

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
October 15, 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. **Organizational Meeting**
 - A. Election of Chairman, Vice-Chairman and Secretary – Discussion over when to place on agenda (per Bylaws, it is February)
4. **Public Comment**
5. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of minutes
 - (1) August 20, 2024 Historic District Review Board Regular Meeting
 - (2) September 17, 2024 Historic District Review Board Regular Meeting
6. **Unfinished Business:** None
7. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None
 - C. **RENOVATION, MINOR:** None
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 526 Tazewell Avenue: Wayne and Debbie MacMasters – to remove existing wood siding and trim from bay window and replace with AZEK on the two-story single-family dwelling.
 - (2) 128 Peach Street: Richard Baker – to replace the front porch wood balustrades with new composite balustrades on the two-story single-family dwelling.
 - (3) Tax map #83A3-1-584 on Randolph Avenue – John Lucas represented by Mitchell Homes – to construct a new 1,131 square feet two-story single-family dwelling.
 - (4) Tax map #83A3-1-418 on Monroe Avenue: Austin, Laura, Katherine Wagner – to construct a new 1,218 square feet two-story single-family dwelling.
 - E. **OTHER:** None
8. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
9. **Adjourn**

Agenda Item 4B (1)

Minutes



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
August 20, 2024
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were, Patricia James, Martin Mayer, Herb Thom, and Elizabeth Wright. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Planning/Zoning Compliance Officer and Administrative Assistant Jack Steinmayer, Town Clerk Libby Hume, and the applicants. There were seven of the public in attendance and eleven viewers on Facebook Live.

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

PUBLIC COMMENT:

Ms. Outten read letters and emails from Amy Townsend, Clark Cundiff, and Gus Epps that were submitted in writing. (Please see attached.)

Sam Jones, 538 Monroe Avenue

Mr. Jones thought that although the proposed design for the Hotel Cape Charles annex did not touch the Wilson Building, the renderings seemed to show an excess of outdoor lighting which did not seem to be in line with the Town's dark sky community.

There were no further public comments to be heard nor any other comments received in writing prior to the meeting.

CONSENT AGENDA:

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

Motion made by Vice-Chairman Thom, seconded by Member Mayer, to approve the minutes from the June 18, 2024 Historic District Review Board Regular Meeting with the address correction made under Agenda Item Other Business A. Report from Zoning Administrator Katie Nunez number (4) Demolition by Neglect Cases (iii) 636 Monroe Avenue should have been 636 Madison Avenue. The motion was approved by unanimous vote.

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) 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.

Josh Howard, the applicant representative, was available to answer questions.

The board discussion and questions were as follows: (i) Member James asked if there has been an existing side porch. Mr. Howard answered yes it was approximately five feet by five feet (5' x 5') and the proposal was to extend it and make it longer. (ii) Chairwoman Glaser wanted to know what the area being enclosed was. Mr. Howard said it was a porch and if approved it would be a bathroom as well as a utility closet for

the washer and dryer. and (iii) Member Wright thought the large wall space for the addition was a large blank space and should be broken up. She suggested adding a window or even a privacy window.

Motion made by Member Wright, seconded by Vice-Chairman Thom, to approve 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 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 4.4 – 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, and Section 7.1 – Alternative Materials; as stated in the application dated 5/6/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

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

1. *7 Strawberry Street: David Gammino dba Cape Charles Ventures, LLC – to construct an additional two stories on the existing one-story commercial building.*

Ms. Nunez gave an overview of the zoning review and the compliance of this project with the zoning ordinance in reference to parking, height, spacing of the addition from the existing neighboring building known as the Wilson Building, and the impact to the windows on the Wilson Building. (Please see the attached Cape Charles Zoning Ordinance Section 4.5 (C) (3).) Ms. Outten read the staff report.

David Gammino, the applicant, said he was sympathetic to the residents in the Wilson Building, but this building had a zero-lot line, and those windows should not have been allowed. He started explaining the proposed design of the new addition by referencing the Historic District Overlay Design Guidelines (HDODG) as the new construction should be representative of the current era in which the existing building was constructed and not try to replicate the structure. Mr. Gammino believed the materials were compatible to the guidelines and the front detail was not attempting to replicate a historic look. He said the rendering does not depict the actual lighting plan, and thought the architect was trying to illustrate the elements of the building. Mr. Gammino finished by correcting that the material for the building would be brick and not brick veneer as stated on the plans.

The board discussion and questions were as follows: (i) Member Mayer raised the issue of aluminum material not being allowed for use in the Cape Charles Zoning Ordinance Section 3.6 (F)(1)(e). Ms. Nunez understood that there were some instances when the zoning ordinance and the HDODG contradicted one another but, it was up to this board to decide if the materials were compatible. This issue has been noted. (ii) Chairwoman Glaser said the use of wood trim was no allowed per the guidelines and the zoning ordinance. She thought the scale of the proposed structure should be compatible to the area, and the balconies seem much larger than the ones on the Wilson Building. (iii) Member James said the project does

not seem to meet HDODG Section 5.12 as the scale is out of proportion to the existing building known as the Betis Building itself. (iv) Mr. Gammino said this had been a difficult project to meet all the requirements. The proposal was on the same scale, mass, and setback of the adjacent building. He would be willing to delete the apron from the balconies and replace the wood railings with metal railings to match the contemporary features of the adjacent building. (v) Vice-Chairman Thom thought removing the transom above the door would bring the door into proper scaling. There was much discussion regarding the door height as it was two feet (2') plus eight feet (8') which makes it appear like a very large door. (vi) Member Mayer focused on the allowable material as there was a great deal of subjectivity in the design elements. (vii) Mr. Gammino again stated that design and material changes were already being made and felt that a design change to the windows and door area was not appropriate. (viii) Chairwoman Glaser asked if there would be a way to scale down the glass. (ix) Member James wanted to know if the existing Wilson Building sign would be covered up; no. and (x) After much discussion about the amount of glass and door size, Mr. Gammino would do seven feet (7') doors with eighteen-inch (18") transoms.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 7 Strawberry Street on an application filed by David Gammino dba Cape Charles Ventures, LLC, to construct an additional two stories on the existing one-story commercial building per the Cape Charles 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, and Section 7.1 – Alternative Materials; as stated in the application dated 7/2/2024 with the designated conditions as following: (1) 2nd and 3rd floors would have seven feet (7') doors and eighteen inch (18") transoms, (2) the apron was being removed from the balconies, (3) the balcony balustrades would be metal/steel, and (4) the building would be full brick not brick veneer; and per all zoning ordinance requirements. The motion was approved by majority vote with Member James abstaining.

2. *646 Tazewell Avenue: Susan and Bob Eidam – to increase the size of the side porch on the two-story single-family dwelling.*

Ms. Outten presented the staff report and corrected the terminally from stoop to porch.

Susan and Bob Eidam, the applicants, clarified that the new door would bring the building up to code to comply with the American with Disabilities Act.

The board discussion and questions were as follows: (i) Chairwoman Glaser did not think this was consistent with the HDODG porch section. Ms. Eidam explained that this porch was not original to the house, therefore they were not reconstructing an original porch. (ii) Ms. Outten referenced HDODG Section 5.4.2 (5) (a) – porches can be located on the side, minimally visual from the public right of way. The application was to increase the size of the porch. and (iii) Member Wright believed that it was set back from the street and not really visual from the street.

Motion made by Member James, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 646 Tazewell Avenue on an application filed by Susan and Bob Eidam to increase the width of the east side porch from 70" to 130" 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 4.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, and Section 5.4.2 – Porches; as stated in the application dated 7/2/2024; and per all zoning ordinance requirements. The motion was approved by majority vote with Vice-Chairman Thom opposing.

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: front porch 127 Peach Street; (ii) Other: 521 Mason Avenue; 209 Randolph Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None. (3) Notices of Violations Issued on Behalf of the HDRB: (a) 1 Fig Street; (b) 204 Bay Avenue; and (4) Other: Demolition by Neglect Update: 426/428 Randolph Avenue – Almost finished; 542 Jefferson Avenue – Ongoing; Just Starting: 1 Fig Street and 619 Mason Avenue; Early Interventions: 115 Fig Street, 122 Pine Street, 400 Jefferson Avenue, 636 Madison Avenue, and 649 Monroe Avenue.

