

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
November 21, 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) October 17, 2023 Historic District Review Board Regular Meeting
5. **Unfinished Business:**
 - A. 10A Peach Street: Lori Peters – replaced the previous 18-lite front wood doors with a new 4-lite front wood doors on the commercial building
 - B. 301 Mason Avenue: John & Clelia Sheppard – to add signage: (i) front of the balcony, and (ii) on the side of the commercial building
6. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION - EXTENSION:**
 - (1) 114 Pine Street: Barrett Cree and Gerry Forbes – to extend an expired COA to install vinyl picket fencing on the property
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None.
 - C. **RENOVATION, MINOR:** None.
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 607 Randolph Avenue: Steve Chapman dba Virginia Sell Now 2023, LLC – replace: the existing asphalt shingle roof with a new asphalt shingle roof, aluminum siding with hardie siding, rear door, 5 side windows, porch railing; repair: front door; porch decorative trim features; other trim; and repointing brick on the single-family dwelling unit
 - (2) 520 Monroe Avenue: Gia Owens – replace windows, rear door; repair roof, siding, front door, front porch flooring, steps; construct an extension to the rear deck and install an outdoor shower on the single-family dwelling unit
 - (3) 517 & 519 Randolph Avenue: Andrew McCoy dba MLT Enterprises LLC – construct a rear addition; replace: roof, doors, windows, steps, siding, front porch parts, trim; remove chimney on the duplex
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER:** None
7. **Other Business**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
October 17, 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, Michael Strub, and Herb Thom. Martin Mayer 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 two members of the public in attendance and five viewers on Facebook Live.

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:

Member James pointed out that Vice-Chairman Thom was not in attendance therefore the motion for 10A Peach Street needed to be corrected.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the agenda format as presented and the minutes from September 19, 2023 Historic District Review Board Regular Meeting as amended on Page 2 for the 10A Peach Street motion removing the wording “majority vote with Vice-Chairman Thom recusing himself” and adding “unanimous vote”. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

1. *538 Monroe Avenue: Samuel and Julia Jones – to modify fence material from vinyl to wood*

Ms. Outten presented the staff report and noted that the fencing material would comply with the new guidelines. She informed the board that the application included an administratively approved six-month extension for the Certificate of Appropriateness approved on November 16, 2022 for the construction of an accessory structure.

Sam Jones, the owner, was available to answer questions.

The board discussion and questions were as follows: (i) Member Strub did not feel the replacement fence was historic to the neighborhood and was concerned about the proposed height. Mr. Jones explained that this was a new wooden fence not a replacement fence nor was any plywood being used; adding that all zoning ordinances pertaining to the placement of a fence would be followed. Ms. Outten reaffirmed that this was new fencing and the proposed height complied with zoning.

(MOTION ON PAGE 2)

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for the Modification to an Approved Certificate of Appropriateness at 538 Monroe Avenue on an application filed by Samuel and Julia Jones to install a six-foot wooden privacy fence along the back and sides of the property per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles and 9.2 – Fences & Freestanding Walls; as stated in the application dated 9/17/2023; and per all zoning ordinance requirements. A six-month extension for the previously approved Certificate of Appropriateness to construct an accessory structure was granted. The motion was approved by unanimous vote.

C. Certificate of Appropriateness for Minor Renovations:

- 1. 551 Tazewell Avenue: Brian and Katrina Stafford represented by Donald Appenzeller – to replace the existing asphalt shingle roof for a new asphalt shingle roof, and to replace the existing flashing and repair the chimney as needed.*

Ms. Outten read the staff report.

Brian Stafford, the owner, reiterated that the chimney stucco and flashing would be redone with same materials and colors.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at 551 Tazewell Avenue on an application filed by Donald Appenzeller on behalf of Brian and Katrina Stafford to remove the existing asphalt shingles and replace with new asphalt shingles on the entire roof of the single-family home, and to replace the flashing and repair the stucco on the chimney per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.3.1 – Routine Maintenance & Repairs – Masonry – Other Masonry Features, and 5.3.2 – Other Masonry Features; as stated in the application dated 9/1/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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

- 1. 500 Monroe Avenue: John and Rachelle McLaughlin – to construct a 334 square feet rear addition to repair one chimney and remove one chimney; and to construct a new 550 square feet accessory structure.*

Ms. Outten presented the staff report in detail, adding that a revised survey omitting the driveway in the rear has been submitted.

John and Rachelle McLaughlin, the owners, explained that the chimney at the front of the house was used for the furnace but the back chimney was not being used and they would like to remove it.

The board discussion and questions were as follows for the chimneys: (i) Member Strub stated that the functionality of the chimney was not a reason for removal and thought it looked in relatively good condition. Mr. McLaughlin said it was over 100 years old and did not think it was in great shape. (ii) Vice-Chairman Thom read Section 5.3(1)(d) from the Cape Charles Historic District Overlay Design Guidelines and suggested replacing the stucco. and (iii) Mr. McLaughlin said if the chimney had to be retained, they would like to use brick veneer as proposed for the other chimney.

Motion made by Vice-Chairman Thom, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John and Rachelle McLaughlin to repair both chimneys per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.3.1 – Routine Maintenance & Repairs – Masonry – Other Masonry Features, and 5.3.2 – Other Masonry Features; as agreed upon at the 10/17/2023 Historic District Review Board Regular Meeting; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

The board discussion and questions were as follows on the rear addition: (i) Mr. and Ms. McLaughlin explained that the existing sunroom would be removed and replaced with a small two-story addition. This would entail new windows and doors, and an existing door changing to a window. and (ii) Member James clarified that the addition was complementary to the existing building.

Motion made by Vice-Chairman Thom, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John and Rachelle McLaughlin to construct a new rear addition per the Cape Charles Historic District Overlay Design Guidelines Sections 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.3.1 – Routine Maintenance & Repairs – Masonry – Other Masonry Features, 5.3.2 – Other Masonry Features, and Section 5.6 – New Additions to Contributing Buildings as stated in the application dated 9/4/2023, presented at the 10/17/2023 Historic District Review Board Regular Meeting; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

John McLaughlin amended the submitted application to have one 16' garage door instead of two garage doors.

Motion made by Member Strub, seconded by Member James, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John and Rachelle McLaughlin to construct a new accessory structure per the Cape Charles Historic District Overlay Section 6.1 – New Accessory Structures Associated with Contributing Primary Buildings; as amended at the 10/17/2023 Historic District Review Board Regular Meeting by the applicant to have a single 16' garage door; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *Lots 169D and 172D on Plum Street (Tax Map #83A1-1-169D & 172D): Robert and Susan Heindel represented by William Doughty dba Village Builders on the Bay – to construct a new 2,026 square feet two-story single-family home with a 168 square feet front porch, 169 square feet rear patio, and 16 square feet rear outdoor shower.*

Ms. Outten read the staff report.

William “Bill” Doughty, applicant representative, was available in person, and Robert Heindel, the owner, participated via telephone to answer any questions.

Vice-Chairman Thom asked if the windows were per the guidelines. Mr. Doughty answered yes.

Motion made by Member Strub, seconded by Member James, to approve the application for a Certificate of Appropriateness at lots 169D and 172D on Plum Street (Tax Map #83A1-1-169D & 172D) on an application filed by William Doughty, RA for Village Builders on the Bay, Inc. on behalf of Robert and Susan Heindel to construct a new 1, 013 square feet two-story single-family residence, new 112 square feet accessory structure, and an outdoor shower per the Cape Charles Historic District Overlay Section 5.13 – New Construction Primary Buildings, Section 6.3 – New Accessory Structures/ADUs Associated with New Construction, Section 9.3 – Decks, Ramps, Patios, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 7/31/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

Katie Nunez, Zoning Administrator, informed the applicant that a slight correction of the placement for the shed on the site plan needed to be made before zoning could be approved. Mr. Doughty and Mr. Heindel were aware, and corrections would be submitted.

3. *327 Madison Avenue – Jose and Diana Gonzalez dba Family Reunion on the Bay, LLC – to construct a new one-story single-family home with a 200 square feet front porch, 94.4 square feet rear deck, 300 square feet rear patio, and an outdoor shower.*

Katie Nunez gave the zoning review and informed all present that the square footage of the home needed to increase to at least 960 square feet for it to be in compliance with zoning.

Ms. Outten presented the staff report.

Diane Gonzalez stated that all the windows would be 6/6, and the square footage of the home would be increased to 1, 000 square feet. The site plan would be revised and re-submitted to the department.

Vice-Chairman Thom thought the design looked practical and functional.

Motion made by Member James, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 327 Madison Avenue on an application filed by Daiana and Jose Gonzalez on behalf of Family Reunion on the Bay, LLC to construct a new one-story single-family residence, new 180 square feet accessory structure, 300 square feet rear patio, and an outdoor shower per the Cape Charles Historic District Overlay Section 5.13 – New Construction 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, and Section 9.5 - Landscaping; as stated in the application dated 9/5/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other:*

There were no applications filed.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 222 Monroe Avenue; (ii) Other: 133 Mason Avenue and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

B. *November Meeting Attendance Check.*

Ms. Outten reminded board members that the next meeting was on thanksgiving week at asked everyone to check their calendars and let her know if availability was an issue.

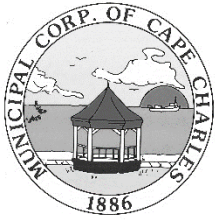
ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member Strub, to adjourn the October 17, 2023 Historic District Review Board Regular Meeting at 6:02 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 21, 2023

Item #: 5A (1) – 10A Peach Street

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

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

Date: November 13, 2023

APPLICANT: Lori Peters

SITE ADDRESS: 10A Peach Street

TAX MAP: 83A3-1-600D

LOT SIZE: 2,468.8 sq. ft.

TYPE OF APPLICATION: After the Fact Certificate of Appropriateness

WORK TO BE PERFORMED: Replaced the front doors

CURRENT ZONING: Commercial-1 (C-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1920, Commercial Style

Accessory Structure: N/A

DATE APPLICATION RECEIVED: June 15, 2023

PRE-APPLICATION MTG: July 18, 2023

DATE APPLICATION DEEMED COMPLETE: June 15, 2023

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

On May 23, 2023, the office received a complaint that the applicant replaced the previous front 18-lite/1 panel wood doors with 4-lite no panel wood doors on the commercial building. Please see pictures on page 2 as the top of the entrance doorway was altered and the new doors have mirrored glass. We ordered all work to cease and to submit the appropriate applications to the Town for this work. When we spoke with the applicant, she indicated that they have suffered continued breaking of the glass panels in the lower half of the doors by customers to their place of business which is why they replaced the doors with fewer glass panels.

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

The Historic District Review Board reviewed the application at their September 19, 2023 Regular Meeting at after discussion with the co-owner of the building, Clive McIlrath, the following motion was made: *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 unanimous vote.* Mr. McIlrath has submitted the drawings on Page 2 proposing to install wood molding where the blue tape has been placed on the doors. The molding would mirror the top glass.

AERIAL MAP:



MATERIALS:

- Front Doors: 8' x 9' Wood

REMOVED FRONT DOOR:



NEW EXISTING DOOR (9/7/2023):



NEW PROPOSED DRAWINGS:



STAFF ANALYSIS:**ZONING COMPLIANCE**

The proposed door replacement is in conformance with zoning.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Page 3-3: General Description of Buildings – Openings

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

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

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

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and style proposed for the replacement doors reflect the character and historic appearance of the neighborhood.

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

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

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

Attachments:

Attachment 1 – Proposed New Door Design

AS BAR + GRILL
10 PEACH ST.
CAPE CHARLES
23318 .

CLIVE MCILWATH
3605827502

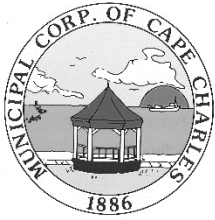
MODIFICATION TO
DOOR.

As per our last
meeting regarding
changes to the front
Door.

Install wood
molding where
the blue tape
is to mirror
the panes above.

Thank you
Clive M^c





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 21, 2023

Item #: 5B – 301 Mason Avenue

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

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

Date: November 13, 2023

APPLICANT: John and Clelia Sheppard

OWNER: Historic 301 Mason Avenue LLC

SITE ADDRESS: 301 Mason Avenue

TAX MAP: 83A3-1-615B

LOT SIZE: 2,848 sq. ft.

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

WORK TO BE PERFORMED: Add: signage to the front and side of the building

CURRENT ZONING: Commercial (C-1)

HISTORIC REGISTER: CONTRIBUTING

Description: 1898, Italianate

Accessory Structure: N/A

DATE APPLICATION RECEIVED: August 1, 2023 (Original COA Modification Application)

PRE-APPLICATION MTG: July 28, 2023

DATE APPLICATION DEEMED COMPLETE: October 5, 2023 (Sign Permit Application)

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

The Historic District Review Board reviewed the modifications to an approved Certificate of Appropriateness at their September 19, 2023 Regular Meeting and approved most items except for the proposed signage as dimensions and how the signage would be affixed to the building were unknown. The applicant has provided the requested information as follows:

1. Adding a 2' x 8' sign on the balcony front
2. Attaching a 2'2" x 3' hanging sign to the side (Strawberry Street) of the commercial building

AERIAL MAP:



MATERIALS:

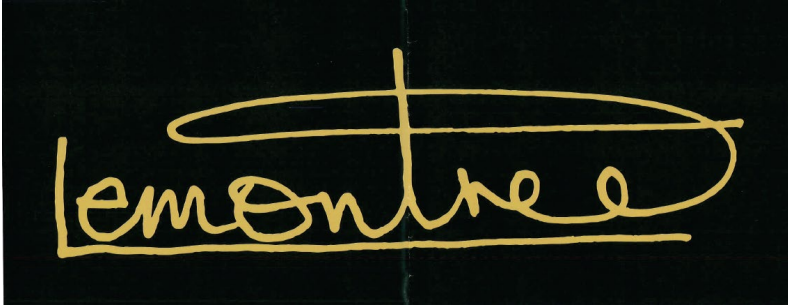
- Balcony Front with Signage: Wood Facia trim, painted black with gold Stars and trim, Lemon Tree logo in Gold Metal
- Side Hanging Sign: Plastic, wood, metal sign with Lemon Tree logo hanging from a bracket which will be attached to the building with cement anchors, epoxy, and 3" screws

lemon tree
Gallery and Studio

7/31/2023

R B A
THIS INFORMATION IS NOT TO BE USED FOR ANY OTHER PURPOSES. IT IS THE PROPERTY OF RBA AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM RBA.

PROPOSED SIGNAGE:



PROPOSED SIDE BRACKET:



STAFF ANALYSIS:

ZONING COMPLIANCE

The proposed signage to the commercial building is in conformance with zoning.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

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

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the material and style proposed for the signage reflects the character and historic appearance of the commercial district.

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 – Sign Permit Application and Documents



Sign Permit Application

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

planningtech@capecharles.org

Permit #

Revised 05/2023

Taxes

vpd

Violations

N/A

Fee

pd
chk
2260 \$100

Decision

Budget Code: SIGNP-100-3100-1570

PART 1: APPLICATION NOTES

Use this form to request permission to place signs advertising and event, special promotion, or grand opening. No sign can be placed in, or overhang, the public right-of-way nor shall they be attached to any utility pole, light standard, or street tree. Additional requirements can be found in CZO 4.1.H.2.

- No application shall be granted unless taxes on the real estate in question are paid in full as of the date of the application.
- No application shall be granted if there is an outstanding zoning violation on the real estate in question.
- If the applicant is not the owner, an Owner Affidavit must be submitted.

PART 2: PROPERTY INFORMATION

Property Address: 301 Mason Avenue

Contractor: L4 Enterprises

Address: 6500 Broadwater Circle Cape Charles VA 23310

Email: nick@L4builders.com

Phone #:

PART 3: PROPERTY OWNER INFORMATION

Property Owner/Tenant: Clelia Sheppard

Business Address: 3274 Butlers Bluff Drive Cape Charles VA 23310

Email Address: Cleliart@hotmail.com

Phone#: 757-651-1000

If the tenant is not the property owner, an Owner Affidavit for Permission to Represent must be completed and submitted with this request.

PART 4: PROJECT INFORMATION

Estimated Cost: 1,000.00

Sign: Material: Plastic, Wood, Metal

Advertisement (description): Lemontree ~~Building~~

PART 5: PROJECT INFORMATION

Location of Signs	# signs permitted	sign proposed	Sign dimension and Area
Commercial, Mixed-Use, Industrial Districts	Limited to 1 per street front on a lot 1	___ Freestanding ___ Attached to a building wall	2 ft. height 8 ft width 6 sq.ft. ___ ft height ___ ft width ___ sq ft Multiply number of sign type x height x width to get area 12
Front Footage of Lot _____ sq ft Front Footage of Building 4 sq ft			

Attached proposed rendering or draw an outline of the proposed sign using dashed line to indicate distances to other buildings and all property lines.

see attached Rendering

Applicant's signature: 2. JH

Date: 10/5/23

Zoning Administrator's signature: _____

Date: _____

Lemontree

24" Tall
96" Wide

Raised Lettering

PVC



Sign Permit Application

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

planningtech@capecharles.org

Permit #

Revised 05/2023

Taxes

✓pd

Violations

N/A

pd chk
Fee 2360

\$100

Decision

Budget Code: SIGNP-100-3100-1570

PART 1: APPLICATION NOTES

Use this form to request permission to place signs advertising and event, special promotion, or grand opening. No sign can be placed in, or overhang, the public right-of-way nor shall they be attached to any utility pole, light standard, or street tree. Additional requirements can be found in CZO 4.1.H.2.

- No application shall be granted unless taxes on the real estate in question are paid in full as of the date of the application.
- No application shall be granted if there is an outstanding zoning violation on the real estate in question.
- If the applicant is not the owner, an Owner Affidavit must be submitted.

PART 2: PROPERTY INFORMATION

Property Address: 301 Mason Avenue / Strawberry Street

Contractor: L4 Enterprises

Address: 6500 Broadwater Circle Cape Charles VA 23310

Email: nick@L4builders.com

Phone #:

PART 3: PROPERTY OWNER INFORMATION

Property Owner/Tenant: Clelia Sheppard

Business Address: 3274 Butlers Bluff Drive Cape Charles VA 23310

Email Address: Cleliart@hotmail.com

Phone#: 757-651-1000

If the tenant is not the property owner, an Owner Affidavit for Permission to Represent must be completed and submitted with this request.

PART 4: PROJECT INFORMATION

Estimated Cost: 1,000.00

Sign: Material: Plastic Wood Metal

Advertisement (description): Lemon tree (see attached Rendering)

PART 5: PROJECT INFORMATION

Location of Signs	# signs permitted	sign proposed	Sign dimension and Area
Commercial, Mixed-Use, Industrial Districts	Limited to 1 per street front on a lot 1	☐ Freestanding ☒ Attached to a building wall	14' height 3 ft width 36 sq.ft. ____ ft height ____ ft width ____ sq ft Multiply number of sign type x height x width to get area
Front Footage of Lot _____ sq ft	cement anchors, epoxy 3" screws		
Front Footage of Building _____ sq ft			

Attached proposed rendering or draw an outline of the proposed sign using dashed line to indicate distances to other buildings and all property lines.

See attached Renderings

Applicant's signature: ZLH

Date: 10/5/23

Zoning Administrator's signature: _____

Date: _____

What are you looking for



—STORE—

(0)



43"

Steel

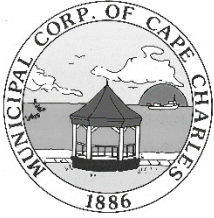


14" Tall
36" Wide

2/sides

Raised lettering

PVC



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 21, 2023

Item #: 6A (1) – 114 Pine Street

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

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

Date: November 14, 2023

APPLICANTS: Barrett Cree & Gerry Forbes

TYPE OF APPLICATION: Extension to Expired Certificate of Appropriateness dated 7/21/2021

SITE ADDRESS: 114 Pine Street

WORK TO BE PERFORMED: Install a fence

TAX MAP: 83A3-13-A

CURRENT ZONING: Residential-1 (R-1)

LOT SIZE: 4,131 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1960, Ranch

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 2, 2023

PRE-APPLICATION MTG: November 21, 2023

DATE APPLICATION DEEMED COMPLETE: November 2, 2023

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

The applicant is seeking a six-month extension to a previously approved Certificate of Appropriateness that expired on July 21, 2022 to install a 3' tall vinyl vertical panel fence in the front and side yards and a 6' vertical panel privacy fence in the rear yard on the property. This extension cannot be administratively approved as the Certificate of Appropriateness expired over a year ago, and vinyl was deemed an inappropriate fencing type in the Cape Charles Historic District Overlay Design Guidelines adopted by Town Council on December 15, 2022. Therefore, the Historic District Review Board will need to review this application and determine if an extension is warranted and the material approved (vinyl fencing) in 2021 can be allowable through this extension.

AERIAL MAP:



MATERIALS:

Fence: Vinyl

EXISTING: October 2023**STAFF ANALYSIS:****ZONING COMPLIANCE**

The property is a legal, conforming use and the fence is an allowable use. The proposed location of the fence meets all setback requirements.

However, the material choice for the fence is no longer a listed option in the Zoning Ordinance. As you may recall, when the Historic District Guidelines were adopted in December 2022, the Town also made several zoning text amendments to Article III (Zoning District Regulations) & Article VIII (Historic District Overlay), including removing vinyl as a material choice in the Historic District.

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:

Pages 9-3 and 9-4: Section 9.2 Fences & Freestanding Walls

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and style proposed for the fence reflect the character and historic appearance of the neighborhood.

Staff is recommending denial of this application per Historic District Overlay Design Guidelines Section 9.2 (d) (i) due to vinyl being listed as an inappropriate fencing type.

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

Violations N/A

Fee PD

Decision

Extension Request to COA

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 proposed materials |
| ☒ Photos of existing lot | ☒ Survey | ☐ Tree Permit Application <i>NA</i> |
| ☒ Owner Permission Affidavit | ☒ Payment of Fee | |

Owner signature: *[Signature]*

Date: 11-02-2023

PART 2: PROPERTY INFORMATION

Property Address: 114 Pine Street

Tax Map #: 83A3-13-A

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

Zoning District: *R1*

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Barrett Cree & Gerry Forbes

Mailing Address: P.O. Box 122 Machipongo

Phone Number: 757-442-0808

Email: barrettblueheron@gmail.com & gerryblueheron@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:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work: ☒ New ☐ Repair % of structure 70% ☐ Replace In kind ☐ Different in style or material Remaining Portions

Location (include survey showing location, setbacks, and height) Per Code; 2' from any sidewalk and 6" from any property line.

Material: Existing fence Vynl Previously approved.

Existing Condition ☒ Original ☐ Not Original ☐ Not Sure

Height: Per Code; 3' picket side and front & 6' privacy rear yard area

Describe the style: 3' is a picket style & 6' is privacy style, both are white in color, matching all surrounding properties examples of like kind fencing material and color. This style and material choice conformed to current standards required at that time, which was why I purchased this style, design and material type. I spent twice as much adding reinforcement of interior aluminum beams in the bottom rails, double the standard thickness of post & panels for extra integrity and to prevent any sagging or future wear.

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: 11/02/23

Zoning Administrator's signature: _____

Date: _____

Zoning Ordinance Article VIII Section: _____

114 Pine Sequences of work

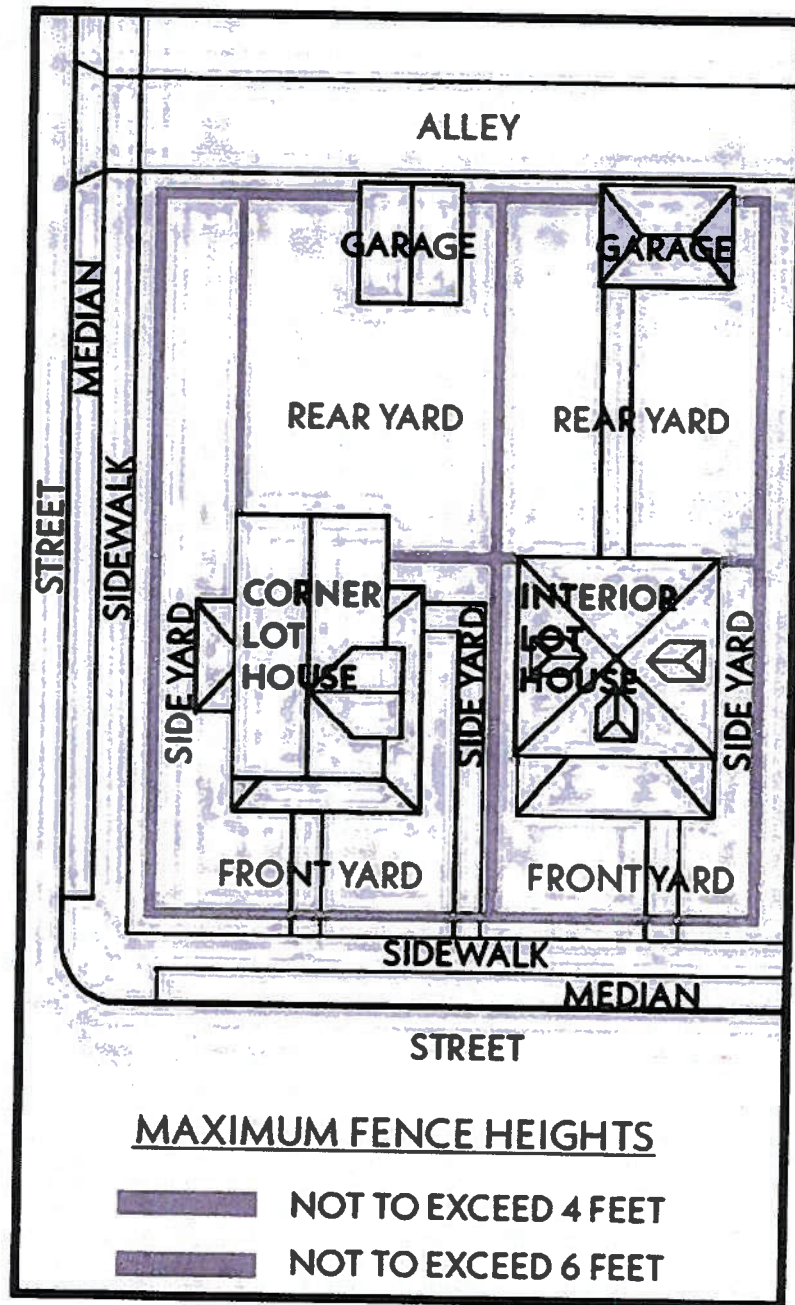
May 2021	Residential permit
July 2021	COA granted for fence
October 2021	Footer began
October 2021	Foundation Bagan
Dec 2021	Mandatory sewer Line installed
February 2022	Eastside Standing water problems
March 2022	Existing east stoop removed
May 2022	Fence Holes Dug
May 2022	Framing Begun
May 2022	Re-dug the same holes equipment wreaked fence posts Randolph and Rear P/L

May 2022	Demolition of exist wall
May 2022	Standing water issues continuing, not sure what to do.
June 2022	Water intrusion Crawlspace eastside
July 2022	HVAC can't start due to standing water in crawlspace.
June 2022	Seeking drainage solutions to prevent Neighbors water continuing to flood eastside of house.
July 2022	HVAC completed ruffing
August 2022	All ruff in inspections pass
September 2022	Drywall completed

October 2022	Flooring Installed
October 2022	Still waiting on Siding Contractor to finish grading.
November 2022	Re-cut drainage relief to get off standing water East side
November 2022	Siding Began new addition
Dec 2023	Siding Complete
Dec 2023	Began to remove Tree Stump East side. To wet to work Equipment stuck.
January 2023	Removed remaining Stump & Damaged House Corner
April 2023	Standing water in fence post holes and entire eastside.
May 2023	North side Fence installation could resume.

May 2023	Re-layout out Fence again and prepping grade northside P/L
May 2023	Working together w/ Neighbor to remedy water problem from his property.
June 2023	Working on Drainage quotes & solution to shared water problems
July 2023	Finished Fence installation North P/L
July 2023	Installation of support beam in crawlspace once dry enough to work.
September 2023	Cut grade east side to prepare for gravel & installation of remaining fence

October 2023	Neighbor complained of temporary shed in front yard & I'm told to halt fence installation.
-----------------	---



The above diagram shows the locations for maximum fence heights at a corner lot (left) and an interior lot (right). Fences should also be inset 2 feet from any sidewalk, alley, or public right-of-way. Per Cape Charles Zoning Ordinance Section 4.2 (G).

GENERAL NOTES
1. OWNERS: LINDEN BARNETT CRSE

2. TAX PARCELS 83A3-13-A

3. SOURCE OF TITLE: DIST. 170001336

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JANUARY 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:110,000.

5. 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 ON WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C03100, DATED 03-03-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONES X & 2% ANNUAL CHANCE.

7. PLAT REFERENCES:
D.A. 76, P. 537 (PLAT)
D.A. 41, P. 484 (PLAT)
D.A. 311, P. 201 (PLAT)

8. AREA: 4,131 SQ. FT. (0.095 AC.)

9. ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 1988

BOUNDARY CERTIFICATION

I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE PRACTICE PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.

Side Set Back 6" Existing Since 2023

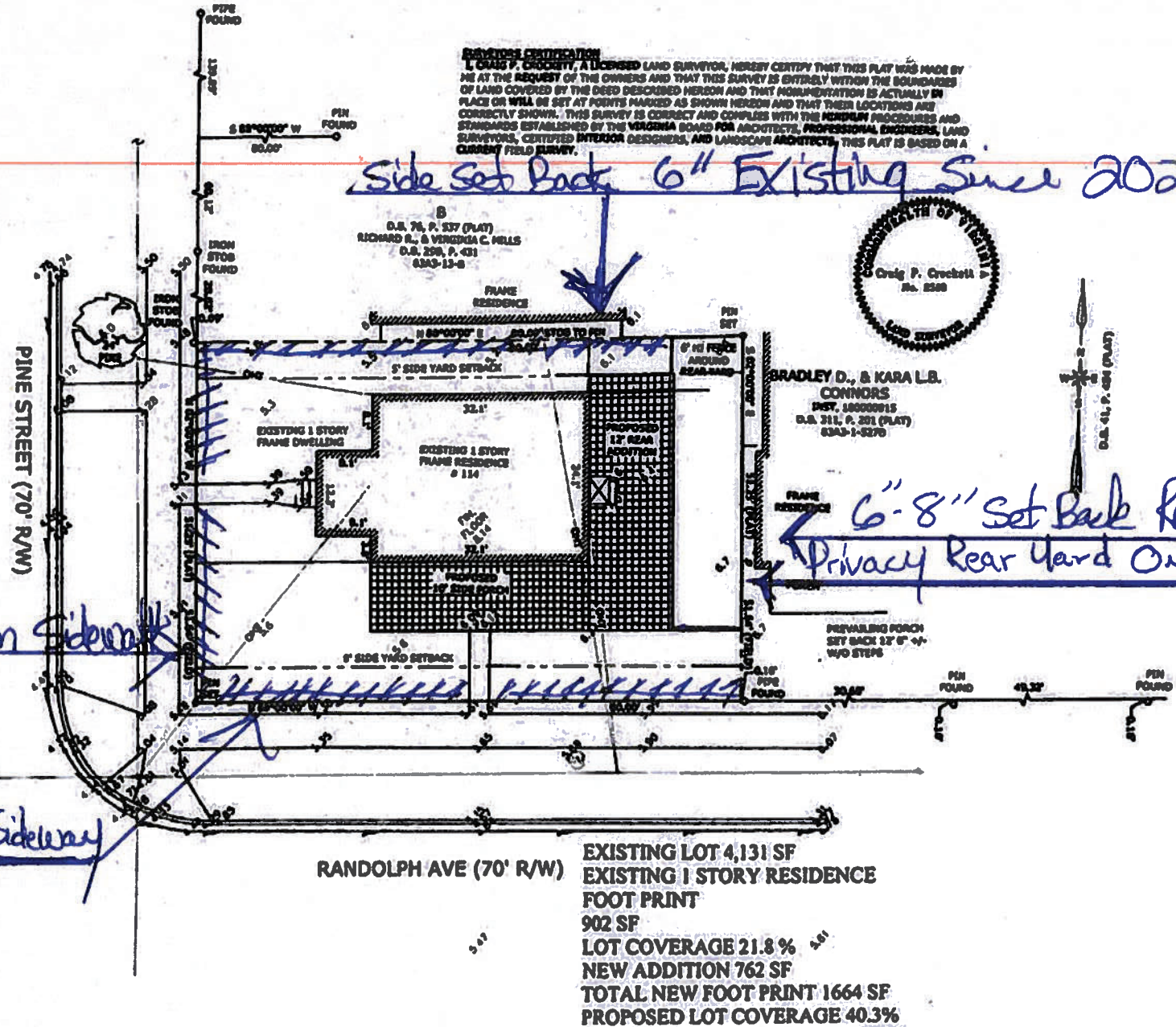


BRADLEY D., & KARA L.B. CONNORS
DIST. 180000915
D.A. 311, P. 201 (PLAT)
83A3-1-5270

*6'-8" Set Back Rear P/L
Privacy Rear Yard Only*

*Pine Front
2 1/2 feet From Sidewalk*

Randolph 2' From Sidewalk



RANDOLPH AVE (70' R/W)

EXISTING LOT 4,131 SF
EXISTING 1 STORY RESIDENCE
FOOT PRINT
902 SF
LOT COVERAGE 21.8%
NEW ADDITION 762 SF
TOTAL NEW FOOT PRINT 1664 SF
PROPOSED LOT COVERAGE 40.3%

FRONT (WEST) ELEVATION



POINT NORTH	
POINT NORTH SURVEYING, LLC	
P.O. Box 701, Ocala, VA 22111	
(757) 700-3000	

Letter of intent

I wish to erect a picket fence on my side yard and front yard areas using the approved height of 4' or less for these areas. I choose a lesser height to compliment my single-story home and purchased 3' in height, which is much like the fence surrounding the big waterfront property on Mason overlooking the harbor, which this fence style was based on.

