

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
March 19, 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) February 20, 2024 Historic District Review Board Regular Meeting
5. **Unfinished Business:** None
6. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:** None.
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:**
 - (1) 110 Tazewell Avenue: Blake and Sara Manners represented by Coastal Craftsman Builders –
 - (i) Driveway: to extend the pavers to the rear of the house than continue with shells to the alley;
 - and (ii) Front and Side Porch Steps: add wrought iron or aluminum balustrades.
 - C. **RENOVATION, MINOR:**
 - (1) 612 Pine Street: Howard Helenbrook – to replace: (i) two 9/1 GBG front vinyl windows with two 9/1 GBG front vinyl windows, and (ii) an existing wooden rear fence with a wooden picket fence.
 - (2) 614 Pine Street: Howard Helenbrook – to replace six 9/1 GBG vinyl windows with two 9/1 GBG vinyl windows
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 535 Jefferson Avenue: Barnett and Vanessa Thourogood – to construct a 130.4 sq. ft rear deck with steps on the single-family dwelling, a 144 sq. ft. rear paver patio, and install a 16 sq. ft. rear outdoor shower.
 - (2) 122 Peach Street: Peachy Keen Getaway, LLC represented by Peacock Cottage LLC – (i) to remove the front porch brick steps and replace with wood treads and PVC risers, (ii) to replace the front porch step balustrades with wood custom designed to be historically correct to original style (iii) to remove an existing 168.6 sq. ft. one-story portion on the right south side of the single-family dwelling and construct a 156 sq. ft. two-story addition with a 21.7 sq. ft. porch.
 - E. **COMMERCIAL-3 DISTRICT:** None
 - F. **OTHER:** None
7. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
February 20, 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, Patricia James, Martin Mayer, Herb Thom, and Elizabeth Wright. 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 six 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:

Hearing no objections, Chairwoman Glaser approved the agenda format as presented.

Motion made by Chairwoman Glaser, seconded by Vice-Chairman Thom, to approve the minutes as written from January 3, 2024 Historic District Review Board Special Meeting and January 16, 2024 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. *514 Washington Avenue: Diane and Evan Laws – to remove the existing open front porch and rebuild a new 146.4 square feet covered front porch; to construct a 146.4 square feet 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.*

Ms. Outten presented the staff report and informed the board that the roof pitch was 4/12 not 6/12.

Diane and Evan Laws, the applicants, were available to answer any questions. Also, available were contractors Joe Tykot and Wayne Reid.

The board discussion and questions were as follows: (i) Vice-Chairman Thom informed the applicants of the windowsill and trim standards and asked if they would comply. The window would have a 1-1/2" sill with 1/2" AZEK trim.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 514 Washington Avenue on an application filed by Diane and Evan Laws (1) to remove an existing uncovered 72 square feet front porch and rebuild a new 146.4 square feet covered front porch including new steps; (2) to replace the following: (i) ten existing vinyl/aluminum 1/1 windows with ten new 1/1 single-hung vinyl windows, existing front and back fiberglass half-moon glass pane/4 panel with new fiberglass doors as follows: front – 6/1 and back – 3/1, and (iii) existing aluminum siding with new James Hardie Plank; (3) remove the existing side door and steps and replace with a new 1/1 single-hung vinyl window; and (4) to construct a rear 146.4 square feet addition on the one-story single-family dwelling per the Cape Charles 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 and Details, Section 5.11 – Noncontributing Windows and Associated Features, Section 5.12 – Noncontributing – Additions, and Section 7.4 – Alternative Materials: Noncontributing Considerations; as stated in the application dated 11/30/2023 with the amended roof pitch of 4/12; with the condition that the replacement windows follow Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *10 Tazewell Avenue: Stephen Niemerski and Elfriede Noonan represented by Coastal Craftsman Builders – to construct: (i) a 228 square feet rear addition, (ii) 192 square feet rear screened-in porch, (iii) 204 square feet rear/side deck, and (iv) 306 square feet 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.*

Ms. Outten read the staff report and reiterated that the accessory structure labeled shed on the survey was not being reviewed tonight.

Steve Niemerski and Eva Noonan, the owners, were available to answer questions.

Discussion and questions were as follows: (i) Member Mayer asked for the total lot coverage including the new square footage. Ms. Outten answered 46.3% was the total lot coverage and 3,521 square feet and added that this was a double lot. (ii) Since there was confusion on the garage doors' Ms. Outten clarified that the garage did not currently have doors, and the proposed custom-made doors facing Harbor Avenue would not be operable. (iii) Ms. Noonan explained that the prior owners started work on the inside of the garage but only installed the insulation. The access door was on the rear of the building, and they were proposing a new custom door for that as well. (iv) Chairwoman Glaser asked if any of the original brick would be covered with hardie siding, no. (v) After many questions about where the actual new windows versus the reused windows were going, Ms. Noonan stated that windows were only going to be replaced if necessary and would be replaced with like for like. She added that the window configuration of the old addition and new addition were different from the original windows on the main house. Ms. Noonan said the original windows on the main house would not be replaced. (vi) Member Mayer said the application package was difficult to follow because of the poor drawings. Also, it was unclear how the house would look with the proposed new additions as the drawings were unclear. (vii) Vice-Chairman Thom thought the addition should have 3/1 windows to match the original main house not 1/1. (viii) Member James asked where exactly the aluminum storm door was going. Ms. Noonan answered a wood storm door to match all the other doors was going on east side of the house. The inclusion of the aluminum storm door was a mistake and should be removed from the materials list. and (ix) Chairwoman Glaser asked if there was electric in the garage and if not, would it be underground. Ms. Noonan said when electricity was installed it would be buried underground.

Motion made by Vice-Chairman Thom, seconded by Member Mayer, to approve the application for a Certificate of Appropriateness at 10 Tazewell Avenue on an application filed by Coastal Craftsman Builders on behalf of Stephen Niemerski and Elfriede Noonan (1) to remove an existing 84 square feet enclosed rear porch and construct a 228 square feet rear addition; (2) to construct the following: (i) a 192 square feet screened-in rear porch, (ii) a 204 square feet rear/side open deck, and (iii) a 306 square feet side addition on the one-story single-family dwelling; (3) to add custom doors to the front and back to the accessory structure; and (4) to install additional wood fencing of the same design on the rear of the property per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – 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, and Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 12/28/2023 with the material change that the storm door will not be aluminum; with the condition that the replacement windows meet all guidelines; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other:*

(1) 616 Strawberry Street: Jessica and Perry Coburn – to construct 256 square feet detached patio in the rear yard.

Ms. Outten presented the staff report noting that the rear patio was detached and would be 10 inches off the ground.

Jessica Coburn, the applicant, was available to answer questions by phone.

The board discussion and questions were as follows: (i) Member Mayer asked why the board was reviewing a rear patio as it was not a structure nor touching the house. Ms. Outten answered this was a corner lot and the detached structure could be seen from a public street. Ms. Nunez added that a patio was considered a structure. (ii) Vice-Chairman Thom confirmed that the size and height of the detached patio. He also wanted to make sure the patio remained detached from the home. Ms. Coburn has no intention of attaching the rear patio to the house. and (iii) Vice-Chairman Thom questioned the height and location of the fence. Ms. Nunez indicated that the fence was not part of tonight's application and had previously been approved by the board. Further questions needed to be asked after the meeting.

Motion made by Chairwoman Glaser, seconded by Member Mayer, to approve the application as amended for a Certificate of Appropriateness at 616 Strawberry Street on an application filed by Samuel and Jessica Coburn to continue construction on a 256 square feet rear detached patio per Cape Charles Historic District Overlay Design Guidelines Section 9.3 – Decks, Ramps, & Patios; as stated in the applications dated 1/30/2024; with the condition that the rear patio cannot be attached to the house at anytime in the future; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Discussion on Whole House Window Replacement*

Ms. Outten explained that after last month's window applications, staff wanted to get the board's opinion on how to handle future like for like whole house window replacement applications.

After some discussion determining that more work may be needed during the window removal and replacement process, the HDRB would like to continue to review window replacement applications to ensure all project details were gone through.

B. Alternative Material Flowchart PowerPoint

Ms. Nunez gave an overview of issues that needed to be addressed when the guidelines were revised when dealing with alternative materials being considered for use in the district to not repeat the past, like appeals to the Town Council.

Ms. Outten read through the Alternative Materials packet that was provided in the agenda.

Chairwoman Glaser noted that there was a typo in the Cape Charles Historic District Overlay Design Guidelines Flowchart on page 7-5 as follows: *Is the new equivalent alternative material of lesser quality than the historic material? (YES – Alternative Material May be Appropriate / NO – Use Original Materials)*. The word lesser should be changed to equal or greater value. Ms. Nunez said the error has been noted and would be amended when time permits.

C. Report from Zoning Administrator Katie Nunez

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: None (ii) Other: 622 Jefferson Avenue, 303 Madison Avenue, 550 Madison Avenue, 2 Monroe Avenue, 516 Randolph Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

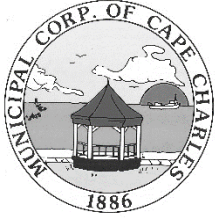
ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member James, to adjourn the February 20, 2024 Historic District Review Board Regular Meeting at 6:00 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 19, 2024

Item #: 6B (1) – 110 Tazewell Avenue

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

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

Date: March 4, 2024

APPLICANT: Robin & Scott Simms dba
Coastal Craftsman Builders

OWNERS: George & Sara Manners

TYPE OF APPLICATION: Modification of Certificate of
Appropriateness Issued on 1/3/2024

SITE ADDRESS: 110 Tazewell Avenue

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

LOT SIZE: 10,587 sq. ft.

WORK TO BE PERFORMED: Change front porch step
balustrade material and extend driveway pavers to rear

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1910, Colonial Revival

Accessory Structure: N/A

DATE APPLICATION RECEIVED: January 24, 2024

PRE-APPLICATION MTG: March 19, 2024

DATE APPLICATION DEEMED COMPLETE: February 6, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): March 8, 2024

The applicant is seeking to modify the previously approved Certificate of Appropriateness as follows:

- Front Porch and Side Steps: Add Wrought Iron or Aluminum Balustrade
- Driveway: Extend the pavers to the rear of the house and then continue with shells

AERIAL MAP:



EXISTING FRONT:



MATERIALS:

Balustrade: Impression Mail Express powder-coated aluminum with a Classic Handrail shape

STAFF ANALYSIS**ZONING COMPLIANCE**

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

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types Forms, & Associated Architectural Styles: Commercial (1875-1940)

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

Section 5.4.2: Porches

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

STAFF RECOMMENDATION:

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

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

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

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

Attachments:

Attachment 1 – Application and Documents

RECEIVED
11/24/2024

Manners - amendment to COA



Modification to Approved? 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 mw
Violations	N/A
Pd chkt # Fee 6153	\$200.00
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 Summers

Date:

1/22/24

PART 2: PROPERTY INFORMATION

Property Address:

110 Tazewell Ave.

Tax Map #:

83A32-46

Is there an active Certificate of Appropriateness on this property? ☐ No ☒ Yes 1/3/24 Date

Zoning District:

R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company:

Blake & Sara Manners

Mailing Address:

14551 Sarum Terrace Midlothian, VA 23113

Phone Number:

804-938-9022

804-819-9731

Email:

blake.manners@cy.com

Sara.w.manners@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Coastal Craftsman Builders

Mailing Address:

401 Madison Ave, CC 23310

Phone Number:

757-678-3033

Email:

Coastalcraftsmanbuilders@gmail.com

PART 5: PROJECT INFORMATION

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

- Pavers to be extended to the back of the house, with shells to alley.
- The front porch stairs to have wrought iron/aluminum rails & side porch stairs

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: driveway material

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

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

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

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

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

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

Location (Pictures of existing condition):

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

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

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

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

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

Indicate the reason for change:

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____	
Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
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: <u>none</u>	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure <u>n/a</u>
Type of Material to be used: <u>wrought iron / aluminum rails for front stairs & side porch</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:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)		
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing material:		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot:			
I. TRIM WORK ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair ☐ Alteration		
Location (Attach diagram & pictures):			
Existing Material:		Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used:			
Dimensions:			
Reason for repair or alteration (change of material or design):			
J. MASONRY ☐ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing		
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: DRIVEWAY PAVERS TO EXTEND FROM TAZEWELL AVE TO REAR OF HOUSE INSTEAD OF FRONT OF HOUSE, shell driveway to the alley Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u><i>Robert Sumner</i></u>	Date: <u>1/20/24</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1: APPLICATION NOTES	
Use this form to give permission for a contractor, architect, or other individual to represent the owner of a property in matters within the Town of Cape Charles.	
PART 2: PROPERTY INFORMATION	
Property Address: 110 Tazewell Ave.	Tax Map #: 83A3-2-4-6
PART 3: PROPERTY OWNER INFORMATION	
Name and/or Company: Blake Manners	
Mailing Address: 14551 Sarum Terrace, Midlothian, VA 23113	
Phone Number: 804-938-9022	Email: blake.manners@ex.com
I hereby give authority to the following representative to act on my behalf on the following matter: all manner of permission and Renovations to 110 Tazewell Ave.	
PART 4: REPRESENTATIVE INFORMATION	
Name and/or Company: Scott & Robin Simms, Coastal Craftsman Builders	
Mailing Address: 401 Madison Ave. Cape Charles, VA 23310	
Phone Number: 757-678-3033	Email: Coastalcraftsmanbuilders@gmail.com
☒ To file documents on my behalf	☒ To represent me in meetings with Town officials
Name and/or Company:	
Mailing Address:	
Phone Number:	Email:
☐ To file documents on my behalf	☐ To represent me in meetings with Town officials

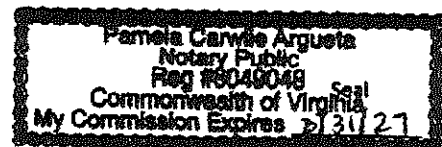
Signature of owner: Blake Manners Date: 7/11/23

State of Virginia County of chesterfield The foregoing instrument was acknowledged before me this 11 day of July, 2023, by Pamela Carwile Argueta (name of person acknowledged)

Signature of Notarial Officer: Pamela Carwile Argueta

Notary Registration number: 8049048

My commission expires: March 31, 2027





M U N I C I P A L C O R P O R A T I O N O F
C A P E C H A R L E S
H I S T O R I C D I S T R I C T R E V I E W B O A R D

Approval Date Issued: 1/3/2024

Issued to: George and Sara Manners represented by For Property: 110 Tazewell Avenue
Robin and Scott Simms dba Coastal Craftsman
Builders Cape Charles, VA 23310
401 Madison Avenue; Cape Charles, VA 23310

This Certificate of Appropriateness has been issued for the above-noted property for the purpose of:

(1) Demolishing and Rebuilding: (i) the front and side porch and Vestibule, (ii) front steps and brick pillars on side of steps, (iii) mud room to size to increase to 64 sq. ft., (2) Replacing Existing: (i) front door, (ii) side steps, (iii) windows; (3) Adding: (i) rear 315.2 sq. ft. screened-in porch, (ii) rear deck off mud room; and (4) Install: 12' wide driveway. The Historic District Review Board approved the application dated 11/2/2023 with any designated condition/s and the standard condition stated below.

MATERIALS, PROPOSED PICTURES, and SPECIFIC WORK: See page 2

Designated Condition/s: (1) Vestibule (Portico) is to be repaired as necessary with in-kind materials and composite bottom trim maintaining the existing design; (2) turned balustrades are to be retained on the front porch per CCHDODG Sections 4.4 & 5.4.2 ; and (3) porch flooring must match existing orientation per CCHDODG Section 5.4.2 Steps and Flooring (2).

Standard Condition: Any modifications to the above approvals or circumstances that are found during the project that warrant changes need to be reported immediately to the Planning and Zoning Department.

Zoning Administrator Comments: N/A

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

There is a thirty day right of appeal of this decision by the owner of the property or by any party aggrieved, pursuant to Cape Charles Zoning Ordinance Section 8.33.

Kathy Glaser

Chair, Historic District Review Board

1/5/2024

Date

Planning/Zoning Assist.: Preservation & Zoning Administrator

1/5/2024

Date

Approval Date Issued: 1/3/2024

For Property: 110 Tazewell Avenue, Cape Charles, VA 23310

MATERIALS:

Roof: Front Porch: Metal, Rear Addition & Porch: Asphalt Shingle

Siding: Hardie 5" Wood Grain

Doors: Front: Wood 6-lite/1-panel, 3-lite/1-panel Sidelights, & 4-lite Transom, Rear: Anderson – Mud Room: 36" x 80" Full Glass Composite,

Porch: (1) Fiberglass Patio Style 6' W x 6'8" T, (2) 36" x 80" Aluminum Screen

Windows: 3/1 Vinyl

Porch & Deck Flooring: T&G AZEK

Balustrades, Railings, & Trim: AZEK

Steps: AZEK or Brick

Foundation: Brick

EXTERIOR RENOVATIONS:

DEMOLISH & REBUILD:

Front and Side Porch: 511 sq. ft. this will include repair of the 32 sq. ft. Vestibule (composite trim

Roof: New Standing Seam Metal

Ceiling: Tongue & Groove (T&G) PVC material

Frame: New Pressure Treated 2" x 10'

Flooring: New 3-1/4" T&G AZEK

Columns: New Fiberglass 8' x 8" Round

Balusters: New Turned

Railing: Intex Hampton PVC

Trim: Beams & Cornices – AZEK of similar look

Front Steps and Brick Pillars on sides of steps

Steps: brick and Brick Pillars: repair and repoint if possible

Mud Room will increase to 64 sq. ft.

Roof: 3/12 pitch 30-year architectural shingles; Siding: Hardie 5" Wood Grain; Foundation: Brick Piers

Windows: New InVision Vinyl Double Hung 6/1

Rear Door: Anderson 36" x 80" Full Glass Composite

REPLACE:

Front Door: New Wood 6-lite/1 panel Door, 3-lite/1-panel Sidelights, and 4-lite Transom

Side Steps: AZEK Treads and Risers

Windows: InVision Vinyl Double Hung 6/1

ADDITION:

Rear 315.2 sq. ft. Screened-In Porch:

Roof: 3/12 pitch 30-year architectural shingles; Foundation: Brick Piers

Screen: Pet Screen

Flooring: 3-1/4" T&G AZEK; Railings: Intex Hampton 1-1/4" Square Edge Balusters PVC; Posts and Beams: Wrapped AZEK

Doors: Screen: Anderson 36" x 80" Screen; Rear: Anderson hinged Patio 6' W x 6'8" T

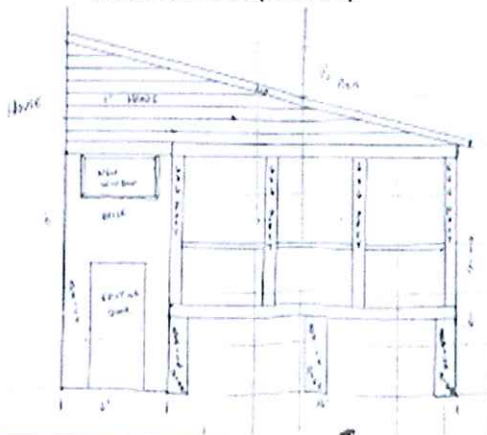
Rear 64 sq. ft. Deck off Mud Room next to Rear Screened-In Porch:

Frame: Pressure Treated 2" x 10'; Flooring: 5-1/2" AZEK; Railings: Intex Hampton 1-1/4" Square Edge Balusters PVC

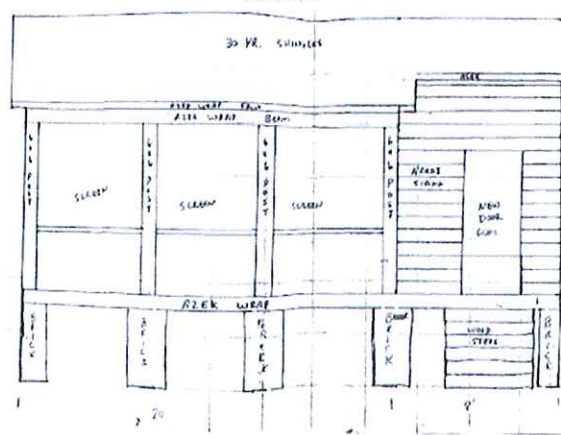
Steps: AZEK Treads and Risers, outside stringers will be wrapped

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

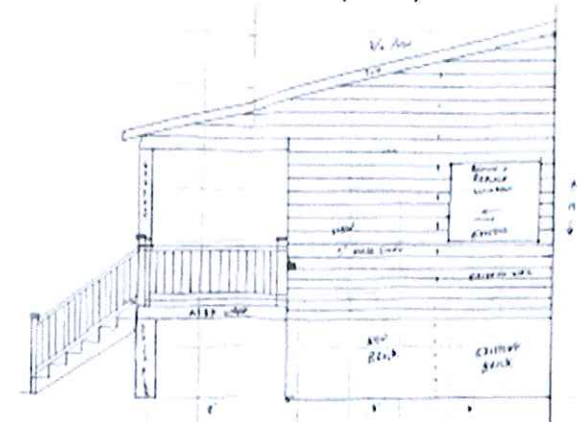
WATERSIDE (RIGHT)



REAR



PARK SIDE (LEFT)



Front: current rails



Front Porch Steps
*change to brick



110 Tazewell Ave



110 Tazewell



METAL RAILING

Impression Rail Express®

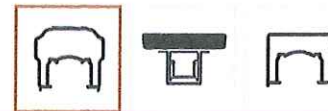
Sleek Designs & Clear Sightlines

Made from powder-coated aluminum, TimberTech aluminum railing delivers a durable, corrosion-resistant design with stylish, wrought-iron-inspired aesthetics. Plus, with its pre-assembled, panelized design, our aluminum railing is simple and straightforward to install.

Choose from multiple top rail designs, infill options, and other accessories to customize your railing. [See options.](#)

Samples are not available. Visit your [local dealer](#) or [retailer](#) to see this railing.

TOP RAIL SHAPE Classic

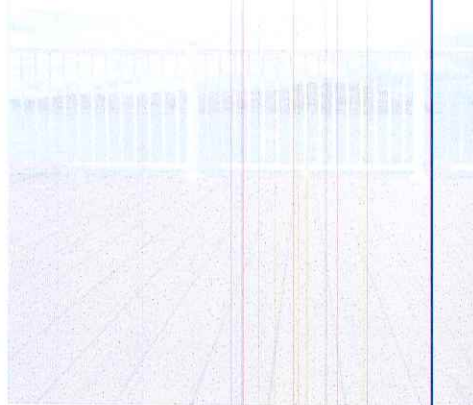


COLOR White



the
irs

Home » Products » Railing » Impression Rail Express



METAL RAILING

Impression Rail Express®

Sleek Designs & Clear Signlines

Made from powder-coated aluminum, TimberTech aluminum railing delivers a durable, corrosion-resistant design with stylish, wrought-iron-inspired aesthetics. Plus, with its pre-assembled, panelized design, our aluminum railing is simple and straightforward to install.

Choose from multiple top rail designs, infill options, and other accessories to customize your railing. [See options.](#)

Samples are not available. Visit your [local dealer or retailer](#) to see this railing.

TOP RAIL SHAPE Classic



COLOR White



FREE SAMPLES



CALCULATOR vintage mahogany impressionrailexpress white BUY



FIND A

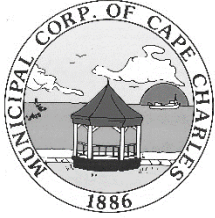
Chat with us

110 Tazewell

505

← same rails down sta.





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 19, 2024

Item #: 6C (1) – 612 Pine Street

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

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

Date: March 4, 2024

APPLICANT: Howard Helenbrook

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 612 Pine Street

TAX MAP: 83A1-13-B

LOT SIZE: 2,938.4 sq. ft.

WORK TO BE PERFORMED: Replace windows

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: NOT LISTED

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: January 26, 2024

PRE-APPLICATION MTG: March 19, 2024

DATE APPLICATION DEEMED COMPLETE: February 6, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): April 8, 2024

The applicant is seeking to replace two of the existing vinyl 9/1 windows that have grills between glass with new vinyl 9/1 windows that have the grills in between the glass on the two-story single-family dwelling. This application also includes replacing an existing wood fence with a new wood picket fence.

