

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center
September 20, 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: None.
5. **Unfinished Business:** None.
6. **New Business**
 - A. **FENCE INSTALLATION:**
 - (1) 213 Madison Avenue: Amanda Kuester & Robyn Ginsberg – Certificate of Appropriateness to replace the existing wood fence with a vinyl fence
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None
 - C. **RENOVATION, MINOR:**
 - (1) 133 Mason Avenue: Colleen & Gene Kelly – Certificate of Appropriateness to replace the windows and doors and add an awning over a handicapped accessible door on a commercial building
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 305 Mason Avenue: Clelia & John Sheppard – Certificate of Appropriateness to install two awnings to the side of a commercial building and an After the Fact Certificate of Appropriateness for installation of a mural
 - (2) 203 Mason Avenue Unit 3 & 4: Roselynn, LLC dba Richard Chaney & Theresa Siejack – Certificate of Appropriateness to construct a second-story balcony across the entire façade of a commercial building
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER:** None
7. **Other Business**
 - A. Monthly Report from Interim Zoning Administrator Katie Nunez
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 20, 2022

Item #: 6A (1) – 213 Madison Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: September 9, 2022

APPLICANT: All About Your Homes,
LLC dba Josh Alvarado

SITE ADDRESS: 213 Madison Avenue

TAX MAP: 83A1-1-207

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Replace existing wood
fence in the rear and on the rear sides

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE
DESCRIPTION: 1930, Craftsman

DATE APPLICATION RECEIVED: August 2, 2022

PRE-APPLICATION MTG: June 21, 2022

DATE APPLICATION DEEMED COMPLETE: August 2, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): October 3, 2022

The applicant is seeking to replace an existing wooden picket fence with a 4' tall polyvinyl fence that will include two access gates. The fence would be installed in the rear on the property and along the rear sides of the house. The two access gates will be located approximately 36" on either side (East and West) of the property lines.



MATERIALS:

Fence: Polyvinyl

STAFF ANALYSIS:**ZONING COMPLIANCE**

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

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

HISTORIC DISTRICT GUIDELINES

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

STAFF RECOMMENDATION:

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

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles 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: Ginsberg/Kwester Vinyl Fence

Property Address: 2213 Madison

Brief Description of Project: Remove existing 4' wood fence, Install new vinyl 4' fence

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

OWNER INFORMATION

Name and Company: Robyn L Ginsberg & Amanda L. Kwester

Mailing Address: 4500 Hanover Ave. Richmond VA 23221

Phone Number: 402-268-9989 Email: robbyginsberg@hotmail.com

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: All About Your Home LLC

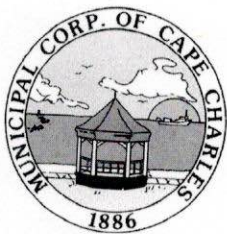
Mailing Address: 7432 Machipongo Dr Machipongo VA 23405

Phone Number: 757-678-2376 Email: allaboutyourhome11c@yahoo

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: 8/2/2022



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: 213 Madison Ave.
Subject Property Tax ID Number: _____

OWNER INFORMATION

Name (Person, Firm, Corporation, Agency): Robyn Ginsberg
Mailing Address: 4500 Hanover Avenue, Richmond VA 23221
Phone Number: (202) 288-9989 Email: robysginsberg@hotmail.com

REPRESENTATIVE INFORMATION (If applicable)

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

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

install vinyl fencing

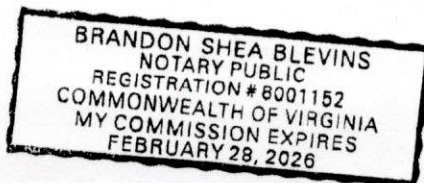
Signature of Owner: [Signature] Date: 8/31/2021

Commonwealth of Virginia
County of Richmond

The foregoing instrument was acknowledged before me this 31 day of August,
2022, by Robyn Ginsberg (name of person acknowledged).

Signature of Notarial Officer: [Signature]
Notary Registration Number: 8001152
My Commission Expires: 02/28/2026

(Seal)



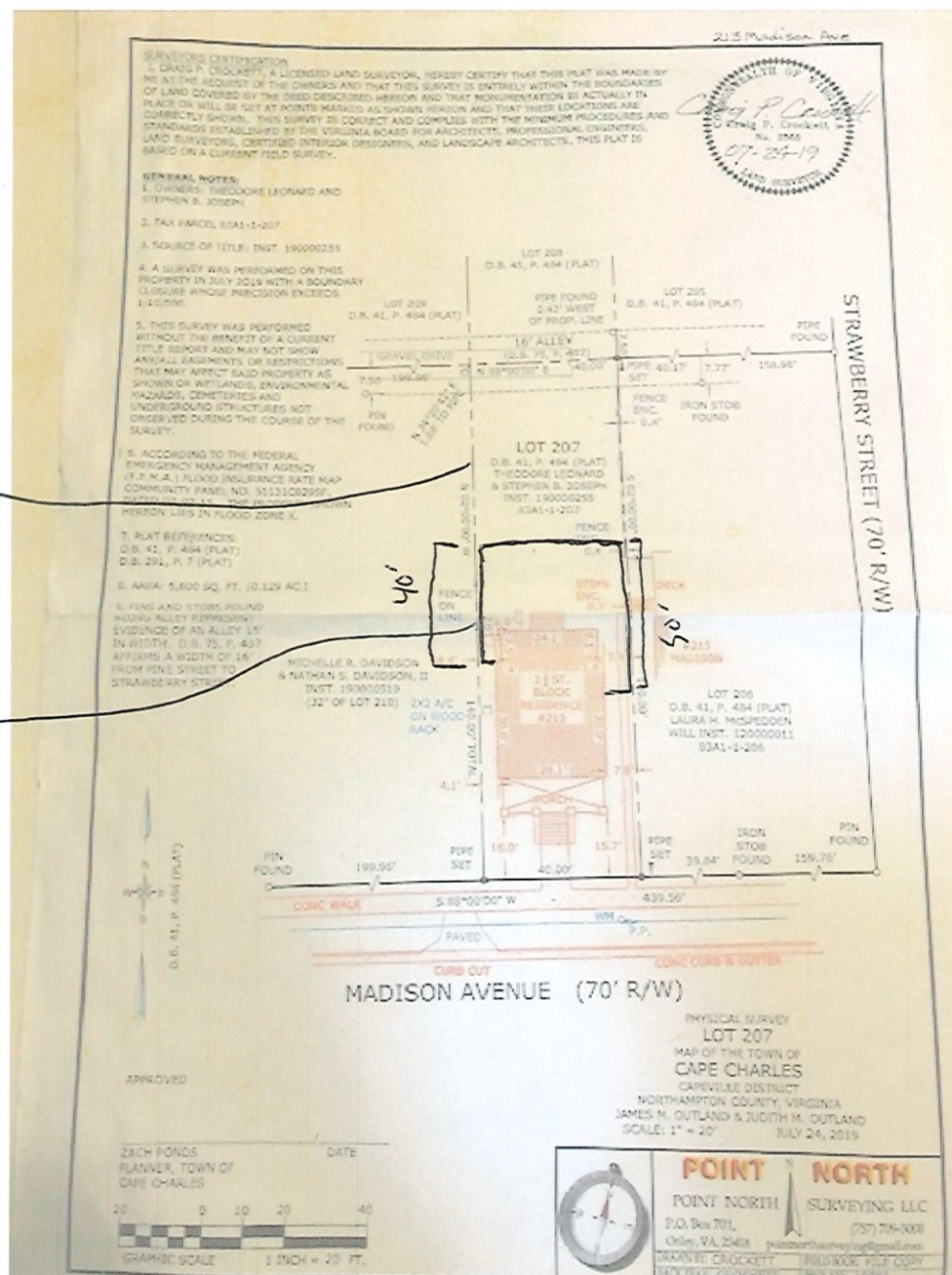
213 Madison Avenue Letter of Intent & Picture of Existing Fence

