# Historic District Review Board
# Regular Meeting Agenda
# Cape Charles Civic Center @ 500 Tazewell Avenue
# June 20, 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: None.

6. **Unfinished Business:**
   **A. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:** None

7. **New Business: Applications for Certificate of Appropriateness**
   **A. FENCE INSTALLATION:** None
   **B. MODIFICATION TO APPROVED Certificate of Appropriateness:** None
   **C. RENOVATION, MINOR:**
      (1) 214 Randolph Avenue: Leslie Baker represented by Mr. Rogers Windows – to replace the existing front steel door with a new fiberglass door
   **D. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
      (1) 610 & 612 Peach Street: Jimmie Darden dba Tribe Property Solutions, LLC – to install a new gable window to include a new section of siding; replace: existing front fiberglass doors with new fiberglass doors, existing asphalt shingle roof with new asphalt shingle roof on main structure and metal for lower roof, replace existing wood porch flooring with composite boards, existing front porch railing with new vinyl railing, existing deck boards with composite board; and install a wood fence on the rear of the property
      (2) 224 Monroe Avenue: Westerhouse Holdings, LLC represented by Peacock Cottage LLC – to replace: the existing front wood door with a wood door, existing vinyl railing with wood railing, existing vinyl tiles on front porch with new brick flooring, replace roof shingles; repair existing screens; remove existing vinyl shutters; repair/replicate existing wood fence & add gates; and reframe the low sloped later rear addition on the single-family residence
   **E. COMMERCIAL-3 DISTRICT:** None
   **F. OTHER:** None

8. **Other Business**
   **A.** Monthly Report from Zoning Administrator Katie Nunez

9. **Adjourn**

# HISTORIC DISTRICT REVIEW BOARD
# STAFF REPORT

Meeting Date: June 20, 2023
Item #: 7C (1) – 214 Randolph Avenue
Prepared by: Tracy Outten, Planning Technician
Reviewed by: Katie H. Nunez, Planning/Zoning Administrator
Date: June 14, 2023

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**APPLICANT:** Meredith Cella dba Mr. Rogers Windows
**OWNER:** Fitness Adventures Inc.

**TYPE OF APPLICATION:** Certificate of Appropriateness

**SITE ADDRESS:** 214 Randolph Avenue

**WORK TO BE PERFORMED:** Replace the front and back doors

**TAX MAP:** 83A3-1-637A

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

**LOT SIZE:** 5,655 sq. ft.

**HISTORIC REGISTER:** CONTRIBUTING
*Description: Ca. 1890, Folk Victorian*
*Accessory Structure (Shed): Contributing Structure*

**DATE APPLICATION RECEIVED:** April 26, 2023
**PRE-APPLICATION MTG:** June 20, 2023
**DATE APPLICATION DEEMED COMPLETE:** May 2, 2023
**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** July 3, 2023

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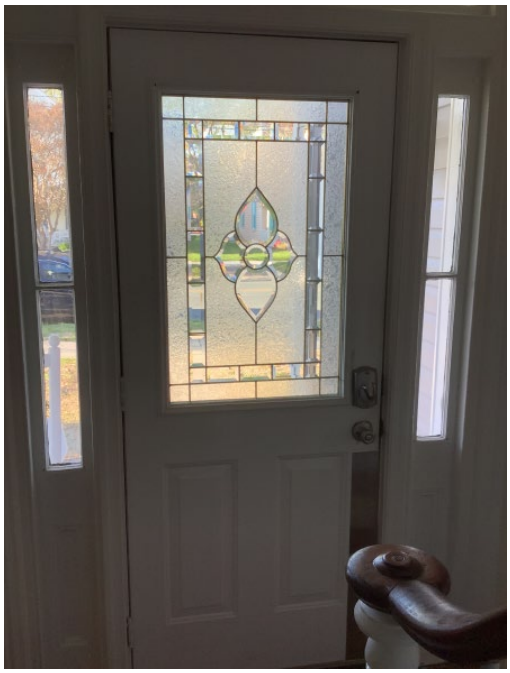
The applicant is seeking to replace the existing front fiberglass door that has decorative glass and two panels with a new fiberglass door that has 4-lites privacy glass, external grills and one pane1. The existing transom and sidelites will remain. (Please see pictures under Materials) This application also includes replacing the existing back door with a similar style.

**AERIAL MAP:**

**MATERIALS:**

- Front Door: Signet Fiberglass; 33-5/8” x 81-5/8”; 4-Lites Privacy Glass, 1 Panel; 2” Brickmold
- Back Door: Legacy 20-Gauge Steel Door 33-9/16” x 82-5/8”; 6-lites; 2” Brickmold

**EXISTING FRONT DOOR:**



**PROPOSED DOOR:**

**EXISTING BACK DOOR:**

**PROPOSED DOOR:**

**STAFF ANALYSIS:**

**ZONING COMPLIANCE**

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

However, we would ask the Board to examine the guidelines regarding architectural styles of buldings, specifically of Victorian Styles and reach a determination if the existing door style is a considered

feature of the Victorian Style of the building or not, specifically the glass inset with stained glass pattern.

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

**HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:**
*Page 3-3: General Description of Buildings – Openings*
*Page. 3-11: General Description of Buildings – Victorian Styles*
*Page 4-13 to 4-14: Openings & Associated Features – Windows, Doors, & Storefronts – 4.5 Doors*
*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 doors 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

DocuSign Envelope ID: 4B65103E-566C-4629-9599-B9846F402261

# 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 | N/A |
| 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: DocuSigned by: Leslie Becker DF461E74A5B54CE... Date:

### PART 2: PROPERTY INFORMATION

| | |
|---|---|
| Property Address: 214 Randolph Avenue, Cape Charles, VA 23310 | Tax Map #: 083A3/01 00/000637A// |
| 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: Leslie Becker

Mailing Address: 214 Randolph Avenue, Cape Charles, VA 23310

Phone Number: 540-797-0477

Email: smithmountainlakerealestate@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: Meredith Cella, Mr. Rogers Windows

Mailing Address: 1019 Eden Way North, Chesapeake, VA 23320

Phone Number: 757-407-3337

Email: mcella@mrrogerswindows.com

## PART 5: PROJECT INFORMATION

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

## 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: ☐Original ☐Not Original ☐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 __1__

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: ☒ Yes ☐No ☒Not Sure | Work to be completed:<br>___ Added ___Removed ___ Repaired X Replaced |
| Existing Material: Steel | Proposed Material: Fiberglass |
| Dimensions: Width 33 5/8 Height 81 5/8 | Dimensions: Width 33 5/8 Height 81 5/8 |
| 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:

Homeowner would like to replace with a door that's closer to the historical look of the home. She wants to remove the decorative glass and add external grilles. See attached spec sheets

**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: ☐ Yes ☐No ☐Not Sure | Work to be completed:<br>___ Added ___Removed ___ Repaired ___ 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: ☐Original ☐Not Original ☐Not Sure<br>Existing Material: | Type of Material to be used: |

**Ceiling:**

| | |
|---|---|
| Existing Condition: ☐Original ☐Not Original ☐Not Sure<br>Existing Material: | Type of Material to be used: |

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: ☐Original ☐Not Original ☐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: ☐Original ☐Not Original ☐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.):

**G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

☐ Deck Length: Width: Materials:

☐ 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: | Existing Condition: ☐Original ☐Not Original ☐Not Sure |

Type of Material to be used:

Dimensions:

Reason for repair or alteration (change of material or design):

**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:

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: 04/26/2023

Project Description /Letter of Intent

Leslie Becker would like to replace her front door and back door in downstairs bedroom at 214 Randolph Avenue. The back door is being replaced in a similiar style and look. The front door we are replacing the current slab and frame previously replaced in opening. We are leaving the original transom and sidelites as they are. The new style will be closer to the neighbors door with satin frosted glass and external grilles instead of decorative glass.

# Owner Affidavit for Permission to Represent

Planning & Zoning Department
757-331-3259 x24
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: 214 Randolph Avenue

Subject Property Tax Map #: _____

**Owner Information**

Owner's name: Leslie Becker

Mailing address: 214 Randolph Avenue, Cape Charles, VA 23310

Phone number: 5407970477 Email: smithmountainlakerealestate@gmail.com

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

Meredith Cella

**Representative Information**

Name: Meredith Cella

Mailing address: 1019 Eden Way North, Chesapeake, VA 23320

Phone number: 7574073337 Email: mcella@mrrogerswindows.com

X to file documents on my behalf X 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: Leslie Becker Date: 04/17/2023

State of Virginia, County of Cape Charles

The foregoing instrument was acknowledged before me this 19th day of April, 2023, by Leslie Becker (name of person acknowledged)

Signature of Notarial Officer: Sherrie L Setchel

Notary Registration number: 230052

My commission expires: 9-30-2024

Sherrie L Setchel
Notary Public
Commonwealth of Virginia
230052
My Commission Expires September 30, 2024

Seal

214

# YOUR **PROFESSIONAL-CLASS** PRODUCT

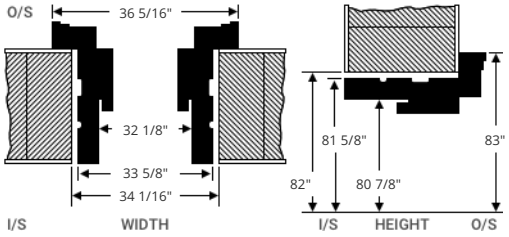
Signet Cherry Fiberglass Entry Door with Privacy Glass

757-436-2200
1211 Executive Blvd
Chesapeake, VA 23320

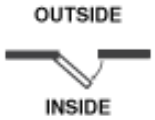
OUTSIDE VIEW

INSIDE VIEW

## SIZING




## HANDING




**Installation Instructions**

## ENERGY

**ENERGY PERFORMANCE RATINGS**

| U-Factor (U.S/I-P) | Solar Heat Gain Coefficient |
|---|---|
| 0.24 | 0.11 |

**ADDITIONAL PERFORMANCE RATINGS**

| Visible Transmittance | |
|---|---|
| 0.18 | - |

Air Infiltration (cfm/ft2)

<= 0.05

ENERGY STAR® Certified In All 50 States.