For my back yard I purchased the allowable height of 6' and choose vertical panel *privacy fence for the back yard area only*, which there are existing many examples throughout Town.

Both styles of fencing chosen are similar of examples found throughout the Town. And my application and placement of both heights of the 3' and 6' fence is in accordance with the Town's Fence Guidelines. Attached to this application and noted on a survey are the proposed locations for each the 3' and 6' fences.

I reached out to the current Town Planner at the time Mr. Zack Ponds before choosing and purchasing my fence and was told 4' maximum height front and side and 6' maximum height rear yard area. And to go with similar styles existing throughout the historic district. I have my fence currently on premise that I purchased in December 2019.

I spent months searching for a manufacture offering a style and quality of vinyl fence to last many years without wearing, sagging, fading, or leaning. I also spent a considerably more by upgrading on every aspect to insure having a great looking for years to come without maintenance and upkeep. These up grades included double the standard thickness of both fence and post, aluminum post and rails inserts for extra strength, extra thickness of bottom rails of the picket to prevent any sagging. Panel widths are 6' verses 8' between post to further insure there

will not be any sagging years down the road as naturally occurs with wooden and other lesser quality vinyl fences through Town.

I made the purchase of my fence based on the current guidelines and info provided by Zack Ponds in July 2019 and spending many hours looking at others throughout town of similar and finally locating a manufacture and distributor that offered the highest quality fencing which I'm ready to install with your approval.

Your consideration to allow me to install this fencing as others have throughout the Town and to improve the esthetics of my property and enjoy having some privacy in my back yard area as the guidelines allow would be greatly beneficial.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read "Barrett Cree". The signature is fluid and cursive, with the first name "Barrett" being more prominent than the last name "Cree".

Barrett Cree



Barrett Cree <barrettblueheron@gmail.com>

Fencing ordinance and regulations

5 messages

Barrett Cree <barrettblueheron@gmail.com>
To: zach.ponds@capecharles.org

Tue, Jul 23, 2019 at 5:21 PM

Good afternoon Zach, could you direct me to the towns ordinance concerning fencing and what is allowed? Thanks in advance, Barrett

Barrett Cree Virginia licensed Realtor Blue Heron Realty Co. (C) 757-442-0808 barrettblueheron@gmail.com (O) 757-331-4885

Sent from my iPhone

Zach Ponds <zach.ponds@capecharles.org>
To: Barrett Cree <barrettblueheron@gmail.com>

Wed, Jul 24, 2019 at 8:52 AM

Barrett,

You can find the fence regulations in our zoning ordinance in Section 4.2.G of Article IV. A fence cannot exceed 6' in the rear yard and 4' in the side yard. Fences also must be located 2' from any sidewalk, alley, or public right-of-way. You will need to fill out a zoning clearance form and provide a site plan showing the location and height of the fence for review and approval.

Zoning Clearance Form link -

<https://capecharles.municipalcms.com/files/documents/document1469113853052815.pdf>

Article IV link -

<https://capecharles.municipalcms.com/files/documents/ZO-ArticleIVGeneralRegulationsApplicabletoallDistricts1701032850050118PM.pdf>

Thanks,
Zach

Zach Ponds
Town of Cape Charles | Town Planner/Zoning Administrator
2 Plum Street | Cape Charles, VA 23310
Direct: 757-331-2036
planner@capecharles.org | www.capecharles.org
[Quoted text hidden]

Barrett Cree <barrettblueheron@gmail.com>
To: Zach Ponds <zach.ponds@capecharles.org>

Wed, Jul 24, 2019 at 8:56 AM

Great thank you! Barrett

Sent from my iPhone
[Quoted text hidden]

Barrett Cree <barrettblueheron@gmail.com>
To: Barrett Cree <barrettblueheron@gmail.com>

Tue, Dec 8, 2020 at 10:24 AM



**MUNICIPAL CORPORATION OF
CAPE CHARLES
HISTORIC DISTRICT REVIEW BOARD**

Date Issued: 7/21/2021

Issued to: Barrett Cree
114 Pine Street
Cape Charles, VA 23310

For Property: 114 Pine Street
Cape Charles, VA 23310

This Certificate of Appropriateness has been issued for the above-noted property for the purpose of:
Constructing a 6' tall vinyl vertical panel privacy fence in the backyard and a 3' vinyl vertical panel fence in the front and side yards. The Historic District Review Board approved the application as presented.

Designated conditions to be met are as follows: N/A

This Certificate of Appropriateness shall be valid for only the specific use described above. It is valid for a period of one year after the date of approval; if not acted upon within one year, or if work is suspended or abandoned for a period of twelve months after work has commenced, this Certificate of Appropriateness shall become null and void.

There is a thirty day right of appeal of this decision by the owner of the property or by any party aggrieved, pursuant to Cape Charles Zoning Ordinance Section 8.32.

Edward Wells

7/21/2021

7/21/2021

Chair, Historic District Review Board

Date

Planning Technician

Date



add 8!

Begin forwarded message:

From: Barrett Cree <barrettblueheron@gmail.com>
Date: July 29, 2021 at 6:42:22 PM EDT
To: Katie Nunez <knunez@capecharles.org>, tracy.outten@capecharles.org
Subject: 114 pine

Hi Katie, I was inside painting and I just saw you taking photos of my property. Can get my hands cleaned up quick enough to get out before you pulled off but I was just wondering if there's any concern and if I've done anything wrong?

[Quoted text hidden]

Katie Nunez <knunez@capecharles.org>
To: Barrett Cree <barrettblueheron@gmail.com>

Fri, Jul 30, 2021 at 12:14 PM

Barrett:

Didn't realize that anyone was home or I would have knocked. I left you a voicemail yesterday afternoon regarding the fence. I have erred when I provided zoning clearance for your proposed fence. A neighbor contacted the office and I re-examined our approval against the ordinance and I did not correctly apply the ordinance requirements for corner lots relative to fences.

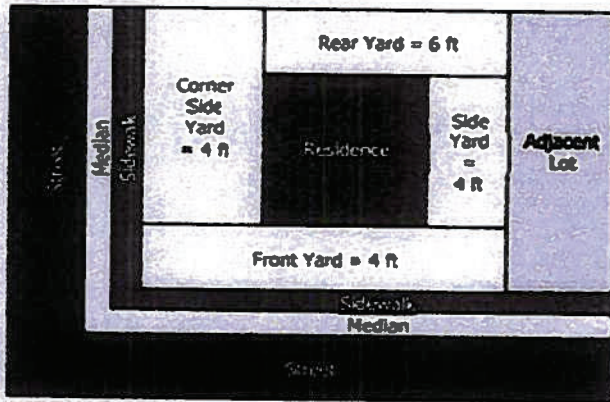
To the right is the Zoning Ordinance Section 4.2 (G) (a) regarding the fencing requirements for corner lots

Based upon that, I need to clarify the zoning clearance approval as it regards to the "side yard" along Randolph Avenue. The maximum fence height that can be in the defined side yard is 4 ft and your defined side yard between the house and Randolph Avenue is from the rear corner of your house going south to within 2 ft of the sidewalk on Randolph Avenue then going east to within 1" of the property line between yourself and the Connors then proceeding north to the point where it aligns to the rear corner of your house closest to Randolph Avenue and then proceed west to close the "box" – I have outlined in blue with blue striping on your site plan below the "side yard"

Katie

- a. Exception. No fence or wall in a corner side yard shall exceed four feet in height. On corner lots, fences and walls may be erected to a height as follows:

Corner Lot

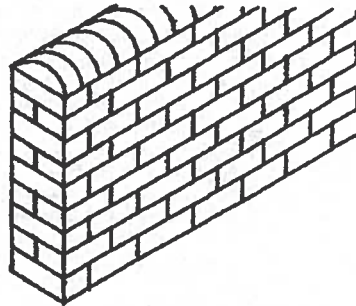


Maximum fence heights for corner lots
Rear Yard - Not to exceed 6 feet
Side Yard - Not to exceed 4 feet
Corner Side Yard - Not to exceed 4 feet
Front yard - Not to exceed 4 feet

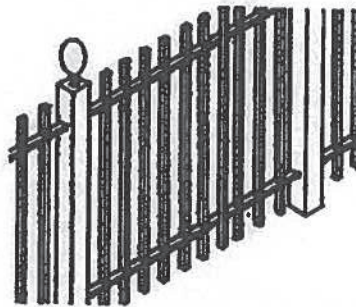
SITE FEATURES

Fences and Walls

- 1 Retain traditional fences, walls, and hedges. When a portion of a fence needs replacing, salvage original parts for a prominent location. Match old fencing in material, height, and detail. If this is not possible, use a simplified design of similar materials and height.
- 2 For new fences and walls, choose a design that relates to designs and materials from nearby historic examples. Painted wooden pickets are a common fence type used in Cape Charles although many fences use a combination of traditional materials. Do not use chain-link fencing, split-rail fences, and concrete block walls where they would be facing the street. Avoid street-front fences or walls and in any case keep them below 48 inches in height.



Round-topped brick wall



Wrought-iron fence



Wooden picket fence

Landscaping

- 3 Retain existing trees and plants that help define the character of the district. Replace diseased or dead plants and trees with the appropriate species. (See Cape Charles Tree Ordinance.)
- 4 Install new landscaping that is compatible with the existing neighborhood and indigenous to the area. (See Article IV of the Town Zoning Ordinance.)

Driveways and Sidewalks

- 5 Retain existing historic paving materials such as brick. Replace damaged areas with materials that match the original paving.
- 6 Install traditional paving materials that are compatible with the character of the surrounding historic area. Brick in traditional patterns is appropriate.
- 7 If modern concrete is to be used, consider scored or exposed aggregate designs. Give strong consideration for pervious surface cover materials.



Severn

foot and 8-foot widths.

VINYL FENCING

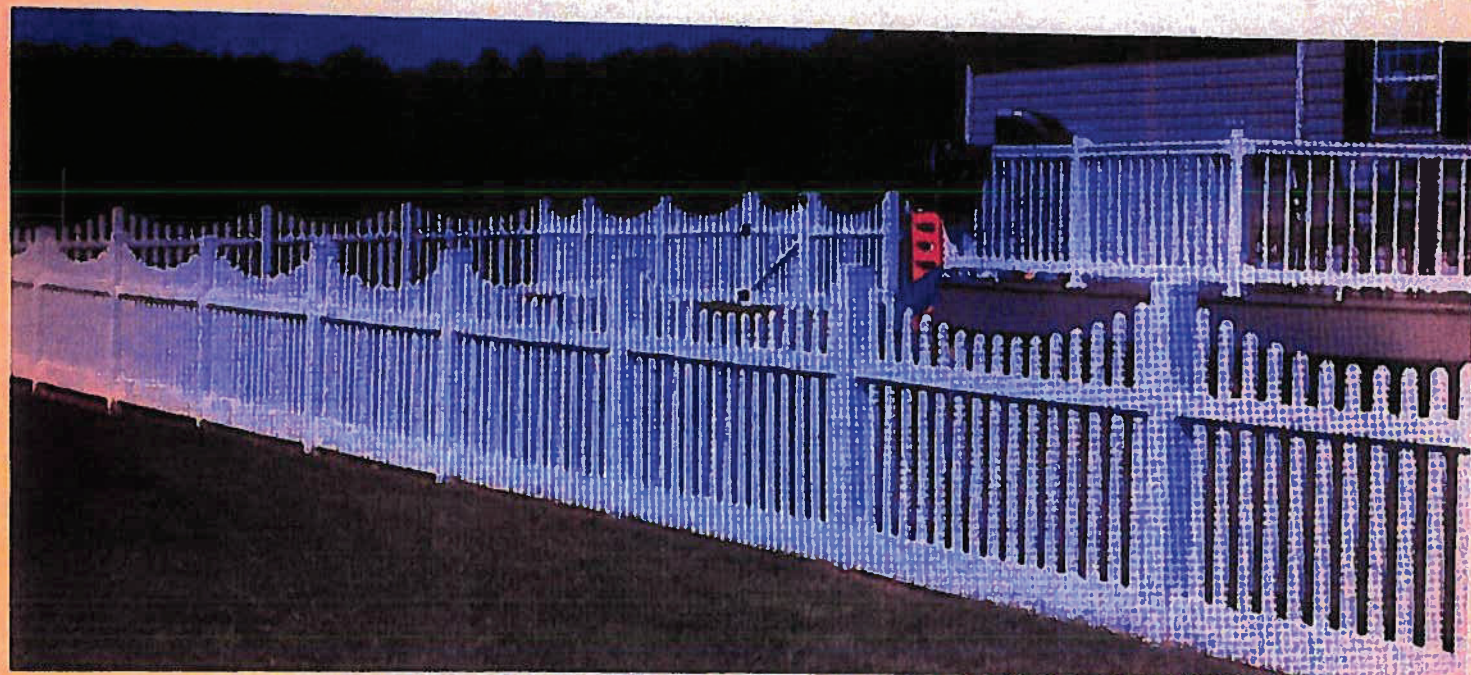
ALUMINUM FENCING

VINYL RAILING

VINYL DECKING

PERGOLAS & ARBORS

OUR STORY



MEET OUR EXPERTS

Need help with design?
Have a technical question?



Call us at 866.711.9050
or email any of our vinyl fencing
experts below.

