

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
December 19, 2023 @ 5:00 P.M.

1. **Call to Order; Roll Call**
 - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of Minutes:
 - (1) November 21, 2023 Historic District Review Board Regular Meeting
5. **Unfinished Business:** None
6. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION - EXTENSION:** None.
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None.
 - C. **RENOVATION, MINOR:** None.
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 215 Mason Avenue: 215 Mason Avenue LLC represented by Coastal Craftsman Builders – remove T-111 plywood on the top half of the building and replace with Hardie scalloped siding; replace existing wood trim and replace with AZEK; cover some existing masonry with siding and repaint existing masonry; and replace existing awning and signage on the commercial building.
 - (2) 619 Mason Avenue: Kerry Shackelford dba Ware Neck Properties, LLC – replace the existing shingle roof and add gutters and downspouts; replace existing doors with in-kind doors; rebuilt existing 2/2 windows; rebuild and restore the porches and steps; repair existing wood siding and trim; and substantially reconstruct the existing masonry on the single-family dwelling.
 - (3) 603 Pine Street: Joseph and Jill Lemery – Add or Replace Windows as follows: Southside of house 2 new & replace existing; New roof style over southside entrance; Resize a single garage door to 2 double doors and add an eyebrow style roof over new double doors; replace fiber cement siding as needed on the single-family dwelling.
 - (4) 110 Tazewell Avenue: George and Sara Manners represented by Coastal Craftsman Builders – demolish the existing front and side wood porch and railings and rebuild using AZEK T&G decking and ceiling, metal standing seam roof, PVC railings; rear addition on the single-family dwelling.
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER: RELOCATION:**
 - (1) 645 Mason Avenue to 602 Washington Avenue: Mason Avenue Development, LLC represented by, Kerry Shackelford dba Ware Neck Properties, Inc. would like to move the two-story single-family dwelling and accessory structure from 645 Mason Avenue to 602 Washington Avenue
7. **Other Business**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
November 21, 2023
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were Patricia James, Martin Mayer, Michael Strub, and Herb Thom. 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 five members of the public in attendance and twenty 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:

Ms. Nunez read all comments received in writing prior to the meeting from Ann Hayward Walker, Barbara Brown, William Pavlak and Joanne Montgomery, John and Gudrun Cordle, Andrea Roth and Rose Flaughter, Eric Feuillatte, Jack Forgosh, and Sheila Sheilds. (Please see attached.)

There were no other comments to be heard.

CONSENT AGENDA:

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

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the minutes as written the from October 17, 2023 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

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

Ms. Outten read the staff report giving the background of this application to refresh the board's memory. She handed out the sample molding that was submitted by the applicant.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the application for an After the Fact Certificate of Appropriateness at 10A Peach Street on an application filed by Lori Peters for replacing the existing 18-lite/1 panel wood front doors with new 4-lite/4 panel wood front doors on the commercial building per the Cape Charles Historic District Overlay Design Guidelines page 3-3 – General Description of Buildings - Openings, page 3-21 – General Description of Buildings – Commercial / Institutional / Civic, pages 4-14 to 4-15 – Openings & Associated Features – Windows, Doors, & Storefronts – Commercial Storefronts, pages 5-25 to 5-27 Openings & Associated Features – Windows, Doors, & Storefronts – Commercial Storefronts – 5.5.3 Commercial Storefronts; revised design as submitted at the November 21, 2023 Historic District Review Board Meeting; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

- B. *301 Mason Avenue: John and Clelia Sheppard – to add signage: (i) front of the balcony; and (ii) on the side of the commercial building.*

Ms. Outten read the staff report.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at 301 Mason Avenue on an application filed by John and Clelia Sheppard dba Historic 301 Mason Avenue LLC to install a 2' x 8' sign on the front of the balcony and to attach a 2'2" x 3' hanging sign to the side (Strawberry Street) of the commercial building per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles: Italiante (1835-1905), as stated in the application dated 10/5/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

NEW BUSINESS:

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

1. *114 Pine Street: Barrett Cree and Gerry Forbes – to extend an expired COA to install vinyl picket fencing on the property.*

Ms. Outten read the staff report that had been provided in the agenda packet.

Barrett Cree, the applicant, asked the board after discussion what was their decision for his application. Chairwoman Glaser answered the board had not discussed the application prior to the meeting.

Chairwoman Glaser asked Barrett Cree why an extension was not requested sooner. Mr. Cree answered he was unaware of the process. Chairwoman Glaser did not think ignorance of process was an excuse.

Barrett Cree started his presentation by explaining that though work has been consistent on the house renovation project, they had to overcome some obstacles; and he believes a neighbor complained about the project and that was the reason for this meeting. Mr. Cree continued by giving a history of the project based on his memory, adding that no changes have been made nor, has there been any deviation from the approved Certificate of Appropriateness for the house renovation project but, he was simply before the board because someone did not like his project and wanted to cause him difficulties and pain in the most obvious way. He added that this was just a singular negative opinion of one resident in the neighborhood which was offset by the numerous letters of support received from other residents (Letters were read during the Public Comment portion of the meeting.). Mr. Cree read the terms of the approved Certificate of Appropriateness and stated that the project was never abandoned and therefore does not believe any terms were violated. He expressed that the house renovations have been consistently moving forward the past two years.

Ms. Nunez informed the board that a complaint was received, and a violation was issued pertaining to an accessory structure located in the front yard at this property. After which it was then discovered that the fence Certificate of Appropriateness had expired, and Mr. Cree was informed. Ms. Nunez met with Mr. Cree and Gerry Forbes to discuss the options regarding the fence installation. Two options were discussed: (1) apply for an extension on the expired certificate and/or (2) apply for a new fence application and explain why vinyl material was being asked for even though it was not an appropriate fencing type per the Historic District Overlay Design Guidelines just in case the extension was denied. Mr. Cree decided to apply for the extension.

The board discussion and questions were as follows: (i) Vice-Chairman Thom felt that Mr. Cree's comments about his neighbor were not necessary; and added that he knew the history of the project. He thought Mr. Cree had done a good job with renovating the house. (ii) Member Mayer stated that this Certificate of Appropriateness for the fence had expired sixteen months ago. He asked how an extension could be granted on an expired certificate. Katie Nunez answered that the board has the authority to grant

an extension due to the fact the fencing material was inappropriate. Member Mayer reiterated that this Certificate of Appropriateness has expired. (iii) Vice-Chairman Thom asked if the fence installation had started. Mr. Cree answered summer of 2023 after certificate had expired some posts on the back have been installed. Chairwoman Glaser thought the project had been abandoned since no work had been done for over a year when speaking of the fence. Mr. Cree disagreed and gave the reason of the neighbors putting water on his property. (iv) Vice-Chairman Thom asked if an extension was granted did the applicant understand that it was only for six-months; yes. (v) Member Mayer questioned if the installation would really happen if the extension was granted. He reminded the board that the certificate was approved in 2021 and no work was done. Vice-Chairman Thom said that other properties in town may have similar circumstances like 1 Fig Street. Ms. Nunez rebutted that statement and stated that that project complied with its certificate. (vi) Member Strub said that if approved for an extension the board would be approving vinyl which was no longer appropriate so, this fence would be grandfathered in because of the old certificate. He then asked what material, if approved, would be used. Mr. Cree answered vinyl as it has been purchased. and (vii) Member James did not think an extension should be granted on an expired Certificate of Appropriateness.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve a six-month extension to a previously approved and expired Certificate of Appropriateness at 114 Pine Street on an application filed by Barrett Cree and Gerry Forbes, 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 as presented. The motion was denied by majority vote. Roll call vote: Herb Thom, yes; Michael Strub, yes; Kathy Glaser, no; Patricia James, no; Martin Mayer, no.

B. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

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

1. *607 Randolph Avenue: Steve Chapman dba Virginia Sell Now 2023, LLC – to replace: the existing asphalt shingle roof with a new asphalt shingle roof, aluminum siding with Hardie Plank siding with, rear door, five side windows, porch railings; to repair: front porch, decorative trim features, other exterior trim; and repoint brick on the single-family dwelling unit.*

Ms. Outten called the applicant and presented the staff report in detail.

Steve Chapman, the owner/applicant, participated via telephone to answer any questions.

The board discussion and questions were as follows: (i) Member Strub confirmed that the front door will be repaired and restored. Mr. Chapman said yes and explained that the back door was being replaced to let more lighting into the house. (ii) Chairwoman Glaser asked if the house had all aluminum siding; yes and proposing to use Hardie. She was confused by what was written on the application. (iii) Vice-Chairman Thom informed the applicant that the new windows would need to comply with the minimum standards in the guidelines for the sills and trim on page 5-14 and the muntins should be 3D with internal spacer bars between the glass to achieve a simulated divided light as detailed on page 5-21. Mr. Chapman agreed to follow the guidelines for the windows. (iv) Member James asked if the iron railing on the steps was original to the house. Mr. Chapman answered no, and added the proposed design was the same type of design as the neighbors. She wanted to know if the back door would be full glass, yes to bring more light into the back of the house. (v) Vice-Chairman Thom asked if the wrought iron fence was historic to the house. Mr. Chapman did not think so. Ms. Outten informed the board that the fence was not on the application. Mr.

Chapman confirmed that it was not moving, and (vi) Member Mayer confirmed that the decorative trim would remain in place after being repaired. Mr. Chapman said that was correct.

Motion made by Member Strub, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at 607 Randolph Avenue on an application filed by Steve Chapman dba Virginia Sell Now 2023, LLC to replace the existing: asphalt shingle roof with a new asphalt shingle roof, the rear metal door with a wood and metal full lite glass door, aluminum siding with Hardie Plank siding, and five 2/2 vinyl windows with five like 2/2 windows; to repair the existing: front porch decorative trim and railings, other exterior trim; and to repoint the masonry not including the chimney on the two-story single-family residence per the Cape Charles 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 5.2 – Roofs, Section 5.4.1 – Wood Siding & Trim, Section 5.4.2 – Porches, Section 5.5.1 – Windows, 5.5.2 – Doors, and Section 7.2 – Flowchart for Consideration of Historic Material Replacement; as stated in the application dated 9/26/2023 and with the condition that the windows have a minimum sill thickness of 1-1/2” and a minimum trim of 3-1/2; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *520 Monroe Avenue: Gia Owens – to replace windows, rear door; to repair roof, siding, front door, front porch flooring, steps; to construct an extension to the rear deck and install an outdoor shower on the single-family dwelling unit.*

Ms. Outten read the staff report.

Gia Owens, the owner/applicant, was available to answer any questions.

Vice-Chairman Thom asked if the applicant was aware that the siding was asbestos and added that abatement would need to be done. Ms. Nunez said Ms. Owens would get direction from Jeb Brady, Code Official, on the requirements.

Vice-Chairman Thom informed the applicant that the new windows would need to comply with the minimum standards in the guidelines for the sills and trim on page 5-14 and the muntins should be 3D with internal spacer bars between the glass to achieve a simulated divided light as detailed on page 5-21. Ms. Owens agreed to follow the guidelines for the windows.

Motion made by Chairwoman Glaser, seconded by Member James, to approve the application for a Certificate of Appropriateness at 520 Monroe Avenue on an application filed by Gia Owens to repair the existing: roof shingles as needed, existing front door, and front porch; to replace existing: shingle siding with new shingle siding where needed; the rear wood door with a steel door, 17 3/1 wood windows with 3/1 vinyl double hung windows; rear wood deck with expanding composite board deck, and existing brick steps with same if needed; repoint the masonry and add a chimney cap on the two-story single-family residence, and install a rear outdoor shower per the Cape Charles 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 & Doors, Section 5.3.2 – Other Masonry Features – Chimneys, Section 5.4.2 – Porches, Section 5.5.1 – Windows, 5.5.2 – Doors, Section 7.2 – Flowchart for Consideration of Historic Material Replacement, Section 9.3 – Decks, Ramps, Patios, and Section 9.4 – Appurtenances; as stated in the application dated 9/29/2023 and with the condition that the windows have a minimum sill thickness of 1-1/2” and a minimum trim of 3-1/2; per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *517 and 519 Randolph Avenue – Andrew McCoy dba MLT Enterprises LLC represented by Robert Bridges dba RBW Design Build – to construct a new two-story rear addition; replace: roof, doors, windows, steps, siding, front porch parts, trim; and remove chimney on the duplex.*

Ms. Outten presented the staff report, (Front windows were 1/1 and some rear windows were 2/2) and added that a new site plan was submitted to the department for the rear addition and was under review for zoning compliance, but the board could still review and decide on the application tonight.

Chairwoman Glaser said the Staff Report and Application stated 2/2 windows, but they were 1/1. Staff would look more closely at existing photographs provided in the application packet and make corrections as needed.

Robert Bridges, applicant representative, was present to answer any questions.

The board discussion and questions were as follows: (i) Vice-Chairman Thom asked which chimney was proposed to be removed as there were two chimneys. Mr. Bridges was unsure. Chairwoman Glaser did not think the engineering letter was sufficient for the review of the chimneys and it did not provide support to remove the chimney. and (ii) Member Mayer confirmed that the front porch railing would be removed and replaced with TimberTech railing, and the siding would be removed and replaced. He asked what LP SmartSide was. Mr. Bridges answered it was a composite wood product that was more durable and easier to work with than Hardie Plank siding and added it has a fifty-year warranty.

Chairwoman Glaser did inform the members of the board that she assisted Andrew McCoy, the applicant, with the application by answering questions to help him complete it to get it finished.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 517 and 519 Randolph Avenue on an application filed by Andrew McCoy dba MLT Enterprises LLC, to construct a new two-story rear addition on the duplex and to replace the existing: roof, doors, windows, steps, siding, front porch parts, and house trim per the Cape Charles 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 & Doors, Section 5.4 – Woodwork – Exterior Walls, Decorative Trim, & Porches, Section 5.5.1 – Windows, 5.5.2 – Doors, Section 5.6 – New Additions to Contributing Buildings, Section 7.2 – Flowchart for Consideration of Historic Material Replacement, and Section 9.3 – Decks, Ramps, Patios, Section 9.4 – Appurtenances; as stated in the application dated 10/1/2023 and with the condition that the windows have a minimum sill thickness of 1-1/2” and a minimum trim of 3-1/2”; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

Discussion ensued on how to proceed with the chimneys. Mr. Bridges said the plan was to remove both chimneys from the inside but agreed to retain the outside by repointing or rebuilding or replacing them with a different material. He agreed to submit documentation to the board if necessary, determining as to whether the chimneys needed to be removed and replaced.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve repairing the two chimneys not removing the chimneys at 517 and 519 Randolph Avenue. The applicant must submit a sufficient letter and pictures from a structural engineer before proceeding to remove and replacing or rebuilding any chimneys per Cape Charles Historic District Overlay Design Guidelines Section 4.3 – Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys and Section 5.3.2 – Other Masonry Features – Chimneys; 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: 332 Randolph Avenue; 541 Randolph Avenue; 304 Tazewell Avenue (ii) Other: 114 Fig Street; 206 Monroe Avenue 213 Monroe Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

Ms. Nunez informed the board that an application to relocate a house would be reviewed in December and urged them to look at the Historic District Overlay Design Guidelines.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objection, Chairwoman Glaser adjourned the November 21, 2023 Historic District Review Board Regular Meeting at 6:26 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

**November 21, 2023 Historic District Review Board Regular Meeting
Comments Submitted in Writing**

Ann Hayward Walker, 306 Bay Avenue

RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the above extension request for the original Certificate of Appropriateness for the fence at 114 Pine St. As a resident of Cape Charles neighbor, who drives past the property almost daily, I am strongly in favor of approving this extension for a vinyl fence, which was previously approved and used in many Cape Charles homes. While I understand the original Certificate of Appropriateness expired, I hope the Board will show leniency and understanding regarding the challenges associated with construction delays, especially over the recent years impacted by COVID.

I admire the significant improvements made to this property which was quite dated and poorly maintained. The resulting efforts, which remain in progress, are transforming it into a very attractive property on Randolph Ave., the main entrance road to the historic district. The previously-approved fence matches the look of surrounding property's fencing, and it complements the rest of the project.

I hope this Extension Request will be approved. This letter can be read into the public record. Thank you for your kind consideration and understanding in this matter.

Sincerely,

Ann Hayward Walker

Barbara Brown, 226 Randolph Avenue

RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the above extension request for the original Certificate of Appropriateness for their fence. As a resident of Cape Charles neighbor, we are strongly in favor of the extension request being approved, as submitted.

We have admired the significant improvements made to this property. Their resulting efforts transformed an eye-sore into what is now a very attractive property. Their fence not only matches all surrounding property's fencing, but it complements the rest of the project. While we understand the original Certificate of Appropriateness expired. We hope the Board will show leniency and understanding to the many difficulties and delays which often occur with construction deadlines.

Please give this Extension Request your approval. We ask that this letter be read into the public record. Thank you, for your consideration in this matter.

Sincerely,



William Pavlak and Joanne Montgomery, 503 Jefferson Avenue
RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

We would like to take this opportunity to comment on the above extension request to the original Certificate of Appropriateness for the fence at 114 Pine Street to be constructed and finally finished. As a Cape Charles neighbor, we are strongly in favor of this extension request being approved, as submitted, as soon as possible.

Significant investment and efforts have resulted to transform this home and the fence is perfect for this property. We certainly hope they will be able to complete the installation of the remaining portions of the vinyl fence. The fence will not only match all the surrounding houses, but will also be the last final touch of a beautiful, new improved, home that did not exist prior to all the construction work Barrett has done on this house over the past years.

We understand the original Certificate of Appropriateness has expired. The Board will hopefully show leniency and understanding to the many difficulties and delays which often occur with construction deadlines. Please consider renewing the certificate to finish the vinyl fence in order for the property to finally be done, and the owners can enjoy their beautiful house with all their efforts.

Please give this Extension Request your approval to continue putting up the vinyl fence as originally agreed upon by the town. We ask that this letter be read into the public record. Thank you, for your consideration in this matter. Why prolong the completion of 114 Pine Street any longer??!!

Sincerely,


William Pavlak and Joanne Montgomery

11.15.23

John and Gudrun Cordle, 300 Mason Avenue Unit 2D
RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the above extension request for the original Certificate of Appropriateness for their fence. As a Cape Charles neighbor, we are strongly in favor of this extension request being approved, as submitted. We love the character of the houses in this neighborhood and feel that this property adds to that feel.

We have admired the significant improvements made to this property. Their resulting efforts transformed an eye-sore into what is now a very attractive property. We made a special trip to check out the property—it looks great. The fence not only matches all surrounding property's fencing, but it complements the rest of the project. While we understand the original Certificate of Appropriateness expired. For the benefit of the community and the homeowner, we hope the Board will show leniency and understanding regarding the many difficulties and delays which often occur with construction deadlines in recent times.

Please give this Extension Request your approval. We ask that this letter be read into the public record. Thank you for your consideration in this matter.

Sincerely,

John Cordle

Andrea Roth and Rose Flaughter, 300 Mason Avenue Unit 3D
RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the above extension request to the original Certificate of Appropriateness for their fence. As a Cape Charles neighbor, we are strongly in favor of this extension request being approved, as submitted.

We have enjoyed watching the incredible improvements that have been made to this property. As a matter of fact, we were so moved by the many great strides made in revitalizing Cape Charles, that we decided to become owners in town too.