## QUOTE INFORMATION

Job: Becker
Tag: 803 Front Door
Order #9916381-3

## DETAILS

**Signet Single Entry Door in FrameSaver Frame**

33 5/8" Custom Unit Width
81 5/8" Custom Unit Height
Unit Size: 33 5/8" x 81 5/8"
Frame Depth: 5 1/4"
2" Standard Brickmold
Right Hand Inswing - Inside Looking Out
1 Panel 440 Style Signet Cherry Fiberglass Door
ComforTech DLA (with Satin / Frosted Privacy Glass)
Cottage (4-Lite) SDL Grid - 1V x 1H
Snow Mist White Inside / Coal Black Outside SDL Grids (Dusty Gray Shadow Grids)
Snow Mist White Inside / Coal Black Outside

**Hardware**

All Hardware in Black Finish
Camelot Grip Entrance Handle Outside
Flair Handle Inside (2 3/8" Backset)
Encode Deadbolt with Camelot Trim (2 3/8" Backset)

**Frame**

TUFTEX Smooth Snow Mist White Aluminum Frame Cladding - Loose on Unit
Snow Mist White Inside Frame
3 Tubes of Snow Mist White Caulk
Bronze ZAC Auto-Adjusting Threshold (6 3/8" Depth)
Black Ball Bearing Hinges
4 Hinges
Security Plate
Poplar Colonial 2 1/2" Casing - Snow Mist White
Oak Contoured Shoemold - Dark Oak

## INFORMATION AND WARNINGS

The custom slab width is 1/16" above a standard size. Consider switching to standard.
The custom slab height is 1/16" below a standard size. Consider switching to standard.

10:42 AM Tue Apr 25
media.provia.com



# YOUR **PROFESSIONAL-CLASS** PRODUCT

Legacy 20-Gauge Smooth Steel Entry Door with Clear Glass

OUTSIDE VIEW

INSIDE VIEW

Mr. Rogers Windows and Doors | Renewal by Andersen
757-436-2200
1211 Executive Blvd
Chesapeake, VA 23320

## QUOTE INFORMATION

Job: Becker
Tag: 802 Master
Order #9916381-1

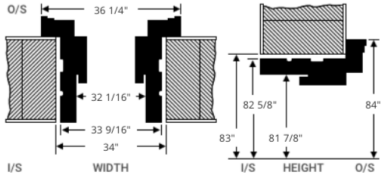
## DETAILS

**Legacy Single Entry Door in FrameSaver Frame**
32" Nominal Width
82 5/8" Custom Unit Height
Unit Size: 33 9/16" x 82 5/8"
Frame Depth: 5 1/4"
2" Standard Brickmold
Right Hand Inswing - Inside Looking Out
460 Style 20-Gauge Smooth Steel Door
ComforTech DLA
Cottage (6-Lite) SDL Grid - 1V x 2H
Snow Mist White SDL Grids (Dusty Gray Shadow Grids)
Textured Plugless Trim
Snow Mist White Inside and Outside

**Hardware**
All Hardware in Black Finish
Flair Lockset (2 3/8" Backset)
Thumbturn Deadbolt (2 3/8" Backset)

**Frame**
TUFTEX Smooth Snow Mist White Aluminum Frame Cladding - Loose on Unit
Snow Mist White Inside Frame
3 Tubes of Snow Mist White Caulk
Bronze ZAC Auto-Adjusting Threshold (6 3/8" Depth)
Black Ball Bearing Hinges
4 Hinges
Security Plate
Poplar Flat Casing (3 1/2" x 3/4") - Snow Mist White
Oak Quarter Round (1/2" x 3/4") Shoemold - Caramel

## SIZING




## HANDING

OUTSIDE

INSIDE

Installation Instructions

## ENERGY

**ENERGY PERFORMANCE RATINGS**

| U-Factor (U.S/I-P) | Solar Heat Gain Coefficient |
|---|---|
| 0.29 | 0.14 |

**ADDITIONAL PERFORMANCE RATINGS**

| Visible Transmittance | |
|---|---|
| 0.25 | - |

Air Infiltration (cfm/ft2)
<= 0.04

ENERGY STAR® Certified In All 50 States.

# HISTORIC DISTRICT REVIEW BOARD
# STAFF REPORT

Meeting Date: June 20, 2023
Item #: 7D (2) – 224 Monroe Avenue
Prepared by: Tracy Outten, Planning Technician
Reviewed by: Katie H. Nunez, Planning/Zoning Administrator
Date: June 14, 2023

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**APPLICANT:** Claudine Pierce dba Peacock Cottage LLC
**OWNER:** Anne Payne dba Westerhouse Holdings LLC

**TYPE OF APPLICATION:** Certificate of Appropriateness

**SITE ADDRESS:** 224 Monroe Avenue

**WORK TO BE PERFORMED:** Replace front door, roof, front porch floor tiles and step rail; rear addition, renovate accessory structure; and repair existing and install new fence

**TAX MAP:** 83A3-1-398

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

**LOT SIZE:** 4,800 sq. ft.

**HISTORIC REGISTER:** CONTRIBUTING
*Description: 1964, Ranch*
*Accessory Structure: Shed - CONTRIBUTING*

**DATE APPLICATION RECEIVED:** May 2, 2023
**PRE-APPLICATION MTG:** June 20, 2023
**DATE APPLICATION DEEMED COMPLETE:** May 2, 2023
**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** July 3, 2023

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The applicant is seeking the following renovations and modifications to the single-family residence:

- Roof: Replace with New Architechural Shingles
- Door: Front: Replace existing hollow core wood with 15-lites French Fir
- Shutters: Remove existing screwed on vinyl
- Front Porch: Replace: Ceiling: Existing Vinyl with New Azek Bedboard; Flooring: Existing Vinyl 12" x 12" tiles with Brick; Step Railing: existing Vinyl with painted Fir
- Fence: Repair Existing 48" tall Wooden on rear west side of property, and Install a New 48" tall Wooden on rear east side of property with 2 gates
- Left Side Elevaton: Front Window Openings will be enlarged
- Rear Work: Reframe low sloped roof to a new hip roof leaving the existing foundation to rebuild the new walls. (Please review full application.)
- Existing Garage Work:
    - Roofs: Replace Low Shed: Metal with New Standing Seam Metal;
    - Main Gable: Shingles with New Asphalt Shingles
    - Add Brackets under small roof overhang to stabalize Structure
    - Replace fascia boards
    - Remove framing/deck on the house side

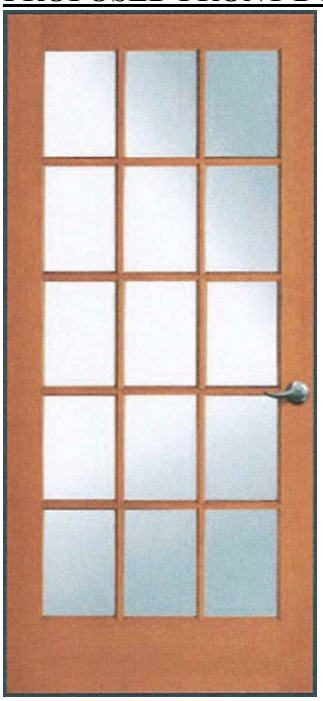
**AERIAL MAP:**

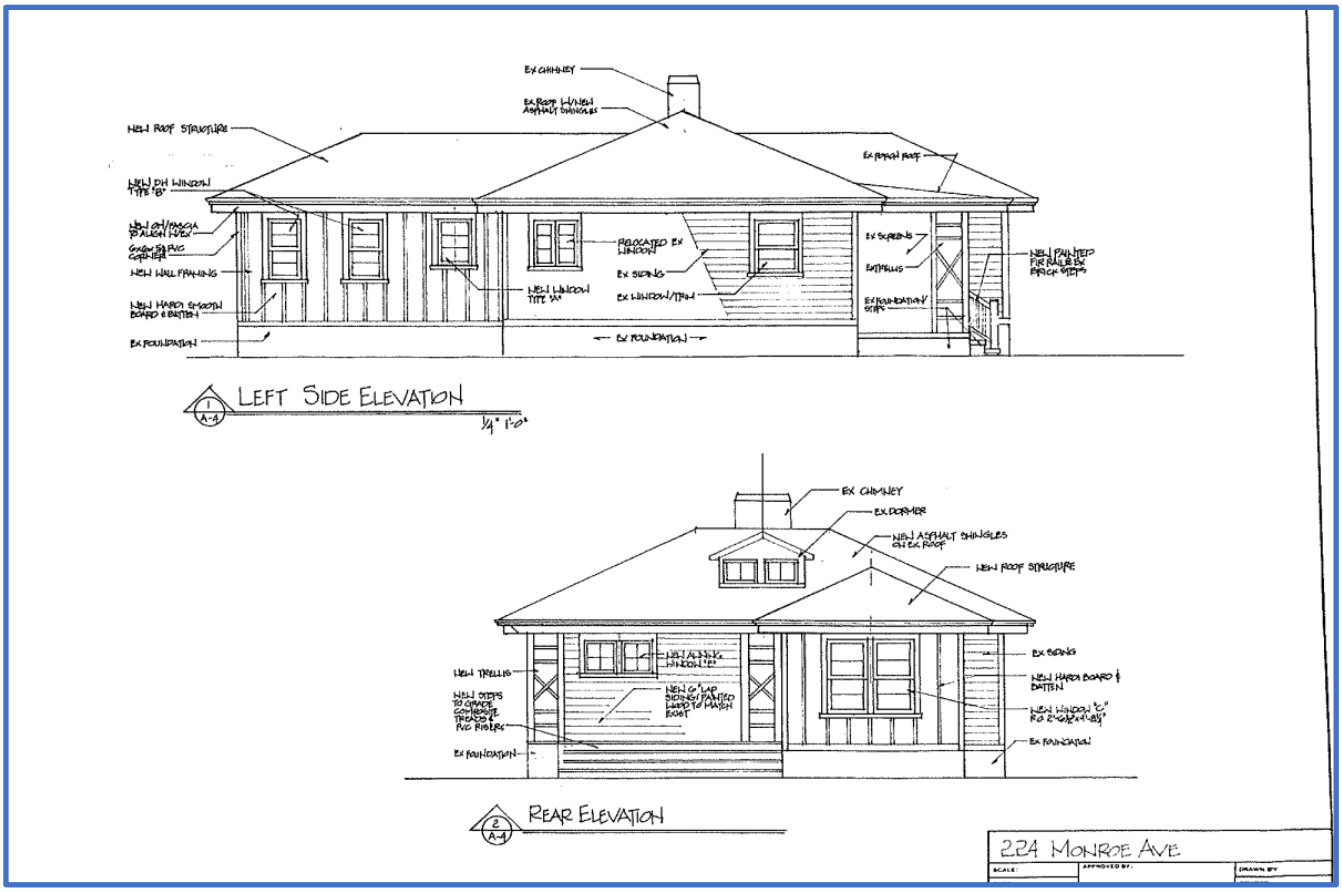
**MATERIALS:**

- Roof: GAF Timberline HDZ Shingles; Standing Seam Metal
- Doors: Front: Simpson 3" x 6'-8" Fir Wood, 15-SDL; Rear: 2'-8" x 6'- 8" Wood, 3-SDL, 2 Panels
- Front Porch Floor: ½" Brick
- Rear Siding: Hardie Board and Batten
- Rear and Side Windows: Marvin Elevate Composite SDL
- Fence: 48" Wooden Picket

**EXISTING FRONT DOOR:**

**PROPOSED FRONT DOOR:**






**STAFF ANALYSIS:**

**ZONING COMPLIANCE**

The property is a legal, non-conforming use and the proposed renovations and modifications are in conformance with zoning.

