

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
June 18, 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) May 21, 2024 Historic District Review Board Regular Meeting
5. **Unfinished Business: None**
6. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:**
 - (1) 301 Mason Avenue: Clelia Sheppard dba Historic 301 Mason Avenue LLC – to enlarge approved signage to be placed on the front balcony of the commercial building from 2' x 8' to 3' 9" x 8' 1".
 - C. **RENOVATION, MINOR:** None
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 118 Fig Street: Mark Clarke – to replace the existing wood porch flooring with AZEK on the two-story single-family dwelling.
 - (2) 711 Tazewell Avenue: Gregory S. and Donna Olney Kohler – to renovate the 257 sq. ft. accessory structure: replace existing wood door with fiberglass door; add one window; and repair existing vinyl siding.
 - (3) 212 Randolph Avenue: Douglas and Amy Dodson represented by M. Walter Frisch – to replace the existing 6-lite single wood door (5' x 8'), 1/1 side lights, and 3-lite transom with a ¾-lite/1-panel fiberglass double entry door (6' x 7') and single lite transom; and to parge one of the existing parged chimneys on the two-story single-family dwelling.
 - (4) 607 Randolph Avenue: Steve Chapman dba Virginia Sell Now 2023, LLC – (1) to construct a rear two-story addition; (2) to extend the second story deck along the rear; (3) to replace the existing cement front porch flooring with wood porch flooring using the same footprint; (4) enclose part of left side lower deck; and (5) restore original shutters on the two-story single-family home.
 - E. **OTHER:** None
7. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
 - B. Upcoming Webinars – National Trust for Historic Preservation
 - (1) July 16 – 3:00 - 4:00: Insuring Historic Properties in an Increasingly Challenging Marketplace – What You Need to Know
 - (2) July 25 – 2:00 - 3:00: African American Cultural Heritage Action Fund Conversation series: Monuments & Justice
8. **Adjourn**

Agenda Item 4B (1)

Minutes



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
May 21, 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 two members of the public in attendance and three viewers on Facebook Live.

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

PUBLIC COMMENT:

There were no public comments to be heard.

CONSENT AGENDA:

Hearing no objections, Chairwoman Glaser approved the agenda format as amended with the additional item under New Business (E) *Other* (1) "Business of the Board".

Motion made by Vice-Chairman Thom, seconded by Member Wright, to approve the minutes as written from the April 10, 2024 Historic District Review Board Special Meeting and the April 16, 2024 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There were no applications filed.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

D. There were no applications filed.

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

Ms. Outten read the staff report.

Christopher Willis, the applicant, was available to answer questions. Mr. Willis explained that the original windows were unique as they consisted of two rows of glass and were non-standard windows so, the replacement would be a glider window. He continued adding that the three-dimensional muntin would be identical to match the existing, the existing frames would be used, and the screening would be invisible.

MOTION ON PAGE 2

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 644 Monroe Avenue on an application filed by Christopher and Karen Willis to replace fifteen wood casement windows with six composite double glider windows with a full divided lite of the same three-dimensional muntin pattern in the sunroom on the two-story single-family dwelling 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 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.1 (Pages 5-14) – Guidelines for Wood Siding & Trim, 5.5 – Openings & Associated Features – Windows, Doors, & Storefronts, and Section 7.1 – Alternative Materials; as stated in the application dated 4/9/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *519 Mason Avenue: Norman S. Allen – 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.*
Ms. Outten presented the staff report.

Norman Allen, the applicant, was available by phone to answer questions. Mr. Allen added that the grill/muntin would be on the outside of the glass and the sills, if rotten, would be replaced as specified by the guidelines.

Chairman Thom asked what material was allowed in the guidelines for windows. Ms. Outten read the supporting Sections 4.5 and 5.5 of the guidelines concerning window replacement. Vice-Chairman Thom confirmed that no window openings were changing; and would like the frames to be replaced with like materials to what existed currently.

Motion made by Vice-Chairman Thom, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 519 Mason Avenue on an application filed by Norman S. Willis to replace eighteen 2/2 double-hung wood windows with eighteen 2/2 double-hung vinyl windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Folk Victorian, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.1 (Pages 5-14) – Guidelines for Wood Siding & Trim, 5.5 – Openings & Associated Features – Windows, Doors, & Storefronts, and Section 7.1 – Alternative Materials; as stated in the application dated 4/15/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *102 Randolph Avenue: Christopher Mackey – to replace twenty-nine existing 1/1 wood windows with twenty-nine 2/2 double-hung wood 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.*
Ms. Outten read the staff report.

Christopher Mackey, the applicant, added the following: (i) the existing windows were single pane windows and in need of replacing; (ii) the trim was not damaged; (iii) this was not a whole house window replacement as the windows above the rear sliding glass door were not being replaced; and (iv) the muntin/grill would be on the exterior of the glass.

Motion made by Vice-Chairman Thom, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 102 Randolph Avenue on an application filed by Christopher Mackey to replace twenty-nine 1/1 single-pane wood windows with twenty-nine 2/2 double-hung wood windows, and three ½ wood windows with three vinyl glider windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Queen Anne, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.1 (Pages 5-14) – Guidelines for Wood

Siding & Trim, 5.5 – Openings & Associated Features – Windows, Doors, & Storefronts, and Section 7.1 – Alternative Materials; as stated in the application dated 4/15/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

F. *Commercial-3 District:*

There were no applications filed.

G. *Other:*

1. *Business of the Board.*

Chairwoman Glaser asked if the HDRB By-Laws could be amended to add a stipulation for how many times a board member could be absent from meeting. Ms. Nunez said the Town Council and Town Manager would need to have input on this specific issue. She would ask Town Manager John Hozey his thoughts and research if other boards had this in their by-laws.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Ms. Outten updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 615 Monroe Avenue; (ii) Other: 415 Jefferson Avenue; 501 Jefferson Avenue; 608 Jefferson Avenue; 239 Mason Avenue; 615 Monroe Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

Ms. Nunez updated members of the board on the following: (i) A violation letter issued to 340 Randolph Avenue for working without permits. and (ii) All permits have expired for 1 Fig Street so a violation letter was being worked on.

ANNOUNCEMENTS:

There were no announcements.

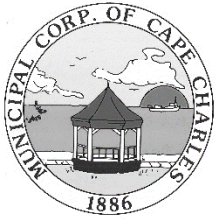
Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to adjourn the May 21, 2024 Historic District Review Board Regular Meeting at 5:33 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

Agenda Item 6B (1)

301 Mason Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 18, 2024

Item #: 5B (1) – 301 Mason Avenue

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

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

Date: May 3, 2024

APPLICANT: John and Clelia Sheppard

CONTRACTOR: L4 Enterprises, Inc.

OWNER: Historic 301 Mason Avenue LLC

SITE ADDRESS: 301 Mason Avenue

TAX MAP: 83A3-1-615B

LOT SIZE: 2,848 sq. ft.

TYPE OF APPLICATION: Modification to Approved Certificate of Appropriateness (11/21/2023)

WORK TO BE PERFORMED: Modify approved signage proposed for front of the balcony

CURRENT ZONING: Commercial (C-1)

HISTORIC REGISTER: CONTRIBUTING

Description: 1898, Italianate

Accessory Structure: N/A

DATE APPLICATION RECEIVED: May 7, 2024

PRE-APPLICATION MTG: June 16, 2024

DATE APPLICATION DEEMED COMPLETE: May 7, 2024

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

The Historic District Review Board approved a Certificate of Appropriateness at their November 21, 2023 Regular Meeting for a sign to be hung on the side of the commercial building and for 2' x 8' signage on the balcony front of the commercial building.

The applicant is requesting to modify the signage on the balcony front by increasing the size to 3'9" x 8'1".

AERIAL MAP:



MATERIALS:

- Balcony Front with Signage: Wood Facia trim, painted black with gold Stars and trim, Lemon Tree logo in Gold Metal

PHOTOS:
EXISTING FRONT (6/5/2024):



APPROVED FRONT SIGNAGE:



PROPOSED FRONT SIGNAGE:



STAFF ANALYSIS:**ZONING COMPLIANCE**

The proposed signage to the commercial building is in conformance with zoning.

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:

Page 3-23 – 3.2 Building Types, Forms, & Associated Architectural Styles: Italiane (1835-1905)

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the material and style proposed for the signage reflects the character and historic appearance of the commercial district.

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 – Sign Permit Application and Documents



Sign Permit Application

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

Revised 05/2023

Taxes	✓pd Ad
Violations	NA
pd cl # Fee 2486	\$1 00
Decision	

Permit #: 20231121A

Budget Code: SIGNP-100-3100-1570

PART 1: APPLICATION NOTES

Use this form to request permission to place signs advertising and event, special promotion, or grand opening. No sign can be placed in, or overhang, the public right-of-way nor shall they be attached to any utility pole, light standard, or street tree. Additional requirements can be found in CZO 4.1.H.2.

- No application shall be granted unless taxes on the real estate in question are paid in full as of the date of the application.
- No application shall be granted if there is an outstanding zoning violation on the real estate in question.
- If the applicant is not the owner, an Owner Affidavit must be submitted.

PART 2: PROPERTY INFORMATION

Property Address: 301 Mason Avenue

Contractor: L4 Enterprises, Inc.

Address: 6500 Broadwater Circle Cape Charles, VA 23310

Email: nick@L4builders.com

Phone #: 757-646-8880

PART 3: PROPERTY OWNER INFORMATION

Property Owner/Tenant: Clelia Sheppard - Lemontree Gallery

Business Address: 301 Mason Avenue Cape Charles, VA 23310

Email Address: cleliart@hotmail.com

Phone#:

If the tenant is not the property owner, an Owner Affidavit for Permission to Represent must be completed and submitted with this request.

PART 4: PROJECT INFORMATION

Estimated Cost: 8500.00

Sign: Material: Plastic Wood & Metal

Advertisement (description): Lemontree sign & decorative band around perimeter of balcony

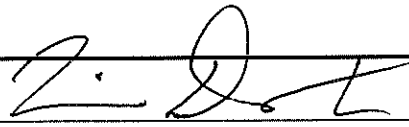
PART 5: PROJECT INFORMATION

Location of Signs	# signs permitted	sign proposed	Sign dimension and Area
Commercial, Mixed-Use, Industrial Districts	Limited to 1 per street front on a lot	☐ Freestanding ☒ Attached to a building wall	---ft. height ___ ft width ___ sq.ft. ___ ft height ___ ft width ___ sq ft Multiply number of sign type x height x width to get area
Front Footage of Lot _____ sq ft Front Footage of Building _____ sq ft			

Attached proposed rendering or draw an outline of the proposed sign using dashed line to indicate distances to other buildings and all property lines.