Ms. Nunez informed the board that the new owners of 542 Jefferson Avenue were in the process of submitting a new application.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member Wright, to adjourn the August 20, 2024 Historic District Review Board Regular Meeting at 6:36 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

**August 20, 2024 Historic District Review Board Regular Meeting
Comments Submitted in Writing**

Amy M. Townsend, Wilson Building Resident

August 19, 2024

Good Day,

My name is Amy Townsend and I've been a homeowner in Cape Charles for the past fourteen years. My residence is in the Wilson Building on Strawberry Street and I'm thankful to be part of such a friendly and supportive community.

It has recently been brought to my attention that the building beside my unit is requesting the city approval to build two additional floors above the one-story structure that currently exists. There are three windows in my unit's rear brick wall. The loss of all-natural light from the north would have a very significant impact on my living environment and the value of my home. Additionally, there are significant concerns regarding parking space available on Strawberry Street to support the proposed 10 hotel rooms plus parking for staff.

Thank you very much for your review and consideration regarding this important matter.

Respectfully,

Amy M. Townsend

Clark Cundiff, 245 Mason Avenue Unit #203

HISTORIC DISTRICT REVIEW BOARD

Meeting Date: August 20, 2024,

Item #: 6D (1) – 7 Strawberry Street

Dear Board:

I am requesting the Historic District Review Board of Cape Charles to deny the application for Certificate of Appropriateness from David Gammino dba Cape Charles Ventures, LLC for constructing an additional 2 stories to an existing commercial building at 7 Strawberry Street.

With the addition of 10 hotel rooms plus the staff that will be needed to run the hotel I am concerned that there will not be enough parking available. As an owner since 2010 on Strawberry Street we currently have issues finding available parking now and with the new addition I fear there will be no parking available for the current residents of the Wilson Building.

The addition of two stories will block all the natural light that currently is present on the 2nd, 3rd, and 4th stories adversely impacting the value of the property and the time living there.

I hope you will deny the application.

Sincerely,

Clark D. Cundiff

Augustus Epps, 245 Mason Avenue, Apt. 303

My apartment is number 303 in the Wilson Building. It is my understanding that this project, if built, will eliminate the only window in our master bedroom. I know of no law or municipal regulations that allow a new project to eliminate the access to light and air that our apartment presently possesses. Thus, I strongly object to the request by the proposed developer that this project be approved. In addition, I object to the project's proposal that it provide no parking for tenants and guests. Further, I join in the objections registered by the other owners of apartments in the Wilson building.

Because I will be in Richmond tomorrow evening and thus will be unable to attend tomorrow's meeting. I request that this letter be read into the record of the proceedings, and that no vote to approve the project be taken at this time.

construction of a permanent building or for some non-recurring purpose	
---	--

C. Shared parking. Referenced during ITEM 6D-1

1. Reduction of parking requirements through a shared parking arrangement may be granted by the Zoning Administrator through written request from an applicant and provision of one of the options provided in subsection C.2.
2. Options for a reduction of parking through a shared parking arrangement:
 - a. Option one: For properties sharing parking spaces under this provision, cross-easements shall be filed establishing access to the shared parking spaces in perpetuity and documentation of filing provided to the Town.
 - b. Option two: The minimum number of parking spaces where shared parking strategies are proposed shall be determined by a study prepared by the applicant following the procedures of the Urban Land Institute Shared Parking Report, Institute of Transportation Engineers Shared Parking Guidelines, or other approved procedures with approval by the Zoning Administrator.
 1. The actual number of parking spaces required shall be based on well-recognized sources of parking data such as the Urban Land Institute or Institute of Transportation Engineers reports. If shared parking rates are not available or limited, the applicant may collect data at similar sites to establish local parking demand rates.
 2. If the shared parking plan assumes use of an existing parking facility, then field surveys shall be conducted to determine actual parking accumulation. If possible, these surveys should consider the seasonal peak period for the combination of land uses involved.
 3. Said study must receive Zoning Administrator review and approval. The study shall document that the arrangement shall avoid conflicting parking demands and provide for safe pedestrian circulation and access.
3. Shared parking agreements shall be fully executed and submitted to the Zoning Administrator for review prior to receiving a Certificate of Occupancy.
4. In no case shall the Zoning Administrator approve a reduction of parking through a shared parking arrangement of greater than 25 percent for any use.
5. Any subsequent change in land uses within the participating developments shall require proof that adequate parking will be available. Prior to any change in use, the owner must apply to the Zoning Administrator for an evaluation and confirmation of the change. If the Zoning Administrator finds that the parking reduction is no longer justified, the Zoning Administrator shall notify the owner to construct the number of parking spaces necessary to meet the difference in the required parking between the proposed and previous uses.
6. A formal parking study may be waived by the Zoning Administrator for small developments where there is established experience with the land use mix and its impact is expected to be minimal.

D. Bicycle parking.



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
September 17, 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, Herb Thom and Elizabeth Wright. Patricia James and Martin Mayer were not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Planning/Zoning Compliance Officer and Administrative Assistant Jack Steinmayer, Town Clerk Libby Hume, and the applicants. There were no members of the public in attendance and five 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, nor any comments received in writing prior to the meeting.

CONSENT AGENDA:

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

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. Certificate of Appropriateness to Install a Fence:

There were no applications filed.

B. Modification to Approved Certificate of Appropriateness:

1. *10 Tazewell Avenue: Eva Noonan represented by Coastal Craftsman Builders – to modify the approved west rear addition on the one-story single-family dwelling.*

Ms. Outten read the staff report noting the modifications. She corrected that no door was proposed to replace a window.

Scott Simms, owner representative and contractor, described the changes to the scope of work previously approved. He added that the window specifications were the same as approved.

Vice-Chairman Thom thought this application was confusing to follow and track changes, especially if not in color.

Ms. Outten read comments submitted in writing by Member Mayer. (Please see attached.)

Motion made by Vice-Chairman Thom, seconded by Member Wright, to approve the modified application for a Certificate of Appropriateness at 10 Tazewell Avenue on an application filed by Coastal Craftsman Builders on behalf of Stephen Niemerski and Elfriede (Eva) Noonan, to construct a 306 Square feet side addition; 55 square feet rear deck and replace steps; replace a single rear window with a 5' x 6' double hung; install new doors on the accessory structure; and install fencing per the Cape Charles Historic District

Overlay Design Guidelines Section 3.2 – Building Types, Architectural Styles (Craftsman), Section 5.6 – New Additions to Contributing Buildings, Section 6.1 – Contributing Accessory Structures Associated with A Contributing Primary Building, and Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 9/4/2024; 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. *542 Jefferson Avenue: Gregory and Emily Gentry – to update and finish construction of a two-story single-family dwelling.*

Ms. Outten gave an overview of the application including the background for this project.

Gregory and Emily Gentry, applicants, were available to answer questions.

The board discussion and questions were as follows: (i) Vice-Chairman Thom had an issue with the front porch frame. He thought the original application stated that the porch flooring would be placed as it existed on the demolished house. Ms. Nunez and Ms. Outten recognized his concern and would research the previous building plans that were submitted. Staff would inform the board of the orientation that the porch flooring should be placed. Mr. Thom was adamant that framing was built the wrong way for the porch boards to be placed the correct way, sloping away from the building per the Historic District Overlay Design Guidelines (HDODG). Other board members referenced the guidelines for porches. Staff reiterated that the past approval and submitted plans would be looked at. (ii) Member Wright commented on the rear concrete usage. The applicants said that the least amount of concrete was used. (iii) The windows would follow the trim and sill HDODG. and (iv) Ms. Outten read comments submitted in writing by Member Mayer. (Please see attached.)

Motion made by Chairwoman Glaser, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 542 Jefferson Avenue on an application filed by Gregory and Emily Gentry, to continue construction on a 1,168 square foot two-story single-family dwelling with a 217.36 square foot front porch, 194 square foot screened-in side porch, 80 square foot side porch with 144 square feet of entryway/walkway pavers, and a 175 square foot rear concrete pad per the Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 8/5/2024; per the designated conditions as follows: (1) Window Sill: minimum of 1-1/2” and Window Casing or Trim: minimum thickness of 3-1/2” as stated on page 5-14 in the guidelines; and (2) front porch orientation would be built and laid as previously approved per staff research and determination; and per all zoning requirements. The motion was approved by unanimous vote.

