

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center
August 16, 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
 - B. Approval of Minutes:
 1. February 15, 2022
 2. March 15, 2022
 3. April 19, 2022
 4. May 17, 2022
 5. June 21, 2022
5. **Unfinished Business:** None.
6. **New Business**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None
 - C. **RENOVATION, MINOR:**
 - (1) 217 Jefferson Avenue: David & Patricia Cobb – Certificate of Appropriateness to replace the existing front porch wood flooring with Trex Composite Decking
 - (2) 325-B Mason Avenue: William A. & Ann Hayward Walker – Certificate of Appropriateness to install two awnings: (1) 2nd story balcony; (2) side entrance door to 2nd floor apartment
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 504 Bay Avenue: John Lockwood, III – Certificate of Appropriateness to install an enclosed outdoor shower
 - (2) 633 Randolph Avenue: Joseph & Erika Banks – Certificate of Appropriateness to replace front and back doors and to replace a side window with a door.
 - (3) 211 Madison Avenue: Michele & Nathan Davidson – Pre-Application/Certificate of Appropriateness to construct a side addition on an existing two-story single-family home, a garage with an accessory dwelling unit; and install a picket fence on the property
 - (4) 1 Fig Street: LJ Kellam Construction – Pre-Application/Certificate of Appropriateness to restore or replace the windows and doors; replace the garage door with windows; modify an existing opening; remove and replace metal roofing
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER:** None
7. **Other Business**
 - A. Report from Interim Zoning Administrator Katie Nunez on:
 - Administrative Approvals of Certificates of Appropriateness
8. **Adjourn**



DRAFT
HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
February 15, 2022
3:00 p.m.

At 3:00 p.m., Chairman Herb Thom, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Herb Thom, present were Kathy Glaser, David Howgill, Martin Mayer, and Michael Strub. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants. There were two members of the public in attendance and twenty-seven viewers on Facebook Live.

Herb Thom started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

New board member David Howgill was introduced and welcomed.

ORGANIZATIONAL MEETING:

A. Election of Chairman, Vice-Chairman, and Secretary

Herb Thom accepted the nomination for Chairman to the Historic District Review Board.

Motion made by Martin Mayer, seconded by Michael Strub, to accept the nomination of Herb Thom for Chairman of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

Martin Mayer accepted the nomination for Vice- Chairman to the Historic District Review Board.

Motion made by Herb Thom, seconded by Kathy Glaser, to accept the nomination of Martin Mayer for Vice-Chairman of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

Tracy Outten accepted the nomination for Secretary to the Historic District Review Board.

Motion made by Herb Thom, seconded by David Howgill, to accept the nomination of Tracy Outten for Secretary of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

B. Review, Discussion, and Adoption of Revised Bylaws

After some discussion about the meeting start time, it was decided that the Historic District Review Board Regular Meeting times would be 4:00 p.m. during the winter and 6:00 p.m. in the summer.

Motion made by Kathy Glaser, seconded by David Howgill, to accept the amendment to the meeting time for the Cape Charles Historic District Review Board from 6:00 p.m. to 4:00 p.m. during the winter and 6:00 p.m. in the summer. The motion was approved by unanimous vote.

Kathy Glaser said there was not any mention that a member of the board had to be a full-time resident of Cape Charles. Katie Nunez said that was a qualification to apply for any town board or commission. Kathy Glaser knew someone who applied but then was told they could not.

Motion made by Kathy Glaser, seconded by Glaser, to amend the Cape Charles Historic District Review Board By-Laws as proposed with two Regular Meeting start times. The motion was approved by unanimous vote. Roll call vote: Kathy Glaser, yes; David Howgill, yes; Martin Mayer, yes; Michael Strub, yes; and Herb Thom, yes.

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the agenda format as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *213 Madison Avenue: Jim & Jodi Outland – Certificate of Appropriateness to screen-in the existing front porch.*

Jim Outland, applicant, thought that all previous questions had been in the re-submitted application packet.

Discussion and questions were as follows: (i) Herb Thom asked if the existing railing would be removed, yes. (ii) Kathy Glaser would like to know how the screen was being fastened; concrete anchored. Martin Mayer added that in the packet it looked like most of it was not visible. (iii) David Howgill thought aesthetically it would look better if spars were spaced differently and the color matched the screening. Jim Outland agreed. (iv) Michael Strub had concerns about this changing the historic appearance and was worried about the symmetry being messed-up. (v) Jodi Outland, applicant, did not want a cookie cutter house and wanted to be able to use her front porch. She cannot presently due to bugs. and (vi) Martin Mayer wanted to discuss the compatibility of the proposed materials.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for a Certificate of Appropriateness at 213 Madison Avenue on an application filed by Jim and Jodi Outland to screen-in the existing front porch and add a screen door as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Certificate of Appropriateness to Install a Fence:*

There were no applications filed.

- B. *Certificate of Appropriateness for Minor Renovations and Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

- C. *Certificate of Appropriateness for Renovations, Additions, and New Construction:*

1. *219 Mason Avenue: Todd Bricken – to renovate/remodel entire building front (doors, windows, brick work, balcony/porch), removal of rear storage shed; new windows on sides and rear of building; new exterior door a base of stairwell column for egress; replace overhead garage door in rear of building; new roof framing and roof additions (stair towers, roof deck).*

Katie Nunez read the staff report.

Todd Bricken, applicant, added that he tried to stay within the era of the Town and summarized the renovations.

Discussion and questions were as follows: (i) Herb Thom thought it looked fantastic. (ii) David Howgill pointed out that the front columns were being changed from round to square. Todd Bricken thought this gave the building a cleaner, sharper look. (iii) Martin Mayer said in the past the words

“refurbished as needed” has gotten the board in trouble and would like more specificity. Todd Bricken stated that the windows were being replaced for consistency. He continued that stripping the paint to show the original brick was being proposed. After much discussion, the board would need more information on the brick once it was uncovered to determine natural condition. Katie Nunez referred the applicant to page 52 in the Historic District Guidelines. and (v) Martin Mayer asked about the proposed storefront. Todd Bricken explained that the doors needed to be moved so there can be separate entrances for the commercial storefronts and second floor residential units, and he asked if any discussion on the painting of brick could be eliminated. David Howgill thought the brick was being painted for consistency. Kathy Glaser said the design does look nice but was not the original layout. Martin Mayer confirmed that the front railing material would be composite or azek. Kathy Glaser asked if the existing windows and doors were to remain, yes, but they would be different sizes. She informed him that any replacements or modifications would need to be approved by the Board.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 219 Mason Avenue on an application filed by Todd Bricken, to renovate and remodel the entire building front including doors, windows, brick work, balcony/porch; removal of rear storage shed; new windows on sides and rear of building; new exterior door a base of stairwell column for egress; replace overhead garage door in rear of building; new roof framing and roof additions to include stair towers and roof deck as presented with added conditions as follows: (1) only painted brick could be repainted the exact color otherwise the brick was to be left unpainted; and (2) any additions or changes to this approval needed to reviewed and approved by the Board as a modification to the Certificate of Appropriateness. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on a roof replacement at 711 Tazewell Avenue approved administratively per Section 8.17 (B) of the Town of Cape Charles Zoning Ordinance.

B. *Annual Report to the Commission of Local Government (CLG)*

Katie Nunez summarized the annual report.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Kathy Glaser, seconded by Martin Mayer, to adjourn the February 15, 2022 Historic District Review Board Regular Meeting at 4:21 p.m. The motion was approved by unanimous vote.

Chairman Herb Thom

Planning Technician



DRAFT
HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
March 15, 2022
4:00 p.m.

At 4:00 p.m., Chairman Herb Thom, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Herb Thom, present were Kathy Glaser, David Howgill, Martin Mayer, and Michael Strub. Also, in attendance were Zoning Administrator Katie Nunez, Building Official Jeb Brady, Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and twenty-one viewers on Facebook Live.

Herb Thom started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by Michael Strub, seconded by David Howgill, to approve the agenda format as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. *Certificate of Appropriateness to Install a Fence:*

There were no applications filed.

B. *Certificate of Appropriateness for Minor Renovations and Modification to Approved Certificate of Appropriateness:*

1. *333 Madison Avenue: Edmund J. Sabo – to install a 12' x 12' (144 sq. ft.) accessory structure.*

Edmund Sabo, applicant, said the proposal was to install a shed on the property that would match the existing structures.

Motion made by Herb Thom, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 333 Madison Avenue on an application filed by Edmund J. Sabo, to install a 12' x 12' (144 sq. ft.) accessory structure as presented. The motion was approved by unanimous vote.

2. *520 Randolph Avenue: Kathleen and Todd Glaser – to renovate existing accessory structure.*

Kathy Glaser, applicant, briefly explained the proposed renovations and added that a Conditional Use Permit had been obtained for an Accessory Dwelling Unit on February 17, 2022.

Discussion and questions were as follows: (i) Martin Mayer asked for clarification on where the two double hung side by side windows were being placed. Kathy Glaser stated that they would replace the one single pane window. (ii) David Howgill confirmed that the double doors would remain, yes, that side would be used for storage. and (iii) Herb Thom would like the replacement windows to have a sill.

Motion made by David Howgill, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 520 Randolph Avenue on an application filed by Kathleen and Todd Glaser, to renovate the windows and door; and replace the roof on an accessory dwelling unit as presented. The motion was approved by majority vote with Kathy Glaser recusing herself.

3. *535A and 535B Randolph Avenue: Robin & JT Maxwell and Aleks & Carleen Kupcis – to replace front porch flooring.*

Katie Nunez read the staff report.

The applicants were not available for questioning.

David Howgill asked if color could be requested to remain the same. Katie Nunez answered no.

Kathy Glaser and Herb Thom said the direction of the flooring needed to be laid perpendicular to the house.

Motion made by David Howgill, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 533A and 535B Randolph Avenue on an application filed by Robin and JT Maxwell and Aleks and Carleen Kupcis, to replace the existing front porch wood flooring with Trex composite decking as presented with the condition that the flooring be installed perpendicular from the house (as existing). The motion was approved by unanimous vote.

4. *227 Mason Avenue: Alana Smith – to install an awning on the commercial building.*

Katie Nunez read the staff report.

Martin Mayer asked if any more details were available such as material, scope, etc. Kathy Glaser asked if the board could give recommendations on type of awning, no.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 227 Mason Avenue on an application filed by Alana Smith, to install a 4' x 14' (56 sq. ft.) awning with signage with the condition that all zoning requirements were met. The motion was approved by unanimous vote.

5. *601 and 603 Peach Street: Bo Yang – After the Fact Approval for a Certificate of Appropriateness for an outdoor shower and fence.*

Bo Yang, applicant, said that he thought the Certificate of Appropriateness for renovations would cover that work and future work.

Discussion and questions were as follows: (i) Herb Thom said a 6' tall fence would be better for aesthetics. (ii) Katie Nunez did not think the metal structures were normal material to use in the historic district. Bo Yang said other houses had the same type. David Howgill said it was evident that this was out of character because of where the property was located. He added that the applicant needed to understand that his duplex was in a historic community. Kathy Glaser thought the metal would be okay for the roof but, sides should be wood. Some discussion ensued about how this could become acceptable, and the applicant was agreeable to painting the metal. and (iii) Michael Strub mentioned the separated fencing in the rear.

Motion made by David Howgill, seconded by Martin Mayer, to approve the application for the After the Fact Certificate of Appropriateness at 601 and 603 Peach Street on an application filed by Bo Yang, for installed outdoor enclosed showers and fences with the recommendation that the corrugated 31-gauge galvanized steel paneling be painted to better fit in with the character of the neighborhood. The motion was approved by unanimous vote.

C. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

D. *Certification of Appropriateness for Renovations, Additions, and New Construction:*

There were no applications filed.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on Administrative Approvals as follows: (1) 309 Tazewell Avenue – roof replacement (2) 509 Randolph Avenue – replace wood in same pattern and style of the Cape Charles Baptist Church Bell Tower; (3) 531 Randolph Avenue – deck replacement and small extension of said rear deck.

Katie Nunez and Jeb Brady informed the board of an ongoing violation for a demolition by neglect at 424 Randolph Avenue. Paula Russo, owner, said an architect that was contacted was willing to do building plans after an engineering report was completed.

Discussion and questions were as follows: (i) Herb Thom asked if there was a timeline to prevent further deterioration of the building, yes. (ii) David Howgill asked a date could be set to have a completed engineering report. Jeb Brady said that has not been determined. (iii) A site plan has been scheduled for the near future. (iv) Paula Russo thought she could have an engineering report in-hand on March 24, 2022. Katie Nunez said the two departments would have a follow-up report to her by March 28, 2022. (v) Katie Nunez asked if a new roof was required what would the applicant be proposing. Paul Russo answered same metal as existing. and (vi) David Howgill would like some form of progress from the Code Official in April.

Herb Thom would like to propose to change the Historic District Review Board Regular Meeting time to 5:00 p.m. instead of having to different meeting times.

Motion made by Kathy Glaser, seconded by Michael Strub, to amend the Historic District Review Board Regular Meeting starting times from 4:00 p.m. during the winter and 6:00 p.m. in the summer to one start time of 5:00 p.m. all year. The motion was approved by unanimous vote.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Kathy Glaser, seconded by Martin Mayer, to adjourn the March 15, 2022 Historic District Review Board Regular Meeting at 4:58 p.m. The motion was approved by unanimous vote.

Chairman Herb Thom

Planning Technician



DRAFT
HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
April 19, 2022
5:00 p.m.

At 5:00 p.m., Chairman Herb Thom, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Herb Thom, present were David Howgill and Martin Mayer. Kathy Glaser and Michael Strub were not in attendance. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and twenty-two viewers on Facebook Live.

Herb Thom started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by David Howgill, seconded by Martin Mayer, to approve the agenda format and minutes from the November 16, 2021 Historic District Review Board Regular Meeting and the December 21, 2021 Historic District Review Board Regular Meeting as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. *Certificate of Appropriateness to Install a Fence:*

1. *221 Tazewell Avenue: Claudine Pierce, dba Peacock Cottage, LLC.*

Claudine Pierce, applicant, described the proposed fence, gates and caps. She said the fence would be pressure treated and the caps would be cedar.

Motion made by Martin Mayer, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 221 Tazewell Avenue on an application filed by Claudine Pierce, dba Peacock Cottage, LLC, on behalf of Kim Starr, to install a 1" x 4" x 6' pressure treated French Gothic Picket fence down the rear west of the property and install three custom wood designed gates as presented. The motion was approved by unanimous vote.

2. *509 Monroe Avenue: Jon Mason – After the Fact for a Certificate of Appropriateness to install a fence in the front yard.*

Jon Mason, applicant, was available to answer questions by phone.

Motion made by Martin Mayer, seconded by David Howgill, to approve the application for the After the Fact Certificate of Appropriateness at 509 Monroe Avenue for a 42" tall white wood picket fence with double gates that has already been installed in the front yard. The motion was approved by unanimous vote.

B. *Certificate of Appropriateness for Minor Renovations:*

1. *509 Mason Avenue: Jon Mason – to replace the existing metal roof with a shingle roof.*

Jon Mason, applicant, said the contractor noticed the roof was rusted and recommended replacing it.

Herb Thom would like to keep historic roof but nothing in the guidelines prohibits the roof from being replaced.

David Howgill thanked the applicant for doing the research.

Motion made by Martin Mayer, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 509 Mason Avenue on an application filed by Jon Mason, to replace the existing metal roof on the single-family dwelling with a shingle roof as presented. The motion was approved by unanimous vote.

2. *514 Randolph Avenue: Kathryn Wagner – to remove two small accessory structures and install one 20' x 16' (320 sq. ft.) accessory structure.*

Billy Wagner, owner, said that the two small structures were dilapidated, and a larger shed would be more efficient.

Martin Mayer asked if the sheds were in the back yard, yes.

Herb Thom asked if the new shed would be on blocks, yes.

Motion made by Martin Mayer, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 514 Randolph Avenue on an application filed by Kathryn Wagner, to remove two non-contributing accessory structures, (8' x 8' (64 sq. ft.) and 8' x 12' (96 sq. ft.)) and install one 16' x 20' (320 sq. ft.) accessory structure as presented. The motion was approved by majority vote with Kathy Glaser recusing herself.

3. *305 Mason Avenue: Clelia Sheppard – to install a 50' awning on the side of the commercial building.*

Lenore Debelis, applicant representative, was there to answer any questions.

Herb Thom asked what the depth of the awning would be. Lenore Debelis thought it would be the same as the awnings that existed along the street.

Katie Nunez informed the applicant's representative that any outdoor seating needed to be approved by the Virginia Department of Transportation (VDOT).

Motion made by Martin Mayer, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 305 Mason Avenue on an application filed by Clelia Sheppard, to install a 50' awning as presented with the condition that the awning depth would be consistent with that of the existing awnings, approximately 4', to keep the continuity. The motion was approved by unanimous vote.

4. *13 and 15 Nectarine Street: Calvin Bennett and Stephen Tignor – for exterior renovations.*

Calvin Bennett and Stephen Tignor, applicants, briefly described their project and informed the board they were open to recommendations.

Herb Thom said shutters needed to be would and functional. After some discussion, a compromise was made that the shutters would be approved if they were a better grade of vinyl.

Martin Mayer said typically the board does not encourage vinyl siding, but a thicker grade has been previously approved. He suggested specification sheets needed to be supplied on the shutters and vinyl siding.

Motion made by Martin Mayer, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 13 and 15 Nectarine on an application filed by Calvin Bennett and Stephen Tignor, to renovate the exterior of the duplex as follows: (1) replacing the front doors with wooden 2-panel doors with 3/3 divided lites at the top and two new storm doors; (2) installing new vinyl siding on the dormer sides; (3) installing new vinyl shutters; (4) repointing and repairing bricks on the body of the structure; and (5) installing a shiplap divider between the units on the rear porch as presented with the added condition that specification sheets for the vinyl shutters and siding need to be provided to and approved by the Zoning Administrator before being installed. The motion was approved by unanimous vote.

