

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
January 16, 2024 @ 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) December 19, 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:**
 - (1) 623 Madison Avenue: Tyler and Corinne Maulsby represented by QS, LLC – to change: front and rear door style, lattice skirting from diagonal to square, front porch window and door trim style; and add one window on front of the single-family dwelling.
 - C. **RENOVATION, MINOR:** None.
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 542 Monroe Avenue: Kathleen McGuigan and Steve McGowan –to replace twenty-one existing 1/1 vinyl windows with new 1/1 Fibrex windows on the two-story single-family dwelling.
 - (2) 224 Jefferson Avenue: Brian Pavlik – to replace twenty-three existing 1/1 vinyl windows with new 1/1 vinyl windows on the two-story single-family dwelling.
 - (3) 212 Madison Avenue: Ronald and Deborah Kar – to replace twenty-one existing 6/1 wood windows with either 6/1 vinyl or 6/1 Ultrex Fiberglass windows on the two-story single-family dwelling.
 - (4) 646 Tazewell Avenue: Susan and Bob Eidam – to replace all existing wood windows with new wood windows, existing wood front door with a new wood front door, and existing siding and trim as necessary on the two-story single-family dwelling.
 - (5) 609 Mason Avenue: Edward and Bonita DeAngelis represented by Angelo Collins, Jr. – to replace front metal door with a fiberglass door, vinyl siding with Hardie plank, and coil wrapped trim board with Hardie board on the single-family dwelling.
 - (6) 509 Randolph Avenue: Cape Charles Baptist Church, Trustees represented by Russell Goodrich – to replace second floor windows, front porch wood flooring and components with composite material, wood trim on the two-story single-family dwelling.
 - (7) Tax Map #83A1-1-26 Jefferson Avenue: Chris and Stephanie Finocchio represented by QS, LLC – to construct a new 1,071 square feet two-story single-family residence; patio; outdoor shower; and driveway
 - (8) Tax Map #83A1-1-62 Jefferson Avenue: Greg and Emily Oliff represented by QS, LLC – to construct a new 1,475 square feet two-story single-family residence; outdoor shower; and driveway
 - (9) Tax Map #83A1-1-31 Jefferson Avenue: Patricia Arndt dba Wilmington Lots, LLC – to construct a new 820 square feet two-story single-family residence; walkway; patio; outdoor shower; and a new 820 square feet two-story accessory structure with an outdoor shower
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER:** None
7. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**

Agenda Item 4B

Minutes



HISTORIC DISTRICT REVIEW BOARD

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

At approximately 5:00 p.m., Vice-Chairman Thom announced that this evening's meeting could not be held due to the lack of a quorum. 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 no members of the public in attendance.

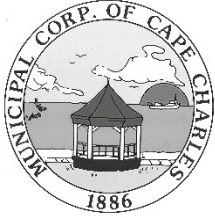
Vice-Chairman Thom added that a special meeting has been scheduled on Wednesday, January 3, 2024 starting at 3:00 p.m. in the Cape Charles Civic Center.

Vice-Chairman Herb Thom

Planning/Zoning Assistant Preservation & Zoning Administrator

Agenda Item 6B (1)

623 Madison Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6B (1) – 623 Madison Avenue

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

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

Date: December 21, 2023

APPLICANT: QS, LLC

OWNER: Tyler and Corinne Maulsby

TYPE OF APPLICATION: Modification of Certificate of Appropriateness Issued on 5/17/2023

SITE ADDRESS: 623 Madison Avenue

TAX MAP: 83A3-1-358

LOT SIZE: 5,600 sq. ft.

WORK TO BE PERFORMED: Change door & skirting style, and add a front window

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Not listed

DATE APPLICATION RECEIVED: December 5, 2023

PRE-APPLICATION MTG: November 14, 2023

DATE APPLICATION DEEMED COMPLETE: December 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 5, 2024

The applicant is seeking to modify the previously approved Certificate of Appropriateness which was for a **brand new home** as follows:

- Change Style:
 - Doors: Approved Front and Rear – Therma-Tru Fiberglass Half-Lite with Transom and 4” Trim
 - Proposed Front – Fiberglass 4-lite/2-panel no Transom
 - Proposed Rear – Fiberglass 2-lite/2-panel no Transom
 - Skirting: style from diagonal to square
 - Trim: Ram’s Head style
- Add Window to Front Gable

AERIAL MAP



MATERIALS:

Doors: Fiberglass: Front: 4/2; Rear -

Window: Anderson 2/2 Double Vinyl; Trim: 4"; Sills: 2"

STAFF ANALYSIS**ZONING COMPLIANCE**

The property is a legal, conforming use and this application is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 5.13: New Construction of Primary Buildings

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and proposed modifications to the home are in keeping with the Guidelines of the Historic District and 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

RECEIVED
12/5/2023



Certificate of Appropriateness Application Renovation

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

Revised 03/2023	
Taxes	✓pd AO
Violations	N/A
Ed ch# Fee SAC	\$200
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: *[Signature]* Date: 11/28/23

PART 2: PROPERTY INFORMATION

Property Address: 623 Madison Ave. Tax Map #: 83A1-1-134
Is there an active Certificate of Appropriateness on this property? ☐ No ☒ Yes 5/17/23 Date Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Tyler + Corinne Maulsby
Mailing Address: 545 Bridgewood Rd. Maplewood, NJ 07040
Phone Number: 646-413-9586, 917-387-5192
Email: tmaulsby@gmail.com, corinne.maulsby@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: OS LLC
Mailing Address: P.O. Box 1090, Cheriton, VA 23316
Phone Number: 757-331-4560
Email: heatherbehreusgs@gmail.com

PART 5: PROJECT INFORMATION

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

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Existing Material:	Proposed Materials:
Other / Additional Notes:	

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: <i>Fiberglass</i>
Dimensions: Width Height	Dimensions: Width <i>6'</i> Height <i>8"</i>
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:

Changing front + rear door style

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>1</u> Removed: <u>2</u> - Removing transoms over front + rear door Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: <u>3'0"</u> Height: <u>5'0"</u> Depth: _____
Material: _____	Material: <u>vinyl</u>
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☒ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ 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.): <u>Changing lattice skirting from diagonal to square</u>	
F. STEPS/STOOPS/RAILINGS ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. DECKS & PATIOS ☐ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing material:		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot:			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☒ Alteration			
Location (Attach diagram & pictures): <i>front porch + front door</i>			
Existing Material: <i>azek trim</i>		Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used: <i>azek trim</i>			
Dimensions:			
Reason for repair or alteration (change of material or design): <i>Changing porch window + door trim to Ram's head style</i>			
J. MASONRY ☐ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
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: Heather Behrens

Date: 12/4/23

Zoning Administrator's signature: _____

Date: _____

Zoning Ordinance Article VIII Section: _____



Owner Affidavit for Permission to Represent

Planning & Zoning Department

757-331-3259 x24

planningtech@capecharles.org

Revised 9/2022

Taxes	
Violations	
Fee	
Decision	

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.

Property Information

Subject Property Street Address: Madison Avenue (Lot 134)

Subject Property Tax Map #: 083A1-01-00-0000134

Owner Information

Owner's name: Tyler Maunuby

Mailing address: 545 Ridgewood Rd, Matherwood, NJ 07040

Phone number: 646-413-9586 Email: tmaunuby@gmail.com

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

Representative Information

Name: QS LLC

Mailing address: 21357 S. Bayside Rd, Chertov VA 23316

Phone number: 757-331-4560 Email: heather.behrens.qs@gmail.com

☒ to file documents on my behalf ☒ to represent me in meetings with Town officials

Representative Information

Name: _____

Mailing address: _____

Phone number: _____ Email: _____

☐ to file documents on my behalf ☐ to represent me in meetings with Town officials

Signature of owner: Tyler Maunuby Date: 2/28/23

State of New York County of New York

The foregoing instrument was acknowledged before me this 28th day of February, 2023, by
Tyler Maunuby (name of person acknowledged)

Signature of Notarial Officer: Donald P. Thoresen

Notary Registration number: 01744857742

My commission expires: Oct. 27, 2025

DONALD P. THORESEN

NOTARY PUBLIC-STATE OF NEW YORK

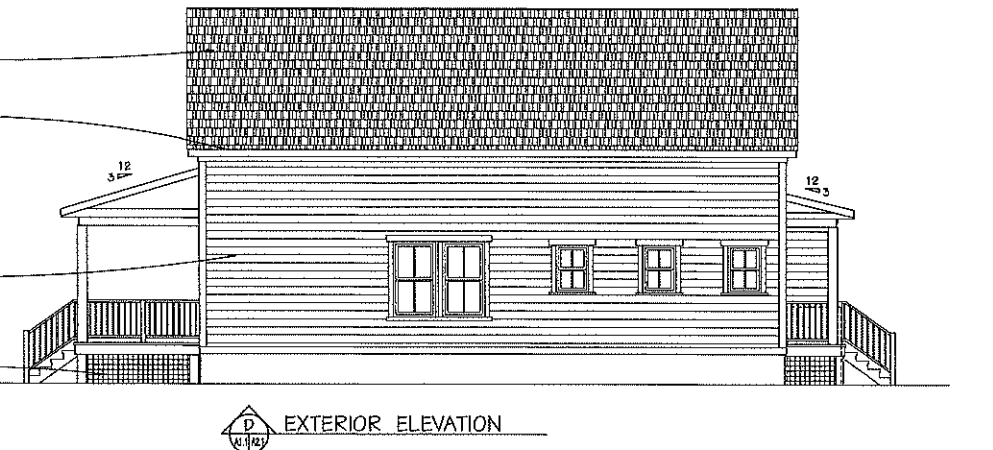
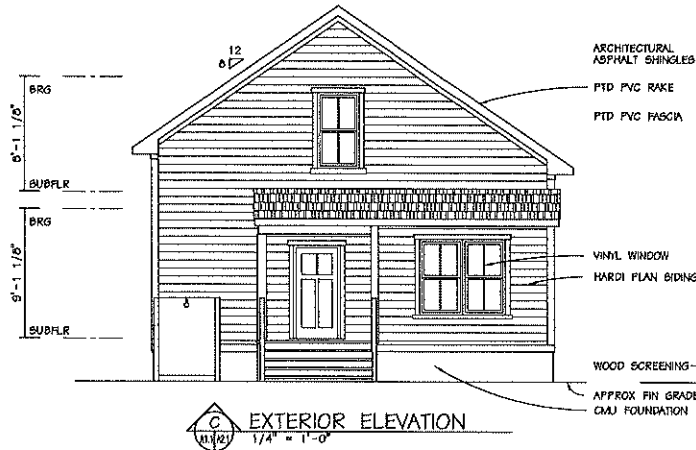
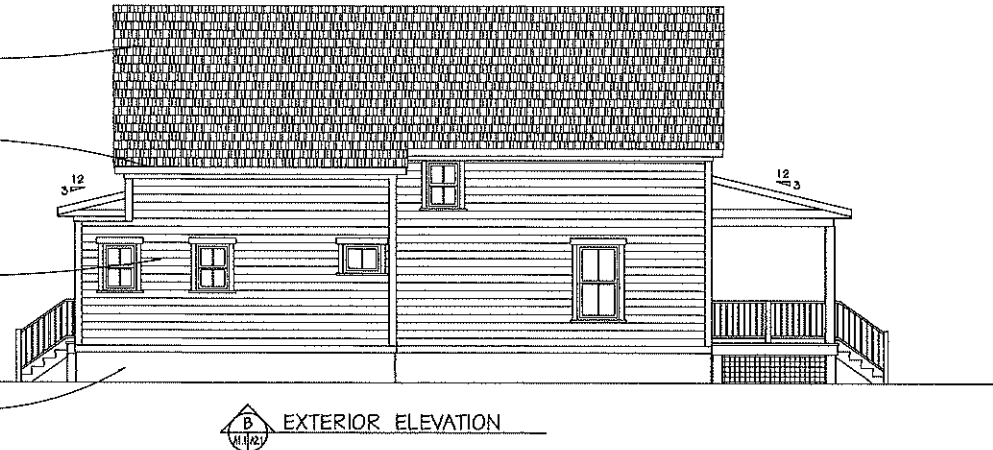
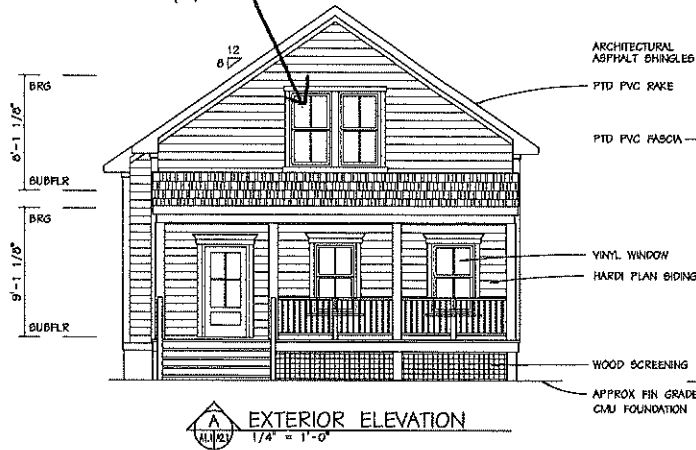
No. 01TH4957742

Qualified in Kings County

My Commission Expires 10-23-2025

Seal

Additional window



GRAPHIC SCALES
1/4"=1'-0" 0 2' 4' 8' 12'



NO.	DATE	BY	CHKD
1	2022	LM	LM
2	2022	LM	LM
3	2022	LM	LM
4	2022	LM	LM
5	2022	LM	LM
6	2022	LM	LM
7	2022	LM	LM
8	2022	LM	LM
9	2022	LM	LM
10	2022	LM	LM
11	2022	LM	LM
12	2022	LM	LM
13	2022	LM	LM
14	2022	LM	LM
15	2022	LM	LM
16	2022	LM	LM
17	2022	LM	LM
18	2022	LM	LM
19	2022	LM	LM
20	2022	LM	LM
21	2022	LM	LM
22	2022	LM	LM
23	2022	LM	LM
24	2022	LM	LM
25	2022	LM	LM
26	2022	LM	LM
27	2022	LM	LM
28	2022	LM	LM
29	2022	LM	LM
30	2022	LM	LM
31	2022	LM	LM
32	2022	LM	LM
33	2022	LM	LM
34	2022	LM	LM
35	2022	LM	LM
36	2022	LM	LM
37	2022	LM	LM
38	2022	LM	LM
39	2022	LM	LM
40	2022	LM	LM
41	2022	LM	LM
42	2022	LM	LM
43	2022	LM	LM
44	2022	LM	LM
45	2022	LM	LM
46	2022	LM	LM
47	2022	LM	LM
48	2022	LM	LM
49	2022	LM	LM
50	2022	LM	LM
51	2022	LM	LM
52	2022	LM	LM
53	2022	LM	LM
54	2022	LM	LM
55	2022	LM	LM
56	2022	LM	LM
57	2022	LM	LM
58	2022	LM	LM
59	2022	LM	LM
60	2022	LM	LM
61	2022	LM	LM
62	2022	LM	LM
63	2022	LM	LM
64	2022	LM	LM
65	2022	LM	LM
66	2022	LM	LM
67	2022	LM	LM
68	2022	LM	LM
69	2022	LM	LM
70	2022	LM	LM
71	2022	LM	LM
72	2022	LM	LM
73	2022	LM	LM
74	2022	LM	LM
75	2022	LM	LM
76	2022	LM	LM
77	2022	LM	LM
78	2022	LM	LM
79	2022	LM	LM
80	2022	LM	LM
81	2022	LM	LM
82	2022	LM	LM
83	2022	LM	LM
84	2022	LM	LM
85	2022	LM	LM
86	2022	LM	LM
87	2022	LM	LM
88	2022	LM	LM
89	2022	LM	LM
90	2022	LM	LM
91	2022	LM	LM
92	2022	LM	LM
93	2022	LM	LM
94	2022	LM	LM
95	2022	LM	LM
96	2022	LM	LM
97	2022	LM	LM
98	2022	LM	LM
99	2022	LM	LM
100	2022	LM	LM

PROJECT NO. 20022
DATE 3 APR 2022
THE MAULLSBRY RESIDENCE
CAPE CHARLES, VIRGINIA
LOT 134, MADISON AVE
SHEET TITLE EXTERIOR ELEVATIONS

LEMOLÉ ARCHITECTS
2021 PRODUCTION
DATE 102
GRAPHIC SCALE: 1/4"=1'-0"
101-2710-2020
SHEETS: 001-001

SHEET NUMBER
A-21
XX OF XX

CIVIL LEGEND

SYMBOL/ABBREVIATION	DESCRIPTION
○ TEXT	MANHOLE
□ SCD	SANITARY CLEANOUT
⊗ TEXT	VALVE
⊗/⊗	DROP INLET
—X—X—	SILT FENCE
—	PROPERTY LINE
—	BUILDINGS
—	FORCE MAIN
□	TRAFFIC BOX
—	PAVEMENT
—	CONCRETE
⊕	TEMPORARY BENCHMARK (TBM)
+	ELEVATIONS (EXISTING)
+	ELEVATIONS (PROPOSED)
—X—	SILT FENCE
HP	HIGH POINT
MO	MATCH GRADE

AS PER CAPE CHARLES ZONING ORDINANCE, THIS SITE IS ZONED R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT), SETBACKS, LOT AREA REQUIREMENTS AND HEIGHT RESTRICTIONS AS PER ZONING ORDINANCE:

FRONT: 23.7' PER PLANNING & ZONING ADMINISTRATOR
 REAR: 25'
 SIDE: 5'
 SIDE (ALONG STREET): 5'
 MAX. BUILDING HEIGHT: 2.5 STORIES & 40'
 MIN. LOT SIZE: 5,600 SF
 MIN. LOT WIDTH: 40'
 MIN. DWELLING UNIT SIZE: 950 SF
 MAX. DWELLING UNIT SIZE: 4,500 SF

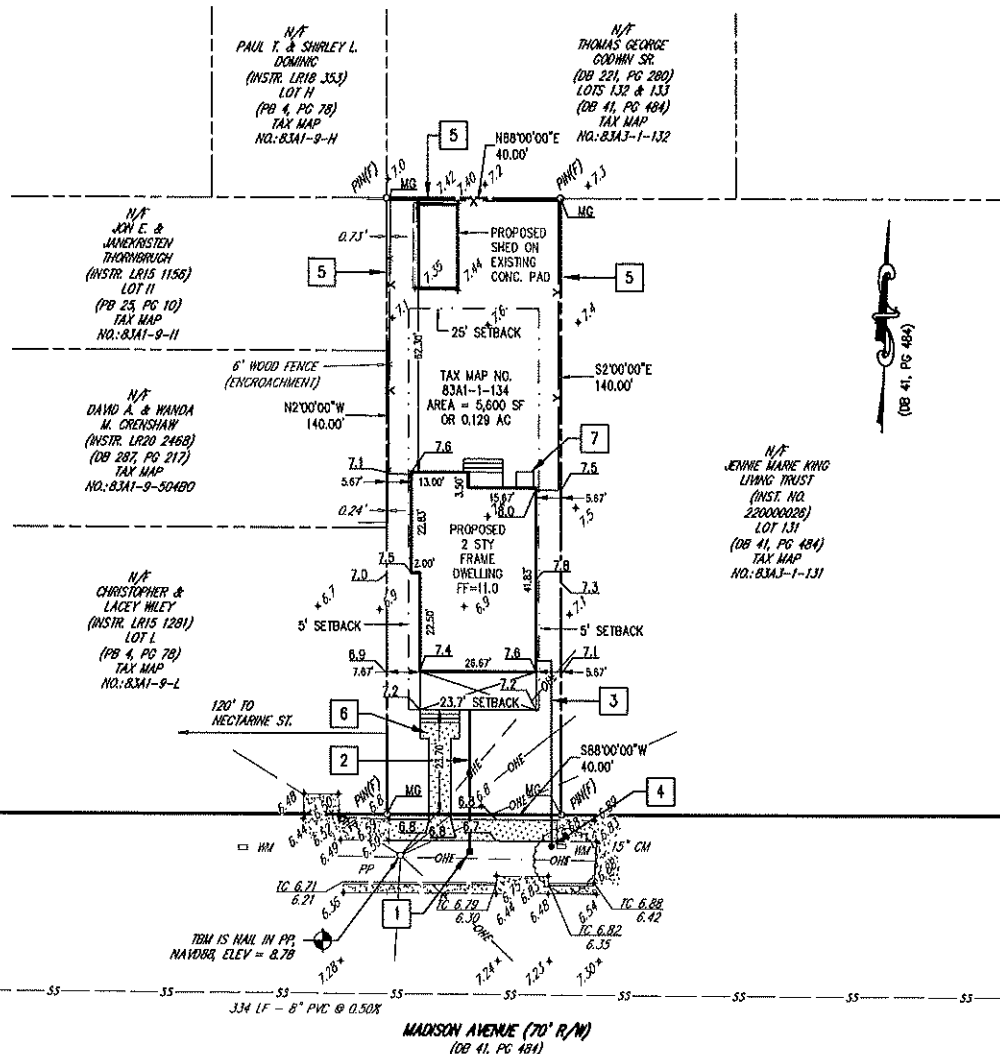
PROPOSED HOUSE & SHED = 1,684 SF
 PROPOSED DRIVEWAY/SIDEWALK = 123 SF
 TOTAL IMPERVIOUS = 1,807 SF
 LOT AREA = 5,600 SF
 IMPERVIOUS AREA = 1,836 SF
 TOTAL REMAINING = 3,763 SF
 IMPERVIOUS PERCENTAGE = 32%

NOTES

- TAX PARCEL: 83A1-1-134
- PROPOSED NUMBER OF DWELLING UNITS = 1.
- NUMBER OF ERU's = 1.
- THIS PROPERTY APPEARS TO FALL IN FLOOD ZONE "SHADE 1" AS SHOWN ON PANEL 0295F OF THE FLOOD INSURANCE RATE MAPS FOR NORTHAMPTON COUNTY, VIRGINIA, COMMUNITY NO. 51131G, DATED 3-2-16. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FLOOD INSURANCE RATE MAPS FOR THE CITY/COUNTY INDICATED. MSA, PC, IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN. FOR FURTHER INFORMATION AND TO CORROBORATE 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.
- THE PROPERTY DOES NOT APPEAR TO FALL IN "FLOODPLAINS SUBJECT TO SPECIAL RESTRICTIONS".
- ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IN ACCORDANCE WITH THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK, AND AS REQUIRED BY THE CITY'S INSPECTORS.
- DEVELOPER: TYLER & CORINNE MAULSBY
 DEVELOPERS ADDRESS: 545 RIDGEWOOD ROAD, MAPLEWOOD, VA, 21061
- ALL DIMENSIONS ARE SHOWN TO BLOCK AND ARE TO BE VERIFIED BY BLOCK MASON.
- AREA OF LAND DISTURBANCE: 5,600 SF OR 0.128 AC.
- SILT FENCE SHALL BE INSTALLED IN ACCORDANCE WITH STATE STANDARD AND SPECIFICATION 3.05.
- ELEVATIONS SHOWN HEREON BASED ON NAVD83, NGS STATION (PD) FMO235.
- NORTH MEASURED SHOWN HEREON BASED ON DEED BOOK 41, PAGE 484.

NEW WORK KEYNOTES

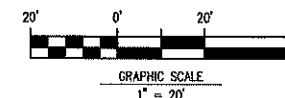
- PROPOSED SANITARY CLEANOUT
- PROPOSED SEWER LINE
- PROPOSED WATER SERVICE
- PROPOSED WATER METER (CONNECT WATER SERVICE TO EXISTING WATER METER IF AVAILABLE)
- PROPOSED FENCE
- PROPOSED CONCRETE SIDEWALK
- PROPOSED OUTDOOR SHOWER



GRADING & UTILITY PLAN
 FOR
 LOT 134
 PARCEL ID 83A1-1-134
 "MAP OF THE TOWN OF CAPE CHARLES"
 (DB 41, PG 483) PLAT
 TOWN OF CAPE CHARLES
 NORTHAMPTON COUNTY, VIRGINIA
 MAY 22, 2023



ENGINEERS | SCIENTISTS | SURVEYORS
 5032 ROUSE DRIVE, SUITE 200 | VIRGINIA BEACH, VA 23462
 757.490.1964 | MSAONLINE.COM



FB: 729, PG 66-67
 DRWN BY: CJS
 CHK'D BY: JJV DATE: 5/22/2023

1. ACQUIRE NECESSARY PERMITS.

2. CONTRACTOR TO CONTACT THE NORTHAMPTON COUNTY EAS CONTROL PRECONSTRUCTION INSPECTOR AT TO ARRANGE AND HOLD A MEETING PRIOR TO ANY CONSTRUCTION ACTIVITY OR LAND DISTURBING.

3. A REVIEW AND PERMIT FROM VDOT IS REQUIRED FOR ANY CONSTRUCTION WITHIN THE STATE RIGHT-OF-WAY.

4. INSTALL EROSION AND SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH VDOT STANDARDS. EROSION AND SEDIMENT CONTROLS SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBANCE AND SHALL BE MAINTAINED UNTIL SUCH A TIME AS THE VEGETATIVE COVER IS ESTABLISHED.

5. ROUGH GRADE SITE. CONTRACTOR TO CONTROL DUST DURING CONSTRUCTION.

6. INSTALL UNDERGROUND UTILITIES.

7. BEGIN CONSTRUCTION OF PROPOSED IMPROVEMENTS.

8. DRESS AND OVERSEED ALL AREAS LABELED AS "GRASS" ON PLAN AND IMMEDIATELY ESTABLISH PERMANENT VEGETATIVE COVER. MAINTAIN VEGETATIVE COVER THROUGHOUT DURATION OF PROJECT.

9. REPAIR ANY INADVERTENT EROSION AND REMOVE ANY INADVERTENT SEDIMENTATION.

10. REMOVE REMAINING TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES WITHIN THIRTY DAYS AFTER FINAL SITE IS STABILIZED WITH VEGETATIVE GROWTH.

11. REMOVE ALL TEMPORARY EQUIPMENT, CONSTRUCTION MATERIALS AND DEBRIS FROM THE SITE.

NOTES

1. ANY AND ALL MATERIAL OR DEBRIS TRACKED ONTO A PUBLIC OR PRIVATE ROAD SURFACE WILL BE CLEANED THOROUGHLY AT THE END OF EACH DAY. SEDIMENT SHALL BE REMOVED FROM ROADS BY SHOVELING OR SWEEPING AND BE TRANSPORTED TO A SEDIMENT CONTROLLED DISPOSAL AREA.

2. ALL EXCAVATED MATERIAL SHALL BE DISPOSED OF IN A LAWFUL MANNER.

3. ALL CONSTRUCTION TRAFFIC SHALL ENTER AND EXIT SITE AT THE STONE CONSTRUCTION ENTRANCE.

4. DEMOLITION AND CONSTRUCTION ACTIVITIES ARE NOT TO DISRUPT NOR ENCROACH UPON ADJACENT PROPERTIES AT ANY TIME DURING CONSTRUCTION.

7. ALL ITEMS OF WORK NECESSARY TO COMPLETE THIS PROJECT SHALL BE IN COMPLIANCE WITH ALL STATE AND LOCAL CODES.

8. ANY PAVEMENT REMOVAL REQUIRED SHALL BE REMOVED TO NEAR STRAIGHT LINES.

9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACING WITH MATCHING MATERIALS ANY PAVEMENT, CONCRETE, CURBS, ETC. THAT MUST BE CUT OR THAT ARE DAMAGED DURING CONSTRUCTION.

10. WHEN MATERIAL IS UNSUITABLE FOR FOUNDATION, SUBGRADES, OR OTHER PURPOSES OCCURS WITHIN THE LIMITS OF CONSTRUCTION, THE CONTRACTOR SHALL EXCAVATE SUCH MATERIAL AND BACKFILL WITH APPROVED SUITABLE MATERIAL. THE EXTENT OF UNDERCUTTING AND BACKFILLING TO BE DETERMINED BY THE OWNER'S SOILS ENGINEERING CONSULTANT.

11. ALL AND ANY AREAS OF DISTURBANCE SHALL NOT BE DERIVED FOR MORE THAN 30 DAYS WITHOUT TEMPORARY STABILIZATION MEASURES IN ACCORDANCE WITH VDOT STANDARDS.

1. ALL MATERIALS AND CONSTRUCTION WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH CURRENT VIRGINIA DEPARTMENT OF TRANSPORTATION'S SPECIFICATIONS AND STANDARDS.

2. PERMITS MUST BE OBTAINED FROM THE VIRGINIA DEPARTMENT OF TRANSPORTATION BEFORE CONSTRUCTION IS STARTED WITHIN THE EXISTING RIGHT-OF-WAY.

3. THE DEVELOPER IS RESPONSIBLE FOR RELOCATION OF ANY UTILITIES WITHIN THE EXISTING RIGHT-OF-WAY OR PROPOSED RIGHT-OF-WAY REQUIRED BY THE DEVELOPMENT.

4. PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL CONSULT THE ENGINEER AND VERIFY THE APPROVAL OF THE PLANS BY THE VARIOUS AGENCIES.

5. THE CONTRACTOR SHALL VERIFY THE ELEVATIONS OF ALL PORTS OF CONNECTION OR PROPOSED WORK TO EXISTING CURBS, SANITARY LINES, WATER LINES, ETC., PRIOR TO CONSTRUCTION.

6. WHEN SOILS OCCUR THAT ARE UNSUITABLE FOR FOUNDATIONS, SUB-GRAD, OR OTHER ROADWAY PURPOSES, THE CONTRACTOR SHALL BE REQUIRED TO EXCAVATE SUCH MATERIAL BELOW THE GRADE SHOWN ON THE PLANS. THE AREAS SO EXCAVATED SHALL BE BACK-FILLED WITH SUITABLE MATERIAL AND COMPACTED IN ACCORDANCE WITH VDOT SPECIFICATIONS. THE CONTRACTOR SHALL IMMEDIATELY INFORM THE SOILS ENGINEER AND VDOT UPON DISCOVERY OF THE UNSUITABLE MATERIAL. CONFORMANCE OF THE ENGINEER SHALL BE OBTAINED BEFORE ADDITIONAL ON-SITE WORK IS UNDERTAKEN.

7. ALL STORM SEWER PIPES SHALL BE REINFORCED TOWNE AND GROOVE CONCRETE PIPE IN ACCORDANCE WITH ASTM-C-76 OR ALTERNATIVE PIPE THAT HAS BEEN APPROVED ON THE PLANS. PIPE WITHIN THE RIGHT-OF-WAY SHALL BE A MINIMUM CL-111 OR GREATER IN ACCORDANCE WITH VDOT STANDARDS 107.00 AND SPECIFICATIONS 232 AND 302.

8. TEMPORARY DRAINAGE DURING CONSTRUCTION IS TO BE PROVIDED BY THE CONTRACTOR TO RELIEVE AREAS THAT MAY CAUSE DAMAGE TO ROADWAYS OR ADJACENT PROPERTY.

9. ALL CONCRETE SHALL BE CLASS A3-AE (AIR ENTRAINMENT 3,000 PSI).

10. CURB AND GUTTER SHALL HAVE 4" OF AGGREGATE BASE 21B UNDER THE CURB AND GUTTER AND AGGREGATE SHALL EXTEND 1.0' BEYOND THE BACK OF THE CURB.

11. ALL CURB AND GUTTER SHALL HAVE A STANDARD GUTTER ENTRANCE IN ACCORDANCE WITH VDOT STANDARDS. CURB AND GUTTER PAV SHALL BE REMOVED. THE SAW-CUTTING REMOVAL OF CURB ONLY IS NOT ALLOWED. CONTACT VDOT FOR INSPECTION PRIOR TO POURING ENTRANCE.

12. ALL ENTRANCES ARE TO BE BUILT IN ACCORDANCE WITH VDOT STANDARDS

13. THE DEVELOPER IS RESPONSIBLE FOR FURNISHING AND INSTALLING STOP SIGNS AT STREET INTERSECTIONS.

14. DESIGN OR SPECIFIED MATERIALS CHANGES FROM THE APPROVED PLANS NEED TO BE RE-SUBMITTED TO VDOT. A LETTER NEEDS TO ACCOMPANY THE REVISED PLANS AND/OR DRAINAGE CALCULATIONS WHICH SHALL BE SUBMITTED TO VDOT FOR REVIEW AND APPROVAL BY THE RESIDENT ENGINEER.

15. THE CONTRACTOR/SUB-CONTRACTOR SHALL HAVE A CURRENT COPY OF VDOT'S "ROAD AND BRIDGE SPECIFICATIONS" AND "ROAD AND BRIDGE STANDARDS" ON THE PROJECT.

16. VDOT IS TO RECEIVE WRITTEN NOTIFICATION 48 HOURS PRIOR TO THE START OF ANY WORK.

17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND PROTECTING ALL UTILITIES, WHETHER OR NOT SHOWN ON THE PLANS, AND SHALL REPAIR AT HIS OWN EXPENSE ALL UTILITIES DAMAGED BY CONSTRUCTION. MISS UTILITY MUST BE CONTACTED (1-800-652-7001) 72 HOURS PRIOR TO THE BEGINNING OF CONSTRUCTION.

18. ALL UTILITY PEDESTALS, CABINETS, FIRE HYDRANTS, AND STREET LIGHTS SHALL BE LOCATED A MINIMUM OF 9.5' FROM THE EDGE OF PAVEMENT ADJACENT TO THE RIGHT-OF-WAY LINE ON CURB AND GUTTER STREETS AND/OR LOCATED BEHIND THE DITCH LINE ON OPEN DITCH STREETS. PEDESTALS AND CABINETS SHOULD BE LOCATED AT THE PROPERTY LINES BETWEEN LOTS. WHERE REQUIRED, FIRE HYDRANT CROSSINGS SHALL HAVE A MINIMUM OF 15' OF RCP OR LARGER, AS WARRANTED IN OPEN ROADSIDE DITCHES AND HAVE 8' LENGTH.

19. ALL STORM SEWER PIPES, DROP INLETS, AND CURB INLETS SHALL BE CLEANED OF DEBRIS AND BROKEN MATERIAL DURING LAST STAGES OF CONSTRUCTION.

20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACING, WITH MATCHING MATERIALS, ANY PAVEMENT, DRIVEWAYS, WALKS, CURBS, ETC., THAT MUST BE CUT OR THAT ARE DAMAGED DURING CONSTRUCTION.

21. ANY ERRORS, CONFLICTS, OR DISCREPANCIES IN THIS PLAN SHALL BE REPORTED TO THE ENGINEER AND VDOT FOR RESOLUTION BEFORE PROCEEDING WITH THE WORK.

22. CONSTRUCTION REPORTS, WITH PROCTOR, ARE REQUIRED FOR EMBANKMENT SUB-GRADE, SUB-BASE, BASE, SURFACE COURSE, CULVERTS, DRAINAGE STRUCTURES, AND UTILITIES WITHIN THE RIGHT-OF-WAY BY A CERTIFIED MATERIALS TEST LAB AND PERSONNEL CERTIFIED BY VDOT, IN ACCORDANCE WITH VDOT SPECIFICATIONS AND STANDARDS.

23. INSTALLATION OF PIPE CULVERTS, STORM SEWERS, AND DRAINAGE STRUCTURES SHALL HAVE BEDDING MATERIAL IN ACCORDANCE WITH VDOT SPECIFICATIONS AND STANDARDS. BACKFILL SHALL BE SUITABLE MATERIAL FREE OF DEBRIS, TREE ROOTS, AND EXCESS WASTE, AND COMPACTED.

24. ALL ROADSIDE DITCHES SHOWN AS PAVED ON PLANS ARE TO BE PAVED IN ACCORDANCE WITH THE STANDARD TYPICAL SECTION AS SHOWN ON THE PLANS, UNLESS OTHERWISE DIRECTED BY THE RESIDENT ENGINEER. ANY ADDITIONAL PAVING OF THE DITCHES, OTHER THAN THOSE SHOWN ON THE ROAD PLANS WILL BE DETERMINED PRIOR TO ACCEPTANCE OF THE ROADS INTO THE VDOT SECONDARY ROAD SYSTEM.

25. ALL DRAINAGE EASEMENTS SHALL BE LABELED AS EITHER "DRAINAGE EASEMENTS" OR AS "COUNTY DRAINAGE EASEMENTS".

26. VDOT AND COUNTY APPROVAL OF SUBDIVISION ROAD PLANS DOES NOT PRECLUDE THE RIGHT TO ADD ADDITIONAL FACILITIES.

27. VDOT APPROVAL OF THESE PLANS WILL EXPIRE THREE YEARS FROM THE DATE OF APPROVAL.

28. CLEARING AND GRUBBING SHALL BE COMPLETED WITHIN THE RIGHT-OF-WAYS, AND INDICATED ON THE LAYOUT PLAN.

29. THE SUB-GRADE MUST BE APPROVED BY VDOT PRIOR TO PLACEMENT OF BASE. VDOT SHALL HAVE RECEIVED COMPACTION REPORTS AND PERFORMED PROOF ROLL.

30. BASE MUST BE APPROVED BY VDOT FOR DEPTH, TEMPLATE, AND COMPACTION BEFORE SURFACE IS APPLIED.

31. A PRIME COAT SEAL WILL BE REQUIRED FOR ANY PAVEMENT TYPICAL WITH LESS THAN 4" OF ASPHALT, PRIOR TO THE APPLICATION OF SMA-2A (PRIME COAT RC-250, 0.30 GALLONS PER SQUARE YARD).

32. SURFACE MIXES SHALL BE PLACED WHEN THE BASE TEMPERATURE IS 40 DEGREES F OR 50 DEGREES F AND HPSHO, BASED ON THE MARSHALL DESIGN OF THE BITUMINOUS MIX. MARSHALL DESIGN MIX DESIGN SHALL BE SUBMITTED TO VDOT FOR VERIFICATION.

33. ALL UTILITIES ARE TO BE IN PLACE PRIOR TO LAYING BASE MATERIAL.

34. AN ACTUAL COPY OF THE FULL CBR REPORT IS TO BE SUBMITTED TO VDOT PRIOR TO APPROVAL OF THE PAVEMENT TYPICAL DESIGN. IF THE CBR VALUES ARE LESS THAN 10, THE DEVELOPER WILL BE REQUIRED TO SUBMIT FOR OUR APPROVAL HIS PROPOSED METHOD OF CONSTRUCTION.

35. PAVED DITCHES MAY BE REQUIRED WHERE FIELD CONDITIONS WARRANT. GENERALLY, ALL DITCHES WITH SLOPES EXCEEDING 3 %, OR 1 % OR LESS, SHALL BE PAVED UNLESS OTHERWISE APPROVED BY THE ENGINEER, OWNER, VDOT, AND THE LOCAL GOVERNING BODY.

36. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE ROAD CONTRACTOR.

37. ALL VEGETATION AND OVERBURDEN TO BE REMOVED FROM SHOULDER TO SHOULDER PRIOR TO THE COMPLETION OF SUB-GRADE.

38. CERTIFICATION AND SOURCE OF MATERIALS ARE TO BE SUBMITTED TO VDOT OF ALL MATERIALS AND BE IN ACCORDANCE WITH THE "ROAD AND BRIDGE SPECIFICATIONS" AND "ROAD AND BRIDGE STANDARDS".

39. DRY GUTTER IS NOT ALLOWED IN VDOT RIGHT-OF-WAY.

40. THE DEVELOPER WILL BE RESPONSIBLE FOR THE COST OF THE SIGNAL MODIFICATION UNDER AN ACCOUNTS RECEIVABLE NUMBER.

41. AN OVERALL MASTER DEVELOPMENT PLAN IS NEEDED FOR THE REVIEW.

42. A TRAFFIC IMPACT STUDY IS REQUIRED FOR THIS REVIEW.

43. SHOW BOTH SIDES OF ROADWAY(S). INCLUDE ALL ENTRANCES, CROSSOVERS, TURN Lanes, SPEED LIMITS, PAVEMENT MARKINGS, AND DISTANCE TO INTERSECTIONS.

44. A NOTE, "ANY DITCH WHICH HAS NOT DEVELOPED A GOOD SOD BY THE TIME OF ACCEPTANCE, MUST BE PAVED," NEEDS TO BE ADDED.

45. SHOW ELEVATIONS AT THE EDGE OF PAVEMENT IN 10' INTERVALS AROUND THE BUILD OF THE CUL-DE-SAC.

VDOT GENERAL NOTES (REVISED 07/08)

1. A LAND USE PERMIT MUST BE OBTAINED FROM VDOT BEFORE ANY CONSTRUCTION IS STARTED WITHIN THE STATE RIGHT OF WAY LIMITS. CONTACT THE VDOT WILLIAMSBURG RESIDENCY (TEL # (757) 253-4832) FOR THE PERMIT FEE AND BOND AMOUNT. ALL LAND USE PERMIT APPLICATIONS MUST HAVE TWO (2) SETS OF APPROVED PLANS, A CHECK FOR THE PROCESSING FEE MADE PAYABLE TO TREASURER OF VIRGINIA, AND SURETY OR BOND IN THE REQUIRED AMOUNT.

2. THE CONTRACTOR SHALL HAVE AVAILABLE A COPY OF THE FINAL, APPROVED PLANS AND ANY APPROVED REVISIONS ON-SITE. THIS INCLUDES THE COUNTY'S STAMP OR LETTER OF APPROVAL.

3. VDOT IS TO RECEIVE WRITTEN NOTIFICATION 48 HOURS PRIOR TO THE START OF ANY WORK. A PRE-CONSTRUCTION MEETING SHOULD BE HELD AT LEAST ONE WEEK PRIOR TO ANY LAND DISTURBANCE OF THE SITE. THE DEVELOPER, HIS ENGINEER, GEOTECHNICAL(SOILS) ENGINEER, AND CONTRACTOR SHALL ATTEND THE PRE-CONSTRUCTION MEETING WITH INVITATIONS TO THE APPROPRIATE VDOT AND COUNTY PERSONNEL. THE DEVELOPER'S CONTRACTOR SHOULD SUBMIT A PROPOSED PROGRESS SCHEDULE OF WORK.

4. ANY ERRORS, CONFLICTS, OR DISCREPANCIES FOUND ON THE APPROVED PLANS SHALL BE REPORTED TO THE DEVELOPER'S ENGINEER. VDOT SHOULD BE NOTIFIED FOR RESOLUTION BEFORE PROCEEDING FURTHER WITH THE WORK IF THE RIGHT-OF-WAY IS AFFECTED.

