

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
October 17, 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) September 19, 2023 Historic District Review Board Regular Meeting
5. **Unfinished Business:** None
6. **New Business: Applications for Certificate of Appropriateness**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:**
 - (1) 538 Monroe Avenue: Samuel and Julia Jones – modify fence material from vinyl to wood
 - C. **RENOVATION, MINOR:**
 - (1) 551 Tazewell Avenue: Brian and Katrina Stafford represented by Donald Appenzeller – replace the existing asphalt shingle roof with a new asphalt shingle roof; and replace the existing flashing and repair the chimney as needed
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 500 Monroe Avenue: John and Rachelle McLaughlin – construct a 334 sq. ft. rear addition; repair one chimney and remove one chimney; and construct a 550 sq. ft. accessory structure
 - (2) Lots 169D and 172D Plum Street: Robert & Susan Heindel represented by William Doughty dba Village Builders on the Bay – construct new 2,026 sq. ft., 2-story single-family dwelling with a 168 sq. ft. front porch, 169 sq. ft. rear patio, and 16 sq. ft. rear outdoor shower
 - (3) 327 Madison Avenue: Jose & Diana Gonzalez dba Family Reunion on the Bay, LLC – construct a new 955 sq. ft., 1-story single-family dwelling with 200 sq. ft. front porch, 94.4 sq. ft. rear deck, 300 sq. ft. rear patio and outdoor shower; pebbled gravel driveway, and brushed concrete walkway
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER:** None
7. **Other Business**
 - A. Monthly Report from Zoning Administrator Katie Nunez
 - B. November Meeting Attendance Check
8. **Adjourn**



DRAFT

HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
September 19, 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 Patricia James, Martin Mayer, and Michael Strub. Herb Thom was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were three members of the public in attendance and eight viewers on Facebook Live.

After introducing and welcoming new Board Member Patricia James, 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 Member Strub, seconded by Member Mayer, to approve the agenda format as presented and the minutes from May 16, 2023 Historic District Review Board Regular Meeting, June 20, 2023 Historic District Review Board Regular Meeting, and July 18, 2023 Historic District Review Board Regular Meeting as written. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

A. AFTER the FACT APPROVAL:

- (1) *10A Peach Street: Lori Peters – replaced the existing 18-lite front wood doors with new 4-lite front wood doors on the commercial building.*

Ms. Outten reminded the board members this application was previously heard at the July 18, 2023 meeting but there was not a representative to answer questions. She continued by informing them the pictures in the staff report have been updated to reflect the most recent status.

Clive McIlrath, co-owner, was available to answer questions and explained the old door was replaced because the glass was being broken by patrons and that became a safety concern. Mr. McIlrath said the door height was decreased from 10 feet to eight feet and again thought this helped safety concerns. He constructed the doors himself and went for a rustic look.

Discussion and questions were as follows: (i) Chairwoman Glaser did not think the new doors looked historic in nature or fit in with the character of the building as they were different in size and detail, the trim work had been changed, and the glass was mirrored. (ii) Member Mayer thought the new door was a practical solution for all the owners' concerns. (iii) Member Strub noted that historically this street was known as automobile alley and the original doors may have been roll-up doors. (iv) Chairwoman Glaser said their needed to be trim work and details added to the new doors to improve them. Member James suggested adding a transom or window back to the top of the doors. Mr. McIlrath agreed to submit a door design that would have panels that match the adjacent door.

Motion made by Member Strub, seconded by Chairwoman Glaser, to defer the application for the After the Fact Certificate of Appropriateness at 10A Peach Street on an application filed by Lori Peters, to replace the existing 18-lite/1 panel front door with a new front door on the commercial building until a revised design that better fits with the character and façade of the building to include adding trim work on the panels of the lower half of the door. The drawings need to be submitted to the Planning and Zoning office within seven to ten days to be circulated to the Historic District Review Board Members for approval or to be added to the October 2023 agenda. The motion was approved by majority vote with Vice-Chairman Thom recusing himself.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

- 1. *301 Mason Avenue: John and 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.***

Ms. Outten presented the staff report and noted that the modifications were listed. She informed the board that the signage could not be approved tonight as details were missing and an Application for Sign Permit was required.

Nick Lotuaco, Project Manager, confirmed the details in the application and staff report. Mr. Lotuaco said the report accurately depicted what was applied for. He did confirm that the railing pictured on the submitted drawing was being used.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked if the red awning existing over the side entrance on Strawberry Street would remain as it looked like there could be an issuing placing a balcony under that window if it remained. Mr. Lotuaco answered yes it was a historic awning and would remain. He explained that the balconies were not for sitting on or placing a chair, more for aesthetics. (ii) Member Mayer asked what type of lighting design was being used. Mr. Lotuaco said it would comply with all Town Ordinances and the design would be a lantern type. and (iv) Mr. Lotuaco explained the decking material and construction.

Motion made by Member Mayer, seconded by Member Strub, to approve the following items on an application for the Modification to an Approved Certificate of Appropriateness at 301 Mason Avenue on an application filed by Clelia and John Sheppard dba Historic 301 Mason Avenue, (1) adding lantern designed lighting to the front and side of the commercial building; (2) eliminating the previously approved front fencing; and (3) changing the material for the decking per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles and 5.13.2 – Building Element & Materials; as stated in the application dated 8/1/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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

There were no applications filed.

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: 615 Randolph Avenue, 522A-C, 524A-C, 526A-C, and 528A-C Washington Avenue; 512 Tazewell Avenue (ii) Other: 409 Harbor Avenue; 505 Monroe Avenue; 408 Nectarine Street; 610 Pine Street, and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

(3) Request to the Board Kellogg Building at 1 Fig Street:

At the request of Vice-Chairman Thom, Ms. Nunez gave an update regarding the Kellogg Building Project.

B. *Historic District Review Board 2024 Meeting Dates and Application Deadline Schedule.*

Motion made by Chairwoman Glaser, seconded by Member Mayer, to accept the Historic District Review Board 2024 Meeting Dates and Application Deadline Schedule as presented. The motion was approved by unanimous vote.

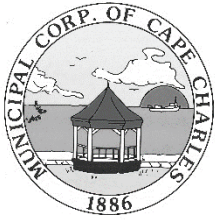
ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Mayer, seconded by Chairman Glaser, to adjourn the September 19, 2023 Historic District Review Board Regular Meeting at 5:49 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 17, 2023

Item #: 6B (1) – 538 Monroe Avenue

Prepared by: Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Admin

Reviewed by: Katie H. Nunez, Director of Planning & Zoning Administrator

Date: October 5, 2023

APPLICANT: Samuel and Julie Jones

TYPE OF APPLICATION: Modification & Extension
to a Certificate of Appropriateness approved 11/16/2022

SITE ADDRESS: 538 Monroe Avenue

TAX MAP: 83A3-1-359 & 362

LOT SIZE: 11,200 sq. ft.

WORK TO BE PERFORMED: Install a wooden fence

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1920, Queen Anne

Accessory Structure: Shed NON-CONTRIBUTING

DATE APPLICATION RECEIVED: September 17, 2023

PRE-APPLICATION MTG: October 17, 2023

DATE APPLICATION DEEMED COMPLETE: September 17, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 17, 2023

The applicant is seeking to modify the previously approved installation of vinyl fencing along the alley to now install a six-foot (6') wooden privacy fence along the back and sides of the property. The application also a request for a six-month extension of the previously approved Certificate of Appropriateness for the construction of an accessory structure.

AERIAL MAP:



MATERIALS:

- Fence: Wood

EXISTING PHOTOS:

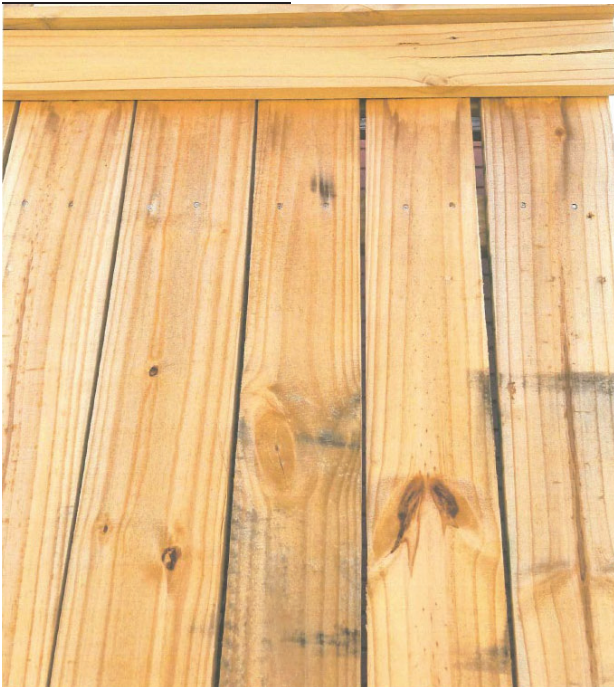
Backyard
View from Alley



Backyard
View from Alley



PROPOSED FENCE:



STAFF ANALYSIS:**ZONING COMPLIANCE**

The work proposed does not increase or alter the square footage of the structure and 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:

Section 3.2: Building Types Forms, & Associated Architectural Styles

Section 9.2: Fences & Freestanding Walls

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials proposed for the fencing structure 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

Fence

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

Revised 05/2023

Taxes	✓ pd MW
Violations	N/A
Fee	\$200 ^{pd} \$150
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

A Certificate of Appropriateness (COA) is required for all applications for zoning clearances and permits involving any new construction, including accessory structures, within the Cape Charles Historic District Overlay. A pre-application meeting is available upon request prior to submitting this application. ** The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

The following documents must be submitted to the Town for review before this application can be reviewed. In addition to these documents, the COA application and requested supporting information must be deemed complete prior to being evaluated.

- | | | |
|--|--|--|
| ☒ Site Plan | ☒ Zoning Clearance Application | |
| ☒ Photos of existing lot | ☒ Survey | ☒ Photos of proposed materials |
| ☒ Owner Permission Affidavit | ☒ Payment of Fee | ☒ Tree Permit Application |

Owner signature: Samuel E. Jones

Date: 9/17/2023

PART 2: PROPERTY INFORMATION

Property Address: **538 Monroe Avenue**

Tax Map #: 83A3-1-359-362

Is there an active Certificate of Appropriateness on this property? ☐ No ☒ Yes 11/22 Date

Zoning District: **R-1**

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Samuel and Julie Jones**

Mailing Address: **538 Monroe Avenue Cape Charles, Va. 23310**

Phone Number: **757-879-4878**

Email: **sejones1492@gmail.com**

PART 4: APPLICANT INFORMATION

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

Name and/or Company: **Samuel and Julie Jones**

Mailing Address: **538 Monroe Avenue Cape Charles, Va. 23310**

Phone Number: **757-879-4878**

Email: **sejones1492@gmail.com**

PART 5: PROJECT INFORMATION

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) **See attached survey and letter.**

Material: **Wood**

Existing Condition ☐ Original ☐ Not Original ☐ Not Sure

Height: **6 foot**

Describe the style: **Vertical 6' wood privacy fence with 1" by 4" cap.**

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: Samuel E. Jones

Date: 9/17/2023

Zoning Administrator's signature: _____

Date: _____

Zoning Ordinance Article VIII Section: _____

Memorandum

September 17, 2023

TO: Katie Nunez, Planning and Zoning
FROM: Sam Jones 
SUBJECT: Request to Extend Previously Approved Certificate of Appropriateness and Approval of Rear Fence: 538 Monroe Avenue

Thank you and your staff for meeting with me last week to discuss this request. Per our discussion, I request the following:

1. An extension of the previously approved (11/16/2022) Certificate of Appropriateness for construction of a garage and fence at 538 Monroe Avenue. To this point we have not identified a contractor to complete the project. Contractors we have used on previous projects are not currently available or do not have framers to support the garage portion of the project. We will now contact other contractors who work in the Historic District.
2. Please find attached a completed application for a Certificate of Appropriateness for a six-foot (6') wood fence for the rear yard at 538 Monroe Avenue. As we discussed, this fence request replaces the 6' vinyl fence included as part of the previously approved Certificate of Appropriateness for our garage project. Reviewing our previous request, we realized that the approval only included a 6' vinyl fence across the back of our lot. Our intent was to install a 6' privacy fence across the back and both sides of the rear yard as shown on the attached site plan.

The current request is for a 6 foot vertical wood fence with a 1 inch by 4 inch cap as shown on the attached site plan and photo. The proposed fence meets zoning requirements being 11.6 feet from the rear property line, 12 inches from the property line on the east side of the property and 2 inches from the property line on the west side. The 6 foot fence will not extend into the side yard of the house.

Payment to support this request is enclosed.

Thank you for your support of this request.

NOTES

1. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND THEREFORE MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT THE PROPERTY AS SHOWN. PROPERTY IS SUBJECT TO RIGHTS-OF-WAY, EASEMENTS, COVENANTS AND ALL MATTERS OF PUBLIC RECORDS.
2. THE PROPERTY DOES NOT FALL IN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON THE FEMA NFIP FIRM FOR CAPE CHARLES, VIRGINIA, COMMUNITY-PANEL NUMBER 51131C0295F, DATED: 03/02/2015. THE PROPERTY FALLS IN FLOOD ZONE "X". THE PROPERTY DOES NOT FALL IN "FLOODPLAINS SUBJECT TO SPECIAL RESTRICTIONS".

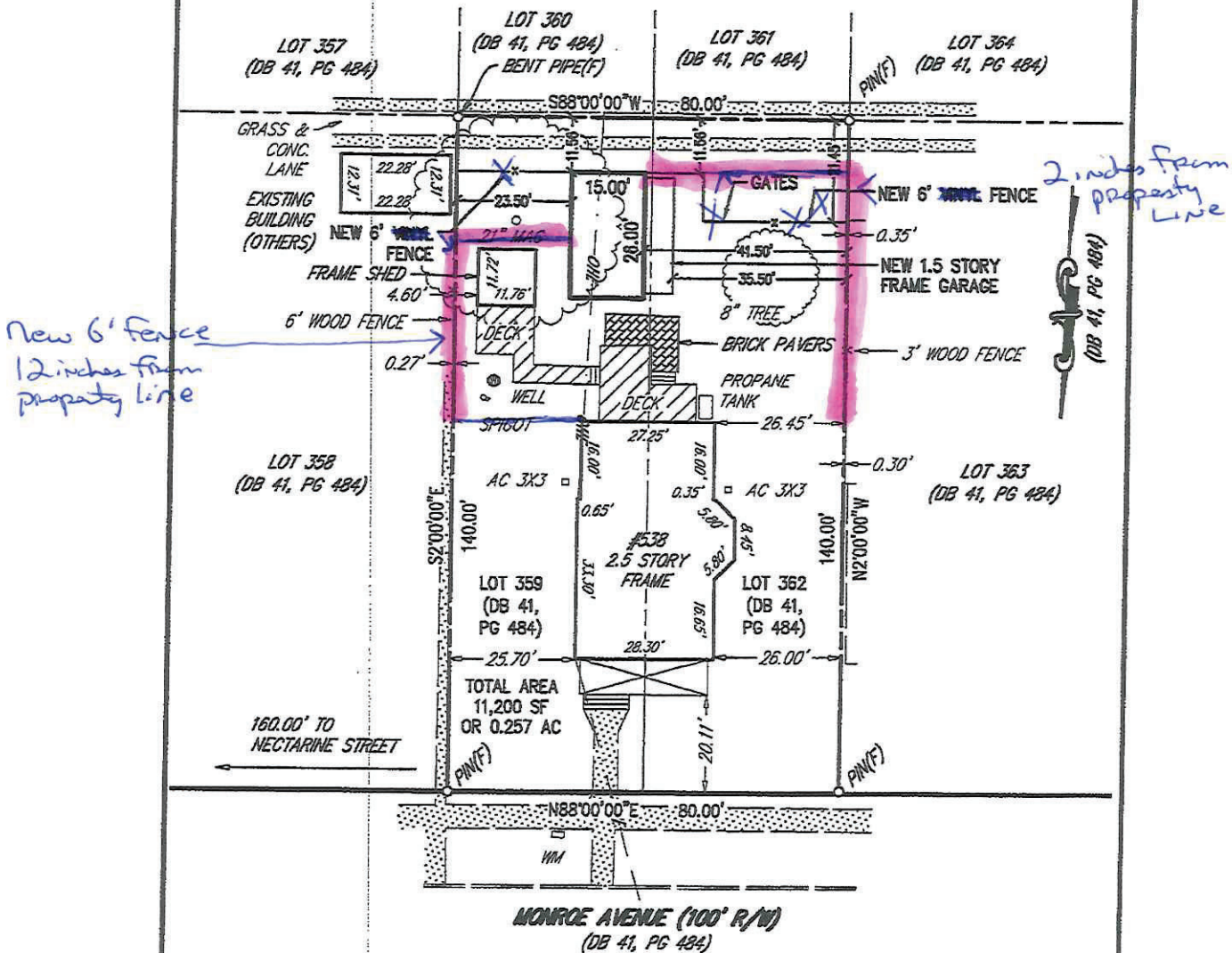


EXHIBIT SHOWING NEW
1.5 STORY FRAME GARAGE
AND 6' VINYL FENCE ON
LOTS 359 & 362
(DB 41, PG 484)
CAPE CHARLES DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
SEPTEMBER 27, 2022

MSA, P.C.

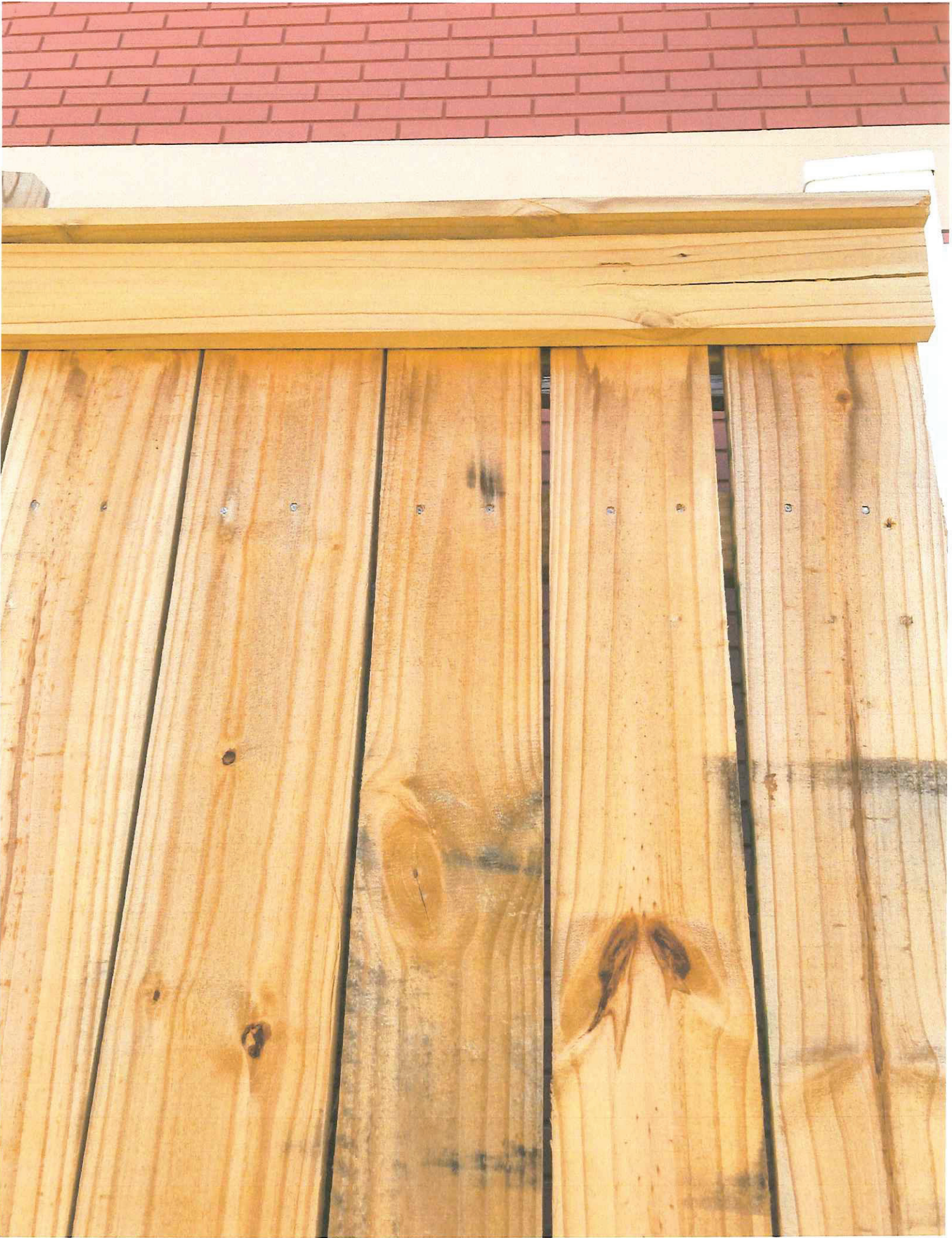
Environmental Sciences • Surveying
Civil & Environmental Engineering

5032 Rouse Drive, Suite 200
Virginia Beach, VA 23462-3764
757-490-9264 | www.msasonline.com



DWN BY: CJS
FB: 720, PG 22

JOB# 21018
SCALE: 1" = 25'

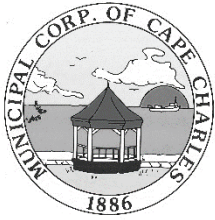


Backyard
View from Alley



Backyard
View from Alley





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 17, 2023

Item #: 6C (1) – 551 Tazewell Avenue

Prepared by: Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Admin

Reviewed by: Katie H. Nunez, Director of Planning & Zoning Administrator

Date: October 4, 2023

APPLICANT: Donald Appenzeller
OWNERS: Brian and Katrina Stafford

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 551 Tazewell Avenue

TAX MAP: 83A3-1-352

LOT SIZE: 4,800 sq. ft.

WORK TO BE PERFORMED: Replace existing shingle roof & repair chimney

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: 1886, Folk Victorian

Accessory Structure: N/A

DATE APPLICATION RECEIVED: September 1, 2023

PRE-APPLICATION MTG: October 17, 2023

DATE APPLICATION DEEMED COMPLETE: September 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 6, 2023

The applicant is seeking to remove the existing asphalt shingles and replace with new asphalt shingles on the entire single-family home roof, and to replace the flashing and repair stucco on the chimney.

AERIAL MAP:



MATERIALS:

- Chimney: Stucco and Flashing
- Roof: Asphalt Shingles

EXISTING CHIMNEY PHOTOS:



EXISTING (10/4/2023):



STAFF ANALYSIS:

ZONING COMPLIANCE

The work proposed does not increase or alter the square footage of the structure and 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:

Section 3.2 Building Types Forms, & Associated Architectural Styles

Section 4.3.1: Routine Maintenance & Repairs – Masonry – Other Masonry Features

Section 5.3.2: Other Masonry Features

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials proposed for all repairs of chimney structure 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

Roof Work Only

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

Revised 07/2023

Taxes	✓ P&MW
Violations	N/A
Fee	\$50 / \$500 CASH
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 a property within the Cape Charles Historic District Overlay. * *The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

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 must be deemed complete by the department staff prior to being evaluated.