C. Modification to Approved Certificate of Appropriateness:
There were no applications filed.

OTHER BUSINESS:

A. Report from Zoning Administrator Katie Nunez

Katie Nunez updated the board on (i) Administrative Approvals as follows: (1) 11 Park Row – repair/repour concrete at base of three front porch columns and repoint brick in two areas of the house; (2) 303 Madison Avenue – replace roof with same material; (3) 704 Monroe Avenue – replace roof with same material; (4) 530 Randolph Avenue – relocate existing fence; (5) 403 Tazewell Avenue – address sign for business; and 506 Tazewell Avenue repoint brick and add gutters. (ii) Approved Certificate of Appropriateness Condition Update as follows: (1) 516 Randolph Avenue – deck railing material and design were approved per stipulation in the December 14, 2021 HDRB Approval. (iii) The compliance checks that were completed by the Zoning Compliance Officer were provided. and (iv) A structural engineer’s report was provided to staff regarding the condition on 420 Randolph Avenue and the Zoning and Building Officials would be preparing a written statement to the owners on how to proceed to bring the house into compliance.

B. CAMP Training Schedule – April 27 and April 29, 2022 – 8:30 a.m. – 1:00 p.m. at the Cape Charles Civic Center.

Katie Nunez reminded all in attendance of the CAMP training dates, time, and location.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objection, Chairman Herb Thom adjourned the April 19, 2022 Historic District Review Board Regular Meeting at 5:40 p.m.

Chairman Herb Thom

Planning Technician



DRAFT
HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
May 17, 2022
5:00 p.m.

At 5:00 p.m., Chairman Herb Thom, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Herb Thom, present were Kathy Glaser, Martin Mayer, and Michael Strub. David Howgill was not in attendance. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants. There were four members of the public in attendance and eighteen viewers on Facebook Live.

Herb Thom started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by Michael Strub, seconded by Martin Mayer, to approve the agenda format as presented. The motion was approved by unanimous vote.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the minutes from the January 18, 2022 Historic District Review Board Regular Meeting as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. Certificate of Appropriateness to Install a Fence:

There were no applications filed.

B. Modification to Approved Certificate of Appropriateness:

There were no applications filed.

C. Certificate of Appropriateness for Minor Renovations:

1. **303 and 305 Strawberry Street: John Gavin – to replace the existing metal roof on the front porch with a shingle roof.**

John Gavin, applicant said the metal front porch roof was rotting and the proposed shingle roof would match the main structure.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 303 and 305 Strawberry Street on an application filed by John Gavin, to replace the existing metal roof on the front porch with a shingle roof as presented. The motion was approved by unanimous vote.

2. **539 Jefferson Avenue: Frank and Sheryl Simeck – to replace the front porch handrails and columns and repair or replace the front porch ceiling and garage overhang soffit.**

Michael Strub informed the board that he had spoken to the applicants about renting this property and would be recusing himself from voting on this application.

Sheryl Simeck, applicant, explained the proposed project.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 539 Jefferson Avenue on an application filed by Frank and Sheryl Simeck, to replace the existing front and side porch handrails with Raven Vinyl Railings and wrap the existing front and side porch columns with vinyl post sleeves; repairing and replacing the front and side porch ceilings and garage overhang with bead board soffit as presented. The motion was approved by majority vote with Michael Strub recusing himself.

D. Certificate of Appropriateness for Renovations, Additions, and New Construction:

1. *1 Fig Street: LJ Kellam Construction – to remove windows, garage door, and a bulge from the rear brick wall of the exterior of the commercial building.*

Luke Kellam, general contractor, applicant, and Gerry West, lead architect, were available to answer questions. Luke Kellam explained that this application was mainly for the interior demolition due to asbestos and lead abatement. He continued by stating that Phase 1 did include removing all windows and the garage door and fixing a bulge in the rear of the building.

Discussion and questions were as follows: (i) Herb Thom asked if a provision was made for the gas tank, the adjacent property owners may give them a lease. (ii) When asked about when the securing of the building would begin, Luke Kellam answered that he was waiting for tonight's outcome. Gerry West added that the designing would be in sync with the demolition and abatement process as measurements were needed. Kathy Glaser confirmed that all designs would be presented to and approved by the HDRB. (iv) Herb Thom asked if the integrity of the cupola would be left; yes, if it was an original feature to the building. (v) Michael Strub asked what material was going to be used to fix the bulge. Luke Kellam answered the same material, they were just shoring up the building. (vi) Michael Strub wanted to be clear on what was being remediated, asbestos and lead. Luke Kellam explained once this process was done it would be like starting with a clean slate. (vii) Kathy Glaser asked what exactly the board was approving for the garage door. Katie Nunez said just the removing of the door. All future plans would need to be reviewed and approved by the board. and (viii) Michael Strub suggested the architect and contractor google historic photographs of the "Kellogg Building".

Katie Nunez asked Luke Kellam an estimated timeline that an application would be seen for Phase 2, maybe August.

Motion made by Martin Mayer, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 1 Fig Street on an application filed by LJ Kellam Construction on behalf of Liquor Distillation Society, LLC, to remove the windows and garage door and a bulge from the rear brick wall of the commercial building as presented with the understanding that any additional work needed to be reviewed by the Historic District Review Board and a separate Certificate of Appropriateness Application was would be submitted for all future design plans and materials. The motion was approved by unanimous vote.

2. *510 Monroe Avenue – Robert and Patricia James – to renovate the existing sunroom and second story deck and replace the existing slate roof with a shingle roof.*

Patricia James, applicant, and Jeb Johnson, contractor, were available to answer questions.

Discussion and questions were as follows: (i) Herb Thom did not see a problem with the roof replacement as the proposed shingles were a good quality and precedent had been set. (ii) Herb Thom asked what the specifications for the windows for the addition were. Jeb Johnson answered the applicants had not decided. Herb Thom then asked about the flooring material, cedar decking on the first floor and composite decking for the second story. (iii) Kathy Glaser wanted to know if

the second story deck would be flush with the first floor or would it still have an overhang. Jeb Johnson said it would be flush, no overhang. She then asked if the spiral staircase was visible from the street, no. and (iv) Michael Strub noted that the new sunroom would be larger. Katie Nunez said still within zoning compliance.

Motion made by Martin Mayer, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 510 Monroe Avenue on an application filed by Robert and Patricia James, to remove the existing rear 20' x 7.3' (146 sq. ft.) sunroom and replace with a 20' x 14' (280 sq. ft.) sunroom and to renovate the second-story deck on the rear of the single-family dwelling unit, and to replace the existing slate roof with a shingle roof of the single-family dwelling unit as presented with the condition that exact materials and specification sheets for the windows and flooring need to be provided to and approved by the Zoning Administrator. The motion was approved by unanimous vote.

3. *Lot 125 on Jefferson Avenue (Tax Map #83A1-1-125): Alexis DiMaio and Guido Schettini – to build a new 2,144 sq. ft. two-story single-family dwelling unit, a 10' x 12' (120 sq. ft.) accessory structure, and install a fence around the rear perimeter of the property*
Alexis and Guy Schettini, applicants, and Bill Doughty, contractor, summarized the proposed new home, shed, and fence. Alexis Schettini added that the fence was going to be wood with lattice.

Katie Nunez informed the board that the applicants would rebuild the sidewalk.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at Lot 125 on Jefferson Avenue (Tax Map #83A1-1-125) on an application filed by Alexis and Guido Schettini, to construct a new two-story 2,144 sq. ft. single-family dwelling unit, a 10' x 12' (120 sq. ft.) accessory structure (shed), and to install a wooden fence around the rear perimeter of the property as presented. The motion was approved by unanimous vote.

- E. *Commercial-3 District:*
There were no applications filed.

OTHER BUSINESS:

- A. *Report from Zoning Administrator Katie Nunez*
Katie Nunez updated the board on (i) Administrative Approvals as follows: (1) 522 Tazewell Avenue – substitution of side porch flooring from wood to Azek; (ii) Approved Certificate of Appropriateness Condition Update as follows: None. (iii) The compliance checks that were completed by the Zoning Compliance Officer were provided. and (iv) An update was given on the violation at 420 Randolph Avenue.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Martin Mayer, seconded by Michael Strub, to adjourn the May 17, 2022 Historic District Review Board Regular Meeting at 6:11 p.m. The motion was approved by unanimous vote.

Chairman Herb Thom

Planning Technician



DRAFT
HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
June 22, 2022
5:00 p.m.

At 5:00 p.m., Chairman Herb Thom, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Herb Thom, present were Kathy Glaser, Martin Mayer, and Michael Strub. David Howgill was not in attendance. Also, in attendance were Zoning Administrator Katie Nunez, Planning Technician Tracy Outten and Town Clerk Libby Hume, and the applicants. There were four members of the public in attendance and twenty-three viewers on Facebook Live.

Herb Thom started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the agenda format as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. Certificate of Appropriateness to Install a Fence:

1. *614 Randolph Avenue: Elizabeth Wright – to replace the existing 4' wooden fence picket side fence and 6' privacy fence with a semi-privacy vinyl fence.*

Katie Nunez summarized the staff report and let the board know the applicant was in attendance to answer any questions. The new fence would be installed in the same footprint as the existing fence.

Katie Nunez read Board Member David Howgill's comments into the record. (Please see attached.)

Motion made by Martin Mayer, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 614 Randolph Avenue on an application filed by Elizabeth Wright, to replace the 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 semi-privacy vinyl fence and will include two 4' long swing gates installed on the east side and one 4' long swing gate and a 4' long fence panel installed on the west side of the house; and the remaining fence will be composed of 8' long panels and three (3) shorter length panels about 4' long. The motion was approved by unanimous vote.

2. *10 Randolph Avenue: Clayton Newman – After the Fact Approval for installing a rear and side fence.*

Katie Nunez summarized the staff report. She reiterated that the applicant had taken down the fence once he was contacted by the office and made aware that it was illegal.

Katie Nunez read Board Member David Howgill's comments into the record. (Please see attached.)

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the After the Fact Approval application for the Certificate of Appropriateness at 10 Randolph Avenue on an application filed by Clayton Newman, to install a 4' tall white vinyl picket fence from the rear corner of the house toward the side of the lot on Harbor Avenue and running toward the rear property line 36' near the back patio, and install a partial fence across the rear in front of the shed for 23' and install a double gate measuring 7' wide to the planter; and re-install a section of 4' wood shadowbox fencing in between the neighboring home, and his home. The motion was approved by unanimous vote.

B. *Modification to Approved Certificate of Appropriateness:*

1. *214 Jefferson Avenue: Doug and Ann Easton – Original Certificate of Appropriateness issued on 5/18/2021 – modification to construct a screened-in porch instead of a sunroom on the rear of a single-family dwelling unit.*

Katie Nunez briefly read through the staff report highlighting that the previously approved sunroom would be a screened-in porch.

Ann Easton, applicant, stated that they just changed their minds and instead of a cement foundation the porch base would be poured piers.

Kathy Glaser asked if there were any plans in the future to close-in the porch, no.

Michael Strub wanted to know how the screen was being installed. Ann Easton answered the screen would be placed on the outside of the white pickets.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Modification to a Certificate of Appropriateness approved on May 18, 2021 at 214 Jefferson Avenue on an application filed by Doug and Ann Easton, to construct a screened-in porch instead of a sunroom on the rear of the single-family dwelling unit as presented. The motion was approved by unanimous vote.

2. *618 Randolph Avenue: Jeff and Katie Palmore – Original Certificate of Appropriateness issued on 5/18/2021 – modification to revise the renovations to the front porch and back porch; and to revise the design of the fence.*

Katie Nunez read the staff report and informed the board Jeff Palmore, applicant, was available by telephone to answer any questions. Mr. Palmore was called.

Katie Nunez read Board Member David Howgill's comments into the record. (Please see attached.)

Discussions and questions were as follows: (i) Martin Mayer would like another material to be used instead of vinyl for the railing, (ii) Kathy Glaser asked if the azek flooring would be put directly on the poured concrete, yes, but plywood needed to be installed between the flooring and concrete. and (iii) Kathy Glaser thought changing the material of the front steps changed the character of the home. She thought the step material could be replaced with the same or a like material. Jeff Palmore did not think the material in question was original. Kathy Glaser informed him there were many homes on Randolph that have brick or concrete steps and added that she thought that when replacing in the historic district it was supposed to be with like for like material. Michael Strub agreed with Kathy Glaser. After briefly discussing with the applicant if changing the material was a possibility, Jeff Palmore agreed to use brick material for the front steps.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Modification to a Certificate of Appropriateness approved on May 18, 2021 at 618 Randolph Avenue on an application filed by Jeff and Katie Palmore, to revise the renovations to the front and back porches on the single-family dwelling unit with the condition that the front steps would be replaced

with brick or concrete material; and to change the fence design as presented. The motion was approved by unanimous vote.

3. *501 Jefferson Avenue: Gary and Janie Hunter – Original Certificate of Appropriateness issued on 10/19/2021 – modification to reside entire house, add a window, and install an outdoor shower.*
Katie summarized the staff report.

Gary Hunter, applicant, explained they would like to replace the one smaller east side window with two double hung windows to get more natural light.

Martin Mayer asked if the windows were all going to match, yes. Kathy Glaser asked if the east side window was smaller than the others, yes.

Some discussion ensued on the shower.

Motion made by Martin Mayer, seconded by Michael Strub, to approve the application for the Modification to a Certificate of Appropriateness approved on October 19, 2021 at 501 Jefferson Avenue on an application filed by Gary and Janie Hunter, to reside the entire house with hardie siding, add one new vinyl double hung window on the north side and replace one window with two vinyl double hung windows on the east side of the single-family dwelling unit and to install an enclosed 4' x 4' (16 sq. ft.) outdoor shower on the rear deck as presented. The motion was approved by unanimous vote.

C. Certificate of Appropriateness for Minor Renovations:

1. *238 Monroe Avenue: Michelle Cross – to replace the existing shingle roof on the garage with a metal roof.*
Michelle Cross, applicant said the existing shingle roof on the garage needed to be replaced and the proposed metal roof would match the neighbor's garage.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 238 Monroe Avenue on an application filed by Michelle Cross, to replace the existing shingle roof on the garage with a metal roof as presented. The motion was approved by unanimous vote.

2. *409 Harbor Avenue: Thomas and Brigitte Giese – to replace the existing front porch wood flooring with azek porch flooring.*
Thomas Giese, applicant, said the existing porch flooring was rotting and it had been repainted in the past and they were proposing an azek material as they were getting older, and it would be easier to maintain. Mr. Giese added that the proposed flooring would be installed perpendicular to the house and that all elements such as the screening and structure, stairs, and railings would remain without change.

Motion made by Michael Strub, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 409 Harbor Avenue on an application filed by Thomas and Brigitte Giese, to replace the existing front porch wood flooring with polymer porch boards (TimberTech called Azek Porch) as presented. The motion was approved by majority vote with Michael Strub recusing himself.

3. *233 Mason Avenue: Matt Heilman – After the Fact Approval for sealing the roof on the commercial building.*
Katie Nunez read the staff report.
Herb Thom asked Matt Heilman if he understood that any future exterior changes needed to be reviewed by the Historic District Review Board, yes.

Motion made by Martin Mayer, seconded by Kathy Glaser, to approve the After the Fact Approval application for the Certificate of Appropriateness at 233 Mason Avenue on an application filed by Matt Heilman, to seal a roof with for maintenance on the commercial building with the condition that future resealing only goes to the roof line. The motion was approved by unanimous vote.

D. Certificate of Appropriateness for Renovations, Additions, and New Construction:

- 1. 607 Pine Street: George and Nancy Proto – to install an outdoor shower.*

George Proto, applicant, described the proposed enclosed outdoor shower.

Motion made by Martin Mayer, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 607 Pine Street on an application filed by George and Nancy Proto, to construct an enclosed 8' x 4' (32 sq. ft.) outdoor shower on the northeast side of the garage as presented. The motion was approved by unanimous vote.

- 2. 220 Washington Avenue: Tom and Jacquie Heller – to install a 10' x 12' (120 sq. ft.) accessory structure) with an 8' x 10' (80 sq. ft.) overhang.*

Jacquie Heller, applicant, described the proposed shed and metal overhang.

Kathy Glaser asked if the overhang would have a slope, no, mostly flat.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 220 Washington Avenue on an application filed by Tom and Jacquie Heller, to install a 10' x 12' (120 sq. ft.) accessory structure (shed) with an 8' x 10' (80 sq. ft.) overhang on the rear southeast corner of the property as presented. The motion was approved by unanimous vote.

- 3. 212 Randolph Avenue: Walter Frisch – to replace the windows and siding; and to lift and replace the foundation on the single-family dwelling unit.*

Walter Frisch, applicant, explained the proposed project and added that the foundation would be lifted to grade and then replaced.

Discussion and questions were as follows: (i) Herb Thom asked what the window dimensions would be. Walter Frisch said the replacement windows would be made to match the existing window. Herb Thom added that the board liked a minimum 1-3/4" windowsill and 3-1/2" trim, that was agreeable as the homeowner would like to keep the historic features of the home. The windows would be 1/1 with no grills. (ii) Kathy Glaser asked if the foundation would be brick veneer, no whole brick. and (iii) Martin Mayer asked about the plans for the porch. He was reminded that the porch was not part of this application.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 212 Randolph Avenue on an application filed by Walter Frisch, dba Frisch Construction, on behalf of Doug and Amy Dodson, to replace the existing vinyl siding with hardieplank siding, to replace the existing replacement windows with Anderson 400 Series construction windows, and to lift the house and install a new raised foundation as presented with the added conditions that (1) the windows would be 1/1 with no grills, have a minimum 1-3/4" sill and 3-1/2" trim; and (2) the exterior of the foundation would be solid brick. The motion was approved by unanimous vote.

- 4. 210 and 212 Strawberry Street: Quinton Callahan and Karen Silveira – to replace the front and back doors, install patios, sheds, and outdoor showers; and to repair rear steps and install handrailing on the duplex.*

Katie Nunez read the staff report.

