

Historic District Review Board
Special Meeting Agenda
Cape Charles Civic Center @ 225 Mason Avenue
March 31, 2023 11:00 A.M.

1. **Call to Order; Roll Call**
A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
A. Approval of agenda format
5. **New Business: Applications for Certificate of Appropriateness**
A. 225 Mason Avenue: Danny Meyer – to renovate the exterior of the commercial building including replacing the existing windows and trim, door, and awning; repainting the masonry to different colors; installing mosaic tile at the front entrance (doorway); and adding a roof top deck.
6. **Adjourn**



Certificate of Appropriateness Application

Renovation

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

planningtech@capecharles.org

Revised 01/2023

Taxes	✓
Violations	NA
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: _____

Date: _____

PART 2: PROPERTY INFORMATION

Property Address: **225 Mason Ave, Cape Charles VA 23310**

Tax Map #: **83A3-1-630**

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

Zoning District: _____

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Paul G Watson and William D Watson**

Mailing Address: **PO Box 5, Cape Charles, VA 23310**

Phone Number: **757-695-9326**

Email: **chip@capecharles.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: **Danny Meyer**

Mailing Address: **4900 Fitzhugh Ave, Richmond VA 23230**

Phone Number: **(804) 400-4329 (m)**

Email: **dmeyer@dallanconstruction.com**

PART 5: PROJECT INFORMATION

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

Renovation of existing commercial building. Work to include:

Replace existing windows to match in appearance and size, re-paint exterior brick with another color, add mosaic tile to entrance, modify existing entry door, add roof deck, replace existing metal awning with canvas awning to include company logo, remove existing ~8'x8' brick and concrete attachment at rear of building

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: see note above

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:
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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: ☐ Original ☒ Not Original ☐ Not Sure	
Existing Material: Rubber	Proposed Materials:

Other / Additional Notes: Repair roof at penetrations required for venting and access to roof top deck

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 2

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

Existing Door	Proposed Door
Door 1: Original to the home: ☒ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: Aluminum and glass	Proposed Material: Aluminum
Dimensions: Width <u>3'-6"</u> Height <u>7'0"</u>	Dimensions: Width <u>tbid</u> Height <u>7'0"</u>
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: Change may be required by code and/or use of commercial space.

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 <u>19</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☒ Yes ☐ No ☐ Not Sure	Work to be completed: 8 front, 11 rear ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double-hung sash 9/9	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double-hung sash 9/9
Width: 42 Height: 80 Depth: _____	Width: 42 Height: 80 Depth: _____
Material: painted wood (currently painted dark green)	Material: wood clad with fibreglass or aluminum black finish
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: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ 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): entrance to commercial building	
Existing Material: concrete	Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure
Proposed Material: mosaic tile to include company logo	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Entrance is currently painted concrete. we propose to install mosaic tile with company logo	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): drawing attached	
Existing Material: none	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used: either metal, vinyl or treated lumber deck rails	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Proposed rails will be needed for proposed roof-top deck	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☒ Deck	Length: 28'	Width: 14'	Materials: treated lumber
☐ Patio	Length:	Width:	Materials:
H. SIDING ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)		
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing material:		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot:			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair ☒ Alteration		
Location (Attach diagram & pictures):			
Existing Material: wood (painted dark green)		Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used: aluminum trim			
Dimensions:			
Reason for repair or alteration (change of material or design): replacement of existing windows require trim to be replaced. Trim to match new windows in color (black)			
J. MASONRY ☐ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing		
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: Repaint existing painted brick with different color (white body with black trim)			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ 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: _____

Date: 3/21/23