

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
August 20, 2024 @ 5:00 P.M.**

1. **Call to Order; Roll Call**
 - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of Minutes
 - (1) June 18, 2024 Historic District Review Board Regular Meeting
5. **Unfinished Business:**
 - (1) 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.
6. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:**
 - C. **RENOVATION, MINOR:** None
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 7 Strawberry Street: David Gammino dba Cape Charles Ventures, LLC – to construct an additional two stories on the existing one-story commercial building.
 - (2) 646 Tazewell Avenue: Susan and Bob Eidam – to increase the size of the side stoop on the two-story single-family dwelling.
 - E. **OTHER:** None
7. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
June 18, 2024
5:00 p.m.**

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were, Patricia James, Martin Mayer, and Herb Thom. Elizabeth Wright was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were no members of the public in attendance and 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:

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

UNFINISHED BUSINESS:

There were no applications filed.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

- 1. *301 Mason Avenue: Clelia Sheppard dba Historic 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".***

Ms. Outten read the staff report.

Nick Latuaco, applicant representative, explained the lettering would be raised for potential lighting to be added in the future.

Member Thom asked if the lighting would interfere with the residence across the street. Andy Buchholz, sign contractor, answered that it would not be back lit with a low-voltage LED bulb with dimmable capability which will not be any brighter than the existing streetlights.

Motion made by Member James, seconded by Vice-Chairman Thom, to approve the Modification to a previously approved Certificate of Appropriateness at 301 Mason Avenue on an application filed by Clelia Sheppard dba Historic Avenue LLC to enlarge the sign to be placed on the front balcony of the commercial building from 2' x 8' to 3' 9" x 8' 1" per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Italianate (1835-1905); as stated in the application dated 5/7/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

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

1. *118 Fig Street: Mark Clarke – to replace the existing front porch wood flooring with AZEK on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Mark Clarke, the applicant, added that the new porch flooring would be placed within the same footprint and orientation, and the existing metal handrails will stay the same.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 118 Fig Street on an application filed by Mark Clarke, to approve the application for a Certificate of Appropriateness at 644 Monroe Avenue to replace the front porch wood flooring with AZEK 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 – American Foursquare, Section 4.4 (Page 4-11) – Woodwork - Porches & Associated Features, Section 5.4.2 – Porches, and Section 7.1 – Alternative Materials; as stated in the application dated 4/12/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *711 Tazewell Avenue: Donna and Greg Kolher – to renovate an existing 257 square feet accessory structure as follows: (1) replace existing wood door with fiberglass door; (2) add one window; and (3) repair existing vinyl siding.*

Ms. Outten presented the staff report and added that vinyl siding would also be used to cover previous openings; and made a correction to one of the Historic District Overlay Design Guidelines sections listed on the report instead of Section 4.4 it should be Section 6.1.

Donna and Greg Kohler, the applicants, clarified that the new door would bring the building up to code to comply with the American with Disabilities Act.

Motion made by Vice-Chairman Thom, seconded by Member Mayer, to approve the application for a Certificate of Appropriateness at 711 Tazewell Avenue on an application filed by Greg S. and Donna O. Kohler to renovate the 257 square feet existing rear accessory structure as follows: (1) replace the existing 1/1 – 28” 75” wood door with a new 6 panel – 36” x 80” fiberglass door; (2) after the fact approval for adding one single pane crank out vinyl window by the door; and (3) repair and replace vinyl siding as necessary 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 6.1 – Accessory Structures Associated with Contributing Primary Buildings, and Section 7.1 – Alternative Materials; as stated in the application dated 5/7/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *212 Randolph Avenue: Amy and Doug Dodson represented by M. Walter Frisch – (1) to replace the existing 6-lite front wood door, 1/1 side lights, and 3-lite transom, (5’ x 8’) with two ¾-lite/1-panel fiberglass doors and full lite transom, (6’ x 8’); (2) parge over one of the existing parged chimneys; and (3) to add a chimney cap to an existing chimney on the two-story single-family dwelling*

Ms. Outten read the staff report.

Chairwoman Glaser referred to the Historic District Overlay Design Guidelines Section 5.5.2 which covered historic door replacement as follows: if a historic door was damaged or deteriorated beyond repair,

replace in-kind with same style type and other visual qualities. She did not believe the proposed double doors with no side lights met those requirements nor match the historic period of the house.

After many attempts, Walter Frisch, the contractor, was reached by phone and after hearing the concerns said that an alternate replacement door was submitted that better matched what existed, but the material was fiberglass.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 212 Randolph Avenue on an application filed by M. Walter Frisch on behalf of Doug and Amy Dodson (1) to replace the existing 6-lite front wood door, 1/1 side lights, and 3-lite transom, (5' x 8') with two ¾-lite/1-panel fiberglass doors and full lite transom, (6' x 8'); (2) parge over one of the existing parged chimneys; and (3) to add a chimney cap to an existing chimney 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 4.3.1 (2) – Chimneys, Section 4.5 (Pages 4-13 to 4-14) – Guidelines for Openings & Associated Features – Doors, Section 5.3.2 (Pages 5-12) – Chimneys, Section 5.5.2 (Pages 5-23 to 5-24) – Doors, and Section 7.1 – Alternative Materials; as stated in the application dated 4/8/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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) to enclose part of the left side lower deck; and (5) to restore original shutters on the two-story single-family home.*

Ms. Outten presented the staff report.

Steve Chapman, the applicant, could not be reached by phone.

The members of the board had questions that staff could not answer about the proposed work to be done.

Motion made by Vice-Chairman Thom, seconded by Member Jamer, to defer the application for a Certificate of Appropriateness at 607 Randolph Avenue on an application filed by 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 no changes to columns, balustrades, or corbels; (4) to enclose part of the left side lower deck; and (5) to restore original shutters on the two-story single-family dwelling until the next meeting. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 506 Tazewell Avenue; (ii) Other: 122 Peach Street; 610 Pine Street; 340 Randolph Avenue; 408 Randolph Avenue; 318 Tazewell Avenue; Tax Map #83A1-1-58B & 59B on Plum Street; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; (3) Notice of Violations: (i) 1 Fig Street – Demolition by Neglect letter issued on May 28, 2024; (ii) 204 Bay Avenue – Notice of Violation issued on May 31, 2024; (4) Other: working with new full-time Zoning Compliance Officer and Administrative Assistant Jack Steinmayer on reviewing properties that may qualify as Demolition by Neglect cases: (i) 115 Fig Street; (ii) 649 Monroe Avenue; (iii) 636 Monroe Avenue; (iv) 122 Pine Street; (v) 400 Jefferson Avenue.

Upcoming Webinars presented by National Trust for Preservation.

Ms. Outten informed the HDRB of two upcoming webinars:

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

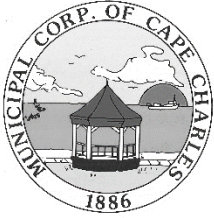
ANNOUNCEMENTS:

There were no announcements.

Motion made by Member James, seconded by Vice-Chairman Thom, to adjourn the June 18, 2024 Historic District Review Board Regular Meeting at 5:50 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator



HISTORIC DISTRICT REVIEW BOARD

Meeting Date: ~~June 18, 2024~~ August 20, 2024

Item #: 5 (1) – 607 Randolph Avenue

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

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

Date: August 24, 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 application was reviewed at the June 18, 2024 Meeting but the applicant was not in attendance nor were we able to reach him by telephone during the meeting and, due to the fact that there were questions pertaining to the proposed work that staff could not answer, the application was deferred until the next meeting.

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.

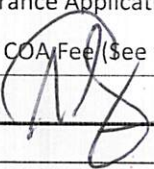
Minor Exterior Work* is exterior maintenance and repair, replacement of missing or broken windowpanes, roofing shingles, slates, tiles, porch floors, posts, rails, or shutters where no substantial change to design or material is proposed and other minor changes that do not materially change the historic 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@virginiaselnow.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>Tongue & groove PTP</u>
Ceiling:	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: <u>XXX</u>	<u>Porch Tongue & 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



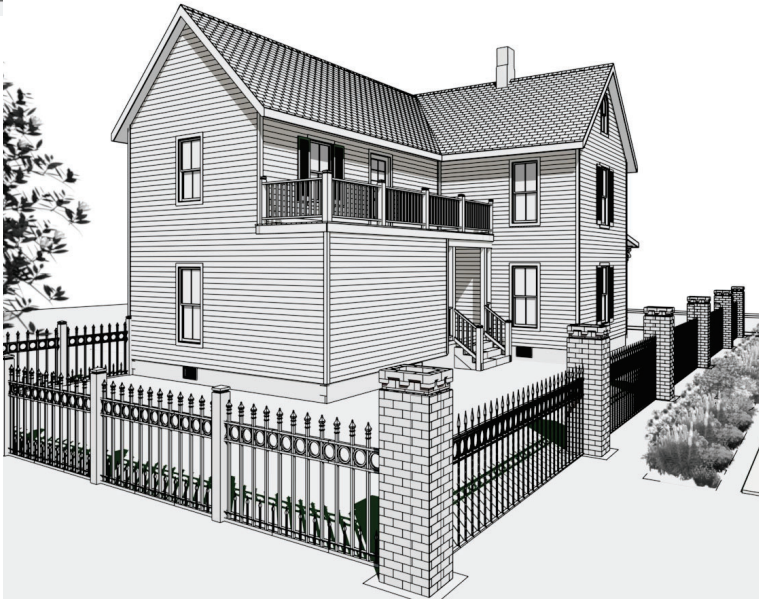
Figure 3 Front of home after demo and prime