Quinton Callahan, applicant, said that most of the work was not visible from the street as it was in the backyard.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 210 Strawberry Street on an application filed by Quinton Callahan and Karen Silveira, to replace the front and back doors and to install the following (1) a 14.15' x 14.49' (205.03 sq. ft.) brick paver patio, (2) an 8' x 8' (64 sq. ft.) accessory structure (shed) with a pergola, (3) an enclosed 4' x 4' (16 sq. ft.) outdoor shower and (4) a vinyl fence along the property boundary line and between 210 and 212 Strawberry Street with a gate as presented. The motion was approved by unanimous vote.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 212 Strawberry Street on an application filed by Quinton Callahan and Karen Silveira, to replace the front and back doors and to install the following (1) a 18.74' x 15.07' (282.4 sq. ft.) brick paver patio, (2) an 8' x 8' (64 sq. ft.) accessory structure (shed) with a pergola, (3) an enclosed 4' x 4' (16 sq. ft.) outdoor shower and (4) a vinyl fence along the property boundary line and between 210 and 212 Strawberry Street with a gate as presented. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other:*

1. *425 Mason Avenue: Jon Dempster, dba Deadrise Holdings, LLC – Certificate of Appropriateness to install a projecting sign.*

Katie Nunez said the proposed polyvinyl chloride (PVC) sign followed all zoning requirements.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 425 Mason Avenue on an application filed by Jon Dempster, dba Deadrise Holdings, LLC, to install a 3' x 5' (15 sq. ft.) projecting polyvinyl chloride (PVC) sign advertising the commercial establishment as a restaurant that would hang from the pergola as presented. The motion was approved by unanimous vote.

2. *10A Peach Street: Amanda Curry, dba LFG Investments, LLC – Certificate of Appropriateness to install a projecting sign.*

Katie Nunez said the proposed sign followed all zoning requirements.

Amanda Curry, applicant, described the stainless-steel sign and explained the proposed location.

Herb Thom asked if the sign was lighted, no, but the building had lights.

Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 10A Peach Street on an application filed by Amanda Curry, dba LFG Investments, LLC, to install a 3' x 2.55' (7.5 sq. ft.) projecting powder coated stainless steel sign advertising the commercial establishment as a restaurant that would hang from the commercial building as presented. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on (i) Administrative Approvals as follows: (1) 645 Mason Avenue – repair frame and replace door on East side of house; and (2) 10 Randolph Avenue – outdoor wooden bar structure in the backyard

ANNOUNCEMENTS:

There were no announcements.

Motion made by Martin Mayer, seconded by Michael Strub, to adjourn the June 22, 2022 Historic District Review Board Regular Meeting at 6:35 p.m. The motion was approved by unanimous vote.

Chairman Herb Thom

Planning Technician

DRAFT

June 22, 2022 Historic District Review Board
Submitted Comments by Board Member David Howgill

From: David Howgill <dhowgill@huckworthy.com>

Sent: Tuesday, June 21, 2022 6:26 AM

To: Tracy Outten <tracy.outten@capecharles.org>; Herb Thom <herbertathom39@gmail.com>; Herb Thom <herbthom.hdrb@capecharles.org>

Cc: Katie Nunez <knunez@capecharles.org>

Subject: RE: Historic District Review Board June 21, 2022 Regular Meeting

As communicated previously, unfortunately I can't join today. However, I have reviewed the packet and my comments/questions/observations on each are as follows below:

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

I have no objections to this and would vote for approval

Curiosity question. The wooden fence is at end of life, but usually PVC doesn't look great after 20 years either – although less paint maintenance during the lifespan. What factors led the homeowner to discard the use of wooden fencing vs plastic? (Answer does not impact my vote, which is Approval)

(2) 10 Randolph Avenue: Clayton Newman – After the Fact Approval for a Certificate of Appropriateness to install a rear and side fence

Were the owners unaware that approval was needed, or did they purely hope to avoid asking?

Fence itself seems in keeping and in compliance, plus credit should be given for removing the non-conforming non-approved fence in a timely fashion. Thank you, cooperation makes the town better for everyone.

If a motion is tabled, I vote to approve with the provision that the new fence is constructed exactly to the submission and with the required setbacks.

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
Vote to Approve. This is as much in keeping as the prior, if not more so. No questions or objections.

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

If the front porch slab has already sunk and cracked, surely it will need to be repaired/rectified prior to installation of the Azek to provide a stable uniform platform – so if being rectified why not to the original brick or concrete?

Fence is ugly, but in not out of order as far as I can see. Curiosity, will it be painted?

I have no objections to the other modifications, and if the above question is answered to the satisfaction of the rest of the board then I have no objection to approval to the modification as a whole (or with exception to the steps, as noted – I leave that to my colleagues to decide)

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

No objections to the changes and I would vote to approve.

Of note is that this would give a variance to Guidelines, as there is one new window and an enlargement/replacement of the downstairs one.

My reasoning is that the addition of the window on the North face is an obvious improvement to the house and has no impediment to the character of the house from the front public facing side – therefore I find it sufficiently in keeping and also of value to both the home and the homeowner.

The replacement of the 1st floor side window is also effectively in keeping with the rest of the building and poses no new impediment in my opinion.

The shower on the deck I have no objection to, it's also effectively shielded from the Plum St side and not out of keeping.

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

No objection, would vote to approve.

2. 409 Harbor Avenue: Thomas & Brigitte Giese – Certificate of Appropriateness to replace the existing front porch wood flooring with azek porch flooring

No objection and would vote to approve with the caveat/proviso that the new Azek boards are laid in the same direction as the originals (which they probably will be anyway, but the proviso to the approval ensures continuity without any additional cost or changes for the homeowner)

3. 233 Mason Avenue: Matt Heilman – After the Fact Approval for a Certificate of Appropriateness for sealing the roof on the commercial building

No objection, would vote to approve without changes. This is in keeping and by having gone beyond lowest specification they have helped future preservation.

D. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:

1. 607 Pine Street: George & Nancy Proto – Certificate of Appropriateness to install an outdoor shower
- No objection. Question, will they remove the current shower fitting from the side of building?

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

Question: Any reason for half shingle and half metal? All metal would seem better and more in keeping, but I have no objection to the application and approval thereof.

3. 212 Randolph Avenue: Walter Frisch - Certificate of Appropriateness to replace the windows and siding; and to lift and replace foundation

Approve fully. Foundation work is a cornerstone of maintaining the historic district and should usually be prioritized, as in this case. The windows are in keeping with other houses in the district, as is Hardie Plank.

4. 210 & 212 Strawberry Street: Quinton Callahan & Karen Silveira – PreApplication/Certificate of Appropriateness to replace the front and back door, install patios, sheds, and showers, repair rear steps & install handrail

Clearly designed more with rent in mind; but no material or guideline objection and therefore would approve.

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

Approved, looks good and matches the other updates to the building.

2. 10A Peach Street: Amanda Curry dba LFG Investments, LLC – Certificate of Appropriateness to install a projecting sign

Approved and look forward to them opening as a welcome addition to the town.

Many thanks and look forward to seeing you all again soon!

David Howgill

President

Huckworthy LLC

M: 202-425-4562

O: 202-649-0058

DRAFT



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: August 16, 2022

Item #: 6C (1) – 217 Jefferson Avenue

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

Date: July 19, 2022

APPLICANT: David & Patricia Cobb
SITE ADDRESS: 217 Jefferson Avenue

TAX MAP: 83A1-1-99

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: Not listed

DESCRIPTION: N/A

DATE APPLICATION RECEIVED: June 21, 2022

PRE-APPLICATION MTG: August 16, 2022

DATE APPLICATION DEEMED COMPLETE: June 21, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 22, 2022

The applicant is seeking to replace the existing front porch wood flooring with Trex Composite Decking Boards. All structure, stairs, and railings will stay as is.

MATERIALS:

Trex Composite Decking Boards: .94" x 5.5" x 16"

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:

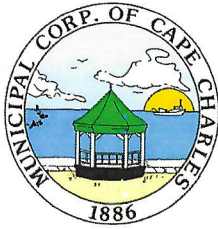
Staff is requesting the HDRB to review the application material submitted by the applicant. Staff is recommending approval of this application and is prepared to assist the Board in the development of any motion regarding this application, if needed.

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: DAVID-PATRICIA Cobb

Property Address: 217 JEFFERSON AVE CAPE CHARLES

Brief Description of Project: REPLACE DECK BOARDS

Zoning District: R1 Current Use: Home Proposed Use: NONE

OWNER INFORMATION

Name and Company: DAVID-PATRICIA Cobb

Mailing Address: 217 JEFFERSON AVE CAPE CHARLES

Phone Number: 434-760-4853 Email: _____

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: DAVID-PATRICIA Cobb

Mailing Address: 217 JEFFERSON AVE CAPE CHARLES

Phone Number: 434-760-4853 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: 06-21-22

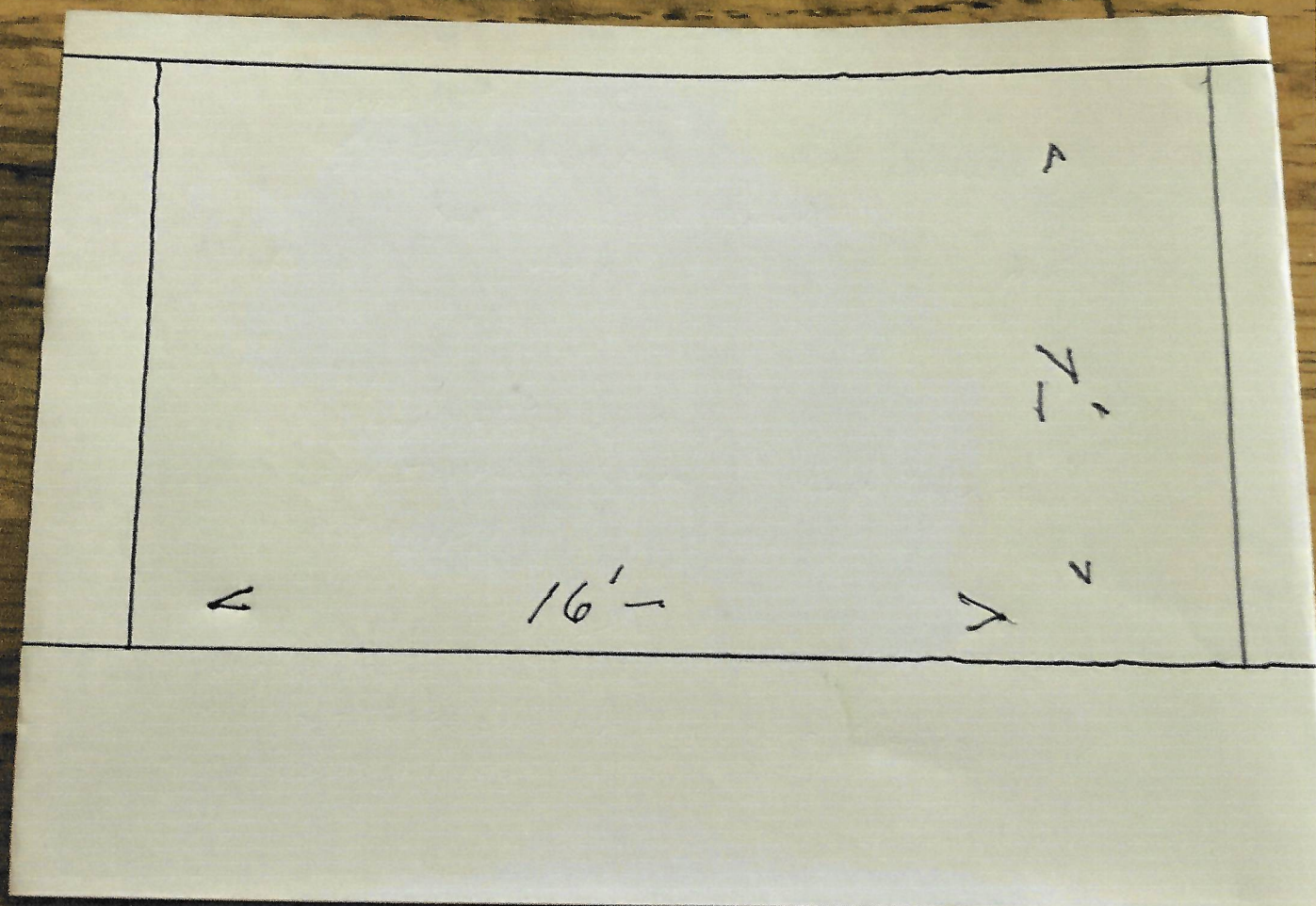
Note: There is a required 30-day wait period between approval of a Certificate of Appropriateness and issuance of the permit for construction.

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

To the board

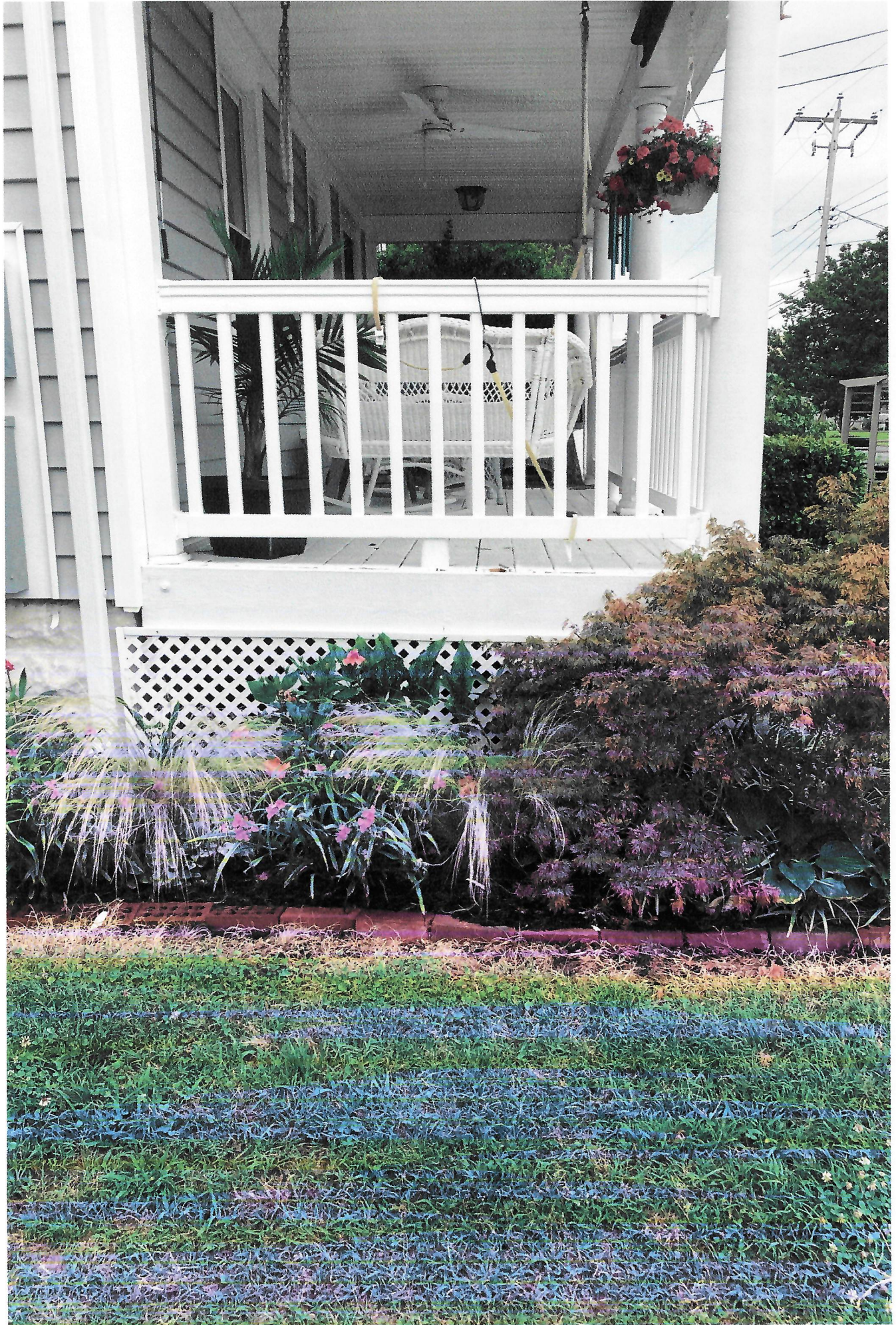
I am going to pull the old wooden deck boards up that won't hold paint and replace them with recycled Trex boards

Thank you













HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: August 16, 2022

Item #: 6C (2) – 325-B Mason Avenue

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

Date: July 25, 2022

APPLICANT: William A. & Ann Hayward **TYPE OF APPLICATION:** Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 325-B Mason Avenue **WORK TO BE PERFORMED:** Install two awnings

TAX MAP: 83A3-1-610 **CURRENT ZONING:** Commercial-1 (C-1)

LOT SIZE: **HISTORIC REGISTER:** Contributing
DESCRIPTION: Commercial (Building), Ca. 1920, Folk Victorian

DATE APPLICATION RECEIVED: June 20, 2022

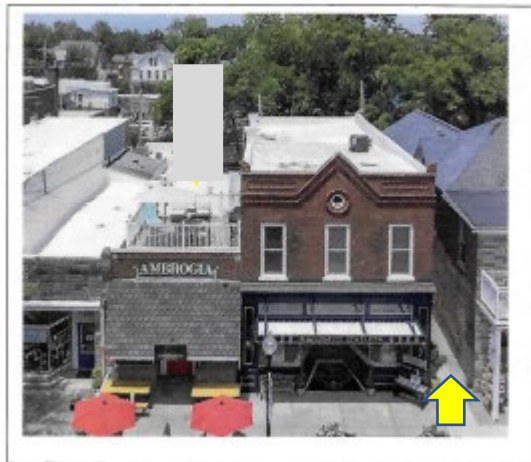
PRE-APPLICATION MTG: August 16, 2022

DATE APPLICATION DEEMED COMPLETE: July 13, 2022

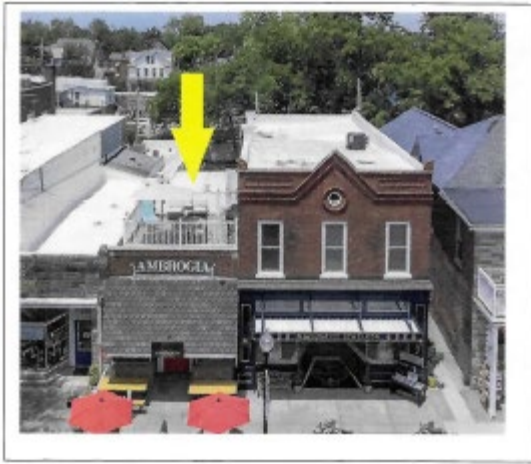
LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): September 12, 2022

The applicant is seeking to install two awnings as follows:

1. Fixed over the alley entrance door to 325-B Mason Avenue which is located to the right of Moonrise Jewelry. The awning will be 7'6" wide with a 3'6" projection.



