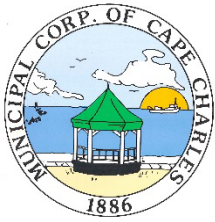


**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center
November 15, 2022, 5:00 P.M.**

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) 535 Monroe Avenue: Laura Dove – Certificate of Appropriateness to install a fence in the side and rear yard
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:**
 - (1) 520 Randolph Avenue: Kathleen & Todd Glaser – to modify previously approved modification for dormer siding material
 - C. **RENOVATION, MINOR:**
 - (1) 107 Mason Avenue: Nancy T. Rooney – Certificate of Appropriateness to repaint stucco, add signs, and replace the awning with one with a sign to front of the building
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 632 Madison Avenue: Laura Weigand & Michele Molina – Certificate of Appropriateness to install a 14' x 24' (336 sq. ft.) accessory structure (shed)
 - (2) 506 Nectarine Street: Thomas Austin – Certificate of Appropriateness to install an 8' x 10' (80 sq. ft.) accessory structure (shed)
 - (3) 615 Tazewell Avenue: David Howgill – Certificate of Appropriateness to replace windows and doors on the 2-story home
 - (4) 424 Randolph Avenue: Mark Guevarra – Pre-Application/Certificate of Appropriateness to renovate an existing two-story home including reconstructing the front porch and adding a back porch; removing one chimney; other items adding a patio with a walkway to the front and side driveway
 - (5) 538 Monroe Avenue: Claudine Pierce dba Peacock Cottage, LLC – Pre-Application/Certificate of Appropriateness to construct a new 1 ½ story accessory structure (garage) with a porch and 80' fence along the alley
 - (6) 205 Madison Avenue: Claudine Pierce dba Peacock Cottage, LLC – Pre-Application/Certificate of Appropriateness to construct a new rear screened porch
 - (7) 627 Jefferson Avenue: Charlene D. Riley – Certificate of Appropriateness to re-roof and re-side existing single-family dwelling
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER:** None
7. **Other Business**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6A (1) – 535 Monroe Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: November 2, 2022

APPLICANT: Laura Dove

SITE ADDRESS: 535 Monroe Avenue

TAX MAP: 83A3-1-263

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

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

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING
DESCRIPTION: 1925, Folk Victorian

DATE APPLICATION RECEIVED: September 27, 2022

PRE-APPLICATION MTG: November 15, 2022

DATE APPLICATION DEEMED COMPLETE: September 30, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 29, 2022

The applicant is seeking to install a 4 ft. tall vinyl dog ear picket fence with New England Classic post caps on the rear and side of the property with 3' gates on each side and one 5' double gate on the rear left side.

AERIAL PHOTO:



MATERIALS:

- Tuckahoe Vinyl 4' x 7/8" x 3" Picket Fence
- Tuckahoe Vinyl Dog Ear Picket Capes: 3"
- Tuckahoe Vinyl Railing: 2" x 3-1/2"
- Tuckahoe Vinyl Post Caps: New England Classic
- Black Hardware

STAFF ANALYSIS:
ZONING COMPLIANCE

The property is legal and conforming. The fence will be installed 1' from the neighboring property lines on the side yards and 12' from the alley. The application is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT GUIDELINES

Fences: Page 28 Item 2: For new fences and walls, choose a design that relates to designs and materials from nearby historic examples. Painted wooden pickets are a common fence type used in Cape Charles although many fences use a combination of traditional materials. Do not use chain-link fencing, split-rail fences, and concrete block where they would be facing the street. Avoid street-front fences or walls and in any case keep them below 48 inches in height.

STAFF RECOMMENDATION:

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

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

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles 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: New fence- side and back yard 4' vinyl picket fencing

Property Address: 535 Monroe Avenue, Cape Charles, VA 23310

Brief Description of Project: Installation of white 4' vinyl fence on side and back yard

Zoning District: R1 Current Use: Home no fence Proposed Use: Home w/ fence

OWNER INFORMATION

Name and Company: Laura L. Dove

Mailing Address: 19976 Shelburne Glebe Road, Purcellville VA 20132

Phone Number: 703-209-1890 Email: elledove1@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Laura Dove

Mailing Address: 19976 Shelburne Glebe Road, Purcellville VA 20132

Phone Number: 703-209-1890 Email: elledove1@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: Laura L Dove Digitally signed by Laura L Dove
Date: 2022.09.27 15:07:37 -04'00' Date: 09/27//2022

September 1, 2022

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

Re: New Fence at 535 Monroe Avenue

Dear Members of the Board,

I purchased my 1910 gabled house as my future retirement home in 2017. The house is a contributing structure to the historic district and was built by William Lambertson for town pioneer and original Town Councilman Severn B. Travis. I intend to retire in the next 3-5 years and would like to make some improvements prior to my retirement. On the top of the list is to install a picket fence to provide a safe outdoor area for my two dogs. Currently, there is no fence on the property. The project is to install a new fence.

I would like to erect a white 4' vinyl picket fence with 3" pickets, dog ear picket caps, new England classic post caps, and black gate hardware. The fence would allow my pets a secure place to be outside and will contribute to overall yard beautification as I plan to get some flower beds started as well. I would like for the fence to start at the front corners of my house (side yard) with a 3' gate on each side. The fence will be 1" from the neighboring property lines on the side yard. The fence would end on the right side of the shed, if facing the alley from my backyard (the side next to the Lee property), in line with the back of the shed, which is about 10' from the alley. The back of the shed will act as part of the fence barrier and then on the left side of the shed if facing the alley (the side next to the Huff property), I would like for the fence to end 12' from the alley to provide a little extra room in case I need to park out back. There would also be a 5' double gate on the back, left side of the fence.

Since several homes surrounding me have become weekly rentals, including three duplexes on my side of the street on the 5th block of Monroe, I need space to park out back if needed.

The back of my house has an addition and a screened in porch without a lot of grassy area between the porch and shed; thus, I am looking to fence in the side yard and rear yard for adequate fenced space for my pets.

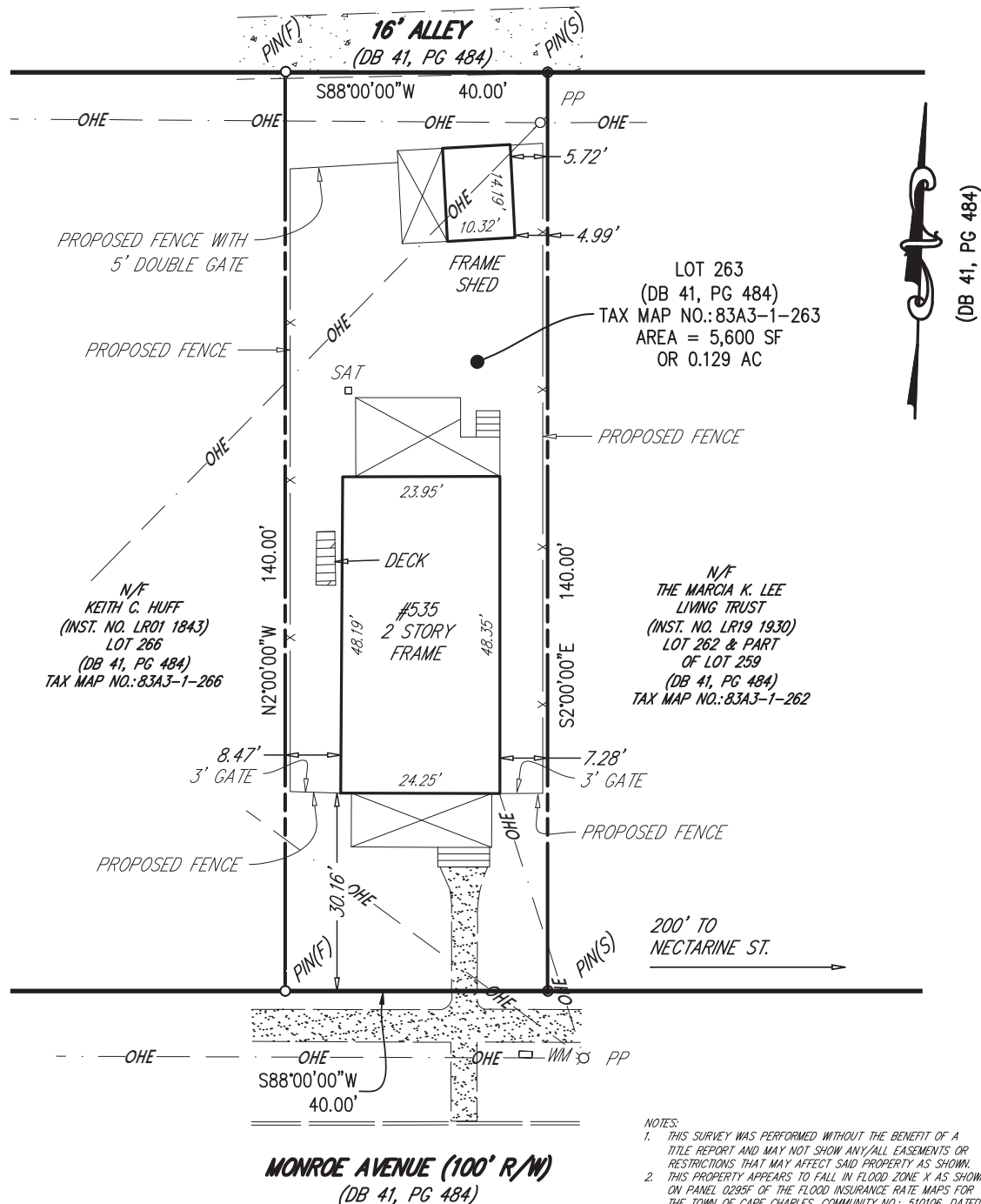
Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Laura L. Dove". The signature is written in a cursive, flowing style.

Laura L. Dove, 535 Monroe Avenue

MSA, P.C.



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. THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE X AS SHOWN ON PANEL Q295F OF THE FLOOD INSURANCE RATE MAPS FOR THE TOWN OF CAPE CHARLES, COMMUNITY NO.: 510106, DATED MARCH 2, 2015. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY/COUNTY INDICATED. MSA, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THE PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.
3. CURRENT OWNER PER NORTHAMPTON COUNTY TAX ASSESSOR IS LAUREL L. DOVE, SOURCE OF TITLE: INST. NO. 170001217.
4. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES OR ANY UNDERGROUND STRUCTURE NOT OBSERVED DURING THE COURSE OF THE SURVEY.



PROPOSED FENCE EXHIBIT
OF
LOT 263
(DB 41, PG 484)
TAX MAP NO.: 83A3-1-263
NORTHAMPTON COUNTY, VIRGINIA
FOR
LAURA L. DOVE

MSA, P.C.

Environmental Sciences • Surveying
Civil & Environmental Engineering

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



DWN BY:CJS
FB:724, PG 69

JOB# 22214
SCALE: 1" = 20'











535 Monroe Avenue
Fencing Material Specifications

TUCKAHOE VINYL PICKET FENCE

Our Tuckahoe vinyl picket fence is constructed with 3" pickets assembled through routed rails. This gives the fence a contemporary, clean appearance on both sides. The wider spacing of the pickets is reminiscent of country homes and seaside cottages. Dog Ear picket caps are standard; Sharp picket caps are also available. The Tuckahoe vinyl picket fence is available in heights ranging from 3-feet to 6-feet. Panels are available in 6-foot and 8-foot widths.

RAIL Tuckahoe has 2" x 3-1/2" top & bottom rails. Bottom rails are aluminum reinforced.



2" x 3½" Rail

PICKETS Tuckahoe uses 7/8" x 3" pickets & has approximately 3" spacing between pickets.



7/8" x 3" Picket



Dog Ear

3" Picket Caps

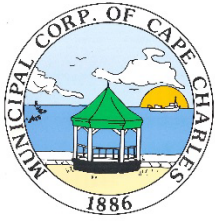
POST CAPS



New England-Classic

GATES & HARDWARE FOR VINYL FENCES

All hardware is available in either **black** or white. Gate systems come standard with self-closing hinges. Double-leaf swing gates also include a drop rod. Our standard closure is a gravity gate latch. For added security, push-lock latches & magnetic safety latches are also available.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6B (1) – 520 Randolph Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: November 2, 2022

APPLICANT: Kathleen & Todd Glaser

TYPE OF APPLICATION: Modification to Administrative
Approved Modification to a Certificate of Appropriateness
issued on 8/30/2022

SITE ADDRESS: 520 Randolph Avenue

WORK TO BE PERFORMED: residing of dormers

TAX MAP: 83A3-1-580

CURRENT ZONING: Residential-1 (R-1)

LOT SIZE: 11,201 sq. ft.

HISTORIC REGISTER: CONTRIBUTING STRUCTURE
Description: 1910, Queen Anne

DATE APPLICATION RECEIVED: September 26, 2022

PRE-APPLICATION MTG: November 15, 2022

DATE APPLICATION DEEMED COMPLETE: October 27, 2022

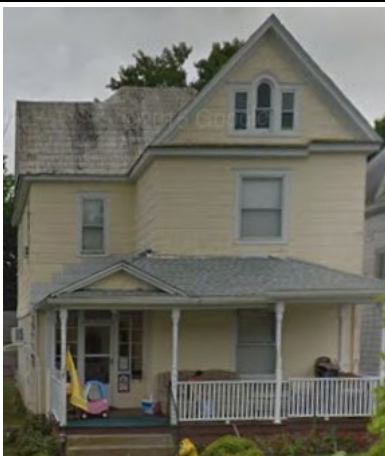
LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 27, 2022

The applicant is seeking to modify the previous modification approved by the Zoning Administrator on August 30, 2022 to change the dormers/peaks design and material to Half Round Polymer from Hardie Half Round because the vendor James Hardie no longer makes this product. The applicant now would like to use a Hardie Shingle Siding with a Staggered Edge on the dormers/peaks. As the applicant has stated in the Letter of Intent, this modification is due to the fact that the color of choice is not available.

BACKGROUND:

The applicant's original Certificate of Appropriateness approved on October 19, 2021 to repair the original asbestos siding. Then the applicant was approved for a Modification to the Approved Certificate of Appropriateness on December 14, 2021 to replace all siding with hardie-plank lap siding with a 5" exposure due to the original siding having significant termite damage.

PRE-RENOVATION FRONT PHOTO:



MATERIALS:

- Hardie Shingle Siding: .25" x 15-1/4" x 6"

STAFF ANALYSIS:**ZONING COMPLIANCE**

The application is in compliance with the Zoning Ordinance.

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

HISTORIC DISTRICT GUIDELINES:

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

STAFF RECOMMENDATION:

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

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

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

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

Attachments:

Attachment 1 – Application and Documents



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

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

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

PROPERTY INFORMATION

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

OWNER INFORMATION

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

APPLICANT INFORMATION

☐ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: *Kathleen Glaser* Date: 9/26/2022

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 • planner@capecharles.org

September 26, 2022

To the Historic District Review Board of Cape Charles:

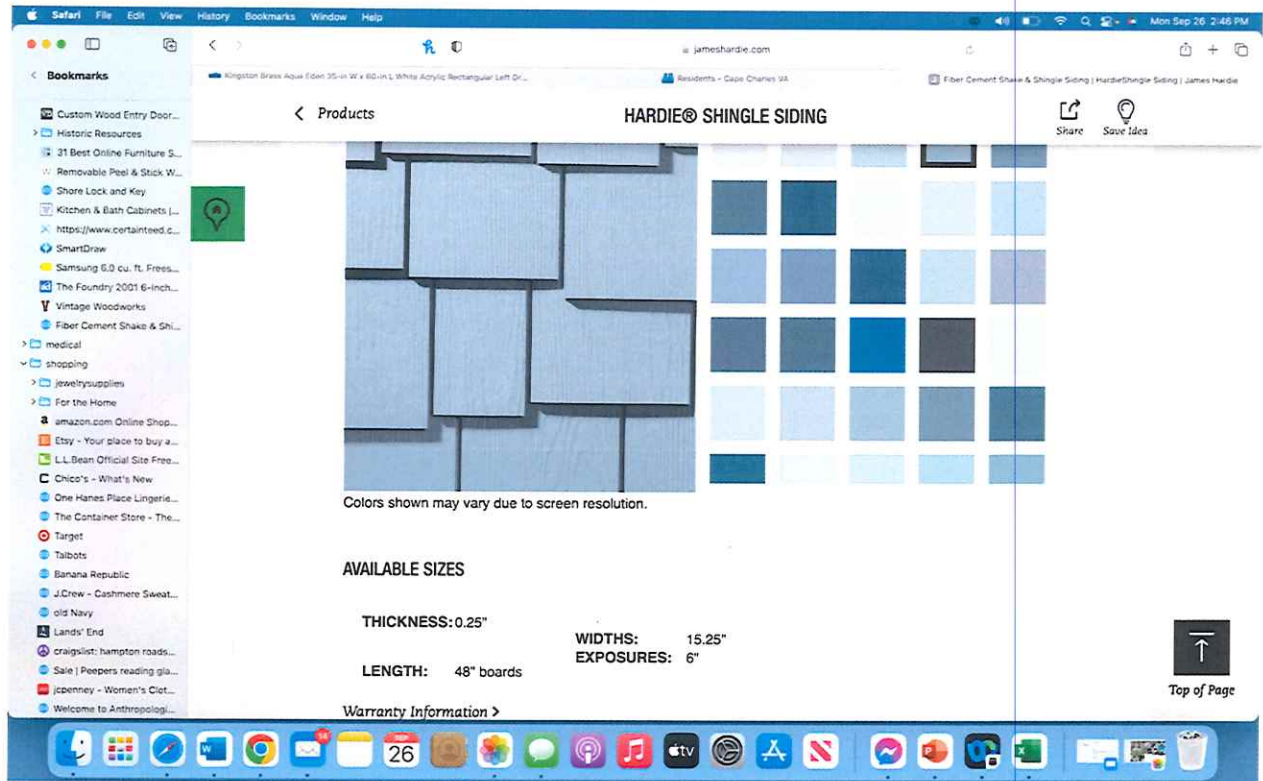
My son and I plan to completely renovate our home at 520 Randolph Ave and have approval for Hardi-board siding on the exterior. After removal of the old siding, we found that the dormers previously had half round shingles and decided to replace like with like. Hardi advised that they no longer stock the half round shingles so we applied for and received approval to use half round/scallop **polymer** shingles in the two dormers consistent with designs seen in Cape Charles. Since this was a material change, we applied for a modification and paid the administrative fee. Now it appears this design in the color planned is no longer available. Color selection has been cut back due to Covid supply issues. We wish to return to the use of Hardi and since they no longer make the scalloped style, we would like to use the square style with staggered edge. Because this is a design change, I am applying for another modification. I protest having to pay an additional fee for this. This was a design change beyond my control due to material shortages caused by Covid. I have done three modification applications and paid the fees each time. Each were due to circumstances beyond my control.

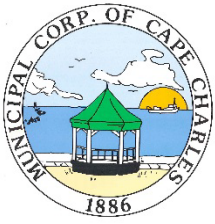
See attached for material proposed.

Please contact me with any questions.

Thank you,

Kathy Glaser





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6C (1) – 107 Mason Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: November 2, 2022

APPLICANT: Nancy T. Rooney

SITE ADDRESS: 107 Mason Avenue

TAX MAP: 83A3-2-1-74

LOT SIZE: 2,400 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Repaint Stucco, add 2 Signs, and Replace awning with new one with a sign

CURRENT ZONING: Commercial-1 (C-1)

HISTORIC REGISTER: CONTRIBUTING

DESCRIPTION: 1960, Art Deco

DATE APPLICATION RECEIVED: August 23, 2022

PRE-APPLICATION MTG: June 2, 2022

DATE APPLICATION DEEMED COMPLETE: October 17, 2022

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

The applicant is seeking to repaint the stucco, add two framed ceramic tiles under each of the front door lights, and replace the old awning with a new one that will include a sign on the front of the commercial building.

AERIAL PHOTO:



FRONT PHOTO:



MATERIALS:

- Tile and Metal Frame
- There was not any information listed for the replacement awning.

STAFF ANALYSIS:**ZONING COMPLIANCE**

The application is in compliance with the zoning ordinance as it relates to the exterior work proposed for this building. The Planning & Zoning Office is working with the new property owner on potentially rezoning the property to bring one of the current uses of the building into full compliance with the zoning ordinance, specially to allow residential use on the 1st floor in addition to the allowable business use on the 1st floor.

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

MASONRY: Page 52 Item 2: Repair stucco plastering by removing loose material and patching with a new material that is similar in composition, color, and texture. Patch stone in small areas with cementitious material which, like mortar, should be weaker than the masonry units being repaired.

AWNINGS: Page 60 Item 1,3, & 4: (1) Choose awning types that are appropriate for the Cape Charles historic district. Sloped fabric awnings, whether fixed or retractable, are the traditional awning type and are appropriate for most historic buildings, both residential and commercial. (3) Keep bottom of the 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 the materials and style of the proposed exterior renovations reflect the character and historic appearance of the neighborhood.

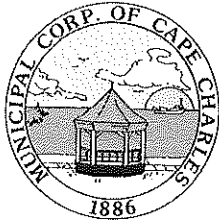
Staff is recommending approval of this application and is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 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: Maintenance, upkeep, and refresh exterior of building
Property Address: 107 Mason Ave. Cape Charles, VA 23310
Brief Description of Project: Repair existing front and rear, no change in design
Zoning District: C1 Current Use: Commercial Proposed Use: Comm/Res

OWNER INFORMATION

Name and Company: Nancy T. Rooney
Mailing Address: 107 Mason Ave. Cape Charles, VA 23310
Phone Number: (757) 323-4057 Email: sakabaka@me.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Nancy T. Rooney
Mailing Address: 107 Mason Ave. Cape Charles, VA 23310
Phone Number: (757) 323-4057 Email: sakabaka@me.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: _____

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

107 Mason Ave.
Cape Charles, VA 23310
4 August 2022

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

Dear Ms. Nunez:

In this letter, I'm providing updated information about improvements to the building which you requested in our meeting on June 17, 2022.

The improvements are only for the front of the building.

Again, the front façade (photos provided in previous letter) consists of stone at the top, stucco painted light yellow in the middle, and green marble on the bottom, and the old awning which is beyond salvage.

The marble and brick areas of the building will not be touched.

Proposed improvements:

- a. Repaint the old stucco area (to refresh the look) with a similar color to the one in the photo, a pale yellow.
- b. I'd like to add two framed (ceramic) tiles under each of the lights by the front doors, approximately 6x7 inches. The tile and its location is shown on the next page in the attachment. You can see that the tiles have a metal frame around them to facilitate hanging on a screw into the stucco portion of the front wall. Only the stucco area of the wall.
- c. Replace the old awning with a new one, which will be solid yellow with just a single graphic of my design in the middle to indicate an artist studio, as shown page 2 of the attachment. You can see in the other photos on page 3 that other awnings on Mason and Strawberry have used graphic images in the middle of their awnings.

