

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
September 19, 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) May 16, 2023 Historic District Review Board Regular Meeting
 - (2) June 20, 2023 Historic District Review Board Regular Meeting
 - (3) July 18, 2023 Historic District Review Board Regular Meeting
5. **Unfinished Business:**
 - A. **AFTER the FACT APPROVAL:**
 - (1) 10A Peach Street: Lori Peters – replaced the previous 18-lite front wood doors with a new 4-lite front wood doors on the commercial building
6. **New Business: Applications for Certificate of Appropriateness**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:**
 - (1) 301 Mason Avenue: John & Clelia Sheppard – to add signage: (i) front of the balcony, and (ii) on the side of the commercial building; to add lighting to the front and side of the commercial building; and to eliminate fencing in front of the commercial building.
 - C. **RENOVATION, MINOR:** None.
 - 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
 - B. Historic District Review Board 2024 Meeting Dates & Application Deadline Schedule
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
May 16, 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, Town Clerk Libby Hume, and the applicants. There was one member of the public in attendance and five 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.

Kathy Glaser pointed out that in the minutes of February 21, 2023 on page three, paragraph three the last sentence was incomplete and needed to be cleaned up.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the minutes from the November 15, 2023 Regular Meeting, January 17, 2023 Regular Meeting, March 21, 2023 Regular Meeting, and March 31, 2023 Special Meeting as presented, and the February 21, 2023 Regular Meeting as amended. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

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

1. *616 Strawberry Street: Jessica and Perry Coburn – to install a vinyl fence around the property perimeter.*

Tracy Outten summarized the staff report and noted that the staff recommended denial as vinyl was not an approved material for fencing per the Historic District Overlay Design Guidelines Section 9.2 (d) (i).

Jessica Coburn, applicant, thought matching the existing neighboring vinyl fencing would be appropriate, be easier to maintain, and save money.

The board discussion and questions were as follows: Kathy Glaser suggested the applicant use another material that was appropriate for the district per the guidelines. She asked if composite would be agreeable. Ms. Coburn agreed to research composite fencing and send a picture to the planning and zoning department.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for a Certificate of Appropriateness as amended (during the meeting discussion on 5/16/2023) with the change of fencing material from vinyl to composite at 616 Strawberry Street on an application filed by Jessica and Perry Coburn to install a new a 3' tall composite fence around the perimeter of the single family residence per the Cape Charles Historic District Overlay Design Guidelines Section 9.2.2 – Fences & Freestanding Walls and per all zoning ordinance requirements with the condition that specifications will be provided to the planning and zoning department once a decision was made on the exact design. The motion was approved by unanimous vote.

2. *501 Randolph Avenue: Cape Charles Baptist Church, Trustees – to install a black aluminum 4' fence and gate on the southwest side of the property.*

Tracy Outten read the staff report including staff recommendation.

Senior Pastor Russell Goodrich confirmed that there would be a 6' screening fence around the air conditioning unit.

The board discussion and questions were as follows: The black metal material would look nice and was in keeping with the post office and other churches in the Town.

Motion made by Kathy Glaser, seconded by Michael Strub, to approve the application for a Certificate of Appropriateness at 501 Randolph Avenue on an application filed by William E. Manning, on behalf of the Cape Charles Baptist Church Trustees, to install a new a 4' tall black metal/aluminum fence on the southeast side of the church building and a 6' high screening fence around the air conditioning unit per the Cape Charles Historic District Overlay Design Guidelines Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 3/23/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

- 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. *Tax Map #83A1-1-134 Madison Avenue: Tyler and Corinne Maulsby represented by QS, LLC – to construct a new 1,780 square feet two-story single-family residence; a patio; 6' wood fence; and a 4' x 4' outdoor shower.*

Tracy Outten read the full staff report. Katie Nunez explained the zoning clearance check list and added that this puts the property owner and contractor on notice as to what corrections need to be made regarding the site plan or any other zoning issues before submitting a building permit.

Sean Ingram, contractor and representative, was available to answer any questions or give more details.

The board discussion and questions were as follows: There were some questions about the use of vinyl windows and the proposed outdoor shower. Since these items were in the rear of the property, it was not under the board's purview.

Motion made by Michael Strub, seconded by Kathy Glaser, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-134 (Monroe Avenue) on an application filed by QS, LLC on behalf owners Tyler and Corinne Maulsby, to construct a new 1, 780 square feet two-story single-family residence with a front porch, a rear patio, rear outdoor shower, and a 6' high wooden rear yard fence

per the Cape Charles Historic District Overlay Design Guidelines Sections 5.3 – New Construction of Primary Buildings, 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), 9.2 – Fences & Freestanding Walls, and 9.4 – Appurtenances; as stated in the application dated 4/3/2023; and per all zoning ordinance requirements. 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 (1) Administrative Approvals as follows: (i) Reroofing: 223 Jefferson Avenue, 7 & 9 Plum Street; (ii) Repair: 629 Tazewell Avenue; (iii) Other: 606 Monroe Avenue, 541 Tazewell Avenue; (iv) Extensions: 622 Jefferson Avenue; (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: 220 Jefferson Avenue, 301 Madison Avenue, 6 Randolph Avenue, 416 Randolph Avenue; and (3) A policy for members to participate remotely that had been adopted by the Town Council.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Michael Strub, seconded by Kathy Glaser, to adjourn the May 16, 2023 Historic District Review Board Regular Meeting at 5:48 p.m.