Type here to search



PRIVACY FENCE STYLES TECHNICAL RESOURCES OPTIONS & ACCESSORIES



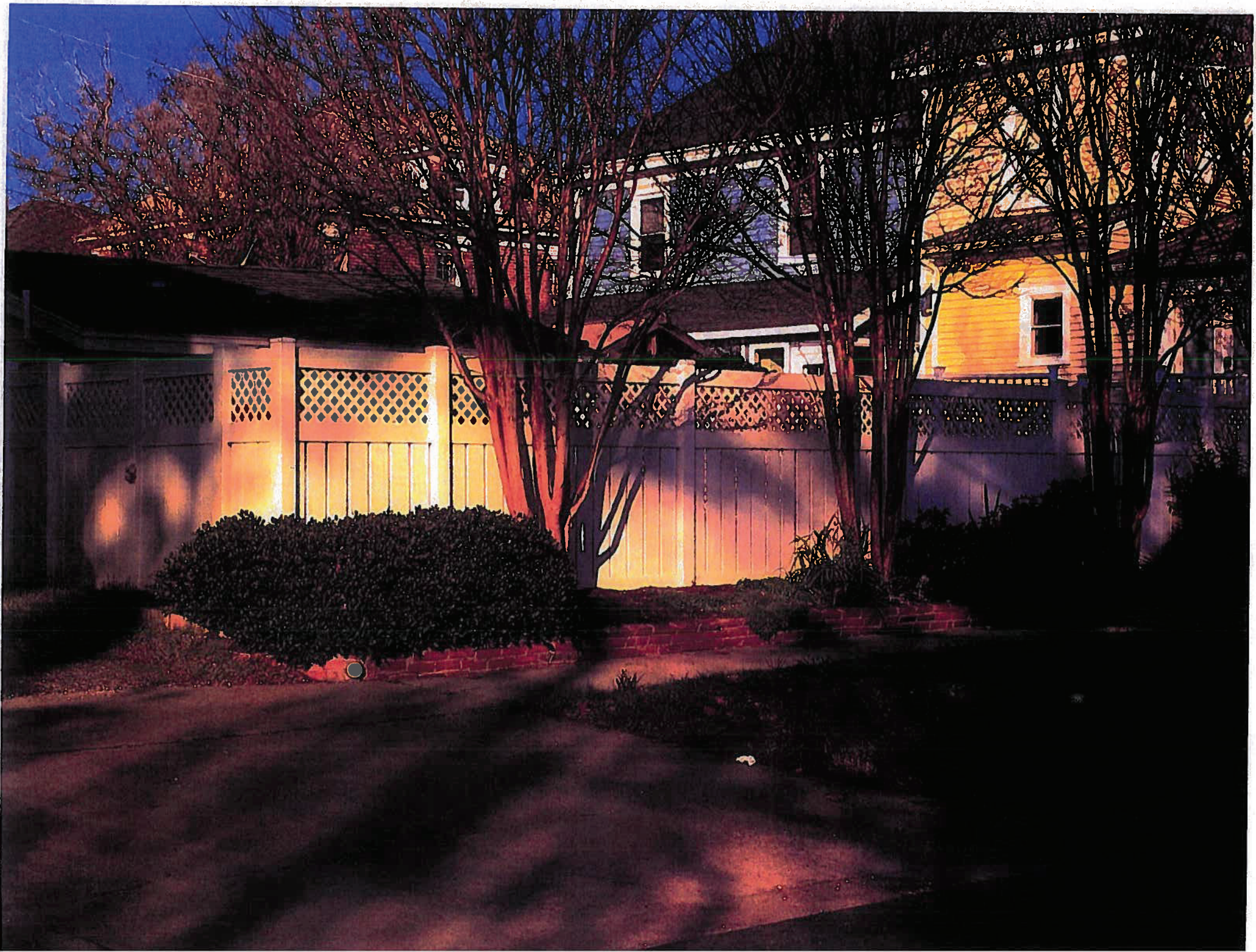
THE CAROLINE PRIVACY FENCE

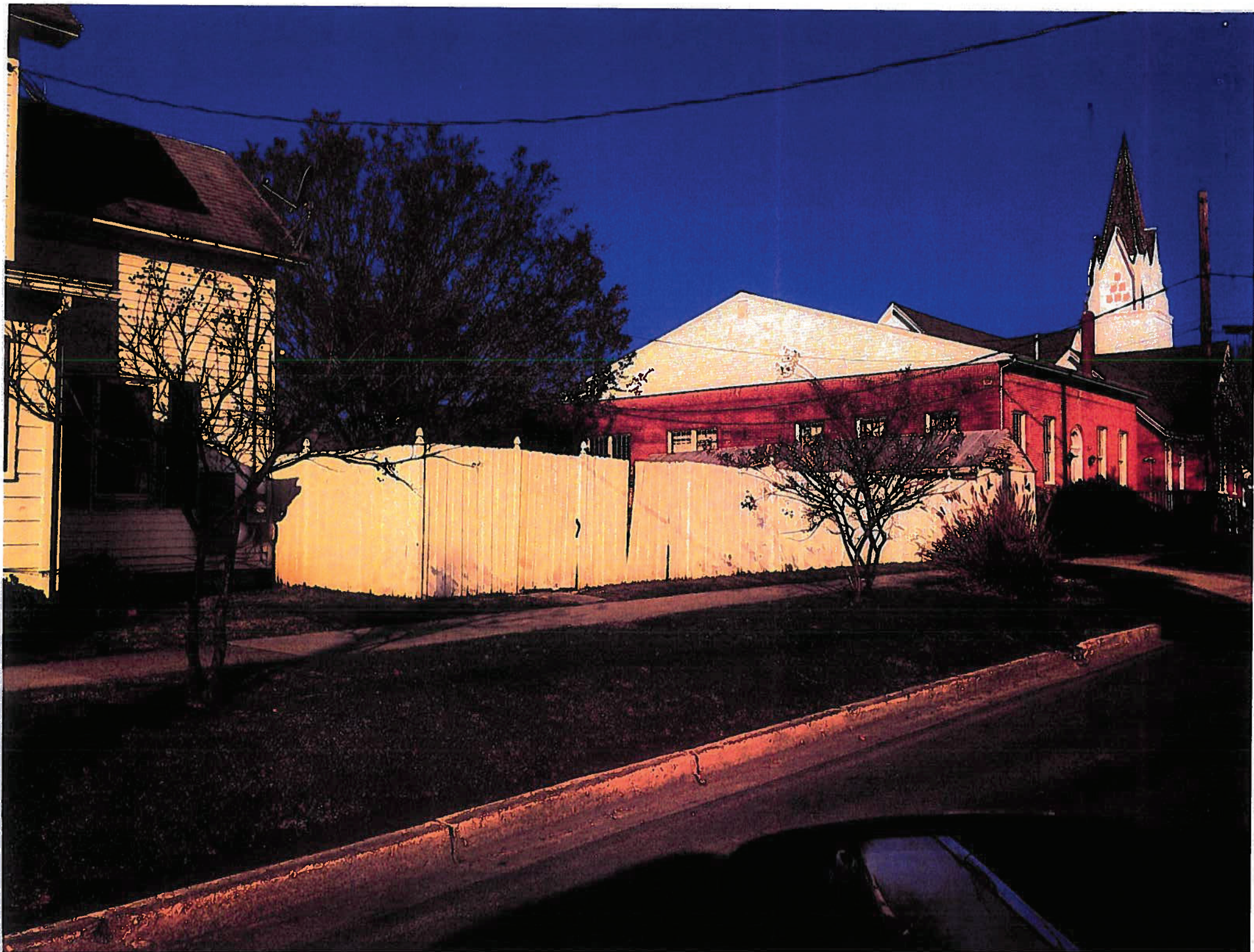
Type here to search

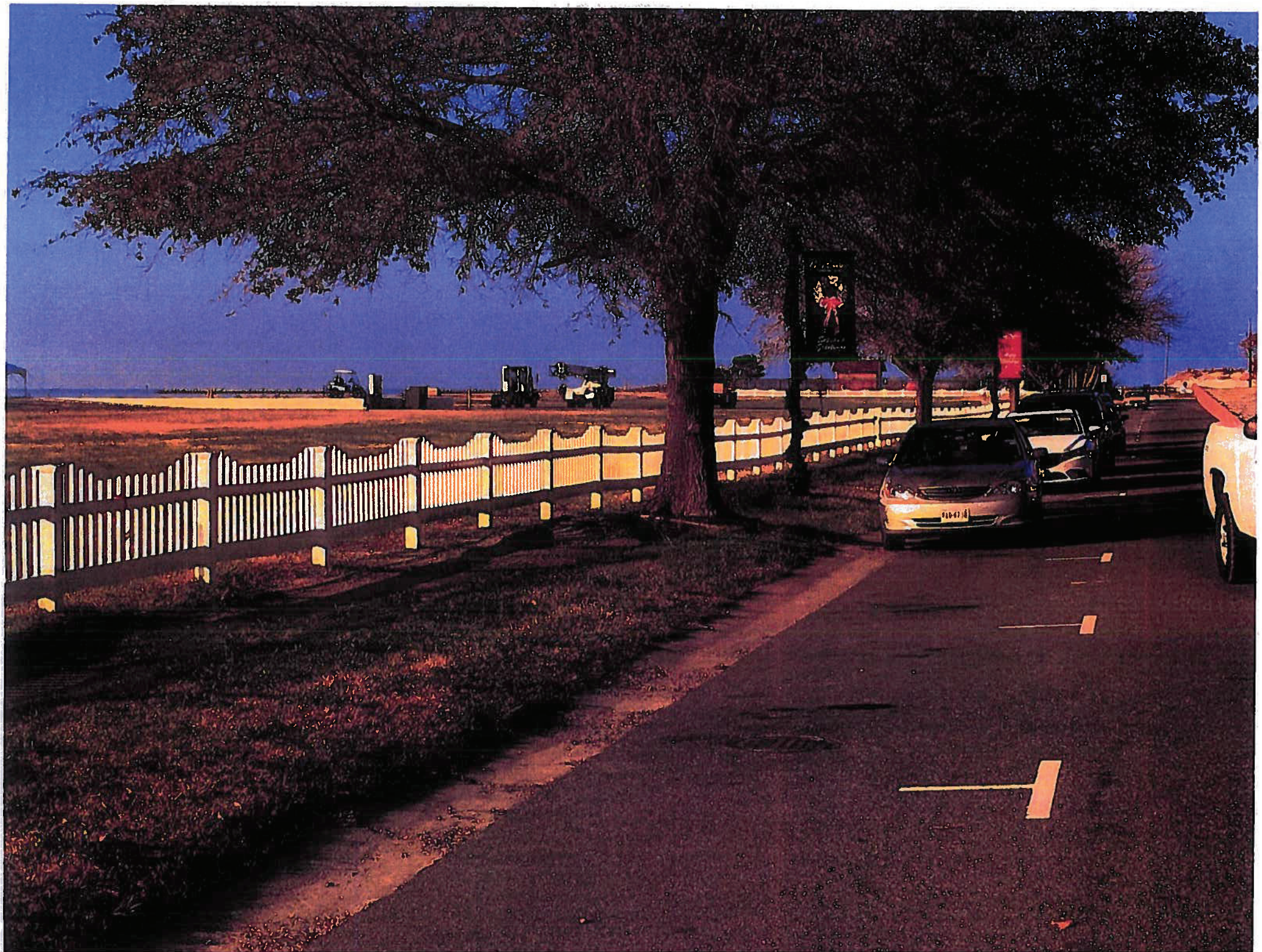


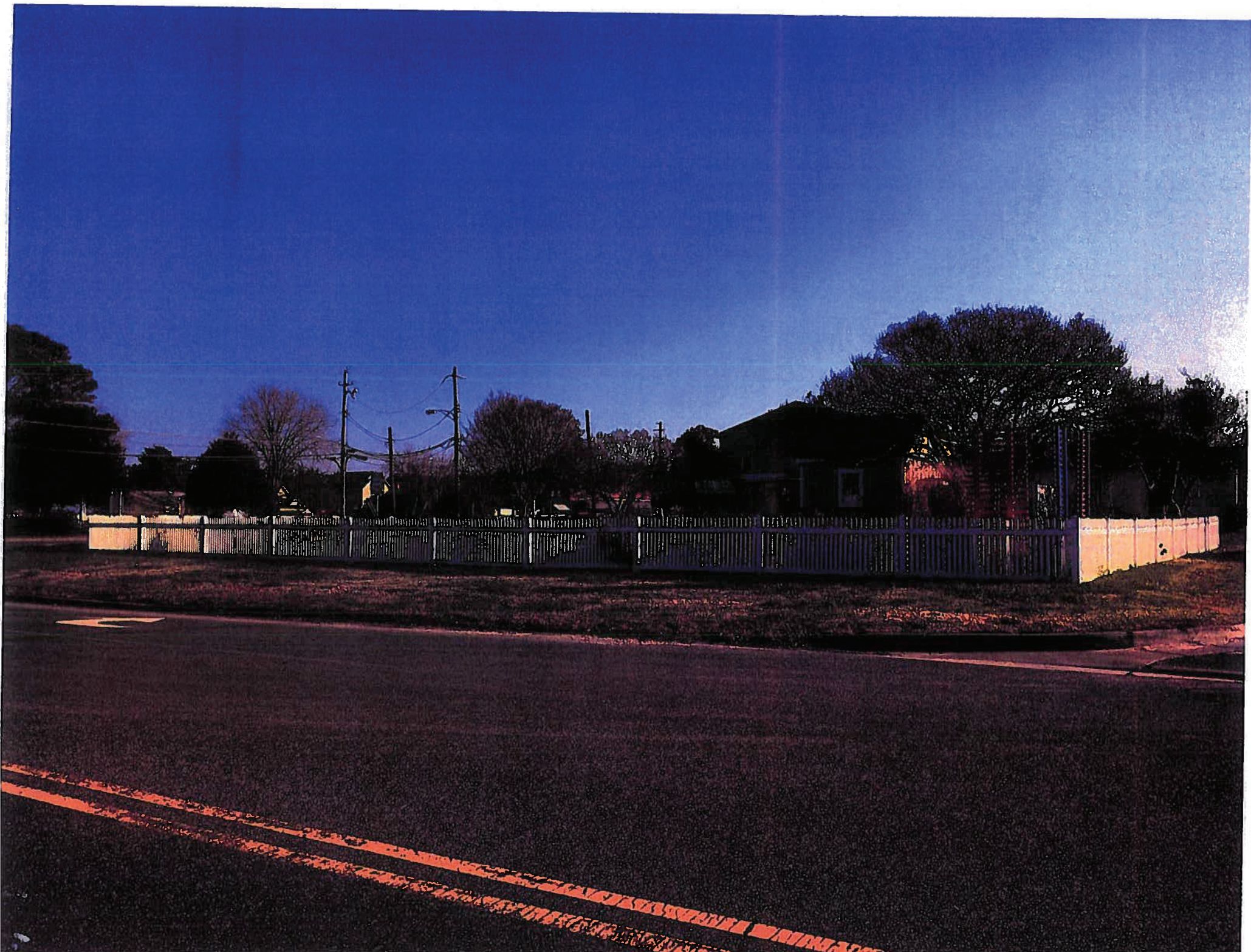
DELL



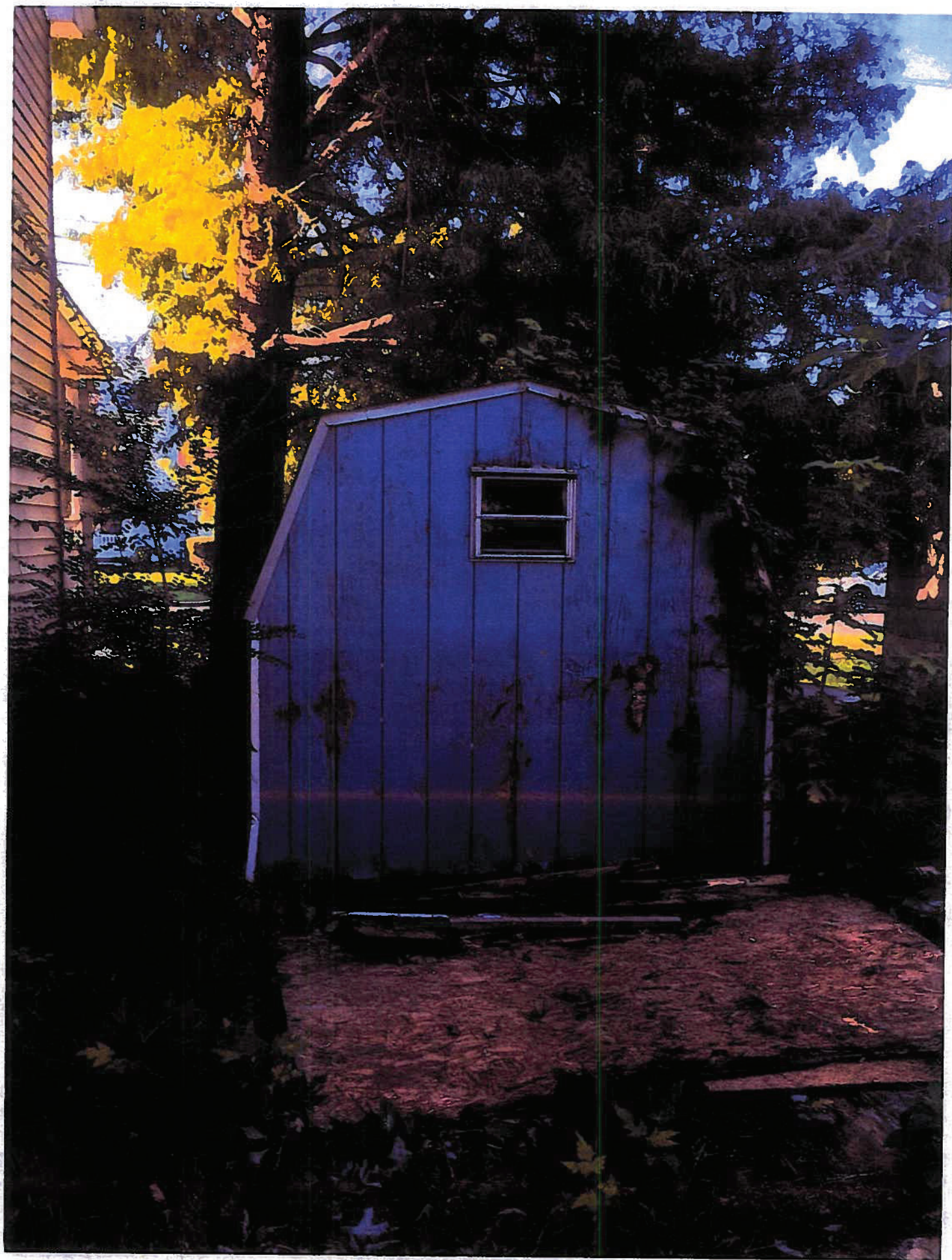


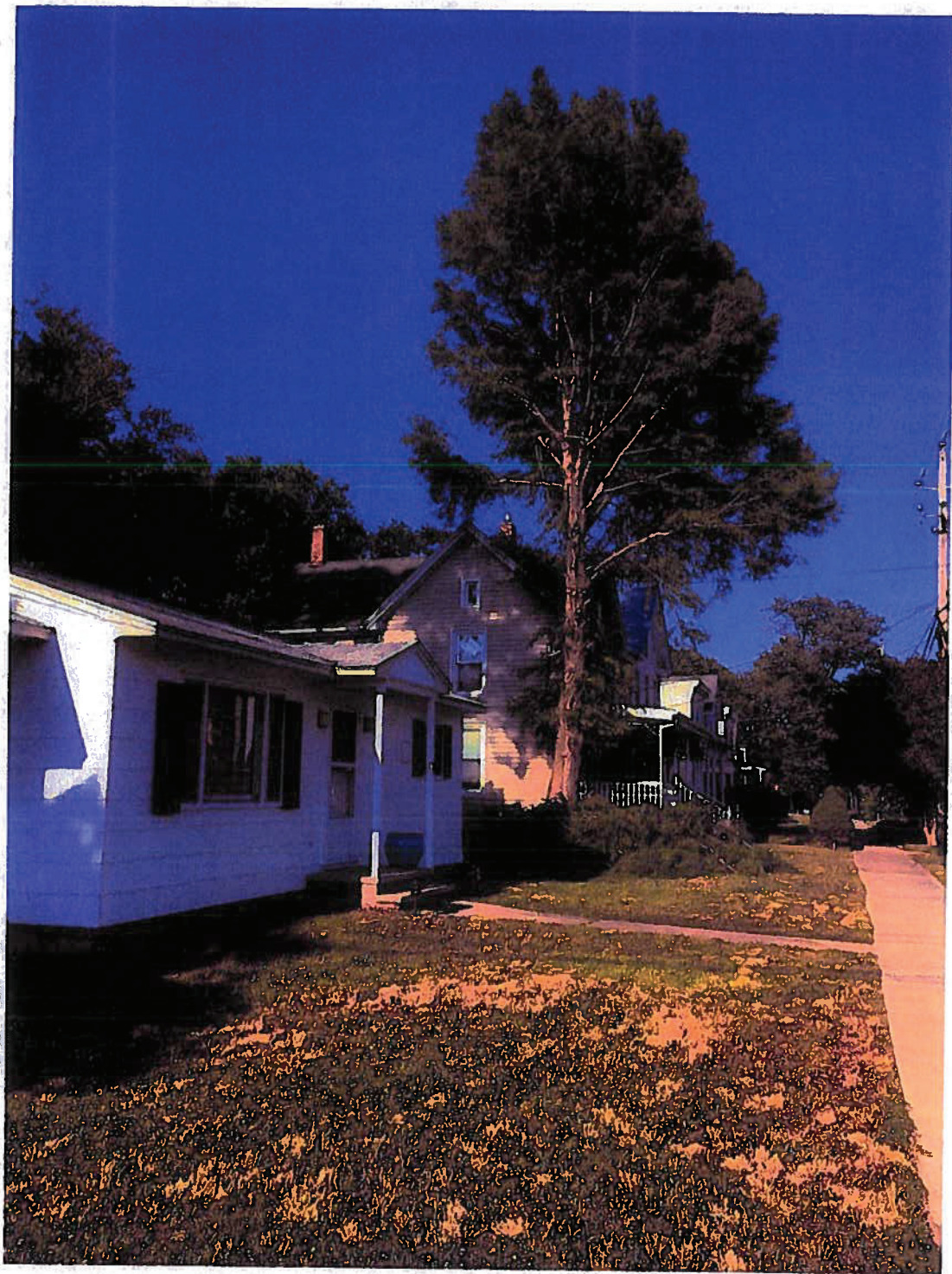


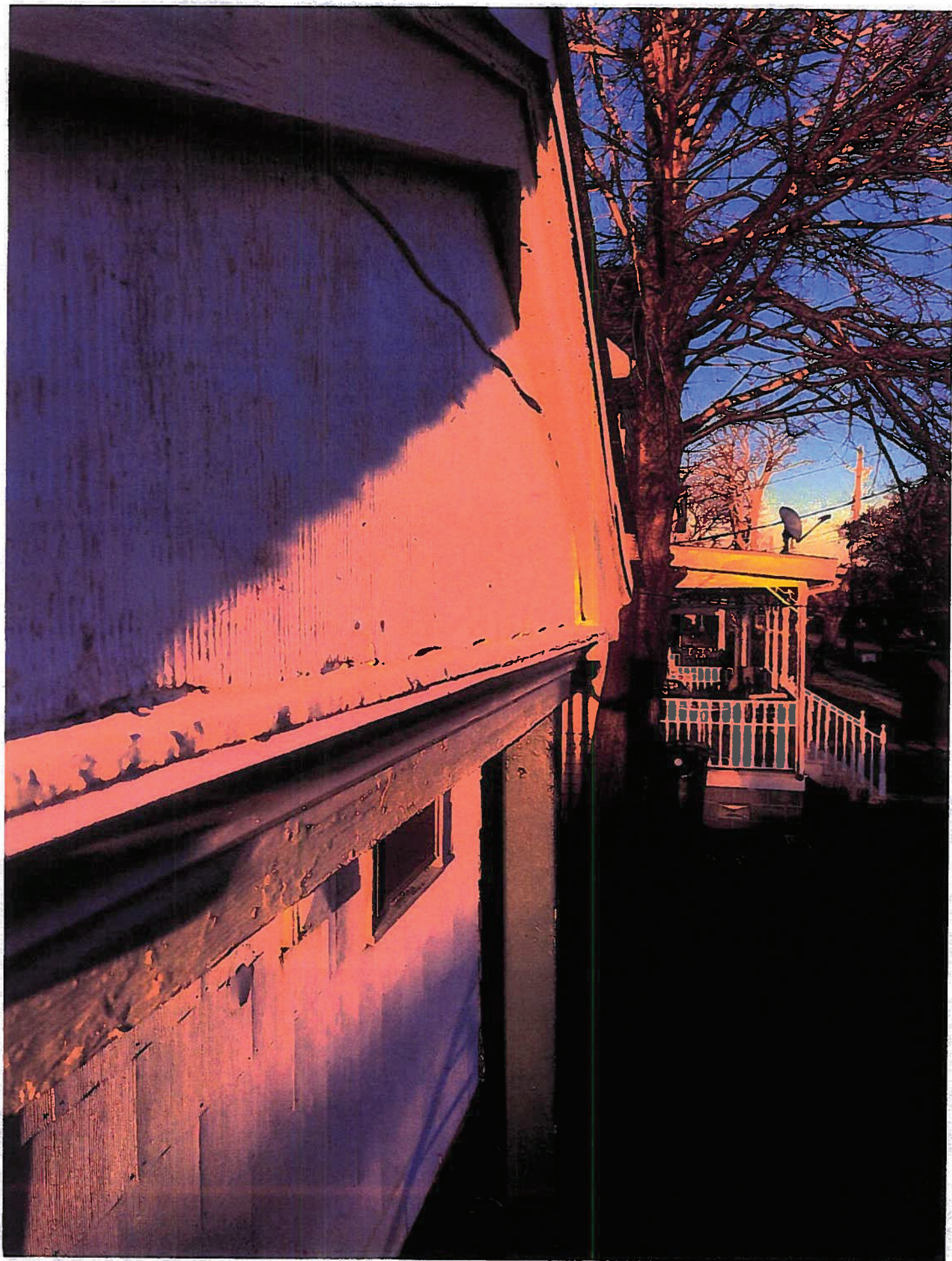






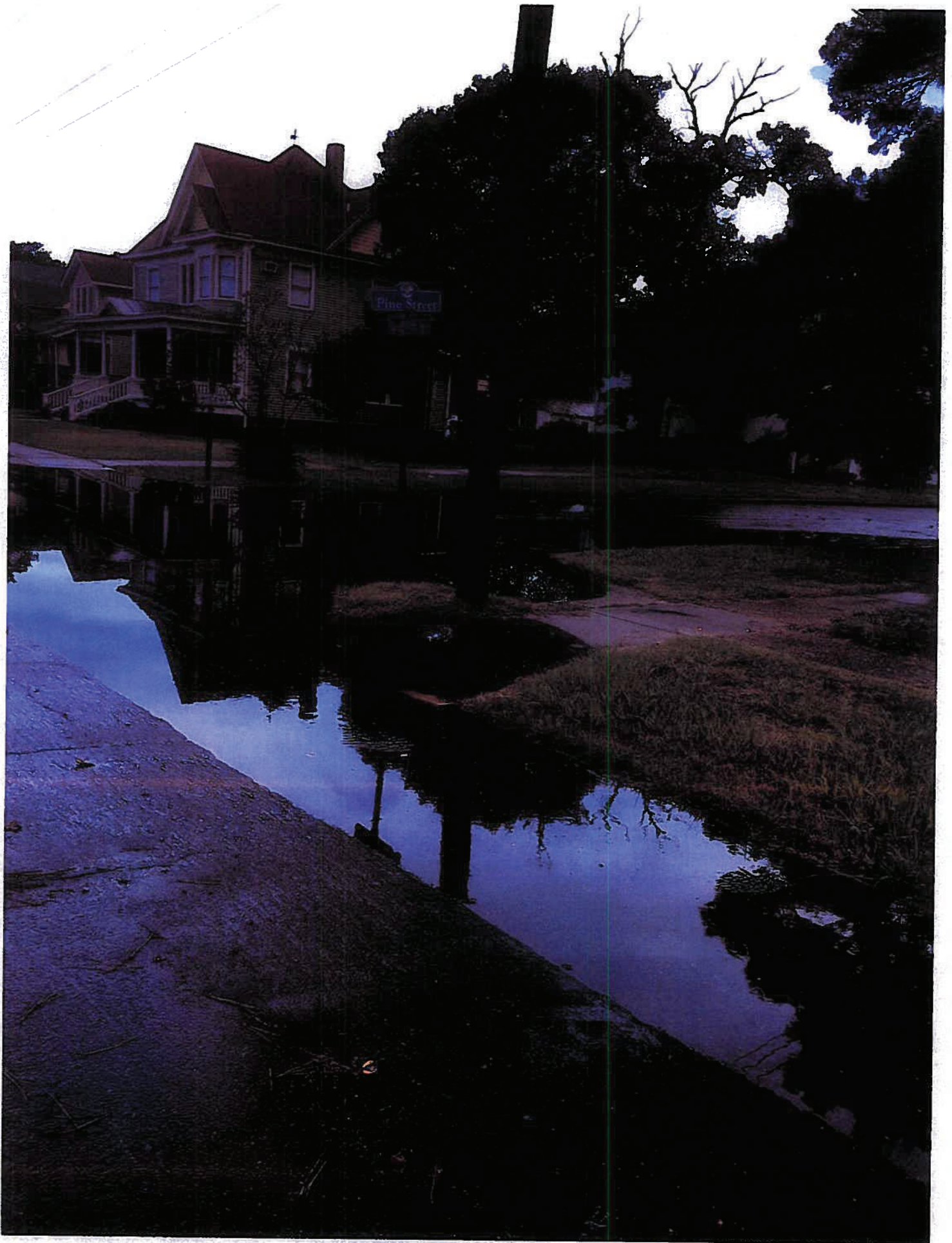




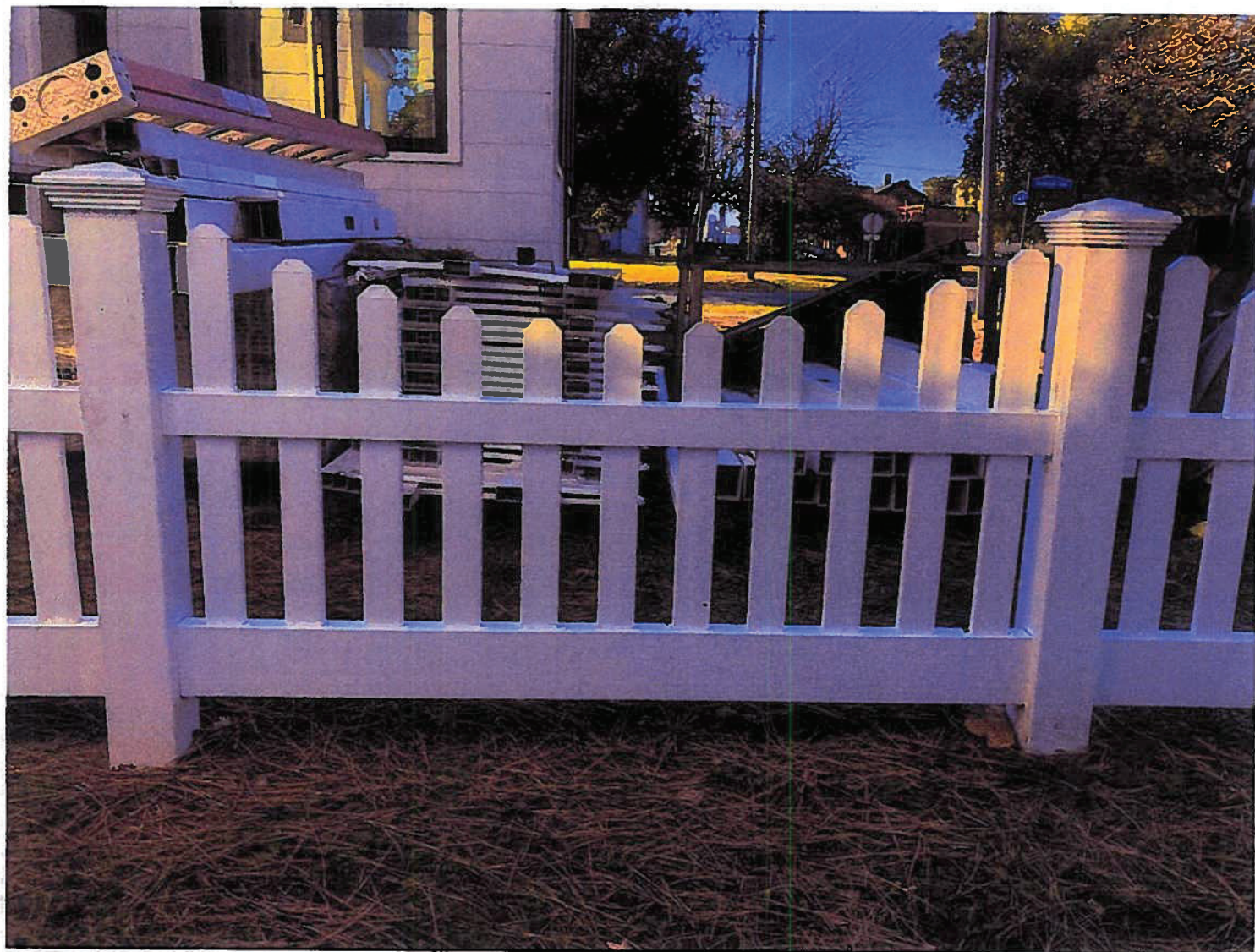


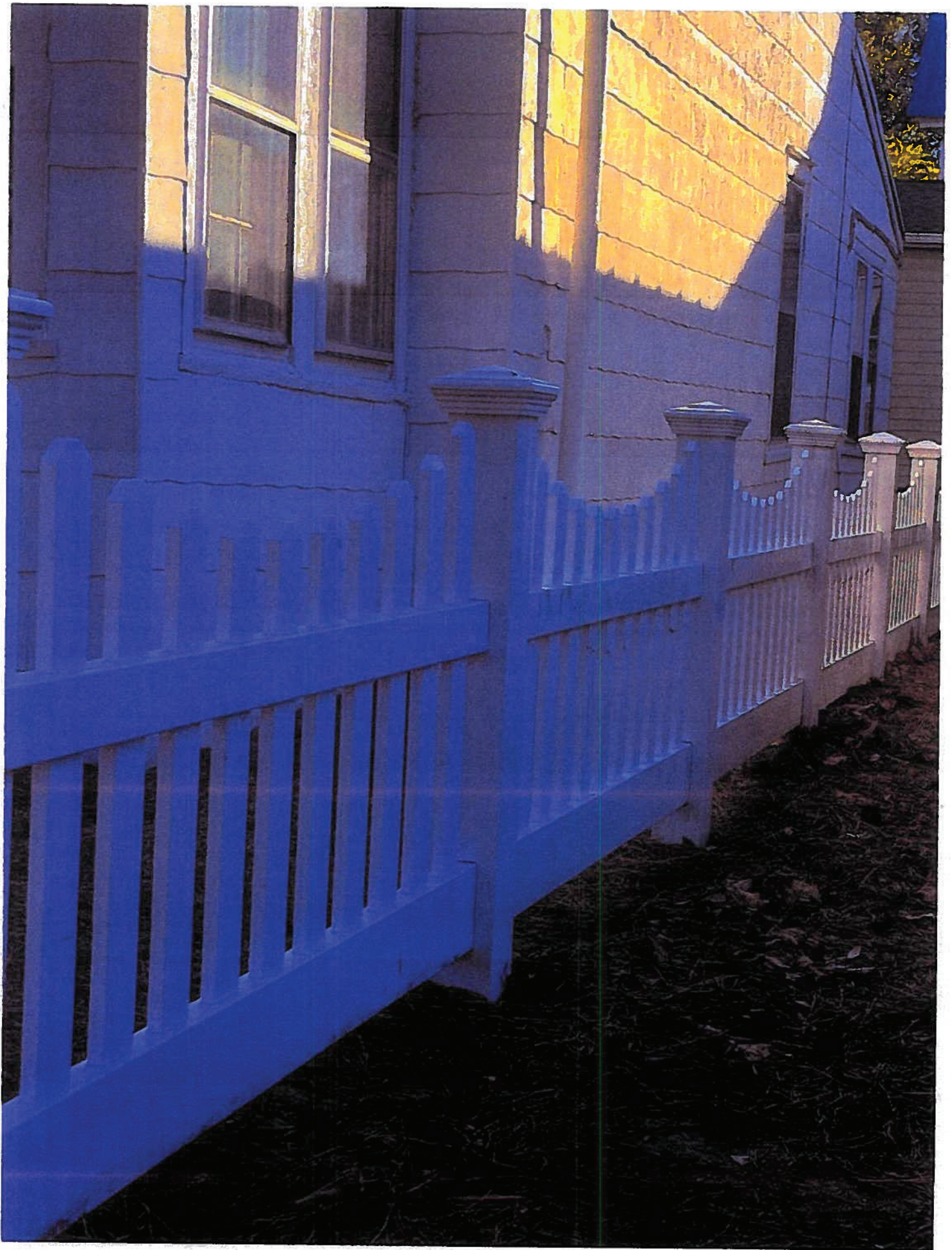














HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 21, 2023

Item #: 6D (1) – 607 Randolph Avenue

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

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

Date: November 13, 2023

APPLICANT: Steve Chapman dba Virginia Sell
Now 2023, LLC

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 607 Randolph Avenue

TAX MAP: 83A3-1-446

LOT SIZE: 4,200 sq. ft.

WORK TO BE PERFORMED: Exterior renovations
to the roof, doors, windows, front porch trim, & siding

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1890, Folk Victorian

Accessory Structure: N/A

DATE APPLICATION RECEIVED: September 26, 2023

PRE-APPLICATION MTG: November 21, 2023

DATE APPLICATION DEEMED COMPLETE: November 8, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 8, 2023

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

- Roof: Replace existing 3-tab asphalt shingles with architectural asphalt shingles
- Doors:
 - Front: Repair existing door
 - Rear: Replace existing metal no glass with a wood and metal full lite glass
- Side Windows: Replace with in-kind 2/2 vinyl
- Front Porch:
 - Decorative Trim: Repair or Restore as needed
 - Railings: Replace existing iron with wood
- Siding: Replace existing aluminum with Hardie Plank
- Trim Work: Repair or Restore Wood as needed
- Masonry: Repoint not including chimney

AERIAL MAP:



MATERIALS:

- Roof: Architectural Asphalt Shingles
- Rear Door: Full Lite Glass Metal and Wood
- Windows: Vinyl 2/2
- Trim: Wood
- Railings: Wood
- Siding: Hardie Plank

PROPOSED REAR DOOR:



EXISTING FRONT (PROVIDED BY PACKET):



EXISTING SIDE (11/14/2023):



STAFF ANALYSIS:

ZONING COMPLIANCE

The property is a legal, conforming use and the proposed renovations are in conformance with zoning. Any property within the Historic District Overlay is required to meet the Historic District Overlay Design Guidelines, which are superimposed on the underlying zoning district regulations.

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types Forms, & Associated Architectural Styles

Section 4.3: Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys

Section 4.4: Woodwork – Exterior Wall, Decorative Trim & Porches

Section 5.2: Roofs

Section 5.4.1: Wood Siding & Trim

Section 5.4.2: Porches

Section 5.5.1: Windows (refer to Section 5.4.1 for Window: Sill, Casing or Trim minimum standards)

Section 5.5.2: Doors

Section 7.2: Flowchart for Consideration of Historic Material Replacement

STAFF RECOMMENDATION:

Staff is requesting the HDRB review the application material submitted by the applicant and determine if the materials and proposed repairs or replacements 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.

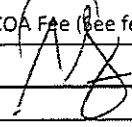
Minor Exterior Work* is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic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

Date:

PART 2: PROPERTY INFORMATION

Property Address: 607 RUNDOLPH AVE

:83A3-1-446

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

:R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: VIRGINIA SELL NOW 2023, LLC 40 STEVE CHAPMAN

Mailing Address: 8992 MIKE GAVIN BL.

Phone Number: 703-981-2449

Email: STEVE & VIRGINIA SELL NOW.COM

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

Replace aluminum siding w Hardy Plank Siding
Replace existing 3 tab roof w architectural shingle roof.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

Select the type of work to be performed (check all that apply):

☐ Addition ☐ Doors ☐ Windows ☒ Masonry ☐ Porch Flooring ☒ Roofs ☒ Siding ☐ Steps/Stoop & Railings
☒ Trim Work ☐ Fence or Wall ☐ Partial demolition ☐ Other:

A. ADDITION ☒ Not applicable SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach a diagram; Survey/Site Plan is required):

Stories: Building height: Footprint: Gross square footage:

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Existing Material: 3 tab shingle asphalt	Proposed Materials: architectural shingle asphalt
Other / Additional Notes:	

C. DOORS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of doors to be: Added: Removed:
Repaired: ☒ Replaced: In kind ☐ Different in style or material ☒

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

Existing Door	Proposed Door
Door 1: Rear	Work to be completed:
Original to the home: ☐ Yes ☒ No ☐ Not Sure	☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: metal	Proposed Material: wood/metal
Dimensions: Width Height	Dimensions: Width Height
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

Rear door does not have glass would open up interior with light to have door with glass front to be repaired.

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: <u>5</u> Repaired: _____ Replaced: In kind <u>X</u> Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 5/1, 6/6, etc.): Include a picture <u>2/2</u>	Configuration (i.e., double-hung sash, 2/2, 5/1, 5/6, etc.): Include a picture <u>2/2</u>
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: Vinyl	Material: Vinyl
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 <u>Railing</u>	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: <u>Iron</u>	<u>wood.</u>
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement: <u>repair deteriorated iron work.</u>	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☒ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☒ No ☐ Not sure			
Existing material: <u>Aluminum</u>		Proposed material: <u>Hardy Plank.</u>	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot: <u>Disrepair, ugly.</u>			
I. TRIM WORK ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☒ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Material: <u>wood</u>		Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Type of Material to be used: <u>Same wood</u>			
Dimensions:			
Reason for repair or alteration (change of material or design): <u>Damaged want to replace broken pieces back to original look.</u>			
J. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☒ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: <u>possible repointing brick. NOT chimney</u>			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ☐ Replace in kind ☐ Different in style or material	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: _____	Date: <u>9/26/23</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 21, 2023

Item #: 6D (2) – 520 Monroe Avenue

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

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

Date: November 13, 2023

APPLICANT: Gia Owens

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 520 Monroe Avenue

WORK TO BE PERFORMED: Repair roof & siding;
replace doors, windows

TAX MAP: 83A3-1-366

CURRENT ZONING: Residential-1 (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1920, Folk Victorian

Accessory Structure: Garage CONTRIBUTING

DATE APPLICATION RECEIVED: October 3, 2023

PRE-APPLICATION MTG: November 21, 2023

DATE APPLICATION DEEMED COMPLETE: October 3, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 4, 2023

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

- Roof: Repair shingles as needed
- Doors:
 - Front: Repair existing door
 - Rear: Replace existing wood 4 lite glass 3 panel with a primed steel full lite glass
- Windows: Replace 17 existing 3/1 wood with 3/1 vinyl double hung
- Front Porch: Repair existing as needed
- Rear Deck:
 - Replace & Expand existing wood deck with composite deck boards
- Steps: Repair or Replace if needed existing brick
- Siding: Repair or Replace existing fiber cement shingle siding as needed
- Masonry: Repoint
- Chimney: Add a cap
- Install a rear shower

AERIAL MAP:



MATERIALS:

- Roof: Shingles
- Rear Door: Steel Full Lite Glass
- Windows: ReliaBilt Vinyl double hung 3/1; Grills Between Glass
- Deck: Composite decking boards
- Steps: Brick
- Siding: Fiber Cement Shingle Siding

EXISTING FRONT (10/25/2023):



EXISTING REAR (10/25/2023):



STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use and the proposed renovations, deck expansion, and shower installation are in conformance with zoning.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types Forms, & Associated Architectural Styles

Section 4.1: General Guidance Related to Routine Maintenance & In-Kind Repairs

Section 4.2: Roofs

Section 4.3: Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys

Section 4.5: Openings & Associated Features – Windows and Doors

Section 5.3.2: Other Masonry Features - Chimneys

Section 5.4.2: Porches

Section 5.5.1: Windows (refer to Section 5.4.1 for Window: Sill, Casing or Trim minimum standards)

Section 5.5.2: Doors

Section 7.2: Flowchart for Consideration of Historic Material Replacement

Section 9.3: Decks, Ramps, & Patios

Section 9.4: Appurtenances

STAFF RECOMMENDATION:

Staff is requesting the HDRB review the application material submitted by the applicant and determine if the materials and proposed repairs or replacements, deck extension, and shower installation to the home reflects the character and historic appearance of the neighborhood.

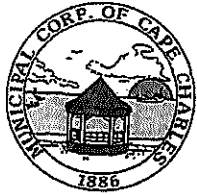
Staff is prepared to assist in the development of a motion, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

planningtech@capecharles.org

Revised 03/2023

Taxes	✓pd 40
Violations	N/A
Fee ^{pd chkr} 1032	\$500
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

A Certificate of Appropriateness is required for all applications for zoning clearances and permits involving any exterior alteration, modification, restoration, reconstruction, demolition, new construction or moving of a property within the Cape Charles Historic District Overlay.

Minor Exterior Work* is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic characteristics of the building may be reviewed by the Zoning Administrator. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

Major Exterior Work: is any alteration of the architectural style of a structure or its significant architectural elements, modifications, additions, and any major or minor work not eligible for administrative review must be reviewed and approved* by the Historic District Review Board. Upon approval the applicant is responsible for confirming and obtaining all necessary building permits.

Note: A pre-application meeting is available upon request prior to submitting this application.

The following documents must be submitted to the Town before this application can be reviewed. In addition to these documents, the COA application and requested supporting information relevant to the applicable sections must be deemed complete by department staff prior to being evaluated.

- ☒ A) Zoning Clearance Application ☒ B) Photos of existing condition ☒ C) Owner Permission Affidavit
☐ D) Payment of COA Fee (Minor \$150 and Major \$500) ☒ E) Tree Permit Application

Owner signature: _____

Date: _____

PART 2: PROPERTY INFORMATION

Property Address: 520 Monroe Ave, Cape Charles VA 23310

Tax Map #: 83A3-1-366

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Gia Owens

Mailing Address: 2706 Veranda Landing South, Cape Charles VA 23310

Phone Number: 804-874-6016

Email: giaowens@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: _____

Mailing Address: _____

Phone Number: _____

Email: _____

PART 5: PROJECT INFORMATION

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

Outdoor shower, will include extending the deck and widening the deck. See survey for position.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

Select the type of work to be performed (check all that apply):

- ☐ Addition ☒ Doors ☒ Windows ☐ Masonry ☒ Porch Flooring ☐ Roofs ☒ Siding ☒ Steps/Stoop & Railings
☒ Trim Work ☒ Fence or Wall ☒ Partial demolition ☐ Other:

A. ADDITION ☒ Not applicable

SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach a diagram; Survey/Site Plan is required):

Stories: _____ Building height: _____ Footprint: _____ Gross square footage: _____

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

B. ROOF ☐ Not applicable

SEE SECTION 4.2, 5.2, or 5.8 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work: ☐ New ☒ Repair % of roof structure 100% ☐ Reroofing: In kind _____ Different in style or material _____
☐ Add/Repair Gutters and downspouts ☐ Solar Panels *powerwash, repair as needed*

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Existing Material: <i>Shingles</i>	Proposed Materials: <i>match existing style/mat. Shingles</i>
Other / Additional Notes:	

C. DOORS ☐ Not applicable

SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of doors to be: Added: _____ Removed: 1 Back *Replace rotten back door. (Replace screen doors - front & back of house)*
 Repaired: 1 Front Replaced: In kind 2 Different in style or material 1

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

Existing Door	Proposed Door <i>Back door</i>
Door 1:	Work to be completed: <i>masonite Primed Steel</i>
Original to the home: ☐ Yes ☐ No ☒ Not Sure	<u>Added</u> <u>Removed</u> <u>Repaired</u> <u>1 Replaced</u>
Existing Material: <i>wood (Back door)</i>	Proposed Material: <i>masonite Primed Steel</i>
Dimensions: Width _____ Height _____	Dimensions: Width _____ Height _____
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

Door is rotten. Front door will be stripped and either stained or repainted.

