

**Historic District Review Board**  
**Regular Meeting Agenda**  
**Cape Charles Civic Center @ 500 Tazewell Avenue**  
**March 21, 2023 5:00 P.M.**

1. **Call to Order; Roll Call**
  - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Organizational Meeting**
  - A. Election of Chairman, Vice-Chairman and Secretary
4. **Public Comment**
5. **Consent Agenda**
  - A. Approval of agenda format
  - B. Approval of Minutes:
    - (1) August 16, 2022 Regular Meeting
    - (2) September 20, 2022 Regular Meeting
    - (3) October 18, 2022 Regular Meeting
6. **Unfinished Business:** None
7. **New Business: Applications for Certificate of Appropriateness**
  - A. **FENCE INSTALLATION:**
    - (1) 524 & 526 Peach Street: Deja Blu, LLC dba, Bill Tsapatsaris – to install a wooden fence and gates on the side and rear of the property
    - (2) 113 Tazewell Avenue: Kimberly Abod – to replace the existing wooden picket fence with a vinyl picket fence on the middle boundary line
  - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:**
    - (1) 624 Jefferson Avenue: Ware Neck Properties dba, Kerry Shackelford – to replace the foundation and elevate the structure; replace the front porch and add railing; and install a fence on the North side of property
  - C. **RENOVATION, MINOR:**
    - (1) 600 Monroe Avenue: Paul Rugg – to install an ornamental black aluminum fence on the side and rear of the property; repoint missing grout on the exterior of the structure; and to repair the concrete chimney cap
    - (2) 425 Randolph Avenue: Brad Jobmann represented by Peacock Cottage, LLC dba Claudine Pierce – to replace the existing front wood door, screen door, transom, & sidelights with a new fiberglass door, new screen door, new glass for transom & sidelites on the single-family detached home
  - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
    - (1) 223 Jefferson Avenue: Anne Stratton & Anthony Storey – to replace the existing vinyl siding with new ascend composite siding on the single detached home
    - (2) 212 Randolph Avenue: Amy & Doug Dodson represented by M. Walter Frisch – to extend an expired Certificate of Appropriateness issued on 12/4/2020 to demolish and re-construct a rear addition on the single-family detached home
  - E. **COMMERCIAL-3 DISTRICT:** None
  - F. **OTHER:** None
8. **Other Business**
  - A. Monthly Report from Zoning Administrator Katie Nunez
    - Request to HDRB to re-authorize expired Certificate of Appropriateness for 426 & 428 Randolph Avenue
9. **Adjourn**



## HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting  
Cape Charles Civic Center  
August 16, 2022  
5:00 p.m.**

At 5:00 p.m., Chairman Herb Thom, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Herb Thom, present were Kathy Glaser, David Howgill, and Michael Strub. Martin Mayer arrived after roll call. Also, in attendance were Planning/Zoning Administrator Katie Nunez, Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and seven viewers on Facebook Live.

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

### **PUBLIC COMMENT:**

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

### **CONSENT AGENDA:**

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

**Motion made by David Howgill, seconded by Kathy Glaser, to approve the Historic District Review Board Regular Meeting minutes from February 15, 2022, March 15, 2022, April 19, 2022, May 17, 2022, and June 21, 2022 as submitted. The motion was approved by unanimous vote.**

### **UNFINISHED BUSINESS:**

There was no unfinished business.

### **NEW BUSINESS:**

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

There were no fence applications to be reviewed.

**B. *Modification to Approved Certificate of Appropriateness:***

There were no modification applications to be reviewed.

**C. *Certificate of Appropriateness for Minor Renovations:***

**1. *217 Jefferson Avenue: David and Patricia Cobb – to replace the existing front porch wood flooring with Trex Composite Decking.***

David Cobb, applicant, explained that the neighbor was giving him their old Trex Composite Decking to replace his front porch wood flooring.

Much discussion ensued how the decking layout should be facing whether it should be perpendicular as existing or needed to be laid parallel to be consistent with other porches within the historic district. David Cobb stated that the porch had always been perpendicular. Katie Nunez added that if this applicant had been replacing the front porch with wood this application would have been approved administratively.

**Motion made by David Howgill, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 217 Jefferson Avenue on an application filed by David and Patricia Cobb, to replace the existing front porch wood flooring as with Trex Composite Decking as submitted with the existing perpendicular layout because of the undue hardship relative to the substructure**



replacement which the applicants had not intended on doing, and that this house had the existing layout prior to the Cape Charles Historic District and the Cape Charles Historic District Guidelines. The motion was approved by unanimous vote.

2. *325-B Mason Avenue: William A. and Ann Hayward Walker – to install two awnings as: (1) over the second-story balcony; and (2) over the side entrance door to the second-floor apartments.*

Ann Hayward Walker, applicant, would like to install a retractable awning on the rooftop deck and a fixed awning over the side door located in the alleyway that was the entrance to the second-floor apartments.

**Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 325-B Mason Avenue on an application filed by William A. and Ann Hayward Walker, to install two awnings as follows: (1) a retractable one on the second-story balcony; and (2) over the side entrance door to the second-floor apartments as submitted. The motion was approved by unanimous vote.**

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

1. *504 Bay Avenue: John Lockwood, III – to install an enclosed outdoor shower.*

Katie Nunez read staff report describing the proposed enclosed outdoor shower.

**Motion made by Martin Mayer, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 504 Bay Avenue on an application filed by John Lockwood, III, to construct an enclosed 7.4' x 5.12' (37.9 sq. ft.) outdoor shower on the northeast side of the house as submitted. The motion was approved by unanimous vote.**

2. *633 Randolph Avenue: Joseph and Erika Banks – to replace the front and back doors and to replace a side window with a door.*

Joseph Banks, applicant, described the proposed front and back doors. Mr. Banks add that replacing the side window on the porch with a door was for to have the convenience to enter directly into the living room.

After some discussion on whether altering the window size to fit a door would change the look of the house and would be appropriate, it was concluded that it would not since the existing window height was quite taller.

**Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 633 Randolph Avenue on an application filed by Joseph and Erika Banks, to replace the front and back doors with wooden 4-lite over single panel doors; and to remove porch side window and replace it with a wooden 4-lite over single panel door as presented. The motion was approved by unanimous vote.**

3. *211 Madison Avenue: Michele and Nathan Davidson – to construct an 833 square feet side addition, 197 square feet rear deck, and a wheelchair ramp on an existing two-story single-family dwelling unit; to construct a new two-story 648 square feet garage with an Accessory Dwelling Unit with a 10' x 24' (240 square feet) overhang; and to replace the existing rear 4' wire fencing with a 4' vinyl picket fence.*

Michelle Davidson, applicant, explained the proposed project and added that the improvements would help make the home more accessible for her wheelchair bound son.

**Motion made by Michael Strub, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 211 Madison Avenue on an application filed by Michele and Nathan Davidson, to construct an 833 square feet side addition, 197 square feet rear deck, and a wheelchair ramp on an existing two-story single-family dwelling unit; to construct a new two-story 648 square**

feet garage with an Accessory Dwelling Unit with a 10' x 24' (240 square feet) overhang; and to replace the existing rear 4' wire fencing with a 4' vinyl picket fence as requested. The motion was approved by unanimous vote.

4. *1 Fig Street: LJ Kellam Construction – to restore or replace the windows and doors; replace the garage door with windows; modify an existing opening; and remove and replace the metal roofing.* Katie Nunez read the staff report.

Gerrie West, architect, explained the project in depth as follows: (i) The Mission Revival style solid brick building exterior would remain unchanged. (ii) All existing fixed and operable street-facing windows would be replaced with new narrow-frame windows matching the existing profiles and configurations. (iii) The metal fall-guards on the existing second-floor windows would be cleaned, refinished, and reinstalled at their original location. (iv) The original lower brick wall on the east elevation that was removed to accommodate a door would be restored using salvaged brick from the existing interior walls, this includes providing new window glazing to match the original design of the other openings. (v) The existing non-original overhead door, (garage door), would be replaced with a pair of framed glass entry doors with fixed glass panels on each side of the doors. A transom with a simple divided lite pattern would be in the adjacent opening. (vi) The non-original entry doors would be replaced with framed glass entry doors. (vii) The original small opening between the main building and the small angled one-story wing would be infilled with panels of back-painted spandrel glass to create needed interior space. (viii) The metal roofing on the one-story wings on each end of the building would be removed and replaced. (ix) The decorative roof and coping tiles would be repaired or replaced as needed. and (x) The bulge in the rear of the building would be repaired.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 1 Fig Street on an application filed by Luke Kellam, dba LJ Kellam Construction, on behalf of Penelope and Derrick Kinsey, dba Liquor Distillation Society, LLC to do the following (1) remove and replace all existing street-facing windows with new narrow frame windows that will match existing profiles and configurations; (2) clean, refinish, and reinstall the metal fall-guards on the existing second-floor windows at their original locations; (3) restore/rebuild the original lower brick wall on the east elevation using salvaged brick from the existing interior walls and provide new window glazing to match the original design; (4) replace the existing non-original overhead door with a pair of framed glass entry doors with fixed glass panels on each side and a custom transom to match the existing ones; (5) replace the non-original entry doors; (6) infill the existing open bay between the main building and the small one-story with panels of back-painted spandrel glass; (7) remove and replace metal roofing; (8) repair or replace decorative roof and coping tiles; and (9) repair the bulge in the rear of the building as submitted with the condition that all issues raised under the Staff Analysis section of the Staff Report to obtain zoning compliance be addressed. The motion was approved by unanimous vote.**

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

- F. *Other:*  
There were no applications filed.

#### **OTHER BUSINESS:**

- A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on (i) Administrative Approvals as follows: (1) 211 Monroe Avenue – replace front porch roof and back roof with same material, CCZO Section 8.17 (B); and (ii) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; (iii) Status Report on Consultant's Work on Design Guidelines: September 2, 2022 – Next scheduled Draft of the

Design Guidelines scheduled. She was working on finalizing a date for the Public Forum the week of September 5<sup>th</sup> to present, review, and solicit public comment on the document.

**ANNOUNCEMENTS:**

There were no announcements.

**Hearing no objection, Chairman Herb Thom adjourned the August 16, 2022 Historic District Review Board Regular Meeting at 6:08 p.m.**

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Chairman Herb Thom

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Planning Technician



## HISTORIC DISTRICT REVIEW BOARD

Regular Meeting  
Cape Charles Civic Center  
September 20, 2022  
5:00 p.m.

At 5:00 p.m., Chairman Herb Thom, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Herb Thom, present were Kathy Glaser, David Howgill, Martin Mayer, and Michael Strub. Also, in attendance were Planning/Zoning Administrator Katie Nunez, Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and ten viewers on Facebook Live.

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

### PUBLIC COMMENT:

*Laura Weigand, owner of Drizzles and co-owner of Local-ISH Art*

Ms. Weigand wrote a letter of support for the mural on the side of the Palace Theatre. (Please see attached.)

There were no additional public comments to be heard.

### CONSENT AGENDA:

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

### UNFINISHED BUSINESS:

There was no unfinished business.

### NEW BUSINESS:

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

1. *213 Madison Avenue: All About Your Homes, LLC dba Josh Alvarado – to replace the existing wood fence with a vinyl fence.*

Tracy Outten read the staff report.

Joshua Alvarado, applicant, explained that the 4' fence and two access gates would be a polyvinyl material.

Kathy Glaser asked if any of the existing wooden fence would be retained, no.

**Motion made by David Howgill, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 213 Madison Avenue on an application filed by All About Your Homes, LLC dba Josh Alvarado, to replace the existing wooden picket fence with a 4' tall polyvinyl fence that will be installed on the rear of the property and along the rear sides of the house, and two access gates will be located approximately 36" on either side of the property lines as submitted in the application dated August 2, 2022. The motion was approved by unanimous vote.**

B. *Modification to Approved Certificate of Appropriateness:*

There were no modification applications to be reviewed.

C. *Certificate of Appropriateness for Minor Renovations:*

1. *133 Mason Avenue: Gingernut, LLC dba Colleen Kelley and Gene Kelly – to replace the windows and doors and add an awning over a handicapped accessible door on a commercial building.*  
Tracy Outten summarized the staff report.

Martin Mayer asked if the board needed to approve the roof replacement, no that was approved administratively.

Discussion and questions were as follows: (i) Colleen Kelley, applicant, was asked the width of the door and answered that she was unsure but, it would be handicapped accessible. (ii) David Howgill stated that the metal awning was mismatched as a material choice and asked what other awning materials were being used on Main Street. He added that the handicapped door being blocked by dining tables and chairs was problematic. Colleen Kelley understood his comments and the table and chairs would be moved. Ms. Kelley explained that metal was chosen due to the location of the building it does not have shelter from the wind and they would prefer not to have keep replacing a fabric awning. and (iii) Michael Strub had reservations about the awning based on the current guidelines and the material not being a common choice on Mason Avenue. He added that the proposed size of the awning would cover most of this corner of the building. Kathy Glaser agreed and was not in support of the proposed awning.

After some discussion, the board decided to separate the various elements of the application and take individual votes.

Discussion and questions on the window replacement choices as follows: (i) Colleen Kelley explained that the only windows being replaced were the bottom portion which were 1/1. David Howgill requested clarity on the window choices that were being proposed. The applicant clarified that the quotes were for four different types of windows. The HDRB agreed that the Marvin Window options line-item numbers 3 and 4 that were clad on the outside and wood on the inside would be acceptable.

The replacement for the side handicapped accessible door and the front mahogany door being proposed were both okay.

**Motion made by Kathy Glaser, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 133 Mason Avenue on an application filed by Gingernut, LLC dba Colleen Kelley and Gene Kelly, to replace: (1) the existing front door with a replica of the original door made of mahogany; (2) the bottom front windows with Marvin Windows selected from Quote Number: YWK2SK1 either Line Item Number 3 with Nailing Flange or Line Item Number 4 Replacement Style both options are 1/1 clad on the outside and wood on the inside; and (3) the existing metal side handicapped accessible door with a fiberglass handicapped accessible door. The metal awning would be tabled until next month to allow for a site visit to review the location and also more information was needed on the size and proposed material. The motion was approved by unanimous vote.**

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

1. *305 Mason Avenue: Clelia and John Sheppard – to install two awnings to the side of a commercial building and an After the Fact Certificate of Appropriateness for installation of a mural.*  
Tracy Outten read staff report describing the proposed awnings and the mural that had been installed without approval.

David Howgill asked if all of Strawberry Street would have awnings installed, yes. Martin Mayer thought the awning were consistent with the guidelines. Kathy Glaser asked if the board could

comment on the words on the awning. Katie Nunez answered yes, add that as a condition to the approval in the motion.

The mural was made up of removable panels and nothing had been painted on the brick. Martin Mayer thought if temporary and not disfiguring the building the mural would be okay. He added that it could be viewed as signage or art. Some discussion ensued on the content of the mural.

**Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for the Certificate of Appropriateness at 305 Mason Avenue on an application filed by Clelia and John Sheppard, to install two rounded vintage awnings 4' x 6' on the Strawberry Street side of the Palace Theatre building with the condition that any signage placed on the awnings must be approved by the Zoning Administrator. The already installed 16' x 10' four segment panel mural can remain if it can be removed without causing damage to the brick building and the another of the same footprint/size can be reinstalled in the future (a rotating mural). The motion was approved by unanimous vote. The HDRB noted that the content of the mural was not under their purview.**

2. *203 Mason Avenue Unit 3 and 4: Roselynn, LLC dba Richard Chaney and Theresa Siejack– to construct a second-story balcony across the entire façade of a commercial building.*

The applicants wanted to reschedule this application review for the November meeting. (Please see attached email.)

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

F. *Other:*  
There were no applications filed.

#### **OTHER BUSINESS:**

A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on (i) Administrative Approvals as follows: (1) 419 and 421 Tazewell Avenue – replace back porch roof with same material, CCZO Section 8.17 (B); (2) 515 Jefferson Avenue – replace architectural shingle roof same material, CCZO Section 8.17 (B); (3) 535 Jefferson Avenue – shed after the fact approval; CCZO Section 8.17 (H) and (ii) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; (iii) Status Report on Consultant's Work on Design Guidelines: September 8, 2022 – Public Forum Session; September 29, 2022 at 6:30 p.m. – Joint meeting with Town Council, Planning Commission, HDRB, and Commonwealth Preservation Group to discuss the draft Guidelines and review all comments; and consultants will be given the entire month of October to finalize guidelines.

#### **ANNOUNCEMENTS:**

There were no announcements.

**Hearing no objection, Chairman Herb Thom adjourned the September 20, 2022 Historic District Review Board Regular Meeting at 6:08 p.m.**

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Chairman Herb Thom

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Planning Technician

**Historic District Review Board September 20, 2022**  
**Public Comments & Applicant Comments**

*Laura Weigand, Owner of Drizzles and Co-Owner Local-ISH*

**From:** [Laura Weigand](#)  
**To:** [Tracy Outten](#); [Katie Nunez](#)  
**Subject:** HRB Meeting comments for 9/20  
**Date:** Monday, September 19, 2022 1:10:36 PM

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Hello:

My name is Laura Weigand, owner of Drizzles and co-owner of Local-ISH Art. Both of my business are located on Strawberry Street. As it has historically been known that it is difficult to get foot traffic to come down Strawberry Street from the main shopping experience on Mason. Lemon Tree Gallery has provided a huge asset by constructing the awning along side their building on Strawberry with the mural underneath. It has driven much needed pedestrian traffic along Strawberry Street.

I am in favor of allowing the awnings and mural to remain.

Thank you for considering our small businesses.

Sincerely,  
Laura Weigand  
626.213.4303

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*Theresa R. Siejack and Richard Chaney dba Rose Lynn LLC*

**From:** Theresa Siejack <theresa-ski@att.net>  
**Sent:** Tuesday, September 20, 2022 1:15 PM  
**To:** Tracy Outten  
**Cc:** Rick Chaney  
**Subject:** Board Review for 203 mason Ave Balcony addition

Tracy, please postpone the review for 203 Mason Ave Balcony request scheduled for this evening at 5PM 20 Sep 2022. We have been unsuccessful in finding a contractor to assist/build this project to date. We are planning to travel to Cape Charles in mid October to search for a builder and believe it is in our best interest to accomplish this prior to a board review. Would like to reschedule for the Nov. 2022 meeting if possible. Please let me know that you have received this email, thanks so much for all your help.

Theresa R Siejack  
Richard Chaney  
dba Rose Lynn LLC



## HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting**  
**Cape Charles Civic Center**  
**October 18, 2022**  
**5:00 p.m.**

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

Martin Mayer started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

### **PUBLIC COMMENT:**

There were no public comments to be heard.

### **CONSENT AGENDA:**

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

### **UNFINISHED BUSINESS:**

- A. 1. *133 Mason Avenue: Gingernut, LLC dba Colleen Kelley and Gene Kelly –Certificate of Appropriateness to install an awning over a handicapped accessible door on the commercial building.*

Tracy Outten reminded the board that the awning was a remaining item from the September meeting.

Colleen Kelley, applicant, said that the Watson's Hardware building has a metal awning. She just wanted to know what the board needed her to do to make the awning more cohesive. Ms. Kelley was trying to keep it simple.

Michael Strub did not think the door was visible.

Kathy Glaser thought the awning looked to modern and should not be silver. Colleen Kelley was open to paint and add some design element to the awning, adding that she would do what the HDRB deemed acceptable.

**Motion made by Michael Strub, seconded by Martin Mayer, to approve the application for the Certificate of Appropriateness at 133 Mason Avenue on an application filed by Gingernut, LLC dba Colleen Kelley and Gene Kelly, to install an awning over the side handicapped door that would be painted and have a design element. The motion was approved by unanimous vote.**

### **NEW BUSINESS:**

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

There were no fence applications to be reviewed.

- B. *Modification to Approved Certificate of Appropriateness:*

There were no modification applications to be reviewed.



C. *Certificate of Appropriateness for Minor Renovations:*

1. *551 Tazewell Avenue: Brian and Katerina Stafford – to replace the existing front porch wood flooring with Azek composite decking.*

Tracy Outten summarized the staff report.

Brian and Katerina Stafford, applicants, explained that the existing wood porch flooring was rotting and it had been repaired before but, continuing to do so was a lot of work, that was why the new composite material was being proposed.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 551 Tazewell Avenue on an application filed by Brian and Katerina Stafford, to replace the existing wrap-around porch flooring with Azek Tongue and Groove Composite Decking Boards as stated in the application dated 9/1/22. The motion was approved by unanimous vote.**

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

1. *204 Washington Avenue: Spencer Custis – to install a 12' x 16' (192 square feet) accessory structure on the rear of the property.*

Tracy Outten read staff report with Katie Nunez clarifying why the shed needed to be relocated to this property.

Spencer Custis, applicant, was available via telephone to answer questions.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 204 Washington Avenue on an application filed by Spencer Custis, to install a 12' x 16' (192 square feet) accessory structure (shed) on the rear of the property as stated in the application dated 9/1/2022. The motion was approved by unanimous vote.**

2. *606 Washington Avenue: Robert "Lewis" and Lindsay Cassada – to install an 8' x 10' (80 square feet) accessory structure on the rear of the property.*

Tracy Outten summarized the staff report.

Lindsay Cassada, applicant, participated by telephone and said that the shed would be painted to match the house.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 606 Washington Avenue on an application filed by Robert 'Lewis' and Lindsay Cassada, to install an 8' x 10' (80 square feet) accessory structure (shed) on the rear of the property as stated in the application dated 9/12/2022. The motion was approved by unanimous vote.**

3. *542 Monroe Avenue: Peacock Cottage, LLC dba Claudine Pierce – to modify the sides and rear of the home.*

Tracy Outten read the staff report.

Claudine Pierce from Peacock Cottage, LLC, applicant representative, added the following explanation to the proposed side and rear exterior modifications: (i) There were two accessory structures blocking the view of where back of the home so, proposed changes would not be seen. (ii) A door was being added to the back of the house. (iii) The casement windows were being replaced with double hung windows including matching the trim profile with azek trim.

Michael Strub was concerned that since this home was one-hundred and two years old and has been kept in great shape would these extensive changes be visible from the street; no.

**Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 542 Monroe Avenue on an application filed by Peacock Cottage, LLC dba Claudine Pierce, to renovate the side and rear exterior of the single-family home as follows: (1) East Side: (A) Relocate the kitchen window 24" towards the rear of the house and patch siding as required. (B) Remove the existing replacement door and deck and replace door with new double hung window with trim to match original; patch siding as required. (2) South Side: (A) Replace four newer casement windows with three double hung windows, re-trim windows with PVC to match original profile. (B) Relocate existing kitchen door to the mudroom to allow entry from the rear. (C) Construct stoops/steps of pressure treated lumber and railings. (3) West Side: (A) Replace two mudroom windows with new double hung windows of same size. (B) Replace first floor bedroom windows with new double hung windows of same size; as stated in the application dated 8/2/2022. The motion was approved by unanimous vote.**

4. *221 Tazewell Avenue: Peacock Cottage, LLC dba Claudine Pierce – to construct a new one-story rear addition to the rear of the home.*

Tracy Outten gave a summary of the staff report.

Claudine Pierce from Peacock Cottage, LLC, applicant representative, added the following explanation to the proposed exterior modifications: (i) The existing doors and windows would remain the same. (ii) The roof would be the same asphalt shingles as the existing roof. and (iii) The columns would be placed on the outside of the structure so, it would appear that an existing porch had been closed in.

**Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 221 Tazewell Avenue on an application filed by Peacock Cottage, LLC dba Claudine Pierce, to remove the existing rear deck and construct a new one-story 25.17' x 13.5' (339.8 square feet) rear addition on the north side of the two-story single-family home as stated in the application dated 9/5/2022. The motion was approved by unanimous vote.**

5. *607 Jefferson Avenue: JB Design & Remodeling dba Zachary Smith – to construct a new 1,720 square feet two-story home, 10' x 10' (100 square feet) accessory structure, and an outdoor shower.*

Tracy Outten read the staff report.

Zachary Smith, applicant representative, said the proposed home would be a cottage style and reviewed the materials with the board.

**Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for the Certificate of Appropriateness at 607 Jefferson Avenue on an application filed by JB Design & Remodeling dba Zachary Smith, to construct a new 1,720 square feet two-story single-family home with a 270 square feet front porch, 10' x 10' (100 square feet) accessory structure (shed), and outdoor shower as stated in the application dated 9/2/2022. The motion was approved by unanimous vote.**

- E. *Commercial-3 District:*

There were no applications filed.

- F. *Other:*

There were no applications filed.

**OTHER BUSINESS:**

- A. *Report from Zoning Administrator Katie Nunez*

Katie Nunez updated the board on (i) Administrative Approvals as follows: (1) 238 Tazewell Avenue – replace roof with same material, CCZO Section 8.17 (B); (2) 216 Washington Avenue – move

existing shed from on the lot, CCZO Section 8.17 (I); and (ii) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; (iii) Status Report on Consultant's Work on Design Guidelines: Commonwealth Preservation Group have the entire month of October to finalize guidelines and deliver final version to Town by Monday, November 14, 2022. Anticipated Public Hearing Schedule to consider Article VIII – Historic District Overlay zoning text amendments as follows: Planning Commission public hearing to be held on Tuesday, December 6 and Town Council Public Hearing and possible adoption may be held on December 15, 2022.

**ANNOUNCEMENTS:**

There were no announcements.

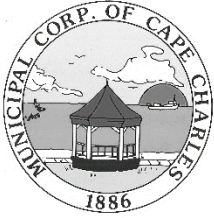
**Motion made by Kathy Glaser, seconded by Michael Strub, to adjourn the October 18, 2022 Historic District Review Board Regular Meeting at 5:45 p.m.**

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Vice-Chairman Martin Mayer

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Planning Technician



## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 21, 2023

Item #: 7A (1) – 524 & 526 Peach Street

Prepared by: Tracy Outten, Planning Technician

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

Date: March 7, 2023

**APPLICANT:** Deja Blu, LLC dba Bill Tsapatsaris

**SITE ADDRESS:** 524 & 526 Peach Street

**TAX MAP:** 83A1-1-181D & 180C

**LOT SIZE:** 4,090 sq. ft.

**TYPE OF APPLICATION:** Certificate of Appropriateness

**WORK TO BE PERFORMED:** Install a privacy fence

**CURRENT ZONING:** Residential-1 (R-1)

**HISTORIC REGISTER:** N/A

*Description: N/A*

**DATE APPLICATION RECEIVED:** January 31, 2023

**PRE-APPLICATION MTG:** March 21, 2023

**DATE APPLICATION DEEMED COMPLETE:** January 31, 2023

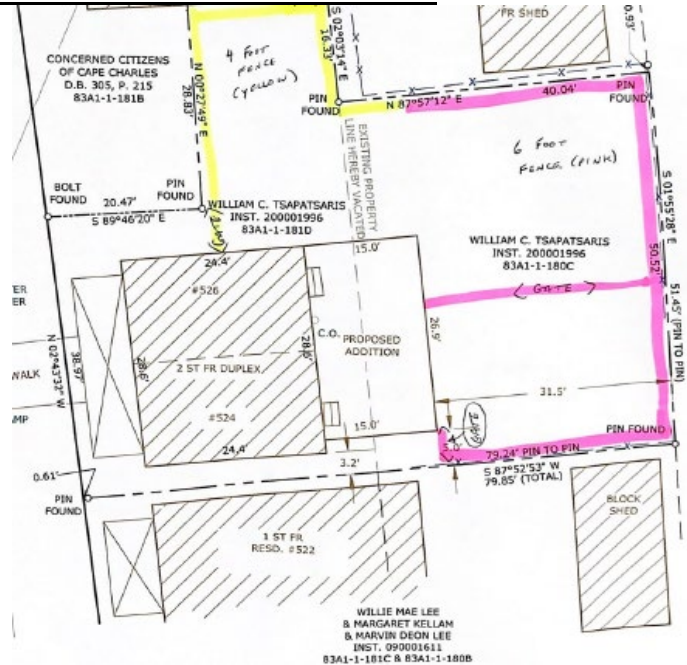
**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** April 3, 2023

The applicant is seeking to install a wooden shiplap privacy fence that will be 6 ft. across the rear, a gated 4 ft. on the north side yard, a gated 6 ft. fence in the middle of the backyard to separate the units, and a 4 ft. gate along the rear and south corner of the property.

### AERIAL MAP:

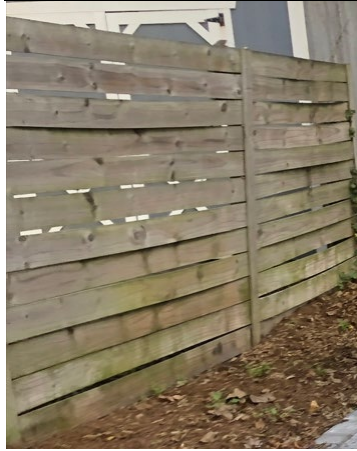


### PROPOSED FENCE SITE PLAN:



**MATERIALS:**

- Fence: Wooden Shiplap to match the neighboring property's fencing

**PROPOSED:****EXISTING ON ADJACENT PROPERTY:****STAFF ANALYSIS:****ZONING COMPLIANCE**

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

The proposed location of the fence and gates must be no closer than one inch from adjacent property boundaries to meet all setback requirements pursuant to Cape Charles Zoning Ordinance Section 4.2 (G).

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 OVERLAY DESIGN GUIDELINES:**

*Page 9-3: Fences & Freestanding Walls – 9.2 (2)*

**STAFF RECOMMENDATION:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and style proposed for the fence 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 six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) 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 six (6) 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](mailto:planningtech@capecharles.org)

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

- |                                                                                 |                                                                            |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Completed application                       | <input type="checkbox"/> Photos/elevations of existing structure           |
| <input checked="" type="checkbox"/> Letter of intent clearly explaining project | <input type="checkbox"/> Photos/elevations of proposed project             |
| <input checked="" type="checkbox"/> Existing site plan or survey                | <input type="checkbox"/> Proposed materials/spec sheets, samples           |
| <input type="checkbox"/> Proposed site plan or survey (if applicable)           | <input type="checkbox"/> Payment (See Historic District Review Board Fees) |

### PROPERTY INFORMATION

Name of Project: SHIPLAP PERIMETER FENCE

Property Address: 524 / 526 PEACH STREET

Brief Description of Project: SHIPLAP PRIVACY FENCE

Zoning District: \_\_\_\_\_ Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

### OWNER INFORMATION

Name and Company: BILL TSAPATSARIS DEJA LLC, LLC

Mailing Address: 1495 ARLINGTON CHASE ROAD 23310

Phone Number: 804-662-0419 Email: billtsapatsaris@gmail.com

### APPLICANT INFORMATION

☒ check here if applicant is owner

Name: SAME AS ABOVE

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

### CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 1/4/2023

Bill Tsapatsaris & Tracey Deal  
Deja Blu, LLC  
1495 Arlington Chase Road  
Cape Charles, VA 23310  
804-662-0419  
**Project Address:**  
**524/526 Peach Street**

January 31, 2023

Katie H. Nunez & Tracey Outten  
Planning & Zoning Administrator  
Town of Cape Charles  
2 Plum Street | Cape Charles | VA 23310  
757-331-2036 (office) | 757-695-0787 (cell)  
[knunez@capecharles.org](mailto:knunez@capecharles.org)  
[tracy.outten@capecharles.org](mailto:tracy.outten@capecharles.org)

### **Letter of Intent**

Deja Blu, LLC is seeking approval to erect a wooden shiplap privacy fence. We are submitting our application prior to February 7, 2023 deadline to enable us to be heard on the monthly Historic District Review Board meeting scheduled for March 21, 2023. Unfortunately, Tracey and I will be traveling at the time of the meeting so we'll need to join the meeting remotely.

We are proposing wooden shiplap in an effort to match the existing wooden shiplap fence sections that are in place throughout the perimeter of the property currently. Subject to availability, our plan is to use Cedar for the horizontal pickets and pressure treated pine for the poles.

Our plans call for a 6-foot privacy fence across the rear, a gated, 4-foot fence on the north side yard, a gated, 6-foot fence in the middle of the back yard (separating both back yard spaces to provide privacy for guests in both units), and a 4-foot gate along the rear and south corner of the residence. See the highlighted sections of the attached Site Survey.

All fencing will be no less than one inch from the property lines and there are no alleyways along this property.

Thanks in advance for placing Deja Blu, LLC on the March HDRB meeting docket.

Regards,

Bill T. (William C. Tsapatsaris)  
Dr. Tracey Deal  
Deja Blue, LLC



# **SURVEYORS CERTIFICATION**

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

## **GENERAL NOTES:**

1. OWNER:  
WILLIAM C. TSAPATSARIS

2. TAX PARCELS:  
83A1-1-180C  
& 83A1-1-181D

3. SOURCE OF TITLE:  
INST. 200001996

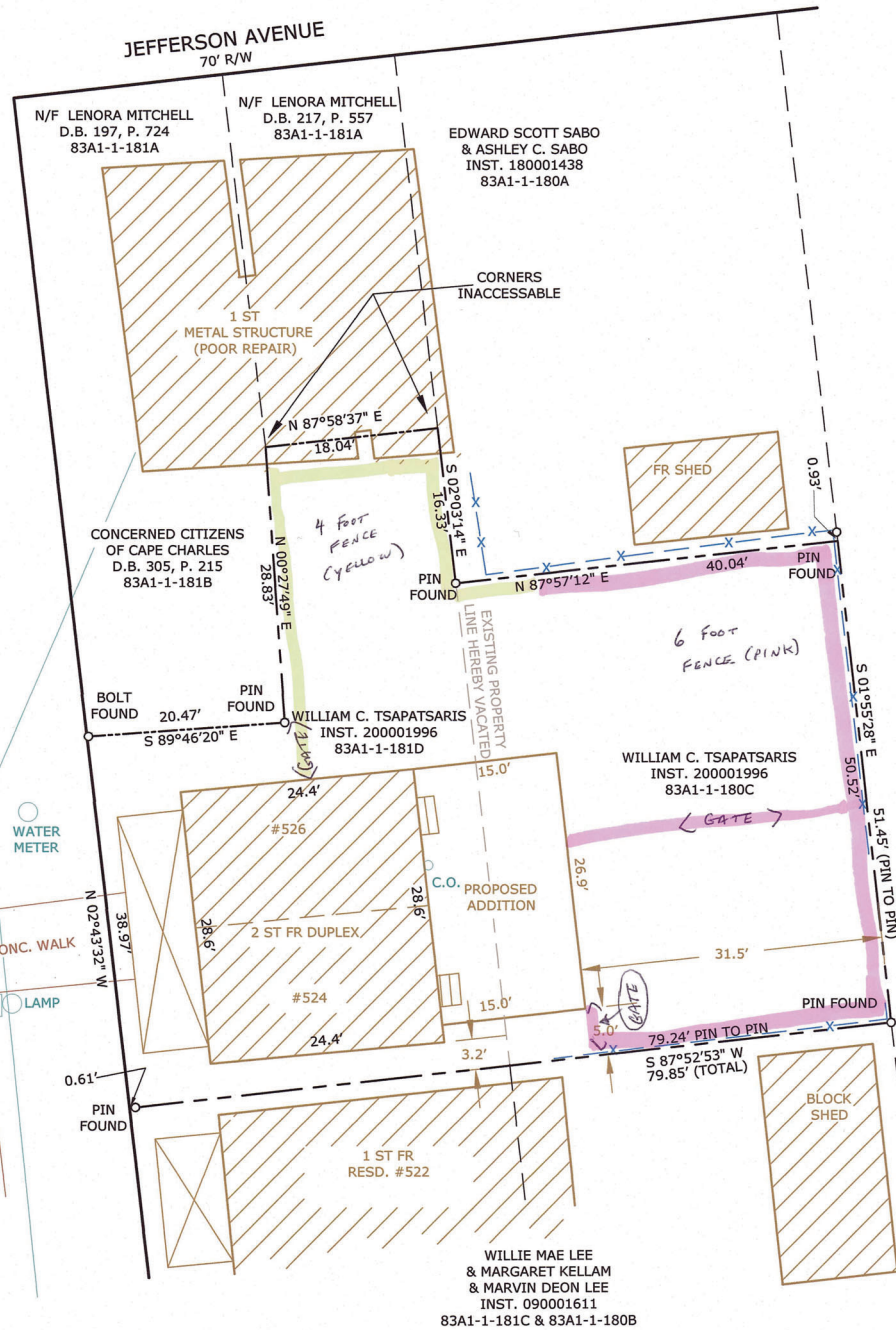
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN DECEMBER, 2020 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

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

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON DOES NOT LIE IN A FLOOD ZONE. (ZONE X)

7. PLAT REFERENCE:  
D.B. 41, P. 484 (PLAT)  
INST. 180000195 (PLAT)

8. AREA:  
4,090 SQ. FT.  
(0.093 AC.)

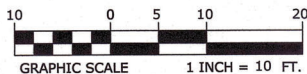


DEL R. HOYT  
& JENNIFER M. HOYT  
D.B. 41, P. 484 (PLAT)  
83A1-1-177

SITE PLAN  
PROPERTY OF  
WILLIAM C. TSAPATSARIS  
TOWN OF  
CAPE CHARLES  
CAPEVILLE DISTRICT  
NORTHAMPTON COUNTY, VIRGINIA  
MADE FOR BILL TSAPATSARIS  
SCALE: 1" = 20' DECEMBER 16, 2020

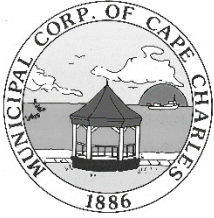
APPROVED

ALLYSON FINCHUM, DATE  
PLANNER/ZONING ADMINISTRATOR,  
TOWN OF CAPE CHARLES



**POINT NORTH**  
POINT NORTH SURVEYING LLC  
P.O. Box 701, (757) 709-3008  
Onley, VA. 23418 pointnorthsurveying@gmail.com  
DRAWN BY: JCF FIELD BOOK: DIGITAL FILE  
BACK TRAV: JCF PROJ. NO: 20135





## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 21, 2023

Item #: 7A (2) – 113 Tazewell Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: March 7, 2023

**APPLICANT:** Kimberly S. Abod  
**SITE ADDRESS:** 113 Tazewell Avenue  
**TAX MAP:** 83A3-2-5-1  
**LOT SIZE:** 5,294.7 sq. ft.

**TYPE OF APPLICATION:** Certificate of Appropriateness  
**WORK TO BE PERFORMED:** Replace an existing fence  
**CURRENT ZONING:** Residential-1 (R-1)  
**HISTORIC REGISTER:** *Contributing*  
*Description: CA. 1915, Craftsman*

**DATE APPLICATION RECEIVED:** February 7, 2023

**PRE-APPLICATION MTG:** March 21, 2023

**DATE APPLICATION DEEMED COMPLETE:** February 7, 2023

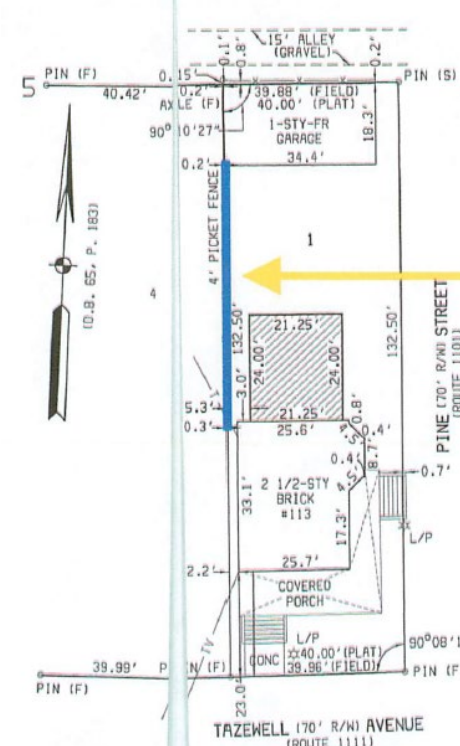
**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** April 10, 2023

The applicant is seeking to replace an existing 4 ft. white picket wood fence on the eastern property line of 111 and 113 Tazewell Avenue with a similar look and style 4ft. vinyl picket fence due to the rotting wood and peeling paint.

### AERIAL MAP:



### PROPOSED FENCE SITE PLAN:

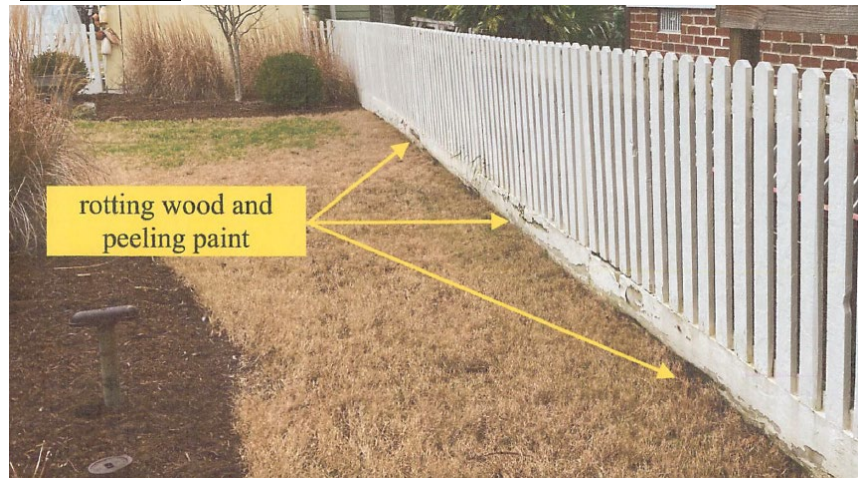


**MATERIALS:**

- Fence: Sterling Vinyl Picket – 4” x 4” Post; 1-3/4” x 3-1/2” Rails; 7/8” x 3” Pickets

**PROPOSED:**

STERLING VINYL PICKET FENCE

**EXISTING:****STAFF ANALYSIS:****ZONING COMPLIANCE**

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

The proposed location of the fence meets all setback requirements as the applicant has permission from the adjacent property owner (Norm & Cindy Mitchell) to install the fence on the property line, pursuant to Cape Charles Zoning Ordinance Section 4.2 (G).

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 OVERLAY DESIGN GUIDELINES:**

*Page 9-3: Fences & Freestanding Walls – 9.2 (1)*

**STAFF RECOMMENDATION:**

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

Staff 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 six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) 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 six (6) months after being commenced.

**Attachments:**

Attachment 1 – Application and Documents





# Certificate of Appropriateness Application

## Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x24

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 01/2023

|            |   |
|------------|---|
| Taxes      | ✓ |
| Violations | X |
| Fee        | ✓ |
| Decision   |   |

### PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\***, such as exterior maintenance and repair, replacement of missing or broken windowpanes roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work**, such as new construction of a new building or a new permanent accessory building, relocation or demolition, any alteration of the architectural style of a structure or its significant architectural elements, modifications, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- ☒ A) Zoning Clearance Application      ☒ B) Photos of existing condition      ☒ C) Owner Permission Affidavit  
☒ D) Payment of COA Fee (Minor \$150 and Major \$500)      ☐ E) Tree Permit Application

Owner signature: *[Signature]*

Date: *2/7/2023*

### PART 2: PROPERTY INFORMATION

Property Address: **113 Tazewell Avenue, Cape Charles, VA 23310**

Tax Map #: **083A30205001**

Is there an active Certificate of Appropriateness on this property? ☐ No ☐ Yes \_\_\_\_\_ Date

Zoning District: **R - 1**

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Kimberly S. Abod**

Mailing Address: **612 Innsbruck Avenue, Great Falls, VA 22066**

Phone Number: **301-452-1746**

Email: **kimabod@gmail.com**

### PART 4: APPLICANT INFORMATION

- ☒ Check here if applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company:

Mailing Address:

Phone Number:

Email:



**PART 5: PROJECT INFORMATION**

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):  
 Replace rotting 4' high white picket fence between 111 & 113 Tazewell with like-kind to existing fence on eastern property line of 113 (which is similar in appearance to the wood fence to be replaced).

