

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
April 16, 2024 @ 5:00 P.M.**

1. **Call to Order; Roll Call**
 - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of Minutes
 - (1) March 19, 2024 Historic District Review Board Regular Meeting
5. **Unfinished Business:** None
6. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:**
 - (1) 114 Pine Street: Gerry Forbes and Barrett Cree – to install a 3’ vinyl picket fence in the front and side yard and a 6’ vinyl privacy fence in the rear yard.
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None.
 - C. **RENOVATION, MINOR:**
 - (1) 644 Monroe Avenue: Christopher and Karen Willis to replace the existing slate roof with a new slate roof on the two-story single-family dwelling, to replace the existing tin/metal roof with copper on the one-story side flat roofs, and to add a copper cap to the chimney
 - (2) 543 Mason Avenue: Paige Pollard – to replace: (i) front metal door with new wood 4-lite / 1-panel door, (ii) front vinyl windows with first-floor custom-fabricated 2/2 TDL and second-floor with a center 2/2 wood TDL flanked by narrow 1/1 wood on either side, (iii) existing mailbox with new mailbox, and (iv) rear metal door with new fiberglass 1-lite door on the two-story single-family dwelling; to install a shell driveway; to move the existing fence; to rebuild a rear metal lean-to roof existing accessory structure
 - (3) 210 Tazewell Avenue: William and Jayne Prickett – to replace: (i) shingle roof with a new shingle roof, (ii) various types of wood siding with new Hardie Plank to match house, (iii) wood trim with AZEK trim boards, (iv) wood 6/6 window with new 1/1 double-hung vinyl on east side; remove the front doors and replace with two new 1/1 double-hung vinyl windows and Hardie Plank siding; add new entrance door and lean-to roof on east side of the accessory structure.
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 505 Harbor Avenue: Jennifer Corcoran represented by Eric Adams, dba Adams Home Renovations – to construct a 240 sq. ft. second-floor deck on the rear of the two-story single-family dwelling.
 - (2) Tax Map #83A1-1-58B & 59B on Plum Street: James and Kelly Eldringhoff represented by William Doughty dba Village Builders on the Bay, Inc. – to construct a new 1,449 sq. ft. two-story single-family dwelling with a 216 sq. ft. front porch, 16 sq. ft. side door landing and a 40 sq. ft. rear door landing, a rear 160 sq. ft. patio, and an outdoor shower.
 - E. **OTHER:** None
7. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**

Agenda Item 4B (1)

Minutes



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
March 19, 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, Herb Thom, and Elizabeth Wright. Martin Mayer was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were no 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:

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

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the minutes as written from February 20, 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:*

- 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 then continue with shells to the alley; and (ii) Front and Side Porch Steps: add wrought iron or aluminum balustrade.***

Ms. Outten read the staff report and reiterated that the front and side porch step modification was the agenda item being reviewed tonight.

Scott Simms, the applicant, explained that the AZEK brand has an aluminum product that looks like wrought iron. He would only be installing the railing on the sides of the steps not the middle as depicted in the provided picture.

Chairwoman Glaser did suggest that the design match the turned balustrades on the porch and as she thought it would look better than the proposed straight baluster.

MOTION ON PAGE 2

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Modification to an approved Certificate of Appropriateness at 110 Tazewell Avenue on an application filed by Coastal Craftsman Builders on behalf of Blake and Sara Manners to add aluminum balustrades with a classic handrail shape to the front and side porch steps of the two-story single-family dwelling, and to extend the pavers to the rear of the house and then continue with the shells to the alley for the driveway per Cape Charles Historic District Overlay Design Guidelines 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys – Guidelines for Masonry, Section 5.4.2 – Porches, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving); as stated in the applications dated 1/22/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

C. Certificate of Appropriateness for Minor Renovations:

- 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.**

Ms. Outten presented the staff report and informed the board their review was necessary as the proposed windows did not comply with the Cape Charles Historic District Overlay Design Guidelines Section 5.5.1. She added that the applicant was only replacing two windows.

Howard Helenbrook, the applicant, explained that the proposed windows with the grills between the glass would match the existing windows that had grills between the glass to maintain the look.

Vice-Chairman Thom did not want to approve this application and start a precedent. Staff explained that every application should be reviewed individually. Chairwoman Glaser added that this application was replacing only two windows and matching the existing windows would be better for the aesthetics of the home.

Motion made by Chairwoman Glaser, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 612 Pine Street on an application filed by Howard Helenbrook to replace two of the existing 9/1 vinyl windows with the grills (muntins) between the glass with two new 9/1 double-hung vinyl windows with the grills (muntins) between the glass and wood trim on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, and Section 5.11 – Windows and Associated Features; as stated in the application dated 1/26/2024 as an exception to the guidelines to maintain the consistent look of the windows for the overall house; and per all zoning ordinance requirements. The motion was approved by majority vote with Vice-Chairman Thom opposing.

Mr. Helenbrook said the wood fence was replacing the existing wood fence that was falling down and rotted.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 612 Pine Street on an application filed by Howard Helenbrook to replace the existing rear wooden fence with a new rear wooden picket fence on the rear of the property per the Cape Charles Historic District Overlay Design Guidelines Section 9.2 – Fences & Freestanding Walls as stated in the application dated 1/26/2024; and per all zoning ordinance requirements.

2. *614 Pine Street: Howard Helenbrook – to replace six 9/1 GBG vinyl windows with six 9/1 GBG vinyl windows.*

Ms. Outten read the staff report and reiterated that this was not for a full house window replacement.

Howard Helenbrook, the applicant, explained that the proposed windows with the grills between the glass would match the existing windows that had grills between the glass to maintain the look. He added that some of the windows were damaged by the storms and others were popping out or fogged.

Motion made by Chairwoman Glaser, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 614 Pine Street on an application filed by Howard Helenbrook to replace six of the existing 9/1 vinyl windows with the grills (muntins) between the glass with six new 9/1 double-hung vinyl windows with the grills (muntins) between the glass and wood trim on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, and Section 5.11 – Windows and Associated Features; as stated in the application dated 1/26/2024 as an exception to the guidelines to maintain the consistent look of the windows for the overall house; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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

1. *535 Jefferson Avenue: Barnett and Vanessa Thourogood – to construct a 130.4 square feet rear deck with steps on the single-family dwelling, a 144 square feet rear paver patio covered with a pergola and to install a 24 square feet rear outdoor shower on the deck.*

Ms. Outten read the staff report including the materials with the exception of the outdoor shower, which was not stated on the application.

Barnett Thourogood, the applicant, responded to questions from the board as follows: the shower would be located on the deck, the existing rear shed would be staying, and the wood pergola would be eight feet tall. Mr. Thourogood added that the pergola came as a kit.

Motion made by Chairwoman Glaser, seconded by Member James, to approve the application for a Certificate of Appropriateness at 535 Jefferson Avenue on an application filed by Barnett and Vanessa Thourogood to construct a 130.4 square feet rear deck with steps on the single-family dwelling, to install a 144 square feet rear paver patio covered with a wood pergola, and a rear 24 square feet rear outdoor shower on the deck per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Folk Victorian, Section 9.2 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Appendices A (Page XII) - Pergola; as stated in the application dated 1/17/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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 step balustrades with wood custom designed to be historically correct to the home, (iii) to remove an existing 168.6 square feet one-story portion on the right south side of the two-story single-family dwelling and construct a 156 square feet two-story addition with a 21.7 square feet porch.*

Ms. Outten presented the staff report.

Claudine Pierce dba Peacock Cottage LLC, the applicant, said the front brick steps were not original to the home and the balustrades were going to be custom made to be historically accurate. Ms. Pierce said that the new windows that were being used for the new addition would have windowsills that matched the rest of the house and added that the addition could not be seen from the street.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 122 Peach Street on an application filed by Peacock Cottage LLC on behalf of Peachy Keen Getaway, LLC (1) to remove the front brick steps and replace with wood treads and PVC risers; (2) to replace the existing front step balustrades with wood custom designed to be historically accurate; (3) to remove an existing 168.6 square feet one-story side addition and construct a new two-story 156.6 square feet side addition with a one-story 26.81 side porch on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Folk Victorian, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.4.2 – Porches, Section 5.6 – New Additions to Contributing Buildings; as stated in the application dated 2/6/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other:*

There were no applications filed.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: None (ii) Other: 223 Monroe Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

Chairwoman Glaser asked the status on 1 Fig Street a.k.a. The Kellogg building. Ms. Nunez answered that the open building permit expires on April 24, 2024, and the board would be given further updates when available.

ANNOUNCEMENTS:

There were no announcements.

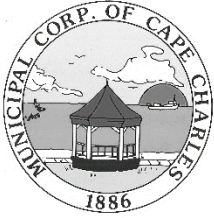
Motion made by Vice-Chairman Thom, seconded by Member James, to adjourn the March 19, 2024 Historic District Review Board Regular Meeting at 5:44 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

Agenda Item 6A (1)

114 Pine Street



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: April 16, 2024

Item #: 6A (1) – 114 Pine Street

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

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

Date: March 28, 2024

APPLICANTS: Barrett Cree & Gerry Forbes

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 114 Pine Street

TAX MAP: 83A3-13-A

LOT SIZE: 4,131 sq. ft.

WORK TO BE PERFORMED: Install a fence

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1960, Ranch

Accessory Structure: N/A

DATE APPLICATION RECEIVED: March 5, 2024

PRE-APPLICATION MTG: January 22, 2024

DATE APPLICATION DEEMED COMPLETE: March 5, 2023

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): May 6, 2024

The applicant is seeking to install a 3' vinyl picket fence on the front and side yard and a 6' vinyl privacy fence on the rear of the property. The applicant could not install the fencing that was previously approved by the HDRB before the new guidelines were adopted (on December 15, 2022) due to construction delays.

BACKGROUND

On July 21, 2021, a Certificate of Appropriateness was re-approved at 114 Pine Street to Barrett Cree by the HDRB to install a 3" tall vinyl vertical panel fence in the front and side yard and a 6" vertical panel privacy fence in the rear yard. The certificate expired on July 21, 2022 without the fence installation being started. At that time, vinyl was an acceptable material choice for fencing. As part of that application to the HDRB, the property owner supplied e-mails between himself and then Planner, Zack Ponds, regarding the fence material, height, size and proposed location on the property. From the initial planning of this project in 2018 when this first went before the HDRB and received approval, the property owner was proposing a vinyl fence and took steps to acquire the materials for the fence early on in his project development.

As the appropriate approval process was followed previously, this could be considered an extenuating circumstance as the material had been approved by the HDRB therefore the applicant purchased the vinyl fence but unforeseen circumstances with construction made completion by the deadline unfeasible.

AERIAL MAP:



MATERIALS:

Fence: Vinyl

STAFF ANALYSIS:

ZONING COMPLIANCE

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

Even though the material choice for the fence is no longer a listed option in the Zoning Ordinance, the Board can make allowances when reviewing each application's situation.

Ms. Nunez is recommending favorable consideration by the Board on this application: this project has been in consideration and received permits initially in 2019 and then re-obtained them in 2021. Due to personal circumstances of the property owner during that time as well as COVID-related impacts to available tradesmen and other house renovation materials, the project has taken far longer than either the owner anticipated nor what the Town was accustomed to. The clearly established fact that the property owner was working within the guidelines at the time initially when he approached the town and confirmed material choice for the fence before he purchased it as well as the zoning requirements for fences speaks to his desire to construct this project in accordance with the Town regulations. While the property owner may be faulted for the amount of time that has transpired from the HDRB's first approval on this project in 2018 and then its subsequent re-approval in 2021 and then sporadic construction efforts from 2018 to now, the design and materials choice has been consistent throughout. Ms. Nunez believes the Board's consideration of vinyl as the fencing material for this property is unique, supported by the lengthy history of the renovation on this property from 2018 to today and the consistent listing of the materials and design plan from the outset, including the vinyl fencing, and was unable to achieve a more timely construction resolution on the project as a whole due to a variety of factors.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 9.2 Fences & Freestanding Walls

STAFF RECOMMENDATION:

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

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

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

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

Attachments:

Attachment 1 – Application and Documents

Attachment 2 – 2018 and 2021 Applications – Supporting Documentation



Certificate of Appropriateness Application

Fence

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

Revised 05/2023	
Taxes	vpd AO
Violations	NA
pd chkt Fee 1932	\$ 200
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature:

Date: 03-05-2024

PART 2: PROPERTY INFORMATION

Property Address: 114 Pine Street Cape Charles, VA 23310

Tax Map #: 83a3-13-a

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

Zoning District: R1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Gerry Forbes and Barrett Cree

Mailing Address: 114 Pine Street Cape Charles, VA 23310

Phone Number: 757-678-3366

Email: barrettcree@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

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

Location (include survey showing location, setbacks, and height)

Material: **Vinyl**

Existing Condition ☒ Original ☐ Not Original ☐ Not Sure

Height: **3' front/side yard & 6' rear yard**

Describe the style: **3' Picket and 6' Privacy that closely imitates true wood w/ structural integrity w/ aluminum beam inserts to horizontal bottoms-rails, 6' spans eliminating sagging, aluminum posts inserts, material thickness twice the thickness of industry standard insuring a visually pleasing and structurally sound 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: Gray Davis

Date: 03-05-2024

Zoning Administrator's signature: _____

Date: _____

Zoning Ordinance Article VIII Section: _____

3-05-2024

Historic District Review Board

Dear Chairwomen, Vice Chairmen and Board Members,

We are coming before this body again in hopes of completing the remaining installation of the fence purchased and sitting on our property previously approved by this Board.

Due to timing related to the changes in the material guidelines, we are the only applicant that could possibly come before this Board under these circumstances of asking for the approval of a previously HDRB approved vinyl fence that has a 1/3 already installed and the remaining on site.

If we had not gone through the appropriate approval process. Having made the purchase based on those current guidelines. We would not be asking for the approval of this fence that met the fence guideline and requirements at time of purchase.

We were not aware of any changes in guidelines or that we were beyond an expiration timeframe for completion, or we would have immediately come before this board to preserve our rights under that COA, to simply complete our project.

We are humbly asking that you take into consideration our extenuating circumstance that delayed our project and allow us to finish our project as had been approved previously.

Thank you for your consideration in this matter.

Sincerely,



Gerry Forbes



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

Date Issued: 7/21/2021

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

For Property: 114 Pine Street
Cape Charles, VA 23310

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

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

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

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

Edward Wells

7/21/2021

7/21/2021

Chair, Historic District Review Board

Date

Planning Technician

Date

GENERAL NOTES:

1. OWNERS: LEMOIN BARRETT CREE

2. TAX PARCELS 83A3-13-A

3. SOURCE OF TITLE: INST. 170001336

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

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

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONES X & 2% ANNUAL CHANCE.

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

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

9. ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 1988

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.

Side Set Back 6" Existing Since 2023



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

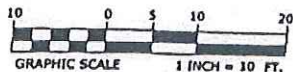
*6"-8" Set Back Rear P/L
Privacy Rear Yard Only*

PINE STREET (70' R/W)

RANDOLPH AVE (70' R/W)

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

FRONT (WEST) ELEVATION



POINT NORTH
POINT NORTH SURVEYING LLC
P.O. Box 701, (757) 709-3008
Oakley, VA 22418







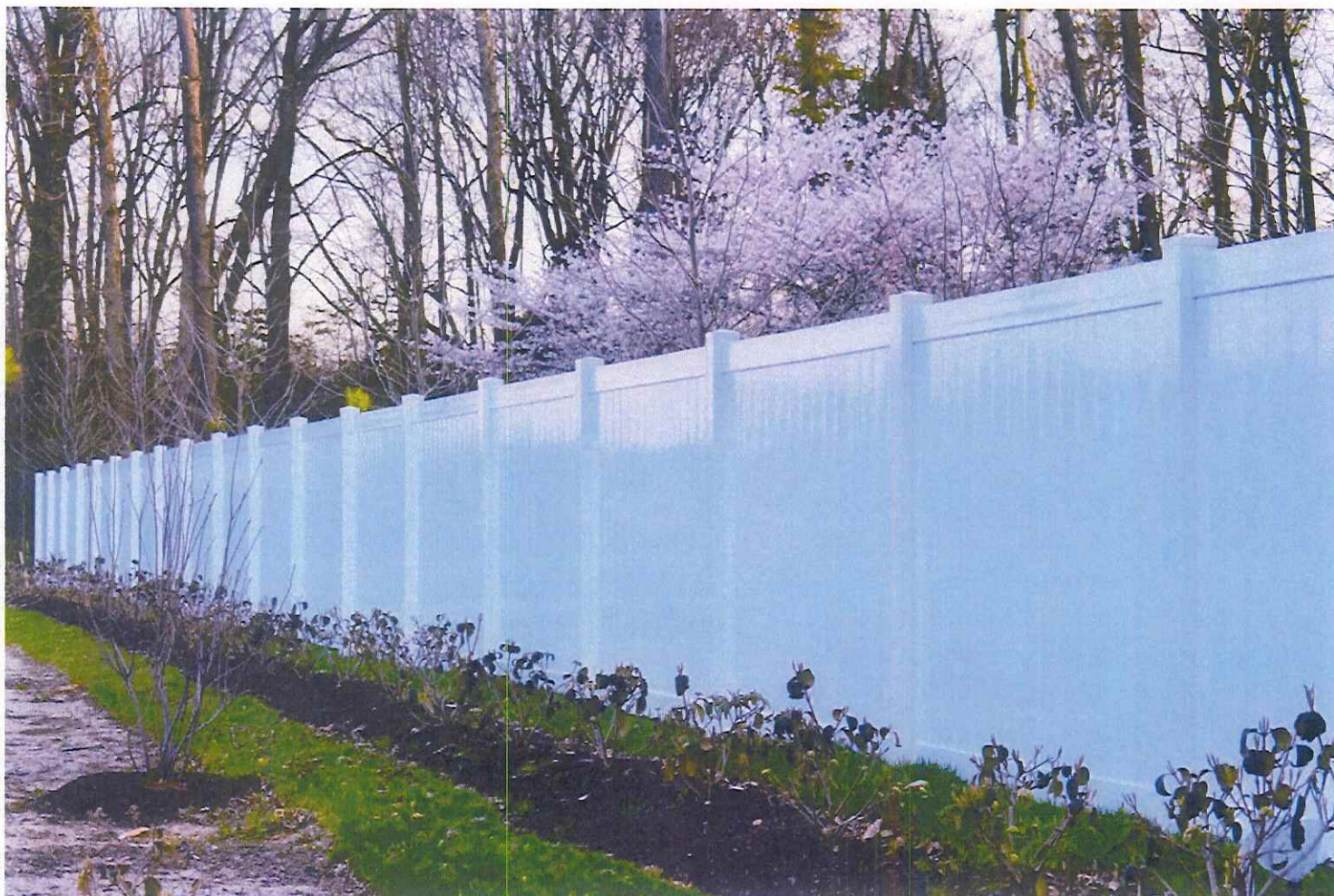












114 Pine Sequences of work

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

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

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

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



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259 x24
plannertech@capecharles.org

*Fence Location
Noted on Survey*

PERMIT CHECKLIST - all documents can be emailed to the above email

- | | |
|--|--|
| ☒ Completed application | ☒ Photos/elevations of existing structure |
| ☒ Letter of intent clearly explaining project | ☒ Photos/elevations of proposed project |
| ☒ Existing site plan or survey | ☒ Proposed materials/spec sheets, samples |
| ☒ Proposed site plan or survey (if applicable) | ☒ Payment of fees (new construction >2,000 square feet \$500; new construction up to 2,000 square feet \$300; all other \$150; modification \$250) |

PROPERTY INFORMATION

Name of Project: Fence Install
Property Address: 114 Pine Street
Brief Description of Project: Install fencing, 3' front and side yard and 6' rear yard area.
Zoning District: R1 Current Use: residential Proposed Use: same

OWNER INFORMATION

Name and Company: Barrett Cree
Mailing Address: 114 Pine Street Cape Charles, VA 23405
Phone Number: 757-442-0808 Email: barrettblueheron@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Barrett Cree
Mailing Address: 114 Pine Street Cape Charles, VA 23405
Phone Number: 757-442-0808 Email: barrettblueheron@gmail.com

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Applicant: *[Signature]* Date: 05-24-2021

Note: There is a required 30-day wait period between approval of a Certificate of Appropriateness and issuance of the permit for construction.

GENERAL NOTES:

1. OWNERS: LEMOIN BARRETT CREE

2. TAX PARCELS 83A3-13-A

3. SOURCE OF TITLE: INST. 170001336

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

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

6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 5113IC0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONES X & 2% ANNUAL CHANCE.

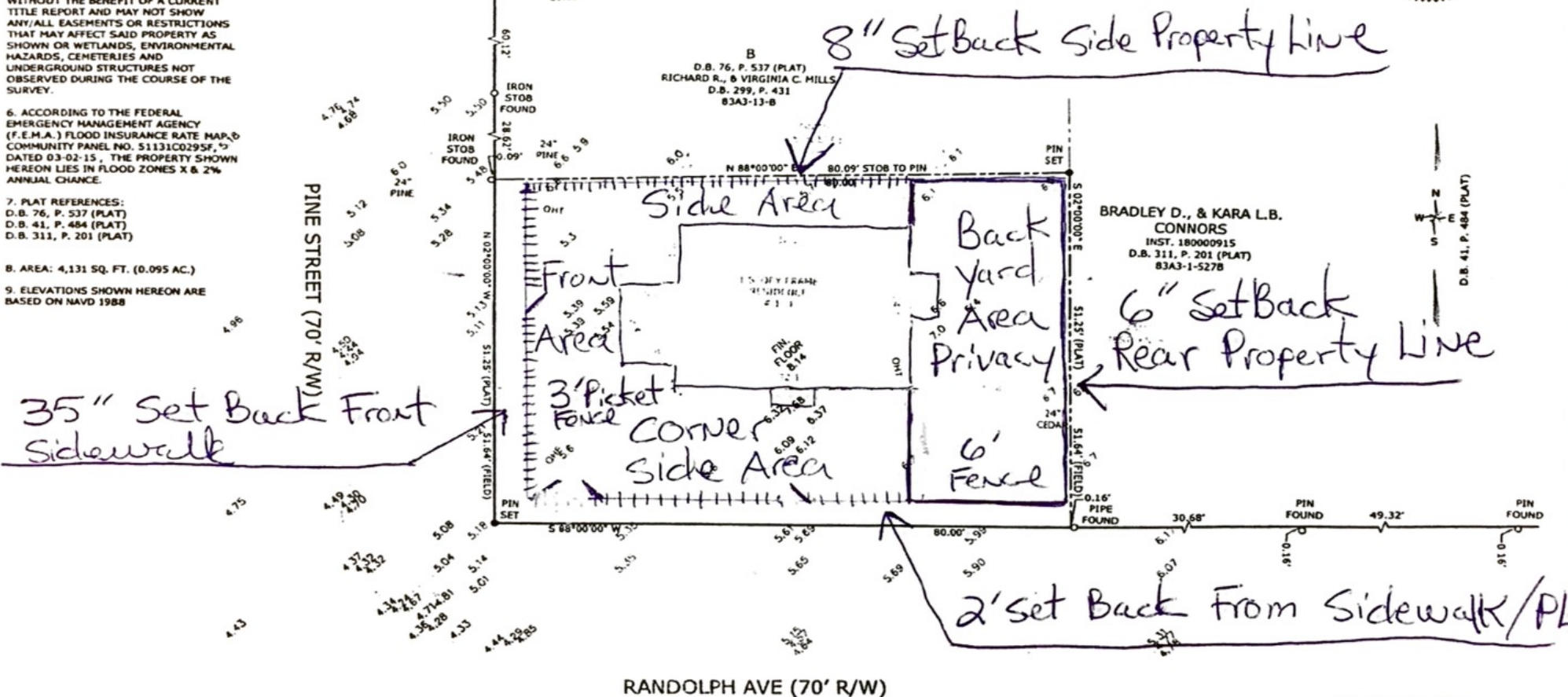
7. PLAT REFERENCES:
D.B. 76, P. 537 (PLAT)
D.B. 41, P. 484 (PLAT)
D.B. 311, P. 201 (PLAT)

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

9. ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 1988

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.