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

**HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:**

*Section 4.1: Routine Maintenance & Repairs*
*Section 5.1: Replacement Guidelines for Contributing Buildings*
*Section 6.1: Accessory Structures Associated with Contributing Primary Buildings*
*Section 9.2: Fences & Freestanding Walls*

**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 all renovations and modifications reflect 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

# Owner Affidavit for Permission to Represent

Planning & Zoning Department
757-331-3259 x24
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: 224 MONROE AVE

Subject Property Tax Map #: 83A3-1-398

**Owner Information**

Owner's name: ANNE PAYNE

Mailing address: 10684 CHURCH NECK RD MACHIPONGO, VA 23405

Phone number: 757-678-5745 Email: GPAYNEGANG@AOL.COM

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

APPLICATION PROCESS FOR COA FROM CC HDRB FOR LISTED PROPERTY + OTHER CONSTRUCTION + BUILDING APPROVALS

**Representative Information**

Name: CLAUDINE PIERCE, PEACOCK COTTAGE, LLC

Mailing address: 10 TAZWELL AVE CC, VA 23310

Phone number: 703-609-5818 Email: MYPEACOCKCOTTAGE@GMAIL.COM

[X] to file documents on my behalf [X] 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: Date: 4-12-2023

State of Virginia, County of Virginia City

The foregoing instrument was acknowledged before me this 12th day of April, 20 23, by Anne Payne (name of person acknowledged)

Signature of Notarial Officer: Ashley Wright

Notary Registration number: 7981083

My commission expires: Aug. 31, 2026

ASHLEY MARIE WRIGHT
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES AUG. 31, 2026
COMMISSION # 7981083

Seal

# 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 | N/A |
| 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: 5-2-2023

### PART 2: PROPERTY INFORMATION

Property Address: 224 Monroe Ave

Tax Map #: 83A3-1-398

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: Westhouse Holdings LLC - Anne Payne

Mailing Address: 10684 Church Neck Rd., Machiapango VA. 23405

Phone Number: 757-678-5745

Email: gpaynegang@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: Peacock Cottage Llc- Claudine Pierce

Mailing Address: 10 Tazewell Ave., Cape Charles, VA 23310

Phone Number: 703-609-5818

Email: mypeacockcottage@gmail.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 1950's one story cottage including a small 12.4' x 18.7' new rear addition built on existing foundation, a new rear 17.2 x 7.5' pergola built on existing foundation. Stabilization of existing garage building and installation of additional fencing to match existing fence.

## 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: Garage work

### 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): New walls and roof on existing foundation

| Stories: 1 story | Building height: | Footprint: 17.2' x 12.4' | Gross square footage: 213 |
|---|---|---|---|

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 Yes Different in style or material ____

☐ Add/Repair Gutters and downspouts ☐ Solar Panels

Location (Pictures of existing condition): Reroof existing hip roof, new roof and main garage roof

| Existing Roof | Proposed Roof |
|---|---|
| Existing Condition: ☐ Original ☐ Not Original ■ Not Sure | |
| Existing Material: Asphalt shingles | Proposed Materials: Timberline HDZ Shingles |

Other / Additional Notes: Garage low roof to be re-roofed with standing seam metal roof to match existing as closely as possible.

### 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: 2 Removed: 3

Repaired: ____ Replaced: In kind 1 Different in style or material 1

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

| Existing Door | Proposed Door |
|---|---|
| Door 1: Front Door<br>Original to the home: ☐ Yes ■ No ☐ Not Sure | Work to be completed:<br>☐ Added ☐ Removed ☐ Repaired ☑ Replaced |
| Existing Material: hollow core flush wood | Proposed Material: Fir |
| Dimensions: Width 36" Height 6'-8" | Dimensions: Width 36" Height 6'-8" |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels):<br>Flush hollow core interior door with small window | Configuration with picture (i.e., glass panes, divisions, decorative details & panels):<br>15 SDL lite Fir French door |

Indicate the reason for change: Existing front door is not the original door and is a hollow core door meant for interior use. New door to be a fir 15 lite wood door with simulated divided lites more in keeping with the era of the house.

## 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: _____ * See attached photos, plans, elevations and window schedule

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: ☐ Yes ☐No ☐Not Sure | Work to be completed:<br>☐ Added ☐Removed ☐ Repaired ☐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: Marvin Elevate-Composite SDLS |

## 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 NA-concrete slab

| | |
|---|---|
| Existing Condition: ☐Original ☐Not Original ☐Not Sure<br>Existing Material: Vinyl 12" x 12" tiles | Type of Material to be used: 1/2" real thin brick on existing concrete slab |

**Ceiling:**

| | |
|---|---|
| Existing Condition: ☐Original ☒Not Original ☐Not Sure<br>Existing Material: vinyl | Type of Material to be used: New Azec Beadboard |

If replacing, indicate the reason for replacement: Vinyl not appropriate for age of house.

If altering, describe any proposed change (material, size, etc.): Hoping to find original porch ceiling above vinyl and will retain depending on condition

## 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: ☐Original ☐Not Original ☐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 1 Replaced _____Altered

Location (Attach pictures; Survey may be requested): Front stoop one side

| | |
|---|---|
| Existing Material: Vinyl | Existing Condition: ☐Original ☒Not Original ☐Not Sure |

Type of Material to be used: Painted fir

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):
The existing vinyl is not original to the house and not an appropriate material to use

## G. DECKS & PATIOS ☐ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

☐ Deck Length: Width: Materials:

☐ 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): Main house to retain existing 6" wood lap siding

| Existing Siding | Proposed Siding |
|---|---|
| Original to the home: ☐ Yes ☐ No ☐ Not sure | On new addition only |
| Existing material: | Proposed material: Hardi Board and Batten |
| Dimensions: Thickness - Width - | Dimensions: Thickness - Width - |

Indicate the reason for change, e.g., underlying material condition, rot:
Note that we have a separate request in to the Town to do exploratory removal of existing vinyl siding over the existing siding so that we can determine the condition of the existing wood siding in time to

## 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 New trim at new addition

Location (Attach diagram & pictures): See attached drawings

| | |
|---|---|
| Existing Material: TBD | Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure |

Type of Material to be used: TBD

Dimensions:

Reason for repair or alteration (change of material or design): Note that until we uncover the original siding and trim we do not know what repair we will need to do or what we are matching.

## 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:

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 30% ☐Replace In kind _____ Different in style or material _____ | |
| Location (include survey showing location, setbacks and height) See site plan | |
| Material: painted wood pickets | Existing Condition: ☐Original ■Not Original ☐Not Sure |
| Height: 48" | |
| Describe the style: Painted wood 1 x 4 pickets with two horizontal rails. See attached photo. New fencing on east side of property to match. Gates to match. | |

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: Claudine H Pierce Date: 5/1/23

# PEACOCK COTTAGE LLC

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

May 1 , 2023
Town Planner and Zoning Administrator
2 Plum Street
Town of Cape Charles

Re: Letter of Intent
224 Monroe Ave
Cape Charles, Virginia 23310

Dear Katie,

Attached is an application for review and approval for renovations to an existing contributing house and contributing accessory garage building. The existing house is a 1950's one story cottage with a central chimney and a hipped roof.

The house is now covered in vinyl siding over the original 6" exposure painted lap siding. All existing window, door and fascia trim is currently covered in aluminum. Please note we have a separate application in to the Town to allow us to do some exploratory demolition on the west side of the house to remove the existing vinyl siding to allow us to have a plan "of attack" by the time we meet with the Board.

Our intention is to retain and repair as necessary the original wood double hung windows with an unusual two horizontal lites over two horizontal lite configuration. The windows operate both as double hung windows and awning windows. We are asking to replace the hall bathroom window with a new tempered glass double hung two over two window to meet the code requirements for safety glass near a tub. We also are proposing to relocate one of the rear bedroom windows to replace the existing kitchen window that has broken hardware/sashes.

We are proposing to retain the front of the house as is with a few minor renovations:

1. Replace the small piece of vinyl railing at the front steps with new painted wood railings.
2. Repair the existing screens as required.
3. Replace the vinyl tiles on the front porch concrete slab with new brick flooring.
4. Remove the shutters that do not appear to be original as they are screwed into the vinyl siding.
5. Replace the front door. Note that the front door is not original and is an interior flat hollow core door. Please see attached for proposed new painted French door.
6. Replace the existing asphalt roof with new asphalt shingles

We are also proposing to reframe the low sloped roof on the back 12.4' x 18.7' [south] section of the house as shown in our attached drawings. It appears that this rear section of the house was a later addition - the windows are of a different era/configuration than the windows in the main section of the house. The ceilings in this area are lower than 6'-8" and make the areas by code unusable for living purposes. We propose to frame a new hip roof over this portion of the

house - the new walls would be built on top of the existing foundation so there is no expansion of the existing footprint of the house. The new family room area will have new windows that would be similar in configuration to the existing house windows. We would also remove the walls at the17.2′ x 7.5′ "sunroom" addition and open this up for outdoor living to regain windows in the master Bedroom. Please also note the the entire rear of the house is almost completely blocked from the alley site line by the existing one and half story garage building. We are also retaining the large tree in the rear yard between the house and the garage.vvc

We are proposing to repair the existing 48″ tall wood fence that is installed on the rear west side of the property and add matching wood fencing on the rear east side of the property with two gates as noted on the attached survey. See photos.

For the existing garage building we would like to do the following- see photos:

1. Remove the oil tank
2. Remove the framing/deck on the house side of the garage
3. Replace all rotted fascia boards with new boards
4. Replace the low shed roof metal roofing with new standing seam metal roofing to match the existing as closely as possible
5. Add brackets under the small roof overhang to stabilize the structure.
6. Replace the main gable roof with new asphalt shingles.
7. Paint as needed.

