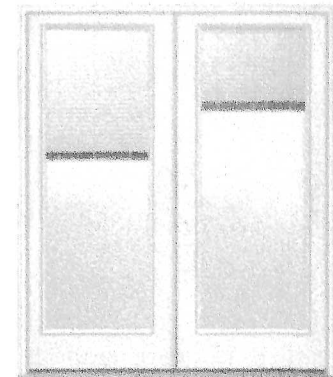


More Options

MP Doors 60 in. x 80 in. Fiberglass Smooth White Right-Hand Inswing Hinged Patio Door with Built in Blinds

Model# HN5068R002WL

★★★★★ (79)



JELD-WEN 60 in. x 80 in. Right-Hand/Outswing Low-E 1 Lite Primed Fiberglass Double Prehung Patio Door with Internal Blinds

Model# THDJW235000032

★★★★★ (1)

☒ Pickup
Free ship to store
☒ Delivery
Unavailable

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☒ Pickup
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☒ Delivery
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☒ Pickup
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☒ Pickup
Free ship to store
☒ Delivery
Standard

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☐ Compare

20



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 19, 2021

Item #: 6B-2: 630 Tazewell Avenue

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

Date: October 13, 2021

APPLICANT: Kate & Steve Keeler
SITE ADDRESS: 630 Tazewell Avenue

TAX MAP: 83A3-1-436

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Pre-Application

WORK TO BE PERFORMED: Renovate existing 2-story house and addition of mud room and rear deck

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Contributing Structure

Description: Ca. 1890, Queen Anne (HOUSE)

Accessory Structure: Non-contributing structure

DATE APPLICATION RECEIVED: July 20, 2021

PRE-APPLICATION MTG: October 19, 2021

DATE APPLICATION DEEMED COMPLETE: September 29, 2021

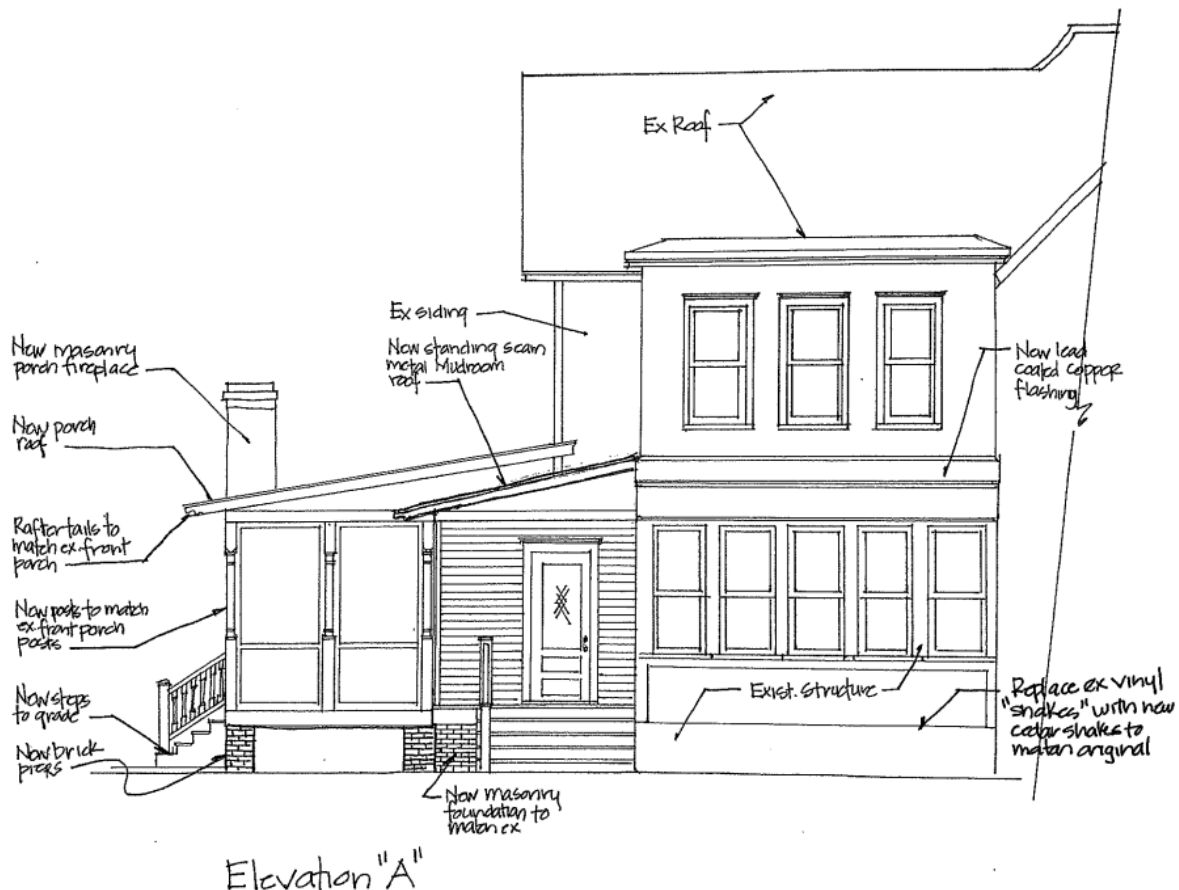
LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 29, 2021

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

A pre-application meeting was scheduled for September 21, 2021 but the applicant requested it be held by one month since they wished to revise the scope of work:

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; replace front door; add new door to east side of front porch.
5. Front porch: add new fret work between columns, replace railings, infill between existing brick piers with a heavy-duty cedar lattice.
6. Remove modern wood “flower” on front porch gable.
7. Existing sleeping porch to remain. Existing side walls to be lowered, rails to be added and screens to be replaced. Reframe and resurface floor structure of the sleeping porch. Roof will remain but will build out the flush fascia to match the rest of the house.

ELEVATION A



MATERIALS:

See letter dated September 29, 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

A site plan has been provided; however, it does not provide all of the necessary dimensions of the existing addition being proposed for removal and the dimensions and square footage of the mudroom and back deck being proposed for addition. The site plan does show the setbacks of the proposed new structures which are in compliance with the Zoning Ordinance. Since the site plan does not include a "Scale Legend", I am not able to calculate the mudroom and back porch dimensions from the site plan submission. I believe the application is substantially in compliance with the Zoning Ordinance but just need to obtain the actual dimensions and square footage of the items proposed for removal and addition.

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.

FRONT PORCHES: Page 45 – Item 5: Replace porch elements or the porch itself only if the materials are too deteriorated to repair or are completely missing. New elements should match the original as closely as possible. Avoid replacing wooden steps with concrete or brick steps or wooden posts with decorative iron supports; also avoid adding “Colonial” decorative elements, such as broken pediments, columns, and pilasters, or replacing porch piers with a continuous foundation.

WINDOWS & DOORS: Page 41-42.

