

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
May 21, 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) April 10, 2024 Historic District Review Board Special Meeting
 - (2) April 16, 2024 Historic District Review Board Regular Meeting
5. **Unfinished Business:** None
6. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None.
 - C. **RENOVATION, MINOR:** None
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 644 Monroe Avenue: Christopher and Karen Willis to replace the existing wood casement windows with composite double glider windows in the sunroom on the two-story single-family dwelling.
 - (2) 519 Mason Avenue: Norman S. Allan – to replace the existing eighteen 2/2 double-hung wood windows with eighteen 2/2 double-hung vinyl windows on the two-story single-family dwelling.
 - (3) 102 Randolph Avenue: Christopher Mackey to replace twenty-nine 1/1 wood windows with twenty-nine 2/2 double-hung windows with single divided lites that have spacers; and three ½ wood windows with three vinyl glider windows on the two-story single-family home.
 - E. **OTHER:** None
7. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**

Agenda Item 4B

Minutes



HISTORIC DISTRICT REVIEW BOARD

Special Meeting

On Sites

April 10, 2024

10:00 a.m.

At approximately 10:00 a.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Special Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were, Martin Mayer, Herb Thom, and Elizabeth Wright. Patricia James was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, and the applicant. There were no members of the public in attendance.

PUBLIC COMMENT:

There were no comments to be heard.

CONSENT AGENDA:

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

NEW BUSINESS:

- A. *645 Mason Avenue: Mason Avenue Development LLC – to construct a new one-story commercial building with two drive through lanes and a parking lot.*

Ms. Outten read the staff report.

Dwight Miller, representative for the applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser confirmed that the front entrance would not be facing Mason Avenue. Mr. Miller said that was correct but, the south side facing the street had curb appeal not just a plain brick wall. (ii) There were various questions about the material proposed for the parking lot and Ms. Nunez stated that all proposed materials had already been approved by numerous state agencies. Chairwoman Glaser and Member Wright would like aggregated concrete to be used as that was more appealing than asphalt and also thought better for drainage. and (iii) Vice-Chairman Thom asked if there was a timeline on when the project would start. Mr. Miller answered hopefully May and be done by December.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 645 Mason Avenue on an application filed by Mason Avenue Development LLC to construct a new 2,008 square feet one-story commercial building with a canopy over the front entrance, two asphalt drive-through lanes covered with a canopy, and an asphalt parking lot per Cape Charles Historic District Overlay Design Guidelines 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), and Section 9.5 - Landscaping; as stated in the applications dated 3/20/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

B. *Tax Map #83A3-4-X on Mason Avenue: Town of Cape Charles – to install removable umbrellas and picnic tables around Strawberry Street Plaza*

Ms. Nunez explained the placement of the proposed umbrellas and the picnic tables and added that the number of each was contingent on Cape Charles Main Street being approved for grant funding.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked if the umbrellas would be maintained, especially during high winds. Ms. Nunez answered that the Town of Cape Charles Public Works Department would be responsible for the umbrellas. (ii) Vice-Chairman Thom was concerned about the noise as was Member Mayer. Since this area was within town limits all ordinances applied. and (iii) After a brief discussion, the HDRB thought the umbrellas and picnic tables would be a nice addition to the space.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-4-X on Mason Avenue on an application filed by Town of Cape Charles to install removable 100 square feet or 128 square feet Square Cantilever Umbrellas and unaffixed 46” Hex Recycled Plastic Picnic Tables per Cape Charles Historic District Overlay Design Guidelines; as stated in the applications dated 3/28/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

Motion made by Member Mayer, seconded by Vice-Chairman Thom, to adjourn the April 10, 2024 Historic District Review Board Special Meeting at 10:32 a.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
April 16, 2024
5:00 p.m.

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

Ms. Outten read two public comments submitted prior to the meeting. (Please see attached.)

There were no additional 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 Wright, to approve the minutes as written from March 19, 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:

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.*

Ms. Outten read the staff report including the background for the reasoning behind the Zoning Administrator's favorable consideration of the material choice even though it was no longer an appropriate fencing type.

Gerry Forbes, the applicant, explained that due to many construction delays, flooding issues which were documented in the pictures provided in the packets handed out at the beginning of the meeting (Please see attached.), and health problems the vinyl fence could not be completed during the timeframe that was allotted; adding that she had been unaware that the town ordinances or guidelines were updated. Ms. Forbes thought this was a hardship as the vinyl fencing had been previously approved and purchased.

Board discussion and questions were as follows: (i) Chairwoman Glaser wanted to know if the public comment about the height of the fence placement would be addressed, yes. (ii) Member James stated that vinyl was not an appropriate fencing material in the current guidelines and did not want to start excepting it to start a precedent. Ms. Outten commented that the HDRB could make exceptions to the guidelines and

reiterated that the material choice had been approved under the previous guidelines. (iii) Member James asked why the applicants let the permit expire and who was the first contractor, Cree Contracting, Inc. Ms. Forbes answered they did not realize it would be an issue and unexpected circumstances arose and the contractor was Cree Contracting, Inc. and Barrett Cree. and (iv) Chairwoman Glaser and Member Wright thought this application qualified for an exception to the Cape Charles Historic District Overlay Design Guidelines.

Chairwoman Glaser stated the following for clarification to the applicants: (i) The board did not oppose the fencing material when the previously application was before them, it was the expiration date that they were concerned with; and (ii) The update to the Town of Cape Charles Zoning Ordinance and the Cape Charles Historic District Overlay Design Guidelines were well publicized and still believes ignorance was not an excuse.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 114 Pine Street on an application filed by Gerry Forbes and Barrett Cree to install a 3' vinyl picket fence in the front and side yard and a 6' privacy fence in 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 3/5/2024 as an exception to the guidelines as the vinyl material had been previously approved and purchased under the Cape Charles Historic District Guidelines Site Features; and per all zoning ordinance requirements. The motion was approved by majority vote with Member James opposing.

Barrett Cree, co-applicant, thanked the board for making an exception and said he was trying to make the property more appealing. He added that many compliments have been given during the renovations.

B. *Modification to Approved Certificate of Appropriateness:*
There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

1. *644 Monroe Avenue: Christopher and Karen Willis – to replace the existing slate roof with a new slate roof, 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.*

Ms. Outten presented the staff report and informed the board their review was necessary for the new material proposed for the side flat roofs as the existing material was no longer available and for the proposed chimney cap.

Chris Willis, the applicant, explained that all metal pertaining to the roofs would be replaced.

Member James asked if gutters existed, yes.

Motion made by Member James, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 644 Monroe Avenue on an application filed by Christopher and Karen Willis to (1) replace the existing slate roof with a new slate roof on the two-story main dwelling, (2) to replace the existing tin/metal roof with a copper roof on the two one-story sides, and (3) to add a copper cap to the chimney per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Colonial Revival, Section 4.2 – Roofs, Section 5.2 – Roofs, Section 5.3 – Chimneys, and Section 7.1 – Alternative Materials; as stated in the application dated 3/27/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *543 Mason Avenue: 543 Mason, LLC represented by Paige Pollard – to replace: (i) front metal door with new wood 4-lite/1-panel door, (ii) front first floor vinyl windows with custom-fabricated 2/2 and the second-floor slider with a center 2/2 TDL wood window flanked by two narrow 1/1 wood windows on either side, (iii) existing metal mailbox with new mailbox, and (iv) the rear metal door with a new fiberglass 1-lite door on the two-story single-family dwelling; to install a shell golf cart driveway; to move the existing fence; and to rebuild a side lean-to roof on the existing rear accessory structure.*

Ms. Outten read the staff report.

Paige Pollard, the applicant, was available to answer questions.