Chairman Herb Thom

Planning Technician



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
June 20, 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 David Howgill. Martin Mayer and Michael Strub were not in attendance. Also, in attendance were Planning/Zoning Administrator Katie Nunez, Planning Technician Tracy Outten, Town Clerk Libby Hume, and the applicants. There was one member 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.

ANNUAL ELECTIONS:

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

Kathy Glaser accepted the nomination for Chairman to the Historic District Review Board.

Motion made by Herb Thom, seconded by David Howgill, to accept the nomination of Kathy Glaser for Chairman of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

Herb Thom accepted the nomination for Vice- Chairman to the Historic District Review Board.

Motion made by David Howgill, seconded by Kathy Glaser, to accept the nomination of Herb Thom for Vice-Chairman of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

Tracy Outten accepted the nomination for Secretary to the Historic District Review Board.

Motion made by Kathy Glaser, seconded by David Howgill, to accept the nomination of Tracy Outten for Secretary of the Cape Charles Historic District Review Board. The motion was approved by unanimous vote.

PUBLIC COMMENT:

There were no public comments to be heard.

CONSENT AGENDA:

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

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

1. *214 Randolph Avenue: Leslie Baker represented by Mr. Rogers Windows – to replace the existing front steel door with a new fiberglass door.*

Tracy Outten gave the staff report.

Meredith Cella, the owner representative, thought the new door would be in keeping with the style of the neighborhood. There were no dimension changes.

The board discussion and questions were as follows: The board members said the proposed door was more accurate to the period of the house style.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for a Certificate of Appropriateness at 214 Randolph Avenue on an application filed by Meredith Cella dba Mr. Rogers Windows on behalf owner Leslie Baker, to replace the existing front steel door with a new fiberglass door on the single-family house as the door better represents the period of the house style per the Cape Charles Historic District Overlay Design Guidelines Page 3-11 – Victorian Styes (1835-1940); as stated in the application dated 4/26/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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

1. *610 and 612 Peach Street: Jimmie Darden dba Tribe Property Solutions, LLC – to install a new gable window to include a new section of siding; replace: existing front fiberglass doors with new fiberglass doors, existing asphalt shingle roof with new asphalt shingle roof on main structure and new metal roof on lower roof, existing wood porch flooring with composite boards, front porch railing with new vinyl railing, existing deck boards with composite board; and install a wood fence on the rear of the property.*

Tracy Outten gave the staff report.

Jimmie Darden, applicant, was available to answer questions via telephone. He said the siding would be kept the same, the porch needs to be painted, and the fiberglass doors were going to be the same material.

The board discussion and questions were as follows: (i) David Howgill confirmed that the porch floor would be composite. and (ii) Kathy Glaser informed the applicant that the shutters needed to be slightly larger to be operable as was required.

Motion made by David Howgill, seconded by Kathy Glaser, to approve the application for a Certificate of Appropriateness at 610 and 612 Peach Street on an application filed by Jimmie Darden dba Tribe Solutions LLC, to install a new gable window to include a new section of siding; replace: existing front fiberglass doors with new fiberglass doors, existing asphalt shingle roof with new asphalt shingle roof on main structure and new metal roof on lower roof, existing wood porch flooring with composite boards, front porch railing with new vinyl railing, existing deck boards with composite board; and install a wood fence on the rear of the property per the Cape Charles Historic District Overlay Design Guidelines Sections 4.1 – Routine Maintenance & Repairs, 5.7 – Noncontributing Primary Building Treatment, 9.2 – Fences & Freestanding Walls, and 9.4 – Appurtenances; as stated in the application dated 4/30/2023 and with the changes indicated by the applicant regarding the shutter size that would be emailed to the planning and zoning department by the applicant; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *224 Monroe Avenue: Westerhouse Holdings, LLC represented by Peacock Cottage, LLC – to replace: the existing front wood door with a new wood door, existing vinyl railing with wood railing, existing vinyl tiles on the front porch with new brick flooring, replace roof shingles; repair existing screens; remove existing vinyl shutters; repair/replicate existing wood fence and add gates; and reframe the low sloped later rear addition on the single-family residence.*

Tracy Outten read the staff report.

Claudine Pierce dba Peacock Cottage, LLC, applicant, would like to peel back the existing vinyl siding on the front of the house and restore the original wood siding if possible. She described the work being proposed to the rear of the home and added that the tree would remain. Ms. Pierce said the new windows would match what existed; the dormer windows would be retained as would the very unusual windows that go up and tilt out.

The board discussion and questions were as follows: There was no discussion.