RANDOLPH AVE (70' R/W)

Fence Style

= Picket Fence 3' Height / Severn Style

— = Privacy Fence 6' Height / Carolina Style

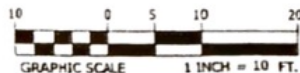
TOPOGRAPHICAL SURVEY
PARCEL A
"PLAT OF PROPERTY"
OWNED BY
C.L. HALLETT & P.W. DOODY
LOCATED IN THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
SCALE: 1" = 10' JANUARY 13, 2019
MADE FOR
LEMOIN BARRETT CREE



POINT NORTH SURVEYING LLC

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

DRAWN BY: CROCKETT BACKTAY CROCKETT
CHECKED BY: LATIMER FREDRICK TH. P. 10
SCALE: 1" = 10' PLS. NO. 15002





PRE-APPLICATION INFORMATION FORM

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
plannertech@capecharles.org

APPLICANT INFORMATION

Name: Barrett Cree

Mailing Address: 114 Pine Street

Phone Number: 757-4420808

Email: barrettblueheron@gmail.com

PROJECT SUMMARY

Address of Project: 114 Pine Street

Application Type (rezoning, variance, etc.): New Fence installation

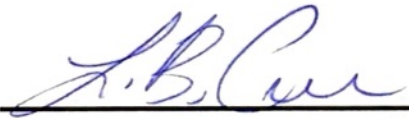
Total Acreage of Project: lot size is 51.25 x 80'

Detailed Description (Include proposed use(s) and square footage of floor area for each use):
New fence installation using high quality heavy guage Vynal fence.

Side and front is 3' in height picket and the rear yard in 6' privacy.

Fence will be within required set backs from VDOT ROW.

Fence matches surrounding examples in Town.

Signature of Applicant: 

Date: 6-03-2021
~~5-24-2021~~

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

HDRB Rep Printed Name: _____ Signed: _____



Application for Zoning Clearance

Town of Cape Charles Planning & Zoning
Municipal Building
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax 757-331-4820
planner@capecharles.org

Date: 6/03/2021
05/24/2021

A zoning clearance is hereby requested for the following construction at:

Site Address: 114 Pine Street Lot #: ?

Zoning District:

RE ☐ R-1 ☒ R-2 ☐ R-3 ☐ CR ☐ C-1 ☐ C-2 ☐ C-3 ☐
Harbor ☐ GBI ☐ GBI-H-1 ☐ M-1 ☐ M-2 ☐ Open Space ☐
PUD-R-1 ☐ PUD-R-2 ☐ PUD-R-3 ☐ PUD-SC ☐ PUD-C ☐ PUD-Village ☐ PUD-Open Space ☐

Owner/Occupant Name: Barrett Cree Phone Number: 757-442-0808

Owner Address: 114 Pine Street Cape Charles, VA 23310

Type of work to be done: New ☒ Alteration ☐ Addition ☐ Demolition ☐
Tree Addition ☐ Tree Removal ☐

Specific Work to be done: Fence Installation

Materials: 3' height front and side yard -Heavy duty Vynal and 6' rear yard area Heavy duty Vynal

Setbacks:

Front: 2 Sides: 2 Corner side: 2 Rear: 0

Applicant's Signature: [Signature]

Zoning Administrator's Signature:

☐ Approved
☐ Denied

Plot Plan: For Applicant Use

Fencing ordinance and regulations

5 messages

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

Tue, Jul 23, 2019 at 5:21 PM

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

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

Sent from my iPhone

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

Wed, Jul 24, 2019 at 8:52 AM

Barrett,

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

Zoning Clearance Form link -

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

Article IV link -

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

Thanks,
Zach

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

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

Wed, Jul 24, 2019 at 8:56 AM

Great thank you! Barrett

Sent from my iPhone
[Quoted text hidden]

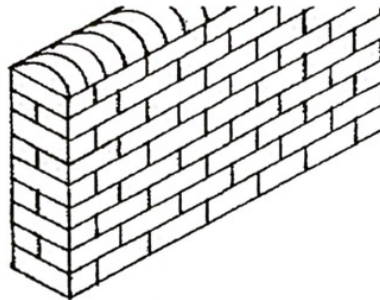
Barrett Cree <barrettblueheron@gmail.com>
To: Barrett Cree <barrettblueheron@gmail.com>

Tue, Dec 8, 2020 at 10:24 AM

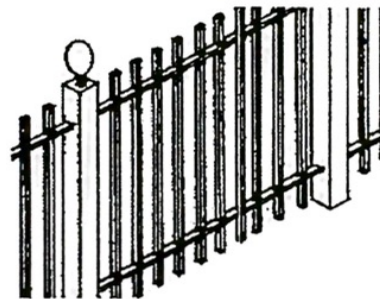
SITE FEATURES

Fences and Walls

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



Round-topped brick wall



Wrought-iron fence



Wooden picket fence

Landscaping

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

Driveways and Sidewalks

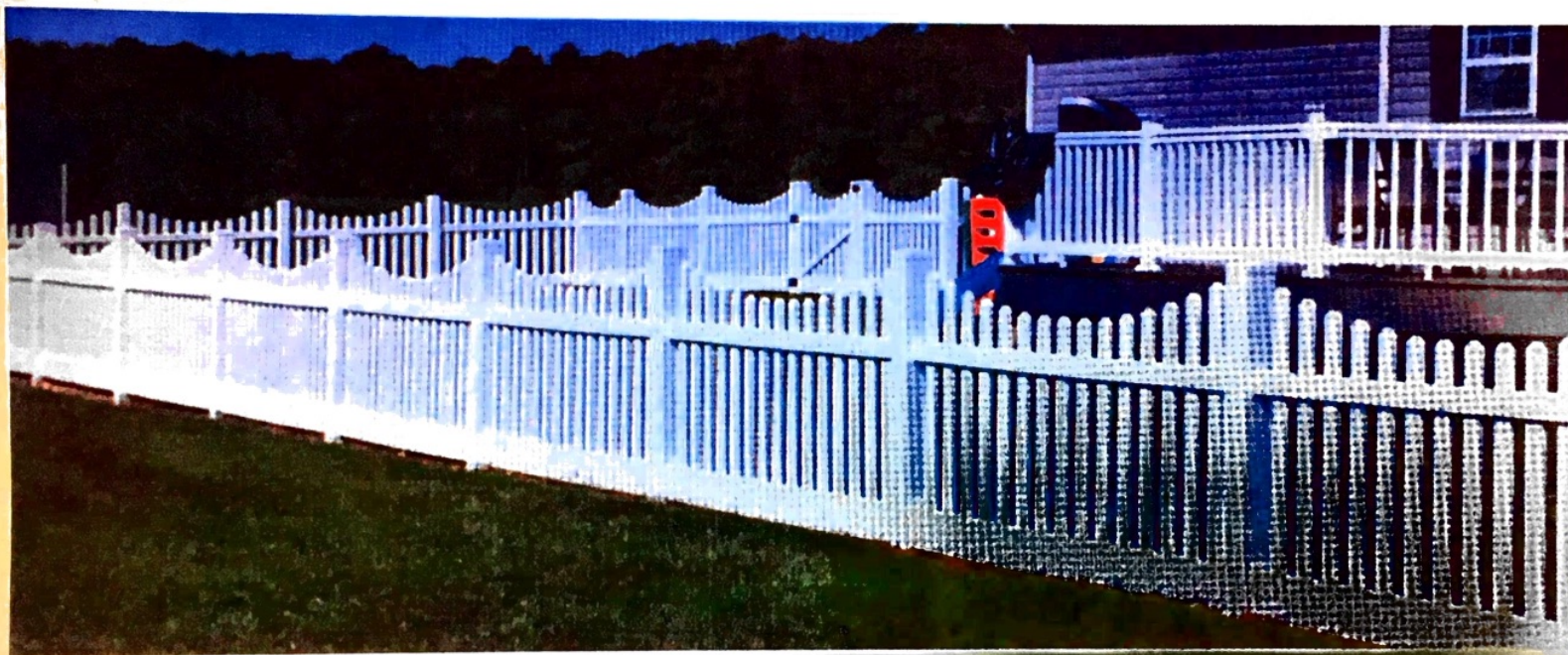
- 5 Retain existing historic paving materials such as brick. Replace damaged areas with materials that match the original paving.
- 6 Install traditional paving materials that are compatible with the character of the surrounding historic area. Brick in traditional patterns is appropriate.
- 7 If modern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



VINYL FENCING ALUMINUM FENCING VINYL RAILING VINYL DECKING PERGOLAS & ARBORS OUR STORY

Severn

foot and 8-foot widths.



MEET OUR EXPERTS

Need help with design?
Have a technical question?



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

Type here to search



PRIVACY FENCE STYLES

TECHNICAL RESOURCES

OPTIONS & ACCESSORIES



THE CAROLINE PRIVACY FENCE

Type here to search



Letter of intent

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

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

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

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

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

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

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

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

Thank you for your consideration,

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

Barrett Cree





Application for Historic District Review

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

Date: 1-02-18

* Please attach checklist items

Permit No.: _____

Fee: \$100.00

Modification Fee: \$50.00

Special Meeting Fee: \$125.00

Applicant: Barrett Cree Signature: L.B. Cree
Address: PO Box 122 City: Machipongo State: VA Zip: 23405
Telephone: 757-442-0808 Cell: _____
Email: barrettcree@gmail.com

Owner(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell: _____
Email: _____

Contractor: Cree Contracting, Inc. & Coastal Craftsmen class A
Address: PO Box 186 City: Machipongo State: VA Zip: 23405
Telephone: 442-0808 Cell: _____
Email: _____

Town License No.: _____ State License No.: 2705104525

Location of Improvement: 114 Pine St

Lot No.: _____ Block No.: 3rd Lot Size: 80 x 51 Lot Area: .09

Type of Improvement: Roof Replacement, Side Porch addition, Small closed in addition to the Rear of house

Proposed Use: Residential

Estimated Construction Costs: 35,000

Dimension of Structure or Improvement: 285 SF → Rear closed in addition w/12', L/23 3/4', H/15'

open side porch 320 SF Width: 10' ± Length: 32' Height: 8-10'
Total Square Footage: 605 ±

Structure of Improvement will be set back:

No Change
5-7'
5-7'
5'
N/A

from front property line

from side property line

from side property line on corner lot

from rear property line

from alley

Town Water Permit: _____

Town Sewer Permit: _____

Application for Historic District Review

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

Applicant Checklist:

These items must be submitted to the Town Planner no later than 14 days prior to the Historic District Review Board meeting. The Historic District Review Board meets the third Tuesday of each month.

- ☐ Completed signed application
- ☐ Application fee payable to "Town of Cape Charles"
- ☐ Site plan for any project proposing to alter the principal or accessory building footprint
- ☐ Scale drawings drawn to an appropriate scale of the site depicting the affected property and all buildings/structures
- ☐ Photos of existing/current structure
- ☐ Photos illustrating proposed project
- ☐ Material list (if applicable) including building materials, product descriptions and specifications

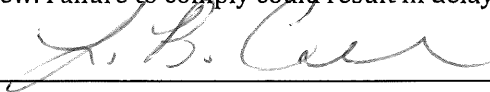
CERTIFICATION OF APPLICANT

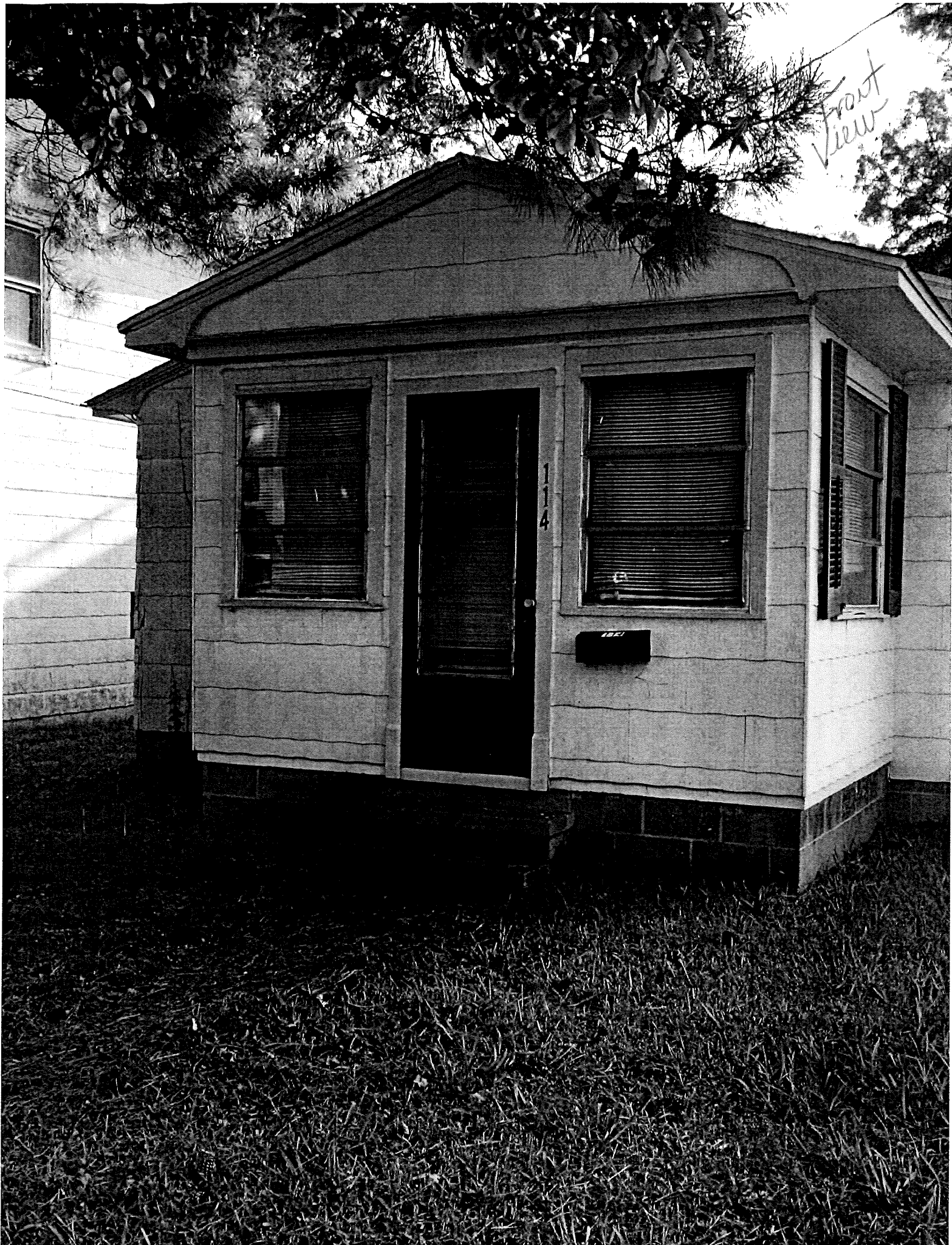
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

I understand that delinquent real estate taxes must be paid before any permits will be issued per Cape Charles Town Code Sec. 66-4.

I acknowledge that I have received the checklist of items to be submitted to the Town Planner for Historic District Review Board review. Failure to comply could result in delayed application review.

Signature of Owner/Contractor: _____

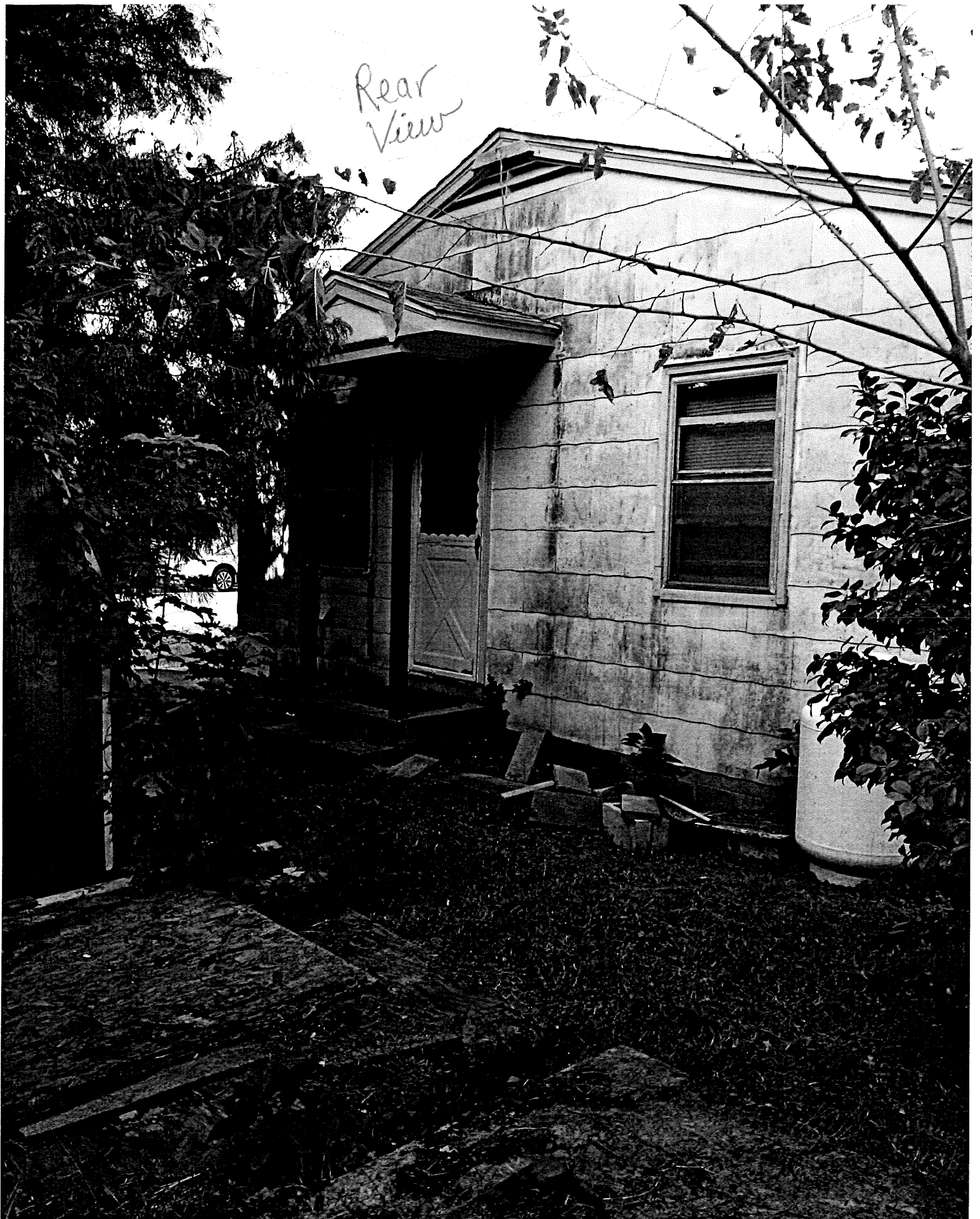




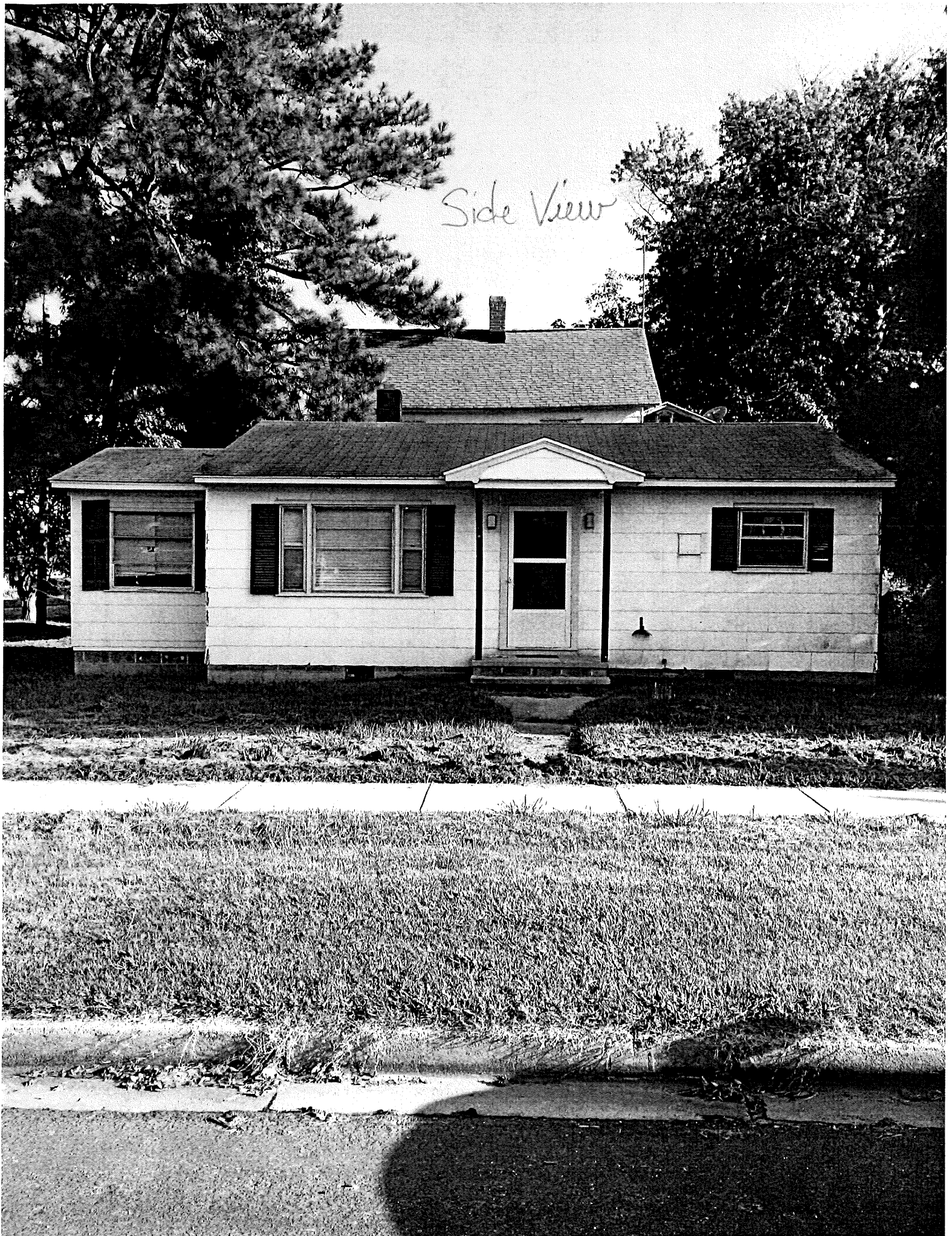
Front
View

114

Rear
View



Side View

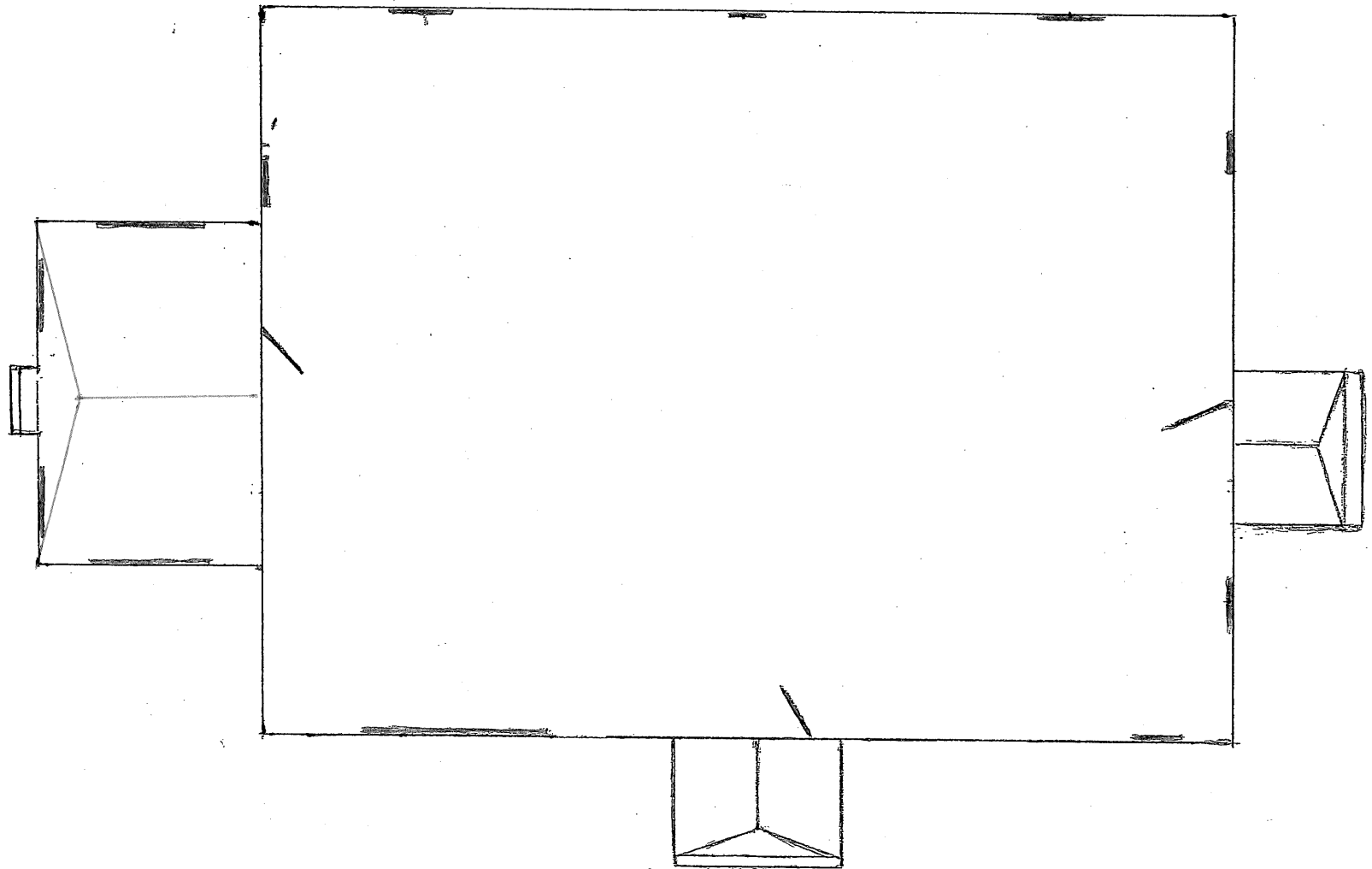


It's no small thing to live large in an itty-bitty space.
Steal some smart tricks from this 660-square-foot South Carolina makeover