STAFF RECOMMENDATION:

Staff is requesting the applicant to provide the dimensional and square footage information for the proposed area of removal and the addition of the mud room and back porch.

Staff is requesting the Historic District Review Board to review the application and determine if the materials proposed and the work proposed is in keeping with the Guidelines of the Historic District.

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: 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
modifications to front porch detailing to reflect original porch.

Signature of Applicant: Claudine H Pierce Date: 7/20/21
Revised 9/29/21

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



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

PEACOCK COTTAGE LLC

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

September 29th, 2021

Town Planner and Zoning Administrator
Town of Cape Charles

Re: (Revised) 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. Front Porch - Add new fret work between original columns to replicate original as closely as possible using existing paint shadow lines for height and spacing. See attached detail.
2. Front Porch - Replace railings [not original] with railings more in keeping with the original Queen Anne architecture. See attached detail.
3. Front Porch - infill between existing brick piers with a heavy duty cedar lattice. See attached material specification
4. Remove modern wood "flower" on front porch gable.
5. Remove a small existing one story addition on the rear (south) side of the house. Note: this structure cannot be seen from anywhere other than the back yard.
5. 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 existing house
 - Hardi siding matching existing wood siding profile
 - Double hung windows, one over one, with window trim to match existing house.Note: New window trim will be composite material.

Continued-

- New mudroom door to be Simpson # 7114, painted 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 with painted wood balusters to match
 - Mudroom foundation to be masonry to match existing foundation.
6. 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 existing front porch posts.
 - Porch flooring to be Timber Tech Porch Collection T & G flooring.
 - Porch support piers to be 18" x 18" masonry to match existing foundation.
 - Porch stoop rails to be painted fir with painted wood balusters to match front porch.
 - Masonry fireplace. Brick to match existing foundation as closely as possible.
7. Modify the existing two story section on the rear (west) corner of the house:
- Remove contemporary windows on the first floor and replace with new one over one light double hung windows to match existing windows. New window trim to match existing but material will be PVC or equal.
 - Remove contemporary awning windows on second floor and replace with new one over one light double hung windows to match existing windows as shown on drawings.
 - Replace vinyl "scalloped" siding with new painted wood siding to match original siding.
 - Existing sleeping porch to remain. However, existing side walls to be lowered, rails to be added, and screens to be replaced. Note: the floor structure will most likely need to be reframed and resurfaced/ waterproofed due to existing water leaks. Existing roof is to remain, however we will build out the flush fascia to match the rest of the house to minimize Water running down the house siding.
8. Replace the front door with a custom wood door, see attached. Note: The current front door is a contemporary door, not the original. New door will be a replica of an 1890's door design taken from the historic Mulliner Catalog of 1893.
9. 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 or equal. See attached.

Continued-

10. Add lead coated copper flashing at curved, sloped wall on east side to replace existing wood shakes. There is no flashing at this location and water is leaking into the house. Flashing band to be approx. 16" high.
11. Whitewash existing brick fence piers (build within last 20 years).

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

Claudine H. Pierce

Claudine H. Pierce
Peacock Cottage, LLC
703-609-5818

OF TITLE:
0322

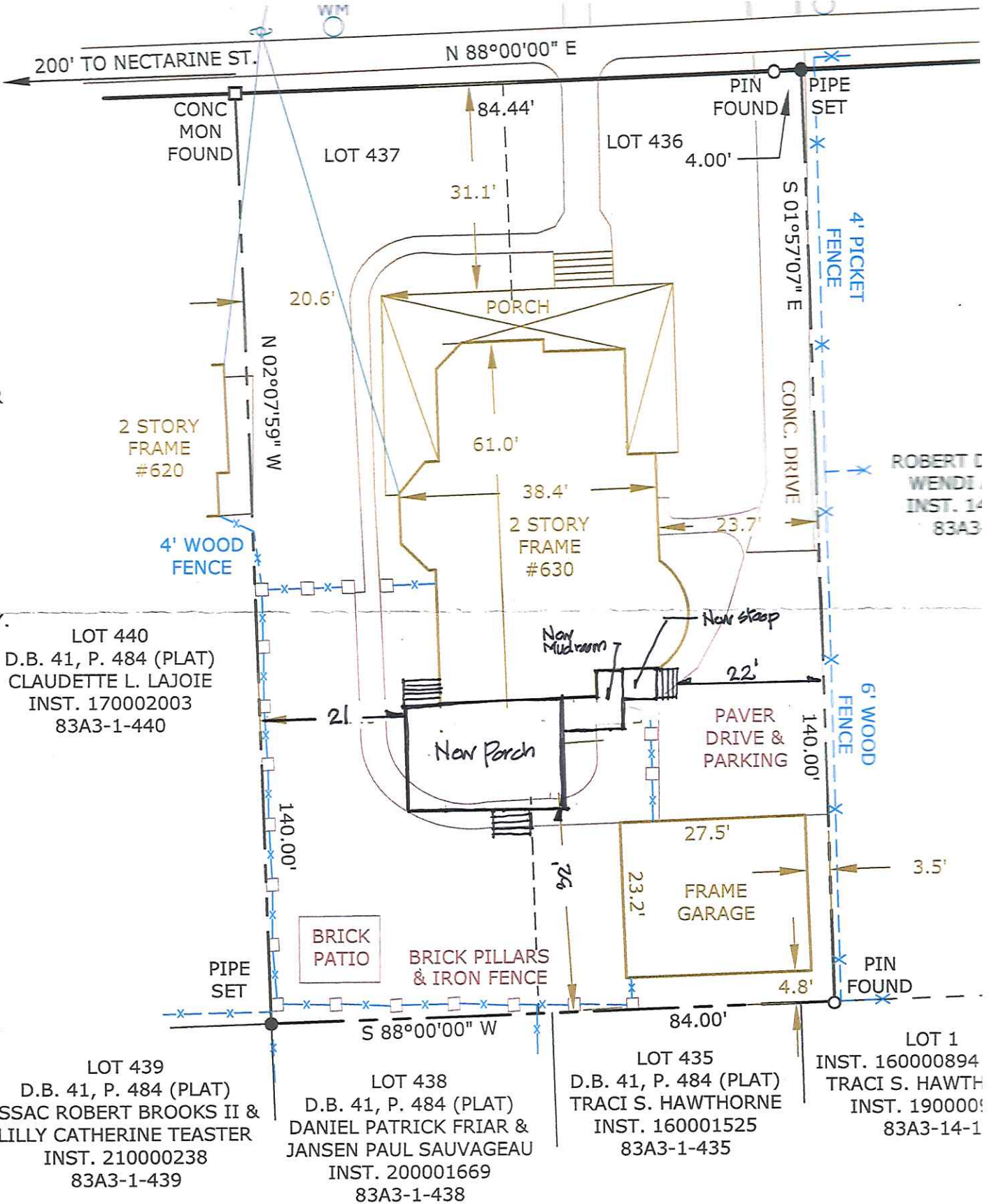
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ERENCE:
340 (PLAT)
484 (PLAT)

,791 SQ. FT.