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

☐ Addition    ☐ Doors    ☐ Windows    ☐ Masonry    ☐ Porch Flooring    ☐ Roofs    ☐ Siding    ☐ Steps/Stoop & Railings  
☐ Trim Work    ☒ Fence or Wall    ☐ Partial demolition    ☐ Other:

**A. ADDITION** ☒ **Not applicable**      **SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories: \_\_\_\_\_ Building height: \_\_\_\_\_ Footprint: \_\_\_\_\_ Gross square footage:  +

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF** ☒ **Not applicable**      **SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: ☐ New    ☐ Repair % of roof structure \_\_\_\_\_    ☐ Reroofing: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_  
☐ Add/Repair Gutters and downspouts    ☐ Solar Panels

Location (Pictures of existing condition):

| Existing Roof                                                                                                                 | Proposed Roof       |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                     |
| Existing Material:                                                                                                            | Proposed Materials: |
| Other / Additional Notes:                                                                                                     |                     |

**C. DOORS** ☒ **Not applicable**      **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
 Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

| Existing Door                                                                                                               | Proposed Door                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Door 1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Existing Material:                                                                                                          | Proposed Material:                                                                                                                                           |
| Dimensions: Width _____ Height _____                                                                                        | Dimensions: Width _____ Height _____                                                                                                                         |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels):                                     | Configuration with picture (i.e., glass panes, divisions, decorative details & panels):                                                                      |

Indicate the reason for change:



|                                                                                                                                                                                        |  |  |                                                                                                                                                              |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| D. WINDOWS ■ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                                   |  |  |                                                                                                                                                              |  |  |
| Number of windows to be: Added: _____ Removed: _____<br>Repaired: _____ Replaced: In kind _____ Different in style or material _____                                                   |  |  |                                                                                                                                                              |  |  |
| Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.                                                                        |  |  |                                                                                                                                                              |  |  |
| Existing Windows                                                                                                                                                                       |  |  | Proposed Windows                                                                                                                                             |  |  |
| Window1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure                                                           |  |  | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |  |  |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                                                      |  |  | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                            |  |  |
| Width: _____ Height: _____ Depth: _____                                                                                                                                                |  |  | Width: _____ Height: _____ Depth: _____                                                                                                                      |  |  |
| Material: _____                                                                                                                                                                        |  |  | Material: _____                                                                                                                                              |  |  |
| E. PORCHES ■ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                                   |  |  |                                                                                                                                                              |  |  |
| Work to be done: <input type="checkbox"/> Repair flooring <input type="checkbox"/> Repair ceiling <input type="checkbox"/> Repair columns <input type="checkbox"/> Repair/add skirting |  |  |                                                                                                                                                              |  |  |
| Location (Attach pictures for all work; Survey may be requested):                                                                                                                      |  |  |                                                                                                                                                              |  |  |
| Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____                                                                                                 |  |  |                                                                                                                                                              |  |  |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                          |  |  | Type of Material to be used:                                                                                                                                 |  |  |
| Existing Material: _____                                                                                                                                                               |  |  |                                                                                                                                                              |  |  |
| Ceiling:                                                                                                                                                                               |  |  |                                                                                                                                                              |  |  |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                          |  |  | Type of Material to be used:                                                                                                                                 |  |  |
| Existing Material: _____                                                                                                                                                               |  |  |                                                                                                                                                              |  |  |
| If replacing, indicate the reason for replacement:                                                                                                                                     |  |  |                                                                                                                                                              |  |  |
| If altering, describe any proposed change (material, size, etc.):                                                                                                                      |  |  |                                                                                                                                                              |  |  |
| F. STEPS/STOOPS/RAILINGS ■ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                     |  |  |                                                                                                                                                              |  |  |
| Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____                                                                                                        |  |  |                                                                                                                                                              |  |  |
| Location (Attach pictures; Survey may be requested):                                                                                                                                   |  |  |                                                                                                                                                              |  |  |
| Existing Material: _____                                                                                                                                                               |  |  | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                |  |  |
| Proposed Material: _____                                                                                                                                                               |  |  |                                                                                                                                                              |  |  |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):                                                    |  |  |                                                                                                                                                              |  |  |
| Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____                                                                                                            |  |  |                                                                                                                                                              |  |  |
| Location (Attach pictures; Survey may be requested):                                                                                                                                   |  |  |                                                                                                                                                              |  |  |
| Existing Material: _____                                                                                                                                                               |  |  | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                |  |  |
| Type of Material to be used: _____                                                                                                                                                     |  |  |                                                                                                                                                              |  |  |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):                                                    |  |  |                                                                                                                                                              |  |  |



|                                                                                                                                                 |                                                                                                                                                                       |                                                                                                                               |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>G. DECKS &amp; PATIOS</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES      |                                                                                                                                                                       |                                                                                                                               |                |
| <input type="checkbox"/> Deck                                                                                                                   | Length:                                                                                                                                                               | Width:                                                                                                                        | Materials:     |
| <input type="checkbox"/> Patio                                                                                                                  | Length:                                                                                                                                                               | Width:                                                                                                                        | Materials:     |
| <b>H. SIDING</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES     |                                                                                                                                                                       |                                                                                                                               |                |
| Type of work:                                                                                                                                   | <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)            |                                                                                                                               |                |
| Location (Attach diagram & pictures):                                                                                                           |                                                                                                                                                                       |                                                                                                                               |                |
| <b>Existing Siding</b>                                                                                                                          |                                                                                                                                                                       | <b>Proposed Siding</b>                                                                                                        |                |
| Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure                                |                                                                                                                                                                       |                                                                                                                               |                |
| Existing material:                                                                                                                              |                                                                                                                                                                       | Proposed material:                                                                                                            |                |
| Dimensions: Thickness -      Width -                                                                                                            |                                                                                                                                                                       | Dimensions: Thickness -      Width -                                                                                          |                |
| Indicate the reason for change, e.g., underlying material condition, rot:                                                                       |                                                                                                                                                                       |                                                                                                                               |                |
| <b>I. TRIM WORK</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES |                                                                                                                                                                       |                                                                                                                               |                |
| Type of work:                                                                                                                                   | <input type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration                                                                                             |                                                                                                                               |                |
| Location (Attach diagram & pictures):                                                                                                           |                                                                                                                                                                       |                                                                                                                               |                |
| Existing Material:                                                                                                                              |                                                                                                                                                                       | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                |
| Type of Material to be used:                                                                                                                    |                                                                                                                                                                       |                                                                                                                               |                |
| Dimensions:                                                                                                                                     |                                                                                                                                                                       |                                                                                                                               |                |
| Reason for repair or alteration (change of material or design):                                                                                 |                                                                                                                                                                       |                                                                                                                               |                |
| <b>J. MASONRY</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES          |                                                                                                                                                                       |                                                                                                                               |                |
| Type of work:                                                                                                                                   | <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing |                                                                                                                               |                |
| Location (Attach diagram & pictures):                                                                                                           |                                                                                                                                                                       |                                                                                                                               |                |
| <b>Existing Masonry</b>                                                                                                                         |                                                                                                                                                                       | <b>Proposed Masonry</b>                                                                                                       |                |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                   |                                                                                                                                                                       |                                                                                                                               |                |
| Existing Material:                                                                                                                              |                                                                                                                                                                       | Proposed Materials:                                                                                                           |                |
| Existing mortar:                                                                                                                                | Joints:                                                                                                                                                               | Mortar to be used:                                                                                                            | Mortar joints: |
| Other / Additional Notes:                                                                                                                       |                                                                                                                                                                       |                                                                                                                               |                |
| Unpainted masonry cannot be painted.                                                                                                            |                                                                                                                                                                       |                                                                                                                               |                |
| <b>Existing Chimney</b>                                                                                                                         |                                                                                                                                                                       | <b>Proposed Chimney</b>                                                                                                       |                |
| Show location and document conditions with photographs                                                                                          |                                                                                                                                                                       | <input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap                    |                |
| Indicate the reason for change and materials:                                                                                                   |                                                                                                                                                                       |                                                                                                                               |                |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>K. FENCE OR WALL</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                          |
| Type of work: <input type="checkbox"/> New <input type="checkbox"/> Repair % of structure ____ <input checked="" type="checkbox"/> Replace In kind ____   Different in style or material <input checked="" type="checkbox"/> X                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                          |
| Location (include survey showing location, setbacks and height) western property line of backyard - roughly 60 linear feet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                          |
| Material: Polyvinyl (to match existing modern fencing on both properties)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input checked="" type="checkbox"/> Not Sure |
| Height: 4'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                          |
| Describe the style: 6' straight sections of dog-ear top pickets, 4" x 4" posts with flat caps -- to match existing fence on the eastern property line of 113 Tazewell (See attached photo & specs of Digger Specialties, Inc. "Sterling" Vinyl Picket Fence which is available through Onancock Building Supply).                                                                                                                                                                                                                                                                                                     |                                                                                                                                          |
| 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. |                                                                                                                                          |
| Applicant's signature: <u>JOHN D</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Date: <u>2/7/2023</u>                                                                                                                    |



## Owner Affidavit for Permission to Represent

Planning & Zoning Department

757-331-3259 x24

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 9/2022

|            |  |
|------------|--|
| Taxes      |  |
| Violations |  |
| Fee        |  |
| Decision   |  |

Use this form to give permission for a contractor, architect or other individual to represent the owner of a property in matters within the Town of Cape Charles.

### Property Information

Subject Property Street Address: 113 Tazewell Avenue

Subject Property Tax Map #: 083A30205001

### Owner Information

Owner's name: Kimberly S. Abod

Mailing address: 612 Innsbruck Avenue, Great Falls, VA 22066

Phone number: 301-452-1746 Email: kimabod@gmail.com

I hereby give authority to the following representatives to act on my behalf on the following matter:

Zach Annon & Claudine Pierce

### Representative Information

Name: Zach Annon, Annon Construction Company, Inc.

Mailing address: P.O. Box 475, Cheriton, VA 23316

Phone number: 757-678-7385 Email: ztannon@gmail.com

☒ to file documents on my behalf ☒ to represent me in meetings with Town officials

### Representative Information

Name: Claudine Pierce, Peacock Cottage

Mailing address: 10 Tazewell Avenue, Cape Charles, VA 23310

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

☒ to file documents on my behalf ☒ to represent me in meetings with Town officials

Signature of owner: [Signature] Date: 2/7/2023

State of Virginia, County of Loudoun

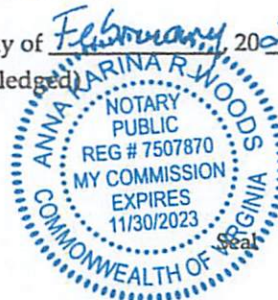
The foregoing instrument was acknowledged before me this 7 day of February, 2023, by

Kimberly S. Abod (name of person acknowledged)

Signature of Notarial Officer: [Signature]

Notary Registration number: 17507870

My commission expires: Nov. 30, 2023





# 113 TAZEWELL AVENUE - NEW FENCE PROPOSAL for 111/113 Tazewell Avenue backyard shared property line

## GENERAL NOTES:

1. THE PROPERTY SHOWN HEREON APPEARS TO FALL INSIDE ZONE AE (EL 9) (SPECIAL FLOOD HAZARD AREAS SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD) AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP (F.I.R.M.) FOR NORTHAMPTON COUNTY, VIRGINIA, COMMUNITY PANEL NO. 510106 0295 E, EFFECTIVE DATE: AUGUST 28, 2008. FLOOD ZONE DETERMINATION IS BASED ON F.I.R.M. AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL TO CONFIRM THE ABOVE INFORMATION. FLOOD ZONE INFORMATION WAS SCALED FROM F.E.M.A. F.I.R.M. EASTERN SHORE SURVEYORS IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON.

2. THIS PROPERTY IS DESIGNATED AS TAX PARCEL(S):  
083A30205001
3. CURRENT OWNER(S): KIMBERLY S. ABOD
4. SOURCE DEED(S): INSTR. NO. 090002544
5. SOURCE PLAT(S): D.B. 65, P. 183 - PLAT

## LEGEND & ABBREVIATIONS:

|         |                     |
|---------|---------------------|
| AC.     | ACRES               |
| CONC    | CONCRETE            |
| D.B.    | DEED BOOK           |
| E       | EAST                |
| (F)     | FOUND               |
| FR      | FRAME               |
| INSTR.  | INSTRUMENT          |
| L/P     | LIGHT POLE          |
| N       | NORTH               |
| NO.     | NUMBER              |
| P.      | PAGE                |
| R/W     | RIGHT-OF-WAY        |
| S       | SOUTH               |
| (S)     | SET                 |
| SQ. FT. | SQUARE FEET         |
| STY     | STORY               |
| W       | WEST                |
| — T —   | OVERHEAD TELEPHONE  |
| — TV —  | OVERHEAD TELEVISION |

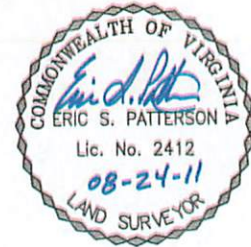
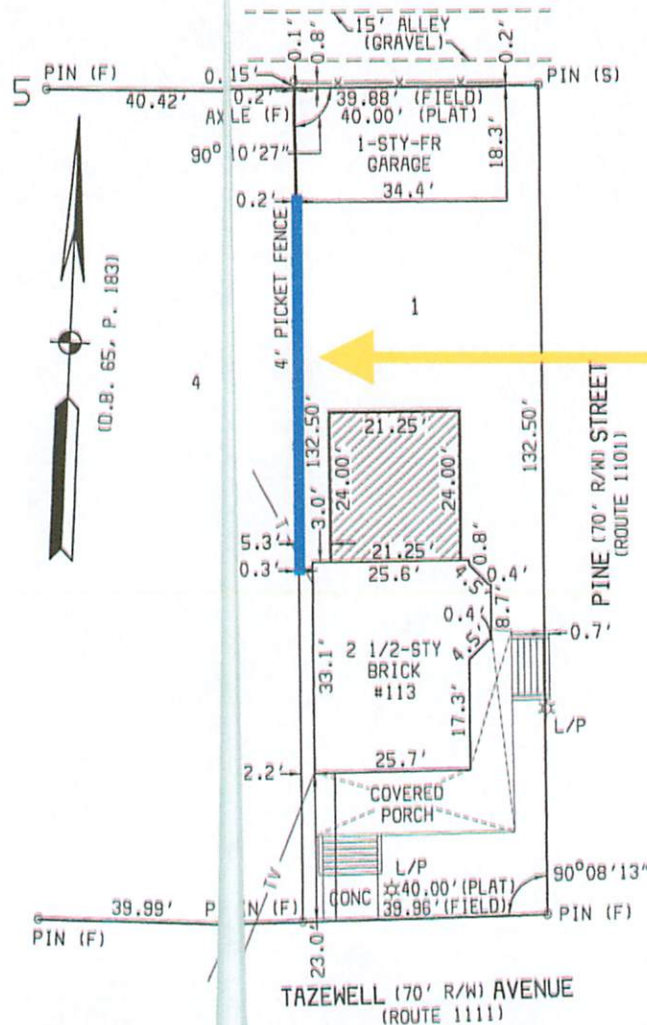
## AREA SCHEDULE:

5,293 SQ. FT. / 0.1215± AC.±

1114-01

INDEXED BY:

F.B. 93, P. 79 ; REF - 8232-00, 8232-01, 1048-00



Blue line denotes  
section of fence  
to be replaced

## SITE PLAN

OF  
LOT 1  
BLOCK 5  
SEA COTTAGE ADDITION  
TO  
TOWN OF CAPE CHARLES, VIRGINIA  
CAPE CHARLES  
NORTHAMPTON COUNTY, VIRGINIA  
FOR  
KIMBERLY S. ABOD

SCALE: 1" = 20' AUGUST 23, 2011



300 EAST MAIN STREET, SUITE 370  
NORFOLK, VIRGINIA 23510-1769  
757-442-4418

CAPE CHARLES

**From:** Norm Mitchell norm\_and\_cindy@yahoo.com  
**Subject:** Re: Fence between 111 & 113 Tazewell  
**Date:** February 5, 2023 at 2:46 PM  
**To:** Kim Norris Abod kimabod@gmail.com  
**Cc:** N. and C. Mitchell norm.cindy.111@gmail.com



On Sunday, February 5, 2023, 02:21:50 PM EST, N and C Mitchell <norm.cindy.111@gmail.com> wrote:

Kim,

We are very pleased to hear that you hope to soon have approval for the replacement of the old rotten wood fencing between our properties on Tazewell Ave. We agree that this new fencing will be positioned exactly where the existing fencing between our properties sits now.

It's our understanding that this new fencing will be very similar in appearance to the existing fencing on the Eastern side of your property and constructed of same or similar material.

Once again, we support and approve of your plans to replace the existing fencing between our properties.

Thank you,  
Norm and Cindy Mitchell  
111Tazewell Ave.  
Cape Charles,VA

*Email from property owners @  
111 Tazewell authorizing the  
fence replacement.*



**113 TAZEWELL AVENUE - NEW FENCE PROPOSAL**  
for 111/113 Tazewell Avenue backyard shared property line

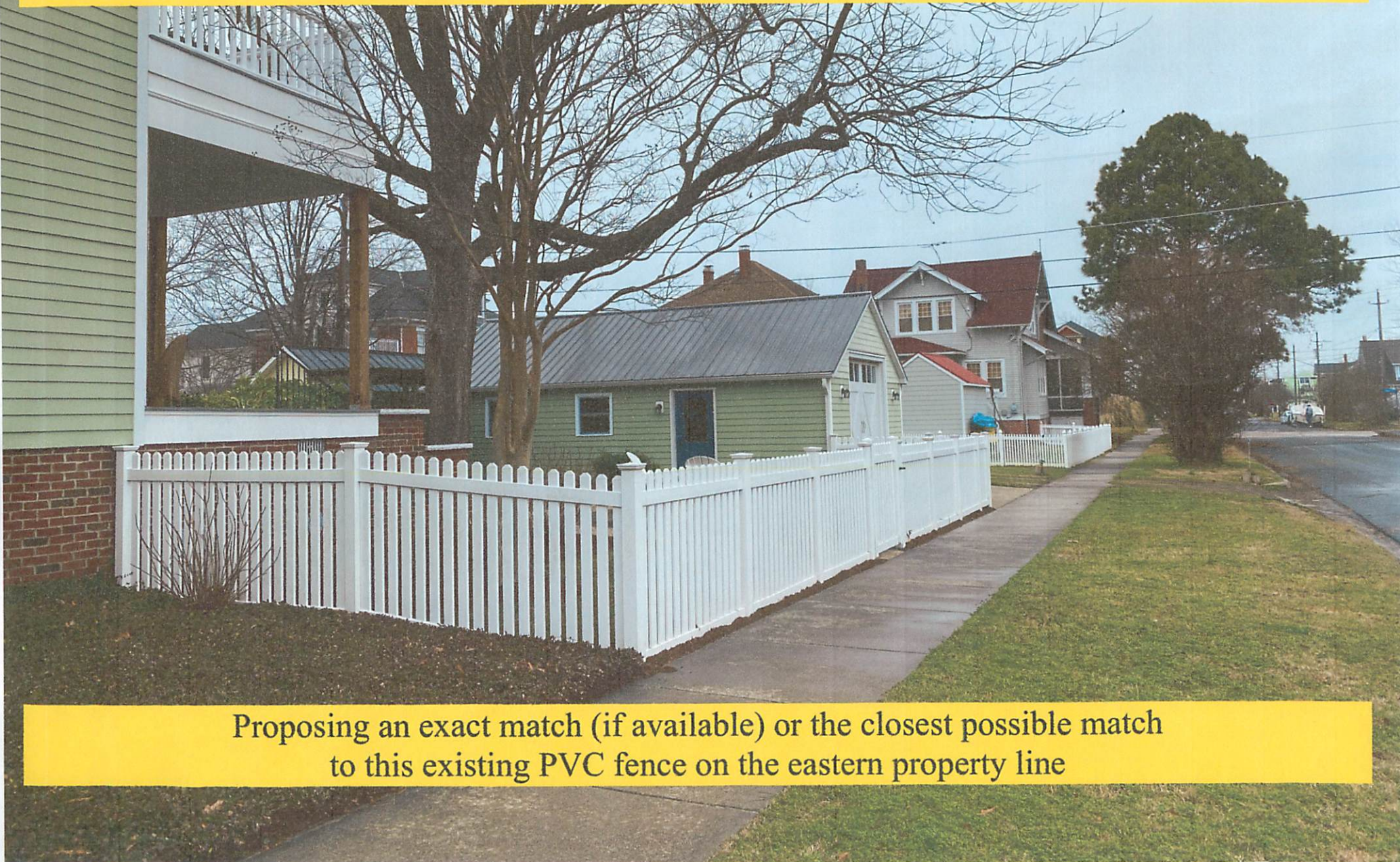


rotting wood and  
peeling paint

**Proposing to match the existing PVC fence on the east side of 113 Tazewell Avenue**



**113 TAZEWELL AVENUE - NEW FENCE PROPOSAL**  
for 111/113 Tazewell Avenue backyard shared property line



Proposing an exact match (if available) or the closest possible match  
to this existing PVC fence on the eastern property line



WHERE TO BUY ([HTTPS://WWW.DIGGERSPECIALTIES.COM/WHERE-TO-BUY/](https://www.diggerspecialties.com/where-to-buy/)) | NEWS ([HTTPS://WWW.DIGGERSPECIALTIES.COM/OUR-COMPANY/NEWS/](https://www.diggerspecialties.com/our-company/news/))  
| FREQUENTLY ASKED QUESTIONS ([HTTPS://WWW.DIGGERSPECIALTIES.COM/WHY-DSI/FAQ/](https://www.diggerspecialties.com/why-dsi/faq/))  
| AIA COURSES ([HTTPS://WWW.DIGGERSPECIALTIES.COM/TRADE-RESOURCES/ARCHITECT-OR-SPECIFIER/AIA-COURSES/](https://www.diggerspecialties.com/trade-resources/architect-or-specifier/aia-courses/))  
| PRODUCT OWNERS ([HTTPS://WWW.DIGGERSPECIALTIES.COM/PRODUCT-OWNERS/](https://www.diggerspecialties.com/product-owners/))  
| PRODUCT RESOURCES ([HTTPS://WWW.DIGGERSPECIALTIES.COM/PRODUCT-RESOURCES/](https://www.diggerspecialties.com/product-resources/))  
| TRADE RESOURCES ([HTTPS://WWW.DIGGERSPECIALTIES.COM/TRADE-RESOURCES/](https://www.diggerspecialties.com/trade-resources/)) LOGIN



(<https://www.diggerspecialties.com/>)

PRODUCTS ([HTTPS://WWW.DIGGERSPECIALTIES.COM/PRODUCTS/](https://www.diggerspecialties.com/products/)) > FENCING ([HTTPS://WWW.DIGGERSPECIALTIES.COM/PRODUCTS/FENCING-2/](https://www.diggerspecialties.com/products/fencing-2/)) > VINYL FENCING ([HTTPS://WWW.DIGGERSPECIALTIES.COM/PRODUCTS/FENCING-2/VINYL-FENCING/](https://www.diggerspecialties.com/products/fencing-2/vinyl-fencing/)) > PICKET FENCING ([HTTPS://WWW.DIGGERSPECIALTIES.COM/PRODUCTS/FENCING-2/VINYL-FENCING/PICKET-FENCING/](https://www.diggerspecialties.com/products/fencing-2/vinyl-fencing/picket-fencing/)) > STERLING VINYL PICKET FENCE

STERLING VINYL PICKET FENCE



Resources (<https://www.diggerspecialties.com/product-resources/sterling-resources/>)

*Zach Annon confirmed  
available through  
OBS*

|                 |                                        |
|-----------------|----------------------------------------|
| Heights:        | 36", 42", 48"                          |
| Sections:       | 6' Centers (Straight, Concave, Convex) |
| Post:           | 4" x 4" (.160" Wall)                   |
| Post Caps:      | Gothic (Standard), Ball (Optional)     |
| Rails:          | 1 3/4" x 3 1/2"                        |
| Pickets:        | 7/8" x 3"                              |
| Picket Spacing: | 1 3/4"                                 |





## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 21, 2023

Item #: 7B (1) – 624 Jefferson Avenue

Prepared by: Tracy Outten, Planning Technician

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

---

**APPLICANT:** Kerry Shackelford

**TYPE OF APPLICATION:** Modification of a Certificate of Appropriateness approved on January 17, 2023

**SITE ADDRESS:** 624 Jefferson Avenue

**WORK TO BE PERFORMED:** Restore original exterior including replacing and elevating the foundation, and to install a fence

**TAX MAP:** 83A1-1-124A

**CURRENT ZONING:** Residential (R-1)

**LOT SIZE:** 4,200 sq. ft.

**HISTORIC REGISTER:** Contributing Structure  
*Description: Ca. 1910, Folk Victorian*

**DATE APPLICATION RECEIVED:** February 6, 2023

**PRE-APPLICATION MTG:** March 21, 2023

**DATE APPLICATION DEEMED COMPLETE:** February 7, 2023

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** April 10, 2023

---

The applicant is seeking to modify an approved Certificate of Appropriateness to renovate the exterior of the two-story home because once work started on the home it was discovered that the foundation needed to be replaced not just repaired. Since that will need to be done the applicant would like to elevate the structure by 16" and this require the front porch to be completely replaced. Also, this application is to install a 4 ft. wooden picket fence along the North side of the property.

### AERIAL MAP



## **PROPOSED ELEVATION**



### **MATERIALS:**

Foundation: CMU with a parged coating

Front Porch: Ceiling: Beaded Wood; Flooring: Wood Tongue & Groove; Columns: Square Wood;

Steps: Wood frame with Wood Tongue & Groove; Railings: Wood Richmond Style

Fence: Treated Pine – Pickets: 2-1/2”, Rails: 2” x 4”; Post: 4x4

## **STAFF ANALYSIS**

### **ZONING COMPLIANCE**

The property is a legal, conforming use and this application is in compliance with the zoning ordinance. The fence meets the requirements of Cape Charles Zoning Ordinance Section 4.2 (G) in terms of height and location on the property relative to property lines.

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 OVERLAY DESIGN GUIDELINES:**

*Page 5-11: 5.3.2 Other Masonry Features - Foundations*

*Pages 5-15 to 5-18: 5.4.2 Porches*

*Page 9-3: Fences & Freestanding Walls – 9.2 (2)*

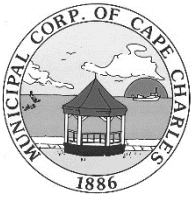
### **STAFF RECOMMENDATION:**

Staff is requesting the Historic District Review Board to review the application and determine if the materials proposed, and the work proposed is in keeping with the Guidelines of the Historic District.

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

### **Attachments:**

Attachment 1 – Application and Documents (including the previously approved January 2023 Certificate of Appropriateness)



# Certificate of Appropriateness Application

## Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x24

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 01/2023

Taxes



Violations



Fee



Decision

### PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\***, such as exterior maintenance and repair, replacement of missing or broken windowpanes roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work**, such as new construction of a new building or a new permanent accessory building, relocation or demolition, any alteration of the architectural style of a structure or its significant architectural elements, modifications, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- ☐ A) Zoning Clearance Application      ☐ B) Photos of existing condition      ☐ C) Owner Permission Affidavit  
☐ D) Payment of COA Fee (Minor \$150 and Major \$500)      ☐ E) Tree Permit Application

Owner signature:

*Kerry Shackelford*

Date: 2/6/23

### PART 2: PROPERTY INFORMATION

Property Address: 624 Jefferson

Tax Map #:

Is there an active Certificate of Appropriateness on this property? ☐ No      ☒ Yes 1/18/23 Date

Zoning District:

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Ware Neck Properties

Mailing Address: P.O. Box 911 Williamsburg VA 23187

Phone Number: 757-650-7277

Email: [Kerrymrcm@gmail.com](mailto:Kerrymrcm@gmail.com)

### PART 4: APPLICANT INFORMATION

☒ Check here if applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: Kerry Shackelford

Mailing Address: P.O. Box 911 Williamsburg, VA 23187

Phone Number: 757-650-7277

Email: [Kerrymrcm@gmail.com](mailto:Kerrymrcm@gmail.com)



**PART 5: PROJECT INFORMATION**

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):

We plan to replace the foundation and elevate the structure by 16". This will require the replacement of the front porch and the addition of railings. We will also add a fence down the North side of the structure.

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

☐ Addition    ☐ Doors    ☐ Windows    ☒ Masonry    ☒ Porch Flooring    ☐ Roofs    ☐ Siding    ☒ Steps/Stoop & Railings  
☐ Trim Work    ☒ Fence or Wall    ☐ Partial demolition    ☐ Other:

**A. ADDITION** ☒ **Not applicable**      **SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

|          |                  |            |                       |
|----------|------------------|------------|-----------------------|
| Stories: | Building height: | Footprint: | Gross square footage: |
|----------|------------------|------------|-----------------------|

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF** ☒ **Not applicable**      **SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: ☐ New    ☐ Repair % of roof structure \_\_\_\_    ☐ Reroofing: In kind \_\_\_\_ Different in style or material \_\_\_\_  
☐ Add/Repair Gutters and downspouts    ☐ Solar Panels

Location (Pictures of existing condition):

| Existing Roof                                                                                                                 | Proposed Roof       |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                     |
| Existing Material:                                                                                                            | Proposed Materials: |
| Other / Additional Notes:                                                                                                     |                     |

**C. DOORS** ☒ **Not applicable**      **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_ Removed: \_\_\_\_  
 Repaired: \_\_\_\_ Replaced: In kind \_\_\_\_ Different in style or material \_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

| Existing Door                                                                                                               | Proposed Door                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Door 1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Existing Material:                                                                                                          | Proposed Material:                                                                                                                                           |
| Dimensions: Width ____ Height ____                                                                                          | Dimensions: Width ____ Height ____                                                                                                                           |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels):                                     | Configuration with picture (i.e., glass panes, divisions, decorative details & panels):                                                                      |

Indicate the reason for change:

|                                                                                                                                                                                                                                               |                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D. WINDOWS</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                                                 |                                                                                                                                                              |
| Number of windows to be: Added: _____ Removed: _____<br>Repaired: _____ Replaced: In kind _____ Different in style or material _____                                                                                                          |                                                                                                                                                              |
| Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.                                                                                                                               |                                                                                                                                                              |
| <b>Existing Windows</b>                                                                                                                                                                                                                       | <b>Proposed Windows</b>                                                                                                                                      |
| Window1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure                                                                                                                  | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                                                                                                             | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                            |
| Width: _____ Height: _____ Depth: _____                                                                                                                                                                                                       | Width: _____ Height: _____ Depth: _____                                                                                                                      |
| Material: _____                                                                                                                                                                                                                               | Material: _____                                                                                                                                              |
| <b>E. PORCHES</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                                                            |                                                                                                                                                              |
| Work to be done: <input type="checkbox"/> Repair flooring <input type="checkbox"/> Repair ceiling <input type="checkbox"/> Repair columns <input type="checkbox"/> Repair/add skirting                                                        |                                                                                                                                                              |
| Location (Attach pictures for all work; Survey may be requested): Replace front porch                                                                                                                                                         |                                                                                                                                                              |
| <b>Floorboards:</b> Number of boards to be: _____ Repaired _____ Replaced <u>All</u> Altered                                                                                                                                                  |                                                                                                                                                              |
| Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                                                                      | Type of Material to be used:<br><div style="font-size: 2em; text-align: center;">wood</div>                                                                  |
| Existing Material: Concrete                                                                                                                                                                                                                   |                                                                                                                                                              |
| <b>Ceiling:</b> match existing beaded ceiling                                                                                                                                                                                                 |                                                                                                                                                              |
| Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                                                                      | Type of Material to be used:<br><div style="font-size: 2em; text-align: center;">wood</div>                                                                  |
| Existing Material: WOOD                                                                                                                                                                                                                       |                                                                                                                                                              |
| If replacing, indicate the reason for replacement:                                                                                                                                                                                            |                                                                                                                                                              |
| If altering, describe any proposed change (material, size, etc.):<br><div style="font-size: 1.5em; text-align: center;">Existing concrete not original</div>                                                                                  |                                                                                                                                                              |
| <b>F. STEPS/STOOPS/RAILINGS</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                                              |                                                                                                                                                              |
| Number of Steps/Stoops to be: _____ Repaired _____ Replaced <u>All</u> Altered                                                                                                                                                                |                                                                                                                                                              |
| Location (Attach pictures; Survey may be requested): Front                                                                                                                                                                                    |                                                                                                                                                              |
| Existing Material: Block and concrete                                                                                                                                                                                                         | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                     |
| Proposed Material: Wood frame and wood T&G decking painted, running at right angle to the house.                                                                                                                                              |                                                                                                                                                              |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):<br><div style="font-size: 1.2em;">Existing porch will be demolished as part of the foundation work.</div> |                                                                                                                                                              |
| Number of Railings to be: _____ Repaired _____ Replaced <u>All</u> Altered                                                                                                                                                                    |                                                                                                                                                              |
| Location (Attach pictures; Survey may be requested):                                                                                                                                                                                          |                                                                                                                                                              |
| Existing Material: None                                                                                                                                                                                                                       | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                |
| Type of Material to be used: Wood railing, "Richmond Rail" style, painted, square nominal 4" posts on railing as needed.                                                                                                                      |                                                                                                                                                              |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):                                                                                                           |                                                                                                                                                              |

|                                                                                                                                                 |                                                    |                                                                                                                               |                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>G. DECKS &amp; PATIOS</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES      |                                                    |                                                                                                                               |                                                                           |
| <input type="checkbox"/> Deck                                                                                                                   | Length:                                            | Width:                                                                                                                        | Materials:                                                                |
| <input type="checkbox"/> Patio                                                                                                                  | Length:                                            | Width:                                                                                                                        | Materials:                                                                |
| <b>H. SIDING</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES     |                                                    |                                                                                                                               |                                                                           |
| Type of work:                                                                                                                                   | <input type="checkbox"/> Minor Repair              | <input type="checkbox"/> Full Re-Siding (same material)                                                                       | <input type="checkbox"/> Full Re-Siding (Change of material)              |
| Location (Attach diagram & pictures):                                                                                                           |                                                    |                                                                                                                               |                                                                           |
| <b>Existing Siding</b>                                                                                                                          |                                                    | <b>Proposed Siding</b>                                                                                                        |                                                                           |
| Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure                                |                                                    |                                                                                                                               |                                                                           |
| Existing material:                                                                                                                              |                                                    | Proposed material:                                                                                                            |                                                                           |
| Dimensions: Thickness - Width -                                                                                                                 |                                                    | Dimensions: Thickness - Width -                                                                                               |                                                                           |
| Indicate the reason for change, e.g., underlying material condition, rot:                                                                       |                                                    |                                                                                                                               |                                                                           |
| <b>I. TRIM WORK</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES |                                                    |                                                                                                                               |                                                                           |
| Type of work:                                                                                                                                   | <input type="checkbox"/> Minor Repair              | <input type="checkbox"/> Alteration                                                                                           |                                                                           |
| Location (Attach diagram & pictures):                                                                                                           |                                                    |                                                                                                                               |                                                                           |
| Existing Material:                                                                                                                              |                                                    | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                                                                           |
| Type of Material to be used:                                                                                                                    |                                                    |                                                                                                                               |                                                                           |
| Dimensions:                                                                                                                                     |                                                    |                                                                                                                               |                                                                           |
| Reason for repair or alteration (change of material or design):                                                                                 |                                                    |                                                                                                                               |                                                                           |
| <b>J. MASONRY</b> <input type="checkbox"/> Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                     |                                                    |                                                                                                                               |                                                                           |
| Type of work:                                                                                                                                   | <input checked="" type="checkbox"/> New foundation | <input type="checkbox"/> Substantial Reconstruction                                                                           | <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing |
| Location (Attach diagram & pictures):                                                                                                           |                                                    |                                                                                                                               |                                                                           |
| <b>Existing Masonry</b>                                                                                                                         |                                                    | <b>Proposed Masonry</b>                                                                                                       |                                                                           |
| Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure        |                                                    |                                                                                                                               |                                                                           |
| Existing Material: Brick piers and block infill                                                                                                 |                                                    | Proposed Materials: Brick piers with brick infill                                                                             |                                                                           |
| Existing mortar: White Joints: weather                                                                                                          |                                                    | Mortar to be used: white Mortar joints: Weather                                                                               |                                                                           |
| Other / Additional Notes:                                                                                                                       |                                                    |                                                                                                                               |                                                                           |
| Unpainted masonry cannot be painted.                                                                                                            |                                                    |                                                                                                                               |                                                                           |
| <b>Existing Chimney</b>                                                                                                                         |                                                    | <b>Proposed Chimney</b>                                                                                                       |                                                                           |
| Show location and document conditions with photographs                                                                                          |                                                    | <input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap                    |                                                                           |
| Indicate the reason for change and materials:                                                                                                   |                                                    |                                                                                                                               |                                                                           |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>K. FENCE OR WALL</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| Type of work: <input checked="" type="checkbox"/> New <input type="checkbox"/> Repair % of structure ____ <input type="checkbox"/> Replace In kind ____   Different in style or material ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                               |
| Location (include survey showing location, setbacks and height) <b>4' tall fence along the North side</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                               |
| Material: <b>Wood, 2 1/2" pickets pointed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Height: <b>4'</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| Describe the style: <b>Wood pickets placed 2 1/2" apart on wood rails, with nominal 4" posts spaced at 7' apart. Fence will be painted after treated wood seasons.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
| <p>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.</p> <p>Applicant's signature: <u><i>Kerry Shackelford</i></u>                      Date: <u>2/6/23</u></p> |                                                                                                                               |

**PICTURES OF EXISTING CONDITION FRONT (PORCH), SIDE, & BACK:**



## PROPOSED Porch Railings & Pickets:

Image

CAD

SI-61

1-5/16" x 3-1/4"

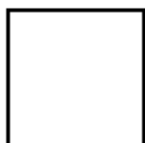
Fir



SI-92

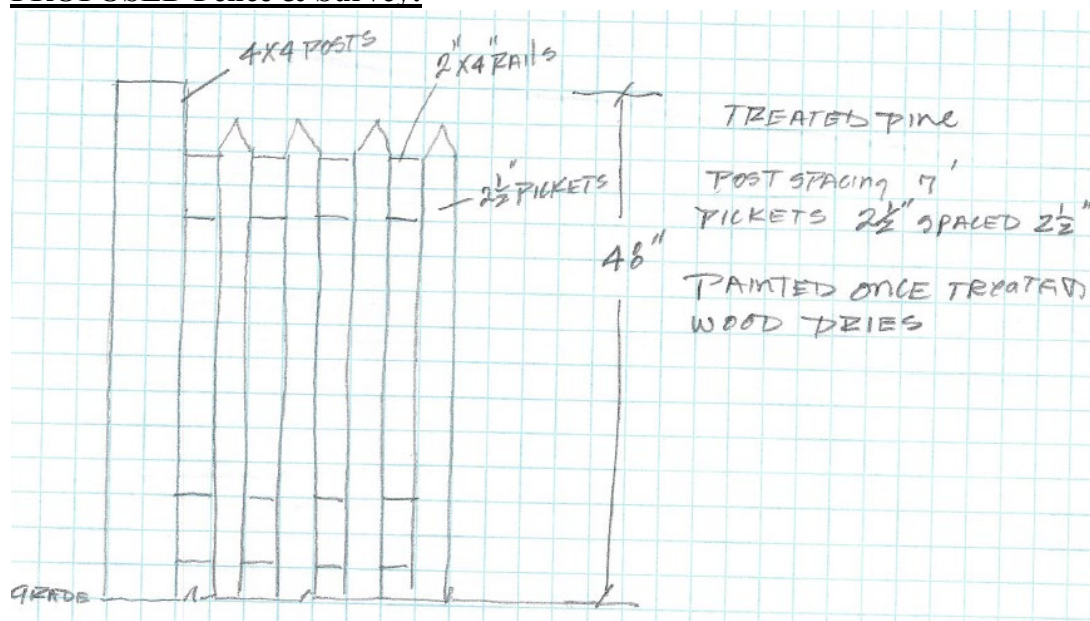
1-5/16" x 3-1/4"

Fir



1" x 1" Square Pickets

## PROPOSED Fence & Survey:

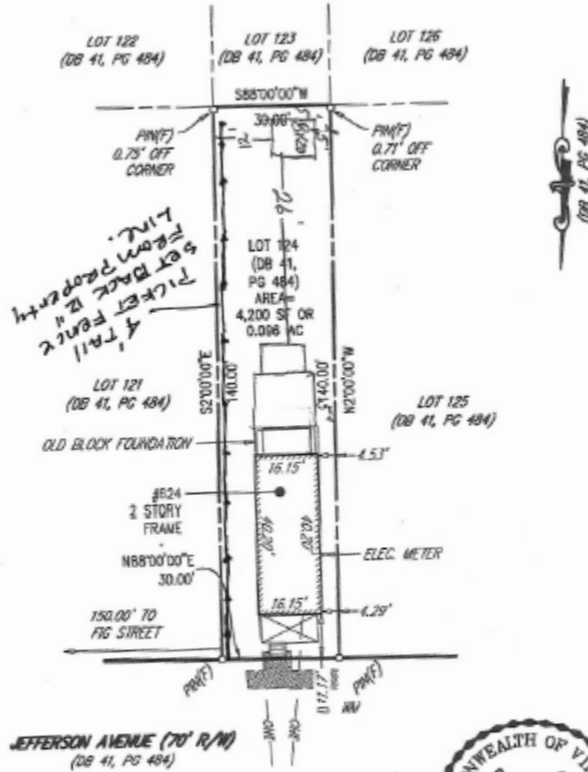




THIS IS TO CERTIFY THAT ON MARCH 29, 2021, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

**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 NFP FIRM FOR CAPE CHARLES, VIRGINIA, COMMUNITY-PANEL NUMBER 5113C0250F, DATED: 03/02/2015. THE PROPERTY FALLS IN FLOOD ZONE "X". THE PROPERTY DOES NOT FALL IN "FLOODPLAINS SUBJECT TO SPECIAL RESTRICTIONS".



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

PHYSICAL SURVEY  
OF  
**LOT 124**  
(DB 41, PG 484)  
CAPE CHARLES DISTRICT  
NORTHAMPTON COUNTY, VIRGINIA  
FOR  
**MATTHEW CLARK**

**MSA, P.C.**

Environmental Sciences • Surveying  
Civil & Environmental Engineering

5032 Route Drive, Suite 100, Virginia Beach, VA 23462  
757-690-8264 (O/G) www.msaonline.com

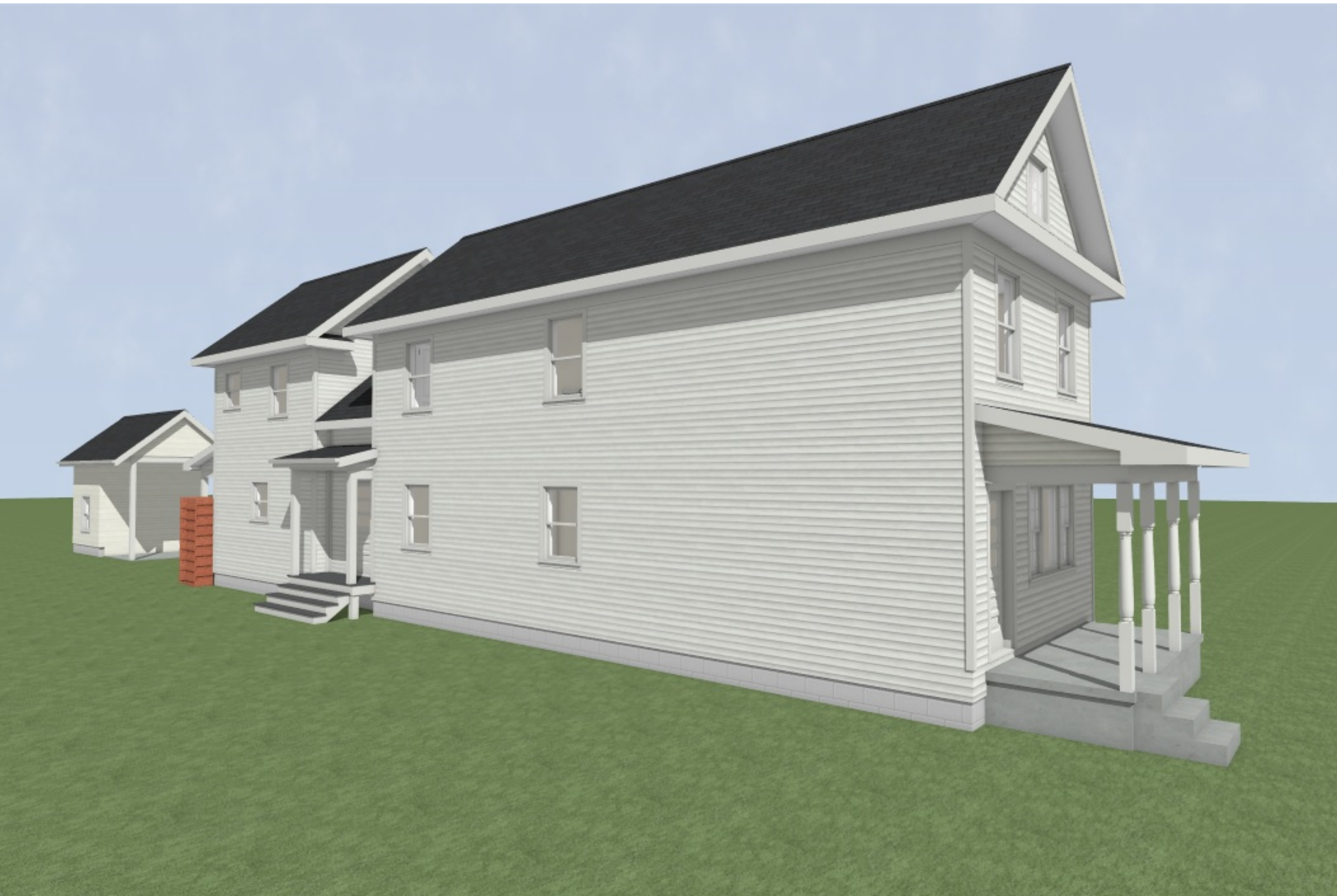
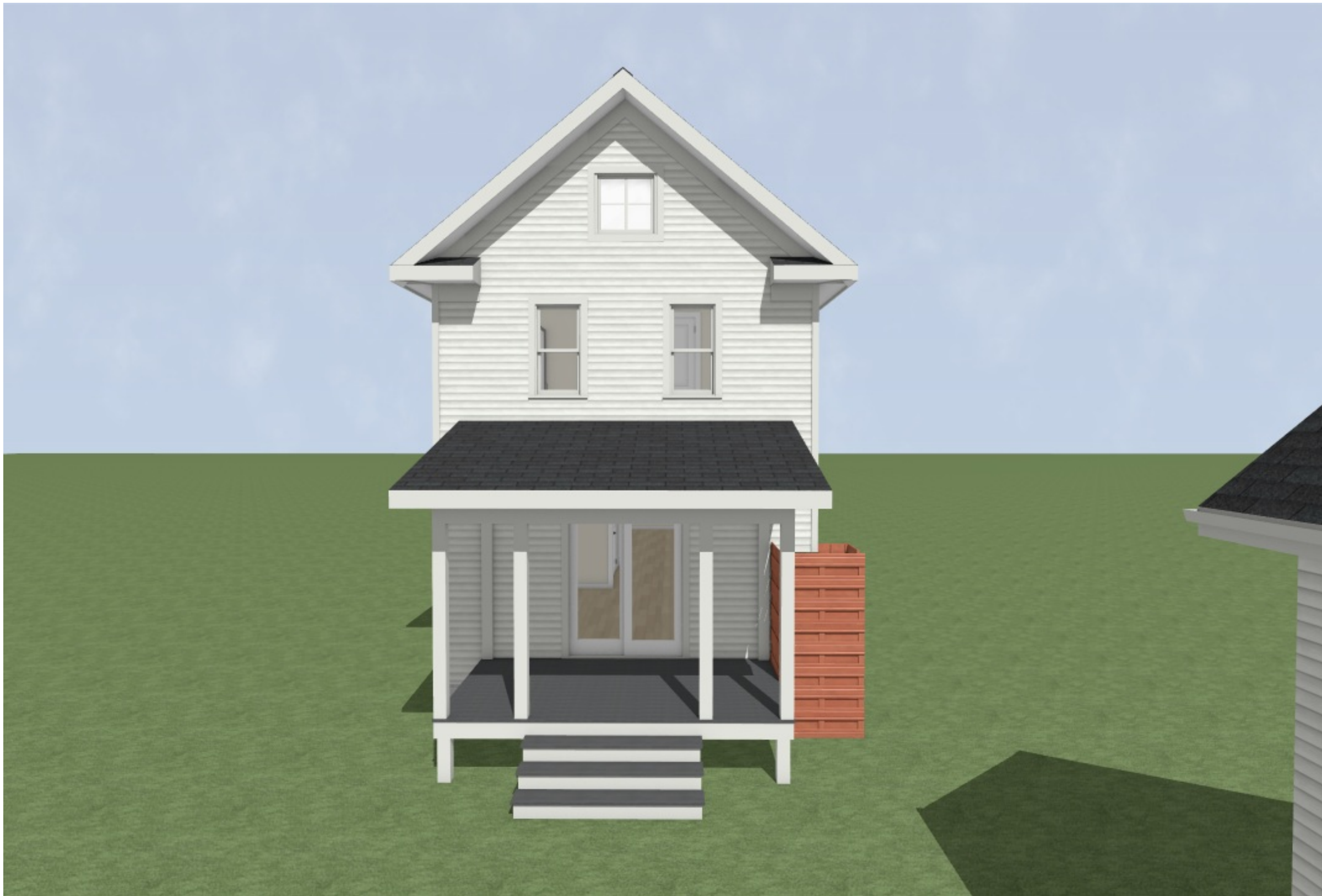


DWN BY: CJS  
FB: 718, PG 74

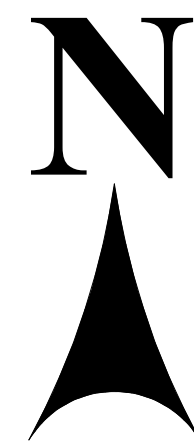
JOB# 21054  
SCALE: 1" = 25'



ADDITIONS & ALTERATIONS  
624 JEFFERSON AVE  
CAPE CHARLES, VA



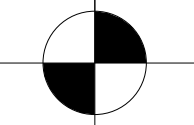
PLAN REFERENCE  
NORTH



ADDITIONS & ALTERATIONS  
624 JEFFERSON AVE  
CAPE CHARLES, VIRGINIA

DESIGN DEVELOPMENT

DRAFTING & DESIGN SERVICES LLC  
desdevelopment@live.com  
www.desdevelopment.net  
757-704-9701