Figure 6 Left side of the house after demo and prime

CHAPMAN RESIDENCE

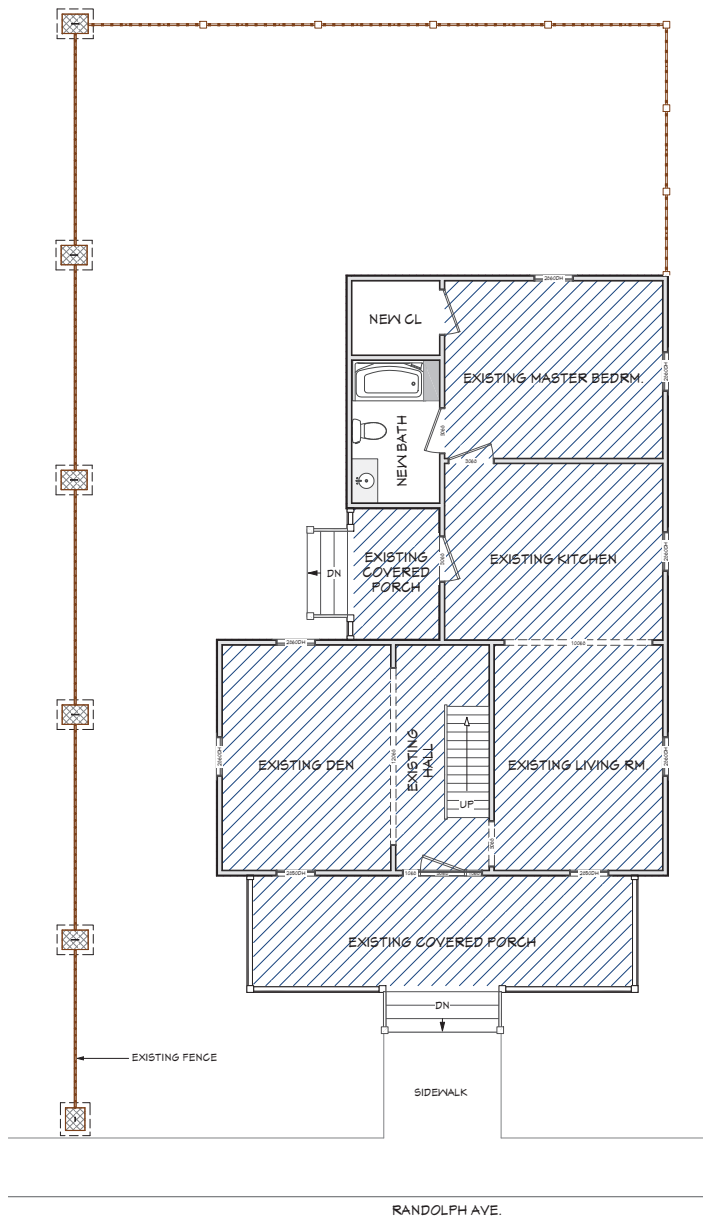
ADDITIONS & ALTERATIONS
607 RANDOLPH AVE
CAPE CHARLES VA 23310



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

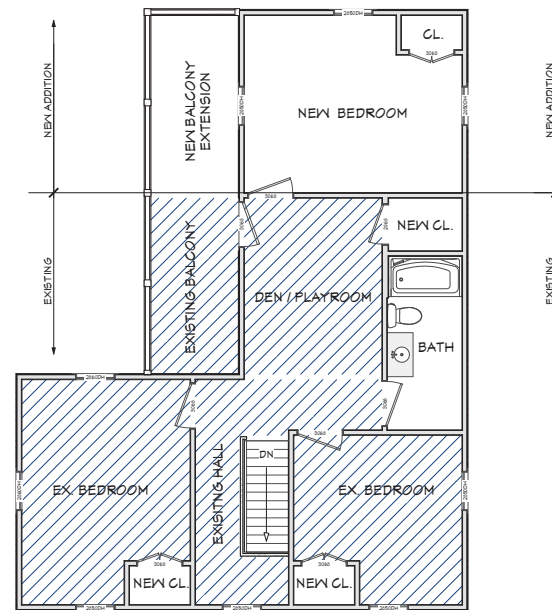
DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES, LLC
designdevelopmentllc.com
www.designdevelopmentllc.net
2022-2023

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
designdevelopmentllc.com
www.designdevelopment.net
202-504-1001



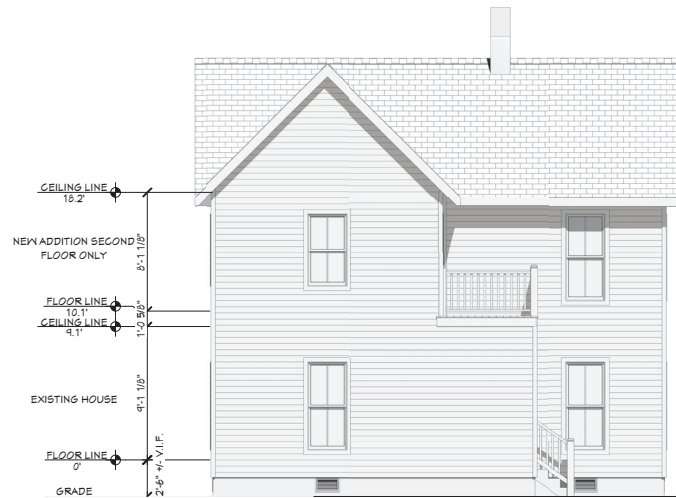
DATE:
4/9/2024
SCALE:
1/4"=1'-0"
SHEET:

2



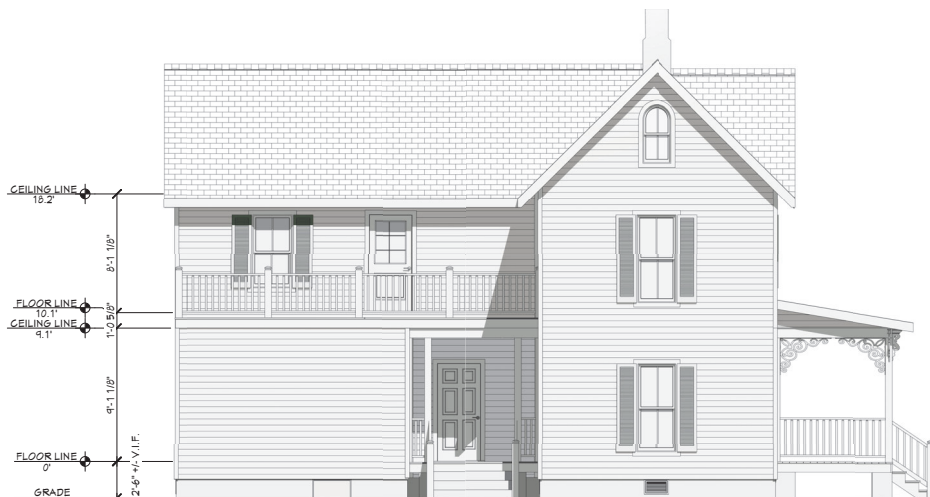
FRONT ELEVATION

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
202-364-3021

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

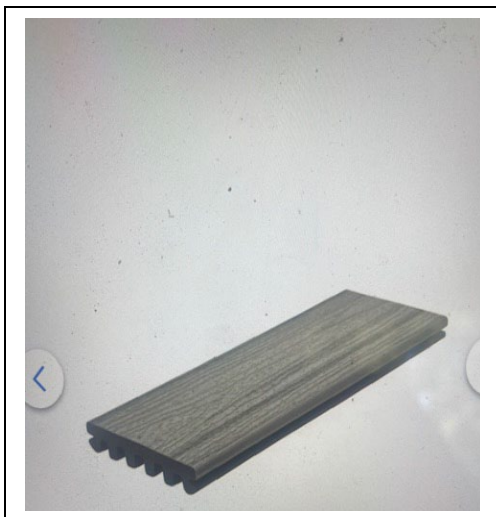
Tongue and groove installation with a slight crack between boards... just like wood porch flooring! Wood grain surface is almost impossible to distinguish from wood porch decking.

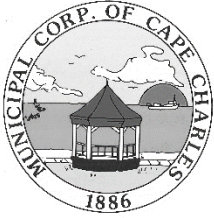
Lifetime Limited Warranty

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





HISTORIC DISTRICT REVIEW BOARD

Meeting Date: August 20, 2024

Item #: 6D (1) – 7 Strawberry Street

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

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

Date: July 24, 2024

APPLICANT: David Gammino dba Cape Charles Ventures, LLC

SITE ADDRESS: 7 Strawberry Street

TAX MAP: 83A3-1-617B, 620B, & 621B

LOT SIZE: 3,789 sq. ft.

TYPE OF APPLICATION: Pre-Application / Certificate of Appropriateness

WORK TO BE PERFORMED: Constructing an additional 2 stories to an existing commercial building

CURRENT ZONING: Commercial-1 (C-1)

HISTORIC REGISTER: NOT LISTED

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: July 2, 2024

PRE-APPLICATION MTG: July 2, 2024

DATE APPLICATION DEEMED COMPLETE: July 2, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): September 3, 2024

The applicant is seeking to construct a second story and third story, 40' high, addition to the existing 2,880 square foot one-story, 32' high, brick commercial building. The second and third stories will be built within the same footprint of the original building. The additions will include four 100 square foot front balconies on the upper floors. The proposed project will be an expansion of Hotel Cape Charles to create a conference center, meeting room, & public restrooms as well as two guest hotel rooms on the first floor, and ten additional rooms on the second and third floors. There will be a connection via the rear exterior courtyard to the main hotel building.

AERIAL MAP:



MATERIALS:

Roof: Prefinished Metal Parapet Coping

Siding: White Brick Veneer, Existing Masonry on Front to be repainted (UNPAINTED MASONRY CANNOT BE PAINTED)

Windows: Anodized Aluminum Frames with Clear insulated glazing, aluminum mullions,

Spandrel Horizontal and Vertical Panels: Charcoal Grey Anodized Aluminum

Doors: Clear Anodized Aluminum Frames with Clear glazing

Trim: Wood

Balcony Flooring: Wood and Steel

Balcony Vertical Railing: Wood (sapele, teak, or mahogany) set within powder-coated metal frame

Awning: Fabric

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, non-conforming use. The proposed additions, enclosure, and restoration to the one-story commercial building meet all zoning requirements. The sign is not being approved as no application was received.

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 4.3: Masonry – exterior Walls, Foundations, & Chimneys

Section 5.12: New Additions to Noncontributing 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 additions reflect the character and historic appearance of the neighborhood.

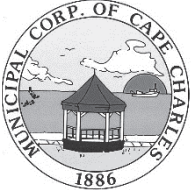
Staff is prepared to assist in the development of a motion, if needed.

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

New Construction

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

Revised 05/2023

Taxes	✓
Violations	NA
Fee	\$1,000 PD
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 7 Strawberry St, Pt Lots 617,620, & 621, 32'x120'

Tax Map #: 83A3-1-617B

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

Zoning District: C-1
Town of Cape Charles

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Cape Charles Ventures, LLC

Mailing Address: 212 E Leigh St, Apt 1, Richmond, VA 23219-1375

Phone Number: 804-539-5961

Email: david@cityandguildsbuilders.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

2-story addition above existing 1-story commercial building to remain. The project creates 10 additional rooms with guest amenity and service spaces to be associated with the Hotel Cape Charles and connected to the existing hotel via the rear exterior courtyard. No tree removal is being proposed.

PART 6. NEW CONSTRUCTION			
See Section 5.13 & 6 of the Historic District Design Guidelines			
First Floor Building Area (sq. ft.): 2,880 [Existing]		Total Gross Floor Area (sq. ft.): 7,920	
Front Building Setback (ft.): +/-5' [New]		Building width (ft.): 32' [Existing]	
Building Height	Feet: 40' [t/o parapet wall]	Stories: 3	Roof pitch: 1/4:12, fully concealed
A. Foundation	Material to be used: na, existing building is 1st level		
B. Roofing	Material to be used: Membrane, concealed behind parapets all sides		
	Chimney? ☒ No ☐ Yes - Number _____ Materials: _____		
C. Siding	Material to be used: _____	Dimensions: _____	
D. Steps	Material to be used: na		
E. Railing	Style and Material to be used: na		
F. Porch	Length: _____ Width: na, no porch		
	Material to be used: Floor: _____ Skirting: _____		
	Columns? ☐ No ☐ Yes - Number _____ Style & Materials: _____		
G. Deck	Length: +/-20' Width: +/-5' Material to be used: Wood slat rail and deck on black metal frame		
H. Doors	Width: _____ Height: _____		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Per elevations and rendered views		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: _____		
	Material: Per elevations and rendered views		
	Width: _____	Height: _____	Depth: _____
J. Trim	Material to be used: na		
	Dimensions: Exteriors per elevations and rendered views		
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan. Driveway: ☒ No ☐ Yes – Materials: _____ Walkway: ☐ No ☐ Yes – Materials: _____ Fence: ☐ No ☐ Yes – Materials: _____ Patio: ☐ No ☐ Yes – Size: _____ Materials: _____ Outdoor shower: ☒ No ☐ Yes - ☐ Not Enclosed ☐ Enclosed – Materials _____ Pool: ☒ No ☐ Yes – Requires a Conditional Use Permit Accessory Structure: ☒ No ☐ Yes – Complete an additional COA application for the structure		

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

The proposed upper levels addition to the existing single-story commercial building follows National Park Service recommendations for contemporary additions to historic structures that present compatible but intentionally distinct material and massing character. After reviewing upper level massing materially matching and aligned with the existing building's masonry exterior walls, requiring demolition of the tall front parapet and partial demolition of sidewall, the project has been re-conceived to step in from these existing walls in order to preserve the masonry on front and sides entirely retaining the existing character of the 1st level structure. This also allows the neighboring building's 3-story masonry wall to exist without attachment to this proposed structure.