☒ (A) Zoning Clearance Application ☒ (B) Photos of existing roof ☒ (C) Owner Affidavit ☒ (D) Payment of Fee

Owner signature:

Date:

09/01/2023

PART 2: PROPERTY INFORMATION

Property Address: 551 Tazwell Ave. Cape Charles Va. 23310

Tax Map #: 8313-1-352

Is there an active Certificate of Appropriateness on this property? ☐ No ☒ Yes 10/30/2023 Date

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Brian & Katrina Stafford

Mailing Address: 5321 Thunder Hill Rd. Columbia Md 21045

Phone Number: 240-654-2436

Email: kaci.stafford@gmail.com

PART 4: PROPERTY INFORMATION

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

Name and/or Company: Donald Appenzeller

Mailing Address: 21290 Bellevue Ln Cape Charles Va. 23310

Phone Number: 757-286-0821

Email: dcappenzeller@msn.com

PART 5: PROJECT INFORMATION

Remove existing shingles from entire residence , replace flashing on chimney with black metal flashing and repair stucco on existing stucco chimney to match existing stucco color . Install new Gaf 30 yr Architectural composite shingles of like kind of existing shingle

PART 6: ROOF REPAIRS

SEE SECTIONS 4.2, 5.2, & 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work, check all that apply:

- ☐ New ☐ Repair (% of roof structure) _____
☒ Reroofing: In kind yes Different in style or material _____
☐ Add/Repair Gutters and downspouts
☒ Repair Chimneys

Location (Pictures of existing condition):

roof

Existing Roof

Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure

Existing Material:

Composite shingle

Proposed Roof

Proposed Materials (specifications):

Composite shingles Architectural GAF 30 yr.

Existing Chimney

Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure

Proposed Chimney

☒ Repair ☐ Remove ☐ Add a chimney cap

Indicate the reason for change and materials to be used.

No changes in materials .

Other / Additional Notes:

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: [Signature]

Date: 8/30/2023

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: **551 Tazwell Ave. Cape Charles Va 23310** Tax Map #:

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Brian & Katerina Stafford**

Mailing Address: **5321 Thunder Hill Rd. Columbia Md. 21045**

Phone Number: **240-654-2436** Email: **kaci.stafford@gmail.com**

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

, roofing , wood repairs , decking, painting , masonry

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: **Donald Appenzeller**

Mailing Address: **21290 Bellevue Ln. Cape Charles Va. 23310**

Phone Number: **757-286-0821** Email: **dcappenzeller@msn.com**

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner:

Date: **08/31/2023**

State of **MD**

County of **Howard**

The foregoing instrument was acknowledged before me this

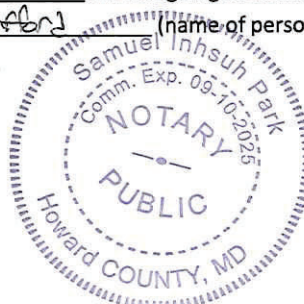
31 day of **August**, 20**23**, by **Brian and Katerina Stafford**

(name of person acknowledged)

Signature of Notarial Officer:

Notary Registration number: **N/A**

My commission expires: **9/6/25**



Seal



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 MW
Violations	N/A
Fee	
Decision	

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: 8/30/2023

PART 2: PROPERTY INFORMATION

Property Address: 551 Tazwell Avenue Cape Charles Va. 23310

Tax Map #:

Zoning District if not located in Bay Creek:

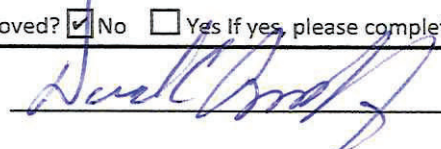
☒ R-1 ☐ R-2 ☐ R-3 ☐ CR ☐ C-1 ☐ C-2 ☐ C-3
☐ M-1 ☐ M-2 ☐ GBI ☐ GBI-H1 ☐ Harbor

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

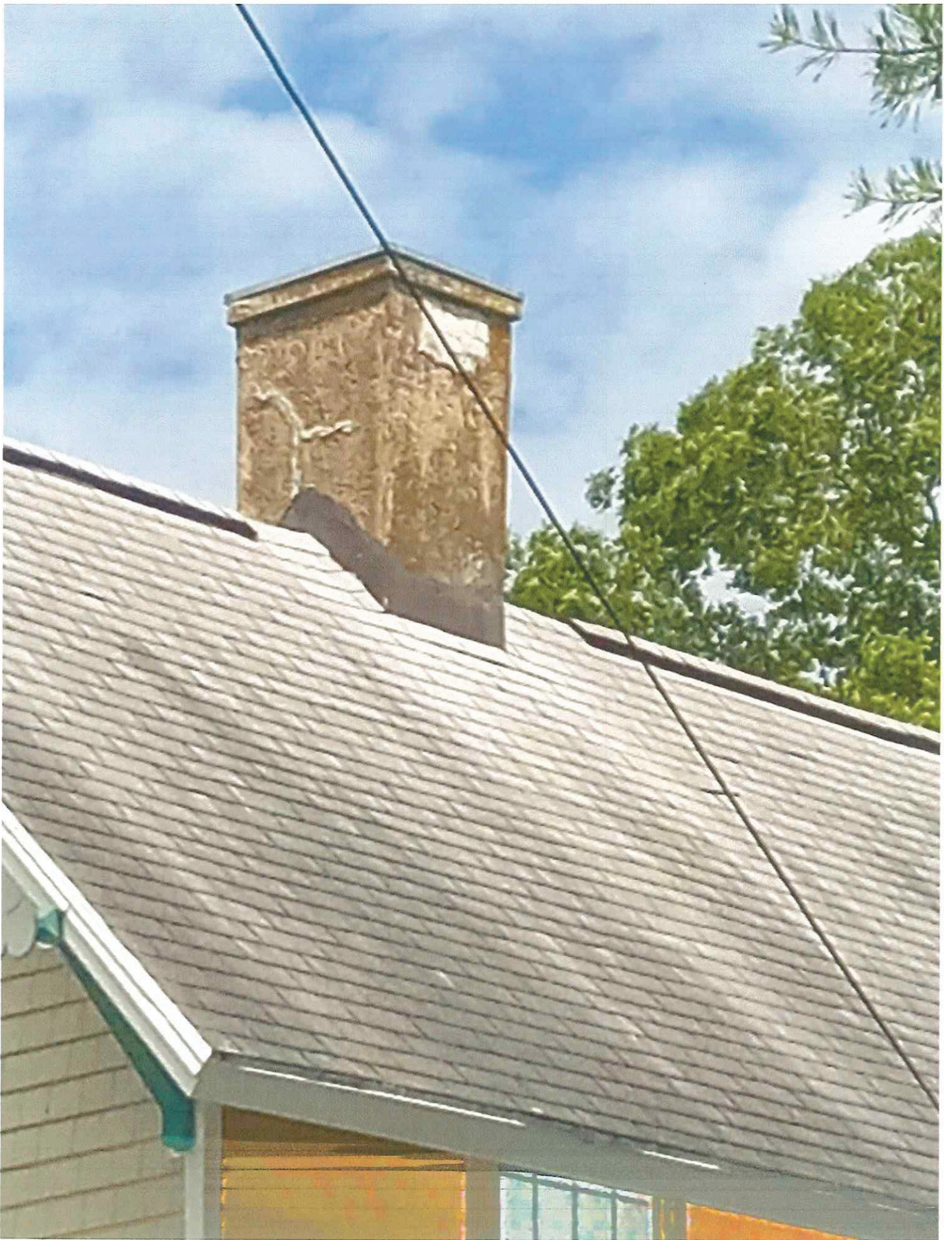
Subdivision Name	Zoning Designation	Subdivision Name	Zoning Designation
☐ Bayside Village	PUD Village	☐ Muirfield Village	PUD Village
☐ Bay Vista	PUD R-3	☐ New Quarter	PUD R-2
☐ Fairways	PUD R-3	☐ Plantation Pointe	PUD R-1
☐ Heron Pointe	PUD R-2	☐ The Colony	PUD R-3
☐ Kings Bay	PUD R-2	☐ The Hollies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

PART 3: PROPERTY OWNER INFORMATIONName and/or Company: **Brian & Katrina Stafford**Mailing Address: **5321 Thunder Hill Rd. Columbia Md. 21045**Phone Number: **240-654-2436**Email: **kaci.stafford@gmail.com****PART 4: APPLICANT INFORMATION**☒ Check here if the applicant is the owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)Name and/or Company: **Donald Appenzeller**Mailing Address: **21290 Bellevue Ln cape Charles Va. 23310**Phone Number: **757-286-0821****PART 5: PROJECT INFORMATION****PART 6: ADDITIONAL INFORMATION**

Category of work	☒	Residential	☐	Commercial	☐	Industrial
Type of work	☐	New (landscape plan needed)	☐	Renovations	☐	Repairs
(Check all that apply)	☐	Demolition	☐	Full	☐	Partial _____ ft ²
	☐	Addition	☐		☐	Accessory structure _____ ft ²
	☒	Fence	☐		☐	Pool (requires a CUP)
	☒	Roof	☐		☐	Solar Panels
	☐	Elevator				
	☐	Other (specify)				

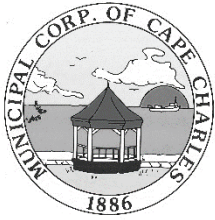
Are trees going to be removed? ☒ No ☐ Yes If yes, please complete a Tree Permit Application.Applicant's signature: Date: 6/30/2023

Zoning Administrator's signature: _____ Date: _____









HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 17, 2023

Item #: 7D (2) – 500 Monroe Avenue

Prepared by: Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Admin

Reviewed by: Katie H. Nunez, Director of Planning & Zoning Administrator

Date: October 4, 2023

APPLICANT: John and Rachelle McLaughlin

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 500 Monroe Avenue

WORK TO BE PERFORMED: Repair front chimney,
remove rear chimney; rear addition; and new accessory
structure

TAX MAP: 83A3-1-378

CURRENT ZONING: Residential-1 (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: 1917, Queen Anne

Accessory Structure: N/A

DATE APPLICATION RECEIVED: September 5, 2023

PRE-APPLICATION MTG: October 17, 2023

DATE APPLICATION DEEMED COMPLETE: September 5, 2023

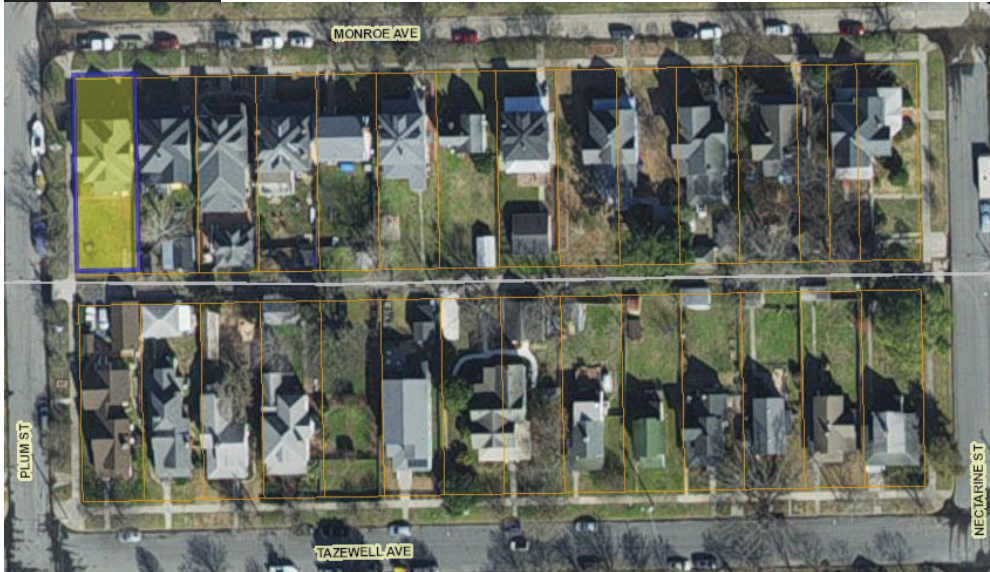
LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 6, 2023

The applicant is seeking the following repairs and removals to chimneys, addition to rear sunroom, and accessory structure to the single-family residence:

- Chimneys:
 - Front Fireplace – Replace bricks with brick veneer and mortar to match appearance
 - Rear Furnace – Remove (furnace will be replaced with traditional HVAC units)
- Rear Addition: 2-Story, 312 sq. ft.
 - Roof: Metal to match front porch roof
 - Siding: HardiePlank
 - Door: Composite 4 Glass Panes
 - Windows: Composite Double Hung 2/2
 - Trim: PVC
 - Foundation: Brick covered
 - Steps: Wood and Composite
 - 2nd Story Balcony:
 - Ceiling: Vinyl
 - Flooring: Composite
- New Accessory Structure:
 - Roofs: Asphalt Shingles
 - Siding: HardiePlank
 - Doors: ½ lite 9 Glass panes Steel

- Windows: 1/1 Double Hung Vinyl
- Trim: 4" PVC
- Foundation: Concrete

AERIAL MAP:



MATERIALS:

- Front Chimney: Brick Veneer and Flashing
- Roof: Rear Addition: Standing Seam Metal; Accessory Structure: Asphalt Shingles
- Doors: Rear Addition - 1st Floor: ThermaTru 8'8" x 8', 4/1; 2nd Floor: ThermaTru 2'6" x 6', 4/1; Accessory Structure: Steel: Garage ½ lite Glass Panes; ADU: 9 lite
- Windows: Marvin Windows with Azek Rake Crown 2-3/4" Trim & ¾" Historic Sill: 1st Floor: 2/2; 2nd Floor: 1/1; Accessory Structure: Vinyl Double Hung 1/1
- 2nd Floor Balcony: Railing: Composite per code; Columns: 10" Composite Wrap; Flooring:
- Siding: Hardie 5" Smooth Exposure
- Foundation: Rear Addition: Brick covered Accessory Structure: Concrete
- Steps: Wood Composite
- Driveway: Concrete

EXISTING CHIMNEY PHOTOS:

Fireplace Front Chimney



Furnace Rear Chimney



EXISTING FRONT (10/3/2023):



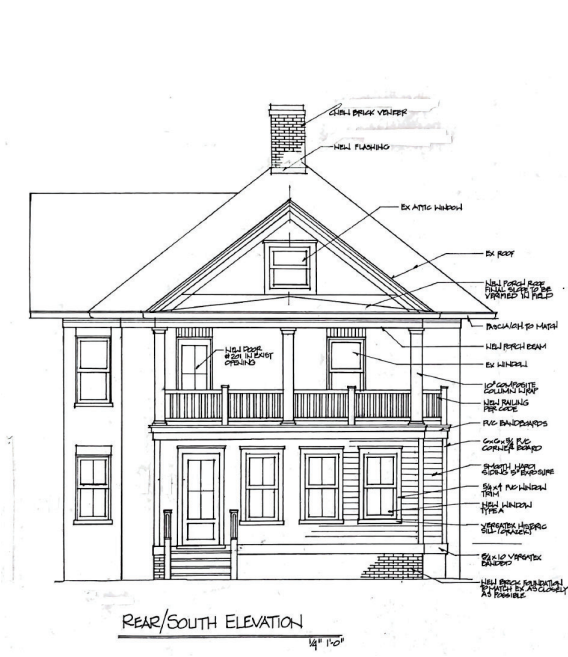
EXISTING SIDE (10/3/2023):



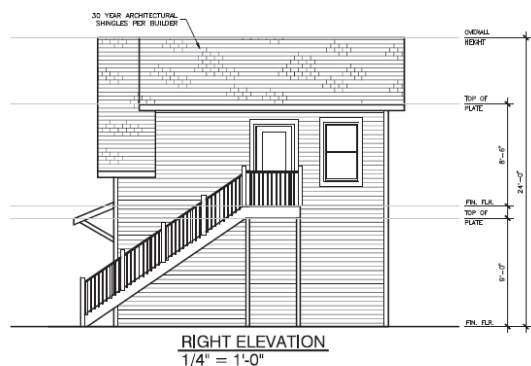
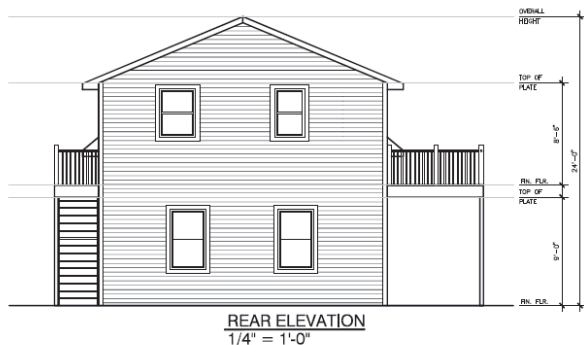
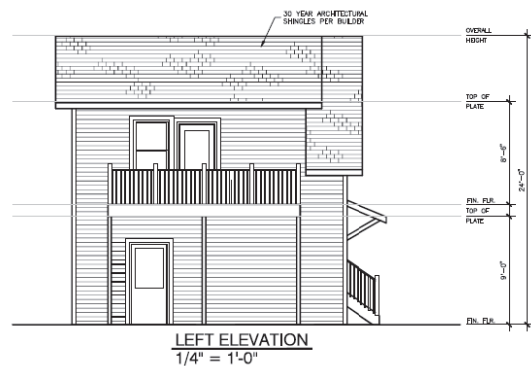
EXISTING REAR (10/3/2023):



PROPOSED REAR MODIFICATION/ADDITION:



PROPOSED ACCESSORY STRUCTURE:



STAFF ANALYSIS:

ZONING COMPLIANCE

The property is a legal, conforming use and the proposed repairs and modification for an addition are in conformance with zoning. The accessory structure cannot be approved by zoning at this time as some details are still needed on the site plan.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2 Building Types Forms, & Associated Architectural Styles

Section 4.3.1: Routine Maintenance & Repairs – Masonry – Other Masonry Features

Section 5.3.2: Other Masonry Features

Section 5.6: New Additions to Contributing Buildings

Section 6.1: New Accessory Structures Associated with Contributing Primary Buildings

Section 9.1: Hardscaping (Driveways, Walkways, & Other Paving)

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and style proposed for all repairs or removal of chimneys and modifications for an addition to the home reflect the character and historic appearance of the neighborhood.

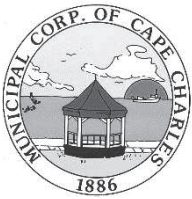
Staff is prepared to assist in the development of a motion, if needed.

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
Violations	N/A
Fee	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: *J.D. McLaughlin* *Rachelle McLaughlin* Date: 09/04/23

PART 2: PROPERTY INFORMATION

Property Address: 500 Monroe Avenue Tax Map #: 83A3-1-378

Is there an active Certificate of Appropriateness on this property? ☒ No ☐ Yes _____ Date Zoning District: R1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@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: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

PART 5: PROJECT INFORMATION**Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):**

Renovation of home that primarily involves enlarging the current sunroom, which appears to be an addition to the original home. The plan would be to increase the size to allow this to be a family type game room with the addition of a full bathroom. Above the sunroom we propose a covered deck which would involve converting one of the existing windows above the current sunroom into a door. We will look to renovate some of the interior aspects of the home to include updating the kitchen and converting a bedroom into a master bath as well as finish the attic into a living space. The house currently has two chimneys on the exterior, one for the furnace and one for a nonfunctional fireplace. Both chimneys on the exterior are in need of repair. We plan on adding a vented propane fireplace and repair the chimney to the front of house with a brick veneer. The chimney for the furnace we would like to remove given the furnace has been removed.

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): 500 Monroe Ave, Cape Charles VA 23310

Stories: 2 Building height: 37.5' Footprint: 312 sqft Gross square footage: 334 sqft

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	Metal Roof matching existing front porch roof
Existing Material:	Proposed Materials: Metal

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: 2 Removed: 1
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.

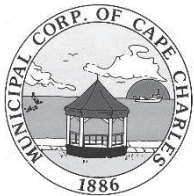
Existing Door	Proposed Door
Door 1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: wood	Proposed Material: composite
Dimensions: Width 3x8ft Height 3x8ft	Dimensions: Width 2'8"x8' Height 2'8"x8'
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): solid wood, 6 panel	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Composite, 4 glass panes

Indicate the reason for change: Enlarging sunroom and moving door location. Additional door to be placed on 2nd floor converting an existing window with door dimensions of 2'6"x6'8", leading to 2nd floor covered deck above the sunroom.

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: <u>6</u> Removed: <u>5</u>	
Repaired: _____ Replaced: In kind _____ Different in style or material <u>Yes</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture See picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture See picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: Sliding glass window 3ft x6ft	Material: composite double hung 2/2, 2'8" x5'8"
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): New 2nd floor covered porch above newly constructed sunroom	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: Not existent	Composite decking with railings and columns that match front porch.
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: Not existent	Vinyl Ceiling within framework of a Metal Roof.
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.): Adding deck above sunroom to allow for additional outdoor space.	
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>4</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: brick	Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure
Proposed Material: Wood and Composite	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Changing entry location.	
Number of Railings to be: _____ Repaired <u>2</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): Side of steps	
Existing Material: Wood	Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure
Type of Material to be used: Composite	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Changing entry location.	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length: 6	Width:	Materials:
☐ Patio	Length: 6	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): Sunroom			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☒ Not sure			
Existing material: Vinyl		Proposed material: Hardiplank	
Dimensions: Thickness - Width - 4 inches		Dimensions: Thickness - Width - 5" exposure	
Indicate the reason for change, e.g., underlying material condition, rot: Enlarging sunroom and replacing with a higher quality material.			
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): Sunroom			
Existing Material: Vinyl		Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Type of Material to be used: White PVC Trim			
Dimensions: 4 inch around windows and doors, 6x6inch corner boards			
Reason for repair or alteration (change of material or design): Replacing vinyl with higher quality material.			
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): Sunroom			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure			
Existing Material: brick		Proposed Materials: Cinderblock with brickface	
Existing mortar: yes,gray Joints:		Mortar to be used: yes,gray Mortar joints: yes,gray	
Other / Additional Notes: Enlarging sunroom with retaining a portion of the original foundation and adding on foundation with a brick facing to achieve the dimensions planned 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: Current fireplace chimney to front of house in need of exterior repair due to deterioration of mortar and brick. 2nd chimney, located to rear of house, associated with a nonfunctional furnace to be removed. This chimney is also currently in a state of deterioration. The fireplace chimney bricks will be replaced with similar brick veneer and mortar to match original appearance.			

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>R.D. m Lzk Rachelle M Laughlin</i></u> Date: <u>09/04/2023</u>	
Zoning Administrator's signature: _____ Date: _____	
Zoning Ordinance Article VIII Section: _____	



Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 05/2023

Taxes

Violations

Fee

Decision

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

A Certificate of Appropriateness (COA) is required for all applications for zoning clearances and permits involving any new construction, including accessory structures, within the Cape Charles Historic District Overlay. A pre-application meeting is available upon request prior to submitting this application. ** The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

The following documents must be submitted to the Town for review before this application can be reviewed. In addition to these documents, the COA application and requested supporting information must be deemed complete prior to being evaluated.

- | | | |
|--|--|--|
| ☒ Site Plan | ☒ Elevations | ☒ Zoning Clearance Application |
| ☒ Photos of existing lot | ☒ Renderings | ☒ Photos of proposed materials |
| ☐ Owner Permission Affidavit | ☒ Payment of Fee | ☐ Tree Permit Application |

Owner signature:

J. D. McLaughlin

Rachelle McLaughlin

Date: 9/4/23

PART 2: PROPERTY INFORMATION

Property Address: 500 Monroe Avenue

Tax Map #: 83A3-1-378

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

Zoning District: R1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

PART 5: PROJECT INFORMATION

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

Construction of a detached garage with a living space above garage parking.

