

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
February 20, 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) January 3, 2024 Historic District Review Board Special Meeting
 - (2) January 16, 2024 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:**
 - C. **RENOVATION, MINOR:** None.
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 514 Washington Avenue: Diane and Evan Laws – to remove the existing open front porch and rebuilt a new 146.4 sq. ft. covered front porch; to construct a 146.4 sq. ft. rear addition; and replace: the existing 1/1 vinyl/aluminum windows with new 1/1 vinyl windows, and existing aluminum siding with new James Hardie siding on the single-family dwelling
 - (2) 10 Tazewell Avenue: Stephen Niemerski and Elfriede Noonan represented by Coastal Craftsman Builders – to construct: (i) a 228 sq. ft. rear addition, (ii) 192 sq. ft. rear screen porch, (iii) 204 sq. ft. rear/side deck, and (iv) 306 sq. ft. side addition on the single-family dwelling; install custom wood doors on the accessory structure; and install fencing on the remainder of the property to match existing.
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER: WORKING WITHOUT AN APPROVED CERTIFICATE of APPROPRIATENESS:**
 - (1) 616 Strawberry Street: Jessica and Perry Coburn – to construct a 256 sq. ft. detached patio in the rear yard
7. **Other Business:**
 - A. Discussion on Whole House Window Replacement
 - B. Alternative Material Flowchart PowerPoint
 - C. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD

Special Meeting
Cape Charles Civic Center
January 3, 2024
3:00 p.m.

At approximately 3:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Special Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were Patricia James, Martin Mayer, Michael Strub, and Herb Thom. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were two members of the public in attendance.

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

PUBLIC COMMENT:

There were no comments to be heard.

CONSENT AGENDA:

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

Motion made by Member James, seconded by Vice-Chairman Thom, to approve the minutes as written the from November 21, 2023 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There were no applications filed.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

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

1. *215 Mason Avenue: 215 Mason Avenue LLC represented by Coastal Craftsman Builders – to remove T-111 plywood on the top half of the building and replace it with Hardie scalloped siding; replace existing wood trim and replace with AZEK; cover some existing masonry with siding and repaint existing masonry; and replace existing awning and signage on the commercial building.*

Ms. Outten presented the staff report in detail.

Scott Simms, the applicant representative, was available to answer any questions.

The board discussion and questions were as follows: (i) Member James asked about the small section of exposed masonry on the right side of the building that does not match the left side of the building and was mentioned under page 4 of the Certificate of Appropriateness Application – Renovation. Mr. Simms answered that this small left section would be covered with siding to match the right side, and the awning would cover these sections and not be seen from the street. (ii) Chairwoman Glaser wanted to know how the sign would be affixed to the building. Mr. Simms said it would be bolted to the building above the awning. and (iii) Member Strub mentioned that the board does dictate color choices but hopes that the color selection would blend appropriately with the adjacent buildings.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 215 Mason Avenue on an application filed by Coastal Craftsman Builders on behalf of 215 Mason Avenue LLC to repaint the existing masonry another color; to replace the following: (1) the existing T-111 siding with Hardie Scallop siding including covering some exposed masonry on the top-half front of the commercial building, (2) the existing front wood trim with AZEK and Hardie flat panel trim, (3) the existing awning with a new 4' x 25' fabric awning, and (4) the existing sign with a new 10' x 6' sign that will be bolted to the commercial building per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles: (Commercial 1875-1940), Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys – Guidelines for Masonry, 5.4.1 – Wood Siding & Trim, 5.5.3 – Commercial Storefronts, and Section 7.2 – Flowchart for Consideration of Historic Material Replacement; as stated in the application dated 11/2/2023; with the designated condition that the exposed brick was approved to be covered as an exception to the guidelines as it would make the front of the commercial building symmetrical on both sides; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *619 Mason Avenue: Kerry Shackelford dba Ware Neck Properties, LLC – to replace existing shingle roof and add gutters and downspouts; replace existing doors with in-kind doors; rebuild existing 2/2 windows; rebuild and restore the porches and steps; repair existing wood siding and trim; and substantially reconstruct the existing masonry on the single-family dwelling unit and construct a 120 square feet accessory structure.*

Ms. Outten read the staff report.

Kerry Shackelford, the owner/applicant, was available to answer any questions.

The board discussion and questions were as follows: (i) Member James asked if the brick piers would be infilled. Mr. Shackelford explained that the whole foundation needs to be reconstructed and the brick in-fill was being placed between the brick piers. He said the brick piers would still be visible and utility access would remain. (ii) Chairwoman Glaser asked why the change in material for steps from concrete to wood. Mr. Shackelford answered that the concrete steps were not original to the house and wood steps would help correct some elevation issues and bring the stairs into building code compliance. (iii) Mr. Shackelford confirmed the metal fencing that had existed was removed and no fence was planned to be installed on the property. and (iv) Mr. Shackelford made a correction to his project narrative on page two a typo for the window configuration they were 2/2 not 1/1; and the shutters to be restored were on the east elevation and south elevation not west and south.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 619 Mason Avenue on an application filed by Kerry Shackelford dba Ware Neck Properties, LLC (1) to repair or replace the existing: asphalt shingle roof with new asphalt shingle roof, existing wood doors with in-kind wood doors, 2/2 wood windows with 2/2 wood windows, and wood shutters with operable wood shutters; (2) substantially reconstruct: front and side wood porches (steps will be wood), and existing brick foundation will be infilled between brick piers with Cushaw Red Brick; (3) to add: gutters and downspouts and Richmond style wood handrail on the two-story single-family residence, to install a rear

shell walking path, and to construct a 120 square feet accessory structure on the rear of the property; per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.1 – General Guidance Related to Routine Maintenance & In-Kind Repairs, Section 4.2 – Roofs, Section 4.3 – Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim & Porches, Section 4.5 – Openings & Associated Features – Windows & Doors, Section 5.2 – Roofs, Section 5.3 – Masonry Features – Exterior Walls, Foundations, & Chimneys – Guidelines for Masonry, Section 5.4.1 – Wood Siding & Trim, Section 5.4.2 – Porches, Section 5.5.1 – Windows, 5.5.2 – Doors, Section 6.1 – Accessory Structures Associated with Contributing Primary Buildings, and Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving); as stated in the applications dated 11/6/2023 and; per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *603 Pine Street: Joseph and Jill Lemery – to add or replace windows as follows: Southside of house two new to replace one existing; new roof style over the southside entrance; resize existing single garage to two double doors; and replace fiber cement siding as needed on the single-family dwelling.*

Ms. Outten presented the staff report, and informed the board that the applicants were not available for questioning at tonight's meeting. Jill Lemery was available for the December meeting that did not happen due to lack of a quorum.

Chairwoman Glaser said the example picture given of the proposed roof over the garage was not an eyebrow roof as it was not arched just straight like a pergola and thought that the terminology was incorrect. She also asked if the door size would be changing. The garage door would be reduced from 84' to 80'.

Motion made by Chairwoman Glaser, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 603 Pine Street on an application filed by Joseph and Jill Lemery, (1) to repair the existing 5/16" x 7-1/4" fiber cement siding; (2) to replace the existing steel garage door with two French style sliders; and (3) to add a new roof over the garage doors and above the side entrance door; and remove one 36" x 54" 3/1 window and add two 36" x 54" 3/1 windows on the left side of the two-story single-family home per the Cape Charles Historic District Overlay Design Guidelines Section 5.8 – Roofs, Section 5.9 – Exterior Wall Materials & Finished, and Section 5.11 – Windows and Associated Features; as stated in the application dated 11/7/2023 and with the condition that the garage roof must be constructed as pictured in examples submitted in the application packet; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

4. *110 Tazewell Avenue: George and Sara Manners represented by Coastal Craftsman Builders – to demolish the existing front and side wood porch and railings and rebuild using AZEK Tongue and Groove decking and ceiling, metal standing seam roof, PVC railings; and to construct an addition on the single-family dwelling.*

Ms. Outten read the staff report.

Scott Simms, contractor, was available to answer questions.

The board discussion and questions were as follows: (i) Vice-Chairman Thom confirmed that the proposed vinyl balusters were square. He agreed the balusters needed to be replaced but with turned/round style like the existing. Mr. Simms explained that only a third of the turned spindles/balusters still existed and since they all needed to be replaced to code the owners would like them to be square, adding that the cost for turned would be exorbitant. Mr. Thom understood that the applicants wanted square, but this home was a contributing structure, but it was essential to retain the features, and per the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) Section 5.4.2 historic porches should be replaced with in-kind per Section 4.4, which states retain and repair character-defining features of the porch including material, columns, railings, and other decorative details. Chairwoman Glaser agreed. Mr. Simms said that the existing

balustrades needed to be taller per the building code, that would mean adding eight inches to them. The members all agreed that any replacement balustrades must have turned balustrades to retain the character-defining feature of this historic front porch per the CCHDODG Section 4.4, Page 4-11, and Section 5.4.2 pertaining to matching the historic floorboard orientation. (ii) Member Strub was concerned about the changes putting in a driveway would bring. Member James and Vice-Chairman Thom both pointed out that the CCHDODG Section 9.2 said to not place driveways in the front only on the side of the house. Ms. Outten informed the board that the proposed paver and oyster shell driveway would be placed on the side of the home as stated in the Scope of Work and on the survey, both provided in the application agenda packet. Mr. Simms added that the driveway would allow for a place to park a boat and trailer. (iii) Ms. Outten clarified the difference between in-kind and like for like. (iv) Member Strub asked for clarification on the proposed door. Mr. Simms answered the new door would be 42" instead of 36" and the sidelights would be smaller. Mr. Simms confirmed that the vestibule would be demolished and not rebuilt. Member James and Chairwoman Glaser were not in favor of the vestibule/portico being removed and not replaced as it changes the character of the house. (v) Vice-Chairman Thom confirmed that nine windows would be replaced, and one would be changed to an egress window to follow building code requirements. Mr. Simms said half of the windows had been previously replaced, and the remaining windows were in terrible condition. The windows would be 6/1 vinyl. Vice-Chairman Thom reminded the applicant must follow the CCHDODG 5.4.1 (2) (c) when replacing the windows. (vi) Vice-Chairman Thom asked if a window would be replaced with a door. Mr. Simms answered yes, a French door as that was the rear addition. (vii) Member James wanted to know the placement of the pavers and shells for the driveway. Mr. Simms explained that the pavers would start at the sidewalk and end at the front of the house, and then the driveway would continue with shells to the back yard. and (viii) Member Mayer confirmed that the porch columns would be fiberglass. Mr. Simms said yes and they would be the same size and go back in the same location.

Motion made by Chairwoman Glaser, seconded by Member James, to approve the application for a Certificate of Appropriateness at 110 Tazewell Avenue on an application filed by Coastal Craftsman Builders on behalf of George and Sara Manners to Demolish and Rebuild: (i) the front and side porch, (ii) the vestibule, (iii) front steps and brick pillars on side of the steps, and (iv) mud room size to increase to 64 square feet; Replace: (i) front door, (ii) side steps, and (iii) windows; Add: (i) rear 315.2 square feet screened-in porch and (ii) rear deck off mud room; and Install a 12' wide driveway per Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.2 – Roofs, Section 4.3 – Routine Maintenance & Repairs – Masonry – Exterior Walls, Foundations, & Chimneys, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim & Porches, Section 4.5 – Openings & Associated Features – Windows, Doors & Storefronts, Section 5.2 – Roofs, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys – Guidelines for Masonry, Section 5.4.1 – Wood Siding & Trim, Section 5.4.2 – Porches, Section 5.5.1 – Windows, Section 5.5.2 – Doors, Section 5.6 – New Additions to Historic Buildings, Section 7.2 – Flowchart for Consideration of Historic Material Replacement, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), and Section 9.3 – Decks, Ramps, & Patios; as stated in the application dated 11/2/2023 and with the following conditions: (1) the Vestibule (Portico) must be repaired as necessary with in-kind materials and composite trim maintaining the existing design, (2) the turned balustrade design must be retained on the front porch per Cape Charles Historic District Overlay Design Guidelines Sections 4.4 and 5.4.2, and (3) the new front porch flooring must be placed to match existing orientation per Cape Charles Historic District Overlay Design Guidelines Section 5.4.2 Steps and Flooring; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other: RELOCATION:*

1. *645 Mason Avenue to 602 Washington Avenue: Mason Avenue Development, LLC represented by Kerry Shackelford dba Ware Neck Properties, Inc. would like to move the two-story single-family dwelling and accessory structure from 645 Mason Avenue to 602 Washington Avenue.*

Ms. Outten read the staff report and informed the board Kerry Shackelford was present to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser confirmed that the house design would not change except for material change for steps and a covered side porch would be built. Mr. Shackelford said yes. (ii) Member James asked if relocating this building was the only alternative left. Mr. Shackelford answered yes and added that this home has been renovated to the point that nothing historical was left, and it could be taken off the registry and demolished. Ms. Nunez said this property was zoned Commercial Residential and a future bank location, and all involved were trying to save the house. It has taken time and a lot of hard work to find a place to relocate the house instead of it just being demolished. (iii) Vice-Chairman Thom wanted to know if the structural integrity of the house would be maintained; yes. (iv) Chairman Glaser asked if the ramp would be rebuilt; no. (v) Member Strub thought the home would fit in well at the new location. (vi) Member James would this foundation match the other homes. Mr. Shackelford stated no since this house has been elevated. (vii) Vice-Chairman Thom asked if either lot would be cleared, no. and (viii) Ms. Nunez mentioned that preliminary plans have been submitted for a bank.

Motion made by Vice-Chairman Thom, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 645 Mason Avenue on an application filed by Kerry Shackelford dba Ware Neck Properties, LLC / MRCM, Inc. on behalf of Mason Avenue Development, LLC to relocate the 720 square feet two-story single-family home and the 288 square feet accessory structure to 602 Washington Avenue per Cape Charles Historic District Overlay Design Guidelines Section 10.1 - Relocation; as stated in the application dated 11/3/2023 and per all zoning ordinance requirements. The motion was approved by majority vote with Member James opposing.

Ms. Nunez informed all that of the various permits that would be required from state and local departments.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 540 Jefferson Avenue, 549 Randolph Avenue (ii) Other: 512 Monroe Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member James, to adjourn the January 3, 2024 Historic District Review Board Regular Meeting at 4:20 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator



HISTORIC DISTRICT REVIEW BOARD

Special Meeting
Cape Charles Civic Center
January 16, 2024
5:00 p.m.

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

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

PUBLIC COMMENT:

There were no comments to be heard.

CONSENT AGENDA:

Motion made by Chairwoman Glaser, seconded by Member Strub, to approve the agenda format as presented. The motion was approved by unanimous vote.

Motion made by Member Strub, seconded by Member Mayer, to approve the minutes as written from December 19, 2023 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There were no applications filed.

NEW BUSINESS:

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

There were no applications filed.

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.***

Ms. Outten presented the staff report, and reminded the Board that this was a new home seeking to modify the previously approved application.

