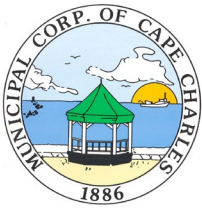


Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
July 18, 2023 @ 5:00 P.M.

1. **Call to Order; Roll Call**
 - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of Minutes:
 - (1) February 22, 2023 Joint Harbor Area Review Board & Historic District Review Board Meeting
 - (2) April 18, 2023 Historic District Review Board Regular Meeting
5. **Unfinished Business:**
 - A. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:** None
6. **New Business: Applications for Certificate of Appropriateness**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:**
 - (1) 542 Jefferson Avenue: Betsy & Dave Doherty – to modify the front porch column style from 5” x 8’ turned colonial to 6” x 8’ square post on the new two-story single-family home
 - (2) 646 Tazewell Avenue: Bob Eidam – to modify the style of the existing balusters, handrail, and bottom rail of the front porch and steps on the existing two-story single-family home
 - C. **RENOVATION, MINOR: AFTER the FACT APPROVAL**
 - (1) 10A Peach Street: Lori Peters – replaced the existing front 4-lite wood doors with a new style wood doors on the commercial building
 - (2) 2 Monroe Avenue: Voe & Bobby Montgomery – covered a rear door opening and installed an outdoor shower
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:** None
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER:** None
7. **Other Business**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**

Agenda Item 4B

Minutes



**Harbor Area Review Board and
Historic District Review Board
Joint Meeting
Strawberry Plaza and St. Charles Catholic Church
Parish Hall – 550 Tazewell Avenue
February 22, 2023**

At approximately 4:00 p.m., the members of the Harbor Area Review Board and Historic District Review Board met onsite at the Strawberry Plaza off Mason Avenue and at the Train Car Location to get a better understanding of the proposed projects.

At 4:15 p.m., Chairman Herb Thom, having established a quorum, reconvened the Joint Meeting of the Harbor Area Review Board (HARB) and Historic District Review Board (HDRB) at the St. Charles Catholic Church Parish Hall. In addition to Herb Thom, present were HDRB members Kathy Glaser, David Howgill, Martin Mayer, and HARB members present were Vice Chair Steve Bennett, Rob Harris, Benjamin Lewis, and Shannon Smith. HDRB member Michael Strub and HARB members Bill Ashworth and Stuart Smith were not in attendance. Also, in attendance were Town Manager John Hozey, Town Project Manager Bob Panek, Planning/Zoning Administrator Katie Nunez, Planning/Zoning Administrative Assistant Alyce Crockett, and the applicants. One member of the public was in attendance.

PUBLIC HEARING COMMENTS:

There were no public hearings to be heard.

PUBLIC COMMENTS AGENDA ITEMS ONLY:

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

UNFINISHED BUSINESS:

There was no unfinished business.

HISTORIC DISTRICT REVIEW BOARD & HARBOR AREA REVIEW BOARD NEW BUSINESS:

- A. *Application for a Harbor Development Certificate and Certificate of Appropriateness for the downtown restroom and visitors center.*

Discussion was as follows: (i) Town Project Manager Bob Panek explained the visitor center objectives, logistics and layout. He continued clarifying the site plan, visitor access, placement of the trash receptacles, and parking. (ii) HDRB Member Howgill expressed a concern regarding the paving of the parking lot and Bob Panek assured him that only the ADA parking spaces would be paved. The remainder of the parking area would be gravel. (iii) Town Manager John Hozey explained the reasoning for the placement of the train car and visitor center was to maintain the view shed to the harbor, and that the train was moved out of the view shed for that reason. (iv) HDRB Chairman Thom expressed concern regarding the signage on the building. Signs would be placed on Strawberry Street and on the plaza. (v) Ms. Nunez explained that inside the visitor's center would be restrooms and a museum. (vi) HARB Vice Chairman Bennett asked about the square footage of the building. Bob Panek replied that the building would be 1,337 square feet. Also, the doors would have a locking capability. (vii) A member of the public asked if there would be bicycle parking. It was confirmed that the Town would provide an area for bicycle parking and golf cart access with identified parking spaces. (viii) HARB Member Smith mentioned that signage would be compliant and that there was an ongoing issue with parking being clearly defined by the public. (ix) Ms. Nunez stated that there will be additional signs provided on Mason for the public to know where public restrooms were available. (x) Mr. Hozey noted that the Port-a-potty would be leaving and the timeframe for construction of this building would begin in late spring or early summer and hoped to be completed by the end of the summer 2023. He confirmed that the

restrooms will be connected to town water and sewer and the estimated cost was approximately \$400,000 at \$300 per square foot. Mr. Hozey also stated the visitors center would be manned by Cape Charles Main Street (CCMS). (xi) HDRB Chairman Thom asked if CCMS would pay rent. Town Manager John Hozey answered no. and (xii) Additionally, Mr. Hozey stated that the train would be painted black, there would be a walkway, story boards were going to be placed on the exterior to explain the history of the train, and the interior would not be maintained.

Motion made by Historic District Review Board Chairman Herb Thom, seconded by Historic District Review Board Member David Howgill, to approve the Certificate of Appropriateness at Tax Map #83A3-A-9 on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council, to construct a new 1,337 square feet building which will be the downtown visitor's center and public restrooms per the Historic District Overlay Design Guidelines Section 5.13 New Construction of Primary Building and as stated in the application submitted. Motion approved by unanimous vote.

Motion made by, Harbor Area Review Board Vice Chair Steve Bennett, seconded by Harbor Area Review Board Member Shannon Smith, that the Town Council favorably consider approval for the issuance of a Harbor Development Certificate at Tax Map #83A3-A-9 on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council, to construct the Downtown Restroom and Visitors Center building based upon the application that was submitted being sufficient, complete, and compliant with the Harbor District Regulations. The motion was unanimously approved.

B. Application for a Harbor Development Certificate and Certificate of Appropriateness for Train Car Restoration and Associated site work.

The staff report was reviewed in detail.

Motion made by Historic District Review Board Member David Howgill, seconded by Historic District Review Board Member Kathy Glaser, to approve the Certificate of Appropriateness at Tax Map #83A3-A-9 on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council, to restore a decommissioned train car and for associated site per the Historic District Overlay Design Guidelines and as stated in the application submitted. Motion approved by unanimous vote.

Motion made by, Harbor Area Review Board Vice Chairman Steve Bennett, seconded by Harbor Area Review Board Member Shannon Smith, that the Town Council favorably consider approval for the issuance of a Harbor Development Certificate at Tax Map #83A3-A-9 on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council, to restore a decommissioned train car and for associated site work based upon the application that was submitted being sufficient, complete, and compliant with the Harbor District Regulations. The motion was unanimously approved.

Motion made by Harbor Area Review Board Vice Chairman Steve Bennett, seconded by Harbor Area Review Board Member Shannon Smith, to recommend following necessary steps to waive the second review meeting. Motion accepted by unanimous vote.

Motion made by Historic District Review Board Chairman Herb Thom, seconded by Historic District Review Board Member David Howgill, to adjourn the Historic Area Review Board portion of the joint meeting. The motion was approved by unanimous vote.

HARBOR AREA REVIEW BOARD NEW BUSINESS:

A. *Application for a Harbor Development Certificate for a new municipal building Presentation of the Harbor.*

Discussion was as follows: (i) Town Project Manager Bob Panek explained the new location of the municipal building and site plan. He indicated on the provided map where everything would be in relation to the Rosenwald School property. The parking lot would be paved in front of the building and the remainder will be gravel, and twelve golf cart parking spots would be available. Extensive discussion ensued regarding the parking situation on the proposed site. (ii) There was a concern expressed regarding Police data communications at the new site due to police being further from the town. (iii) HARB Vice Chairman Bennett expressed a concern regarding additional staff in the future and whether there may be a need to add on to the building in the future. Town Manager John Hozey replied that staffing had already been addressed regarding growth and there was no need to “over build”. He also stated that the estimated cost would be approximately 4.5 million dollars. (iv) HARB Member Smith mentioned that there should be back up generators if there was space. (v) There were also questions regarding the current Municipal building and Town Manager John Hozey said it would be sold and added that it had no connection with the fire department as they own that building and it does not belong to the town. Also, the look of the new Municipal building would emulate the look of the town with Hardy Board siding and a metal roof. There would also be an elevator and fully Americans with Disabilities Act (ADA) accessible. and (vi) Somebody questioned how one would walk to the new building from the town. Several options were entertained.

Ms. Nunez discussed the criteria from the Zoning Ordinance regarding the Harbor Certificate Review.

Motion made by Harbor Area Review Board Member Rob Harris, seconded by Harbor Area Review Board Member Shannon Smith, that the Town Council favorably consider approval for the issuance of a Harbor Development Certificate at Tax Map #83A3-A-14C on an application filed by John Hozey, Town Manager, on behalf of the Cape Charles Town Council to construct a new 15, 494 square feet Municipal Building based upon the application that was submitted being sufficient, complete, and compliant with the Harbor District Regulations. The motion was unanimously approved.

B. *Status report on Rosenwald School Building project*

Ms. Nunez discussed the plans for the project and expressed the need to schedule a meeting during the last week in March to review the Rosenwald School property. It was agreed to schedule the meeting for March 28, 2023, at 5:00 at the Civic Center.

Motion made by Harbor Area Review Board Member Herb Thom, seconded by Harbor Area Review Board Member Rob Harris, to adjourn the Harbor Review Board portion of the joint meeting at 5:00 p.m. The motion was approved by unanimous vote.

Vice Chairman Steve Bennett

Planning/Zoning Administrative Assistant



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
April 18, 2023
5:00 p.m.

At approximately 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 and Michael Strub. David Howgill and Martin Mayer were not in attendance. Also, in attendance were Planning/Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, Special Assistant to the Town Manager Julie Pruitt and the applicants. There were two members of the public in attendance and three viewers on Facebook Live.

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

CONSENT AGENDA:

A. *Election of Chairman, Vice-Chairman and Secretary.*

Hearing no objection, Chairman Herb Thom motioned to defer the elections until all board members were in attendance.