BY ZOË GOWEN | PHOTOGRAPHS BY LAUREY W. GLENN | STYLING BY BUFFY HARGETT MILLER

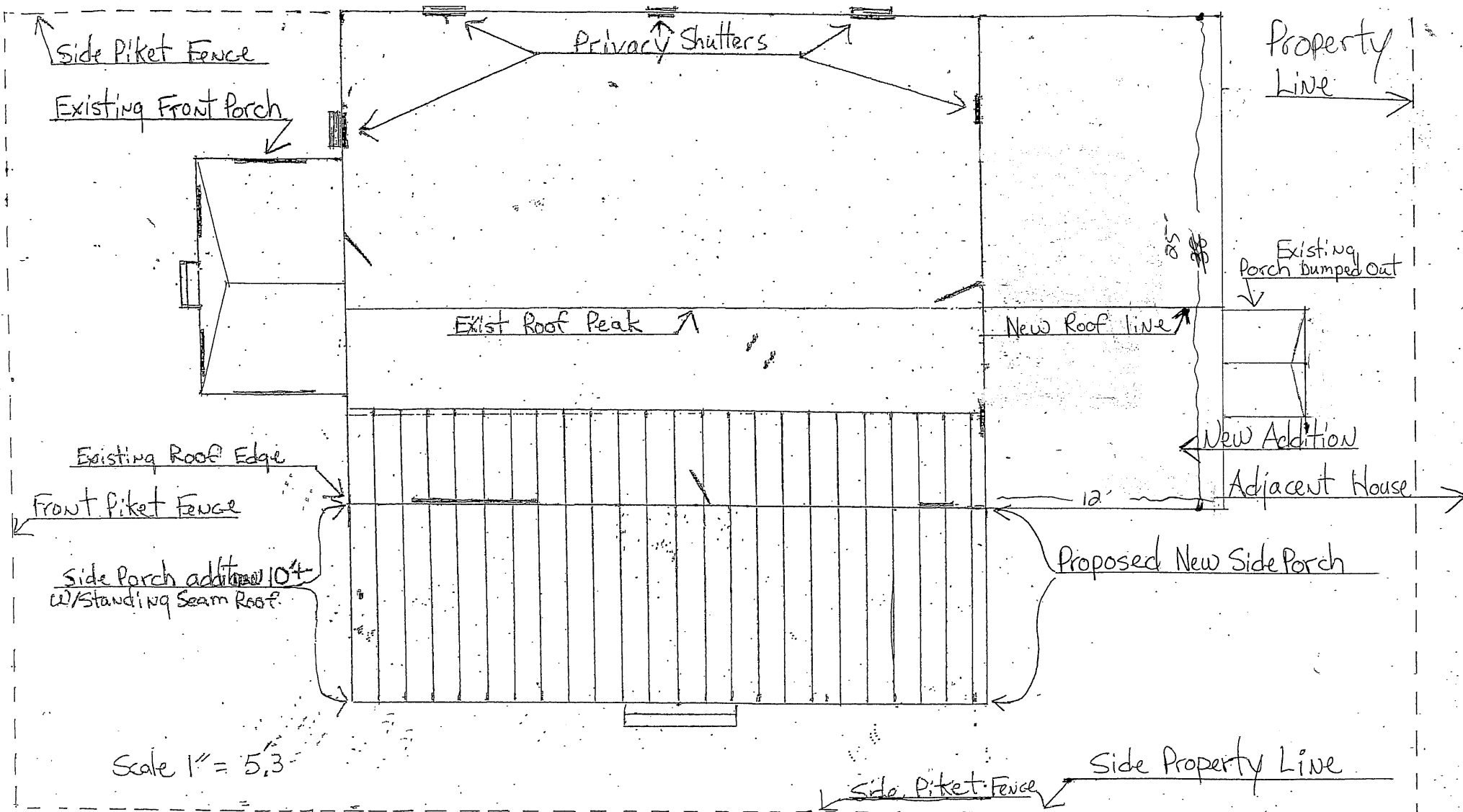
Big Dream, Tiny Cottage





Existing
Conditions

Not to Scale



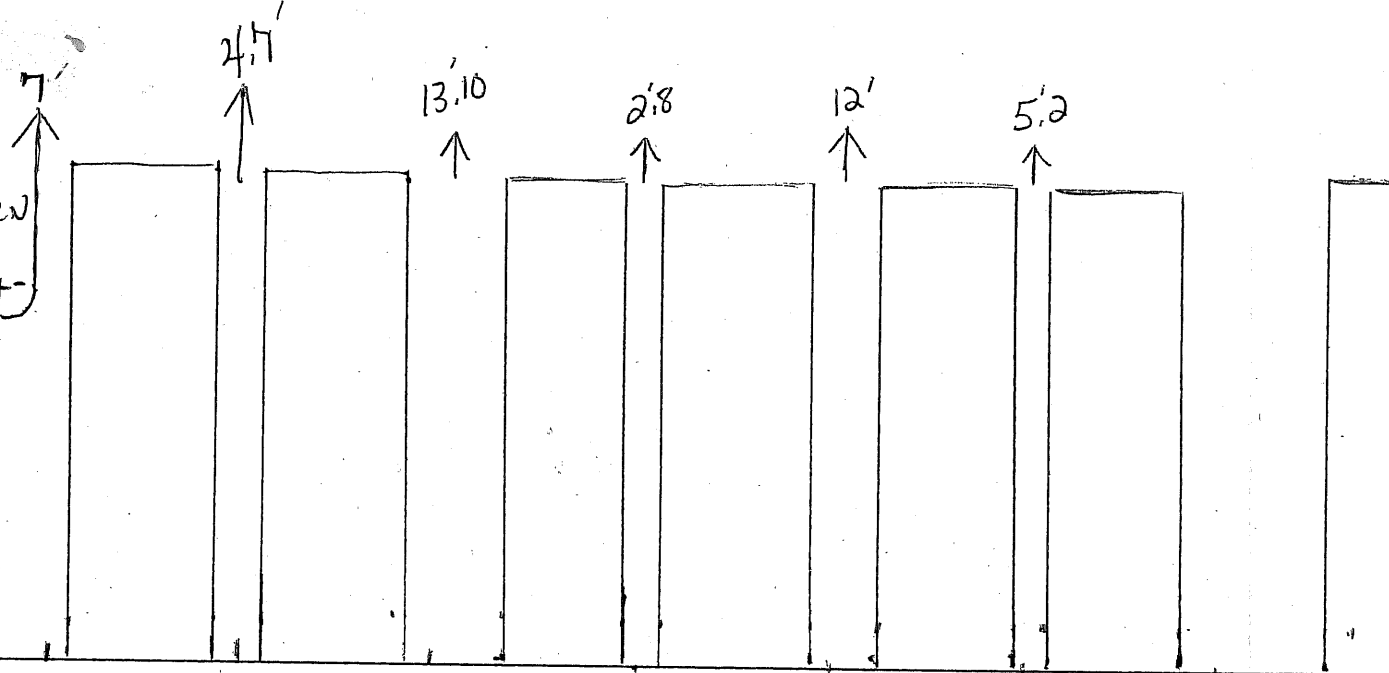
Pine Street



Current Distances/Space
Between Houses on Randolph Ave
Prevailing Distances of
Houses from Each Other

Distance between
Adjacent House
After 7' Addition

Subject
Property
After
Additions



Randolph Ave

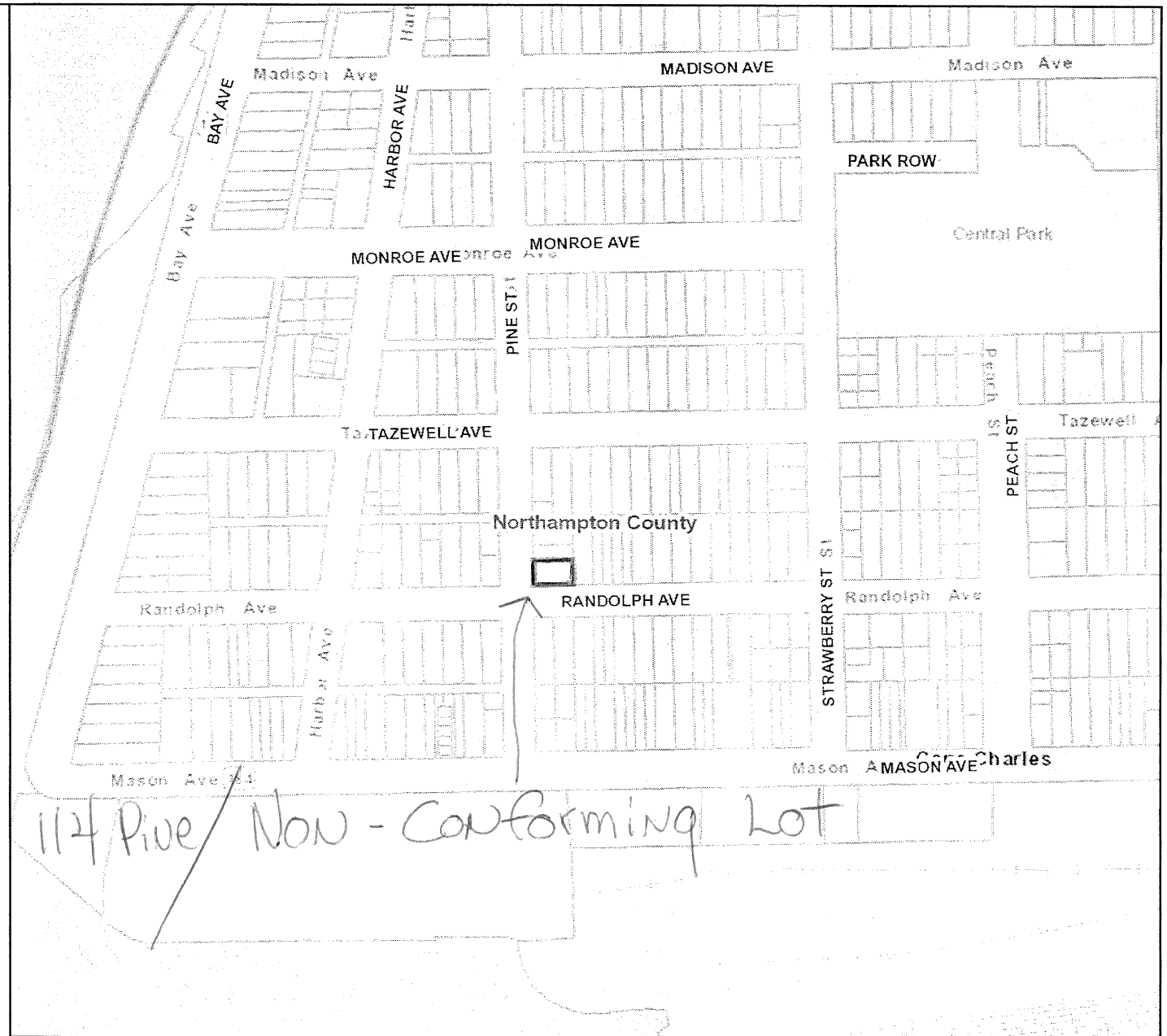
East



Northampton County, Virginia

Legend

-  County Boundaries
-  Town Names
-  Route Numbers
-  Road Labels
-  Parcels
-  Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



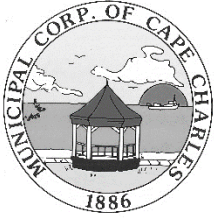
Title:

Date: 12/6/2017

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.

Agenda Item 6C (1)

644 Monroe Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: April 16, 2024

Item #: 6C (1) – 644 Monroe Avenue

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

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

Date: March 29, 2024

APPLICANTS: Christopher and Karen Willis

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 644 Monroe Avenue

WORK TO BE PERFORMED: Replace Roofs: Main House Slate with Slate & Side Flat tin/metal with copper

TAX MAP: 83A3-1-327 & 330

CURRENT ZONING: Residential-1 (R-1)

LOT SIZE: 10,401.12 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1924, Colonial Revival

Accessory Structure: Garage - CONTRIBUTING

DATE APPLICATION RECEIVED: March 27, 2024

PRE-APPLICATION MTG: April 16, 2024

DATE APPLICATION DEEMED COMPLETE: March 27, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): May 27, 2024

The applicant is seeking to replace the following: (1) the existing slate roof with a new slate roof on the two-story single-family dwelling, and (2) the existing tin/galvanized metal flat side roofs with standing seam copper roofs on the one-story sides of the house. This application also includes adding a copper cap to the chimney. The property owner has provided an inspection report to support this application request, along with photo documentation of current conditions of roof and chimney.

AERIAL MAP:



MATERIALS:

Roof: Main: Slate, Flat One-Story Sides: Standing Seam Copper

Chimney Cap: Copper

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed roof replacements and chimney cap meet all zoning requirements.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.1 Architectural Character

Section 3.2 Building Types, Forms, & Associated Architectural Styles (Page 3-16 - Colonial Revival)

Section 4.2 Roofs

Section 5.2 Roofs

Section 5.3 (Page 5-12) Chimneys

Section 7.1 Alternative Materials

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials proposed for the roofs 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

Roof Work Only

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

Revised 07/2023

Taxes	✓pd AO
Violations	✓pd AO
pd chk # Fee 196	\$50 / (\$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 a property within the Cape Charles Historic District Overlay. * *The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

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 must be deemed complete by the department staff prior to being evaluated.

☒ (A) Zoning Clearance Application ☒ (B) Photos of existing roof ☒ (C) Owner Affidavit ☒ (D) Payment of Fee

Owner signature:

Chris Willis

Date:

3/27/24

PART 2: PROPERTY INFORMATION

Property Address:

644 Monroe Ave

Tax Map #:

83A3-1-327

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:

Chris & Karen Willis

Mailing Address:

644 Monroe Ave Cape Charles VA 23310

Phone Number:

757-286-7476

Email:

ckwillis.home@gmail.com

PART 4: PROPERTY INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

See Attached Proposal
 Replace Slate with Slate
 Replace metal with copper and add copper chimney cap

PART 6: ROOF REPAIRS

SEE SECTIONS 4.2, 5.2, & 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work, check all that apply:

- ☒ New ☐ Repair (% of roof structure) _____
☒ Reroofing: In kind ☒ Different in style or material ☒
☒ Add/Repair Gutters and downspouts
☒ Repair Chimneys

Location (Pictures of existing condition):

see attached

Existing Roof	Proposed Roof
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	Proposed Materials (specifications):
Existing Material: Vermont Green Slate Tin/GALVANIZED TERN Metal	Vermont Green Slate Copper
Existing Chimney	Proposed Chimney
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	☐ Repair ☐ Remove ☒ Add a chimney cap

Indicate the reason for change and materials to be used.

Add copper chimney cap to match proposed new copper roof and prevent Squirrels/Birds from nesting in chimney

Other / Additional Notes:

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: Chris Dulin

Date: 3/27/24

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: 644 Monroe Ave

Tax Map #: 83A3-1-327

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Chris E Kener Willis

Mailing Address: 644 Monroe Ave Cape Charles VA 23310

Phone Number: 757-286-7476 Email: ckwillis.home@gmail.com

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

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Nick Price / Stevens Roofing Co

Mailing Address: 818 West 39th St Norfolk VA 23508

Phone Number: 757-489-8791 Email: price@stevensroofingcorp.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: Chris Willis

Date: 3/27/24

State of Virginia, County of Northampton
27 day of March, 2024 by Christopher Willis

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: 1/31/2027



Seal



Stevens Roofing Corp
818 West 39th Street,
Norfolk, VA 23508
Phone: (757) 489-8791

Fax: (757) 489-8649

Inspection Letter

03/25/2024

Chris Willis
644 Monroe Avenue
Cape Charles, VA 23310
(757) 286-7476

Inspection Report

Mr. Willis,

Stevens Roofing has contracted with you to replace the slate and metal roofing systems on the house. We came to this conclusion during our inspection of the metal flashings on the house. There is a lot of deterioration in the metal roofs and in the flashing components on both the slate and the metal roof areas. There have been numerous improper repairs made in the past that have unfortunately made things worse.

We propose replacing the metal roofs with a standing seam copper roof. The old tin/galvanized roof systems have been painted but rust is bleeding through and there are leaks. The flashing wasn't done properly and repairing these roofs isn't feasible. We will continue to match the overall look of the house with copper internal gutters and a copper roof that will allow these roofs to perform for the next 75 years.

We have proposed replacing the slate on this roof with Vermont Unfading Green slate. This is the slate that is on the roof currently and it carries a 75-year warranty. In many areas the slate is spalling on the surface this is due to age and freeze thaw as it ages. The number of repairs needed doesn't warrant leaving the current system in place. The new slate will be installed using standards from the 2010 design and installation manual from the National Slate Association.

Stevens Roofing Corporation has been restoring and installing slate and copper roof systems for nearly 80 years. We always believe in repairing and maintaining these roofs to maintain the historic appeal. The roof system at 644 Monroe Ave has reached the point where replacement is the best solution for the house.

If you have any questions or concerns, please don't hesitate to call us.

Respectfully,

Nicholas Price
President
Stevens Roofing Corporation.



Stevens Roofing Corp
818 West 39th Street,
Norfolk, VA 23508
Phone: (757) 489-8791

Fax: (757) 489-8649

Company Representative
Nicholas Price
Phone: (757) 489-8791
price@stevensroofingcorp.com

Roof Restoration

03/24/2024

Chris Willis
644 Monroe Avenue
Cape Charles, VA 23310
(757) 286-7476

Job: Chris Willis

Slate Roof Replacement/Install Section

Set-up necessary staging to remove metal, slate and membrane roofing systems and make repairs to sheathing if necessary (See Note).

Furnish and apply a layer of high temperature ice and water shield in internal gutters and on low slope copper roof areas. Followed by a layer of fire rated versa shield. Furnish and install a premium synthetic ice shingle underlayment over the steep sloped roof areas.

Furnish and install a 16oz. copper built-in gutter system at all internal gutter areas. New gutter to be installed using a cleated system to allow for proper expansion and contraction. No fasteners to penetrate the gutter.

Furnish and install over low sloped metal roof areas a double locked standing seam metal roof system using 16oz. copper. Install Custom made 20oz. copper radius double locked standing seam roofing system over barrel dormers.

Furnish and install over steep sloped areas a 18"xRandom Width Vermont Unfading Green Slate Roof System. New slate to be secured using 2 copper slating nails per slate. Slate to be installed using a 7 1/2" exposure which will allow for a 3" head-lap.

Saddle-Ridge to be installed across all ridges. 16oz copper flashing to be installed between each course of slate.

All Base and counter flashings to be out of 16oz. copper. Copper counter flashing to be cut-in to brick mortar joints and sealed with a urethane caulking.

Install a custom copper chimney cap at left side chimney.

Note: Deposit will be due upon approval of the work from Architectural Review Board. If the work is not approved the contract can be canceled without any fees or financial obligation.

FT Platinum

Revere Ultrapan Copper Gutter Coil - 16 oz - 20" (Per LB)

Copper Flat Sheet Metal Cold Rolled - 16 oz - 3'x10'

GAF Tiger Paw Underlayment (10 sq)

Versa Shield

Copper Slating Nails - 1 3/4"

50/50 Solder

Tolls & Gas

Vermont Unfading Green Slate

Foreman Copper Roof Labor

Mechanic Copper Roof Labor

Helper Copper Roof labor

Foreman Built-in Gutter Labor

Mechanic Built-in Gutter Labor
Foreman Slate Roof Labor
Mechanic Slate Roof Labor
Helper Slate Roof Labor
Chimney Cap
Misc. Caulk, Fasteners, ETC

TOTAL

TERMS - SEE CLAUSE NO. 9 BELOW FOR PAYMENT TERMS:

IT IS FURTHER UNDERSTOOD AND AGREED THAT:

1. We are to furnish all labor and materials and to clean up and haul away all trash in connection with this work, unless otherwise specified.
2. The proposal submitted by the Contractor is valid only for a period of Thirty (30) days from the date hereof and if not accepted by the Principal within the Thirty (30) day period, this proposal shall be null and void.
3. The Contractor shall not be responsible for damages of delay due to labor stoppages or disputes, acts of God, civil disruption, fires, accidents or other cause beyond its control.
4. The Contractor assumes no responsibility for leaks though any portion of the structure, roof and/or sidewalls, or flashing, not specifically included in the areas covered by this proposal and agreement. Service calls beyond the Contractor's obligation under this agreement shall be an extra charge.
5. Should conditions render unavailable at reasonable cost within the price ranges of this contract any material or product specified herein or otherwise required in order to fulfill this contract, a substitute of suitable value and quality may be supplied by the Contractor, subject to notice to the Principal.
6. This job to be done by the Contractor on open shop basis.
7. All work to be done in a first-class workmanlike manner and in accordance with Local, State, and Federal regulations
8. Any changes or additional work not included in the contract will be submitted on a change order and signed by both parties.
9. A deposit of one-third (1/3) the contract price is necessary with a signed contract before any work can be scheduled. Final Payment is due upon job completion. For extended length jobs, progress billings for work completed will be done on a month to month basis and is due upon receipt.