PART 6. ACCESSORY STRUCTURE See Section 5.13 & 6 of the Historic District Design Guidelines Cape Charles Zoning Ordinance Section 4.2 (E)			
Main Dwelling First Floor Building Area (sq ft): 1316 sq ft		Height of Main Dwelling: 37.5'	
Building Area (sq. ft.): 550 sq ft		Total Gross Floor Area (sq. ft.): 528 sq ft	
Distance from Main Structure (ft.): 23'		Building width (ft.): 24'	
Building Height	Feet: 24'	Stories: 2	Roof pitch: 10/12 & 5/12
A. Foundation	Material to be used if applicable: Concrete		
B. Roofing	Material to be used: Asphalt Shingles		
C. Siding	Material to be used: Hardiplank	Dimensions: 8.25 width	
D. Doors	Width: 3' Height: 6' 8"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Steel 1/2 lite 9 glass panes		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material: White vinyl double hung 1/1		
	Width: 3', 2.5', 2.5', 2'	Height: 5', 5', 4', 4'	Depth: 4.5"
F. Trim	Material to be used: White PVC		
	Dimensions: 4"		
Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes). The structure will be of a carriage house style matching several homes with similar garage accessory dwellings throughout the historic district. It will compliment the Victorian architecture style of the home.			
Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation: High quality materials and distinctive features to include double pitched roof and garage door pergola with a metal roof sheath overhang.			
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>f.d.m. L.M. Rachelle McLaughlin</i></u>		Date: <u>9/4/23</u>	
Zoning Administrator's signature: _____		Date: _____	
Zoning Ordinance Article VIII Section: _____			

John and Rachelle McLaughlin
800 Carlsbad Court
Virginia Beach, VA 23456

September 4, 2023
Town Planner and Zoning Administrator
2 Plum Street
Town of Cape Charles

Re: Letter of Intent
500 Monroe Ave
Cape Charles, VA 23310

Dear Kaite,

Attached is an application for review and approval for renovations to an existing contributing house and construction of an accessory garage building. The existing house was built in 1917, a brick 3 story house with a wraparound porch and columns. There are 2 exterior chimneys, one for a fireplace and one for a heating furnace. The house has an existing sunroom attached to the back of the house that has a brick foundation and has vinyl siding likely added on to the original home.

Our intention with the renovation is to keep with the historical nature of the home, while increasing the size of the sunroom with no change to the front of the house. Currently the sunroom has an area of 207 sq feet and we want to increase this to 312 sq feet with the addition of a full bathroom. The primary intent is to use this as a family/game room, however by adding a downstairs full bathroom we are looking to the future when it might be possible that single floor living may be more of a reality than it is today. We propose 3 windows and a door on the south side (facing alley) of the room and three windows on the west side of the sunroom (facing the park). The windows and doors will match the current style of the house. We will have a brick covered foundation with 5-inch exposed, white Hardiplank siding with PVC trim. In addition to the sunroom we would like to add a covered deck above this room so that we may increase the outdoor space with an exceptional view over the park. With this we would convert an existing window to a doorway leading to the deck. The deck would have composite decking and railings and columns that match the character of the front porch. The deck will be covered with a metal roof similar in design and material to the roof over the front porch. This roof will have a low pitch so that we may keep it starting at the level of the existing gutter of the main house. The attached architectural drawings and specifications by Peacock Cottage LLC represent the project well.

Existing structure that will need repair and attention are the houses' two chimneys. The one to the front of the house is for the main fireplace and the rear chimney stack is for the nonfunctional furnace. Both chimney stacks are in a state of disrepair. Our proposal would be to repair the front chimney stack with a brick veneer that will mimic the original appearance of the chimney stack. Our proposal includes removing the rear chimney stack as this again is in a state of disrepair and the furnace will be replaced with traditional HVAC units.

The addition of the garage will add to the character of the town, with the Victorian style proposed. The garage will consist of the main level garage and a living space above to include one bedroom, one

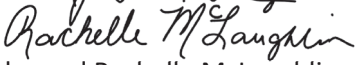
bathroom and a kitchen and living area as well as deck area. The appearance will be similar to many in town and attached is a picture of what we are envisioning that a home on Randolph Street currently has as its garage. We will use 8.25-inch Hardiplank siding with a 10/12 and 5/12 dual sloped roof with composite trim and garage door pergola hip roof overhang with a metal roof.

We are excited about the upcoming venture and are happy to be contributing to the character and charm of the town.

See attached pictures for the current state of the house and proposed materials and structures.

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

Sincerely,



John and Rachelle McLaughlin.

Front of home



Current Sunroom



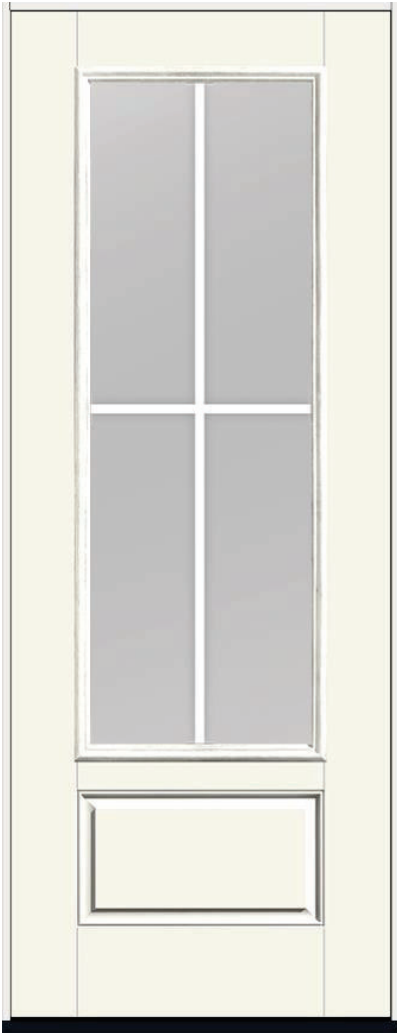
Fireplace Front Chimney



Furnace Rear Chimney



Existing Metal roof over front porch to match new
roof over sunroom deck



Proposed Sunroom doors



Proposed Sunroom windows

Proposed Composite Decking and railing for above sunroom. Same railing to be used for steps.



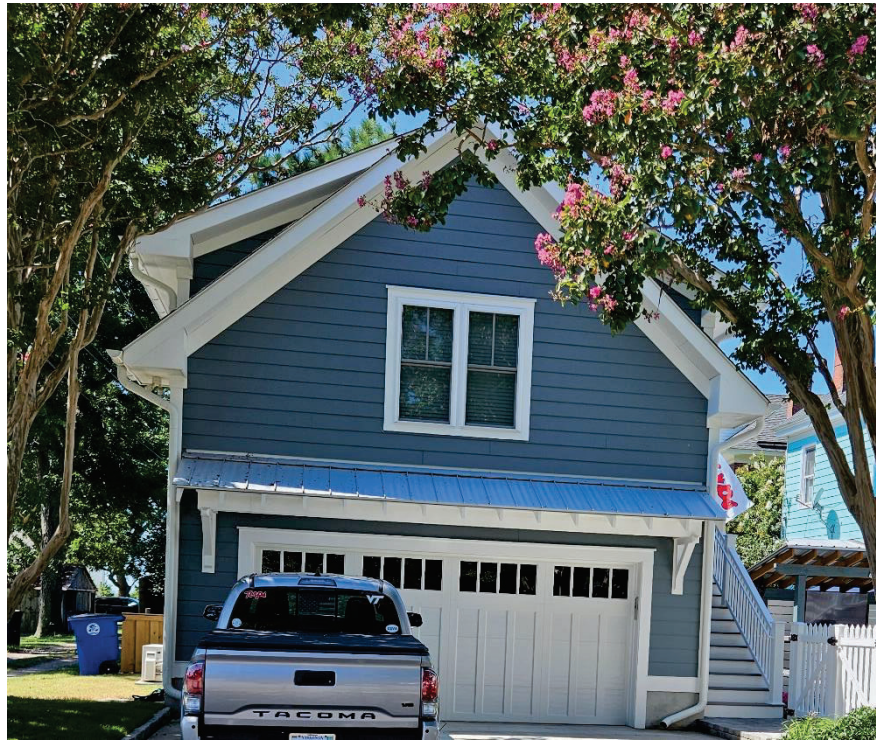
Veneer brick to be used on chimney and foundation of sunroom

Trainstation brick by General Shale



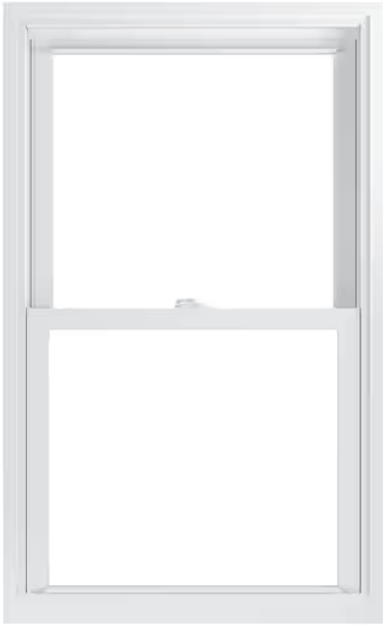
Garage Accessory Structure

Similar designed garage located on
Randolph St



Proposed Entry door to apartment above garage





Proposed Window for garage structure

Hardiplank siding for garage structure

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SIDING COLORS

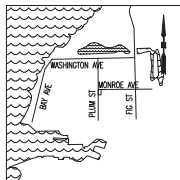
Pearl Gray



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Colors shown may vary due to screen resolution. Please see actual product sample for true color.



LOCATION MAP

SCALE: 1" = 200'

TOWN OF	CAPE CHARLES, VA
DATUM	VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE NAD 83/93 HARN US SURVEY FOOT

VERTICAL DATUM	VERTICAL DATA ESTABLISHED ON SITE VIA GPS DATA TIED TO THE VIRGINIA SURVEY NETWORK AND NOT TIED TO SPECIFIC CITY ZONES
CITY OF	CAPE CHARLES, VA
DATUM	NAVD83

FLOOD INFORMATION INDICATED HEREON SHOULD NOT BE CONSIDERED AS A DETERMINATION OF THE NEED OR LACK OF NEED FOR FLOOD INSURANCE. PROPERTY OWNERS SHOULD CONTACT A LOCAL FLOOD OFFICIAL FOR MORE INFORMATION.

AE = 1% CHANCE OF ANNUAL FLOOD
X-SHADED = 0.2% CHANCE OF ANNUAL FLOOD
X = MINIMAL FLOOD HAZARD AREA

THIS SITE APPEARS TO LIE IN FLOOD ZONE(S) X, X-SHADED

AS SHOWN ON F.I.R.M. MAP PANEL #	5131C0205F
PANEL DATE:	03/02/2015
NFP COMMUNITY NAME	TOWN OF CAPE CHARLES
NFP COMMUNITY NUMBER	510106
FIRM INDEX DATE	03/02/2015

TAX ID	83A3-1-378
OWNER(S)	JOHN D. & RACHELLE M. MCLAUGHLIN
DEED INSTRUMENT	220001558
DATED	05/16/2022
RECORDED	08/08/2022
LOCATION	NORTHAMPTON COUNTY CIRCUIT COURT
MAILING ADDRESS	880 CARLSBAD CT VIRGINIA BEACH VA 23466

WAS-1D DOES NOT CARRY AS TO THE ZONING DESIGNATION OF THE SITE. FOR DETAILED ZONING INFORMATION, PLEASE CONTACT THE ZONING DEPARTMENT AT THE NUMBER LISTED BELOW.

SOURCE	TOWN OF CAPE CHARLES ZONING MAP
ZONING DEPT. PHONE #	(757) 678-0443
FRONT SETBACK	35'
REAR SETBACK	25'
SIDE SETBACK (INTERIOR)	5'
SIDE SETBACK (CORNER)	5'

LINE	DESCRIPTION
=====	BUILDING OVERHANG
=====	BUILDING WALLS
-----	CONTOUR (1 FOOT INTERVALS)
-----	DITCH: CENTERLINE
-----	DITCH: TOP OF BANK
-----	DITCH: TOE OF SLOPE
-----	FLOOD ZONE LINE
-----	LANDSCAPING: EDGE
-----	PAVEMENT: ASPHALT/EDGE
-----	PAVEMENT: GRAVEL
-----	VEGETATION: DRIFTPINE

GENERAL SURVEY NOTES:

- THIS SURVEY WAS PRODUCED BY MID-ATLANTIC SURVEYING AND LAND DESIGN, INC. FOR JOHN MCLAUGHLIN.
- THIS SURVEY WAS PRODUCED WITHOUT BENEFIT OF A TITLE REFERENCE. ALL EASEMENTS, SERVITUDES AND RESTRICTIONS MAY NOT BE SHOWN.
- THE BOUNDARY LINES SHOWN ARE BASED ON A CURRENT FIELD BOUNDARY SURVEY.
- THIS SURVEY IS NOT INTENDED TO SHOW ALL UNDERGROUND UTILITY FEATURES. IT IS THE RESPONSIBILITY OF THE OWNER OR CONTRACTOR TO CONTACT MISS UTILITY BEFORE ANY EXCAVATION OR OTHER EARTH MOVING WORK.

TOPOGRAPHIC SURVEY CERTIFICATION

THIS SURVEY

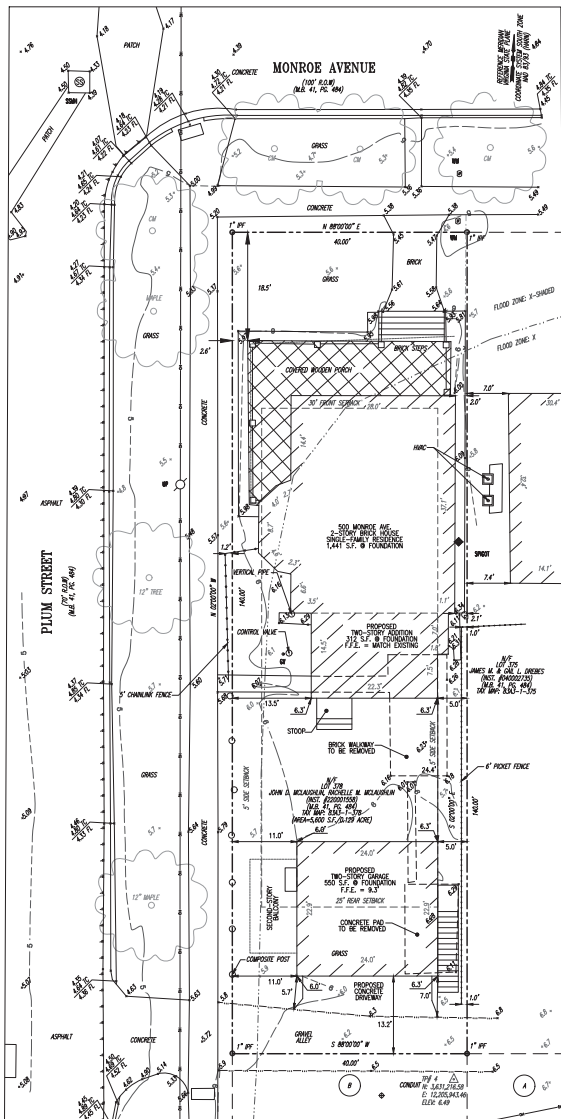
"RESIDENTIAL SITE PLAN OF LOT 378 (M.B. 41, PG. 484) FOR JOHN MCLAUGHLIN, CAPE CHARLES, VA 08/31/2023"

WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF, BETH ANNE G. CAMPBELL, FROM AN ACTUAL GROUND OR REMOTE-SENSING SURVEY MADE UNDER MY SUPERVISION; THAT THE MAPPING AND/OR ORIGINAL DATA WAS OBTAINED ON 08/02/2023; AND THAT THIS PLAT, MAP, OR DIGITAL GEOGRAPHICAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

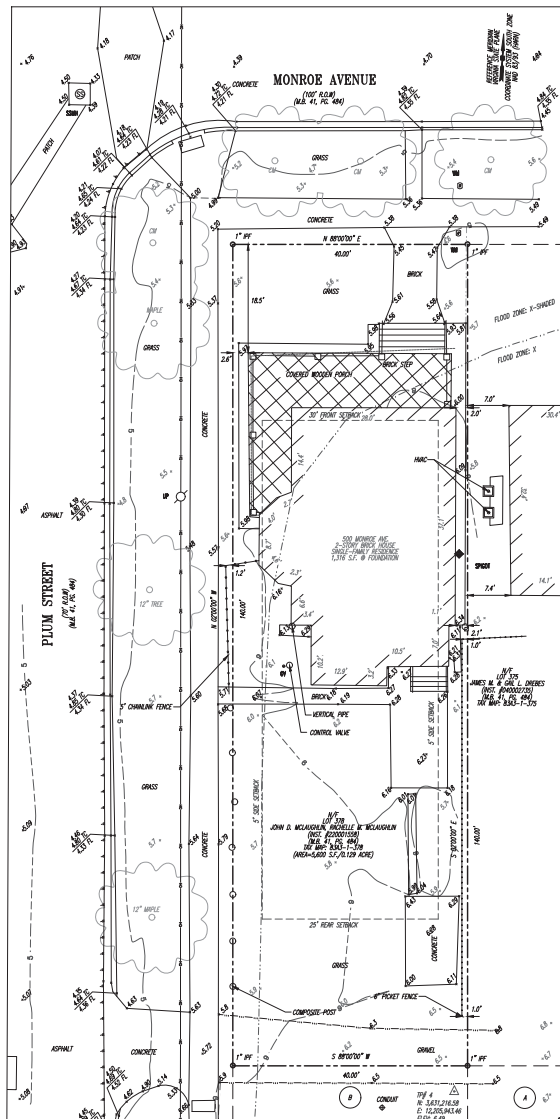
DATE: 08/31/2023 BETH ANNE G. CAMPBELL, VA L.S. #003376

PROPERTY TABLE	
1	LOT 378 LAWRENCE A. VEEB & KATHERINE M. VEEB (M.B. 271, PG. 383) (M.B. 41, PG. 484) TAX MAP: 83A3-1-378
2	LOT 377 HARVEY SHIRK CAMPBELL (M.B. 271, PG. 383) (M.B. 41, PG. 484) TAX MAP: 83A3-1-377

DEVELOPMENT PLAN



EXISTING CONDITIONS



ABBREVIATIONS

APPROX	APPROXIMATELY
BLDG	BUILDING
CONC	CONCRETE
D.B.	DEED BOOK
OPN	GEOREFERENCED PARCEL IDENTIFICATION NUMBER
HWIN	HIGH ACCURACY REFERENCE NETWORK
INST.	INSTRUMENT
INVT	INVERT
M.B.	MAP BOOK
N.F.	NAT. FOUND
N/F	NOW OR FORMERLY
PAGE	PAGE
PIN	PARCEL IDENTIFICATION NUMBER
S.F.	SQUARE FEET

COMMUNICATIONS

COMM	COMMUNICATIONS: FIBER HOLE
COMM	COMMUNICATIONS: FEEDBACK
COMM	COMMUNICATIONS: MANHOLE
COMM	COMMUNICATIONS: UNDERGROUND

CONTROL

TRF	CONTROL: TRAVERSE POINT
TRM	CONTROL: TEMPORARY BENCHMARK

FENCES

---	FENCE: SILT FENCE
---	FENCE: WOOD
---	FENCE: WOODEN
---	FENCE: METAL

GAS

GA	GAS: METER
GA	GAS: VALVE
GA	GAS: UNDERGROUND PIPES

POWER

PI	POWER: LIGHT POLE
PI	POWER: CONDUIT
PI	POWER: LIGHT POLE: SINGLE ARM
PI	POWER: LIGHT POLE: SINGLE BOX
PI	POWER: TRANSFORMER
PI	POWER: ELECTRIC PEDESTAL
PI	POWER: GUY WIRE
PI	POWER: UTILITY POLE WITH LIGHT
PI	POWER: ELECTRIC HANDHOLE
PI	POWER: OVERHEAD LINES
PI	POWER: UNDERGROUND

PROPERTY

DH	PROPERTY: DRILL HOLE FOUND
DH	PROPERTY: DRILL HOLE SET
IR	PROPERTY: IRON ROD FOUND
IR	PROPERTY: IRON ROD SET
IR	PROPERTY: NAIL FOUND
IR	PROPERTY: IRON PIPE FOUND
IR	PROPERTY: PINCHED PIPE FOUND
IR	PROPERTY: WOOD MONUMENT
IR	PROPERTY: BOUNDARY
IR	PROPERTY: ADJACENT BOUNDARY
IR	PROPERTY: EASEMENT

SANITARY

SM	SANITARY: MANHOLE
SM	SANITARY: CLEANTOUP
SM	SANITARY: PIPES
SM	SANITARY: FORCE MAIN

SITE

SI	SIGN
SI	BOLLARD

STORM

SM	STORM: MANHOLE
SM	STORM: CURB DROP INLET
SM	STORM: CATCH BASIN
SM	STORM: ROOF DRAIN
SM	STORM: PIPES

TRAFFIC

TR	TRAFFIC: BOX
TR	TRAFFIC: PEDESTAL
TR	TRAFFIC: MANHOLE

WATER

WV	WATER: VALVE
WV	WATER: METER
WV	WATER: IRRIGATION
WV	WATER: FIRE HYDRANT
WV	WATER: SPOUT
WV	WATER: FIRE DEPARTMENT CONNECTION
WV	WATER: POST INDICATOR VALVE
WV	WATER: UNDERGROUND PIPES

GRADE LEGEND

---	CENTERLINE
---	FACE OF CURB
---	FLOWLINE
---	TOP OF BANK
---	TOP OF CURB
---	TOE OF SLOPE



RESIDENTIAL SITE PLAN OF LOT 378 (M.B. 41, PG. 484) JOHN MCLAUGHLIN CAPE CHARLES, VA 08/31/2023

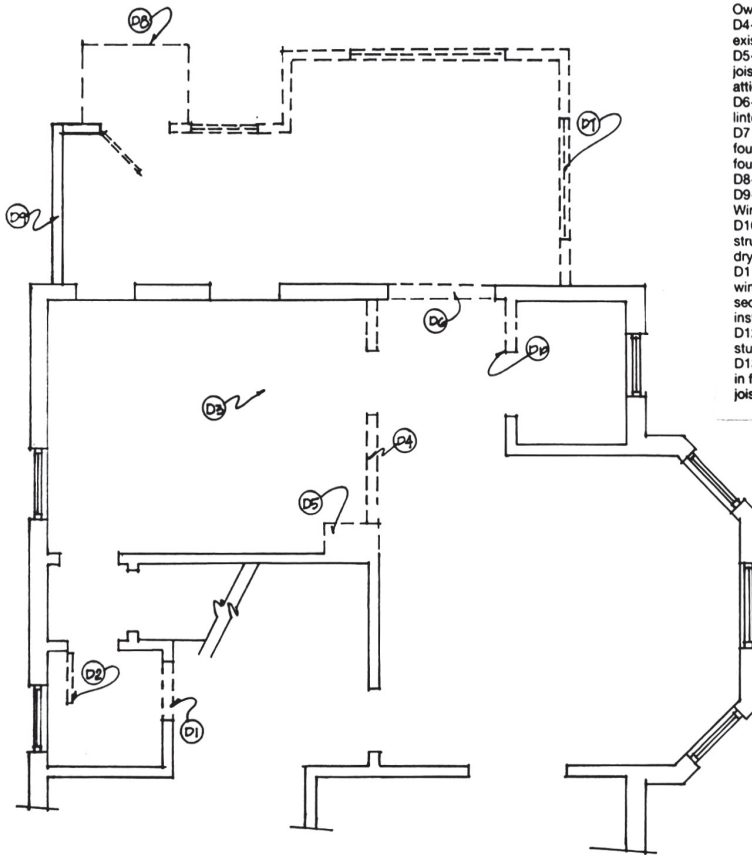
PROJECT #	202610
DRAWN BY	LMD/KMS
FIELD DATES	06/01/2021
FIELD DATES	06/01/2021
CHECKED BY	ETRAH1
CHECKED BY	BAC

