

Historic District Review Board

Regular Meeting Agenda

Cape Charles Civic Center

June 22, 2022, 5:00 P.M.

1. **Call to Order; Roll Call**
 - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
 - A. Approval of agenda format
5. **Unfinished Business:** None.
6. **New Business**
 - A. **FENCE INSTALLATION:**
 - (1) 614 Randolph Avenue: Elizabeth Wright – Certificate of Appropriateness to replace the existing 4' wooden picket side fence and 6' privacy fence with a semi-privacy vinyl fence
 - (2) 10 Randolph Avenue: Clayton Newman – After the Fact Approval for a Certificate of Appropriateness to install a rear and side fence
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:**
 - (1) 214 Jefferson Avenue: Doug & Ann Easton – Modification to an approved Certificate of Appropriateness issued on 5/18/2022 – to construct a screened-in porch instead of a sunroom
 - (2) 618 Randolph Avenue: Jeff & Katie Palmore – Modification to an approved Certificate of Appropriateness issued on 5/18/2021 – to revise the renovations to the front porch and back porch; and to revise the design for the fence
 - (3) 501 Jefferson Avenue: Gary & Janie Hunter – Modification to an approved Certificate of Appropriateness issued on 10/19/202 – to reside the entire house, add a window, and install an outdoor shower
 - C. **RENOVATION, MINOR:**
 - (1) 238 Monroe Avenue: Michelle Cross – Certificate of Appropriateness to replace the existing shingle roof on the garage with a metal roof
 - (2) 409 Harbor Avenue: Thomas & Brigitte Giese – Certificate of Appropriateness to replace the existing front porch wood flooring with azek porch flooring
 - (3) 233 Mason Avenue: Matt Heilman – After the Fact Approval for a Certificate of Appropriateness for sealing the roof on the commercial building
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 607 Pine Street: George & Nancy Proto – Certificate of Appropriateness to install an outdoor shower
 - (2) 220 Washington Avenue: Tom & Jacquie Heller – Certificate of Appropriateness to install a 10' x 12' (120 sq. ft.) accessory structure with an 8' x 10' overhang
 - (3) 212 Randolph Avenue: Walter Frisch - Certificate of Appropriateness to replace the windows and siding; and to lift and replace foundation
 - (4) 210 & 212 Strawberry Street: Quinton Callahan & Karen Silveira – Pre-Application/Certificate of Appropriateness to replace the front and back door, install patios, sheds, and showers, repair rear steps & install handrail
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER:**
 - (1) 425 Mason Avenue: John Dempster dba Deadrise Holdings, LLC – Certificate of Appropriateness to install a projecting sign
 - (2) 10A Peach Street: Amanda Curry dba LFG Investments, LLC – Certificate of Appropriateness to install a projecting sign
7. **Other Business**
 - A. Report from Interim Zoning Administrator Katie Nunez on:
 - Administrative Approvals of Certificates of Appropriateness
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6A (1) – 614 Randolph Avenue

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

Date: May 31, 2022

APPLICANT: Elizabeth Wright
SITE ADDRESS: 614 Randolph Avenue

TAX MAP: 83A3-1-553

LOT SIZE: 5,200 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness
WORK TO BE PERFORMED: Replace Fence in Back Yard

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE
DESCRIPTION: 1890, Folk Victorian

DATE APPLICATION RECEIVED: May 3, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: May 5, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): July 6, 2022

The applicant is seeking to replace an existing 4' wooden picket fence on the rear sides of the house and a 6' wooden privacy fence on the rear property line with a 6' high, low maintenance semi-privacy vinyl fence. The new vinyl fence will be installed as follows: two 4' long swing gates will be installed on the east side and one 4' long swing gate and a 4' long fence panel will be installed on the west side of the house; and the remaining fence will be composed of 8' long panels and 3 shorter length panels about 4' long. The fence would be installed in the same footprint as the existing fence.



MATERIALS:

The new fencing that consists of 21 vinyl semi-privacy fence panels that are 6' high and 8' long and 6 vinyl semi-privacy fence panels that are 6' high and 4' long. There will be 3 semi-privacy swing gates that are 4' long. The fence will have 27 posts that are 5" wide, 5" deep, and 9' high and 5" square post caps. The hardware to connect the fence and gates will be black stainless steel.

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is legal and conforming. The proposed fence is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT GUIDELINES

Fences: Page 28 Item 1: Retain traditional fences, walls, and hedges. When a portion of a fence needs replacing, salvage original parts for a prominent location. Match old fencing in material, height, and detail. If this is not possible, use a simplified design of similar materials and height.

STAFF RECOMMENDATION:

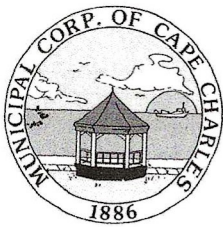
Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and style proposed for the fence are in compliance with the HDRB Guidelines.

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

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval. If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: Replacement Fence
Property Address: 614 Randolph Avenue
Brief Description of Project: Replace current fence in back yard with semi-privacy fence
Zoning District: R-1 Current Use: Private home w fence Proposed Use: Same

OWNER INFORMATION

Name and Company: Elizabeth L Wright
Mailing Address: 614 Randolph Avenue
Phone Number: 202-285-3219 Email: libster916@outlook.com

APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: _____ Date: _____

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

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

May 5, 2022

Historic District Review Board
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

Re: Replacing Fence at 614 Randolph Avenue

Dear Members of the Board,

I purchased my home in 2001 with the intent of retiring to Cape Charles. Retirement arrived and I am now a full-time resident. I have seen a lot of changes in Cape Charles since purchasing my home more than 20 years ago, most of it for the betterment of our town. Old, decaying homes are coming back to life with 21st century technology that stands up to Cape Charles' marine climate while maintaining the charming look of the town's early 20th century architecture.

In 2003, I installed a fence that surrounded only the back yard and included a four-foot wooden picket fence on the sides of the house and a six-foot privacy fence in the back. The fence sits far back from the front property line at 70 feet. It is now time to replace the fence because it is old, has been difficult to fix and maintain due to shrubbery planted by my neighbors, and is falling apart. Unlike, 20 years ago, I am also surrounded by short-term vacation rentals and fewer full-time residents. Following the same outline as the current fence, I wish to erect a 6-foot-high low maintenance semi-privacy fence that would provide seclusion but does not look like an impenetrable stockade. Importantly, it would also offer my pets a secure place to roam about and one that is difficult to escape from because it would be made of vinyl.

The fence would sit in essentially the same footprint as the current fence, at the back of the house and far from the front property line. On the east side of the house, 2 swing gates, each 4-feet-long, would be installed to allow passage of a golf cart and other large objects. On the west side of the house, there would be a 4-foot swing gate and 4-foot-long fence panel. The rest of the fence would be composed of 8-foot-long panels and 3 shorter length fences about 4-feet-long at the respective ends of each fence (east, west, and back). The fence would be set back from my property lines at a minimum of 3 inches.

Just completing the Eastern Shore Master Gardener's course, I plan to re-vitalize my backyard with new landscaping and creating gardens along my side of the fence. Since this low-maintenance fence would not have to be painted on both sides every two to three years, it would be a better fit to accommodate the neighbors and me.

I have attached information on the older fence's prior approval, applications with updated information and a drawing of the new fence with photos. I appreciate your consideration and hope you will approve my request and I look forward to upgrading my home.

Sincerely,

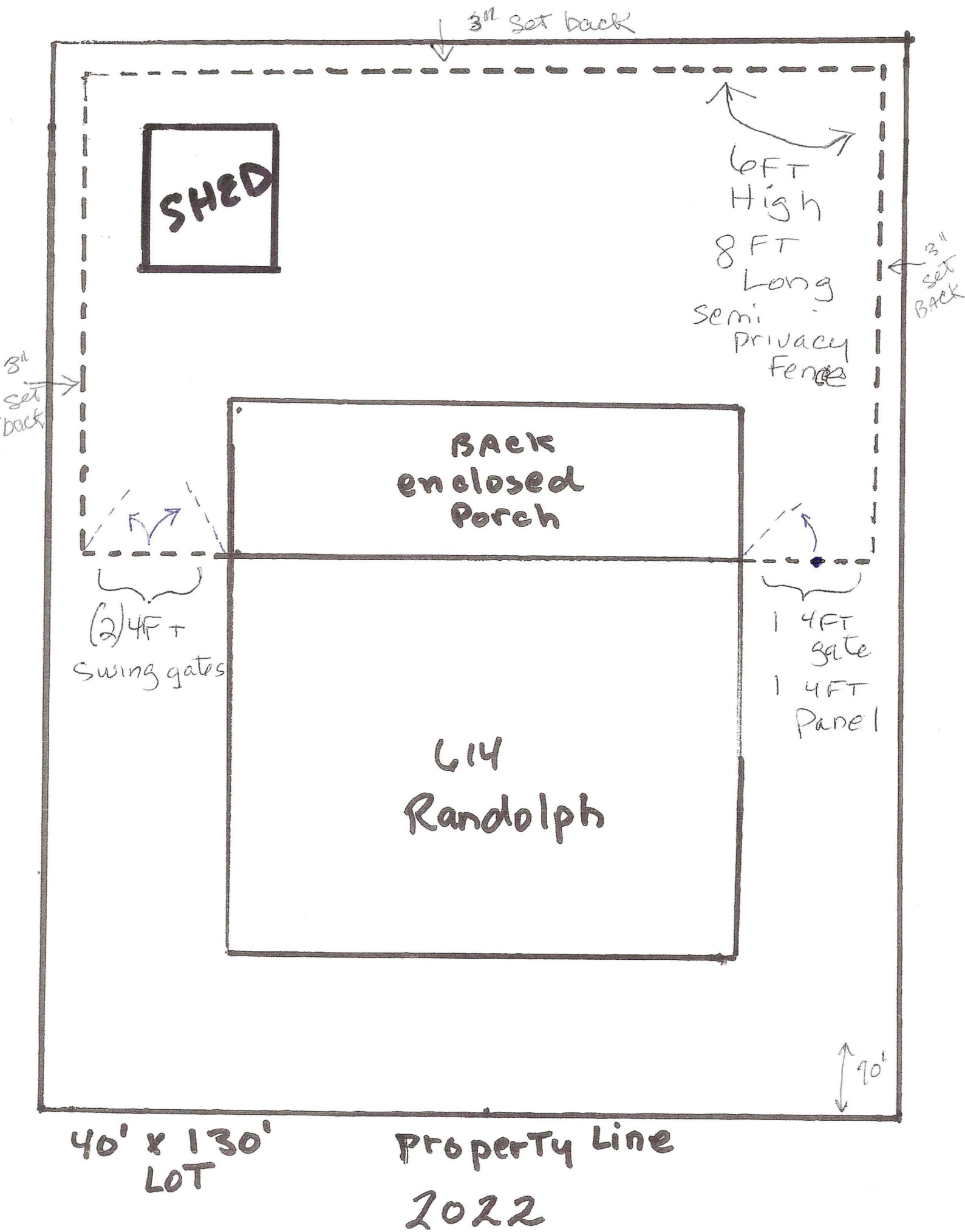
Elizabeth Wright

Northampton County, Virginia

Tax Map #: 83A3-1-553
Owner: WRIGHT, ELIZABETH LEE

Details

Billing Address: 614 RANDOLPH AVE
City: CAPE CHARLES
State: VA
Zip: 23310
Total Acres: 1.00
Land Value: \$167,400
Improvement Value: \$241,400
Total Value: \$408,800
Deed Book: 323
Deed Page: 882
Will Book: N/A
Will Page: N/A
Plat: N/A
Instrument Number: N/A
Parcel_Description: LOT 553 40X130



3' set back

3' set back

3' set back

SHED

6FT High
8FT Long
Semi-privacy Fence

BACK enclosed Porch

(2) 4FT +
Swing gates

1 4FT gate
1 4FT Panel

L14
Randolph

90'

40' x 130'
LOT

Property Line
2022

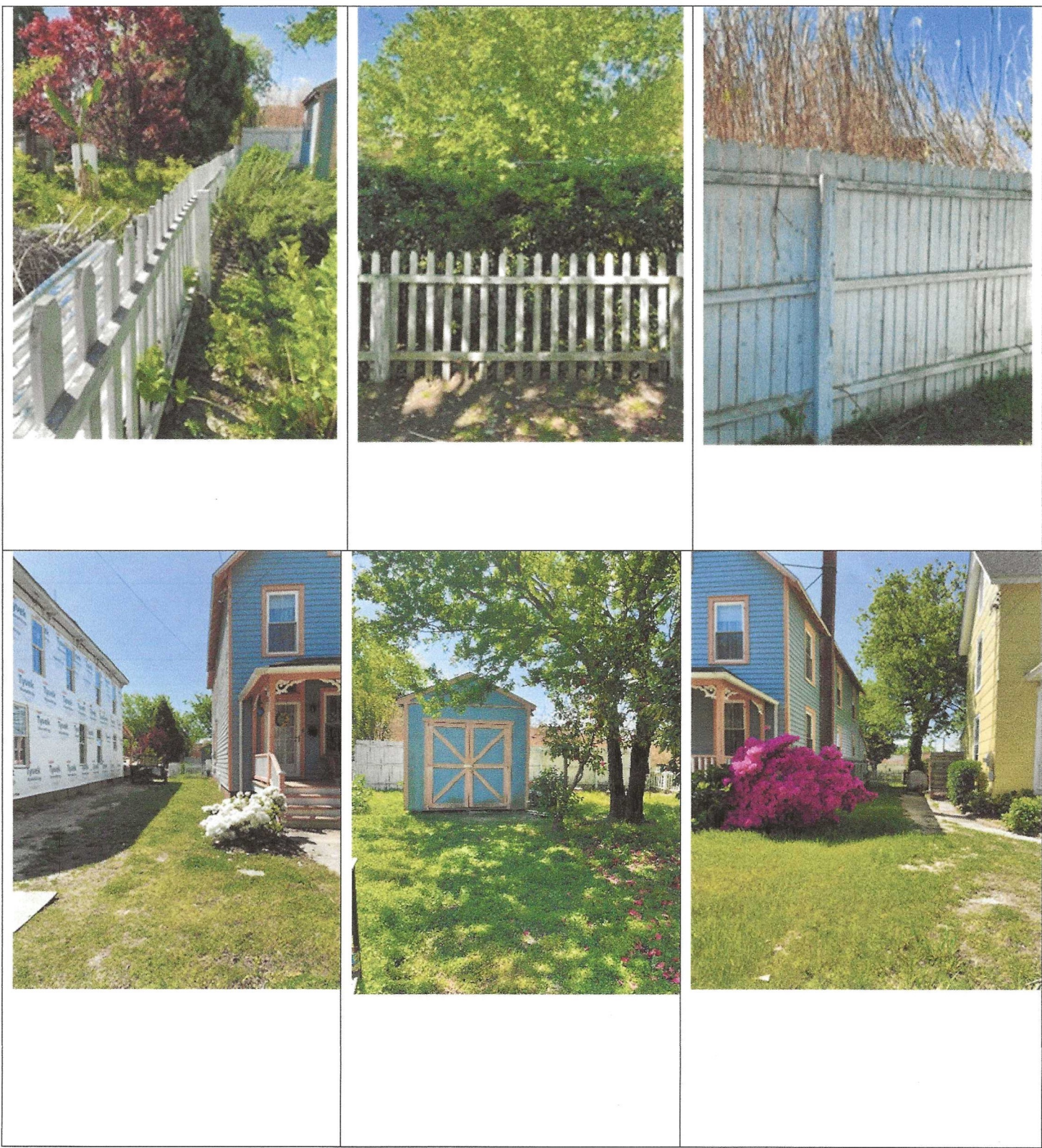


East side of house. New fence would be in same footprint as current fence. Fence would sit 75 feet from front of property line



East side of house. New fence would be in same footprint as current fence, 75 feet from front

Current fence: Difficult to paint and care for. It is almost 20 years old and starting to fall apart.





Fence would encircle the entire back yard, as it does now.

Proposed fence specs

Material: Vinyl

Following the same footprint as the old fence, there will be 21 vinyl semi-privacy fence panels – each 6 feet high, 8 feet long. There will be six 4-foot panels – two at the back corners and two at west side of house, with one acting as a gate and solid panel, and 2 which form swing gates.

Fence will have 27 posts (4 are corner posts) with 8 posts on each side and 4 posts in the back, and 3 for the gates. Each post is 5" w x 5" d x 9 feet high.

Hardware to connect the fence, gates, black stainless steel.

Twenty-seven 5" square caps for posts.

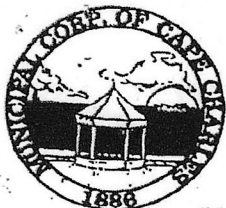


Replace current fence with semi-private and low maintenance fence (VINYL) 8ft long x 6ft high (preference)



(backup depending on supply. Caps would also be flat as above)

2003
Application



APPLICATION FOR RESIDENTIAL ZONING CLEARANCE

Town of Cape Charles Planning & Zoning

Municipal Building

2 Plum Street

Cape Charles, VA 23310

(757) 331-3259 Fax: (757) 331-4820

Date: 3/25/04

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

Site Address: 614 Randolph StDistrict: R-1

Lot# / Suite#:

Owner/Occupant Name: Elizabeth L. WrightPhone#(s) 202 467 5300Owner Address: 3829 Old Baltimore Drive, Olney MDType of Work to be Done: ☒ New ☐ Alteration ☐ Addition ☐ DemolitionSpecific Work to be Done: construction of fenceConstruction Materials to be Used: wood fenceSetbacks: Front: _____ Sides: 3" Corner Lot Side: _____ Rear: 3"

Notes: _____

Applicant's Signature: Elizabeth L. Wright

Zoning Admin.

Signature: [Signature]

Date

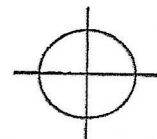
Approved: 3/31/04

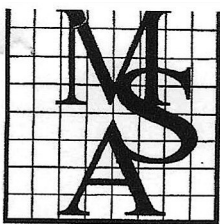
Denied: _____

Site or Plot Plan - For Applicant Use

(Please show placement on lot with setbacks) (Please include measurements/dimensions)
(Please include location of Property Pins)

See attached drawing

① Picket Fence - eight foot sections, ^{4'} ~~6'~~ high② Stockade Fence - back of property line only - 6' high
eight foot sections③ The Fences will be ~~placed~~ 3 inches from
property line (Setback inside of property)④ Picket Fence will be painted white (wood)
Stockade Fence ~~(privacy)~~ (privacy fence) will be
left natural ~~(stain)~~ or stained latex (Natural Stain)



MSA, P.C.

Environmental Sciences • Planning • Surveying • Engineering • Landscape Architecture
5033 Rouse Drive, Virginia Beach, VA 23462-3708
(757) 490-9264 (OFFICE) (757) 490-0634 (FAX) • www.msaonline.com

Offices in Eastville & Virginia Beach, VA

757 678 7672
lot #553
Jimmy

Invoice No.3-193
Date:10/29/03
Project No.:03888

Elizabeth Wright
3829 Old Baltimore Dr.
Olney, MD 20832

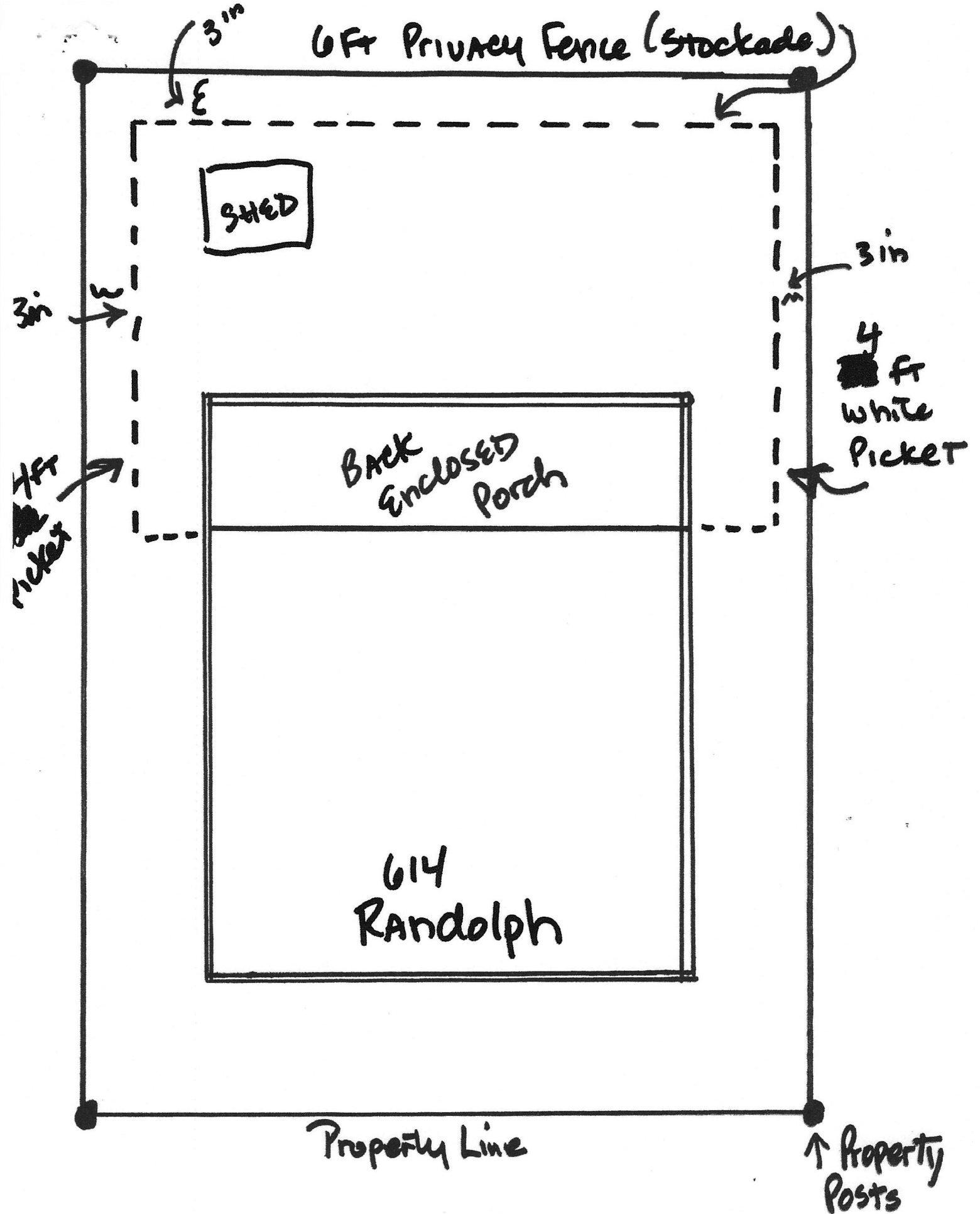
There is due at this time for surveying services on the above reference
Project the sum of:

\$275.00

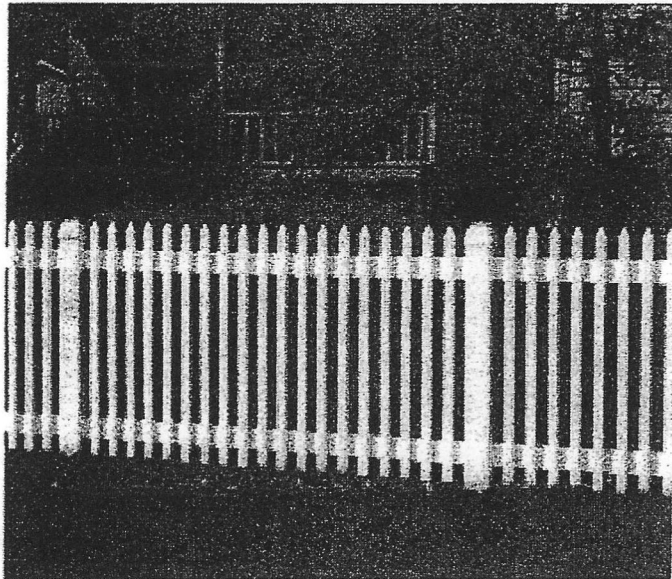
Lot Stake of
615 Randolph Ave..... \$275.00
614

ALL INVOICES DUE UPON RECEIPT. PLEASE RETURN DUPLICATE INVOICE WITH
REMITTANCE.