2. Motorized Retractable over the deck for 325-B Mason Avenue which is located above Ambrogia. The awning will be 15' wide with an 11' 8" projection. It will have a Wireless Wind Sensor to automatically retract whenever the winds exceed a specified speed.



MATERIALS:

Fixed Entrance Awning: Serge Ferrari Soltis Proof 502 Fabric

Motorized Retractable: SunSetter Sunbrella 100% Acrylic Fabric

STAFF ANALYSIS:

ZONING COMPLIANCE

The property is a legal, conforming use and the awnings are allowable. The placement of the awnings are in conformance 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:

AWNINGS: DECORATIVE FEATURES – (1) Choose awning types that are appropriate for the Cape Charles historic district. Inc. Sloped fabric awnings, whether fixed or retractable, are the traditional awning type and are appropriate for most historic buildings, both residential and commercial.

(2) Place awnings within the storefront, porch, door, or window opening so that it fits the opening and does not obscure distinctive architectural elements or damage materials. Choose a design that does not interfere with existing signs, street trees, or other elements along the street.

(3) Keep the bottom awning at least seven feet above grade.

(4) Coordinate colors with the overall building color scheme. Solid colors, wide stripes, and narrow stripes may be appropriate, but not overly bright or complex patterns. Avoid using shiny, plastic-like fabrics.

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.

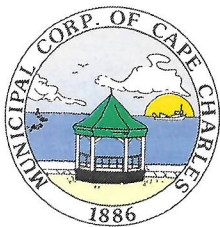
The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

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
757-331-2036 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: Awnings - 1) alley entrance (fixed), 2) deck (retractable)
Property Address: 325b Mason Ave. (2nd floor apartment)
Brief Description of Project: install awnings to provide cover from the elements (rain, sun)
Zoning District: C1 Current Use: 2nd floor residential Proposed Use: same

OWNER INFORMATION

Name and Company: William A. and Ann Hayward Walker
Mailing Address: 306 Bay Ave., Cape Charles VA 23310
Phone Number: 757-331-0545 Email: ahwalker@seaconsulting.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Same as above
Mailing Address: _____
Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

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

Signature of Applicant: *A.H. Walker* Date: 6/20/22

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

306 Bay Ave..
Cape Charles, VA 23310
20 June 2022

Ms. Katie Nunez
Town Planner
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

RE: COA for 325B Mason Ave.

Dear Ms. Nunez:

We the owners of 321-325 Mason Avenue, which we purchased in 1996 as a single property. 321 Mason Ave. is a one-story building where the restaurant, Ambrogia, is located. 325 Mason Ave. is the adjacent two-story brick building. In January 2020, we began renovation of the entire 325 building, The downstairs (325 A) renovation was completed in 2021, where Moonrise Jewelry is located. We recently completed the renovation of the 2nd floor of the building (325 B), which is a walk-up apartment with access from the alley.

We request a Certificate of Appropriateness to install two awnings on the property.

1. Awning (fixed) over the entrance door to 325B which is in the alley to the right of Moonrise Jewelry. See enclosed photo. This awning will be installed over the entrance door (7'-6" wide with a 3'-6" projection, which is the part of the alley that we own) of the same shed style as those on Patrick Hand's buildings across the street, with nothing printed on it. The material is Serge Ferrari Soltis 502 in a green-yellow color – Aniseed – as shown on Attachment 1.
2. Awning (motorized retractable) over the deck for 325 B. See enclosed photos. It will be made by SunSetter in a Sunbrella fabric Navy-Taupe stripe (see Attachment 2), 15' wide with an 11'8" projection, mounted on the brick wall above the door using SunSetter's Brick/Masonry fastener kit. It will have a Wireless Wind Sensor to automatically retract whenever the winds exceed a speed we specify (we can set 3 different wind speeds).

If you have any questions, please do not hesitate to contact Bill Walker by mobile phone, 757-331-0545, or email Ann Hayward Walker at ahwalker@seaconsultin.com.

Thank you for your kind consideration and assistance.

Sincerely,

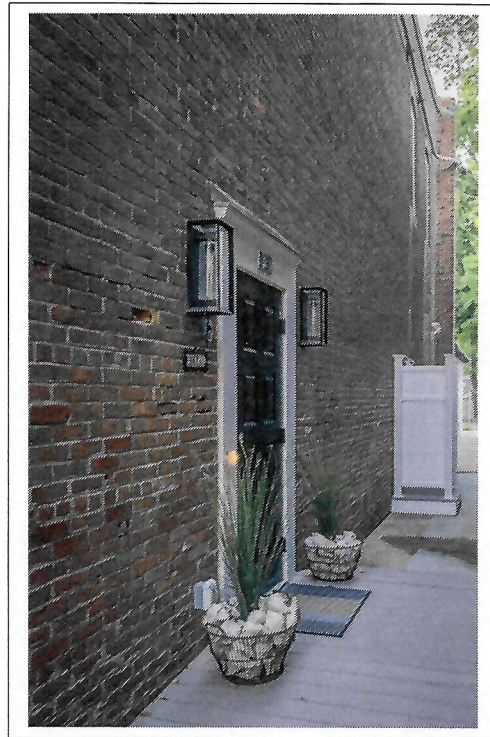


Ann Hayward and Bill Walker

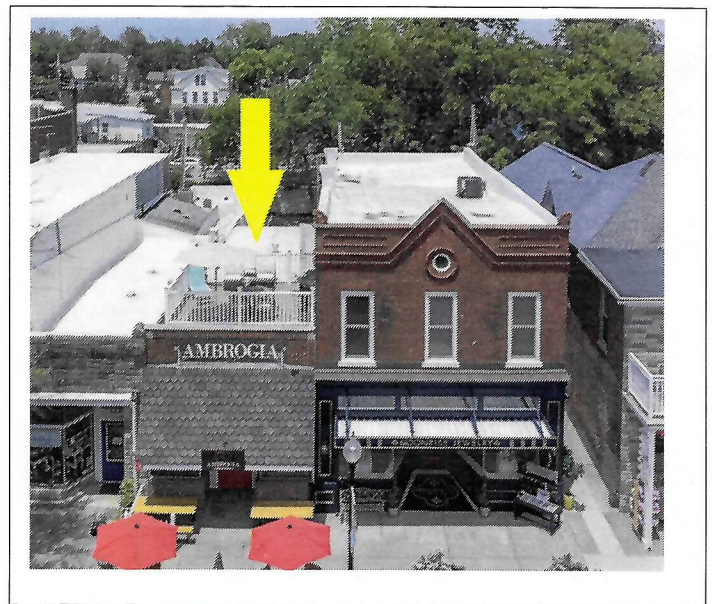
Enclosure (3 photos)

Attachments (2)

325B Alley Entrance (right)



325B Deck (below)



Departments

Fabric
Fabric
Hardware

Attachment 1

- Sign In
- My Account
- Quick Order
- Requisition Lists
- Become A Customer
- Resource Center
- Quick Links
- Quick Links
- Sign In
- My Account
- Quick Order
- Requisition Lists
- Become A Customer
- Resource Center



**Serge Ferrari Soltis® Proof 502 (Précontraint® Satin) Awning
70.9" Aniseed 502V2-2157C**

Aniseed
Item # 878411

Description

The Soltis Proof 502 line has been a staple in attractive solar protection for over 25 years. The high-performance awning fabric delivers a variety of features. It delivers long-term strength, UV resistance, weather and heat protection, and lasting color. Engineered with Serge Ferrari's Précontraint® formula, the awning fabric has impressive structural stability. Composed of a coated polyester scrim, the fabric is mildew resistant, heat sealable, and easy to clean.

Soltis Proof 502 features a silky, satin finish and a PVDF coating on each side for exceptional dirt and mold defense. Uses include retractable awnings, outdoor canopies, fixed-frame awnings, tents, light tensile structures, shade structures, shade sails, and patio pergolas. Use for awning fabric replacement or new installations.

Extend a stylized look with Soltis Proof 502 awning fabric in Aniseed (lime) #502V2-2157C.

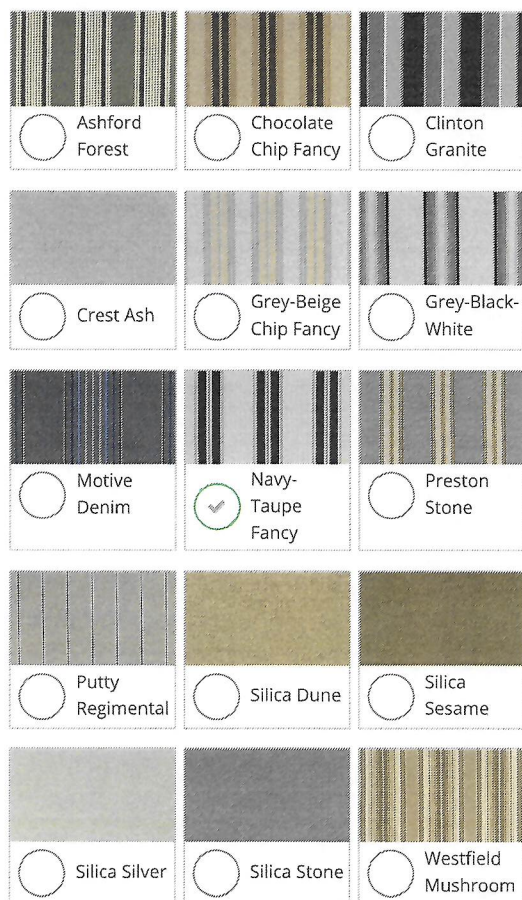
Warranty: 10 years. Width: 70.9 inches. Weight: 16.7 ounces per square yard. Sold by the yard.
By using this website, you agree to our use of cookies. To learn more, please view our [privacy policy](#).

Product Note: Since the vinyl has a PVDF finish on both sides, either side can be used for the face.

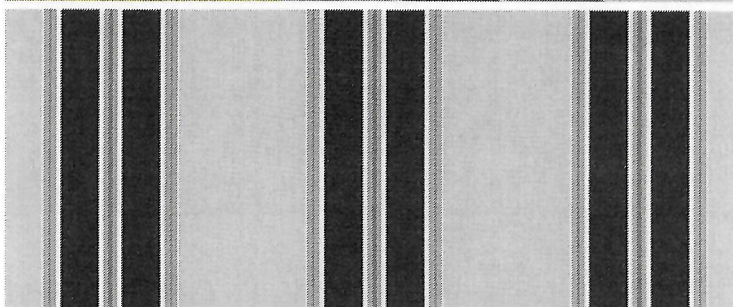
OK

Please click on the logos below to browse fabric options.

Fabrics displayed below are available on the Platinum Series Models.

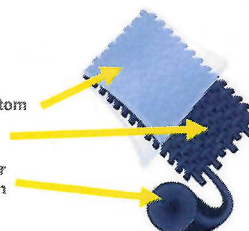


Navy-Taupe Fancy



You'll find the perfect color awning to complement your home's decor from our elegant selection of Sunbrella® performance fabrics. Engineered to last and guaranteed against the elements, they're water-repellent, mold, mildew and fade resistant, and offer protection from UV rays. The 100% acrylic fabrics offer a stylish look but won't fade or degrade and are backed by our 10-year warranty—ensuring your everyday satisfaction. Sunbrella fabric is a \$299 price upcharge.

- ☒ Protective coating top & bottom
- ☒ Center layer of woven fabric
- ☒ 100% solution-dyed for color that goes all the way through each strand





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: August 16, 2022

Item #: 6D (1) – 607 Pine Street

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

Date: July 25, 2022

APPLICANT: John Lockwood, III

SITE ADDRESS: 504 Bay Avenue

TAX MAP: 83A1-2-11-7

LOT SIZE: 7,326.85 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK PERFORMED: Installation of an an enclosed outdoor shower

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: Not listed

DESCRIPTION: N/A

DATE APPLICATION RECEIVED: June 27, 2022

PRE-APPLICATION MTG: August 16, 2022

DATE APPLICATION DEEMED COMPLETE: July 25, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): September 23, 2022

The applicant is proposing to install a 7.4'x 5.12' (37.9 sq. ft.) enclosed outdoor shower on the northeast side of the house.



MATERIALS:

Aluminum with Polyvinyl Chloride (PVC) Cladding

STAFF ANALYSIS

ZONING COMPLIANCE

This is a middle lot and is the only home built on this block of Bay Avenue.

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 notes that the HDRB has approved other enclosed outdoor showers, most recently at 607 Pine Street which is located on the block behind this house on the corner of Pine and Washington.

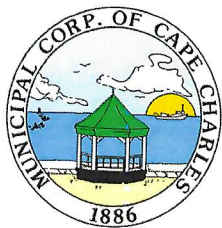
Staff recommends approval of a Certificate of Appropriateness for this application and is prepared to assist with the development of a motion, if needed.

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: Outdoor Shower

Property Address: 504 Bay Avenue Cape Charles, VA 23310

Brief Description of Project: PVC Outdoor Shower Enclosure

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

OWNER INFORMATION

Name and Company: John M. Lockwood, III

Mailing Address: 504 Bay Avenue Cape Charles, VA 23310

Phone Number: 540-498-3368 Email: jm.lockwood@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: SAME AS ABOVE

Mailing Address: _____

Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 06/27/22

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

From: John Lockwood <jm.lockwood3@gmail.com>
Sent: Monday, July 25, 2022 11:41 AM
To: Tracy Outten <tracy.outten@capecharles.org>
Subject: Re: 504 Bay Avenue - Certificate of Appropriateness Application

I would like to construct an outdoor show at my home. The materials will be aluminum with PVC cladding.

Sent from my iPhone

NOTES:

1. 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.
2. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM F.E.M.A. FLOOD MAPS. MILLER-STEPHENSON & ASSOCIATES, P.C. 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.
3. ELEVATIONS SHOWN HEREON REFER TO N.G.V.D. 1929.

THIS PROPERTY APPEARS TO FALL IN
FLOOD ZONE(S) A5 (EL9)
COMMUNITY NO. 510106

PANEL 1B DATED: 2-2-83

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.

4. LOT 7 IS ZONED R-1 AND THE SETBACK REQUIREMENTS ARE AS FOLLOWS:

FRONT 30'
REAR 25'
SIDE 5'

ACCESSORY STRUCTURE 3'

504 BAY AVENUE

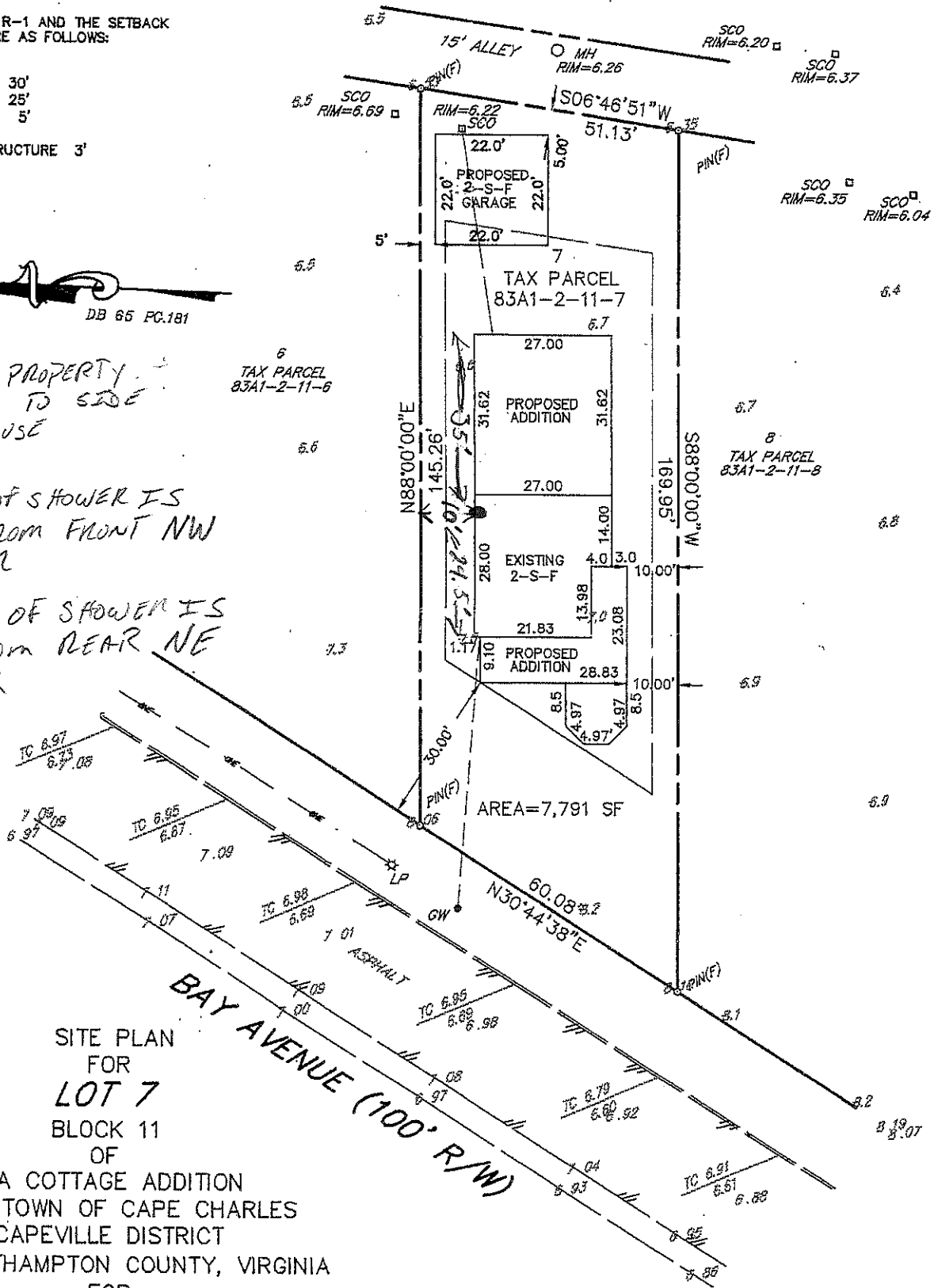


DB 65 PG.181

- 10' FROM PROPERTY LINE TO SIDE OF HOUSE

- CENTER OF SHOWER IS 24.5' FROM FRONT NW CORNER

- CENTER OF SHOWER IS 35' FROM REAR NE CORNER



john.lockwood@capecharles.org

From: John Lockwood <jm.lockwood3@gmail.com>
Sent: Tuesday, June 28, 2022 4:19 PM
To: John Lockwood