See Attached Drawing

Permit amendment to allow for increased sign square footage to 3' x 9" Tall by 84 1/2" Wide

Applicant's signature: 

8.16(c)(3)(c)
Zoning Administrator's signature: _____

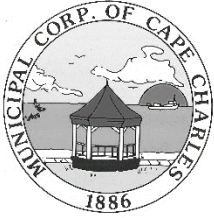
Date: 5/7/24

Date: _____



Agenda Item 6D (1)

118 Fig Street



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 18, 2024

Item #: 6D (1) – 118 Fig Street

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

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

Date: June 3, 2024

APPLICANT: Mark Clarke

SITE ADDRESS: 118 Fig Street

TAX MAP: 83A4-3-1

LOT SIZE: 5,600.27 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Replace Front & Side Porch Wood flooring with AZEK

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1915, Foursquare

Accessory Structure: Garage – NON-CONTRIBUTING

Accessory Structure: Shed – NON-CONTRIBUTING

DATE APPLICATION RECEIVED: May 7, 2024

PRE-APPLICATION MTG: April 23, 2024

DATE APPLICATION DEEMED COMPLETE: May 7, 2024

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

The applicant is seeking to replace the existing front and side wood porch flooring with AZEK due to wood rotting on the two-story single-family dwelling.

AERIAL MAP:



MATERIALS:

Porch Flooring: AZEK

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed replacement of the front and side porch flooring 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 3-9 – American Foursquare)

Section 4.4 (Page 4-11): Woodwork – Porches & Associated Features

Section 5.4.2: Porches

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 front and side porch flooring replacement reflects the character and historic appearance of the neighborhood.

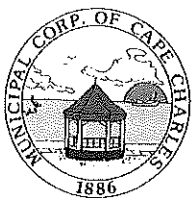
Staff is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

Revised 03/2023

Taxes	✓pd AO
Violations	NA
pdchk Fee 7474	\$ 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:

Mark Clarke

Date:

7-12-24

PART 2: PROPERTY INFORMATION

Property Address:

118 Fig St.

Tax Map #:

83A4-3-1

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

Zoning District:

R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company:

Mark Clarke

Mailing Address:

118 Fig St.

Phone Number:

757-615-9112

Email:

markgclarke@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 wood porch floor with AZEK -
due to rotting of the existing wood floor.

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: gutter guards

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

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

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

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

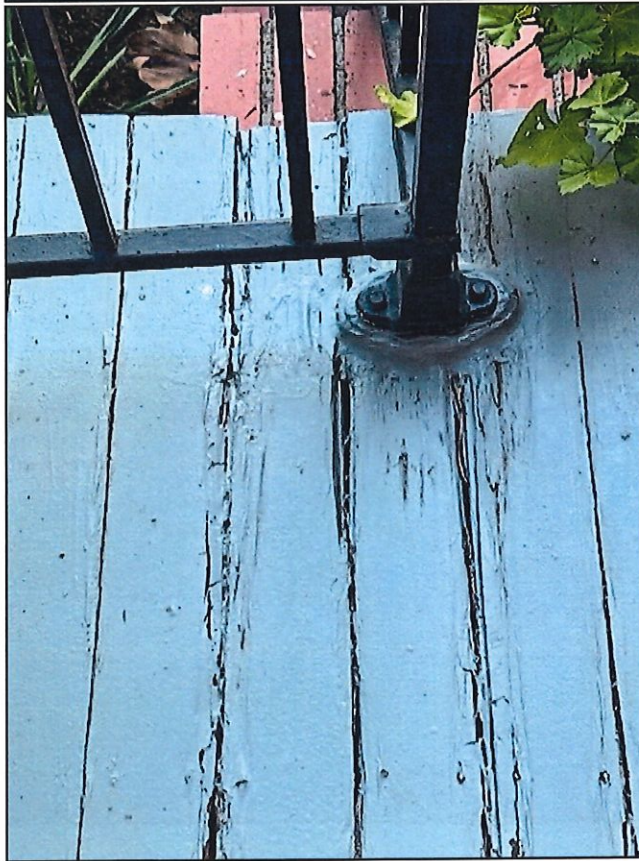
Indicate the reason for change:

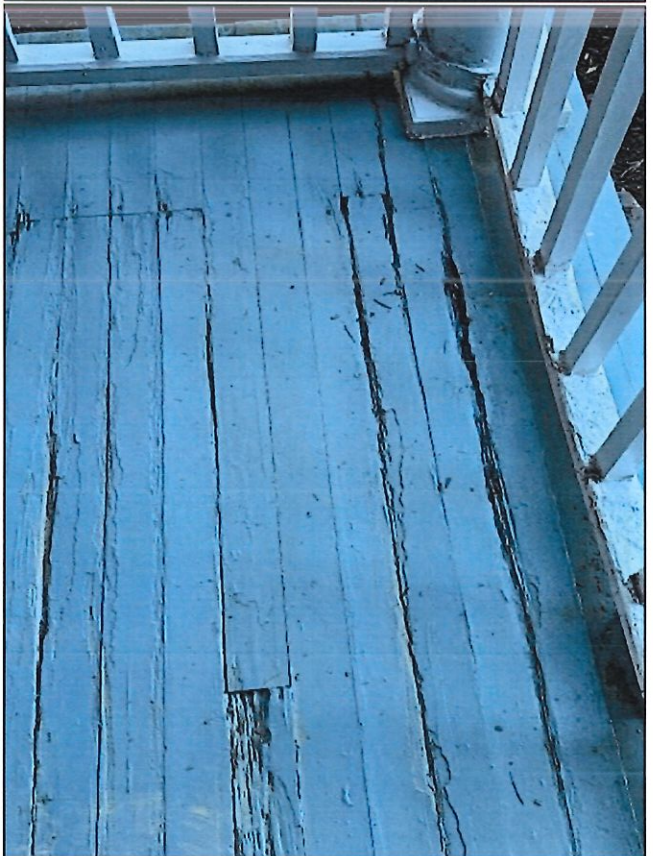
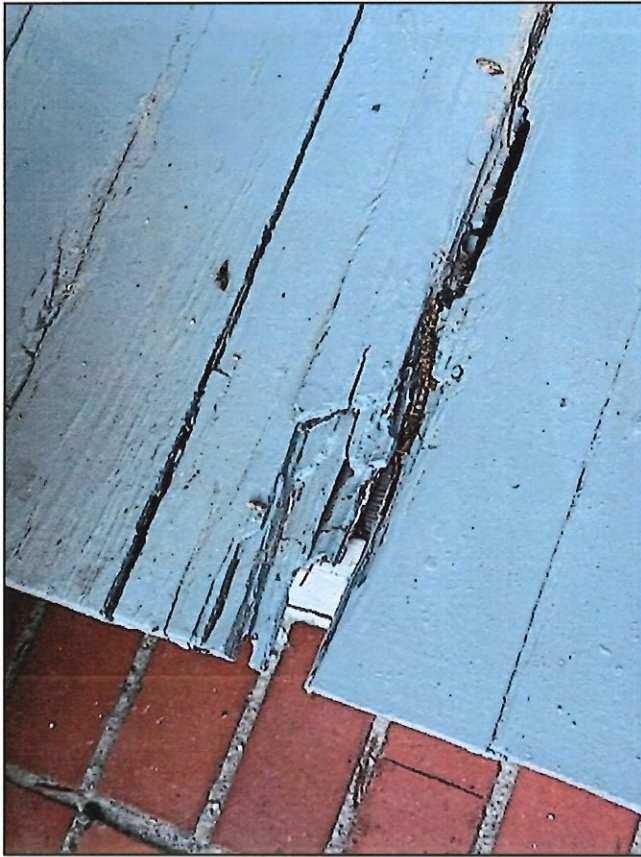
D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add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

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair	☐ Full Re-Siding (same material)	☐ Full Re-Siding (Change of material)
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing material:		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot:			
I. TRIM WORK ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work:	☐ Minor Repair	☐ Alteration	
Location (Attach diagram & pictures):			
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: _____ <i>M. W. White</i> _____ Date: <u>4-12-24</u> Zoning Administrator's signature: _____ Date: _____ Zoning Ordinance Article VIII Section: <u>8.1(c)(3)(c)</u>	

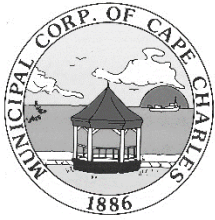
118 Fig Street Porch Flooring Existing Conditions





Agenda Item 6D (2)

711 Tazewell Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 18, 2024

Item #: 6D (2) – 711 Tazewell Avenue

Prepared by: Tracy Outten, Planning/Zoning Asst.-Preservation & Zoning Administrator

Reviewed by: Katie H. Nunez, Planning/Zoning Administrator

Date: May 5, 2024

APPLICANT: Greg S. & Donna O. Kohler

SITE ADDRESS: 711 Tazewell Avenue

(Northampton County) 302 Fig Street

TAX MAP: 83A4-2-A

LOT SIZE: 26,488 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: New windows, replace door, and siding where needed on a rear Accessory Structure

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: 1910, Colonial Revival

Accessory Structure: N/A

DATE APPLICATION RECEIVED: May 7, 2024

PRE-APPLICATION MTG & SITE VISIT: July 18, 2023

DATE APPLICATION DEEMED COMPLETE: May 7, 2024

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

BACKGROUND:

The Planning and Zoning Department was made aware of the activity at the above property by the Building Department after a permit had been applied for.

The Planning and Zoning Department contacted the applicants and was told that a Certificate of Appropriateness had been issued to renovate the existing rear accessory structure.

After further research by the Planning & Zoning Department, it was discovered that the first Certificate was issued in October of 2012, but that expired so another was reissued on November 13, 2013.

The type of improvements that were approved on the rear accessory structure were as follows:

- Add gutters
- North Side: 2 New Fixed Windows
- West Side: Replace 3 Windows and Remove a door and 1 window
- East Side: Install Egress Window
- the roof and vinyl siding to remain as is (per Staff Report)

The Planning and Zoning Department asked the applicant what progress, if any, had been made on the COA to keep it active as neither the Building Department nor our office had signed off on any permits. The applicants provided pictures in an email explaining the work that had been completed.

Both departments decided a site visit was necessary to get a clear understanding of what work had been completed and any future renovations or modifications that were still being done for this rear accessory structure.

On July 18, 2023, Katie Nunez, Robert James, Zoning Compliance Officer, Connie Drummond, Permit Clerk/Administrative Assistant, and I visited the site and met with the applicants.

We compared the proposed drawings provided by the applicants to what had been done.

Much discussion then ensued on the difference between what had been approved on the COA and what had been done.