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. *Certificate of Renovations for Minor Renovations:*

1. *425 Randolph Avenue: Brad Jobmann represented by Claudine Pierce, dba Peacock Cottage, LLC – to replace the existing front wood door, screen door, transom, and sidelites with a new fiberglass door, new screen door, new glass for transom and sidelites on the single-family detached home.*

Tracy Outten informed the board that this application has been amended by the applicant as stated in the staff report.

Claudine Pierce, applicant representative, explained that it was a good thing this item was deferred as it allowed the contractor more time to explore the condition of the existing door, transom, sidelites, and screen door. She said it was confirmed that the original sidelites and transom could be repaired but, the existing wood door was now being replaced with another wood door. The screen door was being repaired also.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 425 Randolph Avenue on an application filed by Claudine Pierce, dba Peacock, LLC on behalf of homeowner Brad Jobmann, to replace the existing front wood door with a new Fir two panel wood door on the single-family home per the Cape Charles Historic District Overlay Design Guidelines Sections 4.5 Openings and Associated Features – Doors and 5.5.2 Doors and as stated in the amended application letter dated 4/7/2023. The motion was approved by unanimous vote.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

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

1. *5 Mason Avenue: Martha Donovan represented by Gerry Blankinship – After the Fact Approval for removing one set of masonry front steps, painting the unpainted area of masonry foundation that was exposed upon removal of steps, and repainting previously painted masonry foundation.*

Tracy Outten read the full staff report and gave the back history.

Martha Donovan and Gerry Blankinship, owner, and applicant, explained that the existing columns had been there since approximately 1912 and the wood has dried out. The proposed columns would be circular and the same diameter. Mr. Blankinship said that the concrete holding the cinder block for the stairs was ripped out by the contractor doing the work on a weekend before any approvals were obtained from the Town. He continued by stating that the railing needed to be replaced because that was where the steps were. The existing railing would be left alone.

Board discussion and questions were as follows: (i) Herb Thom asked if the railing and spindles would match what existed. Mr. Blankinship replied that was the plan. (ii) Kathy Glaser thought the decking looked like it needed to be replaced. She too wanted to be certain that all other existing elements of the porch would remain untouched. and (iii) Herb Thom would like a cut sheet for the columns and a sample of the railings and spindles to be provided before installation.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the following: (1) After the Fact Approval for the following items: (i) removing the front masonry steps; (ii) painting the portion of unpainted masonry foundation that was exposed after the removal of the steps; (iii) repainting the previously painted masonry foundation; and (iv) painting the front masonry steps on the right side, and (2) an application for a Certificate of Appropriateness (i) to replace the existing front porch wood flooring with composite decking boards, and the existing front porch wood columns with structural composite columns; (ii) install new wood railings to match the existing railings in the area where the masonry steps were removed; and (iii) add a 72” x 80” door opening on the rear left side of the two-story single-family home at 5 Mason Avenue on an application filed by Gerry Blankinship on behalf of owner Martha Donovan, per the Cape Charles Historic District Overlay Design Guidelines Sections 4.3.1 Foundations, 5.3 (6) Guidelines for Masonry, 5.4.2 Porches, 5.5.4 New Window & Door Openings, and 7.1 Alternative Materials, as stated in the application dated 3/7/2023, and with the conditions as follows: (1) a cut sheet of the proposed column confirming the size needs to be provided to and approved by the zoning administrator, and (2) sample of the proposed railing needs to be provided to the zoning administrator. The motion was approved by unanimous vote.

2. *5 Mason Avenue: Martha Donovan represented by Gerry Blankinship – to replace: existing front porch wood flooring with composite and front porch wood columns with structural composite; and add a new 72” x 80” door opening on the rear left side of the two-story single-family detached home.*

This agenda item was discussed in conjunction with Agenda Item D (1).

3. *609 Monroe Avenue: Ken Sipe – to replace eighteen existing windows on the two-story single-family detached home.*

Tracy Outten read the staff report.

Ken Sipe, applicant, informed the board that the George Manufacturing Company would be producing the windows and Rick Caretta from Virginia Beach was the contractor. The windows were the only thing being replaced not the sashes or sills.

Katie Nunez confirmed that this application was keeping in with the guidelines and all windows sizes, sashes, and sills were being retained.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 609 Monroe Avenue on an application filed by Ken Sipe, to replace eighteen of the existing windows on the side, back, and upper level and to repair or update four of the original windows on the front of the two-story single-family home per the Cape Charles Historic District Overlay Design Guidelines Sections 4.5 Openings and Associated Features – Windows, 5.5.1 Windows, and 7.1 Alternative Materials and as stated in the application dated 3/7/2023. The motion was approved by unanimous vote.

4. *102 Madison Avenue: Stephanie Doughtie – to replace the existing front porch wood flooring with AZEK on the single-family detached home.*

Tracy Outten gave the staff report.

Stephanie Doughtie, applicant, explained that the home was purchased in 2020 and patchwork had previously been done. However, there were still repair issues that needed to be addressed and the AZEK was only for the flooring not for the columns, railings, or other porch parts.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for the Certificate of Appropriateness at 102 Madison Avenue on an application filed by Stephanie Doughtie on behalf of owner William J. Vogt, to replace the existing front porch wood flooring and steps with Timbertech AZEK Porch Flooring per the Cape Charles Historic District Overlay Design Guidelines Section 7.4 Alternative Materials and as stated in the application dated 3/6/2023. The motion was approved by unanimous vote.

5. *1 Fig Street: Derrick Kinsey and Penelope Lehman – to construct an addition on the side rear and modifications to work previously approved on the commercial building.*

Katie Nunez read the staff report and included that the owners have now purchased an adjacent lot to conform with the zoning ordinance for the proposed use of the building. She continued by pointing out the changes to the plans that were different from the previously approved Certificate of Appropriateness. Ms. Nunez had taken a leap of faith with this project to help get approvals and was hoping the work would be done but recently the general contractor has changed, and she was concerned therefore thought a performance surety bond should be required if no work persist. Katie Nunez added that a Conditional Use Permit would need to be a condition if the addition was approved.

Herb Thom agreed that a performance surety bond was necessary but objected to the low amount. He thought the amount should at least cover the cost to restore the historic building to a condition where it was not exposed to the conditions that was causing it to get further damaged. Mr. Thom reminded the board and applicants that a roof replacement and other renovations were approved in 2022 and they still had not been completed.

Board discussion and questions were as follows: (i) Kathy Glaser asked about elevation drawings. They were included in the packet. (ii) Herb Thom asked about the Conditional Use Permits (CUP). Katie Nunez explained that there was a CUP for one residence, but the applicant would like three more residential units. She added that the proposed use was a restaurant and there was a need for residential units on the second floor. (iii) Michael Strub was concerned that architectural drawings were not provided. He would like to see how much of the original building structure would be changed. (iv) Herb Thom thought the restoration to the original building should have been started without approval for an addition. He added that the building

was being damaged from exposure to the elements. Penelope Lehman, applicant, said that the intent was still to restore the building, but they did add doors to the plans that were not on the original structure. (v) Katie Nunez recommended the applicants, or their new contractor get a building permit within fifteen to thirty days for the roof and windows. (vi) Penelope Lehman, applicant, was frustrated and assured everyone that the new contractor does historic restorations. (vii) Kathy Glaser said the board has been burned before and thought the bond was appropriate. and (viii) Herb Thom thought the bond should be \$500,000 for big projects such as this and added that that amount may be enough to replace the glass and roof. Mr. Thom asked what time schedule the applicant would be given. Katie Nunez answered thirty to forty-five days for a building permit to be pulled.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the modifications to a previously approved Certificate of Appropriateness approved at 1 Fig Street on application filed by Derrick Kinsey and Penelope Lehman, dba Liquor Distillation Society, LLC, as listed on the Staff Report and Elevations dated 3/6/23. Additionally, the Historic District Review Board requested the applicant provide renderings before a decision could be made on the application for the Certificate of Appropriateness to construct a two-story addition to the west rear side of the existing building. The application would be added to the May 16, 2023 Regular Meeting if the required paperwork was received. Also, at the request of the Town of Cape Charles Zoning Administrator Katie Nunez the Historic District Review Board authorizes the zoning administrator to require a performance surety bond from the property owner in the amount of \$250,000 if certain building performance progress is not immediately provided by the property owner including evidence of a general contractor secured to the project and submission of completed building plans to the building department and project calendar with completion of addition and full renovation. The motion was approved by unanimous vote.

6. *408 Randolph Avenue: Patrick Carey – to demolish an existing accessory structure (shed) and replace it with a new one and to get a 6-month Extension on a previously approved Certificate of Appropriateness.*
Tracy Outten read the staff report.

Patrick Carey, the applicant, said the studs were 5' on center, he did not think the shed was intended to be a long-term building, and there were two different materials on each side of the structure.

Much discussion ensued on the current condition of the accessory structure and the reason it was listed on the National Register of Historic Places. It was determined that due to the significant size and the historic window that was originally located on the house that could have been why it was listed on the National Registry.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for a 6-Month Extension the Certificate of Appropriateness approved on 9/22/2021 at 408 Randolph Avenue on an application filed by Patrick Carey, to install a wooden fence on the right and rear side of the property as stated in the application. The motion was approved by unanimous vote.

Hearing no objections, Chairman Herb Thom deferred the application for the Certificate of Appropriateness approved at 408 Randolph Avenue on an application filed by Patrick Carey, to demolish a contributing accessory structure (shed) and build a new accessory structure (shed) as stated in the application dated 3/2/2023 until an engineering report was presented. 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) Reroofing: 211 Madison Avenue, 501 Randolph Avenue, 633 Randolph Avenue; (2) Repair: 629 Tazewell Avenue; (3) Other: 512 Monroe Avenue, 535 Monroe Avenue, 314 Tazewell Avenue; (ii) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; and (iii) Informed about the update given to Town Council on Derelict Structures in the Historic District.

Ms. Nunez also mentioned that a board member would like a new start time to be considered. Tracy Outten would send a questionnaire on member availability via Survey Monkey to get a consensus.

Herb Thom had the following thoughts: (i) have alternate members available, Katie Nunez would suggest this to Town Council; (ii) members need to make a reevaluate if they were able to still serve as members; and (iii) moving the time could place a hardship on the applicants.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Kathy Glaser seconded by Michael Strub, to adjourn the April 18, 2023 Historic District Review Board Regular Meeting at 6:47 p.m.