Proposed Site Plan.

SURVEY OF PROPERTY OF
**STEVEN J. KEELER &
KATE OBENSHAIN KEELE**
LOCATED IN THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTH HAMPTON COUNTY VA.
SCALE: 1"=20' JULY 23, 2021



FRONT OF HOUSE FROM TAZEVELL AVE



RIGHT SIDE [WEST SIDE] OF HOUSE



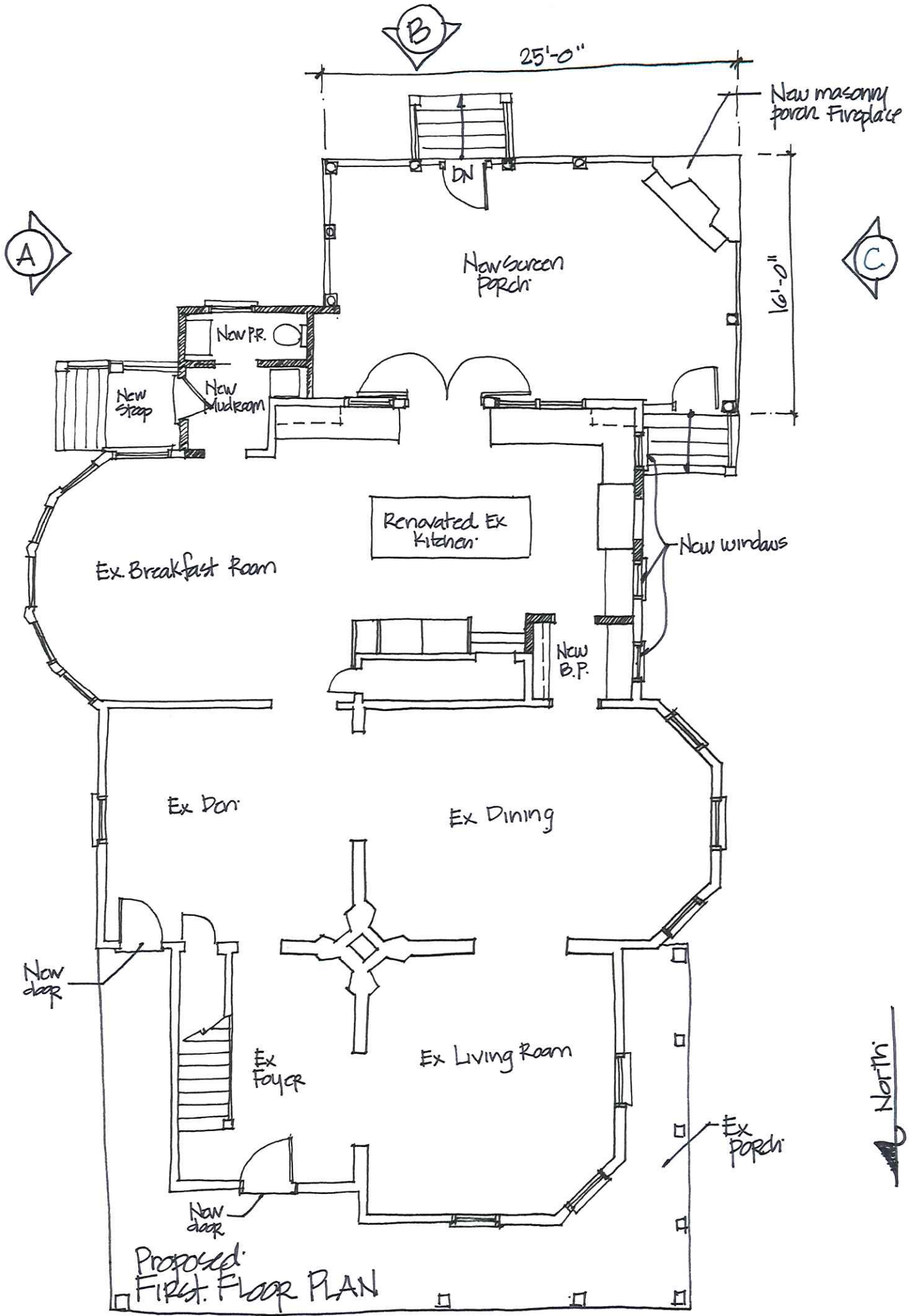
LEFT SIDE [EAST SIDE] OF HOUSE FROM DRIVEWAY