The applicant admitted that the correct process was not followed to update the Town nor the Historic District Review Board on the modifications to the Certificate. Also, the applicants were made aware that a building permit was supposed to be obtained for much of the work.

In conclusion, the applicants need to apply for a Certificate of Appropriateness for the following renovations* on a rear accessory structure:

- an After the Fact installation of a new window on the front left side
- the widening of the front door entrance to 36" for a new ADA compliant steel door to replace the existing wood door
- to replace vinyl siding where needed

*Any additional exterior renovations not listed above will need to be specified on the application.

This Certificate of Appropriateness could be Administratively approved since it is an accessory structure located on the rear of the property that was not listed on the Historic Registry and cannot be seen from the public right of way, and per Cape Charles Zoning Ordinance Section 8.17 (I).

Also, the applicants will need to obtain all necessary permits from the Planning and Zoning Department and Building Department for all past and future work per the Cape Charles Zoning Ordinance Section 2.4.2 (A).

APPLICATION:

The applicant is seeking to make the following renovations to the accessory structure connected by a breezeway (shown in below South & East Side picture) to the main structure that will be converting to living space; therefore, the application needs to be reviewed by the HDRB per Section 8.16 (B):

- Replace the existing 1/1 – 28" x 75" wood door with a 6 panel – 36" x 80" fiberglass door
- Add one single pane crank out 15-1/2" x 29-1/2" vinyl window on the front
- Repair and Replace vinyl siding

AERIAL MAP:



MATERIALS:

Door: Therma Tru Fiber Classic & Smooth-Star 4 Panel Shaker Contemporary - 3'0" x 6' 8"

PICTURES:

After the Fact Window Installation Front:

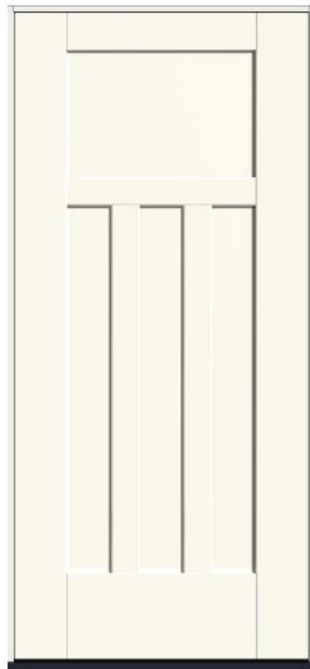


Front Door Widening & Replacement:

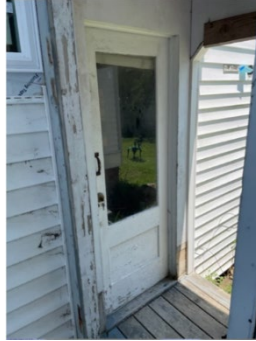
Existing Front Door:



Proposed:



Siding Replacement Areas:
Window & Door Replacement



South & East Side



West Side-2 Windows were installed & 3 removed without permits



STAFF ANALYSIS:
ZONING COMPLIANCE

The property is a legal, conforming use. The proposed renovations meet all zoning requirements.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.1: Architectural Character

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

Section 4.4 (Page 4-11): Accessory Structures Associated with Contributing Primary Buildings

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 accessory structure reflects the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

Revised 03/2023

Taxes	✓ Pd MW
Violations	NA
Pdchk# Fee: 387	\$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: *[Signature]*

Date: 5.7.2024

PART 2: PROPERTY INFORMATION

Property Address: 711 Tazewell Avenue / 302 Fig Street

Tax Map #: 83A4-2-A

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Gregory S + Donna Olney Kohler

Mailing Address: 711 Tazewell Avenue Cape Charles VA 23310

Phone Number: 757-331-3133 (Fig Street Inn) 757-331-0398 (cell)

Email: donna@figstreetinn.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):

Finalize conversion of our building to be used as 5th unit for transient overnight guests of Fig Street Inn. Bedroom, bathroom, closet and wet bar (fridge/freezer, sink, microwave) to host 2 guests.

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 ☒ 1

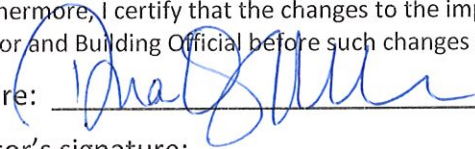
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

Existing Door	Proposed Door
Door 1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: wood with single pane glass	Proposed Material: fiberglass
Dimensions: Width 28 Height 6'3"	Dimensions: Width 36" Height 6'8"
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: current wood door is rotting + single pane glass is not good for energy efficiency. Updated door material is better suited to hold up in beach environment, and will be more energy efficient. Wider width meets ADA regulations. Not having glass maximizes privacy for guests.

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>1</u> Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>single pane, crank out</u>
Width: _____ Height: _____ Depth: _____	Width: <u>15 1/2</u> Height: <u>29 1/2</u> Depth: _____
Material: _____	Material: <u>vinyl</u>
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☒ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☒ No ☐ Not sure			
Existing material: <i>vinyl</i>		Proposed material: <i>vinyl to match</i>	
Dimensions: Thickness - Width - <i>5"</i>		Dimensions: Thickness - Width - <i>5"</i>	
Indicate the reason for change, e.g., underlying material condition, rot: <i>Not a change, but to repair and replace missing sections. Matching material to be used.</i>			
I. TRIM WORK ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Material:		Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used:			
Dimensions:			
Reason for repair or alteration (change of material or design):			
J. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes:			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u></u>	Date: <u>5.6.2024</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: <u>8.16(B)</u>	

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

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

THIS PROPERTY APPEARS TO FALL IN:
FLOOD ZONE: X
COMMUNITY NO.: 510106
PANEL: 0285F DATED: MARCH 2, 2015

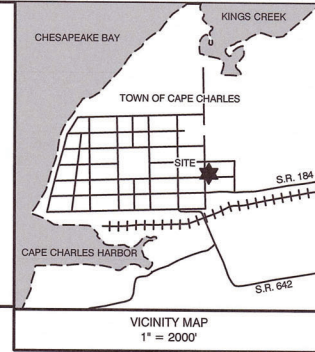
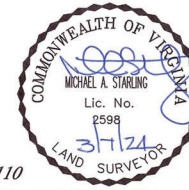
FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.

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

THIS PLAT IS BASED ON A CURRENT FIELD SURVEY HAVING A CLOSURE EXCEEDING 1:41,642.

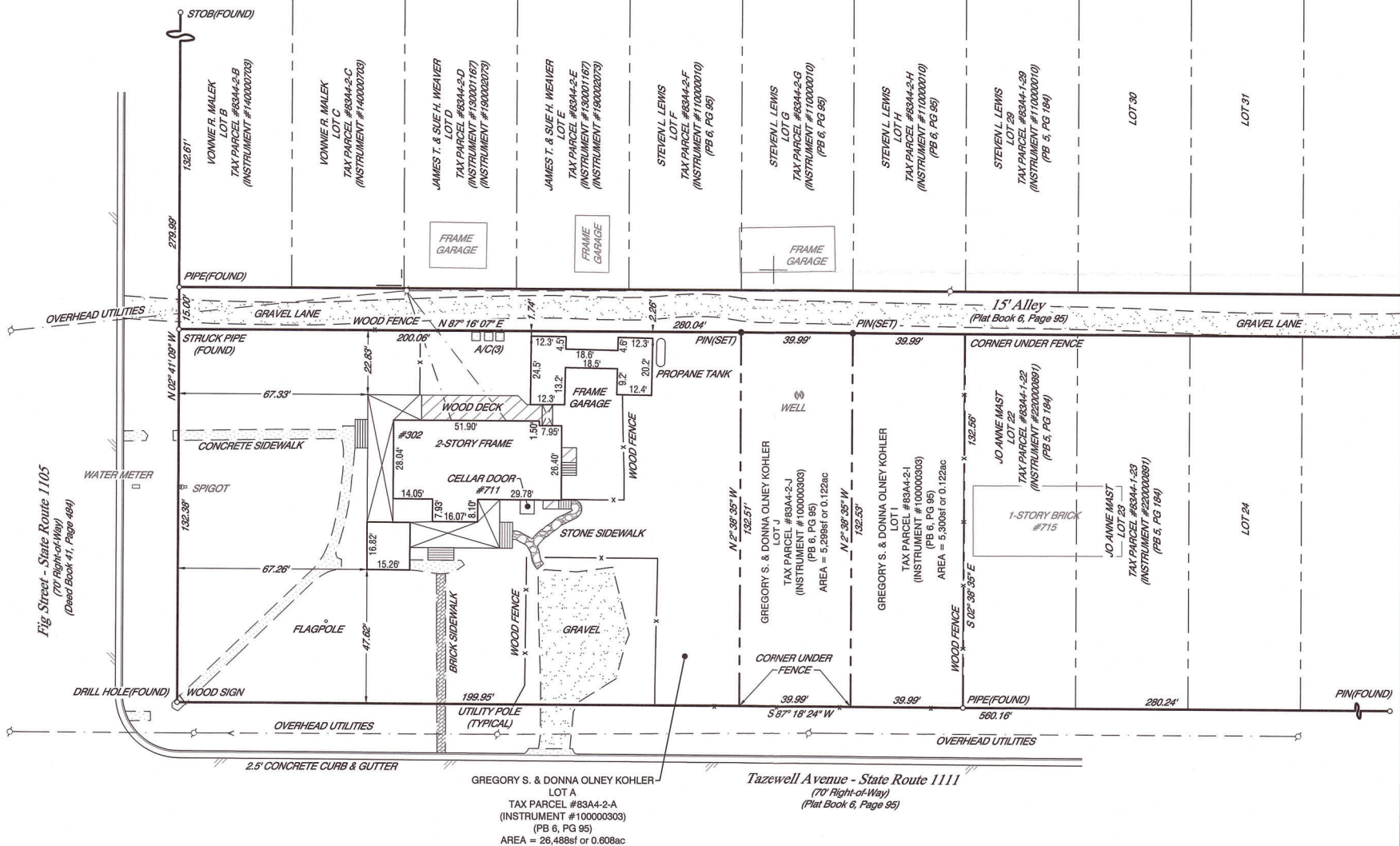
BUILDING WALLS SHOWN HEREON REPRESENT THE FOUNDATION FOOTPRINT.

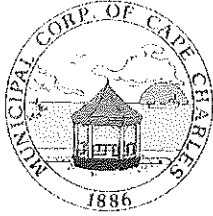
I, HEREBY CERTIFY THAT THIS BOUNDARY IS BASED ON A CURRENT FIELD SURVEY, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS.