Chairman Herb Thom

Planning Technician

Agenda Item 6B (1)

542 Jefferson Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: July 18, 2023

Item #: 6B (1) – 542 Jefferson Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: July 10, 2023

APPLICANT: Betsy & Dave Doherty
OWNER: Bad Dog Investments LLC
SITE ADDRESS: 542 Jefferson Avenue

TAX MAP: 83A1-1-141

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Modification to Approved Certificate of Appropriateness (12/21/2021)

WORK TO BE PERFORMED: Change style of front porch columns

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: N/A

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: June 5, 2023

PRE-APPLICATION MTG: July 18, 2023

DATE APPLICATION DEEMED COMPLETE: June 6, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 7, 2023

The applicant is seeking to modify the previously approved 5" x 8' turned colonial spindle columns with 8" x 8' square columns for the front porch. Please see pictures under Materials.

AERIAL MAP:



MATERIALS:

- Front Porch Columns: PVC 7-5/8" x 7-5/8" x 96" with Crown Capital & Crown Base

APPROVED COLUMNS:



PROPOSED COLUMNS:



STAFF ANALYSIS:

ZONING COMPLIANCE

The proposed modification of the porch columns is 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:

5.13.2 Building Elements & Materials

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the material and style proposed for the new porch columns 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 03/2023

Taxes	✓
Violations	N/A
Fee	✓
Decision	

Budget Code: HISTF 100-3100-1100

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* is 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: is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, 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 *on file* ☐ B) Photos of existing condition *new construction* ☐ C) Owner Permission Affidavit *N/A*
☒ D) Payment of COA Fee (Minor \$150 and Major \$500) ☐ E) Tree Permit Application *N/A*

Owner signature: *Betsy Doherty*

Date: *5/24/23*

PART 2: PROPERTY INFORMATION

Property Address: **542 Jefferson Ave**

Tax Map #: **141** *(101#)*

Is there an active Certificate of Appropriateness on this property? ☐ No ☒ Yes *12/21* Date

Zoning District: **12-1**

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Bad Dog Investments (Dave & Betsy Doherty)**

Mailing Address: **PO Box 101 Cape Charles VA 23310**

Phone Number: **304-7804-2672 (Betsy)**

Email: **betsysplace64@yahoo.com**

PART 4: APPLICANT INFORMATION

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

Name and/or Company: **Betsy & Dave Doherty**

Mailing Address: **PO Box 101 Cape Charles, VA 23310**

Phone Number: **304-704-2672**

Email: **betsysplace64@yahoo.com**

PART 5: PROJECT INFORMATION

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

The COA from 12/21 listed 5" x 8' white turned colonial columns for the porch supports. We are requesting the use of 6x6 square white columns for porch supports instead.

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: change in design of porch columns

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 ☐ 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: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ 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: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): 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	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.): Porch Columns only; altering turned spindle columns for white 6x6 square columns	
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.):	

See Attached

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: <u><i>Bruce Roberts</i></u> Zoning Administrator's signature: _____ Zoning Ordinance Article VIII Section: _____ Date: <u><i>5/24/23</i></u> Date: _____	

542 Jefferson Ave Request for Modification of COA for New Construction

Letter E: Further Explanation

Porch Columns: change in material for columns from turned colonial spindle to square columns

The pitch of the porch roof will remain the same, the color of the columns will remain the same-white as well as the same height.

We are requesting the use of 6" square (diameter) x 8' tall square posts instead of the turned 5" x 8' colonial spindle style column on the wrap around porch on the front and side of the house and for the covered porch/stoop on the back of the house. We think the scale of the square post is better suited to the overall scale of the house. Turned spindle columns would look a bit like a toothpick holding up a concrete block.

The 6" X 8' square solid wood post will be wrapped in a non-tapered smooth PVC column wrap kit, white in color.

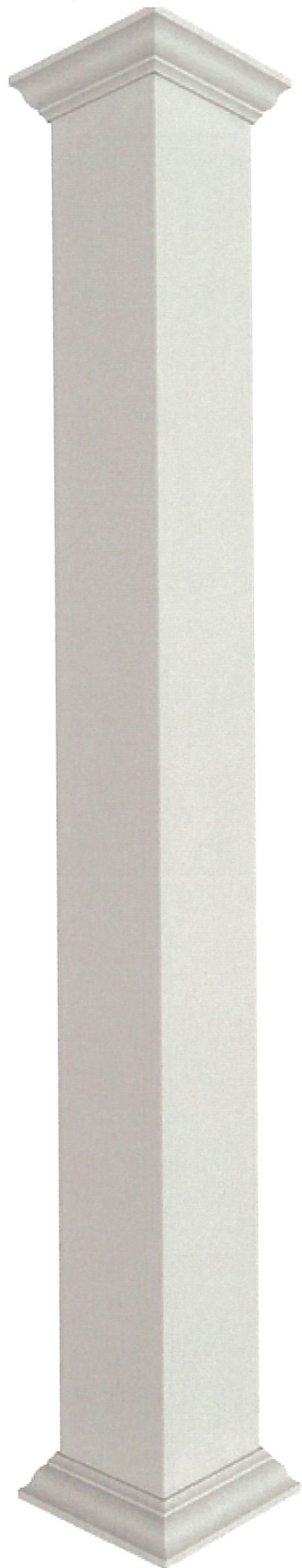
Please see the attached information regarding the column wrap kit. Note that the width of the kit is 8" in diameter. This sizing covers columns up to 6.58 " in diameter and is listed as such for price point clarification. The kit is specifically sized for each individual order. The kit will be ordered to size to wrap the 6" square by 8' tall posts.

HB&G

5 in. x 8 ft. Colonial PermaPost Synthetic Porch Post

★★★★★ (62) ✓ Questions & Answers (50)







Square Columns

Premium Square Non-Tapered Smooth PVC Endura-Craft Column Wrap Kit

8"W X 8"H PREMIUM SQUARE NON-TAPERED SMOOTH PVC ENDURA-CRAFT COLUMN WRAP KIT, CROWN CAPITAL & BASE

Item No.: CC0808ENPCRRCR

(42)

The square column, a timeless style is now available in expanded cellular PVC for quick, easy assembly and virtually maintenance-free! Classic Craftsman Series Columns are not prone to the same environmental damage as real wood, such as splitting or cracking. Their E-Z Lock joints will not separate due to disproportionate changes in panel dimensions. When two coats of acrylic latex paint are applied, Classic Craftsman Series Columns will deliver years of service as promised by their Limited Lifetime Warranty against rot, corrosion, and moisture damage.

Base: 13 5/8" Outside Width

Cap: 13 5/8" Outside Width

Bottom Shaft: 8" Inside Width

Top Shaft: 8" Inside Width

Column Dimensions

8" Width x 8' Height Column Shaft (Wraps up to a 6 3/8" square post)

Capital & Base Style

Crown Capital & Crown Base

\$299.22^{EACH}

1
i This item is a Made to Order item. Returns are not accepted.
Estimated ship date: Tuesday, Jun. 6th - Thursday, Jun. 8th

RELATED PRODUCTS



Loctite PL Premium
Advanced Polyurethane
Construction Adhesive -
Grey, 10 fl. oz.

2

Item No.: 1417170

Product Overview

- Made from expanded cellular PVC
- Ready for your prime and paint
- Virtually maintenance-free performance
- E-Z lock joint design makes installation a breeze
- Assembles around a structural support
- Comes with lifetime limited warranty

Product Specifications

Live Chat

FIND A DEALER

7-5/8"

Product Width (in.)

7-5/8"

Product Depth (in.)

7-5/8"

Product Height (in.)

96"

Product Width (Inside) (in.)

6-3/8"

Product Thickness (in.)

5/8"

Details

Material

Expanded Cellular PVC

Boxed

kit

Availability

Usually ships in 24-72 hours

UPC Code

192770479497

Warranty / Installation / Other Helpful Documents

PDF Warranty

[Warranty Information](#)

PDF Installation

[Installation Instructions](#)

CUSTOMER REVIEWS

42

4.69 out of 5 stars overall
98% of customers recommend

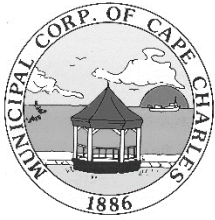
Customer Reviews

[FIND A DEALER](#)

Live Chat

Agenda Item 6B (2)

646 Tazewell Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: July 18, 2023

Item #: 6B (2) – 646 Tazewell Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: July 10, 2023

APPLICANT: Bob Eidam

OWNER: Robert & Susan Eidam

SITE ADDRESS: 646 Tazewell Avenue

TAX MAP: 83A3-1-425, 428, & 429

LOT SIZE: 16,800 sq. ft.

TYPE OF APPLICATION: Modification to Approved Administrative Certificate of Appropriateness (6/15/2023)

WORK TO BE PERFORMED: New style front porch and steps balustrade: balusters, handrail, and bottom rail

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: CA. 1890, Queen Anne

Accessory Structure: N/A

DATE APPLICATION RECEIVED: June 14, 2023

PRE-APPLICATION MTG: July 18, 2023

DATE APPLICATION DEEMED COMPLETE: June 21, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 21, 2023

The applicant received an Administrative Approved Certificate of Appropriateness to replace the following: (1) the existing front wood porch floor with new wood porch flooring, (2) the existing rotted wood steps with new wood steps, and (3) the existing wood handrail with new wood handrail on the steps - all were to be like for like in design and material. After receiving a call that the balustrades had been removed from the porch, and upon further conversations with the owners it was brought to our attention that the applicant was changing the design of the balustrade which includes the balusters, handrail, and bottom rail. Please see pictures of the Existing Balustrade and Proposed Balustrade.