AERIAL MAP



MATERIALS:

Windows: Harmony 100 Series 9/1 Double Hung Vinyl with Grills between Glass

Trim: Pine

Fence: Wooden Pickets

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

Section 5.5.1: Exterior Trim & Details

Section 5.11: Windows & Associated Features

Section 9.2: Fences & Freestanding Walls

STAFF RECOMMENDATION:

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

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

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

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

Attachments:

Attachment 1 – Application and Documents



RECEIVED
11/26/2024

Certificate of Appropriateness Application Renovation

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

Revised 03/2023

Taxes

✓pd AO

Violations

N/A

Permit 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: *H. Helenbrook*

Date: *1/26/24*

PART 2: PROPERTY INFORMATION

Property Address: 612 Pine St.

Tax Map # 83A1-13-B

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: Howard Helenbrook

Mailing Address: 120 King Forest Lane, Newport News, VA 23608

Phone Number: 757 284-9907

Email: hjh757@aol.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

2 double hung windows need replacement. They are fogged up due to a bad seal.

Existing mutens are located in-between the glass. I am requesting that replacement also have mutens in-between to match existing windows

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

A. ADDITION ☒ Not applicable

SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

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

Stories: Building height: Footprint: Gross square footage:

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

B. ROOF ☒ Not applicable

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

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

Location (Pictures of existing condition):

Existing Roof**Proposed Roof**Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure

Existing Material:

Proposed Materials:

Other / Additional Notes:

C. DOORS ☒ Not applicable

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

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

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

Existing Door**Proposed Door**

Door 1:
Original to the home: ☐ Yes ☐ No ☐ Not Sure

Work to be completed:
☐ Added ☐ Removed ☐ Repaired ☐ Replaced

Existing Material:

Proposed Material:

Dimensions: Width Height

Dimensions: Width Height

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

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

Indicate the reason for change:

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind <u>2</u> Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture 9/1	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture 9/1 double-hung
Width: <u>34"</u> Height: <u>66"</u> Depth: _____	Width: <u>34"</u> Height: <u>66"</u> Depth: _____
Material: <u>composite plastic</u>	Material: <u>composite plastic</u>
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

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

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure _____ ☒ Replace In kind ☐ Different in style or material _____	
Location (include survey showing location, setbacks, and height): _____	
Material: Pressure treated	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height: 3 1/2'	
Describe the style: picket 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>[Signature]</i></u>	Date: <u>1/26/24</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	

From: Howard Helenbrook hjh757@aol.com &
Subject: 612
Date: January 26, 2024 at 10:03 AM
To: Howard Helenbrook hjh757@aol.com



From: Howard Helenbrook hjh757@aol.com 
Subject:
Date: January 24, 2024 at 3:22 PM
To: Howard Helenbrook hjh757@aol.com



From: Howard Helenbrook hjh757@aol.com &
Subject:
Date: January 26, 2024 at 9:54 AM
To: Howard Helenbrook hjh757@aol.com



ENGINEERED FEATURES YOU CAN EXPECT

- **Fusion Welded Frame and Sash:**
The utmost in strength and integrity
- **Contour Exterior:**
Offers a more traditional wood window exterior appearance.
- **5° Positive Sloped Sill:**
Provides water runoff, even in driving rain.
- **Deeply Pocketed Head:**
With weather stripping to resist air infiltration.
- **Heavy Walled Construction:**
For increased strength and stability.
- **Constant Force Balance System:**
Trouble free, maintenance free. Provides smooth operation
- **New soft curved sash design:**
Looks more like traditional wood window sash.
- **Attractive Integral Lift rail:**
Provides easy sash operation.
- **Dual Tilt In Sashes:**
Both sashes tilt in for easy cleaning.
- **Recessed-in Tilt Latches:**
Color matched low profile latches for a neat appearance.
- **3/4" Insulating Glass system:**
For maximum regional thermal efficiency.
- **Warm Edge Technology:**
Non-Conductive spacer provides barrier to heat transfer in insulating glass unit.
- **Die Cast Cam Lock and Keeper:**
Cam action actually draws sash closer together for positive lock.
- **Night Vent Latch:**
Allows for ventilation with security

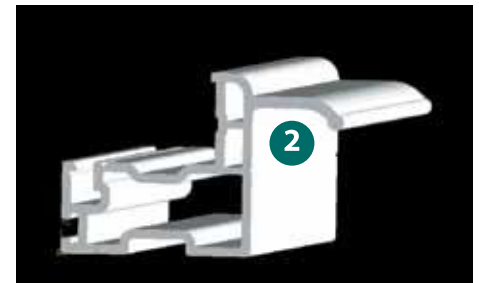


Efficiently Beautiful

The Harmony 100 Series double hung window is designed to enhance your home's appearance while increasing its comfort level. The contour look of the welded master frame offers a more traditional wood window exterior appearance.



1 The low profile sloped sill maximizes rain runoff. The new soft curved welded sash design provides a classic "wood like" interior appearance **2**



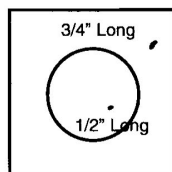
while allowing maximum glass viewing The engineered channels allow for dual layers of weather stripping to minimize air infiltration. Efficient "Warm Edge" insulated glass maximizes energy performance and minimizes unwanted sound transmission, reducing not only heating and cooling bills, but also outside noise. And finally add the natural beauty of the maintenance free finish of 100% vinyl, which retains its sheen year after year.

Limited Lifetime Warranty **

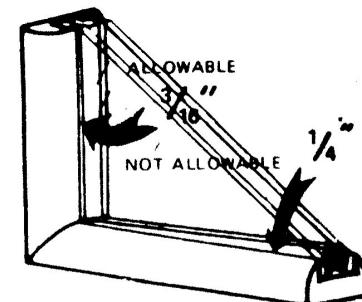
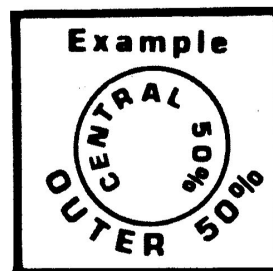
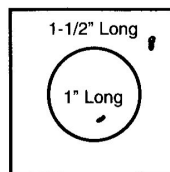


"Allowable" Glass, Grid & Space Specifications

MAXIMUM ALLOWABLE



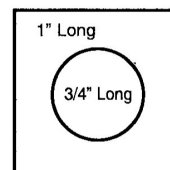
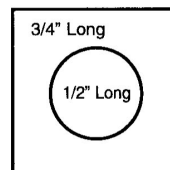
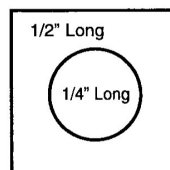
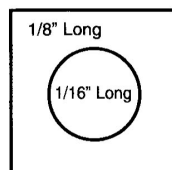
UNALLOWABLE EXAMPLE



SPACER AND SWIGGLE APPEARANCE
In a sealed insulating glass unit, the two lites of glass are separated by an aluminum spacer channel or a swiggle strip. It is possible to see this channel when looking at the window from certain angles. Please be advised that up to 3/16" of spacer or a swiggle strip showing is acceptable.

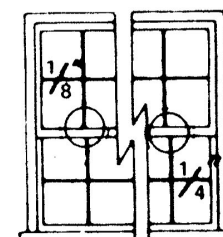
GASEOUS INCLUSIONS

Bubbles at the surface of the glass which are open leaving a cavity in the finished surface.



ALLOWABLE

NOT ALLOWABLE

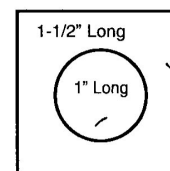
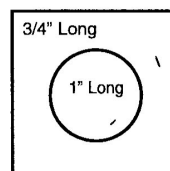
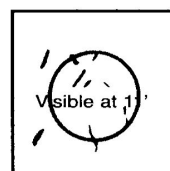
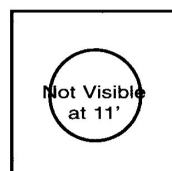


KNOTS, DIRT AND STONES

Any particle of foreign matter having an irregular appearance that is imbedded in the glass

CRUSH

A lightly pitted area resulting in a dull gray appearance over the region.



INSULATING MUNTIN GLASS

As you probably know, muntin glass is a sealed unit with an aluminum grill between the glass. Because of the nature of our fabrication process, we work within a 1/16" tolerance on both the window and glass. Because of this extremely close tolerance, it is possible that the muntin may not line up precisely on our windows. This will be barely noticeable to the human eye, but we must allow ourselves a 1/8" tolerance.

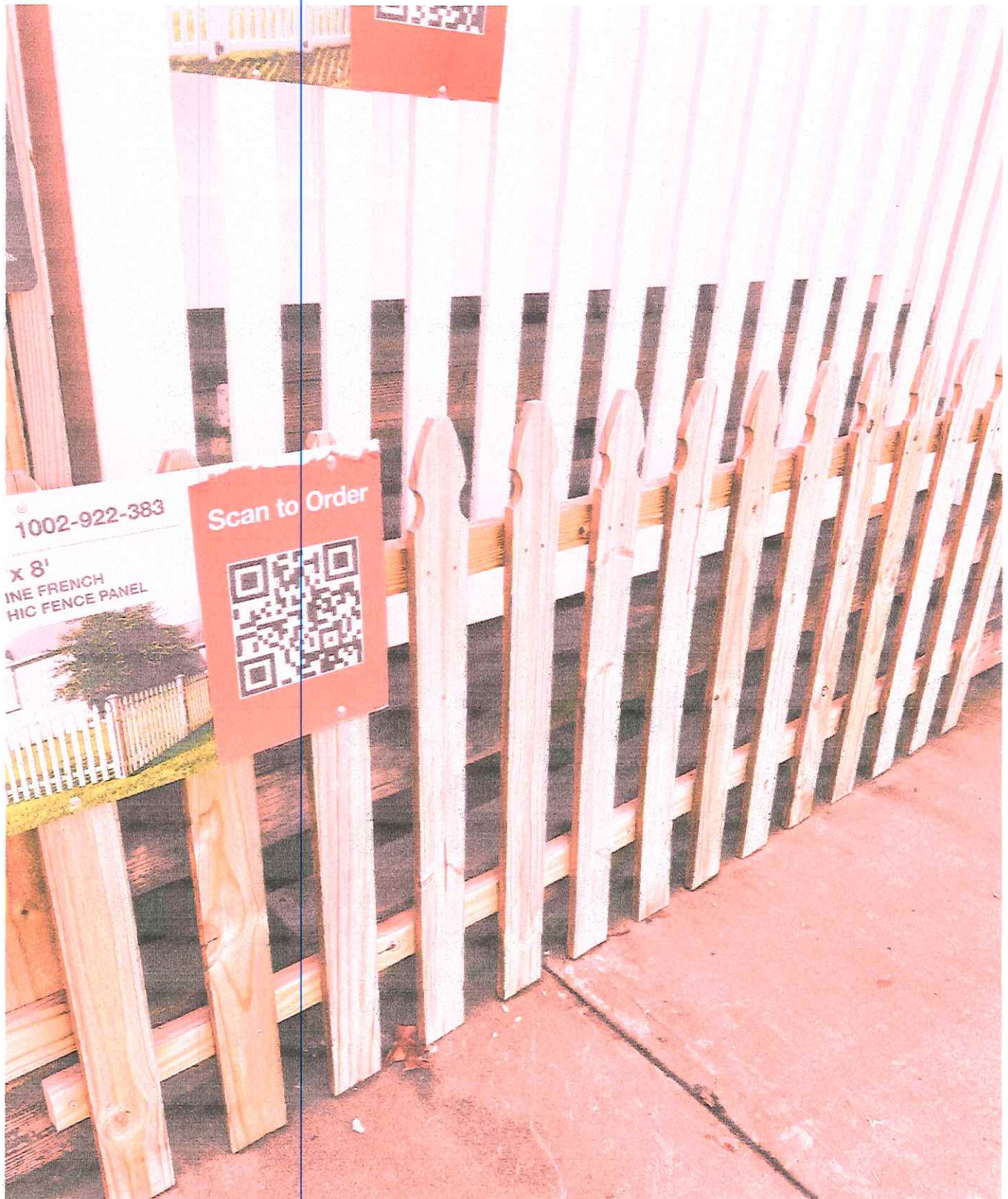
SCRATCHES

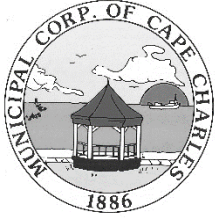
Any marking or tearing of the surface produced in manufacturing or handling, appearing as though it were done by a sharp instrument.