2. *Tax Map #83A1-1-224 on Jefferson Avenue: Marisa and Brendan Walsh represented by Claudine Pierce dba Peacock Cottage LLC – to construct a new two and a half story single-family dwelling.*

Ms. Outten presented the staff report.

Claudine Pierce, owner representative, said that the rear porch material would be one inch (1”) tongue and groove flooring, shutters were composite, and reiterated that the rear outdoor enclosed shower was located under the upper stoop that takes you to the rear porch.

Ms. Outten read comments submitted in writing by Member Mayer. (Please see attached.) Answers from some of his concerns were as follows: (i) Zoning Department confirmed the prevailing setback and reminded the HDRB that this was a zoning matter. and (ii) Ms. Pierce filled-in some of the missing materials.

When asked about the design of the home fitting in the neighborhood; Ms. Pierce answered that other double front porches could be found on Bay Avenue (8), different block of Jefferson Avenue (4), and Washington Avenue (4).

Motion made by Member Wright, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-224 on Jefferson Avenue on an application filed by Claudine Pierce dba Peacock Cottage LLC on behalf of Marisa and Brendan Walsh to construct a new two and a half story single-family dwelling with a 240 square feet front and 116 square feet side one and two-story porches, and a rear second floor screened-in porch with an enclosed shower under the stairs per the Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 8/5/2024; and per all zoning ordinance requirements. 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: 515 Monroe Avenue; 501 Nectarine Street; 217 Randolph Avenue front porch; 649 Randolph Avenue; 111 Tazewell Avenue; (ii) Other: 408 Jefferson Avenue; 520 Randolph Avenue; 541 Tazewell Avenue; (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None. and (3) Notices of Violations Issued on Behalf of the HDRB: (a) 1 Fig Street – Certificate of Appropriateness issued to weatherproof the building; (b) 204 Bay Avenue – Notice of Appeal of Zoning Administrator’s decision has been received and would be heard at the October 8th board of Zoning Appeals meeting.

Vice-Chairman Thom asked about lead paint abatement for a house on Fig Street. Ms. Nunez said that was not handled in the zoning ordinance but was taken care of by the building official.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member Wright, to adjourn the September 17, 2024 Historic District Review Board Regular Meeting at 5:55 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

**September 17, 2024 Historic District Review Board Regular Meeting
Comments Submitted in Writing**

*Martin Mayer, Member Historic District Review Board
Via email: 9/17/2024*

Hi all,

Here are my notes for tonight's meeting. Italicized lines can be read if anyone desires, the rest is more for consideration and discussion amongst the board. Marty

10 Tazewell

-Is the window being removed original?

-I believe the proposed work is compliant, but I don't see rationale about this being a modification to the COA. The scope of work is more different than it is similar to what was previously approved. Perhaps something to consider in the future...

-This application is a struggle to comprehend with the changes and strikethroughs. In the future, more appropriate sketches that contrast with what was previously approved would be helpful. Same case with the summary outline where directions and terminology differ from prior (referred to as "side" and "rear") and new text (referred to as "rear", "west", and "north").

542 Jefferson

-This property already has a garage with living space, correct? The applicants are proposing to build a second garage (with living space) on the lot? Are there any other properties in town with multiple garages?

Jefferson

-Several missing material items...

-How large is the house/project? The summary states 1,410 sq ft with a 240 sqft porch. The zoning compliance section states a 1,200 sq ft house with a 240 sq ft porch.

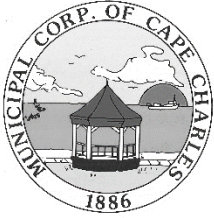
-The house looks to be substantially closer to the street than the other homes on that block of Jefferson. Is this the case? What is the difference in the setback with the neighboring properties?

Martin Mayer, Ph.D.

Department of Political Science and Public Administration
University of North Carolina, Pembroke
Pembroke, NC 28372

Agenda Item 6D (1)

526 Tazewell Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 15, 2024

Item #: 6D (1) – 526 Tazewell Avenue

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

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

Date: September 23, 2024

OWNER: Wayne and Debbie MacMasters **TYPE OF APPLICATION:** Pre-Application/Application for Certificate of Appropriateness

SITE ADDRESS: 526 Tazewell Avenue **WORK TO BE PERFORMED:** Removing and replacing plywood and wood trim from a bay window

TAX MAP: 83A3-1-464 **CURRENT ZONING:** Residential (R-1)

LOT SIZE: 5,200 sq. ft. **HISTORIC REGISTER:** CONTRIBUTING
Description: Ca. 1910, Folk Victorian
Accessory Structure: Garage, CONTRIBUTING

DATE APPLICATION RECEIVED: September 3, 2024

PRE-APPLICATION MTG: October 15, 2024

DATE APPLICATION DEEMED COMPLETE: September 3, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 4, 2024

The applicant is seeking to remove the existing plywood and wood siding and trim from the second-story bay window on the left side of the two-story single-family home and replace with AZEK molding, AZEK fascia, AZEK colonial outside corner, and AZEK rolled outside corner. The design of the exterior of the building will not change.

AERIAL MAP



MATERIALS:

Window: Not being replaced only outside areas
Vertical Molding between bays: AZEK 1.63" x 2 x 70"
Molding: AZEK 1.75" x 5'
Fascia/Siding next to window: AZEK 9" x 5'
Colonia Outside Corner: AZEK ½" x 5'
Fascia/Siding below windows: AZEK 3' x 4'
Rolled Outside Corner: AZEK 1.75" x 68"

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 (Page 3-12): Building Types, Forms, & Associated Architectural Styles – Folk Victorian
Section 4.4: Woodwork – Exterior, Decorative Trim, & Porches
Section 5.4.1: Wood Siding & Trim
Section 7.1: Alternative Materials

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the proposed alternative materials for the siding and trim on the bay window are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents

RECEIVED
9/3/2024



Certificate of Appropriateness Application Renovation

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x24 x31
planningtech@capecharles.org

Revised 03/2023	
Taxes	✓pd
Violations	NA
Fee	
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: *Wayne*

Date: 9/3/24

PART 2: PROPERTY INFORMATION

Property Address: 526 TAREWELL AVE, Tax Map #: 83A1-1-464
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: WAYNE AND DEBBIE MACMASTERS
Mailing Address: 2 WILLARD PLACE, NEWPORT NEWS, VA, 23606
Phone Number: 757-775-7034
Email: Wayne@tidewateronthefly.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: _____

RECEIVED

PART 5: PROJECT INFORMATION

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

REMOVE ROTTED WOOD FROM BAY WINDOW (2 STORIES) ON LEFT SIDE OF HOUSE, REPLACE WITH ASK AND PAINT TO MATCH THE LOOK OF THE PRESENT BAY WINDOW. (WINDOWS, ROOFS AND ~~WALLS~~ ARE NOT DAMAGED AND WILL NOT BE REPLACED)

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

A. ADDITION ☐ Not applicable

SEE SECTION 5.6 or 5.12 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

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

Stories: Building height: Footprint: Gross square footage:

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

B. ROOF ☒ Not applicable

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

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

Location (Pictures of existing condition):

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

C. DOORS ☒ Not applicable

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

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

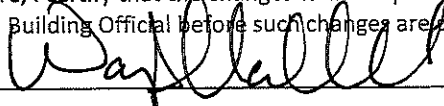
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

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

Indicate the reason for change:

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
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:	
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: <u>WOOD</u>		Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	
Type of Material to be used: <u>ALUM</u>			
Dimensions: <u>SEE ATTACHED DOCUMENT "526 TAZEWELL BAY WINDOW REPLACEMENT SPEC"</u>			
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>9/3/24</u> Zoning Administrator's signature: _____ Date: _____ Zoning Ordinance Article VIII Section: <u>8.16(C)(3)(e)</u> <u>material change</u>	

526 Tazewell Bay window replacement specs

Job purpose: presently the bay window is constructed of plywood and wood trim/moldings, all of which are rotting and showing extensive rot (see attached photographs and report from home inspection). The purpose of this repair is to replace existing rotted wood elements (fascia, moldings) with Azek elements without changing the aesthetics.

Summary of work: remove rotted wood elements and replace with Azek, paint with exterior paint with no aesthetic changes made to the house. The house will look exactly as it does presently with the exception of the elimination of rotted elements.

Overall design: bay window, 5 sided with two short sides connecting to the main house and 3 equal sided walls each with a lower window, a transition area with vertical shingles, and upper windows. Each section of the bay is separated by molding.