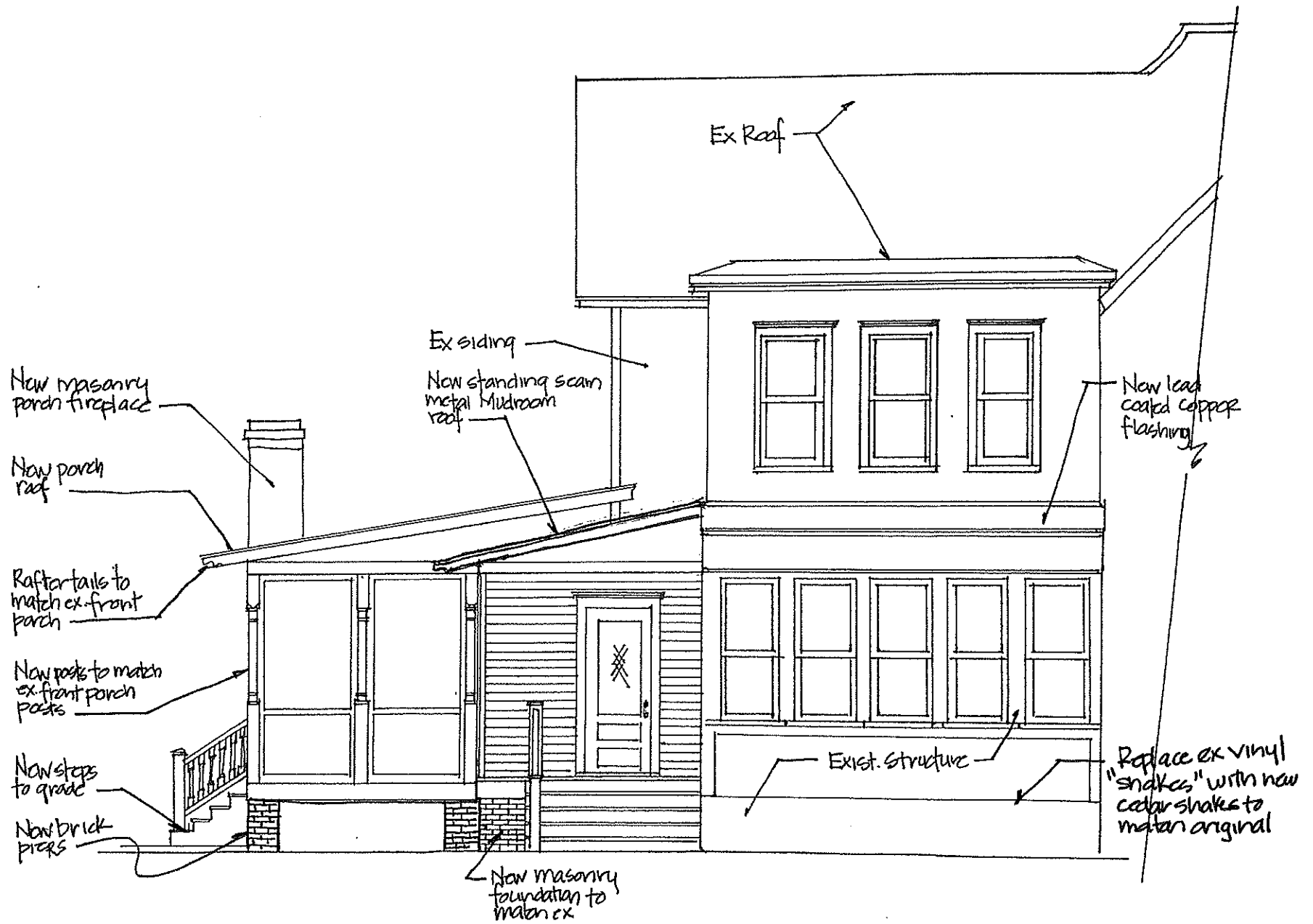


REAR OF HOUSE - SOUTH SIDE

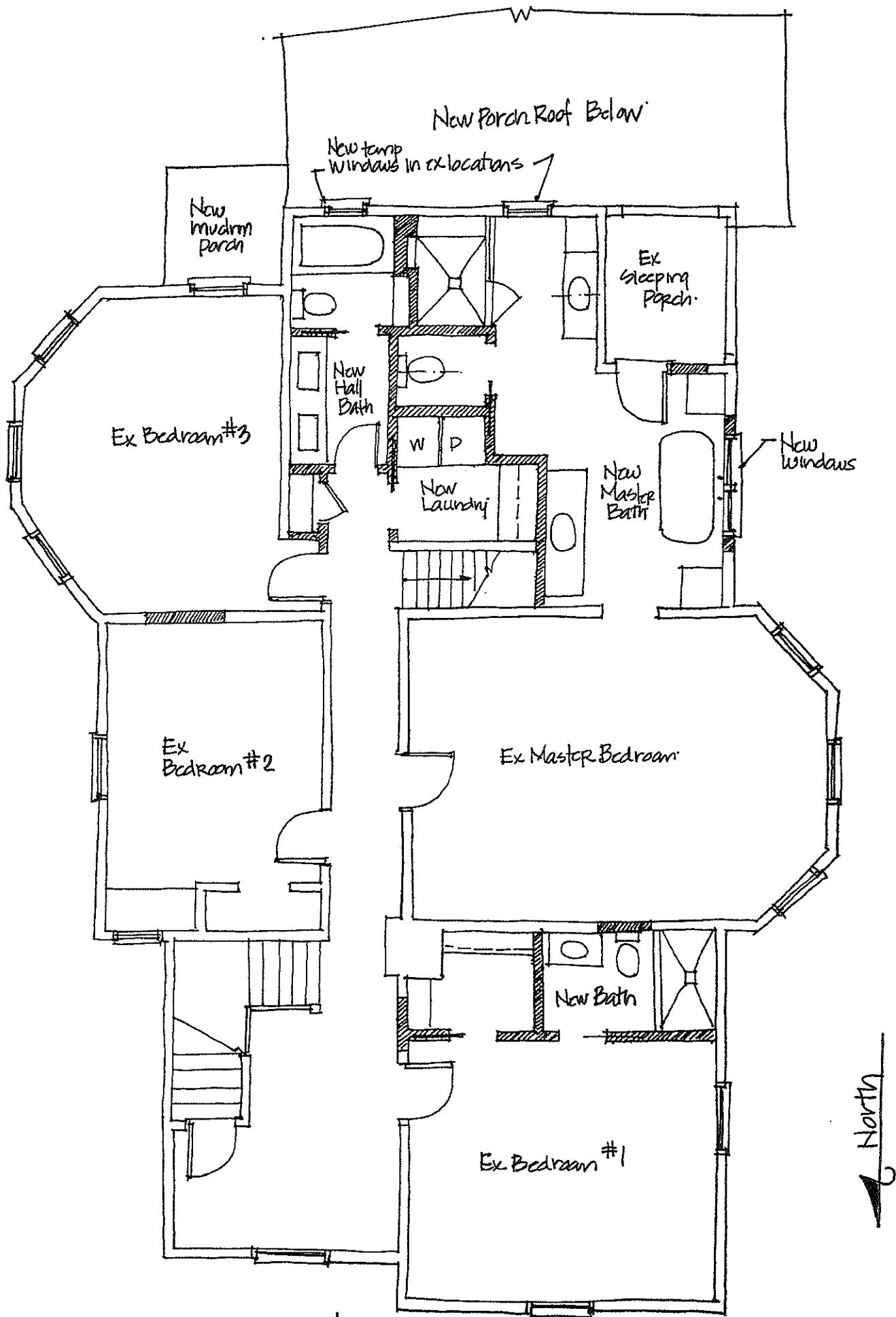