DIGS

Deep short scratches.

From: Howard Helenbrook hjh757@aol.com &
Subject: Fence
Date: January 26, 2024 at 9:54 AM
To: Howard Helenbrook hjh757@aol.com





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 19, 2024

Item #: 6C (2) – 614 Pine Street

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

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

Date: March 4, 2024

APPLICANT: Howard Helenbrook

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 614 Pine Street

TAX MAP: 83A1-13-A

LOT SIZE: 4,661.6 sq. ft.

WORK TO BE PERFORMED: Replace windows

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: NOT LISTED

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: January 26, 2024

PRE-APPLICATION MTG: March 19, 2024

DATE APPLICATION DEEMED COMPLETE: February 6, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): April 8, 2024

The applicant is seeking to replace six of the existing vinyl 9/1 windows that have grills between glass with new vinyl 9/1 windows that have the grills in between the glass on the two-story single-family dwelling.

AERIAL MAP



MATERIALS:

Windows: Harmony 100 Series 9/1 Double Hung Vinyl with Grills between Glass
Trim: Pine

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

Section 5.5.1: Exterior Trim & Details

Section 5.11: Windows & Associated Features

STAFF RECOMMENDATION:

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

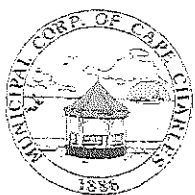
Staff is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

Revised 03/2023

Taxes ☒ pd AO

Violations N/A

pd OK #
Fee 6283 \$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: *Helenbrook*

Date: *1/26/24*

PART 2: PROPERTY INFORMATION

Property Address: 614 Pine St.

EX MAP # 83A1-13-A

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: Howard Helenbrook

Mailing Address: 120 King Forest Lane, Newport News, VA 23608

Phone Number: 757 284-9907

Email: hjh757@aol.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

2 double hung windows need replacement due to breakage, 4 double hung need replacement due to fogging from broken seals. *The current windows have the mutens located in-between the glass. I'm requesting the replacement windows also have mutens in-between to match.*

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

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

Location (Pictures of existing condition):

Existing Roof**Proposed Roof**

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure

Existing Material:

Proposed Materials:

Other / Additional Notes:

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

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

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

Existing Door**Proposed Door**

Door 1:
Original to the home: ☐ Yes ☐ No ☐ Not Sure

Work to be completed:
☐ Added ☐ Removed ☐ Repaired ☐ Replaced

Existing Material:

Proposed Material:

Dimensions: Width Height

Dimensions: Width Height

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

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

Indicate the reason for change:

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____	
Repaired: _____ Replaced: In kind <u>6</u> Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
<i>Existing Windows</i>	<i>Proposed Windows</i>
Window 1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>34"</u> Height: <u>66"</u> Depth: _____	Width: <u>34"</u> Height: <u>66"</u> Depth: _____
Material: <u>composite plastic</u>	Material: <u>composite plastic</u>
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

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

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ☐ Replace in kind ☐ Different in style or material	
Location (include survey showing location, setbacks, and height):	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u>A. Helenbrook</u>	Date: <u>1/26/24</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	

From: Howard Helenbrook hjh757@aol.com
Subject:
Date: January 26, 2024 at 9:54 AM
To: Howard Helenbrook hjh757@aol.com



From: Howard Helenbrook hjh757@aol.com 
Subject: Upstairs bedroom
Date: January 26, 2024 at 9:54 AM
To: Howard Helenbrook hjh757@aol.com



ENGINEERED FEATURES YOU CAN EXPECT

- **Fusion Welded Frame and Sash:**
The utmost in strength and integrity
- **Contour Exterior:**
Offers a more traditional wood window exterior appearance.
- **5° Positive Sloped Sill:**
Provides water runoff, even in driving rain.
- **Deeply Pocketed Head:**
With weather stripping to resist air infiltration.
- **Heavy Walled Construction:**
For increased strength and stability.
- **Constant Force Balance System:**
Trouble free, maintenance free. Provides smooth operation
- **New soft curved sash design:**
Looks more like traditional wood window sash.
- **Attractive Integral Lift rail:**
Provides easy sash operation.
- **Dual Tilt In Sashes:**
Both sashes tilt in for easy cleaning.
- **Recessed-in Tilt Latches:**
Color matched low profile latches for a neat appearance.
- **3/4" Insulating Glass system:**
For maximum regional thermal efficiency.
- **Warm Edge Technology:**
Non-Conductive spacer provides barrier to heat transfer in insulating glass unit.
- **Die Cast Cam Lock and Keeper:**
Cam action actually draws sash closer together for positive lock.
- **Night Vent Latch:**
Allows for ventilation with security

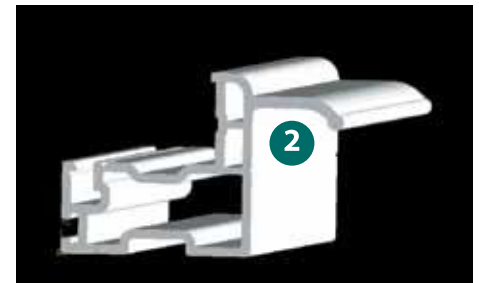


Efficiently Beautiful

The Harmony 100 Series double hung window is designed to enhance your home's appearance while increasing its comfort level. The contour look of the welded master frame offers a more traditional wood window exterior appearance.



1 The low profile sloped sill maximizes rain runoff. The new soft curved welded sash design provides a classic "wood like" interior appearance **2**



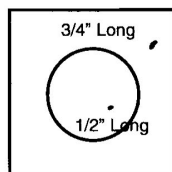
while allowing maximum glass viewing The engineered channels allow for dual layers of weather stripping to minimize air infiltration. Efficient "Warm Edge" insulated glass maximizes energy performance and minimizes unwanted sound transmission, reducing not only heating and cooling bills, but also outside noise. And finally add the natural beauty of the maintenance free finish of 100% vinyl, which retains its sheen year after year.

Limited Lifetime Warranty **

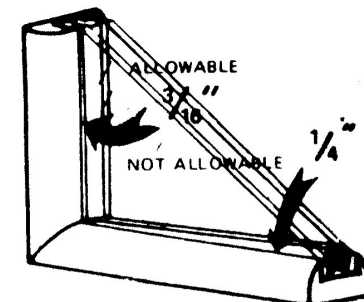
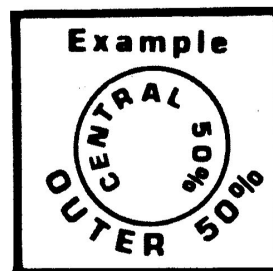
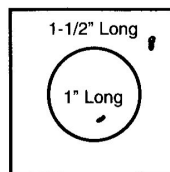


"Allowable" Glass, Grid & Space Specifications

MAXIMUM ALLOWABLE



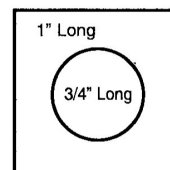
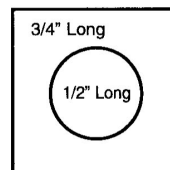
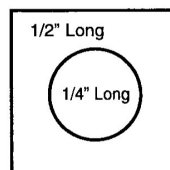
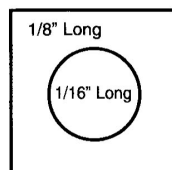
UNALLOWABLE EXAMPLE



SPACER AND SWIGGLE APPEARANCE
In a sealed insulating glass unit, the two lites of glass are separated by an aluminum spacer channel or a swiggle strip. It is possible to see this channel when looking at the window from certain angles. Please be advised that up to 3/16" of spacer or a swiggle strip showing is acceptable.

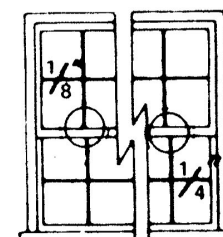
GASEOUS INCLUSIONS

Bubbles at the surface of the glass which are open leaving a cavity in the finished surface.



ALLOWABLE

NOT ALLOWABLE

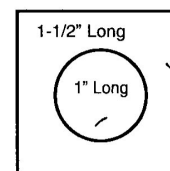
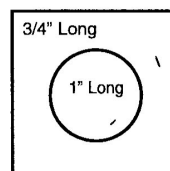
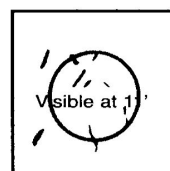
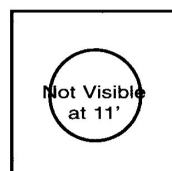


KNOTS, DIRT AND STONES

Any particle of foreign matter having an irregular appearance that is imbedded in the glass

CRUSH

A lightly pitted area resulting in a dull gray appearance over the region.



INSULATING MUNTIN GLASS

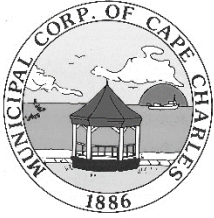
As you probably know, muntin glass is a sealed unit with an aluminum grill between the glass. Because of the nature of our fabrication process, we work within a 1/16" tolerance on both the window and glass. Because of this extremely close tolerance, it is possible that the muntin may not line up precisely on our windows. This will be barely noticeable to the human eye, but we must allow ourselves a 1/8" tolerance.

SCRATCHES

Any marking or tearing of the surface produced in manufacturing or handling, appearing as though it were done by a sharp instrument.

DIGS

Deep short scratches.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 19, 2024

Item #: 6D (1) – 535 Jefferson Avenue

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

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

Date: March 6, 2024

APPLICANT: Barnett and Vanessa
Thourogood

TYPE OF APPLICATION: Pre-Application/Certificate of
Appropriateness

SITE ADDRESS: 535 Jefferson Avenue

WORK TO BE PERFORMED: Constructing: Rear deck,
paver patio with pergola cover, and outdoor shower

TAX MAP: 83A1-1-34A

CURRENT ZONING: Residential (R-1)

LOT SIZE: 3,220 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1910, Folk Victorian

Accessory Structure: N/A

DATE APPLICATION RECEIVED: January 25, 2024

PRE-APPLICATION MTG: March 19, 2024

DATE APPLICATION DEEMED COMPLETE: February 6, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): March 8, 2024

The applicant is seeking to construct a 130.4 sq. ft. deck, 144 sq. ft. paver patio covered with a wooden pergola, and a 16 sq. ft. outdoor shower on the rear of the property.