The property in question looks so much better and the item in question not only matches all surrounding property's fencing, but it complements the rest of the project too. It would be such a shame to make the process of improving this property (and potentially others) more difficult because of a timing issue. We understand the original Certificate of Appropriateness expired. We hope the Board will show leniency and understanding to the many difficulties and delays which often occur with construction deadlines.

Please give this Extension Request your approval. We ask that this letter be read into the public record. Thank you, for your consideration in this matter.

Sincerely,

Andrea Roth and Rose Flaughter

Eric Feuillatte, 201 Monroe Avenue
RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

Dear Ms. Katie Nunez and Board Members,

Please consider allowing this project and fence to continue to resume as originally was approved by this Board. The investment made in this property is an obvious improvement. Would not seem plausible to deny such a reasonable extension request simply because the original expired.

Given the fence matches all other surrounding properties type, was a Board approved fence time of purchase, has been paid for and has One-Third already installed we hope this Board will show an understanding given fact construction delays have not been uncommon particularly in the past three years.

Thank you for this opportunity to comment on this extension request for the original Certificate of Appropriateness.

Please allow this letter to be read into the public record and thank you for your consideration in this matter.

Sincerely,

Signed Copy by Mail

Jack Forgosh, 307 and 309 Randolph Avenue

RE: 114 Pine Street COA Extension Request

Dear CCHRB & Town Planner:

I first want to thank you for the service you provide to our Town and its residents. I cannot imagine what the Town of Cape Charles would now look like without the building codes and guidelines as set forth by our Town's governing bodies.

With that being said, I was disappointed to hear that Mr. Cree's Fencing COA of 7/2021, as I understand it, is now being rescinded by the Town. Anyone who walks the streets of Cape Charles knows that the fencing had been purchased and partially installed by Mr. Cree. Mr. Cree, in my opinion, has done an outstanding job at redesigning and renovating his home on Pine and Randolph. Given the small footprint of his lot, it would be illogical and highly impractical to install portions of his fence prior to completing the approved addition and front porch of his home.

Please extend the existing, approved COA for 114 Pine Street and allow Mr. Cree to finish his home without any additional and unnecessary material expenses. As you are aware it has become increasingly difficult, since COVID, to line up contractors and to actually get them to show up, on-site, as promised. The supply chain backlogs have been historic. It is wrong to punish a resident who is doing his part to renovate his home while improving the Town of Cape Charles for both residents and tourists.

Thank you

Jack Forgosh
307-309 Randolph Ave
Cape Charles, VA
610-246-8935

Sheila Shields, 209 Mason Avenue

RE: COA Extension at 114 Pine Street, Cape Charles, VA 23310

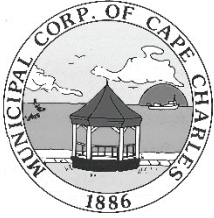
Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on the extension request for the original Certificate of Appropriateness for their existing fence at Pine Street. As a nearby neighbor, I am requesting consideration for the HRB to continue to allow the extension, as was submitted.

This property is located directly across from my property, and I have thoroughly enjoyed watching the continuous improvements and transformation that has made this a beautiful home in our community. The fence enhances the overall property and matches most other fences in the Historic District. It is my hope that the Board will approve this extension request that would, otherwise, cause needless financial hardship. The time, money, and effort have significantly improved this property.

Thank you for considering my request. I am currently traveling and cannot attend tomorrow's meeting. I ask that my letter please be read into the public record.

Sincerely,
Sheila Shields
540-908-7862



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 19, 2023

Item #: 6D (1) – 215 Mason Avenue

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

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

Date: December 5, 2023

APPLICANT: Robin Simms dba Coastal
Craftsman Builders

OWNER: 215 Mason Avenue LLC

TYPE OF APPLICATION: Certificate of
Appropriateness

SITE ADDRESS: 215 Mason Avenue

TAX MAP: 83A3-1-634B

LOT SIZE: 3,543 sq. ft.

WORK TO BE PERFORMED: Replace siding, trim,
repaint masonry, new awning, and new signage

CURRENT ZONING: Commercial (C-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1921, Commercial Style

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 7, 2023

PRE-APPLICATION MTG: October 24, 2023

DATE APPLICATION DEEMED COMPLETE: November 20, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 19, 2023

The applicant is seeking to repaint the masonry another color, replace the existing T-111 siding with Hardie Scallop siding this will include covering some exposed masonry on the front top-half of the commercial building, replace the existing front wood trim with Azek and Hardie flat panel trim on the storefront, replace the existing awning with a new 4' x 25' fabric awning, and replace the existing sign with a new 10' x 6' sign which will be bolted to the commercial building.

AERIAL MAP:



MATERIALS:

- Siding: James Hardie Scallop
- Trim: Wood
- Awning: Sunbrella Shade fabric with aluminum frame
- Sign: PVC

EXISTING FRONT (12/6/2023):



PROPOSED SIDING, AWNING, & SIGN:

Example Picture of New Scallop Siding, Proposed Sign, & New Awning



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: Commercial (1875-1940)

Section 5.3: Masonry – Exterior Walls, Foundations, & Chimneys - Guidelines for Masonry

Section 5.4.1: Wood Siding & Trim

Section 5.5.3: Commercial Storefronts

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 replacements to the commercial building 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	\$1,000 PD
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

- ☒ A) Zoning Clearance Application ☒ B) Photos of existing condition ☒ C) Owner Permission Affidavit
☒ D) Payment of COA Fee (See fee Schedule) ☐ E) Tree Permit Application

Owner signature:

Robert Summis

Date: 11/2/23

PART 2: PROPERTY INFORMATION

Property Address: 215 Mason Ave.

:83A31-634B

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

: C-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: 215 Mason Ave LLC

Mailing Address: P.O. Box 264, Eastville, VA 23347

Phone Number: Suzanne Golibart 703-216-5206

Email: Sgolibart@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: Coastal Craftsman Builders

Mailing Address: 401 Madison Ave. CE

Phone Number: 757-678-3033

Email: Coastalcraftsmanbuilders@gmail.com

PART 5: PROJECT INFORMATION

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

Remove rotting T-11⁶ wood trim, New awning, new sign
replace T-11 with scallop siding, replace with azek, paint brick

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: Awning, Signage

A. ADDITION ☒ Not applicable

SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

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

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

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

B. ROOF ☒ Not applicable

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

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

Location (Pictures of existing condition):

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

Other / Additional Notes:

C. DOORS ☒ Not applicable

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

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

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

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

Indicate the reason for change:

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
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, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: _____	Material: _____
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☒ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☒ Not sure		Hardie Scallop Siding	
Existing material: T 1-11 - Rotten		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - 5/16" Width -	
Indicate the reason for change, e.g., underlying material condition, rot: Rot; Remove T 1-11, add / replace with Hardie Scallop 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):			
Existing Material: Wood		Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Type of Material to be used: Azek trim, Hardie panel (flat)			
Dimensions:			
Reason for repair or alteration (change of material or design): 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):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☒ Not Original ☒ Not Sure		Brick to be painted green	
Existing Material: Brick		Proposed Materials: see attached ref. for ext. paint color	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: Brick on Right side of awning to match left side of awning; cover w. siding Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ☐ Replace in kind ☐ Different in style or material	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed. Applicant's signature: <u>Robert Dennis</u> Date: <u>11/2/23</u> Zoning Administrator's signature: _____ Date: _____ Zoning Ordinance Article VIII Section: _____	

Replace Awning - Navy Blue Solid

New Sign - TBD | New Business | Size attached

New Paint Color - Needed? Photo included

Reno Repairs - Rot

Repair Reno - Siding replacement



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: 215 Mason Ave.

Tax Map #: 83A3-1-6348

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: 215 Mason Ave., LLC

Mailing Address: P.O. Box 264, Eastville, VA 23347

Phone Number: 703-216-5206 Email: Sgolibart@gmail.com

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

Renovations to shop

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Coastal Craftsman Builders

Mailing Address: 401 Madison Ave, CC 23310

Phone Number: 757-678-3033 Email: Coastalcraftsmanbuilders@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: 11/14/23

State of Virginia, County of Northampton, the foregoing instrument was acknowledged before me this 4 day of Nov. 2023 by Suzanne K. Golibart (name of person acknowledged)

Signature of Notarial Officer:

Notary Registration number:

My commission expires:

157132

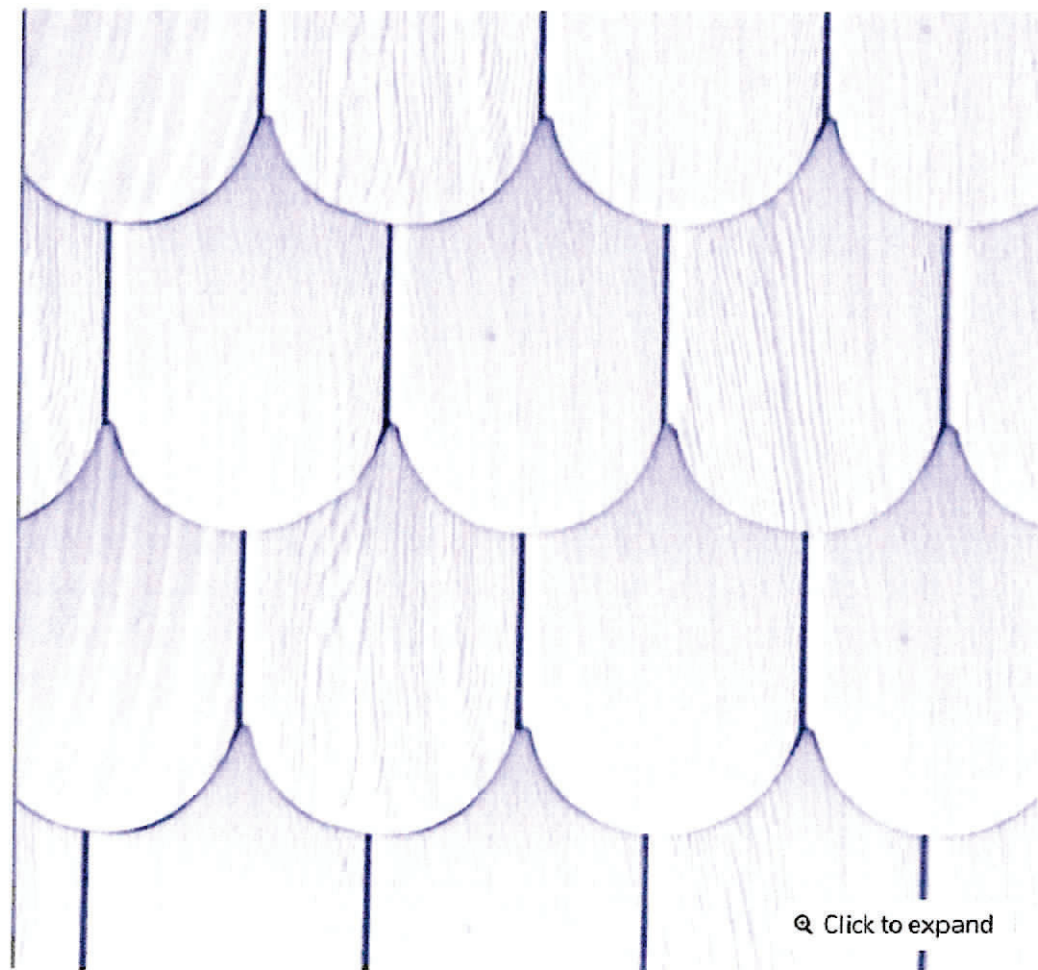
April 30, 2026







▼ Clearance Request a Quote About Us Contact



🔍 Click to expand



Round Woodgrain Fiber Cement Shingle Siding Panel

by Music City Building Supply

No reviews

Description Reviews

James Hardie® Scallop Siding

- Half Round Panels are a choice available with HardieShingle® Siding
- A maintenance-free alternative to traditional wood shake siding
- Typically used to enhance a home's design features in areas such as gables
- Stands up to storms and harsh weather
- Available in a primed finish
- Fire resistant

Why Choose Scallop Siding?

Scallop Siding can add style to parts of any home in many parts of

Periwinkles

215

↑ existing awning

Dr. R.
33

Periwinkles
a unique contemporary



New Awning to Replace Existing Awning

Measurements : 8'9" from ground
25' wide
4' height

Material : Aluminum frame
Sunbrella shade fabric / flame retardant

Attachment method : Standard lace on method
Z brackets & anchors into wall studs

Work to be completed by : Awnings by Bigley & Hogshire

2:52

5G

exterior
paint
color



AA Q sage green storefro





Sign Permit Application

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	\$100 PD CHK
Decision	

Permit #:

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: 215 Mason Ave.
Contractor: Coastal Craftsman Builders | Eastern Shore Signs
Address: 401 Madison Ave. CC. 23310
Email: Coastalcraftsmanbuilders@gmail.com Phone #: 757-678-3033

PART 3: PROPERTY OWNER INFORMATION

Property Owner/Tenant: 215 Mason Ave. LLC
Business Address: P.O. Box 264 Eastville, VA 23347
Email Address: Sgolibart@gmail.com Phone#: 703-216-5206

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: \$2,000.00 Sign: Material: PVC
Advertisement (description):

PART 5: PROJECT INFORMATION

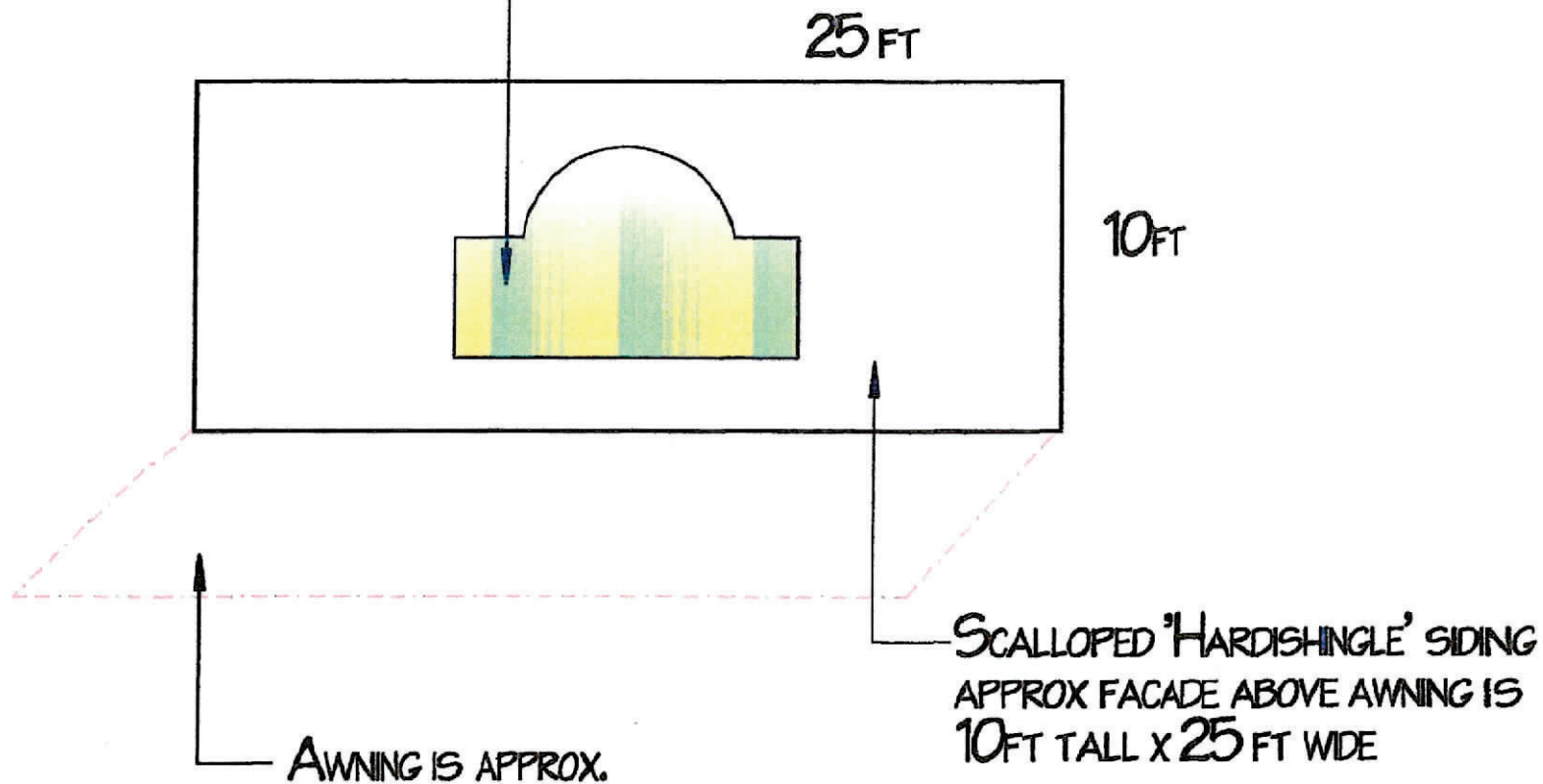
Location of Signs	# signs permitted	sign proposed	Sign dimension and Area
Commercial, Mixed-Use, Industrial Districts	Limited to 1 per street front on a lot	☐ Freestanding ☒ Attached to a building wall	^{48 approx} 6 ft. height 10 ft width 48 sq.ft. approx ___ ft height ___ ft width ___ sq ft Multiply number of sign type x height x width to get area
Front Footage of Lot	_____ sq ft	The sign will be bolted to the siding. Eastern Shore Signs will do the install.	
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

Applicant's signature: <u>Robert Summis</u>	Date: <u>11/27/23</u>
Zoning Administrator's signature: _____	Date: _____

SIGNAGE ABOVE THE AWNING
APPROX 48 SQFT
OVERALL OUTSIDE DIMENSIONS OF SIGN 10 x 6



New
Sign
Here →

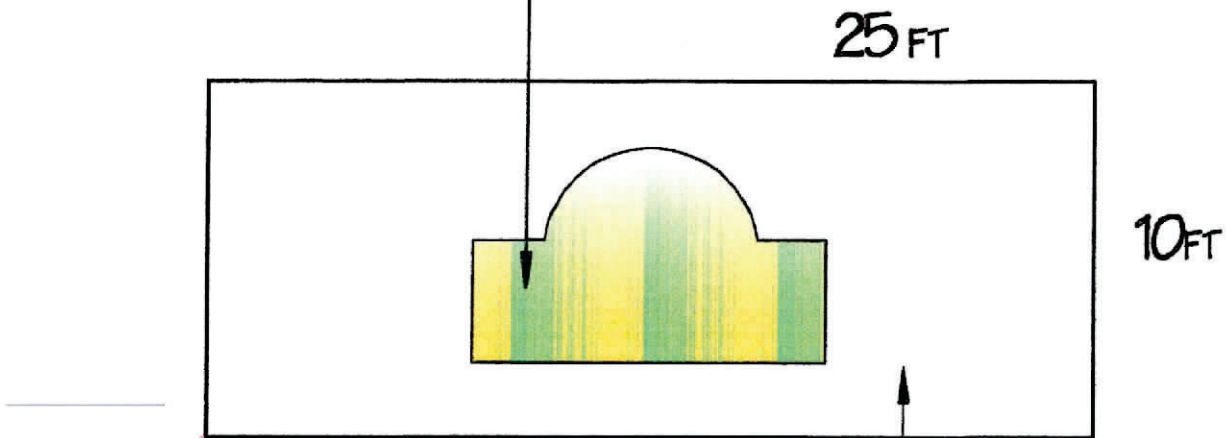
Periwinkles

215

Dr. R.
33

Periwinkles
a vintage clothing store

SIGNAGE ABOVE THE AWNING
APPROX 48 SQFT
OVERALL OUTSIDE DIMENSIONS OF SIGN 10 x 6

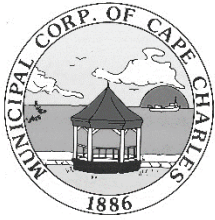


25 FT

10 FT

AWNING IS APPROX.