BY	DATE	COMMENTS
1	08/31/23	REVISED ADDITIONAL DIMENSION AND GARAGE LOCATION
2	09/02/23	FINAL DEDICATE LOCATION

SHEET 1 of 1

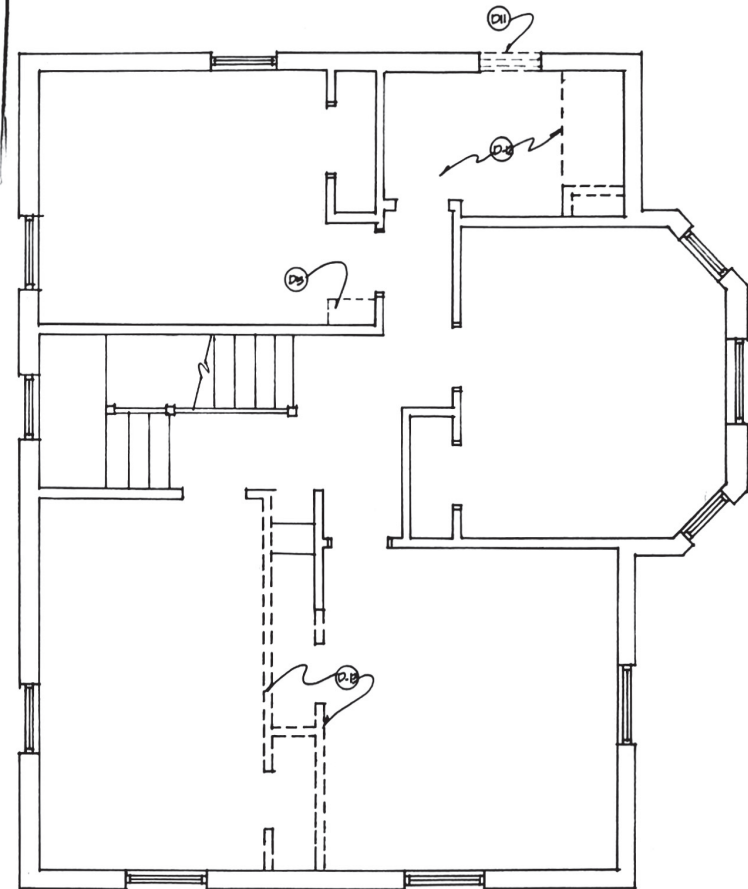
Demolition Notes

- D1- Remove existing wall for new door opening. Verify in field if bearing - support as required.
- D2- Remove existing door/frame. Infill to align both sides
- D3- Existing kitchen to be gutted. Coordinate with Owner new layout.
- D4- Remove existing bearing wall. Support/shore existing structure as required.
- D5- Remove existing chimney to below First floor joists. Patch floor structure on both floors and attic.
- D6- Remove existing masonry wall. Provide new lintels.
- D7- Remove existing rear addition stud walls, foundation walls and windows as shown. Retain foundation wall on East side as noted.
- D8- Remove stoop and stairs.
- D9- Remove existing window. Modify wall for new Window type B.
- D10 - Remove existing bearing wall - shore structure as require. Remove existing washer/ dryer rough ins.
- D11- Remove existing window. Remove existing window sill and masonry below window opening to second floor elevation to allow for new door to be installed.
- D12- Existing bathroom to be gutted down to studs and subfloor.
- D13- Remove existing interior walls. Note to verify in field if the walls are carrying the ceiling/attic floor joists. Support as required.



FIRST FLOOR DEMOLITION PLAN

1/4" = 1'-0"



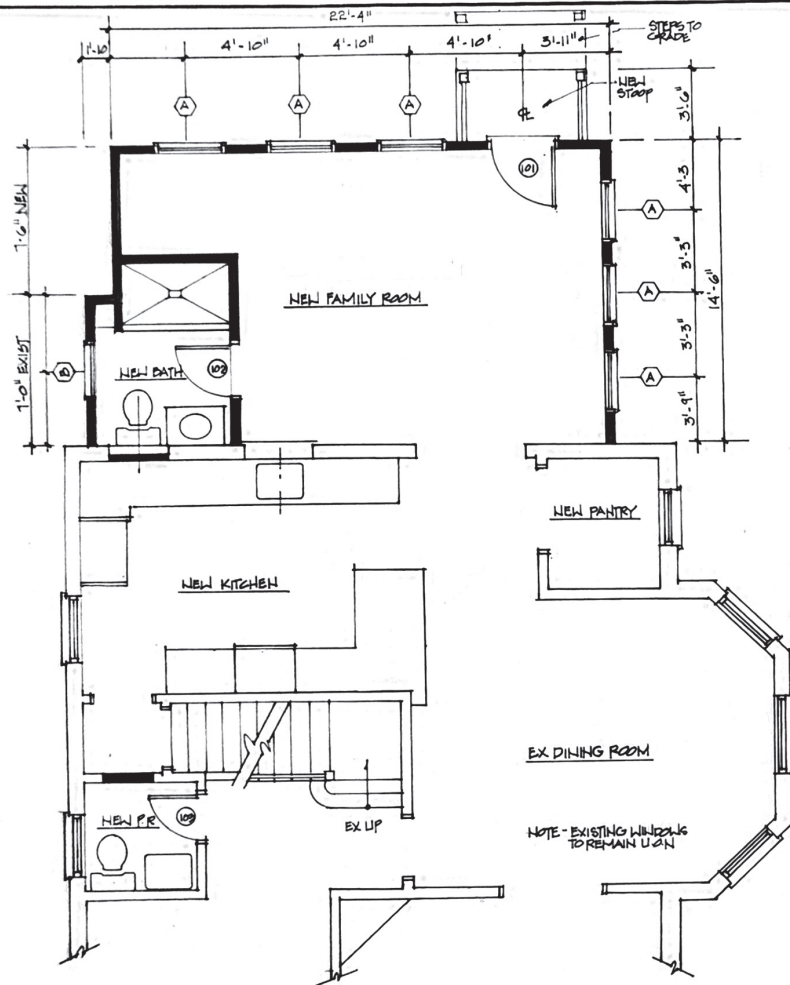
SECOND FLOOR DEMOLITION PLAN

500 MONROE AVE

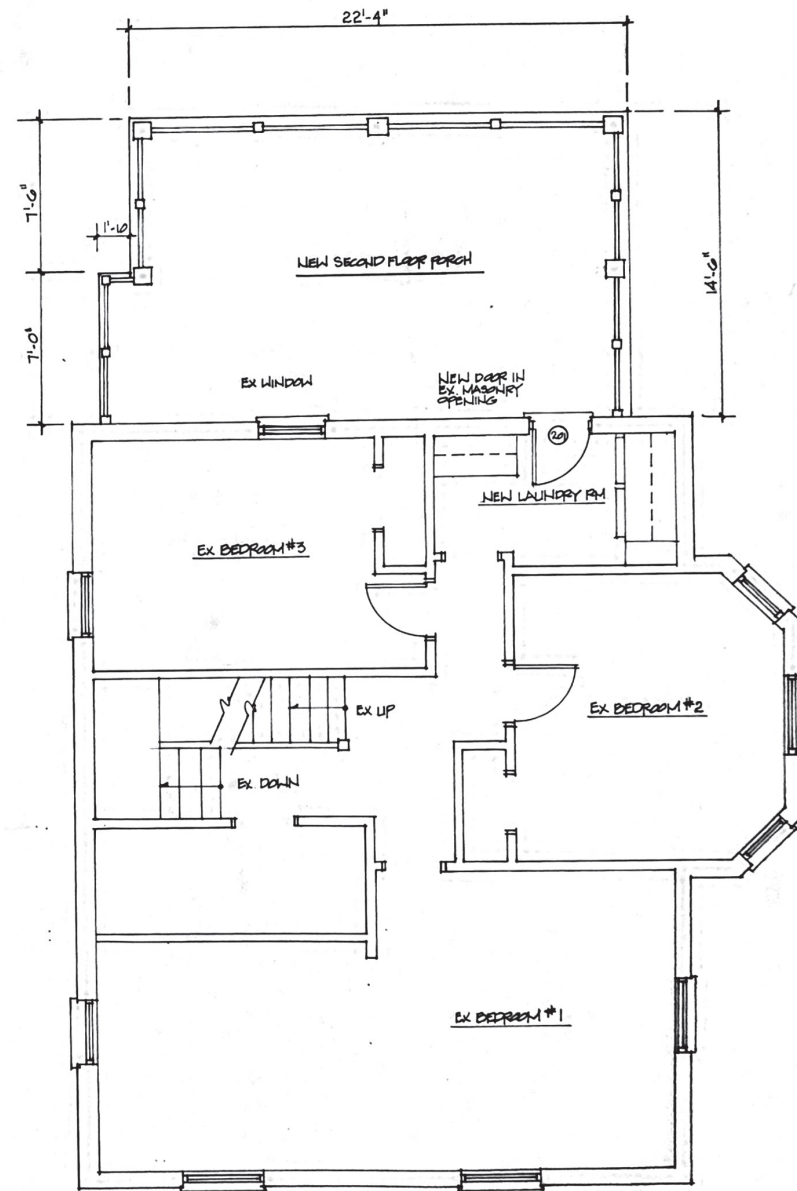
SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED:

PEACOCK COTTAGE LLC

DRAWING NUMBER



PARTIAL FIRST FLOOR PLAN

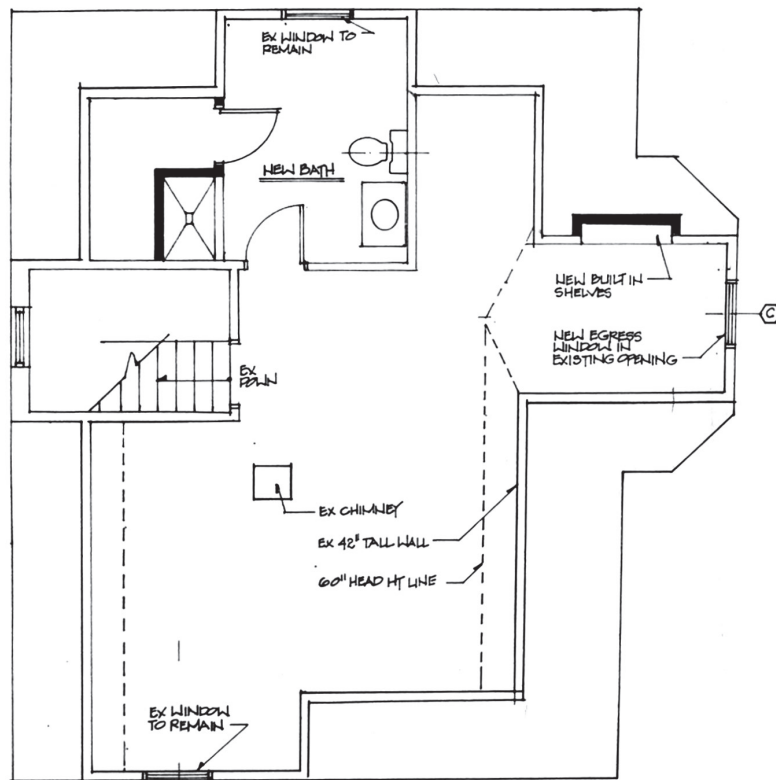


SECOND FLOOR PLAN

1/4" = 1'-0"

500 MONROE AVE

SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
		DRAWING NUMBER:



ATTIC FLOOR PLAN

$\frac{1}{4}" = 1' - 0"$

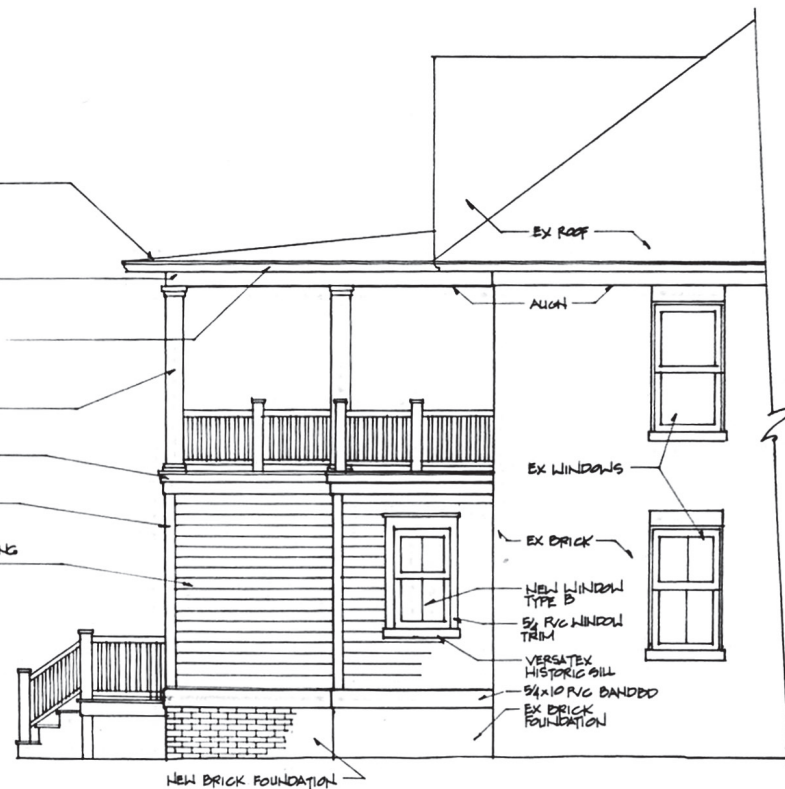
500 MONROE AVE

SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED
		DRAWING NUMBER



WEST SIDE ELEVATION

1/4" = 1'-0"

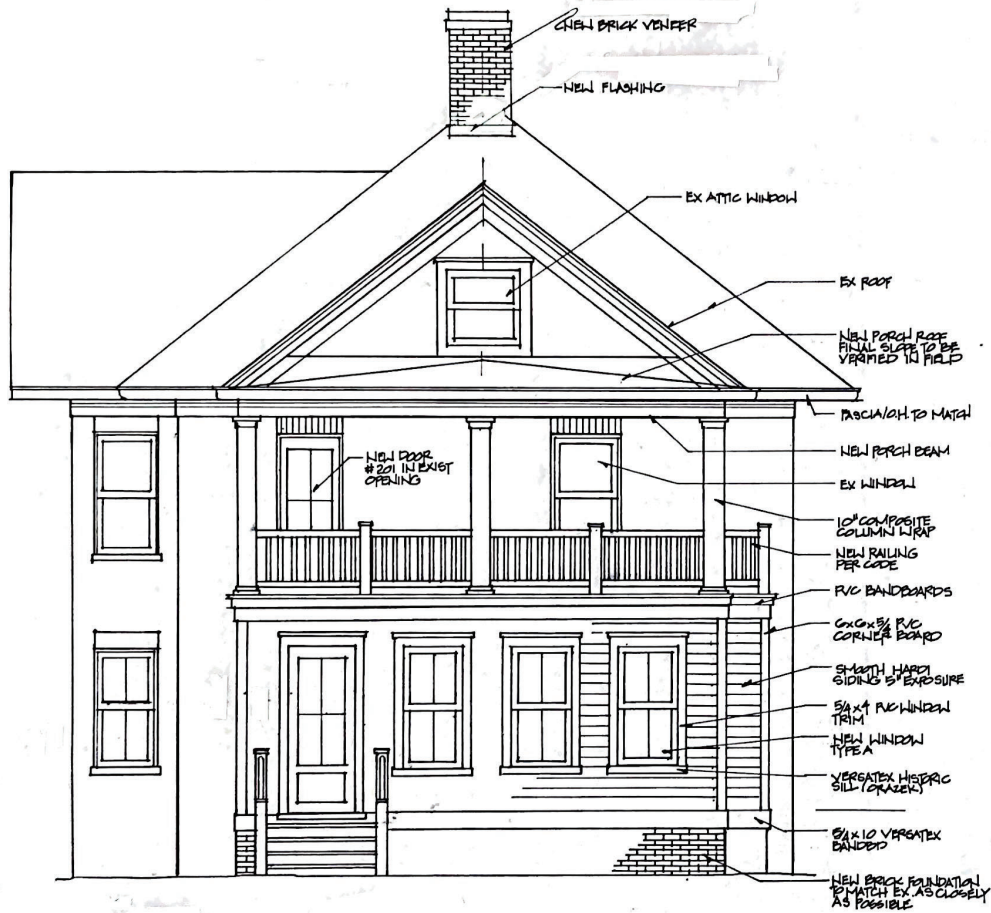


EAST SIDE ELEVATION

1/4" = 1'-0"

500 MONROE AVE

SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
		DRAWING NUMBER



REAR/SOUTH ELEVATION

1/4" = 1'-0"

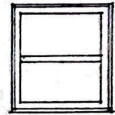
WINDOW SCHEDULE



A
ELCH5260
R.O. 2'-0" x 6'-0"

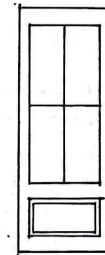


B
ELCH3060
R.O. 2'-6" x 6'-0"

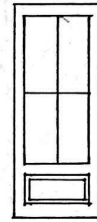


C
ELCA3739
R.O. 3'-1" x 3'-5"

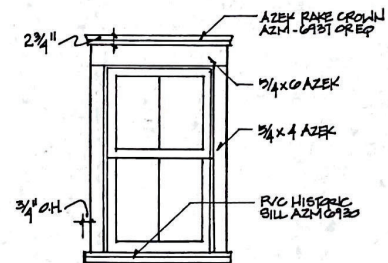
DOOR SCHEDULE



DOOR #101
2'-5" x 6'-0"
THERMATRU #58311



DOOR #201
2'-6" x 6'-8"
THERMATRU #32103



WINDOW TRIM DETAIL

1/8" = 1'-0"

500 MONROE AVE

SCALE: AS NOTED

APPROVED BY:

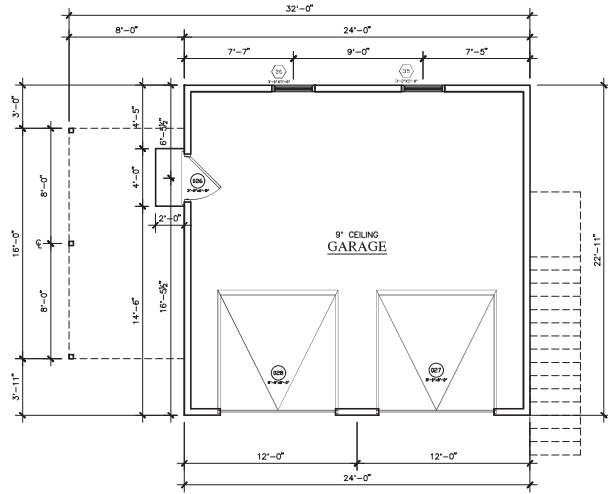
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DATE:

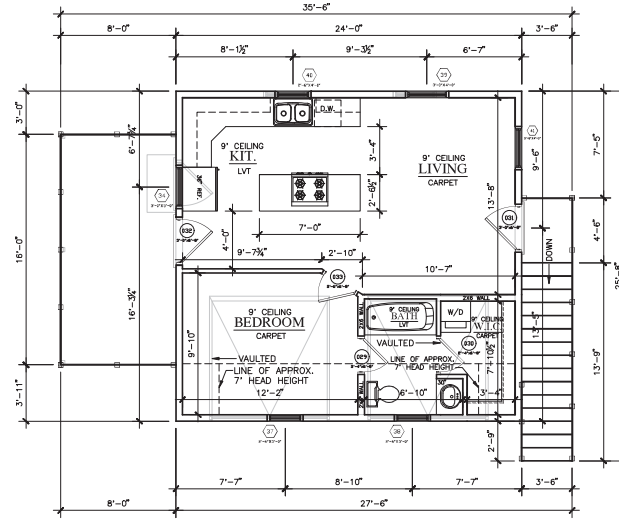
REVISED

DRAWING NUMBER

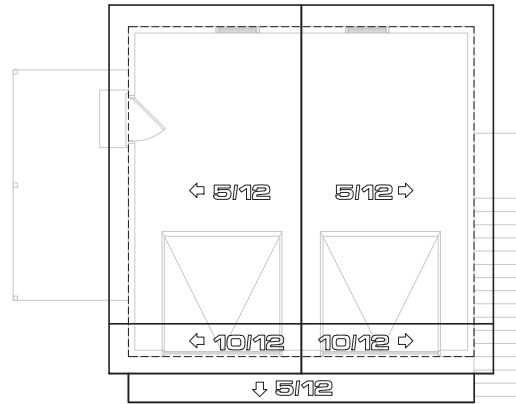
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LOWER LEVEL



UPPER LEVEL



ROOF PLAN

DOOR AND FRAME SCHEDULE

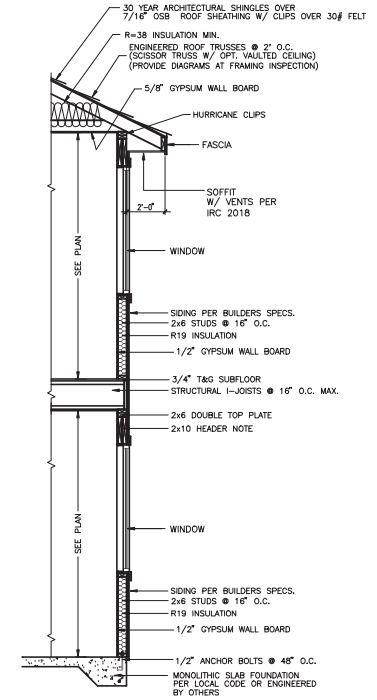
MARK	DOOR SIZE	
	WD	HGT
026	3'-0"	6'-8"
027	8'-0"	8'-0"
028	8'-0"	8'-0"
029	2'-4"	6'-8"
030	2'-4"	6'-8"
031	3'-0"	6'-8"
032	3'-0"	6'-8"
033	2'-6"	6'-8"

SQUARE FOOTAGE TABLE

SPACE	AREA
GARAGE SF	550.00 SF
LIVING SPACE	528.00 SF

WINDOW SCHEDULE

MARK	SIZE	
	WIDTH	HEIGHT
034	3'-0"	5'-0"
035	3'-0"	5'-0"
036	3'-0"	5'-0"
037	2'-6"	5'-0"
038	2'-6"	5'-0"
039	3'-0"	4'-0"
040	2'-6"	4'-0"



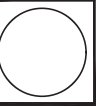
TYP. FOUND. WALL SECTION

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

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REVISIONS	
A	03-01-2022
B	03-22-2022
C	04-07-2022
D	07-06-2022
E	
F	
G	
H	

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MCLAUGHLIN RESIDENCE
GARAGE FLOORPLAN

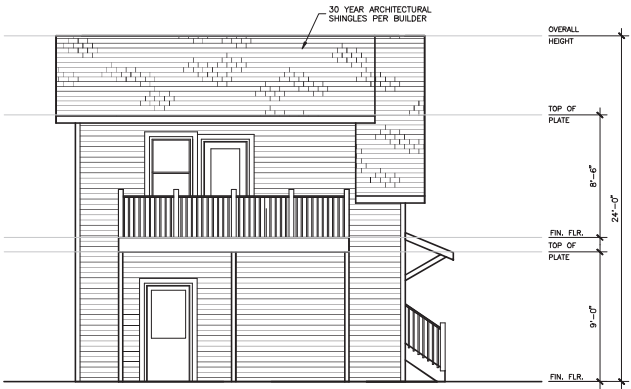
DESIGN BY	ALLDRAFT
FILE NAME	
CAD FILE	
DATE	05-31-2023
SCALE	1/4" = 1'-0"
SHEET	
A6	