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

Best,

Claudine H Pierce

Claudine Pierce
Peacock Cottage, LLC

# 224 Monroe Avenue

Remove vinyl rail and replace with wood

**Front Elevation**

Remove roof structure and windows

Remove refrigerator bump out

Existing foundation to remain

**Left Side Elevation**

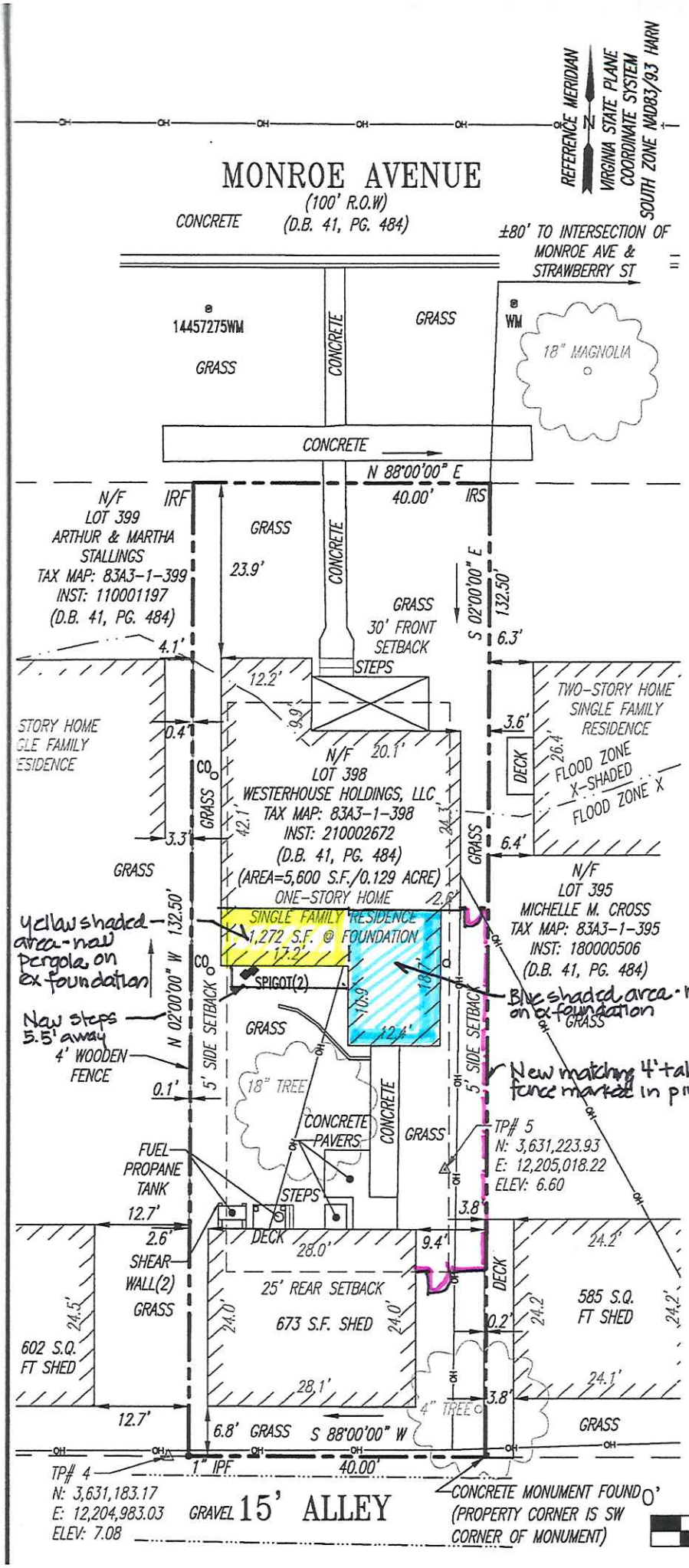
**Rear [South] Elevation**

**Right [West] Elevation**

**Existing Garage Building from the house**

**Existing Garage Building from Alley**

**Existing Fence to be repaired and replicated**




## GENERAL SURVEY NOTES:

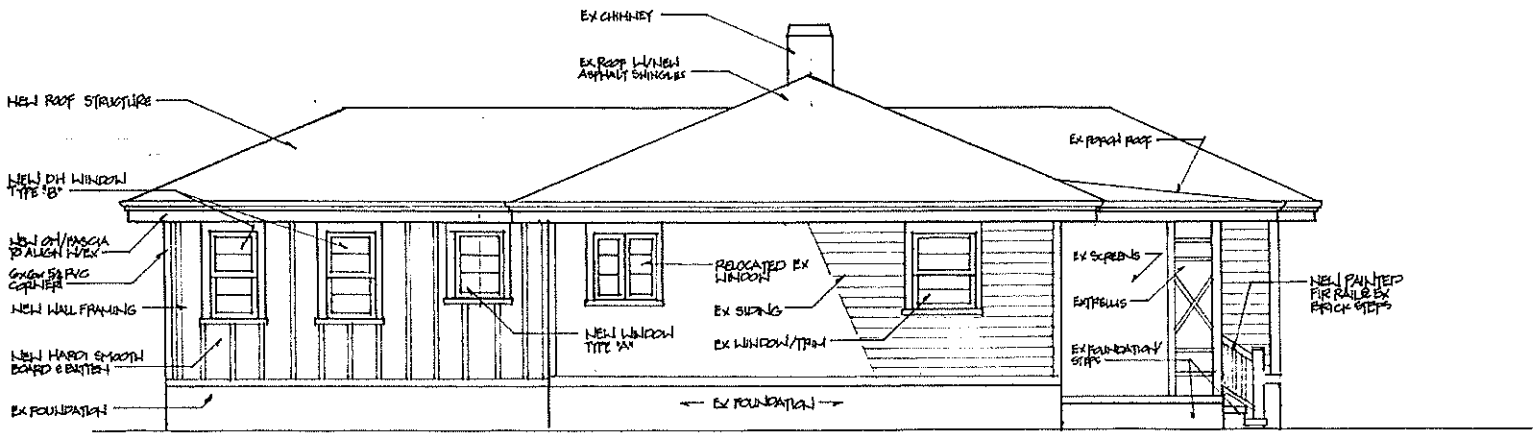
1. THIS SURVEY WAS PRODUCED BY MID-ATLANTIC SURVEYING AND LAND DESIGN, INC., FOR DOMINION CONCRETE CONTRACTORS.
2. THIS SURVEY WAS PRODUCED WITHOUT BENEFIT OF A TITLE REPORT. ALL EASEMENTS, SERVITUDES AND RESTRICTIONS MAY NOT BE SHOWN.
3. THE BOUNDARY LINES SHOWN ARE BASED ON A CURRENT FIELD BOUNDARY SURVEY.
4. THIS SURVEY IS NOT INTENDED TO SHOW ALL UNDERGROUND UTILITY FEATURES. IT IS THE RESPONSIBILITY OF THE OWNER OR CONTRACTOR TO CONTACT MISS UTILITY BEFORE ANY EXCAVATION OR OTHER EARTH MOVING WORK.
5. THIS LOT IS LOCATED PARTIALLY IN FLOOD ZONE X AND PARTIALLY IN FLOOD ZONE X-SHADED. 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.
6. ZONE: R-1 FRONT SETBACK: 30'
   SIDE SETBACK: 5' REAR SETBACK: 25'

### LINE LEGEND

PROPERTY LINE
SETBACK LINE
ADJACENT PROPERTY LINE

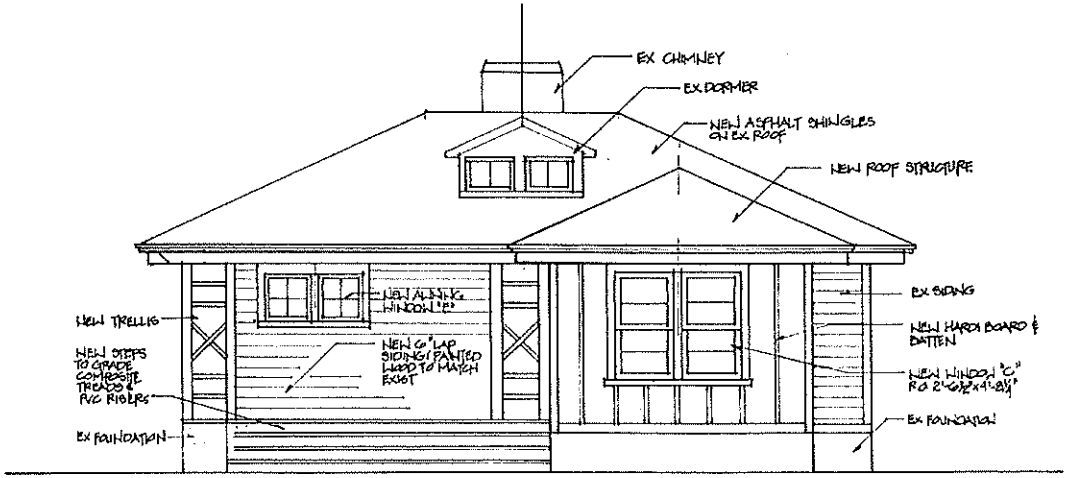
COMMONWEALTH OF VIRGINIA
BETH ANNE G. CAMPBELL
Lic. No. 003316
03/21/23
LAND SURVEYOR

NCRETE - CC - BRP\6 - DRAWINGS\23035.0 224 MONROE AVE-DOMINION CONCRETE - CC - BRP.DWG PLOTTED BY SY ROBERTSON 4/25/2023 12:25 PM LAST SAVED 3/23/2023 2:33 PM