SCALLOPED 'HARDISHINGLE' SIDING
APPROX FACADE ABOVE AWNING IS
10 FT TALL X 25 FT WIDE



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 19, 2023

Item #: 6D (2) – 619 Mason Avenue

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

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

Date: December 5, 2023

APPLICANT: Kerry Shackelford dba Ware Neck Properties LLC

TYPE OF APPLICATION: Pre-Application / Certificate of Appropriateness

SITE ADDRESS: 619 Mason Avenue

TAX MAP: 83A3-1-551

LOT SIZE: 5,600 sq. ft.

WORK TO BE PERFORMED: Repair/Replace: roof, doors, windows, front porch, steps, siding, trim, masonry

CURRENT ZONING: Commercial Residential (CR)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1920, Folk Victorian

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 7, 2023

PRE-APPLICATION MTG: December 19, 2023

DATE APPLICATION DEEMED COMPLETE: November 7, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 5, 2023

The applicant is seeking to replace or repair, add, and substantially reconstruct the following:

REPAIR:

- Existing Windows (24): 2/2 Wood Shutters will also be restored.
- Existing 5/8" x 7' Wood Siding

REPLACE:

- Roof: Existing Asphalt Shingle with Asphalt Shingle
- Doors: Existing Wood and Glass with In-Kind Wood and Glass Design
- Windows (24): Existing 2/2 Wood with 2/2 Wood if needed
- Steps: Existing block with Wood

ADD:

- Gutters
- Handrail: Richmond Rail Style Wood
- Walking Path: Shells on rear of property

SUBSTANTIAL RECONSTRUCTION:

- Existing brick to be infilled with brick piers to enclose the foundation using Cushaw Red Brick
- Existing Front & Side Porches: Wood Flooring; Wood Ceiling; Wood Columns; Skirting

Also, included in this application is the construction of a 10' x 12' accessory structure on the rear of the property.

AERIAL MAP:



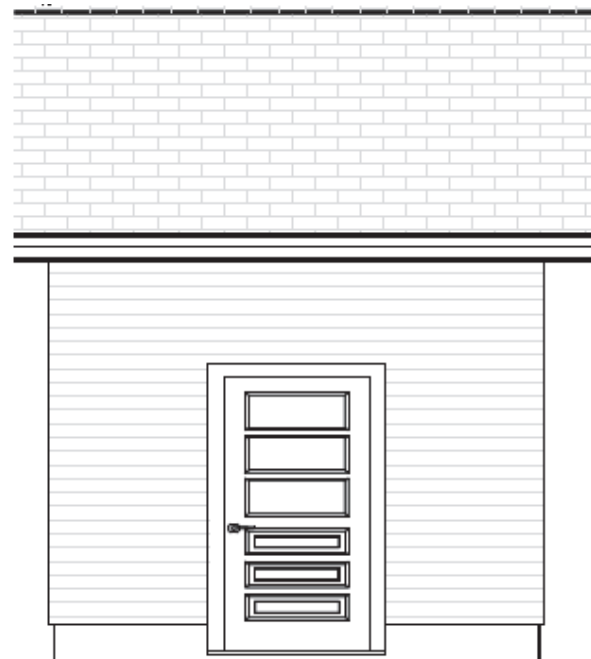
MATERIALS:

- Roof: Main: Asphalt; Porches: Metal
- Siding: Wood
- Trim: Wood
- Doors: Wood with Glass Lites
- Windows: Wood
- Porch Flooring: T&G Wood
- Steps: Wood
- Foundation: Brick
- Accessory Structure: Wood Siding and Trim, Shingle Roof

EXISTING CONDITION:



PROPOSED ACCESSORY STRUCTURE:



STAFF ANALYSIS:

ZONING COMPLIANCE

The property is a legal, conforming use and the proposed renovations and accessory structure 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: Commercial (1875-1940)

Section 4.2: Roofs

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

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

Section 4.5: Openings & Associated Features – Windows, Doors & Storefronts

Section 5.2: Roofs

Section 5.3: Masonry – Exterior Walls, Foundations, & Chimneys - Guidelines for Masonry

Section 5.4.1: Wood Siding & Trim

Section 5.4.2: Porches

5.5.1 – Windows

5.5.2 – Doors

6.1 – Accessory Structures Associated with Contributing Primary Buildings

9.1 – Hardscaping (Driveways, Walkways, & Other Paving)

STAFF RECOMMENDATION:

Staff is requesting the HDRB review the application material submitted by the applicant and determine if the materials and proposed renovations to the home, and addition of an accessory structure reflect the character and historic appearance of the neighborhood.

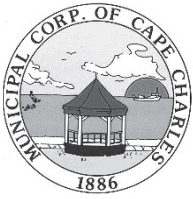
Staff is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application 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	\$ 500 PD CHK
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

- ☒ A) Zoning Clearance Application ☒ B) Photos of existing condition ☐ C) Owner Permission Affidavit
☒ D) Payment of COA Fee (See fee Schedule) ☐ E) Tree Permit Application

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: **619 Mason AVE**

Tax Map #: 83A3-1-551

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

Zoning District: CR

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Ware Neck Properties, LLC

Mailing Address: P.O. Box 911, Williamsburg, VA 23187

Phone Number: 757-650-7277

Email: kerrymrcm@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: Kerry Shackelford

Mailing Address: P.O. Box 911, Williamsburg, VA 23187

Phone Number: 757-650-7277

Email: kerrymrcm@gmail.com

PART 5: PROJECT INFORMATION

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

Rebuild and restore the porches, windows, shutters, and make repairs where needed. Build new steps on front and side porches. Enclose the crawl space with brick. New roof. Addition of 6" white gutters.

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: Asphalt	Proposed Materials: Asphalt to match existing

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: 3 Replaced: In kind ☒ Different in style or material ☐

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

Existing Door	Proposed Door
Door 1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☒ Repaired ☐ Replaced
Existing Material: wood/glass	Proposed Material: wood /glass
Dimensions: Width 80 Height 80	Dimensions: Width 80 Height 80
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): existing	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): To match existing

Indicate the reason for change: Existing door is not original as it has a 2 x 4 added to the edge of it to make it fit the opening.

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: <u>24</u> Replaced: In kind <u>24</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
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 ^{2/2}	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture ^{2/2}
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: _____	Material: _____
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☒ Repair flooring ☒ Repair ceiling ☒ Repair columns ☒ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ all _____ Replaced _____ Altered _____	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: Wood, painted	Wood painted
Ceiling:	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: Wood	Wood
If replacing, indicate the reason for replacement: Repairing in Kind	
If altering, describe any proposed change (material, size, etc.): Repair in kind	
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: <u>2</u> Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: Block	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: Wood	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Existing steps were built after the front porch collapsed and are not the right height.	
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: wood		Proposed material: wood	
Dimensions: Thickness $\frac{5}{8}$ Width - 7		Dimensions: Thickness $\frac{5}{8}$ Width - 7	
Indicate the reason for change, e.g., underlying material condition, rot: Only repair in kind			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☒ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Material: wood		Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used: wood			
Dimensions: Match existing			
Reason for repair or alteration (change of material or design):			
J. MASONRY ☐ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☒ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure			
Existing Material: brick		Proposed Materials: brick	
Existing mortar: weather	Joints: weather	Mortar to be used: weather	Mortar joints: weather
Other / Additional Notes: Repair in kind, and add a 1 with brick infill between piers.			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u><i>Kerry Shackelford</i></u>	Date: <u>11/6/23</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 05/2023

Taxes

PD

Violations

N/A

Fee

PD CHK

Decision

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature:

Kerry Shackelford

Date: 11/6/23

PART 2: PROPERTY INFORMATION

Property Address: 619 Mason Ave

Tax Map #: 83A3-1-551

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

Zoning District: CR

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Ware Neck Properties, LLC

Mailing Address: P.O. Box 911 Williamsburg, VA, 23187

Phone Number: 757-650-7277

Email: Kerrymrcm@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Kerry Shackelford

Mailing Address: P.O. Box 911 Williamsburg, VA, 23187

Phone Number: 757-650-7277

Email: Kerrymrcm@gmail.com

PART 5: PROJECT INFORMATION

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

Building a 10' x 12' storage shed

PART 6. ACCESSORY STRUCTURE See Section 5.13 & 6 of the Historic District Design Guidelines Cape Charles Zoning Ordinance Section 4.2 (E)			
Main Dwelling First Floor Building Area (sq ft): 1,152		Height of Main Dwelling: 35'	
Building Area (sq. ft.): 120'		Total Gross Floor Area (sq. ft.):	
Distance from Main Structure (ft.): 50'		Building width (ft.): 10'	
Building Height	Feet: 16'3"	Stories: 1	Roof pitch: 10/12
A. Foundation	Material to be used if applicable: Wood Skids		
B. Roofing	Material to be used: Asphalt		
C. Siding	Material to be used: Wood	Dimensions: 5/8 x 7 to match house	
D. Doors	Width: 36 Height: 80		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Wood and glass		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: None		
	Material:		
	Width:	Height:	Depth:
F. Trim	Material to be used: wood		
	Dimensions: 1' x 4-10" as needed		
Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes). This will be a simple shed built to closely match the existing construction methods.			
Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:			
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.			
Applicant's signature: <u><i>Kerry Shackelford</i></u>		Date: <u>11/6/23</u>	
Zoning Administrator's signature: _____		Date: _____	
Zoning Ordinance Article VIII Section: _____			



Construction and Millwork

P.O. Box 911, Williamsburg, Virginia 23187
Ph. 757-650-7277 Fx. 804-966-1800

We propose to restore the original 1898 structure located at 619 Mason Ave. The home is locally known as “Roxie’s place” and was owned and lived in by Roxie Duncons. Roxie was a well-known individual in Cape Charles and loved by all who met her. She, maybe unknowingly, preserved this home in its original condition for us to restore. The house still has many of the original light fixtures, all the doors, interior trim, flooring, and partition layout. Along with the original windows, many shutters, and screens. While the house has been in a state of disrepair for many years, and as such is well known in the community, the lack of work done on it and the original high-quality materials used in its construction, has left the historic structure in excellent condition. The home is a not uncommon plan found in the earliest structures in Cape Charles. It is composed of a 32’ x 28’ 2 story main block with a walk-up attic. Attached to this is a servant’s wing made up of the kitchen, on the first floor, with access to the hallway pantry, and upstairs via a narrow winder stair. The second floor contains two small rooms associated with the servant’s wing with access to the main house through a hallway door. This separation of domestic activities is common among many houses of the earliest period of construction in Cape Charles.

Initial work, already underway, is to remove the contents of the house, which were considerable. The next phase of work includes demolition of the plaster and the two porches. The porches will have to be taken down to rebuild them as the modern plywood and exterior elements that were added are largely responsible for holding them up currently. As the porches are dismantled, we will document the fenestration so that we can reconstruct both porches to their original appearance. All materials used in the reconstruction will match “In Kind” the original.

Our plans for the exterior restoration include the following:

Exterior:

- Restore and or reproduce the original 1/1 windows.
- Repair and restore the original trim, siding, and cornice with “In-Kind” materials and profiles.
- Dismantle and reconstruct the front and side porches
- Returning the porch stairs to wood and add Richmond Rail style handrails.
- Painting
- Infilling the brick piers to enclose the foundation, using “Cushwaw Red Charleston” bricks, set back ½ brick width from the existing piers.
- Restoring the remaining shutters and rebuilding the missing ones on the West elevation and South Elevation. These will be working shutters, using the original hardware.
- Replacing the existing asphalt shingles with matching color and type.
- Front and side porches will have standing seam metal roofing in tin color.
- Porch floors will be painted T&G wood.
- No changes to the exterior other than repairs and restoration where needed will be done.
- An accessory building will be added to the rear of the property as indicated on the survey.
- Accessory building will have wood siding and trim, match the house, overall dimensions are on the attached drawing.
- A walking path to the rear of the property will be composed of shell and will run North/South.

Kerry Shackelford
President, MRCM, Inc
Ware Neck Properties, LLC

EXISTING PICTURES



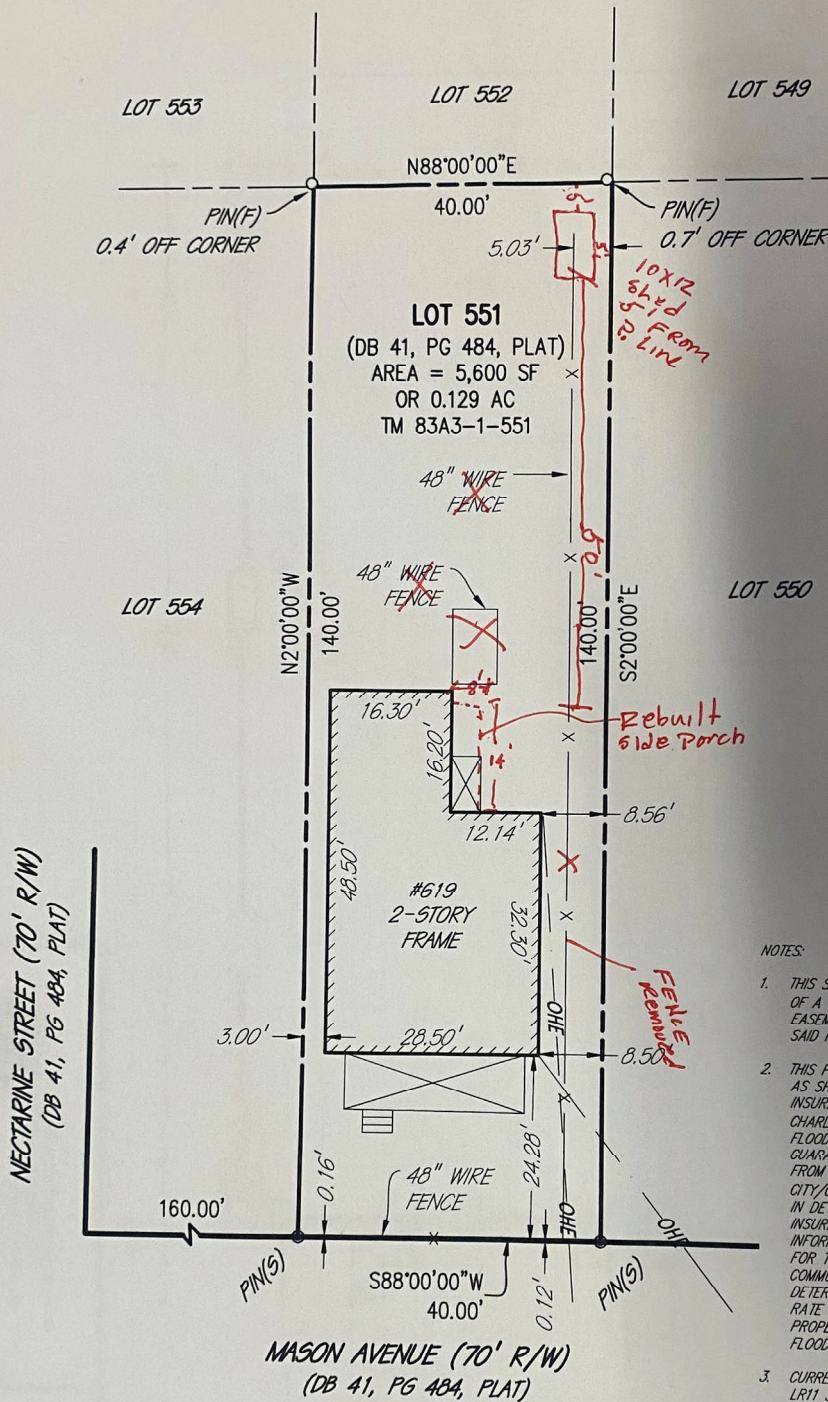






THIS IS TO CERTIFY THAT ON 8/17/23, WE SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

MSA, P.C.



NOTES:

1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.
2. THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE X AS SHOWN ON PANEL 0295F OF THE FLOOD INSURANCE RATE MAPS FOR TOWN OF CAPE CHARLES, COMMUNITY NO.: 51131C, DATED 3/2/2015. 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.
3. CURRENT OWNERS: GEORGE E. TROWER, INSTR. NO. LR11 300.
4. 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.