AERIAL MAP:



NATIONAL PARK SERVICE DIAGRAM:

Balustrade around floor (m, n, o)

m - Top rail of balustrade

n - Balusters of balustrade

o - Bottom rail of balustrade



MATERIALS:

- Front Porch & Steps Baluster: Wood Square
- Front Porch & Steps Handrail: Wood
- Front Porch & Steps Bottom Rail: Wood

EXISTING BALUSTRADE:



PROPOSED BALUSTRADE:



STAFF ANALYSIS:

ZONING COMPLIANCE

The proposed modification of the front porch and steps balustrade is 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:

Page 3-11: Architectural Style - Victorian Styles (1835-1910) Queen Anne

Page 3-14: Architectural Style – Queen Anne (1880-1915)

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the material and style proposed for the new porch balusters, handrails, and bottom rails 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 – Administratively Approved Certificate of Appropriateness dated 6/15/2023

Attachment 2 – Original Application and Documents dated 6/14/2023

Attachment 3 – Email from Susan Eidam confirming style change of balustrade

Attachment 4 – Existing & Proposed Balustrade



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
A D M I N I S T R A T I V E A P P R O V A L

Date Issued: 6/15/2023

Issued to: Robert and Susan Eidam
646 Tazewell Avenue
Cape Charles, VA 23310

For Property: 646 Tazewell Avenue
Cape Charles, VA 23310

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

Replacing the existing front porch wood flooring with new tongue and groove wood flooring, existing rotted wood steps with new wood steps, and the existing wood handrail with a new wood handrail as stated in the application dated 6/13/2023. The Zoning Administrator approved the application as presented with any designated condition/s and the standard condition stated below per Zoning Ordinance Section 8.17 (B).

Designated Condition/s: N/A

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.

Zoning Administrator Notes: N/A

This Certificate of Appropriateness shall be valid for only the specific use described above. It is valid for a period of six months after the date of approval; if not acted upon within six months, or if work is suspended or abandoned for a period of six 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.

Katie Nunez

Zoning Administrator

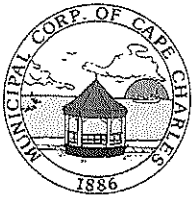
6/15/2023

Date

Planning Technician

6/15/2023

Date



Application for Zoning Clearance

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

planningtech@capecharles.org

Revised 03/2023

Taxes	✓pd JM
Violations	N/A
Fee	HDRB Admin
Decision	Approved Admin

fee \$150 unless a residential building permit

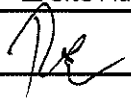
Budget Code: MISPL 100-3100-1070

PART 1. APPLICATION NOTES

Use this form to request zoning clearance for all new construction, alteration of existing structures, additions, or demolitions within the Town of Cape Charles * *The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

In addition to the information required in this application, all items from this checklist must be submitted before it can be evaluated.

☒ Photos of existing area ☒ Site Plan ☐ Owner Affidavit

Owner/Applicant signature: 

Date: 06/13/23

PART 2: PROPERTY INFORMATION

Property Address: 646 Tazewell Ave

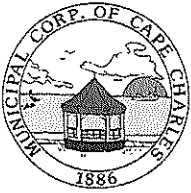
Tax Map #: 83A9-1-428

Zoning District if not located in Bay Creek:

☒ R-1 ☐ R-2 ☐ R-3 ☐ CR ☐ C-1 ☐ C-2 ☐ C-3
☐ M-1 ☐ M-2 ☐ GBI ☐ GBI-H1 ☐ Harbor

Zoning District if located in Bay Creek: ☐ Located on Bay Creek property, but not in a current subdivision

Subdivision Name	Zoning Designation	Subdivision Name	Zoning Designation
☐ Bayside Village	PUD Village	☐ Muirfield Village	PUD Village
☐ Bay Vista	PUD R-3	☐ New Quarter	PUD R-2
☐ Fairways	PUD R-3	☐ Plantation Pointe	PUD R-1
☐ Heron Pointe	PUD R-2	☐ The Colony	PUD R-3
☐ Kings Bay	PUD R-2	☐ The Hollies	PUD R-2
☐ Marina Resort	PUD R-2	☐ The Signature	PUD R-2
☐ Marina Village East	PUD R-2		



Certificate of Appropriateness Application Renovation

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

planningtech@capecharles.org

Revised 03/2023

Taxes	✓pd JM
Violations	N/A
Fee	\$150
Decision	Approved Admin

Budget Code: HISTF 100-3100-1100

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* is 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: is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, 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: *06/04/23*

PART 2: PROPERTY INFORMATION

Property Address: *646 Tazewell Ave*

Tax Map #: *83A3-1-428*

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: *Bob Eidam*

Mailing Address: *646 Tazewell Ave*

Phone Number: *757-663-8626*

Email: *bob.eidam@outlook.com*

PART 4: APPLICANT INFORMATION

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

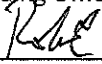
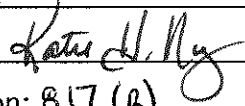
Name and/or Company:

Mailing Address:

Phone Number:

Email:

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: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ____ Added ____ Removed ____ Repaired ____ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): 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 <u>all</u> 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: <u>wood</u>	<u>wood</u>
If replacing, indicate the reason for replacement: <u>The old wood has rotted through we believe it is approx. 20 yrs old & the prior owner owner did not use exterior material</u>	
If altering, describe any proposed change (material, size, etc.): <u>we are using the same width & wood but it is pressure-treated tongue & groove exterior grade, it will be painted.</u>	
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 _____ <u>3</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): <u>porch steps</u>	
Existing Material: <u>wood 2x6's</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: <u>wood, Exterior PT treads</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>rotting, unsafe, Need proper treads for safety</u>	
Number of Railings to be: _____ Repaired _____ ☒ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): <u>short hand rail on porch steps</u>	
Existing Material: <u>wood</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Type of Material to be used: <u>Pressure Treated Exterior rated wood, Painted</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>rotting, unsafe</u>	

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: <u></u>	Date: <u>06/01/23</u>
Zoning Administrator's signature: <u></u>	Date: <u>6/15/2023</u>
Zoning Ordinance Article VIII Section: <u>8.17 (B)</u>	

JOE# 05427
SCALE: 1"=30'

1:50 PM Tue Jun 13

97%



AA

parcelviewer.geodecisions.com



VMN

Maps

Route weather

YouTube

NWS

Eastern Shore Post

Delmarva Now

Tropical WU

Sentara

eyefinity



WHRO



GIS Program...



Maps - Nort...



County of N...



NCSRM

1g style...



Northampton County Virginia

Log on

Help

Search Criteria

Search Results

Property Sheet

Map

Export Results

[Back To Search](#)

3 result(s). Click on an item to get more information, then click the Results tab above to return to this list. Click on a column heading to sort results by that column.

Property Search Results

Tax Map Number	Owner	Billing Address	City	State	Zip
83A3-1-425	ROBERT AND SUSAN EIDAM DECLAR/646 TAZEWE		CAPE CHARLES	VA	23310
83A3-1-428	ROBERT AND SUSAN EIDAM DECLAR/646 TAZEWE		CAPE CHARLES	VA	23310
83A3-1-429	ROBERT AND SUSAN EIDAM DECLAR/646 TAZEWE		CAPE CHARLES	VA	23310