Motion made by Member Strub, seconded by Member Mayer, to approve the application for a Modification to an Approved and Active Certificate of Appropriateness at 623 Madison Avenue on an application filed by QS, LLC on behalf of Tyler and Corinne Maulsby to change the style of the following: (1) Doors: Front – fiberglass 4-lite/2-panel no transom and Rear – fiberglass 2-lite/2-panel no transom, (2) Skirting: square, (3) Trim: Ram's head; and to add a window to the front gable of the single-family dwelling unit per the Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings; as stated in the application dated 11/28/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

Staff would like to have a discussion with the HDRB regarding how to handle the review of whole house window replacement. Member Mayer suggested waiting until all board members were in attendance.

D. *Certificate of Appropriateness for Renovations, Additions, and 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.*

Ms. Outten presented the staff report in detail.

Steve McGowan, the applicant, was available to answer any questions by phone.

The board discussion and questions were as follows: (i) Member Strub asked what fibrex was. Mr. McGowan answered 40% wood composite and added that it was better than the vinyl windows currently on the home. (2) Chairwoman Glaser asked if the third-floor arch windows would be replaced. Mr. McGowan said no unless that was what the board wanted. Ms. Outten reminded the board that an approved Certificate of Appropriateness was only valid for six months; adding that this was discussed with the applicant prior to the meeting. and (3) Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 542 Monroe Avenue on an application filed by Kathleen McGuigan and Steve McGowan to replace twenty-one existing vinyl 1/1 windows with new Fibrex 1/1 windows on the two-story single-family dwelling per the Cape Charles 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, and Pages 7-4 to 7-7 – Alternative Materials; as stated in the application dated 11/14/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *224 Jefferson Avenue: Brian Pavlik – to replace twenty-three existing 1/1 vinyl windows with 1/1 vinyl windows on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Brian Pavlik could not be reached for questions.

Chairwoman Glaser wanted to know which window was being utilized for replacement.

Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Mayer, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 224 Jefferson Avenue on an application filed by Brian Pavlik to replace twenty-three existing vinyl 1/1 double-hung windows with new vinyl 1/1 double-hung windows on the two-story single-family dwelling per the Cape Charles 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, and Pages 7-4 to 7-7 – Alternative Materials; as stated in the application dated 11/21/2023; with the condition that the replacement windows meet all guidelines; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *212 Madison Avenue: Ronald and Deborah Klar – to replace twenty-one existing 6/1 wood windows with either 6/1 vinyl or 6/1 Fibrex Clad windows on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Ronald Klar, applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Member Strub would like to know the mitigating circumstances for the board to consider replacing wood windows with vinyl windows instead of replacing wood windows with an in-kind replacement. Mr. Klar explained that about twenty-five years ago some of the windows were replaced with aluminum framed windows, and currently most of the windows do not open or close. Mr. Klar added that a contractor had not been found that indicated the windows could be repaired or replaced. The proposed project would duplicate the glazing and appearance of the existing windows without the storm windows along with making them functional and safe. Member Strub asked what material was being proposed; undecided. (ii) Chairwoman Glaser wanted the applicant to choose a material for the board to vote on or added that they could recommend the material in the motion. (iii) Chairwoman Glaser confirmed that the wood windows in the attic and third floor were not being replaced. (iv) Member Mayer requested for clarification on how to use the alternative materials section of the CCHDODG and vinyl should even be considered as a replacement material. Ms. Outten read CCHDODG Section 7.1 and 7.2 and explained that the Flowchart should be used to decide if an alternative material could be considered. (v) Member Mayer thought CCHDODG Section 5-1 would be more appropriate for the review of this application since not all windows were being replaced and whether the ones that were could be salvaged. He added that the replacement was matching the size and shape. The issue that needed to be resolved was whether the proposed material was acceptable under the guidelines. (vi) Mr. Klar referenced a recent application that allowed the replacement of seventeen wood windows to vinyl windows at 520 Monroe Avenue. (vii) Member Mayer did not think enough documentation had been provided to prove that the windows were unrepairable. After much discussion and review, the board decided to take what the applicant stated into consideration and pictures provided and concluded that wood composite would be an acceptable material for this application. (viii) Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Strub, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 212 Madison Avenue on an application filed by Ronald M. and Deborah G. Klar to replace twenty-one existing wood 6/1 double-hung windows with new wood composite material 6/1 double-hung windows on the two-story single-family dwelling per the Cape Charles 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, and Pages 7-4 to 7-7 – Alternative Materials; as stated in the application dated 12/5/2023; and per all zoning ordinance requirements. The Cape Charles Historic District Overlay Design Guidelines Chapter 7 supports the Board’s review and decision of the material choices proposed in comparison to the existing condition of the wood window criteria for an alternative material consideration. The motion was approved by unanimous vote.

4. *646 Tazewell Avenue: Susan and Bob Eidam – to replace all existing wood windows with new wood windows, existing wood door with new wood door, and existing siding and trim as necessary on the two-story single-family dwelling.*

Ms. Outten presented the staff report.

Susan Eidam, applicant, was available to answer questions.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 646 Tazewell Avenue on an application filed by Susan and Bob Eidam to replace all existing wood windows with new wood windows of the same configuration, to replace the existing wood door with a new wood door of a different design, and to replace or repair the existing siding and trim as necessary on the two-story single-family dwelling per the Cape Charles 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, and Section 5.5.2 – Doors; as stated in the application dated 12/5/2023; and per all zoning ordinance requirements. The Cape Charles Historic District Overlay Design Guidelines Chapter 7 supports the Board’s review and decision of the material choices proposed in comparison to the existing condition of the wood window criteria for an alternative material consideration. The motion was approved by unanimous vote.

5. *609 Mason Avenue: Edward and Bonita DeAngelis represented by Angelo Collins, Jr. – to replace the existing 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.*

Ms. Outten read the staff report.

Angelo Collins, Jr., applicant representative, was available to answer questions by phone.

Chairwoman Glaser asked if there were different doors proposed. Mr. Collins had not decided on which style. Chairwoman Glaser informed him a decision would need to be made. Mr. Collins indicated the door with square half-lite and two panels was the choice.

Motion made by Chairwoman Glaser, seconded by Member Mayer, to approve the application for a Certificate of Appropriateness at 609 Mason Avenue on an application filed by Angelo Collins, Jr. on behalf of Edward and Bonita DeAngelis to replace the existing front metal door with new fiberglass half door light with decorative glass and two panels, to replace the existing vinyl siding with new Hardie siding, and to replace the existing coil wrapped trim with new Hardie trim on the single-family dwelling per the Cape Charles 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, and Section 7.2 – Flowchart for Consideration of Historic Material Replacement; as stated in the application dated 11/20/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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, and wood trim on the two-story single-family dwelling unit.*

Ms. Outten read the staff report.

Pastor Russell Goodrich, applicant representative, was available to answer questions.

(BOARD DISCUSSION AND MOTION ON PAGE 5)

The board discussion and questions were as follows: (i) Member Strub asked if the second-floor windows and front porch balusters would be replaced with vinyl. Mr. Goodrich answered yes that an exact replica of the existing balustrade has been found in a composite material and the height of the rail was about three feet. Ms. Outten reminded the board that vinyl has been approved as an alternative material choice. Mr. Goodrich explained that the lower floor windows were previously replaced but the second story was not done so the house has a hodge-podge of window materials. (ii) Member Mayer felt this application was like one approved on January 3, 2024 as well as earlier this evening. Mr. Mayer confirmed that the porch roof would be a tongue and groove replacement. and (iii) Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 509 Randolph Avenue on an application filed by Russell Goodrich on behalf of Cape Charles Baptist Church, Trustees to Replace the following: (i) existing front tongue and groove wood porch flooring with new tongue and groove trex composite decking, (ii) existing front porch wood balustrades and wood columns with new composite balustrades and columns of the same design, (iii) existing wood ceiling with new tongue and groove vinyl ceiling, (iv) existing wood trim with vinyl trim where needed; (v) second floor 2/2 windows with new 2/2 vinyl windows, and (v) existing vinyl scalloped siding with new vinyl scalloped siding per Cape Charles 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 & Associated Features – Windows, Doors & Storefronts, Section 5.2 – Roofs, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys – Guidelines for Masonry, Section 5.4.1 – Wood Siding & Trim, Section 5.4.2 – Porches, Section 5.5.1 – Windows, Section 5.5.2 – Doors, and Section 7.2 – Flowchart for Consideration of Historic Material Replacement; as stated in the application dated 11/28/2023 and with the following conditions: (1) the new front porch flooring must be placed to match existing orientation per Cape Charles Historic District Overlay Design Guidelines Section 5.4.2 Steps and Flooring 2, and (2) the minimum standard for window sill and window casing or trim per Cape Charles Historic District Overlay Design Guidelines Section 5.4.(2)(c); and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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.* Ms. Outten read the staff report.

Sean Ingram, the contractor, was available to answer questions.

Member Strub asked if the chimney was going to be vinyl material. Mr. Ingram said no, Hardie material and it would be used for the gas fireplace.

Motion made by Member Strub, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-26 on Jefferson Avenue on an application filed by QS, LLC on behalf of Chris and Stephanie Finocchio to construct a new 1,071 square feet two-story single-family dwelling with a 147 square feet front porch, a 16 square feet rear deck, an outdoor rear shower, a paver patio, and a crushed shell or gravel driveway per Cape Charles 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, and Section 9.5 – Landscaping; as stated in the application dated 10/30/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

8. *Map #83A1-1-62 Jefferson Avenue: Greg and Emily Oliff represented by QS, LLC – to construct a new 1,075 square feet two-story single-family residence; outdoor shower; and driveway.*

Ms. Outten read the staff report.

Sean Ingram, the contractor, was available to answer questions.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-62 on Jefferson Avenue on an application filed by QS, LLC on behalf of Greg and Emily Oliff to construct a new 1,075 square feet two-story single-family dwelling with a 150 square feet front porch, a 250 square feet rear deck, an outdoor rear shower, and a stone or gravel driveway per Cape Charles 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, and Section 9.5 – Landscaping; as stated in the application dated 10/30/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

9. *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; driveway and a new 820 square feet two-story accessory structure with an outdoor shower.*

Ms. Outten gave the staff report and informed the board that there have been amendments made to the accessory structure application pertaining to the steps for the accessory dwelling unit. The staircase has been relocated to the outside of the structure. Ms. Nunez added that this would help with making the accessory structure look different from the house and bring it into compliance with the zoning requirements as the garage cannot be used for living space. An updated site plan has been provided to our office to reflect the staircase relocation and sidewalk.

Patricia Arndt, applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked for more details on the aluminum balusters. Ms. Arndt answered that it was wood with aluminum. After some discussion, the board was reminded that this application was for construction of a new home. and (ii) Member Mayer confirmed the siding would be LP Smart wood composite board and batten.

Motion made by Chairwoman Glaser, seconded by Member Mayer, to approve the application as amended for a Certificate of Appropriateness at Tax Map #83A1-1-31 on Jefferson Avenue on an application filed by Patricia Arndt dba Wilmington Lots LLC to construct a new 828 square feet two-story single-family dwelling with a 120 square feet front porch, a 256 square feet rear patio, an outdoor rear shower, and a shell driveway; to construct a new 404 square feet two-story accessory dwelling structure and an outdoor shower per Cape Charles 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, and Section 9.5 – Landscaping; as stated in the applications dated 11/14/2023 and as amended on 1/16/2024 with the staircase located on the outside of the accessory structure; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other:*

There were no applications filed.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: None (ii) Other: Tax Map #83A1-1-134 on Madison Avenue, 649 Randolph Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

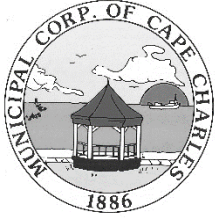
ANNOUNCEMENTS:

There were no announcements.

Hearing no objection, Chairwoman Glaser adjourned the January 16, 2024 Historic District Review Board Regular Meeting at 6:36 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 20, 2024

Item #: 6D (1) – 514 Washington Avenue

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

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

Date: February 6, 2024

APPLICANT: Diane and Evan Laws

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 514 Washington Avenue **WORK TO BE PERFORMED:** Replace: front porch, siding, front door, side door with window, and rear addition

TAX MAP: 83A1-1-44

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: January 2, 2024

PRE-APPLICATION MTG: November 21, 2023

DATE APPLICATION DEEMED COMPLETE: January 2, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): March 4, 2024

The applicant is seeking to do the following: (1) Remove the existing 72 sq. ft. uncovered front porch and rebuild a new 146.4 sq. ft. covered front porch including steps (2) Replace existing: (i) fiberglass 4 half-moon pane/4 panel front door with a 6/1 fiberglass door, (ii) fiberglass 4 half-moon pane/4 panel rear door with a 3/2 fiberglass door, (iii) ten 1/1 vinyl/aluminum windows with 1/1 single-hung vinyl windows, (iv) existing aluminum siding with new fiber cement siding; (3) Remove existing side door and replace with a new 1/1 single-hung vinyl window; (4) Construct a one-story 146.4 sq. ft. addition on the rear of the one-story single-family dwelling. Also, included in this application is the removal of the concrete steps and an outdoor shower located on the side of the house.

AERIAL MAP



MATERIALS:

Porch: Pressure treated wood and PVC AZEK

Columns: Non-tapered Rectangular

Balustrades: Standard Rectangular Wood

Steps: Pressure treated wood and PVC AZEK

Doors: Front: Fiberglass 6/1, Back: Fiberglass 3/2

Windows: 1/1 Single-Hung Vinyl; 36" x 60"

Roof: Shingles, 6/12 Pitch

Siding: James Hardie Plank - .312" x 8.25, 7" Exposure

Foundation: Porch: Brick Piers; Rear Addition: Matching existing Masonry

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 5.7: Noncontributing Primary Building Treatment

Section 5.9: Noncontributing - Exterior Wall Materials & Finishes

Section 5.10: Noncontributing - Exterior Trim & Details

Section 5.11: Noncontributing - Windows and Associated Features

Section 5.12: Noncontributing - Additions

Section 7.4: Alternative Materials: Noncontributing Considerations

STAFF RECOMMENDATION:

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

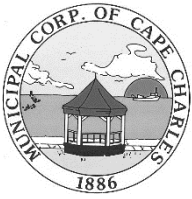
Staff is prepared to assist in the development of a motion, if needed.

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: _____

Date: 11/30/2023

PART 2: PROPERTY INFORMATION

Property Address: 514 Washington Ave Cape Charles VA 23310

Tax Map #: 83A1-1-44

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

Zoning District: Town

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Diane & Evan Laws

Mailing Address: 8280 Carrolton Ridge PI Mechanicsville VA 23111

Phone Number: 804-822-1771, 757-646-0189

Email: ddemarme@hotmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Diane & Evan Laws

Mailing Address: 8280 Carrolton Ridge PI Mechanicsville VA 23111

Phone Number: 804-822-1771, 757-646-0189

Email: ddemarme@hotmail.com

PART 5: PROJECT INFORMATION

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

-Adding back door -Remove old oil tank -addition on back of the house	-Replacing siding -Removal of existing outdoor shower -New front door -Replacing Windows	-add covered front porch -remove side door, replace with window -Remove concrete stoop on side of house
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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: covered front porch				

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

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

Stories: 1 Story	Building height:	Footprint: 6ft x 24ft	Gross square footage: 144sqft
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Complete all sections below that apply to your addition and supply elevation drawings.