Board discussion and questions were as follows: (i) Member James asked if the window opening size was changing, no. (ii) Chairwoman Glaser confirmed that the lean-to roof was going on the rear shed. and (iii) Vice-Chairman Thom clarified that only the front windows were being replaced at this time.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 543 Mason Avenue on an application filed by Paige Pollard on behalf of 543 Mason, LLC (1) to replace: (i) front metal door with new wood 4-lite/1-panel door, (ii) front first floor vinyl windows with custom-fabricated 2/2 and the second-floor slider with a center 2/2 TDL wood window flanked by two narrow 1/1 wood windows on either side, (iii) existing metal mailbox with new mailbox, and (iv) the rear metal door with a new fiberglass 1-lite door on the two-story single-family dwelling; (2) to install a shell golf cart driveway; to relocate the existing rear wood fence; and (3) to rebuild a side lean-to roof on the existing rear accessory structure per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles – 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 – Noncontributing Accessory Structures Associated with A Contributing Primary Building, Section 7.1 Alternative Materials, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), and Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 2/26/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *210 Tazewell Avenue: William and Jayne Prickett – (1) to replace existing: (i) shingle roof with a new shingle roof, (ii) various types of wood siding with new Hardie Plank siding to match the house, (iii) wood trim with AZEK trim boards, and (iv) wood 6/6 window with new 1/1 double-hung vinyl window on east side; (2) to remove the two existing front wood doors and replace with two new 1/1 double-hung vinyl windows and Hardie Plank siding ;and (3) to add a new entrance door and lean-to roof on the east side of the accessory structure.*

Ms. Outten explained the renovations the applicants would like to make to the existing contributing 190 square feet accessory structure and added that this was visible from a public right-of-way.

William “Bill” Prickett, applicant, was available via telephone to answer questions.

Chairwoman Glaser confirmed the windows would be 1/1 vinyl to match the main house.

Mr. Prickett asked if the grills for the door could be in-between the glass. Chairwoman Glaser and Vice-Chairman Thom answered that the muntins (grills) needed to be on the outside of the glass. Vice-Chairman Thom mentioned that the applicant had the option to use removable muntins.

Motion made by Member Wright, seconded by Member James, to approve the application for a Certificate of Appropriateness at 210 Tazewell Avenue on an application filed by William and Jayne Prickett (1) to replace: (i) shingle roof with a new shingle roof, (ii) various types of wood siding with new Hardie Plank siding to match the house, (iii) wood trim with AZEK trim boards, and (iv) wood 6/6 window with new 1/1

double-hung vinyl window on east side; (2) to remove the two existing front wood doors and replace with two new 1/1 double-hung vinyl windows and Hardie Plank siding ;and (3) to add a new entrance door and lean-to shingle roof on the east side of the existing 190 square feet accessory structure per the Cape Charles Historic District Overlay Design Guidelines Section 6.1 – Contributing Accessory Structures Associated with A Contributing Primary Building and Section 7.1 Alternative Materials; as stated in the application dated 2/21/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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

1. *505 Harbor Avenue: Jennifer Corcoran represented by Eric Adams, dba Adams Home Renovations – to construct a 240 square feet second-floor rear deck on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Eric Adams, the applicant, and Jennifer Corcoran, the owner, were available to answer questions.

Board discussion and questions were as follows: (i) Member James asked if the existing roof was original to the house; no. (ii) Vice-Chairman Thom confirmed that the vinyl railings included within the submission were still being used, yes and would follow the building code. He also questioned why this was being reviewed by the HDRB. Ms. Outten answered that the rear of the home was visible from Bay Avenue. (iii) Mr. Adams informed the board that the blinds on the door would be in between the glass. The HDRB said that was okay since the guidelines did not mention that feature and the doors would be on the rear of the home. and (iv) Mr. Adams asked the board if they could approve some work Ms. Corcoran was proposing for the front of the house. Chairwoman Glaser said there was an application process that each new proposal would need to follow. Ms. Outten reiterated to the board that the only proposal being reviewed for approval tonight was for the second-floor rear deck. She added that Mr. Adams had been made aware of this when he came and picked up a copy of the agenda packet. Ms. Corcoran voiced her frustration about having to pay another fee.

Motion made by Member James, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at 505 Harbor Avenue on an application filed by Eric Adams, dba Adams Home Renovations on behalf of Jennifer Corcoran to construct a 240 square feet second-floor rear deck 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 5.5.4 – New Window and Door Openings, Section 5.6 – New Additions to Contributing Buildings, and Section 9.2 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances; as stated in the application dated 2/26/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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 square feet one and half-story single-family dwelling with a 216 square feet front porch, 16 square feet side door landing, and a 40 square feet rear door landing; a rear 160 square feet patio and an outdoor shower.*

Ms. Outten presented the staff report.

Bill Doughty, the contractor, and James Eldringhoff, the owner, were available to answer questions.

Chairwoman Glaser asked how the lot was oriented. Mr. Doughty answered it was two lots and located one in from the corner lot and the house would front Plum Street.

Vice-Chairman Thom confirmed the windowsills and trim followed with the guidelines.

MOTION ON PAGE 5

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-58B & 59B on Plum Street on an application filed by James and Kelly Eldringhoff represented by William Doughty dba Village Builders on the Bay, Inc. to construct a new 1,449 square feet one and half-story single-family dwelling with a 216 square feet front porch, 16 square feet side door landing, and a 40 square feet rear door landing; a rear 160 square feet concrete patio and a 16 square feet rear outdoor shower per the Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 2/22/2024; 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. Outten updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 305, 307, 309 Harbor Avenue, 601 Jefferson Avenue, 506 Plum Street (ii) Other: 517 Madison Avenue; 623 Madison Avenue; 618 Monroe Avenue; 527 Plum Street; 408 Randolph Avenue; 214 Washington Avenue; 618 Washington Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member Wright, to adjourn the April 16, 2024 Historic District Review Board Regular Meeting at 5:54 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

**April 16, 2024 Historic District Review Board Regular Meeting
Comments Submitted in Writing**

Sheila Shields, 209 Mason Avenue, Unit 1B

RE: Pine St Fence Application

Dear Ms. Katie Nunez and Board Members,

Thank you for this opportunity to comment on this application. As a neighbor directly across from this property, I've witnessed the amazing improvements to this property, as well as the multiple attempts by these owners to navigate the Town's requirements to simply complete the remaining installation of a very attractive fence previously approved by this Board, and purchased based on the given guidelines, with now over one-third installed.

Given the delay we all experienced through Covid, known delays in the construction world. I ask that this Board please consider the owners attempts to move through this process in the correct fashion! Town Council encouraged them to reapply not as an extension, but rather now as a new application and to address the fence type through this new application, with hopes this Board would see fit to help them complete what was already set in motion.

The fact that the guidelines changed after this couple purchased the fence, that the significant costs incurred under those guidelines, that they never deviated or modified from the original COA, but simply and only could not complete before the COA expired, due to significant delays caused by extenuating water problems and contractor delays out of their control. I ask this Board to please look at the inherent efforts put out by this couple continuing to try navigating through the Town's guidelines even though the code changed after their investment.

The Board inherently has the choice; Use guidelines in a fashion that hurts a citizen. Or use the guidelines to provide flexibility when appropriate. It is my hope that the Board will find a way to approve this now as a new application understanding the unique circumstances and not cause further financial hardship for this couple or delay in completing their project.

Thank you for your consideration. Due to unseen circumstances, I cannot attend the meeting and ask that my letter please be read into the public.

Sincerely,

Sheila Shields

Bradley Connors, 209 Randolph Avenue

RE: 114 Pine St - fence Application

Board members,

I am writing to let you know that I'm okay with a vinyl fence to be put up on our property lines.

As for the height, I was under the impression that the fence needed to stagger to a lower height as it gets closer to the Randolph sidewalk. This will allow wider sight lines and air flow to our front porch.

Thank you,

Brad Connors

209 Randolph Ave

**April 16, 2024 Historic District Review Board Regular Meeting
Additional Information Submitted by Applicants**

Agenda Item: 6A (1) 114 Pine Street – Pictures Submitted by Gerry Forbes

4/16/24, 1:11 PM

Continuously wet conditions.jpg



4/16/24, 1:27 PM

Current Conditions 1.jpg



4/16/24, 1:27 PM

Current Conditions 2.jpg



4/16/24, 1:12 PM

Just prior to French drain 1.jpg



4/16/24, 1:12 PM

Just prior to French drain 2.jpg



4/16/24, 1:14 PM

Just prior to French drain 3.jpg



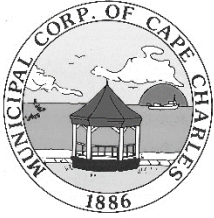
4/16/24, 1:11 PM

IMG_4282.jpg



Agenda Item 6D (1)

644 Monroe Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: May 21, 2024

Item #: 6D (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: May 10, 2024

APPLICANTS: Christopher and Karen Willis

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 644 Monroe Avenue

WORK TO BE PERFORMED: Replace Sunroom Windows: wood casements with FDL with composite double gliders with SDL

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: April 9, 2024

PRE-APPLICATION MTG: May 21, 2024

DATE APPLICATION DEEMED COMPLETE: April 9, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): July 9, 2024

The applicant is seeking to replace fifteen wood casement windows with six composite double glider windows with full divided lites of the same muntin pattern in the sunroom on the two-story single-family home. The property owner has provided photo documentation of the current condition of the sunroom windows showing rotting that has occurred due to leakages.