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Number of windows to be: Added: _____ Removed: 17
 Repaired: _____ Replaced: In kind 17 Different in style or material 17

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, <u>6/6</u> etc.): Include a picture	Configuration (i.e., double-hung sash <u>double hung</u>): Include a picture <u>3/1</u> <u>multiple sizes</u> (2)
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: <u>See attachment</u>
Material: <u>wood</u>	Material: <u>vinyl-Double Hung - Rehabilit</u>

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 (if needed)

Location (Attach pictures for all work; Survey may be requested):

Floorboards: Number of boards to be: _____ Repaired <u>26</u> Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	Type of Material to be used: <u>composite deck boards</u>
Existing Material: <u>wood (Back deck)</u>	wood
Ceiling: <u>N/A</u>	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	

If replacing, indicate the reason for replacement:

are unacceptable - covering

If altering, describe any proposed change (material, size, etc.): Deck will be widened to accommodate the shower and will be skirting as well. New size 16'9" x 11'

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: 2 Repaired _____ Replaced _____ Altered _____

Location (Attach pictures; Survey may be requested):

Existing Material: <u>brick</u>	Existing Condition: ☒ Original ☐ Not Original ☒ Not Sure
Proposed Material: <u>brick</u>	<u>Front</u> <u>Back porch</u>

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

I would like to repair but if we have to replace we will match current look.

Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____

Location (Attach pictures; Survey may be requested):

Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	

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

G. DECKS & PATIOS ☐ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☒ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☒ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)		
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☒ Yes ☐ No ☐ Not sure		<i>GAS WEATHERSIDE - Thatched Fiber</i>	
Existing material: <i>asbestos</i>		Proposed material: <i>Cement - Gypsum Siding</i>	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot: <i>Some places need to be repaired where siding has come off or been damaged</i>			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☒ Minor Repair ☐ Alteration		
Location (Attach diagram & pictures):			
Existing Material: <i>wood</i>		Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used: <i>wood</i>			
Dimensions:			
Reason for repair or alteration (change of material or design): <i>We need to repair rotten wood</i>			
J. MASONRY ☐ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☒ Repointing		
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure		<i>same</i>	
Existing Material: <i>mortar & brick</i>		Proposed Materials:	
Existing mortar: <i>concrete</i> Joints:		Mortar to be used: Mortar joints:	
Other / Additional Notes:			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☒ Add a chimney cap	
Indicate the reason for change and materials:			

no fence

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: <i>rubber</i>	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height: <i>1.8m</i>	
Describe the style: <i>white picket style pressure treated</i>	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <i>[Signature]</i>	Date: <i>9/29/23</i>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	

I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



1. OWNER: GIA OWENS & JILL SUMNER

2. SOURCE OF TITLE: INST. 230002220

3. TAX PARCEL: 83A3-1-366

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN OCTOBER 2023 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

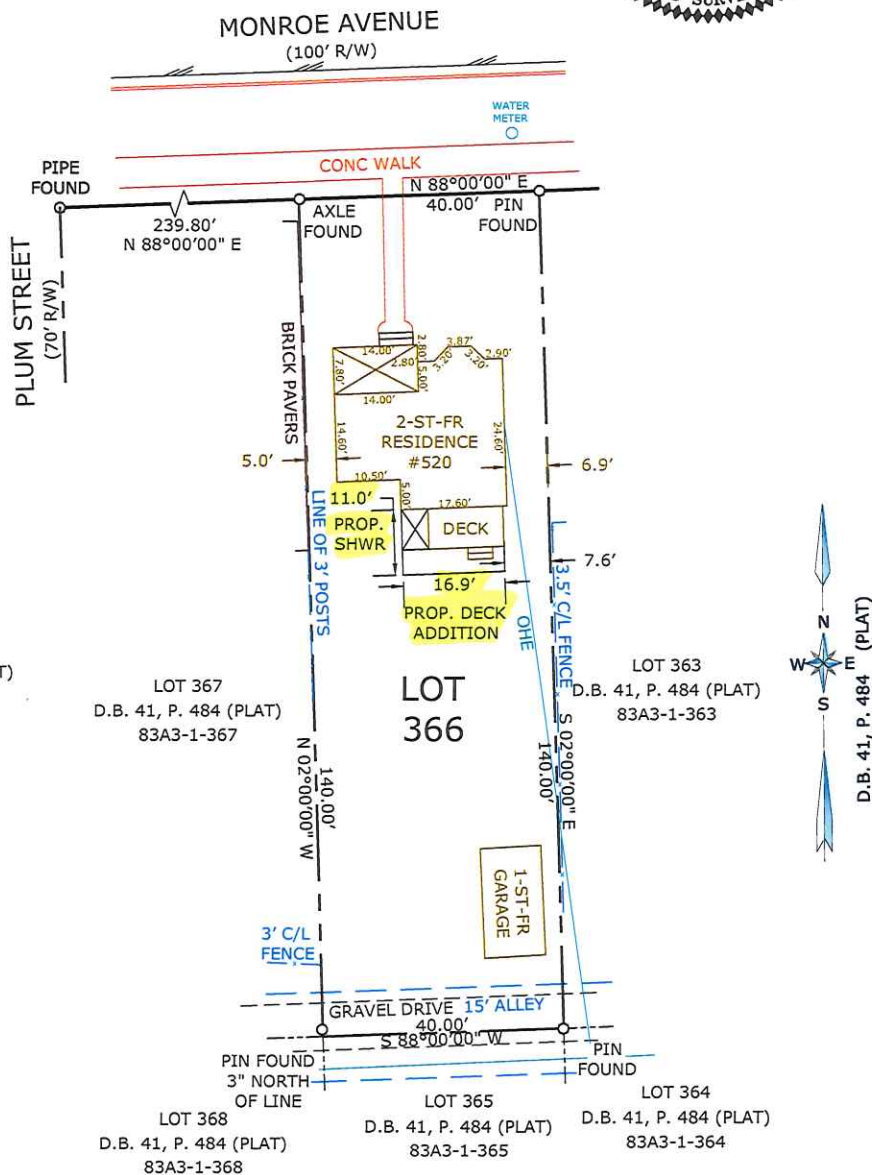
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

6. 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 X.

7. PLAT REFERENCES: D.B. 41, P.484 (PLAT)

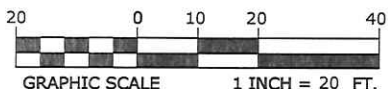
8. AREA: 5,600 SQ. FT. (0.129 AC)

9. THIS PROPERTY IS SUBJECT TO A PERPETUAL RIGHT, PRIVILEGE, AND EASEMENT OF RIGHT OF WAY 15' IN WIDTH, FOR ELECTRIC SERVICES. (INST. 220000686)



SITE PLAN
LOT 366
MAP OF THE TOWN OF
CAPE CHARLES

NORTHAMPTON COUNTY, VIRGINIA
MADE FOR GIA OWENS & JILL SUMNER
SCALE: 1" = 20' OCTOBER 27, 2023



POINT NORTH

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

DRAWN BY: PARKER	FIELD BOOK: FILE COPY
BACK TRAV: PARKER	PROJ. NO: 23079

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN OCTOBER 2023 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

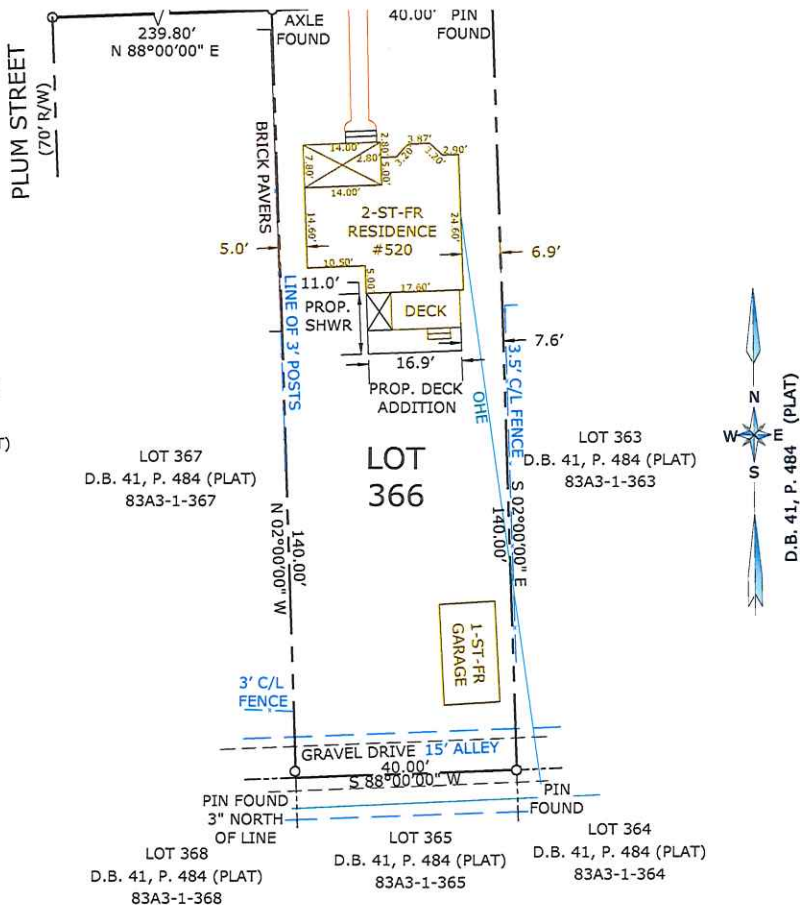
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.

6. 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 X.

7. PLAT REFERENCES: D.B. 41, P.484 (PLAT)

8. AREA: 5,600 SQ. FT. (0.129 AC)

9. THIS PROPERTY IS SUBJECT TO A PERPETUAL RIGHT, PRIVILEGE, AND EASEMENT OF RIGHT OF WAY 15' IN WIDTH, FOR ELECTRIC SERVICES. (INST. 220000686)



**SITE PLAN
LOT 366
MAP OF THE TOWN OF
CAPE CHARLES**

NORTHAMPTON COUNTY, VIRGINIA
MADE FOR GIA OWENS & JILL SUMNER
SCALE: 1" = 20' OCTOBER 27, 2023



POINT NORTH

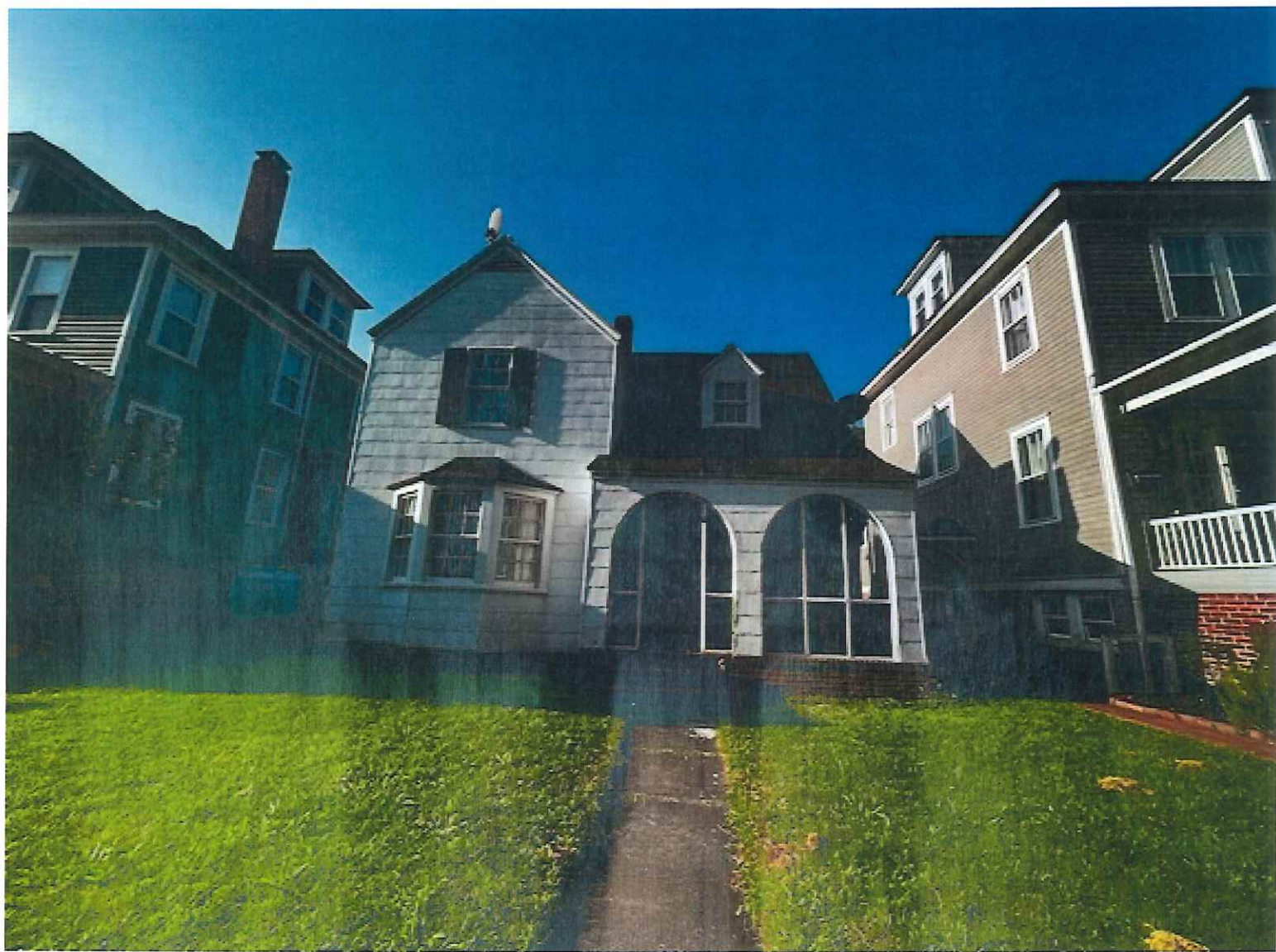
POINT NORTH SURVEYING LLC

P.O. Box 701, (757) 709-3008

Onley, VA. 23418 pointnorthsurveying@gmail.com

DRAWN BY: PARKER FIELD BOOK: FILE COPY

BACK TRAV: PARKER PROJ. NO: 23079



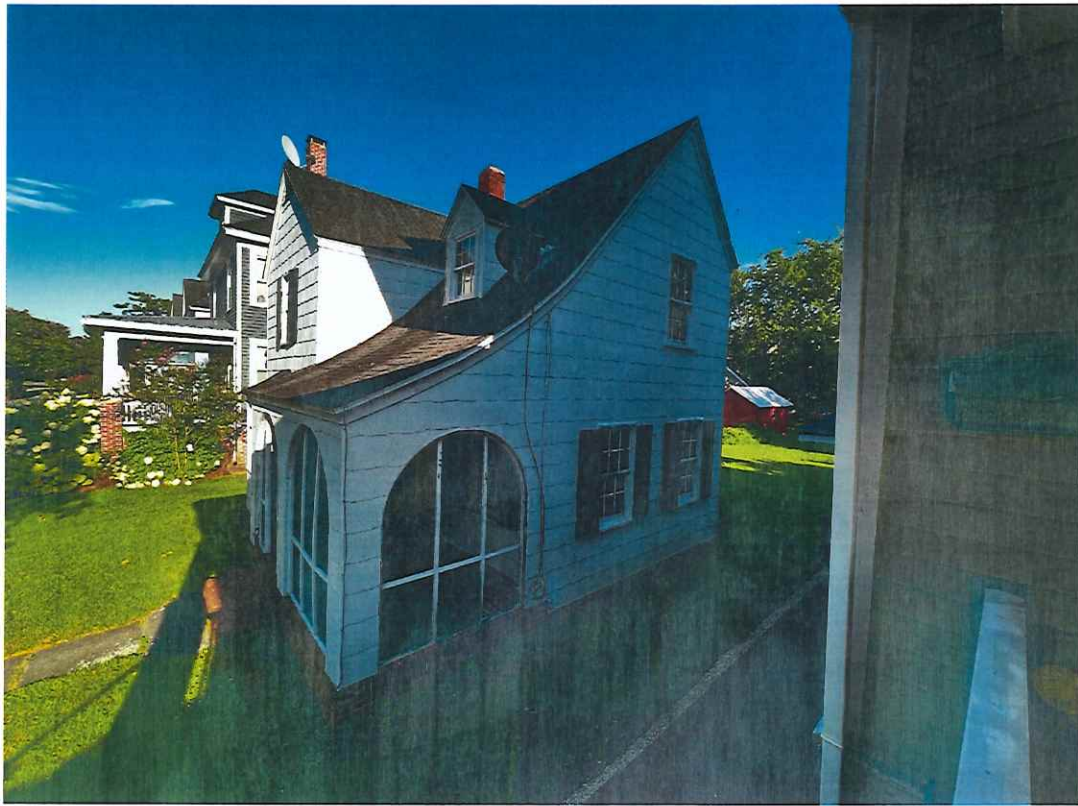


Tempered window
at top



Tempus Windor





Removed
top
window

Rt. side



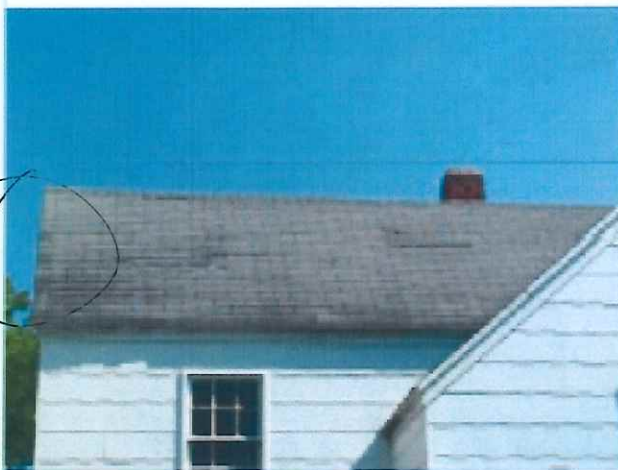
Back



left side



Shingles missing and in need of repair





Replace boards on back porch



Repoint or rebuild steps as needed- front and back of house



Remove peeling paint.
Replace where needed.

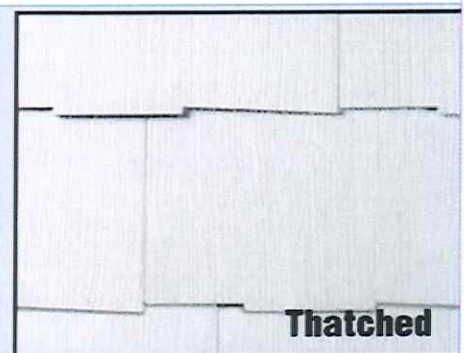


Repair siding with
same design (fiber
cement)



Replacement Shingle Siding:

GAF WeatherSide Purity
Thatched 12 x 24" Fiber Cement
Shingle Siding



Emphasis™ Shingle

*Extra-thick, thatch-edged shingle
with wood-grain texture.*

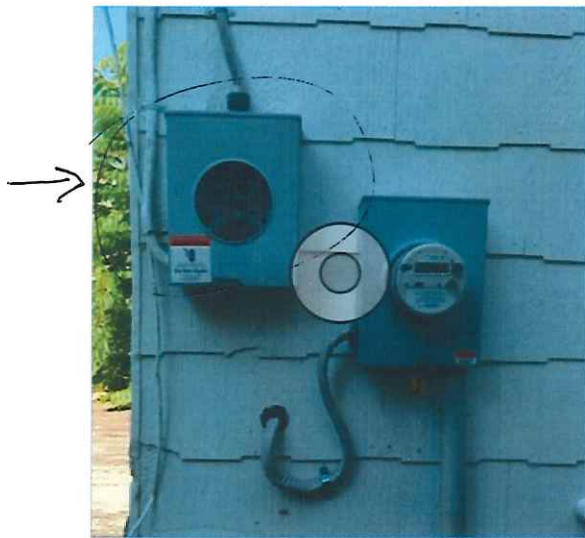
NOMINAL SPECIFICATIONS

Size:	14 ⁵ / ₈ " x 25 ⁵ / ₃₂ "
Exposure:	13"
Thickness:	9/32"
Pcs./Bundle:	11
Bundles/Sq.:	4
Sqs./Pallet:	10
Lbs./Sq.:	268



Replace back door and
framing. 32" x 80"





Remove old oil tank not in use

Remove old electrical panel not in use



Replace screens

Repair and/or replace damaged framing and trim

match existing architecture



Match fence style that is currently in the neighbors yard to the left of the house in the back yard. Fence would be around back yard only.



You're shopping
Va Beach/Pr...
OPEN until 10 pm

Delivering to
23310

Search by product, manufacturer part, or SKU number...



Hello,
Gia



Cart

[All Products](#) [Specials & Offers](#) [Credit Services](#) [Rental](#) [Services](#) [Special Order](#) [Resource Center](#)

[Lists](#) [Buy It Again](#) [Quotes](#) [Quick Add](#)

[Home](#) / [Doors & Windows](#) / [Exterior Doors](#) / [Front Doors](#) / [Steel Doors](#) / [Steel Doors With Glass](#)

Internet # 203415265 Model # 31285 UPC Code # 030151131285 Store SKU # 513407
Store SO SKU # 444729

Masonite

32 in. x 80 in. Premium Full Lite Left Hand Inswing Mini Blind Primed Steel Prehung Front Exterior Door with Brickmold

★★★★★ (58) Questions & Answers (23)



Hover Image to Zoom

*Replacement -
Back Door*

\$627⁰⁰



Pay \$577.00 after \$50 OFF your total qualifying purchase upon opening a new card. ⓘ

[Apply for a Pro Xtra Credit Card](#)

- Elegant wood appearance with the durability of steel
- High-definition panels provide architectural interest
- Energy-saving core delivers superior insulation properties
- [View More Details](#)

Va Beach/Princess Anne Store

✓ 4 in stock Aisle 27, Bay 010

Common Door Size (WxH) in.: 32 x 80

32 x 80

32 x 80

Door Hanging: Left-Hand/Inswing

Left-Hand/Inswing

Right-Hand/Inswing

Pickup at Va

Beach/Princess Anne

Delivering to 23310

Pickup

Today
4 in stock

FREE

Delivery

Today
5 available

[Share](#) [Print](#)



Get it as soon as today. Schedule your delivery in checkout.

Image #1

Replacement Windows. Image # 2

1/3
2/8

Begin Line 200 Description

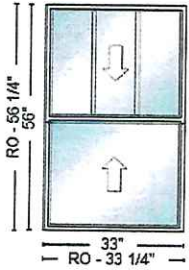
--- Line 200-1 ---

ReliaBilt | Double Hung | 30-in x 48-in | 3201
Good | Double Hung | Equal None | 30-in | 48-
in |

Complete Unit | White | Low-E | Clear |
Tempered | 3/4-in Flat GBG | 3W1H | Colonial
| A1 Glass 1: None | A1 Glass 2: Custom |
Color Matched Hardware | Double Sash Lock |
Standard Night Latch | Half Screen | Standard
Charcoal Fiberglass Mesh | Installed in Window
| None | ADW-M-409-02233-00002 | 0.34 |
0.26 | 51 | 0.47 | FL20473 | WIN-1209 | DP35:
Size Tested 72-in x 80-in |

In-Store Pick-Up |

End Line 200 Description



ReliaBilt

33-in x 56-in | Series 3201 Good Double Hung |
Equal Sash | White
Low-E | Clear | Single Strength | 3/4-in Flat GBG
Color Matched Hardware
Half Screen | Standard Charcoal Fiberglass
Mesh

Room Location: ~~None Assigned~~

*Dining Room -
Center Bay*

Product Warranty



Line #	Item Summary	Production Time	Was Price	Now Price	Quantity	Total Savings	Pre-Tax Total
300-1	ReliaBilt 3201 Good Double Hung 33 x 56	22 days	\$380.16	\$380.16	1		\$380.16

Begin Line 300 Description

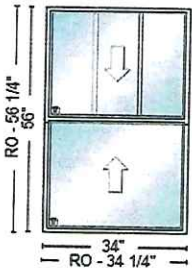
--- Line 300-1 ---

ReliaBilt | Double Hung | 33-in x 56-in | 3201
Good | Double Hung | Equal None | 33-in | 56-
in |

Complete Unit | White | Low-E | Clear | Single
Strength | 3/4-in Flat GBG | 3W1H | Colonial |
A1 Glass 1: None | A1 Glass 2: Custom | Color
Matched Hardware | Double Sash Lock |
Standard Night Latch | Half Screen | Standard
Charcoal Fiberglass Mesh | Installed in Window
| None | ADW-M-409-02215-00002 | 0.34 |
0.26 | 52 | 0.48 | FL20473 | WIN-1209 | DP35:
Size Tested 72-in x 80-in |

In-Store Pick-Up |

End Line 300 Description



ReliaBilt

34-in x 56-in | Series 3201 Good Double Hung |
Equal Sash | White
Low-E | Clear | Tempered | 3/4-in Flat GBG
Color Matched Hardware
Half Screen | Standard Charcoal Fiberglass
Mesh

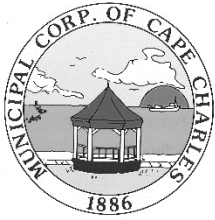
Room Location: ~~None Assigned~~

*Upstairs:
Bedroom A*

Product Warranty



ine #	Item Summary	Production Time	Was Price	Now Price	Quantity	Total Savings	Pre-Tax Total
00-1	ReliaBilt 3201 Good Double Hung 34 x 56	29 days	\$613.95	\$613.95	1		\$613.95



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 21, 2023

Item #: 6D (3) – 517 & 519 Randolph Avenue

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

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

Date: November 13, 2023

APPLICANT: Andrew McCoy dba MLT
Enterprises LLC

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 517 & 519 Randolph Avenue **WORK TO BE PERFORMED:** Exterior renovations

TAX MAP: 83A3-1-467

CURRENT ZONING: Residential-1 (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1890, No Discernible Style

*Accessory Structure: Shed NON-CONTRIBUTING
Shed CONTRIBUTING*

DATE APPLICATION RECEIVED: October 2, 2023

PRE-APPLICATION MTG: November 21, 2023

DATE APPLICATION DEEMED COMPLETE: October 3, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): December 4, 2023

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

- Roof: Repair asphalt shingles
- Doors:
 - Replace existing vinyl clad metal with vinyl-clad steel (pictures in plans have 9-lite; specification sheet has 12-lite) **VERIFICATION NEEDED**
- Windows: Replace existing 2/2 wood double hung with 2/2 vinyl double hung SDL
- Front Porch:
 - Flooring: Replace existing 2 x 6 wood with TimberTech Azek
 - Ceiling: Repair or Restore as needed
 - Columns: Replace existing with square profile TimberTech Azek
 - Railings: Removed no replacement
- Steps: Replace existing wood with treated wood with TrimTech Treads
- Siding: Replace existing vinyl and asbestos with LP SmartSide Cedar Texture
- Trim: Replace existing wood with LP SmartSide Smooth Trim
- Masonry: Repair existing
- Chimney: Remove (Engineering Report Attached)
- Rear Addition: New two-story 424 square feet all materials to match proposed
- Rear Deck:
 - TimberTech decking and Azek railing

AERIAL MAP:



MATERIALS:

- Roof: Oakridge Asphalt Shingles
- Doors: Therma Tru Smooth-Star Vinyl-clad Steel 12- Lite Glass 1-Panel
- Windows: Anderson 400 Series Vinyl double hung 2/2; SDL
- Front Porch: Flooring: TimberTech Azek; Columns: TimberTech Azek
- Steps: Treated Wood with TrimTech Treads
- Rear Deck: TimberTech; Railing: Azek
- Siding: LP SmartSide Cedar Texture
- Trim: Replace existing wood with LP Smartside Smooth Trim

EXISTING FRONT:



EXISTING REAR:



STAFF ANALYSIS:**ZONING COMPLIANCE**

Although a site plan has been provided, more details will need to be reflected on the survey/site plan that shows dimensions of the existing structure and proposed new rear additions, including a clearly defined scale. This will need to be provided to the Zoning Administrator before zoning compliance can be satisfied. Otherwise, for this review before HDRB, the renovations for this legal, non-conforming use property are in compliance with the zoning ordinance; however, as stated above a revised site plan is needed for the proposed new rear additions to confirm it complies with the ordinance.

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 4.1: General Guidance Related to Routine Maintenance & In-Kind Repairs

Section 4.2: Roofs

Section 4.3: Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys

Section 4.5: Openings & Associated Features – Windows and Doors

Section 5.3.2: Other Masonry Features – Chimneys

Section 5.4: Woodwork – Exterior Walls, Decorative Trim, & Porches

Section 5.5.1: Windows (refer to Section 5.4.1 for Window: Sill, Casing or Trim minimum standards)

Section 5.5.2: Doors

Section 5.6: New Additions to Contributing Buildings

Section 7.2: Flowchart for Consideration of Historic Material Replacement

Section 9.3: Decks, Ramps, & Patios

STAFF RECOMMENDATION:

Staff is requesting the HDRB review the application material submitted by the applicant and determine if the materials and proposed repairs or replacements, deck extension, and shower installation to the home reflects the character and historic appearance of the neighborhood.

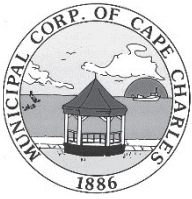
Staff is prepared to assist in the development of a motion, if needed.

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

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

Attachments:

Attachment 1 – Application and Documents including Engineering Report



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 (Minor \$150 and Major \$500) ☐ E) Tree Permit Application

Owner signature: 

Date: October 1, 2023

PART 2: PROPERTY INFORMATION

Property Address: 517/519 Randolph Avenue

Fax Map #: 83A3-1-467

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: MLT Enterprises LLC

Mailing Address: 1364 Air Rail Avenue Virginia Beach, VA 23455

Phone Number: (540) 449-1861

Email: andrewpmccoy@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: MLT Enterprises LLC

Mailing Address: 1364 Air Rail Avenue Virginia Beach, VA 23455

Phone Number: (540) 449-1861

Email: andrewpmccoy@gmail.com

PART 5: PROJECT INFORMATION

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

Total Gut Renovation: The house is considerably deteriorated and we have already received a permit to demolish the interior finishes. With this certificate, we will repair the framing, add an addition to the back, repair the exterior and bring the house up to current code in every aspect.

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): Please see the attached drawings

Stories: 2 Building height: 25 Footprint: 35 x 54 Gross square footage: 5195

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 40 ☐ 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	AKRIDGE 32.8 SQFT LAMINATED ARCHITECTURE
Existing Material: <u>Asphalt Shingle</u>	Proposed Materials: <u>COLOR: ESTATE GREY</u>

Other / Additional Notes:

C. DOORS ☐ Not applicable **SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**

Number of doors to be: Added: _____ Removed: _____
 Repaired: _____ Replaced: In kind ☒ Different in style or material ☐

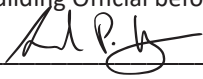
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: <u>Vinyl Clad Metal Door</u>	Proposed Material: <u>Vinyl Clad Metal Door</u>
Dimensions: Width <u>6</u> <u>8</u> Height <u>6</u> <u>8</u>	Dimensions: Width <u>36</u> Height <u>36</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <u>See attached drawings</u>	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <u>See attached drawings</u>

Indicate the reason for change: We will keep them similar to existing, which are not original.

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>32</u> Removed: _____	
Repaired: _____ Replaced: In kind <u>6</u> Different in style or material <u>10</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 <u>Double Hung 2/2</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>Double Hung 2/2</u>
Width: <u>Same</u> Height: <u>Same</u> Depth: <u>Same</u>	Width: <u>Same</u> Height: <u>Same</u> Depth: <u>Same</u>
Material: <u>Vinyl and Wood</u>	Material: <u>Vinyl SDL</u>
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☒ Repair flooring ☒ Repair ceiling ☒ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired <u>All</u> Replaced _____ Altered _____	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: <u>2x6 wood</u>	<u>TimberTech Composite</u>
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	Type of Material to be used:
Existing Material: <u>Exposed subroofing and rafters</u>	<u>We will keep the same and paint it</u>
If replacing, indicate the reason for replacement: <u>New columns will be composite and in the same profile as the</u>	
If altering, describe any proposed change (material, size, etc.): <u>We will paint the underside of the porch roof.</u>	
F. STEPS/STOOPS/RAILINGS ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired <u>2</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): <u>front porch</u>	
Existing Material: <u>treated 2x8 wood</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: <u>Treated wood with TimberTech treads and LP Smartside PVC risers and stringers</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>They are rotten and failing. We proposed to make new steps out of wood with durable materials</u>	
Number of Railings to be: _____ Repaired _____ Replaced <u>All</u> Altered _____	
Location (Attach pictures; Survey may be requested): <u>Front porch</u>	
Existing Material: <u>PVC</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Type of Material to be used: <u>None- we will not use railings on the front as per the original design</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>Since the original house did not have railings, we will remove the railings and leave the front porch wi</u>	

G. DECKS & PATIOS ☐ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☒ Deck	Length: 32	Width: 10	Materials: Treated wood with TimberTech decking and Az
☐ Patio	Length: 32	Width: 10	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): See attached drawings			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☒ No ☐ Not sure			
Existing material: Vinyl and Asbestos		Proposed material: LP SMARTSIDE 38 SERIES CEDAR	
Dimensions: Thickness 5/16 Width 4		Dimensions: Thickness 5/16 Width -5.84	
Indicate the reason for change, e.g., underlying material condition, rot: Based on the engineering and wind requirements, we will need to remove all of the old siding and use sheathing to stabilize the structure, then replace the siding.			
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): See attached drawings			
Existing Material: Wood		Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	
Type of Material to be used: LP SMARTSIDE SMOOTH TRIM 1X6 WHITE, KEEPING ORIGINAL SILL PRO			
Dimensions: 1 x 6 trim boards			
Reason for repair or alteration (change of material or design): The previous trim in most places is not original to the house, those that could be contain significant rot.			
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): See attached drawings			
Existing Masonry		Proposed Masonry	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure			
Existing Material: brick		Proposed Materials: brick	
Existing mortar: sand Joints: concave		Mortar to be used: sand Mortar joints: sand	
Other / Additional Notes: See the engineering report showing that the main chimney is structurally compromised.			
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: See the engineering report showing that the main chimney is structurally compromised.			

