

Historic District Review Board

Regular Meeting Agenda

Cape Charles Civic Center

December 21, 2021, 3:00 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. None.
6. **New Business**
 - A. **FENCE INSTALLATION:**
 1. 119 Fig Street: Herbert A. Thom – Certificate of Appropriateness to install a fence
 2. 240 Monroe Avenue: Michael Furcron – Certificate of Appropriateness to install a fence
 - B. **RENOVATION, MINOR:**
 1. 213 Madison Avenue: Jim & Jodi Outland – Certificate of Appropriateness to screen in the existing front porch
 - C. **MODIFICATION TO APPROVED Certificate of Appropriateness**
 1. Lot 561 Randolph Avenue: Justin & Christy Walker – Modification to Certificate of Appropriateness to use a different style of siding than previously approved
 2. 520 Randolph Avenue: Modification to Certificate of Appropriateness: change Addition size and layout; replace all siding with approved hardi-plank; replace the 2nd floor windows
 - D. **RENOVATIONS, ADDITIONS, & NEW CONTRUCTION**
 1. 516 Randolph Avenue: Danny Sullivan II and Johanna Baker – Pre-Application/Certificate of Appropriateness to construct a rear deck and replace a rear window with a door
 2. 425 Mason Avenue: Jon Dempster; Deadrise Holdings, LLC – Pre-Application/Certificate of Appropriateness to replace the front pergola, door & windows & construct a rear addition
 3. 602 Tazewell Avenue: Renato & Jody Lucatello – Pre-Application/Certificate of Appropriateness to construct a 2-story detached garage
 4. 410 Harbor Avenue/100 Madison Avenue: Sam & Amy Scharpf – Pre-Application/Certificate of Appropriateness to demolish an existing shed and construct a new 2-story detached garage
 5. 542 Jefferson Avenue: Bad Dog, LLC/ David & Elizabeth Crites Doherty – Pre-Application/Certificate of Appropriateness to construct a new 2-story single-family home
 - E. **C-3 APPLICATION**
 1. Lots 26 – 29 on Randolph Avenue: Thomas and Katherine Austin – Pre-Application/Certificate of Appropriateness to construct a miniature golf course club house and to install a sign
7. **Other Business**
 - A. Report from Interim Zoning Administrator Katie Nunez
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, Planning Technician Tracy Outten, Town Clerk Libby Hume, 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 presented. 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 follows: (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 application for a Certificate of Appropriateness at 315 Randolph Avenue to install new railings 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 that the fence would be four feet tall where it extended past the house, and six feet tall where zoning approved. 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. He continued to explain that 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; (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 even though this was a noncontributing structure, it affects the entire 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 to be minimally visible and installed in a sensitive manner per the Secretary of Interior Design Guidelines.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the after the fact 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) the 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 the application was 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, described the proposal to replace the existing vinyl siding and shutters.

Discussion and questions were as follows: (i) Kathy Glaser asked what was under the siding, Styrofoam, and insulation board. The applicant answered the original siding, believed to be wood. Ed Wells stated that original siding was not ten inches nor was the existing siding; (ii) Ed Wells wanted to know if the shutters were vinyl; yes, and the plan was to replace with vinyl. Kathy Glaser asked what size the shutters were; the measurements were unknown; (iii) Herb Thom asked if Double 5 siding would be used; yes. Ed Wells clarified the vinyl must be .046 thickness; and (iv) 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 as presented with the following conditions (1) the vinyl siding would be Double 5 and 0.046 thick and (2) Azek material would be used for all trim. 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.

Discussion and questions were as followed: (i) Michael Strub asked how old the building was; 1950s; (ii) 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"; and (iii) Herb Thom said that the vinyl siding needed to be 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 per the Cape Charles Zoning Ordinance). 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 as follows: (1) the board be made aware when the condition of the bricks was determined and (2) the sign height was lowered not to obscure the masonry detail. 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; (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; and (v) 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 as presented with the condition that a composite or painted wood fascia and freeze board, as well as the standing seam metal on the roof could be used. 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 stated in the application. 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.

Discussion and questions 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 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 the steps were brick covered with cement and 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 that 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 per the engineer letter, and rebuild an addition on the single-family detached home as presented. 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.

Chairman Edward Wells

Planning Intern



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, read through the proposed remodel and elaborated on the revisions that were made after the prior meeting. They were 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.

Discussion and questions were as follows: (i) Herb Thom asked about the ground level separation currently in place due to ABC laws. Mr. Elam answered it would be replaced by planters, nothing permanent, with the existing railing being removed. (ii) Ed Wells asked if the dimensions of the projection would stay the same as they were currently; yes, to match the existing canopy and columns would be added. (iii) Herb Thom inquired about the variations in the width of the openings for the windows. The applicant stated that the plan was to fit the windows and doors as closely as possible to the existing ones and to leave the brick wall as-is but may need to change the jam which would not manipulate the brick. (iv) Michael Mayer stated that he was struggling to read the dimensions of the canopy and asked if it would be 8’ x 6’, keeping it the same on the side and front of building. (v) 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 was an option because the door design is fully customizable. (vi) Martin Mayer 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. (vii) Michael Strub voiced that he wanted both Lemon Tree and the theater to prosper but did not want the theater marque to be blocked by future work. There was a brief discussion of the history of the property, including the fact that the second floor used to be an opera house. (viii) Ed Wells admitted to struggling with the whole concept of a balcony. Adding that he read the HDRB guidelines regarding expanding living spaces in commercial buildings. (ix) Martin Mayer commented that the building had been changed substantially over the years and did not know what year to base alterations on. (x) Ed Wells stated that the trees may obscure the balcony. (xi) Kathy Glaser reiterated that the Board was concerned about the front balcony and the visualization of the theater sign. and (xii) Michael Strub again stated that the architecture had been altered many times. Herb Thom reiterated that when the building changed from a drug store it ruined the structure. He questioned when, if ever, they should stop the town from losing its historic features. Herb Thom stated that he loved 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, addition of a column supported porch above the existing front entry, and an addition of “Juliette” style balconies on the commercial building as amended in the Certificate of Appropriateness Application for the June 8, 2021 meeting and the condition that the door muntin configuration be as the original door. The motion was approved unanimously.

NEW BUSINESS:

There was no new business.

OTHER BUSINESS:

There was no other business.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objections, Ed Wells adjourned the June 8, 2021 Historic District Review Board Special Meeting at 10:31 a.m.

Chairman Edward Wells

Planning Technician



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 has 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 to raise and add a new foundation to the house, build a 420 square feet addition on the rear of the house, and add handrails and steps to the front porch 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.*

Paula Spady, applicant, stated that she would like to replace the existing shingle roof with a metal roof.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 621 Plum Street to replace the existing roof with a metal roof 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 this problematic window for years and would like to keep the option open to replace it, but that it would be more probable to shorten the window and replace it.

Kathy Glaser clarified that the original window would be replaced by a 32" 6 over 1 window. Bruce responded yes, 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 to replace the third-floor window 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 the siding, windows, 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. This application was a direct result of that enforcement action to remedy the situation.

Martin Mayer asked if the wood windows and siding were being replaced with hardie and 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 the door was being replaced with a sliding glass door; yes. Michael Strub added that it was completely different from the original door.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness for 616 Tazewell Avenue to replace the siding, windows, and entrance on the rear porch 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 the back yard.

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

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness for 518 Jefferson Avenue to install a 10' x 16' accessory structure (shed) in the back yard 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 project was to replace the existing wood fence with vinyl and construct a side and rear deck.

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

Martin Mayer asked if part of the deck was visible from the street. William Baines answered if the fence height was 6' on Nectarine Street, 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 to construct a deck on the rear and side of the home, to replace existing wood fencing with vinyl fencing, and to extend the porch with the following conditions: (1) allow fence height up to max of 6' on the rear side of house; (2) pressure treated lumber used for railing would be painted; and (3) zoning clearance approval was needed. 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 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 a window instead of a door was desired; 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 would be Azek cap; (ii) Ed Wells asked about the side casing thickness; applicant not sure yet; (iii) Herb Thom asked if there would be a windowsill; yes, 1-3/4" to 2"; and (iv) Ed Wells stated that the casing must be at least 3-1/2", as that was the standard size.

Additional discussion and questions were as follows: (i) Michael Strub asked if the pitch of the metal porch roof would increase; yes, it will come back in and be steeper; (ii) 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 applicant explained that all the original frame of the home would be maintained if possible; (iii) Ed Wells asked if the shutters were wooden or vinyl, wood. Ed Wells then commended the applicant for this choice; (iv) Ed Wells inquired about the rear of the structure. The applicant described the proposed work and added that the roof pitch would be 6/12; (v) 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; and (v) 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 2,714 square feet, two-story single-family residence with 544 square feet 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. The applicant thanked Katie Nunez.

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

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 to construct a new 2,714 square feet, two-story single-family home with a two-story front porch and screened rear porch and to construct 624 square feet detached garage with finished space above as amended. 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. Materials 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 received.

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 from vinyl to T1-11 due to a material shortage cause by COVID-19. 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, Planning Technician Tracy Outten, Town Clerk Libby Hume, 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:

Ed Wells would like to add an item under Other Business for Chair and Board Comments.

Motion made by Herb Thom, seconded by Michael Strub, to accept the agenda as amended to add an Item B. Chair and Board Member Comments under Other Business. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *Pre-Application/Application for a Certificate of Appropriateness o 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.*

Katie Nunez said the requested documentation was in the packets and the proposed home was in compliance with zoning.

The Board stated that they had 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, to build a new 2,072 square feet single family residence and a 350 square feet accessory structure 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.*

Katie Nunez briefly read through the staff report.

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

Motion made by Herb Thom, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 114 Pine Street to install a 3-foot-high fence in the front & side yard and a 6-foot-high fence in the rear yard as presented. The motion was approved by unanimous vote.

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

Katie Nunez gave a brief description of the application.

Mark Usry, applicant, and Henry Lawson, representative from Earth Heart Mid-Atlantic present.

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

Katie Nunez stated that future solar panel applications would be handled administratively unless visible and trees would be considered. She would keep the board informed of decisions made.

Motion made by Michael Strub, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 117 Strawberry Street to install roof-top, flush-mounted solar panels on the southern roof face 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 wanted to use the garage to park a car and the 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 the National Register of Historic Places.

Questions and discussion were as follows: (i) Herb Thom asked about the overall width; the applicant had not chosen a door; (ii) Michael Strub asked if there would be any substantial changes; maybe some to the frame; and (iii) Ed Wells asked which of the current doors was 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 at 630 Tazewell Avenue to renovate an existing two-story garage 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-feet-high 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 at 406 Jefferson Avenue to construct a 12' x 16' (192 square feet) accessory structure (shed) and concrete pad on the right rear of the property, and a 6-feet-high fence in the rear yard based on the 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 at 227 Madison Avenue to install an 8' x 10' (80 square feet) accessory structure (prefab shed) in the northwest corner of the property based on the 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.

Katie Nunez said the shed and fence placement complied with zoning.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 218 Washington Avenue to install a 30' x 8' (240 square feet) accessory structure (shed) in the rear of the property and a 4-foot-high fence running 64' in length along the east side of the property based on the 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 for this property was present at this meeting to answer questions.

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

The Board requested the dimensions of the posts being proposed.

- 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, explained that the application was to install a sliding glass door and deck to have egress for 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 on Lots 81 & 84 on Strawberry Street – for a new two story 1,960 square feet single family residence with front porches.*

Spencer Custis, applicant, described the proposed new home and it was determined that the application complied with zoning.

Ed Wells asked about the proposed materials list; 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 to construct a two-story 1,960 square feet single family residence with front porches based on the staff recommendation. The motion was approved by majority vote with Ed Wells opposing.

- K. *Pre-Application/Application for a Certificate of Appropriateness on 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 the proposal for a new single-family home that would serve as their primary residence.

OTHER BUSINESS:

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

Katie Nunez read through the report.

- B. *Chair and Board Member comments*

Ed Wells addressed the Board about an upcoming Town Council agenda item, “Removal of Edward Wells from the Historic District Review Board”.

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

Herb Thom asked why Paul Grossman did not step in if Ed Wells 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 Technician & 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 at 201 Madison Avenue to reframe and repair the accessory structure to provide for a new, automatic double garage door, 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 at 521 Mason Avenue for the front and back porch, brick steps, skirting, and back porch railing. The motion was unanimously approved.

- C. *Pre-Application/Application for a Certificate of Appropriateness on 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 to build a new, 2-story 2,738 square foot single family residence with front and rear porch with 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 at 515 Mason Avenue to renovate the exterior of the house excluding the request for the second-floor addition. The screen porch was not approved. 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; and (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 at 324 Jefferson Avenue to add an 8' x 34' back porch with a side wraparound of 5' on each side and to increase the size and height of back right window 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 at 420 Randolph Avenue to install skirting between the piers of the house 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 was a long process that would 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 at 515 Mason Avenue to build a rear porch 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 at 403 Madison Avenue to construct a 2,200 square foot two-story single-family home with a detached garage 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 at 408 Randolph Avenue to install a 6-foot wooden fence in the back yard 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 at 220 Monroe Avenue to remove the windows on the rear of the house and replace them with French sliding glass doors and a deck 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 at 616 Strawberry Street to replace the siding and front & side stoops, as well as replace the front door and remove the door from the shed, 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 to accommodate the

windows on the home.

Motion made by Herb Thom, seconded by Michael Strub, to approve the application for the 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 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 a 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 at 619 Randolph Avenue to replace the roof above the front porch and replace the concrete walkway 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 a 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 to 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) led 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 at 642 Randolph Avenue to replace the vinyl siding with original siding and replace the vinyl windows with Anderson windows, as well as add the replacement of the front porch roof 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 at 239 Monroe Avenue to replace the front porch flooring 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 of 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 to re-side house, make repairs, reconfigure the existing shed, and replace roof on front porch. The addition of the triple window was not approved. 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.

Ed Wells stated that the Board needed better renderings of the project.

Kathy Glaser asked about the porch foundation. The applicant explained that the piers would be redone with concrete block and said they would like to fill in between the piers. Ed Wells said they could use lattice or boards, but not fill it in entirely. The Applicant said they would like to do lattice.

Ed Wells asked if they were reframing the floor; yes.

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

The applicant stated that the roof 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.

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

Michael Strub asked about the shower; it would be 7' tall and 4' square, enclosed in the rear but visible from Jefferson Avenue and 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). Mr. Hunter removed the shower from the application.

Motion made by Herb Thom, seconded by Kathy Glaser, to approve the application for the 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, add an addition of 14 ft x 12 ft (168 square feet) rear deck with French doors and outdoor shower; and repair piers and remove flue pipe from roof, 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, and (4) the door trim was made wider. The outdoor shower was excluded and would be discussed at a later 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 at 630 Tazewell Avenue to renovate with addition of new mudroom on east side, new rear screened porch, alteration of the two-story portion of house for windows and siding. The whitewashing of the brick piers was not approved, as more information was 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 Board of Contractors to be 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: December 21, 2021

Item #: 6 (A) (1) – 119 Fig Street

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

Date: December 6, 2021

APPLICANT: Herbert A. Thom

SITE ADDRESS: 119 Fig Street

TAX MAP: 83A3-1-421B & 424B

LOT SIZE: 2,716.95 sq. ft

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Install 6 ft fence on rear property line and portion of side property line.

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: Contributing Structure

DESCRIPTION: 1920, Folk Victorian

Accessory Structure: Non-Contributing Structure

DESCRIPTION: Shed

DATE APPLICATION RECEIVED: November 9, 2021

PRE-APPLICATION MTG: December 21, 2021

DATE APPLICATION DEEMED COMPLETE: November 30, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 30, 2022

The applicant is seeking to install a wooden fence 6 ft high on a portion of the northern side property partially from the rear corner property boundary to approximately 8 ft along the side property line but not fully to the rear corner of the houseline and a 6 ft high fence along the full rear property line.



MATERIALS:

Fence: Wood

STAFF ANALYSIS**ZONING COMPLIANCE**

The property is a legal conforming use. The height of the fence is in compliance with the Zoning Ordinance and location of the fence can be no closer than one inch from the property line.

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

HISTORIC DISTRICT GUIDELINES

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

STAFF RECOMMENDATION:

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

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259 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: ERECT partial fence (Rear + Side)
Property Address: 119 fig St. Cape Charles VA
Brief Description of Project: as above
Zoning District: _____ Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: Herbert Thom
Mr. Maintenance
Mailing Address: 119 fig St. Cape Charles VA
Phone Number: 757 710 7082 Email: Herbert A Thom 39 @ Gmail . com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Herbert A. Thom
Mailing Address: 119 fig St. Cape Charles VA
Phone Number: 757 710 7082 Email: Herbert A Thom 39 @ Gmail

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: 11-9-21

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

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

[illegible]

**RESUBDIVISION
AND
PHYSICAL SURVEY
OF PART OF**

PLAT OF
MAP OF TOWN OF
"CAPE CHARLES"

SCALE: 1" = 20' 29 JANUARY 1990

A horizontal graphic scale bar with markings for angles: 0°, 10°, 20°, 30°, 40°, 50°, and 60°. The bar is divided into segments corresponding to these angles.



\$95⁴⁶

\$41²⁶/piece

\$41²⁶

Top Rated



6 ft. H x 8 ft. W Pressure-Treated Pine Shadowbox Fence Panel

★★★★☆ (95) ✓



How To Get it

This item is **unavailable** at Hampton
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Delivery is **unavailable** for this product



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 21, 2021

Item #: 6 (A) (2) – 240 Monroe Avenue

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

Date: December 7, 2021

APPLICANT: Michael Furcron

SITE ADDRESS: 240 Monroe Avenue

TAX MAP: 83A3-1-394

LOT SIZE: 5,102.53 sq. ft

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Install fencing

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: Contributing Structure

DESCRIPTION: 1930, Craftsman

Accessory Structure: Contributing Structure

DESCRIPTION: Garage

DATE APPLICATION RECEIVED: November 8, 2021

PRE-APPLICATION MTG: December 21, 2021

DATE APPLICATION DEEMED COMPLETE: November 30, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 30, 2022

The applicant is seeking to add/install a 6 ft., dog-ear pressure treated pine wooden fence on the rear yard side property line (not the side property adjacent to Strawberry St which has an existing 4 ft tall fence) and to add a 4 ft tall gate at the rear property line which will connect to the existing 4 ft fence. The side fence addition is requested to be installed finished side in and the applicant has noted that the adjacent neighbor would need to provide permission for the installation be done with finished side in.



MATERIALS:

Fence: Wood



Existing Fence

Finish existing fence
same design with 6' wide gate



White line is existing fence
Red line is proposed new 6' fence
Yellow line is proposed 48" fence with
gate to match existing fence



Example of 6' dog ear fence



STAFF ANALYSIS

ZONING COMPLIANCE

The property is a legal conforming use. The maximum height for a fence is 6 feet in the rear yard; the materials are in compliance with the zoning ordinance and the installation method of the side fence yard is allowed to be done with the finished side facing in with concurrent approval from the adjacent property owner. However, the application does not include any documentation indicating that this approval from the adjacent property owner has been given regarding the installation method.

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

HISTORIC DISTRICT GUIDELINES

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

STAFF RECOMMENDATION:

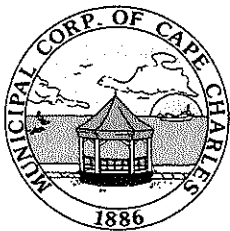
Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed fence is in keeping with the Historic District

Staff is recommending approval of this application as requested, contingent upon receiving written confirmation that the adjacent property owner (per County GIS System, current adjacent property owner is Michelle Cross of 238 Monroe Avenue) is concurring that the installation of the 6 ft high fence on the rear yard side property line be installed with finished side facing inward and staff is prepared to assist in the development of a motion, if needed.

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

- ☒ Completed application
- ☒ Letter of intent clearly explaining project
- ☒ Existing site plan or survey
- ☐ Proposed site plan or survey (if applicable)

- ☒ Photos/elevations of existing structure
- ☒ Photos/elevations of proposed project
- ☒ Proposed materials/spec sheets, samples
- ☒ Payment of fees (new construction >2,000 square feet \$500; new construction up to 2,000 square feet \$300; all other \$150; modification \$250)

PROPERTY INFORMATION

Name of Project: Fence
Property Address: 240 Monroe Ave Cape Charles VA 23310
Brief Description of Project: Finish Fence in ~~front~~ back yard
Zoning District: R-1 Current Use: Residential Proposed Use: Same

OWNER INFORMATION

Name and Company: Michael Furcron
Mailing Address: 1694 Tisdale Rd Louisa VA 23093
Phone Number: 703 615 8519 Email: mfurcron@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Michael Furcron
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: 11/8/21

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

Fence Project
240 Monroe Ave, Cape Charles, VA 23093

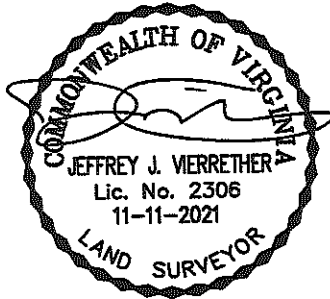
This Property has an existing 48" dog ear pressure treated pine fence along the sidewalk side of the rear yard. The same style fence was removed (likely a few years ago) on the other side of the yard.

We would like to build a privacy fence along the side of the rear yard separating our yard from the neighbors yard. The fence would be pressure treated pine dog ear boards to match the existing fence, however this fence would be 6' tall with very little space between boards. I would also like to finish the existing 48" fence connecting to the shed along the back of the yard with a 6' wide gate for mowers/golf carts.

The existing 48" fence and new gate will remain finished side out. The new 6' fence will be finished side in (with permission from neighbor) and 1"-6" inside property line.

THIS IS TO CERTIFY THAT ON NOVEMBER 11, 2021, 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.

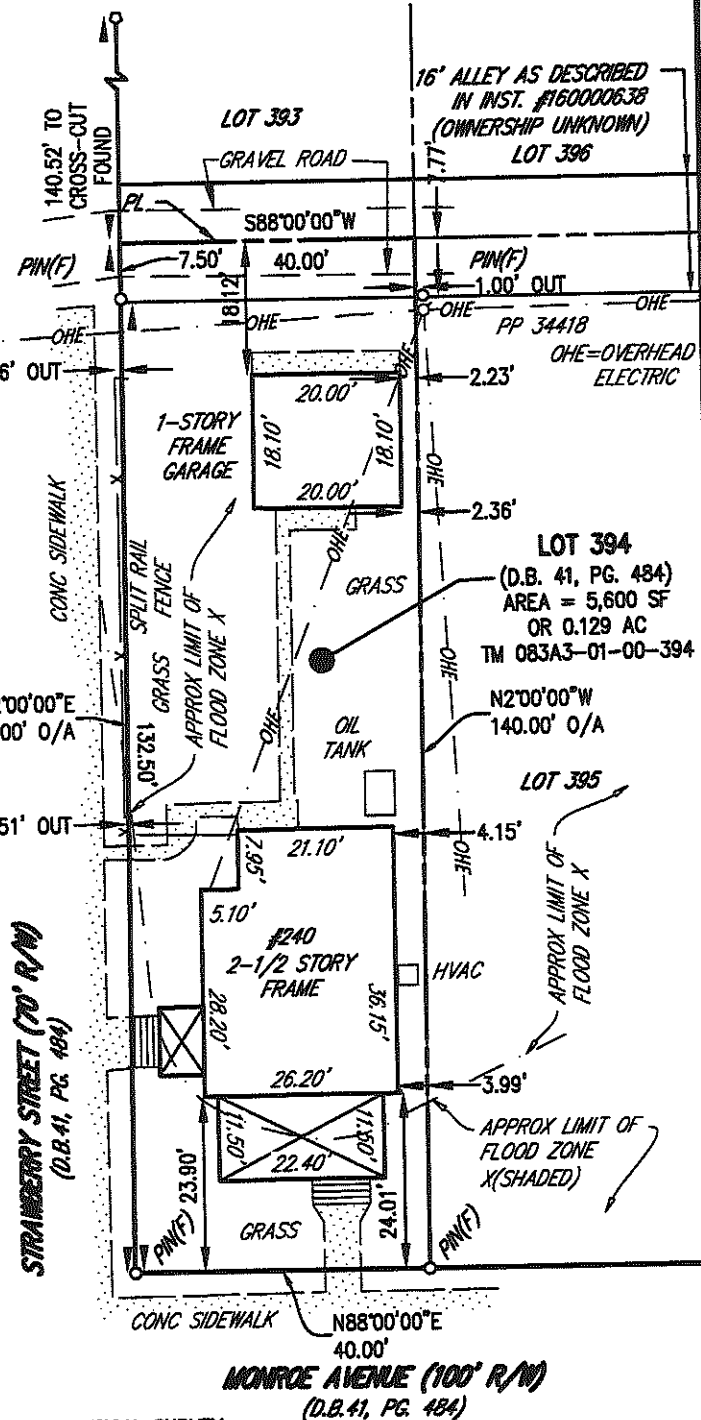
MSA, P.C.



NOTES:

1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN. PROPERTY IS SUBJECT TO RIGHTS-OF-WAY, EASEMENTS, COVENANTS AND ALL MATTERS OF PUBLIC RECORDS.
2. THIS PROPERTY APPEARS TO FALL IN FLOODS 'X' AND 'X' (SHADED) AS SHOWN ON PANEL 0235F OF THE FLOOD INSURANCE RATE MAPS FOR NORTHAMPTON COUNTY, VIRGINIA, COMMUNITY NO. 510105, DATED MARCH 2, 2015. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY/COUNTY INDICATED. MSA, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.
3. CURRENT OWNER PER NORTHAMPTON COUNTY, VIRGINIA TAX ASSESSOR IS WILLIAM F. DUNCAN. SOURCE OF TITLE IS INSTRUMENT #160000638.
4. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES OR ANY UNDERGROUND STRUCTURE NOT OBSERVED DURING THE COURSE OF THE SURVEY.

(D.B. 41, PG. 484)



PHYSICAL SURVEY
OF
LOT 394

(D.B. 239, PG. 662)
TAX MAP NO.: 083A3-01-00-394
CAPE CHARLES - CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
FOR
MIKE FURCRON

MSA, P.C.

Environmental Sciences • Surveying
Civil & Environmental Engineering

5032 Rouse Drive, Suite 200
Virginia Beach, VA 23462-3764
757-490-9264 | www.msaonline.com

DWN BY: KCR

FB: CS722, PG 71

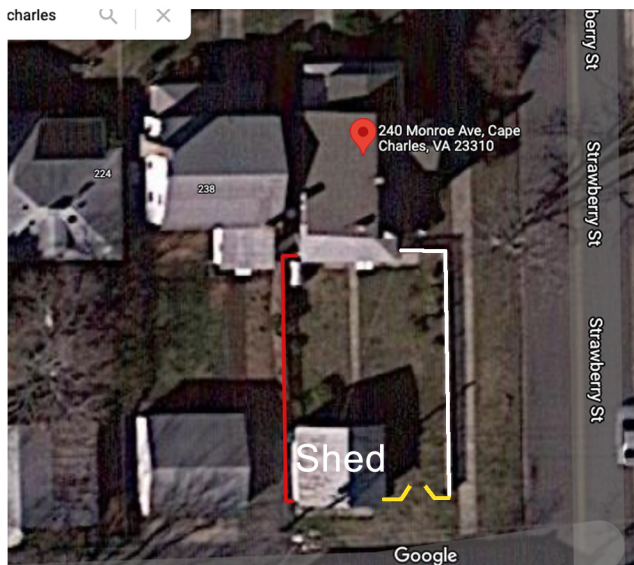
JOB# 21267

SCALE: 1" = 20'



Existing Fence

Finish existing fence
same design with 6' wide gate



White line is existing fence
Red line is proposed new 6' fence
Yellow line is proposed 48" fence
with gate to match existing fence



Example of 6' dog ear fence





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 21, 2021
Item #: 6B (1) – 213 Madison Avenue
Prepared by: Katie H. Nunez, Zoning Administrator
Date: December 7, 2021

APPLICANT: Jodi and Jim Outland	TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness
SITE ADDRESS: 213 Madison Avenue	WORK TO BE PERFORMED: screen existing porch and add a storm door
TAX MAP: 83A1-1-207	CURRENT ZONING: Residential (R-1)
LOT SIZE: 1,590 sq. ft.	HISTORIC REGISTER: CONTRIBUTING STRUCTURE <i>Description: 1929 Craftsman Bungalow</i>

DATE APPLICATION RECEIVED: October 25, 2021
PRE-APPLICATION MTG: December 21, 2021
DATE APPLICATION DEEMED COMPLETE: December 6, 2021
LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 6, 2022

The applicant is proposing the following work:

- 1) Screen in an existing front porch in 3-foot sections
- 2) Add a storm door at the top of the stairs in the center of the porch

MATERIALS:
No materials list provided.

STAFF ANALYSIS

ZONING COMPLIANCE:

The proposed project is seeking to screen in an existing 280 sq. ft front porch. The zoning ordinance allows for the screening of front porches with insect screening only, preferably with the screening placed on the inside (house side) of any architectural elements and the ordinance does not allow for any permanent enclosures of front porches.

The applicant has provided pictures, including a sample of a similar concept from another house. The applicant needs to specify the screening materials and storm door, including if any framing will be needed or proposed for installation of screening as well as storm door.

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:

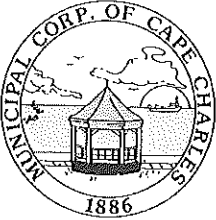
Staff is recommending review of the Pre-Application by the HDRB and determine if the proposed exterior renovations are within the Historic District Guidelines.

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

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

ATTACHMENTS:

Attachment 1 – Application and Documents



PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

Name: Jodi + Jim Outland
Mailing Address: 213 Madison Ave CC
Phone Number: 804-539-4823 Email: jodioute@verizon.net

PROJECT SUMMARY

Address of Project: 213 Madison Ave
Application Type (rezoning, variance, etc.): _____
Total Acreage of Project: n/a

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

We have a front porch, approx. 7' x 20',
which we'd like to screen in. We'd like
to have a storm-type door to offer greater
stability. Our porch is stone/concrete

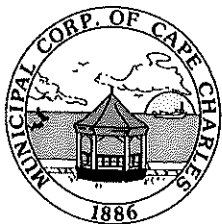
Signature of Applicant: Jodi Outland Date: 10/25/21

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: Screen-in existing porch
Property Address: 213 Madison Ave CC
Brief Description of Project: Screen in an existing front porch
Zoning District: _____ Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: Jim + Jodi Outland
Mailing Address: 213 Madison Ave
Phone Number: 804-539-4823 Email: jodiout@verizon.net

APPLICANT INFORMATION

☒ check here if applicant is owner

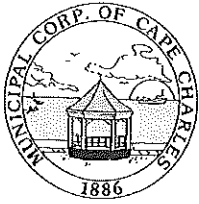
Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

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: Jodi Outland Date: 10/25/21

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



Application for Zoning Clearance

Town of Cape Charles Planning & Zoning
Municipal Building
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax 757-331-4820
planningtech@capecharles.org

Date: 10/25/21

A zoning clearance is hereby requested for the following construction at:

Site Address: 213 madison Ave Tax Map#:

Zoning District:

RE ☐ R-1 ☐ R-2 ☐ R-3 ☐ CR ☐ C-1 ☐ C-2 ☐ C-3 ☐
Harbor ☐ GBI ☐ GBI-H-1 ☐ M-1 ☐ M-2 ☐ Open Space ☐
PUD-R-1 ☐ PUD-R-2 ☐ PUD-R-3 ☐ PUD-SC ☐ PUD-C ☐ PUD-Village ☐ PUD-Open Space ☐

Owner/Occupant Name: Jodi + Jim Outland Phone Number: 804/539-4823

Owner Address: 213 Madison Ave

Type of work to be done: New ☐ Alteration ☒ Addition ☐ Demolition ☐
Tree Addition ☐ Tree Removal ☐

Specific Work to be done: Screen in a front porch - existing

Materials: wood, screen, door, some Photos emailed to Tracy.

Setbacks: n/a

Front: Sides: Corner side: Rear:

Applicant's Signature: Jodi Outland

Zoning Administrator's Signature:

☐ Approved
☐ Denied

Plot Plan: For Applicant Use

Outland Screened in Porch
213 Madison Ave Cape Charles VA

We currently have a front porch on a 1929 Craftsman Bungalow. We enjoy the porch but have limited use because of bugs.