5. AN OPERATIONAL PROJECT (ACCOUNTS RECEIVABLE) NUMBER MAY BE ASSIGNED TO THE SITE/SUBDIVISION. THE DEVELOPER WILL FINANCIALLY RESPONSIBLE FOR THIS BY PROVIDING THE NECESSARY INFORMATION REQUESTED BY VDOT. THE DEVELOPER IS RESPONSIBLE FOR THE COST OF A TRAFFIC SIGNAL OR ANY MODIFICATIONS TO AN EXISTING TRAFFIC SIGNAL THAT ARE DETERMINED TO BE NECESSARY. THESE COSTS WILL BE CHARGED UNDER AN OPERATIONAL PROJECT (ACCOUNTS RECEIVABLE) NUMBER OR FORFEITED TO THE COUNTY.

6. DURING CONSTRUCTION, THE MAINTENANCE OF TRAFFIC SHALL CONFORM TO THE REQUIREMENTS IN THE MOST RECENT VERSION OF THE VIRGINIA WORK AREA PROTECTION MANUAL AND THE MUTCD.

7. ALL MATERIALS AND CONSTRUCTION WITHIN THE VDOT RIGHT-OF-WAY SHALL CONFORM TO THE CURRENT VDOT STANDARDS AND SPECIFICATIONS AS OUTLINED IN THE ROAD & BRIDGE STANDARDS, ROAD & BRIDGE SPECIFICATIONS, ROAD DESIGN MANUAL, UNIFORM STANDARDS OF ENTRANCES TO STATE HIGHWAYS, DRAINAGE MANUAL, PAVEMENT DESIGN GUIDE FOR SUBDIVISIONS AND SECONDARY ROADS, AND ASHOTO GREEN BOOK.

8. THE DEVELOPER WILL BE RESPONSIBLE FOR HIRING A GEOTECHNICAL (SOILS) ENGINEER, A PROFESSIONAL ENGINEER OR PROFESSIONAL GEOLOGIST SHALL SUBMIT A COMPLETE REPORT WITH BORING DATA AND RECOMMENDATIONS TO VDOT FOR APPROVAL OF HIS PROPOSED METHOD OF CONSTRUCTION. THIS INCLUDES A RECOMMENDATION FOR PAVEMENT DESIGN AND TREATMENT OR DISPOSAL OF ANY UNSUITABLE SOILS. APPROPRIATE GEOTECHNICAL REPORTS SHOULD ALSO BE SUBMITTED DURING CONSTRUCTION OF THE ROADWAY OR ENTRANCE.

9. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR IN ACCORDANCE WITH THE VA EROSION & SEDIMENT CONTROL MANUAL. AN INDEMNITY CERTIFIED BY THE VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION, HOLDING A RESPONSIBLE LAND DISTURBER CERTIFICATION, IS TO BE IN CHARGE OF THE LAND DISTURBING ACTIVITY AND ON THE WORK SITE AT ALL TIMES.

10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND PROTECTING ALL UNDERGROUND AND OVERHEAD UTILITIES, WHETHER OR NOT THEY ARE SHOWN ON THE PLANS. THE CONTRACTOR WILL BE RESPONSIBLE FOR REPAIRS AT HIS OWN EXPENSE OF ANY UTILITIES DAMAGED BY HIS CONSTRUCTION METHODS. MISS UTILITY MUST BE CONTACTED AT 1-800-652-7001 AT LEAST 72 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

11. ALL FIXED OBJECTS SUCH AS UTILITY CABINETS, PEDESTALS, AND STREETLIGHTS SHALL BE IN ACCORDANCE WITH CLEAR ZONE REQUIREMENTS, AS NOTED IN APPENDIX A OF THE ROAD DESIGN MANUAL OR ASHOTO ROADSIDE DESIGN GUIDE. THERE SHALL NOT BE ANY CABINETS, PEDESTALS, OR FIRE HYDRANTS LOCATED ON THE SHOULDER.

12. FLOWERS, SHRUBS, AND TREES SHALL NOT BE PLACED WITHIN THE PROPOSED RIGHT OF WAY BY THE DEVELOPER OR HOMEOWNER WITHOUT AN APPROVED SET OF PLANS AND AN APPROVED PLANTING AGREEMENT. NO IRRIGATION (SPRINKLER) SYSTEMS SHALL BE LOCATED WITHIN THE PROPOSED RIGHT OF WAY. ANY IRRIGATION SYSTEM FOUND WITHIN THE RIGHT OF WAY WILL BE REMOVED PRIOR TO THE ACCEPTANCE OF THE SITES AND ALL COSTS OF THE REMOVAL WILL BE BORNE BY THE OWNER AND/OR DEVELOPER. THE DEVELOPER IS RESPONSIBLE FOR INSTALLING MAILBOX POSTS.

13. CONTACT VDOT'S REGIONAL OPERATIONS SIGNING/PAVEMENT MARKING MANAGER 72 HOURS IN ADVANCE OF ALL PAVEMENT MARKINGS/SIGN INSTALLATIONS AT (757) 925-2645. FAILURE TO DO SO MAY RESULT IN ADDITIONAL COST TO THE DEVELOPER.

14. CONTACT TRAFFIC ENGINEERING AT (757) 925-2993 A MINIMUM OF 48 HOURS IN ADVANCE WHENEVER AN OPEN CUT OR BORING OF A UTILITY LINE ACROSS A ROAD IS WITHIN 400 FEET OF A TRAFFIC SIGNAL, SO THE LINES CAN BE MARKED. FAILURE TO DO SO COULD BE A COSTLY REPAIR FOR THE DEVELOPER.

15. SHORT DISTANCES AT ENTRANCES AND INTERSECTIONS SHALL BE MAINTAINED AT ALL TIMES DURING AND AFTER CONSTRUCTION. ANY FIXED OBJECTS OR LANDSCAPING THAT OBSTRUCTS DRIVER VIEW SHALL BE RELOCATED AT DEVELOPER'S EXPENSE OR THE ENTRANCE MAY BE CLOSED AT VDOT'S DISCRETION.

16. THE COUNTY STANDARD OR REQUIREMENT SHALL BE IN FORCE IF IT IS MORE STRINGENT THAN VDOT'S. THE VDOT RESIDENT ENGINEER SHOULD BE CONTACTED FOR ANY CLARIFICATION.

SITE PLAN NOTES

FOR

LOT 134

PARCEL ID 83A1-1-134

"MAP OF THE TOWN OF CAPE CHARLES"

(DB 41, PG 483) PLAT

TOWN OF CAPE CHARLES

NORTHAMPTON COUNTY, VIRGINIA

MAY 22, 2023



ENGINEERS | SCIENTISTS | SURVEYORS
5032 HOUSE DRIVE, SUITE 200 | VIRGINIA BEACH, VA 23462
757.490.2964 | MSA@MSAONLINE.COM

FB: 729, PG 66-67

DRAWN BY CJS

CHK'D BY JJV DATE

TABLE 3.32-E
(Revised June 2003)
PERMANENT SEEDING SPECIFICATIONS FOR COASTAL PLAIN AREA

LAND USE	SEED SPECIES	APPLICATION RATES
Minimum Core Lawn (Commercial or Residential)	Tall Fescue ¹ Bermudagrass ¹	175-200 lbs. 75 lbs.
High-Maintenance Lawn	Tall Fescue ¹ Bermudagrass ¹ (seed) Bermudagrass ¹ (by other vegetative establishment method, see Std. & Spec. 3.34)	200-250 lbs. 40 lbs. (unhulled) 30 lbs. (hulled)
General Slope (3:1 or less)	Tall Fescue ¹ Red Top Grass or Creeping Red Fescue Seasonal Nurse Crop ²	128 lbs. 2 lbs. 20 lbs.
		TOTAL: 150 lbs.
Low-Maintenance Slope (Steeper than 3:1)	Tall Fescue ¹ Bermudagrass ¹ Red Top Grass or Creeping Red Fescue Seasonal Nurse Crop ² Sericea Leptostachya ³	93-108 lbs. 0-15 lbs. 2 lbs. 20 lbs. 20 lbs.
		TOTAL: 150 lbs.

- When selecting varieties of turfgrass, use the Virginia Crop Improvement Association (VCIA) recommended turfgrass variety list. Quality seed will bear a label indicating that they are approved by VCIA. A current turfgrass variety list is available at the local County Extension office or through VCIA at 804-748-4884 or at <http://suden.ces.vt.edu/html/turf/turf/publications/publication2.html>.
- Use seasonal nurse crop in accordance with seeding dates as stated below:
February, March-April.....Annual Rye
May 1st-August.....Festulolium
September, October-November 15th.....Annual Rye
November 16th-January.....Winter Rye
- May through October, use hulled seed. All other seeding periods, use unhulled seed. If Weeping Lovegrass is used, include in any slope or low maintenance mixture during warmer seeding periods increase to 30-40 lbs./acre.

FERTILIZER & LIME

Apply 10-20-10 fertilizer at a rate of 500 lbs. / acre (or 12 lbs. / 1,000 sq. ft.)
Apply Pulverized Agricultural Limestone at a rate of 2 tons/acre (or 90 lbs. / 1,000 sq. ft.)

NOTE:

- A soil test is necessary to determine the actual amount of lime required to adjust the soil pH of site.
- Incorporate the lime and fertilizer into the top 4-6 inches of the soil by disking or by other means.
- When applying Slowly Available Nitrogen, use rates available in Erosion & Sediment Control Technical Bulletin # 4, 2003 Nutrient Management for Development Sites at <http://www.dor.state.va.us/aw/c&shlm#pubs>

PERMANENT SEEDING SCHEDULE

VE&SC STD & SPEC 3.32

TABLE 3.31-B
ACCEPTABLE TEMPORARY SEEDING PLANT MATERIALS
"QUICK REFERENCE FOR ALL REGIONS"

PLANTING DATES	SPECIES	RATE (LBS/ACRE)
SEPT. 1 - FEB. 15	50/50 MIX OF ANNUAL RYEGRASS (Lolium multi-florum) & CENICAL (WINTER) RYE (Secale cereale)	50 - 100
FEB. 15 - APR. 30	ANNUAL RYEGRASS (Lolium multi-florum)	50 - 100
MAY 1 - AUG. 31	GERMAN MALEY (Setaria italica)	50

FERTILIZER & LIME

Apply 10-20-10 fertilizer at a rate of 450 lbs. / acre (or 10 lbs. / 1,000 sq. ft.)
Apply Pulverized Agricultural Limestone at a rate of 2 tons/acre (or 90 lbs. / 1,000 sq. ft.)

NOTE:

- A soil test is necessary to determine the actual amount of lime required to adjust the soil pH of site.
- Incorporate the lime and fertilizer into the top 4-6 inches of the soil by disking or by other means.
- When applying Slowly Available Nitrogen, use rates available in Erosion & Sediment Control Technical Bulletin # 4, 2003 Nutrient Management for Development Sites at <http://www.dor.state.va.us/aw/c&shlm#pubs>

TEMPORARY SEEDING SCHEDULE

VE&SC STD & SPEC 3.31

THE FOLLOWING PERSON (PRINT) (SIGN) IS IDENTIFIED AS THE RESPONSIBLE LAND DISTURBER WHO WILL BE IN CHARGE OF AND RESPONSIBLE FOR CARRYING OUT THE LAND DISTURBING ACTIVITY. THIS PERSON MEETS THE APPLICABLE REQUIREMENTS OF VIRGINIA CODE SECTION 10.1-56.3 AND 10.1-56.6 BY VIRTUE OF THE FOLLOWING (CHECK THE CATEGORY THAT APPLIES):

- ____ RESPONSIBLE LAND DISTURBER CERTIFICATE
- ____ DOR CERTIFICATION FOR COMBINED ADMINISTRATOR, ADMINISTRATOR, PLAN REVIEWER, INSPECTOR, OR CONTRACTOR
- ____ VA PROFESSIONAL ENGINEER, LAND SURVEYOR, LANDSCAPE ARCHITECT, OR ARCHITECT.

UPON AWARD OF THE CONTRACT AND BEFORE ANY LAND DISTURBING ACTIVITY CAN BEGIN, THE CONTRACTOR SHALL EXECUTE THE CERTIFICATE FOR RESPONSIBLE LAND DISTURBER WITH THE DEPARTMENT OF PLANNING, ENVIRONMENTAL SERVICES. THIS EXECUTED FORM IS TO BE SUBMITTED TO THE DEPARTMENT OF PLANNING. AWARD OF THE CONTRACT WILL RELIEVE THE ABOVE SIGNER OF ALL RESPONSIBILITY.

SITE PLAN NOTES
FOR
LOT 134
PARCEL ID 83A1-1-134
"MAP OF THE TOWN OF CAPE CHARLES"
(DB 41, PG 483) PLAT
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA
MAY 22, 2023



ENGINEERS | SCIENTISTS | SURVEYORS
5032 ROUSE DRIVE, SUITE 200 | VIRGINIA BEACH, VA 23462
757.490.2961 | MSAONLINE.COM

FB: 729, PG 66-67

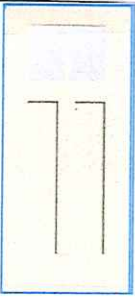
DRWN. BY CJS

CHK'D. BY JJV DATE

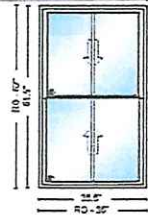
623 Madison Ave - Maulsby



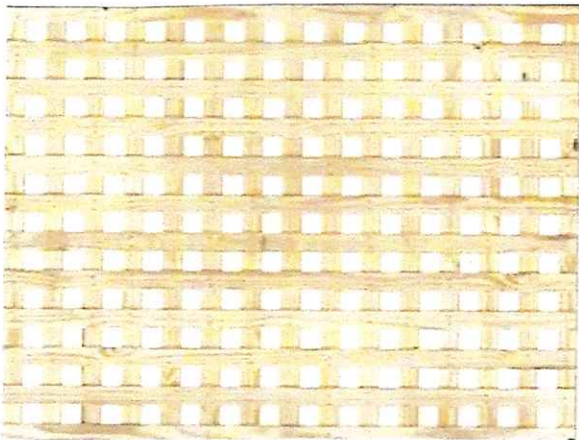
Front door - fiberglass



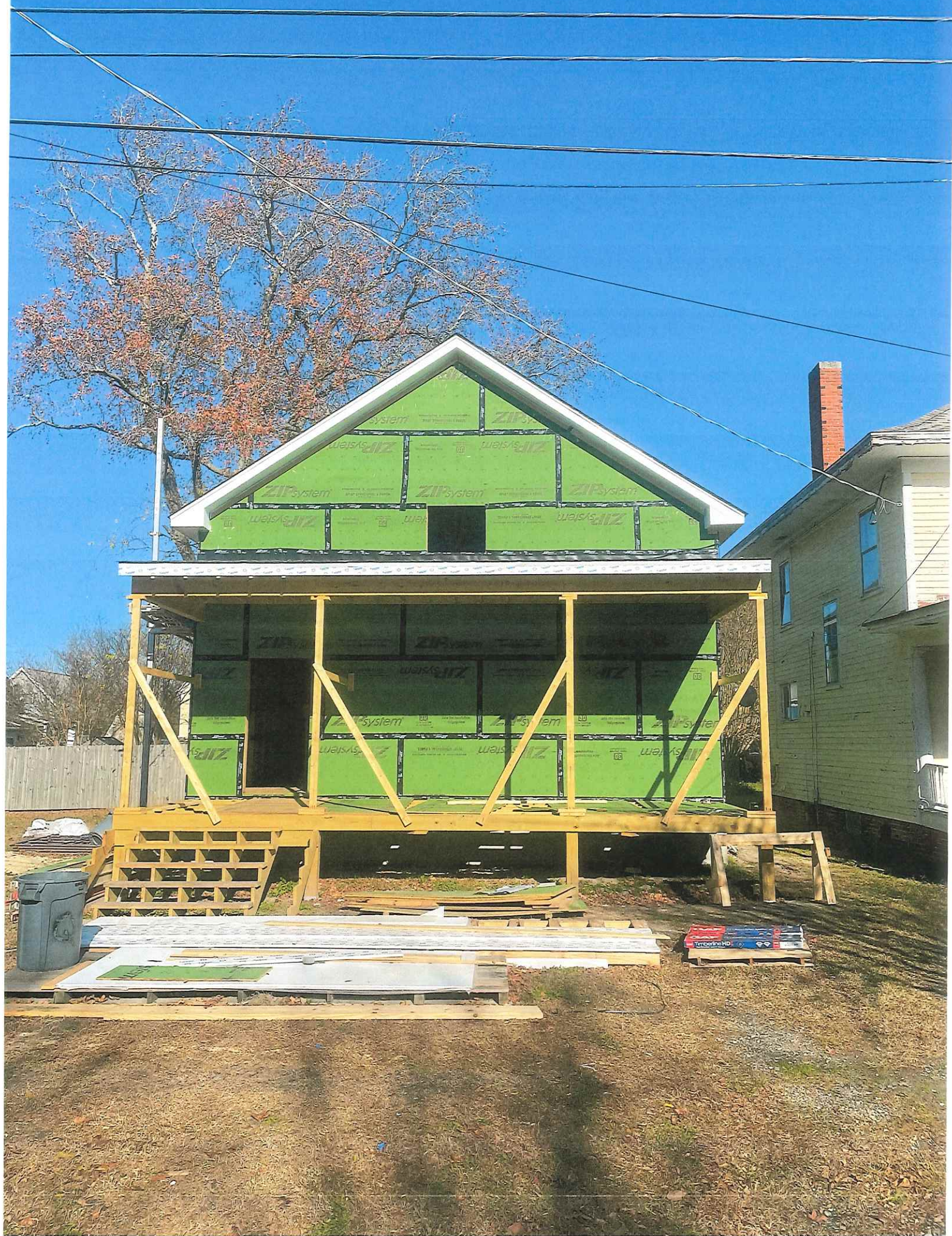
Rear door - fiberglass

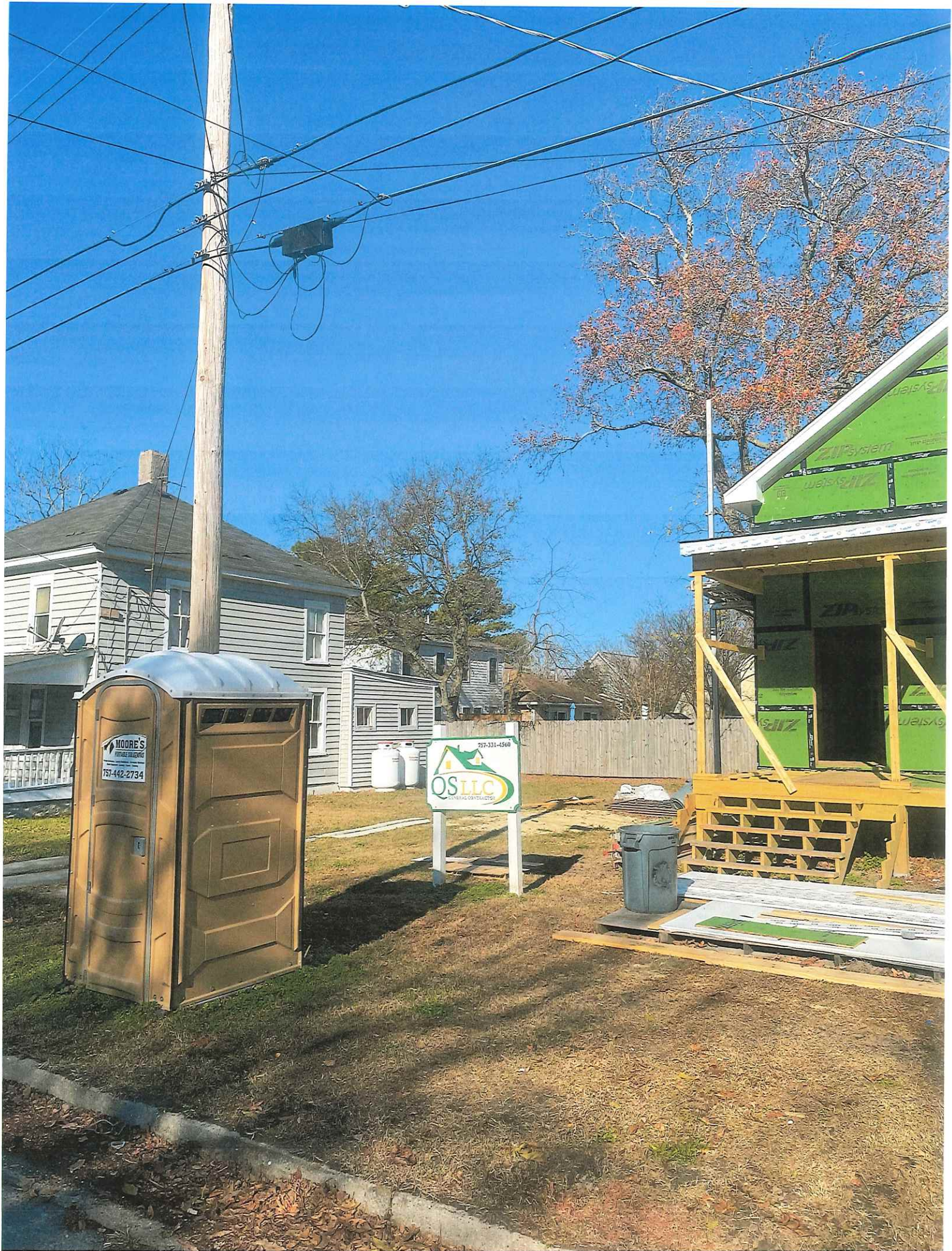


Additional window
front gable - vinyl



Front porch
lattice - wood





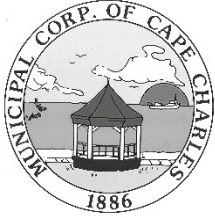


Our office has taken the position that while the guidelines may have allowed for administrative review for the replacement of windows being reviewed under Agenda Items 6 (D) 1 – 4 we did not feel comfortable that additional work may be needed once the existing windows were removed. Therefore, the Historic District Review Board is reviewing these applications.

Staff would also like the Board's opinion on how to handle these types of applications moving forward.

Agenda Item 6D (1)

542 Monroe Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6D (1) – 542 Monroe Avenue

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

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

Date: December 20, 2023

APPLICANT: Kathleen McGuigan & Steve McGowan
TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 542 Monroe Avenue

TAX MAP: 83A3-1-358

LOT SIZE: 5,600 sq. ft.

WORK TO BE PERFORMED: Replace windows

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1920, Queen Anne

Accessory Structure: Shed, CONTRIBUTING

DATE APPLICATION RECEIVED: November 14, 2023

PRE-APPLICATION MTG: January 16, 2024

DATE APPLICATION DEEMED COMPLETE: November 14, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): January 15, 2024

The applicant is seeking to replace twenty-one of the existing vinyl 1/1 windows with new Fibrex 1/1 windows on the two-story single-family dwelling.

AERIAL MAP



MATERIALS:

Windows: Anderson 100 Series 1/1 Single Hung Fibrex Composite Material

STAFF ANALYSIS

ZONING COMPLIANCE

The property is a legal, conforming use and this application is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types, Forms, & Associated Architectural Styles

Section 4.5.1: Openings and Associated Features - Windows

Section 5.4.1 (2)(c): Minimum Standard – Windowsill and Window Casing or Trim

Section 5.5.1: Windows

Pages 7-4 to 7-7: Alternative Materials

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and proposed replacement windows to the home are in keeping with the Guidelines of the Historic District and 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	vpd AO
Violations	N/A
Fee	658 \$500
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: Kathleen McGivigan Kathleen McGivigan Date: 11/14/23

PART 2: PROPERTY INFORMATION

Property Address: 542 Monroe Avenue

Tax Map #: R-1

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

Zoning District: 83A3-1-358

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Kathleen McGivigan + Steve McGowan

Mailing Address: 542 Monroe Avenue Cape Charles VA 23310

Phone Number: (972) 948-1023 (Kathleen) (214) 206-5382 (Steve)

Email: kathmcgivigan@gmail.com samcgow55@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

*REPLACING NONORIGINAL WINDOWS ON ALL SIDES OF THE HOUSE.***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: *Tree Removal*

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): _____

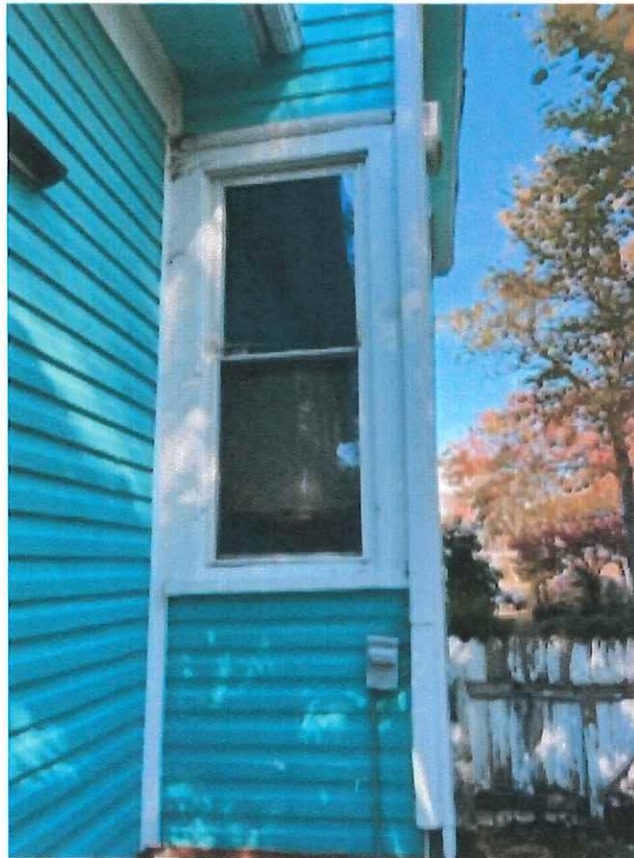
Indicate the reason for change:

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 <u>21</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	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: <u>Vinyl</u>	Material: <u>Fibrex</u>
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

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

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u>Kathleen McGrigan <i>Kathla McGrigan</i></u> Date: <u>11/14/2023</u>	
Zoning Administrator's signature: _____ Date: _____	
Zoning Ordinance Article VIII Section: _____	

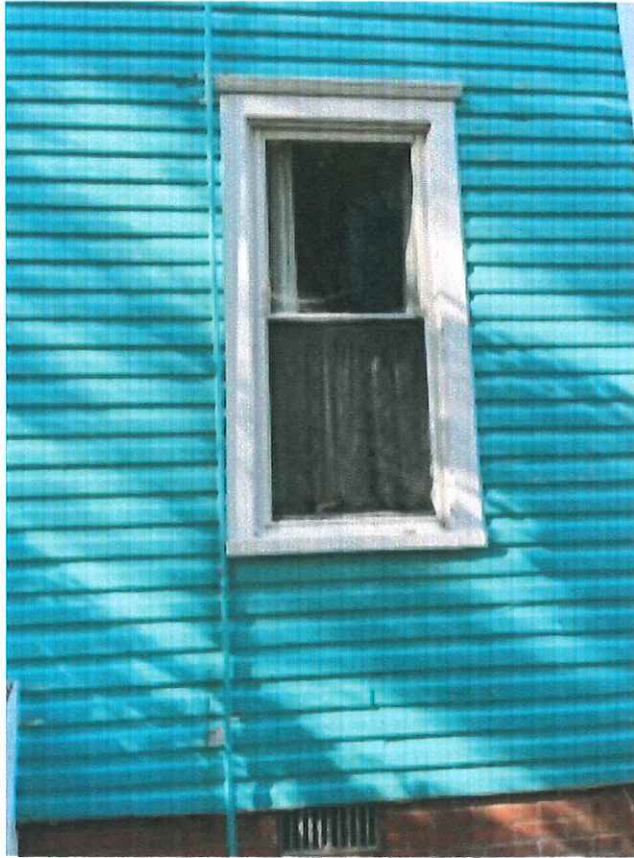
#1 South side 1st Floor



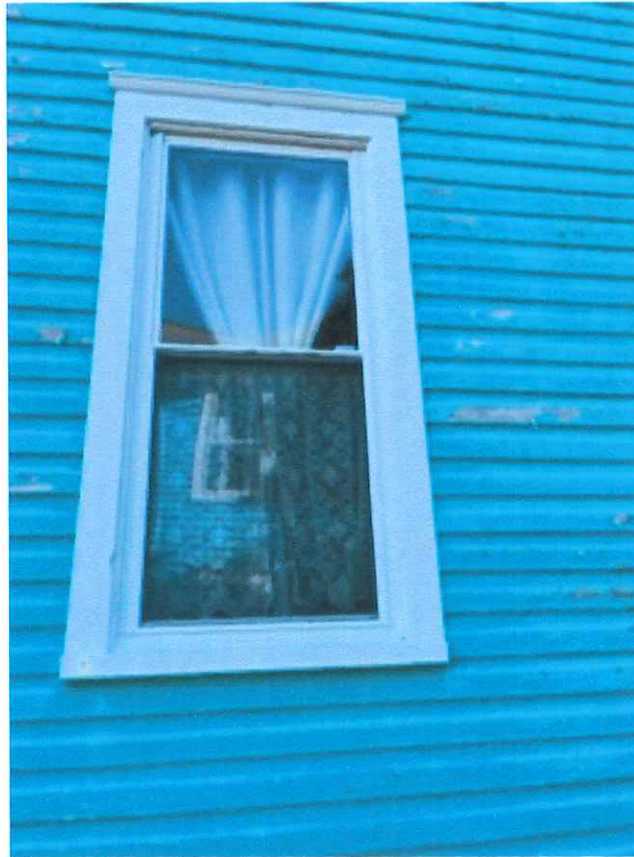
#2 E. side 1st Floor



3. E. side 12th Floor



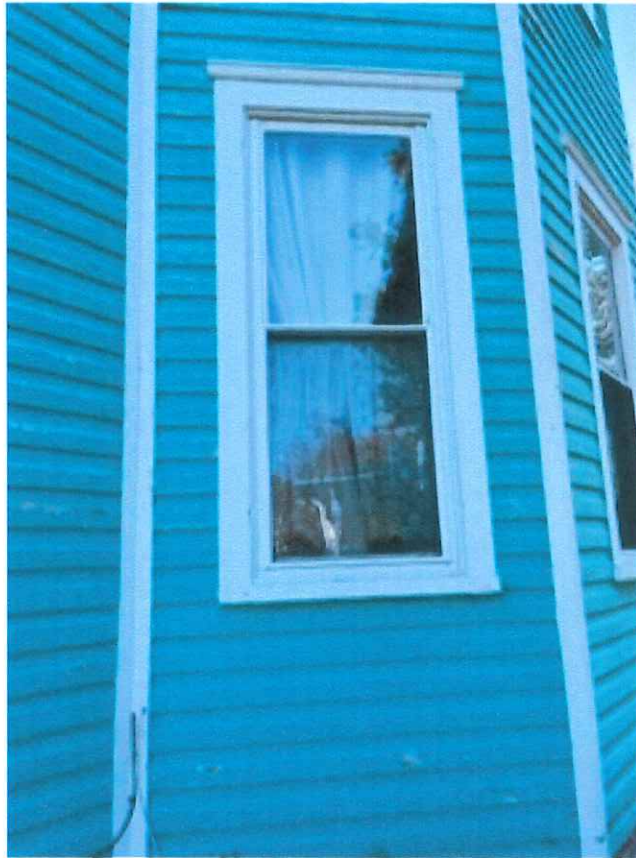
4 West side 1st Floor



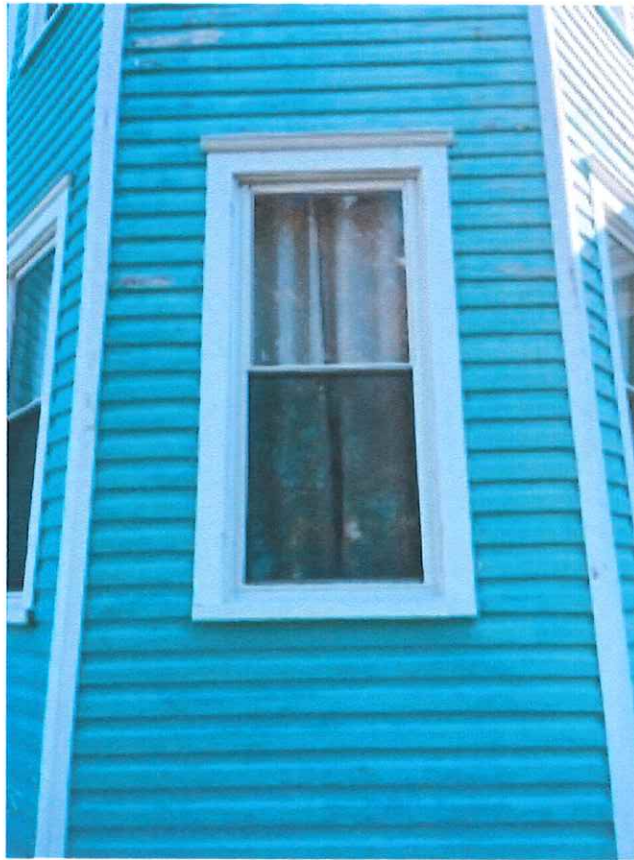
5 Northside 15th Floor



#6 North west side 1st floor



#7 west side 12th Floor



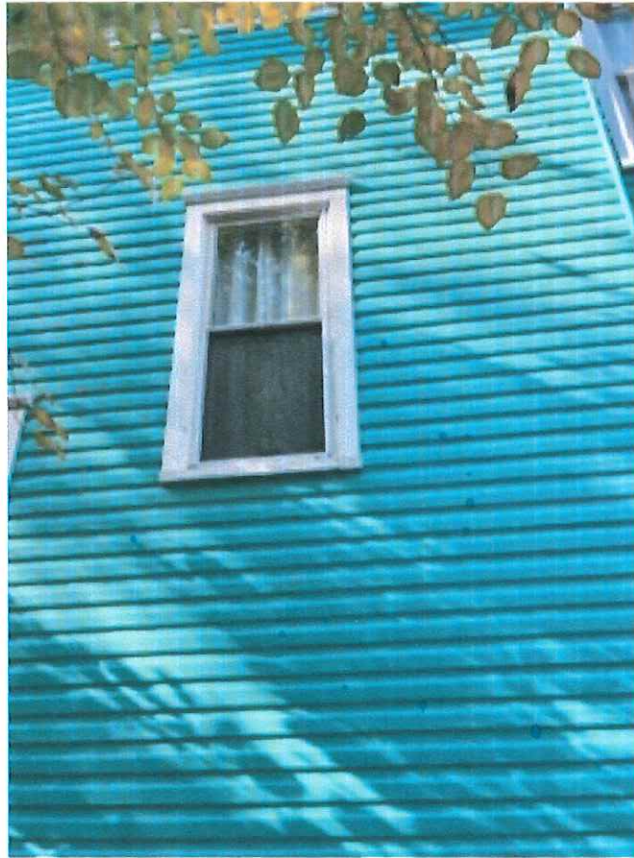
#8 South side 1st Floor



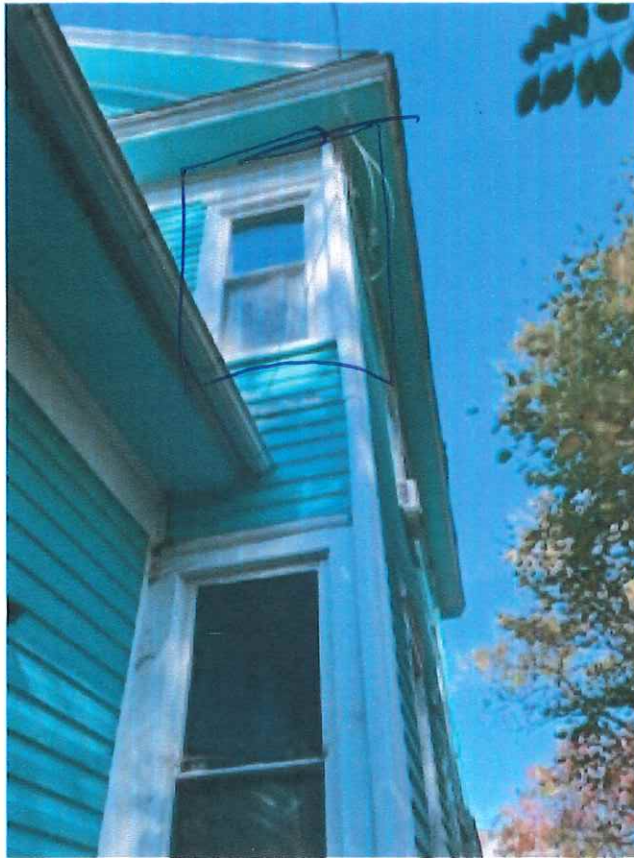
#9 East Side entry 1st Floor



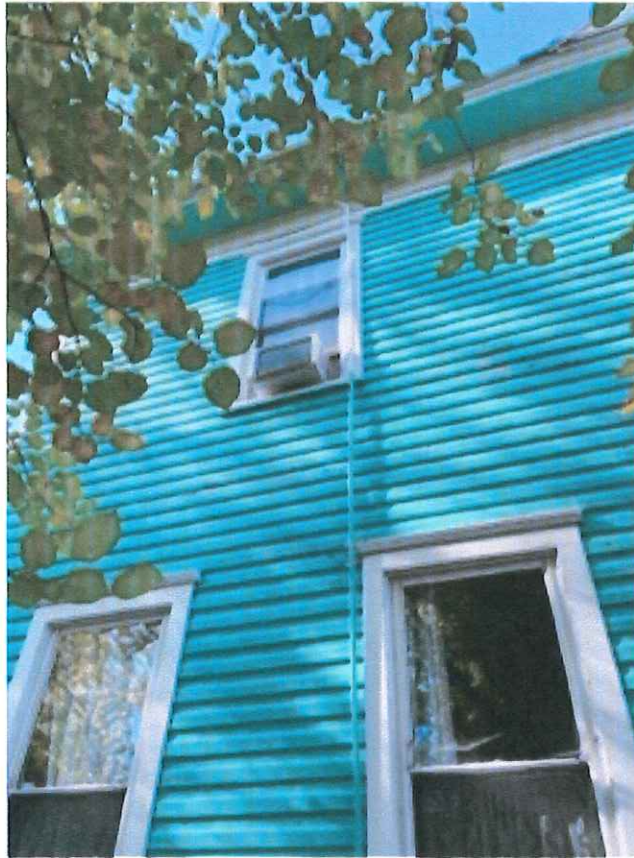
#10 East Side Stairwell



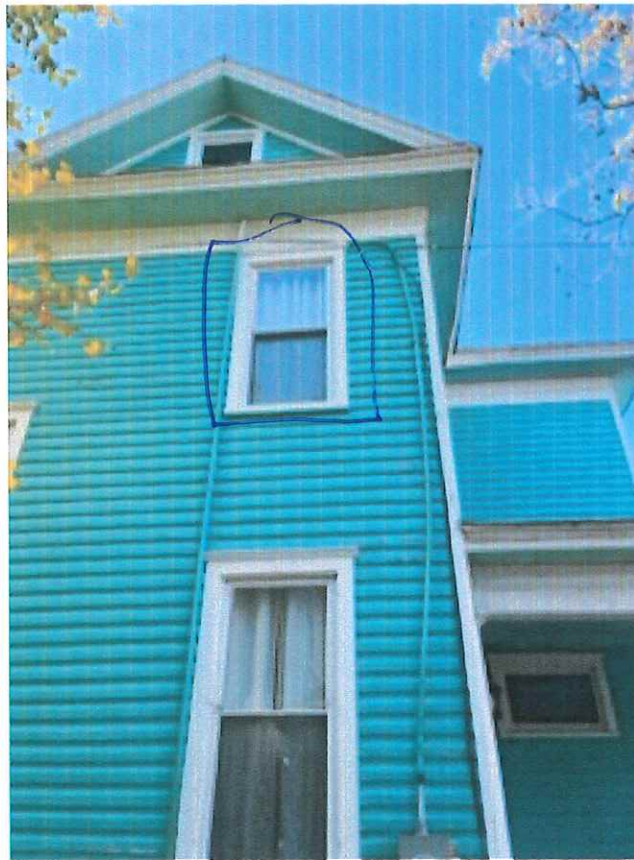
#11 South Side E. Bedroom 2nd Floor



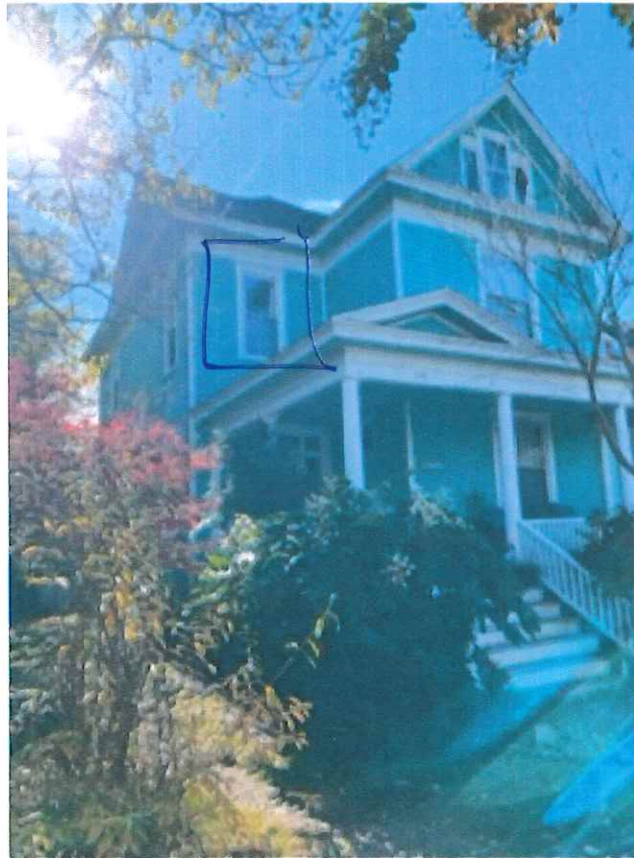
#12 East side E. Bedroom 2nd Floor



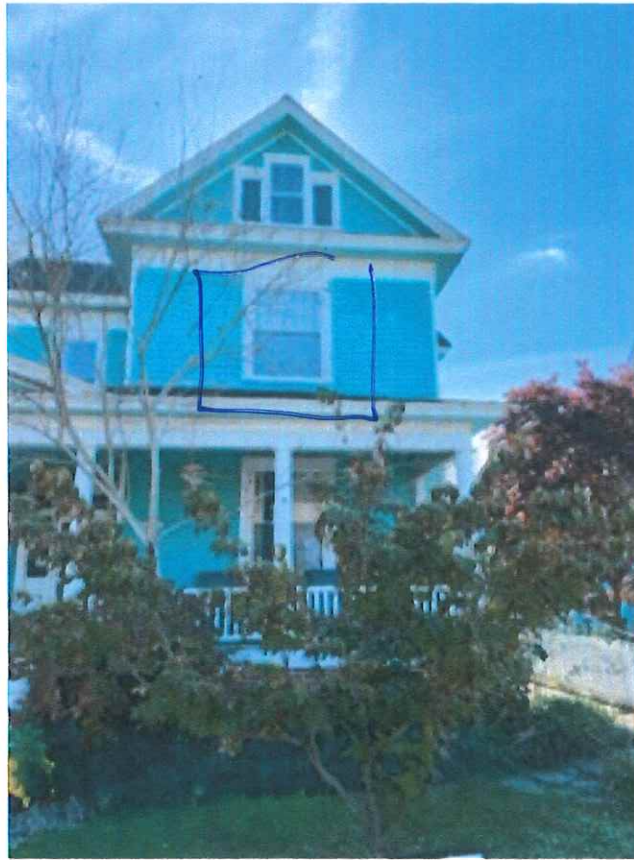
#13 East side Bathroom 2nd floor



14 N. Side Bathroom 2nd Floor



#15 N. Side Bedroom 2nd Floor



#16 W. Side Bedroom / 2nd Floor



#17 N.W. Side Bedroom 2nd Floor



#18 West Side Bedroom 2nd Floor



#19 S.W. Side Bedroom 2nd Floor



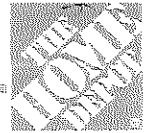
#20 S.E. Side Bedroom 2nd Floor



#21 EAST side Bathroom / 2nd Floor



PROJECT SPECIFICATION



Date: <u>10/30/2023</u>	Branch: <u>Virginia Beach</u>
Sales Consultant : <u>Drew Gallagher</u>	CSC Phone: <u>HOME DEPOT PHONE: (877)-903-3768</u>
Sales Consultant Phone # : <u>(757) 761-7265</u>	<u>Drew Gallagher : R-I-128533-13-00493</u>
	License(s):

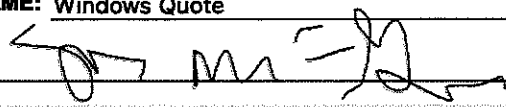
INSTALLATION ADDRESS: 542 Monroe Avenue

Melfa VA 23410

Job #: F37514033

PURCHASER(S):	Work Phone	Home Phone	Cell Phone
<u>STEVE MCGOWAN</u>			<u>(214) 206-5382</u>
<u>Kathleen McGuigan</u>			<u>(972) 948-1023</u>

PROJECT NAME: Windows Quote

Customer
Signature: 

Date: 10/30/2023

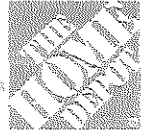
PROJECT SPECIFICATIONS

1	1st/DINE/Windows
Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 34, Height 73, Width + Height 107, Glass - Standard, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)	
2	1st/DINE/Windows
Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 34, Height 73, Width + Height 107, Glass - Standard, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)	
3	1st/DINE/Windows
Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 34, Height 73, Width + Height 107, Glass - Standard, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)	
4	1st/OFC/Windows
Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 47, Height 73, Width + Height 120, Glass - Standard, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)	

Project Name: Windows Quote

Sheet 1 of 3

PROJECT SPECIFICATION



Purchaser's Name: STEVE MCGOWAN

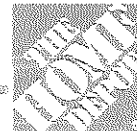
Job#: F37514033

PROJECT NAME: Windows Quote

PROJECT SPECIFICATIONS

5	1st/OFC/Windows	Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 34, Height 73, Width + Height 107, Glass - Standard, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)
6	1st/LIV/Windows	Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 31, Height 73, Width + Height 104, Glass - Standard, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)
7	1st/LIV/Windows	Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 34, Height 73, Width + Height 107, Glass - Standard, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)
8	1st/LIV/Windows	Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 31, Height 73, Width + Height 104, Glass - Standard, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)
9	1st/ENTRY/Windows	Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 31, Height 73, Width + Height 104, Glass - Standard, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)
10	2nd/HALL/Windows	Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 31, Height 73, Width + Height 104, Glass - Standard Tempered Glass Full, WOCD Screen, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)

PROJECT SPECIFICATION



Purchaser's Name: STEVE MCGOWAN

Job#: F37514033

PROJECT NAME: Windows Quote

PROJECT SPECIFICATIONS

11	2nd/BED/Windows
Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 31, Height 69, Width + Height 100, Glass - Standard Tempered Glass Full Obscure Glass - Cascade Full, WOCD Screen, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)	
12	2nd/BED/Windows
Andersen 100, 100 Series Single Hung, White Int. Finish, White Ext. Finish, Width 31, Height 69, Width + Height 100, Glass - Standard Tempered Glass Full Obscure Glass - Cascade Full, WOCD Screen, Hardware Option(s) White Finish, Standard Hardware, Labor Option(s) Window / Door Wraps - Labor Only (Per Each)	
Job Level and Labor Options	
12-Window / Door Wraps - Labor Only (Per Each)	

100 Series WINDOWS & PATIO DOORS

All The Features You Want. Including The Price.