AERIAL MAP



MATERIALS:

Deck: Pressure treated wood

Balustrade: Baretta Outdoor Living Bella Premier Series White Vinyl; Balusters: Colonial Style

Steps: Salt treated wood

Patio: Pavestone: Decorastone 9.06” L x 5.51” W x 60mm H

Pergola: Wood

Outdoor Shower: Not provided

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 3.2 (Page 3-12): Building Types, Forms, & Associated Architectural Styles – Folk Victorian

Section 9.2: Decks, Ramps, & Patios

Section 9.4: Appurtenances

Appendices A (Page XII): Pergola

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed rear deck, patio covered with a pergola and an outdoor shower to the home are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents

RECEIVED
1/25/2024



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 AD
Violations	N/A
PA CC Fee	\$500
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: Vanessa Thoroughgood

Date: 1/17/2024

PART 2: PROPERTY INFORMATION

Property Address: 535 Jefferson Ave

Tax Map #: 83A1-1-34A

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: Vanessa + Bennett Kerl Thoroughgood

Mailing Address: 1058 Longstreet Ave Va Beach, VA 23451

Phone Number: 757-235-2551 or 757-550-9058

Email: vthoroughgoodcox.net

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):

Deck - 2x6x8 Framing
Back of House 2x16 Deckboard
4x4 Post
vinyl Railings

Shower on Deck 4x6
12x12 pavers

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

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

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

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

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

Location (Pictures of existing condition):

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

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

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

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

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

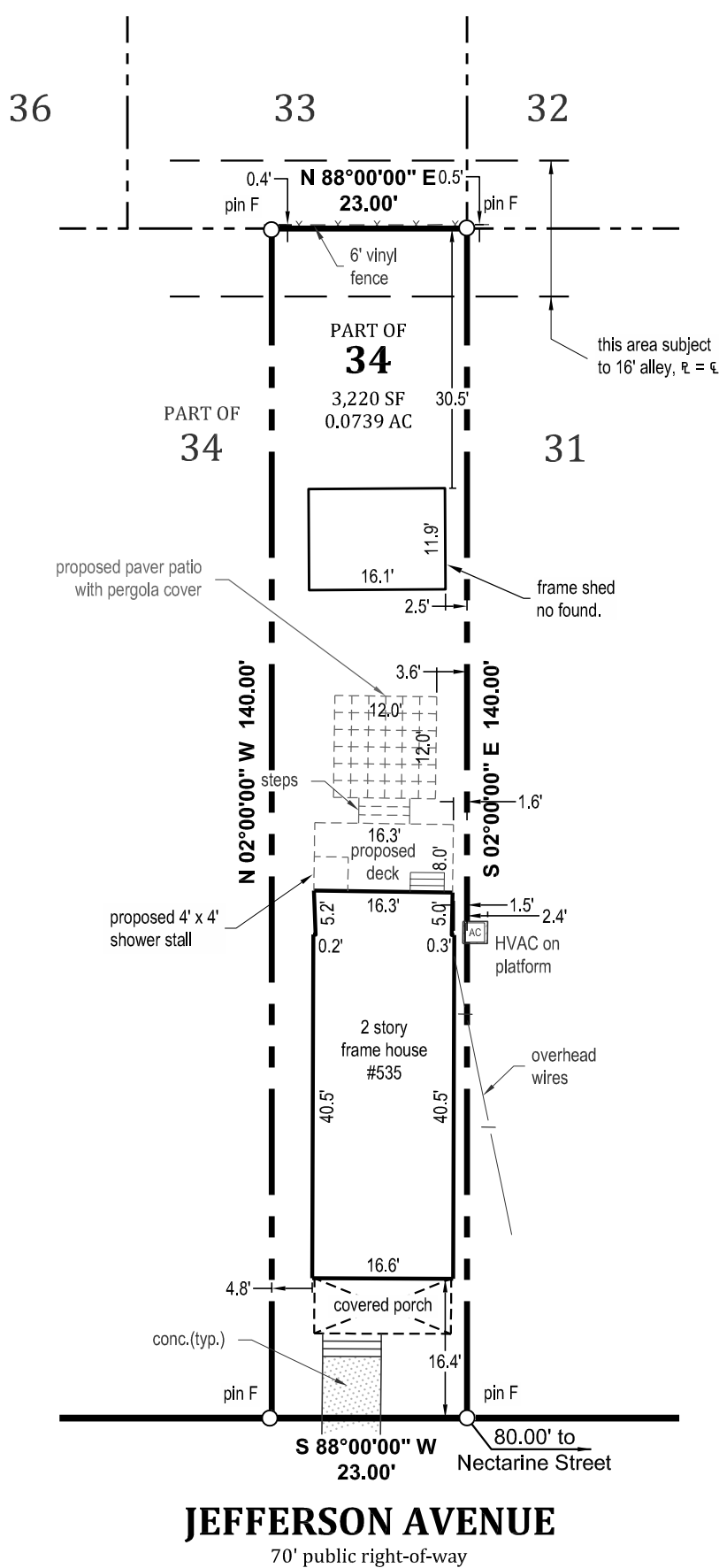
Indicate the reason for change:

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
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 <u>3 steps</u>	
Location (Attach pictures; Survey may be requested):	
Existing Material: <u>wood</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: <u>Salt treated deckwood</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>Building a deck</u>	
Number of Railings to be: _____ Repaired _____ ☒ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: <u>wood</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Type of Material to be used: <u>Composite</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>Building a deck</u>	

G. DECKS & PATIOS ☐ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☒ Deck	Length: 8	Width: 16-4	Materials: 2x6 Framing, 2x16 Deckboard
☒ Patio	Length: 12'	Width: 12' pavers	Materials: 4x4 post, vinyl railing, steps
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:			
Undainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

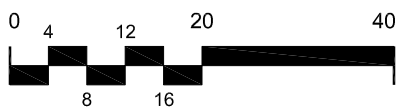
K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace in kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed. Applicant's signature: <u><i>Vanessa Howard</i></u> Date: <u>1/17/2024</u> Zoning Administrator's signature: _____ Date: _____ <u>Zoning Ordinance</u> Article VIII Section: _____	

1. The survey shown hereon is based on a current field survey performed on **January 12, 2024** in combination with the plat or deed referenced herein. This survey was prepared **without** the benefit of a title report and only shows easements on the plat of record unless otherwise noted.
2. This property **does not** fall within a Special Flood Hazard Area as shown on the FEMA NFIP FIRM for Northampton county, Virginia. Community Panel Number: 51131C **0295 F** Dated: **March 2, 2015** This property falls within flood zone[s]: **X**



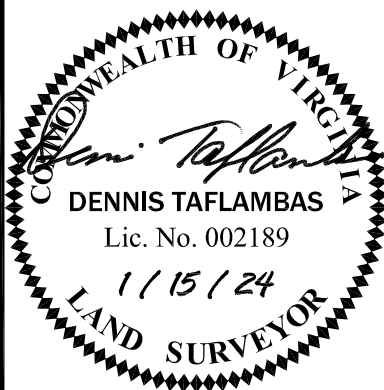
D.B.41 P.483-485, Northampton County

DRAWING SCALE 1" = 20'



DKT ASSOCIATES
LAND SURVEYORS

1232 W. Little Creek Rd. (757) 588 - 5888 TEL
Suite 300 (757) 588 - 5880 FAX
Norfolk, VA 23505 DKTASSOCIATES.COM



**PHYSICAL SURVEY WITH EXHIBIT OF
PROPOSED ADDITIONS/IMPROVEMENTS**

EASTERNMOST 23' OF LOT 34
MAP OF THE TOWN OF "CAPE CHARLES"
(D.B.41 P.483-485, NORTHAMPTON COUNTY VA)
(DEED INST# 050003446)

Cape Charles, Virginia FOR January 15, 2024

**Barnett Karl Thourogood &
Vanessa Thourogood**

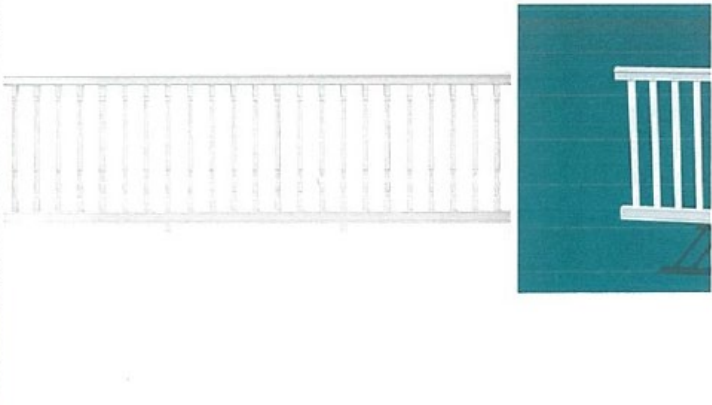
JOB NO.	29927	REVISED	--	SIZE	LEGAL
F.BOOK	441/56	REVIEWED	DT	SHEET	1 OF 1
F.CREW	MF	DRAWN BY	JH		

535 Jefferson Avenue

Existing Condition



Proposed deck and Railing System



Barrette Outdoor Living Bella Premier Series 10 ft. x 36 in. White Vinyl Rail Kit with



Specifications

Dimensions: H 36 in, W 116 in, D 3.00 in

Material	White Vinyl
Structural/ornamental	Colonial Balusters

Proposed Pavers

8:50

Messages 5G+ 93

7 Pavers / Concrete Pavers

Pavestone

Decorastone 9.06 in. L x 5.51 in. W x 2.36 in. H 60 mm Tan/Brown Concrete Paver (350 Pieces/100 sq. ft./Pallet)

★★★★★ (44) ✓

-

1

+

Add to Cart

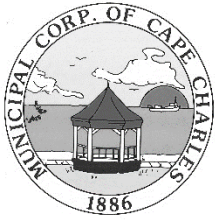
homedepot.com

Proposed Pergola

5:39

Messages

CANCEL Product images



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 19, 2024

Item #: 6D (2) – 122 Peach Street

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

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

Date: March 6, 2024

APPLICANT: Peacock Cottage LLC
OWNER: Peachy Keen Getaway, LLC

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: 122 Peach Street

WORK TO BE PERFORMED: Replace: Front Porch Steps and Balustrades; Construct: Side addition and side porch

TAX MAP: 83A3-1-488D & 489C

CURRENT ZONING: Residential (R-1)

LOT SIZE: 2,798 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1890, Folk Victorian

Accessory Structure: N/A

DATE APPLICATION RECEIVED: February 6, 2024

PRE-APPLICATION MTG: March 19, 2024

DATE APPLICATION DEEMED COMPLETE: February 6, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): April 8, 2024

The applicant is seeking to (1) replace the existing front porch brick steps with wood treads and PVC risers and replace the existing front porch step balustrade with wood balustrade custom made to match the original historic design of the home; and (2) remove an existing 168.6 sq. ft. one-story side portion on the two-story single-family dwelling and construct a new two-story 156.6 sq. ft. side addition and a 26.81 side porch on the two-story single-family dwelling.

AERIAL MAP



MATERIALS:

Doors: Side: Therma-Tru Smooth Star Composite 1-lite/2-panel, Rear: Therma-Tru Smooth Star Composite 1-panel/1-panel

Windows: Marvin Elate Composite double hung 1/1

Roof: Addition: Asphalt Shingles; Side Porch: Standing Seam Metal

Addition Siding: James Hardie Primed - 6" Exposure; Trim: AZEK

Foundation: Brick will match existing

Front Porch Step Balustrade: Wood Custom turned; Steps: Wood treads with PVC risers

Side Porch: Flooring: Tongue & Groove Timbertech AZEK 3.5", Ceiling: Beadboard, Posts: Turned (material needed), Balustrade: Wood custom turned Newel Posts and Square Balusters

STAFF ANALYSIS**ZONING COMPLIANCE:**

The property is a legal, non-conforming use and although this application is in compliance with the zoning ordinance, the existing brick paver patio is a potential violation as it was installed without obtaining proper permits and it may not comply with the Chesapeake Bay Preservation Ordinance.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2 (Page 3-12): Building Types, Forms, & Associated Architectural Styles – Folk Victorian

Section 5.3: Masonry – Exterior Walls, Foundations, & Chimneys

Section 5.4.1 (2)(c): Window Sill and Window Casing or Trim Minimum Material Standards

Section 5.4.2 Porches

Section 5.6: New Additions to Contributing Buildings

Section 7.1: Alternative Materials

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed front porch step modifications and side 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 AO
Violations	N/A
Fee pd cc	\$500
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: *Christy Drost*

Date: *12-5-23*

PART 2: PROPERTY INFORMATION

Property Address: 122 Peach Street, Cape Charles, Virginia

Tax Map # 83A3-1-488D

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: Peachy Keen Getaway, LLC

Mailing Address: 7417 Hoofprint Lane, Mechanicsville, Virginia 23111

Phone Number: 804-314-4441

Email: toastsr@msn.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: Peacock Cottage LLC

Mailing Address: P.O. Box 118, Chantant Va 23314

Phone Number: 703-609-5818

Email: mypeacockcottage@gmail.com

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):
 Removal of existing 6'x 28.1' one story addition on the south side of the house. Proposed construction of new 6' x 27.1' two story addition on south side of house and a new 3'-1" x 7' side porch with steps to grade . Note that new addition will step back from the original structure.

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: *@ Existing 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): *south side of house/property*

Stories: *two* Building height: *23'* Footprint: *6' x 26'* Gross square footage: *156*

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): *New roof at new two story addition*

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	
Existing Material: <i>Asphalt shingles</i>	Proposed Materials: <i>Asphalt shingles to match existing roof</i>
Other / Additional Notes: <i>New side porch on south side to have standing seam metal roof. Color gray.</i>	

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

Number of doors to be: Added: *2* Removed: *1* ** See New elevations and photos of existing elevations*
 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: <i>Composite</i>	Proposed Material: <i>Composite</i>
Dimensions: Width <i>2'-8"</i> Height <i>6'-8"</i>	Dimensions: Width <i>2'-8"</i> Height <i>6'-8"</i>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <i>4 panel Home Depot door</i>	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Door #101 - one lite over two panels. Door #102 two solid panels.