I have repaired the existing rear door (mentioned in the previous letter) with a wood patch and will not be replacing it.

If you have any questions, please do not hesitate to contact me by mobile phone, 757-323-4057, or email sakabaka@me.com. Thank you for your kind consideration and assistance.

Sincerely,

Nancy T. Rooney

Attachment: Photos of 107 Mason Ave. building Improvements

Page 2

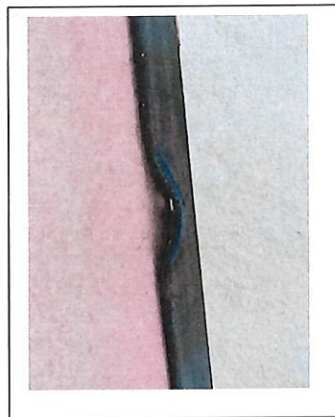
Top 2 photos: Tile size and placement

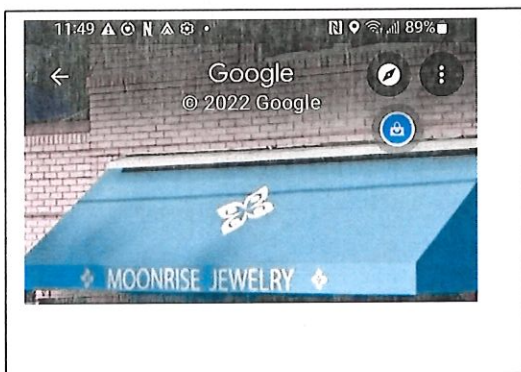
Bottom 2 photos: Metal frame on tile to secure to facade

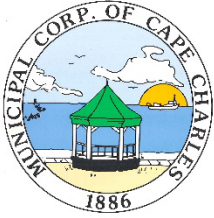
Page 3

Top photo: Graphic image for middle of yellow awning

Bottom 2 photos: Graphic images on other awnings on Mason Ave. (now) and Strawberry St. (earlier location)







HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6D (1) – 632 Madison Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: November 3, 2022

APPLICANT: Laura Weigand & Michele Molina **TYPE OF APPLICATION:** Certificate of Appropriateness

SITE ADDRESS: 632 Madison Avenue **WORK TO BE PERFORMED:** Install a 12' x 16' (192 sq. ft.) accessory structure

TAX MAP: 83A3-1-237 **CURRENT ZONING:** Residential-1 (R-1)

LOT SIZE: 5,600 sq. ft. **HISTORIC REGISTER:** N/A
Description: N/A

DATE APPLICATION RECEIVED: October 18, 2022

PRE-APPLICATION MTG: November 15, 2022

DATE APPLICATION DEEMED COMPLETE: October 18, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 19, 2022

The applicant is seeking to install a 14' x 24' (336 sq. ft.) accessory structure in the rear southeast corner of the property.

AERIAL MAP:



MATERIALS:

- Wood Siding
- 3-Tab Shingle Roof

STAFF ANALYSIS:**ZONING COMPLIANCE**

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

The proposed location of the accessory building meets all setback requirements, total land coverage requirements and maximum total footprint area limits. However, the applicant needs to show on the site plan the actual distance between the house and the proposed accessory structure.

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.

STAFF RECOMMENDATION:

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

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

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 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: Our Sea-Renity She Shed
Property Address: 632 Madison Ave., Cape Charles, VA 23310
Brief Description of Project: install 14'x24' shed in rear of yard
Zoning District: R1 Current Use: residential Proposed Use: residential

OWNER INFORMATION

Name and Company: Laura Weigand & Michele Molina
Mailing Address: 632 Madison Ave., Cape Charles, VA 23310
Phone Number: 621.213.4303 Email: Laura.Weigand@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: [Signature] Date: 10/18/2022

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

Laura Weigand & Michele Molina

632 Madison Ave.
Cape Charles, VA 23310
Laura.Weigand@ymail.com
626.213.4303

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23301

October 18, 2022

To Whom It May Concern:

My spouse, Michele Molina, and I purchased our home located at 632 Madison Ave., Cape Charles, VA in 2016 with the intent for this to be our permanent retirement home. Our move here came early due to the pandemic and the desire to leave our urban living near Los Angeles, CA.

We intend to build an accessory building (shed) in our yard on the alley side between Madison and Monroe. Currently we have a 6' wooden fence along our property line in the back yard. The shed will be setback 10' from the back property line, aligning with the fence, and 3 feet off the East side property line.; so that we can have a drive through door in the alley for our golf cart. The primary use for our shed will be storage, golf cart parking and workshop.

We chose to have Colonial Barns to build a custom shed to have the most pleasing aesthetic value as well as durability. The colors we chose will complement the color of our house and keep it as historically true as possible, while maintaining suitability for our purposes.

We hope you find our application suiting the needs for the approval of the historical context of Cape Charles. Thank you for your time and consideration.

Best Regards,


Laura Weigand
homeowner

240' TO FIG ST.

N88°00'00"E

40.00'

12.4'

2 ST. FR.
RESID. #
632

1

LOT
237

METAL SHED
(8' X 8')

17

48 PICKET FENCE

502°00'00"E

METAL SHED
ENC. 1.0'

ket fence
no longer there

shed
no longer
there

LOT
240

237

LOT
23E

LOT
239

LOT
238

LOT
235

PHYSICAL SURVEY
LOT 237
MAP OF THE
TOWN OF _____
"CAPE CHARLES"

CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRG
MADE FOR
MANUAL DEVELOPMENT CORPOR
SCALE: 1" = 30' 15 SEPT
2004

AREA: 5,600 SQ. FT.

GRAPHIC SCALE

BLOG30-MANUAL

COMPUTED BY:

RAWN BY:

HECKED BY:

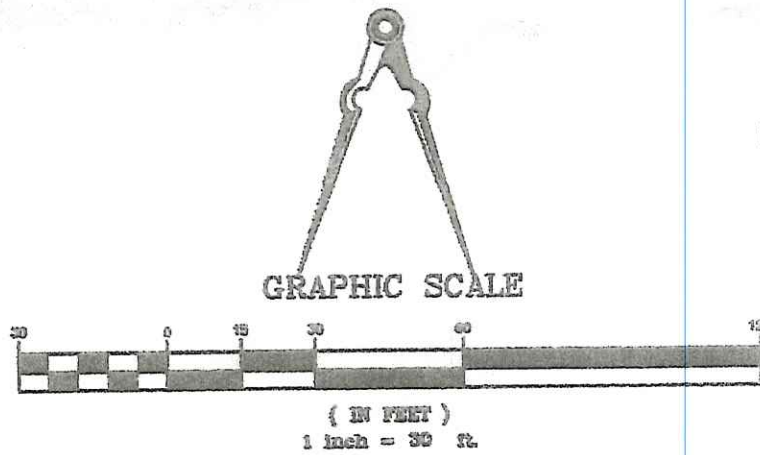
ACK TRAV. BY:

DEXED BY:

APPROVED BY:

.B. AV2, P. 73

JAMES B.
\$ ASSC

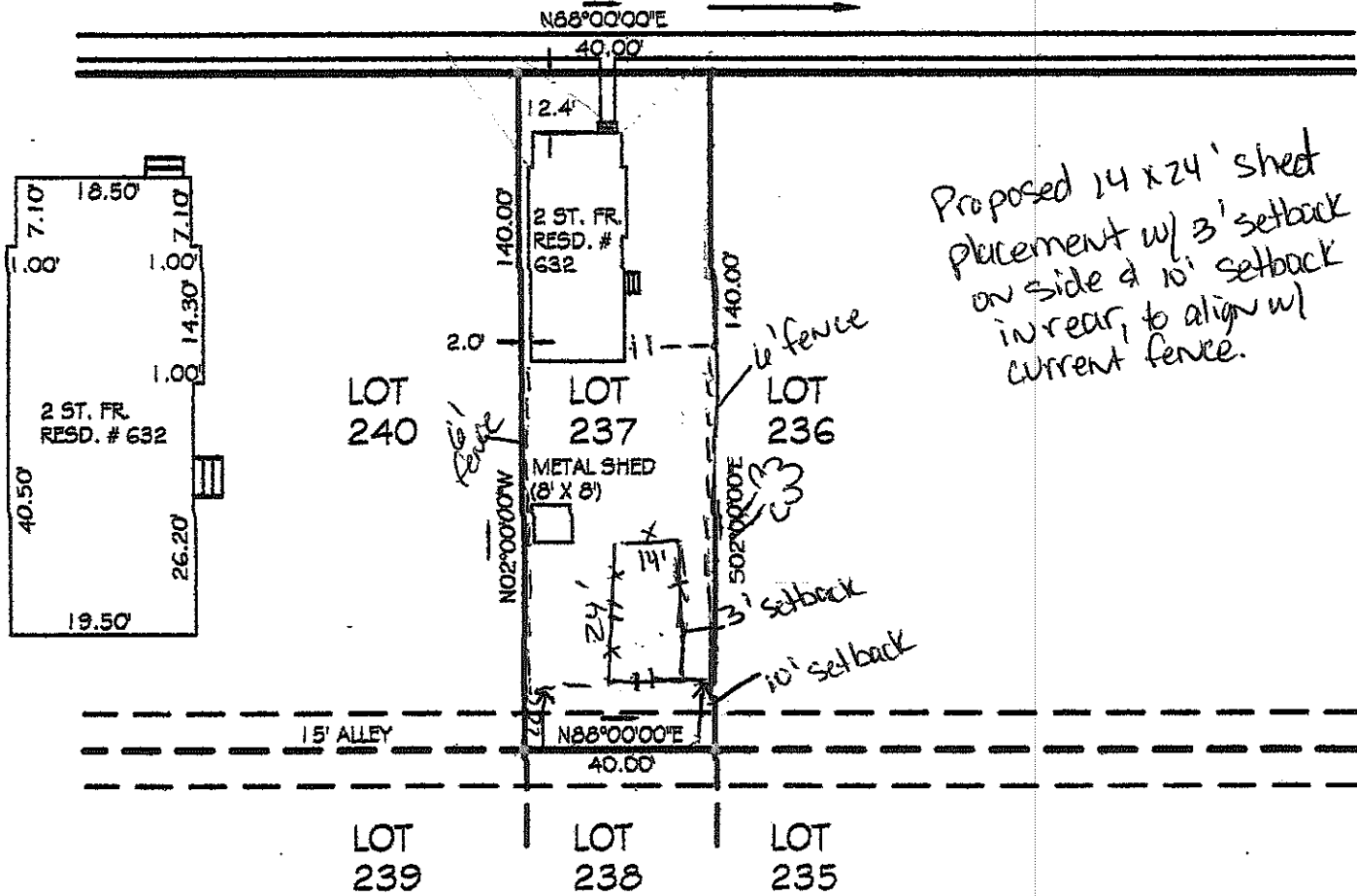


D.B. 41.P. 484 (PLAT)



MADISON AVENUE (70' R/W)

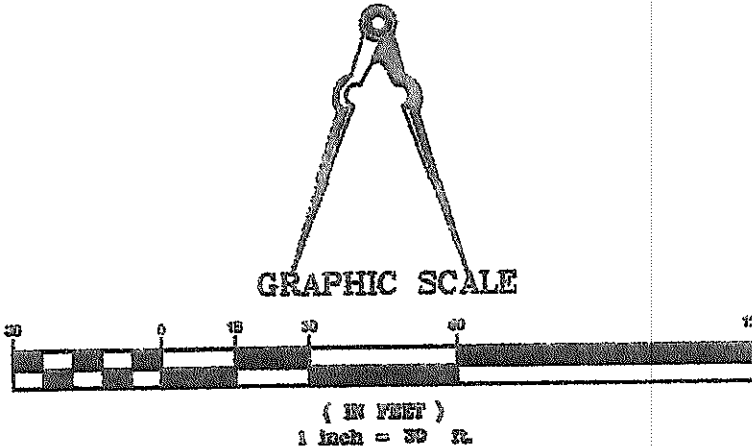
240' TO FIG ST.



AREA: 5,600 SQ. FT.

BLO630-MANUAL

COMPUTED BY:	
RAWN BY:	
CHECKED BY:	
ACK TRAV. BY:	
INDEXED BY:	
APPROVED BY:	
B. AV2. P. 73	



PHYSICAL SURVEY
LOT 237
MAP OF THE
TOWN OF
"CAPE CHARLE"
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, V
MADE FOR
MANUAL DEVELOPMENT CORP
SCALE: 1" = 30' 15 SEI
2004





Approx. Delivery Date Permit & 4 weeks
 Sales Representative Dewaine
 Is customer in HOA? ☐ Historic District
 Is customer in a flood zone? ☐ No
 How did you hear about us? Online
 LOCATION Cape Charles



Quote / Order / Change Order (Circle one)
 Scheduling: 757-482-2234 ext 1
 Sales: 757-482-2234 ext 2
 Virginia Beach Sales Office: 757-420-8653
 Yorktown Sales Office: 757-369-0881

Date 9/25/2022
 Name Laura Weigand
 Address 632 Madison Ave Cape Charles
 Hm/Cell# 626-213-4303
 Work# _____
 Email: Laura.weigand@ymail.com

SIZE	WALL HEIGHT	SIDING OPTIONS			ROOF DESIGN						Build on Site	Delivery	ID#	BASE PRICE	
		WOOD	VINYL	VINYL COLOR	A	Barn	Hip	Cape Cod	Other	Shingle Color					
14	8	☒	☐		☐	☐	☐	☒	☐		☒	☐		11766	
24				STAIN COLOR	☐	☐	☐	☒	☐		☒	☐		2133	
SPECIAL INSTRUCTIONS 3 Tab Shingles Shasta White. All doors 4L. - 300. 2 single steps - 200. 1 Diamond plate - 50. 1 60in Transom - 150. * Fence to be removed. * Historic site review in November.															
TAGS					BACK OR LEFT SIDE FACING GABLE END 										Piers Flood Zone Package Window (3) 375 Extra Roof Vent (2) 150 Extra Door (1) 200 Loft 10ft - 1000 Workbench Shelving Sealer Shutters Flower Box Pressure Treated Floor Ramp 5x4 - 150 Anchors
					FRONT OR LEFT END  FRONT SIDE OR RIGHT SIDE FACING GABLE END  BACK OR RIGHT END  Door offset instructions:										Total Price w/Options 16474 Tax -1647 Build On Site Fee 3387 Permit N/A Total 18214 Deposit (Non-Refundable) 3643 Total Due Upon Completion 14571 Customer Approval _____

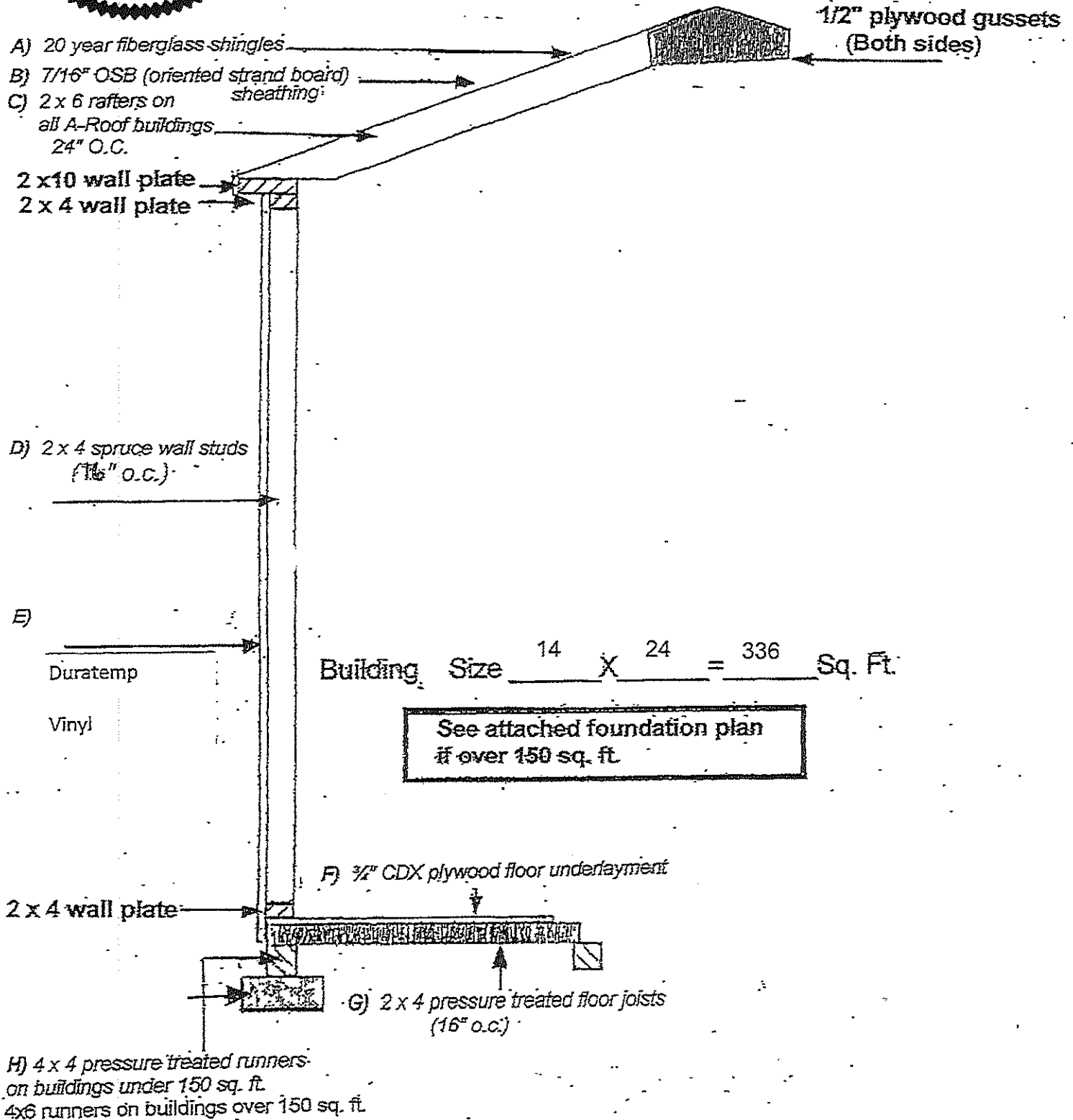


Colonial Barns, Inc.

953 Bedford Street

Chesapeake, VA 23322

Phone 757-482-2234 Fax 757-546-2433



We do it right!
From foundation to roof...

632 Madison Avenue Shed Materials & Specifications

Roseburg Real Wood Siding

Our Douglas-fir or DuraTemp®, siding offer the natural beauty, superior strength, outstanding durability and peace of mind that only real wood provides.

FEATURES & BENEFITS	APPLICATIONS	MILL LOCATIONS
• Western softwood veneer and water resistant no added urea formaldehyde (NAUF) exterior phenolic resin for greater dimensional stability • Produced in common groove patterns • Optional machine-applied PPG primer delivers uniform, edge-to-edge protection and promotes a smooth, even topcoat • Unlike vinyl and cement siding, Roseburg siding is made from wood – a renewable, environmentally friendly resource • Certain siding items are CalFire Wildland Urban Interface (WUI) listed – see WUI tech bulletin for more information		

Owens Corning Supreme Shasta 3-Tab Roofing Shingles

Owens Corning

Supreme Shasta White 3-Tab Roofing Shingles (33.3 sq. ft. per Bundle)

★★★★★ (1958) Questions & Answers (28)





Hover Image to Zoom

Traditional 3-tab roofing shingles enhance curb appeal at a value

Include 60 MPH wind resistance and 25-year warranties

Easy to install, durable, asphalt shingles

View More Details

Color/Finish: Shasta White



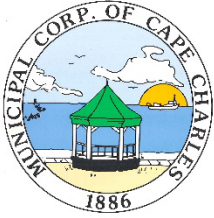
How To Get it

This item is **unavailable** at Military Circle

[Check Nearby Stores](#)

Delivery is **unavailable** for this product

BEHR Premium Weatherproofing Stain & Sealer



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6D (2) – 506 Nectarine Street

Prepared by: Tracy Outten, Planning Technician

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

Date: November 3, 2022

APPLICANT: Thomas Austin

SITE ADDRESS: 506 Nectarine Street

TAX MAP: 83A1-9-506BO

LOT SIZE: 2,142.22 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Install an 8' x 10' (80 sq. ft.) accessory structure

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: N/A

Description: N/A

DATE APPLICATION RECEIVED: October 18, 2022

PRE-APPLICATION MTG: November 15, 2022

DATE APPLICATION DEEMED COMPLETE: October 18, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 19, 2022

The applicant is seeking to install an 8' x 10' (80 sq. ft.) accessory structure in the rear northeast corner of the duplex property.

AERIAL MAP:



MATERIALS:

- Wood Siding
- Asphalt Shingle Roof

STAFF ANALYSIS:**ZONING COMPLIANCE**

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

The proposed location of the accessory building meets all setback requirements, total land coverage requirements and maximum total footprint area limits. However, the applicant needs to show the distance between the house and the accessory structure on the Site Plan.

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.

STAFF RECOMMENDATION:

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

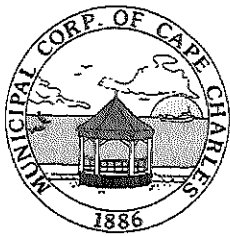
Staff is recommending approval of this application and is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles 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: Shed
Property Address: 506 Nectarine St.
Brief Description of Project: 8x10 Shed
Zoning District: R1 Current Use: Residential Proposed Use: " "

OWNER INFORMATION

Name and Company: Thomas Austin
Mailing Address: 506 Nectarine St
Phone Number: (410) 652-7246 Email: taustin777@yahoo.com

APPLICANT INFORMATION

☒ check here if applicant is owner

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

CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 10/26/2022

Thomas and Katherine Austin

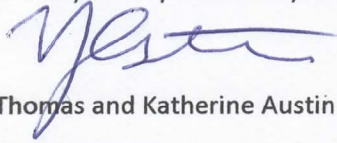
506 Nectarine St.

Cape Charles, VA 23310

We would like to add a storage shed in our backyard to provide our family for a space for tools, lawn equipment, etc. We recently moved here full time and need extra storage to properly maintain our property.