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

Existing masonry associated with the ground level structure is proposed to be retained with front painted as it currently is and sides not painted. The upper levels addition is proposed to be clad in white brick and is intentionally void of decorative trim and features in order to be non-competitive with existing commercial and residential buildings in the vicinity. The 2nd story balcony is set behind the existing building brick parapet while the 3rd level's presents and clearly contemporary feature shaped and clad in wood as a reference to seaside structures and vessels.

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: David M Gammino
Digitally signed by David M Gammino
Date: 2024.06.24 14:02:12 -04'00'

Date: 6/24/24

Zoning Administrator's signature: _____

Date: _____

NOTES CORRESPONDING TO "SCHEDULE B, PART II"

COMMITMENT NUMBER: 0R21-41

EXCEPTIONS 1 THROUGH 10 CONTAIN NO SURVEY INFORMATION TO BE PLOTTED HEREON.

EXCEPTION 11 - UTILITY EASEMENT TO AAN ELECTRIC COOPERATIVE RECORDED AS INSTRUMENT No. 150001811. 15' UTILITY EASEMENT IS LOCATED OFFSITE.

EXCEPTION 12 - EIGHT FOOT INGRESS/EGRESS EASEMENT FOR THE BENEFIT OF LOT 622 AND LOT 625 AS RESERVED IN DEED BOOK 300, PAGE 838 AND FURTHER REFERENCED IN DEED BOOK 322, PAGE 891. EASEMENT IS LOCATED OFFSITE AND PLOTTED HEREON. (SEE EXCEPTION 15 ALSO)

EXCEPTION 13 - SANITARY SEWER EASEMENT TO THE TOWN OF CAPE CHARLES RECORDED AS INSTRUMENT No. 140001422 IS LOCATED OFFSITE AND PLOTTED HEREON.

EXCEPTION 14 - TERMS AND CONDITIONS IN DEED OF BOUNDARY ADJUSTMENT AND PARTY WALL AGREEMENT RECORDED OCTOBER 14, 2004 AS INSTRUMENT No. 040003393. PARTY WALL AND ADJUSTED PROPERTY LINE ALONG CENTER OF PARTY WALL ARE LOCATED OFFSITE AND PLOTTED HEREON.

EXCEPTION 15 - RIGHTS OF OTHERS IN AND TO THE USE OF AN APPURTENANT EASEMENT FOR INGRESS AND EGRESS TO AND FROM RANDOLPH AVENUE, AS RESERVED IN DEED BOOK 300, PAGE 838, TO WHICH REFERENCE IS MADE IN DEED RECORDED IN DEED BOOK 322, PAGE 891. EASEMENT IS LOCATED OFFSITE AND PLOTTED HEREON. (SEE EXCEPTION 12 ALSO)

EXCEPTION 16 - RIGHTS OF OTHERS IN AND TO THE USE AND OWNERSHIP OF "THE FOUNDATION ON THE EASTERLY SIDE", TO WHICH REFERENCE IS MADE IN THE LEGAL DESCRIPTION IN SCHEDULE A HEREOF AND IN THE DEED RECORDED AS INSTRUMENT No. 090001950. NO FOUNDATIONS SHOWN HEREON. FOUNDATION AREA IS LOCATED OFFSITE.

EXCEPTION 17 - ALL MATTERS DISCLOSED ON PLAT RECORDED IN DEED BOOK 38, PAGE 47. SEE SURVEY FOR RELATED MATTERS.

EXCEPTION 18 - MATTERS DISCLOSED ON PLAT RECORDED AS INSTRUMENT No. 190000856. SEE SURVEY FOR RELATED MATTERS.

EXCEPTION 19 - PARTY WALL RIGHTS. NO PARTY WALL INFORMATION FOR SUBJECT PROPERTY PROVIDED.

EXCEPTION 20 - AS TO PARCEL 3 - RIGHTS OF OTHERS TO USE AN 8' STRIP OF LAND FOR INGRESS AND EGRESS AS DESCRIBED IN INSTRUMENT No. 060005010. EXCEPTION DOES NOT PERTAIN TO THIS SURVEY.

EXCEPTION 21 - MATTERS DISCLOSED ON PLAT RECORDED AS INSTRUMENT No. 190000855. SEE SURVEY FOR RELATED MATTERS.

EXCEPTION 22 - THE FOLLOWING MATTERS SHOWN ON BALZER PLAT RECORDED AS INSTRUMENT No. 180001858:

PARCEL 1 AS SHOWN ON PLAT:

a. PARTY WALL ALONG EASTERN AND WESTERN PROPERTY LINES OF PART OF PARCEL 1 (A IN BLOCK). b. SAME-SE "TDC" CONNECTION LOCATED ON SOUTHERN PORTION OF INSURED PREMISES. c. CLEANOUT LOCATED AT VARIOUS LOCATIONS ON INSURED PREMISES. d. GAS VALVE, POWER METER AND POWER TRANSFORMER LOCATED AT VARIOUS LOCATIONS ON INSURED PREMISES. e. WALL/GROUND LIGHTS LOCATED AT VARIOUS LOCATIONS ON INSURED PREMISES. f. OVERHEAD UTILITY LINES CROSS INSURED PREMISES WITH UTILITY POLES LOCATED IN THE PATH THEREOF. g. STORM INLET (GRATE) LOCATED AT VARIOUS LOCATIONS ACROSS INSURED PREMISES. h. ENCROACHMENT UPON INSURED PREMISES BY THE FENCE APPURTENANT TO PROPERTY ADJOINING ON THE NORTH. i. 8' INGRESS AND EGRESS EASEMENT CROSSES INSURED PREMISES (DB 300 P 838 & DB 322 P 891). j. CONCRETE PAVEMENT PATIO ENCROACHES UPON 8' INGRESS AND EGRESS EASEMENT k. SANITARY SEWER EASEMENT CROSSES PORTIONS OF PARCEL 1 (INST #140001422). l. PLANT BED LOCATED PARTLY ON INSURED PREMISES AND PARTLY WITHIN RIGHT OF WAY ALONG SOUTHERN PROPERTY LINE. m. ELECTRICAL BOXES ON THE BUILDING WALL ALONG WESTERN PROPERTY LINE. n. ENCROACHMENT UPON INSURED PREMISES BY THE FENCE APPURTENANT TO PROPERTY ADJOINING ON THE WEST. o. ENCROACHMENT UPON INSURED PREMISES BY A FENCE IN SOUTHWESTERN PORTION OF PROPERTY. p. ENCROACHMENT UPON PROPERTY ADJOINING ON THE SOUTH AND ONTO PROPERTY OF JEROME C. AND JUDY W. LOOMIS BY COLUMNS APPURTENANT TO INSURED PREMISES. q. TV PEDESTAL LOCATED IN SOUTHWEST CORNER OF PARCEL 1 (A IN BLOCK). EXCEPTIONS ARE RELATED TO ADJOINING PARCEL AND ARE ALL LOCATED OFFSITE. OVERHEAD TELEPHONE LINES CROSS SUBJECT PROPERTY AND ARE PLOTTED HEREON.

PARCEL 2 AS SHOWN ON PLAT:

a. PARTY WALL ALONG EASTERN AND WESTERN PROPERTY LINES OF PARCEL 2. b. 10' RIGHT OF WAY ALONG NORTHERN PROPERTY LINE (INST #020001950). c. OVERHEAD UTILITY LINES CROSS INSURED PREMISES WITH UTILITY POLES LOCATED IN THE PATH THEREOF. d. CONCRETE PAVEMENT PATIO APPURTENANT TO INSURED PREMISES ENCROACHES UPON PROPERTY ADJOINING ON THE EAST. e. BRICK WALL APPURTENANT TO INSURED PREMISES ENCROACHES UPON PROPERTY ADJOINING ON THE EAST. f. FENCE APPURTENANT TO INSURED PREMISES ENCROACHES UPON PROPERTY ADJOINING ON THE EAST. g. ENCROACHMENT UPON INSURED PREMISES BY THE GARAGE APPURTENANT TO PROPERTY ADJOINING ON THE NORTH. h. 8' INGRESS/EGRESS EASEMENT CROSSES INSURED PREMISES (DB 306 P 838 & DB 322 P 891). i. SANITARY SEWER EASEMENT CROSSES THE 8' INGRESS AND EGRESS EASEMENT TO RANDOLPH AVENUE (INST #140001422). j. PLANT BED LOCATED PARTLY ON INSURED PREMISES AND PARTLY WITHIN RIGHT OF WAY ALONG SOUTHERN PROPERTY LINE. k. POWER TRANSFORMER LOCATED IN NORTHWEST CORNER OF INSURED PREMISES. EXCEPTIONS ARE RELATED TO ADJOINING PARCEL AND ARE ALL LOCATED OFFSITE. OVERHEAD TELEPHONE LINES CROSS SUBJECT PROPERTY AND ARE PLOTTED HEREON. BUILDING LABELED AS GARAGE IS SUBJECT BUILDING LIVING OVER ADJOINING PARCEL TO THE SOUTH AND IS PLOTTED HEREON.

PARCEL 3 AS SHOWN ON PLAT:

a. OVERHEAD UTILITY LINES CROSS INSURED PREMISES WITH POLES IN THE PATH THEREOF. b. ELECTRIC BOXES/OUTLETS LOCATED ON INSURED PREMISES. c. WALL/GROUND LIGHTS LOCATED AT VARIOUS LOCATIONS ON INSURED PREMISES. d. POWER TRANSFORMER LOCATED ON INSURED PREMISES. e. 8' INGRESS AND EGRESS CROSSES INSURED PREMISES (INST. 060005010). f. FENCE APPURTENANT TO INSURED PREMISES ENCROACHES UPON PROPERTY ADJOINING ON THE NORTH AND WEST. EXCEPTIONS ARE RELATED TO AN OFFSITE PARCEL AND ARE ALL LOCATED OFFSITE. OVERHEAD TELEPHONE LINES CROSS SUBJECT PROPERTY AND ARE PLOTTED HEREON.

EXCEPTION 23 - AS TO PARCELS 2 AND 3 - ASSIGNMENT OF RENTS AND LEASES DATED NOVEMBER 20, 2018, RECORDED DECEMBER 4, 2018, AS INSTRUMENT No. 180001861. EXCEPTION DOES NOT PERTAIN TO THIS SURVEY.

EXCEPTION 24 - AS TO PARCELS 2 AND 3 - UCC FINANCING STATEMENT, CAPE CHARLES VENTURES, LLC, DEBTOR, VCC BANK, SECURED PARTY, FILED DECEMBER 4, 2018, FILE No. 18120467252. EXCEPTION DOES NOT PERTAIN TO THIS SURVEY.