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



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: 517/519 Randolph Avenue

Tax Map #:

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: MLT Enterprises LLC

Mailing Address: 1364 Air Rail Avenue Virginia Beach, VA 23455

Phone Number: 540.449.1861

Email: andrewpmccoy@gmail.com

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

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Robert Bridges RBW Design Build

Mailing Address: 9782 Church Neck Rd. Machipongo VA 23405

Phone Number: 757 710 2579 Email: robertbridgeswoodwright@gmail.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: 11.08.23

State of Virginia, County of Northampton
13th day of November, 2023, by Andrew McCoy (name of person acknowledged)

Signature of Notarial Officer:

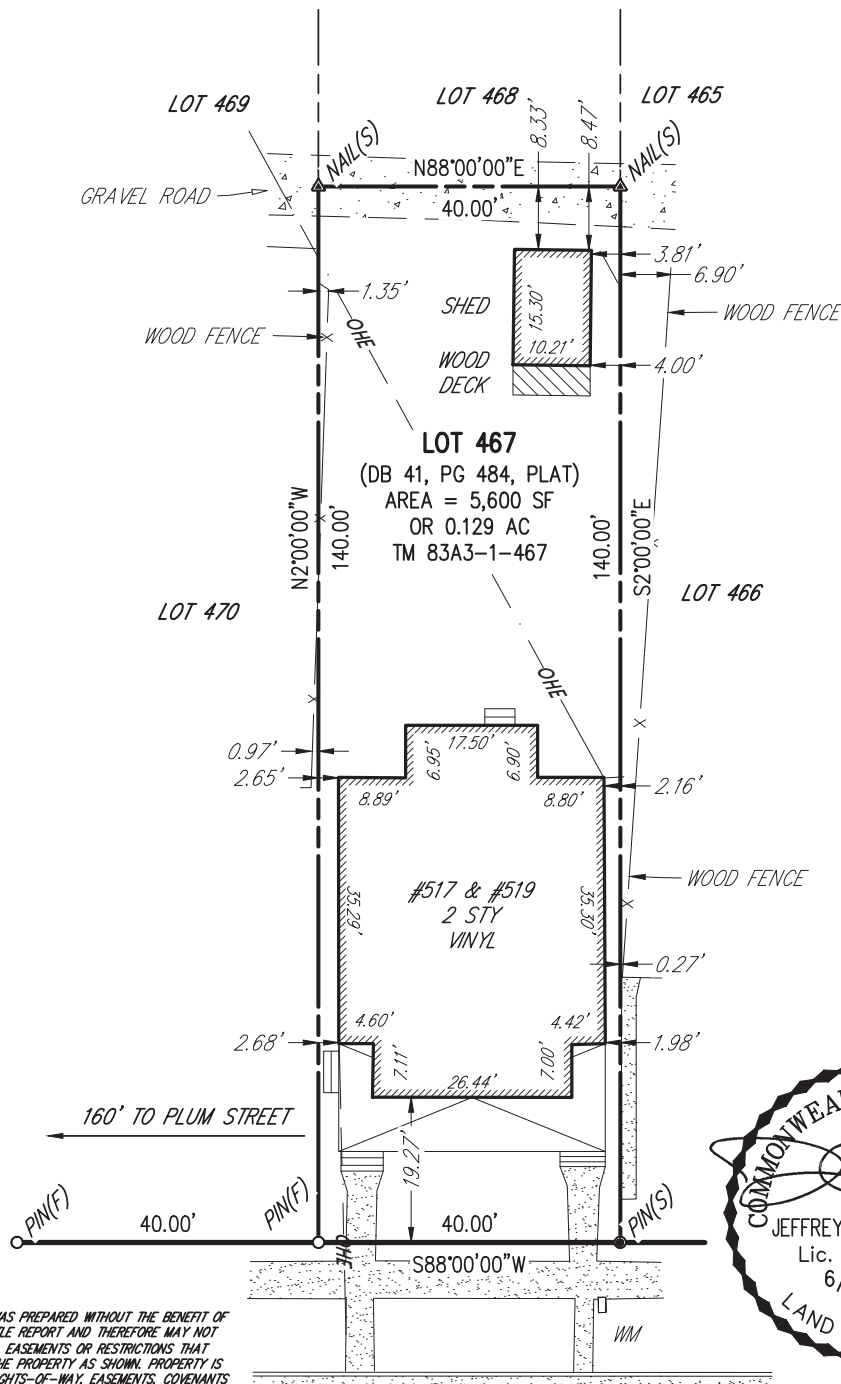
Notary Registration number:

My commission expires:

CHRISTY IVERSEN PRUITT
NOTARY PUBLIC
REG. #7959551
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES 04/30/2025

THIS IS TO CERTIFY THAT ON 6/16/23, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

MSA, P.C.



- NOTES:**
- 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 RECORD.
 - THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE "X" AS SHOWN ON PANEL 0295F OF THE FLOOD INSURANCE RATE MAPS FOR THE TOWN OF CAPE CHARLES, COMMUNITY NO. 510106, DATED MARCH 2, 2015. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY/COUNTY INDICATED. MSA, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.
 - NORTH MERIDIAN SHOWN HEREON IS BASED ON DEED BOOK 41 AT PG 484, PLAT.
 - CURRENT OWNER PER CAPE CHARLES TAX ASSESSOR IS DEREK KEITH DUVALL. SOURCE OF TITLE IS INSTRUMENT NO. LR04-1619.
 - THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES OR ANY UNDERGROUND STRUCTURE NOT OBSERVED DURING THE COURSE OF THE SURVEY.

RANDOLPH AVENUE (70' R/W)
(DB 41, PG 484, PLAT)

PHYSICAL SURVEY OF LOT 467
MAP OF THE TOWN OF CAPE CHARLES"
(DB 41, PG 484, PLAT)
TOWN OF CAPE CHARLES
NORTHAMPTON, VIRGINIA

517 & 519
RANDOLPH AVE.
TAX MAP:
83A3-1-467
DATE: 6/16/2023



MSA

ENGINEERS | SCIENTISTS | SURVEYORS
5032 ROUSE DRIVE, SUITE 200 | VIRGINIA BEACH, VA 23462
757.490.9264 | MSAONLINE.COM

(DB 41, PG 484)



REV: N/A

DWN BY: CJS

FB: 731, PG 7

JOB# 23095

SCALE: 1" = 20'

SHEET: 1 OF 1

 THIS EXTERIOR PARTITION REMOVED AS PER NEW WORK PLAN. SUTURE SEALING AS REQUIRED BEFORE REMOVAL OF PARTITION AND LEAKAGE DETECTION, NEW STUDY, POST, HEADERS ARE CAPABLE OF SUPPORTING NEW WORK CEILING, ETC. AS PER NEW WORK PLAN

 THIS INTERIOR PARTITION REMOVED AS PER NEW WORK PLAN. SUTURE SEALING AS REQUIRED BEFORE REMOVAL OF PARTITION AND LEAKAGE DETECTION, NEW STUDY, POST, HEADERS ARE CAPABLE OF SUPPORTING NEW WORK CEILING, ETC. AS PER NEW WORK PLAN

REMOVE EXISTING SIDING IN AREA OF ADDITION. REPAIR WALL AS NEEDED AND PREPARE FOR NEW WORK.
PROPERLY DISPOSE THE DEBRIS AS REQUIRED.

 FIREPLACES AND CHIMNEYS REMOVED AS PER NEW WORK PLAN. REPAIR AND PREPARE AS NEEDED FOR NEW WORK

 REMOVE EXISTING CABINETRY AND FIXTURES. REPAIR WALL AS NEEDED AND PREPARE FOR NEW WORK.
PROPERLY DISPOSE THE DEBRIS AS REQUIRED.

 OPTION: REMOVE RAILING, ETC AND FLOOR OVER TO MATCH EXISTING.

ERECT A DUST BARRIER TO PROTECT THE AREAS OF THE DWELLING NOT BEING RENOVATED, INCLUDING SEALING OFF THE SUPPLIES AND RETURN REGISTERS.

INSTALL FLOORING PROTECTION ALONG THE ENTIRE AREA OF TRAVEL.

INSURE THE POWER IS OFF PRIOR TO DEMOLITION AND RELLOCATION OF THE PARTITIONS. WIRE NOT ALL EXPOSED BARE WIRING UNTIL REPAIRED AS REQUIRED FOR NEW WORK.

DETERMINE LOCATION OF WASTE CONTAINER WITH OWNER PRIOR TO DEMOLITION.

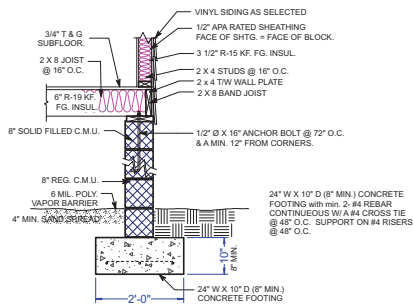
UNLESS AGREED PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, THE EXISTING PORTABLE TOILET FROM ROOM 808 NOT BE UTILIZED. COORDINATE LOCATION OF PORTABLE TOILET FACILITIES WITH OWNER.

AT THE END OF EACH DAY, REMOVE ALL DEBRIS FROM AREA OF WORK, THOROUGHLY SWEEP AND SHOP VAC ALL WORK AREAS & SURFACES.

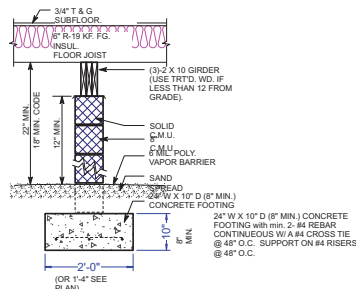
 = AREA OF NEW ADDITION

 = PARTITIONS TO BE REMOVED

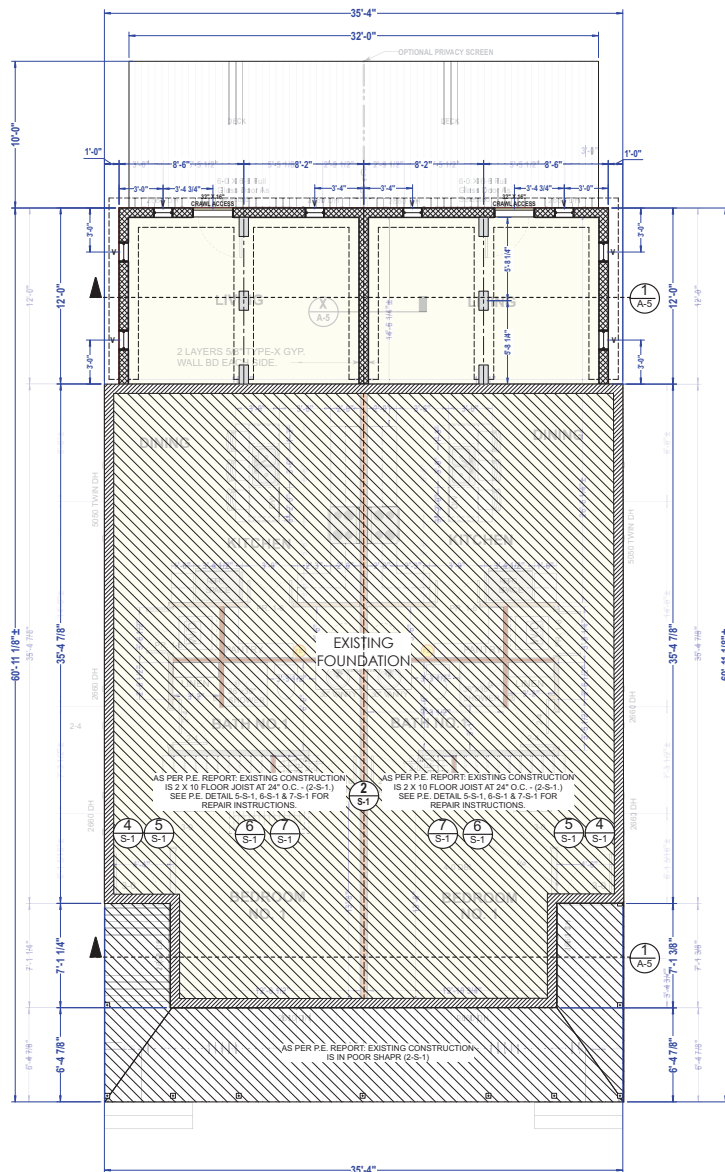
[illegible]



TYPICAL EXTERIOR CMU DETAIL
Scale: 3/4" = 1'-0"



TYPICAL PIER DETAIL
Scale: 3/4" = 1'-0"



NEW WORK FOUNDATION

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

FOUNDATION NOTES:

- FOOTING TRENCH BOTTOM SHALL BE A MINIMUM OF 12" BELOW GRADE OR FROST LINE. CONCRETE TO BE 2500 PSI TEST MINIMUM. CONCRETE FOOTINGS SHALL BEAR ON A MINIMUM SOIL PRESSURE OF 1500 PSF. OPTIONAL: INSTALL A MINIMUM OF TWO (2) #4 REINFORCING BARS CONTINUOUS. TIED @ 48" O.C. 7' FROM BOTTOM AND JOIST OR AS PER P.E. INSTRUCTIONS SOIL REQUIRES. CONTRACTOR SHALL VERIFY SOIL CONDITIONS TO BE SUITABLE FOR CONSTRUCTION AND MAKE NECESSARY SOIL CORRECTIVE F REQUIRED BEFORE CONSTRUCTION BEGINS.
- FOUNDATION PIERS SHALL BE A MINIMUM OF 8" X 8" X 16" C.M.U. ALL PIERS OVER 4 TIMES THEIR LEAST DIMENSION SHALL BE FILLED SOLID WITH CONCRETE OR TYPE III OR MORTAR WITH A MIN. OF ONE (1) BAR VERTICAL IN EACH VOID OR AS PER P.E. INSTRUCTIONS.
- TOP SOIL AND VEGETATION TO BE REMOVED. JOIL SHALL BE TYPICAL TREATMENT. JUSTAL MINIMUM OF 4" OF CLEAN SAND. COVER SAND WITH 1/2\"
- CONCRETE SLABS TO BE A MINIMUM 4" THICK OF 3000 PSI MIN. TEST POURED OVER COMPACTED FILL OR FILL OR METAL DECKING. REINFORCE CONCRETE WITH A MINIMUM OF 6" X 6" W2 1 W/W. 12\"
- ALLS AND GIRDERS TO BE AS SPECIFIED ON PLANS. ANY JOIST OR GIRDERS WITHIN 18" OF THE UNDER-FLOOR GRADE SHALL BE PRESSURE TREATED.
- 8" X 16" FOUNDATION VENT WITH SCREEN AND SHUTTER OR AS SPECIFIED ON PLANS. CRAWL SPACE VENTILATION: 100 SF OF AREA 1500 ± 120 SF OF REQUIRED VENTILATION. 0.125 SF/2.7 (380 IN.) SF FOR EACH 8" X 16" VENT + 5 VENTS PROVIDED @ 0.27 SF EACH + 1 USB PROVIDED. CLASS 1 1/2\"
- IF REQUIRED, FLOOD VENT SHALL BE USED IN LIEU OF STANDARD FOUNDATION VENTS. 1 VENT FOR EVERY 200 SF OF CRAWL FOUNDATION SPACE.

SITE & FOUNDATION NOTES:

- THE SITE SHALL BE PREPARED UNIFORM IN ACCORDANCE WITH CIVIL DRAWINGS AND 10" REQUIRED A SOIL ENGINEERS REPORT OF SUBSURFACE INVESTIGATION, AND A QUALIFIED GEOTECHNICAL ENGINEER SHALL VERIFY ALL ASSUMPTIONS AND REPORT TO THE ARCHITECT, ENGINEER OR DESIGNER ANY VARIATIONS.
- ALL TOP SOIL, ORGANIC OR OTHER UNDESIRABLE MATERIALS SHALL BE REMOVED FROM WITHIN THE BUILDING AREA INCLUDING A MINIMUM OF 2\"
- ANY UNUSUAL SOIL AND/OR STONE LEAD CONDITIONS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ENGINEER PRIOR TO PROCEEDING WITH THE FOUNDATION PERMITTERS.
- ANY FILL MATERIALS REQUIRED SHALL BE CLEAN, DRY SAND, LAD IN MINIMUM 15\"
- COMPACT THE SUB-GRADE TO DENSITY OF 95% WITH OPTIMUM MOISTURE CONTENT IN ACCORDANCE WITH ALL CODES.
- ALL FOOTINGS SHALL BEAR ON CONTROLLED OR UNDISTURBED SOIL CAPABLE OF SUPPORTING A MINIMUM DESIGN BEARING PRESSURE OF 1500 P.S.F. (TABLE R601.4.1)
- FOOTING ELEVATIONS SHALL BE INDICATED ON DRAWINGS OR AS REQUIRED TO OBTAIN MINIMUM SOIL CONDITIONS. CONTACT THE ENGINEER PRIOR TO ANY CHANGES IN THE WORK.
- EARTH FORMED FOUNDATION SHALL CONFORM TO THE SHAPE, LINES AND DIMENSIONS AS SHOWN ON THE FOUNDATION PLANS. THE EXCAVATIONS SHALL BE ADEQUATELY PROTECTED UNTIL THE CONCRETE IS PLACED. DO NOT ALLOW WATER TO ACCUMULATE OR STAND IN THE EXCAVATED BOTTOMS.
- ALL REINFORCED STEEL SHALL BE INSTALLED CONFORMING TO CONCRETE REINFORCING INSTITUTE HANDBOOK LATEST EDITION. ALL REINFORCED REINFORCING STEEL SHALL CONFORM TO ASTM A618 (GRADE 60) SPECIFICATIONS. LATEST EDITION. ALL STEEL WIRE FABRIC REINFORCING STEEL SHALL CONFORM TO ASTM A618 SPECIFICATIONS. REINFORCING SHALL BE SHOWN ON DRAWINGS.
- CONCRETE PROTECTION FOR REINFORCING STEEL AND OTHER GENERAL REQUIREMENTS FOR FABRICATION AND PLACING OF REINFORCING STEEL SHALL BE IN STRICT ACCORDANCE WITH THE LATEST EDITION OF THE AMERICAN CONCRETE INSTITUTE HANDBOOK, LATEST EDITION.
- ALL REINFORCING WAPPED CONTINUOUS ON PLANS AND DETAILS SHALL BE APPLIED A MINIMUM OF 48 TIMES THE BAR DIAMETER AT SPLICES UNLESS OTHERWISE NOTED.
- ALL CONCRETE DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH ACI 318-05 AND ACI 308-05.
- ALL BUILDING CONCRETE SHALL OBTAIN A MINIMUM COMPRESSIVE STRENGTH OF 1500 P.S.I. AT AN AGE OF 28 DAYS. ALL CONCRETE EXPOSED TO EXTERIOR SHALL OBTAIN A MINIMUM COMPRESSIVE STRENGTH OF 1500 P.S.I. AT AN AGE OF 28 DAYS. MAXIMUM AIR BETWEEN 5% TO 7% AIR CONTENT OF FRESH FRESH CONCRETE FLOORS SHALL NOT EXCEED 2%.
- CURE FORMED AND UNFORMED CONCRETE FOR AT LEAST SEVEN DAYS AS FOLLOWS:
ALPHECT FRESHLY PLACED CONCRETE FROM PREMATURING DRYING AND EXCESSIVE COLD OR HOT TEMPERATURES. COMPLY WITH ACI 308.1 FOR COLD WEATHER PROTECTION AND FOLLOW RECOMMENDATIONS IN ACI 308 FOR HOT WEATHER PROTECTION DURING CURING.
IN WETTER CURE, KEEP SURFACES CONTINUOUSLY MOIST WITH ABSORPTIVE COVER.
CURING: RETAINING COVER DURING CONCRETE SURFACES WITH MOISTURE RETAINING COVER FOR CURING CONCRETE. PLACED IN WIDEST PRACTICABLE WIDTH WITH BEE AND INSUL LAPPED AT LEAST 12 INCHES AND SEALED BY WATERPROOF TAPE OR ADHESIVE. IMMEDIATELY REPAIR ANY HOLES OR TEARS DURING CURING PERIOD USING COVER MATERIALS AND INTERSECTED OVERLAP. RETARDER. APPLY EVAPORATION RETARDER TO CONCRETE SURFACES 1-2\"
- FOUNDATION WALLS SHALL BE OF CONCRETE MASONRY UNITS AS DETAILED ON DRAWINGS OR OTHER APPROVED METHODS.
- PROVIDE MIN. 12\"
- GRADE SHALL SLOPE AWAY FROM THE PERIMETER FOUNDATION AT A MINIMUM OF 1\"
- ALL EXTERIOR WALL FOOTINGS ARE MIN. 24\"
- ALL FOOTINGS DESIGNED IN ACCORDANCE WITH R601.1

REVISIONS	
07-21-2023	Perlin #1
08-01-2023	Revision #2
08-08-2023	Revision #3
08-28-2023	Revision #4
09-01-2023	Revision #5
09-10-2023	Revision #6
09-21-2023	Final Drawing

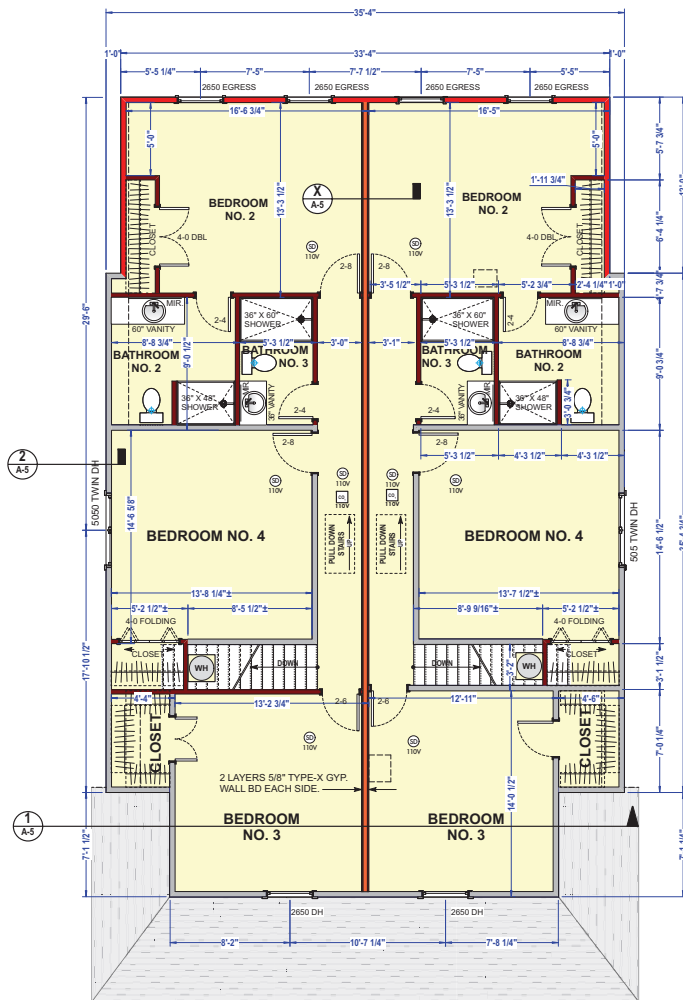
PLANS DESIGNED BY:	

PLANS PREPARED BY:	

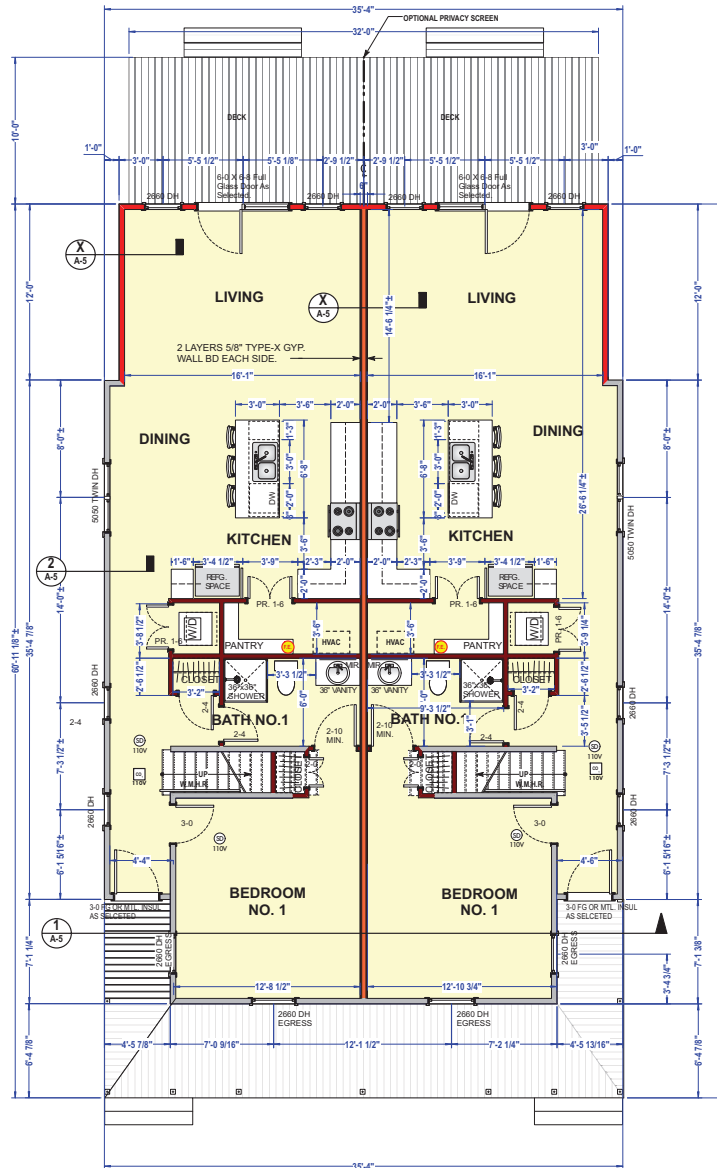
CONTENT:	
FOUNDATION & DETAILS FOR NEW ADDITION	

PLANS PREPARED FOR:	
MLT ENTERPRISES, LLC - RENOVATION 1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23455 (540) 449-1861 Building Site: 3717519 Randolph Avenue, Cape Charles, Virginia 23110	

Date	06/06/23
Scale	NOTED
Drawn	MJA
Checked	MJA
Job	23-038
Sheet	A-2
Of	13 Sheets



NEW WORK SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"



NEW WORK FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

GENERAL NOTES:

- 1- WALL PLATE LINE TO BE 8'-1 1/8" HIGH (UNLESS OTHERWISE NOTED)
- 2- GANG STUDS @ POINT LOADS: 11 G.S.
- 3- INSULATE INTERIOR BEDROOM AND BATHROOM WALLS FOR SOUND.
- 4- WINDOW HEAD HGT 80" UNLESS NOTED OTHERWISE. SEE PLANS.
- 5- WINDOWS ARE: VINYL DOUBLE HUNG, INSUL. LOW-E GLASS, (UNLESS NOTED OTHERWISE). WINDOWS SHALL HAVE A MIN. DP50 RATING. TEMPERED GLASS SHALL BE INSTALLED IN ALL HAZARDOUS LOCATIONS AS PER 2018 VA. RES. CODE, SECTION R308.4 HAZARDOUS LOCATIONS UNDER R308.1 GLAZING. SILL OF EGRESS WINDOWS NOT TO BE HIGHER THAN 4" ABOVE FINISHED FLOOR LINE. 1ST FLOOR EGRESS WINDOWS SHALL HAVE A MIN. 5.05F (MIN. 22" W X 24" H) AND 2ND FLOOR 5.75F (22" W X 24" H) AS PER 2018 VA. RES. CODE SECTION R310 EMERGENCY ESCAPE & RESCUE REQUIRED.
- 6- EXTERIOR ENTRY DOORS SHALL HAVE A MIN. DP45 RATING.
- 7- ALL WET AREAS SHALL HAVE NON-ABSORBENT GYPSUM WALL BOARD AND CONCRETE BACKER OR OTHER COMPLIANT BACKER BOARD AT ALL TILED AREAS. INSTALL AS PER MFR. INSTRUCTIONS.
- 8- ATTIC ACCESS PANELS OR DOORS SHALL BE R-49 MIN. RATED OR SAME AS ATTIC INSULATION. SEE N1102.2.4 (R402.2.4)

110V & BATTERY BACKUP SMOKE ALARMS:

SMOKE DETECTORS SHALL BE HARD WIRED AND INTERCONNECTED WITH ALL ALARMS SOUNDING IN TANDUM WHEN ONE UNIT IS ACTIVATED AS PER 2018 VA. RES. CODE, SECTION R314 SMOKE ALARMS. BATTERY BACK UP (R314.4 POWER SOURCE).

PHYSICAL INTERCONNECTION OF SMOKE ALARMS IS NOT REQUIRED WHEN THERE IS A WIRELESS INTERCONNECTION.

110V CARBON MONOXIDE ALARM DETECTOR (R315.1) BATTERY BACK UP: A HOUSEHOLD CO1 DETECTION SYSTEM IS "NOW" ALLOWED.

FIRE EXTINGUISHER (TYPE 2-A-10-B-C OR APPROVED EQUIVALENT) SHALL BE INSTALLED IN THE KITCHEN AREAS. (R331.1 KITCHEN AREAS).

ALL RECESSED LIGHTS LOCATED IN UNCONDITIONED SPACES SHALL BE LABELED IC AND CERTIFIED FOR AIR LEAKAGE UNDER THE ASTM E283 TEST PROCEDURE.

PARTITION LEGEND:

- 2 X 6 INTERIOR STUD WALL
- 2 X 4 EXISTING PARTITION
- 2 X 4 STUD PARTITION - NEW WORK
- 2 X 4 STUD EXISTING PARTITION WITH 2 LAYERS 5/8" TYPE-X GYP. WALL BOARD

H.B.

HOSE BIB.

GAS VALVE.

EXHAUST

BATH OR RANGE EXHAUST VENT

NOTE:

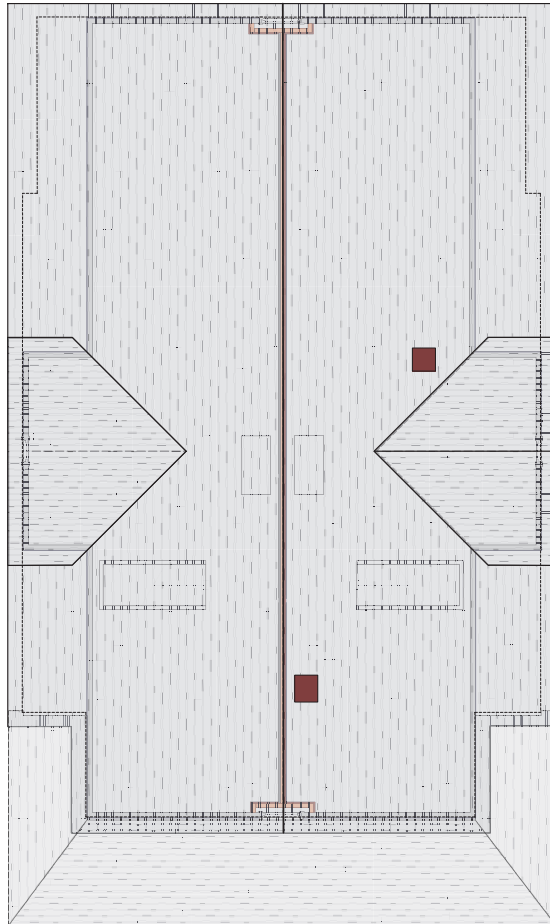
CONTRACTOR MUST VERIFY FINAL KITCHEN DESIGN WITH OWNER BEFORE ANY ROUGH-INS ARE INSTALLED.