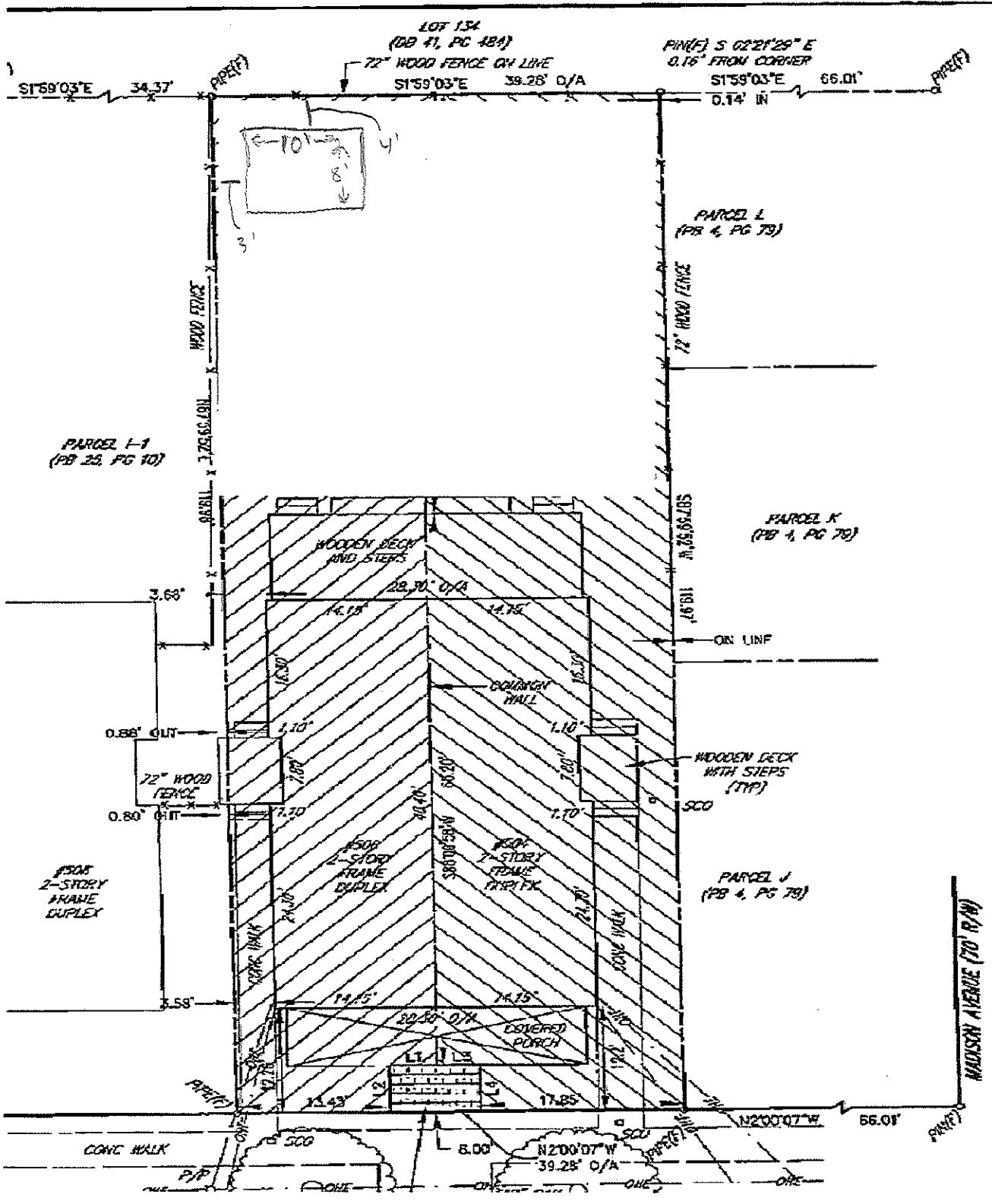
The shed measure 8' wide by 10' long and will be made of wood with asphalt shingles. It will be painted white with charcoal colored shingles.

Thank you very much for your consideration.



Thomas and Katherine Austin

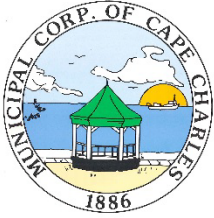
(410)652-4746



Ours would be a white color



<https://ezfitsheds.com/8-x-10-homestead-shed-kit/>



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6D (3) – 615 Tazewell Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: November 3, 2022

APPLICANT: David Howgill

SITE ADDRESS: 615 Tazewell Avenue

TAX MAP: 83A3-1-341

LOT SIZE: 5,280 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Replace the windows and doors

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: 1925, Colonial Revival

DATE APPLICATION RECEIVED: October 31, 2022

PRE-APPLICATION MTG: November 1, 2022

DATE APPLICATION DEEMED COMPLETE: November 2, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 3, 2023

The applicant is seeking to replace most of the windows on the two-story home so that they will all be the same material and style. Many of the existing vinyl and aluminum windows have warping and rotting frames. This application also includes replacing the front and back doors.

AERIAL MAP:



MATERIALS:

- Windows: Renewal by Anderson – Fibrex 1/1
- Doors: Renewal by Anderson – Legacy 20-Gauge Smooth Steel Door

STAFF ANALYSIS:
ZONING COMPLIANCE

The application is in compliance with the Zoning Ordinance.

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

HISTORIC DISTRICT GUIDELINES:

WINDOWS AND DOORS, Page 41 – Items 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 frame, or muntin configuration.

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 windows and doors reflect the character and historic appearance of the neighborhood.

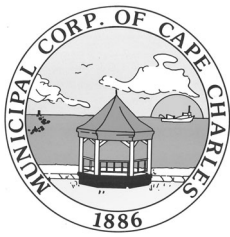
Staff is recommending approval of this application and is prepared to assist in the development of a motion, if needed.

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

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

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Town of Cape Charles Planning & Zoning Department

2 Plum Street

Cape Charles, VA 23310

757-331-3259 x24

planningtech@capecharles.org

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|---|---|
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| ☒ 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: Windows and Doors Renewal

Property Address: 615 Tazewell

Brief Description of Project: Replace broken and degraded windows/doors

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

OWNER INFORMATION

Name and Company: David Howgill

Mailing Address: 615 Tazewell Ave

Phone Number: 2024254562

Email: dh@huckworthy.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: David Howgill

Digitally signed by David Howgill
Date: 2022.11.02 10:02:37 -04'00'

Date: _____



Replace windows (mix of non-functional, broken and warped windows)
Replace Front back door (frames warped, front door can see daylight, back door rotting.)
All like for like visually, updated materials. Add shutters to side windows without.



- Examples of why windows being replaced
 - Broken hardware and broken runners on old aluminum frames
 - Warped frames on old vinyl (won't open) or rotted wood in basement
 - Most windows a) won't open b) will fall out if you do or c) are sealed shut due to a or b
 - Doors at end of life, can not mount new locks as door too fragile (and warped) and frame not sufficient to support

Existing



Vinyl



Aluminum

All shown windows same visually after renewal (double hung white)

Existing Front/Back Doors



New front door will be same color and panel layout



New back door will be same color and ½ glass ½ solid

New Windows

Renewal by Andersen Fibrex® Windows VS. Wood, Vinyl & Aluminum

- Renewal by Andersen's Fibrex® material is 2 times stronger than vinyl
- Fibrex® material insulates 700 times better than aluminum
- Fibrex® material reduces VOC (Volatile Organic Compound) emissions because no wood preservative treatments or painting is required
- Fibrex® material retains its stability and rigidity in all climates
- Our revolutionary Fibrex® replacement windows offer a long product life cycle, reducing landfill waste in the process

Material Benefits			
	Fibrex®	Vinyl	Wood
Insulating Properties	✓	✓	✓
Low Maintenance	✓	✓	
Resistance to Decay/	✓	✓	
Structural Rigidity	✓		✓
Durable	✓		✓
Color/Finish Choices	✓		✓
Maximum Glass Area	✓		varies

Andersen's **Exclusive** Composite Material Has It All! ✓



Material Note: More than 3 exiting material in use currently at 615 Tazewell Windows

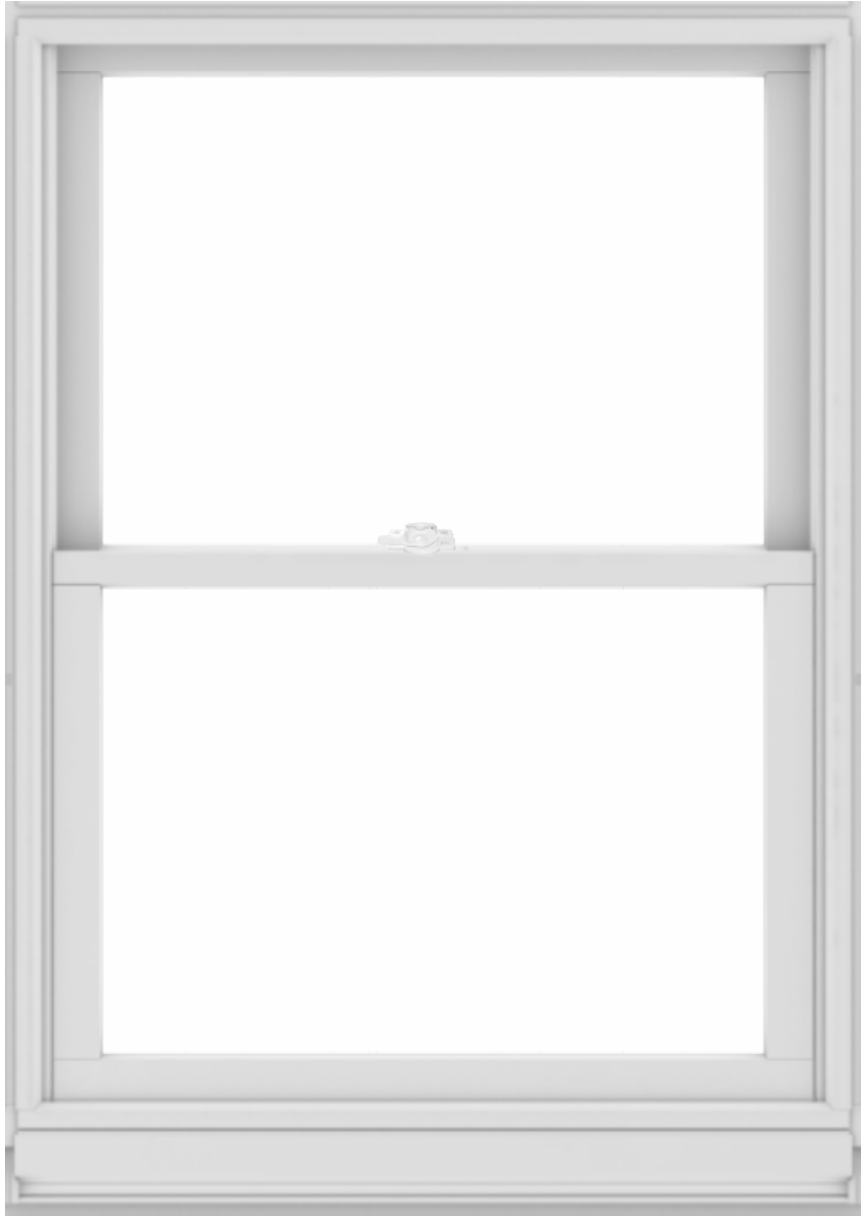


Visually. Note: No Muntins required on 615 Tazewell Windows

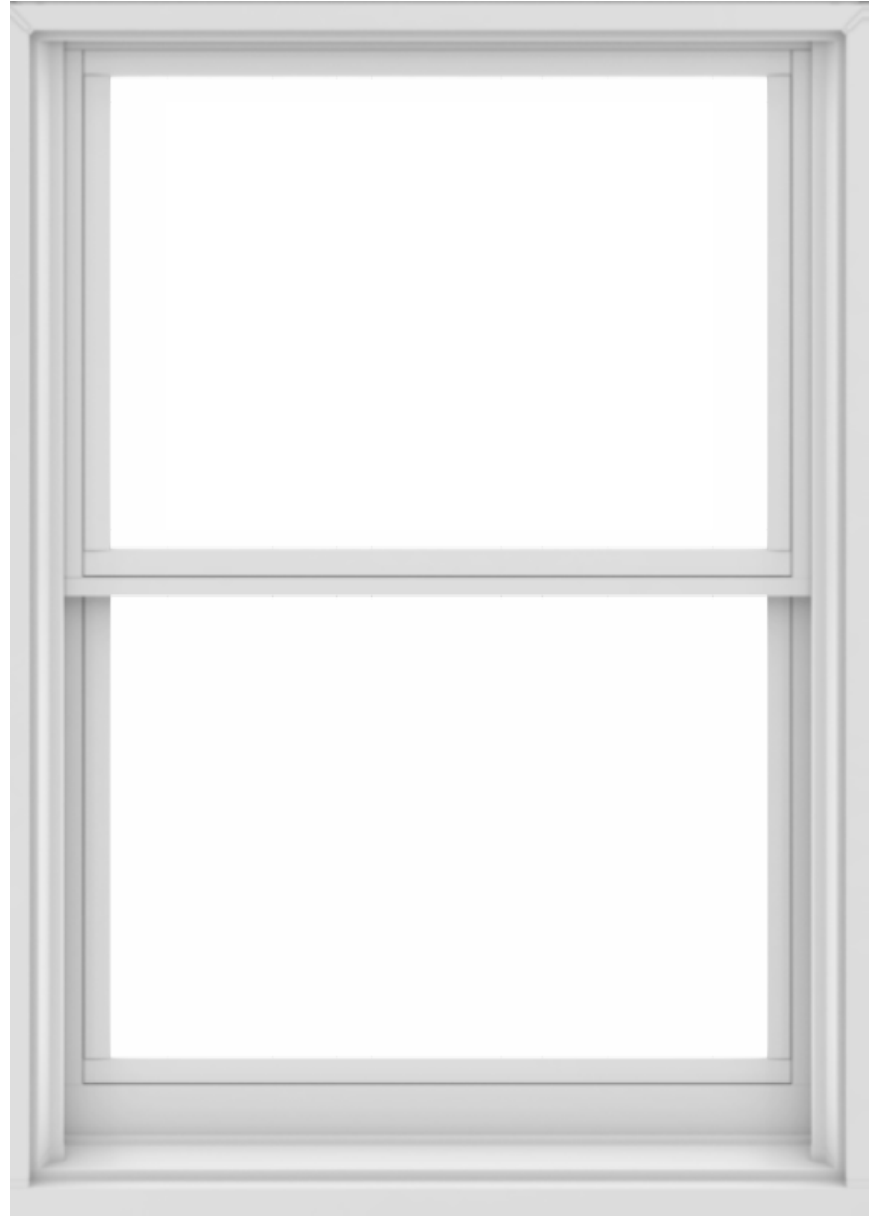
Interior/Exterior

Visually Like For Like

Inside

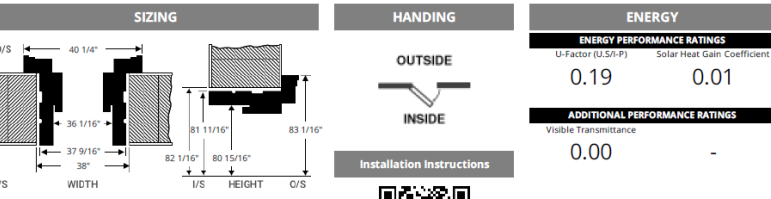


Outside



Doors

YOUR PROFESSIONAL-CLASS PRODUCT



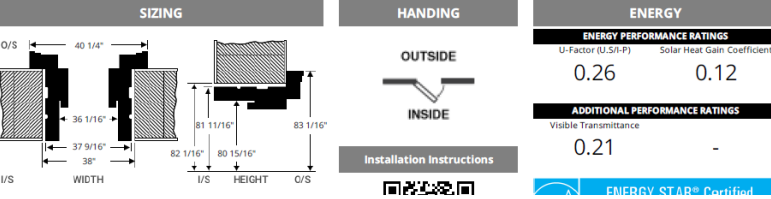
Mr. Rogers Windows & Doors
Renewal Andersen
757-436-2200
912 Professional Place Ste H
Chesapeake, VA 23320

QUOTE INFORMATION
Job: Fleur Howgill
Tag: 802
Order #9085431-1

DETAILS
Legacy Single Entry Door in FrameSaver Frame
36" x 80" Nominal Size
Unit Size: 37 9/16" x 81 11/16"
Frame Depth: 4 9/16"
2" Standard Brickmold
Right Hand Inswing - Inside Looking Out
006 Style 20-Gauge Smooth Steel Door
Snow Mist White Inside / Custom Color Outside #6811 (HONORABLE BLUE)
Hardware
All Hardware in Black Finish
Georgian Lockset
Thumbturn Deadbolt
Frame
TUFTEX Smooth Snow Mist White Aluminum Frame
Cladding - Loose on Unit
Snow Mist White Inside Frame
3 Tubes of Snow Mist White Caulk
Bronze ZAC Auto-Adjusting Threshold (5 5/8" Depth)
Black Ball Bearing Hinges
Security Plate
Poplar Colonial KL 3173 (5") Casing - Snow Mist White
Oak Quarter Round (1/2" x 3/4") Shoemold - Dark Oak

INFORMATION AND WARNINGS
A molder setup fee is required for casing profile KL 3173 and will be added to the order total.
Special order casing requires additional lead time.

YOUR PROFESSIONAL-CLASS PRODUCT



Mr. Rogers Windows & Doors
Renewal Andersen
757-436-2200
912 Professional Place Ste H
Chesapeake, VA 23320

QUOTE INFORMATION
Job: Fleur Howgill
Tag: 801
Order #9085431-4

DETAILS
Legacy Single Entry Door in FrameSaver Frame
36" x 80" Nominal Size
Unit Size: 37 9/16" x 81 11/16"
Frame Depth: 5 1/4"
2" Standard Brickmold
Right Hand Inswing - Inside Looking Out
2 Panel 440 Style 20-Gauge Smooth Steel Door
Comfortech DLA
Textured Plugless Trim
Snow Mist White Inside / Custom Color Outside #6811 (HONORABLE BLUE)
Hardware
All Hardware in Black Finish
Georgian Lockset
Thumbturn Deadbolt
Frame
TUFTEX Smooth Snow Mist White Aluminum Frame
Cladding - Loose on Unit
Snow Mist White Inside Frame
3 Tubes of Snow Mist White Caulk
Bronze ZAC Auto-Adjusting Threshold (6 3/8" Depth)
Black Ball Bearing Hinges
Security Plate
Poplar Modern 2 1/2" Casing - Snow Mist White
Oak Quarter Round (1/2" x 3/4") Shoemold - Dark Oak

INFORMATION AND WARNINGS
Custom color(s) require additional lead time.

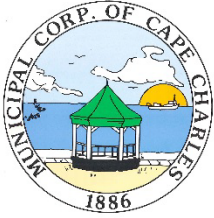
I have read and accept all of these door specifications

Front Door. Note – Color and panels etc will be the same as prior



Front Door. Note – Color will be the same as prior. ½ solid ½ glass.





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6D (4) – 424 Randolph Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: November 3, 2022

APPLICANT: Mark Guevarra

SITE ADDRESS: 424 Randolph Avenue

TAX MAP: 83A3-1-592

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Renovate an existing two-story home, re-build the front porch, and add back porch; install a picket fence; construct a front walkway and side driveway

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: 1898, Folk Victorian

DATE APPLICATION RECEIVED: October 3, 2022

PRE-APPLICATION MTG: November 15, 2022

DATE APPLICATION DEEMED COMPLETE: October 3, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 2, 2022

The applicant is seeking to renovate the exterior of the home as follows:

- Roof – Proposing change of material to shingle from metal
- Restore 7' x 22' Front Porch – The roof would be the same as the original, the six original columns are being reused, the brick cinder block steps and piers are being restored to match the brick piers of the house.
- Repair Windows and Siding – The glass pane in the existing windows will be repaired. Missing windows can be restored. Siding is being restored and 6" cedar planking will be used to replace if necessary.
- Replace Front and Back Doors
- Remove rear Chimney
- Add a Back Window to fulfill bedroom egress requirements.
- Addition of 3' x 6' wooden Back Porch with a Portico Roof and Brick Steps

Additional items requested:

- New 20' x 20' Rear Patio with Walkway to Front
- Install 4' picket fence and 36" x 3-½' gates on right- and left-hand sides
- Add 12' Wide Driveway to side of the house. (Virginia Department of Transportation approval needed.)

AERIAL MAP:



EXISTING PHOTO:



MATERIALS:

- Roof: GAF Timberline HD 50 Year Architectural Shingles
- Front Porch:
 - Roof – Architectural Shingles
 - Piers, Deck & Post – Restore Existing
- Windows: Repair Glass Pane; New constructed in-kind to match existing 32' x 72', 2/2
- Siding: Repair or Replace with in-kind materials = Southern Yellow Pine & 6" Cedar Plank
- Front & Back Doors – Wooden 6-Lite over 1 Panel
- Back Porch:
 - Portico Roof – Architectural Shingles
 - Decking – Southern Yellow Pine
 - Steps – Brick
- Front Walkway & Back Patio: 4" x 6" x 2" Landscaping Brick Pavers (53-DD)
- Fence:
 - Pickets – 3/4" x 4" x 3-1/2' Severe Weather Southern Yellow Pine Pressure Treated
 - Posts – 4" x 4" x 3-1/2' Severe Weather Southern Yellow Pine Pressure Treated
- Driveway: Concrete

STAFF ANALYSIS:

ZONING COMPLIANCE

The application is in compliance with the Zoning Ordinance.

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

OTHER

As you may recall, this property has been in a violation status since January 2022. When the prior owner was unable to resolve the violations of both Building and Planning & Zoning (demolition by neglect charge) and to proceed with a timely proposed renovation project in compliance with the

Town's requirements, the property was listed for sale and the applicant purchased the property in late summer 2022 & the new owner, the applicant, has been working diligently with my office and the Building Official to address the violation and submit his renovation application to the HDRB as quickly as possible. In early October 2022, I granted administrative approval to the applicant, pursuant to CCZO Section 8.17 (L) to allow a limited amount of work to occur on the roof (button up the loose trim work, remove old roof metal sheeting, lay underlayment sheathing then wrap the roof with waterproof wrapping). This was approved to protect from the environment in the most limited way possible until the HDRB could review the full application.

HISTORIC DISTRICT GUIDELINES:

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

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. Do not use chain-link fencing, split-rail fences, and concrete block where they would be facing the street. Avoid street-front fences or walls and in any case keep them below 48 inches in height.

DRIVEWAYS AND SIDEWALKS, Page 28 – Items 6 & 7: (6) Install traditional paving materials that are compatible with the character of the surrounding historic area. Brick in traditional patterns is appropriate. (7) If modern concrete is to be used, consider scored or exposed aggregate designs. Give strong consideration for previous surface cover materials.

ROOF, Page 36 – Items 1 & 2: (1) Retain the roof types of historic buildings, including elements such as chimneys and light wells. Retain the roof form, elements, and materials as these help to indicate the style and construction of the building. (2) When a roof must be replaced, attempt to match the original materials since these materials are important to the visual integrity of the building. Many houses in the district originally had metal roofs, but many have been replaced with composition shingles.