A one and one-half (1 1/2%) percent interest rate shall be charged on accounts past thirty (30) days (18% annual percentage rate). In the event payment is not promptly made and it becomes necessary for the contractor to employ an attorney or a collection agency for the purposes of collecting any amount pursuant to this contract, or if it becomes necessary for the Contractor to file a Memorandum

of Mechanics Lien and/or to take action to enforce said lien, then it is further covenanted and agreed by the parties hereto that the contractor shall be entitled to receive attorney's fees in the amount of twenty-five (25%) of the original contract plus all court costs, commissioner's fees, reporting fees, appraisers fees, and filing fees, in addition to the amount owed Contractor.

Note #1: Please allow 8-10 weeks from the date of the signed contract for the work to begin.

Note #2: Any necessary repairs to deteriorated or bad wood rafters, sheathing, etc. will be an extra and charged on a Time and Material Basis with rates as follows: Labor is charged at \$140.00 per hour for a foreman, \$120.00 for a mechanic, and \$95.00 per hour for a helper. Materials are charged at cost plus 20% markup for profit and overhead.

Terms of Payment: A deposit of 1/3 of the amount is required with a signed contract before any work can be scheduled or material ordered. Final payment is due upon completion. On Large projects progress billing will occur every 3 weeks and payments are due within 5 days of delivery of invoice.

Credit Card Payments: There will be an additional 2.5% convenience fee assessed on all Visa/MasterCard/Discover and 3% convenience fee on American Express.

e-Signed by Nicholas Price

03/24/2024

Company Authorized Signature

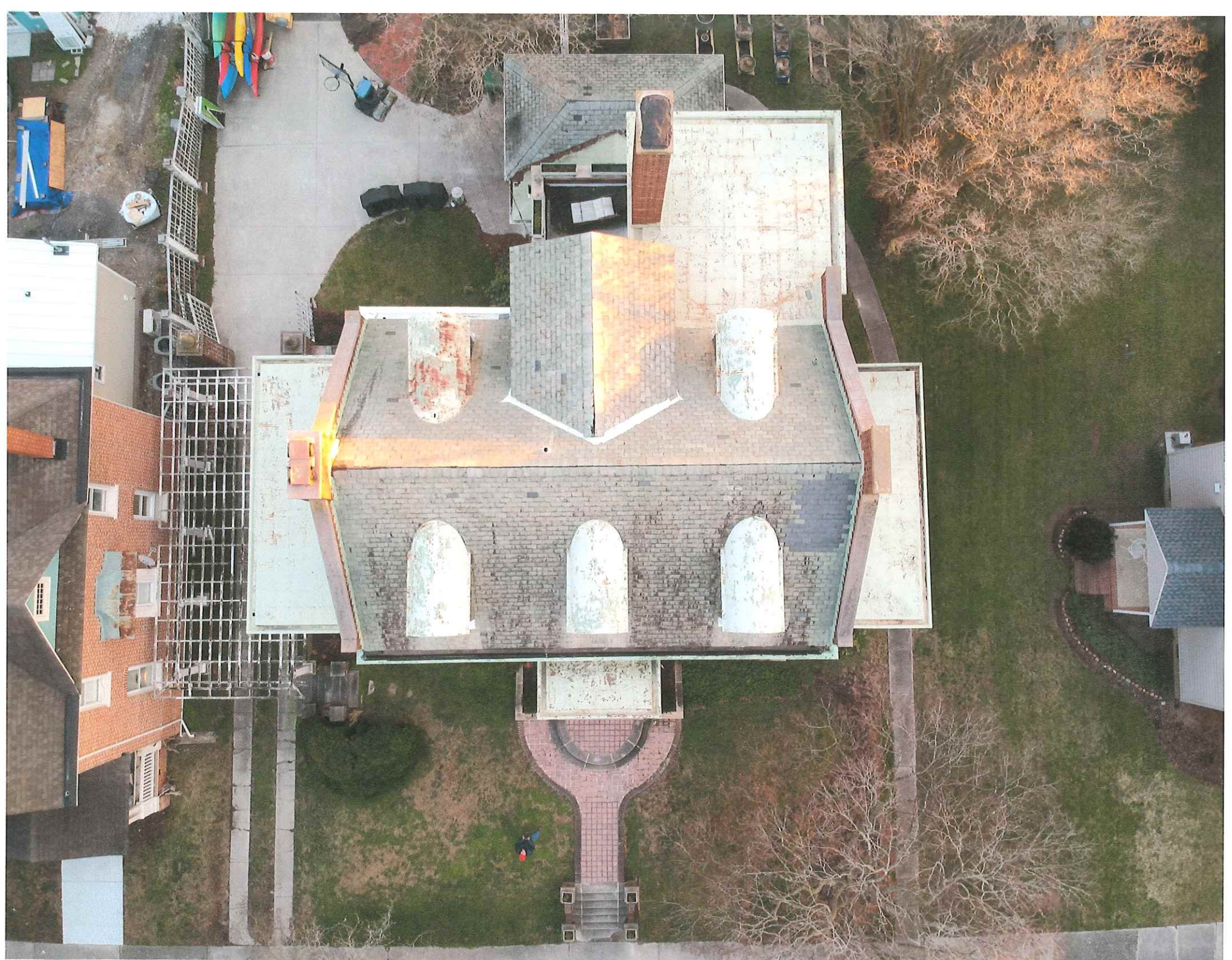
Date

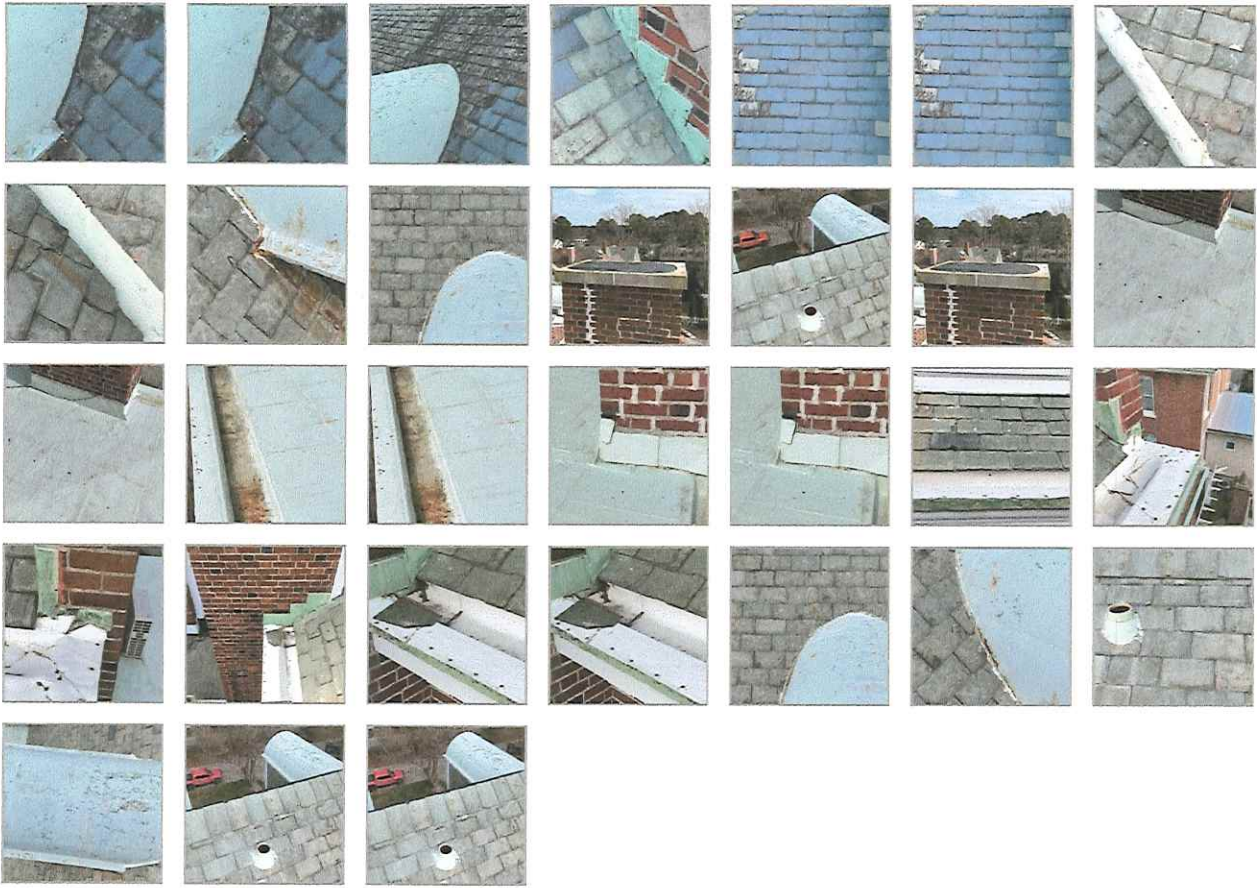
e-Signed by Chris Willis

03/24/2024

Customer Signature

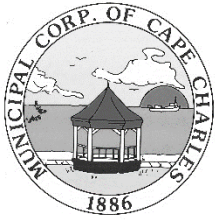
Date





Agenda Item 6C (2)

543 Mason Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: April 16, 2024

Item #: 6C (2) – 543 Mason Avenue

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

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

Date: April 2, 2024

APPLICANTS: Paige Pollard

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 543 Mason Avenue

WORK TO BE PERFORMED: Replace Doors,
Windows, Install Driveway, relocate fence, & add lean-
to roof on accessory structure

TAX MAP: 83A3-1-566B & 567A

CURRENT ZONING: Commercial Residential (CR)

LOT SIZE: 3,945 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1920, Folk Victorian

Accessory Structure: N/A

DATE APPLICATION RECEIVED: February 26, 2024

PRE-APPLICATION MTG: April 16, 2024

DATE APPLICATION DEEMED COMPLETE: March 5, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): May 6, 2024

The applicant is seeking the following:

REMOVE:

- Satellite Dish

REPLACE:

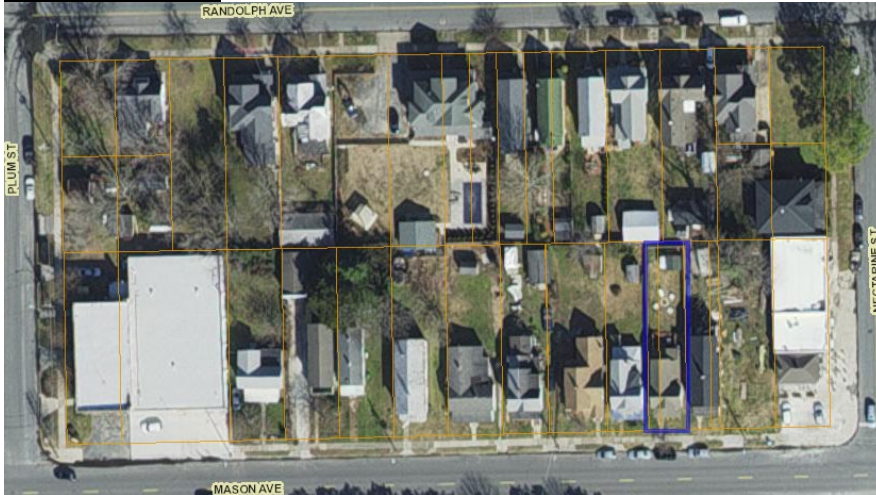
- Existing Front ½-lite Metal Door with New Wood 4-lite/1-panel Door (if wood door is out of stock the applicant proposes using Fiberglass)
- Existing Front Windows: 2 First Floor 2/2 Vinyl with 2/2 Traditional Divided Light (TDL) Wood and 1 Second Floor Metal Frame Slider with 1 – 2/2 TDL Wood Window with a 1/1 Narrow Wood Window on each side
- Existing rusted Mailbox with new Mailbox same location and hardware
- Existing Back 9-lite/2-panel Metal Door with New Full Lite Fiberglass Door

ADD: Lean To Metal Roof on posts coming off the side of the existing rear accessory structure.

RELOCATE: wooden fence to capture rest of backyard as shown on provided survey.

INSTALL: shells to be used as golf cart driveway on east side of property that has an existing curb cut.

AERIAL MAP:



MATERIALS:

Windows: 2/2 TDL Wood, 1/1 Wood

Doors: Front: 4-lite/1-panel Wood, Back: Full Lite Fiberglass

Mailbox: Metal

Accessory Structure Lean to Roof: Metal

Golf Cart Driveway: Shells

STAFF ANALYSIS:

ZONING COMPLIANCE

The property is a legal, non-conforming use. The proposed removal of the satellite dish, replacements, lean-to roof on the accessory structure, and relocation of the fence meet all zoning requirements.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-11 – Folk Victorian)

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

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

Section 5.5.1: Windows

Section 5.5.2: Doors

Section 6.1 (Pages 6-4 to 6-5): Noncontributing Accessory Structures Associated with A Contributing Primary Building

Section 7.1 Alternative Materials

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

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 proposed for the replacements and new proposals reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

RECEIVED
2/26/2024

Revised 03/2023	
Taxes	✓ pd AD
Violations	N/A
edchk# Fee 3123	\$1,000
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: **543 Mason Avenue**

Tax Map #: **83A3-1-566**

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

Zoning District: **CR**

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Paige Pollard**

Mailing Address: **1305 Watersedge Drive, Virginia Beach, VA 23452**

Phone Number: **757-286-8602**

Email: **ppollard73@gmail.com; paige@commonwealthpreservationgroup.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):
See attached description.

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: Metal	Proposed Material: Wood; Fiberglass
Dimensions: Width 32" Height 80"	Dimensions: Width 32" Height 80"
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): 1/2 light with panel	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): 3/4 light with panel

Indicate the reason for change: The existing front and back doors are damaged and rusted. The metal is not appropriate for the house or district. See attached document for more information.

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>3</u> Repaired: _____ Replaced: In kind _____ Different in style or material <u>X</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>2/2 and 1/1</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>2/2 and 1/1</u>
Width: <u>29"</u> Height: <u>57"</u> Depth: <u>internal spacer</u>	Width: <u>29"</u> Height: <u>57"</u> Depth: <u>internal spacer</u>
Material: vinyl and metal	Material: wood - see attached for more information.
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

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

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

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

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

THIS PROPERTY APPEARS TO FALL IN:
FLOOD ZONE: X
COMMUNITY NO.: 510108
PARCEL: 0295F DATED: MARCH 2, 2015

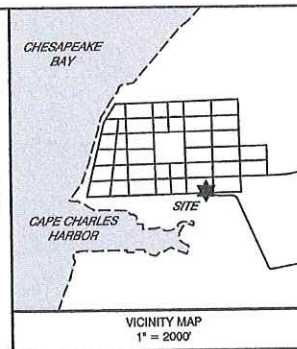
FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.

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

THIS PLAT IS BASED ON A CURRENT FIELD SURVEY HAVING A CLOSURE EXCEEDING 1:38,703.

AT THE TIME OF THE SURVEY, THE SUBJECT PARCEL WAS OWNED BY 543 MASON, LLC (INSTRUMENT #220001527).

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

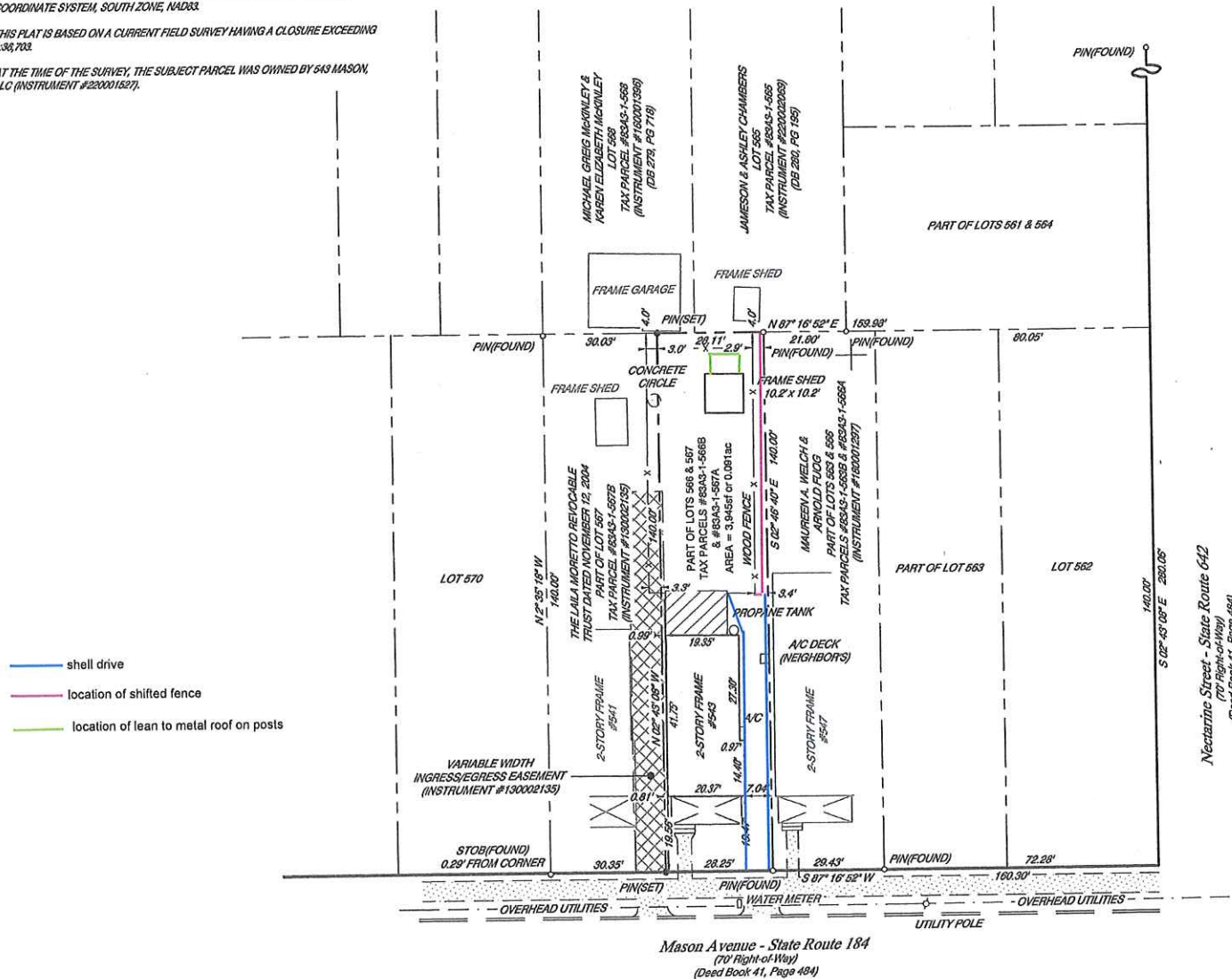


MADE IN AMERICA



Shoreline Surveyors
23314 Courthouse Avenue - P.O. Box 735
Acomac, Virginia 23001
PHONE (757) 789-3960 FAX (757) 785-3962
SCALE: 1" = 20'
DRAWN: MAS
FIELD BOOK: 54, PAGES 4 & 5
JOB #23087
SHEET 1 OF 1

PHYSICAL SURVEY
OF
PART OF
Lots 565 & 567
"Map of the Town of Cape Charles"
(DEED BOOK 41, PAGE 494)
TAX PARCELS #08343-00-565B
& #08343-00-567A
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA
FOR
Glosser & Maccoz, P.C.
NOVEMBER 18, 2023



543 Mason Avenue Existing Conditions and Proposed Work Summary – Application for Certificate of Appropriateness
February 23, 2024

Overview image:



General façade view.

Front Door:



Existing, damaged, modern metal front door.

543 Mason Avenue Existing Conditions and Proposed Work Summary – Application for Certificate of Appropriateness
February 23, 2024

- The applicant proposes to replace the damaged modern metal front door with a wood 4-pane over-panel front door; if the wood door is out of stock, the applicant will use a 4-pane fiberglass door.

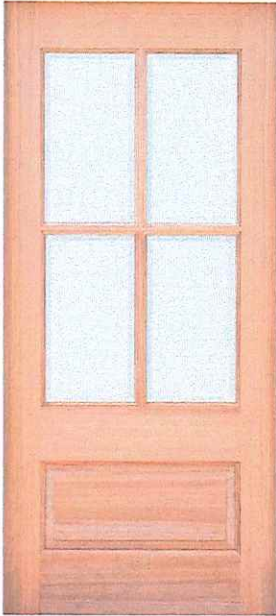
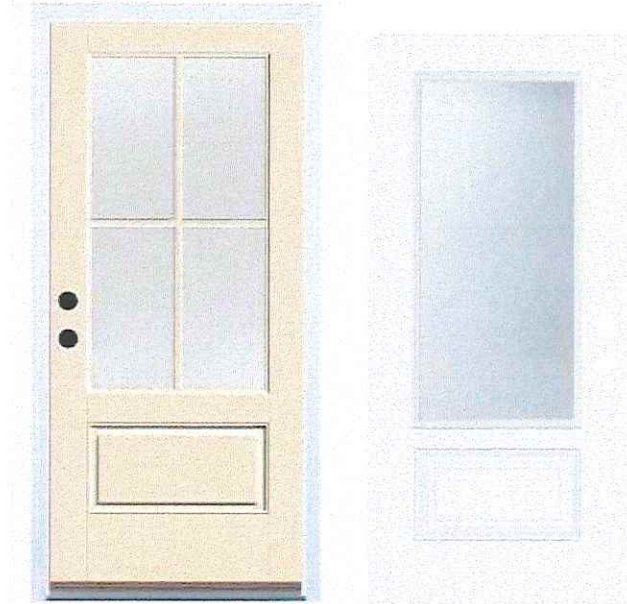


Image of preferred/proposed front door, to be oiled or painted.



Alternate Door Options 1 and 2, depending on availability.

Windows:



Existing vinyl first floor façade windows. façade.



Existing modern slider window on 2nd floor

- The applicant proposes to replace first-floor front facade vinyl windows with custom-fabricated 2/2 traditional divided light windows.

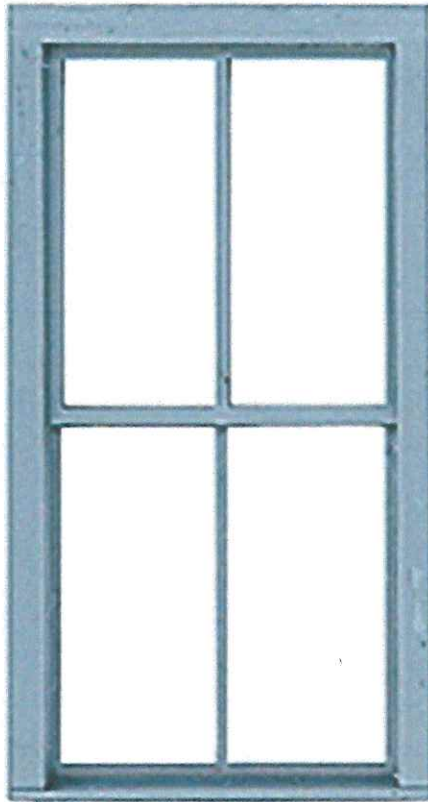


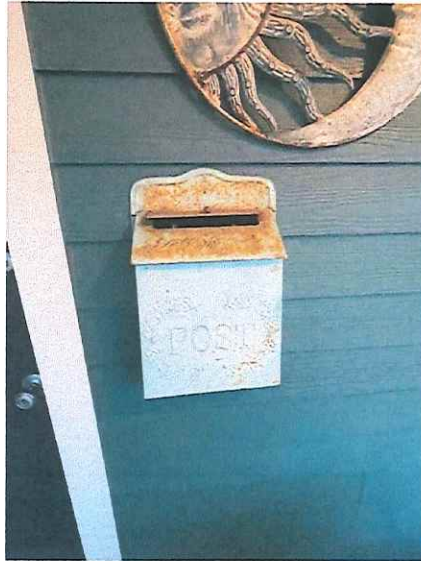
Image of typical proposed window.

- The applicant proposes to replace the second-floor metal frame slider window with a center 2/2 TDL wood window; the 2/2 would be flanked by narrow 1/1 wood windows, one on either side. The modern shutters would be removed.