Would request to remove existing wood fence. And install new polyvinyl fence 4' tall. from end of existing to 40' towards ally then 40' west to East and then 50' up east side of property line towards Madison. There will be two access gates approximately 36" on either side (west, East) of property line.

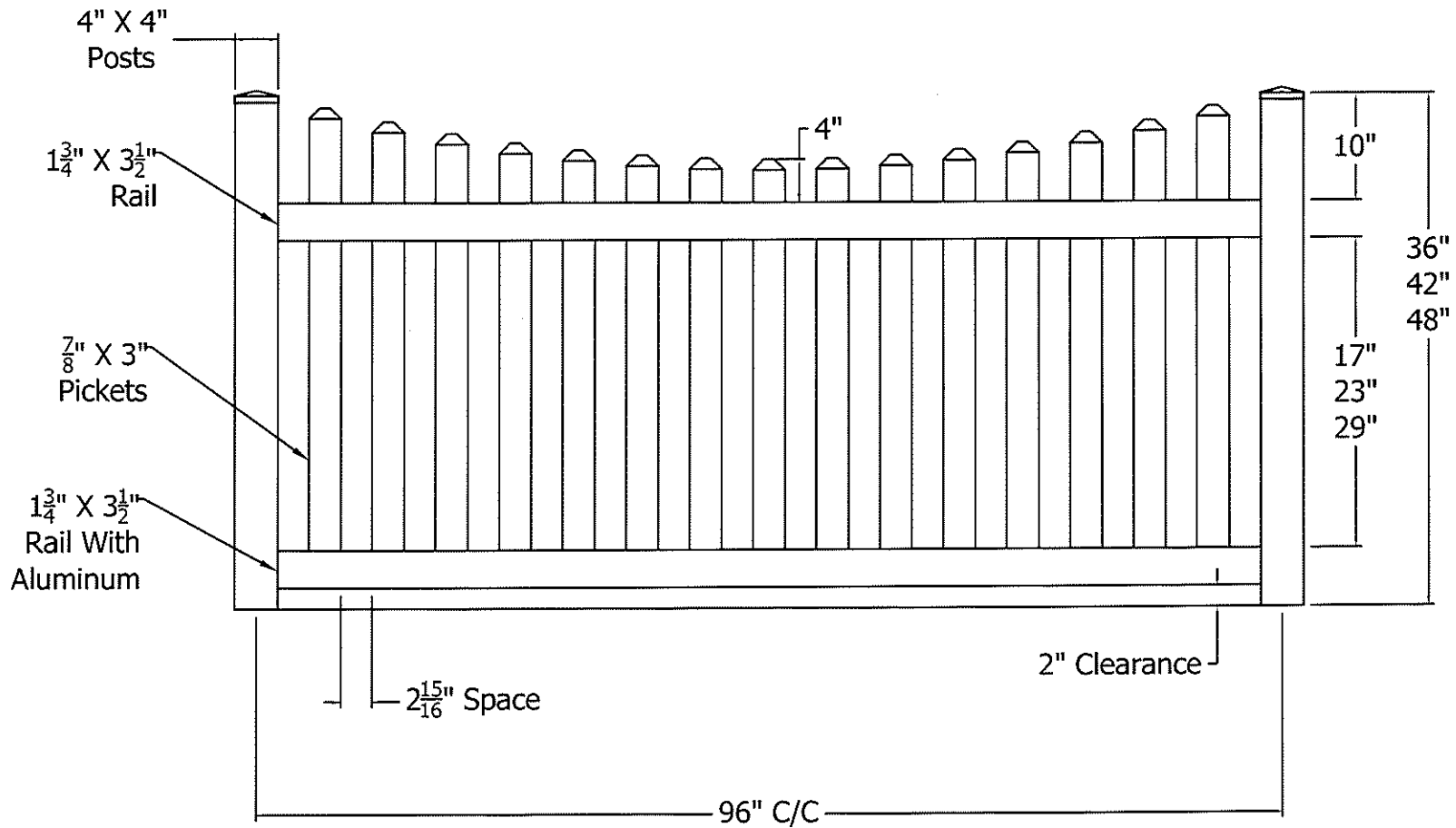


Existing
wood fence

New vinyl
fence



REV.	LOC.	REVISION	DATE



DSI Digger Specialties Inc.

3446 US 6 EAST
Bremen, IN 46506
diggerspecialties.com

DRAWN BY: EH	STYLE:
DATE DRAWN: 01-11-2019	GN Picket CNCV
SCALE = 1"=1"	AS SHOWN: 48" T GN Picket CNCV
DRAFT NO.: 20190111-1E	LOC: Z:\Vinyl\Polyvinyl/ Fence\Good Neighbor\Updated Standard Drawings
	REV.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 20, 2022

Item #: 6C (1) – 133 Mason Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: September 8, 2022

APPLICANT: Colleen & Gene Kelly

SITE ADDRESS: 133 Mason Avenue

TAX MAP: 83A3-2-1-62

LOT SIZE: 4,200 sq. ft.

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

WORK TO BE PERFORMED: Replace front doors & windows, replace side handicapped door, & install an awning

CURRENT ZONING: Commercial-1 (C-1)

HISTORIC REGISTER: Contributing

DESCRIPTION: Commercial (Building), Ca. 1907, Richardsonian Romanesque

DATE APPLICATION RECEIVED: August 2, 2022

PRE-APPLICATION MTG: September 20, 2022

DATE APPLICATION DEEMED COMPLETE: August 2, 2022

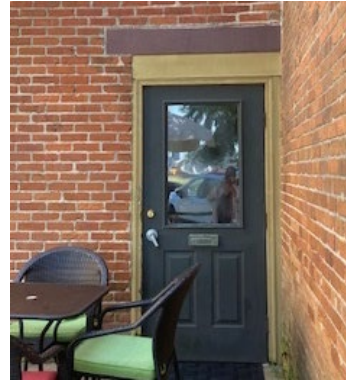
LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): October 3, 2022

The applicant is seeking to do the following window and door replacements and installation of an awning:

1. Replace the existing front door and deteriorating original front windows. The front door would be replaced with a replica of the original door made from mahogany. Three proposed window styles have been submitted for the Board's review and input to reach a final selection; all choices are insulated and energy efficient.