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B	03-22-2022
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D	07-06-2022
E	
F	
G	
H	



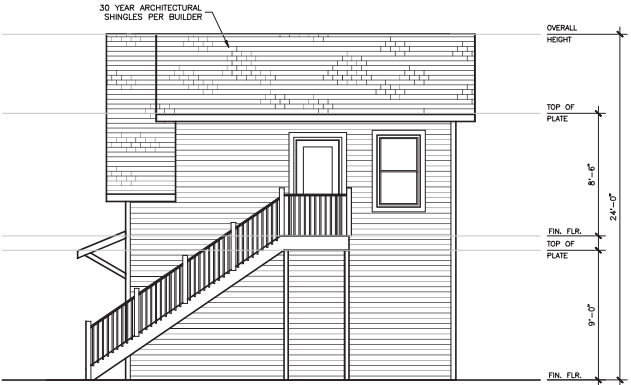
FRONT ELEVATION
1/4" = 1'-0"



LEFT ELEVATION
1/4" = 1'-0"



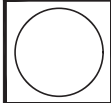
REAR ELEVATION
1/4" = 1'-0"



RIGHT ELEVATION
1/4" = 1'-0"

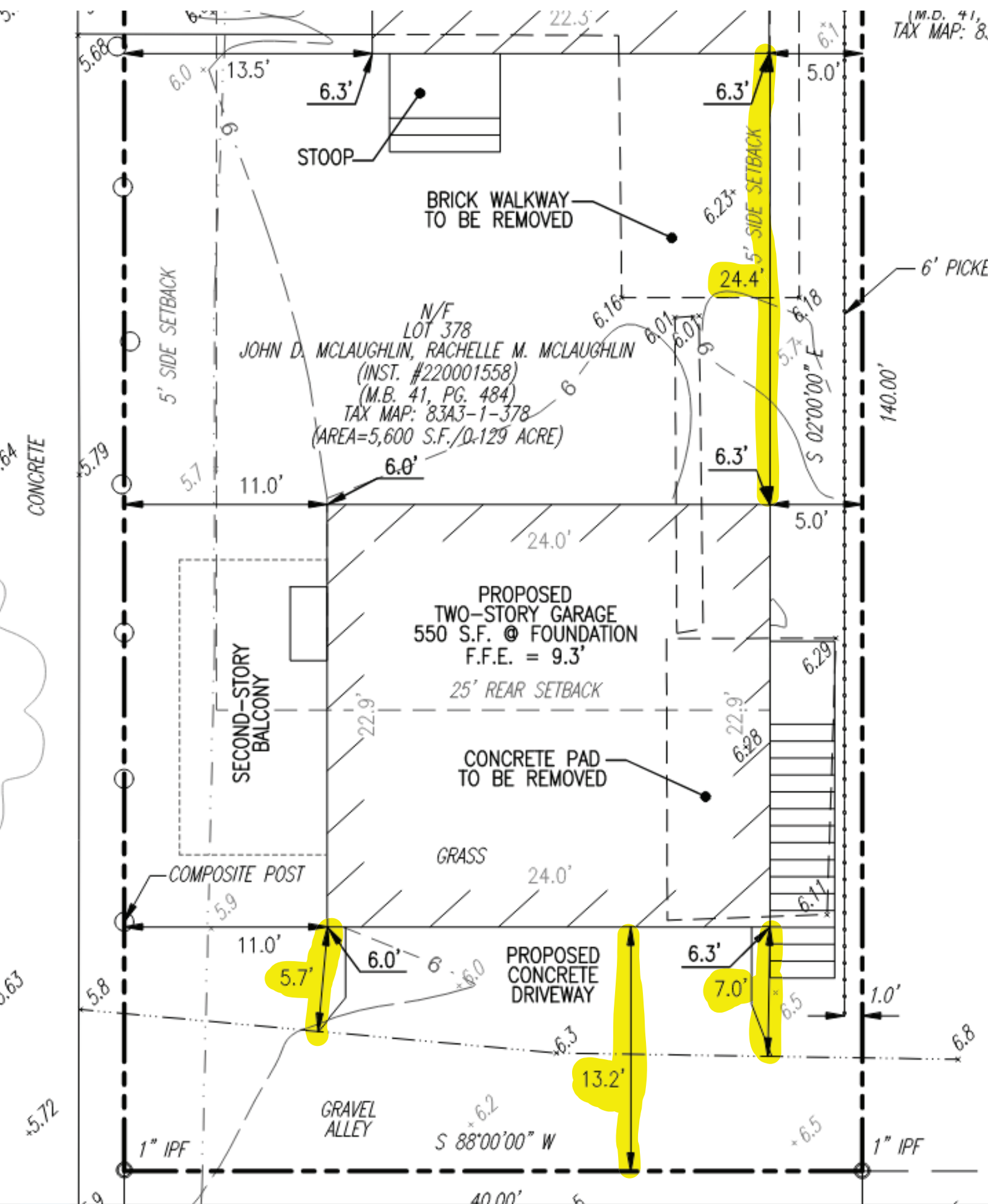
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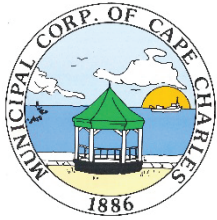
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MCLAUGHLIN RESIDENCE
GARAGE ELEVATIONS

DESIGN BY	ALLDRAFT
FILE NAME	CAD FILE
DATE	05-31-2023
SCALE	1/4" = 1'-0"
SHEET	A7





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 17, 2023

Item #: 6D (2) – Lots 169D & 172D Plum Street (Tax Map #83A1-1-169D & 172D)

Prepared by: Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Admin

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

Date: October 6, 2023

APPLICANT: William Doughty, RA for Village Builders on the Bay, Inc.

OWNER: Robert and Susan Heindel

SITE ADDRESS: Lots 169D & 172D Plum Street

TAX MAP: 83A1-1-169D & 172D

LOT SIZE: 2,800 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: New 2,026 sq. ft., 2 story single-family residence with a 168 sq. ft. front porch; 169 sq. ft. rear patio; rear outdoor shower; and 112 sq. ft. accessory bldg..

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Not listed

DATE APPLICATION RECEIVED: August 7, 2023

PRE-APPLICATION MTG: October 17, 2023

DATE APPLICATION DEEMED COMPLETE: September 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 6, 2023

The applicant is seeking to construct 2,026 sq. ft., two story single-family residence with a 168 sq. ft. front porch. The application also includes the installation of rear patio, an outdoor shower, and construction of a 112 square feet accessory structure. This lot is currently a vacant lot and was granted a variance by the Cape Charles Board of Zoning Appeals on March 3, 2020 in which the homeowners have committed to using the house plans that were presented at the meeting.

LOCATION MAP:



MATERIALS:

The applicant is proposing to use:

- Shingles: Certainteed Landmark 30 Year Lifetime Architectural (Roof Pitch: 8/12)
- Siding: Certainteed Monogram Double 5" Clapboard Siding .046 thickness
- Trim: White Triple 4" Soffit with 6" Fascia; 4" Outside Corners
- Windows: Ply Gem Pro Series Vinyl Double Hung 6/1 SDL; Trim: 3-1/2"; Sills: Thick Sill Nose
- Doors: Therma-tru Fiberglass & Azek Brickmold: Front – 3/0 Six Panel Craftsman with Clear Glass Top Panels; Rear First Floor Door – Half Glass Two Panel Door (No SDL)
- Front Porch: Deck Board – 3" Azek Composite tongue & groove; Posts – 6" White Vinyl; Railing – White Vinyl; Handrails with 6' wide composite steps to grade; Roof – 4/12 pitch
- Steps: Azek
- Foundation: 4 Course 8" Allied lightweight Concrete Block; parged
- Rear Patio: Conrete
- Accessory Structure: Wood and Vinyl, Asphalt Shingles on Gable Roof, Set on Blocks

PROPOSED FRONT ELEVATION:



PROPOSED ACCESSORY STRUCTURE:



STAFF ANALYSIS

ZONING COMPLIANCE:

The proposed project is seeking to construct 2,026 square feet, two story single-family residence with a 168 square feet front porch, 169 square feet rear patio, and 112 square feet accessory structure. A site plan has been provided. The application is in compliance with zoning.

The proposed materials are in conformance with the Zoning Ordinance for new construction and Zoning Compliance is achieved based upon this application to the HDRB.

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. As of when the applicant submits for a building permit, a full set of building plans

must be provided that includes a required Landscape Plan that details both the removal of existing trees and the proposed addition of trees to conform with CCZO Appendix F – Tree Conservation and Preservation Ordinance which the applicant has already included with this submission.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 5.13: New Construction of Primary Buildings

Section 6.3: New Accessory Structures/ADUs Associated with New Construction

Section 9.3: Decks, Ramps, Patios

Section 9.4: Appurtenances

Section 9.5: Landscaping

STAFF RECOMMENDATION:

Staff is recommending review of the Application by the HDRB and determine if the proposed new single-family residence, and accessory structure on a vacant lot (also known as an infill lot) is within the Historic District Guidelines.

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

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

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 (6) six-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

New Construction

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

Revised 05/2023

Taxes ☒ PD

Violations N/A

Fee PD

Decision

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

A Certificate of Appropriateness (COA) is required for all applications for zoning clearances and permits involving any new construction, including accessory structures, within the Cape Charles Historic District Overlay. A pre-application meeting is available upon request prior to submitting this application. * The applicant is responsible for confirming and obtaining all necessary building permits after approvals.

The following documents must be submitted to the Town for review before this application can be reviewed. In addition to these documents, the COA application and requested supporting information must be deemed complete prior to being evaluated.

- | | | |
|---|---|---|
| ☒ A) Site Plan | ☒ B) Elevations | ☒ C) Zoning Clearance Application |
| ☒ D) Photos of existing lot | ☒ E) Renderings | ☒ F) Photos of proposed materials |
| ☒ G) Owner Permission Affidavit | ☒ H) Payment of Fee | ☒ I) Tree Permit Application |

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 527 Plum St. Cape Charles, VA 23310

Tax Map #: 169D, 172D

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

Zoning District: R1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Robert A. Heindel Jr and Susan M. Heindel

Mailing Address: 147 Hawthorne Ave Haddonfield, NJ 08033

Phone Number: 856-912-6160

Email: bobheindel06@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: William Doughty Village Builders on the Bay, Inc

Mailing Address: 3140 OPlantation Creek Ln Cape Charles, VA23310

Phone Number: 757-678-6455

Email: william.doughty@verizon.net

PART 5: PROJECT INFORMATION

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

Construct 2,026 SF Two Story SFD w/ 168 SF Front Porch, 169 SF Rear Patio, and outside shower off Rear of House

PART 6. NEW CONSTRUCTION			
See Section 5.13 & 6 of the Historic District Design Guidelines			
First Floor Building Area (sq. ft.): 1,013		Total Gross Floor Area (sq. ft.): 1,013	
Front Building Setback (ft.): Prevailing - 15'		Building width (ft.): 26'	
Building Height	Feet: 29'10"	Stories: 2	Roof pitch: 8/12
A. Foundation	Material to be used: Concrete Block - Parged		
B. Roofing	Material to be used: 30yr. Asphalt - Architectural Shingles		
	Chimney? ☒ No ☐ Yes - Number _____ Materials:		
C. Siding	Material to be used: Vinyl	Dimensions: Double S" Clapboard	
D. Steps	Material to be used: Azek		
E. Railing	Style and Material to be used: Vinyl - Square Posts, Square Pickets		
F. Porch	Length: 24' Width: 6'8'		
	Material to be used: Floor: 3" Azek T+G Skirting: Azek 6" Boards		
	Columns? ☐ No ☒ Yes - Number 5 Style & Materials: Square 6" / Vinyl Sleeves		
G. Deck N/A	Length:	Width:	Material to be used:
H. Doors	Width: 36" Height: 6'8"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) 6 Panel w/ 2 Top Panels Glass - Clear - Fiberglass		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: DH - 3046 - 6 over 1 S/DL		
	Material: Vinyl Clad		
	Width: 36"	Height: 4'6"	Depth: 6"
J. Trim	Material to be used: 3 1/2" Flat Trim w/ Sill Nose - Vinyl Clad		
	Dimensions: 3 1/2" Trim - 2" Sill Nose		
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan.		
	Driveway: ☒ No ☐ Yes - Materials: _____		
	Walkway: ☒ No ☐ Yes - Materials: _____		
	Fence: ☒ No ☐ Yes - Materials: _____		
	Patio: ☐ No ☒ Yes - Size: 13x13 Materials: Concrete Brown Finish - Rear		
	Outdoor shower: ☐ No ☒ Yes - ☐ Not Enclosed ☒ Enclosed - Materials: Pressure Treated		
	Pool: ☒ No ☐ Yes - Requires a Conditional Use Permit		
	Accessory Structure: ☐ No ☒ Yes - Complete an additional COA application for the structure		

Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes).

Proposed SFD will be similar in scale to current houses within the Plan Street Block and similar in style to houses within the neighborhood.

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:

Houses around this proposed SFD have vinyl siding, concrete block foundations and Azek decking along with vinyl handrails.

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: 7/31/23

Zoning Administrator's signature: _____

Date: _____



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: **527 Plum St. Cape Charles, VA 23310**

Tax Map #: **169D,172D**

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Robert A. Heindel Jr and Susan M. Heindel**

Mailing Address: **147 Hawthorne Ave. Haddonfield, NJ 08033**

Phone Number: **856-912-6160**

Email: **bobheindel06@gmail.com**

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

App. for Cert. of Appropriateness and other new construction matters

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: **William Doughty Village Builders on the Bay, Inc**

Mailing Address: **3140 Plantation Creek Ln. Cape Charles, VA 23310**

Phone Number: **757-678-6455**

Email: **william.doughty@verizon.net**

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner:

Robert A. Heindel Jr Susan M. Heindel

Date:

July 6, 2023

State of NEW JERSEY

County of CAMDEN

The foregoing instrument was acknowledged before me this

6th day of JULY, 20 23, by ROBERT A. HEINDEL JR and SUSAN M. HEINDEL (name of person acknowledged)

Signature of Notarial Officer:

John L. Cramer

John L. Cramer, Jr

Notary Registration number:

ATTORNEY AT LAW

My commission expires:

STATE OF NEW JERSEY

Seal

Justia › US Law › US Codes and Statutes › New Jersey Revised Statutes ›
2013 New Jersey Revised Statutes › Title 46 - PROPERTY › Section 46:14-6.1 - Officers
authorized to take acknowledgments

View the 2015 New Jersey Revised Statutes |
View Previous Versions of the New Jersey Revised Statutes

2013 New Jersey Revised Statutes

Title 46 - PROPERTY

Section 46:14-6.1 - Officers authorized to take acknowledgments

Universal Citation: NJ Rev Stat § 46:14-6.1 (2013)

46:14-6.1. Officers authorized to take acknowledgments

46:14-6.1. Officers authorized to take acknowledgments. a. The officers of this State authorized to take acknowledgments or proofs in this State, or in any other United States or foreign jurisdiction, are:

- (1) an attorney-at-law;
- (2) a notary public;
- (3) a county clerk or deputy county clerk;

(4) a register of deeds and mortgages or a deputy register;

(5) a surrogate or deputy surrogate.

b. The officers authorized to take acknowledgments or proofs, in addition to those listed in subsection a., are:

(1) any officer of the United States, of a state, territory or district of the United States, or of a foreign nation authorized at the time and place of the acknowledgment or proof by the laws of that jurisdiction to take acknowledgments or proofs. If the certificate of acknowledgment or proof does not designate the officer as a justice, judge or notary, the certificate of acknowledgment or proof, or an affidavit appended to it, shall contain a statement of the officer's authority to take acknowledgments or proofs;

(2) a foreign commissioner of deeds for New Jersey within the jurisdiction of the commission;

(3) a foreign service or consular officer or other representative of the United States to any foreign nation, within the territory of that nation.

L.1991,c.308,s.1.

Disclaimer: These codes may not be the most recent version. New Jersey may have more current or accurate information. We make no warranties or guarantees about the accuracy, completeness, or adequacy of the information contained on this site or the information linked to on the state site. Please check official sources.

July 6, 2023

To: Planning and Zoning Department

From: Robert and Susan Heindel

Re: 527 Plum St. Lots 169D and 172D

This letter is to request your consideration and approval of our plans build our new home at the above location.

The lots are combined 35ft X 80 ft and thus non conforming and the house plans being presented call for a 26ft wide frontage. We would hope that we could obtain a 1ft variance on the left (south) side of the property to allow for it. This issue has come before the town in the past (see Gabler/Sodus March 2020) and the variance was approved. Our frontage will be identical to that earlier approval.

We have attached all appropriate forms and our representative Bill Doughty can answer any and all questions.

For Sue and I we are looking forward to making our new home in Cape Charles. Cape Charles is the perfect place to live year round and host our growing family who have come to love it as we have. Cape Charles has all the things we value. It is a small, town with a real sense of community where we have met many warm friendly people along the way, and one big item, we can now be close to the water.

Thank you for your consideration.

Sincerely

Robert Heindel
Susan Heindel

GENERAL NOTES:

- OWNERS: ROBERT A. HEINDEL, JR. & SUSAN M. HEINDEL
- SOURCE OF TITLE: INST. 230001204
- TAX PARCELS: 83A1-1-169D & 172D
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN JANUARY 2020 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE (2% ANNUAL CHANCE).
- PLAT REFERENCES:
LOT 173 D.B. 41, P. 484 (PLAT)
LOT 174 D.B. 41, P. 484 (PLAT)
- AREA: 2,800 SQ. FT. (0.064 AC.)

THE VACATION OF PROPERTY LINE AND PLATTING OF PROPERTY SHOWN HEREON WAS PERFORMED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS AND TRUSTEES

ROBERT A. HEINDEL, JR. DATE

SUSAN M. HEINDEL DATE

WE, THE UNDERSIGNED NOTARIES PUBLIC, IN AND FOR OUR COUNTY AND STATE, DO HEREBY CERTIFY THAT THE SIGNATOIRES HERETO, WHOSE NAMES ARE SIGNED TO THE FOREGOING WRITING, DATED MARCH 9, 2018, HAVE ACKNOWLEDGED THE SAME BEFORE US IN OUR RESPECTIVE COUNTY AND STATE, GIVEN UNDER OUR HAND ON THE DATES SHOWN HEREON.

NOTARY PUBLIC FOR ROBERT A. HEINDEL, JR. DATE

COUNTY OF _____ STATE OF _____

MY COMMISSION EXPIRES ____/____/____

NOTARY PUBLIC FOR SUSAN M. HEINDEL DATE

COUNTY OF _____ STATE OF _____

MY COMMISSION EXPIRES ____/____/____

APPROVED

PLANNER, TOWN OF CAPE CHARLES DATE

BETTY GALE R. ROOKS
& MICHAEL REID
PORTION OF LOT 172
D.B. 41, P. 484 (PLAT)
83A1-1-172C

BETTY GALE R. ROOKS
& MICHAEL REID
PORTION OF LOT 169
D.B. 41, P. 484 (PLAT)
83A1-1-169C

13' x 13'
PROPOSED
CONC. PATIO

PROPOSED 2 STORY
FRAME RESIDENCE

4" X 4"
OUTSIDE
SHOWER

**POINT NORTH**

POINT NORTH SURVEYING LLC

P.O. Box 701, (757) 709-3008
Onley, VA. 23418 pointnorthsurveying@gmail.com

DRAWN BY: CROCKETT FIELD BOOK: FILE COPY
BACKTRAV: CROCKETT PROJ. NO: 20002

SITE PLAN
PROPERTY OF
ROBERT A. HEINDEL, JR.
& SUSAN M. HEINDEL
BEING PART OF LOTS 169 & 172
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR
ROBERT A. HEINDEL, JR.
& SUSAN M. HEINDEL
SCALE: 1" = 10' JANUARY 13, 2020

REVISED 29 JULY 2023
NEW OWNERS

GRAPHIC SCALE 1 INCH = 10 FT.

FOUNDATION (WALLS, FOOTINGS, PIERS, ANCHOR BOLTS, SILL PLATE) & CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM & WATER HEATER.
WASHING MACHINE & DRYER.
REFRIGERATOR, RANGE, SPACEMAKER MICRO., & DISHWASHER.
PORCH ROOF, HEADER, POSTS, RAILING, FLOOR & SLAB.

R.A. OR P.E. STAMP



INDEPENDENT BUILDER'S SITE CONTRACTOR TO PROVIDE ACCESS TO GRADE
INDEPENDENT BUILDER'S SITE CONTRACTOR IS RESPONSIBLE
FOR DESIGN AND INSTALLATION OF FOUNDATION

SYSTEMS OR PER MOD
ILA

○#11522

PAGE #

EV1

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



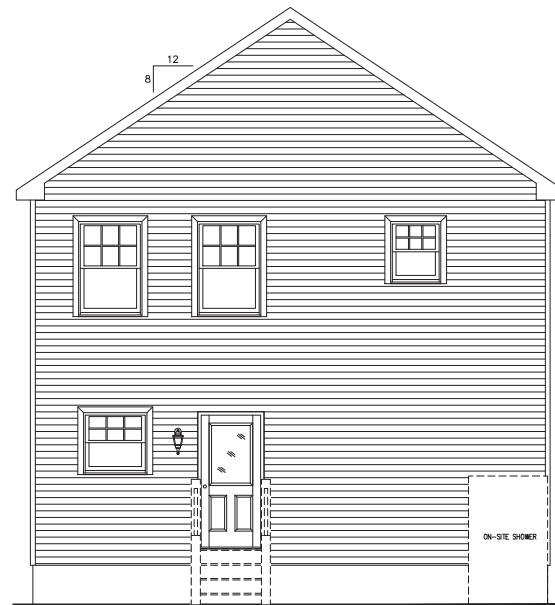
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ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")

FOUNDATION (WALLS, FOOTINGS, PIERS, ANCHOR BOLTS,
SILL PLATE) & GRAINSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM & WATER HEATER.
WASHING MACHINE & DRYER.
REFRIGERATOR, RANGE, SPACEMAKER MICRO., &
DISHWASHER.
PORCH ROOF, HEADER, POSTS, RAILING, FLOOR & SLAB.

STATE/TIPA APPROVAL STAMP

I.A. OR P.E. STAMP

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



REAR ELEVATION

INDEPENDENT BUILDER'S SITE CONTRACTOR TO PROVIDE ACCESS TO GRADE
INDEPENDENT BUILDER'S SITE CONTRACTOR IS RESPONSIBLE
FOR DESIGN AND INSTALLATION OF FOUNDATION

DATE	REVISION	BY
7/12/23	PRELIM	JSS

INDEPENDENT BUILDER VILLAGE BUILDERS ON THE BAY INC. ADDRESS 5527 T-1113 PLUM STREET CAPE CHARLES COUNTY NORTHAMPTON ORDER NO 11522 FILE NAME O#11522	STATE VA SKEW LOAD (LBS) 10 TYPE 2 STORY	ZIP 23310 WIND SPEED (MPH) 120 Vult
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REAR ELEVATION

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL
jea

SERIAL #/ ORDER #

O#11522

SCALE 1/4" = 1'-0"

PAGE #

EV2

FOUNDATION (WALLS, FOOTINGS, PIERS, ANCHOR BOLTS, SILL PLATE) & CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM & WATER HEATER.
WASHING MACHINE & DRYER.
REFRIGERATOR, RANGE, SPACEMAKER MICRO., & DISHWASHER.
PORCH ROOF, HEADER, POSTS, RAILING, FLOOR & SLAB.