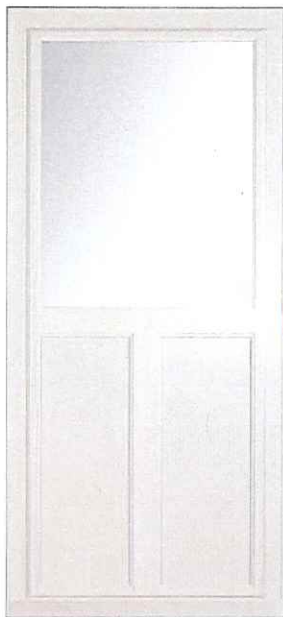
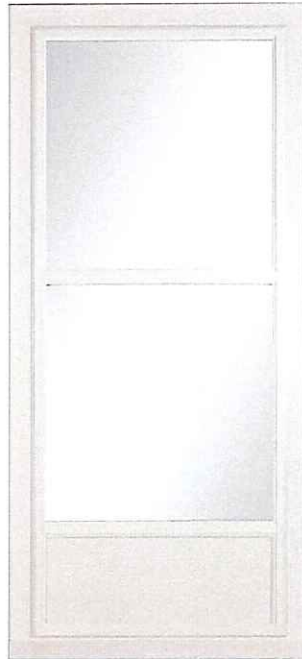
We would like to screen in the porch, using very standard 3' spacers. A storm door placed in the center at the top of the stairs rather than a flimsy screened door is our preference as screened in doors never last very long especially in coastal areas. We need to tie it in to the existing roof which requires using existing stone/concrete "railing", which is much wider than, say, a wooden railing.

We plan to use Tommy Rosen Construction; he is a licensed A contractor.

Thank you,

Jodi Outland

storm doors

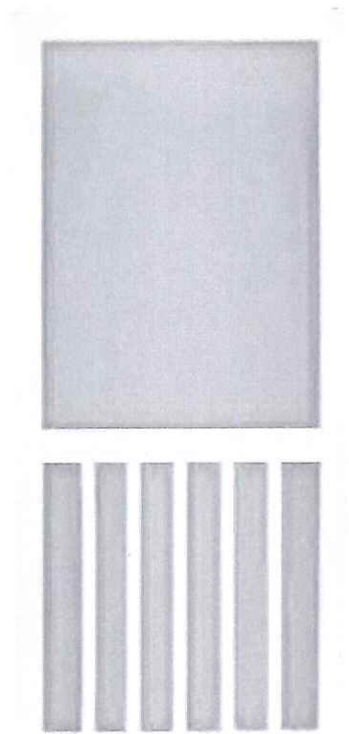


≈ "stone"

Outland

Screen Porch Doors

213 Madison Ave



← Screened



Screened
doors



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 21, 2021

Item #: 6C (1) – Lot 561 corner of Randolph Avenue and Nectarine St.

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: December 14, 2021

APPLICANT: Christy & Justin Walker

SITE ADDRESS: Lot 561, corner of
Randolph Ave and Nectarine St

TAX MAP: 83A3-1-561B

LOT SIZE: 2,800 sq. ft.

TYPE OF APPLICATION: Modification of Certificate of
Appropriateness issued on 7/21/2021

WORK TO BE PERFORMED: New 2,072 square ft, 2-
story single family residence with 350 sq. ft. accessory
structure; house will have 2-story front porch

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Not listed

DATE APPLICATION RECEIVED: October 22, 2021

PRE-APPLICATION MTG: December 21, 2021

DATE APPLICATION DEEMED COMPLETE: November 30, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 30, 2022

The applicant is seeking to modify the Certificate of Appropriateness, specifically to modify the siding material as well as the directional installation of said material. They would like to use Ever Last horizontal lap with 6 7/8ths inch reveal in Artic White. They would also like to replace the Board and batten siding at the top of the house with Ever Last with a 11" reveal.

Previously, they were proposing and approved for a James Hardie Hardieshingle Siding with a vertical, shingle style installation.

They are seeking this change for both the new house and the new accessory structure.

BACKGROUND:

At the July 21, 2021 HDRB meeting, the applicants submitted an application to construct a 2,072 square foot, two-story single-family residence with a 350 sq. ft. accessory structure and was approved for a Certificate of Appropriateness

The applicant has submitted a full set of architectural drawings with elevation for both the house and the accessory structure.

This lot is currently a vacant lot and is a legal, non-conforming lot.

STAFF ANALYSIS

ZONING COMPLIANCE:

The original Certificate of Appropriateness application and approval had obtained zoning compliance. This modification request does not impact that zoning compliance.

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

HISTORIC DISTRICT GUIDELINES:

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

STAFF RECOMMENDATION:

Staff is recommending approval of this modification application and for a full review by the HDRB and determine if the proposed material substitution is within the Historic District Guidelines for new construction.

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 modification to the 7/21/2021 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; <u>modification \$250</u>) |

PROPERTY INFORMATION

Name of Project: walker, new construction home
Property Address: Lot 501, SW corner of Randolph & Nectarine
Brief Description of Project: new 2-story home
Zoning District: R-1 Current Use: n/a Proposed Use: single family home w/ apt building

OWNER INFORMATION

Name and Company: Justin & Christy Walker
Mailing Address: 2211 Westsail Lane, Va Beach, Va 23455
Phone Number: 757-362-4212 Email: Christy@pelicanbayplumbing.net

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Justin & Christy Walker
Mailing Address: 2211 Westsail Lane, vb, va 23455
Phone Number: 757 362 4212 Email: chrissy@pelicanbayplumbing.net

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 10.22.2021

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

James Hardie cement board horizontal lap
8.25 in board with a 7" reveal (exposure) in Arctic White

* instead of cement board shingle style, we would like cement board horizontal siding identical to outbuilding

board's battan stays the same

board's battan stays the same



LEFT SIDE ELEVATION 1/4" = 1'-0"



FRONT ELEVATION 1/4" = 1'-0"

* both outbuilding and main house to be cement board horizontal siding in Arctic White with white trim: windows

board's battan stays the same

board's battan stays the same



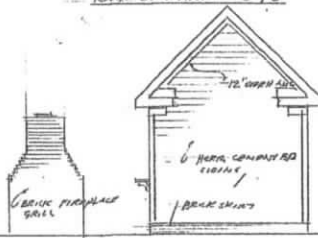
RIGHT SIDE ELEVATION 1/4" = 1'-0"



FRONT ELEVATION 1/4" = 1'-0" (CART STORAGE & BUST BAR)



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



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

note:

This decision is being sought because it is the desired preference for the aesthetic look of the house.

RESIDENTIAL DESIGNS, LTD.
CARROLL W. JOHNSON
Post Office Box 1640 - Charlottesville, Virginia 22902
Phone 528-1234

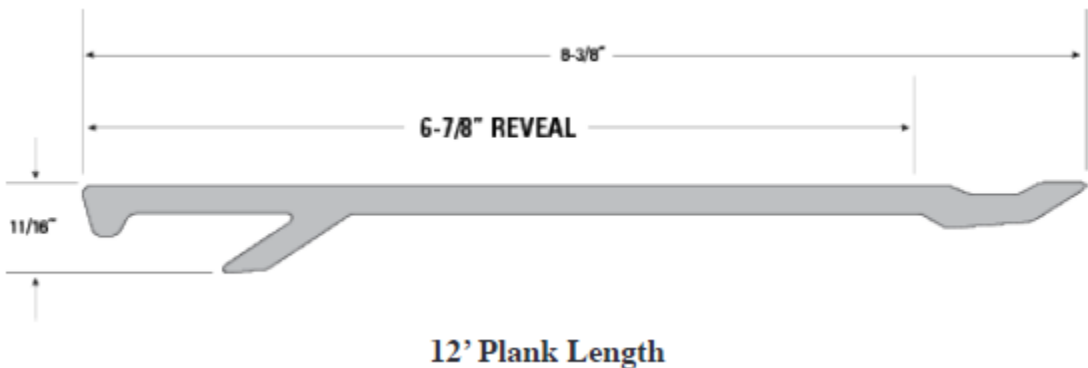
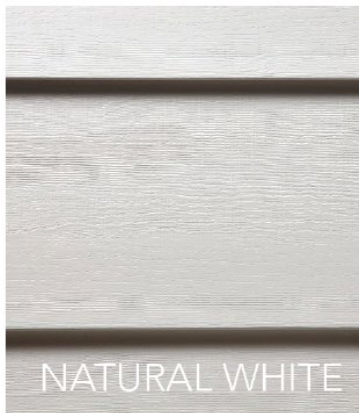
DATE: _____
DESIGNED BY: CWB
DRAWN BY: CWB

Lot # 561
Corner of Nectarine & Randolph Ave.

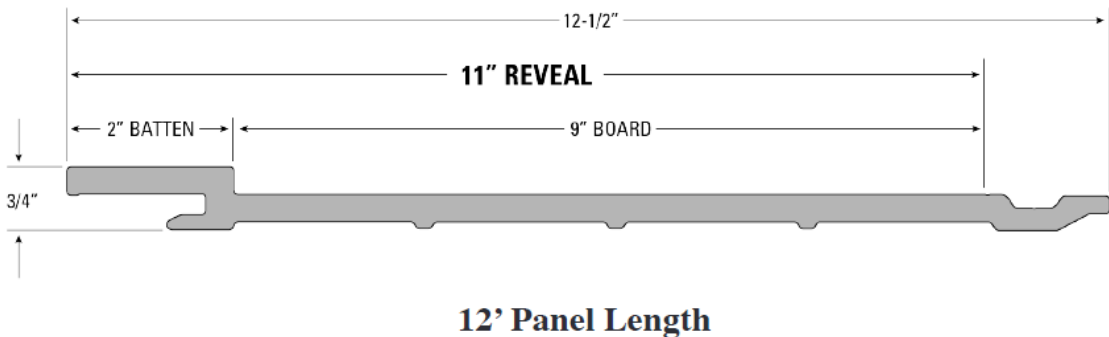
FOR NO. _____
SHEET NO. _____

Everlast Horizontal Lap Siding

Standard 6-7/8" Lap Siding



Everlast Vertical Board & Batten Siding





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 14, 2021

Item #: 6C-2 520 Randolph Avenue

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

Date: December 8, 2021

APPLICANT: Kathleen and Todd Glaser	TYPE OF APPLICATION: Modification of Certificate of Appropriateness issued on 10/19/2021
SITE ADDRESS: 520 Randolph Avenue	WORK TO BE PERFORMED: change Addition size and layout; replace all siding with approved hardi-plank; replace the 2 nd floor windows
TAX MAP: 83A3-1-580	CURRENT ZONING: Residential (R-1)
LOT SIZE: 5,600 sq. ft.	HISTORIC REGISTER: CONTRIBUTING STRUCTURE <i>Description: 1910, Queen Anne</i>

DATE APPLICATION RECEIVED: November 4, 2021

PRE-APPLICATION MTG: December 14, 2021

DATE APPLICATION DEEMED COMPLETE: November 30, 2021

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 30, 2022

The applicant met with the HDRB on October 19, 2021 and was approved for a Certificate of Appropriateness to renovate the existing house including: new roof, porch rails, windows and trim, and steps; and constructing a 600 sq. ft. rear addition on the two-story house. The Historic District Review Board approved the application with the designated conditions that (1) the chimney cap would be masonry; (2) the decking material would be composite tongue and groove; and (3) roof pitch could only be 3/12 to accommodate the existing second-story windows. The applicant was also instructed to inform the staff if conditions of the house, once renovations commenced, warranted a reconsideration of the proposed renovation plan.

To that end, the applicant is now requesting a modification of the Certificate of Appropriateness, specifically elements of her original application as follows:

1. Due to budget constraints, we have had to modify the size and layout of the addition. As a result of this, the previous location of the kitchen has been changed and the new kitchen will be on the **east side of the house**. In order to accommodate the kitchen design, we must **decrease the size of the windows** so that a countertop can be placed on that wall. **The new windows will be the same width (30 inches) but will be 48 inches in height instead of 64 inches.** Exterior design will remain the same one over one, traditional Rams head with 1 7/8 in sill to match the others. Existing windows are not original to house. (See enclosed photo)

2. Also in the original application, we had planned to keep the existing shingles on the original house. After demolishing the interior walls, significant termite damage was found in the beams and siding underneath the shingles. (See photos) This would be the original clapboard siding. We most likely will not be able to salvage the original shingles and boards underneath. Therefore, we would like approval **to refinish the existing exterior of the house after replacing studs and base with new wood, with the same hardi-plank that was approved for the addition, lap siding with a 5-inch exposure, wood texture.**
3. In our original application we stated that we would salvage the **windows on the second floor.** After further investigation it was found that these windows also have significant termite damage and will all need to be replaced. **The replacement windows would be the same as those approved for the first floor. One over One composite with azek trim with traditional Rams head configuration having a 1 7/8-inch sill.**

STAFF ANALYSIS

ZONING COMPLIANCE

A new zoning clearance form will need to be submitted to update the square footage change of the addition since original application indicated a 600 square foot addition and also update the building permit application.

The project was in compliance with the zoning ordinance when the HDRB approved it on October 19, 2021 and is still in compliance with the zoning ordinance. However, the office paperwork needs the corrected information regarding the size of the addition.

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

HISTORIC DISTRICT GUIDELINES

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

SIDING: Page 57

WINDOWS and TRIM: Pages 41 – 42.

STAFF RECOMMENDATION:

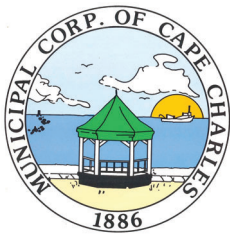
Staff recommends the HDRB review this modification application and review the requested changes which indicated the proposed material for each item and attached photographs to determine if this is keeping with the Historic District Guidelines.

The Historic District Review Board makes the final determination on whether or not this modification to a previously approved and issued Certificate of Appropriateness, dated October 19, 2021 will be approved for this project and may impose conditions on an approval.

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: Glaser residence
Property Address: 520 Randolph Ave
Brief Description of Project: Modification to previously approved application
Zoning District: R-1 Current Use: R-1 Proposed Use: R-1

OWNER INFORMATION

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

APPLICANT INFORMATION

[] check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: _____ Date: _____

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

November 4, 2021,

To the Historic District Review Board of Cape Charles:

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

1. Due to budget constraints, we have had to modify the size and layout of the addition. As a result of this, the previous location of the kitchen has been changed and the new kitchen will be on the east side of the house. In order to accommodate the kitchen design, we must decrease the size of the windows so that a countertop can be placed on that wall. The new windows will be the same width (30 inches) but will be 48 inches in height instead of 64 inches. Exterior design will remain the same one over one, traditional Rams head with 1 7/8 in sill to match the others. Existing windows are not original to house. (See attachment 1 and 2)
2. Also in the original application, we had planned to keep the existing shingles on the original house. After demolishing the interior walls, significant termite damage was found in the beams and siding underneath the shingles. (See photos) this would be the original clapboard siding. We most likely will not be able to salvage the original shingles and boards underneath. Therefore, we would like approval to refinish the existing exterior of the house after replacing studs and base with new wood, with the same hardi-plank that was approved for the addition, lap siding with a 5-inch exposure, wood texture.
3. In our original application we stated that we would salvage the windows on the second floor. After further investigation it was found that these windows also have significant termite damage and will all need to be replaced. The replacement windows would be the same as those approved for the first floor. One over One composite with azek trim with traditional Rams head configuration having a 1 7/8-inch sill.

Please contact me with any questions.

Thank you,

Kathy Glaser

EXIST'G
WINDOWS +
TRIM TYP

2ND FLE

EXTENSION

1ST FLE

30X48"

NEW MODERN
WINDOWS W/RAISED SILLS

$\frac{1}{8}" = 1'$

GLASER RESIDENCE 520 RANDOLPH AVE, CC.



GLASER RESIDENCE 520 RANDOLPH AVE, CC, VA, A.
11/15/21





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



100 SERIES

SINGLE-HUNG WINDOW

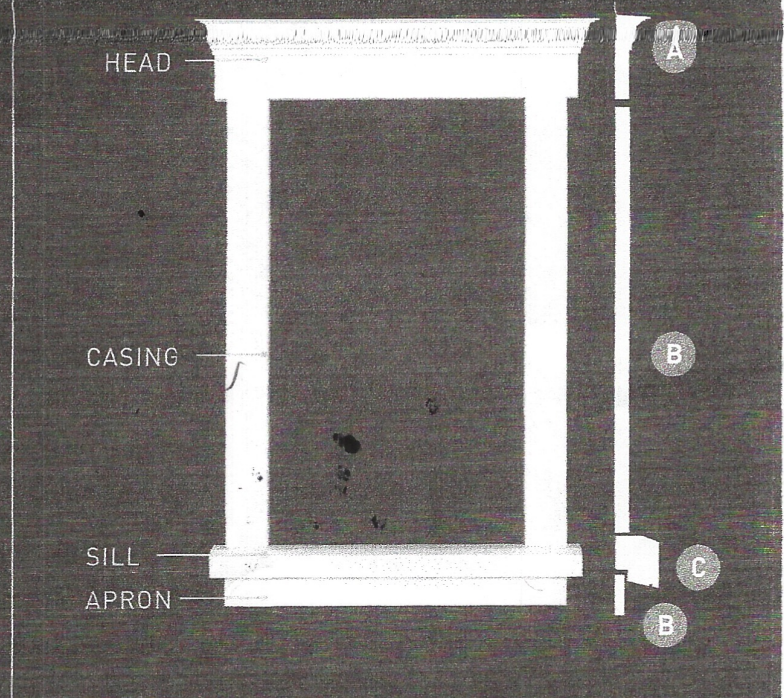
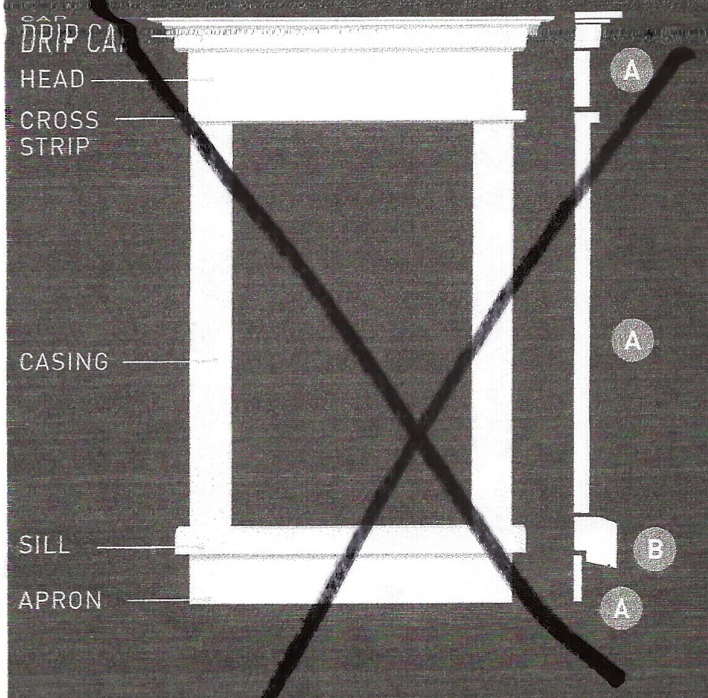
★★★★ 3.9 (16)

Andersen

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

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

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



STATESIDE

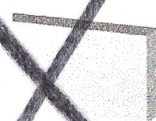
This surround grouping features horizontal stepping, casting distinct shadow lines. With its tall head and cap combination, the Stateside is best suited for large window or door arrangements, especially on historic home designs that call for dramatic horizontal definition. Match with the Historic Sill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

TO CREATE THE STATESIDE SURROUND, USE THE PROFILES BELOW

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

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

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



HISTORIC RAMS HEAD

#6

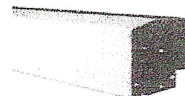
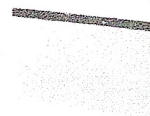
This assembly replicates a classic surround with subtle detail. An attractive one-piece crown mould and wide head makes installation a breeze. The Historic Rams Head surround delivers an intriguing yet simple aesthetic and is commonly used in Arts and Crafts-styled homes. The Historic Sill should be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

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

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

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

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



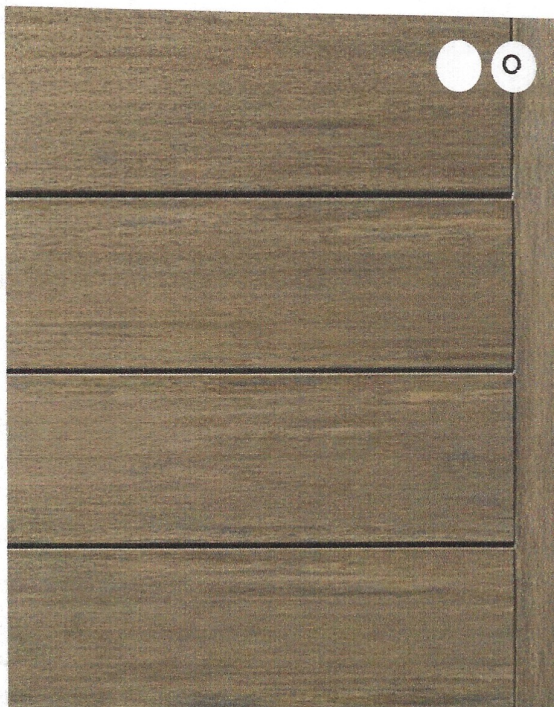
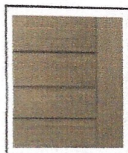
PRODUCTS ▾

WHY TIMBERTECH ▾

RESOURCES ▾

OUTDOOR LIVING IDEAS

START YOUR PROJECT



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

Vintage Collection®

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

Color



Selected: Coastline®

Sample Size

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

\$0.00

- 1 +

ADD TO CART

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WE'RE HERE TO HELP



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 14, 2021

Item #: Item 6D -1- 516 Randolph Avenue

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

Date: December 8, 2021

APPLICANT: Danny Sullivan II & Johanna Baker

SITE ADDRESS: 516 Randolph Avenue

TAX MAP: 83A3-1-581

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

WORK TO BE PERFORMED: To construct a rear deck and replace a rear window with a door

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

Description: Ca. 1910 Queen Anne

DATE APPLICATION RECEIVED: October 21, 2021

PRE-APPLICATION MTG: December 14, 2021

DATE APPLICATION DEEMED COMPLETE:

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

The applicant is seeking to construct a 15' x 6' (90 square foot) deck on the rear of the house and replace an existing kitchen window with a rear, standard size door (32" x 80") on the back of the house which would lead directly onto the deck.

MATERIALS:

See the full application for the deck layout and materials and the proposed door sample.

STAFF ANALYSIS

ZONING COMPLIANCE

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

HISTORIC DISTRICT GUIDELINES

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

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

STAFF RECOMMENDATION:

The applicant has requested two items: to construct a 90 square foot deck on the rear of the house and to replace an existing rear kitchen window with a door to allow access directly on the new deck which will have stairs to allow for direct access of the back yard.

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

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

Attachments:

Attachment 1 – Application and Documents



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: 516 Randolph Ave, back door and deck
Property Address: 516 Randolph Ave, Cape Charles, VA 23310
Brief Description of Project: Add new, back door and deck in backyard
Zoning District: _____ Current Use: residential Proposed Use: residential

OWNER INFORMATION

Name and Company: Danny Sullivan II and Johanna Baker
Mailing Address: 2010 N. Upton Street, Arlington, VA 22207
Phone Number: 703-217-1681 Email: johanna.a.baker@gmail.com

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: Danny Sullivan II and Johanna Baker
Mailing Address: 2010 N. Upton Street, Arlington, VA 22207
Phone Number: 703-217-1681 Email: johanna.a.baker@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: Johanna Baker Date: 10/21/21

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

Danny R. Sullivan II and Johanna A. Baker

516 Randolph Avenue
Cape Charles, VA 23310

703-217-1681

Johanna.a.baker@gmail.com, dannysullivanii@yahoo.com

November 6, 2021

Town of Cape Charles Planning & Zoning Dept.

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

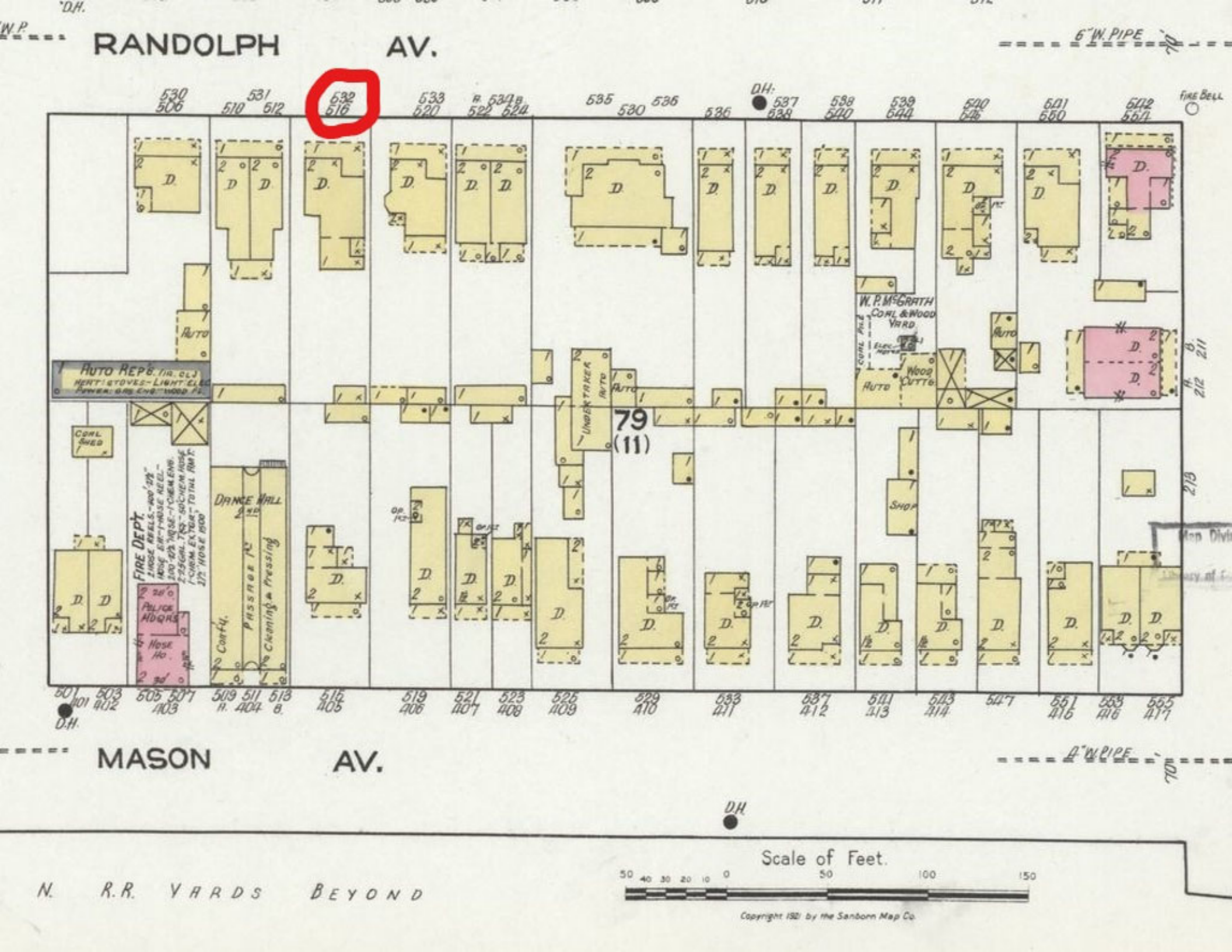
Dear **Town of Cape Charles Planning & Zoning Dept.:**

It is our intention to install a new back door and a deck in our backyard. We currently have no direct access to our backyard, we either use the front door and go around to the back or use the side door which is in our laundry room. The new back door will be a standard size, (32" x 80"), single door and will replace our current kitchen window that faces the backyard. The deck will attach to the back of our house and will have a set of steps down to the backyard.

We welcome the opportunity to discuss the project with you further. Please contact us by phone at **703-217-1681** or by email at **Johanna.a.baker@gmail.com, dannysullivanii@yahoo.com**. We look forward to your response.