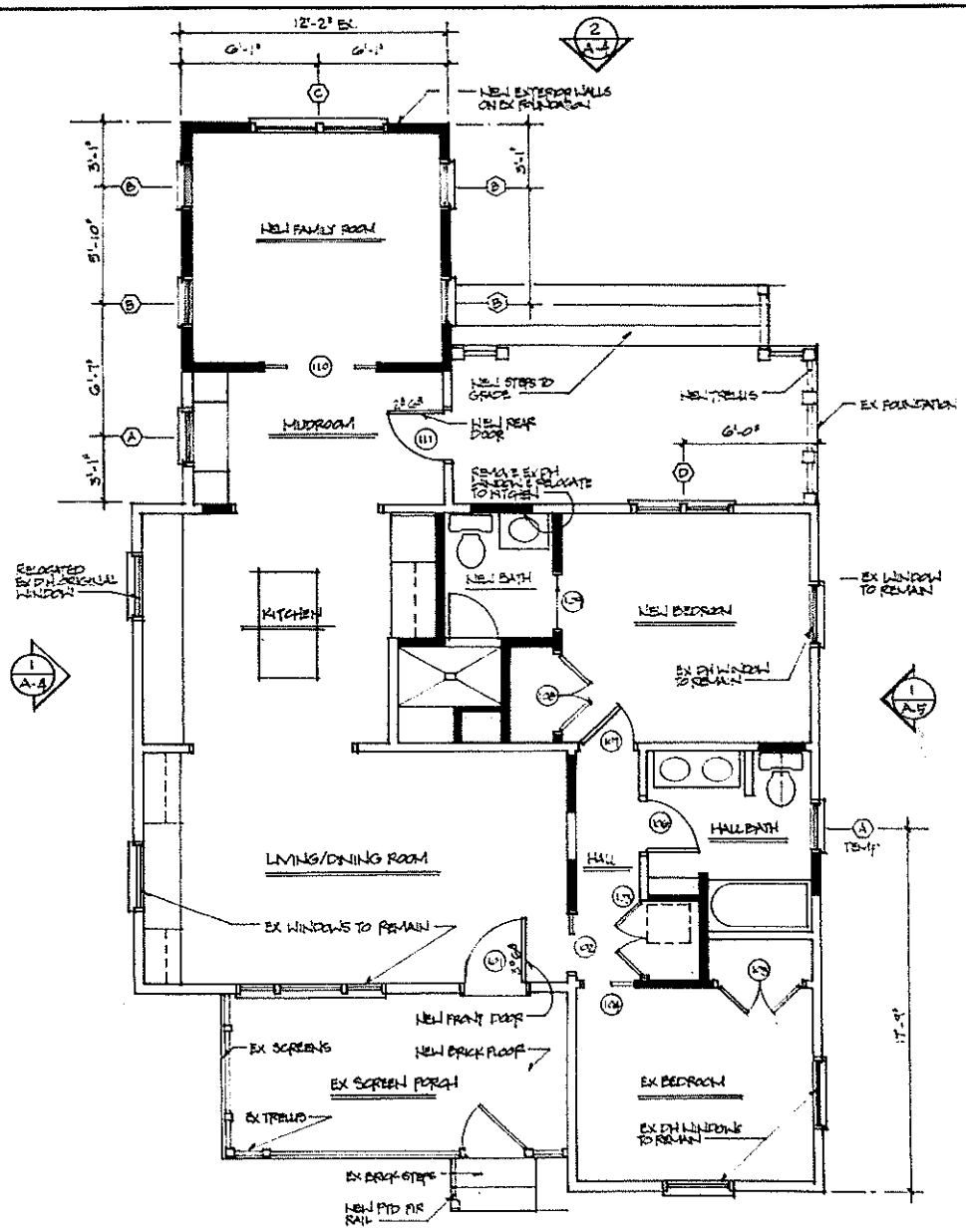

## 1 A-4 LEFT SIDE ELEVATION

1/4" 1'-0"




## 2 A-4 REAR ELEVATION

| 224 MONROE AVE | | |
|---|---|---|
| SCALE: | APPROVED BY: | DRAWN BY |
| DATE: | | REVISED |
| | | DRAWING NUMBER A-2 |




FLOOR PLAN

1/4" = 1'-0"

224 MONROE AVE

SCALE:

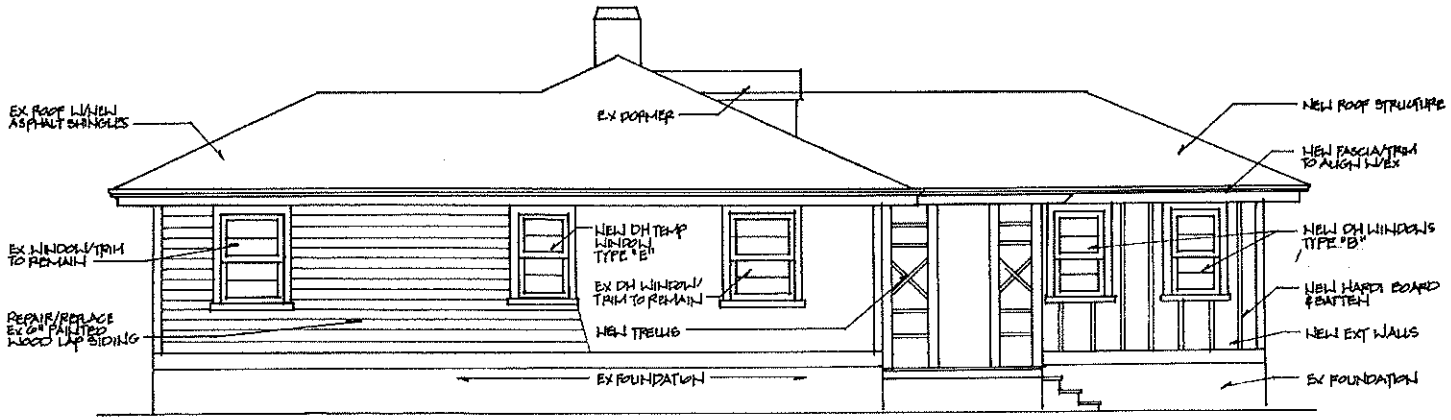
DATE:

APPROVED BY:

DRAWN BY:

REV. NO.

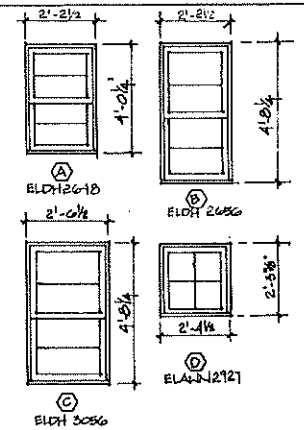
A-3




1 A-5 RIGHT SIDE ELEVATION

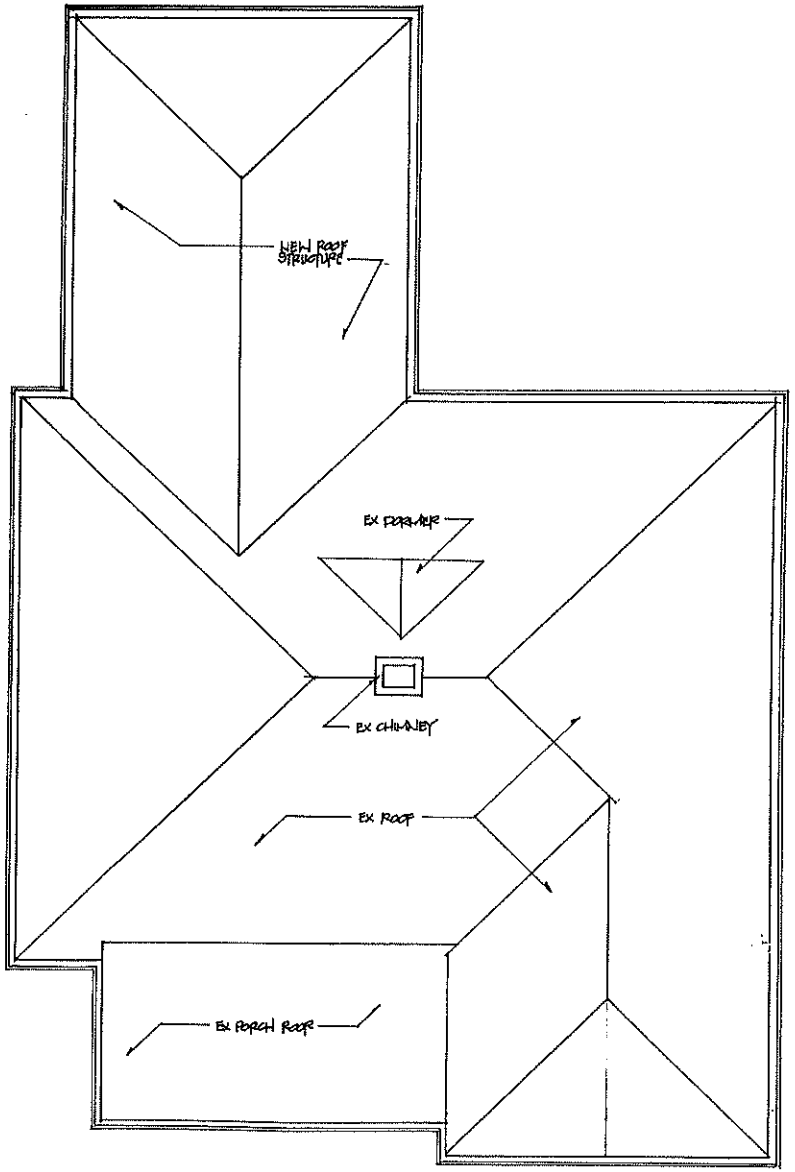
1/4" = 1'-0"

## WINDOW SCHEDULE




NOTE - WINDOWS TO BE MARVIN ELEVATE SERIES

| 224 MONROE AVE | | |
|---|---|---|
| SCALE: | APPROVED BY: | DRAWN BY |
| DATE: | | REVISED |
| | | DRAWING NUMBER A-5 |