WINDOWS AND DOORS, Pages 39, 41, & 42 – Items 1, 2, 4, & 6: (1) Retain original windows and doors, including glass hardware to the extent possible. (2) Repair original windows and doors by patching, splicing, consolidating, or otherwise reinforcing the original material. (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 frame, or muntin configuration. (6) Construct new windows and doors of wood or metal and match the style of the building.

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

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 renovations reflect the character and historic appearance of the neighborhood.

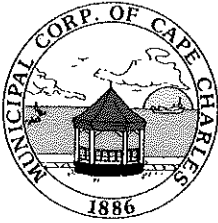
Staff is recommending approval of this application and is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles 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: 424 RANDOLPH AVE EXT. RENOVATION

Property Address: 424 RANDOLPH AVE, CAPE CHARLES, VA 23310

Brief Description of Project: R/R ROOF, WINDOWS, SIDING; REMOVE CHIMNEY; EXT. RENOV.

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

OWNER INFORMATION

Name and Company: MARK GUEVARA

Mailing Address: 212 BAY AVE, CAPE CHARLES, VA 23310

Phone Number: 757-903-6745 Email: mhguevarra03@yahoo.com

APPLICANT INFORMATION

☒ check here if applicant is owner

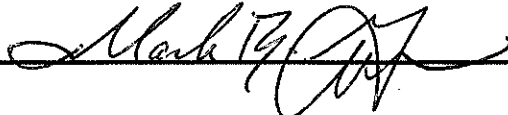
Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

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

Signature of Applicant:  Date: 10/3/22

Letter of Intent

1) Replace Roof

The existing metal roof is compromised in many places and has no underlying sheathing. The new roof would be 50 year architectural shingle with 130 mph wind rating, tigerpaw synthetic underlayment, and copper step flashing.

[See photos and spec sheet of encl (1)]

2) Restore Front Porch

The front porch has had its roof, columns, and brick pier façade removed. Existing remains are cinder block piers, sill, joist, and decking. The restored front porch would add a roof to match the attached photo of the original porch, reuse the six original columns currently in storage, and restore brick to the cinder block steps and piers to match the brick piers of the house.

[See photo and sketch of encl (2)]

3) Repair Windows and Siding

Many of the existing windows need glass pane repair. Several missing windows were removed due to window sill wood rot, placed in storage, and can be restored. Siding will need restoration in several areas and 6" cedar planking will be used to replace compromised boards as necessary to match existing siding.

[See sketches of encl (3)]

4) Add Front Walkway

The house currently has no front walkway connecting the front porch to the sidewalk. There is grass from the sidewalk to the front porch steps. A front walkway will be built to cover the 5'4" of distance from the sidewalk to the front porch steps and be 5'8" wide to match the width of the existing front porch steps.

[See surveys of encl (4)]

5) Add Back Porch (Portico Roof) and Steps

The house currently has no back porch roof to cover the back door. This has allowed rainfall to reach the existing doorframe to the degree that wood rot of the back door and its frame has compromised their integrity. A portico roof system as shown in encl (5) will provide adequate cover to the back door and its frame. The back door currently exists 2'5" above grade and has no steps for access. Two 8'5" boards currently serve to allow access to the back door from the yard. The proposed portico roof and steps are illustrated in encl (5).

[See photo and sketch of encl (5)]

6) Add Picket Fence

The house currently has no backyard fence. There is a fence along the right side of the property belonging to the neighbor. A 4' picket fence is proposed as in encl (4).

[See surveys of encl (4)]

7) Add Back Patio with Walkway to Front

The house currently has no back patio. The wood plank boards that extend from the back door to the backyard empty into grass. A back patio with walkway to the front yard is proposed in (4).

[See surveys of encl (4)]

8) Remove one of two Chimneys

The house has two chimneys. The front chimney can be seen from the street, has a healthy cinder block base, and is fully intact. The rear chimney cannot be seen from the street or side yards, has a severely compromised base in multiple locations, and is in risk of collapse. The most egregious defect is a large gap that compromises the entirety of the rear wall of the chimney at the 3' base height. The defects have occurred due to spalling of bricks extending 280 degrees around the chimney from current ground grade up to the 4' height level. The chimney is currently putting pressure on the back of the house due to its leaning against the structure. As the chimney is non-functional, may only be viewed from the exterior of the property, and has lost its integrity, the rear chimney will be removed and the larger front chimney which can be seen from the street will be retained.

[See photos of encl (6)]

9) Replace Front and Back Doors

Both the front and back doors are wood rotted and need to be replaced. The intended doors are pictured in encl (7).

[See photo of encl (7)]

10) Add a Back Window

To fulfill the requirement for a bedroom egress, a window will be added at the upper rear of the house. It will be constructed with in-kind southern yellow pine materials to match two over two existing windows of the structure.

[See sketch of encl (5)]

11) Add Driveway

Add a driveway to the side of the house twelve feet wide. A VDOT cut-in will be requested after HDRB approval.

[See surveys of encl (4)]

424 Randolph Avenue

Example of 50 Year Architectural Shingle



Timberline HD® Shingles

Made to protect your
home. Your story. And
those of over 50 million of
your fellow Americans!



TIMBERLINE HD®
LIFETIME HIGH DEFINITION SHINGLES

Timberline HD® Shingles Provide These Unique Benefits:

Great Value

Architecturally stylish but
practically priced

Dimensional Look

Features GAF proprietary
color blends and enhanced
shadow effect for a genuine
wood-shake look

Highest Roofing Fire Rating

UL Class A, Listed to ANSI/UL 790

High Performance

Designed with Advanced Protection®
Shingle Technology, which reduces the
use of natural resources while providing
excellent protection for your home
(visit gaf.com/APS/ to learn more)

Stays in Place

Dura Grip™ Adhesive seals each
shingle tightly and reduces the risk of
shingle blow-off. Shingles warranted
to withstand winds up to 130 mph
(209 km/h)¹

StainGuard® Protection

Helps ensure the beauty of your roof
against unsightly blue-green algae²

Peace of Mind

Lifetime Ltd. transferable warranty with
Smart Choice® Protection (non-prorated
material and installation labor coverage)
for the first ten years³

Perfect Finishing Touch

For the best look, use Timbertex®
Premium Ridge Cap Shingles or
Ridglass® Premium Ridge Cap Shingles⁴

¹This wind speed coverage requires special installation; see *GAF Shingle & Accessory Ltd. Warranty* for details.

²StainGuard® Protection applies only to shingles with StainGuard®-labeled packaging. See *GAF Shingle & Accessory Ltd. Warranty* for complete coverage and restrictions.

³See *GAF Shingle & Accessory Ltd. Warranty* for complete coverage and restrictions. The word "Lifetime" refers to the length of coverage provided by the *GAF Shingle & Accessory Ltd. Warranty* and means as long as the original individual owner(s) of a single-family detached residence (or the second owner(s) in certain circumstances) owns the property where the shingles are installed. For owners/structures not meeting the above criteria, Lifetime coverage is not applicable.

⁴These products are not available in all areas. See www.gaf.com/ridgecapavailability for details.

Colors & Availability

Regional Availability

Northeast, Southeast, Southwest,
West, and Central Areas

Copper Canyon

Patriot Red

Driftwood

Pewter Gray

Fox Hollow Gray

Shakewood

Barkwood

Golden Amber

Slate

Birchwood

Hickory

Sunset Brick

Biscayne Blue

Hunter Green

Weathered Wood

Canadian Driftwood

sold in Canada only

Mission Brown

White

Charcoal

Oyster Gray

Williamsburg Slate

Applicable Standards & Protocols

- UL Listed to ANSI/UL 790 Class A
- Miami-Dade County Product Control approved
- State of Florida approved
- UL 997 modified to 110 mph
- Classified by UL in accordance with ICC-ES AC438
- Meets ASTM D7158, Class H
- Meets ASTM D3161, Class F
- Meets ASTM D3018, Type 1
- Meets ASTM D3462¹
- ICC-ES Evaluation Reports ESR-1475 and ESR-3267

- Texas Department of Insurance listed
- CSA A123.5²
- ENERGY STAR® Certified (White Only) (U.S. Only)
- Rated by the CRRC
- Can be used to comply with Title 24 cool roof requirements
- Meets the cool roof requirements of the Los Angeles Green Building Code (Birchwood, Copper Canyon, Golden Amber, and White Only)

Product/System Specifics³

- Fiberglass Asphalt Construction
- Dimensions (approx.): 13 1/4" x 39 3/8" (337 x 1,000 mm)

- Exposure: 5 5/8" (143 mm)
- Bundles/Square: 3
- Pieces/Square: 64
- StainGuard® Protection: Yes⁴
- Hip/Ridge: Timbertex®; Seal-A-Ridge®; Z® Ridge; Ridglass®
- Starter: Pro-Start® & WeatherBlocker™

Installation

Detailed installation instructions are provided on the inside of each bundle wrapper of Timberline HD® Shingles. Installation instructions may also be obtained at gaf.com.

¹Periodically tested by independent and internal labs to ensure compliance with ASTM D3462 at time of manufacture.

²Refers to shingles sold in Canada only.

³Refer to complete published installation instructions.

⁴StainGuard® Protection applies only to shingles with StainGuard®-labeled packaging. See *GAF Shingle & Accessory Ltd. Warranty* for complete coverage and restrictions.

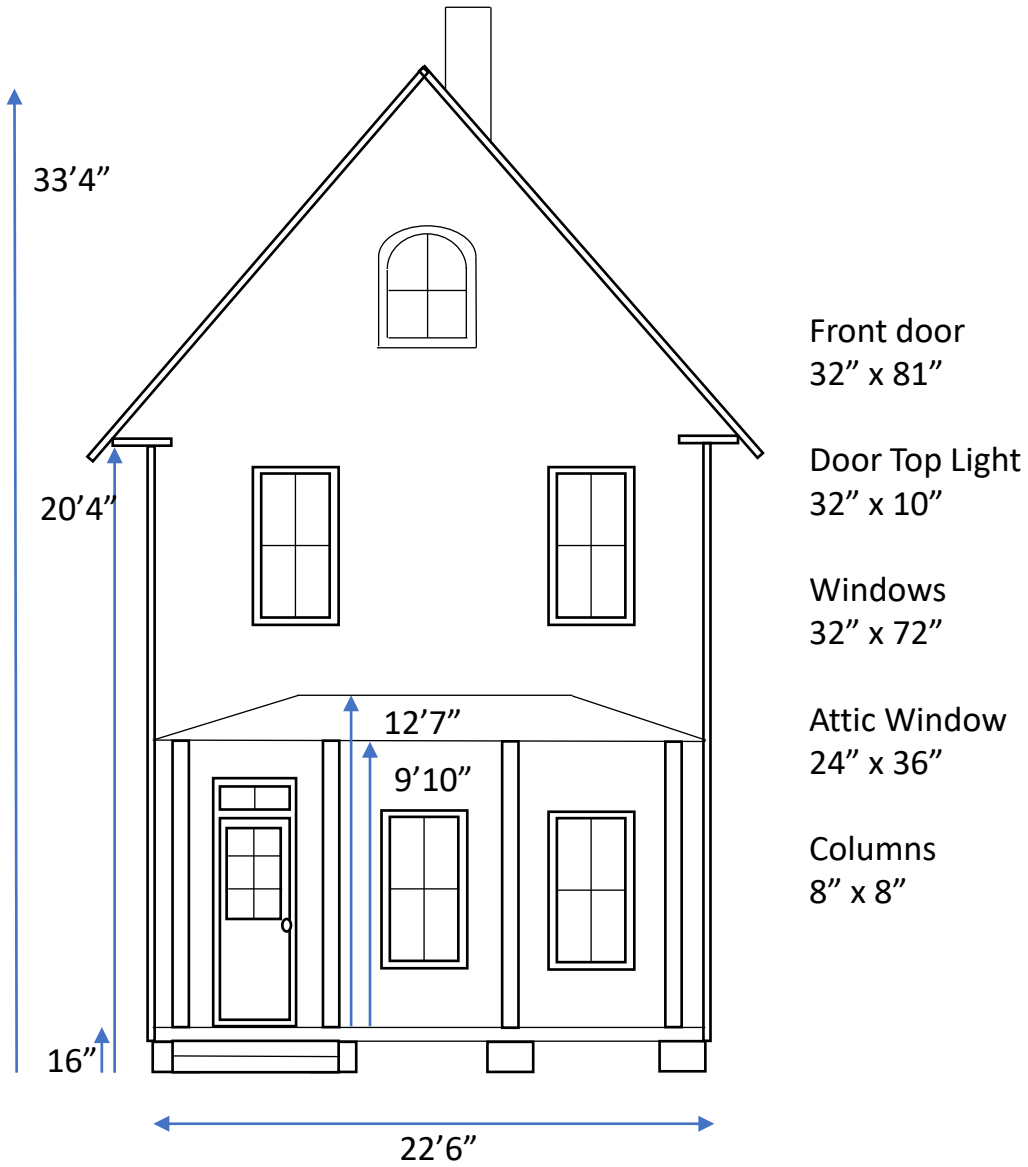
Note: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.

