

Historic District Review Board

Regular Meeting Agenda

Cape Charles Civic Center

November 16, 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
 - B. Approval of Minutes:
 1. May 18, 2021
 2. June 8, 2021
 3. June 15, 2021
 4. July 20, 2021
 5. August 17, 2021
 6. September 21, 2021
 7. October 19, 2021
5. **Unfinished Business**
 - A. 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
6. **New Business**
 - A. **ROOF REPLACEMENT:**
 1. 101 Tazewell Avenue: Karen & William Lowe – Certificate of Appropriateness to replace roof on accessory structure (garden shed).
 - B. **RENOVATION, MINOR:**
 1. 524C Washington Avenue: Michael Jordan – Pre-Application/Certificate of Appropriateness to install a 6' x 10' (60 ft.) accessory structure
 - C. **MODIFICATION TO APPROVED Certificate of Appropriateness**
 1. 524/526 Peach Street: Tracey Deal & William Tsapatsaris – Modification to Certificate of Appropriateness to replace all of the siding and all of the windows.
 - D. **RENOVATIONS, ADDITIONS, & NEW CONTRUCTION**
 1. 214 /216 Strawberry Street: Ryan & Amanda Marable and Josh & Stacey Newton – Certificate of Appropriateness for renovations, including wooden porch railings, repair wood frames on windows and doors, roof porch, fence repairs and replacement, and addition of two 8' x 8' accessory structures (sheds), and after-the fact approval for front stair replacement.
7. **Other Business**
 - A. Report from Interim Zoning Administrator Katie Nunez
 - Status Report on Violations
 - 542 Jefferson Avenue (building demolition)
 - 231 Mason Avenue (roof sealant/painting on adjacent building)
 - Appointment of HDRB Member to the Harbor Area Review Board
8. **Adjourn**



DRAFT HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
May 18, 2021
6:00 p.m.**

At 6:00 p.m., Chairman Edward Wells, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Edward Wells, present were Kathy Glaser, Michael Strub, Herb Thom. Martin Mayer was not in attendance. Also, in attendance were Town Planner Ben Sullivan, Zoning Administrator Katie Nunez, Town Clerk Libby Hume, Planning Technician Tracy Outten, and the applicants. There was one member of the public in attendance and 13 viewers on Facebook Live.

Ed Wells started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

Tracy Outten read comments that were submitted prior to the meeting. (Please see attached.)

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

CONSENT AGENDA:

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

Motion made by Herb Thom, seconded by Kathy Glaser, to accept the minutes from the March 16, 2021 Historic District Review Board Special Meeting via Electronic Communications, the April 2, 2021 Historic District Review Board Commercial – 3 District Special Meeting via Electronic Communications, the April 20, 2021 Historic District Review Board Special Meeting via Electronic Communications, and the April 28, 2021 Historic District Review Board Special Meeting as present. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *After the fact Application for a Certificate of Appropriateness at 315 Randolph Avenue – to install new railing on the front porch, replace a rear door, and add steps and a landing on a two-story single-family detached dwelling.*

Gia Owens, applicant, explained that the renovations were started on the home without getting the proper approvals and permits because she was unaware that any permissions were needed. A stop work order was issued and now, she was trying to make sure all paperwork was filed correctly. Ms. Owens apologized.

Discussion and questions were as followed: (i) Kathy Glaser said the sidewalk was being laid this morning. Katie Nunez said that was not part of the proposed work being discussed; (ii) Michael Strub asked if there would be one or two steps for the landing and if the applicant was confident the door could be matched. Gia Owens answered there would be two steps and then the landing, and yes, the door would be matched; (iii) Kathy Glaser asked if just one rear section of the roof was replaced; no, the whole roof was replaced through an administrative approval; and (iv) Edward Wells stated that a standard door was not any comparison to a wood door. Kathy Glaser agreed and said it would be okay to leave the door but if replaced the door needed to be an exact match.

Motion made by Michael Strub, seconded by Herb Thom, to approve the after the fact Certificate of Appropriateness at 315 Randolph Avenue to install new railing on the front porch, replace a rear door, add two steps and a landing on the two-story home on the condition that the railings and spindles for the front could be administratively approved. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 506 Tazewell Avenue – to install a 6 ft. pine fence.*

Katie Nunez stated that if a fence is to extend past the back corner of the house, the maximum height is four feet.

Ken Butta, applicant, explained that the fence would be four feet where it extended past the house, and six feet when adjacent to house.

Kathy Glaser asked how far the fence would wrap around the property. Ken Butta responded that it would wrap halfway back to front on the house.

Michael Strub asked if the fence would be six feet in places it was adjacent to the house, Ken Butta responded yes.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 506 Tazewell Avenue to install a pine fence on the condition of the fence would be four feet tall where it extended past the house, and six feet tall otherwise. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 538 Monroe Avenue – to install a 39" fence.*

Katie Nunez read the staff report regarding the property of 538 Monroe Avenue.

Sam Jones, applicant, thanked the Historic District Review Board and staff. He then stated that he would like to build a white picket fence that exceeds the required setbacks from the property line, allowing neighbors and himself to do maintenance. Applicant explained the fence was being built for the safety of his grandchildren and pets.

Michael Strub asked when the house was built. Sam Jones responded that the house was built in 1910.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 538 Monroe Avenue to install a fence, on the condition that the maximum height of the fence does not exceed four feet. The motion was approved by unanimous vote.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 9 Park Row – to install solar panels on the single-family detached dwelling.*

Katie Nunez explained that solar panels were being brought before the board to clear up inconsistencies in how the applications were reviewed and handled. In the past, one application was approved administratively while one was denied by the HDRB.

Discussion was as follows: (i) Herb Thom asked if this would set a standard for non-contributing structures seeking approval for solar panels; yes; (ii) Michael Strub stated that solar panels should be

placed where it causes the least amount of distraction; (iii) Katie Nunez stated that the application in review concerned a non-contributing structure and that the solar panels were already placed on the roof. It was also noted that some of the paperwork was incorrect in describing the location of the panels; (iv) Kathy Glaser read the Secretary of the Interior's Standards guidelines regarding solar panels on historic properties; and (v) It was determined that solar panel applications should be decided on a case-by-case basis, contingent upon non-contributing or contributing structures, placement of the panels, and visibility from the street; and (vi) Kathy Glaser thought that the solar panels change the appearance of the neighborhood.

Chad Wilkins, of Convert Solar, stated that he did not think the house was in the historic district because it was a new home, so permits were not needed. He then stated that Convert Solar installed the solar panels on the west side of the house.

Katie Nunez explained to the applicant that fees and permits needed to be issued and paid even though work has been done.

John McLaughlin, owner, thanked the board for their service and stated that he wanted to keep with the town's guidelines. He also stated that he thought the solar panel system fitted and looked nice.

Kathy Glaser said that the solar panels were minimally visible and that this type of work was of a sensitive manner.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 9 Park Row to install solar panels, with the conditions as follows: (1) the house was a non-contributing structure, (2) the panels match the roof pitch, and (3) materials matched. The motion was approved by unanimous vote.

D. *Pre-Application/Application for a Certificate of Appropriateness at 546 Randolph Avenue – to restore porch railing.*

Jerry Harris, applicant, explained that he would like to reinstall the railings on the front porch that the previous owner removed.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 546 Randolph Avenue to restore the porch railings with the following conditions: (1) railings would meet the building code parameters and (2) do not disturb the details of the columns. The motion was approved by unanimous vote.

E. *Pre-Application/Application for a Certificate of Appropriateness at 509 Harbor Avenue – for replacement of siding, shutters, and trim.*

LouEllen Blackwelder, applicant, explained that she would like to replace the existing vinyl siding and shutters.

Kathy Glaser asked what was under the siding, Styrofoam, and insulation board. What was under that; original siding, believed to be wood.

Ed Wells states that original siding was not ten inches nor was existing siding. He then asked if the shutters were vinyl; yes and would like to replace with vinyl.

Kathy Glaser asked the size of the shutters; applicant did not have measurements.

Herb Thom asked if Double 5 siding would be used: yes.

Ed Wells clarified the vinyl must be .046 thickness.

It was stated that the trim material would be Azek.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 509 Harbor Avenue on the conditions that Double 5 vinyl siding with 0.046 thickness was used along with Azek material for all trim. The shutters were approved as presented. The motion was approved by unanimous vote.

- F. *Pre-Application/Application for a Certificate of Appropriateness at 214 Jefferson Avenue – to renovate the exterior on the single-family detached dwelling.*

Ann Easton, applicant, summarized the proposed renovations to the HDRB.

Michael Strub asked how old the building was; 1950s.

Kathy Glaser asked about the window details. The applicant answered that the outside would be fiberglass clad, the inside would be wood with a 3 pane look and the wood muntins would be inside the glass. Herb Thom stated that the window stool must be 1-3/4" – 2", there is a minimum casing width of 3-1/2".

Herb Thom said that the siding needs to be vinyl, 0.46 thickness, clapboard style Double 5.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 214 Jefferson Avenue to renovate the exterior of the single-family detached home with the following conditions: (1) the vinyl siding was Double 5 and 0.46 thickness; (2) minimum of 3-1/2" thick window trim; (3) 1-3/4" – 2" window stool; (3) the window casing would be Azek; and (4) the sunroom foundation should match the rest of the house. The motion was approved by unanimous vote.

- G. *Pre-Application/Application for a Certificate of Appropriateness at 635 Monroe Avenue – to replace a deck.*

Margaret (Buffy) Ostlund, applicant, explained the proposed deck.

Ed Wells and Michael Strubs asked where the roof pitch would end up hitting the house, above the metal eyebrows inside the porch area. It was stated that the roof must be a foot above said eyebrows.

Herb Thom said that the deck boards need to run perpendicular from the house, so that they contribute a picture frame shape.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 635 Monroe Avenue to replace the deck based on the presented materials, roof pitch, and screen placement (outside of the railing). The motion was approved by unanimous vote.

- H. *Pre-Application/Application for a Certificate of Appropriateness at 211 Mason Avenue – to renovate the exterior and install a sign on a commercial building.*

Claudine Pierce, applicant representative, summarized the proposed project and stated that the masonry would be replaced, or stucco would be used if the masonry was too damaged. The replacement of a rear door and two windows were previously approved administratively due to security issues. She added that the owners did not wish to change the history of the building.

Ed Wells proposed that a solvent be used to remove the mastic. The owners would approach the original masonry by cleaning it and determining what needed to be repaired or replaced with stucco. The applicant representative asked the board to pre-emptively approve the stucco in case of unrepairable bricks so that they would not need to come back in front of the board once work commenced. Ed Wells suggested using a veneer brick.

Ed Wells brought up that the proposed sign would cover a detail in the middle of the wall. Kathy Glaser asked if the new sign could be placed where the old sign was so that it did not cover the detail. Ed Wells seconded that opinion.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 211 Mason Avenue to renovate the exterior on the commercial building and to install a sign with the conditions that the board be made aware when the condition of the bricks is determined and that the sign height is lowered. The motion was approved by unanimous vote.

- I. *Pre-Application/Application for a Certificate of Appropriateness at 301 Mason Avenue – to remodel and renovate second floor and addition of column supported porch above existing front entry and addition of “Juliette” style balconies on a commercial building.*

Chris Elam, representative, described the renovations and stated that offices were being converted into apartments. He added that the front outer windows were going to be replaced, but the center window would remain.

Ed Wells reminded the group that this property was formerly the Savage Drug Store.

Herb Thom said that the Strawberry Street side of the building tied into the aesthetic across the street, but that the proposed changes to the front of the building would not fit in.

Discussion on the windows was as follows: (i) The proposal changes the width of each window by 15” in each direction and eliminates a detail on the Strawberry Street side; (ii) Ed Wells stated that he was glad they were keeping the sizes of the front windows the same. He then asked about the material of the cantilever, which was a shallow wood fascia. Third, Ed asked about the full light doors; (iii) Herb Thom suggested leaving the original doors in if they were not being used. The representative responded by saying the new doors would let in more light and improve the look of the building. Ed Wells suggested installing French windows on the Strawberry Street side of the building; and (iv) It was stated that the front of the building would maintain the original window design, and the railing of the balcony could be changed so that the street level was not obtrusive.

Michael Strub raised a concern that the Marque will not be visible with the proposed balcony.

Motion made by Herb Thom, seconded by Michael Strub, to defer the meeting to no later than June 11, 2021 when a modified proposal was submitted. The motion was approved by unanimous vote.

- J. *Pre-Application/Application for a Certificate of Appropriateness at 426/428 Randolph Avenue – to construct a new addition and restore an existing porch on a duplex.*

Ed Eichman, representative, gave a history of the project and went through the proposed renovations and additions.

Ed Wells questioned why the proposal was for a metal roof and suggested a composite material instead. The porch needs to be further evaluated.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 426/428 Randolph Avenue to continue with a composite or painted wood fascia and freeze board, as well as the standing seam metal on the roof. The motion was approved by unanimous vote.

- K. *Pre-Application/Application for a Certificate of Appropriateness at 425 Randolph Avenue – to renovate the exterior on the single-family detached dwelling.*

Claudine Pierce, representative, stated that the structure was built in 1890 and summarized the application. She stated that the completed project would be a brick stoop and stairs with 3 risers.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 425 Randolph Avenue to renovate the exterior on the single-family detached home as presented. The motion was approved by unanimous vote.

- L. *Pre-Application for a Certificate of Appropriateness at 524/526 Peach Street – to raise and add new foundation to the house, 420 sq. ft. addition on rear of house; add handrails and steps to front porch.*
Bill Tsapatsaris, applicant, explained that the house was sinking. He stated that it was built in the 1930s but that he found two different dates.
Kathy Glaser asked if the house had a deck, no.

The board requested that the following information be provided: (1) elevation drawings of the house; (2) the roof line and pitch; (3) all proposed new windows and doors; and (4) more overall detail/clarity on the proposed changes.

Kathy Glaser stated that the windows in the proposal were different than those on the existing structure. Ed Wells inquired if the applicant was trying to add windows; yes. The board said the new windows must align with the original windows.

- M. *Pre-Application for a Certificate of Appropriateness at 618 Randolph Avenue – to renovate the exterior, remove the chimney, and rebuild the addition.*
Jeff Palmore, applicant, briefly described the proposed renovation, including the plan to raise a window on the back of the house to be able to achieve a hip roof. He also presented the letter from the structural engineer suggesting the complete removal of the chimney from the house.

Discussions were as follow: (i) Herb Thom said that chimneys could be repaired. Kathy Glaser responded by reminding him that there was an engineering report stating that the chimney and addition did not have proper support. Herb Thom stated that the engineer did not evaluate the structure of the house, and that a way to save at least part of the chimney could be found. Kathy Glaser said it was a safety issue; (ii) Herb Thom asked about the shutters on the windows. They have been determined not to be historic. The applicant stated that they would like to reconstruct the window at the top of the house; and (iii) Ed Wells asked about the material of the stairs. The applicant responded that they were brick covered with cement, and that they would be repaired. He then asked if the window casing would be wider. Yes, because it would make the house look better. Ed Wells inquired about the front door. The applicant said it would be replaced by one with lights at the top. Ed Wells asked if the window on the lower level was added, no might be original.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 618 Randolph Avenue to renovate the exterior, remove the chimney, and rebuild an addition on the single-family detached home as presented, including the removal of the chimney. The motion was approved by majority vote with Herb Thom opposing.