Indicate the reason for change: *New 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>5</u> Removed: <u>6</u> * See attached photos, plans, elevations and window schedule (Total) Repaired: _____ Replaced: In kind _____ Different in style or material ☒	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: <u>Removed Window #1 - First Floor South Side</u> Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: <u>Window "A" Quantity (2)</u> ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture one over one <u>double hung 1/1</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture one over one
Width: <u>23</u> Height: <u>23</u> Depth: <u>unknown</u>	Width: <u>2'-6 1/2"</u> Height: <u>4'-8 1/4"</u> Depth: <u>4 7/8"</u>
Material: <u>Vinyl</u>	Material: <u>Marvin Elevate composite ELD4 3056</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): <u>At new porch on south side</u>	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used: <u>Timbertech Azek T&G porch flooring</u>
Existing Material: _____	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used: <u>Painted bead board</u>
Existing Material: _____	
If replacing, indicate the reason for replacement: <u>These materials are to be used on the new side porch. No change to existing front porch floor/ceiling</u>	
If altering, describe any proposed change (material, size, etc.): _____	
F. STEPS/STOOPS/RAILINGS ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ ☒ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): <u>Front Porch steps/railing/newel posts</u>	
Existing Material: <u>Brick stoop/steps</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: <u>Wood steps to match original.</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>New brick stoop was done in the last few years and is not original to the house.</u>	
Number of Railings to be: _____ Repaired <u>2</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): <u>Railings and newel post on brick steps</u>	
Existing Material: <u>Painted wood</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Type of Material to be used: <u>New turned wood newel post and pickets</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>To match original condition as shown in historic photograph.</u>	

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: <u>2</u> In First Floor Addition to be removed	
Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window - <u>Removed Window #2 - First Floor South Side</u>	Work to be completed: <u>NA</u>
Original to the home: ☐ Yes ☒ No ☐ Not Sure	☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>Pair of double hung 1/1</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture _____
Width: <u>2'-2"</u> Height: <u>4'3"</u> Depth: <u>unknown</u>	Width: _____ Height: _____ Depth: _____
Material: <u>Vinyl</u>	Material: _____

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: <u>1</u> First Floor on Rear / East Elevation	
Repaired: _____ Replaced: In kind _____ Different in style or material <u>1</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window - <u>Removed Window #3 - First Floor East Side</u>	Work to be completed: <u>Window "C" in same location</u>
Original to the home: ☐ Yes ☒ No ☐ Not Sure	☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>Slider</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>double hung sash 1/1</u>
Width: <u>2'-2"</u> Height: <u>3'-4"</u> Depth: <u>unknown</u>	Width: <u>2'-6 1/2"</u> Height: <u>3'-4 1/4"</u> Depth: <u>4 7/8"</u>
Material: <u>Vinyl</u>	Material: <u>Marvin Elevate Composite ELD13040</u>

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: <u>1</u> In First Floor Addition (Ex) to be 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: <u>Removed Window #4 - First Floor South Side</u>	Work to be completed: <u>NA</u>
Original to the home: ☐ Yes ☒ No ☐ Not Sure	☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>double hung sash 1/1</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture _____
Width: <u>2'-0"</u> Height: <u>4'3"</u> Depth: <u>unknown</u>	Width: _____ Height: _____ Depth: _____
Material: <u>Vinyl</u>	Material: _____

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>2</u> Removed: <u>2</u> <u>New Second Floor Addition - South Elevation</u>	
Repaired: _____ Replaced: In kind _____ Different in style or material ☒	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window # 5/11 Window - <u>Will be removed to allow access to new Second Floor Addition</u> Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: <u>Window Type "B" Quantity (2)</u> ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>Double Hung 1/1</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>double hung 1/1</u>
Width: <u>30 1/2"</u> Height: <u>4'-11"</u> Depth: <u>unknown</u>	Width: <u>2'-6 1/2"</u> Height: <u>4'-4 1/4"</u> Depth: <u>4 7/8"</u>
Material: <u>Vinyl</u>	Material: <u>Marvin Elcote Composite ELDH3052</u>

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair ☐ Full Re-Siding (same material) ☒ Full Re-Siding (Change of material)		
Location (Attach diagram & pictures): New siding on new two story addition			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☒ No ☐ Not sure			
Existing material: Vinyl		Proposed material: 6" exposure hardi plank siding	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width - 6"	
Indicate the reason for change, e.g., underlying material condition, rot: Siding at new addition only. Existing house is covered in vinyl siding.			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair ☐ Alteration New trim work at new two story addition windows/doors		
Location (Attach diagram & pictures): See attached drawings and window trim detail			
Existing Material: Wood		Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used: Azek			
Dimensions: Dimensions to match existing original wood trim			
Reason for repair or alteration (change of material or design): New trim work at new addition only.			
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): At new south side addition			
Existing Masonry		Proposed Masonry	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure			
Existing Material: Brick		Proposed Materials: Brick to match existing.	
Existing mortar: off white Joints: standard concave joint		Mortar to be used: to match Mortar joints: to match	
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>Claudine H. Perco.</u> Date: <u>2/6/24</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: 122 Peach Street, Cape Charles, Va:

Tax Map #: 83A3-1-488D

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Peachy Keen Getaway, LLC

Mailing Address: 7417 Hoofprint Lane, Mechanicsville, VA 23111

Phone Number: 803-314-4441 Email: ToastersR@MSN.com

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

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Claudine Pierce for Peacock Cottage LLC

Mailing Address: P.O. Box 118, Cheriton Va 23314

Phone Number: 703 609 5818 Email: mypeacockcottage@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: Christy Probst

Date: 12-5-23

State of Virginia, County of Northampton
5 day of December, 2023, by Christy Probst

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

Signature of Notarial Officer: Elizabeth A. Hume

Notary Registration number: 275630

My commission expires: 11/31/2027



Seal

PEACOCK COTTAGE LLC

Cape Charles, VA 23310
mypeacockcottage@gmail.com

February 6, 2024
Town Planner and Zoning Administrator
2 Plum Street
Town of Cape Charles

Re: Letter of Intent
122 Peach Street
Cape Charles, Virginia 23310

Dear Katie,

Attached is an application for review and approval for renovations and additions to an existing contributing house.

The house is now covered in vinyl siding and all of the original windows [with exception of two stained glass windows] have been replaced with vinyl one of one double hung windows. The original window casings has been left in place. The front porch retains all of it's original posts, brackets and porch railings. The porch steps were recently replaced with new brick steps with white mortar.

We are proposing to retain the front elevation of the house with a few minor proposed changes:

1. Remove the new brick porch steps and replace with wood treads and PVC risers
2. Replace the railing at both side of the porch steps with custom wood newel posts to match the original newel posts [see attached photo] and new wood pickets to match the turned pickets on the porch railing.

On the right[south] side of the house we are proposing to remove an existing one story 6' x 28.1 structure and replace it with a new two story addition with a 6' x 26' footprint to allow for the new addition to step back from the original south and east facades to clearly define the new work and to meet the rear yard setback of 25'. We also propose a new 3'-10" deep and 7'-0" wide side porch.

The new addition would have the following materials:

- Windows - Marvin Elevate composite windows double hung one over one
- Window Trim - Azek trim to match the existing window trim as closely as possible - see detail
- Siding - Hardi plank siding with 6" exposure
- Roof @ Addition- New asphalt shingles to match existing roof of house
- Roof @ New Side Porch - Standing seam metal
- Porch Posts - Turned to match existing from porch as closely as possible using stock materials
- Porch Floor - Timbertech Azek 3.5" T & G Porch Flooring
- Porch Ceiling - Beadboard
- Porch rails- Custom wood newel post to match original photo and square pickets
- Side Door - Thermatru Composite one glass lite over two raised panels

- Rear Door - Thermatru composite two solid panels.

Please note that the proposed addition is not easily seen from the street.

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

Best,

A handwritten signature in black ink that reads "Claudine A. Pierce". The signature is written in a cursive style with a large, stylized "C" and "P".

Claudine Pierce
Peacock Cottage, LLC

GENERAL NOTES:

1. OWNER: PEACHY KEEN GETAWAY LLC

2. SOURCE OF TITLE: INST. 230001482

3. TAX PARCEL: 83A3-1-488D

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

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

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.

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

8. AREA:
2,798 SQ. FT. (0.064 AC)



TAZEWELL AVENUE (70' R/W)

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.

CHRISTY W. PROOST TRUST
INST. 220001144
INST. 210000669
83A3-1-488C



LOT 485
D.B. 41, P. 484 (PLAT)
THE PANEK TRUST
INST. 050003010
P.B. 24, P. 28
83A3-1-485

DARREN ROBERTSON &
SUSAN ROBERTSON
INST. 200001803
83A3-1-488E

SURVEY OF
PROPERTY OF
PEACHY KEEN GETAWAY LLC

LOCATED IN THE TOWN OF

CAPE CHARLES

CAPEVILLE DISTRICT

NORTHAMPTON COUNTY, VIRGINIA

MADE FOR PEACHY KEEN GETAWAY LLC

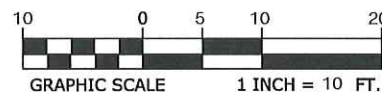
SCALE: 1" = 10' JANUARY 9, 2024

**POINT NORTH**

POINT NORTH SURVEYING LLC

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

DRAWN BY: PARKER FIELD BOOK: FILE COPY
BACKTRAV: PARKER PROJ. NO: 23102



Existing

GENERAL NOTES:

1. OWNER: PEACHY KEEN GETAWAY LLC

2. SOURCE OF TITLE: INST. 230001482

3. TAX PARCEL: 83A3-1-488D

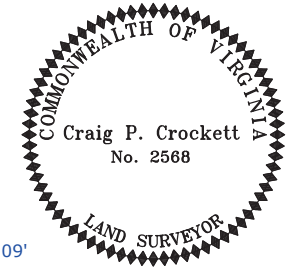
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN DECEMBER 2023 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

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

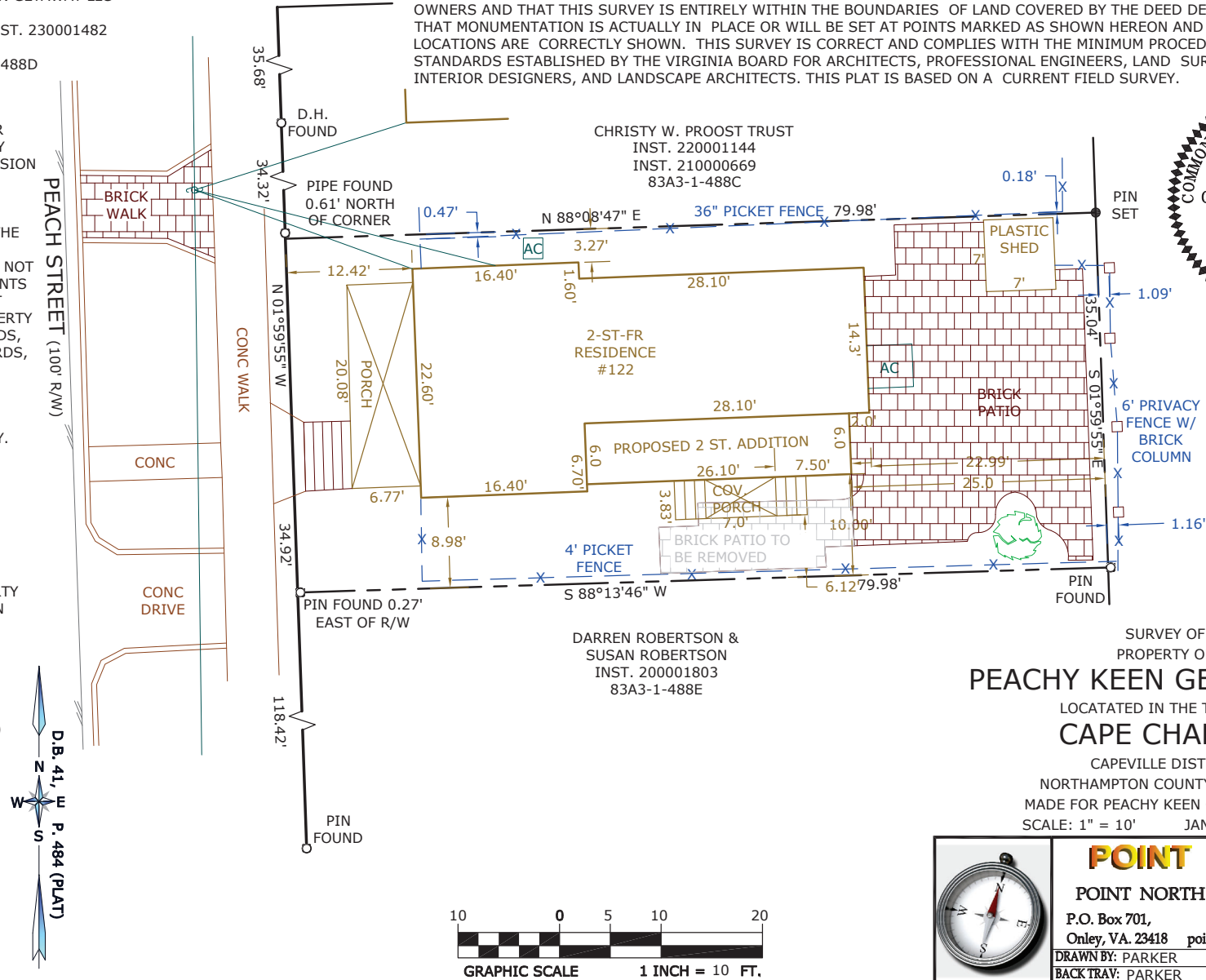
6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.