EXISTING FRONT DOOR TO BE REPLACED

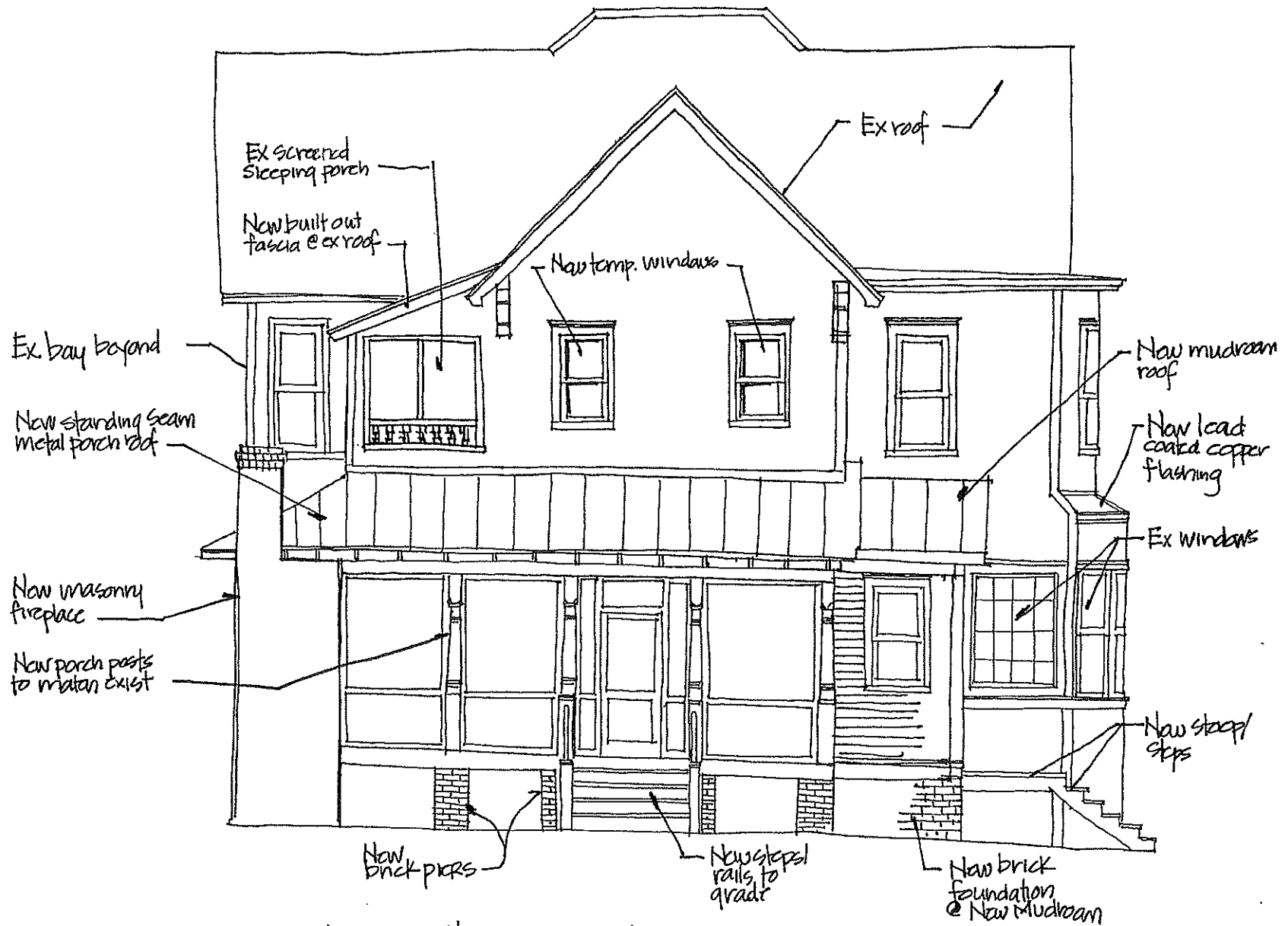




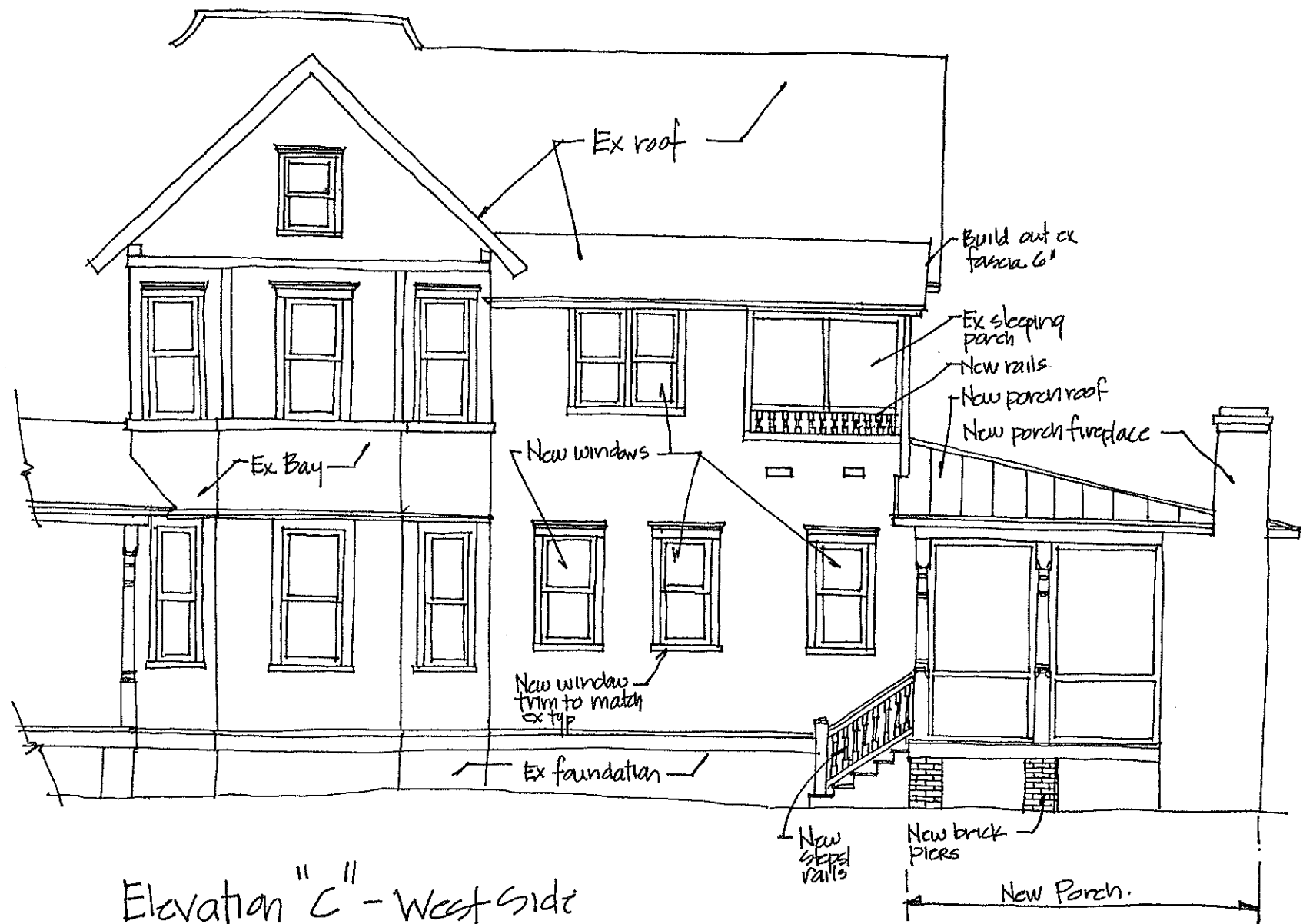
Elevation "A"