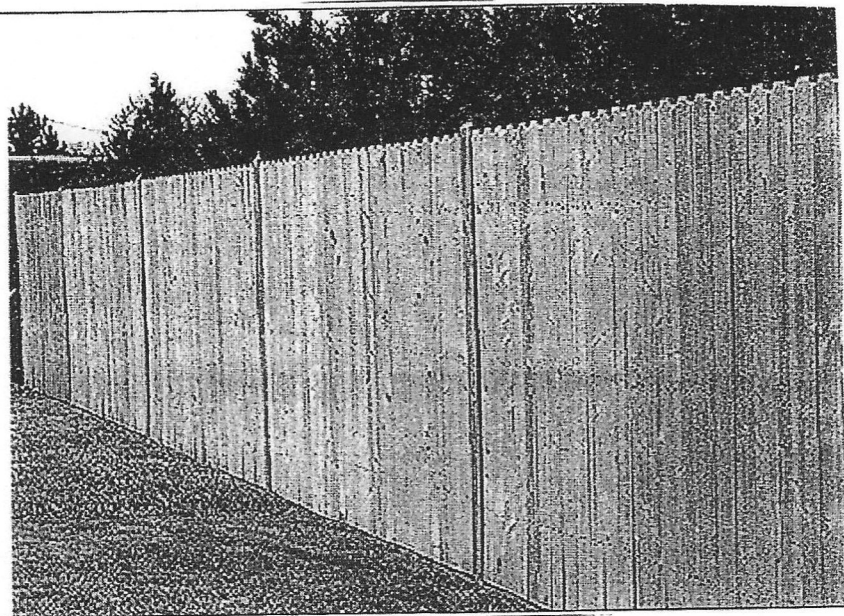
THANK YOU.







Side of house
4 Ft.



Back of house
Privacy Fence
6 Ft



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 22, 2022

Item #: 6A (2) – 10 Randolph Avenue

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

Date: June 10, 2022

APPLICANT: Clayton Newman

SITE ADDRESS: 10 Randolph Avenue

TAX MAP: 83A3-2-2-78

LOT SIZE: 5,417 sq. ft.

TYPE OF APPLICATION: After the Fact Certificate of Appropriateness

WORK TO BE PERFORMED: New Fence in Rear and Side Yard

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: NON-CONTRIBUTING
DESCRIPTION: 2005, Craftsman

DATE APPLICATION RECEIVED: June 7, 2022

PRE-APPLICATION MTG: June 22, 2022

DATE APPLICATION DEEMED COMPLETE: June 7, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 6, 2022

The staff was contacted this past week about a fence being installed which I had not been approved. We visited the site and informed the property owner that he needed to Stop Work and obtain a permit from the HDRB for a fence. So, the applicant immediately made application for an after the fact certificate of appropriateness and removed the newly installed fence since it had not been placed in compliance with the setback requirements. Therefore, he is seeking to install a 4 ft. tall picket fence from the rear corner of the house toward the side of the lot on Harbor Avenue and running toward the back property line 36 ft. near the back patio, prior to the driveway/shed and install a partial fence across the back just in front of the shed for 23 ft and then install a double gate measuring 7 ft wide to the planter. The application also includes an additional section of box fencing being re-installed in between the neighboring home and this home.



MATERIALS:

- The fencing is 4' tall white vinyl picket fence with double gates.
- The property line fencing will be 4' wood shadow box.

STAFF ANALYSIS:

ZONING COMPLIANCE

The property is legal and conforming. The fence along the side of Harbor Avenue must be installed 2 ft from the sidewalk and the fence along the rear side of the property and along the side of the property which is adjacent to #8 Randolph must be 1 inch from the property line. The application is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT GUIDELINES

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

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and style of the already installed fence reflect the character and historic appearance of the neighborhood.

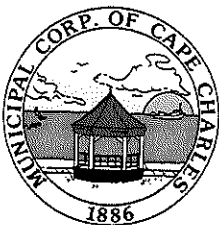
Staff is prepared to assist the Board in the development of a motion, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: Fencing project
Property Address: 10 Randolph Ave.
Brief Description of Project: Rear/side picket fence AND fence between adjacent lot
Zoning District: R-1 Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: Clayton Newman
Mailing Address: 10 Randolph Ave.
Phone Number: (571) 233-5301 Email: chnewman@msn.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: Clayton Newman Date: 6-7-22

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

OPTION (A)

SIDEWALK

#2

* END
O SOLID/BLANK
X LINE
C CORNER

FENCE

12'

36'

DOUBLE GATE

PLANTING

PLANTING

PLANTING

1'

23'

20'x22'

FENCE/SCREEN

GRAPHIC SCALE

5ft

5ft

10ft

Revision #:
Date: 5/20/2021

Scale: 1/4" = 1'

project: 10 Randolph Ave
Newman Landscape Concept

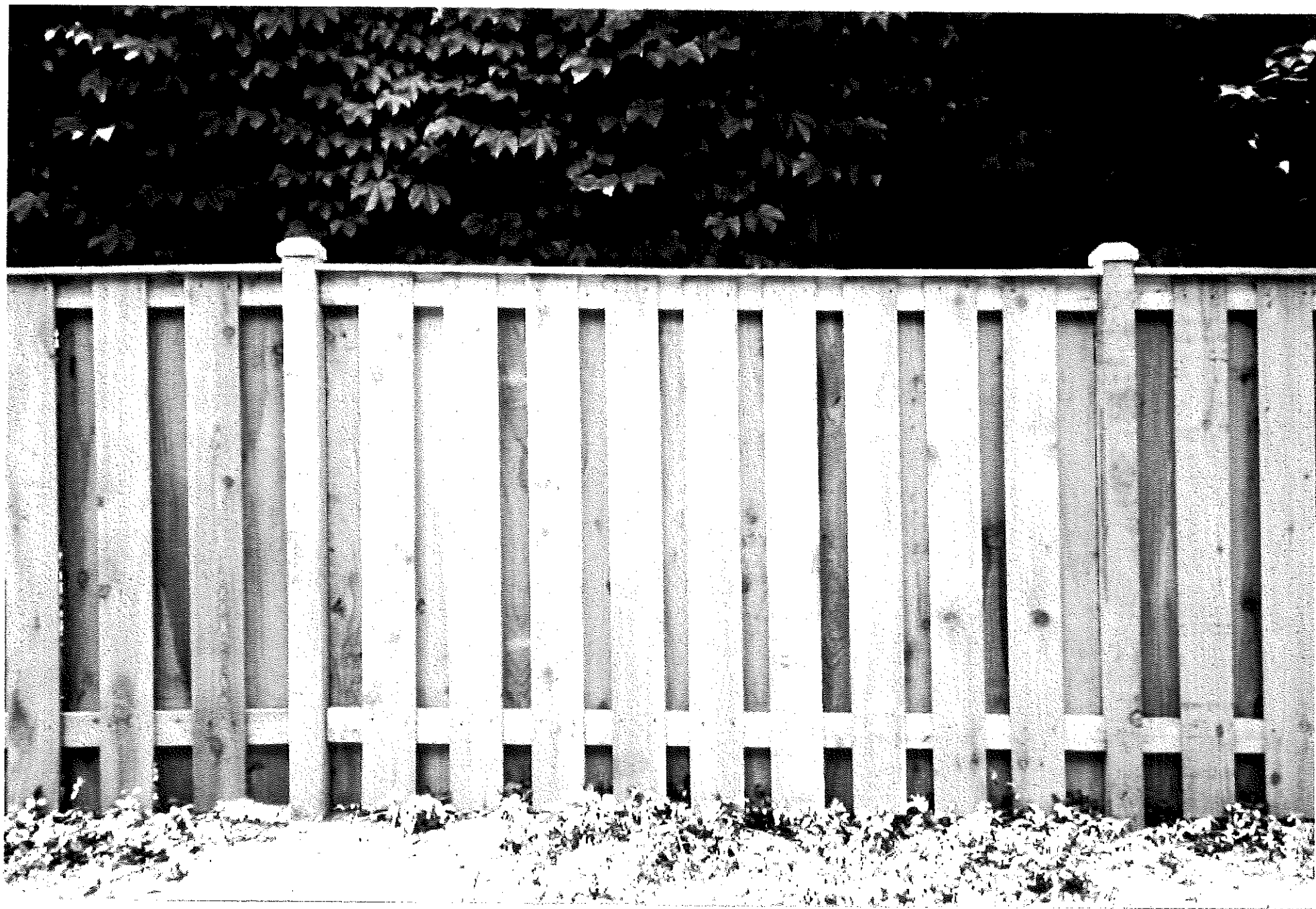
jeff klingel
Landscape
Design-Build

P.O. Box 525
Eastville, Virginia 23347
757.678.5800
www.jeffklingel.com

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HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6C (1) – 214 Jefferson Avenue

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: May 24, 2022

APPLICANT: Doug & Ann Easton

TYPE OF APPLICATION: Modification of Certificate of Appropriateness issued on 5/18/2021

SITE ADDRESS: 214 Jefferson Avenue

WORK TO BE PERFORMED: Construct a screened-in porch

TAX MAP: 83A1-1-216

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,200 sq. ft.

HISTORIC REGISTER: Not listed

DATE APPLICATION RECEIVED: May 3, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: May 5, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): July 5, 2022

The applicant is seeking to modify the Certificate of Appropriateness, specifically to change the construction of a previously approved new addition from a 12' x 24' (288 sq. ft.) sunroom to a 12' x 24' (288 sq. ft.) screened-in porch.



BACKGROUND:

At the May 18, 2021 HDRB meeting, the applicants submitted an application to remove the existing 10' x 16' (160 sq. ft.) rear deck and construct a 12' x 24' (288 sq. ft.) sunroom, using the same cinderblock foundation as the rest of the house. The sunroom was approved for a Certificate of Appropriateness with the following designated conditions: (1) the vinyl siding was to be double 5" with a minimum thickness of .046"; (2) the windows were to have trim a minimum of 3-1/2", stool of 1-3/4" to 2", and the casing would be azek; and (3) the new foundation would match the existing house foundation.

The applicant has submitted drawings and an updated materials list.

MATERIALS:

- Architectural Shingles to match the rest of the house
- Fiberon Composite Decking – Line: Good Life – Color: Beach House
- White Composite Trim Boards
- Vinyl Handrails
- Screen Eaze Screening System
- Metal wrapped Facia with Vinyl Soffits

STAFF ANALYSIS

ZONING COMPLIANCE:

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

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

HISTORIC DISTRICT GUIDELINES:

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

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

STAFF RECOMMENDATION:

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

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

The Historic District Review Board makes the final determination on whether or not a modification to the 5/18/2021 Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

ATTACHMENTS:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles

2 Plum Street

Cape Charles, VA 23310

757-331-3259 x24

plannertech@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: addition change from sunroom to screened porch

Property Address: 214 Jefferson Ave.

Brief Description of Project: change from sunroom to screened porch

Zoning District: R-1 Current Use: second home Proposed Use: second home

OWNER INFORMATION

Name and Company: Doug and Ann Easton

Mailing Address: 4012 Saddlewood Dr. Charlottesville VA 22902

Phone Number: 434-981-1002 Email: 1doug.easton@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Doug and Ann Easton

Mailing Address: 4012 Saddlewood Dr. Charlottesville VA 22902

Phone Number: 434-981-1002 Email: 1doug.easton@gmail.com

CERTIFICATION OF APPLICANT

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

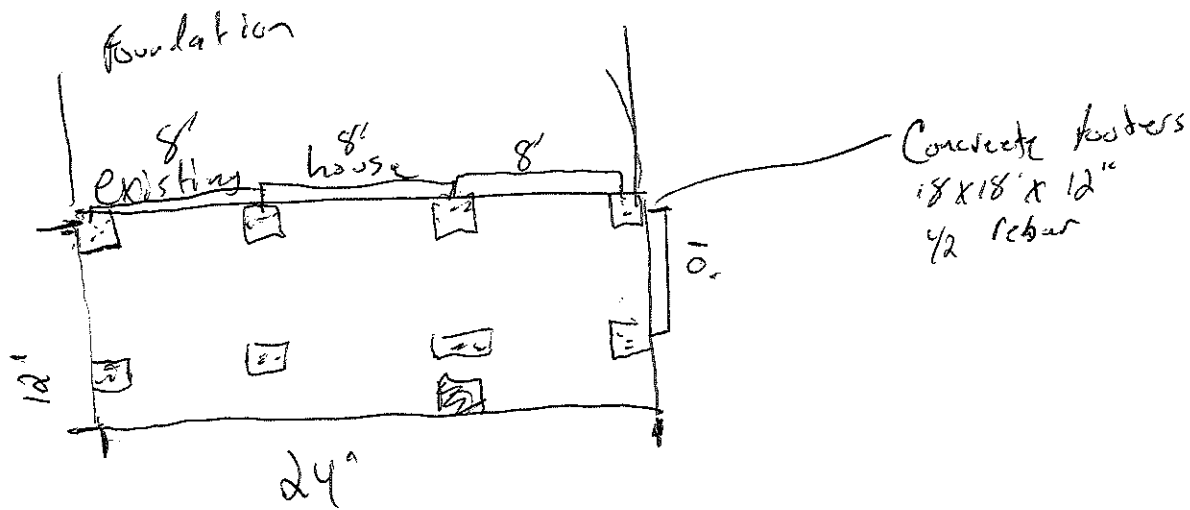
Signature of Applicant: [Signature] Date: 4-30-22

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

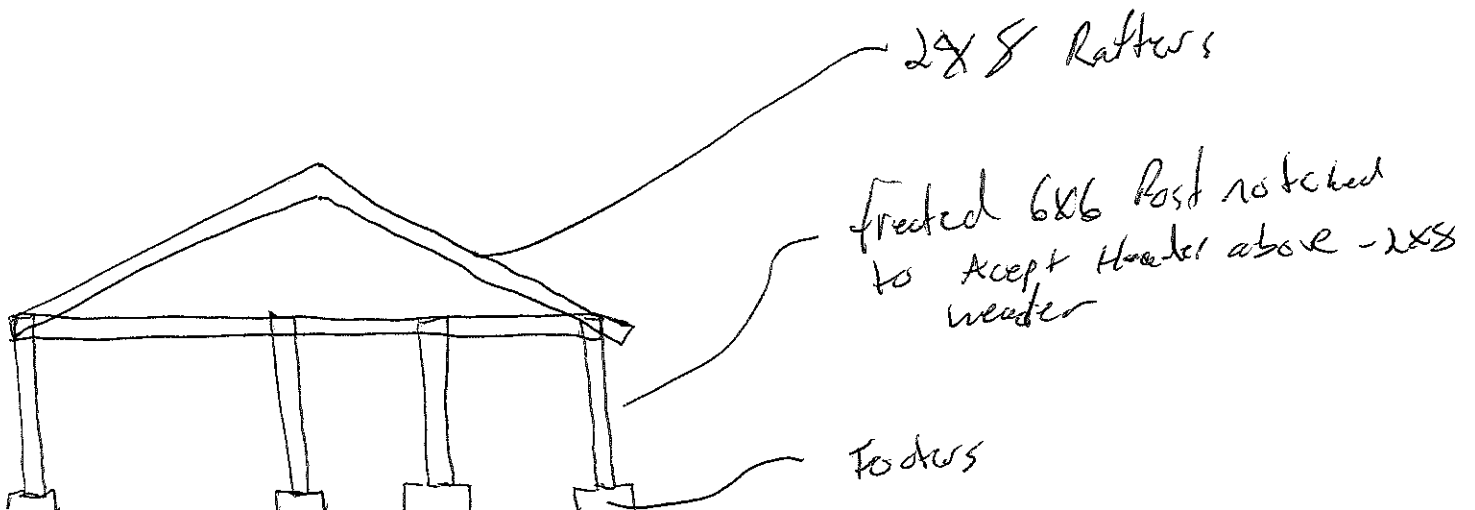
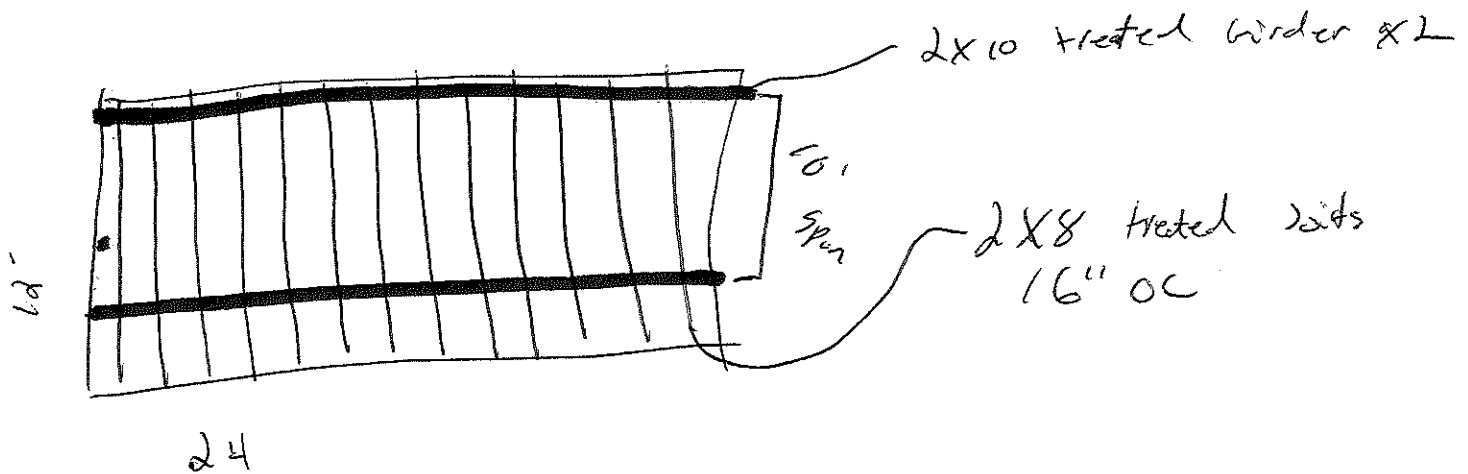
Town of Cape Charles Planning & Zoning Department
2 Plum St. • Cape Charles, VA 23310 • 757-331-2036 • capecharles.org

214 Jefferson Ave

Excavated in Porch Plans



Framing



Side Elevation

Doug + Ann Easter
214 Jefferson Ave.