Image of proposed second floor window configuration.

Mailbox:



Existing modern, rusted, mailbox.

- The applicant proposes to remove the rusted wall-mounted mail box. The existing screws which are in the hardy siding would be retained and a new simple black mailbox of similar size would be hung on the existing fasteners.

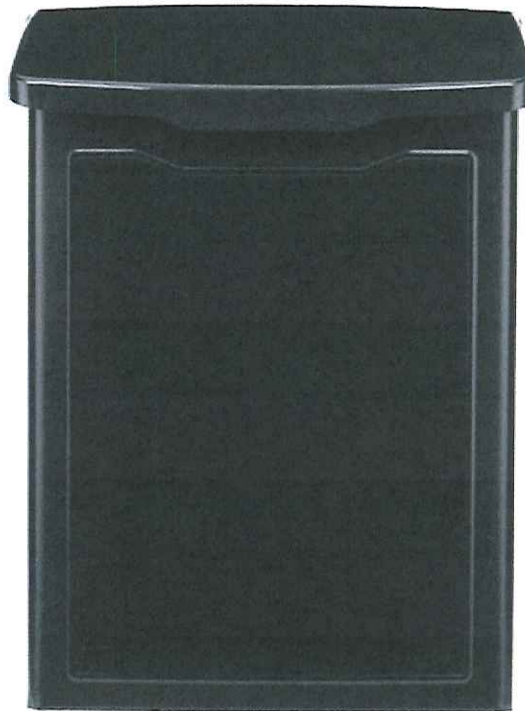


Image of proposed mailbox.

- The applicant proposes to remove the deteriorated house numbers and install replacement numbers on the front door within the wood panel.



Image of proposed house numbers.

Site:

- The existing curb cut has been used for access to golf cart parking in the rear of the site along the east side of the building. The applicant proposes to improve the current grass drive alley with shell for a permeable driveable surface. Survey with location sketch attached.



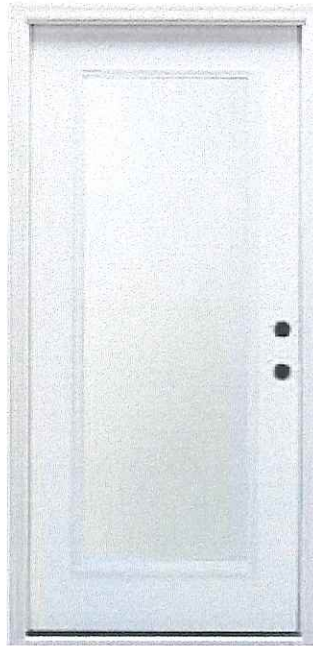
Image of proposed driveway material.

Fence:

- The survey performed in conjunction with the house sale/purchase documented the east side of the fence is set within the property line by 2.9'. The applicant proposes to shift the existing fence material over to just inside the subject property line (543 Mason Ave) to capture the rest of the backyard. Survey with location sketch attached.

Rear:

- The applicant proposes to replace the existing rear door, which is rusted metal and not visible from the street, with a fiberglass single-light door.



Proposed rear door.

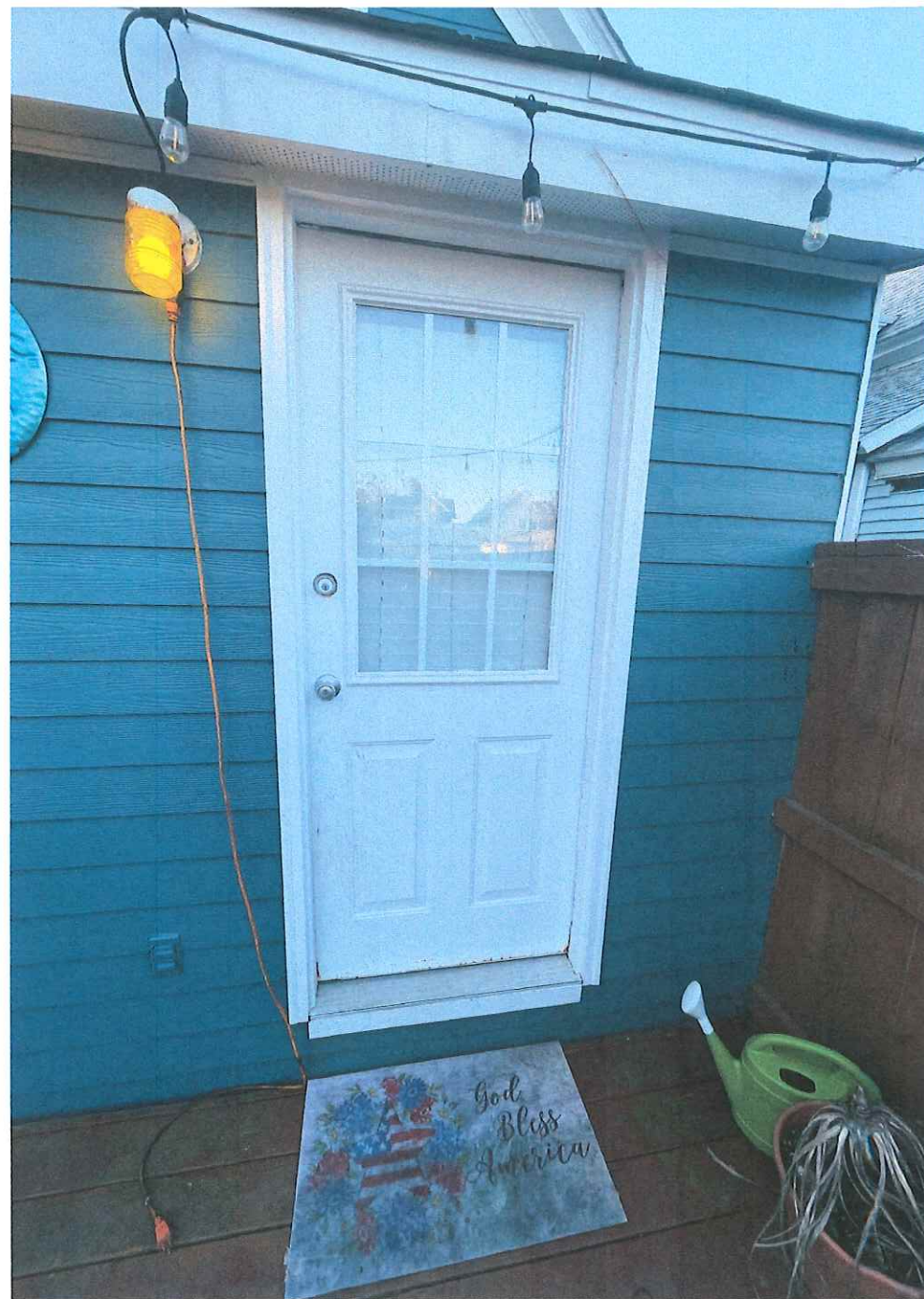
- The applicant proposes to reinstate a metal roof shed roof off of the back of the existing shed in the rear yard. It would be supported by square posts painted to match the shed. The purpose of the shed roof is to provide cover for golf cart parking in back.



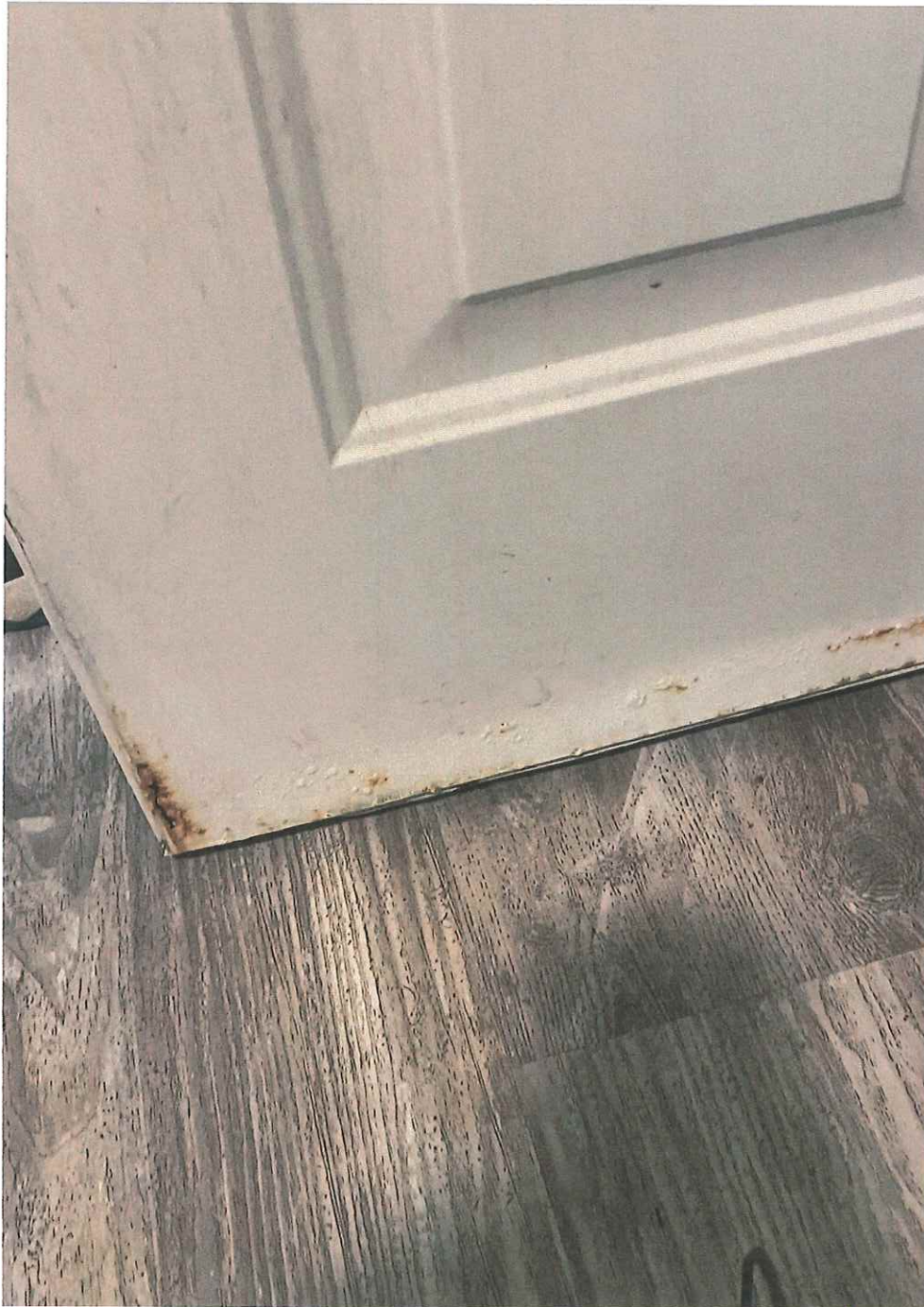
Sample of shed roof structure proposed to be appended to existing shed; metal roof, 2 square posts painted to match the shed.



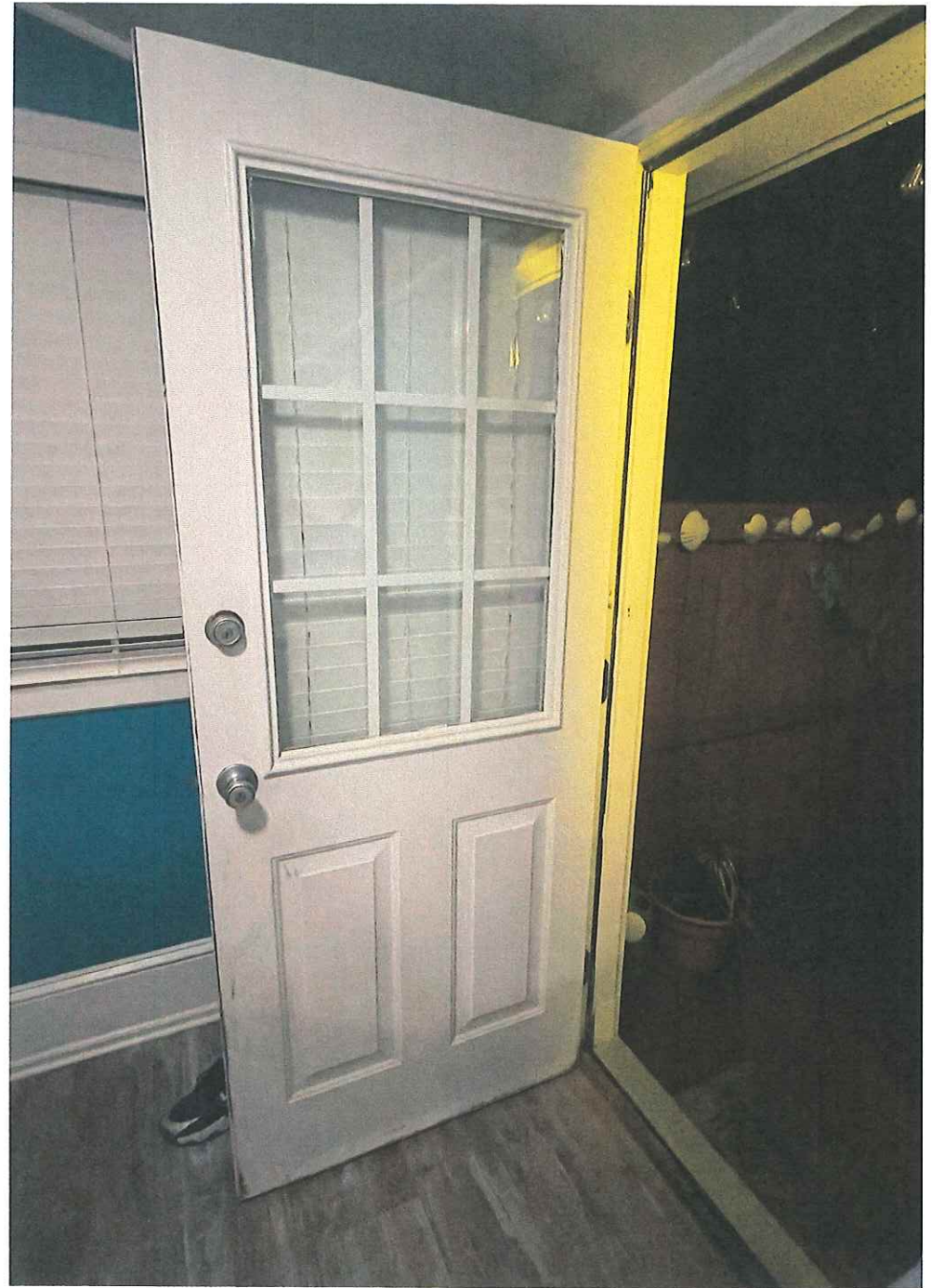
Back of house



existing metal
back door.



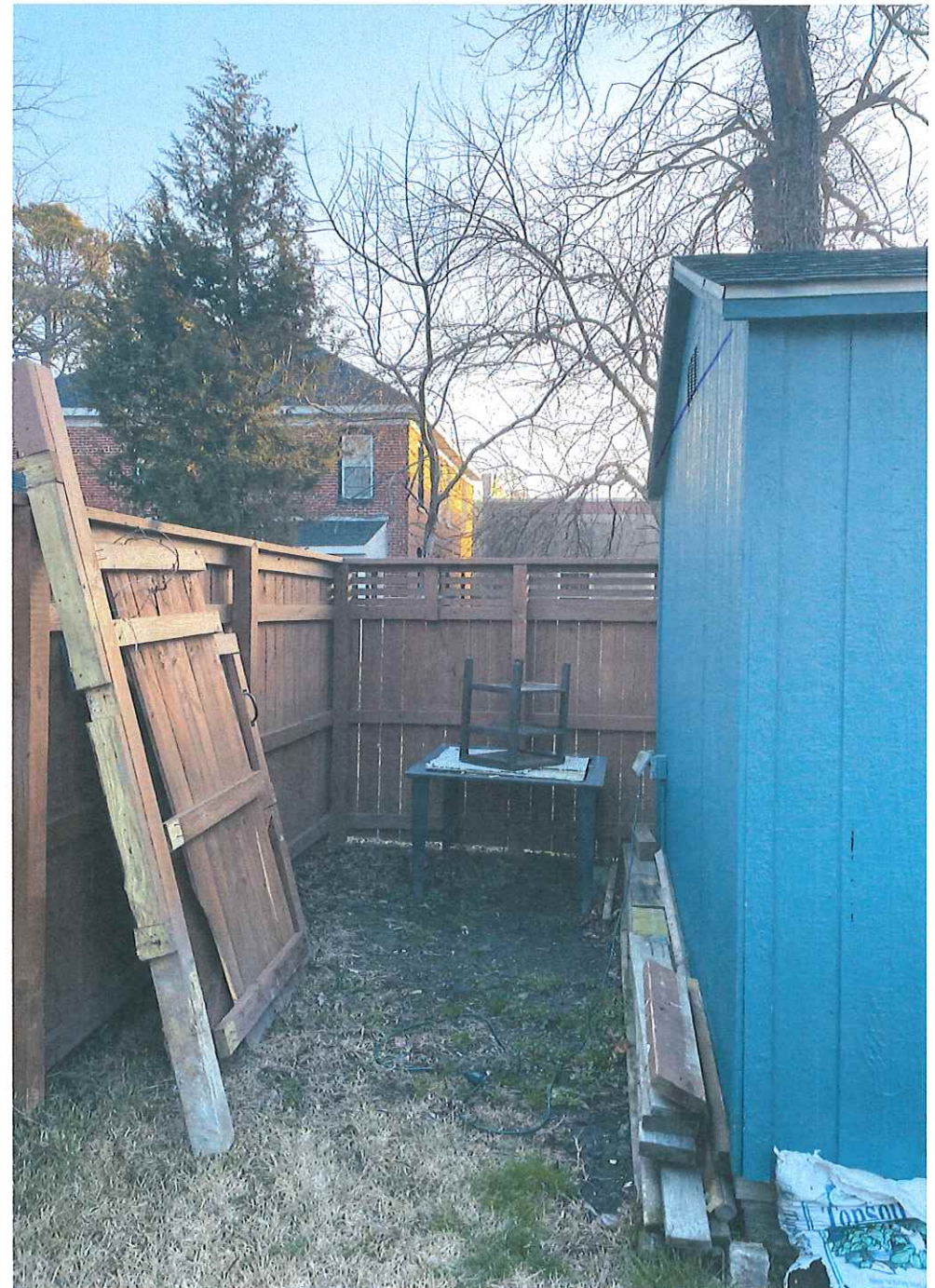
Rear door detail



Rear door



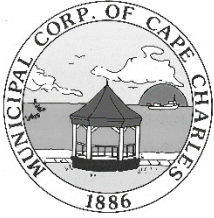
Shed



Location of want to
golf cart cover

Agenda Item 6C (3)

210 Tazewell Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: April 16, 2024

Item #: 6C (3) – 210 Tazewell Avenue

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

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

Date: April 3, 2024

APPLICANTS: William and Jayne Prickett

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 210 Tazewell Avenue

WORK TO BE PERFORMED: Renovate existing accessory structure

TAX MAP: 83A3-1-528

CURRENT ZONING: Residential-1 (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1910, Queen Anne

Accessory Structure: Garage, CONTRIBUTING

DATE APPLICATION RECEIVED: March 5, 2024

PRE-APPLICATION MTG: March 12, 2024

DATE APPLICATION DEEMED COMPLETE: March 5, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): May 6, 2024

The applicant is seeking to renovate the existing 190 square feet accessory structure as follows:

(1) remove the existing wood siding and replace with Hardie Plank; (2) remove the two front wood doors and replace with two 1/1 double hung vinyl windows; (3) replace east side 6/6 wood windows with new 1/1 double hung vinyl windows; (4) replace shingle roof with new shingle roof, and add new shingle lean to roof with a 4/12 pitch; and (5) add a new opening for a 9-lite/2-panel steel door on the east side which will be for access.

AERIAL MAP:



MATERIALS:

Roof: GAF Royal Sovereign 3-Tab Asphalt Shingle

Siding: James Hardie Magnolia Home Plank Cedarmill 6.25" x 144"

Windows: American Craftsman Pro Series Single Pane 1/1 Double Hung Vinyl 23.75" x 37.25"

Door: JEN-WELD 36" x 80" 9-Lite/2-Panel Steel

Trim: AZEK Veranda 1" x 5-1/2"

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed renovations to the accessory structure meet all zoning requirements.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

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

Section 7.1 Alternative Materials

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials proposed for the replacements and new proposals for the accessory structure reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

Revised 03/2023	
Taxes	wpdAO
Violations	NA
pd 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: 

Date: 2/21/24

PART 2: PROPERTY INFORMATION

Property Address: 210 Tazewell Avenue

Tax Map #: 83A3-1-528

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: William and Jayne Prickett

Mailing Address: 210 Tazewell Avenue, Cape Charles, VA 23310

Phone Number: 973 670-1781

Email: wdp87@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

Remove existing siding, replace with HardiPlank; replace existing left (East) side window with two windows; eliminate existing front side (North) doors, replace with two windows; install new left side entry door; reroof; add lean-to roof on left (East) side.

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): See attached photo

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	
Existing Material: Asphalt shingle	Proposed Materials: Asphalt shingle (see attached materials)
Other / Additional Notes: Reroof due to condition; new roofing on proposed lean-to roof	

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: 1 Removed: 2
 Repaired: 0 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: <u>Removed = Front</u> Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☒ <u>Side</u> Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material: Wood/HardiPlank 84" X 90"	Proposed Material: Steel entry door 36" X 80"
Dimensions: Width _____ Height _____	Dimensions: Width <u>36"</u> Height <u>80"</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): See attached photo	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): 9 light/ 2 panel (see attached)

Indicate the reason for change: Existing doors are in poor condition and no longer desired.
 Propose to install new entry door on left (East) side.