424 Randolph Avenue

Front Porch



424 Randolph Avenue
Front Dimensions



424 Randolph Avenue

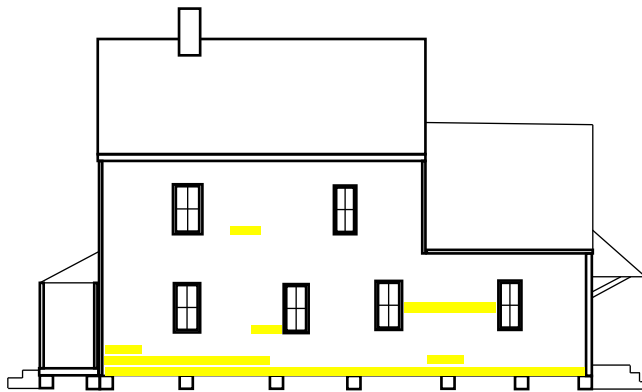
Siding Restoration



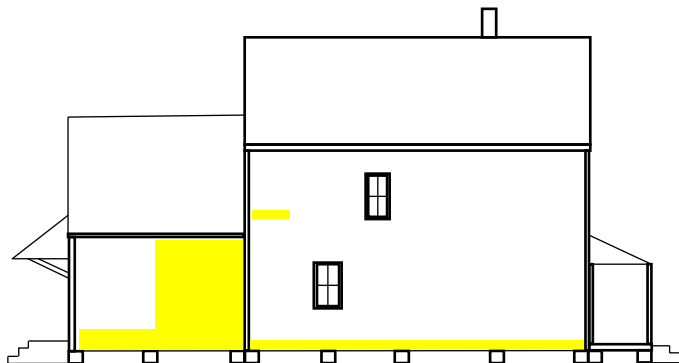
Front



Back



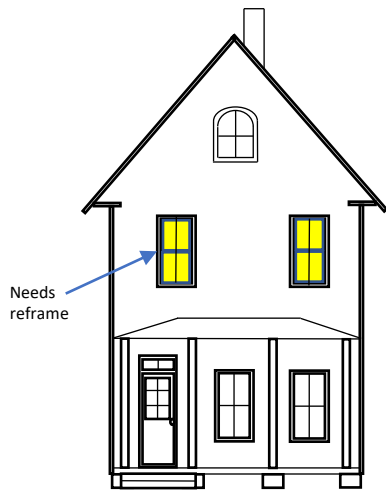
Right



Left

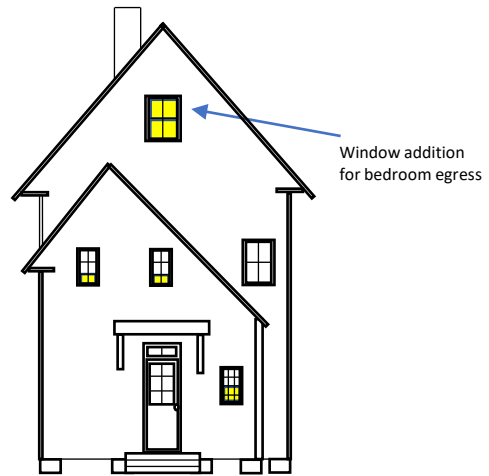
424 Randolph Avenue

Window Restoration



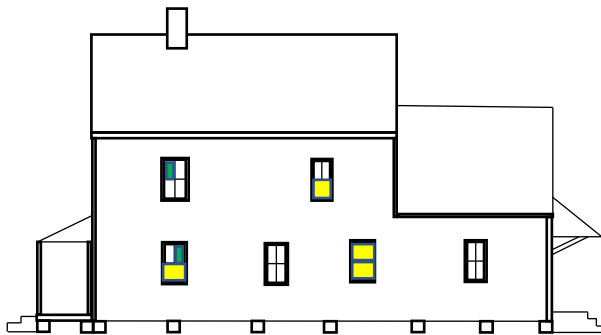
Needs reframe

Front



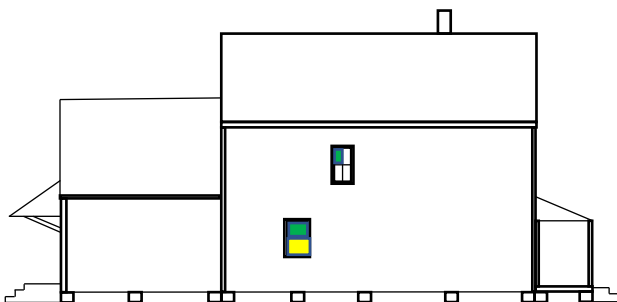
Window addition for bedroom egress

Back



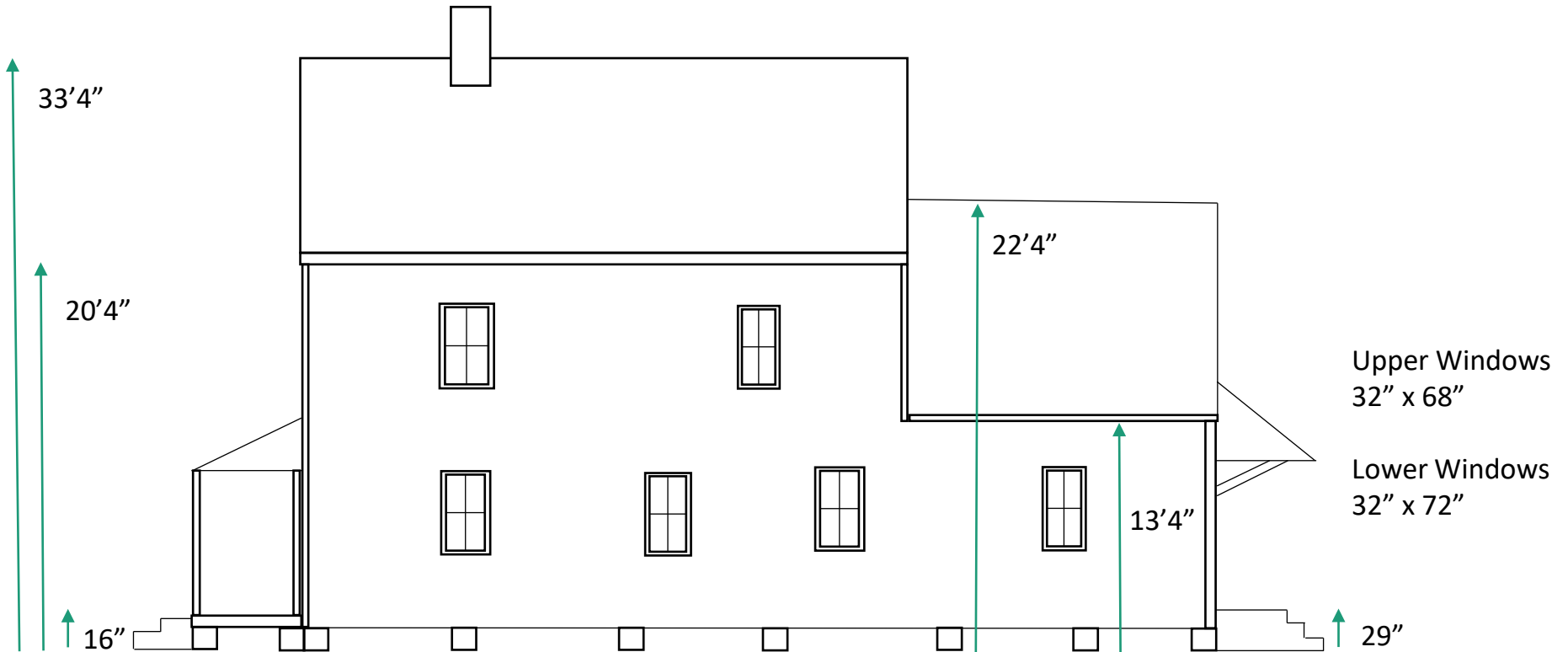
Right

■ = Needs glass pane
■ = Needs window pane

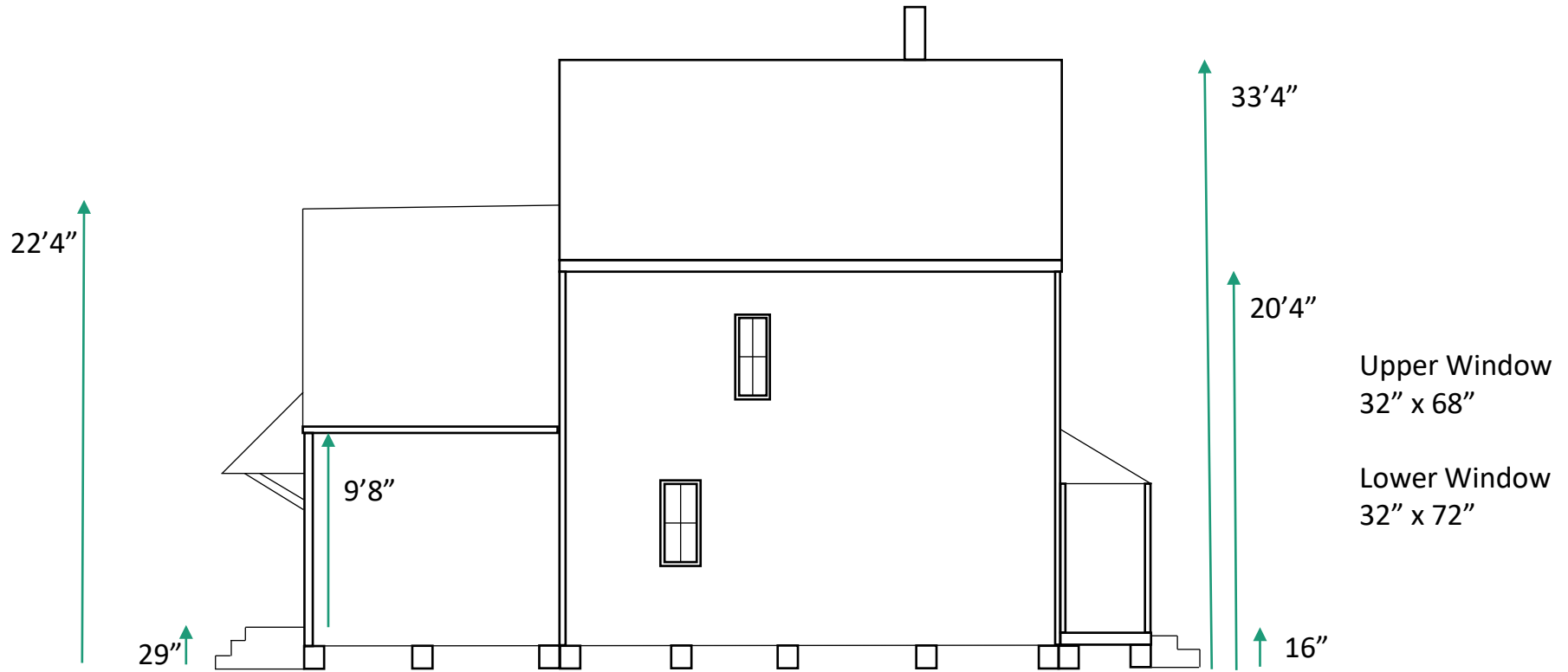


Left

424 Randolph Avenue – Right Dimensions

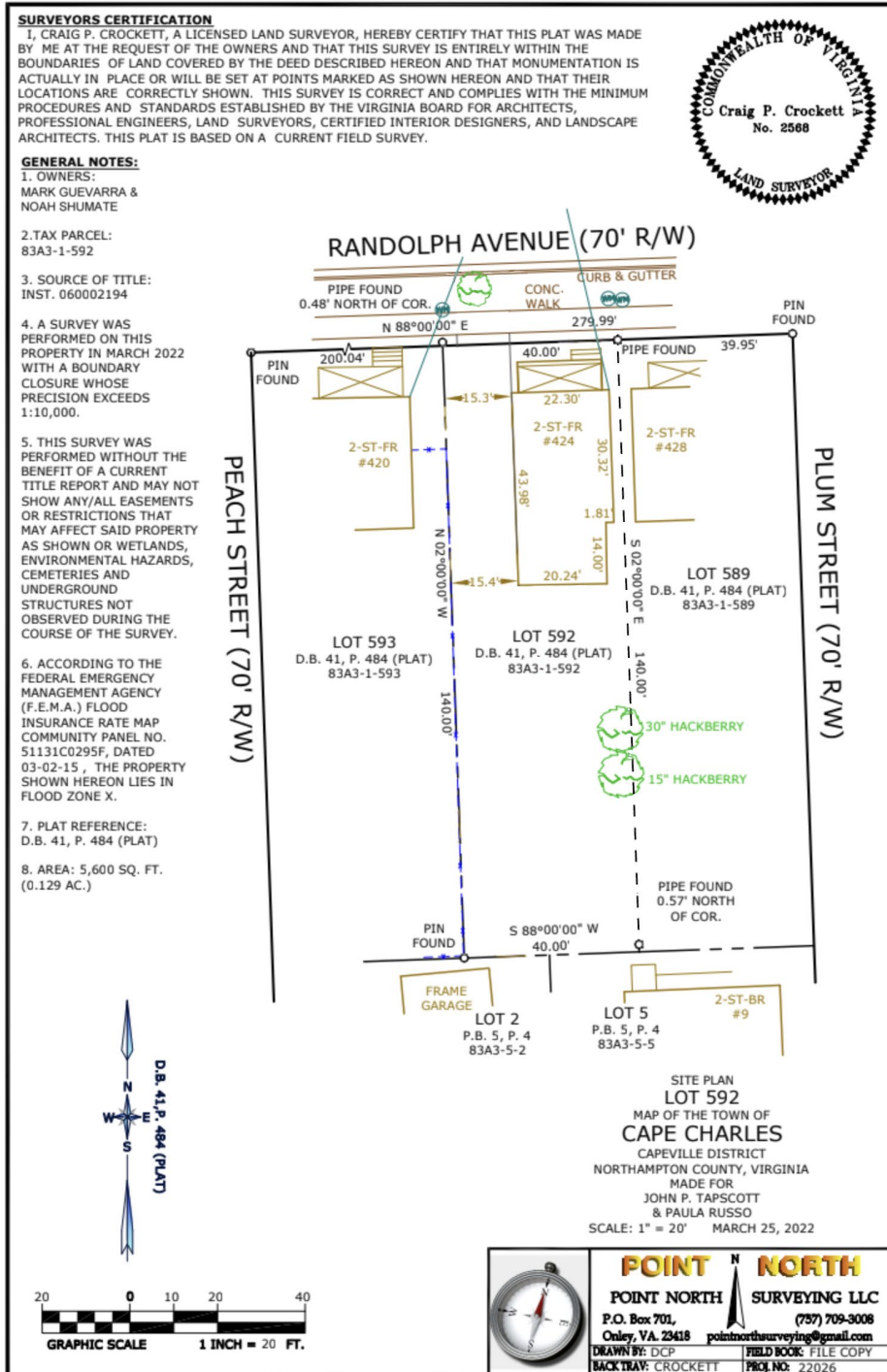


424 Randolph Avenue – Left Dimensions

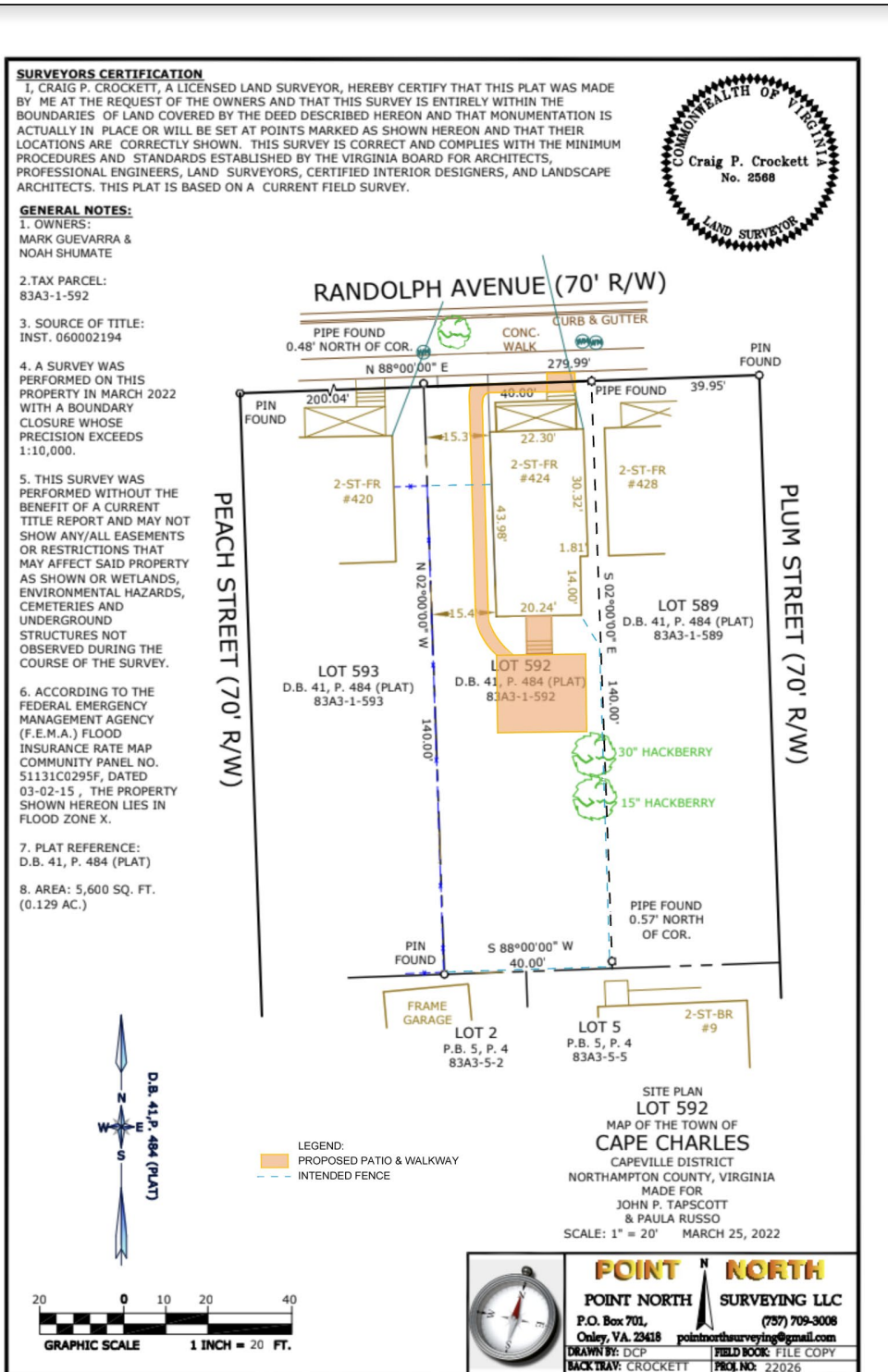


424 Randolph Avenue

Current Survey

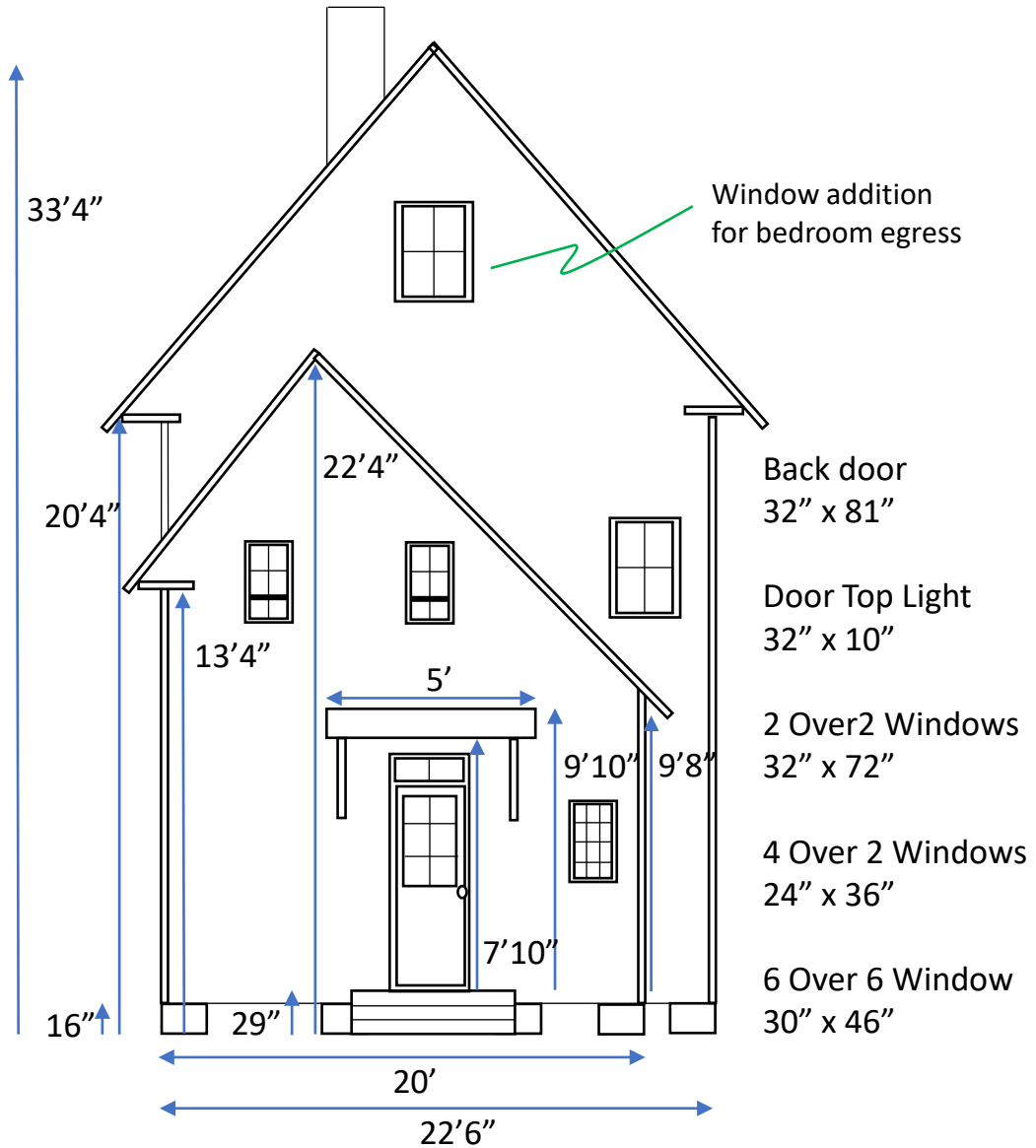


Proposed front walkway, back patio, walkway to front, and fence



424 Randolph Avenue

Back Dimensions



424 Randolph Avenue

Example of Intended Portico Roof



424 Randolph Avenue

Rear Chimney

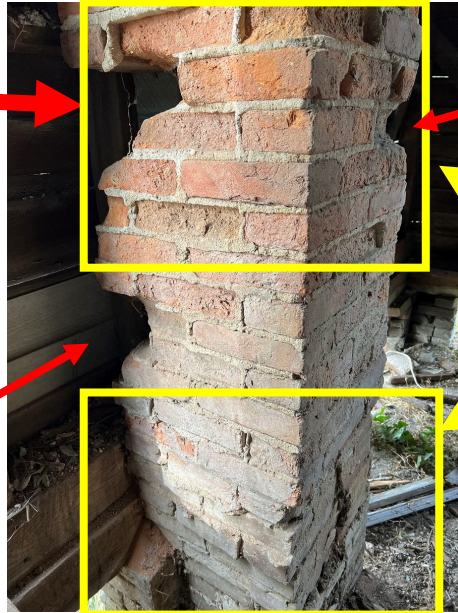
Rear chimney severely degraded in multiple areas at its base:

Significant loss of structural integrity.

Entirety of rear chimney wall is missing at the 3' height.

As a result, the chimney is resting against the rear wall of the structure vice standing on its own.

Loss of structural integrity



Loss of structural integrity

Spalling of the chimney bricks is resulting in crumbling from the base of the chimney to the 4' height.



Photo demonstrating dark area is not a shadow, but structurally compromised.

424 Randolph Avenue

Example of intended Front and Back Doors



Specifications / Materials

Roof

- GAF High Quality Timberline Ultra High Definition 50 Year Architectural Shingle
- 130 mph wind rating
- Tiger paw synthetic underlayment
- Ice and water shield membrane at perimeters
- Prefinished white aluminum drip edge flashing
- Timbertex caps at ridges
- Copper step flashing at rising wall locations and chimney
- 4' x 8' x ¾" southern yellow pine sheathing
- (spec data sheet attached)

Front porch

- Piers, deck, and six posts are existing (posts uninstalled)
- 7' x 22' footprint covering 6' x 21' existing deck
- 4' x 8' x ¾" southern yellow pine sheathing
- 2" x 6" southern yellow pine rafters, pressure treated, #2 grade
- Roof system as described above

Windows and Siding

- Restoration with in-kind materials of southern yellow pine pressure treated, #2 grade and 6" cedar plank
- Addition of back window required for bedroom egress constructed with in-kind materials to match existing 32" x 72" two over two windows

Front Walkway / Back Patio

- 4" x 6" x 2" landscaping brick pavers (53-DD)
- Compact aggregate
- Geo textile plastic restraint system
- Polymeric sand
- Front walkway: 5'4" length by 5'8" width
- Walkway to back: 36" width
- Back patio: 20' x 20' area

Back Porch (Portico Roof) and Steps

- 4' x 8' x ¾" southern yellow pine sheathing
- 2" x 6" southern yellow pine rafters, pressure treated, #2 grade

- Roof system as described above
- Brick steps to match existing piers

Fence

- Severe weather southern yellow pine pressure treated $\frac{3}{4}$ " x 4" x 3.5' picket fence
- Severe weather southern yellow pine pressure treated 4"x4" x 3.5' posts
- 36"W x 3.5' high picket fence gates on right and left hand sides

Driveway

- Concrete, 12' wide

424 Randolph Avenue

Existing Structure



Front



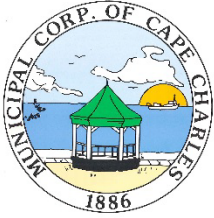
Back



Left



Right



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6D (5) – 538 Monroe Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: November 3, 2022

APPLICANT: Claudine Pierce, dba
Peacock Cottage, LLC
SITE ADDRESS: 538 Monroe Avenue

TAX MAP: 83A3-1-359

LOT SIZE: 10,401 sq. ft.

TYPE OF APPLICATION: Pre-Application/Certificate of
Appropriateness

WORK TO BE PERFORMED: 390 sq. ft. accessory
structure (garage) & 80' vinyl fence along the alley

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING House
Description: Ca. 1920, Queen Anne

DATE APPLICATION RECEIVED: September 12, 2022

PRE-APPLICATION MTG: November 15, 2022

DATE APPLICATION DEEMED COMPLETE: October 27, 2022

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 27, 2022

The applicant is seeking to construct a new 1-½ story accessory structure (garage) on the rear of the property that will be a footprint of 390 square feet with a 6' x 24' porch on the west side of the structure. The first floor will be a one car garage and the second floor will be unfinished space. An 80' vinyl fence will be installed along the alley after the accessory structure is completed.

AERIAL MAP:



MATERIALS:

- Garage:
 - Main roof – Asphalt shingles to match existing main house roof
 - Windows – Anderson 400 series one over one tilt-wash double hung windows
 - Windowsill – Azek Historic Sill AZM-6930
 - Window trim – Azek 5/4” material to match existing window trim
 - Exterior door – Therma Tru smooth -star S6041
 - Garage door – Clopay Coachman Series
 - Siding – Hardi smooth siding with 5” exposure and 0.312 thickness
 - Foundation – Parged concrete block
- Porch:
 - Roof – standing seam metal roof
 - Columns – 10” round tapered PERMAcast composite columns to match front porch columns as closely as possible
 - Flooring – poured concrete
 - Ceiling – painted bead board
- Fence: 6’ Illusions Tongue and Groove Vinyl fence panels with straight picket top (see photo in packet)

STAFF ANALYSIS:

ZONING COMPLIANCE

The proposed project is to construct 1-½ story accessory structure (garage) with a footprint of 390 square feet, on the rear of the property; a porch is proposed on the west side of the structure. A site plan has been provided.

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

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

These materials include:

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

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

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

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

HISTORIC DISTRICT GUIDELINES:

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

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. Do not use chain-link fencing, split-rail fences, and concrete block where they would be facing the street. Avoid street-front fences or walls and in any case keep them below 48 inches in height.

There are no specific guidelines for accessory structures.

STAFF RECOMMENDATION:

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

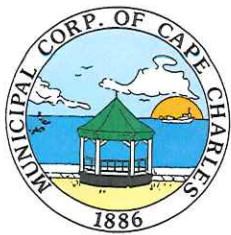
Staff is recommending approval of this application and is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



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: 538 Monroe
Subject Property Tax ID Number: _____

OWNER INFORMATION

Name (Person, Firm, Corporation, or Agency): Samuel E. Jones
Mailing Address: 117 Copse Way Williamsburg Va 23185
Phone Number: 757-879-4878 Email: sejones1492@gmail.com

APPLICANT INFORMATION (If applicable)

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

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

Certificate of Appropriateness / Zoning Clearance

Signature of Owner: Samuel E. Jones Date: 9/12/22

Commonwealth of Virginia

County of Northampton

The foregoing instrument was acknowledged before me this 12 day of September,
2022, by Samuel E. Jones (name of person acknowledged).

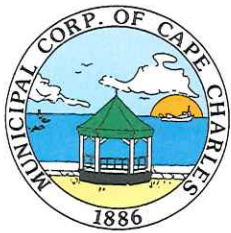
Signature of Notarial Officer: Elizabeth A. Hume

Notary Registration Number: 275630

My Commission Expires: 1/31/2023

(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: 538 Monroe Ave
Subject Property Tax ID Number: _____

OWNER INFORMATION

Name (Person, Firm, Corporation, Agency): Samuel E. Jones
Mailing Address: 117 Copse Way Williamsburg Va 23185
Phone Number: 757-879-4878 Email: sejones1492@gmail.com

REPRESENTATIVE INFORMATION (If applicable)

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

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

Certificate of Appropriateness / Zoning clearance

Signature of Owner: Samuel E. Jones Date: 9/12/22

Commonwealth of Virginia

County of Northampton

The foregoing instrument was acknowledged before me this 12 day of September,
2022, by Samuel E. Jones (name of person acknowledged).

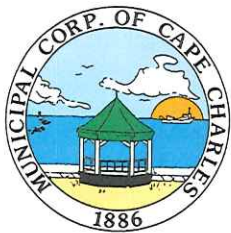
Signature of Notarial Officer: Elizabeth A. Hume

Notary Registration Number: 275630

My Commission Expires: 1/31/2023

(Seal)





PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

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

PROJECT SUMMARY

Address of Project: 538 Monroe Ave
Application Type (rezoning, variance, etc.): Certificate of Appropriateness
Total Acreage of Project: _____

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

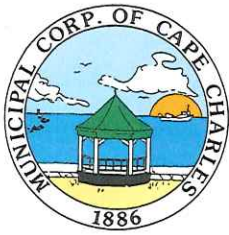
New 1 1/2 story garage building with 390 sq. ft footprint
and a 6' x 24' porch on the West side of the garage
First Floor - one car garage
Second Floor - unfinished storage space

Signature of Applicant: Claudine A Pierce Date: 9/19/22
Peacock Cottage LLC

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____



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: New Garage

Property Address: 538 Monroe Ave

Brief Description of Project: 1 1/2 story building with garage on 1st floor and unfinished storage on upper floor.

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

OWNER INFORMATION

Name and Company: Samuel Jones

Mailing Address: 117 Copse Way, Williamsburg Va 23185

Phone Number: 757-879-4878 Email: sejones1492@gmail.com

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: Claudine Pierce / Peacock Cottage LLC

Mailing Address: 10 Tazewell Ave, Cape Charles, Va 23310

Phone Number: 703-609-5818 Email: mypeacockcottage@gmail.com

CERTIFICATION OF APPLICANT

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

Signature of Applicant: Claudine A Pierce Date: 9/19/22
Peacock Cottage LLC

Incomplete until
additional information
received. 10/27/2022

PEACOCK COTTAGE LLC

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

September 19, 2022
Town Planner and Zoning Administrator
2 Plum Street
Town of Cape Charles

Re: Letter of Intent - New Garage building
538 Monroe Ave
Cape Charles, Virginia 23310

Dear Katie,

Attached is an application for review and approval for a new garage structure in the rear [North] yard of 538 Monroe Avenue. The first floor of the building will be used for one car parking and the second [half] story will be used for storage. The footprint of the proposed building will be 390 sq. Ft with a 6' wide and 24' side porch. The garage will only be visible from the rear alley.