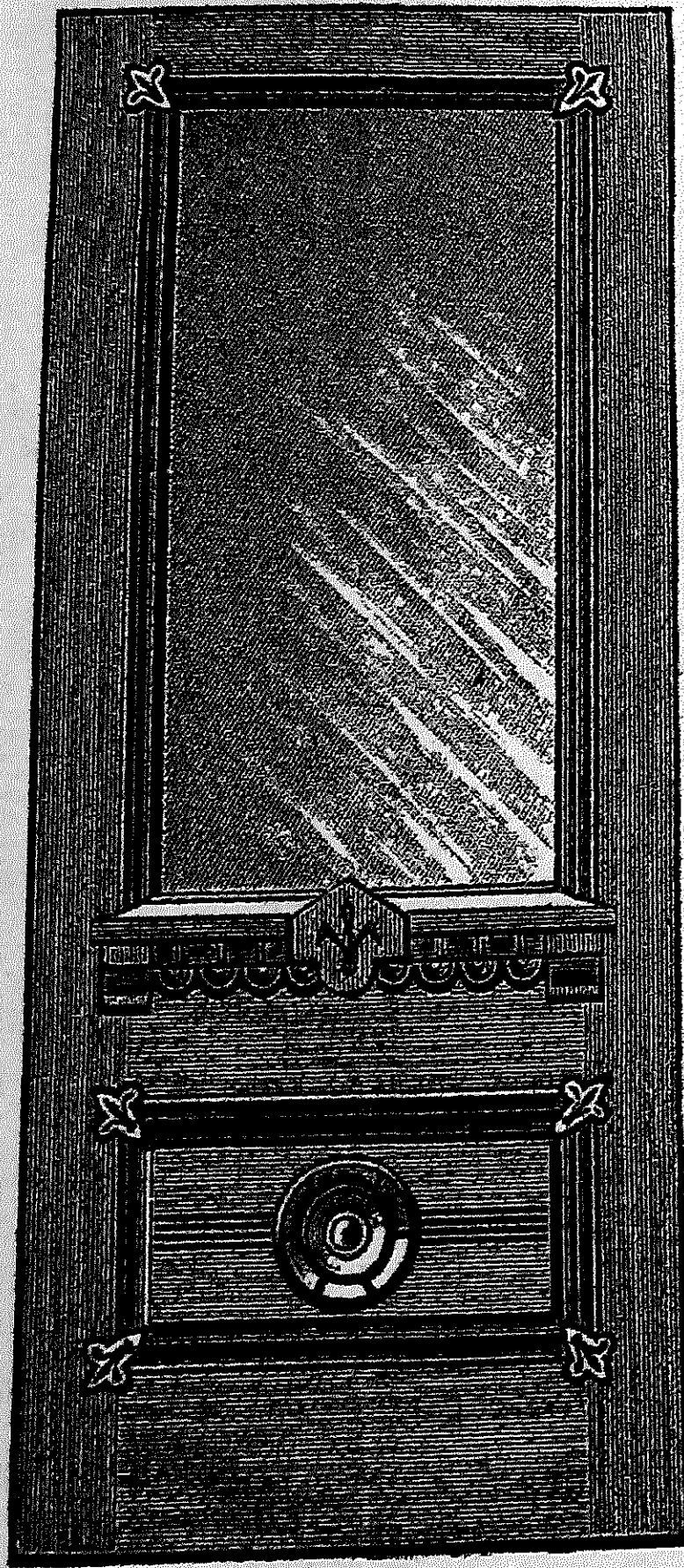
Second Floor Plan



Elevation "B" - South/Rear.