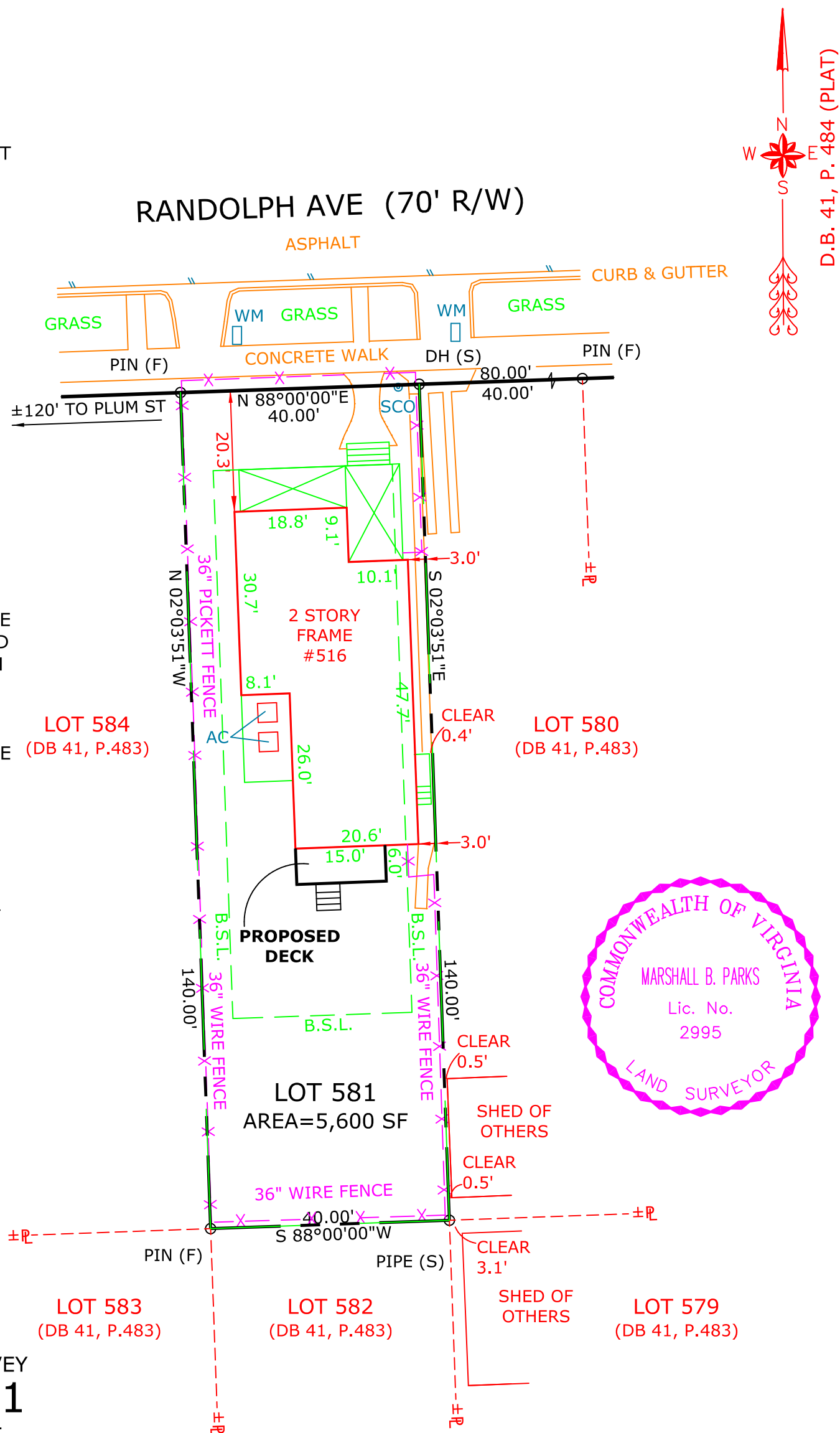
Sincerely,

Danny R. Sullivan II and Johanna A. Baker

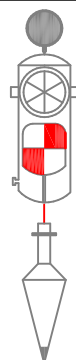


8. AREA= 5,600 SQ. FT.

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



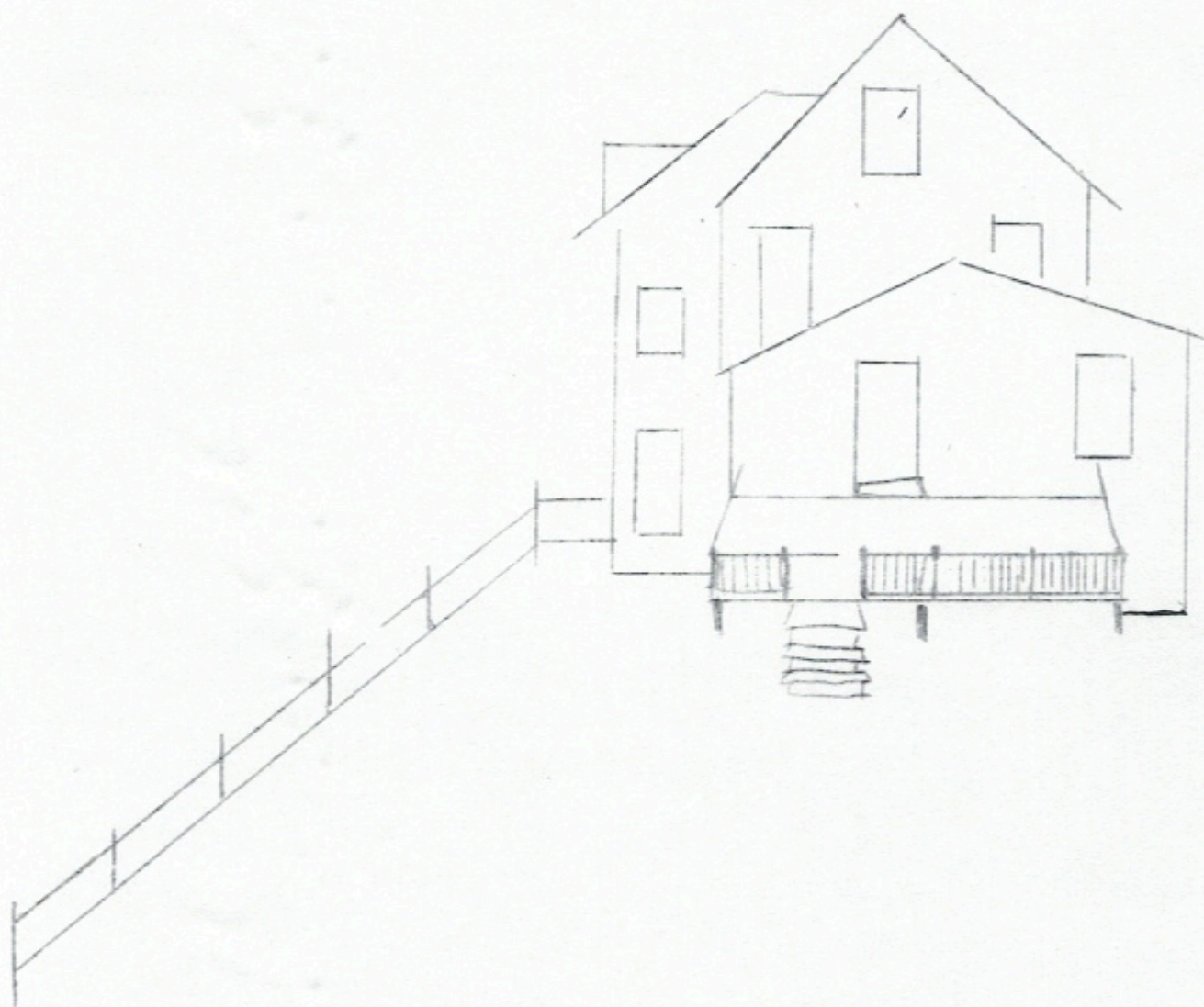
PLAN OF SURVEY
LOT 581
MAP OF THE
TOWN OF
CAPE CHARLES
SHOWING PROPOSED DECK
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
NOVEMBER 11, 2021



ACCOMACK—NORTHAMPTON
SURVEYING & MAPPING PLLC
16034 Metompkin Road Bloxom, Va 23308
36308 LANKFORD HIGHWAY BELLE HAVEN VA 2336
Phone: (757) 709-4192

DRAWN BY: MBP	SCALE: 1" = 20'
CHK'D BY:	BACK TRV BY: CROCKETT
FIELD BOOK:	JOB NUMBER: 1310

516 RANDOLPH AVE.
Elevation Drawing



516 Randolph Avenue
Elevation Drawing
Door Detail



Plan Specifications

Deck Name: Custom

DESCRIPTION	SPECIFICATION
Deck Name	Custom
Deck Square Feet	120 sq ft
Stairs Square Feet	17 sq ft
Total Width	20'
Total Depth	6'
Designed Height	3' 6"

"2x8 floor joist spanning 6ft with 6x6 deck supports on a 18x18in footer.
Decking is azek space 1x6 in a mahogany color. White azek wrapped band with 1x6 white azek horizontal lattice."



CCM891 Stained in New Earth

*Add the code to the blank in the style number for the desired door and glass combination.

XC Chord Glass (XC)

XJ Chinchilla Glass (XJ)

XR Rainglass (XR)

XN Granite Glass (XN)

XG Geometric Glass (XG)

 Flush-Glazed (FG)

 Removable Grille (RG)



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 21, 2021

Item #: 6E (3) – 425 Mason Ave. Addition and renovation

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: December 8, 2021

APPLICANT: Jon Dempster
SITE ADDRESS: 425 Mason Ave.
Deadrise Pizza
TAX MAP: 83A3-1-595
LOT SIZE: 5,582 sq. ft.

TYPE OF APPLICATION: Pre-Application
WORK TO BE PERFORMED: An addition (1,280 ft²) to the rear of the building and a pergola over the front patio
CURRENT ZONING: Commercial Residential (CR)
HISTORIC REGISTER: Not listed

DATE APPLICATION RECEIVED: November 11, 2021

PRE-APPLICATION MTG: December 21, 2021

DATE APPLICATION DEEMED COMPLETE:

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

The applicant is seeking to build an addition of 1,280 ft² for a kitchen off the rear of the building, add a pergola to the front patio area with a classic rib roofing, and black metal fence around the base, and renovate the dining room.

The addition will continue the same side setbacks, roof line & pitch, off the rear of the existing building. This addition will be stick framed with Hardy Siding. The roof will consist of asphalt shingles to match existing roof. The front Pergola will be constructed out of Pressure Treated Wood painted black. The existing 9 over 6 windows will be replaced with 1 Full View Commercial Pane in each bay. The existing wooden door will be replaced with a Full View Commercial Glass Door.

The applicant has provided a set of sketches with elevations and a detailed materials list.



STAFF ANALYSIS

ZONING COMPLIANCE:

The building was converted approximately in 2008 from a commercial retail space to a commercial restaurant. The property is located in the CR Zoning District. The front yard area currently provides a tent covering with picnic bench seating. The applicant is proposing to transition from the tent to a pergola structure with an enclosed fencing structure to define the space as part of the restaurant service area for food and drink service.

The applicant needs to provide the proposed height of the fence structure and the proposed covering, if any, for the pergola structure. The continued use of the front yard for outside dining is in keeping with the historic use of the property; however, the pergola structure is not permitted to be fully enclosed and incorporated into the restaurant building without applying for and obtaining all approvals from the Town, including the Board of Zoning Appeals for a variance to the front yard setbacks and from the Planning Commission and Town Council for a Conditional Use Permit for expansion of the commercial building into the front yard setbacks and consistency with design and development standards for the CR Zoning District.

The survey has been provided and shows the proposed addition. However, the sketch drawings for the exterior renovation do not align with the survey, specifically the inclusion of a walk-in refrigerator/freezer unit is not shown on the survey and would further intrude upon the rear yard setback. The rear yard setback is 25 ft and the survey provided shows a rear yard setback of 23.43 ft which will require a variance. However, a greater variance request may be required if the walk-in unit on the sketch drawings. This needs to be clarified and a variance application applied for this property.

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

HISTORIC DISTRICT GUIDELINES:

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

STOREFRONTS, Page 49: STOREFRONTS BUILDING ELEMENTS - When designing new storefronts or elements for storefronts, conform to the configuration and materials of traditional storefronts. Keep the ground levels of new retail commercial buildings at least 50 percent transparent up to a level of 10 feet. Articulate the bays of institutional or office buildings to provide visual interest.

Include doors in all storefronts to reinforce street-level vitality. Discourage “mini-malls” with one central door to the interior unless individual storefronts also have usable entrances and display windows.

STAFF RECOMMENDATION:

Staff is recommending review of the Pre-Application by the HDRB and determine if the proposed expansion of this commercial building in the rear as well as the renovations proposed at the front of the building is within the Historic District Guidelines.

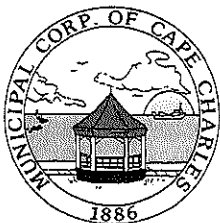
Zoning Compliance cannot be provided at this time until the survey and sketch drawings are in alignment and a variance application is filed and acted upon by the Board of Zoning Appeals regarding the rear yard setback.

HDRB review is requested on the other components of the application, including the proposes renovation of the front windows and door, pergola structure, and renovation of the rear building with an addition of 1280 square feet.

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: DAVID "TON" DEMPOSTER // DIABRISE PIES
Mailing Address: 425 MASON AVE, CAPE CHARLES, VA 23310
Phone Number: (508) 284-3318 Email: jordempster@yahoo.com

PROJECT SUMMARY

Address of Project: 425 MASON AVE, CAPE CHARLES, VA 23310
Application Type (rezoning, variance, etc.): NEW ADDITION
Total Acreage of Project: 3% // 1,300 SQFT.

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

NEW KITCHEN IN REAR OF BUILDING. 7/1,300 SQFT.
REPLACE EXISTING WOODEN FENCE W/ BLACK METAL FENCE
AND REPLACE TOWER W/ PERGOLA SYSTEM.

Signature of Applicant: [Signature] Date: 11/18/21

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____

Deadrise Pies

November 18, 2021

Historic District Review,

Dear Board Members,

Deadrise Pies is now in our 5th year of operation. We believe we have added to the town by providing pizza, a missing element at the time, jobs, and tax base. We have reached a point of growth that is showing us a hardship without an addition. Specifically we are unable to service the amount of people who would like to order pizza on a daily basis during season.

The solution is to build a larger kitchen off of the rear of the building that will allow us to increase production, while also spending significant money on our front patio area for a better “Curb Appeal” and renovating our dining room.

We are proposing an addition of 1,280 SqFt which will continue the same side setbacks, roof line & pitch, off of the rear of our existing building. This addition will be stick framed with Hardy Siding. The roof will consist of asphalt shingles to match existing roof.

The front Pergola will be constructed out of Pressure Treated Wood painted black, with a classic rib roofing, and black metal fence around the base.

The existing 9 over 6 windows will be replaced with 1 Full View Commercial Pane in each bay. The existing wooden door will be replaced with a Full View Commercial Glass Door.

We will plant a row of hedges / landscaping, possibly to include Crape Myrtles or Bay Trees to the left of the front door where the current “Garden” is.

Thank you for taking the time for this special meeting. We are working hard to make sure all of these upgrades can be in place and ready for our next busy season.

Sincerely yours,

Jon Dempster

Materials List:

New Addition in Rear:

Hardy Siding, Color Matched to existing building.

Asphalt roof shingles, Same as existing roof.

One rear window for ambient light in Kitchen. 4' x 8' Full view glass.

Built on a concrete pad

Front Patio Pergola:

Pressure Treated Lumber

Classic Metal Ridge Roofing

Black Metal Fencing to be similar to "Peach St. Books"

2 New Full View Windows in existing bays (Currently housing 3 windows each)

Full view Commercial Door

The following image is a representation of what we envision our finished "pergola" to look like over the patio area.



DEADRISE

SURVEYORS CERTIFICATION

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



GENERAL NOTES:

1. OWNERS:
DEADRISE HOLDINGS, LLC

2. TAX PARCEL: 83A3-1-595

3. SOURCE OF TITLE: INST.
210001507

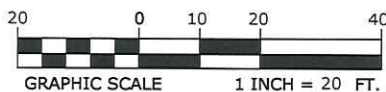
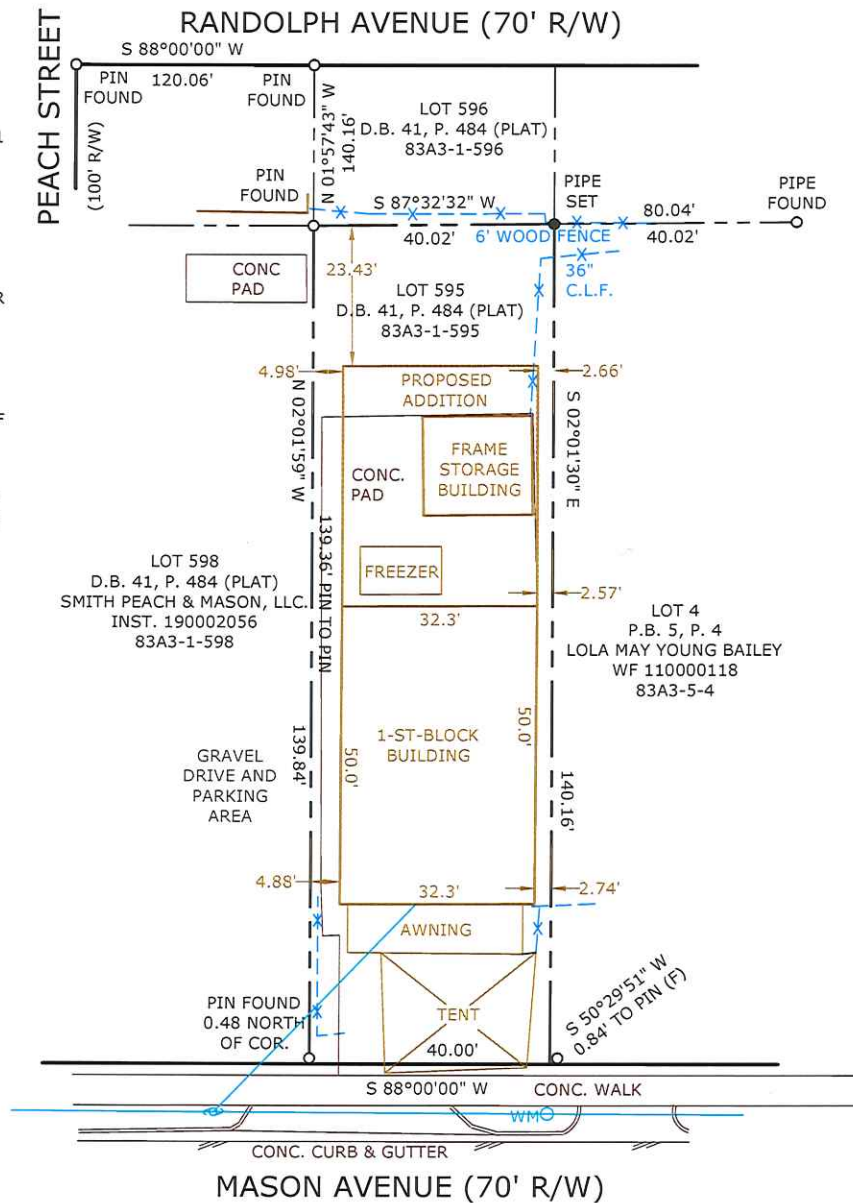
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN NOVEMBER 2021 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.

7. PLAT REFERENCE:
D.B. 41, P. 484 (PLAT)

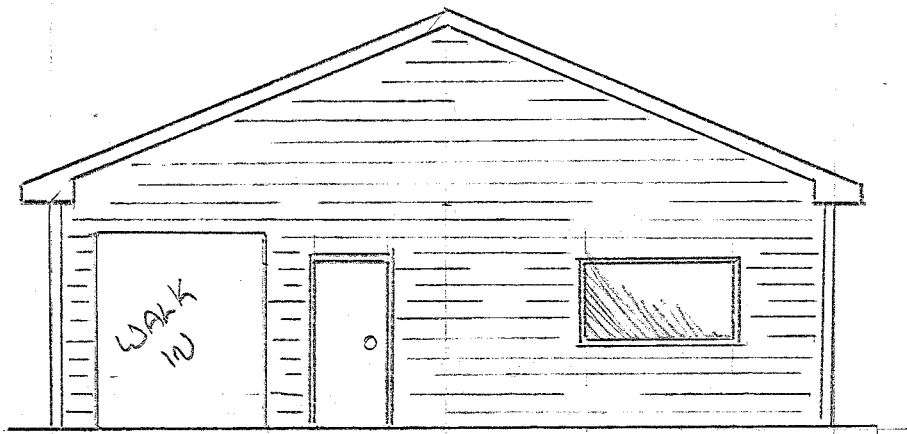
8. AREA: 5,602 SQ. FT.
(0.129 AC.)



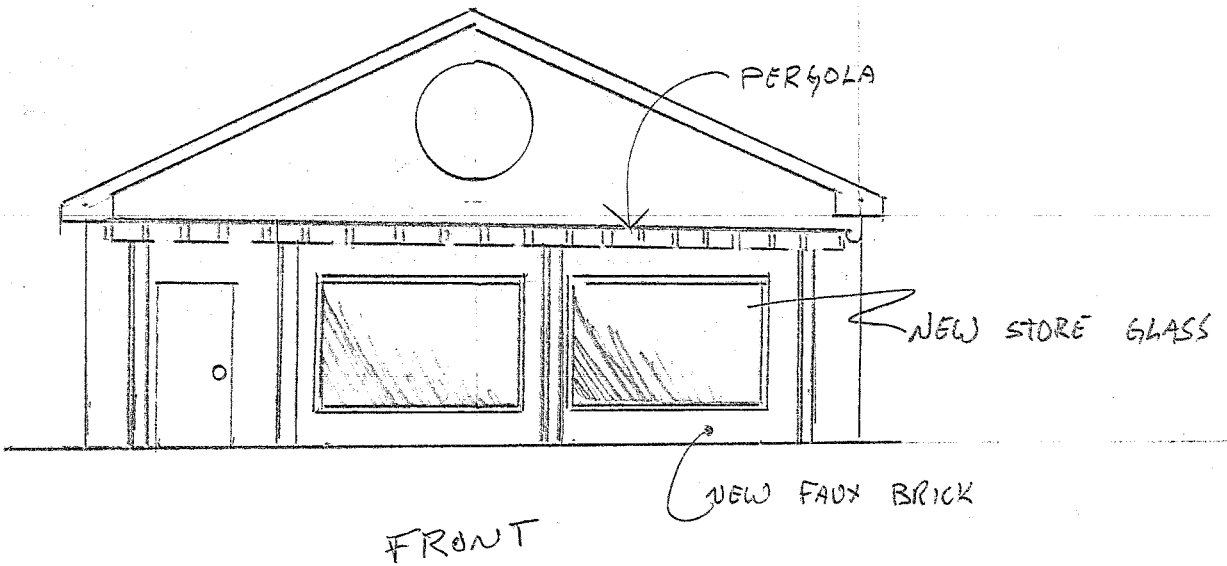
SITE PLAN
LOT 595
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT, NORTHAMPTON
COUNTY, VIRGINIA
MADE FOR DEADRISE HOLDINGS, LLC
SCALE: 1" = 20' JULY 21, 2021

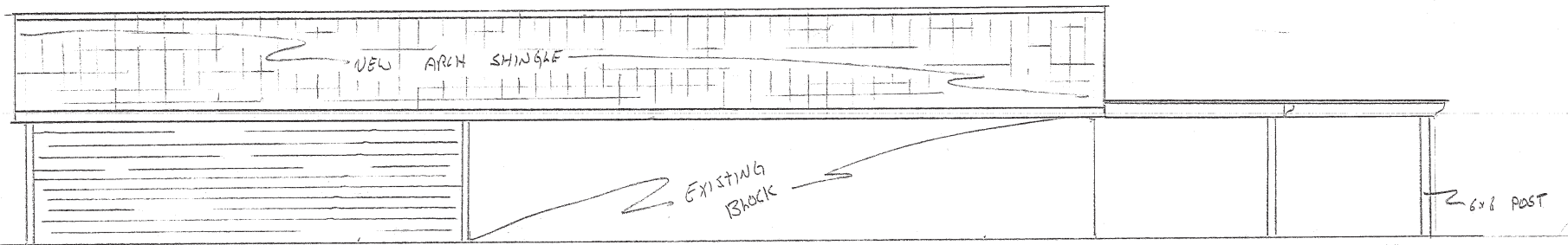


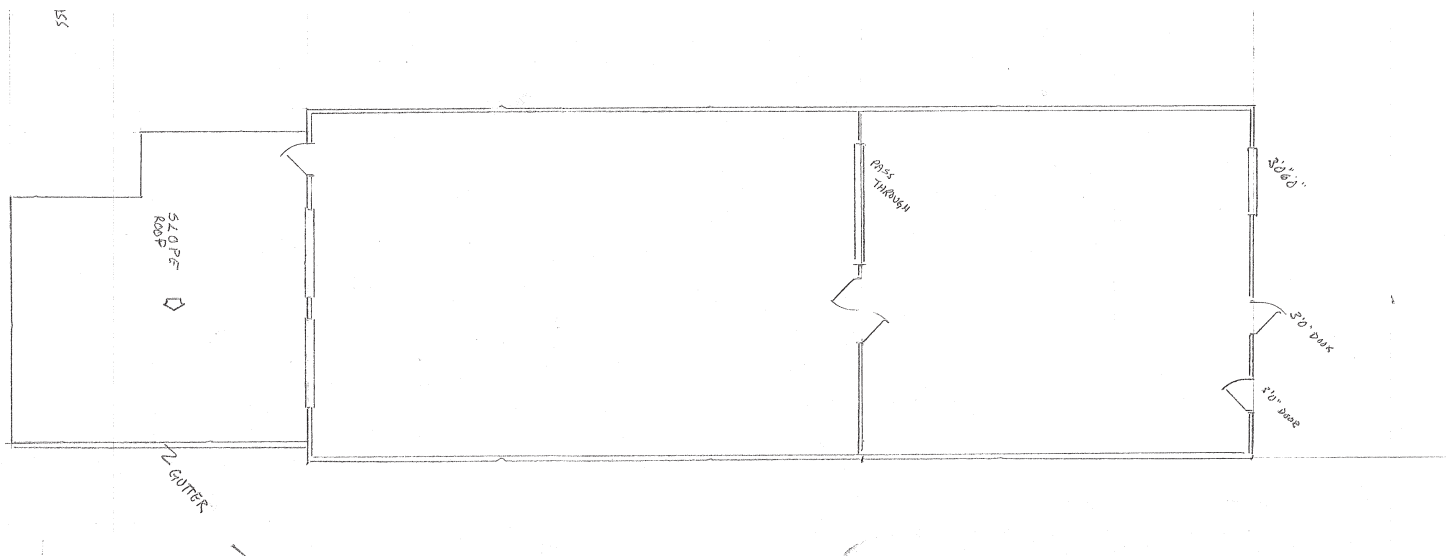
POINT NORTH
POINT NORTH SURVEYING LLC
P.O. Box 701, (757) 709-3008
Onley, VA. 23418 pointnorthsurveying@gmail.com
DRAWN BY: CROCKETT FIELD BOOK: FILE COPY
BACK TRAV: CROCKETT PROJ. NO: 21223



REAR







SunLouvre®
PERGOLAS

sunlouvrepergolas.com





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 21, 2021

Item #: 6D - #4: 602 Tazewell Avenue

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

Date: December 10, 2021

APPLICANT: Renato & Jody Lucatello	TYPE OF APPLICATION: Pre-Application / Certificate of Appropriateness
SITE ADDRESS: 602 Tazewell Avenue	WORK TO BE PERFORMED: Build a 2-story garage with ADU on second floor
TAX MAP: 83A3-1-448	CURRENT ZONING: Residential (R-1)
LOT SIZE: 5,600.72 sq. ft.	HISTORIC REGISTER: Non-Contributing Structure <i>Description: Ca. 1890, No Discernable Style (HOUSE)</i>

DATE APPLICATION RECEIVED: May 22, 2021

PRE-APPLICATION MTG: December 21, 2021

DATE APPLICATION DEEMED COMPLETE: December 16, 2021 (contingent upon TC Vote)

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 16, 2022

The applicant is seeking to build a 540 square foot, two-story garage with an accessory dwelling unit (ADU) on the second floor.

MATERIALS:

Roof: Timberline Ultra HD Shingle

Siding: Hardieplank Lap, Thickness: 0.312", Width: 8.25", Exposures: 7", Length: 144" board

Windows: Atrium double hung 36" x 60", 6 over 6 and 36" x 40", 6 over 6

Doors: 1st floor - Side Entry – Therma TRU Craftsman Lite Red to match main house

Garage – White Double Carriage Style

2nd floor- Single Front Entry – French Style 15 lite to match main house rear door

Trim: White Azek trim

Stairs & Decking: treated lumber and treads to be Mahogany

STAFF ANALYSIS

ZONING COMPLIANCE

The proposed project is set back 28'5" from the house and is 2' from the rear property line. The structure is 540 square feet which is less than 43% of the square footage (1,388 ft²) of the house.

Planning Commission has already approved for a Conditional Use Permit for the ADU and the Town Council is holding its public hearing on the Conditional Use Permit on Thursday, December 16, 2021. There is a distance of 22 feet between the house and the proposed accessory structure. The application is in conformance with the Zoning Ordinance with the exception of obtaining all approvals for the Conditional Use Permit for the Accessory Dwelling Unit which the Town Council will be acting upon on December 16, 2021. If the Town Council approves the CUP, then this application will be in zoning compliance.

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

HISTORIC DISTRICT GUIDELINES

There are no specific guidelines for accessory structures.

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:

The applicant has requested to construct a 540 square foot, 2-story accessory structure with second floor Accessory Dwelling Unit. Staff is recommending approval of this application, contingent upon affirmative action from the Town Council on the pending Conditional Use Permit application for the Accessory Dwelling and is prepared to assist with the development of a motion, if needed.

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

Attachments:

Attachment 1 – Application and Documents



PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

Name: RENATO LUCATELLO
Mailing Address: 9 PURCELL MANSIONS, LONDON W14 9TP, UK.
Phone Number: 0044 207 381 0627 Email: nar1966@yahoo.co.uk

PROJECT SUMMARY

Address of Project: 602 TAZEWELL AVENUE
Application Type (rezoning, variance, etc.): ACCESSORY BUILDING
Total Acreage of Project: 540 square feet

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

2 STOREY 2 CAR GARAGE WITH INDEPENDANT
APARTMENT ON 2ND FLOOR (1 bed studio with kitchen
and bathroom). TO BE USED AS RESIDENTIAL BY
THE OWNERS

Signature of Applicant:  Date: 22/5/2021

For Internal Use Only:

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

Pre-Application
Form C...ble.pdf



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: 2 STOREY (2 CAR GARAGE / STUDIO APARTMENT)
Property Address: 602 TAZEWELL AVENUE
Brief Description of Project: TO BUILD A GARAGE AND APARTMENT ABOVE
Zoning District: R1 Current Use: YARD Proposed Use: GARAGE / RESIDENTIAL

OWNER INFORMATION

Name and Company: RENATO & JODY LUCATELLO
Mailing Address: 9 PURCELL MANSIONS, QUEENS CLUB GARDENS, LONDON W14 9TP
Phone Number: 0044 207 381 0627 Email: nat1966@yahoo.co.uk

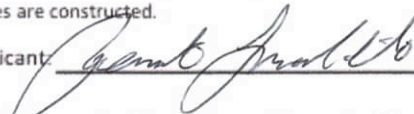
APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant:  Date: 05/22/2021

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

6

Renato Lucatello
9 Purcell Mansions
Queens Club Gardens
London W14 9TP
Telephone: 0207 381 0627
Email: Nart1966@yahoo.co.uk

30th May 2021

LETTER OF INTENT AND MATERIALS LIST

602 TAZEWELL AVENUE, CAPE CHARLES GARAGE /APARTMENT PROPOSAL

We would like to build a two car garage with apartment above at the end of our yard. As we have a corner lot we will have direct access onto Nectarine.

It will be built within the square feet and lot lines required guidelines.

Materials list

1ST Floor

Side entry door Therma TRU Craftsman Lite Red to match main house as per spec sheet.

Double carriage style door white as per spec sheet.

3 Atrium double hung windows 36" x 60" 6 over 6 as per spec sheet.

2nd Floor

Single front (French style 15 lite) entry door to match main house rear door. Example as per spec sheet.

3 windows (2 either side of door (36" x 40" 6 over 6) to match same arrangement on rear of main house. 1 window at rear above counter height (36" x 40" 6 Over 6)

HARDIEPLANK siding to match main house as per spec sheet.

TIMBERLINE ULTRA HD SHINGLE (PEWTER) as per spec sheet to match main house. Roof pitch to match main house.

WHITE AZEK trim as per spec sheet to be used to match main house.

External stair and entry deck to be made from treated lumber as per rear deck of main house (photo attached)

All decking and stair treads to be Mahogany as per main building rear deck.

Apartment to be used as private residence for the homeowners only and at this stage not for rental.

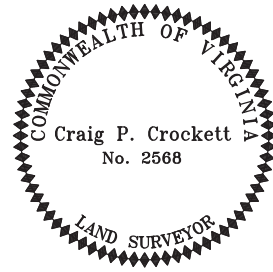
All the best,

RENATO and JODY LUCATELLO.

Homeowners.

SURVEYORS CERTIFICATION

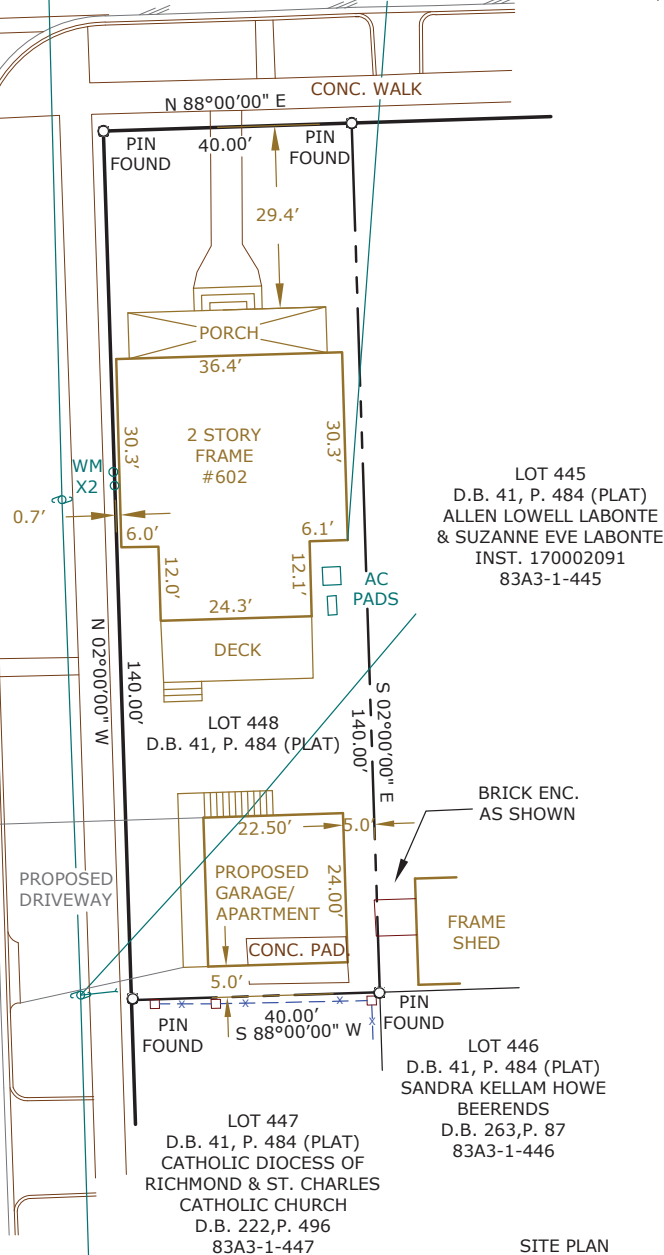
I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS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

**GENERAL NOTES:**

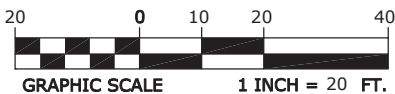
- OWNERS:
RENATO LUCATELLO
& JODY L. LUCATELLO
- TAX PARCEL:
83A3-1-448
- SOURCE OF TITLE:
INST. 100001925
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2021 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.
- PLAT REFERENCE:
D.B. 41, P. 484 (PLAT)
- AREA: 5,600 SQ. FT. (0.129 AC.)