Shoreline Surveyors
23314 Courthouse Avenue - P.O. Box 735
Accomac, Virginia 23301
PHONE (757) 769-3960 FAX (757) 769-3962
SCALE: 1" = 25'
DRAWN: WAS
FIELD BOOK: 54, PAGES 39 & 40
JOB #24006
SHEET 1 OF 1

Physical Survey of
Lots A, I & J
of
L. Webster Co., Inc.
(PLAT BOOK 6, PAGE 95)
TAX PARCELS #083A4-(02)-00-000A,
#083A4-(02)-00-0001 & #083A4-(02)-00-000J
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA
FOR
Donna Kohler
FEBRUARY 22, 2024





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: July 25, 2023

Item #: (1) – 711 Tazewell Avenue

Prepared by: Tracy Outten, Planning/Zoning Asst.-Preservation & Zoning Administrator

Reviewed by: Katie H. Nunez, Planning/Zoning Administrator

Date: July 25, 2023

APPLICANT: Greg S. & Donna O. Kohler	TYPE OF APPLICATION: Certificate of Appropriateness
SITE ADDRESS: 711 Tazewell Avenue	WORK TO BE PERFORMED: New windows, replace door, and siding where needed on a rear Accessory Structure
TAX MAP: 83A3-1-425, 428, & 429	CURRENT ZONING: Residential (R-1)
LOT SIZE: 16,800 sq. ft.	HISTORIC REGISTER: NOT LISTED
	<i>Description: N/A</i>
	<i>Accessory Structure: N/A</i>

DATE APPLICATION RECEIVED:

PRE-APPLICATION MTG & SITE VISIT: July 18, 2023

DATE APPLICATION DEEMED COMPLETE:

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): N/A

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- East Side: Install Egress Window
- the roof and vinyl siding to remain as is (per Staff Report)

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Both departments decided a site visit was necessary to get a clear understanding of what work had been completed and any future renovations or modifications that were still being done for this rear accessory structure.

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In conclusion, the applicants need to apply for a Certificate of Appropriateness for the following renovations* on a rear accessory structure:

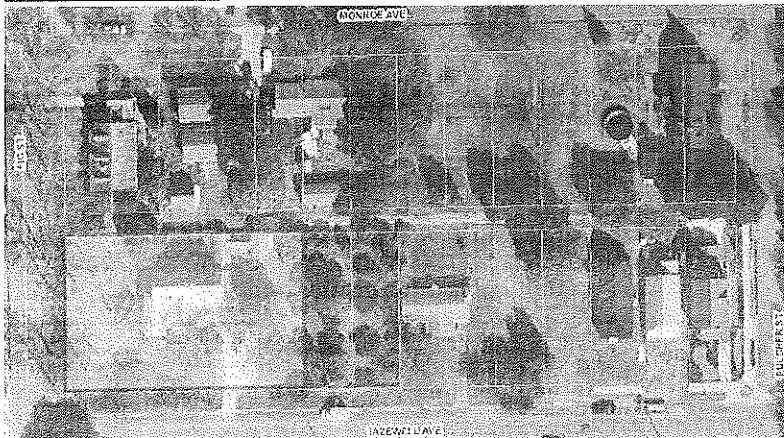
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- the widening of the front door entrance to 36" for a new ADA compliant steel door to replace the existing wood door
- to replace vinyl siding where needed

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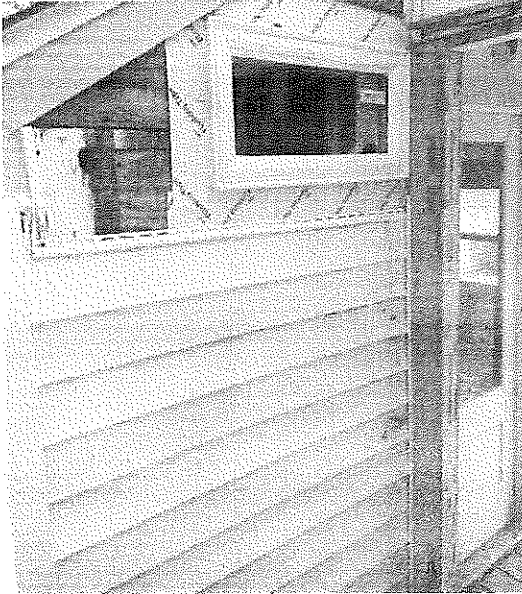
Also, the applicants will need to obtain all necessary permits from the Planning and Zoning Department and Building Department for all past and future work per the Cape Charles Zoning Ordinance Section 2.4.2 (A).

AERIAL MAP:



PICTURES:

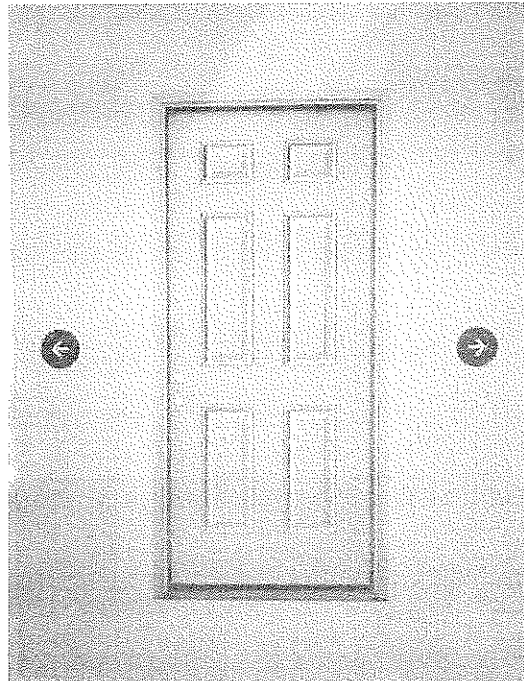
After the Fact Window Installation: Appenzeller did this work. (Per Donna Kohler email dated 7/11/2023)



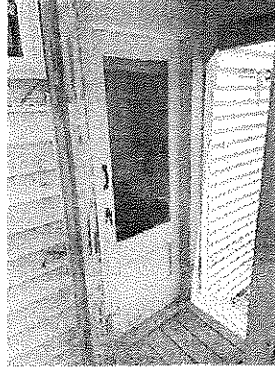
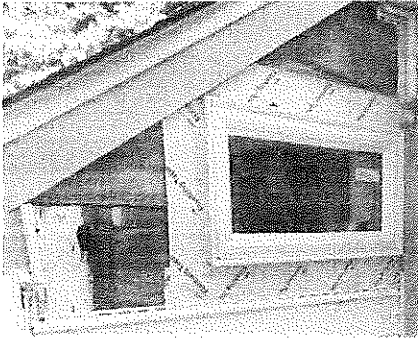
Front Door Widening & Replacement:
Existing Front Door:



Proposed:



Siding Replacement Areas:
Window & Door Replacement

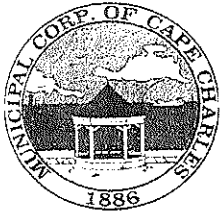


South & East Side



West Side-2 Windows were installed & 3 removed without permits





MUNICIPAL CORPORATION OF CAPE CHARLES

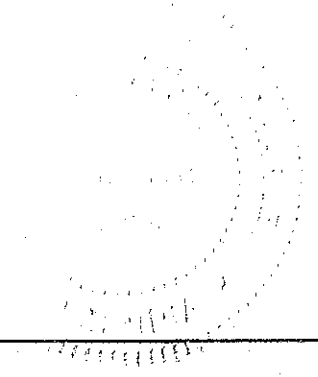
Date Issued: February 11, 2010

Issued to: Gregory S. & Donna O. Kohler
4650 Harris Hill Road
Williamsville, NY 14221

For Property: 302 Fig Street
Cape Charles, VA 23310

Conditional use permit shall be valid for only the specific use it covers in the specific location designated for a period of one year after the date of approval. If not acted upon within one year, the conditional use permit shall become null and void, unless construction is substantially underway during such one-year period or unless an extension of time not exceeding one year is approved by the Town Council for good cause shown before the expiration of such one-year period.

Project Description: Operation of a 6 bedroom Bed & Breakfast (5 bedrooms in main house, 1 bedroom in accessory building).


Libby Hume
Town Clerk

2/11/10
Date

711 Tazewell Avenue/302 Fig Street
Owners: Gregory S. & Donna Olney Kohler
May 7, 2024

DOOR: Current Door – 28" width; 6'3" height. Materials are wood and single pane glass.

Proposal – replace with fiberglass unit 36" width; 6'8" height for better insulation, energy efficiency, and to hold up in beach side weather. 36" width would make it ADA compliant. This area is not visible from street.

View of door/entrance area facing west.



View of entry area facing east. Door is located under breezeway connecting outbuilding to main house.

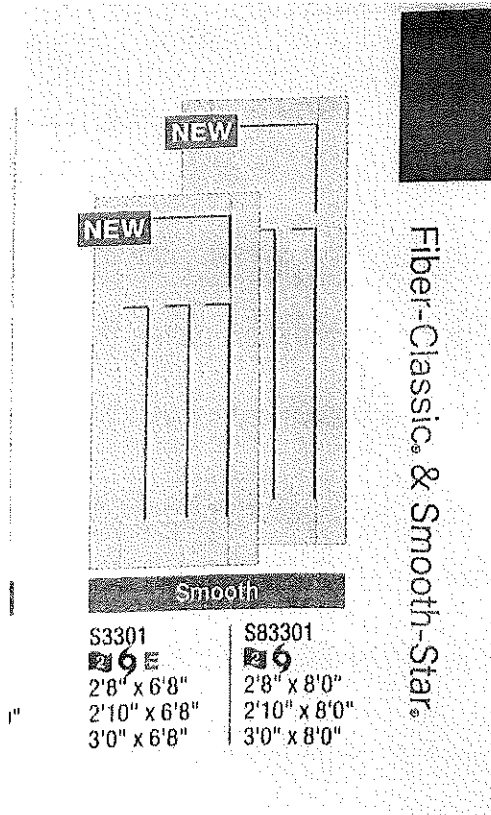


711 Tazewell Avenue/302 Fig Street
Owners: Gregory S. & Donna Olney Kohler
May 7, 2024

DOOR REPLACEMENT:

Fiberglass ThermaTru Exterior Smooth Star Single Door, Model S3301 3'0"x6'8".

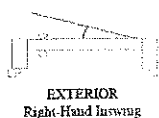
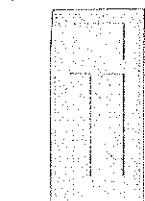
Top pic with 1 over 3 is design we would like. Specs are below (it shows a 1 over 2 door, which would be our 2nd choice, if 1 over 3 is not approved.). Specs for door are same for both designs.