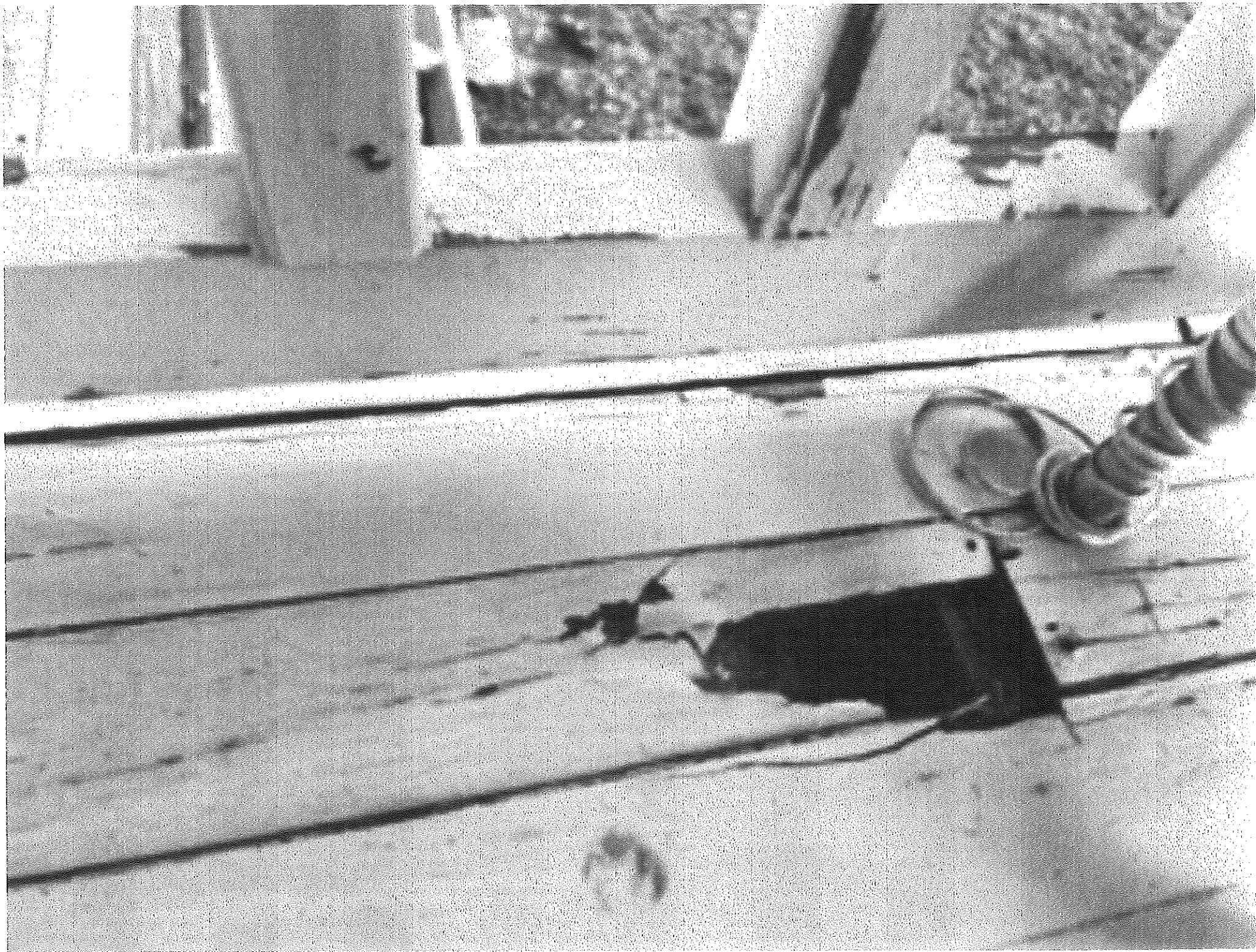
Page 1

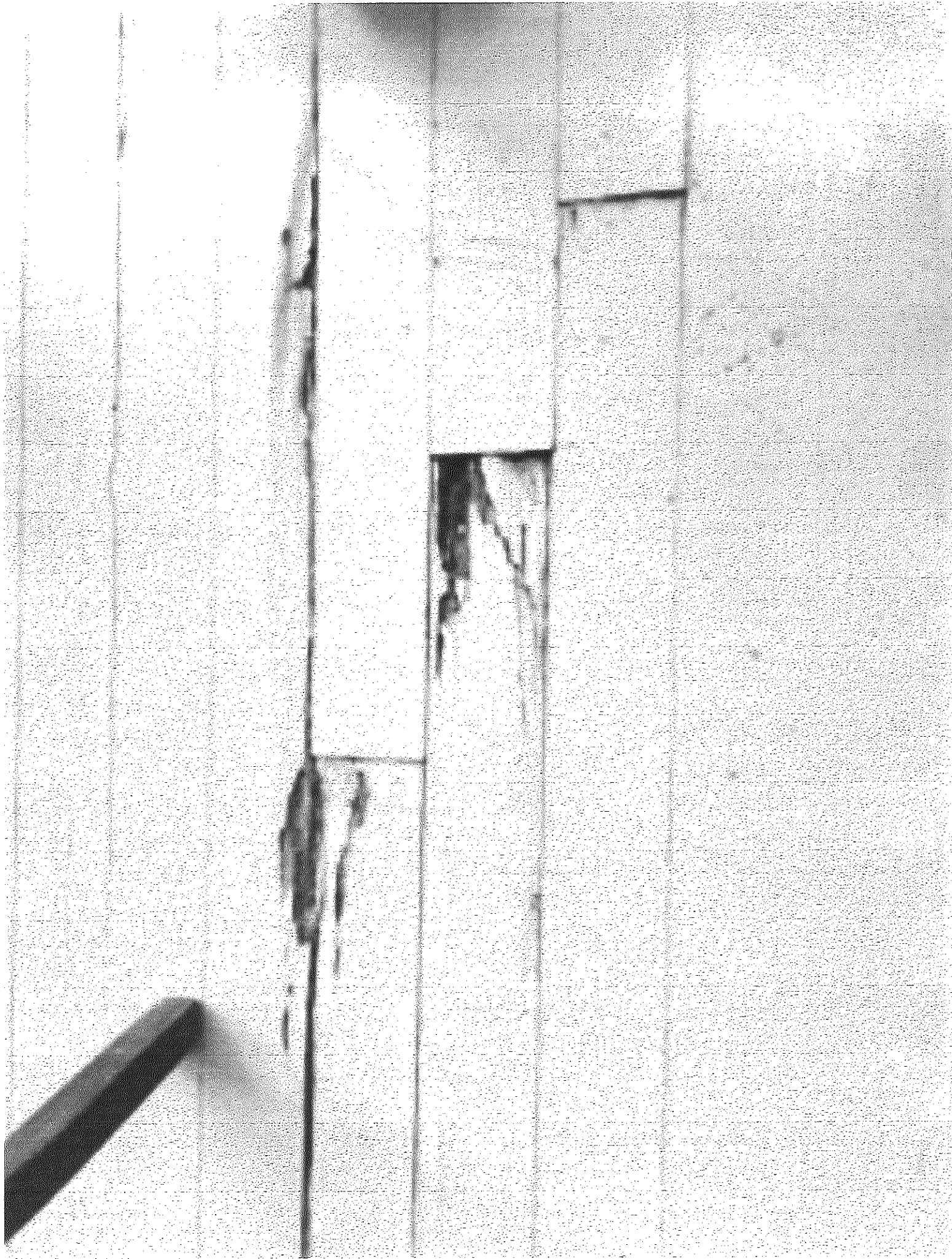
of 1

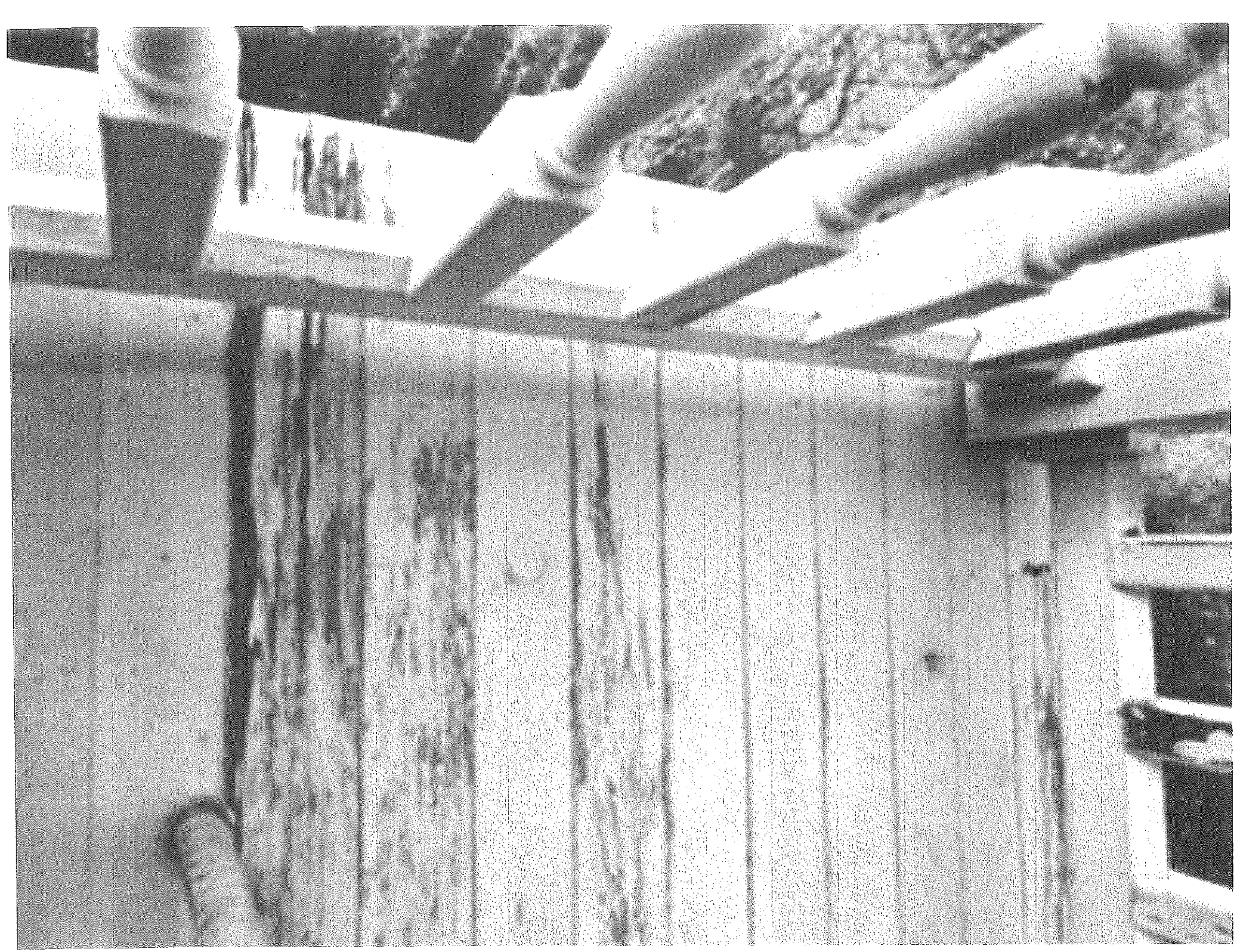
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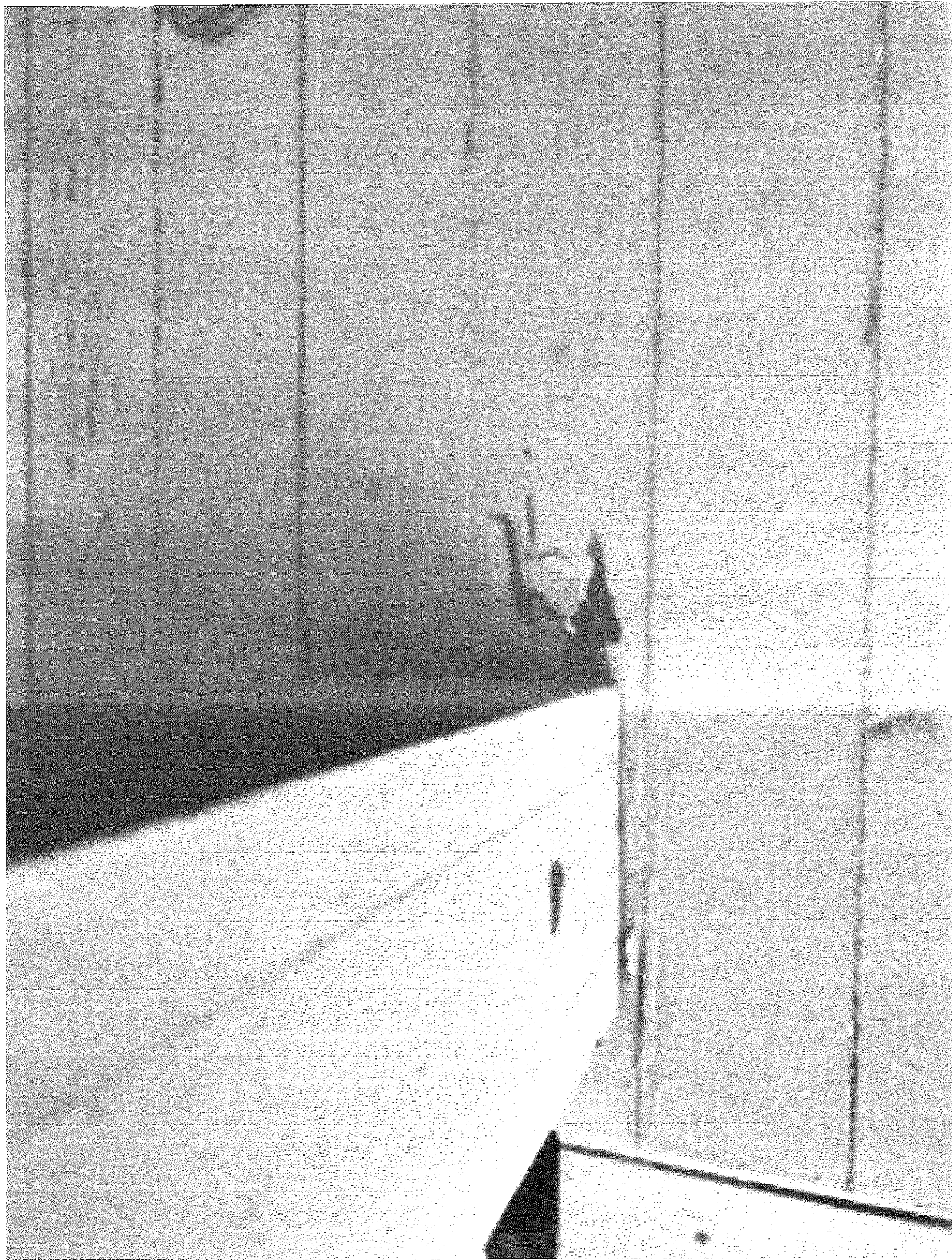
View 1 - 3 of 3