PHYSICAL SURVEY OF LOT 551
(DB 41, PG 484) FOR
KERRY SHACKELFORD

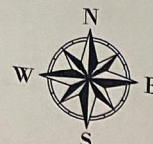
TAX MAP: 83A3-1-551
619 MASON AVE.
CAPE CHARLES, VA



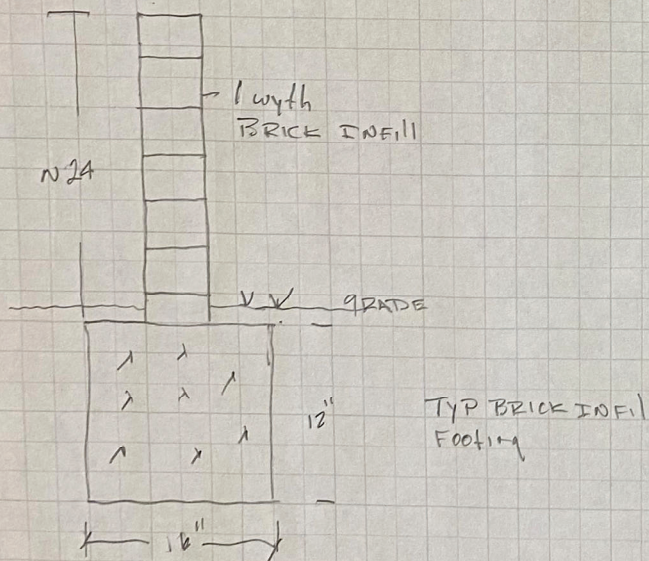
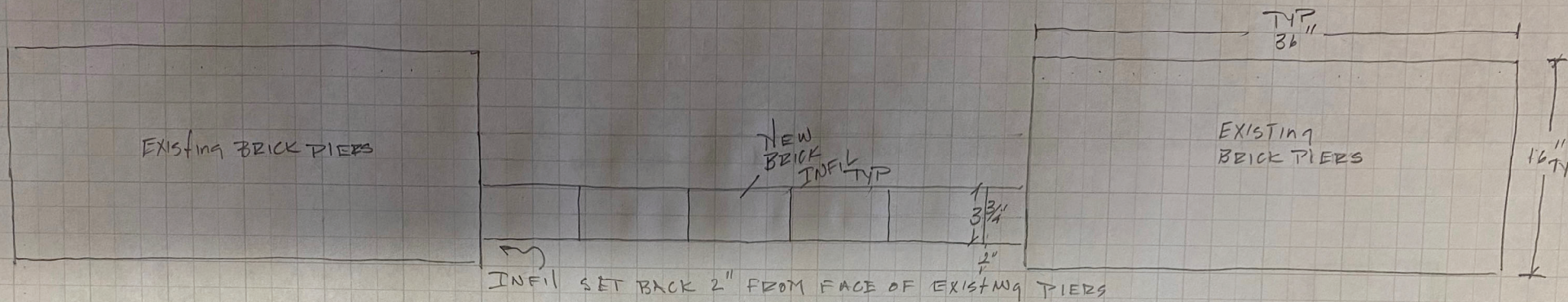
MSA

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

(DB 41, PG 484)



REV: NA
DWN BY: CJS
FB: 721, PG 61
JOB# 23150
SCALE: 1" = 20'



Museum Resources Construction
& Millwork Inc.
Historic Restoration & Preservation
P.O. Box 911
Williamsburg, Virginia 23187
757-650-7277 kshack@museum-resources.com

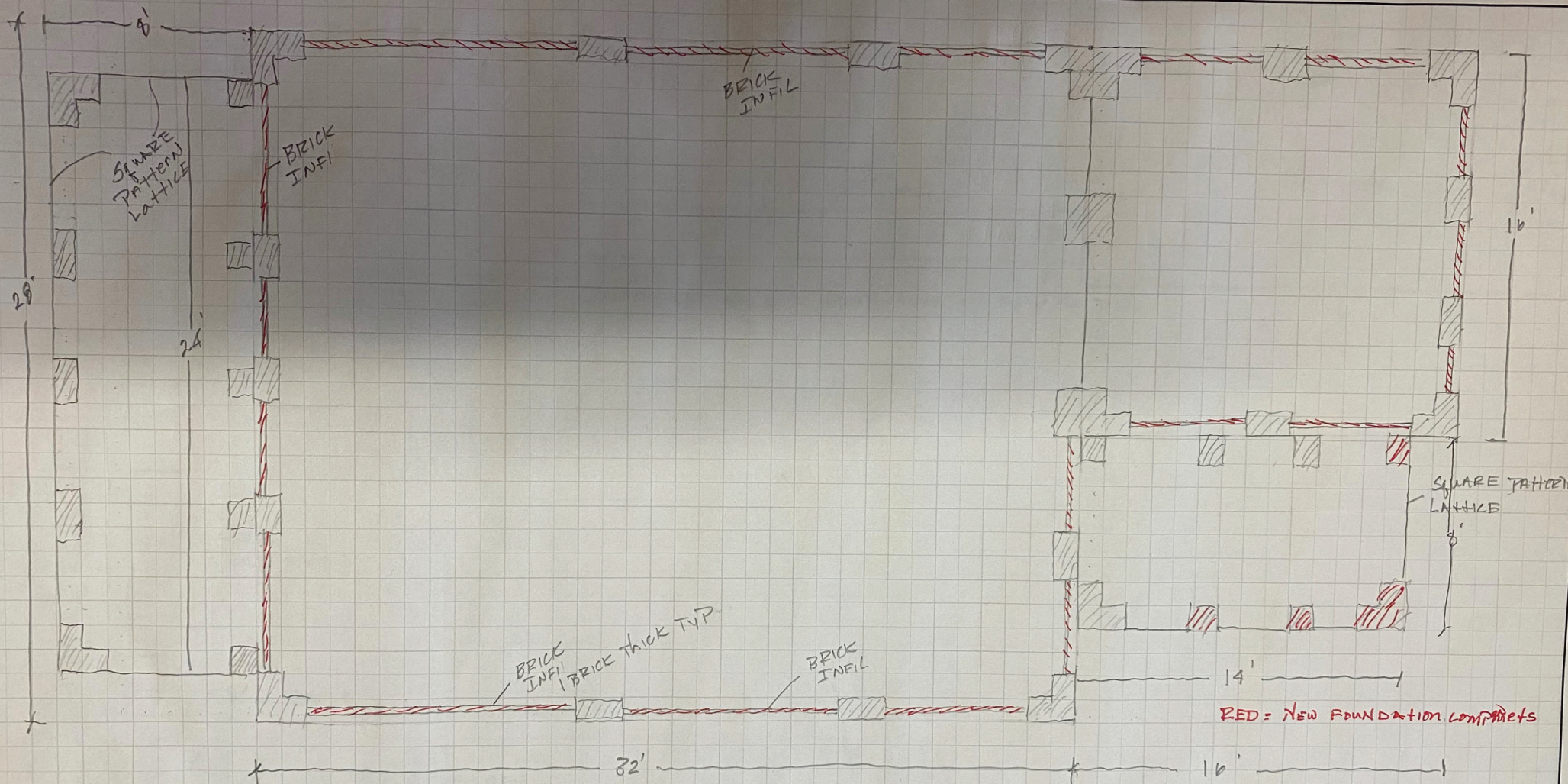
JOB 619 MASON FOUNDATION

SHEET NO. _____ OF _____

CALCULATED BY _____ DATE _____

CHECKED BY _____ DATE _____

SCALE _____



Museum Resources Construction
& Millwork Inc.
Historic Restoration & Preservation
P.O. Box 911
Williamsburg, Virginia 23187
757-650-7277 kshack@museum-resources.com

JOB _____
SHEET NO. _____ OF _____
CALCULATED BY _____ DATE _____
CHECKED BY _____ DATE _____
SCALE _____

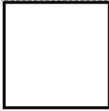
Proposed Materials

Foundation: Brick



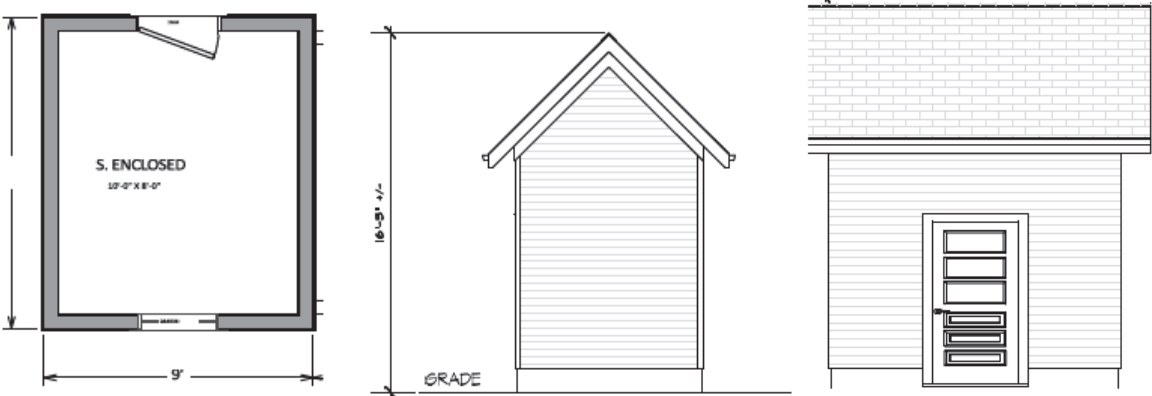
Front Porch: Railings & Pickets

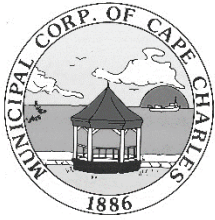
Image	CAD			
SI-61	1-5/16" x 3-1/4"	Fir		Download DWG Download REVIT
SI-92	1-5/16" x 3-1/4"	Fir		



1" x 1" Square Pickets

Accessory Structure: Wood Frame & Siding; Shingle Roof; Wood Door





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 19, 2023

Item #: 6D (3) – 603 Pine Street

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

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

Date: December 6, 2023

APPLICANT: Joseph and Jill Lemery

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 603 Pine Street

WORK TO BE PERFORMED: Repair/Replace: roof,
doors, windows, front porch, steps, siding, trim, masonry

TAX MAP: 83A1-2-11-2

CURRENT ZONING: Residential (R-1)

LOT SIZE: 6,367.06 sq. ft.

HISTORIC REGISTER: NOT LISTED

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 7, 2023

PRE-APPLICATION MTG: December 19, 2023

DATE APPLICATION DEEMED COMPLETE: November 7, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 5, 2023

The applicant is seeking to replace or repair, remove, and add the following:

REPAIR:

- Existing 5/16" x 7-1/4" Fiber Cement Siding

REPLACE:

- Garage Door: Existing Single Steel with Two French Style Sliders

ADD &/OR REMOVE:

- Portico/Roof - Shingle: Add New Eyebrow over Garage Doors and Above Side Entrance Door
- Windows: Remove one (#22) 36" x 54" 3/1 and add two 34" x 54" 3/1 (see page 2 for proposed)

AERIAL MAP:



MATERIALS:

- Roof: Asphalt Shingles
- Siding: Fiber Cement
- Doors: Fiberglass with Glass Lites
- Windows: Vinyl 3/1

EXISTING Garage Door:



PROPOSED Drawing of Windows:



PROPOSED Side Door Portico:



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 5.8: Roofs

Section 5.9: Exterior Wall Materials & Finishes

Section 5.11: Windows & Associated Features

STAFF RECOMMENDATION:

Staff is requesting the HDRB review the application material submitted by the applicant and determine if the materials and proposed 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	\$500 PD CHK
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

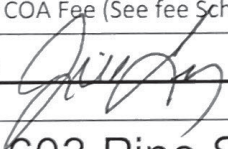
Minor Exterior Work* is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic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

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

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

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

- ☒ A) Zoning Clearance Application ☒ B) Photos of existing condition ☐ C) Owner Permission Affidavit
☒ D) Payment of COA Fee (See fee Schedule) ☐ E) Tree Permit Application

Owner signature: 

Date: 07 NOV 2023

PART 2: PROPERTY INFORMATION

Property Address: 603 Pine Street

Tax Map #: 13201083A102110000002

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

R-1
Zoning District: Historical

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Joseph and Jill Lemery

Mailing Address: 603 Pine Street, Cape Charles

Phone Number: 540-383-8840

Email: jill_lem24@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: Same as above

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):

Addition of 2 windows on the south side ground level. Replacement of existing window on the south side ground level. Addition of portico style roof at south side entrance. Change southern single garage door to double sliding doors or french doors (Photos attached). Addition of a eyebrow style roof over the new south double doors.

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): Over Door #2

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Roof to be the same as existing roof
Existing Material:	Proposed Materials: Architectural composite shingles black.

Other / Additional Notes: Portico roof will be the size of the existing slab to cover the south side entrance. It will attach to the home and will not have columns or posts. There will be an eyebrow style roof over the 'new' entrance to existing garage measuring 96'x80'

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

Number of doors to be: Added: 2 Removed:
Repaired: Replaced: In kind ☐ Different in style or material ☒

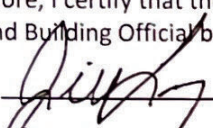
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door <u>#1</u>	Proposed Door
Door 1: Original to the home: ☒ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material: Steel Garage Door	Proposed Material: Glass and Fiberglass
Dimensions: Width <u>96"</u> Height <u>84"</u>	Dimensions: Width <u>96"</u> Height <u>80"</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <u>Solid</u>	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <u>Pictures attached</u>

Indicate the reason for change: Garage conversion to living space. Existing door 96" by 84". New doors will be 96" by 80"

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>2</u> Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material <u>1 double-hung sash 2/1</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows <u>#22</u>	Proposed Windows <u>#27, 28</u>
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>3/1</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>3/1</u>
Width: <u>36"</u> Height: <u>54"</u> Depth: _____	Width: <u>34"</u> Height: <u>54"</u> Depth: _____
Material: Existing is a fixed vinyl window that does not meet egress requirement replacing with 36"x54"	Material: Vinyl 34"x54"-3/1
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length: <u>2</u>	Width:	Materials:
☐ Patio	Length: <u>2</u>	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): Repair to siding that was blown off on the south end of the home			
Existing Siding		Proposed Siding	
Original to the home: ☒ Yes ☐ No ☐ Not sure			
Existing material: Fiber cement Siding		Proposed material: Same	
Dimensions: Thickness - <u>5/16"</u> Width - <u>7 1/4"</u>		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot: Siding blew off of the house during a storm. Thickness 5/16" Width 7 1/4"			
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): Trim around windows and doors to match existing trim.			
Existing Material: Cement fiber board		Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used: Same			
Dimensions: To match existing trim			
Reason for repair or alteration (change of material or design): Addition of doors and windows			
J. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: 	Date: <u>07 Nov 2023</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



Existing Garage Door (#7)



Existing Window (#22)



South View of house



Missing Siding
&
Door #2



Proposed South Side entry



Similar Doors @
Garage entry



Example of eyebrow
over garage entrance



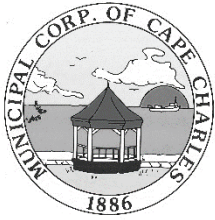
Example of eyebrow
over garage entrance



603 Pine Street
Cape Charles, Virginia

A0.1





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 19, 2023

Item #: 6D (4) – 110 Tazewell Avenue

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

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

Date: December 6, 2023

APPLICANT: Robin & Scott Simms dba Coastal Craftsman Builders

TYPE OF APPLICATION: Certificate of Appropriateness

OWNERS: George & Sara Manners

SITE ADDRESS: 110 Tazewell Avenue

WORK TO BE PERFORMED: Extensive renovation of exterior & construct rear screened-in porch

TAX MAP: 83A3-2-4-6 & 7

CURRENT ZONING: Residential (R-1)

LOT SIZE: 10,587 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1910, Colonial Revival

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 7, 2023

PRE-APPLICATION MTG: October 24, 2023

DATE APPLICATION DEEMED COMPLETE: November 20, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 19, 2023

The applicant is seeking to do the following exterior renovations that will include demolishing and rebuilding the front and side porch, and side and rear additions to the two-story single-family home:

DEMOLISH & REBUILD:

- Front and Side Porch: 511 sq. ft. this will include removal of the 32 sq. ft. Vestibule
 - Roof: Existing Shingle with new Standing Seam Metal
 - Ceiling: Existing Wood with new Tongue & Groove (T&G) PVC material
 - Frame: New Pressure Treated 2" x 10'
 - Flooring: Existing Wood with New 3-1/4" T&G AZEK
 - Columns: Existing Round Wood with New Fiberglass 8' x 8" Round
 - Balusters: Existing Wood Turned with Square 2" x 2 3/4" Intex Hampton PVC
 - Railing: Existing Wood with Intex Hampton PVC
 - Trim: Beams & Cornices – Existing Wood with AZEK of similar look
 - Vestibule will not be rebuilt.
- Front Steps and Brick Pillars on sides of steps
 - Steps: Existing wood with brick
 - Brick: repair and repoint if possible
- Mud Room will increase to 64 sq. ft.
 - Roof: 3/12 pitch 30-year architectural shingles
 - Siding: Hardie 5" Wood Grain
 - Windows: Replace existing side with New InVision Vinyl Double Hung 6/1
 - Rear Door: Anderson 36" x 80" Full Glass Composite
 - Foundation: Brick Piers

REPLACE:

- Existing Front Wood Door with oval glass, 1-lite/1-panel Sidelights, and Full lite Transom with New Wood 6-lite/1-panel Door, 3-lite/1-panel Sidelights, and 4-lite Transom
- Side Steps: AZEK Treads and Risers
- Existing Wood 6/1 Windows with InVision Vinyl Double Hung 6/1

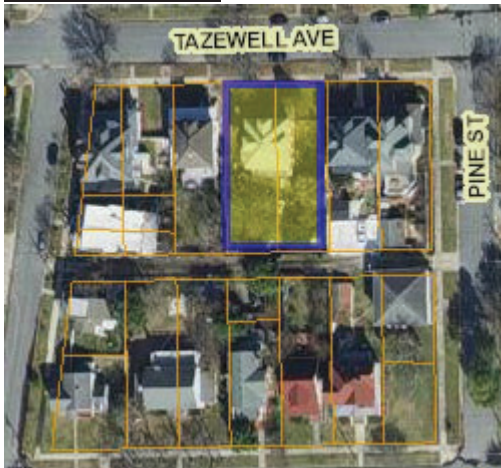
REPOINT: Brick Pillars

ADDITION:

- Rear 315.2 sq. ft. Screened-In Porch:
 - Roof: 3/12 pitch 30-year architectural shingles
 - Screen: Pet Screen
 - Flooring: 3-1/4" T&G AZEK
 - Railings: Intex Hampton 1-1/4" Square Edge Balusters PVC
 - Posts and Beams: Wrapped AZEK
 - Screen Door: Anderson 36" x 80" Screen
 - Rear Door: Anderson hinged Patio 6' W x 6'8" T
 - Foundation: Brick Piers
- Rear 64 sq. ft. Deck off Mud Room next to Rear Screened-In Porch:
 - Frame: New Pressure Treated 2" x 10'
 - Flooring: 5-1/2" AZEK
 - Railings: Intex Hampton 1-1/4" Square Edge Balusters PVC
 - Steps: AZEK Treads and Risers, outside stringers will be wrapped

OTHER: 12' wide Driveway – Pavers to the house & Oyster Shells from the house to the back yard

AERIAL MAP:



EXISTING FRONT:



MATERIALS:

- Roof: Front Porch: Metal; Rear Addition & Porch: Asphalt
- Siding: Hardie 5" Wood Grain Mud Room
- Balustrades, Railings, & Trim: AZEK
- Doors: Front: Wood 6-lite/1-panel Door, 3-lite/1-panel Sidelights, & 4-lite Transom; Rear Doors: Anderson: Mud Room: 36" x 80" Full Glass Composite, Porch: (1) Fiberglass Patio Style 6' W x 6'8" T, (2) 36" x 80" Aluminum Screen

- Windows: InVision Vinyl Double Hung 6/1
- Porch & Deck Flooring: T&G AZEK
- Steps: AZEK or Brick
- Foundation: Brick

NATIONAL PARK SERVICE DIAGRAM Parts of a Porch:

Balustrade around floor (m, n, o)
 m - Top rail of balustrade
 n - Balusters of balustrade
 o - Bottom rail of balustrade

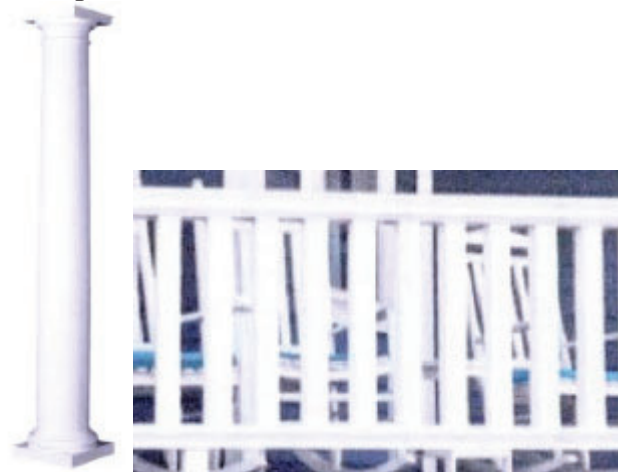


EXISTING AND PROPOSED PORCH COLUMN & BALUSTRADE:

Existing:



Proposed:



STAFF ANALYSIS:

ZONING COMPLIANCE

The property is a legal, conforming use and the proposed renovations and additions are in conformance with zoning. The curb cut for the driveway will need to be approved by the Virginia Department of Transportation.