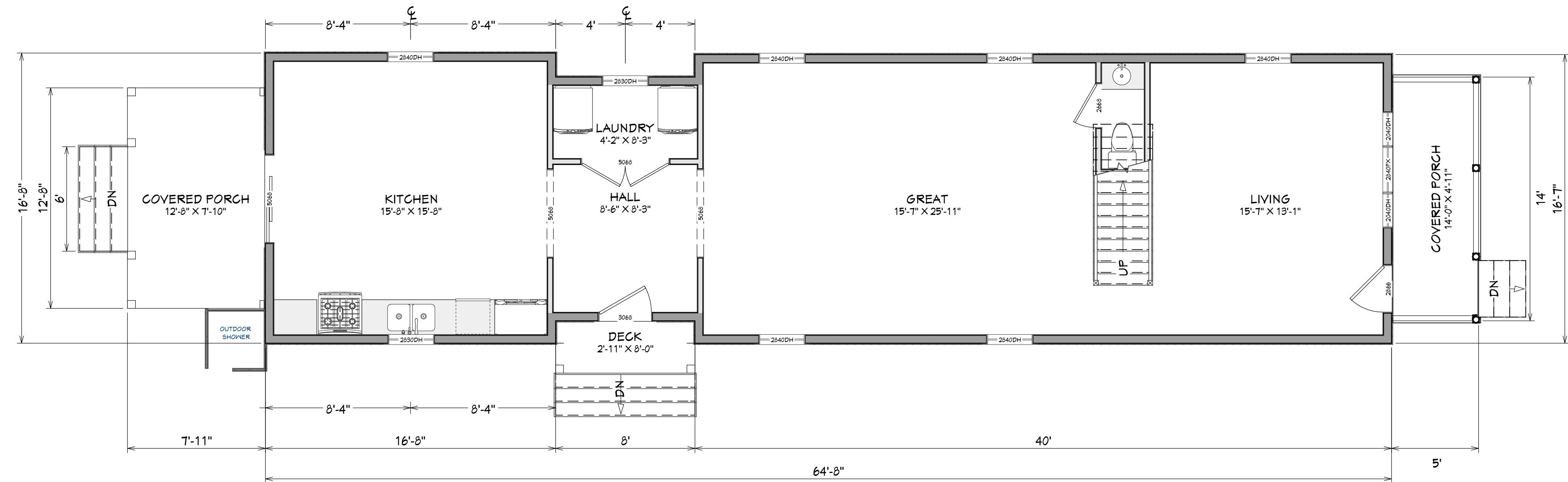
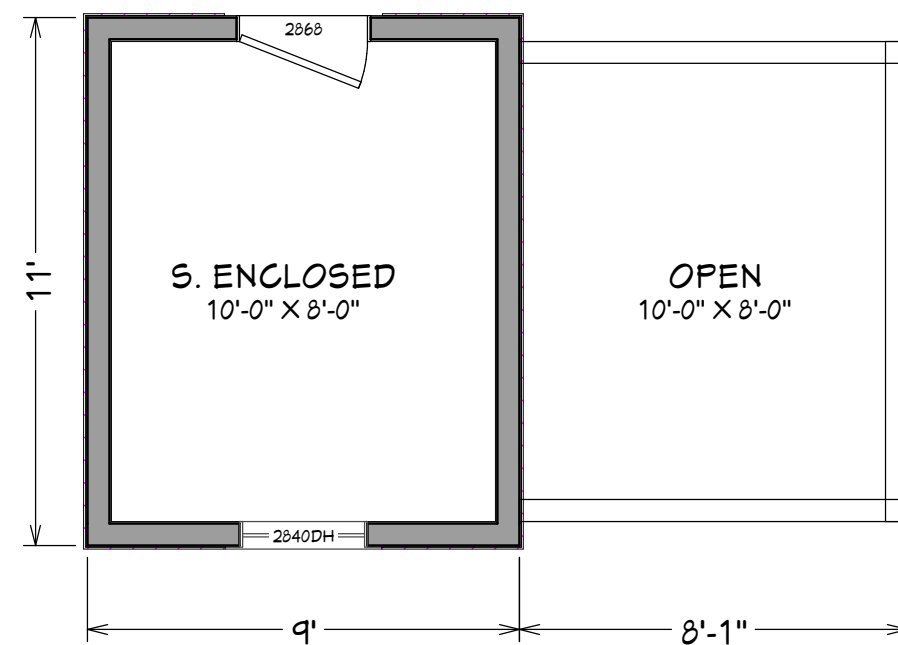
DATE:  
1/26/2023

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

SHEET:

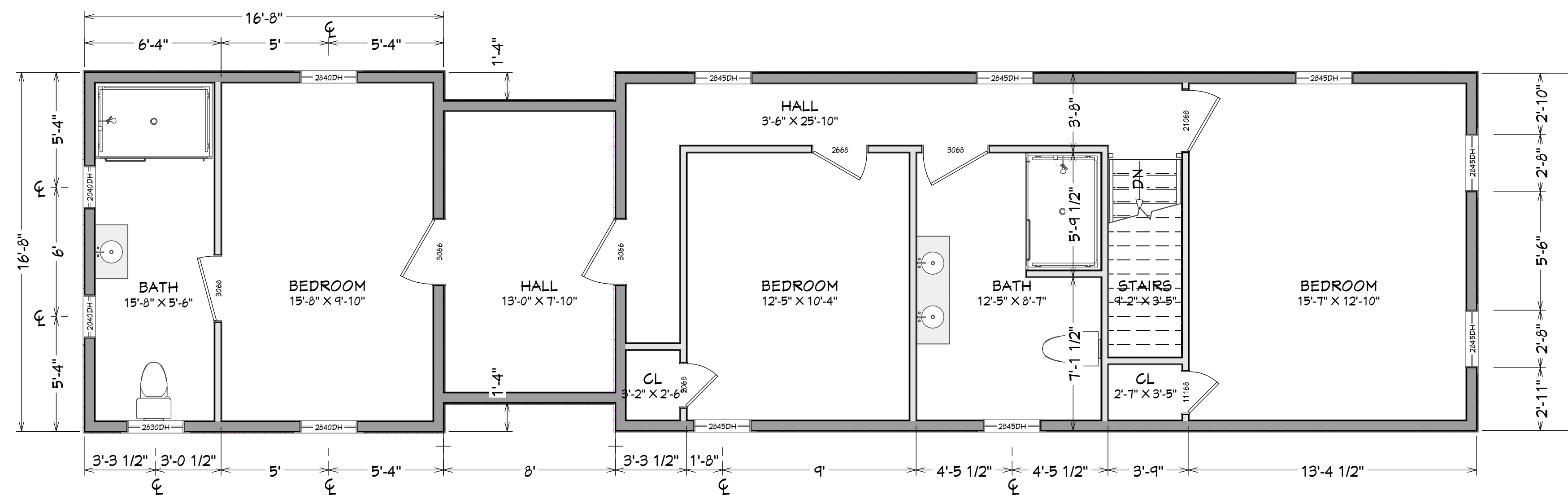
1





FIRST FLOOR PLAN

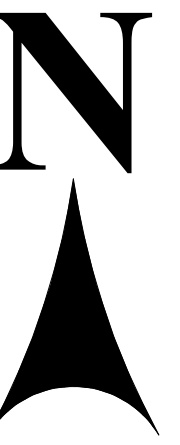
SCALE: 1/4"=1'-0"



SECOND FLOOR PLAN

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

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757-704-9701

DATE:  
1/26/2023

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

SHEET:  
2





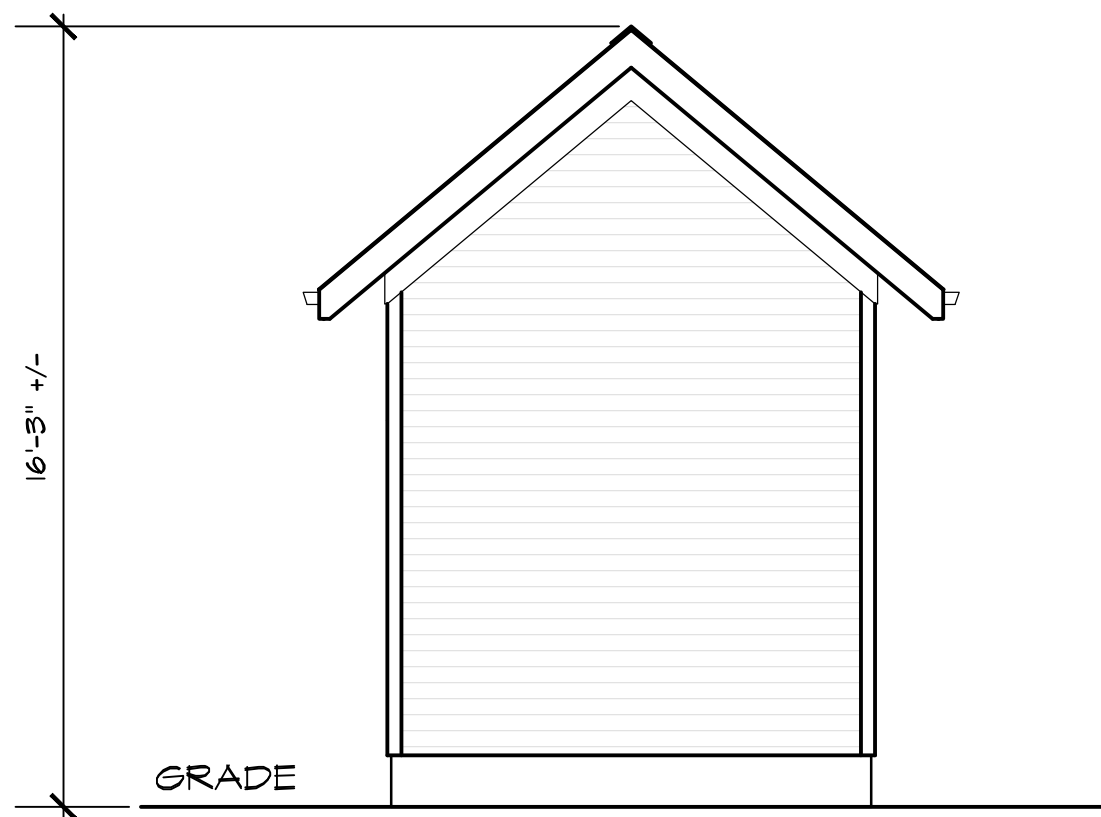
FRONT ELEVATION

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



REAR ELEVATION

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



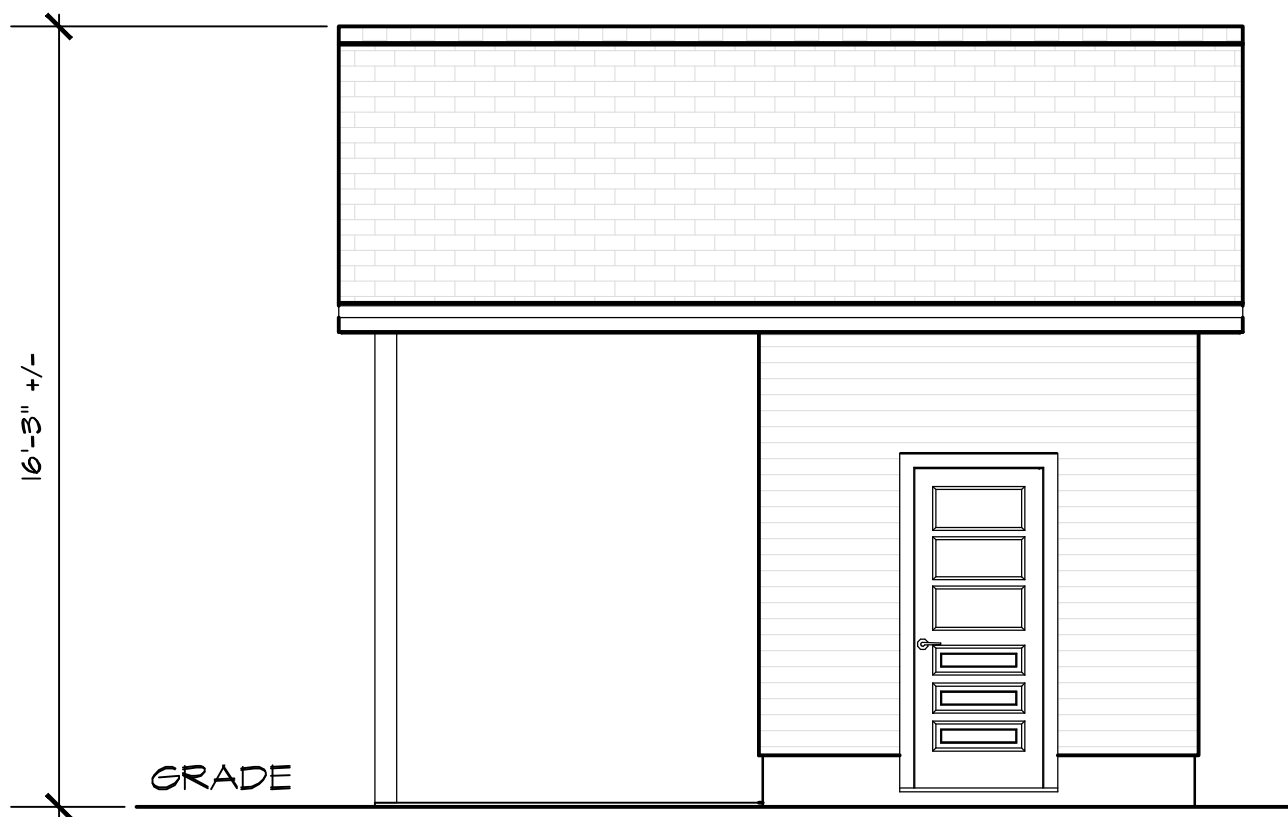
FRONT ELEV. @ STORAGE SHED

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



LEFT SIDE ELEV. @ STORAGE SHED

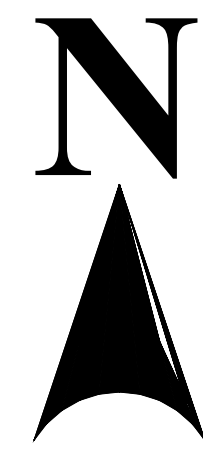
SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEV. @ STORAGE SHED

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

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01/26/2023

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

SHEET:  
3





LEFT SIDE ELEVATION

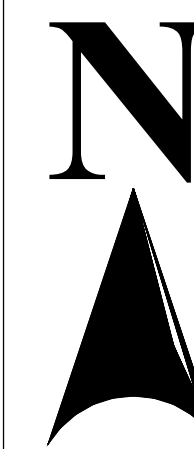
SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION

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

PLAN REFERENCE  
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ADDITIONS & ALTERATIONS  
624 JEFFERSON AVE  
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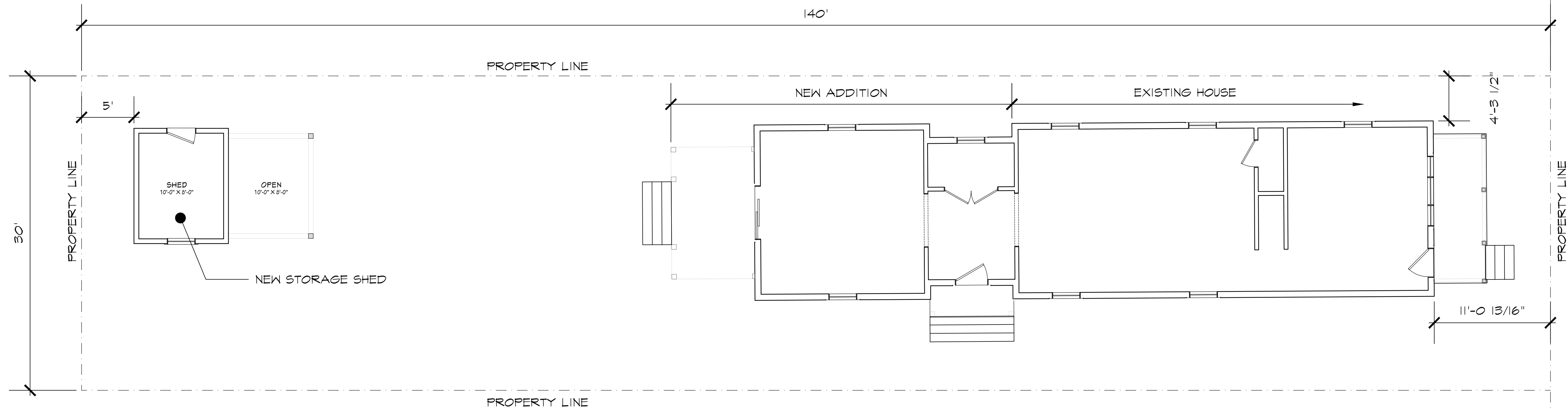
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www.desdevelopment.net  
757-704-5701

DATE:  
01/26/2023

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

SHEET:  
4

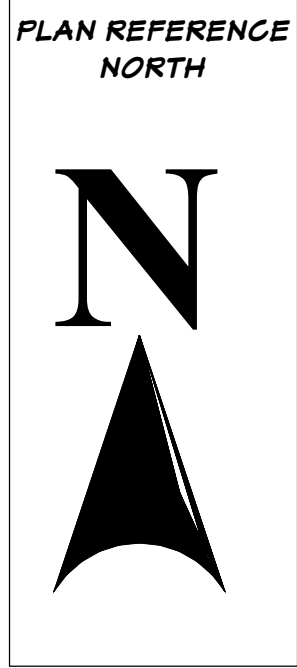




SITE LAYOUT

SCALE: 3/16" = 1'-0"

JEFFERSON AVE.



ADDITIONS & ALTERATIONS  
624 JEFFERSON AVE  
CAPE CHARLES, VIRGINIA

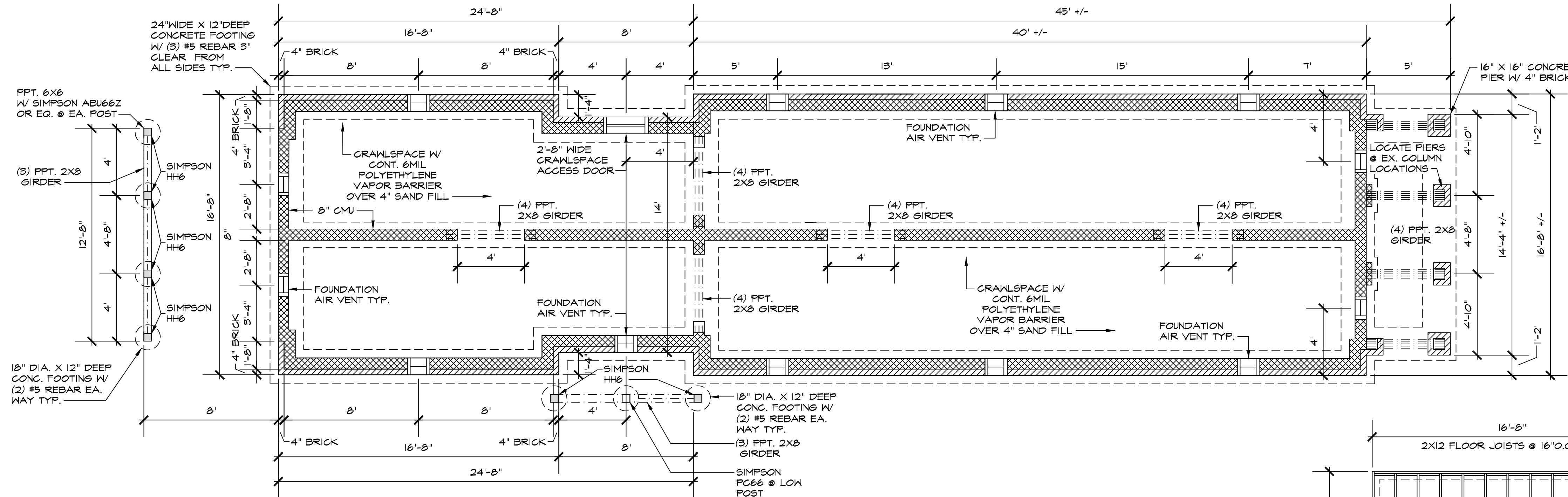
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www.desdevelopment.net  
757-704-5701

DATE:  
01/26/2023

SCALE:  
3/16"=1'-0"

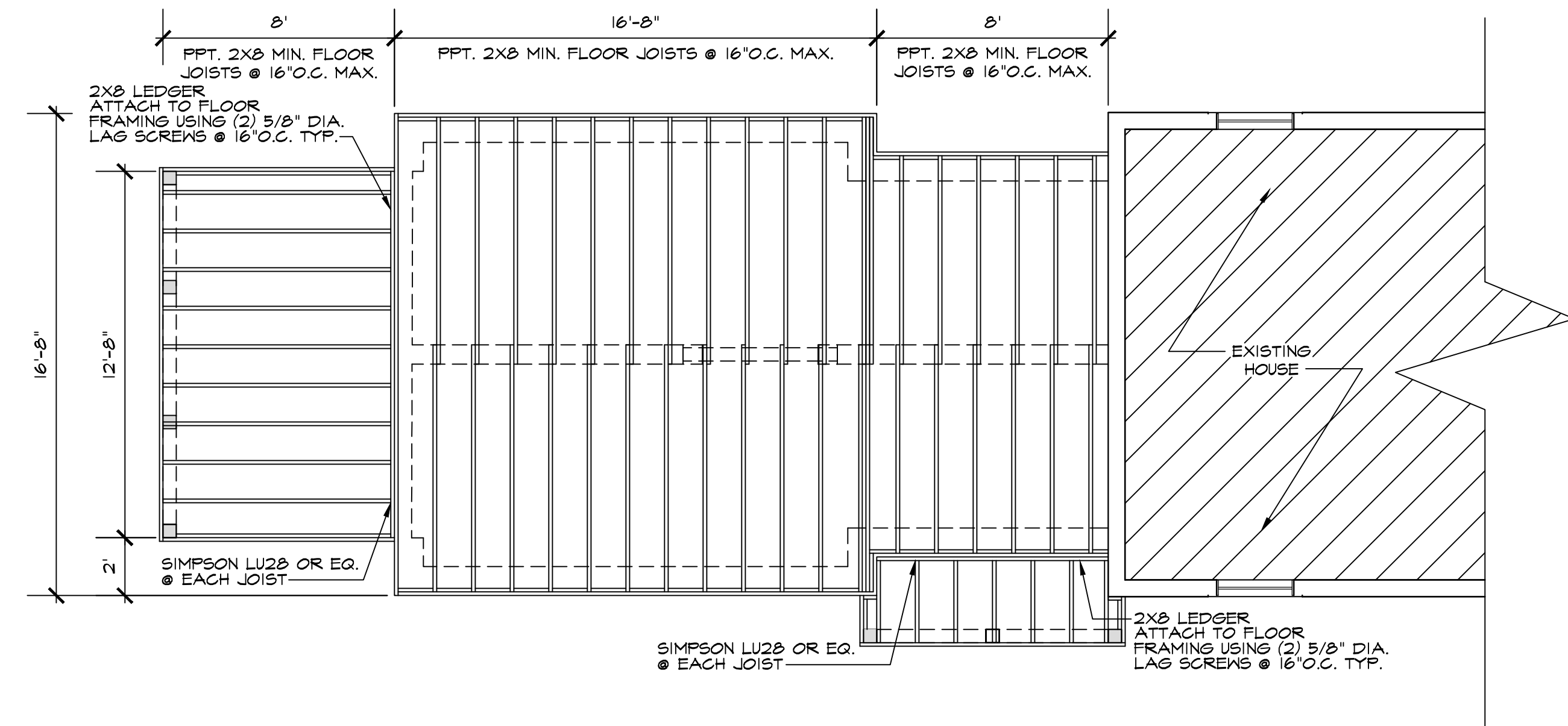
SHEET:  
5





FOUNDATION PLAN

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



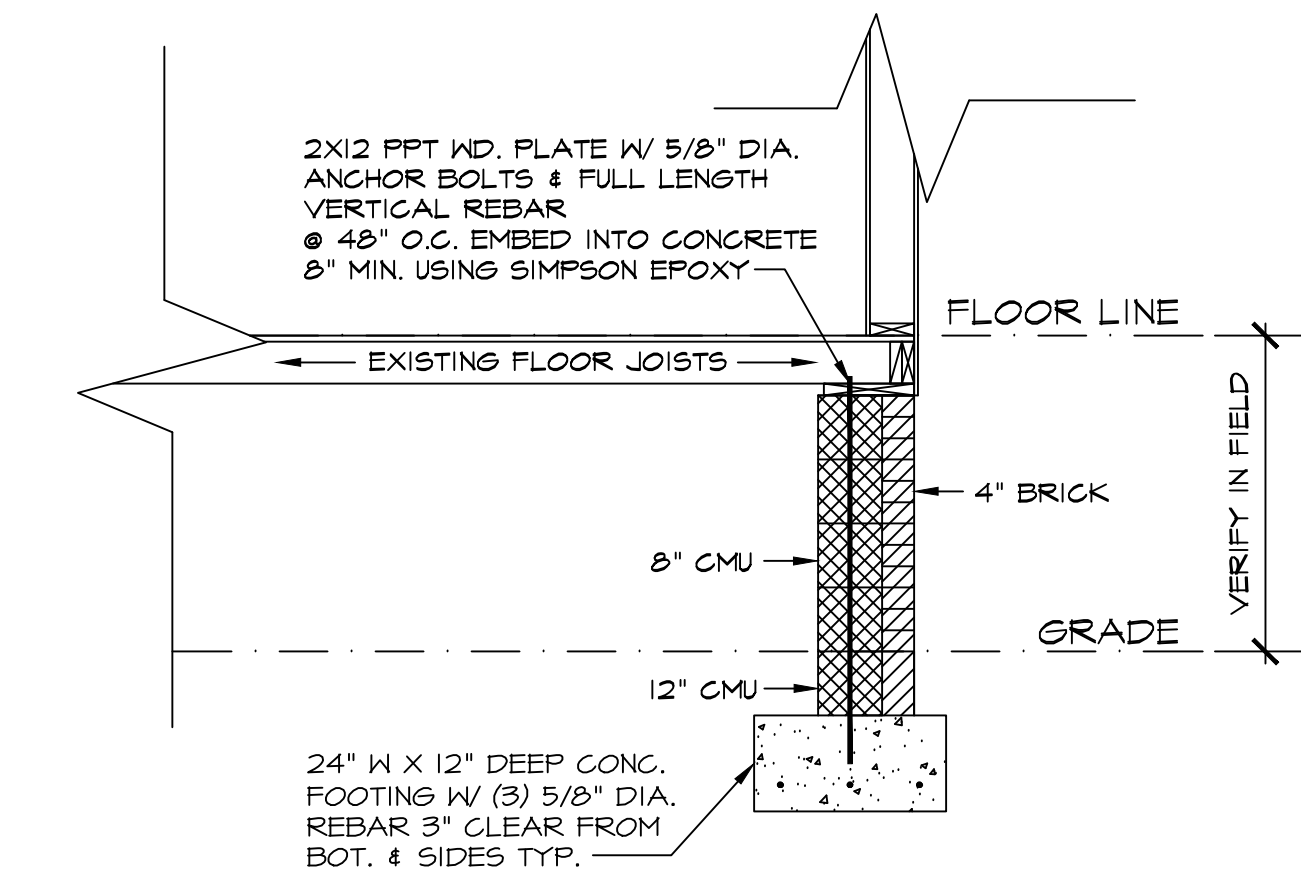
FIRST FLOOR FRAMING PLAN @ NEW ADDITION

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

GENERAL FOUNDATION & FRAMING NOTES

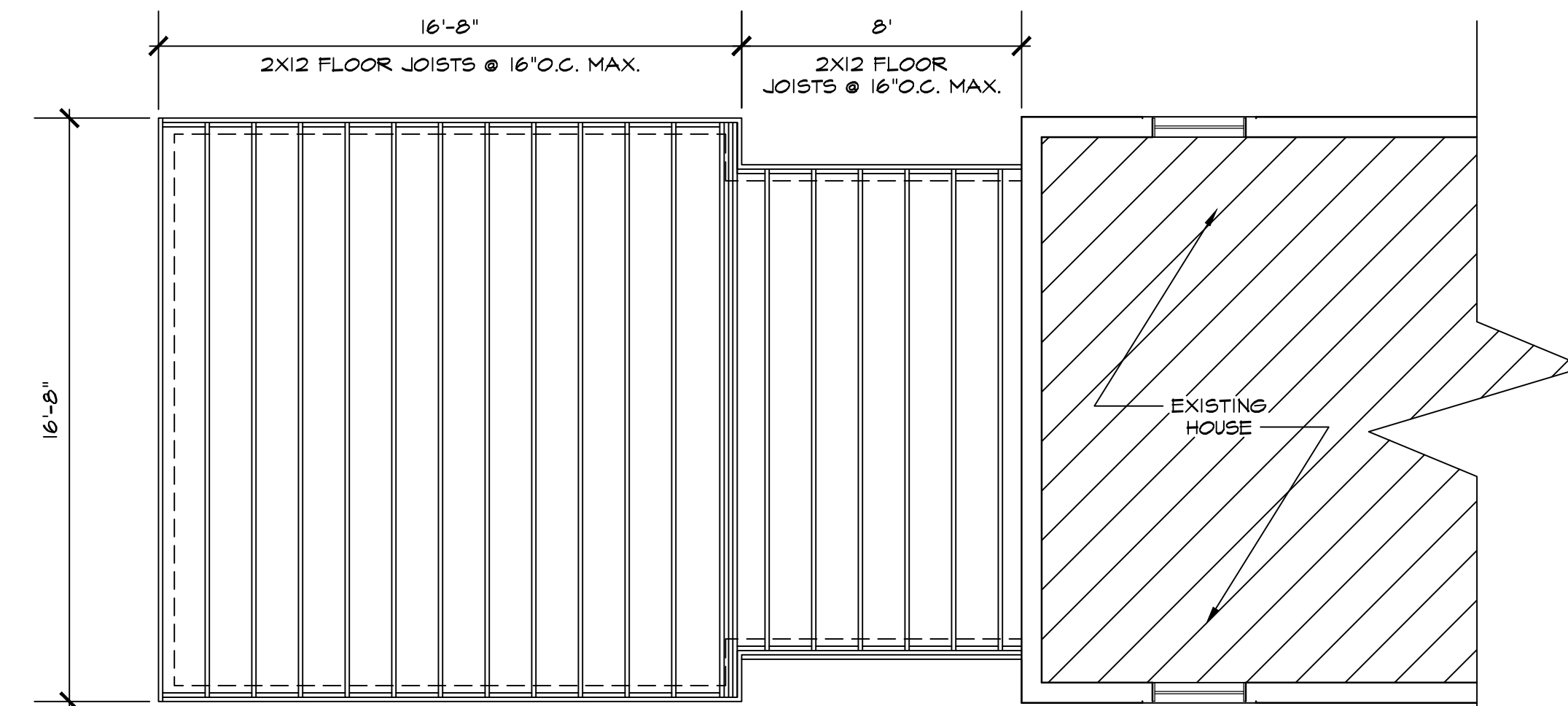
- ALL WORK SHALL BE IN ACCORDANCE WITH THE LOCAL GOVERNING BUILDING CODE
- FOUNDATIONS FOR THIS STRUCTURE ARE SPREAD FOOTINGS BEARING ON EITHER VIRGIN SOIL OR CONTROLLED COMPACTED FILL WITH AN ASSUMED CAPACITY OF 2000 PSF. THE CONTRACTOR SHALL FIELD VERIFY THIS ASSUMPTION THROUGH A REGISTERED PROFESSIONAL SOILS ENGINEER. THE CONTRACTOR SHALL PROTECT THE FOOTINGS AND SLABS FROM DAMAGE FROM FROST HEAVE DURING CONSTRUCTION UNTIL THE FINAL DESIGN STRUCTURE IS COMPLETE.
- FOUNDATION AIR VENTS AND FLOOR VENTS SHALL BE PROVIDED AS REQUIRED BY LOCAL BUILDING CODE
- FOUNDATION ANCHOR BOLTS TO BE 5/8" DIA. X 15" LONG @ 48" O.C. MAX. UNLESS NOTED OTHERWISE
- SHEATHING TO BE NAILED 3" O.C. @ EDGES AND 6" O.C. FIELD
- EACH RAFTER TO BE ANCHORED USING SIMPSON H2.5A OR EQ. (2) SIMPSON SDWIC5600 MAY BE USED INSTALL PER MANUF. SPECS.
- INSTALL ADDITIONAL HARDWARE, JOISTS, RAFTERS & BLOCKING AS REQUIRED. LAYOUT IS FOR GENERAL LAYOUT PURPOSES ONLY
- ALL FRAMING LUMBER TO INCLUDE ALL STUDS, JOISTS & RAFTERS TO BE GRADE NO. 2 MIN S.P.F. OR GREATER

- PROVIDE DOUBLE JOISTS BELOW ALL PARALLEL PARTITIONS, ABOVE AND AROUND ALL OPENINGS NOT INDICATED ON DRAWINGS.
- PROVIDE SOLID BLOCKING BETWEEN FLOOR JOISTS UNDER WALLS THAT ARE PERPENDICULAR TO FLOOR JOISTS
- SHEATH ALL EXTERIOR WALLS WITH NOMINAL 1/2" STRUCTURAL GRADE 2 PLYWOOD OR NOMINAL 1/2" OSB (ORIENTED STRAND BOARD).
- WINDOW AND DOOR HEADERS @ EXT. WALLS SHALL BE (3) 2X8 MIN. UNLESS OTHERWISE NOTED DOOR HEADERS @ INTERIOR NON-LOAD BEARING WALLS SHALL BE (2) 2X6 MIN. UNLESS OTHERWISE NOTED
- ALL OPENINGS @ EXTERIOR WALLS USE SIMPSON HGAIOKT GUSSET ANGLE FASTEN TO DOUBLE TOP PLATE W/ SD525300-40 (3" LONG) & SD514"X1-1/2" BRACKET TO STUD TOP & BOT. USE (8) 3" LONG SIMPSON SDWS TIMBER SCREWS DOUBLE TOP PLATE TO HEADER & KING STUDS TO HEADER USE (2) HGAIOKT @ ALL OPENINGS GREATER THAN 5'
- INSTALL SIMPSON HDUB-SDS-2.5 @ EACH CORNER @ NEW ADDITIONS ALIGNED W/ ANCHOR BOLT



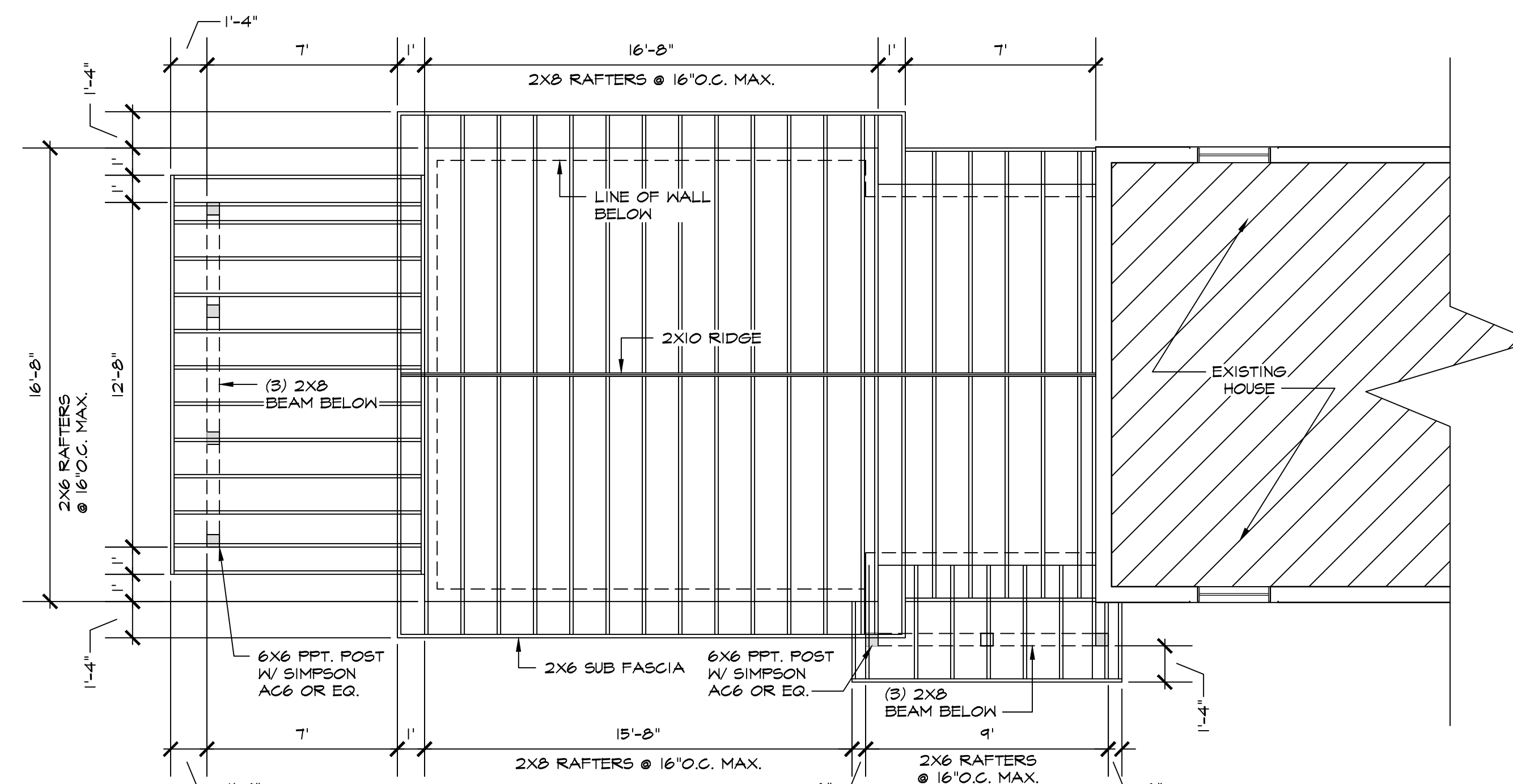
TYPICAL FOUNDATION DETAIL @ EXTERIOR WALL

SCALE: 1/2" = 1'-0"



SECOND FLOOR FRAMING PLAN @ NEW ADDITION

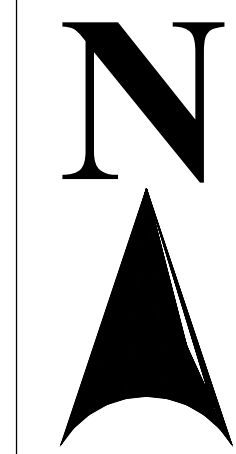
SCALE: 1/4" = 1'-0"



ROOF FRAMING PLAN @ NEW ADDITION

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

PLAN REFERENCE NORTH



ADDITIONS & ALTERATIONS  
624 JEFFERSON AVE  
CAPE CHARLES, VIRGINIA

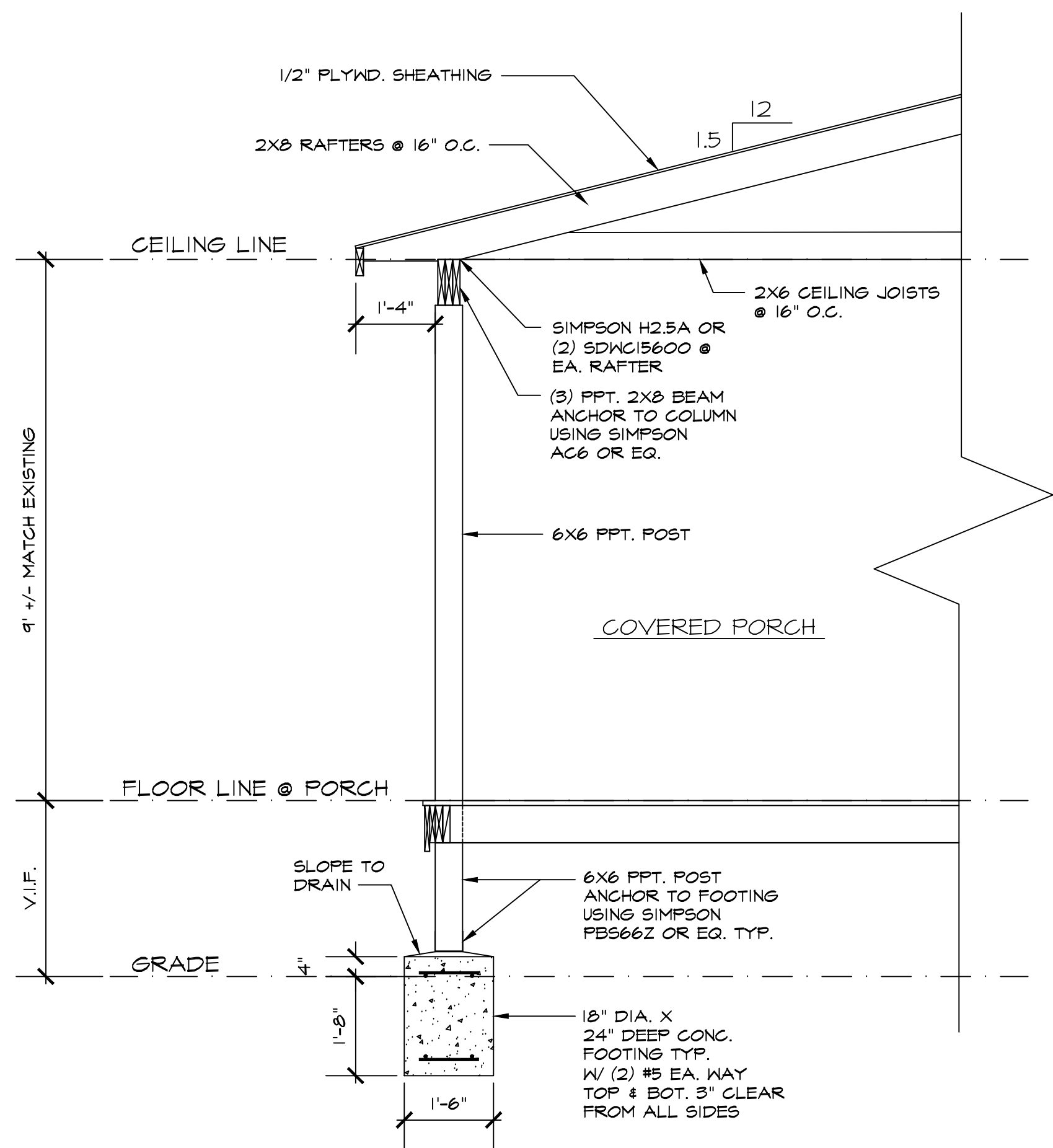
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02/13/2023

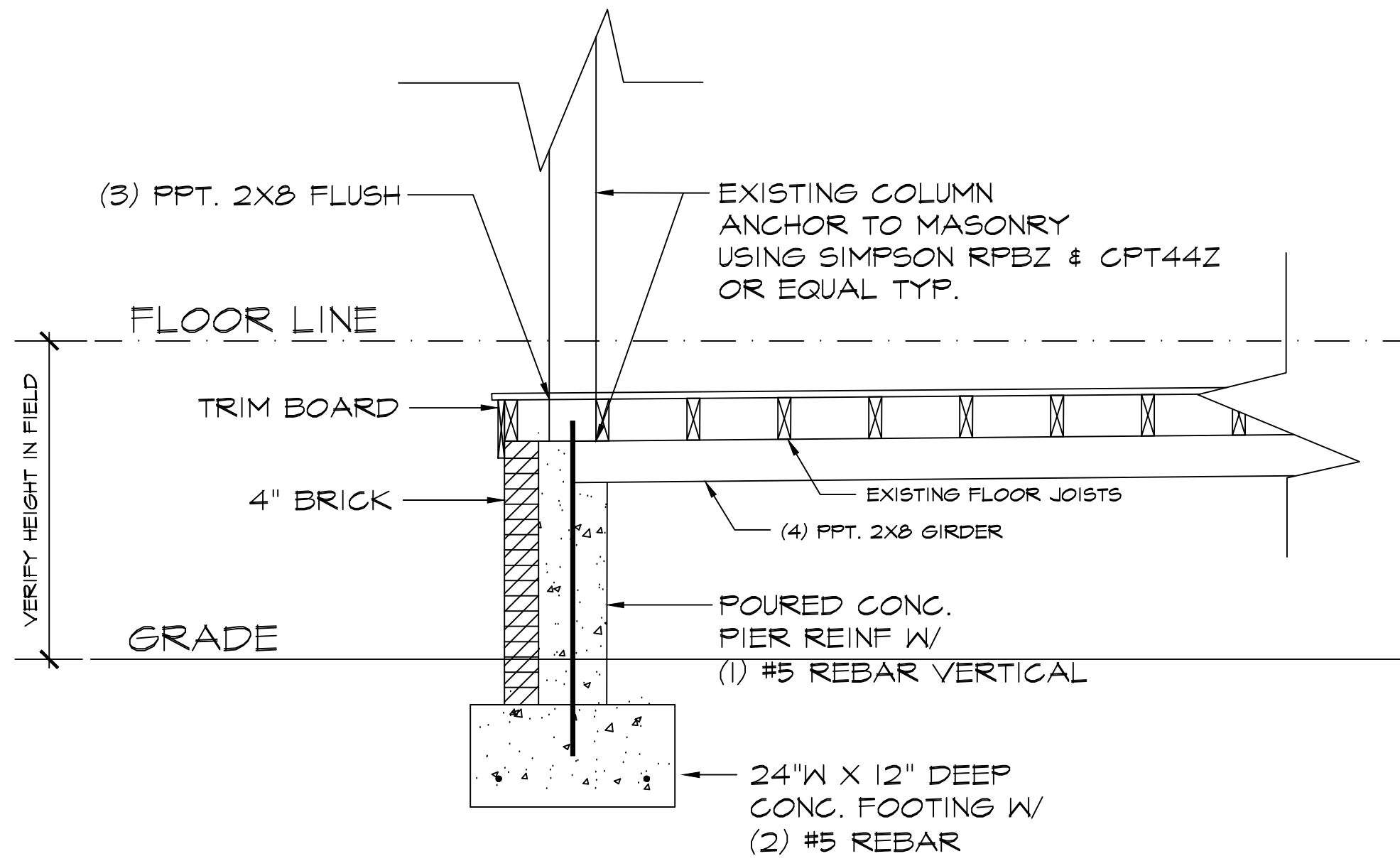
SCALE:  
1/4"=1'-0"