TAZEWELL AVE (70' R/W)

NECTARINE STREET (70' R/W)



SITE PLAN
LOT 448
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VA.
MADE FOR RENATO LUCATELLO
& JODY L. LUCATELLO
SCALE: 1"=20' JULY 23, 2021

**POINT NORTH**

POINT NORTH SURVEYING LLC

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

DRAWN BY: DCP FIELD BOOK: FILE COPY
BACK TRAV: CROCKETT PROJ. NO: 21116

①

⑬

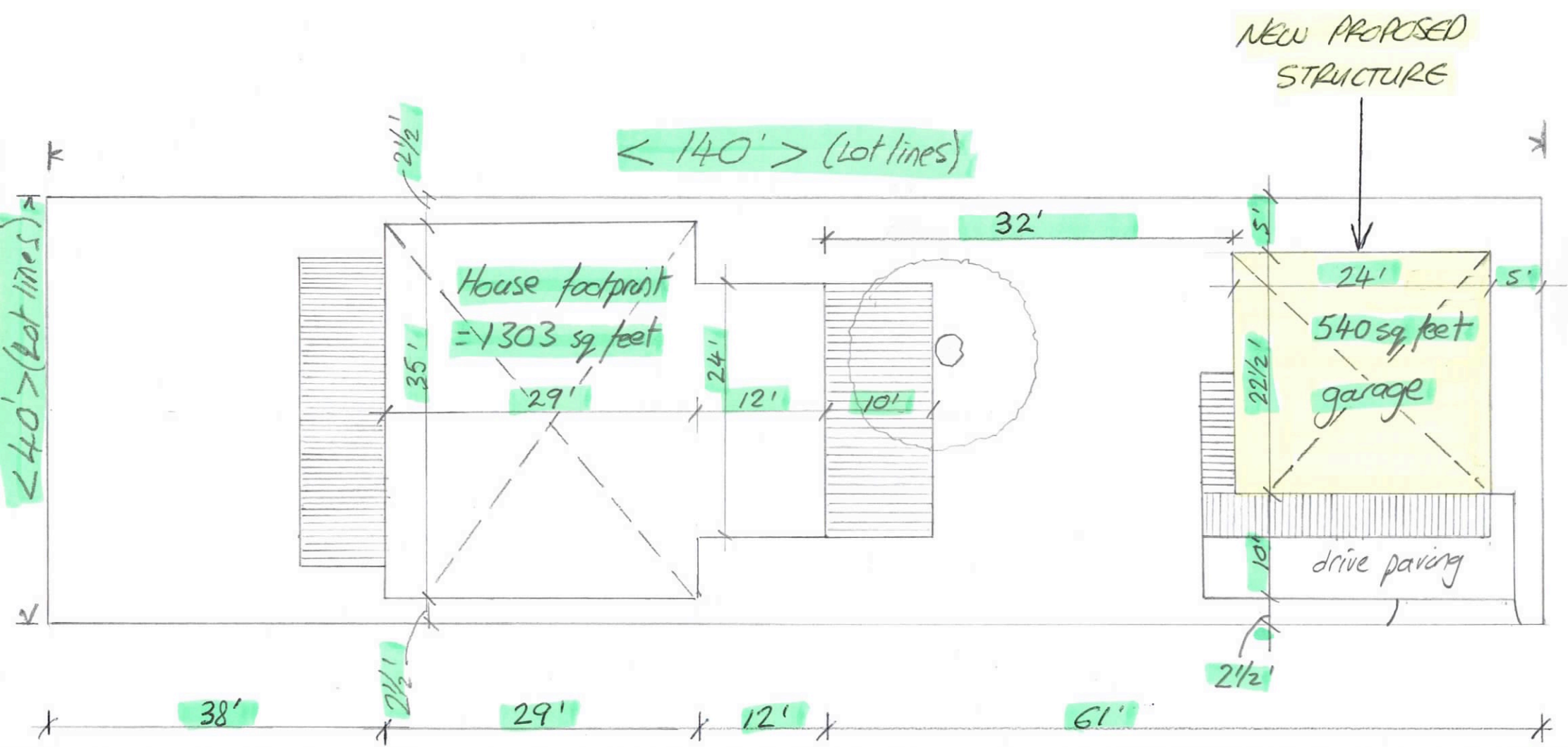
602 TAZEVELL AVE

CORNER LOT

2 STOREY GARAGE/APARTMENT

PROPOSAL

LOT SIZE 140' x 40'

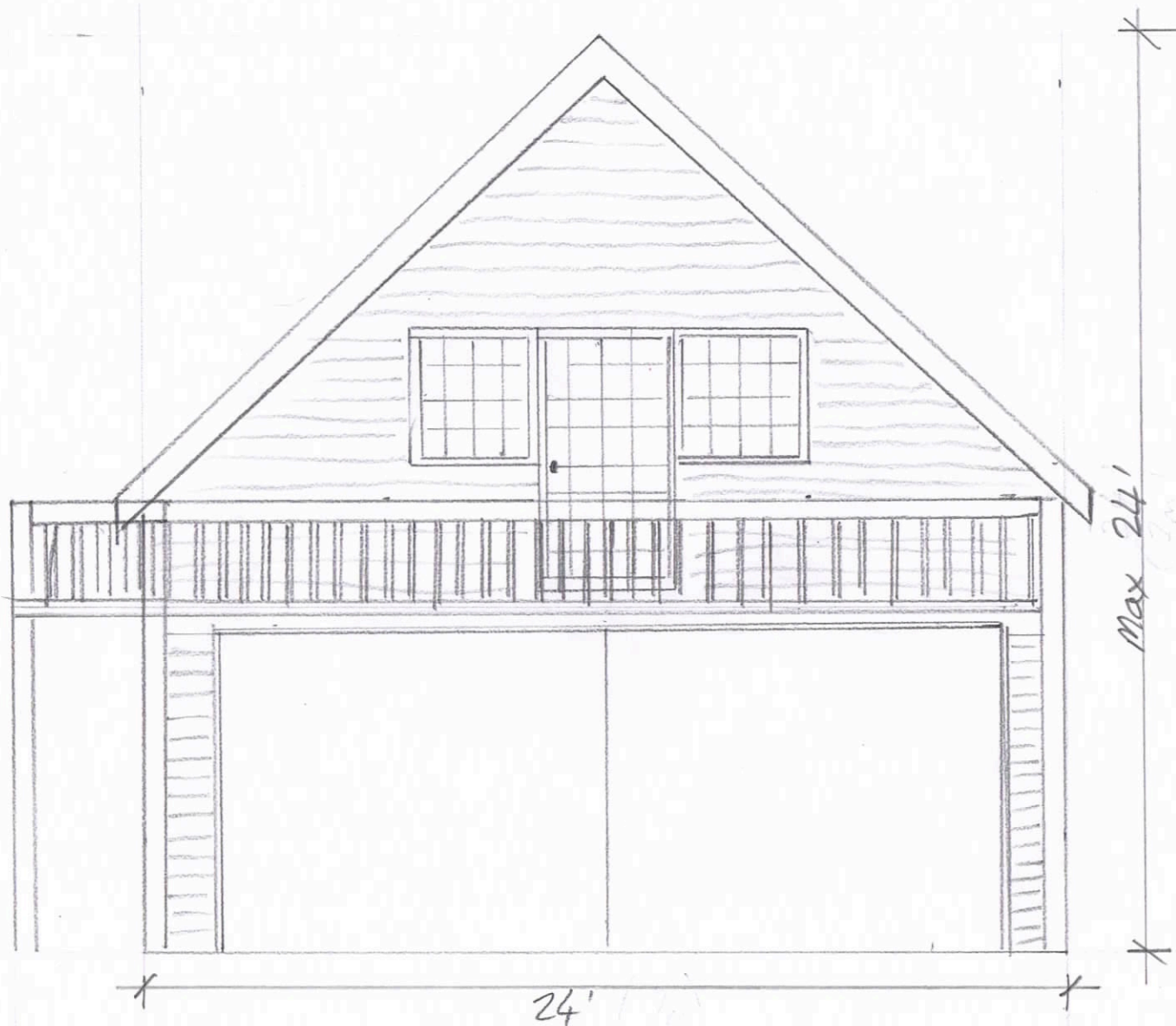


②

602 TAZEWELL AVE

TWO CAR GARAGE/APARTMENT

WEST FACING



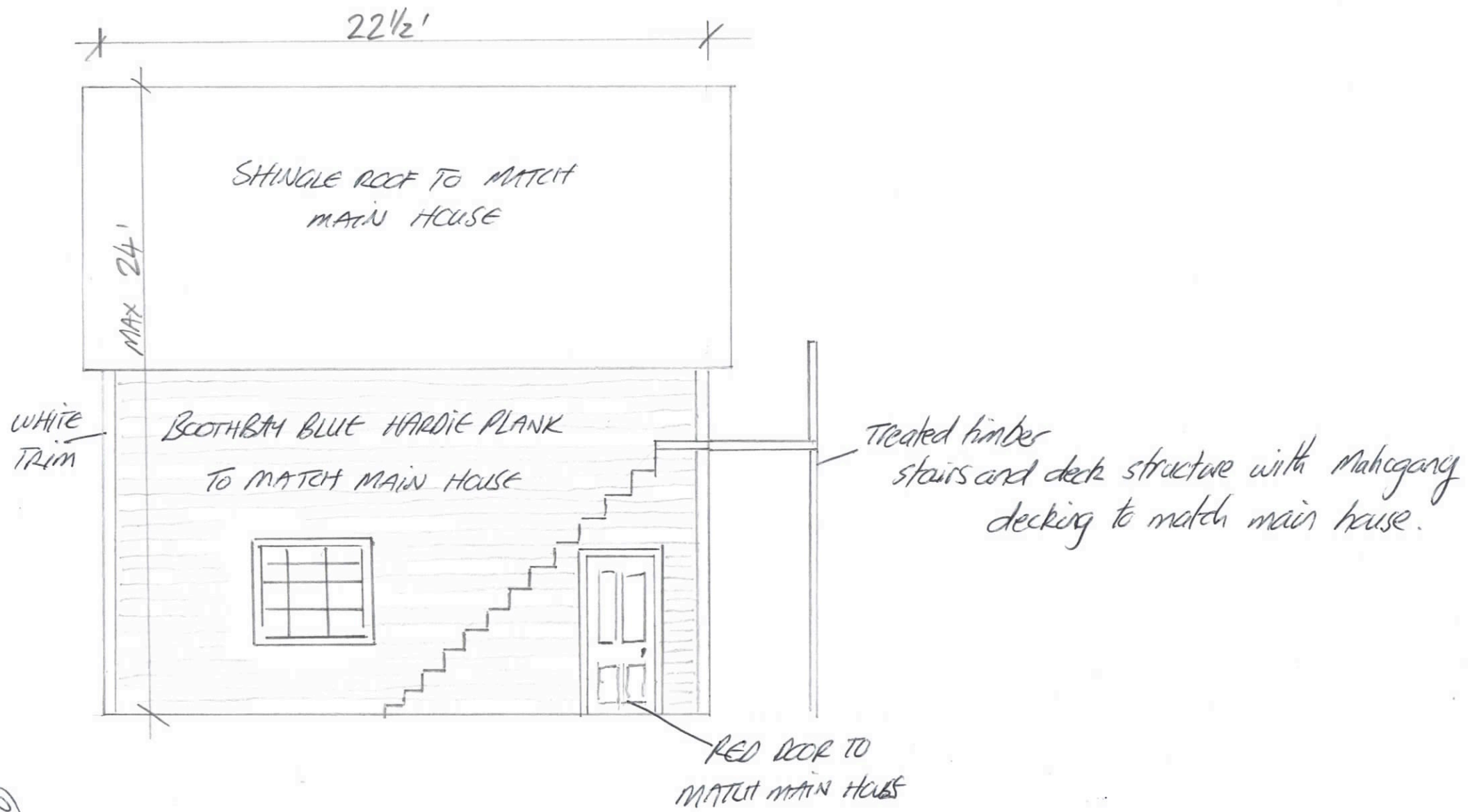
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③

602 TAZEWELL AVE.

TWO CAR GARAGE / APARTMENT

NORTH FACING



⑩

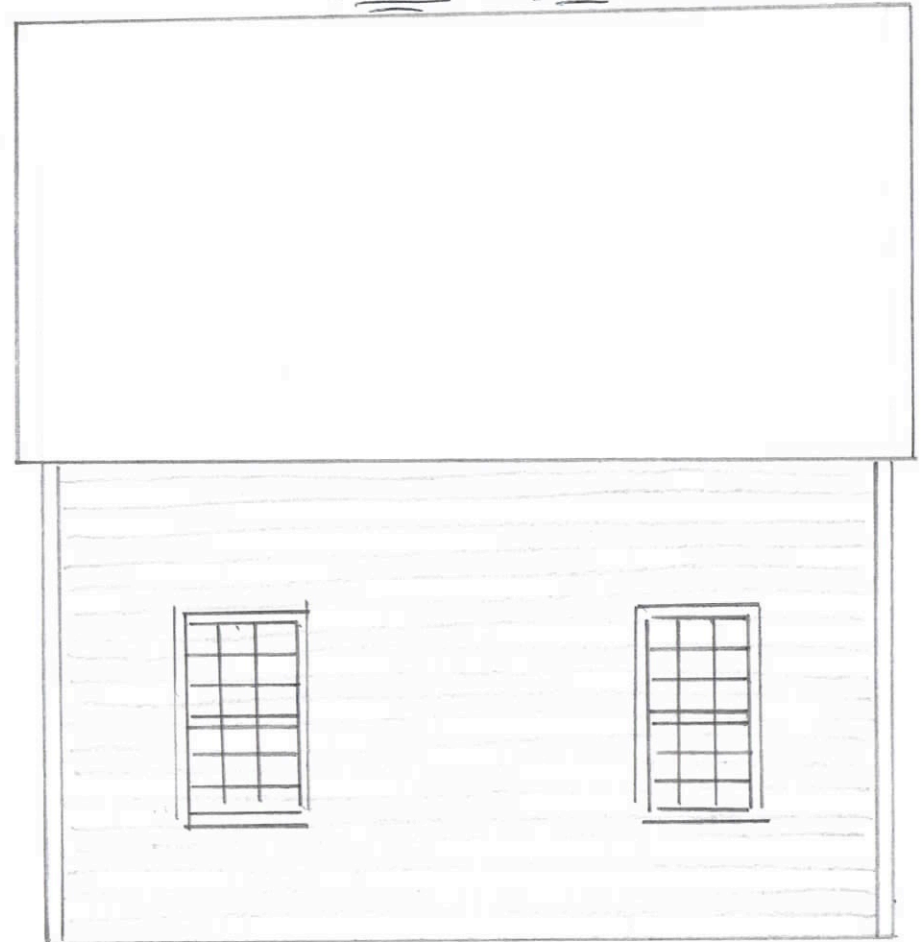
④ 602 TAZEWELL AVE

TWO CAR GARAGE/APARTMENT

EAST FACING



SOUTH FACING



28









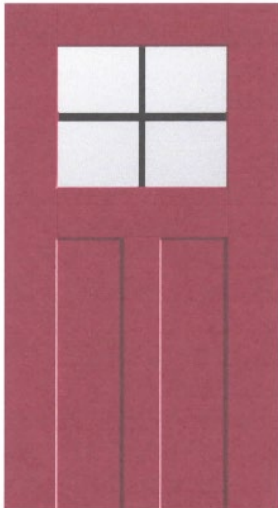
Material Specifications

Doors

1st Floor Side Entry:

Therma-Tru Door Smooth Star:

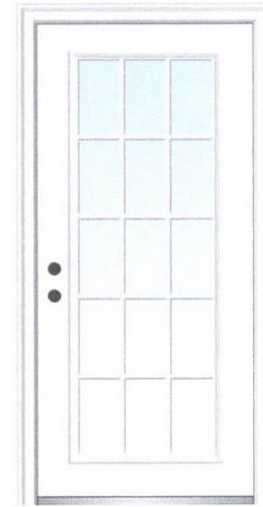
Craftsman Lite 2 Panel Shaker Flush Glazed
Clear Class



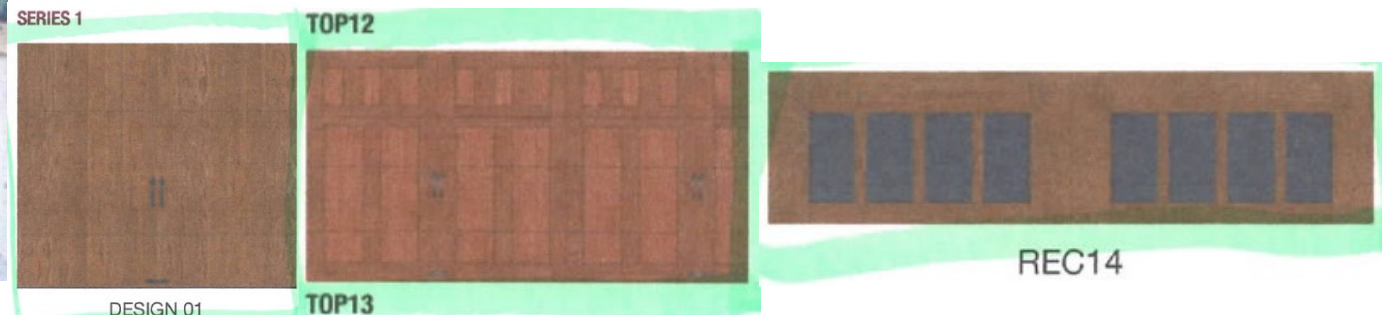
2nd Floor Entry:

MMI Door: 36" x 80" Right-Hand Inswing

15-Lite Classic External Grilles, Primed Fiberglass Smooth
Clear Glass



Garage: Clopay Canyon Ridge Double Carriage Style Door (5-Layer) – Faux Wood-Look Composite



Windows: Atrium Series 8300 Double Hung

Manufacture Sheet Attached

1st Floor – 36" x 60" 6 over 6

2nd Floor – 36" x 40" 6 over 6



FEATURES & BENEFITS

- Low-E Glass with Argon Gas for outstanding thermal efficiency
- Insulated glass provides energy saving thermal performance
- Constant force coil balance for smooth sash movement
- Positive action deluxe locks for increased security (dual locks at 27 ¼" width or wider)
- Dual push-button night latches
- Extruded half screen is removable from the inside*
- DP 35 rating (window size tested 36" x 74")
- Transferable limited lifetime warranty

Siding: James Hardie Plank Lap Siding - Select Cedar Mill



Color: Boothbay Blue

Thickness: 0.312"

Widths: 8.25"

Exposures: 7"

Length: 144" boards

Trim: Azek – White

Manufacture Sheet Attached

Roof: Timberline GAF Ultra HD Shingle



Color: Pewter

SERIES 8300 DOUBLE HUNG

- + Series 8300 2- and 3-lite sliders and picture windows are available
- + Sashes tilt in for easy cleaning
- + Reinforced multi-cavity construction offers additional thermal protection and structural integrity
- + Positive-action cam lock enhances safety (2 locks standard at 27 1/4" or wider)
- + Insulated glass panels with optimum thermal air space featuring a warm-edge spacer system
- + Half screen comes standard*
- + Integrated slim-line lift rail allows you to easily operate sash
- + Sloped sill reduces air infiltration and accommodates easy water run-off
- + Fusion-welded sashes and frame add strength and additional insulation
- + Constant force coil balance permits easy sash movement
- + Dual push-button night latches provide easy, secure ventilation
- + Interlocking sashes help block out drafts
- + Dual-fin weather stripping helps reduce air infiltration
- + Rubber bulb seal helps block air infiltration
- + Jamb depth: 3.25"
- + Transferable limited lifetime warranty

CUSTOM Options

- + Low-E Glass
- + Low-E Glass + Argon Gas
- + Ultra Low-E Glass + Argon Gas
- + InsulKor™ multi-cavity foam-filled frame injections
- + Obscure glass
- + Double strength glass
- + Optional 5/8" or 3/4" flat, 5/8" or 1" contoured, 5/8" contoured valance grids available
- + Nine painted exterior colors (white interior only)
- + Charcoal aluminum, Clear View and heavy duty screens*
- + Lifetime glass breakage warranty

+ COLOR OPTIONS**



Scan to watch a video about our Series 8300.



ENERGY STAR compliance available in all series. Verify product specifics before ordering.

Note: Manufacturer reserves the right to substitute components as necessary for continued product improvement.

* Screens are not meant to restrain a child from falling through an open window.

** Printing process may affect color shown. Please refer to actual window sample when selecting colors.

*** Grid offering limited to 5/8" contoured or SDL on exterior painted windows. Only use mild, water based household cleaner on painted product and rinse immediately with water. See full cleaning instructions for details.



18

[FEATURES](#)[GLASS](#)[COLORS / FINISHES](#)[GRIDS](#)[PRODUCT INFO](#)

FEATURES & BENEFITS

- Low-E Glass with Argon Gas for outstanding thermal efficiency
- Insulated glass provides energy saving thermal performance
- Constant force coil balance for smooth sash movement
- Positive action deluxe locks for increased security (dual locks at 27 1/4" width or wider)
- Dual push-button night latches
- Extruded half screen is removable from the inside*
- DP 35 rating (window size tested 36" x 74")
- Transferable limited lifetime warranty

SHOP ALL ATRIUM WINDOWS BY STYLE

[LEARN MORE](#)
([HTTP://WWW.ATRIUM.COM/WINDOWS/](http://www.atrium.com/windows/))

WINDOW BASICS & LEARNING RESOURCES

[LEARN MORE](#)
([HTTP://WWW.ATRIUM.COM/WINDOW-BASICS/](http://www.atrium.com/window-basics/))

ATRIUM RESOURCES FOR PROFESSIONALS

[LEARN MORE](#)
([HTTP://WWW.ATRIUM.COM/PROFESSIONALS/](http://www.atrium.com/professionals/))

VIDEOS

Browse through our comprehensive collection of product videos designed to showcase our high-quality new construction and replacement windows as well as our sliding patio doors. Discover all of our features, options and possibilities to create the look you want for your home.

[BROWSE PRODUCT VIDEOS](#) > ([HTTP://WWW.ATRIUM.COM/VIDEOS/](http://www.atrium.com/videos/))

(24)



AZEK EXTERIORS PRODUCTS STAND OUT IN QUALITY, DURABILITY, AND BEAUTY

AZEK Trim and Moulding products use engineered polymer to resist the tests of time and weather. Choose from our inspired collection to add elegant details in a variety of exterior applications. To create standout structures, AZEK Exteriors believes in standout qualities for each of our trim and moulding products:

(25)

UNIFORM

All AZEK Trim and Moulding products have consistent structural density in their polymers, allowing for easy milling and continuously smooth surfaces. The precise, sealed edges on all four sides of every board provide a uniform aesthetic throughout.

DURABLE

AZEK Trim and Moulding will not rot, split, splinter, delaminate, or warp. It's unappetizing to destructive insects, moisture-resistant, and doesn't need staining or sealing. It stays strong whether it's installed in contact with soil or concrete. Every product is backed by our Lifetime Limited Warranty.

WORKABLE

Easily mill, shape, and apply AZEK Trim and Moulding using standard woodworking tools. Route and cut without chipping. Fasten close to edges without splitting or predrilling. Get creative with curves and other heat-formed applications.

BEAUTIFUL

Manufactured in a crisp semimatte white, AZEK Trim and Moulding adds beauty to any home or project. Protected by UV inhibitors, each board resists fading or yellowing. They're also easy to clean thanks to the sealed edges on all four sides. Paint in vinyl-safe paint for a personal touch.

INDUSTRY LEADING WARRANTIES



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 21, 2021

Item #: 6D - #4: 410 Harbor Ave.

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

Date: December 7, 2021

APPLICANT: Sam and Amy Scharpf

SITE ADDRESS: 410 Harbor Avenue

TAX MAP: 83A3-2-8-7

LOT SIZE: 4,050 sq. ft.

TYPE OF APPLICATION: Pre-Application / Certificate of Appropriateness

WORK TO BE PERFORMED: Remove existing shed and build a 2-story garage with ADU on second floor

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Contributing Structures

Description: Ca. 1925, Colonial Revival (HOUSE)

Accessory Structure: Garage

DATE APPLICATION RECEIVED: February 28, 2021

PRE-APPLICATION MTG: December 21, 2021

DATE APPLICATION DEEMED COMPLETE: December 16, 2021, contingent on TC Public Hearing

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 16, 2022

The applicant is seeking to demolish an existing shed and build a two-story garage with an accessory dwelling unit (ADU) on the second floor.

MATERIALS:

Roof: Standing seam Englert 1300 series 1" high seam metal roof

Siding: Mainstreet RigidForm Vinyl siding, 0.042" thickness, Class 1(A) fire rating

Windows: Interstate white vinyl, 6/0 flat grids, low E Argon, ½ screen

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

STAFF ANALYSIS

ZONING COMPLIANCE

The proposed project is set back over 50 feet from the house and is 8.5 ft' from the rear property line and 5ft from the side property line. The structure is 390 square feet which is 25% of the square footage (1,506 ft²) of the house. Planning Commission has already approved for a Conditional Use Permit for the ADU and the Town Council is scheduled to hold their public hearing and take action on Thursday, December 16, 2021.

The application is in conformance with the Zoning Ordinance with the exception of obtaining all approvals for the Conditional Use Permit for the Accessory Dwelling Unit which the Town Council will be acting upon on December 16, 2021. If the Town Council approves the CUP, then this application will be in zoning compliance.

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

HISTORIC DISTRICT GUIDELINES

There are no specific guidelines for accessory structures.

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:

The applicant has requested to demolish a contributing accessory structure and replace it with a garage and second floor Accessory Dwelling Unit. Staff is recommending approval of this application, contingent upon affirmative action from the Town Council on the pending Conditional Use Permit application for the Accessory Dwelling and is prepared to assist with the development of a motion, if needed.

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

Attachments:

Attachment 1 – Application and Documents



PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

Name: Sam & Amy Scharpf
Mailing Address: 7829 Fulbright Ct. Bethesda MD 20817
Phone Number: 202-365-4814 Email: Samscharpf@yahoo.com

PROJECT SUMMARY

Address of Project: 410 Harbor Ave CCVA 23310
Application Type (rezoning, variance, etc.): COA
Total Acreage of Project: .013

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

Demo the existing shed. Construct a new shed
w/ an accessory dwelling unit on top of it.
dimension 13 x 30.

Signature of Applicant: [Signature]

Date: 12/1/2021

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: Accessory Dwelling 410 Harbor
Property Address: 410 Harbor Ave ECVA 23310
Brief Description of Project: Remo shed / Construct new shed
Zoning District: R1 Current Use: _____ Proposed Use: Residential
garage

OWNER INFORMATION

Name and Company: Sam & Amy Scharpf
Mailing Address: 7829 Fulbright Ct. Bethesda MD 20817
Phone Number: 202-365-4814 Email: SamScharpf@yahoo.com

APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: _____ Date: 12/1/21

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 for: 410 Harbor Ave. Accessory Dwelling

We would like to tear down the existing dilapidated shed and build a two-story structure in its place. The first floor would serve as a garage and storage space for tools and yard items. The second floor would contain a living room, kitchen, bathroom, and bedroom, and ultimately serve as a long-term rental unit for local workers, like teachers and other professionals.

Sam & Amy Scharpf

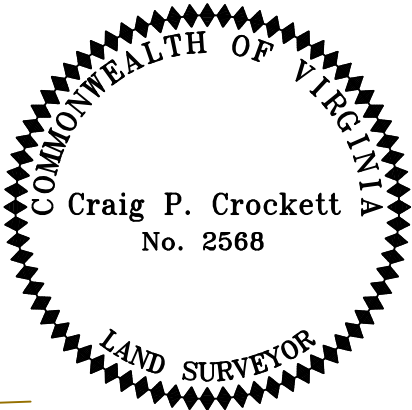
410 Harbor Ave.