2. Replace the existing rusted metal side door which is the handicapped entrance with a wooden grain fiberglass door. (Photos of existing and proposed are below.)



3. Install a 9' x 8' metal awning over the side handicapped entrance to provide protection, similar to the example below.



MATERIALS:

Front Door: Mahogany

Front Windows:

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 41: Commercial doors tend to have more glazing, typically a single glass pane. Decoration can include raised panels, beveled glass, or small panes.

Page 41 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.

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.

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 and determine if proposed work fits within the historic character of the neighborhood.

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: Kelly's Gingerhut Pub
Property Address: 133 Mason Ave
Brief Description of Project: Replace Rotting windows, Roof, awning for handicap door
Zoning District: _____ Current Use: Food/Beverage Pub Proposed Use: Same

OWNER INFORMATION

Name and Company: Colleen Kelley/Gene Kelly Gingerhut LLC
Mailing Address: 23005 Parsons Circle Cape Charles
Phone Number: 757 678 3933 Email: gingerhut26@verizon.net (Colleen)
757 695-1333 britale5133@gmail.com (Gene)

APPLICANT INFORMATION

☒ check here if applicant is owner

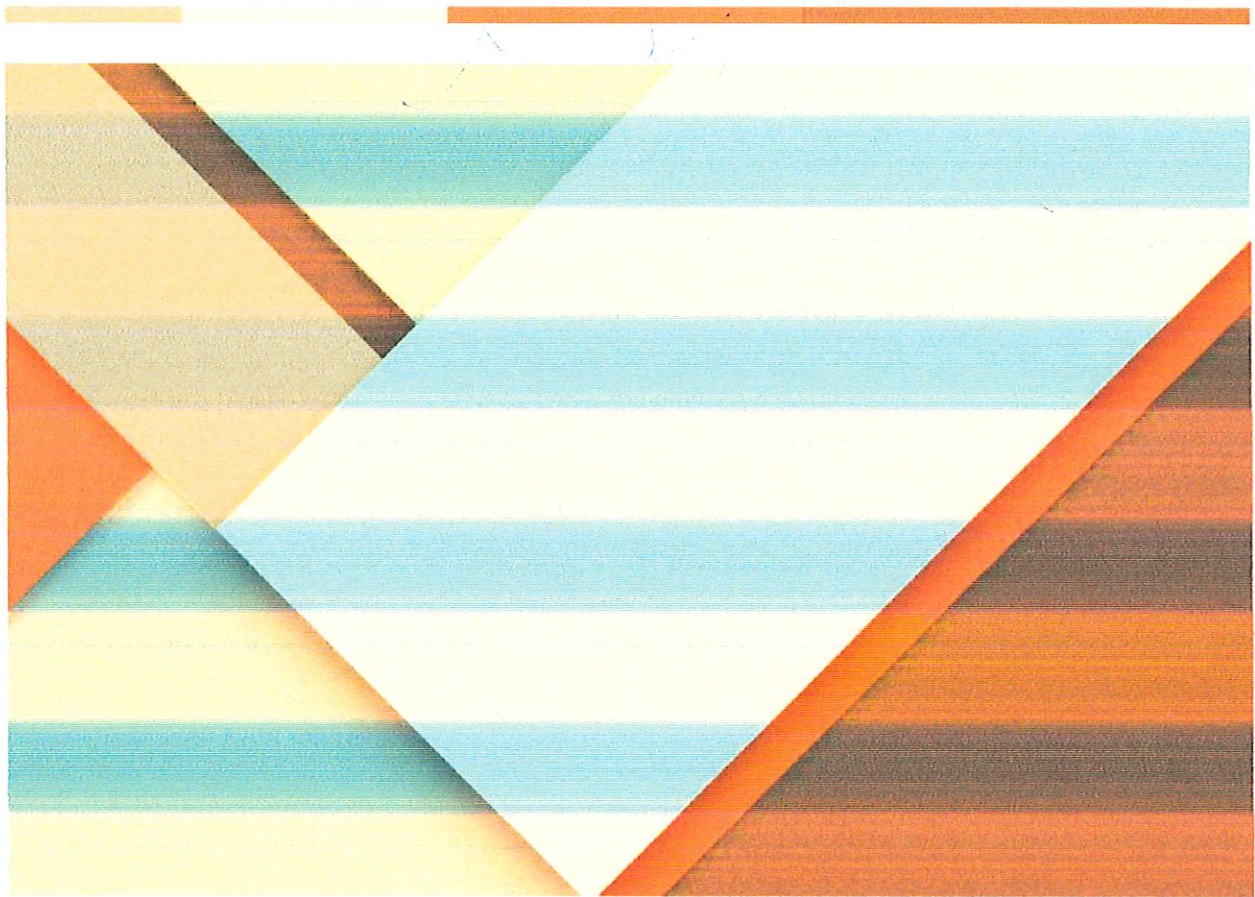
Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

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: X Colleen Kelley Date: _____

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



Kelly's Gingernut Pub

09.04.20XX

Colleen Kelley

Kelly's Gingernut Pub

133 Mason Avenue

Cape Charles, Va 23310

Overview

The pub is ready for some more love after many years of wear and tear. The front door is falling apart and rotting. The handicap door is rotted out at the bottom. The roof has been ready, with buckets catching what they can with the storms. The top glass in the front windows is actually falling out. You can see duck tape applied keeping out the elements as much as possible. We have had to replace over \$30,000 in kitchen equipment in the past year and a half, so all these issues were put on the back burner. The roof has been a constant concern and just as we were ready we were closed down from Covid. The front of the pub takes constant abuse from the elements, wind, rain and sun. Not to mention customers.