100 Series windows and patio doors are made with the revolutionary Fibrex advanced composite material, which allows Andersen to offer an uncommon value that others can't.

FIBREX® COMPOSITE MATERIAL

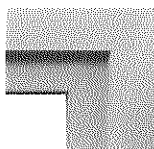
- Twice as strong as vinyl
- Retains its stability and rigidity in all climates
- Blocks thermal transfer nearly 700 times better than aluminum to help reduce heating and cooling bills

EXTERIOR COLOR CHOICES THAT NEVER NEED PAINTING

- Factory-finished interiors and exteriors never need painting and won't fade, flake, blister, chalk, or peel even in extreme cold or heat

ATTRACTIVE, SEAMLESS CORNERS

- 100 Series products feature virtually seamless corners to give your home a beautiful look inside and out



WINDOWS • DOORS
Andersen 

QUESTIONS? CONTACT US



CALL
1-877-903-3768



CLICK
MyHomeDepotProject.com



GLIDING PATIO DOORS

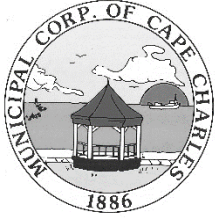
- Feature one stationary panel and one that glides smoothly on adjustable rollers
- Multi-point locking system for enhanced security



HDE-111

Agenda Item 6D (2)

224 Jefferson Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6D (2) – 224 Jefferson Avenue

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

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

Date: December 20, 2023

APPLICANT: Brian Pavlik

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 224 Jefferson Avenue

TAX MAP: 83A3-1-205

LOT SIZE: 5,600 sq. ft.

WORK TO BE PERFORMED: Replace windows

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Not listed

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 27, 2023

PRE-APPLICATION MTG: January 16, 2024

DATE APPLICATION DEEMED COMPLETE: December 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 5, 2024

The applicant is seeking to replace twenty-three of the existing vinyl 1/1 double hung windows with new vinyl 1/1 double hung windows on the two-story single-family dwelling.

AERIAL MAP



MATERIALS:

Windows: Lansing Series 40 - 1/1 Double Hung Vinyl

STAFF ANALYSIS

ZONING COMPLIANCE

The property is a legal, conforming use and this application is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types, Forms, & Associated Architectural Styles

Section 4.5.1: Openings and Associated Features - Windows

Section 5.4.1 (2)(c): Minimum Standard – Windowsill and Window Casing or Trim

Section 5.5.1: Windows

Pages 7-4 to 7-7: Alternative Materials

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials and proposed replacements to the home are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

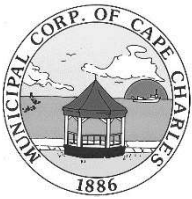
Staff is prepared to assist in the development of a motion, if needed.

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

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: *Brian Pavlik*

Date: 11/21/2023

PART 2: PROPERTY INFORMATION

Property Address: 224 Jefferson Ave

Tax Map #: 83A1-1-205

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Brian Pavlik

Mailing Address: 507 Baldwin Rd Richmond, VA 23229

Phone Number: 804-393-1614

Email: pavlik.brian@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):
Replacement of 23 double hung windows on the property. The existing vinyl windows are being replaced with new vinyl windows of the same color, dimension and design. No deviations are being made from the form, fit and function between the existing and proposed windows.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

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

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Existing Material:	Proposed Materials:
Other / Additional Notes:	

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

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

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

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

Indicate the reason for change:

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>0</u> Removed: <u>0</u> Repaired: <u>0</u> Replaced: In kind <u>23</u> Different in style or material <u>0</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double-hung 1/1	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double-hung 1/1
Width: attached Height: attached Depth: Attached	Width: attached Height: attached Depth: Attached
Material: vinyl	Material: vinyl
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
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: 0	Width:	Materials:
☐ Patio	Length: 0	Width:	Materials:
H. SIDING ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing material:		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot:			
I. TRIM WORK ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Material:		Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used:			
Dimensions:			
Reason for repair or alteration (change of material or design):			
J. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes:			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u> <i>Brian Pavlik</i> </u>	Date: <u> 11/21/2023 </u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	

#1 - Qty 2 - 28 3/8" x 38"

#2 - Qty 2 - 31 1/4" x 37 1/2"

#3 - Qty 3 - 28 1/4" x 37 1/2"

#4 - Qty 16 - 31 1/4" x 54"

All existing windows are vinyl, proposed to be replaced with vinyl Lansing 40 windows of the same dimension, color, form, fit and function.





17 - #1

7 - #4

8 - #4

9 - #4

21 - #3

11 - #4

18 - #3

10 - #4



12 - #4

13 - #4



19 - #1

13 - #4

15 - #4

16 - #4

14 - #4

22 - #3

23 - #3

20 - # 3

224



Series 40 Double Hung Window

2- and 3-lite sliders and picture windows are available

- Reinforced, multicavity construction provides additional thermal performance and structural integrity.
- Fusion-welded sashes and frame add strength, boost thermal performance.
- Insulated glass panels with optimum thermal air space featuring warm-edge spacer system.
- Constant force coil balance system permits easy sash movement.
- Sloped sill reduces air infiltration and allows for easy water run-off.
- Half screen comes standard.*
- Positive-action cam lock enhances safety.
- Dual push button night latches provide optimum ventilation.
- Integrated, slim line push rail allows you to easily operate sash.
- Interlocking sashes keep out drafts.
- Dual-fin weather stripping further reduces air infiltration.
- Rubber bulb seal helps block outside air.
- **Transferable Limited Lifetime Warranty.**

Optional Features

- Low-E glass.
- Low-E glass with argon gas.
- Ultra Low-E glass with argon gas.
- 5/8" or 1" contoured, 5/8" or 3/4" flat, 5/8" contoured valance grids.
- 8 painted exterior colors (white interior only).
- Factory mulling of twins, triples and architectural shapes.
- Charcoal aluminum mesh screen.*
- Lifetime Glass Breakage Warranty.

Color Options**



Scan to watch
a video about
our Series 40.



ENERGY STAR compliance
available in all series. Verify
product specifics before ordering.

Note: Manufacturer reserves the right to substitute components as necessary for continued product improvement.

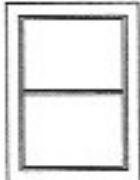
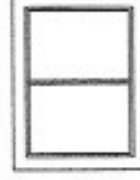
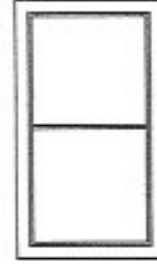
* Screens are not meant to restrain a child from falling through an open window.

** Printing process may affect color shown.

Please refer to actual window sample when selecting colors.

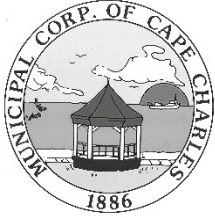
*** Grid offering limited to 5/8" contoured or SDL on exterior painted windows. Only use mild, water based household cleaner on painted product and rinse immediately with water. See full cleaning instructions for details.



Line	Qty.	Description	Size
			(W x H)
1	2	Repl Series 40 Double Hung - White - Clear - Standard Low-E/Argon - E Half Screen - Standard Mesh - 2 Locks (White) - Night Latch (Opening Size: 28 5/8 W x 38 1/4 H) - DP35: Size Tested 36" x 74" - U Factor: 0.31, SHGC: 0.28 	28 3/8" x 38" ES
2	2	Repl Series 40 Double Hung - White - Clear - Standard Low-E/Argon - E Half Screen - Standard Mesh - 2 Locks (White) - Night Latch (Opening Size: 31 1/2 W x 37 3/4 H) - DP35: Size Tested 36" x 74" - U Factor: 0.31, SHGC: 0.28 	31 1/4" x 37 1/2" ES
3	3	Repl Series 40 Double Hung - White - Clear - Standard Low-E/Argon - E Half Screen - Standard Mesh - 2 Locks (White) - Night Latch (Opening Size: 28 1/2 W x 37 3/4 H) - DP35: Size Tested 36" x 74" - U Factor: 0.31, SHGC: 0.28 	28 1/4" x 37 1/2" ES
4	16	Repl Series 40 Double Hung - White - Clear - Standard Low-E/Argon - E Half Screen - Standard Mesh - 2 Locks (White) - Night Latch (Opening Size: 31 1/2 W x 54 1/4 H) - DP35: Size Tested 36" x 74" - U Factor: 0.31, SHGC: 0.28 	31 1/4" x 54" ES

Agenda Item 6D (3)

212 Madison Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6D (3) – 212 Madison Avenue

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

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

Date: December 20, 2023

APPLICANT: Ronald & Deborah Klar

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 212 Madison Avenue

TAX MAP: 83A3-1-310

LOT SIZE: 5,400 sq. ft.

WORK TO BE PERFORMED: Replace windows

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1931, Colonial Revival

Accessory Structure: Shed, CONTRIBUTING

DATE APPLICATION RECEIVED: December 5, 2023

PRE-APPLICATION MTG: January 16, 2024

DATE APPLICATION DEEMED COMPLETE: December 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 5, 2024

The applicant is seeking to replace twenty-one of the existing wood 6/1 double hung windows with new vinyl or Ultrex Fiberglass 6/1 double hung windows on the two-story single-family dwelling.

AERIAL MAP



MATERIALS:

Windows: Sunrise - 6/1 Double Hung Vinyl OR Marvin Elevate – 6/1 Double Hung Ultrex Fiberglass

STAFF ANALYSIS

ZONING COMPLIANCE

The property is a legal, conforming use and this application is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types, Forms, & Associated Architectural Styles

Section 4.5.1: Openings and Associated Features - Windows

Section 5.4.1 (2)(c): Minimum Standard – Windowsill and Window Casing or Trim

Section 5.5.1: Windows

Pages 7-4 to 7-7: Alternative Materials

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted and determine if the applicant provided enough documentation to prove the existing windows could not be repaired or replaced in-kind per Section 7 in the Historic District Overlay Design Guidelines, and if the proposed replacement windows to the home is in keeping with the Guidelines of the Historic District and reflects the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

Revised 03/2023

Taxes	PD
Violations	N/A
Fee	\$500 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: *Ronald M. Klar*

Date: 12/05/2023

PART 2: PROPERTY INFORMATION

Property Address: **212 Madison Ave**

Tax Map #: **83A3-1-310**

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

Zoning District: **R1**

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Ronald M. & Deborah G. Klar**

Mailing Address: **3140 N. Abingdon St. Arlington, VA 22207**

Phone Number: **703-475-1277**

Email: **ronaldklar@aol.com**

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

A. Replace/upgrade existing original 1st & 2nd floor windows (most damaged or non-functional)

B. Replace the damaged rear deck wood floor boards & rail top boards

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: **deck boards**

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):

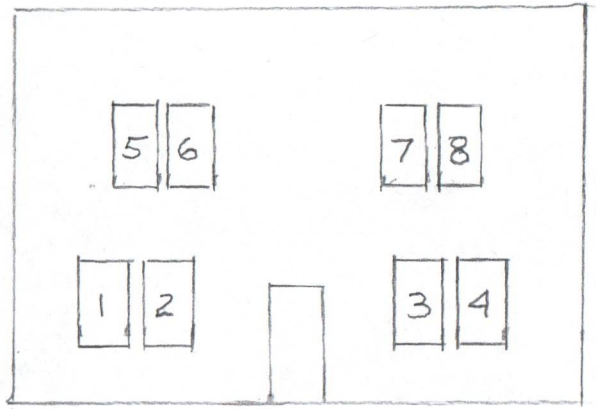
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

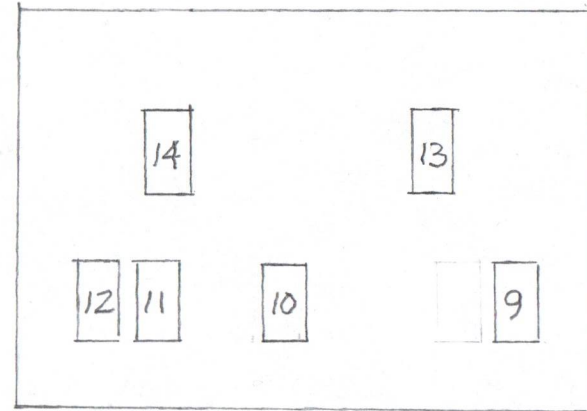
D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind <u>21</u> Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. 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 double-hung, 6/1	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double-hung, 6/1
Width: <u>2-6</u> Height: ^{4-10; 4-6;} ₃₋₂ Depth: <u>3.25</u>	Width: <u>2-6</u> Height: ^{4-10; 4-6;} ₃₋₂ Depth: <u>3.25</u>
Material: <u>wood windows + aluminum storms</u>	Material: <u>vinyl clad or fibrex clad</u>
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

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

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed. Applicant's signature: <u><i>Ronald M. Klar</i></u> Zoning Administrator's signature: _____ Zoning Ordinance Article VIII Section: _____ Date: <u>12/05/2023</u> Date: _____	

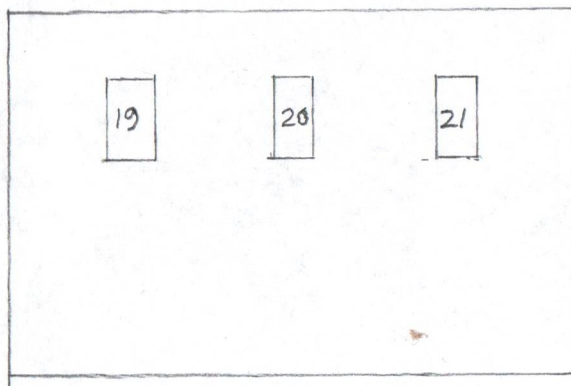


FRONT

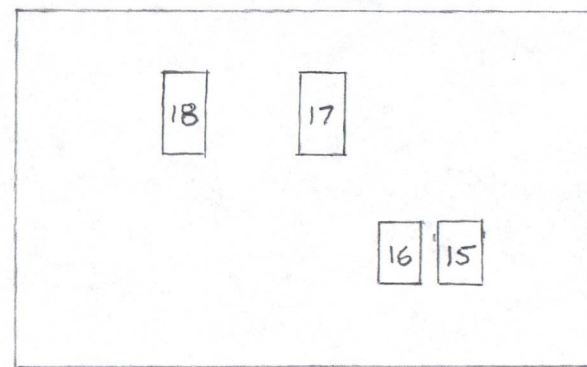


LEFT SIDE

KLARA HOME
212 MADISON AVE.
WINDOWS FOR REPLACEMENT
HOUSE EXTERIOR DIAGRAM



REAR



RIGHT SIDE

212 Madison Replacement Window Application Photos



212 Madison - Front

212 Madison Replacement Window Application Photos



212 Madison - Rear

212 Madison Replacement Window Application Photos



212 Madison – Left Side

212 Madison Replacement Window Application Photos



212 Madison – Right Side

212 Madison Replacement Window Application Photos



212 Madison – 1st Floor Existing Windows (Typical)

212 Madison Replacement Window Application Photos



212 Madison – Existing Kitchen Windows

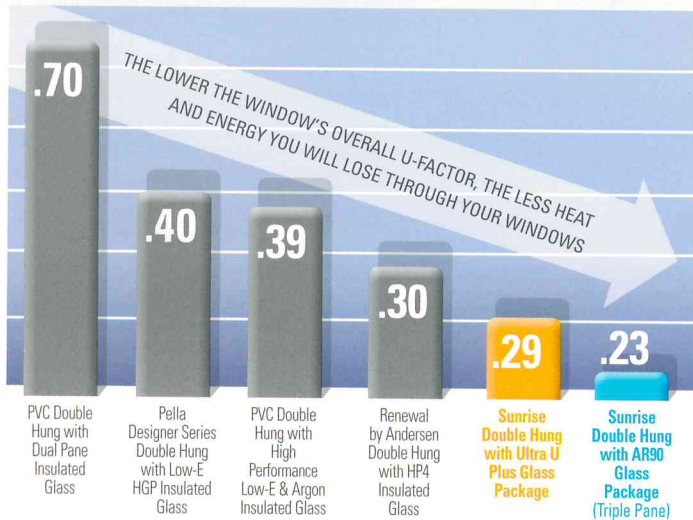


Efficiency Ratings

Heat Loss Reduction

U-factor is one of the most important measurements in determining the energy efficiency of a window. This rating specifies how much heat a window, including the frame, glass, and insulating materials, allows in or out of the house — with lower numbers indicating better insulation. U-factor is important wherever you live, but is a primary concern in colder climates. Sunrise offers windows with U-factors as low as .17.

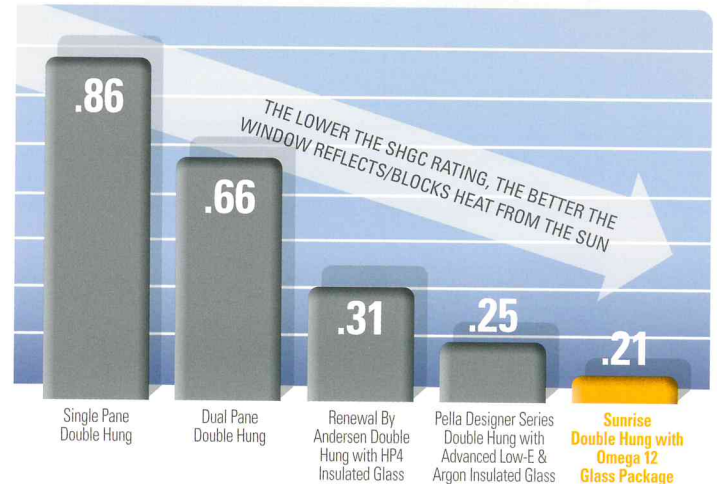
RESIDENTIAL U-FACTOR RATINGS



Heat Gain Resistance

In warm climates, however, another important heat rating to consider is Solar Heat Gain Coefficient (SHGC). SHGC ratings specify how well an insulated glass unit resists or blocks heat gain caused by the sun — with lower numbers indicating greater resistance.

SOLAR HEAT GAIN (SHGC) RATINGS BASED ON WHOLE UNIT TESTING

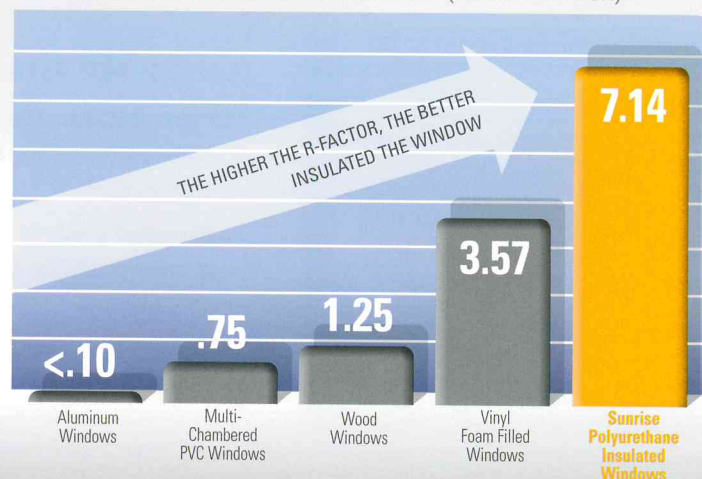


U-factor and Solar Heat Gain Coefficient results were researched and found on the National Fenestration Rating Council's (NFRC) website, www.nfrc.org, and are part of the public access information recorded on the site's Certified Products Directory. Overall Residential U-factor Ratings for Sunrise Windows Double Hung windows are in accordance with NFRC 400/ASTM E283 procedures for determining fenestration product U-factor and SHGC ratings.

Energy Protection

While the U-factor and SHGC are used to express the insulation value of windows, R-factor is used for insulation in most other parts of the building envelope (walls, floors, roofs); and as it pertains to windows, it relates to the frame and sash. Sunrise injects our window and sliding patio door frames with polyurethane — the same type of insulation used in residential refrigerators — to provide some of the most energy efficient, highest rated windows in the industry.

R-FACTOR RATINGS FOR WINDOW FRAME MATERIALS (PER LINEAL INCH)



“

We had 21 windows and one patio slider installed exactly 1 year ago, and with this winter we had in Michigan, these windows made a huge difference. Our gas bills went down quite a bit, furnace ran less, and house temp was more consistent. Also, the triple panes made a huge difference; in summer the back of the house would be 20-30 degrees hotter from 3-7pm and now it's the same as the rest.

”

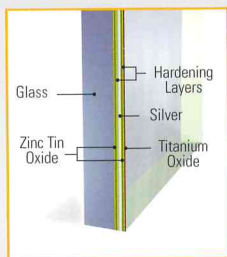
Glass Packages

DUAL PANE GLASS

Passive U

A $\frac{7}{8}$ " overall dual glazed insulated glass unit featuring our exclusive Passive U glass, the MAXEdge™ spacer system, and an air space filled with high density argon gas. The Passive U coating structure is composed of six layers of high performance reflective metallic shields.

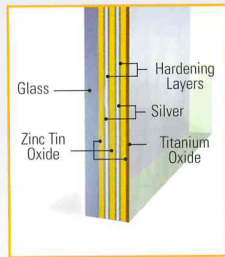
Optional: Passive U with Thermal U Plus



Ultra U Plus

A $\frac{7}{8}$ " overall dual glazed insulated glass unit featuring our exclusive Ultra U Plus glass, the MAXEdge™ spacer system, and an air space filled with high density argon gas. The Ultra U Plus coating structure is composed of eight layers of high performance reflective metallic shields.

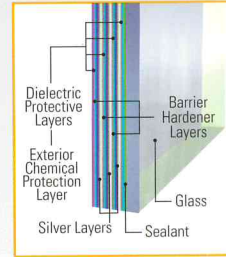
Optional: Ultra U Plus with Thermal U Plus



Omega 12

A $\frac{7}{8}$ " overall dual glazed insulated glass unit featuring our exclusive Omega 12 glass, the MAXEdge™ spacer system, and an air space filled with high density argon gas. The Omega 12 coating structure is composed of twelve layers of high performance reflective metallic shields.

Optional: Omega 12 with Thermal U Plus



Passive U (P2100a)

	U-FACTOR	SHGC
Double Hung	0.30	0.49
Casement	0.27	0.45

with Thermal U Plus (P2210a)

	U-FACTOR	SHGC
Double Hung	0.25	0.48
Casement	0.23	0.44

Ultra U Plus (N2100a)

	U-FACTOR	SHGC
Double Hung	0.29	0.28
Casement	0.27	0.26

with Thermal U Plus (N2210a)

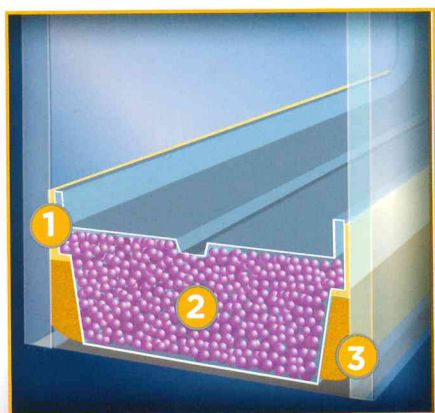
	U-FACTOR	SHGC
Double Hung	0.24	0.28
Casement	0.23	0.26

Omega 12 (S2100a)

	U-FACTOR	SHGC
Double Hung	0.28	0.21
Casement	0.26	0.19

with Thermal U Plus (S2210a)

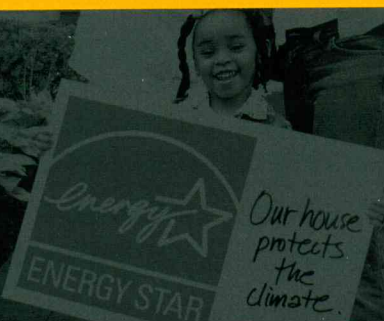
	U-FACTOR	SHGC
Double Hung	0.24	0.21
Casement	0.22	0.19



Dual Pane IGU System

- 1 » Polyisobutylene (PIB) Seal Barrier** is the first layer of the dual-seal system. Prevents moisture from penetrating the insulated glass unit, and also retains argon gas in the airspace.
- 2 » Desiccant beads** fill the MAXEdge™ spacer for an additional layer of vapor protection to further protect the window against moisture getting between the panes.
- 3 » Secondary Silicone Barrier** is the second layer in the dual-seal system. Creates a weatherable, structural bond that adheres the glass to the spacer, and retains its strength during expansion and contraction cycles.

All Sunrise glass systems are licensed and certified in accordance with the NFRC Certification Program, as well as verified to meet or **EXCEED PERFORMANCE GUIDELINES** for every climate zone of the ENERGY STAR program.





COMFORT for Where You Live

Designed to Perform

Sunrise Windows have been tested, qualified, and certified by two of the industry's most cited and consumer-focused laboratory programs for energy efficiency and air infiltration ratings:

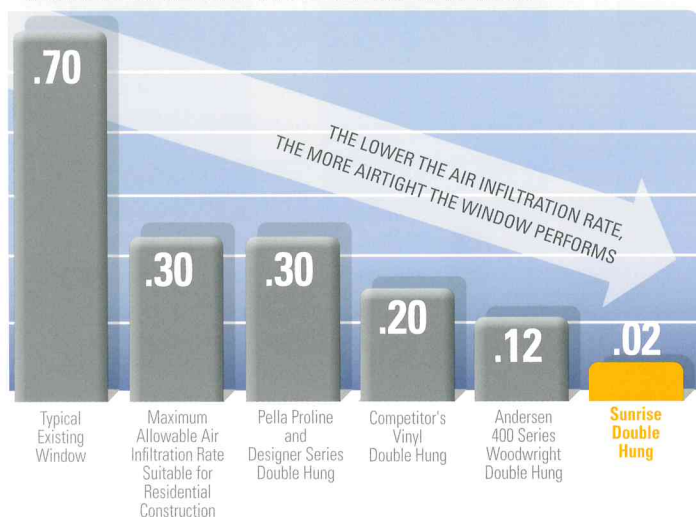
- » **ENERGY STAR** [www.energystar.gov] is a United States Government supported program dedicated to helping consumers protect the environment through investment in the most energy-efficient products on the market.
- » **National Fenestration Rating Council (NFRC)** [www.nfrc.org] provides five separate test ratings in order to help consumers compare the performance characteristics of different brands of windows and doors. These five ratings are featured on the NFRC Energy Performance Label affixed to every window we supply.

Sunrise Windows exceed ENERGY STAR's performance guidelines for every climate zone in the country. Sunrise Windows also tests all of their products to the exacting standards of the NFRC and the American Architectural Manufacturers Association [www.aamanet.org].

Air Tight Construction

Air infiltration causes cold drafts and temperature differences within a room. When air infiltration is an issue, heat loss in the winter and heat gain in the summer can become a major concern. Sunrise Windows have some of the industry's lowest air infiltration rates. Our triple weatherstrip barrier provides 50% more weather-stripping than other windows, providing greater protection and increasing whole home efficiency.

AIR INFILTRATION RATINGS



With a constant 25 mile per hour wind, this test shows how many cubic feet of air infiltrates through each square foot of the window each minute. Results are from Pella Product Guide Specification 2008, and Andersen 2009 Performance Standards. Sunrise Double Hung results from April 2021 testing.

Energy Efficient Insulation

Sunrise Windows (made with environmentally friendly, polyurethane-insulated extrusions) provide twice the R-factor of competitor's vinyl foam filled windows. Sunrise Windows are constructed using energy-efficient, pure virgin uPVC that helps in keeping your home insulated.



Fourteen leaky 28" by 48" windows throughout a home can be responsible for air infiltration
**EQUIVALENT TO REMOVING
 AN ENTIRE WINDOW**
 from its rough opening!

CRAFTSMANSHIP to Last a Lifetime

Made to Withstand the **Test of Time**

Focus on providing customers the most options. Concentration on maximizing comfort in the home. Pride in quality and craftsmanship. All of this is made even more meaningful by providing **the best warranty in the business**. Our warranty covers the entire window – the frame, the insulated glass unit, the interior and exterior finishes, the hardware – and it's fully transferable to a second property owner, giving peace of mind for generations to come.

WARRANTY COMPARISON

	WINDOWS OR DOOR FRAME, HARDWARE, MOVING PARTS	INSULATED GLASS	SCREEN
Andersen Windows and Doors Limited Warranty	10 years	20 years	10 years
Renewal by Andersen Limited Warranty	10 years	20 years	10 years
Marvin Wood and Clad/Wood Window and Door Limited Warranty	10 years	20 years	10 years
Pella Vinyl Window and Door Limited Warranty	10 years	20 years	10 years
Sunrise Window and Sliding Door Lifetime Non-Prorated Transferable Warranty	Lifetime Non-Prorated	Lifetime Non-Prorated	Lifetime Non-Prorated

Andersen is a registered trademark of Andersen Corporation. Renewal by Andersen is a registered trademark of Andersen Corporation. Marvin is a registered trademark of Marvin Lumber and Cedar Company (Marvin). Pella is a registered trademark of Pella Corporation.



Better View Windows and More
829 Lynnhaven Parkway STE 104
Virginia Beach, Va. 23462
757-689-6210



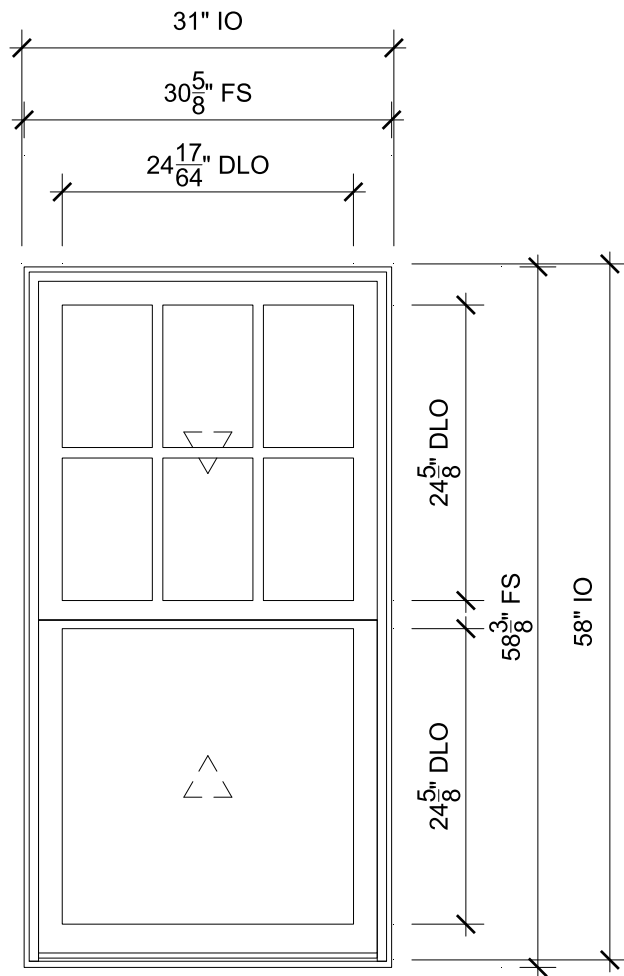
SUNRISE
WINDOWS & DOORS

The Difference is Clear!

200 Enterprise Drive | Temperance, MI 48182

WWW.SUNRISEWINDOWS.COM

734.847.8778

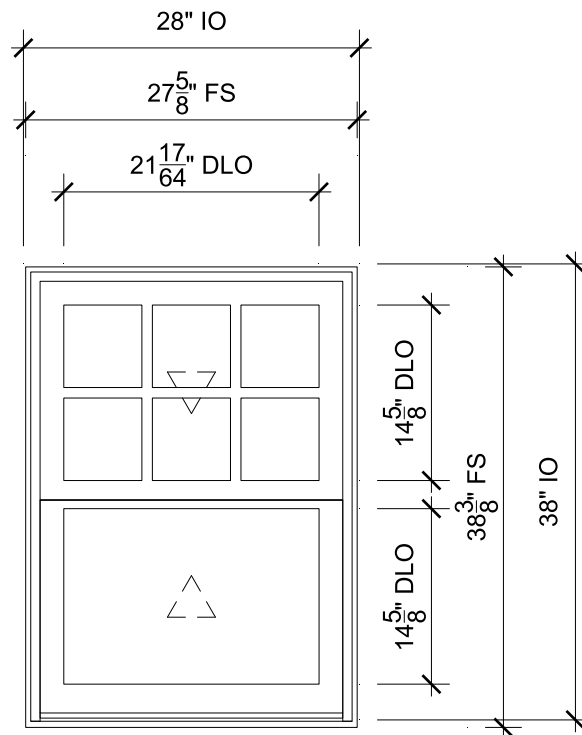


1ST FLR
SCALE: 3/4" = 1'-0"

- | | |
|--------------------------|----------------------------|
| $\frac{1}{3}$ Head | $\frac{2}{3}$ Jamb |
| $\frac{3}{3}$ Sill | $\frac{4}{3}$ Divided Lite |
| $\frac{5}{3}$ Check Rail | |

SPECIFICATIONS

Line #: 1
Product Line: Elevate
Unit Description: Double Hung Insert
Rough Opening: 31" X 58"
Frame Size: 30 5/8" X 58 3/8"
Exterior Finish: Ebony
Hardware Type: Sash Lock
Jamb Depth: 3 1/4"



1ST FLR - KITCHEN
SCALE: 3/4" = 1'-0"

- | | |
|--------------------------|----------------------------|
| $\frac{1}{3}$ Head | $\frac{2}{3}$ Jamb |
| $\frac{3}{3}$ Sill | $\frac{4}{3}$ Divided Lite |
| $\frac{6}{3}$ Check Rail | |

SPECIFICATIONS

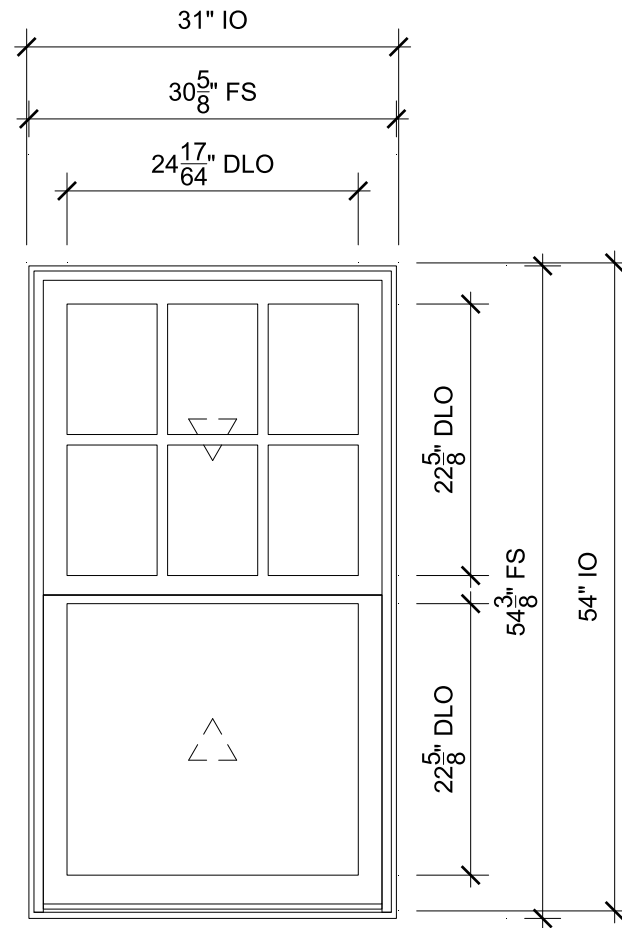
Line #: 2
Product Line: Elevate
Unit Description: Double Hung Insert
Rough Opening: 28" X 38"
Frame Size: 27 5/8" X 38 3/8"
Exterior Finish: Ebony
Hardware Type: Sash Lock
Jamb Depth: 3 1/4"



ORDERING PRODUCTS WITH REFERENCE TO SHOP DRAWINGS:
Before ordering the Marvin products illustrated within these shop drawings, a copy of these drawings accompanied by an approved signature of the purchaser must be returned to the Architectural Division at Marvin Windows & Doors, P.O. Box 100, Warroad, Minnesota 56763. If the Marvin products included herein are ordered without reference to the approved shop drawings, Marvin Windows and Doors assumes no responsibility in guaranteeing product coordination with the drawings.

PROJ/JOB: Ron Klar Residence / 212 Madison Ave, Cape Charles, VA
DIST/DEALER: ERVIN ARCHITECTURAL PRODUCTS
DRAWN: JIM BRITT
QUOTE#: 4M4JC4Z PK VER:0004.05.00 CREATED: 12/04/2023 REVISION:

SHEET
1
OF 3



2ND FLR
SCALE: 3/4" = 1'-0"

- 1
3

Head
- 3
3

Sill
- 5
3

Check Rail
- 2
3

Jamb
- 4
3

Divided Lite

SPECIFICATIONS

Line #: 3
Product Line: Elevate
Unit Description: Double Hung Insert
Rough Opening: 31" X 54"
Frame Size: 30 5/8" X 54 3/8"
Exterior Finish: Ebony
Hardware Type: Sash Lock
Jamb Depth: 3 1/4



ORDERING PRODUCTS WITH REFERENCE TO SHOP DRAWINGS:
Before ordering the Marvin products illustrated within these shop drawings, a copy of these drawings accompanied by an approved signature of the purchaser must be returned to the Architectural Division at Marvin Windows & Doors, P.O. Box 100, Warroad, Minnesota 56763. If the Marvin products included herein are ordered without reference to the approved shop drawings, Marvin Windows and Doors assumes no responsibility in guaranteeing product coordination with the drawings.