SHEET:  
6





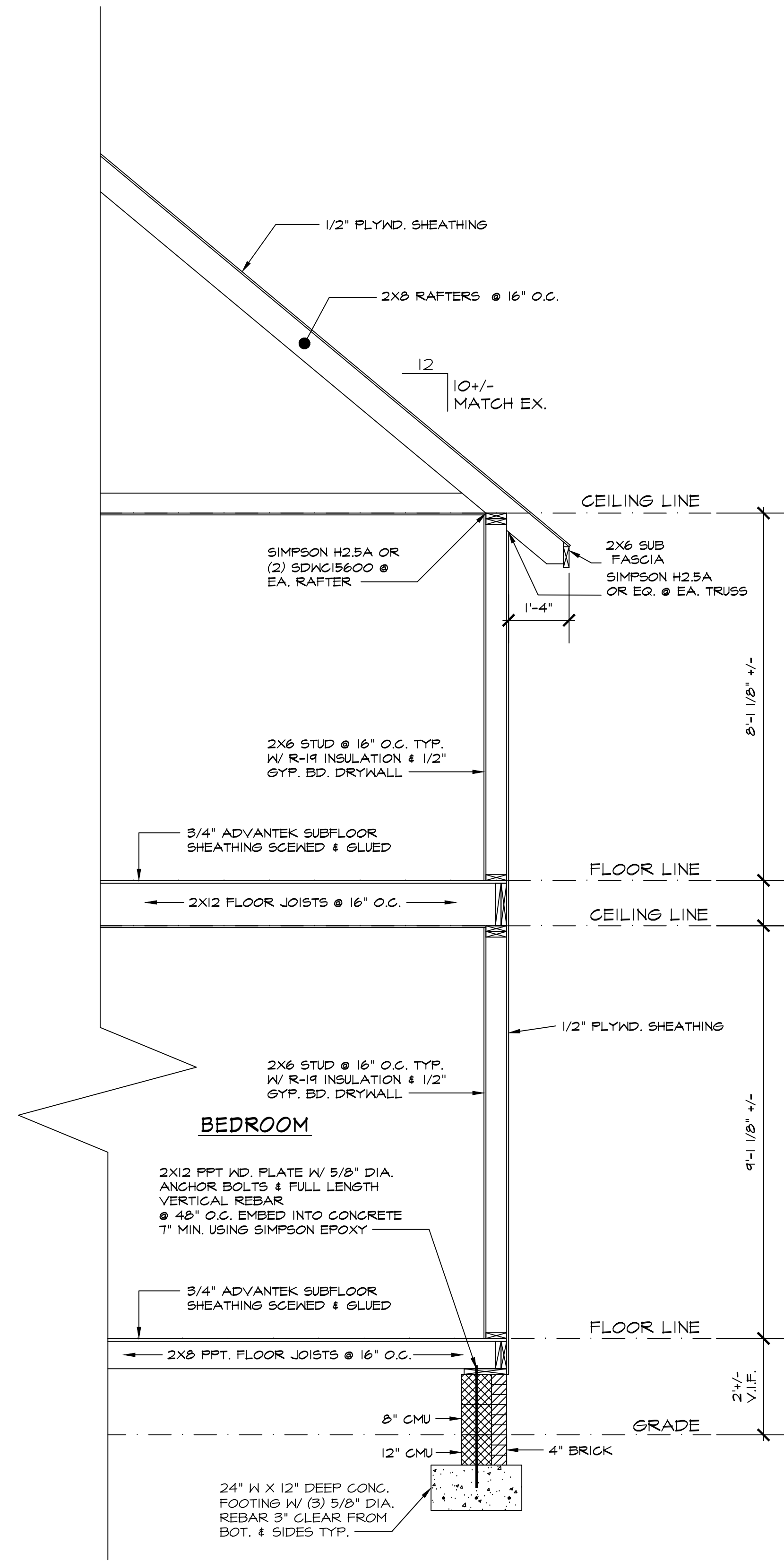
WALL SECTION @ NEW COVERED PORCH SCALE: 1/2" = 1'-0"



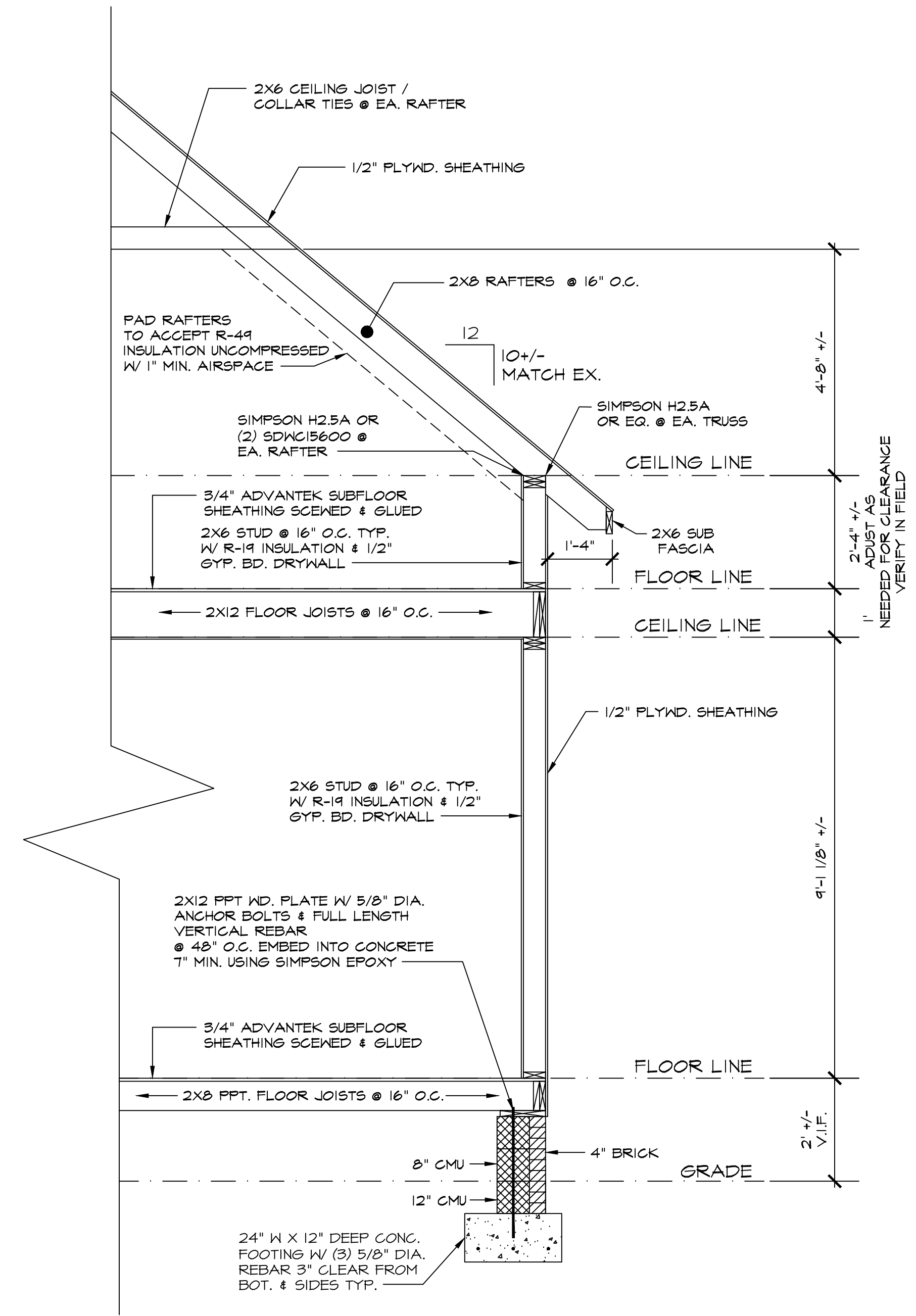
FOUNDATION DETAIL @ EXISTING COVERED PORCH SCALE: 1/2" = 1'-0"

#### GENERAL FOUNDATION & FRAMING NOTES

- ALL WORK SHALL BE IN ACCORDANCE WITH THE LOCAL GOVERNING BUILDING CODE
- FOUNDATIONS FOR THIS STRUCTURE ARE SPREAD FOOTINGS BEARING ON EITHER VIRGIN SOIL OR CONTROLLED COMPACTED FILL WITH AN ASSUMED CAPACITY OF 2000 PSF. THE CONTRACTOR SHALL FIELD VERIFY THIS ASSUMPTION THROUGH A REGISTERED PROFESSIONAL SOILS ENGINEER. THE CONTRACTOR SHALL PROTECT THE FOOTINGS AND SLABS FROM DAMAGE FROM FROST HEAVE DURING CONSTRUCTION UNTIL THE FINAL DESIGN STRUCTURE IS COMPLETE.
- FOUNDATION AIR VENTS AND FLOOD VENTS SHALL BE PROVIDED AS REQUIRED BY LOCAL BUILDING CODE
- FOUNDATION ANCHOR BOLTS TO BE 5/8" DIA. X 15" LONG @ 48" O.C. MAX. UNLESS NOTED OTHERWISE
- SHEATHING TO BE NAILED 3' O.C. @ EDGES AND 6' O.C. FIELD
- EACH RAFTER TO BE ANCHORED USING SIMPSON H2.5A OR EQ. (2) SIMPSON SDWC15600 MAY BE USED INSTALL PER MANUF. SPECS.
- INSTALL ADDITIONAL HARDWARE, JOISTS, RAFTERS & BLOCKING AS REQUIRED. LAYOUT IS FOR GENERAL LAYOUT PURPOSES ONLY
- ALL FRAMING LUMBER TO INCLUDE ALL STUDS, JOISTS & RAFTERS TO BE GRADE NO. 2 MIN S.P.F. OR GREATER
- PROVIDE DOUBLE JOISTS BELOW ALL PARALLEL PARTITIONS, ABOVE AND AROUND ALL OPENINGS NOT INDICATED ON DRAWINGS.
- PROVIDE SOLID BLOCKING BETWEEN FLOOR JOISTS UNDER WALLS THAT ARE PERPENDICULAR TO FLOOR JOISTS
- SHEATH ALL EXTERIOR WALLS WITH NOMINAL 1/2" STRUCTURAL GRADE 2 PLYWOOD OR NOMINAL 1/2" OSB (ORIENTED STRAND BOARD).
- WINDOW AND DOOR HEADERS @ EXT. WALLS SHALL BE (3) 2X8 MIN. UNLESS OTHERWISE NOTED FASTEN TO DOUBLE TOP PLATE W/ SDP25300-40 (3" LONG) & SDP14"X1-1/2" BRACKET TO STUD TOP & BOT. USE (2) 8" LONG SIMPSON SDWS TIMBER SCREWS DOUBLE TOP PLATE TO HEADER & KING STUDS TO HEADER USE (2) HGAIOKT @ ALL OPENINGS GREATER THAN 5'
- ALL OPENINGS @ EXTERIOR WALLS USE SIMPSON HGAIOKT GUSSET ANGLE FASTEN TO DOUBLE TOP PLATE W/ SDP25300-40 (3" LONG) & SDP14"X1-1/2" BRACKET TO STUD TOP & BOT. USE (2) 8" LONG SIMPSON SDWS TIMBER SCREWS DOUBLE TOP PLATE TO HEADER & KING STUDS TO HEADER USE (2) HGAIOKT @ ALL OPENINGS GREATER THAN 5'
- INSTALL SIMPSON HDUS-SDS-2.5 @ EACH CORNER @ NEW ADDITIONS ALIGNED W/ ANCHOR BOLT



TYPICAL WALL SECTION @ NEW ADDITION SCALE: 1/2" = 1'-0"



TYPICAL WALL SECTION @ NEW HALLWAY AREA SCALE: 1/2" = 1'-0"

PLAN REFERENCE  
NORTH



ADDITIONS & ALTERATIONS  
624 JEFFERSON AVE  
CAPE CHARLES, VIRGINIA

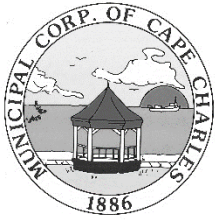
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DATE:  
02/13/2023

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

SHEET:  
7



## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 21, 2023

Item #: 6C (1) – 600 Monroe Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: March 8, 2023

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**APPLICANT:** Rugg Family Trust Paul and Maria Rugg  
**TYPE OF APPLICATION:** Certificate of Appropriateness

**SITE ADDRESS:** 600 Monroe Avenue

**WORK TO BE PERFORMED:** Install a fence; Repoint missing grout on exterior of home; and repair chimney cap

**TAX MAP:** 83A1-1-350

**CURRENT ZONING:** Residential-1 (R-1)

**LOT SIZE:** 5,600 sq. ft.

**HISTORIC REGISTER:** Contributing Structure

*Description: Ca. 1920, Colonial Revival*

**DATE APPLICATION RECEIVED:** February 7, 2023

**PRE-APPLICATION MTG:** March 21, 2023

**DATE APPLICATION DEEMED COMPLETE:** February 7, 2023

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** April 10, 2023

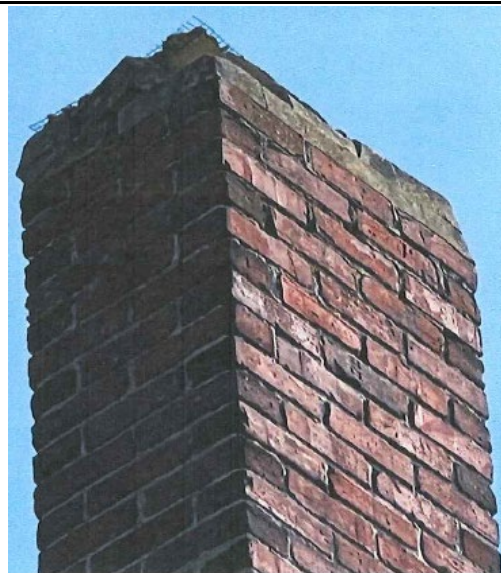
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The applicant is seeking to remove the existing 4 ft. wooden fence shared with the adjacent property owners, and to install a 4 ft. ornamental black aluminum fence beginning at the back end of the wrap-around front porch, run along the Nectarine Street side, back yard and property line. Two gates are being proposed as follows: (1) 5 ft. wide onto an exit pathway from the house, and (2) 8 ft. wide centered in the rear of the property. This application also includes repointing missing grout on the structure where it is crumbling and repairing the damaged concrete chimney cap.

**EXISTING CONDITION OF GROUT:**



**EXISTING CONDITION OF CHIMNEY:**

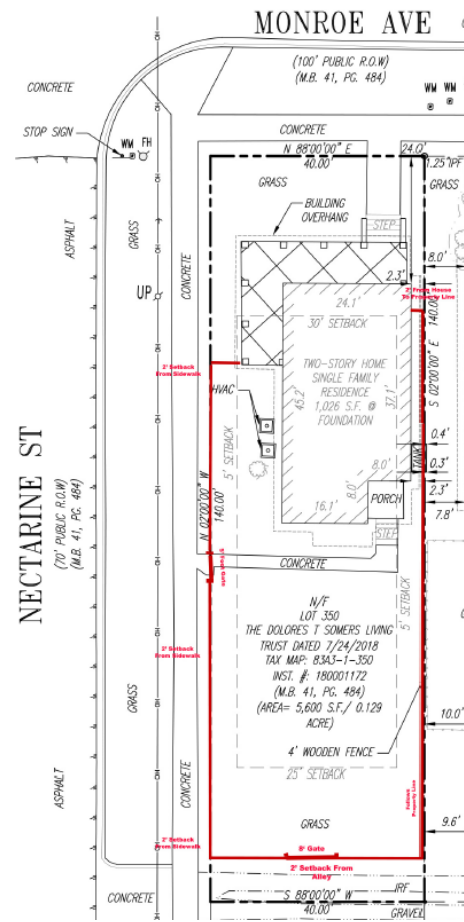




### AERIAL MAP:



### PROPOSED FENCE SITE PLAN:



### MATERIALS:

- Fence: 5/8" Ornamental Aluminum Picket (Jerith Legacy)

### PROPOSED:



**STAFF ANALYSIS:****ZONING COMPLIANCE**

The property is a legal, conforming use and the fence is an allowable use. The proposed location of the fence meets all setback requirements pursuant to Cape Charles Zoning Ordinance Section 4.2 (G) and the adjacent property owner (Linda Hitchings) has submitted a letter agreeing to placement of the fence on the shared property line between the two properties.

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 OVERLAY DESIGN GUIDELINES:**

*Page 9-3: Fences & Freestanding Walls – 9.2*

*Page 4-3 & 5-3: Chimney Guidance – Repairs and Maintenance*

**STAFF RECOMMENDATION:**

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and style proposed for the fence reflects the character and historic appearance of the neighborhood and if all other proposed works is within the guidelines.

Staff 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 six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) 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 six (6) months after being commenced.

**Attachments:**

Attachment 1 – Application and Documents



# Certificate of Appropriateness Application

## Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x24

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 01/2023

Taxes

vpd DP

Violations

N/A

Fee

\$ 500 pd

Decision

### PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\***, such as exterior maintenance and repair, replacement of missing or broken windowpanes roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work**, such as new construction of a new building or a new permanent accessory building, relocation or demolition, any alteration of the architectural style of a structure or its significant architectural elements, modifications, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

☒ A) Zoning Clearance Application

☒ B) Photos of existing condition

☒ C) Owner Permission Affidavit

☒ D) Payment of COA Fee (Minor \$150 and Major \$500)

☐ E) Tree Permit Application

Owner signature: 

Date: 2/7/2023

### PART 2: PROPERTY INFORMATION

Property Address: 600 Monroe Ave. Cape Charles VA 23310

Tax Map #: 83a3-1-350

Is there an active Certificate of Appropriateness on this property? ☒ No ☐ Yes \_\_\_\_\_ Date

Zoning District: R1

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Rugg Family Trust Paul and Maria Rugg

Mailing Address: 600 Monroe Avenue, Cape Charles, VA 23310

Phone Number: 805-775-6012

Email: p60krugg@protonmail.com

### PART 4: APPLICANT INFORMATION

☒ Check here if applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company:

Mailing Address:

Phone Number:

Email:



**PART 5: PROJECT INFORMATION**

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):

1. Install new Ornamental Black Aluminum Fence along side and back of home.
2. Repoint missing grout on exterior of home where crumbling on side of house.
3. Repair damaged concrete chimney cap.

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

- ☐ Addition    ☐ Doors    ☐ Windows    ☒ Masonry    ☐ Porch Flooring    ☐ Roofs    ☐ Siding    ☐ Steps/Stoop & Railings  
☐ Trim Work    ☒ Fence or Wall    ☐ Partial demolition    ☐ Other:

**A. ADDITION ☒ Not applicable      SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

|          |                  |            |                       |
|----------|------------------|------------|-----------------------|
| Stories: | Building height: | Footprint: | Gross square footage: |
|----------|------------------|------------|-----------------------|

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF ☒ Not applicable      SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: ☐ New    ☐ Repair % of roof structure \_\_\_\_    ☐ Reroofing: In kind \_\_\_\_ Different in style or material \_\_\_\_  
☐ Add/Repair Gutters and downspouts    ☐ Solar Panels

Location (Pictures of existing condition):

| Existing Roof                                                                                                                 | Proposed Roof       |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                     |
| Existing Material:                                                                                                            | Proposed Materials: |
| Other / Additional Notes:                                                                                                     |                     |

**C. DOORS ☒ Not applicable      SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_ Removed: \_\_\_\_  
Repaired: \_\_\_\_ Replaced: In kind \_\_\_\_ Different in style or material \_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

| Existing Door                                                                                                               | Proposed Door                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Door 1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Existing Material:                                                                                                          | Proposed Material:                                                                                                                                           |
| Dimensions: Width ____ Height ____                                                                                          | Dimensions: Width ____ Height ____                                                                                                                           |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels):                                     | Configuration with picture (i.e., glass panes, divisions, decorative details & panels):                                                                      |

Indicate the reason for change:

|                                                                                                                                                                                        |                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D. WINDOWS ■ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                            |                                                                                                                                                              |
| Number of windows to be: Added: _____ Removed: _____                                                                                                                                   |                                                                                                                                                              |
| Repaired: _____ Replaced: In kind _____ Different in style or material _____                                                                                                           |                                                                                                                                                              |
| Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.                                                                        |                                                                                                                                                              |
| <b>Existing Windows</b>                                                                                                                                                                | <b>Proposed Windows</b>                                                                                                                                      |
| Window1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure                                                           | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                                                      | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                            |
| Width: _____ Height: _____ Depth: _____                                                                                                                                                | Width: _____ Height: _____ Depth: _____                                                                                                                      |
| Material: _____                                                                                                                                                                        | Material: _____                                                                                                                                              |
| <b>E. PORCHES ■ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                            |                                                                                                                                                              |
| Work to be done: <input type="checkbox"/> Repair flooring <input type="checkbox"/> Repair ceiling <input type="checkbox"/> Repair columns <input type="checkbox"/> Repair/add skirting |                                                                                                                                                              |
| Location (Attach pictures for all work; Survey may be requested):                                                                                                                      |                                                                                                                                                              |
| Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____                                                                                                 |                                                                                                                                                              |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                          | Type of Material to be used:                                                                                                                                 |
| Existing Material:                                                                                                                                                                     |                                                                                                                                                              |
| <b>Ceiling:</b>                                                                                                                                                                        |                                                                                                                                                              |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                          | Type of Material to be used:                                                                                                                                 |
| Existing Material:                                                                                                                                                                     |                                                                                                                                                              |
| If replacing, indicate the reason for replacement:                                                                                                                                     |                                                                                                                                                              |
| If altering, describe any proposed change (material, size, etc.):                                                                                                                      |                                                                                                                                                              |
| <b>F. STEPS/STOOPS/RAILINGS ■ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                              |                                                                                                                                                              |
| Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____                                                                                                        |                                                                                                                                                              |
| Location (Attach pictures; Survey may be requested):                                                                                                                                   |                                                                                                                                                              |
| Existing Material:                                                                                                                                                                     | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                |
| Proposed Material:                                                                                                                                                                     |                                                                                                                                                              |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):                                                    |                                                                                                                                                              |
| Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____                                                                                                            |                                                                                                                                                              |
| Location (Attach pictures; Survey may be requested):                                                                                                                                   |                                                                                                                                                              |
| Existing Material:                                                                                                                                                                     | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                |
| Type of Material to be used:                                                                                                                                                           |                                                                                                                                                              |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):                                                    |                                                                                                                                                              |

|                                                                                                                                                        |                                         |                                                                                                                                  |                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>G. DECKS &amp; PATIOS</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>      |                                         |                                                                                                                                  |                                                                                                 |
| <input type="checkbox"/> Deck                                                                                                                          | Length:                                 | Width:                                                                                                                           | Materials:                                                                                      |
| <input type="checkbox"/> Patio                                                                                                                         | Length:                                 | Width:                                                                                                                           | Materials:                                                                                      |
| <b>H. SIDING</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>     |                                         |                                                                                                                                  |                                                                                                 |
| Type of work:                                                                                                                                          | <input type="checkbox"/> Minor Repair   | <input type="checkbox"/> Full Re-Siding (same material)                                                                          | <input type="checkbox"/> Full Re-Siding (Change of material)                                    |
| Location (Attach diagram & pictures):                                                                                                                  |                                         |                                                                                                                                  |                                                                                                 |
| <b>Existing Siding</b>                                                                                                                                 |                                         | <b>Proposed Siding</b>                                                                                                           |                                                                                                 |
| Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure                                       |                                         |                                                                                                                                  |                                                                                                 |
| Existing material:                                                                                                                                     |                                         | Proposed material:                                                                                                               |                                                                                                 |
| Dimensions: Thickness -      Width -                                                                                                                   |                                         | Dimensions: Thickness -      Width -                                                                                             |                                                                                                 |
| Indicate the reason for change, e.g., underlying material condition, rot:                                                                              |                                         |                                                                                                                                  |                                                                                                 |
| <b>I. TRIM WORK</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b> |                                         |                                                                                                                                  |                                                                                                 |
| Type of work:                                                                                                                                          | <input type="checkbox"/> Minor Repair   | <input type="checkbox"/> Alteration                                                                                              |                                                                                                 |
| Location (Attach diagram & pictures):                                                                                                                  |                                         |                                                                                                                                  |                                                                                                 |
| Existing Material:                                                                                                                                     |                                         | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure    |                                                                                                 |
| Type of Material to be used:                                                                                                                           |                                         |                                                                                                                                  |                                                                                                 |
| Dimensions:                                                                                                                                            |                                         |                                                                                                                                  |                                                                                                 |
| Reason for repair or alteration (change of material or design):                                                                                        |                                         |                                                                                                                                  |                                                                                                 |
| <b>J. MASONRY</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                     |                                         |                                                                                                                                  |                                                                                                 |
| Type of work:                                                                                                                                          | <input type="checkbox"/> New foundation | <input type="checkbox"/> Substantial Reconstruction                                                                              | <input checked="" type="checkbox"/> Minor Repair <input checked="" type="checkbox"/> Repointing |
| Location (Attach diagram & pictures):                                                                                                                  |                                         |                                                                                                                                  |                                                                                                 |
| <b>Existing Masonry</b>                                                                                                                                |                                         | <b>Proposed Masonry</b>                                                                                                          |                                                                                                 |
| Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure               |                                         |                                                                                                                                  |                                                                                                 |
| Existing Material: Gray Mortar                                                                                                                         |                                         | Proposed Materials: Repoint with same.                                                                                           |                                                                                                 |
| Existing mortar:                                                                                                                                       | Joints:                                 | Mortar to be used:                                                                                                               | Mortar joints:                                                                                  |
| Other / Additional Notes: Repointing only areas where mortar is crumbling...primarily on side corner of house at back.                                 |                                         |                                                                                                                                  |                                                                                                 |
| Unpainted masonry cannot be painted.                                                                                                                   |                                         |                                                                                                                                  |                                                                                                 |
| <b>Existing Chimney</b>                                                                                                                                |                                         | <b>Proposed Chimney</b>                                                                                                          |                                                                                                 |
| Show location and document conditions with photographs                                                                                                 |                                         | <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Remove <input checked="" type="checkbox"/> Add a chimney cap |                                                                                                 |
| Indicate the reason for change and materials:                                                                                                          |                                         |                                                                                                                                  |                                                                                                 |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>K. FENCE OR WALL</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                               |
| Type of work: <input checked="" type="checkbox"/> New <input type="checkbox"/> Repair % of structure ____ <input type="checkbox"/> Replace In kind ____    Different in style or material ____                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |
| Location (include survey showing location, setbacks and height) <b>From back of porch to back yard to side yard.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                               |
| Material: <b>Powder Coated Black Alluminum</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Height: <b>4'</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                               |
| Describe the style: <b>Jerith Ornamental Metal (alluminum) to appear as cast iron. See addendum. 5/8' pickets with rounded top. (Jerith Legacy Black #111)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |
| <p>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.</p> |                                                                                                                               |
| Applicant's signature: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date: <u>2/7/2023</u>                                                                                                         |

LETTER OF INTENT  
DECORATIVE FENCE FOR 600 MONROE AVENUE

Fence will follow code for corner homes in the Historic District and be 4' in height.

Fence will begin at back end of wrap-around front porch and continue to 2 feet away from sidewalk. Fence will continue down sidewalk along Nectarine...with a 5 foot wide gate opening onto an exiting pathway from house. Fence run will remain 2 feet from sidewalk along the length of Nectarine Ave and end 2 feet from alley. Fence will run along alley to property line and remain 2 feet from alley. There will be an 8 foot gate opening centered in the rear of the property. Fence will then run along property line all the way to corner front of house where it will then connect to home.

We have researched various ornamental fences that would have been originally used around a brick house like 600 Monroe and have chosen a BLACK 5/8" picket Aluminum fence (Jerith Legacy Concord Style #111). We believe this will compliment the historic feel of the home and the area.



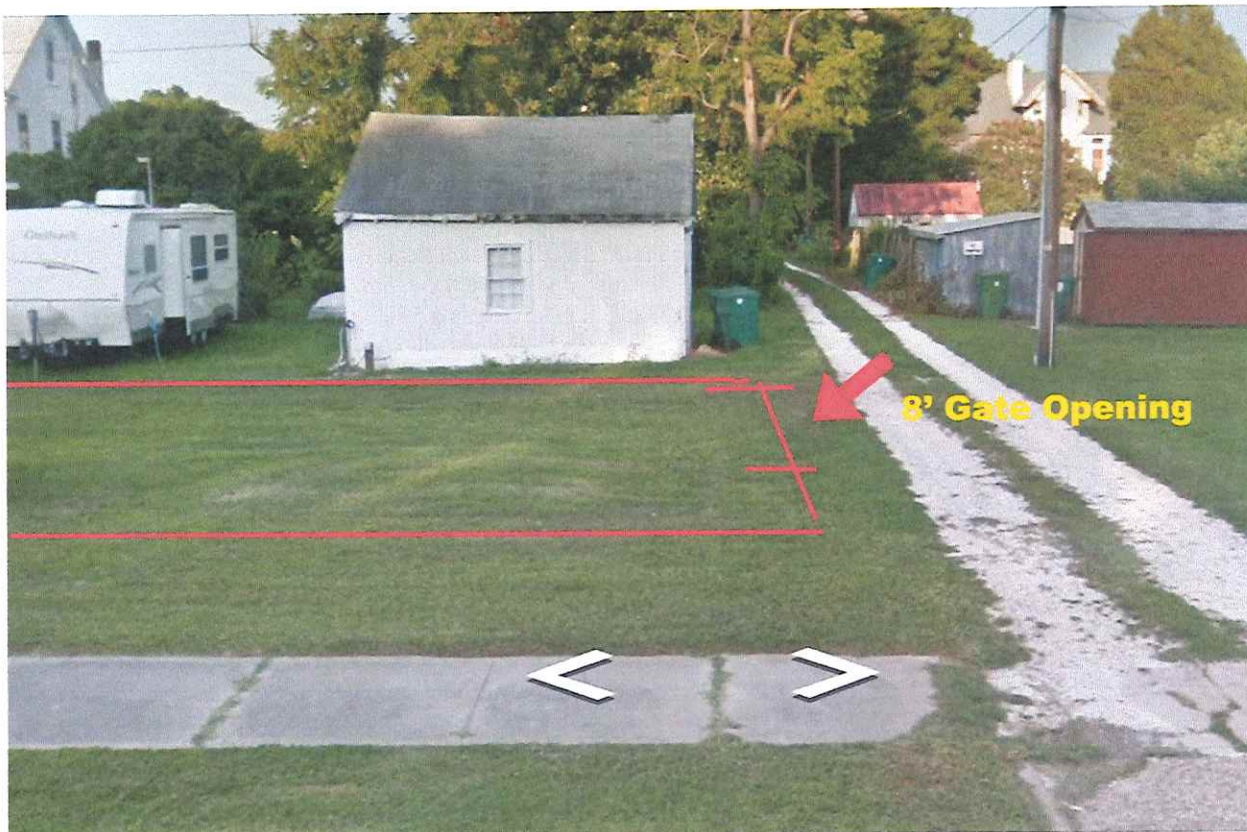
1. THIS SURVEY WAS PRODUCED BY MID-ATLANTIC SURVEYING AND LAND DESIGN, INC. FOR PAUL RUGG.
2. THIS SURVEY WAS PRODUCED WITHOUT BENEFIT OF A TITLE REPORT. ALL EASEMENTS, SERVITUDES AND RESTRICTIONS MAY NOT BE SHOWN.
3. THE BOUNDARY LINES SHOWN ARE BASED ON A CURRENT FIELD BOUNDARY SURVEY.
4. THIS LOT IS LOCATED ENTIRELY IN FLOOD ZONE X. SHOWN ON F.I.R.M. MAP: 51131C0295F FLOOD INFORMATION INDICATED HEREON SHOULD NOT BE CONSTRUED AS A DETERMINATION OF THE NEED OR LACK OF NEED FOR FLOOD INSURANCE. PROPERTY OWNERS SHOULD CONTACT A LOCAL FLOOD OFFICIAL FOR MORE INFORMATION.



PROPERTY LINE \_\_\_\_\_  
SETBACK LINE \_\_\_\_\_  
ADJACENT PROPERTY LINE \_\_\_\_\_  
EASEMENT LINE \_\_\_\_\_

DWG NAME: N:\2022\2273.0 600 MONROE AVE-RUGG - CC - BRP16 - DRAWINGS\2273.0 600 MONROE AVE - RUGG - CC.DWG PLOTTED BY MAS-LD INC 1/6/2023 9:27 AM LAST SAVED 1/6/2023 9:26 AM

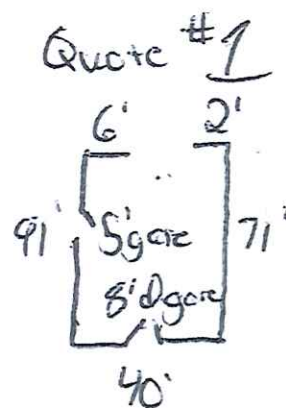




# SPECIFICATIONS / MATERIALS:

6' w Sections  
 2" Posts gate, end, line + corner  
 5' w. gate 3' walk gate  
 8' d. gate  
 Hardware

## JOB DIAGRA



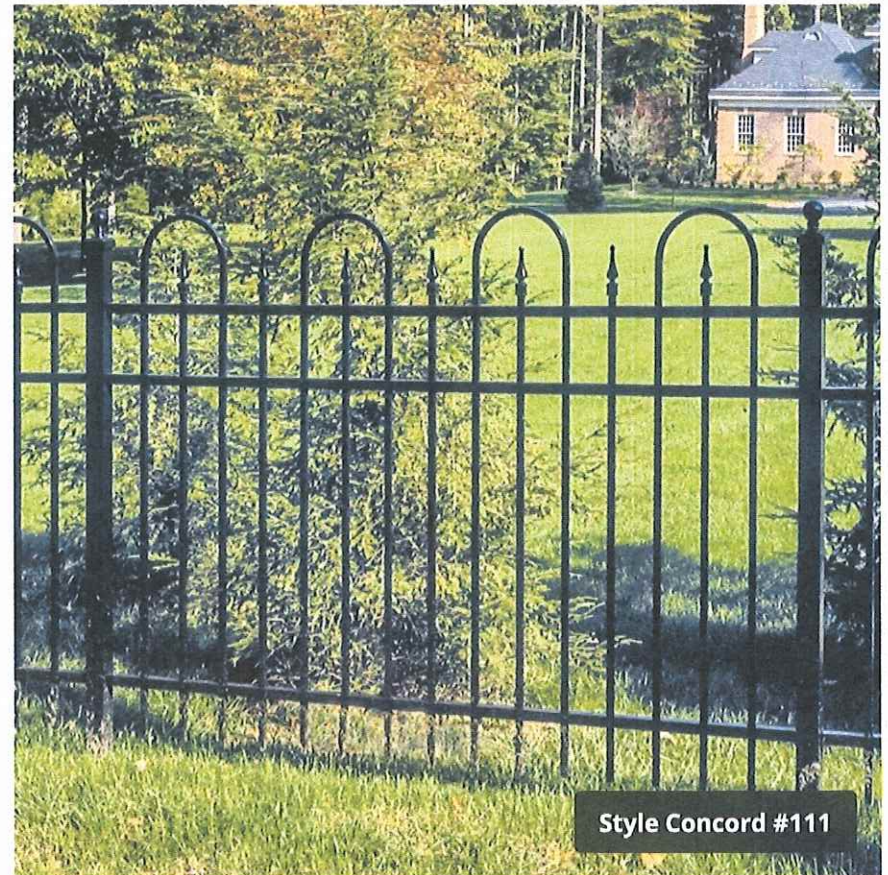
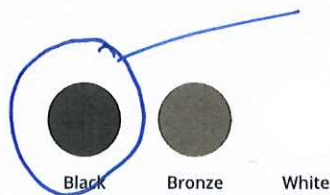


# Jerith Legacy

## 5/8" Picket | Ornamental Aluminum | Hidden Fasteners

Jerith Legacy Aluminum (previously Jerith Residential) fence provides the strength and beauty to last a lifetime. With a 5/8" picket and hidden fasteners, Legacy is ideal for most residential applications, especially if homeowners are after a certain aesthetic achieved by the hidden fasteners. We back all of our aluminum fences with a lifetime warranty. And thanks to our FenceCoat powder coated finish, your new fence will remain rust and scratch resistant.

*Note: Ovation is now **Jerith Premier** style #000. It is the only Premier style with hidden fasteners.*



Looking to Purchase Jerith as a Contractor? →

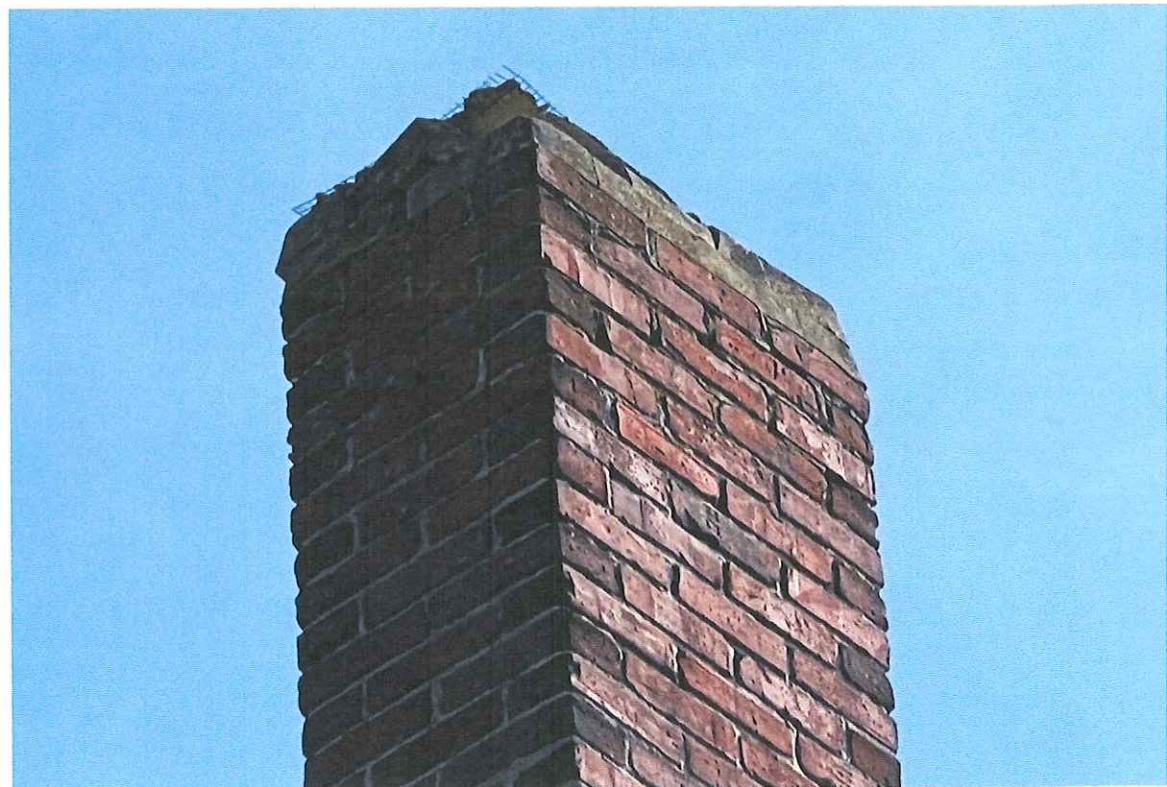
Homeowners! For pricing, find a contractor near you. →

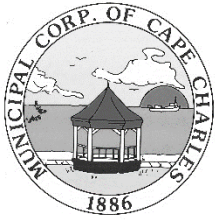












## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 21, 2023

Item #: 7C (2) – 425 Randolph Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: March 8, 2023

---

**APPLICANT:** Peacock Cottage, LLC dba Claudine Pierce

**OWNER:** Bradley and Anne Jobmann

**SITE ADDRESS:** 425 Randolph Avenue

**TAX MAP:** 83A3-1-478

**LOT SIZE:** 5,600 sq. ft.

**WORK TO BE PERFORMED:** Replace the front door, sidelites, transom, and screen door

**CURRENT ZONING:** Residential-1 (R-1)

**HISTORIC REGISTER:** Contributing Structure

*Description: Ca. 1890, Folk Victorian*

*Accessory Structure (Garage): Contributing Structure*

**DATE APPLICATION RECEIVED:** February 2, 2023

**PRE-APPLICATION MTG:** March 21, 2023

**DATE APPLICATION DEEMED COMPLETE:** February 7, 2023

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** April 10, 2023

---

The applicant is seeking to replace the existing front wood door with a new fiberglass door. The new fiberglass door will have sidelites and transom as existing. Also, this includes replacing the screen door with a similar style. (Please see pictures under Materials)

### AERIAL MAP:



### MATERIALS:

- Front Door: Therma Tru Fiberglass; 36" x 79-1/4"; 6 Lites, 2 Panel





**STAFF ANALYSIS:**

**ZONING COMPLIANCE**

The property is a legal, conforming use and the proposed replacement is in conformance with zoning.

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 OVERLAY DESIGN GUIDELINES:**

*Page 5-23 to 5.25: Openings & Associated Features – Windows, Doors, & Storefronts – 5.5.2 Doors*

**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 replacement door reflects the character and historic appearance of the neighborhood.

Staff 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 six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) 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 six (6) months after being commenced.

**Attachments:**

Attachment 1 – Application and Documents



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x24

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 01/2023

|            |          |
|------------|----------|
| Taxes      | ✓pd DP   |
| Violations | N/A      |
| Fee        | \$ 500pd |
| Decision   |          |

## PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

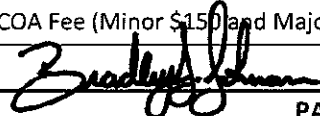
**Minor Exterior Work\***, such as exterior maintenance and repair, replacement of missing or broken windowpanes roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work**, such as new construction of a new building or a new permanent accessory building, relocation or demolition, any alteration of the architectural style of a structure or its significant architectural elements, modifications, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- ☒ A) Zoning Clearance Application      ☒ B) Photos of existing condition      ☒ C) Owner Permission Affidavit  
☒ D) Payment of COA Fee (Minor \$150 and Major \$500)      ☐ E) Tree Permit Application

Owner signature: 

Date: 1/23/2023

## PART 2: PROPERTY INFORMATION

Property Address: 425 Randolph Avenue

Tax Map #: 083A3

Is there an active Certificate of Appropriateness on this property? ☒ No      ☐ Yes \_\_\_\_\_ Date

Zoning District: R-1

## PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Brad Jobmann

Mailing Address: 995 Rustling Oaks Drive, Millersville Maryland 21108

Phone Number: 410-804-5353

Email: [bjobmann@gmail.com](mailto:bjobmann@gmail.com)

## PART 4: APPLICANT INFORMATION

☐ Check here if applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: Claudine Pierce for Peacock Cottage, LLC

Mailing Address: 10 Tazwell Ave, Cape Charles, VA 23310

Phone Number: 703-609-5818

Email: [mypeacockcottage@gmail.com](mailto:mypeacockcottage@gmail.com)

**PART 5: PROJECT INFORMATION**

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):

1. Remove existing (non-original) front door, screen door, transom and sidelites and replace with new front door, screen door, transom and sidelites. New door and sidelites will be painted to match the existing color.

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

☐ Addition    ☒ Doors    ☐ Windows    ☐ Masonry    ☐ Porch Flooring    ☐ Roofs    ☐ Siding    ☒ Steps/Stoop & Railings  
☐ Trim Work    ☐ Fence or Wall    ☐ Partial demolition    ☐ Other:

**A. ADDITION** ☒ **Not applicable**      **SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories:      Building height:      Footprint:      Gross square footage:

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF** ☒ **Not applicable**      **SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: ☐ New    ☐ Repair % of roof structure \_\_\_\_    ☐ Reroofing: In kind \_\_\_\_ Different in style or material \_\_\_\_  
☐ Add/Repair Gutters and downspouts    ☐ Solar Panels

Location (Pictures of existing condition):

| Existing Roof                                                                                                                 | Proposed Roof       |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                     |
| Existing Material:                                                                                                            | Proposed Materials: |

Other / Additional Notes:

**C. DOORS** ☐ **Not applicable**      **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_ Removed: \_\_\_\_  
 Repaired: \_\_\_\_ Replaced: In kind 1 Different in style or material mate

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

| Existing Door                                                                                                                                | Proposed Door                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Door 1:<br>Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure       | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced |
| Existing Material: <u>WOOD</u>                                                                                                               | Proposed Material: <u>fiberglass door and sidelites</u>                                                                                                                 |
| Dimensions: Width <u>34"</u> Height <u>79 1/4"</u>                                                                                           | Dimensions: Width <u>36"</u> Height <u>79 1/4"</u>                                                                                                                      |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels):<br><u>sidelites have single window divider, door</u> | Configuration with picture (i.e., glass panes, divisions, decorative details & panels):<br><u>sidelites with single window divider, door wi</u>                         |

Indicate the reason for change: Current door has no threshold and when opened scrapes across interior floor. The sidelites and transom windows are single pane non-insulated glass. There is no weatherstripping on the door frame and jamb. We want to replace for a more energy efficient and longer lasting solution to preserve the house. We will also put back the screen door in the existing style.