Existing
house

Foundation for
screened porch
is poured piers
with horizontal
slats for ventilation

cinder block

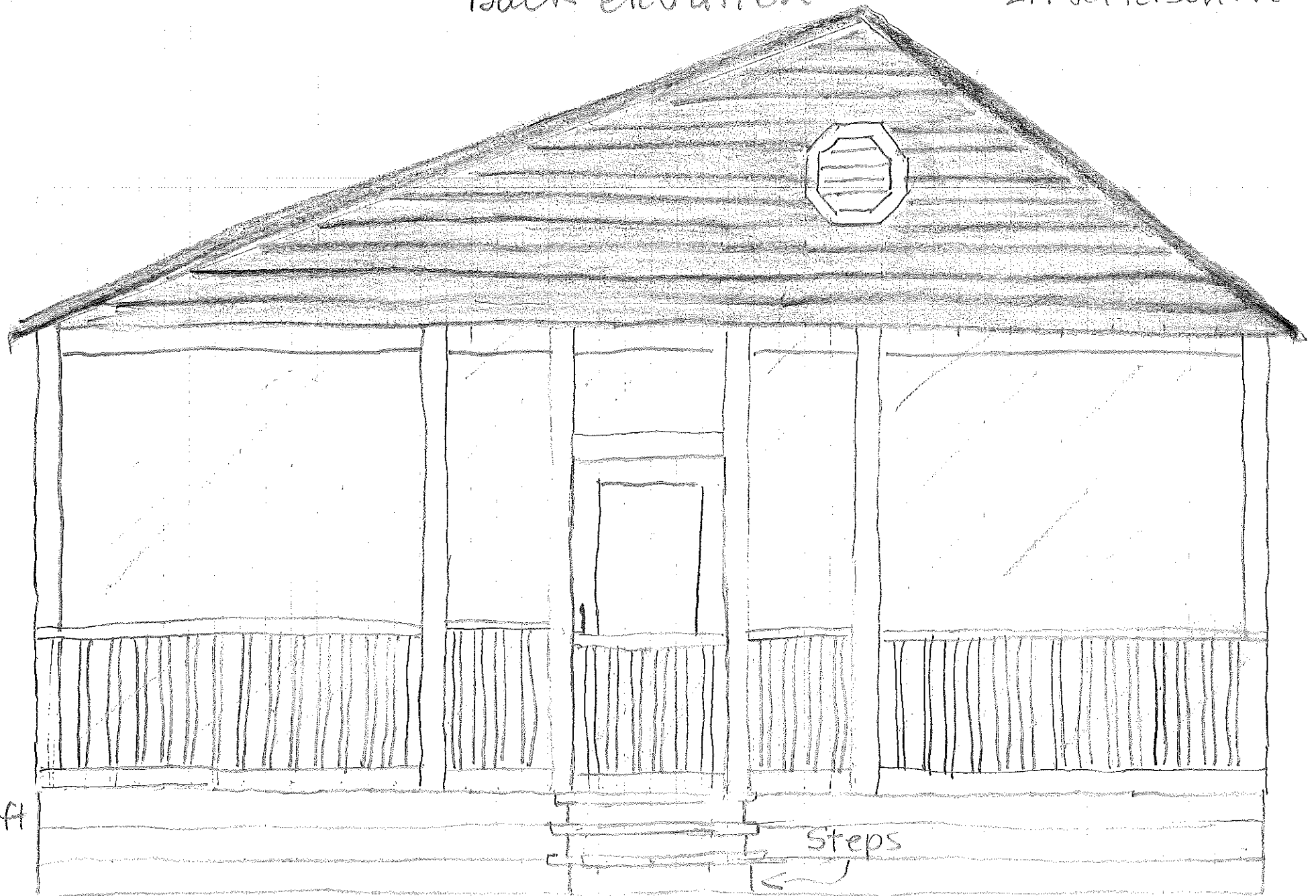
Steps to
screen
door

12 ft



back elevation

Doug & Ann Easton
214 Jefferson Ave.



24ft

Steps

214 Jefferson Ave Materials 1, 2 for screen porch

- * Architectural type shingles to match existing
- * White Composite trim boards for all trim
- * Screen case screening system
- * Typical Vinyl handrails
- * Composite decking Fibrona Beach house
- * metal wrapped fascia with vinyl soffits to match existing



[Sent from Yahoo Mail for iPhone](#)



Reply, Reply All or Forward

Insert



EXAMPLE





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6C (2) – 618 Randolph Avenue

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: May 31, 2022

APPLICANT: Jeffrey & Katie Palmore

TYPE OF APPLICATION: Modification of Certificate of Appropriateness issued on 5/18/2021

SITE ADDRESS: 618 Randolph Avenue

WORK TO BE PERFORMED: Revisions to renovations to front and back porches; and new fence design

TAX MAP: 83A3-1-552

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

Description: ca. 1890, Folk Victorian

DATE APPLICATION RECEIVED: May 3, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: May 5, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): July 5, 2022

The applicant is seeking to modify the Certificate of Appropriateness, specifically to change the material of the new back porch flooring from pressure treated lumber to Azek, to revise the renovations to the front porch (see below), and to use a 6' horizontal privacy fence instead of the previously approved dog-eared shadow box fence.

Front Porch Renovations:

All historical architectural details will be retained, and the existing decorative columns and brackets are being preserved. Replace the handrails, pickets, and stair post with vinyl "Richmond Rail" and porch steps with wood stairs and Azek treads. Cover the concrete porch slab with Azek decking. The roof was previously approved to be repaired with similar existing architectural shingles; the applicants are now proposing to replace the roof with a standing seam roof.



BACKGROUND:

At the May 18, 2021 HDRB meeting, the applicants submitted an application to renovate the exterior house and rebuild the addition on the back of the office. The application was approved for a Certificate of Appropriateness as presented.

The applicant has submitted drawings and an updated materials list

MATERIALS:

- Decking – TimberTech Azek (front and back porch)
- Front Porch Roof – Steel Roof Panels
- Handrails and Pickets – Vinyl Richmond Rail

STAFF ANALYSIS

ZONING COMPLIANCE:

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

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

HISTORIC DISTRICT GUIDELINES:

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

Roofs: Page. 37 Item 2: When a roof must be replaced, attempt to match the original materials since these materials are important to the visual integrity of the building. Many houses in the district originally had metal roofs, but many have been replaced with composition shingles.

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

PORCHES, Page 44 Item 2: Do not strip entrances and porches of historic material materials and details, such as columns, balusters, or trim.

PORCHES, Page 44 Item 3: Repair damaged elements of porches by matching the materials, methods of construction, and details of the existing original fabric.

STAFF RECOMMENDATION:

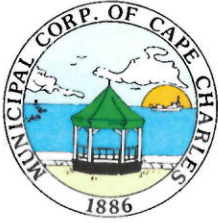
Staff is recommending approval of this modification application and for a full review by the HDRB and determine if the proposed material substitution is within the Historic District Guidelines for new construction.

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

The Historic District Review Board makes the final determination on whether or not a modification to the 5/18/2021 Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

ATTACHMENTS:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: 618 Randolph Avenue
Property Address: 618 Randolph Avenue
Brief Description of Project: Modification - Front Porch, Back Porch, Fence
Zoning District: R-1 Current Use: Residential Proposed Use: Residential

OWNER INFORMATION

Name and Company: Jeff & Katie Palmore
Mailing Address: 406 Poplar Hill Court, Henrico, VA 23229
Phone Number: 804-514-4212 Email: jeffpalmore@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Jeff & Katie Palmore
Mailing Address: 406 Poplar Hill Court, Henrico, VA 23229
Phone Number: 804-514-4212 Email: jeffpalmore@gmail.com

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 5/2/22

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



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: Jeff & Katie Palmore

Mailing Address: 406 Poplar Hill Court, Henrico, VA 23229

Phone Number: 804-514-4212 Email: jeffpalmore@gmail.com

PROJECT SUMMARY

Address of Project: 618 Randolph Avenue

Application Type (rezoning, variance, etc.): Revision to HDRB Certif. of Appropriateness

Total Acreage of Project: _____

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

Propose revisions to renovations on front porch, back porch, and fence

See Attached

Signature of Applicant: _____

Date: _____

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____

618 Randolph Avenue

Requested Revisions to Certificate of Appropriateness

We have an existing Certificate of Appropriateness for renovation of 618 Randolph Avenue that was issued on May 20, 2021. The bulk of the work under that Certificate is well underway and should be completed in the next two months.

We are submitting this request for modification primarily to address issues related to the front porch.

Front Porch

The front porch contains several historic architectural details, and we are proposing to retain all of those. There are several non-historic aspects that have not fared well over time that we would like to address now.

We would preserve the existing columns and decorative brackets that appear to be in good shape. The handrails, pickets, and stair posts are non-original and are simply 2x4s, 2x2s, and 4x4s used for this purpose that have rotted and become unstable over time. We would replace these with vinyl "Richmond Rail" handrails, pickets, and stair post.

The slab for the porch is built on a brick foundation but at some point was converted to a poured concrete slab. It provides a stable base for the porch but has sunk and cracked over time. We would propose to keep the slab in place but to cover it with Azek decking. This will help address the cracking issues and the settling by raising the top of the porch floor up an inch or two more in line with the house.

The porch stairs are a mix of cinderblock and brick covered in concrete that have become unstable over time. The stairs are also an irregular height, the top step being only two inches high. We would propose to replace these stairs with wood stairs and Azek treads. This will allow for the irregular height to be addressed.

The porch roof is also in need of repair. We were planning to replace the architectural shingles with a similar product, but the pitch of the roof is so low that a standing seam metal roof would be more appropriate. We would request permission to use a standing seam metal roof. (Note- the roof can barely be seen from the street)

Back Porch

Our existing certificate of appropriateness authorizes us to construct a back porch, part of which is screened-in. We proposed to use pressure-treated lumber for the flooring. We would like to request to instead use Azek for the flooring.

Fence

We previously received permission for a dog-eared shadow box fence at the back of the property. We would like to revise this to a 6 foot horizontal privacy fence shown in the attached picture.



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

Date Issued: 5/20/2021

Issued to: Jeffrey and Katie Palmore
406 Poplar Hill Court
Henrico, VA 23229

For Property: 618 Randolph Avenue
Cape Charles, VA 23310

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

Renovating the exterior, removing the chimney, and rebuilding an addition on the single-family detached dwelling. The Historic District Review Board approved the application as submitted.

Designated conditions to be met are as follows: N/A

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

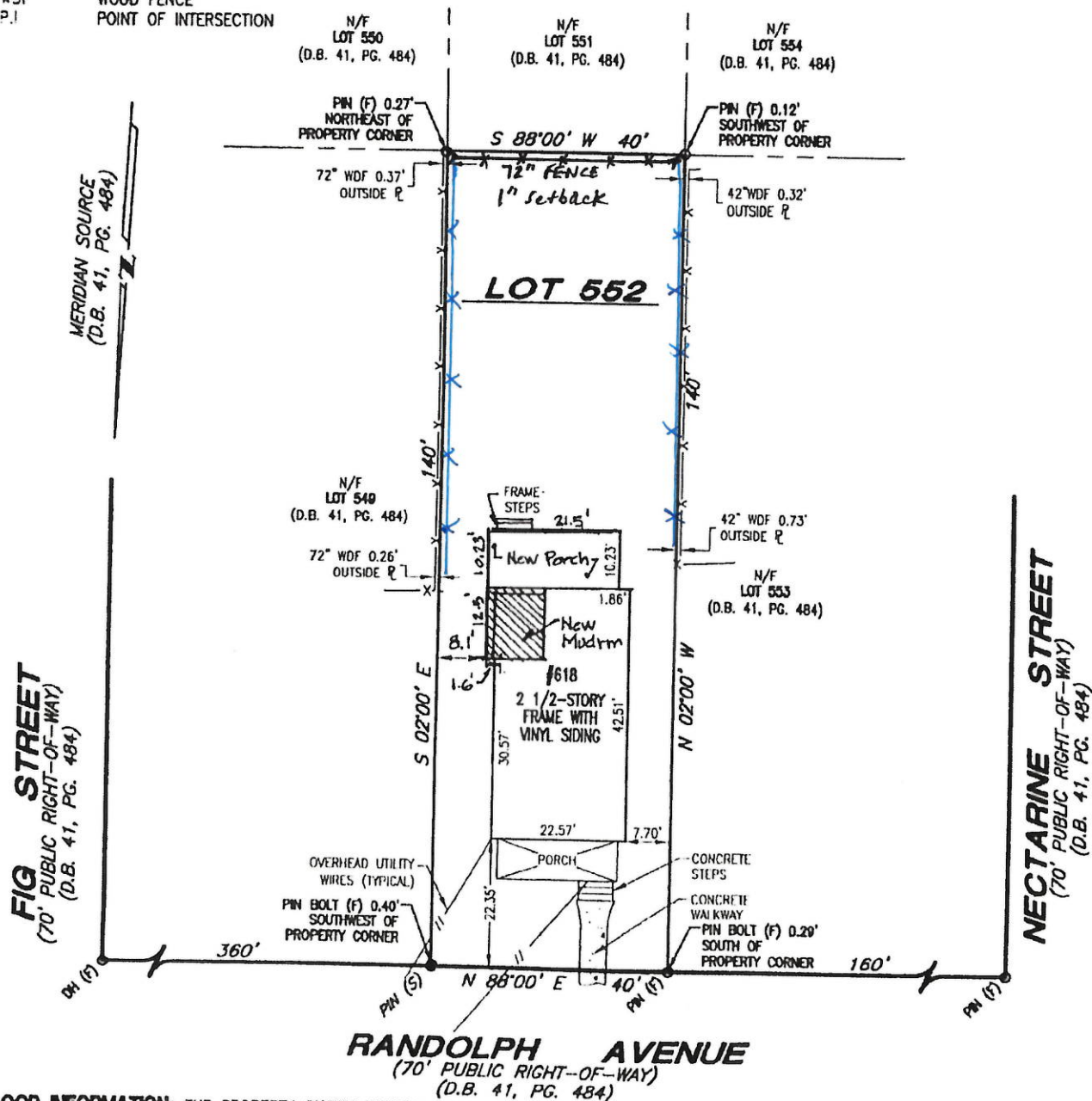
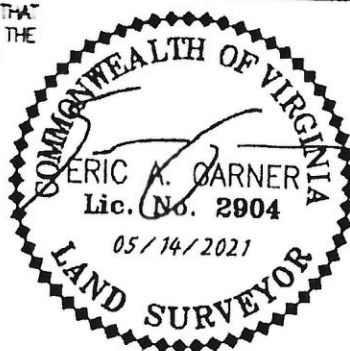
Planning Technician

5/20/2021

Date

ABBREVIATIONS:

WPL SIGNED BY



FLOOD INFORMATION: THE PROPERTY SHOWN HEREON APPEARS TO FALL WITHIN FLOOD ZONE X (AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOOD), AS SHOWN ON F.E.M.A.'S FLOOD INSURANCE RATE MAP (F.I.R.M.) FOR THE TOWN OF CAPE CHARLES, VIRGINIA, COMMUNITY PANEL NO. 51131C0295F DATED MARCH 2, 2015.

WPL IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON. THIS SURVEY DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE SUBJECT TO FLOODING, FOR FURTHER INFORMATION, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN. THIS PLAT DOES NOT INTEND TO REPRESENT A SUBDIVISION OF LAND.





Materials List:

Decking - TimberTeck Azek Decking (for front and back deck)

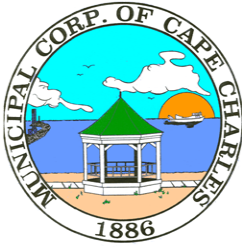
Front Porch Roof – Steel Roof Panels

Handrails and pickets -



Proposed Fence Style--





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6C (3) – 501 Jefferson Avenue

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: June 1, 2022

APPLICANT: Gary & Janie Hunter

TYPE OF APPLICATION: Modification of Certificate of Appropriateness issued on 10/19/2021

SITE ADDRESS: 501 Jefferson Avenue

WORK TO BE PERFORMED: Reside entire house, add three new windows, and install an outdoor shower

TAX MAP: 83A3-1-55

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,524 sq. ft.

HISTORIC REGISTER: CONTRIBUTING STRUCTURE
Description: ca. 1910, No Discernible Style

DATE APPLICATION RECEIVED: April 12, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: May 4, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): July 5, 2022

The applicant is seeking to modify the Certificate of Appropriateness, specifically to reside the entire house with the previously approved hardie siding, add one new vinyl double hung window on the north side of the house and replace one window with two vinyl double hung windows on the east side of the house, and install a 4' x 4' outdoor shower.

BACKGROUND:

At the October 19, 2021 HDRB meeting, the applicants submitted an application to renovate the wrap-around porch, remove the one-story enclosed porch and add a 12' x 11' (132 sq. ft.) two-story addition on the rear northwest corner, construct a 14' x 12' (168 sq. ft.) rear deck and install an outdoor shower. Some repairs were included with this submittal. The application was approved for a Certificate of Appropriateness with the following designation conditions: (1) hardie plank siding on the new addition would have a 4" reveal; (2) the shutters needed to be wood (3) windows would have a 3-1/2" trim and 1-3/4" sill; and (4) the shower was excluded from this approval as more detail was requested.

The applicant has submitted drawings and an updated materials list

MATERIALS:

- Siding – Hardie Siding
- Windows – Ply Gem Double Hung Vinyl
- Pressure Treated Lumber

STAFF ANALYSIS

ZONING COMPLIANCE:

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

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

HISTORIC DISTRICT GUIDELINES:

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

WINDOWS AND DOORS, Page 42 Item 5: Avoid changing the number or location of windows or doors by cutting new openings or blocking in original openings.

WINDOWS AND DOORS, Page 42 Item 6: Construct new windows and doors of wood or metal and match the style of the building.

SYNTHETIC SIDING, Page 57, Item 3: Synthetic siding as referenced above is not permissible, HardiPlank or similar is permitted with exception. Ensure that any moisture, rot, or infestation problems are corrected before installing new siding, Decorative elements, trim, features, and special surfaces must be retained when re-siding. Consideration should be given to retaining the original materials on the primary elevations of the building and residing only the secondary elevations of the building.

STAFF RECOMMENDATION:

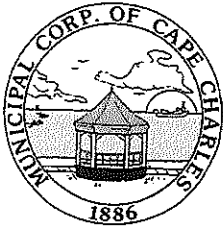
Staff is recommending approval of this modification application and for a full review by the HDRB and determine if the proposed material substitution is within the Historic District Guidelines for new construction.

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

The Historic District Review Board makes the final determination on whether or not a modification to the 10/19/2021 Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

ATTACHMENTS:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: Hunter House 501 Jefferson Ave
Property Address: 501 Jefferson Ave
Brief Description of Project: New window. More Hardie siding than originally approved
Zoning District: _____ Current Use: _____ Proposed Use: outdoor shower

OWNER INFORMATION

Name and Company: Gary & Janie Hunter
Mailing Address: 245 Lago Dr. Charlottesville VA 22911
Phone Number: 434-981-9736 Email: garyhunter@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Same
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: Gary L. Hunter Date: 4/12/22

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

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

Gary and Janie Hunter- 245 Lego Drive-Charlottesville, VA 22911

LETTER OF INTENT

To: Cape Charles Historic Review Committee

From: Gary and Janie Hunter

Date: 4/27/2022

We are proposing additions to our original letter of intent dated 10/3/2021. The additions are as follows:

-Add one vinyl double hung window (matching existing and previously approved windows) on the second floor, north side of the addition facing the backyard. (See specifications for windows included.)

-Add two vinyl double hung windows (matching existing and previously approved windows) which will replace a currently existing window. This is on the east side of the house facing neighbors. (See specifications for windows included.)

We are also seeking approval of an outdoor shower to be made of pressure treated 1'x 6' boards applied vertically to a frame measuring 4' X 4'. Shower to be constructed on previously approved back deck. (See drawing included.)

We are also requesting approval to replace old vinyl siding with previously approved Hardie siding. Prior approval was for residing the addition and north side of the house only. We are now requesting approval to replace siding on the entire exterior of the house to match previously approved siding.



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

Date Issued: 10/19/2021

Issued to: Gary and Janie Hunter
245 Lego Drive
Charlottesville, VA 22911

For Property: 501 Jefferson Avenue
Cape Charles, VA 23310

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

(1) Renovating the wrap-around porch as follows: (a) removing the screening and half-wall on the front and side; (b) replacing the flooring with pressure treated 1" x 4" pine tongue and groove; and (c) replacing the roof with a black metal standing seam roof; (2) Removing the existing one-story enclosed porch and construct a 132 sq. ft. two-story addition on the rear northwest corner; (3) Constructing a 168 sq. ft. rear deck; (4) Removing flue pipe from the roof. The Historic District Review Board approved the application with the below designated conditions.

Designated conditions to be met are as follows: (1) Hardie Plank siding on the new addition would have a 4" reveal; (2) the shutters needed to be wood; (3) window specifications: 3-1/2" trim and 1-3/4" sill; (4) the shower was excluded from this application as more detail was requested

Standard Condition: Any modifications to the above approvals or circumstances that are found during the project that warrant changes need to be reported immediately to the Planning and Zoning Department.