5/6/24, 3:31 PM

m2a Quote Form

Smooth Star 36"x80" Single Door



EXTERIOR
Right-Hand Inswing

Configuration Options Hide

Ext Smooth Star Single Door 36" x 80" 54800 , 6
9/16" On-Guard White Paint Finish, Right Hand
Inswing, Brushed Nickel Ball Bearing Hinges, Mill
Finish w Light Cap Composite Adjustable Sill,
Bronze Compression Weatherstripping, Double
Lock Bore 2-3/8" Backset Bore, Strike Prep, Door
Finish Arctic Ice/Alpine/ Alaskan Storm, Frame
Finish Reeb White/Reeb White

Rough Opening: 38 1/2" x 82 1/2"
Total Unit: 37 5/8" x 82"(Includes Exterior Casing)

Item C

711 Tazewell Avenue/302 Fig Street
Owners: Gregory S. & Donna Olney Kohler
May 7, 2024

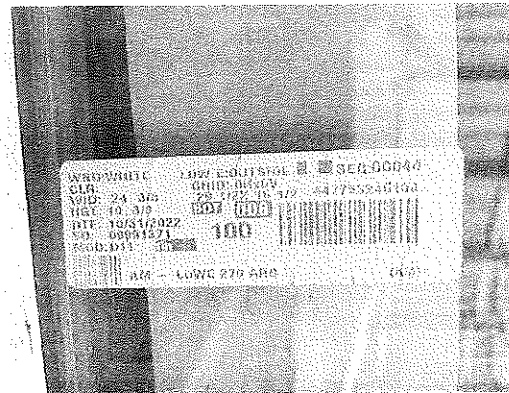
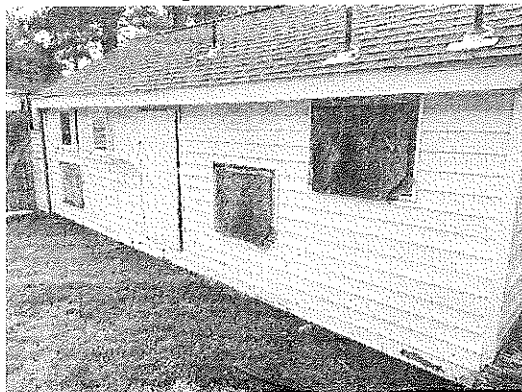
WINDOW: Bathroom Window, as installed. Located to left of entrance door, facing north. Area is not visible from street.

Materials: Vinyl, single pane, crank out.

Original plan had window on west side of building. When plumbing and electric was installed for bathroom area, there was no place to put a window on that side of building. Was placed here instead for natural light and ventilation into bathroom. Also allows for privacy as base of window is 5'7" from ground. Original plan would have had window at 4'2" off ground.



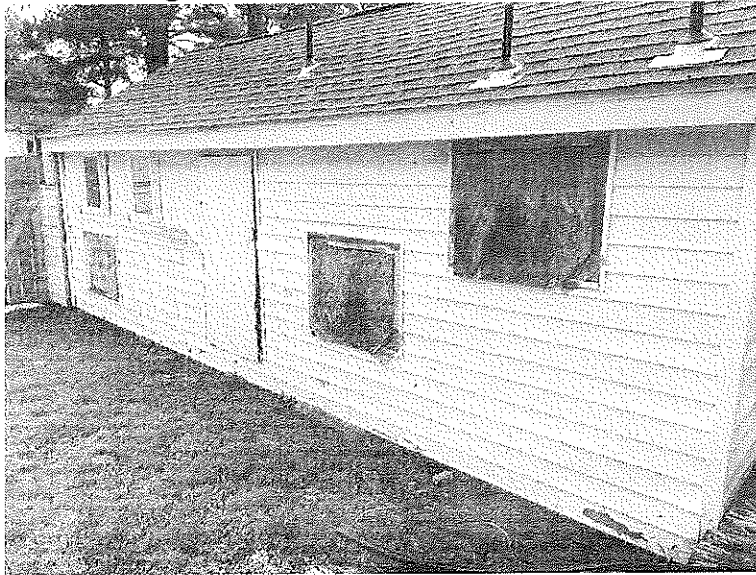
Larger bordered up area is where 3rd window (for bathroom) was to go in original plan. Internal plumbing and electric, once installed, did not leave space for window. This grassy area is accessible to guests and bathroom window on this side would not allow for maximum privacy.



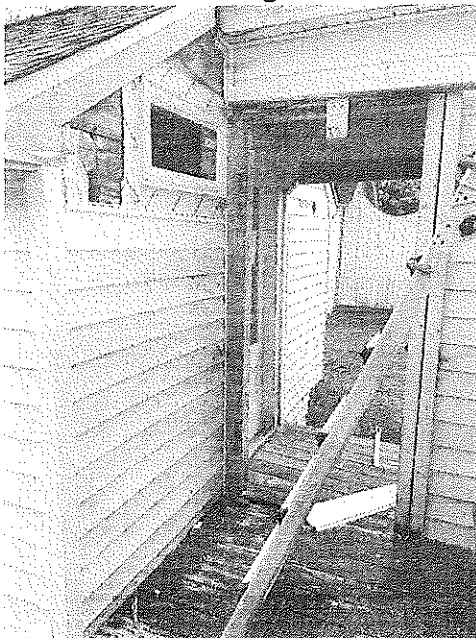
711 Tazewell Avenue/302 Fig Street
Owners: Gregory S. & Donna Olney Kohler
May 7, 2024

SIDING: Material vinyl, 5" width and is same siding used on main building. Replacement will be match of materials.

View of west side of building. There is 7' vinyl fence between building and street which blocks view from Fig Street.



Entrance area. Siding around bathroom window to be replaced with matching materials.



711 Tazewell Avenue/302 Fig Street
Owners: Gregory S. & Donna Olney Kohler
May 7, 2024

East side of building. Small area in top corner to be replaced. This side is not visible from street.
Egress window installed as part of original approved plan.

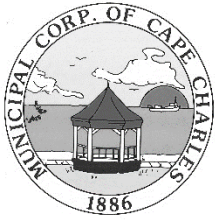


North side of building facing alley between Tazewell and Monroe Avenues. Not visible from Monroe Avenue. No siding to be replaced on this side of building. Window installation was part of original approved plan.



Agenda Item 6D (3)

212 Randolph Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 18, 2024

Item #: 6D (3) – 212 Randolph Avenue

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

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

Date: June 6, 2024

APPLICANT: M. Walter Frisch

OWNERS: Doug and Amy Dodson

SITE ADDRESS: 212 Randolph Avenue

TAX MAP: 83A3-1-640 & 637B

LOT SIZE: 5,880 sq. ft.

TYPE OF APPLICATION: Certificate of Appropriateness

WORK TO BE PERFORMED: Replace Front Door and parge and cap one chimney

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1889, Folk Victorian

Accessory Structure: NA

DATE APPLICATION RECEIVED: May 7, 2024

PRE-APPLICATION MTG: May 7, 2024

DATE APPLICATION DEEMED COMPLETE: May 7, 2024

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

The applicant is seeking the following: (1) replace the existing front 6-lite wood door, 1/1 side lights, and 3-lite transom, (5' x 8') with a two ¾-lite/1-panel fiberglass doors and a full lite transom (6' x 8'); (2) parge over one of the existing parged chimneys; and (3) add a chimney cap to the existing chimney on the two-story single-family dwelling.

The applicant has indicated that this type of door replacement can be found in the neighborhood at 332 Randolph Avenue.

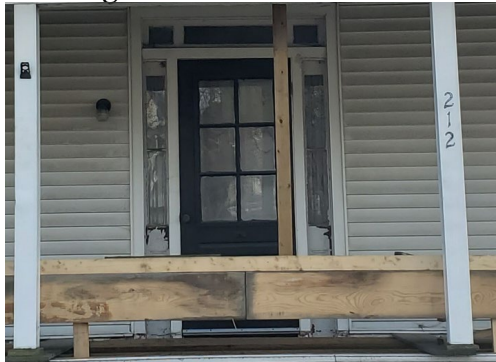
AERIAL MAP:



MATERIALS:

Door: Therma Tru Smooth-Star 72" x 80" Double Door with Transom

Parge: Black Aluminum

PICTURES:**Existing Front Door:****Proposed Front Double Doors:****STAFF ANALYSIS:****ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed replacement of the front door and repairs to the chimney meet all zoning requirements.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.1: Architectural Character

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

Section 4.3.1 (2) (Page 4-8): Chimneys

Section 4.5 (Pages 4-13 to 4-14): Guidelines for Openings & Associated Features – Doors

Section 5.3.2 (Page 5-12): Chimneys

Section 5.5.2 Pages 5-23 to 5-24): Doors

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 new front door, parging, and capping of the chimney reflect the character and historic appearance of the neighborhood.

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

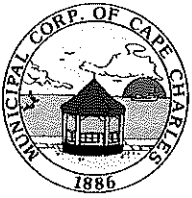
The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

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 NW
Violations	NA
Fee	CH pd* 10/27 \$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: *M. Walter Frisch*

Date: 4/08/2024

PART 2: PROPERTY INFORMATION

Property Address: 212 Randolph Ave

Tax Map #: 83AB-1-440

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Doug & Amy Dodson

Mailing Address: 1617 Locust Grove church rd. Orange, VA. 22960

Phone Number: (540) 718-7546

Email: amydad7@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: M. Walter Frisch

Mailing Address: P.O. Box 121 Craddockville, VA. 23341

Phone Number: (757) 617-5873

Email: frisch1017@gmail.com

PART 5: PROJECT INFORMATION

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

Change out front door with a Thermo-Tru Double entry door 40-6/8 with a transom above for a total height of 8' (Premium Fiberglass with factory Black Paint) each door will be 3/4 glass

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: <u>wood / glass</u>	Proposed Material: <u>Premium Fiberglass w/factory Black Finish</u>
Dimensions: Width <u>5/0</u> Height <u>8/0</u>	Dimensions: Width <u>6/0</u> Height <u>8/0</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

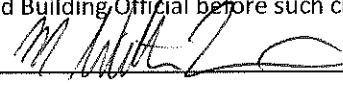
Indicate the reason for change: rotten

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

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing material:		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:			

Re-Parge over existing
parging

w/ Black .032" Aluminum
it will come down over
face of chimney 1 1/2"
will be visible from
ground

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed. Applicant's signature: <u></u> Date: <u>4/08/2024</u> Zoning Administrator's signature: _____ Date: _____ Zoning Ordinance Article VIII Section: <u>8.16(c)(3)(c)</u>	