OTHER BUSINESS:

There was no other business.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Kathy Glaser, seconded by Michael Strub, to adjourn the May 18, 2021 Historic District Review Board Regular Meeting at 9:31 p.m. The motion was unanimously approved.

DRAFT



DRAFT HISTORIC DISTRICT REVIEW BOARD

**Special Meeting
Cape Charles Civic Center
June 8, 2021
10:00 a.m.**

At 10:00 a.m., Chairman Edward Wells, having established a quorum, called to order the Special Meeting of the Historic District Review Board (HDRB). In addition to Edward Wells, present were Martin Mayer, Michael Strub, Kathy Glaser, and Herb Thom. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, and the applicant. There were 2 members of the public in attendance and 10 viewers on Facebook Live.

PUBLIC COMMENT:

There were no public comments to be heard.

UNFINISHED BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness for 301 Mason Avenue – to remodel and renovate the second floor, the addition of a column supported porch above the existing front entry, and the addition of “Juliette” style balconies on a commercial building.*

Chris Elam, representative and architect, elaborated on revisions made as follows: proposed balconies would have single swinging doors that fit in the existing opening to keep the current masonry details and still have the Juliette style balcony; the Juliette style balcony would have approximately a 6” projection; removal of ground floor railing; and 8x8 columns.

Herb Thom asked about the ground level separation, currently in place due to ABC laws; it would be replaced by planters, nothing permanent, with the existing railing being removed.

Ed Wells asked if the dimensions of the projection would stay the same as they currently are; yes, to match the canopy with the added columns.

Herb Thom inquired about the variations in the width of the openings for windows. The applicant stated that they planned to fit the windows and doors as closely as possible to the existing ones. They plan to leave the brick wall as-is but may need to change the jam which would not manipulate the brick.

Michael Mayer stated that he was struggling to read the dimensions of the canopy and asked if it would be 8x6; keeping it as-is on side and front of building.

Ed Wells asked if the current muntin configuration could be maintained as it would be nice to keep the existing 2 over 2 muntin. The applicant responded that maybe they could add the pattern because the door design is fully customizable. Martin Mayer then commented that the provided drafts showed 2 over 2 windows. The applicant stated that the windows could be 2 over 2 still but the doors might be different.

Michael Strub voiced that he wanted both Lemon Tree and the theater to prosper, but he did not want the theater marquee to be blocked by future work. There was then a brief discussion of the history of the property, including the fact that the second floor used to be an opera house.

Ed Wells admitted to struggling with the whole concept of a balcony, having read the HDRB guidelines regarding expanding living spaces in commercial buildings.

Martin Mayer commented that the building had been changed substantially over the years and asked to what year should the Board hold the alterations.

Ed Wells stated that the trees may obscure the balcony.

Kathy Glaser reiterated that the Board was concerned about the front balcony and the visualization of the theater sign.

Michael Strub again stated that the architecture had been altered many times.

Herb Thom said that when the building changed from a drug store it ruined the structure. He questioned when, if ever, they should stop the changing town from losing its historic features. Herb Thom stated that he loves the presented concept and that it would not distract from the town.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the Certificate of Appropriateness at 301 Mason Avenue to remodel and renovate the second floor, the addition of a column supported porch above the existing front entry, and an addition of the “Julliette” style balconies on the commercial building as amended. The motion was approved unanimously.

NEW BUSINESS:

There was no new business.

OTHER BUSINESS:

There was no other business.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Ed Wells to adjourn the June 8, 2021 Historic District Review Board Special Meeting at 10:31 a.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern



DRAFT HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center**

June 15, 2021

6:00 p.m.

At 6:00 p.m., Chairman Edward Wells, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Edward Wells, present were Michael Strub, Herb Thom, and Martin Mayer. Kathy Glaser arrived after roll call. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, Town Clerk Libby Hume, and the applicants. There were 2 members of the public in attendance and 19 viewers on Facebook Live.

Ed Wells started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

There were no public comments to be heard.

CONSENT AGENDA:

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

UNFINISHED BUSINESS:

- A. *Pre-Application for a Certificate of Appropriateness at 524/526 Peach Street – to raise and add a new foundation to the house, build a 420 square foot addition on the rear of the house, and add handrails and steps to the front porch.*

Bill Tsapatsaris, applicant, stated that the new windows would be 1 over 1, not 6 over 1 as indicated in the architectural drawings.

Katie Nunez said that zoning ordinances have been met.

Martin Mayer asked for clarification on the roof. It will be completely done, including the addition.

Motion made by Michael Strub, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness for 524/526 Peach Street as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 621 Plum Street – to replace the existing roof with a metal roof.*

Paul Spady, applicant, stated that he would like to change his roof material to metal.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 621 Plum Street as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 4 Tazewell Avenue – to replace a third-floor window.*

Bruce Gittinger, applicant, explained that he had been dealing with the problematic window for years and would like to keep the option open to replace it, but that it would be more probable they would have to shorten the window.

Kathy Glaser clarified that the original window would be replaced by a 32" 6 over 1 window. Bruce responded that that was the goal.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 4 Tazewell Avenue as presented. The motion was approved by unanimous vote.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 616 Tazewell Avenue – to replace the siding, windows, and entrance on the rear porch (added in 1991).*

Linda Schulz, applicant, explained that the 1990 addition in the southeast corner with above screen porch needed to be replaced. This included siding, windows, a glass door, exterior molding, and trim.

Katie Nunez stated that the applicant had come before the board twice before and a stop work order was issued due to this project. All zoning ordinances had been met.

Martin Mayer asked if they were going to be replacing wood windows and siding with vinyl; Yes. It was clarified that the doors were interior, not exterior, and could not be seen from the street.

Kathy Glaser asked what kind of windows; double hung, vinyl clad.

Michael Strub asked if they were replacing a door with a sliding glass door and if it was completely different from the original; yes.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 616 Tazewell Avenue as presented. The motion was approved by unanimous vote.

- D. *Pre-Application/Application for a Certificate of Appropriateness at 518 Jefferson Avenue – to construct a 160 square foot shed.*

Ray Waldo, applicant, explained that he would like to purchase a shed for his back yard.

Ed Wells asked if it would be 160 square feet; Yes, and it was pre-built.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 518 Jefferson Avenue as presented. The motion was approved by unanimous vote.

- E. *Pre-Application/Application for a Certificate of Appropriateness at 602 Madison Avenue – to construct a deck on the rear and side of the house, to replace wood fencing with vinyl fencing, and to extend the porch.*

James Braxton, applicant, and William Baines, representative, explained that they would like to replace the existing wood fence with vinyl and construct a deck.

Ed Wells inquired about the materials of the deck and railing; treated lumber, painted.

Martin Mayer asked if part of the deck was not visible from the street; the fence can go up to 6' on Nectarine, then nothing would be visible.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 602 Madison Avenue with the following conditions: (1) addition to allow fence to go up to max of 6' on rear side of house, (2) pressure treated painted railing, and (3) zoning clearance approval. The motion was approved by unanimous vote.

- F. *Pre-Application/Application for a Certificate of Appropriateness at 515 Mason Avenue – to renovate the exterior (siding, windows, front door, front porch, and shutters); to construct a screen porch addition and rear second-floor addition; and to repair/renovate the foundation.*
Joseph William, applicant, went through the proposed application.

Michael Strub stated that there was no chimney.

Ed Wells said he did not see the shutters on the front of the original building; they were closed when the photo was taken. The applicant explained that the house was originally built as a hotel and the kitchen and modern addition were added on the rear.

Kathy Glaser clarified that they wanted a window instead of a door; the applicant went over all proposed windows and doors.

Ed Wells asked about the deck material; Azek tongue & groove. He then pointed out the roof over the porch was metal, while it was shingle on the main house. Finally, he asked if the porch would have a railing, no.

Further discussion about windows was as follows: (i) Kathy Glaser asked about the embellishment on the windows; it was an Azek cap. (ii) Ed Wells asked about the side casing; applicant not sure yet. (iii) Herb Thom asked if there would be a windowsill; yes, 1-3/4" to 2". (iv) Ed Wells stated that the casing must be at least 3-1/2", as that is standard size.

Michael Strub asked if the pitch of the metal porch roof would increase; yes, it will come back in and be steeper.

Martin Mayer asked if all existing siding would come off as part of this project; yes, it is currently a hodgepodge of different sidings. The applicants explained that they will try to maintain as much of the original frame as they can.

Kathy Glaser asked if they were applying for historic tax credit; the applicants responded that they may investigate it.

Ed Wells asked if the shutters were wooden or vinyl; wood. Ed Wells then commended the applicant for this choice.

Ed Wells inquired about the rear of the structure. The applicant described the proposed work and 6/12 pitch of the roof.

Kathy Glaser asked if there would be windows in the second-floor addition; yes, but they are hard to tie in without a better elevation drawing of the proposed work. Kathy Glaser then asked about the screen porch; it will be the same as the front porch.

Katie Nunez requested the following information from the applicants: (1) elevation drawings of the rear of the property, (2) a complete site plan, and (3) the exact window specifications.

- G. *Pre-Application/Application for a Certificate of Appropriateness at 624 Jefferson Avenue – to add 375 square feet to the rear of the house.*

Katie Nunez read the staff report and asked for Board input as the applicant was not in attendance.

The Board determined they needed more information and requested a list of materials.

- H. *Pre-Application/Application for a Certificate of Appropriateness at Lot 168, corner of Jefferson Avenue and Plum Street – to construct a 2,714 square feet, two story single family residence with a 544 square foot detached garage with finished space above; a two story front porch; and screened rear porch.*
Joseph and Deborah Moore, applicants, and Bill Doughty, contractor, went through the proposed home and garage.

Katie Nunez stated that they were looking to amend the garage to 624 square feet.

Herb Thom commented that the builder did a great job on Tazewell Avenue.

The applicant thanked Katie Nunez.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for Lot 168 on the corner of Jefferson Avenue and Plum Street as presented. The motion was approved by unanimous vote.

- I. *Pre-Application/Application for a Certificate of Appropriateness at Lot 561, corner of Randolph Avenue and Nectarine Street – to construct a new 2,072 square feet single family residence and a 350 square feet accessory structure.*

Justin and Christy Walker, applicants, went through a brief materials list for the proposed house. It included: cement board siding, 6” trim cap in top of windows, 4” trim cap on the sides and bottoms of windows, brick pillars between the main house and secondary building, and asphalt fiberglass shingles.

Herb Thom asked for more information about the windows. Kathy Glaser suggested looking at the previous application. Martin Mayer requested a materials list.

Katie Nunez recommended that the applicants read the staff report and requested the following information: (1) a materials list and (2) a site plan.

OTHER BUSINESS:

- A. *12 Strawberry Street – installation of a mosaic at doorway.*

Katie Nunez explained the request.

The Board told Katie Nunez that administrative approval was sufficient.

- B. *725 Tazewell Avenue – shed material change.*

Herb Thom explained T1-11 to Kathy Glaser.

Motion made by Herb Thom, seconded by Ed Wells, to approve the material change for the shed at 725 Tazewell Avenue. The motion was approved by unanimous vote.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Martin Mayer, to adjourn the June 15, 2021 Historic District Review Board Regular Meeting at 7:24 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern



DRAFT HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
July 20, 2021
6:00 p.m.**

At 6:00 p.m., Chairman Edward Wells, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Edward Wells, present were Martin Mayer, Michael Strub, and Herb Thom. Kathy Glaser was not in attendance. Also, in attendance were Zoning Administrator Katie Nunez, Town Clerk Libby Hume, Planning Technician Tracy Outten, and the applicants. There were no members of the public in attendance and 35 viewers on Facebook Live.

Ed Wells started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

There were no public comments to be heard.

CONSENT AGENDA:

Motion made by Herb Thom, seconded by Michael Strub, to accept the agenda with an amendment to item number 7. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at Lot 561, corner of Randolph Avenue and Nectarine Street -to build a new 2,072 square feet single family residence and 350 square feet accessory structure.*

The Board stated that they have no further questions regarding this property.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for Lot 561, corner of Randolph Avenue and Nectarine Street, as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 114 Pine Street – to install a 3-foot-high fence in front and side yard & 6-foot-high fence in rear yard.*

Barrett Cree, applicant, said he had no further information to provide.

Motion made by Herb Thom, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness for 114 Pine Street as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 117 Strawberry Street – to install a roof-top, flush-mounted solar panels on southern roof face.*

Mark Usry, applicant, and a representative from Earth Heart Mid-Atlantic were present.

Herb Thom asked about the tree on the side of the Post Office; it will not be touched.

Katie Nunez stated that she would handle that in the future and consider trees.

Motion made by Michael Strub, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness for 117 Strawberry Street as presented. The motion was unanimously approved.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 201 Madison Avenue – to reframe and repair the accessory structure (garage) to provide for a new, automatic double garage door.*

Gallen Stockton-Moore, applicant, explained that they want to use the garage to park their car and a single door would provide easier accessibility.

Katie Nunez stated there were no zoning issues and that the garage was listed as a contributing structure on VGRIS.

Questions and discussion were as follows: (i) Herb Thom asked about the overall width; the applicant had not chosen yet. (ii) Michael Strub asked if there would be any substantial changes; not sure, maybe some. (iii) Ed Wells asked which of the current doors is the original; not sure, maybe the right side.

Herb Thom requested a drawing of the proposed door and its dimensions.

- D. *Pre-Application/Application for a Certificate of Appropriateness at 630 Tazewell Avenue – to renovate an existing two-story garage.*

Claudine Pierce, representative, described the proposed modifications.

Katie Nunez stated there were no zoning issues.

Motion made by Herb Thom, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness for 630 Tazewell Avenue as presented. The motion was unanimously approved.

- E. *Pre-Application/Application for a Certificate of Appropriateness at 406 Jefferson Avenue – to construct a 12' x 16' (192 square feet) shed and concrete pad on right rear of property, and a 6-foot fence in rear yard.*

Jennifer Hoyt, owner, described the shed.

Herb Thom asked if it was a vertical or horizontal fence; horizontal to match the neighbors.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 406 Jefferson Avenue on the basis of staff recommendation. The motion was unanimously approved.

- F. *Pre-Application/Application for a Certificate of Appropriateness at 227 Madison Avenue – to install an 8' x 10' prefab shed in the northwest rear corner of the property.*

Jeffrey Schroeder, applicant, said that the proposal was self-explanatory.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 227 Madison Avenue on the basis of staff recommendation. The motion was unanimously approved.

- G. *Pre-Application/Application for a Certificate of Appropriateness at 218 Washington Avenue – to install a 30' x 8' (240 square feet) shed in rear of property and a 4-foot-high fence running 64' in length along the east side of the property.*

Kevin Rech, owner, described the proposed fence and shed.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 218 Washington Avenue on the basis of staff recommendation. The motion was unanimously approved.

- H. *Pre-Application/Application for a Certificate of Appropriateness at 521 Mason Avenue – to renovate the front porch and rear porch.*

No applicant or representative of this property was present at this meeting.

Katie Nunez read the staff report and asked the Board if any additional information was needed.

The Board requests the dimensions of the posts being used.