AERIAL MAP:



MATERIALS:

Windows: Renewal by Andersen Acclaim: Composite, Colonial FDL with Interior Wood Grille Pattern – 2 = 50 W x 70 H; 3 = 75 W x 70 H; 1 = 35 W x 70 H

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed replacement of the sunroom windows 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 3.1 Architectural Character

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

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

Section 5.4.1 (Page 5-14): Guidelines for Wood Siding & Trim

Section 5.5 Openings & Associated Features – Windows, Doors, & Storefronts

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 window replacement reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

Revised 03/2023	
Taxes	✓pd
Violations	NA
Fee	pd chg 197 \$500
Decision	HDRB

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: *Chris & Karen Willis*

Date: 4/9/24

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 4/16/24

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: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

Replace rotted ^{leaking} windows on patio. See attached docs for details. Does not change wall to window ratio of patio and exterior/interior grids will match existing grid pattern.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

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

Location (Pictures of existing condition):

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

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

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

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

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

Indicate the reason for change:

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ <i>Windows 101 & 102 in attached quote</i> Repaired: _____ Replaced: In kind _____ Different in style of material <u>2</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.): <i>(4) 2/4</i> Include a picture <i>Richards/Wilcox Airways</i>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): <i>(2) 4/4</i> Include a picture <i>2 sets of Double Gliders w/ matching grid</i>
Width: <i>100</i> Height: <i>70</i> Depth: <i>1.5</i>	Width: <i>50x2</i> Height: <i>70</i> Depth: <i>1.5</i>
Material: <i>WOOD</i>	Material: <i>COMPOSITE</i>
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.):	

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: _____ <i>Windows 103, 104, 105 on attached quote</i> Repaired: _____ Replaced: In kind _____ Different in style or <u>material</u> <u>3</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 <i>RW Airways 6/4</i>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <i>Double Glider 6/4</i>
Width: <i>75</i> Height: <i>70</i> Depth: <i>1.5</i>	Width: <i>75</i> Height: <i>70</i> Depth: <i>1.5</i>
Material: <i>WOOD</i>	Material: <i>COMPOSITE</i>
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.):	

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or <u>material</u> <u>1</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>RW AIRWAY 2/4</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>DOUBLE GLIDER 2/4</u>
Width: <u>35</u> Height: <u>70</u> Depth: <u>1.5</u>	Width: <u>35</u> Height: <u>70</u> Depth: <u>1.5</u>
Material: <u>WOOD</u>	Material: <u>COMPOSITE</u>
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

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

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: 	Date: <u>4/9/24</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: <u>8.16(3)(c)</u>	



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: 644 Monroe Ave

Tax Map #: 83A3-1-327

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Christopher and Karen 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: Darrin Bulard / Mr. Rogers Windows

Mailing Address: 1019 Eden Way Chesapeake VA 23320

Phone Number: 321-537-2696 Email: DBulard@Mr.RogersWindows.com

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner: [Signature]

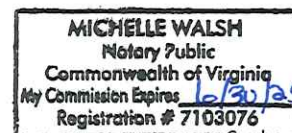
Date: 4/8/24

State of Virginia County of Northampton The foregoing instrument was acknowledged before me this 9th day of April, 2024, by Christopher Willis (name of person acknowledged)

Signature of Notarial Officer: Michelle Walsh

Notary Registration number: 7103076

My commission expires: 06/30/2025

















Itemized Order Receipt

DBA: MR. ROGERS WINDOWS

Legal Name: ETHIX Corporation

VA2705076120

1019 Eden Way N | Chesapeake, VA 23320

Phone: 757-436-2200 | Fax: 757-548-1323 | contracts@mrrogerswindows.com

Christopher & Karen Willis

644 Monroe Ave

Cape Charles, VA 23310

C: (757)286-7476

ID#:	ROOM:	SIZE:	DETAILS:	PRICE:
101	sunroom	50 W 70 H	Window Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, Glass , All Sash: High Performance, No Pattern, Hardware , Distressed Bronze, Estate Finish Extra Lock, Screen , Dual TruScene, Grille Style , Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, Grille Pattern , All Sash: Colonial 2w x 4h, Misc , None ,	
102	sunroom	50 W 70 H	Window Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, Glass , All Sash: High Performance, No Pattern, Hardware , Distressed Bronze, Estate Finish Extra Lock, Screen , Dual TruScene, Grille Style , Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, Grille Pattern , All Sash: Colonial 2w x 4h, Misc , None ,	
103	sunroom	75 W 70 H	Window Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, Glass , All Sash: High Performance, No Pattern, Hardware , Distressed Bronze, Estate Finish Extra Lock, Screen , Fiberglass, Full Screen, Grille Style , Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, Grille Pattern , All Sash: Colonial 3w x 4h, Misc , None ,	
104	sunroom	75 W 70 H	Window Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, Glass , All Sash: High Performance, No Pattern, Hardware , Distressed Bronze, Estate Finish Extra Lock, Screen , Fiberglass, Full Screen, Grille Style , Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, Grille Pattern , All Sash: Colonial 3w x 4h, Misc , None ,	
105	sunroom	75 W 70 H	Window	



Itemized Order Receipt

DBA: MR. ROGERS WINDOWS

Legal Name: ETHIX Corporation

VA2705076120

1019 Eden Way N | Chesapeake, VA 23320

Phone: 757-436-2200 | Fax: 757-548-1323 | contracts@mrrogerswindows.com

Christopher & Karen Willis

644 Monroe Ave

Cape Charles, VA 23310

C: (757)286-7476

ID#:	ROOM:	SIZE:	DETAILS:	PRICE:
		O W O H	Misc Misc, MISC, Windows: NOT replacing all windows, Quantity 1, Customer understands the new windows will not be an exact match to the existing windows MRW is not replacing.	
		O W O H	Misc Misc, MISC, Project Overview: , Quantity 1, 2% cash discount of \$540	
		O W O H	Misc Misc, MISC, Out of Area: Eastern Shore and Outer Banks, Quantity 1,	
		O W O H	Misc Misc, MISC, Project Overview: , Quantity 1, Replacing original wood hinged windows with 6 double gliding windows. Windows are white inside and outside with distressed bronze hardware, with Andersen clear glass units, full divided light with permanently affixed grills, dual truscene screens on windows 101, 102, 106. Standard screens on 103, 104, 105. Design has been reviewed and approved by the homeowners (with both historical accuracy and optimum functionality in mind), pending approval by the Cape Charles Historic District Review Board. Denial by the board would nullify this sale and refund any monies paid.	
		O W O H	Misc Misc, MISC, Coil Color and Manufacturer (windows to be wrapped in) :, Quantity 1, Coil Color: white Manufacturer: Andersen	



Itemized Order Receipt

DBA: MR. ROGERS WINDOWS

Legal Name: ETHIX Corporation

VA2705076120

1019 Eden Way N | Chesapeake, VA 23320

Phone: 757-436-2200 | Fax: 757-548-1323 | contracts@mrrogerswindows.com

Christopher & Karen Willis

644 Monroe Ave

Cape Charles, VA 23310

C: (757)286-7476

ID#:	ROOM:	SIZE:	DETAILS:	PRICE:
			Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, Glass, All Sash: High Performance, No Pattern, Hardware, Distressed Bronze, Estate Finish Extra Lock, Screen, Fiberglass, Full Screen, Grille Style, Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, Grille Pattern, All Sash: Colonial 3w x 4h, Misc, None ,	
106	sunroom	35 W 70 H	Window Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, Glass, All Sash: High Performance, No Pattern, Hardware, Distressed Bronze, Estate Finish Extra Lock, Screen, Dual TruScene, Grille Style, Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, Grille Pattern, All Sash: Colonial 2w x 4h, Misc, None ,	
WINDOWS: 6 PATIO DOORS: 0 ENTRY DOORS: 0 SPECIALTY: 0 MISC: 5				TOTAL _____