LEGAL DESCRIPTION (PER TITLE COMMITMENT)

THE LAND REFERRED TO IN THIS COMMITMENT IS DESCRIBED AS FOLLOWS:

PARCEL 1:

ALL OF THAT LOT, PIECE OR PARCEL OF LAND, TOGETHER WITH THE BUILDINGS AND IMPROVEMENTS THEREON, BEING A PART OF LOTS 617, 620 AND 621 SITUATE ON THE WEST SIDE OF STRAWBERRY STREET BETWEEN MASON AND RANDOLPH AVENUES, IN THE TOWN OF CAPE CHARLES, NORTHAMPTON COUNTY, VIRGINIA, ACCORDING TO A MAP OR PLAT THEREOF RECORDED IN THE CLERK'S OFFICE OF NORTHAMPTON COUNTY, VIRGINIA, WITH THE DEED FROM WILLIAM L. SCOTT AND WIFE, TO WILLIAM BAUMANN, IN DEED BOOK 41, AT PAGES 483, 484, AND 485, SAID PARCEL IS DESCRIBED IN DEED BOOK 57, AT PAGE 484, AS BEING THE SOUTHERNMOST THIRTY-ONE (31) FEET, NINE (9) INCHES OF THE SAID LOTS 617, 620 AND 621.

BEING THE SAME REAL ESTATE CONVEYED TO BETIS GROUP, INC., A VIRGINIA CORPORATION BY DEED FROM CHRISTOPHER P. McLAUGHLIN AND DEBRAE PARDES, DATED DECEMBER 9, 2004, RECORDED DECEMBER 30, 2004, IN THE CLERK'S OFFICE, CIRCUIT COURT, COUNTY OF NORTHAMPTON, VIRGINIA, AS INSTRUMENT No. 040004601.

PARCEL 2: (DOES NOT PERTAIN TO THIS SURVEY)

ALL THOSE CERTAIN LOTS OF LAND, WITH THE BUILDINGS THEREON IN CAPE CHARLES, NORTHAMPTON COUNTY, VIRGINIA, AND IDENTIFIED ON THAT CERTAIN PLAT OF SURVEY MADE BY CHRISTOPHER M. FINLEY, BALZER AND ASSOCIATES, INC., DATED MARCH 13, 2019, ENTITLED, "CONSOLIDATION PLAT, TWO (2) PARCELS OF LAND STANDING IN THE NAME OF CAPE CHARLES VENTURES, L.L.C., CAPEVILLE DISTRICT NORTHAMPTON COUNTY, VIRGINIA, CITY OF CAPE CHARLES, VIRGINIA", WHICH PLAT CONSOLIDATES AND COMBINES TAX MAPS 83A3-1-622B AND 83A3-1-623, A COPY OF WHICH PLAT IS RECORDED AS INSTRUMENT No. 190000856.

PARCEL 3: (DOES NOT PERTAIN TO THIS SURVEY)

ALL THOSE CERTAIN LOTS OF LAND, WITH THE BUILDINGS THEREON IN CAPE CHARLES, NORTHAMPTON COUNTY, VIRGINIA, AND IDENTIFIED ON THAT CERTAIN PLAT OF SURVEY MADE BY CHRISTOPHER M. FINLEY, BALZER AND ASSOCIATES, INC., DATED MARCH 13, 2019, ENTITLED, "CONSOLIDATION PLAT, TWO (2) PARCELS OF LAND STANDING IN THE NAME OF CAPE CHARLES VENTURES, L.L.C., CAPEVILLE DISTRICT NORTHAMPTON COUNTY, VIRGINIA, CITY OF CAPE CHARLES, VIRGINIA", WHICH PLAT CONSOLIDATES AND COMBINES TAX MAPS 83A3-1-625A AND 83A3-1-625B, A COPY OF WHICH PLAT IS RECORDED AS INSTRUMENT No. 190000855.

PARCELS 2 AND 3 BEING THE SAME REAL ESTATE CONVEYED BY THE FOLLOWING DEEDS:

1) PARCEL 2 - SUBSTITUTE TRUSTEES DEED FROM DUVAL MCCORMACK & McPHERSON, SUBSTITUTE TRUSTEE TO CAPE CHARLES VENTURES, LLC, DATED JULY 30, 2010, RECORDED AUGUST 4, 2010, IN THE CLERK'S OFFICE, CIRCUIT COURT, COUNTY OF NORTHAMPTON, VIRGINIA, AS INSTRUMENT No. 100001310;

2) PARCELS 2 AND 3 - CAPE CHARLES VENTURES II, LLC, A VIRGINIA LIMITED LIABILITY COMPANY TO CAPE CHARLES VENTURES, LLC, A VIRGINIA LIMITED LIABILITY COMPANY, DATED NOVEMBER 20, 2018, RECORDED DECEMBER 4, 2018, IN THE CLERK'S OFFICE, CIRCUIT COURT, COUNTY OF NORTHAMPTON, VIRGINIA, AS INSTRUMENT No. 180001858.

3) PARCELS 2 AND 3 - DEED OF CONSOLIDATION BY GIFT FROM CAPE CHARLES VENTURES, LLC, A VIRGINIA LIMITED LIABILITY COMPANY TO CAPE CHARLES VENTURES, LLC, A VIRGINIA LIMITED LIABILITY COMPANY, DATED MAY 22, 2019, RECORDED IN THE CLERK'S OFFICE, CIRCUIT COURT, COUNTY OF NORTHAMPTON, VIRGINIA, AS INSTRUMENT No. 190000857.

THE PARCEL SHOWN HEREON IS THE SAME AS DESCRIBED AS PARCEL 1 IN THE TITLE COMMITMENT.

GENERAL NOTES

- THIS SURVEY WAS PREPARED WITH THE BENEFIT OF A TITLE REPORT PROVIDED BY OLD REPUBLIC NATIONAL TITLE INSURANCE, COMMITMENT No. 0R21-41, DATED JUNE 21, 2022.

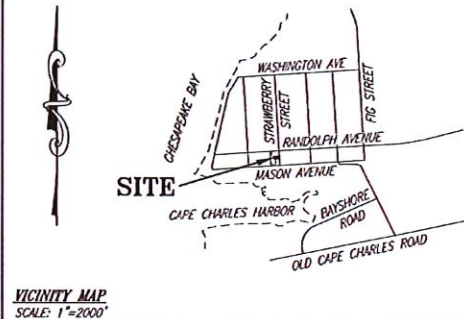
- CIRCLED NUMBERS CORRESPOND TO EXCEPTIONS AS LISTED IN SCHEDULE B, PART II THEREIN.

- THE SUBJECT PARCELS ARE WITHIN F.E.M.A. DEFINED FLOOD ZONE "X" PER COMMUNITY PANEL No. 511311C0295C, DATED MARCH 2, 2015.

- THERE ARE NO MARKED PARKING SPACES ON THE SUBJECT PARCEL.

- SUBJECT PARCEL ADJUTS STRAWBERRY STREET, A PUBLIC RIGHT OF WAY.

- THE SUBJECT PARCEL IS ZONED "TOWN" (TOWN DISTRICT) PER NORTHAMPTON COUNTY ONLINE ASSESSOR INFORMATION AND GIS. SUBJECT PARCEL IS ZONED "C-1" (COMMERCIAL DISTRICT) PER TOWN OF CAPE CHARLES ZONING MAP. NO ZONING REPORT PROVIDED BY INSURER.



CURRENT OWNER

BETIS GROUP, INC.
INSTRUMENT No. 040004601

TAX MAP: 83A3-1-617B
TAX MAP: 83A3-1-620B
TAX MAP: 83A3-1-621B

SURVEYOR'S CERTIFICATION

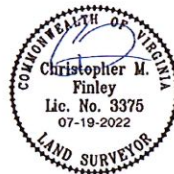
TO: CAPE CHARLES VENTURES, LLC, A VIRGINIA LIMITED LIABILITY COMPANY; VCC BANK AND/OR THOSE SUCCESSORS AND ASSIGNS INCLUDED IN THE DEFINITION OF "INSURED" AS CONTAINED HEREIN; AND OLD REPUBLIC NATIONAL TITLE INSURANCE.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6(a), 7(a), 7(b)(1), 7(c), 8, 9, 13, AND 14 OF TABLE "A" THEREOF.

THE FIELD WORK WAS COMPLETED ON JULY 6, 2022.

CHRISTOPHER M. FINLEY
LIC. No.: 3375
CFINLEY@BALZER.CC

07-19-2022
DATE



ALTA/NSPS LAND TITLE SURVEY
OF THREE (3) PARCELS CONTAINING 0.087 ACRE OF LAND
BEING TAX MAP PARCELS: 83A3-1-617B,
83A3-1-620B & 83A3-1-621B

CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
AND TOWN OF CAPE CHARLES, VIRGINIA

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS
BALZER & ASSOCIATES, INC.
15871 City View Drive, Suite 200 | Midway, Virginia 23113 | Phone: 804.768.0211 | www.balzer.cc

DATE: 07-19-2022
SCALE: 1" = 20'
JOB: 55220043.00
DRAWN BY: WRL
CHECKED BY: CMF
SHEET 1 OF 2



Drawings Accompanying
Certificate of Appropriateness
Application
6-20-2024

ARCHITECT:
ADO/ Architecture Design Office
728 E Main Street
Richmond, Virginia 23219
804.343.1212

**HOTEL CAPE CHARLES
STRAWBERRY ST
EXPANSION AND
CONFERENCE CENTER**

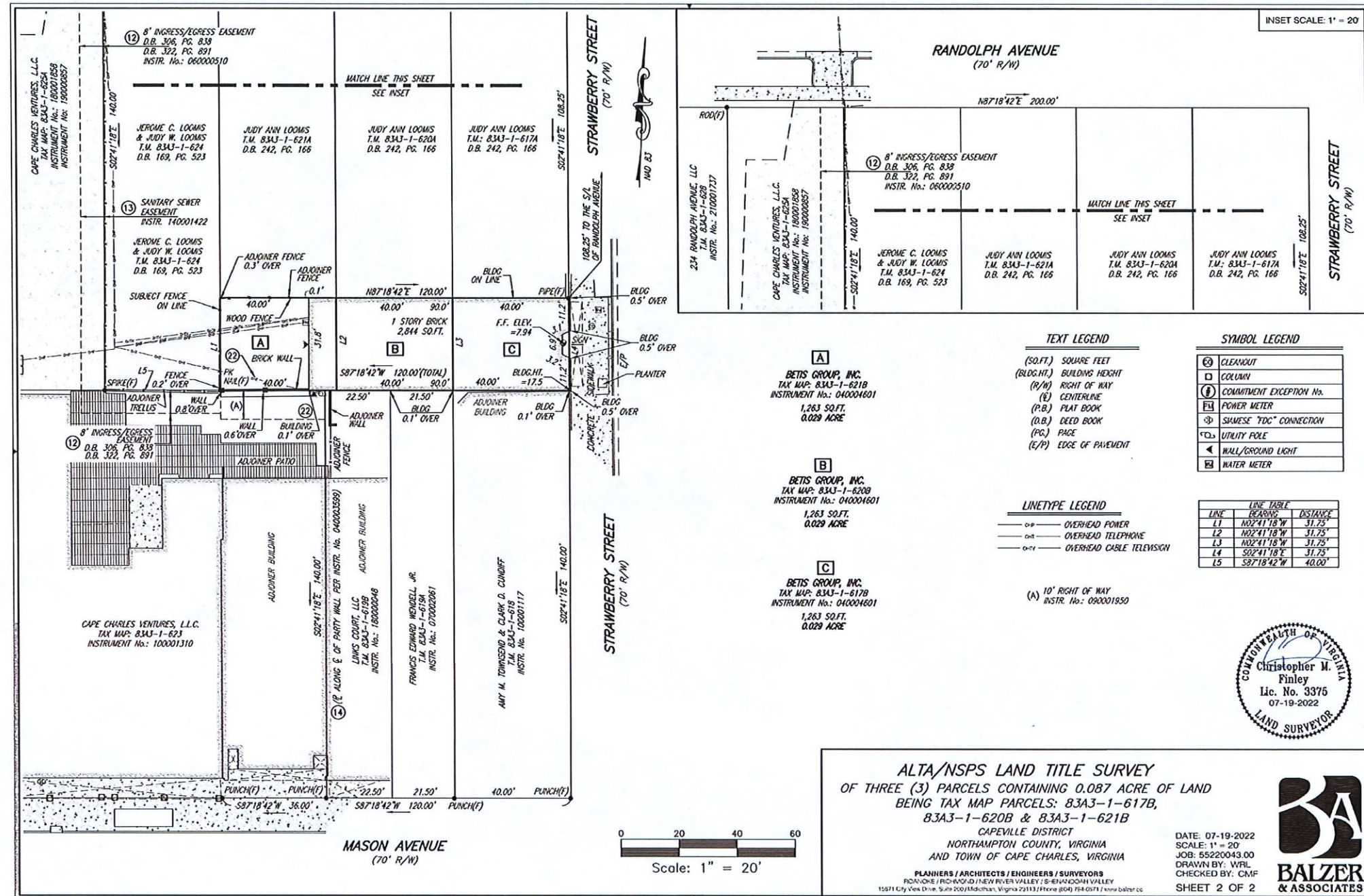
7 Strawberry Street
Cape Charles, VA 23301-3221