Goals

1. Replace front door with like. I have a mahogany door made already that replicates the original door; hopefully this one will last longer than the last two.
2. Replace handicap door. Put in an awning to protect it. The threshold for this door has to be low enough for wheelchair access, therefore the rain beats against it and comes under the door which explains why the bottom is completely rotted out. The door is standard metal which I would like to replace with a wood grain fiberglass. Presently there is no overhang above the doorway. The awning would help those using that door in bad weather as well.
3. Replace the front windows. These windows we have worked on through the years and they are done. The glass is coming out of the frames and those are very large pieces of glass. They are not insulated so the sun takes its toll in the summer and the winter winds keep it challenging to regulate the temperature inside being very wasteful of energy. I have a quote for a standard one over one from Northampton Lumber and another from Atlantic Glass. I also have a quote for a window which has more mullions that would help strengthen it. The first is clad on the outside and wood inside. The second is commercial metal in and out, much like most of the buildings on Mason. The third is clad on the outside and wood inside.
4. Replace the roof. The roof needed to be replaced 21 years ago when we bought the building but as things go we ran out of money on this project and elected to get it done asap. Ha. It is time. It has asphalt shingles presently. We would replace it with a higher grade shingle according to code.

Specifications

1. Front door- like for like (picture included)
2. Upgrade to fiberglass door for handicap door (pictures included) Awning.
3. Secure new windows with energy efficient glass. (pictures included)
4. Asphalt shingles for roof

Milestones

The purchase and ordering of the windows, handicap door and shingles will happen soon after this has been approved. As we know getting even a ready made standard size window takes time these days. I am sure we will be looking at weeks or months for this to come in and start the replacement. I would like to have at least the windows and roof before winter but that is being hopeful. ¶



It is hard to see but the whole sheet of the top glass has a large gap where the glass is coming away from the top of the frame. This has been repaired several times. The wood has lost integrity at this point.



These are very large windows and so much energy is lost through this single pane glass

LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit:			
Qty: 2				

MARVIN 



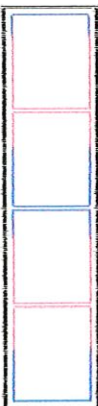
As Viewed From The Exterior

Egress Information A1, A2
No Egress Information available.

Ebony Exterior
Painted Interior Finish - Designer Black Pine Interior
2W1H - Rectangle Assembly
Elevate Direct Glaze Rectangle
IG
Low E2 w/Argon
Stainless Perimeter and Spacer Bar
7/8" SDL - With Spacer Bar - Stainless
Rectangular - Special Cut 1W4H
Ebony Ext - Painted Interior Finish - Designer Black Int
Elevate Direct Glaze Rectangle
IG
Low E2 w/Argon
Stainless Perimeter and Spacer Bar
7/8" SDL - With Spacer Bar - Stainless
Rectangular - Special Cut 1W4H
Ebony Ext - Painted Interior Finish - Designer Black Int
4 9/16" Jamb
Nailing Fin DH/GL/DR Frame w/ Certification Brackets
***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.
***Note: Unit Availability and Price is Subject to Change
***Note: Errors approved by TRENT BAZEY on Thursday, January 13, 2022 @ 12:34:04 PM

Line #2	Mark Unit:			
Qty: 4				

MARVIN 



As Viewed From The Exterior

Egress Information
No Egress Information available.

Ebony Exterior
Painted Interior Finish - Designer Black Pine Interior
Elevate Direct Glaze Rectangle
IG
Low E2 w/Argon
Stainless Perimeter and Spacer Bar
7/8" SDL - With Spacer Bar - Stainless
Rectangular - Special Cut 1W4H
Ebony Ext - Painted Interior Finish - Designer Black Int
Additional Mull Info: Field Mull
4 9/16" Jamb
Nailing Fin DH/GL/DR Frame
***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.
***Note: Unit Availability and Price is Subject to Change

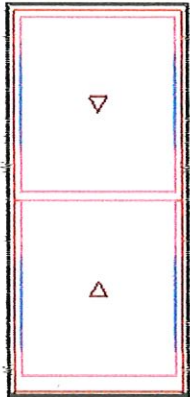
Project Subtotal Net Price: USD	7,776.00
6.300% Sales Tax: USD	489.89
Project Total Net Price: USD	8,265.89

LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #3	Mark Unit: With Nailing Flange			
Qty: 2				

MARVIN 



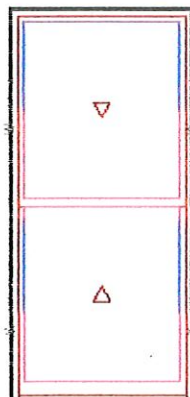
As Viewed From The Exterior

Entered As: RO
FS 43 3/4" X 92"
Egress Information
Width: 40 5/32" Height: 40 41/64"
Net Clear Opening: 11.33 SqFt

Ebony Clad Exterior
Painted Interior Finish - Designer Black - Pine Interior
Ultimate Double Hung G2
Rough Opening 44 3/4" X 92 1/2"
Top Sash
Ebony Clad Sash Exterior
Painted Interior Finish - Designer Black - Pine Sash Interior
IG - 1 Lite
Low E2 w/Argon
Black Perimeter Bar
Ogee Interior Glazing Profile
Bottom Sash
Ebony Clad Sash Exterior
Painted Interior Finish - Designer Black - Pine Sash Interior
IG - 1 Lite
Low E2 w/Argon
Black Perimeter Bar
Ogee Interior Glazing Profile
Black Interior Weather Strip Package
Black Exterior Weather Strip Package
Matte Black Non-Tilt Sash Lock
Matte Black Top Sash Strike Plate Assembly Color
Aluminum Screen
Ebony Surround
Bright View Mesh
***Screen/Combo Ship Loose
4 9/16" Jambs
Nailing Fin
***Note: Unit Availability and Price is Subject to Change

Line #4	Mark Unit: Replacement Style			
Qty: 2				

MARVIN 



As Viewed From The Exterior

Entered As: IO
FS 44 3/8" X 92 1/4"
Egress Information
Width: 40 11/16" Height: 41 1/16"
Net Clear Opening: 11.60 SqFt

Ebony Clad Exterior
Painted Interior Finish - Designer Black - Pine Interior
Ultimate Double Hung Insert G2
Inside Opening 44 3/4" X 92 1/2"
0° Degree Frame Bevel
Top Sash
Ebony Clad Sash Exterior
Painted Interior Finish - Designer Black - Pine Sash Interior
IG - 1 Lite
Low E2 w/Argon
Black Perimeter Bar
Ogee Interior Glazing Profile
Bottom Sash
Ebony Clad Sash Exterior
Painted Interior Finish - Designer Black - Pine Sash Interior
IG - 1 Lite
Low E2 w/Argon
Black Perimeter Bar
Ogee Interior Glazing Profile
Black Interior Weather Strip Package
Black Exterior Weather Strip Package
Matte Black Sash Lock
Matte Black Top Sash Strike Plate Assembly Color
Aluminum Screen
Ebony Surround
Bright View Mesh



1720 Virginia Beach Blvd, Virginia Beach, VA 23454
P: 757.491.6477 F: 757.491.6312

PROPOSAL

To: Kelly's Gingernut Pub

Phone: 757-678-3933

Date: January 20, 2022

Address: 133 Mason Ave

City, State, & Zip: Cape Charles, VA

Job Address: Same as above

SCOPE OF WORK:

Remove existing wood casement windows and replace with new 2" x 4 1/2" black anodized thermal aluminum storefront metal with 1" clear low-e insulated glass. Two openings approximately 48" x 100" split in half vertically and horizontally.