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	
Existing Material: Shingles	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: 2 Removed: 1 Front door replaced, side door converted to window, backdoor added
 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: Front door replaced, side door converted to window, backdoor added ☒ Added ☒ Removed ☐ Repaired ☒ Replaced
Existing Material: Fiberglass	Proposed Material:
Dimensions: Width 32in Height 80in	Dimensions: Width 32in Height 80in
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Backdoor: Fiberglass (white) with 4 pane half circle small glass window at top and aluminum storm door Front door: Fiberglass door (peach) with 4 pane half circle small glass window at the top	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Front Door: White fiberglass door with 24inx60in glass pane Back door: White fiberglass door with rectangle transome glass window pane at top

Indicate the reason for change: Backdoor to be added with addition to the home

Existing door has wear and tear. Updating door to improve indoor light and exterior aesthetics. Side door to be removed and replaced with window since adding back door

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: ¹ _____ Removed: _____ 1 Window to be added where side door will be removed Repaired: _____ Replaced: In kind ¹⁰ _____ 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: 36in Height: 60in Depth:	Width: 36in Height: 60in Depth:
Material: Vinyl/Aluminum	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 ☒ Covered Front Porch (144 sqft)	
Location (Attach pictures for all work; Survey may be requested): Front of the house	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered ☒ New porch 6ft x 24ft covered	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used: Pressure treated wood and PVC Azec
Existing Material: Composite?	
Ceiling:	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used: Pressure treated wood and PVC Azec
Existing Material: No current ceiling on porch	
If replacing, indicate the reason for replacement: Small front porch, upgrade to covered front porch, increase size	
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 ☒ New porch, 4 steps	
Location (Attach pictures; Survey may be requested): Front of the house	
Existing Material: unknown	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: Pressure treated wood and PVC Azec	
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 ☒ New Porch	
Location (Attach pictures; Survey may be requested):	
Existing Material: unknown	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Type of Material to be used: Pressure treated wood and PVC Azec	
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: Aluminum		Proposed material: james hardie fiber cement siding	
Dimensions: Thickness - Width -		Dimensions: Thickness - 5/16 Width - 7.25in	
Indicate the reason for change, e.g., underlying material condition, rot:			
Aluminum siding damaged, multiple patch sites, multiple areas of rust and wear			
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></u>	Date: <u>11/30/2023</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: <u>8.16</u>	



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: 514 WASHINGTON AVE

Tax Map #: 83A1-1-44

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: DIANE & EVAN LAWS

Mailing Address: 8280 Carrollton Ridge Place Mechanicsville VA 23111

Phone Number: 804-822-1721/757-666-0189 Email: ddemarmee@hotmail.com

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

WAYNE REED for Contractor Renovations

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: WAYNE REED (Representing JTykot Flooring & Remodeling Corporation)

Mailing Address:

Phone Number: 757-678-2185 Email:

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number: Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner: [Signature]

Date: 11/14/23

State of Virginia, County of Hanover The foregoing instrument was acknowledged before me this 14th day of November, 20 23, by Deborah K White (name of person acknowledged)

Signature of Notarial Officer: [Signature]

Notary Registration number: 7848840

My commission expires: January 31, 2027



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.

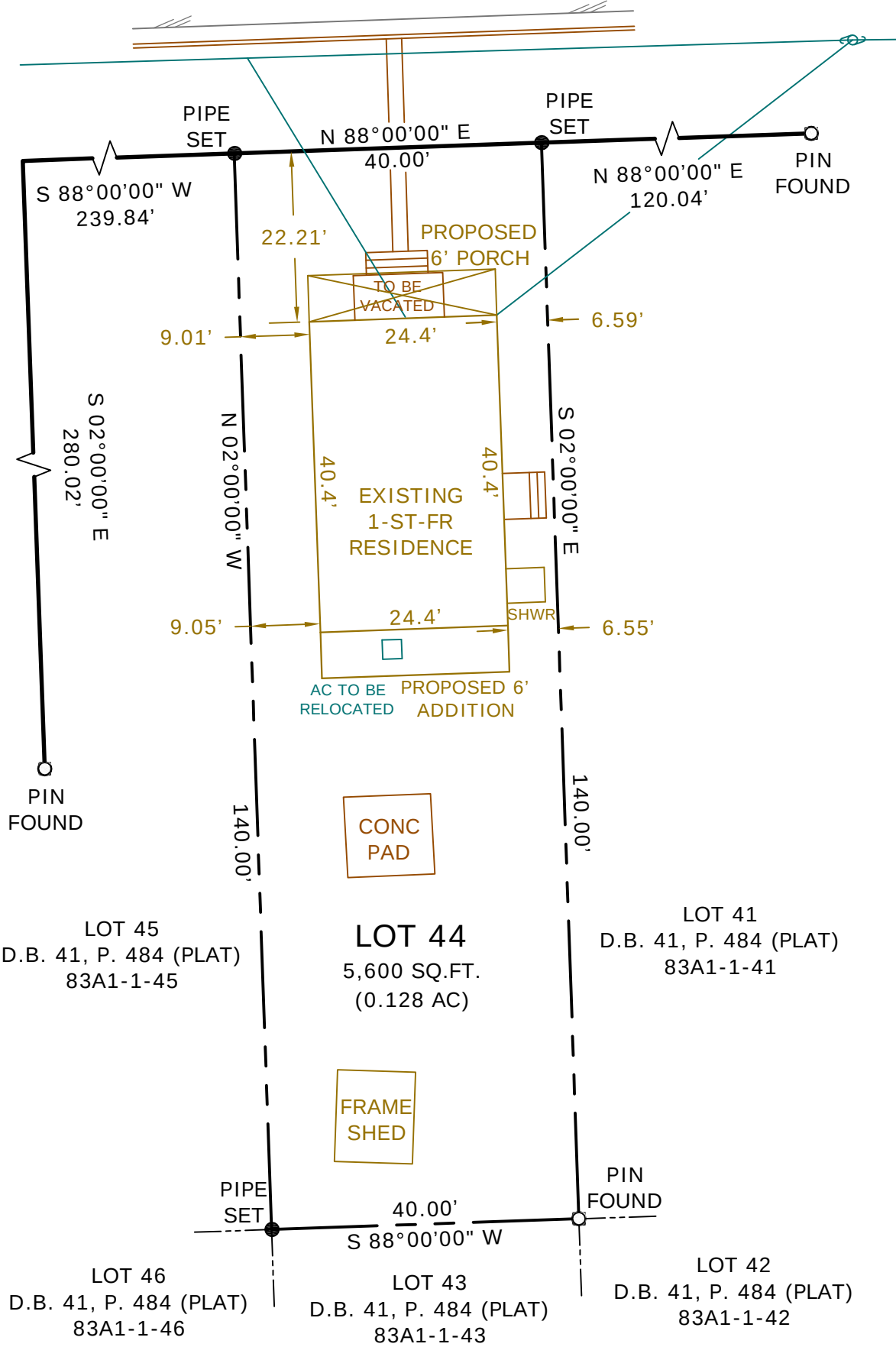


GENERAL NOTES:

- OWNERS: CHARLES E. LAWS & DIANE M. LAWS
- SOURCE OF TITLE: INST. 230002366
- TAX PARCEL: 83A1-1-44
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN DECEMBER 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 LIES IN FLOOD ZONE.
- PLAT REFERENCE: D.B. 41, P. 484 (PLAT)
- AREA: 5,600 SQ. FT. (0.128 AC)

WASHINGTON AVENUE
(70'R/W)

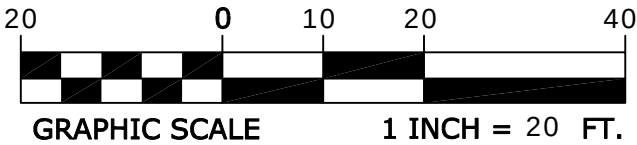
PLUM STREET
(70' R/W)



DEED BOOK 41, PAGE 484 (PLAT)

SITE PLAN
LOT 44
MAP OF THE TOWN OF
CAPE CHARLES

CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR CHARLES E. LAWS & DIANE M. LAWS
SCALE: 1" = 20' JANUARY 5, 2024



POINT NORTH

POINT NORTH SURVEYING LLC

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

DRAWN BY: PARKER FIELD BOOK: FILE COPY
BACK TRAV: PARKER PROJ.NO: 23098

Existing Front and Side Doors



Existing Photos of the home





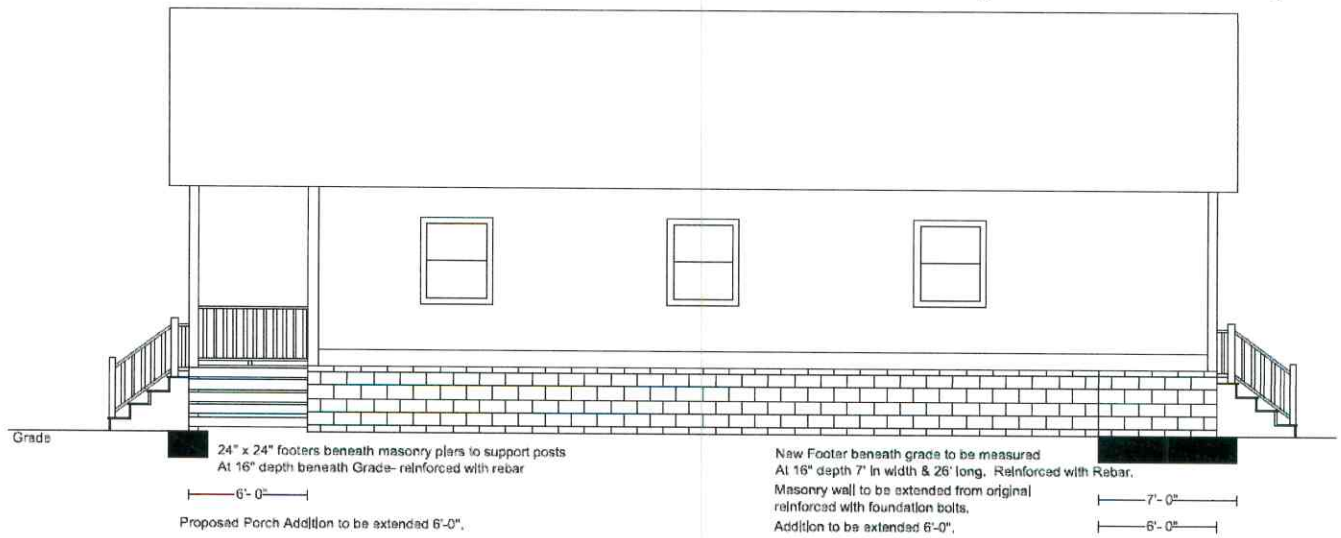




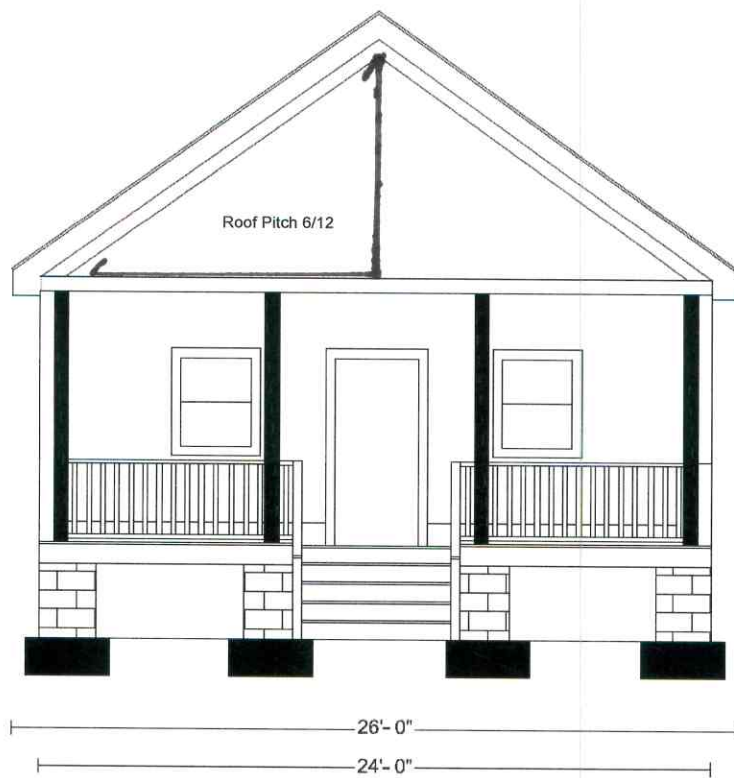
514 WASHINGTON STREET CAPE CHARLES, VA

RENOVATION PLANS SUBMITTED BY: WAYNE REED

*Hardie Siding & Roof will match existing.



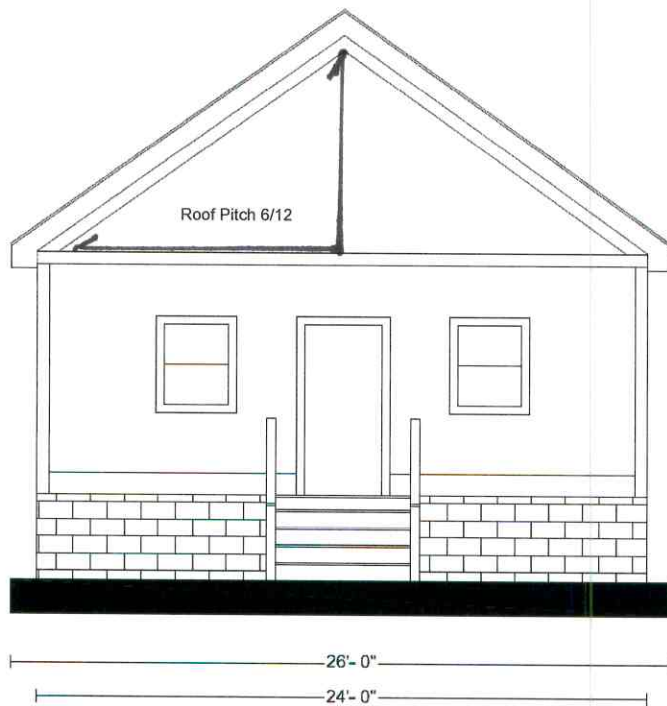
Proposed 6' x 24' Front Porch Addition
And 6' x 24' Back Addition



Siding & Roof will match existing.

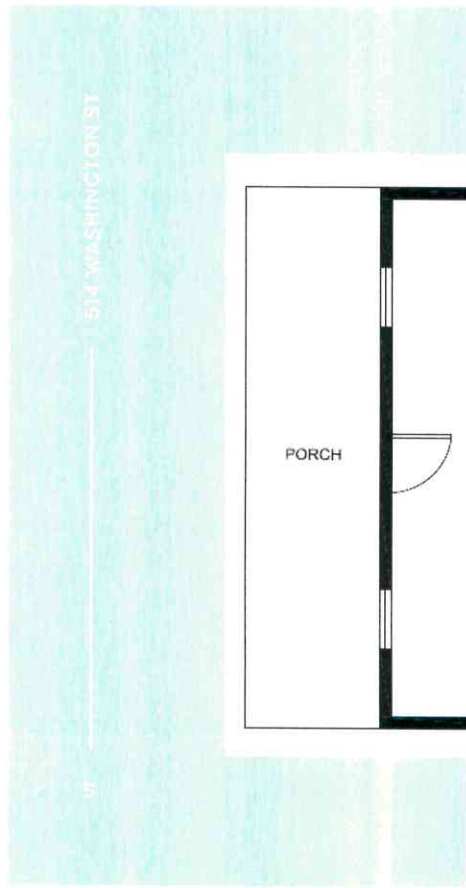
Materials used for Front Porch Addition
Will be consistent to the materials
Dictated by the Historic District
Guidelines.

