

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center
January 18, 2022, 3:00 P.M.

1. **Call to Order; Roll Call**
 - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Organizational Meeting**
 - A. Election of Chairman, Vice-Chairman and Secretary
 - B. Establishment of 2022 Meeting Calendar with Deadlines Established for Submission of Applications
 - C. Review, Discussion and Adoption of Revised Bylaws
4. **Public Comment**
5. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of Minutes:
 1. September 21, 2021
 2. October 19, 2021
6. **Unfinished Business:** None
7. **New Business**
 - A. **FENCE INSTALLATION:** No applications filed.
 - B. **RENOVATION, MINOR & MODIFICATION TO APPROVED Certificate of Appropriateness**
 1. 211 Mason Avenue: Mark Pugh, Member of Kookaburra, LLC
 - a. to modify Certificate of Appropriateness issued on May 20, 2021: Sign Location on Front Façade; Brick Replacement of the Masonite Glass Removal and replace stucco with wood & trim
 - b. to install an awning and replacement of all storefront windows
 - C. **RENOVATIONS, ADDITIONS, & NEW CONTRUCTION**
 1. 520 Strawberry Street: Andrew & Jacqueline Sears, represented by Claudine Pierce dba Peacock Cottage, LLC – Pre-Application for a Certificate of Appropriateness for a new, 1½ story, 1,020 square foot residence
8. **Other Business**
 - A. Report from Interim Zoning Administrator Katie Nunez
9. **Adjourn**

2022 Historic District Review Board Complete* Application Deadline	
*A Complete application is defined as a submittal, (1 Hard Copy & 1 Digital Copy), of all documents listed under the Permit Checklist on the Certificate of Appropriateness Application including payment and a completed Application for Zoning Clearance	
Pre-Application and Complete Application Deadlines	Regular Meetings
Tuesday, December 7, 2021*	Tuesday, January 18, 2022
Tuesday, January 4, 2022*	Tuesday, February 15, 2022
Tuesday, February 1, 2022*	Tuesday, March 15, 2022
Tuesday, March 1, 2022*	Tuesday, April 19, 2022
Tuesday, April 5, 2022*	Tuesday, May 17, 2022
Tuesday, May 3, 2022*	Tuesday, June 21, 2022
Tuesday, June 7, 2022*	Tuesday, July 19, 2022
Tuesday, July 7, 2022*	Tuesday, August 16, 2022
Tuesday, August 2, 2022*	Tuesday, September 20, 2022
Tuesday, September 6, 2022*	Tuesday, October 18, 2022
Tuesday, October 4, 2022*	Tuesday, November 15, 2022
Tuesday, November 1, 2022*	Tuesday, December 20, 2022
*End of business day (4:30 p.m.)	

Town of Cape Charles

Historic District Review Board

By-Laws

ARTICLE ONE

Objectives

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

ARTICLE TWO

Members

- 2-1 This Board shall consist of five (5) members appointed by the Town Council. The five (5) members must be citizens of Cape Charles, at least three (3) of whom shall be residents of the local Historic District.
- 2-2 **Members of the Board shall have demonstrated interest and knowledge in the historical and architectural development of the Town and when possible be a licensed architect or engineer, Planning Commission member, or licensed building contractor.**
- 2-3 Board members shall be appointed for a term of five (5) years. Any vacancy in membership shall be filled by appointment of Town Council and shall be for the unexpired term only. Any member may be removed by the Town Council for neglect of duty or malfeasance in office. Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until a successor is appointed and qualifies.

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

ARTICLE THREE

Officers and their selection

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

ARTICLE FOUR

Qualifications and Duties of Officers

- 4-1 The **Chair** shall be an appointed member of the Board and shall:
- 4-1.1 Preside at all meetings.
 - 4-1.2 Be informed immediately of any official communications and report the same at the next regular Board meeting.
 - 4-1.3 Rule on all procedural questions.
 - 4-1.4 Carry out other duties as are assigned by the Board.
- 4-2 The **Vice Chair** shall be an appointed member of the Board and shall:
- 4-2.1 Have the power to function in the same capacity as the Chair in cases of the Chair's absence or inability to act.
- 4-3 The **Secretary** shall:
- 4-3.1 Keep a written record of all business transacted by the Board.

- 4-3.2 Notify all members of all meetings.
- 4-3.3 Keep a file of all official records and reports of the Board.
- 4-3.4 **Certify all maps, records, and reports of the Board.**
- 4-3.5 Attend to the correspondence of the Board.
- 4-3.6 Prepare and be responsible for the publishing of advertisements and public notices relating to all public hearings and public meetings.

ARTICLE FIVE

Committees and Advisors

- 5-1 Committees, standing or special, may be appointed by the Chair, to serve as needed. Such committees shall be subject to the approval of a majority vote of the Board.
- 5-2 The Board may appoint architects, engineers, and/or contractors who are not Board members to serve in an advisory capacity. Appointed advisors shall not have voting rights.

ARTICLE SIX

Meetings

- 6-1 **Regular meetings of the Board shall be held on the third Tuesday of each month in the Town Hall at 6:00 p.m.** When a meeting date falls on a legal holiday, an alternative date shall be designated by the Board. Meetings may be cancelled in advance by a majority vote of those present at a previous meeting, or by request of the Chair.
- 6-2 Special meetings shall be called at the request of the Chair or at the request of a majority of the membership.
- 6-3 Except as provided for in Title 2.1, Code of Virginia, 1950, as amended (Virginia Freedom of Information Act), all meetings, hearings, records, and accounts of the Board shall be open to the public.
- 6-4 Three or more of the members of the Board shall constitute a quorum. No action of the Board shall be valid unless authorized by a vote of at least three members.

ARTICLE SEVEN

Order of Business

- 7-1 The order of business for a regular meeting shall be:
- 7-1.1 Call to order by the Chair.
 - 7-1.2 Roll call; determination of a quorum.
 - 7-1.3 Invocation and Pledge of Allegiance.
 - 7-1.4 Approval of agenda format.
 - 7-1.5 Approval of minutes.
 - 7-1.6 Old applications.
 - 7-1.7 New applications.
 - 7-1.8 Other business.
 - 7-1.9 Announcements.
 - 7-1.10 Adjournment.
- 7-2 The first item of other business for the first regular meeting after February 1 of each year shall be the election of new officers.
- 7-3 Parliamentary procedures in the Board meetings shall be governed by *Robert's Rules of Order, Revised – Short Form*.
- 7-3.1 Motions shall be restated by the Chair before a vote is taken.
- 7-4 The Board shall keep a set of minutes of all meetings, and these minutes shall become a public record.
- 7-5 The Board shall retain the option to invite public comment by those present at a business meeting at such times as the Board deems necessary. If the Board invites public comment, comments will be limited to three (3) minutes per speaker. Comments must be limited to the matters on the agenda for the meeting and must be limited to the subject matter within the Board's purview. Comments shall be directed to the Board and not to an applicant or other party. Speakers may not donate unused time to another speaker.

ARTICLE EIGHT

Application Review

- 8-1 The procedures normally followed for an application review, shall be:
- 8-1.1 Call to order; determination of quorum.
 - 8-1.2 Description of properties in issue by Board or Board's representative (five minutes).

8-1.3 Applicant's presentation, if applicable (fifteen minutes).

8-1.4 Comments and recommendations of the Board or Board's representative.

8-1.4.1 Adjourn

8-2 An applicant may appear in his own behalf or be represented by an attorney or an agent at the review.

8-3 In the absence of a personal appearance by the applicant or his agent, the Board may proceed to dispose of the application on the record before it.

8-4 The normal time limitations are set forth in parentheses, but may be shortened or extended by the Board prior to the commencement of the review.

ARTICLE NINE

Correspondence

9-1 All official papers and plans involving the authority of the Board shall bear the signature of the Chair, together with certification signed by the Secretary.

ARTICLE TEN

Amendments

10-1 The bylaws may be amended at any regular meeting of the Board by a vote of at least three members, provided notice of the proposed amendment has been given to members at the previous regular meeting or has been mailed to members at least ten days prior to the meeting.

10-2 The Board shall review and, if appropriate as determined in the Board's discretion, revise these bylaws at the first meeting of the year 2018 and every five years thereafter. A failure by the Board to conduct such reviews shall not invalidate any actions taken by the Board.

Town of Cape Charles Guidelines for Citizen Participation

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

Eligibility

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

Registering

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

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

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

Regulations:

Cell Phone and Recordings

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

Speaking

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

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

Time limitations for remarks

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

Decorum and order

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

Town Council Response

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

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

Applicability

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

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



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

Adopted July 22, 2021

Preamble

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

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

Code of Ethics

1. Act in the Public Interest

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

2. Comply with the Law

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

3. Conduct of Members

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

4. Respect for Process

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

5. Conduct of Public Meetings

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

6. Decisions Based on Merit

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

7. Communication

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

8. Gifts and Favors

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

9. Confidential Information

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

10. Use of Public Resources

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

11. Advocacy

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

12. Policy Role of Members

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

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

13. Independence of Town Council and Commissions

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

14. Positive Workplace Environment

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

15. Implementation

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

16. Compliance and Enforcement

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

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

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

Conflict of Interest

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

1. Abstention

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

2. Representation of Third-Party Interests

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

Meeting Rules of Order

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

1. Meeting Types

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

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

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

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

2. Motions

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

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

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

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

3. Agenda

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

4. Other Issues

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

Acknowledgement

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

_____ (signature)

_____ (date)



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 clarification would be needed on the existing square footage and the new square footage before the 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.

Ed Wells asked if they would be using wood or vinyl shutters; wood, trying to reuse material or replacing with like material. 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: Seconds to motions are not required.

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 thirty-four 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. Ed Wells was not sure if this fell under the Board's purview.

Herb Thom asked about the color of the roof, and Ed Wells reminded him that 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: January 18, 2022

Item #: 7B (1) – 211 Mason Avenue

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: January 11, 2022

APPLICANT: Kookaburra, LLC – Tenant
Claudine Pierce, Agent

TYPE OF APPLICATION: Modification of Certificate of Appropriateness & a New Certificate of Appropriateness for Awning & Window Replacement

SITE ADDRESS: 211 Mason Avenue

WORK TO BE PERFORMED: A) Seeking approval for sign located on front of building, brick replacement of the Masonite glass removal and replace stucco with wood & trim; and B) install awning and replace all storefront windows

TAX MAP: 83A3-1-635B

CURRENT ZONING: Commercial-1 (C-1)

LOT SIZE: 2,726 sq. ft.

HISTORIC REGISTER: CONTRIBUTING STRUCTURE
DESCRIPTION: 1920, Commercial Style

DATE APPLICATION RECEIVED:

PRE-APPLICATION MTG: January 18, 2022

DATE APPLICATION DEEMED COMPLETE:

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

The applicant contacted the office regarding the exploratory work conducted in the execution of the Certificate of Appropriateness issued on May 18, 2021 and indicated that some of the existing materials could not be repaired or salvaged. In addition, I informed him that the installation of the sign on the front of the building was not in compliance with the approval issued by the HDRB and needed to be addressed and brought in compliance.

The applicant indicated that he would like to also seek some additional work on the façade which, if approved, would impact the placement of the sign. Therefore, I advised the applicant to submit an application that details all of the elements that he is seeking to revise from the HDRB May 2021 approval and any new items that he is seeking to address on the façade and we will determine which items will be submitted as a Modification to the Certificate of Appropriateness (C of A) and which will need a new C of A. Please see letter dated November 30, 2021 with specific information about this application

In addition, the applicant indicated that he is also seeking a shed for placement in the rear of the property which he included in his full new request. The shed was handled administratively and requires no review by the HDRB but the other items are fully in the purview of the HDRB.

BACKGROUND:

At the May 18, 2021 meeting, the applicant applied and was approved for a Certificate of Appropriateness to renovate the front façade by removal of the painted vertical plywood above the original storefront bays and replace with the original transom windows; to also move the painted structural glass and Masonite panels on the left and right side and under the original glass storefront bays then expose the existing masonry. He did indicate at that time that if damage should occur to the masonry during any of this work, they would propose to cover the masonry with a stucco material and paint to match the existing upper masonry and the HDRB indicated that this would need to come to the Board based upon conditions. Also, he was approved to install a new sign on the front elevation sized 12' x 3'6", printed on acrylic – the HDRB approved a sign but required the size to be reduced in order to hang on the building façade so that it did not block the existing architectural elements on the front façade. Lastly, he was approved for two porcelain enamel gooseneck directional sign lights to be installed above the signage for lighting.

Administratively, the applicant was also approved to remove and replace three existing rusted fixed windows in the back of the building and replace with Anderson 400 series or equal fixed windows with matching SDL grills and to replace the rear wooden door with a painted, flush metal door – this was approved administratively since the windows and door were unsecure and safety was of concern.

MATERIALS:

See Application Document titled FRONT PROPOSALS to see the concept and materials proposed for the renovation work being requested as well as the Narrative from the Applicant.