SQUARE FOOTAGE

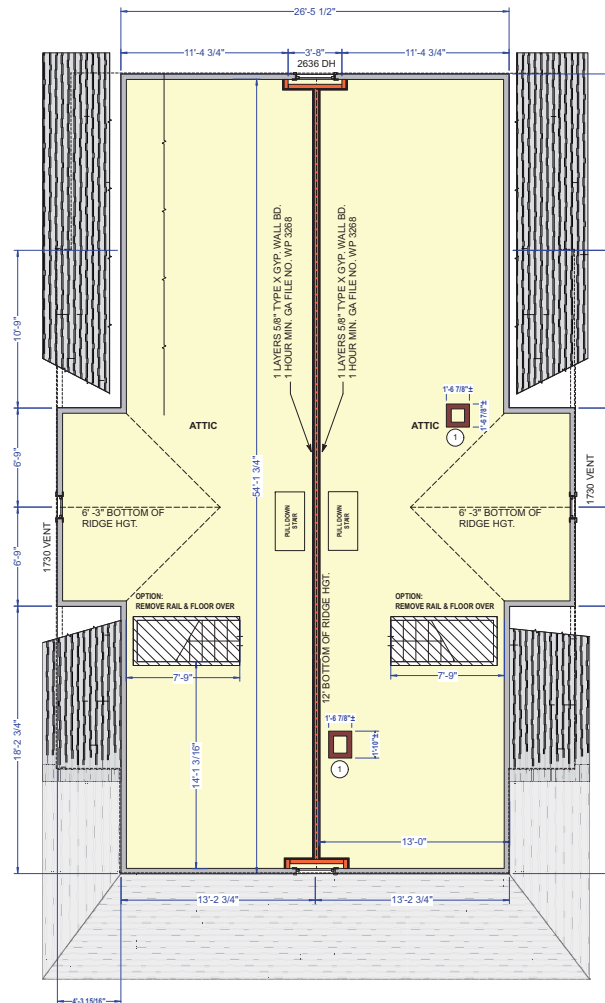
First Floor Heated	1,839.30
Second Floor Heated	1,839.30
Subtotal	3,678.60
Attic	1,516.10
Total (Both Sides)	5,194.70
Grand Total	5,194.70

All dimensions approximate.

NOTE:
ALL DIMENSIONS ARE APPROXIMATE
AND NEED TO BE VERIFIED ON SITE.



NEW WORK ATTIC ROOF PLAN
Scale: 1/4" = 1'-0"



NEW WORK ATTIC FLOOR PLAN
Scale: 1/4" = 1'-0"

NEW WORK NOTES

- 1 PROVIDE AND INSTALL 2 X 4 STUD INFILL WITH O.S.B. SHEATHING TO SUPPORT FAUX CHIMNEY

SQUARE FOOTAGE	
First Floor Heated	1,839.30
Second Floor Heated	1,839.30
Subtotal	3,678.60
Attic	1,516.10
Total (Both Sides)	5,194.70
Grand Total	5,194.70

All dimensions approximate

REVISIONS

07-21-2023	Revision #1
08-01-2023	Revision #2
08-08-2023	Revision #3
08-28-2023	Revision #4
09-01-2023	Revision #5
09-10-2023	Progress Revision #6
09-21-2023	Final Drawing

PLANS DESIGNED BY:

Molly J. Anderson

ARCHITECT

PLANS PREPARED BY:

MJA DESIGNS, LLC.

Interior Architecture & Design

CONTENT:

SECOND FLOOR ADDITION FLOOR PLANS

PLANS PREPARED FOR:

MLT ENTERPRISES, LLC - RENOVATION

1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23465 (404) 449-1861

Building Site: 317519 Randolph Avenue, Cape Charles, Virginia 23510

Date

06/06/23

Scale

NOTED

Drawn

MJA

Checked

MJA

Job

23-038

Sheet

A-3

Of 13 Sheets

PRODUCT NOTES:
 1) POSTS: COMPOSITE PORCH POSTS "SQUARE" STYLE
 2) DECKING: TIMBERTECH COMPOSITE DECKING WITH BOARDS RUNNING PERPENDICULAR TO STREET (COLOR: MAHOGANY)
 3) NEW WOOD AND ASK-SIDES STEPS TO FRONT AND BACK OF HOUSE
 4) TRIM: LP SMARTSIDE SMOOTH TRIM 1X5 WHITE, KEEPING ORIGINAL SILL PROFILE (COLOR: SNOW WHITE)
 5) DOORS TO BE REPLACED WITH VINYL-CLAD STEEL DECK DOORS INSULATED (FRONT IS HALF-LITE AND BACK IS FULL LITE, SEE ELEVATIONS)

6) REPLACE WINDOWS WITH VINYL DOUBLE HUNG 2X2 SIMULATED DIVIDED LITE (ROLL WINDOW SILL TO BE ARTICULATED (COLOR: WHITE)
 7) ADDITION TO HAVE SIMILAR SIDING, TRIM, DOORS AND WINDOWS AS REST OF HOUSE
 8) BACK DECK RAILING: COMPOSITE RAILING IN "RICHMOND RAIL" STYLE, NOT MODERN RAIL STYLE
 9) CHIMNEYS REMOVED PER ENGINEER LETTER REQUIREMENTS;

10) SIDING: LP SMARTSIDE 38 SERIES CEDAR TEXTURE EXPERTFINISH 5/8" (5" REVEAL) LAP SIDING (COLOR: RAPIDS BLUE)
 11) SIDING: LP SMARTSIDE 38 SERIES CEDAR TEXTURE EXPERT FINISH 11/8" SHAKE AT GABLE ENDS (COLOR: RAPIDS BLUE)
 12) IF ROOFING REPAIRS REQUIRED, USE OWENS CORNING GAFRODGE 32 3/8 SOFT LAMINATED ARCHITECTURAL ROOF SHINGLES (COLOR: ESTATE GREY)



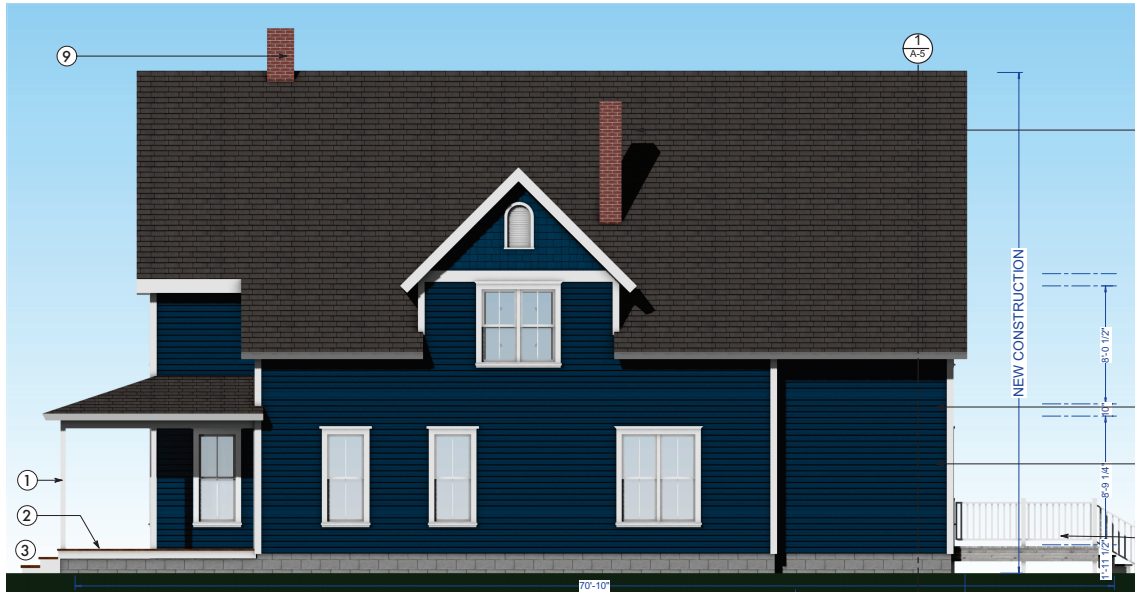
LEFT ELEVATION

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



FRONT ELEVATION

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



RIGHT ELEVATION

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

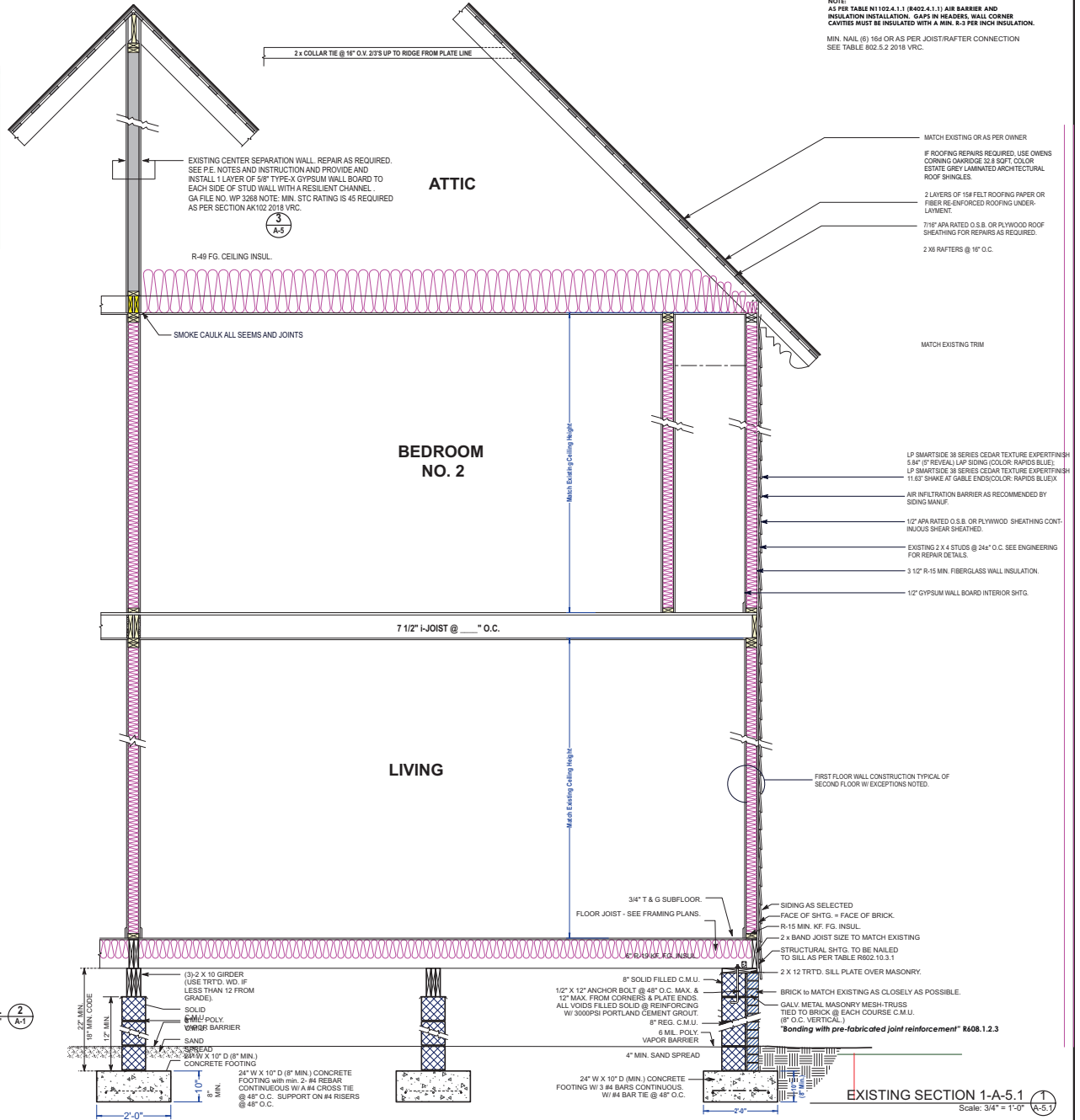


REAR ELEVATION

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

REVISIONS	
07-21-2023	Presen #1
08-01-2023	Revision #2
08-08-2023	Revision #3
08-28-2023	Revision #4
09-01-2023	Revision #5
09-10-2023	Progress Revision #6
09-21-2023	Final Drawing
PLANS DESIGNED BY:	
MJA DESIGNS, LLC.	
1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23465 (540) 449-1861	
Building Site: 317519 Randolph Avenue, Cape Charles, Virginia 23310	
PLANS PREPARED BY:	
MLT ENTERPRISES, LLC - RENOVATION	
1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23465 (540) 449-1861	
Building Site: 317519 Randolph Avenue, Cape Charles, Virginia 23310	
CONTENT:	
NEW WORK ELEVATIONS	
PLANS PREPARED FOR:	
MLT ENTERPRISES, LLC - RENOVATION	
1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23465 (540) 449-1861	
Building Site: 317519 Randolph Avenue, Cape Charles, Virginia 23310	
Date:	06/06/23
Scale:	NOTED
Drawn:	MJA
Checked:	MJA
Job:	23-038
Sheet:	A-4
Of 13	Sheets

WALLS AND INTERIOR PARTITIONS, WOOD FRAMED			
GA FILE NO.	PROPRIETARY	1 HOUR FIRE	50 to 54 STC SOUND
WP 3258			
GYPSUM WALLBOARD, RESILIENT CHANNELS, INSULATION, WOOD STUDS Fire Design: Resilient channels 24" o.c. attached at right angles to ONE SIDE of 2 x 4 wood studs 16" or 24" o.c. with 1-1/4" Type W screws. One layer 5/8" proprietary Type X gypsum wallboard applied parallel to channels with 1" Type S screws 12" o.c. End joints backstowed with resilient channels. 3-1/2" glass fiber insulation in stud cavity. OPPOSITE SIDE: One layer 5/8" proprietary Type X gypsum wallboard applied at right angles to studs with 1-1/4" Type W screws 12" o.c. Vertical joints staggered 48" on OPPOSITE SIDES. (LOAD-BEARING) Sound Design: Sound tested with studs at 16" o.c. PROPRIETARY GYPSUM BOARD CertainTeed Gypsum, Inc. - 5/8" CertainTeed® Type C			
Thickness: 5-1/4" (Fire and Sound) Approx. Weight: 6.3 psf (Fire and Sound) Fire Test: UL F2066, E771/1894, 11-12-87; UL Design U911 Sound Test: NOAL 17-1138, 11-30-17			

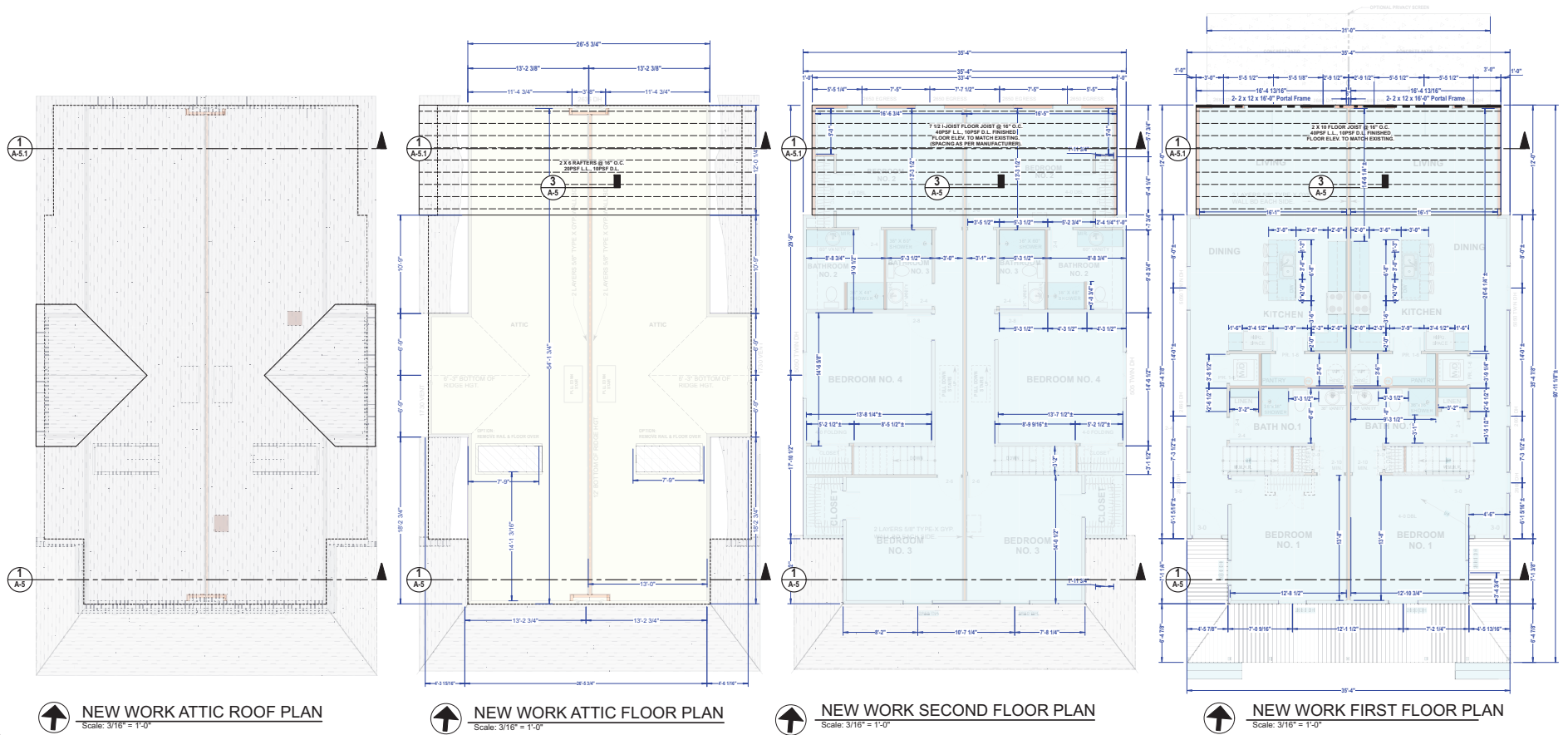


TYPICAL PIER DETAIL
Scale: 3/4" = 1'-0"

EXISTING SECTION 2-A-5
Scale: 3/4" = 1'-0"

NOTE:
AS PER TABLE N1102.4.1.1 (R402.4.1.1) AIR BARRIER AND INSULATION INSTALLATION, 5/8" IN HEADERS, WALL CORNER CAVITIES MUST BE INSULATED WITH A MIN. R-3 PER INCH INSULATION.
MIN. NAIL (6) 16d OR AS PER JOIST/RAFTER CONNECTION SEE TABLE 802.5.2 2016 IRC.

REVISIONS 07-21-2023 Prelim #1 08-01-2023 Revision #2 08-08-2023 Revision #3 08-28-2023 Revision #4 09-01-2023 Revision #5 09-10-2023 Progress Revision #6 09-21-2023 Final Drawing	
PLANS DESIGNED BY: MJA DESIGNS, LLC. Marty J. Anderson Principal Architect 1364 Air Rail Avenue, Virginia Beach, VA 23465 (404) 449-1861 mja@mltenterprises.com	PLANS PREPARED BY: MJA DESIGNS, LLC. Marty J. Anderson Principal Architect 1364 Air Rail Avenue, Virginia Beach, VA 23465 (404) 449-1861 mja@mltenterprises.com
CONTENT: EXISTING SECTION	
PLANS PREPARED FOR: MLT ENTERPRISES, LLC - RENOVATION 1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23465 (404) 449-1861 Building Site: 3717519 Randolph Avenue, Cape Charles, Virginia 23310	
Date: 06/06/23 Scale: NOTED Drawn: MJA Checked: MJA Job: 23-038 Sheet: A-5.1 Of 13 Sheets	



REVISIONS	
07-21-2023	Revision #1
08-01-2023	Revision #2
08-08-2023	Revision #3
08-28-2023	Revision #4
09-01-2023	Revision #5
09-10-2023	Progress Revision #6
09-21-2023	Final Drawing

NOTES:
1. All dimensions, specifications and notes shall be in accordance with the latest edition of the International Building Code (IBC) and the International Residential Code (IRC) unless otherwise noted.
2. The owner is responsible for obtaining all necessary permits and approvals from the local building department.
3. The contractor shall be responsible for obtaining all necessary permits and approvals from the local building department.
4. The contractor shall be responsible for obtaining all necessary permits and approvals from the local building department.
5. The contractor shall be responsible for obtaining all necessary permits and approvals from the local building department.

PLANS DESIGNED BY:
Morty J. Anderson
MJA
1115 COLUMBIA DRIVE
CAPE CHARLES, VA 23455

PLANS PREPARED BY:
MJA DESIGNS, LLC.
Morty J. Anderson, Owner
1115 COLUMBIA DRIVE
CAPE CHARLES, VA 23455

CONTENT:
FRAMING PLANS

PLANS PREPARED FOR:
MLT ENTERPRISES, LLC - RENOVATION
1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23455 (540) 449-1861
Building Site: 371719 Randolph Avenue, Cape Charles, Virginia 23310

Date: 06/06/23
Scale: NOTED
Drawn: MJA
Checked: MJA
Job: 23-038
Sheet: A-6

Of 13 Sheets

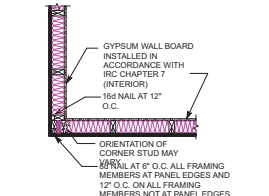
TYPICAL FLASHING @ WIN. & DR. DETAIL
Scale: 3/4" = 1'-0"

TYP. WOOD HEADER DETAIL
NOT TO SCALE

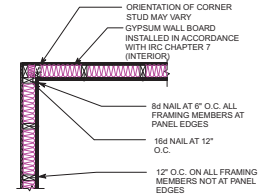
TYPICAL PLYWOOD SHEATHING DETAIL
NOT TO SCALE

WOOD CONSTRUCTION NOTES

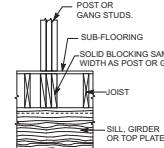
1. ALL STRUCTURAL BEAM AND JOIST FRAMING SHOULD BE SOUTHERN YELLOW PINE NO. 2 OR EQUIVALENT (S-Y 1800,000 PSI) REFERENCE NDS TABLE 4B TO COMPARE ALL OTHER DESIGN PROPERTIES.
2. ALL STRUCTURAL STUDS SHOULD BE SPRUCE-PINE-FIR NO. 2 OR EQUIVALENT (S-P-F 1600,000 PSI) REFERENCE NDS TABLE 4B TO COMPARE ALL OTHER DESIGN PROPERTIES. NOTE: SPRUCE-PINE-FIR (SOUTH) IS NOT AVAILABLE.
3. ANY LUMBER EXPOSED TO WEATHER, CONCRETE, STEEL AND/OR MASONRY SHOULD BE PRESURE TREATED. ANY LUMBER IN CRACKS, SPALLS, OR OTHER DEFECTS SHALL BE REPLACED WITH TREATED LUMBER. ALL DEFECTS CLOSER THAN 18 INCHES TO THE GRADE SHOULD BE PRESURE TREATED.
4. ALL CONNECTORS IN CONTACT WITH TREATED LUMBER SHOULD BE ZNMA COATED OR APPROVED OTHERWISE.
5. THE TREATED LUMBER ATTACHMENT TO THE CONSTRUCTION PHASE SHALL NOT BE EXPOSED RAIN AND/OR SNOW FOR EXTENDED PERIODS OF TIME. THE CONTRACTOR SHALL TAKE MEASURE TO PROTECT THE LUMBER AND SUB FLOOR FROM WARPING AND DELAMINATION.
6. ALL RAFTERS OR CEILING JOISTS SHALL BE TIED TO DOUBLE TOP PLATE WITH 10 SAHURRICALE CLIPS.
7. REFER TO THE SHEATHING ATTACHMENT DETAIL FOR AN ILLUSTRATED EXPLANATION OF THE TERMS BELOW.
8. E.N. - DENOTES EDGE NAILING.
9. D.N. - DENOTES FIELD NAILING.



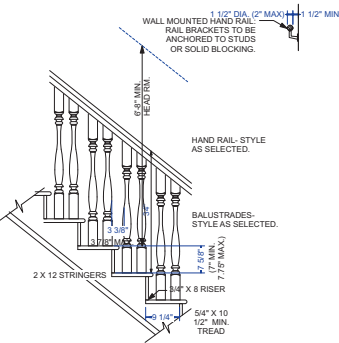
TYP. OUTSIDE CORNER DETAIL
PER IRC R602.10.5



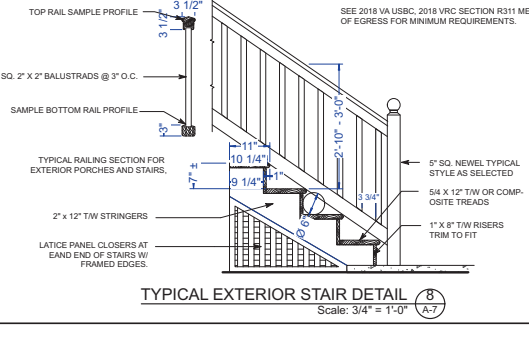
TYP. INSIDE CORNER DETAIL
PER IRC R602.10.5



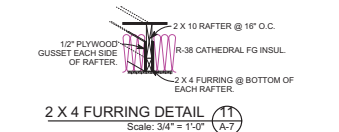
TYPICAL LOAD TRANSFER DETAIL
Scale: 3/4" = 1'-0"



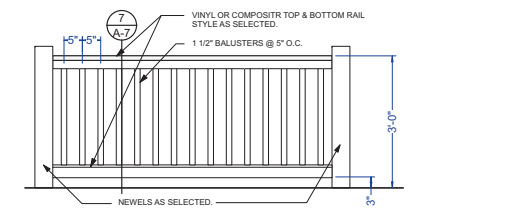
TYP. 9' CLG. STAIR DETAIL
Scale: 3/4" = 1'-0"



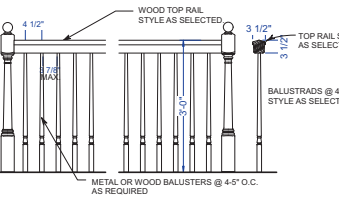
TYPICAL EXTERIOR STAIR DETAIL
Scale: 3/4" = 1'-0"



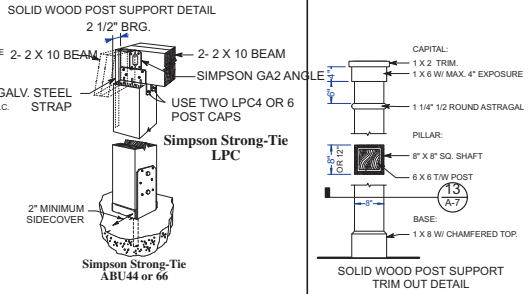
2 X 4 FURRING DETAIL
Scale: 3/4" = 1'-0"



TYPICAL. EXTERIOR RAIL & BALUSTER DETAIL
Scale: 3/4" = 1'-0"



TYPICAL. INTERIOR RAIL & BALUSTER DETAIL
Scale: 3/4" = 1'-0"



POST BASE & BEAM SUPPORT
Scale: 3/4" = 1'-0"

WALL CONSTRUCTION

TABLE R602.7(2)
(Minimum spans for Douglas fir-larch, hemlock, western pine and spruce-pine-fir wall supported on grade or on footings)

HEADERS AND GIRDERS SUPPORTING	SIZE	SPACING				BUILDING HEIGHT (feet)			
		12	16	20	24	12	16	20	24
One floor only	2x4	8	10	12	14	8	10	12	14
	2x6	10	12	14	16	10	12	14	16
	2x8	12	14	16	18	12	14	16	18
	2x10	14	16	18	20	14	16	18	20
	2x12	16	18	20	22	16	18	20	22
	2x14	18	20	22	24	18	20	22	24
	2x16	20	22	24	26	20	22	24	26
	2x18	22	24	26	28	22	24	26	28
	2x20	24	26	28	30	24	26	28	30
	2x22	26	28	30	32	26	28	30	32
Two floors	2x4	6	8	10	12	6	8	10	12
	2x6	8	10	12	14	8	10	12	14
	2x8	10	12	14	16	10	12	14	16
	2x10	12	14	16	18	12	14	16	18
	2x12	14	16	18	20	14	16	18	20
	2x14	16	18	20	22	16	18	20	22
	2x16	18	20	22	24	18	20	22	24
	2x18	20	22	24	26	20	22	24	26
	2x20	22	24	26	28	22	24	26	28
	2x22	24	26	28	30	24	26	28	30

WALL CONSTRUCTION

TABLE R602.7(3)
(Minimum spans for Douglas fir-larch, hemlock, western pine and spruce-pine-fir wall supported on grade or on footings)

HEADERS AND GIRDERS SUPPORTING	SIZE	SPACING				BUILDING HEIGHT (feet)			
		12	16	20	24	12	16	20	24
One floor only	2x4	8	10	12	14	8	10	12	14
	2x6	10	12	14	16	10	12	14	16
	2x8	12	14	16	18	12	14	16	18
	2x10	14	16	18	20	14	16	18	20
	2x12	16	18	20	22	16	18	20	22
	2x14	18	20	22	24	18	20	22	24
	2x16	20	22	24	26	20	22	24	26
	2x18	22	24	26	28	22	24	26	28
	2x20	24	26	28	30	24	26	28	30
	2x22	26	28	30	32	26	28	30	32
Two floors	2x4	6	8	10	12	6	8	10	12
	2x6	8	10	12	14	8	10	12	14
	2x8	10	12	14	16	10	12	14	16
	2x10	12	14	16	18	12	14	16	18
	2x12	14	16	18	20	14	16	18	20
	2x14	16	18	20	22	16	18	20	22
	2x16	18	20	22	24	18	20	22	24
	2x18	20	22	24	26	20	22	24	26
	2x20	22	24	26	28	22	24	26	28
	2x22	24	26	28	30	24	26	28	30

WALL CONSTRUCTION

TABLE R602.7(4)
(Minimum spans for Douglas fir-larch, hemlock, western pine and spruce-pine-fir wall supported on grade or on footings)

HEADERS AND GIRDERS SUPPORTING	SIZE	SPACING				BUILDING HEIGHT (feet)			
		12	16	20	24	12	16	20	24
One floor only	2x4	8	10	12	14	8	10	12	14
	2x6	10	12	14	16	10	12	14	16
	2x8	12	14	16	18	12	14	16	18
	2x10	14	16	18	20	14	16	18	20
	2x12	16	18	20	22	16	18	20	22
	2x14	18	20	22	24	18	20	22	24
	2x16	20	22	24	26	20	22	24	26
	2x18	22	24	26	28	22	24	26	28
	2x20	24	26	28	30	24	26	28	30
	2x22	26	28	30	32	26	28	30	32
Two floors	2x4	6	8	10	12	6	8	10	12
	2x6	8	10	12	14	8	10	12	14
	2x8	10	12	14	16	10	12	14	16
	2x10	12	14	16	18	12	14	16	18
	2x12	14	16	18	20	14	16	18	20
	2x14	16	18	20	22	16	18	20	22
	2x16	18	20	22	24	18	20	22	24
	2x18	20	22	24	26	20	22	24	26
	2x20	22	24	26	28	22	24	26	28
	2x22	24	26	28	30	24	26	28	30

WALL CONSTRUCTION

TABLE R602.7(5)
(Minimum spans for Douglas fir-larch, hemlock, western pine and spruce-pine-fir wall supported on grade or on footings)