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>4</u> Removed: <u>1</u> Repaired: _____ Replaced: In kind _____ Different in style or material <u>X</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>DOUBLE HUNG 28"X44"</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>DOUBLE HUNG 28"X44"</u>
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: <u>Wood 6/6</u>	Material: <u>White vinyl double hung (See attached material</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: 4	Width:	Materials:
☐ Patio	Length: 4	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): See attached			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☒ Not sure			
Existing material: Wood clapboard, plywood, wood boards		Proposed material: HardiePlank to match residence	
Dimensions: Thickness - 3/12" Width - various		Dimensions: Thickness - 3/12" Width - 6.25"	
Indicate the reason for change, e.g., underlying material condition, rot: Underlying condition and rot. Match material and color to residence (See attached material list)			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☒ Alteration			
Location (Attach diagram & pictures): Trim 4 new windows, new entry door, building corners			
Existing Material: Wood		Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Type of Material to be used: Azek PVC Trim Board (see attached material list)			
Dimensions: 5" X 1"			
Reason for repair or alteration (change of material or design): Trim new window, entry door and corners to match residence			
J. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: _____	Date: <u>2/21/24</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: <u>8.16(B)(C)</u>	

210 TAZEWELL AVENUE SHED REPAIR EXISTING CONDITION



FRONT (North)



SIDE (West)

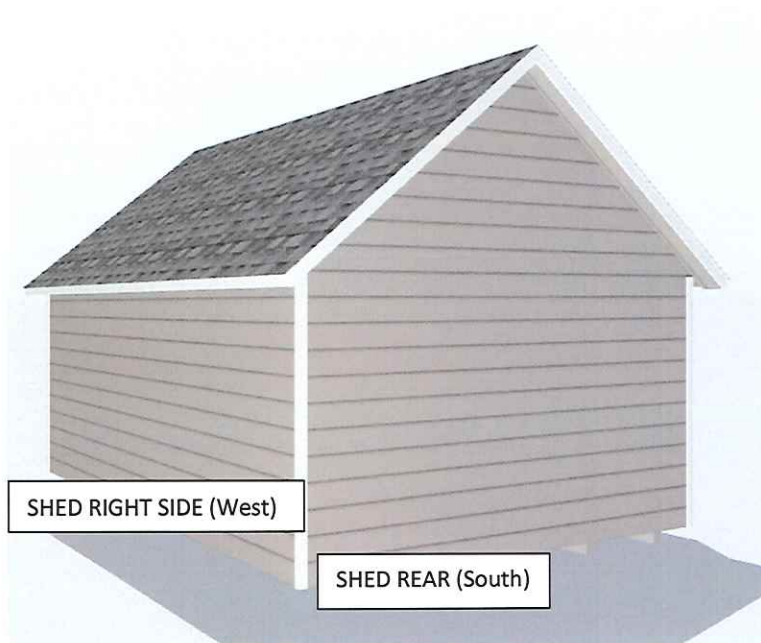
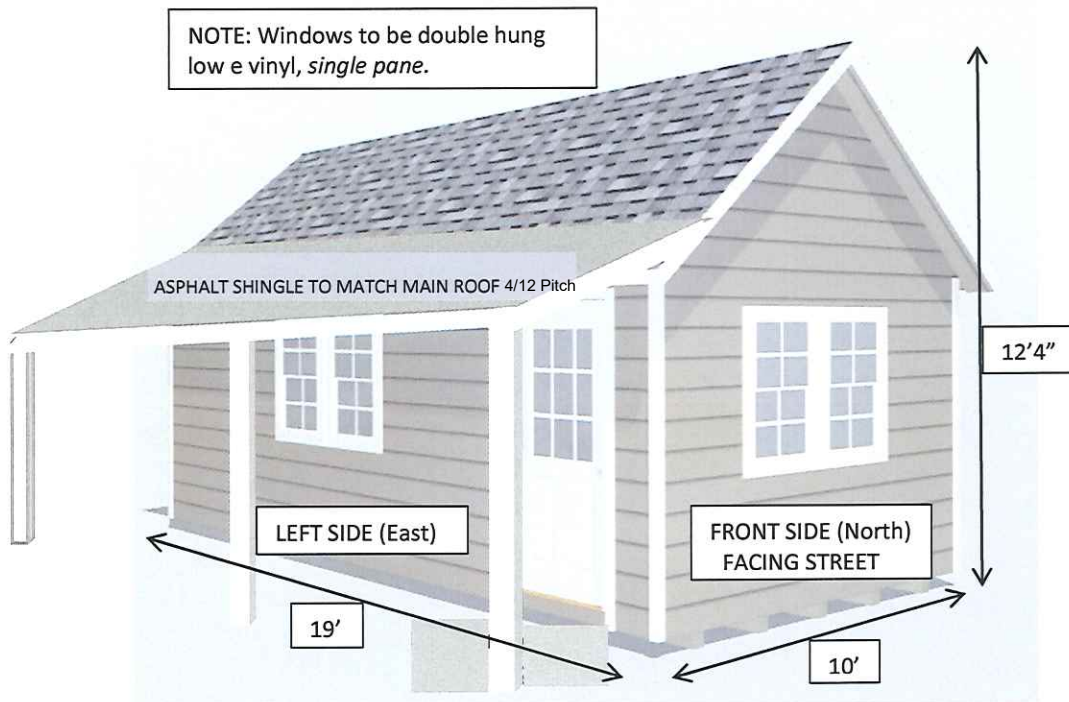


SIDE 2 (East)



REAR (South)

210 TAZEWELL AVENUE PROPOSED SHED REPAIR ILLUSTRATION



210 TAZEWELL AVENUE SHED REPAIR MATERIALS LIST

SHED AND SIDE LEAN-TO ROOFING

Asphalt shingle, GAF Royal Sovereign Weathered Gray Algae Resistant 3-Tab Roofing Shingles, or equivalent.



SIDING

Magnolia Home Hardie Plank HZ5 6.25 in. x 144 in. Fiber Cement Cedarmill Lap, color to match residence



WINDOW, DOOR AND CORNER TRIM

AZEK Veranda 1 in. x 5-1/2 in. White PVC Trim, or equivalent.



WINDOWS

Four (4) American Craftsman single pane 23.75 in. x 37.25 in. 70 Pro Series Low-E Argon Glass Double Hung White Vinyl Windows, or equivalent.



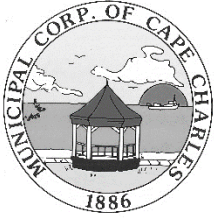
ENTRY DOOR

JEN-WELD 36 in. x 80 in. 9 Lite Primed Steel Prehung Right-Hand Inswing Entry Door with Brickmould, or equivalent.



Agenda Item 6D (1)

505 Harbor Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: April 16, 2024

Item #: 6D (1) – 505 Harbor Avenue

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

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

Date: April 3, 2024

APPLICANTS: Eric Adams dba Adams Home Renovations

OWNER: Jennifer Corcoran

TYPE OF APPLICATION: Pre-Application / Certificate of Appropriateness

SITE ADDRESS: 505 Harbor Avenue

TAX MAP: 83A1-2-10-4

LOT SIZE: 7,319 sq. ft.

WORK TO BE PERFORMED: Construct 2-story rear deck

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1925, Folk Victorian

Accessory Structure: NA

DATE APPLICATION RECEIVED: March 5, 2024

PRE-APPLICATION MTG: April 16, 2024

DATE APPLICATION DEEMED COMPLETE: March 5, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): May 6, 2024

The applicant is seeking to construct a 240' second-story deck on the rear of the two-story single-family home. This will include replacing two vinyl 1/1 windows with two fiberglass full lite doors.

AERIAL MAP:



EXISTING REAR PHOTO (From Google Earth)



MATERIALS:

Siding: Foundry Vinyl 6" Half Round

Door: JEN-WELD 32" Full Lite Fiberglass with Brickmould

Flooring: Composite Porch Boards 12' x 3.125" x 0.835"

Railing: PVC Southern Cross Panel

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed second-story deck meets all zoning requirements.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-11 – Folk Victorian)

Section 5.5.4: New Window and Door Openings

Section 5.6: New Additions to Contributing Building

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials proposed for the new rear second-story deck reflects the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

RECEIVED
2/27/2024

Revised 03/2023

Taxes	✓ pd AO
Violations	N/A
Fee	\$500
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: *[Signature]*

Date: 02 13 2024

PART 2: PROPERTY INFORMATION

Property Address: 505 Harbor Ave Cape Charles VA 23310 Tax Map #: 83A1210-4

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: Jennifer Corcoran

Mailing Address: 505 Harbor Ave Cape Charles VA 23310

Phone Number: 518 369 9458

Email: WINERX@DROPTWINE.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: Eric Adams ADAMS HOME RENOVATIONS

Mailing Address: 29511 SEASIDE RD. 23310

Phone Number: 434 953 5510

Email: ADAMSHOMERENOVATIONS@yahoo.com

PART 5: PROJECT INFORMATION

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

Build Deck over REAR Porch w/ 2 egress doors to
access 840' sq. ft. Porch Util. vinyl
composite Decking
doors - 32" x 80"

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: 2 Removed: IN PLACE of Removed Windows
 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: <u>Fiberglass to match</u>
Dimensions: Width Height	Dimensions: Width <u>2'8"</u> Height <u>81"</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <u>FULL LITE OUTSWING WHITE</u>

Indicate the reason for change:

to IN PLACE of windows in order to access Rear Porch

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> 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: <u>NONE</u> ☐ 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>30</u> Height: <u>41"</u> Depth: <u>4 3/16</u>	Width: _____ Height: _____ Depth: _____
Material: <u>vinyl</u>	Material: _____
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure Existing Material: _____	Type of Material to be used: _____
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure Existing Material: _____	Type of Material to be used: _____
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.): <u>NO PORCH THAT EXISTS WILL HAVE NEW PROPOSED DECK ABOVE IT</u>	
F. STEPS/STOOPS/RAILINGS ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered <u>No steps</u>	
Location (Attach pictures; Survey may be requested): <u>Above Rear Porch</u>	
Existing Material: <u>N/A</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: <u>Lumber Composite Decking Fiberglass doors vinyl RAIL</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>NO REPLACEMENT n Alter - JUST ADDING RAILS to new DECK</u>	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: _____	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used: _____	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. DECKS & PATIOS ☐ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☒ Deck	Length: <u>30'</u>	Width: <u>8'</u>	Materials: <u>Tongue & groove Composite (AZEK)</u>
☐ 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		<u>vinyl scalloped siding to ANCH</u>	
Existing material: <u>vinyl + metal siding</u>		Proposed material: <u>That will support new Deck</u>	
Dimensions: Thickness - Width -		Dimensions: Thickness - <u>1/4" x</u> Width - <u>3/4" 24" sections</u>	
Indicate the reason for change, e.g., underlying material condition, rot: <u>No change Just adding + where new construction</u>			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures): <u>AROUND new doors + skirting for Porch</u>			
Existing Material: <u>wood + vinyl</u>		Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	
Type of Material to be used:			
Dimensions: <u>1x4 + 1x8</u>			
Reason for repair or alteration (change of material or design): <u>ASTHETIC mostly so that new Deck + doors MATCH to Existing</u>			
J. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes:			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u></u>	Date: <u>2/28/24</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: 505 Harbor Pk

Tax Map #: 83A1-2-10-4

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Jennifer Corcoran

Mailing Address: 505 Harbor Ave Cape Charles VA 23310

Phone Number: 518 369 9458 Email: WINERX@dropitwine.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: Eric Adams ADAMS HOME RENOVATIONS

Mailing Address: 29517 SEASIDE AVE Cape Charles VA 23310

Phone Number: 434 953 5510 Email: ADAMS HOME RENOVATIONS @Yahoo.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: Jennifer Corcoran Date: 12/29/2023

State of Virginia County of Northampton The foregoing instrument was acknowledged before me this
13th day of February, 2024, by Jennifer Corcoran (name of person acknowledged)

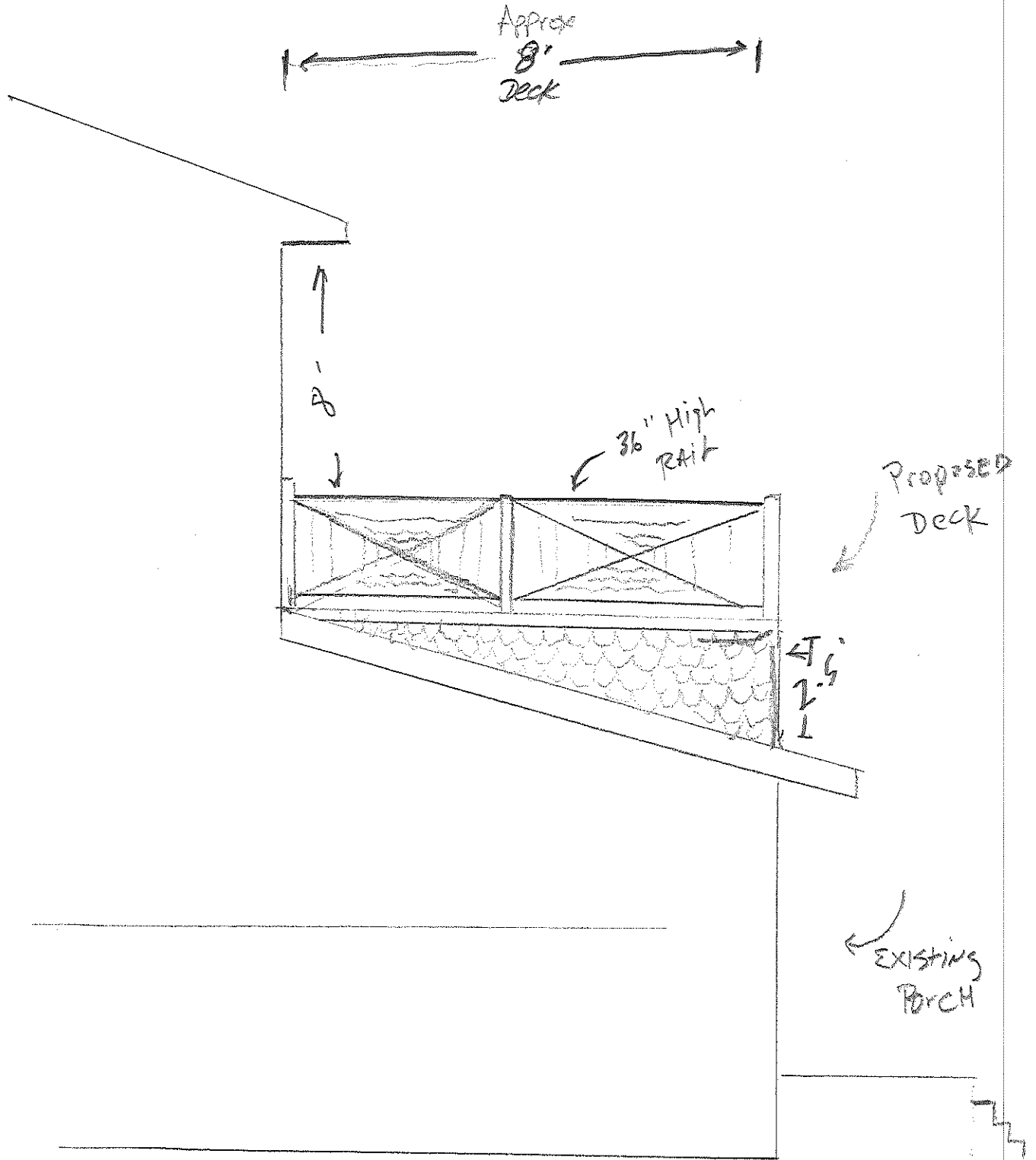
* Signature of Notarial Officer: Julie Pruitt

Notary Registration number: 7965067

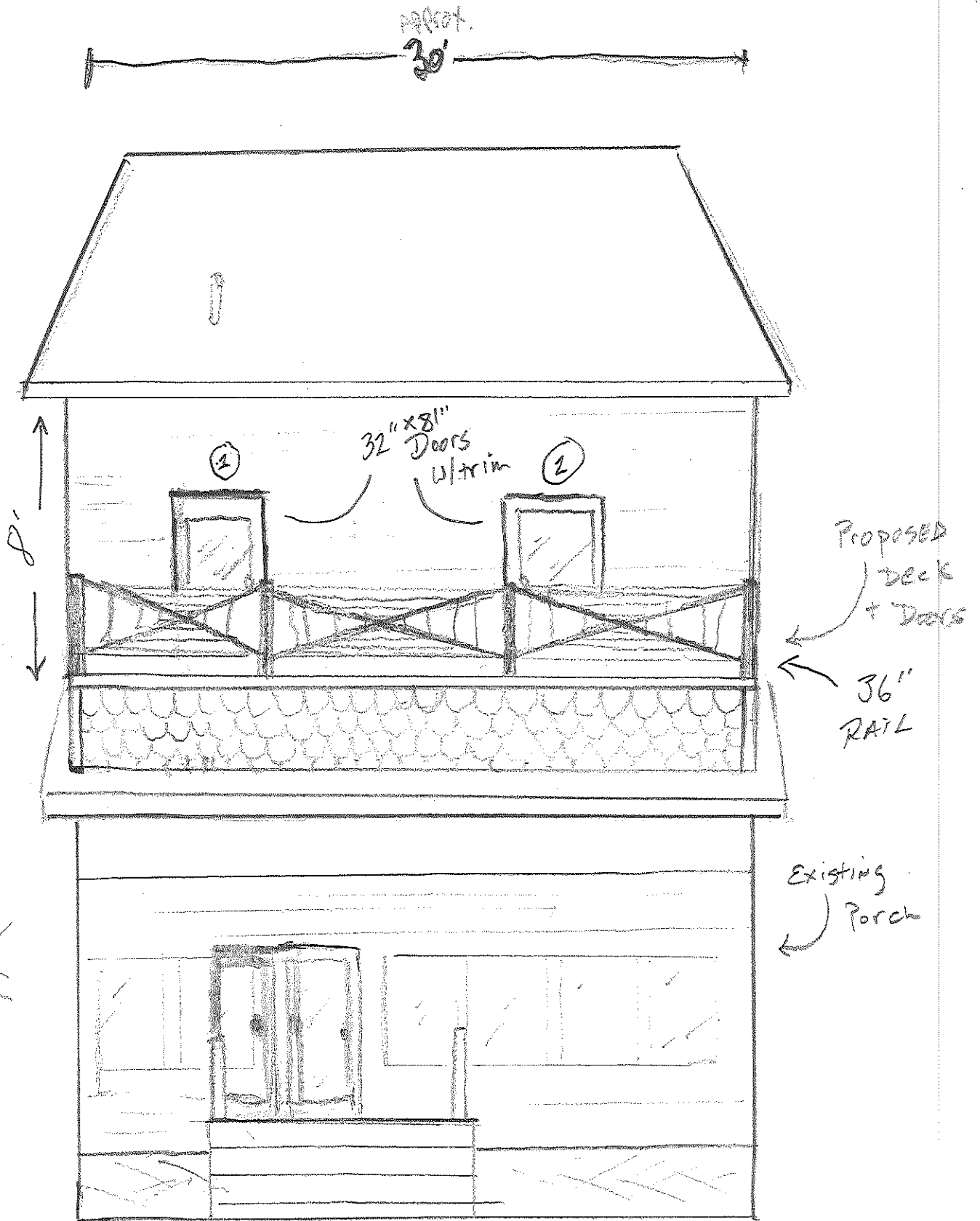
My commission expires: 2/28/25

JULIE ANN PRUITT
NOTARY PUBLIC
REGISTRATION # 7965067
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES 2/28/25

Carcoran SOS Harbor



Corcoran SOS HARBOR



PROPOSED MATERIALS 505 HARBOR AVENUE

The Southern Cross Panel makes a statement alone or can be combined with the Picket Panel to complete rail sections exceeding 48" spans.

Our panels are designed to be used with a number of different railing systems. Depending on which system you use, plan on adding approximately 7" to the panel height to determine your finished rail height. (Typically, between 30" and 42")

The Porch Store custom panels have the body and substance of wood without the character flaws or necessary maintenance. **They are made from 1" or 1.25" thick solid cellular PVC.** The white panels are made from [Versatex](#) brand sheet goods.

Item Choose an option 23.5" x 47.75" 29" x 47.75" 31" x

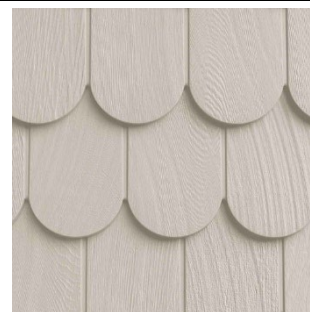
Dimensions 47.75" 35" x 47.75"

Color Choose an option White or Black

Thickness Choose an option 1.25"



The Foundry Vinyl Round 6-inch Shapes are versatile types of vinyl siding panels that add a distinctive dimension to gables and applications to deliver texture all the way around the home. Crafted with real cedar molds, they showcase authentic texture with subtle grain and saw-mark detailing. Using molds made from genuine cedar, Foundry vinyl half round cedar siding features a subtle grain and saw marks to lend a truly authentic air. The Shape profiles hold their rich color, protected by a durable ASA cap. These siding panels should be installed over minimum sizes of 7/16 inch OSB board or 15/32-inch Plywood.



- Mineral-based composite porch flooring boards are made with patented Eovations technology, for extreme strength and stability
- Measures 12-ft x 3.125-in x 0.835-in
- 25-year structural, stain and fade, and removal and replacement warranty



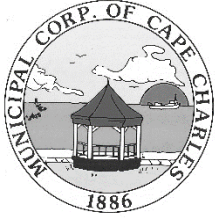
MMI DOOR 32" Outswing: Fiberglass Full Lite Primed Prehung Single Front Door with Brickmould Insulating Core



Agenda Item 6D (2)

Tax Map# 83A1-1-58B & 59B

Plum Street



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: April 16, 2024

Item #: 6D (2) – Lots 58B & 59B Plum Street (Tax Map #83A1-1-58B & 59B)

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

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

Date: April 4, 2024

OWNERS: James and Kelly Eldringhoff

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: Lots 58B & 59B Plum Street

TAX MAP: 83A1-1-58B & 59B

LOT SIZE: 4,720 sq. ft.

WORK TO BE PERFORMED: New 1,071 sq. ft., 1-1/2-story single-family residence; paver patio; outdoor shower

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Not listed

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: February 23, 2024

PRE-APPLICATION MTG: April 16, 2024

DATE APPLICATION DEEMED COMPLETE: March 5, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): May 6, 2024

The applicant is seeking to construct a 1,449 square feet, one and half-story single-family residence with a 36' x 6' (216 square feet) front porch, a 4' x 4' (16 square feet) side landing, and a 10' x 4' (40 square feet) rear deck. The application also includes the installation of a 4' x 4' (16 square feet) outdoor shower, and a 16' x 16' (192 square feet) concrete patio. This lot is currently vacant.

AERIAL MAP



MATERIALS:

Roof: Certainteed Landmark Architectural Asphalt Shingles (House Pitch: 12/12), (Porch Pitch: 4/12), (Gable Dormers: 9/12)

Siding: Certainteed Monogram Double 5" Exposure Clapboard .046 Thickness' 4" Outside Corners

Trim: 4" Azek Triple Board with 6" Fascia

Windows: Ply Gem Pro Series Double Hung Vinyl 2/2 SDL; Trim: 3-1/2"; Sills: Thick Nose

Doors: Therma-tru Fiberglass with Rot Free Jamb and AZEK Brickmould: Front: 6068 Double Active 8-Lite/1-Panel, Side: 3068 Half-Lite/1-Panel, Rear: 8068 Sliding Full Lite no SDL

Front Porch: Decking: AZEK Decking Boards; Columns: 10" Square Vinyl; Railing – AZEK with Square Balusters; Steps: 6' Wide Composite Boards; Handrails: AZEK; Trim: 6" AZEK Boards

Side Landing and Rear Deck: Framing and Decking: Pressure Treated Lumber; Steps and Handrails: Pressure Treated Lumber

Foundation: 4 Course 8" Allied Lightweight Concrete Block, Parged

Outdoor Shower: Pressure Treated Lumber

Patio: Concrete

STAFF ANALYSIS UPDATE**ZONING COMPLIANCE**

The proposed project is seeking to construct a 1,449 square feet, one and half-story single-family residence with a 216 square feet front porch, a 16 square feet side landing, a 40 square feet rear deck, 192 square feet rear patio, and a 16 square feet rear outdoor shower. A site plan has been provided and it complies with zoning.

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

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

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 5.13: New Construction of Primary Buildings

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

Section 9.3: Decks, Ramps, & Patios

Section 9.4: Appurtenances

Section 9.5: Landscaping

STAFF RECOMMENDATION:

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

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

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

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

Attachments:

Attachment 1 – Zoning Checklist

Attachment 2 – Application and Documents



Certificate of Appropriateness Application

New Construction

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

Revised 05/2023

Taxes	✓
Violations	NA
Fee	\$500 PD
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: **Lot 58B and 59B**

Tax Map #: **83A1-1-58b**

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: **James and Kelly Eldringhoff**

Mailing Address: **301 Quail Run Drive, Centerville, MD 21617**

Phone Number: **410-739-2406**

Email: **kellyel1@yahoo.com**

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

New SFD Cape Cod Style Home. Tree Removal Application Attached

PART 6. NEW CONSTRUCTION
See Section 5.13 & 6 of the Historic District Design Guidelines

First Floor Building Area (sq. ft.): 1449		Total Gross Floor Area (sq. ft.): 2369	
Front Building Setback (ft.): 5.91 (Prevailing)		Building width (ft.): 46'	
Building Height	Feet: 25' 7"	Stories: 2	Roof pitch: 12/12
A. Foundation	Material to be used: 8" Concrete Block w/ Parged Finish		
B. Roofing	Material to be used: 30yr. Asphalt Shingles		
	Chimney? ☒ No ☐ Yes - Number _____ Materials: _____		
C. Siding	Material to be used: Vinyl	Dimensions: 5" Clapboard	
D. Steps	Material to be used: Azek Decking Boards- Front		
E. Railing	Style and Material to be used: Vinyl Handrails- Front		
F. Porch	Length: 36 Width: 6'		
	Material to be used: Floor: Azek Trim Boards Skirting: Azek Trim Boards		
	Columns? ☐ No ☒ Yes - Number 6 Style & Materials: 10" Azek		
G. Deck	Length: 36 Width: 36	Material to be used: _____	
H. Doors	Width: 36 Height: 80		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) See Attached Spec Sheet		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: _____		
	Material: Vinyl Clad		
	Width: 36	Height: 56	Depth: 6"
J. Trim	Material to be used: 3 1/2" Intergrated		
	Dimensions: 3 1/2" Flat w/ Thick Sill Nose		
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan. Driveway: ☒ No ☐ Yes - Materials: _____ Walkway: ☐ No ☒ Yes - Materials: <u>Concrete</u> Fence: ☒ No ☐ Yes - Materials: _____ Patio: ☐ No ☒ Yes - Size: <u>16x12</u> Materials: <u>Concrete</u> Outdoor shower: ☐ No ☒ Yes - ☐ Not Enclosed ☒ Enclosed - Materials <u>Pressure Treat</u> Pool: ☒ No ☐ Yes - Requires a Conditional Use Permit Accessory Structure: ☒ No ☐ Yes - Complete an additional COA application for the structure		

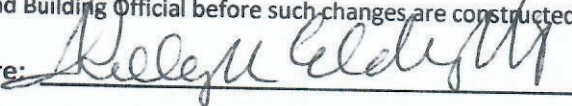
Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes).