SURVEY - BY OTHERS

PROJ NUMBER SHEET NUMBER
HCC2022

SHEET SCALE

1.101



Drawings Accompanying
 Certificate of Appropriateness
 Application
 6-20-2024

ARCHITECT:
 ADO/ Architecture Design Office
 728 E Main Street
 Richmond, Virginia 23219
 804 343 1512

**HOTEL CAPE CHARLES
 STRAWBERRY ST
 EXPANSION AND
 CONFERENCE CENTER**

7 Strawberry Street
 Cape Charles, VA 23301-3221

SURVEY - BY OTHERS

PROJECT NUMBER SHEET NUMBER
 HCC2022 1.102

SHEET SCALE



Drawings Accompanying
Certificate of Appropriateness
Application
6-20-2024

ARCHITECT:
ad/ Architecture Design Office
728 E Main Street
Richmond, Virginia 23219
804.343.1212

**HOTEL CAPE CHARLES
STRAWBERRY ST
EXPANSION AND
CONFERENCE CENTER**

7 Strawberry Street
Cape Charles, VA 23301-3221

STRAWBERRY STREET VIEW 1

PROJ NUMBER	SHEET NUMBER
HCC2022	1.201

SHEET SCALE



Drawings Accompanying
Certificate of Appropriateness
Application
6-20-2024

ad ARCHITECT:
ADO/ Architecture Design Office
728 E Main Street
Richmond, Virginia 23219
804 313 1212