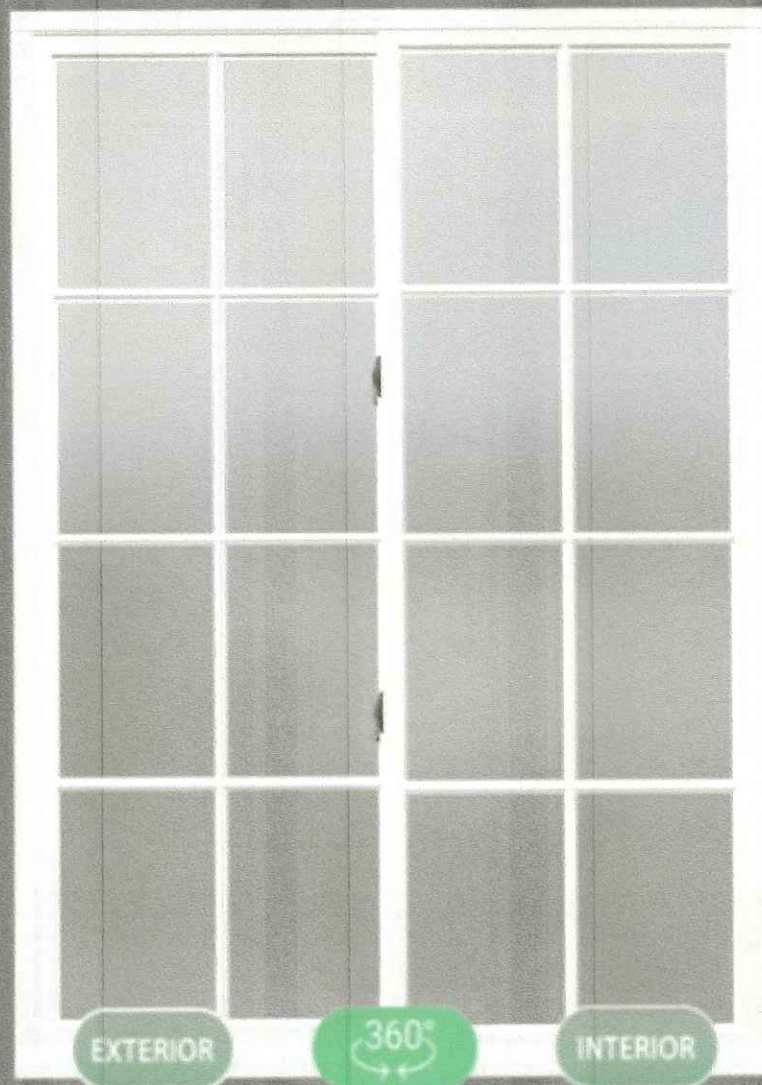


Renewal by Andersen is committed to our customers' safety by complying with the rules and lead-safe work practices specified by the EPA.



101 sunroom

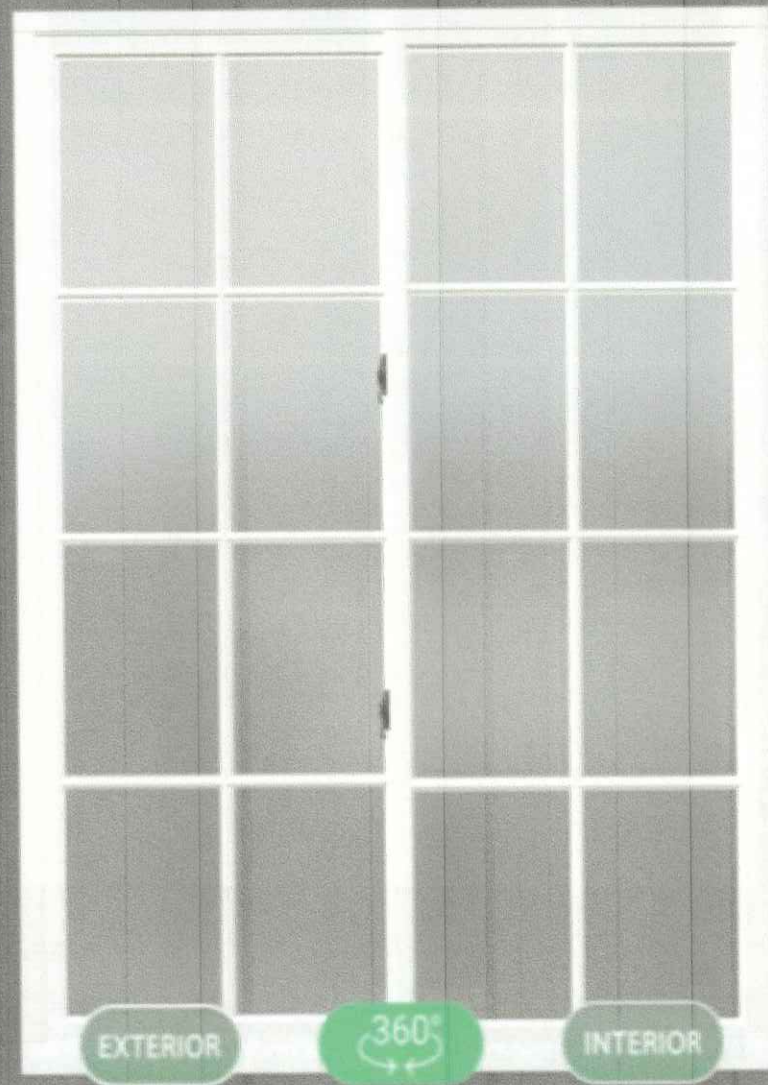
Acclaim™ Gliding - Double - 50.00W x 70.00H





102 sunroom

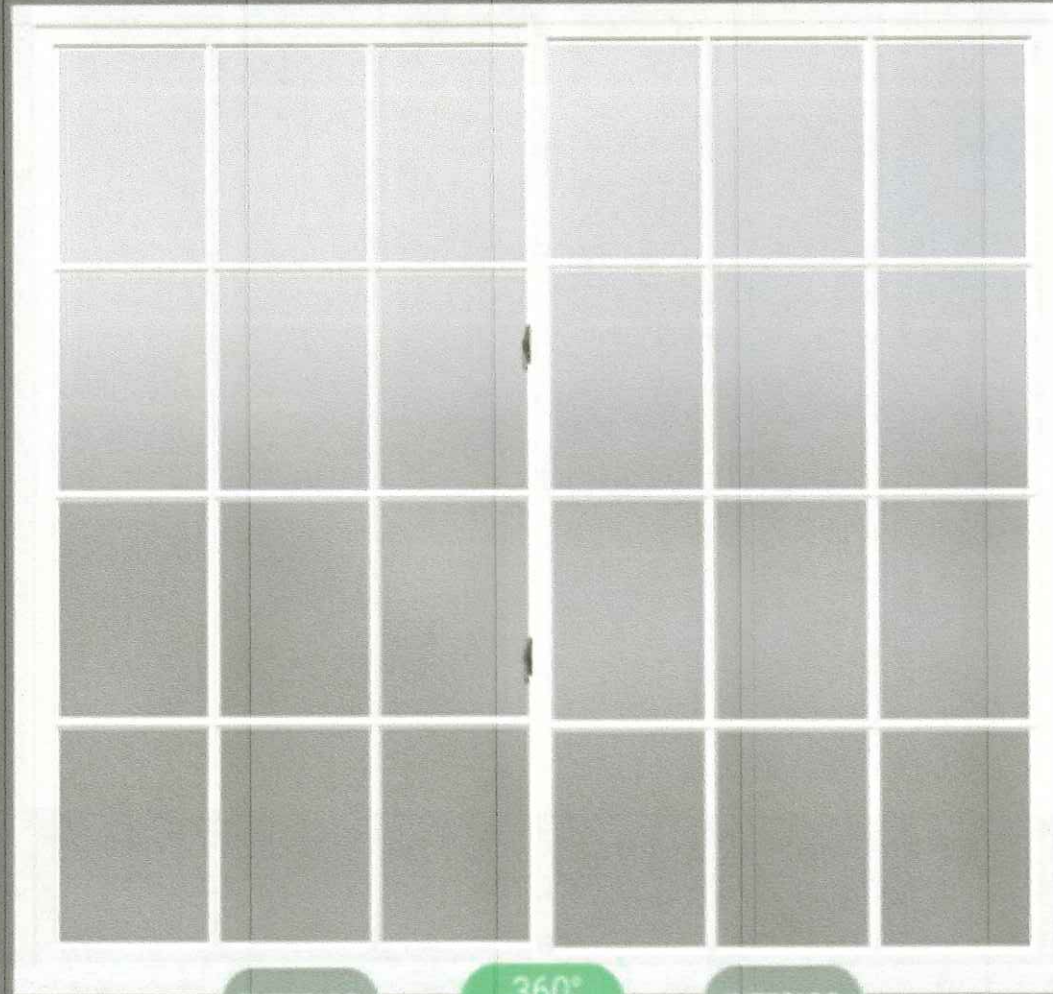
Acclaim™ Gliding - Double - 50.00W x 70.00H