The proposed construction will blend in nicely with the existing homes in the neighborhood. In regard to the size the plan includes a home with an average roof height in comparison with other homes of the same style. No ornate features will be included in this project.

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

See attached specification sheet for all details.

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Applicant's signature: 

Date: 2-22-2024

Zoning Administrator's signature: _____

Date: _____



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: **Plum Street lots 58A and 59A**

Tax Map #: 83A1-1-58B&58A1-1-59B

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Kelly and James Eldringhoff**

Mailing Address: **301 Quail Run Drive, Centreville MD 21617**

Phone Number: **410.739.2406**

Email: **kellyel1@yahoo.com**

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

William Doughty, Villiange Builders on the Bay, Inc

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: **William Doughty, Villiange Builders on the Bay, Inc**

Mailing Address: **2464 Dalbys Ln, Cape Charles, VA 23310**

Phone Number: **757.678.6455**

Email: **william.doughty@verizon.net**

☒ 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: Kelly Eldringhoff

Date: 2/22/2024

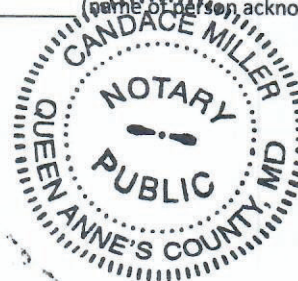
State of Maryland, County of Queen Anne's
22nd day of February, 2024, by Kelly Eldringhoff

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

Signature of Notarial Officer: Can Miller

Notary Registration number: N/A

My commission expires: 6/7/2027



Seal

James and Kelly Eldringhoff
301 Quail Run Drive
Centreville, MD 21617

Date: February 22, 2024

Historic Review Board
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

Subject: Letter of intent to build a home in the town of Cape Charles, Virginia

Dear Historic Review Board,

We are writing you to share how we discovered the town of Cape Charles and our intentional use of the home we would like to build here.

Back in June of 2023, Jim and our oldest son trailered our boat from Centreville, MD to Cape Charles, VA to do some fishing. The weather turned rough, and the fish were not biting, but they discovered the most wonderful place. Jim and I decided that we should take the boat back and spend the weekend. We found a home on VRBO where we stayed that August for a long weekend. Within twelve hours of arriving, we fell in love with the town and were looking for homes and lots on the market. We spoke with a few of the neighbors during our stay and they were the loveliest people. We met quite a few residents while shopping and dining and they were all equally as wonderful. We've been back twice since.

We live on the Corsica River in the small town of Centreville on the Eastern Shore of Maryland and own a business that takes us to Washington DC, northern Virginia, and all areas in Maryland. We enjoy the peaceful setting of Centreville, and it is a nice break from the hustle and bustle of our Monday thru Friday life. We have three children and three grandchildren. Two children and the grandchildren live within 15 miles from us and our youngest daughter lives in Manhattan, New York.

The decision to buy and build a home in Cape Charles was made for a few reasons. First, we love the town and the community, the friendly people, the sense of a safe and the downtown area that offers so much to do. We love the park that holds events and the beautiful beach, marina and the fact that we can fish for a little different type than we do at home. We want our Cape Charles home to be a place that we, our children and grandchildren can go to vacation. We want to be able to jump in the car and be there in three to four hours. We plan on retiring in four to five years so we can spend more time there, but for now, we hope for seven to 10 weeks or weekends per year.

We would like to rent the home with a property management company for approximately 10 to 15 weeks per year, at least until we can spend more time there when we retire. We have a company to run so we do not want to take on managing rentals on our own. We can afford the home without the rental income, but the home will sit empty from time to time and for now, the decision to rent makes sense to us.

Thank you in advance for your consideration.

Warm Regards,

Kelly and Jim Eldringhoff

SURVEYORS CERTIFICATION

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

GENERAL NOTES:

- OWNERS: JAMES J. ELDRINGHOFF II & KELLY M. ELDRINGHOFF
- SOURCE OF TITLE: INST. 230002042
- TAX PARCEL: 83A1-1-58B & 83A1-1-59B
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN DECEMBER 2023 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.
- PLAT REFERENCES: D.B. 41, P.484 (PLAT)
- AREA: 4,720 SQ. FT. (0.108 AC)

1-ST-FR
RESIDENCE
621
PLUM ST.



JEFFERSON AVENUE (70' R/W)

SITE PLAN

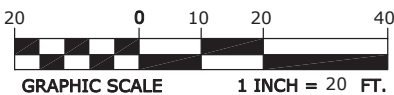
PROPERTY OF

JAMES J. ELDRINGHOFF, II & KELLY M. ELDRINGHOFF

MAP OF THE TOWN OF

CAPE CHARLES

CAPEVILLE DISTRICT, NORTHAMPTON COUNTY, VIRGINIA
MADE FOR JAMES J. ELDRINGHOFF, II & KELLY M. ELDRINGHOFF
SCALE: 1" = 20' JANUARY 8, 2024



POINT NORTH

POINT NORTH SURVEYING LLC

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

DRAWN BY: PARKER

FIELD BOOK: FILE COPY

BACK TRAV: PARKER

PROJ. NO: 23079





FRONT ELEVATION

INDEPENDENT BUILDER'S SITE CONTRACTOR TO PROVIDE ACCESS TO GRADE
INDEPENDENT BUILDER'S SITE CONTRACTOR IS RESPONSIBLE
FOR DESIGN AND INSTALLATION OF FOUNDATION

PREP FOR DOUBLE SILL PLATE

**NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")**

FOUNDATION (WALLS, FOOTINGS, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE) PIERS AND
CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM.
WASHING MACHINE & DRYER.
BASEMENT STAIRS & RAILING AND/OR HANDRAIL.
REFRIGERATOR, RANGE, DISHWASHER & MICROWAVE
SPACEMAKER.
PADDLE FANS.

SCALE 1/4" = 1'-0"

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL
LEA

SERIAL #/ ORDER #

O#11831

PAGE #

EV1

STATE/TIPA APPROVAL STAMP

R.A. OR P.E. STAMP

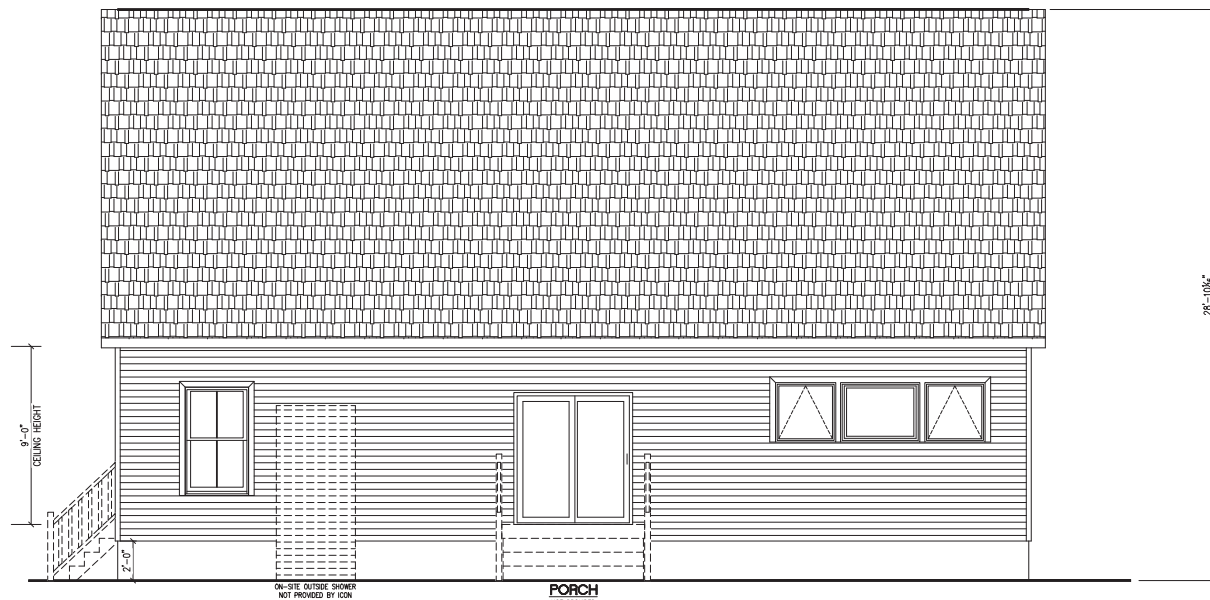
246 SAND HILL ROAD
SELINGSGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM

ICON
LEGACY
CUSTOM MODULAR HOMES
LLC

DATE	REVISION	BY
2/8/24	PRELIMINARY	DRP

INDEPENDENT BUILDER VILLAGE BUILDERS ON THE BAY INC. ADDRESS 6000 BLOCK PLUM STREET (HISTORIC DISTRICT) CITY CAPE CHARLES COUNTY NORTHAMPTON ORDER NO 11831 FILE NAME O#11831	PERMIT 23310 SNOW LOAD (LBS) 10 WIND SPEED (MPH) 120 TYPE CAPE
--	---

FRONT ELEVATION



REAR ELEVATION
INDEPENDENT BUILDER'S SITE CONTRACTOR TO PROVIDE ACCESS TO GRADE
INDEPENDENT BUILDER'S SITE CONTRACTOR IS RESPONSIBLE
FOR DESIGN AND INSTALLATION OF FOUNDATION

PREP FOR DOUBLE SILL PLATE

**NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")**

FOUNDATION (WALLS, FOOTINGS, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE) PIERS AND
CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM.
WASHING MACHINE & DRYER.
BASEMENT STAIRS & RAILING AND/OR HANDRAIL.
REFRIGERATOR, RANGE, DISHWASHER & MICROWAVE
SPACEMAKER.
PADDLE FANS.

SCALE 1/4" = 1'-0"

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL

LEA

SERIAL #/ ORDER #

O#11831

PAGE #

EV2

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY INC.
ADDRESS
6000 BLOCK PLUM STREET (HISTORIC DISTRICT)
CAPE CHARLES
COUNTY
NORTHAMPTON
ORDER NO
111831
FILE NAME
O#11831

CAPE CHARLES
V/A
23310
SNOW LOAD (LBS)
10
WIND SPEED (MPH)
120
TYPE
CAPE

REAR ELEVATION

DATE	REVISION	BY
2/8/24	PRELIMINARY	DRP



246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM

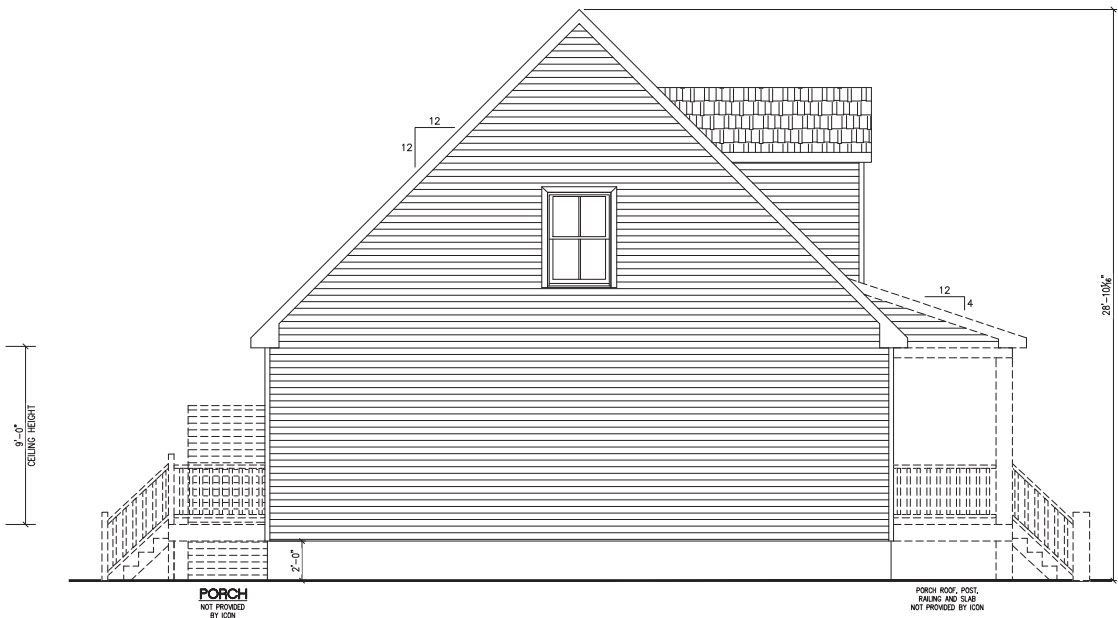
STATE/TIPA APPROVAL STAMP

P.A. OR P.E. STAMP

STATE/TPA APPROVAL STAMP

S.A. OR P.E. STAMP

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



LEFT ELEVATION

INDEPENDENT BUILDER'S SITE CONTRACTOR TO PROVIDE ACCESS TO GRADE
INDEPENDENT BUILDER'S SITE CONTRACTOR IS RESPONSIBLE
FOR DESIGN AND INSTALLATION OF FOUNDATION

PREP FOR DOUBLE SILL PLATE

**NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")**

FOUNDATION (WALLS, FOOTINGS, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE) PIERS AND
CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM.
WASHING MACHINE & DRYER.
BASEMENT STAIRS & RAILING AND/OR HANDRAIL.
REFRIGERATOR, RANGE, DISHWASHER & MICROWAVE
SPACEMAKER.
PADDLE FANS.

SCALE 1/4" = 1'-0"

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL

LEA

SERIAL #/ ORDER #

O#11831

PAGE #

LEFT ELEVATION

EV3

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY INC.

ADDRESS
6000 BLOCK PLUM STREET (HISTORIC DISTRICT)

CITY
CAPE CHARLES

COUNTY
NORTHAMPTON

STATE
VA

ZIP
23310

WIND SPEED (MPH)
120

SNOW LOAD (LBS)
10

TYPE
CAPE

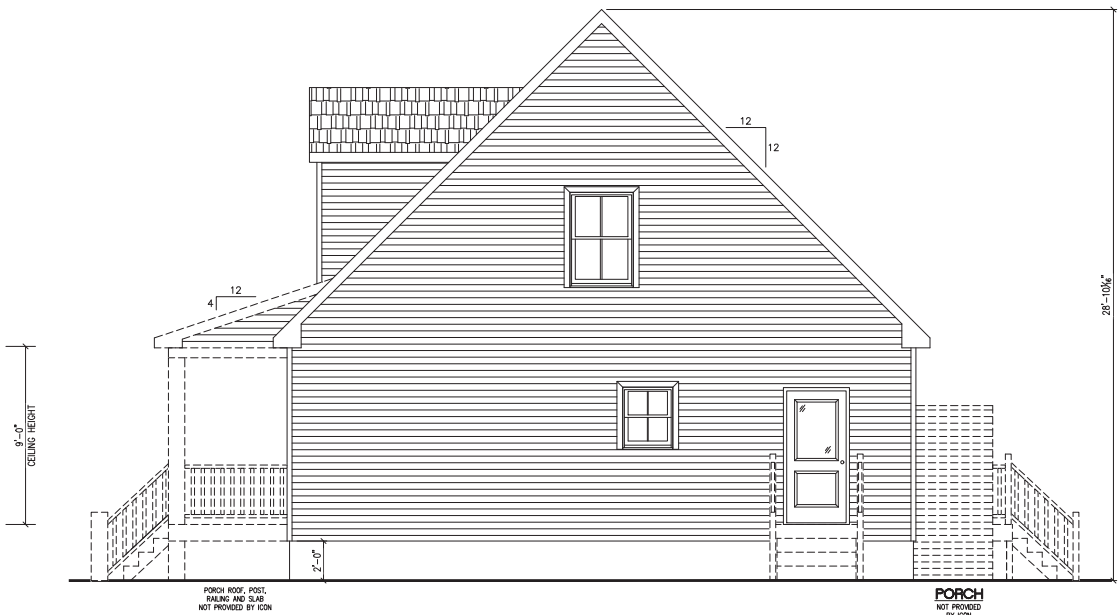
SERIAL NO
11831

FILE NAME
O#11831

STATE/PIA APPROVAL STAMP

S.A. OR P.E. STAMP

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



RIGHT ELEVATION

INDEPENDENT BUILDER'S SITE CONTRACTOR TO PROVIDE ACCESS TO GRADE
INDEPENDENT BUILDER'S SITE CONTRACTOR IS RESPONSIBLE
FOR DESIGN AND INSTALLATION OF FOUNDATION

PREP FOR DOUBLE SILL PLATE

PORCH
NOT PROVIDED
BY ICON

**NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")**

FOUNDATION (WALLS, FOOTINGS, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE) PIERS AND
CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM.
WASHING MACHINE & DRYER.
BASEMENT STAIRS & RAILING AND/OR HANDRAIL.
REFRIGERATOR, RANGE, DISHWASHER & MICROWAVE
SPACEMAKER.
PADDLE FANS.

SCALE 1/4" = 1'-0"

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL

LEA

SERIAL #/ ORDER #

O#11831

PAGE #

EV4

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY INC.

ADDRESS
6000 BLOCK PLUM STREET (HISTORIC DISTRICT)

CITY
CAPE CHARLES

COUNTY
NORTHAMPTON

ORDER NO
111831

FILE NAME
O#11831

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

DATE
2/8/24

REVISION
PRELIMINARY

BY
DRP

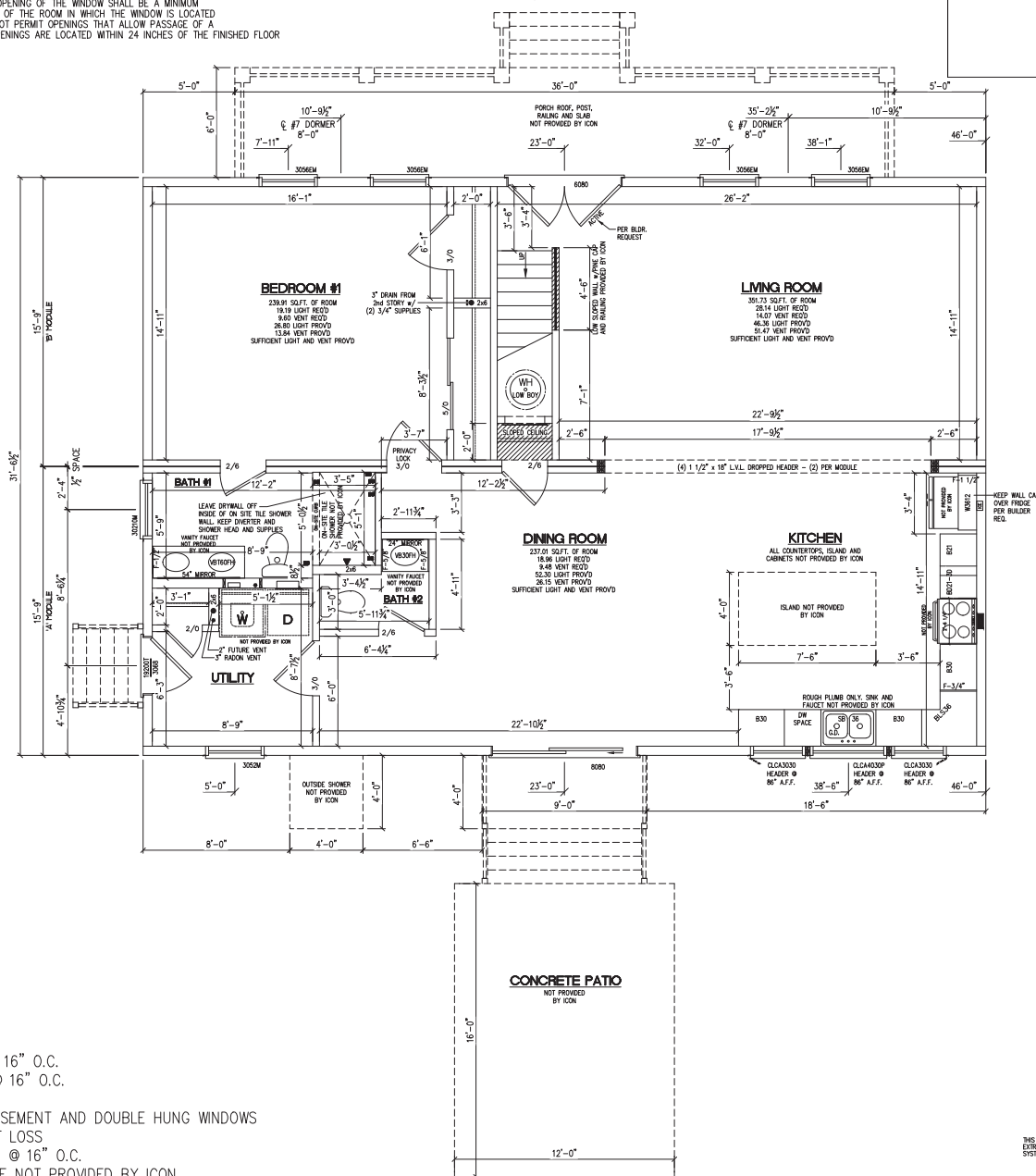
*TEMPERATURE CONTROL VALVE TO BE INSTALLED TO ALL TUBS AND SHOWERS
 *INDEPENDENT BUILDER IS RESPONSIBLE TO COMPLY WITH R312 (WINDOW SILLS)
 OF THE 2009/2012/2015 IRC (DONE ON-SITE IF APPLICABLE)
 -WHERE THE OPENING OF AN OPERABLE WINDOW IS LOCATED MORE THAN
 72 INCHES ABOVE THE FINISHED GRADE OR SURFACE BELOW
 -WHERE THE LOWEST PART OF THE CLEAR OPENING OF THE WINDOW SHALL BE A MINIMUM
 OF 24 INCHES ABOVE THE FINISHED FLOOR OF THE ROOM IN WHICH THE WINDOW IS LOCATED
 -OPERABLE SECTIONS OF WINDOWS SHALL NOT PERMIT OPENINGS THAT ALLOW PASSAGE OF A
 4 INCH DIAMETER SPHERE WHERE SUCH OPENINGS ARE LOCATED WITHIN 24 INCHES OF THE FINISHED FLOOR

WINDOWS + DOORS REQUIRED TO MEET A DP +/- 33 RATING (ZONE 5 - EDGE)
 WINDOWS + DOORS REQUIRED TO MEET A DP +/- 26 RATING (ZONE 4 - FIELD)

STATE/TIPA APPROVAL STAMP

S.A. OR P.E. STAMP

FRONT OF HOUSE



NOTES:

1. 2x6 EXTERIOR WALLS @ 16" O.C.
2. 2x4 MARRIAGE WALLS @ 16" O.C.
3. 9'-0" CEILING HEIGHT
4. PLYGEM PRO SERIES CASEMENT AND DOUBLE HUNG WINDOWS
5. ???,??? TOTAL BTU HEAT LOSS
6. 12/12 STORAGE RAFTER @ 16" O.C.
7. ACCESS TO CRAWLSPACE NOT PROVIDED BY ICON

NOT PROVIDED BY
 ICON LEGACY CUSTOM
 MODULAR HOMES, LLC ("ICON")

FOUNDATION (WALLS, FOOTINGS, LULLY COLUMNS,
 ANCHOR BOLTS, SILL PLATE) PIERS AND
 CRAWLSPACE VENTILATION.
 FLOOR INSULATION.
 HEATING SYSTEM.
 WASHING MACHINE & DRYER.
 BASEMENT STAIRS & RAILING AND/OR HANDRAIL.
 REFRIGERATOR, RANGE, DISHWASHER & MICROWAVE
 SPACEMAKER.
 PADDLE FANS.