Total: \$7,736.00

***TOP ARCHED WINDOWS TO BE MAINTAINED BY CARPENTER**

***MAY NEED TO DO INTERIOR FINISH WORK BY OTHERS**

NOTE: SHOP DRAWINGS AND SUBMITTALS NOT INCLUDED IN PRICE

WE HEREBY PROPOSE to furnish material and labor - complete in accordance with the above specifications. This proposal may be withdrawn by us if not accepted within 45 days. **One-half deposit required upon the acceptance of this proposal, balance due at completion of job.**

TOTAL DUE UPON RECEIPT. 1 1/2% PER MONTH SERVICE CHARGE DUE ON UNPAID BALANCE OVER 30 DAYS. ATTORNEY'S FEES OF 33 1/3 % OF TOTAL DUE PLUS INTEREST SHALL BE ASSESSED IF REFERRED TO AN ATTORNEY FOR COLLECTION. MATERIALS REMAIN PROPERTY OF ATLANTIC GLASS & MIRROR UNTIL ALL CHARGES ARE PAID IN FULL.

Acceptance of Proposal:

Authorized Signature

Date

ESTIMATE

Date: 1/26/2022

Job: 03 - Kelly

Estimating Contact: Gene Kelly

Estimating Email: gingernut2@verizon.net

Project Address: 133 Mason Ave., Cape Charles, VA 23310



Office: 410-641-5595 ext 6112

commercial@go-glass.com

Scope of Work:

Removal and disposal of two (2) existing wooden double hung windows

Furnish and install two (2) new aluminum fixed frame storefront windows into existing wooden frames

Material:

YKK YES 45FI Stock Lengths

Finish: Black Anodized

Glass:

ANNEALED INS. 1/4" LOW-E - 1/4" CLEAR

1" OA

SOLARBAN 60 #2

Exclusions:

Permits, premium/overtime hours, carpentry, electrical hook ups, hollow metal doors & frames, wooden doors, patching and painting.

Proposal Amount: \$ 4,900.00

Material Deposit Required

Balance due upon completion

All openings are to be field measured and verified before fabrication. Approved hold sizes are required before ordering glass prior to frame installation.

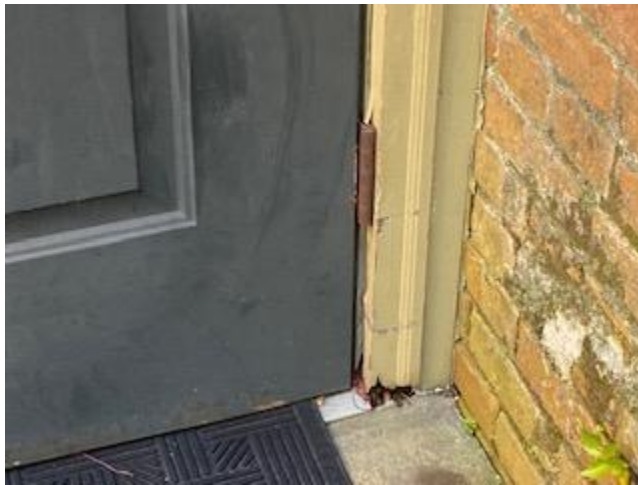
Accepted by _____ Date _____

Printed Name & Title: _____

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



Handicap door



Wind and water damage



Low threshold for wheelchair



Totally rotted out. This is a standard metal door



Opens out for access. Need protection from the elements



A 9' wide awning would reach the drain built into the concrete. Coming out 7-8' would provide enough protection.



This is the fiberglass door for replacement

Proposed Awning





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 20, 2022

Item #: 6D (1) – 305 Mason Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: August 31, 2022

APPLICANT: Clelia & John Sheppard

SITE ADDRESS: 305 Mason Avenue

TAX MAP: 83A3-1-613C

LOT SIZE:

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness/After the Fact Approval

WORK TO BE PERFORMED: Install two awnings and After the Fact Approval of the mural installation

CURRENT ZONING: Commercial-1 (C-1)

HISTORIC REGISTER: Contributing

DESCRIPTION: Theater (Building), Ca. 1940, Art Moderne

DATE APPLICATION RECEIVED: August 2, 2022

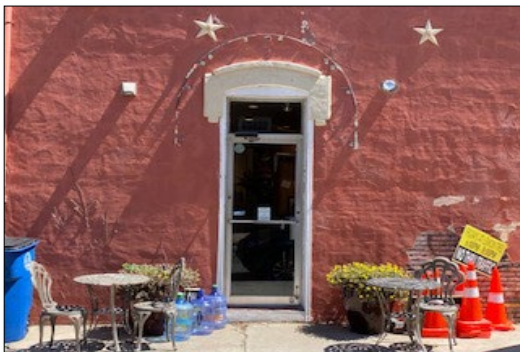
PRE-APPLICATION MTG: September 20, 2022

DATE APPLICATION DEEMED COMPLETE: August 2, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): October 3, 2022

The applicant is seeking to install two rounded vintage awnings that will be 4' deep and 6' wide on the Strawberry Street side of the Palace Theatre building as follows:

1. One will be re-installed at 8 Strawberry Street which is the side entrance to the Lemon Tree Gallery.

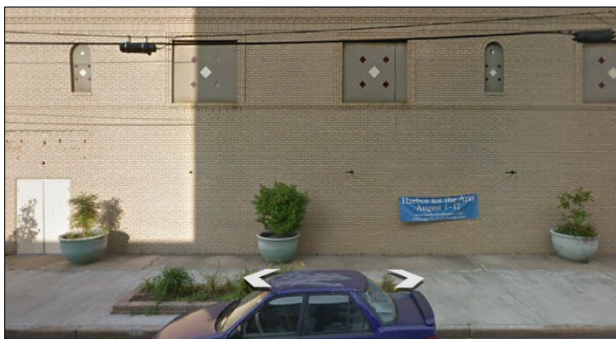


- The other will be installed over the Palace Theatre office entrance.



At least one awning will also include signage according to a document in the packet provided by the applicant, but no sign permit has been submitted.

- The applicant is also seeking an After the Fact Certificate of Appropriateness for the installation of a 16' x 10' four segment mural on the Strawberry Street side of the Palace Theatre wall.



MATERIALS:

Fabric Awnings by Hustead's Canvas Creations, Inc.

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 signage will need to be reviewed by zoning before installation of the awnings.

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.*

There are no specific guidelines for murals.

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant.

Questions that should be considered for the mural: (1) How are the mural segments affixed to the building? (2) Would the future removal of the mural damage the brick?