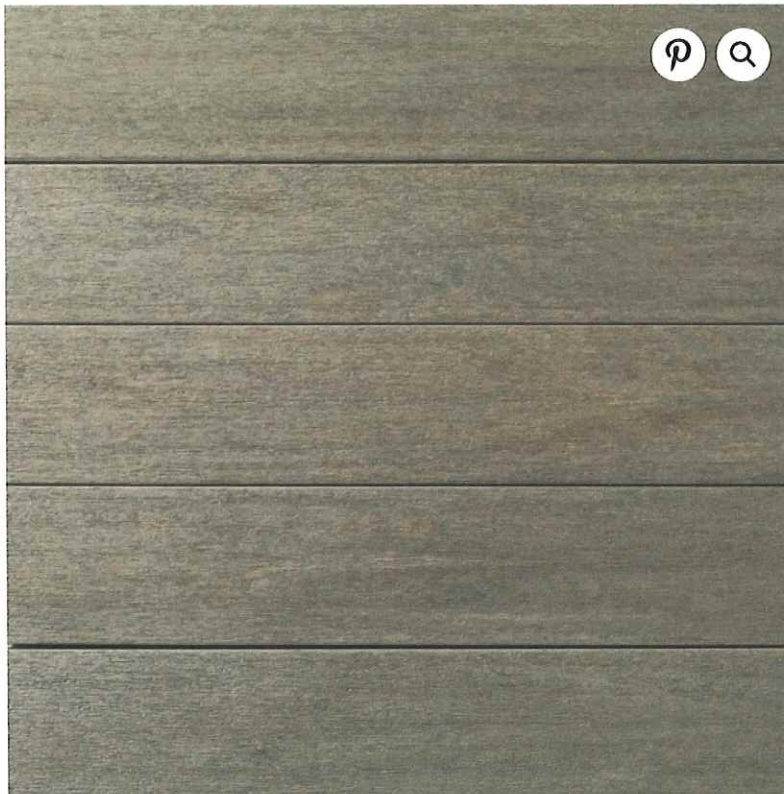


Elevation "C" - West Side



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

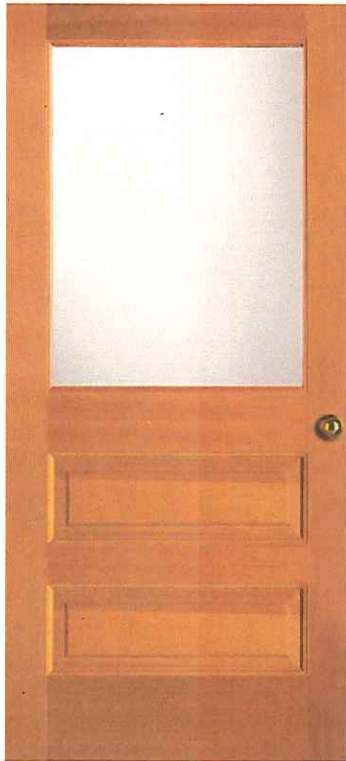
☒ 2' Sample

☐ 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

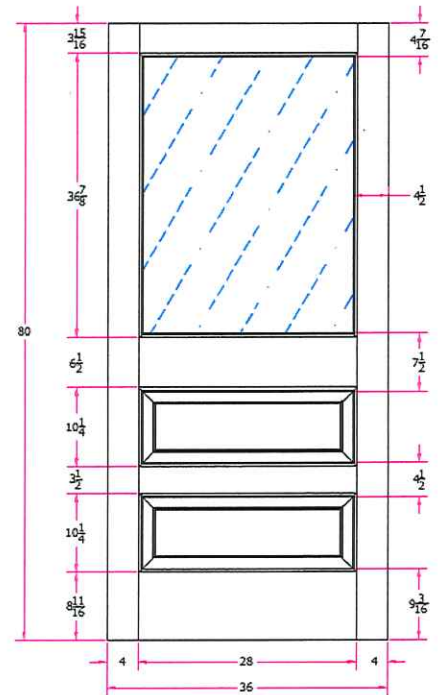


Glass Options



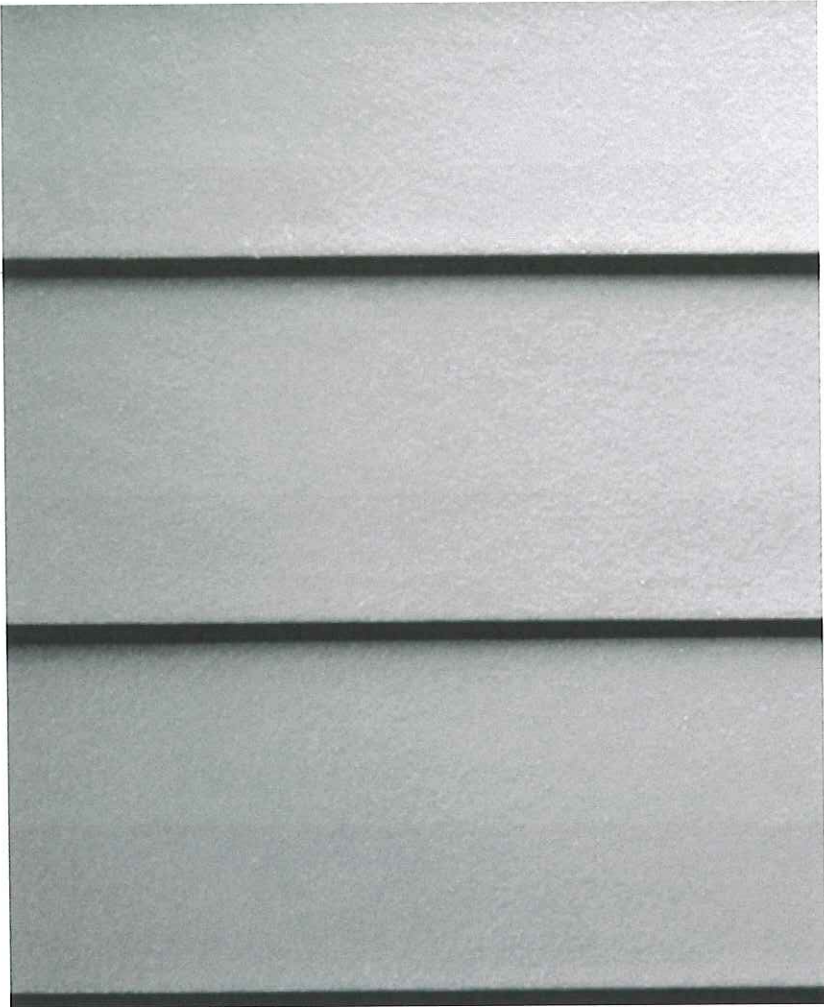
Privacy Rating: 1

DETAILED DRAWING



Proposed Mudroom and Side Porch door

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 >

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.

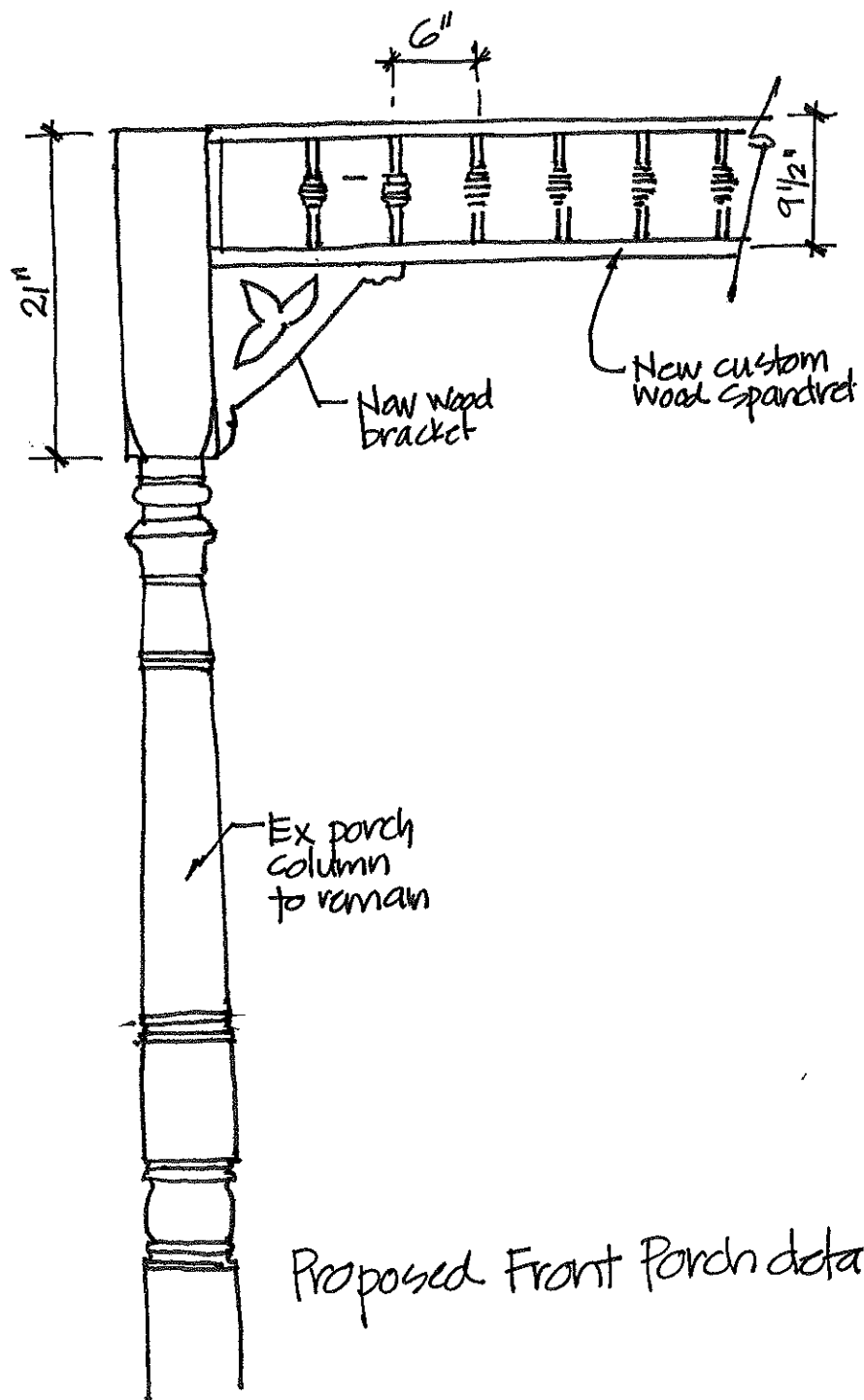
[VIEW DESIGN OPTIONS](#)