- I. *Pre-Application/Application for a Certificate of Appropriateness at 220 Monroe Avenue – to remove windows on back exterior and replace with French doors, landing, and stairs.*

Stephanie Libby, applicant, stated that she was looking to install a sliding glass door and deck for egress out of the back of the house.

Ed Wells asked if the new door would be the same width as the existing windows; yes, the door will be 6/6 with 12” transom.

The Board requested the deck material and dimensions.

- J. *Pre-Application/Application for a Certificate of Appropriateness at Lots 81 & 84 on Strawberry Street – for a new two story 1,960 square feet single family residence with front porches.*

Spencer Custis, owner, described the application and it was determined that the zoning complied.

Ed Wells asked about the proposed materials list; it included 0.046 vinyl siding, rails, composite Trex decking, architectural shingles, and hard cement foundation.

Motion made by Herb Thom, seconded by Michael Mayer, to approve the application for the Certificate of Appropriateness for Lots 81 & 84 (on Strawberry Street) on the basis of staff recommendation. The motion was approved with Ed Wells voting in the negative.

- K. *Pre-Application/Application for a Certificate of Appropriateness at Lots 337 & 340 on Tazewell Avenue – for a new two story 2,738 square feet single family residence with front and rear porch.*

Jill and Ken Monarch, owners, explained that they would like to build a single-family home that will serve as their primary residence.

OTHER BUSINESS:

- A. *Report from Interim Zoning Administrator Katie Nunez*

Katie Nunez reported that there were 3 items she had approved since the last meeting (June 15, 2021):

1. 618 Washington Avenue – reroof – shingles to shingles.
2. 520 Madison Avenue – window substitution to a window casement on the second floor in order to comply with building code for egress.
3. 613 Peach Street – reroof – shingles to shingles.

- B. *Chair and Board member comments*

Ed Wells addressed the Board about a Town Council agenda item (Item A. Removal of Edward Wells from the Historic District Review Board).

Michael Strub asked if it would be up for discussion since it was just an agenda item.

Herb Thom asked why Paul Grossman did not stop Ed Wells if he was out of line or misbehaving.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the July 20, 2021 Historic District Review Board Regular Meeting at 7:13 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern



DRAFT HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
August 17, 2021
6:00 p.m.**

At 6:00 p.m., Chairman Edward Wells, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Edward Wells, present were Kathy Glaser, Michael Strub, and Herb Thom. Martin Mayer was not in attendance. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, and the applicants. There were 2 members of the public in attendance.

Ed Wells started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by Herb Thom, seconded by Kathy Glaser, to accept the agenda as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 201 Madison Avenue – to reframe and repair the accessory structure (garage) to provide for a new, automatic double garage door.*
Galen Stockton-Moore, applicant, revised the application to two single garage doors as submitted.

Motion made by Herb Thom, seconded by Michael Strub, to approve the Certificate of Appropriateness for 201 Madison Avenue as presented. The motion was unanimously approved.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 521 Mason Avenue – to renovate the front porch and rear porch.*
Josh Alvarado, contractor, described the renovation of the front and rear porches. There would be no change in the footprint or roofline, and they would use vinyl railings.

Ed Wells asked if they could use the original wood; no, it must be redone with new materials. Ed then asked if there were any historical photos of the property, no.

Herb Thom inquired about the brick stairs; they will be rebuilt in the same materials but with handrails. He then asked about the change to the skirting; it would be redone with a vinyl lattice.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the Certificate of Appropriateness for 521 Mason Avenue for the front & back porch, brick steps, skirting, and back porch railing. The motion was unanimously approved.

- C. *Pre-Application/Application for a Certificate of Appropriateness at Lots 337 & 340 on Tazewell Avenue – to build a new, 2-story, 2,738 square feet single family residence with front and rear porch.*
Ken Monarch, owner, asked if the Board had any questions.

Ed Wells pointed out that the 5/12 roof pitch does not conform and needed to be an 8/12 pitch instead. Katie Nunez apologized for having read it wrong and repeated that it needed to be an 8/12 pitch. There was further discussion about roof pitch of the garage.

Katie Nunez made the property owner aware of the adjacent property owner's drainage issue.

Motion made by Kathy Glaser, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness for Lots 337 & 340 on Tazewell Avenue on the condition that the main roof have an 8/12 pitch. The motion was unanimously approved.

D. *Pre-Application/Application for a Certificate of Appropriateness at 515 Mason Avenue – to renovate the exterior of house only, excluding the request for the second-floor addition and rear porch.*

Joseph Williams, applicant, described the project thus far including the second-floor addition and windows. Sean Ingram spoke about the windows as well; said he applauds the applicant for taking on the renovations.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 515 Mason Avenue as presented, except for the screen porch. The motion was unanimously approved.

NEW BUSINESS:

A. *Modification to Approved Certificate of Appropriateness at 324 Jefferson Avenue – to add an 8' x 34' back porch with side wraparound of 5' on each side and to increase size and height of back, right window.*

Jay Meadows, applicant, explained the rear porch.

Discussion and questions were as follows: (i) Michael Strub asked what type of house it was; four square. (ii) Kathy Glaser asked about if there was a sliding window; yes. She then asked if the others were double hung; yes. (iii) Ed Wells asked if it would be visible from the side; yes. Kathy Glaser said it would be tricky to see. Ed Wells suggested two double hung windows, then asked if the windows would have muntin; no, and it was approved that way. (iv) Ed Wells pointed out that the roof would use the same architectural shingles and flooring. Katie Nunez stated that the porch would be visible from the sides because it is a wrap-around.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 324 Jefferson Avenue as presented. The motion was unanimously approved.

B. *Pre-Application/Application for a Certificate of Appropriateness at 524C Washington Avenue – to install a 6' x 10' (60 sq ft) accessory structure.*

Katie Nunez stated that the applicant must provide all required documentation within a week.

C. *Pre-Application/Application for a Certificate of Appropriateness at 420 Randolph Avenue – to install skirting between the piers of the house.*

Tucker Van Dyck, applicant, stated that they would like to install skirting to keep out cats and other small animals.

Ed Wells asked what was originally there; nothing, the house was on the ground and then raised. Ed then asked if they were going to cover the brick piers; no.

Motion made by Michael Strub, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness for 420 Randolph Avenue as presented. The motion was unanimously approved.

- D. *Pre-Application/Application for a Certificate of Appropriateness at 635 Mason Avenue – to raise the roof by six feet in rear of house and add 200 square feet to the house.*

Katie Nunez explained that the applicant was seeking to add 200 square feet and raise& repair the roof.

The Board requested the following information from the applicant: (1) a detailed plan with roof pitches, (2) elevation drawings, (3) material lists, and (4) site drawings.

- E. *Pre-Application/Application for a Certificate of Appropriateness at 403 Madison Avenue – to construct a 2,200 square foot 2-story single family home with a detached garage.*

M.J. Golibart, applicant, stated that he would like to build a house with a large porch, and that there would be a garage.

Kathy Glaser asked about the dimensions of the porch; it would be 10' at the door and 12' at sides.

The following materials were discussed: vinyl double hung windows, architectural shingles, metal roof over the porch, vinyl siding reveal 7", and composite tongue and groove porch flooring.

Ed Wells said that the vinyl currently had a 7" reveal; the applicant stated that it might be a 5" reveal. Herb Thom questioned the thickness of the siding and suggested .046 thickness.

The Board requested that the applicants confirm the siding reveal and thickness.

- F. *Pre-Application/Application for a Certificate of Appropriateness at Lot 9 on Washington Avenue – to construct a 3,387 square foot, 3-story single family home with an accessory structure.*

Katie Nunez informed the Board that the Sharp's amended the original drawings to make the home 2-1/2 stories.

Kathy Glaser asked what the total height would be; the information was not available at that time because it could not be read. Katie Nunez suggested that bigger plans be provided.

Ed Wells asked if the Hardie board would be 7" or 7-1/4"; this information needs to be provided.

The window design was questioned; they will be 3/1 and the trim/casing will be Azek wood grain painted. Kathy Glaser asked about the depth of the sill; it was in one of the pictures. Katie Nunez stated that the windows in the drawings should be correct.

Ed Wells asked about the foundation of the home. It is cinderblock.

It was stated that the front step railing would be white vinyl composite decking and that the stairs would also be composite, using Trex.

Ed Wells then asked about the lattice in the drawings, and whether it was for ventilation; yes, it is for ventilation under the front porch.

Kathy Glaser said the railings should be white vinyl.

OTHER BUSINESS:

- A. *Report from interim Zoning Administrator Katie Nunez.*

Katie Nunez read the report.

John Hozey, town manager, stated that commonwealth preservation is a long process that will go well into next year before being finished.

- B. *Discussion of Proposed Revisions to HDRB By-laws.*
Katie Nunez asked the board to review and comment.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the August 17, 2021 Historic District Review Board Regular Meeting at 7:19 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern



DRAFT HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
September 21, 2021
6:00 p.m.**

At 6:00 p.m., Chairman Edward Wells, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Edward Wells, present were Martin Mayer, Michael Strub, Kathy Glaser, and Herb Thom. Also, in attendance were Zoning Administrator Katie Nunez, Town Clerk Libby Hume, Planning Technician Tracy Outten, and the applicants. There was one member of the public in attendance and 24 viewers on Facebook Live.

Ed Wells started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

There were no public comments to be heard.

CONSENT AGENDA:

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

UNFINISHED BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 515 Mason Avenue – to build a rear porch.*

Joseph Williams, applicant, explained the proposed rear porch.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 515 Mason Avenue as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 403 Madison Avenue – to construct a 2,200 square foot two-story single-family home with a detached garage.*

M.J. Golibart, applicant, explained the project and updated the Board that the siding was changed to Hardie.

Ed Wells expressed confusion as to how zoning comes into play because it rebuts what the guidelines state. Katie Nunez responded that zoning was a must-have, while guidelines were proposals.

Martin Mayer asked about the height of the garage; Katie Nunez said it was within zoning compliance.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 403 Madison Avenue as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 408 Randolph Avenue – to install a 6-foot wooden fence in back yard.*

Patrick Carey, applicant, explained that he would like to install a rear and side fence on his property.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 408 Randolph Avenue as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 220 Monroe Avenue – to remove the windows on the rear of the house and replace them with French sliding glass door and deck.*

Stephany Libby, applicant, explained that she was here two months ago, and the Board requested more detailed drawings, a materials list, and the proposed door.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 220 Monroe Avenue as presented. The motion was approved by unanimous vote.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 520 Randolph Avenue – to build an addition of 600 square feet with new siding, windows, and doors; to paint existing shingles to match siding of new addition.*

Kathleen Glaser, applicant, described the project: redoing the entire house and vacating a lot line due to a proposed addition extending beyond the lot. She also listed the materials. The applicant brought up the roof pitch – it is shallow (3/12) due to the windows above it. 3 dormers were added to the rear of the house that after it was built, so they would be removed as part of this project. They are not structurally sound, and they leak.

Ed Wells asked what the existing roof material was, asbestos shingles.

Herb Thom asked if the dormers are original; the applicant replied that no, they were added by the previous owners and then showed the Board a picture of them.

The applicant brought up the removal of a metal chimney, added by previous owners, and said they would keep the original brick one.

Martin Mayer asked for clarification on the work being done to the front porch. Kathy replied that there would be a new roof, along with the replacement of some rotted windows. They would use the existing frame with Azek trim and replace the small front door with one that is ADA compliant.

Katie Nunez stated that she would need clarification on the existing square footage and the new square footage before next meeting. Kathy responded that it will be provided and stated that it would be close due to a large building in the back of the property.

- D. *Pre-Application/Application for a Certificate of Appropriateness at 616 Strawberry Street – to replace the siding and front & side stoops; to replace the front door and remove door from shed.*

Jessica Coburn, applicant, stated that they were scaling back the original project to restore the existing property – adding new Hardie siding, replacing the stoops on the front and side, replacing the front door, and removing a door from the utility shed to use space from the interior.

Katie Nunez read the staff report regarding this property.

Herb Thom asked what the minimum square footage of the house was; 960 square feet. He then asked what the maximum was; 4,500 square feet. It was stated that it was considered legal non-conforming, and Katie Nunez assured the board that reducing the non-compliance status was appropriate.

Ed Wells asked if they would be using wood or vinyl shutter; wood and would replace with exact material and save what could be saved. Ed Wells stated that the Board needs to know the exact railing that would be used.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 616 Strawberry Street with the condition that the exact pictures of the handrail be provided to the Zoning Administrator. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez read the report.

B. *Discussion of Proposed Revisions to HDRB By-laws*

Martin Mayer brought up article 7-3 which states that the Chair can make a motion without having a second. It was decided to delete the second line of that article.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Kathy Glaser, to adjourn the September 21, 2021 Historic District Review Board Regular Meeting at 7:15 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern



DRAFT HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
October 19, 2021
6:00 p.m.**

At 6:00 p.m., Chairman Edward Wells, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Edward Wells, present were Michael Strub, and Herb Thom. Kathy Glaser was present over the phone. Martin Mayer was not present but provided written comments. Also, in attendance were Zoning Administrator Katie Nunez, Town Clerk Libby Hume, Planning Technician Tracy Outten, and the applicants. There was one member of the public in attendance and 34 viewers on Facebook Live.

Ed Wells started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

There were no public comments to be heard.

CONSENT AGENDA:

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

UNFINISHED BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 520 Randolph Avenue – to build a 600 square foot addition with new siding, windows, and doors; paint existing shingles to match siding of new addition.*

Katie Nunez read the staff report.

Kathy Glaser, applicant, corrected a statement she made last meeting in which she said the roofing material was asbestos shingles. It was metal pin material. The applicant reiterated that the lot line would be vacated.

Michael Strub asked if the house would still be recognized as a Queen Anne style house; yes, the renovations are occurring in the rear.

Discussion about the chimneys was as follows: Ed Wells read Martin Mayer's questions into the record. He asked if the chimney was staying; yes, the original brick one would remain but not the metal one. Herb Thom asked if they would be repairing the chimney cap; yes, with a metal one. Herb Thom suggested using a concrete or brick cap. The applicant agreed that they would use whatever was appropriate.

It was stated that composite decking had been approved in the past. Ed Wells said he was not opposed to it. The applicant said she would be using tongue and groove.

The applicant pointed out that the steps were concrete, but she would like to replace them with brick. Ed Wells and Herb Thom said they were okay with brick steps.

The applicant then brought the roof up again. 3/12 pitch was the only option in order to accommodate

for the windows on the home.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 520 Randolph Avenue with the following conditions: (1) masonry cap on the chimney, (2) composite decking material, (3) brick steps, and (4) 3/12 roof pitch to accommodate the windows. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness at 619 Randolph Avenue – to replace roof above front porch and replace concrete walkway.*

The applicant was not present. Katie Nunez asked for guidance on walkways and a discussion of the application.

Ed Wells stated he was not sure if it fell under the Board's purview.

Herb Thom asked about the color, and Ed Wells reminded him that the color was not mandated.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 619 Randolph Avenue as presented. The motion was approved by unanimous vote.

- B. *Pre-Application/Application for a Certificate of Appropriateness at 543/545 Monroe Avenue – to restore and repair the exterior of the house and remove 3rd story door.*

Zachary Smith, agent, gave an overview of proposed repairs.