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: Commercial (1875-1940)

Section 4.2: Roofs

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

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

Section 4.5: Openings & Associated Features – Windows, Doors & Storefronts

Section 5.2: Roofs

Section 5.3: Masonry – Exterior Walls, Foundations, & Chimneys - Guidelines for Masonry

Section 5.4.1: Wood Siding & Trim

Section 5.4.2: Porches

5.5.1 – Windows

5.5.2 – Doors

5.6 – New Additions to Historic Buildings

7.2 – Flowchart for Consideration of Historic Material Replacement

9.1 – Hardscaping (Driveways, Walkways, & Other Paving)

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 exterior renovations including demolishing and rebuilding the front and side porch, replacement materials, and side and rear additions 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	\$500 PD CHK
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

- ☒ A) Zoning Clearance Application ☒ B) Photos of existing condition ☒ C) Owner Permission Affidavit
☒ D) Payment of COA Fee (See fee Schedule) ☒ E) Tree Permit Application

Owner signature:

Robert J. Manners / Coastal Craftsman Builders

Date: 11/2/23

PART 2: PROPERTY INFORMATION

Property Address: 110 Tazewell Ave.

: 83A-3-2-4b

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

: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Blake & Sara Manners

Mailing Address: 14551 Sarum Terrace Midlothian VA 23113

Phone Number: 804-938-9022 804-819-9731

Email: blake-manners@aj.com Sara.w.manners@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: Coastal Craftsman Builders

Mailing Address: 401 Madison Ave, CC 23310

Phone Number: 757-678-3033

Email: Coastalcraftsmanbuilders@gmail.com

PART 5: PROJECT INFORMATION

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

** See scope of work*

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: 1
 Building height: 12 ft.
 Footprint: 8' x 8'
 Gross square footage: 64 sq. ft.

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

B. ROOF ☐ Not applicable

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Existing Material:	Proposed Materials:
Other / Additional Notes: <i>Replace front porch roof w. metal roofing, New back porch addition will have architectural shingles</i>	

C. DOORS ☐ Not applicable

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

Number of doors to be: Added: 3
 Removed: Adding 1, changing 2 in back
 Repaired: Replaced: In kind
☐ Different in style or material
☒ - front door

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

Existing Door (Front Door)	Proposed Door
Door 1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: <u>Wood</u>	Proposed Material: <u>Wood</u>
Dimensions: Width <u>36"</u> Height <u>84"</u>	Dimensions: Width <u>42"</u> Height <u>84"</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <u>overall w. sidelights 88" W x 104" T and transoms</u>	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <u>overall w. sidelights 88" W x 104" T and transoms</u>
Indicate the reason for change: <u>Door is rotten & has been kicked in several times</u>	

- Please Note: opening will not change

existing:

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows Window 1: <i>16 are original</i> Original to the home: ☒ Yes ☐ No ☐ Not Sure Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <i>all different sizes</i> Width: _____ Height: _____ Depth: _____ Material: <i>Wood</i>	Proposed Windows Work to be completed: <i>see attached</i> ☐ Added ☐ Removed ☐ Repaired ☐ Replaced Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture _____ Width: _____ Height: _____ Depth: _____ Material: _____
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure Existing Material: _____	Type of Material to be used: _____
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure Existing Material: <i>Wood</i>	Type of Material to be used: _____
If replacing, indicate the reason for replacement: <i>The entire front porch and vestibule are beyond repair and</i>	
If altering, describe any proposed change (material, size, etc.): <i>need to be demolished & rebuilt.</i>	
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 _____ <i>All of them</i>	
Location (Attach pictures; Survey may be requested):	
Existing Material: <i>Wood</i>	Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure
Type of Material to be used: <i>PVC</i>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <i>Railings are in disrepair. Need to be replaced.</i>	

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		on addition Proposed Siding	
Original to the home: ☐ Yes ☒ No ☐ Not sure			
Existing material:		Proposed material: Hardie Arctic White	
Dimensions: Thickness - Width -		Dimensions: Thickness - 5/16 Width - 5"	
Indicate the reason for change, e.g., underlying material condition, rot: adding siding to 8'x8' addition			
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 Demolish porch trim; replace w. azek			
Location (Attach diagram & pictures):			
Existing Material: wood		Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Type of Material to be used: AZEK			
Dimensions:			
Reason for repair or alteration (change of material or design): 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 existing front			
Location (Attach diagram & pictures): on rear of house			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure		Repointing Mortar - fine mix	
Existing Material: Brick		Proposed Materials: New Brick	
Existing mortar: Joints:		Mortar to be used: New Portland Mortar joints:	
Other / Additional Notes: See scope of work: Repointing brick on front of house New brick pillars for New back porch and screen porch Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace in kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u>Robert J. Sumner</u>	Date: <u>11/2/23</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: 110 Tazewell Ave.

Tax Map #: 83A3-2-4-6

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Blake Manners

Mailing Address: 14551 Sarum Terrace, Midlothian, VA 23113

Phone Number: 804-938-9022 Email: blake.manners@ex.com

I hereby give authority to the following representative to act on my behalf on the following matter: all manner of permission and Renovations to 110 Tazewell Ave.

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Scott & Robin Simms; Coastal Craftsman Builders

Mailing Address: 401 Madison Ave. Cape Charles, VA 23310

Phone Number: 757-678-3033 Email: Coastalcraftsmanbuilders@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

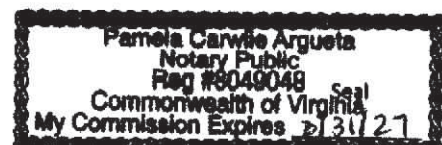
Signature of owner: Blake Manners Date: 7/1/23

State of Virginia County of chesterfield The foregoing instrument was acknowledged before me this 11 day of July, 20 23 by Pamela Carwile Argueta (name of person acknowledged)

Signature of Notarial Officer: Pamela Carwile Argueta

Notary Registration number: 8049048

My commission expires: March 31, 2027





Class "A" Contractor #2705101247A
401 Madison Ave.
Cape Charles, VA 23310

Scott Simms: 757-678-2951
Robin Simms: 757-678-3033

coastalcraftsmanbuilders@gmail.com

Blake & Sara Manners

110 Tazewell Ave.
Cape Charles, VA 23310

SCOPE OF WORK

November 6, 2023

Summary: Demolition

The entire front porch and vestibule are beyond repair and need to be re-built.

Renovation

Rebuild front porch. Add an 8'x 8' mudroom addition. Add a 16' x 20' screen porch.

1. FRONT & SIDE PORCH

Summary: The entire front porch and vestibule are beyond repair and need to be demolished and rebuilt.

*See photos

ROOF

Demo - Remove and replace with the same footprint as existing.

Ceiling - New ceiling will be T&G porch ceiling PVC material

Roof - Metal standing seam roof, Acrylic coated galvalume; 16"

VESTIBULE

Demo - Vestibule is in disrepair; remove

DECK FRAMING

Demo - Remove all deck framing

Deck Frame - Replace deck frame with pressure treated 2x10

Size - same as existing

DECKING

Demo - Remove all decking

Decking - Replace decking with 3 1/4" T&G slate grey azek porch flooring

Blake & Sara Manners
SCOPE OF WORK
Page 2

BRICK PILLARS

Brick Pillars - will be re-pointed as needed

COLUMNS

Demo - The columns appear to be in disrepair. Remove as needed.

Columns - New fiberglass columns with same dimension will be installed

SIDE STEPS

Side steps - at some point in time they had been removed. Need to be replaced.

Stringers - Pressure treated stringers will be used

Treads - slate grey Azek treads

Risers - Azek white risers

RAILING

Demo - Railings are in disrepair. Need to be replaced

Material - Intex Hampton PVC rail with aluminum reinforced core square-edge 2" balusters

TRIM; beams and cornice

Demo - Remove and Replace

Material - Replace with azek to look similar in size to existing beams and cornice.
Crown will be installed at the overhang of the roof to look like existing.

2. FRONT STEPS and BRICK PILLARS (on sides of front steps)

Demo: Remove rotten wood steps

Material: Replace with brick steps

Brick knee walls: Repair and repoint if possible

3. FRONT DOOR

Demo: Remove rotten door unit

Replace: See photos

4. FRONT BRICK

Repoint: The front brick will be repointed as needed; lime mortar will be used

5. EXISTING WINDOWS

All existing windows replaced with replacement windows

Window Material: InVision 6800 Vinyl White Double Hung 6 grid over 1

Blake & Sara Manners
SCOPE OF WORK
Page 3

6. NEW WINDOWS

- THIRD FLOOR WINDOW (Left side)

Demo: Replace existing double window; size should remain the same

Window: Change to an egress window; one single window to meet egress

- DOWNSTAIRS BACK BATHROOM (Right back side)

Window: Add 40" W x 20" T Transom

- NEW MUDROOM

Window: Add a 3'0 W x 5'0 T Double hung 6 over 1

7. EXISTING MUDROOM

Demo: The entire room is in disrepair and needs to be demolished

*Roof, windows, door, flooring, roof need to be demolished

8. MUDROOM + ADDITIONAL MUDROOM SPACE

Rebuild existing mudroom and add an additional 8' x 8' space

Roof: Build new roof with 3/12" pitch

Shingles: 30 yr. Architectural slate grey asphalt shingles

Window: Replace side window with Double hung 6 over 1 centered on wall

Siding: Hardie Arctic White 5" wood grain

Back door: Anderson full glass panel door 36" x 80"; composite jamb

Foundation: Brick foundation will be used for piers

9. SCREEN PORCH

A 16' x 20' screen porch will be built off of the back of the house

Roof: Build new roof with 3/12" pitch

Shingles: 30 yr. Architectural slate grey asphalt shingles

Flooring: Azek 3 1/4" slate grey tongue and groove material

Rails: Intex Hampton Rail 1 1/4" square edge balusters

Screen Door: Anderson 2000 Series 36" x 80" white screen Door

Screen: Pet screen will be used

Existing window: *to be replaced with exterior door below

Exterior Door: *Door enters from screen porch to interior

Anderson 200 series hinged patio door 6' W x 6'8" T

Posts and beams: wrapped with white azek

Piers: Brickpiers will be used for piers

Blake & Sara Manners
SCOPE OF WORK
Page 4

10. DECK OFF MUDROOM

An 8' x 8' deck will be built off of mudroom and next to screen porch

Framing: pressure treated 2 x 10 material will be used

Decking Material: Azek slate 5 ½" grey decking material

Rails: Intex Hampton Rail 1 ¼" square edge balusters

Steps: Pressure treated stringers, azek slate grey treads, azek white risers, azek wrap on outside of stringers

11. DRIVEWAY (on the left of house)

Pavers: will be installed to the house; 12' wide

Oyster Shells: Will be installed from the house to the back of the yard; 12' wide

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/all EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.

FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM F.E.M.A. FLOOD MAPS. SHORELINE SURVEYORS IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

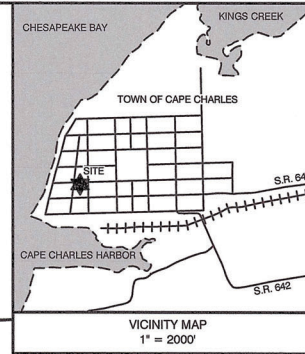
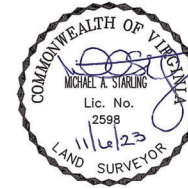
THIS PROPERTY APPEARS TO FALL IN:
FLOOD ZONE: X
COMMUNITY NO.: 510108
PANEL: 0285F DATED: MARCH 2, 2015

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.

THE NORTH MERIDIAN OF THIS PLAT IS BASED ON THE VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD83.

THIS PLAT IS BASED ON A CURRENT FIELD SURVEY HAVING A CLOSURE EXCEEDING 1:32,552.

I, HEREBY CERTIFY THAT THIS BOUNDARY IS BASED ON A CURRENT FIELD SURVEY, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS.



Shoreline Surveyors

23314 Courthouse Avenue - P.O. Box 735
Accomac, Virginia 23301
PHONE (757) 785-3860 FAX (757) 789-3662

SCALE: 1" = 20'

DRAWN: MAS

FIELD BOOK: 54, PAGE 1

JOB #23086

SHEET 1 OF 1

BOUNDARY SURVEY OF

Lots 6 & 7, Block 4
"Sea Cottage Addition"

(DEED BOOK 65, PAGE 183)

TAX PARCEL #083A3-(02)-04-006

& 083A3-(02)-04-007

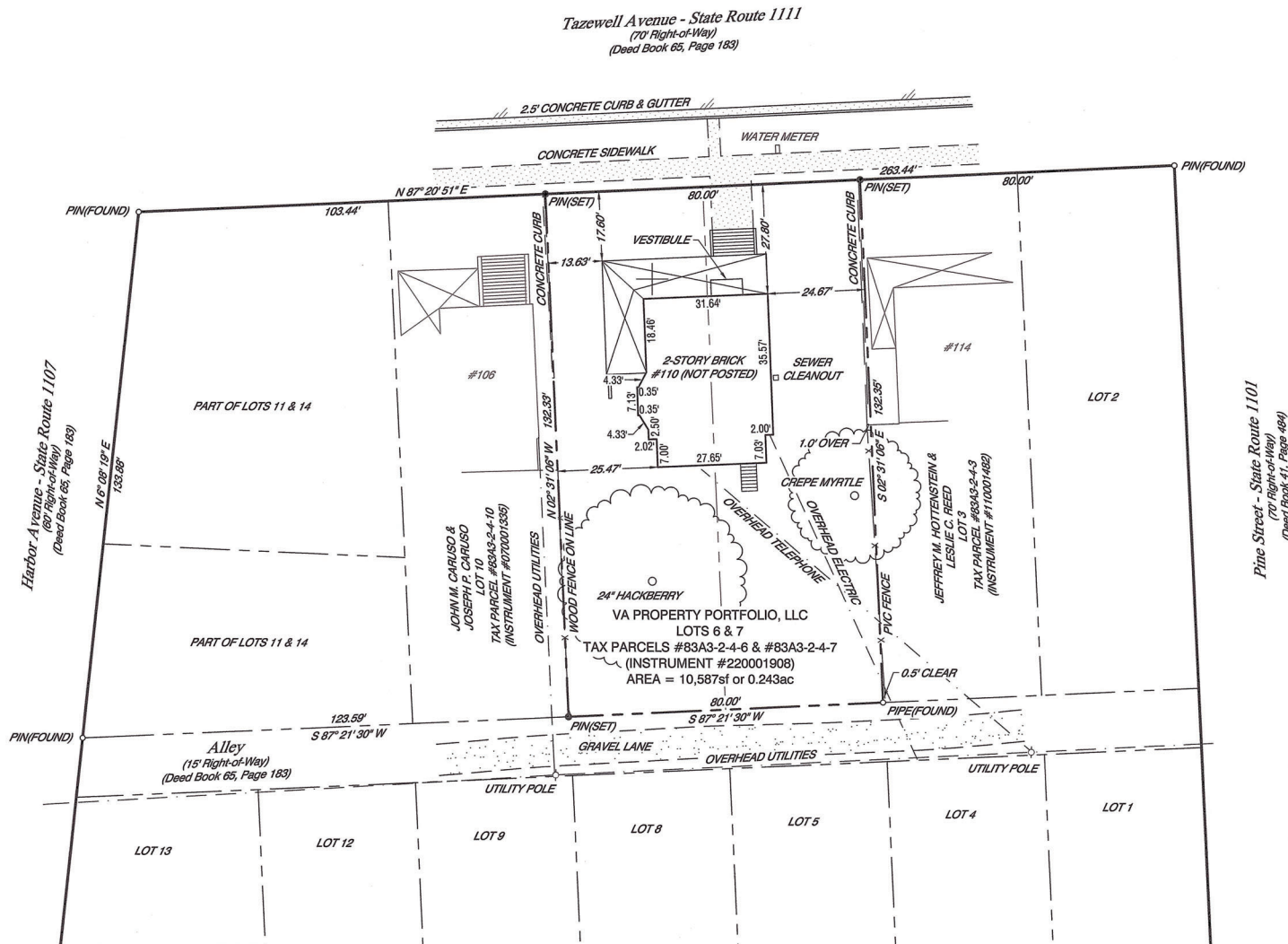
TOWN OF CAPE CHARLES

NORTHAMPTON COUNTY, VIRGINIA

FOR

Coastal Craftsmen Builders

NOVEMBER 4, 2023



THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/all EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.

FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM F.E.M.A. FLOOD MAPS. SHORELINE SURVEYORS IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

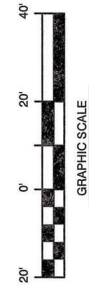
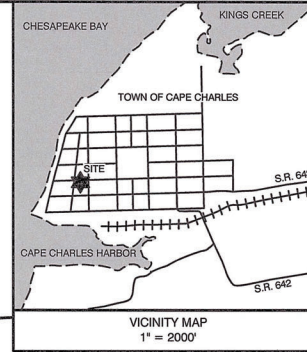
THIS PROPERTY APPEARS TO FALL IN:
FLOOD ZONE: X
COMMUNITY NO.: 510108
PANEL: 0285F DATED: MARCH 2, 2015

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.

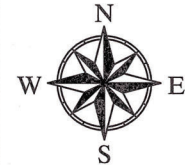
THE NORTH MERIDIAN OF THIS PLAT IS BASED ON THE VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD83.

THIS PLAT IS BASED ON A CURRENT FIELD SURVEY HAVING A CLOSURE EXCEEDING 1:82,552.

I, HEREBY CERTIFY THAT THIS BOUNDARY IS BASED ON A CURRENT FIELD SURVEY, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS.