**HOTEL CAPE CHARLES
STRAWBERRY ST
EXPANSION AND
CONFERENCE CENTER**

7 Strawberry Street
Cape Charles, VA 23301-3221

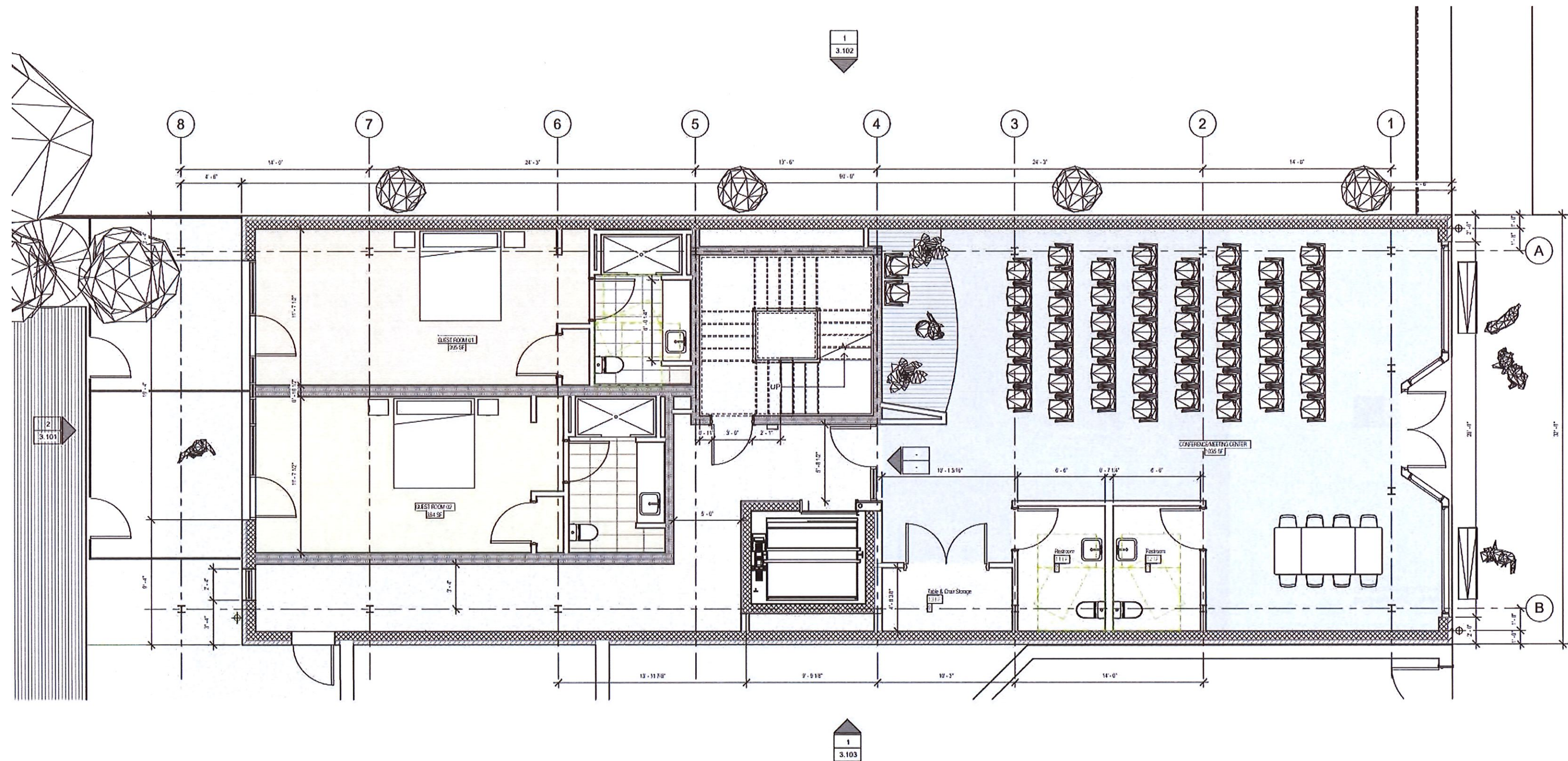
STRAWBERRY STREET VIEW 2

PROJ NUMBER
HCC2022

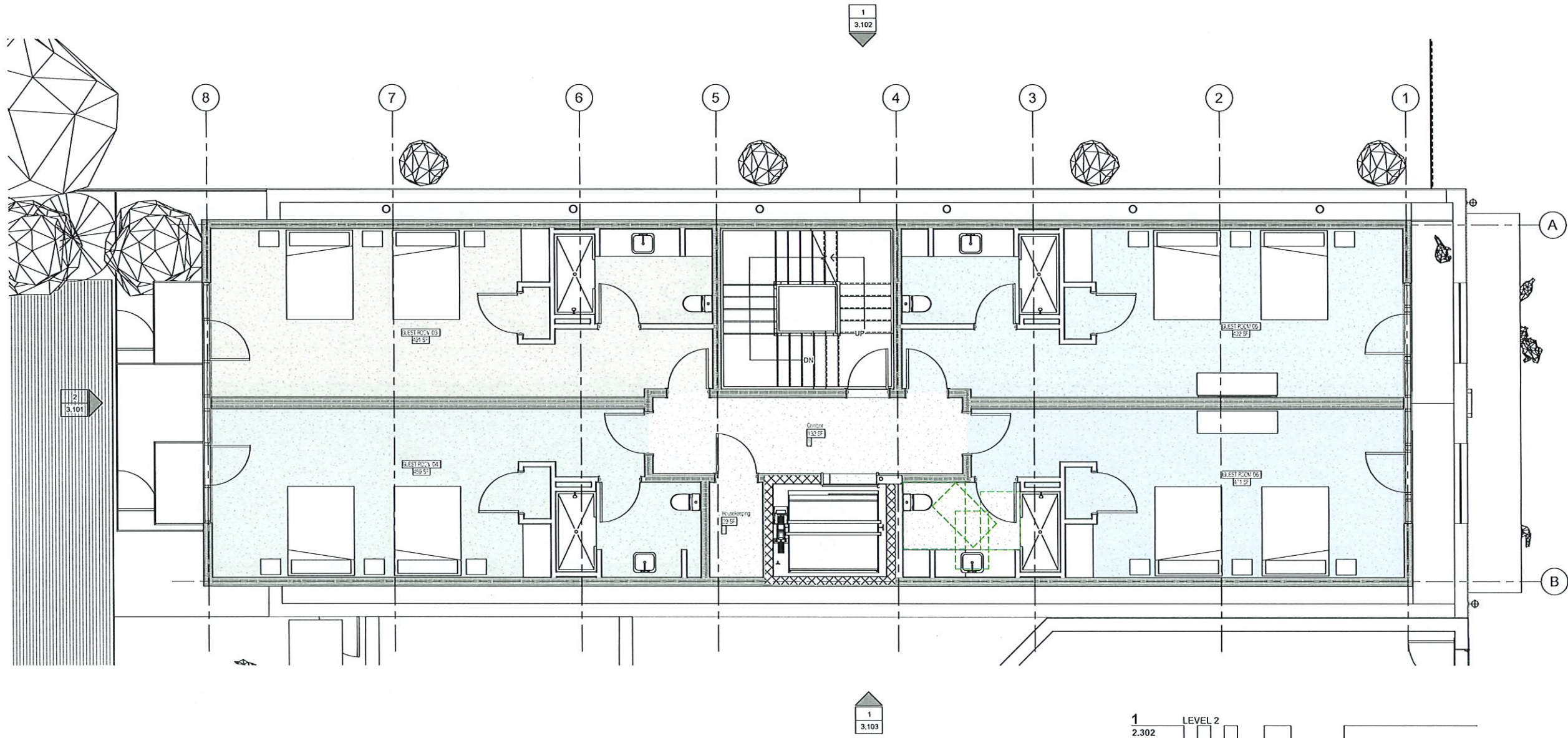
SHEET NUMBER

1.202

SHEET SCALE



1
2.301
 1/4" = 1'-0"
 LEVEL 1
 0 8 16 24 FT



Drawings Accompanying
Certificate of Appropriateness
Application
6-20-2024



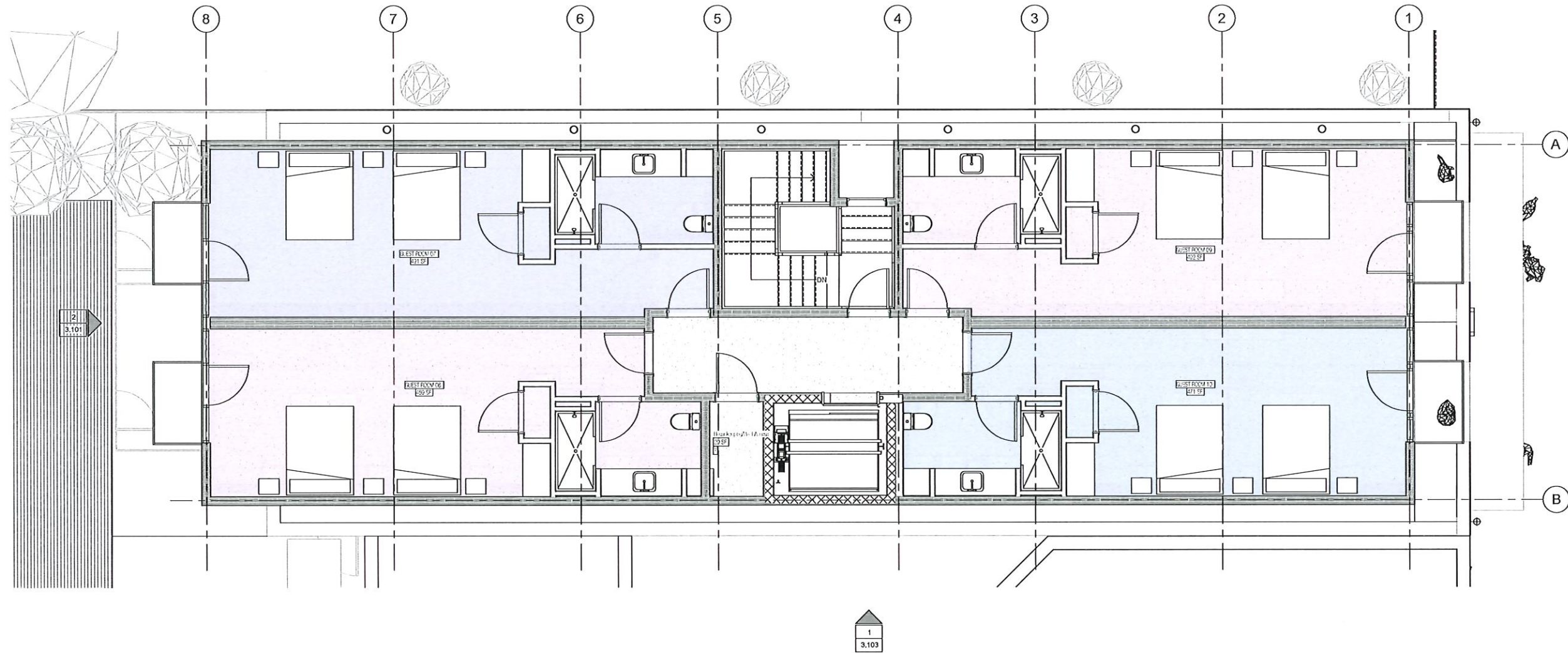
HOTEL CAPE CHARLES STRAWBERRY ST EXPANSION AND CONFERENCE CENTER

7 Strawberry Street
Cape Charles, VA 23301-3221

FLOOR PLANS

PROJ NUMBER SHEET NUMBER
HCC2022 2.302

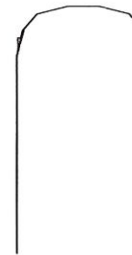
SHEET SCALE
1/4" = 1'-0"



Drawings Accompanying
Certificate of Appropriateness
Application
6-20-2024

1
3.101

ad ADO ITCT:
ADO Architecture Design Office
221 E. Main Street
Raymond, VA 23139
804.343.1212



**HOTEL CAPE CHARLES
STRAWBERRY ST
EXPANSION AND
CONFERENCE CENTER**

7 Strawberry Street
Cape Charles, VA 23301-3221

FLOOR PLANS

PROJ NUMBER SHEET NUMBER
HCC2022

2.303

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

1
2.303
1/4" = 1'-0"

LEVEL 3

0 8 16 24 FT



Drawings Accompanying
Certificate of Appropriateness
Application
6-20-2024

ARCHITECT:
ADO/ Architecture Design Office
728 E Main Street
Richmond, Virginia 23219
804 343 1212

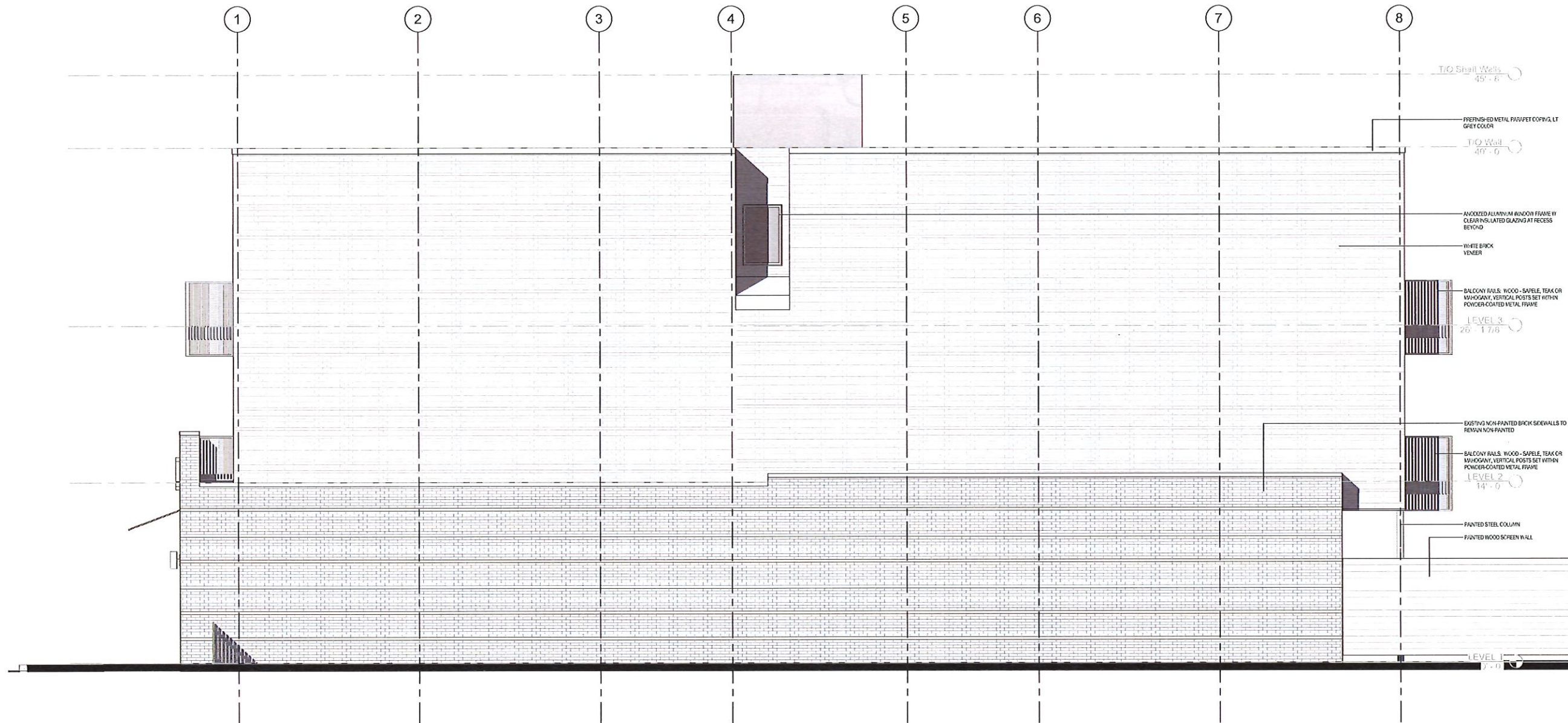
HOTEL CAPE CHARLES STRAWBERRY ST EXPANSION AND CONFERENCE CENTER

7 Strawberry Street
Cape Charles, VA 23301-3221

BUILDING ELEVATIONS

PROJ NUMBER SHEET NUMBER
HCC2022 3.101

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



Drawings Accompanying
Certificate of Appropriateness
Application
6-20-2024

ARCHITECT:
ADO/ Architecture Design Office
728 E Main Street
Richmond, Virginia 23219
604 343 1212