**D. WINDOWS** ■ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_

Repaired: Replaced: In kind Different in style or material

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

| Existing Windows                                                                                                             | Proposed Windows                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Window1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                            | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                            |
| Width:                  Height:                  Depth:                                                                      | Width:                  Height:                  Depth:                                                                                                      |
| Material:                                                                                                                    | Material:                                                                                                                                                    |

**E. PORCHES** ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting

Location (Attach pictures for all work; Survey may be requested):

| <b>Floorboards:</b> Number of boards to be: | Repaired | Replaced | Altered |
|---------------------------------------------|----------|----------|---------|
|---------------------------------------------|----------|----------|---------|

|                                                                                                                               |                              |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure | Type of Material to be used: |
| Existing Material:                                                                                                            |                              |
| <b>Ceiling:</b>                                                                                                               |                              |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure | Type of Material to be used: |
| Existing Material:                                                                                                            |                              |

If replacing, indicate the reason for replacement:

If altering, describe any proposed change (material, size, etc.):

**F. STEPS/STOOPS/RAILINGS** ■ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

| Number of Steps/Stoops to be: | Repaired | Replaced | Altered |
|-------------------------------|----------|----------|---------|
| 1                             |          |          |         |
| 2                             |          |          |         |
| 3                             |          |          |         |
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| 100                           |          |          |         |

Location (Attach pictures; Survey may be requested):

|                    |                                                                                                                               |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Existing Material: | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Proposed Material: |                                                                                                                               |

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

| Number of Railings to be: | Repaired | Replaced | Altered |
|---------------------------|----------|----------|---------|
|---------------------------|----------|----------|---------|

Location (Attach pictures; Survey may be requested):

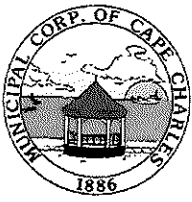
|                              |                                                                                                                               |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Existing Material:           | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Type of Material to be used: |                                                                                                                               |

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

|                                                                                                                                                               |                                                                                                                                                                       |                                                                                                                               |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>G. DECKS &amp; PATIOS</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>      |                                                                                                                                                                       |                                                                                                                               |                |
| <input type="checkbox"/> Deck                                                                                                                                 | Length:                                                                                                                                                               | Width:                                                                                                                        | Materials:     |
| <input type="checkbox"/> Patio                                                                                                                                | Length:                                                                                                                                                               | Width:                                                                                                                        | Materials:     |
| <b>H. SIDING</b> <input type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                |                                                                                                                                                                       |                                                                                                                               |                |
| Type of work:                                                                                                                                                 | <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)            |                                                                                                                               |                |
| Location (Attach diagram & pictures):                                                                                                                         |                                                                                                                                                                       |                                                                                                                               |                |
| <b>Existing Siding</b>                                                                                                                                        |                                                                                                                                                                       | <b>Proposed Siding</b>                                                                                                        |                |
| Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure                                              |                                                                                                                                                                       |                                                                                                                               |                |
| Existing material:                                                                                                                                            |                                                                                                                                                                       | Proposed material:                                                                                                            |                |
| Dimensions: Thickness -                  Width -                                                                                                              |                                                                                                                                                                       | Dimensions: Thickness -                  Width -                                                                              |                |
| Indicate the reason for change, e.g., underlying material condition, rot:                                                                                     |                                                                                                                                                                       |                                                                                                                               |                |
| <b>I. TRIM WORK</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b> |                                                                                                                                                                       |                                                                                                                               |                |
| Type of work:                                                                                                                                                 | <input type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration                                                                                             |                                                                                                                               |                |
| Location (Attach diagram & pictures):                                                                                                                         |                                                                                                                                                                       |                                                                                                                               |                |
| Existing Material:                                                                                                                                            |                                                                                                                                                                       | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                |
| Type of Material to be used:                                                                                                                                  |                                                                                                                                                                       |                                                                                                                               |                |
| Dimensions:                                                                                                                                                   |                                                                                                                                                                       |                                                                                                                               |                |
| Reason for repair or alteration (change of material or design):                                                                                               |                                                                                                                                                                       |                                                                                                                               |                |
| <b>J. MASONRY</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>          |                                                                                                                                                                       |                                                                                                                               |                |
| Type of work:                                                                                                                                                 | <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing |                                                                                                                               |                |
| Location (Attach diagram & pictures):                                                                                                                         |                                                                                                                                                                       |                                                                                                                               |                |
| <b>Existing Masonry</b>                                                                                                                                       |                                                                                                                                                                       | <b>Proposed Masonry</b>                                                                                                       |                |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                 |                                                                                                                                                                       |                                                                                                                               |                |
| Existing Material:                                                                                                                                            |                                                                                                                                                                       | Proposed Materials:                                                                                                           |                |
| Existing mortar:                                                                                                                                              | Joints:                                                                                                                                                               | Mortar to be used:                                                                                                            | Mortar joints: |
| Other / Additional Notes:                                                                                                                                     |                                                                                                                                                                       |                                                                                                                               |                |
| Unpainted masonry cannot be painted.                                                                                                                          |                                                                                                                                                                       |                                                                                                                               |                |
| <b>Existing Chimney</b>                                                                                                                                       |                                                                                                                                                                       | <b>Proposed Chimney</b>                                                                                                       |                |
| Show location and document conditions with photographs                                                                                                        |                                                                                                                                                                       | <input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap                    |                |
| Indicate the reason for change and materials:                                                                                                                 |                                                                                                                                                                       |                                                                                                                               |                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>K. FENCE OR WALL</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                               |
| Type of work: <input type="checkbox"/> New <input type="checkbox"/> Repair % of structure _____ <input type="checkbox"/> Replace In kind _____    Different in style or material _____                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                               |
| Location (include survey showing location, setbacks and height)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
| Material:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Height:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               |
| Describe the style:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
| <p>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.</p> |                                                                                                                               |
| Applicant's signature: <u>Claudine H. Pierce/Peacock Cottage</u> Date: <u>11/30/23</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                               |





# Owner Affidavit for Permission to Represent

Planning & Zoning Department  
757-331-3259 x24  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 9/2022

|            |  |
|------------|--|
| Taxes      |  |
| Violations |  |
| Fee        |  |
| Decision   |  |

Use this form to give permission for a contractor, architect or other individual to represent the owner of a property in matters within the Town of Cape Charles.

## Property Information

Subject Property Street Address: 425 Randolph Avenue

Subject Property Tax Map #: 083A3/10 00/0000471

## Owner Information

Owner's name: Bradley Jobmann

Mailing address: 995 Rustling Oaks Drive, Millersville, MD 21108

Phone number: 410-804-5353 Email: bjobmann@gmail.com

I hereby give authority to the following representatives to act on my behalf on the following matter:

Claudine Pierce

## Representative Information

Name: Claudine Pierce - Peacock Cottage, LLC

Mailing address: 10 Tazwell Ave, Cape Charles, VA 23310

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

☒ to file documents on my behalf ☒ to represent me in meetings with Town officials

## Representative Information

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

☐ to file documents on my behalf ☐ to represent me in meetings with Town officials

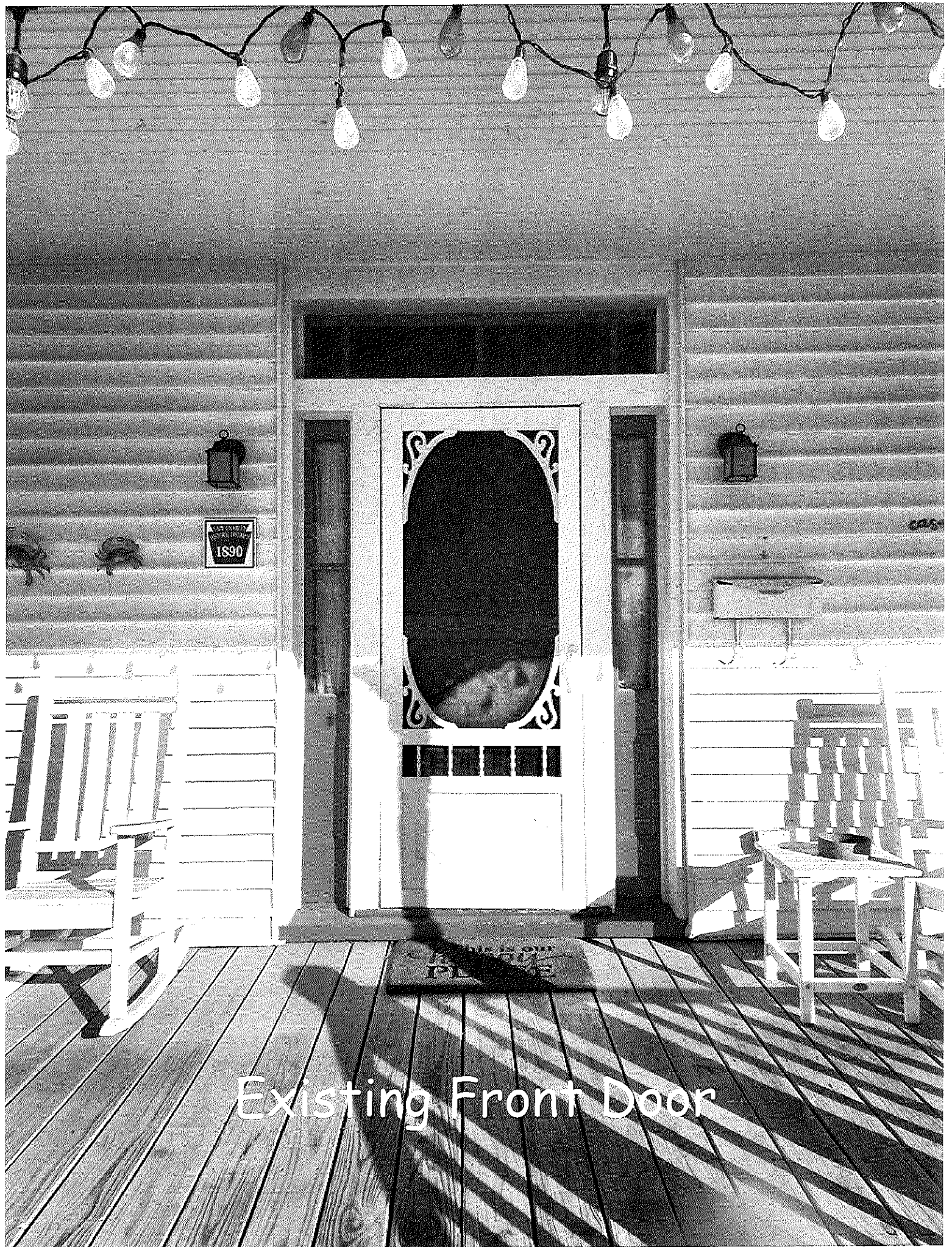
Signature of owner: Bradley Jobmann Date: 1-23/23

State of Maryland County of Anne Arundel

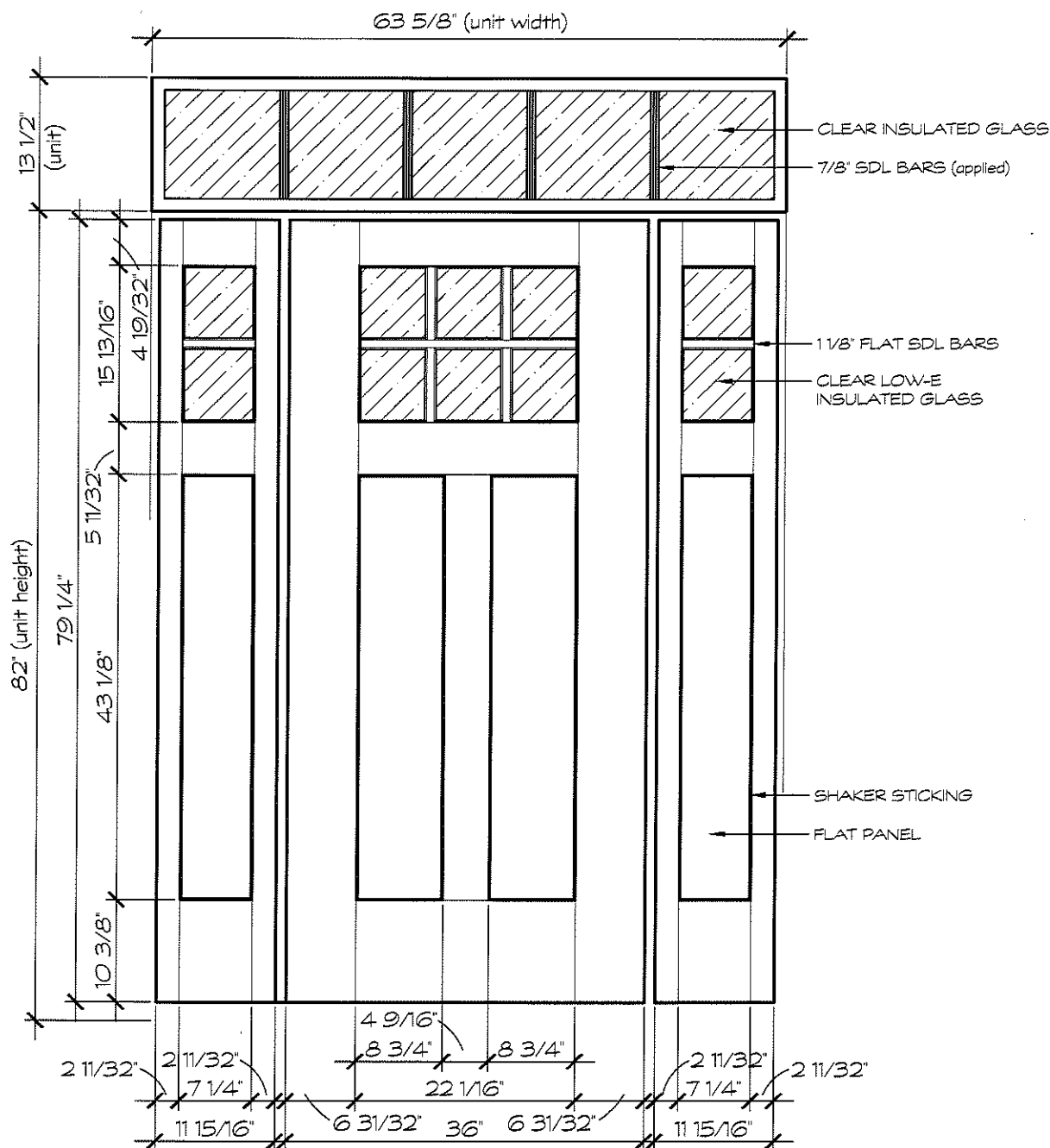
The foregoing instrument was acknowledged before me this 23<sup>rd</sup> day of January, 20 23, by Bradley Jobmann (name of person acknowledged)

Signature of Notarial Officer: Karen Michelle Fox  
Notary Registration number: n/a  
My commission expires: July 10, 2026

**KAREN MICHELLE FOX**  
NOTARY PUBLIC  
Anne Arundel County  
Maryland  
My Commission Expires July 10, 2026



Existing Front Door



## DOOR DETAIL

SCALE: 3/4" = 1'-0"

APPROVED

DATE

WHEN PLACING ORDERS, PLEASE SIGN BOTH QUOTE AND ALL SUPPLIED DRAWINGS TO PREVENT DELAYS IN ORDER PROCESSING.

QUOTE #00446001 / LINE 1

### NOTE:

DRAWING DEPICTED AS VIEWED FROM EXTERIOR  
STICKING IS NOT INCLUDED IN STILE & RAIL DIMENSIONS  
DRAWINGS ARE FOR GENERAL REFERENCE ONLY AND MAY NOT BE BUILT TO THE EXACT DETAIL SHOWN

DOOR: S4816  
SIDELIGHT: S48125L



PROPOSED DOOR UNIT FOR  
**ONANCOCK BLDG. SPL.**  
5254 NEWMAN LANE  
CAPE CHARLES, VIRGINIA 23310  
JOB:

DWG. # 00446001

DATE: 1/12/2023

DRAWN: K. APGAR

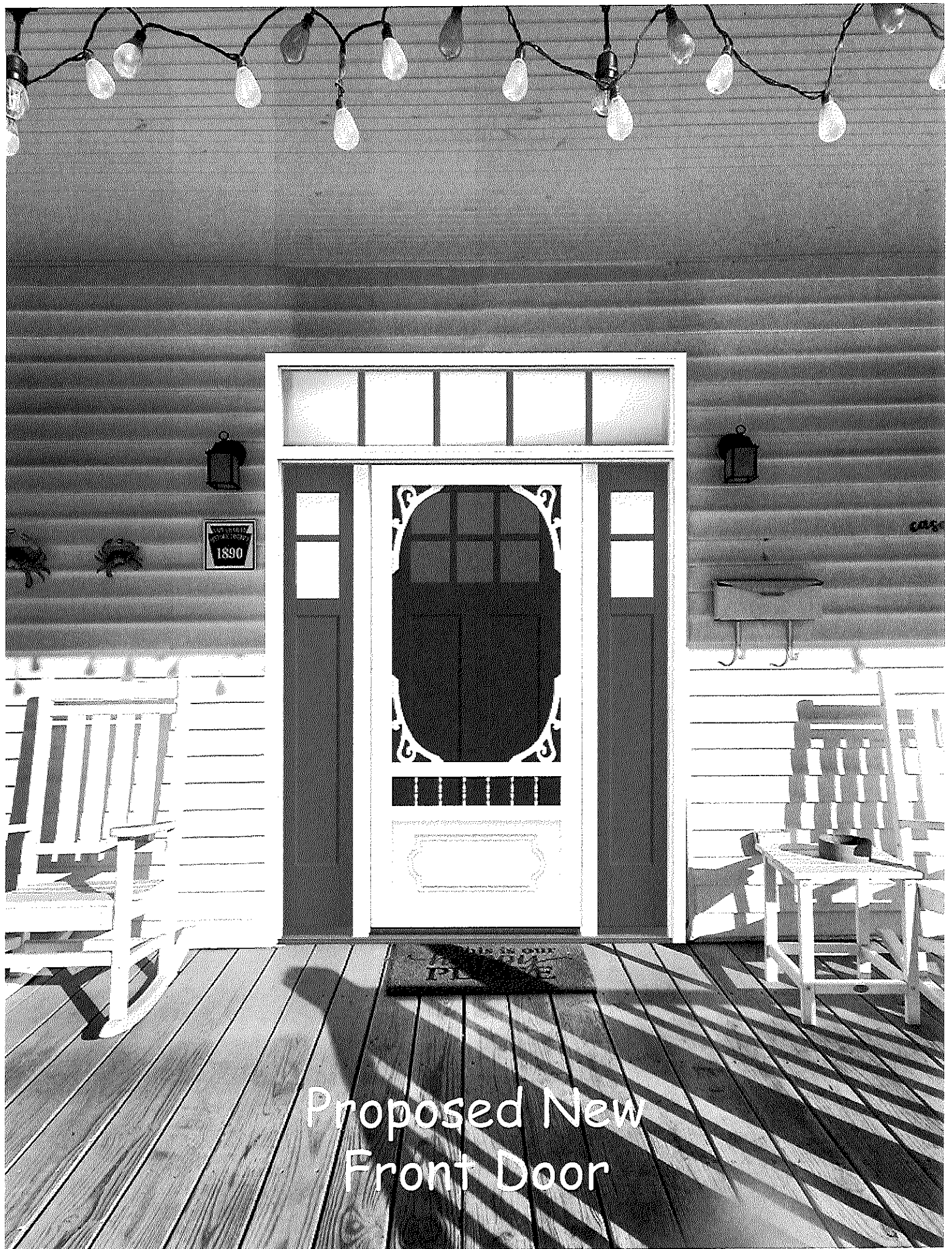
THIS DRAWING AND THE INFORMATION CONTAINED HEREIN IS PROPRIETARY TO REEB MILLWORK CORPORATION AND SHALL NOT BE REPRODUCED, COPIED OR DISCLOSED IN WHOLE OR PART, OR USED FOR MANUFACTURE OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN PERMISSION OF REEB MILLWORK CORPORATION.

1000 MALONEY CIRCLE  
BETHLEHEM, PA 18015

OFFICE: 610-867-6160  
WEB: WWW.REEB.COM

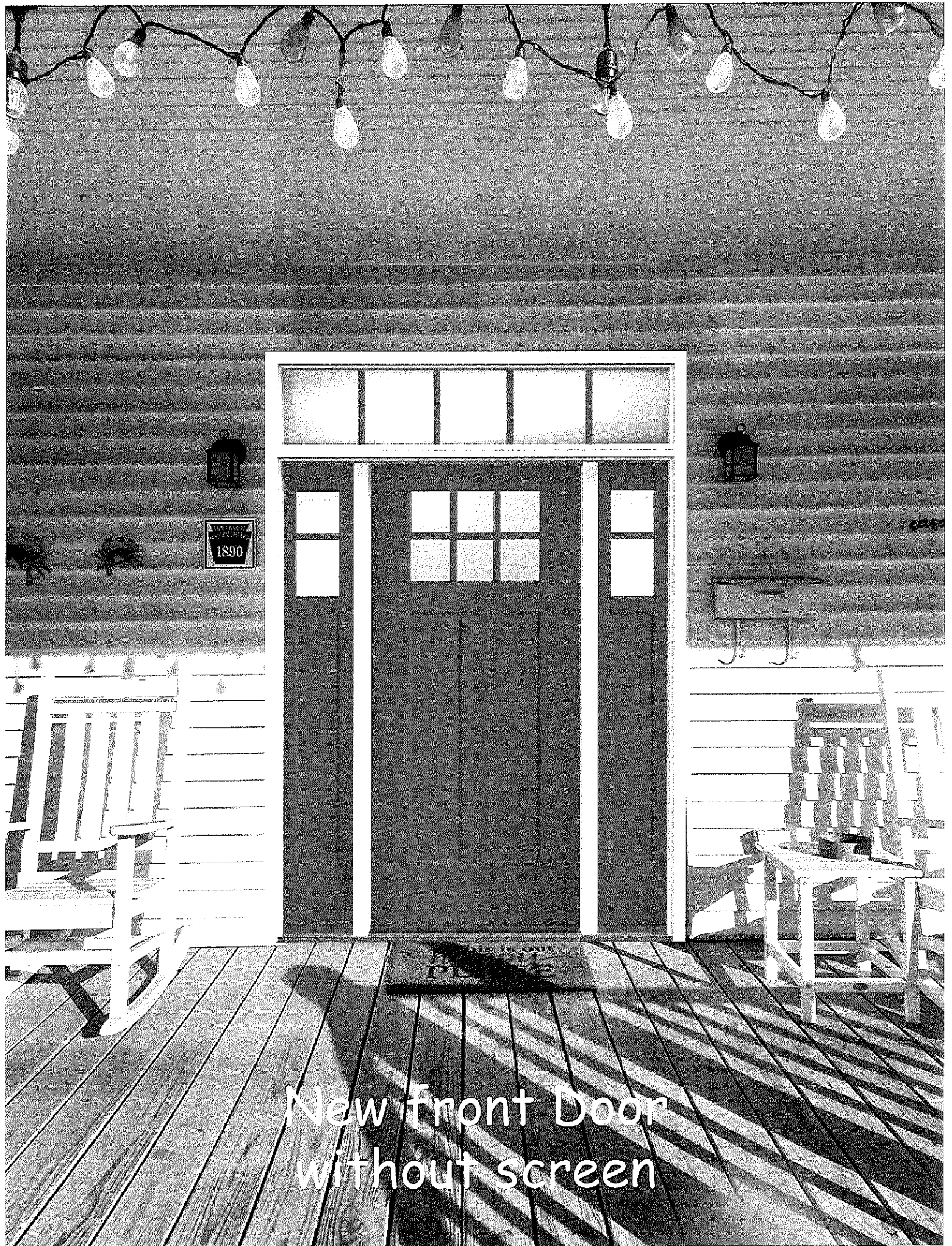






Proposed New  
Front Door





New front Door  
without screen

# **Material Details**

**Therma-Tru**

**Fiberglass Single Door w/2 Sidelites and a Transom**

**36" x 79 1/4" | 11 15/16" x 79 1/4" | Match door x 13 1/2"**

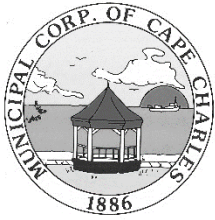
**Inswing Left Hand / 2 fixed sidelites**

**Style Option = S4816-SDLF1LE**

**Style Option - Sidelite = S4812SL-SDLF1LE**

**Style Option - Transom = 19220T**





## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 21, 2023

Item #: 7D (1) – 223 Jefferson Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: March 8, 2023

---

**APPLICANT:** Anne Stratton and Anthony Storey    **TYPE OF APPLICATION:** Certificate of Appropriateness

**SITE ADDRESS:** 223 Jefferson Avenue    **WORK TO BE PERFORMED:** Remove vinyl siding and replace with Ascend Composite Cladding  
**TAX MAP:** 83A1-1-90 & 91    **CURRENT ZONING:** Residential-1 (R-1)  
**LOT SIZE:** 11,200 sq. ft.    **HISTORIC REGISTER:** Not listed  
*Description: N/A*

**DATE APPLICATION RECEIVED:** January 31, 2023

**PRE-APPLICATION MTG:** March 21, 2023

**DATE APPLICATION DEEMED COMPLETE:** February 7, 2023

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** April 10, 2023

---

The applicant is seeking to replace the existing fading vinyl siding with new Ascend composite cladding siding.

### AERIAL MAP:



### MATERIALS:

- Siding: Ascend Composite (Glass-Reinforced Polymer and Graphite-Infused Polystyrene)  
Cladding: ¾" Thickness

**EXISTING:**



**STAFF ANALYSIS:**

**ZONING COMPLIANCE**

The property is a legal, conforming use and the proposed replacement is in conformance with zoning.

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 OVERLAY DESIGN GUIDELINES:**

*Page 7-2: Alternative Materials*

**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 replacement siding reflects the character and historic appearance of the neighborhood.

Staff 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 six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) 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 six (6) months after being commenced.

**Attachments:**

Attachment 1 – Application and Documents





# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x24

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 01/2023

|            |   |
|------------|---|
| Taxes      | ✓ |
| Violations | ✓ |
| Fee        | ✓ |
| Decision   |   |

## PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\***, such as exterior maintenance and repair, replacement of missing or broken windowpanes roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work**, such as new construction of a new building or a new permanent accessory building, relocation or demolition, any alteration of the architectural style of a structure or its significant architectural elements, modifications, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- ☒ A) Zoning Clearance Application      ☒ B) Photos of existing condition      ☐ C) Owner Permission Affidavit  
☒ D) Payment of COA Fee (Minor \$150 and Major \$500)      ☐ E) Tree Permit Application

Owner signature: *Anne W. Stratton*      Date: 1/30/23

## PART 2: PROPERTY INFORMATION

Property Address: **223 Jefferson Ave., Cape Charles, VA**      Tax Map #: 0831A/100J  
0000090  
Is there an active Certificate of Appropriateness on this property? ☐ No    ☐ Yes \_\_\_\_\_ Date      Zoning District: **R1**

## PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Anne Stratton/Anthony Storey**  
Mailing Address: **9605 University Blvd, Richmond, VA 23229**  
Phone Number: **804-240-7628**  
Email: **momstraton@aol.com**

## PART 4: APPLICANT INFORMATION

☒ Check here if applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company:  
Mailing Address:  
Phone Number:  
Email:



**PART 5: PROJECT INFORMATION**

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):

Remove existing siding, replace with new

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

- ☐ Addition    ☐ Doors    ☐ Windows    ☐ Masonry    ☐ Porch Flooring    ☐ Roofs    ☒ Siding    ☐ Steps/Stoop & Railings  
☐ Trim Work    ☐ Fence or Wall    ☐ Partial demolition    ☐ Other:

**A. ADDITION** ☒ Not applicable **SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

|          |                  |            |                       |
|----------|------------------|------------|-----------------------|
| Stories: | Building height: | Footprint: | Gross square footage: |
|----------|------------------|------------|-----------------------|

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF** ☒ Not applicable **SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: ☐ New    ☐ Repair % of roof structure \_\_\_\_    ☐ Reroofing: In kind \_\_\_\_ Different in style or material \_\_\_\_  
☐ Add/Repair Gutters and downspouts    ☐ Solar Panels

Location (Pictures of existing condition):

| Existing Roof                                                                                                                 | Proposed Roof       |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                     |
| Existing Material:                                                                                                            | Proposed Materials: |
| Other / Additional Notes:                                                                                                     |                     |

**C. DOORS** ☒ Not applicable **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_ Removed: \_\_\_\_  
 Repaired: \_\_\_\_ Replaced: In kind \_\_\_\_ Different in style or material \_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

| Existing Door                                                                                                               | Proposed Door                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Door 1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Existing Material:                                                                                                          | Proposed Material:                                                                                                                                           |
| Dimensions: Width ____ Height ____                                                                                          | Dimensions: Width ____ Height ____                                                                                                                           |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels):                                     | Configuration with picture (i.e., glass panes, divisions, decorative details & panels):                                                                      |

Indicate the reason for change:

**D. WINDOWS ■ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of windows to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
Repaired: \_\_\_\_\_ Replaced: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_

Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.

| Existing Windows                                                                                                             | Proposed Windows                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Window1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                            | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                            |
| Width: _____ Height: _____ Depth: _____                                                                                      | Width: _____ Height: _____ Depth: _____                                                                                                                      |
| Material: _____                                                                                                              | Material: _____                                                                                                                                              |

**E. PORCHES ■ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting

Location (Attach pictures for all work; Survey may be requested):

Floorboards: Number of boards to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered \_\_\_\_\_

|                                                                                                                               |                              |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure | Type of Material to be used: |
| Existing Material:                                                                                                            |                              |

**Ceiling:**

|                                                                                                                               |                              |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure | Type of Material to be used: |
| Existing Material:                                                                                                            |                              |

If replacing, indicate the reason for replacement:

If altering, describe any proposed change (material, size, etc.):

**F. STEPS/STOOPS/RAILINGS ■ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of Steps/Stoops to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered \_\_\_\_\_

Location (Attach pictures; Survey may be requested):

|                    |                                                                                                                               |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Existing Material: | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Proposed Material: |                                                                                                                               |

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

Number of Railings to be: \_\_\_\_\_ Repaired \_\_\_\_\_ Replaced \_\_\_\_\_ Altered \_\_\_\_\_

Location (Attach pictures; Survey may be requested):

|                              |                                                                                                                               |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Existing Material:           | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Type of Material to be used: |                                                                                                                               |

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):



|                                                                                                                                                                                     |         |                                                                                                                               |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>G. DECKS &amp; PATIOS</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                              |         |                                                                                                                               |                |
| <input checked="" type="checkbox"/> Deck                                                                                                                                            | Length: | Width:                                                                                                                        | Materials:     |
| <input type="checkbox"/> Patio                                                                                                                                                      | Length: | Width:                                                                                                                        | Materials:     |
| <b>H. SIDING</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                             |         |                                                                                                                               |                |
| Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)            |         |                                                                                                                               |                |
| Location (Attach diagram & pictures): <b>Whole House</b>                                                                                                                            |         |                                                                                                                               |                |
| <b>Existing Siding</b>                                                                                                                                                              |         | <b>Proposed Siding</b>                                                                                                        |                |
| Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not sure                                                         |         |                                                                                                                               |                |
| Existing material: <b>Vinyl</b>                                                                                                                                                     |         | Proposed material: <b>Ascend Composite</b>                                                                                    |                |
| Dimensions: Thickness - <b>1/2"</b> Width - <b>6"</b>                                                                                                                               |         | Dimensions: Thickness - <b>3/4"</b> Width - <b>7"</b>                                                                         |                |
| Indicate the reason for change, e.g., underlying material condition, rot:                                                                                                           |         |                                                                                                                               |                |
| <b>Siding in poor condition; faded, cracked</b>                                                                                                                                     |         |                                                                                                                               |                |
| <b>I. TRIM WORK</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                              |         |                                                                                                                               |                |
| Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration                                                                                             |         |                                                                                                                               |                |
| Location (Attach diagram & pictures):                                                                                                                                               |         |                                                                                                                               |                |
| Existing Material:                                                                                                                                                                  |         | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                |
| Type of Material to be used:                                                                                                                                                        |         |                                                                                                                               |                |
| Dimensions:                                                                                                                                                                         |         |                                                                                                                               |                |
| Reason for repair or alteration (change of material or design):                                                                                                                     |         |                                                                                                                               |                |
| <b>J. MASONRY</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                       |         |                                                                                                                               |                |
| Type of work: <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing |         |                                                                                                                               |                |
| Location (Attach diagram & pictures):                                                                                                                                               |         |                                                                                                                               |                |
| <b>Existing Masonry</b>                                                                                                                                                             |         | <b>Proposed Masonry</b>                                                                                                       |                |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                       |         |                                                                                                                               |                |
| Existing Material:                                                                                                                                                                  |         | Proposed Materials:                                                                                                           |                |
| Existing mortar:                                                                                                                                                                    | Joints: | Mortar to be used:                                                                                                            | Mortar joints: |
| Other / Additional Notes:                                                                                                                                                           |         |                                                                                                                               |                |
| Unpainted masonry cannot be painted.                                                                                                                                                |         |                                                                                                                               |                |
| <b>Existing Chimney</b>                                                                                                                                                             |         | <b>Proposed Chimney</b>                                                                                                       |                |
| Show location and document conditions with photographs                                                                                                                              |         | <input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap                    |                |
| Indicate the reason for change and materials:                                                                                                                                       |         |                                                                                                                               |                |



**K. FENCE OR WALL** ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work: ☐ New ☐ Repair % of structure \_\_\_\_ ☐ Replace In kind \_\_\_\_ Different in style or material \_\_\_\_

Location (include survey showing location, setbacks and height)

**Material:**

Existing Condition: ☐ Original    ☐ Not Original    ☐ Not Sure

Height:

Describe the style:

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.

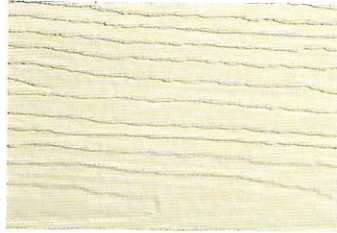
Applicant's signature: Alvin W. Smith Date: 1/30/23

## 20 FADE-RESISTANT COLORS

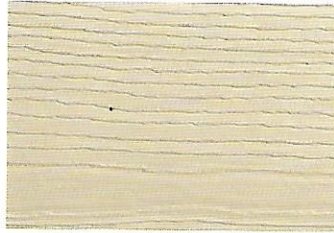
Nothing does more to impact a home's exterior design than color. Whether it's a rich color that draws your eye to an interesting architectural detail, or neutral hues applied to a historic home, a comprehensive palette ensures you are making tasteful color choices with enduring aesthetic value and the custom look you desire. ASCEND Composite Cladding has everything you need to let your vision unfold.



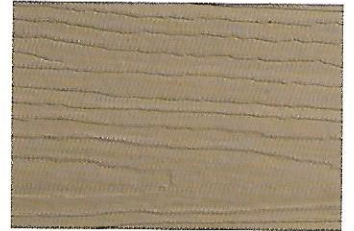
Glacier White



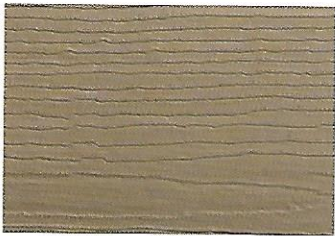
Almond



Monterey Sand



Pebble



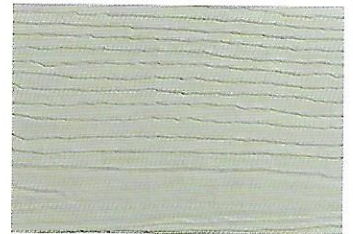
Canyon Drift



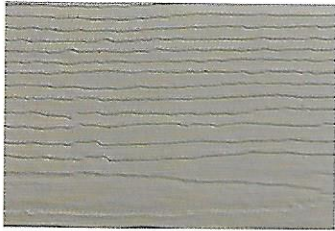
Flagship Brown



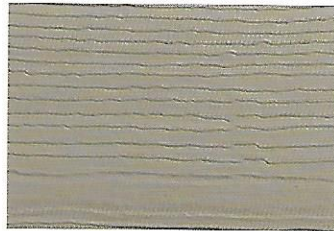
Rustic Timber



Cape Cod Gray



Sterling Gray



Storm



Ageless Slate



Charcoal Smoke



Cast Iron



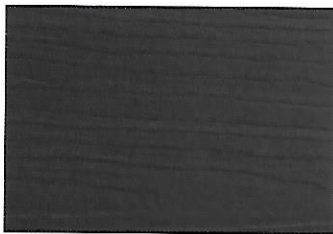
Laguna Blue



Harbor Blue



Midnight Blue



Riviera Dusk



Mountain Fern



Deep Moss



Fired Brick

3-21-2023

Certificate of Appropriateness

- Application Packet dated 2/7/2023
- Landmark Builders Inc. letter dated 10/14/2022





## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 21, 2023

Item #: 7D (2) – 212 Randolph Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: March 8, 2023

---

**APPLICANT:** M. Walter Frisch  
**OWNERS:** Doug and Amy Dodson

**TYPE OF APPLICATION:** Extension of Expired  
Certificate of Appropriateness

**SITE ADDRESS:** 212 Randolph Avenue

**WORK TO BE PERFORMED:** To demolish and re-construct a rear addition

**TAX MAP:** 83A3-1-640 & 637B

**CURRENT ZONING:** Residential-1 (R-1)

**LOT SIZE:** 5,880 sq. ft.

**HISTORIC REGISTER:** Contributing  
*Description: Ca. 1889, Folk Victorian*

**DATE APPLICATION RECEIVED:** February 7, 2023

**PRE-APPLICATION MTG:** March 21, 2023

**DATE APPLICATION DEEMED COMPLETE:** February 7, 2023

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** April 10, 2023

---

The applicant is seeking to extend a Certificate of Appropriateness that expired on December 4, 2021. This application is to demolish an existing rear two-story addition (256 sq. ft.) and re-construct the two-story addition (256 sq. ft.) to create a more modern layout. When that work started, damage was found to the first-floor framing, sills and foundation and work was stopped by the Building Official who required the property owner to obtain an engineer's report regarding this damage and analysis of work needed to bring into compliance with the Building Code (see letter dated 10/14/2022 from Landmark Builders).

In the interim, the property owner came forward on June 21, 2022, seeking another Certificate of Appropriateness which was approved to replace the existing vinyl siding with 7-1/4" HardiePlank Cedarmill Lap siding with a 6" exposure; replace the existing replacement windows with Anderson 400 Series Construction Windows; and to lift the house and install a new raised foundation. A designated condition for the window specifications was as follows: (i) 1/1 no grills, (ii) minimum of 1-3/4" sill, and (iii) 3-1/2" trim.

### **AERIAL MAP:**



### **MATERIALS:**

- Roof: Standing Seam Metal
- Siding: 7-1/4" HardiePlank Cedarmill Lap, 6" Exposure
- Windows: Anderson 400 Series Double Hung, 1/1
- Doors: Therma Tru – Smooth Star 72" x 80" Double Door, Clear Full Lite, Grille Between Glass; Smooth Star 36" x 80" Single Door, Clear Full Lite, Grille Between Glass
- Foundation: CMU Block with a Brick Veneer

### **EXISTING:**



### **PROPOSED ELEVATION:**



WEST ELEVATION

### **STAFF ANALYSIS:**

#### **ZONING COMPLIANCE**

The property is a legal, non-conforming use and the proposed reconstruction of the two-story addition has no increase in square footage therefore is in conformance with the requirements of the zoning ordinance.

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

**HISTORIC DISTRICT OVERLAY DESIGN 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.*

**STAFF RECOMMENDATION:**

Staff is requesting the HDRB to review the previously approved application material submitted by the applicant and *determine if the Board will extend the previous authorization which did expire on 12/4/2021 and combine that with the 2<sup>nd</sup> Certificate of Appropriateness will is scheduled to expire 6/21/2023 and issue a new Certificate of Appropriateness that includes all of the previously approved work and any previously stated conditions imposed by the HDRB and said new Certificate would expire six months from the date of this meeting.*

Staff 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 six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) 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 six (6) months after being commenced.

**Attachments:**

Attachment 1 – Applications and Documents





# Certificate of Appropriateness Application

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x24

[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 01/2023

Taxes

Violations

Fee

Decision

## PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

**Minor Exterior Work\***, such as exterior maintenance and repair, replacement of missing or broken windowpanes roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

**Major Exterior Work**, such as new construction of a new building or a new permanent accessory building, relocation or demolition, any alteration of the architectural style of a structure or its significant architectural elements, modifications, and any major or minor work not eligible for administrative review must be reviewed and approved\* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

☐ A)

☐ B) Photos of existing condition

☐ C)

☐ D) Payment of COA Fee (Minor \$150 and Major \$500)

☐ E)

Owner signature: *[Signature]*

Date: 2/7/2023

## PART 2: PROPERTY INFORMATION

Property Address: 212 Randolph Ave

Tax Map #: 83-A-3-1640

Is there an active Certificate of Appropriateness on this property? ☐ No ☐ Yes \_\_\_\_\_ Date

Zoning District: R-1

## PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Amy & Doug Dodson

Mailing Address: ~~90510-578-5754~~ 1617 Locust Grove Church Rd. Orange VA. 22960

Phone Number: 1-540-718-7545

Email: cemydod7@yahoo.com

## PART 4: APPLICANT INFORMATION

☐ Check here if applicant is owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: M. Weller Frisch

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

Phone Number: 1-757-617-5873

Email: Frisch1017@gmail.com

**PART 5: PROJECT INFORMATION**

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):

Strip and Replace old siding, Fascias and trim with new  
Install standing seam metal roof  
Install new windows Andersen 400 series 2/0 grills

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

Select the type of work to be performed (check all that apply):

☐ Addition ☒ Doors ☒ Windows ☐ Masonry ☒ Porch Flooring ☒ Roofs ☒ Siding ☒ Steps/Stoop & Railings  
☒ Trim Work ☐ Fence or Wall ☐ Partial demolition ☐ Other:

**A. ADDITION** ☒ Not applicable **SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Location (Attach a diagram; Survey/Site Plan is required):

Stories: 1 1/2 Building height: \_\_\_\_\_ Footprint: 18'3" x 14'6" Gross square footage: \_\_\_\_\_

Complete all sections below that apply to your addition and supply elevation drawings.

**B. ROOF** ☐ Not applicable **SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Type of work: ☒ New ☒ Repair % of roof structure 20 ☐ Reroofing: In kind \_\_\_\_\_ Different in style or material ☒  
☐ Add/Repair Gutters and downspouts ☐ Solar Panels

Location (Pictures of existing condition):

| Existing Roof                                                                                                                            | Proposed Roof                                  |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                                                |
| Existing Material: <u>Metal tiles</u>                                                                                                    | Proposed Materials: <u>Metal standing seam</u> |
| Other / Additional Notes:                                                                                                                |                                                |

**C. DOORS** ☐ Not applicable **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: \_\_\_\_\_ Removed: \_\_\_\_\_  
Repaired: 10 Replaced: In kind \_\_\_\_\_ Different in style or material \_\_\_\_\_

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

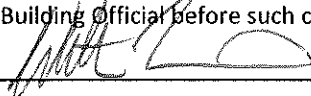
| Existing Door                                                                                                                          | Proposed Door                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Door 1:<br>Original to the home: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br>____ Added ____ Removed ____ Repaired ____ Replaced            |
| Existing Material: <u>wood</u>                                                                                                         | Proposed Material:                                                                      |
| Dimensions: Width _____ Height _____                                                                                                   | Dimensions: Width _____ Height _____                                                    |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels):                                                | Configuration with picture (i.e., glass panes, divisions, decorative details & panels): |

Indicate the reason for change:

|                                                                                                                                                                                        |                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D. WINDOWS</b> <input type="checkbox"/> Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                     |                                                                                                                                          |
| Number of windows to be: Added: _____ Removed: <u>17</u>                                                                                                                               |                                                                                                                                          |
| Repaired: _____ Replaced: In kind _____ Different in style or material <u>N</u>                                                                                                        |                                                                                                                                          |
| Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.                                                                        |                                                                                                                                          |
| <b>Existing Windows</b>                                                                                                                                                                | <b>Proposed Windows</b>                                                                                                                  |
| Window1:<br>Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure                                                | Work to be completed:<br>____ Added ____ Removed ____ Repaired <u>X</u> Replaced                                                         |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture <u>0/0</u>                                                                                           | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture <u>2/0 (Newborn)</u>                                   |
| Width: _____ Height: _____ Depth: _____                                                                                                                                                | Width: <u>3/0</u> Height: <u>5/0</u> Depth: _____                                                                                        |
| Material: _____                                                                                                                                                                        | Material: <u>Composite</u>                                                                                                               |
| <b>E. PORCHES</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                     |                                                                                                                                          |
| Work to be done: <input type="checkbox"/> Repair flooring <input type="checkbox"/> Repair ceiling <input type="checkbox"/> Repair columns <input type="checkbox"/> Repair/add skirting |                                                                                                                                          |
| Location (Attach pictures for all work; Survey may be requested):                                                                                                                      |                                                                                                                                          |
| Floorboards: Number of boards to be: _____ Repaired _____ <u>X</u> Replaced <u>All</u> _____ Altered <u>7x28</u>                                                                       |                                                                                                                                          |
| Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                               | Type of Material to be used:                                                                                                             |
| Existing Material: <u>trex</u>                                                                                                                                                         | <u>Azek Timberex</u>                                                                                                                     |
| Ceiling: <u>Not altering</u>                                                                                                                                                           |                                                                                                                                          |
| Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                               | Type of Material to be used:                                                                                                             |
| Existing Material: _____                                                                                                                                                               |                                                                                                                                          |
| If replacing, indicate the reason for replacement:                                                                                                                                     |                                                                                                                                          |
| If altering, describe any proposed change (material, size, etc.):                                                                                                                      |                                                                                                                                          |
| <b>F. STEPS/STOOPS/RAILINGS</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                       |                                                                                                                                          |
| Number of Steps/Stoops to be: _____ Repaired _____ <u>X</u> Replaced _____ Altered _____                                                                                               |                                                                                                                                          |
| Location (Attach pictures; Survey may be requested):                                                                                                                                   |                                                                                                                                          |
| Existing Material: <u>Brick</u>                                                                                                                                                        | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Proposed Material: <u>Brick</u>                                                                                                                                                        |                                                                                                                                          |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):<br><u>Falling</u>                                  |                                                                                                                                          |
| Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____                                                                                                            |                                                                                                                                          |
| Location (Attach pictures; Survey may be requested):                                                                                                                                   |                                                                                                                                          |
| Existing Material: _____                                                                                                                                                               | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure            |
| Type of Material to be used:                                                                                                                                                           |                                                                                                                                          |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):                                                    |                                                                                                                                          |



|                                                                                                                                            |                                                                                                                                                                                  |                                                                                                                                          |                |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>G. DECKS &amp; PATIOS</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES |                                                                                                                                                                                  |                                                                                                                                          |                |
| <input type="checkbox"/> Deck                                                                                                              | Length:                                                                                                                                                                          | Width:                                                                                                                                   | Materials:     |
| <input type="checkbox"/> Patio                                                                                                             | Length:                                                                                                                                                                          | Width:                                                                                                                                   | Materials:     |
| <b>H. SIDING</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES           |                                                                                                                                                                                  |                                                                                                                                          |                |
| Type of work:                                                                                                                              | <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input checked="" type="checkbox"/> Full Re-Siding (Change of material)            |                                                                                                                                          |                |
| Location (Attach diagram & pictures):                                                                                                      |                                                                                                                                                                                  |                                                                                                                                          |                |
| <b>Existing Siding</b>                                                                                                                     |                                                                                                                                                                                  | <b>Proposed Siding</b>                                                                                                                   |                |
| Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure                |                                                                                                                                                                                  | James Hardie                                                                                                                             |                |
| Existing material: Vinyl                                                                                                                   |                                                                                                                                                                                  | Proposed material: cement Board                                                                                                          |                |
| Dimensions: Thickness -      Width - 5"                                                                                                    |                                                                                                                                                                                  | Dimensions: Thickness - 5/16      Width - 5"                                                                                             |                |
| Indicate the reason for change, e.g., underlying material condition, rot:<br>Bad condition                                                 |                                                                                                                                                                                  |                                                                                                                                          |                |
| <b>I. TRIM WORK</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES       |                                                                                                                                                                                  |                                                                                                                                          |                |
| Type of work:                                                                                                                              | <input type="checkbox"/> Minor Repair <input checked="" type="checkbox"/> Alteration                                                                                             |                                                                                                                                          |                |
| Location (Attach diagram & pictures):                                                                                                      |                                                                                                                                                                                  |                                                                                                                                          |                |
| Existing Material: Metal clad wood                                                                                                         |                                                                                                                                                                                  | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                |
| Type of Material to be used: Azek                                                                                                          |                                                                                                                                                                                  |                                                                                                                                          |                |
| Dimensions: 5/4 x 6 , 5/4 x 4                                                                                                              |                                                                                                                                                                                  |                                                                                                                                          |                |
| Reason for repair or alteration (change of material or design): to better replicate original                                               |                                                                                                                                                                                  |                                                                                                                                          |                |
| <b>J. MASONRY</b> <input type="checkbox"/> Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                |                                                                                                                                                                                  |                                                                                                                                          |                |
| Type of work:                                                                                                                              | <input checked="" type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing |                                                                                                                                          |                |
| Location (Attach diagram & pictures):                                                                                                      |                                                                                                                                                                                  |                                                                                                                                          |                |
| <b>Existing Masonry</b>                                                                                                                    |                                                                                                                                                                                  | <b>Proposed Masonry</b>                                                                                                                  |                |
| Existing Condition: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure   |                                                                                                                                                                                  |                                                                                                                                          |                |
| Existing Material: Brick                                                                                                                   |                                                                                                                                                                                  | Proposed Materials:                                                                                                                      |                |
| Existing mortar: Yes                                                                                                                       | Joints:                                                                                                                                                                          | Mortar to be used:                                                                                                                       | Mortar joints: |
| Other / Additional Notes: Piers had no concrete or Rebar were shifting and in extremely bad condition                                      |                                                                                                                                                                                  |                                                                                                                                          |                |
| <b>Existing Chimney</b>                                                                                                                    |                                                                                                                                                                                  | <b>Proposed Chimney</b>                                                                                                                  |                |
| Show location and document conditions with photographs                                                                                     |                                                                                                                                                                                  | <input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap                               |                |
| Indicate the reason for change and materials:                                                                                              |                                                                                                                                                                                  |                                                                                                                                          |                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>K. FENCE OR WALL</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                               |
| Type of work: <input type="checkbox"/> New <input type="checkbox"/> Repair % of structure ____ <input type="checkbox"/> Replace In kind ____   Different in style or material ____                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                               |
| Location (include survey showing location, setbacks and height)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
| Material:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Height:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               |
| Describe the style:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
| <p>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.</p> |                                                                                                                               |
| Applicant's signature: <u></u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Date: <u>2/7/2023</u>                                                                                                         |

**SURVEYORS CERTIFICATION**

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

**GENERAL NOTES:**

1. OWNERS: DOUGLAS GEORGE DODSON, JR. & AMY LAWSON DODSON

2. TAX PARCEL 83A3-1-640 & 83A3-1-637B

3. SOURCE OF TITLE: INST. 150001039

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JUNE 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

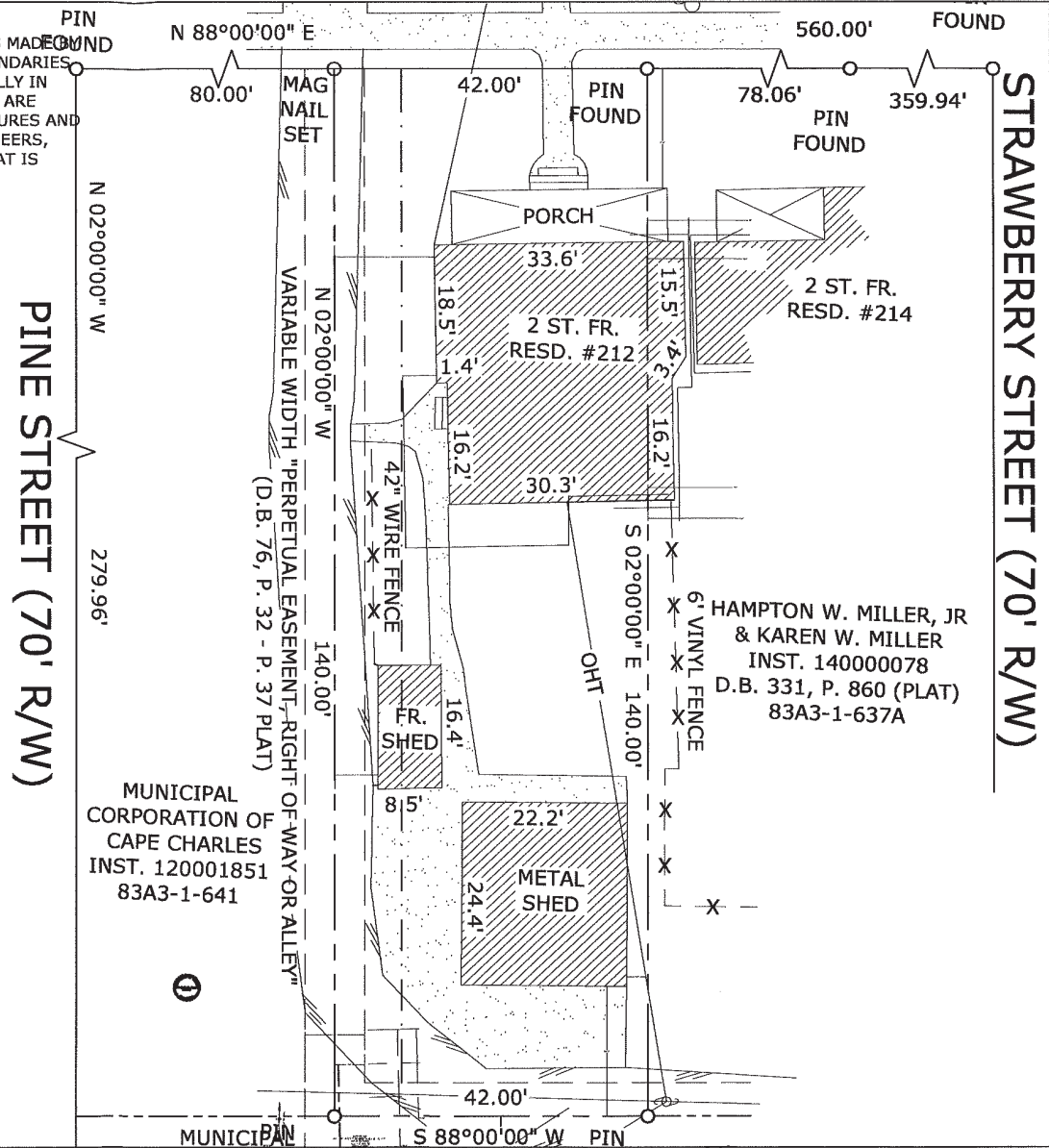
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

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

7. PLAT REFERENCES:  
D.B. 41, P. 484 (PLAT)  
D.B. 76, P. 37 (PLAT)  
D.B. 331, P. 860 (PLAT)

8. AREA: 5,880 SQ. FT. (0.135 AC.)

9. NOTE: AS PER INST. 150001039, IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT THE CONTINUATION OF THE ENCROACHMENT OF THE HOUSE AND EAVES OF 212 RANDOLPH AVENUE SHALL EXIST ONLY SO LONG AS THE RESIDENCE NO. 212 RANDOLPH AVENUE AS NOW CONSTRUCTED EXISTS.