ITEMS THAT REQUIRE DISCUSSION AND DECISION BY HDRB:

- 1) Awning – request to install awning above transom windows – NEW ITEM
- 2) Signage – request to allow signage to remain, both in size and location – MODIFICATION to CofA
- 3) Storefront Glass Replacement – letter from Glass Vendor regarding condition of existing glass to support request – NEW ITEM
- 4) Removal and Replace Current Brick Coverings – MODIFICATION to CofA

STAFF ANALYSIS**ZONING COMPLIANCE:**

The proposed work does not increase the square footage of the property and is within the requirements of the zoning ordinance. The current sign on the front façade is in violation of the approved and issued Certificate of Appropriateness dated May 18, 2021. This application is seeking to remedy this violation by requesting to allow the existing sign to remain in that location and to also add an awning and the awning request is supported by photos that this building used to have an awning.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations. The proposed sign meets the requirement of the zoning ordinance.

HISTORIC DISTRICT GUIDELINES:

EXTERIOR RENOVATION: Pg 18 states “Nevertheless, if a historic building has been insensitively remodeled over the years, it may require some rehabilitation to return it to a more historically appropriate appearance”.

SIGNAGE: The Historic District Overlay Zoning Ordinance (Section 8.18) states that no building or structure, including signs, shall be erected, reconstructed, restored, or substantially altered in exterior appearance ... and no permit shall be granted unless and until the same is approved by the Historic District Review Board and a Certificate of Appropriateness has been issued by that body...”

There is no specific guidance for signage styles or materials in the Guidelines.

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the changes to the front façade are keeping with the historic nature of Mason Avenue and appropriate under the historic district guidelines, including the proposed awning and the placement/location of the existing sign on the front of the building and the replacement of the windows and brick materials under the windows.

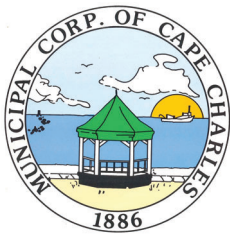
Staff notes that two motions are needed: 1) Action on the 2 requests to modify the Certificate of Appropriateness; and 2) Action on the 2 NEW Requests for a new Certificate of Appropriateness.

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:

Application and associated documents



PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

Name: MARK A. PUGH, MEMBER KOOKABURRA LLC
Mailing Address: 3505 COASTAL HWY., OCEAN CITY, MD 21842
Phone Number: 302-236-3535 Email: MPUGH@KCOAST.COM

PROJECT SUMMARY

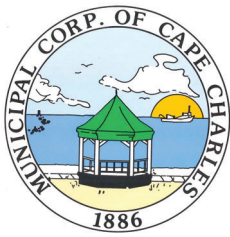
Address of Project: 211 MASON AVE, CAPE CHARLES, VA 23310
Application Type (rezoning, variance, etc.): CERTIFICATE OF APPROPRIATENESS
Total Acreage of Project: _____

Detailed Description (Include proposed use(s) and square footage of floor area for each use):
RENOVATION OF EXTERIOR FRONT TO ALLOW SIGN TO STAY AS CURRENTLY
PLACED, INSTALL AN AWNING, REPLACE FRONT GLASS WITH TEMPERED
DUAL PANE INSULATED GLASS , REPLACE LOWER FACADE COVERING WITH
AZEK SHEET AND TRIM, REBUILD REAR SHED.

Signature of Applicant: MARK A. PUGH Digitally signed by MARK A. PUGH
Date: 2021.11.29 20:16:33 -05'00' Date: _____

For Internal Use Only:

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



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: K-COAST SURF SHOP
Property Address: 211 MASON AVE CAPE CHARLES VA
Brief Description of Project: FACADE IMPROVEMENTS, SIGN, AWNING, REAR SHED
Zoning District: C-1 Current Use: RETAIL Proposed Use: RETAIL

OWNER INFORMATION

Name and Company: KOOKABURRA LLC
Mailing Address: 3505 COASTAL HWY OCEAN CITY, MD 21842
Phone Number: 302-236-3535 Email: MPUGH@KCOAST.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: MARK A. PUGH Digitally signed by MARK A. PUGH
Date: 2021.11.29 15:24:19 -05'00' Date: _____

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

Town of Cape Charles Planning & Zoning Department

KOOKABURRA, LLC
K-COAST PROPERTIES, LLC
K-COAST INC.

3505 Coastal Hwy.
Ocean City, MD 21842
Offices 410-524-8500
Mark A. Pugh Cell 302-236-3535
Christopher M. Shanahan Cell 410-251-7552

Ms. Katie Nunez
Town Planner and Zoning Administrator
Town of Cape Charles, VA

November 30, 2021

Dear Town Planner,

Please accept the attached application for proposed exterior renovations, a request to keep the sign in place as installed to allow the installation of an awning, the replacement of the current dangerous and damaged storefront glass and the demolition and rebuilding of the rear shed. All improvements are to be completed at the current K-Coast Surf Shop located in the commercial district at 211 Mason Avenue.

The current structure is circa 1920. It had rotting sewer, plumbing, electrical wiring, and plaster that as all been fully renovated in the Spring of this year. Per a previous Certificate of Appropriateness dated 5/20/21 it was required that once the determination of the brick condition be made additional work will need to be approved by the HDRB. This application will include proposed work to address that issue as the brick on the lower bulkhead is in poor condition and will have to be covered to save the façade structure from further deterioration. From inside renovations we can clearly see the stability of the brick bulkhead. The brick bulkhead has been covered since at least 1947 and we have found no known photos of the bulkhead and storefront vertical sides not covered by some material.

This application will also address the request that the sign be lowered per the above referenced COA.

We are proposing the following:

1. **Awning.** To follow through with the previously approved replacement of the current rotting T-111 plywood with new transom windows and install an awning above the transom windows.

2. **Signage.** To make the installation of an awning and transom windows possible, the sign that was installed in May of 2020 will have to stay at the height it currently is. We are asking that the HDRB allow the sign that is well proportioned and centered on the façade, similar to other businesses on Mason Ave, to stay in place as is.
3. **Storefront Glass Replacement.** The current storefront glass is cracked and very dangerous. It is not tempered, single pane, and simply butt joined using lead connectors. Since the opening of the retail store, K-Coast can document thousands of customers, including many children walking through that area. We propose to replace the glass panels with storefront dual pane insulated tempered glass while maintaining the exact same footprint and keep the current doors. We have inquired about fixing the broken panes and were told they would come apart like dominoes, apprised of their danger and liability along with low insulation value and high heat and cooling loss. With the interior brightly lit as the Town has requested at night, we have observed adults and children leaning on the glass to peek inside.
4. **Removal and Replace Current Brick Coverings.** As previously approved with further review under the current COA we need to replace the painted Masonite / glass panels covering the brick. The earliest photo we have found is dated from 1947 and was prior to the current bulkhead coverings.
5. **Replace Rear Shed.** The current shed is in a completely dilapidated condition. We propose to rebuild with a new poured slab using a flat roof and sided with board and batten using fiber cement board and Azek trim to be painted. A survey of the property was recently completed by Shoreline Surveyors and we are awaiting a printed survey plat.

A brief background as to the retail project at 211 Mason Avenue:

The building was purchased in February of 2021. Given the tight timeframe to refurbish the building with such a poor interior condition and broken sewer lines we applied to have a hearing for some initial exterior work at the HDRB April meeting. Due to unforeseen circumstances, of which we understand happen, the Town put us back to the May 18, 2021 HDRB meeting only two days before we needed to have the retail store open for Memorial Day weekend. To simply get open with a sign and secure the rotting doors we limited our initial Application. Due to the meeting being so close to the most critical weekend in our retail calendar we were unable to personally attend that meeting but had our architect present as our representative.

Regarding the sign, the signage had a stipulation placed upon it on May 18th that it had to be lowered. The sign had to be ordered just after the April meeting, *of which we were deferred from having*, to be in our possession and fit the installers schedule by our opening of May 24th. When the sign company came to install the sign, they made clear to us if it is lowered not to cover the six bricks in the direct center of the upper façade, we will not be able to install the transom windows or an awning. If they installed it lowered than originally ordered and had to then raise it, this would leave additional holes in the façade where it had been placed and they would need to charge us a full install fee

again. We directed them to use the original placement plan and we would have to revisit this issue with the Town after the season was over to present a full plan for adding an awning above the new transom windows to be installed.

Regarding the awning, we have a picture of the building from the 1947 with an awning. We would like to install a suspended hard awning supported by cables that are typical of the era or a canvas awning whichever the HDRB feels is most appropriate. There are pictures of both styles of awnings used in the past and currently on commercial buildings on Mason Ave.

Regarding the lower façade, the covering panels are cracked in some areas again setting the stage for safety and liability issues. The bulkhead brick behind is covered in asphalt mastic and has metal fasteners and is in poor condition. The current panels had to be installed after our oldest 1947 photo (of the current structure) as it is a mixture of glass and wood sheathing and some type of repair coatings. The bulkhead below the windows is also just a one brick deep layer of structure. We need to remove all the coverings and re-cover the bulkhead. Our first-choice proposal is to use composite Azek full one inch woodgrain panel and trim to be painted. This will add structural integrity and insulation to the brick and allow a higher end historical look such as was recently installed at Moonrise Jewelry at 325 Mason Ave.

We have a great deal of respect for the integrity of the Historic District of Cape Charles and have plans to further revitalize commercial property in Cape Charles as we search for additional investment opportunities.

Thank you,

A handwritten signature in black ink, appearing to read 'Mark A. Pugh', with a stylized flourish at the end.

Mark A. Pugh
Kookaburra LLC
K-Coast Surf Shops



**MUNICIPAL CORPORATION OF
CAPE CHARLES
HISTORIC DISTRICT REVIEW BOARD**

Date Issued: 5/20/2021

Issued to: Kookaburra LLC
3505 Coastal Highway
Ocean City, MD 21842

For Property: 211 Mason Avenue
Cape Charles, VA 23310

This Certificate of Appropriateness has been issued for the above-noted property for the purpose of:

Renovating the exterior and installing a sign on the commercial building. The Historic District Review Board approved the application with the conditions below.

Designated conditions to be met are as follows: (1) the sign height needed to be reduced; and (2) if the brick condition was determined to be beyond restoring, any additional work needed to be approved by the board

This Certificate of Appropriateness shall be valid for only the specific use described above. It is valid for a period of one year after the date of approval; if not acted upon within one year, or if work is suspended or abandoned for a period of twelve months after work has commenced, this Certificate of Appropriateness shall become null and void.

There is a thirty day right of appeal of this decision by the owner of the property or by any party aggrieved, pursuant to Cape Charles Zoning Ordinance Section 8.32.

Edward Wells

Chair, Historic District Review Board

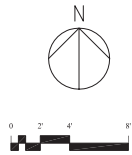
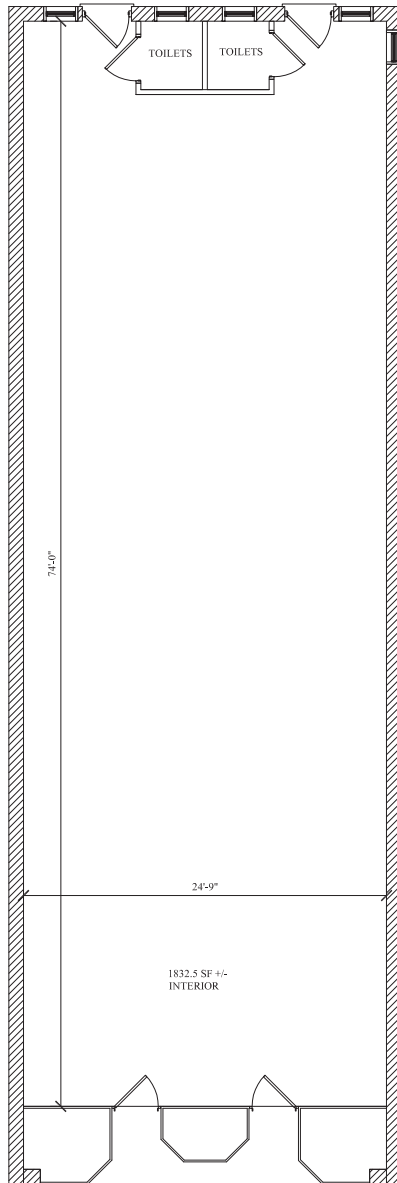
5/20/2021