103 sunroom

Acclaim™ Gliding - Double - 75.00W x 70.00H



EXTERIOR

360°

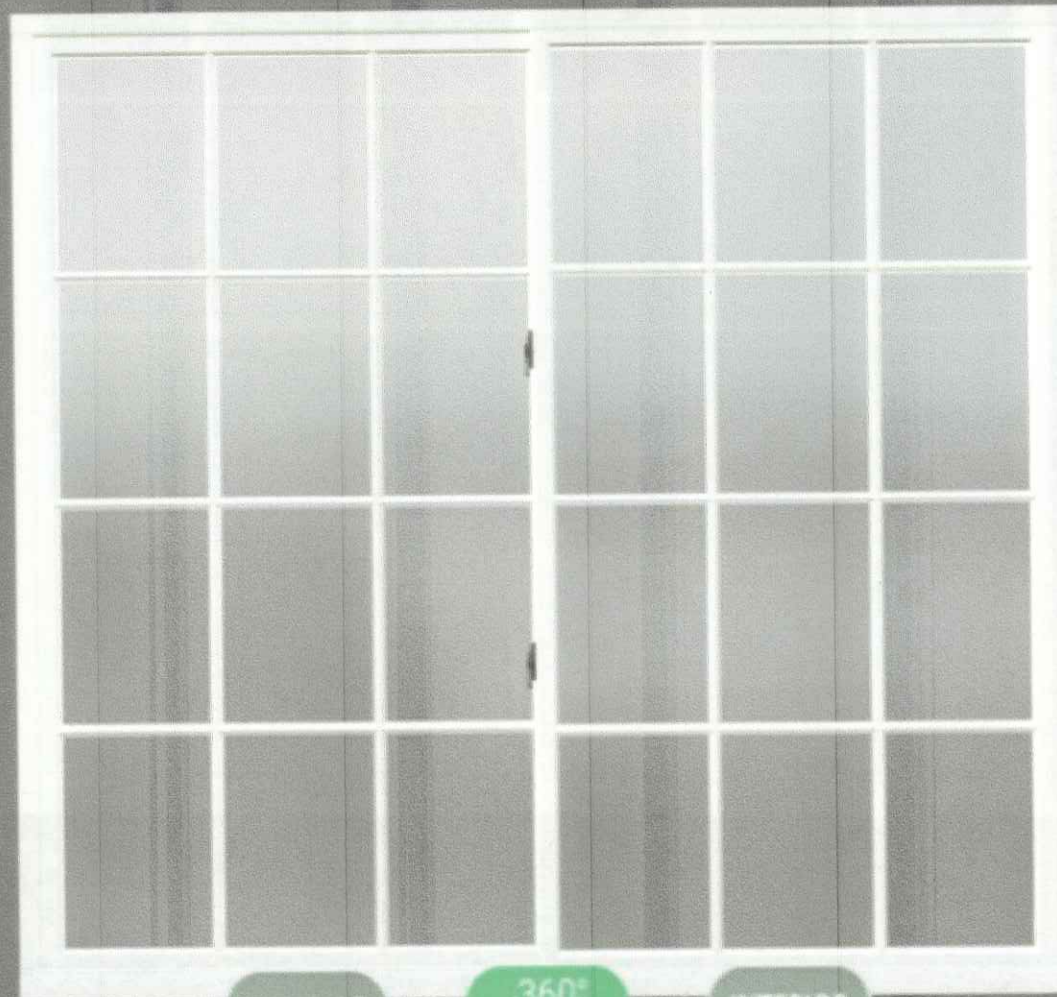
INTERIOR





104 sunroom

Acclaim™ Gliding - Double - 75.00W x 70.00H



EXTERIOR

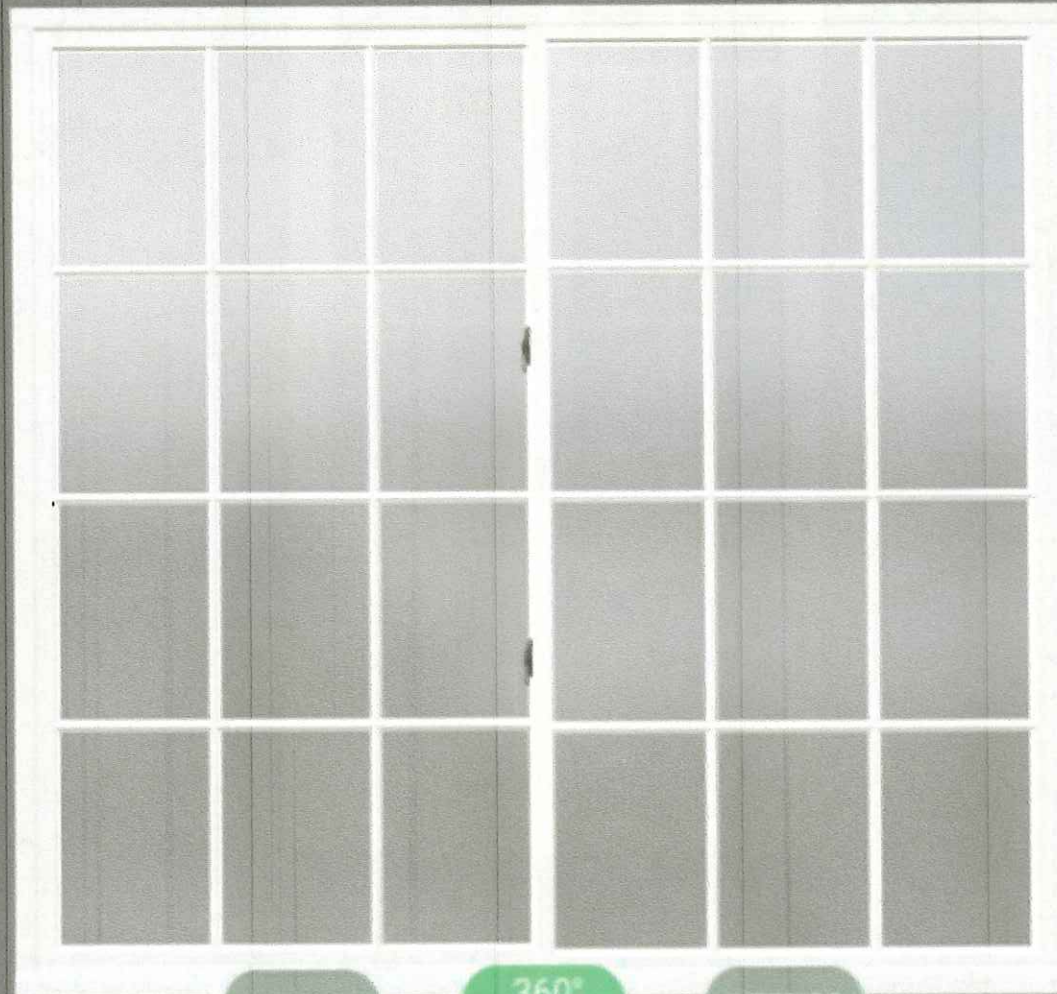


INTERIOR



105 sunroom

Acclaim™ Gliding - Double - 75.00W x 70.00H



EXTERIOR

360°

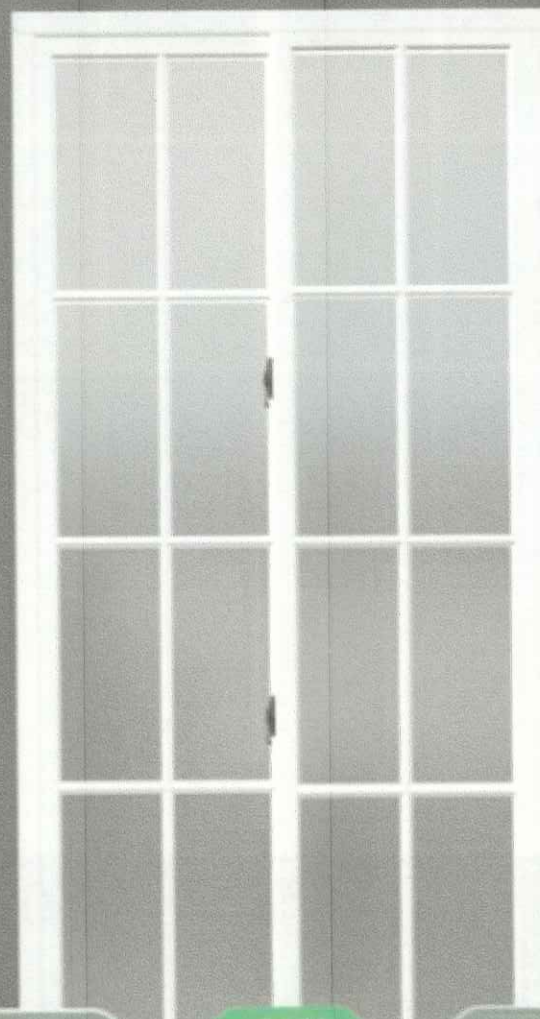
INTERIOR





106 sunroom

Acclaim™ Gliding - Double - 35.00W x 70.00H



EXTERIOR

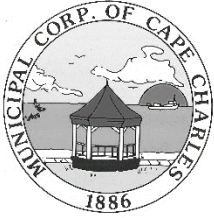
360°

INTERIOR



Agenda Item 6D (2)

519 Mason Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: May 21, 2024

Item #: 6D (2) – 519 Mason Avenue

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

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

Date: May 10, 2024

APPLICANTS: Norman S. Allen

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 519 Mason Avenue

WORK TO BE PERFORMED: Replace Windows:
2/2 wood with 2/2 SDL double-hung vinyl

TAX MAP: 83A3-1-579

CURRENT ZONING: Commercial Residential - (CR)

LOT SIZE: 5,568.37 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1886, Folk Victorian

Accessory Structure: Garage – NON-CONTRIBUTING

DATE APPLICATION RECEIVED: March 31, 2024

PRE-APPLICATION MTG: May 21, 2024

DATE APPLICATION DEEMED COMPLETE: April 15, 2024

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

The applicant is seeking to replace eighteen 2/2 double-hung wood windows with eighteen 2/2 single divided lite double-hung vinyl windows with on the two-story single-family home.

AERIAL MAP:



MATERIALS:

Windows: Slocomb Interstate Model 177: Composite, 2/2 SDL – 31-1/2" W x 64 H

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, non-conforming use. The proposed replacement of the windows 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 3.1 Architectural Character

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

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

Section 5.4.1 (Page 5-14): Guidelines for Wood Siding & Trim

Section 5.5 Openings & Associated Features – Windows, Doors, & Storefronts

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 window replacement reflect the character and historic appearance of the neighborhood.

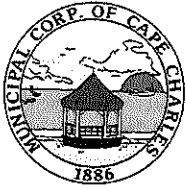
Staff is prepared to assist in the development of a motion, if needed.

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
4/15/2024

Revised 03/2023	
Taxes	✓pd AO
Violations	NA
pd chk # Fee 11966	\$500
Decision	HDRB

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: Norman S. Allen

Date: 4/15/2024

PART 2: PROPERTY INFORMATION

Property Address: 519 Mason Avenue

Tax Map #: 83A3-1-579

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: Norman S. Allen

Mailing Address: 4108 Rollsbury Ct., Apex NC 27539

Phone Number: 919-612-3445

Email: nsa01@att.net

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

Replace Windows. New Windows manufactured by
Shocomb Windows. Vinyl → model 177, SLD 911D
2 over 2. Replace Rotten wood around windows.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

A. ADDITION ☒ Not applicable

SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

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

Stories:

Building height:

Footprint:

Gross square footage:

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

B. ROOF☒ Not applicable

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

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

Location (Pictures of existing condition):

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

Existing Material:

Proposed Materials:

Other / Additional Notes:

C. DOORS☒ Not applicable