Elements:

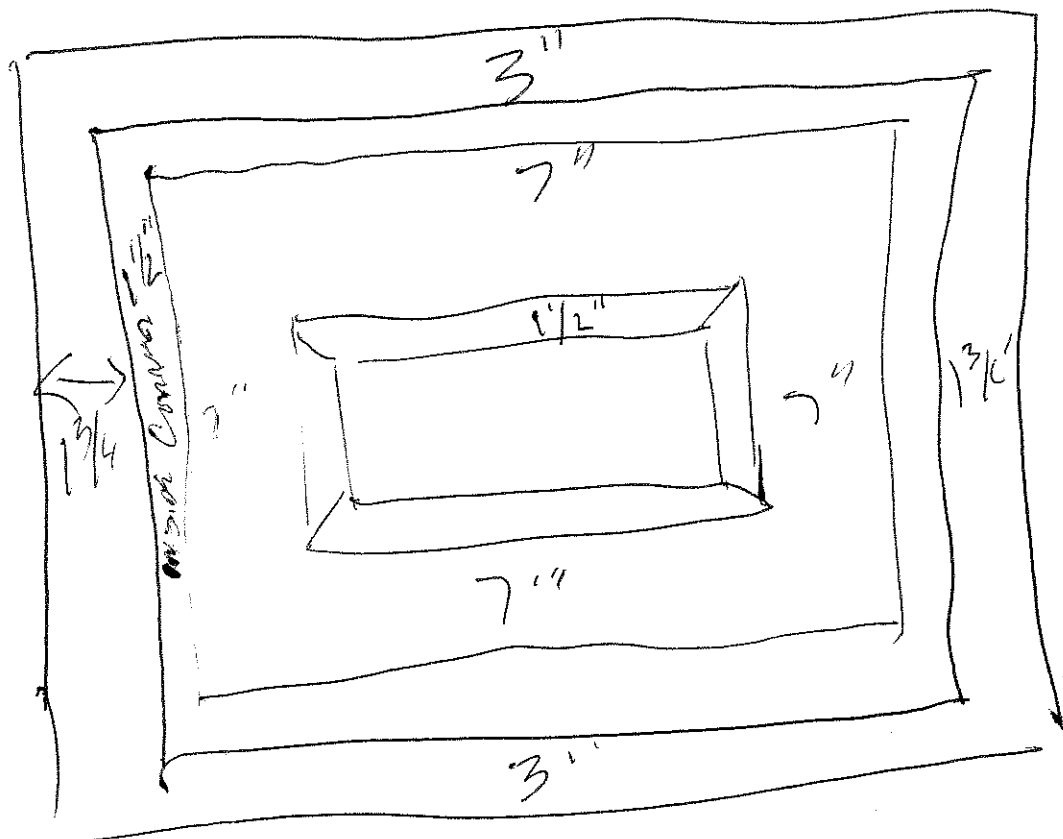
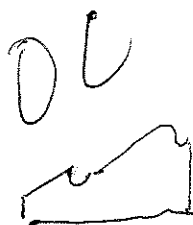
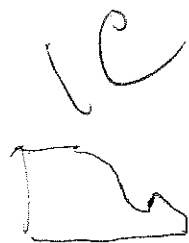
Old	Number	Size	New	Aesthetic Change?
Windows	6	NA	not replaced	No
Vertical shingles	105	NA	not replaced	No
Wood sill	3	3" WIDE x 13'2"	not replaced	No
Aluminum mini-roof hang-over	13'2"		not replaced	No

Window areas: there are six (6) windows, 3 below and 3 above.

Old	Number	Size	New	Aesthetic Change?
Vertical molding between bays 6 Total length of molding: 350"		1.63"X2X70"	Azek molding	No
Window molding Total length of replacement molding:	6	1.75" x 5' 987.75" (belly window casing molding)	Azek window molding	No
Fascia next to window Total surface area of replacement fascia: 46 square feet	12	9"x5'	Azek fascia	No
Colonial outside corner 6 Total length of replacement outside corner modling: 48'	1/2" x 5'	Azek Colonial outside corner		No
Fascia below windows Total surface area of replacement fascia under windows: 36 square feet	3	3' X 4'	Azek fascia	No
Rolled Outside corner Total length of replacement outside corner molding: 68"	3	1.75" X 68"	Azek rolled outside corner	No

526 Tazewell Avenue Pictures of Wood Damage to Bay Window





(2) Right

(2) Left





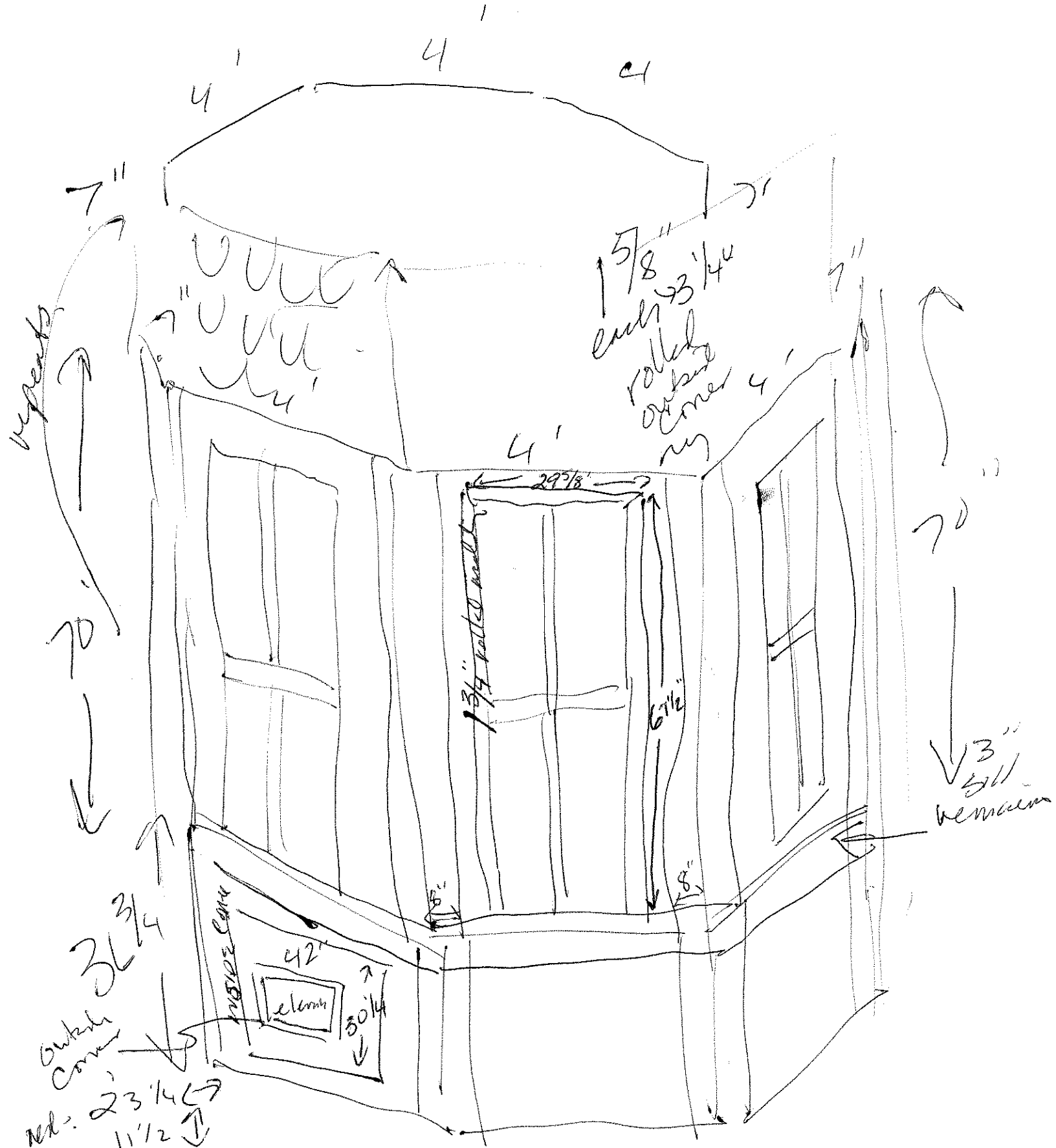






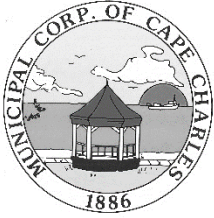


Neutral match
 ①  = across all windows



Agenda Item 6D (2)

128 Peach Street



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 15, 2024

Item #: 6D (2) – 128 Peach Street

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

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

Date: September 24, 2024

OWNER: Richard Baker

TYPE OF APPLICATION: Pre-Application/Application
for Certificate of Appropriateness

SITE ADDRESS: 128 Peach Street

WORK TO BE PERFORMED: Remove front porch wood
balustrade and replace with new AZEK balustrades

TAX MAP: 83A3-1-489A

CURRENT ZONING: Residential (R-1)

LOT SIZE: 2,089.42 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1890, Queen Anne

Accessory Structure: NA

DATE APPLICATION RECEIVED: August 20, 2024

PRE-APPLICATION MTG: October 15, 2024

DATE APPLICATION DEEMED COMPLETE: September 3, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 4, 2024

The applicant is seeking to remove the existing front porch wood turned balustrades 36" and front step turned balustrades 36" x 20" on the two-story single-family home and replace with vinyl turned balustrades. The columns are not being replaced.