FOR THE PROS

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

[TECHNICAL SPECIFICATIONS](#)

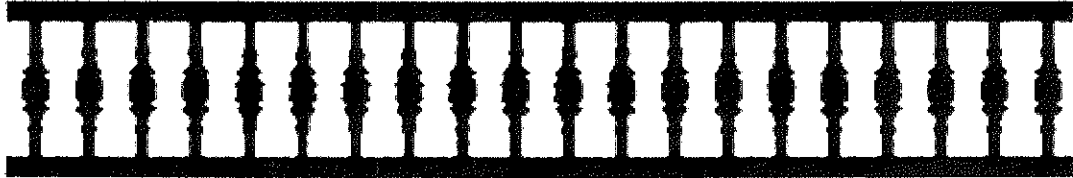
New windows





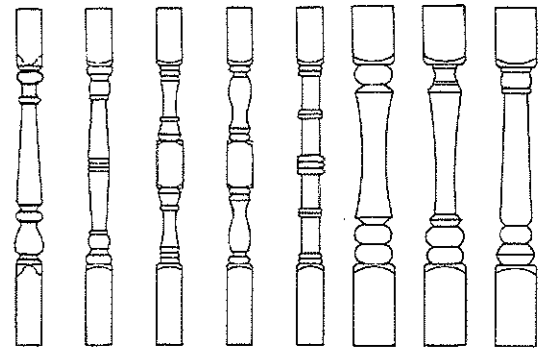
[Close this window](#)

Spool Spandrel

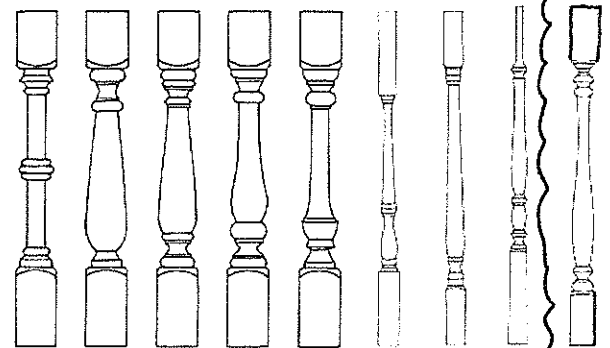


[Close this window](#)

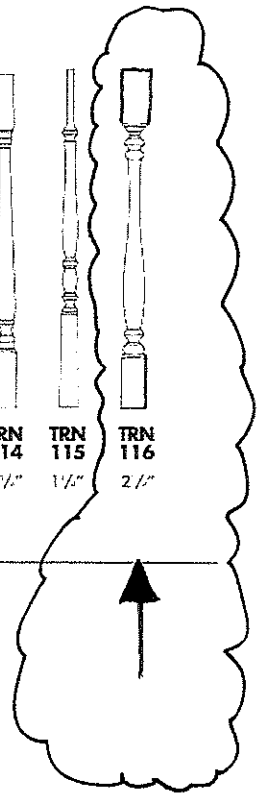
All turned balusters are 29" high.



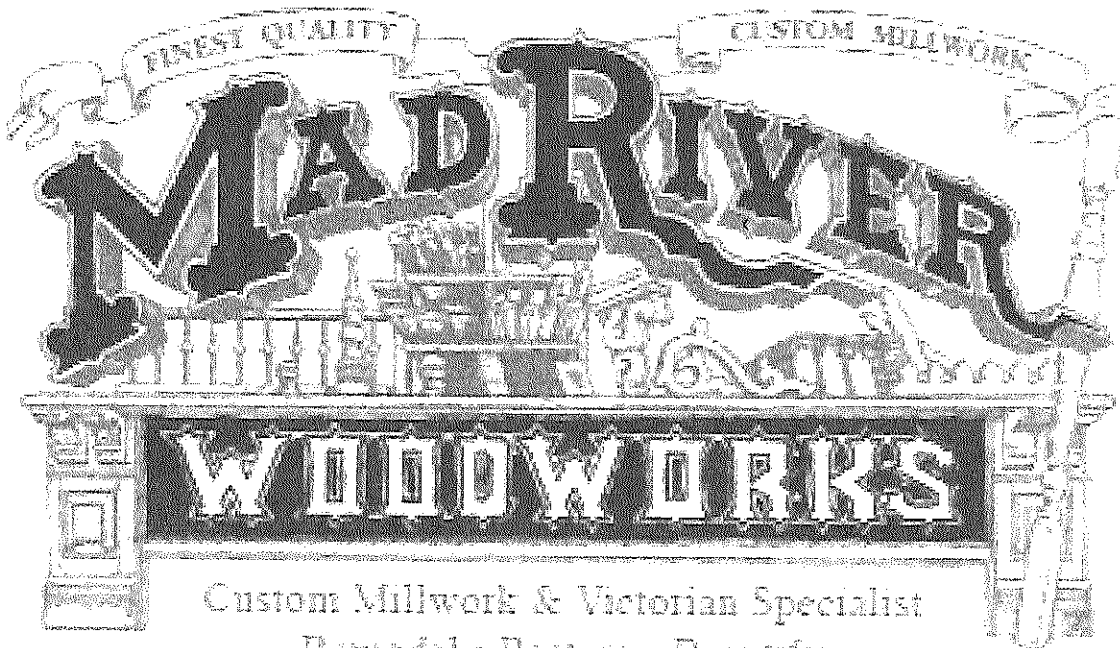
TRN 100	TRN 101	TRN 102	TRN 103	TRN 104	TRN 105	TRN 106	TRN 107
2 1/4"	2 1/2"	2 1/2"	2 1/4"	2 1/2"	3 1/4"	3 1/2"	3 1/2"



TRN 108	TRN 109	TRN 110	TRN 111	TRN 112	TRN 113	TRN 114	TRN 115	TRN 116
3 1/2"	3 1/2"	3 1/2"	3 1/4"	3 1/2"	1 1/4"	1 1/2"	1 1/4"	2 1/2"



New porch
balusters



Custom Millwork & Victorian Specialist
Remodel • Restore • Beautify



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 19, 2021

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

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: October 14, 2021

There are 2 items that have been raised since our September 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. 512 Monroe Avenue –replace old steps and side door with same – approved (documentation and photos provided), per Section 8.16 (B)
 - b. 215 Monroe Avenue – add roof shingle layer – approved per Section 8.16 (B)