*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 6.33.*

Edward Wells

Chair, Historic District Review Board

10/20/2021

Date

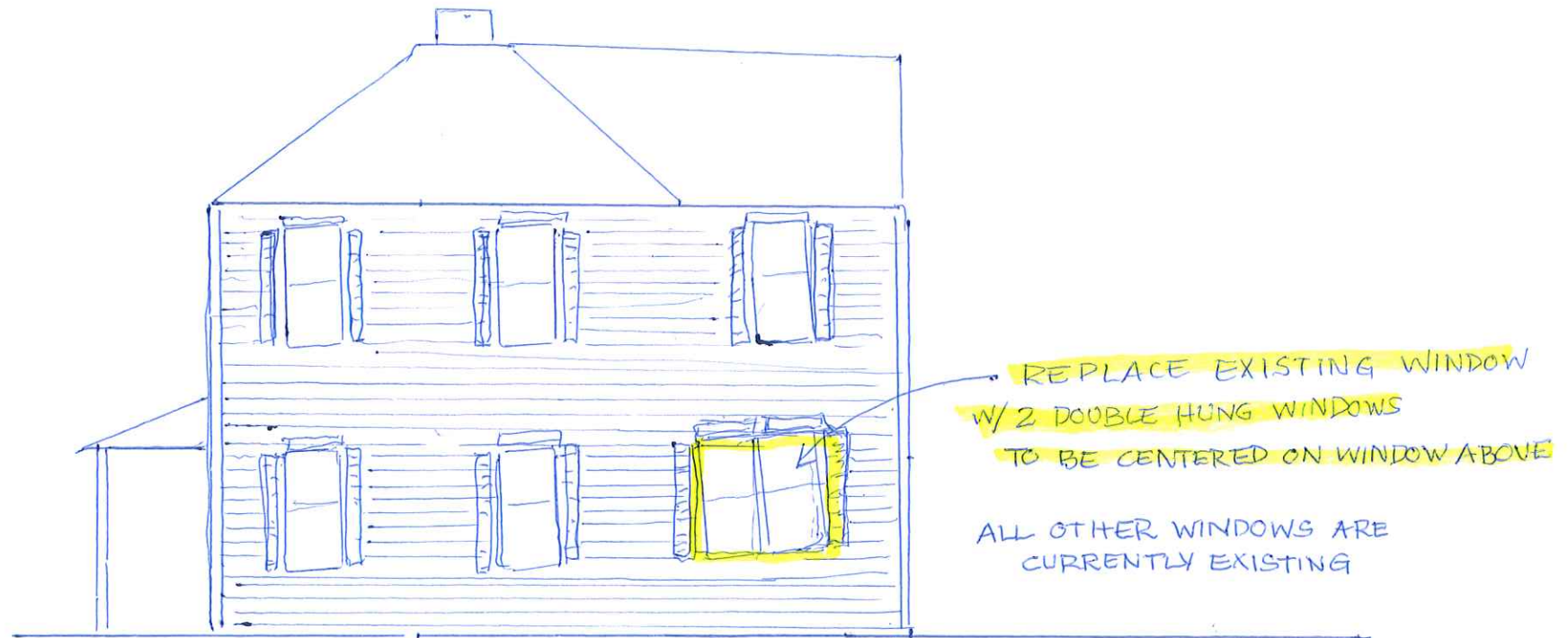
Nacy D. Allen

Planning Technician

10/20/2021

Date

RENOVATION FOR
JANIE AND GARY HUNTER
501 JEFFERSON AVE., CAPE CHARLES, VA
4/27/2022



EAST ELEVATION

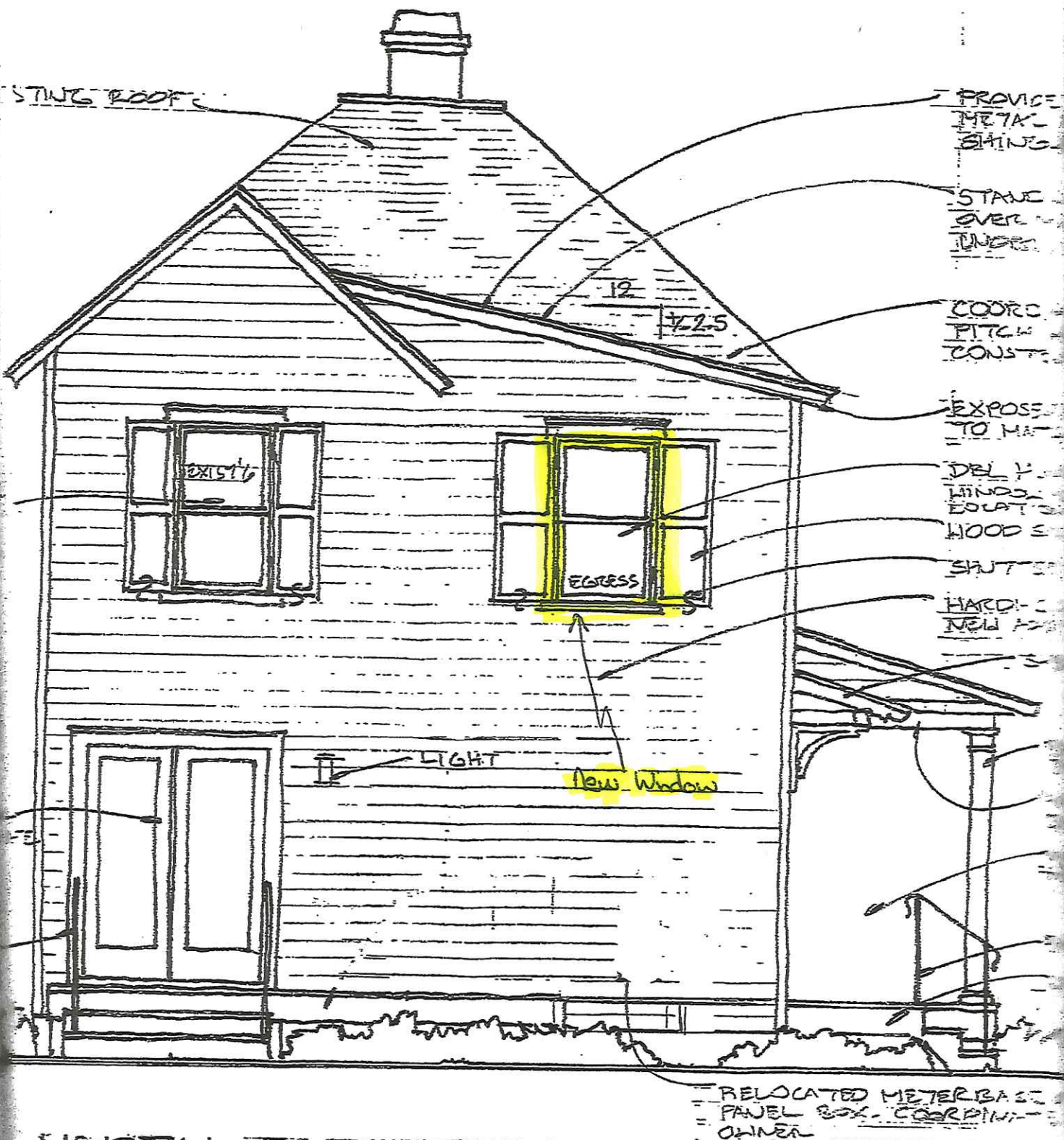
SCALE $\frac{1}{8}'' - 1'0''$

FACING LOT 54
DAVID + COLEEN CHARLTON



Janie Hunter

Proposed New Window



NORTH ELEVATION

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



QUOTE EXPIRES

Quote Not Certified

BILL TO:

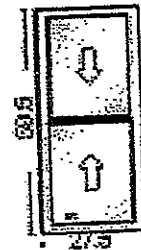
SHIP TO:

16 week lead

GARY Hunter

QUOTE#	QUOTE DATE	LOAD DATE	SHIP DATE	QUOTED BY
6503816	11/23/2021	Load Date Not Set	Quote Not Ordered	Lenny Lohr
JOB NAME	CUSTOMER PO#	BUILDING/LOT#	CONTACT	

Line/Item #	Description	Net Price	Extended
1-1	Rough Opening: 28 X 60, Frame: 27 1/2 X 59 1/2 Product: Unit 1: Pro Series Classic Double Hung Dimensions: Call Size 2-4 5-0; Frame Size 27.5 X 59.5 Color: Exterior = White Unit Performance: DP +50/-50, No Thermal Requirement, U-Factor = 0.34, SHGC = 0.28, VLT = 0.53, CPD = PWG-M-56-00409-00001 Glass: Unit 1: Low-E, Double Glazed, Warm Edge (WE), Metal Unit 1 Lower, 1 Upper: Annealed Hardware: White, 1 Lock Screen: Full Screen, White, Shipped Separately Wrapping - Exterior Casing: None Wrapping - Jamb Extension: 4 9/16", Primed, All Side	\$319.25	\$1,277.00



Line/Item #	Description	Net Price	Extended
1-2	Unit 1 Screen, 2-4 5-0, Screen Color: White, Screen Width: 23.625 Screen Height: 56.8125	\$16.56	\$66.24

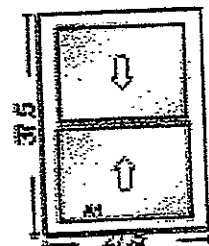
Qty: 4

Room Location:

None Assigned

Note:

Line/Item #	Description	Net Price	Extended
2-1	Rough Opening: 28 X 38, Frame: 27 1/2 X 37 1/2 Product: Unit 1: Pro Series Classic Double Hung Dimensions: Call Size 2-4 3-2; Frame Size 27.5 X 37.5 Color: Exterior = White Unit Performance: DP +50/-50, No Thermal Requirement, U-Factor = 0.34, SHGC = 0.28, VLT = 0.53, CPD = PWG-M-56-00409-00001 Glass: Unit 1: Low-E, Double Glazed, Warm Edge (WE), Metal Unit 1 Lower, 1 Upper: Annealed Hardware: White, 1 Lock Screen: Full Screen, White, Shipped Separately Wrapping - Exterior Casing: None Wrapping - Jamb Extension: 4 9/16", Primed, All Side	\$271.22	\$271.22



(DB 41, PG 483)

PIN(F) S16'06"17"W
0.38' FROM P COR

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

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

PROPOSED 9.5'X12.1'
BUILDING ADDITION

PROPOSED CONC.
SIDEWALK

**PROPOSED
PORCH ADDITION**

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

- ACCESS DOOR TO
POSSIBLE BASEMENT

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

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

WEALTH OF V

Outdoor Shower

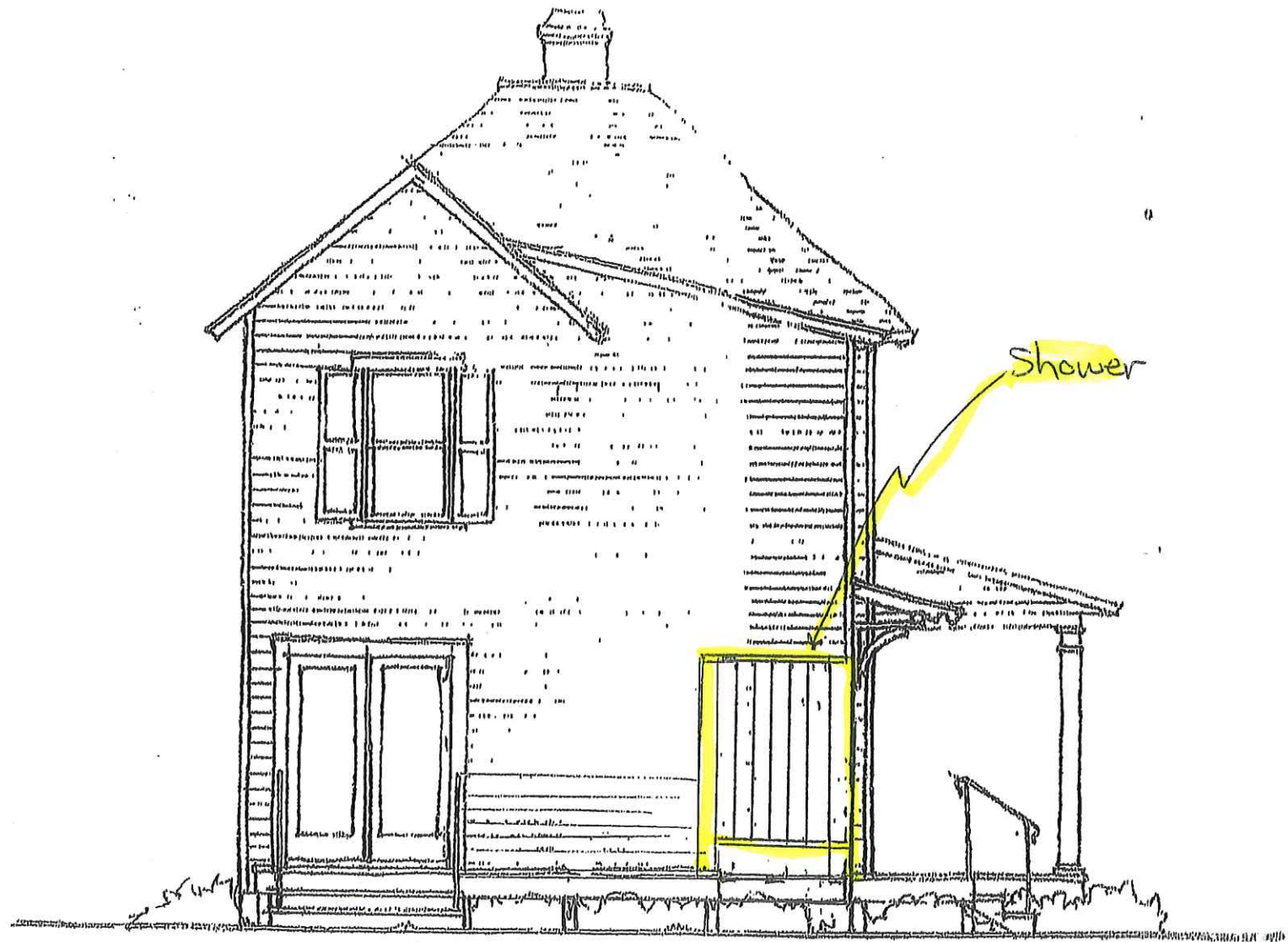


501 JEFFERSON AVE
HUNTER RESIDENCE

WEST ELEVATION

SCALE: $\frac{1}{4}'' = 1'-0''$

Plum Street



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

ARCHITECT
 NAME
 DATE



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6C (1) – 238 Monroe Avenue

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

Date: May 24, 2022

APPLICANT: Michelle Cross

SITE ADDRESS: 238 Monroe Avenue

TAX MAP: 83A3-1-395

LOT SIZE: 4,800 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Replacement of existing garage roof from shingle to metal

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: NON-CONTRIBUTING
DESCRIPTION: Garage (Building)

DATE APPLICATION RECEIVED: April 29, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: May 4, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): July 5, 2022

The applicant is seeking to remove the existing shingle roof on the garage and replace with new HR3 High Rib Metal Roof.

LOCATION MAP:



MATERIALS:

The applicant is proposing to use:

- HR3 High Rib Roof – Impower Series: 40” Panel; 1-3/8” Rib Height

STAFF ANALYSIS:

ZONING COMPLIANCE:

The work proposed does not increase or alter the square footage of the structure and within the requirements of the zoning ordinance.

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

HISTORIC DISTRICT GUIDELINES:

Roofs: Pg. 37 Item 2: When a roof must be replaced, attempt to match the original materials since these materials are important to the visual integrity of the building. Many houses in the district originally had metal roofs, but many have been replaced with composition shingles.

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application and material submitted by the applicant and determine if the materials proposed for the garage roofing meet the guidelines.

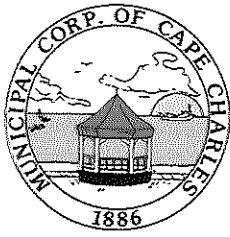
Staff recommends approval of a Certificate of Appropriateness for this application and is prepared to assist with the development of a motion, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259 x24

tracy.outten@capecharles.org

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

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

PROPERTY INFORMATION

Name of Project: Replace Roof
Property Address: 238 Monroe Ave Cape Charles VA.
Brief Description of Project: replace leaking roof with Metal Roof
Zoning District: R-1 Current Use: Garage Proposed Use: Garage

OWNER INFORMATION

Name and Company: Michelle Goss
Mailing Address: 5060 Street Rd Oxford PA 19363
Phone Number: 7302-381-2240 Email: m_musto@msu.com

APPLICANT INFORMATION

☒ check here if applicant is owner

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

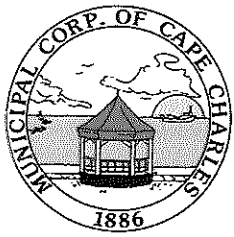
CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 4-20-22

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

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



OWNER PERMISSION AFFIDAVIT

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

PROPERTY INFORMATION

Subject Property Street Address: 238 Monroe Ave Cape Charles
Subject Property Tax ID Number: 83-A31-395

OWNER INFORMATION

Name (Person, Firm, Corporation, or Agency): Michelle Cross
Mailing Address: 5060 Street Rd. Oxford PA 19363
Phone Number: 302-381-2240 Email: m-mustor@msu.com

Representative.

APPLICANT INFORMATION (If applicable)

Name: Donnie Brady
Mailing Address: 327 Mason Ave. Cape Charles VA
Phone Number: 757-651-0620 Email: _____

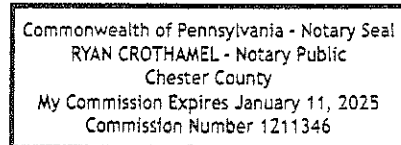
I am applying for, or I hereby give authority to the applicant to file an application for:
Historic. Review Representative.

Signature of Owner: [Signature] Date: 4-21-22

Commonwealth of Virginia PA.
County of Chester

The foregoing instrument was acknowledged before me this 21 day of April,
2022, by Michelle Cross (name of person acknowledged).

Signature of Notarial Officer: [Signature]
Notary Registration Number: 1211346
My Commission Expires: 1/11/25



(Seal)

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

To: Historic District Review Board

From Michelle Cross

Date 4/20/2022

I am writing to you to request permission for a roof replacement. The address of the property is 238 Monroe Ave Cape Charles. On the back ally we have a 2 car garage that I believe was built some time in the 1980's. We have recently found the roof is leaking and in need of replacement.

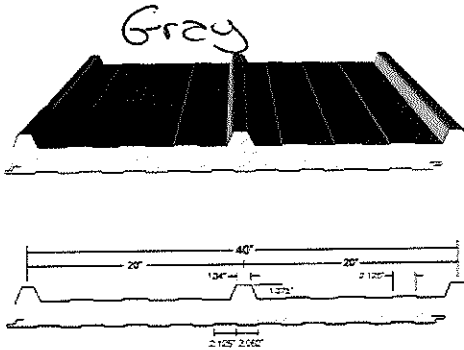
I would like to replace it with a metal roof like my neighbors garage roof. It would be cheaper to use asphalt shingles as is currently on the garage. However I feel that a metal roof will be more in keeping with neighborhood and would last longer. The roof would be gray like the metal roof that is currently on the back of house.

Thank you Michelle Cross

A handwritten signature in black ink, appearing to read 'Michelle Cross', with a long horizontal flourish extending to the right.







HR3 HIGH RIB ROOF • IMPOWER SERIES

Roof

Panel Coverage: 40"

Rib Height: 1-3/8"

Rib Features: Insulated Wall Panel

Standard Gauge: 26 ga.

Optional Gauges: 22 ga., 24 ga.

This 3-rib exposed fastened roof panel installs quickly and easily into supporting structural members. An alternative to field-assembled high rib roof applications, the HR3 can shorten project schedules and minimize labor.

FEATURES AND BENEFITS

- The panel's overlapping joint is self-aligning and allows for easy sealant application at the panel joinery
- The standard exterior metal surface is smooth 26 ga G-90 galvanized steel with standard PVDF and SMP exterior coatings (other coatings may be available)
- The standard interior metal surface is embossed 26 ga Imperial White
- The panel arrives on site in one piece and requires a simple one step installation reducing construction time and costs

Available Material: Steel

Available Substrates: Open Framing,
Solid Substrate

Fasteners: Exposed

Standard Finishes: PVDF, SMP

COMPARE PRODUCTS

FIND A DISTRIBUTOR

AVAILABLE COLORS

Enter your **ZIP code** to see the colors
available in your area.

ZIP





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6C (2) – 409 Harbor Avenue

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

Date: June 9, 2022

APPLICANT: Thomas & Brigitte Giese

SITE ADDRESS: 409 Harbor Avenue

TAX MAP: 83A3-2-7-5

LOT SIZE: 5,600 sq. ft

TYPE OF APPLICATION: Certificate of Appropriateness
WORK TO BE PERFORMED: Replacement of front porch flooring

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

DESCRIPTION: ca. 1925 Colonia Revival

DATE APPLICATION RECEIVED: May 27, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: June 6, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 5, 2022

The applicant is seeking to replace the existing front porch wood flooring with polymer porch boards made by TimberTech called Azek Porch due to water damage and decaying. All screening and structure, stairs, and railings will stay as is.

MATERIALS:

Azek Porch Boards: 1" x 3.2" x 5.5"

STAFF ANALYSIS

ZONING COMPLIANCE

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

HISTORIC DISTRICT GUIDELINES

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

STAFF RECOMMENDATION:

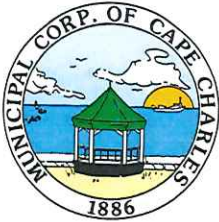
Staff is requesting the HDRB to review the application material submitted by the applicant. Staff is recommending approval of this application and is prepared to assist the Board in the development of any motion regarding this application, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259 x24

tracy.outten@capecharles.org

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

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

PROPERTY INFORMATION

Name of Project: Front Porch 409 Harbor Ave
Property Address: 409 Harbor Ave, Cape Charles, VA
Brief Description of Project: Replacement of Floor boards and repairs
Zoning District: R-1 Current Use: Residence Proposed Use: Residence

OWNER INFORMATION

Name and Company: Thomas and Brigitte Giese
Mailing Address: 409 Harbor Ave, Cape Charles, VA 23310
Phone Number: 757-331-4183 Email: mermaidcottage@msn.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: Thomas Giese Date: 5/27/22

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

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

Thomas and Brigitte Giese

409 Harbor Ave

Cape Charles, Va 23310

May 27, 2022

Town of Cape Charles

2 Plum Street

Cape Charles, Va 23310

Letter of Intent for Certificate of Appropriateness Application

Dear Planning and Zoning Department,

The decking on our front porch is decayed and has to be replaced. Our house is 101 years old, we don't know how old the porch floor is, but the floor is in bad shape. Please see the attached inspection report by Mr. Appenzeller and the photos he took for details. We chose to replace the current wood with polymer porch boards made by TimberTech called Azek Porch. Enclosed is a sample (however we chose the color "coastline") as well as a spec sheet.

Barring any unforeseen complications, we plan to keep everything on the porch and stairs exactly as is (i.e. screens and structure, stairs, railing).

We are looking forward to receiving the Certificate of Appropriateness and the permit for construction.

Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas Giese", with a second line of signature below it.

Thomas and Brigitte Giese

Enclosures:

Certificate of Appropriateness Application

Application for Zoning Clearance

Inspection Report

6 photos of porch and damage

Azek spec sheet

Sample of new flooring

5/24/2022
Inspection Report
Prepared For
Brigitte & Thom Giese
409 Harbor Ave.
Cape Charles Va. 23310

Inspection Details;

Mr & Mrs Giese ,

Upon inspection of the Front Porch at your Residence located at 409 Harbor Avenue Cape Charles Va. 23310 ,it has been determined that the decking has several areas of decay and water damage that has progressed to the point it has caused damage to the framing supporting the structure .

Also some areas the damage has caused decay to the base supports of the support Columns on the corners causing the porch to settle . The Original wood framing of the porch was installed when building regulations did not require framing to meet span distances for material or load ratings of floor joyst .

The current support framing will not meet the National building codes for safety and support and will need to be upgraded to meet those requirements . Also the installation of new decking will require all support framing be located @ 16" on center minimum spacing and be a pressure treated material for exterior exposure .

The Brick foundation appears to be in good condition with no signs of cracks or settling and should be in a condition to be used to support the repairs needed to the existing porch. The current condition of the existing decking and wood support framing is in need of replacement to meet current safety and building code .