Owner Affidavit for Permission to Represent

Planning & Zoning Department

757-331-3259 x24

planningtech@capecharles.org

Revised 9/2022

Taxes

Violations

Fee

Decision

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

Property Information

Subject Property Street Address: 212 Randolph Ave, Cape Charles

Subject Property Tax Map #: _____

Owner Information

Owner's name: D.G. & Amy L. Dodson

Mailing address: 1617 Locust Grove Church Rd, Orange VA 22960

Phone number: _____ Email: amydod7@yahoo.com

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

Representative Information

Name: M. Walter Frisch

Mailing address: PO Box 121 Craddockville VA 23341

Phone number: 757-617-5873 Email: frisch1017@gmail.com

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

Representative Information

Name: M. Walter Frisch

Mailing address: 34456 Royall Woods Lane Craddockville VA 23341

Phone number: 757-617-5873 Email: frisch1017@gmail.com

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

Signature of owner: [Signature] Date: 02/07/23

State of VIRGINIA, County of ALBEMARLE

The foregoing instrument was acknowledged before me this 7th day of FEBRUARY, 20 23, by Amy L. Dodson (name of person acknowledged)

Signature of Notarial Officer: Alexis G. Powell

Notary Registration number: 71631685

My commission expires: 02/28/2025

Seal



212 Randolph Avenue Existing Conditions



Quote Form



ONANCOCK BLDG SUPPLY - EASTVILLE
5254 NEWMAN LANE
EASTVILLE VA 23347
767-678-5335



Project Information (ID #8001935 Revision #11919738)

[Hide](#)

Project Name: Quick Quote

Quote Date: 3/11/2024

Customer: WALT FRISCH

Submitted Date:

Contact Name: WALT FRISCH

PO#: QQ000

Phone (Main):

Phone (Cell):

Sales Rep Name: David Greene

Customer Type:

Salesperson:

Terms:

Delivery Information

[Hide](#)

Shipping Contact: WALT FRISCH

Comments:

Shipping Address:

City:

State:

Zip:

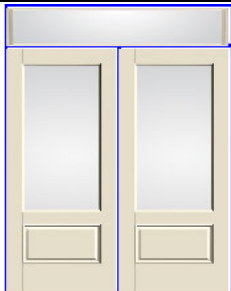
Unit Detail

[Hide All Configuration Options](#)

Item: 0001: Ext 72" x 80" S2200-LE / 60TL LHI 4 9/16" On-Guard Primed

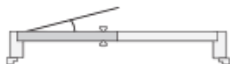
Location:

Quantity: 1



Smooth Star 72"x80" Double Door w Transom

Configuration Options [Hide](#)



EXTERIOR
Left-Hand Inswing
Active

- **Product Category:** Exterior Doors
- **Manufacturer:** Reeb - Smooth Star
- **Product Material:** Smooth Star Fiberglass
- **Material Type:** Smooth Star
- **Product Type:** Entry
- **Brand:** Therma-Tru
- **Configuration (Units viewed from Exterior):** Double Door w Transom
- **Reeb Finish:** Yes
- **Slab Width:** 72"
- **Slab Height:** 80"
- **Product Style:** 3/4 Lite
- **Glass Type:** Clear
- **Glass Style:** Clear
- **Glazing Type:** Flush Glazed

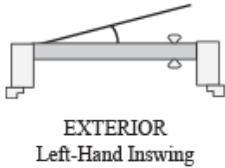
- **Insulation:** Low E
- **Grille Type:** None
- **Model:** S2200-LE
- **Finish Door Exterior Color:** Total Eclipse
- **Finish Door Interior Color:** Total Eclipse
- **Transom Type:** Rectangular Direct Set
- **Transom Width:** 72"
- **Transom Glass Type:** Clear
- **Transom Glass Style:** Clear
- **Transom Insulation:** Low E
- **Transom Model:** 60TL
- **Frame Material:** On-Guard Primed
- **Finish Frame Exterior Color:** Total Eclipse
- **Finish Frame Interior Color:** Total Eclipse
- **Matching Pre Finished Interior Casing:** None
- **Handing:** Left Hand Inswing
- **Casing/Brickmould Pattern:** None
- **Hinge Type:** Ball Bearing
- **Hinge Brand:** Therma-Tru
- **Hinge Finish:** Black Nickel
- **Jamb Depth:** 4 9/16"
- **Sill:** Composite Adjustable
- **Sill Finish:** Mill Finish w Dark Cap
- **Lock Option:** None
- **Bore:** Double Lock Bore 2-3/8" Backset
- **Face Bore Only Inactive Door:** Double Face Bore Only Inactive Door - No Edge Prep
- **Strike Jamb Prep:** No
- **Finish Astragal Color Type:** Follow Door
- **Astragal Material:** Therma-Tru Bronze w/Fir Wrap
- **Weatherstrip Type:** Compression
- **Weatherstrip Color:** Bronze
- **Custom Height Option:** No
- **Kick Plate:** None
- **Sill Cover:** No
- **Sill Pan:** No
- **Rough Opening Width:** 75 1/4"
- **Rough Opening Height:** 96"
- **Total Unit Width(Includes Exterior Casing):** 74 9/16"
- **Total Unit Height(Includes Exterior Casing):** 95 1/2"
- **Transom Height:** 13 1/2"



Item: 0002: Ext 36" x 80" S2200-LE / 30TL LHI 4 9/16" On-Guard Primed
Location:**Quantity: 1**



Smooth Star 36"x80" Single Door w Transom



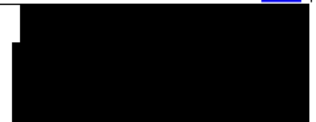
Configuration Options [Hide](#)

- **Product Category:** Exterior Doors
- **Manufacturer:** Reeb - Smooth Star
- **Product Material:** Smooth Star Fiberglass
- **Material Type:** Smooth Star
- **Product Type:** Entry
- **Brand:** Therma-Tru
- **Configuration (Units viewed from Exterior):** Single Door w Transom
- **Reeb Finish:** Yes
- **Slab Width:** 36"
- **Slab Height:** 80"
- **Product Style:** 3/4 Lite
- **Glass Type:** Clear
- **Glass Style:** Clear
- **Glazing Type:** Flush Glazed
- **Insulation:** Low E
- **Grille Type:** None
- **Model:** S2200-LE
- **Finish Door Exterior Color:** Total Eclipse
- **Finish Door Interior Color:** Total Eclipse
- **Transom Type:** Rectangular Direct Set
- **Transom Width:** 36"
- **Transom Glass Type:** Clear
- **Transom Glass Style:** Clear
- **Transom Insulation:** Low E
- **Transom Model:** 30TL
- **Frame Material:** On-Guard Primed
- **Finish Frame Exterior Color:** Total Eclipse
- **Finish Frame Interior Color:** Total Eclipse
- **Matching Pre Finished Interior Casing:** None
- **Handing:** Left Hand Inswing
- **Casing/Brickmould Pattern:** None
- **Hinge Type:** Ball Bearing
- **Hinge Brand:** Therma-Tru
- **Hinge Finish:** Black Nickel
- **Jamb Depth:** 4 9/16"
- **Sill:** Composite Adjustable
- **Sill Finish:** Mill Finish w Dark Cap
- **Lock Option:** None
- **Bore:** Double Lock Bore 2-3/8" Backset
- **Strike Jamb Prep:** No
- **Weatherstrip Type:** Compression

- Weatherstrip Color: Bronze
- Custom Height Option: No
- Kick Plate: None
- Sill Cover: No
- Sill Pan: No
- Rough Opening Width: 38 1/2"
- Rough Opening Height: 96"
- Total Unit Width(Includes Exterior Casing): 37 5/8"
- Total Unit Height(Includes Exterior Casing): 95 1/2"
- Transom Height: 13 1/2"

**Unit Summary**[Hide](#)

Item	Description	Quantity
0001	Ext 72" x 80" S2200-LE / 60TL LHI 4 9/16" On-Guard Primed	1
0002	Ext 36" x 80" S2200-LE / 30TL LHI 4 9/16" On-Guard Primed	1



SUBMITTED BY: _____

ACCEPTED BY: _____

DATE: _____

**Warranty Information:**[Reeb Warranties](#)**Additional Information:**

I understand that this order will be placed according to these specifications and is non-refundable.

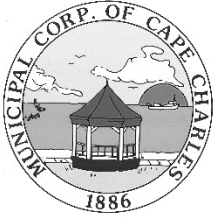
All products are unfinished unless otherwise specified and should be finished as per the instructions provided by the manufacturer.

Images on this quote should be considered a representation of the product and may vary with respect to color, actual finish options and decorative glass privacy ratings. Please verify with sales associate before purchasing.

Unless otherwise noted, prices are subject to change without notice, and orders accepted subject to prices in effect at time of shipment. Prices in this catalog apply only to sizes and descriptions listed; any other specifications will be considered special and invoiced as such.

Agenda Item 6D (4)

607 Randolph Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 18, 2024

Item #: 6D (4) – 607 Randolph Avenue

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

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

Date: June 6, 2024

APPLICANT: Steve Chapman dba Virginia Sell
Now 2023, LLC

SITE ADDRESS: 607 Randolph Avenue

TAX MAP: 83A3-1-446

LOT SIZE: 4,200 sq. ft.

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

WORK TO BE PERFORMED: Replace front porch
flooring, construct two-story addition, extend second
floor deck, enclose side deck, and restore shutters

CURRENT ZONING: Residential-1 (R-1)

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1890, Folk Victorian

Accessory Structure: N/A

DATE APPLICATION RECEIVED: May 7, 2024

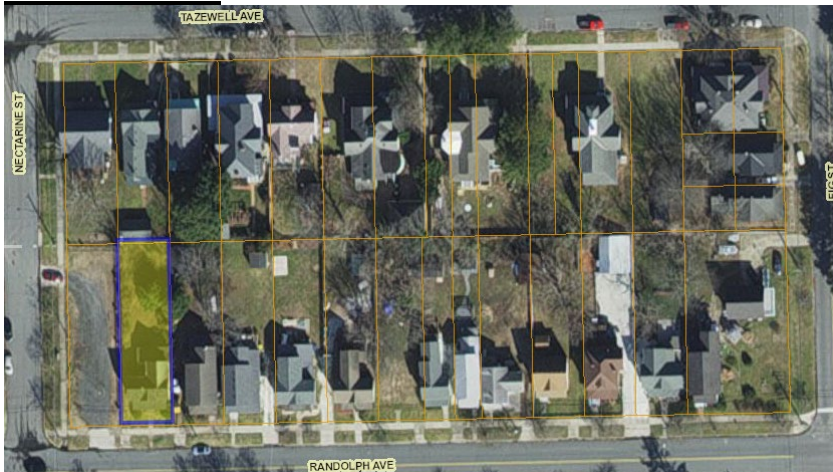
PRE-APPLICATION MTG: June 18, 2024

DATE APPLICATION DEEMED COMPLETE: May 7, 2024

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

The applicant is seeking the following: (1) replace the existing cement porch flooring with new AZEK porch flooring in same footprint and no changes to columns, balustrades, or corbels; (2) enclose two feet of the left lower side deck to add space to the main house; (3) construct a second story addition on the rear of the two-story single-family dwelling; (4) extend the second level left side deck to go around to half of the rear of the home; and (5) restore and hang the original wood shutters.