Motion made by Kathy Glaser, seconded by David Howgill, to approve the application for a Certificate of Appropriateness at 224 Monroe Avenue on an application filed by Claudine Pierce dba Peacock Cottage, LLC on behalf owner Westerhouse Holdings, LLC, to replace: the existing front wood door with a new wood door, existing vinyl railing with wood railing, existing vinyl tiles on the front porch with new brick flooring, replace the existing shingle roof; to repair the existing screens; to remove the existing vinyl shutters; to repair/replicate the existing wood fence and add gates; and to reframe the low sloped rear addition on the single-family residence per the Cape Charles Historic District Overlay Design Guidelines Sections 4.1 – Routine Maintenance & Repairs, 5.1 – Replacement Guidelines for Contributing Buildings, 6.1 – Accessory Structures Associated with Contributing Primary Buildings, and 9.2 – Fences & Freestanding Walls; as stated in the application dated 5/1/2023; and per all zoning ordinance requirements. 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*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 327 Mason Avenue; (ii) Repair: None; (iii) Other: 541 Monroe Avenue, 221 Tazewell Avenue, 218 Washington Avenue; (iv) Extensions: None; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

Other property updates were as follows: (i) 646 Tazewell Avenue: Herb Thom asked why the work was administratively approved when the railings were being removed and disposed of. Ms. Nunez explained that the applicant had applied for and was granted a Certificate of Appropriateness to replace the existing wood porch flooring with new wood flooring and replace the step handrail with like for like material and design. After some discussion, the planning and zoning staff would speak with the applicant to find out the work that was being completed and if necessary, the board would review the application if there were any proposed changes in the design of the porch railings. (ii) 426 and 428 Randolph Avenue: Kathy Glaser asked the progress and was informed that building permits have been issued. (iii) 600 Washington Avenue: lot lines were unvacated and all Certificates of Appropriateness were closed; (iv) 1 Fig Street: Owners were trying to secure professional services. and (v) David Howgill asked which dilapidated house would be next on the list and Ms. Nunez answered the one located on Mason Avenue.

ANNOUNCEMENTS:

There were no announcements.

Motion made by David Howgill, seconded by Kathy Glaser, to adjourn the June 20, 2023 Historic District Review Board Regular Meeting at 5:45 p.m.

Chairwoman Kathy Glaser

Planning Technician

DRAFT



HISTORIC DISTRICT REVIEW BOARD

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

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

Chairwoman Glaser started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

There were no public comments to be heard.

CONSENT AGENDA:

Motion made by Vice-Chairman Thom, seconded by Member Mayer, to approve the agenda format as presented. The motion was approved by unanimous vote.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the minutes from the February 22, 2023 Joint Harbor Area Review Board and Historic District Review Board Meeting and the April 18, 2023 Historic District Review Board Regular Meeting as written. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

- 1. *542 Jefferson Avenue: Betsy and Dave Doherty – to modify the front porch column style from 5" x 8' turned colonial to 8" x 8' square post on the new two-story single-family home.***

Ms. Outten presented the staff report and noted the modification, reiterating that the columns were being placed on a new home.

Betsy Doherty, applicant, confirmed the details in the application and staff report. She did not feel the colonial turn posts were substantial enough for her taste and preferred the square columns.

The board discussion and questions were as follows: Member Strub thought the spindle design was an iconic feature of the Historic District and should be reflective of the district. Ms. Outten reminded the board that this was a new construction.

Motion made by Vice-Chairman Thom, seconded by Member Strub, to approve the application for the Modification to an Approved Certificate of Appropriateness at 542 Jefferson Avenue on an application

filed by Betsy and Dave Doherty dba Bad Dog Investments LLC, to modify previously approved 5" x 8" colonial spindle columns to use 8" x 8' PVC square columns per the Cape Charles Historic District Overlay Design Guidelines Section 5.13.2 – Building Element & Materials; as stated in the application dated 5/24/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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.*

Ms. Outten read the staff report giving the background of the application and the need for the HDRB's review as the applicant was proposing a different style of balustrades for the front porch and handrail than what was existing.

Susan and Bob Eidam, applicants, were present to answer questions.

The board discussion and questions were as follows: (i) All members wanted to know why the change. Susan Eidam explained that the existing turned spindle balustrades were from Home Depot and not the correct style for their Queen Anne house. They thought choosing an appropriate Victorian style like what the neighbors had would be okay. Ms. Eidam added they were going to be custom made from good quality wood. She said the porch was being restored as close as possible to what it was originally. (ii) After much discussion ensued on what type of railing was typical for the style of home, neighborhood, and accurate historically, it was determined without historical photos showing the original style of balustrades it was hard to conclude what existed historically.

Motion made by Chairwoman Glaser, seconded by Member Mayer, to recuse Vice-Chairman Thom from voting on this matter due to a conflict with the applicant. The motion was approved by unanimous vote.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for the Modification to an Approved Certificate of Appropriateness at 646 Tazewell Avenue on an application filed by Bob Eidam to change the style of balustrades on the front porch and steps from wood round spindle to wooden square per the Cape Charles Historic District Overlay Design Guidelines Pages: 3-11 – Architectural Style – Victorian Styles (1835-1910) Queen Anne and 3-14 – Architectural Style – Queen Anne (1880-1915); as stated in the email dated 6/21/2023; and per all zoning ordinance requirements. The motion was approved by majority vote with Vice-Chairman Thom recusing himself.

C. *Certificate of Appropriateness for Minor Renovations: AFTER the FACT APPROVAL*

1. *10A Peach Street: Lori Peters – replaced the existing 18-lite front doors with new style wood doors on the commercial building.*

Ms. Outten read the staff report and explained that the previous and existing pictures provided in the report had been switched.