MADE IN AMERICA



Shoreline Surveyors

23314 Courthouse Avenue - P.O. Box 735
Accomac, Virginia 23001
PHONE (757) 768-3960 FAX (757) 768-3962

SCALE: 1" = 20'

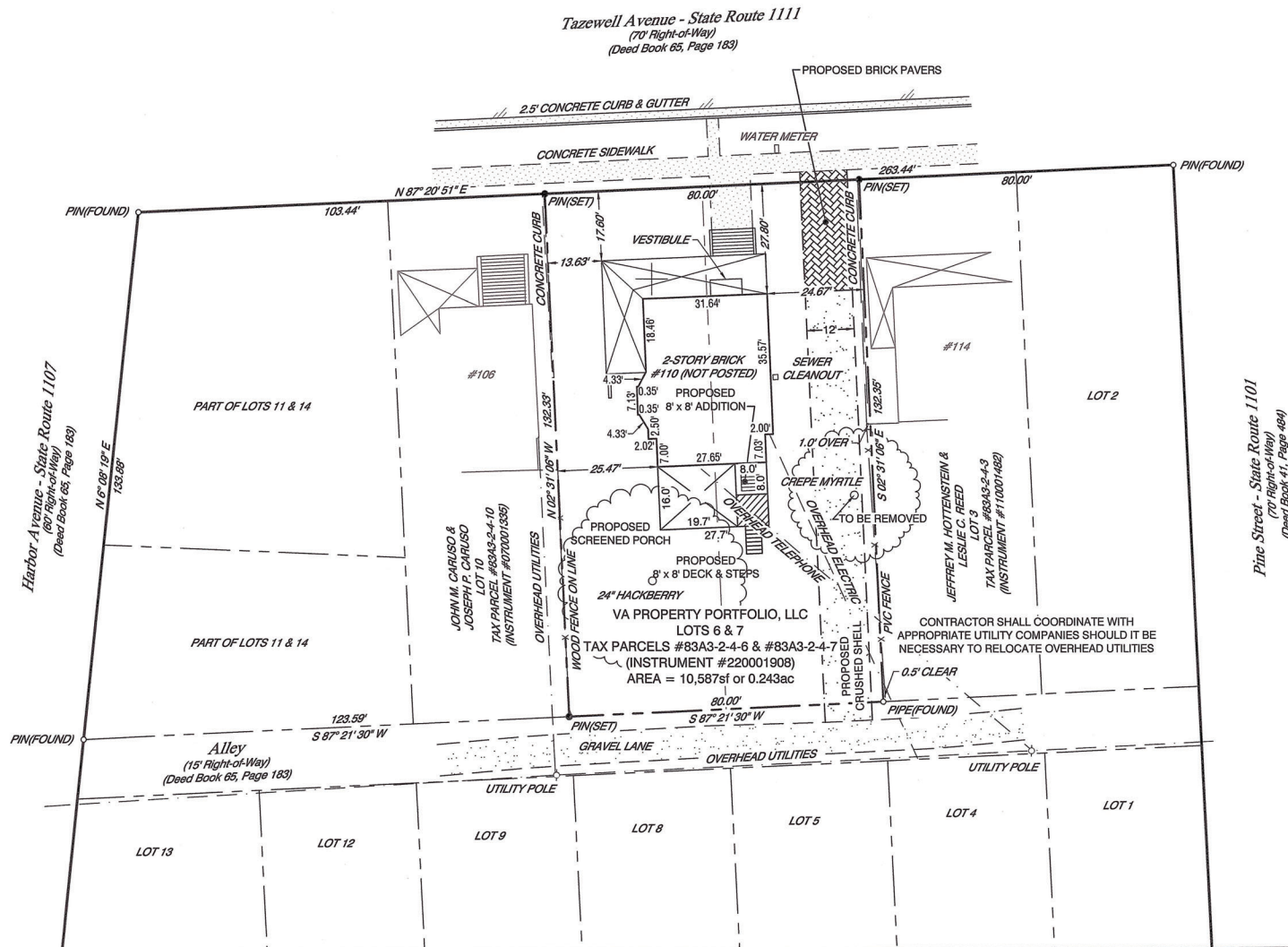
DRAWN: MAS
FIELD BOOK: 54, PAGE 1
JOB #23086
SHEET 1 OF 1

EXHIBIT SHOWING PROPOSED IMPROVEMENTS

AT
Lots 6 & 7, Block 4
"Sea Cottage Addition"

(DEED BOOK 65, PAGE 183)
TAX PARCEL #083A3-02-04-006
& 083A3-02-04-007

TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA
FOR
Coastal Craftsman Builders
NOVEMBER 30, 2023



Front: current rails





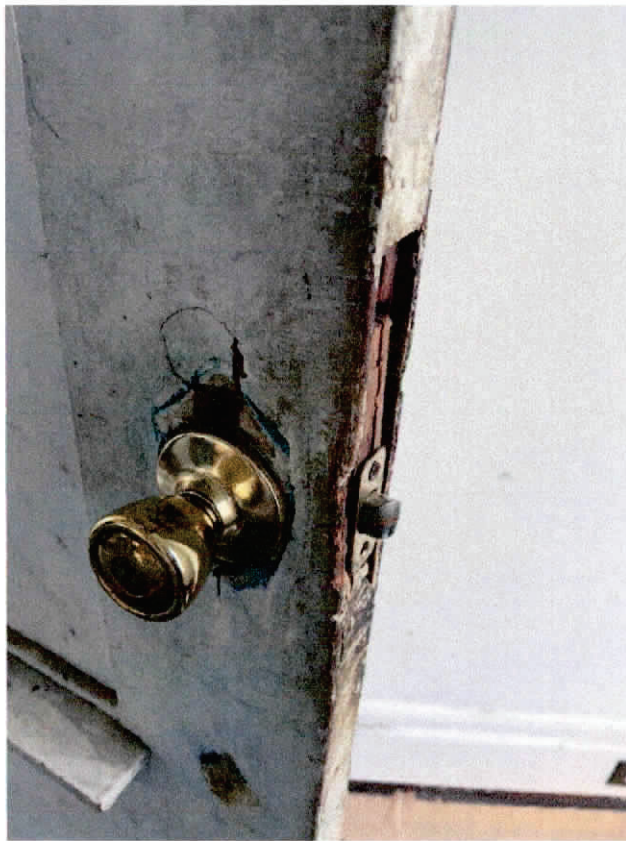
Front, Current rails



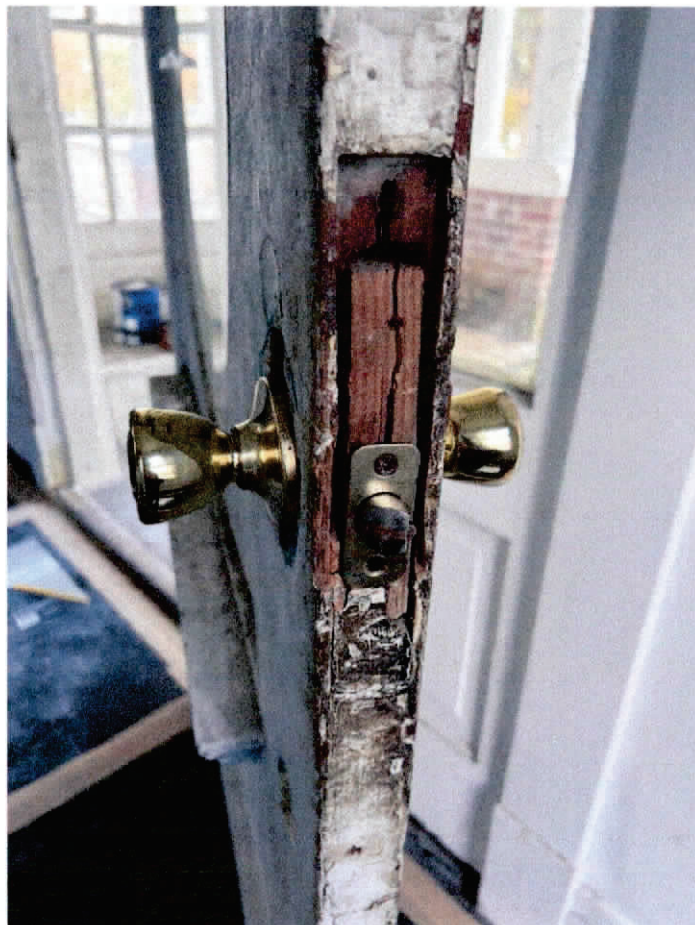
Front: current
panels

Front Porch Steps
*change to brick



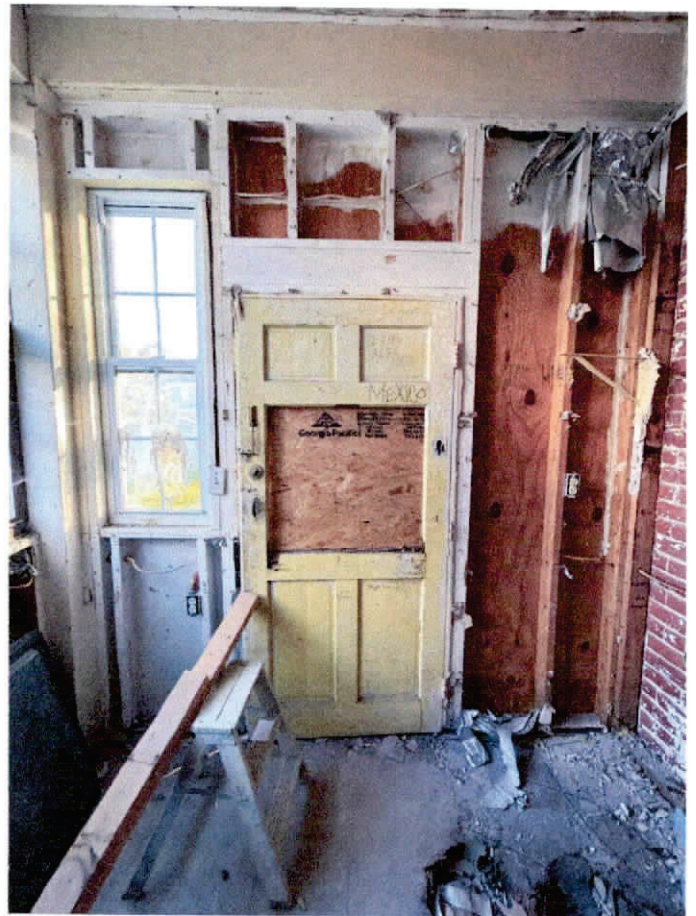


Front Door
- has been kicked in
a few times
- Rot & disrepair



* Back addition to be removed

* To be replaced ^{double hung} 3'w x 5'T



Front porch deck rot



Front Porch Decking Rot /
Disrepair



Hole in ^{Porch} Roof



Front Porch Rot



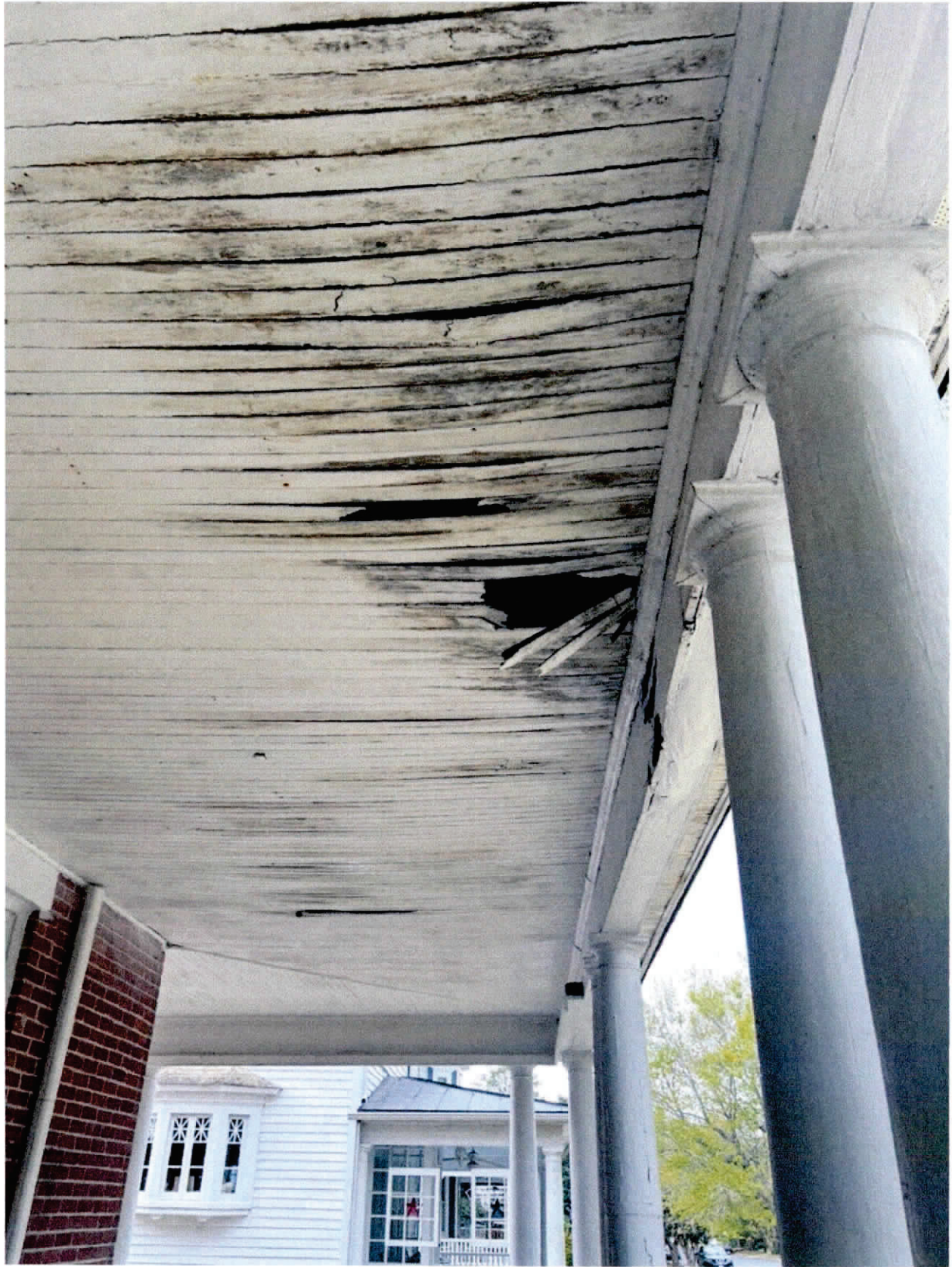
Front Porch Rot



Front Porch Rot



Front Porch Rot



Front Porch Rot



Front Porch Rot



Rot





Replacement Windows



Park Side / Left Side
of House

- 9 windows to be replaced
- 1 to be changed to an egress window



Front of House

- 5 windows to be replaced

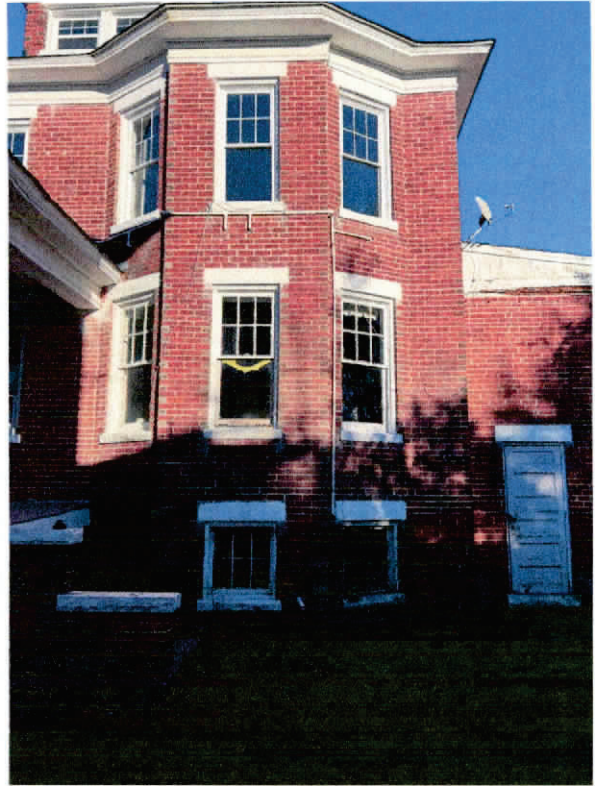
back of house



□ 3 windows replaced

⊙ 1 window changed to a door

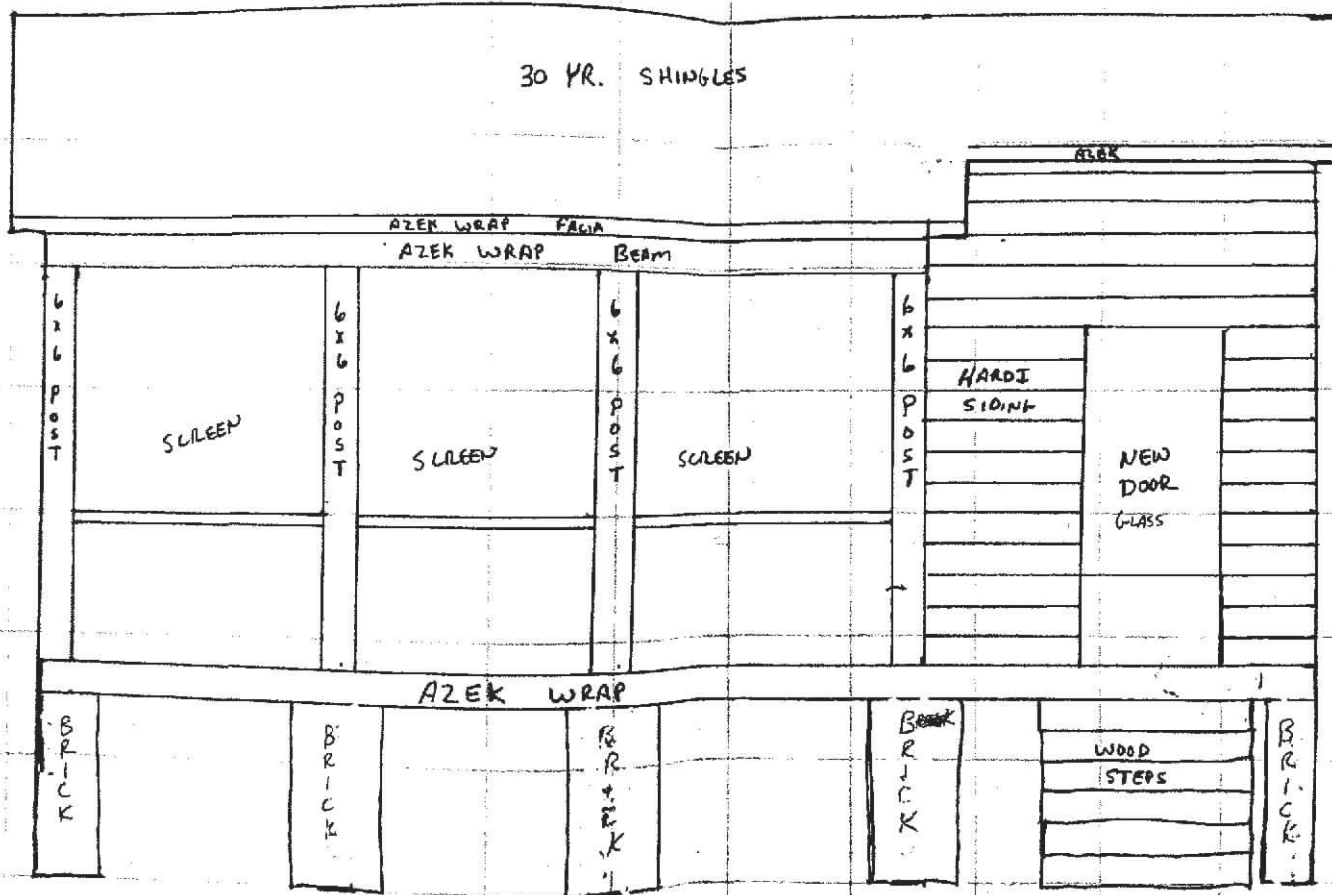
Side of House



water / right side of house

- 14 windows to be replaced

*all seen here to be changed



Manners House
110 Tazewell Ave.