AERIAL MAP:



MATERIALS:

Front Porch Flooring: AZEK Tongue and Groove

Deck Flooring: Trex Composite 1" x 6" x 12'

Windows: Vinyl 2/2

Trim: Wood

Siding: Hardie Plank or Restore Wood Siding if salvageable

Roof: Architectural Asphalt Shingles

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed additions, enclosure, and restoration to the two-story single-family dwelling unit meet all zoning requirements.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.1: Architectural Character

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

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

Section 5.4: Woodwork – Exterior Walls, Decorative Trim, & Porches

Section 5.5.1 (Page 5-21): Shutters

Section 5.6: New Additions to Contributing Buildings

Section 7.1 Alternative Materials

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials proposed for the front porch flooring replacement, deck enclosure, addition, and extension of a deck 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 MW

Violations NA

Fee \$500 PD

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.

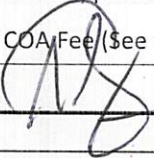
Minor Exterior Work* is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic 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: 

Date: 5/6/24

PART 2: PROPERTY INFORMATION

Property Address: 607 Randolph Ave

Tax Map #: 83A3-1-446

Is there an active Certificate of Appropriateness on this property? ☐ No ☒ Yes 11/2023 Date

R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Virginia Sell Now 2023, LLC

Mailing Address: 8992 Mike Garcia Drive Manassas Va 20109

Phone Number: 703-981-2449

Email: steve@virginiaseellnow.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):

1. Addition on the second level on the back of the home
2. Extend the existing upper deck along back of the home
3. Replace existing decaying cement front porch with previously existing wooden porch
4. Enclose part of lower deck to add washer and dryer to main level
5. Restore original shutters

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: 1 Building height: same as existing roof Footprint: 286 Gross square footage: 286

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 100 ☒ Reroofing: In kind ☐ Different in style or material ☐
Se ☒ Add/Repair Gutters and downspouts ☐ Solar Panels

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	architectural asphalt shingles
Existing Material: asphalt shingles 3 tab in parts	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: aluminum	Proposed Material: aluminum
Dimensions: Width 84 Height 84	Dimensions: Width 84 Height 84
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: moving location front top of stairs to new loft

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>2</u> Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>40</u> Height: <u>31</u> Depth: _____	Width: <u>40</u> Height: <u>31</u> Depth: _____
Material: _____	Material: <u>vinyl no grates</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): add square footage to back upper deck and replace front porch cement not safe with original wood	
Floorboards: Number of boards to be: _____ Repaired _____ <u>41</u> Replaced _____ Altered _____	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: <u>Cement</u>	<u>Tounge & groove PTP</u>
Ceiling:	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used: <u>Porch</u>
Existing Material: <u>XXX</u>	<u>Tounge & groove ceiling mat.</u>
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. <u>STEPS/STOOPS/RAILINGS</u> ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ <u>3</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: <u>Cement</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: <u>WOOD</u>	
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: 20	Width: 8	Materials:
☒ Patio	Length: 2	Width: 6	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>5/6/24</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: <u>8.16 (C) (3)</u>	



Figure 1 Back of the house after Demo



Figure 4 Left side of home after demo and prime



Figure 2 front and right side of the home after demo and prime



Figure 5 Left side of home after demo and prime



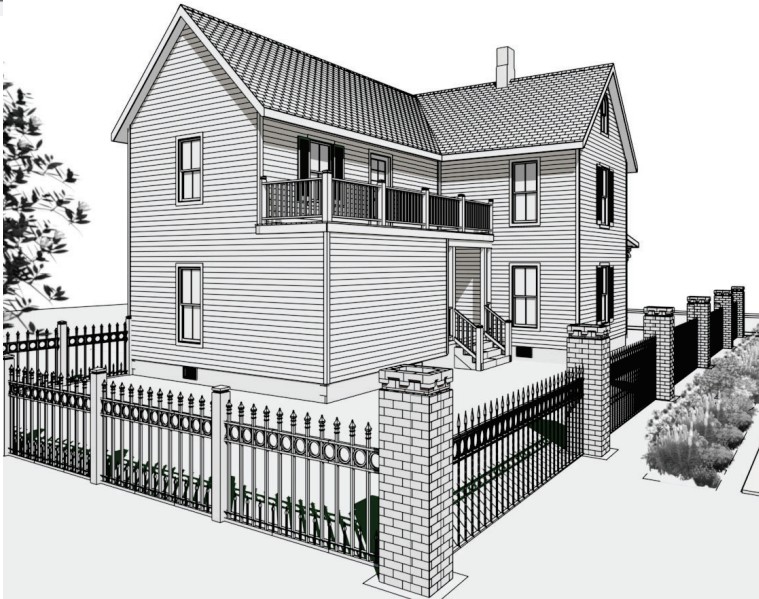
Figure 3 Front of home after demo and prime



Figure 6 Left side of the house after demo and prime

CHAPMAN RESIDENCE

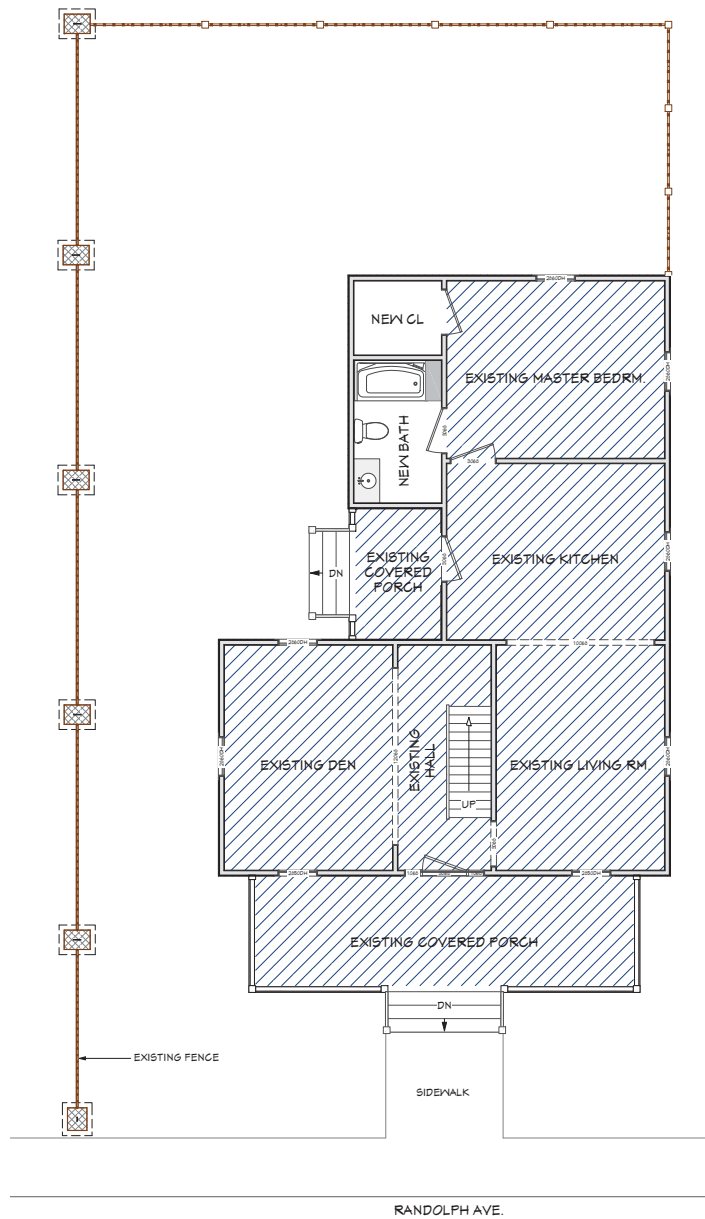
ADDITIONS & ALTERATIONS
607 RANDOLPH AVE
CAPE CHARLES VA 23310



CHAPMAN RESIDENCE
ADDITIONS & ALTERATIONS
607 RANDOLPH AVE CAPE CHARLES AVE 23310

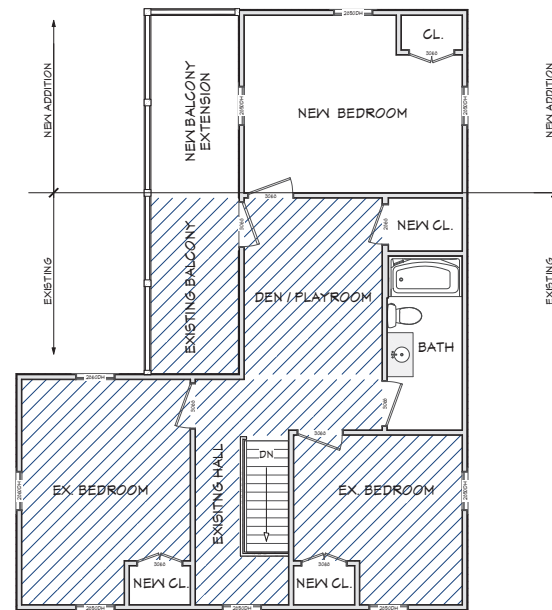
DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES, LLC
designdevelopmentllc.com
www.designdevelopmentllc.net
2022-2023

DATE:
4/9/2024
SCALE:
1/4"=1'-0"
SHEET:



FIRST FLOOR PLAN

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



SECOND FLOOR PLAN

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



CHAPMAN RESIDENCE
ADDITIONS & ALTERATIONS
607 RANDOLPH AVE CAPE CHARLES AVE 23310

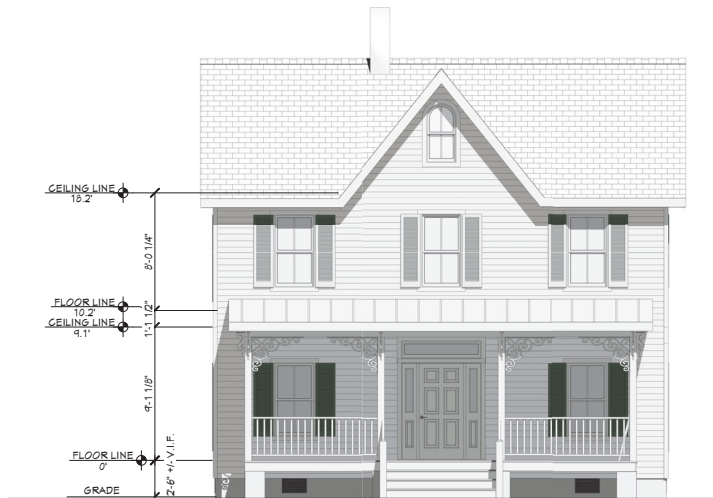
DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES LLC
dddevelopment@jhu.com
www.dddevelopment.net
202-594-3071