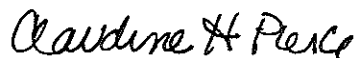
The Owners would also like to install a fence along the alley side once the garage construction is completed. The fence would be a 6' maximum vinyl fence as per the attached specifications.

We propose to use the following materials:

- Fence - Vinyl fence panels 6' tall privacy with straight picket top.
- Main roof and dormer roof - Asphalt shingles to match existing house.
- Porch Roof - standing seam metal roof. Color to match main house asphalt shingles as closely as possible.
- Columns - 10" round composite columns to match front porch columns as closely as possible - HB & G or equal. See attached specification sheet.
- Porch Flooring - poured concrete slab.
- Porch ceiling - painted bead board.
- Windows - Anderson 400 Series one over one double hung windows.
- Window sill/Window Trim- Azek Historic Sill AZM-6930 and 5/4" Azek
- Exterior Door - Therma Tru Smooth-Star S6041
- Garage Door - Clopay Coachman Series - see attached specification sheet
- Siding - Hardi smooth siding with 5" exposure.
- Foundation - Parged concrete block.

Please let me know if you have any questions or need additional information.

Best,

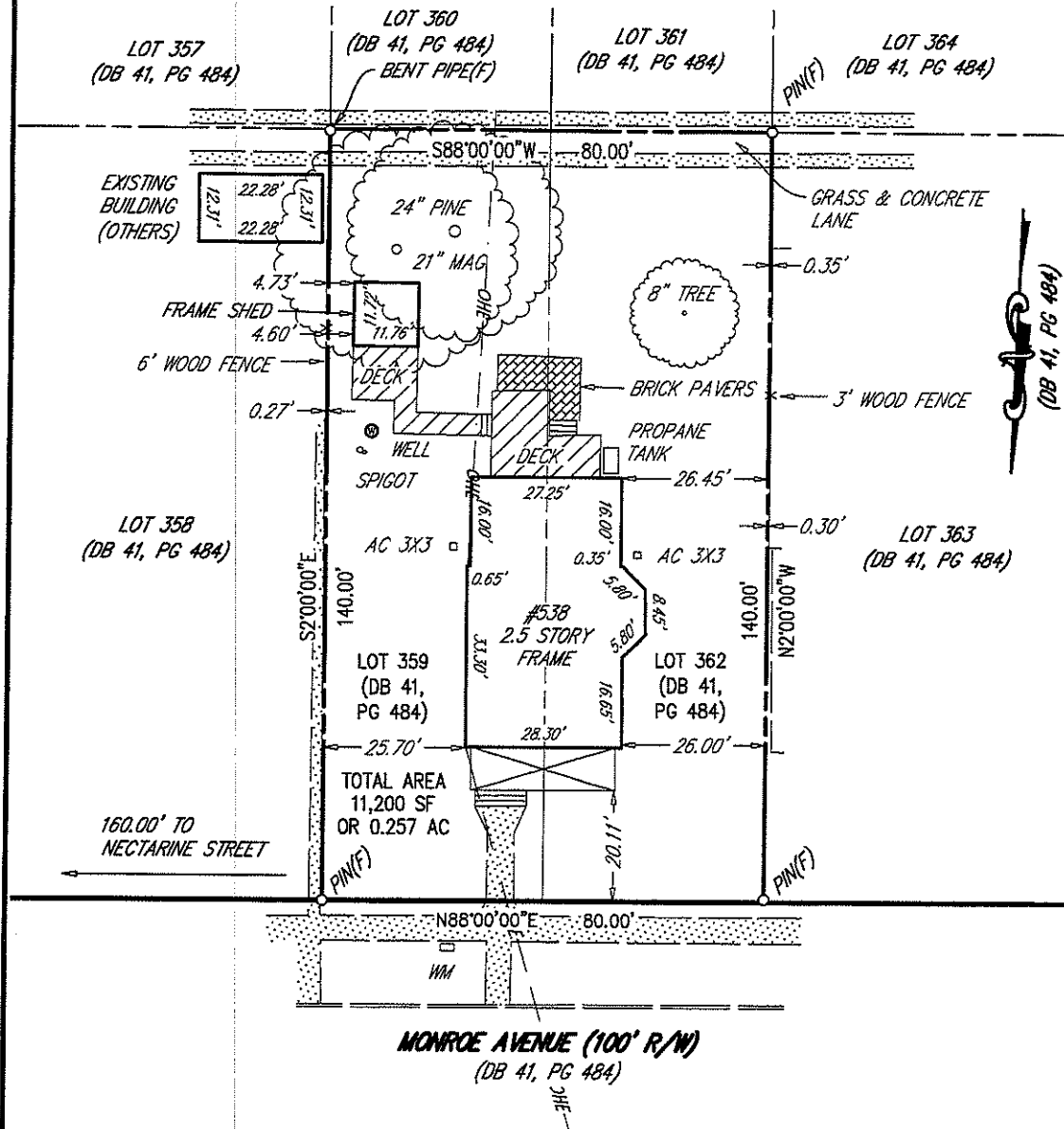


Claudine Pierce
Peacock Cottage, LLC

THIS IS TO CERTIFY THAT ON JANUARY 25, 2021, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

NOTES

1. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND THEREFORE MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT THE PROPERTY AS SHOWN. PROPERTY IS SUBJECT TO RIGHTS-OF-WAY, EASEMENTS, COVENANTS AND ALL MATTERS OF PUBLIC RECORDS.
2. THE PROPERTY DOES NOT FALL IN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON THE FEMA NFIP FIRM FOR CAPE CHARLES, VIRGINIA, COMMUNITY-PANEL NUMBER 51131C0295F, DATED: 03/02/2015. THE PROPERTY FALLS IN FLOOD ZONE "X". THE PROPERTY DOES NOT FALL IN "FLOODPLAINS SUBJECT TO SPECIAL RESTRICTIONS".



PHYSICAL SURVEY OF
A LOTS 359 & 362
 (DB 41, PG 484)
 CAPE CHARLES DISTRICT
 NORTHAMPTON COUNTY, VIRGINIA
 FOR
SAMUEL E. & JULIE R. JONES
MSA, P.C.



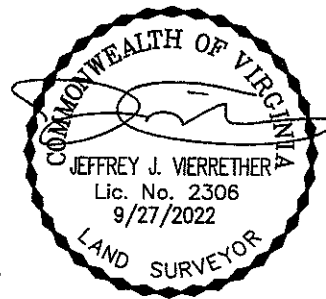
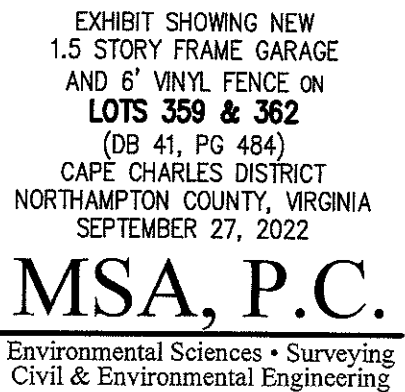
Environmental Sciences • Surveying
 Civil & Environmental Engineering

5032 Rouse Drive, Suite 100, Virginia Beach, VA 23462
 757-490-9264 (Off) www.msaonline.com

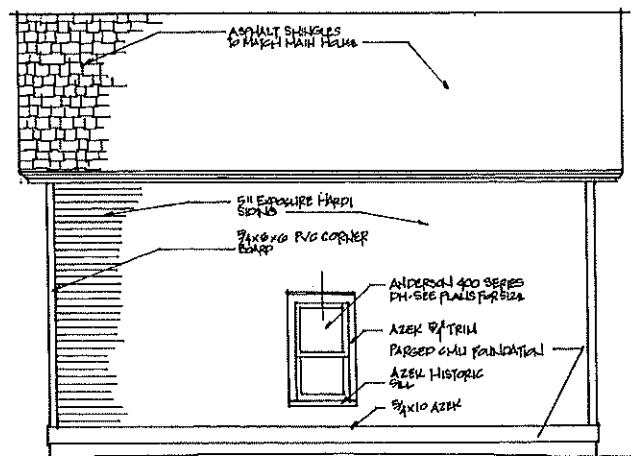
DWN BY: CJS
 FB: 720, PG 22

JOB# 21018
 SCALE: 1" = 25'

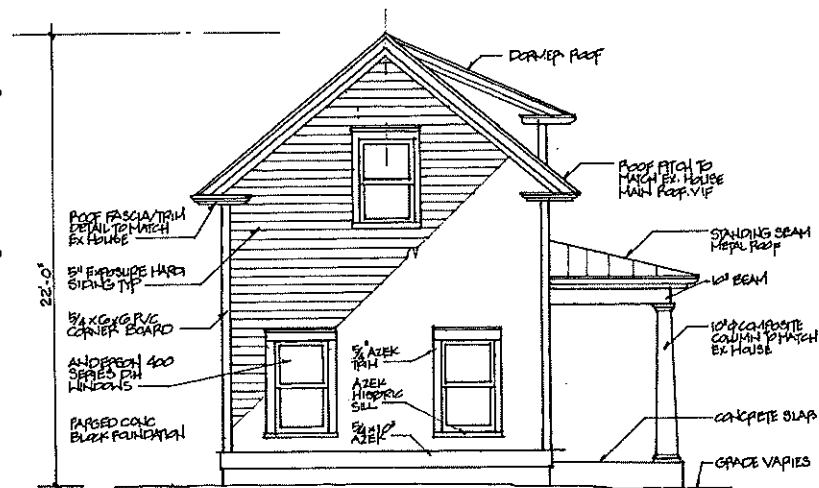
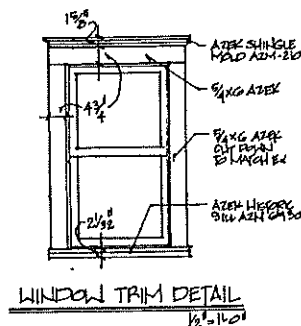
1. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND THEREFORE MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT THE PROPERTY AS SHOWN. PROPERTY IS SUBJECT TO RIGHTS-OF-WAY, EASEMENTS, COVENANTS AND ALL MATTERS OF PUBLIC RECORDS.
2. THE PROPERTY DOES NOT FALL IN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON THE FEMA NFIP FIRM FOR CAPE CHARLES, VIRGINIA, COMMUNITY-PANEL NUMBER 51131C0295F, DATED: 03/02/2015. THE PROPERTY FALLS IN FLOOD ZONE "X". THE PROPERTY DOES NOT FALL IN "FLOODPLAINS SUBJECT TO SPECIAL RESTRICTIONS".



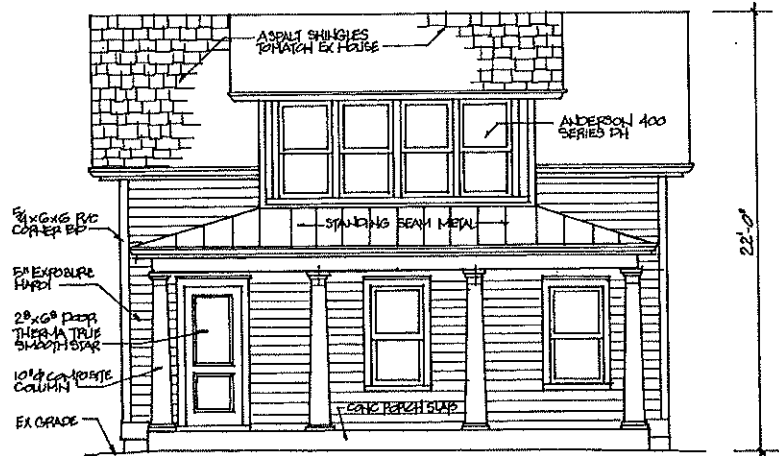
JOB# 21018
SCALE: 1" = 25'



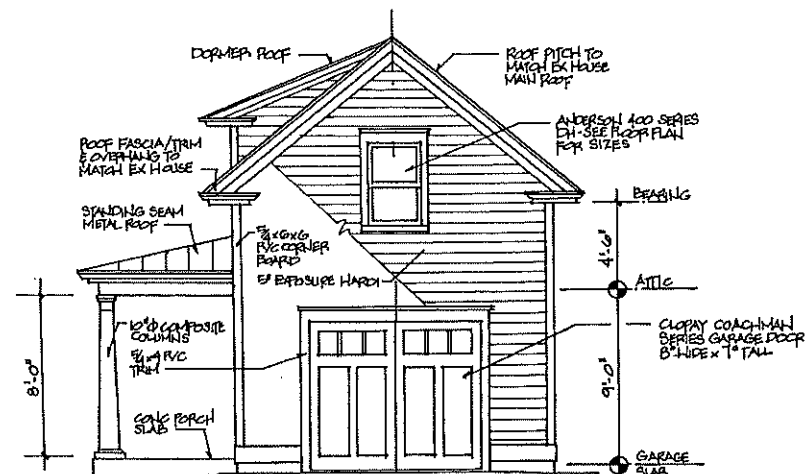
1 EAST ELEVATION
1/4" = 1'-0"



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



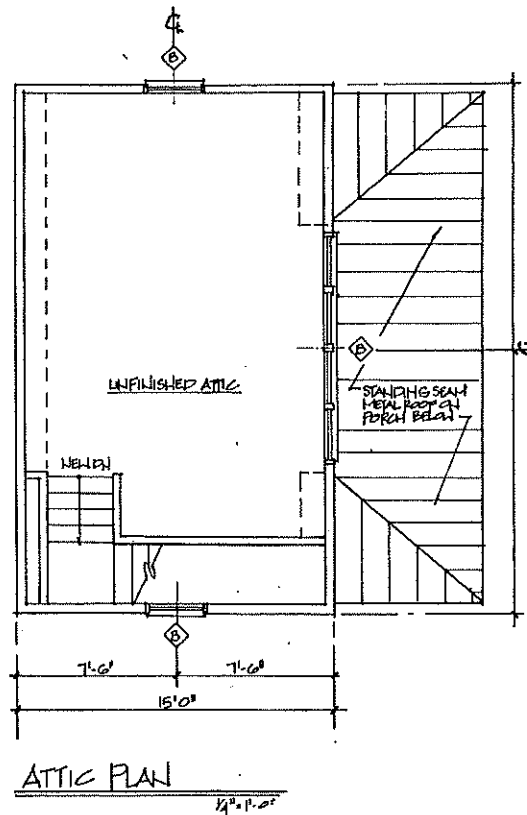
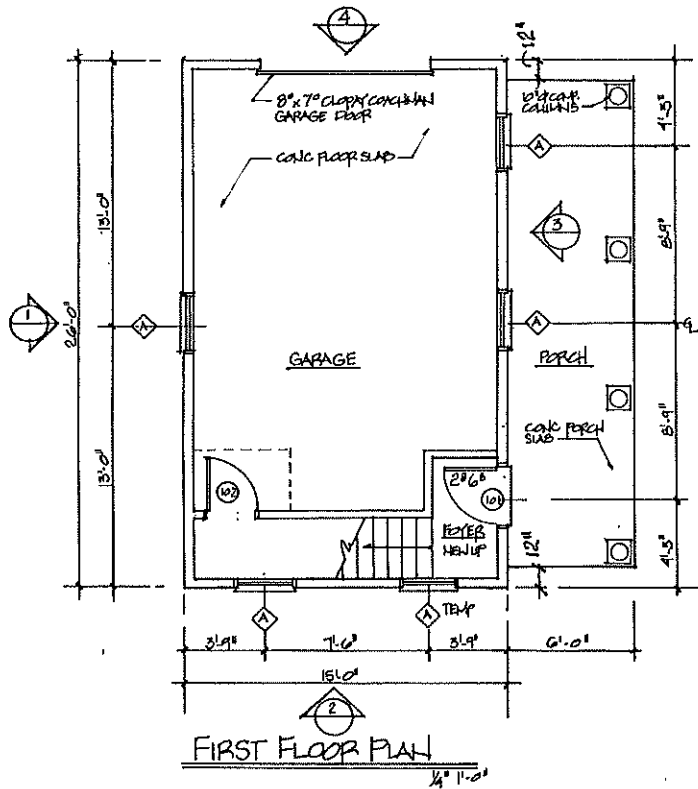
3 WEST ELEVATION
1/4" = 1'-0"



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

NEW GARAGE		
SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
538 MONROE AVE		
		DRAWING NUMBER

WINDOW SCHEDULE						
NUMBER	SIZE	WIDTH	HEIGHT	ROUGH OPENING	EGRESS	TINTED
A	1W24410	2'-5 3/8"	5'-0 1/8"	2'-6 1/8" x 5'-0 3/8"		SEE PLAN
B	1W2440	2'-5 3/8"	4'-0 1/8"	2'-6 1/8" x 4'-0 3/8"		SEE PLAN



NEW GARAGE

SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
530 MONROE AVE		DRAWING NUMBER:
PEACOCK COTTAGE LLC		

New Garage Building Specifications

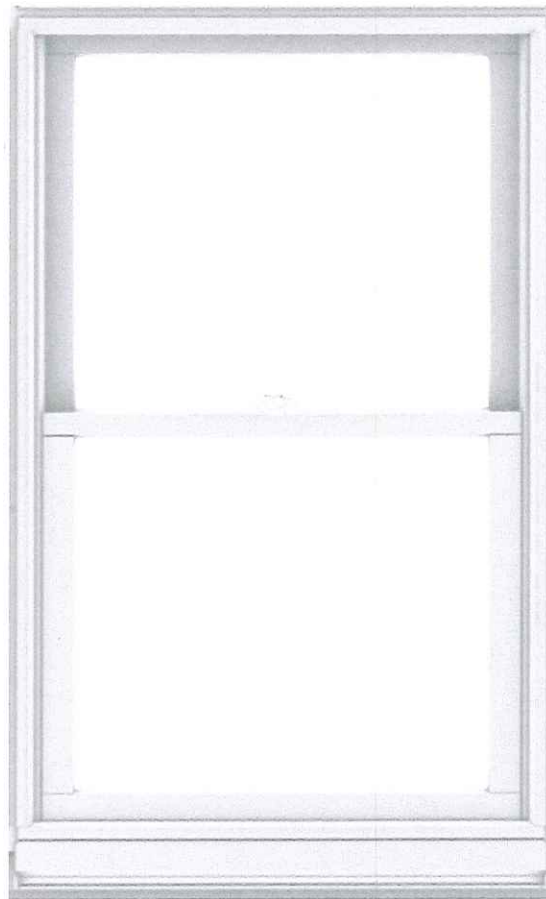
538 Monroe Avenue

- Main Roof - Asphalt shingles to match existing main house roof.
- Porch Roof - standing seam metal roof.
- Columns - 10" round composite columns to match front porch columns as closely as possible - HB & G or equal. See attached specification sheet.
- Porch Flooring - poured concrete slab.
- Porch ceiling - painted bead board.
- Windows - Anderson 400 Series one over one Tilt Wash double hung windows.
- Window sill - Azek Historic Sill AZM-6930
- Window Trim - Azek 5/4" material to match existing window trim
- Exterior Door - Therma Tru Smooth-Star S6041
- Garage Door - Clopay Coachman Series - see attached specification sheet
- Siding - Hardi smooth siding with 5" exposure.
- Foundation - Parged concrete block.
- Fencing - 6" Vinyl privacy Fence panels with straight picket top

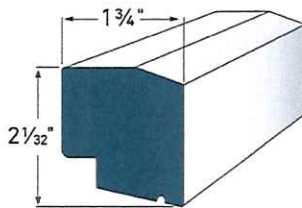
PEACOCK COTTAGE LLC

New Garage- 538 Monroe Ave -Proposed Material List

400 SERIES DOUBLE-HUNG WINDOW



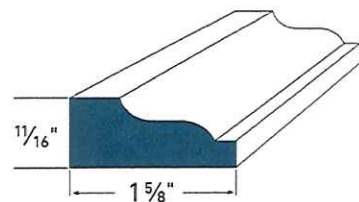
WHITE ANDERSON DOUBLE HUNG ONE OVER ONE WINDOW



Historic Sill AZM-6930

LENGTH: 16'

WINDOW SILL



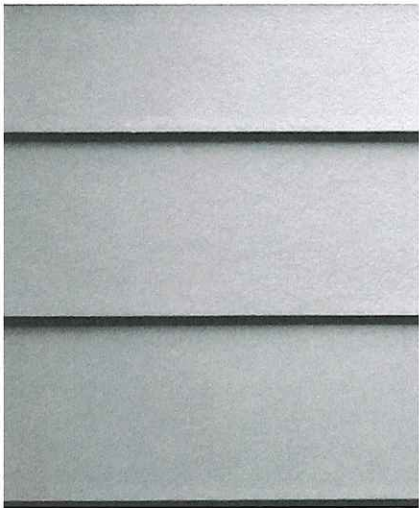
Shingle Mould AZM-210

LENGTH: 16'

WINDOW/DOOR TOP CAP TRIM

PRIMED FOR PAINT

James Hardie's primed for paint collection gives you the power to choose paint for your home's exterior. It's primed. It's ready for field painting. It's a durable, high-performance canvas.