Thank You



Donald Appenzeller
21290 Bellevue Ln .
Cape Charles Va. 23310.
757-286-0821
dcappenzeller@msn.com
Virginia Contractor Lic # 2705-139660 CBC RBC
Cape Charles Business Lic # 522
Accomack Lic # 2022 0357

409 Harbor Ave





409 Harbor Ave



409 Harbor Ave



409 Harbor Ave



409 Harbor Ave



409 Harbor Ave

Issue Date: 07-28-2005
Revision Date: 05-19-2021
Renewal Date: 05-31-2022

DIVISION: 06 00 00 – WOOD, PLASTICS, AND COMPOSITES
Section: 06 50 00 – Structural Plastics
Section: 06 53 00 – Plastic Decking

REPORT HOLDER:

The AZEK® Company LLC
894 Prairie Avenue
Wilmington, OH 45177
www.azekco.com

REPORT SUBJECT:

AZEK ARBOR Collection®
AZEK Harvest® Collection®
AZEK Porch Boards
AZEK Vintage Collection®
AZEK MAX

1.0 SCOPE OF EVALUATION

1.1 This Research Report addresses compliance with the following Codes:

- 2021, 2018, 2015 *International Building Code*® (IBC)
- 2021, 2018, 2015 *International Residential Code*® (IRC)
- 2020 *Florida Building Code* (FBC), excluding High-Velocity-Hurricane Zones (HVHZ) (See Section 9.0)

NOTE: This report references 2021 Code sections with [2018, 2015] Code sections shown in brackets where they differ. FBC Code sections match IBC 2018 code sections.

1.2 AZEK Decking (Deck and Porch Boards) have been evaluated for the following properties:

- Structural Performance
- Durability
- Surface Burning

1.3 AZEK Decking (Deck and Porch Boards) are intended for use as a walking surface on exterior decks, balconies, porches, and walkways, including stairs in One- and Two-Family Dwellings regulated by the IRC and other construction types regulated by the IBC in accordance with IBC Section 705.2.3 *Combustible projections* [1406.3], where fire-resistance rated floor construction is not required for the deck or balcony.

2.0 STATEMENT OF COMPLIANCE

AZEK Decking (Deck and Porch Boards) comply with the Codes listed in Section 1.1, for the properties stated in Section 1.2 and uses stated in Section 1.3, when installed as described in this report, including the Conditions of Use stated in Section 6.

3.0 DESCRIPTION

3.1 Materials and Processes - AZEK Decking are composed of a solid co-extruded cellular polyvinyl chloride (PVC) with a polymer cap. Harvest and Arbor collections are semi-capped (capped on three sides), and the Vintage collection is fully capped in cross section.

3.2 AZEK Porch Boards measure 1" thick with a 3.2" exposure width (3.415" overall width) and 5.5" exposure width (5.715" overall width) and are produced in five colors: Brownstone, Coastline, Dark Hickory, Mahogany, Morado®, Silver Oak®, Oyster®, and Slate Gray.

3.3 The 5.5" wide AZEK Decking measure 1" thick and are provided in the following collections:

3.3.1. AZEK Harvest® Collection® deck boards are produced in five colors: Autumn Chestnut™, Brownstone, Island Oak™, Kona®, and Slate Gray.

3.3.2. AZEK ARBOR Collection® deck boards are produced in six colors: Acacia®, Brazilian Walnut, Hazelwood, Morado®, Mountain Redwood™, and Silver Oak®.





3.3.3. *AZEK Vintage Collection*[®] deck boards are produced in six colors: Coastline, Cypress, Dark Hickory, English Walnut, Mahogany, and Weathered Teak.

3.4 The 3.5" and 7.25" wide *AZEK Decking* measure 1" thick and are provided in the following collections:

3.4.1. *AZEK Vintage Collection*[®] products are produced in three colors: Cypress, Dark Hickory, and Mahogany.

3.4.2. *AZEK Harvest[®] Collection[®]* products are produced in two colors: Brownstone and Slate Gray.

3.5 The *AZEK MAX* decking measures 1.5" thick by 5.5" wide and are provided in the following colors: Coastline and Slate Gray.

3.6 The walking surface is embossed with a simulated wood grain.

4.0 PERFORMANCE CHARACTERISTICS

4.1 *AZEK Decking* are rated for a uniform live load of 100 lbs/ft² when installed on support framing spaced at 16" on center. This live load rating also applies to deck boards and porch boards installed diagonal to the support framing (45° max.) with 12" on center maximum joist spacing.

4.2 *AZEK Deck* and porch boards used as stair treads shall be installed on a minimum of a two-span condition and are rated for the code-prescribed concentrated load equal to 300 lbs when installed in accordance with Table 2.

4.3 *AZEK Decking* has wind uplift resistance ratings as indicated in Table 1 when installed on support framing spaced at 16 inches on center.

4.4 *AZEK Decking* is deemed equivalent to preservative treated or naturally durable wood for resistance to weathering effects, attack from termites and fungus decay.

4.5 *AZEK Decking* structural performance has been demonstrated for a temperature range of -20° F to 125° F.

4.6 *AZEK Decking* has a flame spread index not exceeding 200 when tested in accordance with ASTM E 84.

5.0 INSTALLATION

Installation shall be in accordance with the manufacturer's installation instructions and this report. Where differences occur between this report and the manufacturer's installation instructions, this report shall govern.

5.1 *AZEK Decking* shall be installed with fastening as indicated in Table 1.

5.2 *AZEK* porch boards used as stair treads shall be installed as shown in Figure 5.

5.3 *AZEK* deck boards used as stair treads shall be installed as shown in Figures 5, 6, and 7. See Table 2 for maximum stair tread spans.

5.4 *AZEK Deck* and porch may be installed diagonal to support framing up to maximum of 45° with 12" o.c. maximum joist spacing.

6.0 CONDITIONS OF USE

The *AZEK Decking* applications identified in this report are deemed to comply with the intent of the provisions of the referenced building codes subject to the following conditions.

6.1 The wind uplift resistance rating recognized in this report is based on attachment to treated Southern Pine framing (specific gravity, G=0.55). Installation on wood framing with a lesser specific gravity may result in a lower wind uplift rating.

6.2 *AZEK Decking* shall be fastened directly to supporting construction. Conventional wood supporting structure is not within the scope of this report and is subject to the evaluation and approval by the building official. Design and construction of supporting structure must satisfy the design load requirements of Chapter 16 of the IBC.





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6C (3) – 233 Mason Avenue

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

Date: June 14, 2022

APPLICANT: Matt Heilman

SITE ADDRESS: 233 Masson Avenue

TAX MAP: 83A3-627A

LOT SIZE: 2,677 sq. ft.

TYPE OF APPLICATION: After the Fact Certificate of Appropriateness

WORK TO BE PERFORMED: Roof Sealing on Commercial Building

CURRENT ZONING: Commercial-1 (C-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE
DESCRIPTION: Commercial Building, Ca. 19020, Commercial Style

DATE APPLICATION RECEIVED: May 31, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: May 31, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): July 31, 2022

The office received a complaint last fall that painting had occurred on a shared “party” wall as part of some roof work by the business called “Cravings” and said work was not authorized by the owner of the adjacent property and not authorized by the Town.

Staff investigated and confirmed that the owner of the building at 233 Mason which houses Cravings did do some roof maintenance which also carried up the shared walls with both neighbors. However, the sealant work done exceeded what would normally have been approved administratively since it went the full length of the wall to the adjoining roof level and also was done with a white color additive to the sealant and did not dry to a clear coat.

The applicant is seeking an after the fact certificate of appropriateness for maintenance work on the roof at 233 Mason Avenue as well as for the shared “party” wall with 227 Mason Avenue. The specific maintenance work was to seal the roof and wall; however, the wall work went the entire length of the wall from the roof level of the adjacent property to the top of the roof line, thus being visible from the street. The sealant did not dry to a clear finish but contained a white colorant.



I contacted the property owner and they provided a copy of the contract with the roofing company and provided “before” pictures (March 21, 2021) which shows that sealant has been utilized in the past but was applied a maximum of 2 ft above the roof long up the common walls.



MATERIALS:

Color sealant on roof and side shared "party" walls. – see full proposal below.

STAFF ANALYSIS: ZONING COMPLIANCE

The property is legal and conforming.

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

I have done some exploration if removal of the sealant up the full length of the common wall is feasible and have learned that the manner to remove would most likely damage the masonry. It is common for some time of coloring to be part of the sealant but it is not necessary to paint as high up the common wall as occurred in this circumstance.

REID & TAYLOR ROOFING 2453 CUSTIS TOMB DR P.O. BOX 176 CAPE CHARLES, VIRGINIA 23310 (757) 678-6169 FAX 331-2480		PROPOSAL	
To: Cravings C/O Matt Heilman 233 Mason Ave. Cape Charles, VA 23310		Page No. 1 of 1 Pages	JOB NAME / NO. White Silicone Roof System Plus
		LOCATION	233 Mason Ave. Cape Charles, Va.
		PHONE	635-6281
		DATE	10/7/21
We hereby submit specifications and estimates for: Install Mule-Hide's 100% White Silicone Roof System Plus:			
Work Includes:			
1. Power wash and clean roof and adjoining walls prior to priming of roof and walls with Mule-Hide Stain Blocking primer. 2. Repair of walls shall be made with a combination of 100% White Silicone Roof Coating and Micro Fibers as with any roof imperfections and sealing of protrusions and flashings. 3. Entire roof area and adjoining walls shall receive a two-coat application of 100% White Silicone Roof Coating which is quoted below and carries the Mule-Hide 10-Year Materials and Labor Warranty. 4. An optional third coat of Silicone may be installed at an additional cost of \$2500. with a 5-year Warranty Extension to 15-Years. 5. An optional fourth coat of Silicone may be installed at an additional cost of \$2500. with a 5-Year Warranty Extension to 20-Years.			
Reid & Taylor workmanship shall carry a two-year guarantee in addition to manufacturer warranty.			
Any additional repairs to those quoted above and below may be done on a time and materials basis, if feasible by change order.			
WE PROPOSE hereby to furnish material and labor – complete in accordance with these specifications, for the sum of: <u>Ninety-Nine Hundred Ninety & -----XX</u> dollars (\$ <u>9990.</u>).			
Payable as follows: <u>One-third with proposal acceptance, one-third upon completion of repair and first coat of silicone, one-third upon completion, plus any additional repairs upon completion of such.</u>			
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.			
Authorized Signature <u>[Signature]</u>		NOTE: This proposal may be withdrawn by us if not accepted within <u>30</u> days.	
ACCEPTANCE OF PROPOSAL – The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.			
Signature <u>[Signature]</u>		Date <u>10-6-21</u>	

HISTORIC DISTRICT GUIDELINES

Painting, page 17 (#2): Minor actions (such as painting and routine maintenance) require no Certificate of Appropriateness and no review.

Masonry, Page 52, Item #4: Avoid painting unpainted brick surfaces.

STAFF RECOMMENDATION:

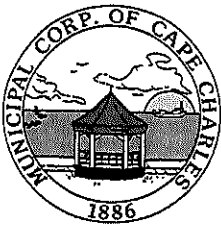
Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the roof sealant material as well as the application of said sealant along the length of the shared common wall is acceptable to remain.

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 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) |

PREVIOUSLY
SUBMITTED

PROPERTY INFORMATION

Name of Project: Cravings / Table & Tonic
Property Address: 233 Mason Ave. Cape Charles, VA 23310
Brief Description of Project: Re seal roof for maintenance
Zoning District: C-1 Current Use: Retail/Food Proposed Use: _____

OWNER INFORMATION

Name and Company: Matt Heilman Cravings
Mailing Address: 233 Mason Ave. Cape Charles, VA 23310
Phone Number: 757-635-6287 Email: capecravings@gmail.com

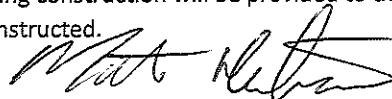
APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant:  Date: 5-31-22

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

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

We are the current occupants of the subject property, pursuant to a land sales contract with Sharon E. Dunnagan. We are applying for zoning clearance for certain maintenance work already performed at the subject location.

The zoning administrator, Katie H. Nunez, noted roof work had been performed on the wall of our property at 233 Mason Avenue, which included sealing an unpainted masonry wall that we share with 227 Mason Avenue. This wall is on the property of 233 Mason Avenue and is a party wall, so the side facing our roof is subject to the maintenance and control of us as the owners of 233 Mason Avenue. Further, the attached site plan shows that the entire wall is on the property of 233 Mason Avenue, and therefore under our control, subject to any party wall rights to the other side of the adjoining owner.

The work performed was necessary to prevent further deterioration and damage to the building by rain and other moisture intrusion at and above the roof line. The material placed on the masonry was not paint, but was an accepted sealant necessary to prevent further deterioration and damage to the building, as permitted under CCZO §8.16.C.1.a.

We did not have a choice of color for the material, and note that the material is used throughout the Cape Charles historic district.

The effect of this work, as far as a historical perspective, is purely cosmetic; we note that the only area of the wall visible to the public is no larger than 100 square feet and is only 2.5 feet high and 6.5 feet wide in a triangular shape. Therefore, the appearance effect is negligible. Because the work is necessary for preservation and the appearance change so slight, we submit this request for zoning clearance for the work as performed, and ask the board to take into consideration the purpose of the work and its important benefit both to our property and the adjoining property.

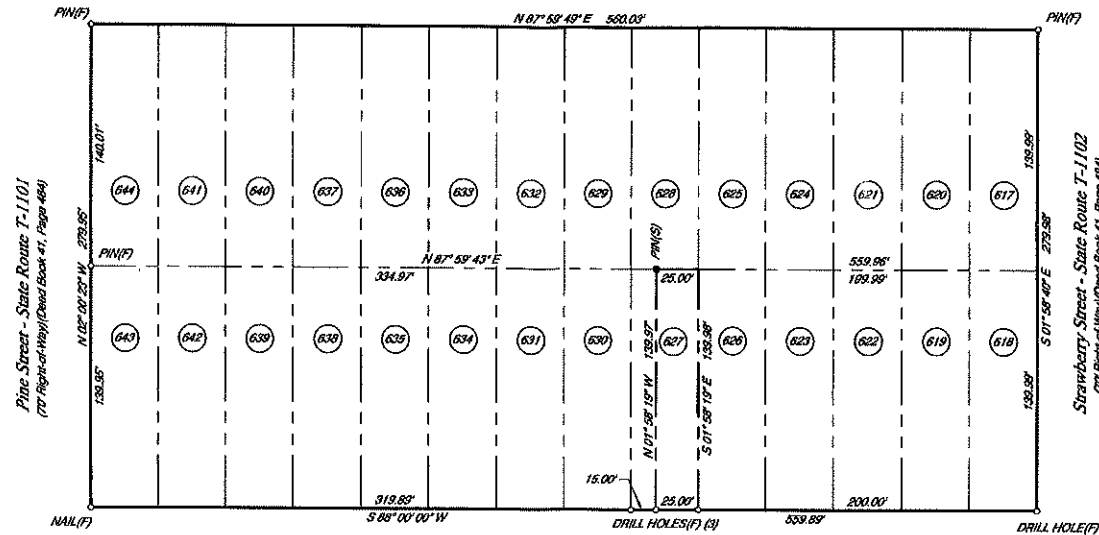
Please let us know if you require anything further.

13818

Matt Heilman

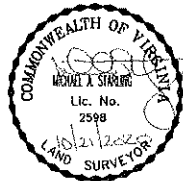

BLOCK DETAIL
SCALE: 1" = 100'

Randolph Avenue - State Route T-1112
(70' Right-of-Way)(Deed Book 41, Page 484)



Mason Avenue - State Route 184
(70' Right-of-Way)(Deed Book 41, Page 484)

I, HEREBY CERTIFY THAT THIS PLAT IS BASED ON A CURRENT FIELD SURVEY, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS.



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

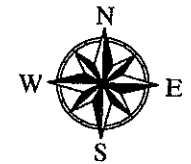
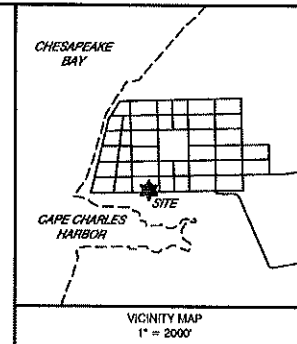
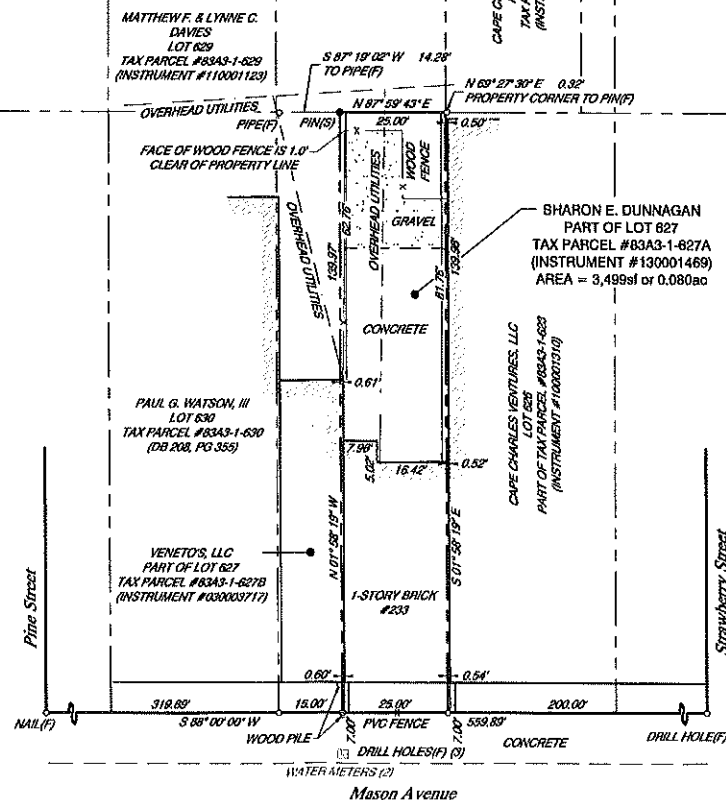
FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM F.E.M.A. FLOOD MAPS. SHORELINE SURVEYORS IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

THIS PROPERTY APPEARS TO FALL IN:
FLOOD ZONE: X
COMMUNITY NO.: 510106
FIRM: 06507 DATED: MARCH 2, 2015

FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.

THE NORTH MERIDIAN OF THIS PLAT IS BASED ON A SURVEY RECORDED IN DEED BOOK 41 AT PAGE 484.

THE BLOCK DETAIL IS INTENDED TO SHOW THE RELATIONSHIP OF THIS LOT TO THE ORIGINAL LOT LAYOUT OF THE TOWN. IT IS NOT THE INTENT FOR THIS DETAIL TO REFLECT SUBSEQUENT LOT LINE ADJUSTMENTS.



Shoreline Surveyors
23314 Courthouse Avenue - P.O. Box 735
Aconac, Virginia 22301
PHONE (757) 789-3980 FAX (757) 789-3982
SCALE: 1" = 20'
DRAWN BY: JMS
FIELD BOOK # 20106
SHEET 1 OF 1

Map of the Town of Cape Charles
PHYSICAL SURVEY
OF A PORTION OF
Lot 627
(DEED BOOK 41, PAGE 484)
TAX PARCEL #83A3-1-627B
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA
FOR
Cravings, LLC
OCTOBER 17, 2020

MADE IN AMERICA





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6D (1) – 607 Pine Street

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

Date: June 6, 2022

APPLICANT: George & Nancy Proto

SITE ADDRESS: 607 Pine Street

TAX MAP: 83A1-2-11-4

LOT SIZE: 6,156.06 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK PERFORMED: Installation of an outdoor shower

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: Not listed

DESCRIPTION:

DATE APPLICATION RECEIVED: May 2, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: June 2, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 1, 2022

The applicant is proposing to install an 8'x 4' (32 sq. ft.) outdoor shower northeast side of the garage. The shower will be located in between the garage side entrance and the air conditioning units.



MATERIALS:

Roof: Corrugated Galvalume, 3-12 Pitch

Exterior: 1'x 6" Cedar Fence Board

Post: 4'x4" Pressure Treated Post

Concrete Pad

STAFF ANALYSIS

ZONING COMPLIANCE

The lot is a corner lot with the proposed placement of the outdoor shower on the side of the house that is adjacent to the vacant lot and not on the “corner” side of the property. The current photos of the house show a shower fixture affixed to the house to the west side of the garage door and the applicant is seeking to move the shower fixture to the other side of the garage door and to enclose it.

The Zoning Ordinance does not prohibit outdoor shower enclosures and would be in compliance with the Zoning Ordinance.



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

HISTORIC DISTRICT GUIDELINES

There is no guidance in the Historic District Review Board guidelines regarding outdoor showers.

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application and material submitted by the applicant and determine if the materials proposed for the outdoor shower meet the guidelines.