**PARHAM**

210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
757.331.8133 ... rkiek@isloud.com  
PARHAM ARCHITECT, R.A., NCARB

**Dodson Residence Addition/Alteration**  
212 RANDOLPH AVENUE, CAPE CHARLES, VA

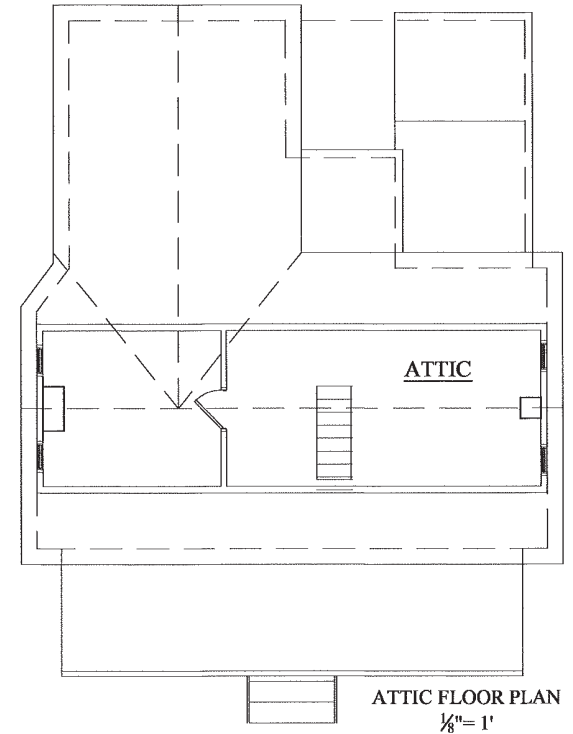
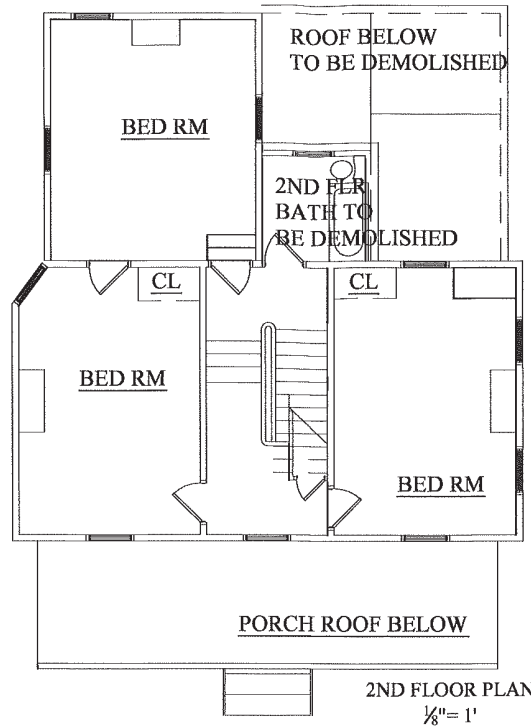
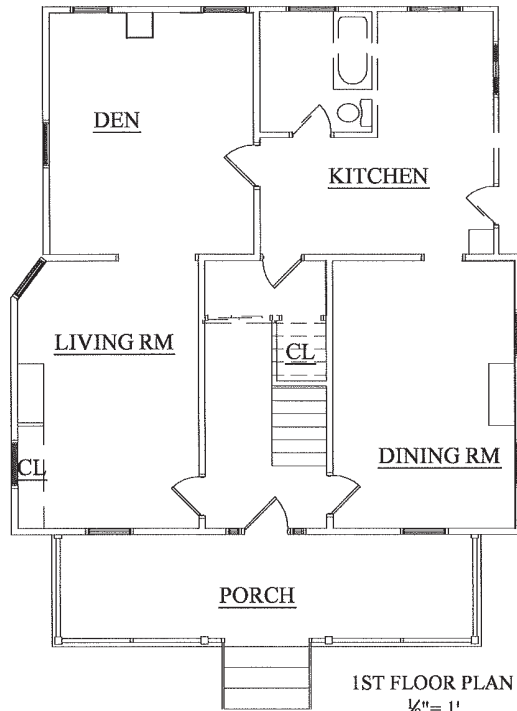
Survey

201907

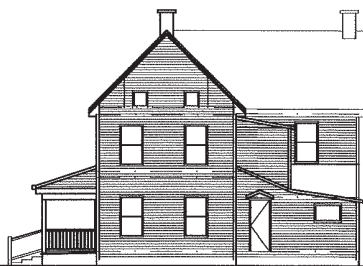
|    |         |  |      |
|----|---------|--|------|
| LP | 8/21/19 |  | SK-S |
|    | 1/8"=1' |  |      |



DEMOLISH SOUTH  
WEST ADDITION



NORTH ELEVATION  
 $\frac{1}{16}" = 1'$



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



**PARHAM**

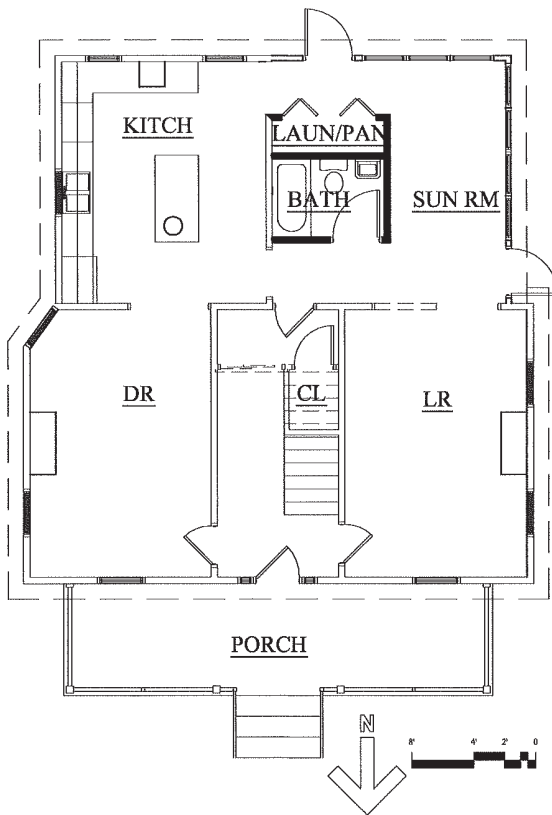
210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
757.331.8133 ... rktek@icloud.com  
PARHAM ARCHITECT, R.A., NCARB

Dodson Residence Addition/Alteration  
212 RANDOLPH AVENUE, CAPE CHARLES, VA

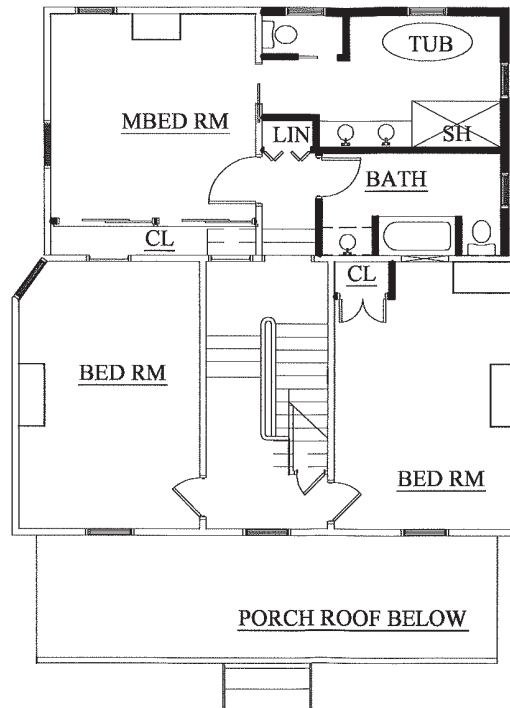
EXISTING CONDITIONS PLANS & ELEVATIONS

201907

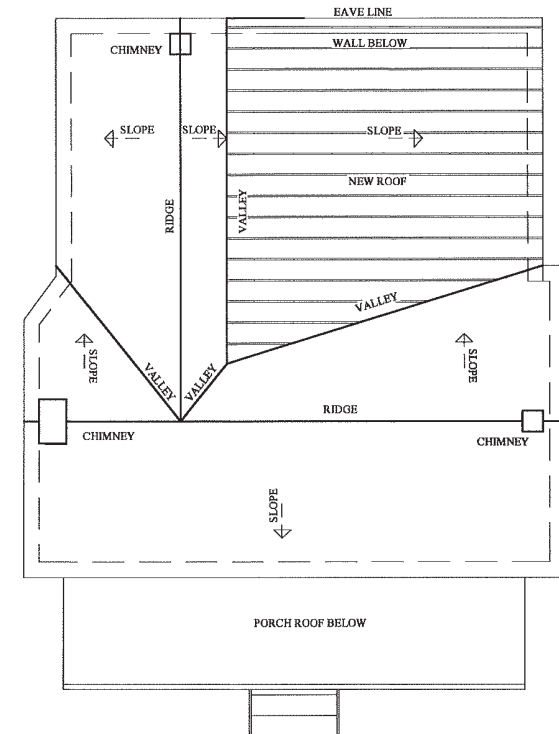
|    |         |      |
|----|---------|------|
| LP | 5/11/19 | EC-1 |
|    | AS      |      |



1ST FLOOR



2ND FLOOR



ROOF PLANS  $\frac{1}{16}"=1'$



**PARHAM**

210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
757.331.8133 ... rklek@icloud.com  
PARHAM ARCHITECT, R A, NCARB

**Dodson Residence Addition/Alteration**  
212 RANDOLPH AVENUE, CAPE CHARLES, VA

**PRELIMINARY PLANS**

201907

|    |         |  |      |
|----|---------|--|------|
| LP | 8/25/19 |  | SK-2 |
|    | 1/8"=1' |  |      |



**PARHAM**

210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
757.331.8133 ... rktek@icloud.com  
PARHAM ARCHITECT, R A, NCARB

**Dodson Residence Addition/Alteration**  
212 RANDOLPH AVENUE, CAPE CHARLES, VA

**PRELIMINARY ELEVATIONS**

201907

|    |         |  |       |
|----|---------|--|-------|
| LP | 7/6/20  |  | SK-2' |
|    | 1/8"=1' |  |       |



# Landmark Builders Inc.

P.O. Box 35 Greenbackville Va. 23356  
Phone/ fax 1-757-824-4743

---



Mr. Walt Frisch

Friday, October 14, 2022

Date of inspection Friday, October 13, 2022

Mr. Frisch here is the report on the home 212 Randolph Ave. as requested for the first floor framing damage and reconstruction. The scope of the work to be done to insure safe habitation of the home is govern by renovation and reconstruction code of Va. The following problems are noted.

(1) There are piers that are out of plum and projecting movement of the main outer sill of the floor framing and need to be footed on a modern foundation.

(2) There is damage by infestation of the sill, and needs to be replaced with a treated foundation plate on a new footer and foundation system designed for this use including the inter piers being replaced by this.

(3) The floor joist show damage from infestation and have been sistered to try and repair this. This was improperly done the joist have no forcible bearer against the infested area therefore providing new material for the termites, the joist do not spend the full length between the outer wall and the beam that rest the joist of the front of the building and only helps the center of the new span there is also two long of a joist span for the 2x8 material and there is no apparent accommodation for ongoing infestation. Also the joists are notch in the construction style of the late 1800s and early 1900s this is not code allowed now (today's code).

(4) The studs of the lower part of the building need to be inspected for infestation and the corner post for infestation.

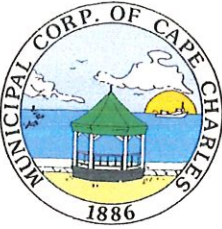
(5) It appears that the best way to provide a sound and livable building is to lift the building and install a foot/foundation to provide for the needed floor system and to remove the sills and damage joist. This would give access to the flooring system to make repairs and a sound structure.

Wilbur Bowden

11-04-2020

## Certificate of Appropriateness

- Original Submittal dated 9/25/2020
- Application for COA Decision Notice 11/4/2020
- Letter from Parham Architect regarding Roofing Material dated 12/4/2020
- Certificate of Appropriateness dated 12/4/2020



## 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](mailto:planner@capecharles.org)

### APPLICANT INFORMATION

Name: LEON PARHAM - ARCHITECT  
Mailing Address: 5377 MOCKHORN BAY DR. C.C., VA 23310  
Phone Number: 757 331 0591 Email: RKTEK@ICLOUD.COM

### PROJECT SUMMARY

Address of Project: 212 RANDOLPH AVE. DODSON RESIDENCE\*  
Application Type (rezoning, variance, etc.): HISTORIC  
Total Acreage of Project: .126

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

DEMO & RECONSTRUCTION OF VARIOUS "MODERN"  
ADDITION TO THE REAR OF THIS SINGLE FAMILY RES.  
WORK WILL INCLUDE KITCHEN RELOCATION -  
& NEW BATHS.

OWNERS: \* AMY & D.G. DODSON  
1117 EAST MARKET ST  
CHARLOTTESVILLE, VA. 22902  
540 718 7546

Signature of Applicant: Leon Parham

Date: 9/25/20

*For Internal Use Only:*

Pre-Application Meeting Date: \_\_\_\_\_

Staff Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

HDRB Rep Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_



**Parham Architect**  
**5377 Mockhorn Bay Drive**  
**Cape Charles, VA 23310**  
**757-331-0591**  
[rktek@icloud.com](mailto:rktek@icloud.com)  
**[www.parhamarchitect.com](http://www.parhamarchitect.com)**

9/25/2020

Via: email [planner@capecharles.org](mailto:planner@capecharles.org)

Re: Residence renovation for the Dodsons, 212 Randolph Avenue, Cape Charles, VA

Allison Finchum Planner  
Cape Charles, VA

Dear Allison:

Herewith please find application form, preliminary plans, survey, site plan and photos for a preliminary review.

This is a single family frame residence with various modern rear additions, the house is entirely covered in vinyl siding.

A brief history: As you see by the survey we have a very unusual situation. When I moved here in 96, this house appeared to be leaning on the adjacent house, and was pretty well known as such. Since then it was slightly reconfigured so they aren't touching. The fact is this house is encroaching about 2' on the property to the East! The survey shows this, and there is a mention of this situation in note 9. The actual circumstances of this configuration and ultimate property line adjustments are lost in time, all original parties are deceased. My clients have done as much as possible to clarify this situation. They have title insurance, consulted with attorneys, and communicated with the descendants of the original owners as well as the neighbors. They have correspondence indicating there no problem with doing work on the house as long as it does not impact any of the adjacent house.

This house is almost identical to the house behind town hall, which I worked on 3 years ago. I am virtually sure it was the same builder.

The designs herewith show the modern rear additions demolished and reconfigured to create a sunroom and laundry room, the kitchen relocated, and a guest and master bath is provided on the second floor. The entire new work is within the original footprint. No work is in the encroachment. The siding on the new addition is to match the existing vinyl.

Sincerely,



Leon F Parham R.A., NCARB



## 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](mailto:planner@capecharles.org)

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

- |                                                                       |                                                                                                                                                                           |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Completed application                        | <input type="checkbox"/> Photos/elevations of existing structure                                                                                                          |
| <input type="checkbox"/> Letter of intent clearly explaining project  | <input type="checkbox"/> Photos/elevations of proposed project                                                                                                            |
| <input type="checkbox"/> Existing site plan or survey                 | <input type="checkbox"/> Proposed materials/spec sheets, samples                                                                                                          |
| <input type="checkbox"/> Proposed site plan or survey (if applicable) | <input type="checkbox"/> 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: DODSON RESIDENCE RENOVATION  
Property Address: 212 RANDOLPH AVE C.C  
Brief Description of Project: MISC. DEMO & RECONSTRUCTION OF REAR ADDITIONS  
Zoning District: R1 Current Use: SINGLE FAM. Proposed Use: SINGLE FAM

### OWNER INFORMATION

Name and Company: DE & AMY DODSON  
Mailing Address: 1117 E. MARKET ST CHARLOTTESVILLE, VA 22902  
Phone Number: 540 218 7546 Email: AMY.DOD7@YAHOO.COM

### APPLICANT INFORMATION

☐ check here if applicant is owner

Name: LEON PARHAM - ARCHITECT  
Mailing Address: 5377 MOCKHORN BAY DR CC. 23310  
Phone Number: 757 331 0591 Email: TRKTEK@ICLOUD.COM

### CERTIFICATION OF APPLICANT

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

Signature of Applicant: [Signature] Date: 11/9/20

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

**SURVEYORS CERTIFICATION**

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

**GENERAL NOTES:**

1. OWNERS: DOUGLAS GEORGE DODSON, JR. & AMY LAWSON DODSON

2. TAX PARCEL 83A3-1-640 & 83A3-1-637B

3. SOURCE OF TITLE: INST. 150001039

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JUNE 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

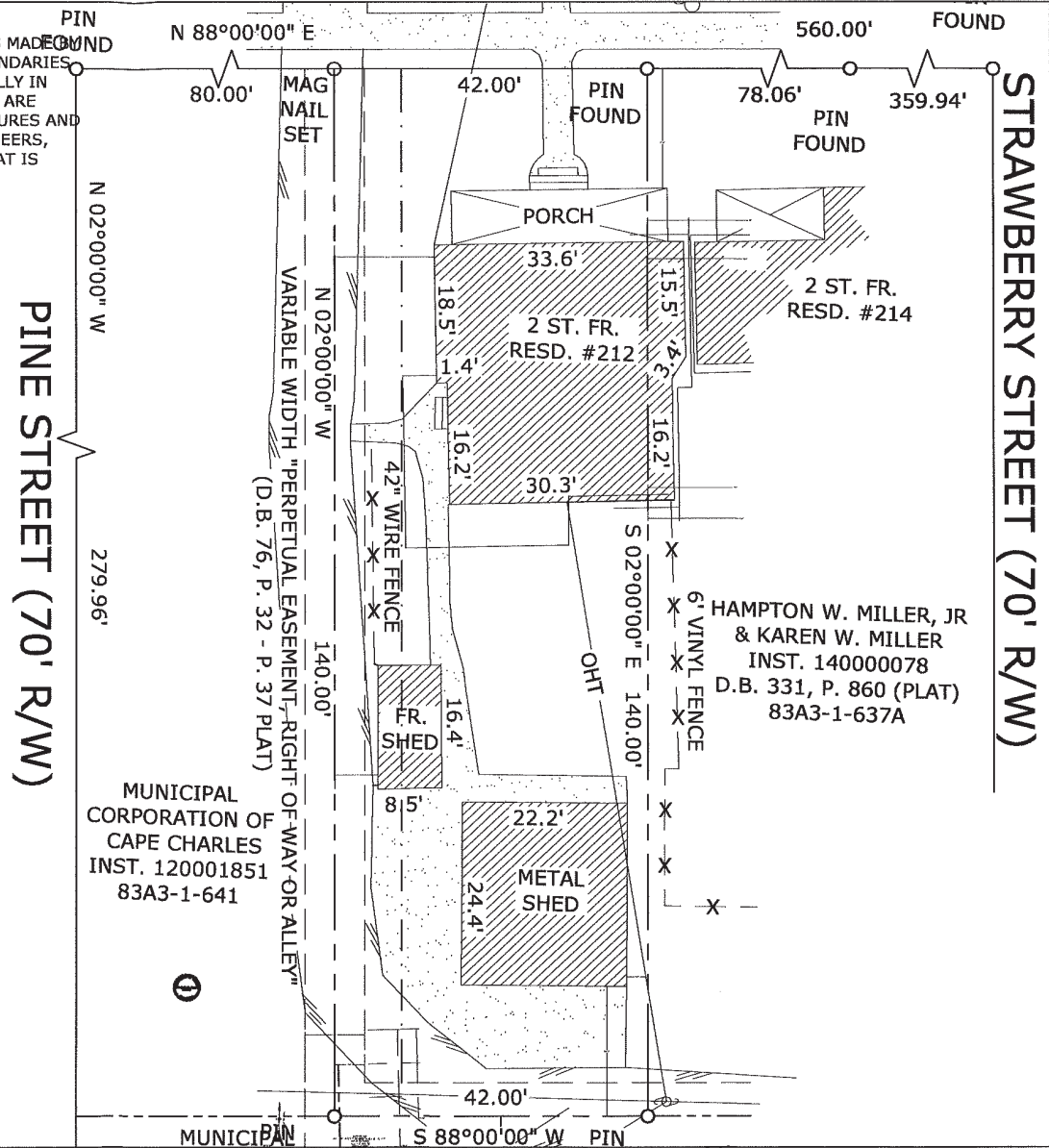
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

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

7. PLAT REFERENCES:  
D.B. 41, P. 484 (PLAT)  
D.B. 76, P. 37 (PLAT)  
D.B. 331, P. 860 (PLAT)

8. AREA: 5,880 SQ. FT. (0.135 AC.)

9. NOTE: AS PER INST. 150001039, IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT THE CONTINUATION OF THE ENCROACHMENT OF THE HOUSE AND EAVES OF 212 RANDOLPH AVENUE SHALL EXIST ONLY SO LONG AS THE RESIDENCE NO. 212 RANDOLPH AVENUE AS NOW CONSTRUCTED EXISTS.



**PARHAM**

210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
757.331.8133 ... rktek@isloud.com  
PARHAM ARCHITECT, R.A., NCARB

**Dodson Residence Addition/Alteration**  
212 RANDOLPH AVENUE, CAPE CHARLES, VA

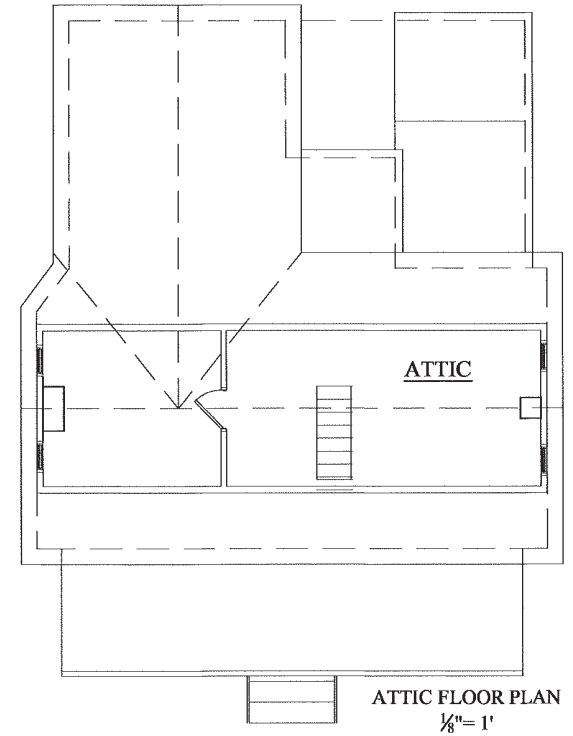
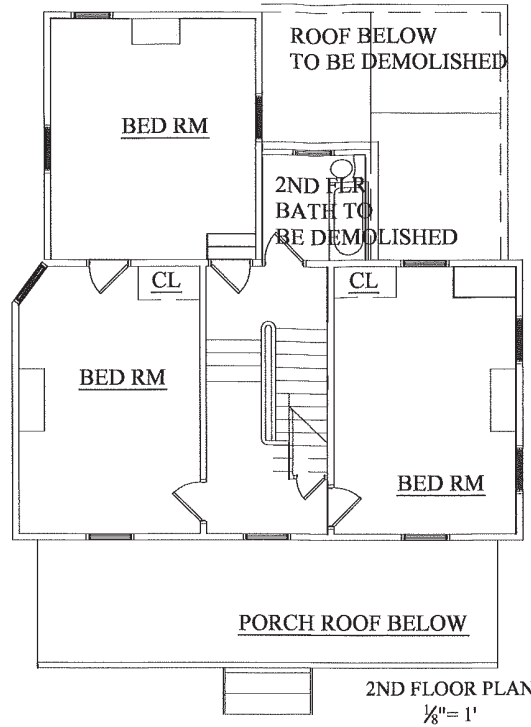
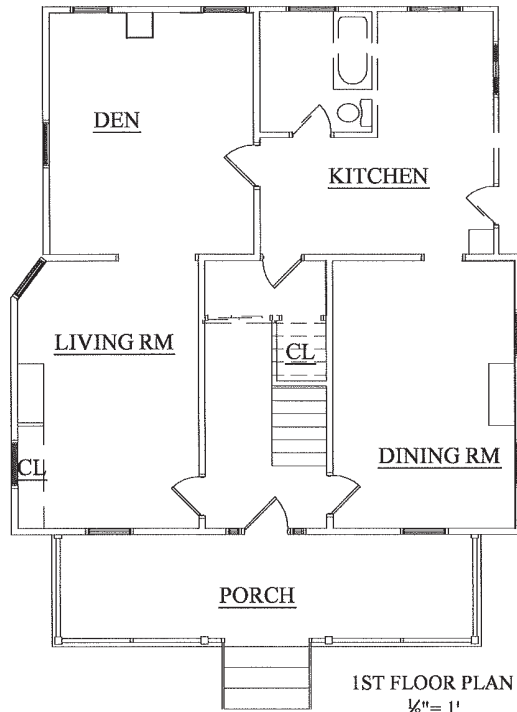
Survey

201907

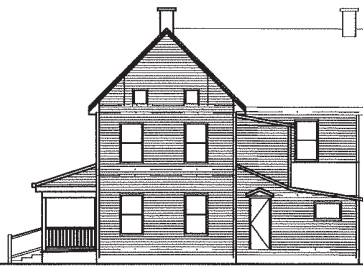
|    |         |  |      |
|----|---------|--|------|
| LP | 8/21/19 |  | SK-S |
|    | 1/8"=1' |  |      |



DEMOLISH SOUTH  
WEST ADDITION



NORTH ELEVATION  
 $\frac{1}{16}" = 1'$



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



**PARHAM**

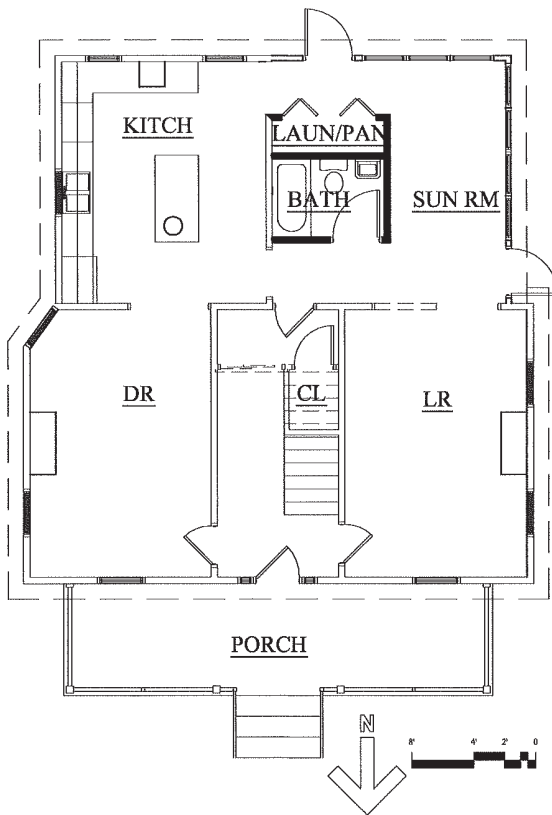
210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
757.331.8133 ... rktek@icloud.com  
PARHAM ARCHITECT, R.A., NCARB

Dodson Residence Addition/Alteration  
212 RANDOLPH AVENUE, CAPE CHARLES, VA

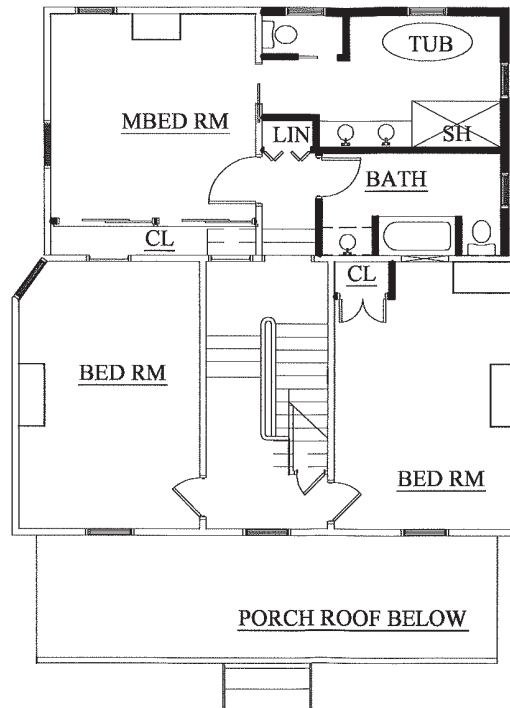
EXISTING CONDITIONS PLANS & ELEVATIONS

201907

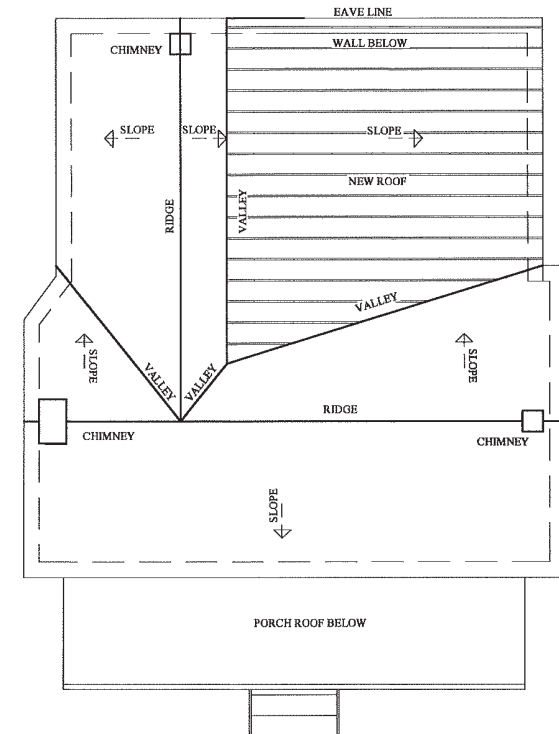
|    |         |      |
|----|---------|------|
| LP | 5/11/19 | EC-1 |
|    | AS      |      |



1ST FLOOR



2ND FLOOR



ROOF PLANS  $\frac{1}{16}"=1'$



**PARHAM**

210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
757.331.8133 ... rklek@icloud.com  
PARHAM ARCHITECT, R A, NCARB

**Dodson Residence Addition/Alteration**  
212 RANDOLPH AVENUE, CAPE CHARLES, VA

**PRELIMINARY PLANS**

201907

|    |         |  |      |
|----|---------|--|------|
| LP | 8/25/19 |  | SK-2 |
|    | 1/8"=1' |  |      |



**PARHAM**

210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
757.331.8133 ... rktek@icloud.com  
PARHAM ARCHITECT, R A, NCARB

**Dodson Residence Addition/Alteration**  
212 RANDOLPH AVENUE, CAPE CHARLES, VA

**PRELIMINARY ELEVATIONS**

|    |         |  |       |
|----|---------|--|-------|
| LP | 7/6/20  |  | SK-2' |
|    | 1/8"=1' |  |       |





***Municipal Corp. of  
Cape Charles***

## Application for Certificate of Appropriateness Decision Notice

Dear Applicant,

Your request for a Certificate of Appropriateness to demolish and reconstruct a rear addition on the single-family detached dwelling at 212 Randolph Avenue was heard on November 4, 2020. At this meeting, the Historic District Review Board approved the proposed project as follows:

**Motion made by Kerry Shackelford, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 212 Randolph Avenue to demolish and reconstruct an addition on the single-family detached dwelling with the condition that the state of the existing roof material be determined and reviewed by the Historic District Review Board. The motion was approved by unanimous vote.**

Section 8.32 of the zoning ordinance states the following:

*An appeal from a decision of the Historic District Review Board may be taken to the Town Council by the owner of the property in question or by any party aggrieved and must show that he has an immediate, pecuniary and substantial interest in the litigation, and not a remote or indirect interest, which shall be taken within thirty (30) days after the decision appealed from by filing with the Zoning Administrator the following: a notice of appeal specifying the grounds thereof; a signed statement listing any personal or business relationship with any general or subcontractors associated with the project under appeal; a signed statement that all real and personal property taxes are current as of the date of the filed appeal notice; a signed statement listing any personal or business relationship or partnership with the property owner(s) associated with the project under appeal; a fee equal in value to the fee paid by the property owner(s) associated with the project under appeal. The Zoning Administrator shall transmit to the Town Council within five (5) days all the papers constituting the record upon which the action appealed from was taken. The Town Council shall fix a reasonable time for the hearing, give public notice thereof and decide the same within sixty (60) days. At the hearing the appealing party may appear in person or by agent. In exercising its powers, the Town Council may, in conformity with the provisions of this Ordinance, reverse or affirm, wholly or partly, or may modify any order, requirement, decision, or determination appealed from and make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the Historic District Review Board.*

Please let me know if you have any questions.

Thanks,

Tracy Outten, CMC  
Planning Technician

**Parham Architect**  
**5377 Mockhorn Bay Drive**  
**Cape Charles, VA 23310**  
**757-331-0591**  
[rktek@icloud.com](mailto:rktek@icloud.com)  
**[www.parhamarchitect.com](http://www.parhamarchitect.com)**

12/4/2020

Via: email [tracy.outten@capecharles.org](mailto:tracy.outten@capecharles.org)

Re: Residence renovation for the Dodsons, 212 Randolph Avenue, Cape Charles, VA

Tracy Outten Planning  
Cape Charles, VA

Dear Tracy:

In regard to the above proposed residence renovation, I believe we put off a decision on the roofing material at the previous meeting to allow for investigation. Since then I have looked at a number of repairs or “restorations” in town of similar metal tile roofs, which all seem to pretty rough to me, nothing that I would accept. I consulted my “go to” roofer who has worked with new metal tile roofs and he pointed out that the new addition rear roof could not be that type of shingle due to the slope, would require standing seam if it were metal. I also had a similar conversation with Kerry in that regard as well. The standing seam would not be compatible with the existing or new tile. I am back to proposing all existing and new roof to be standing seam roof per original application.

Let me know if you have any questions. Thanks for the consideration.

Sincerely,

Leon F Parham R.A., NCARB



**M U N I C I P A L   C O R P O R A T I O N   O F**  
**C A P E   C H A R L E S**  
**H I S T O R I C   D I S T R I C T   R E V I E W   B O A R D**

Date Issued: 12/4/2020

Issued to: Leon Parham  
5377 Mockhorn Bay Drive  
Cape Charles, VA 23310

For Property: 212 Randolph Avenue  
Cape Charles, VA 23310

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

Demolishing and re-constructing a rear addition on the single-family detached home. The Historic District Review Board approved the above application with the designated condition listed below.

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

**Designated conditions to be met are as follows:** The state of the existing roof material needed to be determined and reviewed by the Historic District Review Board.

Kerry Shackelford

Chair, Historic District Review Board

12/04/2020

Date

Planning Technician

12/04/2020

Date



6-21-2022

## Certificate of Appropriateness

- Certificate of Appropriateness dated 6/22/2022
- Staff Report dated 6/13/2022
- Application Packet dated 6/6/2022



**M U N I C I P A L   C O R P O R A T I O N   O F**  
**C A P E   C H A R L E S**  
**H I S T O R I C   D I S T R I C T   R E V I E W   B O A R D**

Date Issued: 6/22/2022

Issued to: M. Walter Frisch, Frisch Construction, Inc.   For Property: 212 Randolph Avenue  
P.O. Box 121   Cape Charles, VA 23310  
Craddockville, VA 23341

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

Removing the existing vinyl siding and replacing it with 7-1/4" HardiePlank Cedarmill Lap siding with a 6" exposure; replacing the existing vinyl replacement windows with Anderson 400 series construction windows; and lifting the house and installing a new raised foundation. The Historic District Review Board approved the application as presented with any designated condition/s and the standard condition stated below.

**Designated Condition/s:** Window Specifications: (a) 1/1 no grills; (b) minimum of 1-3/4" sill; and (c) 3-1/2" trim

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

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

*There is a thirty day right of appeal of this decision by the owner of the property or by any party aggrieved, pursuant to Cape Charles Zoning Ordinance Section 8.33.*

**Herb Thom**

Chair, Historic District Review Board

6/22/2022

Date

Planning Technician

6/22/2022

Date



## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 21, 2022

Item #: 6D (3) – 212 Randolph Avenue

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

Date: June 13, 2022

**APPLICANT:** Walter Frisch, dba Frisch Construction, Inc. on behalf of Doug & Amy Dodson, property owners

**TYPE OF APPLICATION:** Certificate of Appropriateness

**SITE ADDRESS:** 212 Randolph Avenue

**WORK TO BE PERFORMED:** Foundation, Siding & Window Replacement

**TAX MAP:** 83A3-1-640

**CURRENT ZONING:** Residential (R-1)

**LOT SIZE:** 5,880 sq. ft.

**HISTORIC REGISTER:** CONTRIBUTING STRUCTURE

*Description: ca. 1889, Folk Victorian*

**DATE APPLICATION RECEIVED:** June 6, 2022

**PRE-APPLICATION MTG:** June 21, 2022

**DATE APPLICATION DEEMED COMPLETE:** June 10, 2022

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

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

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





**MATERIALS:**

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

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

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

Fascia Boards: 1 x 6

Azek Trim Boards to match existing original wood

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

**STAFF ANALYSIS****ZONING COMPLIANCE**

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

**HISTORIC DISTRICT GUIDELINES**

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

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

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

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

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

**STAFF RECOMMENDATION:**

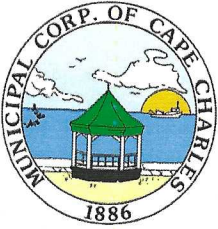
Staff is requesting the HDRB to review the application material submitted by the applicant. Staff is recommending approval of this application and is prepared to assist the Board in the development of any motion regarding this application, if needed.

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

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

**Attachments:**

Attachment 1 – Application and Photographs



## CERTIFICATE OF APPROPRIATENESS APPLICATION

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

[tracy.ouffen@capecharles.org](mailto:tracy.ouffen@capecharles.org)

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

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

### PROPERTY INFORMATION

Name of Project: Doug & Amy Dodson  
Property Address: 212 Randolph Ave  
Brief Description of Project: Replace siding, windows, foundation  
Zoning District: \_\_\_\_\_ Current Use: Residential Proposed Use: Residential

### OWNER INFORMATION

Name and Company: Doug & Amy Dodson  
Mailing Address: 1671 Locust Grove Church rd. Orange VA 22960  
Phone Number: 540-718-7546 Email: amydod7@yahoo.com

### APPLICANT INFORMATION

☐ check here if applicant is owner

Name: M Walter Frisch (Frisch Construction, Inc.)  
Mailing Address: P.O. Box 121 Graddockville, VA. 23341  
Phone Number: 757-617-5873 Email: frisch1017@gmail.com

\*\*\*\*\*

### CERTIFICATION OF APPLICANT

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

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

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



## **Frisch Construction, Inc.**

**757-617-5873**

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

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

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

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

# Siding

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

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

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

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

## Windows

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

Windows to be installed according to manufacturers specifications.

All windows ~~will~~<sup>will</sup> be sealed to the tyvek using 3M window flashing tape and drip caps installed over window casing.



## Casings & Fascia

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

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

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

## Foundation

Jack up house over temporary steel beams.

Demo existing brick piers.

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

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

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

Foundation, joists, beams





Foundation, joists, beams





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











## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 21, 2023

Item #8A– Report from Zoning Administrator Katie Nunez

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

Date: March 14, 2023

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### 1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 114 Fig Street – installing a 4' wood side fence & gate pursuant CCZO Section 8.17(I)
- b. 407 Harbor Avenue – Porch reroofing pursuant to CCZO Section 8.17(B)
- c. 549 & 551 Monroe Avenue – Adding safer deck and stairs; repositioning doors on the rear of the house pursuant to CCZO Section 8.17(H)
- d. 227 Randolph Avenue – Replacing a few pieces of asbestos siding with cement siding pursuant to CCZO Section 8.17(B)
- e. 723 Tazewell Avenue – Installing solar panels on east side of the roof pursuant to CCZO Section 8.17(I)

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

### 3) Request to the Board regarding 426 & 428 Randolph Avenue – 6 Month Extension for Expired Certificate of Appropriateness from 5/19/2021

My office has been working with the property owner and their engineer since last spring to get this project moving forward or the Town would have to start taking enforcement steps regarding the condition of the house. Unfortunately, I was not able to bring this to the Board prior to now but I am confident that the property owner is committed to doing this renovation project based upon the prior approval that the Board authorized. My office has now received an email from the property owner and a letter of intent from the contractor and the property owner has brought all fees owed to the Town current, which had been substantial. They have also submitted updated drawings which are still consistent with the Board's prior approval of the project. I have enclosed these documents for your review.

Additionally, I have enclosed the prior submission by the property owner in May 2021 including the staff report and the CofA issued by the Board and the application at that time.

*Therefore, I am requesting the Board to vote to re-authorize the Certificate of Appropriateness for 426 & 428 Randolph Avenue with an approval period of six months (10/20/2023) based upon the application provided at the May 19, 2021 meeting and with all conditions imposed by the HDRB on 5/19/2021 and now supplemented by the updated Building Drawings, e-mail from Ms. Huff dated 3/2/2023 and the Letter of Intent from RBW Design Build dated 3/1/2023 which are fully incorporated as part of the original application packet.*



**M U N I C I P A L   C O R P O R A T I O N   O F**  
**CAPE CHARLES**  
**H I S T O R I C   D I S T R I C T   R E V I E W   B O A R D**

Date Issued: 5/20/2021

Issued to: Edward L. Eichman, Jr.  
110 Churchill Downs  
Cape Charles, VA 23310

For Property: 426/428 Randolph Avenue  
Cape Charles, VA 23310

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

Constructing a new addition and restoring an existing porch on a duplex. The Historic District Review Board approved the application with the conditions below.