Cape Charles, VA 23310

202.210.4590

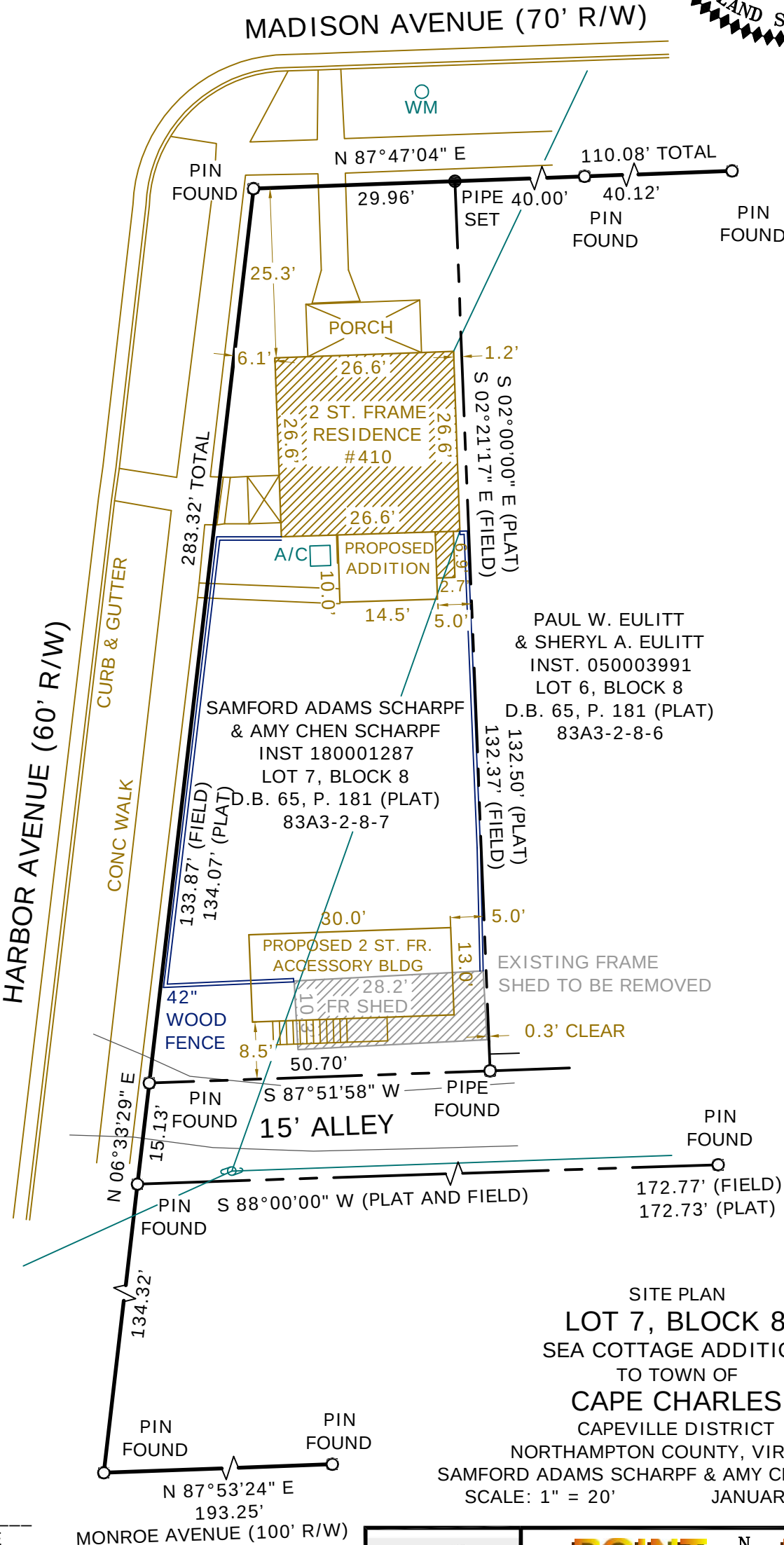
SURVEYORS CERTIFICATION

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



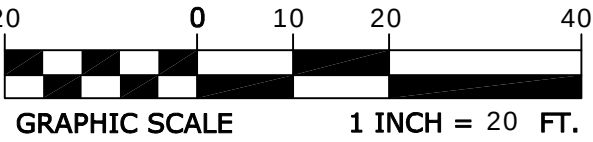
GENERAL NOTES:

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



APPROVED

PLANNER, TOWN OF CAPE CHARLES / DATE



REVISED 02-04-2021
CHANGES TO PROPOSED
HOUSE AND ACCESSORY
BUILDING



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

POINT NORTH

POINT NORTH SURVEYING LLC

P.O. Box 701,
Onley, VA. 23418

(757) 709-3008
pointnorthsurveying@gmail.com

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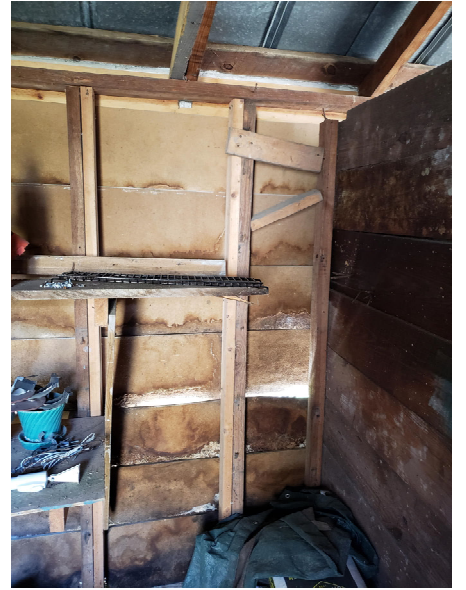
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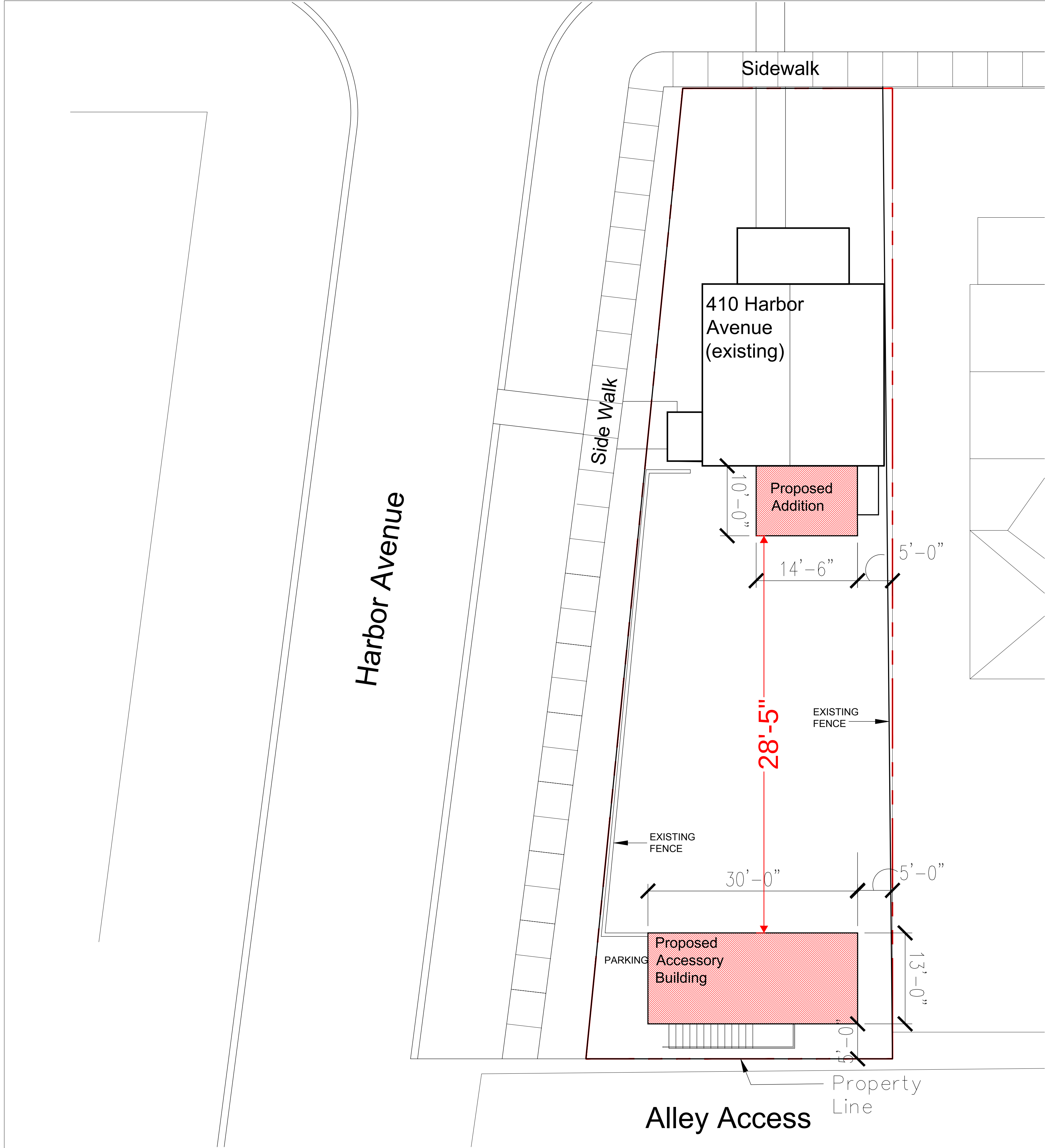
BACKTRAV: CROCKETT

PROJ. NO: 20001B

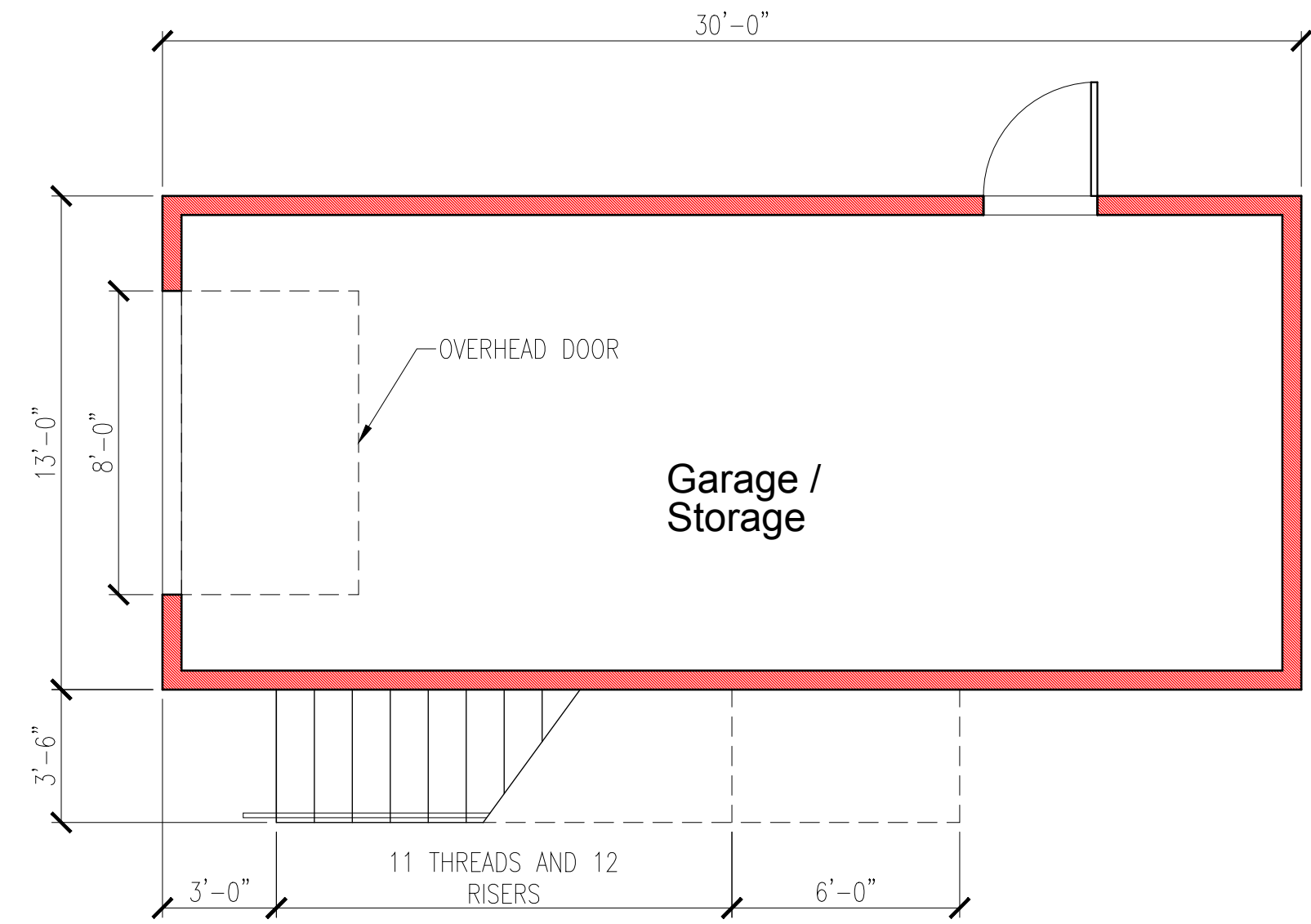




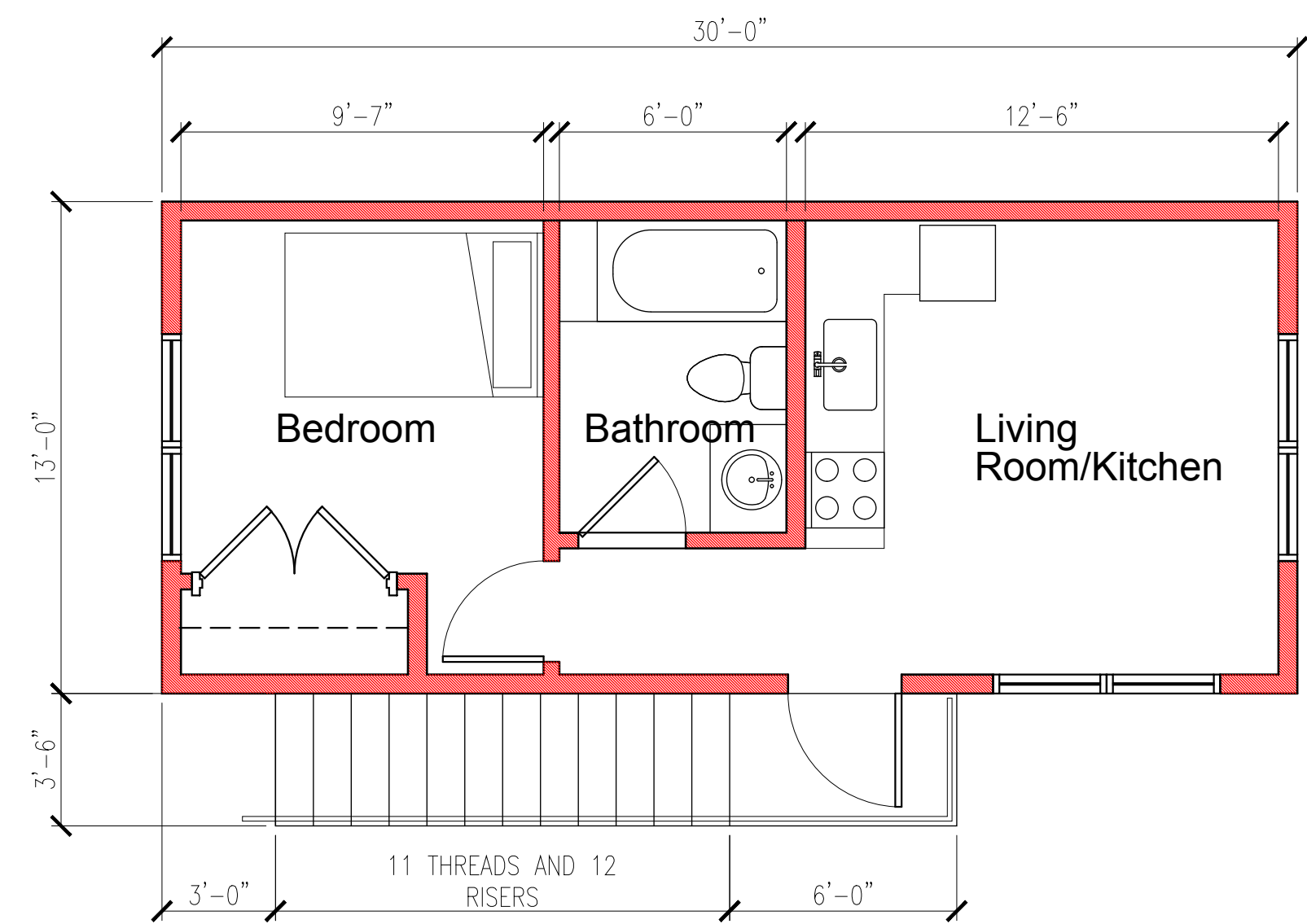




3 SITE PLAN
1/4"=1'-0"



1 FIRST FLOOR PLAN - Accessory Building
1/4"=1'-0"



2 SECOND FLOOR PLAN - Accessory Building
1/4"=1'-0"

DESIGN

Project Team

Architect
Dan Chen, AIA, LEED AP
36 Marlboro Street
Belmont, MA 02478
617.470.4722

Surveyor
Point North Surveying, LLC
P.O.Box 701
Onley, VA 23418
757.709.3008

410 HARBOR AVENUE

410 Harbor Avenue
Cape Charles, VA. 23310

DRAWING NOTES:
THIS DRAWING SHALL REMAIN THE PROPERTY OF THE ARCHITECT. REPRODUCTION OF THIS DRAWING OR THE SPECIFICATIONS ASSOCIATED WITH THIS PROJECT WITHOUT THE ARCHITECT'S AGREEMENT IS FORBIDDEN. THE PLANS AND SPECIFICATIONS OF THIS PROJECT SHALL NOT BE USED BY THE OWNER ON OTHER PROJECTS EXCEPT BY AGREEMENT IN WRITING AND WITH APPROPRIATE COMPENSATION TO THE ARCHITECT.

THE DRAWINGS ARE DIAGRAMMATIC. DO NOT SCALE. CONTRACTOR TO VERIFY ALL SITE CONDITIONS AND RESPONSIBLE FOR DIMENSIONAL COORDINATION WITH SUBCONTRACTORS WORK PRIOR START OF WORK.

FLOOR PLAN AND SITE PLAN

SCALE: AS NOTED
DATE: Jan. 20, 2021
DRAWN BY:
CHECKED BY:

A2

Project Team

Architect
Dan Chen, AIA, LEED AP
36 Marlboro Street
Belmont, MA 02478
617.470.4722

Surveyor
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P.O.Box 701
Onley, VA 23418
757.709.3008

410 HARBOR AVENUE

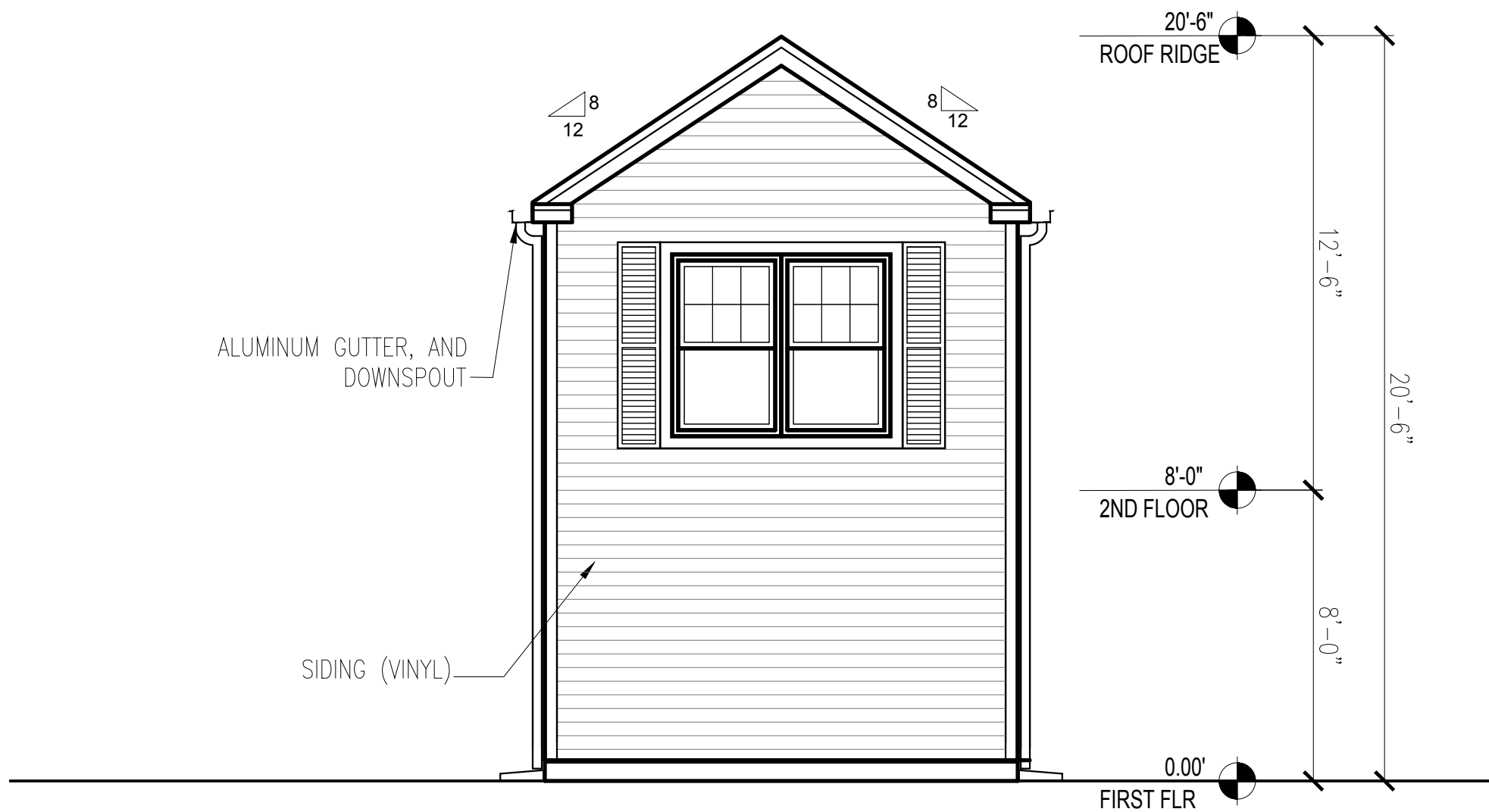
410 Harbor Avenue
Cape Charles, VA. 23310

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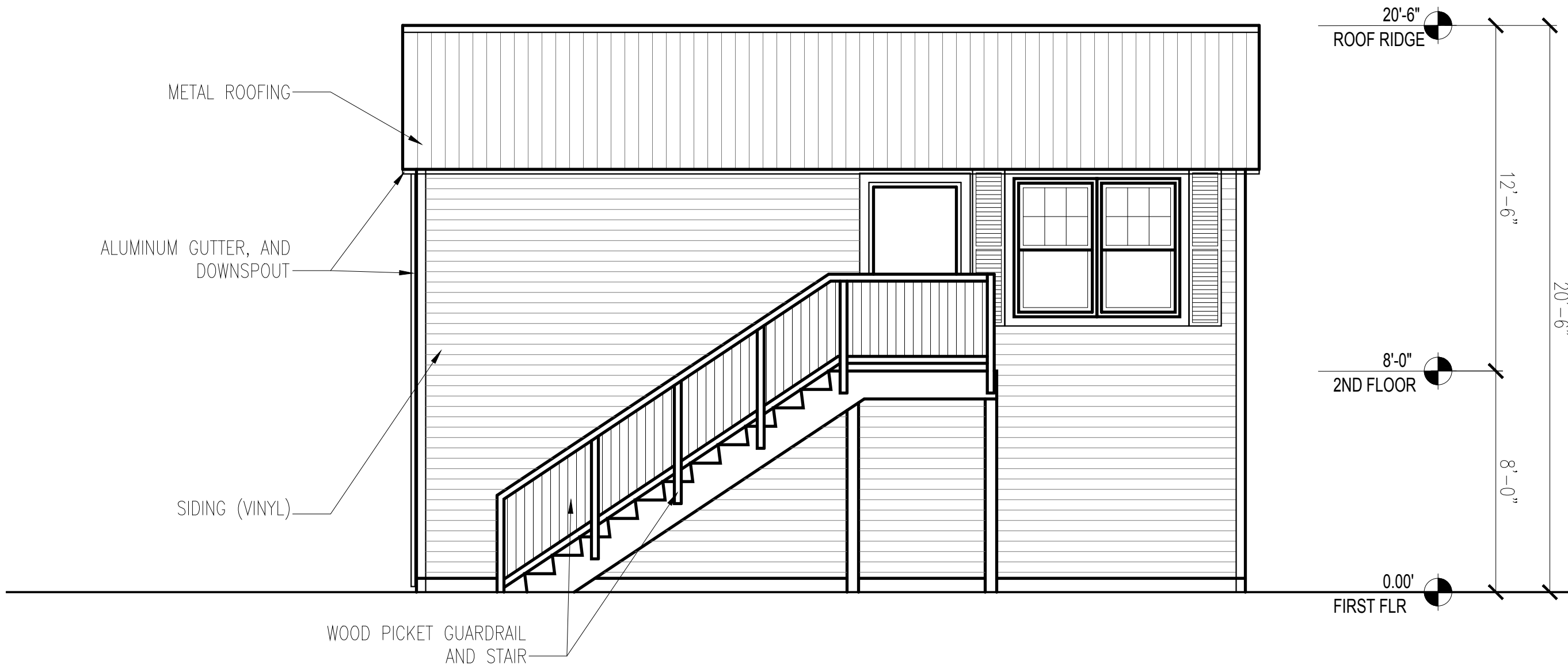
THE DRAWINGS ARE DIAGRAMMATIC. DO NOT SCALE. CONTRACTOR TO VERIFY ALL SITE CONDITIONS AND RESPONSIBLE FOR DIMENSIONAL COORDINATION WITH SUBCONTRACTORS WORK PRIOR START OF WORK.

ELEVATIONS

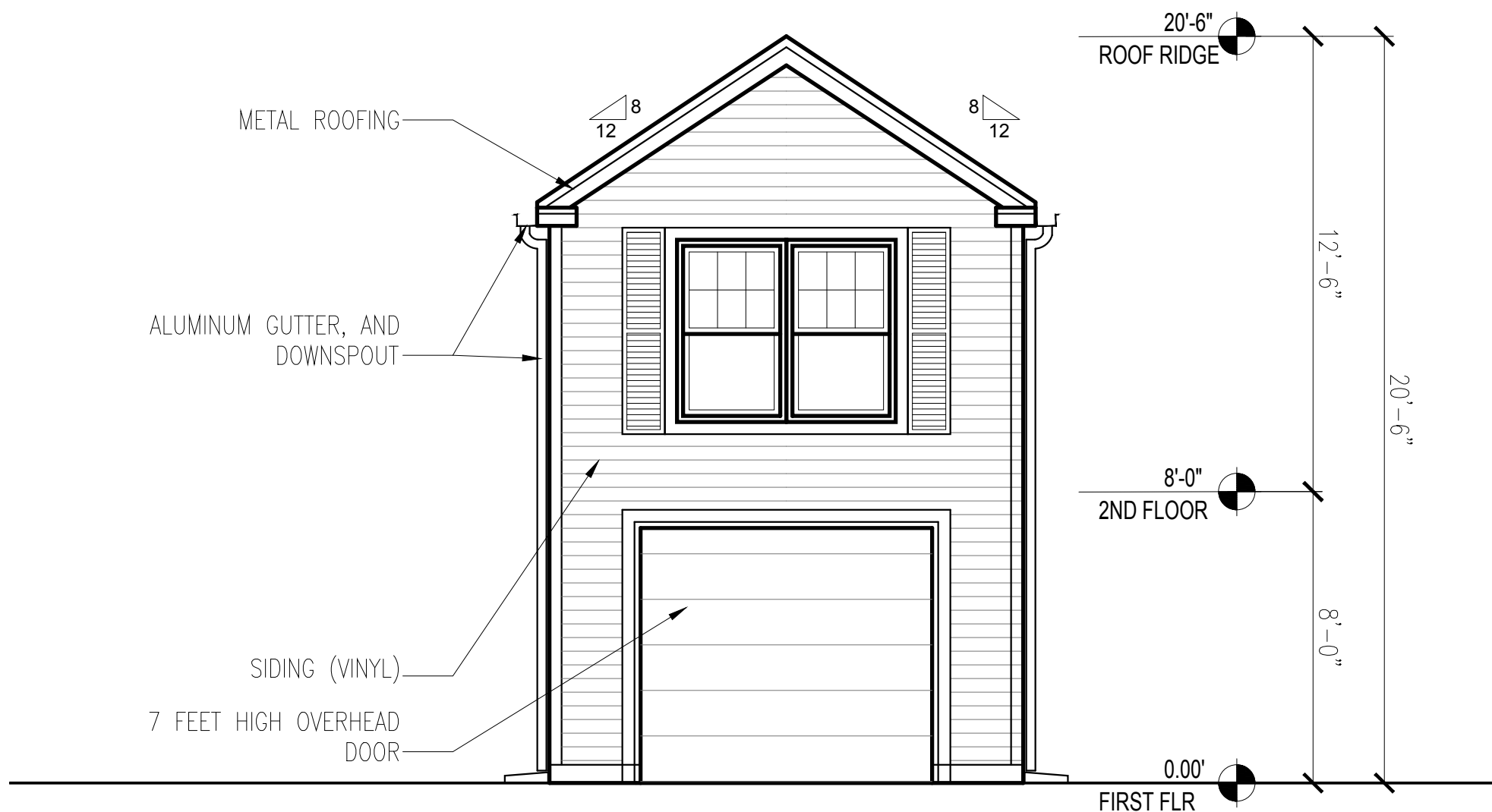
SCALE: AS NOTED
DATE: Jan. 20, 2021
DRAWN BY:
CHECKED BY:



3 ELEVATION - EAST
1/4"=1'-0"



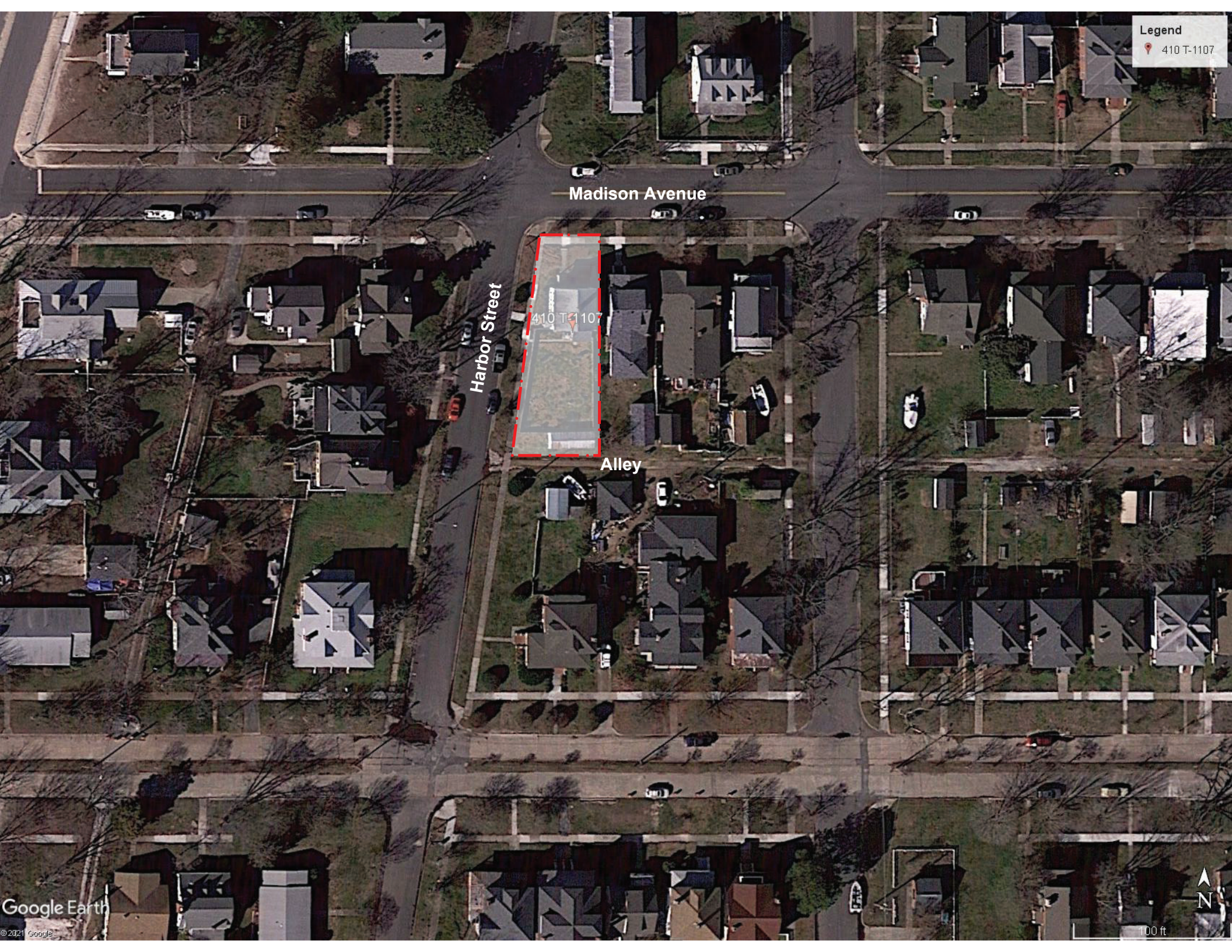
1 ELEVATION - SOUTH
1/4"=1'-0"