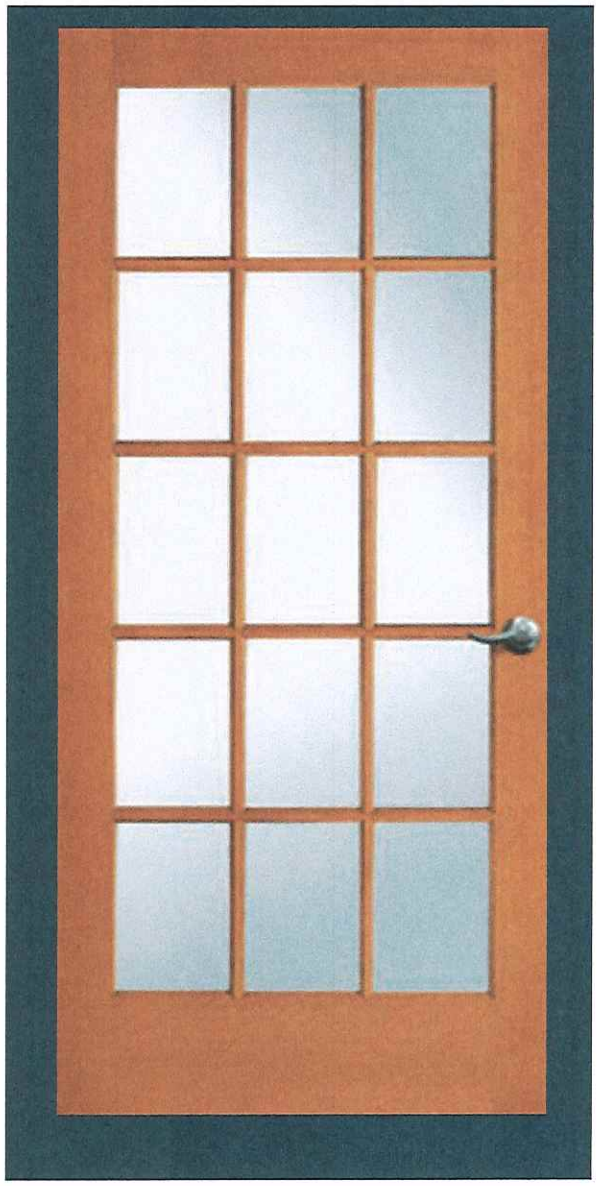



ROOF PLAN

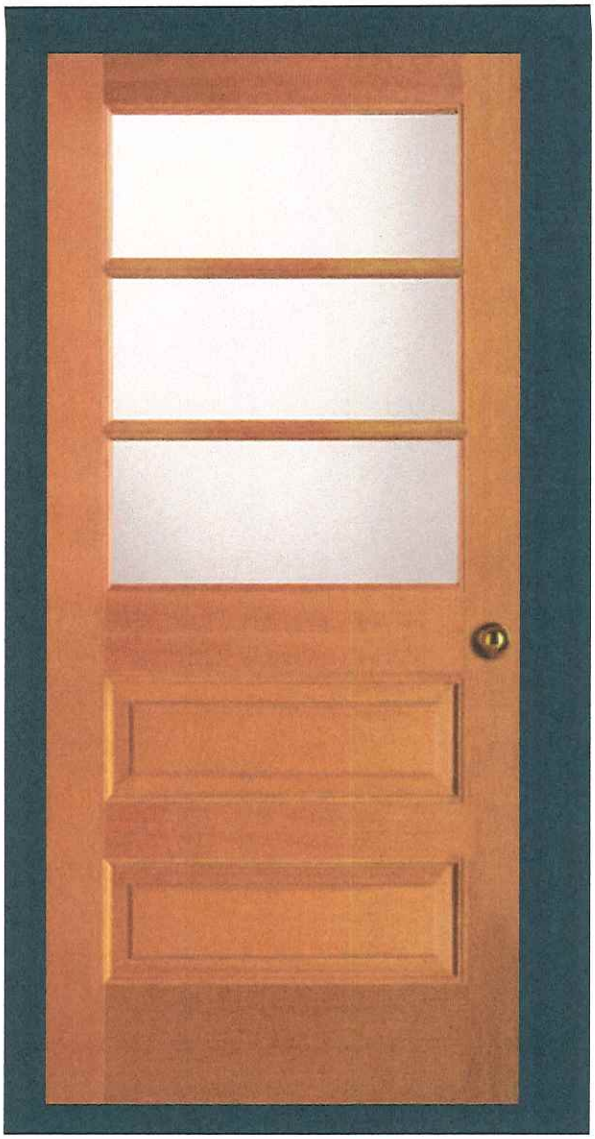
1/4" = 1'-0"

| | | |
|---|---|---|
| 224 MONROE AVE | | |
| SCALE: | APPROVED BY: | DRAWN BY |
| DATE: | | REVISED |
| | | DRAWING NUMBER A-7 |

**Existing Front Door**
**3'-0" x 6'-8"**



**Proposed Front Door**
**Simpson 37015**
**3-0" x 6'-8"**



New Rear Door 2'-8" x 6' -8"

New front porch floor

## Timberline HDZ® Shing

The look people love, now witl
LayerLock®Technology and th
StainGuard Plus™ Algae Prote
Limited Warranty[1]

★★★★★ 4.8 (16946) WRITE A REVIEW

ALL COLORS | IN YOUR AREA

See available colors in your area 23310 VII

Color/Finish: **Oyster Gray**

**Proposed Roof Shingles**

**Example of Hardi Board and Batten Detail**

# HISTORIC DISTRICT REVIEW BOARD
# STAFF REPORT

Meeting Date: June 20, 2023
Item #: 7D (1) – 610 & 612 Peach Street
Prepared by: Tracy Outten, Planning Technician
Reviewed by: Katie H. Nunez, Planning/Zoning Administrator
Date: June 14, 2023

---

**APPLICANT:** Jimmie Darden dba Tribe Solutions LLC

**TYPE OF APPLICATION:** Certificate of Appropriateness

**SITE ADDRESS:** 610 & 612 Peach Street

**WORK TO BE PERFORMED:** Exterior Renovations, install a new gable window on the front exterior, and install two outdoor showers and fence

**TAX MAP:** 83A1-1-67B & 70B

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

**LOT SIZE:** 2,200 sq. ft.

**HISTORIC REGISTER:** Not Listed
*Description: N/A*
*Accessory Structure: N/A*

**DATE APPLICATION RECEIVED:** May 2, 2023
**PRE-APPLICATION MTG:** June 20, 2023
**DATE APPLICATION DEEMED COMPLETE:** May 2, 2023
**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** July 3, 2023

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The applicant is seeking the following renovations and modifications to the duplex:

- Roofs: Main: Replace with New Architechural Shingles; Porch: Replace with New Metal
- Siding: New Partial Section of Board and Batten beginning where the roof peaks
- Trim and Fascia: Repair as needed
- Window: Install One New Gable 6/6 under the roof peak
- Doors: Front: Replace existing 9-lites Fiberglass Door with New 6-lites Fiberglass Door; Back: Replace exisitng – no information given
- Shutters: Replace exisitng with New Stained Wooden Cedar
- Foundation: Repoint where needed and Paint
- Front Porch: Replace: existing Plywood Flooring with New Composite Decking; Posts: unsure of existing material proposing New 6 x 6 Wooden; Railings: unsure of existing material proposing Vinyl; Resurface and Paint existing Concrete Steps
- Back Decks: Replace existing Flooring with New Composite Decking; Repair Wood Steps as needed
- Fence: 6' tall Wooden Privacy on rear of property
- Outdoor Showers: Install two
- Satellite: Remove

**AERIAL MAP:**

**MATERIALS:**

- Roof: GAF Timberline HDZ High-Definition Shingles
- Doors: Masonite Fiberglass; 36” x 80”; 6-Lites Privacy Glass, 2 Panels
- Shutters: Dogberry 14” x 48” Board and Batten Traditional
- Deck Board: Trex Enhance Composite 1” x 6” x 12’ Grooved Edge
- Posts: 6” x 6” #2 Pressure Treated Southern Pine Timber
- Railing: Weatherables Riviera 3’ x 4’ Vinyl
- Fence: 6’ x 8’ Pressure Treated Pine Dog-Ear Panel

**EXISTING PHOTO:**

**PROPOSED:**

**STAFF ANALYSIS:**

**ZONING COMPLIANCE**

The property is a legal, non-conforming use and the proposed renovations and modifications are in conformance with zoning.

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

**HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:**
*Section 4.1: Routine Maintenance & Repairs*
*Section 5.7: Noncontributing Primary Building Treatment*
*Section 9.2: Fences & Freestanding Walls*
*Section 9.4: Appurtenances*

**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 all renovations 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

| 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: Jimmie Darden Date: 04/29/2023

**PART 2: PROPERTY INFORMATION**

| | |
|---|---|
| Property Address: 610 Peach Street Cape Charles VA | Tax Map #: 83A1-1-67B2 |
| 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: Jimmie Darden/Tribe Property Solutions LLC

Mailing Address: 14003 Summersedge Ter Chesterfield, VA. 23832

Phone Number: 804-938-7825

Email: jdbuyshousesva@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: Jimmie Darden/Tribe Property Solutions

Mailing Address: 14003 Summersedge Ter Chesterfield VA. 23832

Phone Number: 804-938-7825

Email: jdbuyshousesva@gmail.com

## PART 5: PROJECT INFORMATION

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

We will be making exterior improvements to the property including: Partial Siding, Repairing rotten damaged exterior features as needed, replacing damaged doors, decking, adding new fencing in rear, cleaning up the site, removing a leaning tree that is encroaching on our property and neighboring property.

## 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 X

☒ Add/Repair Gutters and downspouts ☐ Solar Panels

Location (Pictures of existing condition):

| Existing Roof | Proposed Roof |
|---|---|
| Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure | Replacing worn roof with Architectural Shingles per guidelines, replacing worn lower roof with metal roof |
| Existing Material: Shingles | Proposed Materials: Architectural Shingles and Metal Roofing |

Other / Additional Notes: We will replace main roof with shingles per guidelines and porch roof with same color charcoal/black metal roof per design specs provided.

### 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 X

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: ☐ Yes ☒ No ☐ Not Sure | Work to be completed: Replace doors beyond use<br>☐ Added ☐ Removed ☐ Repaired ☑ Replaced |
| Existing Material: Fiberglass | Proposed Material: Fiberglass |
| Dimensions: Width 36 Height 80 | Dimensions: Width 36 Height 80 |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels):<br>9 Glass Panes | Configuration with picture (i.e., glass panes, divisions, decorative details & panels):<br>6 Glass Panes |

Indicate the reason for change: Doors are damaged beyond repair and do not match. Frame is also damaged for all doors.

## 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: 1 Removed: _____

Repaired: _____ Replaced: In kind _____ Different in style or material x

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: ☐ Yes ☐ No ☒ Not Sure | Work to be completed: Add one gable window with<br>☑ Added ☐ Removed ☐ Repaired ☐ 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): Front porch in need of repair

**Floorboards**: Number of boards to be: _____Repaired x Replaced _____Altered

| | |
|---|---|
| Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure<br>Existing Material: Plywood | Type of Material to be used: Composite Boards |

**Ceiling:** Wood

| | |
|---|---|
| Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure<br>Existing Material: Plywood | Type of Material to be used: Plywood |

If replacing, indicate the reason for replacement: Porch/Post/Decking and Ceiling has rotted wood in need of 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: x Repaired _____Replaced _____Altered

Location (Attach pictures; Survey may be requested):

| | |
|---|---|
| Existing Material: Concrete | Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure |

Proposed Material: Concrete steps will be retained, just repaired/repointed and repainted as needed. Railings will be replaced with Vinyl railings.