Set Back Rules will be observed.

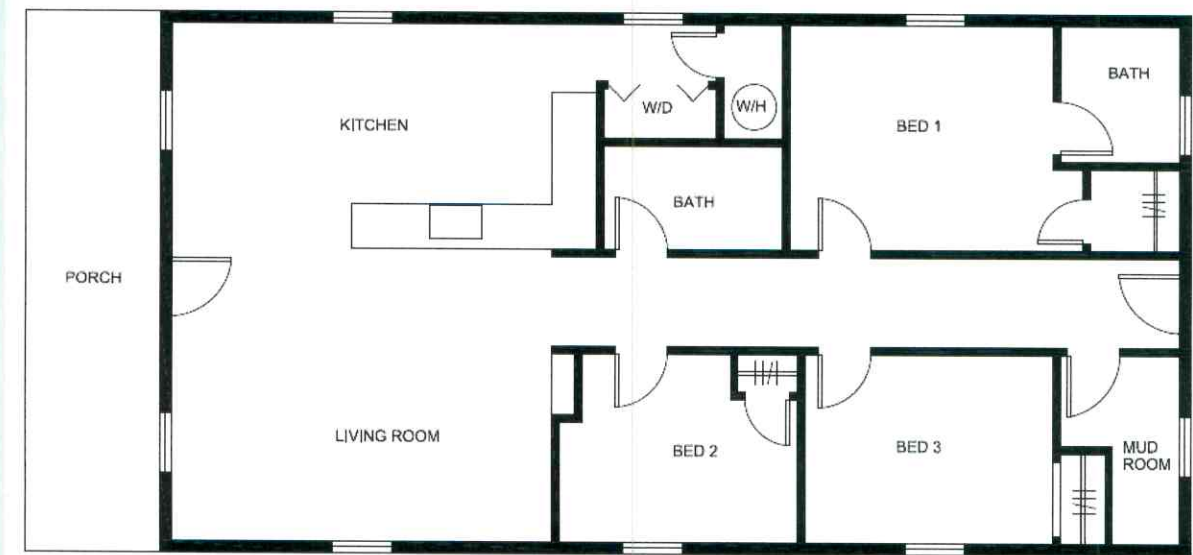


*Hardie Siding & Roof will match existing.

Set Back Rules will be observed.



514 WASHINGTON ST



Proposed Floor Plan

Front Door



Hover Image to Zoom

Back Door



Hover Image to Zoom

New and Replacement Windows- single hung Vinyl



Hardie Plank Siding



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

SIDING COLORS

Deep Ocean

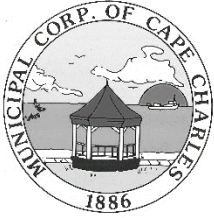


[Request a Quote >](#)

[Request a Sample >](#)

AVAILABLE SIZES

THICKNESS: 0.312"	WIDTHS: 8.25"
	EXPOSURES: 7"



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 20, 2024

Item #: 6D (2) – 10 Tazewell Avenue

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

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

Date: February 6, 2024

APPLICANT: Coastal Craftsman Builders **TYPE OF APPLICATION:** Certificate of Appropriateness
OWNER: Stephen Niemerski and Elfriede Noonan

SITE ADDRESS: 10 Tazewell Avenue

WORK TO BE PERFORMED: Constructing: Rear addition, rear screened-in porch, side deck, new doors for the accessory structure, and fencing

TAX MAP: 83A3-2-3-2 & 83A3-2-3-3

CURRENT ZONING: Residential (R-1)

LOT SIZE: 10,579 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1920, Craftsman

Accessory Structure: Garage, CONTRIBUTING

DATE APPLICATION RECEIVED: January 2, 2024

PRE-APPLICATION MTG: January 24, 2024

DATE APPLICATION DEEMED COMPLETE: January 2, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): March 4, 2024

The applicant is seeking to remove the 84 sq. ft. enclosed rear porch and construct a 228 sq. ft. rear addition, 192 sq. ft. screened-in rear porch, 204 sq. ft. rear/side deck, and a 306 sq. ft. side addition on the one-story single-family dwelling. The application also includes adding doors to the accessory structure and installing additional fencing on the rear of the property.

The 240 sq. ft. accessory structure listed as a shed on the site plan is not included in this application.

AERIAL MAP



MATERIALS:

Doors: Marvin – Sliding Glass 15-lite (SDL) Pine 6' x 7' & 8' x 7', French 15-lite Pine 32" x 7';
Simpson – 4/2 Fir; Anderson 3000 Aluminum Storm
Windows: Marvin 3/1 Pine (SDL)
Roof: Timberline HDZ Shingles
Siding: James Hardie Plank Select Cedar Mill - 5" Exposure; Trim: AZEK
Foundation: Block, Brick, Brick Piers all will match existing
Porch & Deck: Pressure treated wood and AZEK
Balustrades: Intex Hampton 1-1/4" Square Edge; Steps: AZEK
Accessory Structure Doors: Double: Fabricated with AZEK & Hardie Panels and Transom Windows,
Main: Custom built wood – 59-1/2" x 96" x 2-1/4"
Fence: Pressure treated wood like existing

STAFF ANALYSIS**ZONING COMPLIANCE:**

The property is a legal, conforming use and this application is in compliance with the zoning ordinance. **The 15' x 16' (240 sq. ft.) accessory structure is not being approved.**

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 (Page 3-18): Building Types, Forms, & Associated Architectural Styles - Craftsman

Section 5.6: New Additions to Contributing Buildings

Section 6.1 (Pages 6-2 to 6-4): Contributing Accessory Structures Associated with A Contributing Primary Building

Section 9.2: Fences & Freestanding Walls

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed additions to the home and doors on the accessory structure 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

RECEIVED
1/2/2024

Revised 03/2023

Taxes	✓pd/10
Violations	N/A
Permit # 6154 Fee	\$ 500.00
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature:

Robert Simms

Date: 12/28/23

PART 2: PROPERTY INFORMATION

Property Address: 10 Tazewell Ave.

Tax Map #: 83A3-02-03-0030, 003

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: Eva Noonan

Mailing Address: 10 Tazewell Ave. Cape Charles, VA. 23310

Phone Number: 757-615-8700

Email: Eva.noonan@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Coastal Craftsman Builders

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

Phone Number: 757-678-3033

Email: Coastalcraftsmanbuilders@gmail.com

PART 5: PROJECT INFORMATION

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

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: 1 Building height: 24' Footprint: 942 sq. ft. Gross square footage: 942 sq. ft.

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

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

Type of work: ☒ New
☒ Repair % of roof structure 10%
☐ 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	<u>30 yr. Architectural shingles</u>
Existing Material: <u>30 yr. Architectural Shingles</u>	Proposed Materials:
Other / Additional Notes: <u>New roof on addition, tie in new roof to existing</u>	

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: 6 Removed: 1
 Repaired: _____ Replaced: In kind ☐ Different in style or material ☐

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

Existing Door <u>(1) removed</u>	Proposed Door <u>(6) added</u>
Door 1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material: <u>wood</u>	Proposed Material: <u>see door selection</u>
Dimensions: Width <u>32"</u> Height <u>80"</u>	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: Removal of (1) door for building of addition

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>3</u> Removed: <u>1</u> Repaired: _____ Replaced: In kind _____ Different in style or material <u>Similar style</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>See photos</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: <u>see selection sheet</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	
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 <u>✓ New</u>	
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: <u>see spec. sheet # 11 in scope of work</u>	
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: 17	Width: 12	Materials: see attached Page 3 Item 11
☐ 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: Hardie Plank Siding	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width - 5" exposure	
Indicate the reason for change, e.g., underlying material condition, rot: added to addition			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Material:		Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Type of Material to be used: Azek			
Dimensions:			
Reason for repair or alteration (change of material or design): added to addition			
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		Block foundation, brick foundation, brick piers	
Existing Material:		Proposed Materials: block, brick	
Existing mortar:	Joints:	Mortar to be used: to match Mortar joints: existing	
Other / Additional Notes: added to addition			
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: Pressure Treated	Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure
Height: 6' Back/East side; 4' West side	
Describe the style: Similar to existing fence	
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>Robin Summs</i></u>	Date: <u>12/28/23</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: 10 Tazewell Ave. CC 23310

Tax Map #:

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Eva Noonan

Mailing Address: 10 Tazewell Ave.

Phone Number: 757-615-8700

Email: Eva.noonan@yahoo.com

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

All manner of permitting and renovations to 10 Tazewell Ave. CC

PART 4: REPRESENTATIVE INFORMATION

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

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

Phone Number: 757-678-3033

Email: Coastalcraftsmanbuilders@gmail.com

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner:

Date:

11-11-23

State of

Virginia

County of

Northampton

The foregoing instrument was acknowledged before me this

11th

day of October

2023

by

Eva Noonan

(name of person acknowledged)

Signature of Notarial Officer:

Christy Iversen Pruitt

Notary Registration number:

7959551

My commission expires:

04/30/2025

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



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

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

coastalcraftsmanbuilders@gmail.com

Eva Noonan
Stephen Niemerski
10 Tazewell Ave.
Cape Charles, VA 23310

SCOPE OF WORK

1/2/24

1. SITE WORK and DEMO WORK

Existing power: Move overhead power lines underground to west side yard of house
Relocate meter to west side of existing house

Propane Tank: Move propane tank to the west side of house

Demo: The back stairs and concrete landscape wall will be removed and disposed

Windows: 7 windows will be removed

Back Door: The back door will be removed

2. CONCRETE

Addition

Footings: Dig and pour footings 20" W x 12" D
Add 3 rows of $\frac{5}{8}$ " rebar

Screen Porch

Footings: Dig and pour footings 20" W x 12" D
Add 3 rows of $\frac{5}{8}$ " rebar

Pad: A 4' x 5' concrete pad will be installed outside of the garage

3. MASONRY

Foundation: Block foundation, brick foundation & piers will be built

Parging: Parging will be added under the deck and on the west side of the sunroom addition

4. FRAMED ADDITIONS

Bedroom Addition; on west side of house: Build new addition 18' x 17' and 3' x 4'

Screen Porch Addition: Build a 16' x 12' screen porch addition on back of house

Sunroom Addition: Build a 19' x 12' sunroom addition

SCOPE OF WORK

1/2/24

Page 2

5. SCREEN PORCH

Description: A 16"W x 12"L screen porch will be built off the back the house

Framing: Pressure treated material will be used to frame porch

Decking: Azek slate gray porch flooring will be used

Ceiling: Exposed rafters

Posts & Beam: Posts and beams will be built using PT material and wrapped in azek

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

Piers: Brick piers will be used

Screen: Screen Eze tough screen will be used

Screen Door: Anderson 3000 Series 36" x 80" white screen door

6. ROOFING

Back Additions: Shed Roof over screen porch

Side Addition: A-Frame Roof over sunroom and back of house

Shingles: 30 yr. Architectural shingles will be used

Color: To match existing

Ridge Vent: Ridge vent will be installed

7. SIDING

Siding Walls:

Manufacturer: Hardie **Exposure:** 5"

Color: TBD

Siding "A"/Gable End: Decorative Hardie material; cut pattern to match existing

Color: TBD

Trim boards, window trim, fascia boards: Azek Material will be used

Soffit: Hardie soffit will be installed

8. NEW WINDOWS

Windows: 3 windows will be added

Manufacturer: Marvin; Double Hung: 2' x 5'

Grid: Grid pattern 3 over 1; to match existing; grid on outside of glass

9. NEW EXTERIOR DOORS

Master bedroom to screen porch: Marvin Elevate French Door Slider 8'x7'

Sunroom to screen porch: Marvin Elevate French Door Slider 6'x7'

Master Bathroom to exterior deck: Simpson Wood 3' x 6.8'; to match existing Harbor side door

Mudroom: Simpson Wood 3' x 6.8; to match existing Harbor side door

Sunroom Exterior door/window: Marvin Elevate Fixed Panel Doors

(3) 32" x 7'

Screen Door: Anderson 3000 Series 36" x 80" white screen door

SCOPE OF WORK

1/2/24

Page 3

10. EXTERIOR PAINT

Exterior doors: Color TBD

Windows: Exterior window trim painted to match existing

Facia and Soffits: Color to match existing

Front Porch: The front porch and front porch columns to be painted
Color: TBD

11. DECKS, LANDINGS, AND STEPS

Deck off mudroom to grade

Description: A 4' x 5' deck landing and steps will be built off the new mudroom

Deck Landing Framing: will be built using 2x10 pressure treated material

Stair Stringers: will be built using 2x12 stringers

Decking: Slate Gray Azek will be used for the decking

Steps: Slate Gray Azek will be used for the steps

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

Azek: Bands, stringers, and risers will be wrapped in azek

Deck off rear of new bedroom addition

Description: A 17' x 12' deck will be built on the rear of new addition

Decking Material: Slate Gray Azek will be used for decking

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

Steps: Slate Gray Azek will be used for the steps

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

Azek: Bands, stringers, and risers will be wrapped in azek

12. FENCING

Back/East Side yard: 6' Pressure treated wood fencing will be installed to the back alley side from the existing garage to the property line with gate; and from the garage to the back of the new addition on the east side.