R.A. OR P.E. STAMP



LEFT ELEVATION

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVA
ILA

O#11522

PAGE #

EV3

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



PROPERTY ADDRESS	DATE	REVISION	BY
VILLAGE BUILDERS ON THE BAY INC.	7/12/23	PRELIM	JSS
ADDRESS			
527 T-1113 PLUM STREET			
CITY	STATE	ZIP	
CAPE CHARLES	VA	25310	
OWNER	SUB	USE (URS)	
NORTHAMPTON	10	WINDTIED (NPH)	
ORDER NO	SERIAL NO	TYPE	
11522		2 STORY	
NAME			
1000			

LEFT ELEVATION

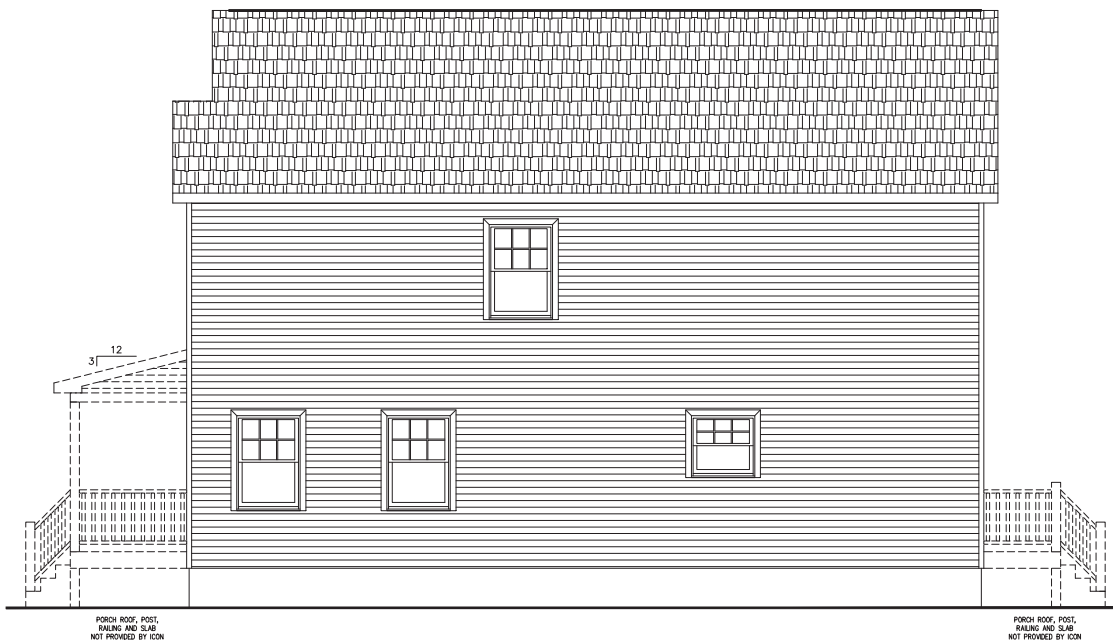
NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")

FOUNDATION (WALLS, FOOTINGS, PIERS, ANCHOR BOLTS,
SILL PLATE) & GRAINSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM & WATER HEATER.
WASHING MACHINE & DRYER.
REFRIGERATOR, RANGE, SPACEMAKER MICRO., &
DISHWASHER.
PORCH ROOF, HEADER, POSTS, RAILING, FLOOR & SLAB.

STATE/TPIA APPROVAL STAMP

P.A. OR P.E. STAMP

246 SAND HILL ROAD
SELINGROVE, PA 17370
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



RIGHT ELEVATION

INDEPENDENT BUILDER'S SITE CONTRACTOR TO PROVIDE ACCESS TO GRADE
INDEPENDENT BUILDER'S SITE CONTRACTOR IS RESPONSIBLE
FOR DESIGN AND INSTALLATION OF FOUNDATION

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY INC.
ADDRESS
5527 T-1113 PLUM STREET

STATE	PA
ZIP	23310
COUNTY	NOVA
CITY	NOVA
ZIP	23310
WIND SPEED (MPH)	120
ORDER NO	11522
SERIAL NO	0#11522
TYPE	2 STORY
FILE NAME	0#11522

RIGHT ELEVATION

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL
jea

SERIAL #/ ORDER #

0#11522

SCALE 1/4" = 1'-0"

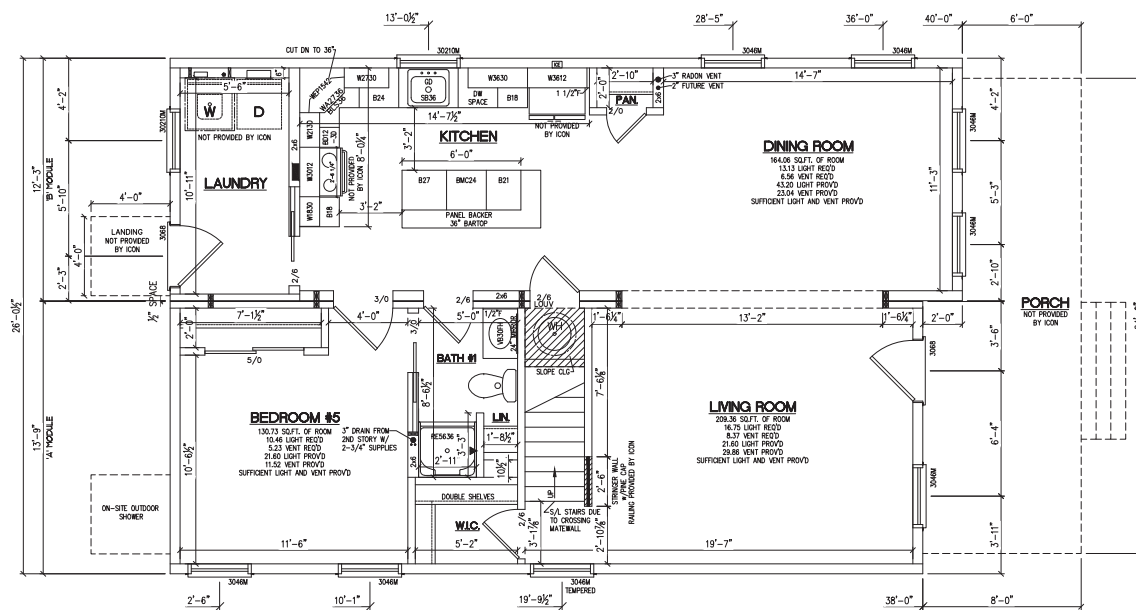
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EV4

FOUNDATION (WALLS, FOOTINGS, PIERS, ANCHOR BOLTS,
SILL PLATE) & CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM & WATER HEATER.
WASHING MACHINE & DRYER.
REFRIGERATOR, RANGE, SPACEMAKER MICRO., &
DISHWASHER.
PORCH ROOF, HEADER, POSTS, RAILING, FLOOR & SLAB.

R.A. OR P.E. STAMP

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



FRONT

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVA
ILA

SERIAL # / ORDER #

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

O#11522

PAGE #

FP1

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY INC.

ADDRESS
527 T-1113 PLUM STREET

527 T-1113 PLLC
CITY CADE CHARLES

CAPE CHARLES
COUNTY

COUNTY NORTHAMPTON

ORDER NO	11522	SEP
----------	-------	-----

FILE NAME
0#11522

1ST STORY FLOOR PLAN

NOTES:

1. 2X6 EXTERIOR WALLS @ 16 O.C.
2. 2X4 MARRIAGE WALLS @ 16 O.C.
3. CEILING HEIGHTS:
 - 8'-0" CEILING HEIGHT 1ST FLOOR
 - 8'-0" CEILING HEIGHT 2ND FLOOR
4. PLYGEM PRO SERIES DOUBLE HUNG WINDOWS
5. HEATING SYSTEM ON-SITE BY OTHERS
6. 8/12 STORAGE RAFTER @ 16 O.C.
7. 8 1/4" X 9" STAIR GEOMETRY

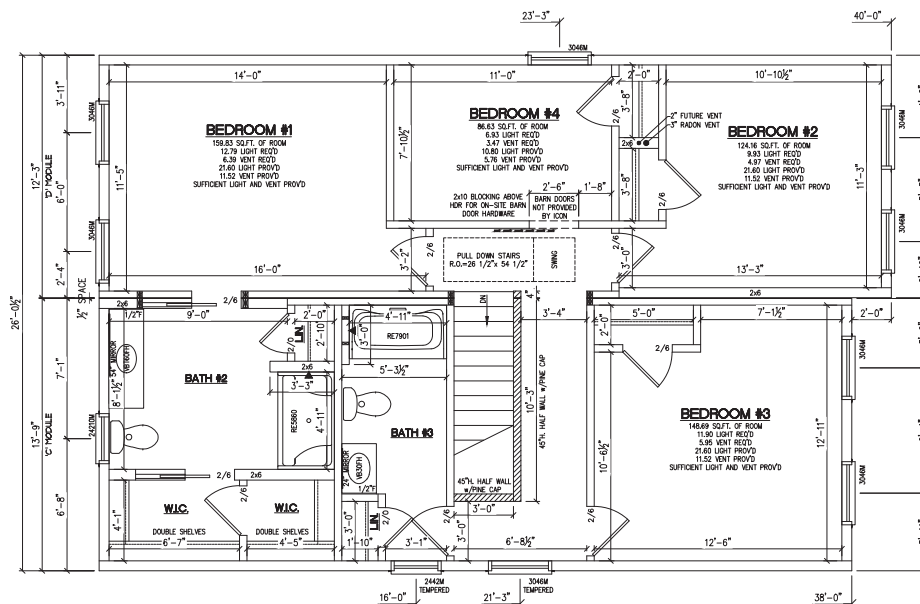
NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")

FOUNDATION (WALLS, FOOTINGS, PIERS, ANCHOR BOLTS,
SILL PLATE) & CRANKSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM & WATER HEATER.
WASHING MACHINE & DRYER.
REFRIGERATOR, RANGE, SPACEMAKER MICRO., &
DISHWASHER.
PORCH ROOF, HEADER, POSTS, RAILING, FLOOR & SLAB.

STATE/TIPA APPROVAL STAMP

P.A. OR P.E. STAMP

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-5280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



DATE	REVISION	BY
7/12/23	PRELIM	JSS

INDEPENDENT BUILDER VILLAGE BUILDERS ON THE BAY INC.	STATE PA	ZIP 23310
ADDRESS 5527 T-1113 PLUM STREET	COUNTY CAPE CHARLES	SNOW LOAD (LBS) 10
CITY NORTHAMPTON	TYPE 2	WIND SPEED (MPH) 120 Vult
ORDER NO 11522	SERIAL NO 0#11522	STORY 2
FILE NAME 0#11522		

2ND STORY FLOOR PLAN

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL

lela

SERIAL #/ ORDER #

0#11522

SCALE 1/4" = 1'-0"

PAGE #

FP2

Robert and Susan Heindel Specifications

Lot 527 Plum Street

Proposed Two Story SFD (2,026 Square Feet)

1,013 SF 1st Floor Finished Space, 1,013 SF 2nd Floor Finished Space

5 Bedrooms, 3 Full Bathrooms

Foundation:

4 Course 8-inch Allied Lightweight Concrete Block Foundation

Exterior Walls of Block Foundation Parged (24" Above Grade)

8/12 Roof Pitch (Gable End Wall Facing Plum Street)

Roof Covering:

30 Year Lifetime Architectural Shingles (Certainteed Landmark) (*See Style Below) (Color Not for Reference)



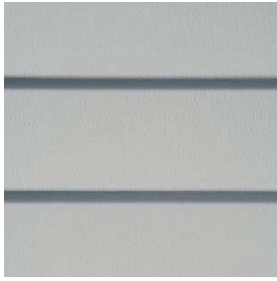
Exterior Wall Covering:

Certainteed Monogram Double 5" Clapboard Siding (.046 Thickness) (*See Picture)

(Color Not for Reference)

4" Outside Corners

Exterior Trim Triple 4" White Soffit w/ White 6" Fascia



Windows:

Ply Gem Pro Series Double Hung Vinyl Windows (*See Picture Below)

3 ½" Integrated Flat Wide Trim (Top and Sides of Windows) w/ Thick Sill Nose

(6 Over 1 Simulated Divided Lite Pattern)



Exterior Doors:

Therma Tru Fiberglass Exterior Front Door w/ Rot Free Jambs and Azek Brickmold

First Floor Front Door - 3/0 Six Panel Therma Tru S210 w/ Clear Glass Panels on Top (2)

Rear First Floor Door – 3068 Half Glass Two Panel Door (No SDL)

(*See Picture For Reference Style)



Porches/Stairs:

Front Porch (168 SF) (24'x 6'8')

All Framing Material Pressure Treated

All Decking Material Azek Composite T&G Decking (Run 90 Degrees to House)

White Vinyl Railing and Square White Vinyl Post (6")

6' Wide Composite Steps to Grade w/ Vinyl Handrails

4/12 Pitch Shed Roof w/ Shingle Roof to Match Home

Azek 6" Trim Boards to Grade (White)

4' x 4' Landing off Rear Door of House

4' Wide Stairs to Grade. All Framing and Decking Material

Pressure Treated w/ White Vinyl Handrails



Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 05/2023

Taxes	✓ PD
Violations	N/A
Fee	PD
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

A Certificate of Appropriateness (COA) is required for all applications for zoning clearances and permits involving any new construction, including accessory structures, within the Cape Charles Historic District Overlay. A pre-application meeting is available upon request prior to submitting this application. ** The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

The following documents must be submitted to the Town for review before this application can be reviewed. In addition to these documents, the COA application and requested supporting information must be deemed complete prior to being evaluated.

- | | | |
|--|--|--|
| ☒ Site Plan | ☒ Elevations | ☒ Zoning Clearance Application |
| ☒ Photos of existing lot | ☒ Renderings | ☒ Photos of proposed materials |
| ☒ Owner Permission Affidavit | ☒ Payment of Fee | ☒ Tree Permit Application |

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 527 Plum Street

Tax Map #: 169D, 172D

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

Zoning District: R1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Robert A. Heindel & Susan M. Heindel

Mailing Address: 147 Hawthorne Ave, Haddonfield NJ 08033

Phone Number: 856-912-6160

Email: bobheindel06@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Bill Doughty / Village Builders on the Bay, Inc.

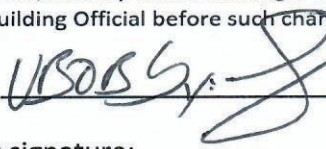
Mailing Address: 3140 Plantation Creek Lane Cape Charles, Va. 23310

Phone Number: 757-678-6455

Email: william.doughty@verizon.net

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):
Detached 8 x 14 Shed

PART 6. ACCESSORY STRUCTURE See Section 5.13 & 6 of the Historic District Design Guidelines Cape Charles Zoning Ordinance Section 4.2 (E)			
Main Dwelling First Floor Building Area (sq ft): 1013		Height of Main Dwelling: 29'10"	
Building Area (sq. ft.): 112 (Acc)		Total Gross Floor Area (sq. ft.): 112 (Acc)	
Distance from Main Structure (ft.): 5.5		Building width (ft.): 8'	
Building Height	Feet: 9'	Stories: 1	Roof pitch: 8/12
A. Foundation	Material to be used if applicable: None Set on 4" CMU No Footers		
B. Roofing	Material to be used: 30 Yr Shingles To Match Home		
C. Siding	Material to be used: Vinyl to Match	Dimensions: Double 5" (.046 Min)	
D. Doors	Width: 6' Height: 7' Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) See Shed Spec Sheet		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: None Material: Width: Height: Depth:		
F. Trim	Material to be used: White 4" Azek Dimensions: 4" Flat Azek		
Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes). Proposed Shed will be similar in Size and Construction of the current houses on the Plum Street Block			
Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation: All Noted Above and on Attached Spec Sheet.			
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>9/7/23</u>	
Zoning Administrator's signature: _____		Date: _____	
Zoning Ordinance Article VIII Section: _____			

Specifications for Proposed Shed

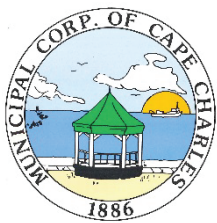
Frame construction with wood or vinyl siding painted to match color of house.

Asphalt shingles on Gable roof, as pictured.

Maximum size 8 X 14

Set on Blocks, no excavation.





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 17, 2023

Item #: 6D (3) – Lot 190 Madison Avenue (Tax Map #83A1-1-190)

Prepared by: Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Admin

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

Date: October 10, 2023

APPLICANT: Diana and Jose Gonzalez

OWNER: Family Reunion on the Bay, LLC

SITE ADDRESS: Lot 190 on Madison Avenue

TAX MAP: 83A1-1-190

LOT SIZE: 5,600 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: New 955 sq. ft., 1 story single-family residence with a 200 sq. ft. front porch; 300 sq. ft. rear patio, rear outdoor shower, 180 sq. ft. accessory bldg.

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Not listed

DATE APPLICATION RECEIVED: September 5, 2023

PRE-APPLICATION MTG: August 22, 2023

DATE APPLICATION DEEMED COMPLETE: September 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 6, 2023

The applicant is seeking to construct 955 sq. ft., one story single-family residence with a 200 sq. ft. front porch. The application also includes the installation of a driveway, rear patio and an outdoor shower, and construction of a 180 sq. ft. accessory structure. This lot is currently a vacant lot.

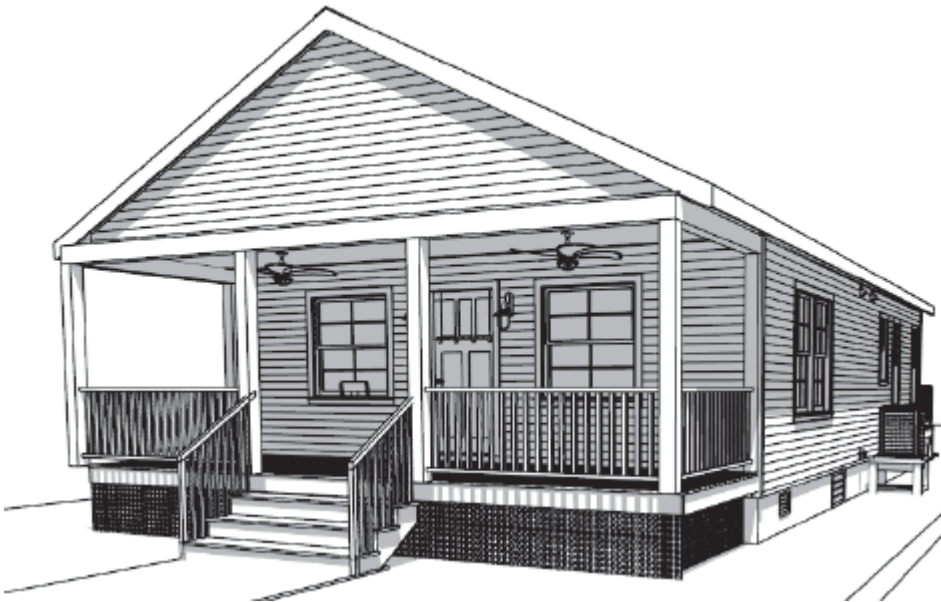
LOCATION MAP:



MATERIALS:

The applicant is proposing to use:

- Shingles: G.A.F. 25 Year Lifetime Asphalt (Roof Pitch: 6/12)
- Siding: 4.5" Dutch-lap Vinyl Siding
- Trim: 1" x 6" White PVC Coated Aluminum
- Windows: Vinyl Double Hung 6/6 SDL
- Doors: Solid Core Steel 3-Lite with 2 Vertical raised panels
- Front Porch: Deck Board – Trex; Posts – White Vinyl; Railing – White Vinyl; Roof – 6/12 pitch; Skirting: Vinyl Lattice
- Steps: Wood Frame with Trex Decking Stairs
- Foundation: Parged CMU Block
- Driveway: Pebbled Gravel
- Walkway: Brushed Concrete
- Patio: Brushed
- Accessory Structure (shed): Same material as house

PROPOSED FRONT & SIDE ELEVATION:**STAFF ANALYSIS****ZONING COMPLIANCE:**

The proposed project is seeking to construct 955 square feet, one story single-family residence with a 200 square feet front porch, 300 square feet rear patio and rear shower, 180 square feet accessory building. A driveway is also being proposed to the existing curb cut. A site plan has been provided. The application is in compliance with zoning.

The proposed materials are in conformance with the Zoning Ordinance for new construction and Zoning Compliance is achieved based upon this application to the HDRB.

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. As of when the applicant submits for a building permit, a full set of building plans must be provided that includes a required Landscape Plan that details both the removal of existing trees and the proposed addition of trees to conform with CCZO Appendix F – Tree Conservation and Preservation Ordinance which the applicant has already included with this submission.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 5.13: New Construction of Primary Buildings

Section 6.3: New Accessory Structures/ADUs Associated with New Construction

Section 9.1: Hardscapes (Driveways, Walkways, & Other Pavings)

Section 9.3: Decks, Ramps, Patios

Section 9.4: Appurtenances

Section 9.5: Landscaping

STAFF RECOMMENDATION:

Staff is recommending review of the Application by the HDRB and determine if the proposed new single-family residence, new accessory structure, hardscapes, patio, and other appurtenances on a vacant lot (also known as an infill lot) is within the Historic District Guidelines.

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

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

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 (6) six-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 – Zoning Clearance Checklist

Attachment 2 – Application and Documents



Certificate of Appropriateness Application

New Construction

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

Revised 05/2023

Taxes	☒ PD
Violations	N/A
Fee	PD
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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The following documents must be submitted to the Town for review before this application can be reviewed. In addition to these documents, the COA application and requested supporting information must be deemed complete prior to being evaluated.

- | | | |
|---|---|---|
| ☒ A) Site Plan | ☒ B) Elevations | ☒ C) Zoning Clearance Application |
| ☒ D) Photos of existing lot | ☒ E) Renderings | ☒ F) Photos of proposed materials |
| ☒ G) Owner Permission Affidavit | ☒ H) Payment of Fee | ☐ I) Tree Permit Application N/A |

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 327 Madison Ave, Cape Charles, VA 23310

Tax Map #: 190

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

Zoning District: R1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Family Reunion on the Bay, LLC, José and Diana Gonzalez

Mailing Address: 325 Madison Ave, Cape Charles, VA 23310

Phone Number: 757-646-8143

Email: jose@semilla.org; diana@semilla.org

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

New Construction, single story, single family home; front brushed concrete walkway; side pebbled driveway; front covered porch; back deck; back patio with broomed finish and scored expansion joints; outdoor shower (unenclosed); 2 crepe myrtles in front yard.