Questions and discussion were as follows: (i) Herb Thom asked if the trim work on page 5 of the proposal was wood or plastic; wooden. (ii) Ed Wells asked if the roof line would be extended where they were replacing a door with a window; yes. (iii) Kathy Glaser asked whether the railing would be replaced with wood or PVC; whatever was approved. (iv) Michael Strub inquired as to what determines a door is nonfunctioning; Ed Wells stated that the door in question (the rear door) lead to nowhere, so it was not functional. (v) Herb Thom asked if they would be replacing the windows; no. (vi) Ed Wells inquired about the deck material; wood tongue and groove decking material. Ed stated that the stairs would have to extend further and needed zoning approval. Then Ed added that the front doors needed to be changed; the applicant responded that was fine. The Board said they would need the specs and photos of the proposed new front doors. (vii) Herb Thom asked about the foundation; they would be patching and matching like-for-like, the lattice would be wood. Ed Wells added that it needed to be painted.

The applicant stated that the guidelines were vague on some things. Herb Thom suggested contacting Katie Nunez for help.

The Board decided that more definitive plans and exact details of the proposed project were needed to reach a decision on this property.

- C. *Pre-Application/Application for a Certificate of Appropriateness at 642 Randolph Avenue – to replace vinyl siding with original siding and replace vinyl windows with Anderson windows.*

Robert Bridges, representative, explained that they would like to remove the existing vinyl and restore the original cedar shakes, as well as replace the windows with 1/1 Anderson replacements. He would also like to replace the front porch standing seam roof with another standing seam roof.

Motion made by Michael Strub, seconded by Herb Thom, to approve the amended Certificate of Appropriateness for 642 Randolph Avenue, to add the replacement of the front porch with a like material. The motion was approved by unanimous vote.

D. *Pre-Application/Application for a Certificate of Appropriateness at 239 Monroe Avenue – to replace front porch flooring, approval after the fact.*

Peter Baumann, applicant, said that he was relying on the people that were doing the work to have done the right thing. The porch had been repaired numerous times and the wood was deteriorating, becoming a tripping hazard. They replaced tongue & groove with 5/4 x 6 porch.

Kathy Glaser stated she does not see a problem. Ed Wells brought up that they had changed the material of the porch.

During the repair, a piece of tin was removed, then put back once the board was replaced.

Michael Strub pointed out that replacing wood with wood was okay. Ed Wells asked the applicant to do the right thing in the future.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the after the fact Certificate of Appropriateness for 239 Monroe Avenue as all the paperwork had been taken care of at this point. The motion was approved by unanimous vote.

E. *Pre-Application/Application for a Certificate of Appropriateness at 515 Tazewell Avenue – 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.*

Joanne Bronson, applicant, explained that the wood was deteriorating, so they would like to replace the siding with Hardie plank. She then went on to describe the other proposed repairs.

Kathy Glaser stated that she did not think the new and old siding would match if they replaced only some of the siding. The applicant responded that the entire left, west, and north sides would be redone. Kathy Glaser said they would age differently. Ed Wells responded that the different sides and corners could be made to match.

Kathy Glaser then asked about the window material; in-kind wood for wood.

Ed Wells pointed out that they were moving the door on the shed; yes, to use for the golf cart.

Kathy Glaser asked about the gutters; being added to front and rear, would be on fascia and white.

Katie Nunez pointed out that trees were under purview, but shrubs were not under an ordinance. She then read Martin Mayer's submitted question about the proposed window. The applicant said they were no longer adding that window.

Motion made by Michael Strub, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 515 Tazewell Avenue without the triple window. The motion was approved by unanimous vote.

F. *Pre-Application/Application for a Certificate of Appropriateness at 501 Jefferson Avenue – to renovate wrap-around porch, remove one-story enclosed porch, add 12 ft x 11 ft (132 square feet) 2-story addition on rear northwest corner, and an addition of 14 ft x 12 ft (168 square feet) rear deck with French doors and outdoor shower; repair piers and remove flue pipe from roof.*

Gary Hunter, applicant, explained the proposed renovations: addition, restoring columns, replacing rotted porch wood with tongue & groove, a black metal stand and seam porch roof, and a 2/12 pitch on the front porch roof.

Kathy Glaser asked about the porch foundation. The applicant explained that the piers would be redone with concrete block.

Ed Wells asked if they were reframing the floor; yes. Ed then said they needed better renderings of the project.

Herb Thom asked how much reveal the applicant had left; none, it would stick out from behind the house.

The applicant stated that the pitch on the addition would be the same pitch as was on the porch, and that they would be adding an awning over the door.

Martin Mayer asked if the door was being removed; yes, the existing metal door was being replaced by a fiberglass one.

Michael Strub then asked about the shower; it would be enclosed in the rear but visible from Jefferson Avenue.

Ed Wells pointed out that they were eliminating a window and adding a door in the rear. The applicant responded that the west elevation shows they are eliminating windows due to the addition. Ed Wells then asked about the porch material; in the rear, it would be Trex, not tongue & groove. Finally, Ed Wells asked if the new shutters would be vinyl; yes.

The applicant stated they would like to use Hardie plank on the new addition with a 4" reveal. A discussion on shutters followed, where it was determined they must use wood or have no shutters at all.

Ed Wells inquired about the new window casings; they would match the existing one. They need to have at least 3-1/2" trim, be vinyl, and have a 1-3/4" sill. Kathy Glaser pointed out that the applicant must meet the guidelines.

The applicant said they would like to fill-in the piers on the porch. Ed Wells said they could use lattice or boards, but not fill it in entirely. The Applicant said they would like to do lattice.

It was pointed out that they would need a wider casing around the doors.

The outdoor shower was brought into question. It would be made from pressure treated wood in the vertical position. Ed Wells stated he would like it to be painted and have the same floor material as the deck (Trex). The dimensions of the shower would be 7' tall and 4' square.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 501 Jefferson Avenue with the conditions that (1) 4" reveal Hardie plank was used on the addition to match the existing siding, (2) wood or no shutters were used, (3) the windows have a 3-1/2" trim and a 1-3/4" sill, (4) the door trim was made wider, and (5) the outdoor shower was excluded until after the November meeting of the HDRB. The motion was approved by unanimous vote.

- G. *Pre-Application/Application for a Certificate of Appropriateness at 630 Tazewell Avenue – to renovate with addition of new mudroom on east side, new rear screened porch, alteration of two-story portion of house for windows and siding.*

Claudine Pierce, representative, presented the application and explained that the new door would be mahogany to replicate the original door.

Michael Strub asked if it was in compliance; yes.

Herb Thom asked if there was an existing fireplace; yes, but someone closed it off.

Martin Mayer added that this is one of the oldest homes in town and inquired about the age of the addition; the applicant did not know.

Ed Wells and Martin Mayer both asked about the whitewashing of the brick piers. The representative said that they were not original and were erroneous. They did not want to paint them solid because they want the piers to look like they have age. Ed Wells asked if they had talked to a mason; no. He added that they needed to as the Board needed more clarity.

Ed Wells asked if the railings on the front of the house were wood; yes, fir. Ed applauded the representative for the quality of material and the design.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the amended Certificate of Appropriateness for 630 Tazewell Avenue to exclude the whitewashing of the brick piers, as more information is needed. The motion was approved by unanimous vote.

OTHER BUSINESS:

- A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez read the report. There were two items approved administratively since their last meeting.

1. 512 Monroe Avenue – replace old steps and side door with same.
2. 215 Monroe Avenue – add roof shingle layer.

- B. *Report on violation at 542 Jefferson Avenue*

The board was informed of the violation and the process that would be taken in response.

Herb Thom stated that he would like the Virginia State Board contacted. Katie Nunez said she would tell Jeb Brady.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Michael Strub, to adjourn the October 19, 2021 Historic District Review Board Regular Meeting at 8:46 p.m. The motion was unanimously approved.

Chairman Edward Wells

Planning Intern



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 16, 2021

Item #: 5A – 543/545 Monroe Avenue

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

Date: November 10, 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 3rd story door

TAX MAP: 83A3-1-259A & 258

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: CONTRIBUTING STRUCTURE
Ca. 1920, Queen Anne

DATE APPLICATION RECEIVED: September 13, 2021

PRE-APPLICATION MTG: October 19, 2021

DATE APPLICATION DEEMED COMPLETE: October 26, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 26, 2021

The applicant held a pre-application meeting on October 19, 2021 with HDRB for a full renovation of the house; however, the Board requested more specificity in the areas to be replaced vs restored and the material type for all renovation elements and authorized the applicant to have a limited authorization to do some exploratory work to help refine the scope of work.

The applicant's revised submission document, called 543/545 Monroe Avenue -Historic District Concept Plan which was provided to us on October 26, 2021, provides greater detail and about the work to be performed, the materials to be used and how this comports to the Historic District Guidelines.

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 – I defer to their submission document since they have included the Guideline Sections being adhered to within that document for each component of work being proposed.

STAFF RECOMMENDATION:

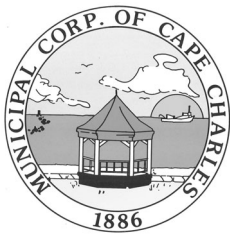
The Historic District Review Board needs to review the application materials submitted.

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: 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



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: 543/545 Monroe Avenue
* Subject Property Tax ID Number: 8343-1-258 , 8343-1-259A

* OWNER INFORMATION

* Name (Person, Firm, Corporation, or Agency): Madison Bay LLC
* Mailing Address: 4527 Burnley Station Rd Barboursville, VA 22923
* Phone Number: (757) 439-3876 Email: claytonp@prairie diamond properties.com

APPLICANT INFORMATION (If applicable)

Name: JB Design & Remodeling
Mailing Address: 2260 West Grebb Neck Rd
Phone Number: 757 971 3379 Email: info@jbsignhomes.com

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

JB Design & Remodeling Inc.

* Signature of Owner: Clayton Poffenberger member Date: 10/14/2021

Commonwealth of Virginia

County of Albemarle

The foregoing instrument was acknowledged before me this 14th day of October,
2021, by Clayton Poffenberger (name of person acknowledged).

Signature of Notarial Officer: Morgan Hales Barnes

Notary Registration Number: 7639345

My Commission Expires: 7/31/2024

(Seal)



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**

Table Of Contents

1. Introduction

- a. History of the Company/ Cape Charles

2. Roofing/Valleys/Flashing

- a. Roofing/Valleys/Flashing

3. Doors and Windows

- a. Doors
 - i. Front Doors
 - ii. Back Doors
 - iii. Basement Entrance Side Doors
- b. Windows
 - i. Glass Panels
 - ii. Window, 3rd Story Rear of home

4. Decks, Stairs, Railings, Columns

- a. Decks
- b. Stairs (Front and back Stairs)
- c. Railings
- d. Columns

5. Brick & Masonry Point-Up

- a. Brick/Masonry Point-Up

6. Lattice, Hardware

- a. Lattice
- b. Hardware

1. 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 1910s modified Queen Anne-Style Brick duplex off Monroe Avenue in the center of the original town's location, was built 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.

****NOTE:** Historic Review Board Guidelines (hereafter referred to as HRBG) will be referenced through this document.

2. ROOFING/VALLEYS/FLASHING

The Roof will be step flashed in the valleys, and asphalt shingles being replaced with matching composition shingles. The existing shingles are a charcoal color and will be replaced with similar/matching. **See Page 37, section 2 in the HRBG.**

3. DOORS AND WINDOWS

a. Doors

i. Front Doors

Due to the front doors being damaged beyond repair and not appealing, the front doors will be replaced with A Queen Anne style glass paned wooden front door painted white. **See Figure 1 or page 41 in the HRBG for reference.**

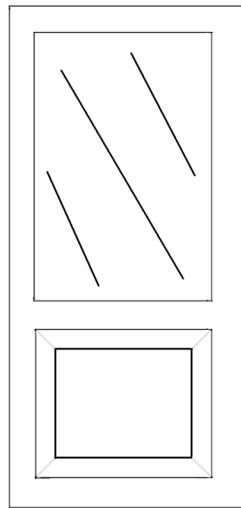


Figure 1: Showing a Queen Anne style door with a panel on the upper half.

ii. Back Door

Back doors shall match the front doors(wood and painted white), using queen anne style door with glass on the upper half. **See Figure 1 or page 41 in the HRBG, center/right image.**

iii. Basement entrance Side Doors

The side entrances to the basement doors shall be standard wooden slab 6-panel doors painted white. **See Figure 2 or Page 38 paragraph 1 in the HRBG.**

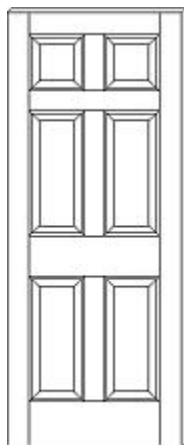


Figure 2: Showing a Standard 6-Panel Door.

b. Windows

i. Panels

The Glass panels to the basement windows shall be repaned and reglazed. See **Figure 3a or Page 39 in the HRBG section 1.**



Figure 3a: Showing the basement windows boarded up and broken, needing restoration.



Figure 3b: Showing the 3rd story door to be replaced with a window.

ii. Door/Window on 3rd Floor

The Door on the third floor will be replaced with a six-over-one **Wood** window. Harmonizing Vinyl siding will be used around the window, as well as accommodating sill and trim sizes to respect existing windows per **page 39-41 in the HRBG**. The window type will suffice the historical requirements per **Page 40 in the HRBG, Double hung window sash**. See **Figure 3b** for existing door and where the window will go. Stoop will not be modified, as no current repairs are needed.

4. DECKS, STAIRS, RAILING, COLUMNS

a. Decks(Front and back porches)

The Decks boards shall be restored and painted **Victorian Grey** using 5/4 wooden Tongue and Groove Pine decking board. The Band board around the deck will be white. To match existing. See **Figure 4a&b or Page 44 section 3 in the HRBG.**

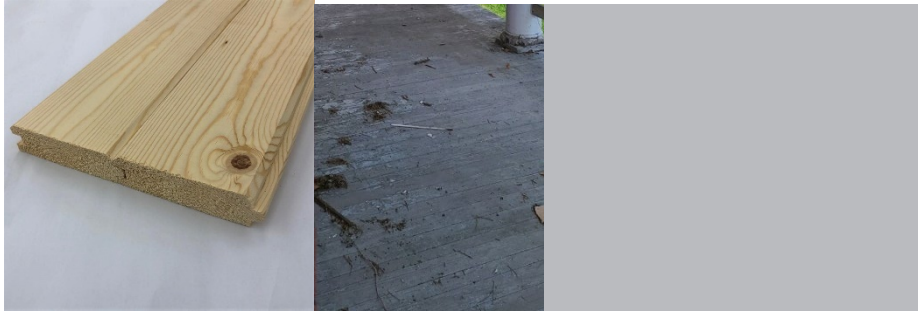


Figure 4a Left: Showing a Tongue and Groove pine board, matching what is currently existing on Monroe Avenue.

Figure 4b Right: Showing the current porch board decks needing repair and grey paint to match what was existing.

b. Stairs (Front and Back porches)

The stairs shall be reconstructed to meet code, have even stair treads, and to be more curb appealing. The construction will be of wood for the treads(Painted Grey), the framing(Painted White), and the lattice(Painted White). See **Figure 5a&b or Page 44 section 3 in the HRBG.**



Figure 5a: Showing the wooden composition of the stair framing, treads, 1 bys, and lattice to accommodate similar to what's in the neighborhood.