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

Number of Railings to be: _____Repaired 2 Replaced _____Altered

Location (Attach pictures; Survey may be requested): Front Deck

| | |
|---|---|
| Existing Material: | Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure |

Type of Material to be used: Vinyl

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

## G. DECKS & PATIOS ☐ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

| | | | |
|---|---|---|---|
| ■ Deck | Length: 8 | Width: 24 | Materials: Replaced with Composite Board |
| ☐ 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: Aluminum | Proposed material: Adding one section of Board and Batten to A Peak of roof |
| 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 | Existing Condition: ☐ Original ☐ Not Original ■ Not Sure |

Type of Material to be used: Wood

Dimensions:

Reason for repair or alteration (change of material or design): Trim repair as needed

## 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): All around

| Existing Masonry | Proposed Masonry |
|---|---|
| Existing Condition: ■ Original ☐ Not Original ☐ Not Sure | |
| Existing Material: Brick | Proposed Materials: Brick |
| Existing mortar: Joints: | Mortar to be used: Mortar joints: |

Other / Additional Notes:

Repair /repoint as needed. No changes to foundation

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) Rear of property | |
| Material: Wood | Existing Condition: ☐Original ☐Not Original ☐Not Sure |
| Height: 6 ft | |
| Describe the style: Dog Ear Fence 6 ft surrounding property, 2 inches set back from property line | |

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: Jimmie Darden Date: 04/30/2023

**Letter of Intent:**

To: Historic District Review Board
From: Tribe Property Solutions LLC/Jimmie Darden
Re: Certificate of Appropriateness
Date: April 30th 2022

My name is Jimmie Darden and I am the owner of Tribe Property Solutions LLC, which owns property located at 610/612 Peach Street in Cape Charles. I am expressing my intent to renovate and restore the property per the historic guidelines.

We are writing this letter to detail the work we intend to complete on this property. We hope that you find these details comprehensive, and we are willing to cooperate with any town ordinances and requirements to gain compliance expeditiously for this review session.

We will stay within existing elevation and square footage of the existing structure, and plan to repair/replace as necessary.

**Scope of Work:**

**Siding:**

Siding will retain the same existing siding, and install one new partial section on the front of board and batten siding beginning where the roof begins to peak.

**Windows:**

We will install one new Gable window under the roof peak that matches the existing windows (6 grid) and in line with historic guidelines, while retaining the same charm of similar buildings in the historic district.

**Doors:**

Front Existing Doors have broken minions and frames/casing are damaged beyond repair. We propose replacing existing doors with fiberglass doors which are known to be resistant to rust, dents, rots, and cracks. We will also replaced rear doors which are equally damaged and beyond usable life as shown in pictures.

**Shutters**:

Current shutters are not matching and have damage, uneven, and do not present well. We will replace existing shutters with new stained wooden shutters (cedar).

**Gutters:**

The property Does not have gutters, we will add as deemed necessary to properly route water away from the foundation and to allow drainage.

**Outdoor Showers:**

We plan to add two outdoor showers, one for each unit symmetrically spaced (not visible from street).

**Foundation:**

Foundation will stay and areas that need touch up, will be painted or repointed.

**Roof:**

Roof will be replaced as new with architectural shingles. The roof is badly worn from an overhanging elm tree and we would like to propose removing to prevent catastrophic damage from winds or storms.

**Tree**:

There is an Elm tree overhanging the roof that has a bad lean to it. We would like to have the tree professionally removed to ground level, and have the stump grounded and roots chased. The branches post an imminent threat to the building, and the roots are causing structural damage to the foundation.  Application has been included in this transmission.

**Front Decking**:

Front Deck boarding will be replaced with Composite Material to extend longevity of the structure.  We intend to keep the same footprint of the deck, and repairing any badly damaged areas as needed.

**Front Decking Posts**:

Posts will be replaced with 6x6 Wooden posts.

**Rear Deck/Steps:**

Replace and repair rear steps as needed (replace with composite decking material)

Repair/paint existing siding as needed
Paint existing Shutters, repair as needed
Caulk and Seal as appropriate

**Rear Fencing:**

Add 6 foot tall wooden privacy fence to rear of property At least 2 inches from property boundaries (survey attached and outlined.)

**Front Deck Rails/Step rails:**

Front decking rails are rotted and beyond useable life. We would like to add 36” inch tall railings surrounding the front deck, and replace the existing rotted rails going down the front steps with new vinyl railings.

**Satellite Dish:**

We will remove inoperable satellite dish from the front roof area.

**Front Concrete steps:**

Existing Concrete Steps will be repaired, repointed, resurfaced, and repainted.

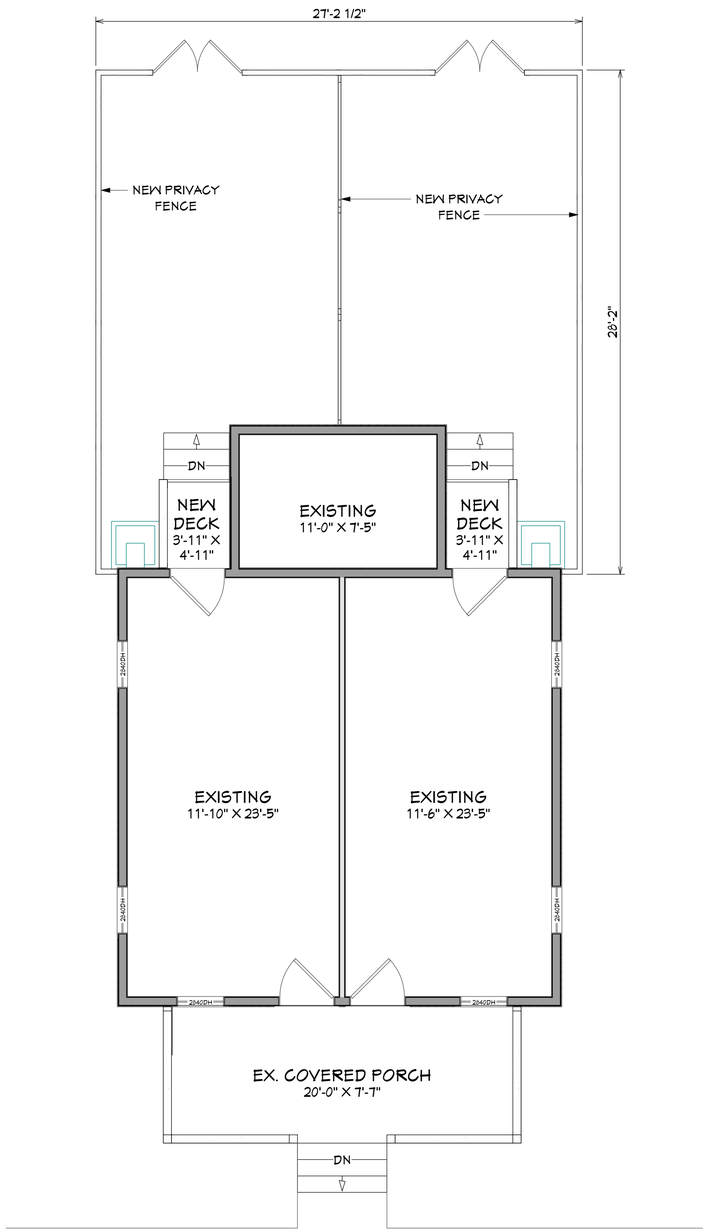
**Trim/Fascia:**

Repair rotted trim and fascia as needed

We intend to stay within the boundaries of historic appropriateness and look forward to collaborating in order to achieve board approval. Please don't hesitate to contact me if any more information should be needed.

Thanks!

Jimmie Darden
804-938-7825
jimmiedarden@gmail.com
jdbuyshousesva@gmail.com




FIRST FLOOR PLAN

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

PLAN REFERENCE NORTH

N

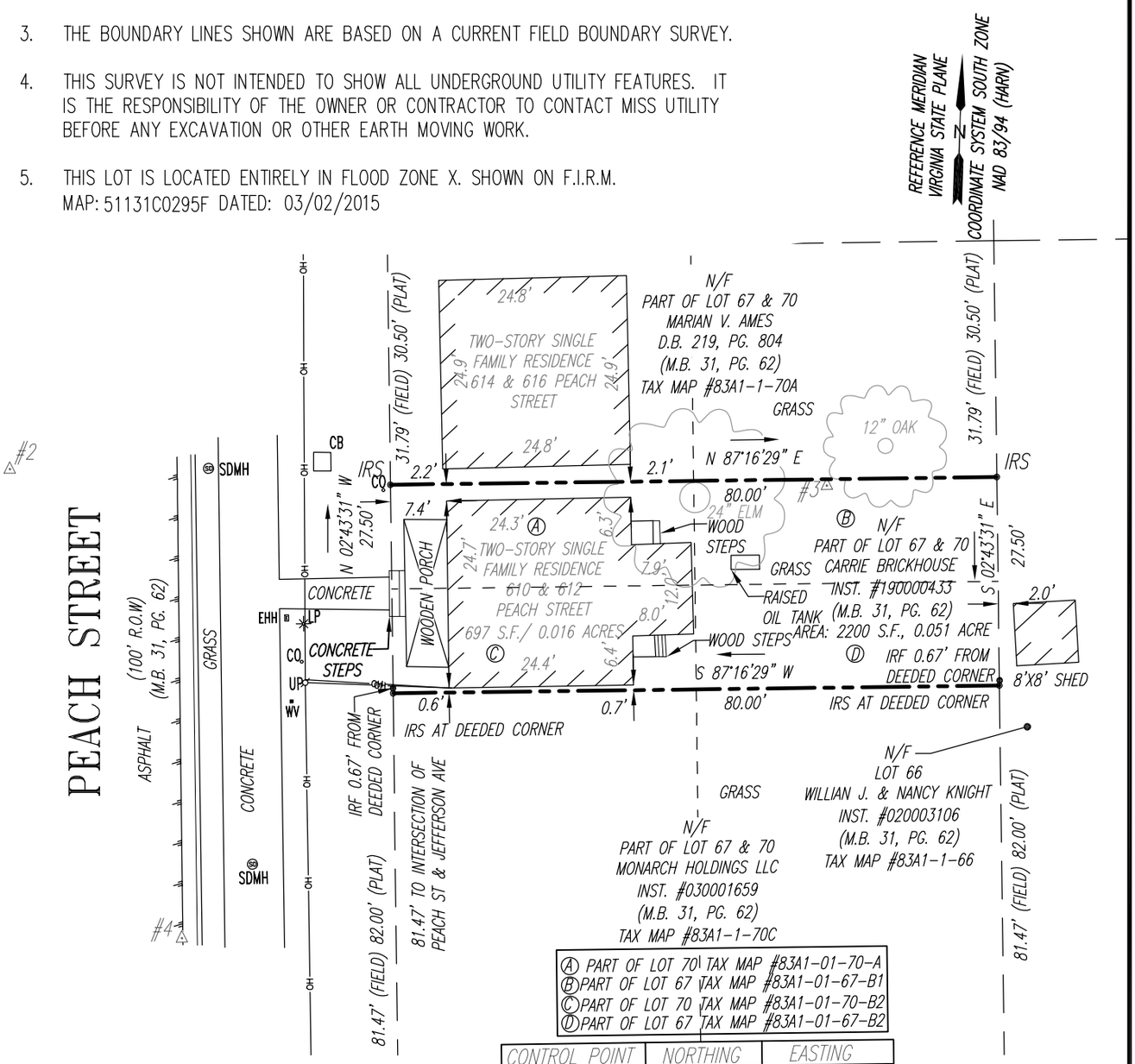
# ADDITIONS & ALTERATIONS
610 PEACH STREET
CAPE CHARLES VIRGINIA 23310

DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES LLC
desdevelopment@live.com
www.desdevelopment.net
757-704-8701