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

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

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

Existing Door**Proposed Door**

Door 1:

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

Work to be completed:

☐ Added ☐ Removed ☐ Repaired ☐ Replaced

Existing Material:

Proposed Material:

Dimensions: Width ____ Height ____

Dimensions: Width ____ Height ____

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

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

Indicate the reason for change:

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material <u>18</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 double-hung SOL</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>2/2 double-hung SOL</u>
Width: <u>31 1/2"</u> Height: <u>64"</u> Depth: _____	Width: <u>31 1/2"</u> Height: <u>64"</u> Depth: _____
Material: <u>wood</u>	Material: <u>vinyl</u>
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
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): <u>Window</u>			
Existing Material: <u>Wood</u>		Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Type of Material to be used: <u>wood</u>			
Dimensions:			
Reason for repair or alteration (change of material or design): <u>windows being replaced</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>Norm S. Allen</u> Date: <u>4/15/2024</u> Zoning Administrator's signature: _____ Date: _____ Zoning Ordinance Article VIII Section: <u>8.16(3)(c)</u>	

519 Mason Avenue Existing Window Pictures





EXP 10-31-202⁹

CASH DOWN PAYMENT

Thank You!

ProTech 400 Replacement Windows Features and Benefits

When designing our vinyl replacement window system, we looked to nature for inspiration. The result was the ProTech 400; a vinyl window system designed for durability, strength, security and uncompromising beauty.

Heavy Walled Construction:

Deeply Pocketed Head:

With weatherstripping to resist air infiltration

7/8" Insulating Glass:

With optional Low 'E' coating specifically chosen for maximum regional thermal efficiency

Dual Tilt In Sashes:

Both sashes tilt in for easy cleaning

Die Cast Cam Lock and Keeper:

Cam action actually draws sash closer together for positive lock

Interlocking Meeting Rail:

Integral interlock provides additional security

Three Layers of Weather Stripping:

With double mylar fins for resistance to air and water infiltration

Fiberglass Insulation:

In frame and sash to improve thermal performance

Flexible Bulb Seal:

Provides a superior high performance weather seal like are frigerator door

Fully Welded Double Wall

Interior Dam Leg:

With fin-seal weather-stripping for improved strength and optimal air and water performance.

Positive Sloped Sill:

Provides water runoff, even in driving rain

Fusion Welded 3-1/4 Deep Frame and Standard Size Sash:

The utmost in strength and integrity

Warm Edge Technology:

Low conductivity spacer provides barrier to heat transfer in insulating glass unit

Night Vent Latch:

Allows for ventilation with security.

Low Profile Routed-in Tilt Latches:

Color matched low profile latches for a neat appearance

Rigid Thermal Reinforcement:

Innovative, superior, energy-efficient alternative to aluminum reinforcement

Stainless Steel Constant Force Balance:

Trouble free, maintenance free
Provides smooth operation

Storm Interlock:

Integral sill and meeting rail lock and prevents sash from bowing under structural stress



- Aluminum Half Screen is standard
- Full Screen is optional

All full screens are FlexScreen technology a high performance spring steel frame that is captured in the screen track and can easily be removed from inside the home.