Date

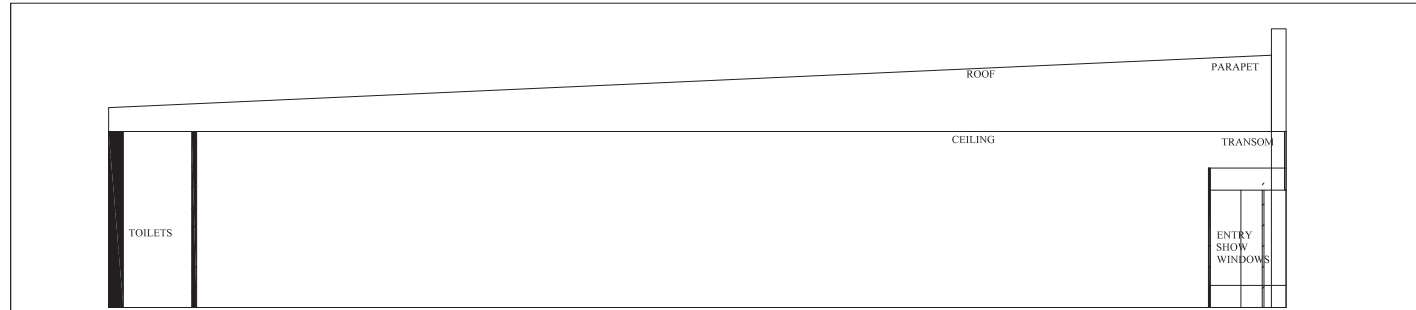
Planning Technician

5/20/2021

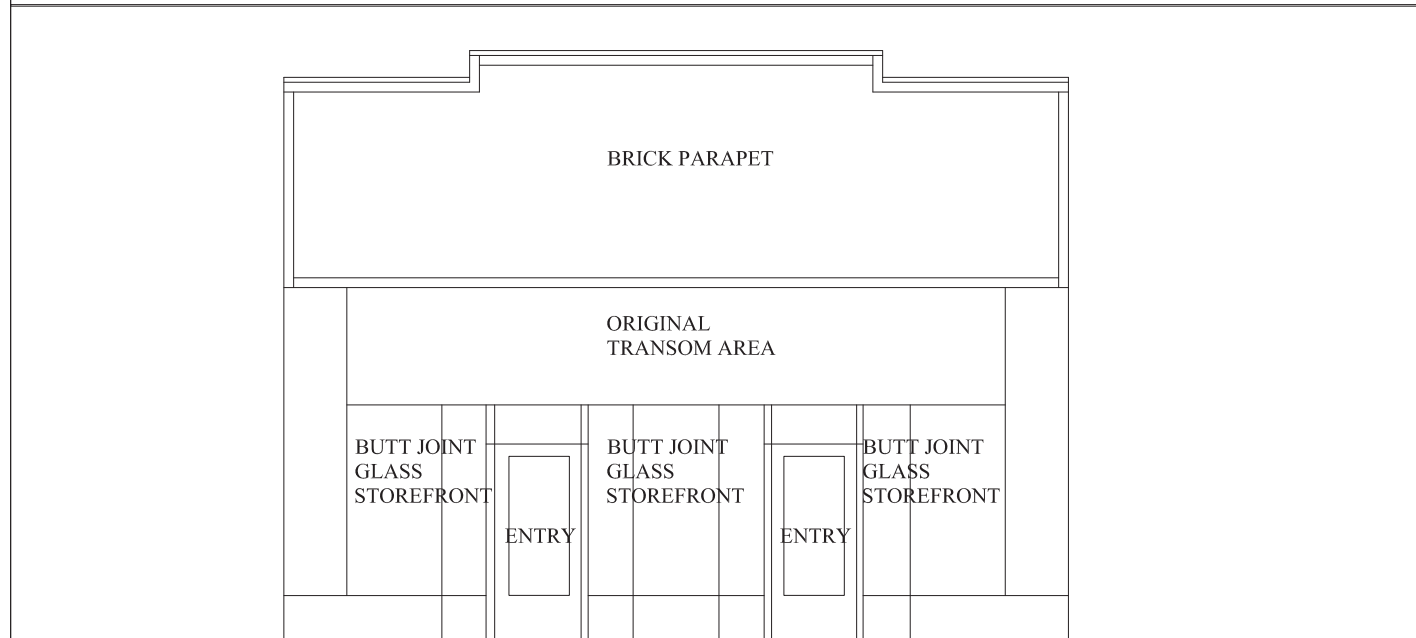
Date



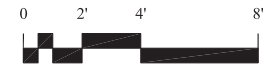
FLOOR PLAN
1/4" = 1'



SECTION LOOKING EAST



FRONT (SOUTH) ELEVATION
1/2" = 1'



PARHAM

5377 MOCKBORN BAY DRIVE, CAPE CHARLES VIRGINIA 23310-2184
757-331-0591 | info@icloud.com
PARHAM ARCHITECT, R.A., NCARB
www.parhamarchitect.com

211 Mason Avenue, Cape Charles, VA

EXISTING PLANS & ELEVATIONS

2020-1

LP	9/5/20		A-1
	1/4"=1'		

Bulkhead & Side Renovation Proposal



CURRENT ROTTING T-111
PLYWOOD & BROKEN PANELS

Proposed covering:

- Woodgrain Azek Sheathing with decorative trim work painted.
- Hardie Textured panels painted

New AWNING Proposed

New Transom Windows (COA Approved
5.20.21)



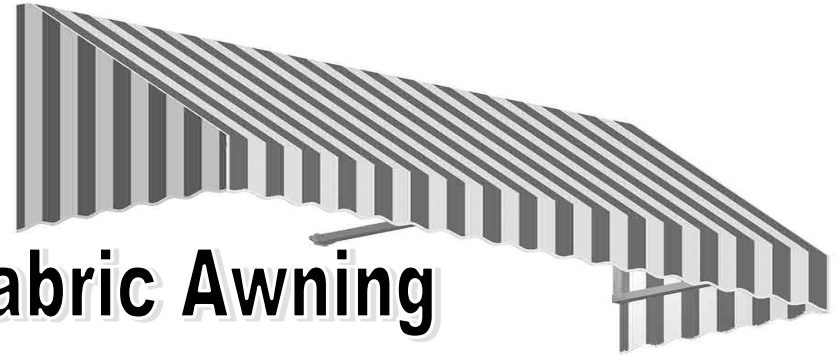


Overhead Braced Awning





Sunbrella Fabric Awning





JEREMIAH COYNE, SALES-OCEAN PINES / OFFICE#410-641-5595 CEL#410-430-1844 / JCOYNE@GO-GLASS.COM

REMOVAL AND REPLACEMENT

JOB NAME: K-COAST
CONTACT: MARK PUGH
ADDRESS: 211 MASON AVE, CAPE CHARLES VA 23310
PHONE: 757-210-8119
E-MAIL: MPUGH@KCOAST.COM

It is our recommendation that your storefront glass enclosure should be replaced immediately for safety and energy purposes. This enclosure should be replaced with a thermally broken CF 451-T storefront system with 1" Tempered Loe Glazing. Please see reasons for replacement listed below. Thank you!

- Single glazed (Not energy compliant)**
- Glass functioning as structure (Not safety compliant)**
- Current cracks in glass diminishing integrity**

Jeremiah Coyne

District Manager

10736 Ocean Gateway
Berlin, MD 21811

Phone: 410-641-5595
Fax: 410-352-3210
Mobile: 410-430-1844

24611 Front Street
Accomac, VA 23301

Phone: (757) 787-1900
Fax: 757-787-7186
Mobile: 410-430-1844

All work to be completed in a workmanlike manner according to standard practices. Any changes from above specifications will become an extra charge. Our glass companies carry liability insurance and workman's compensation.

Proposal may be withdrawn if not accepted within 90 days.

ACCOMAC U.S. ROUTE 13 NORTH, ACCOMAC, VA / 757-787-1900
DOVER 3895 N. DUPONT HIGHWAY, DOVER, DE / 302-674-3900
EASTON 803 GOLDSBOROUGH ST., EASTON, MD / 410-822-8070
LEWES 17701 DARTMOUTH DR. #3, LEWES, DE / 302-645-9340
OCEAN PINES 11158 FIVE-L DRIVE, OCEAN PINES, MD / 410-641-5595
SALISBURY 805 SNOW HILL RD., SALISBURY, MD / 410-742-1151

ACCOMAC@GO-GLASS.COM
DOVER@GO-GLASS.COM
EASTON@GO-GLASS.COM
LEWES@GO-GLASS.COM
OCEAN@GO-GLASS.COM
CUSTOMERFIRST@GO-GLASS.COM



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 18, 2022

Item #: 7C – 520 Strawberry Street

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: January 11, 2022

APPLICANT: Andrew & Jacqueline Sears, **TYPE OF APPLICATION:** Pre-Application/Certificate of Appropriateness
represented by Claudine Pierce dba Peacock Cottage, LLC

SITE ADDRESS: 520 Strawberry Street **WORK TO BE PERFORMED:** New 1,020 square foot, 1½ story single family residence w/front porch

TAX MAP: 83A1-8-F

CURRENT ZONING: Residential (R-1)

LOT SIZE: 2,920 sq. ft.

HISTORIC REGISTER: Not listed

DATE APPLICATION RECEIVED: November 8, 2021

PRE-APPLICATION MTG: January 18, 2022

DATE APPLICATION DEEMED COMPLETE:

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

The applicant is seeking to construct a 1,020 square foot, one and a half story single-family residence. This lot is currently a vacant lot and is a legal, non-conforming lot.



The applicant has submitted sketch drawings and has indicated in the Letter of Intent that the new finish floor will be approximately 30" above the exiting grade to match the prevailing first floor elevation of the neighboring houses. Please note that the sketch drawings do not include the Parcel # or other identifying information about the property or owner name and do not provide a scale for the drawings.

In the Letter of Intent, the applicant has provided a list of exterior finishes as follows and included specification sheets for visuals:

The proposed exterior finishes are as follows:

1. Main house foundation - Parged concrete masonry block
 2. Siding- Straight edge cedar shingles
 3. Windows - Marvin Elevate [or equal] fiberglass composite exterior with wood interior. Windows to have simulated dividing lites with three over one double hung sashes.
 4. Window sill - Versatex historic sill
 5. Window side trim - 5/4 x 4 Versatex [or equal] trim
 6. Window head trim - 5/4 x 6 Versatex [or equal] with Versatex drip edge cap
 7. Front door to be Therma Tru Smooth Star 3/4 lite 1 panel flush glazed door with clear glass and 12 lite simulated divided lites.
-
8. Front porch columns to have a brick base with half bungalow columns as shown on elevations. Columns shall be manufactured from PVC.
 9. Front porch steps - Treads to be mahogany. Risers to be painted PVC.
 10. Front porch rails - Spectis high density polyurethane millwork. Top rail to be RAL 2110T, bottom rail RAL2110B and balusters to be 1 3/4" square.
 11. Front Porch rail posts - Spectis 5 1/2" square newel post with newel post cap.
 12. Front porch floor - Tongue and groove 1 x 4 scenic mahogany
 13. Porch Roof - Standing seem metal roof
 14. Main roof - Certainteed Landmark asphalt shingles.
 15. Main roof fascia and gable trim - Versatex 1 x material
 16. Rear Stoop Flooring - Scenic mahogany
 17. Rear Stoop rails- Spectis to match front porch
 18. Rear stop roof overhang - Standing seam metal roof to match front porch..

The front porch will cover 90% of the front façade and the roof pitch will be 12/12.

STAFF ANALYSIS

ZONING COMPLIANCE:

The proposed project is seeking to construct a 1,020 square foot, one and a half story single-family residence; the house is proposed to have a front porch. A site plan has been provided. The front setback requirement is the prevailing standard set in the neighborhood which is approximately 7.6 feet; all other setbacks are in compliance.

CCZO Section 3.2 (I) (6) states that:

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

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

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

The proposed materials are in conformance with the Zoning Ordinance for new construction and Zoning Compliance is achieved based upon this application to the HDRB.

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. When the applicant submits for a building permit, a full set of building plans must be provided that includes a required Landscape Plan that details both the removal of existing trees and the proposed addition of trees to conform with CCZO Appendix F – Tree Conservation and Preservation 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:

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.

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

ATTACHMENTS:

Attachment 1 – Application and Documents



PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

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

PROJECT SUMMARY

Address of Project: Parcel F Strawberry St (Tax map # 83A1-8-F)
Application Type (rezoning, variance, etc.): Certificate of Appropriateness
Total Acreage of Project: 0.007 acre - 2920 sq. ft

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

Construction of new 1 1/2 story new house with
a footprint of 1020 sq ft. The new house will have
a front porch covering 90% of the front elevation.

Signature of Applicant: Claudine A Pierce Date: 11/8/21

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
757-331-2036 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 NA |
| ☒ 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: Sear's Residence
Property Address: Parcel F (Tax Parcel 83A1-8-F) Strawberry St
Brief Description of Project: New one and a half story house
Zoning District: R-1 Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: Andrew & Jacqueline Sears
Mailing Address: 7320 Hill Drive, Richmond Va 23225
Phone Number: 571-247-4331 Email: Andy@structureworks.com

APPLICANT INFORMATION

☐ check here if applicant is owner

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

PEACOCK COTTAGE LLC

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

November 8th, 2021

Town Planner and Zoning Administrator
Town of Cape Charles

Re: Letter of Intent for Construction of New house
Parcel F Strawberry Street.
Tax parcel 83A1-8-F

Dear Katie,

Please find attached the application for Certificate of Appropriateness for a new house on Strawberry St.