DATE:
5/2/2023
1/4"=1'-0"
DRAWN BY: KM
SHEET:
1

# GENERAL SURVEY NOTES:

1. THIS SURVEY WAS PRODUCED BY MID-ATLANTIC SURVEYING AND LAND DESIGN, INC. FOR TRIBE PROPERTY SOLUTIONS, LLC.
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 SURVEY IS NOT INTENDED TO SHOW ALL UNDERGROUND UTILITY FEATURES. IT IS THE RESPONSIBILITY OF THE OWNER OR CONTRACTOR TO CONTACT MISS UTILITY BEFORE ANY EXCAVATION OR OTHER EARTH MOVING WORK.
5. THIS LOT IS LOCATED ENTIRELY IN FLOOD ZONE X. SHOWN ON F.I.R.M. MAP: 51131C0295F DATED: 03/02/2015




Ⓐ PART OF LOT 70 TAX MAP #83A1-01-70-A
Ⓑ PART OF LOT 67 TAX MAP #83A1-01-67-B1
Ⓒ PART OF LOT 70 TAX MAP #83A1-01-70-B2
Ⓓ PART OF LOT 67 TAX MAP #83A1-01-67-B2

| CONTROL POINT | NORTHING | EASTING |
|---|---|---|
| #2 | 3,632,250.89 | 12,205,455.97 |
| #3 | 3,632,252.52 | 12,205,563.76 |
| #4 | 3,632,189.89 | 12,205,480.82 |

# RESIDENTIAL PHYSICAL
OF
# LOT 69 (M.B. 31, PG. 62)
FOR
# TRIBE PROPERTY SOLUTIONS, LLC

CAPE CHARLES, VIRGINA
04/12/2023

SCALE: 1" = 20'

0' 20' 40' 60'

COMMONWEALTH OF VIRGINIA
BETH ANNE G. CAMPBELL
Lic. No. 003316
04/12/23
LAND SURVEYOR

PROJECT #: 23048.0

FIELD BY: LMD

FIELD DATES: 03/31/23-04/03/23

DRAWN BY: JPM/SDR

SHEET 1 OF 1


MAS-LD
MidAtlantic Surveying and Land Design
5257 Cleveland Street, Suite 109
Virginia Beach, VA 23462
757-557-0888
WWW.MAS-LD.COM
ADMIN@MAS-LD.COM



DWG NAME: N:\2023\23048.0 610 PEACH ST-TRIBE PROPERTY- CC - BRP\6 - DRAWINGS\SDR 23048.0 610 PEACH ST-TRIBE PROPERTY- CC - BRP.DWG PLOTTED BY BETH ANNE 4/12/2023 10:33 AM LAST SAVED4/6/2023 1:36 PM

# GENERAL SURVEY NOTES:

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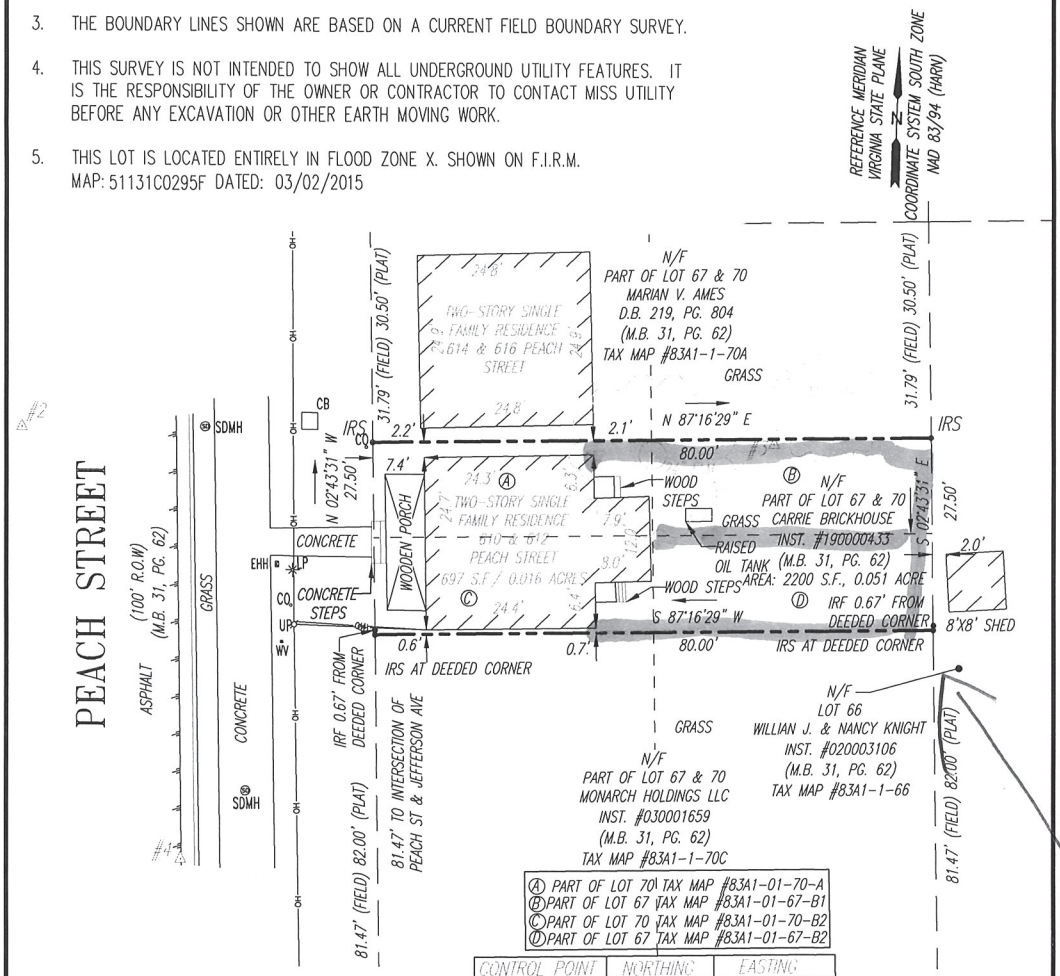
5. THIS LOT IS LOCATED ENTIRELY IN FLOOD ZONE X. SHOWN ON F.I.R.M. MAP: 51131C0295F DATED: 03/02/2015




| CONTROL POINT | NORTHING | EASTING |
|---|---|---|
| #2 | 3,632,250.89 | 12,205,455.97 |
| #3 | 3,632,252.53 | 12,205,563.76 |
| #4 | 3,632,189.89 | 12,205,480.83 |

Showing Rear fence at least 2' back from property lines

# RESIDENTIAL PHYSICAL
OF
# LOT 69 (M.B. 31, PG. 62)
FOR
# TRIBE PROPERTY SOLUTIONS, LLC

CAPE CHARLES, VIRGINIA
04/12/2023

SCALE: 1" = 20'

0' 20' 40' 60'

COMMONWEALTH OF VIRGINIA
BETH ANNE G. CAMPBELL
Lic. No. 003316
04/12/23
LAND SURVEYOR

PROJECT #: 23048.0
FIELD BY: LMD
FIELD DATES: 03/31/23-04/03/23
DRAWN BY: JPM/SDR
SHEET 1 OF 1


MAS-LD
MidAtlantic Surveying and Land Design
5257 Cleveland Street, Suite 109
Virginia Beach, VA 23462
757-557-0888
WWW.MAS-LD.COM
ADMIN@MAS-LD.COM


DWG NAME: N:\2023\23048.0 610 PEACH ST-TRIBE PROPERTY- CC - BRP16 - DRAWINGS\SDR 23048.0 610 PEACH ST-TRIBE PROPERTY- CC - BRP.DWG PLOTTED BY BETH ANNE 4/12/2023 10:33 AM LAST SAVED4/6/2023 1:36 PM

# 610 & 612 Peach Street Material Specifications

Dogberry Collections 14 in. x 48 in. Board and Batten Traditional Shutters Pair Coffee Brown

Items:**8**

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6 in. x 6 in. x 8 ft. #2 Pressure-Treated Ground Contact Southern Pine Timber

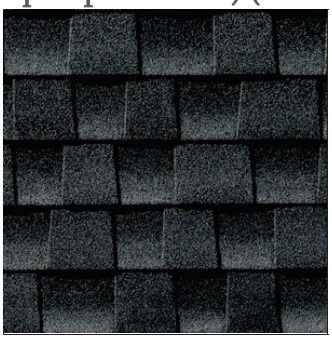
---

Weatherables Riviera 3 ft. H x 4 ft. W White Vinyl Railing Kit

---

Outdoor Essentials6 ft. H x 8 ft. W Pressure-Treated Pine Dog-Ear Fence Panel

GAFTimberline HDZ Charcoal Algae Resistant Laminated High-Definition Shingles (33.33 sq. ft. per Bundle) (21-Pieces)



Home Decorators Collection Blakeley Transitional 2-Light Black Outdoor Wall Lantern with Beveled Glass

Masonite 36 in. x 80 in. Craftsman 6 Lite Right-Hand Inswing Primed White Smooth Fiberglass Prehung Front Door w/ Brickmold

---

Trex Enhance Naturals 1 in. x 6 in x 12 ft. Rocky Harbor Grooved Edge Grey Composite Deck Board

# HISTORIC DISTRICT REVIEW BOARD
# STAFF REPORT

Meeting Date: June 20, 2023
Item #8A– Report from Zoning Administrator Katie Nunez
Prepared by: Katie H. Nunez, Planning & Zoning Administrator
Date: June 14, 2023

---

1) **MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:**
   a. 541 Monroe Avenue – Modification of previously approved windows to match original pursuant to CCZO Section 8.17 (C)
   b. 327 Mason Avenue – Reroofing pursuant to CCZO Section 8.17 (B)
   c. 218 Washington Avenue – Replace back porch flooring and railings and add a pergola pursuant to CCZO Section 8.17 (H)
   d. 221 Tazewell Avenue – Modify previously approved COA of rear addition pursuant to CCZO Section 8.17 (H)

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