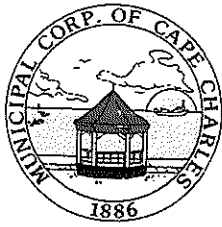
Staff recommends approval of a Certificate of Appropriateness for this application and is prepared to assist with the development of a motion, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: SHOWER ENCLOSURE
Property Address: 607 PINE ST.
Brief Description of Project: ADD OUTSIDE SHOWER ENCLOSURE
Zoning District: _____ Current Use: N/A Proposed Use: ENCLOSE OUTSIDE SHOWER

OWNER INFORMATION

Name and Company: GEORGE PROTO, NANCY PROTO
Mailing Address: 607 PINE ST., CAPE CHARLES, VA 23310
Phone Number: 845 702 7168 Email: GRPROTO3@GMAIL.COM

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: GEORGE AND NANCY PROTO
Mailing Address: SAME AS ABOVE
Phone Number: SAME AS ABOVE Email: SAME AS ABOVE

CERTIFICATION OF APPLICANT

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

Signature of Applicant:  Date: 5/11/22

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

PROTO SHOWER
ENCLOSURE

06-12-19

LAND SURVEYOR

CHITECTS. THIS PLAT IS BASED ON A

WASHINGTON AVE

(70' R/W)

PIN
FOUND

N 66°39'38" W
0.15' TO PIN (F)

N 88°00'00" E

163.61'

74.12'

15.22'

PIN
FOUND

74.27'

0.30'

LOT 4

D.B. 65, P. 183 (PLAT)

GEORGE R. & NANCY N. PROTO

D.B. 325, P. 748

83A1-2-11-4

83.30'

S 02°00'00" E

DOOR TO
GARAGE

SHOWER
ENCLOSURE

283.35' TOTAL

84.29'

PIN
FOUND

PIN
FOUND

A/C

N 88°00'00" E

87.12'

SCO

LOT 3

D.B. 65, P. 183 (PLAT)

GEORGE R. & NANCY N. PROTO

INST. 140001971

83A1-2-11-3

72.29'

PINE STREET
(70' R/W)

283.32' COR. TO COR.
BY (GRAVEL SURFACE)

73.15'

5
183 (PLAT)
-11-5

1-6

DADA TO GRADE

PLUMBING OUTLET

SHOWER ENCLOSURE
FOOT PRINT

A.C. UNIT

PROPERTY LINE

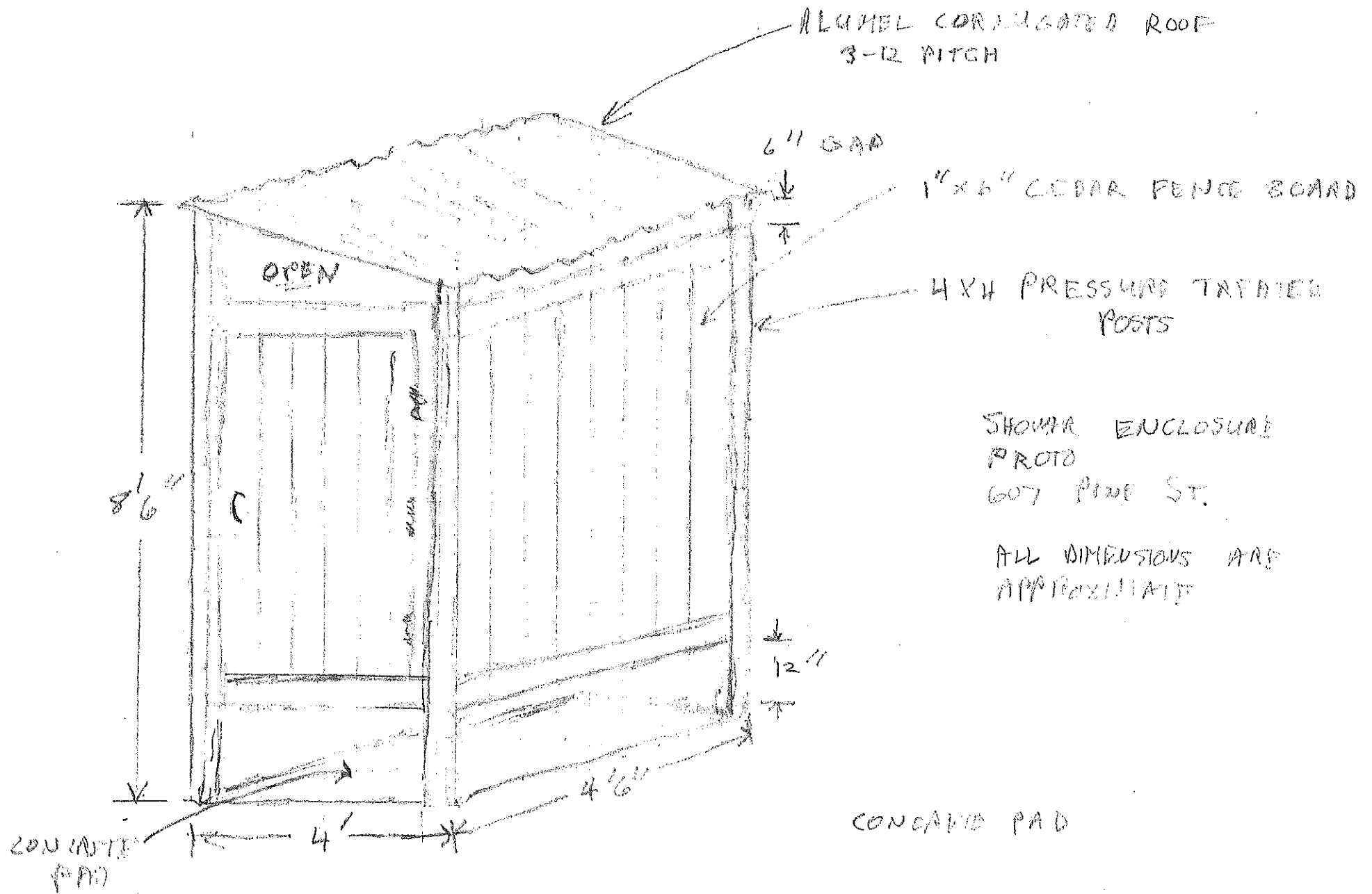
PROPOSED

SHOWER ENCLOSURE

45" (-)

1'

54"





George Proto
607 Pine St.
Cape Charles Va. 23310
grproto1@gmail.com

New Outside Shower Surround

Description;;

- 48" x 52" (APPROX) 48" x 52" (APPROX.)
1. Frame in foundation area 4x8" x 4" thickness next to existing residence
 2. Install 4" thick Concrete in framed in area to meet existing concrete apron @ entrance door to garage slope of 1.5" .
 3. Install 4x4" concrete post anchors in concrete for post installation.
 4. Install new 4x4" post to enclose shower area 4x8" located from GFI outside plug to existing Foundation vent .
 5. Frame new shower area with 2x4 framing, to include 2x4 roof faming.all material treated
 6. Frame New 30" shower entrance door with access to existing concrete pad @ garage door location .treated material
 7. Install New 1x6" Cedar fence boards @ 6'8" height to entire exterior Surround.
 8. Install New Corrugated Galvalume roofing to entire surface of shower location with a 2.5 roof Pitch to yard. 6-8" air flow opening between wall & roof open ends
 9. Install New black hinges (3) to door with black pull handle & spring closure Interior hook and latch on exterior.

Total Cost Labor & Material \$ 3,163.70
Deposit \$ 1,350.00
Balance Due \$ 1,873.70

Notes;;

1. Make all Checks payable to Don Appenzeller 21290 Bellevue Ln Cape Charles Va. 23310.
2. All balance due items payable upon completion of work .
3. Above price good for 10 days from above date.
- 4 . Building permit provided by Contractor any other permits ,approvals etc. cost of owner.
5. All waste material to be removed by Contractor @ Contractors cost.
6. All license and insurance information to be attached for owners records.

Approved Owner/Owners date _____

Approved Contractor Don Appenzeller date _____

Prepared By.

Donald Appenzeller

21290 Bellevue Ln.

Cape Charles Va. 23310

757-286-0821

dcappenzeller@msn.com

Va. Lic # 2705-139660 Cape Charles Business Lic # 522

THE ABOVE DOCUMENT IS A LEGAL AND BINDING CONTRACT BETWEEN ALL PARTIES.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 22, 2022

Item #: 6D (2): 220 Washington Avenue

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

Date: June 13, 2022

APPLICANT: Tom & Jacquie Heller

SITE ADDRESS: 220 Washington Avenue

TAX MAP: 83A1-1-92

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Install a 10' x 12' (120 sq. ft.) accessory structure with an 8' x 10' (80 sq. ft.) overhang

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: NON-CONTRIBUTING

DESCRIPTION: Ca. 1970, Ranch

Accessory Structures: NOT LISTED

DATE APPLICATION RECEIVED: June 4, 2022

PRE-APPLICATION MTG: June 22, 2022

DATE APPLICATION DEEMED COMPLETE: June 6, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 5, 2022

The applicant is seeking to install a 10' x 12' (120 sq. ft.) accessory structure with an 8' x 10' (80sq. ft.) overhang in the rear southeast corner of the property. The applicant has an active Certificate of Appropriateness for a new single-family dwelling which was issued on 2/2/2021 for this lot.



MATERIALS:

- Wood
- Shingle Roof
- Overhang will be a metal roofing material

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use and the accessory structure is an allowable use.

The proposed location of the accessory building meets all setback requirements, total land coverage (40.42%) requirements and maximum total footprint area limits. 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 applicant will be required to apply and receive a Building Permit for the demolition of the existing structures and a Building Permit for the new accessory structure.

HISTORIC DISTRICT GUIDELINES:

There are no specific guidelines for accessory structures.

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and style proposed for the accessory structure reflect the character and historic appearance of the neighborhood.

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

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

If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259 x24

tracy.outten@capecharles.org

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

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

PROPERTY INFORMATION

Name of Project: Shed - back yard
Property Address: 220 Washington Ave Cape Charles, VA 23310
Brief Description of Project: addition of a 10 x12 shed with a 8x10 overhang for golfcart
Zoning District: R-1 Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: Tom & Jacquie Heller
Mailing Address: 220 Washington Ave Cape Charles, VA 23310
Phone Number: 703-901-2064 Email: tomhellerfxll@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Tom & Jacquie Heller
Mailing Address: 220 Washington Ave Cape Charles, VA 23310
Phone Number: 703-901-2064 Email: tomhellerfxll@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:  Date: 6-4-22

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

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

June 4, 2022

To whom it may concern,

We are seeking approval to build a shed in the back left (southeast) corner of our lot at 220 Washington Avenue. It will be an 8x10 wood and shingle shed purchased from 84 Lumber with an 8 foot metal roof overhang to park the golf cart under. The metal overhang will be made of the same metal roofing color and material used for our house's front porch. We have included drawings, elevations and material list for your review. Please contact us if you have any questions.

Thank you,

Tom & Jacquie Heller

GENERAL NOTES:

1. OWNERS: HELLER

2. TAX PARCEL: 83A1-1-92

3. SOURCE OF TITLE: INST.

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JUNE 2017 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 03/16/09, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAPS. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

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

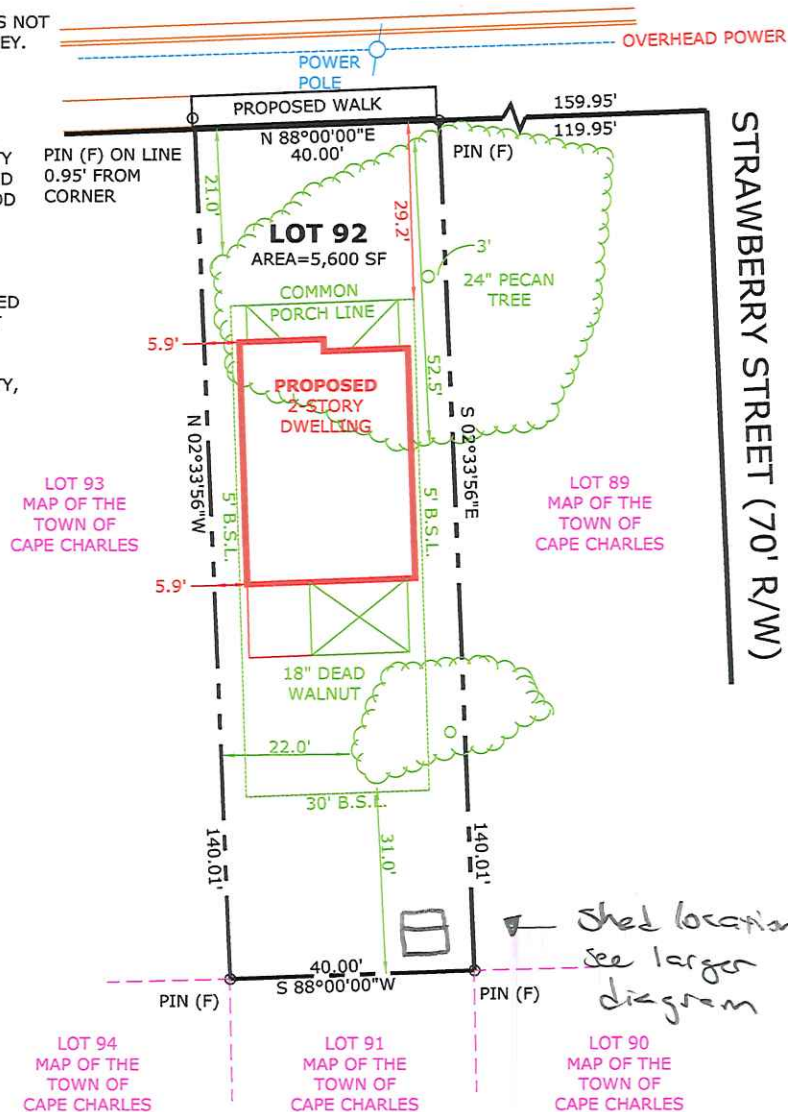
8. AREA= 5,300 SQ. FT. (0.122 AC.)

9. ZONING: TOWN OF CAPE CHARLES R-1 BUILDING SETBACK REQUIREMENTS FRONT: 30' (PREVAILING) SIDE: 5' REAR: 25'

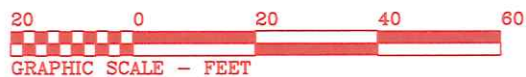
10. LOT SERVICED BY TOWN WATER & SEWER.

WASHINGTON AVENUE (70' R/W)

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



SITE PLAN
SHOWING PROPOSED IMPROVEMENTS
LOT 92
MAP OF THE
TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
NOVEMBER 20, 2020



ACCOMACK-NORTHAMPTON
SURVEYING & MAPPING PLLC

36308 Lankford Highway, Belle Haven, Virginia 23306
Mail Address: 11403 Heron Drive, Machipongo, Virginia 23405
Phone: (757) 709-4192

DRAWN BY: PARKS	SCALE: 1" = 20'
CHK'D BY: PARKS	BACK TRAV. BY: JBL
FIELD BOOK:	JOB NUMBER: HELLER

16 107

1. (F)

M.00.00.88 S

40.00

9375

Door 1

OVERHANG

31.0'

30' B.S.

140.01'

140.01

(F) PIN (F)

Back left
corner of
property when
facing from
the street



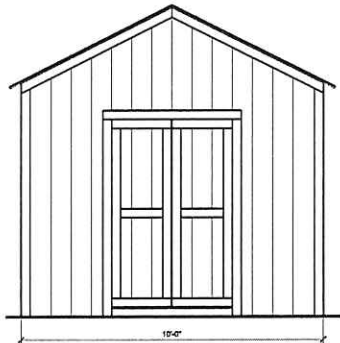


4 Footers on the corners of the shed & 2 footers for the overhanging pool
Each footer will be 2 ft x 4 ft & 1 ft deep concrete

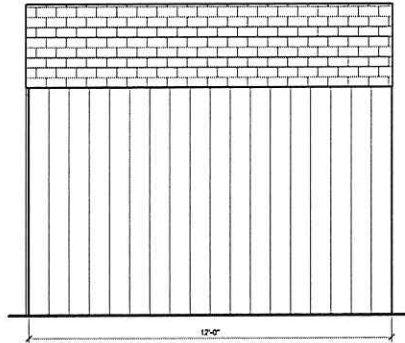
Backyard Gable Shed

Elevations

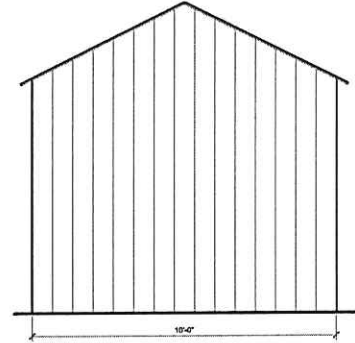
10'x12'



FRONT ELEVATION



RIGHT/LEFT ELEVATION

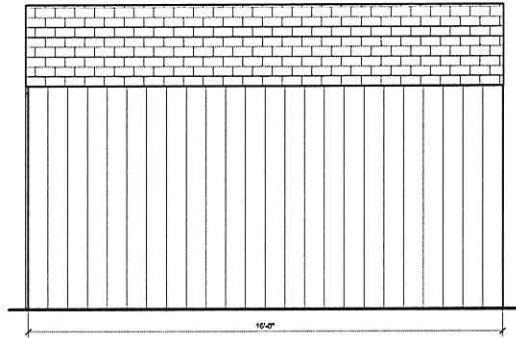


REAR ELEVATION

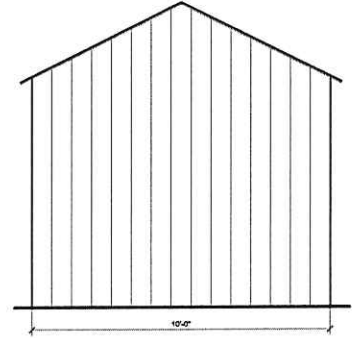
10'x16'



FRONT ELEVATION



RIGHT/LEFT ELEVATION



REAR ELEVATION

Backyard Gable Shed

Materials List

Product	SAMPLE POS	U.O.M.	10X12 GABLE	10X16 GABLE	Notes
Floor framing					
2x4x10 PT joists	20410TT		7	9	Joists
2X4X12 PT rim joists	20412TT		2	-	Rim joists
2x4x16 PT rim joists	20416TT		-	2	Rim joists
2X4X12 PT joist blocking	20412TT		1	-	Joist blocking
2x4x16 joist blocking	20416TT		-	1	Joist blocking
5/8x4x8 CDX plywood floor	158		4	5	Flooring
Wall framing					
2x4x12 temp. bracing	20412FR		2	2	Temp. bracing
2x4x92 5/8 precut studs	20492FR		26	30	Studs
2x4x10 plates	20410FR		3	3	Plates
2x4x12 plates	20412FR		4	-	Plates
2x4x16 plates	20416FR		-	4	Plates
Grooved Siding	73698		14	16	
Roof					
2x4x12 rafters	20412FR		7	9	Rafters
2x4x8 ties & gable studs	20408FR		4	5	Collar ties, gable studs
7/16x4x8 OSB	716		6	7	Roof sheathing & gussets
Shingles	23503	sq.	2	2	
10' Aluminum dripedge	49299		5	5	
10' Z-Flashing	65622		2	2	
Trim					
1x4x12 trim	10412FR		2	2	Trim "A", "B", "C"
1x4x8 trim	10408FR		2	2	Trim "D"
1x4x12 door trim	10412FR		3	3	Door trim
Hardware					
1 1/2"x48" door hinge	7156847		3	3	
Barrel bolt	8954232		2	2	
3 1/2" Hasp	8954233		1	1	
1 1/4" coarse thread screws	835174	1 lb.	1	1	Rafter & gusset assembly
1" coarse thread screws	6523231	1 lb.	1	1	Door assembly
8d spiral galvanized nails	94501	5 lb.	1	1	
8d spiral galvanized nails	944	1 lb.	2	2	
8d framing nails	95371	1 lb.	5		
16d HD framing nails	95083	5 lb.	1	1	
1 1/4 Roofing nails	95191	5 lbs.	1	1	
1 1/4 Roofing nails	95391	1 lb.	-	1	



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6D (3) – 212 Randolph Avenue

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

Date: June 13, 2022

APPLICANT: Walter Frisch, dba Frisch Construction, Inc. on behalf of Doug & Amy Dodson, property owners
SITE ADDRESS: 212 Randolph Avenue
TAX MAP: 83A3-1-640
LOT SIZE: 5,880 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness
WORK TO BE PERFORMED: Foundation, Siding & Window Replacement
CURRENT ZONING: Residential (R-1)
HISTORIC REGISTER: CONTRIBUTING STRUCTURE
Description: ca. 1889, Folk Victorian

DATE APPLICATION RECEIVED: June 6, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: June 10, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 9, 2022

The applicant is seeking to remove the existing vinyl siding and replace with hardieplank siding, to replace the existing vinyl replacement windows and install Anderson 400 series construction windows, and to lift the house and install a new raised foundation.

In the original application, they were also seeking to add a patio in the back yard and a fence; however, they were not able to provide a survey at this time so these two items have been removed from the application and they have indicated they are proceeding on all of the remaining items which are the priority at this time, especially relative to the foundation work.



MATERIALS:

Siding: 7-1/4" HardiePlank CedarMill Lap, 6" Exposure

Windows: Andersen 400 Series Double Hung, Maritime Fractional or 6/6 Colonial Grills

Casings: 5/4" x 4", Historic Sills

Fascia Boards: 1 x 6

Azek Trim Boards to match existing original wood

Foundation: CMU Block with a Brick Veneer to match original pier brick as closely as possible.

STAFF ANALYSIS**ZONING COMPLIANCE**

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

HISTORIC DISTRICT GUIDELINES

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

FOUNDATION: Page 35 Item 1: Raising foundations is sometimes necessary or desirable. In those cases when the foundation is raised above the original height please remember the following: respect the height, contrast of material, and texture of foundations on surrounding historic buildings in the district; distinguish the foundation from the rest of the building through the change of material; consider treatment of the junction between the foundation and the wall cladding material seen on surrounding historic buildings.

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

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

Page 57 Item 3: Synthetic siding as referenced above is not permissible, HardiPlank or similar is permitted with exception. Ensure that any moisture, rot, or infestation problems are corrected before installing new siding, Decorative elements, trim, features, and special surfaces must be retained when re-siding. Consideration should be given to retaining the original materials on the primary elevations of the building and residing only the secondary elevations of the building.

STAFF RECOMMENDATION:

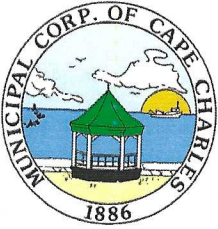
Staff is requesting the HDRB to review the application material submitted by the applicant. Staff is recommending approval of this application and is prepared to assist the Board in the development of any motion regarding this application, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Photographs



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles

2 Plum Street

Cape Charles, VA 23310

757-331-3259 x24

tracy.ouffen@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: Doug & Amy Dodson

Property Address: 212 Randolph Ave

Brief Description of Project: Replace siding, windows, foundation

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

OWNER INFORMATION

Name and Company: Doug & Amy Dodson

Mailing Address: 1671 Locust Grove Church rd. Orange VA 22960

Phone Number: 540-718-7546 Email: amydod7@yahoo.com

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: M. Walter Frisch (Frisch Construction, Inc.)

Mailing Address: P.O. Box 121 Graddockville, VA. 23341

Phone Number: 757-617-5873 Email: frisch1017@gmail.com

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 6/06/2022

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

Frisch Construction, Inc.

757-617-5873

-Remove existing Vinyl replacement windows and install Andersen 400 series new construction windows.

-Remove existing vinyl siding and original wood clapboard siding (cypress siding has been destroyed from a tremendous amount of roofing nails that were used to install the vinyl siding) and replace with pre-finished Hardie plank lap siding to match original siding as closely as possible.

-Install Azek Trimboards around window, doors and fascia boards to match original (historic sills, cased windows and doors).

-Install stamped concrete porch flooring due to the fact that we had to take up the existing composite trex decking to asses the brick piers that are in failing condition. They are acting as a foundation for the front wall of the house.

-Lift the house off of original brick pier foundation (which are brick piers on dirt, no concrete footings) and dig a 24" footing to code with rebar and 3500PSI concrete. Install CMU block with a brick veneer on the outside.