HEADERS AND GIRDERS SUPPORTING	SIZE	SPACING				BUILDING HEIGHT (feet)			
		12	16	20	24	12	16	20	24
One floor only	2x4	8	10	12	14	8	10	12	14
	2x6	10	12	14	16	10	12	14	16
	2x8	12	14	16	18	12	14	16	18
	2x10	14	16	18	20	14	16	18	20
	2x12	16	18	20	22	16	18	20	22
	2x14	18	20	22	24	18	20	22	24
	2x16	20	22	24	26	20	22	24	26
	2x18	22	24	26	28	22	24	26	28
	2x20	24	26	28	30	24	26	28	30
	2x22	26	28	30	32	26	28	30	32
Two floors	2x4	6	8	10	12	6	8	10	12
	2x6	8	10	12	14	8	10	12	14
	2x8	10	12	14	16	10	12	14	16
	2x10	12	14	16	18	12	14	16	18
	2x12	14	16	18	20	14	16	18	20
	2x14	16	18	20	22	16	18	20	22
	2x16	18	20	22	24	18	20	22	24
	2x18	20	22	24	26	20	22	24	26
	2x20	22	24	26	28	22	24	26	28
	2x22	24	26	28	30	24	26	28	30

WALL CONSTRUCTION

TABLE R602.7(6)
(Minimum spans for Douglas fir-larch, hemlock, western pine and spruce-pine-fir wall supported on grade or on footings)

HEADERS AND GIRDERS SUPPORTING	SIZE	SPACING				BUILDING HEIGHT (feet)			
		12	16	20	24	12	16	20	24
One floor only	2x4	8	10	12	14	8	10	12	14
	2x6	10	12	14	16	10	12	14	16
	2x8	12	14	16	18	12	14	16	18
	2x10	14	16	18	20	14	16	18	20
	2x12	16	18	20	22	16	18	20	22
	2x14	18	20	22	24	18	20	22	24
	2x16	20	22	24	26	20	22	24	26
	2x18	22	24	26	28	22	24	26	28
	2x20	24	26	28	30	24	26	28	30
	2x22	26	28	30	32	26	28	30	32
Two floors	2x4	6	8	10	12	6	8	10	12
	2x6	8	10	12	14	8	10	12	14
	2x8	10	12	14	16	10	12	14	16
	2x10	12	14	16	18	12	14	16	18
	2x12	14	16	18	20	14	16	18	20
	2x14	16	18	20	22	16	18	20	22
	2x16	18	20	22	24	18	20	22	24
	2x18	20	22	24	26	20	22	24	26
	2x20	22	24	26	28	22	24	26	28
	2x22	24	26	28	30	24	26	28	30

[illegible]

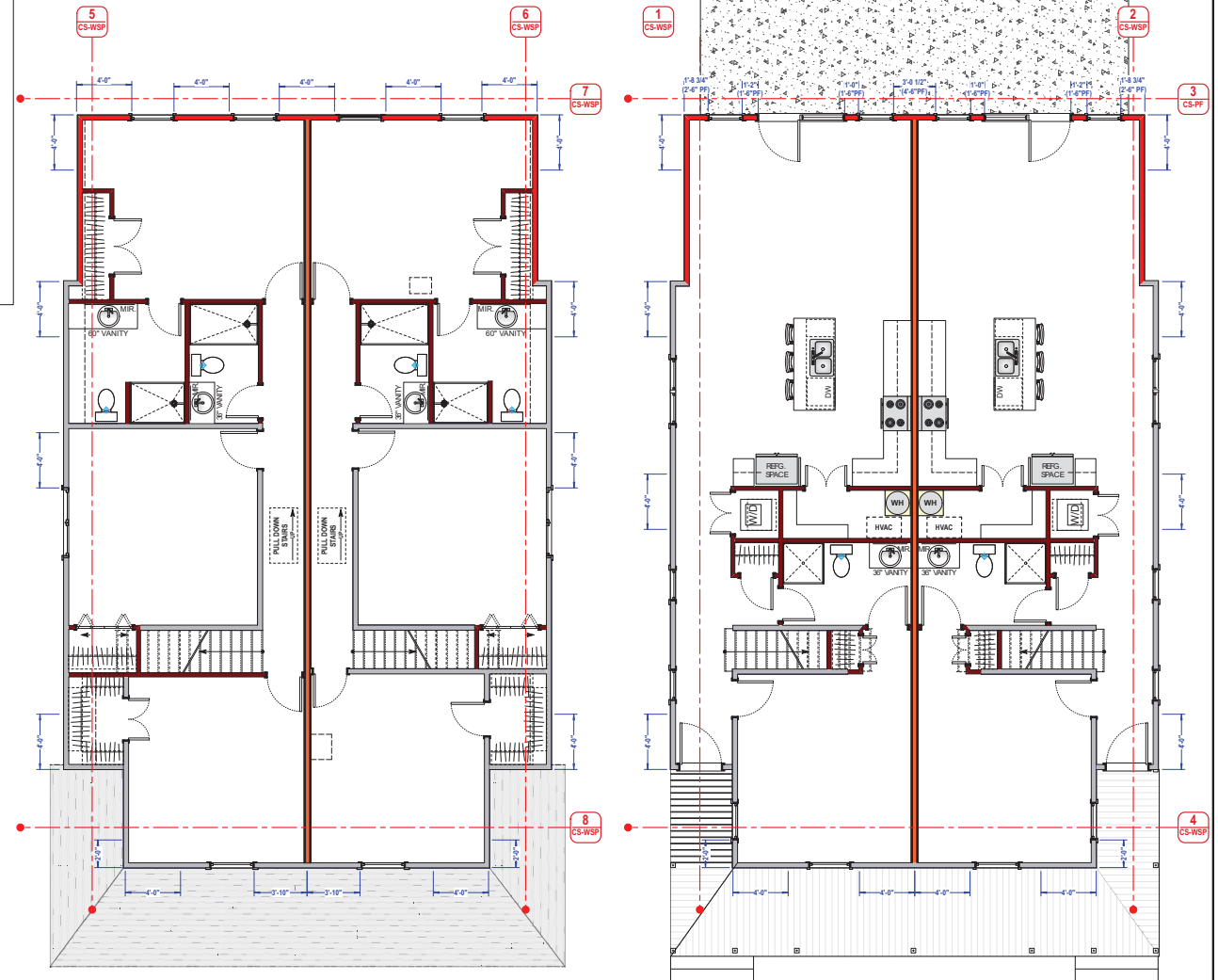
To report an error or bug, call 703-324-1542, TTY 711

A Fairfax County, Virginia Publication

Classic VRC-2018 - 7/26/2021

 = DESIGNATED BRACE WALL LINE
& TYPE OF BRACED WALL.

BRACED WALL LINE (R602.10 WALL BRACING)
FULL EXTERIOR WRAPPED W/ 1/2" APA RATED
O.S.B. OR PLYWOOD SHTG. SEE DETAIL 2-A-5 FOR
MIN. CONSTRUCTION REQUIREMENTS.
INTERIOR IS 1/2" G.W.B. EACH SIDE.



 **NEW WORK SECOND FLOOR PLAN**
Scale: 1/4" = 1'-0"

 **NEW WORK FIRST FLOOR PLAN - ALTERNATE**
Scale: 1/4" = 1'-0"

MLT ENTERPRISES, LLC - RENOVATION
1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23455 (540) 449-1861
Building Site: 517/519 Randolph Avenue, Cape Charles, Virginia 23210

BRACE WALL
PLAN

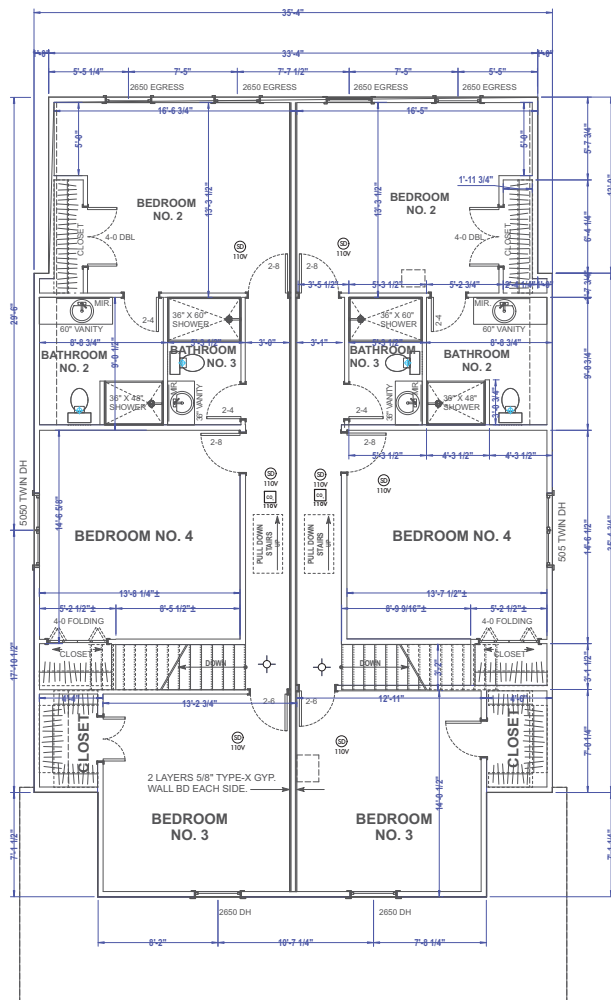
date 06/06/23
 scale NOTED
 drawn SJJA
 checked MA
 plot 23-038

sheet **A-8**
 13 Sheets

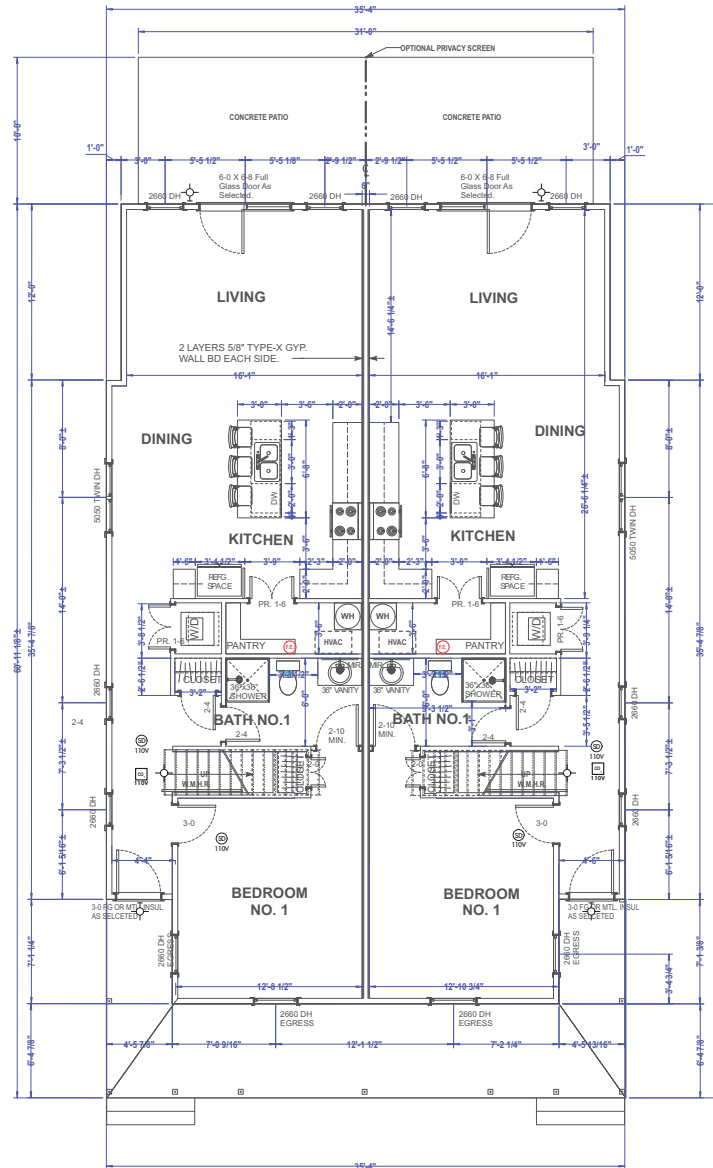
MJA DESIGNS, LLC.
 Custom Residential Design & Construction, A.S.B.
 10000 Old Dominion Road, Suite 100, Fairfax, VA 22030
 Phone: 703.261.0600 Fax: 703.261.0601
 Email: info@mja-designs.com Website: www.mja-designs.com

21-20223 Prelim #1
 01-20223 Revision #2
 08-20223 Revision #3
 28-20223 Revision #4
 01-20223 Revision #5
 10-20223 Progress Revision #6
 24-20223 Final Drawing

Mary J. Anderson
 Licensed Professional Engineer
 State of Virginia
 License No. 60466
 Exp. 12/31/2024



2ND FLOOR PLAN
Scale: 1/4" = 1'-0"



1ST. FLOOR PLAN
Scale: 1/4" = 1'-0"

ELECTRICAL DEVICE LEGEND	
	Receptacle Outlet
	Split Receptacle Outlet - Top switched.
	Light Fixture Outlet
	Recessed Light Fixture Outlet
	Wall Sconce
	Recessed Eyeball
	Weather Proof Outlet
	Floor Receptacle
	Garage Door Opener Outlet
	220V Outlet
	Special Outlet
	Ground Fault Circuit Interrupter
	Weather Proof Switch
	Single Pole Switch
	Three Way Switch
	Four Way Switch
	Dimmer Switch
	Low Voltage Plug Light
	Fan Speed Control
	Bath Exhaust Fan
	Door Bell
	Door Bell Button
	Cable TV Outlet
	Stereo Speaker Outlet
	Smoke Detector
	CO Detector
	Fluorescent Light
	Flood Light
	Chandelier
	Motion Sensor On & timed off

= 110V SMOKE DETECTOR
 = 110V CARBON MONOXIDE ALARM DETECTOR (R315.1) BATTERY BACK UP.
GENERAL NOTES:
 • A MINIMUM OF 1 LIGHT & RECEPTACLE IN ATTIC.
 • OPTIONAL: A MINIMUM OF 1 LIGHT & RECEPTACLE IN CRAWL SPACE.
 • OPTIONAL SWITCHED OUTLETS FOR CHRISTMAS: RECEPTACLES FOR CHRISTMAS CANDLES SHALL BE SPLIT WHERE THE LOWER HALF STAYS HOT CONTINUOUSLY.
 • A SMOKE DETECTOR SHALL BE PLACED IN THE ATTIC NEAR ANY MECHANICALS

REVISIONS	
07-21-2023	Presen #1
08-01-2023	Revision #2
08-08-2023	Revision #3
08-28-2023	Revision #4
09-01-2023	Revision #5
09-10-2023	Progress Revision #6
09-21-2023	Final Drawing

PLANS DESIGNED BY:
 MJA
 M.J. Anderson
 1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23465 (540) 449-1861
 Building Site: 3717519 Randolph Avenue, Cape Charles, Virginia 23310

PLANS PREPARED BY:
 MJA
 M.J. Anderson
 1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23465 (540) 449-1861
 Building Site: 3717519 Randolph Avenue, Cape Charles, Virginia 23310

CONTENT:
 RELECTED CEILING
 PLAN/PLANS

PLANS PREPARED FOR:
 MLT ENTERPRISES, LLC - RENOVATION
 1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23465 (540) 449-1861
 Building Site: 3717519 Randolph Avenue, Cape Charles, Virginia 23310

Date	06/06/23
Scale	NOTED
Drawn	MJA
Checked	MJA
Job	23-038
Sheet	A-9
Of	13

Michael W. Schooley, P.E., PC
Structural Engineer
4515 Bonney Road, Virginia Beach, VA 23462
(757) 222-1020 Office (757) 962-9468 Fax
MSchooley@enr.com

July 31st, 2023

Andrew McCoy
MLT Enterprises LLC
1354 Air Rail Avenue
Virginia Beach, VA 23455
540-449-1861
andrewpmccoy@gmail.com

RE: Structural Engineers Review of the Duplex at 517 & 519 Randolph Avenue

Dear Andrew,

At your request, we conducted a review of the duplex at 517 & 519 Randolph Avenue located in the Town of Cape Charles, Virginia. The purpose of our review was to review the structural condition of the duplex to determine any recommendations for restoring the residences. We originally performed a site visit earlier this year on February 25th, 2023, for a different client although the project was canceled afterward. We have complete notes, photographs, and video obtained from this site visit made around the perimeter of the residence, in the interior of the residence, in the crawlspace, and in the attic. Our review consisted of visual observations made of these records. The scope of our review was limited to the concern stated above. Our review was cursory and not exhaustive. We did not make a comprehensive or general structural review of the residence. We did not perform any material, environmental, or soils testing. We did not employ any testing apparatus and we did not remove any finishes in our investigation. All dimensions and field conditions of recommendations set herein should be verified prior to construction.

The residence at 517 & 519 Randolph Avenue is a folk Victorian duplex originally constructed circa 1920. The construction for the duplex residence is lightwood framing over a crawlspace supported on shallow foundations. This duplex residence is clad with composite siding over top of lapboard siding and the roof is covered with asphalt shingles. This duplex residence is symmetrical with a central wall dividing the two separate units. The unit on the left is a mirror image of the unit at the right. The middle two-thirds of the duplex projects forward about 6' at the front elevation and steps back on both sides for the entry to each unit. The front porch is covered by a hip style roof and extends along the front elevation and turns down both sides to entry doors. The duplex residence has a main gable style roof with the ridge running from front to rear. There are two large gable dormers located on either side of the main roof. The main roof at the front bears over a

RE: Structural Engineers Review of the Duplex at 517 & 519 Randolph Avenue

Page 2 of 3

half high knee-wall on the sides of the second floor. There is a poorly constructed utility room addition covered by a shed style roof at the middle of the rear elevation. There are two brick chimneys projecting from the roof. Whether the duplex is in good structural condition and if not the repairs required to restore the duplex to a habitable condition is the concern of this letter.

Our review around the perimeter of the residence did not reveal any apparent indications of structural related distress to the perimeter walls, roof slopes, or foundations. We noted that a fair amount of composite siding has come off the front elevation perimeter wall. We noted that the steps leading to the front porch and the porch itself were in poor shape. The porch boards were bent, racked, and warped and a view between the boards revealed that the framing below was not in good shape. The exterior walls all appeared to be true and plumb, and the roof slopes appeared to be flat. We did not observe any indications of structural distress occurring to the shell of the residence. The foundations consist of a continuous brick foundations wall around the perimeter which appeared to be sound. At the rear elevation side, we noted that the roof over the utility addition is sagging. Closer review revealed that the original piers are located at the corner, and it appeared that the utility room was originally a porch.

Our review of the interior of the residence revealed that there is significant damage where the first floor has completely rotted through at the middle of the left unit and at the rear of the right unit. We noted numerous places where the floor is soft or unloading and there are several small holes in other locations. We noted that the rear elevation wall is rotten. We noted a lot of finishes that had fallen off exposing framing which is balloon framed and the second floor consists of 2 X 8 joists running from side to side. These joists are supported on the central demising wall separating the two units. Our review on the second floor revealed that these floors are somewhat uneven and slope towards walls that are supported on the first floor. We did not observe any conditions on the second floor indicating bad framing although there is no doubt that there are some areas with bad framing including out or damaged joists, especially in the bathrooms.

Our review in the attic revealed that the roof is framed with 2 X 6 rafters at 2' on center bearing on top of a plate at the side wall. We noted that the two gable dormers are over framed to the main rafters so there are no valley rafters provided. We noted that the chimney at the front elevation side of the attic has significant damage with the front side of the chimney broken off and the brick for the chimney is eroding.

Our review in the crawlspace revealed that the first floor is framed with 2 X 10 joists at 2' on center spanning from left to right. These joists are supported on 4 X 6 sills at the side elevation walls and on a central 6 X 8 girder running from front to rear. This girder is supported on 2 X 8 brick masonry piers. We noted that the joists are significantly notched at their bearing on the central girder. The house is balloon framed so the studs come down to bear directly on top of the sills of the girder. It should be noted that we entered the crawlspace through one of the holes in the floor at the rear elevation side of the right unit. We noted extensive termite damage around the edges of this hole. Further review

RE: Structural Engineers Review of the Duplex at 517 & 519 Randolph Avenue

Page 3 of 3

throughout the crawlspace where there was apparent termite damage to the joists and some of these joists are broken or sagging.

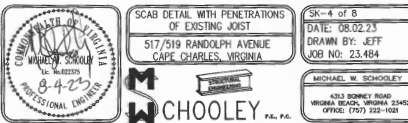
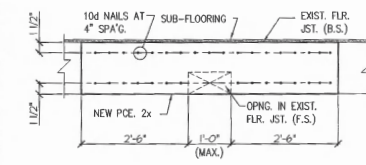
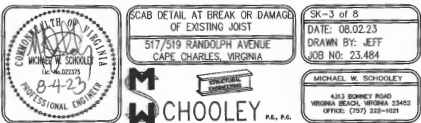
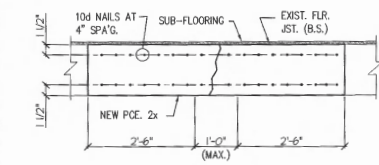
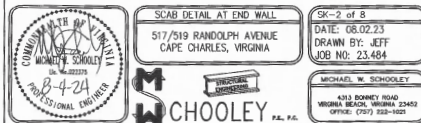
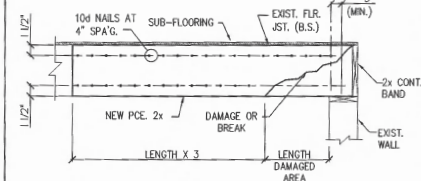
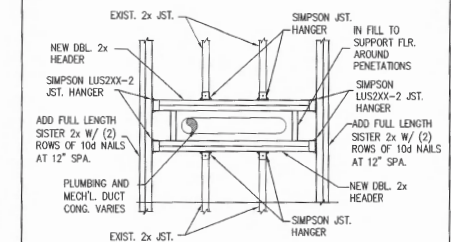
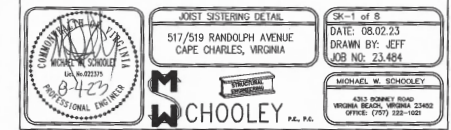
Based on our review and analysis of our observations, we feel that there is significant damage occurring to the duplex residence. We feel that most of the damage is related to insect damage that occurred in the crawlspace and extended up the walls, floors in the middle of the left unit and the rear of the right unit are unsafe to walk on. We feel that almost fifty percent of the joists in the crawlspace have sustained some termite damage with some joists more affected than others. We feel that the girder has most likely sustained damage from the termites as well. Several of the ad-hoc piers were positioned to support short sections of girder and the sagging floor joists damaged by termites in the crawlspace. The foundation and framing under the front porch were a mess of ad-hoc piers and poorly repaired framing. We did not observe any damage to the second floor or attic framing however we could not verify most of the framing due to the finishes installed. The existing central girder is likely compromised at this point and most of the floor joists are severely damaged to the point that scabbing or sistering this framing is no longer an option. Many of the floor joists will have to be replaced and new floor sheathing will be required throughout large sections of the first floor.

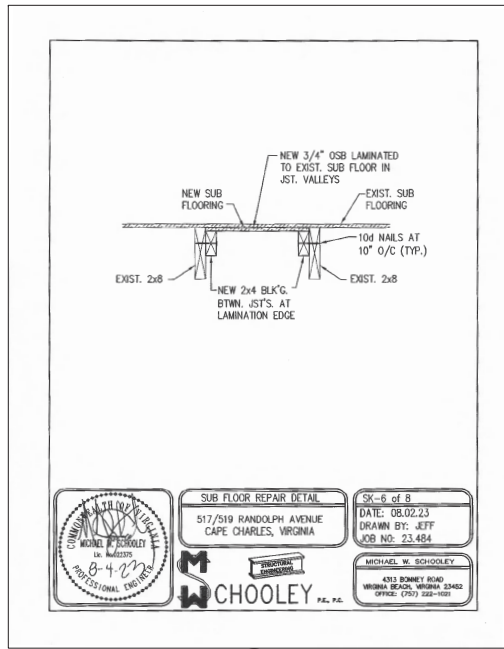
Based on our findings, we recommend gutting all the plaster finishes from all the walls and second floor ceiling to expose the studs and second floor joists. We recommend reconstructing most of the 1st floor platform. Any damaged wall studs or joists require scab or sister repairs as appropriate. Any areas with termite damage, notches for plumbing, or breaks in the lumber for knots should be repaired as appropriate. The roof framing appeared to be adequate however, if the attic is used as a living area we recommend reinforcing the floors by sistering the existing 2 X 6 joists with new 2 X 6s. Finally, the front chimney is significantly damaged and should be torn down.

We are attaching sketches that will demonstrate how the various repairs can be completed. With the repairs performed as shown in these sketches as well as described in this letter, we feel that the duplex residence will be restored to a structurally sound condition and in accordance with the 2018 Virginia Uniform Statewide Building Code.

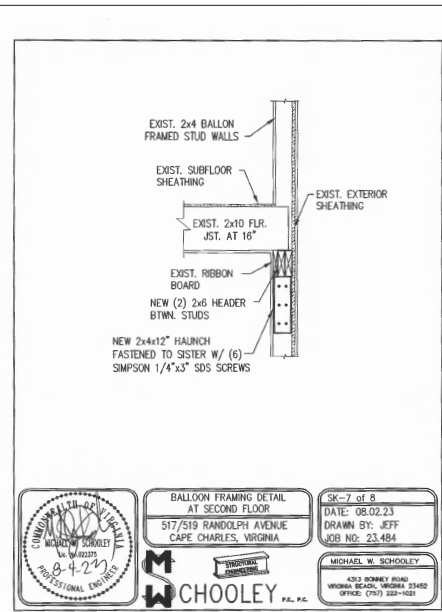
If you have any questions, please do not hesitate to contact us.

Sincerely,
Michael W. Schooley, P.E.
President

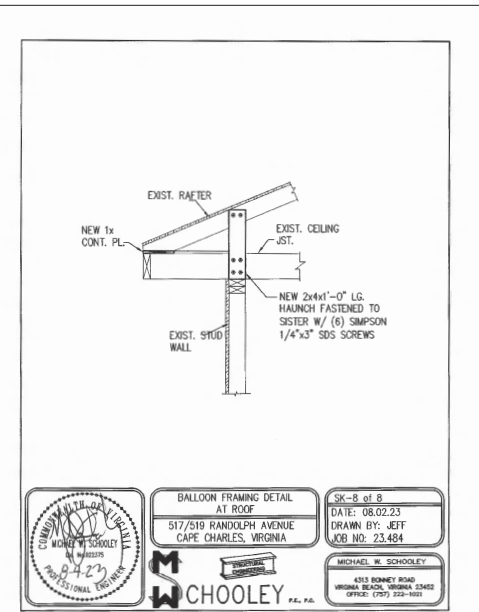




9
S-2



10
S-2



11
S-2

Michael W. Schooley, P.E., PC
Structural Engineer
4313 Bonney Road, Virginia Beach, VA, 23452
(757) 222-1021 Office (757) 962-5468 Fax
MWSchooley@smallpotatoeseng.com

July 31st, 2023

Andrew McCoy
MLT Enterprises LLC
1364 Air Rail Avenue
Virginia Beach, VA. 23455
540-449-1861
andrewpmccoy@gmail.com

RE: Structural Engineers Review of the Duplex at 517 & 519 Randolph Avenue

Dear Andrew,

At your request, we conducted a review of the duplex at 517 & 519 Randolph Avenue located in the Town of Cape Charles, Virginia. The purpose of our review was to review the structural condition of the duplex to determine any recommendations for restoring the residences. We originally performed a site visit earlier this year on February 25th, 2023, for a different client although the project was canceled afterward. We have complete notes, photographs, and video obtained from this site visit made around the perimeter of the residence, in the interior of the residence, in the crawlspace, and in the attic. Our review consisted of visual observations made of these records. The scope of our review was limited to the concern stated above. Our review was cursory and not exhaustive. We did not make a comprehensive or general structural review of the residence. We did not perform any material, environmental, or soils testing. We did not employ any testing apparatus and we did not remove any finishes in our investigation. All dimensions and field conditions of recommendations set herein should be verified prior to construction.

The residence at 517 & 519 Randolph Avenue is a folk Victorian duplex originally constructed circa 1920. The construction for the duplex residence is lightwood framing over a crawlspace supported on shallow foundations. This duplex residence is clad with composite siding over top of lapboard siding and the roof is covered with asphalt shingles. This duplex residence is symmetrical with a central wall dividing the two separate units. The unit on the left is a mirror image of the unit at the right. The middle two-thirds of the duplex projects forward about 6' at the front elevation and steps back on both sides for the entry to each unit. The front porch is covered by a hip style roof and extends along the front elevation and turns down both sides to entry doors. The duplex residence has a main gable style roof with the ridge running from front to rear. There are two large gable dormers located on either side of the main roof. The main roof at the front bears over a

half high knee-wall on the sides of the second floor. There is a poorly constructed utility room addition covered by a shed style roof at the middle of the rear elevation. There are two brick chimneys projecting from the roof. Whether the duplex is in good structural condition and if not the repairs required to restore the duplex to a habitable condition is the concern of this letter.

Our review around the perimeter of the residence did not reveal any apparent indications of structural related distress to the perimeter walls, roof slopes, or foundations. We noted that a fair amount of composite siding has come off the front elevation perimeter wall. We noted that the steps leading to the front porch and the porch itself were in poor shape. The porch boards were bent, racked, and warped and a view between the boards revealed that the framing below was not in good shape. The exterior walls all appeared to be true and plumb, and the roof slopes appeared to be flat. We did not observe any indications of structural distress occurring to the shell of the residence. The foundations consist of a continuous brick foundations wall around the perimeter which appeared to be sound. At the rear elevation side, we noted that the roof over the utility addition is sagging. Closer review revealed that the original piers are located at the corner, and it appeared that the utility room was originally a porch.

Our review of the interior of the residence revealed that there is significant damage where the first floor has completely rotted through at the middle of the left unit and at the rear of the right unit. We noted numerous places where the floor is soft or undulating and there are several small holes in other locations. We noted that the rear elevation wall is rotten. We noted a lot of finishes that had fallen off exposing framing which is balloon framed and the second floor consists of 2 X 8 joists running from side to side. These joists are supported on the central demising wall separating the two units. Our review on the second floor revealed that these floors are somewhat uneven and slope towards walls that are supported on the first floor. We did not observe any conditions on the second floor indicating bad framing although there is no doubt that there are some areas with bad framing including cut or damaged joists, especially in the bathrooms.

Our review in the attic revealed that the roof is framed with 2 X 6 rafters at 2' on center bearing on top of a plate at the side wall. We noted that the two gable dormers are over framed on to the main rafters so there are no valley rafters provided. We noted that the chimney at the front elevation side of the attic has significant damage with the front side of the chimney broken off and the brick for the chimney is eroding.

Our review in the crawlspace revealed that the first floor is framed with 2 X 10 joists at 2' on center spanning from left to right. These joists are supported on 4 X 6 sills at the side elevation walls and on a central 6 X 6 girder running from front to rear. This girder is supported on 2' X 8" brick masonry piers. We noted that the joists are significantly notched at their bearing on the central girder. The house is balloon framed so the studs come down to bear directly on top of the sills of the girder. It should be noted that we entered the crawlspace through one of the holes in the floor at the rear elevation side of the right unit. We noted extensive termite damage around the edges of this hole. Further review

throughout the crawlspace where there was apparent termite damage to the joists and some of these joists are broken or sagging.

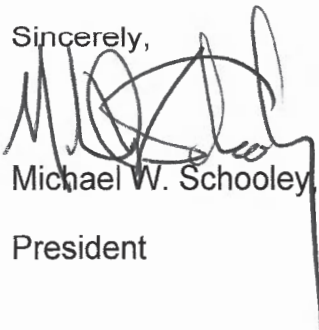
Based on our review and analysis of our observations, we feel that there is significant damage occurring to the duplex residence. We feel that most of the damage is related to insect damage that occurred in the crawlspace and extended up the walls. floors in the middle of the left unit and the rear of the right unit are unsafe to walk on. We feel that almost fifty percent of the joists in the crawlspace have sustained some termite damage with some joists more affected than others. We feel that the girder has most likely sustained damage from the termites as well. Several of the ad-hoc piers were positioned to support short sections of girder and the sagging floor joists damaged by termites in the crawlspace. The foundation and framing under the front porch were a mess of ad-hoc piers and poorly repaired framing. We did not observe any damage to the second floor or attic framing however we could not verify most of the framing due to the finishes installed. The existing central girder is likely compromised at this point and most of the floor joists are severely damaged to the point that scabbing or sistering this framing is no longer an option. Many of the floor joists will have to be replaced and new floor sheathing will be required throughout large sections of the first floor.