- Limited Lifetime Warranty



Agenda Item 6D (3)

102 Randolph Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: May 21, 2024

Item #: 6D (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: May 10, 2024

APPLICANTS: Christopher A. Mackey

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 102 Randolph Avenue

WORK TO BE PERFORMED: Replace Windows:
29=1/1 wood with 2/2 SDL with spacer bar double-hung
wood and 3=1/1 wood with 1 lite vinyl glider

TAX MAP: 83A3-2-1-73

CURRENT ZONING: Residential-1 (R-1)

LOT SIZE: 10,901.05 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1913, Queen Anne

Accessory Structure: Garage - CONTRIBUTING

DATE APPLICATION RECEIVED: March 20, 2024

PRE-APPLICATION MTG: May 21, 2024

DATE APPLICATION DEEMED COMPLETE: April 14, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): July 14, 2024

The applicant is seeking to replace the following: (1) twenty-nine 1/1 wood windows with twenty-nine 2/2 double-hung windows with single divided lites that have spacers; and (2) three 1/1 wood windows with three vinyl glider windows on the two-story single-family home.

AERIAL MAP:



MATERIALS:

Windows: Marvin Ultimate Wood, 2/2 SDL with Interior Spacer: 11 = 30-7/16" W x 30-1/16" H, 18 = 30-5/16" W x 28-5/16" H; (2) Marvin Elevate Vinyl Glider: 3 = 15-7/8" W x 29-21/64" H

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed replacement of the windows 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 3.1 Architectural Character

Section 3.2 Building Types, Forms, & Associated Architectural Styles (Page 3-14 – Queen Anne)

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

Section 5.4.1 (Page 5-14): Guidelines for Wood Siding & Trim

Section 5.5 Openings & Associated Features – Windows, Doors, & Storefronts

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 window replacement reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

Revised 03/2023

Taxes	✓ PD AO
Violations	NA
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:

PART 2: PROPERTY INFORMATION

Property Address: 102 Randolph Avenue, Cape Charles

83A3-2-1-69

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

CC Historic Commercial
R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Christopher Mackey

Mailing Address: 11572 Lake Newport Rd, Reston, VA 20194

Phone Number: 703-939-5133

Email: cmackeymail@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

We are looking to replace the original single pane windows with updated Marvin Ultimate double-hung D2 series windows. We are attempting to mimic the same material and style of window and adding a single light divider in each window. They will be and all wood window and the same white exterior as

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

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

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

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

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

Location (Pictures of existing condition):

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

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

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

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

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

Indicate the reason for change:

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>18</u> Removed: <u>18</u> Repaired: _____ Replaced: In kind _____ Different in style or material <u>18</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>35"</u> Height: <u>60"</u> Depth: _____	Width: <u>35"</u> Height: <u>60"</u> Depth: _____
Material: <u>Wood 1/1</u>	Material: <u>Wood - Extruded Aluminum 2/2</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.):	

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>11</u> Removed: <u>11</u>	
Repaired: _____ Replaced: In kind _____ Different in style or material <u>11</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>35"</u> Height: <u>70"</u> Depth: _____	Width: <u>35"</u> Height: <u>70"</u> Depth: _____
Material: <u>Wood 1/1</u>	Material: <u>Wood - Extruded Aluminum 2/2</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.):	

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>3</u> Removed: <u>3</u> Repaired: _____ Replaced: In kind _____ Different in style or material <u>3</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>48"</u> Height: <u>40"</u> Depth: _____	Width: <u>48"</u> Height: <u>40"</u> Depth: _____
Material: <u>Wood 1/1</u>	Material: <u>Vinyl 1/1</u>
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair	☐ Full Re-Siding (same material)	☐ Full Re-Siding (Change of material)
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing material:		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot:			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☒ Minor Repair	☐ Alteration	
Location (Attach diagram & pictures):			
Existing Material: Wood window trim		Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used: Will be using the existing wood trim			
Dimensions:			
Reason for repair or alteration (change of material or design): May need to remove some trim temporarily for window installation but will be reinstalling any trim that is removed. NO new trim will be added.			
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:			
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: April 15th, 2024

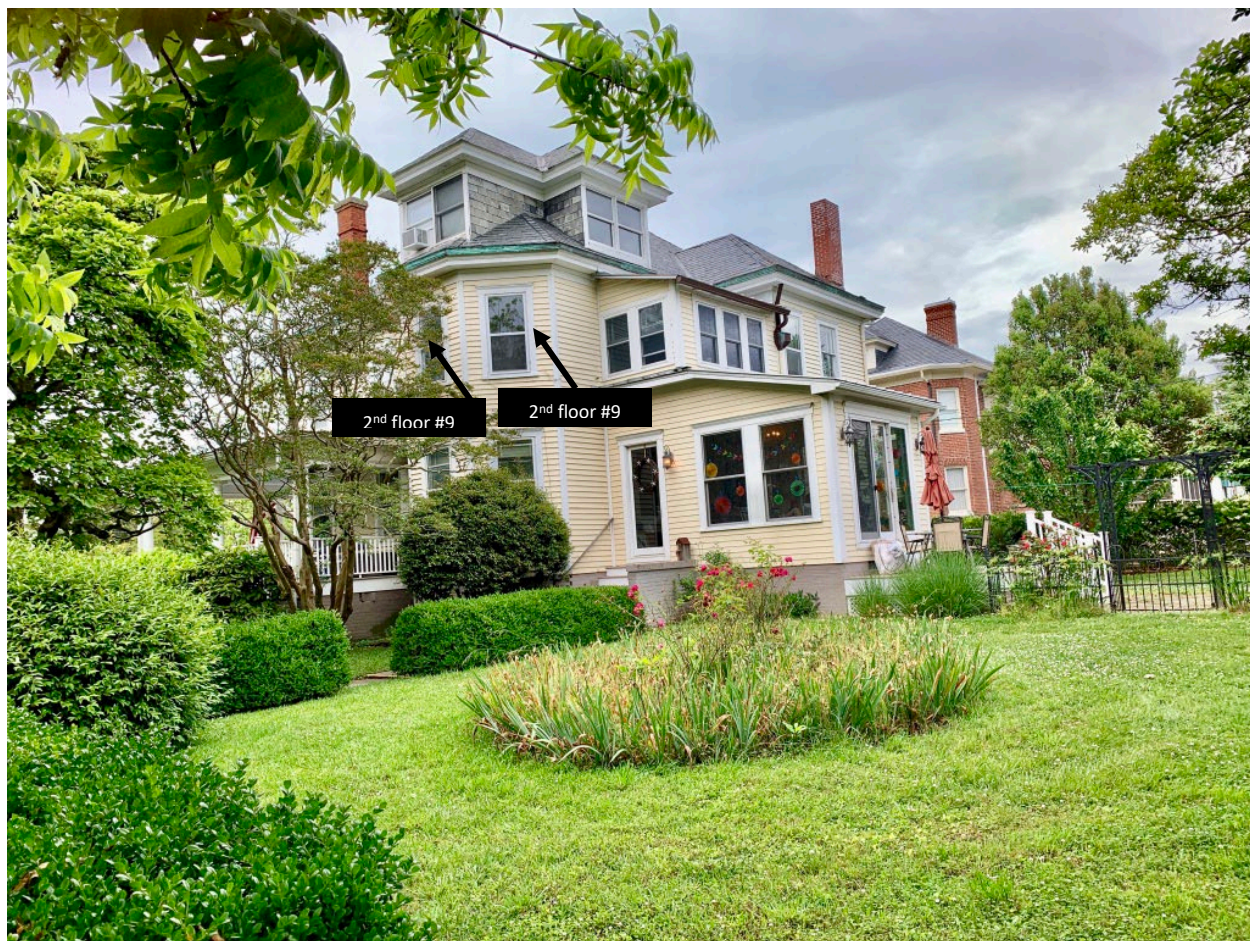
Zoning Administrator's signature: _____

Date: _____

Zoning Ordinance Article VIII Section: _____

**102 Randolph Avenue proposed photo to accompany Appropriateness
Application Renovation**











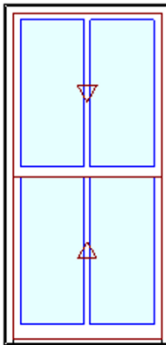


Mackey Residence Window Replacement Spec Sheet

120 Randolph Avenue
Cape Charles, VA 23310

The following is a schedule of the windows and doors for this project. For additional unit details, please see <https://www.marvin.com/products/collections/signature/ultimate/double-hung-g2>