The members of the board decided to defer this application until a representative was available to answer questions.

2. *2 Monroe Avenue: Voe and Bobby Montgomery – covered a rear door opening and installed an outdoor shower.*

Ms. Outten presented the staff report.

Bobby Montgomery, applicant, was available via telephone to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser stated that the shower had been done without any permissions from the board or the zoning department and the back door was not finished.

Bobby Montgomery didn't understand the problem with the door. Chairwoman Glaser explained it was not finished to the specifications of the original application.

Motion made by Vice-Chairman Thom, seconded by Member Strub, to approve the application for an After the Fact Certificate of Appropriateness at 2 Monroe Avenue on an application filed by Voe and Bobby Montgomery dba The Hydrangea Trust, to either remove the rear door completely and finish per the original application dated 3/17/2021, or put the original door back as it was; and the rear outdoor shower was to be removed until all proper permits were obtained and per all zoning ordinance requirements. All work and removals were to be completed within six months. The motion was approved by unanimous vote.

- D. *Certificate of Appropriateness for Renovations, Additions, and New Construction:*
There were no applications filed.
- 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*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 535 Monroe Avenue, 512 Tazewell Avenue; (ii) Other: 405 Madison Avenue; 400 Pine Street, 520 Randolph Avenue, 214 Washington Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

(3) Request to the Board regarding 301/305 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.

Ms. Nunez read the staff report that gave the background of the original application, work completed that was approved and not approved, and why a modification was needed.

Chris Elam, architect, Nick Lotuaco, Project Manager, and Clelia Sheppard, applicant, were available to answer questions and clarify any details.

Discussion and questions were as follows: (i) The star features needed to be maintained per the original application. Chris Elam said the stars were not covered with stucco and were going to be restored. (ii) Chairwoman Glaser stated that the applicant was aware that changes to the original application needed to be approved by the HDRB before moving forward. Nick Lotuaco was unaware of the process and was not thinking of historic restoration only of structure. Chairwoman Glaser said the applicant has the responsibility to inform every person working on the project what was approved on the COA. She added that all in attendance could not use the defense of not knowing as they have been informed that any changes to an approved COA or any new proposals need to be reviewed by the HDRB before the work begins. (iii) Clelia Sheppard said she was not going to get scolded, adding she has spent a lot of money on this building. (iv) Many board members questioned what reputable historian restoration was sought when the decision was made about the historic mural. Mr. Lotuaco answered no one it was a decision made after the flaking started and realized it was not restorable. Vice-Chairman Thom read the criteria for the Secretary for Interior Standards. After some discussion it was decided that the mural would not be repainted. (v) Chairwoman Glaser asked why stucco was being used and the brick not being repaired. Mr. Lotuaco said stucco was cheaper and after scraping off old paint discovered the tan color. Chairwoman Glaser asked if it would be possible to restore the original brick that was recently covered. He thought it would cause more damage. (vi) Chris Elam said some of the construction process has been a discovery phase.

Motion made by Chairwoman Glaser, seconded by Member Strub, to approve the application for an After the Fact Modification to an Approved Certificate of Appropriateness at 301 Mason Avenue on an application filed by Clelia Sheppard dba Historic 301 Mason Avenue, to cover the unrepairable historic mural with stucco, and to stucco the entire commercial building; as stated in the application dated 7/10/2023; and per all zoning ordinance requirements. All other modification and new proposals would need to be reviewed and. The motion was approved by majority vote with Member Thom opposed.

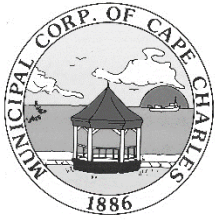
ANNOUNCEMENTS:

There were no announcements.

Motion made by Martin Mayer, seconded by Vice-Chairman Thom, to adjourn the July 18, 2023 Historic District Review Board Regular Meeting at 6:45 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 19, 2023

Item #: 5A (1) – 10A Peach Street

Prepared by: Tracy Outten, Planning Technician

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

Date: September 7, 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 previous front 18-lite/1 panel wood doors with 4-lite no panel wood doors on the commercial building. Please see pictures on page 2 as the top of the entrance doorway was altered and the new doors have mirrored glass. 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.

The Historic District Review Board reviewed the application at their July 18, 2023 Regular Meeting but deferred a decision until the applicant was available to answer questions.

AERIAL MAP:



MATERIALS:

- Front Doors: 8' x 9' Wood

REMOVED FRONT DOOR:



NEW EXISTING DOOR (9/7/2023):



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.

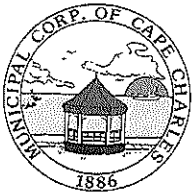
Staff is prepared to assist in the development of a motion, if needed.

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	✓ pd DP
Violations	Yes ^{Door}
Fee	\$750 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 (Minor \$150 and Major \$500) \$750 Commercial ☒ E) Tree Permit Application

Owner signature:

Lon P

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:

PART 5: PROJECT INFORMATION

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

Replacement of front door to Restaurant.
Use of same color, materials. Windows altered to
match front left windows adjacent.