The existing lot is a substandard lot with a 2920 sq. ft. lot area. We have confirmed the lot setbacks with you as being:

Front setback - prevailing setback of 7.6'

Side setbacks - 5'

Rear Setback- 25'

The owners are proposing to build a one and a half story gabled roof house with a foot print of 1020 sq. ft. The new finish floor will be approximately 30" above the existing grade to match the prevailing first floor elevation of the neighboring houses. A new front porch with brick piers and brick steps will cover 90% of the front elevation. The new roof shall have a pitch of 12/12 to blend with the surrounding prevailing houses in the neighborhood. Note that the house lot sits between 522 Strawberry [noted as contributing but no discernible style] and 301 Madison [a former church now being used as a residence]. Many of the houses in the immediate neighborhood overlay are new construction.

All new utilities shall be installed underground.

The proposed exterior finishes are as follows:

1. Main house foundation - Parged concrete masonry block
2. Siding- Straight edge cedar shingles
3. Windows - Marvin Elevate [or equal] fiberglass composite exterior with wood interior. Windows to have simulated dividing lites with three over one double hung sashes.
4. Window sill - Versatex historic sill
5. Window side trim - 5/4 x 4 Versatex [or equal] trim
6. Window head trim - 5/4 x 6 Versatex [or equal] with Versatex drip edge cap
7. Front door to be Therma Tru Smooth Star 3/4 lite 1 panel flush glazed door with clear glass and 12 lite simulated divided lites.

8. Front porch columns to have a brick base with half bungalow columns as shown on elevations. Columns shall be manufactured from PVC.
9. Front porch steps - Treads to be mahogany. Risers to be painted PVC.
10. Front porch rails - Spectis high density polyurethane millwork. Top rail to be RAL 2110T, bottom rail RAL2110B and balusters to be 1 3/4" square.
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12. Front porch floor - Tongue and groove 1 x 4 scenic mahogany
13. Porch Roof - Standing seem metal roof
14. Main roof - Certainteed Landmark asphalt shingles.
15. Main roof fascia and gable trim - Versatex 1 x material
16. Rear Stoop Flooring - Scenic mahogany
17. Rear Stoop rails- Spectis to match front porch
18. Rear stop roof overhang - Standing seam metal roof to match front porch..

Please see the attached specifications for each of the materials listed above.

If you need any additional information please let me know.

Thank you,

Claudine H Pierce

Claudine H Pierce
Peacock Cottage, LLC



OWNER PERMISSION AFFIDAVIT

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

PROPERTY INFORMATION

Subject Property Street Address: Parcel F Strawberry Street
Subject Property Tax ID Number: 83A1-8-F

OWNER INFORMATION

Name (Person, Firm, Corporation, or Agency): Andrew Sears
Mailing Address: 7320 Hill Drive Richmond VA 23225
Phone Number: 571.247.4331 Email: andy@structureworks.com

APPLICANT INFORMATION (If applicable)

Name: Claudine Pierce
Mailing Address: 10 Tazewell Ave Cape Charles VA 23310
Phone Number: 703.609.5818 Email: claudinehpierce@gmail.com

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

Construction of a new single family house

Signature of Owner:  Date: 10-25-2021

Commonwealth of Virginia

County of PRINCE WILLIAM

The foregoing instrument was acknowledged before me this 25 day of OCTOBER,
2021, by KIMBERLY WHITT (name of person acknowledged).

Signature of Notarial Officer: 

Notary Registration Number: 7527396

My Commission Expires: 11-30-2024

(Seal)



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



Existing lot and adjacent structures



Existing houses in same block

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:
ANDREW WILKINS SEARS
& JACQUELINE LEE SEARS

2. TAX PARCEL:
83A1-8-F

3. SOURCE OF TITLE:
INST. 210001520

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

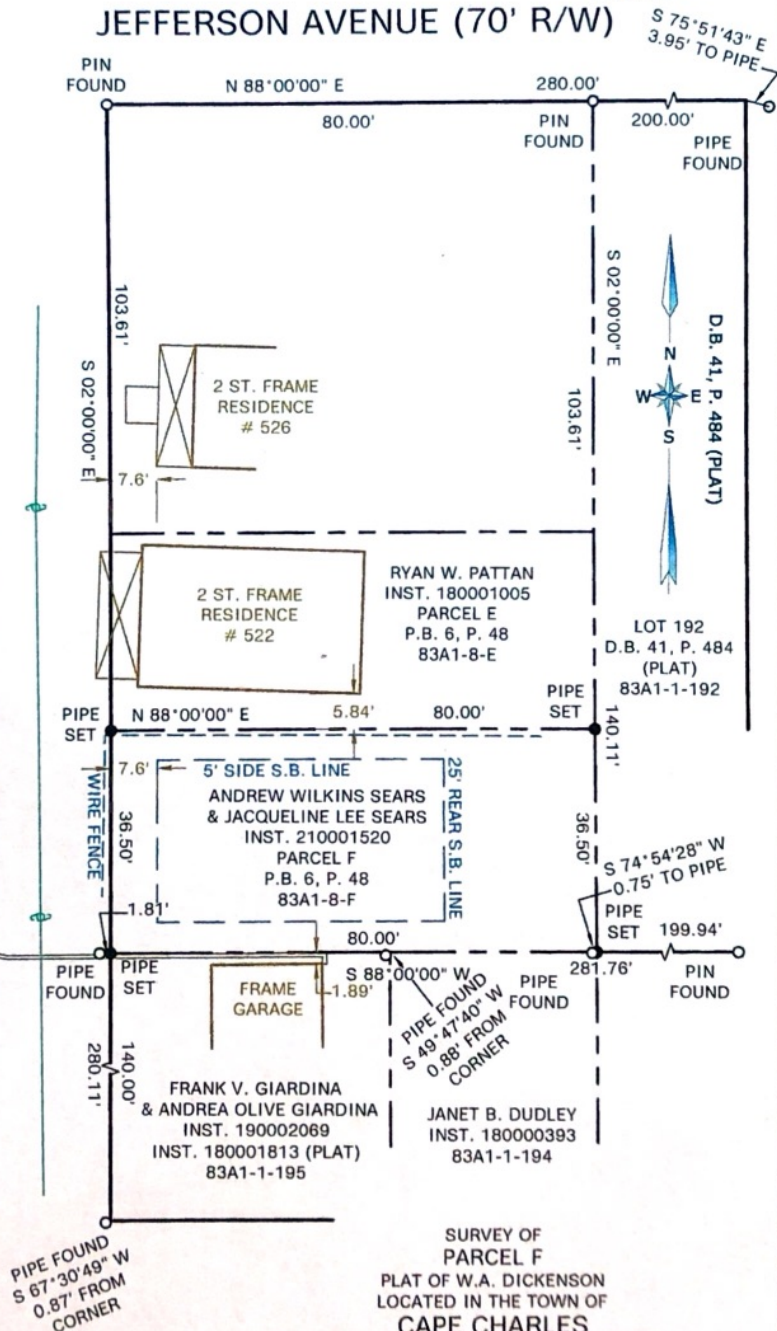
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

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.

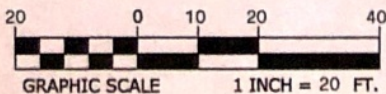
7. PLAT REFERENCE:
D.B. 41, P. 484 (PLAT)
P.B. 6, P. 48

8. AREA: 2,920 SQ. FT.
(0.067 AC.)

STRAWBERRY STREET (70' R/W)



SURVEY OF
PARCEL F
PLAT OF W.A. DICKENSON
LOCATED IN THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT, NORTHAMPTON
COUNTY, VIRGINIA
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: 21107

Existing

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:
ANDREW WILKINS SEARS
& JACQUELINE LEE SEARS

2. TAX PARCEL:
83A1-8-F

3. SOURCE OF TITLE:
INST. 210001520

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 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.

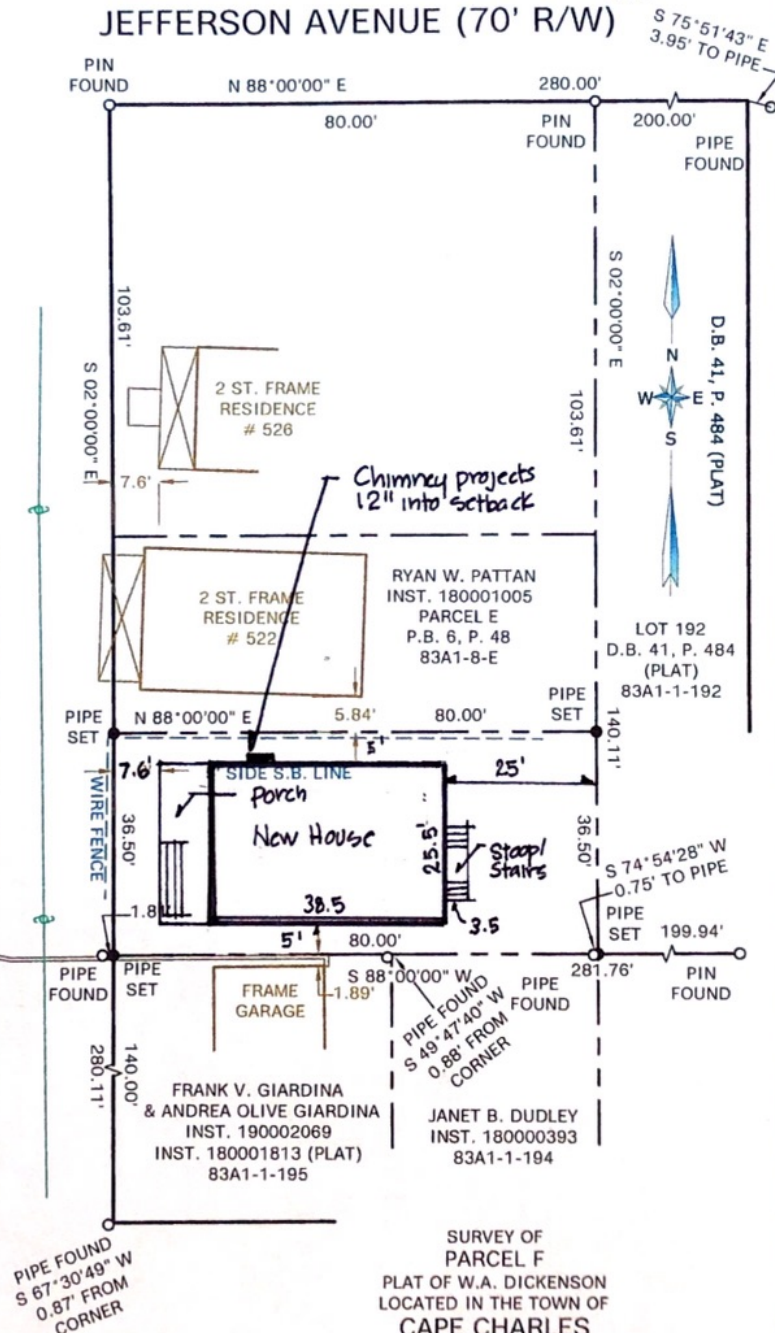
6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.

7. PLAT REFERENCE:
D.B. 41, P. 484 (PLAT)
P.B. 6, P. 48

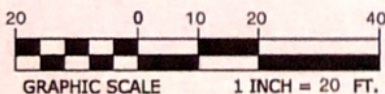
8. AREA: 2,920 SQ. FT.
(0.067 AC.)