West Side yard: 4' Pressure treated wood fencing will be installed from the west side yard to west side addition at north front side of addition

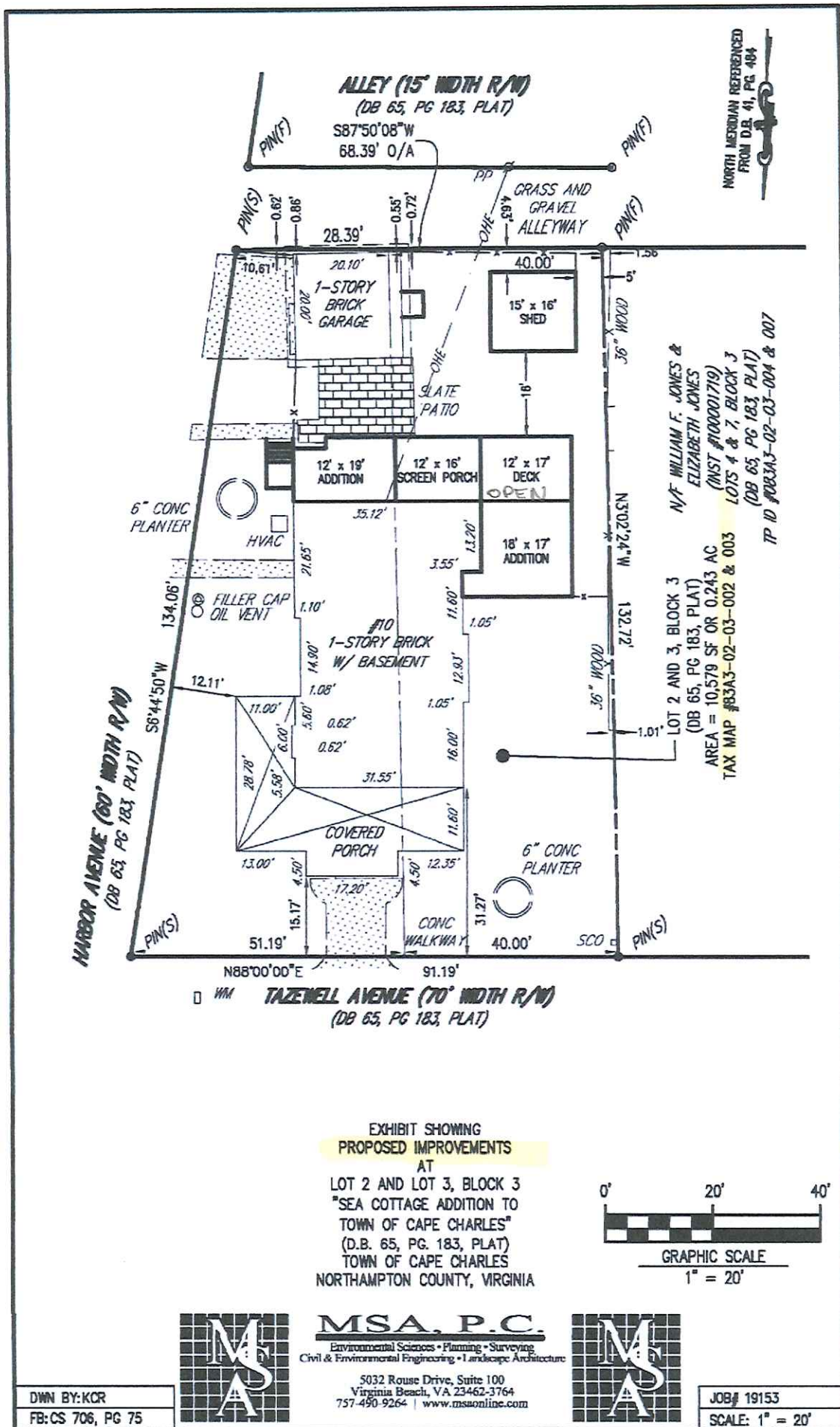
Style: Similar to existing fence

13. Existing Garage/Cottage

Garage Door: will be fabricated with azek and hardie panels

Garage Door window: window glass will be installed

Exterior Door/Man Door: Custom made wood door



10 Tazewell
Photos of existing lot/house

Front



← Beach side



← Harbor & Back Side



↑
Back Side



← Beach Side

Windows & Door Removals

10 tazewell Ave.



Remove door
(1)

Back
View
3 windows
1 door



Remove window
(5)(6)