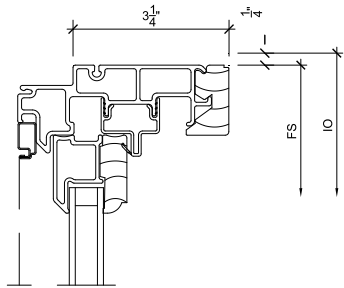
PROJ/JOB: Ron Klar Residence / 212 Madison Ave, Cape Charles, VA
DIST/DEALER: ERVIN ARCHITECTURAL PRODUCTS
DRAWN: JIM BRITT
QUOTE#: 4M4JC4Z PK VER: 0004.05.00 CREATED: 12/04/2023 REVISION:



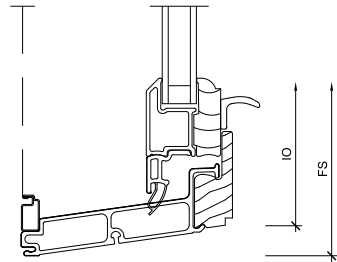
ORDERING PRODUCTS WITH REFERENCE TO SHOP DRAWINGS:
Before ordering the Marvin products illustrated within these shop drawings, a copy of these drawings accompanied by an approved signature of the purchaser must be returned to the Architectural Division at Marvin Windows & Doors, P.O. Box 100, Warroad, Minnesota 56763. If the Marvin products included herein are ordered without reference to the approved shop drawings, Marvin Windows and Doors assumes no responsibility in guaranteeing product coordination with the drawings.

PROJ/JOB: Ron Klar Residence / 212 Madison Ave, Cape Charles, VA
DIST/DEALER: ERVIN ARCHITECTURAL PRODUCTS
DRAWN: JIM BRITT
QUOTE#: 4M4JC4Z PK VER: 0004.05.00 CREATED: 12/04/2023 REVISION:

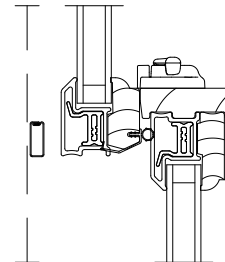
SHEET
3
OF 3



1
3 **Head**
SCALE: 3" = 1'-0"

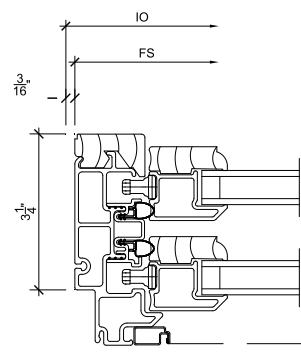


3
3 **Sill**
SCALE: 3" = 1'-0"

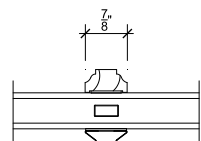


5
3 **Check Rail**
SCALE: 3" = 1'-0"

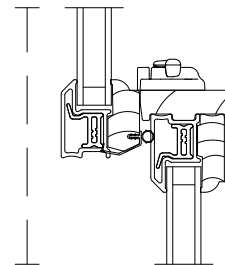
7
3 **NOT USED**
SCALE: 3" = 1'-0"



2
3 **Jamb**
SCALE: 3" = 1'-0"



4
3 **Divided Lite**
SCALE: 3" = 1'-0"

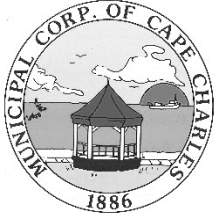


6
3 **Check Rail**
SCALE: 3" = 1'-0"

8
3 **NOT USED**
SCALE: 3" = 1'-0"

Agenda Item 6D (4)

646 Tazewell Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6D (4) – 646 Tazewell Avenue

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

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

Date: December 21, 2023

APPLICANT: Susan & Bob Eidam

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 646 Tazewell Avenue

WORK TO BE PERFORMED: Replace windows, front door, siding, and trim

TAX MAP: 83A3-1-425

CURRENT ZONING: Residential (R-1)

LOT SIZE: 16,250 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1890, Queen Anne

Accessory Structure: N/A

DATE APPLICATION RECEIVED: December 5, 2023

PRE-APPLICATION MTG: December 5, 2024

DATE APPLICATION DEEMED COMPLETE: December 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 5, 2024

The applicant is seeking to replace all the existing wood windows with new wood windows of the same size and configuration as existing; and to replace the front wood door with a new front wood door of a different design on the two-story single-family dwelling. The application includes replacing the wood siding and trim where necessary with new wood siding and trim.

AERIAL MAP



MATERIALS:

Windows: Windsor Windows & Doors – Pinnacle Clad Wood Double Hung

Door: Windsor Windows & Doors – Wood

Siding and Trim: Wood

STAFF ANALYSIS**ZONING COMPLIANCE**

The property is a legal, conforming use and this application is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types, Forms, & Associated Architectural Styles

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

Section 4.5: Openings and Associated Features – Windows & Doors

Section 5.4.1: Wood Siding & Trim

Section 5.4.1 (2)(c): Minimum Standard – Windowsill and Window Casing or Trim

Section 5.5.1: Windows

Section 5.5.2: Doors

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed replacement windows, front door, and siding and trim as needed on the home are in keeping with the Guidelines of the Historic District and 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 10
Violations	N/A
Fee	\$500
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: *J Eidam*

Date: *12/5/2023*

PART 2: PROPERTY INFORMATION

Property Address: *646 Tazewell Ave*

Tax Map #: *83A3-428*

Is there an active Certificate of Appropriateness on this property? ☐ No ☒ Yes *7/18/23* Date

Zoning District: *R-1*

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *Bob & Susan Eidam*

Mailing Address: *646 Tazewell Ave*

Phone Number: *615-497-4518*

Email: *susan.eidam@outlook.com*

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

replace windows, and door, trim, siding.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

A. ADDITION ☒ Not applicable

SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

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

Stories: Building height: Footprint: Gross square footage:

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

B. ROOF ☒ Not applicable

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Existing Material:	Proposed Materials:
Other / Additional Notes:	

C. DOORS ☐ Not applicable

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

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

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

Existing Door	Proposed Door
Door 1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: wood	Proposed Material: wood
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:

not original & falling apart.

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 <u>ALL</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 <u>see attached</u>	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 or ☒ Full Re-Siding (same material) or ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☒ No ☐ Not sure			
Existing material:		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot: <i>may find too much deterioration or mixed patches.</i>			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☒ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Material: <i>wood & pvc</i>		Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	
Type of Material to be used: <i>wood</i>			
Dimensions:			
Reason for repair or alteration (change of material or design): <i>to go w/ new windows.</i>			
J. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes:			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

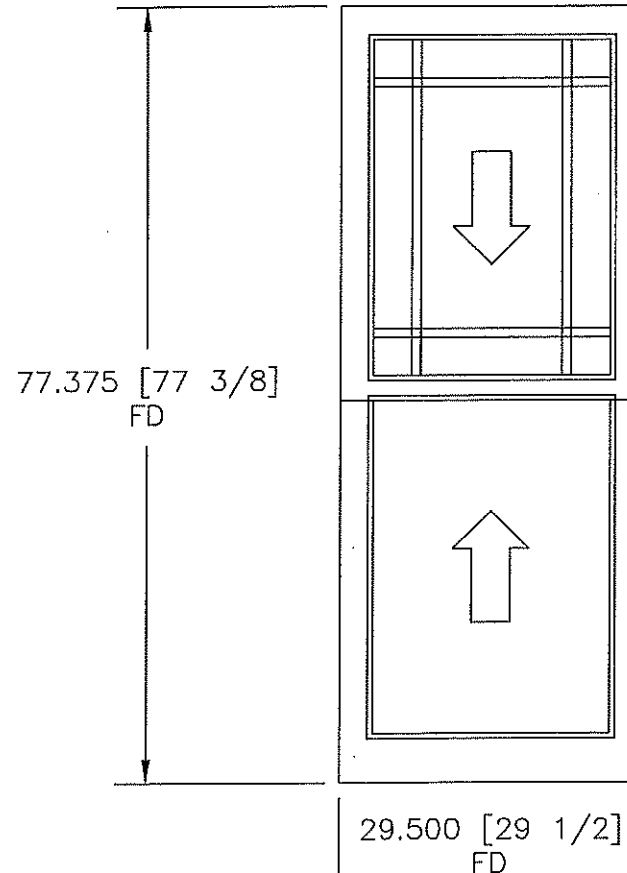
K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u>Deidam</u> Date: <u>12/5/2023</u>	
Zoning Administrator's signature: _____ Date: _____	
Zoning Ordinance Article VIII Section: _____	

PICTURES of EXISTING WINDOWS & DOOR



PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

Box Room (2)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

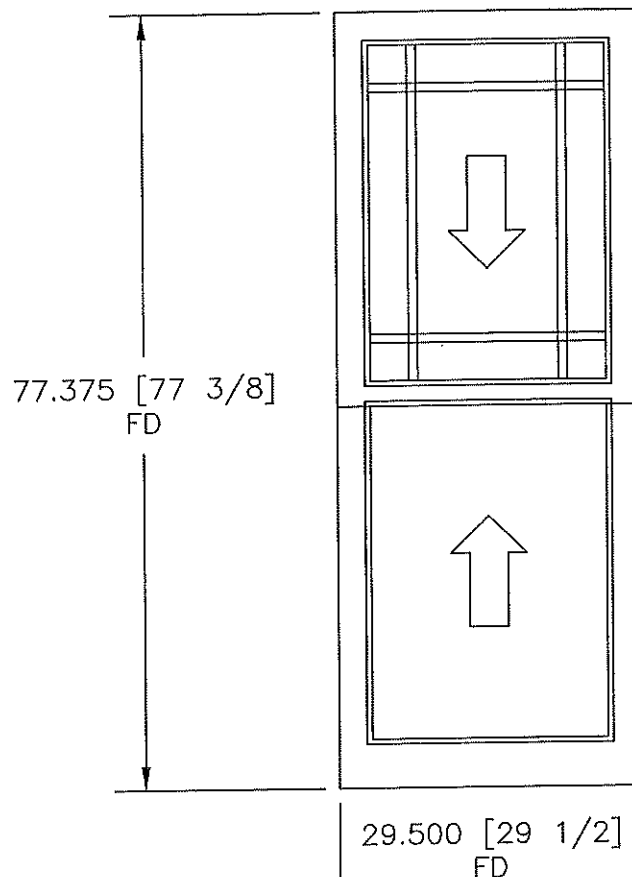
WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO	DATE	REVISION	BY

CUSTOMER: PORTSMOUTH LUMBER CORPORATION				WINDSOR WINDOWS & DOORS A Woodgrain Millwork Company	
JOB:		TICKET #:		DATE:	
PTQ # 2549765		CPR #:		19168 10/25/23	
LINE #: 100		SO #:		DWG #:	
DRAWN BY: SJW		SCALE:		23NC-2130.1A	
NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION					

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

Back Bath (2)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO.	DATE	REVISION	BY

CUSTOMER:

PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ # 2549765

CPR #:

LINE #: 200

SO #:

DRAWN BY: SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

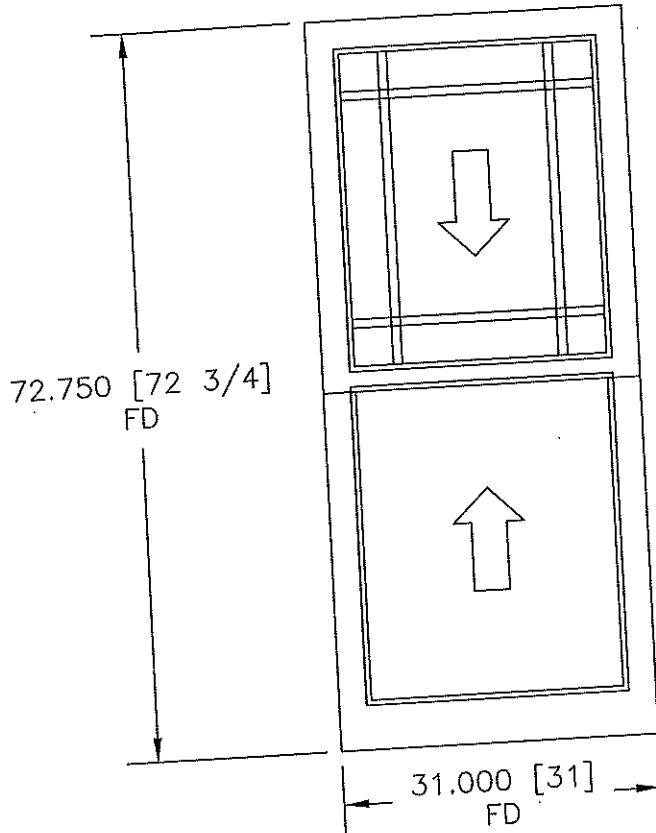
TICKET #: 19168

DATE: 10/25/23

DWG #: 23NC-2130.2A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

DATE	REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ # 2549765

LINE #: 300

DRAWN BY: SJW

CPR #:

SO #:

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

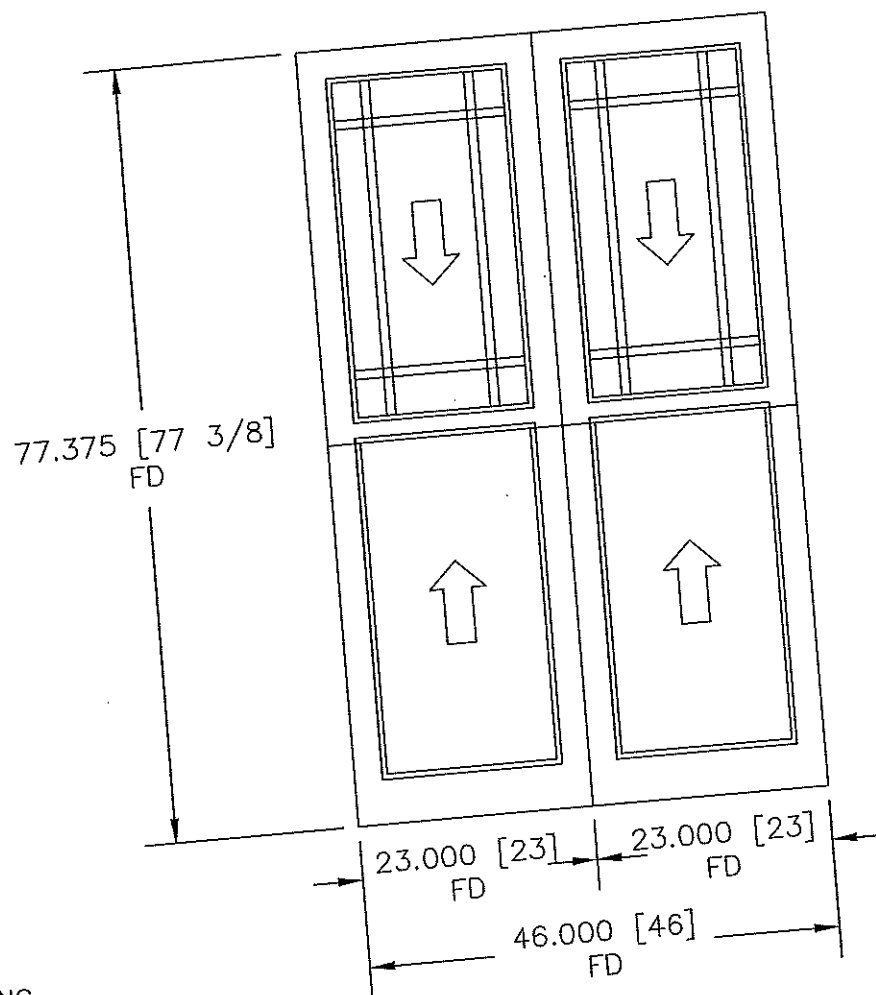
TICKET #: 19168

DATE: 10/25/23

DWG #: 23NC-2130.3A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

REVISION	BY

CUSTOMER:

PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ #

2549765

LINE #

400

DRAWN BY:

SJW

CPR #:

SO #:

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #:

19168

DATE:

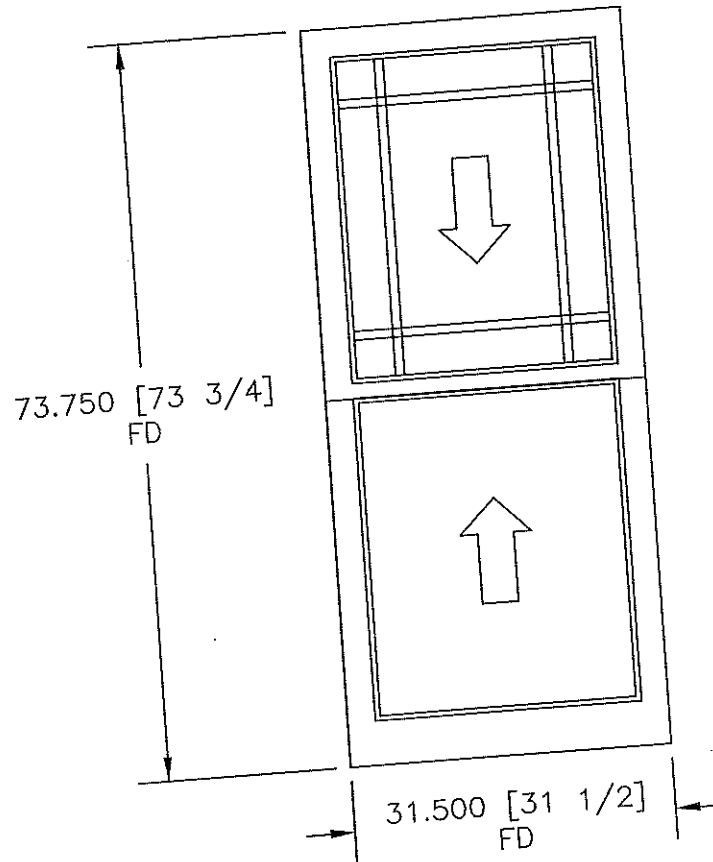
10/25/23

DWG #:

23NC-2130.4A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING. SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

REVISION	BY

CUSTOMER:

PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ #

2549765

CPR #:

LINE #:

500

SO #:

DRAWN BY:

SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #:

19168

DATE:

10/25/23

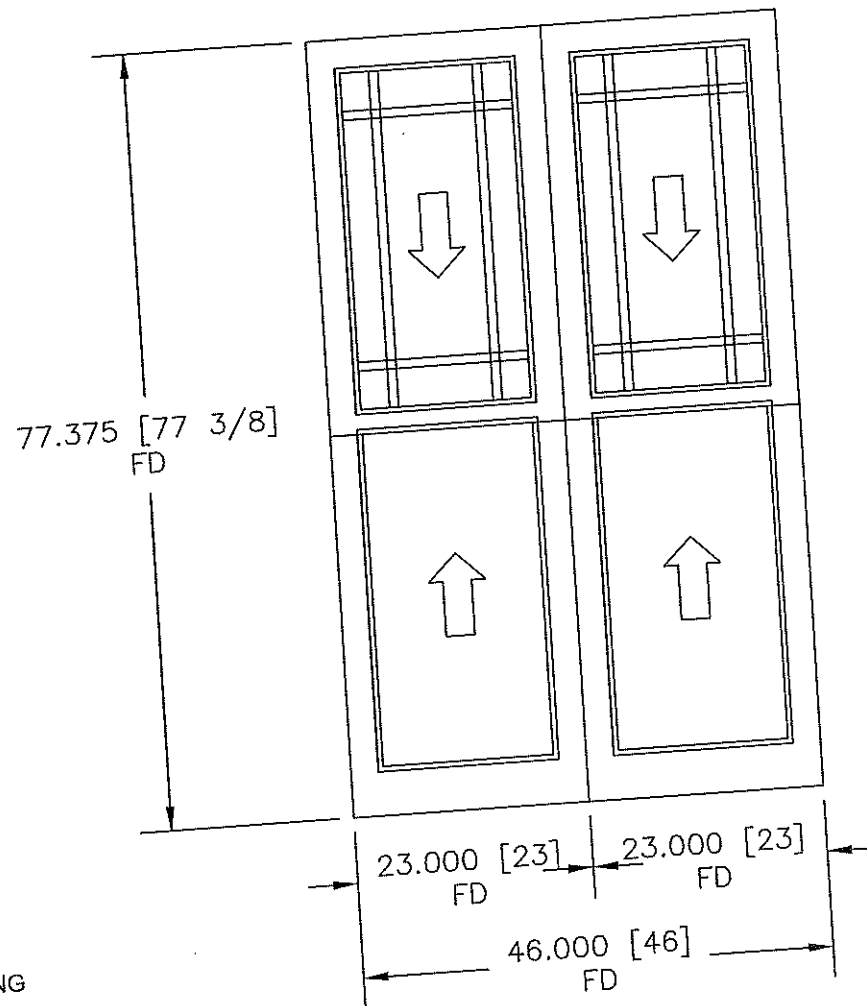
DWG #:

23NC-2130.5A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

green 12-12



PRINT APPROVAL !
ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.
Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ # 2549765

LINE #: 600

DRAWN BY: SJW

CPR #:

SO #:

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

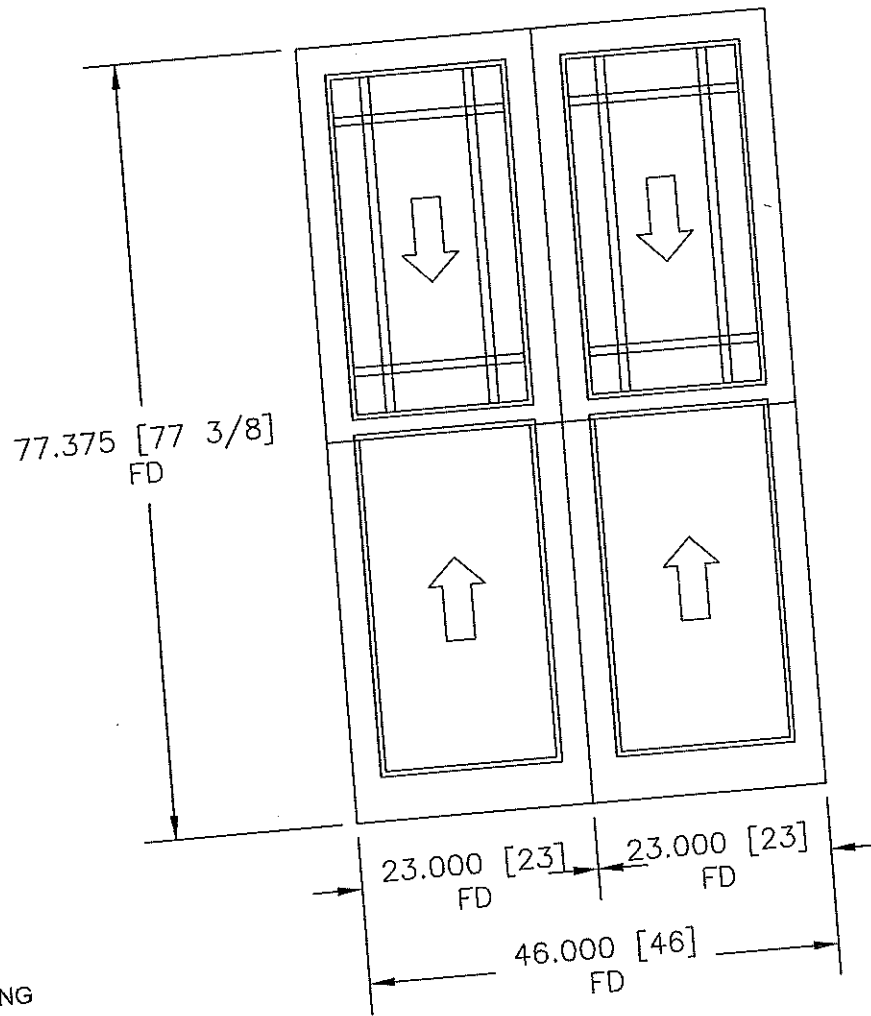
TICKET #: 19168

DATE: 10/25/23

DWG #: 23NC-2130.6A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

REVISION	BY

CUSTOMER:

PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ #

2549765

CPR #:

LINE #:

700

SO #:

DRAWN BY:

SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #:

19168

DATE:

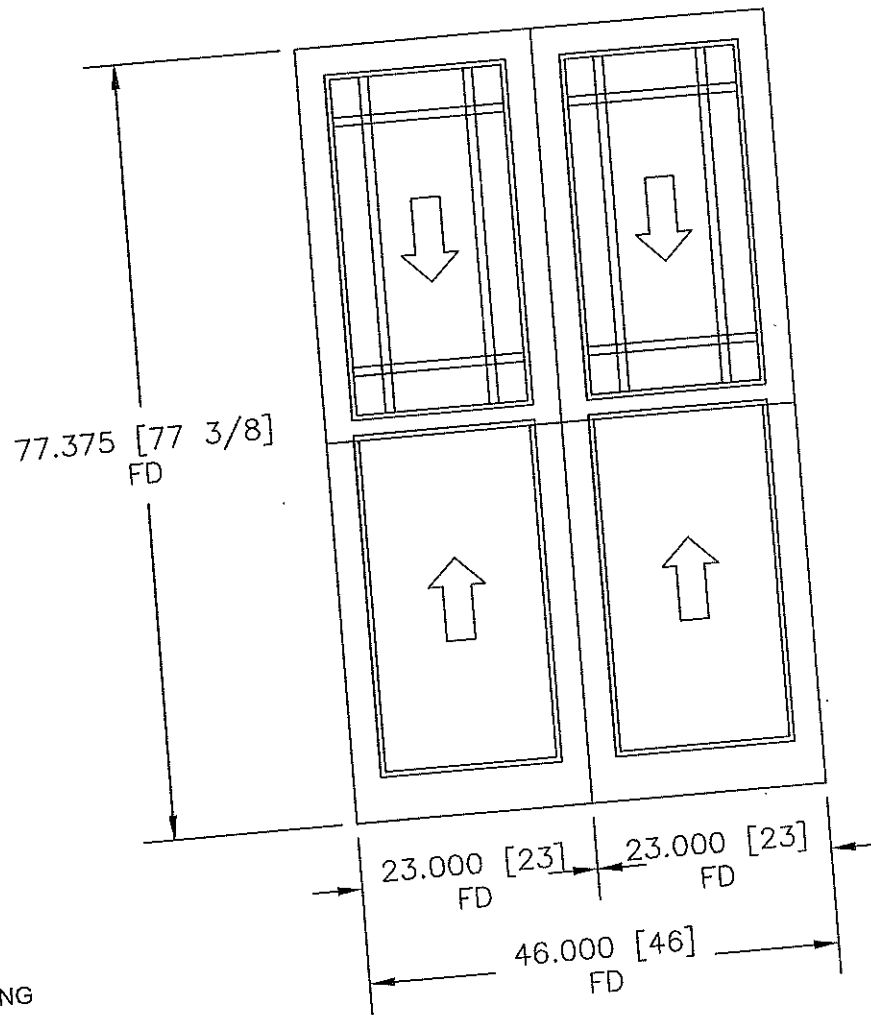
10/25/23

DWG #:

23NC-2130.7A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

REVISION	BY

CUSTOMER:

PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ #

2549765

CPR #:

LINE #:

800

SO #:

DRAWN BY:

SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #:

19168

DATE:

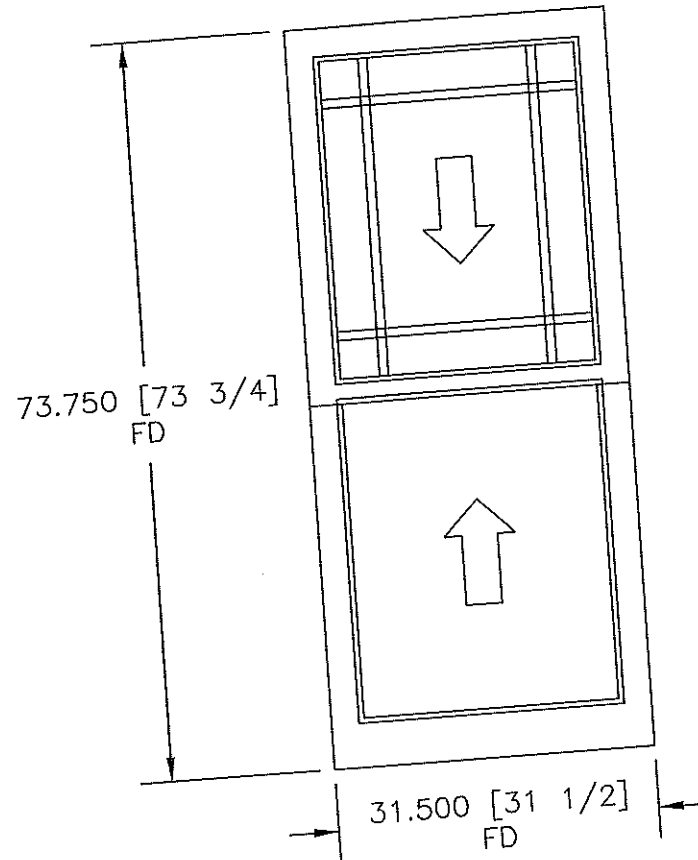
10/25/23

DWG #:

23NC-2130.8A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

REVISION	BY

CUSTOMER:

PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ #

2549765

CPR #:

LINE #:

900

SO #:

DRAWN BY:

SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #:

19168

DATE:

10/25/23

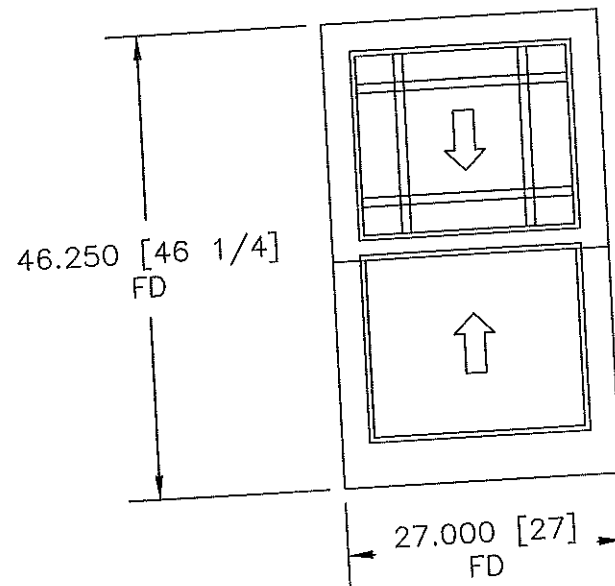
DWG #:

23NC-2130.9A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

landing u

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

DATE	REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ #
2549765

LINE #:
1000

DRAWN BY:
SJW

CPR #:

SO #:

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #:
19168

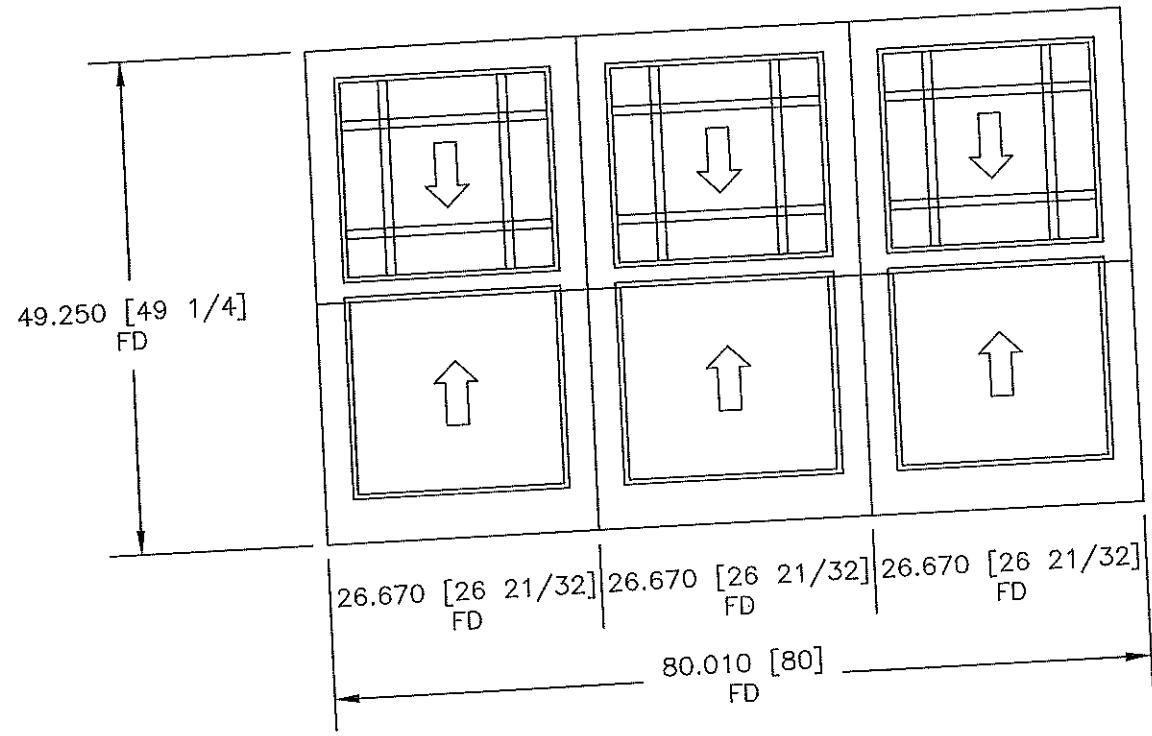
DATE:
10/25/23

DWG #:
23NC-2130.10A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

3rd Floor (U)

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR



PRINT APPROVAL !
ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.
Signature below indicates approval of revision level as
shown.

APPROVED BY _____
DATE _____

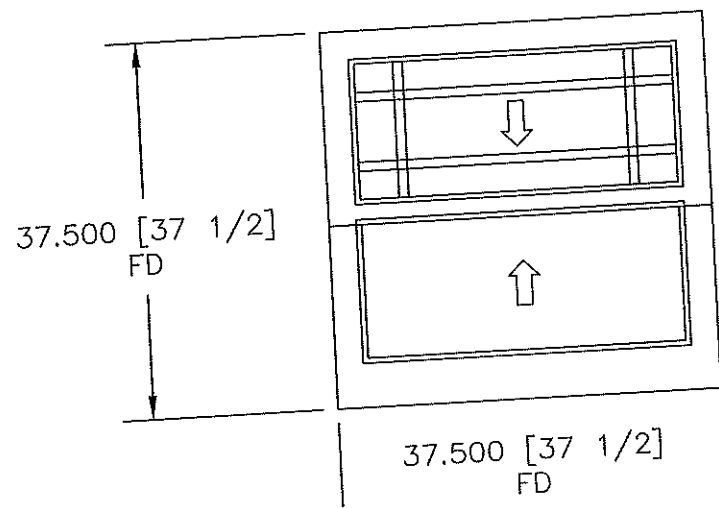
WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

REVISION	DATE	BY

CUSTOMER: PORTSMOUTH LUMBER CORPORATION		 WINDSOR WINDOWS & DOORS A Woodgrain Millwork Company
JOB:		
PTQ # 2549765	CPR #:	TICKET #: 19168
LINE #: 1100	SO #:	DATE: 10/25/23
DRAWN BY: SJW	SCALE:	DWG #: 23NC-2130.11A
NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION		

3RD FL. W51 00

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR



PRINT APPROVAL !
ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.
Signature below indicates approval of revision level as
shown.

APPROVED BY _____
DATE _____

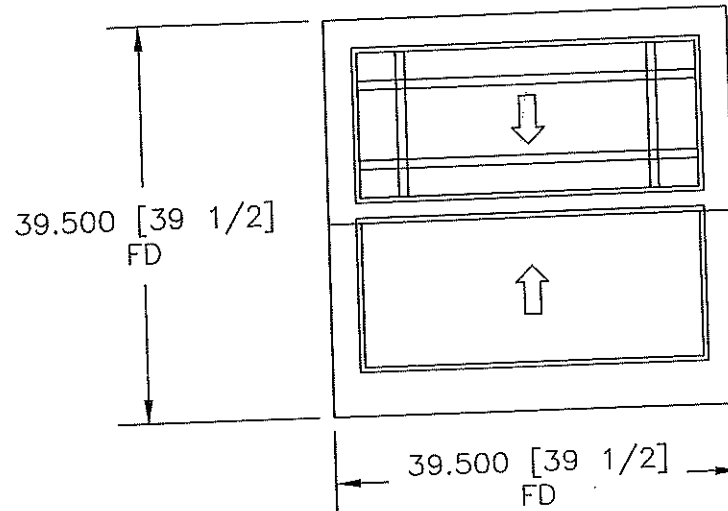
WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

REVISION	BY

CUSTOMER: PORTSMOUTH LUMBER CORPORATION		 WINDSOR WINDOWS & DOORS A Woodgrain Millwork Company
JOB:		
PTQ # 2549765	CPR #:	TICKET #: 19168
LINE #: 1200	SO #:	DATE: 10/25/23
DRAWN BY: SJW	SCALE:	DWG #: 23NC-2130.12A
NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION		

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

3rd Fl east (1)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO	DATE	REVISION	BY

CUSTOMER:

PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ #

2549765

CPR #:

LINE #:

1300

SO #:

DRAWN BY:

SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #:

19168

DATE:

10/25/23

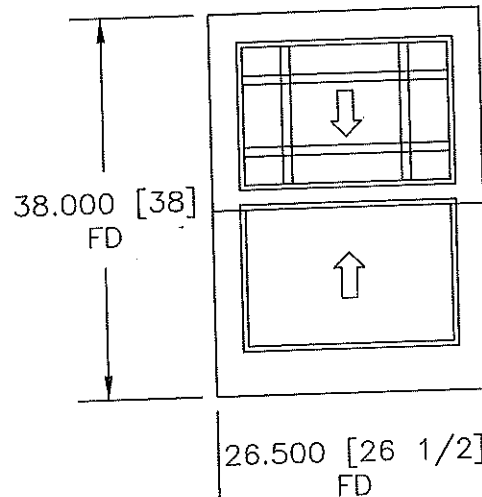
DWG #:

23NC-2130.13A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

3rd Floor attic (1)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO	DATE	REVISION	BY

CUSTOMER:

PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ #

2549765

CPR #:

LINE #:

1400

SO #:

DRAWN BY:

SJW

SCALE:



WINDSOR
WINDOWS & DOORS

A Woodgrain Millwork Company

TICKET #:

19168

DATE:

10/25/23

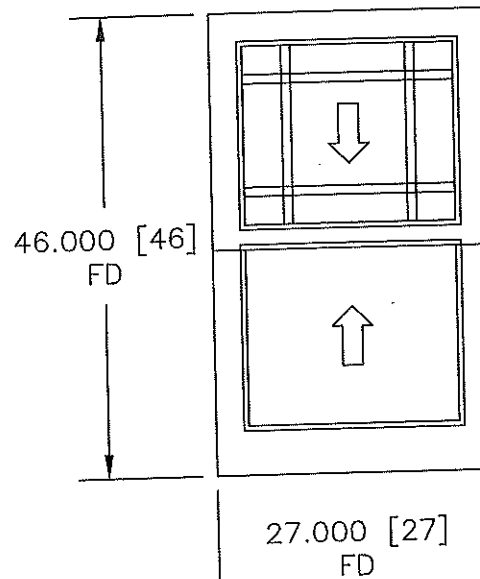
DWG #:

23NC-2130.14A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

Back Stairs (1)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO	DATE	REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ # 2549765

LINE #: 1500

DRAWN BY: SJW

CPR #:

SO #:

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #: 19168

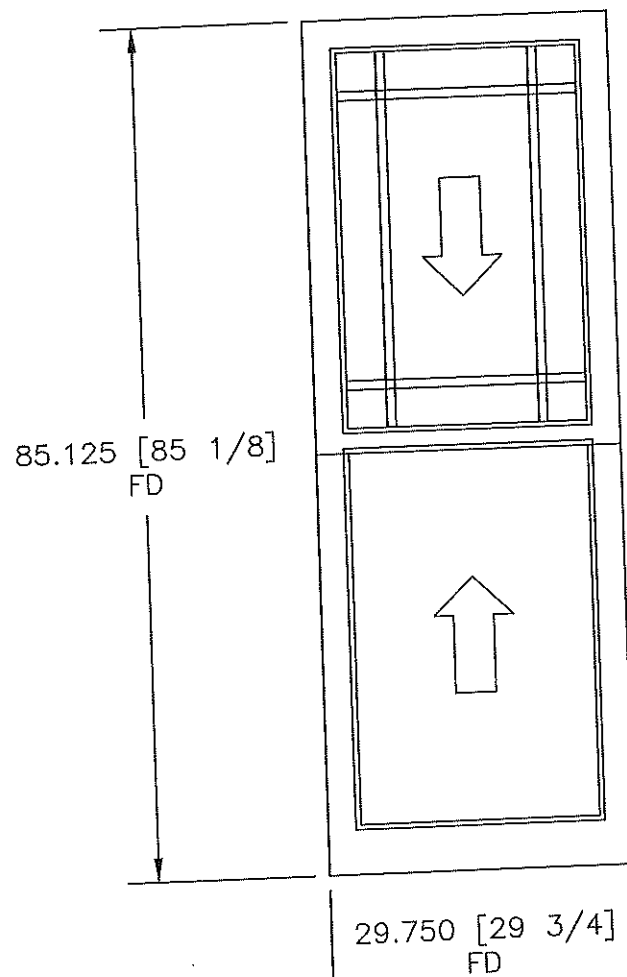
DATE: 10/25/23

DWG #: 23NC-2130.15A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

Kitchen (1)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO	DATE	REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ # 2549765

LINE #: 1600

DRAWN BY: SJW

CPR #:

SO #:

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #: 19168

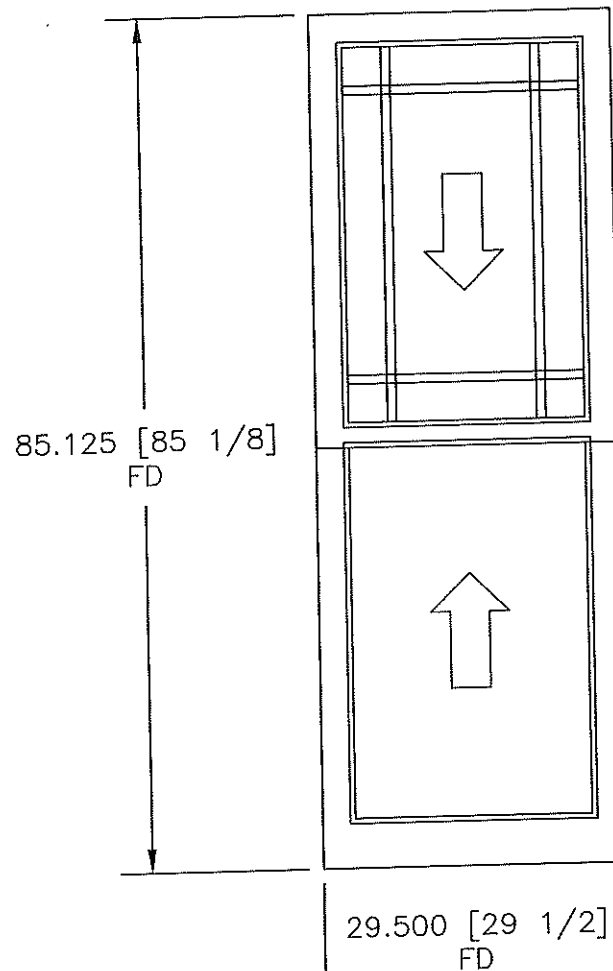
DATE: 10/25/23

DWG #: 23NC-2130.16A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

DR (2)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO	DATE	REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ # 2549765

LINE #: 1700

DRAWN BY: SJW

CPR #:

SO #:

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #: 19168

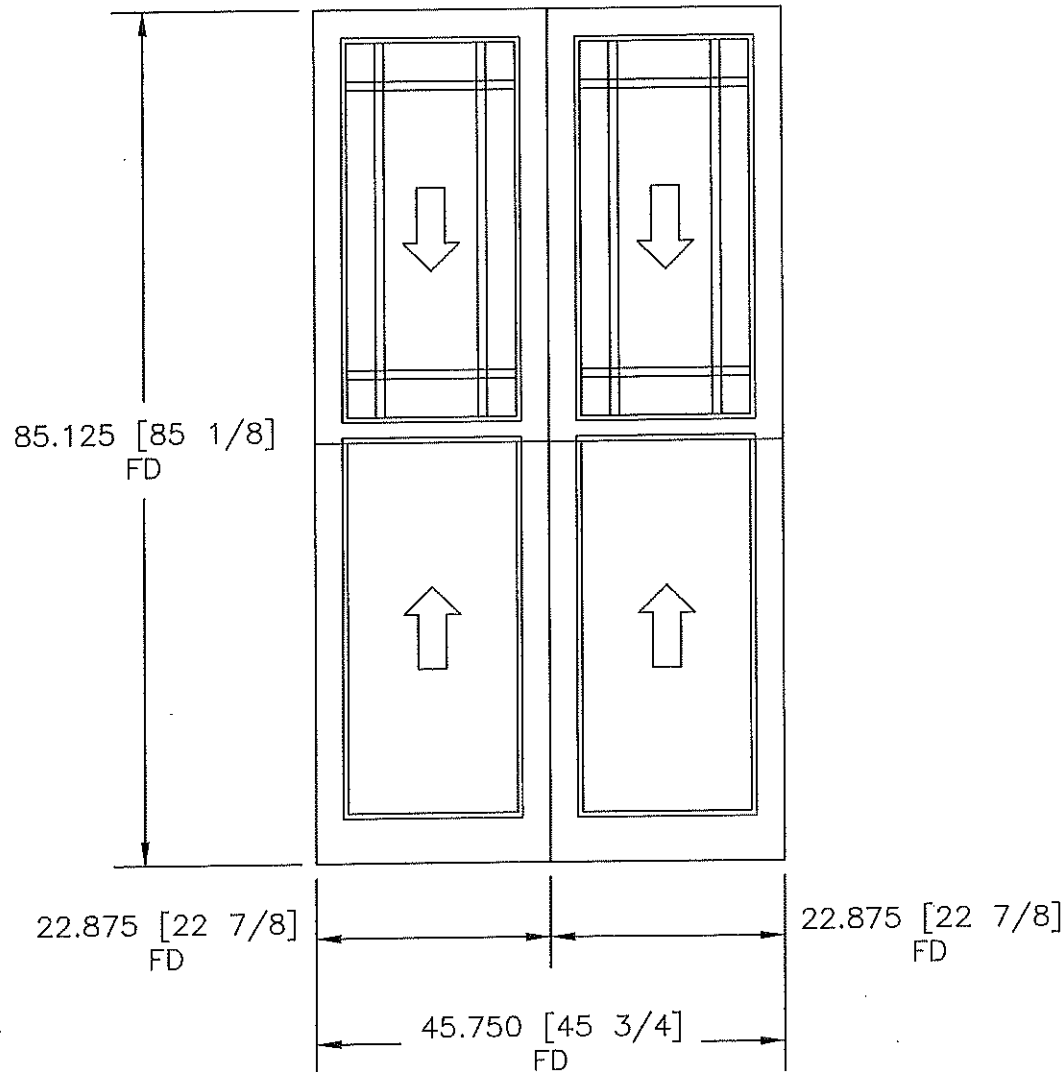
DATE: 10/25/23

DWG #: 23NC-2130.17A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

DR (1)



PRINT APPROVAL !
ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.
Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO.	DATE	REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ # 2549765

CPR #:

LINE #: 1800

SO #:

DRAWN BY: SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #: 19168

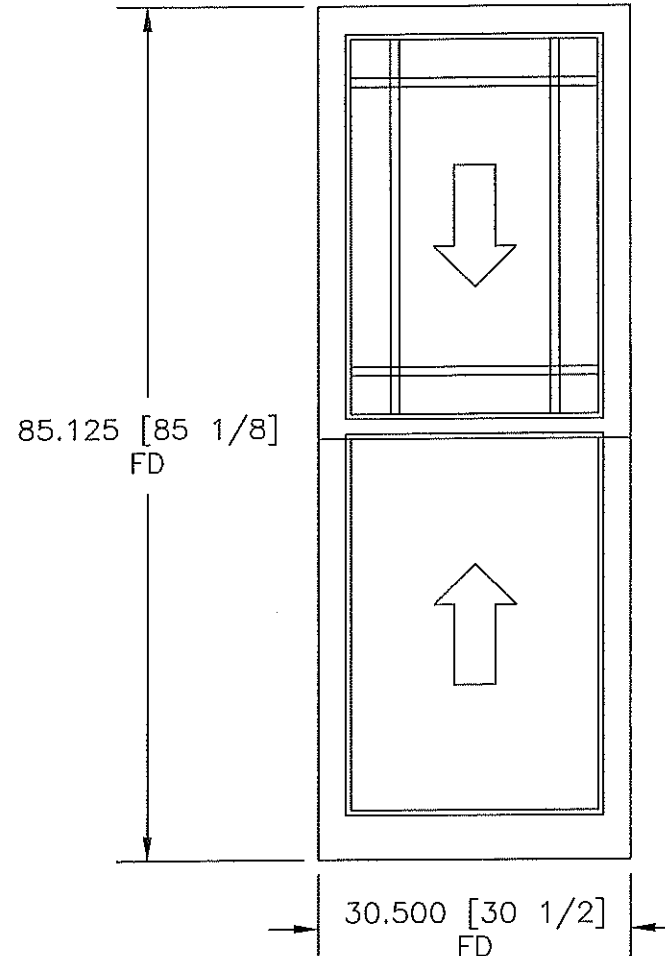
DATE: 10/25/23

DWG #: 23NC-2130.18A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

mid parlor (1)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO.	DATE	REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ # 2549765

CPR #:

LINE #: 1900

SO #:

DRAWN BY: SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #: 19168

DATE: 10/25/23

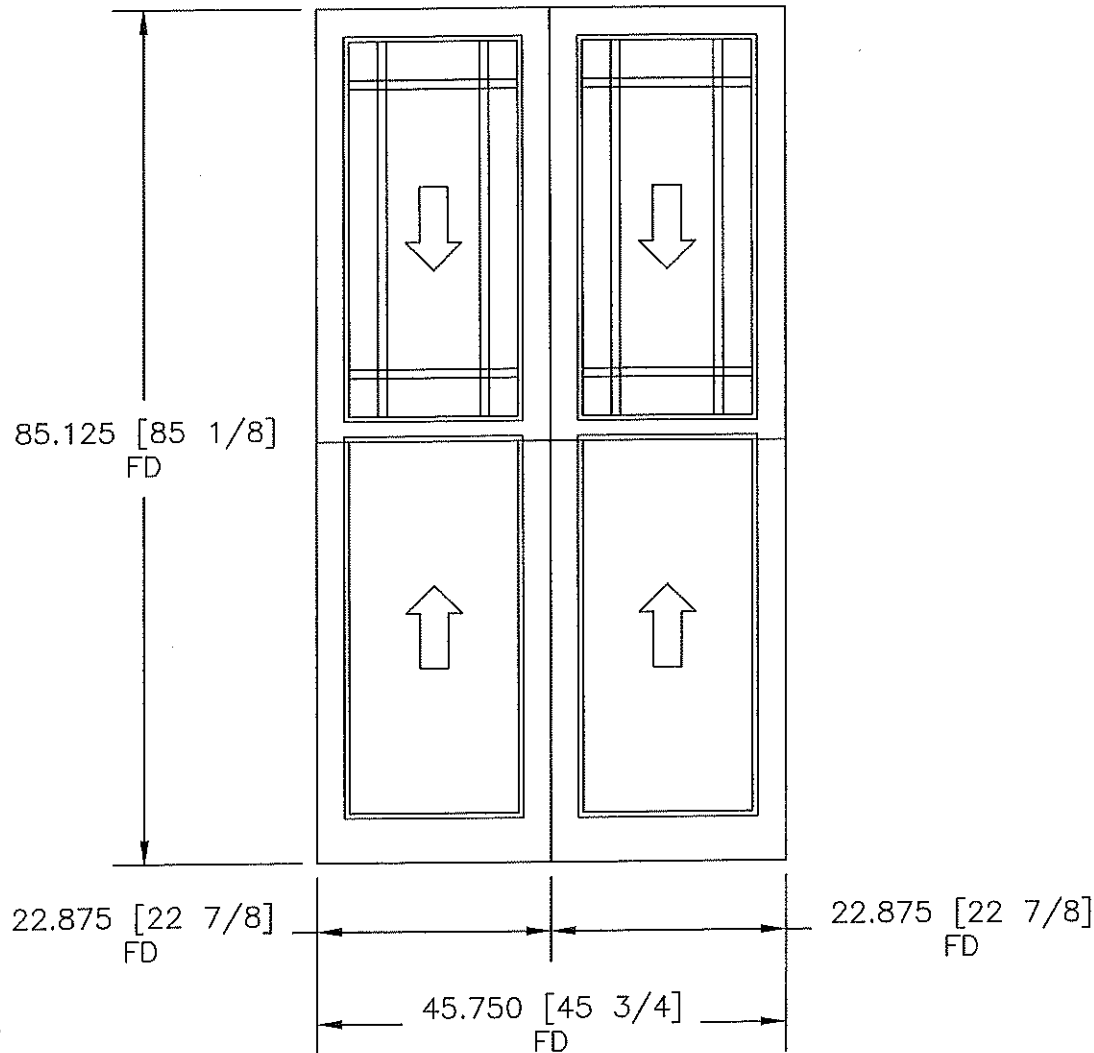
DWG #:

23NC-2130.19A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

mid parlor (1)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO.	DATE	REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ #
2549765

CPR #:

LINE #:
2000

SO #:

DRAWN BY:
SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

TICKET #:
19168

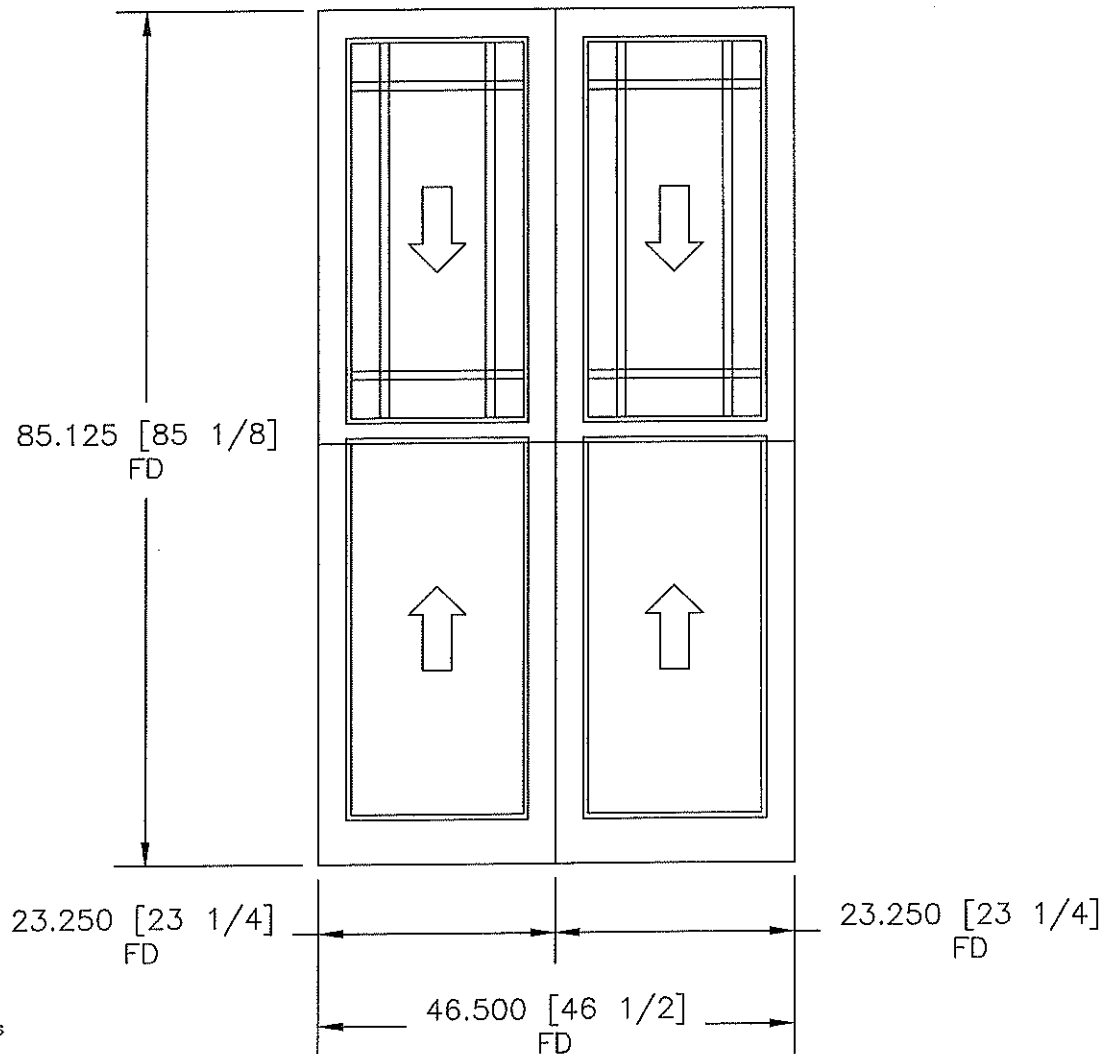
DATE:
10/25/23

DWG #:
23NC-2130.20A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD DOUBLE HUNG
7/8" WDL W/BAR

Front Parlor (2)



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

NO.	DATE	REVISION	BY

CUSTOMER:
PORTSMOUTH LUMBER CORPORATION

JOB:

PTQ # 2549765

CPR #:

LINE #: 2100

SO #:

DRAWN BY: SJW

SCALE:



WINDSOR
WINDOWS & DOORS
A Woodgrain Millwork Company

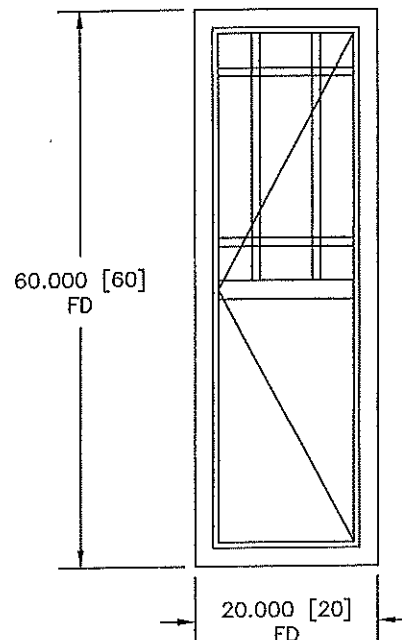
TICKET #: 19168

DATE: 10/25/23

DWG #: 23NC-2130.21A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

PINNACLE CLAD CASEMENT
 7/8" WDL WITH INNERBAR
 2" SIMULATED CHECKRAIL



PRINT APPROVAL !

ORDER WILL BE HELD UP PENDING
 RECEIPT OF APPROVED PRINT.

Signature below indicates approval of revision level as
 shown.

APPROVED BY _____

DATE _____

WINDSOR DOES NOT GUARANTEE ALIGNMENT OF DESIGN FEATURES OUTSIDE OF THOSE SPECIFIED ON THIS DRAWING.
 SEE ARCHITECTURAL REFERENCE MANUAL LOCATED AT WWW.WINDSORWINDOWS.COM. IT IS THE RESPONSIBILITY OF THE
 END USER TO UNDERSTAND THE SECTION DETAILS AND PRODUCT FEATURES ASSOCIATED WITH VARIOUS PRODUCT TYPES.

CUSTOMER:

PORTSMOUTH LUMBER

JOB:

PTQ #

2549765

CPR #:

132904

LINE #:

2300

SO #:

DRAWN BY:

JRG

SCALE:



WINDSOR
 WINDOWS & DOORS
 A Woodgrain Millwork Company

TICKET #:

17844

DATE:

8/23/23

DWG #:

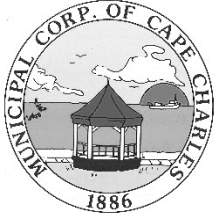
23NC-1603.2A

NOTE: THIS DRAWING EXPIRES ONE YEAR AFTER LATEST REVISION

NO.	DATE	REVISION	BY

Agenda Item 6D (5)

609 Mason Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6D (5) – 609 Mason Avenue

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

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

Date: December 27, 2023

APPLICANT: Angelo Collins, Jr.

OWNER: Edward & Bonita DeAngelis

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 609 Mason Avenue

TAX MAP: 83A3-1-554 to 559

LOT SIZE: 22,400 sq. ft.

WORK TO BE PERFORMED: Replace front door, siding, and trim

CURRENT ZONING: Commercial Residential (CR)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1940, Commercial Style

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 27, 2023

PRE-APPLICATION MTG: January 16, 2024

DATE APPLICATION DEEMED COMPLETE: December 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 5, 2024

The applicant is seeking to replace the existing the front metal door with a new front fiberglass door of a different design, replace the existing vinyl siding with new Hardie siding, and replace the existing coil wrapped trim with new Hardie trim boards on the single-family dwelling.

AERIAL MAP



MATERIALS:

Door: Half Doorlight Decorative Glass **OR** Clear Glass with 2 Panels– Fiberglass (Rocco Building Supply, LLC)

Siding and Trim: Hardie

STAFF ANALYSIS**ZONING COMPLIANCE**

The property is a legal, conforming use and this application is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types, Forms, & Associated Architectural Styles

Section 4.5: Openings and Associated Features – Windows & Doors

Section 5.4.1: Wood Siding & Trim

Section 5.5.2: Doors

Section 7.2: Flowchart for Consideration of Historic Material Replacement

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed replacement front door, siding, and trim on the home are in keeping with the Guidelines of the Historic District and 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.

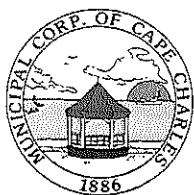
If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized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

Attachments:

Attachment 1 – Application and Documents

AP in By 11/7
meeting 12/19

Deadline 12/5/23



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	✓pdAO
Violations	N/A
pd chg # Fee 47760160	\$500
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: *[Signature]*

Date:

PART 2: PROPERTY INFORMATION

Property Address: *609 Mason Ave Cape Charles VA*

Tax Map #: *83AB-1-554*

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:

Mailing Address: *609 Mason Ave Cape Charles VA 23310*

Phone Number: *757-237-3864*

Email: *angelacollinsjr1967@gmail.com*

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address: *[Signature]*

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

Replacing old Vinyl Siding located on Small Area on front of Bldg. & Small Sides Replacing with Hardie Siding

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Existing Material:	Proposed Materials:
Other / Additional Notes:	

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

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

Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door. *front 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: <i>Metal</i>	Proposed Material: <i>Fiberglass</i>
Dimensions: Width Height	Dimensions: Width Height
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

Door FS made of Metal. Metal is rusting due to salt water air exposure. Replacing with a fiberglass door. located in front!

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: _____	Material: _____
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: _____	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: _____	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: _____	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material: _____	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: _____	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used: _____	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair	☐ Full Re-Siding (same material)	☒ Full Re-Siding (Change of material)
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☒ Yes ☐ No ☐ Not sure			
Existing material: <i>Vinyl</i>		Proposed material: <i>Hardie Siding</i>	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot: <i>Re-siding existing siding made of Vinyl, Holes Cracks - Very weathered</i>			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Material: <i>Co. 1 wrap</i>		Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used: <i>HARDIE TRIM BOARDS</i>			
Dimensions:			
Reason for repair or alteration (change of material or design): <i>Over Due - weathered looks very Bad.</i>			
J. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes:			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace in kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u></u>	
Date: <u>11/20/23</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: 609 MASON AVENUE

Tax Map #: 84490B3A
301000006554

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: DE ANGELIS, EDWARD F & BONITA S

Mailing Address: 500 SAIL LANE #303, Merritt Island, Fla 32953

Phone Number: 757 331-0171 Email: bonnieblueheron5@gmail.com

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

ANGELO A. COLLINS JR.

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: NONE

Mailing Address: N.A.

Phone Number: N.A. Email: N.A.

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Name and/or Company: ANGELO A. COLLINS, JR.

Mailing Address: 609 MASON AVENUE, CAPE CHARLES, VA 23310

Phone Number: 757 237-3886 Email: _____

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Signature of owner: [Signature]

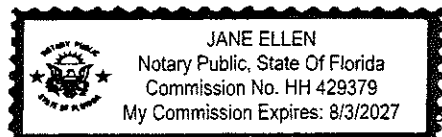
Date: 12/7/2023

State of Florida County of Brevard The foregoing instrument was acknowledged before me this
7th day of December, 2023, by Edward F. De Angelis (name of person acknowledged)

Signature of Notarial Officer: [Signature]

Notary Registration number: HH 429379

My commission expires: 8/3/2027



609 Mason Avenue Existing Door, Trim, & Siding



Proposed Door

ZEEL®

MAJESTIC



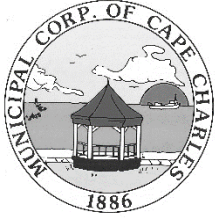
637-CL



Half Doorlight
684-ME

Agenda Item 6D (6)

509 Randolph Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6D (6) – 509 Randolph Avenue

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

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

Date: January 3, 2024

APPLICANT: Russell Goodrich

OWNER: Cape Charles Baptist Church,
Trustees

TYPE OF APPLICATION: Pre-Application/Certificate of
Appropriateness

SITE ADDRESS: 509 Randolph Avenue

TAX MAP: 83A3-1-471

LOT SIZE: 5,120 sq. ft.

WORK TO BE PERFORMED: Replace front porch,
second floor windows, and siding if needed

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1890, Folk Victorian

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 27, 2023

PRE-APPLICATION MTG: January 16, 2024

DATE APPLICATION DEEMED COMPLETE: December 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 5, 2024

The applicant is seeking to replace the following: (1) the existing front porch: tongue and groove wood flooring with a new Trex composite decking board, the existing wood balustrades, and wood columns with new composite balustrades and columns of the same design, and existing wood ceiling and trim, (2) existing second floor 2/2 windows with new 2/2 vinyl windows, and (3) the vinyl scalloped siding where needed on the two-story single-family dwelling.

AERIAL MAP



MATERIALS:

Porch Flooring: Trex Enhance Composite Decking Board

Porch Balustrade: Veranda Williamsburg 8' x 36" PolyComposite Rail System

Windows: 2/2 Vinyl; 54" x 28"

Siding: Vinyl Cedar Round – 24" x .080" x 16.375"

STAFF ANALYSIS**ZONING COMPLIANCE**

The property is a legal, conforming use and this application is in compliance with the zoning ordinance.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types, Forms, & Associated Architectural Styles

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

Section 4.5: Openings and Associated Features – Windows & Doors

Section 5.4.1: Wood Siding & Trim

Section 5.4.2: Porches

Section 5.5.1: Windows

Section 7.2: Flowchart for Consideration of Historic Material Replacement

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed replacements on the home are in keeping with the Guidelines of the Historic District and 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	vpd AD
Violations	N/A
Application Fee	\$500
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: *Russell Jordan*

Date: *11/28/23*

PART 2: PROPERTY INFORMATION

Property Address: *509 Randolph Avenue*

Tax Map #: *83A3-1-471*

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

Zoning District: *R-1*

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *Cape Charles Baptist Church*

Mailing Address: *509 Randolph Avenue*

Phone Number: *757 331-0851*

Email: *ccbc.secretary@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: *Cape Charles Baptist Church*

Mailing Address: *509 Randolph Avenue*

Phone Number: *757 331-0851*

Email: *ccbc.secretary@gmail.com*

PART 5: PROJECT INFORMATION

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

renovate front porch - rails, columns, ceiling
replace second floor windows
repair fascia boarding / repair or replace vinyl siding where needed

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Existing Material:	Proposed Materials:
Other / Additional Notes:	

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

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

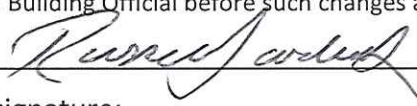
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

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

Indicate the reason for change:

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 <u>9</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☒ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>28"</u> Height: <u>68"</u> Depth: _____	Width: <u>28"</u> Height: <u>68"</u> Depth: <u>3"</u>
Material: _____	Material: _____
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☒ Repair flooring ☒ Repair ceiling ☒ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ <u>52</u> Replaced _____ Altered _____	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: <u>Wood</u>	<u>Composite Decking</u>
Ceiling:	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: <u>Tongue and groove wood</u>	
If replacing, indicate the reason for replacement: <u>falling down</u>	
If altering, describe any proposed change (material, size, etc.): <u>24' X 6'6" replace with Composite boards</u>	
F. STEPS/STOOPS/RAILINGS ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ 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 _____ <u>4</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: <u>Wood</u>	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.): <u>up grade to maintenance free Composite material</u>	

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

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed. Applicant's signature: <u></u> Zoning Administrator's signature: _____ Zoning Ordinance Article VIII Section: _____ Date: <u>11/28/23</u> Date: _____	

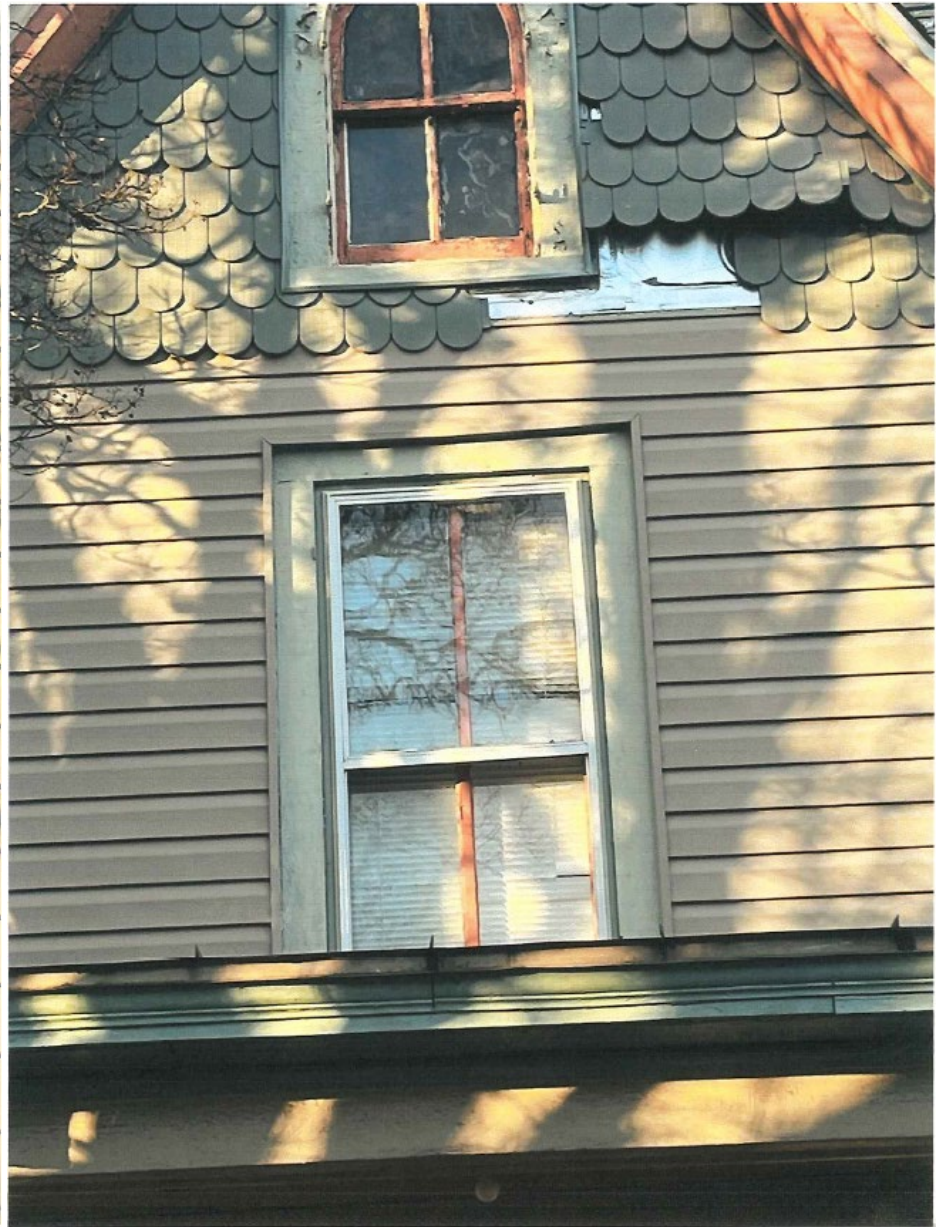
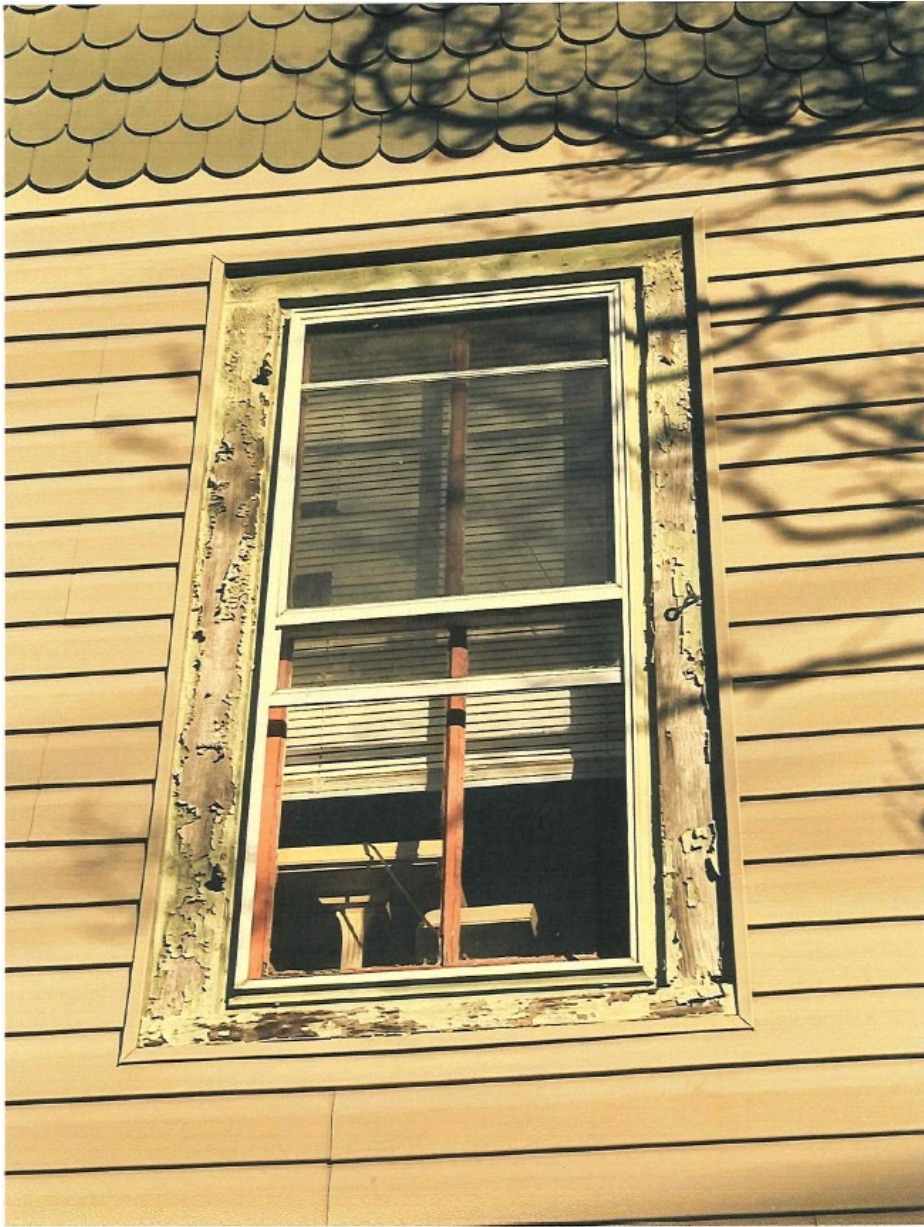
EXISTING CONDITION PICTURES











PROPOSED MATERIALS

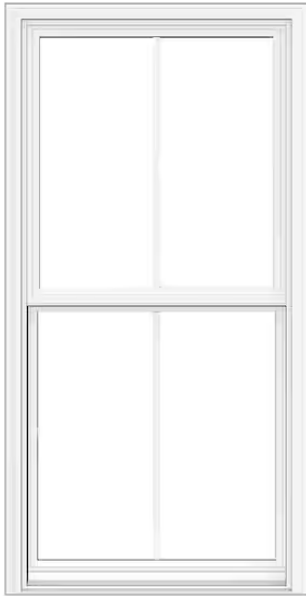
Vinyl Cedar Round (Scallop) Siding:

Dimensions



Product Length (in.)	24 in
Product Thickness (in.)	.080 in
Product Width (in.)	16.375 in

Vinyl Windows:



Specifications

Dimensions: H 54 in, W 28 in, D 4.5625 in

Dimensions

Grid Width (in.)	1
Jamb Depth (in.)	4.5625
Product Depth (in.)	4.5625 in
Product Height (in.)	54 in
Product Width (in.)	28 in
Rough Opening Height (in.)	82.5 in
Rough Opening Width (in.)	28 in

Trex Enhance Naturals Composite Decking Board:

Dimensions



Actual Product Length (ft.)	12-20
Actual Product Thickness (in.)	.94-.94
Actual Product Width (in.)	5.5-5.5
Nominal Product Length (ft.)	12-20
Nominal Product Thickness (in.)	1-1
Nominal Product Width (in.)	6-6

Veranda Williamsburg 8' x 36" PolyComposite Rail:



Dimensions

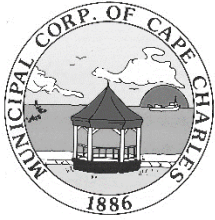
Picket Spacing (in.)	5.7	Product Depth (in.)	3 in
Product Height (in.)	33.25 in	Product Width (in.)	92 in

Details

Baluster Rails per Panel	18	Color Family	White
Features	UV Protected, Water Resistant	Includes	Balusters, Rails
Interior/Exterior	Exterior	Material	Vinyl
Post Rails per Panel	0	Product Weight (lb.)	27.8 lb
Railing Type	Railing Kit	Returnable	90-Day
Stair Part Type	Kit	Structural/ornamental	Structural/ornamental

Agenda Item 6D (7)

Lot 26 on Jefferson Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6D (7) – Lot 26 Jefferson Avenue (Tax Map #83A1-1-26)

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

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

Date: December 28, 2023

APPLICANT: QS, LLC

OWNER: Chris and Stephanie Finocchio

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: Lot 26 Jefferson Avenue

WORK TO BE PERFORMED: New 1,071 square feet, 2-story single-family residence; paver patio; outdoor shower; crushed shell or gravel driveway

TAX MAP: 83A1-1-26

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: Not listed

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 6, 2023

PRE-APPLICATION MTG: January 16, 2024

DATE APPLICATION DEEMED COMPLETE: December 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 5, 2024

The applicant is seeking to construct a 1,071 sq. ft., two-story single-family residence with a 21' x 7' (147 sq. ft.) front porch and 4' x 4' (16 sq. ft.) rear deck. The application also includes the installation of an outdoor shower, a paver patio, and a crushed shell or gravel driveway. This lot is currently vacant.

AERIAL MAP



MATERIALS:

Roof: House – Architectural Asphalt Shingles (Pitch: 9/12); Porch – Standing Seam Metal

Siding: Hardi Fiber Cement 7” Exposure Woodgrain

Trim: 4” Azek Board with 2” Sill

Windows: Marvin Double Hung Fiberglass Composite 1/1; Trim: 4”; Sills: 2”

Doors: Therma-tru Fiberglass Half-Lite No Grills (*Shown in rendering with Transom*) & Trim: 4”

Front Porch: Decking: Azek tongue & groove; Columns: 8” Permacast; Railing – Azek with Square 1-1/4 Balusters; Handrails: Timbertech Premier Azek; Vinyl Privacy Lattice with 1” holes

Rear Deck: Decking: Salt Treated Lumber; Handrails: Azek

Steps: Azek clad Wood

Foundation: Stucco over Block

Outdoor Shower: Vinyl with Azek Floor

Patio: Pavers

Driveway: Crushed Shells or Gravel

STAFF ANALYSIS UPDATE

ZONING COMPLIANCE

The proposed project is seeking to construct a 1,071 square feet, two-story single-family residence with a 147 square feet front porch and a 16 square feet rear deck. A site plan has been provided but does not include the prevailing setback, outdoor shower, patio, or the driveway and confirmation of sidewalk (either existing or need to complete construction across the front of this lot to complete the sidewalk network). **A full site plan needs to be provided before this application is in compliance with the zoning ordinance. Particularly, the front setback requirement needs to be the prevailing standard set in the neighborhood per Cape Charles Zoning Ordinance Section 3.2 (I) Prevailing Standards and all proposed hardscapes, decks, patios, and appurtenances need to be included with dimensions and clearly defined setbacks, as well as the sidewalk installation/existence, pursuant to Town Code.** Staff is recommending that the HDRB review occur since the zoning compliance will be forthcoming once a full site plan is provided which will not impede the elements under HDRB review.

The proposed materials are in conformance with the Zoning Ordinance for new construction.

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. As of when the applicant submits for a building permit, a full set of building plans must be provided that includes a required Site Plan and Landscape Plan that details both the removal of existing trees if necessary and the proposed addition of trees to conform with CCZO Appendix F – Tree Conservation and Preservation Ordinance along with the Historic District Overlay Design Guidelines Section 9.5 Landscaping.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 5.13: New Construction of Primary Buildings

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

Section 9.3: Decks, Ramps, & Patios

Section 9.4: Appurtenances

Section 9.5: Landscaping

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed new home is in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood. Approval of this application needs to be conditional upon achieving zoning compliance.

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 – Zoning Checklist

Attachment 2 – Application and Documents

DECISION OF ZONING REVIEW

BY: Tracy Outten, Planning & Zoning

Asst. Preservation & Admin.

DATE: January 5, 2024

REVIEW DONE FOR: HDRB Mtg

COMMENTS: **See Items in RED**DECISION: **NOT APPROVED****ZONING REVIEW CHECK LIST****Residential -1 District**

Address of Property	Jefferson Avenue
Property Owner's Name	Chris J. Finocchio, Jr. and Stephanie M. Finocchio
Tax Map #	83A1-1-26
Seeking Permit for:	New 1,890 sq. ft., 2 story single-family residence with a 147 sq. ft. front porch; 16 sq. ft. rear deck; rear patio; rear outdoor shower; driveway

- ☒ 1) Verify that proposed use is use allowed by right: Single Family dwelling or accessory building (shed, garage) or Home Occupations or other: **New 1,890 sq. ft., 2 story single-family residence with a 147 sq. ft. front porch; 16 sq. ft. rear deck; rear patio; rear outdoor shower; driveway**
- ☒ 2) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix B. **MidAtlantic Surveying and Land Design, Inc dated 12/22/2023**
- ☒ 3) Lot & Dwelling Size & LOT COVERAGE

ORDINANCE REQUIREMENT		
Lot Size	Dwelling Unit Size	LOT COVERAGE (Section 4.2 (E) (6))
Up to 5,600 sq ft	Need to comply with Lot Coverage requirement	The sum of the footprint square footage of all buildings on the lot shall be less than 50% of the total lot square footage
5,600 Sq. Ft (40' x 140')	960 sq ft (min) to 2,400 sq ft. (max)	
5,601 – 8,400 sq. ft	960 sq ft (min) to 3,000 sq ft (max)	
8,401+ sq ft	Max of 4,500 sq	
NOTES: - Ordinance adopted 7/14/1992 (a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage. (b) If multiple lots are used, see Section 4.2 (E) (7 & 8) for additional Lot Coverage Rules (c) If lot smaller than 5,600 sq ft, the total footprint area of all accessory building lot coverage shall not exceed ten percent (10%), per Section 4.2 (E) (13)		

LOT SIZE	HOUSE SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
5,600	1,071	0	1,071	19.13%	YES

- ☐ 4) Setbacks – Conforming Lots (5,600 sq ft or larger): The survey shows the outside perimeter of the available location of the building, based upon standard setbacks. A new fully completed Site Plan needs to be provided that has the single-family dwelling unit placed within the front yard prevailing setback for the neighborhood as stated in Cape Charles Zoning Ordinance Section 3.2 (G) (1) (a) which is approximately 18'. Also, the new Site Plan needs to clearly delineate all setbacks and include all proposed site features with dimensions and setbacks including the intended driveway (location on site plan and size of said driveway and material of said driveway) and the rear patio and outdoor shower. Pursuant to Town Code Section 26-3 (a), the site plan needs to include the construction of a sidewalk to connect and continue the network of sidewalk the sidewalk in front of this property with the existing sidewalk, if it is not there currently or needs to be fully constructed across the entire front of the lot.