AVAILABLE SIZES

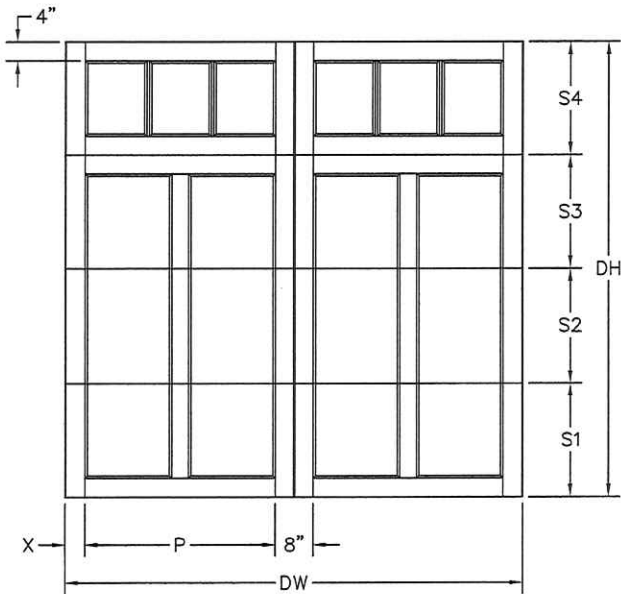
THICKNESS:	0.312"	
LENGTH:	144" boards	
WIDTHS:	6.25"	8.25"
EXPOSURES:	5"	7"
	12"	5.25"
	10.75"	4"
	7.25"	9.25"
	6"	8"

Warranty Information >

Request a Quote >

Request a Sample >

5" EXPOSURE SMOOTH HARD SIDING



CLOPAY COACHMAN GARAGE DOOR



THERMATRU SMOOTH STAR - ENTRY DOOR

Round Tapered **PERMA**Cast® Columns

COL. HGT.	A	B	C	D	E	F	G	H	I	J	K	L	O	N	R	T	120027101 40/24. (6)
6"	5 1/2"	4 1/2"	9"	10 1/2"	1 1/2"	3"	1 1/2"	1 1/2"	8"	1"	6 1/2"	3 1/2"	4 1/2"	5 1/2"	4 1/2"	5 1/2"	5 1/2"
8"	7 1/2"	6 1/2"	10 1/2"	1 1/2"	1 1/2"	3"	1 1/2"	1 1/2"	9 1/2"	1"	7 1/2"	4 1/2"	5 1/2"	6 1/2"	5 1/2"	6 1/2"	6 1/2"
10"	9 1/2"	8 1/2"	12 1/2"	2 1/2"	2 1/2"	3"	1 1/2"	1 1/2"	11 1/2"	1"	9 1/2"	5 1/2"	6 1/2"	7 1/2"	6 1/2"	7 1/2"	7 1/2"
12"	11 1/2"	9 1/2"	14 1/2"	2 1/2"	2 1/2"	3"	1 1/2"	1 1/2"	13 1/2"	1"	11 1/2"	6 1/2"	7 1/2"	8 1/2"	7 1/2"	8 1/2"	8 1/2"
14"	13 1/2"	11 1/2"	16 1/2"	3 1/2"	3 1/2"	3"	1 1/2"	1 1/2"	15 1/2"	1"	13 1/2"	7 1/2"	8 1/2"	9 1/2"	8 1/2"	9 1/2"	9 1/2"
16"	15 1/2"	13 1/2"	18 1/2"	3 1/2"	3 1/2"	3"	1 1/2"	1 1/2"	17 1/2"	1"	15 1/2"	8 1/2"	9 1/2"	10 1/2"	9 1/2"	10 1/2"	10 1/2"
18"	17 1/2"	15 1/2"	20 1/2"	4"	4"	3 1/2"	1 1/2"	1 1/2"	19 1/2"	1"	17 1/2"	9 1/2"	10 1/2"	11 1/2"	10 1/2"	11 1/2"	11 1/2"
20"	19 1/2"	17 1/2"	22 1/2"	4 1/2"	4 1/2"	3 1/2"	1 1/2"	1 1/2"	21 1/2"	1"	19 1/2"	10 1/2"	11 1/2"	12 1/2"	11 1/2"	12 1/2"	12 1/2"
22"	21 1/2"	19 1/2"	24 1/2"	5"	5"	3 1/2"	1 1/2"	1 1/2"	23 1/2"	1"	21 1/2"	11 1/2"	12 1/2"	13 1/2"	12 1/2"	13 1/2"	13 1/2"
24"	23 1/2"	21 1/2"	26 1/2"	5 1/2"	5 1/2"	3 1/2"	1 1/2"	1 1/2"	25 1/2"	1"	23 1/2"	12 1/2"	13 1/2"	14 1/2"	13 1/2"	14 1/2"	14 1/2"
28"	27 1/2"	25 1/2"	30 1/2"	6 1/2"	6 1/2"	3 1/2"	1 1/2"	1 1/2"	29 1/2"	1"	27 1/2"	14 1/2"	15 1/2"	16 1/2"	15 1/2"	16 1/2"	16 1/2"
30"	29 1/2"	27 1/2"	32 1/2"	6 1/2"	6 1/2"	3 1/2"	1 1/2"	1 1/2"	31 1/2"	1"	29 1/2"	15 1/2"	16 1/2"	17 1/2"	16 1/2"	17 1/2"	17 1/2"

*There may be a variance of up to 1/4" in all dimensions. Fluted columns available in all diameters. See page 16 for Parallel dimensions. See page 18 for Decorative Capital dimensions. ** Standard Fluted Column (Fluted in mold)

* Split columns are not load bearing.

COLUMN-LOC®

Column-Loc® creates a continuous connection from floor to beam/header without the expense of splitting and reattaching the column. This labor saving product is easy to install and delivers wind uplift resistance especially important in coastal and high wind areas. Currently available for 8" and 10" round (tapered and no-taper) and square PermaCast® columns. Kits are available with and without threaded rod in lengths up to 12'.

ROUND PERMACAST® INSIDE DIMENSIONS

Inside dimension may vary up to 1/8". Splitting a column will decrease inside dimension 1/8".

COLUMN SIZE	TOP I.D.	BOT I.D.
6"	5 1/2"	4 1/2"
8"	7 1/2"	6 1/2"
10"	9 1/2"	8 1/2"
12"	11 1/2"	10 1/2"
14"	13 1/2"	12 1/2"
16"	15 1/2"	14 1/2"
18"	17 1/2"	16 1/2"
20"	19 1/2"	18 1/2"
22"	21 1/2"	20 1/2"
24"	23 1/2"	22 1/2"
28"	27 1/2"	26 1/2"
30"	29 1/2"	28 1/2"

* Plain columns only

PLUMB-FIT®

To make installation even easier our 6"-12" round and square poly Tuscan Cap and Base Sets with flashing cap come with the Plumb-Fit® patented (Patent 9689674) installation system included.

ROUND PERMACAST® PORCH INSTALLATION BRACKET

The HB&G Porch Installation Bracket includes the bracket and all required hardware. The bracket fits 20" - 30" Plain Round PermaCast® Columns and will secure a 2nd story porch to our PermaCast® Columns. Three brackets are required for each column.

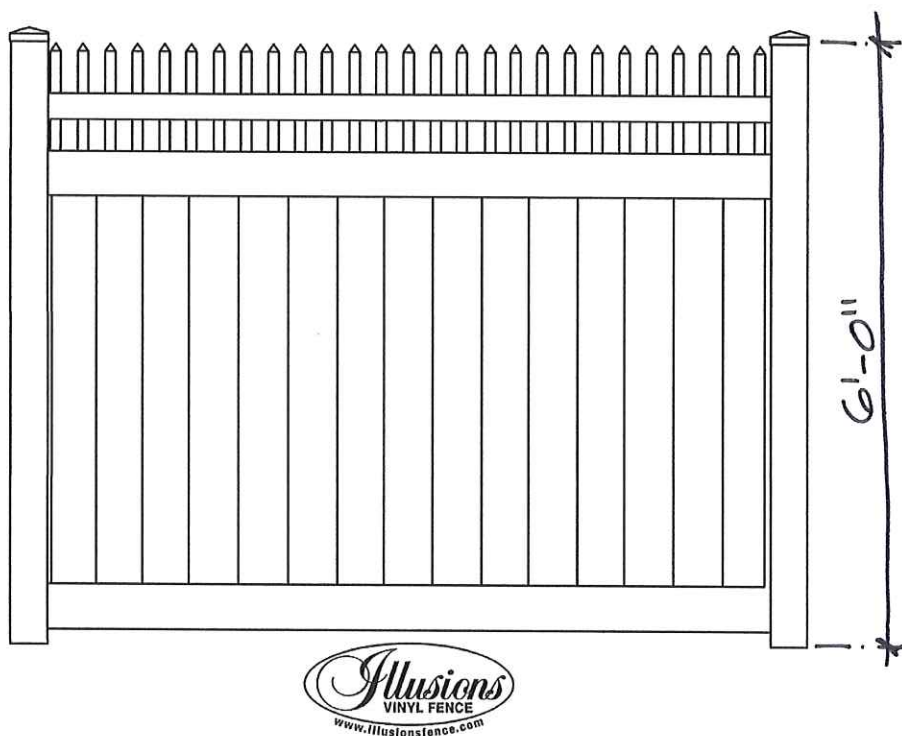


Proposed Rear Fence
538 Monroe Ave

PRIVACY FENCE WITH STRAIGHT PICKET TOP



V3700-6, V3700-5, V3700-4



Illusions Tongue and Groove Vinyl Privacy Fence with Straight Classic Victorian Picket Top

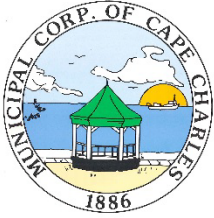
- 6', 5', and 4' high
- 7/8" x 6" boards
- 2" x 6" top, middle, and bottom horizontal rails
- 2" x 3-1/2" top rail and 2" x 6" middle and bottom horizontal rails
- Classic Victorian 1-1/2" x 1-1/2" straight picket top
- Metal reinforcement channel in the bottom rail
- 7/8" x 1" U-Channel edgings
- Available in ALL Classic Series and Grand Illusions colors and wood grains
- Installed with routed posts – no exposed fasteners or brackets
- 100% Pure Virgin Vinyl for structural integrity
- Minimal upkeep – no painting or staining required
- Posts and accessories sold separately

GET A QUOTE

V3700-6 Illusions Tongue and Groove Vinyl Privacy Fence with Straight Classic Victorian Picket Top

538 Monroe Front Elevation





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6D (6) – 205 Madison Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: November 3, 2022

APPLICANT: Claudine Pierce, dba
Peacock Cottage, LLC
SITE ADDRESS: 205 Madison Avenue
TAX MAP: 83A1-1-218, 83A1-1-215
LOT SIZE: 11,200 sq. ft.

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness
WORK TO BE PERFORMED: Construct a 358 sq. ft. rear screened porch
CURRENT ZONING: Residential-1 (R-1)
HISTORIC REGISTER: *CONTRIBUTING*
Description: 1922 Craftsman

DATE APPLICATION RECEIVED: October 28, 2022

PRE-APPLICATION MTG: November 15, 2022

DATE APPLICATION DEEMED COMPLETE: November 1, 2022

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

The applicant is seeking to construct a new 358 square foot screened-in porch addition on the rear (North) of the house. The proposed porch addition will have a hip roof similar in pitch to the existing front porch. The existing rear mudroom will remain and be incorporated within the new porch.

AERIAL MAP:



MATERIALS:

- Roof – Asphalt shingles to match existing house/front porch
- Columns – 12” square Duracast tapered composite columns
- New windows – Anderson 400 series, tilt wash, one over one double hung
- Windowsill – Azek Historic Sill AZM-6930
- Window trim – Azek 5/4” x 4” (1” x 3-1/2”)
- Screen panels & door – Painted Fir
- Porch flooring – Timbertech Azek composite tongue & groove planks
- Stair railings – painted Fir top and bottom rail and painted 1x1 square pickets
- Stair treads – painted Azek composite tongue & groove
- Stair risers – painted Azek 1x material
- Foundation – new brick piers to match existing house brick as closely as possible
- Existing mudroom wood siding to remain and be patched as required

STAFF ANALYSIS:**ZONING COMPLIANCE**

The application is in compliance with the Zoning Ordinance. However, the applicant needs to show the distance between the new porch addition and the existing accessory structure on the Site Plan.

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

HISTORIC DISTRICT GUIDELINES

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

WINDOWS & DOORS: Page 42 – Item 6: Construct new windows and doors of wood or metal and match the style of the building. On storefronts, use painted wood or steel doors with large areas of glass. Extruded frames are not recommended for any windows or doors.

PORCHES: Page 45 – Item 6: Avoid removing or adding entrances and porches important in defining the building’s overall historic character. Give more importance to visible front and side porches than to rear porches.

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 construction of a new screened-in porch reflects the character and historic appearance of the neighborhood.

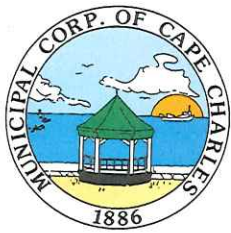
Staff is recommending approval of this application and is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



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: 205 Madison Ave
Subject Property Tax ID Number: 83A1-1-219

OWNER INFORMATION

Name (Person, Firm, Corporation, or Agency): Kevin & Katie Pool
Mailing Address: 18908 Woodburn Rd, Leesburg Va. 20175
Phone Number: 703-587-0127 Email: Kevinpool@gmail.com

APPLICANT INFORMATION (If applicable)

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

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

Certificate of Appropriateness

Signature of Owner: [Signature] Date: 9/11/22

Commonwealth of Virginia

County of Northampton

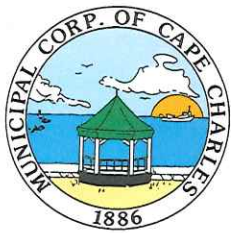
The foregoing instrument was acknowledged before me this 1 day of September,
20 22, by Tracy Outten (name of person acknowledged).

Signature of Notarial Officer: [Signature]

Notary Registration Number: 7682533

My Commission Expires: 07/31/2024





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: 205 Madison Ave
Subject Property Tax ID Number: 83A1-1-218

OWNER INFORMATION

Name (Person, Firm, Corporation, Agency): Kevin & Katie Pool
Mailing Address: 18908 Woodburn Rd, Leesburg Va. 20175
Phone Number: 703-587-0127 Email: kevinpool@gmail.com

REPRESENTATIVE INFORMATION (If applicable)

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

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

Certificate of Appropriateness.

Signature of Owner: [Signature] Date: 9/1/22

Commonwealth of Virginia

County of Northampton

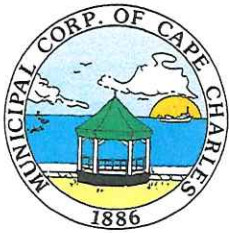
The foregoing instrument was acknowledged before me this 1 day of September,
20 22, by Tracy Outten (name of person acknowledged).

Signature of Notarial Officer: [Signature]

Notary Registration Number: 7682533

My Commission Expires: 07/31/2024





PRE-APPLICATION INFORMATION FORM

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

APPLICANT INFORMATION

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

PROJECT SUMMARY

Address of Project: 205 Madison Ave
Application Type (rezoning, variance, etc.): Certificate of Appropriateness
Total Acreage of Project: _____

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

Construction of a new screen porch on rear (North)
Side of existing house including adding a new roof structure
to an existing 123.6 sq. ft porch and adding a 358 sq foot one story
new screen porch.

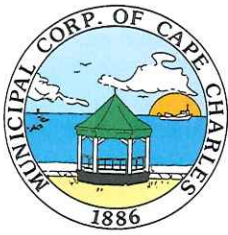
Signature of Applicant: Claudine A Pierce Date: 10/28/22

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles 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: Pool Residence - Porch addition

Property Address: 205 Madison Ave

Brief Description of Project: New rear porch

Zoning District: R-1 Current Use: Residential Proposed Use: Same

OWNER INFORMATION

Name and Company: Kevin & Katie Pool

Mailing Address: 18908 Woodburn Rd, Leesburg Va 20175

Phone Number: 703-587-0127 Email: Kevinpool@gmail.com

APPLICANT INFORMATION

☐ check here if applicant is owner

Name: Claudine Pierce Peacock Cottage LLC

Mailing Address: 10 Tazewell Ave, Cape Charles, Va 23310

Phone Number: 703-609-5818 Email: mypeacockcottage@gmail.com

CERTIFICATION OF APPLICANT

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

Signature of Applicant: Claudine H Pierce Date: 10/28/22

PEACOCK COTTAGE LLC

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

November 1, 2022

Town Planner and Zoning Administrator
2 Plum Street
Town of Cape Charles

Re: Letter of Intent - Pool Residence
205 Madison Ave.
Cape Charles, Virginia 23310

Dear Katie,

Attached is an application for review and approval for a new one story screen porch addition to the rear [north] side of 205 Madison Ave, a brick four square house built in 1911. The proposed porch addition will be 19.4' deep by 25' wide, (358 sf) and will have a hip roof similar in pitch to the existing front porch roof. The existing rear mudroom / powder room structure, 7.75' deep by 15.95' wide, will remain and be incorporated within the new porch.

We propose to use the following materials:

- Roof - Asphalt shingles to match existing house/front porch roof.
- Columns - 12" square Duracast tapered composite columns.
- New windows- Anderson 400 series, tilt wash, one over one double hung.
- Window sill - Azek Historic Sill AZM-6930
- Window Trim - Azek 5/4 x 4 (1" x 3-1/2")
- Screen panels / door - painted fir
- Porch Flooring- Timbertech -Azek composite tongue & groove planks.
- Stair railings- Painted fir top and bottom rail and painted 1 x 1 square pickets.
- Stair posts- Azek 4" x 4" post wrap with an PVC post cap.
- Stair Treads- Painted Azek composite tongue & groove.
- Stair Risers- Painted Azek 1x material.
- Foundation - New brick piers to match existing house brick as closely as possible.
- Existing mudroom wood siding to remain and be patched as required

Note that none of the proposed exterior work is visible from the street.

Please let me know if you have any questions or need additional information.

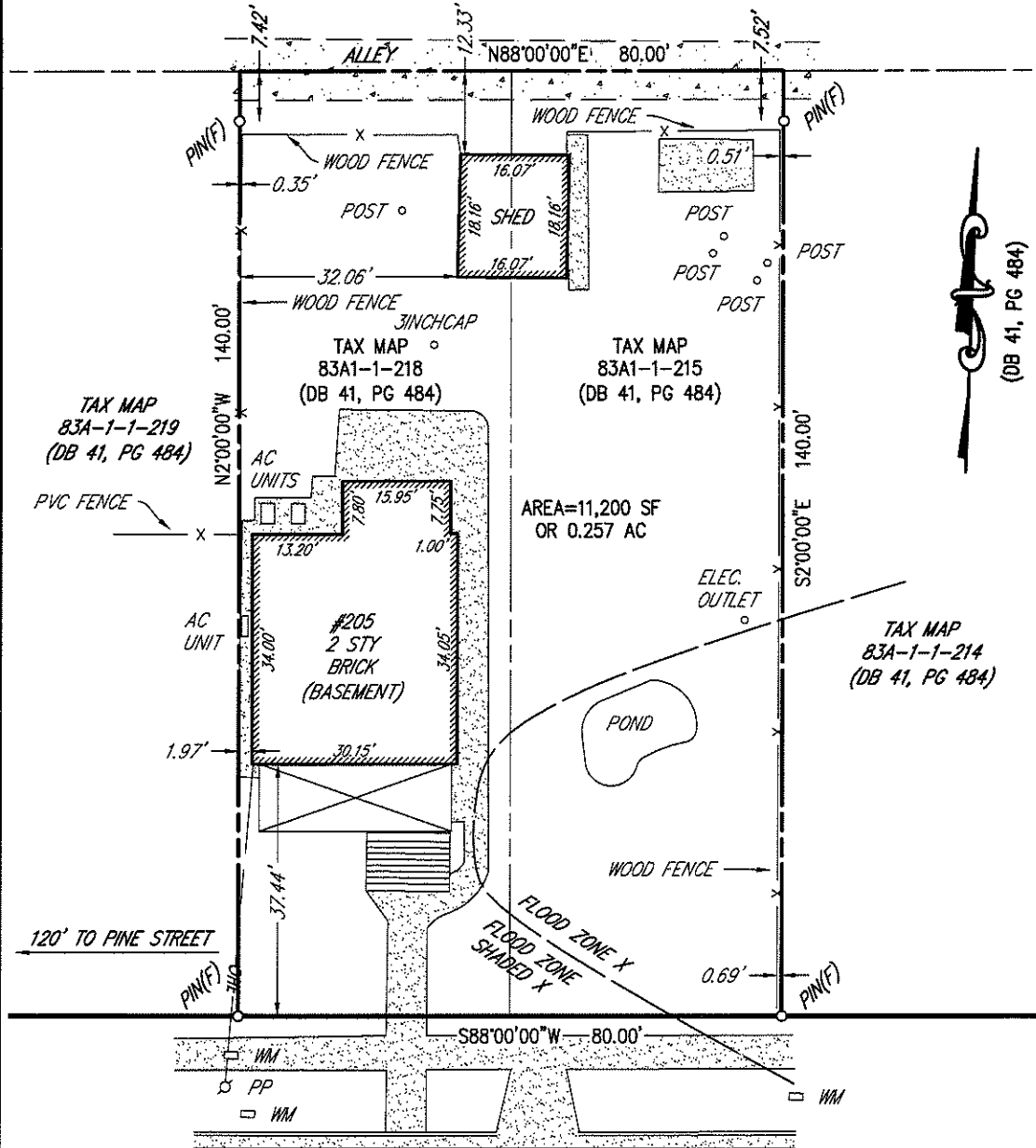
Best,



Claudine Pierce

THIS IS TO CERTIFY THAT ON SEPTEMBER 28, 2022, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENVOACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

MSA, P.C.



MADISON AVENUE (70' R/W)
(DB 41, PG 484)



PHYSICAL SURVEY
OF
205 MADISON AVENUE
(DB 41, PG 484)
TAX MAP NO.: 83A1-1-215
TAX MAP NO.: 83A1-1-218
NORTHAMPTON COUNTY, VIRGINIA
FOR
KEVIN POOL

- NOTES:
1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.
 2. THIS PROPERTY APPEARS TO FALL IN FLOOD ZONES X AND SHADED X AS SHOWN ON PANEL 0295F OF THE FLOOD INSURANCE RATE MAPS FOR THE TOWN OF CAPE CHARLES, COMMUNITY NO.: 510106, DATED MARCH 2, 2015. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY/COUNTY INDICATED. MSA, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.
 3. CURRENT OWNER PER NORTHAMPTON COUNTY TAX ASSESSOR IS THOMAS & CATHERINE LEWIS (INST. NO. 21002674).
 4. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES OR ANY UNDERGROUND STRUCTURE NOT OBSERVED DURING THE COURSE OF THE SURVEY.