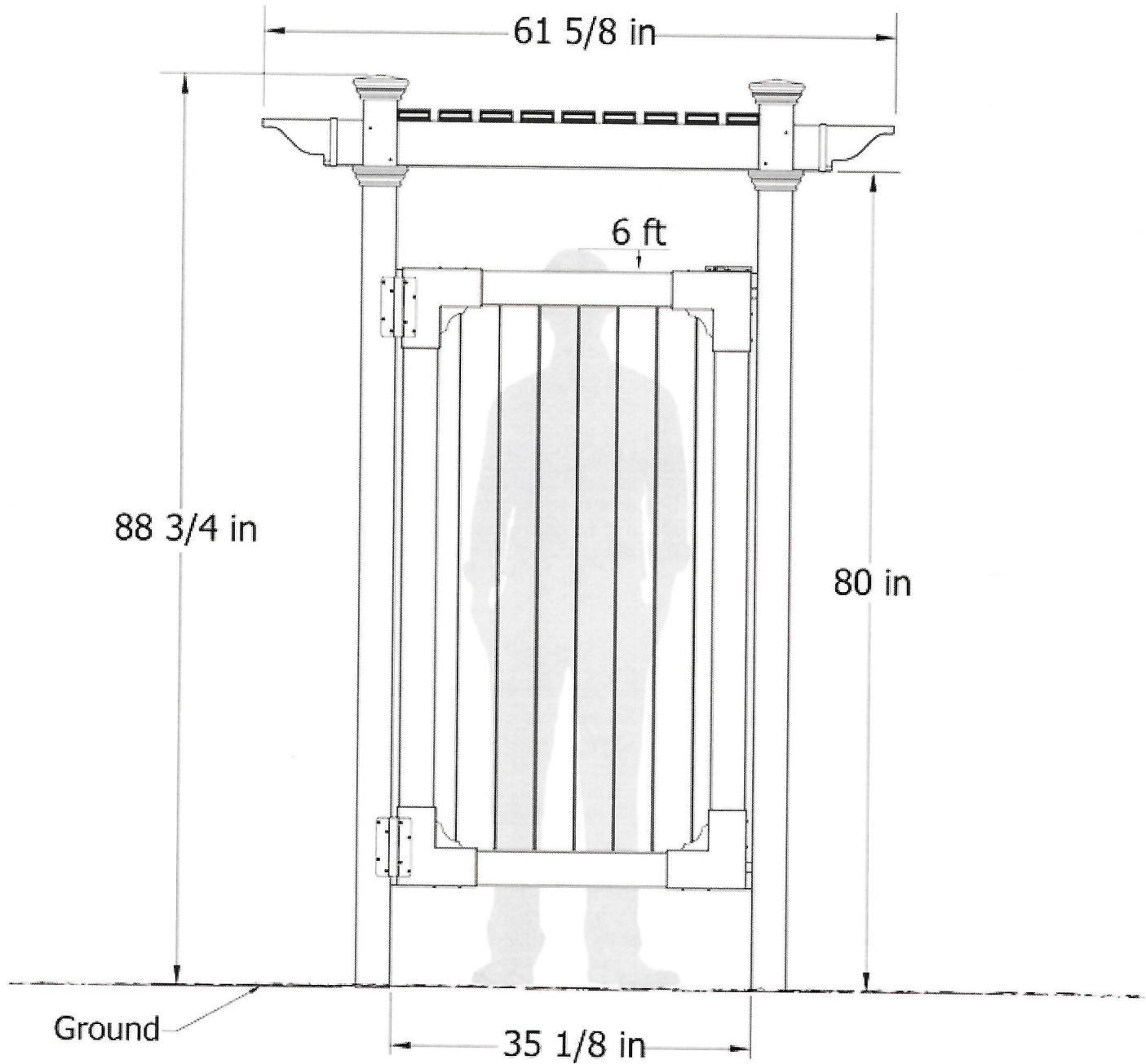
Sent from my iPhone

john.lockwood@capecharles.org

From: John Lockwood <jm.lockwood3@gmail.com>
Sent: Tuesday, June 28, 2022 3:54 PM
To: John Lockwood
Subject: Shower



From: John Lockwood <jm.lockwood3@gmail.com>
Sent: Tuesday, June 28, 2022 4:08 PM
To: John Lockwood





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: August 16, 2022

Item #: 6D (2) – 633 Randolph Avenue

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

Date: July 25, 2022

APPLICANT: Joseph & Erika Banks

TYPE OF APPLICATION: Pre-Application & Certificate of Appropriateness

SITE ADDRESS: 633 Randolph Avenue

WORK TO BE PERFORMED: Replace the front and rear doors and replace a side window with a door

TAX MAP: 83A3-1-431

CURRENT ZONING: Residential-1 (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

DESCRIPTION: Ca. 1890, Folk Victorian

DATE APPLICATION RECEIVED: July 5, 2022

PRE-APPLICATION MTG: August 16, 2022

DATE APPLICATION DEEMED COMPLETE: July 8, 2022

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

The applicant is proposing to replace the front and back doors with 4-lite over single panel wooden doors; and to replace/substitute a porch side window with a door. The porch window, which is located on the east side near the front of the house, is visible from Randolph Avenue as you approach the house in a westward direction down Randolph Avenue.

LOCATION MAP:



EXISTING PHOTOGRAPHS:**PROPOSED:****MATERIALS:**

- Front Door and Back Door: Wooden 4 Lite Over Single Panel, 32" W x 80" H
- Porch Side Window Door: Wooden 4 Lite Over Single Panel, 30" W x 80" H

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:

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.

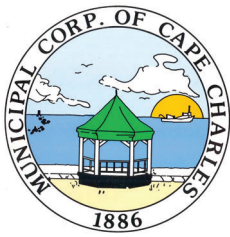
STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant. Questions that should be considered for the new side porch door: (1) Are there extenuating circumstances where two entrances are needed? (2) Does this keep in character with the historical features of the Folk Victorian home? and (3) Would this change alter any porch features such as railings, columns, or addition of new steps? Staff 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 Planning & Zoning Department

2 Plum Street

Cape Charles, VA 23310

757-331-3259 x24

planningtech@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 (See Historic District Review Board Fees) |

PROPERTY INFORMATION

Name of Project: Doors

Property Address: 633 Randolph Avenue, Cape Charles, VA 23310

Brief Description of Project: Replace front and back door. Replace window with door.

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

OWNER INFORMATION

Name and Company: _____

Mailing Address: _____

Phone Number: _____ Email: _____

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Joseph & Erika Banks

Mailing Address: 633 Randolph Avenue, Cape Charles, VA 23310

Phone Number: 804-301-8292 Email: purledog1776@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: 7.5.22

July 5, 2022

To whom it may concern:

I would like to replace my front and back doors with a 4-lite over single panel wooden door. I would like to replace one window on my porch with a 4-lite over single panel wooden door.

Thank you

Joe Banks
633 Randolph Avenue

Door Sizes:
Front & Back: 32" x 80"
Proposed Porch: 30" x 80"





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: August 16, 2022

Item #: 6D (3) – 211 Madison Avenue

Prepared by: Katie H. Nunez, Zoning Administrator

Date: July 26, 2022

APPLICANT : Michele & Nathan Davidson **TYPE OF APPLICATION:** Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 211 Madison Avenue

WORK TO BE PERFORMED: Build new 833 sq. ft. addition w/rear deck and handicapped ramp, new 648 sq. ft, 2-story garage with ADU; install picket fence; and remove 8'x10' shed

TAX MAP: 83A1-1-210 & 211

CURRENT ZONING: Residential (R-1)

LOT SIZE: 11,200 sq. ft.

HISTORIC REGISTER: Contributing Structure

Description: Ca. 1927, Colonial Revival (HOUSE)

Ca. N/A, Non-Contributing (SHED)

DATE APPLICATION RECEIVED: July 11, 2022

PRE-APPLICATION MTG: August 16, 2022

DATE APPLICATION DEEMED COMPLETE: July 27, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): September 26, 2022

The applicant is seeking to construct 833 square feet, side addition with a 197 square feet rear deck and wheelchair ramp on the existing two-story single-family home. Also, being proposed is a new 648 square feet two-story garage with an Accessory Dwelling Unit (ADU) (Conditional Use Permit approved by Town Council on 7/21/2022) and a 10' x 24' (240 sq. ft.) overhang. The application also includes replacing the existing 4' wire fencing in the backyard with a 4' vinyl picket fence.

LOCATION MAP:



MATERIALS:

The applicant is proposing to use:

- Roof: Addition & ADU: Architectural Timberline Shingles will match existing structure
ADU Overhang: Metal
- Siding: James Hardie Plank Lap Select Cedar Mill: 0.312" Thickness
- Windows: Atrium
- Trim: Azek to obtain historical look
- Doors: Exterior: Therma Tru Smooth-Star – 15 lite 3W x5H Simulated Divided Lites
Garage: Insulated with Windows on Top
- Railing: Vinyl
- Addition Rear Decking & Ramp: Azek Deck Flooring
- Fence: 4' Vinyl Picket Fence around Yard

STAFF ANALYSIS

ZONING COMPLIANCE:

The proposed project is seeking to construct 833 square feet, addition that includes a 197 square feet rear deck and rear chair ramp on the existing two-story single-family residence. Also being proposed is the construction of a new 648 square feet two-story garage with an Accessory Dwelling Unit and a 240 square feet overhang. The fence will be placed in accordance with the ordinance. A site plan has been provided and is in zoning compliance.

The proposed materials are in conformance with the Zoning Ordinance for new construction.

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

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

HISTORIC DISTRICT GUIDELINES:

There are no specific guidelines for accessory structures.

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

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:

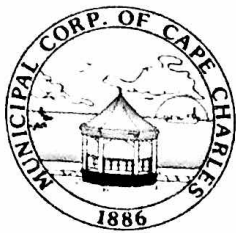
Staff is recommending review of the Application by the HDRB and determine if the proposed addition to the single-family residence, new garage with an accessory dwelling unit, and fence are within the Historic District Guidelines.

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:

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Town of Cape Charles Planning & Zoning Department

2 Plum Street

Cape Charles, VA 23310

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planningtech@capecharles.org

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

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| ☐ Proposed site plan or survey (if applicable) | ☐ Payment (See Historic District Review Board Fees) |

PROPERTY INFORMATION

Name of Project: Davidson Addition, ADU, Pool
Property Address: 211 Madison Ave.
Brief Description of Project: Addition, ADU, Pool
Zoning District: R1 Current Use: Residence Proposed Use: Residence

OWNER INFORMATION

Name and Company: Ratnan & Michele Davidson
Mailing Address: 414 Brougham Ct. Chesapeake, VA 23322
Phone Number: 703-298-3247 Email: michelerdavidson@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: Michele Davidson Date: 7/24/22

Michele & Nathan Davidson
416 Brougham Court
Chesapeake, VA 23322
703-298-3247
michele@chesapeakebaypsych.com

July 11,, 2022

To Whom It May Concern.

We are requesting a certificate of appropriateness for an addition into our home at 211 Madison Avenue along with a garage with an apartment. The addition will enable our 15 year-old son to access and live full-time in the home. Presently, there is no accessible bedroom or space for someone in a wheelchair. We are proposing adding a wheelchair accessible half bath, master bedroom for him with a wheelchair accessible bathroom, and a den for his own use and equipment needs. The addition is 755 square feet and also includes a wheelchair ramp to access the home which will be constructed on the side. We purchased the adjoining lot next to our home for this purpose.

We are also requesting to add a garage apartment (ADU) onto our property to enable us to build a apartment for my elderly mother who will also be moving to Cape Charles with us full-time. The apartment will enable her to live as independently as possible while still allowing her to be in close proximity to us. The proposed garage is 24 x 27 feet in size and will also be located on the current and adjacent lot which we have applied to be joined. We are requesting that the building also have a 10 x 24 foot overhang to provide shade as a means of enabling our son to utilize the requested pool. Our son cannot tolerate heat well due to his spastic quadriplegia cerebral palsy and requires shade the majority of the time when outdoors.

We are also hoping to add a salt water pool for our son as well behind our home that is approximately 12.5 feet x 30 feet to provide aquatic therapy for him. We would like to include a picket 4 foot vinyl fence in accordance to building codes for safety purposes.

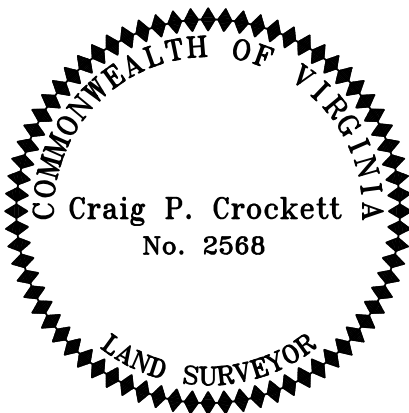
The addition of the rooms and garage will enable our family to relocate to Cape Charles on a full-time basis and become permanent residents here. Please let us know if you have questions or need additional information about this exciting project.

Kind regards,


Michele Davidson

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: NATHAN S. DAVIDSON, II & MICHELE R. DAVIDSON

2. SOURCES OF TITLE: INST. 190000519 (83A1-1-210)
INST. 170001600 (83A1-1-211)

3. TAX PARCELS: 83A1-1-210 & 211

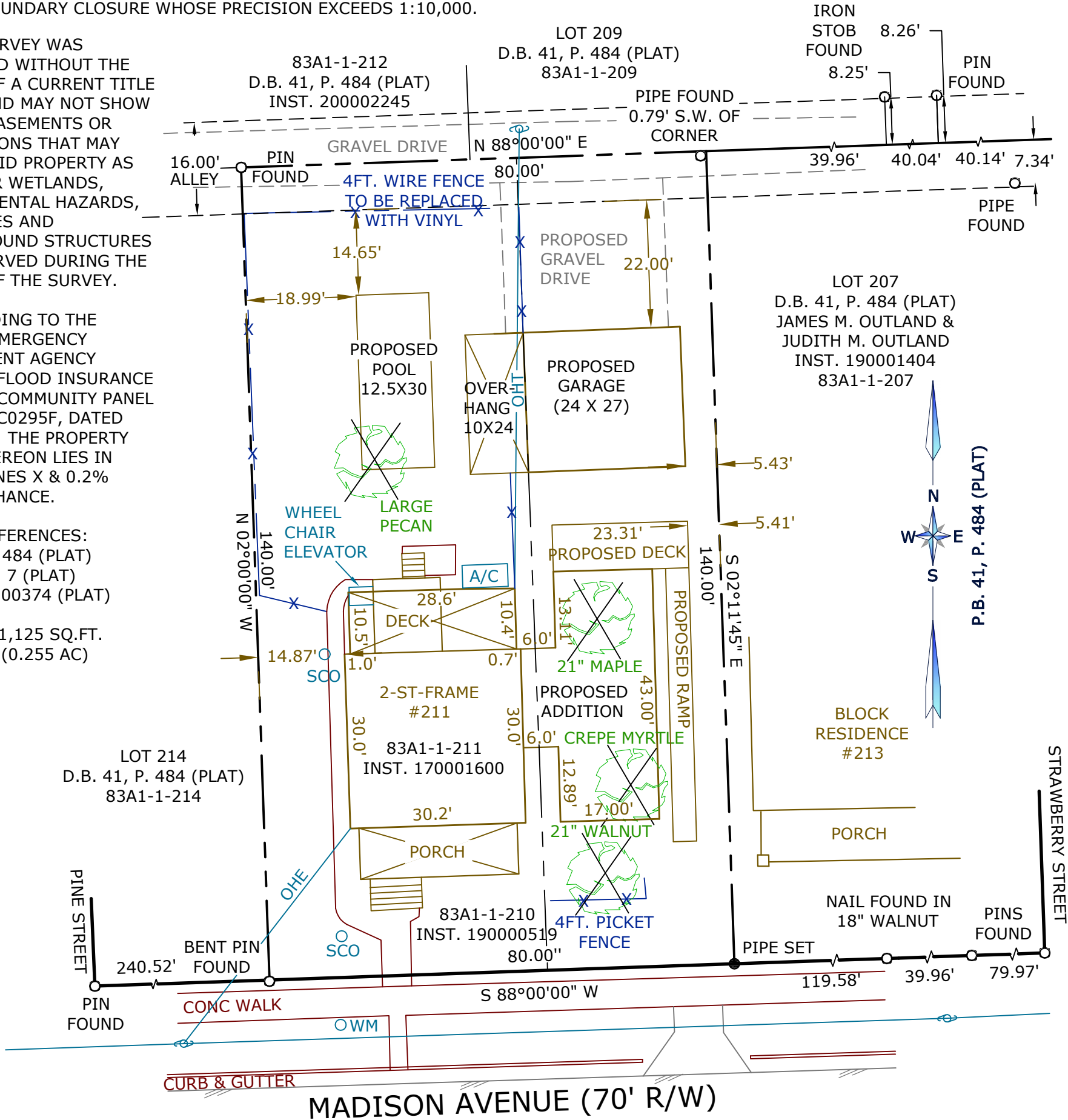
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN MARCH 2022
WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

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

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONES X & 0.2% ANNUAL CHANCE.

7. PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
D.B. 291 P. 7 (PLAT)
INST. 190000374 (PLAT)

8. AREA: 11,125 SQ.FT.
(0.255 AC)



SITE PLAN
LOT 211 & THE WESTERN 32' OF LOT 210

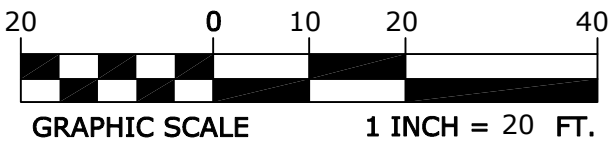
MAP OF THE TOWN OF
CAPE CHARLES

CAPEVILLE DISTRICT

NORTHAMPTON COUNTY, VIRGINIA

SCALE: 1" = 20' MARCH 11, 2022

MADE FOR NATHAN S. DAVIDSON & MICHELE R. DAVIDSON



POINT NORTH

POINT NORTH SURVEYING LLC

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

pointnorthsurveying@gmail.com

DRAWN BY: PARKER
BACK TRAV: CROCKETT

NORTH

(757) 709-3008

FIELD BOOK: FILE COPY
PROJ. NO: 22028

Existing Photograph



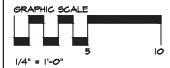
DAVIDSON RESIDENCE

ADDITIONS & ALTERATIONS

211 MADISON AVENUE
CAPE CHARLES VIRGINIA 23310



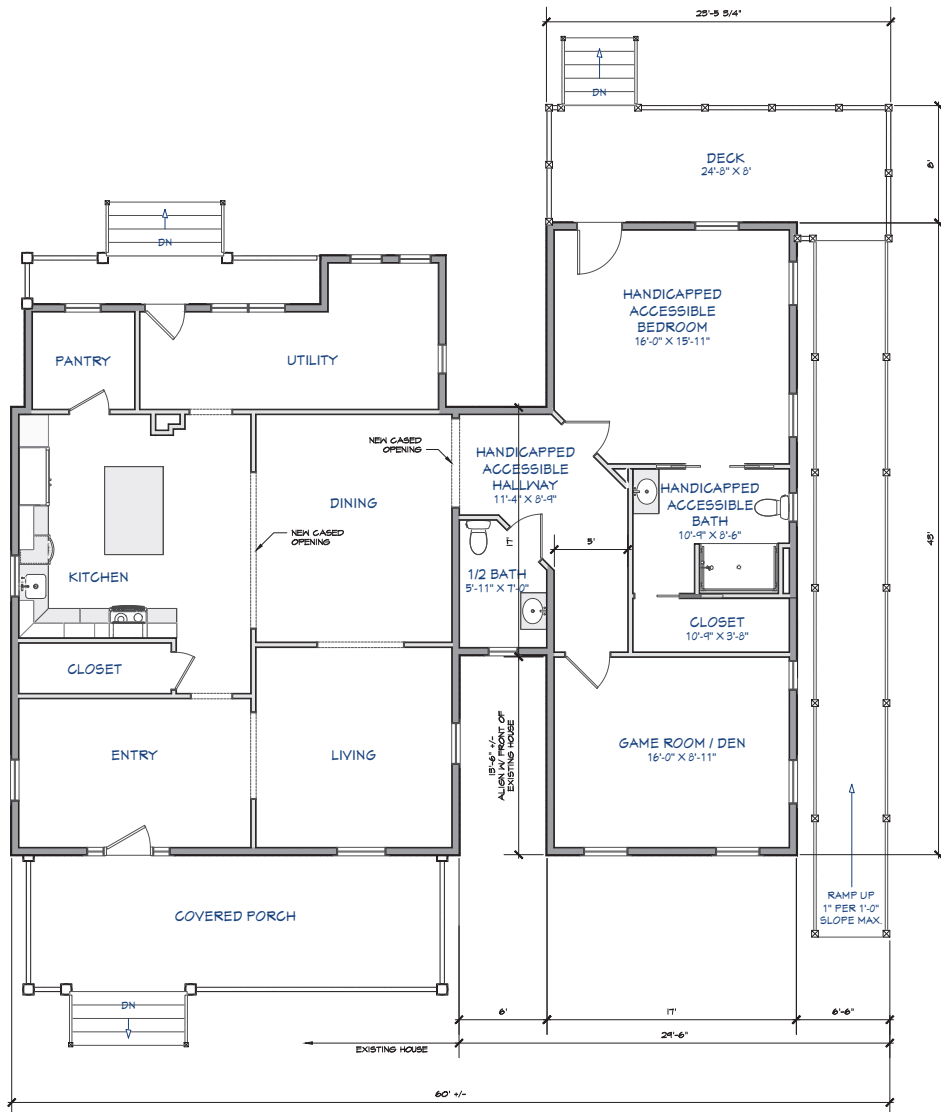
PLAN REFERENCE NORTH



DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES LLC
PO BOX 155
ONANCOCK VA 23047
757-708-8701
desdevelopmentllc.com
www.desdevelopment.net

DAVIDSON RESIDENCE
ADDITIONS & ALTERATIONS
211 MADISON AVENUE
CAPE CHARLES VIRGINIA 23310

SHEET 1 OF 6
PREPARED BY KAM
DATE: JULY 25 2022

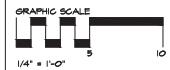


OVERALL FLOOR PLAN

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



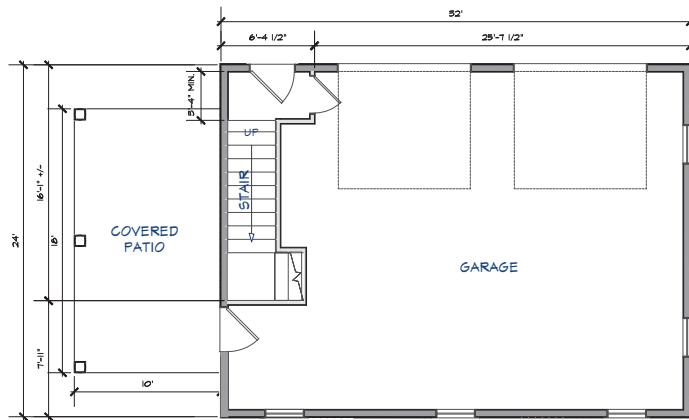
PLAN REFERENCE NORTH



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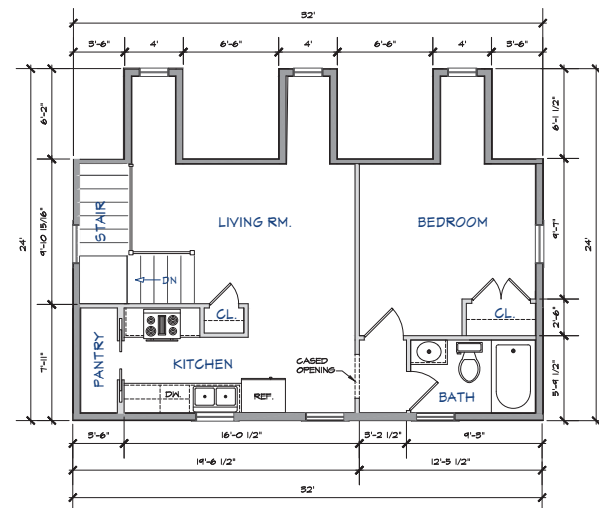
DAVIDSON RESIDENCE
ADDITIONS & ALTERATIONS
211 MADISON AVENUE
CAPE CHARLES VIRGINIA 23310

SHEET 2 OF 6
PREPARED BY KAM
DATE: JULY 25 2022



GARAGE FLOOR PLAN

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

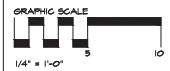


GARAGE UPPER FLOOR PLAN

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



PLAN REFERENCE NORTH

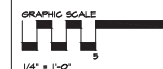


DESIGN DEVELOPMENT
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PLAN REFERENCE NORTH



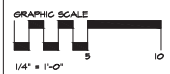
DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES LLC
PO BOX 155
ONANCOCK VA 22417
757-704-8701
desdevelopmentllc.com
www.desdevelopment.net

DAVIDSON RESIDENCE
ADDITIONS & ALTERATIONS
211 MADISON AVENUE
CAPE CHARLES VIRGINIA 23310

SHEET 4 OF 6
PREPARED BY KAM
DATE: JULY 25 2022



PLAN REFERENCE NORTH



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SHEET 5 OF 6
PREPARED BY KAM
DATE: JULY 25 2022



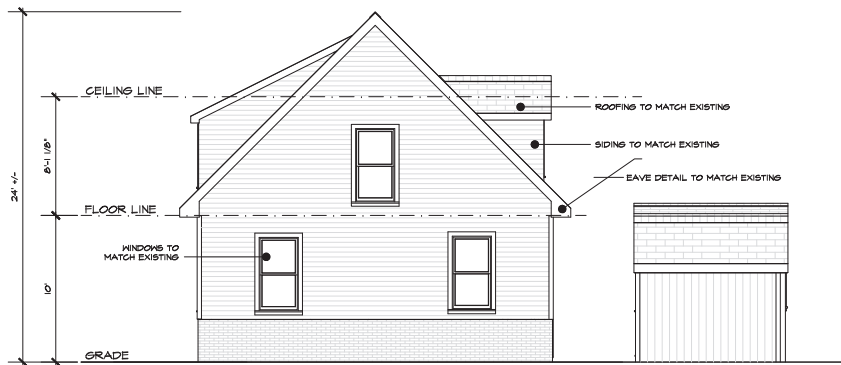
REAR ELEVATION

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



REAR ELEVATION W/ PROPOSED GARAGE

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



RIGHT SIDE ELEVATION @ PROPOSED GARAGE

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

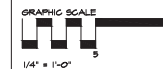


LEFT SIDE ELEVATION @ PROPOSED GARAGE

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



PLAN REFERENCE NORTH



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DAVIDSON RESIDENCE
ADDITIONS & ALTERATIONS
211 MADISON AVENUE
CAPE CHARLES VIRGINIA 23310

Michele & Nathan Davidson
211 Madison Ave
Cape Charles, VA 23310
michele@chesapeakebaypsych.com
703-298-3247

Materials List

Architectural Timberline Shingles to match existing roof in same color currently on home
Hardiplank siding (entire house to be painted same color)
Therma True Doors
Azek trim material
Garage doors with glass panels
Atrium Windows to match existing windows in house and trimmed with Azek to obtain historical look
Vinyl railing on side of handicap/wheelchair ramp on side of house
Ramp flooring is PVC Aztec decking
Deck is wood grain PVC Aztec decking for durability and weight of electric wheelchair
Fence to be vinyl 4-foot picket to meet code for pool enclosure.
Vinyl matching handrail to match fence and existing railing on front porch of house
Metal roofing on ADU overhang since traditional roof would interfere with windows.

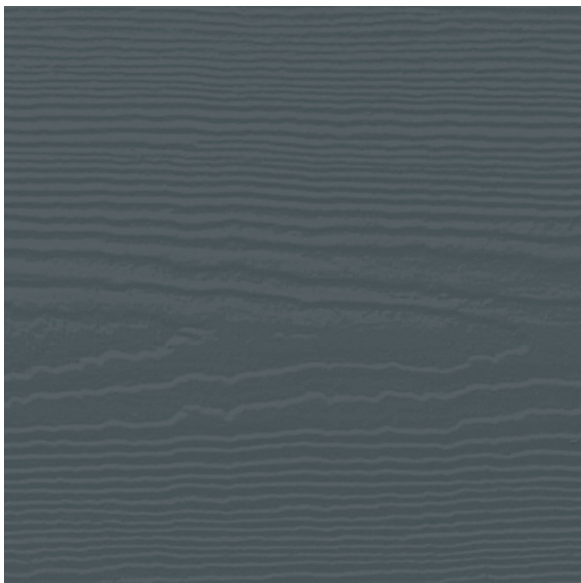
Gray Timberline Architectural Shingles to match existing roof



Hardiplank Evening Blue Siding

AVAILABLE SIZES

THICKNESS:	0.312"	
LENGTH:	144" boards	
WIDTHS:	6.25"	8.25"
EXPOSURES:	5"	7"
	9.25"	12"
	8"	10.75"
	5.25"	7.25"
	4"	6"



Aztec Exterior Trim in White (as shown below)



Therma Tru Exterior Doors



Insulated Garage Doors in White with Windows on top



Atrium Windows to match existing windows in house & trimmed with Azek to obtain historical look



Gray Metal Roofing to Match shingles on overhang only (roof pitch cannot accommodate a shingle roof).



White vinyl railing to match existing porch railing on established house



4-foot vinyl fencing for around yard and pool



Aztec PVC Decking Flooring for deck and ramp





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: August 16, 2022

Item #: 6D (4): 1 Fig Street

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

Date: July 26, 2022

APPLICANT: LJ Kellam Construction on behalf of Liquor Distillation Society, LLC (Penelope & Derrick Kinsey)

SITE ADDRESS: 1 Fig Street

TAX MAP: 83A3-1-534

LOT SIZE: 6,184 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness for Phase Two

WORK TO BE PERFORMED: remove the mezzanine and bulge from rear brick wall and remediate the commercial building

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

DESCRIPTION: *Ca. 1930, Spanish Colonial Revival*

DATE APPLICATION RECEIVED: July 5, 2022

PRE-APPLICATION MTG: August 16, 2022

DATE APPLICATION DEEMED COMPLETE: July 15, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): September 15, 2022

BACKGROUND & PROPOSAL

The applicant obtained approval from the HDRB on May 17, 2022 for the following scope of work for the remediation of the lead and asbestos:

- Remove all existing windows; window openings will not change
- Replace existing metal roof with a new metal roof
- Remove the mezzanine and a bulge in the back brick wall (close to Chesapeake Properties) and stabilize surrounding structure
- Remove the Garage Door facing Fig Street to become Front Entrance Door

With the condition that any additional work would need to be reviewed by the Board.

The applicant is now proceeding with Phase II of the exterior work as well, particularly windows, doors, trim work, enclosing the original open-bay, and repairing brick work when necessary.

Specifically, they are proposing the following work:

- The existing building's exterior walls are of solid brick in a Mission Revival style; this will remain unchanged.
- We intend to replace all existing fixed and operable street-facing windows with new windows to match the existing profiles and configurations. We will use a narrow-frame window type that has been used successfully on several Historic Renovations of this vintage.
- The Metal fall-guards on the existing second floor windows will be cleaned, refinished and reinstalled at their original locations.
- At some point in time, one of the large fixed-glazing openings on the first floor was modified with the addition of an entry door and transom. A portion of the original brick wall beneath the opening was removed to accommodate the new door. Using salvaged brick from existing

interior walls, we will infill the missing wall below the glazed opening and will provide new window glazing to match the original design of the other openings.

- The existing non-original overhead door will be removed, and the opening will be filled with a pair of framed glass Entry Doors, with fixed glass panels to each side of the doors, and a Transom with a simple divided lite pattern to reflect but contrast with similar transoms in adjacent openings.
- The non-original entry doors will also be replaced with framed glass entry doors.
- The existing large empty opening between the main building and the small angled one-story wing will be infilled with panels of back-painted spandrel glass, to create needed opaque interior space. The Transom glazing will reflect but contrast with similar transoms in other openings with original glazing patterns.
- The metal roofing on the one-story wings at each end of the building will be removed and replaced.
- The existing propane tank, currently on the property line, will be relocated to the vacant lot behind the building

LOCATION MAP:



STREET VIEW



MATERIALS:

The applicant is proposing to use:

- Doors: Marvin Clad-Wood Style Commercial Doors; ADA Compliant
- Framing System: Kawneer Fixed Encore 1-3/4" Minimal Frame Sight line for Spandrel Glass
- Windows: Marvin Ultimate Narrow Frame – 2-3/16"
- Brick: recycle as much as possible and then new will match existing
- Roofing: Metal

STAFF ANALYSIS:

ZONING COMPLIANCE

The applicant is still working on addressing and submitting the proposed compliance measures as part of a final site plan that are required in order for a restaurant to be permitted and approved at this location which include the following:

- 1) CCZO Section 4.2 D: Vision Clearance at Intersections. At any corner lot there shall be no planting, structure, fence, retaining wall, shrubbery, or obstruction to vision more than three feet higher than the curb level within the triangle formed by the street right-of-way lines and a line connecting such street lines 25 feet from their intersections
- 2) CCZO Section 4.4 E. Exterior Lighting 1. All exterior lighting shall be arranged and installed so that the direct or reflected illumination does not exceed (0.5) foot candles above the background measured at the lot line of any adjoining parcel. 2. Lighting standards shall be of a directional type capable of shielding the light source from direct view from any adjoining parcel. 4. All lighting shall comply with Dark Sky standards
- 3) CCZO Section 4.5 (B) Minimum Parking Space Requirements Table: c. Restaurants: 1. Restaurants - 1 space per 100 square feet of gross floor area. NOTE: The ordinance allows for a shared parking arrangement which could be utilized to meet this requirement. Additionally, the applicant may petition the Board of Zoning Appeals for relief of some component of the parking requirements.
- 4) CCZO Section 4.5 (M) Dumpsters. 1. A solid fence on three sides shall enclose all dumpsters. a. The height of the fence shall be equal to or higher than the height of the dumpster, in accordance with Section 4.2.G. b. The visible material of the fence shall be made up of brick, stucco, or stone. 2. The operable side of the dumpster shall be concealed with a gate equal to or higher than the height of the dumpster. The gate shall be opaque and constructed of durable materials. 3. Dumpsters shall be placed in the rear yard and shall be located a minimum of five feet from property lines. 4. In no case shall loading activities hinder or obstruct the free movement of vehicles, and pedestrians over a street, sidewalk, alley, or to interrupt parking lot circulation. 5. Service activities within 150 feet of residential uses shall only be permitted Monday through Friday between 7:00am to 10:00pm and on Saturdays from 9:00am to 9:00pm. 6. Access to dumpsters shall be provided via a paved, dust-free surface. 7. Temporary construction trash and recycling dumpsters, which are not enclosed, shall be permitted up until such time as a Certificate of Occupancy is issued.
- 5) CCZO Zoning Districts Article III - Utilities. Upon installation of utility access lines, such lines shall be installed underground. The Town encourages replacement lines to be installed underground.
- 6) CCZO Section 4.4 (B) General Requirements 1. Landscaping shall be required in all commercial and industrial districts. a. The owner or his agent shall be responsible for the maintenance, repair, and replacement of all landscaping materials as may be required by the provisions of this Article. b. All plant material shall be tended and maintained in a healthy growing condition and free from refuse and debris at all times. All unhealthy, dying, or dead plant materials shall be replaced during

the next planting season. 2. Commercial and industrial district uses that abut residential zones shall provide a landscape buffer or screened area between districts.