Side
View

4 windows

10 Tazewell Back of house

Power lines

Trim

Trim

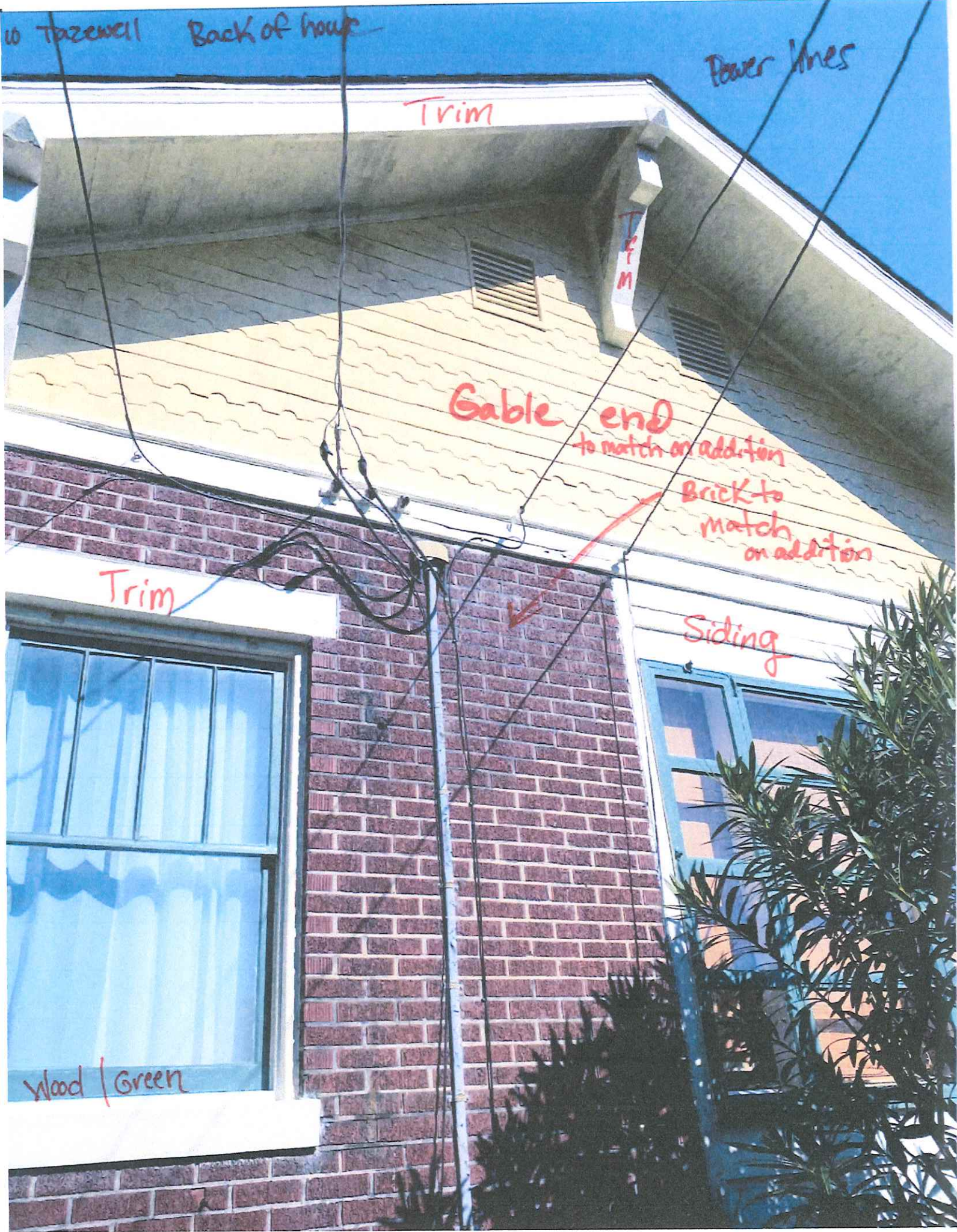
Gable end
to match on addition

Brick to
match
on addition

Trim

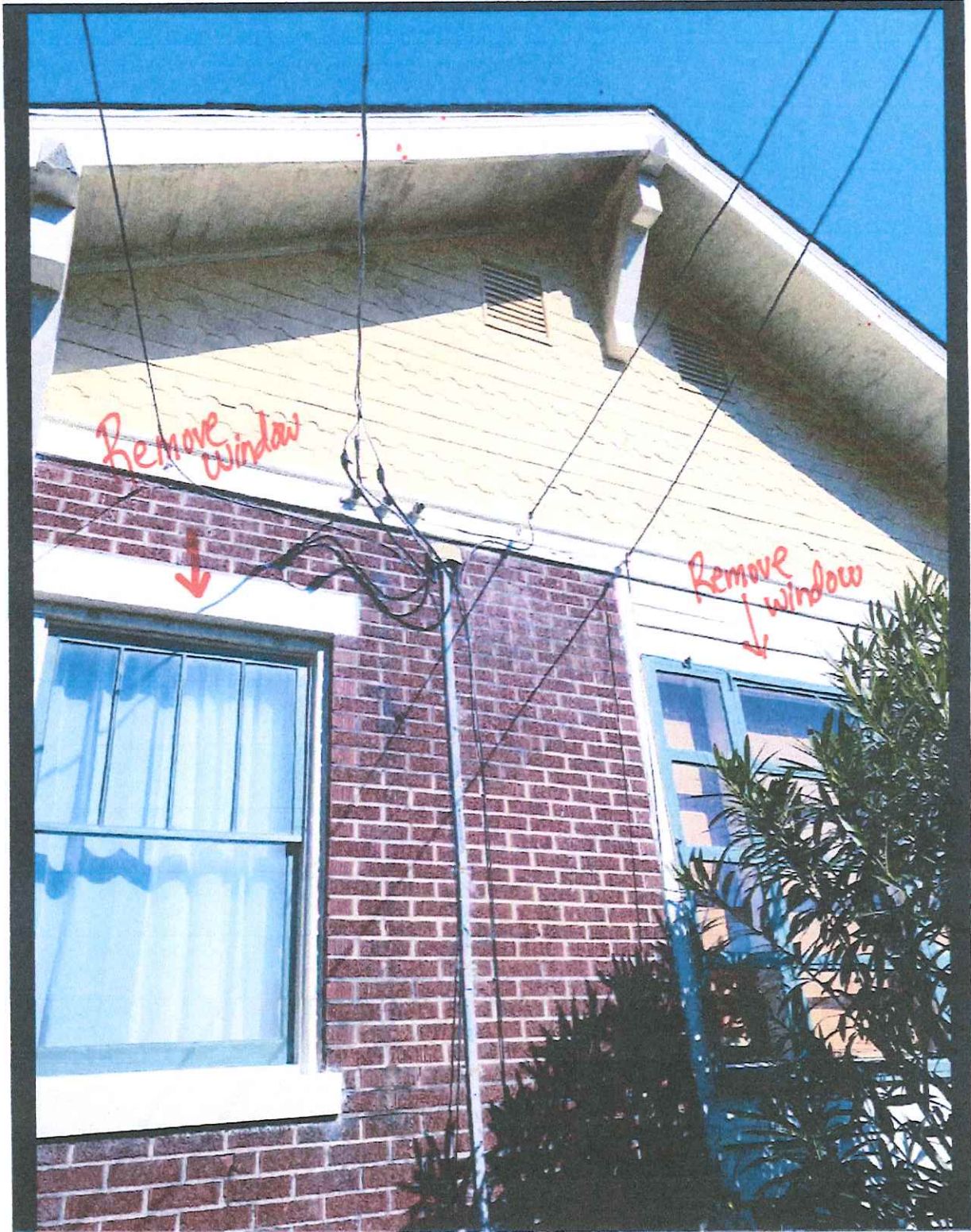
Siding

Wood / Green

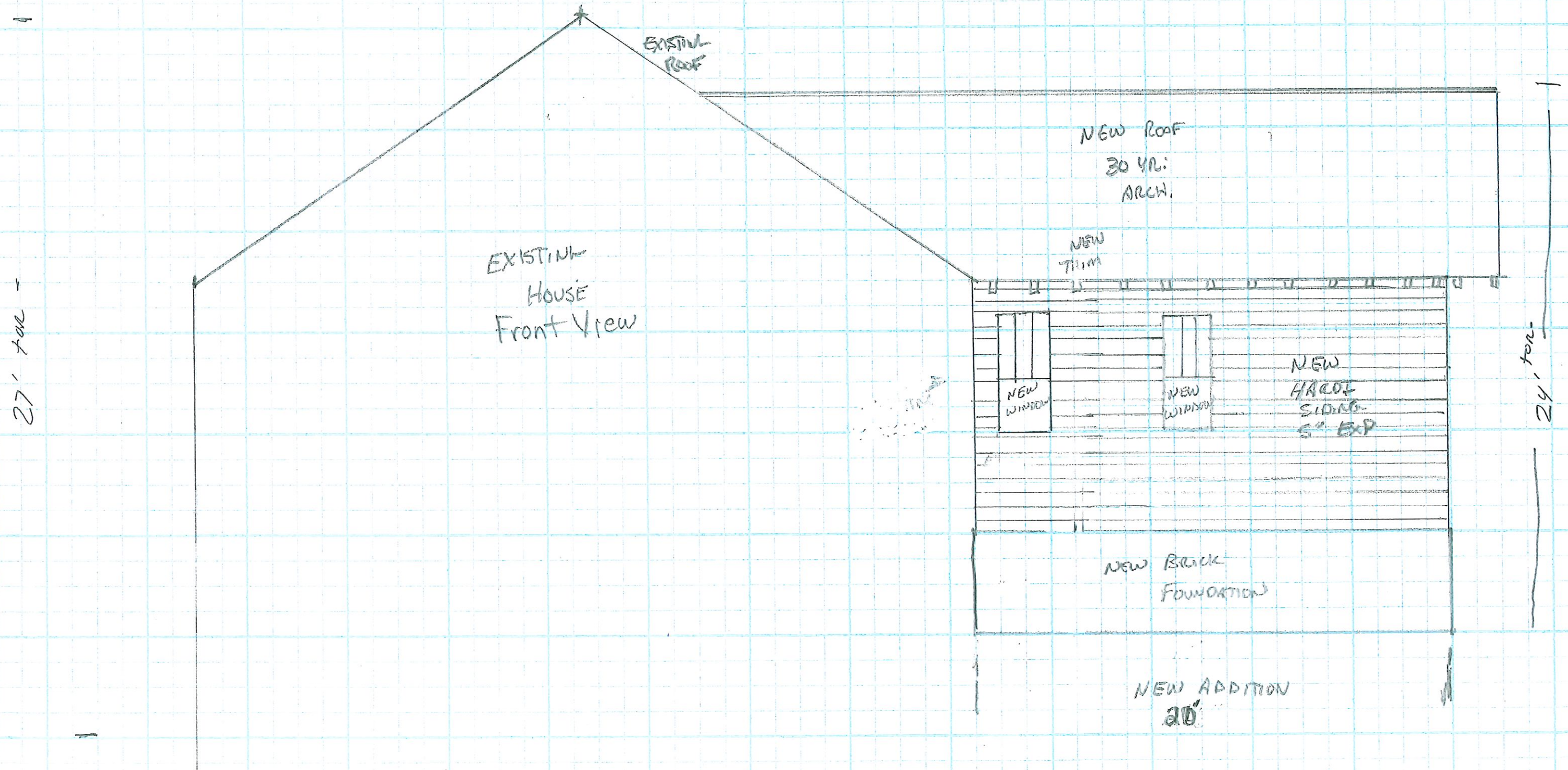


10 Tazewell Ave.

Window Removals : * Back view - better window view



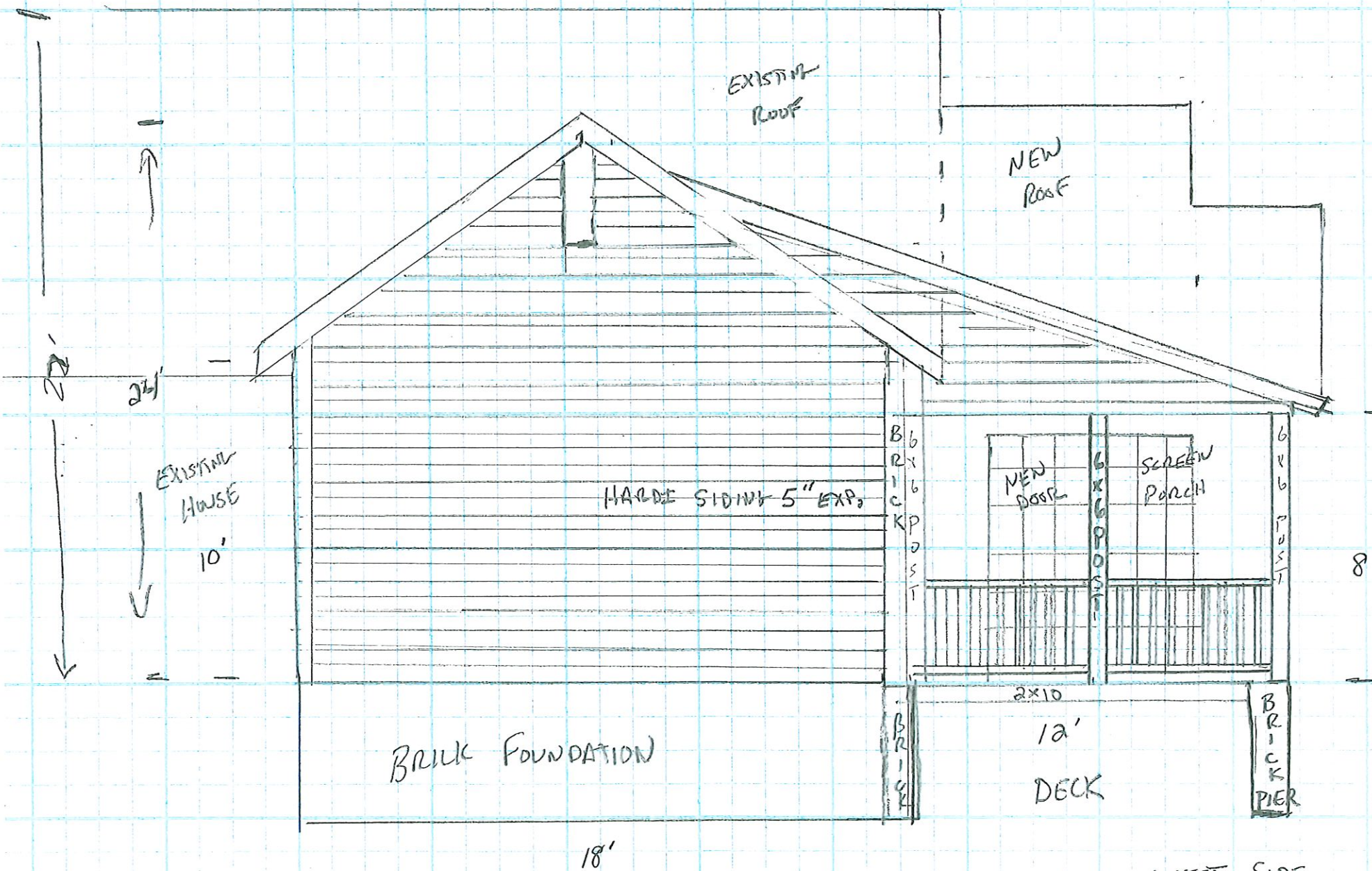
Front View



NORTH SIDE FRONT

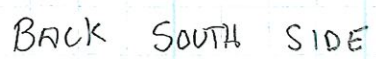
West Side (facing beach)

10 Tazewell

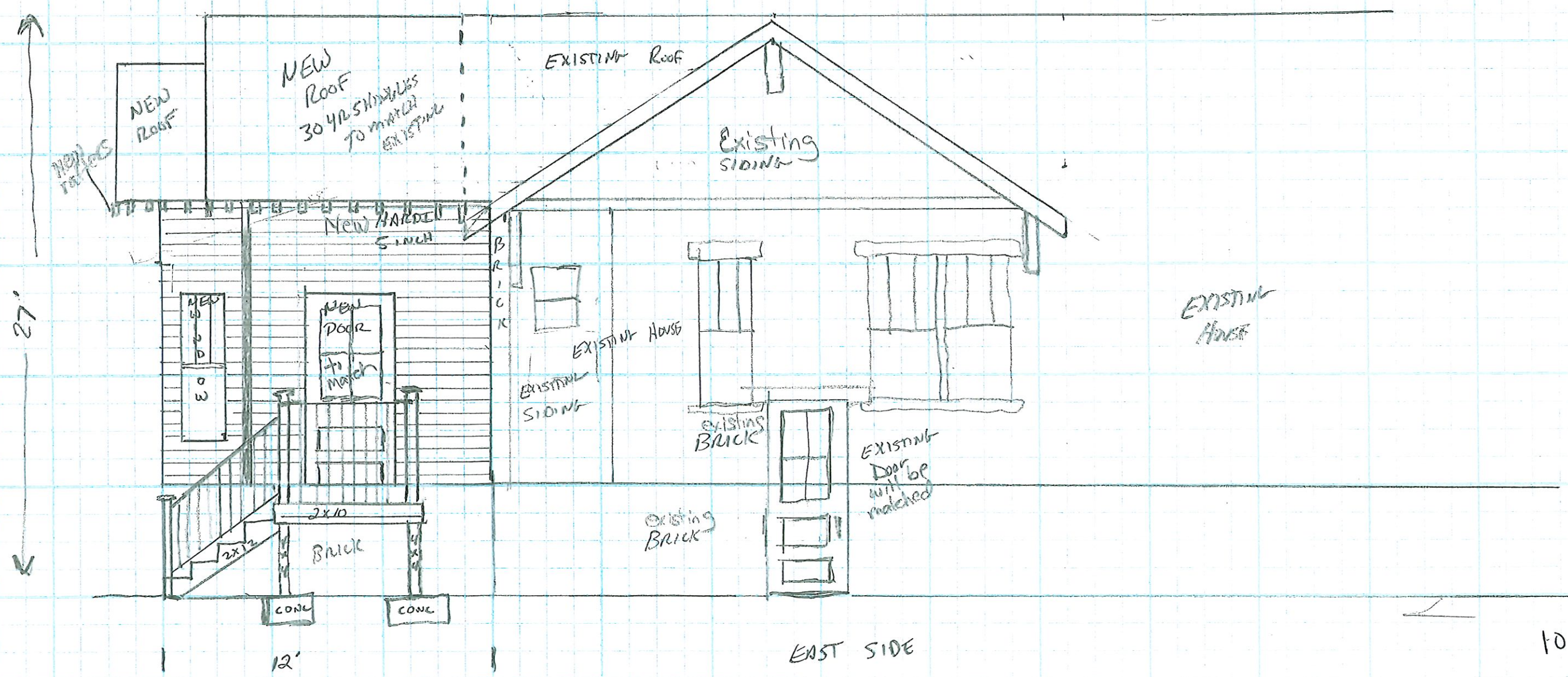


10 Tazewell

Back Side



East Side (Harbor Side)

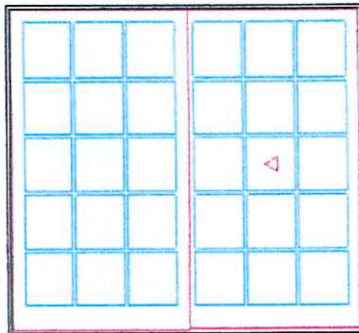


LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit: Bedroom Slider			
Qty: 1				

MARVIN



As Viewed From The Exterior

Egress Information

Width: 41 17/64" Height: 81 15/64"

Net Clear Opening: 23.28 SqFt

Performance Grade

Licensee #1128

101/I.S.2/A440-08

LC-PG40 2413X2184 mm (96X86 in)

LC-PG40 DP +40/-40

FL10956

Stone White Exterior
Bare Pine Interior
Elevate Sliding French Door OX
CN 8070

Rough Opening 96" X 86 1/2"

Left Panel

Stone White Exterior

Bare Pine Interior.

IG

Tempered Low E2 w/Argon

Stainless Perimeter and Spacer Bar

7/8" SDL - With Spacer Bar - Stainless

Rectangular - Special Cut 3W5H

Stone White Ext - Bare Int

Right Panel

Stone White Exterior

Bare Pine Interior

IG

Tempered Low E2 w/Argon

Stainless Perimeter and Spacer Bar

7/8" SDL - With Spacer Bar - Stainless

Rectangular - Special Cut 3W5H

Stone White Ext - Bare Int

Belge Interior Weather Strip Package

Multi-Point Lock

Cambridge Handle Satin Nickel PVD Keyed Exterior Primary Handle Set

Cambridge Handle Satin Nickel PVD Interior Primary Handle Set

Keyed

Keyed Alike - Keyed Alike Group 1

Coastal Lock Mech & Rollers

Exterior Sliding Screen

Stone White Surround

Bright View Mesh

***Screen/Combo Ship Loose

Belge Ultrex SIII / Belge Weather Strip

6 9/16" Jamb

Jamb Extension from 4 9/16" to 6 9/16"

Nailing Fin

***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

***Note: Unit Availability and Price is Subject to Change

8' x 7' 2.5"
= 8' x 7'

Master Bedroom
Slider
(1)

Line #2	Mark Unit: Sunroom Slider			
Qty: 1				

MARVIN

Stone White Exterior
Bare Pine Interior
Elevate Sliding French Door OX
CN 6070

Rough Opening 72" X 86 1/2"

Left Panel

Stone White Exterior

Bare Pine Interior

IG

Tempered Low E2 w/Argon

Stainless Perimeter and Spacer Bar

7/8" SDL - With Spacer Bar - Stainless

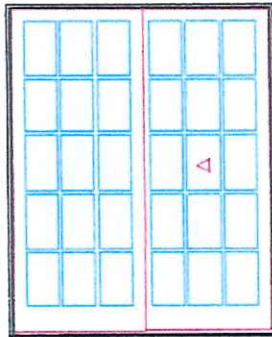
Rectangular - Standard Cut 3W5H

6' x 7' 2.5" = 6' x 7'

Windows & Doors

10 Tazewell

Coastal Craftman
Elevate
Quote Number: DYCWRC



As Viewed From The Exterior

Egress Information

Width: 29 17/64" Height: 81 15/64"
Net Clear Opening: 16.51 SqFt

Performance Grade

Licensee #1128
101/I.S.2/A440-08
LC-PG40 2413X2184 mm (96X86 in)
LC-PG40 DP +40/-40
FL10956

Stone White Ext - Bare Int
Right Panel
Stone White Exterior
Bare Pine Interior
IG
Tempered Low E2 w/Argon
Stainless Perimeter and Spacer Bar
7/8" SDL - With Spacer Bar - Stainless
Rectangular - Standard Cut 3W5H
Stone White Ext - Bare Int
Beige Interior Weather Strip Package
Multi-Point Lock
Cambridge Handle Satin Nickel PVD Keyed Exterior Primary Handle Set
Cambridge Handle Satin Nickel PVD Interior Primary Handle Set
Keyed
Keyed Alike - Keyed Alike Group 1
Coastal Lock Mech & Rollers
Exterior Sliding Screen
Stone White Surround
Bright View Mesh
***Screen/Combo Ship Loose
Beige Ultrex Sill / Beige Weather Strip
6 9/16" Jamb
Jamb Extension from 4 9/16" to 6 9/16"

Nailing Fin
***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.
***Note: Unit Availability and Price is Subject to Change

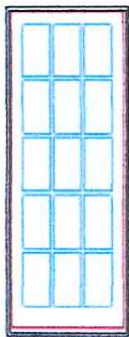
Sunroom Slider

(1) 6' x 7'

Line #3
Qty: 3

Mark Unit: Fixed Panel Doors

MARVIN



Stat

As Viewed From The Exterior

Egress Information

No Egress Information available.

Performance Grade

Licensee #936
AAMA/WDMA/CSA/101/I.S.2/A440-08
LC-PG30 1803X2425 mm (71X95.5 in)
LC-PG30 DP +30/-30
FL10196

Stone White Exterior
Bare Pine Interior
Elevate Inswing French Door 6 9/16" - 0
CN 2870
Rough Opening 33 5/16" X 86 1/2"
Stone White Exterior
Bare Pine Interior
IG
Tempered Low E2 w/Argon
Stainless Perimeter and Spacer Bar
7/8" SDL - With Spacer Bar - Stainless
Rectangular - Standard Cut 3W5H
Stone White Ext - Bare Int
Beige Ultrex Sill / Beige Weather Strip
6 9/16" Jamb
Nailing Fin

***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.
***Note: Unit Availability and Price is Subject to Change

Back Window Wall/Door
(3)

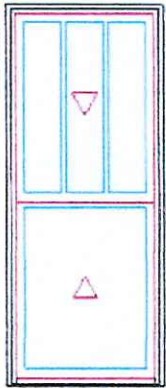
32x7

Line #4
Qty: 3

Mark Unit: Windows

MARVIN

Stone White Exterior
Bare Pine Interior
Elevate Double Hung



As Viewed From The Exterior

Egress Information

Width: 22 3/8" Height: 24 31/32"

Net Clear Opening: 3.88 SqFt

Performance Grade

Licensee #783

AAMA/WDMA/CSA/101/ I.S.2/A440-08

LC-PG40 1054X1924 mm (42X76.8 in)

LC-PG40 DP +40/-40

FL6525

CN 2660

Rough Opening 26 1/2" X 60 1/4"

Top Sash

Stone White Exterior

Bare Pine Interior

IG

Low E2 w/Argon

Stainless Perimeter and Spacer Bar

7/8" SDL - With Spacer Bar - Stainless

Rectangular - Special Cut 3W1H

Stone White Ext - Bare Int

Divided Lite Options are inconsistent across the panels of this unit. Ensure the correct Divided Lite Types have been selected.

Bottom Sash

Stone White Exterior

Bare Pine Interior

IG - 1 Lite

Low E2 w/Argon

Stainless Perimeter Bar

Belge Weather Strip Package

1 Satin Nickel Sash Lock

Exterior Aluminum Screen

Stone White Surround

Bright View Mesh

***Screen/Combo Ship Loose

6 9/16" Jamb

Jamb Extension from 4 9/16" to 6 9/16"

Nailing Fin

***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

***Note: Unit Availability and Price is Subject to Change

Exterior
Doubletting Windows
(3)

2' x 5'

10 Tazewell



1-800-Simpson

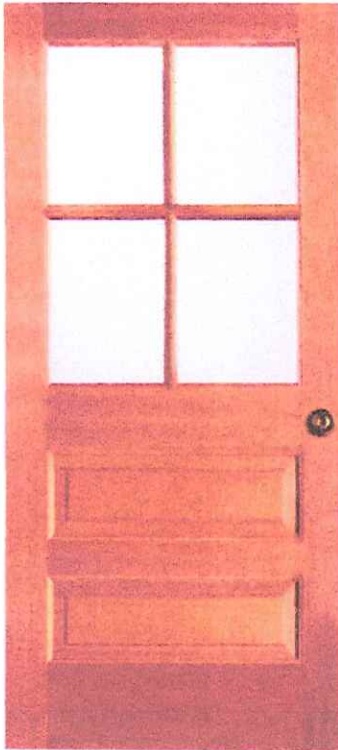


Email Us

Contact Us | Careers | EZQ

Search

Simpson®
Door Company



7414 THERMAL SASH

DOOR SPECIFICATIONS (AS SHOWN):

Wood Species: Fir

Glass: Clear

Profile: Shaker Sticking

Panel Type: 1-7/16" Innerbond DHRP

Rough opening needs to be 2" wider and 2 1/2" taller than your door.