4 ELEVATION - WEST
1/4"=1'-0"



2 ELEVATION - NORTH
1/4"=1'-0"



Legend

410 T-1107

Madison Avenue

Harbor Street

410 T-1107

Alley

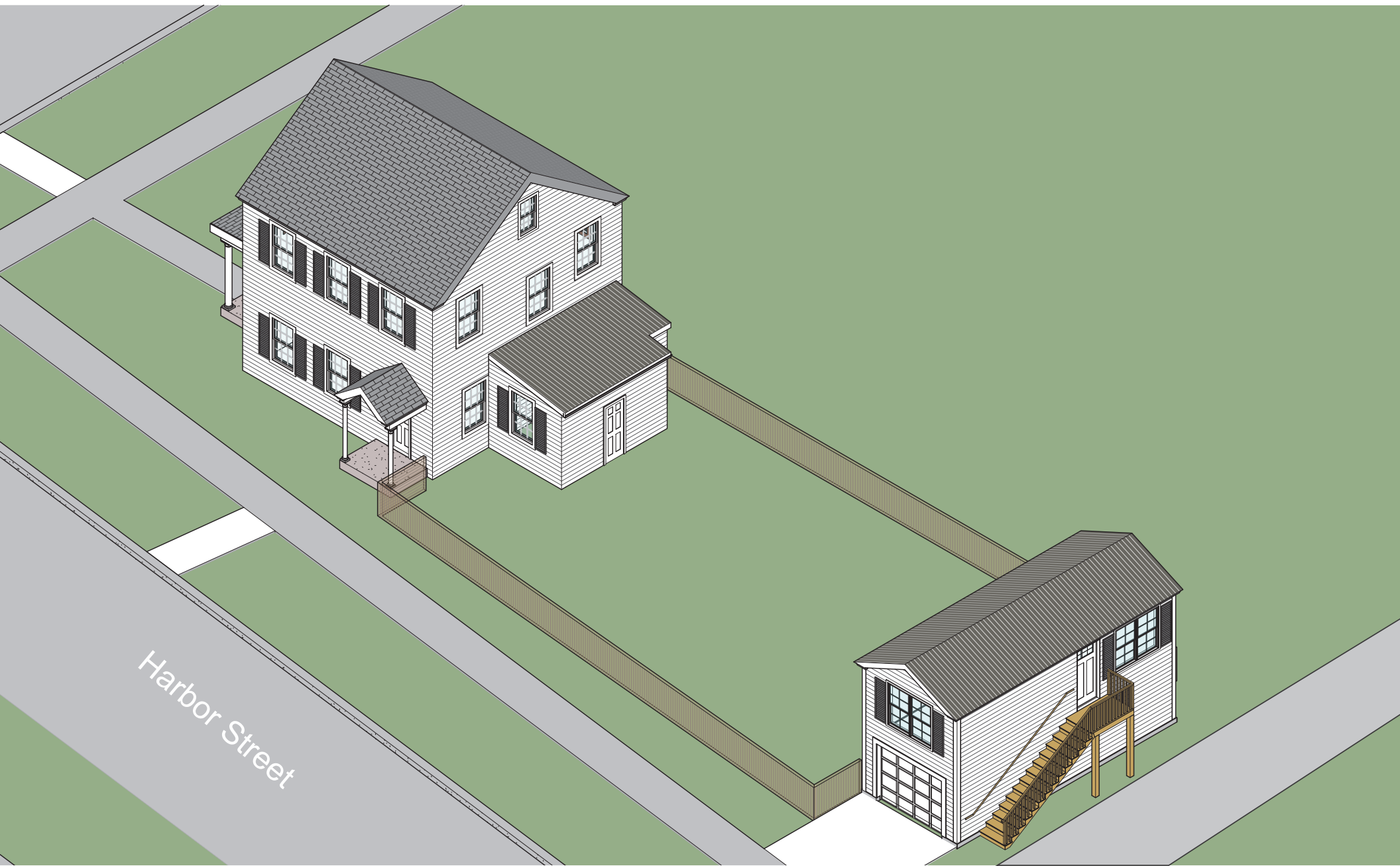


Harbor Street

Alley

Aerial View Southeast Corner

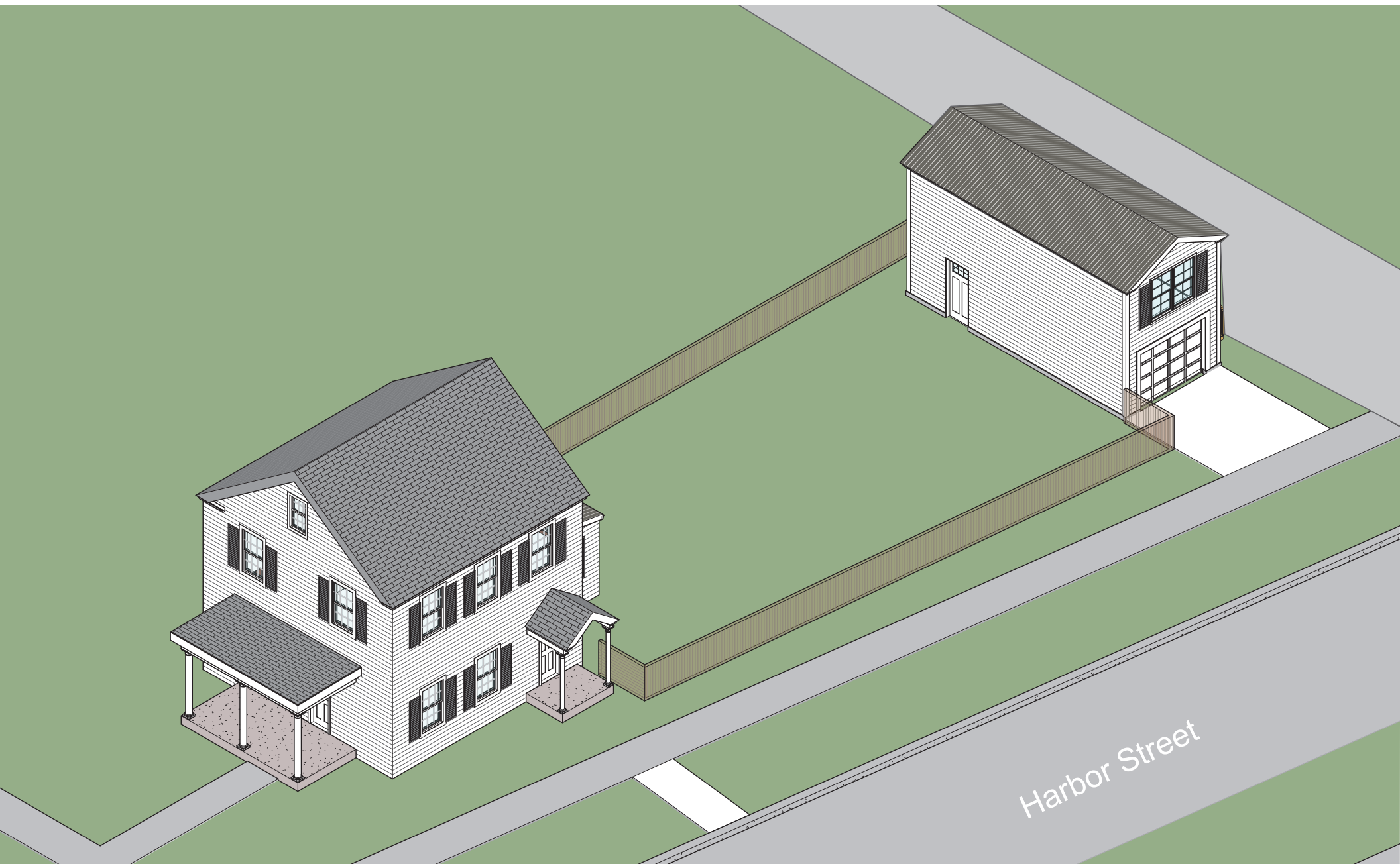
410 Harbor Avenue, Cape Charles, VA



Harbor Street

Aerial View Southwest Corner

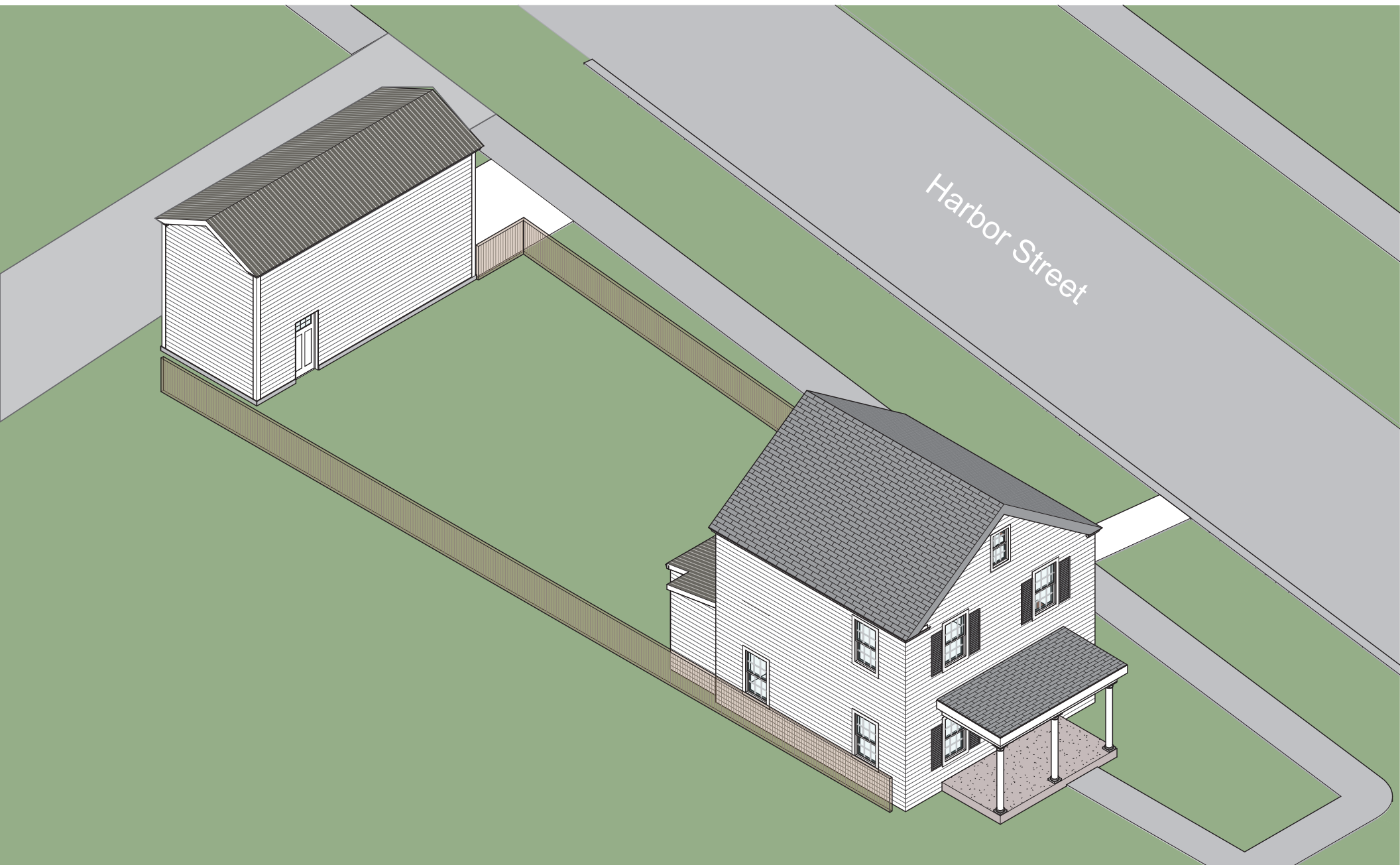
410 Harbor Avenue, Cape Charles, VA



Harbor Street

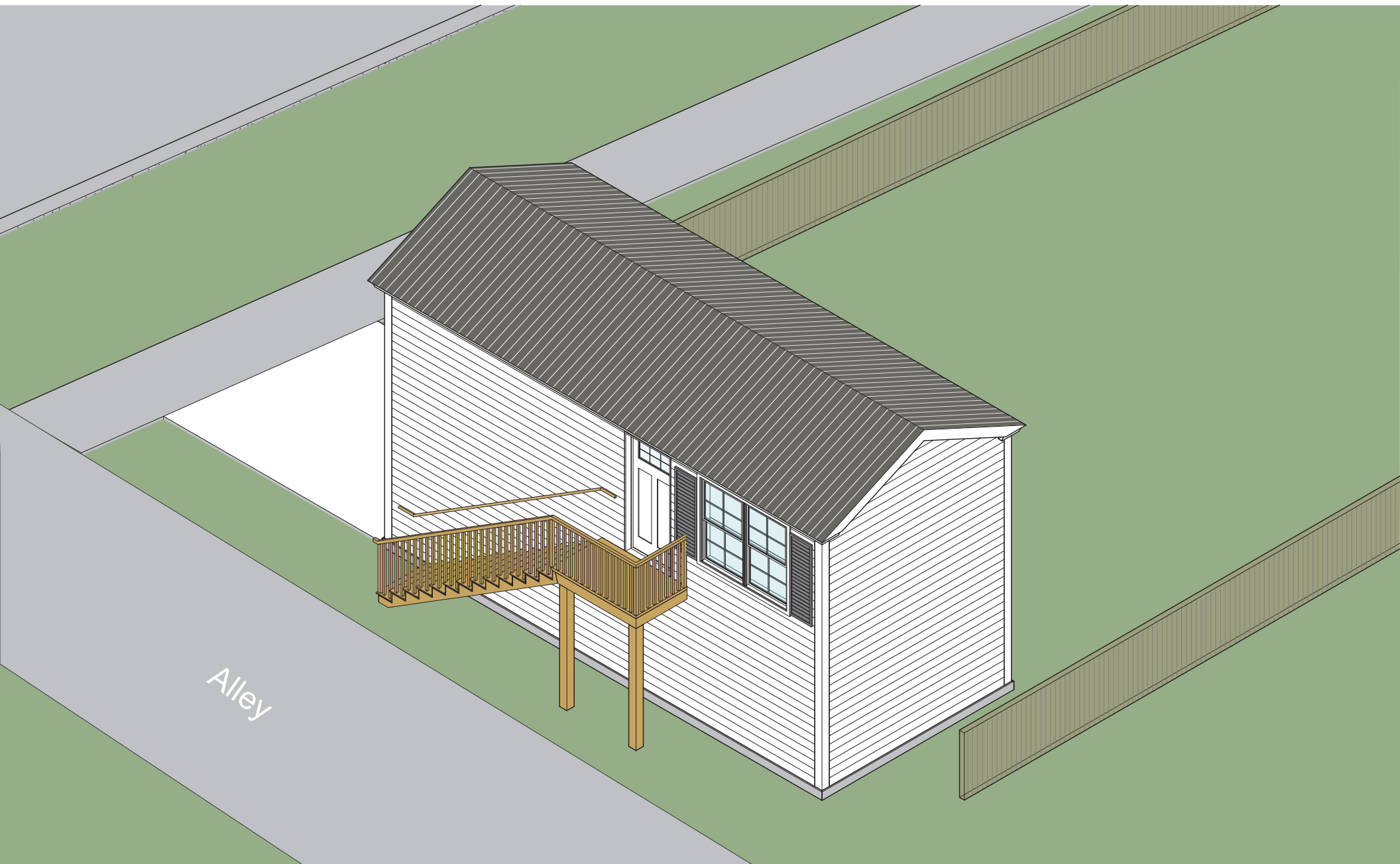
Aerial View Northwest Corner

410 Harbor Avenue, Cape Charles, VA



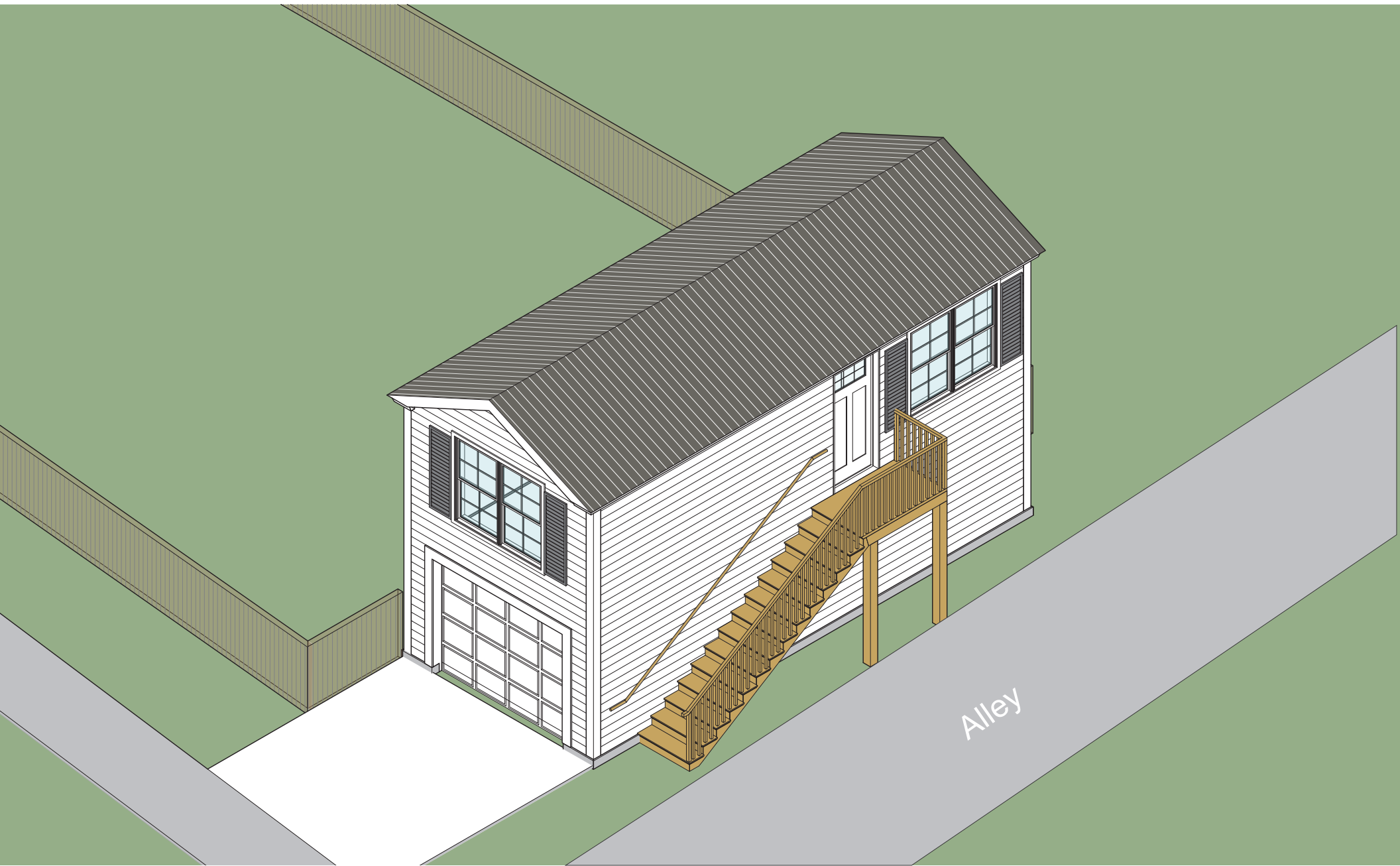
Aerial View Looking Northeast Corner

410 Harbor Avenue, Cape Charles, VA



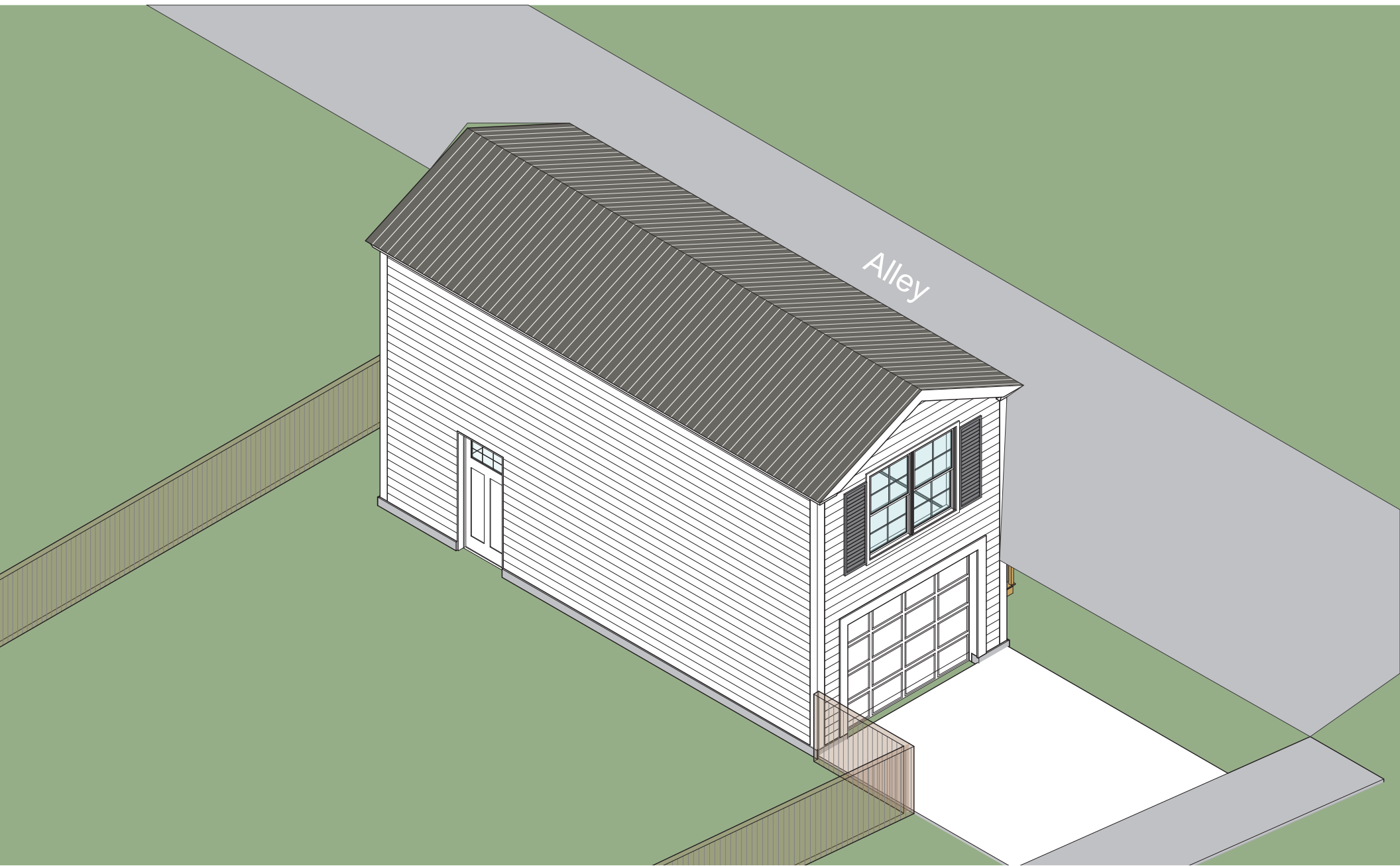
3-Dimension View Southeast Corner

410 Harbor Avenue, Cape Charles, VA



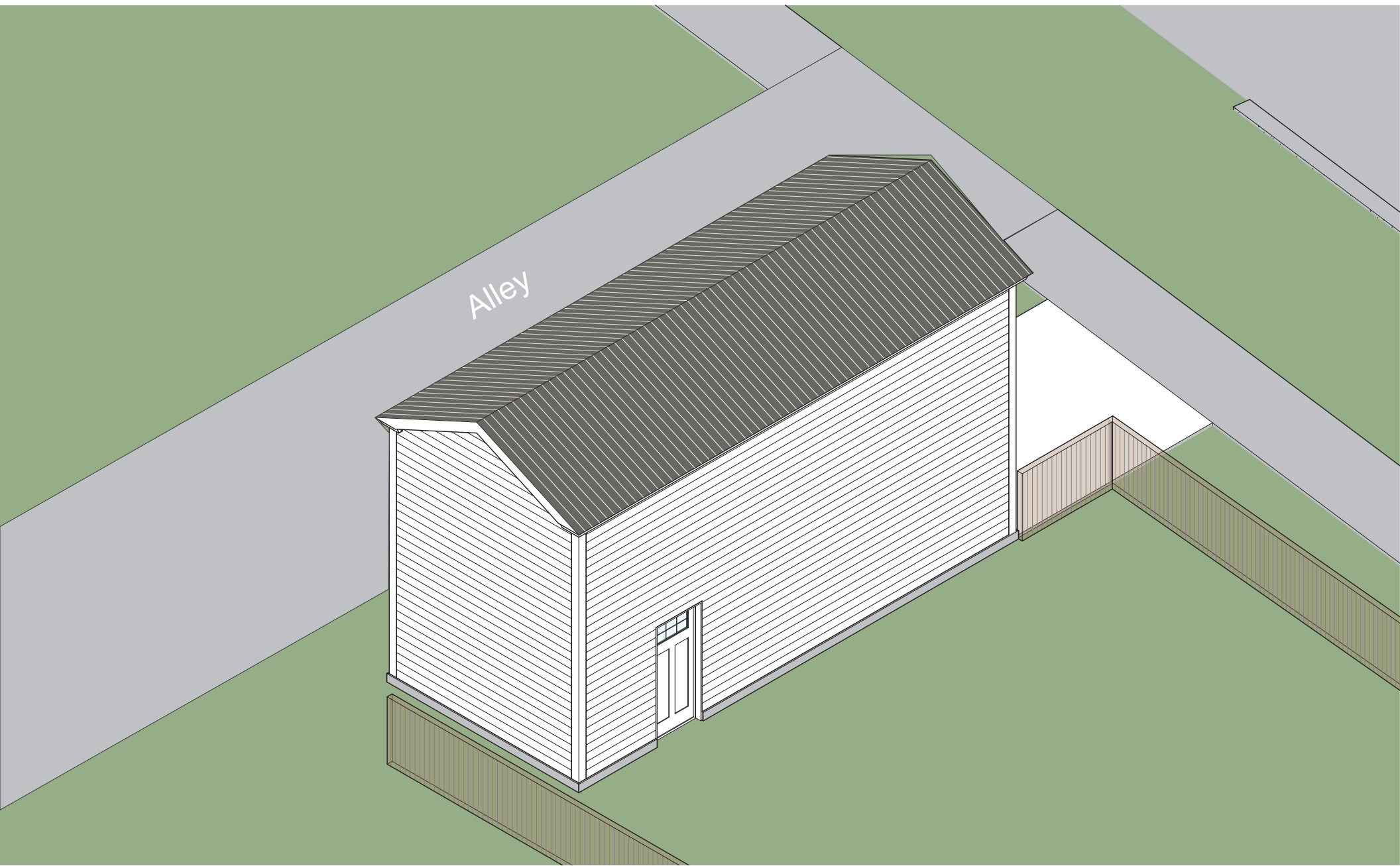
3-Dimension View Southwest

410 Harbor Avenue, Cape Charles, VA



3-Dimension View Northwest Corner

410 Harbor Avenue, Cape Charles, VA



3-Dimension View Northeast Corner

410 Harbor Avenue, Cape Charles, VA

Siding

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

Door

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

Roof

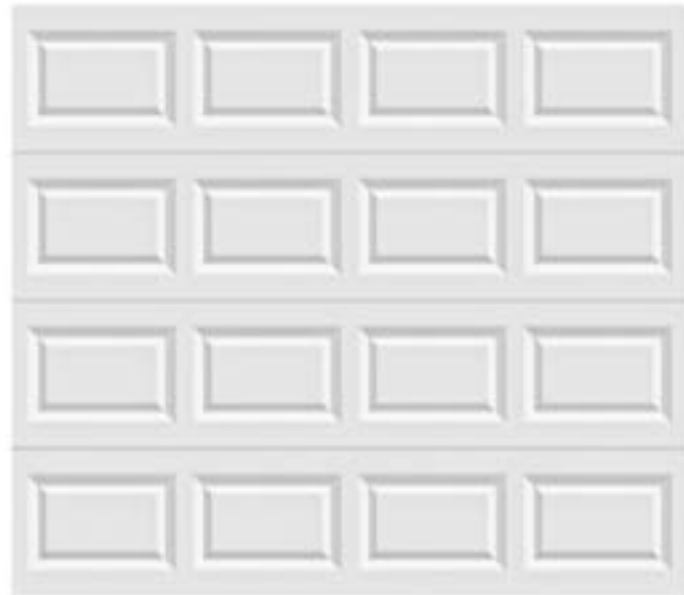
- Englert
- Standing Seam Metal
- 1300 Series 1" high seam

Windows

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

Garage Door

- Clopay
- 1-layer, 25 gauge steel frame construction
- Raised panel



Clopay >

Classic Collection 9 ft. x 7 ft. Non-Insulated Solid White Garage Door

★★★★★ (77)  Write a Review Questions & Answers (50)

- 1-layer, 25-Gauge steel frame construction
- Raised panel details provide a classic look
- Can be painted to complement your home's exterior

\$437⁰⁰

OR

\$37⁰⁰ per month* suggested payments with 12 months* financing on this \$437.00 purchase*, VALID: 4/8/2021 - 4/21/2021 

[Apply for a Home Depot Consumer Card](#)

How to Get It


Ship to Store
Pickup
Jun 3 - Jun 8
FREE


Ship to Home
Expect it
Jun 8 - Jun 11
Standard Delivery


Scheduled Delivery
Not available for this item

We'll send it to **South Bay/Boston** for **free pickup**.
[Curbside pickup available.](#)
[Change Store](#)



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 21, 2021

Item #: 6D (5) – 542 Jefferson Ave, Construct a new house

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: December 8, 2021

APPLICANT: David and Elizabeth Doherty **TYPE OF APPLICATION:** Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 542 Jefferson Ave.

WORK TO BE PERFORMED: New 1,535 square foot, 2-story single family residence with front and side porches.

TAX MAP: 83A1-1-141

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: *Previous home on the site was a Contributing, Ca. 1910 Folk Victorian*

DATE APPLICATION RECEIVED: November 4, 2021

PRE-APPLICATION MTG:

DATE APPLICATION DEEMED COMPLETE:

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

The applicant is seeking to construct a 1,535 square foot, two-story single-family house; the house is proposed to have a two-story front porch and a screened rear porch.

The applicant has submitted a full set of architectural drawings with elevation for the house, a site plan and a detailed materials list.

The house that was previously on the property was a Ca. 1910 Folk Victorian



North face



East face



West face

STAFF ANALYSIS

ZONING COMPLIANCE: There is a discrepancy in the paperwork submitted stating the square footage of the house and the site plans provided which show a larger square footage of the house. I have spoken with the applicant and he will review the application documents submitted and we will discuss further before the meeting to see if I can provide zoning clearance

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

HISTORIC DISTRICT GUIDELINES:

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

STAFF RECOMMENDATION:

Staff is recommending review of the Pre-Application by the HDRB and determine if the proposed new single-family residence on a vacant lot (also known as an infill lot) is within the Historic District Guidelines.

Staff is prepared to assist with the development of a motion, if needed, assuming that zoning clearance is achieved on the 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: Bad Dog LLC/ David and Elizabeth Crites Doherty

Mailing Address: PO Box 101 Cape Charles, VA 23310

Phone Number: 302-354-0361 Email: betsysplace 64@yahoo.com

PROJECT SUMMARY

Address of Project: 542 Jefferson Ave Cape Charles

Application Type (rezoning, variance, etc.): new construction, HDRB/zoning application

Total Acreage of Project: 140' x 40' lot (5600 sq ft) R-1 Lot 141

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

-New construction of a single family 2 story dwelling on Lot 141, 542 Jefferson Ave

- Each floor to be approximately 765 sq ft for a total of approximately 1535 sq ft
finished living space

-Proposed use: occupied by owners

Signature of Applicant: 

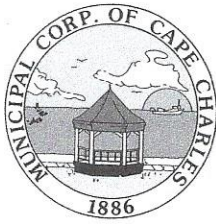
Date: 11/3/21

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: 542 Jefferson Ave Cape Charles
Property Address: 541 Jefferson Ave Cape Charles
Brief Description of Project: new construction 2 story single family home
Zoning District: R-1 Current Use: residential Proposed Use: residential

OWNER INFORMATION

Name and Company: Bad Dog LLC/ David & Elizabeth Crites Doherty
Mailing Address: PO Box 101 Cape Charles VA 23310
Phone Number: 302-354-0361 Email: betsysplace64@yahoo.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: as above
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: *Elizabeth Crites Doherty* Date: 11/3/21

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

TO: Cape Charles HDRB
FROM: Bad Dog Investments LLC, David and Elizabeth Doherty
RE: Letter of Intent for 542 Jefferson Ave Cape Charles
DATE: November 3, 2021

The intention of the project at 542 Jefferson Ave is to newly construct a single family 2 story residence. Please see attached for materials information.

SURVEYORS CERTIFICATION

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

GENERAL NOTES:

1. OWNERS: BAD DOG INVESTMENTS, LLC

2. TAX PARCEL 83A1-1-141

3. SOURCE OF TITLE: INST. 180001957

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN FEBRUARY 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONES X & 2% ANNUAL CHANCE.

7. PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
TOWN OF CAPE CHARLES WATER DISTRIBUTION, TREATMENT, AND STORAGE FACILITIES JEFFERSON AVENUE

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

9. ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 1988.

10. LOCATION OF SUBSURFACE WATER AND SEWAGE FACILITIES ARE AS SCALED FROM PLAN OF TOWN OF CAPE CHARLES WATER DISTRIBUTION, TREATMENT & STORAGE FACILITIES, JEFFERSON AVENUE.