Figure 5b: Showing proposed painted staircase and lattice throughout the porch on the right..

c. Railing(Front and Back Porch)

Railing shall be redone in wood, brought up to code, and painted white to match the rest of the porch and the neighbors. It will be simplistic railing, balusters, and square Newell posts at the base of the porch. **See Figure 5a&b or Page 44 Section 3 in the HRBG.**

d. Columns(Front Porch Only)

Columns on the porch will be repaired and touched up. The column bases will be replaced with a minimalistic plaster column bases like the existing column tops. **See Figure 6a&b; Page 44 Section 3 in the HRBG.**



Figure 6a: Bases of the columns are near missing and in bad condition.



Figure 6b: showing the proposed new bases for the columns in matching profile.

5. BRICK AND MASONRY POINT-UP

a. Brick and Masonry Point-Up

The Stucco Masonry will be re pointed up. See **Figure 7** and **Page 52 Section 2** in the **HRBG**.



Figure 7: Showing Cracks in the Masonry that require point-up.

6. LATTICE AND HARDWARE

a. Lattice



Figure 8: Showing Lattice that must be reinstalled and repainted.

b. Hardware

Hardware will be maintained and restored throughout the property. The hardware for the front doors and the hardware for the basement entrances will be an antique brass or brass finish. **Figure 9 and 10.**



Figure 9/10: Antique Brass and Brass hardware for doors.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 16, 2021

Item #: 6A-1: 101 Tazewell Avenue

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

Date: November 10, 2021

APPLICANT: Karen & Richard Lowe
SITE ADDRESS: 101 Tazewell Avenue

TAX MAP: 83A3-2-5-9

LOT SIZE: 10,234 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Replace existing roof on accessory structure

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

DWELLING: Description: Ca. 1912, Queen Anne

Non-Contributing Structure: Shed

DATE APPLICATION RECEIVED: October 5, 2021

PRE-APPLICATION MTG: November 16, 2021

DATE APPLICATION DEEMED COMPLETE: October 15, 2021

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

The applicant is seeking to replace roof on the accessory structure (garden shed). The current shed is asphalt shing with a shallow roof pitch of 1 ¾ inch per 12 inches of run. They would like to replace it with a standing seam metal roof with a roof pitch of 1 ⅝ inch per 12" of run.



MATERIALS:

The applicant is proposing Standing seam metal roof, charcoal gray.

STAFF ANALYSIS**ZONING COMPLIANCE:**

The proposed project is not increasing the square footage of the existing accessory structure 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:

ROOFS: Page 37 – Item 2: 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.

STAFF RECOMMENDATION:

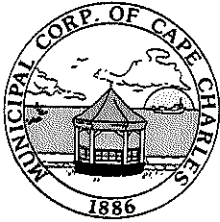
The applicant has requested to replace the roof for the accessory structure with a metal roof. The accessory structure is a non-contributing structure. There is no increase in square footage or footprint and in full compliance with the Zoning Ordinance.

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

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: William R. + Karen R Lowe
Mailing Address: 21344 Steptoe Hill Rd Middleburg VA 20117
Phone Number: 540-687-6923 Email: William.Rich.Lowe@gmail.com

PROJECT SUMMARY

Address of Project: 101 Tazewell Ave Cape Charles, VA
Application Type (rezoning, variance, etc.): Permit to Replace Roof on shed
Total Acreage of Project: 500 SF

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

Remove existing Asphalt Roof And Replace
With Standing Seam Metal Roof in charcoal
gray. Roof pitch is 1 5/8" per 12". The only appropriate
material is standing seam metal or Rubber for Flat
Roofs

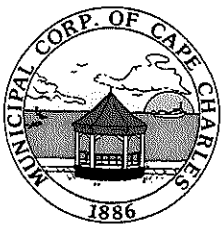
Signature of Applicant: Karen Reed Lowe Date: 10.5.2021

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
757-331-3259 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: ReRoof Garden shed
Property Address: 101 Tazewell Ave, Cape Charles, VA
Brief Description of Project: Apply new roof to garden shed
Zoning District: _____ Current Use: Storage Proposed Use: Storage

OWNER INFORMATION

Name and Company: Chesapeake Dream LLC
Mailing Address: 21344 Steptoe Hill Rd Middleburg, VA 20117
Phone Number: 5406876923 Email: William.Rick.Lowe@gmail.com
Local contact: Laura Weigand 626-213-4304

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: William R + Karen R Lowe
Mailing Address: 21344 Steptoe Hill Rd Middleburg, VA 20117
Phone Number: 5406876923 Email: William.Rick.Lowe@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: Karen Reed Lowe Date: 10.5.2021

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

William Richard Lowe

Karen Reed Lowe

101 Tazewell Ave

Cape Charles, VA 23310

October 05, 2021

To members of the Historic Review Board:

We need to replace the roof on our garden shed. The roof pitch is shallow, about 1 3/4 inch per 12 inches of run. The current roof is asphalt shingle. This is not an appropriate material for the roof pitch. I am told that we must use either a "true" standing seam metal roof or some form of rubber roofing, such as is used on flat roofs. We prefer to use the standing seam because it is a more historic look. The color will be charcoal to match the dark gray shingles on the house. We are attaching the Specifications sheets for the proposed product.

Our daughter, Laura Weigand, lives in town and will serve as our contact person and representative at the meeting. She is our property manager. Or you may communicate with us via telephone, however we saw/heard the audio problems you had yesterday with the owner in London.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Karen Reed Lowe".

Karen Reed Lowe

Wm. Richard Lowe

A handwritten signature in cursive script that reads "Wm. Richard Lowe".

ed Book 218, page 893.

us or adjacent surveys:

ity of Farmers & Merchants Trust Bank,
Virginia, by assignment to F.D.I.G.,
I. Badger, dated June 20, 1940.

al Survey of Lot 8, Block 5, Flat of
Addition to Town of Cape Charles, Virginia,
riet, Northampton County, Virginia.
stern Shore Surveyors, LTD., dated 22, June 1902.

OTTAGE Addition to Town of Cape Charles, Virginia.
wn and undated.

510100 0001 E, Dated Feb. 2, 1933, Zone A5, Elev. 0'.

Sec. 08345-02-05-008, & 010

swell Ave.

d on a current field survey.

furnished.

ically stated or shown on this plat, this survey
i to reflect any of the following which may be
e subject ran) estate; building setback
; covenants; subdivision restrictions; zoning or
regulations, and any other facts that an accurate
le search may disclose.

* * * CLERK'S NOTE * * *

Copy of this plat is
attached to and made a part
of the instrument recorded
in Deed Book 282, page 36

LAT OF SURVEY

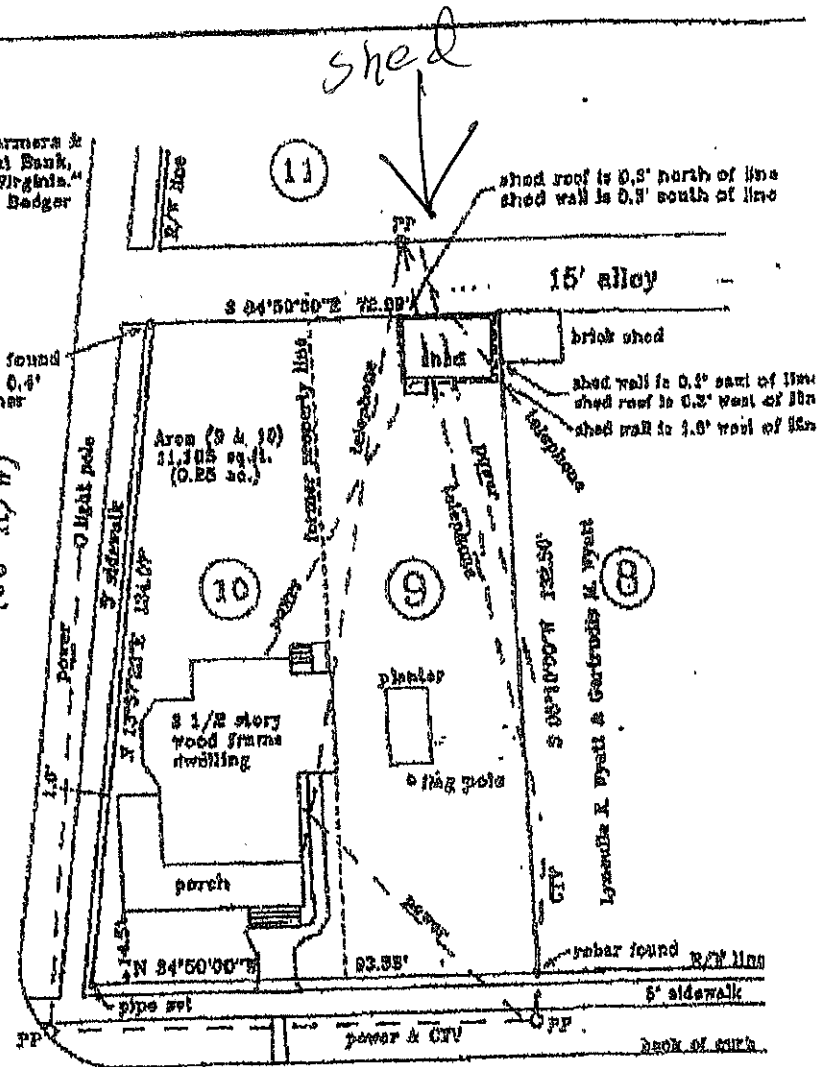
and (Lots No. 9 & 10, Block 5,
AGE Addition") to be Conveyed
yns Edwards to Robert L. Cobb,
in the Town of Cape Charles,
District, Northampton County.



Meridian of
"Property of Farmers &
Merchants Trust Bank,
Cape Charles, Virginia."
Survey by G.H. Badger
June 20, 1940

leaning pipe found
S 81°24'W 0.4'
from corner

Harbor Avenue (60' R/W)



Tazewell Avenue (70' R/W)

Walters



BONE WHITE

BURGUNDY

CHARCOAL GRAY

COLONIAL RED

DARK BRONZE

DOVE GRAY

DEEP RED

EVERGLADE MOSS

FOREST GREEN

HARTFORD GREEN

HEMLOCK GREEN

MANSARD BROWN

MEDIUM BRONZE

MATTE BLACK

PACIFIC BLUE

PATINA GREEN

ROYAL BLUE

SLATE BLUE

SLATE GRAY

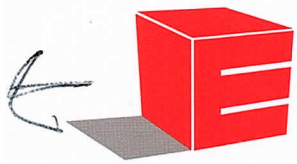
SUNNET BLUE

SANDSTONE

SIERRA TAN

STONE WHITE

TERRA COTTA



ENGLERT®

Standard COLORS and COATINGS

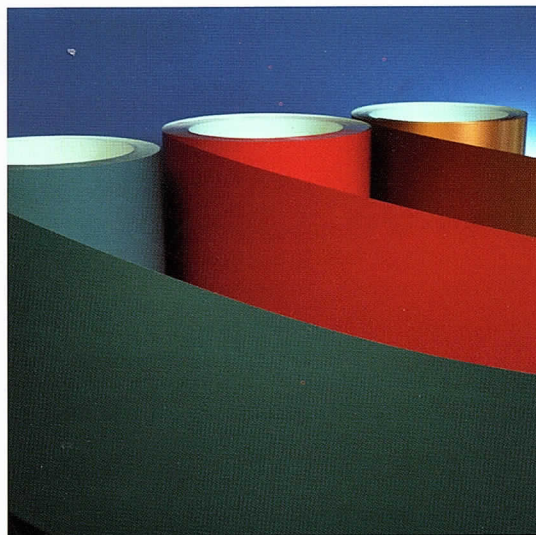
PERMACOLOR 3500 PERMAMETALLIC 3500

Full Strength 70% Kynar 500®/Hylar 5000®

All colors available in Galvalume and Aluminum

To view current SRI values,
please visit the Englert website.

Colors shown are close to actual finishes however, due to the limitations of printing processes, slight variations may exist. Please contact Englert for actual color chips before ordering.



MILL FINISH GALVALUME-PLUS®



PERMAMETALLICS 3500*

*Premium priced paint systems.

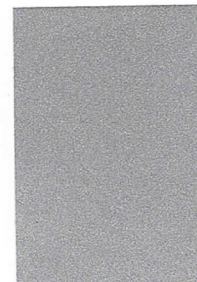
CHAMPAGNE* (Metallic) Mica 2-Coat System



COPPER* (Metallic) Mica 2-Coat System



PREWEATHERED GALVALUME®** (Metallic) Mica 2-Coat System





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 16, 2021

Item #: 6B - 524C Washington Avenue

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

Date: November 10, 2021

APPLICANT: Michael Jordan
SITE ADDRESS: 542C Washington
Avenue (Unit #6 in the Condominiums)
TAX MAP: 83A1-1-29F
LOT SIZE: .

TYPE OF APPLICATION: Certificate of Appropriateness
WORK TO BE PERFORMED: Install a 6' x 10' (60 ft.)
accessory structure & screen back deck
CURRENT ZONING: Residential-1 (R-1)
HISTORIC REGISTER: Not listed
DESCRIPTION:

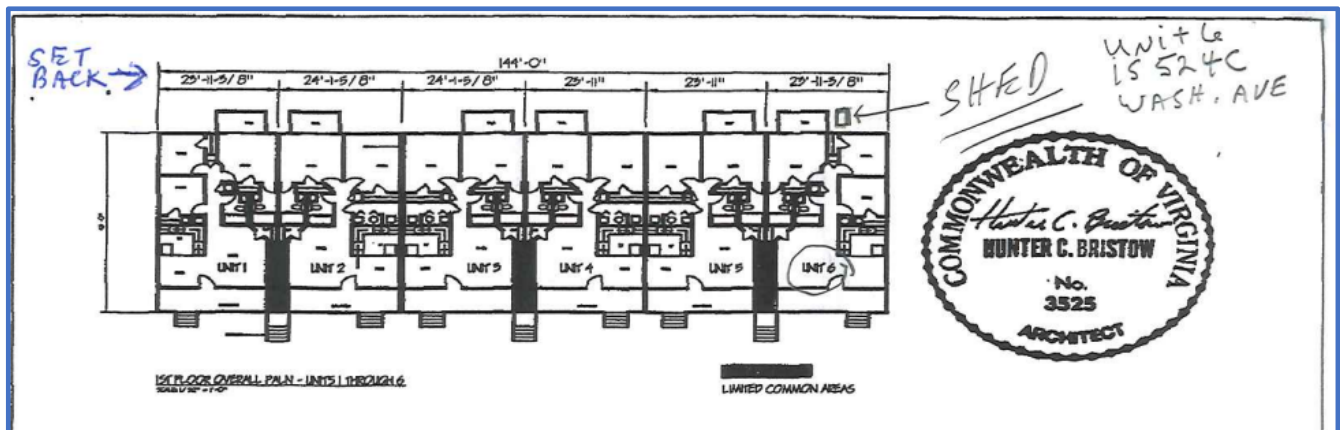
DATE APPLICATION RECEIVED: May 14, 2021

PRE-APPLICATION MTG: November 16, 2021

DATE APPLICATION DEEMED COMPLETE: October 6, 2021

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

The applicant is seeking to install a 6' x 10' (60 ft) accessory structure in the rear of the property and has received permission from the Bay Lake Condominium Association for this accessory structure. In addition, he is also requesting to screen his back deck.