- Back door off bedroom to deck
- Harbor side off mudroom

(2) Exterior doors
to match existing
door on Harbor
* see photo of
existing door

STANDARD OPTIONS

Quantity

1

Change Quantity

Change Door Shape

Planning to Stain or Paint?

[view more](#)

☒ Stain ☐ Paint

Wood Species

Fir

Original Slab Width

[view more](#)

Feet	Inches	Fraction
3	0	0

Original Slab Height

[view more](#)

6	8	0
---	---	---

Thickness

[view more](#)

1 3/4"



Crop

10 Tazewell
* Existing door
on Harbor Side

(2) New
Simpson Wood
doors will be
used to match
this existing
door

Harbor Side; ^{existing} door to basement
* Matching this door

10 Tazewell
Screen Door



Andersen

3000 Series 36 in. x 80 in. White Left-Hand Full View Interchangeable Aluminum Storm Door

★★★★★ (4387) Questions & Answers (1643)



Hover Image to Zoom

10 Tazewell
Decking & Rail
Selection

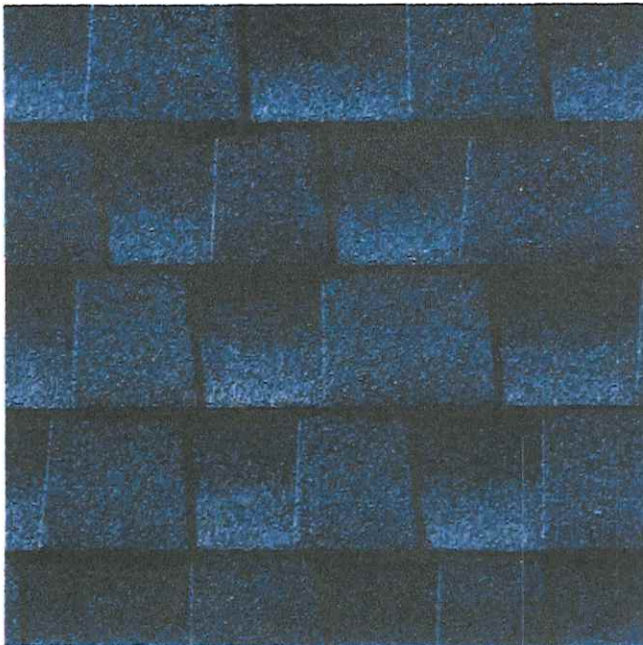


Slate Gray Azek
for decking & steps



Inter Hampton
1 1/4" sq. edge
balusters
for rails

10 Tazewell
Roof Shingle
Selection
Color: to match existing



Timberline HDZ® Shingles

The look people love, now with
LayerLock® Technology and the
StainGuard Plus™ Algae Protection
Limited Warranty

★★★★★ 4.8 (17779) [WRITE A REVIEW](#)

[ALL COLORS](#)

[IN YOUR AREA](#)

See available colors in your area **2331** [VIEW COLORS](#)

Color/Finish: **Charcoal**

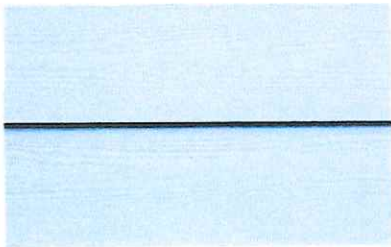


Harvest Blend Color/Finish:



10 Tazewell

Siding Selection
5" exposure



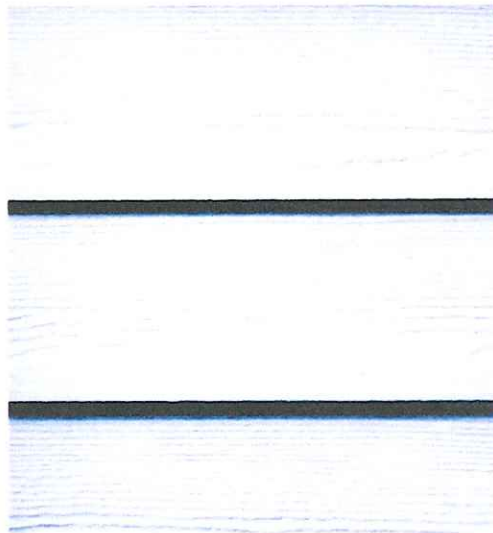
HARDIE® PLANK LAP SIDING

SELECT CEDARMILL®

Our natural cedar look has a soft texture that mimics wood.

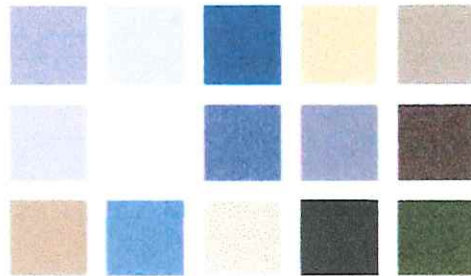
THE STATEMENT COLLECTION™

Classic shades—engineered with long-lasting ColorPlus® Technology—will make a statement that resonates for generations. The tried and true colors of James Hardie's Statement Collection™ products were designed for every home. They're our most popular hues. And they are readily available in your region.



SIDING COLORS

Arctic White



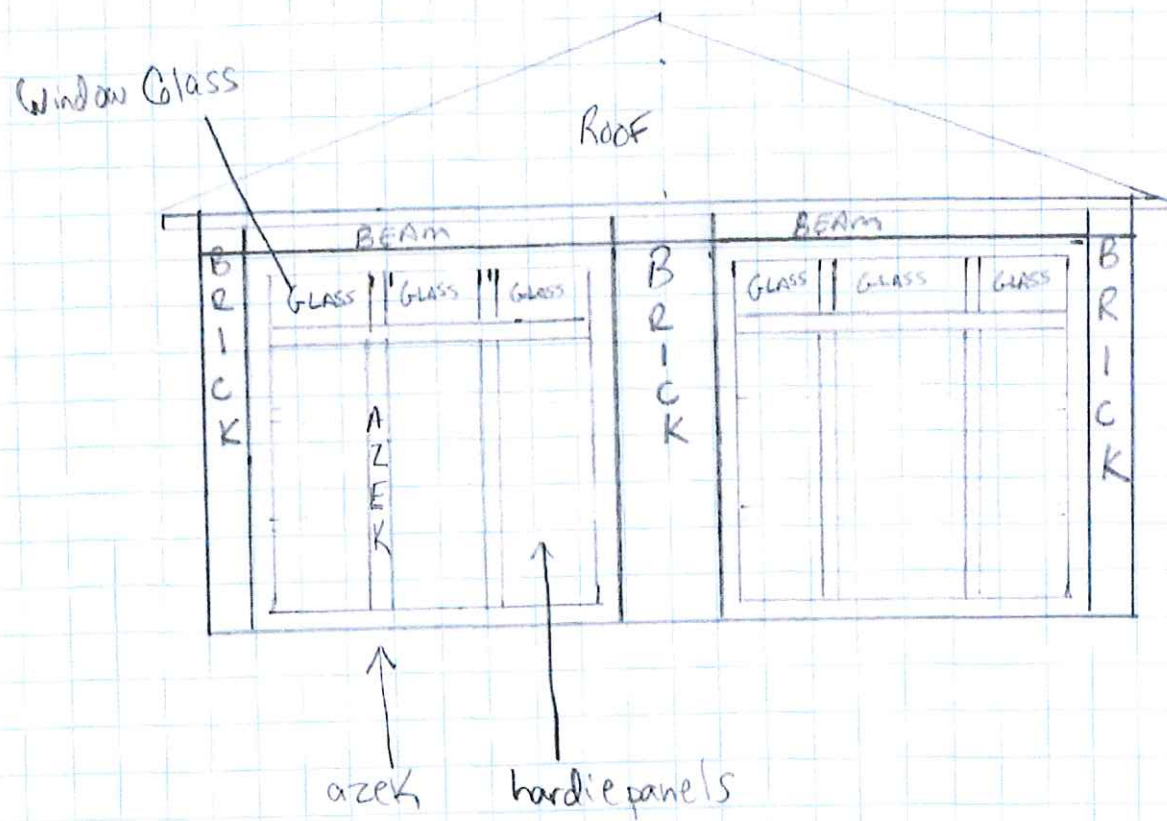
Eva & Stephen

Existing Garage

10 Tazewell



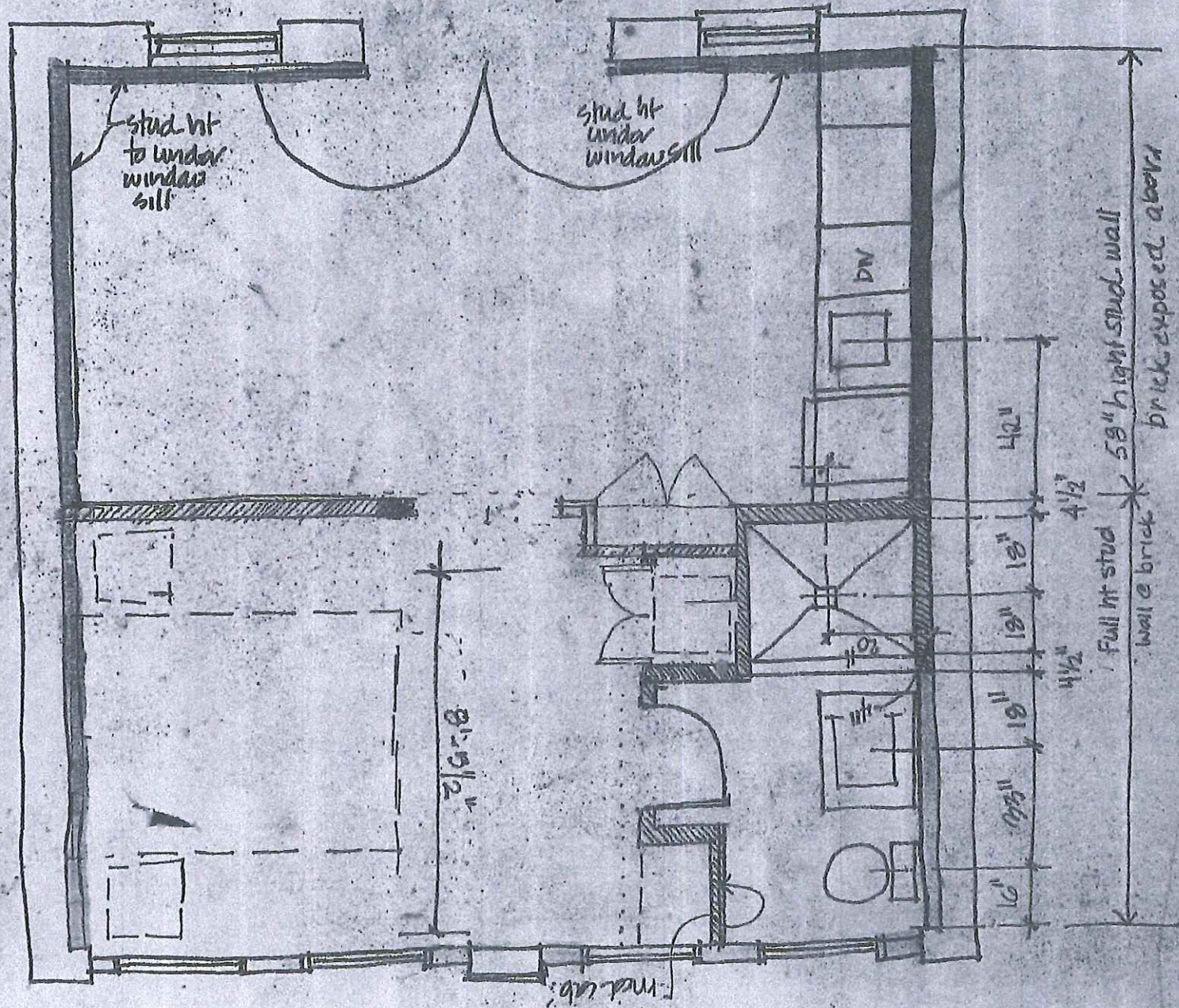
10 Tazewell
Existing Garage/Cottage
Build out fabricated garage doors



To be added/build out
garage doors
Material: azeK
Hardie Panels
Window Glass

10 Tazewell Garage Interior Plan

Custom built man door to be installed



8-2
101-7

10 Tazewell
Garage Cottage

- Main Door
- Custom Built
Wood door
- Size
 $59\frac{1}{2} \times 96'' \times 2\frac{1}{4}$



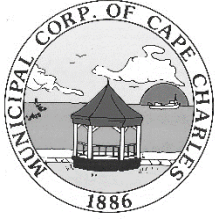
$59\frac{1}{2} \times 96'' \times 2\frac{1}{4}$

Fence

10 Tazewell



- Existing fence to be replicated
- Wood
- Painted white



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 20, 2024

Item #: 6F (1) – 616 Strawberry Avenue

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

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

Date: February 6, 2024

OWNER: Samuel and Jessica Coburn

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 616 Strawberry Street

WORK TO BE PERFORMED: Constructing a 256 sq. ft. detached patio

TAX MAP: 83A1-9-A

CURRENT ZONING: Residential (R-1)

LOT SIZE: 3,521 sq. ft.

HISTORIC REGISTER: Not listed

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: January 2, 2024

PRE-APPLICATION MTG: February 20, 2024

DATE APPLICATION DEEMED COMPLETE: February 2, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): March 4, 2024

The applicant is seeking approval for a 256 sq. ft. detached patio in the rear yard that has been started. The project has not been completed as the property owners were contacted and informed that the proper approvals from the Town were not obtained to do this project.

AERIAL MAP



MATERIALS:

Patio: Pressure treated wood

STAFF ANALYSIS**ZONING COMPLIANCE:**

The property is a legal, non-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 5.7 : Noncontributing Primary Building Treatment

Section 9.3: Decks, Ramps, & Patios

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed detached rear patio is in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

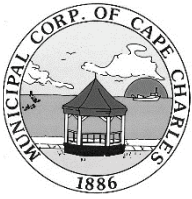
Staff is prepared to assist in the development of a motion, if needed.

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	\$1,000 PD
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:  Date: 2/2/24

PART 2: PROPERTY INFORMATION

Property Address: 616 Strawberry St Tax Map #: 83A1-9-A

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: Jessica & Perry Coburn

Mailing Address: 1110 West Ave Richmond VA 23220

Phone Number: 8043494874

Email: jessicajcoburn@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):

To build a 16x16 patio using the same pressure treated wood we've used for our front and side steps. In the same style. The patio is not attached to the house, and is centered at the rear 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: **Patio**

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

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

Stories:	Building height:	Footprint:	Gross square footage:
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Complete all sections below that apply to your addition and supply elevation drawings.