(a) Front: 30 ft or prevailing: **PREVAILING STANDARD NEEDS TO BE MEASURED**

(b) Side: 5 ft: **Actual: 9.5 ft**

(c) Rear: 25 ft: **Actual: NOT DELINEATED**

*If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width
SEE NOTES FOR ACCESSORY BUILDINGS*

(d) Corner Lots – Minimum Side is 5 ft. or prevailing: **Not Applicable**

NOTES:

- **DECKS & PATIOS NOT ALLOWED IN FRONT YARD;**
- *See Section 4.2 (F) for Projections Allowed in Required Setbacks.*

- ☒ 5) Is there a fence/wall? **NO FENCE or WALL INDICATED.**
If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.
If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.

- ☒ 6) Minimum Lot Width – 40 ft.

- ☒ 7) Height Restrictions for Main Structure/House: 40 ft' height max or 2 ½ stories: **Actual: 30 ft.**
(see Sec. 4.2 (C) for exceptions)

- ☒ 8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements
- a) Proportions – 1:1 to structures in neighborhood: **YES**
 - b) Scale and orientation: **YES**
 - c) Roof Pitch – prevailing standard or 8:12: **Actual: 9:12**
 - d) Windows & Doors: **YES**
 - Double hung windows or prevailing standard; jalousie, picture, and horizontal windows only in traditional American ranch style architecture: **Double-hung 1/1**
 - Exterior doors should be paneled or have glass panels; flush doors not allowed. **½ lite no grills**
 - e) Porches – min depth of six feet & cover 80% of width of front building façade.: **7 ft. & 100%**

ACCESSORY STRUCTURES ONLY – Additional Requirements: NOT APPLICABLE

- ☐ 9) ACCESSORY STRUCTURE – Additional Requirements
- a) Not located in front or side yard: _____
 - b) No closer than 5 ft to any alley line: _____
 - c) No closer than 2 ft to any side or rear lot line: _____
 - d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than footprint of primary residence or 550 sq. ft, whichever is the lesser: _____

- e) If lot frontage is greater than or equal to 80 ft, the sum of all accessory buildings shall be less than the footprint of the primary residence or 660 sq. ft., whichever is less: _____

☐

10) Height Restrictions for Accessory Structures:

- a) If house is no more than one story above grade, the height of Accessory Structure cannot be taller than house (Sec. 4.2 (E) (9): _____
- b) If house is more than one story above grade, then Accessory Structure shall be no higher than 2/3 the height of the main structure or 24 ft, whichever is less (Sec. 4.2 (E) (10): _____

☐

11) Distance between Accessory Structure and Main Building – min of 15 ft.: **N/A**

☒

12) PHYSICAL CHARACTERISTICS: Will there be an accessory dwelling? **NO**

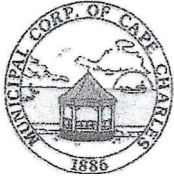
- a. Accessory dwellings shall be located in an accessory building.
- b. Accessory dwellings shall not have a floor area exceeding forty-five (45) percent of the floor area of the main building.

MAIN BLDG FLOOR AREA	45% ALLOWANCE for ADU FLOOR AREA	ACTUAL ADU FLOOR AREA

- c. Accessory dwellings shall have one kitchen, one bathroom, and a sleeping area.
- d. Accessory buildings shall not have the appearance of a single-family dwelling

☒

13) Occupancy characteristics for Accessory Dwelling Units – Affidavit signed and submitted re: NO STRS/no TRANSIENT OCCUPANCY – **NOT APPLICABLE**



Certificate of Appropriateness Application

New Construction

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

planningtech@capecharles.org

Revised 12/2022

Taxes	PD
Violations	N/A
Fee	\$500 PD
Decision	

PART 1: APPLICATION NOTES

A Certificate of Appropriateness 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.

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

- | | | |
|--|--|--|
| ☐ Site Plan - <i>scheduled</i> | ☒ Elevations | ☒ Zoning Clearance Application |
| ☒ Photos of existing lot | ☒ Renderings | ☒ Photos of proposed materials |

Owner signature:

Chris James Finocchio, Jr.

Date:

10/30/2023

PART 2: PROPERTY INFORMATION

Property Address:

Tax Map #: 83A1-1-26

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *Chris James Finocchio, Jr. + STEPHANIE M. Finocchio*

Mailing Address: *2417 Belle Ct. Virginia Beach, VA 23453*

Phone Number: *757-430-1493*

Email: *cfinocchio@sjavb.org / finoc@msa.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: *QS LLC*

Mailing Address: *P.O. Box 1090 Cheriton, VA 23316*

Phone Number: *757-331-4560*

Email: *leatherbehrensqs@gmail.com*

PART 5: PROJECT INFORMATION

Proposed Project Description:

Single family residence

PART 6. NEW CONSTRUCTION

See Section 5.13 & 6 of the Historic District Design Guidelines

First Floor Building Area (sq. ft.): <u>1071</u>		Total Gross Floor Area (sq. ft.): <u>1890</u>	
Front Building Setback (ft.): <u>30' unless otherwise determined</u>		Building width (ft.): <u>21'</u>	
Building Height	Feet: <u>30'</u>	Stories: <u>2</u>	Roof pitch: <u>9"</u>
A. Foundation	Material to be used: <u>Concrete block + stucco finish</u>		
B. Roofing	Material to be used: <u>Asphalt shingle - metal front porch roof</u>		
	Chimney? ☒ No ☐ Yes - Number <u> </u> Materials: <u> </u>		
C. Siding	Material to be used: <u>Hardi 7" exposure</u>	Dimensions: <u> </u>	
D. Steps	Material to be used: <u>Azek clad wood</u>		
E. Railing	Style and Material to be used: <u>Timbertech composite rail - Premier style</u>		
F. Porch	Length: <u>21'</u> Width: <u>7'</u>		
	Material to be used: Floor: <u>Azek tongue + groove</u> Skirting: <u>Vinyl lattice</u>		
	Columns? ☐ No ☒ Yes - Number <u>3</u> Style & Materials: <u>8" fibercast</u>		
G. Deck	Length: <u>4'</u> Width: <u>4'</u>	Material to be used: <u>Salt treated lumber</u>	
H. Doors	Width: <u>80"</u> Height: <u>36"</u>		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) <u>Fiberglass 1/2" lite - no grills</u>		
I. Windows <u>see plans</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: <u> </u>		
	Material: <u>Fiberglass composite double hung</u>		
	Width: <u> </u>	Height: <u> </u>	Depth: <u> </u>
J. Trim	Material to be used: <u>4" azek with 2" sill</u>		
	Dimensions: <u> </u> <u> </u>		
K. Hardscape	Indicate the placement and dimensions of any of following on your site plan.		
	Driveway: ☐ No ☒ Yes - Materials: <u>either crushed shells or gravel</u>		
	Walkway: ☐ No ☐ Yes - Materials: <u> </u>		
	Fence: ☐ No ☐ Yes - Materials: <u> </u>		
	Patio: ☒ No ☒ Yes - Size: <u> </u> Materials: <u>Pavers</u>		
	Outdoor shower: ☐ No ☒ Yes - ☐ Not Enclosed ☒ Enclosed - Materials: <u>Vinyl w/azek floor</u>		
	Pool: ☐ No ☐ Yes - Requires a Conditional Use Permit		
	Accessory Structure: ☐ No ☐ Yes - Complete an additional COA application for the structure		

Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood.

Similar in style to the neighboring houses

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: Heather Behrens

Date: 11/6/23



Owner Affidavit for Permission to Represent

Planning & Zoning Department
757-331-3259 x24

planningtech@capecharles.org

Revised 9/2022

Taxes	
Violations	
Fee	
Decision	

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.

Property Information

Subject Property Street Address: Lot 26 Jefferson Ave

Subject Property Tax Map #: 83A1-1-26

Owner Information

Owner's name: Chris James Finocchio, Jr. + STEPHANIE M. Finocchio

Mailing address: 2417 Belle Ct. Virginia Beach, VA 23453

Phone number: 757-430-1493 Email: cfinocchio@sjavb.org / finoc@msn.com

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

Representative Information

Name: Sean Ingram, QS LLC.

Mailing address: 21351 S. Bayside Rd. Cheniton, VA 23316

Phone number: 757-331-4560 Email: seaningramqs@gmail.com

☒ to file documents on my behalf ☒ to represent me in meetings with Town officials

Representative Information

Name: Heather Behrens, QS LLC

Mailing address: 21351 S. Bayside Rd. Cheniton, VA 23316

Phone number: 757-331-4560 Email: heatherbehrensqs@gmail.com

☒ to file documents on my behalf ☒ to represent me in meetings with Town officials

Signature of owner: [Signature] Date: 10/30/2023

State of Virginia County of Virginia Beach

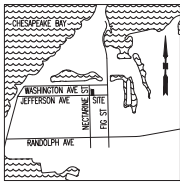
The foregoing instrument was acknowledged before me this 30th day of October, 2023, by Stephanie Hannay (name of person acknowledged)

Signature of Notarial Officer: [Signature]

Notary Registration number: 7029964

My commission expires: 12/31/2024





LOCATION MAP
SCALE: 1" = 200'

CITY OF	CITY, STATE
DISK(S)	DISK, DISK
DATUM	VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE AND 83/87 HARN US SURVEY FOOT

VERTICAL DATA ESTABLISHED ON SITE VIA:
-GPS LOCALIZATION FROM PUBLISHED CONTROL LISTED BELOW
-LEVEL LOOP FROM CONTROL DISK LISTED BELOW
-GPS DATA TIED TO THE VIRGINIA SOUTH NETWORK
AND NOT TIED TO SPECIFIC CITY DISKS

-OTHER:

TOWN OF	CITY, STATE
DISK(S)	DISK, DISK
DATUM	NAVD83
ELEV	XX.XX'

FLOOD INFORMATION INDICATED HEREON SHOULD NOT BE CONSIDERED AS A DETERMINATION OF THE NEED OR LACK OF NEED FOR FLOOD INSURANCE. PROPERTY OWNERS SHOULD CONTACT A LOCAL FLOOD CREDIT FOR MORE INFORMATION.
V = 1% CHANCE OF ANNUAL FLOOD WITH STORM INDUCED WAVES
AE = 1% CHANCE OF ANNUAL FLOOD
X-SHADOW = 0.2% CHANCE OF ANNUAL FLOOD
X = MINIMAL FLOOD HAZARD AREA

THIS SITE APPEARS TO BE IN FLOOD ZONE(S) X

AS SHOWN ON PLAT, MAP/PANEL #	51131 C026P
PANEL DATE:	03/02/2015
NFP COMMUNITY NAME	TOWN OF CAPE CHARLES
NFP COMMUNITY NUMBER	510106
FIRM INDEX DATE	03/02/2023

TAX ID	83A1-1-26
OWNER(S)	CHRIS J. FRICOCINO, JR. & STEPHANIE M. FRICOCINO
DEED INSTRUMENT	220002382
DATED	10/01/2022
RECORDED	10/09/2022
LOCATION	CLERK'S OFFICE OF NORTHAMPTON COUNTY
MAILING ADDRESS	2417 BELLE COURT VIRGINIA BEACH, VA 23453

MAS-LD DOES NOT CERTIFY AS TO THE ZONING DESIGNATION OF THIS SITE. FOR DETAILED ZONING INFORMATION, PLEASE CONTACT THE ZONING DEPARTMENT AT THE NUMBER LISTED BELOW

SOURCE	CAPE CHARLES ZONING MAP
ZONING DEPT. PHONE #	(757) 331-4820
FRONT SETBACK	30'
REAR SETBACK	25'
SIDE SETBACK (INTERIOR)	5'
SIDE SETBACK (CORNER)	N/A

MISS UTILITY TICKET #	830200158
DATE	11-28-2023

GENERAL SURVEY NOTES:

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

TOPOGRAPHIC SURVEY CERTIFICATION

THIS SURVEY

RESIDENTIAL SITE PLAN
OF
LOT 26 (D.B. 41, PG. 484)
FOR:
OS LLC
NORTHAMPTON VIRGINIA
12/22/2023

WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF, BETH ANNE G. CAMPBELL FROM AN ACTUAL GROUND OR REMOTE-SENSING SURVEY MADE UNDER MY SUPERVISION; THAT THE INACCURACY AND/OR ORIGINAL DATA WAS OBTAINED ON 03-10-2002, AND THAT THIS PLAT, MAP, OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

DATE: 12-22-2023

BETH ANNE G. CAMPBELL, W. L.S. #003316

IMPERVIOUS COVER

AREA OF LOT = 10,000 S.F. / 0.23 ACRES

EXISTING IMPERVIOUS COVER:

DRIVEWAY = 100 S.F.
WALKWAY = 100 S.F.
HOUSE = 100 S.F.
TOTAL = 100 S.F.

PROPOSED IMPERVIOUS COVER:

DRIVEWAY = 1,000 S.F.
WALKWAY = 100 S.F.
HOUSE = 100 S.F.
TOTAL = 1,200 S.F.

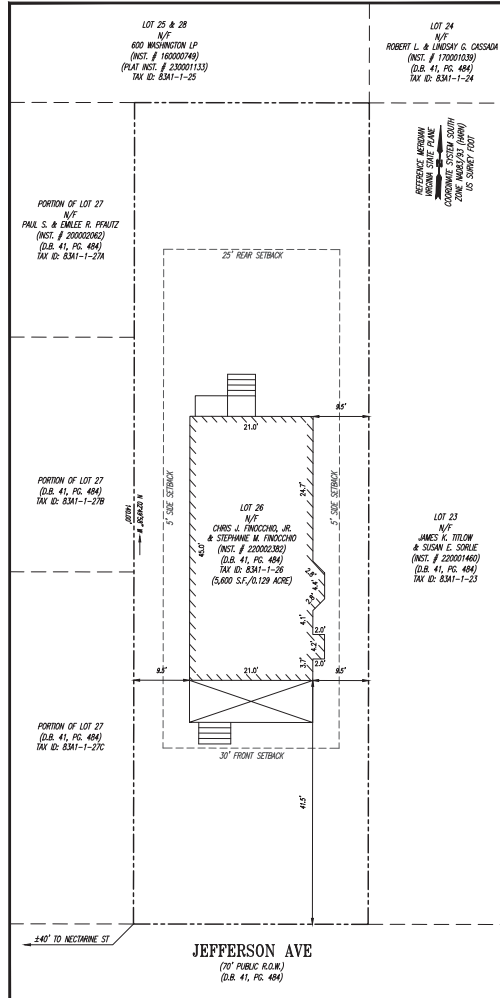
PERCENT PROPOSED IMPERVIOUS COVER: 1,200 S.F./10,000 S.F. X 100 = 12.0%

DEVELOPED AREA

TOTAL DISTURBED AREA: 10,000 S.F.

PERCENT DISTURBED AREA: 10,000 S.F./10,000 S.F. X 100 = 100%

PROPOSED CONDITIONS:



CHESAPEAKE BAY PRESERVATION AREA

CBPA: RPA
CBPA: PMA

PIN FLAGS

WP P PIN FLAG: BLUE
WP O PIN FLAG: RED
WP Y PIN FLAG: ORANGE
WP Y PIN FLAG: YELLOW

LINES

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

GRADE LEGEND

CENTURLINE
FACE OF CURB
FLOWLINE
TOP OF BANK
TOP OF CURB
TOE OF SLOPE

ABBREVIATIONS

APPROX. BUILDING
CONCRETE
DEED BOOK
GEOREFERENCED PARCEL
IDENTIFICATION NUMBER
HIGH ACCURACY
REFERENCE NETWORK
INSTRUMENT
INSET
M.B. MAP BOOK
N.F. NAL FOUND
N.W. NOW OR FORMERLY
PAGE
P.F. PARCEL IDENTIFICATION NUMBER
S.F. SQUARE FEET

COMMUNICATIONS

COMMUNICATIONS: FIBER HOLE
COMMUNICATIONS: FEDESTAL
COMMUNICATIONS: MANHOLE
COMMUNICATIONS: UNDERGROUND

CONTROL

CONTROL: TRANSVERSE POINT
CONTROL: TEMPORARY BENCHMARK

FENCES

FENCE: SILT FENCE
FENCE: VINYL
FENCE: WOODEN
FENCE: METAL

GAS

GAS: METER
GAS: VALVE
GAS: UNDERGROUND PIPES

POWER

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

PROPERTY

PROPERTY: DRILL HOLE FOUND
PROPERTY: DRILL HOLE SET
PROPERTY: IRON ROD FOUND
PROPERTY: IRON ROD SET
PROPERTY: NAL FOUND
PROPERTY: IRON PIPE FOUND
PROPERTY: PINCHED PIPE FOUND
PROPERTY: ROOT MONUMENT
PROPERTY: BOUNDARY
PROPERTY: ADJACENT BOUNDARY
PROPERTY: EASEMENT

SANITARY

SANITARY: MANHOLE
SANITARY: CLEANOUT
SANITARY: PIPES
SANITARY: FORCE MAIN

SITE

SIGN
BOLLARD

STORM

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

TRAFFIC

TRAFFIC: BOX
TRAFFIC: PEDESTAL
TRAFFIC: MANHOLE

WATER

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

MAS-LD
Mid-Atlantic Surveying and Land Design
2227 Chesapeake Beach
Virginia Beach, VA 23453
757.331.4820
ADMIN@MAS-LLC.COM



RESIDENTIAL SITE PLAN
OF
LOT 26 (D.B. 41, PG. 484)
FOR
OS LLC

PROJECT # 220002382

FIELD BY: XXXXXXXXXX

FIELD DATES: XXXXXX

FIELD DATES: XXXXXX

DRAWN BY: ERS

CHECKED BY: BAC

BY

DATE

COMMENTS

REVISIONS

NO. DATE

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

DATE

COMMENTS

Lot 26, Jefferson Ave.

F



PROJECT NO	SYMBOL		REVISION	DATE	PROJ MGR	SRL	
	23072				DESIGNED	SRL	
						DRAWN	SRL
						CHECKED	SRL
DATE							

THE FINOCCHIO RESIDENCE

CAPE CHARLES, VIRGINIA

LOT 26 / JEFFERSON AVE

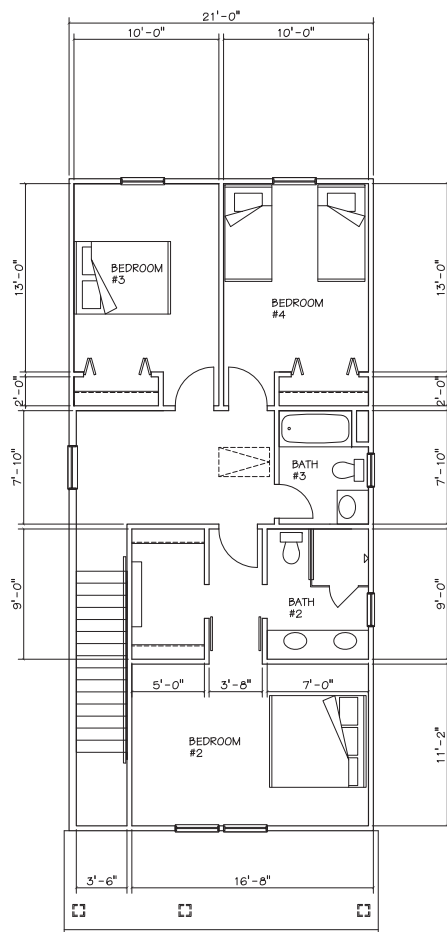
FIRST AND SECOND FLOOR PLANS AND SCHEDULES

**LEMOLÉ
ARCHITECTS**
2669 PRODUCTION
SUITE 102
VIRGINIA BEACH, VIRGINIA 2345
757-228-2620
SRLEMOLÉ@GMAIL.COM

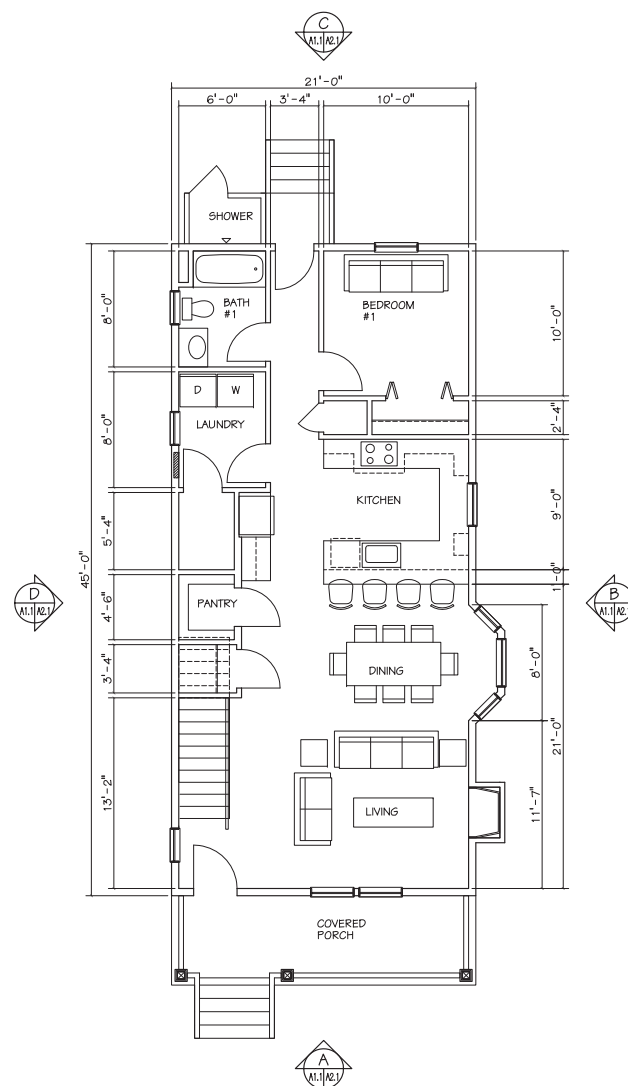
SHEET NUMBER

A-1.1

VV 05 13



945 SF
SECOND FLOOR PLAN
 $1/4" = 1'-0"$



945 SF
FIRST FLOOR PLAN
 $\frac{1}{4}'' = 1'-0''$

GRAPHIC SCALES



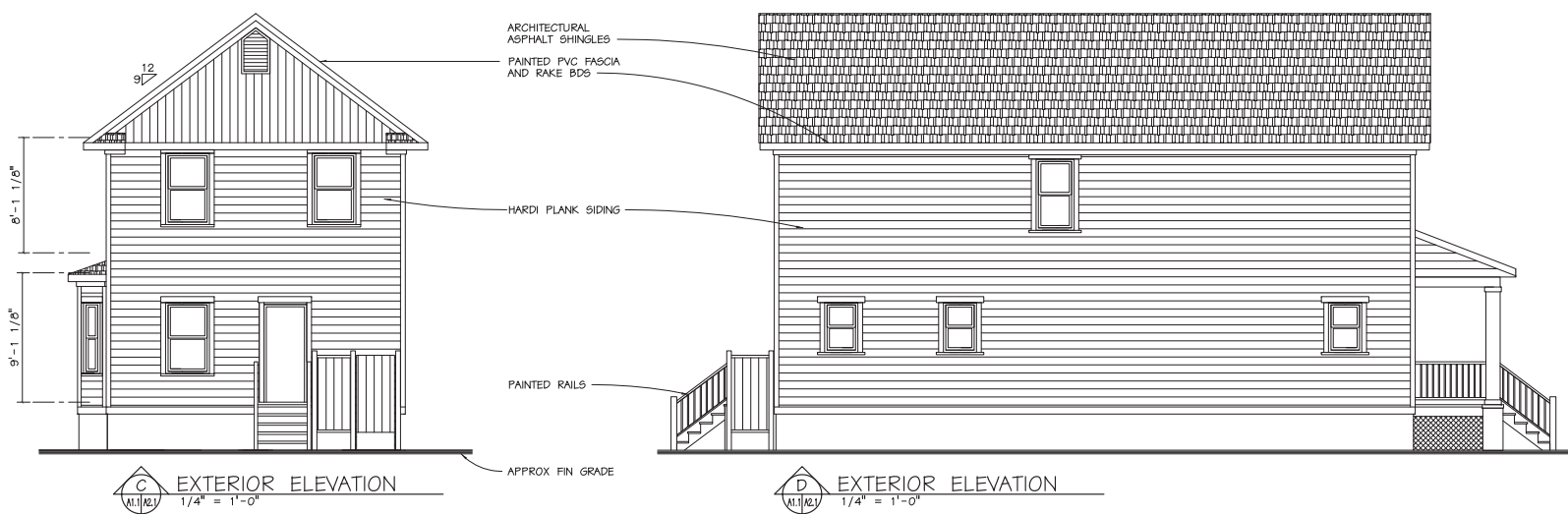
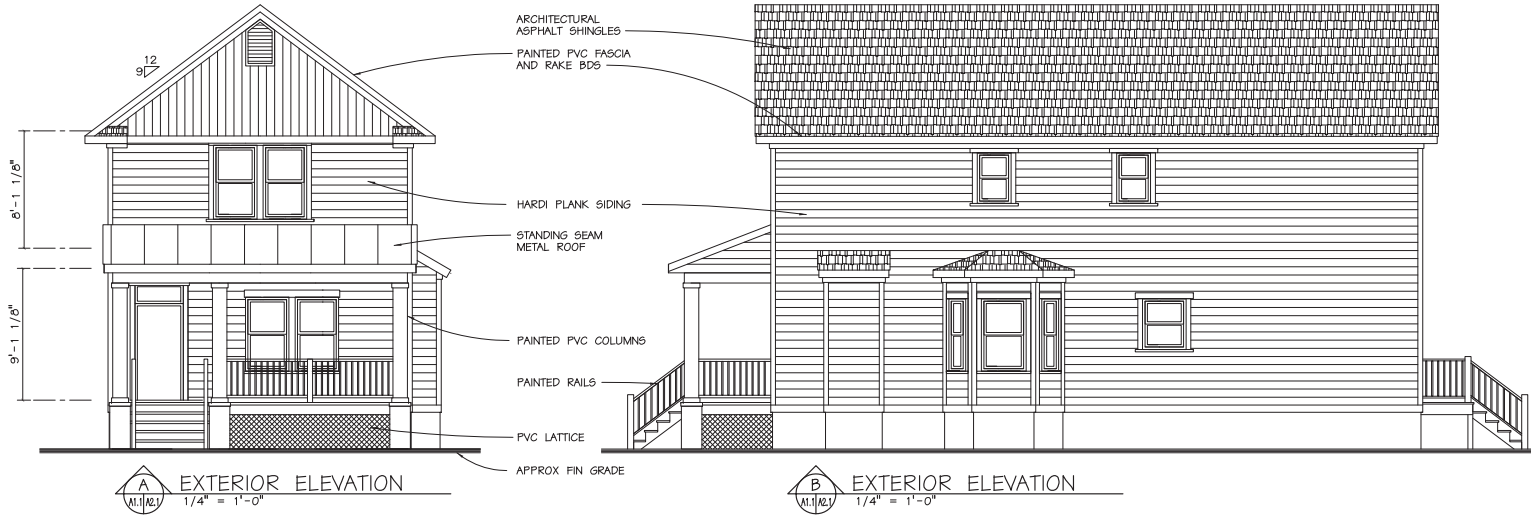
PROJECT NO	DATE	REVISION	SYMBOL	PROJ. MGR.	SRL	DESIGNED	SRL	DRAWN	SRL	CHECKED	SRL
23072	19 SEPT 2023										

THE FINOCCHIO RESIDENCE
CAPE CHARLES, VIRGINIA
LOT 26 / JEFFERSON AVE
EXTERIOR ELEVATIONS

LEMOLE ARCHITECTS
2609 PRODUCTION
SUITE 102
VIRGINIA BEACH, VIRGINIA 23464
757-228-2525
SRLEMOLE@GMAIL.COM

SHEET NUMBER

A-2.1
XX OF XX



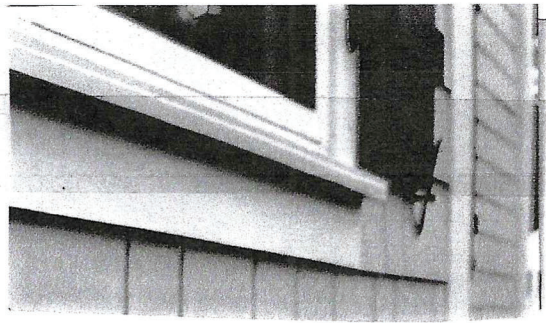
GRAPHIC SCALES



Finocchio residence
Lot 26, Jefferson
Ave.

Foundation. Stucco over Block. Grey in color.

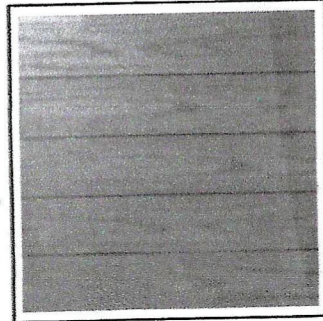
Siding: Hardi Fiber Cement 7" Exposure Woodgrain



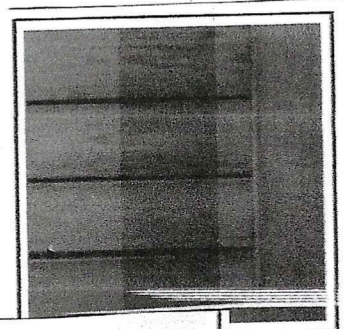
Asphalt shingle on main house
Roof: Standing seam metal, 1 1/2 locking rib.
over front porch

Front porch floor: Azek T&G 3" faced 1" thick woodgrain.

Rear porch - salt-treated lumber

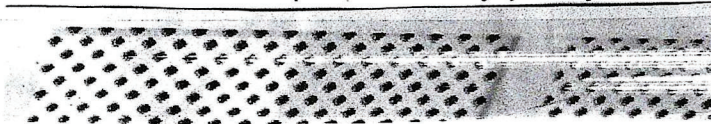


Front porch columns: 8" Permacast square



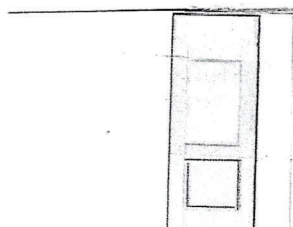
Handrails to be Azek premier composite rails with square 1 1/4 balusters.

Below deck and porch to be vinyl privacy lattice with 1" holes



Windows to be marvin, 1 over 1, elevate double hung with 4" case trim and 2" historic sill.

Doors to be fiberglass therma tru with 4" trim.





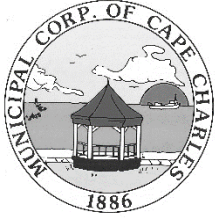






Agenda Item 6D (8)

Lot 62 on Jefferson Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6D (8) – Lot 62 Jefferson Avenue (Tax Map #83A1-1-62)

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

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

Date: December 28, 2023

APPLICANT: QS, LLC

OWNER: Bryan and Emily Oliff

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: Lot 62 Jefferson Avenue

WORK TO BE PERFORMED: New 1,075 square feet, 2-story single-family residence; outdoor shower; stone or gravel driveway

TAX MAP: 83A1-1-62

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: Not listed

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 6, 2023

PRE-APPLICATION MTG: January 16, 2024

DATE APPLICATION DEEMED COMPLETE: December 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 5, 2024

The applicant is seeking to construct a 1,075 sq. ft., two-story single-family residence with a 25' x 6' (150 sq. ft.) front porch and 25' x 10' (250 sq. ft.) rear deck. The application also includes the installation of an outdoor shower and a stone or gravel driveway. This lot is currently vacant.

AERIAL MAP



MATERIALS:

Roof: House – Architectural Asphalt Shingles (Pitch: 9/12); Porch – Standing Seam Metal

Siding: Hardi Fiber Cement 7” Exposure Woodgrain

Trim: 4” Azek Board with 2” Sill

Windows: Double Hung Vinyl 1/1; Trim: 4”; Sills: 2”

Doors: Therma-tru Fiberglass Half-Lite No Grills & Trim: 4”

Front Porch: Decking: Azek tongue & groove; Columns: 8” Permacast; Railing – Azek with Square 1-1/4 Balusters; Handrails: Premier Timberline Azek; Vinyl Privacy Lattice with 1” holes

Rear Deck: Decking: Azek 5/4 x 6” Woodgrain; Handrails: Premier Timberline Azek; Vinyl Privacy Lattice with 1” holes

Steps: Azek clad Wood

Foundation: Stucco over Block

Outdoor Shower: Vinyl

Driveway: Stone or Gravel

STAFF ANALYSIS UPDATE

ZONING COMPLIANCE

The proposed project is seeking to construct a 1,075 square feet, two-story single-family residence with a 150 square feet front porch and a 250 square feet rear deck. A site plan has been provided but does not include the prevailing setback, outdoor shower, or the driveway. **A full site plan needs to be provided before this application is in compliance with the zoning ordinance. Particularly, the front setback requirement needs to be the prevailing standard set in the neighborhood per Cape Charles Zoning Ordinance Section 3.2 (I) Prevailing Standards and all proposed hardscapes, decks, and appurtenances need to be included with dimensions and clearly defined setbacks.** Staff is recommending that HDRB review occur since the zoning compliance will be forthcoming once a full site plan is provided which will not impede the elements under HDRB review.

The proposed materials are in conformance with the Zoning Ordinance for new construction.

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. As of when the applicant submits for a building permit, a full set of building plans must be provided that includes a required Site Plan and Landscape Plan that details both the removal of existing trees if necessary and the proposed addition of trees to conform with CCZO Appendix F – Tree Conservation and Preservation Ordinance along with the Historic District Overlay Design Guidelines Section 9.5 Landscaping.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 5.13: New Construction of Primary Buildings

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

Section 9.3: Decks, Ramps, & Patios

Section 9.4: Appurtenances

Section 9.5: Landscaping

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed new home is in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood. Approval of this application needs to be conditional upon achieving zoning compliance.

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 – Zoning Checklist

Attachment 2 – Application and Documents

DECISION OF ZONING REVIEW**BY: Tracy Outten, Planning & Zoning****Asst. Preservation & Admin.****DATE: January 5, 2024****REVIEW DONE FOR: HDRB Mtg****COMMENTS: See Items in RED****DECISION: NOT APPROVED****ZONING REVIEW CHECK LIST****Residential -1 District**

Address of Property	Jefferson Avenue
Property Owner's Name	Bryan G. Oliff, Jr. and Emily G. Oliff
Tax Map #	83A1-1-62
Seeking Permit for:	New 2,150 sq. ft., 2 story single-family residence with a 150 sq. ft. front porch; 250 sq. ft. rear deck; rear outdoor shower; driveway

- ☒ 1) Verify that proposed use is use allowed by right: Single Family dwelling or accessory building (shed, garage) or Home Occupations or other: **New 2,150 sq. ft., 2 story single-family residence with a 150 sq. ft. front porch; 250 sq. ft. rear deck; rear outdoor shower; driveway**
- ☒ 2) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix B. **MidAtlantic Surveying and Land Design, Inc dated 12/22/2023**
- ☒ 3) Lot & Dwelling Size & LOT COVERAGE

ORDINANCE REQUIREMENT		
Lot Size	Dwelling Unit Size	LOT COVERAGE (Section 4.2 (E) (6))
Up to 5,600 sq ft	Need to comply with Lot Coverage requirement	The sum of the footprint square footage of all buildings on the lot shall be less than 50% of the total lot square footage
5,600 Sq. Ft (40' x 140')	960 sq ft (min) to 2,400 sq ft. (max)	
5,601 – 8,400 sq. ft	960 sq ft (min) to 3,000 sq ft (max)	
8,401+ sq ft	Max of 4,500 sq	
NOTES: - Ordinance adopted 7/14/1992 (a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage. (b) If multiple lots are used, see Section 4.2 (E) (7 & 8) for additional Lot Coverage Rules (c) If lot smaller than 5,600 sq ft, the total footprint area of all accessory building lot coverage shall not exceed ten percent (10%), per Section 4.2 (E) (13)		

LOT SIZE	HOUSE SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
5,600	1,075	0	1,075	19.91%	YES

- ☐ 4) Setbacks – Conforming Lots (5,600 sq ft or larger): The survey shows the outside perimeter of the available location of the building, based upon standard setbacks. A new fully completed Site Plan needs to be provided that has the single-family dwelling unit placed within the front yard prevailing setback for the neighborhood as stated in Cape Charles Zoning Ordinance Section 3.2 (G) (1) (a) which is approximately 15'. Also, the new Site Plan needs to clearly delineate all setbacks and include all proposed site features with dimensions and setbacks.
- (a) Front: 30 ft or prevailing: **PREVAILING STANDARD NEEDS TO BE MEASURED**
- (b) Side: 5 ft: **Actual: 7.5 ft**
- (c) Rear: 25 ft: **Actual: NOT DELINEATED**
If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width
SEE NOTES FOR ACCESSORY BUILDINGS
- (d) Corner Lots – Minimum Side is 5 ft. or prevailing: **Not Applicable**
- NOTES:
- *DECKS & PATIOS NOT ALLOWED IN FRONT YARD;*
 - *See Section 4.2 (F) for Projections Allowed in Required Setbacks.*
- ☒ 5.) Is there a fence/wall? **NO FENCE or WALL INDICATED.**
 If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.
 If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.
- ☒ 6) Minimum Lot Width – 40 ft.
- ☒ 7) Height Restrictions for Main Structure/House: 40 ft' height max or 2 ½ stories: **Actual: 32 ft.**
 (see Sec. 4.2 (C) for exceptions)
- ☒ 8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements
- a) Proportions – 1:1 to structures in neighborhood: **YES**
- b) Scale and orientation: **YES**
- c) Roof Pitch – prevailing standard or 8:12: **Actual: 9:12**
- d) Windows & Doors: **YES**
- Double hung windows or prevailing standard; jalousie, picture, and horizontal windows only in traditional American ranch style architecture: **Double-hung 1/1**
 - Exterior doors should be paneled or have glass panels; flush doors not allowed. **½ lite no grills**
- e) Porches – min depth of six feet & cover 80% of width of front building façade.: **6 ft. & 100%**

ACCESSORY STRUCTURES ONLY – Additional Requirements: NOT APPLICABLE

- ☐ 9) ACCESSORY STRUCTURE – Additional Requirements
- a) Not located in front or side yard: _____
- b) No closer than 5 ft to any alley line: _____
- c) No closer than 2 ft to any side or rear lot line: _____
- d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than footprint of primary residence or 550 sq. ft, whichever is the lesser: _____
- e) If lot frontage is greater than or equal to 80 ft, the sum of all accessory buildings shall be less than the footprint of the primary residence or 660 sq. ft., whichever is less: _____
- ☐ 10) Height Restrictions for Accessory Structures:
- a) If house is no more than one story above grade, the height of Accessory Structure cannot be

taller than house (Sec. 4.2 (E) (9): _____

b) If house is more than one story above grade, then Accessory Structure shall be no higher than 2/3 the height of the main structure or 24 ft, whichever is less (Sec. 4.2 (E) (10): _____

☐

11) Distance between Accessory Structure and Main Building – min of 15 ft.: **N/A**

☐

NA 12) PHYSICAL CHARACTERISTICS: Will there be an accessory dwelling? **NO**

a. Accessory dwellings shall be located in an accessory building.

b. Accessory dwellings shall not have a floor area exceeding forty-five (45) percent of the floor area of the main building.

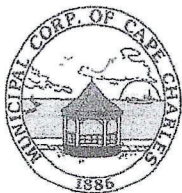
MAIN BLDG FLOOR AREA	45% ALLOWANCE for ADU FLOOR AREA	ACTUAL ADU FLOOR AREA

c. Accessory dwellings shall have one kitchen, one bathroom, and a sleeping area.

d. Accessory buildings shall not have the appearance of a single-family dwelling

☐

NA 13) Occupancy characteristics for Accessory Dwelling Units – Affidavit signed and submitted re: NO STRS/no TRANSIENT OCCUPANCY – **NOT APPLICABLE**



Certificate of Appropriateness Application

New Construction

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

planningtech@capecharles.org

Revised 12/2022

Taxes	PD
Violations	N/A
Fee	\$500 PD
Decision	

PART 1: APPLICATION NOTES

A Certificate of Appropriateness 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.

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

- | | | |
|--|--|--|
| ☐ Site Plan - <i>scheduled</i> | ☒ Elevations | ☒ Zoning Clearance Application |
| ☒ Photos of existing lot | ☒ Renderings | ☒ Photos of proposed materials |

Owner signature: *By S. Oliff*

Date: *10/27/23*

PART 2: PROPERTY INFORMATION

Property Address: *Lot 62*

Tax Map #: *83A1-1-62*

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

Zoning District: *R-1*

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *Greg and Emily Oliff*

Mailing Address: *13624 Swanhallow Dr. Richmond, VA 23233*

Phone Number: *804-690-5193*

Email: *goliff33@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: *QS LLC*

Mailing Address: *P.O. Box 1090, Cheriton, VA 23316*

Phone Number: *757-331-4560*

Email: *heatherbehrengs@gmail.com*

PART 5: PROJECT INFORMATION

Proposed Project Description:

Single family residence

PART 6. NEW CONSTRUCTION

See Section 5.13 & 6 of the Historic District Design Guidelines

First Floor Building Area (sq. ft.): 1,475		Total Gross Floor Area (sq. ft.): 2,150	
Front Building Setback (ft.): 30' unless otherwise determined		Building width (ft.): 25'	
Building Height	Feet: 32'	Stories: 2	Roof pitch: 9'
A. Foundation	Material to be used: Concrete block + stucco finish		
B. Roofing	Material to be used: Asphalt shingle		
	Chimney? ☒ No ☐ Yes - Number _____ Materials: _____		
C. Siding	Material to be used: Hardi	Dimensions: 7" exposure	
D. Steps	Material to be used: Wood clad, azek		
E. Railing	Style and Material to be used: Premier timberline composite		
F. Porch	Length: 25' Width: 6'		
	Material to be used: Floor: azek tongue + groove Skirting: Vinyl lattice		
	Columns? ☐ No ☒ Yes - Number 4 Style & Materials: 8" fibercast		
G. Deck	Length: 25' Width: 10' Material to be used: azek 5/4 x 6 decking		
H. Doors	Width: 80' Height: 36"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Fiberglass 1/2 lite - no grills		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material: Vinyl double hung		
	Width: see plans →	Height:	Depth:
J. Trim	Material to be used: 4" azek		
	Dimensions: 4" with 2" sill		
K. Hardscape	Indicate the placement and dimensions of any of following on your site plan.		
	Driveway: ☐ No ☒ Yes - Materials: Stone or gravel		
	Walkway: ☐ No ☐ Yes - Materials: _____		
	Fence: ☐ No ☐ Yes - Materials: _____		
	Patio: ☐ No ☐ Yes - Size: _____ Materials: _____		
	Outdoor shower: ☐ No ☒ Yes - ☐ Not Enclosed ☐ Enclosed - Materials: Vinyl		
	Pool: ☐ No ☐ Yes - Requires a Conditional Use Permit		
	Accessory Structure: ☐ No ☐ Yes - Complete an additional COA application for the structure		

Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood.