AERIAL MAP



NATIONAL PARK SERVICE DIAGRAM Parts of a Porch:

Balustrade around floor (m, n, o)
m - Top rail of balustrade
n - Balusters of balustrade
o - Bottom rail of balustrade



MATERIALS:

Vinyl Balustrade Kit: Turned Post: 4" x 4" x 48" with 1-1/2" turned baluster; Post Cap: 4" x 4"

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

Section 4.4 (Page 4-11): Woodwork – Exterior, Decorative Trim, & Porches – Porches and Associated Features

Section 5.4.2 Pages 5-17 & 5-18): Porches - Handrails

Section 7.1: Alternative Materials

STAFF RECOMMENDATION:

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

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

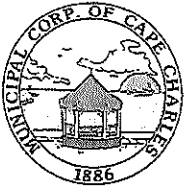
The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

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

Attachments:

Attachment 1 – Application and Documents

RECEIVED
8/20/24



Certificate of Appropriateness Application Renovation

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x24- x31
planningtech@capecharles.org

Revised 03/2023	
Taxes	✓ Pd RS
Violations	NA
pd cc Fee	\$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: RSB Date: Aug 20-24

PART 2: PROPERTY INFORMATION

Property Address: 128 Peach St. Tax Map #: 83A3-1-489A
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: Richard Baker
Mailing Address: 128 Peach St. Cape Charles VA 23310
Phone Number: 804-339-0151
Email: Sonia.blome@hotmail.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: Richard Baker
Mailing Address: 128 Peach St.
Phone Number: 804-339-0151
Email: Sonia.blome@hotmail.com / toby.baker@yahoo.com

PART 5: PROJECT INFORMATION

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

Remove & Replace rotten porch railings
along porch and steps. (likely replace wood w/composite material)

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

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

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Existing Material:	Proposed Materials:

Other / Additional Notes:

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

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

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

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

Indicate the reason for change:

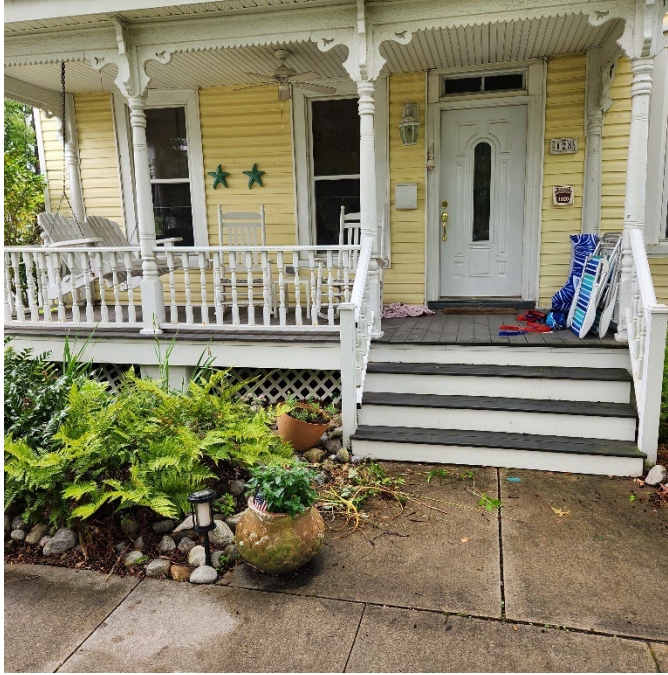
D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add 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: <u>0</u> Repaired <u>0</u> Replaced <u>0</u> Altered	
Location (Attach pictures; Survey may be requested): <u>128 Peach St.</u>	
Existing Material: <u>Wood</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: <u>Composite</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>Wood Railings are now rotten and need to be replaced.</u>	
Number of Railings to be: _____ Repaired <u>6</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): <u>128 Peach Street</u>	
Existing Material: <u>Wood</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Type of Material to be used: <u>Composite</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): <u>Wood Railings are rotten and need to be replaced</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>R. Earl</i> _____ Date: <u>8/20/24</u>	
Zoning Administrator's signature: _____ Date: _____	
Zoning Ordinance Article VIII Section: _____	

128 Peach Street Pictures:

Existing Front Porch and Step Wood Balustrade





Property Address: 128 Peach Street, Cape Charles VA

This document outlines the colors, sizes, material type and style of the materials used when completing the work. .

Height of stair rails and porch railings: 36"

Color: White

Structural Posts: Structural Post for 42" Rail Height – Thru/Fascia Mount



Vinyl Post Sleeves & Post Wraps: 4" x 4" x 48" Turned Post Sleeve (requires structural post)



Vinyl Post Caps: 4" x 4" Elite Post Cap



T-Top 1 1/2" Turned Baluster Rail Kits– 36" Height:

6' x 36" H – Level Rail Kit

8' x 36" H – Level Rail Kit

6' x 36" H – 26o to 38o Stair Rail Kit



Railings: White

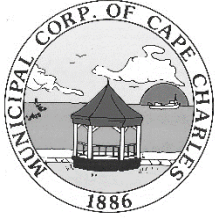


T-Top

Agenda Item 6D (3)

Tax Map #83A3-1-584

Randolph Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 15, 2024

Item #: 6D (3) – Lot 584 Randolph Avenue (Tax Map #83A3-1-584)

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

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

Date: September 26, 2024

APPLICANT: Mitchell Homes

OWNER: John Lucas

TYPE OF APPLICATION: Pre-Application/Certificate of Appropriateness

SITE ADDRESS: Lot 584 on Randolph Avenue

TAX MAP: 83A1-1-224

LOT SIZE: 5,600 sq. ft.

WORK TO BE PERFORMED: New 1,120 square feet, 2-story single-family residence

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Not listed

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: September 3, 2024

PRE-APPLICATION MTG: October 15, 2024

DATE APPLICATION DEEMED COMPLETE: September 3, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 4, 2024

The applicant is seeking to construct a new 1,120 sq. ft., two-story single-family residence with a 28' x 8' (224 sq. ft.) front porch, a 4' x 2.5' (10 sq. ft.) side stoop, and a 12' x 12' (144 sq. ft.) rear deck. The application also includes the installation of a 52 sq. ft. front concrete walkway. Although this lot is currently vacant, new construction should be compatible, sympathetic, and complementary to existing buildings.

AERIAL MAP



MATERIALS:

Roof: House – Dimensional Fiberglass Shingles (Pitch: 4:12 & 12:12); Porch – Shingles (Pitch: 3:12)
Fasia & Rake Board: 2 x 6 Aluminum Wrapped
Gutters: 5” K-Style Aluminum
Siding: Spencer Lap Vinyl
Windows: Double Hung Vinyl 1/1; Trim: Top: 6”, Side: 4” PVC; Sills: 2” PVC
Doors: Front: Fiberglass 3068 3-lite with transom; Side: 2868 Steel 9-lite with transom; Back: 5068
Sliding Glass with transom; Trim: PVC
Front Porch: Decking: Pressure Treated Wood; Columns: 6” Square PVC; Balustrade – 5/4” x 3-1/2”
Square PVC; Piers: Brick; Steps: Brick
Side Stoop: Pressure Treated Wood
Rear Deck: Decking: Pressure Treated Wood; Railings: Pressure Treated Lumber; Steps: Brick
Foundation: Front: Brick Veneer Sides & Rear: Parged block
Front Walkway: Concrete

STAFF ANALYSIS**ZONING COMPLIANCE**

The proposed project is seeking to construct 1,120 square feet, two-story single-family residence with a 168 square feet front porch, 10 square feet side stoop, 144 square feet rear deck, and the installation of a front walkway. The proposed materials are in conformance with the Zoning Ordinance for new construction and Zoning Compliance is achieved based upon this application to the HDRB. However, the prevailing setback has not been confirmed, and the site plan needs to be amended on several minor points relative to including the required language concerning the CBPA and the RPA/RMA.