7. PLAT REFERENCE:
D.B. 41, P. 484 (PLAT)8. AREA:
2,798 SQ. FT. (0.064 AC)**TAZEWELL AVENUE (70' R/W) 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.



LOT 485
D.B. 41, P. 484 (PLAT)
THE PANEK TRUST
INST. 050003010
P.B. 24, P. 28
83A3-1-485

SURVEY OF
PROPERTY OF**PEACHY KEEN GETAWAY LLC**

LOCATED IN THE TOWN OF

CAPE CHARLES

CAPEVILLE DISTRICT

NORTHAMPTON COUNTY, VIRGINIA

MADE FOR PEACHY KEEN GETAWAY LLC

SCALE: 1" = 10' JANUARY 9, 2024

**POINT NORTH****POINT NORTH SURVEYING LLC**

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

DRAWN BY: PARKER FIELD BOOK: FILE COPY
BACK TRAV: PARKER PROJ. NO: 23102

122 Peach Street



Replace existing brick steps

Replace existing step railings with new newel post to match original and new picket to match rest of porch railing. See photo below.

Front Elevation



Original Front Porch Steps



Existing one
story
structure to
be removed

Existing South Side Elevation



Remove existing one story
structure

Replace existing sliding
window with new double
hung one over one.

Repair Vinyl siding

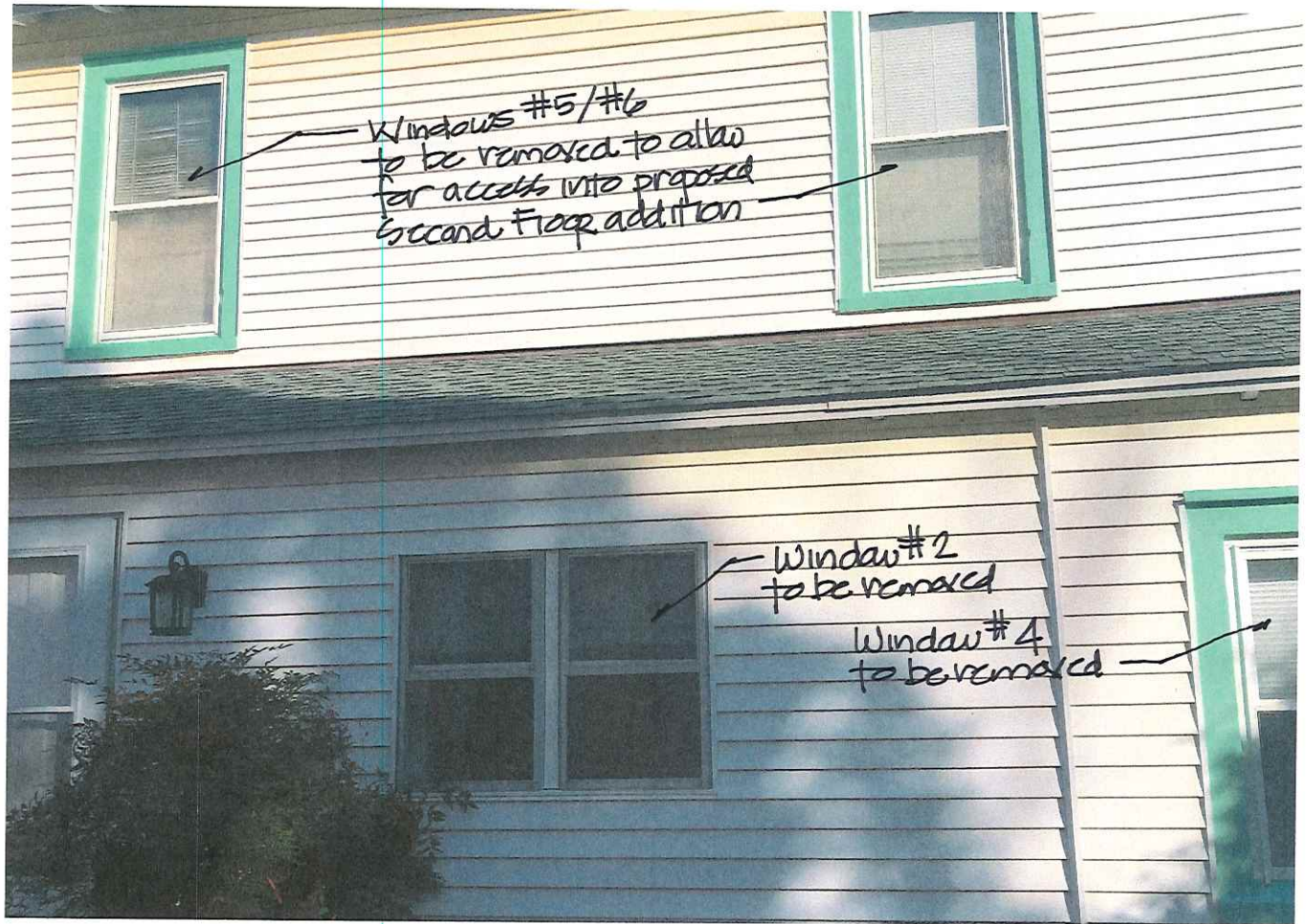
Existing Rear Elevation



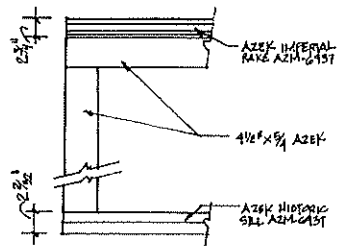
Additional Photo of South Side



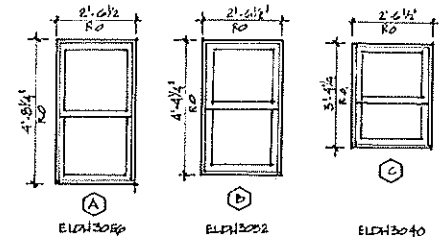
**Existing Window Trim Detail
To Be Matched with Azek**