Similar to other neighboring houses

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

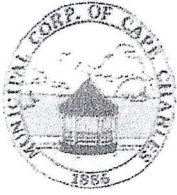
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water 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:

Heidi B. Burns

Date:

11/6/23



Owner Affidavit for Permission to Represent

Planning & Zoning Department
757-331-3259 x24

planningtech@capecharles.org

Revised 9/2022

Taxes

Violations

Fee

Decision

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.

Property Information

Subject Property Street Address: 417 Jefferson Avenue

Subject Property Tax Map #: 8341-1-62

Owner Information

Owner's name: Bryan G. Oliff, Jr.

Mailing address: 13624 SWANHOLLOW DRIVE, RICHMOND, VA 23233

Phone number: (804) 690-5193 Email: GOLIFF33@GMAIL.COM

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

Representative Information

Name: QS, LLC

Mailing address: 21351 South Bayside Road, P.O. Box 1090, Cheriton, VA 23316

Phone number: (757) 331-4560 Email: heather.behrensqs@gmail.com

☒ to file documents on my behalf ☒ to represent me in meetings with Town officials

Representative Information

Name: _____

Mailing address: _____

Phone number: _____ Email: _____

☐ to file documents on my behalf ☐ to represent me in meetings with Town officials

Signature of owner: B. G. Oliff Jr. Date: 10/30/23

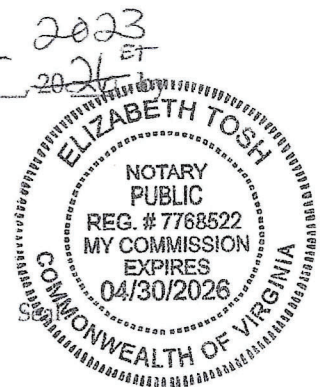
State of Virginia County of Henrico

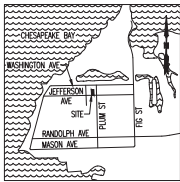
The foregoing instrument was acknowledged before me this 30 day of October, 2023
Bryan Gregory Oliff Jr. (name of person acknowledged)

Signature of Notarial Officer: Elizabeth Tosh

Notary Registration number: 7768522

My commission expires: 04/30/2026





LOCATION MAP

SCALE: 1" = 200'

CITY OF	CITY, STATE
DISK(S)	DISK, DISK
DATUM	VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD83/HARN US SURVEY FOOT

VERTICAL DATA ESTABLISHED ON SITE VIA:
-GPS LOCALIZATION FROM PUBLISHED CONTROL LISTED BELOW
-LEVEL LOOP FROM CONTROL DISK LISTED BELOW
-GPS DATA TIED TO THE VIRGINIA SOUTH NETWORK AND NOT TIED TO SPECIFIC CITY DISKS

-OTHER:

CITY OF	CITY, STATE
DISK(S)	DISK, DISK
DATUM	NAVD83
ELEV	XX.XX'

FLOOD INFORMATION INDICATED HEREON SHOULD NOT BE CONSIDERED AS A DETERMINATION OF THE NEED OR LACK OF NEED FOR FLOOD INSURANCE. PROPERTY OWNERS SHOULD CONTACT A LOCAL FLOOD COUNCIL FOR MORE INFORMATION.
V = 1% CHANCE OF ANNUAL FLOOD WITH STORM INDUCED WAVES
AE = 1% CHANCE OF ANNUAL FLOOD
X-SHADED = 0.2% CHANCE OF ANNUAL FLOOD
X = MINIMAL FLOOD HAZARD AREA

THIS SITE APPEARS TO BE IN FLOOD ZONE(S): X

AS SHOWN ON PLAT, MAP/PANEL #	51131 C026P
PANEL DATE:	03/02/2015
NFP COMMUNITY NAME	TOWN OF CAPE CHARLES
NFP COMMUNITY NUMBER	510106
FIRM INDEX DATE	03/02/2015

TAX ID	83A1-1-62
OWNER(S)	BRIAN G. CLIFF, JR. & EMILY G. CLIFF
DEED INSTRUMENT	230091702
DATED	07/05/2023
RECORDED	07/10/2023
LOCATION	CLERK'S OFFICE OF NORTHAMPTON COUNTY
MAILING ADDRESS	13624 SHAWHOLLOW DRIVE HENRICO, VA 23233

MAS-LD DOES NOT CERTIFY AS TO THE ZONING DESIGNATION OF THIS SITE. FOR DETAILED ZONING INFORMATION, PLEASE CONTACT THE ZONING DEPARTMENT AT THE NUMBER LISTED BELOW

SOURCE	CAPE CHARLES ZONING MAP
ZONING DEPT. PHONE #	(757) 331-4920
FRONT SETBACK	30'
REAR SETBACK	25'
SIDE SETBACK (INTERIOR)	5'
SIDE SETBACK (CORNER)	N/A

MISS UTILITY TICKET #	8302001565
DATE	11-28-2023

GENERAL SURVEY NOTES:

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

TOPOGRAPHIC SURVEY CERTIFICATION

THIS SURVEY

RESIDENTIAL SITE PLAN
OF
LOT 62 (D.B. 41, PG. 484)
FOR
OS LLC
NORTHAMPTON, VIRGINIA
12/22/2023

WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF, BETH ANNE G. CAMPBELL FROM AN ACTUAL GROUND OR REMOTE-SENSING SURVEY MADE UNDER MY SUPERVISION; THAT THE MANUSCRIPT AND/OR ORIGINAL DATA WAS OBTAINED ON 11-28-2023; AND THAT THIS PLAN, MAP, OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

DATE: 12-22-2023

BETH ANNE G. CAMPBELL, VA L.S. #003316

IMPERVIOUS COVER

AREA OF LOT = 10,000 S.F. / 0.230 ACRES

EXISTING IMPERVIOUS COVER:

DRIVEWAY = 1000 S.F.
WALKWAY = 1000 S.F.
HOUSE = 1000 S.F.
PORCHES = 1000 S.F.
TOTAL = 4000 S.F.

PROPOSED IMPERVIOUS COVER:

DRIVEWAY = 1000 S.F.
WALKWAY = 1000 S.F.
HOUSE = 1000 S.F.
PORCHES = 1000 S.F.
TOTAL = 4000 S.F.

PERCENT PROPOSED IMPERVIOUS COVER:

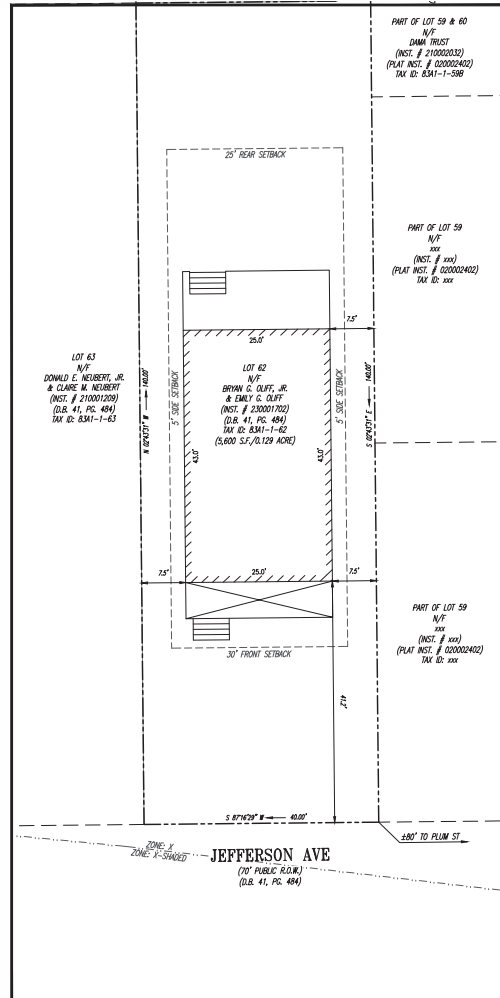
100% PROPOSED IMPERVIOUS COVER: 10000 S.F./10,000 S.F. X 100 = 100.0%

DISTURBED AREA

TOTAL DISTURBED AREA: 10,000 S.F.

PERCENT DISTURBED AREA: 10000 S.F./10,000 S.F. X 100 = 100.0%

PROPOSED CONDITIONS:



CHESAPEAKE BAY PRESERVATION AREA

CPBA: RPA
CPBA: RMA

PIN FLAGS

- WP P PIN FLAG: BLUE
- WP P PIN FLAG: RED
- WP P PIN FLAG: ORANGE
- WP P PIN FLAG: YELLOW

LINES

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

GRADE LEGEND

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

ABBREVIATIONS

- APPROXIMATELY
- BUILDING
- CONCRETE
- D.B. BOOK
- GEOREFERENCED PARCEL
- IDENTIFICATION NUMBER
- HIGH ACCURACY
- REFERENCE NETWORK
- INSTRUMENT
- INSET
- M.B. MAP BOOK
- N.F. NAL FOUND
- NOW OR FORMERLY
- PAGE
- PARCEL IDENTIFICATION NUMBER
- S.F. SQUARE FEET

COMMUNICATIONS

- COMMUNICATIONS: FIBER HOLE
- COMMUNICATIONS: FEEDLINE
- COMMUNICATIONS: MANHOLE
- COMMUNICATIONS: UNDERGROUND

CONTROL

- CONTROL: TRANSVERSE POINT
- CONTROL: TEMPORARY BENCHMARK

FENCES

- FENCE: SILT FENCE
- FENCE: VINYL
- FENCE: WOODEN
- FENCE: METAL

GAS

- GAS: METER
- GAS: VALVE
- GAS: UNDERGROUND PIPES

POWER

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

PROPERTY

- PROPERTY: DRILL HOLE FOUND
- PROPERTY: DRILL HOLE SET
- PROPERTY: IRON ROD FOUND
- PROPERTY: IRON ROD SET
- PROPERTY: NAL FOUND
- PROPERTY: IRON PIPE FOUND
- PROPERTY: PINCHED PIPE FOUND
- PROPERTY: ROOT MONUMENT
- PROPERTY: BOUNDARY
- PROPERTY: ADJACENT BOUNDARY
- PROPERTY: EASEMENT

SANITARY

- SANITARY: MANHOLE
- SANITARY: CLEANOUT
- SANITARY: PIPES
- SANITARY: FORCE MAIN

SITE

- SIGN
- BOLLARD

STORM

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

TRAFFIC

- TRAFFIC: BOX
- TRAFFIC: PEDESTAL
- TRAFFIC: MANHOLE

WATER

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

MAS-LD
Mid-Atlantic Surveying and Land Design
2227 Chesapeake Ave., Suite 110
Northampton, Virginia 22654
757.555.0888
ADMIN@MAS-LLD.COM



RESIDENTIAL SITE PLAN
OF
LOT 62 (D.B. 41, PG. 484)
FOR
OS LLC
NORTHAMPTON, VIRGINIA
NOT A LAND BOUNDARY SURVEY

PROJECT #	23040
DRAWN BY	XXXXXXXXXX
CHECKED BY	XXXXXXXXXX
DATE	ERS
DATE	BAC

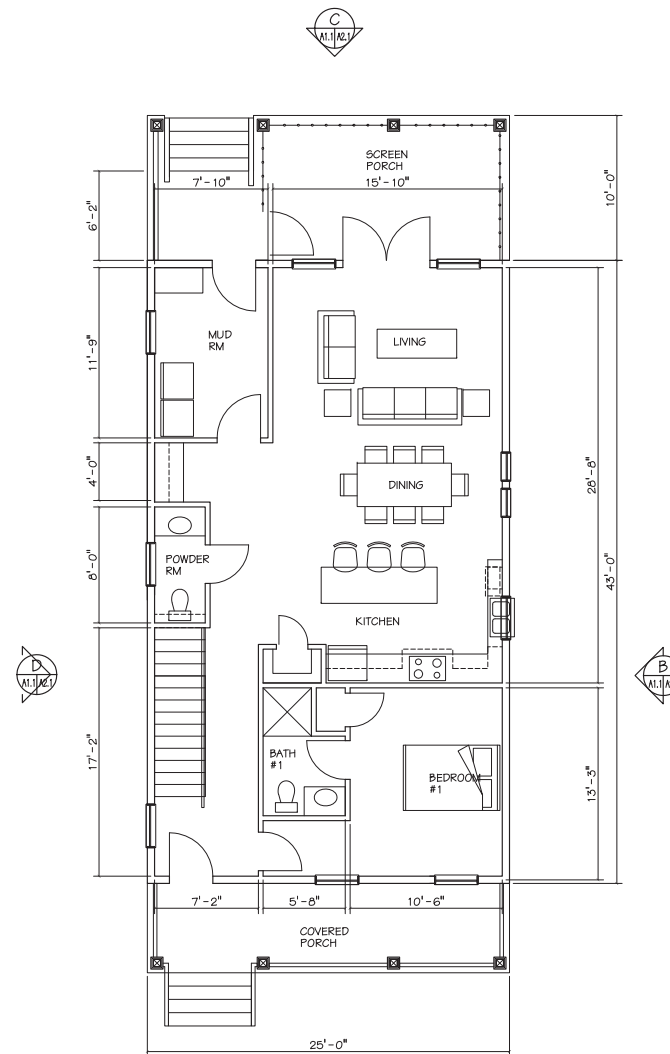
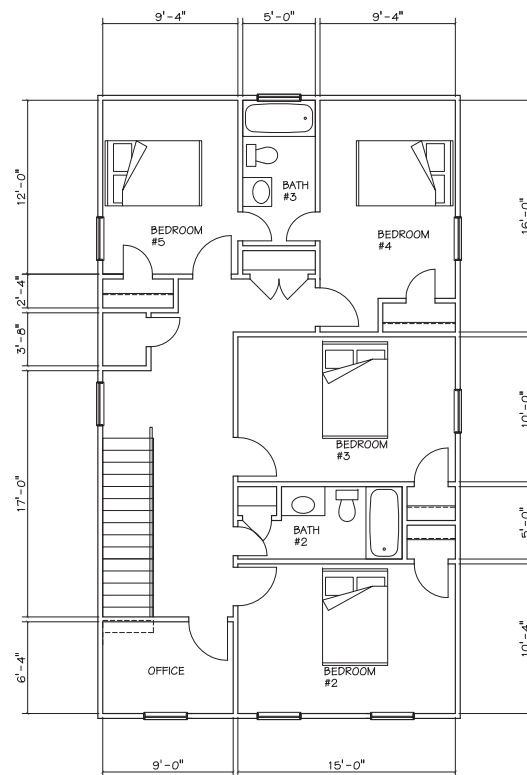
REVISIONS	NO.	DATE	COMMENTS

SHEET
1 of 1



Lot 62, Jefferson Ave. 0





GRAPHIC SCALES

$1/4" = 1' - 0"$

PROGRESS
PRINT
10-27-23

PROJECT NO	SYMBOL		REVISION	DATE	PROJ MGR	SRL
23072					DESIGNED	SRL
					DRAWN	SRL
					CHECKED	SRL
DATE						
21 SEPT 2023						

417 JEFFERSON AVE	CAPE CHARLES, VIRGINIA
SHEET TITLE	
FIRST AND SECOND FLOOR PLANS AND SCHEDULES	

LEMOLE ARCHITECTS
669 PRODUCTION
SUITE 102
VIRGINIA BEACH, VIRGINIA 23454
57-228-2620
RLEMOLE@GMAIL.COM

SHEET NUMBER

A-1.1

PROJECT NO 23072	SYMBOL	REVISION	DATE	PROJ MGR SRL
				DESIGNED SRL
DATE				DRAWN SRL
				CHECKED SRL

THE OLIFF RESIDENCE

417 JEFFERSON AVE

CAPE CHARLES, VIRGINIA

SHEET TITLE

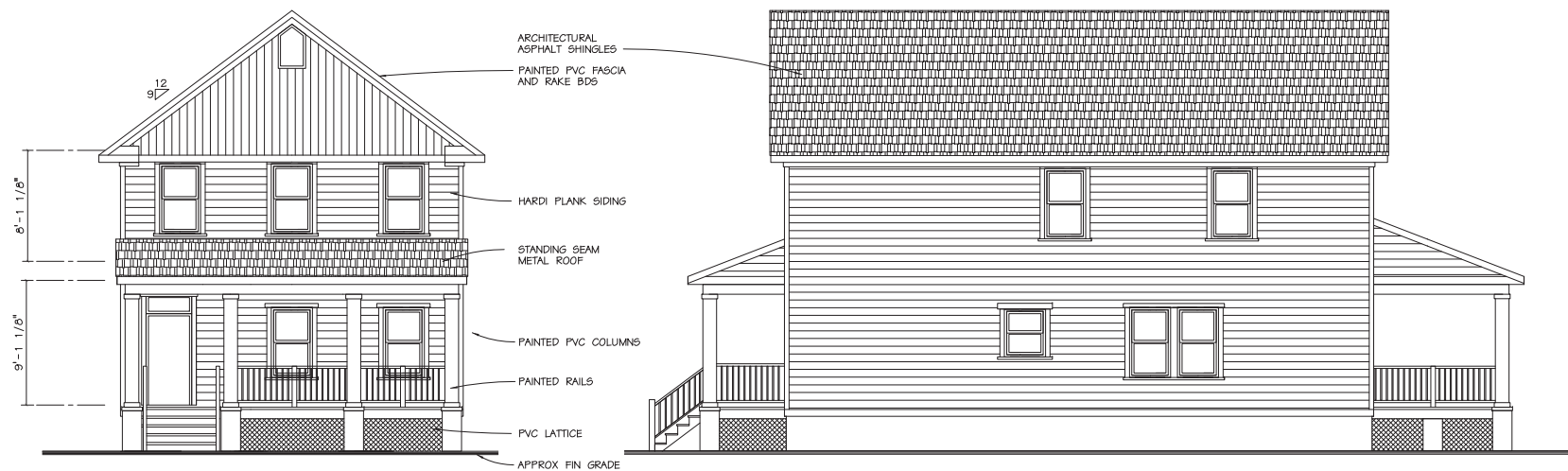
EXTERIOR ELEVATIONS

**LEMOLE
ARCHITECTS**
669 PRODUCTION
SUITE 102
VIRGINIA BEACH, VIRGINIA 23462
57-228-2620

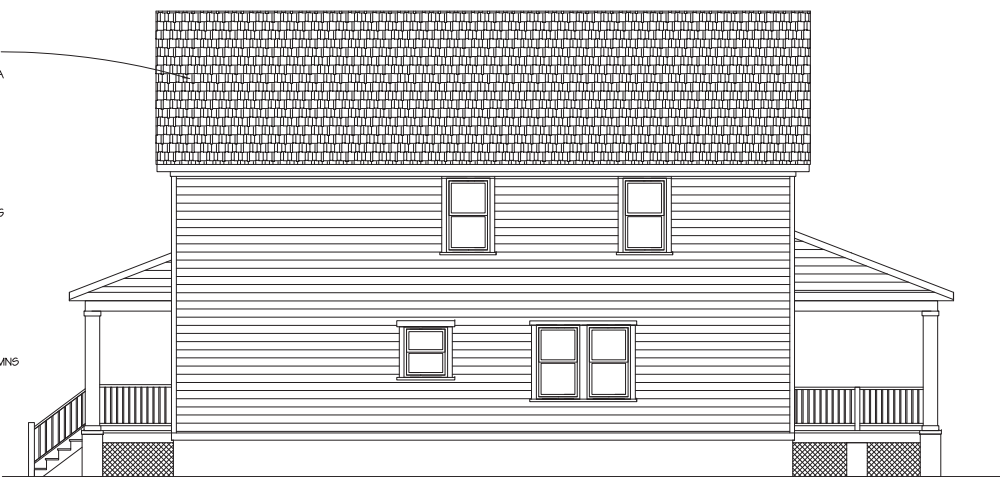
SHEET NUMBER

A-2.1

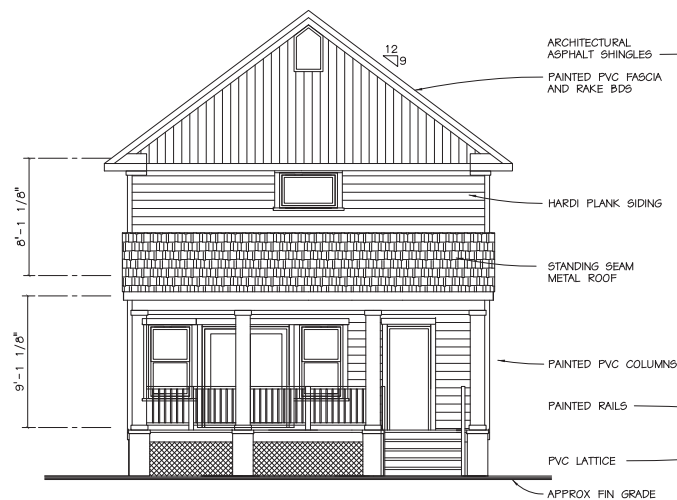
XX OF XX



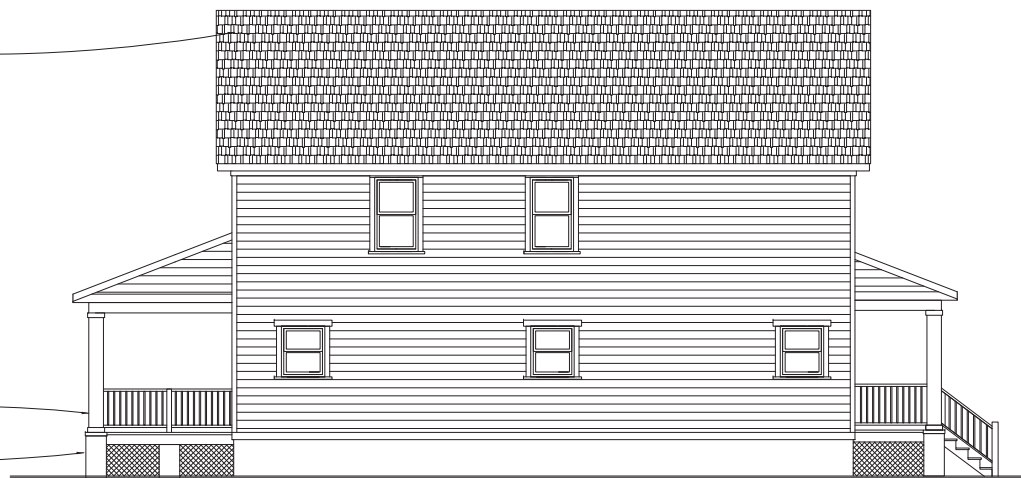
 EXTERIOR ELEVATION



 EXTERIOR ELEVATION



 EXTERIOR ELEVATION

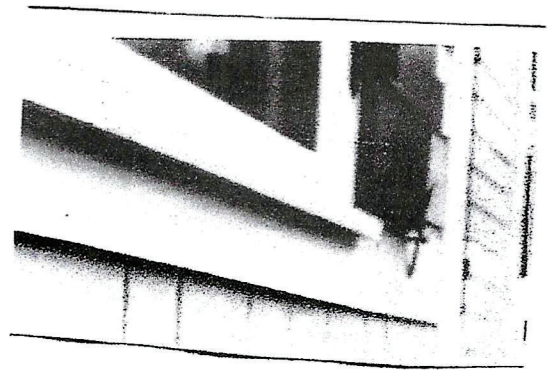
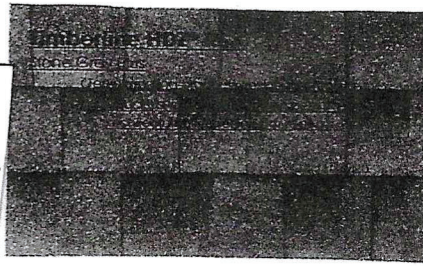


 EXTERIOR ELEVATION

GRAPHIC SCALES



Oliff residence
Lot 62, Jefferson Ave.



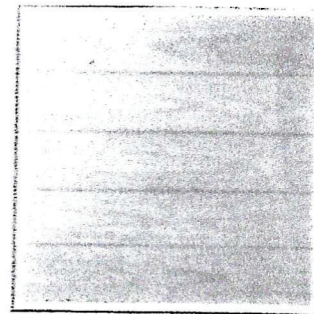
Foundation – Stucco over block

Siding – Hardi Fibert Cement 7" exposure woodgrain

Roof – Architectural shingle

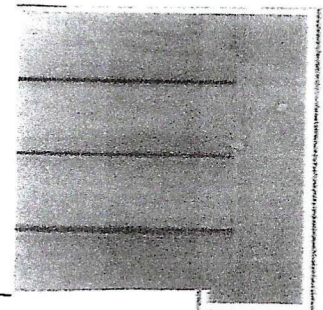
Windows to be vinyl double hung with | over | grill pattern with 4" case trim and 2" historic sill

Front porch – Azek T&G 3' faced 1" thick woodgrain



Front porch columns – 8" Permacast

Rear deck flooring to be azek 5/4 x 6" composite woodgrain timbertech decking



Handrails to be azek Premier composite rails with square 1 1/4" balusters



Porch underpinning to be vinyl privacy lattice with 1" diagonal holes



Doors to be fiberglass Thermo Tru with 4" trim

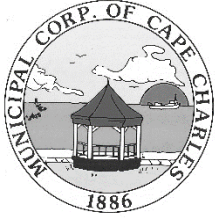






Agenda Item 6D (9)

Lot 31 on Jefferson Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 16, 2024

Item #: 6D (9) – Lot 31 Jefferson Avenue (Tax Map #83A1-1-31)

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

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

Date: January 3, 2024

APPLICANT: Patricia Arndt
OWNER: Wilmington Lots LLC

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: Lot 31 Jefferson Avenue
WORK TO BE PERFORMED: New 828 square feet, 2-story single-family residence; paver patio; outdoor shower; shell driveway; an accessory structure

TAX MAP: 83A1-1-31

CURRENT ZONING: Residential (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: Not listed

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: November 20, 2023

PRE-APPLICATION MTG: September 5, 2023

DATE APPLICATION DEEMED COMPLETE: December 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 5, 2024

The applicant is seeking to construct a 828 sq. ft., two-story single-family residence with a 20' x 6' (120 sq. ft.) front porch. The installation of two outdoor showers, a 16' x 16' (256 sq. ft.) concrete patio and a shell driveway are also being proposed. The application also includes the construction of a 440 sq. ft., two-story accessory structure that will be used as a garage and accessory dwelling unit that will use the same materials as the main house. This lot is currently vacant.

AERIAL MAP



MATERIALS:

Roof: Main House (Pitch: 8/12) & Accessory Structure: (4/12)/(12/12) Architectural Asphalt Shingles;
Porch: Standing Seam Metal
Siding: LP ENG Smart, 6" Textured Board and Batten
Trim: 5/4 x 4" Wood with Metal Cap
Windows: Double Hung Vinyl 1/1
Shutters: Operational Stained Wood
Doors: Main House Front: Fiberglass 1-lite/2-panels (*as pictured in Front Elevation*); Main Rear: Steel full lite; Garage: Metal (need exact design);
Front Porch: Decking: Stained Wood; Columns: 8 x 8 Oak Stained; Railing: Aluminum Square Spindles
Steps: Treated Lumber
Foundation: Main House: Parged Block; Accessory Structure: Concrete Slab
Outdoor Showers: PVC
Patio: Concrete
Walkway: Concrete
Driveway: Shell

STAFF ANALYSIS UPDATE

ZONING COMPLIANCE

The proposed project is seeking to construct 828 square feet, two-story single-family residence with a 120 square feet front porch, two outdoor showers, a 256 square feet concrete patio, and 440 square feet, two-story accessory dwelling unit. The proposed materials are in conformance with the Zoning Ordinance for new construction and Zoning Compliance is not achieved based upon this application to the HDRB.

The site plan provided needs to also reflect the requirement to complete the sidewalk network in front of the entire length of this property therefore zoning compliance could not be given at this time. Staff is recommending that HDRB review occur since the zoning compliance will be forthcoming once an updated site plan is provided which will not impede the elements under HDRB review. In addition, the Accessory Structure does not meet the size ratio requirements to the main house and it also has an appearance that the Accessory Structure is a Single Family Dwelling and not a subordinate, accessory structure to the main house. **The accessory structure, until this is further resolved through zoning review, may need to be tabled from the HDRB Application Review; however, the house review by HDRB can be conducted.**

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. As of when the applicant submits for a building permit, a full set of building plans must be provided that includes a required Site Plan and Landscape Plan that is in conformance with the previously approved landscape plan for this property that addresses the replacement of the required addition of trees to conform with CCZO Appendix F – Tree Conservation and Preservation Ordinance along with the Historic District Overlay Design Guidelines Section 9.5 Landscaping.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 5.13: New Construction of Primary Buildings

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

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

Section 9.3: Decks, Ramps, & Patios

Section 9.4: Appurtenances

Section 9.5: Landscaping

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed new home is in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood. Approval of this application needs to be conditional upon achieving zoning compliance for the driveway.

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 – Zoning Checklist

Attachment 2 – Application and Documents

DECISION OF ZONING REVIEW

BY: Tracy Outten, Planning & Zoning

Asst. Preservation & Admin.

DATE: January 5, 2024

REVIEW DONE FOR: HDRB Mtg

COMMENTS: **See Items in RED**DECISION: **NOT APPROVED****ZONING REVIEW CHECK LIST****Residential -1 District**

Address of Property	Jefferson Avenue
Property Owner's Name	Wilmington Lots LLC
Tax Map #	83A1-1-31
Seeking Permit for:	New 1,560 sq. ft., 2 story single-family residence with a 120 sq. ft. front porch; 256 sq. ft. rear patio; 2 rear outdoor showers; driveway; accessory structure with an ADU

- ☒ 1) Verify that proposed use is use allowed by right: Single Family dwelling or accessory building (shed, garage) or Home Occupations or other: **New 1,560 sq. ft., 2 story single-family residence with a 120 sq. ft. front porch; 256 sq. ft. rear patio; 2 rear outdoor showers; driveway; accessory structure with an Accessory Dwelling Unit**
- ☒ 2) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix B. **Point North Surveying, LLC dated 10/12/2023**

Pursuant to Town Code Section 26-3 (a), the sidewalk network needs to be completed for the length of this property by the property owner and needs to be shown on the site plan as part of this project.

- ☒ 3) Lot & Dwelling Size & LOT COVERAGE

ORDINANCE REQUIREMENT		
Lot Size	Dwelling Unit Size	LOT COVERAGE (Section 4.2 (E) (6))
Up to 5,600 sq ft	Need to comply with Lot Coverage requirement	The sum of the footprint square footage of all buildings on the lot shall be less than 50% of the total lot square footage
5,600 Sq. Ft (40' x 140')	960 sq ft (min) to 2,400 sq ft. (max)	
5,601 – 8,400 sq. ft	960 sq ft (min) to 3,000 sq ft (max)	
8,401+ sq ft	Max of 4,500 sq	
NOTES: - Ordinance adopted 7/14/1992 (a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage. (b) If multiple lots are used, see Section 4.2 (E) (7 & 8) for additional Lot Coverage Rules (c) If lot smaller than 5,600 sq ft, the total footprint area of all accessory building lot coverage shall not exceed ten percent (10%), per Section 4.2 (E) (13)		

LOT SIZE	HOUSE SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
5,600	828	440	1,268	22.6%	YES

- ☒ 4) Setbacks – Conforming Lots (5,600 sq ft or larger):
 (a) Front: 30 ft or prevailing: **11.8 ft.**
 (b) Side: 5 ft: **Actual: 7 ft and 13 ft.**
 (c) Rear: 25 ft: **Actual: 80.2 ft.**
If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width
SEE NOTES FOR ACCESSORY BUILDINGS
 (d) Corner Lots – Minimum Side is 5 ft. or prevailing: **Not Applicable**
NOTES:
 • **DECKS & PATIOS NOT ALLOWED IN FRONT YARD;**
 • **See Section 4.2 (F) for Projections Allowed in Required Setbacks.**
- ☒ 5.) Is there a fence/wall? **NO FENCE or WALL INDICATED.**
 If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.
 If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.
- ☒ 6) Minimum Lot Width – 40 ft.
- ☒ 7) Height Restrictions for Main Structure/House: 40 ft' height max or 2 ½ stories: **Actual: 30 ft.**
 (see Sec. 4.2 (C) for exceptions)
- ☒ 8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements
 a) Proportions – 1:1 to structures in neighborhood: **YES**
 b) Scale and orientation: **YES**
 c) Roof Pitch – prevailing standard or 8:12: **Actual: 8:12**
 d) Windows & Doors: **YES**
 • Double hung windows or prevailing standard; jalousie, picture, and horizontal windows only in traditional American ranch style architecture: **Double-hung 1/1**
 • Exterior doors should be paneled or have glass panels; flush doors not allowed. **1 lite/2 panels**
 e) Porches – min depth of six feet & cover 80% of width of front building façade.: **6 ft. & 100%**

ACCESSORY STRUCTURES ONLY – Additional Requirements:

- ☒ 9) ACCESSORY STRUCTURE – Additional Requirements
 a) Not located in front or side yard: **NO.**
 b) No closer than 5 ft to any alley line: **ACTUAL: rear setback 23.2 ft.**
 c) No closer than 2 ft to any side or rear lot line: **ACTUAL: rear setback 23.2**
 d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than footprint of primary residence or 550 sq. ft, whichever is the lesser: **ACTUAL FOOTPRINT: 440 sq. ft.**
 e) If lot frontage is greater than or equal to 80 ft, the sum of all accessory buildings shall be less than the footprint of the primary residence or 660 sq. ft., whichever is less: **NOT APPLICABLE**
- ☐ 10) Height Restrictions for Accessory Structures:
 a) If house is no more than one story above grade, the height of Accessory Structure cannot be taller than house (Sec. 4.2 (E) (9):
 b) If house is more than one story above grade, then Accessory Structure shall be no higher than 2/3 the height of the main structure or 24 ft, whichever is less (Sec. 4.2 (E) (10): **HOUSE HEIGHT is 30 ft. and Accessory Building HEIGHT is 21.6 ft.**

☒ 11) Distance between Accessory Structure and Main Building – min of 15 ft.: **ACTUAL: 16.5 ft.**

☒ 12) PHYSICAL CHARACTERISTICS: Will there be an accessory dwelling? **YES**
a. Accessory dwellings shall be located in an accessory building. **YES**
b. Accessory dwellings shall not have a floor area exceeding forty-five (45) percent of the floor area of the main building.

MAIN BLDG FLOOR AREA	45% ALLOWANCE for ADU FLOOR AREA	ACTUAL ADU FLOOR AREA
1,656	745.20	880

c. Accessory dwellings shall have one kitchen, one bathroom, and a sleeping area. **YES**
d. Accessory buildings shall not have the appearance of a single-family dwelling: **It does have the appearance of a SFD due to the dormers. These plans need to be re-evaluated to come in scale to the house and clearly not have the appearance of a SFD.**

☒ 13) Occupancy characteristics for Accessory Dwelling Units – Affidavit signed and submitted re: NO STRS/no TRANSIENT OCCUPANCY – **Signed Affidavit.**



Certificate of Appropriateness Application

New Construction

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

Revised 05/2023

Taxes	PD
Violations	N/A
Fee	\$500 PD
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature: *Patricia R. Arndt*

Date: *11/14/23*

PART 2: PROPERTY INFORMATION

Property Address: Lot 31 Jefferson Ave Cape Charles Va 23310

Tax Map #: 83A1-1-31

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Patricia R. Arndt/Wilmington Lots LLC

Mailing Address: 133 Scenic River Dr Columbia Va 23038

Phone Number: 434-981*-2650

Email: vahomes4u@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):
New 2 story home with 16x16 concrete patio

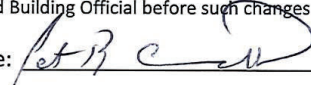
PART 6. NEW CONSTRUCTION			
See Section 5.13 & 6 of the Historic District Design Guidelines			
First Floor Building Area (sq. ft.): 820		Total Gross Floor Area (sq. ft.): 1560	
Front Building Setback (ft.): 15'		Building width (ft.): 20' 5112	
Building Height	Feet: 30'	Stories: 2	Roof pitch: 8/12, 12/5
A. Foundation	Material to be used: block		
B. Roofing	Material to be used: asphalt shingles and metal		
	Chimney? ☒ No ☐ Yes - Number _____ Materials: _____		
C. Siding	Material to be used: LP ENG Smart	Dimensions: 6" textured, board/Batten	
D. Steps	Material to be used: ACQ(treated lumber)		
E. Railing	Style and Material to be used: aluminum rail square spindles		
F. Porch	Length: 30' Width: 6' (In front of door is 8'6" wide)		
	Material to be used: Floor: block foundation Skirting: block foundation		
	Columns? ☐ No ☒ Yes - Number 3 Style & Materials: 8x8 oak stained		
G. Deck	Length: 30' Width: 6'	Material to be used: _____	
H. Doors	Width: 3'32" Height: 4' 80"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) steel, with glass, fiberglass with glass		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material: vinyl double hung both sashes open up and down		
	Width: see schedule	Height: see window sch	Depth: _____
J. Trim	Material to be used: wood with metal cap		
	Dimensions: 5/4 x 4"		
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan.		
	Driveway: ☐ No ☒ Yes - Materials: seashells		
	Walkway: ☐ No ☒ Yes - Materials: concrete		
	Fence: ☒ No ☐ Yes - Materials: _____		
	Patio: ☐ No ☒ Yes - Size: 16x16 Materials: concrete		
	Outdoor shower: ☐ No ☒ Yes - ☐ Not Enclosed ☒ Enclosed - Materials: PVC		
	Pool: ☒ No ☐ Yes - Requires a Conditional Use Permit		
	Accessory Structure: ☐ No ☒ Yes - Complete an additional COA application for the structure		

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

2 story as neighboring houses dictate, size of covered porch mimics neighbors as do the roof pitch and windows.

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:
wood stained corbels. Wood stained shutters-operational

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: 11/14/23

Zoning Administrator's signature: _____

Date: _____



Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 05/2023

Taxes	
Violations	
Fee	
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: Lot 31 Jefferson Ave Cape Charles 23310 Tax Map #: 83A1-1-31

Is there an active Certificate of Appropriateness on this property? ☒ No ☐ Yes _____ Date Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Patricia R. Arndt/ Wilmington Lots LLC

Mailing Address: 133 Scenic River Dr Columbia Va 23038

Phone Number: 434-981-2650

Email: vahomes4u@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

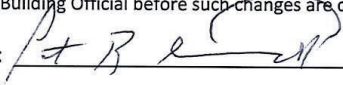
Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):
No tree removal. New construction detached 2 car garage with ADU above. 20x22 with exterior shower area

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): 820		Height of Main Dwelling: 30'	
Building Area (sq. ft.): 440		Total Gross Floor Area (sq. ft.): 880	
Distance from Main Structure (ft.): 35'		Building width (ft.): 22	
Building Height	Feet: 21'6"	Stories: 2	Roof pitch: 4/12, 12/12
A. Foundation	Material to be used if applicable: concrete slab		
B. Roofing	Material to be used: asphalt and metal		
C. Siding	Material to be used: LP eng Smart	Dimensions: text 6" exposed	
D. Doors	Width: 3', 16' Height: 7' (gar is 16'x7') other doors are 3'x78"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) metal, with glass		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material: vinyl double hung sash both window panes move up and down.		
	Width: 36"	Height: 60	Depth: 5"
F. Trim	Material to be used: wood with metal cap		
	Dimensions: 5/4x4"		
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). 2 story structure with similar roof pitch and windows/ porch as surrounding homes			
Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation: wood corbels, exterior shower with white pvc fencing surround			
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>11/14/23</u>	
Zoning Administrator's signature: _____		Date: _____	
Zoning Ordinance Article VIII Section: _____			



Accessory Dwelling Use Affidavit

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 The Property Owner will submit an annual affidavit for Accessory Dwelling use attesting to their acknowledgement, adherence to the zoning code, and that the Accessory Dwelling Unit is in compliance with the Zoning Ordinance Requirements per Cape Charles Zoning Ordinance Article IV Section 4.2 (J).	
PART 2: PROPERTY INFORMATION	
Property Address: 31 Jefferson Ave Cape Charles Va 23310	Tax Map #: 83A1-1-31
PART 3: PROPERTY OWNER INFORMATION	
Name and/or Company: Patricia R. Arndt/Wilmington Lots LLC	
Mailing Address: 133 Scenic River Dr Columbia Va 23038	
Phone Number: 434-981-2650	Email: vahomes4u@yahoo.com
I am aware the use of Accessory Dwelling Structure at <u>31 Jefferson Ave Cape Charles</u> is an authorized conditional use approved on _____ by Town Council and by signing below I agree to remain in compliance with all applicable regulations. I have read and agree to the regulations as stated in Zoning Ordinance Article IV Section 4.2 (J).	

Signature of owner: *Pat R. Arndt*

Date: 11/14/23

State of VIRGINIA, County of FLUVANNA The foregoing instrument was

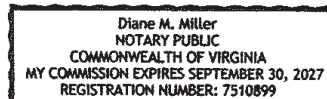
acknowledged before me this 14 day of NOVEMBER, 2023, by
PATRICIA R. ARNDT (name of person acknowledged)

Signature of Notarial Officer: *Diane M. Miller*

Notary Registration number: 7510899

My commission expires: September 30 2027

Seal





Zoning Clearance for Accessory Dwelling Unit

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

Revised 05/2023

Taxes	
Violations	
Fee	
Decision	

Budget Code: MISPL-100-3100-1070

PART 1: APPLICATION NOTES

One Accessory dwelling unit may be maintained on a property in the R-E, R-1, R-2, and CR zoning districts subject to the following regulations as stated in Zoning Ordinance Article IV Section 4.2 (J).