STRAWBERRY STREET (70' R/W)

JEFFERSON AVENUE (70' R/W)



SURVEY OF
PARCEL F
PLAT OF W.A. DICKENSON
LOCATED IN THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT, NORTHAMPTON
COUNTY, VIRGINIA
SCALE: 1" = 20' JULY 21, 2021



POINT NORTH

POINT NORTH SURVEYING LLC

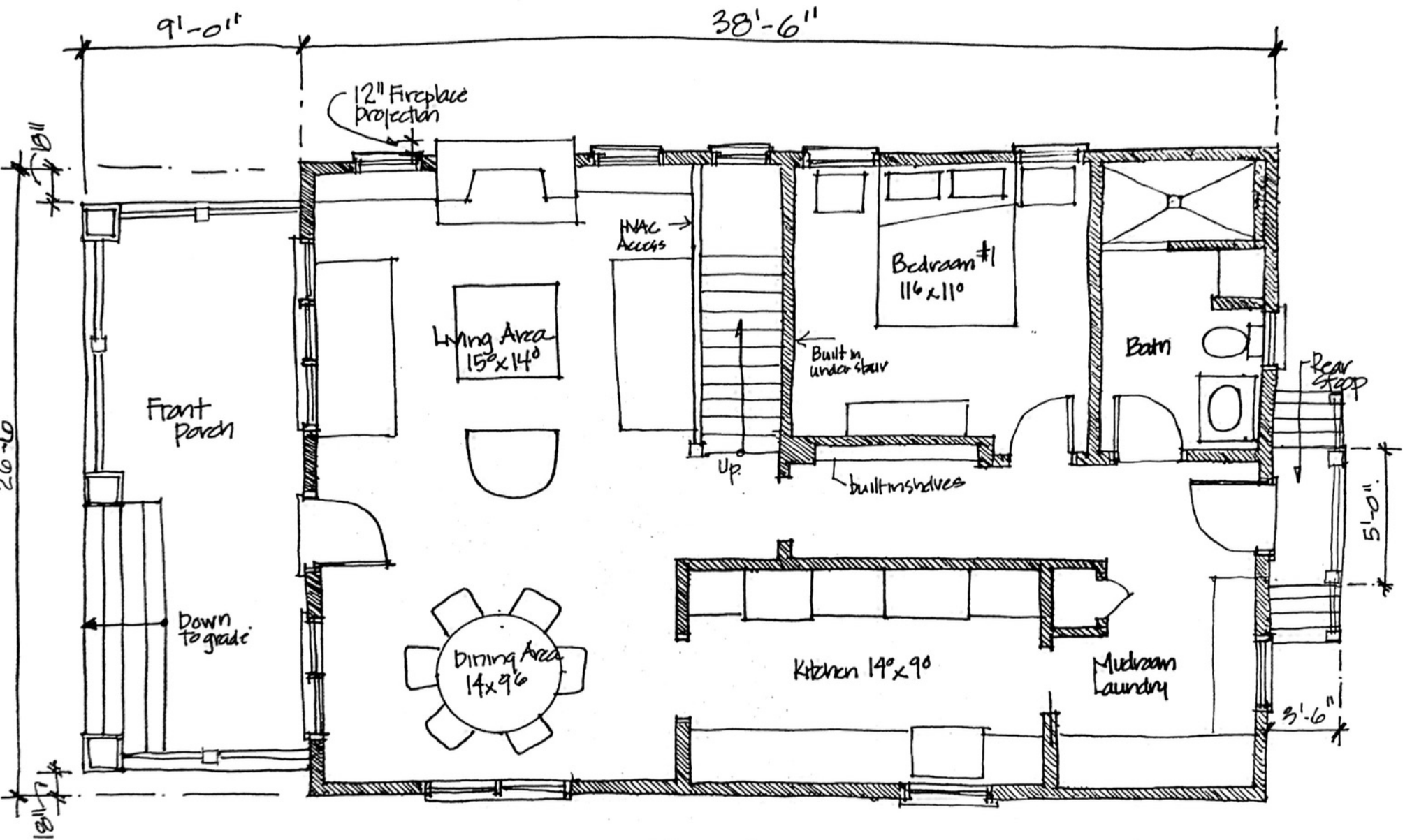
P.O. Box 701, (757) 709-3008

Onley, VA. 23418 pointnorthsurveying@gmail.com

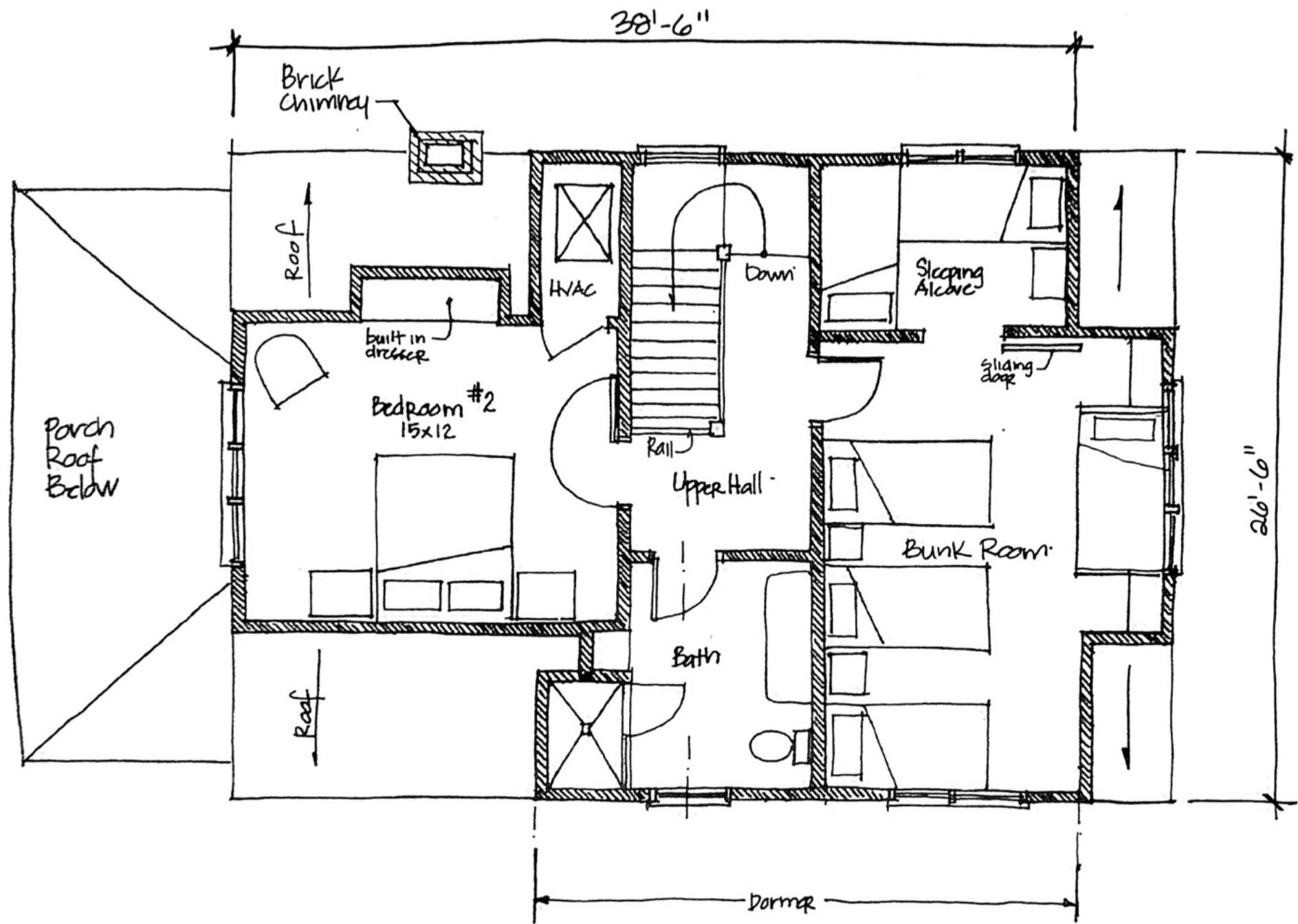
DRAWN BY: CROCKETT FIELD BOOK: FILE COPY

BACK TRAV: CROCKETT PROJ. NO: 21107

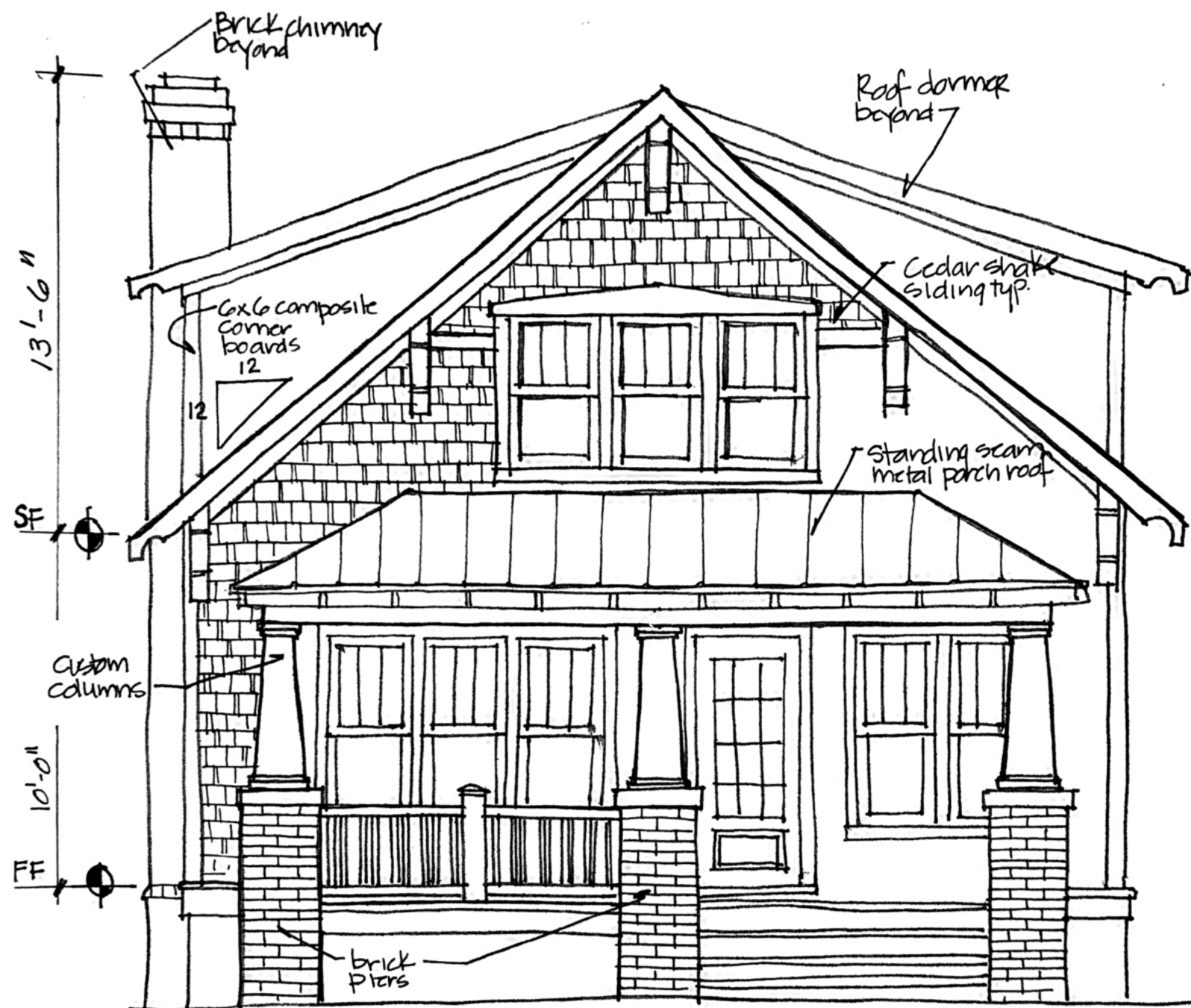
Proposed.



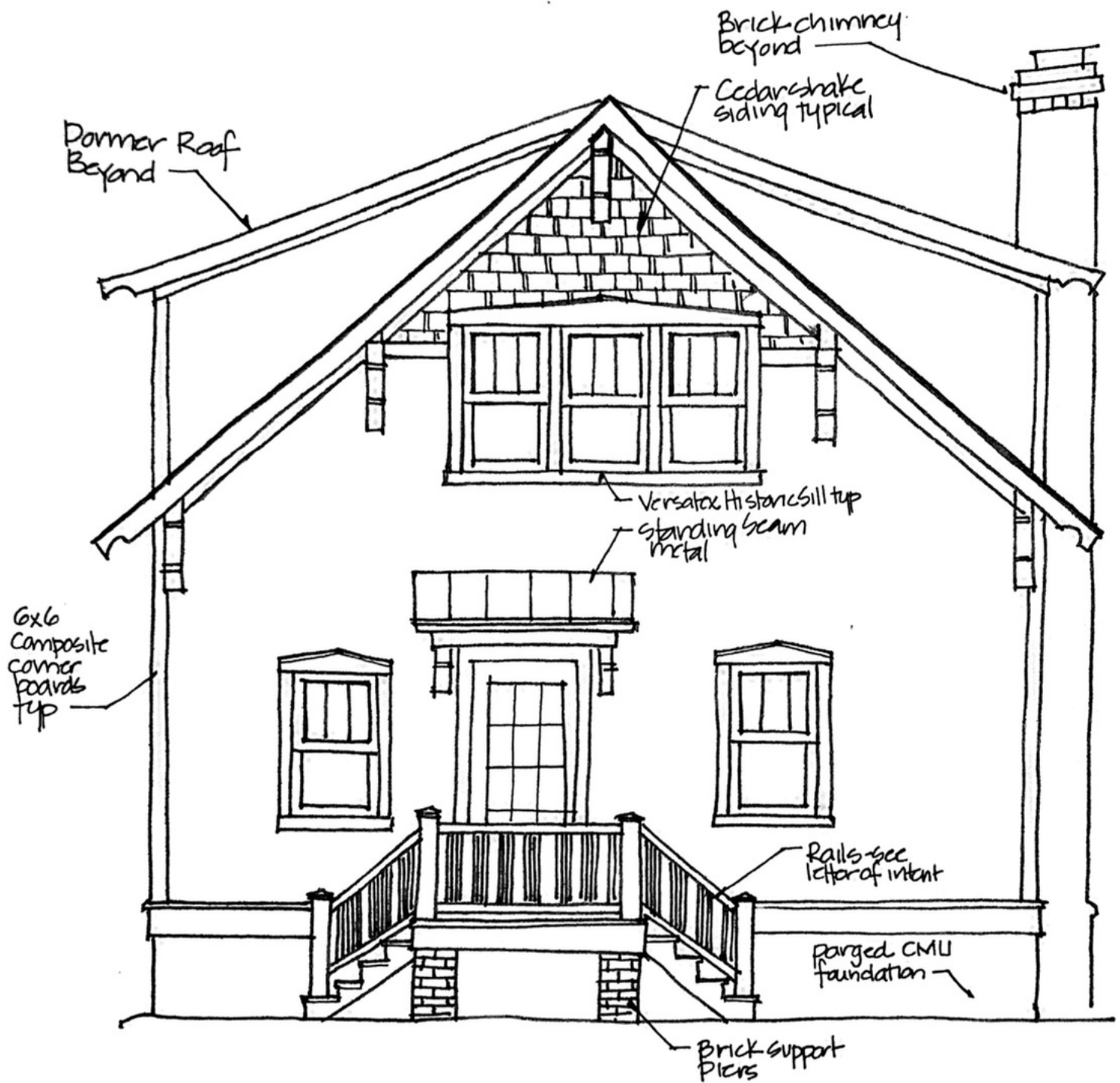
FIRST FLOOR PLAN.