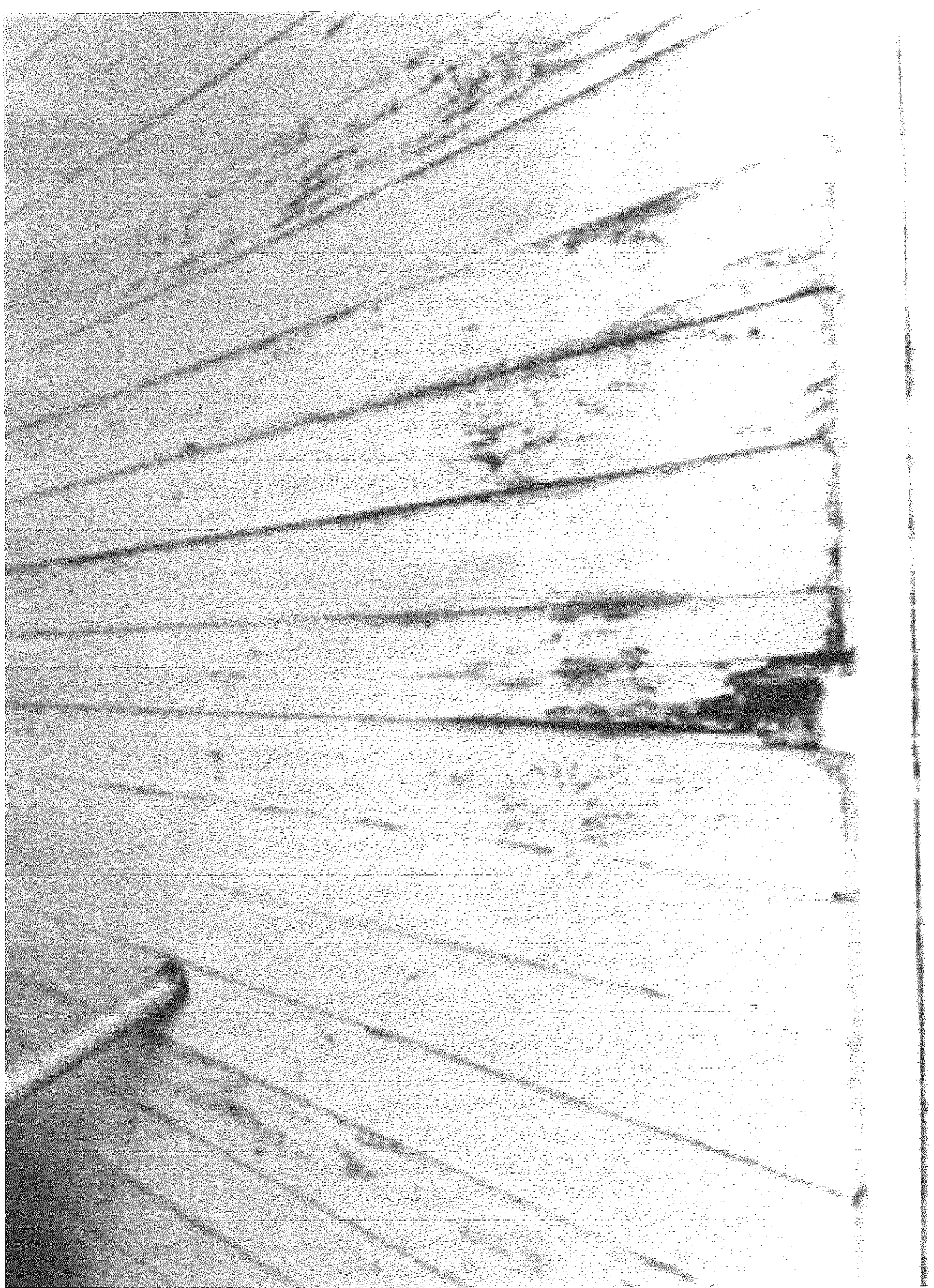












Tracy Outten

From: Susan Eidam <susan.eidam@outlook.com>
Sent: Wednesday, June 21, 2023 4:05 PM
To: Bob Eidam; Tracy Outten
Subject: Re: Administrative Certificate of Appropriateness and Approved Zoning Clearance - 646 Tazewell Avenue

Hi Tracy,

I'm happy to provide pics of the railings. To be clear, we filled in the section of the app that talked about railings because it was always the intention to do the floors and railings. I believed that what I did was correct and I went further to further elaborate that the banisters and steps would be included as well.

We did indeed include some pics of the failing railings in the original application. These are them again:



I am unclear on what is meant by spindles? Do you mean the turned Porch Posts? Those are remaining, they are in decent condition.

A Porch Railing consists of balustrades between a base stringer and a cap railing. Those are being replaced - again with wood. Good wood. Expensive wood. Being milled for us by Portsmouth Lumber, an expert in historic building materials who met with us twice.

Let me know if you need more than this.

Thank you, Tracy.

Sincerely,
Susan

Sent from my iPhone

On Jun 20, 2023, at 1:22 PM, Bob Eidam <bob.eidam@outlook.com> wrote:

Sent from my iPhone

Begin forwarded message:

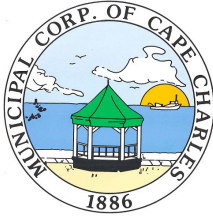
From: Tracy Outten <tracy.outten@capecharles.org>
Date: June 20, 2023 at 10:31:53 AM EDT
To: Bob Eidam <bob.eidam@outlook.com>
Subject: FW: Administrative Certificate of Appropriateness and Approved Zoning Clearance - 646 Tazewell Avenue

Good morning, Mr. Eidam.

I am just confirming that that only the front porch flooring is being replace and that the front porch railing, spindles, and columns will remain as they are.

Thank you,
Tracy
Tracy Outten, CMC

Planning Technician
Town of Cape Charles
2 Plum Street
Cape Charles, Virginia 23310
1-757-331-3259 x24
www.capecharles.org



From: Tracy Outten
Sent: Thursday, June 15, 2023 2:53 PM
To: Bob Eidam <bob.eidam@outlook.com>
Cc: Katie Nunez <knunez@capecharles.org>; Connie Drummond <permittech@capecharles.org>; Robert James <robert.james@capecharles.org>
Subject: Administrative Certificate of Appropriateness and Approved Zoning Clearance - 646 Tazewell Avenue

Good afternoon, Mr. Eidam,

Please find attached the Administrative Certificate of Appropriateness*and Zoning Clearance for 646 Tazewell Avenue to replace the front porch flooring, steps, and handrail as stated on the application dated 6/13/23. If more work or modifications are needed once the project is started, please contact our office before proceeding.

*This is a reminder to read and follow all designated and standard conditions listed on the certificate. (Designated Conditions must be listed and incorporated on any plans submitted to the Building Department.)

Contact Connie Drummond, permittech@capecharles.org, for any building permit needs. (All Zoning Clearance Applications will need to be accompanied by an Owner's Permission Affidavit if applicant is not the property owner or different from the Certificate of Appropriateness Representative.)

Everyone doing business/work in Town needs to have a Town of Cape Charles Business License please contact michelle.walsh@capecharles.org.

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

Have a great day.

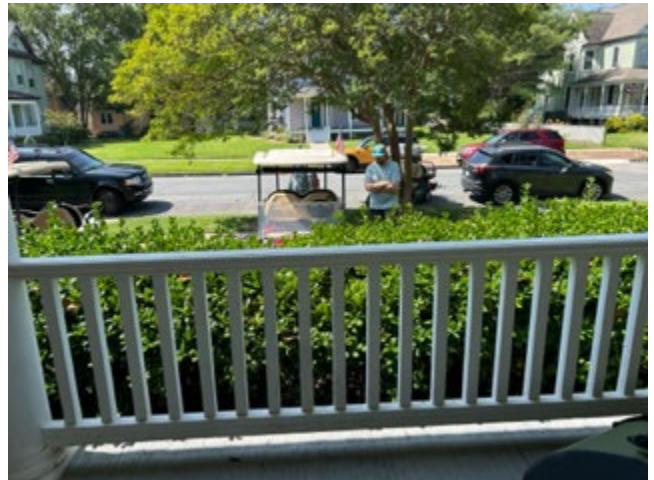
Tracy
Tracy Outten, CMC
Planning Technician
Town of Cape Charles
2 Plum Street
Cape Charles, Virginia 23310
1-757-331-3259 x24
www.capecharles.org

646 Tazewell Avenue

EXISTING

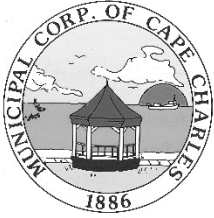


PROPOSED



Agenda Item 6C (1)

10A Peach Street



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: July 18, 2023

Item #: 6C (1) – 10A Peach Street

Prepared by: Tracy Outten, Planning Technician

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

Date: July 10, 2023

APPLICANT: Lori Peters

SITE ADDRESS: 10A Peach Street

TAX MAP: 83A3-1-600D

LOT SIZE: 2,468.8 sq. ft.