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: <u>wood</u>	Proposed Material: <u>wood</u>
Dimensions: Width <u>8'</u> Height <u>9'</u>	Dimensions: Width <u>8'</u> Height <u>9'</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

The current doors do not close, are rotted (wood) and
are a hazard to guest and risk to restaurant for theft.

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.):	

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>Loni P. [Signature]</i></u>	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

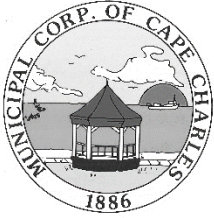
AJ's
Bar & Grill

No Smoking
In This Area

NEW DOOR PHOTOS (taken 9/7/2023)



Provided by Applicant - Date Unknown



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 19, 2023

Item #: 6B (1) – 301 Mason Avenue

Prepared by: Tracy Outten, Planning Technician

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

Date: September 7, 2023

APPLICANT: John and Clelia Sheppard

OWNER: Historic 301 Mason Avenue LLC

SITE ADDRESS: 301 Mason Avenue

TAX MAP: 83A3-1-615B

LOT SIZE: 2,848 sq. ft.

TYPE OF APPLICATION: Modification to Approved Certificate of Appropriateness (6/8/2021)

WORK TO BE PERFORMED: Add: outside lighting to the front and side of the building, and signage; eliminate

CURRENT ZONING: Commercial (C-1)

HISTORIC REGISTER: CONTRIBUTING

Description: 1898, Italianate

Accessory Structure: N/A

DATE APPLICATION RECEIVED: August 1, 2023

PRE-APPLICATION MTG: July 28, 2023

DATE APPLICATION DEEMED COMPLETE: August 1, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): October 2, 2023

The applicant is seeking to modify the previously approved Certificate of Appropriateness as follows:

1. Adding Lantern Look Lighting on the front and side (Strawberry Street) commercial building
2. Adding Signage on the balcony front
3. Attaching a Sign to the side (Strawberry Street) of the commercial building
4. Eliminate the previous approved fence on the front of the commercial building
5. Change of material for Decking

AERIAL MAP:



MATERIALS:

- Balcony Decking: TPO membrane roof with 5/4 x 6 Trex Select composite deck boards on sleepers
- Balcony Front with Signage: Wood Facia trim, painted black with gold Stars and trim, Lemon Tree logo in Gold Metal (**Sign Application still needed.**)
- Balcony Railing: Straight Black Steel Metal as proposed on Building Plans dated 9/14/2022 (Railing pictured in renderings is not accurate.)
- Side Sign: Pictured on renderings, no specific details given (**Sign Application still needed.**)
- Front & Side Lighting: Pictured on renderings, no specific information given.

PHOTOS:
EXISTING FRONT:



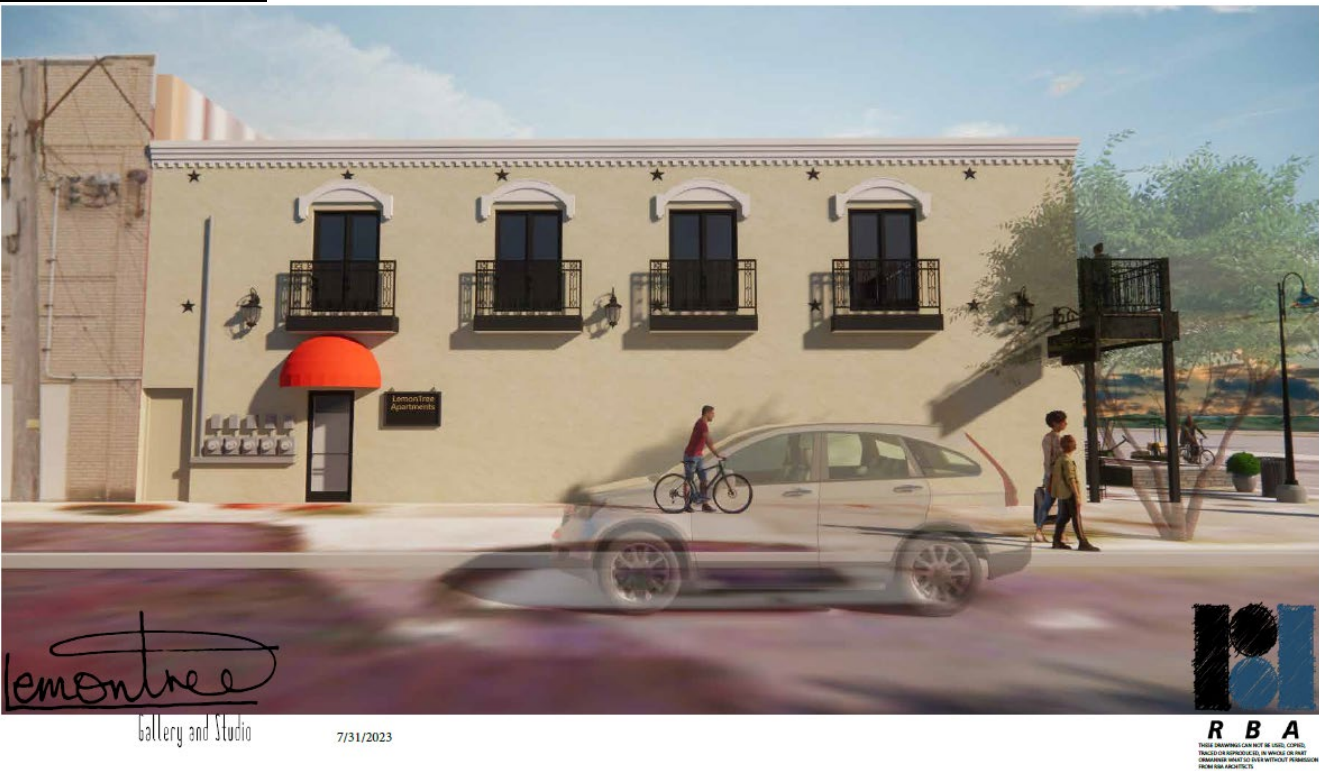
PROPOSED FRONT:



EXISTING SIDE:



PROPOSED SIDE:



STAFF ANALYSIS:**ZONING COMPLIANCE**

The proposed modifications to the commercial building are in conformance with zoning.

The applicant will need to complete an Application for a Sign Permit for all proposed signage except for the 911 addresses for the second-story apartments before any signage can be approved by zoning as the dimensions and how the signage will be affixed to the commercial building are unknown.

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 3-23 – 3.2 Building Types, Forms, & Associated Architectural Styles: Italianate (1835-1905)

Section 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 modifications reflects the character and historic appearance of the commercial district. Staff is recommending that due to the sign dimensions, materials, and how the signage will be affixed to the commercial building being unavailable that they cannot be approved until that information is known.

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	✓pd MW
Violations	N/A
Fee	B 200pd chk
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.

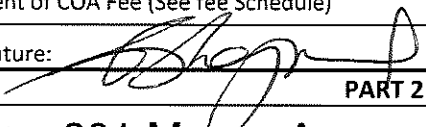
Minor Exterior Work* is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic 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: August 1, 2023

PART 2: PROPERTY INFORMATION

Property Address: **301 Mason Avenue**

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: **John & Clelia Sheppard**

Mailing Address: **3276 Butlers Bluff Drive Cape Charles VA 23310**

Phone Number: **757-651-1000**

Email: **cleliart@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):

Construction of 2 Apartments above Lemontree Gallery. Stucco Exterior

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Existing Material:	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 ☐

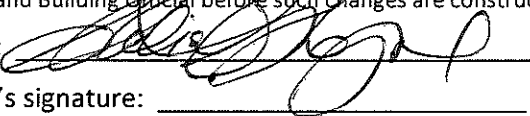
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

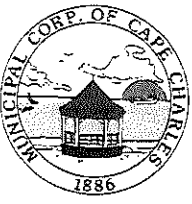
Existing Door	Proposed Door
Door 1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material:	Proposed Material:
Dimensions: Width ____ Height ____	Dimensions: Width ____ Height ____
Configuration with picture (i.e., glass panes, divisions, 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.):	
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): See Rendering	
Existing Material: _____	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Type of Material to be used: Steel Railings	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

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

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: 	Date: <u>8/1/2023</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: 301 MASON AV-

Tax Map #:

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Delia Sheppard

Mailing Address: 3276 Butler Bluff Dr

Phone Number: 757 651 1000 Email: cleaart@hotmail

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

[Signature]

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Nick Lotuano L4 Enterprises Inc.

Mailing Address: 6500 Broadwater Cir. Cape Charles 23310

Phone Number: 757-646-8880 Email: nick@l4builders.com

☒ To file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company: Chris Elam - Architect

Mailing Address: 432 Butterfield Boulevard Chesapeake VA 23322

Phone Number: 757 447-6796 Email: celam@RBAPC.com

☒ To file documents on my behalf

☒ To represent me in meetings with Town officials

Signature of owner: [Signature]

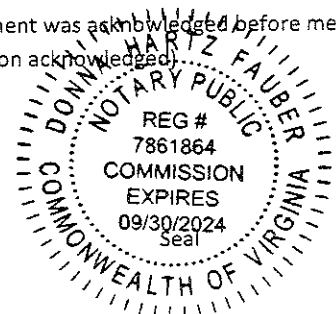
Date: 7/17/2023

State of Virginia, County of No. Hampton The foregoing instrument was acknowledged before me this 17 day of July, 20 23, by Donna Hartz Fauber (name of person acknowledged)

Signature of Notarial Officer: Donna Hartz Fauber

Notary Registration number: 7861864

My commission expires: 9/30/2024



Thermal Entrances

A break from high energy costs!

Tubelite Therml=Block Entrances are designed using the same durable components as our Standard Entrances for outstanding craftsmanship and strength, with the additional benefit of strut thermal barriers for enhanced thermal performance. Door stiles are available in Medium Stile 5" and Wide Stile 6" models; top rails in 4" and 5" heights; and bottom in 10" height for ADA compliance. Snap-in thermally broken vertical frame closures easily accommodate addition of sidelites and incorporation with thermal storefront framing.

Therml=Block Entrances are furnished with mortised butt hinges, offset pivots or continuous hinges as specified. Standard deadbolt locks, and concealed vertical rod or rim panic exit devices also may be selected. Standard pull handles have been designed for ADA access and have matching push bars.