MATERIALS:

Polycarbonate and aluminum frame.



STAFF ANALYSIS

ZONING COMPLIANCE

The property is a legal, conforming use and the accessory structure, which has also been approved by the Condominium Association for placement in the common area to his condo unit, is an allowable use. He has indicated the placement of the shed on the site plan and it is in conformance with the zoning ordinance. The deck screening of the back deck is not prohibited in 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

There are no specific guidelines for accessory structures.

The deck screening of the back deck is not referenced in the Historic District Guidelines.

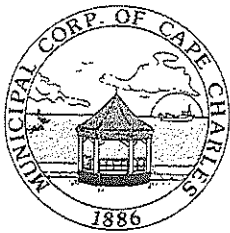
STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant. Staff is recommending approval of this application and is prepared to assist the Board in the development of any motion regarding this application, if needed.

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259 x24
tracy.outten@capecharles.org

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

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

PROPERTY INFORMATION

Name of Project: 6' BY 10' SHED + SCREEN BACK DECK
Property Address: 524C WASHINGTON AVE.
Brief Description of Project: INSTALL SHED
Zoning District: R-1 Current Use: N/A Proposed Use: STORE BIKES

OWNER INFORMATION

Name and Company: MICHAEL C. JORDAN
Mailing Address: 524C WASHINGTON AVE
Phone Number: 304-224-3548 Email: MIKE.JORDAN35@GMAIL.COM

APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 13 SEP 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

October 6, 2021

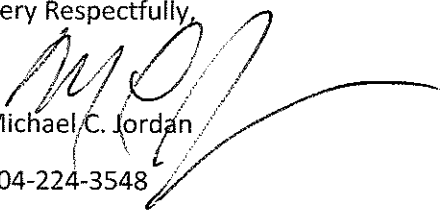
Michael C. Jordan
524-C Washington Avenue
Cape Charles, Virginia 23310

Town of Cape Charles
Planning & Zoning Department
2 Plumb Street
Cape Charles, Virginia 23310

Dear Sirs and Madams,

I intend to construct a six by ten shed located in the back of my condominium (see attached informational documents) and screen existing deck, also at the back of my condominium.

Very Respectfully,


Michael C. Jordan

304-224-3548

**Bay Lake Condominium Association
522C Washington Ave
Cape Charles VA 23310**

June 11, 2021

Mike Jordan
524C Washington Ave
Cape Charles Virginia

Dear Mike,

Please find below the decision of the Board of Directors in regards to your request.

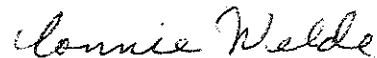
HOA BOARD DECISION

Michael Jordan of 524 C Washington Ave, Cape Charles Va has requested that the Bay Lake Condominium Association Board of Directors (HOA Board) approve his request to erect a shed on the common area beside his condominium.

The Board has reviewed the area where the shed will be erected and pictures of the structure. Mr. Jordan has assured us that he has contacted all the utility companies, as directed by the Town of Cape Charles. No impediments were found that would affect the proposed placement.

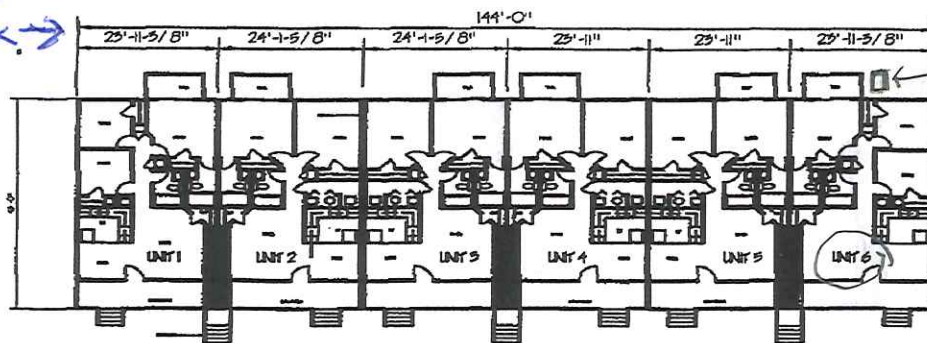
Therefore, by a vote of the HOA Board on June 11, 2021, the application of the shed is approved by the Bay Lake Condominium Association Board of Directors.

Sincerely,



Connie Welde
Secretary
Bay Lake Condominium Association

SET
BACK →



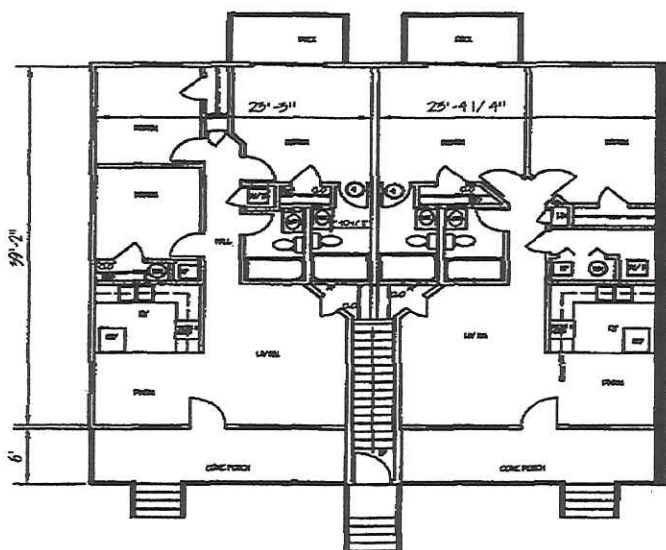
1ST FLOOR OVERALL PLAN - UNITS 1 THROUGH 6
SCALE: 1/16" = 1'-0"

LIMITED COMMON AREAS



SHEED

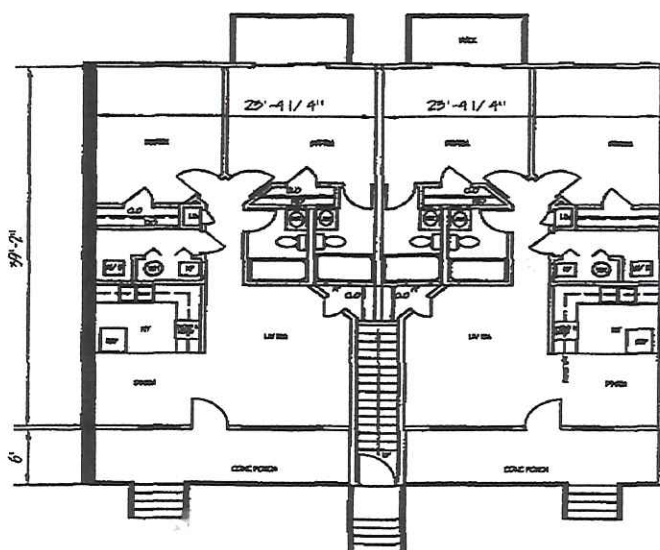
Unit 6
15524C
WASH. AVE



3 BEDROOM - UNIT 1
887.75 SF + 121.7 SF CONC PORCH

3 BEDROOM - UNIT 6
887.75 SF + 121.7 SF CONC PORCH
(OPPOSITE HAND)

SCALE: 1/16" = 1'-0"



2 BEDROOM - UNIT 2
891.8 SF + 121.7 CONC PORCH

2 BEDROOM - UNIT 5
891.8 SF + 121.7 CONC PORCH
(OPPOSITE HAND)

SCALE: 1/16" = 1'-0"

2 BEDROOM - UNIT 3
891.8 SF + 121.7 CONC PORCH
SCALE: 1/16" = 1'-0"

2 BEDROOM - UNIT 4
891.8 SF + 121.7 CONC PORCH
SCALE: 1/16" = 1'-0"

I, HUNTER C. BRISTOW, A REGISTERED ARCHITECT IN THE COMMONWEALTH OF VIRGINIA, HEREBY CERTIFY THAT THIS PLAN ACCURATELY SHOWS THE UNITS DELINEATED AND IN ALL RESPECTS COMPLIES WITH THE PROVISIONS OF SECTION 55-79.5B (1) OF THE VIRGINIA CONDOMINIUM ACT. I FURTHER CERTIFY THAT UNLESS NOTED OTHERWISE, ALL UNITS DEPICTED HEREON ARE SUBSTANTIALLY COMPLETE.

GIVEN UNDER MY HAND THIS 13th DAY OF DECEMBER 2002.
Hunter C. Bristow
HUNTER C. BRISTOW, REGISTERED ARCHITECT 00425

BAY LAKE CONDOMINIUMS

WASHINGTON AVENUE
CAPE CHARLES, VIRGINIA

HUNTER C. BRISTOW, ARCHITECT
112 SOUTHEAST TRACE
WILLIAMSBURG, VA 23188

SHEET 1 OF 3

The SkyLight 6x10 Shed is made with Palram's virtually unbreakable **polycarbonate and reinforced aluminum frame**

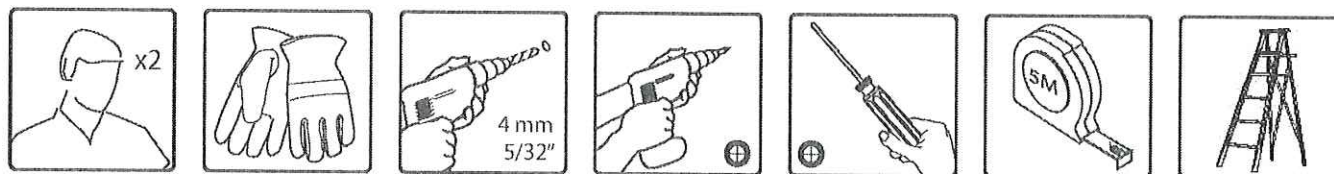
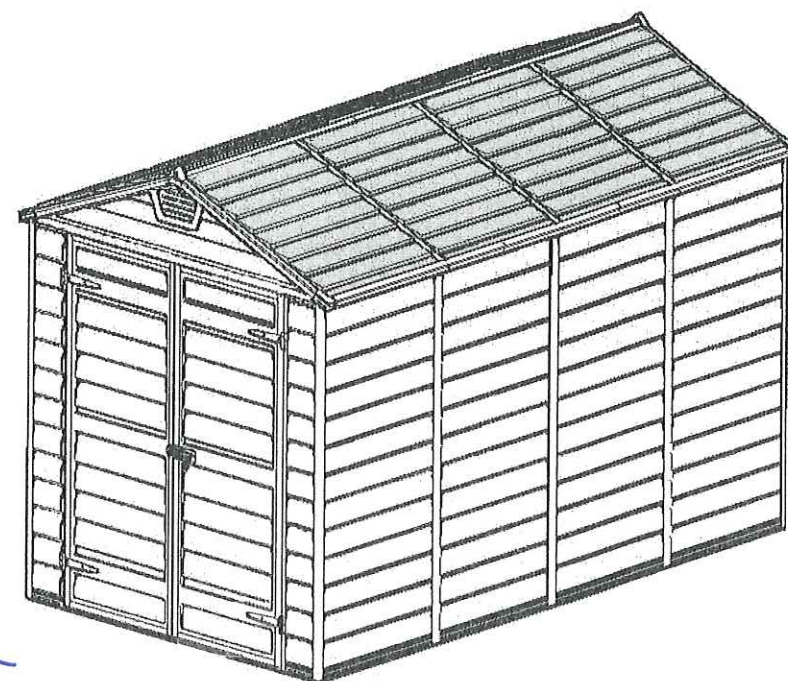


Assembly Instructions

Skylight Shed™ - 6x10

Approx. Dim.

305.5L x 185.5W x 217H cm / 120.3"L x 73"W x 85.4"H



After Sale Service

Email: customer.service@palram.com

USA
Canada

877-627-8476
1 800-866-5749

England 01302-380775
Germany 0180-522-8778

France 0169-791-094
International +972 4-848-6942

www.palramapplications.com





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 16, 2021

Item #: 6C (1) – 524/526 Peach Street

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: November 10, 2021

APPLICANT: William Tsapatsaris &
Tracey Deal, Owner
Tommy Rosen, Contractor

TYPE OF APPLICATION: Modification of Certificate of
Appropriateness issued on 6/15/2021

SITE ADDRESS: 524/526 Peach Street

WORK TO BE PERFORMED: To replace all of the siding
and all of the windows.

TAX MAP: 83A1-1-181D & 180C

CURRENT ZONING: Residential (R-1)

LOT SIZE: 4,090 sq. ft.

HISTORIC REGISTER: Not listed.

DATE APPLICATION RECEIVED: October 2, 2021

PRE-APPLICATION MTG: NA

DATE APPLICATION DEEMED COMPLETE: October 2, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 2, 2021

The applicant appeared before the Historic District Review Board on June 15, 2021 and was approved for a Certificate of Appropriateness as follows:

- (1) Raising the duplex up to 36' and pouring a new concrete foundation;
- (2) constructing 420 sq. ft. rear addition;
- (3) adding handrails and steps to the front porch of the duplex.

The Historic District Review Board approved the application as presented with the following condition: Per applicant the windows will be 6 over 1.

In that application, the applicant indicated that they would be replacing the windows only on the front of the house and indicated that there is existing vinyl siding which would remain and indicated that the siding for the addition would match the existing siding.

The applicant is seeking a Modification to the Certificate of Appropriateness issued on 6/15/2021 to replace all of the vinyl siding and to replace all of the windows on the house.

Below are photos of the house that were submitted as part of their June 15, 2021 agenda items as well as the architectural renderings submitted at that time.

EXISTING HOUSE PHOTOS



MATERIALS:

Windows: Anderson Woodwright double hung windows six over one or equal.