-Install a wrought iron style fence between the property and the right of way gravel road.

-Install a 30x15 Stamped concrete patio in the back yard.

Frisch Construction, Inc.

757-617-5873

-Remove existing Vinyl replacement windows and install Andersen 400 series new construction windows.

-Remove existing vinyl siding and original wood clapboard siding (cypress siding has been destroyed from a tremendous amount of roofing nails that were used to install the vinyl siding) and replace with pre-finished Hardie plank lap siding to match original siding as closely as possible.

-Install Azek Trimboards around window, doors and fascia boards to match original (historic sills, cased windows and doors).

-Lift the house off of original brick pier foundation (which are brick piers on dirt, no concrete footings) and dig a 24" footing to code with rebar and 3500PSI concrete. Install CMU block with a brick veneer on the outside.

Siding

7/4" Hardie Plank Cedar mill Lap siding (6" exposure)
with a pre-finished factory applied paint.

1/2" Advantech structural sheathing installed w/ 8d
ring shanked nails to code.

Tyvek homewrap vapor barrier applied over
sheathing with button cap staples.

Vented Hardie soffit on the eaves and solid
Hardie soffits on the rakes.

Windows

Andersen 400 series double hung windows with (maritime) Fractional or 6/6 colonial grills

Windows to be installed according to manufacturers specifications.

All windows ~~will~~^{will} be sealed to the tyvek using 3M window flashing tape and drip caps installed over window casing.

Casings & Fascia

Azek Trim boards will be used throughout to match existing original wood.

$\frac{5}{4} \times 4$ window casings, historic sills fastened with cortex screws and plugs.

1x6 Fascia boards fastened with stainless steel trim nails, holes filled with Azek ~~gray~~ gray.

Foundation

Jack up house over temporary steel Beams.

Demo existing Brick piers.

Dig a new 24" wide Footer at least 12" Below grade, install rebar to code and 3500 PSI concrete.

Install CMU Block with a brick veneer to match original pier brick as closely as possible.

Existing grade on the house approximately 8" below top of brick piers. We would like to increase it to 16" below top of new foundation if allowed. Meaning the entire house would be 8" higher than it sits now.

Foundation, joists, beams



Foundation, joists, beams



Here is a picture of my tape on grade showing that the foundation is 8" above grade.







HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6D (4) – 210 & 212 Strawberry Street

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

Date: June 10, 2022

APPLICANT: Quinton Callahan & Karen
Silveira

SITE ADDRESS: 210 & 212 Strawberry
Street

TAX MAP: 83A3-1-391B

LOT SIZE: 2,800 sq. ft.

TYPE OF APPLICATION: Pre-Application Meeting &
Certificate of Appropriateness

WORK TO BE PERFORMED: Replace the front and rear
doors, mailbox, and outside light fixtures; Install the following
a 17' x 12' (204 sq. ft.) rear patio, an 8' x 8' (64 sq. ft.)
accessory structure, and a 4' x 4' outdoor shower (16 sq. ft.)

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

DESCRIPTION: Ca. 1910, No Discernible Style

DATE APPLICATION RECEIVED: April 25, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: N/A

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

The applicant is proposing the following work:

- Replace the following items the front and the rear door, the mailbox, and outside light fixtures.
- Install a 17' x 12' (204 sq. ft.) patio, an 8' x 8' (64 sq. ft.) accessory structure (shed) with a pergola, and a 4' x 4' outdoor shower (16 sq. ft.) in the rear of the property.
- Repair the rear steps and install a handrail.
- Add a fence along the boundary line and in between 210 Strawberry Street and 212 Strawberry Street with a gate

MATERIALS:

- Front Door: Smooth Fiberglass Shaker 6 Lite, 32" W x 82" H
- Mailbox: Rectangle Black Metal
- Light Fixtures: Sconce, Matte Black, Clear Glass Shade 6"
- Patio: Brick Pavers
- Accessory Structure: T1-11 Siding and Shingle Roof
- Outdoor Shower and Fence: Vinyl Fencing Material
- Rear Handrail: Wrought Iron

STAFF ANALYSIS

ZONING COMPLIANCE

The property is a legal, conforming use. The placement of the patios, the sheds, the showers and the fence are not on the site plan, so conformance with the zoning ordinance has not been determined. The applicant has been requested to fully complete the survey & site plan to include all structures, including the distances to all property lines and other existing structures on the lot.

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

HISTORIC DISTRICT GUIDELINES

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

Windows and Doors: Page 42 Item 4: Consider replacing windows and doors only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs. Do not use replacement windows or doors that substantially change the size, glazing pattern, finish, depth of reveal, appearance of the frame, or muntin configuration.

There are no specific guidelines for accessory structures, outdoor showers, or patios.

STAFF RECOMMENDATION:

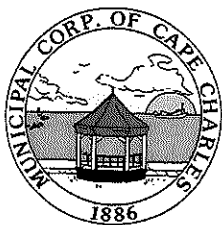
Staff is requesting the HDRB to review the application material submitted by the applicant. Staff is recommending contingent approval of this application, based upon the absence of full zoning compliance being issued, and is prepared to assist the Board in the development of any motion regarding this application, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

210

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: _____

Property Address: 210 Strawberry St. Cape Charles VA

Brief Description of Project: Brick patio, outdoor shower, add shed with pergola

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

OWNER INFORMATION

Name and Company: Quinton Callahan + Karen Silveira

Mailing Address: 321 Paul St. Harrisonburg VA 22801

Phone Number: 540 271-2218 Email: kascallahan@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

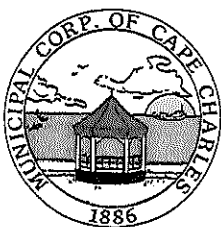
CERTIFICATION OF APPLICANT

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

Signature of Applicant: *Kaufman* Date: 4/18/22

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

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



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

212

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: _____
Property Address: 212 Strawberry St. Cape Charles VA 23310
Brief Description of Project: Build deck, add outdoor shower, add shed
Zoning District: R-1 Current Use: _____ Proposed Use: _____

OWNER INFORMATION

Name and Company: Don + Anna Butch, Quinton + Karen Silveira
Mailing Address: 3851 Bull Run Rd. Peninsula Callahan 22876
Phone Number: 540 271 1938 Email: anna.silveira@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: Anna Butch Date: 4/18/22

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

Tracy Outten

From: Quinton Callahan <quintoncallahan@gmail.com>
Sent: Friday, June 10, 2022 12:48 PM
To: Tracy Outten
Cc: Katie Nunez
Subject: Re: 210 and 212 Strawberry Street

Tracy,

- The survey shows where the patio, sheds and showers are actually installed. The surveyor confirmed these are in compliance with setbacks. No plot plan was needed as the features are installed and reflected on the actual survey with a scale. Each shed is an 8x8. Each patio is 17x12. Each shower is 4x4. No deck on either property. Mr. Herm Thom made a site visit and discussed the features with Karen several weeks ago and saw no issues.
- For ease of installation and conformity we have patio on both sides now; no deck.
- I previously sent a picture of the front door and hand delivered my only hard copy. I will try to deliver another electronic version.

Thanks,

Quinton Callahan
757-735-4698 (mobile)

On Fri, Jun 10, 2022 at 11:30 AM Tracy Outten <tracy.outten@capecharles.org> wrote:

Good morning Quinton,

After reviewing all paperwork, pictures and the survey submitted the following information is still needed.

- The exact measurements of any proposed patios, decks, sheds, and showers. These need to be shown on the survey with measurements and setbacks.
- Also, the survey shows the patio extending on both sides of the duplex. Is this correct?
- A picture of the existing front door.

Once I get measurements and answers I will determine payment.

Thank you,

Tracy

Tracy Outten, CMC

Quinton Callahan & Karen Silveira
210 Strawberry Street
Cape Charles, VA 23310
757-735-4698 - 540-271-2218
quintoncallahan@gmail.com – kascallahan@gmail.com

April 25, 2022

Tracy Outten, Planning Technician
Town of Cape Charles
2 Plum Street
Cape Charles, Virginia 23310

Re: Letter of Intent for Project at 210 Strawberry Street

Dear Ms. Outten:

Please accept this letter as the statement of intent for our Project at 210 Strawberry Street. We purchased the home on April 14, 2022, and are eager to complete the various projects in time for summer.

There are two areas of improvement: the front porch and the rear yard.

On the front porch, we intend to make minimal changes, and for the changes we do make to be similar to the surrounding property. We intend to do the following:

- Replace the front door. I've provided pictures of the current door and the replacement door, as well as pictures of a very similar door at 214 Strawberry which will match ours, hopefully giving the block some uniformity and curb appeal.
- Change the mailbox- we've selected a style very similar to 214 Strawberry, again hoping to achieve curb appeal.
- Changing the light fixture- we've selected a style very similar to 214 Strawberry, again hoping to achieve curb appeal.
- Paint- colors to be determined, but the colors will be similar to the other homes on the street- light, pastoral colors.

For the rear yard, there is more work to be done. There is no alley behind Strawberry Street, so the backyard is not visible from any street or public right of way. Currently, if you strain, you can see a bit of our backyard from Tazwell or Central Park. Once we put up the privacy fencing, you won't see anything in the backyard from any public right of way. We intend to:

- Replace the rear door- this will be very similar to what is currently there
- Fix the broken rear stairs to address safety concerns- I've provided pictures of the fix we propose
- Add a railing to the rear stairs to address safety concerns- I've provided pictures of the railing we will be using

April 25, 2022

Page 2 of 2

- Add a patio- the current grass is very uneven. We'll make a paver patio for outdoor dining. I've provided pictures of the pavers we'll use.
- Add an outdoor shower- this will be constructed of the same material as the fence. This will not be visible from the public right of way and will be the same style and structure as the other outdoor showers in town. I've provided examples.
- Add fencing along the boundary line pursuant to local ordinances and between 210 and 212 with a gate to go between the two backyards.
- Add a small storage shed- this will be T1-11 siding with a shingle roof. This will be for storage as the storage inside the unit is very minimal.
- Add a small pergola off the storage shed- I've provided an example of the style we'll do based on the pergola on corner of Pine and Madison.

I have included pictures for these additions, including the materials we will be using and examples around Town of homes which have very similar improvements already. We have intentionally gone around Town to ensure everything we are doing is consistent with the existing structures in Cape Charles.

Thank you for your attention to this matter. If you need anything further, please feel free to contact any of us.

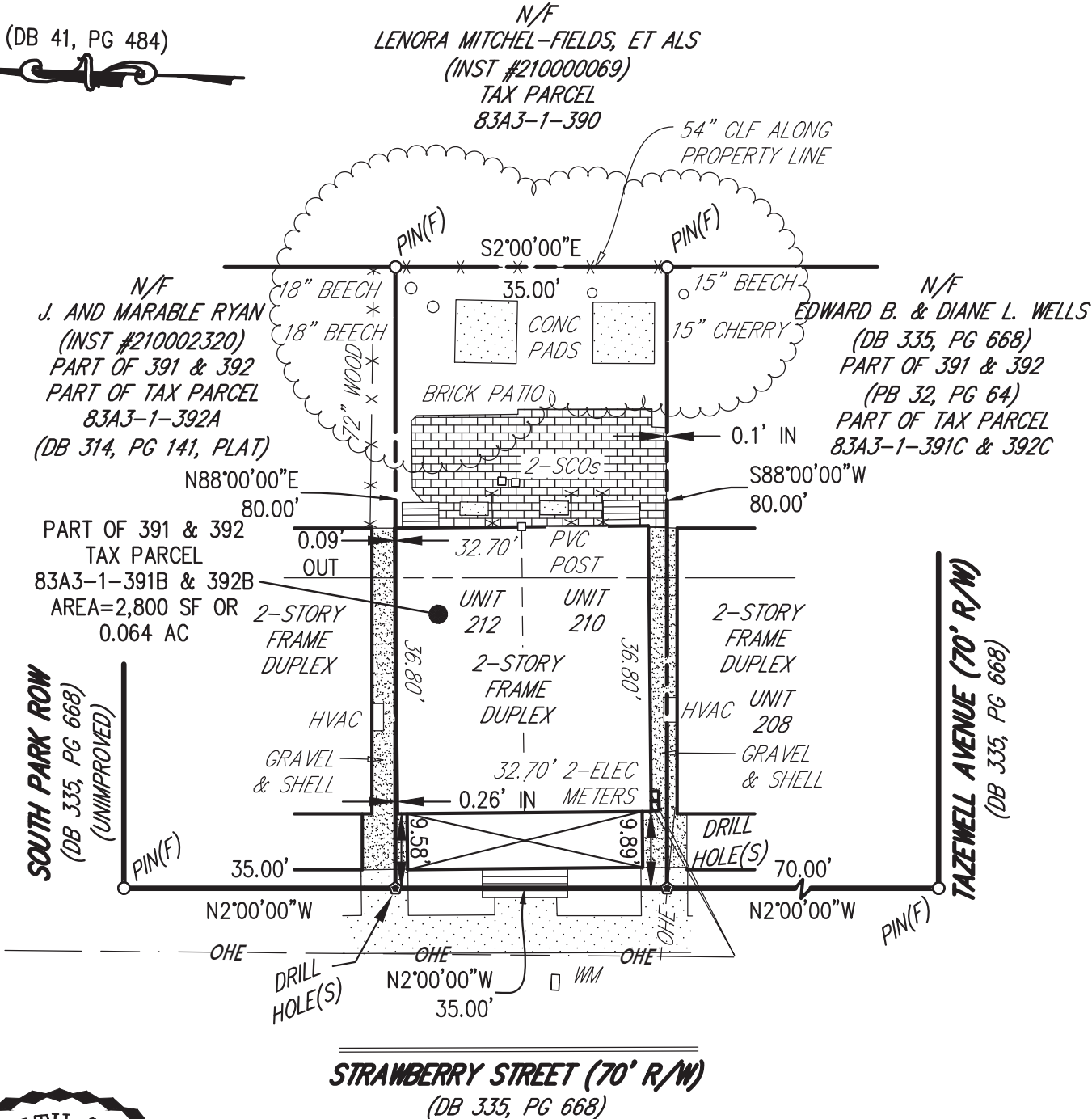
A handwritten signature in black ink, appearing to read 'Q. Callahan', with a stylized, cursive script.

Quinton B. Callahan

THIS IS TO CERTIFY THAT ON MAY 2, 2022, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

NOTES:

1. THIS SURVEY WAS PERFORMED WITH THE BENEFIT OF A TITLE REPORT PROVIDED BY A & N TITLE SETTLEMENT CO., LLC, AGENT FOR CHICAGO TITLE INSURANCE COMPANY, COMMITMENT NO. 220079-1, DATED MARCH 23, 2022 AT 8:00 AM.
2. THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE 'X' AS SHOWN ON PANEL 0295F OF THE FLOOD INSURANCE RATE MAPS FOR THE TOWN OF CAPE CHARLES, COMMUNITY NO.: 510106, DATED 3-2-2015. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY INDICATED. MSA, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.
3. CURRENT OWNERS PER NORTHAMPTON COUNTY TAX ASSESSOR IS QUINTON BOWMAN CALLAHAN, DON & ANNA BUTCH, KAREN PATRIONI & SILVERA RODRIGUEZ. SOURCE OF TITLE IS INSTRUMENT #220001092.
4. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES OR ANY UNDERGROUND STRUCTURE NOT OBSERVED DURING THE COURSE OF THE SURVEY.



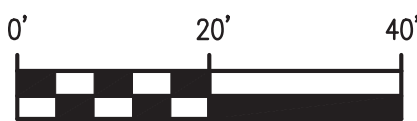
STRAWBERRY STREET (70' R/W)
(DB 335, PG 668)

PHYSICAL SURVEY
OF
#210 & #212 STRAWBERRY STREET
TAX PARCEL 83A3-1-391B & 392B
MAP OF THE TOWN OF "CAPE CHARLES"
(P.B. 32, PG. 64)
TOWN OF CAPE CHARLES - CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
FOR
QUINTON BOWMAN CALLAHAN

MSA, P.C.

Environmental Sciences • Surveying
Civil & Environmental Engineering

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

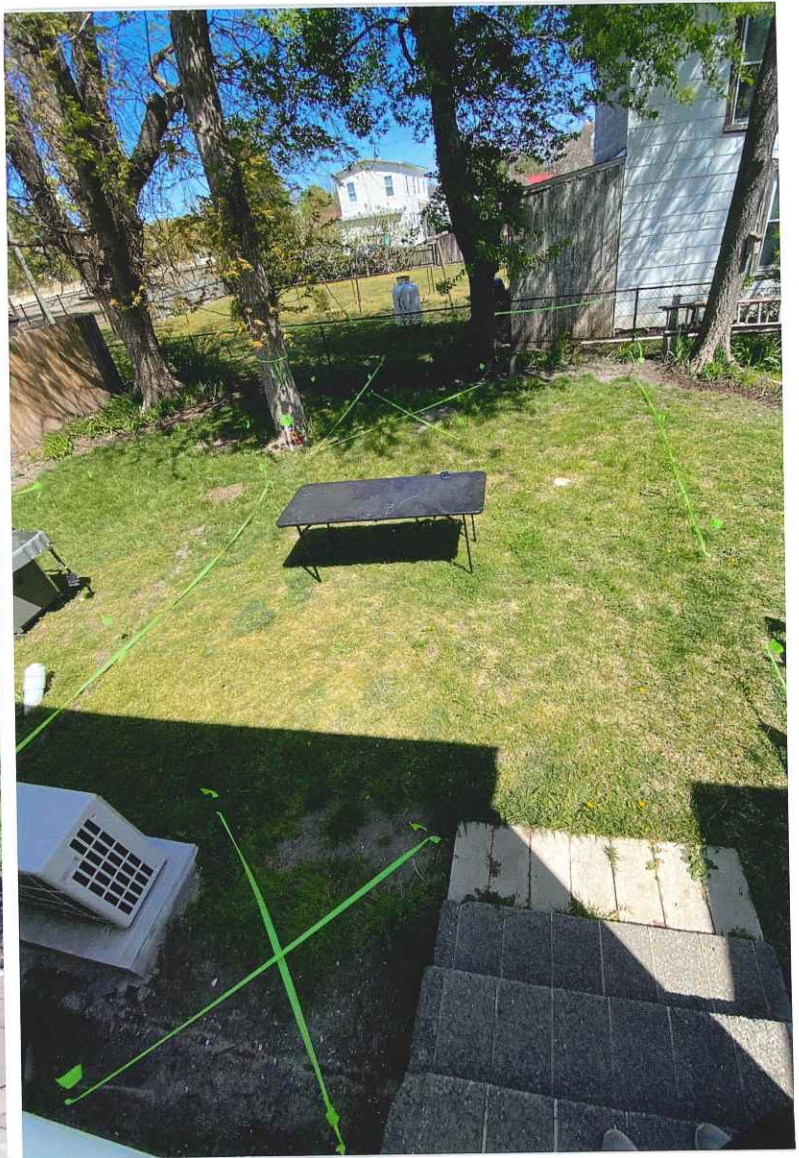


GRAPHIC SCALE
1" = 20'

DWN BY: KCR
FB: 724, PG 32

JOB# 22110
SCALE: 1" = 20'





BOOROH Outdoor Stair Railing 62" x 37", Fits 1 to 5 Steps, Handrails for Outdoor Steps with...
 \$119.99 ✓prime

Sponsored

210 Handrails ★★★★★ 130

Visit the CHR Store
 3 Steps Outdoor Hand Rails for Steps, Black Wrought Iron Handrail Kit

Amazon's Choice in Decking Railings by CHR



2:17

LTE

simple 8x8 shed



Shed Liquidators

8'x8' Wood Shed

4 ★★★★★ (13) · \$2,499.00* · In stock ·

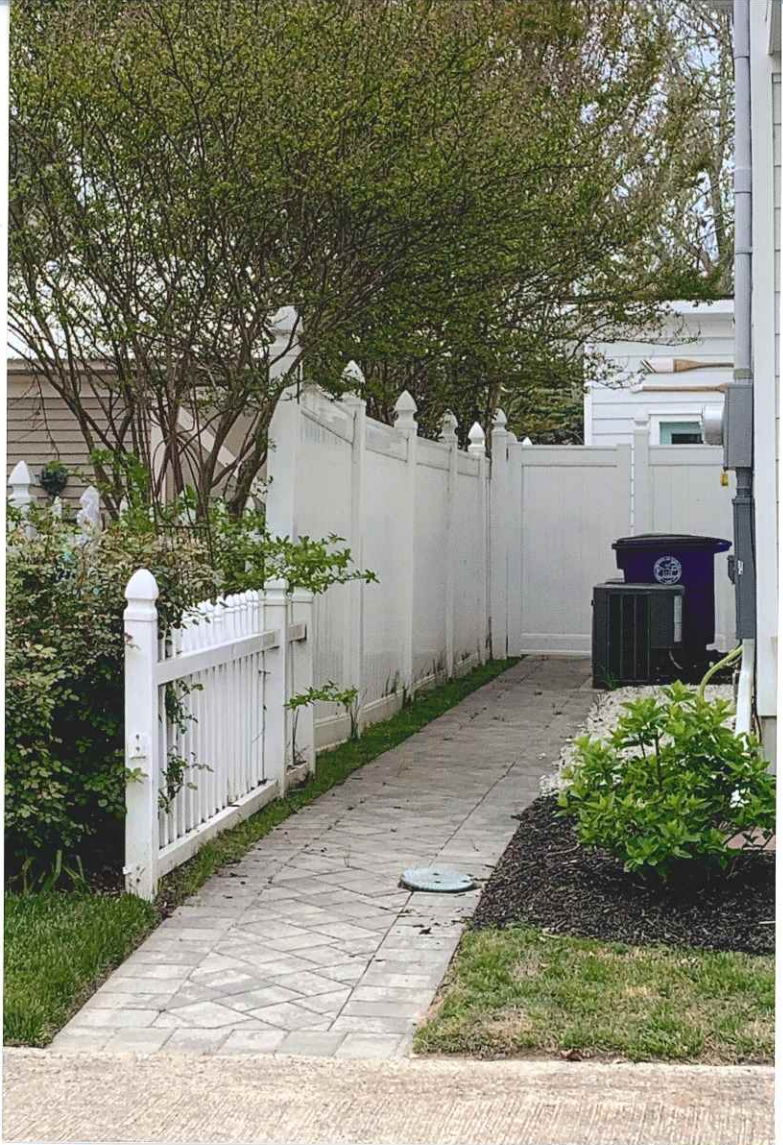
Brand: ShedLiquidators

This practical 8'x8' wood storage shed is designed to stand up to the elements and make your daily tasks easy. Included gable window makes it feel ...