Back of
house

HOUSE

5" HARDI

$\frac{3}{12}$ PITCH

NEW WINDOW

BRICK

EXISTENT DOOR

6x6 POST

6x6 POST

6x6 POST

6x6 POST

BRICK

BRICK PIER

BRICK PIER

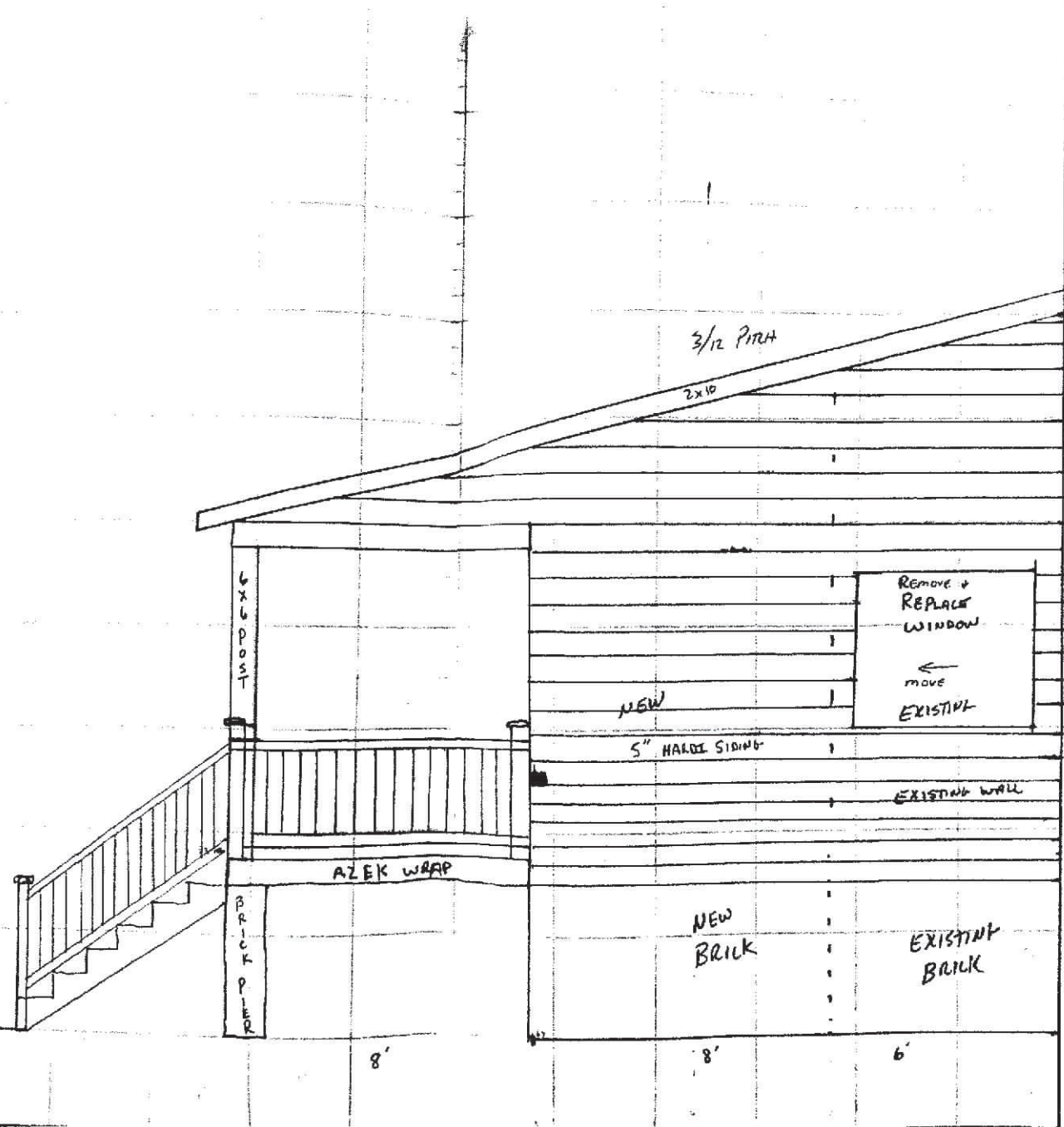
BRICK PIER

6'

16'

13'

Mahros House
110 Tazewell Ave.
water side
(right)



HOUSE

↑ 19"
↓

Manners House
110 Tazewell Ave.
Park Side
(left)

HOUSE

HOUSE

6' 4" x 38" window
no door

NEW DOOR
6' x 6' 8" French Door

20x16

NEW
SCREEN
PORCH

NEW Room
8x8

3' x 5' DR window
NEW

8x8
NEW DECK

Manner House
110 Tazewell Ave.

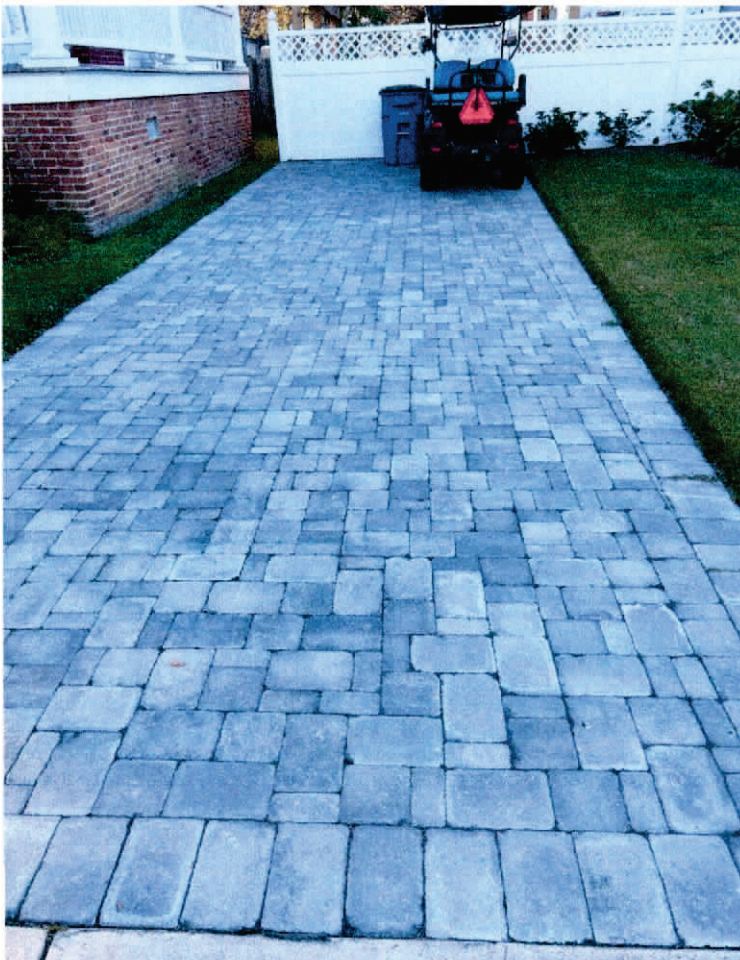
top - layout

Driveway to the left of house



Pavers installed to the
front of house

Shell front front of
house to back yard
12' wide



Pavers to be used

PROPOSED MATERIALS

Front Porch:

Balustrade: Vinyl Hampton 2" x 29-3/4" Square Baluster



Column: Ekena Fiberglass Round 8' x 8"



Ceiling: T&G PVC Material



Roof: IMAGE II Standing Seam Metal



Panel Coverage: 12", 16"

Rib Height: 1"

Rib Features: Snap-Seam Direct Fastened

Standard Gauges: 24 ga., 26 ga.

Like all Standing Seam Roof panels, Image II™ delivers a clean, linear elegance paired with unmatched quality for a dependable, long-lasting and beautiful roof. As a direct concealed-fastened option, Image II provides the benefit of the same great look at a more economical price.

Available Material: Steel

Available Substrate: Solid Substrate

Fasteners: Concealed, Standing Seam Roof

Standard Finishes: Acrylic Coated Galvalume®, K Colorfast45®, PVDF

Roof: Screen Porch & Mud Room: Timberline HDZ Shingles



Back Deck / Screened-In Porch: Landing (T&G AZEK) & Balustrades: Hampton Extruded Rail System PVC

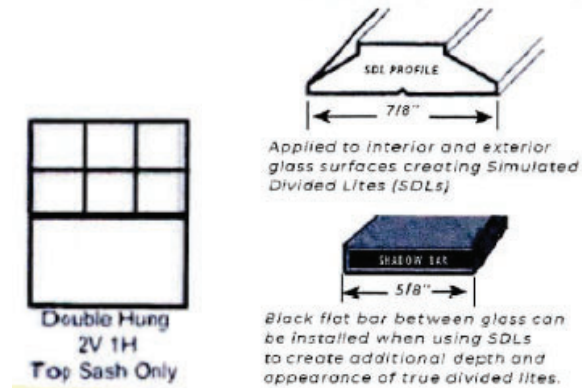


- Matte finish – 100% extruded Cellular PVC with aluminum reinforced core
- 3-1/2" width flat top profile (R540350F)
- 3-1/2" width peaked profile (R540350P)
- Commercial Code Approved spans up to 10 feet
- Hidden Stainless Steel fasteners

- 1-1/4" square-edge balusters
- 5" standard newel cover, 6", 8", 10" & 12" optional
- Solid PVC flat & pyramid newel caps, injection molded cap optional
- Mahogany top cap option available
- Does not require paint, but can be painted (LRV >55)

Windows: InVision Model 6800

Simulated Divided Lites



Features

- Up to 14% more glass and light than many traditional wood and vinyl windows
- Over 20% more vinyl by weight than many typical vinyl double hung windows.
- InNergy Rigid Thermal Reinforcement now standard in double hung keeper rail for added strength.
- Double Hung now at PG-50 structural and water rating "out of the box" withstands wind and wind driven rain to 143 mph - gateway size 40" x 63".
- Double Hung optional HC-55 Heavy Commercial rating to size 48" x 80" and HC-35 to size 56" x 91"
- Incredible Double Hung Triple Fuel Saver Glass U-Factor now at .16 (low e/low e/clear, argon/argon) with U-factor as low as .13 on other InVision window styles.
- Obsoletes expensive krypton gas.

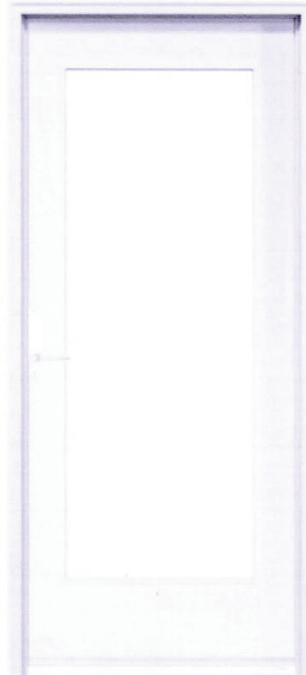
Doors:

Front: Wood with Sidelights & Transom:



Back Mud Room: Anderson

Panel Style #102 Straightline Glass Panel



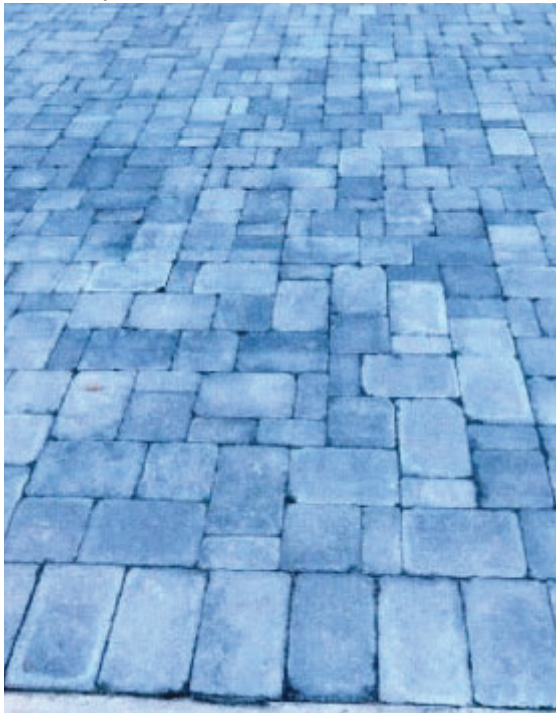
Screen Porch: Anderson 2000 Series
Aluminum Storm – Full View



Screen Porch (Interior): Anderson 200 Series
Hinged Patio – French Style



Driveway: Pavers in Left Side of house & Shell from front left side of house to back yard





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 19, 2023

Item #: 6F (1) – 645 Mason Avenue

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

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

Date: December 12, 2023

APPLICANT: Kerry Shackelford dba Ware Neck Properties, LLC/MRCM, Inc.	TYPE OF APPLICATION: Pre-Application / Certificate of Appropriateness
	WORK TO BE PERFORMED: Relocation of a two-story single-family home and accessory structure
CURRENT SITE INFORMATION ADDRESS: 645 Mason Avenue OWNER: Mason Avenue Development, LLC TAX MAP: 83A3-1-538 LOT SIZE: 5,595.75 sq. ft. CURRENT ZONING: Commercial Residential (CR)	PROPOSED SITE INFORMATION ADDRESS: 602 Washington Avenue OWNER: 602 Washington LP TAX MAP: 83A1-1-25 LOT SIZE: 5,591.29 sq. ft. CURRENT ZONING: Residential-1 (R-1)
HISTORIC REGISTER: CONTRIBUTING <i>Description: Ca. 1900, Folk Victorian</i> <i>Accessory Structure: Shed, Non-Contributing</i>	VACANT LOT
DATE APPLICATION RECEIVED: November 7, 2023	
PRE-APPLICATION MTG: December 19, 2023	
DATE APPLICATION DEEMED COMPLETE: November 7, 2023	
LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 5, 2023	

The applicant is seeking to relocate the 720 sq. ft two-story single-family home with a 144 sq. ft. open front porch with brick steps, and a 90 sq. ft. side porch and porch; and the 288 sq. ft. rear accessory structure from 645 Mason Avenue to 602 Washington Avenue.

The two-story single-family home will be placed on a parged block foundation, at the same height as the existing location, and the front porch will be retained but the brick steps will be replaced with wood steps. A 5' x 5' covered side porch will be built using treated wood for framing, decking, and steps, metal standing seam roof, and Richmond wood rails with square posts. Additional minor in-kind replacements include five window sashes that are fogged, damaged trim, and any needed from move.

EXISTING PICTURE:



AERIAL MAP: 645 Mason Avenue



AERIAL MAP: 602 Washington Avenue



STAFF ANALYSIS:

ZONING COMPLIANCE

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

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 10.1: Relocation

STAFF RECOMMENDATION:

Staff is requesting the HDRB review the application material submitted by the applicant and determine if the relocation proposed for the home will be compatible with the character and historic appearance of the neighborhood and that prior to the move any character-defining features of the home are protected.

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

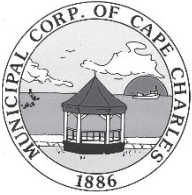
The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

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

Attachment 2 – Historic District Overlay Design Guidelines Section 10.1: Relocation



Certificate of Appropriateness Application

Relocation

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

planningtech@capecharles.org

Revised 10/2023

Taxes	PD
Violations	N/A
Fee	\$500.00 PD
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

- ☐ A) Site Plan ☐ B) Certified Structural Engineer Report including an abatement report, if applicable
☒ C) Photos of existing condition ☐ D) Floor Plans Showing Condition ☐ E) Elevations in relation to adjacent properties
☐ F) Photos of surrounding area ☒ G) Owner Permission Affidavit ☒ H) Relocation Proposal, if applicable
☐ I) COA - New Construction, if applicable ☒ J) Zoning Clearance Application ☒ K) Payment of Fee ☐ L) Tree Permit Application

Owner signature: _____

Date: _____

PART 2: PROPERTY INFORMATION

Property Address: 645 Mason Ave

Tax Map #: 83A3-1-538

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

Zoning District: CR

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Gerry Blankenship

Mailing Address: 9880 Hemlock Hills CT, Manassas, VA 20111

Phone Number: 703-627-8522

Email: gerry@virginiabuilderllc.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Ware Neck Properties, LLC/MRCM, Inc. /Kerry Shackelford

Mailing Address: P.O. Box 911 Williamsburg, VA 23187

Phone Number: 757-650-7277

Email: Kerrymrcm@gmail.com

PART 5: PROJECT INFORMATION

Detailed Description of existing conditions regarding the structural soundness and integrity of the structure. (If any tree removal is being proposed a Tree Permit Application must be completed.)

See attached

PART 6. HOUSE INFORMATION

Property Address: **645 Mason AVE**

Year Built: **1896**

Relocation Address: **602 Washington Ave**

Preparation: **Lifting and loading on axles**

Travel Path: **West on Mason, North on Bay, East on Washington**

Challenges: **Utilites in path of movement**

PART 7. MOVING COMPANY DETAILS

COMPANY NAME **Expert House Movers, LLC**

**MOVING COMPANY
EXPERIENCE** **Extensive**

**PROOF OF
INSURANCE**

Plan Name or Coverage Type:
Policy Number:
Effective Date:
Expiration Date:

SURETY BOND

Surety Name:
Surety Bond Number:
Effective Date:
Expiration Date:

**In case of damage/s
List name of
responsible party**

**Ware Neck Properties, LLC/Museum Resources Construction & Millwork, Inc.
Kerry Shackelford**

Indicate the location and dimensions of any of the following below and on your site plan.

Alley: ☒ No ☐ Yes – Materials:

Underground Electric: ☒ No ☐ Yes – Materials:

Other Utilities: List below:

Water and sewer will be disconnected and protected from damage as house is removed from

645 Mason, no underground utilites exist on the destination of 602 Washington

645 Mason, no underground utilites exist on the destination of 602 Washington

645 Mason, no underground utilites exist on the destination of 602 Washington

645 Mason, no underground utilites exist on the destination of 602 Washington

Describe how the proposed relocation will impact the subject property and any adjacent or surrounding properties. Provide streetscape analysis to illustrate how the relocation impacts the street and surrounding district.

The house sits on a isolated lot, with a empty lot on the South side and commercial property adjacent to the South Vacant Lot. On the North side there are two vacant lots and one residential structure, adjacent to the North side lots. The House itself is an example of simple frame construction

Describe the proposed future use of this property will relate to and represent the surrounding historic district (e.g., adjacent buildings, streetscapes):

The relocated structure will be used as a residential property and a Short Term Rental. The property will be carefully maintained in order to enhance the historic nature of the structure and the surrounding properties.

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the demolition 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 any changes to the plan before or during destruction will be provided to the Zoning Administrator and Building Official before such changes are initiated.

Applicant's signature: Kerry Shackelford

Date: 11/3/23

Zoning Administrator's signature: _____

Date: _____



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: 645 Mason Avenue

Tax Map #: 83A3-1-538

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Mason Avenue Development, LLC

Mailing Address: 150 W. Market Street, Suite 200, Salisbury, MD 21801

Phone Number: 410-603-8380

Email: dmiller@ggibuilds.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: Kerry Shackelford/MRCM, Inc.