TYPE OF APPLICATION: After the Fact Certificate of Appropriateness

WORK TO BE PERFORMED: Replaced the front doors

CURRENT ZONING: Commercial-1 (C-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1920, Commercial Style

Accessory Structure: N/A

DATE APPLICATION RECEIVED: June 15, 2023

PRE-APPLICATION MTG: July 18, 2023

DATE APPLICATION DEEMED COMPLETE: June 15, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 14, 2023

On May 23, 2023, the office received a complaint that the applicant replaced the front 4-lite wood doors with 18-lite wood doors on the commercial building. Please see pictures under Materials as the top of the entrance doorway was altered. We ordered all work to cease and to submit the appropriate applications to the Town for this work. When we spoke with the applicant, she indicated that they have suffered continued breaking of the glass panels in the lower half of the doors by customers to their place of business which is why they replaced the doors with fewer glass panels.

AERIAL MAP:



MATERIALS:

- Front Doors: 8' x 9' Wood

REMOVED FRONT DOOR:



NEW EXISTING DOOR:



STAFF ANALYSIS:

ZONING COMPLIANCE

The proposed door replacement is 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:

Page 3-3: General Description of Buildings – Openings

Page. 3-21: General Description of Buildings – Commercial / Institutional / Civic

Page 4-14 to 4-15: Openings & Associated Features – Windows, Doors, & Storefronts – Commercial Storefronts

Page 5-25 to 5.27: Openings & Associated Features – Windows, Doors, & Storefronts – 5.5.3 Commercial Storefronts

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 reflect the character and historic appearance of the neighborhood.

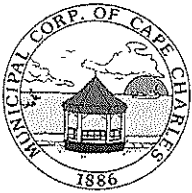
Staff is prepared to assist in the development of a motion, if needed.

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



Certificate of Appropriateness Application Renovation

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

planningtech@capecharles.org

Revised 03/2023

Taxes	✓
Violations	Yes
Fee	✓
Decision	

Budget Code: HISTF 100-3100-1100

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* is 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: is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, 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:

Lon P. H.

Date:

5/31/23

PART 2: PROPERTY INFORMATION

Property Address: *10 Peach Street*

Tax Map #:

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

Zoning District:

C-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *AJ's Bar and Grill*

Mailing Address: *10 Peach Street Cape Charles, Va. 23310*

Phone Number: *804.896.2121*

Email: *Langlim22@yahoo.com*

PART 4: APPLICANT INFORMATION

☒ Check here if the 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:

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: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ___ Added ___ Removed ___ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): 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	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):	
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.):	

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: _____ <i>Lori P. H.</i>	Date: <u>5/31/23</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	

2:19



AJ's
Bar & Grill

10 A

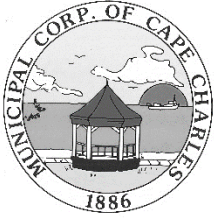
WELCOME TO

AJ's
Bar & Grill

No Smoking
In This Area

Agenda Item 6C (2)

2 Monroe Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: July 18, 2023

Item #: 6C (2) – 2 Monroe Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: July 10, 2023

APPLICANT: Voe & Bobby Montgomery

OWNER: The Hydrangea Trust

SITE ADDRESS: 2 Monroe Avenue

TAX MAP: 83A3-2-6-5C, 6C, & 7C

LOT SIZE: 16,800 sq. ft.

TYPE OF APPLICATION: After the Fact Certificate of Appropriateness

WORK TO BE PERFORMED: Covered rear door opening and installed outdoor shower

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: CA. 1950, Ranch

Accessory Structure: N/A

DATE APPLICATION RECEIVED: June 30, 2023

PRE-APPLICATION MTG: July 18, 2023

DATE APPLICATION DEEMED COMPLETE: June 30, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): August 30, 2023

The applicant covered an existing rear door opening with only plywood and installed an outdoor shower. This project was discovered as part of an inspection being conducted by the Zoning Compliance Officer. Please see the pictures. Read all information included within the packet.

AERIAL MAP:



MATERIALS: N/A

BEFORE (Submitted with Previously approved COA Application on 3/17/2021):



EXISTING:



STAFF ANALYSIS:

ZONING COMPLIANCE

The outdoor shower is in conformance with zoning. The covered rear door should follow the Cape Charles Zoning Ordinance Section 3.2 (I) Development Standards.

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 3-2 to 3-20: General Description of Buildings

Pages 5-23-5.24: Guidelines for Doors

Page 5-29: Section 5.5.4 (2)(b)

Pages 9-6 to 9-7: Appurtenances

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the material and style used for the door closure and outdoor shower reflects the character and historic appearance of the neighborhood.

Staff is prepared to assist in the development of a motion, if needed.

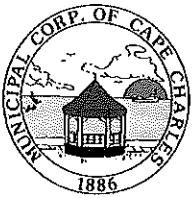
The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

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

Attachment 2 – Violation Letter dated June 20, 2023



Certificate of Appropriateness Application Renovation

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

planningtech@capecharles.org

Revised 03/2023

Taxes	✓
Violations	Yes
Fee	✓
Decision	

Budget Code: HISTF 100-3100-1100

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* is 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: is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, 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: 6/29/2023

PART 2: PROPERTY INFORMATION

Property Address: 2 MOAROE AVE Cape Charles VA Tax Map #: 83A3-2-6-6C
Is there an active Certificate of Appropriateness on this property? ☐ No ☒ Yes 3/17/21 Date Zoning District:

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: HYDRANEA Trust Robert & Veda Montgomery
Mailing Address: 2830 N. Farmington Hts. Charlottesville VA 22901
Phone Number: 434-466-5650
Email: voeandbobby@gmail.com

PART 4: APPLICANT INFORMATION

☐ Check here if the 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):

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: <i>Removed satellite dish removed no longer functioning anymore.</i>	

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: 1 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: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☒ Removed ☐ Repaired ☒ 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): <i>The door is to be covered and an exterior shutter to be installed.</i>

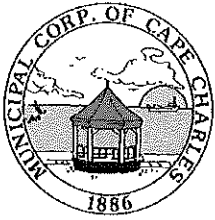
Indicate the reason for change:

Removed current large windows in back of the home. Replaced w/ Reliabuilt brand White Vinyl 6' sliding glass door.

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: <i>Remove non functioning fireplace.</i>			

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: <u> ✓ </u>	
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: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ____ Added ____ Removed ____ Repaired ____ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): 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	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):	
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.):	

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>Replaced old fence w/ new material in same dimensions</i>	
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: _____ <i>[Signature]</i>	Date: <u>6/29/23</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



Municipal Corporation of Cape Charles

June 20, 2023

Robert M & Voe J Montgomery
Hydrangea Trust
2630 N. Farmington Hts.
Charlottesville, VA 22901
voeandbobby@gmail.com

**RE: 2 Monroe Avenue (Tax Map #83A3-2-6-6C)
Notice of Violation for Work without approved Permits (Certificate of
Appropriateness & Building Permit)**

Dear Robert & Voe Montgomery,

On May 16, 2023, a visit was made to assess the status of the proposed alterations described in the application for the Certificate of Appropriateness (COA) that was issued on March 17, 2021, by the Historic District Review Board but expired on March 17, 2022. Since an application for a building permit was made and then canceled in February of 2022 by the owner's contractor, it was thought that no construction was done, and the residence would be the same as seen in the photos that were included by the owners with the application for COA and the Town could close out the COA. However, our visit showed that some of the work had been undertaken while other items were never commenced, which is a clear violation since you had not obtained and/or maintained the proper permits for the work to proceed.

A list called Improvements to the Exterior of Monroe Avenue submitted with the COA application has 8 renovation items. We have split that list into 2 tables below: Table 1 is work done by you but without proper Town approvals and Table 2 is Work Not Done and indicating what Town permits would be required if you are still interested in moving forward with these home improvements. Please note that the items in Table 1 are subject to additional fees and penalties as a result of the work being done without an active and approved Town permit. Regarding the items outlined in Table 1, the Town is allowing you to file a Historic District Review Board (HDRB) Application, specifically a Certificate of Appropriateness application seeking a 6-month extension of the originally approved COA; said application is required to be filed no later than 7/5/2023 and the Town will waive any penalties for failure of working without an approved and active COA. If you fail to respond to this letter and file the application extension, then the Town will be required to pursue this matter further, including the imposition of fines and penalties as contained in the Cape Charles Zoning Ordinance Section 9.37 & 2.43.

Per Section 108.1 of the 2018 Virginia Uniform Statewide Building Code, you were required to obtain a Building permit for the items listed below in the table. An after the fact permit will need to be obtained for the work listed. Inspections will be required, however if you have any photos of the work progress, they would be helpful as most of the work that was done has already been covered up. Per Section 115.2 of the 2018 Virginia Uniform Statewide Building Code, requires a Notice of Violation be written with directives on how to alleviate the violations. This shall serve notice that you have thirty (30) days from the date of this letter to rectify the Building Code Violations. You have the right to appeal the decision of the Building

Official per Section 119.5 of the 2018 Virginia Uniform Statewide Building Code. This appeal must be requested within 30 days of the date of this notice.

TABLE 1 – Work Completed by Homeowner

SCOPE OF WORK	FILE HDRB APPLICATION TO EXTEND THE EXPIRED COA NO LATER THAN 7/5/2023 FOR 6 MONTH EXTENSION WHICH WOULD EXPIRE 01/05/2024	BUILDING PERMIT REQUIRED AFTER- THE FACT (MAY ALSO INCLUDE PENALTIES FOR WORKING WITHOUT A BUILDING PERMIT)
1) Replace current large windows in back of home with 6-foot sliding glass door. Reliabuilt brand – White Vinyl	X	X
2) Remove Satellite Dish from the back of the roof.	X	
3) Remove Chimney as it no longer functions and repair the roof with shingles of the same type and color	X	X
4) Remove the existing fence and add new fence	X	
5) An exterior door at the back of the house has been covered with plywood and an outdoor shower installed in its place. NEW ITEM that was not on the original COA application.	X	

As indicated, the items listed in Table 2 have not been started by you and we are trying to ascertain if you will still be undertaking these work items. If so, then you will need to re-apply to the HDRB Certificate of Appropriateness – Renovation application. We have also indicated which if those items will require a building permit as well, which can't be applied for until the HDRB has approved the COA. Please let our office know by 7/5/2023 if you plan on filing such an application with the HDRB so that we can update our records accordingly.