* Check website for latest pricing and availability. Images

Visit





2:37

LTE

212 decking

Home / Lumber & Composites / Decking / Deck

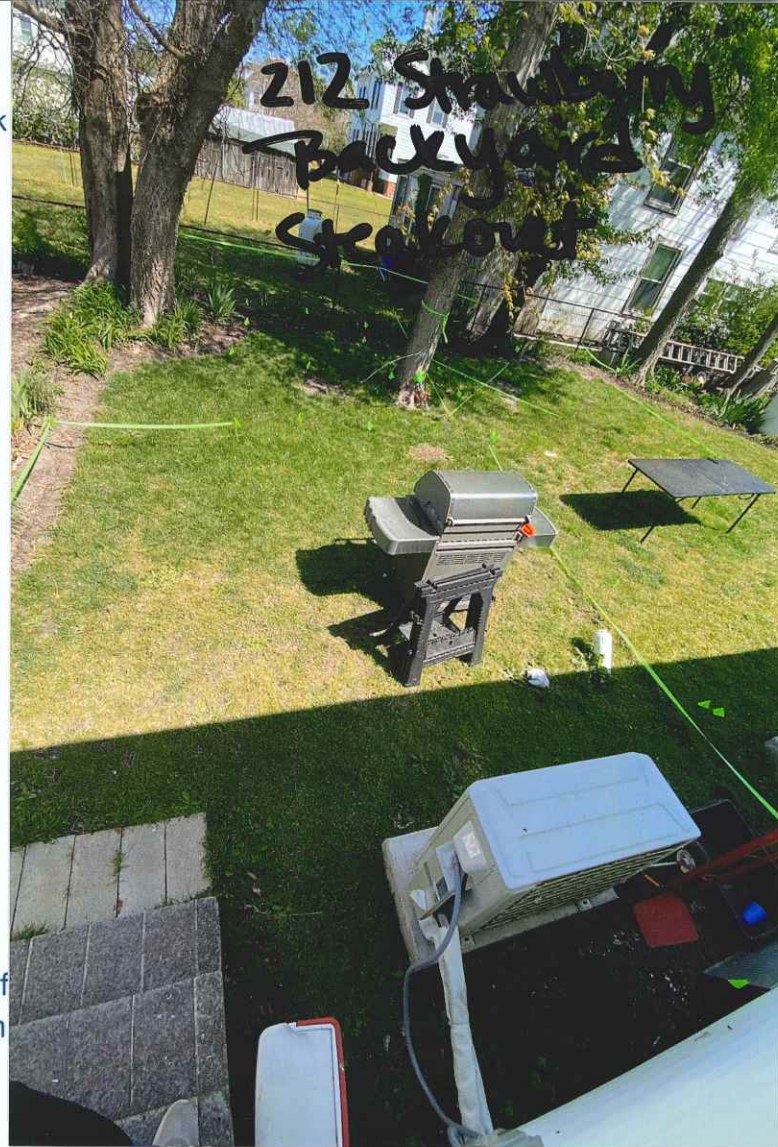


Fiberon
ArmorGuard Composite Decking Board

\$52²¹
/each



Color samples for
homedepot.com







210 + 212 new
mail box



Color: Black



Sconce, Matte Black, Clear Glass Shade 16"



210 +
212



Front / Rear porch lights



VIEW 360°

VIEW IN YOUR ROOM



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6F (1) – 425 Mason Avenue

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

Date: June 6, 2022

APPLICANT: Jon Dempster dba Deadrise Holdings, LLC **TYPE OF APPLICATION:** Certificate of Appropriateness

SITE ADDRESS: 425 Mason Avenue

WORK TO BE PERFORMED: Projecting Sign - Commercial

TAX MAP: 83A3-1-596

CURRENT ZONING: Commercial-1 (C-1)

LOT SIZE: 5,582 sq. ft.

HISTORIC REGISTER: NON-CONTRIBUTING
DESCRIPTION: Ca. 1970, Commercial Style

DATE APPLICATION RECEIVED: April 7, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: June 2, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 1, 2022

The applicant is seeking to add a projecting sign sized 3' x 5' (15 square feet total) that would hang from the pergola. Said sign is to advertise the commercial establishment as a restaurant. The sign would be hanging perpendicular to the sidewalk. A flowerpot would be placed under the sign to eliminate any safety concerns.

MATERIALS:

The three-part sign will be Polyvinyl Chloride (PVC).

STAFF ANALYSIS

ZONING COMPLIANCE

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

HISTORIC DISTRICT GUIDELINES

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 and material submitted by the applicant and determine if the materials proposed for the sign meet the guidelines.

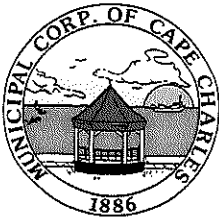
Staff recommends approval of a Certificate of Appropriateness for this application and is prepared to assist with the development of a motion, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: DEANISE
Property Address: 425 MASON AVE. CAPE CHARLES VA 23310
Brief Description of Project: SLAB FOR FRONT
Zoning District: C1 Current Use: FOUR Proposed Use: PURCH

OWNER INFORMATION

Name and Company: DEANISE
Mailing Address: 425 MASON AVE. CAPE CHARLES, VA
Phone Number: (508) 284-3318 Email: jondempster@yahoo.com

APPLICANT INFORMATION

☒ check here if applicant is owner

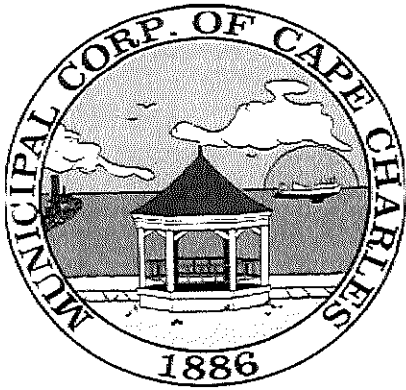
Name: Jon Dempster
Mailing Address: 22076 VERNON LANE CAPE CHARLES VA 23310
Phone Number: (508) 284-3318 Email: jondempster@yahoo.com

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 4/7/11

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
Sign Permit Application

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

Property Owner/tenant: Joe Dempster
Address: 425 MASON AVE. Phone: (508) 284-3318

Contractor: EASTERN SHORE SIGNS
Address: 22156 SOUTH BAYSIDE RD. CAPE CHARLES Phone: 757-331-4432

Estimated Cost: \$ 1,000.00 Sign Material: PVC
Advertisement (description): "DEEMERISE" ITALIAN KITCHEN

Area of Sign: 3' X 5' = 15 SQ. FT. Total Square Feet
Sign will be: ☐ Free Standing ☒ Fixed to structure
Front footage of (Lot: 40' feet) (Building: 32' feet)
(Total square footage of existing signs: 0' Square Feet)

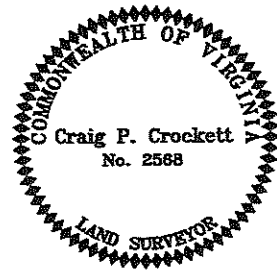
Applicant Signature: [Signature] Date: 8/7/11

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

PLEASE COMPLETE SITE PLAN ON REVERSE SIDE

SURVEYORS CERTIFICATION

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



GENERAL NOTES:

1. OWNERS:

DEADRISE HOLDINGS, LLC

2. TAX PARCEL: 83A3-1-595

3. SOURCE OF TITLE: INST. 210001507

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

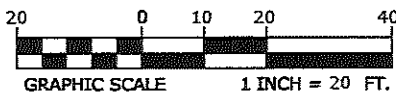
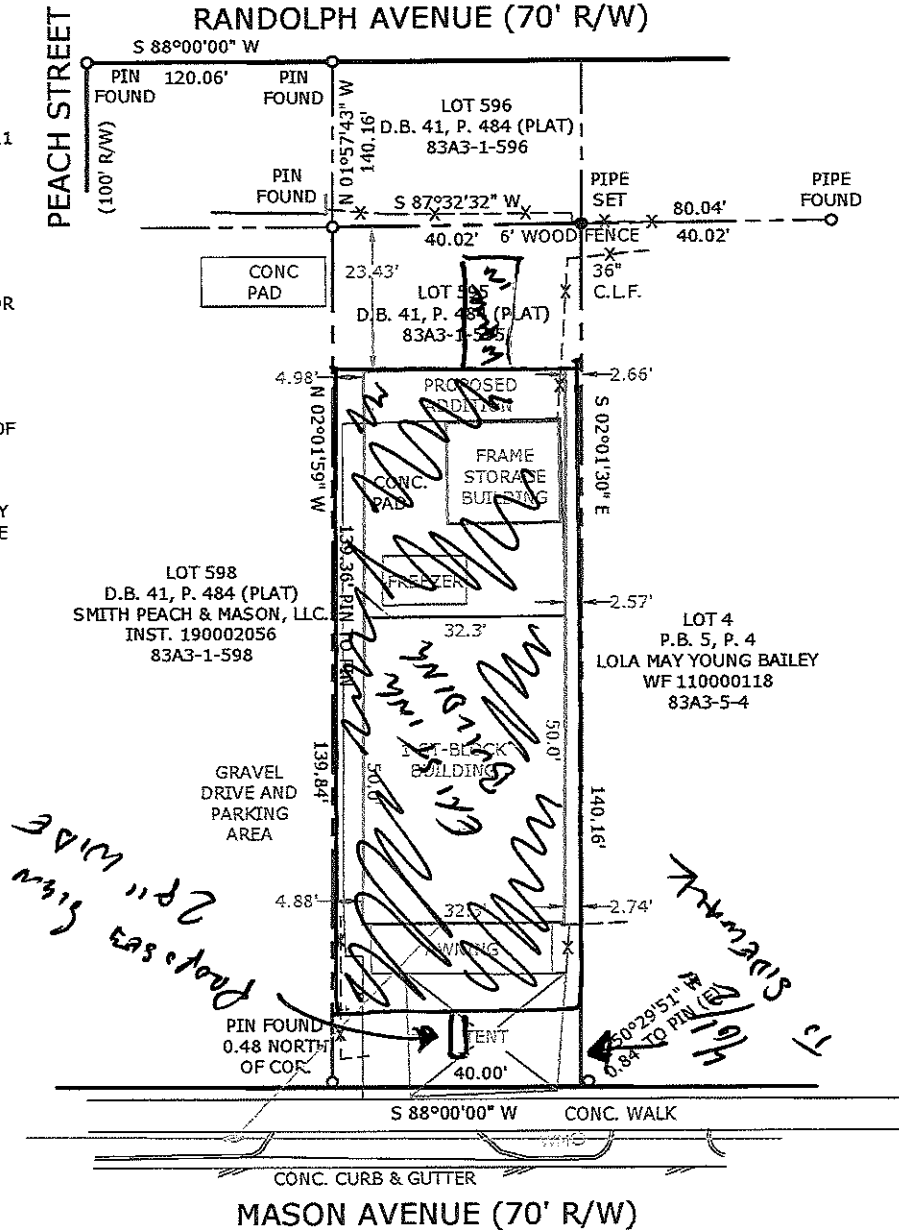
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

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

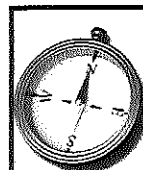
7. PLAT REFERENCE:

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

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



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

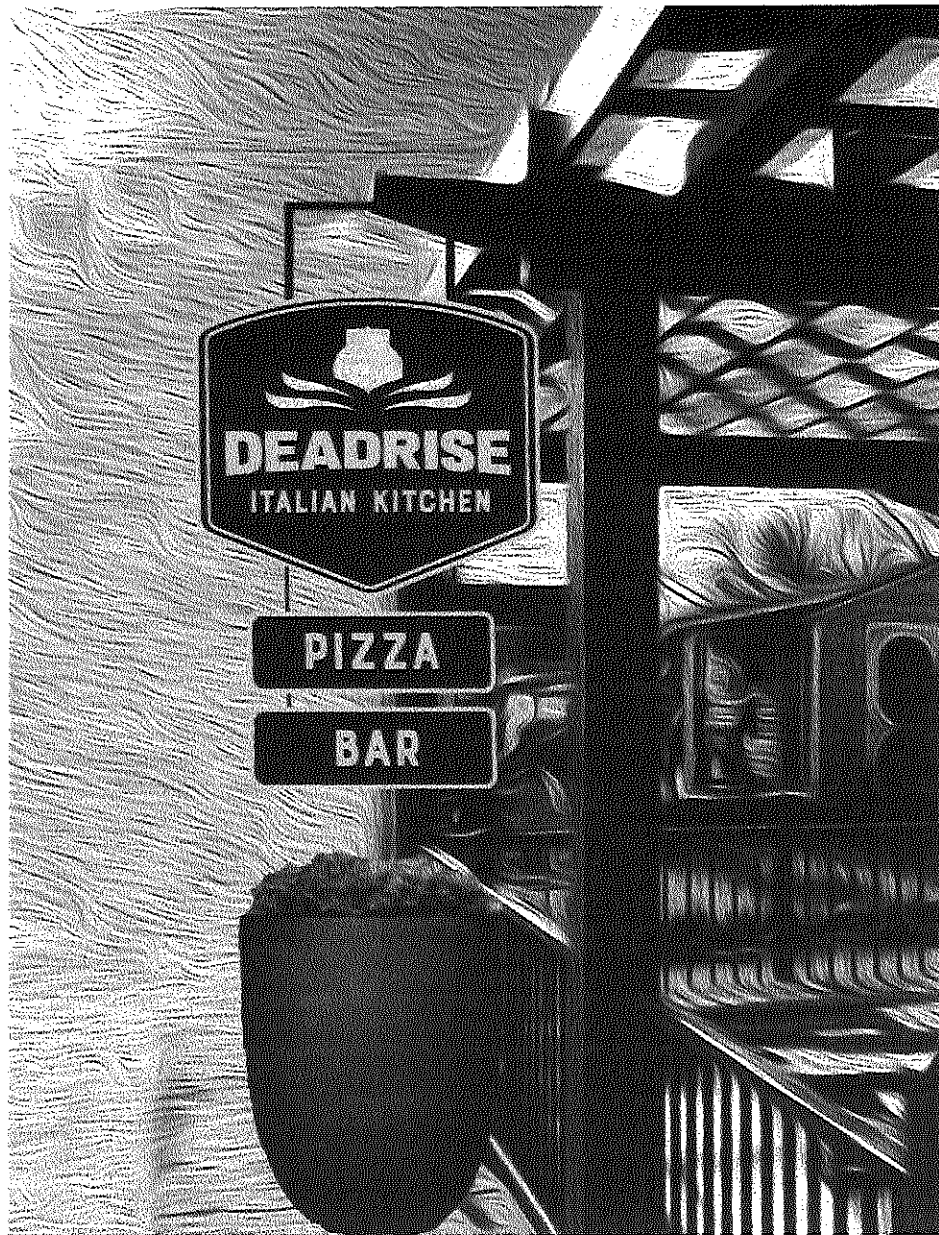


POINT NORTH
POINT NORTH SURVEYING LLC
P.O. Box 701, (757) 709-3008
Onley, VA 23418 pointnorthsurveying@gmail.com
DRAWN BY: CROCKETT FIELD BOOK: FILE COPY
CHECKED BY: CROCKETT DATE: 7/21/21

28" WIDE

58" TALL







HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6F (2) – 10A Peach Street

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

Date: June 8, 2022

APPLICANT: Amanda Curry dba LFG Investments, LLC

SITE ADDRESS: 10A Peach Street

TAX MAP: 83A3-1-601B

LOT SIZE: 3,200.8 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Projecting Sign - Commercial

CURRENT ZONING: Commercial-1 (C-1)

HISTORIC REGISTER: CONTRIBUTING
DESCRIPTION: Ca. 1920, Commercial Style

DATE APPLICATION RECEIVED: June 6, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: June 6, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 5, 2022

The applicant is seeking to add a projecting sign sized 3' x 2.55' (7.5 square feet total) that would hang from the building. Said sign is to advertise the commercial establishment as a restaurant as shown below. The sign would be mounted 10' 4" above ground and would be affixed to the front of the building as marked in the below picture.



MATERIALS:

The sign will be powder coated stainless steel.

STAFF ANALYSIS**ZONING COMPLIANCE**

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

HISTORIC DISTRICT GUIDELINES

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 and material submitted by the applicant and determine if the materials proposed for the sign meet the guidelines.

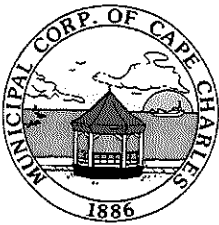
Staff recommends approval of a Certificate of Appropriateness for this application and is prepared to assist with the development of a motion, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve (12) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

PROPERTY INFORMATION

Name of Project: AJ's Bar & Grill Signage
Property Address: 10 A Peach Street
Brief Description of Project: Mounting a ~~new~~ Sign
Zoning District: C-1 Current Use: _____ Proposed Use: _____

OWNER INFORMATION Loretta Peters
Name and Company: ~~Amanda Curry~~ / AJ's Bar & Grill
Mailing Address: 10 Peach Street
Phone Number: 757-288-4341 Email: ajsbargrill@yahoo.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Amanda Curry
Mailing Address: 10 Peach Street
Phone Number: 757-288-4341 Email: ajsbargrill@yahoo.com

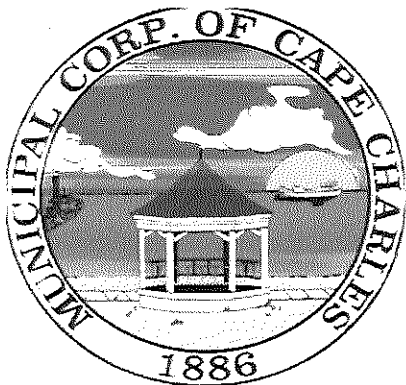
CERTIFICATION OF APPLICANT

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

Signature of Applicant: Amanda Curry Date: 6/6/22

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

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



Town of Cape Charles
Sign Permit Application

Date: 6/6/2022
Permit Fee: \$ 50 (non-refundable)
Permit Number: 2022-03

Property Owner/tenant: LFG Investments, LLC (dba AJ's Bar & Grill)
Address: 10A Peach Street Phone: 757-210-8088

Contractor: N/A
Address: _____ Phone: _____

Estimated Cost: \$ 200 Sign Material: Stainless Steel
Advertisement (description): AJ's Bar & Grill Cape Charles, VA

Area of Sign: 36" x 27" 30" ¹¹⁶ = 7.5 Total Square Feet
Sign will be: ☐ Free Standing ☒ Fixed to structure
Front footage of (Lot: 31 x 80 feet) (Building: 23' wide feet)
(Total square footage of existing signs: 0 Square Feet)

Applicant Signature: Amanda Curry Date: 6/6/22

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

PLEASE COMPLETE SITE PLAN ON REVERSE SIDE



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: 10 ~~A~~ Peach Street
Subject Property Tax ID Number: 10-871466644F-002

OWNER INFORMATION

Name (Person, Firm, Corporation, or Agency): Lori Peters
Mailing Address: 10 Peach Street
Phone Number: 804.896.2121 Email: langlim22@yahoo.com

APPLICANT INFORMATION (If applicable)

Name: Amanda Curry
Mailing Address: 10 A Peach Street
Phone Number: 757.288.4341 Email: ATsbargrille@yahoo.com

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

Outdoor business signage for Bar + Grill Restaurant
Signature of Owner: [Signature] Date: 6/7/22

Commonwealth of Virginia

County of Northampton

The foregoing instrument was acknowledged before me this 7 day of June,
20 22, by Lori Peters (name of person acknowledged).

Signature of Notarial Officer: [Signature]

Notary Registration Number: 7682533

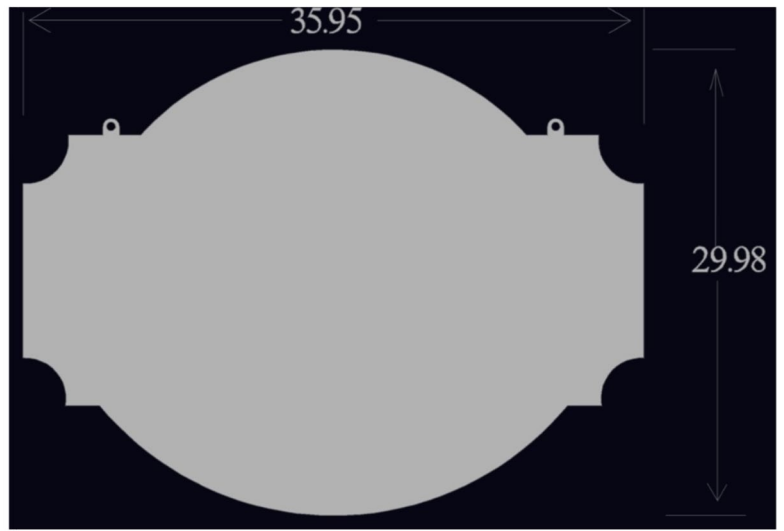
My Commission Expires: 07/31/2024



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

I, Amanda Curry with AJ's Bar & Grill, am requesting to hang a 36" x 30" "AJ's Bar & Grill, Cape Charles, VA" PROJECTING SIGN on the outside of 10 A Peach Street. The powder coated, stainless steel sign will be placed 13^{4"} ft from the ground, off centered, to the right. We appreciate your consideration on this matter.

Amanda Curry
6/7/2022





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

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

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: June 14, 2022

1) MINOR EXEMPTIONS APPROVED BY INTERIM ZONING ADMINISTRATOR:

- a. 645 Mason Avenue–repair frame and replace door on East side of house with door of same look and material, pursuant to CCZO Section 8.17 (B)
- b. 10 Randolph Avenue – outdoor wooden bar structure in the back yard, pursuant to CCZO Section 8.17 (H).

2) COMPLIANCE CHECKS BY ZONING COMPLIANCE OFFICER ON ISSUED CERTIFICATES OF APPROPRIATENESS: Not Applicable.