Durable Tie-Rod Construction

The strength and flexibility of steel tie-rod construction is what holds it all together and makes our doors endure. Tie-rod assembly is as durable as welded corner construction, but superior in many ways. Monumental doors can be modified, disassembled or resized right in the field. No other door offers you this much strength and flexibility.

Tubelite thermal entrances use Therml=Block to provide superior insulation through increased aluminum separation and air space, while also increasing strength and reducing stress.

Therml=Block
HIGH PERFORMANCE THERMAL FRAMING

400T Thermal
Curtainwall

ALSO
USED
WITH

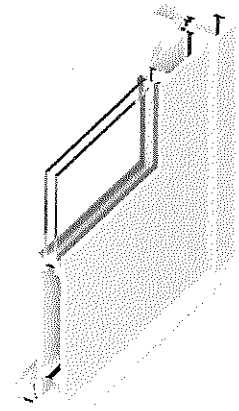
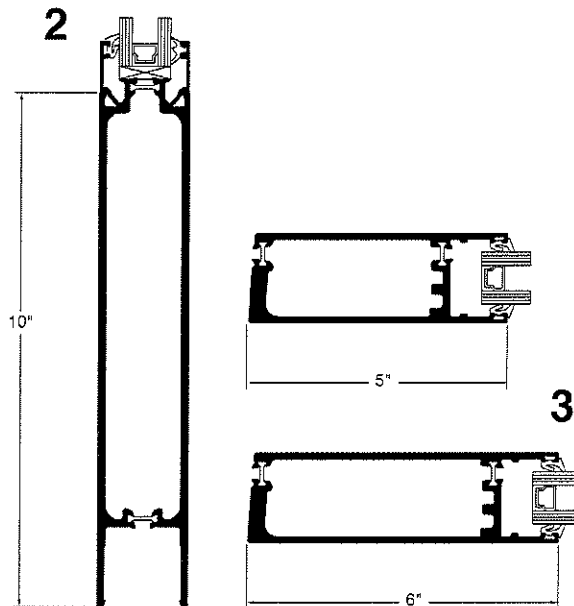
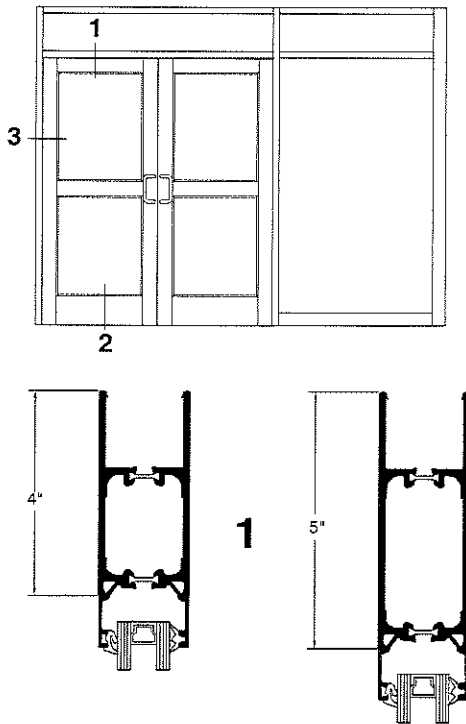
TU24000 High
Thermal Performance

TUBELITE®
DEPENDABLE

LEADERS IN ECO-EFFICIENT STOREFRONT,
CURTAINWALL AND ENTRANCE SYSTEMS

Thermal Entrances - A break from high energy costs!

Thermi=Block. HIGH PERFORMANCE THERMAL FRAMING



Note: Dimensions do not include 1/2" glass stops.

System Features

- Dramatically reduce the transfer of hot and cold temperatures
- Fast easy installation
- Outstanding craftsmanship, strength, and durability
- Blocks interior frost buildup

Thermi=Block Entrance Series	Medium Stile	Wide Stile
Application	Projects requiring high thermal performance	
Traffic	Light to heavy	
Vertical Stile 1-3/4" x	5"	6"
Top Rail 1-3/4" x	4"	5"
Bottom Rail 1-3/4" x	10"	10"
Maximum Sizes	Single: 4'0" x 8'0" Pair: 8'0" x 8'0"	Single: 4'0" x 8'0" Pair: 8'0" x 8'0"

Thermi=Block Entrance Series Product Specifications

Application: Thermally broken door with insulating glass for enhanced thermal performance

Description: Thermally broken vertical stiles and horizontal rails for energy savings and ADA compliance

Glass:	Air Infiltration:	Structural:	U-Factor** SINGLE DOOR:	U-Factor** DOUBLE DOOR:	CRF:
1" std	1.0 CFM / Ft.2 @ 1.57 PSF	50 PSF - Design 75 PSF - Overload	Medium: 0.58 Wide: 0.59	Medium: 0.52 Wide: 0.53	57

** U-Factor per NFRC 100. COG = 0.24 with warm edge spacer, 1-3/4" x 4-1/2" non-thermal frame.

Refer to the U-Factor table at: www.tubeliteinc.com/products/entrances/thermi=block-thermal-doors/ for other glass makeups and configurations.

DISCLAIMER: Tubelite takes no responsibility for product selection or application, including, but not limited to, compliance with building codes, safety codes, laws, merchantability or fitness for a particular purpose; and further disclaims all liability for the use, in whole or in part, of this Technical Guide in preparation of project specifications and/or other documents. Technical Guides are subject to change at any time, without notice, and at Tubelite's sole discretion. ©2015 Tubelite Inc.