DATE:
4/9/2024

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

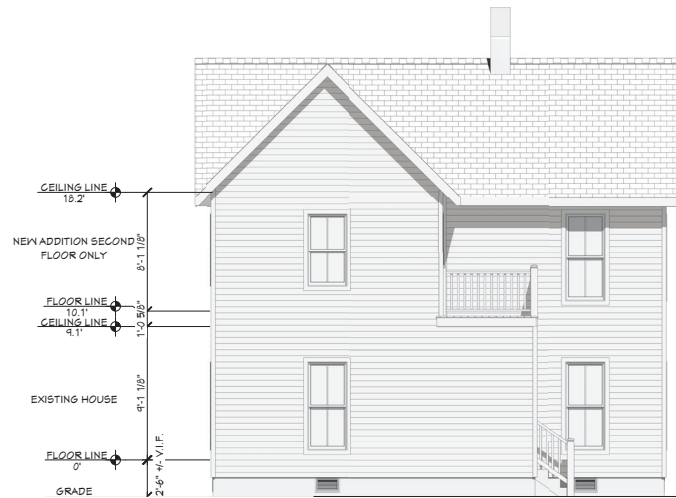
SHEET:

2



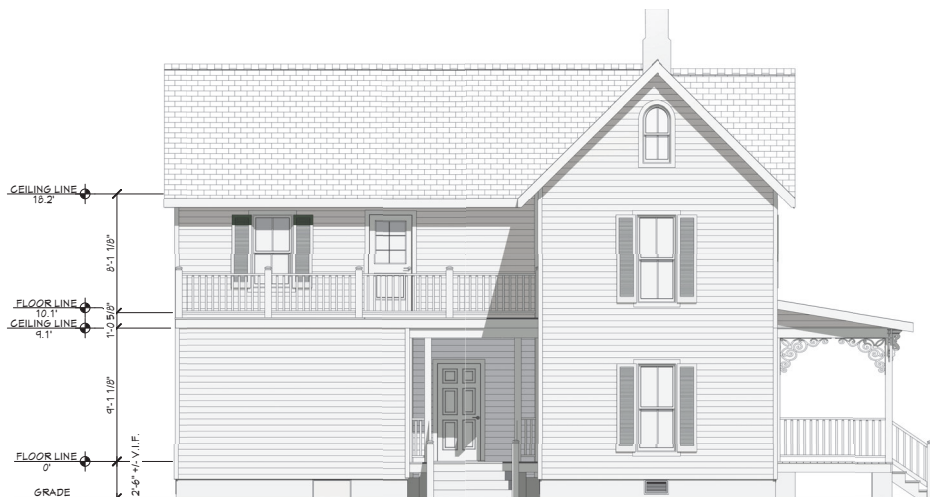
FRONT ELEVATION

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



REAR ELEVATION

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



LEFT ELEVATION

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



RIGHT ELEVATION

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



CHAPMAN RESIDENCE
ADDITIONS & ALTERATIONS
607 RANDOLPH AVE CAPE CHARLES AVE 23310

DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES, LLC
designdevelopmentllc.com
www.designdevelopment.net
202-504-3021

DATE:
4/9/2024
SCALE:
1/4"=1'-0"
SHEET:

Material List for 607 Randolph

I will be using the same materials siding and windows and roof that was on previous application to include new addition.

Front porch I will be using



AZEK's Tongue & Groove Joinery

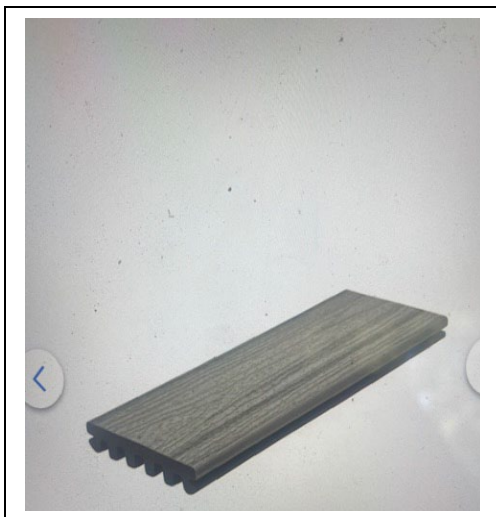
Tongue and groove installation with a slight crack between boards... just like wood porch flooring! Wood grain surface is almost impossible to distinguish from wood porch decking.

Lifetime Limited Warranty

AZEK® Porch Flooring carries a [Lifetime Limited Warranty](#) by AZEK® Building Products, the leader in Cellular PVC technology. With more than 20 years of experience in Cellular PVC manufacturing, AZEK® also makes [AZEK® Deck](#), the best decking on the market. Together with **AZEK® Porch Flooring**, these high performance, low maintenance products have revolutionized the porch and decking industries!

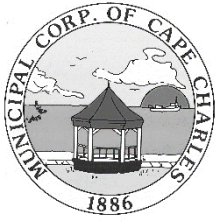
For the back decks we will be using a matching color composite

Trex Enhance Naturals 1-in x 6-in x 12-ft Foggy Wharf Grooved Composite Deck Board



Agenda Item 7A

Monthly Report



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 18, 2024

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: June 10, 2024

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 122 Peach Street – remove and reconfigure rear brick patio to become compliant with zoning, pursuant to CCZO Section 8.17 (I)
- b. 610 Pine Street – repair front porch wood flooring, wood columns, and wood balusters with same design and material, pursuant to CCZO Section 8.17 (B)
- c. 340 Randolph Avenue – replace front porch wood railing connectors with wood connectors that fit, CCZO Section 8.17 (B)
- d. 408 Randolph Avenue – install 6’ wooden dog ear fence on rear of property, pursuant to CCZO Section 8.17 (I)
- e. 318 Tazewell Avenue – replace brick front steps, pursuant to CCZO Section 8.16 (C)(1)
- f. 506 Tazewell Avenue – replace shingle roof on rear first-floor of single-family dwelling and shingle roof on rear accessory structure, pursuant to CCZO Section 8.17 (I)
- g. Tax Map #83A1-1-58B & 59B on Plum Street – modification of approved COA to move the right-side door to the rear of the house and to move the rear window to the right side of the house, pursuant to CCZO Section 8.17 (I)

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

3) NOTICES OF VIOLATIONS ISSUED ON BEHALF OF THE HDRB

- a. 1 Fig Street: Notice of Violation for Demolition by Neglect issued on May 28, 2024 – corrective order requiring the submittal of a full plan by July 1, 2024 detailing the manner in which the building will be fully restored to its prior condition. Right to appeal the notice is open until June 27, 2024.
- b. 204 Bay Avenue : Notice of Violation for unauthorized removal and replacement of a portion of the roof on the house addition to a different material and installing flashing to a chimney without any permits required under the Cape Charles Zoning Ordinance; said letter issued on May 31, 2024; the property owner has not submitted all required application paperwork but has not paid the \$1,000 fee for working without a permit and obtaining approval After the Fact. Right to appeal the notice is open until June 29, 2024.

4) OTHER

The office has filled the FT Zoning Compliance Officer & Administrative Assistant position (which was combined with the PT Administrative Assistant position and the PT Zoning Compliance Officer position) - the new hire is Jack Steinmayer. He is working with me on reviewing properties that may qualify as a Demolition by Neglect cases:

- 115 Fig Street
- 649 Monroe Avenue
- 636 Madison Avenue
- 122 Pine Street
- 400 Jefferson Avenue

Agenda Item 7B

Upcoming Webinars



July 16, 2024

3:00 PM ET – 4:00 PM ET

Insuring Historic Properties in an Increasingly Challenging Marketplace— What You Need to Know

Challenges associated with insuring both commercial and residential historic properties has become increasingly more difficult—with fewer and fewer companies willing to insure historic properties and soaring premiums, historic property owners are often at a disadvantage.

Join the National Trust's Government Relations and Policy team as we host a webinar with key leaders from the insurance, non-profit, and state historic preservation regulatory sectors about what you need to know about the state of the insurance industry today, what is driving up costs, and what you may be able to do about it.

National Trust Forum members are eligible to receive a free consultation from National Trust Insurance Services, should they be in attendance.

Speakers: Meghan Elliott, Principal, Jillpine, Kevin Sullivan, Vice President & Client Executive, National Trust Insurance Services, LLC, Stephanie Cherry-Farmer, Historic Preservation Division, Georgia Department of Community Affairs

July 25, 2024

2:00 PM ET – 3:00 PM ET

Monuments & Justice: Emmett Till and Mamie Till-Mobley National Monument

Last year, the African American Cultural Heritage Action Fund gathered with donors, activists, experts, and partners for the 2023 Cultural Preservation Leadership Summit held at the Ford Foundation's Center for Social Justice in New York City. Throughout 2024 we will be rebroadcasting those conversations for the public.

Monuments & Justice

The work to permanently protect, preserve, manage, and interpret Chicago's Roberts Temple Church of God in Christ and Mississippi's Graball Landing and Tallahatchie Courthouse as part of the new Emmett Till and Mamie Till-Mobley National Monument has profound meaning. Each heritage asset tells stories of racial violence, human worth, dignity, fairness under the law, grief, tragedy, and women-led activism. In a conversation led by renowned poet, scholar, and President of the Mellon Foundation, Dr. Elizabeth Alexander, we will explore the architecture of monument-making, the need for ethnic and cultural representation, and the role of historic preservation in fostering healing from racial trauma.

Speakers: Moderator: Dr. Elizabeth Alexander, President, Mellon Foundation; Panelists: Dr. Marvel Parker, Executive Director, Emmett Till and Mamie Till-Mobley Institute, Roberts Temple Church of God in Christ, Chicago, Illinois; Tiffany Tolbert, Senior Director of Preservation, African American Cultural Heritage Action Fund; Patrick Weems, Executive Director, Emmett Till Interpretative Center, Tallahatchie Courthouse, Sumner, Mississippi; Dr. Justin Hopkins, Psychologist, Hopkins Behavioral Health, Washington, D.C.