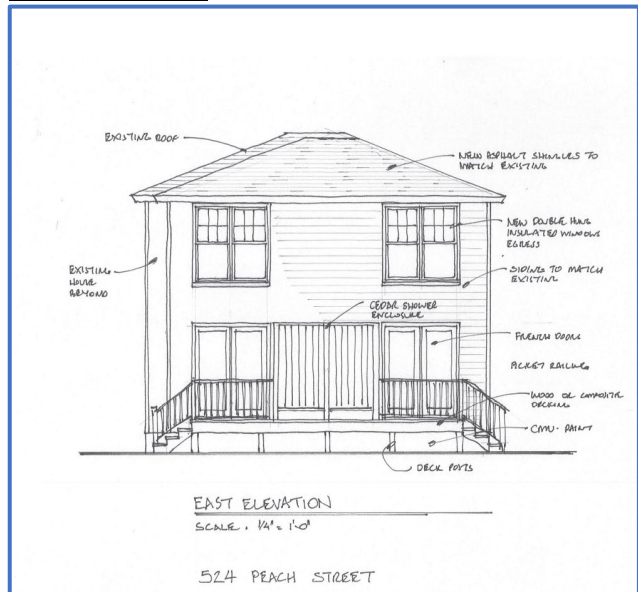
Siding: vinyl siding, to match existing siding

ARCHITECTUAL RENDERINGS

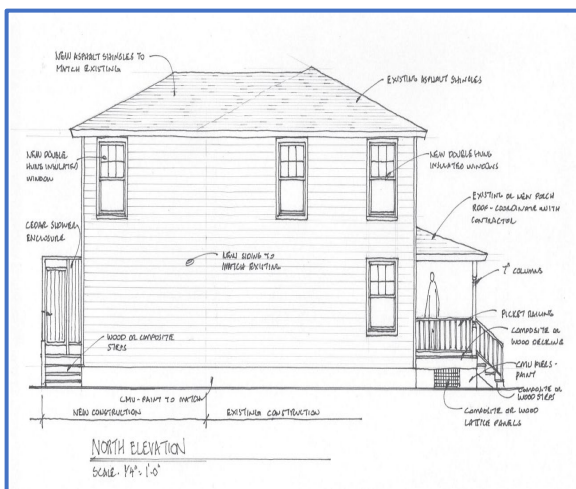
West Elevation



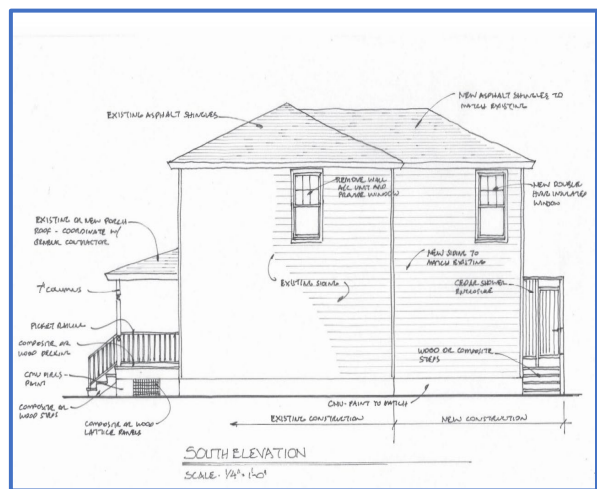
East Elevation



North Elevation



South Elevation



STAFF ANALYSIS

ZONING COMPLIANCE:

The proposed project is in compliance with the Zoning Ordinance.

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

HISTORIC DISTRICT GUIDELINES:

Synthetic Siding, Page 57

SYNTHETIC SIDING

- 1 Synthetic sidings such as; vinyl, aluminum and stucco-like material are not historic cladding materials and do **not** contribute to the historic and architectural character of the district.
- 2 Remove synthetic siding and restore original building material if possible.
- 3 Synthetic siding as referenced above is not permissible, HardiPlank or similar is permitted with exceptions. Insure that any moisture, rot, or infestation problems are corrected before installing new siding. **Decorative elements, trim, features, and special surfaces must be retained when re-siding.** Consideration should be given to retaining the original materials on the primary elevations of the building and re-siding on only the secondary elevations of the building.
- 4 The use of synthetic siding such as HardiPlank or similar on new buildings within the historic district is allowed. Review the historic and architectural significance of surrounding buildings when determining the weather exposure of siding on new buildings.
- 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.
 - ☞ Synthetic siding does not have the same patina, texture, or light-reflective qualities of original materials such as wood, brick, shingle, or stone. In addition to changing the appearance of a historic building, synthetic siding can make maintenance more difficult because it covers up potential moisture problems that can become serious. And synthetic siding, once it dents or fades, needs painting just as frequently as wood.
- 6 The use of synthetic siding on contributing structures [in the Town of Cape Charles] will only be permissible if the structure is currently clad in vinyl, aluminum and stucco-like siding and is the subject of a major addition.
THE HDRB STRONGLY SUGGEST REMOVAL OF SYNTHETIC SIDINGS AND RESTORATION OF OF THE ORIGINAL SIDING MATERIAL.

WINDOWS: Page 41-42: (4) Consider replacing windows and doors only when they are missing or beyond repairs. Reconstruction should be based on physical evidence or old photographs. Do not use replacement windows or doors that substantially change the size, glazing pattern, finish, depth of reveal, appearance of the frame, or mutin configuration.

✓ Insure that caulk and glazing putty are intact and that water drains from the windowsills.

✓ Wood that appears to be in bad condition because of peeling paint or separated joints often can in fact be repaired. Attempt this repair before replacing the element.

✓ If a window or door opening is no longer needed, the glass should be retained and the back side frosted, screened, or shuttered so that it appears from the outside to be in use. Fix doors in place.

(5) Avoid changing the number or location of windows or doors by cutting new openings or blocking in original openings.

(6) Construct new windows and doors of wood or metal and match the style of the building. On storefronts, use painted wood or steel doors with large areas of glass. Extruded aluminum frames are not recommended for any windows or doors.

STAFF RECOMMENDATION:

Staff is recommending review of the Modification Application by the HDRB and determine if the proposed exterior renovations are within the Historic District Guidelines, If the application is deemed complete and sufficient, the Board may wish to consider approval of the modification of the Certificate of Appropriateness that was issued on 6/15/2021, based upon the modification application submitted October 2, 202, and 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 – Modification Application and Letter of Intent



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: Modification of Co A dated 6/17/2021
Property Address: 524-526 Peach Street
Brief Description of Project: Replacing all windows and replacing all siding if existing material can not be used
Zoning District: _____ Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: Tracey Deal William Tsapatsaris
Mailing Address: 2211 Carbon Hill Drive Middleton VA 23113
Phone Number: 804-387-1762 Email: deal.beachgirl@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: Tracey Deal 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

Letter of Intent

October, 2 2021

Historic Review Board Members,

The following is a letter of intent for our 524-526 Peach Street property in Cape Charles. This is a modification for our Co A 6/2021 to ask permission to replace all of the siding and all of the windows in the event that the existing materials: the original siding and original windows, are unable to be used because of damage and rotting materials. In the event, that the original windows and siding are deemed unusable we would like permission to replace them. We have already been approved for new windows on the front of the house and we will use the same windows as those. We will of course use the appropriate siding that the HRB approves if need be to replace the existing siding.

Thank you,

Tracey Deal

Tracey Deal 10/2/21

William Tsapatsaris

A handwritten signature in dark ink, consisting of a stylized 'W' followed by a horizontal line.

10/2/21

MonogramTM Vinyl Siding

General Description: MonogramTM provides the look of wood siding, but does not require the upkeep common to wood. Monogram siding is manufactured with TrueTextureTM rough cedar finish molded directly from real cedar boards. Available in a selection of profiles, Monogram offers the industry's widest selection of colors. It is appropriate for use in new construction for single family homes, multi-housing projects and light commercial developments. Monogram is also an ideal product for remodeling.

Styles:

Profile	Finish	Panel Projection (Nominal)	Wall Thickness (Nominal)	Lock Design	Colors	Accessory Pocket
Double 4" Clapboard	Rough Cedar	3/4"	.046"	CertiLock TM post-formed positive lock	39	3/4"
Double 5" Clapboard	Rough Cedar	3/4"	.046"	CertiLock TM post-formed positive lock	30	3/4"
Double 5" Dutchlap	Rough Cedar	3/4"	.046"	CertiLock TM post-formed positive lock	37	3/4"

Colors: Monogram siding profiles are available in the industry's widest selection of colors. All colors are Spectrophotometer controlled and utilize exclusive PermaColorTM color science.

Colonial White (01)	Sterling Gray (33)	Autumn Red (23)	Mountain Cedar (17)	Natural Blend (78)*
Autumn Yellow (10)	Buckskin (41)	Brownstone (40)	Pacific Blue (27)	Rustic Blend (82)*
Desert Tan (07)	Castle Stone (37)	Charcoal Gray (46)	Sable Brown (29)	Weathered Blend (53)*
Heritage Cream (11)	Cypress (42)	Espresso (43)	Slate (44)	
Herringbone (04)	Granite Gray (34)	Flagstone (97)	Spruce (16)	
Light Maple (55)	Natural Clay (60)	Forest (47)	Arbor Blend (57)*	
Sandstone Beige (15)	Oxford Blue (32)	Hearthstone (19)	Cedar Blend (79)*	
Savannah Wicker (59)	Wedgewood Blue (89)	Melrose (39)	Driftwood Blend (80)*	
Seagrass (30)	Weathered Wood (90)	Midnight Blue (45)	Frontier Blend (51)*	

* Premium Color: Made with an exclusive, highly durable polymer capstock combined with unique heat distortion modifiers that helps ensure long-term weatherability in darker hues that would otherwise quickly fail.

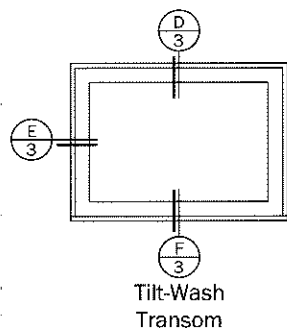
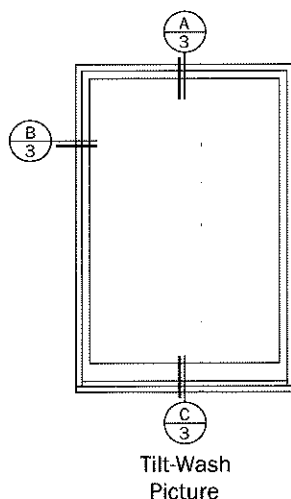
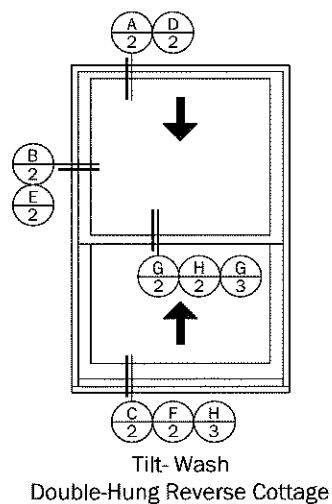
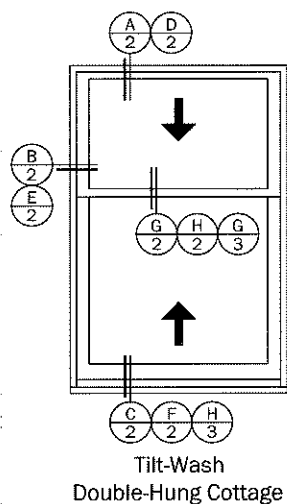
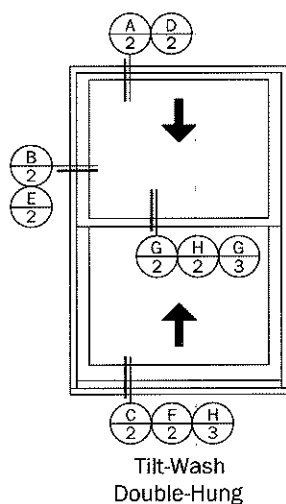
STUDfinderTM: The patented STUDfinder Installation System combines precisely engineered nail slot locations with graphics. Nail slots are positioned 16" on center to allow for alignment with studs. STUDfinder graphics centered at each slot provide a quick and easy guide to help locate studs.

RigidFormTM: Monogram RigidForm 210 technology has a stiff, double-thick .092" nail hem for a straighter-on-the-wall appearance and wind load performance.

Lock: Uniquely designed for ease of installation, Monogram features the CertiLockTM locking system; a post-formed positive lock which provides for self-aligning installation. Properly installed panels will snap together with an audible "click" signaling that they are ready for nailing.

400 SERIES

Tilt-Wash Double-Hung Full-Frame Windows



Notes:

Details have been optimized for use in architectural software and do not match manufacturing specifications.
Dimensions in parentheses are in millimeters.

See Pages 4 Thru 6 for Accessories

Andersen Windows, Inc. reserves the right to change drawing specifications without notice

Date: 10/04/16
Scale: None



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 16, 2021

Item #: 6D-1 – 214/216 Strawberry Street

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

Date: November 10, 2021

APPLICANT: Ryan & Amanda Marable
and Josh & Stacey Newton

SITE ADDRESS: 214/216 Strawberry St

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Renovations, including wooden porch railings, repair wood frames on windows and doors, roof porch, fence repairs and replacement, and addition of two 8' x 8' accessory structures (sheds), and after-the fact approval for front stair replacement.

TAX MAP: 83A1-1-392A & 391A

LOT SIZE: 2,800 sq. ft.

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

Description: Dwelling – Ca. 1950 Colonial Revival

DATE APPLICATION RECEIVED: September 22, 2021

PRE-APPLICATION MTG: November 16, 2021

DATE APPLICATION DEEMED COMPLETE: October 2, 2021

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

The applicant is seeking to renovate the house, including the wooden porch railings, repair wood frames on windows and doors, roof porch, fence repairs and replacement, and addition of two 8' x 8' accessory structures (sheds), and after-the fact approval for front stair replacement.

Specifically, they want to add white wooden railings to the front steps that match the railings on the porch, fix the rotted wood on the windows with new wood, replace the leaking porch roof to match color and material of existing house roof, replace the broken parts of the existing fence with new privacy/picket fence in the same location; and to add two



new 8' x 8' (64 sq. ft) sheds in the backyard. Lastly, they are requesting after-the-fact approval for the front steps replacement that has already occurred.

I refer the Board to review the full Visuals & Materials packet submitted by the applicant to detail the full scope of work and materials proposed.

STAFF ANALYSIS

ZONING COMPLIANCE

The proposed project is seeking to add two accessory structures in the back yard. While a site plan has been provided, it does not show the location of the two proposed structures on the site plan and what their setbacks will be from the house and side and rear property lines. I know that the applicant has indicated a shed placement & layout with measurements as one of the documents in her submission packet which does meet the ordinance requirements, this needs to actually be drawn on the site plan and provided to the Town for review as part of the zoning clearance as well as one of the documents that gets Approved by the Zoning Administrator.

The replacement porch steps appear to extend beyond the original footprint. In order to retain these steps, then the applicant will need to apply for a variance from the Board of Zoning Appeals to allow for a deviation from the front property line setback. I would like to discuss this with the HDRB to obtain their comments on the materials used and look of the steps as replaced vs. the older steps that had been there. Until we discuss and reach a course of action on this item as well as received a fully completed site plan, I am not able to issue zoning clearance as part of this application at this time.

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

HISTORIC DISTRICT GUIDELINES

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

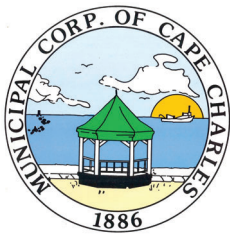
STAFF RECOMMENDATION:

Staff is not able to provide a recommendation at this time and the HDRB may wish to hold any vote on this application until the two items raised under the ZONING Section are resolved.

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: Ryan & Amanda Marable and Josh & Stacey Newton

Mailing Address: 5918 Red Setter Lane Moseley VA 23120

Phone Number: 804-484-4423

Email: amanda.marable.1@gmail.com

PROJECT SUMMARY

Address of Project: 214/216 Strawberry Street Cape Charles VA

Application Type (rezoning, variance, etc.): Repairs

Total Acreage of Project: 0.064 ac.

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

We are simply replacing items on the home that are damaged. Front doors that have rotted frames

and dented will be replaced with new doors with top windows, add railings to meet code- wooden

to match porch, sheds 8x8 wooden in back - painted to match house, fix roof on porch- use the

same black shingles, repair fencing that is broken or rotted- same materials. Replace steps with brick.