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

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

Location (Pictures of existing condition):

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

Other / Additional Notes:

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

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

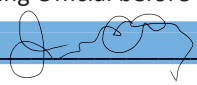
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

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

Indicate the reason for change:

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>16</u> 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: 16	Width: 16	Materials:
☒ Patio	Length: 16	Width: 16	Materials: Pressure treated wood
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: 	Date: <u>12/12/23</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: <u>8.16</u>	

SURVEYORS CERTIFICATION

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

GENERAL NOTES:

1. OWNERS: DAVID STEPHENSON
DARG & NAOMI JAYNE DARG

2. TAX PARCEL: 83A1-9-A

3. SOURCE OF TITLE: INST.
170001904

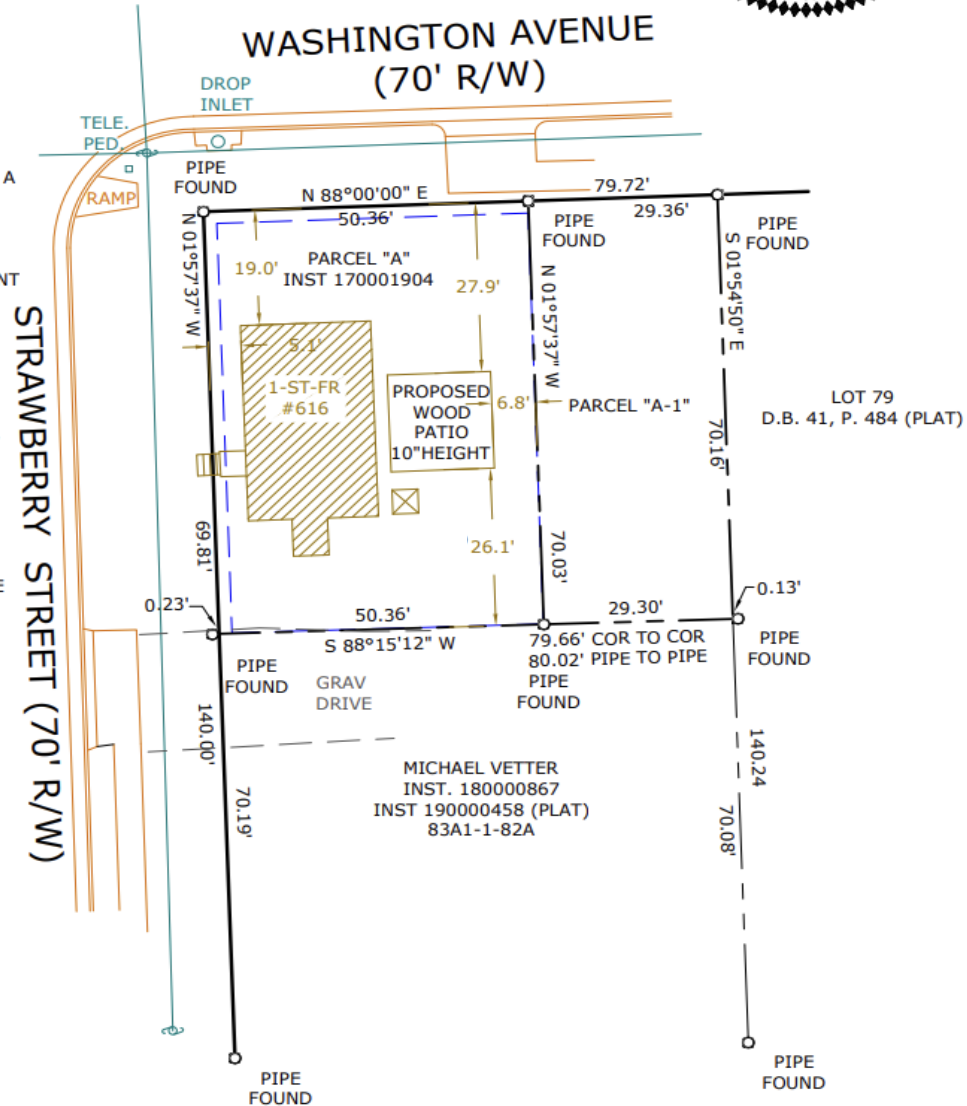
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JUNE 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

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

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.

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

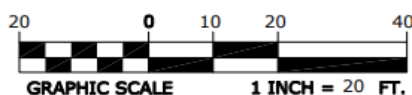
8. AREA: 3,521 SQ. FT. (0.081 AC.)



APPROVED

PLANNER,
TOWN OF CAPE CHARLES

DATE



SITE PLAN
PARCEL A
PLAT OF RESUBDIVISION PARCEL "A"
PLAN SHOWING PROPERTY OF L.E. MUMFORD EST.
LOCATED IN THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR JESSICA COBURN
SCALE: 1" = 20' FEBRUARY 21, 2021



POINT NORTH

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DRAWN BY: CROCKETT FIELD BOOK: FILE COPY
BACK TRAV: CROCKETT PROJECT NO: 20162

December 11, 2023

Jessica & Perry Coburn
1110 West Ave
Richmond, VA 23220

Re: 616 Strawberry Street project

Dear Ms. Nunez:

As discussed on the phone today, the purpose of this application is to request the installation of a patio at the rear of 616 Strawberry Street. The intention is to have the patio match the rest of the style of outdoor area, pressure treated wood, with craftsman work that matches the front and side porch surfaces.

We have found quite a bit of sharp and dangerous debris in our yard. There is broken glass, galore, rusted metal scraps and nails, and a variety of other interesting, yet dangerous items. I have been told that our lot was once used as a landfill, which is why I suspect there is no end to us finding these objects despite us cleaning up the yard. To this end, we have opted for a slightly raised patio, so that bare feet are safe outside.

I have included an explanation of the project, which I believe fits into all of the historic guidelines. I did consult these before we kicked off the project and have made the best efforts to ensure we were working within them.

Apologies for this confusion once again and I look forward to hearing your thoughts.

Best,

Jessica & Perry Coburn

Detailed Explanation of the Project:

The purpose of this project is to create an outdoor space in the rear of the property.

We had considered using pavers, but wanted a platform that was raised off of the ground because of all of the debris we continue to find in the year. This felt like a great option. It also allowed us to use the same materials (and style) that was already approved for the front and side stoops.

The patio will be 16x16 and will be detached from the house. It will be centered in the back of the property (as shown in the site plan below).

Here is a picture that illustrates how it should look once complete. The patio will be painted gray to match the steps at the front and sides of the house.



List of Materials:

Patio Materials:Severe Weather Premium Pressure Treated Lumber

Lumber Specs:

		Warranty	Limited lifetime
Series Name	N/A	Industry Standard Min Thickness (Inches)	1.25
For Use with Decking	✓	Industry Standard Minimum Width (Inches)	5.5
Common Length Measurement	8-ft	Industry Standard Minimum Length (Feet)	8.0
UNSPSC	30103600	Common Measurement (T x W)	5/4-in x 6-in
Contact Type Allowed	Above-ground	Grade	Premium
For Use with Fencing	✗	Meets AWPA Standards	✓
Green or Kiln-Dried	N/A	For Use with Landscaping	✗

Setbacks:

- 28 inches from the side back of the house
- 6.1 feet from property line to the East
- 27.9 feet from the fence on the Washington/North side
- 26.1 feet from the fence on South side

Picture



Site Plan:

WASHINGTON AVENUE (70' R/W)

DROP
INLET

TELE.
PED.

RAMP

1 A

ENT

F

IE

4

STRAWBERRY STREET (70' R/W)

PIPE
FOUND

N 88°00'00" E

79.72'

29.36'

PIPE
FOUND

PARCEL "A"
INST 170001904

19.0'

5.1'

16'

16'

N 01°57'37" W

PARCEL "A-1"

70.03'

29.30'

79.66' COR TO C
80.02' PIPE TO P
PIPE
FOUND

50.36'

S 88°15'12" W

PIPE
FOUND

GRAV
DRIVE

140.00'

70.19'

MICHAEL VETTER
INST. 180000867
INST 190000458 (PLAT)
83A1-1-82A

Our office has taken the position that while the guidelines may have allowed for administrative review for the replacement of like for like windows being reviewed, we did not feel comfortable when an entire house for window replacement application was received since, typically, additional work may be needed once the existing windows were removed, especially on such a large project. Therefore, we would like the Board to determine if they feel a whole house window replacement application (with like for like materials) should be reviewed by the Board or do you want the Zoning Administrator to do it.

ALTERNATIVE MATERIALS

How to use the Flowchart for Contributing Structures provided in the Cape Charles Historic District Overlay Design Guidelines Chapter 7.

In general, alternative materials may be used if the following circumstances are present :

- Is the historic material still available?
- Is there skilled craftsman capable of doing the work with or installing the historic material?
- Is historic material characteristically flawed?
- Is the code requiring alterations that result in the removal of historic materials?
- Is there an unusual circumstance with a compelling reason that ensures all features of the alternative material have the same size, shape, and texture of the original material, and is visually indistinguishable from the original material from the public right-of-way.

Answer the below question to determine if the **FLOWCHART** is necessary:

1. Can the existing feature/material be repaired?

- If the answer is YES, the original feature/material must be retained
- If ***NO**, continue to answer the **FLOWCHART** questions on the next page to determine if alternative materials may be appropriate.

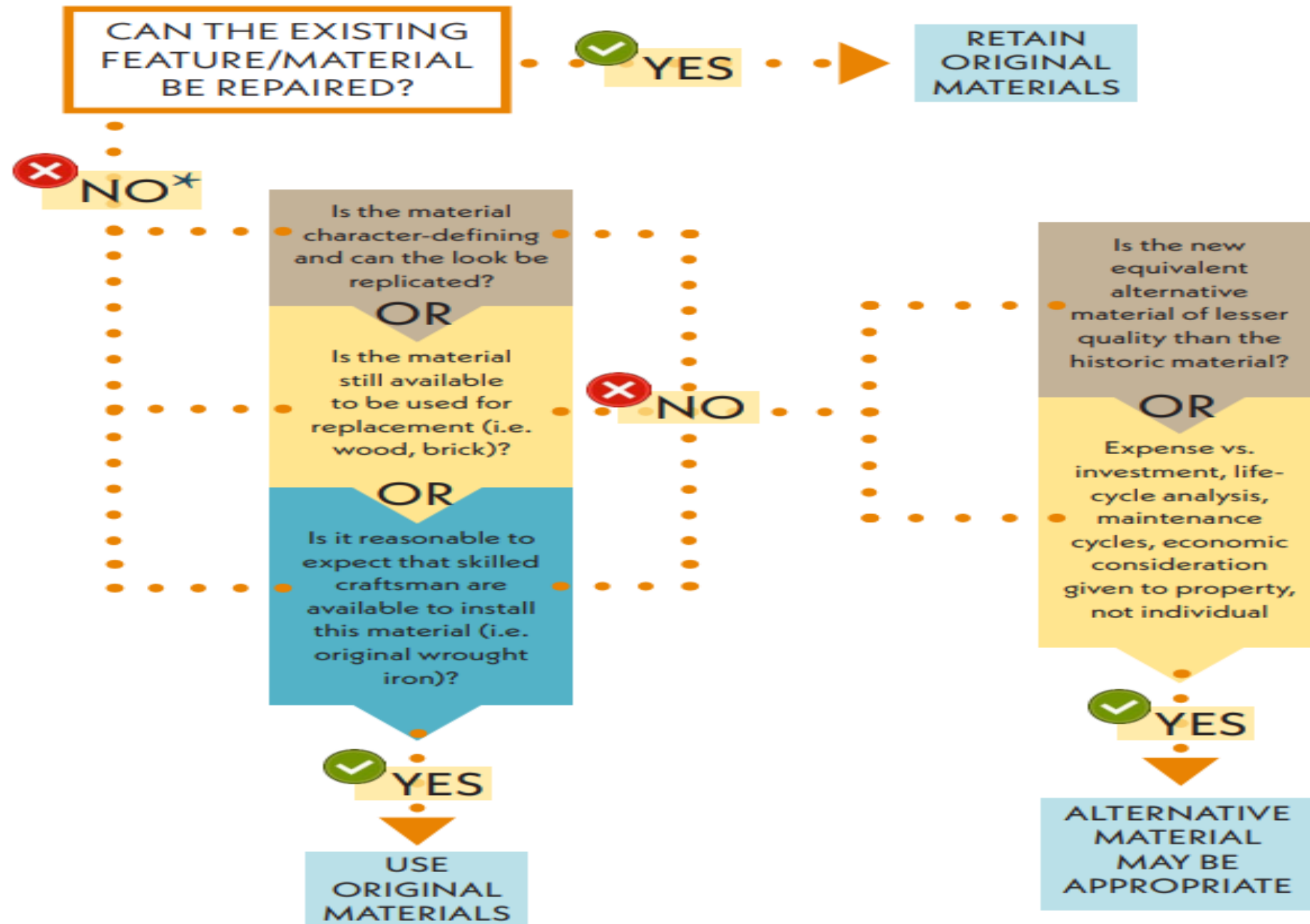
**Property owner must fully and clearly demonstrate that it is not repairable.*

1. Is the material character-defining and can the look be replicated?
 - If the answer is YES, use original material.
2. Is the material still available to be used for replacement (i.e. wood, brick)?
 - If the answer is YES, use original material.
3. Is it reasonable to expect that skilled craftsman are available to install this material (i.e. original wrought iron)?
 - If the answer is YES, use original material.
- If ***NO**, continue to answer the FLOWCHART questions on the next page to determine if alternative materials may be appropriate.
 - *Property owner must fully and clearly demonstrate that it is not repairable.*

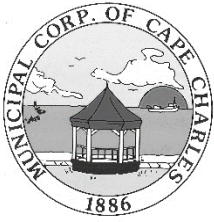
1. Is the new equivalent alternative material of lesser quality than the historic material?
 - If the answer is YES, alternative material may be appropriate.
 2. Expenses vs. investment, lifecycle analysis, maintenance cycles, economic consideration given to property, not individual?
 - If the answer is YES, alternative material may be appropriate.
- Property owners should be prepared to demonstrate that the new proposed material is appropriate for use on a contributing building.

The previous Flowchart questions set forth that if a historic material is not salvageable and replacement in-kind is not possible, an alternative material may be appropriate. To determine if a historic material is deteriorated beyond repair, the applicant will need to fulfill the documentation requirements outlined below:

1. Photographs documenting the range of conditions of the deteriorated feature proposed for replacement, keyed to elevation drawing(s) or overall photo(s) of each elevation printed at a scale sufficient to show the location and extent of damage. (Please see Page 7-6 for more on documentation)
2. A letter from an architect, engineer, or contractor who has experience evaluating historic buildings and validates that the feature is unrepairable.
3. Potential for staff or HDRB to visit site for an examination of deteriorated feature.



★Property owner must fully & clearly demonstrate that it is not repairable.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 20, 2024

Item #7C– Report from Zoning Administrator Katie Nunez

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

Date: February 8, 2024

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 622 Jefferson Avenue – install a wood fence side and rear yards, pursuant to CCZO Section 8.17 (I)
- b. 303 Madison Avenue – install gutters, pursuant to CCZO Section 8.17 (I)
- c. 550 Madison Avenue – replace existing rear deck and outdoor shower, pursuant to CCZO Sections 8.17 (E) and (I)
- d. 2 Monroe Avenue – install a rear outdoor shower, pursuant to CCZO Section 8.17 (E)
- e. 516 Randolph Avenue – replace existing concrete walkway with new brick walkway, pursuant to CCZO Section 8.17 (I)

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