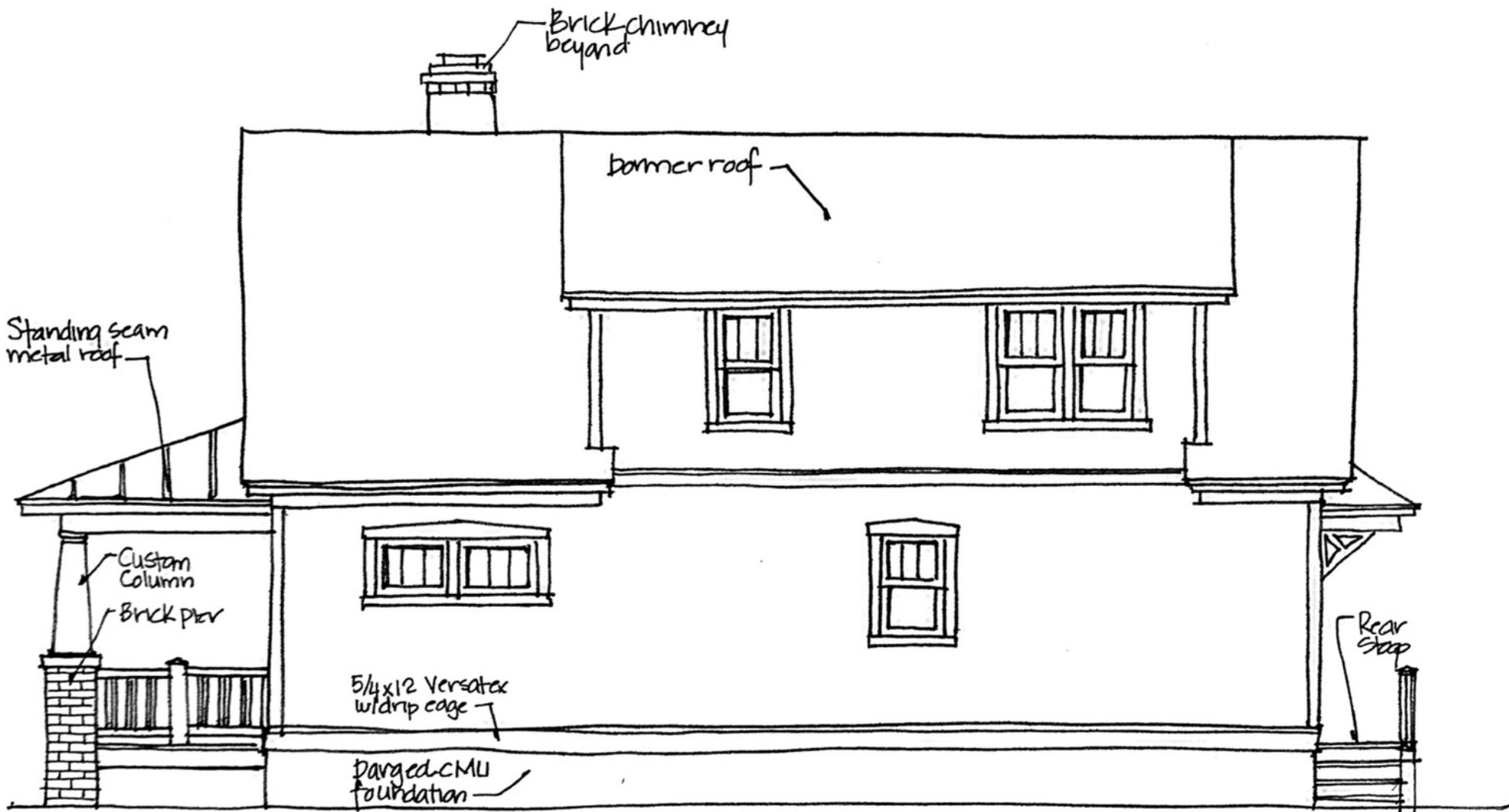
SECOND FLOOR PLAN



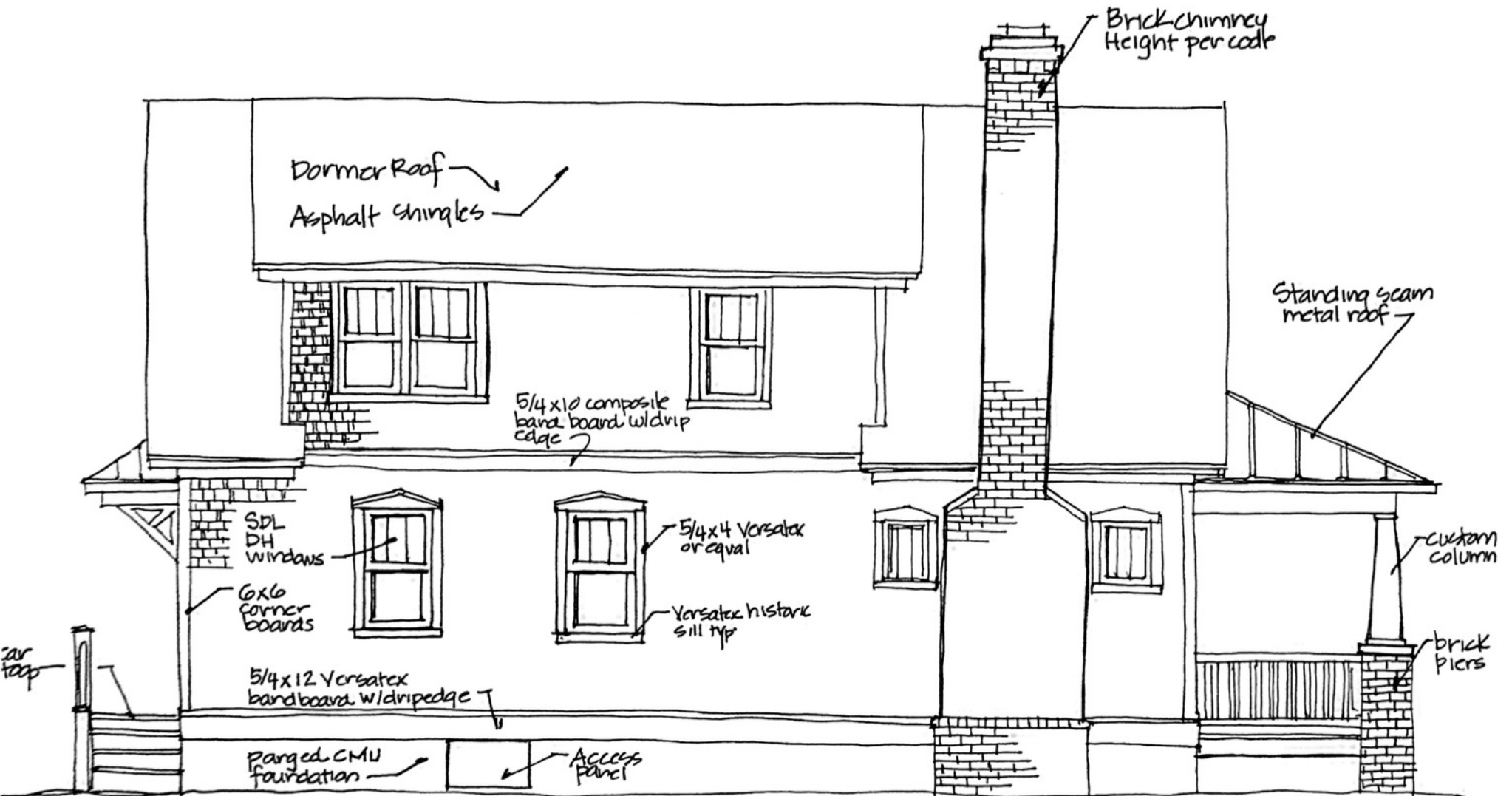
FRONT ELEVATION



Rear Elevation.



South Elevation



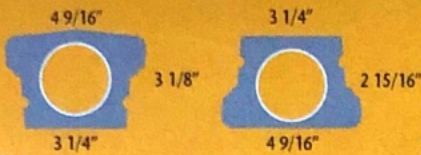
North Elevation

BALUSTRADE SYSTEMS



RAILINGS

porch rail
top/bottom



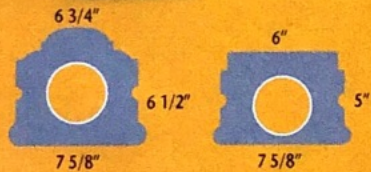
RAL 2110T
RAL 2110B

- 2 3/16" I.D. Aluminum Pipe
- 8' • 10' • 12' Lengths



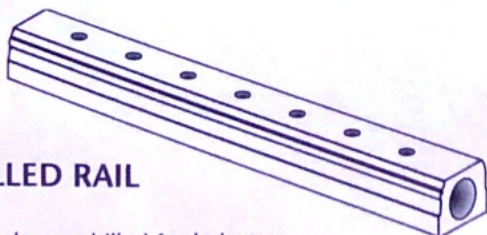
RAL 2111T
RAL 2111B

- 2 7/8" I.D. Aluminum Pipe
- 8' • 10' • 12' Lengths



RAL 2113T-SS
RAL 2113B-SS

- 8' • 10' • 12' Lengths • STUCCO STONE
- 4" I.D. PVC Pipe



PREDRILLED RAIL

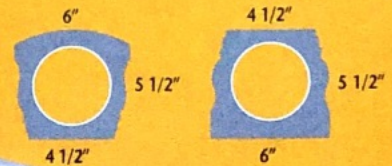
* Optional

Railings can be predrilled for balusters.



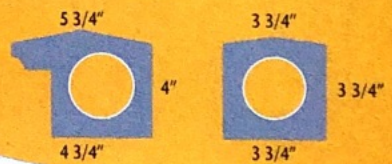
RAL 2114T
RAL 2114B

- 1" I.D. Aluminum Pipe
- 8' • 10' • 12' Lengths



RAL 2119T
RAL 2119B

- 3" I.D. PVC Pipe
- 8' • 10' • 12' Lengths



RAL 2121T
RAL 2121B

- 2 3/16" I.D. Aluminum Pipe
- 8' • 10' • 12' Lengths



RAL 2125T
RAL 2125B

- 1 3/4" I.D. Aluminum Pipe
- 8' • 10' • 12' Lengths

www.spectis.com



NOTE :

PIPE EXTENDS 1" FROM END OF BALUSTERS.
Measurements are SPECIFIC for each baluster.