Line #1	Mark Unit: 1 st FLOOR	Net Price:		
Qty: 11		Ext. Net Price:	USD	



As Viewed From The Exterior

Egress Information

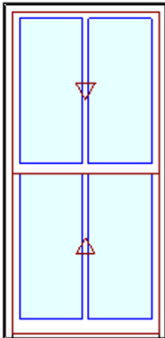
Width: 30 7/16" Height: 30 1/16"
Net Clear Opening: 6.36 SqFt

Snow White Clad Exterior
Painted Interior Finish - White - Pine Interior
Ultimate Double Hung Insert G2
0° Degree Frame Bevel
Top Sash
White Clad Sash Exterior
Painted Interior Finish - White - Pine Sash Interior
IG
Low E2 w/Argon
White Perimeter and Spacer Bar
1 1/8" SDL - With Spacer Bar - White
Rectangular - Special Cut 2W1H
White Clad Ext - Painted Interior Finish - White - Pine Int
Ogee Interior Glazing Profile
Bottom Sash
White Clad Sash Exterior
Painted Interior Finish - White - Pine Sash Interior
IG
Low E2 w/Argon
White Perimeter and Spacer Bar
1 1/8" SDL - With Spacer Bar - White
Rectangular - Special Cut 2W1H
White Clad Ext - Painted Interior Finish - White - Pine Int
Ogee Interior Glazing Profile
White Interior Weather Strip Package
White Exterior Weather Strip Package
White Sash Lock
White Top Sash Strike Plate Assembly Color
1 Per Unit White Sash Lift
Extruded Aluminum Half Screen
White Surround
Bright View Mesh
3 1/4" Jambs

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

Line #2	Mark Unit: 2nd FLOOR	Net Price:		
Qty: 18		Ext. Net Price:	USD	

MARVIN 



As Viewed From The Exterior

Egress Information

Width: 30 5/16" Height: 28 5/16"

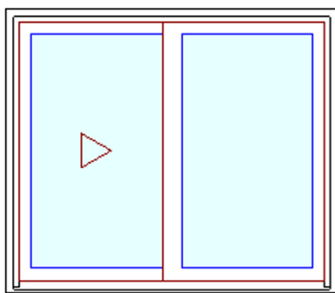
Net Clear Opening: 6.36 SqFt

Snow White Clad Exterior
Painted Interior Finish - White - Pine Interior
Ultimate Double Hung Insert G2
0° Degree Frame Bevel
Top Sash
White Clad Sash Exterior
Painted Interior Finish - White - Pine Sash Interior
IG
Low E2 w/Argon
White Perimeter and Spacer Bar
1 1/8" SDL - With Spacer Bar - White
Rectangular - Special Cut 2W1H
White Clad Ext - Painted Interior Finish - White - Pine Int
Ogee Interior Glazing Profile
Bottom Sash
White Clad Sash Exterior
Painted Interior Finish - White - Pine Sash Interior
IG
Low E2 w/Argon
White Perimeter and Spacer Bar
1 1/8" SDL - With Spacer Bar - White
Rectangular - Special Cut 2W1H
White Clad Ext - Painted Interior Finish - White - Pine Int
Ogee Interior Glazing Profile
White Interior Weather Strip Package
White Exterior Weather Strip Package
White Sash Lock
White Top Sash Strike Plate Assembly Color
1 Per Unit White Sash Lift
Extruded Aluminum Half Screen
White Surround
Bright View Mesh
3 1/4" Jambs

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

Line #3	Mark Unit: BASEMENT GLIDERS	Net Price:		
Qty: 3		Ext. Net Price:	USD	

MARVIN 



As Viewed From The Exterior

Egress Information

Width: 15 7/8" Height: 29 21/64"

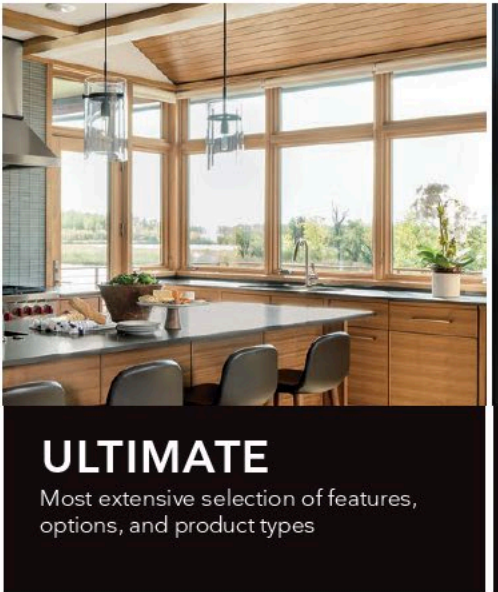
Net Clear Opening: 3.23 SqFt

Snow White Exterior
White Interior
Elevate Glider - XO
Left Sash
White Exterior
White Interior
IG - 1 Lite
Low E2 w/Argon
Stainless Perimeter Bar
Right Sash
White Exterior
White Interior
IG - 1 Lite
Low E2 w/Argon
Stainless Perimeter Bar
White Weather Strip Package
1 White Sash Lock
Exterior Aluminum Half Screen
White Surround
Bright View Mesh
4 9/16" Jambs
Thru Jamb Installation

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

Proposed Brand and Model:

THE MARVIN PORTFOLIO



MARVIN SIGNATURE® COLLECTION

INTERIORS	WOOD 6 species options + custom 2 painted or primed options 6 stains + clear coat
EXTERIORS	EXTRUDED ALUMINUM 19 colors + custom OR WOOD 3 species + custom
SIZING	Standard + custom sizing for replacement, remodeling, or new construction
HARDWARE	Extensive selection including Marvin Gallery Hardware
COASTAL + WATERFRONT	Hurricane Impact Zones 3 and 4, + PG 50 Products

INTERIOR FEATURES AND PERFORMANCE

RICH WOOD INTERIOR

Offers beauty and warmth with six wood species and ten interior finish options.

NARROW CHECKRAIL

Provides a sleek aesthetic at 1 5/16 inches to maximize daylight opening while maintaining historical accuracy.

TILT WASH MODE

Allows easy access to exterior glass for cleaning and maintenance.



EXCLUSIVE AUTOLOCK

Activates when the sashes are closed, locking the window.

FIRST-RATE ENERGY EFFICIENCY

Meets ENERGY STAR® standards in energy efficiency with multiple glass options for various regions, climates, and weather needs.

SASH BALANCE SYSTEMS

Enables smooth operation at the largest sizes.

EXTERIOR FEATURES AND PERFORMANCE

DURABLE CLADDING

Extruded aluminum exterior cladding with an AAMA verified 2605 finish and backed by a 20-year warranty against chalking and fading.

EXPANSIVE SIZES

Larger than 5 feet wide by 10 feet high.

TRADITIONAL SILL BEVEL

The 14-degree bevel provides optimal water management while maintaining a classic look.



SUPERIOR WEATHER PERFORMANCE

LC-PG50 on most sizes. Optional commercial (CW) performance and IZ3 certified coastal performance on most sizes.

DESIGN VERSATILITY

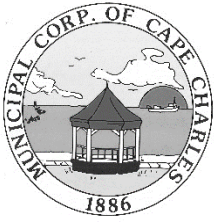
An array of simulated divided lite patterns, interior and exterior color options, ten hardware finishes, and archtop models.

ALUMINUM INTER-LOCK

Eliminates drafts and improves the window's overall structural integrity.

Agenda Item 7A

Monthly Report



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: May 21, 2024

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: May 13, 2024

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 415 Jefferson Avenue – install rear accessory structure, pursuant to CCZO Section 8.17 (I)
- b. 501 Jefferson Avenue – install rear outdoor shower and privacy wall, pursuant to CCZO Section 8.17 (E)
- c. 608 Jefferson Avenue – install 6'tall wood fence in rear yard CCZO Section 8.17 (I)
- d. 239 Mason Avenue – repaint masonry, paint trim, and change awning covering, pursuant to CCZO Section 8.17 (A) and (I)
- e. 615 Monroe Avenue – replace composite roof on front, pursuant to CCZO Section 8.17 (B)
- f. 615 Monroe Avenue – replace composite shingle roof and wood siding on accessory structure, pursuant to CCZO Section 8.17 (H)

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