PART 6. NEW CONSTRUCTION			
See Section 5.13 & 6 of the Historic District Design Guidelines			
First Floor Building Area (sq. ft.): 955		Total Gross Floor Area (sq. ft.): 955	
Front Building Setback (ft.): 12'6"		Building width (ft.): 25'0"	
Building Height	Feet: 18'0"	Stories: 1	Roof pitch: 6/12
A. Foundation	Material to be used: Gray parged CMU		
B. Roofing	Material to be used: G.A.F. charcoal, 3-tab, 25 year, asphalt shingle		
	Chimney? ☒ No ☐ Yes - Number _____ Materials:		
C. Siding	Material to be used: Cream vinyl	Dimensions: 4.5" dutch lap	
D. Steps	Material to be used: wood frame; trex decking		
E. Railing	Style and Material to be used: white vinyl		
F. Porch	Length: 25'0" Width: 8'0"		
	Material to be used: Floor: trex decking		Skirting: white vinyl lattice
	Columns? ☐ No ☒ Yes - Number 4 Style & Materials: white vinyl, 6" x 6"		
G. Deck	Length: 11'8" Width: 8'1" Material to be used: trex decking		
H. Doors	Width: 3'0" Height: 6'8"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) solid core, 2 raised panels, white steel, 3 window panes at top, Craftsman style		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: 6/6		
	Material: white vinyl		
	Width: 4'0"	Height: 4'4"	Depth: 4 9/16"
J. Trim	Material to be used: white, pvc coated aluminum clad		
	Dimensions: 1" x 6"		
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan.		
	Driveway: ☐ No ☒ Yes - Materials: pebbled gravel		
	Walkway: ☐ No ☒ Yes - Materials: brushed concrete		
	Fence: ☒ No ☐ Yes - Materials: _____		
	Patio: ☐ No ☒ Yes - Size: 25' x 12' Materials: brushed concrete		
	Outdoor shower: ☐ No ☒ Yes - ☒ Not Enclosed ☐ Enclosed - Materials: part of patio		
	Pool: ☒ No ☐ Yes - Requires a Conditional Use Permit		
	Accessory Structure: ☐ No ☒ Yes - Complete an additional COA application for the structure		

Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes).

Construction is consistent with neighboring homes with regards to architectural scale, massing, volume, and style.

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:

NONE

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: _____

Zoning Administrator's signature: _____

Date: _____



Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 05/2023

Taxes ☒ PD

Violations N/A

Fee PD

Decision

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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- | | | |
|--|--|--|
| ☒ Site Plan | ☒ Elevations | ☒ Zoning Clearance Application |
| ☒ Photos of existing lot | ☒ Renderings | ☒ Photos of proposed materials |
| ☒ Owner Permission Affidavit | ☒ Payment of Fee | ☐ Tree Permit Application NA |

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 327 Madison Ave, Cape Charles, VA, 23310

Tax Map #: 190

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

Zoning District: R1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Family Reunion on the Bay LLC; José and Diana Gonzalez

Mailing Address: 325 Madison Ave, Cape Charles, VA, 23310

Phone Number: 757-646-8143

Email: jose@semilla.org; diana@semilla.org

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

New construction; single story shed composed of similar material as main house; one window; two doors

PART 6. ACCESSORY STRUCTURE
See Section 5.13 & 6 of the Historic District Design Guidelines
Cape Charles Zoning Ordinance Section 4.2 (E)

Main Dwelling First Floor Building Area (sq ft):		NA	Height of Main Dwelling:		NA
Building Area (sq. ft.):		180	Total Gross Floor Area (sq. ft.):		180
Distance from Main Structure (ft.):		82.5	Building width (ft.):		15
Building Height	Feet:	12	Stories:	1	Roof pitch:
			6/12		
A. Foundation	Material to be used if applicable: Slab				
B. Roofing	Material to be used: G.A.F. Charcoal, 3-tab, 25 year, asphalt shingle				
C. Siding	Material to be used: Cream vinyl		Dimensions: 4.5" dutch lap		
D. Doors	Width: 6'0" Height: 6'8"				
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Solid core, white steel, 6 raised panels, 2 doors				
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: 6/6				
	Material: white vinyl				
	Width: 36"	Height: 48"	Depth: 4 9/16"		
F. Trim	Material to be used: white, pvc coated aluminum clad				
	Dimensions: 1" x 6"				

Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes). Shed will be consistent with main house and neighboring homes with regards to architectural scale, massing, volumes, and styles

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:

NA

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: _____

Zoning Administrator's signature: _____

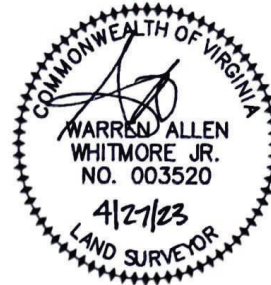
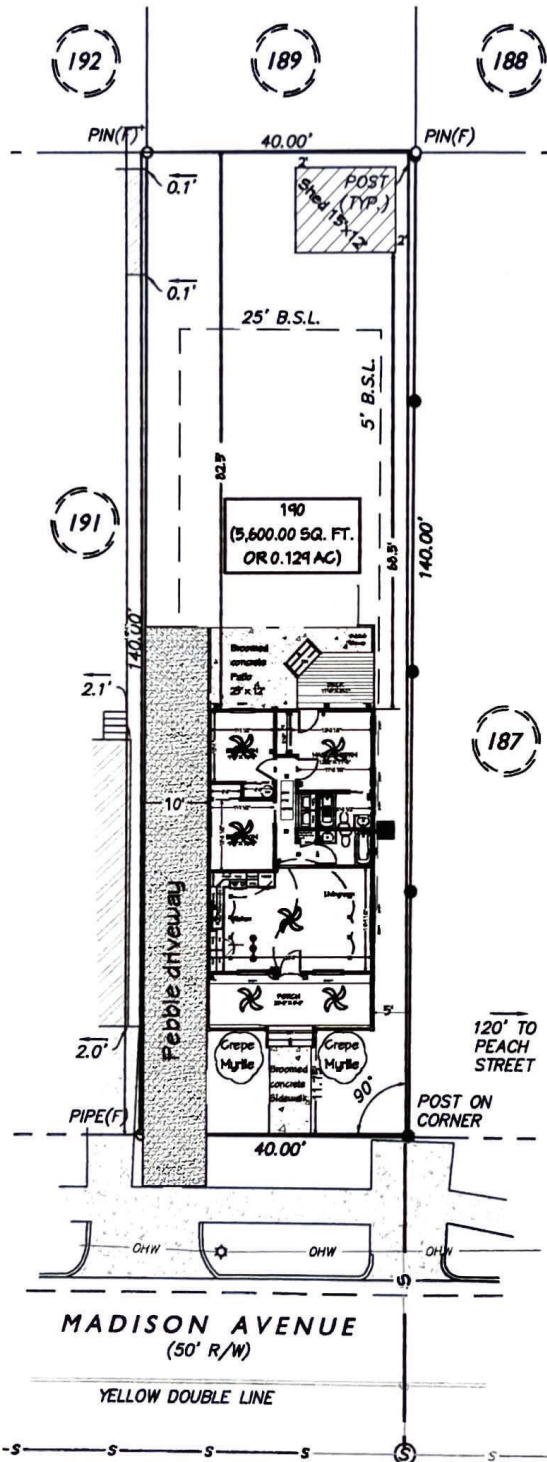
Date: _____

Zoning Ordinance Article VIII Section: _____



THIS IS TO CERTIFY THAT ON **APRIL 20, 2023**, I SURVEYED THE PROPERTY SHOWN ON THIS PLAT. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT. THE ONLY EASEMENTS APPEARING ON THIS SURVEY ARE THOSE WHICH WERE SHOWN ON THE RECORDED SUBDIVISION PLAT.

THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE **X (SHADED AND UNSHADED)** ACCORDING TO FEMA FLOOD PANEL NO. **51131C0295F**, DATED **MARCH 02, 2015**. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS TAKEN FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY/COUNTY INDICATED. COLLIER'S ENGINEERING & DESIGN, D.B.A. MASER CONSULTING, P.A. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON.



102932006092A Survey (Plan) V SURV.dwg IV SURV By: AWHITMORE

Colliers Engineering & Design

www.colliersengineering.com
Doing Business as **MASER**

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SITE PLAN
FOR:
JOSE & DIANA GONZALEZ

LOT 190, MAP OF THE TOWN OF CAPE CHARLES (D.B. 41, PG. 483-484)
NORTHAMPTON COUNTY
CAPE CHARLES
VIRGINIA

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ALL STATES REQUIRE NOTIFICATION OF LOCATIONS, DEPTHS, OR ANY PERSON PREPARING TO EXCAVATE THE EARTH'S SURFACE ANYWHERE IN ANY STATE.
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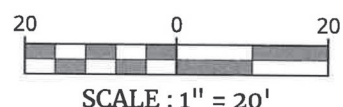
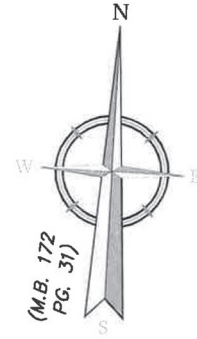
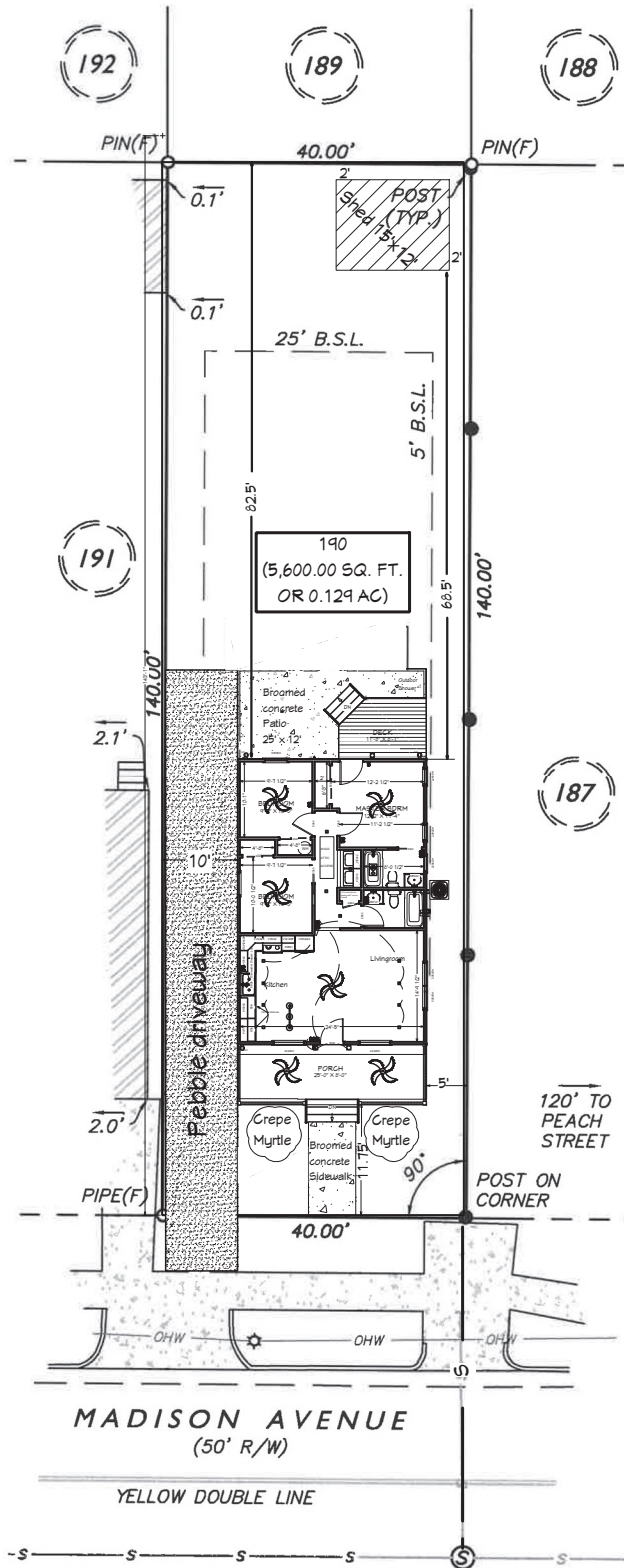
Colliers **Engineering & Design**
NORFOLK
2500 Alameda Avenue,
Suite 115
Norfolk, VA 23513
Phone: 757.216.0500
COLLIERS ENGINEERING & DESIGN, INC.
COMMERCIAL BUSINESS ADDRESS ONLY

PHYSICAL SURVEY

SCALE	DATE	DRAWN BY	CHECKED BY
AS SHOWN	04/27/23	WAW	WAW
PROJECT NUMBER	DRAWING NAME		
23006092A	14-SURV		
SHEET TITLE			
327 MADISON AVENUE			
SHEET NUMBER			
1 of 1			

THIS IS TO CERTIFY THAT ON **APRIL 20, 2023**, I SURVEYED THE PROPERTY SHOWN ON THIS PLAT. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT. THE ONLY EASEMENTS APPEARING ON THIS SURVEY ARE THOSE WHICH WERE SHOWN ON THE RECORDED SUBDIVISION PLAT.

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02312306092A\Survey\Plans\Survey.dwg V-SURV By: AWHITMORE

Colliers Engineering & Design

www.colliersengineering.com

Doing Business as **MASER**

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SITE PLAN
FOR:
JOSE & DIANA GONZALEZ

LOT 190, MAP OF THE TOWN OF CAPE CHARLES (D.B. 41, PG. 483-484)
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Colliers
Engineering & Design
NORFOLK
2560 Alameda Avenue,
Suite 113
Norfolk, VA 23513
PHONE: 757.216.0800
COLLIERS ENGINEERING & DESIGN, INC.
DOING BUSINESS AS MASER CONSULTING

PHYSICAL SURVEY			
SCALE:	DATE:	DRAWN BY:	CHECKED BY:
AS SHOWN	04/27/23	WAW	WAW
PROJECT NUMBER:	DRAWING NAME:		
2306092A	V-SURV		
SHEET TITLE:			
327 MADISON AVENUE			
SHEET NUMBER:			
1 of 1			

INDEX:
A-1 TITLE SHEET
A-2 FOUNDATION PLAN, WALL SECTION
A-3 FLOOR PLAN, ELECTRICAL PLAN
A-4 ELEVATIONS
A-5 WALL SECTION

PLAN DATE: MAY 7, 2023
2018 IRC FOR ONE AND TWO FAMILY DWELLINGS
2018 VIRGINIA UNIFORM STATEWIDE BUILDING CODE
2018 VIRGINIA RESIDENTIAL CODE

NOTES:
A. ALL STUDS TO BE #2 SPF (SPRUCE/PINE/FIR) EQUAL OR BETTER
B. ALL FLOOR JOISTS, CEILING JOISTS, RAFTERS,
HEADERS & BEAMS TO BE #2 SYP EQUAL OR BETTER (SOUTHERN YELLOW PINE)
UNLESS OTHERWISE NOTED
C. ENGINEERED BEAMS PER MANUFACTURERS SPECS. LUMBER VALUES:
F_b = 2400 PSI(MIN.), F_v = 285 PSI (MIN.), E = 2.0
D. MAXIMUM DEFLECTION: L/480 LIVE, L/360 DEAD LOAD

DESIGN CRITERIA (SECTION R301): CAPE CHARLES, VIRGINIA
WIND SPEED: 120 MPH (3 SECOND GUST)
EXPOSURE: B
SNOW LOAD: 15-20 #PSF

DESIGN LOADS FOR CEILING JOISTS (LL DEFLECTION - L/240):
20 PSF LIVE LOAD
10 PSF DEAD LOAD
30 PSF = TOTAL LOAD

DESIGN LOAD FOR TRUSS ROOF (LL DEFLECTION - L/360):
20 PSF LIVE LOAD TOP CHORD
10 PSF DEAD LOAD TOP CHORD
10 PSF DEAD LOAD BOTTOM CHORD
40 PSF = TOTAL LOAD

DESIGN LOAD FOR FLOOR (LL DEFLECTION - L/360):
40 PSF LIVE LOAD
10 PSF DEAD LOAD
50 PSF = TOTAL LOAD

8'-0" HEIGHT WALLS:
11.0 PSF - 88 PLF EXTERIOR
8.0 PSF - 64 PLF INTERIOR

INSULATION VALUES:
R-44 = CEILINGS
R-15 = WALLS
R-19 = FLOORS

GENERAL NOTES:

- SOIL ASSUMED TO HAVE A SAFE BEARING CAPACITY OF 1500 PSF OR PER SOIL REPORT.
- ALL SAWN LUMBER SHALL BE SPF#2 EQUAL OR BETTER. ALL SAWN LUMBER THAT IS PRESSURE TREATED SHALL BE SPF #2 EQUAL OR BETTER. ALL SCREWS, BOLTS, NAILS AND HARDWARE FOR USE WITH P.T. WOOD SHALL BE GALVANIZED OR STAINLESS STEEL.
- ALL FASTENERS AND CONNECTORS EXPOSED TO AND LOCATED WITHIN 300 FT. OF SALT WATER SHORELINE SHALL BE STAINLESS STEEL GRADE 304 OR 316.
- FLASHING SHALL BE CORROSION RESISTANT METAL OF MIN. NOMINAL 0.019-IN. THICKNESS OR APPROVED NON-METALLIC MATERIAL.
- FOOTING CONCRETE SHALL HAVE A 28 DAY COMPRESSIVE STRENGTH OF 3000 PSI.
- REINFORCING STEEL SHALL BE DEFORMED NEW BILLET STEEL BARS CONFORMING TO ASTM A-615 GRADE 60 AND SHALL LAP 40 X BAR DIAMETER.
- APPROVED 6 MIL. VAPOR BARRIER INSTALLED WITH IRC 2018, SECTION R408.2 ON TERMITE TREATED FILL AND 2" SAND BASE.
- WALL BRACING TO BE IN COMPLIANCE WITH IRC 2018, SECTION 602.10, WITH 1/8" CONTINUOUS OSB FOR EXTERIOR BRACED WALL PANELS. PANELS TO BE NAILED @ 6" O.C. ON THE EDGES AND @ 13" O.C. IN THE CENTER. FIELD OR CENTER NAILING MINIMUM SPACING IS 12".
- EXPOSED OR GROUND CONTACT LUMBER TO BE PRESSURE TREATED AND SUITABLE FOR GROUND CONTACT USE PER IRC 2018, SECTION R311.1.2.
- LOT SHALL BE GRADED TO DRAIN SURFACE WATER AWAY FROM FOUNDATION WALLS. THE GRADE SHALL FALL A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET PERIMETER SURROUNDING THE STRUCTURE.
- SMOKE DETECTORS & CARBON MONOXIDE DETECTORS TO BE INTERCONNECTED AND RECEIVE PRIMARY POWER FROM BUILDING WIRING WITH BATTERY BACKUP. SMOKE DETECTORS TO BE LOCATED IN EACH SLEEPING ROOM. CARBON MONOXIDE/ SMOKE DETECTORS TO BE LOCATED OUTSIDE OF SLEEPING ROOMS AND ON EACH FLOOR.

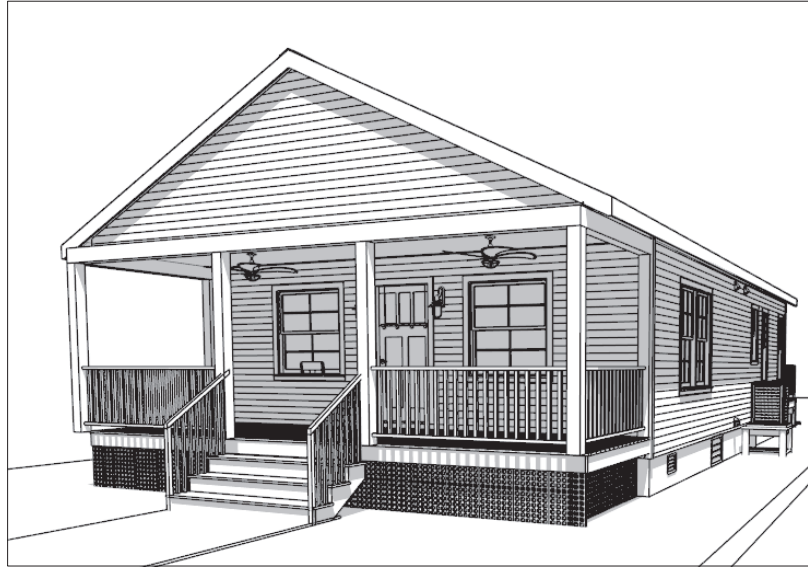
12. HEADER SCHEDULE:

WIDTH OF OPENING	HEADER	SUPPORT EA. END
UP TO 4'-0"	(2) 2X8	(1) JACK STUD
4'-1" TO 6'-0"	(2) 2X10	(2) JACK STUDS
6'-1" TO 8'-0"	(2) 2X12	(2) JACK STUDS

*PROVIDE (1) KING STUD @ EACH END OF EACH HEADER

To the best of my knowledge these plans are drawn to comply with owner's and/or builder's specifications and any changes made on these plans prior to construction shall be the owner's and/or builder's expense and responsibility. The construction shall verify all dimensions and spacing before the structural details. KRECO, INC. is not liable for errors or omissions made on these plans. While every effort has been made in the preparation of this plan to avoid mistakes, the reader can and should verify all dimensions and other details prior to construction and for the safety of the building.

PROPOSED 1-STORY FAMILY DWELLING FOR THE GONZALEZ RESIDENCE CAPE CHARLES, VA



Windows to be
double-hung 6/6

SQUARE FOOTAGE:

944 SQ. FT. - LIVING AREA
200 SQ. FT. - FRONT PORCH
88 SQ. FT. - REAR DECK

CRAWLSPACE VENTILATION

REQUIRED: 0.63 VENT AREA FOR 944 S.F. = (3) VENTS
(1 S.F. FOR 1500 S.F. OF CRAWLSPACE W/APPROVED VAPOR BARRIER)

- EACH 16"X9" VENT: 0.3125 S.F. NET FREE VENTILATION

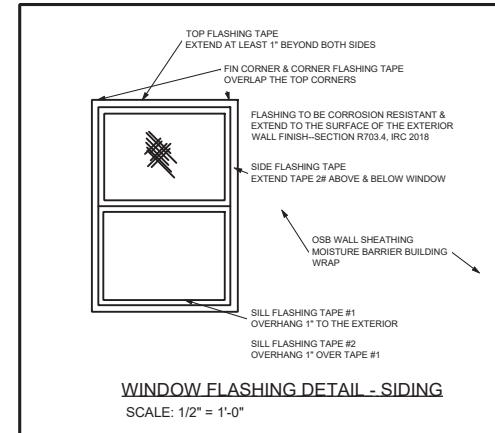
PROVIDED: (6) 16"X9" VENTS - 1.88 NET FREE VENTILATION

TOTAL: 1.88 NET FREE VENTILATION

ATTIC VENTILATION
1144 S.F. / .150 = 7.63 (A)

FOR NEW ADDITION:
PROVIDE 15 L.F. SOFFIT VENT @ 0.0625 VA/LF = 4.69 S.F.N.F.A.
PROVIDE 45 L.F. RIDGE VENTING @ 0.125 VA/LF = 5.62 S.F.N.F.A.