TABLE 2 – Work not completed at all

SCOPE OF WORK	HDRB COA needed – need to reapply	Building Permit Needed
1) Replace the existing vinyl siding with 7" hardi-plank	X	X
2) Add three additional windows of similar quality as the existing windows (30 ½ x 38 ¼) on the left side and a 27 ¾ x 55 ¾ double hung window to the right side of the house	X	X
3) Front Screened Porch		
a. Add screen door.	X	X
b. Widen landing.	X	X
c. Add railing.	X	X
d. Add wood detail to perimeter.	X	X
e. Add two smaller fixed windows.	X	X
4) Add weathervane to the roof of the screened porch. Made of wood and painted to match the home. Weathervane dimensions are 24" x 24" x 36" to the peak	X	

You have the right to appeal this Notice of Violation and Corrective Action order to the following:

- For Appeals of Zoning Code Violations, you will need to file an application with the Cape Charles Board of Zoning Appeals within 30 days of the date of this letter pursuant to Cape Charles Zoning Ordinance Section 2.6.4; the forms are attached to this letter and you must include the filing fee of \$750.
- For Appeals of Building Code Violations, you will need to file an application with the Cape Charles Building Code Board of Appeals; the forms are attached to this letter and you must include the filing fee of \$250. Pursuant to Section 119.5 of the 2018 Virginia Uniform Statewide Building Code you have 30 days from the date of this notice to appeal the Code Officials decision.

ALL PAYMENTS are to be made out to the Town of Cape Charles.

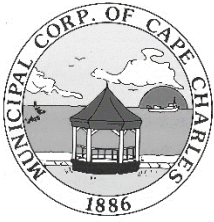
Sincerely,

Jeb Brady

Robert James

Agenda Item 7A

Monthly Report



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: July 18, 2023

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: July 11, 2023

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 400 Pine Street –Install a 4’ black Breeze Aluminum fence on the side and rear of the property pursuant to CCZO Section 8.17 (I)
- b. 520 Randolph Avenue – Install a 4’ Dog-Eared Vertical Panel wood fence on the side with gate and a 6’ Dog-Eared Vertical Panel wood fence with gate on the rear of the property, pursuant to CCZO Section 8.17 (I)
- c. 214 Washington Avenue –Install a 4’ solid white vinyl fence and two side gates on the rear of the property, pursuant to CCZO Section 8.17 (I)
- d. 405 Madison Avenue – Convert an existing side screened-in porch wood flooring, wood steps and handrail with new wood, pursuant to CCZO Section 8.17 (B)
- e. 646 Tazewell Avenue – Replace the existing front porch wood flooring, wood steps and handrail with new wood, pursuant to CCZO Section 8.17 Section 8.17 (B)
- f. 535 Monroe Avenue – Replace the asphalt shingle roof, replace chimney flashing, restrike mortar and reinstall original chimney cap, pursuant to CCZO Section 8.17 (B)
- g. 512 Tazewell Avenue – Replace the front porch asphalt shingle roof, pursuant to CCZO Section 8.17 (B)

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

3) Request to the Board regarding 305 Mason Avenue – for Modification on Approved Certificate of Appropriateness (COA) from 6/8/2021 to cover the unrepairable historic mural with stucco, and for a Certificate of Appropriateness to stucco the entire building.

My office received an email informing us that the historic Coca-Cola mural was gone. After speaking with the owner of the building and the project manager, a letter and pictures were provided to our office stating that there was significant damage to the mortar bind of the existing brick causing crumbling therefore they made the decision to stop the restoration. We informed them that this should have been reported to our office and relayed to the Board for a modification to the approved COA. While we were getting details on what the new proposal was for this area of the building, it came to our attention that existing exposed brick was being covered with mud to in preparation for stucco which was not covered under the original COA. The project manager was contacted, and all project information and Historic District Review Board processes has been explained, also all background paperwork for this project was emailed.

HDRB Chair Kathy Glaser, Tracy Outten, and I visited the site to see the exterior work that has been completed and pictures were taken (Please see attached.). After having a better understanding of the completed work and new work being proposed, the owner and project manager were contacted and asked to fill out a new application which is enclosed.

The applicant is proposing to stucco all exterior sides which includes the frontage on Mason Avenue and the side on Strawberry Street. Although the board does not dictate color it is being

proposed to change from red to beige. There was original brick masonry that did not have stucco on the front lower half of the building on Mason Avenue and on the lower right side of the building on Strawberry Street. Please see below pictures. The Cape Charles Historic District Overlay Design Guidelines for Masonry is covered on pages 5-7 to 5-10. Other Sections of the guidelines to consider are: 3 General Description of Buildings and 4.3 Masonry – Exterior Walls.

Mason Avenue
Circa 2021



Existing 7/7/2023

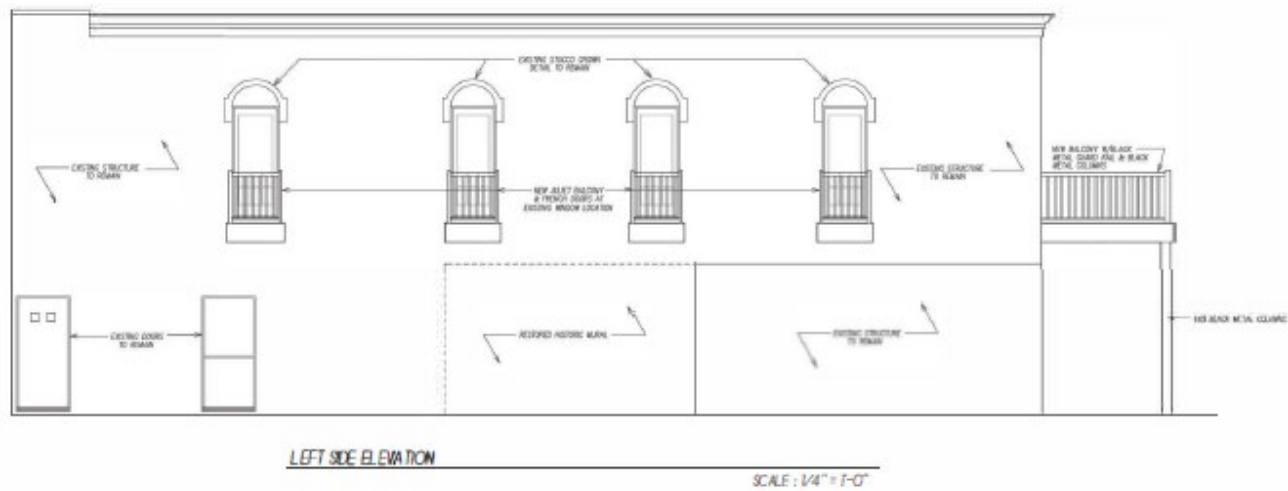


Strawberry Street

Circa 2021



Proposed 6/2021



Existing 7/7/2023





Certificate of Appropriateness Application Renovation

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x24
planningtech@capecharles.org

Revised 03/2023

Taxes	pd ✓ MW
Violations	
Fee	\$1,000 pd
Decision	

Budget Code: HISTF 100-3100-1100

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.

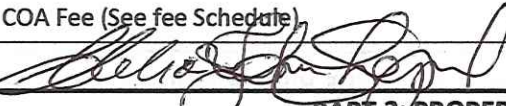
Minor Exterior Work* is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic 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: is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, 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 (See fee Schedule) ☐ E) Tree Permit Application

Owner signature: 

Date: 7/10/2023

PART 2: PROPERTY INFORMATION

Property Address: 301 MASON CAPE CHARLES

Tax Map #:

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

Zoning District:

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Delia & John Sheppard

Mailing Address: 3274 Buller Bluff Dr Cape Charles

Phone Number: 757 651 1000

Email: deliaart@hotmail.com

PART 4: APPLICANT INFORMATION

- ☒ Check here if the 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):

Stucco The exterior of 301 MASON Avenue
Building in beige color with white trim
Remaining intact & in the original form

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 ☐ 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: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ 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:

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: <i>same material</i>		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot: <i>original brick irreparable for Restoration mural</i>			
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:			

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: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): 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	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):	
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.):	

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: <u>7/10/2023</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



July 6, 2023

Ms. Tracy Outten
Town of Cape Charles

Re: Attempt to Restore Coca-Cola Sign on Masonry Wall of Lemontree Gallery

Dear Tracy,

As requested, I am providing information pertaining to the above-mentioned sign. We have been unsuccessful at removing the cement from the bricks that once had a Coca-Cola mural painted on the surface. The areas that were exposed were areas that had a poor bind and voids that allowed the Coca-Cola advertisement to survive. We attempted to remove the mortar stucco from the remaining portions of the wall, and we encountered a significant mortar bind to the existing bricks. The bricks were getting significant damage and were crumbling apart as we attempted to expose more of the sign. We also encountered bricks that have voids that went through the wall that were actually allowing light to pass through to the interior. I have attached photos showing the voids. Due to the age of the wall and the potential to cause structural problems we made the difficult decision to stop the restoration of the Coca-Cola sign. We have pointed up the exposed bricks and added fiber mesh to reinforce the wall.

Additionally, during the removal of the cement stucco it became apparent that the red painted wall was covering an older tan color that was the original historic color. I contacted the previous owners' son Jake Savage whom I play golf with and verified that the building was actually the tan color. I have also attached an old photo showing the building in that color. The Historic Palace Theater borders the Lemontree Gallery on both sides. In my opinion, restoring the building to this color will create a more pleasing aesthetic to this historic corner.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Nick Lotuaco', with a stylized flourish at the end.

Nick Lotuaco
Project Manager

Attachments: Damaged Masonry Photos, Paint peel reveal of Tan, Early photo of Savage Drugstore

L4 Enterprises Inc. 6500 Broadwater Circle, Cape Charles VA 23310