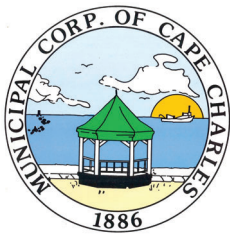
Signature of Applicant: Amanda Marable Date: 9/23/2021

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
757-331-3259 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: Parkside Repairs & Upgrades

Property Address: 214/216 Strawberry Street Cape Charles VA

Brief Description of Project: Repair Damage/ Upgrades on exterior

Zoning District: R1 Current Use: Residential Proposed Use: Residential

OWNER INFORMATION

Name and Company: Ryan & Amanda Marable and Josh & Stacey Newton

Mailing Address: 5918 Red Setter Lane Moseley VA 23120

Phone Number: 804-484-4423 Email: amanda.marable.1@gmail.com

APPLICANT INFORMATION

[] check here if applicant is owner

Name: Ryan & Amanda Marable and Josh & Stacey Newton

Mailing Address: 5918 Red Setter Lane Moseley VA 23120

Phone Number: 804-484-4423 Email: amanda.marable.1@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: Amanda Marable Date: 9/22/21

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

Dear Cape Charles Historical Review Board,

First off, thank you so much for all the work that you do to make Cape Charles the beautiful, charming lovely historic community that it is today! We know a lot of work goes into preserving the history and we are so grateful that you all are willing to take on the task to keep it a beautiful historic place. We are 100% committed to only adding to the beauty of the town and would love to do so by making needed repairs to our home at 214/216 Strawberry Street.

We plan to make these needed repairs/updates to the home. We plan to add wooden railings to the home that will be white and match the railings on the porches. One railing on each side of the steps. We plan to fix rotted wood on the windows to make it clean and fresh, repaired with wood to keep exact look of current frames. We plan to replace the rotted door frames and damaged front doors, and replace with doors pictured in the attachment. We also plan to replace the leaking porch roof- keeping the black shingles and matching the rest of the roof. We would also like to replace the broken pieces of fencing in the backyard and replace with new privacy/picket fencing- wooden and same footprint. We would love to add two 8x8 sheds in the backyard- photos attached wooden and painted to match the house with shingles to match the house as well.

We do want to apologize that we did not think the brick stairs to the home were an item that we needed approval for, and we would love for you to consider allowing them to stay, as we think they have added to the beauty of the house and have been well crafted. They replaced cracked cement that was not only visually unappealing but we also felt them to be unsafe. We have a great understanding now of the process and are thankful for the guidance provided by Tracy and Katie. They have been so helpful already!

Please let us know if there are any other items or information that is needed from us. Thank you again for you time, understanding and guidance!

Have a wonderful evening,

Amanda & Ryan Marable, Josh & Stacey Newton

THIS IS TO CERTIFY THAT ON 9 AUGUST 1999, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.

THIS PROPERTY IS LOCATED ON TAX MAP 83A3 - 1 - PARCELS 391A & 392A.

SOURCE OF TITLE: CURRENT OWNERS:
D.B. 243, P. 829 GORDON DOWSETT
D.B. 41, P. 484 (PLAT) & HELEN DOWSETT

THE PROPERTY SHOWN HEREON APPEARS TO FALL INSIDE ZONE(S) A5 (FLEV B) AS SHOWN ON F.E.M.A. FLOOD HAZARD MAP PANEL NO. 510106 0001 B

DATED: FEBRUARY 2, 1983.

EASTERN SHORE SURVEYORS

BY:

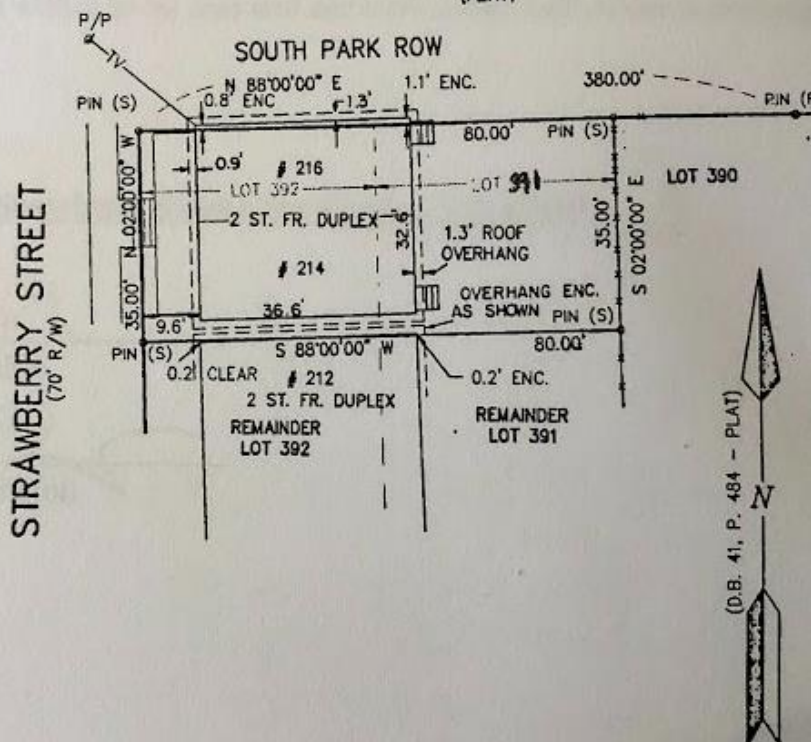
JAMES B. LATIMER, II

Aug 16, 1999

No. 1990

LAND SURVEYOR

PARK
(CAPE CHARLES SCHOOL)
(D.B. 41 P. 484)
(PLAT)

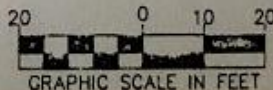


Witnessed by:
City Manager
Town Manager
Cape Charles
AREA OF THIS PARCEL OF LAND
IS 2800 SQ. FT. (0.064 AC.)

9330-00

COMPUTED BY: CPC
DRAWN BY: CPC
CHECKED BY: J.B.L.
BACK TRAV. BY: CPC
INDEXED BY:
APPROVED BY: J.B.L.

REF. CAPE CHARLES



GRAPHIC SCALE IN FEET

PHYSICAL SURVEY
THE NORTHERNMOST
35' OF LOTS 391 & 392
MAP OF THE TOWN OF
"CAPE CHARLES"
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
SCALE: 1" = 30' 9 AUGUST 1999
MADE FOR
JAMES R. CHAPMAN
& SANDRA K. CHAPMAN
EASTERN SHORE SURVEYORS
P.O. BOX 456
BELLE HAVEN, VA. 23306
(757) 442-4418
CAPE CHARLES QUAD
F.B. 93, P. 47



214 & 216 Strawberry Street Visuals and Materials

Front Doors on Both Units

**32-in x 80-in Craftsman Left-Hand
Inswing Ready to Paint Unfinished
Pre-hung Single Front Door**

**32-in x 80-in Craftsman Right-Hand
Inswing Ready to Paint Unfinished
Pre-hung Single Front Door**

- These Doors consist of a complete door system including all necessary components; jambs, weatherstrip, sill and hinges in complementing finish colors, all engineered to help ensure a precision fit for years of trouble-free performance
- These Doors are lockset- and deadbolt-ready, giving you and your family peace of mind (lockset and deadbolt sold separately)
- Ready-to-install door with frame



Rear Doors on Both Units

**32-in x 80-in Full Lite Right-Hand
Inswing Ready to paint Unfinished
Prehung Single Front Door**

**32-in x 80-in Full Lite Left-Hand
Inswing Ready to paint Unfinished
Prehung Single Front Door**

- These Doors consist of a complete door system including all necessary components; jambs, weatherstrip, sill and hinges in complementing finish colors, all engineered to help ensure a precision fit for years of trouble-free performance
- These Doors are lockset- and deadbolt-ready, giving you and your family peace of mind (lockset and deadbolt sold separately)
- Ready-to-install door with frame



Wood Railings for Front Steps – 1 on Each Side



\$9.68

★★★★☆ 560

Severe Weather

4-in x 4-in x 8-ft #2 Pressure Treated Lumber

Model #11687



\$11.98

★★★★☆ 4

Severe Weather

Wood Pressure Treated Deck Handrail

Model #HRL6T

Feedback

- Painted White
- Match Current Porch
- All Wood Material
- Wood Balusters



\$14.48

★★★★☆ 61

Deckorators

6-in x 6-in Newport High Pyramid Pine Deck Post Cap

Model #75903



\$9.98

★★★★☆

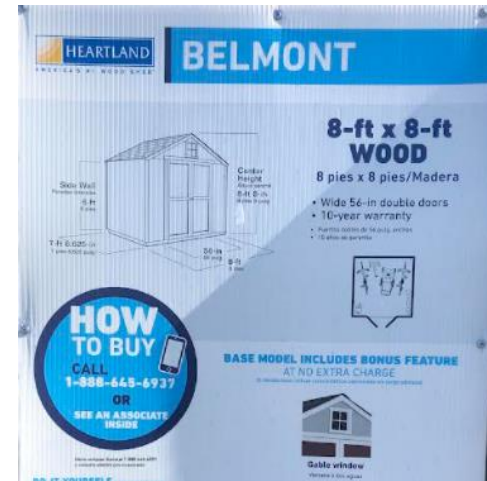
Deckorators

4-in x 4-in Newport High Pyramid Pine Deck Post Cap

Model #72833

Matching 8x8 Sheds behind each Unit

- All Wood Material
- Painted to Match House
- Trim Painted White to Match House
- Black Shingles to Match House

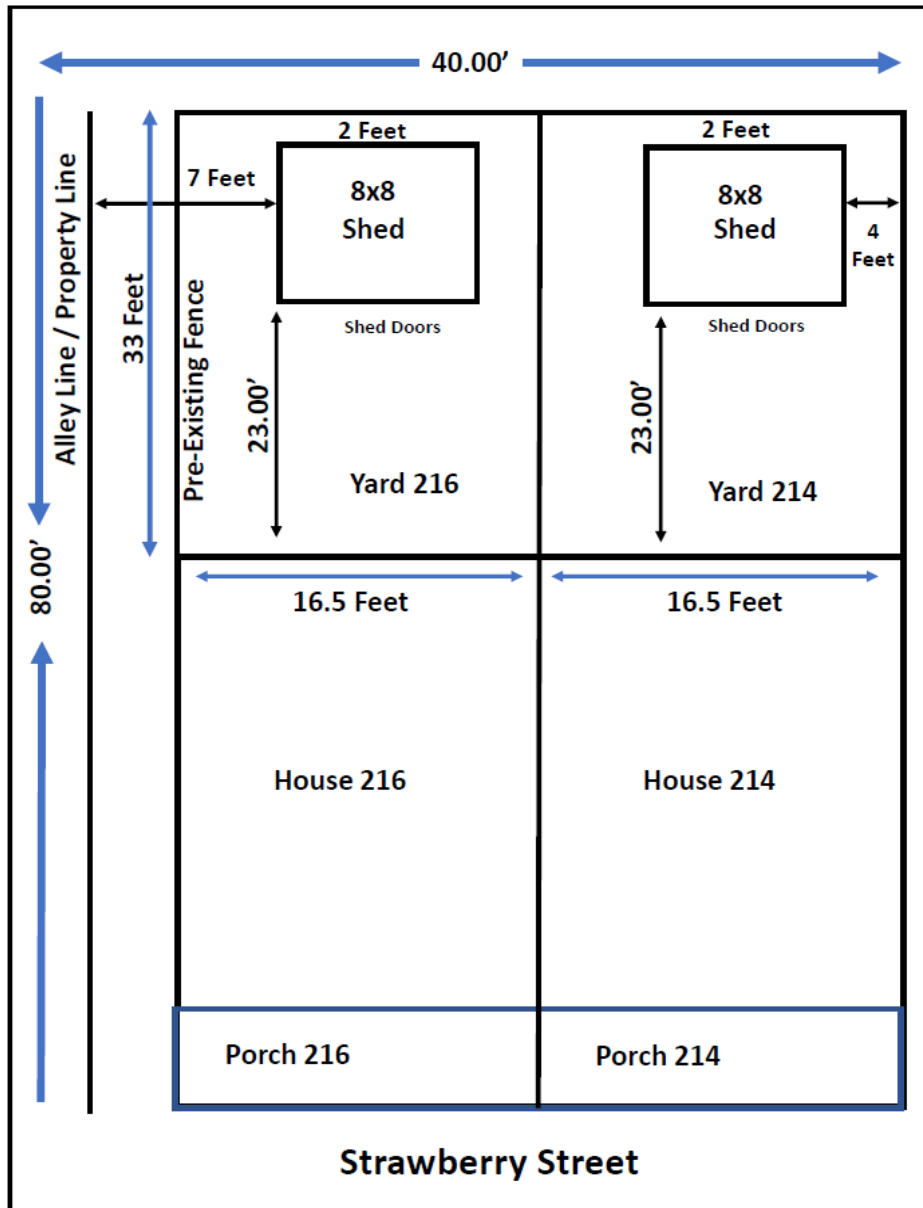


Heartland 8-ft x 8-ft Hamlin Gable Engineered Wood Storage Shed

Item #441205 Model #183584

- Engineered wood siding is factory-primed and ready to paint
- Features extra-wide 56-in double doors with padlock and 6-ft heavy duty piano hinges
- Full on-site installation including Flooring and shingles available; see your local Lowe's associate for details

Shed Placement & Layout w/ Measurements



- All Setbacks in Compliance
- 23 Feet b/t Rear Foundation of House and Front of Shed
- 7 Feet From Alley Line
- 2 Feet From Back Property Line
- 4 Feet From Side Property Line
- Room to Shift if Needed

Wood Fencing w/ 4x4 Post – All painted White



- All Wood Material
- 4x4 Wood Post where needed
- All Painted White



\$29.98



Severe Weather

Pressure Treated Pine Wood Fence Gothic Universal Post

Model #GT449T40N

OR



\$9.68



Severe Weather

4-in x 4-in x 8-ft #2 Pressure Treated Lumber

Model #11687



\$9.98



Deckorators

4-in x 4-in Newport High Pyramid Pine Deck Post Cap

Model #72833

Feedback

House Photo



House Photo with proposed upgrades





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 16, 2021

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

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: November 10, 2021

There is 1 item that has been raised since our October 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. 203 Madison Avenue – roof replacement, approved per Section 8.16 (B)
- 2) Status Report on Violations relative to HDRB
 - 542 Jefferson (Building Demolition) – the property owner has paid the fine imposed for both the 3 zoning violations and the 1 Building Code violation and has obtained a demolition permit to complete the rest of the demolition work on the property. Until the demolition permit is deemed complete by the removal of all debris and materials from the site and restore the site to a clean and level condition which includes grading and seeding/strawing, and to contact the Code Official when all work is complete for a final inspection to receive a determination that the Demolition Permit is complete, the property owner is not able to submit an application for a new single-family home to the office for review by the HDRB, Zoning Administrator and Building Official.
 - 231 Mason Avenue – the property owner engaged a contractor to conduct roof repair work and they applied roof sealant but went beyond the roof and a small portion of the adjoining building wall and actually sealed the adjoining wall to the roof cap and did not receive approval from HDRB to paint/seal the masonry wall. I have issued a notice of violation and seeking a corrective plan of action from the property owner to remedy this violation; said plan must be submitted to me for review by the HDRB to determine if the work can be performed without causing damage to the masonry.
- 3) HDRB needs to select one of its members to serve as a representative on the Harbor Area Review Board..