APPROVED

ZACH PONDS
PLANNER, TOWN OF
CAPE CHARLES

DATE

TOPOGRAPHICAL SURVEY
LOT 141
MAP OF THE TOWN OF
CAPE CHARLES

CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
SCALE: 1" = 10' FEBRUARY 8, 2019

MADE FOR
BAD DOG INVESTMENTS, LLC



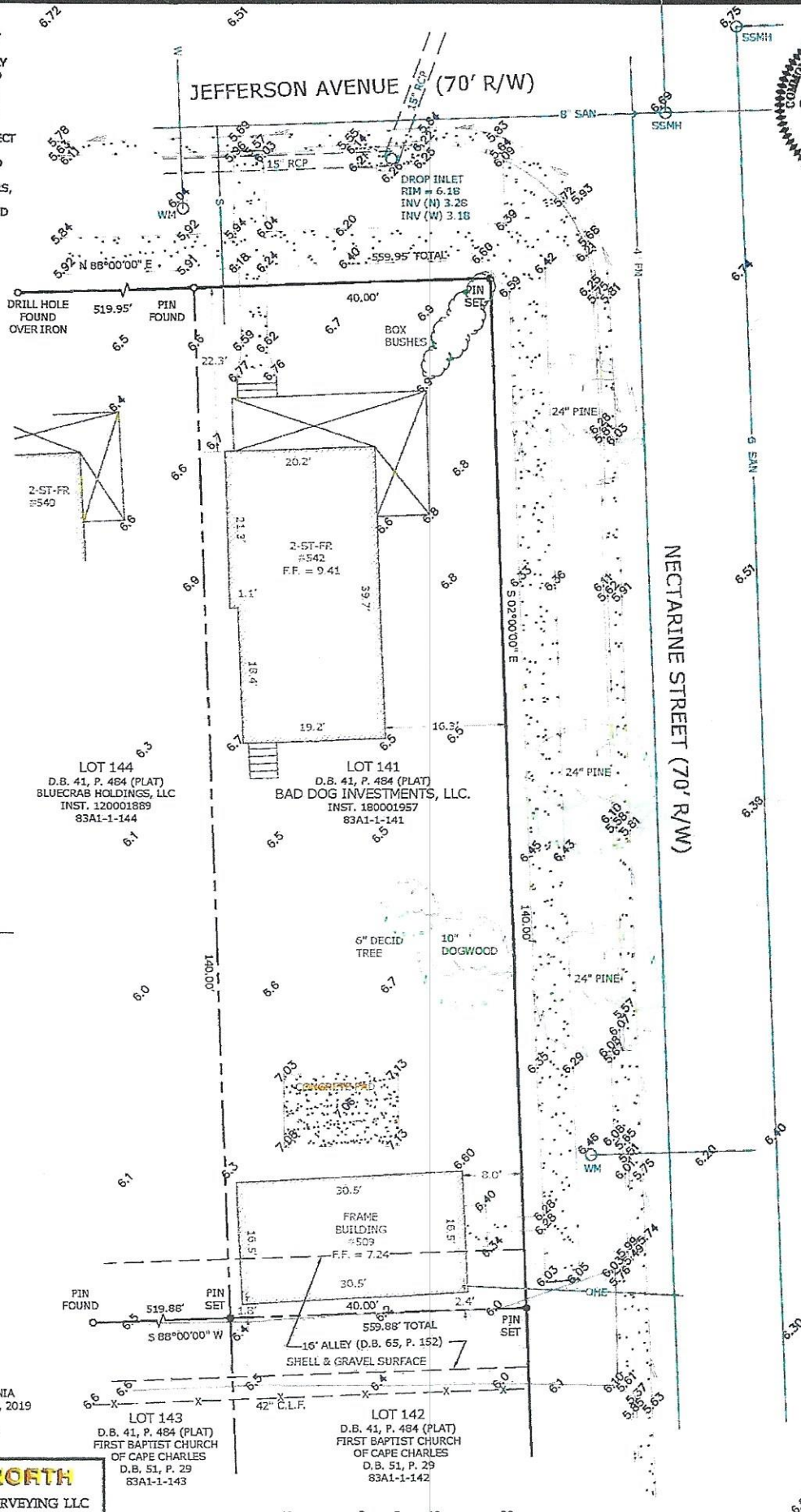
POINT NORTH

POINT NORTH SURVEYING LLC

P.O. Box 701, (757) 709-9008
Onley, VA. 23418 pointnorthsurveying@gmail.com

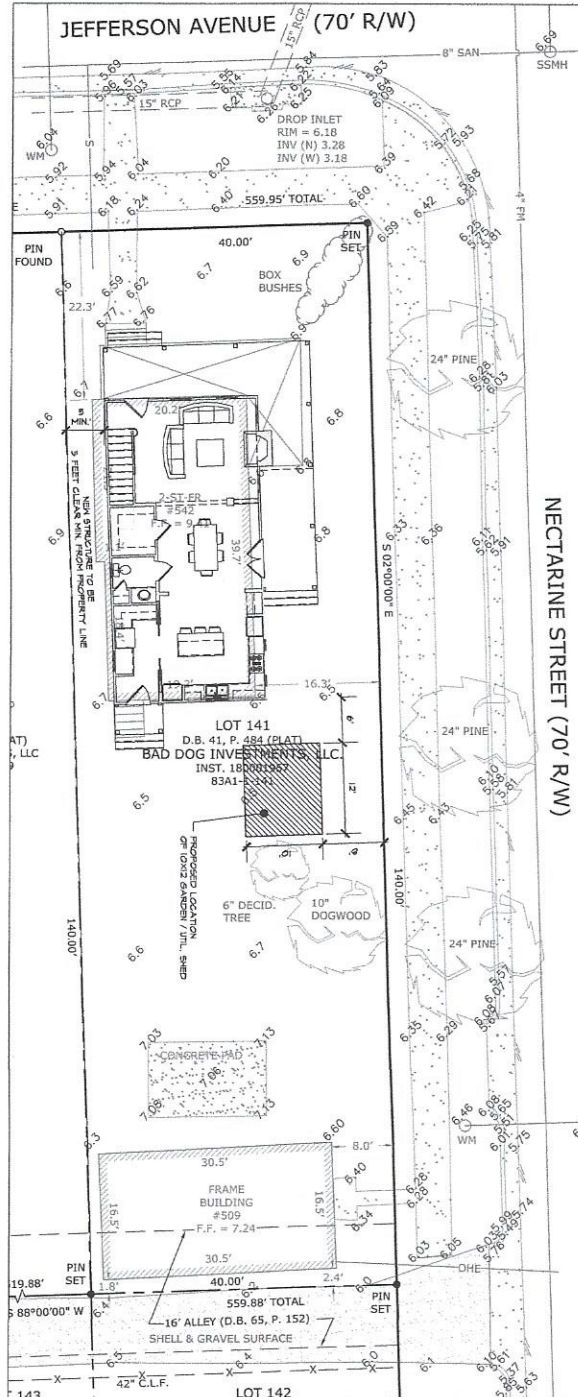
DRAWN BY: CROCKETT BACKTAY: CROCKETT
CHECKED BY: LATIMER FIELD BOOK: 18, P. 22
SCALE: 1" = 10' PROJ. NO.: 19016

10 0 5 10 20
GRAPHIC SCALE 1 INCH = 10 FT.



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

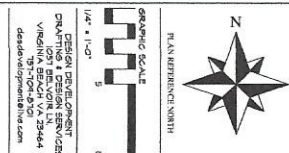
OVERALL SITE PLAN



SCALE: 1/8\" = 1'-0"

DOHERTY RESIDENCE
542 JEFFERSON AVENUE
CAPE CHARLES VIRGINIA 23310

SHEET 1 OF 7
DESIGNED BY
DATE: OCTOBER 27, 2021





FRONT ELEVATION

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

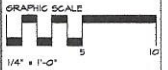


RIGHT ELEVATION

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



PLAN REFERENCE NORTH



DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES
1081 BELVOIR LN
VIRGINIA BEACH VA 23464
757-104-8101
desdevelopment@live.com

DOHERTY RESIDENCE
542 JEFFERSON AVENUE
CAPE CHARLES VIRGINIA 23310

SHEET 3 OF 7
PREPARED BY KAM
DATE: OCTOBER 27 2021



REAR ELEVATION

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

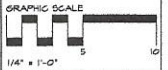


LEFT ELEVATION (NECTARINE ST. SIDE)

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



PLAN REFERENCE NORTH



DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES
1057 BELVOIR LN.
VIRGINIA BEACH, VA 23464
757-104-8101
desdevelopment@live.com

DOHERTY RESIDENCE
542 JEFFERSON AVENUE
CAPE CHARLES VIRGINIA 23310

SHEET 4 OF 7
PREPARED BY KAM
DATE: OCTOBER 27 2021

TO: Cape Charles HDRB
FROM: Bad Dog Investments LLC, David and Elizabeth Doherty
RE: Letter of Intent for 542 Jefferson Ave Cape Charles
DATE: November 3, 2021

The structure will have the following details:

- pitch of structure roof will be 12 X 12
- first floor front (Jefferson Ave) will have 2 windows starting on the east side that will be spaced evenly along with 1 front door which will be on the west side of the front of the residence
- second story windows will be 3 in total spaced at similar intervals overtop of the first floor windows/door
- below the apex of the roof and at a symmetric interval a smaller dormer window will be placed
- front porch will have turned columns
- window/door trim used on the house will be 3 ½ inches in diameter, Azek material and white
- foundation of the entire structure will be parged in order to match the existing structure on the property
- structure will be sided in James Hardie siding, Boothbay Blue in color
- all roofing will be GAF Timberline Architectural shingles, oyster grey in color
- sidewalk to the front porch will be concrete
- east side of the house will have a partial porch extending approximately 1/3 the length of the structure. Windows and doors will again be spaced in a symmetrical manner.

* select cedar mill, color Boothbay Blue

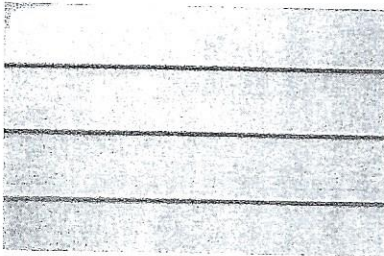
HardiePlank®

HardiePlank® Lap Siding Product Description

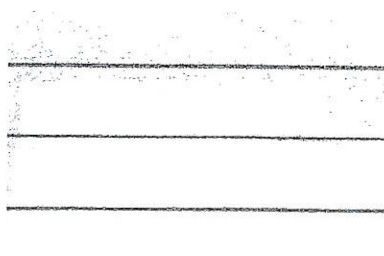
HardiePlank® lap siding is factory-primed fiber-cement lap siding available in a variety of styles and textures. Please see your local James Hardie® product dealer for product availability. HardiePlank lap siding comes in 12 ft. lengths. Nominal widths from 5 1/4 in to 12 in. create a range of exposures from 4 in to 10 3/4 in

HardiePlank lap siding is also available with ColorPlus® Technology as one of James Hardie's prefinished products. ColorPlus® Technology is a factory applied, oven-baked finish available on a variety of James Hardie siding and trim products. See your local dealer for details and availability of products, colors, and accessories.

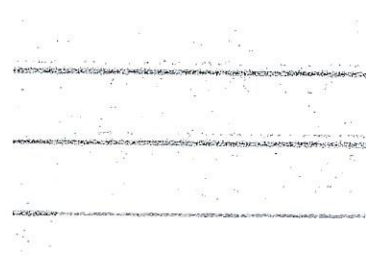
The HZ5® product line is right at home in climates with freezing temperatures, seasonal temperature variations, snow and ice. HZ5® boards are the result of our generational evolution of our time-tested products. We've evolved our substrate composition to be specifically designed to perform in conditions found in these climates. To ensure that its beauty matches its durability, we've engineered the surface for higher performance, giving it superior paint adhesion and moisture resistance. In addition, we've added a drip edge to the HardiePlank® HZ5® lap siding product to provide improved water management in conditions specific to HZ5® climates.



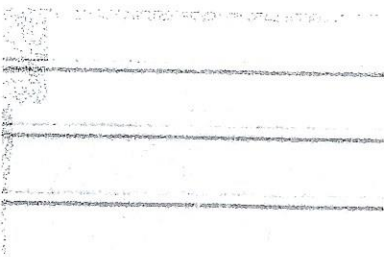
Select Cedarmill®



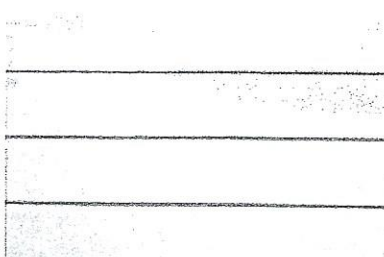
Smooth



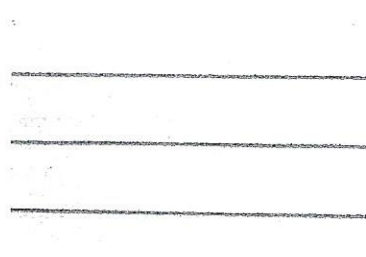
Beaded Cedarmill®



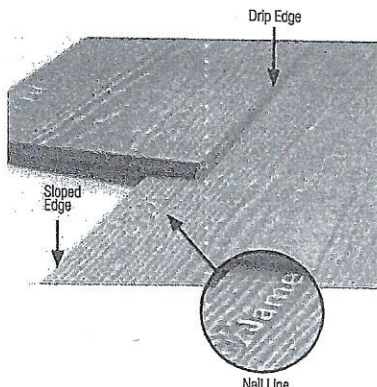
Beaded Smooth



Custom Colonial Roughsawn®



Custom Colonial Smooth®



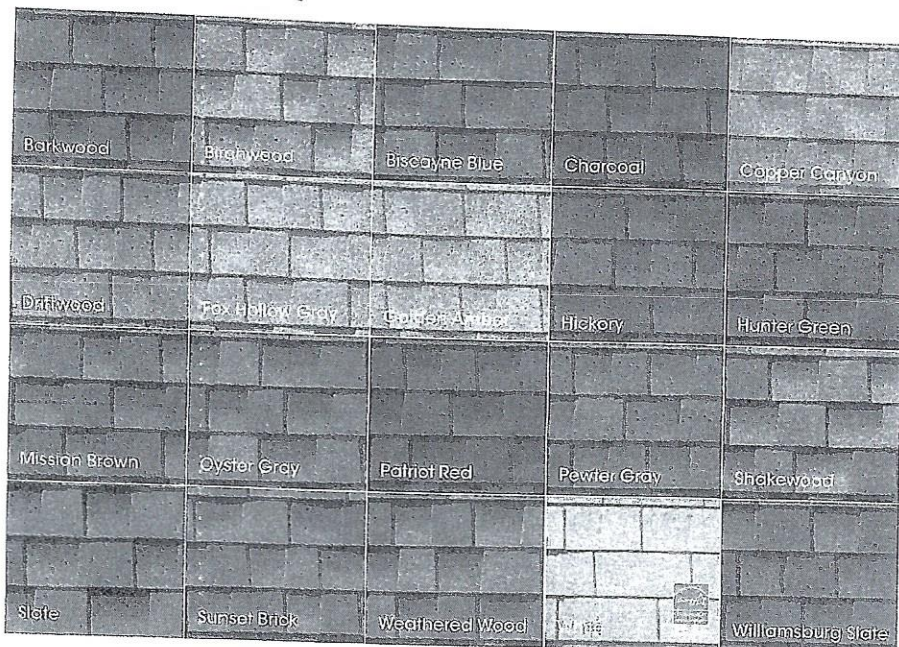
color:
oyster gray

Timberline® HDZ™ Shingles

Benefits:

- **LayerLock™ Technology** — Proprietary technology mechanically fuses the common bond between overlapping shingle layers.
- **Up to 99.9% nailing accuracy** — The StrikeZone™ nailing area is so easy to hit that a roofer placed 999 out of 1,000 nails correctly in our test.¹
- **WindProven™ Limited Wind Warranty** — When installed with the required combination of GAF Accessories, Timberline® HDZ™ Shingles are eligible for an industry first: a wind warranty with no maximum wind speed limitation.²
- Our legendary **Dura Grip™** sealant pairs with the smooth microgranule surface of the StrikeZone™ nailing area for fast tack. Then, an asphalt-to-asphalt monolithic bond cures for durability, strength, and exceptional wind uplift performance.
- **StainGuard® Algae Protection** — Helps protect the beauty of your roof against unsightly blue-green algae discoloration.³
- **High Performance** — Designed with Advanced Protection® Shingle Technology.
- **Seamless compatibility** — The new Timberline® HDZ™ Shingles are compatible with traditional Timberline HD® Shingles for the same look and feel homeowners and contractors rely on for beauty and endurance.⁴
- **Perfect Finishing Touch** — For the best look, use TimberTex® Premium Ridge Cap Shingles or TimberCrest™ Premium SBS-Modified Ridge Cap Shingles.

Colors & Availability:



Product details:

Product/System Specifics

- Fiberglass asphalt construction
- Dimensions (approx.): 13 1/4" x 39 7/8" (337 x 1,000 mm)
- Exposure: 5 5/8" (143 mm)
- Bundles/Square: 3
- Pieces/Square: 64
- StainGuard® Algae Protection*
- Hip/Ridge: TimberTex®; TimberCrest™; Seal-A-Ridge®; Z-Ridge®; Ridglass®
- Starter: Pro-Start®; QuickStart®; WeatherBlocker™

Applicable Standards & Protocols:

- UL Listed to ANSI/UL 790 Class A
- State of Florida approved
- Classified by UL in accordance with ICC-ES AC438
- Meets ASTM D7158, Class H
- Meets ASTM D3161, Class F
- Meets ASTM D3018, Type 1
- Meets ASTM D3462⁶
- ICC-ES Evaluation Reports ESR-1475 and ESR-3267
- Meets Texas Department of Insurance Requirements
- ENERGY STAR® Certified (White Only) (U.S. Only); Rated by the CRRC; Can be used to comply with Title 24 cool roof requirements

¹ Results based on study conducted by Home Innovation Research Labs, an independent research lab, comparing installation of Timberline HDZ™ Shingles to Timberline® HDZ™ Shingles on a 16-square roof deck using standard 4-nail nailing pattern under controlled laboratory conditions. Actual results may vary.

² 15-year WindProven™ limited wind warranty on Timberline® HDZ™ Shingles requires the use of GAF starter strips, roof deck protection, ridge cap shingles, and leak barrier or attic ventilation. See GAF Roofing System Limited Warranty for complete coverage and restrictions. Visit gaf.com/LRS for qualifying GAF products.

³ StainGuard® algae protection is available only on shingles sold in packages bearing the StainGuard® logo. Products with StainGuard® algae protection are covered by a 10-year limited warranty against blue-green algae discoloration. See GAF Shingle & Accessory Limited Warranty for complete coverage and restrictions.

⁴ To be mixed on one roof, Timberline® HDZ™ Shingles and Timberline HD® Shingles must have matching 6-digit codes found on the end of the bundle. When mixed, always use Timberline HD® installation instructions.

⁵ Periodically tested by independent and internal labs to ensure compliance with ASTM D3462 at time of manufacture.

⁶ Lifetime refers to the length of warranty coverage provided and means as long as the original individual owner(s) of a single-family detached residence (or eligible second owner(s)) owns the property where the qualifying GAF products are installed. For other owners/structures, Lifetime coverage is not applicable. Lifetime coverage on shingles requires use of GAF Lifetime shingles only. See GAF Shingle & Accessory Limited Warranty for complete coverage and restrictions. Lifetime coverage on shingles and accessories requires use of any GAF Lifetime Shingle and any 3 qualifying GAF accessories. See GAF Roofing System Limited Warranty for complete coverage and restrictions. Visit gaf.com/LRS for qualifying GAF products.

Note: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.



We protect what matters most™



white color



SERIES 3500 DOUBLE HUNG WINDOW

Also available in 2- and 3-lite sliders and picture windows

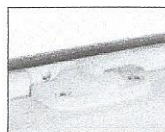


STANDARD FEATURES

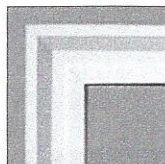
- Beveled mainframe offers a true brick-mould appearance
- Both sashes tilt in for easy cleaning
- Aluminum-reinforced, multicavity construction for thermal performance and structural integrity
- Warm edge spacer system
- All-welded sash and frame corners
- Low profile deluxe cam lock
- Constant force coil balance system for easy sash movement
- Sloped for easy water run-off
- Interlocking sash, rubber bulb seal and dual fin weather stripping keep out draft
- Heavy-duty, push button night latches provide optimum ventilation
- DP-35 Rating (window size tested 44" x 75") (DP-50 option available, window size tested 36" x 74")
- Integrated slim line lift rail
- Half screen*
- **Transferable limited lifetime warranty**
- **25 year glass breakage warranty**

CUSTOM OPTIONS

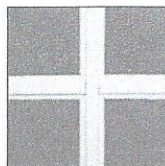
- Low-E Glass
- Low-E Glass with Argon Gas
- Ultra Low-E Glass with Argon Gas
- 5/8" or 1" contoured, 5/8" or 3/4" flat, 5/8" contoured valance grids
- Factory mulling of twins, triples and architectural shapes
- Obscure glass
- Double strength glass
- Charcoal aluminum, Clear View and heavy duty screens*
- Full screen*
- DP-50 Wind Zone Rating
- Lifetime glass breakage warranty
- Lifetime labor warranty



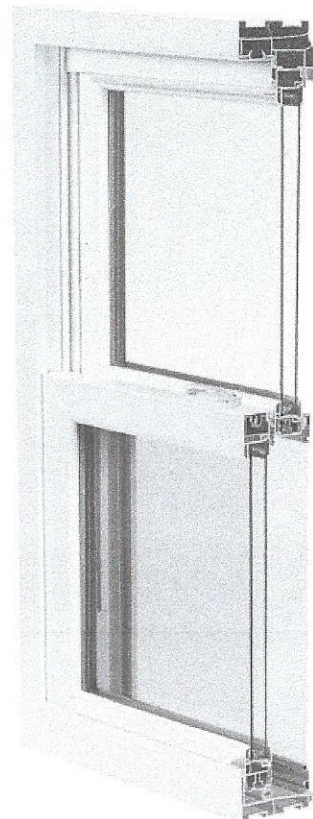
Featuring our new low profile lock



Attractive beveled edge adds classic charm

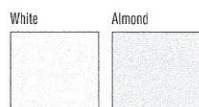


5/8" or 3/4" flat and 5/8" or 1" contoured grids are available



Scan to watch a video about our Series 3500.

COLOR OPTIONS**



LAMINATE COLORS**



ENERGY STAR compliance available in all series. Verify product specifics before ordering.

Note: Manufacturer reserves the right to substitute components as necessary for continued product improvement.
 * Screens are not meant to restrain a child from falling through an open window.
 ** Printing process may affect color shown. Please refer to actual window sample when selecting colors.



Traditions

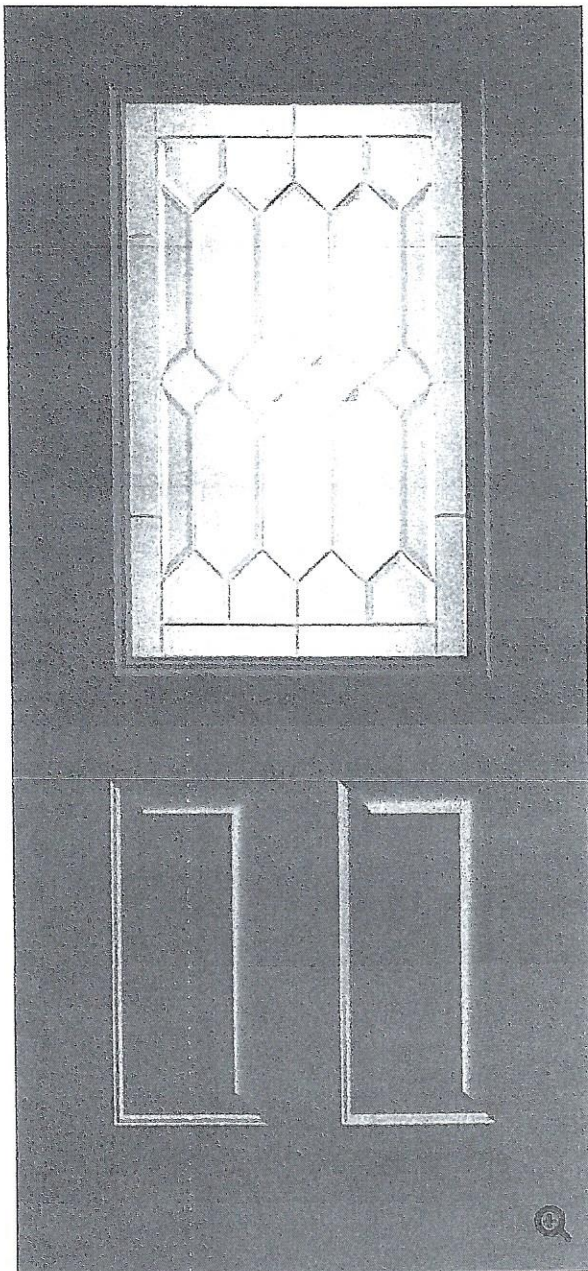


Half Lite 2 Panel Flush | Style No. TS926 9 

4.7 (3) [Write a review](#)

3 Available Sizes

2'8" x 6'8" 2'10" x 6'8" 3'0" x 6'8"



windows/door trim

1 1/2" x 3 1/2"

Classic AZEK Smooth

Smooth on both sides

Classic AZEK Woodgrain

Reversible (one side smooth, one side woodgrain)

PaintPro® Technology

Reversible (one side smooth, one side woodgrain)

All AZEK Trim is long-lasting, moisture-resistant and keeps its appearance with very little maintenance. Easily mill and route our trim, or heat form it before painting for exquisite customized or curved applications. Classic AZEK Trim's brilliant white complements any exterior while AZEK Trim with PaintPro® was made to be painted.

Protective Film to Help Keep Installs Cleaner

AZEK® TRIM WITH PROTECTIVE FILM AVAILABLE FOR SMOOTH AND WOODGRAIN FINISHES

To ensure that it looks as beautiful on your clients home as it does when it leaves our facilities, AZEK Trim comes with a protective film to preserve the crisp white semimatte finish.

Protective Film will be on the following AZEK Trim Products:

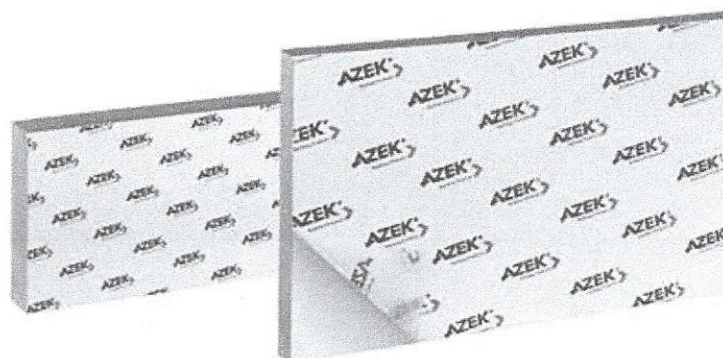
NOMINAL THICKNESS	NOMINAL WIDTH						
	4	5	6	8	10	12	16
5/4	SW	SW	SW	SW	SW	SW	SW
4/4	SW	SW	SW	SW	SW	SW	SW
5/8	SW	SW	SW	SW	SW	SW	SW

The film protects AZEK Trim through every production phase:

- Shipping
- Repackaging
- Installation
- Storage
- Handling

AZEK Trim with protective film should be kept dry prior to installation.

Do not expose film to direct sunlight for extended periods. Protective film can be removed prior to, during, or immediately after installation.



Smooth
Finish (S)

Woodgrain
Finish (W)



We know a deck is never just a deck. It's an extension of your home, your own personal escape back to nature. With Trex, you can spend less time repairing your deck and more time enjoying it. See how our innovative shell technology makes Trex well worth the investment.



THE SECRET IS IN THE SHELL



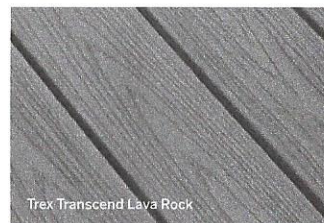
Only Trex decks are wrapped in a high-performance shell that resists fading, staining, rot and splitting better than anything else out there, ensuring your Trex patio will perfectly complement your garden for years to come.

- Protected by a 25-Year Limited Residential Warranty
- Low maintenance—never needs painting, oiling or staining
- Resists mould, scratching and fading unlike other decks
- Natural wood-grain finish in several rich colours
- Easy to install without any special tools

trex decking
color toasted sand
 SEE HOW TREX STACKS UP
against other decking materials.

TREX HIGH-PERFORMANCE COMPOSITE

\$\$\$



Trex Transcend Lava Rock

- DURABILITY** ○————— ////////////////
 resists mould, fade, stain and scratches;
 won't warp, rot or splinter
- ENVIRONMENTAL RESPONSIBILITY** ○————— ////////////////
 made of 95% recycled materials
- EASE OF MAINTENANCE** ○————— ////////////////
 cleans with soap and water

HOLLOW COMPOSITE

\$



- DURABILITY** ○————— ////////////////
 can fade, stain, scratch and mould
- ENVIRONMENTAL RESPONSIBILITY** ○————— ////////////////
 made of recycled materials
- EASE OF MAINTENANCE** ○————— ////////////////
 cleans with soap and water, may require bleach

PVC

\$\$\$\$



- DURABILITY** ○————— ////////////////
 scratch and mould resistant;
 won't warp, rot or splinter
- ENVIRONMENTAL RESPONSIBILITY** ○————— ////////////////
 made of virgin plastic
- EASE OF MAINTENANCE** ○————— ////////////////
 cleans with soap and water

TIMBER

\$



- DURABILITY** ○————— ////////////////
 rots, splits, swells, twists and fades
- ENVIRONMENTAL RESPONSIBILITY** ○————— ////////////////
 contributes to deforestation
- EASE OF MAINTENANCE** ○————— ////////////////
 requires annual painting, oiling or staining



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 21, 2021

Item #: 6E – Lots 26-29 Randolph Ave.

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: December 8, 2021

APPLICANT: Thomas & Katherine Austin	TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness
SITE ADDRESS: Lots 26-29 Randolph Ave	WORK TO BE PERFORMED: Construction of a mini-golf course, parking lot for 20 cars, clubhouse, patio area
TAX MAP: 8344-1B (26, 27, 28, 29)	CURRENT ZONING: Commercial (C-3)
LOT SIZE: 27,075 sq. ft. (0.622 acres)	HISTORIC REGISTER: Not listed

DATE APPLICATION RECEIVED: April 19, 2021

PRE-APPLICATION MTG: June 15, 2021

DATE APPLICATION DEEMED COMPLETE: May 15, 2021

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

The applicant is seeking to construct a mini golf facility and clubhouse with patio

The applicant has submitted a site plan and full set of architectural drawings with elevations and a detailed materials list.

These lots are currently vacant and are legal, conforming lots.

The HDRB has been assigned to review all development projects in the C-3 district pursuant to the Cape Charles Zoning Ordinance. The Board has reviewed three projects in the C-3 district (the Cape Charles Brewery, the Beach Market, and Custom Carts).

For this project, the proposed building is a club house with 18 holes of miniature golf which has been designed to comply with ADA requirements. The applicant has included a full landscape plan, lighting style, proposed signage and has indicated that the course holes will be designed with themes reflective of the Eastern Shore (Historic, coastal, ponies, railroad, etc).

STAFF ANALYSIS

ZONING COMPLIANCE: This application is in zoning compliance with the Cape Charles Zoning Ordinance, including landscaping, lighting, parking and signage requirements.

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

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:

The properties zoned Commercial-3 (C-3) are not traditionally included in the Historic District Overlay but are included through the zoning ordinance as adhering to the same design standards for the Commercial-1 (C-1) Zoning District. Since the properties in the C-3 are primarily vacant and are seeking to be developed, the standard of review is not as stringent as it would be for an existing building.

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

STAFF RECOMMENDATION:

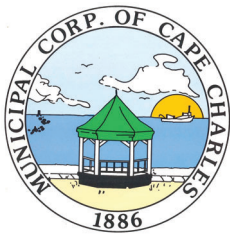
Staff is recommending review of the Pre-Application by the HDRB and determine if the proposed mini-golf course on these 4 vacant lots in the C-3 Zoning District are complementary to other development in the C-3 District with the HDRB has reviewed.

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

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

ATTACHMENTS:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 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: Cape Charles Mini Golf
Property Address: Randolph Ave. Cape Charles, VA 23310
Brief Description of Project: Miniature Golf
Zoning District: C3 Current Use: Unimproved Land Proposed Use: Miniature Golf

OWNER INFORMATION

Name and Company: John/Lorraine Huchler (Lot 26/27) and Daniel Dabinette (Lot 28/29)
Mailing Address: 35 PO Box 607 Cape Charles VA 23310
Phone Number: (609)896-4457 Email: huchler@verizon.net

APPLICANT INFORMATION

[] check here if applicant is owner

Name: Thomas and Katherine Austin
Mailing Address: 39 Sunset Dr. Severna Park, MD 21146
Phone Number: (410)652-4746 Email: taustin777@yahoo.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: Thomas Austin Date: 10/8/2021

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

Town of Cape Charles Historic District Review Board and Zoning Administration,

We have attached documentation required for review of a new commercial building on Randolph Avenue for a mini golf business (lots 26, 27, 28, and 29). Included is the building design, color rendering, material being used and the ideas for the entrance sign. We have also included additional details that show the site layout, landscape plan, and course layout.