MSA, P.C.
Environmental Sciences • Surveying
Civil & Environmental Engineering

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



DWN BY: CJS
FB: 729, PG 2 & 5

JOB# 22243
SCALE: 1" = 20'

JOB# 22243
SCALE: 1" = 20'

PEACOCK COTTAGE LLC

205 Madison Ave



FRONT ELEVATION



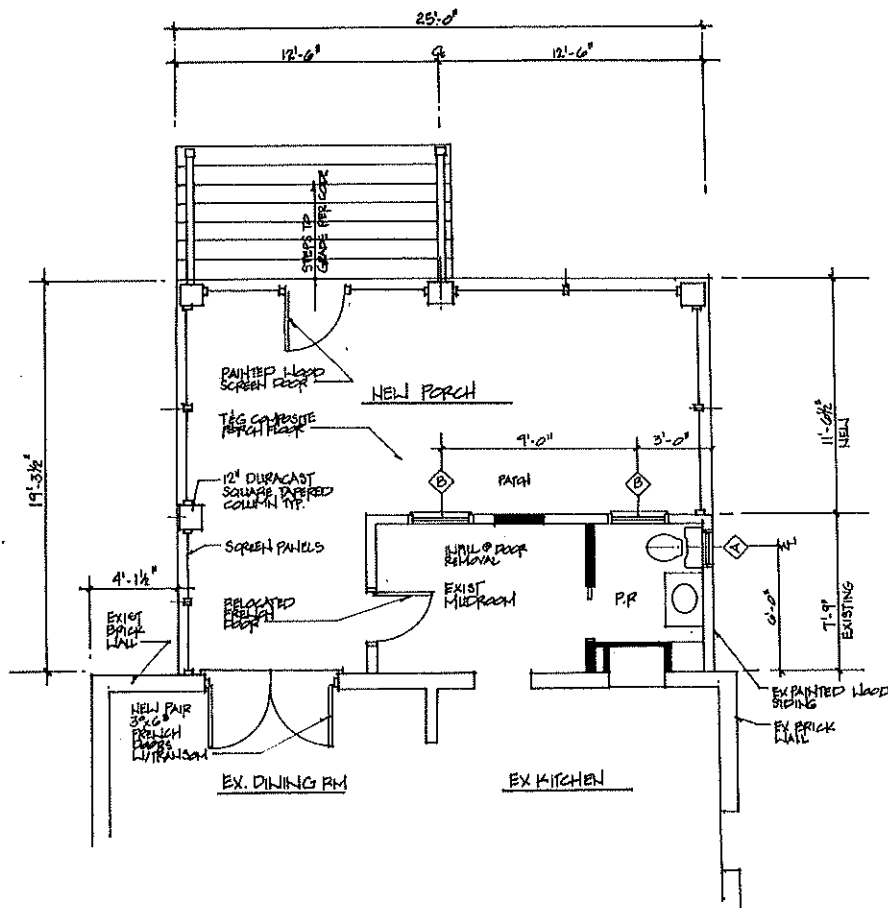
EXISTING REAR [NORTH] ELEVATION



EXISTING RIGHT [EAST] ELEVATION

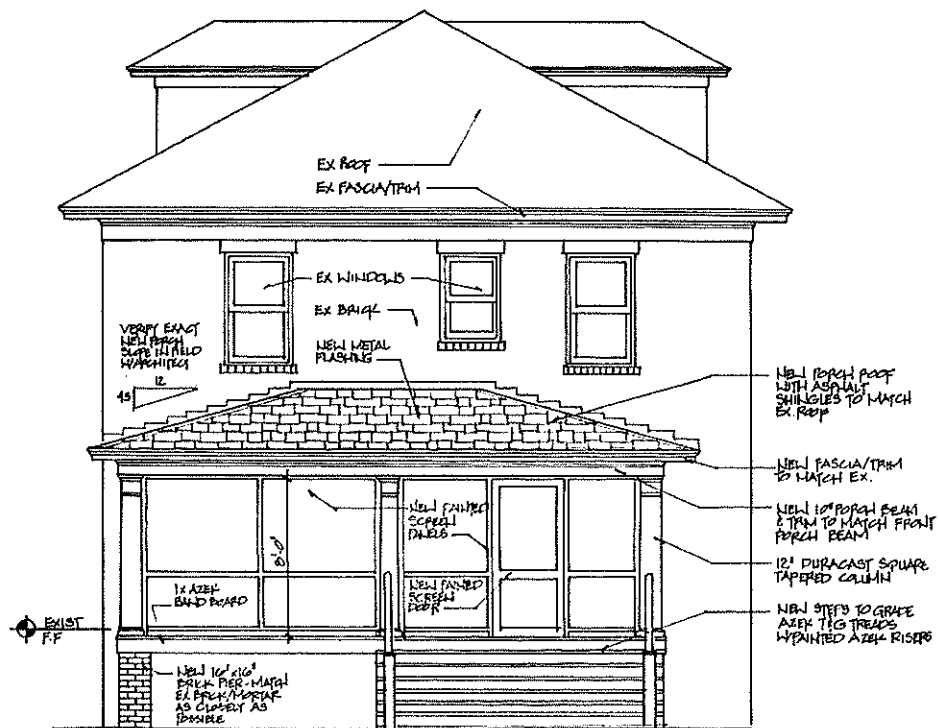


EXISTING LEFT SIDE [WEST] ELEVATION



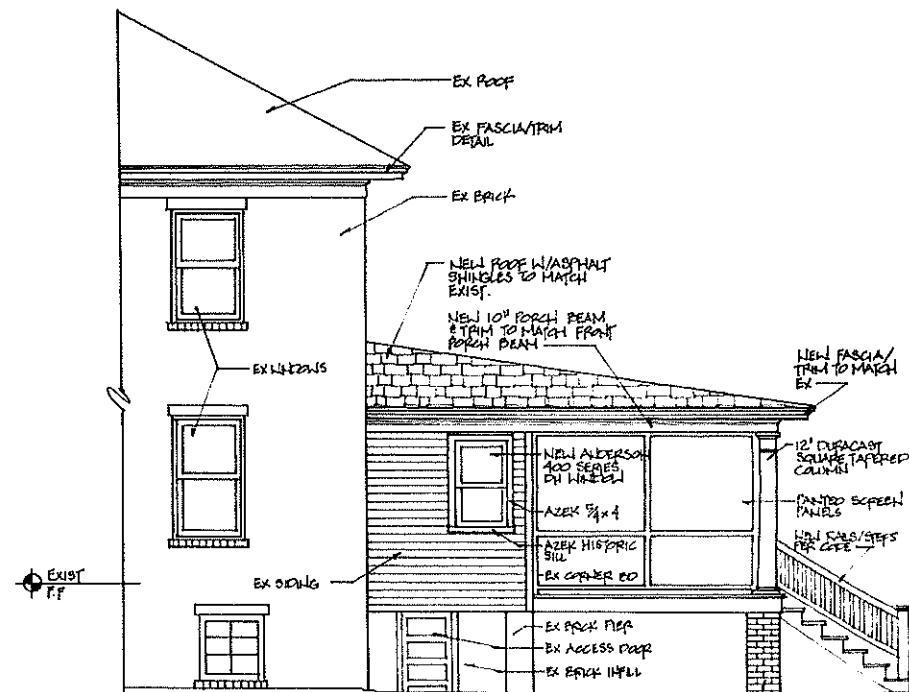
PARTIAL FIRST FLOOR PLAN
1/4" = 1'-0"

POOL RESIDENCE NEW PORCH		
DESIGNED BY	APPROVED BY	DATE
DATE	DATE	DATE
205 MADISON AVE		
PEACOCK COTTAGE LLC		



REAR (NORTH) ELEVATION

1/4" = 1'-0"



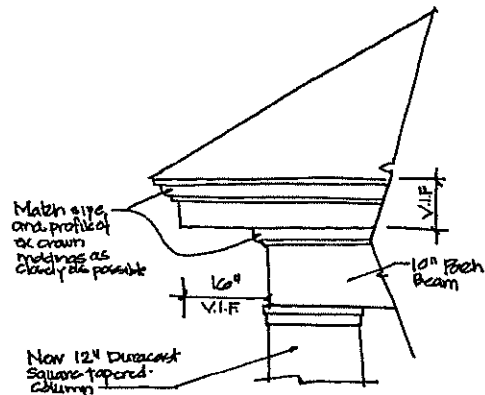
PARTIAL RIGHT (EAST) ELEVATION

1/4" = 1'-0"

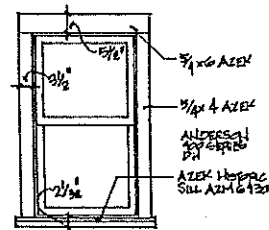
POOL RESIDENCE NEW PORCH

SCALE: AS NOTED APPROVED BY: DRAWN BY: DATE: REVISED

205 MADISON AVE PEACOCK COTTAGE LLC DRAWING NUMBER

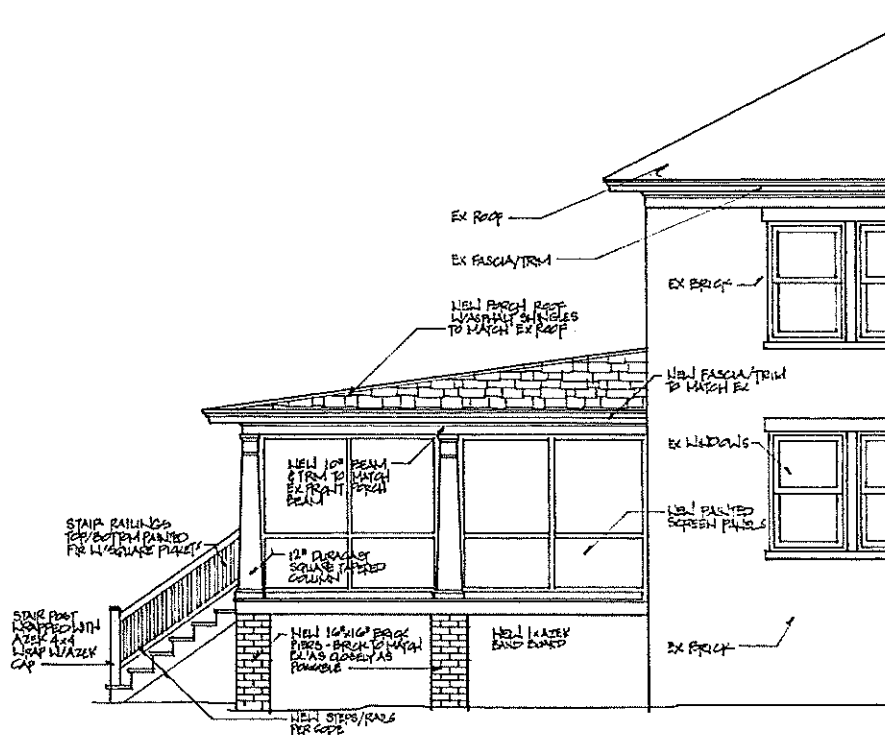


Porch Fascia/overhang detail
 $\frac{3}{4}" = 1'-0"$



WINDOW TRIM DETAIL
 $\frac{1}{2}" = 1'-0"$

WINDOW SCHEDULE						
NUMBER	SIZE	DEPTH	HEIGHT	ROUGH OPENING	GLASS	TRANSOM
A	TW2442	2'-5 3/8"	4'-4 1/2"	2'-6 1/4" x 4'-4 3/8"		
B	TW2642	2'-7 3/8"	4'-4 7/8"	2'-8 1/2" x 4'-4 3/8"		



PARTIAL LEFT (WEST) ELEVATION
 $\frac{1}{4}" = 1'-0"$

POOL RESIDENCE NEW PORCH

SCALE: AS NOTED	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
205 MADISON AVE		DRAWING NUMBER:
PEACOCK COTTAGE LLC		

Pool Rear Porch - 205 Madison Ave - Proposed Specification List

Crank up the porch appeal outside your own front door. Standard and wide width porch boards offer design versatility and unrivaled performance. Tap into the timeless beauty of a well-thought out porch without sacrificing the modern convenience of superior materials that will last for decades to come.

- Most advanced polymer material in the cap and core is inherently impervious to moisture and combats fading, staining, and weathering with Alloy Armour Technology®.
- Extremely low-maintenance – Never requires sanding, sealing, or staining.
- Unbeatable resistance to mold and mildew keeps boards from rotting, splintering, cracking, or warping
- Superior resistance to fading, staining, and weathering – backed by a 50-Year Fade & Stain Warranty.
- Tongue-and-groove installation allow for smaller gaps between boards
- Made from up to 54% recycled material

PORCH PRODUCTS	WIDE WIDTH 5½"		STANDARD WIDTH 3½"		
	12'	16'	10'	12'	16'
Standard Thickness 1"					
COASTLINE®	•	•		•	•
WEATHERED TEAK®	•	•		•	•
MAHOGANY	•	•		•	•
DARK HICKORY	•	•		•	•
OYSTER®				•	•
MORADO®				•	•
SILVER OAK®				•	•
BROWNSTONE			•	•	•
SLATE GRAY			•	•	•

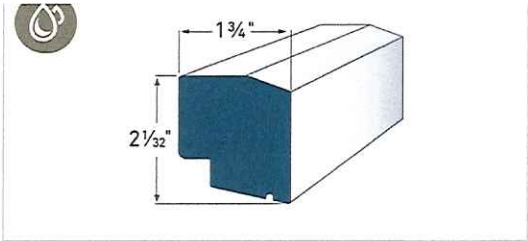


PORCH FLOOR- TIMBERTECH AZEK T & G BOARDS

400 SERIES DOUBLE-HUNG WINDOW



NEW DOUBLE HUNG WINDOWS



Historic Sill AZM-6930

NEW WINDOW SILL

Pool Rear Porch - 205 Madison - Specifications continued

DURACAST™ SQUARE TAPERED COLUMNS

Measurements in inches unless otherwise noted. There may be a variance of up to 1/4" in all dimensions.



DuraCast™ Square Tapered Columns

Full Length & Knee-Wall

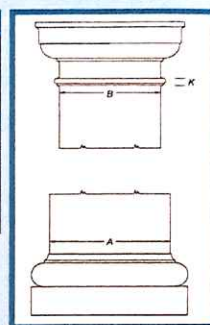
Column Size	Bottom Shaft Width	Top Shaft Width	Bead (Applied)	Load-Bearing Capacity* (in lbs.)	Minimum Wall Thickness	Length (in feet)
A	B	K				
10"	10	5 1/2	1	10,000	1 1/8	5'6"
10 1/2"	10 1/4	7 1/2	1	10,000	1 1/8	7
12"	12	10	1	14,000	1 1/8	6, 10"
14"	14	12	1	14,000	1 1/8	9"
16"	16	9	1	14,000	1 1/8	4'10", 6, 8

* Load-bearing capacity is dependent on the concentric loading of the column.

** 12" x 10" x 10" and 14" x 12" x 9" have a one-third to two-third taper. Trimming more than one-third from the bottom will result in bases not fitting properly.

NOTE:

- Second story balconies should not be attached directly to the side of any DuraCast™ Square column, contact Dixie-Pacific™ for recommendations.
- Bead is shipped with shaft and applied in the field.
- Custom sizes are available. Contact Dixie-Pacific™ for more information.



Columns to Surround Structural Supports for DuraCast™ Square Tapered Columns

Full Length & Knee-Wall

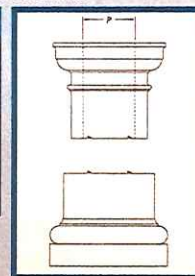
Column Size	Inside Top Shaft Width	 Top View
	P	
10"	4 1/2	
10 1/4"	4 1/2	
12"	9	
14"	8	
16"	8	

NOTE: • Inside width may vary up to 1/8".

These columns allow for saw kerf as columns are split. Columns that are split are non-load-bearing.

Splitting a column will decrease inside dimension $1/8"$.

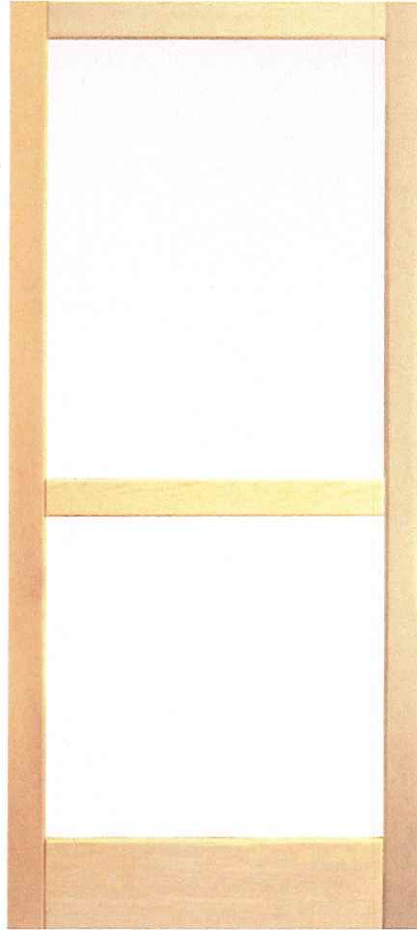
- Specify shape and size of structural support.



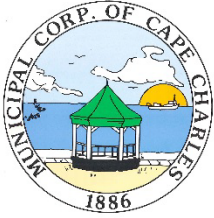
Bead is adjustable and is applied in the field.

PORCH COLUMNS

Pool Rear Porch - 205 Madison - Specifications continued



SCREEN DOOR



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #: 6D (7) – 627 Jefferson Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: November 3, 2022

APPLICANT: Charlene Riley

SITE ADDRESS: 627 Jefferson Avenue

TAX MAP: 83A1-1-11

LOT SIZE: 5,559.67 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Re-roof and re-side house

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: *CONTRIBUTING*

Description: Ca. 1910 Folk Victorian

DATE APPLICATION RECEIVED: October 31, 2022

PRE-APPLICATION MTG: November 15, 2022

DATE APPLICATION DEEMED COMPLETE: November 1, 2022

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

The applicant is seeking to re-roof the house with asphalt shingles and re-side the existing vinyl with new vinyl siding.

AERIAL MAP:



MATERIALS:

- Siding – Certainteed MainStreet Double 5” Dutch lap 0.042” thick; Woodgrain Seagrass
- Roof – Asphalt shingles

STAFF ANALYSIS:**ZONING COMPLIANCE**

The application is in compliance with the Zoning Ordinance.

CCZO Section 3.2 (I) (6): Vinyl siding will be permitted as long as each individual clapboard is no wider than five inches.

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:

ROOF, Page 36 – Items 1: (1) Retain the roof types of historic buildings, including elements such as chimneys and light wells. Retain the roof form, elements, and materials as these help to indicate the style and construction of the building.

SYNTHETIC SIDING: Page 57 Items 2 & 6: (2) Remove synthetic siding and restore original building material if possible. (6) The use of synthetic siding on contributing structures will only be permissible if the structure is currently clad in vinyl, aluminum and stucco-like siding and is the subject of a major addition.

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 roof and siding reflect the character and historic appearance of the neighborhood.

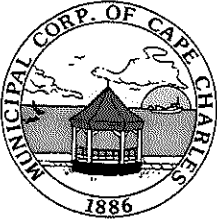
Staff is recommending approval of this application and is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles 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: Charles D. Riley

Property Address: 627 Jefferson Avenue, Cape Charles, Va. 23310

Brief Description of Project: Renovation

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

OWNER INFORMATION

Name and Company: Charles D. Riley

Mailing Address: 627 Jefferson Avenue, Cape Charles, Va 23310

Phone Number: 757-331-2033 Email: Charles.riley.346@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Charles D. Riley

Mailing Address: 627 Jefferson Avenue, Cape Charles, Va. 23310

Phone Number: 757-331-2033 Email: Charles Riley 346@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: Charles D. Riley Date: 10/31/22

To Whom It May Concern,

I, Charlene D. Kelley reside at 627 Jefferson Ave,
Cape Charles, Va. 23310 are planning on having my house
renovated by putting on new siding and having my roof
done.

Thank-you

Sincerely yours
Charlene D. Kelley

Customer Invoice

2/4/2022, 1:17 PM EDT

Sales Person JGS45P3

Store Phone # (757) 461-6197

Store # 4615

Location 1261 N MILITARY HWY, NORFOLK, VA 23502

Validation Area

Customer Information

CHARLENE RILEY

(757) 274-8273

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RILEY

627 JEFFERSON AVE

CAPE CHARLES, VA 23310

757-331-2033

Invoice # H4615-414451

PO / Job Name Cape Charles

 Will Call

 Will Call Details
Beacon Building Products

 Estimated Arrival
27 Days
Customer will be notified when order
is ready for pickup

 Alternate Pickup Person
CHARLENE RILEY

Item Description	Model #	SKU #	Unit Price	Qty	Subtotal
01 Beacon Building Products Certaineed MainStreet Double 5" Dutch Lap 0.042" Vinyl Siding 12' (Woodgrain Seagrass 3912530) [QC:29229569] ◆ DISCOUNT \$21.25 OFF EACH		1001242461	\$141.70 / each \$120.45 / each	25	\$3,011.25
02 Beacon Building Products Certaineed Vinyl Carpentry 3 /4" x 3-1/3" Vinyl 10' Outside Corner Post (Woodgrain Seagrass (10-pack) 5140130) [QC:29229569] ◆ DISCOUNT \$3.70 OFF EACH		1001242461	\$24.69 / each \$20.99 / each	10	\$209.90
Beacon Building Products Certaineed Vinyl Carpentry 3 /4" Vinyl 12'6" J Channel (Matte Seagrass (48-pack) 5030330) [QC:29229569]		1001242461	\$363.33 / each \$308.83 / each	1	\$308.83



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Invoice is only valid for today:
Saturday, September 24



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 15, 2022

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: November 9, 2022

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- 1) **MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:** (a) 630 Tazewell Avenue (Garage)– 6 Month Extension for Approved Certificate of Appropriateness
 - 2) **COMPLIANCE CHECKS BY ZONING COMPLIANCE OFFICER ON ISSUED CERTIFICATES OF APPROPRIATENESS:** None.
 - 3) **STATUS REPORT ON CONSULTANT’S WORK ON DESIGN GUIDELINES:**
The consultant is scheduled to provide the final draft version of the Design Guidelines to us by Monday, November 14, 2022.

The public hearing schedule to consider zoning text amendments for Article VIII (Historic District Overlay) and Zoning Map Amendment to re-affirm the boundary of the Historic District will be as follows:

Tuesday, December 6, 2022 – Joint Public Hearing of Town Council & Planning Commission Public Hearing

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

2023 Historic District Review Board Complete* Application Deadline	
*A Complete application is defined as a submittal, (1 Hard Copy & 1 Digital Copy), of all documents listed under the Permit Checklist on the Certificate of Appropriateness Application including payment and a completed Application for Zoning Clearance	
Pre-Application and Complete Application Deadlines	Regular Meetings
Tuesday, December 6, 2022*	Tuesday, January 17, 2023
Tuesday, January 3, 2023*	Tuesday, February 21, 2023
Tuesday, February 7, 2023*	Tuesday, March 21, 2023
Tuesday, March 7, 2023*	Tuesday, April 18, 2023
Tuesday, April 4, 2023*	Tuesday, May 16, 2023
Tuesday, May 2, 2023*	Tuesday, June 20, 2023
Tuesday, June 6, 2023*	Tuesday, July 18, 2023
Monday, July 3, 2023*	Tuesday, August 15, 2023
Tuesday, August 1, 2023*	Tuesday, September 19, 2023
Tuesday, September 5, 2023*	Tuesday, October 17, 2023
Tuesday, October 3, 2023*	Tuesday, November 21, 2023
Tuesday, November 7, 2023*	Tuesday, December 19, 2023
*End of business day (4:30 p.m.)	*INCOMPLETE APPLICATION WILL BE DISCARDED.