Mailing Address: P.O. Box 911, Williamsburg, VA 23187

Phone Number: 757-650-7277

Email: Kerrymrcm@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: [Signature], member

Date: 3 Nov 2023

State of Maryland

County of Wicomico

3 day of November, 2023

by Dwight Miller

The foregoing instrument was acknowledged before me this
(name of person acknowledged)

Signature of Notarial Officer: [Signature]

Notary Registration number: _____

My commission expires: 11/24/2024

EVA SEICHEPINE
Notary Public-Maryland
Wicomico County
My Commission Expires
November 14, 2024



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: **602 Washington Ave**

Tax Map #:

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **600 Washington Ave LP**

Mailing Address: **13820 Braddock Springs Rd Apt J**

Phone Number: **703 627-8522** Email: **Gerry@VirginiaBuilderLLC.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: **Kerry Shackelford/MRCM, Inc.**

Mailing Address: **P.O. Box 911, Williamsburg, VA 23187**

Phone Number: **757-650-7277**

Email: **Kerrymrcm@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: *[Signature]*

Date: Nov 6, 2023

State of VA, County of Northampton, The foregoing instrument was acknowledged before me this 6 day of Nov, 2023, by Paul Greenville Watson (name of person acknowledged)

Signature of Notarial Officer: *[Signature]*

Notary Registration number: 7096524

My commission expires: 12-31-23

Seal



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/03/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MP Specialty Insurance 1179 Sunset Blvd. P.O. Box 4119 West Columbia SC 29171	CONTACT NAME: Jackie Middleton PHONE (A/C, No, Ext): (803) 602-0471 E-MAIL ADDRESS: jmiddleton@mpspecialty.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Clear Blue Specialty Insurance Company INSURER B: Rock Ridge Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 37745 11089
INSURED Expert Construction Inc.; Expert House Movers, LLC 4556 Blackwater Rd Virginia Beach VA 23457		

COVERAGES**CERTIFICATE NUMBER:** 2023 REG**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ X C U ☒ Care Custody Control/Structural Mv GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			AW03-RS-2300254-01	06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Riggers Liab/CCC \$ 1,000,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			AW92-RS-2300123-01	06/01/2023	06/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 100,000
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			AW042300152-01	06/01/2023	06/01/2024	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**Kerry Shackelford President, MRCM Inc.
P.O. Box 911

Williamsburg

VA 23187

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Construction and Millwork

P.O. Box 911, Williamsburg, Virginia 23187
Ph. 757-650-7277 Fx. 804-966-1800

We propose to relocate the residential structure and shed, currently located at 645 Mason Ave, to a vacant lot located at 602 Washington Ave.

645 Mason Ave

The structure is positioned on a conforming lot of 40' x 140', with a 25' setback in the front and 75' from the rear property line. The home sits 18' from the East property line and 6' from the West. A shell covered drive is located on the West side of the structure, and the lot on which it is located is one lot to the West of the end of the block.

The principal structure is an 18' x 24', 2 story frame building, with a 1 story 16' x 18' section in the rear. The completed structure includes a 8' x 18' open porch in the front, with brick stairs, and a 5' x 18' side porch and ramp. The original structure and front porch were built just prior to the turn of the 20th century and were extensively remodeled in the early 21st century, adding the side porch and ramp. During this renovation a 21st century 12'x24' portable shed was added near the rear property line running East to West. The structure would be moved in its entirety, including the porches, and the accessory building.

The renovations during the 21st century, unfortunately, obliterated any historic material used in the original construction except for wall and roof framing. The windows, jambs and trim were removed and replaced with vinyl sash, and little to no trim to outline the windows. The renovations also included raising the structure to 25" above grade and adding a parameter foundation of modern brick. The front porch was removed and rebuilt in its current form using vinyl posts, railings, and wood decking. A single light modern door was also installed on the front and West elevations.

The West side porch was built along with an entry door to provide ease of entrance to the rear of the building and a long sloping ramp was constructed to provide access to the porch. A simple treated 4"x4" set of posts with a sheet of tin serves as the roofing structure for the porch.

The exterior of the home is clad in 7" exposure, wood grained, Hardie Plank, with yellow pine corners, and trim. The cornice is not boxed and is simply covered with plywood and yellow pine that is in a deteriorated state as is much of the exterior trim.

The interior of the structure was gutted removing all the trim, and interior partitions, along with the staircase to the 2nd floor. The current interior is composed of one large room in the front, a full bath, kitchen and rear stairs to the 2nd floor. Windows were installed with no interior trim, just the drywall returned to the window jamb. The stairs are composed of modern oak handrails and was being redone to reorient the entrance when the current owners purchased the property and as such is incomplete. The remodeled upstairs included only 1 room, however in recent work a partition was added making 2 bedrooms on the second floor, however this work is also incomplete. Carpet covers the second floor, modern laminate flooring exists on the first floor, with the original flooring remaining only on the second floor.

The structure is generally in a state of good repair, notwithstanding the exterior trim. The floor system was replaced when the house was raised and is in good repair. All this said moving the structure is reasonable considering its condition.

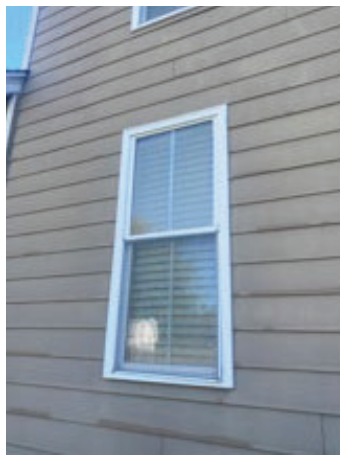
The house contains little historic value, even though it was built during the last of the 19th century, it is a good example of a structure that was modernized to the point it is no longer a historic building. The current owners have plans for a larger commercial structure to be located on the lot along with the adjoining lots and as such desire to relocate the structure to save the remaining historic value of the home and to allow the structure to continue to contribute to the overall appearance of the Historic District of Cape Charles. The new location at 602 Washington Ave will in many ways mimic the position and sitting of the original location. The Lot is located one lot removed from the West end of the block and the structure will be situated, in a similar fashion to its original location. 5' from the East side of the lot, and 18' from the west side. The house will be placed on a block foundation, at the same height as the existing location, that will be parged

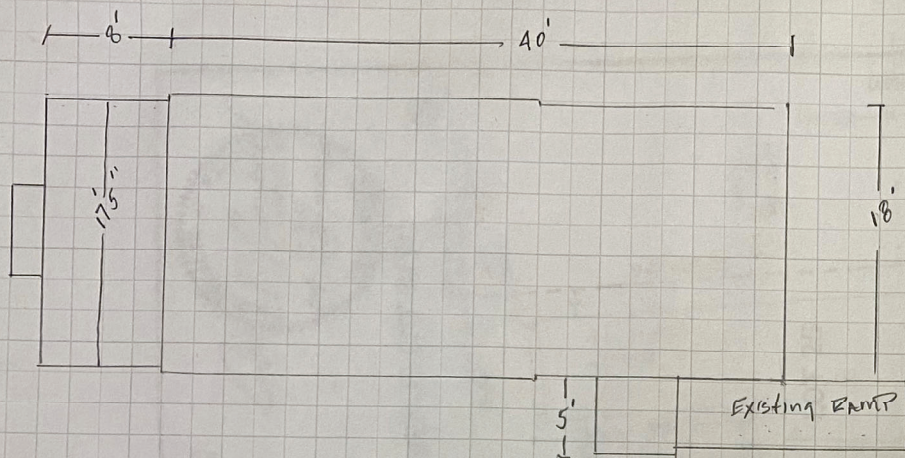
and the front porch will be retained as is, with the addition of wood steps. The side porch will be rebuilt without the ramp, abut with wood stairs, and otherwise as it is currently configured.

The structure will require some repairs when it is relocated. We propose to replace the trim that is damaged with a poly-vinyl (Azek or similar product), repair the front porch trim and build a wood stair as an entrance to the porch. The side porch will be rebuilt in its entirety, as a 5' x 5' porch with rear facing stairs, using treated wood for framing and wood decking, along with a standing seam metal roof. Simple square posts and Richmond rail wood railings. 5 window sashes will have to be replaced as they are fogged but will be replaced in kind. Other minor repairs as needed will be done with "In Kind" materials when identified.

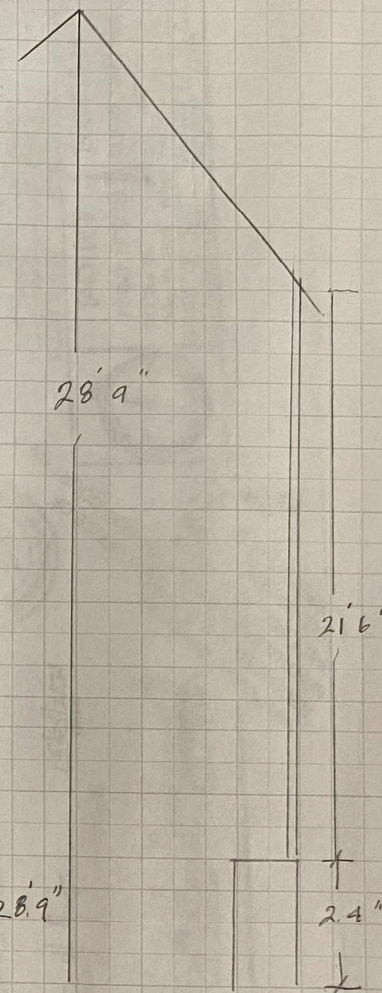
Kerry Shackelford
President, MRCM, Inc
Ware Neck Properties, LLC

EXISTING PICTURES





PLAN EXISTING HOUSE



ELEVATION
Height 28' 9"



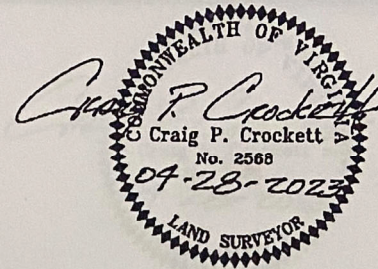
Museum Resources Construction
& Millwork Inc.
Historic Restoration & Preservation
P.O. Box 911
Williamsburg, Virginia 23187
757-650-7277 kshack@museum-resources.com

JOB EXISTING 645 MASON

SHEET NO. _____ OF _____
CALCULATED BY _____ DATE 11/5/23
CHECKED BY _____ DATE _____
SCALE _____

SURVEYORS 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 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.



GENERAL NOTES:

1. OWNERS: 600 WASHINGTON, LP

2. TAX PARCELS: 83A1-1-25,

3. SOURCE OF TITLE: INST. 160000749

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN MAY 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. 51131C295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON DOES NOT LIE IN A FLOOD ZONE. (ZONE X)

7. PLAT REFERENCE: D.B. 41, P. 484 (PLAT)
INST. 200001426

8. AREA OF LOT 25: 5,591.29 SQ. FT. (0.128 AC)
AREA OF LOT 28: 5,595.75 SQ. FT. (0.128 AC)

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

Martha Donovan, 5-9-2023

MARTHA DONOVAN, DATE
MANAGING MEMBER, 600 WASHINGTON, LP

I, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR MY COUNTY AND STATE, DO HEREBY CERTIFY THAT THE SIGNATURE HERETO, WHOSE NAME IS SIGNED TO THE FOREGOING WRITING, DATED APRIL 28, 2023, HAS ACKNOWLEDGED THE SAME BEFORE ME IN MY COUNTY AND STATE, GIVEN UNDER MY HAND ON THE DATE SHOWN HEREON.

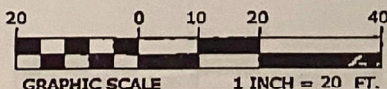
Dominga Rodriguez Bustos, 5-9-2023
NOTARY PUBLIC FOR MARTHA DONOVAN DATE

COUNTY OF Prince William STATE OF Virginia

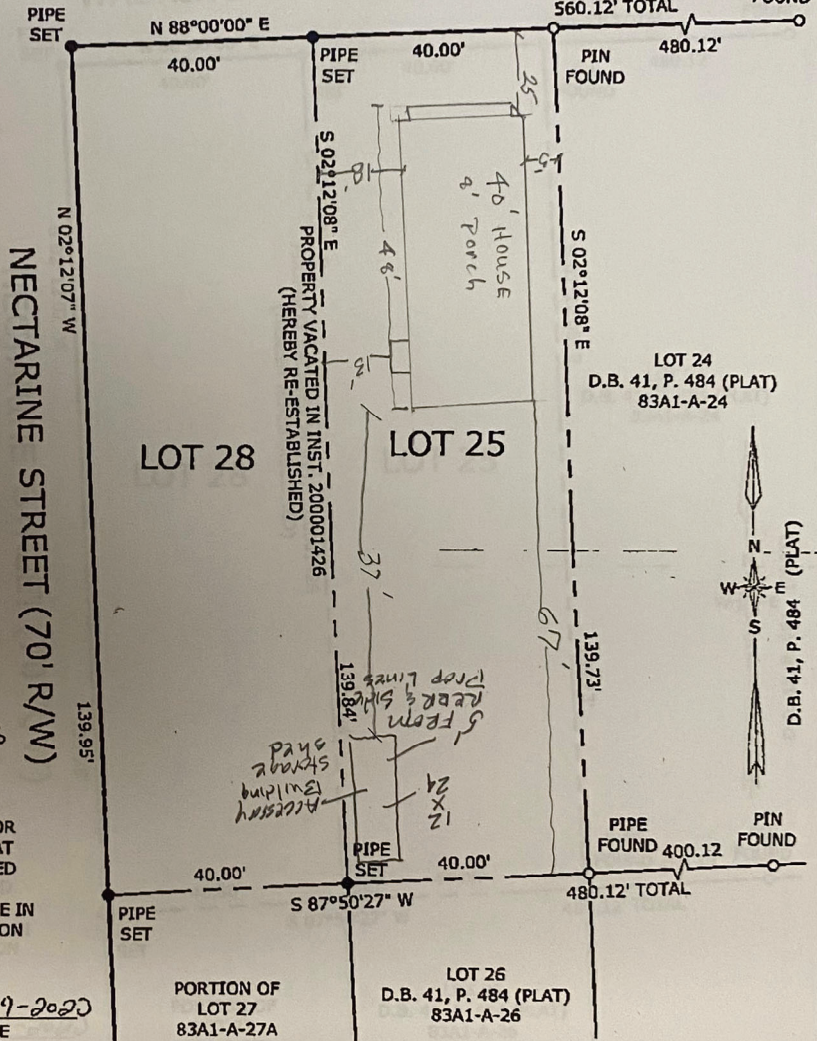
MY COMMISSION EXPIRES 4/30/2025

APPROVED FOR RECORDATION

Katie H. Nunez, 5/6/2023
KATIE NUNEZ DATE
PLANNER, TOWN OF CAPE CHARLES



WASHINGTON AVENUE (70' R/W)



RE-ESTABLISHMENT OF PROPERTY LINE
LOTS

25 & 28

MAP OF THE TOWN OF
CAPE CHARLES

CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR 600 WASHINGTON, LP
SCALE: 1" = 20' APRIL 28, 2023



POINT NORTH

POINT NORTH SURVEYING LLC

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

DRAWN BY: CROCKETT FIELD BOOK: F.B. 18, P. 2
BACK TRAV: CROCKETT PROJECT NO: 23026

INSTRUMENT 230001133
RECORDED IN THE CLERK'S OFFICE OF
NORTHAMPTON COUNTY CIRCUIT COURT ON
MAY 1, 2023 AT 03:40 PM
FILED BY: MWD

CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES



10

RELOCATION & DEMOLITION

When a contributing building is lost from a Historic District, it impacts the district by diminishing its integrity. Removing a historic building from its original site and setting disconnects the building from the context in which it was meant to exist, resulting in the removal of its contributing status and any available incentives or protections. Relocation should be a final alternative, reserved only for historic buildings that face eminent threat of demolition. Likewise, demolition is strongly discouraged. All other alternatives should be explored before a contributing building is relocated or demolished.

**Please note: Examples found in the following chapter include best practice photographs, most of which have been found throughout Cape Charles. Any photograph that considers negative impacts to historic features is from examples outside of the town.*

BOARD REVIEW

10.1 RELOCATION

Relocating a contributing building in the Cape Charles Historic District Overlay requires a Certificate of Appropriateness (COA) from the Historic District Review Board (HDRB). The following factors should be considered and discussed with Cape Charles town staff *prior* to applying for a COA:

- 1. Site and setting:** What options are there for relocation that provide a similar site and setting? Will the building or the overall district's integrity be negatively impacted by relocation? Are there appropriate vacant lots with similar context available within the district that can receive the building? These may include placement on the block (corner versus mid-block lot), adjacent setbacks (consistent or staggered), and lot size (width and depth).
- 2. Structural integrity:** Will the process of moving the building negatively impact its structural integrity? Will the building survive the move?
- 3. Threats to the resource:** Is moving the building the only way to save it from demolition? Will the building be moved within the district or to a location outside of the district? If the building is to be moved from the district, can restrictions be placed on it to ensure its preservation in its new location?



(Truebeck Construction, 2019)

Figure 10.1 - As discussed in Chapter 3, the setting around a building can be a character-defining feature. A new site should be carefully selected.



(Pinterest, unknown)

Figure 10.2 - Often, buildings will be separated for relocation, potentially damaging the structure and compromising the historic integrity.



(Bizjournals.com, 2018)

Figure 10.3 - It is a large undertaking to relocate a historic building, and if approved, should be done so with great consideration and planning.

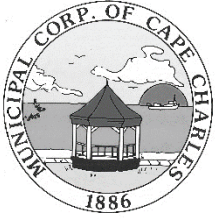
10.1.1 GUIDELINES FOR RELOCATION

1. Document the threat. Demonstrate why the building cannot remain in its historic location.
2. Secure a site that is compatible with the character of the original site. Considerations should include setback, lot size, orientation, and relationship to surrounding resources.
3. Protect character-defining features of the building prior to the move. If feasible move the building as a single unit, rather than dissecting it, which could result in the loss of historic material. Carefully plan the move route to take into account trees and other vegetation, power lines, and other obstacles.
4. Contact the Virginia Department of Historic Resources to determine if the building can remain listed as contributing to the Virginia Landmarks Register and National Register listed Cape Charles Historic District if moved within the district;
5. Document the building in its historic setting prior to moving it – documentation should include photographs that fully record the exterior elevations of the building and the surrounding site;
6. Consider preparing measured drawings of the building if it is possible that substantial repairs will be necessary after the building is moved;
7. Identify an experienced company to relocate the building. Be sure to check their references.
8. Explore the potential for archaeological resources on the moved building site and the receiving site; consider hiring a professional archaeologist to examine the sites prior to relocation.

If a COA for relocation is granted by the HDRB, the following steps should be taken to prepare for relocation:

4. Contact the Virginia Department of Historic Resources to determine if the building can remain listed as contributing to the Virginia Landmarks Register and National Register listed Cape Charles Historic District if moved within the district;
5. Document the building in its historic setting prior to moving it – documentation should include photographs that fully

Noncontributing buildings may be proposed for relocation to or within the Cape Charles Historic District Overlay, provided that their new location does not negatively impact adjacent historic buildings or the overall character of the district. A COA is required from the Zoning Administrator prior to relocating noncontributing buildings within the district to ensure the placement and siting of the building is consistent with the surrounding district.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 19, 2023

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: December 11, 2023

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 540 Jefferson Avenue – Roof replacement on front porch, pursuant to CCZO Section 8.17 (B)
- b. 512 Monroe Avenue – Replace two front replacement windows, pursuant to CCZO Section 8.17 (B)
- c. 549 Randolph Avenue – Repair existing roof flashing & Roof Slates, pursuant to CCZO Section 8.17 (B)

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