**Designated conditions to be met are as follows: (1) the fascia boards and frieze boards needed to be composite or painted wood; and (2) the roof would be standing seam metal**

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

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

Edward Wells

Chair, Historic District Review Board

Date

Planning Technician

Date

5/20/2021

5/20/2021

## Tracy Outten

---

**From:** Katie Nunez  
**Sent:** Thursday, March 9, 2023 7:16 AM  
**To:** Tracy Outten  
**Subject:** FW: 426/428 Randolph Avenue Renovations  
**Attachments:** Letter of Intent (1) (2).pdf; HUFF CONSTRUCTION DRAWINGS (1).pdf

Tracy:

This needs to be added under my report of the 3/21/2023 HDRB meeting agenda to get them to re-authorize the expired Certificate of Appropriateness for this property.

Katie

---

**From:** Felton T Sessoms <fsessoms@verizon.net>  
**Sent:** Thursday, March 2, 2023 12:45 PM  
**To:** Katie Nunez <knunez@capecharles.org>  
**Cc:** Felton Sessoms <fsessoms@verizon.net>; Edward Eichman <e.eichman@lindsaystudio.net>  
**Subject:** 426/428 Randolph Avenue Renovations

Mary Sessoms Huff

8 Drummond North

Newark, DE 19711

Phone: 1 (302) 584-5785 E-mail: [marysessomshuff@verizon.net](mailto:marysessomshuff@verizon.net)

March 2, 2023

Mrs. Katie Nunez

Planning/Zoning Administrator

Town of Cape Charles, VA 23310

Re: 426/428 Randolph Avenue Proposed Renovation

Dear Mrs. Nunez,



Thank you for extending the timeframe for submittance of the items cited in your February 18, 2023, e-mail addressed to Mr. Edward Eichman, Architect. In the e-mail you cited actions necessary to facilitate the reactivation of the previously issued Certificate of Appropriateness.

In response, I have a Letter of Intent from Mr. Robert Bridges, Contractor, to renovate and remodel the duplex at 426/428 Randolph Avenue. Mr. Bridges of RBW Design Build, possesses a VA Class A License: 2705134132. I am attaching Mr. Bridges' Letter of Intent, inclusive of his contact information, credentials, and the timeframe for the start and completion of the proposed renovations.

The proposed renovations are depicted in the plans designed and drawn by Mr. Edward Eichman, Architect, dated April 20, 2022. These plans were previously submitted and are attached to this missive. I will apply for the Building After the review and reactivation of the Certificate of Appropriateness, application for the building permit will be made.

Thank you for your guidance. If you have any questions, please contact me or my brother Felton T. Sessoms (757 350-0421).

Warm regards,

Mary Sessoms Huff

Mary Sessoms Huff  
[marysessomshuff@verizon.net](mailto:marysessomshuff@verizon.net)



RBW Design Build

9782 Church Neck Rd, Machipongo VA, 23405

(757) 710-2579, [robert@wwrbinc.com](mailto:robert@wwrbinc.com)

VA Class A License: 2705134132

To Whom It May Concern,

This letter states my intent as the general contractor to begin remodeling at 426 and 428 Randolph Ave., Cape Charles, VA, for the owner, Mary Huff. This is not a binding contract but is intended only to show the contractor's intent and outline a schedule in which the project can be completed in both a timely and realistic manner. Upon completion of the exterior (phase 1), we will proceed with the interior renovations (phase 2).

Robert Bridges, President

#### Schedule

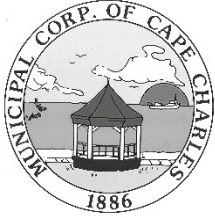
May 1-11: begin demo and repairs to the rear wall.

May 31: Complete the footer and foundation of the addition

June 30: Complete the addition to the point of being dried in. This includes framing, roofing, installation of windows and doors, and roofing.

July 30: Completion of siding. The siding will be vinyl and match the existing siding on the house.

August 31: Completion of the exterior facade of the entire house.



## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: May 18, 2021

Item #: 6J – 426/428 Randolph Avenue

Prepared by: Katie H. Nunez, Interim Zoning Administrator

Date: May 11, 2021

---

|                                                                 |                                                                                                                                                                |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>APPLICANT:</b> Ed Eichman, Agent<br>Mary Sessoms Huff, Owner | <b>TYPE OF APPLICATION:</b> Certificate of Appropriateness                                                                                                     |
| <b>SITE ADDRESS:</b> 426/428 Randolph Avenue                    | <b>WORK TO BE PERFORMED:</b>                                                                                                                                   |
| <b>TAX MAP:</b> 83A3-1-589                                      | <b>CURRENT ZONING:</b> Residential (R-1)                                                                                                                       |
| <b>LOT SIZE:</b> 5,600 sq. ft.                                  | <b>HISTORIC REGISTER:</b> CONTRIBUTING STRUCTURE<br><i>Description: 1919, Italianate</i><br><i>Accessory Structure of a Garage is a CONTRIBUTING STRUCTURE</i> |

**DATE APPLICATION RECEIVED:** November 18, 2020

**PRE-APPLICATION MTG:** December 1, 2020

**DATE APPLICATION DEEMED COMPLETE:** April 21, 2021

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** June 20, 2021

---

The applicant is seeking to add an addition of 1,320 square feet to a legal, non-conforming structure (a duplex house of 2,340 sq. ft built approximately in 1919) and 220 square feet for a rear porch. The HDRB has reviewed this project in December 2020 through a Pre-Application and recommended the applicant confirm the following:

- 1) Site Plan to show the retention of the Accessory Building
- 2) Exterior Elevation to show the existing chimney is to remain
- 3) Provide a full list of all exterior materials for both the renovation to the existing structure and the proposed additions to the structure.

The applicant has provided a cover letter, dated April 29, 2021 along with revised materials list for the existing residence and porch as well as for the new addition and new back porch, updated site plan and photographs of the structure, and new elevation schematics.

### BACKGROUND:

#### Description of Proposed Project:

The applicant has received 4 variances from the Board of Zoning Appeals, at their meeting on April 15, 2021, to achieve zoning clearance on the proposed project. One of the variances approved concerned the roof pitch for the addition so that it may retain the existing roof pitch on the new sections as the original house roof pitch.



**MATERIALS:**

See the two page letter provided by the applicant providing a materials list for both the existing structure and existing porch as well as for the new addition and new back porch.

**STAFF ANALYSIS****ZONING COMPLIANCE:**

The proposed project is in compliance with the Zoning Ordinance, in conjunction with the 4 approved variances issued by the Board of Zoning Appeals on April 15, 2021. 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.*

**STAFF RECOMMENDATION:**

Staff is recommending approval of the Certificate of Appropriateness, based upon the revised application submitted April 29, 2021 and is prepared to assist with the development of a motion, if needed.

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

**ATTACHMENTS:**

Attachment 1 – Application and Documents



## PRE-APPLICATION INFORMATION FORM

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

### APPLICANT INFORMATION

Name: EDWARD L. EICHMAN JR.  
Mailing Address: 110 CHURCHILL DOWNS, CAPE CHARLES, VA. 23310  
Phone Number: 757 695 3823 Email: E.EICHMAN@LINDSAYSTUDIO.NET

### PROJECT SUMMARY

Address of Project: 426-428 RANDOLPH AVE., CAPE CHARLES, VA. 23310  
Application Type (rezoning, variance, etc.): RESIDENTIAL ADDITION  
Total Acreage of Project: 0.1286 (5,600 SQ. FT.)

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

TWO STORY ADDITION TO EXISTING TWO STORY RESIDENTIAL DUPLEX.  
ADDITION - 1,320 SQ. FT. EXISTING - 2,303 SQ. FT.  
SECOND HOME FOR FAMILY USE AND SEASONAL RENTAL  
PROJECT RECEIVED HDRB COA DATED 05/17/2018

Signature of Applicant:  Date: 11-18-2020

*For Internal Use Only:*

Pre-Application Meeting Date: \_\_\_\_\_

Staff Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

HDRB Rep Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_



# CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

WILL BE MAILED

## PROPERTY INFORMATION

\* SUBMITTED AS ATTACHMENT TO EMAIL DATED 11/12/2020

Name of Project: HUFF RESIDENCE

Property Address: 426-428 RANDOLPH AVE. CAPE CHARLES, VA. 23310

Brief Description of Project: NEW ADDITION AND EXISTING PORCH RESTORATION

Zoning District: R1 Current Use: VACANT Proposed Use: SECOND HOME

## OWNER INFORMATION

Name and Company: MARY SESSOMS HUFF

Mailing Address: 8 ARLINGTON ST., NEWARK, DEL. 19711

Phone Number: 302-548-5785 Email: MARYSESSOMSHUFF@VERIZON.NET

## APPLICANT INFORMATION

☐ check here if applicant is owner

Name: EDWARD L. EICHMAN JR.

Mailing Address: 110 CHURCHILL DOWNS, CAPE CHARLES, VA. 23310

Phone Number: 757-695-3823 Email: E.EICHMAN@LINDSAYSTUDIO.NET

## 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: Edward L. Eichman Jr. Date: 11-18-2020

**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](http://capecharles.org)



*The Lindsay Studio L.L.C.*  
*110 Churchill Downs*  
*Cape Charles, Virginia 23310*

29 April 2021

426-428 Randolph Avenue  
Resubmission to Historic District Review Board  
Town of Cape Charles, Cape Charles, Va. 23310

The following Documents are enclosed:

- (1) Pre-Application Form, Certificate of Appropriateness Application, and Application for Zoning Clearance, each dated 11/18/2020
- (2) Physical Survey of Lot 589, dated 26 March 1987
- (3) SITE PLAN SP-1 previously submitted to the Board of Zoning Appeals
- (4) EXTERIOR ELEVATIONS EE-1 and EE-2, each dated 07 December 2020
- (5) EXTERIOR MATERIALS Pages One and Two, each dated 07 December 2020 and revised 29 April 2021
- (6) Exterior Photographs P-1 thru P-5, each dated 07 December 2020.

The following information is provided for reference and consideration by the Historic District Review Board:

- (1) The SITE PLAN SP-1 indicates Zoning matters that were previously reviewed by the Board of Zoning Appeals, which was the basis for that Board's approval of appropriate Variances.
- (2) At the HDRB Pre-Application Meeting, the Board recommended certain modifications to the information that was submitted for that Meeting. The following reflect compliance with those recommendations:

(A) SITE PLAN SP-1

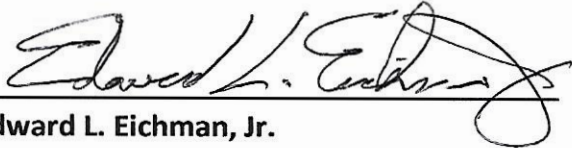
Item 16 confirms the Accessory Building remains

(B) EXTERIOR ELEVATIONS EE-1 and EE-2

Item 03 confirms the existing Chimney remains

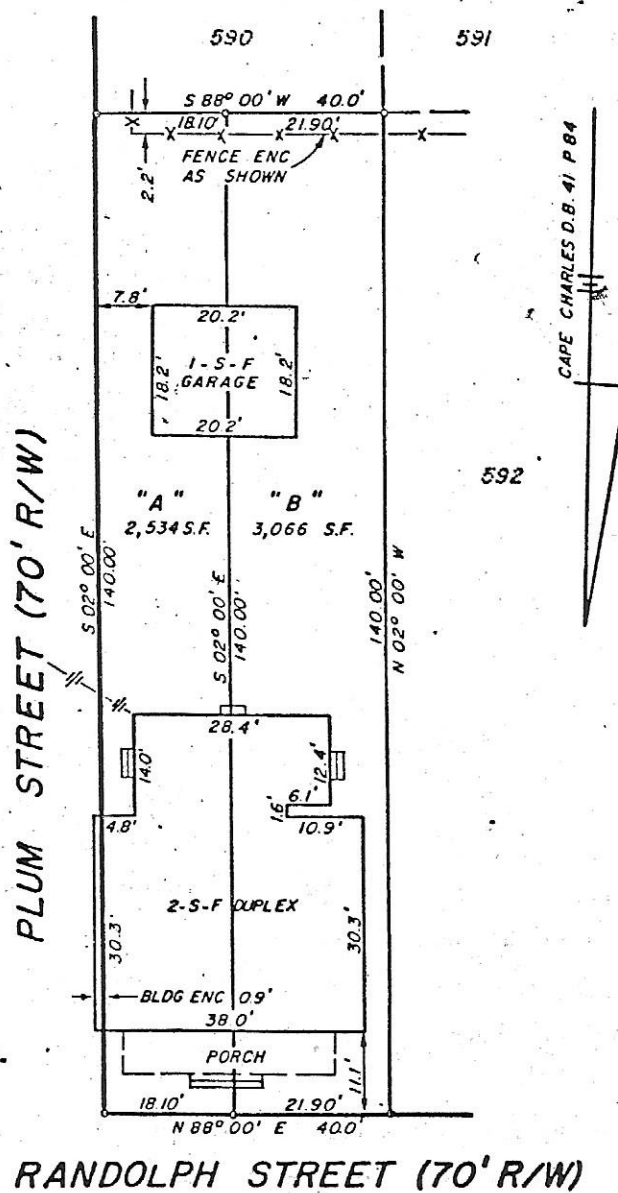
(C) EXTERIOR MATERIALS Pages One and Two

**BOLD TEXT ITEMS** confirm the remaining recommendations for the **EXISTING RESIDENCE** and **PORCH** and the **NEW ADDITION** and **PORCH**

  
Edward L. Eichman, Jr.

THIS IS TO CERTIFY THAT I, ON 26 MARCH 1987 SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND THE WALLS OF THE BUILDINGS ARE AS SHOWN ON THIS PLAT. THE BUILDINGS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS ON THE PROPERTY, EXCEPT AS SHOWN.

SIGNED Bruce B. Gallup C.L.S.



PHYSICAL SURVEY  
OF  
LOT 589  
BEING PARCELS "A" & "B"  
PLAT OF  
**CAPE CHARLES**  
D.B. 41 P. 84  
CAPE CHARLES, VA.  
CAPEVILLE DISTRICT  
NORTHAMPTON COUNTY, VA.  
SCALE: 1" = 20' 26 MARCH 1987  
MADE FOR  
C. B. BELOTE



**BRUCE B. GALLUP C.L.S.**  
Broad Street  
EXMORE, VIRGINIA 23350  
(804) 442-4418

The  
Lindsay Studio L.L.C.  
110 Churchill Downs  
Cape Charles, Va.  
23310-2348  
(757) 695 5823  
e.eichman@lindsaystudio.net

426/428 RANDOLPH AVENUE  
CAPE CHARLES, VIRGINIA



NOTE:  
Existing House Dimensions and  
location on Lot are based on the  
"Physical Survey of Lot 589",  
dated 26 March 1987.

#### SITE PLAN LEGEND

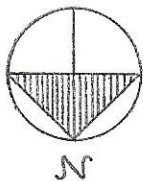
- 01 Randolph Avenue
- 02 Plum Street
- 03 Existing Driveway
- 04 Existing Sidewalk
- 05 Exterior Lot Line
- 06 Existing Interior Lot Line
- 07 Relocated Interior Lot Line
- 08 Side Yard Setback Line
- 09 Rear Yard Setback Line
- 10 Existing Two-Story Residence
- 11 New Two-Story Addition
- 12 Existing One-Story Porch and Steps
- 13 New One-Story Porch and Steps
- 14 New Sidewalk or Pad
- 15 New Fence Enclosure for Equipment
- 16 Existing Accessory Building
- 17 Front Yard Setback Line
- 18 Existing Roof Eaves Extension
- 19 New Primary Roof Eaves Extension

#### NOTE:

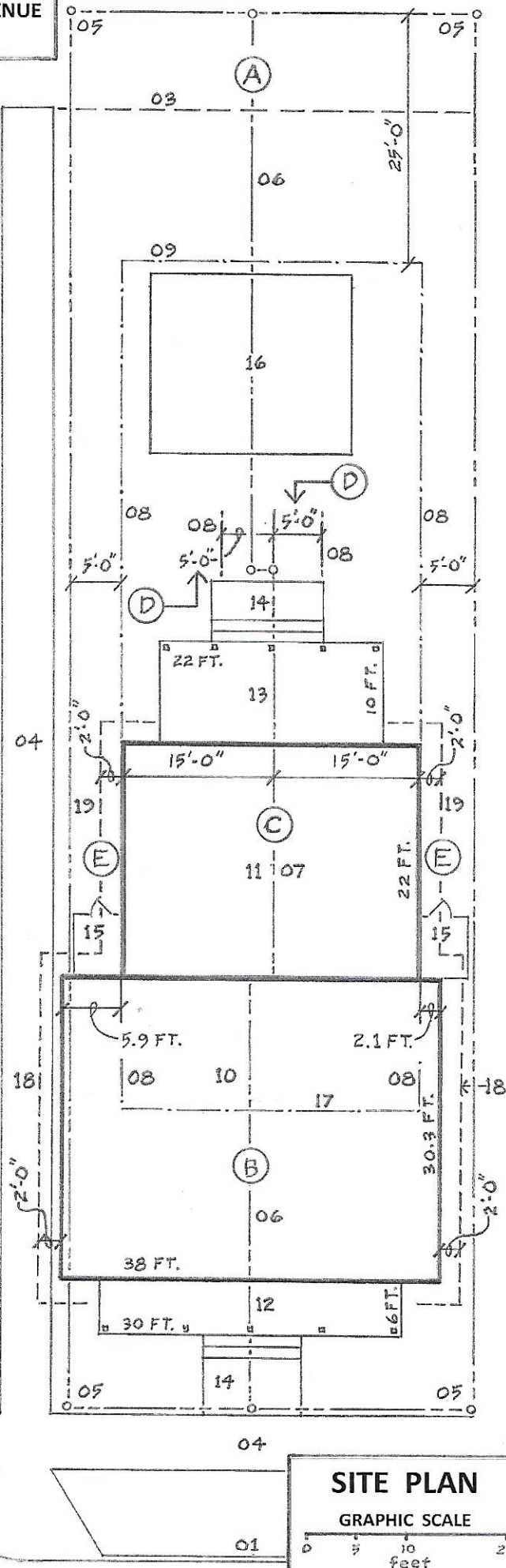
Each Two-Digit Number that randomly appears on the Plan  
relates to the same Numbered Item in the Legend.

#### ZONING ORDINANCE LEGEND

- (A) NON-CONFORMING LOT WITH TWO PARCELS
- (B) EXISTING NON-CONFORMING DUPLEX DWELLING
- (C) NEW DUPLEX ADDITION WITH PORCH VARIANCE
- (D) NEW 0 FEET SIDE YARD SETBACK VARIANCE
- (E) NEW 2 FOOT ROOF EAVES EXTENSION VARIANCE

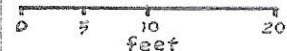


SP - 1



#### SITE PLAN

GRAPHIC SCALE

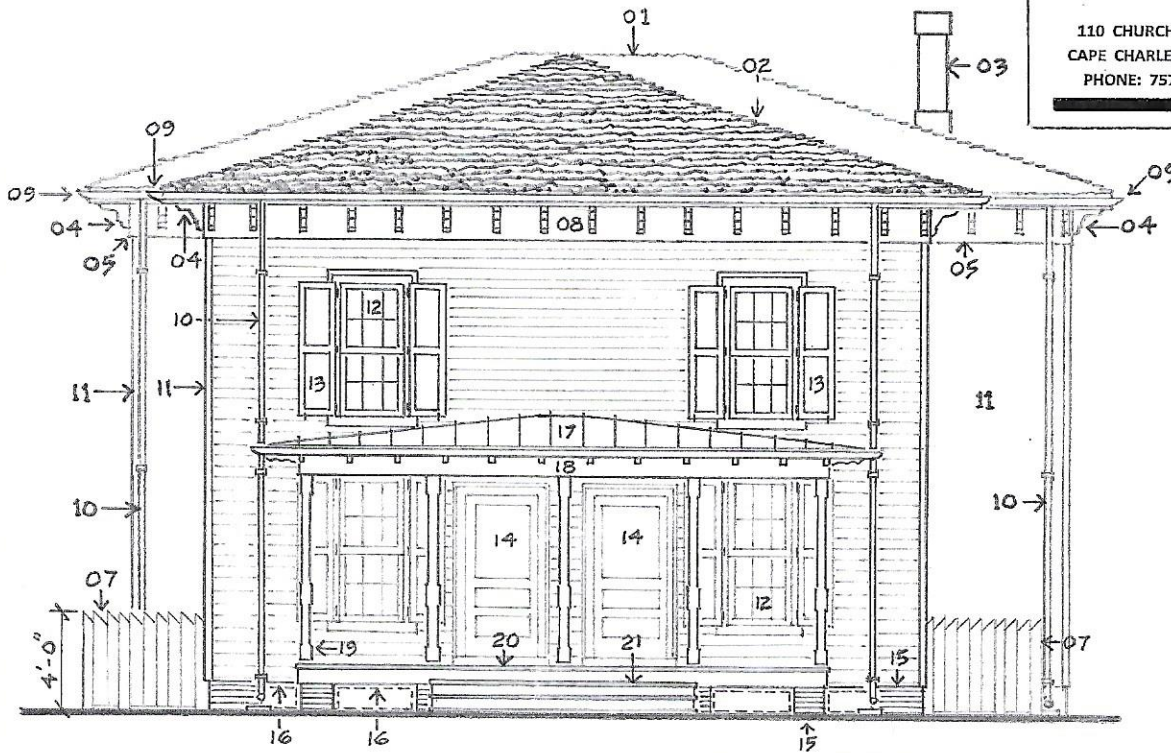




426/428 RANDOLPH AVENUE  
CAPE CHARLES, VIRGINIA

*The Lindsay Studio, LLC.*

110 CHURCHILL DOWNS  
CAPE CHARLES, VA. 23310  
PHONE: 757 695 3823

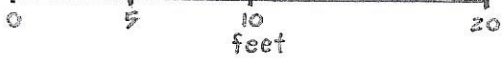


07 DECEMBER 2020

BACK ( SOUTH ) FROM REAR YARD

## EXTERIOR ELEVATIONS

GRAPHIC SCALE

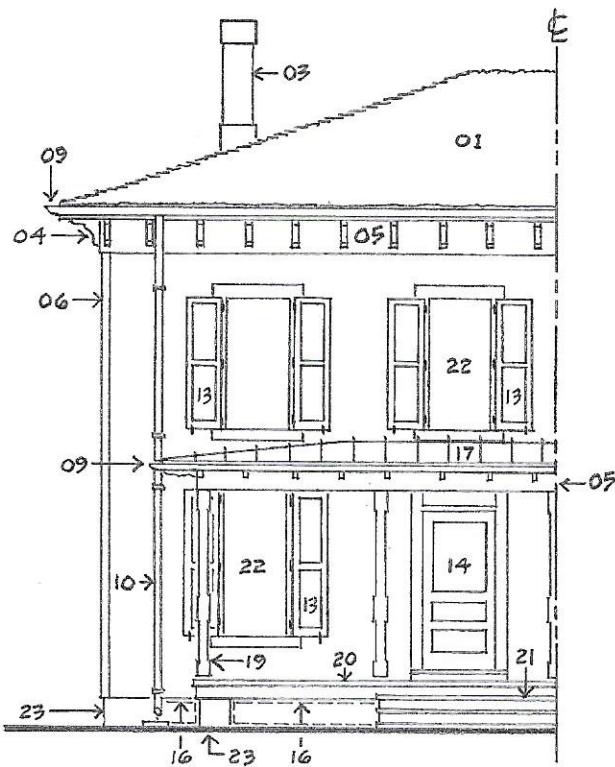


### NOTE:

Each Two-Digit Number that randomly appears on the Elevation relates to the same Numbered Item in the Legend.

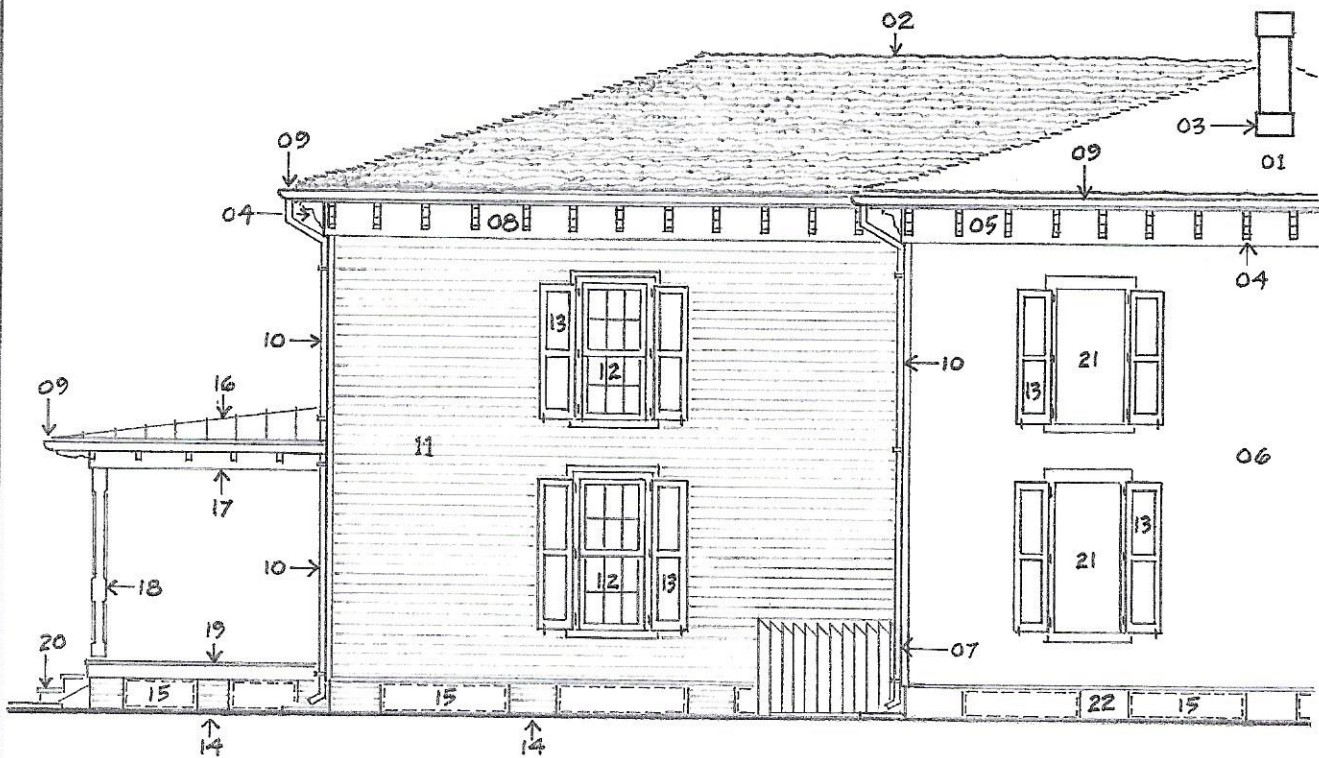
### EXTERIOR ELEVATION LEGEND

- 01 Existing Shingle Roof
- 02 New Shingle Roof to Match Existing
- 03 Existing Chimney
- 04 New Replicated Eaves Bracket
- 05 Existing Cornice
- 06 Existing Siding and Trim
- 07 New Fence Enclosure for Equipment
- 08 New Cornice to Match Existing
- 09 New Half-round Gutter and Hardware
- 10 New Round Downspout and Hardware
- 11 New Siding and Trim to Match Existing
- 12 New Window and Trim to Match Existing
- 13 New Shutters and Hardware
- 14 New Replicated Exterior Half-lite Door
- 15 New Brick Pier to Match Existing
- 16 Recessed Panel Option
- 17 New Metal Porch Roof
- 18 New Replicated Porch Cornice and Brackets
- 19 New Replicated Porch Post
- 20 New Porch Floor and Fascia
- 21 New Porch Steps
- 22 Existing Window and Trim
- 23 Existing Brick Pier



ONE-HALF FRONT ( NORTH ) FROM RANDOLPH AVENUE

EE - 1



**NOTE:**

Each Two-Digit Number that randomly appears on the Elevation relates to the same Numbered Item in the Legend.

**LEFT SIDE ( EAST ) FROM PLUM STREET  
RIGHT SIDE ( WEST ) SIMILAR ( EXCEPT NO EXISTING CHIMNEY )**

**EXTERIOR ELEVATION LEGEND**

- 01 Existing Shingle Roof
- 02 New Shingle Roof to Match Existing
- 03 Existing Chimney
- 04 New Replicated Eaves Bracket
- 05 Existing Cornice
- 06 Existing Siding and Trim
- 07 New Fence Enclosure for Equipment
- 08 New Cornice to Match Existing
- 09 New Half-round Gutter and Hardware
- 10 New Round Downspout and Hardware
- 11 New Siding and Trim to Match Existing
- 12 New Window and Trim to Match Existing
- 13 New Shutters and Hardware
- 14 New Brick Pier to Match Existing
- 15 Recessed Panel Option
- 16 New Metal Porch Roof
- 17 New Replicated Porch Cornice and Brackets
- 18 New Replicated Porch Post
- 19 New Porch Floor and Fascia
- 20 New Porch Steps
- 21 Existing Window and Trim
- 22 Existing Brick Pier

07 DECEMBER 2020

**426/428 RANDOLPH AVENUE  
CAPE CHARLES, VIRGINIA**

*The Lindsay Studio, L.L.C.*

110 CHURCHILL DOWNS  
CAPE CHARLES, VA. 23310  
PHONE: 757 695 3823

**EXTERIOR ELEVATION**

GRAPHIC SCALE



**EE - 2**



*The Lindsay Studio*  
*110 Churchill Downs*  
*Cape Charles, Virginia 23310-2348*

**EXTERIOR MATERIALS**  
**for**  
**EXISTING RESIDENCE and PORCH**  
**426-428 Randolph Avenue**  
**Cape Charles, Virginia**

**07 December 2020**

**Revised 29 April 2021**

**EXISTING RESIDENCE**

New prefinished metal fascia/soffit/frieze board cover at Cornice  
Replicated wood Eaves Brackets with solid stain finish at Cornice  
New prefinished metal half-round Gutters and round Downspouts with Hardware  
New Siding and Trim to match existing at south exterior Wall  
**New wood Shutters with solid stain finish and Hardware at Windows**  
**Wood Doors and Transoms restored and/or replicated with paint finish**  
New composite vertical slat Panels with solid stain finish at Crawl Space  
**Existing Chimney and other existing exterior Materials to remain**

**EXISTING PORCH**

**Metal Roof restored and/or replicated with paint finish**  
Wood Cornice and Brackets restored and/or replicated with paint finish  
Wood Ceiling restored and/or replicated with paint finish  
Wood Posts replicated with solid stain finish  
**Wood Floor restored and/or replicated with paint finish**  
Wood floor Fascia restored and/or replicated with solid stain finish  
Wood Stair treads/risers/stringers replicated with solid stain finish  
New composite vertical slat Panels with solid stain finish at Crawl Space  
**New Brick Walk in pattern to be selected**



*The Lindsay Studio*

**EXTERIOR MATERIALS  
for  
NEW ADDITION and PORCH  
426-428 Randolph Avenue  
Cape Charles, Virginia**

**07 December 2020**

**Revised 29 April 2021**

**NEW ADDITION**

Shingle finish to match existing at Roof  
Prefinished metal fascia/soffit/frieze board cover at Cornice  
Replicated wood Eaves Brackets with solid stain finish at Cornice  
Prefinished metal half-round Gutters and round Downspouts with Hardware  
Siding and Trim to match existing at exterior Walls  
Widows to match existing  
**Wood Shutters with solid stain finish and Hardware at Windows**  
Wood Doors and Transoms with paint or solid stain finish  
Composite vertical slat Panels with solid stain finish at Crawl Space  
Brick Foundation Piers to match existing

**NEW PORCH**

Metal Roof with factory finish to match existing  
Composite Cornice and wood Brackets with paint or solid stain finish to match existing  
Composite Ceiling with paint finish to match existing  
Wood Posts with solid stain finish to match existing  
Composite Floor and Fascia with paint or solid stain finish to match existing  
Composite Stair treads and risers with paint finish to match existing  
Wood Stair stringers with paint or solid stain finish to match existing  
Composite vertical slat Panels with solid stain finish at Crawl Space  
Brick Foundation Piers to match existing  
**Brick Pad in pattern to be selected**

*The Lindsay Studio, L.L.C.*

110 CHURCHILL DOWNS  
CAPE CHARLES, VA. 23310  
PHONE: 757 695 3823



**EXISTING FRONT ( NORTH ) FROM RANDOLPH AVENUE  
( INCLUDING EXISTING PORCH AND STEPS )**

07 DECEMBER 2020

**426/428 RANDOLPH AVENUE  
CAPE CHARLES, VIRGINIA**



**EXISTING LEFT SIDE ( EAST ) FROM PLUM STREET**

**P - 1**





*The Lindsay Studio, L.L.C.*

110 CHURCHILL DOWNS  
 CAPE CHARLES, VA. 23310  
 PHONE: 757 695 3823



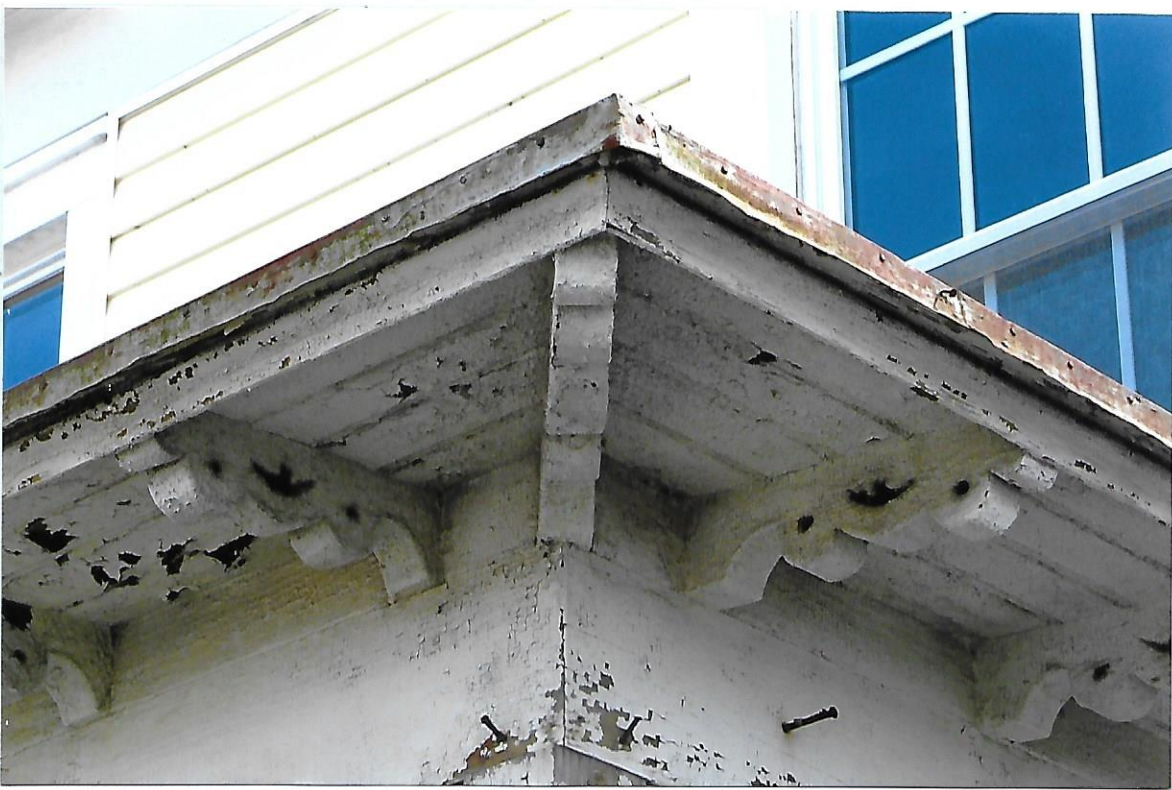
**EXISTING BACK ( SOUTH )  
 FROM REAR YARD**

07 DECEMBER 2020

**426/428 RANDOLPH AVENUE  
 CAPE CHARLES, VIRGINIA**

**EXISTING RIGHT SIDE ( WEST )  
 FROM 424 RANDOLPH AVENUE**





*The Lindsay Studio, L.L.C.*

110 CHURCHILL DOWNS  
CAPE CHARLES, VA. 23310  
PHONE: 757 695 3823

**EXISTING PORCH CORNICE**  
**RESTORE AND REPLICATE AT NEW PORCH**

07 DECEMBER 2020

**426/428 RANDOLPH AVENUE**  
**CAPE CHARLES, VIRGINIA**

**EXISTING PORCH POST**  
**REPLICATE AT EXISTING AND NEW PORCHES**





*The Lindsay Studio, L.L.C.*

110 CHURCHILL DOWNS  
CAPE CHARLES, VA. 23310  
PHONE: 757 695 3823

**EXISTING PORCH CEILING  
RESTORE AND REPLICATE AT NEW PORCH**



07 DECEMBER 2020

**426/428 RANDOLPH AVENUE  
CAPE CHARLES, VIRGINIA**

**EXISTING EXTERIOR DOOR  
REPLICATE AT EXISTING AND NEW LOCATIONS**

**P - 4**





*The Lindsay Studio, L.L.C.*

110 CHURCHILL DOWNS  
CAPE CHARLES, VA. 23310  
PHONE: 757 695 3823

**EXISTING EAVES BRACKET  
REPLICATE AT EXISTING AND NEW CORNICES**



07 DECEMBER 2020

**426/428 RANDOLPH AVENUE  
CAPE CHARLES, VIRGINIA**

**NEW SHUTTERS AND HARDWARE  
(EXAMPLE ONLY) AT EXISTING AND NEW WINDOWS**

**P - 5**





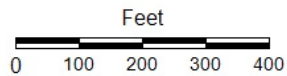
# Northampton County, Virginia

## Legend

- County Boundaries
- Town Names
- Route Numbers
- Road Labels
- Parcels
- Driveways



Map Printed from Northampton  
<https://parcelviewer.geodecisions.com/Northampton/>



**Title: 426-428 Randolph Avenue**

**Date: 1/11/2021**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.*

## LIST OF DRAWINGS

### ONE

TITLE and LIST of DRAWINGS

### TWO

GENERAL INFORMATION and Requirements  
for PRESERVATION and RESTORATION

### THREE

SITE PLAN and PHYSICAL SURVEY

### FOUR

PARTIAL SITE PLAN

### FIVE

HALF PLANS (FOUNDATION/CRAWL SPACE/  
FIRST FLOOR FRAMING and FIRST FLOOR PLAN/  
SECOND FLOOR FRAMING)

### SIX

HALF PLANS (SECOND FLOOR/  
ROOF FRAMING and ROOF PLAN)

### SEVEN

HALF ELEVATIONS (NORTH SIDE EXISTING  
and SOUTH SIDE NEW and EXISTING)

### EIGHT

PARTIAL EAST SIDE ELEVATION  
(NEW and EXISTING)

### NINE

SECTION A - A (NEW ADDITION)

### TEN

SECTION B - B (partial EXISTING and  
NEW ADDITION and partial NEW PORCH)

### ELEVEN

DETAILS (CRAWL SPACE PANEL - 1 and  
CORNICE BRACKET - 2 and SHUTTERS - 3)

## THE HUFF RESIDENCE

426 and 428

RANDOLPH AVENUE

CAPE CHARLES

VIRGINIA 23310

## THE LINDSAY STUDIO L.L.C.

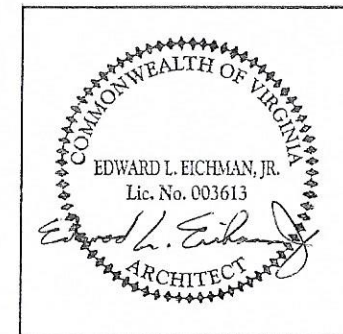
110 CHURCHILL DOWNS

CAPE CHARLES

VIRGINIA 23310-2348

[e.eichman@lindsaystudio.net](mailto:e.eichman@lindsaystudio.net)

(757) 695 3823 or (434) 960 4800



ONE

20 APRIL 2022



## GENERAL INFORMATION

### Project and Drawings:

- A** The existing Building is a Two-Story Residential Duplex, with a One-Story Porch, that is classified as "Contributing" in the Historic District. The Building will receive some new Exterior Details and the Porch will be restored.
- B** The new Addition is a replicated Two-Story Finished Shell, with a replicated One-Story Porch. The interior is exposed Framing and Subfloors only for a future Duplex arrangement.
- C** The finished Project will be a Building that appears to have originally been built with a "T-shaped Plan" and matching front and back Porches.
- D** The scope of work does not include Mechanical (HVAC and Plumbing), Electrical, Insulation, Interior Finishes, and Interior Components.
- E** New Sitework is limited to that required only for the Building and Porches.
- F** The Drawings indicate Architectural, Structural, and Restoration requirements only. Materials and Products are generically indicated for final selections by the Owner or the Contractor.
- G** Structural Design criteria: Floor Loads - 40 PSF Live/10 PSF Dead (50 PSF Total), Roof Loads - 20 PSF Live/10 PSF Dead (30 PSF Total). Allowable TJI Span ( $L/480$  Live Load Deflection) = 20'-11" and actual Span = 20'-6". Glued-Laminated Beams minimum Load Bearing Capacity = 541 Pounds per Lin. Ft. and actual Load = 525 Pounds per Lin. Ft.
- H** The information shown on "Half Plans" is also typical for the Half Plan that is not shown on the other side of the Centerline.

### Project Requirements:

- A** The Contractor shall obtain Permits and coordinate the Work with Town Officials.
- B** The Construction shall comply with applicable State Building Codes and Town regulations.
- C** The Contractor shall provide Safety Devices and Temporary Protections at locations reserved for Project activities, as required. All Components shall be removed at Project completion.

### Demolition and Removals Requirements:

- A** Items and Materials that are demolished or removed, but are not salvaged, shall be transported from the Project Site and disposed in accordance with applicable Environmental Regulations and other Town or County requirements.
- B** Salvaged Items or Materials (if any) shall be stored in the Building's Interior.

### Construction Requirements:

- A** Existing Exterior Conditions and Details shall remain except where modifications are required to provide matching visual results between Existing and New Work.
- B** Certain new Dimensions will be determined by Existing Conditions so Exterior Elements align and future Interior Finishing Work is "seamless" between Existing and New Spaces.
- C** Exposed Siding, Trim, and Cornice surfaces on the Existing Building shall be cleaned; Window components shall be completed; and missing or damaged Roof Shingles shall be replaced.
- D** Wood or Composite surfaces shall receive either three Paint coats or two Solid Stain coats.

## EXISTING PORCH - FOUNDATION PIERS - CHIMNEY PRESERVATION and RESTORATION

**General:** Comply with the CAPE CHARLES HISTORIC DISTRICT GUIDELINES, the VIRGINIA DEPARTMENT of HISTORIC RESOURCES requirements, and appropriate Recommendations in THE SECRETARY OF THE INTERIOR'S STANDARDS by the National Park Service.

### Existing Porch:

- A Floor Framing:** Evaluate the condition and structural stability of Joists and Beams. If deterioration exists, add to or replace existing framing with new structural grade and weather resistant components, as required.
- B Five Posts:** Replace with new structural grade/weather resistant wood that replicates existing dimensions and chamfer details. Provide a new paint finish, and concealed metal hold-down hardware at each base and top.
- C Other Wood Components:** Evaluate the condition of all components, and the structural stability of Roof/Ceiling Joists and perimeter Beams. If deterioration exists, repair as needed or replace with new structural grade/weather resistant wood that replicates existing conditions. Remove existing paint and provide a new paint finish to all exposed surfaces.
- D Metal Roof:** Evaluate the condition to determine if restoration is feasible, or if replacement is required to create a weather and leak resistant result. Restoration may include Paint and Rust removal, repair or replacement of Base Flashing at Roof-Wall intersection, addition of Drip Flashing at new perimeter Gutter, and a new rust-resistant Paint Finish. Replacement may include removal of all metalwork, repairs to the wood Ceiling-Roof Deck, and installation of a replicated rust-resistant Metal Roof/flashing System with a Paint Finish.

### Existing Foundation Piers and Chimney:

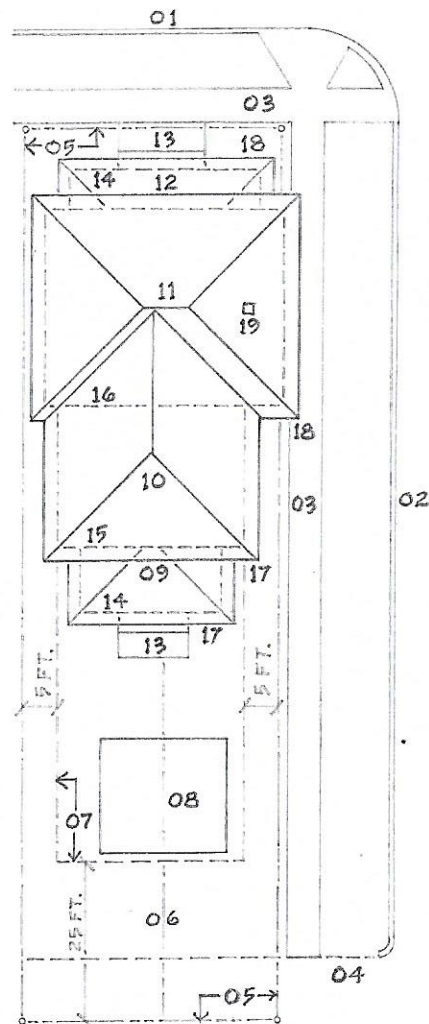
- A Masonry Piers:** Evaluate the condition and structural stability of Bricks, Mortar Joints, and surrounding Soil. Clean exterior faces and ends. If Brick and/or Joint deterioration exists, complete repairs and/or replacements that replicate existing materials and details, as required. Complete Soil stabilization, if required.
- B Masonry Chimney:** Evaluate the condition and structural stability of Bricks and Mortar Joints. Provide and install stabilization components, if required. Clean all exposed surfaces. If Brick and/or Joint deterioration exists, complete repairs and/or replacements that replicate existing materials and details, as required. Evaluate the condition of the Base Flashing at the Chimney-Roof intersection and complete repair or replacement to produce a weather-proof condition, if required. Provide and install a permanent stainless-steel Cap at the Flue top.
- C Chimney Alternate:** Design and build a Structural Base in the Attic to support the portion that is visible above the Roof. That is to allow for the future removal of the rest of the Chimney inside the Building.