BALUSTRADE SYSTEMS



*Railing
Pickets*



BAL 2014-24
• 7 7/16" Max. Repeat



BAL 2015
• 5 5/8" Max. Repeat

- 1 3/4" x 1 3/4"
- BAL 2015-14
- BAL 2015-14.5
- BAL 2015-14.75
- BAL 2015-18.5
- BAL 2015-20
- BAL 2015-21
- BAL 2015-24
- BAL 2015-28
- BAL 2015-32
- BAL 2015-34
- BAL 2015-36
- BAL 2015-37.25
- BAL 2015-37.75
- BAL 2015-48
- BAL 2015-58
- BAL 2015-63



BAL 2016-27
• Does not meet
4" Ball Rule

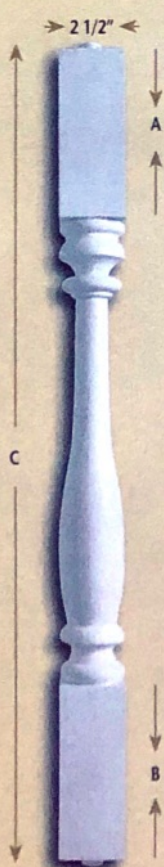


BAL 2017-22
• 6 3/16 Max. Repeat



BAL 2018
• 6 3/8" Max. Repeat

- 2 1/2" x 2 1/2"
- BAL 2018-12
- BAL 2018-12.25
- BAL 2018-14
- BAL 2018-20
- BAL 2018-25
- BAL 2018-25P
- 7/12 Pitch
- BAL 2018-27
- BAL 2018-28
- BAL 2018-30
- BAL 2018-31
- BAL 2018-32



BAL 2019 SERIES

	A	B	C	Max Repeat
BAL 2019-15	2 3/4"	2 3/4"	15"	5 1/16"
BAL 2019-16	3"	3"	16"	5"
BAL 2019-18	3 1/8"	3 1/8"	18"	5"
BAL 2019-20	3 1/2"	3 1/2"	20"	5"
BAL 2019-20EXT27	7"	7"	27"	5"
BAL 2019-20EXT22	4 3/8"	4 1/2"	22"	5"
BAL 2019-24	4"	4"	24"	5 1/16"
BAL 2019-26	4"	4"	26"	5 1/16"
BAL 2019-28	4"	4"	28"	5 1/16"
BAL 2019-28EXT32	6"	6"	32"	5 1/16"
BAL 2019-28EXT36	8"	8"	36"	5 1/16"
BAL 2019-30	3 3/4"	3 3/4"	30"	5"
BAL 2019-30EXT	6 3/8"	6 3/8"	30"	5"
BAL 2019-30EXT40	8 3/4"	8 3/4"	40"	5 1/16"
BAL 2019-32	5"	5"	32"	5 1/8"
BAL 2019-34	5"	5"	34"	4 13/16"
BAL 2019-34EXT36	6"	6"	36"	5 1/16"



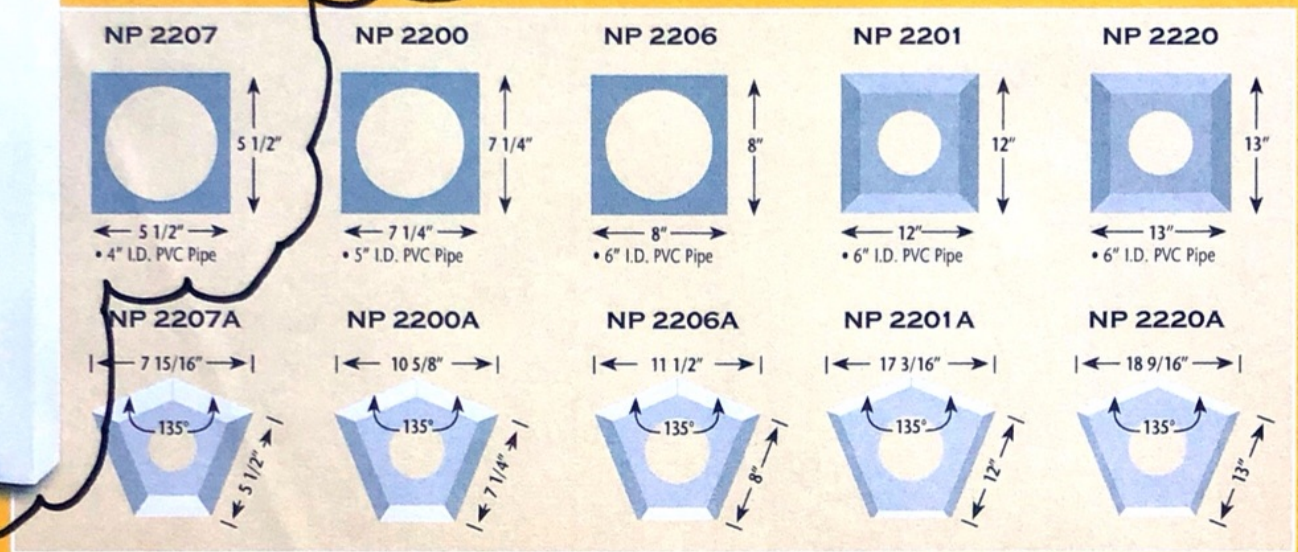
BALUSTRADE SYSTEMS



NEWEL POSTS

CAPS SOLD SEPARATELY

porch
newel posts



Newel Posts



S
Straight

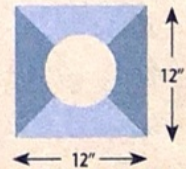
C
Corner

E
End

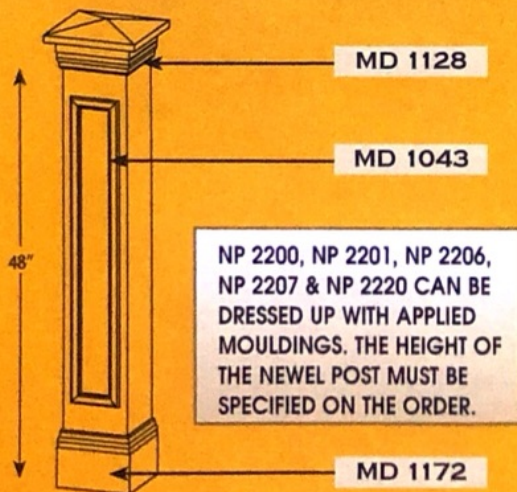
- Newel Posts available as S, C, E or A styles as shown above.
- Newel Caps are a separate piece. See page 33 for selection.
- Newel Posts can be cut to desired height.
- See page 35 for Newel Post Hardware.
- I.D. refers to inside diameter/O.D. refers to outside diameter.



NP 2208FS
NP 2208CF



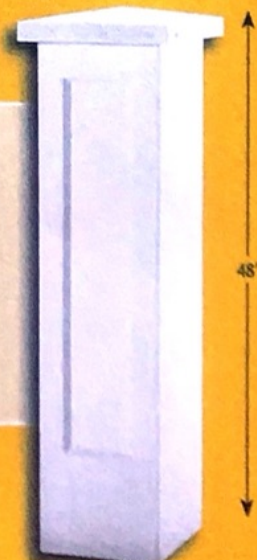
- FOSSIL STONE OR CONCRETE FINISH
- 6" I.D. PVC Pipe



NP 2209FS



- FOSSIL STONE
- 6" I.D. PVC Pipe
- Panel - 6 7/8" x 34 7/8"



www.spectis.com





NEWEL CAPS

*porch
newel cap*



NC 2300

- 8 1/4" Square
- 1 1/2" Height

*NC 2300A (Angled)

NC 2301

- 13" Square
- 1 1/2" Height

*NC 2301A (Angled)

NC 2305

- 8 1/2" Square
- 1 3/4" Height

NC 2307

- 6 1/2" Square
- 1 3/4" Height

*NC 2307A (Angled)

NC 2310

- 14" Square
- 5" Height

NC 2325

- 14" Square
- 2 1/2" Height

*NC 2325A (Angled)

NC 2332

- 9" Square
- 1 3/4" Height

*NC 2332A (Angled)

NC 2333

- 10 3/4" Square
- 1 3/4" Height



Bottom
Measurements

NC 2304

- 7 3/4" Square
- 3" Height

NC 2316

- 8 1/2" Square
- 2 3/4" Height
- FOSSIL STONE

NC 2317

- 12 3/4" Square
- 4 3/8" Height

NC 2319

- 10 5/8" Square
- 4 1/4" Height

NC 2337

- 13 1/2" Square
- 5" Height

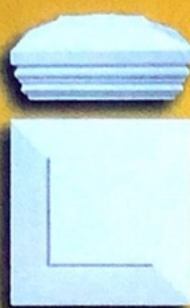
NC 2337FS

- 13 1/2" Square
- 5" Height
- FOSSIL STONE

NC 2349FS

NC 2349CF

- 13" Square
- 5" Height
- FOSSIL STONE OR CONCRETE FINISH



Bottom
Measurements

NC 2306

- 6 1/2" Square
- 3 5/8" Height

NC 2308

- 7 3/4" Square
- 4 3/8" Height

NC 2334

NC 2334FS

- 9" Square
- 4 3/8" Height
- FOSSIL STONE



NC 2320

- 15" Square
- 13" Recessed Square Bottom
- 2 1/2" Height



NC 2311

- 14" Square
- 3 1/4" Height

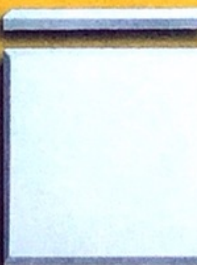


NC 2341

- 7 1/2" Square
- 1 3/8" Height

NC 2345

- 9 5/8" Square
- 1 1/2" Height



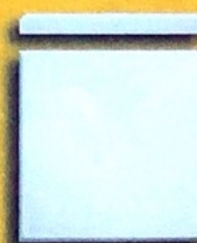
NC 2348

- 10" Square
- 1" Height



NC 2356

- 6" Square
- 2 1/8" Height



NC 2312

- 14" Square
- 1 1/2" Height

NC 2313

- 6 1/4" Square
- 1 1/4" Height

NC 2314

- 8 3/4" Square
- 1 1/2" Height



NC 2342

- 14" Square
- 5" Height



NC 2350

- 10 3/4" Square
- 2 1/4" Height

NC 2351

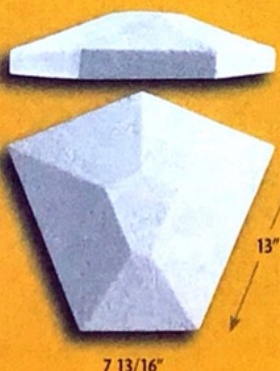
- 13 1/2" Square
- 2 1/4" Height



7 13/16"

NC 2315

- at 45°
- 3 3/4" Height



7 13/16"

NC 2315FS

- at 45°
- 3 3/4" Height
- FOSSIL STONE



NC 2344

- 7 3/4" Square
- 1 1/2" Height

* Refer to Drawing at www.spectis.com

www.spectis.com




[HOMES WITH CEDAR \(/cedar-homes-showcase/\)](/cedar-homes-showcase/)
[CEDAR PRODUCTS \(/cedar-products/\)](/cedar-products/)
[TECHNICAL RESOURCES \(/design-resources/\)](/design-resources/)
[LITERATURE \(/literature/\)](/literature/)
[ABOUT US \(/about-us/\)](/about-us/)

[WHERE TO BUY](#)

Craftsman Cedar Shingle Panel

The Shakertown® Craftsman 1-Course Cedar Shingle Panel is the newest development from the company that brought you the original cedar shingle panel. Manufactured using only the finest Western Red Cedar vertical-grain heartwood, the new Shakertown Craftsman Panel features a full plywood back, a thick 3/8" shingle butt and overlocking end-joints for a seamless appearance.

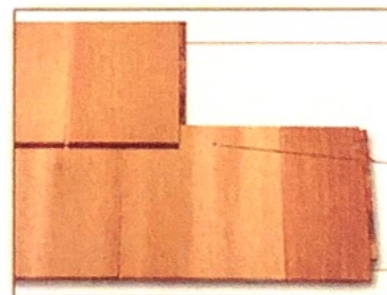
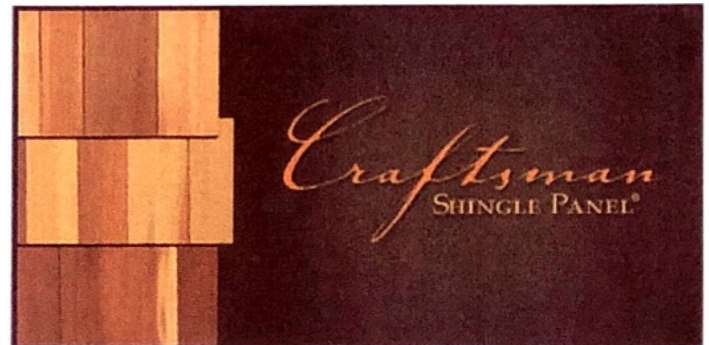
Shakertown Craftsman Panels go up 6 times faster than individual shingles and can be installed with a pneumatic nailer. And the blind/concealed nailing creates a true, traditional shingle appearance.

The panels are 8' long and available in an exposure size of 7", 4 1/2" and 14" (14" exposure product is face nailed). Shakertown Craftsman Panels are constructed with a classic keyway joint or tight contemporary joint between shingles. The panels are available with an even-butt or staggered-butt line to match any home style.

[7" panel available with Rain Screen \(/news/\)](/news/).