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

For your convenience, a Certificate of Appropriateness Application is attached.

Please contact me if you have any questions.

Tracy

Tracy Outten, CMC

Planning Technician

Town of Cape Charles

2 Plum Street

Cape Charles, Virginia 23310

1-757-331-3259, ext. 24

www.capecharles.org

Appl. #2



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: Awnings & Mural

Property Address: 10 Strawberry St.

Brief Description of Project: install preexisting Awnings & Mural

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

OWNER INFORMATION

Name and Company: celia C Sheppard

Mailing Address: 3274 Butler Bluff Dr Cape Charles VA 23310

Phone Number: 757-651-1000 Email: celiaart@hotmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 7/15/2022

RECEIVED
8/2/2022

enclosed is A Application for
Zoning Clearance:

- ① Rounded awning vintage
(original to the Palace theatre)
over 8 Strawberry
- ② Rounded awning vintage
(original to the Palace theatre)
over office of PALACE theatre
(has no number)
- ③ Installation of 4 segments of
mural (hand painted & creased
specifically for CAPE CHARLES)
16 x 10 Acrylic & polyurethane

Rounded awning
in red fabric
to match rest of
street
awnings

8 Strawberry
Side entrance to
Lemon Tree
Gallery

ENTER CAFE CHATEAU
ENCORE
DRESS
FOR DINNER
June 22, 23, 24 & 25
at 8:00pm
June 26 at 9:00pm
Adults \$125
Kids \$75



PALACE
Theatre
Office



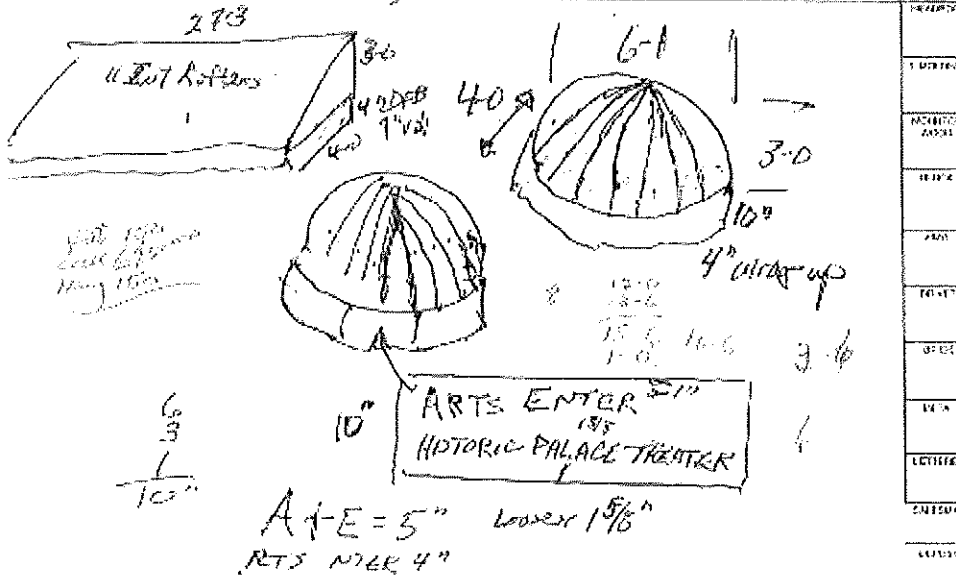
HUSTEAD'S CANVAS CREATIONS, INC.
628 W. 24TH STREET
NORFOLK, VIRG 23517
(757) 627-6912 • FAX (757) 627-5335
info@husteadscreations.com • www.husteadscreations.com
Canvas, Vinyl & Sun Control Products

PROPOSAL

INVOICE NO.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	16'00" x 10'00" Canvas	160.00	160.00	1	33'6" x 10'00" Canvas	160.00	160.00
1	15'00" x 10'00" Canvas	150.00	150.00	1	48'00" x 10'00" Canvas	480.00	480.00
1	10'00" x 10'00" Canvas	100.00	100.00	1	48'00" x 10'00" Canvas	480.00	480.00
1	31'70" x 10'00" Canvas	317.00	317.00	1	48'00" x 10'00" Canvas	480.00	480.00

QUANTITY	DESCRIPTION OF SERVICES OR ITEMS	UNIT PRICE	TOTAL
1	4-11' x 10' Canvas	110.00	110.00
1	4-11' x 10' Canvas	110.00	110.00
1	4-11' x 10' Canvas	110.00	110.00
1	4-11' x 10' Canvas	110.00	110.00



Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. We are authorized to do the work as specified. Payment will be made as set forth above.

Signature: _____

Date: _____

Accepted by: _____

Date: _____

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. We are authorized to do the work as specified. Payment will be made as set forth above.

Signature: _____

Date: _____

Accepted by: _____

Date: _____





mural depicting
life in Cape Charles



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 20, 2022

Item #: 6D (2) – 203 & 205 Mason Avenue (Units 3 & 4)

Prepared by: Tracy Outten, Planning Technician

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

Date: May 11, 2021

APPLICANT: Richard Chaney & Theresa Siejack, on behalf of Roselynn, LLC
SITE ADDRESS: 203 & 205 Mason Avenue (Units 3 & 4)

TAX MAP: 83A3-1-203U3BO & 4BO
LOT SIZE: 2,572 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Addition of a second story balcony above three entry doors with a divider screen and replacing two windows with doors on the second floor

CURRENT ZONING: Commercial-1 (C-1)

HISTORIC REGISTER: CONTRIBUTING STRUCTURE

DESCRIPTION: Ca. 1920, Commercial Style

DATE APPLICATION RECEIVED: July 8, 2022

PRE-APPLICATION MTG: September 20, 2022

DATE APPLICATION DEEMED COMPLETE: July 22, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): September 20, 2022

The applicant is proposing to construct a second-story balcony that spans across the front façade of the building that will include a privacy screen to separate the two units. This application also proposes to replace two of the six existing windows with glass doors similar to the ones currently on the first floor of the building.



The applicant has stated that the two, existing awnings for the businesses Brown Dog Ice Cream and Coldwell Banker would remain; however, the proposed drawing does not depict that. This is uncharacteristic of other second-story balconies located in the commercial historic district of retaining the awnings with the business signage.

The proposed drawing also shows a future awnings option but, supporting documentation for the awnings has not been included nor mentioned in this submitted application.

MATERIALS:

Doors: Glass

Railing & Screening: Metal

Most of the materials are being left to the discretion of the contractor.

STAFF ANALYSIS

ZONING COMPLIANCE:

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

HISTORIC DISTRICT GUIDELINES:

EXTERIOR RENOVATION: Pg 19, Item 9 states “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.” In addition, Item 10 on Pg. 19 states that “. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.”

WINDOWS AND DOORS: Page 41 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.