SCALE 1/4" = 1'-0"

THIS BUILDING HAS BEEN
 EXTRACTED FROM AN APPROVED
 SYSTEMS OR PER MODEL APPROVAL

SERIAL #/ ORDER #

O#11831

BY

DRP

REVISION

PRELIMINARY

DATE

2/8/24

INDEPENDENT BUILDER
 VILLAGE BUILDERS ON THE BAY INC.

ADDRESS
 6000 BLOCK PLUM STREET (HISTORIC DISTRICT)

CITY
 CAPE CHARLES

COUNTY
 NORTHAMPTON

ORDER NO
 11831

FILE NAME
 O#11831

1ST STORY FLOOR PLAN

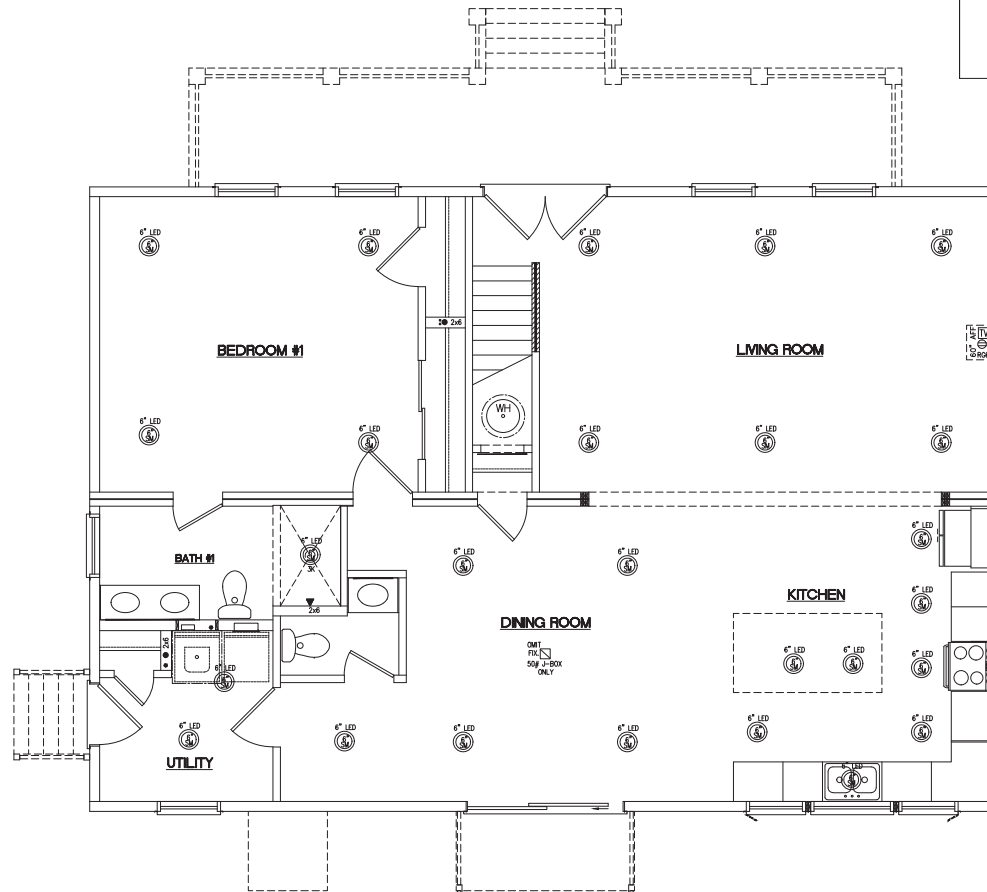
FP1

246 SAND HILL ROAD
 SELINGROVE, PA 17870
 PHONE: (570) 374-3280
 FAX: (570) 374-1122
 WWW.ICONLEGACY.COM



STATE/TPIA APPROVAL STAMP

R.A. OR P.E. STAMP



ELECTRIC SYMBOLS

⊕ SINGLE RECEPTACLE	☒ BOX FOR LIGHT OR FAN
⊕ DUPLEX RECEPTACLE	⏏ FLORESCENT LIGHT
⊕ WATERPROOF RECEPT. w/GFI	⏏ RANGE EXHAUST
⊕ GROUND-FAULT INTER.	⚡ CEILING SMOKE DETECTOR
⊕ 220 VOLT RECEPTACLE	⏏ JUNCTION BOX
⊕ TOP HOT & BOT. SWITCHED	⏏ AMP CONNECTS
⊕ SINGLE POLE SWITCH	⏏ CHIMES BOX
⊕ THREE WAY SWITCH	⏏ SPECIAL APPLIANCE
⊕ FOUR WAY SWITCH	⏏ WIRE & BOX FOR SPOTLIGHT
⊕ INCANDESCENT LIGHT	⏏ THERMOSTAT WIRE
⊕ RECESSED LIGHT	⏏ CHIMES BUTTON
⊕ PHONE JACK	⏏ TV JACK
⊕ EXTERIOR LIGHT	⏏ LIGHT BAR

NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")

FOUNDATION (WALLS, FOOTINGS, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE) PIERS AND
CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM.
WASHING MACHINE & DRYER.
BASEMENT STAIRS & RAILING AND/OR HANDRAIL.
REFRIGERATOR, RANGE, DISHWASHER & MICROWAVE
SPACEMAKER.
PADDLE FANS.

SCALE 1/4" = 1'-0"

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL

JLA

SERIAL #/ ORDER #

O#11831

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY INC.ADDRESS
6000 BLOCK PLUM STREET (HISTORIC DISTRICT)CITY
CAPE CHARLESCOUNTY
NORTHAMPTONSTATE
VAZIP
23310WIND SPEED (MPH)
120TYPE
CAPESERIAL NO
11831FILE NAME
O#11831

1ST STORY ELECTRICAL PLAN

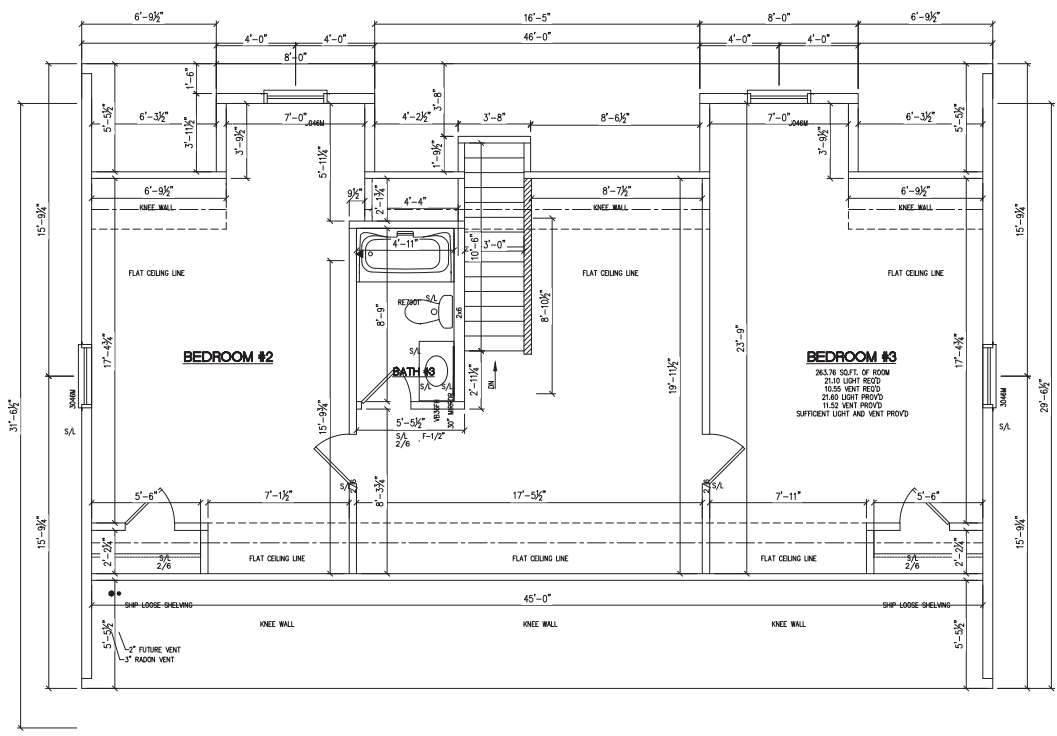
PAGE #

EL1

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



DATE	REVISION	BY
2/8/24	PRELIMINARY	DRP



PROPOSED 2ND FLOOR ONLY (FINISHED AND INSULATED NOT PROVIDED BY ICON)

**NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")**

FOUNDATION (WALLS, FOOTINGS, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE) PIERS AND
CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM.
WASHING MACHINE & DRYER.
BASEMENT STAIRS & RAILING AND/OR HANDRAIL.
REFRIGERATOR, RANGE, DISHWASHER & MICROWAVE
SPACEMAKER.
PADDLE FANS.

SCALE 1/4" = 1'-0"

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL

LEA

SERIAL #/ ORDER #

O#11831

PAGE #

FP2

INDEPENDENT BUILDER	VILLAGE BUILDERS ON THE BAY INC.
ADDRESS	6000 BLOCK PLUM STREET (HISTORIC DISTRICT)
CITY	CAPE CHARLES
COUNTY	NORTHAMPTON
ORDER NO	11831
FILE NAME	O#11831
2ND STORY FLOOR PLAN	

DATE	2/8/24
REVISION	PRELIMINARY
BY	DRP



246 SAND HILL ROAD
SELINGSGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM

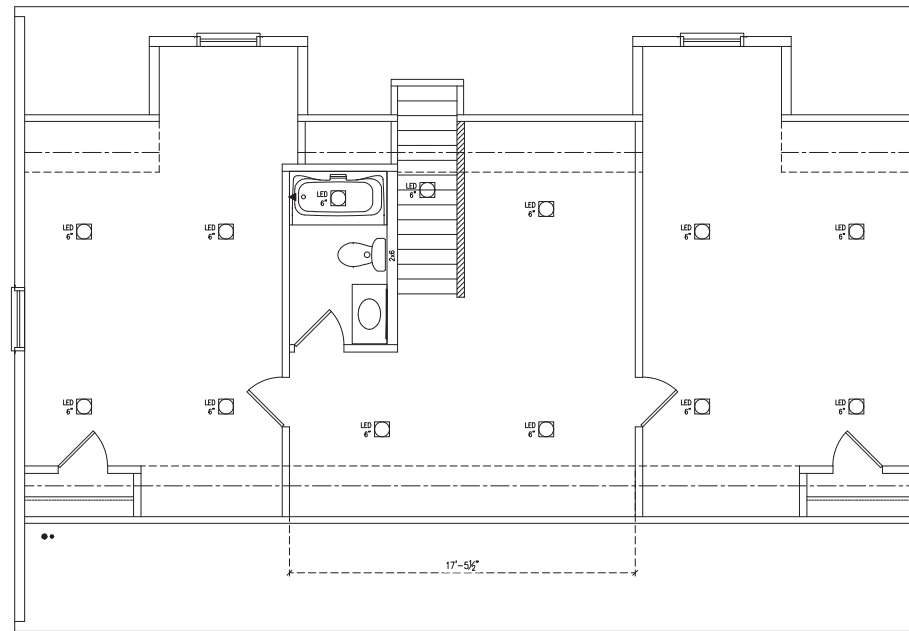
STATE/TIPA APPROVAL STAMP

R.A. OR P.E. STAMP

STATE/TPIA APPROVAL STAMP

R.A. OR P.E. STAMP

246 SAND HILL ROAD
SELINGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



ALL CAN LIGHTS IN
PROPOSED SECOND FLOOR
TO BE SUPPLIED AND INSTALLED
ON SITE BY OTHERS

ELECTRIC SYMBOLS

⊕ SINGLE RECEPTACLE	☒ BOX FOR LIGHT OR FAN
⊕ DUPLEX RECEPTACLE	☒ FLORESCENT LIGHT
⊕ WATERPROOF RECEPT. w/GFI	☒ RANGE EXHAUST
⊕ GROUND-FAULT INTER.	☒ CEILING SMOKE DETECTOR
⊕ 220 VOLT RECEPTACLE	☒ JUNCTION BOX
⊕ TOP HOT & BOT. SWITCHED	☒ AMP CONNECTS
⊕ SINGLE POLE SWITCH	☒ CHIMES BOX
⊕ THREE WAY SWITCH	☒ SPECIAL APPLIANCE
⊕ FOUR WAY SWITCH	☒ WIRE & BOX FOR SPOTLIGHT
⊕ INCANDESCENT LIGHT	☒ THERMOSTAT WIRE
☐ RECESSED LIGHT	☒ CHIMES BUTTON
△ PHONE JACK	☒ TV JACK
☒ EXTERIOR LIGHT	☒ LIGHT BAR

NOT PROVIDED BY
ICON LEGACY CUSTOM
MODULAR HOMES, LLC ("ICON")

FOUNDATION (WALLS, FOOTINGS, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE) PIERS AND
CRAWLSPACE VENTILATION.
FLOOR INSULATION.
HEATING SYSTEM.
WASHING MACHINE & DRYER.
BASEMENT STAIRS & RAILING AND/OR HANDRAIL.
REFRIGERATOR, RANGE, DISHWASHER & MICROWAVE
SPACEMAKER.
PADDLE FANS.

SCALE 1/4" = 1'-0"

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PER MODEL APPROVAL

JLA

SERIAL #/ ORDER #

O#11831

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY INC.

ADDRESS
600 BLOCK PLUM STREET (HISTORIC DISTRICT)

CITY
CAPE CHARLES

COUNTY
NORTHAMPTON

STATE
VA

ZIP
23310

PERMIT
120

SKW LOAD (LBS)
10

WIND SPEED (MPH)
120

TYPE
CAPE

SERIAL NO
11831

FILE NAME
O#11831

2ND STORY ELECTRICAL PLAN

PAGE #

EL2

James and Kelly Eldringhoff Specifications

Lot 58B & 59B Plum Street (600 Block)

Proposed 1 ½ Story SFD (2,369 Square Feet)

1,449 SF 1st Floor Finished Space, 920 SF 2nd Floor Finished Space

3 Bedrooms, 2 Full Bathrooms, 1 Half Bath

Foundation:

4 Course 8-inch Allied Lightweight Concrete Block Foundation

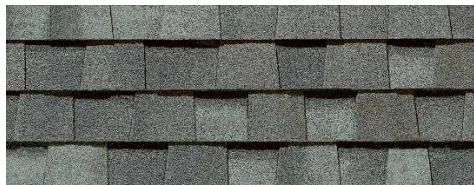
Exterior Walls of Block Foundation Parged (24" Above Grade)

12/12 Roof Pitch (Gable End Walls Facing North and South)

(2) 8' Gable Dormers w/ Single Window Facing Plum Street (9/12 Gable Roof)

Roof Covering:

30 Year Lifetime Architectural Shingles (Certaineed Landmark) (*See Style Below) (Color Not for Reference)



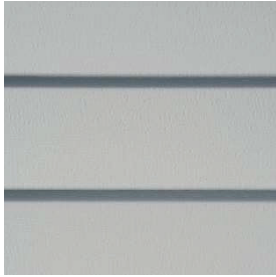
Exterior Wall Covering:

Certainteed Monogram Double 5" Clapboard Siding (.046 Thickness) (*See Picture)

(Color Not for Reference)

4" Outside Corners

Exterior Trim Triple 4" White Soffit w/ White 6" Fascia

**Windows:**

Ply Gem Pro Series Double Hung Vinyl Windows (*See Pictures Below)

3 1/2" Integrated Flat Wide Trim (Top and Sides of Windows) w/ Thick Sill Nose

(2 Over 2 Simulated Divided Lite Pattern) (Left Picture Shows 3 1/2" Flat Trim and Sill Nose Proposed) (Right Side picture shows Proposed SDL)



Exterior Doors:

Therma Tru Fiberglass Exterior Front Door w/ Rot Free Jambs and Azek Brickmold

First Floor Front Door – 6068 Double Active 8 Lite SDL One Panel

Rear First Floor Door – 8068 Sliding Door (No SDL)

Side Door – 3068 Two Panel Half Glass (No SDL)

(*See Picture For Reference Style)



Porches/Stairs:

Front Porch (216 SF) (36'x 6')

All Framing Material Pressure Treated

All Decking Material Azek Composite T&G Decking (Run 90 Degrees to House)(3.5" Wide Boards)

White Vinyl Railing and Square White Vinyl Post (10")

6' Wide Composite Steps to Grade w/ Vinyl Handrails

4/12 Pitch Shed Roof w/ Shingle Roof to Match Home

Azek 6" Trim Boards to Grade (White)

4' x 4' Landing off 3068 Side Door of House

4' Wide Stairs to Grade. All Framing and Decking Material

Pressure Treated Stairs and Handrails to Grade

10' x 4' Landing off Rear 8068 Sliding Glass Door

10' Wide Stairs to Grade. All Framing Material and Decking Materials Pressure Treated

Pressure Treated Stairs and Handrail to Grade

DECISION OF ZONING REVIEW

BY: Tracy Outten, Planning & Zoning

Asst. Preservation & Admin.

DATE: April 4, 2024

REVIEW DONE FOR: HDRB Mtg

COMMENTS:

DECISION: APPROVED

ZONING REVIEW CHECK LIST**Residential -1 District**

Address of Property	Plum Street
Property Owner's Name	James J., II and Kelly M. Eldringhoff
Tax Map #	83A1-1-58B and 83A1-1-59B
Seeking Permit for:	New 2,369 sq. ft., 1-1/2 story single-family residence with a 216 sq. ft. front porch; 16 sq. ft. side landing; 40 sq. ft. rear deck; 192 sq. ft. rear patio; 16 sq. ft. rear outdoor shower

- ☒ 1) Verify that proposed use is use allowed by right: Single Family dwelling or accessory building (shed, garage) or Home Occupations or other: **New 1,890 sq. ft., 1-1/2 story single-family residence with a 216 sq. ft. front porch; 16 sq. ft. side landing; 40 sq. ft. rear deck; 192 sq. ft. rear patio; 16 sq. ft. rear outdoor shower**
- ☒ 2) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix B. **MidAtlantic Surveying and Land Design, Inc dated 12/22/2023**
- ☒ 3) Lot & Dwelling Size & LOT COVERAGE

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

LOT SIZE	HOUSE SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
4,720	1,449	0	1,449	30.70%	YES

- ☒ 4) Setbacks – Conforming Lots (up to 5,600 sq ft):
 (a) Front: 30 ft or prevailing: **PREVAILING 5.91 ft.**
 (b) Side: 5 ft: **Actual: West: 5 ft East: 8 ft**
 (c) Rear: 25 ft: **Actual: 36.6 ft**
If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width
SEE NOTES FOR ACCESSORY BUILDINGS
 (d) Corner Lots – Minimum Side is 5 ft. or prevailing: **Not Applicable**
NOTES:
 • **DECKS & PATIOS NOT ALLOWED IN FRONT YARD;**
 • **See Section 4.2 (F) for Projections Allowed in Required Setbacks.**
- ☒ 5) Is there a fence/wall? **NO FENCE or WALL INDICATED.**
 If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.
 If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.
- ☒ 6) Minimum Lot Width – 40 ft.
- ☒ 7) Height Restrictions for Main Structure/House: 40 ft' height max or 2 ½ stories: **Actual: 25 ft. 7"**
 (see Sec. 4.2 (C) for exceptions)
- ☒ 8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements
 a) Proportions – 1:1 to structures in neighborhood: **YES**
 b) Scale and orientation: **YES**
 c) Roof Pitch – prevailing standard or 8:12: **Actual: 12:12**
 d) Windows & Doors: **YES**
 • Double hung windows or prevailing standard; jalousie, picture, and horizontal windows only in traditional American ranch style architecture: **Double-hung 2/2**
 • Exterior doors should be paneled or have glass panels; flush doors not allowed. **Front: Double 8-lite/1-panel, Side: ½ lite/ 1-panel, Rear: Sliding full lite**
 e) Porches – min depth of six feet & cover 80% of width of front building façade.: **6 ft. & 78%**

ACCESSORY STRUCTURES ONLY – Additional Requirements: NOT APPLICABLE

- ☐ 9) ACCESSORY STRUCTURE – Additional Requirements
 a) Not located in front or side yard: _____
 b) No closer than 5 ft to any alley line: _____
 c) No closer than 2 ft to any side or rear lot line: _____
 d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than footprint of primary residence or 550 sq. ft, whichever is the lesser: _____
 e) If lot frontage is greater than or equal to 80 ft, the sum of all accessory buildings shall be less than the footprint of the primary residence or 660 sq. ft., whichever is less: _____
- ☐ 10) Height Restrictions for Accessory Structures:
 a) If house is no more than one story above grade, the height of Accessory Structure cannot be taller than house (Sec. 4.2 (E) (9): _____
 b) If house is more than one story above grade, then Accessory Structure shall be no higher than 2/3 the height of the main structure or 24 ft, whichever is less (Sec. 4.2 (E) (10): _____
- ☐ 11) Distance between Accessory Structure and Main Building – min of 15 ft.: **N/A**

- NA** 12) PHYSICAL CHARACTERISTICS: Will there be an accessory dwelling? **NO**
- a. Accessory dwellings shall be located in an accessory building.
 - b. Accessory dwellings shall not have a floor area exceeding forty-five (45) percent of the floor area of the main building.

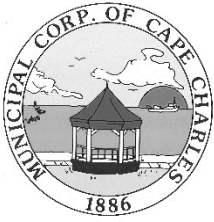
MAIN BLDG FLOOR AREA	45% ALLOWANCE for ADU FLOOR AREA	ACTUAL ADU FLOOR AREA

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

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

Agenda Item 7A

Monthly Report



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: April 16, 2024

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: April 10, 2024

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 305, 307, 309 Harbor Avenue – replace shingle roof on front, pursuant to CCZO Section 8.17 (B)
- b. 601 Jefferson Avenue – Reroofing pursuant to CCZO Section 8.17(B)
- c. 517 Madison Avenue – replace existing concrete sidewalk/walkway from steps to sidewalk in front of house, pursuant to CCZO Section 8.17 (I)
- d. 623 Madison Avenue – construct rear accessory structure, pursuant to CCZO Section 8.17 (I)
- e. 618 Monroe Avenue – add door and construct deck on rear of house, pursuant to CCZO Section 8.17 (H)
- f. 506 Plum Street – replace shingle roof, pursuant to CCZO Section 8.17 (B)
- g. 527 Plum Street – Modify construction of rear accessory structure, pursuant to CCZO Section 8.17 (I)
- h. 408 Randolph Avenue – Demolishing a rear accessory structure and built a new accessory structure CCZO Section 8.17 (I)
- i. 214 Washington Avenue – install paver walkway east side and rear paver patio with sitting wall, pursuant to CCZO Section 8.17 (H)
- j. 506 Washington Avenue – replace shingle roof, pursuant to CCZO Section 8.17 (B)
- k. 618 Washington Avenue – demolish a dilapidated non-contributing accessory structure, pursuant to CCZO Section 8.17 (K)

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