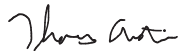
We met with the Planning Commission on 2/2/21 and took note of all commentary to make sure the business will be in line with the vision put forth by the comprehensive plan/planning commission.

Our miniature golf will be a great place for the community to engage in family friendly fun and recreation. This will be a family run business, as we plan on moving full time to our house at 506 Nectarine Street with our 8 year old daughter.

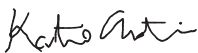
As you will see in the attachments, we took into account comments on beautifying the town entrance. The landscape plan includes planting 195 trees/shrubs, which includes 23 medium – large trees such as cherries, oaks, cypress, and myrtles. The course itself will be professionally landscaped by Browder-Hite and will include a vast array of evergreens, perennials, and annuals. The clubhouse materials should be in line with what the HDRB looks for in new constructions (i.e., Hardie plank siding, 12/12 roof pitch, gridded windows, etc.). It is very important for us to ensure that our business fits in with the historical and quaint nature of the town.

Please let us know if you have any further questions.

Thomas Austin



Katie Austin

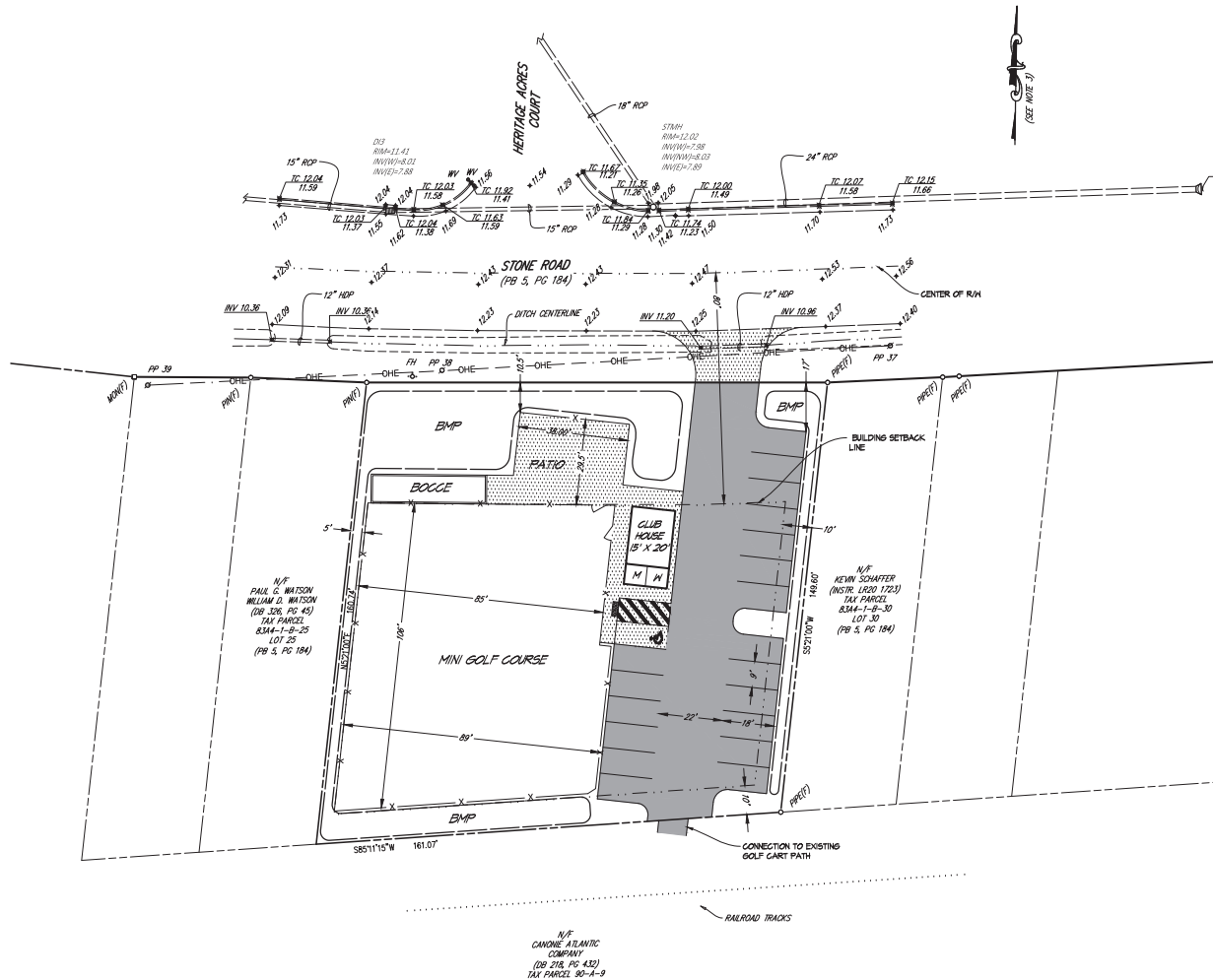


CONCEPTUAL SITE LAYOUT PLAN OF CAPE CHARLES MINI-GOLF ISLE OF WIGHT, VIRGINIA

Site Area:	± 0.56 AC
Tax Parcels:	83A4-1-B-26 83A4-1-B-27 83A4-1-B-28 83A4-1-B-29
Existing Zoning:	C-3
Existing Use:	Undeveloped
Proposed Use:	Mini Golf
Parking Required:	20 Spaces
Parking Provided:	19 Spaces 1 ADA Space
	20 Total Spaces
BMP Provided:	± 3,600 SF (± 15% of Site Area)

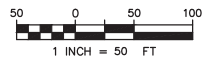
BUILDING SETBACKS
FRONT: 80' FROM CENTER OF R/W
SIDE: 5' & 10'
REAR: 10'

PATIO SETBACK 10.5' FROM R/W

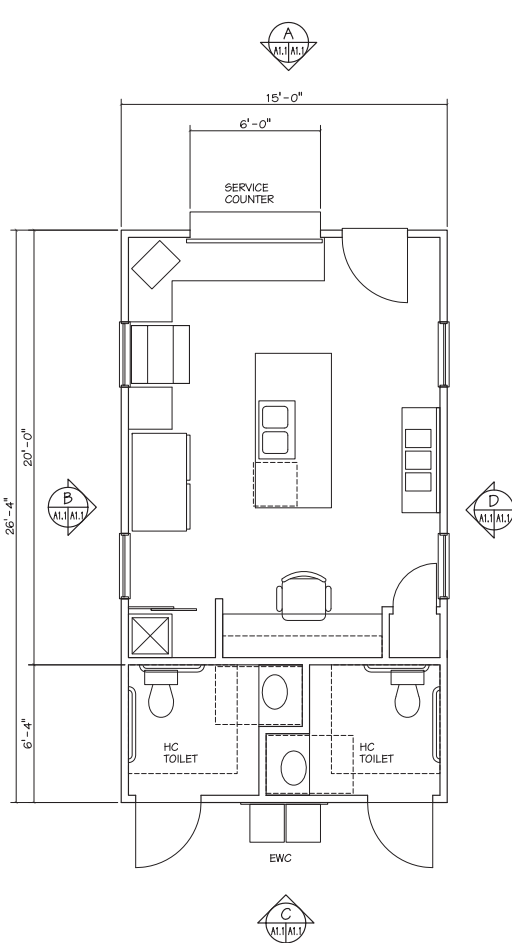


DATE: 08/10/2021

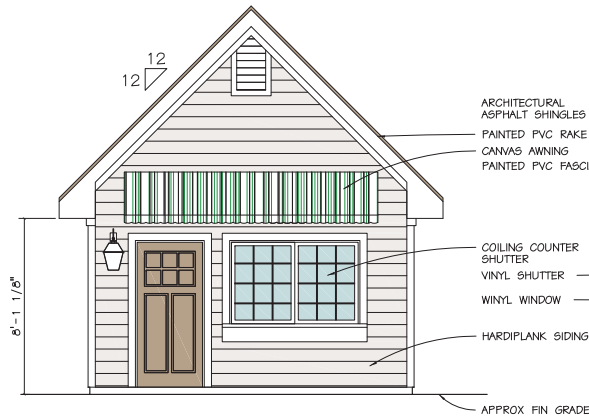
THIS DRAWING IS CONCEPTUAL AND HAS BEEN PREPARED WITH A SITE SURVEY PREPARED BY OTHERS, THEREFORE, PROPERTY LINES, WETLAND BOUNDARIES, AND OTHER SITE SPECIFIC DATA ARE APPROXIMATE. CONCEPT DRAWINGS ARE GENERAL IN NATURE AND ARE INTENDED ONLY TO ILLUSTRATE THE DEVELOPMENT POTENTIAL FOR A PROPERTY; THEY SHOULD NOT BE RELIED UPON AS THE SOLE BASIS FOR ANY FINANCIAL OR LEGALLY BINDING TRANSACTION.



ORBIS
LANDSCAPE
ARCHITECTURE
ORBIS-LA.COM



FLOOR PLAN
3/8" = 1'-0"



A
EXTERIOR ELEVATION
3/8" = 1'-0"

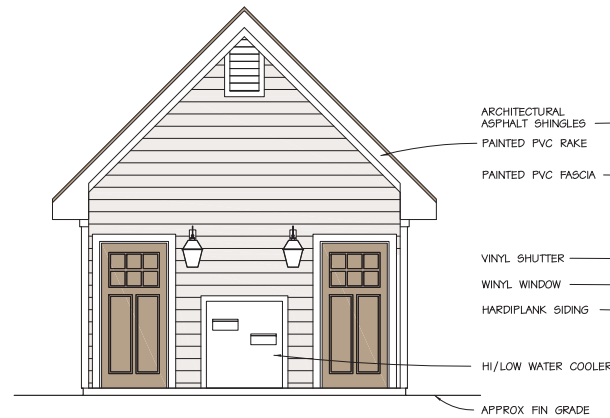
ARCHITECTURAL
ASPHALT SHINGLES
PAINTED PVC RAKE
CANVAS AWNING
PAINTED PVC FASCIA

COILING COUNTER
SHUTTER
VINYL SHUTTER
VINYL WINDOW
HARDPLANK SIDING

APPROX FIN GRADE



B
EXTERIOR ELEVATION
3/8" = 1'-0"



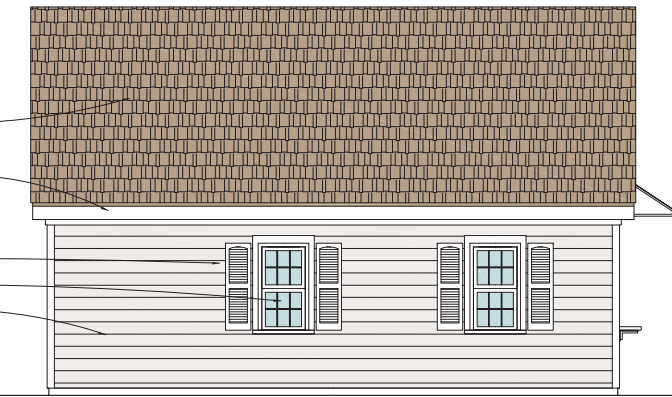
C
EXTERIOR ELEVATION
3/8" = 1'-0"

ARCHITECTURAL
ASPHALT SHINGLES
PAINTED PVC RAKE
PAINTED PVC FASCIA

VINYL SHUTTER
VINYL WINDOW
HARDPLANK SIDING

HI/LOW WATER COOLER

APPROX FIN GRADE



D
EXTERIOR ELEVATION
3/8" = 1'-0"

PROGRESS
PRINT
10-11-21

PROJECT NO.	PROJ. MGR.	SRL	DESIGNED	SRL	DRAWN	CHECKED	SRL
21091							
DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
21 OCT 2021							
REVISION	DATE	BY	REASON	DATE	BY	REASON	DATE

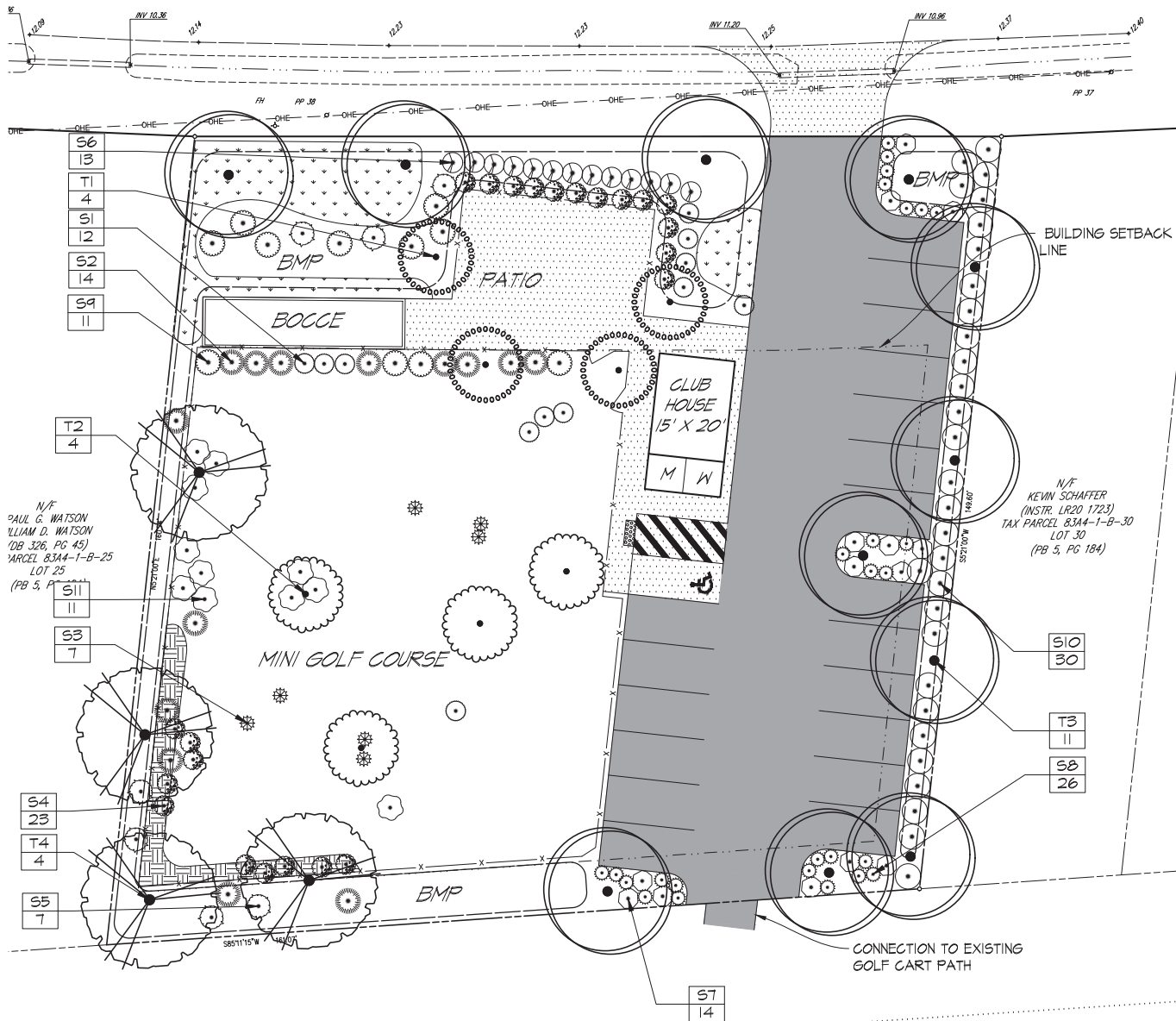
CAPE CHARLES MINI GOLF
CAPE CHARLES, VIRGINIA
STONE RD
SHEET TITLE
PROPOSED PLAN AND ELEVATIONS

LEMOLE
ARCHITECTS
2809 PRODUCTION
SUITE 102
VIRGINIA BEACH, VIRGINIA 23464
757-228-2520
SRLEMOLE@GMAIL.COM

SHEET NUMBER

A-1.1

XX of XX



LANDSCAPE SUMMARY	
R/I LANDSCAPE REQUIREMENTS	
1 LARGE TREE & 10 SHRUBS/ 50 LF	
113 LF TOTAL:	3 LARGE TREES 23 SHRUBS
R/I LANDSCAPE PROVIDED:	
3 LARGE TREES 51 SHRUBS	
BUFFER LANDSCAPE REQUIRED	
1 LARGE TREE/ 40 LF 1 EVG. SHRUB/ 5LF	
150 LF TOTAL:	4 LARGE TREES 30 EVG. SHRUBS
BUFFER LANDSCAPE PROVIDED:	
4 LARGE TREES 30 EVG. SHRUBS	

NOTES

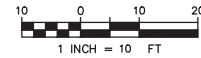
ADDITIONAL LANDSCAPE MAY BE REQUIRED FOR STORMWATER MANAGEMENT FACILITIES.

MINI GOLF COURSE LANDSCAPE PLANTINGS ARE PRELIMINARY AND DO NOT REFLECT THE FINAL DESIGN.



ORBIS LANDSCAPE ARCHITECTURE	
DESIGNED BY	ORBIS
DRAWN BY	AEB
CHECKED BY	NAL
APPROVED BY	NAL
DATE	08.20.21

LANDSCAPE PLAN OF
CAPE CHARLES MINI GOLF

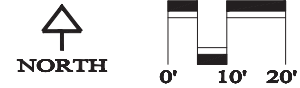


DESIGNED	ORBIS	SHEET
DRAWN	AEB	LP-101
CHECKED	NAL	01 of 02 Sheets
APPROVED	NAL	SCALE: 1"=10'
DATE	08.20.21	PROJ. NO. 00071

Proposed Miniature Golf Course 9,600 sf.



Notes:
Handicap accessible portions of the course(s) are designed in accordance with ADAAG (Americans with Disabilities Act Accessibility Guidelines) Chapter 10 Section 1007.
ADA gate shown will consist of two 4x4 wooden posts, two eye hooks, and rope with hooks.



HORWATH
Miniature Golf Courses

ALL DESIGN, IMAGES AND PLANS SHOWN ARE ONLY TO BE USED BY BOB HORWATH MINIATURE GOLF COURSES UNLESS GIVEN WRITTEN CONSENT.

Project:
**Proposed Miniature Golf
CAPE CHARLES**

DATE: **07/20/2021**

**Layout
Plan**

SCALE:
1"=10'-0"

DRAWN BY:
MVC

SHEET #:
2 JOB #:
01-21

REVISIONS:	
MVC	August 9, 2021
MVC	September 1, 2021
DATE PRINTED:	
September 1, 2021	

GRAPHICS KEY	
R - ROUGH	
M - MOUND	
P - PLANTER	
ST - SAND TRAP	

CCMG Materials

Clubhouse Exterior Items:

- Siding = James Hardie
- THICKNESS:0.312"
- LENGTH:144" boards

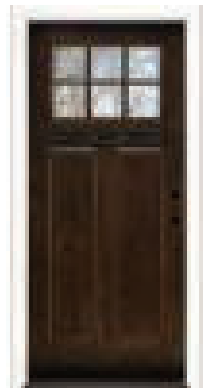
(in arctic white) with wood grain



- Shutters 12" x 48"
Louvered Vinyl Exterior Shutters Pair in White



- Door - Feather River Doors
- 37.5 in. x 81.625 in. 6 Lite Craftsman Stained Chestnut Mahogany Left-Hand Inswing
Fiberglass Prehung Front Door



-

- Shingles
GAF Architectural Shingles (in barkwood)



- Clubhouse Windows
American Craftsman
23.75 in. x 45.25 in. 70 Series Double Hung Buck PRO Vinyl Window with Grille - White



- Lanterns x 3
Burlington Collection 3-Light Antique Bronze Clear Beveled Glass New Traditional
Outdoor Large Wall Lantern Light



- Awning
Awntech Dallas Retro 76.5-in Wide x 24-in Projection Forest/White Striped Fixed Window/Door Awning



- Concession Window
JELD-WEN
71.5 in. x 47.5 in. V-2500 Series Left-Handed White Vinyl Sliding Window with Colonial Grids/Grilles



Patio Furniture:

- Umbrellas



- Chairs



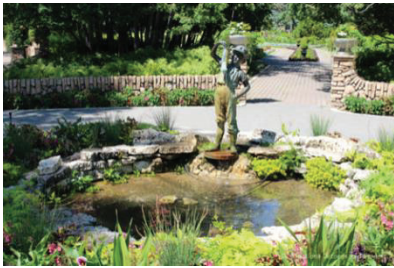
- Tables



-

Course Elements of Interest

- Pond Inspiration



- Fountain



- Bridges



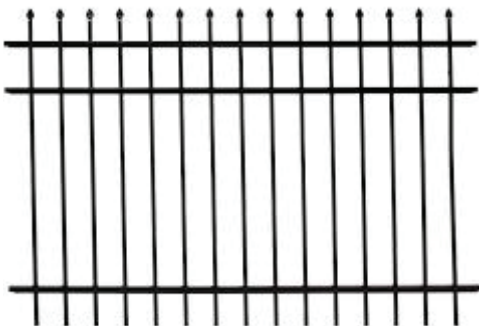
- Example of Topiaries



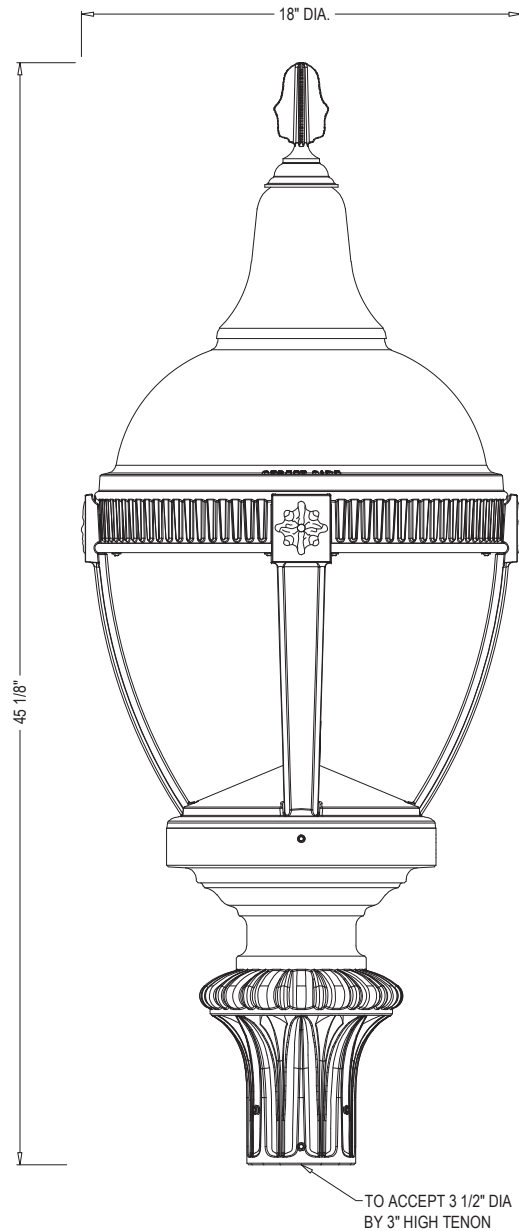
- Nautical Element Inspiration



- Fence



This drawing is property of Spring City Electrical Mfg. Co. and is issued to the recipient with the understanding that it shall not be copied, duplicated, passed on to unauthorized parties, nor used for any purpose other than that for which it is specifically furnished except with Spring City's written permission.



LUMINAIRE SPECIFICATIONS

STYLE: AUGUSTA ROUND ROOF WITH WASHINGTON FITTER
HEIGHT: 45 1/8"
WIDTH: 18" DIAMETER
MATERIAL: CAST ALUMINUM ALLOY ANSI 356 PER A.S.T.M. B26-95
PANEL: PLEASE SELECT PANEL TYPE BELOW
FINISH: POWDER COAT - PLEASE SPECIFY WITH RAL NUMBER
LAMPING: PLEASE SELECT WATTAGE BELOW
VOLTAGE: ELECTRICALLY WIRE AT 120-277 VOLTS
COLOR TEMP: PLEASE SELECT COLOR TEMPERATURE BELOW
OPTICAL SYSTEM: PLEASE SELECT DISTRIBUTION BELOW
SURGE: 10kV

CATALOG NO.: ALMAGS-M2-LE -EVX-2F2- - -GES-FPP-CU

CAT. NO.	LED WATTAGE
LE040	40 WATTS
LE060	60 WATTS
LE080	80 WATTS
LE100	100 WATTS
LE120	120 WATTS
OTHER WATTAGES AVAILABLE UPON REQUEST	

CAT. NO.	COLOR TEMP.
22	2200K
27	2700K
30	3000K
40	4000K
45	4500K
OTHER COLOR TEMPERATURES AVAILABLE UPON REQUEST	

CAT. NO.	PANEL TYPE
YPLO	CLEAR ACRYLIC
YPLF	LED GRADE FROSTED ACRYLIC
GPLO	CLEAR TEMPERED GLASS

CAT. NO.	OPTICAL SYSTEM
CR3	TYPE III
CR4	TYPE IV
CN5	TYPE V
FM3	TYPE III (FROSTED)
FM4	TYPE IV (FROSTED)

INTEGRATED LIGHTING CONTROL PROVISIONS
ARE AVAILABLE UPON REQUEST



Spring City Electrical Mfg. Co.

HALL AND MAIN STREETS - P.O. BOX 19 - SPRING CITY, PA. 19475
PHONE (610) 948-4000 - FAX (610) 948-5577 - WWW.SPRINGCITY.COM

DESCRIPTION

THE ROUND ROOF AUGUSTA LED LUMINAIRE
WITH WASHINGTON FITTER

LAMP POST SPECIFICATIONS

STYLE: WASHINGTON PEDESTRIAN WITH DC TOP
 HEIGHT: 10'-0"
 BASE: 17" DIAMETER
 MATERIAL: PLEASE ADVISE BELOW
 FINISH: PLEASE ADVISE BELOW
 ACCESS DOOR: LOCATED IN BASE SECURED WITH TAMPER PROOF HEX SOCKET SECURITY MACHINE SCREWS
 GROUND PROVISIONS: DRILL AND TAP INSIDE WALL OF BASE OPPOSITE ACCESS DOOR TO ACCOMMODATE A 1/4"-20 GROUND STUD (STUD SUPPLIED BY OTHERS)
 ANCHOR BOLTS: (4) 3/4" DIA. X 24" LONG + 3" HOOK (FULLY GALVANIZED WITH 1 GALVANIZED NUT AND 1 GALVANIZED WASHER PER BOLT)
 BOLT PROJECTION: 3" REQUIRED
 TENON: PLEASE ADVISE BELOW

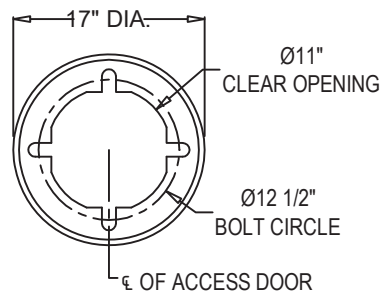
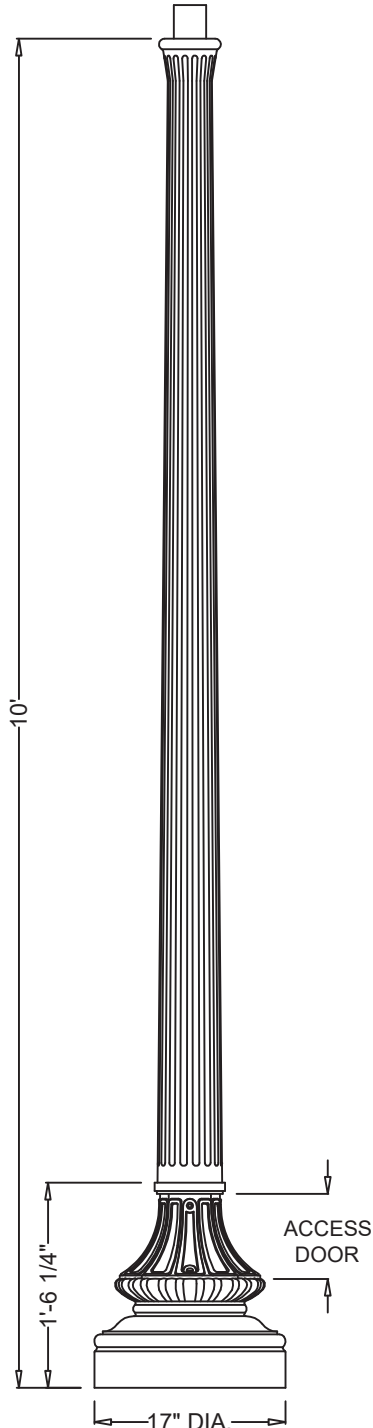
CATALOG NO.:

PSWSH-17-10.00-DC-TN _/_/_-C_

MATERIAL	CAT. NO.
1 PIECE, CAST ALUMINUM ALLOY ANSI 356 PER A.S.T.M. B26-95	A
1 PIECE, CAST IRON PER A.S.T.M. A48-83 CLASS 30	I
1 PIECE, CAST DUCTILE IRON PER A536-84 GRADE 65-45-12	D

TENON	CAT. NO.
2 7/8" DIA. X 3" HIGH	TN2.88/3.00
3" DIA. X 3" HIGH	TN3.00/3.00
3 1/2" DIA. X 3" HIGH	TN3.50/3.00
4" DIA. X 3" HIGH	TN4.00/3.00
X.XX" DIA. X X.XX" HIGH	TNX.XX/X.XX

FINISH	CAT. NO.
POWDER COAT - PLEASE ADVISE RAL #	CU
PRIME PAINT THEN FINISH PAINT SHERWIN WILLIAMS - PLEASE ADVISE COLOR	CW



BASE PLATE DETAIL



Spring City Electrical Mfg. Co.

HALL AND MAIN STREETS - P.O. BOX 19 - SPRING CITY, PA. 19475
 PHONE (610) 948-4000 - FAX (610) 948-5577 - WWW.SPRINGCITY.COM

DESCRIPTION

THE WASHINGTON PEDESTRIAN WITH DC TOP
 10'-0" LAMP POST

LED: they don't list 70 watts, but the company said they can provide that and it is what is on Mason Ave. If I was misinformed, we would go with 60 watts.

Color Temp: 2700k

Panel Type: Frosted Acrylic

Optical System: TYPE III



**Town of Cape Charles
Sign Permit Application**

Date: _____
Permit Fee: \$ _____ (non-refundable)
Permit Number: _____

Property Owner/tenant: John/Lorraine Huchler (Lot 26/27) and Daniel Dabinette (Lot 28/29)
Address: 35 PO Box 607 Cape Charles VA 23310 Phone (609)896-4457

Contractor: Eastern Shore Signs, LLC
Address: 22156 S Bayside Rd, Cape Charls, Va , 23310 Phone (757) 331-4432

Estimated Cost: \$ 600-800 Sign Material: PVC
Advertisement (description): White PVC sign with black lettering engraved on each side

Area of Sign: 6 , X 4 , = 24 Total Square Feet
Sign will be: ☒ Free Standing ☐ Fixed to structure
Front footage of (Lot: 80 feet) (Building: 300 feet)
(Total square footage of existing signs: NA Square Feet)

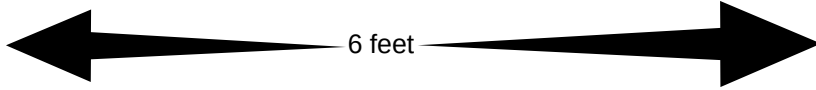
Applicant Signature: *Thomas A. ...* Date: 10/18/2021

Zoning Administrator: _____ Date: _____
Application Status: Approved/Denied: _____ Date: _____

PLEASE COMPLETE SITE PLAN ON REVERSE SIDE



4 feet



6 feet



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 21, 2021

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

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: December 14, 2021

- 1) MINOR EXEMPTIONS APPROVED BY INTERIM ZONING ADMINISTRATOR:
 - a. 610 Randolph Avenue – roof replacement, approved per Section 8.16 (B)
 - b. 606 Madison Avenue – roof replacement, approved per Section 8.16 (B)