August 1, 2023

Ms. Tracy Outten
Town of Cape Charles

Re: Lemontree Gallery Exterior

Balcony:

- TPO membrane roof with composite deck boards on sleepers (5/4 x 6 Trex Select)
- Wood fascia trim, painted black with gold Stars & trim
- metal railing: steel, painted black
- Lemontree Logo in Gold Metal

Doors:

Single swing doors on exterior of Building:

- Tubelite Thermal Block Doors & E series Glass
(see attached information sheet)

Sincerely,

A handwritten signature in blue ink, appearing to read 'Nick Lotuaco', written over a light blue circular background.

Nick Lotuaco
Project Manager

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



Lemontree

Gallery and Studio

7/31/2023



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Lemontree

Gallery and Studio

7/31/2023



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Lemontree
Gallery and Studio

7/31/2023



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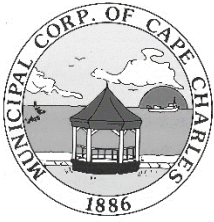
LemonTree

Gallery and Studio

7/31/2023



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HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 19, 2023

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: September 12, 2023

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 505 Monroe Avenue – Install a 4’ wood fence on the front of the property, pursuant to CCZO Section 8.17 (I)
- b. 408 Nectarine Street – Install 6’ wooden Dog Ear fence with a 6’ gate on the alley side and replace the existing 6’ wooden Dog Ear fence with new on the rear of the property, pursuant to CCZO Section 8.17 (I)
- c. 610 Pine Street –Install a 4’ wood fence on the side and replace the existing 6’ wood fence with a 4’ wood fence on the rear of the property, pursuant to CCZO Section 8.17 (I)
- d. 409 Harbor Avenue – Replace two rear porch wood columns with two new wood columns, pursuant to CCZO Section 8.17 (B)
- e. 614 Randolph Avenue – Replace the front porch asphalt shingle roof, pursuant to CCZO Section 8.17 (B)
- f. 522A-C, 524A-C, 526A-C & 528A-C Washington Avenue – Replace the asphalt shingle roof, 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) Report to the Board: Kellogg Building at 1 Fig Street

At the July 2023 HDRB meeting, Vice Chairman Thom asked for an update regarding the Kellogg Building Project.

The Kellogg Building received a Certificate of Appropriateness (COA) on May 17, 2022 for Phase I at the Kellogg Building for remediation of lead and asbestos, removal of windows, doors and to correct a bulge in the rear brick wall to shore up the building. They received another COA on August 16, 2022 for Phase II at the Kellogg Building which was for the full renovation of the exterior of the building (& would be doing a full interior renovation into a full-service commercial restaurant and bar). After finally acquiring the adjacent lot on Mason Avenue, they applied for a CUP from the Town for a total of 4 residential units on the second floor - this was approved on April 2023. They went back to the HDRB to request another COA to reflect an addition onto the building as a result of acquiring the adjacent lot as well as some modifications to some of the features of the originally approved Phase II COA which was all approved on April 16, 2023.

It was noted at the HDRB meeting on April 16, 2023 that no work had been done on commencing the renovation component of the project and no building plans nor permits for said renovation of the building had been submitted yet. Assurances were provided that they had a new general contractor and would be obtaining a roofing permit within several weeks of the April meeting which has not occurred.

I am aware the property owner has parted ways with their first contractor and there are contractual disputes occurring over that; however, this is not a basis for not securing a new contractor and moving forward with the renovation approvals obtained from the Town which is something that I have conveyed to the property owners.

I met with the property owners on Monday, September 11, 2023 and they have indicated that they have now secured a new general contractor and are working on the roofing plans to be able to submit a building permit application to put a roof and windows on the building. I stressed to them that this application needs to be submitted to the office ASAP since the COA is about to expire and I have also asked for a copy of their contract with the general contractor.

2024 Historic District Review Board Complete* Application Deadline	
*A Complete application is a submittal, (1 Hard Copy & 1 Digital Copy), of all applications required by the Town this includes all supporting documents and payment.	
Pre-Application and Complete Application Deadlines	Regular Meetings
Tuesday, December 5, 2023*	Tuesday, January 16, 2024
Tuesday, January 2, 2024*	Tuesday, February 20, 2024
Tuesday, February 6, 2024*	Tuesday, March 19, 2024
Tuesday, March 5, 2024*	Tuesday, April 16, 2024
Tuesday, April 2, 2024*	Tuesday, May 21, 2024
Tuesday, May 7, 2024*	Tuesday, June 18, 2024
Tuesday, June 4, 2024*	Tuesday, July 16, 2023
Monday, July 2, 2024*	Tuesday, August 20, 2024
Tuesday, August 6, 2024*	Tuesday, September 17, 2024
Tuesday, September 3, 2024*	Tuesday, October 15, 2024
Tuesday, October 1, 2024*	Tuesday, November 19, 2024
Tuesday, November 5, 2024*	Tuesday, December 17, 2024
*End of business day (4:30 p.m.)	*INCOMPLETE APPLICATION WILL BE DISCARDED.