Page 43: On commercial buildings, the upper façade contains windows that help define the character of the building and reinforce the pattern of openings in the street wall of the entire block.

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.

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant.

Questions that should be considered for the mural: (1) How will the historic masonry elements of the building be retained? (2) Are the businesses willing to remove their awnings if needed? (3) Would future proposed awnings cover historic features?

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
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: Balconey
Property Address: 2034205 MASON AVE.
Brief Description of Project: Balconey across entire facade of bldg.
Zoning District: C-1 Current Use: residence/business Proposed Use: residence

OWNER INFORMATION

Name and Company: RICHARD CHANEY & THERESA SIEBACK, ROSELYNN LLC
Mailing Address: 4690 URBANA ROAD SPRINGFIELD, OHIO 45502
Phone Number: 937/717-8525 Email: rchaney125@hotmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Richard Chaney
Mailing Address: 4690 Urbana Rd. Springfield, Ohio 45502
Phone Number: 937/717-8525 Email: rchaney125@hotmail.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: Richard Chaney Date: 8 Jul 2022

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

Tracy Outten

From: Theresa Siejack <theresa-ski@att.net>
Sent: Friday, July 8, 2022 12:00 PM
To: Planning Tech
Subject: proposed development 203 & 205 Mason Ave.

ATTENTION: Tracy Outten
APPLICANT: Richard Chaney & Theresa Siejack owners
Rose Lynn LLC both members

Proposed Development :

Construct a second story balcony that spans the front façade of both 203 & 205 Mason Ave. that extends approx 6 ft toward the right-of-way and replace 2 existing windows with doors.

Description of proposed project:

The second story structural post are proposed to be painted black and they will be rod iron or fiberglass vinyl to compliment existing columns on commercial properties in the Historic District. The balcony is proposed to have metal railing with optional pattern detail painted black, a privacy screen matching the metal railing located directly in the middle of the building and structural steel posts below the balcony to be wrapped in AZEK and painted black with base and cap trims. The balcony is proposed to extend approx. 6 ft from the building toward Mason Ave, providing a 6 ft walkway between the bottom posts and the building which is similar to existing balconies along Mason Ave.

LEGAL DESCRIPTION
ALL THAT CERTAIN LOT OR PARCEL OF LAND, PIECE OR PARCEL OF LAND, TOGETHER WITH THE BUILDINGS AND IMPROVEMENTS THEREON, SITUATED AND ABUTTING ON THE NORTH SIDE OF MASON AVENUE BETWEEN PINE AND STRAWBERRY STREETS IN THE TOWN OF CAPE CHARLES, NORTHAMPTON COUNTY, VIRGINIA, BEING THE SOUTHERNMOST NINETY-SIX FEET (96 FT.) OF THAT CERTAIN LOT NUMBERED WITH THE NUMBER 642 ACCORDING TO A MAP OR A PLAT OF SAID TOWN OF CAPE CHARLES OF RECORD IN THE NORTHAMPTON COUNTY CIRCUIT COURTS CLERK'S OFFICE, VIRGINIA IN DEED BOOK 41 AT PAGE 485, UNTO WHICH REFERENCE IS EXPERRLY MADE.

- SURVEY NOTES
1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT REFLECT ALL EASEMENTS AND OR RESTRICTIONS THAT AFFECT THE PROPERTY.
 2. THIS PROPERTY IS DESIGNATED AS: TAX MAP #083A3-01-00-642A
 3. CURRENT OWNER(S): CC 203 MASON LLC
 4. SOURCE DEED(S): INSTRUMENT #080000700
 5. SOURCE PLAT(S): DEED BOOK 41 PAGE 485
 6. TOTAL AREA OF THE PROPERTY: 3840 SQUARE FEET OR 0.088 ACRES
 7. LAST DATE OF FIELD SURVEY JULY 7, 2017

NOW OR FORMERLY
MUNICIPAL OF CAPE CHARLES
(INST #120001851)
DEED BOOK 41 PAGE 483

NOW OR FORMERLY
MUNICIPAL OF CAPE CHARLES
(INST #120001851)
DEED BOOK 41 PAGE 483

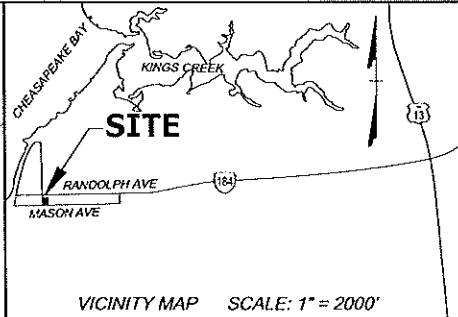
NOW OR FORMERLY
W & L LLC
(INST # 110000897)
DEED BOOK 41 PAGE 483

INSTRUMENT 170001368
RECORDED IN THE CLERK'S OFFICE OF
NORTHAMPTON COUNTY CIRCUIT COURT ON
August 31, 2017 AT 10:15 AM
TRACI L. JOHNSON, CLERK

SBS

PINE STREET

MASON AVENUE



LEGEND / ABBREVIATIONS	
○	MONUMENT FOUND
OAL	OVERALL LENGTH
OCATV	OVERHEAD CABLE TV
GRAV	GRAVEL
AC	A/R CONDITIONING UNIT
CONC	CONCRETE
▨	COMMON ELEMENT
▨	LIMITED COMMON ELEMENT (LCE)
INSIDE	INSIDE SUBJECT PROPERTY
OUTSIDE	OUTSIDE SUBJECT PROPERTY
⊙	COMPRESSED GAS TANK
—	ROAD

45 2/44/17 AC SCALE
JAN 20 4/3/17

EXHIBIT B

I HEREBY CERTIFY THAT THIS PLAT IS ACCURATE AND THAT IT COMPLIES WITH THE PROVISIONS OF THE CODE OF VIRGINIA OF 1950 AS AMENDED, SEC. 55-79.58 A & SEC. 55-79.58 B, AND I FURTHER CERTIFY THAT ALL UNITS AND COMMON ELEMENTS OR PORTIONS THEREOF DEPICTED HEREON HAVE BEEN SUBSTANTIALLY COMPLETED.