Material Savings

Most importantly, Shakertown Craftsman's 1-Course styling creates far less waste than a 3-course panel. Some waste can be expected around doors, windows, gables and tops of walls. With 3-course panels, 20% of your material will go to waste, while Shakertown Craftsman 1-Course Panels have only 5% waste. The cost savings in purchasing the material and waste disposal makes Shakertown Craftsman Panels the smart choice.



Overlocking end joint

Concealed nailing

Tapered panel has thick 3/8" butt

Choose a Pre-Finished Option*

Shakertown Craftsman Panels are available natural, but can be pre-stained in virtually any color of transparent, semi-transparent, semi-solid and solid finishes from a network of independent pre-finishes. Below are four architecturally-inspired semi-transparent colors. *Colors shown should be used as reference only. Color will vary due to the natural characteristics of wood. Please see your Shakertown dealer for final color reference.

Code Compliance

To fully meet high quality panel standards, Shakertown conducts a rigid in-plant quality control program. These quality control standards are systematically monitored by Timber Products

Cedar shingles

8-Foot	1 Course			
Exposure	7"	4.5"	14"	5"
Keyway (Spaced Joint)	●	●	●	
Contemporary (Closed Joint)	●	●	●	
Even Butt	●	●	●	
Staggered Butt	●		●	
Fancy Cuts				●
One Bundle Coverage	37 Sq. Feet	36 Sq. Feet	37 Sq. Feet	20 Sq. Feet

Complete Shakertown siding panel line.

Shakertown Craftsman panels are premium grade, 100% clear vertical grain Western Red Cedar with the following spacing styles and buttline options:



[\(images/keyway.jpg\)](#) **Keyway style** Vertical spacing between shingles lends visual interest and traditional appeal.



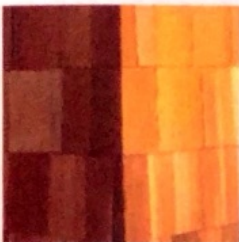
[\(images/contemporary.jpg\)](#) **Contemporary style** Set tight and touching to add a smooth, uniform finish to modern designs.



[\(images/evenButt.jpg\)](#) **Even butt** Creates a consistent, symmetrical line in keeping with newer styles.



[\(images/staggeredButt.jpg\)](#) **Staggered butt** Adds character and dimensionality to a home's finished appearance.



Mitered Shakertown corners add a quality finishing touch with less labor required.

Inspection, an independent inspection and testing agency.

Independent testing laboratories have performed the following tests on Shakertown siding panels:

- Racking Strength #171-081
- Impact Load Horizontal ASTM E72-77
- Surface Burning ASTM E-84
- Concentrated Load and Pull Tab Test W 73-387
- Transverse Load Test ASTM E72-80

Shakertown siding meets the requirements of all major building codes, including: BOCA (Report No. 88-14); ICBO (Report No. PFC-1962); SBCCI (Report No. 9410); CMHC (Report No. 7172); HUD (Materials Release 978a).

The Expert's Choice

LANDMARK® PRO

A refined union of vision and value, our PRO line leads its class in optimal performance and variety of color.

- Engineered to meet professional contractors' exacting specifications
- Available in a wide selection of eye-catching **Max Def** colors
- Outweighs standard laminates to provide greater protection from the elements



Max Def Moire Black

Main Roof Shingles

Strength with Style

LANDMARK®

- Dual-layer durability
- Industry-best lifetime limited warranty
- 10-year **StreakFighter®** algae-resistance warranty

LANDMARK® PRO

- Dual-layer, high performance
- Max Def color palette
- Industry-best lifetime limited warranty
- 15-year **StreakFighter®** algae-resistance warranty

NORTHGATE® **ClimateFlex®**

- UL Classified to UL 2218 Class 4 Impact Resistance
- Dual-layer, high performance
- Max Def color palette
- Industry-best lifetime limited warranty
- 15-year **StreakFighter®** algae-resistance warranty

LANDMARK® PREMIUM

- Dual-layer, high performance
- Max Def color palette
- Industry-best lifetime limited warranty
- 15-year **StreakFighter®** algae-resistance warranty



LANDMARK SERIES

SPECIFICATIONS

- Two-piece laminated fiberglass-based construction
- Classic shades and dimensional appearance of natural wood or slate

For U.S. building code compliance, see product specification sheets.

CertainTeed products are tested to ensure the highest quality and comply with the following industry standards:

Fire Resistance:

- UL Class A
- UL certified to meet ASTM D3018 Type 1

Wind Resistance:

- UL certified to meet ASTM D3018 Type 1
- ASTM D3161 Class F

Tear Resistance:

- UL certified to meet ASTM D3462
- CSA standard A123.5

Wind Driven Rain Resistance:

- Miami-Dade Product Control Acceptance: Please reference www.certainteed.com to determine approved products by manufacturing location.
- UL Class 2218 for NorthGate **ClimateFlex®**

Impact Resistance:

- UL certified to meet UL 2218 Class 4 (NorthGate **ClimateFlex®**)

Quality Standards:

- ICC-ES-ESR-1389 & ESR-3537

WARRANTY

- Lifetime limited transferable warranty against manufacturing defects on residential applications
- 50-year limited transferable warranty against manufacturing defects on group-owned or commercial applications
- **StreakFighter®** algae-resistance warranty (10-year - Landmark, 15-year - Landmark PRO, NorthGate **ClimateFlex®** and Landmark Premium)
- 10-year SureStart™ protection
- 15-year 110 mph wind-resistance warranty
- Wind warranty upgrade to 130 mph available. CertainTeed starter and CertainTeed hip and ridge required

See actual warranty for specific details and limitations.

ELEVATE DOUBLE HUNG



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

[VIEW DESIGN OPTIONS](#)

FOR THE PROS

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

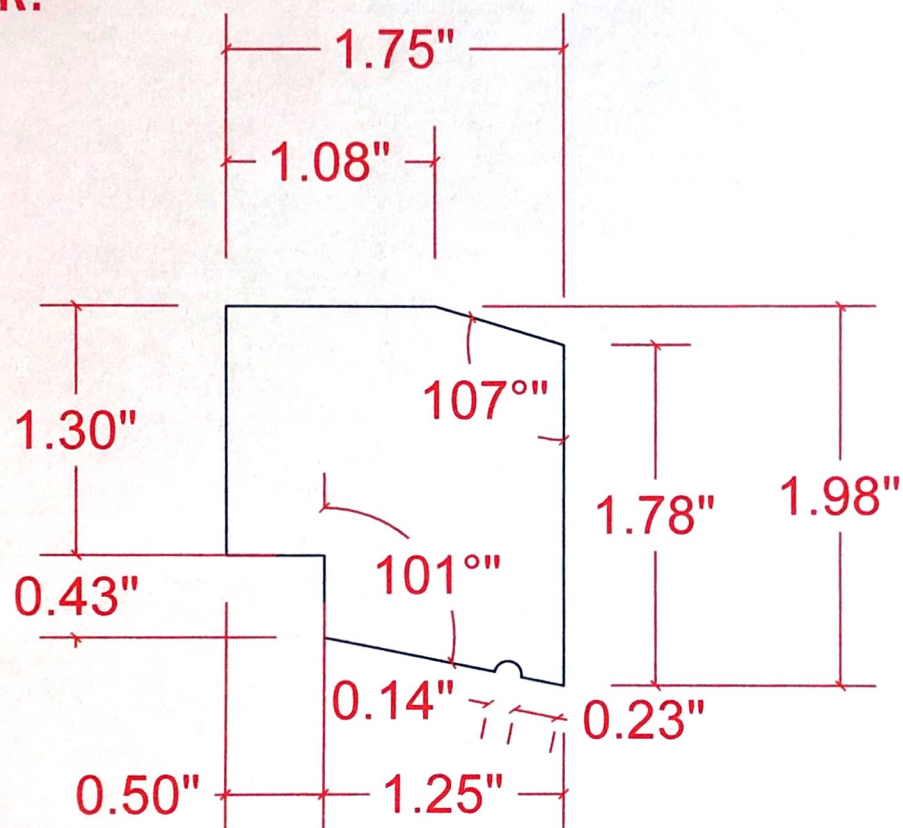
[TECHNICAL SPECIFICATIONS](#)

New windows

VERSATEX®

TRIM BOARD

TRIM **SMARTER.**



Window Sill typ.

VERSATEX Building Products, LLC

www.versatex.com

724.857.1111

Historic Sill

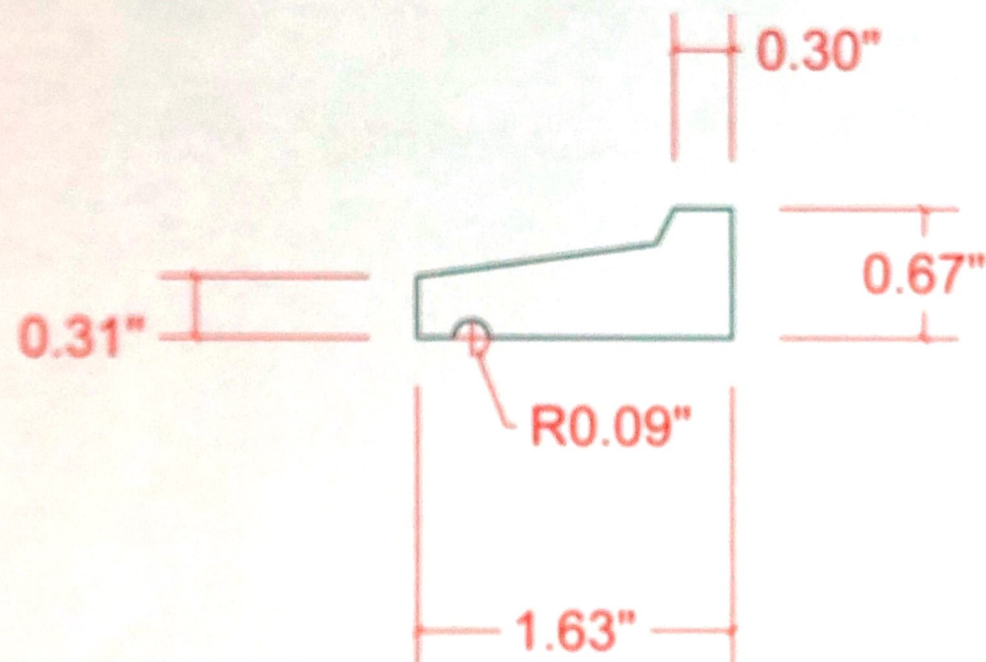
Scale: Full

Part No. VERHS02

VERSATEX®

TRIM BOARD

TRIM SMARTER.



Band board drip cap

VERSATEX Building Products, LLC
www.versatex.com
724.857.1111

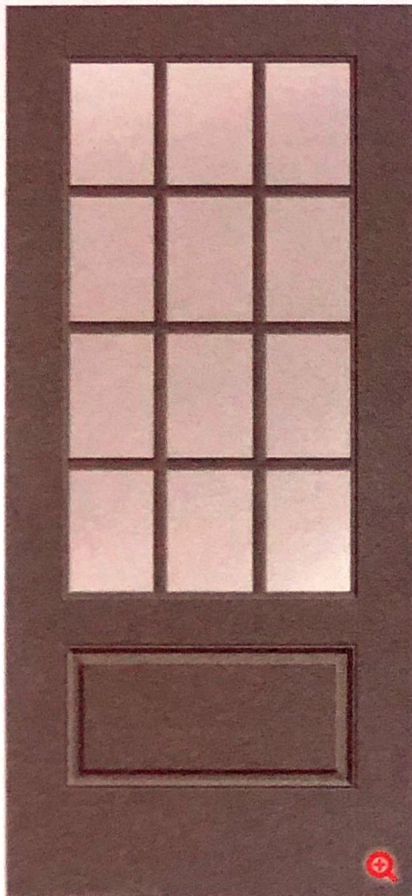
Drip Cap

Scale: Full

Part No. VER197



SHARE



Smooth-Star®



3/4 Lite 1 Panel Flush-Glazed | Style No. S2250-SDL 



3.7 (18) [Write a review](#)

4 Available Sizes ▾



[VIEW ON HOME](#)

THERMA-TRU VIBRANT PAINT OPTIONS



Looking for more information on finishing options? Check out our [finishing page](#) and learn how you can use finish to make your house a home with Therma-Tru.

GLASS OPTIONS ⓘ



Clear ▾



Colonial 12 Lite 3Wx4H
Simulated Divided Lites ▾

Front/Rear Entry Door



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 18, 2022

Item #8A– Report from Interim Zoning Administrator Katie Nunez

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: January 7, 2022

- 1) MINOR EXEMPTIONS APPROVED BY INTERIM ZONING ADMINISTRATOR:
 - a. 614 Peach Street – Roof Replacement, approved per Section 8.16 (B)
 - b. 211 Mason Avenue – Shed in back yard in Commercial District, approved per Section 8.16 (G)