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TWO  
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**SITE PLAN**  
1 Inch = 20 Feet

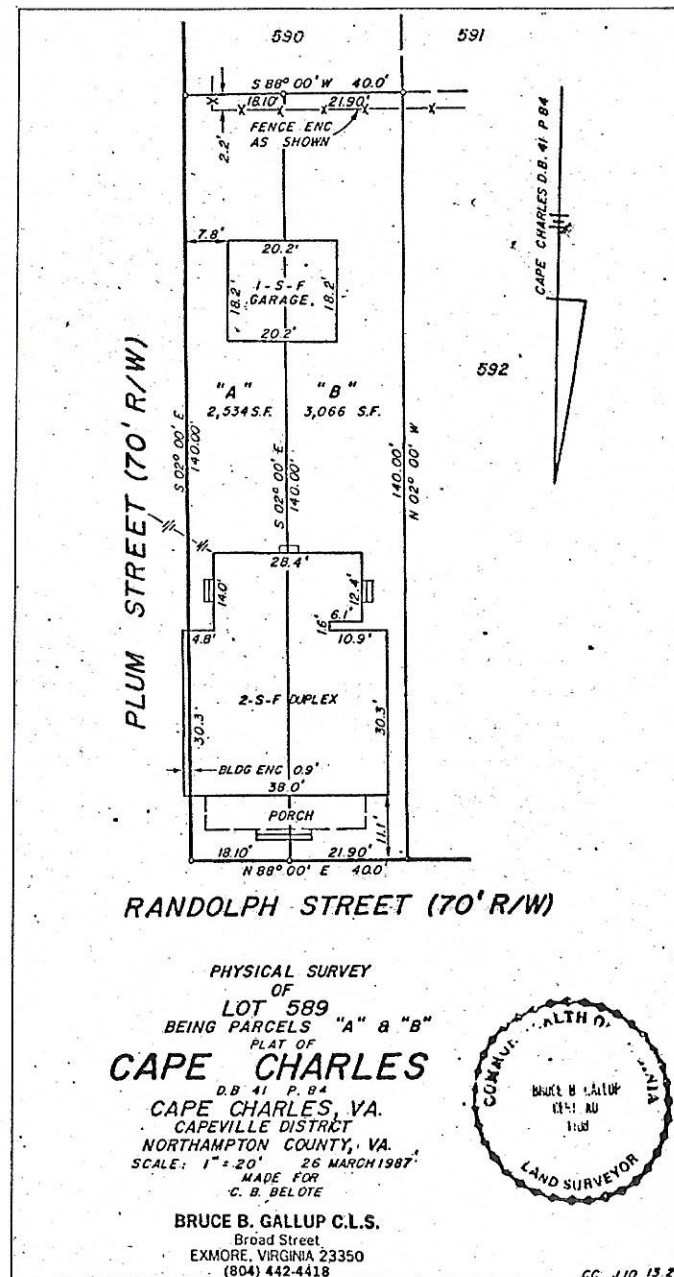
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**SITE PLAN LEGEND**

- 01 Randolph Avenue
- 02 Plum Street
- 03 Existing Sidewalk
- 04 Existing Alley
- 05 Existing Boundary (see PHYSICAL SURVEY)
- 06 Interior Boundary Line shall be removed
- 07 Side and Rear Yard Setback Lines
- 08 Existing Accessory Building to remain
- 09 New replicated one-story Porch
- 10 New two-story Addition with replicated exterior materials and details
- 11 Existing two-story Building with new exterior details
- 12 Existing restored one-story Porch
- 13 New Porch Steps and Pad
- 14 New or existing Porch perimeter below
- 15 New Addition perimeter below
- 16 Existing Building perimeter below
- 17 New hipped Roof
- 18 Existing hipped Roof
- 19 Existing Chimney

**NOTE:** Each two-digit number on the SITE PLAN matches the corresponding Number listed above.

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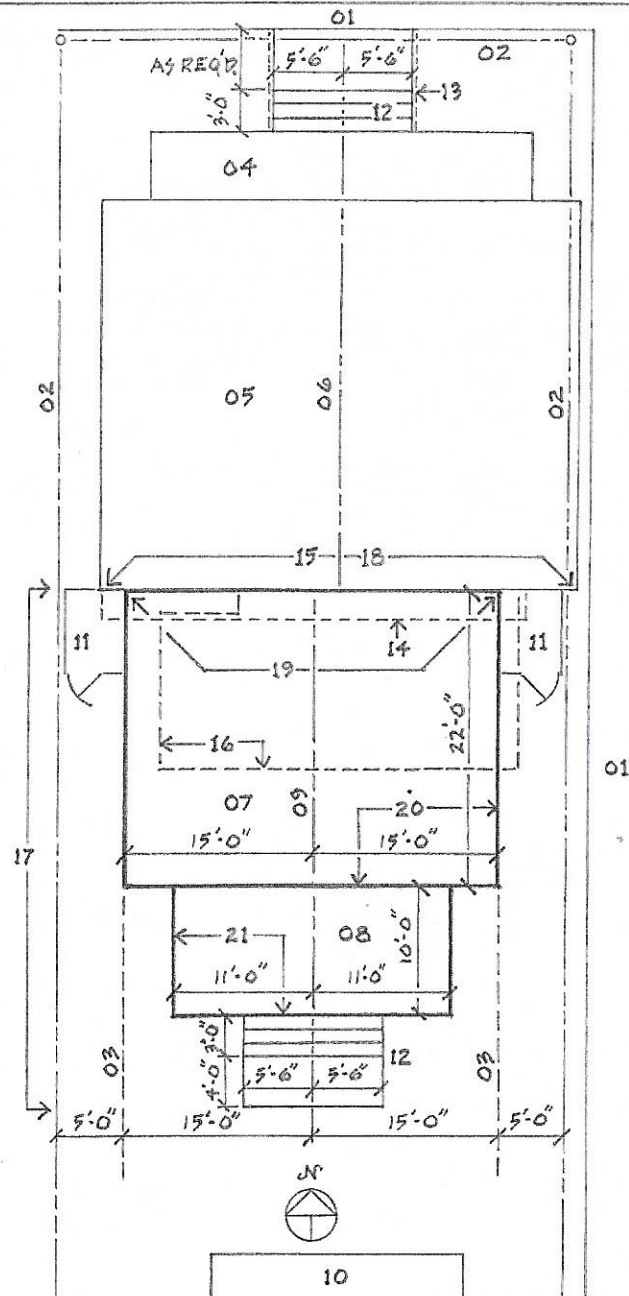


**NOTE:** This Drawing is not to Scale and the orientation is reversed in relation to the SITE PLAN

**THREE**  
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#### LEGEND for PARTIAL SITE PLAN

- 01 Existing Sidewalk
- 02 Lot Line
- 03 Side Yard Setback Line
- 04 Existing One Story Porch
- 05 Existing Two Story Duplex Residence
- 06 Existing Building/Porch Centerline
- 07 New Two Story Duplex Addition
- 08 New One Story Porch, Steps, and Pad
- 09 New Addition/Porch Centerline
- 10 Existing Accessory Building
- 11 New Fence and Gate
- 12 New Steps and Pad
- 13 Remove existing Steps and Walk
- 14 Remove existing Building Cornice
- 15 Remove Materials on existing Wall Framing
- 16 Remove remaining Building Elements
- 17 Remove Vegetation in Construction Area
- 18 Existing Wall Framing South Face
- 19 New Wall Framing North Face
- 20 New Wall Framing/Foundation Exterior Faces
- 21 New Porch Foundation Exterior Face

**NOTE:** Each two-digit Number on the PLAN matches the corresponding Number listed above.

#### PARTIAL SITE PLAN

1 Inch = 10 Feet

**FOUR**

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**LEGEND for HALF PLANS**

- 01 Lot Line
- 02 Existing Building/Porch Centerline
- 03 New Addition/Porch Centerline
- 04 Existing Building/Porch Crawl Space
- 05 New Addition/Porch Crawl Space
- 06 New Fence/Gate for future Equipment
- 07 New Downspout and Splash Block
- 08 Existing Foundation Pier
- 09 New Foundation Pier or Wall Footing
- 10 New Foundation Pier or Wall
- 11 New Crawl Space Panel and Sill
- 12 New Beam
- 13 New Floor Joists
- 14 New Header
- 15 New Stair Stringer
- 16 Existing Building and Porch
- 17 New Addition and Porch
- 18 New Downspout with Gutter above
- 19 New Steps and Walk or Pad
- 20 Existing Building Wall
- 21 New Addition Wall
- 22 New Porch Post
- 23 No Subfloor in this Area
- 24 New Porch Roof Hip Beam and Rafters
- 25 New Porch Roof Eaves Plate
- 26 Replicated Door in restored Frame/Sill/  
Transom/Casing
- 27 Replicated Door/Transom/Frame/Sill/Casing
- 28 Replicated Window/Frame/Sill/Casing
- 29 New Wood Shutters and Metal Hardware

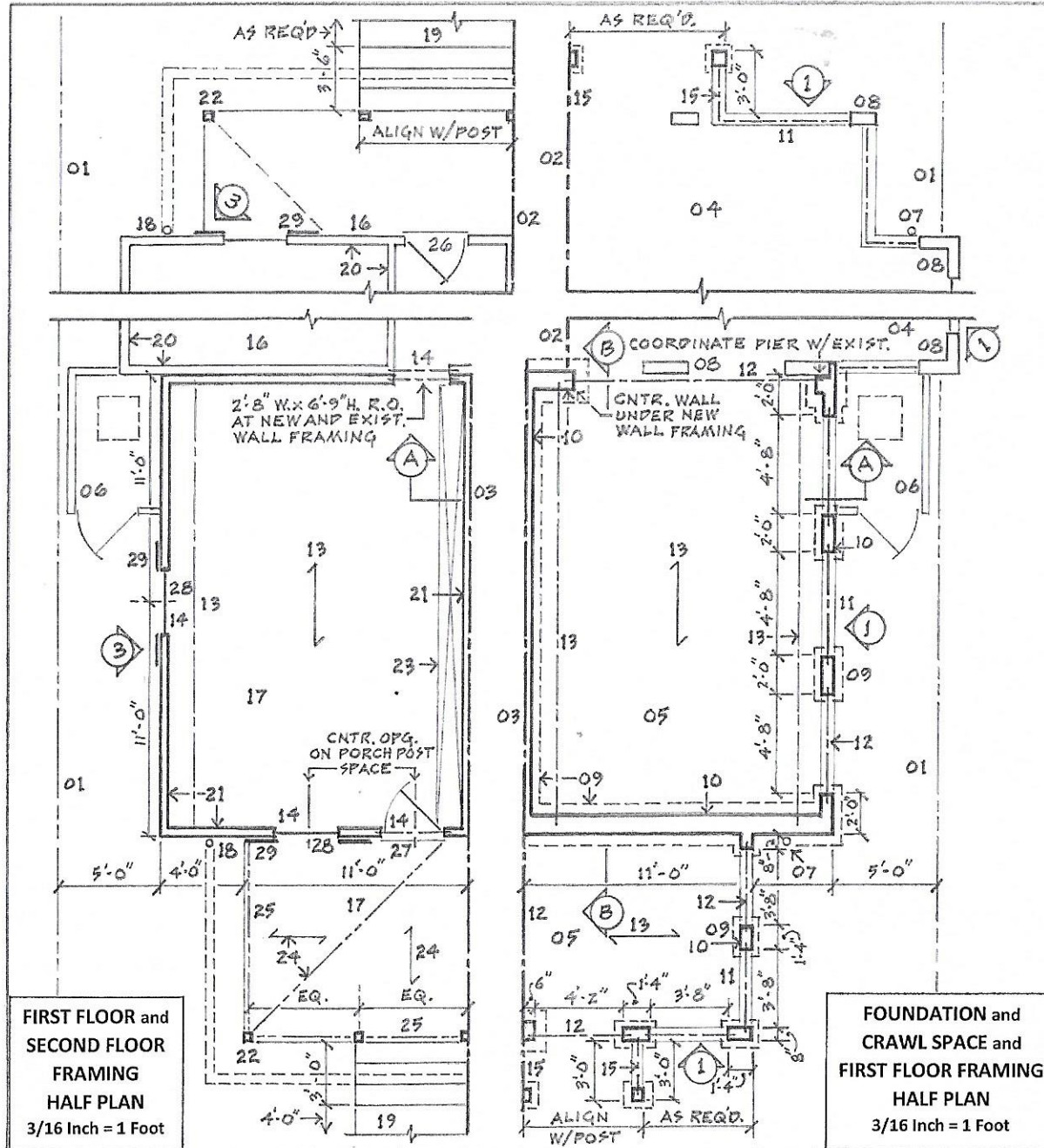
**NOTE:** Each two-digit number on the HALF PLANS matches the corresponding Number listed above.

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## FIVE

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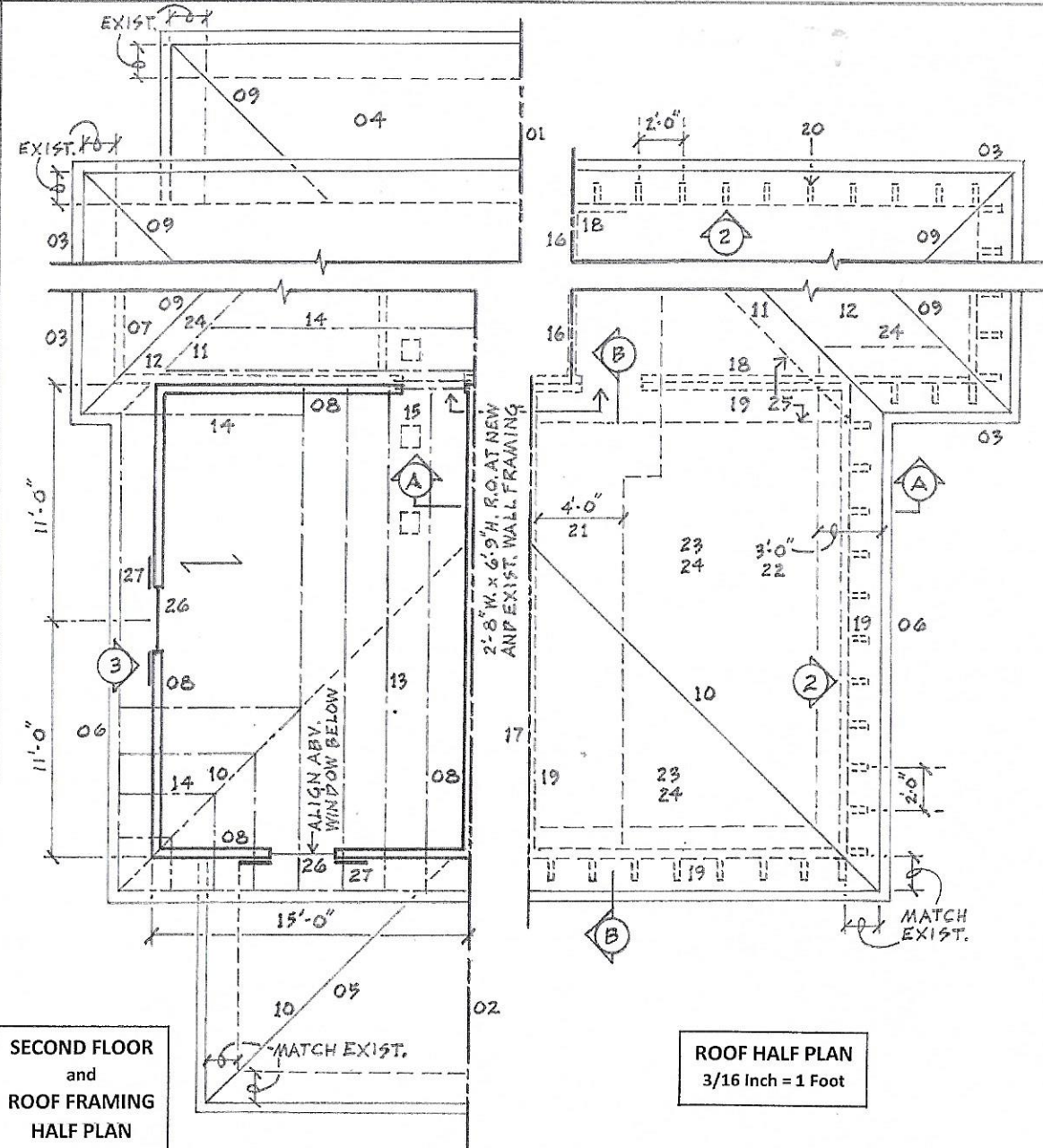


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# LEGEND for HALF PLANS

- 01 Existing Building and Porch Centerline
- 02 New Addition and Porch Centerline
- 03 Existing Building Roof with New Gutter
- 04 Existing Porch Roof with New Gutter
- 05 New Porch Roof and Gutter
- 06 New Addition Roof and Gutter
- 07 Existing Building Wall
- 08 New Addition Wall
- 09 Existing Roof Hip
- 10 New Roof Hip
- 11 New Roof Valley
- 12 Remove existing Shingles/Underlayment
- 13 New Hip-roof Trusses
- 14 New Roof Rafters
- 15 New Mushroom Vents (5 total)
- 16 Existing Roof Centerline
- 17 New Roof Centerline
- 18 Existing Building Wall below
- 19 New Addition Wall below
- 20 New Cornice Bracket below
- 21 New One Hour Rated Roof Sheathing
- 22 New Ice/Water Shield Underlayment
- 23 New Sheathing and Underlayment
- 24 New Shingles to match Existing
- 25 Remove existing Sheathing between Attics
- 26 Replicated Window/Frame/Sill/Casing
- 27 New Wood Shutters and Metal Hardware

**NOTE:** Each two-digit number on the HALF PLANS matches the corresponding Number listed above.

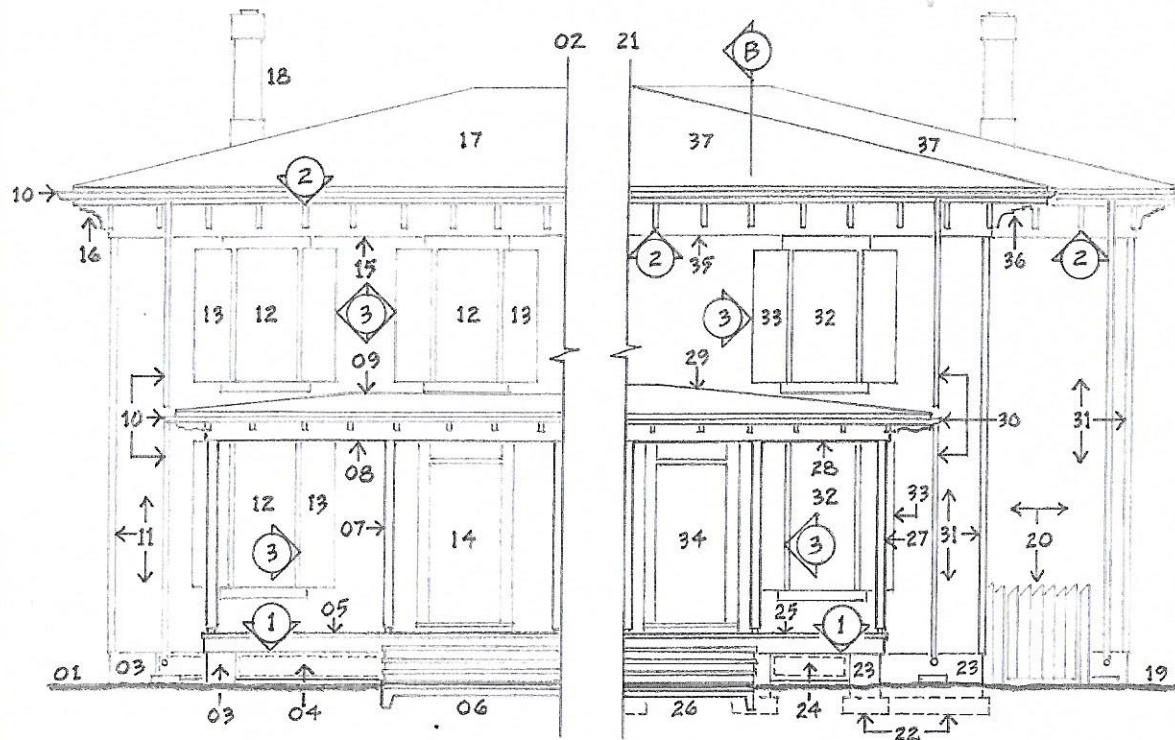


ROOF HALF PLAN  
3/16 Inch = 1 Foot

SECOND FLOOR  
and  
ROOF FRAMING  
HALF PLAN  
3/16 Inch = 1 Foot

**HUFF RESIDENCE**  
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**NORTH SIDE  
EXISTING ELEVATION**  
3/16 Inch = 1 Foot

**HALF  
ELEVATIONS**

**SOUTH SIDE  
NEW and  
EXISTING ELEVATION**  
3/16 Inch = 1 Foot

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#### LEGEND for NORTH SIDE ELEVATION

- 01 Existing Finished Grade
- 02 Existing Building Centerline
- 03 Existing Brick Foundation Pier
- 04 New Composite Panel and Brick Sill
- 05 Restored Wood Porch Floor and Fascia
- 06 New Wood Steps and Brick/Concrete Walk
- 07 Replicated Wood Porch Post (5 total)
- 08 Restored Wood Porch Cornice/Brackets
- 09 Restored (or Replicated) Metal Porch Roof
- 10 New Metal Gutter and/or Downspout
- 11 Existing Horizontal Siding and Corner Trim
- 12 Existing Window/Frame/Sill/Casing
- 13 New Wood Shutters and Metal Hardware
- 14 Restored Door/Transom/Frame/Sill/Casing
- 15 Existing Wood Cornice with New Soffit Vent
- 16 New Wood Brackets at 24" O.C.
- 17 Existing Roof Shingles
- 18 Existing Brick Chimney/New Metal Flue Cap

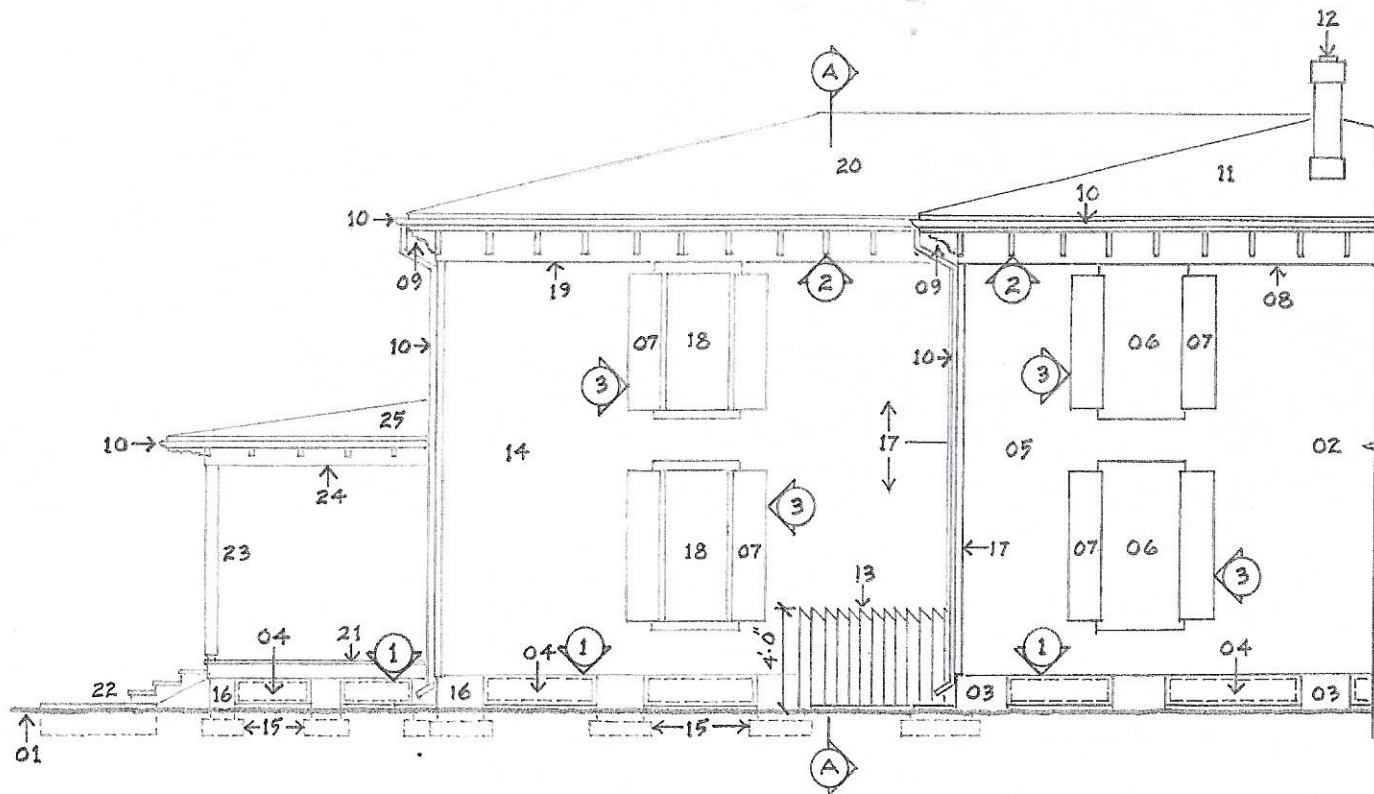
#### LEGEND for SOUTH SIDE ELEVATION

- 19 Existing or New Finished Grade
- 20 Existing Building and New Fence beyond
- 21 New Addition Centerline
- 22 New Concrete Footing
- 23 New Brick Foundation Pier or Wall
- 24 New Composite Panel and Brick Sill
- 25 Replicated Wood Porch Floor and Fascia
- 26 New Wood Steps and Brick/Concrete Pad
- 27 Replicated Wood Porch Post (5 total)
- 28 Replicated Wood Porch Cornice/Brackets
- 29 Replicated Metal Porch Roof
- 30 New Metal Gutter and/or Downspout
- 31 Replicated Siding and Corner Trim
- 32 Replicated Window/Frame/Sill/Casing
- 33 New Wood Shutters and Metal Hardware
- 34 Replicated Door/Transom/Frame/Sill/Casing
- 35 Replicated Wood Cornice with Soffit Vent
- 36 New Wood Brackets at 24" O.C.
- 37 Replicated Roof Shingles

**NOTE:** Each two-digit number on the  
ELEVATIONS matches the corresponding  
Number listed in the LEGENDS above

**SEVEN**  
20 APRIL 2022





**EAST SIDE ELEVATION**  
**(WEST SIDE ELEVATION SIMILAR)**  
 3/16" Inch = 1 Foot

**LEGEND for EAST SIDE ELEVATION**  
**(WEST SIDE ELEVATION SIMILAR)**

- 01 Existing or New Finished Grade
- 02 Existing Building (Partial Elevation)
- 03 Existing Brick Foundation Pier
- 04 New Composite Wood Panel and Brick Sill
- 05 Existing Horizontal Siding
- 06 Existing Window/Frame/Sill/ Casing
- 07 New Wood Shutters and Metal Hardware
- 08 Existing Wood Cornice with New Soffit Vent
- 09 New Wood Brackets at 24" O.C.
- 10 New Metal Gutter and/or Downspout
- 11 Existing Roof Shingles
- 12 Existing Brick Chimney/New Metal Flue Cap
- 13 New Composite Wood Fence
- 14 New Addition with Replicated Porch
- 15 New Concrete Footing
- 16 New Brick Foundation Pier or Wall
- 17 Replicated Siding and Corner Trim
- 18 Replicated Window/Frame/Sill/Casing
- 19 Replicated Wood Cornice with Soffit Vent
- 20 Replicated Roof Shingles
- 21 Replicated Wood Porch Floor and Fascia
- 22 New Wood Steps and Brick/Concrete Pad
- 23 Replicated Wood Porch Post (5 Total)
- 24 Replicated Wood Porch Cornice/Brackets
- 25 Replicated Metal Porch Roof

**NOTE:** Each two-digit Number on the  
 ELEVATION matches the corresponding  
 Number listed above.

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**HUFF RESIDENCE**  
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**EIGHT**  
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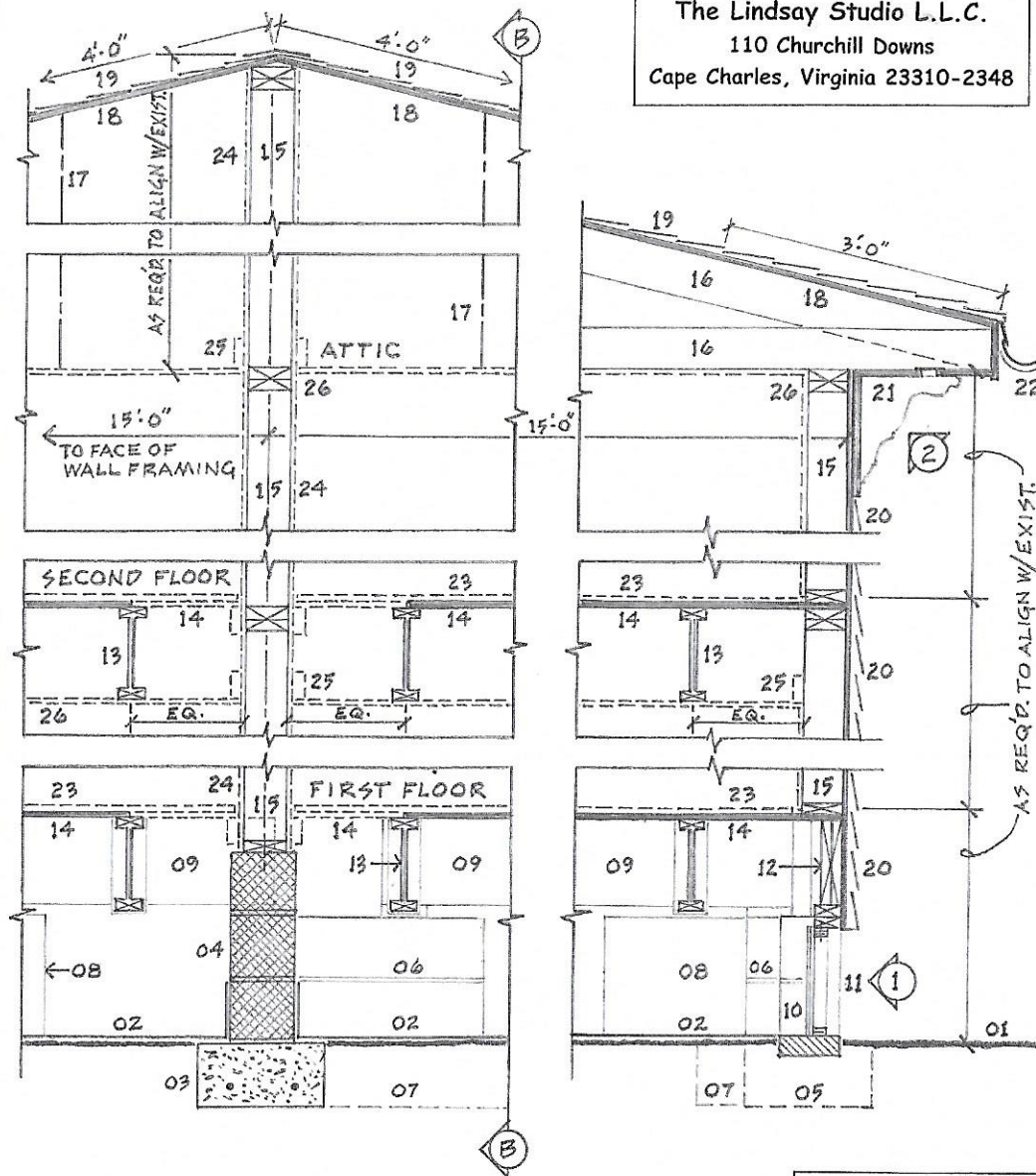


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# LEGEND for NEW ADDITION - SECTION A - A

- 01 Existing or adjusted Finish Grade with sown grass at disturbed areas.
- 02 Clean and uniform finished Crawl Space grade surface with continuous Vapor Barrier that extends a short distance up Walls or Piers and under Brick Sills at perimeter openings.
- 03 Concrete Wall Footing (1'-4" wide x 8" thick) with 2 - #4 Bars (continuous).
- 04 Solid masonry block Wall (8" thick future one-hour Firewall).
- 05 Concrete Footing at Pier beyond (1'-4" W x 8" T x 2'-8" L with 2 - #4 Bars).
- 06 Solid masonry block Pier or Wall beyond (each 12" T).
- 07 Concrete Footing at Pier or Wall beyond (each 24" W x 12" T).
- 08 Existing masonry Pier beyond.
- 09 Glued-Laminated Beam (4-1/2" x 11-1/4") with TJI Joist Hangers and pressure-treated wood Bearing Plates (6x6).
- 10 Solid Masonry Block and Brick Pier beyond (8" T x 2'-0" L) with Brick at outside face and ends.
- 11 Removable Composite Wood Panel with stationary Brick Sill at Crawl Space openings.
- 12 Double 2x12 Beam (continuous) with pressure-treated 2x4 Sill Plates at Piers.
- 13 TJI 360 Floor Joist (11-7/8" deep) at 16" o.c. (maximum clear span of 20'-9" and total Floor Load of 50 PSF or 40PSF Live and 10 PSF Dead).
- 14 Panel type Subfloor (3/4" thick) with future Subfloor at dashed line location.
- 15 Wall Framing (2x6 @ 16" o.c.) with pressure treated Sill Plate in contact with Masonry. Interior Wall Framing is continuous from top of masonry Wall to underside of Roof Sheathing.
- 16 Ceiling Joists and Roof Rafters (2x6 @ 24" o.c.) at Attic.
- 17 Engineered and prefabricated Hipped-Roof Truss at 24" o.c.
- 18 Panel type Roof Sheathing (5/8" thick) with a 1 hour rated product extending 4 feet on either side of the future interior Fire Wall.
- 19 Roof Shingles to match existing with Underlayment, concealed Flashing at closed Valleys, Drip Flashing at Gutters, and Ice/Water Shield extending 3 feet above the Cornice.
- 20 Panel type Wall Sheathing (5/8" thick) with House Wrap product and Horizontal Lapped Siding to match existing.
- 21 Cornice Fascia/Soffit/Frieze Board to match existing materials and dimensions, with new 2" wide continuous Soffit Vent with Insect Screen and wood Brackets at 24" o.c.
- 22 Galvanized metal Gutter (6" half-round) with adjustable metal Hangers at 48" o.c. (4" round galvanized metal Downspouts with anchors and Splash Blocks at indicated locations).
- 23 Future finished Floor (allow for alignment of top surface with top of existing finished Floor).
- 24 Future 1 hour rated Drywall (continuous between masonry Wall and rated Roof Sheathing).
- 25 Future Ledger.
- 26 Future Drywall finish at Ceilings and Walls.

**NOTE:** Each two-digit Number on the SECTION matches the corresponding Number listed above.



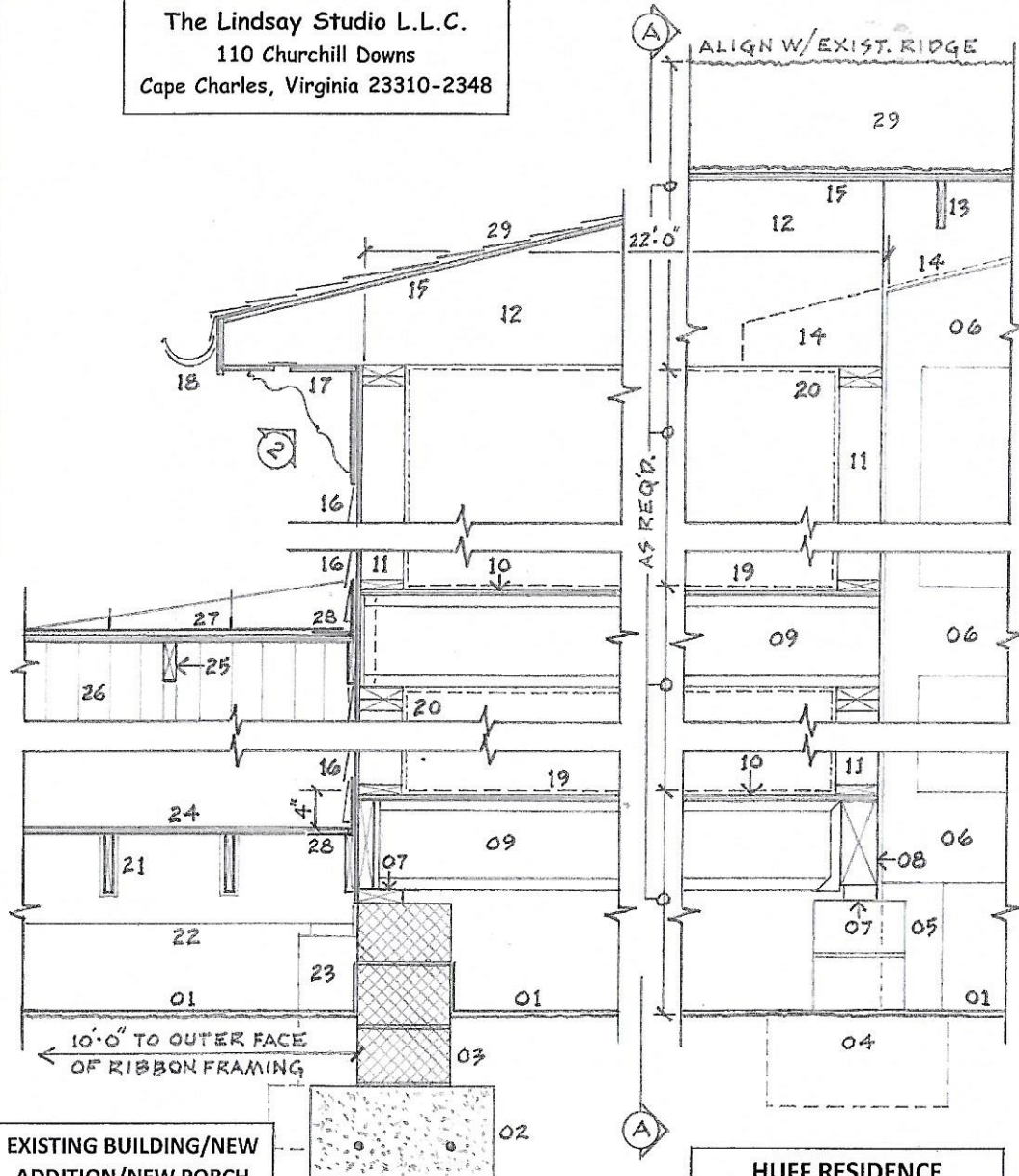
NEW ADDITION SECTION A - A  
3/4 Inch = 1 Foot

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NINE  
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EXISTING BUILDING/NEW  
ADDITION/NEW PORCH  
SECTION B - B  
3/4 Inch = 1 Foot

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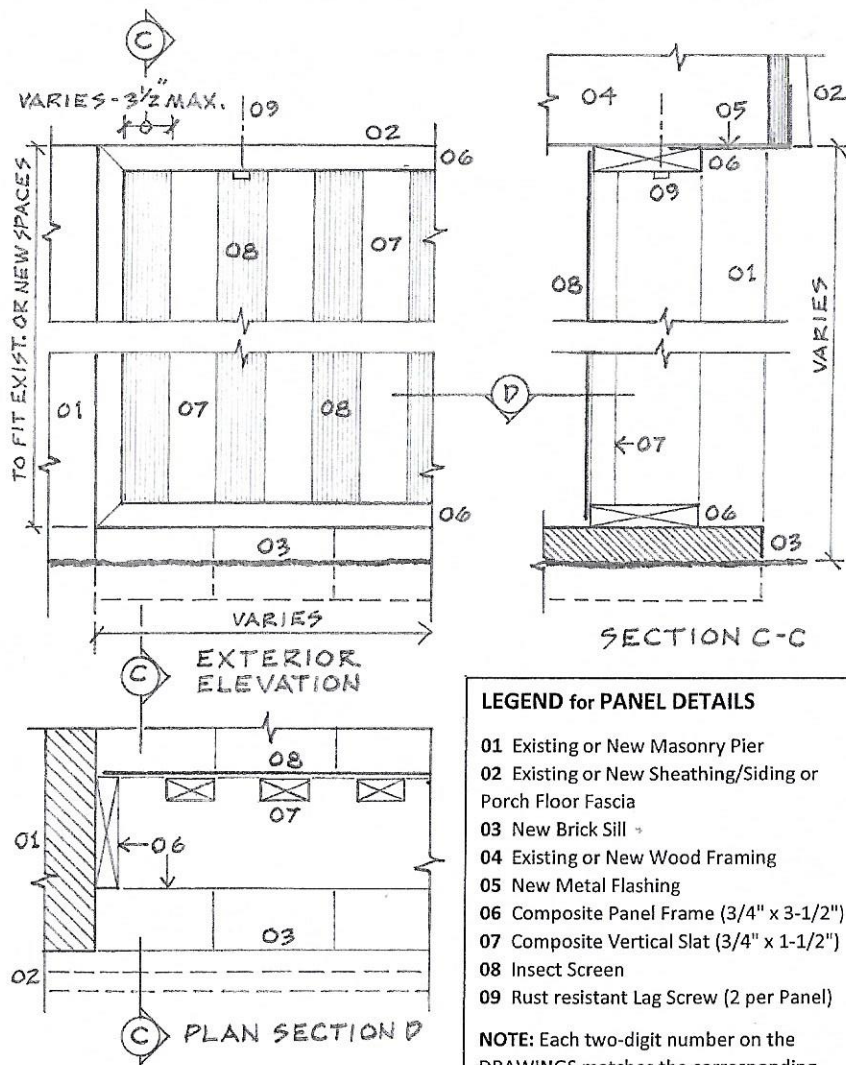
# LEGEND for EXISTING BUILDING/NEW ADDITION/NEW PORCH - SECTION B - B

- 01 Clean and uniform finished Crawl Space grade surface with continuous Vapor Barrier that extends a short distance up Walls or Piers and under Brick Sills at perimeter openings.
- 02 New concrete Wall Footing (2'-0" wide x 1'-0" thick) with 2 - #4 Bars (continuous).
- 03 New solid masonry block Wall (1'-0" thick) with 4" Brick/8" Block where exposed.
- 04 New concrete Footing (2'-0" wide x 1'-0" thick) with 2 - #4 Bars (continuous) and new solid masonry block Wall (1'-0" thick) beyond.
- 05 Existing masonry Pier beyond.
- 06 Existing Floor, Wall, and Roof construction. Provide new stabilizing and infill wall framing as required. **Do not attach New Foundation/Floor/Wall Construction to Existing Construction.**
- 07 Structural wood pressure-treated Sill Plate (2x4 at Beam and 2x6 at Wall).
- 08 Glued-Laminated Beam (4-1/2" x 11-1/4") - Two total.
- 09 TJI 360 Floor Joist (11-7/8" deep) @ 16" o.c. Hanger and 2x12 continuous Ribbon at First Floor. Ribbon Blocking (2x12) only at Second Floor.
- 10 Panel type Subfloor (3/4" thick).
- 11 Wall Framing (2x6 @ 16" o.c.).
- 12 Engineered and prefabricated Hipped-Roof Truss at 24" o.c.
- 13 Roof Rafter (2x6 @ 24" o.c.).
- 14 Existing Cornice Construction and Roof Sheathing/Underlayment/Shingles removed.
- 15 Panel type Roof Sheathing (5/8" thick) with Underlayment, Shingles to match existing, Drip Flashing at Gutter, and Ice/Water Shield extending 3 feet above the Cornice.
- 16 Panel type Wall Sheathing (5/8" thick) with House Wrap and Siding to match existing.
- 17 Cornice Fascia/Soffit/Frieze Board to match existing materials and dimensions, with 2" wide continuous Soffit Vent with Insect Screen and wood Brackets at 24" o.c.
- 18 Galvanized metal Gutter (6" half-round) with adjustable metal Hangers at 48" o.c.
- 19 Future finished Floor (allow for alignment of top surface with top of existing finished Floor).
- 20 Future Drywall finish at Ceilings and Walls.
- 21 Structural wood pressure-treated Floor Joist (2x8 @ 16" o.c.) with hangers at Beam beyond.
- 22 Structural wood pressure-treated Beam (2 - 2x12) on wood bearing plate (6 x 6) beyond.
- 23 Solid masonry block pier (8"x8") on concrete footing (12"W x 16"L x 8"T) beyond.
- 24 Weather-resistant wood Floor and finish to replicate Floor at existing Porch. Slope down 1/8" per foot (minimum) from Exterior Wall to South edge.
- 25 Weather-resistant wood Rafters to replicate size, spacing, pattern, and finish of Rafters at existing Porch.
- 26 Weather-resistant wood Ceiling-Roof to replicate pattern and finish of exposed Ceiling surface at existing Porch.
- 27 Metal Roof with Underlayment to replicate finished Roof at existing Porch.
- 28 Rust-resistant Base Flashing at Floor-Wall and Roof-Wall intersections.
- 29 Shingle Roof with Underlayment to match existing.

**NOTE:** Each two-digit number on the SECTION matches the corresponding Number listed in the LEGEND above.

**TEN**  
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#### LEGEND for PANEL DETAILS

- 01 Existing or New Masonry Pier
- 02 Existing or New Sheathing/Siding or Porch Floor Fascia
- 03 New Brick Sill
- 04 Existing or New Wood Framing
- 05 New Metal Flashing
- 06 Composite Panel Frame (3/4" x 3-1/2")
- 07 Composite Vertical Slat (3/4" x 1-1/2")
- 08 Insect Screen
- 09 Rust resistant Lag Screw (2 per Panel)

**NOTE:** Each two-digit number on the DRAWINGS matches the corresponding Number listed above.

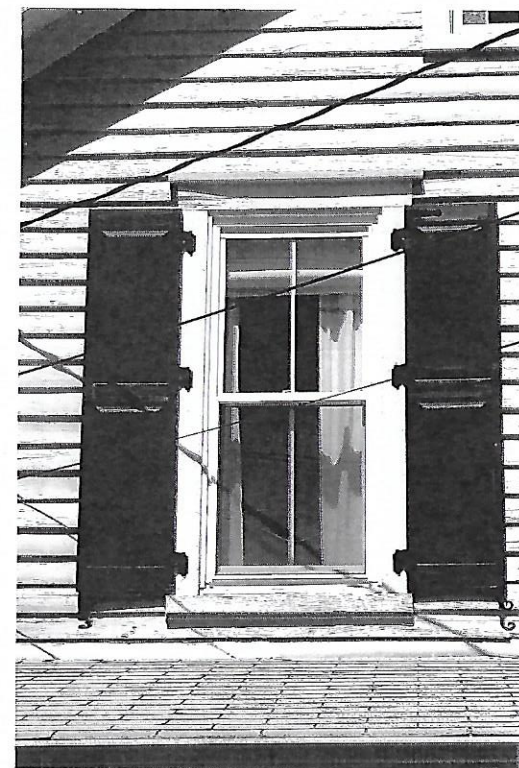
#### IMAGE of SALVAGED CORNICE BRACKET - 2

Basis for new replicated Brackets at existing and new Building Cornices.  
Weather-resistant Wood Specie with Solid Stain finish.



#### EXAMPLE of NEW SHUTTERS and HARDWARE - 3

Double Raised-Panel (sized to fit Window Opening when closed) with rust-resistant metal Hardware.  
Weather-resistant Wood Specie with Solid Stain finish.



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CRAWL SPACE PANEL DETAILS - 1  
3 Inches = 1 Foot

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ELEVEN  
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