I am working in tandem with the Building Official to ensure the elements of the building code requirements are addressed as part of the site plan for a commercial kitchen, particularly the distance requirements from adjacent parcels and uses regarding venting, location of mechanical equipment, etc. I have spoken with the applicant and know that they are in active discussions with the adjacent parcel owner on Mason Avenue where they currently have a short term lease for placement of the construction dumpsters and are exploring options to address the parking requirements.

The applicant is aware that I am not able to provide zoning compliance in advance of this application's consideration by the HDRB until all of these items listed are addressed. However, allowing the building restoration to continue to move forward is in the best interests of all parties with the caveat and full understanding that the remaining Town Permits (Zoning Clearance and Building Permit(s)) are not assured and can not be issued until full zoning compliance and building code compliance is demonstrated through a site plan that addresses all of the issues above and a set of building plans that conforms to the building code.

HISTORIC DISTRICT GUIDELINES:

Storefronts: Page 47 Item 1: Retain all elements, materials, and features that are original to the building or are sensitive remodeling and repair them as necessary.

Page 48 Items 3 – 5 Conduct exploratory demolition to determine what original elements remain and their condition. Restore as many original elements as possible, particularly the materials, windows, decorative details, and cornices. Reconstruct missing elements (such as cornices, transoms, and bulkheads) if documentation is available. Otherwise, design new elements that respect the character, materials, and design of the building.

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if proposed work fits within the historic character of the neighborhood.

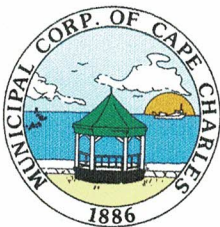
Staff is recommending approval of the Phase II application conditional upon the applicant also addressing the issues raised under the Staff Analysis section of this report to obtain zoning compliance and is prepared to assist in the development of a motion, if needed.

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-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, Affidavits



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: Kellogg Building Renovation
Property Address: 1 Fig Street
Brief Description of Project: Renovation of historic building
Zoning District: R-1 Current Use: unused Proposed Use: restaurant

OWNER INFORMATION

Name and Company: Liquor Distillation Society, LLC
Mailing Address: 2274 Doc Holiday Drive, Park City, UT 84060
Phone Number: _____ Email: PennKinsey@gmail.com, DerrickKinsey@

APPLICANT INFORMATION

☐ check here if applicant is owner

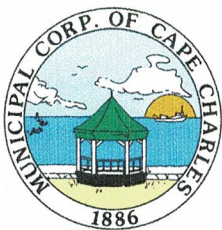
Name: LJ Kellam Construction
Mailing Address: PO Box 2, Belle Haven, VA 23306
Phone Number: 757-442-7686 Email: Luke@KellamConstruction.com

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: 7/5/22

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



OWNER PERMISSION AFFIDAVIT to FILE APPLICATION

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: 1 Fig Street, Cape Charles, VA 23310
Subject Property Tax ID Number: 83A3-1-534

OWNER INFORMATION

Name (Person, Firm, Corporation, or Agency): Liquor Distillation Society, LLC
Mailing Address: 2274 Dol Holliday Dr., Park City, UT 84000
Phone Number: 435-640-6061 Email: pennkinscy@gmail.com

APPLICANT INFORMATION (If applicable)

Name: L. J. Kellam Construction
Mailing Address: PO Box 2, Belle Haven, VA 23306
Phone Number: 757-442-7686 Email: luke@kellamconstruction.com

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

Phase II renovations to the Kellogg Building

Signature of Owner: [Signature] Date: 7/19/22

Commonwealth of Virginia

County of Northampton

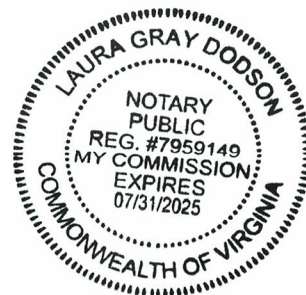
The foregoing instrument was acknowledged before me this 19th day of July,
20 22, by Penelope Kinscy (name of person acknowledged).

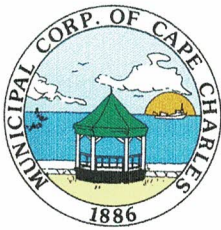
Signature of Notarial Officer: [Signature]

Notary Registration Number: 7959149

My Commission Expires: 07/31/2025

(Seal)





OWNER PERMISSION AFFIDAVIT for REPRESENTATION

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: 1 Fig Street
Subject Property Tax ID Number: 83A3-1-534

OWNER INFORMATION

Name (Person, Firm, Corporation, Agency): Liquor Distillation Society, LLC
Mailing Address: 2274 Doct Holliday Dr., Park City, UT 84000
Phone Number: 435-640-6061 Email: pennkinsey@gmail.com

REPRESENTATIVE INFORMATION (If applicable)

Name: Bernie West
Mailing Address: 1432 N. Great Neck Rd, Suite 204, Virginia Beach, VA 23454
Phone Number: 757-408-2987 Email: gwest@dillsarchitects.com

I hereby give authority to the representative to act on my behalf of an application for:

Phase II Renovations to the Kellogg Building

Signature of Owner: [Signature] Date: 7/19/22

Commonwealth of Virginia

County of Northampton

The foregoing instrument was acknowledged before me this 19th day of July, 2022, by Penelope Kinsey (name of person acknowledged).

Signature of Notarial Officer: [Signature]

Notary Registration Number: 7959149

My Commission Expires: 07/31/2025

(Seal)





July 5, 2022 RE: Restoration of the Kellogg Building, 1 Fig Street

Certificate of Appropriateness LETTER OF INTENT

It is the Owner's Intent to renovate and restore this beautiful two-story Historic landmark building. The building will house the Owner's new restaurant. The existing building's exterior walls are of solid brick in a Mission Revival style; this will remain unchanged.

The existing openings in the first floor street-facing façades are a combination of large wood-framed fixed glazed openings with ornate transoms that appear to be of the original historic design (though some locations may have been repaired/replaced with like materials at some point in time), entry doors non-original entry doors, and a steel coiling overhead door that does not appear to be original to the building.

The existing second floor windows are six-lite fixed or operable windows and appear to be original. We intend to replace all existing fixed and operable street-facing windows with new windows to match the existing profiles and configurations. We will use a narrow-frame window type that has been used successfully on several Historic Renovations of this vintage. The Metal fall-guards on the existing second floor windows will be cleaned, refinished and reinstalled at their original locations.

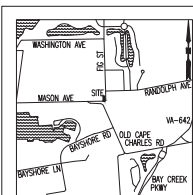
At some point in time, one of the large fixed-glazing openings on the first floor was modified with the addition of an entry door and transom. A portion of the original brick wall beneath the opening was removed to accommodate the new door. Using salvaged brick from existing interior walls, we will infill the missing wall below the glazed opening and will provide new window glazing to match the original design of the other openings.

The existing non-original overhead door will be removed, and the opening will be filled with a pair of framed glass Entry Doors, with fixed glass panels to each side of the doors, and a Transom with a simple divided lite pattern to reflect but contrast with similar transoms in adjacent openings.

The non-original entry doors will also be replaced with framed glass entry doors.

The existing large empty opening between the main building and the small angled one-story wing will be infilled with panels of back-painted spandrel glass, to create needed opaque interior space. The Transom glazing will reflect but contrast with similar transoms in other openings with original glazing patterns.

The metal roofing on the one-story wings at each end of the building will be removed and replaced. The existing propane tank, currently on the property line, will be relocated to the vacant lot behind the building.



LOCATION MAP

SCALE: 1" = 200'

HORIZONTAL DATUM	CAPE CHARLES, VIRGINIA
VERTICAL DATUM	VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE NAD 83/94 (NAD83 SURVEY FDS07)

VERTICAL DATUM	VERTICAL DATA ESTABLISHED ON SITE VIA: GPS DATA TIED TO THE VIRGINIA SOUTH NETWORK AND NOT TIED TO SPECIFIC CITY DOTS
TOWN OF	CAPE CHARLES, VIRGINIA
DATUM	NAVD83

FLOOD INFORMATION INDICATED HEREON SHOULD NOT BE CONSIDERED AS A DETERMINATION OF THE NEED OR LACK OF NEED FOR FLOOD INSURANCE. PROPERTY OWNERS SHOULD CONTACT A LOCAL FLOOD OFFICIAL FOR MORE INFORMATION.

V = 1% CHANCE OF ANNUAL FLOOD WITH STORM INDUCED WAVES
AE = 1% CHANCE OF ANNUAL FLOOD
X-SHADED = 0.2% CHANCE OF ANNUAL FLOOD
X = ANNUAL FLOOD HAZARD AREA

THIS SITE APPEARS TO	X
AS SHOWN ON FIRM MAP/PANEL #	51131C0205F
PANEL DATE:	3/22/015
NFP COMMUNITY NAME:	TOWN OF CAPE CHARLES
NFP COMMUNITY NUMBER:	510106
FIRM INDEX DATE:	3/22/015

TAX ID:	8345-1-034
OWNER(S):	PENelope H. LEHMAN & DERRICK R. KIRSEY
DEED INSTRUMENT:	21000805
DATED:	03/02/2021
RECORDED:	03/02/2021
LOCATION:	COUNTY OF NORTH HAMPTON
MAILING ADDRESS:	PO BOX 623 CAPE CHARLES, VA 23010

MAS-LD DOES NOT CERTIFY AS TO THE ZONING DESIGNATION OF THIS SITE. FOR DETAILED ZONING INFORMATION, PLEASE CONTACT THE ZONING DEPARTMENT AT THE NUMBER LISTED BELOW.

SOURCE:	CAPE CHARLES ZONING MAP
ZONING DEPT. PHONE #:	(757) 331-2036
FRONT SETBACK:	30'
REAR SETBACK:	25'
SIDE SETBACK (INTERIOR):	5'
SIDE SETBACK (CORNER):	5'

MISS UTILITY TICKET #:	A202501570
DATE:	01/25/2022

UNDERGROUND UTILITIES
ALL UTILITIES MAY NOT BE SHOWN

GENERAL SURVEY NOTES:

- THIS SURVEY WAS PRODUCED BY MID-ATLANTIC SURVEYING AND LAND DESIGN, INC. FOR L.J. KELLAM CONSTRUCTION, LLC.
- THIS SURVEY WAS PRODUCED WITHOUT BENEFIT OF A TITLE REPORT. ALL EASEMENTS, SERVITUDES AND RESTRICTIONS MAY NOT BE SHOWN.
- THE BOUNDARY LINES SHOWN ARE BASED ON A CURRENT FIELD BOUNDARY SURVEY.
- THIS SURVEY IS NOT INTENDED TO SHOW ALL UNDERGROUND UTILITY FEATURES. IT IS THE RESPONSIBILITY OF THE OWNER OR CONTRACTOR TO CONTACT MISS UTILITY BEFORE ANY EXCAVATION OR OTHER EARTH MOVING WORK.

TOPOGRAPHIC SURVEY CERTIFICATION

THIS SURVEY:

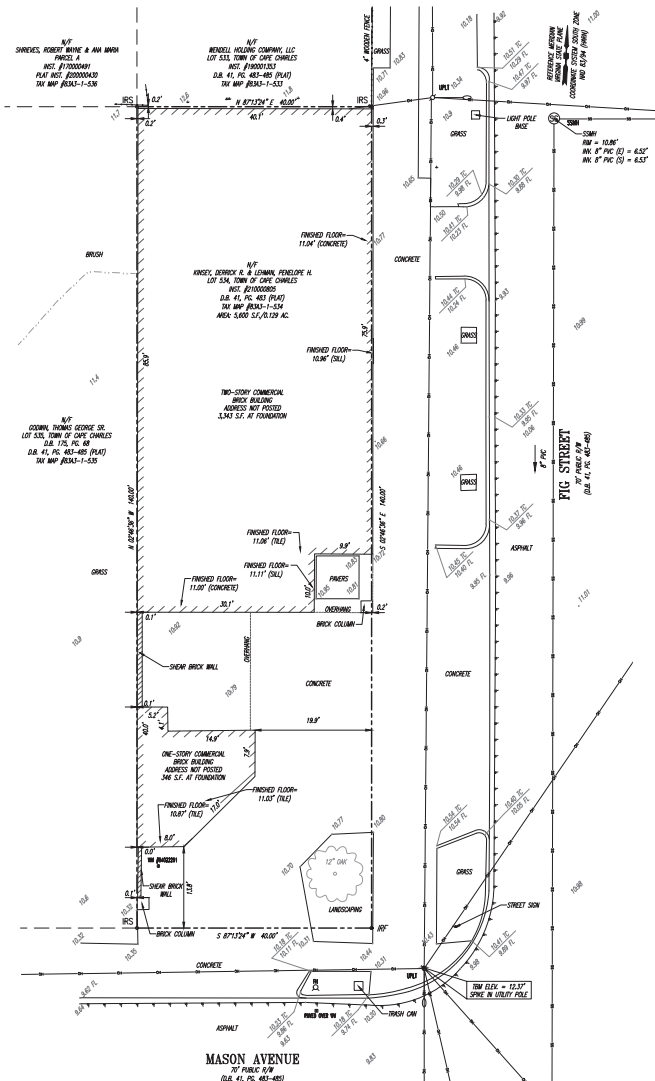
TOPOGRAPHIC BOUNDARY SURVEY OF LOT 534 (D.B. 41, PG. 483)

L.J. KELLAM CONSTRUCTION, LLC
FOR
CAPE CHARLES, VA
02/10/2022

WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF, BETH ANNE G. CAMPBELL FROM AN ACTUAL, GROUND-BASED SURVEY MADE UNDER MY SUPERVISION THAT THE MASTERY AND/OR ORIGINAL DATA WAS OBTAINED ON 01/31/2022; AND THAT THIS PLAT, MAP, OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

DATE: 02/10/2022

Beth Anne G. Campbell
BETH ANNE G. CAMPBELL, VA L.S. 0033576



ABBREVIATIONS

APPROX	APPROXIMATELY
BUILD	BUILDING
CONC	CONCRETE
D.B.	DEED BOOK
OPN	GEOREFERENCED PARCEL IDENTIFICATION NUMBER
HWN	HIGH ACCURACY REFERENCE NETWORK
INST.	INSTRUMENT
INVT	INVEST
M.B.	MAP BOOK
NF	NAD FOUND
N/F	NOW OR FORMERLY
PG	PAGE
PN	PARCEL IDENTIFICATION NUMBER
S.F.	SQUARE FEET

COMMUNICATIONS

COMM	COMMUNICATIONS: HAND HOLE
COMM	COMMUNICATIONS: FEEDBACK
COMM	COMMUNICATIONS: MANHOLE
COMM	COMMUNICATIONS: UNDERGROUND

CONTROL

TRF	CONTROL: TRAVERSE POINT
TRM	CONTROL: TEMPORARY BENCHMARK

FENCES

FT	FENCE: SILT FENCE
FW	FENCE: WIRE
FD	FENCE: WOODEN
FM	FENCE: METAL

GAS

GM	GAS: METER
GV	GAS: VALVE
GP	GAS: UNDERGROUND PIPES

POWER

LP	POWER: LIGHT POLE
LP	POWER: LIGHT POLE: SINGLE ARM
LP	POWER: LIGHT POLE: SINGLE BOX
LP	POWER: TRANSFORMER
LP	POWER: ELECTRIC PEDESTAL
LP	POWER: UTILITY POLE
LP	POWER: UTILITY POLE WITH LIGHT
LP	POWER: ELECTRIC HANDHOLE
LP	POWER: OVERHEAD LINES
LP	POWER: UNDERGROUND

PROPERTY

PH	PROPERTY: DRILL HOLE FOUND
PH	PROPERTY: DRILL HOLE SET
PH	PROPERTY: IRON ROD FOUND
PH	PROPERTY: IRON ROD SET
PH	PROPERTY: IRON ROD FOUND
PH	PROPERTY: IRON PIPE FOUND
PH	PROPERTY: FINISHED PIPE FOUND
PH	PROPERTY: ROOT MONUMENT
PH	PROPERTY: BOUNDARY
PH	PROPERTY: ADJACENT BOUNDARY
PH	PROPERTY: EASEMENT

SANITARY

SM	SANITARY: MANHOLE
SM	SANITARY: CLEANOUT
SM	SANITARY: PIPES
SM	SANITARY: FORCE MAIN

SITE

SM	SIGN
SM	BOLLARD

STORM

SM	STORM: MANHOLE
SM	STORM: CURB DROP INLET
SM	STORM: CATCH BASIN
SM	STORM: ROOF DRAIN
SM	STORM: PIPES

TRAFFIC

SM	TRAFFIC: BOX
SM	TRAFFIC: PEDESTAL
SM	TRAFFIC: MANHOLE

WATER

SM	WATER: VALVE
SM	WATER: METER
SM	WATER: IRRIGATION
SM	WATER: FIRE HYDRANT
SM	WATER: SPRIOT
SM	WATER: FIRE DEPARTMENT CONNECTION
SM	WATER: POST INDICATOR VALVE
SM	WATER: UNDERGROUND PIPES