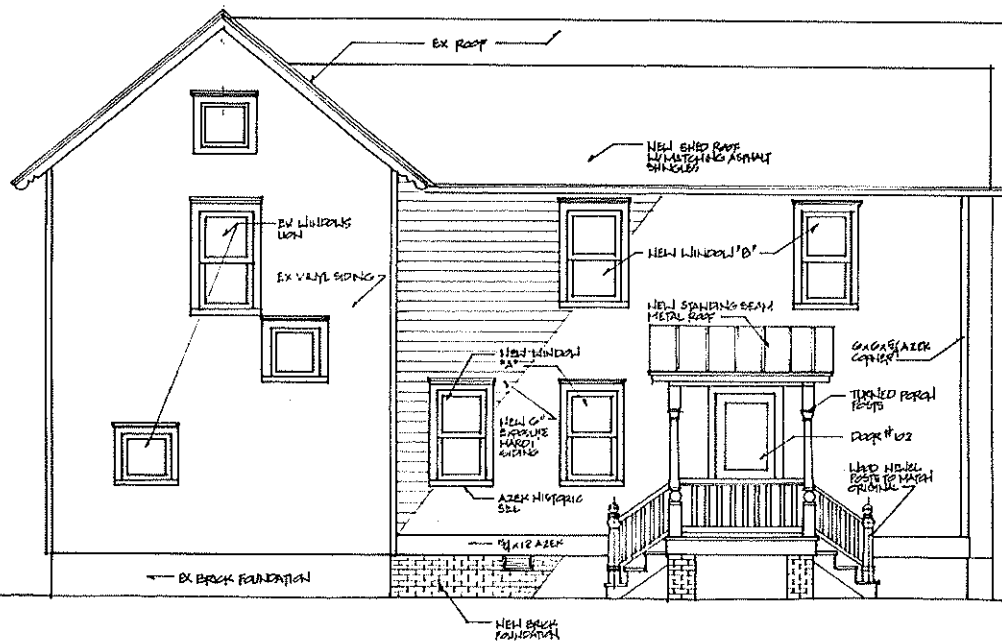
Existing South Side Elevation



WINDOW TRIM DETAIL

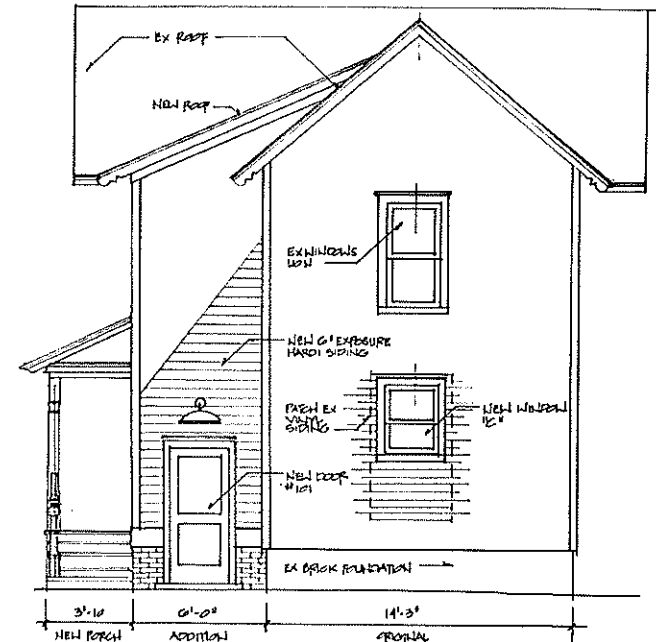


WINDOW SCHEDULE



SOUTH SIDE ELEVATION

1/4\"/>

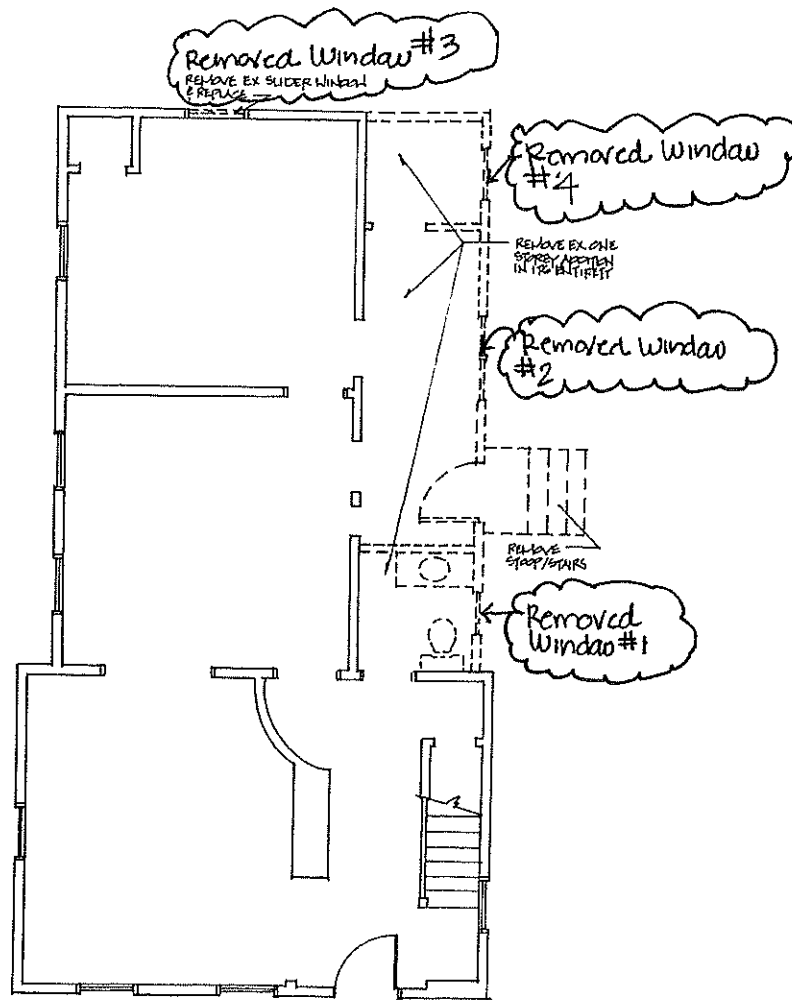


REAR/EAST ELEVATION

1/4\"/>

122 PEACH STREET

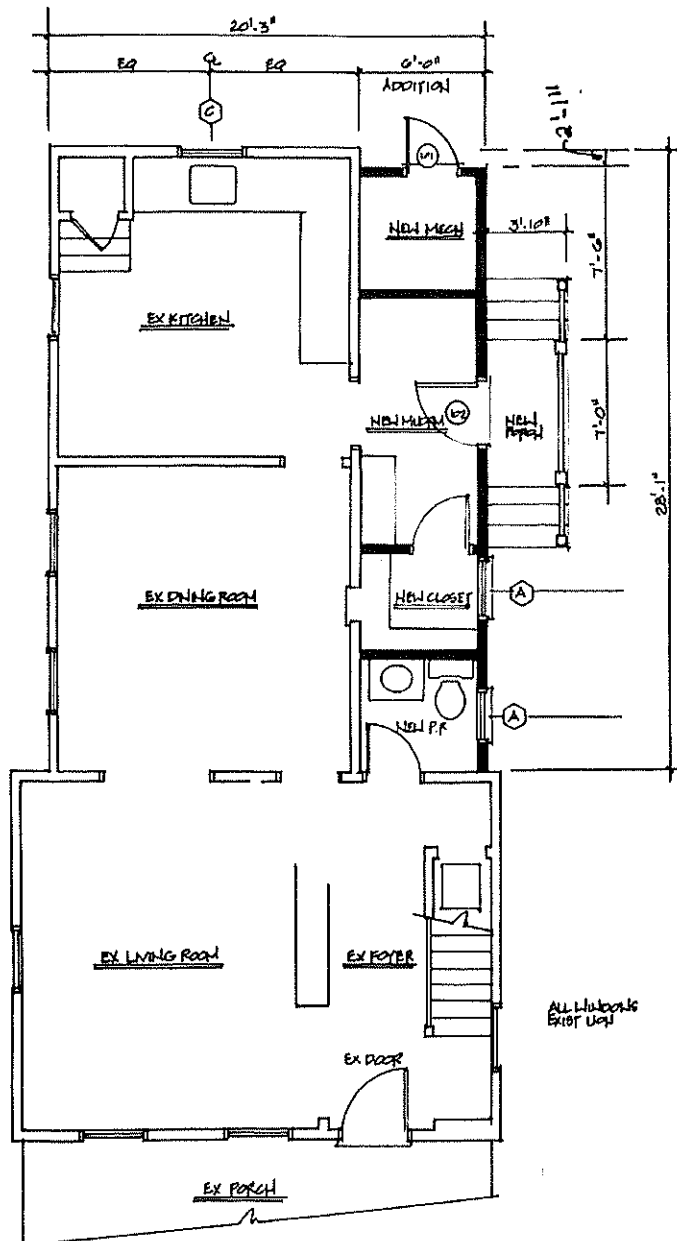
SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVIEWED:
		DRAWING NUMBER:



FIRST FLOOR DEMOLITION

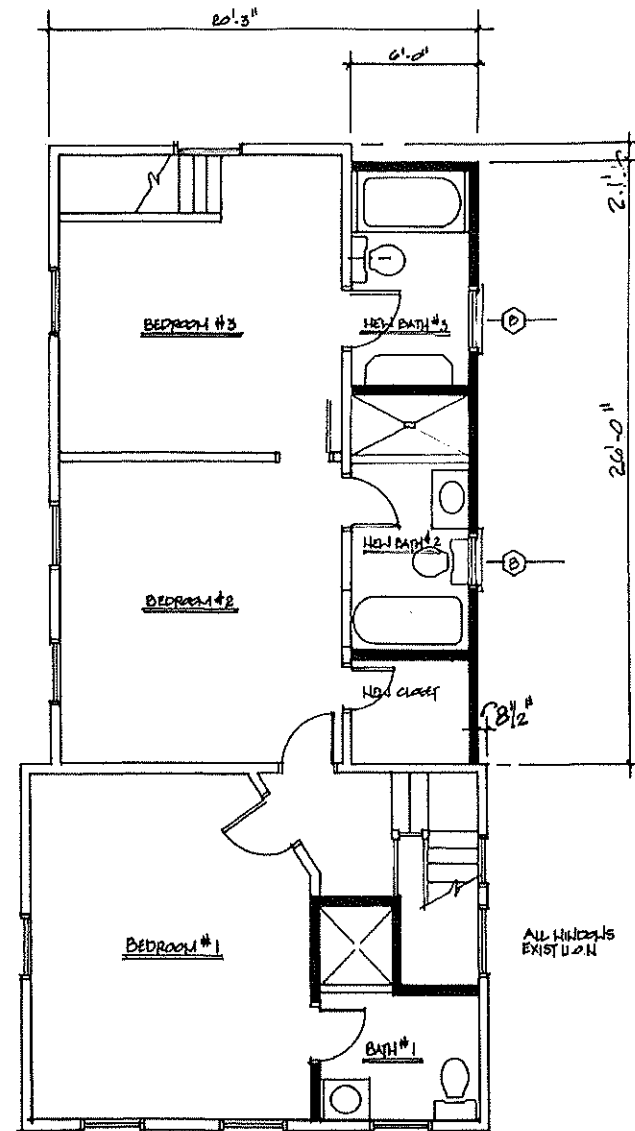
122 PEACH STREET

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



FIRST FLOOR PLAN

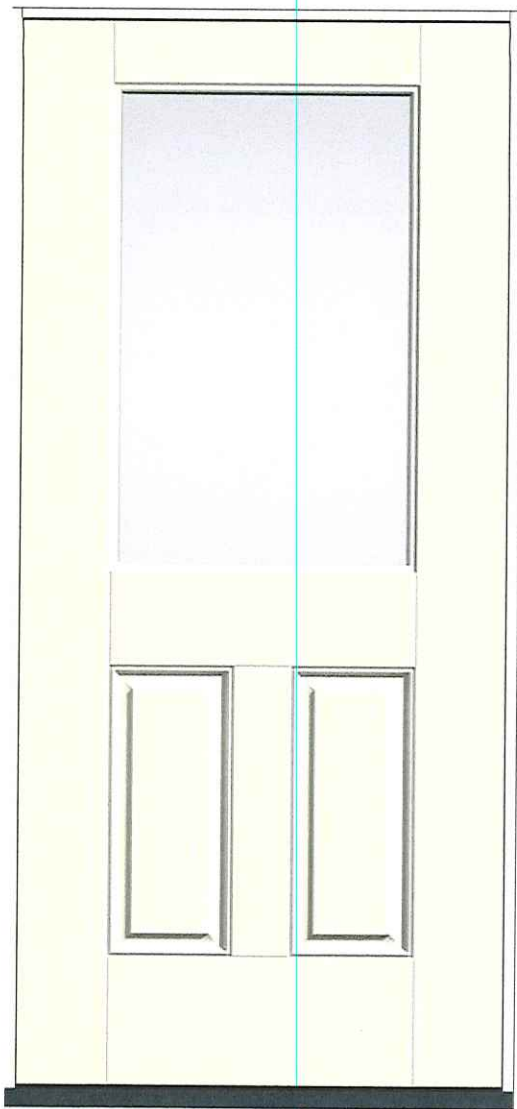
1/4" = 1'-0"



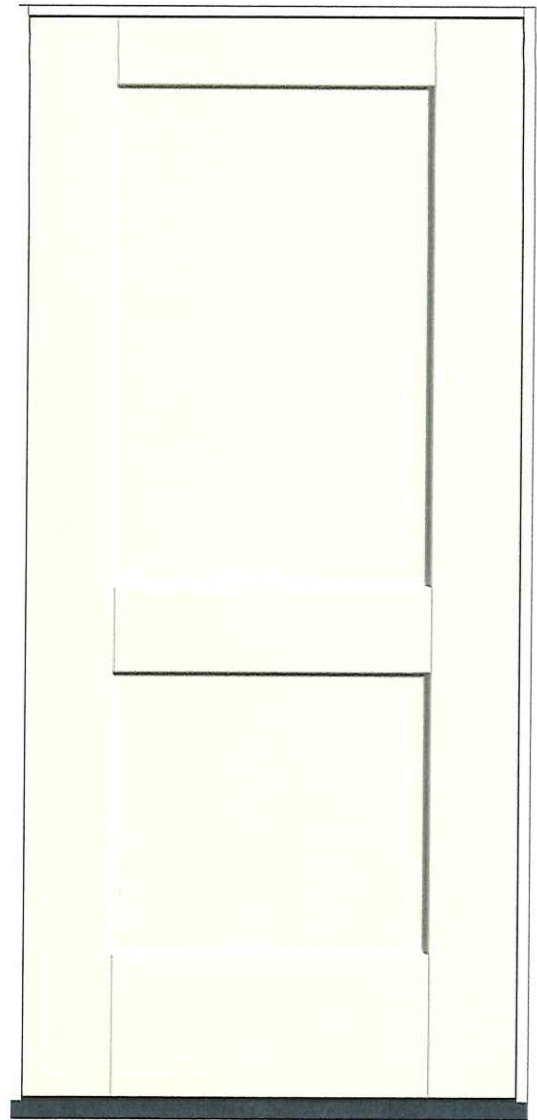
SECOND FLOOR PLAN

122 PEACH STREET

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

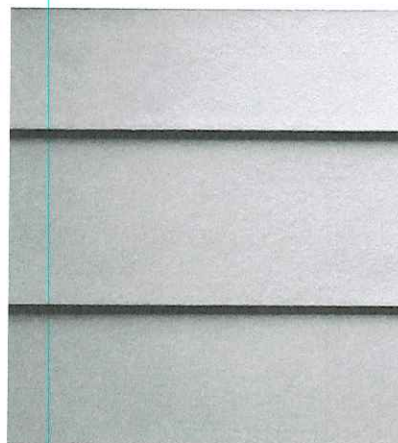


Door #102
Smooth Star S2100
2'-8" x 6'-8"



Door #101
Smooth Star S120
2'-8" x 6'-8"

James Hardie's primed for paint collection gives you the power to choose paint for your home's exterior. It's primed. It's ready for field painting. It's a durable, high-performance canvas.



AVAILABLE SIZES

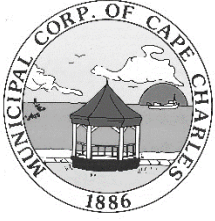
THICKNESS:	0.312"	
LENGTH:	144" boards	
WIDTHS:	6.25"	8.25"
EXPOSURES:	5"	7"
	12"	5.25"
	10.75"	4"
	7.25"	9.25"
	6"	8"

Warranty Information >

New Siding - 6" Exposure



Example of Standing Seam Metal Roof



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 19, 2024

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: March 7, 2024

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 223 Monroe Avenue – install gutters, pursuant to CCZO Section 8.17 (H)

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