TOTAL: 10.31 S.F.N.F.A. PROVIDED = (B)
LINE 'B' IS EQUAL TO OR GREATER THAN LINE 'A'



WINDOW FLASHING DETAIL - SIDING
SCALE: 1/2" = 1'-0"

STURDEVANT CONSTRUCTION

TIMELY . RELIABLE . ETHICAL

REVISION TABLE	
NUMBER	DATE

STURDEVANT CONSTRUCTION, INC.
708 GUM ROCK COURT
NEWPORT NEWS, VA 23606
757-5495-2174

GONZALEZ RESIDENCE
CAPE CHARLES, VA

DRAWINGS PROVIDED BY:
Kim Beutley
KRECO, INC.
4050 W. 10TH STREET
HAYES, VA 23072
757-853-2488

DATE:

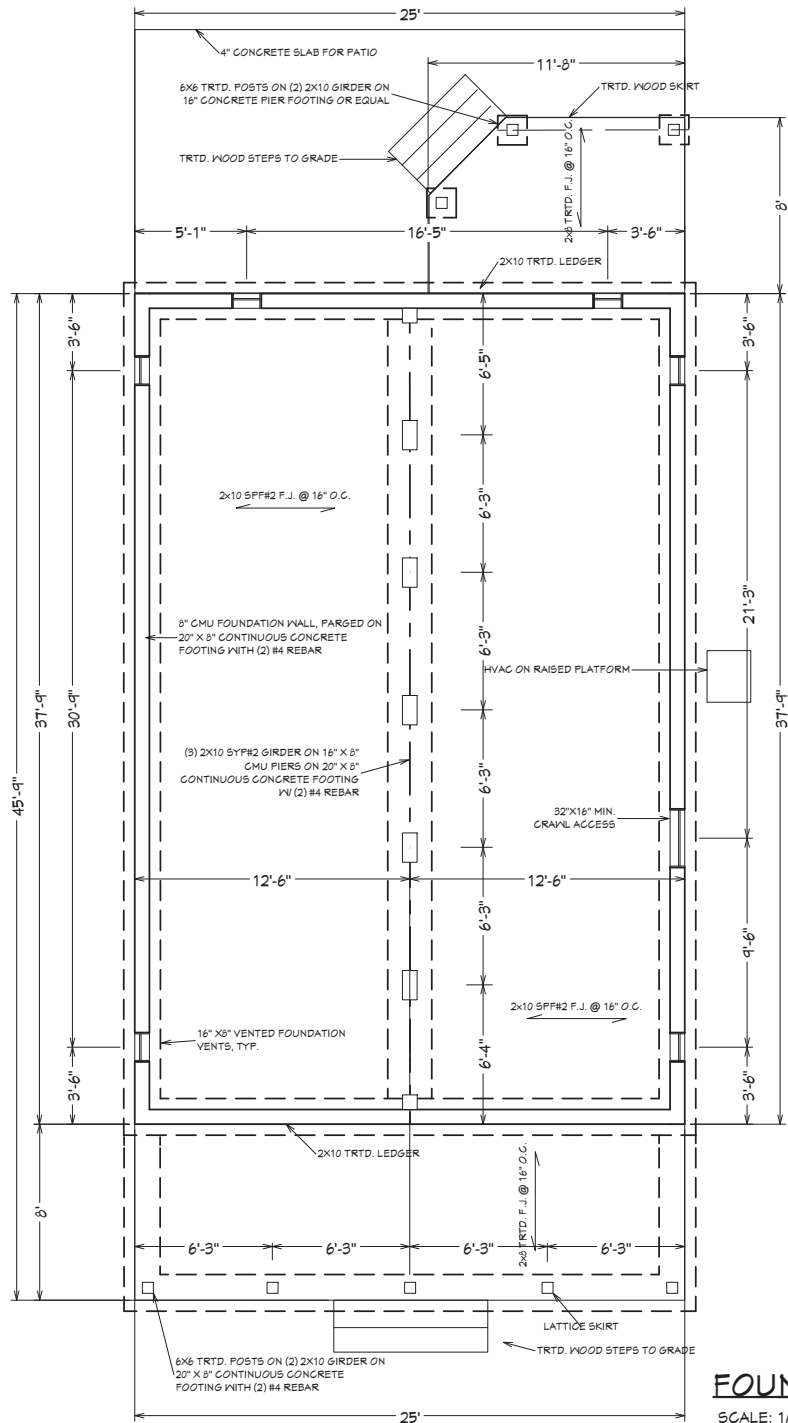
5/7/2023

SCALE:

AS NOTED

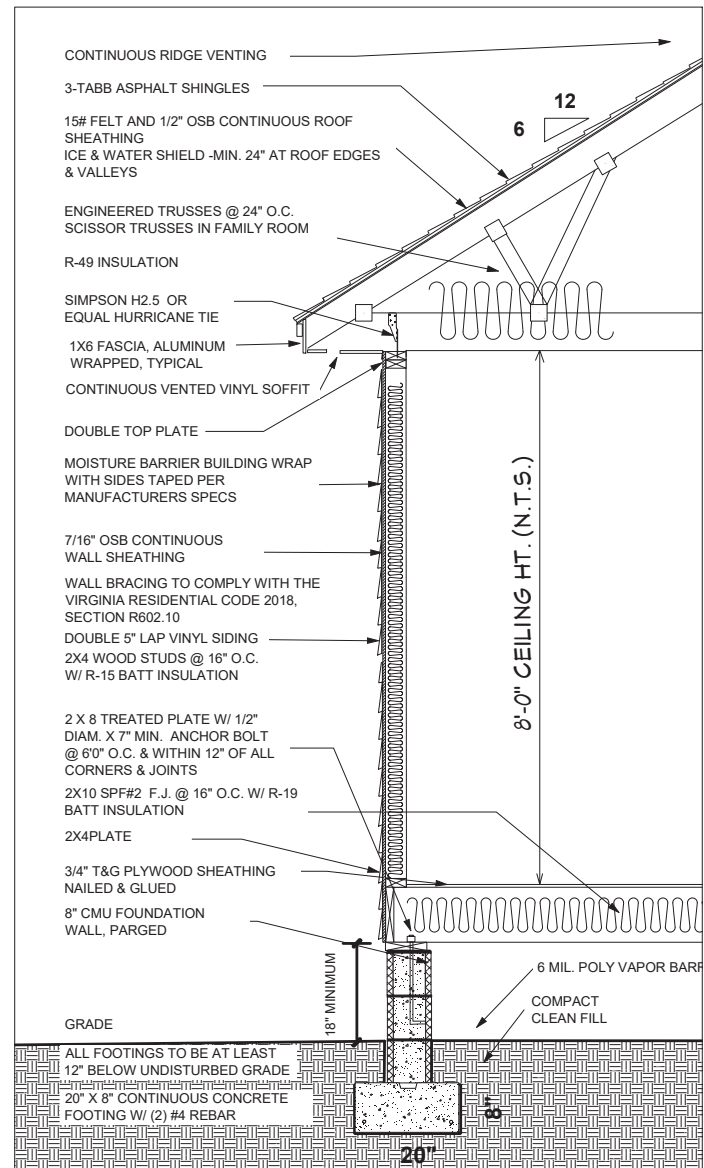
SHEET:

A-1
SHTS. -5



FOUNDATION PLAN

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



WALL SECTION

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

REVISION TABLE	
NUMBER	DATE

STURDEVANT CONSTRUCTION, INC.
 708 GUM ROCK COURT
 NEWPORT NEWS, VA 23606
 157-5495-2174

GONZALEZ RESIDENCE
 CAPE CHARLES, VA

DRAWINGS PROVIDED BY:
 Kim Beatty
 KES CONSTRUCTION
 405 CANAL STREET
 HAYES, VA 23072
 757-853-4488

DATE:

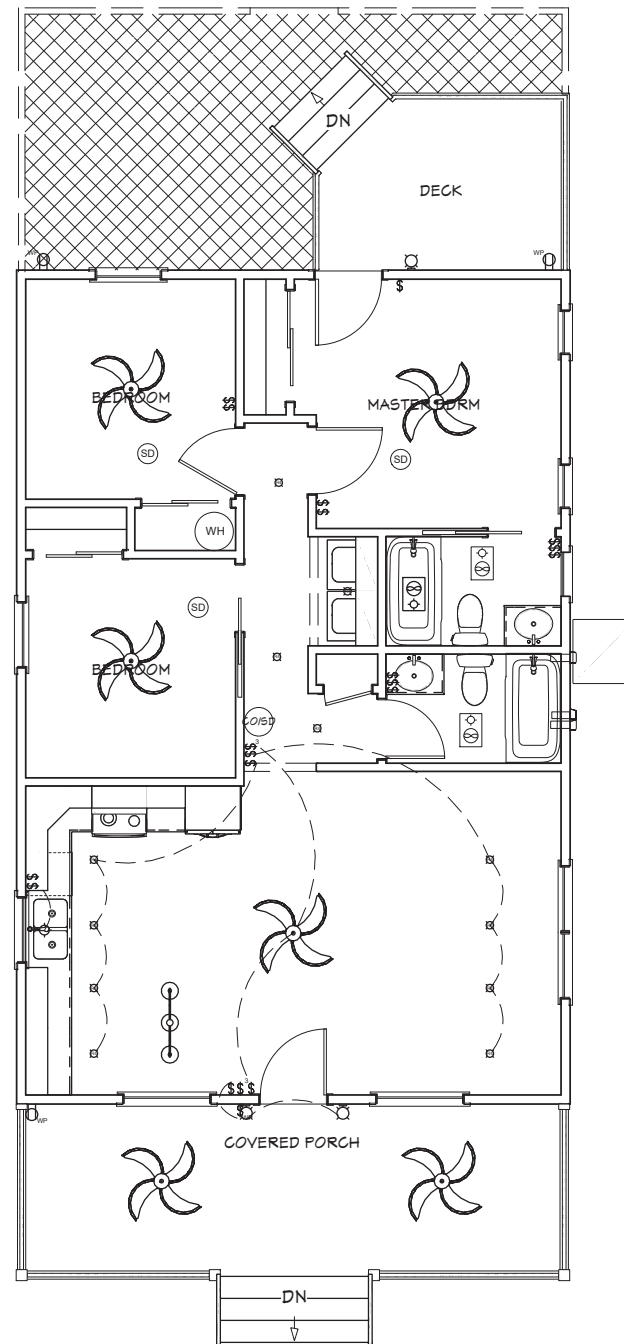
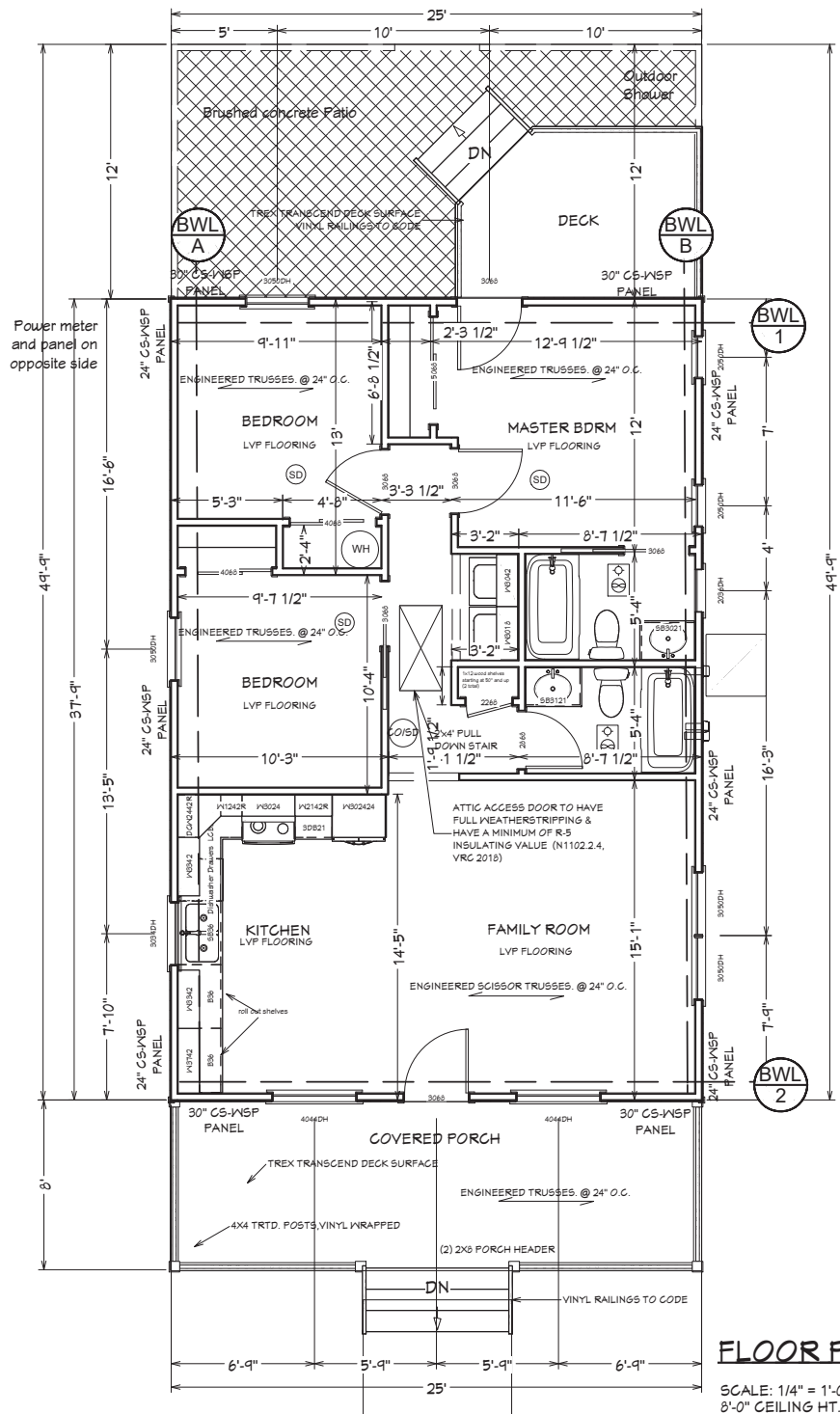
5/7/2023

SCALE:

AS NOTED

SHEET:

A-2
 # SHTS - 5



REVISION TABLE			
NUMBER	DATE	REVISION BY	DESCRIPTION

STURDEVANT CONSTRUCTION, INC.
108 GUM ROCK COURT
NEWPORT NEWS, VA 23606
757-545-2174

GONZALEZ RESIDENCE
CAPE CHARLES, VA

DRAWINGS PROVIDED BY:
Kim Beatty
KIM BEATTY ARCHITECT
4050 W. 10TH STREET
HAYES, VA 23072
757-853-4488

DATE:

5/7/2023

SCALE:

AS NOTED

SHEET:

A-3
SHTS - 5



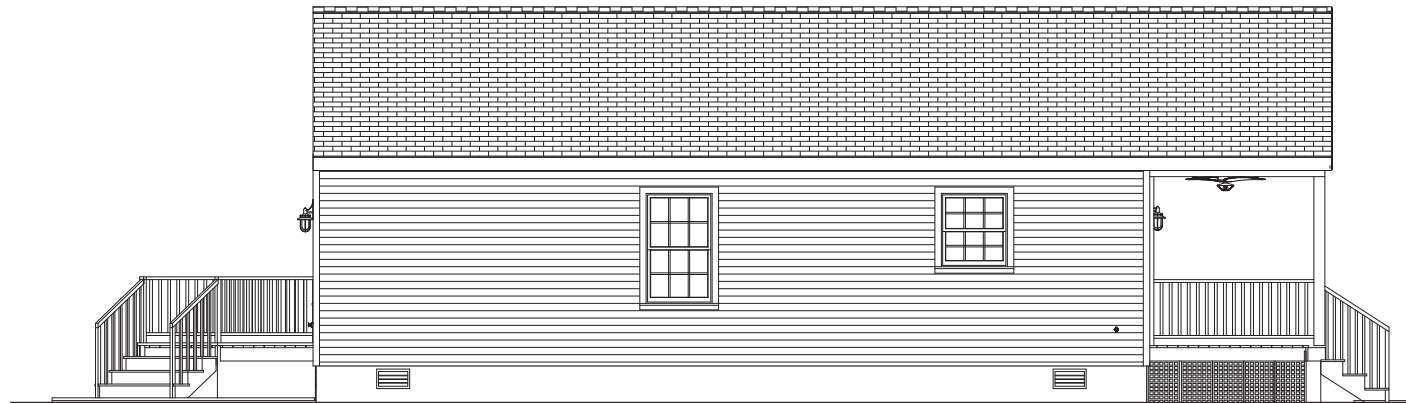
FRONT



REAR



RIGHT



LEFT

ELEVATIONS

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

REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION

STURDEVANT CONSTRUCTION, INC.
708 GUM ROCK COURT
NEWPORT NEWS, VA 23606
757-5495-2774

GONZALEZ RESIDENCE
CAPE CHARLES, VA

DRAWINGS PROVIDED BY:
Kim Beatty
RESIDENT
4500 W. 1ST STREET
HAYES, VA 23072
757-893-4488

DATE:

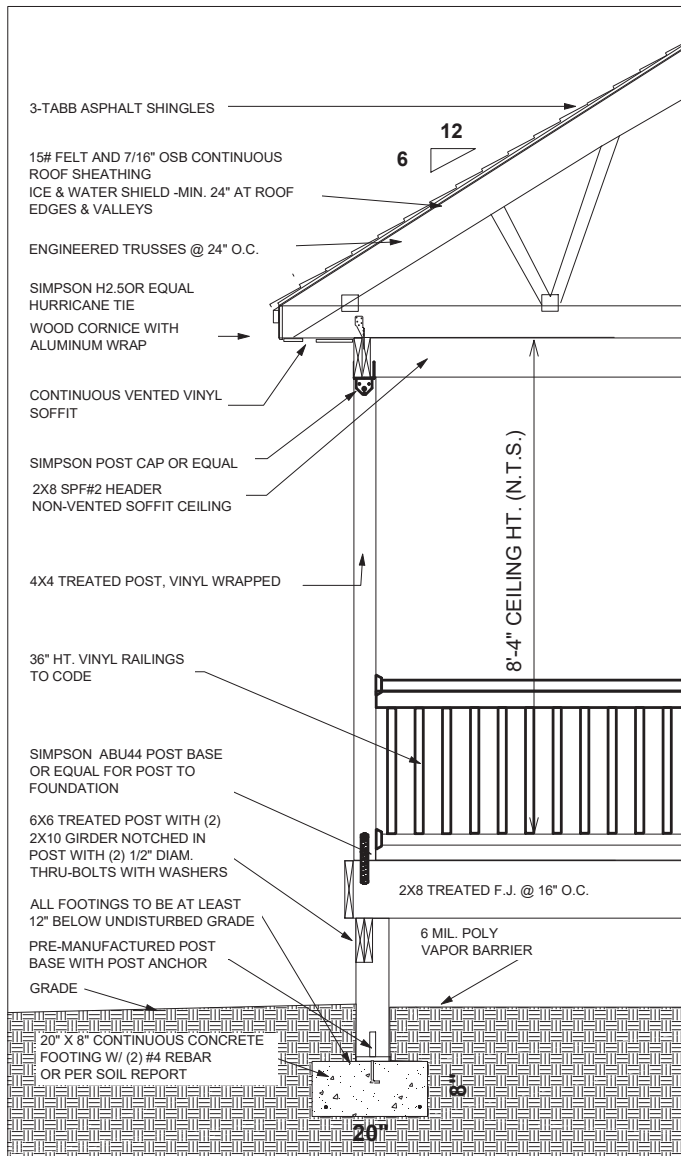
5/7/2023

SCALE:

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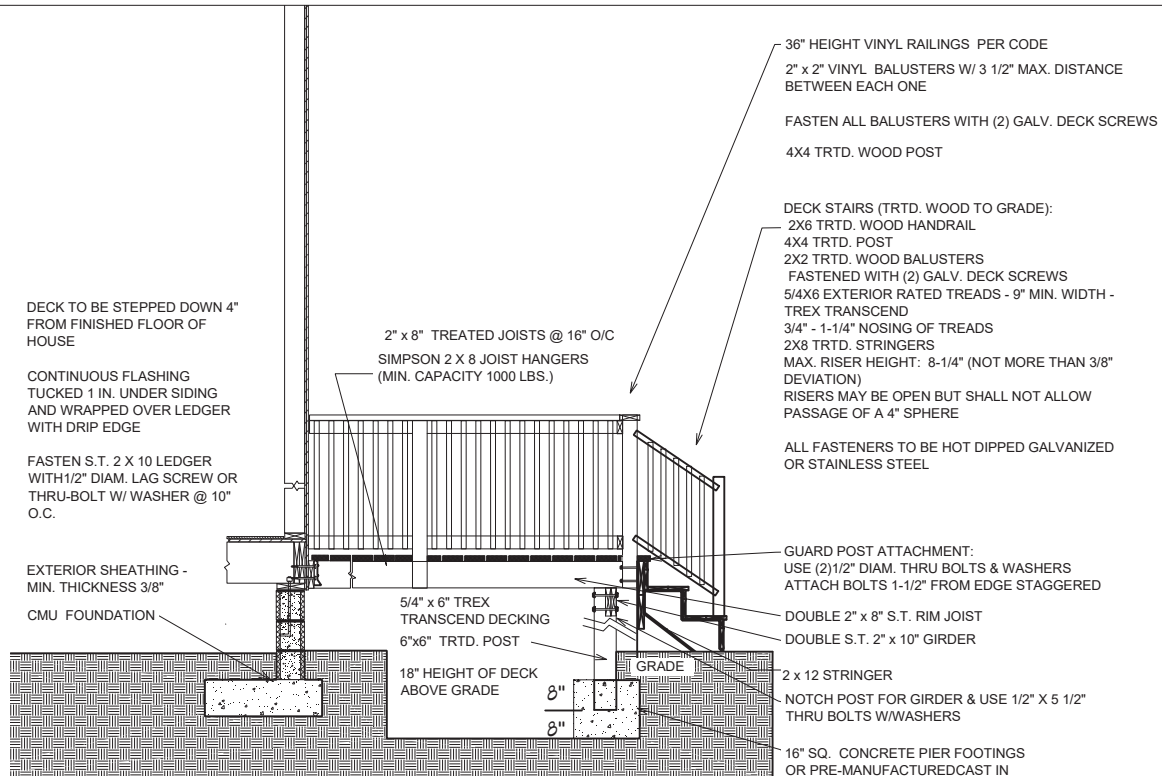
SHEET:

A-4
SHTS. -5



PORCH WALL SECTION

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



TYPICAL DECK CROSS SECTION

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

REVISION TABLE	
NUMBER	DATE

STURDEVANT CONSTRUCTION, INC.
708 GUM ROCK COURT
NEWPORT NEWS, VA 23606
757-5495-2174

GONZALEZ RESIDENCE
CAPE CHARLES, VA

DRAWINGS PROVIDED BY:
Kim Beutley
KES CONSTRUCTION
4000 W. 10TH STREET
HAYES, VA 23072
757-893-4488

DATE:

5/7/2023

SCALE:

AS NOTED

SHEET:

A-5
SHTS. -5



FRONT (STREET-VIEW) RENDERING OF NEW CONSTRUCTION HOUSE AT 321 MADISON AVE



WHITE VINYL RAILING, WHITE VINYL SLEEVED COLUMNS, & WHITE VINYL LATTICE SKIRT



CREAM 4.5" DUTCH-LAP VINYL SIDING



CHARCOAL, 3-TAB, ASPHALT SHINGLE ROOFING



WHITE, SOLID CORE, STEEL, RAISED PANEL, CRAFTSMAN-STYLE DOOR



GREY PARGED CMU BLOCK FOUNDATION



WHITE, DOUBLE HUNG, VINYL WINDOWS



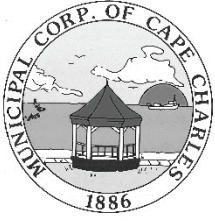
GREY, BROOMED, CONCRETE, WALKWAY



GREY, TREX TRANSCEND, COMPOSITE DECKING WITH WHITE VINYL RAILING



Solid core, steel, raised panel, exterior french door (For Shed Doors)



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 17, 2023

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: October 10, 2023

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 133 Mason Avenue – Replacing wood windows and wood doors with the exact same style wood windows and wood doors, pursuant to CCZO Section 8.17 (I)
- b. 222 Monroe Avenue – Roof replacement, pursuant to CCZO Section 8.17 (B)

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