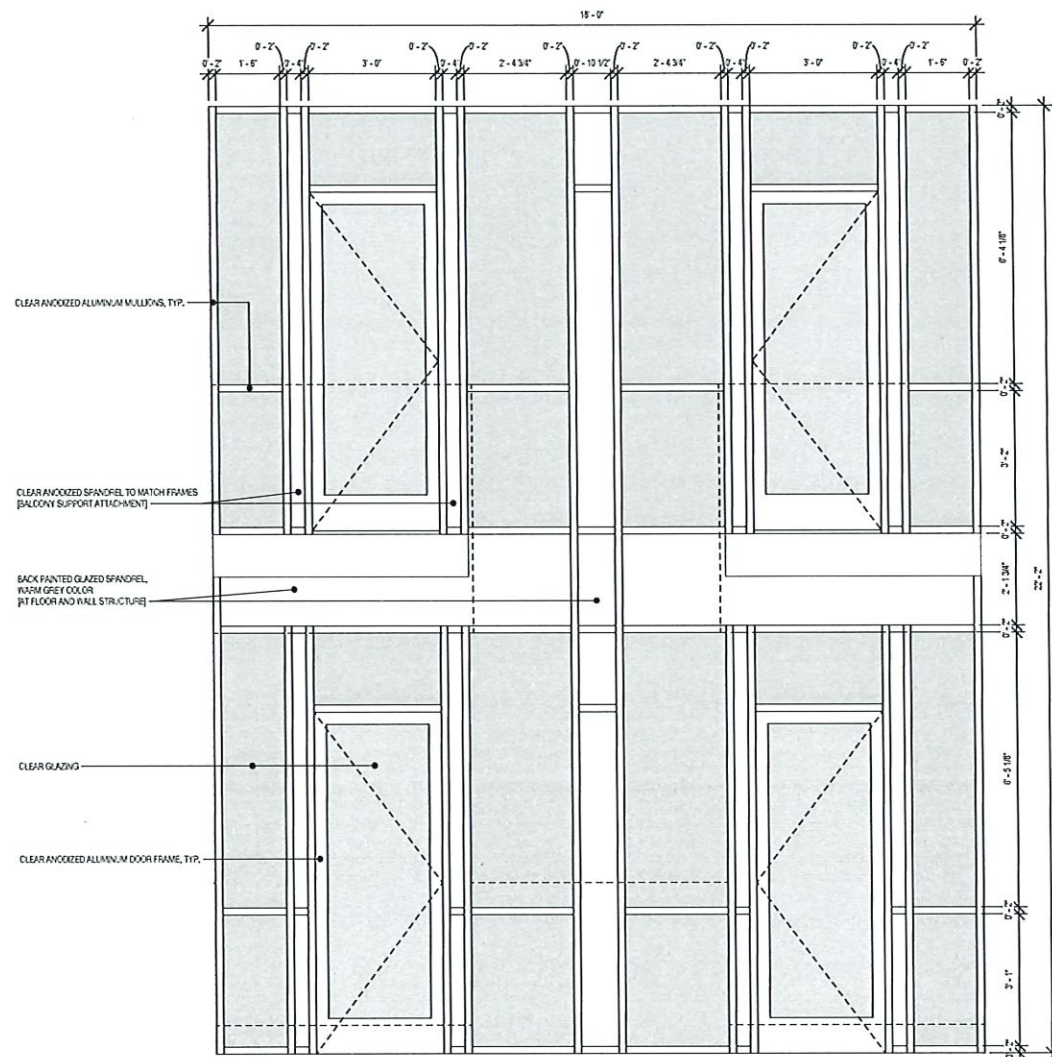
**HOTEL CAPE CHARLES
STRAWBERRY ST
EXPANSION AND
CONFERENCE CENTER**

7 Strawberry Street
Cape Charles, VA 23301-3221

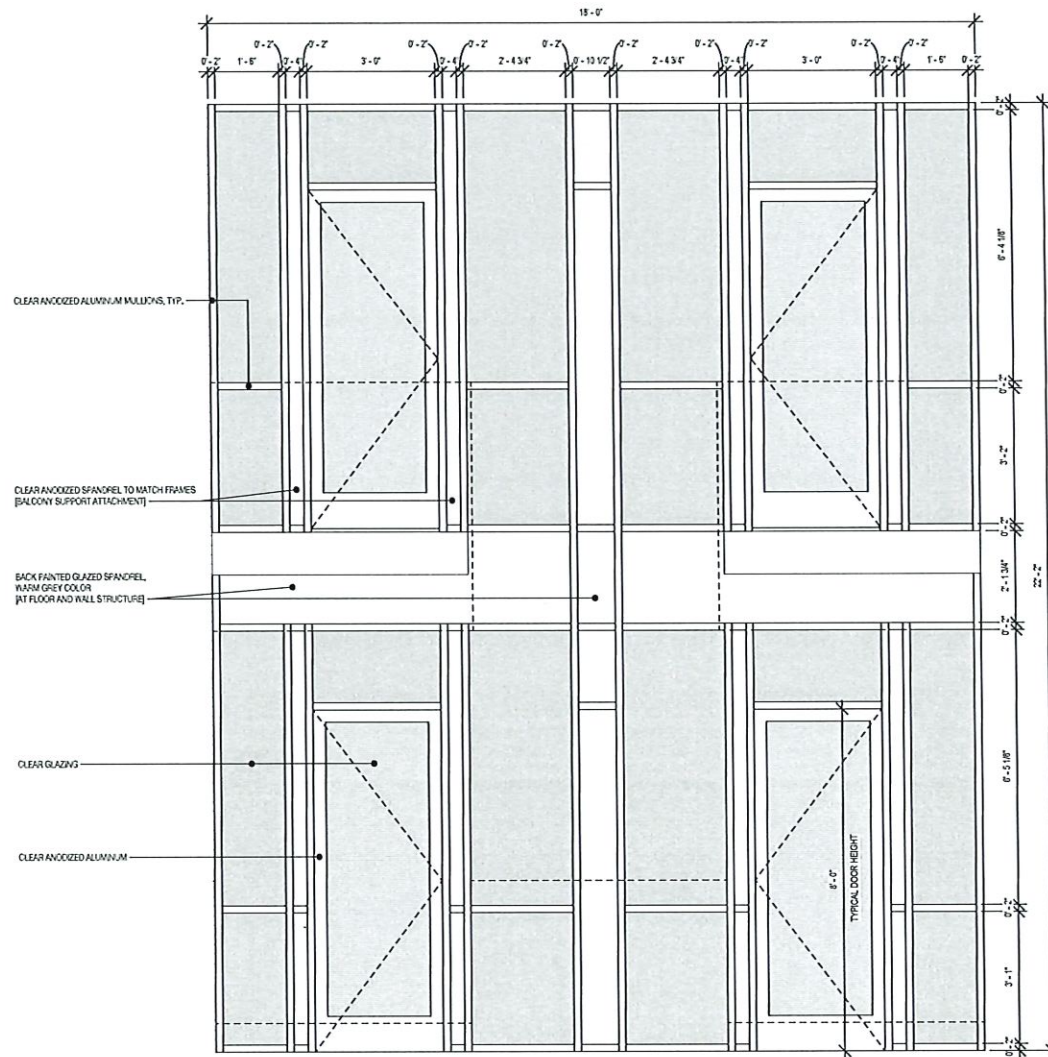
BUILDING ELEVATIONS

PROJ NUMBER SHEET NUMBER
HCC2022 3.102

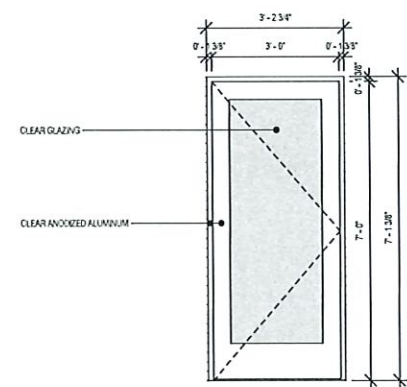
SHEET SCALE
1/4" = 1'-0"



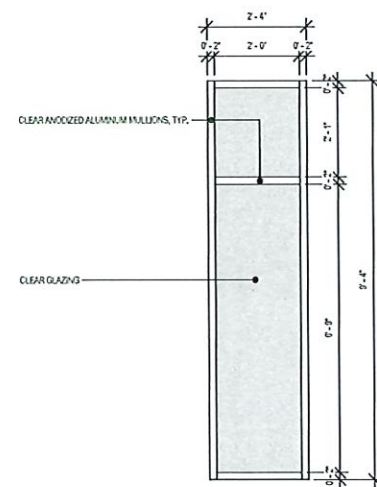
2
2.103
1/2" = 1'-0"
COURTYARD UPPER ELEVATION WINDOW ASSEMBLY



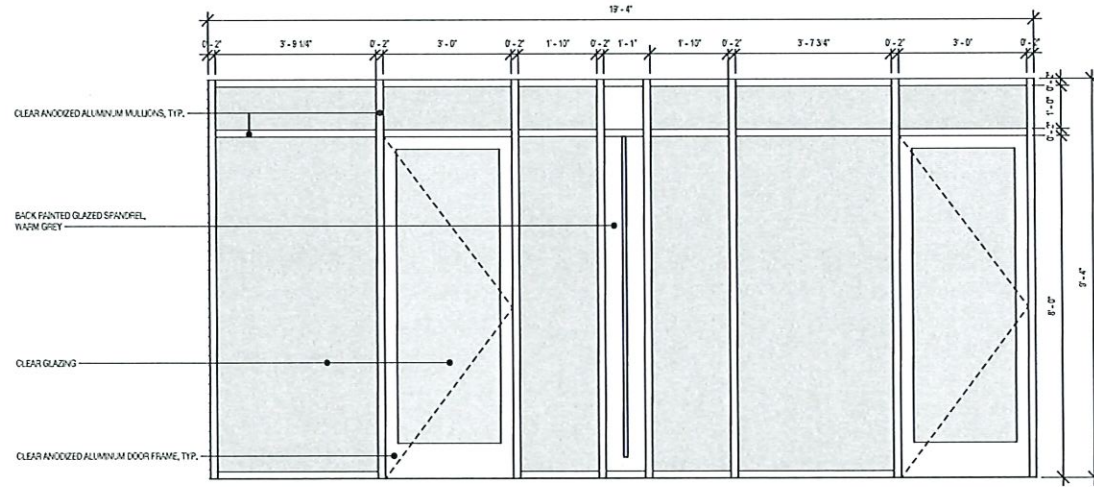
1
2.103
1/2" = 1'-0"
STRAWBERRY ST ELEVATION WINDOW ASSEMBLY



5
2.103
1/2" = 1'-0"
COURTYARD CORRIDOR EGRESS DOOR



4
2.103
1/2" = 1'-0"
COURTYARD 1ST LEVEL WINDOW IN CORRIDOR



3
2.103
1/2" = 1'-0"
COURTYARD 1ST LEVEL WINDOW ASSEMBLY



CLEAR ANODIZED ALUMINUM



BACK PAINTED GLAZED SPANFEL, WARM GREY

Drawings Accompanying
Certificate of Appropriateness
Application
6-20-2024

ad ARCHITECT:
ADO/ Architecture Design Office
128 E Main Street
Richmond, Virginia 23219
804.343.1212

**HOTEL CAPE CHARLES
STRAWBERRY ST
EXPANSION AND
CONFERENCE CENTER**

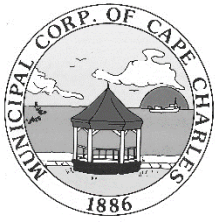
7 Strawberry Street
Cape Charles, VA 23301-3221

Unnamed

PROJ NUMBER SHEET NUMBER
HCC2022

2.103

SHEET SCALE
1/2" = 1'-0"



HISTORIC DISTRICT REVIEW BOARD

Meeting Date: August 20, 2024

Item #: 6D (2) – 646 Tazewell Avenue

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

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

Date: July 29, 2024

APPLICANT: Susan & Bob Eidam

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 646 Tazewell Avenue

WORK TO BE PERFORMED: Increasing width size of east side stoop

TAX MAP: 83A3-1-425

CURRENT ZONING: Residential (R-1)

LOT SIZE: 16,250 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1890, Queen Anne

Accessory Structure: N/A

DATE APPLICATION RECEIVED: July 2, 2024

PRE-APPLICATION MTG: June 25, 2024

DATE APPLICATION DEEMED COMPLETE: July 2, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): September 3, 2024

While the Planning/Zoning staff were doing site visits, they talked to Ms. Eidam about the progress of her project and discovered work was being done on the side stoop. Staff informed Zoning Administrator Katie Nunez that the stoop was not on the previously approved Certificate of Appropriateness. Ms. Eidam was contacted by phone and then came to the office to explain the project to staff.

The property owner questions were raised about building codes so, another site visit was done by Zoning Administrator Katie Nunez and Code Official Jeb Brady to answer all questions and get a full scope of work. The property owner was ordered to stop all work relative to the stoop and submit the required paperwork and obtain the necessary approvals before any further work could commence on this area of the house.

The applicant is seeking to increase the width size of the east side stoop from 70" to 130", keeping the depth at 30", repairing the rear porch on the east side of the two-story single-family home.

AERIAL MAP



MATERIALS:

Roof: Cedar Shingle

Flooring: 2 x 6 Tongue and Groove 5/4 Wood

Steps: Wood

STAFF ANALYSIS

ZONING COMPLIANCE

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

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.2: Building Types, Forms, & Associated Architectural Styles

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

Section 5.4.2: Porches

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed modification to the side stoop is in keeping with the Guidelines of the Historic District and 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

Violations

—

Fee

pd cc \$150

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: *sEidam*

Date: *7/2/2024*

PART 2: PROPERTY INFORMATION

Property Address: *646 Tazewell Ave*

Tax Map #: *83A3-1-428*

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: *Susan & Bob Eidam*

Mailing Address: *646 Tazewell Ave, Cape Charles, VA 23310*

Phone Number: *615-497-4518*

Email: *susan.eidam@outlook.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):

reconstructing the rear porch on the east side of the house.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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 *cedar shingles*

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	<i>porch roof only</i>
Existing Material: <i>asphalt shingle</i>	Proposed Materials: <i>cedar shingle</i>
Other / Additional Notes:	

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

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

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

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

Indicate the reason for change:

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ 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: 2x6's	Tongue & Groove 5/4 wood.
Ceiling:	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	wood bead board
If replacing, indicate the reason for replacement: disrepair & too small	
If altering, describe any proposed change (material, size, etc.): added 2 1/4 ft to each end.	
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 _____ 4 _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: wood wood	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: wood	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): wrong proportion riser & tread. corrected.	
Number of Railings to be: _____ Repaired _____ 2 _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: wood	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Type of Material to be used: wood	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): resized to fit and match front porch previously approved.	