PART 2: PROPERTY INFORMATION

Property Address: **31 Jefferson Ave Cape Charles VA 23310** Tax Map #: **83A1-1-31**

Zoning District

☒ R-1 ☐ R-2 ☐ R-E ☐ CR

The following criteria are required for one accessory dwelling to be maintained on a property in the R-E, R-1, R-2, and CR zoning districts, contingent upon approval as a conditional use in Section 4.2:

1. Is the accessory dwelling unit located in an accessory building? ☒ Yes ☐ No
2. Square footage of main building 1560 Square footage of accessory unit 440
(Square footage of accessory unit / square footage of main building = Percentage of floor area)
3. Does the accessory dwelling floor area exceed forty-five (45) percent of the floor area of the main building? ☒ Yes ☒ No
4. Does the accessory dwelling have no more than one kitchen, one bathroom, and a sleeping area? ☒ Yes ☐ No
5. Does the accessory building/dwelling differentiate from the single-family dwelling? Does it have the appearance of a single-family dwelling separate from the main dwelling? ☐ Yes ☒ No
6. Does the accessory dwelling have its own municipality issued trash receptacle? ☒ Yes ☒ No - should not have gotten that far yet

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: proof of officers for a company who can sign. **Patricia R. Arndt**

Mailing Address: **133 Scenic River Dr. Columbia Va 23038**

Phone Number: **434-981-2650**

Email: **vahomes4u@yahoo.com**

PART 6: ADDITIONAL INFORMATION

The following conditions must be maintained for an accessory dwelling unit on a property in the R-E, R-1, R-2, and CR zoning districts, contingent upon approval as a conditional use in accordance with Section 4.2:

1. Occupancy characteristics.
 - a. Length of stay – No accessory dwelling unit shall be occupied by any person or persons, whether paying a fee for such occupancy or not, for a period less than thirty (30) consecutive calendar days. Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles the owner of the subject lot of record upon which the accessory dwelling unit sits shall provide occupancy documentation and/or information as requested, either verbally or in writing. Failure to do so may result in the revocation by the Cape Charles Town Council of the conditional use status for the accessory dwelling unit according to Section 4.3.F.
 - b. Inspections – All accessory dwelling units shall be inspected annually not later than fifteen (15) days from the anniversary date of the conditional use permit being approved by the Town Council.
2. Other requirements.
 - a. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
 - b. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.

Parking shall be considered square footage of main building 1560 Square footage of accessory unit ~~440~~ 440

- c. ensuring adherence to Section 4.5.1.C.6. (Table of Parking Standards) using both on and off-street parking areas.
- d. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic Overlay.

CERTIFICATION OF APPLICANT

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. I am providing authorization to the town authorities to enter my properties to confirm accuracy of information contained in this application. I have read and agree to the regulations as stated in Zoning Ordinance Article IV Section 4.2 (j).

Applicant's signature: _____

Date: 11/14/23

Applicant Title: President/Owner

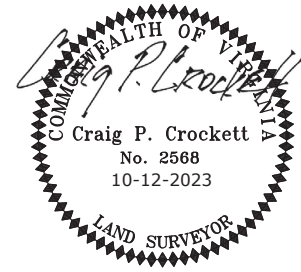
Zoning Administrator's signature: _____

Date: _____

There is parking for 2 cars in front
of accessory dwelling unit!

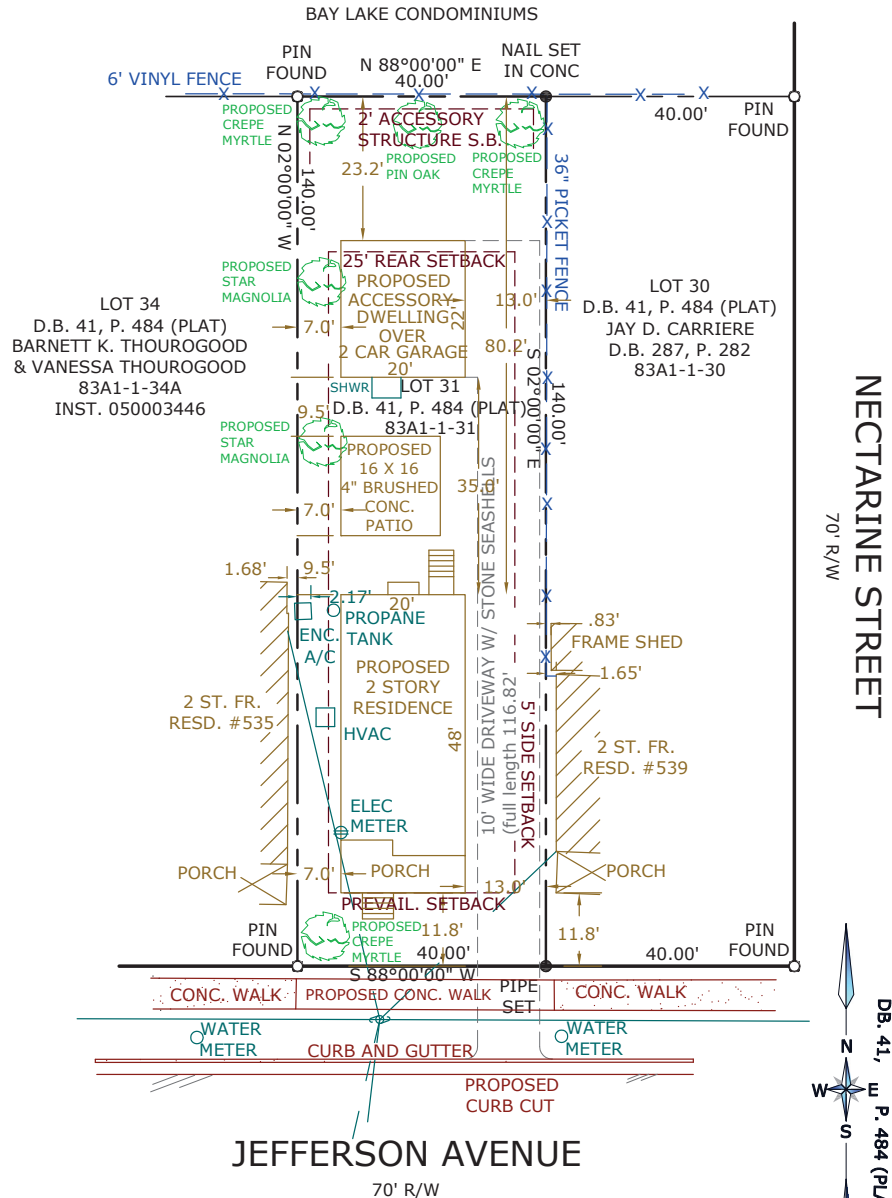
SURVEYORS CERTIFICATION

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:

- OWNER:
WILMINGTON LOTS LLC
 - TAX PARCEL: 83A1-1-31
 - SOURCE OF TITLE:
INST. 230000750
 - A SURVEY WAS PERFORMED ON THIS PROPERTY IN OCTOBER 2023 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
 - THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
 - ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON FALLS OUTSIDE OF THE FLOOD ZONE. (ZONE X).
 - PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
INST. 230000699 (PLAT)
 - AREA: 5,600 SQ. FT.
(0.130 AC.)
- ZONING NOTES**
- THIS PROPERTY IS ZONED SINGLE FAMILY RESIDENTIAL R-1
 - PROPOSED USE IS A SINGLE FAMILY DWELLING
 - FRONT SETBACKS ARE 30' OR PREVAILING SETBACK
 - SIDE SETBACKS ARE 5'
 - REAR SETBACKS ARE 25'



JEFFERSON AVENUE

70' R/W

SITE PLAN

LOT 31

MAP OF THE TOWN OF

CAPE CHARLES

CAPEVILLE DISTRICT

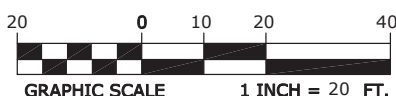
NORTHAMPTON COUNTY, VIRGINIA

MADE FOR

WILMINGTON LOTS LLC

SCALE: 1" = 20'

OCTOBER 12, 2023



GRAPHIC SCALE

1 INCH = 20 FT.



POINT NORTH

POINT NORTH SURVEYING LLC

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

Onley, VA. 23418 pointnorthsurveying@gmail.com

DRAWN BY: PARKER

FIELD BOOK: FILE COPY

BACK TRAV: PARKER

PROJ. NO: 20096A

Blanchard Tree

Existing Trees:

- 1-Hackberry
- 2-Mulberry
- 3-Poplar
- 4-Hackberry
- 5-Hackberry
- 6-Unknown, Covered in vines
- 7-Choke Cherry
- 8-Choke Cherry
- 9-Choke Cherry

*Proposed
Removal*

Most trees on site are either dead, dying or the canopy is encroaching on the neighbors property.

Frank Simeck, the East side neighbor is highly in favor of removal as the trees pose a danger to his property. 703-577-3422

Proposed:

- C-Crape Myrtle (3=310 coverage)
- O- Pin Oak (1=315 coverage)
- M-Star Magnolia (2=100 coverage)

Total 20 year canopy coverage = 725

Lot size, 5,600 square feet @ 10% = 560

Thus proposed plantings exceed desired 10%

APPROVED

Kate H. Ny

DATE

1/31/2022

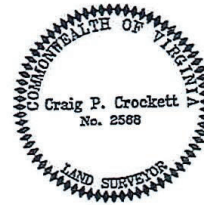
**TOWN PLANNER / ZONING ADMINISTRATOR
TOWN OF CAPE CHARLES**

- in conjunction w/ approved
site plan for location of
trees.

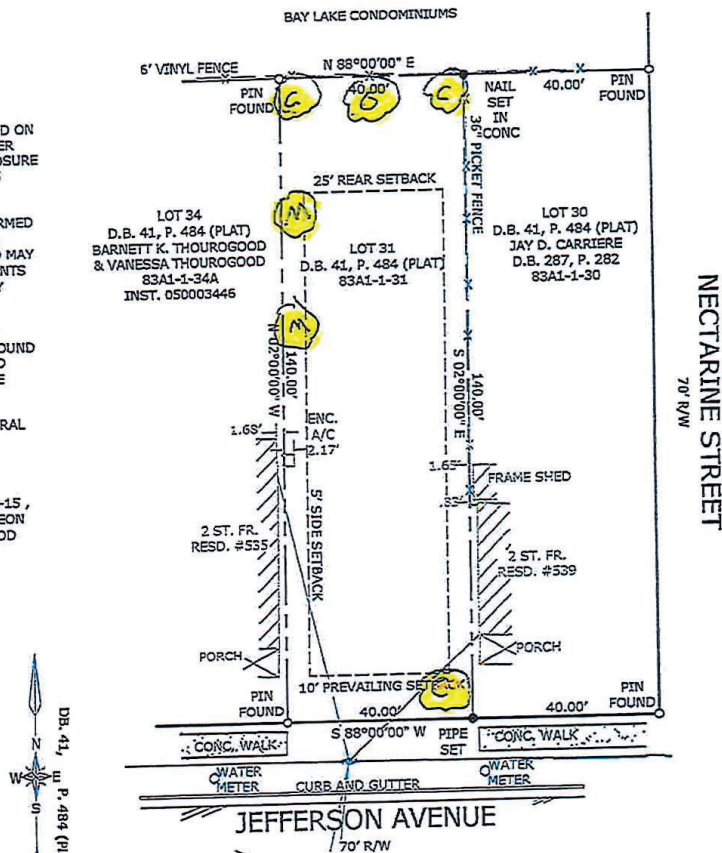
NOTE: Applicant needs to include this w/ any developer
plan to the Building Dept.

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:**

- OWNERS:
JAMES P. BLANCHARD
- TAX PARCEL: 83A1-1-31
- SOURCE OF TITLE:
INST. 20000999
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN SEPTEMBER 2020 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON FALLS OUTSIDE OF THE FLOOD ZONE. (ZONE X).
- PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
- AREA: 5,600 SQ. FT.
(0.130 AC.)

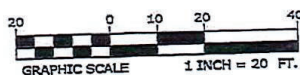


DB. 41, P. 484 (PLAT)

PROPOSED

APPROVED FOR RECORDATION

State of Va. 3/7/2022
PLANNER, DATE
TOWN OF CAPE CHARLES

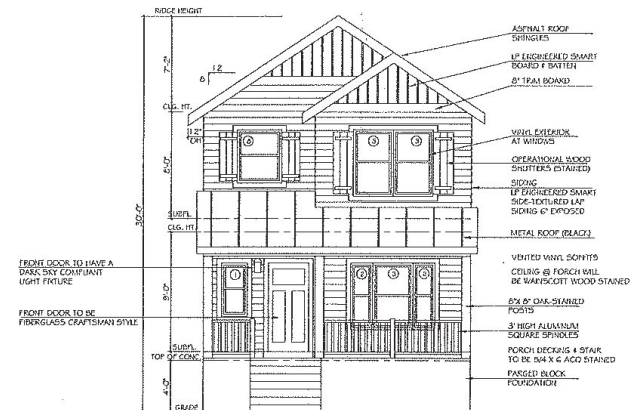
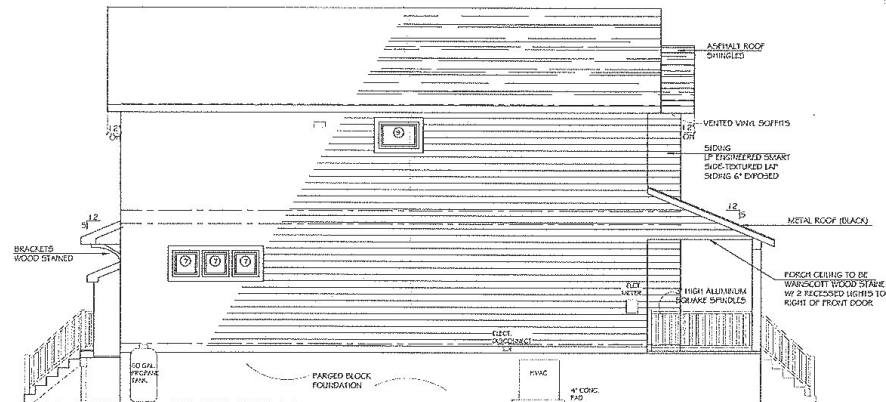
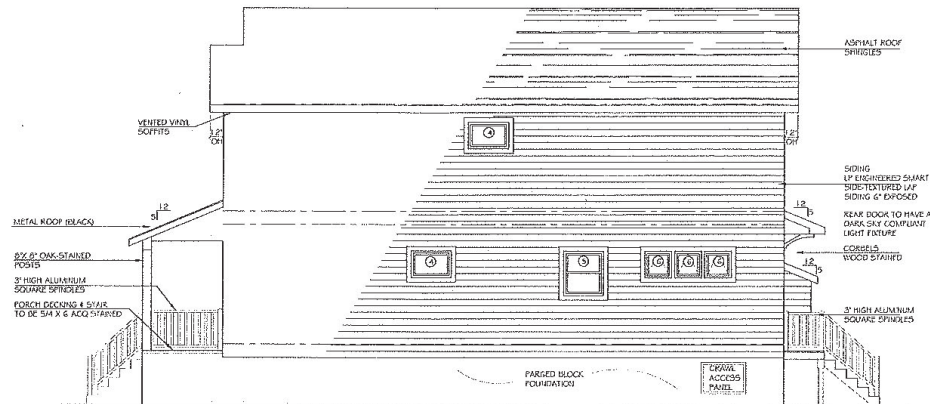
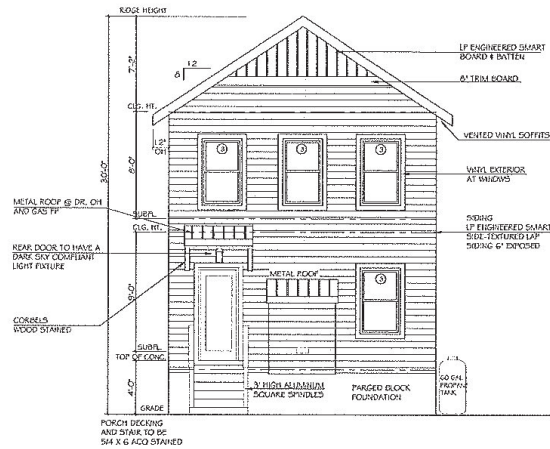


SURVEY OF
LOT 31
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR

JAMES P. BLANCHARD
SCALE: 1" = 20' SEPTEMBER 18, 2020



POINT NORTH
POINT NORTH SURVEYING LLC
P.O. Box 701 (757) 709-3008
Onley, VA 23418 pointnorthsurveying@gmail.com
DRAWN BY: JCF FIELD BOOK FILE COPY
CHECKED BY: JCF PROJ. NO.: 20096



TYPICAL NOTES:

- ALL EXTERIOR LIGHTING FIXTURES TO BE DARK SKY COMPLIANT
- ALL CORBELS ON PORCHES AND GARAGE WILL BE STAINED WOOD
- ALL FASCIAS TO BE CARVED IN METAL
- ALL HAND RAILINGS ARE ALUMINUM SPINDLES @ 4" O.C. ARE SQUARE ALUMINUM
- ALL WINDOWS AND DOORS TO HAVE 3/4" X 4" TRIM WITH METAL CAP
- PROVIDE GUTTERS AND LEADERS @ ALL ROOF EAVES AND PROVIDE CORNER RETURNS TO SIDE WALLS AND DOWN SPOUT TO ALL APPLICABLE LOCATIONS

WINDOW SCHEDULE	
①	24" X 48" DOUBLE HUNG
②	24" X 60" DOUBLE HUNG
③	36" X 60" DOUBLE HUNG
④	36" X 24" HUNG
⑤	36" X 48" DOUBLE HUNG
⑥	24" X 24" HUNG
⑦	24" X 24" STATIONARY
⑧	36" X 48" DOUBLE HUNG
⑨	36" X 24" STATIONARY

PREPARED FOR:
PATRICIA ARNDT

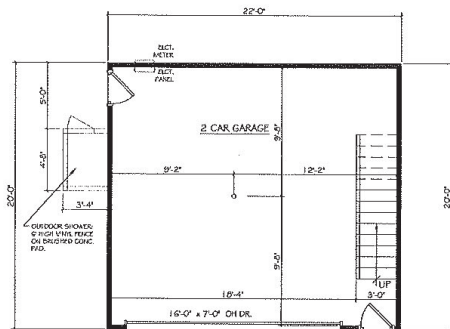
THOMAS D. REILLY, P.E.
4 BEZEL LANE, SMITHTOWN, NY
(631) 724-5740 TDRPE@TDRPE.com

NEW RESIDENCE

LOCATION:
JEFFERSON AVENUE
CAPE CHARLES, VA



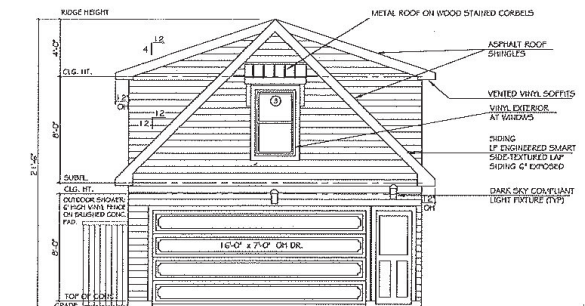
DATE: 10/20/23
SCALE: 1/4"=1'-0"
PROJ. NO. 23.16
SHEET NO.
2 OF 3



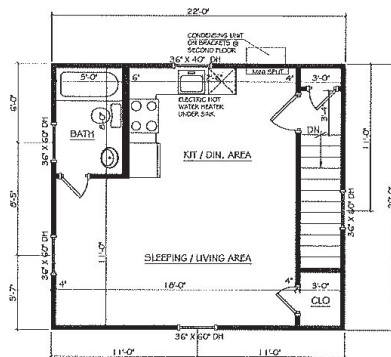
GARAGE FLOOR PLAN
SCALE: 1/4" = 1'-0" (440 S.F.)



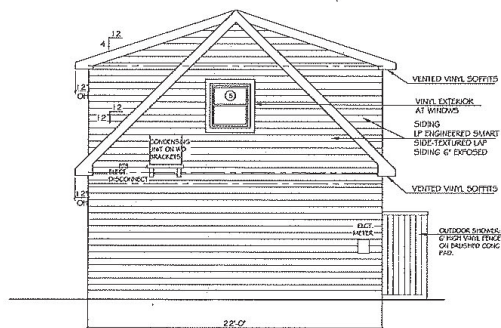
LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



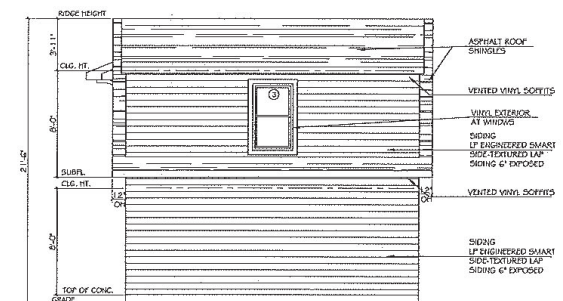
FRONT ELEVATION
SCALE: 1/4" = 1'-0"



SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0" (440 S.F.)
ACCESSORY DWELLING UNIT



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



RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

TYPICAL NOTES:

- ALL EXTERIOR LIGHTING FIXTURES TO BE DARK SKY COMPLIANT.
- ALL CORBELS ON HOUSE AND GARAGE WILL BE STAINED WOOD.
- ALL FASCIAS TO BE CAPPED IN METAL.
- ALL HAND RAILINGS ARE ALUMINUM. SPINDLES @ 4" O.C. ARE SQUARE ALUMINUM.
- ALL WINDOWS AND DOORS TO HAVE 5/8" X 4" TRIM WITH METAL CAP.
- PROVIDE GUTTERS AND LEADERS @ ALL ROOF EAVES AND PROVIDE CORNER RETURNS TO SIDE WALLS AND DOWN SPOUT TO ALL APPLICABLE LOCATIONS.

FLOOR AREAS:

GARAGE FLOOR : 440 S.F.
ACCESSORY DWELL. UNIT: 440 S.F.
TOTAL: 880 S.F.

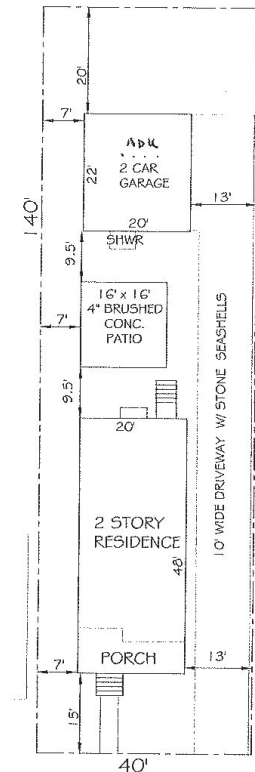
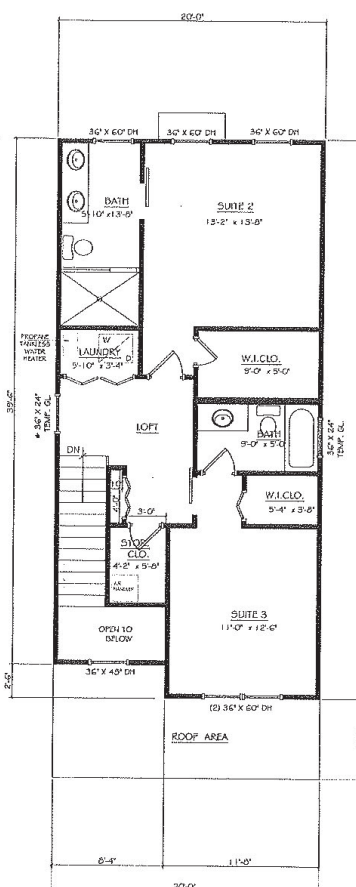
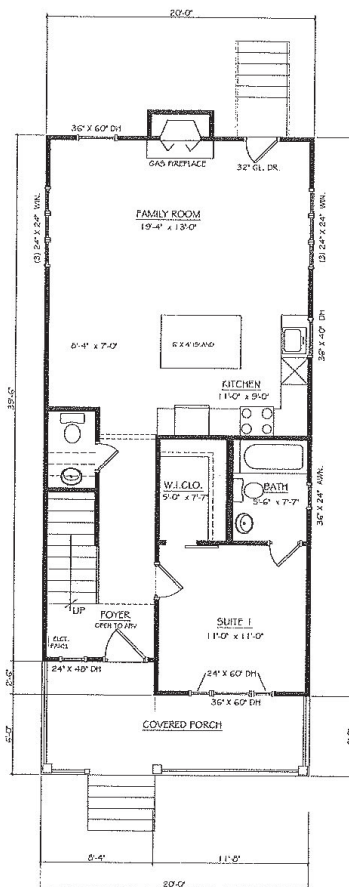
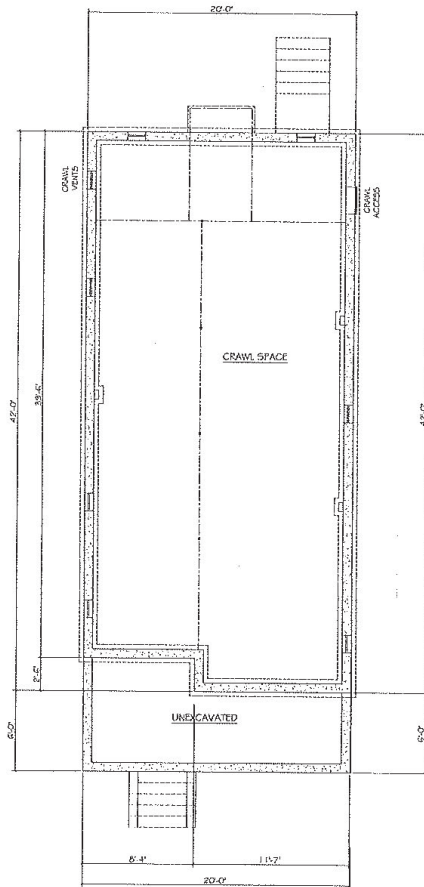
PREPARED FOR:
PATRICIA ARNDT

THOMAS D. REILLY, P.E.
4 BEZEL LANE, SMITHTOWN, NY
(631) 724-5740 TDRPE@TDRPE.com

NEW RESIDENCE:

LOCATION:
JEFFERSON AVENUE
CAPE CHARLES, VA

	DATE: 10/20/23
	SCALE: 1/4"=1'-0"
	PROJ. NO. 23.16
	SHEET NO. 3 OF 3



JEFFERSON AVE.

PLOT PLAN

SCALE: 1" = 10'-0"

REFER TO ACTUAL SURVEY FOR ADDITIONAL INFORMATION

SURVEY DATA:

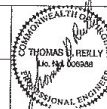
SURVEYED BY: POINT NORTH SURVEYING LLC

SURVEYED: SEPTEMBER 18, 2020

LOT 31, D.B.41, P.484 (PLAT)

83A1-1-31

FLOOR AREAS:	
FIRST FLOOR:	820 S.F.
SECOND FLOOR:	740 S.F.
TOTAL:	1560 S.F.

PREPARED FOR: PATRICIA ARNDT	NEW RESIDENCE:
THOMAS D. REILLY, P.E. 4 BEZEL LANE, SMITHTOWN, NY (631) 724-5740 TDRPE@TDRPE.com	LOCATION: JEFFERSON AVENUE CAPE CHARLES, VA
	
DATE: 10/20/23	SCALE: 1/4" = 1'-0"
PROJ. NO. 23-16	SHEET NO.
	1 OF 3

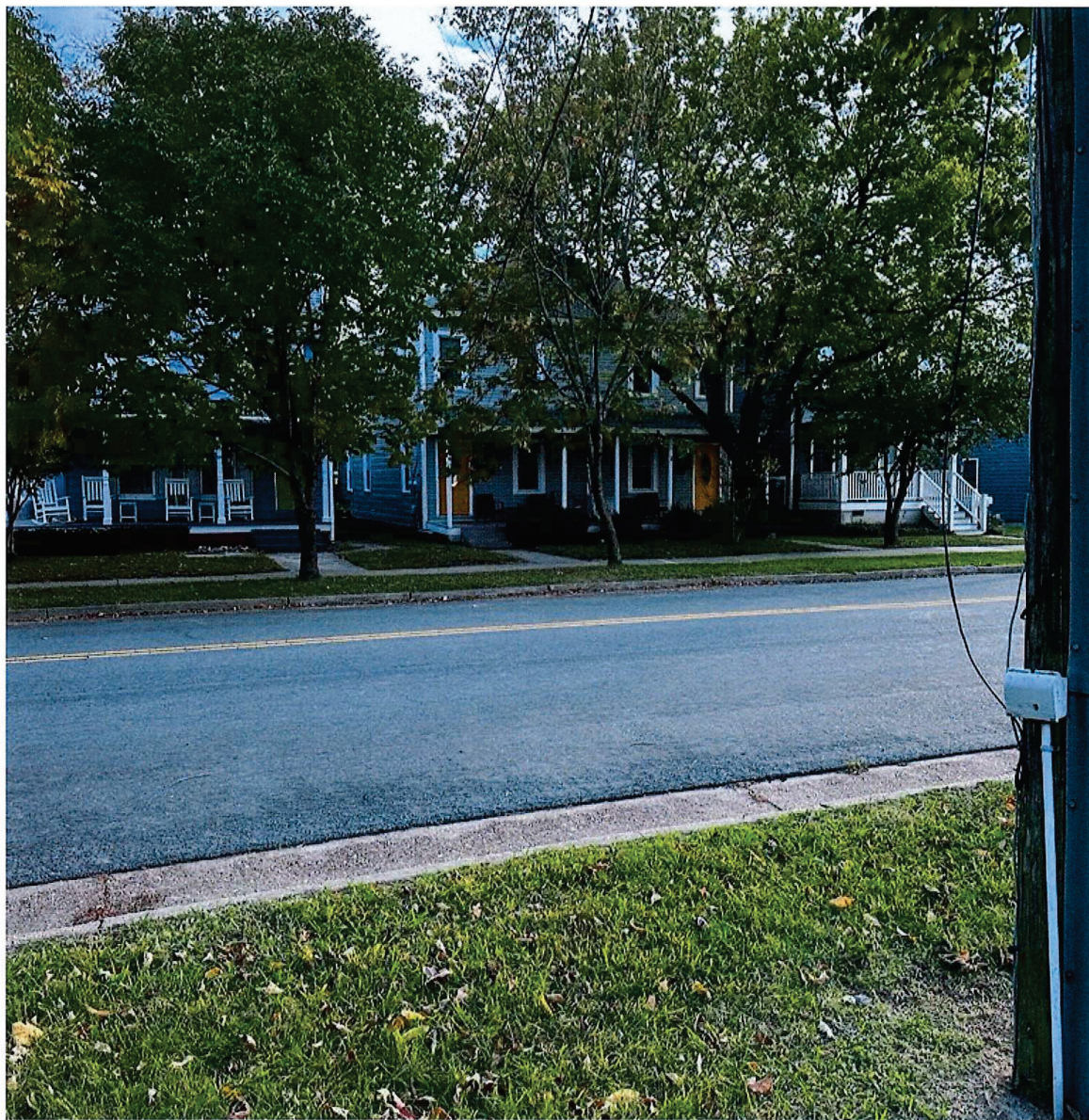




My lot



ACROSS
STREET



Street
view

LP SmartSide is designed to withstand even the most extreme environments in the world.



A WEATHERPROOF WARRANTY FOR YOUR SIDING

While weather can be unpredictable, we believe that the warranty protection is essential. This is why all LP® SmartSide® products come backed by an industry-leading warranty. Our way of giving you extra confidence—regardless of the climate zone you live in.

Get LP SmartSide

Homeowners

FIND A CONTRACTOR



We use cookies on our website to provide you with an improved browsing experience. The cookies we use do not store any personal information. See our privacy policy for more information.

CEDAR TEXTURE LAP

THE BOLD LOOK OF CEDAR WITHOUT MANY OF THE WORRIES

One of the most durable lap siding options in the market today
 6' length can result in faster installation
 lay create fewer seams than traditional 12' siding
 re-primed for exceptional paint adhesion
 self-aligning SmartLock™ option eliminates the need to measure and set lap reveal;
 eliminating this step in the process is likely to speed up the installation process
 coated engineered wood strand substrate
 V-certified lap siding

Is up in extreme weather including moisture, hail, freeze/thaw cycles, and up to 200 mph wind gusts
 its warping and cracking from heat and sun exposure
 id by an industry-leading 5/50-year limited warranty



DESCRIPTION	LENGTH	ACTUAL WIDTH	MINIMUM THICKNESS	PID NUMBER	WEIGHT
Cedar Lap (strand)	16 ft. (192 in.) (4.9 m)	6.84 in. (17.4 cm)	0.315 in. (8 mm)	25796	1.5 PSF
	16 ft. (192 in.) (4.9 m)	6.84 in. (17.4 cm)	0.315 in. (8 mm)	40810	1.5 PSF
	16 ft. (192 in.) (4.9 m)	7.84 in. (19.9 cm)	0.315 in. (8 mm)	25797	1.5 PSF
	16 ft. (192 in.) (4.9 m)	11.84 in. (30.1 cm)	0.315 in. (8 mm)	25799	1.5 PSF
Cedar Texture Lap (strand)	16 ft. (192 in.) (4.9 m)	6.84 in. (17.4 cm)	0.375 in. (10 mm)	25785	1.5 PSF
	16 ft. (192 in.) (4.9 m)	7.84 in. (19.9 cm)	0.375 in. (10 mm)	25788	1.5 PSF
	16 ft. (192 in.) (4.9 m)	11.84 in. (30.1 cm)	0.375 in. (10 mm)	25787	1.5 PSF
Cedar Texture Lap (strand)	16 ft. (192 in.) (4.9 m)	7.84 in. (19.9 cm)	0.375 in. (10 mm)	30317	1.5 PSF

SIDING



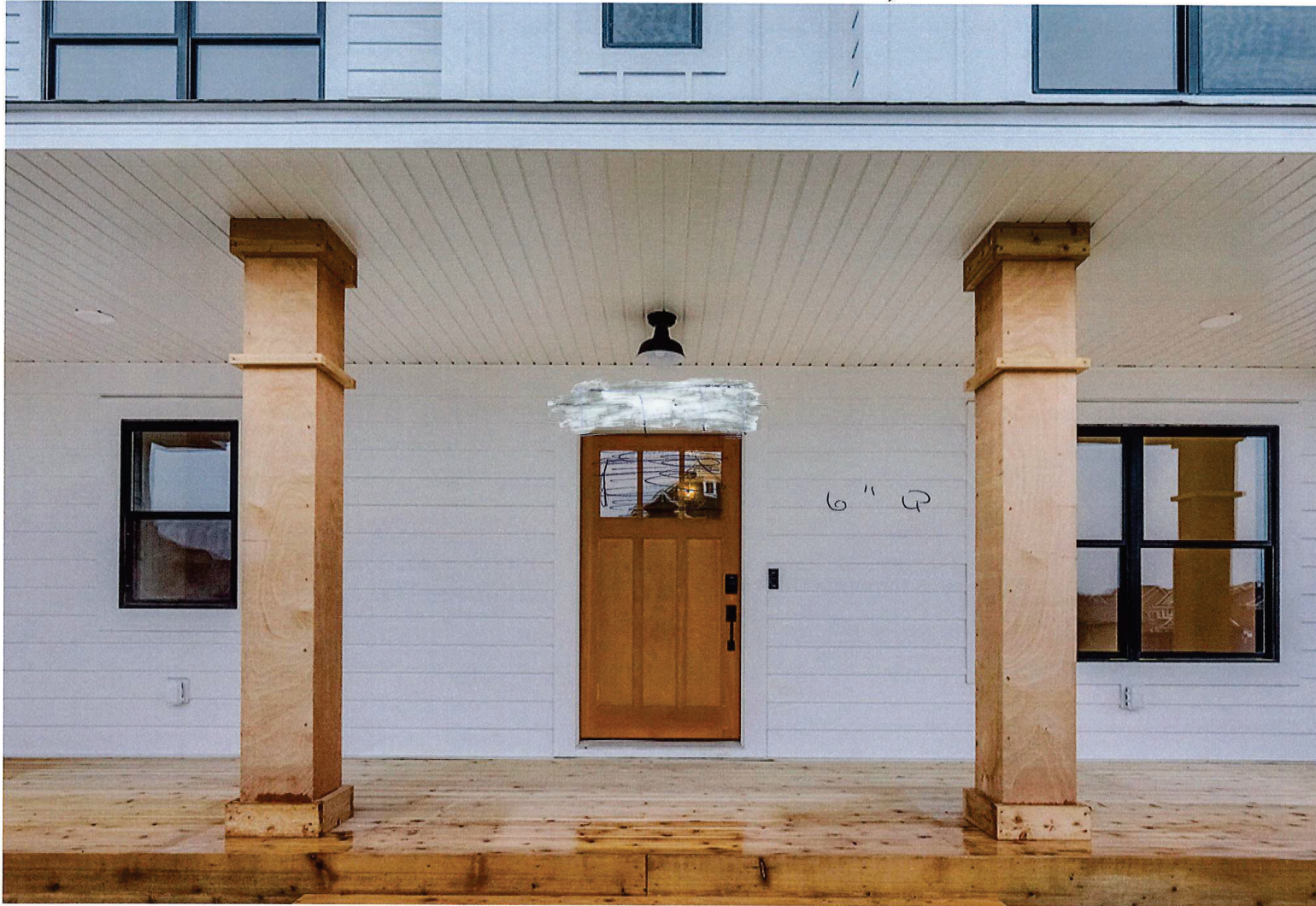
SUPREME® AR SHINGLES

Autumn Brown
 Driftwood
 Estate Gray
 Shasta White
 Chateau Green
 Colonial Slate

Roof



- Board & Batten



8x8 oak posts
CCA/ACQ Deck Boards - stained

LP ENG Siding 6" + Board & Batten
Double hung window

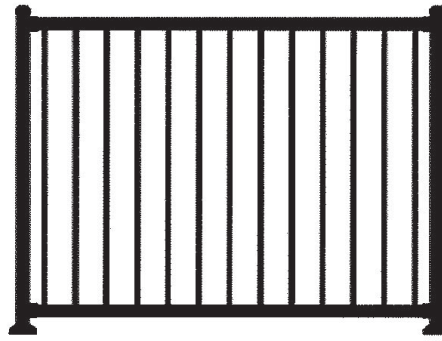
[HOME](#)[OUR TEAM](#)[HISTORY](#)[CONTACT](#)[MORE...](#)

Aluminum Railing

Our aluminum railing is made in the USA by Digger railing systems. A durable option that is weather resistant and rust-free! Like our vinyl railing products you will never have to worry about constant maintenance and replacement expenses! If you're looking for variety, aluminum railing is what you need! Need railing to match your house? Looking for individuality in your options? Select from our many aluminum railing color options and styles!

[CLICK HERE!](#) for pictures and more information

[Textured Black](#)[Textured Bronze](#)[Textured White](#)



C10 Railing

Thanks for visiting us!

Hours

Monday-Friday
8:30 am - 4:30pm

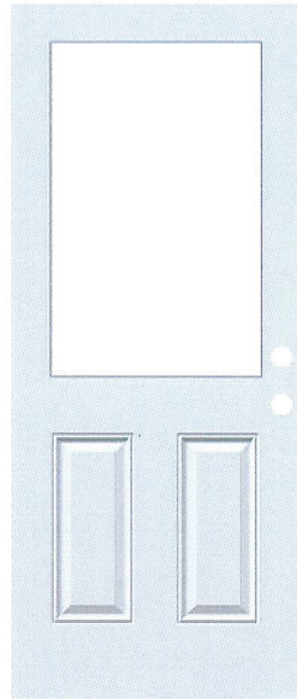
Telephone

Bridgewater (540) 828-4437
Ruckersville (434) 465-6540

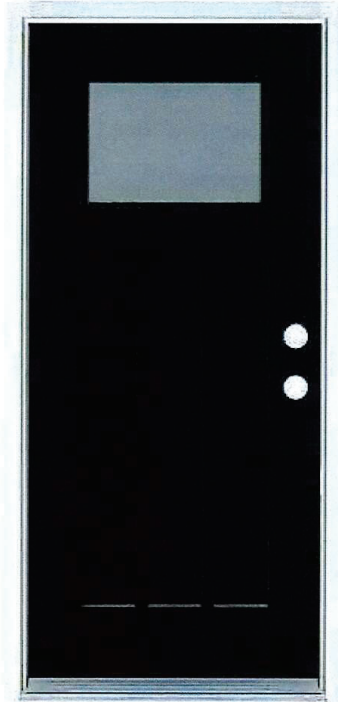
Email

office@premiervinyl.net
rvoffice@premiervinyl.net

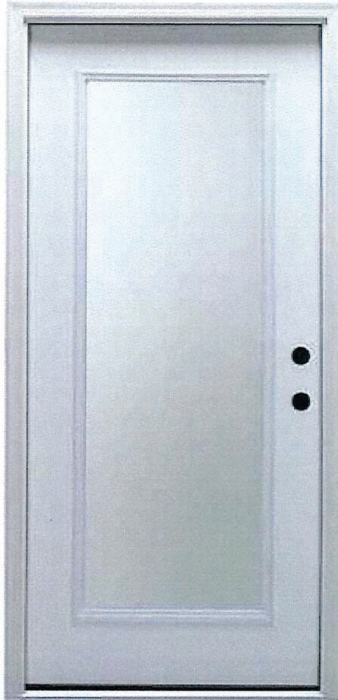
36"
2 Exterior garage Doors



main house
front door



HOUSE
32" rear extension Door

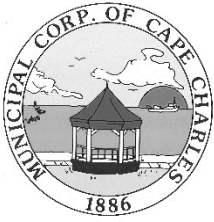




16x7 garage door

Agenda Item 7A

Monthly Report



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. Tax Map #83A1-1-134 on Madison Avenue – Modification to approved COA for extending rear roof to cover steps, pursuant to CCZO Section 8.17 (H)
- b. 649 Randolph Avenue – Demolish existing rear deck and construct new rear deck with a pergola; replace one rear window and door, pursuant to CCZO Section 8.17 (H)

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