CONDOMINIUM PLAT OF
CAPE CHARLES CONDOMINIUMS
(INSTRUMENT NO. 080000700)
CAPE CHARLES, VA

SCALE 1" = 10'
0 10' 20'

DATE: 09/24/17	SCALE: 1" = 10'
SHEET 1 of 2	J.N.: 40049
DRAWN BY: R. Randolph	CHECK BY: E. Patterson

THIS DRAWING PREPARED AT THE
VIRGINIA BEACH OFFICE
101 SOUTH LANTANA AVE., 13TH FLOOR
TEL: 757.333.8297 FAX: 757.342.1412 www.timmons.com

Technology

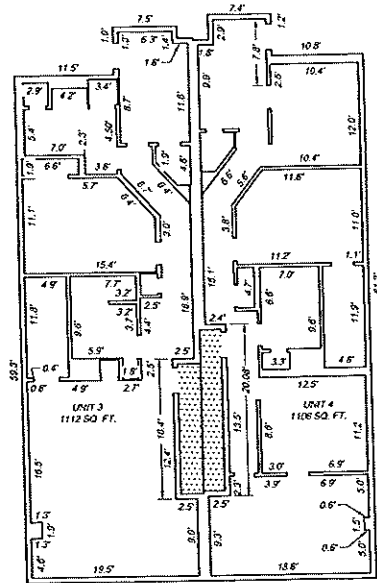
Infrastructure

Residential

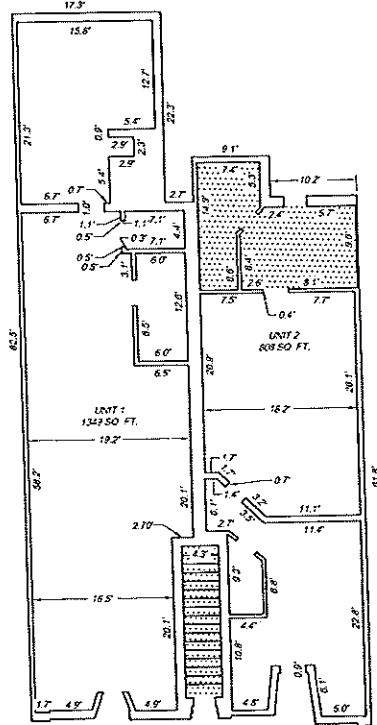
Site Development

TIMMONS GROUP

R:\305\40049-204_205_Mason\DWG\40049V-PLAT.dwg | Plotted on 8/24/2017 9:41 AM | by Randy Hancock

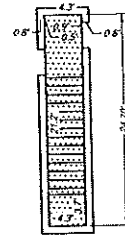


SECOND FLOOR UNITS

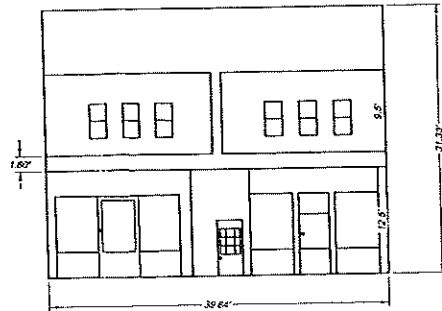
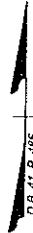


FIRST FLOOR UNITS

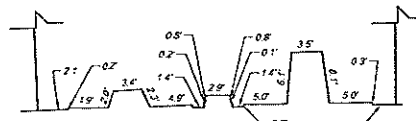
SEE DETAIL



SECOND FLOOR STAIRWELL DETAIL



FRONT ELEVATION



OUTSIDE FIRST FLOOR DETAIL NOT TO SCALE

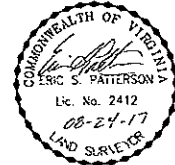


COMMON ELEMENT

INSTRUMENT 170001358
RECORDED IN THE CLERK'S OFFICE OF
NORTHAMPTON COUNTY CIRCUIT COURT ON
August 31, 2017 AT 10:15 AM
TRACI L. JOHNSON, CLERK

8/35

I HEREBY CERTIFY THAT THIS PLAN IS ACCURATE AND THAT
IT COMPLIES WITH THE PROVISIONS OF THE CODE OF
VIRGINIA OF 1950 AS AMENDED, SEC. 55-79.58 A & SEC.
55-79.58 B, AND I FURTHER CERTIFY THAT ALL UNITS AND
COMMON ELEMENTS OR PORTIONS THEREOF DEPICTED
HEREON HAVE BEEN SUBSTANTIALLY COMPLETED.



CONDOMINIUM PLAN OF
CAPE CHARLES CONDOMINIUMS
(INSTRUMENT NO. 080000700)
CAPE CHARLES, VA

SCALE 1"=10'
0 10' 20'

DATE: 08/24/2017	SCALE: 1" = 10'
SHEET 2 of 2	J.N.: 40049
DRAWN BY: R. Randolph	CHECK BY: E. Patterson

THIS DRAWING PREPARED AT THE
VIRGINIA BEACON OFFICE
201 GOLFVIEW DRIVE, SUITE 200, VA 23062
TEL: 757.337.6677 FAX: 757.348.1415 WWW.TIMMONSGROUP.COM

YOUR VISION ACHIEVED THROUGH OURS

Site Development Residential Infrastructure Technology

TIMMONS GROUP





SIDE VIEW

203 and 205 MASON AVE.
NOT TO SCALE
OPTION WITHOUT ROOF



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 20, 2022

Item #7A– Report from Zoning Administrator Katie Nunez

Prepared by: Katie H. Nunez, Zoning Administrator

Date: September 9, 2022

1) MINOR EXEMPTIONS APPROVED BY INTERIM ZONING ADMINISTRATOR:

- a. 419 & 421 Tazewell Avenue–replace back porch roof 1st story same material (architectural shingles, pursuant to CCZO Section 8.17 (B)
- b. 515 Jefferson Avenue – reroof (architectural shingles), pursuant to CCZO Section 8.17 (B)
- c. 535 Jefferson Avenue – shed after the fact approval, pursuant to CCZO Section 8.17 (H)

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

3) STATUS REPORT ON CONSULTANT’S WORK ON DESIGN GUIDELINES:

As you know, we held a **Public Forum session on Thursday, September 8, 2022 in the Cape Charles Civic Center.** We stated that public comments are welcome to be submitted in written form and submitted to the Office of Planning & Zoning, c/o Katie Nunez, no later than Monday, September 26, 2022 so that all of the comments can be compiled and provided to the boards attending the joint meeting.

This joint meeting is scheduled on Thursday, September 29, 2022 @ 6:30 p.m. with **Town Council, Planning Commission and Historic District Review Board and the with Commonwealth Preservation Group to discuss the draft Guidelines and review all comments received.** The goal is to make final corrections or identify what additional items need to be addressed in the guidelines.

The consultants will have the entire month of October to incorporate any further changes to the Guidelines and deliver a final version to the Town by Monday, November 14, 2022. The Town will then schedule the required public hearings during December 2022 and January 2023 to consider adopting the revised Guidelines as well as any proposed changes to the Town Zoning Ordinance, specifically for Article VIII – Historic District Overlay Ordinance.

I am anticipating that the public hearing schedule to consider zoning text amendments for Article VIII (Historic District Overlay) will be as follows:

Tuesday, December 6, 2022 – Planning Commission Public Hearing

Thursday, December 15, 2022 – Town Council Public Hearing & possible adoption of Zoning Text Amendments to Article VIII & adopt Historic District Guidelines.