LINES

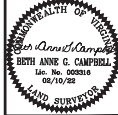
SM	BUILDING: OVERHANG
SM	BUILDING: WALLS
SM	CONTOUR (1 FOOT INTERVALS)
SM	DITCH: CENTERLINE
SM	DITCH: TOP OF BANK
SM	DITCH: TOE OF SLOPE
SM	FLOOD: ZONE LINE
SM	LANDSCAPING: EDGE
SM	PAVEMENT: ASPHALT EDGE
SM	PAVEMENT: DRIVE
SM	VEGETATION: DRIFLINE

GRADE LEGEND

SM	CENTERLINE
SM	FACE OF CURB
SM	FLOWLINE
SM	TOP OF BANK
SM	TOP OF CURB
SM	TOE OF SLOPE



MAS-LD
Mid-Atlantic Surveying and Land Design, Inc.
2327 Cavalier Lane, Suite 100
Cape Charles, VA 23041
757-227-0888
WWW.MAS-LD.COM
ADMIN@MAS-LD.COM



TOPOGRAPHIC BOUNDARY SURVEY
OF
LOT 534 (D.B. 41, PG. 483)
FOR
L.J. KELLAM CONSTRUCTION, LLC
CAPE CHARLES, VA
02/10/2022

PROJECT #	220174
FIELD BY:	NB
FIELD DATES:	01/31/2022
DRAWN BY:	MKL/MCM
CHECKED BY:	OSL/BAC

REVISIONS	NO.	DATE	COMMENTS

SCALE: 1" = 10'

SHEET
1 of 1





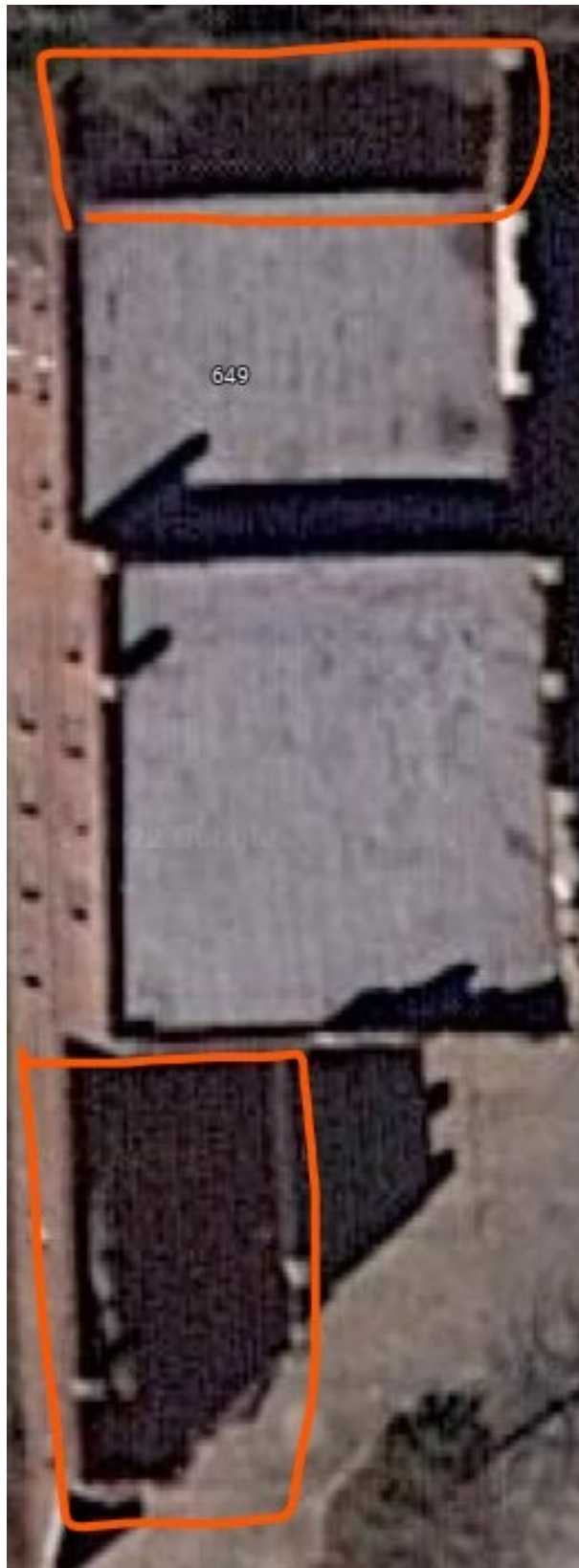






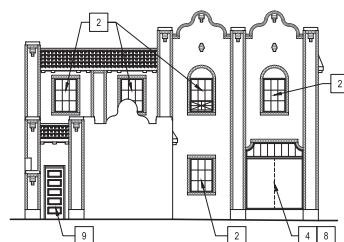


METAL ROOF SECTIONS

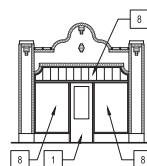


NEW WORK KEY NOTES

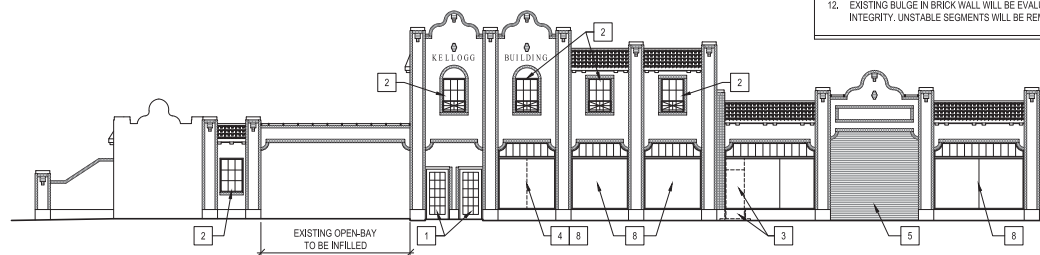
1. REMOVE EXISTING NON-ORIGINAL DOOR AND FRAME. REPLACE WITH NEW MARVIN ULTIMATE COMMERCIAL DOORS IN EXISTING OPENING.
2. REMOVE EXISTING WINDOW & FRAME. REPLACE WITH NEW MARVIN ULTIMATE NARROW FRAME WINDOWS TO MATCH EXISTING, REFINISH & REINSTALL EXISTING METAL WINDOW GUARDS ON SECOND FLOOR WINDOWS.
3. REMOVE EXISTING NON-ORIGINAL WOOD DOOR AND TRANSOM. INFILL OPENING WITH MARVIN ULTIMATE NARROW FRAME FIXED WINDOWS TO MATCH EXISTING. INFILL KNEE WALL BELOW GLAZING WITH MATCHING BRICK SALVAGED FROM INTERIOR OR REAR WALL.
4. REMOVE NON-ORIGINAL VERTICAL MULL.
5. REMOVE EXISTING O.H. DOOR. REPLACE W/ PAIR OF MARVIN ULTIMATE COMMERCIAL DOOR. INFILL W/ MARVIN ULTIMATE NARROW FRAME FIXED WINDOWS. PROVIDE CUSTOM TRANSOM TO MATCH EXISTING.
6. REPAIR AND REPLACE MISSING DECORATIVE ROOF TILES AS REQ'D
7. REPAIR AND REPLACE MISSING DECORATIVE CORING TILES AS REQ'D
8. REMOVE EXISTING FIXED GLAZING AND TRANSOMS. PROVIDE NEW MARVIN ULTIMATE NARROW FRAME WINDOWS IN EXISTING OPENING TO MATCH EXISTING.
9. REPLACE EXISTING DOOR AND FRAME WITH NEW MARVIN ULTIMATE COMMERCIAL DOOR & FRAME TO MATCH ORIGINAL DOORS.
10. INFILL EXISTING ORIGINAL OPEN-BAY WITH KAWNEER FIXED FRAMING SYSTEM FOR SPANDRAL GLAZING SYSTEM
11. REMOVE EXISTING WINDOW AND FRAME AND PROVIDE BRICK INFILL TO MATCH EXISTING.
12. EXISTING BULGE IN BRICK WALL WILL BE EVALUATED FOR STRUCTURAL INTEGRITY. UNSTABLE SEGMENTS WILL BE REMOVED AND REPLACED.



EXISTING SOUTH ELEVATION
1/8" = 1'-0"



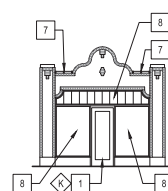
EXISTING SOUTHEAST ELEVATION
1/8" = 1'-0"



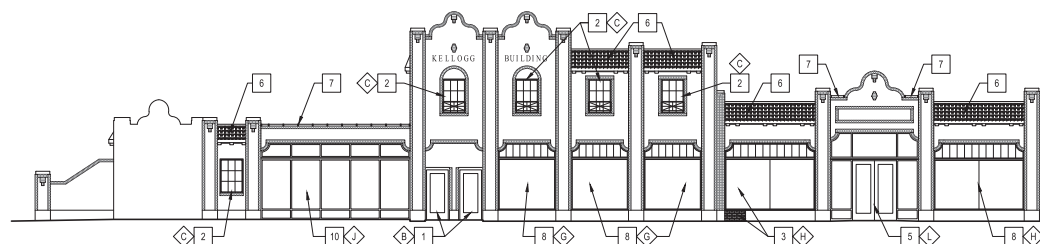
EXISTING EAST ELEVATION
1/8" = 1'-0"



NEW WORK SOUTH ELEVATION
1/8" = 1'-0"



NEW WORK SOUTHEAST ELEVATION
1/8" = 1'-0"



NEW WORK EAST ELEVATION
1/8" = 1'-0"

HISTORIC RENOVATION & RESTORATION TO THE KELLOGG BUILDING

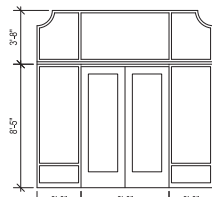
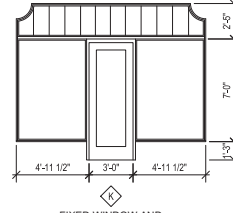
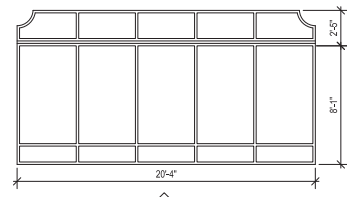
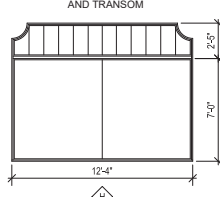
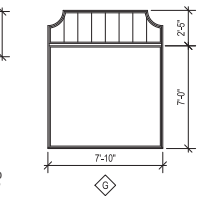
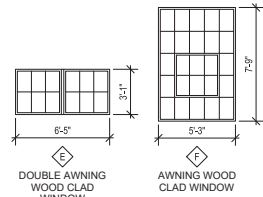
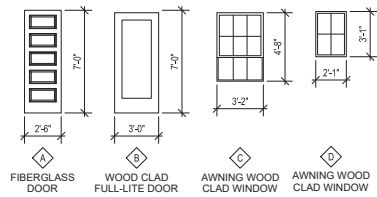
1 FIG STREET, CAPE CHARLES, VIRGINIA

REVISED 7/11/22

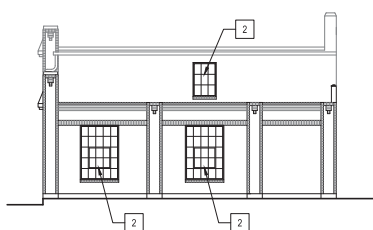
1/8"=1'-0" 0' 1' 5' 10' 20' 40'

Dills Architects
1432 North Great Neck Rd.
#204 Virginia Beach, VA 23454

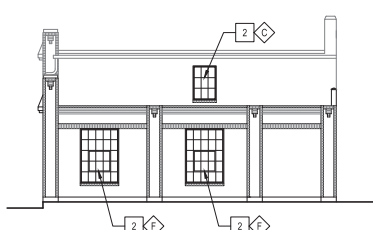




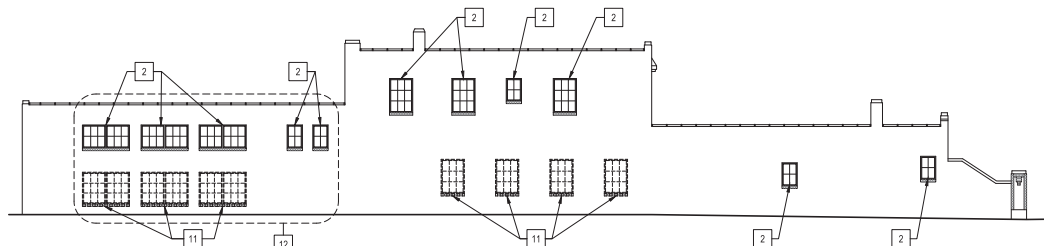
WINDOW & DOOR TYPES
1/4" = 1'-0"



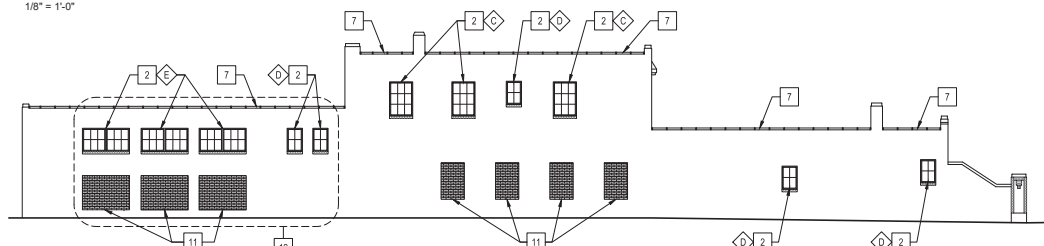
EXISTING NORTH ELEVATION
1/8" = 1'-0"



NEW WORK - NORTH ELEVATION
1/8" = 1'-0"



EXISTING WEST ELEVATION
1/8" = 1'-0"

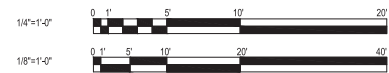


NEW WORK WEST ELEVATION
1/8" = 1'-0"

- # NEW WORK KEY NOTES
1. REMOVE EXISTING NON-ORIGINAL DOOR AND FRAME. REPLACE WITH NEW MARVIN ULTIMATE COMMERCIAL DOORS IN EXISTING OPENING.
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HISTORIC RENOVATION & RESTORATION TO THE **KELLOGG BUILDING** 1 FIG STREET, CAPE CHARLES, VIRGINIA

REVISED 7/11/22



Dills Architects
 1432 North Great Neck Rd.
 #204 Virginia Beach, VA 23454



PROPOSED MATERIALS

[Products](#)[Solutions](#)[Inspiration](#)[Why Marvin](#)

FEATURES OF THE ULTIMATE COMMERCIAL DOOR

- Available in wood or clad-wood styles to match design needs
- Optional commercial hardware package includes: closer, mortise lock or rim device, kick plate, and removable mullions
- Hardware routs and preps can be ordered
- Optional Raised or Flat Panels offer an upscale look
- Intermediate Rail available for a two lite panel
- Three ADA-compliant sill options, available in three finishes
- Available in 1 3/4" or 2 1/4" panels

► EnCORE® Framing System

[+ ADD TO MY PRODUCT LIST](#)[◀ SHARE](#)

EnCORE® Framing System

- 1-3/4" (44.5mm) sightline
- Variable depth
- Thermal performance
- Front or center plane glass applications
- Structural silicone glazed (SSG) options



Product Features

Taking center stage in Kawneer's lineup, EnCORE® Framing System is a two-piece, face-and-gutter system that offers thermal economy, a Structural Silicone Glazing (SSG) option and numerous design choices.

Engineered for easy installation and lower costs, features include the unique QuickSeal® self-sealing system, a broad selection of system depths and a 1 3/4-inch (44.5) minimal sightline.

EnCORE® readily adapts to remodel projects and new construction, whether traditional or modern architecture.

A recessed sash for a traditional look, plus a full jamb offers design flexibility for new

ULTIMATE CASEMENT
NARROW FRAME

A flush sash to the exterior and narrow jamb depth make this window an easy choice for frame-in-frame



JAMBS + PROFILES

The Ultimate Casement has a recessed sash for a traditional or historic look. The Ultimate Casement Narrow Frame has a flush-to-frame sash for a contemporary look.

ULTIMATE CASEMENT



ULTIMATE CASEMENT NARROW FRAME EXTERIOR VIEW WITH 2 3/16" NARROW JAMB



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: August 16, 2022

Item #7A– Report from Zoning Administrator Katie Nunez

Prepared by: Katie H. Nunez, Zoning Administrator

Date: August 9, 2022

1) MINOR EXEMPTIONS APPROVED BY INTERIM ZONING ADMINISTRATOR:

- a. 211 Monroe Avenue–replace front porch roof and back roof with same material, pursuant to CCZO Section 8.17 (B)

2) COMPLIANCE CHECKS BY ZONING COMPLIANCE OFFICER ON ISSUED CERTIFICATES OF APPROPRIATENESS: None.

- 3) STATUS REPORT ON CONSULTANT’S WORK ON DESIGN GUIDELINES:** The next draft version of the Design Guidelines, with all incorporated graphics and pictures, is scheduled to be provided to the Town by September 2, 2022. I am working on finalizing the calendar for the remainder of the work tasks, including holding a public forum some time the week of September 5, 2022 to present and review the document and solicit public comment on the draft document. Most of September will be allotted to allow the draft guidelines to be digested by the public, the Town Council, the Planning Commission and the Historic District Review Board and for all parties and interested citizens to submit comments to the Town regarding the draft guidelines. The intent is by the end of September that the Town provides the comments back to the consultant for incorporation into the final product and to have review by the VA Dept. of Historic Resources during the month of October with a final document issued to the Town of the Final Design Guidelines as well as any proposed Zoning Text Amendment changes that will be required to Article VIII for public hearings to be scheduled in November/December for Town adoption.