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

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 5.13: New Construction of Primary Buildings

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

Section 9.3: Decks, Ramps, & Patios

Section 9.5: Landscaping

STAFF RECOMMENDATION:

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

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

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

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

Attachments:

Attachment 1 – Zoning Checklist

Attachment 2 – Application and Documents

DECISION OF ZONING REVIEW**BY: Tracy Outten, Planning & Zoning****Asst. Preservation & Admin.****DATE: September 27, 2024****REVIEW DONE FOR: HDRB Mtg****COMMENTS:****DECISION:****ZONING REVIEW CHECK LIST****Residential -1 District**

Address of Property	Randolph Avenue
Property Owner's Name	John S. Lucas and Randi Thomas
Tax Map #	83A3-1-584
Seeking Permit for:	New 1,120 sq. ft, 2-story single-family residence with a 224 sq. ft. front porch; 10 sq. ft. side stoop, 144 sq. ft. rear deck, and 52 sq. ft. front concrete walkway

- ☒ 1) Verify that proposed use is use allowed by right: Single Family dwelling or accessory building (shed, garage) or Home Occupations or other: **New 1,120 sq. ft, 2-story single-family residence with a 224 sq. ft. front porch; 10 sq. ft. side stoop, 144 sq. ft. rear deck, and 52 sq. ft. front concrete walkway**
- ☒ 2) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix B. **MidAtlantic Surveying and Land Design, Inc dated 7/22/24**
- ☒ 3) Lot & Dwelling Size & LOT COVERAGE

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

LOT SIZE	HOUSE SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
5,600	1,120	0	1,120	20%	YES

- ☒ 4) Setbacks – Conforming Lots (up to 5,600 sq ft):
 (a) Front: 30 ft or prevailing: **PREVAILING 10 ft.**
 (b) Side: 5 ft: **Actual: West: 6 ft East: 6 ft**
 (c) Rear: 25 ft: **Actual: 80 ft**
If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width
SEE NOTES FOR ACCESSORY BUILDINGS
 (d) Corner Lots – Minimum Side is 5 ft. or prevailing: **Not Applicable**
NOTES:
 • **DECKS & PATIOS NOT ALLOWED IN FRONT YARD;**
 • **See Section 4.2 (F) for Projections Allowed in Required Setbacks.**
- ☒ 5) Is there a fence/wall? **NO FENCE or WALL INDICATED.**
 If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.
 If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.
- ☒ 6) Minimum Lot Width – 40 ft.
- ☒ 7) Height Restrictions for Main Structure/House: 40 ft' height max or 2 ½ stories: **Actual: 27 ft.**
 (see Sec. 4.2 (C) for exceptions)
- ☒ 8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements
 a) Proportions – 1:1 to structures in neighborhood: **YES**
 b) Scale and orientation: **YES**
 c) Roof Pitch – prevailing standard or 8:12: **Actual: 3:12, 4:12 & 12:12**
 d) Windows & Doors: **YES**
 • Double hung windows or prevailing standard; jalousie, picture, and horizontal windows only in traditional American ranch style architecture: **Double-hung 1/1**
 • Exterior doors should be paneled or have glass panels; flush doors not allowed. **Front: 3-lite with transom, Side: 9-lite with transom, Rear: Sliding Glass**
 e) Porches – min depth of six feet & cover 80% of width of front building façade.: **28 ft. & 100%**

ACCESSORY STRUCTURES ONLY – Additional Requirements: NOT APPLICABLE

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

☐ 11) Distance between Accessory Structure and Main Building – min of 15 ft.: N/A

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

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

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

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



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	PD
Violations	NA
Fee	\$500 PD
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature: Deborah Lumpkin Mitchell Homes Attorney in fact for John Lucas

Date: 26/09/24

PART 2: PROPERTY INFORMATION

Property Address: 512 Randolph Ave

Tax Map #: 83A3-1-584

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

Zoning District: TR-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: John Lucas

Mailing Address: 15 Peter Christopher Dr Landenberg PA 19350

Phone Number: 610 517 0053

Email: N/A

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: Miteneil Homes

Mailing Address: 14300 Somerville Ct Midlothian VA 23113

Phone Number: 804 290 0773

Email: clumpkin@miteneilhomesinc.com

PART 5: PROJECT INFORMATION

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

Construct new stick built SRD

PART 6. NEW CONSTRUCTION				
See Section 5.13 & 6 of the Historic District Design Guidelines				
First Floor Building Area (sq. ft.):		1131		
Total Gross Floor Area (sq. ft.):		2175		
Front Building Setback (ft.):		20		
Building width (ft.):		28		
Building Height	Feet:	27	Stories:	2
Roof pitch:		12/12		
A. Foundation	Material to be used: Brick veneer (front) Paired block (sides & rear)			
B. Roofing	Material to be used: Asphalt Shingles 4 Dimensional Fiberglass Shingles			
	Chimney? ☒ No ☐ Yes - Number _____ Materials: _____			
C. Siding	Material to be used:	Vinyl	SPENCE LAY SIZE THICKNESS 1/4" CAP	
D. Steps	Material to be used:	Brick Steps		
E. Railing	Style and Material to be used: (5) 1 1/4" x 2" PVC 3 1/4" x 2" PVC 3 1/2"			
F. Porch	Length:	28	Width:	28
	Material to be used: Floor:	Pressure Treated Wood		
	Skirting:	N/A		
G. Deck	Length:	12	Width:	12
H. Doors	Width:	3	Height:	6'8" w/12" transom
I. Windows	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)			
J. Trim	Material to be used: Window 1000 5/4" x 6" header 4" casing 2" sill			
K. Hardscape	Indicate the placement and dimensions of any of the following on your site plan.			
	Driveway:	☒ No	☐ Yes - Materials:	_____
	Walkway:	☐ No	☒ Yes - Materials:	Concrete
	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).

Construct Cape Cod Cottage style size appropriate
to complement existing homes

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

All listed and set plans

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: Dwy

Date: 9/3/2021

Zoning Administrator's signature: _____

Date: _____



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: 512 Randolph Ave

Tax Map #: 83A3-1-S84

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: John Lucas

Mailing Address: 15 Peter Christopher Dr Landenberg PA 19350

Phone Number: 6105170053

Email: —

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

Mitencii Homes

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Mitencii Homes

Mailing Address: 14300 Somerville Ct Middleburg VA 23113

Phone Number: 8042900773

Email: dlumpkin@mitenciihomesinc.com

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner: John Lucas Date: 8/7/24

State of _____, County of _____ The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (name of person acknowledged)

Signature of Notarial Officer: _____

Notary Registration number: _____

My commission expires: _____

Seal

DESIGN CRITERIA:
WIND SPEED: 120 MPH
SEISMIC DESIGN: B
SNOW LOAD: 10 PSF
CONCRETE BEARING CAPACITY: 3000 PSI

FIRST FLR: 1,128 S.F.
SECOND FLR: 703 S.F.
TOTAL LIVING AREA: 1,831 S.F.
UNFINISHED STORAGE: 154 S.F.
COVERED PORCH: 168 S.F.
TOTAL AREA UNDER ROOF: 2,193 S.F.
DECK: 144 S.F.
TOTAL: 2,297 S.F.