Based on our findings, we recommend gutting all the plaster finishes from all the walls and second floor ceiling to expose the studs and second floor joists. We recommend reconstructing most of the 1st floor platform. Any damaged wall studs or joists require scab or sister repairs as appropriate. Any areas with termite damage, notches for plumbing, or breaks in the lumber for knots should be repaired as appropriate. The roof framing appeared to be adequate however, if the attic is used as a living area we recommend reinforcing the floors by sistering the existing 2 X 6 joists with new 2 X 6s. Finally, the front chimney is significantly damaged and should be torn down.

We are attaching sketches that will demonstrate how the various repairs can be completed. With the repairs performed as shown in these sketches as well as described in this letter, we feel that the duplex residence will be restored to a structurally sound condition and in accordance with the 2018 Virginia Uniform Statewide Building Code.

If you have any questions, please do not hesitate to contact us.

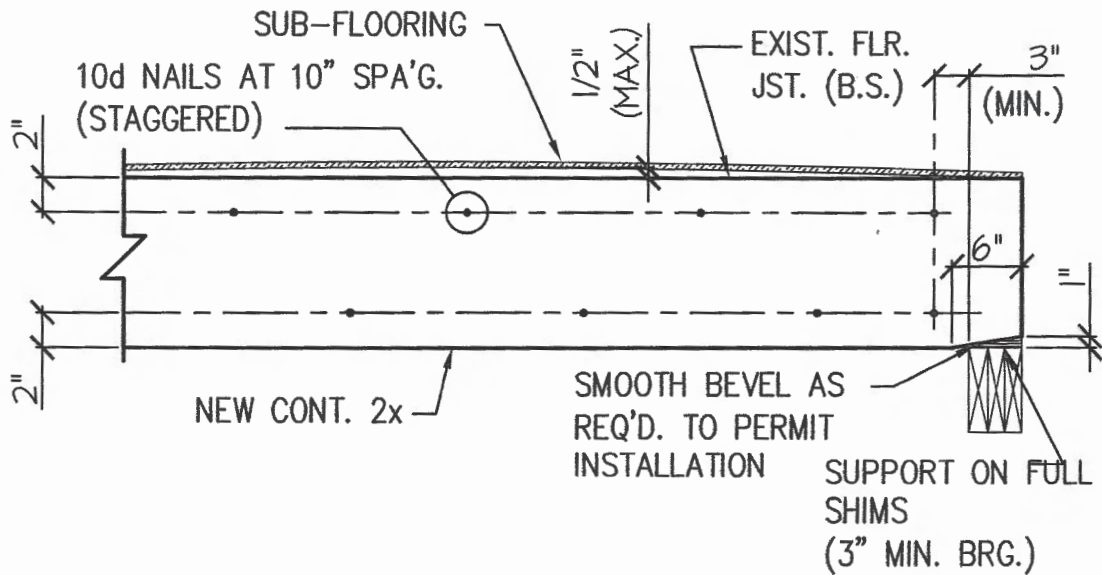
Sincerely,



Michael W. Schooley, P.E.

President





JOIST SISTERING DETAIL

517/519 RANDOLPH AVENUE
CAPE CHARLES, VIRGINIA

M
W **SCHOOLEY** P.E., P.C.

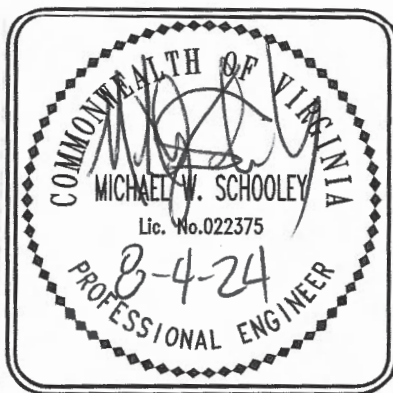
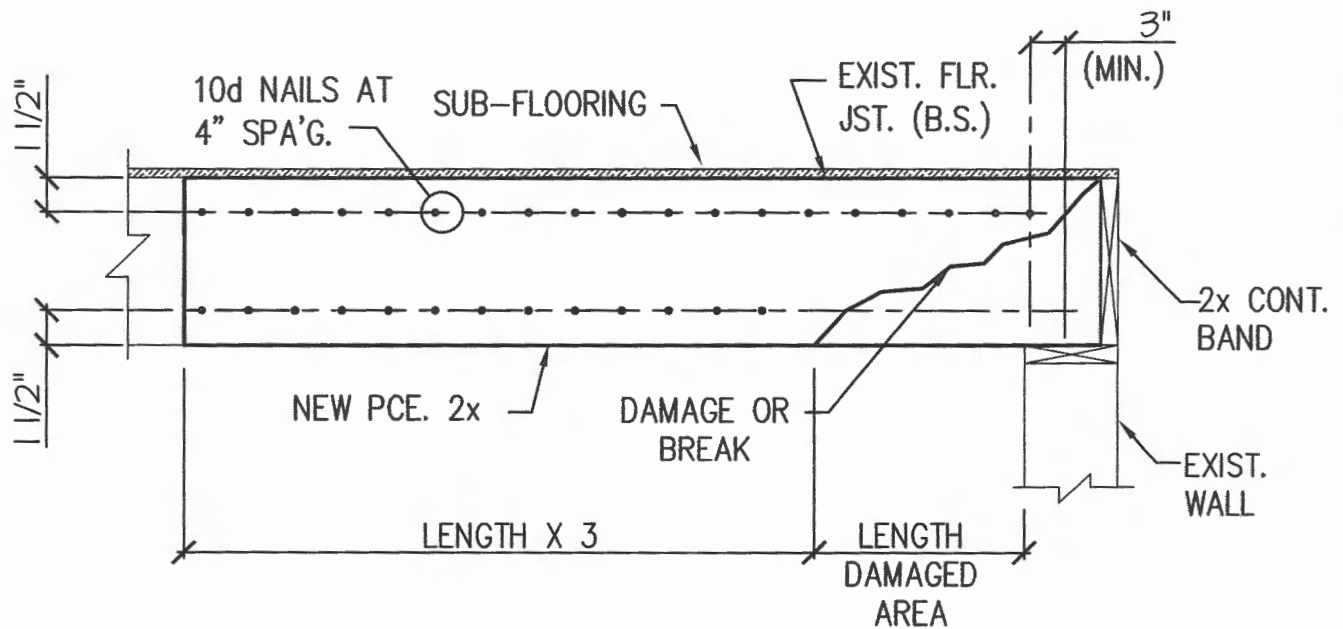


SK-1 of 8

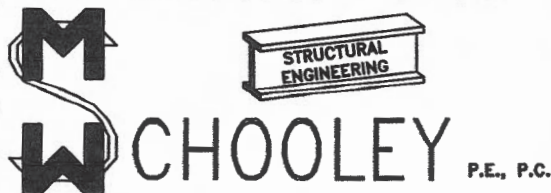
DATE: 08.02.23
DRAWN BY: JEFF
JOB NO: 23.484

MICHAEL W. SCHOOLEY

4313 BONNEY ROAD
VIRGINIA BEACH, VIRGINIA 23452
OFFICE: (757) 222-1021

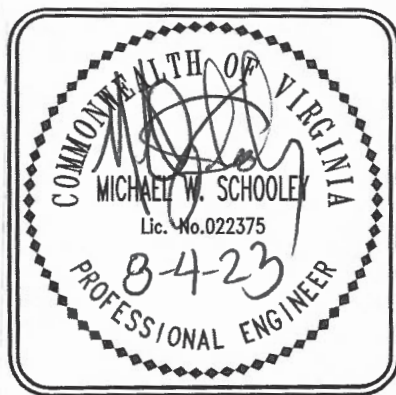
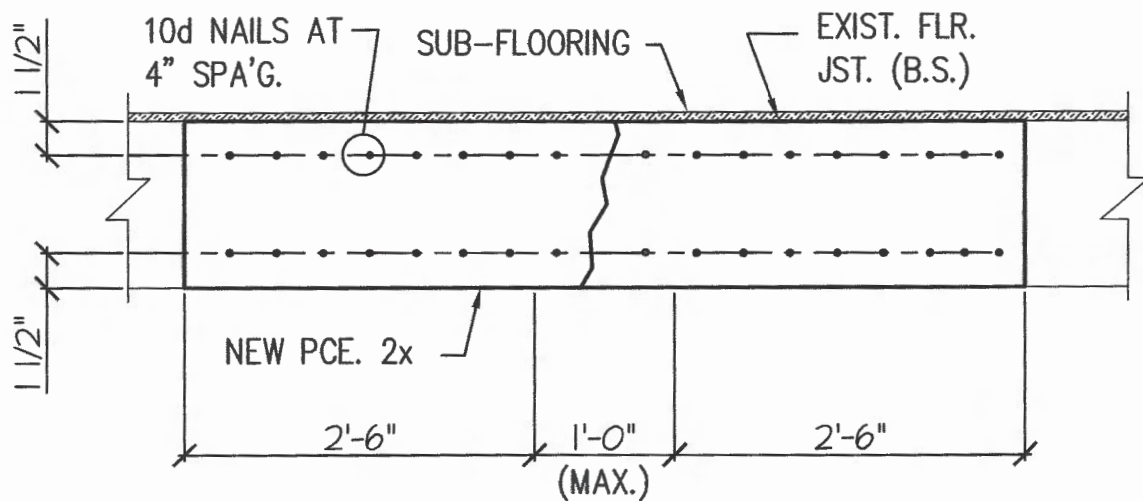


SCAB DETAIL AT END WALL
 517/519 RANDOLPH AVENUE
 CAPE CHARLES, VIRGINIA



SK-2 of 8
 DATE: 08.02.23
 DRAWN BY: JEFF
 JOB NO: 23.484

MICHAEL W. SCHOOLEY
 4313 BONNEY ROAD
 VIRGINIA BEACH, VIRGINIA 23452
 OFFICE: (757) 222-1021



SCAB DETAIL AT BREAK OR DAMAGE
OF EXISTING JOIST

517/519 RANDOLPH AVENUE
CAPE CHARLES, VIRGINIA



SCHOOLEY

P.E., P.C.

SK-3 of 8

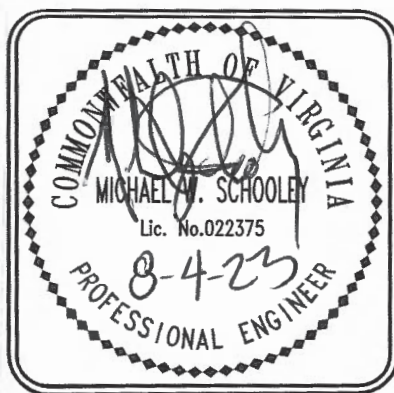
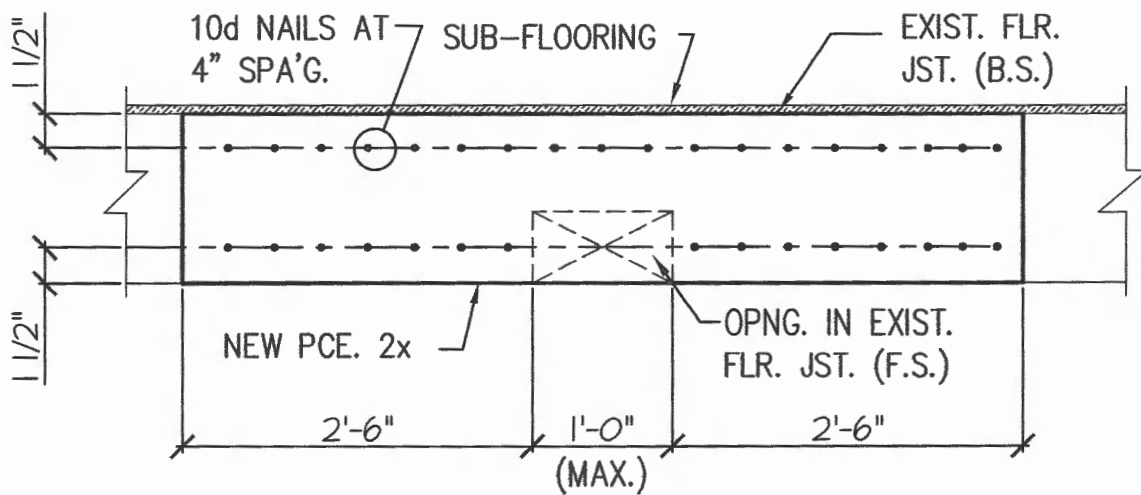
DATE: 08.02.23

DRAWN BY: JEFF

JOB NO: 23.484

MICHAEL W. SCHOOLEY

4313 BONNEY ROAD
VIRGINIA BEACH, VIRGINIA 23452
OFFICE: (757) 222-1021



SCAB DETAIL WITH PENETRATIONS
OF EXISTING JOIST

517/519 RANDOLPH AVENUE
CAPE CHARLES, VIRGINIA



SCHOOLEY

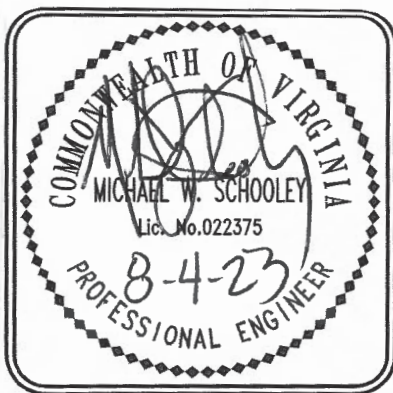
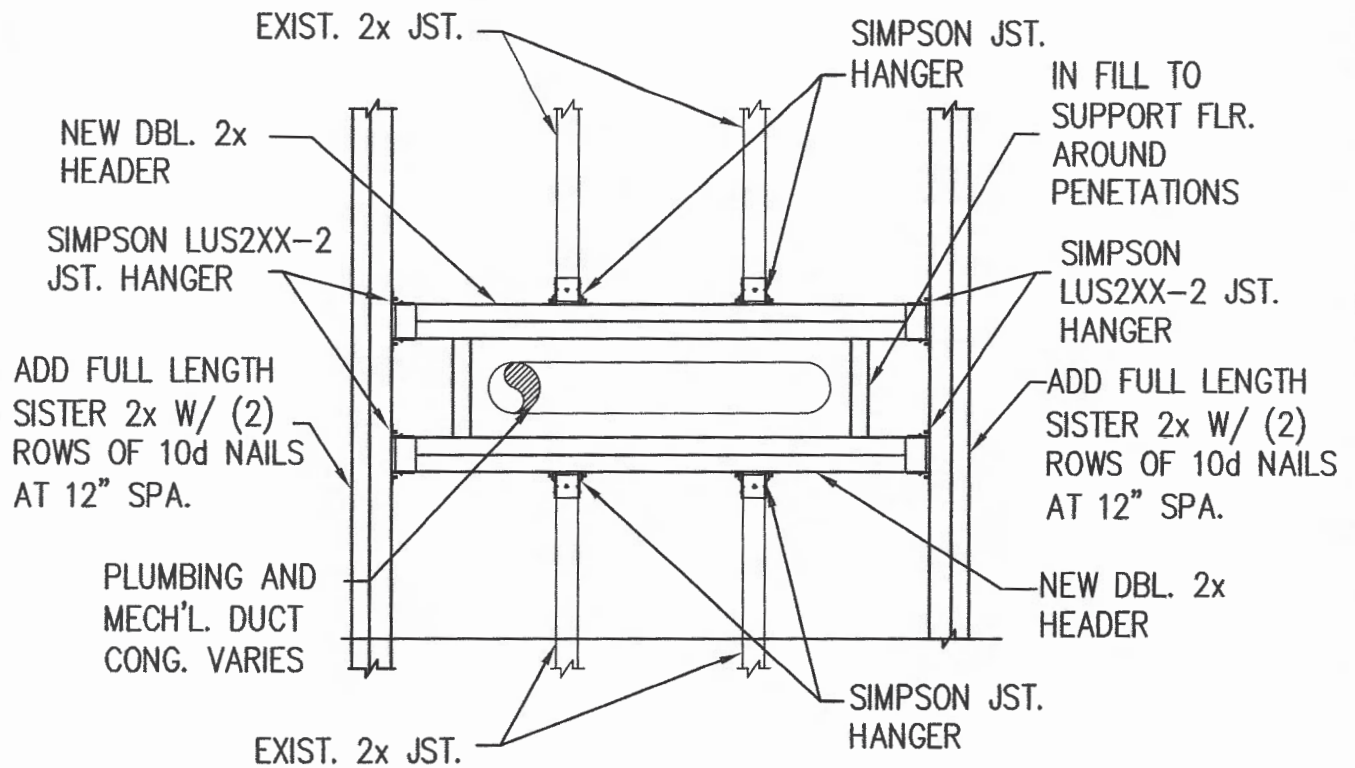
P.E., P.C.

SK-4 of 8

DATE: 08.02.23
DRAWN BY: JEFF
JOB NO: 23.484

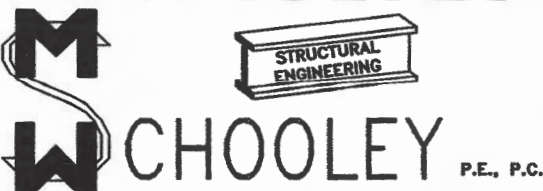
MICHAEL W. SCHOOLEY

4313 BONNEY ROAD
VIRGINIA BEACH, VIRGINIA 23452
OFFICE: (757) 222-1021



FRAMED OPENING DETAIL

517/519 RANDOLPH AVENUE
CAPE CHARLES, VIRGINIA



SK-5 of 8

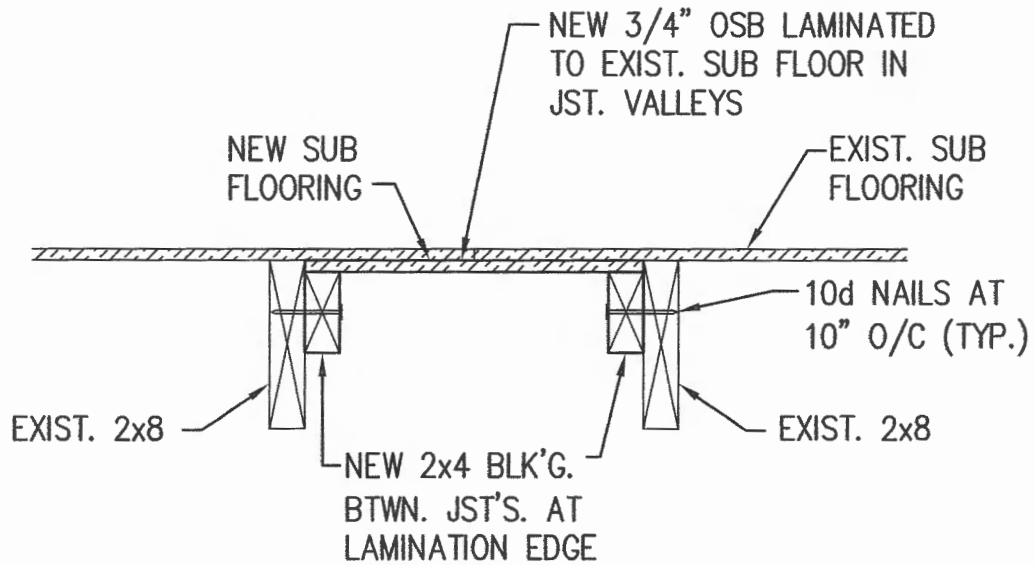
DATE: 08.02.23

DRAWN BY: JEFF

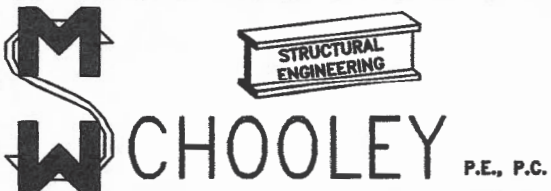
JOB NO: 23.484

MICHAEL W. SCHOOLEY

4313 BONNEY ROAD
VIRGINIA BEACH, VIRGINIA 23452
OFFICE: (757) 222-1021

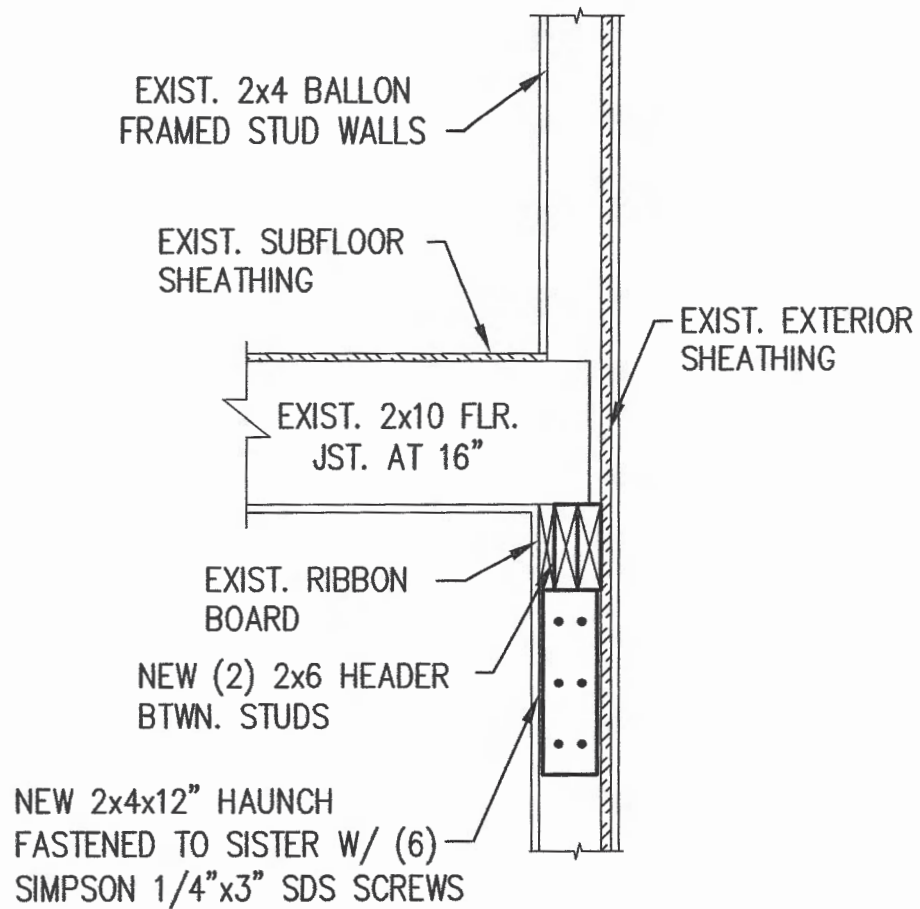


SUB FLOOR REPAIR DETAIL
 517/519 RANDOLPH AVENUE
 CAPE CHARLES, VIRGINIA



SK-6 of 8
 DATE: 08.02.23
 DRAWN BY: JEFF
 JOB NO: 23.484

MICHAEL W. SCHOOLEY
 4313 BONNEY ROAD
 VIRGINIA BEACH, VIRGINIA 23452
 OFFICE: (757) 222-1021



BALLOON FRAMING DETAIL
AT SECOND FLOOR

517/519 RANDOLPH AVENUE
CAPE CHARLES, VIRGINIA



SCHOOLEY

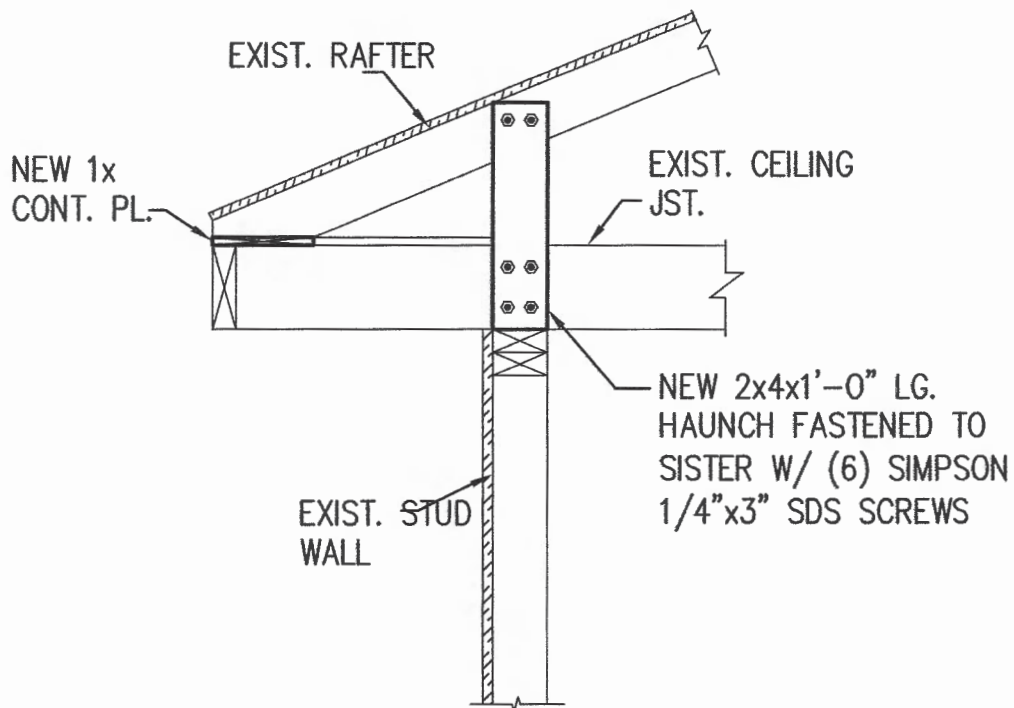
P.E., P.C.

SK-7 of 8

DATE: 08.02.23
DRAWN BY: JEFF
JOB NO: 23.484

MICHAEL W. SCHOOLEY

4313 BONNEY ROAD
VIRGINIA BEACH, VIRGINIA 23452
OFFICE: (757) 222-1021



BALLOON FRAMING DETAIL
AT ROOF

517/519 RANDOLPH AVENUE
CAPE CHARLES, VIRGINIA



SCHOOLEY

P.E., P.C.

SK-8 of 8

DATE: 08.02.23
DRAWN BY: JEFF
JOB NO: 23.484

MICHAEL W. SCHOOLEY

4313 BONNEY ROAD
VIRGINIA BEACH, VIRGINIA 23452
OFFICE: (757) 222-1021

EXISTING PHOTOS PROVIDED BY APPLICANT









PROPOSED MATERIALS

Oakridge Shingles:



ThermaTru Doors:

Smooth-Star®

Style No. S2250XE | 3/4 Lite 1 Panel Flush-Glazed | Glass Name: Satin Etch
12 Lite 3Wx4H Divided Lite



Anderson Windows:



Permanent
exterior
Permanent
interior



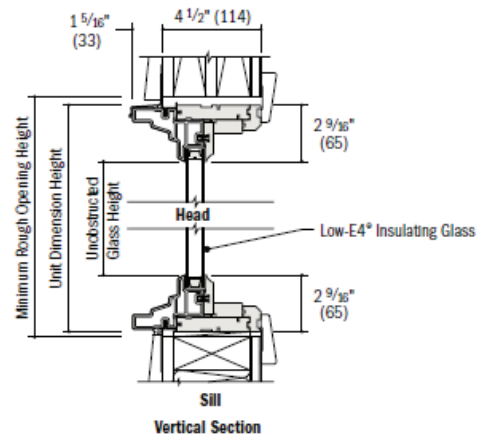
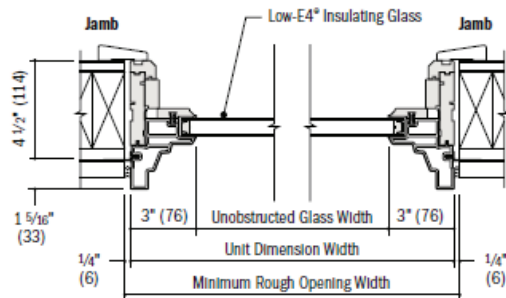
Permanent
exterior
Removable
interior

SIMULATED DIVIDED LIGHT

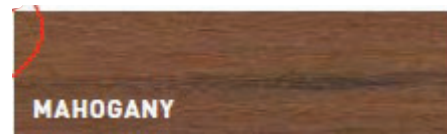
Permanent grilles on the exterior and interior, with no spacer between the glass. We also offer permanent exterior grilles with removable interior grilles.

Woodwright® Transom Window Details

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



TimberTech Flooring:



TimberTech Railing:



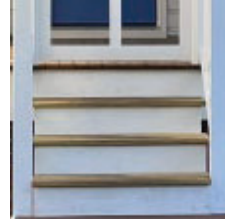
TRADEMARK RAIL™
TOP RAIL SIZE: 3.5" X 2.6"
ONLY AVAILABLE IN WHITE
AND WHITE MATTE



CLASSIC COMPOSITE SERIES
PREMIER RAIL

LP

Stairs Example:



LP SmartSide:

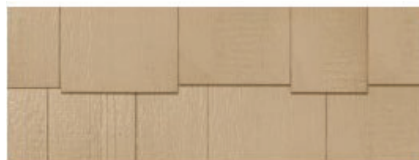
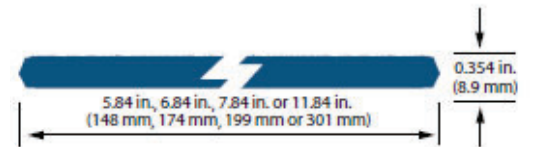


LAP SIDING

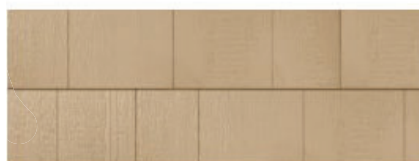


TRIM & FASCIA

38 SERIES CEDAR TEXTURE LAP

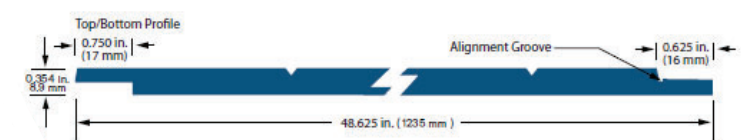
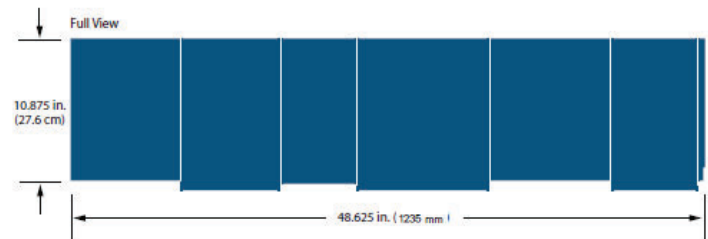


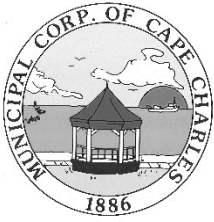
Staggered



Straight

36 SERIES CEDAR TEXTURE SHAKES





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 21, 2023

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: November 14, 2023

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 114 Fig Street – After the Fact Permit to modify an accessory building and extend the existing wooden side fence, pursuant to CCZO Section 8.17 (E)
- b. 206 Monroe Avenue – Repair existing roof overhang & Roof Replacement, pursuant to CCZO Section 8.17 (B)
- c. 213 Monroe Avenue – Install Solar Panels, pursuant to CCZO Section 8.17 (D)
- d. 332 Randolph Avenue – Roof replacement, pursuant to CCZO Section 8.17 (B)
- e. 332 Randolph Avenue – Repair flashing around chimney and on side roof, pursuant to CCZO Section 8.17 (B)
- f. 541 Randolph Avenue – Roof replacement, pursuant to CCZO Section 8.17 (B)
- g. 304 Tazewell Avenue – Garage Roof replacement, pursuant to CCZO Section 8.17 (B)

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