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: <u><i>A Eidam</i></u>	Date: <u>7/2/2024</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: <u>8.16 (C) (3)(c)</u>	

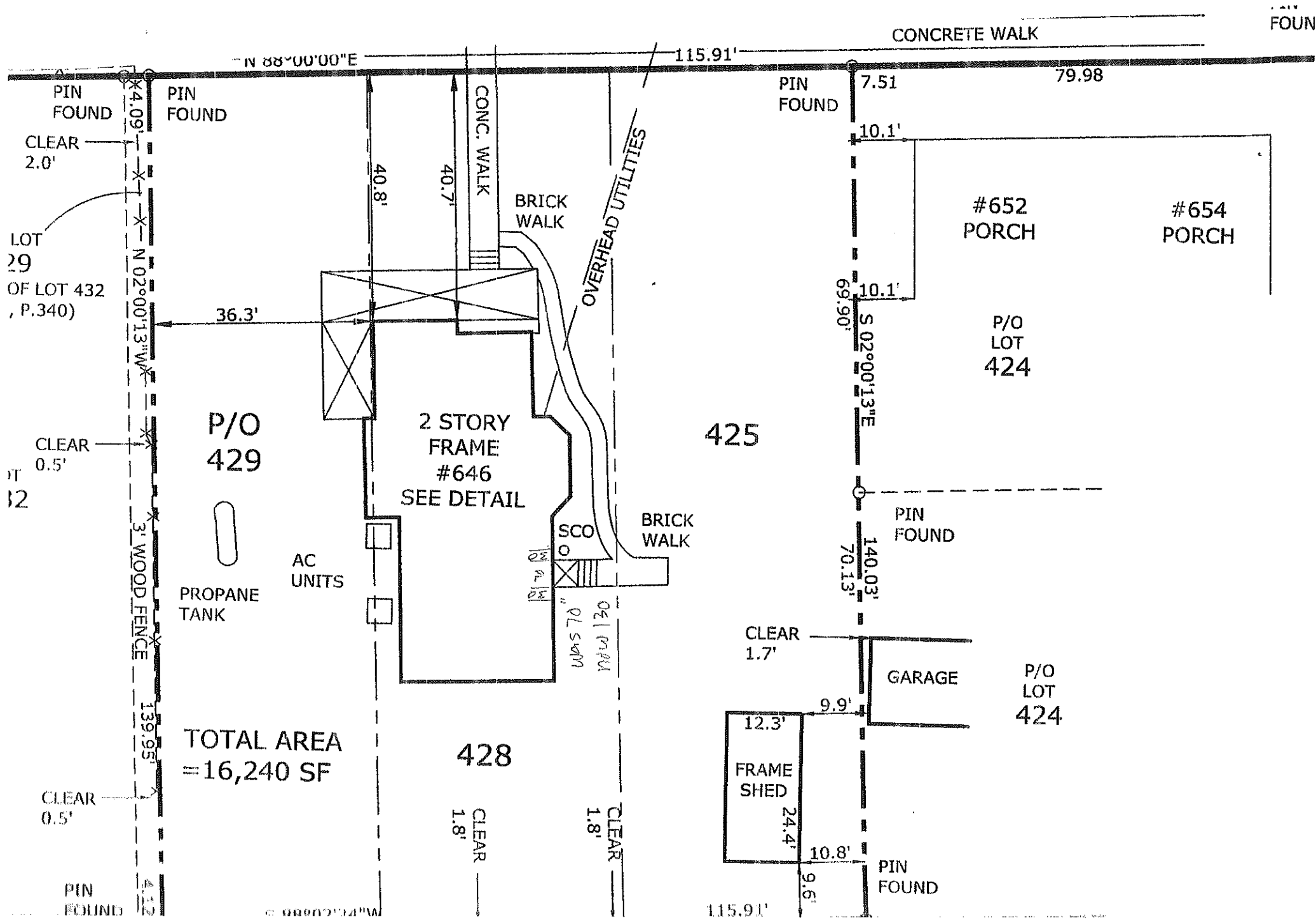
PICTURES of
ORIGINAL

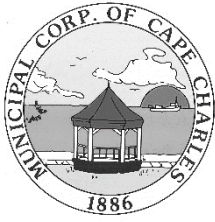


EXISTING



FOUN





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: August 20, 2024

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: June 13, 2024

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 521 Mason Avenue – install front walkway, side wood wall, and outdoor shower, pursuant to CCZO Section 8.17 (E)
- b. 127 Peach Street – replace front porch shingle roof and replace the chimney cap, pursuant to CCZO Section 8.17 (B)
- c. 209 Randolph Avenue – remove side window and cover opening with siding, and replace one rear window with smaller window, pursuant to CCZO Section 8.17 (H)

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. The property owner has supplied a signed and executed contract with a contractor to address all of the items raised in the Notice of Violation and has provided a calendar as well. I am still working with the property owner to receive the financial surety that there are sufficient funds committed to the contract.
- 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. A notice of appeal of Zoning Administrator decision has been received from the owner of 204 Bay Avenue over the unauthorized removal and replacement of the roof and installation of flashing to a chimney at said property. Said appeal will be heard by the Board of Zoning Appeals on ~~Tuesday, August 13 at 10:00 a.m.~~ This hearing has been rescheduled to Tuesday, October 8, 2024 @ 10:00 am.

4) OTHER: Demolition by Neglect Update

UPDATE ON DERELICT STRUCTURES IN CAPE CHARLES

July 1, 2024

**Prepared by
*Building Official Jeb Brady &
Planning and Zoning Administrator Katie Nunez***



- Since 2022, the Building Official and Planning & Zoning Administrator have joined efforts in addressing derelict structures in the Historic District and have worked with several property owners in getting them to willingly address renovations to the exterior of the house without having to initiate enforcement action.
- We have also issued Notices of Violation for Demolition by Neglect when the property owner has not been receptive to our initial outreach efforts to remedy properties in severe neglect.
- This presentation is to provide a status report on the outstanding or in-progress violation cases as well as the recent outreach initiated or Early Intervention on properties that are heading toward a classification of “Demolition by Neglect” unless steps are taken now to stop the deterioration.

PROPERTIES IN PROGRESS thru renovation/restoration FROM 2023/early 2024

ALMOST FINISHED

426/428 RANDOLPH AVENUE



On left, original look of the duplex structure.



In middle, some initial exterior work has been completed but still needs more TLC. Working with property owner now and work will be commencing May 2023.



On right, exterior work has been nearly finished. The contractor has been finalizing work on front porch and shutters for the windows.

VIOLATIONS IN PROGRESS of Rehab/Renovation FROM 2023/early 2024

Ongoing

542 Jefferson
Street

10/15/2021- Unauthorized Demolition of the House

House Pre-Demolition 2020



Lot Immediately after
Demolition – 10/13/2021



House in mid-construction as of July 1, 2024
Property has been sold and new owners will be
addressing this violation and completing the
construction of the house.



VIOLATIONS IN PROGRESS of Rehab/Renovation FROM 2023/early 2024

Just Started

1 Fig
Street

As of 7/9/2024, received executed contract for restoring the building envelope (roof, windows, doors, walls) with Schedule of Values and Projected Time Line (estim. 4 months). Still waiting on Financial Assurance for value of contract.



JUST STARTING: 619 Mason Avenue

Property Information:

- Property was purchased by Ware Neck Properties (Kerry Shackleford) on 9.19.2023, who has historic renovation experience
- Cleaned out the interior of 619 Mason Avenue
- Has been approved for renovation plans for exterior of house as of 1.10.2024
- Has been made aware that Certificate of Appropriateness permit is about to expire.
- No Notice of Violation has been issued on this property; rather, Town has been working cooperatively with the owner to remedy this property.



EARLY INTERVENTION CASES

PROPERTIES RECENTLY SENT LETTERS OF POSSIBLE VIOLATIONS OF DEMOLITIONS BY NEGLECT

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



RESPONSE AND ACTION TO DATE



TOWN STAFF IS WORKING WITH ALL OF THE PROPERTY OWNERS ON PLANS OF ACTION TO CORRECT THE DEFICIENCIES. THERE HAS BEEN A POSITIVE RESPONSE AND INTENT OF ACTION EXPRESSED BY THE PROPERTY OWNERS WHICH STAFF WILL CONTINUE TO OVERSEE AND ENSURE THAT THESE PROPERTIES ARE BROUGHT INTO COMPLIANCE WITH THE BUILDING CODE AND THE TOWN ZONING ORDINANCE AND HISTORIC DISTRICT GUIDELINES AND ARE NOT SEEN AS A BLIGHT ON THE NEIGHBORHOOD.



115 Fig Street



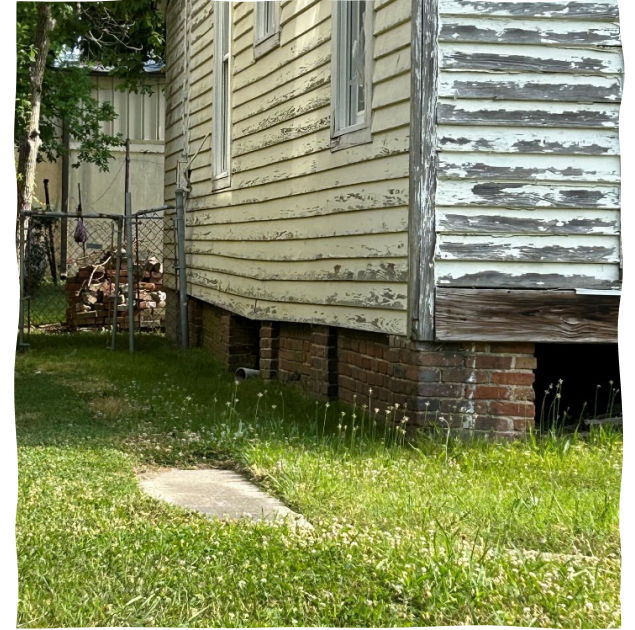
122 Pine Street



400 Jefferson Avenue



636 Madison Avenue



649 Monroe Avenue



Both the 3 active Violation Cases and the “Early Intervention” cases take a significant amount of staff time and effort to communicating with the property owner, reaching approval of the plan and obtaining all necessary permits, and then monitoring and ensuring the projects stay on track to the anticipated calendar.

Therefore, the departments will not be taking on any additional properties until we can bring to completion the list of properties outlined in this presentation. The only exception would be for an unforeseen emergency or act of God from a weather event.

If someone has a particular property that they are concerned with the condition of the structure, please e- mail or contact the Building and Planning Departments and provide that information to us and we will conduct an inspection of the property and would most likely classify for a future enforcement effort as soon as the list is whittled down from the current case load.

codeofficial@capecharles.org

planner@capecharles.org