DRAWING INDEX	
SHEET #	SHEET NAME
A1.0	COVERSHEET
A1.1	GENERAL NOTES
A2.1	FRONT & REAR ELEVATIONS
A2.2	SIDE ELEVATIONS
A3.1	FOUNDATION PLAN
A3.2	FRAMING PLANS
A3.3	FINISH PLAN
A3.4	ENLARGED FLOOR PLAN
A3.5	ELECTRICAL PLAN
A3.6	ROOF PLAN
A4.1	BUILDING SECTION
A4.2	TYPICAL WALL SECTION
A4.3	MISC. DETAILS
A4.4	BATH & COACH LIGHT DETAILS
A4.5	FIREPLACE DETAILS
A5.1	BRACED WALL LAYOUT



THE LUCAS, J. RESIDENCE
FOR PERMIT

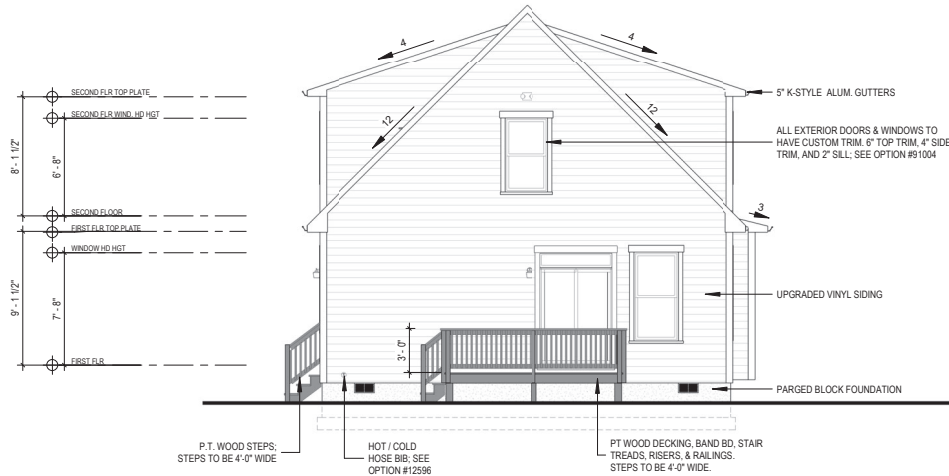
SEPTEMBER 3, 2024

MITCHELL HOMES, INC.
14300 SOMMERVILLE COURT MIDLOTHIAN, VA 23113
PHONE: 804-378-5211 FAX: 804-378-0811
WWW.MITCHELLHOMESINC.COM

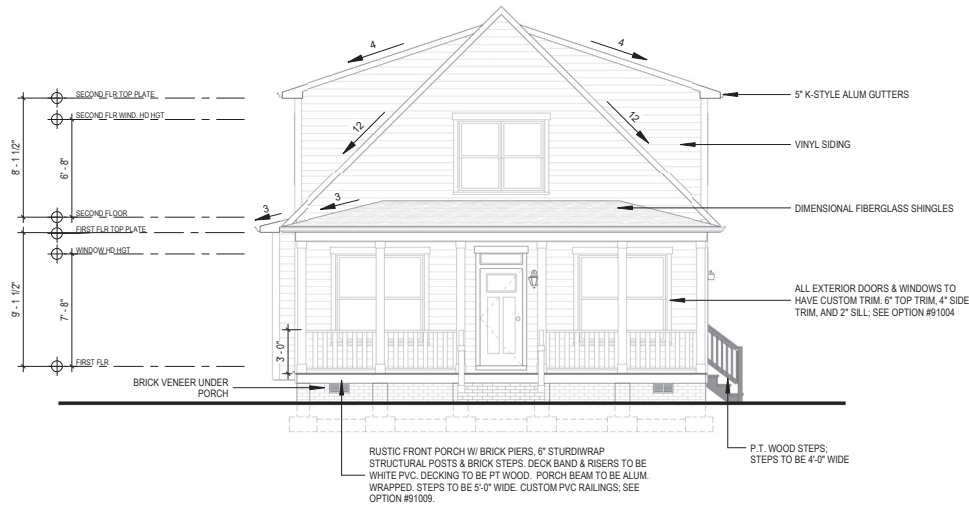
ALL WORK SHALL CONFORM WITH ALL GOVERNING LAWS,
CODES AND ORDINANCES INCLUDING, BUT NOT LIMITED
TO, THE VIRGINIA RESIDENTIAL CODE (2018).

ELEVATION NOTES:

1. # OF STEPS DEPENDENT ON GRADE, 3 STEPS INCLUDED. SEE CONTRACT FOR ADDITIONAL FOUNDATION CHARGES.
2. GRADING LINE ON PLANS IS NOT AN ACCURATE REPRESENTATION OF THE EXISTING LOT. GRADE TO BE VERIFIED IN FIELD. HOUSE MAY CHANGE DUE TO EXISTING CONDITIONS.
3. ALL BRACKETS, ETC. MOUNTED ONTO THE EXTERIOR SHALL BE ATTACHED BY MOUNTING BLOCKS OR PVC.
4. ALL FASCIA AND RAKE BOARD TO BE 2X6, WRAPPED ALUMINUM, AND INSTALLED BY FRAMERS.
5. FRAMER TO PROPERLY FLASH AND INSTALL BAND/ LEDGER BOARD FOR ALL DECKS/ STOOPS.
6. CUSTOM RAILING W/ 3-1/2" PVC TOP RAIL & 3-1/2" PVC BALUSTERS, FRONT PORCH. SEE OPTION #91009.
7. ALL EXTERIOR VENTS TO MATCH.
8. EXTERIOR COACH LIGHT @ ENTRY DOOR TO BE INSTALLED @ 80" A.F.F.
9. 9 FT CEILING ON FIRST FLOOR; SEE OPTION #00090.



② REAR ELEVATION
1/4" = 1'-0"



① FRONT ELEVATION
1/4" = 1'-0"

FIRST FLR: 1,128 S.F.
SECOND FLR: 703 S.F.
TOTAL LIVING AREA: 1,831 S.F.
UNFINISHED STORAGE: 154 S.F.
COVERED PORCH: 168 S.F.
TOTAL AREA UNDER ROOF: 2,153 S.F.
DECK: 144 S.F.
TOTAL: 2,297 S.F.



MITCHELL HOMES, INC.
1430 SOMERVELL RD. SUITE 200
NORTHAMPTON COUNTY, VA 23113
PHONE: 804-378-5211
FAX: 804-379-6801
WWW.MITCHELLHOMESINC.COM



#	REV.	DATE	DESCRIPTION

THE LUCAS, J. RESIDENCE
FRONT & REAR ELEVATIONS
NORTHAMPTON COUNTY, VA
CONTACT: jperlita@mitellhomesinc.com

THE CHESAPEAKE I
PLAN:
CLASSIC EXTERIOR

DATE: 09.03.2024
DRAWN BY: AEG
JOB #: 30000742
SCALE: 1/4" = 1'-0"

A2.1

ELEVATION NOTES:

1. # OF STEPS DEPENDENT ON GRADE, 3 STEPS INCLUDED.
SEE CONTRACT FOR ADDITIONAL FOUNDATION CHARGES.

2. GRADING LINE ON PLANS IS NOT AN ACCURATE
REPRESENTATION OF THE EXISTING LOT. GRADE TO BE
VERIFIED IN FIELD. HOUSE MAY CHANGE DUE TO EXISTING
CONDITIONS.

3. ALL BRACKETS, ETC. MOUNTED ONTO THE EXTERIOR
SHALL BE ATTACHED BY MOUNTING BLOCKS OR PVC.

4. ALL FASCIA AND RAKE BOARD TO BE 2X6, WRAPPED
ALUMIN., AND INSTALLED BY FRAMERS.

5. FRAMER TO PROPERLY FLASH AND INSTALL BAND/
LEDGER BOARD FOR ALL DECKS/ STOOPS.

6. CUSTOM RAILING W/ 3-1/2" PVC TOP RAIL & 3-1/2" PVC
BALUSTERS, FRONT PORCH, SEE OPTION #91009.

7. ALL EXTERIOR VENTS TO MATCH.

8. EXTERIOR COACH LIGHT @ ENTRY DOOR TO BE
INSTALLED @ 80" A.F.F.

9. 9 FT CEILING ON FIRST FLOOR; SEE OPTION #00090.



① RIGHT ELEVATION
1/4" = 1'-0"



② LEFT ELEVATION
1/4" = 1'-0"

FIRST FLR: 1,128 S.F.
SECOND FLR: 793 S.F.
TOTAL LIVING AREA: 1,931 S.F.
UNFINISHED STORAGE: 154 S.F.
COVERED PORCH: 188 S.F.
TOTAL AREA UNDER ROOF: 2,153 S.F.
DECK: 144 S.F.
TOTAL: 2,297 S.F.



MITCHELL HOMES, INC.
1430 SOMERVELL RD. SUITE 100
NORTHAMPTON COUNTY, VA 23113
PHONE: 804-378-5211
FAX: 804-379-6881
WWW.MITCHELLHOMESINC.COM



#	REV.	DATE	DESCRIPTION

THE LUCAS, J. RESIDENCE
SIDE ELEVATIONS

NORTHAMPTON COUNTY, VA
CONTACT: jperkins@mitellhomesinc.com

THE CHESAPEAKE I
PLAN:
CLASSIC EXTERIOR

DATE: 09.03.2024
DRAWN BY: AEG
JOB #: 30000742
SCALE: 1/4" = 1'-0"

A2.2



Midnight Blue - Vinyl Siding Color



Morning Smoke - Brick Color



Pewter – Shingles Color



White – Aluminum Rails Color on Porch

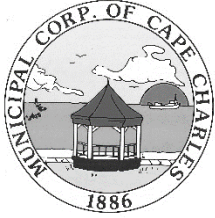


White – Front/Rear Door Color

Agenda Item 6D (4)

Tax Map #83A3-1-418

Monroe Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 15, 2024

Item #: 6D (4) – Lot 418 on Monroe Avenue (Tax Map #83A3-1-418)

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

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

Date: September 26, 2024

OWNER: Katie, Austin, & Lauren Wagner **TYPE OF APPLICATION:** Certificate of Appropriateness

SITE ADDRESS: Lot 418 on Monroe Avenue

TAX MAP: 83A1-1-224

LOT SIZE: 8,587.57 sq. ft.

WORK TO BE PERFORMED: New 1,218 square feet, 2-story single-family residence

CURRENT ZONING: Residential (R-1)

HISTORIC REGISTER: Not listed

Description: N/A

Accessory Structure: N/A

DATE APPLICATION RECEIVED: August 30, 2024

PRE-APPLICATION MTG: September 5, 2024

DATE APPLICATION DEEMED COMPLETE: September 3, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): November 4, 2024

The applicant is seeking to construct a new 1,218 sq. ft., two-story single-family residence with a 28' x 8' (224 sq. ft.) front porch, a 16' x 12' (192 sq. ft.) rear screened-in porch, a 6' x 8' (48 sq. ft.) covered rear deck, and a 5' x 7' (35 sq. ft.) enclosed rear outdoor shower. Although this lot is currently vacant, new construction should be compatible, sympathetic, and complementary to existing buildings.

AERIAL MAP



MATERIALS:

Roof: House – 30-year Certaineed Landmark Architectural Shingles (Pitch: 8:12); Porches and Deck – Shingles (Pitch: 3:12)
Chimney: Stainless Steel
Front Gable: Vinyl Perfection 7” Shingle Siding
Siding: Vinyl Certaineed Monogram Double 5” Dutch Lap .046 Thickness; Trim: Triple 4” Soffit with 6” Fascia; Corners: 4”
Windows: Ply Gem Pro Series Double Hung Vinyl 2/1 SDL; Trim: Top & Side: 3-1/2” Flat Wide Azek; Sills: Thick Nose
Doors: ThermaTru Fiberglass: Front: 2-lite/4-panels; Back: Porch: 6068 Sliding Glass; Stoop: 3068 ½-lite/2-panels; Trim: AZEK Brickmold; Porch: Vinyl Screen
Front Porch: Decking: 3” AZEK Composite T & G (Run 90 Degrees to House); Columns: 6” Square Vinyl; Balustrade – Square Vinyl; Steps: 6’ Wide Composite
Rear Deck: Decking: 6” Pressure Treated Wood; Posts and Railings: 4” Vinyl Sleeved; Steps: 4’ Wide Pressure Treated Wood
Rear Screen Porch: Decking: 6” Pressure Treated Wood; Columns and Balustrade: 6” Vinyl Sleeved
Foundation: Front: 5 Course 8” Allied Lightweight Concrete Parged block
Outdoor Shower: Pressure Treated Wood

STAFF ANALYSIS UPDATE**ZONING COMPLIANCE**

The proposed project is seeking to construct 1,218 sq. ft., two-story single-family residence with a 28’ x 8’ (224 sq. ft.) front porch, a 16’ x 12’ (192 sq. ft.) rear screened-in porch a 6’ x 8’ (48 sq. ft.) covered rear deck, and a 5’ x 7’ (35 sq. ft.) enclosed rear outdoor shower. The proposed materials are in conformance with the Zoning Ordinance for new construction and Zoning Compliance is achieved based upon this application to the HDRB. However, the site plan needs to be amended on several minor points relative to including the shower and the required language concerning the CBPA and the RPA/RMA.

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

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 5.13: New Construction of Primary Buildings

Section 9.3: Decks, Ramps, & Patios

Section 9.4: Appurtenances

Section 9.5: Landscaping

STAFF RECOMMENDATION:

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

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

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

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

Attachments:

Attachment 1 – Zoning Checklist

Attachment 2 – Application and Documents

DECISION OF ZONING REVIEW**BY: Tracy Outten, Planning & Zoning****Asst. Preservation & Admin.****DATE: September 27, 2024****REVIEW DONE FOR: HDRB Mtg****COMMENTS:****DECISION:****ZONING REVIEW CHECK LIST****Residential -1 District**

Address of Property	Monroe Avenue
Property Owner's Name	Austin & Laura Wagner and Katherine Wagner
Tax Map #	83A3-1-418
Seeking Permit for:	New 1,218 sq. ft, 2-story single-family residence with a 224 sq. ft. front porch; 48 sq. ft. rear deck, 192 sq. ft. rear screened-in porch, 48 sq. ft. rear deck, and 35 sq. ft. enclosed outdoor shower

- ☒ 1) Verify that proposed use is use allowed by right: Single Family dwelling or accessory building (shed, garage) or Home Occupations or other: **New 1,218 sq. ft, 2-story single-family residence with a 224 sq. ft. front porch; 48 sq. ft. rear deck, 192 sq. ft. rear screened-in porch, 48 sq. ft. rear deck, and 35 sq. ft. enclosed outdoor shower**
- ☒ 2) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix B. **Point North Surveying LLC dated 5/31/24**
- ☒ 3) Lot & Dwelling Size & LOT COVERAGE

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

LOT SIZE	HOUSE SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
8,587.57	1,218	0	1,218	14.18%	YES

- ☐ 4) Setbacks – Conforming Lots (up to 5,600 sq ft):
 (a) Front: 30 ft or prevailing: **PREVAILING 14.63 ft.**
 (b) Side: 5 ft: **Actual: West: 5 ft East: 5.73 ft**
 (c) Rear: 25 ft: **Actual: NEEDS TO BE CONFIRMED**
If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width
SEE NOTES FOR ACCESSORY BUILDINGS
 (d) Corner Lots – Minimum Side is 5 ft. or prevailing: **Not Applicable**
NOTES:
 • **DECKS & PATIOS NOT ALLOWED IN FRONT YARD;**
 • **See Section 4.2 (F) for Projections Allowed in Required Setbacks.**
- ☒ 5) Is there a fence/wall? **NO FENCE or WALL INDICATED.**
 If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.
 If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.
- ☒ 6) Minimum Lot Width – 40 ft.
- ☒ 7) Height Restrictions for Main Structure/House: 40 ft' height max or 2 ½ stories: **Actual: 27 ft.**
 (see Sec. 4.2 (C) for exceptions)
- ☒ 8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements
 a) Proportions – 1:1 to structures in neighborhood: **YES**
 b) Scale and orientation: **YES**
 c) Roof Pitch – prevailing standard or 8:12: **Actual: 3:12 & 8:12**
 d) Windows & Doors: **YES**
 • Double hung windows or prevailing standard; jalousie, picture, and horizontal windows only in traditional American ranch style architecture: **Double-hung 2/1**
 • Exterior doors should be paneled or have glass panels; flush doors not allowed. **Front: 3-lite/4-panels, Rear: 1/2-lite/2-panels, Rear: Sliding Glass**
 e) Porches – min depth of six feet & cover 80% of width of front building façade.: **28 ft. & 96.6%**

ACCESSORY STRUCTURES ONLY – Additional Requirements: NOT APPLICABLE

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

☐ 11) Distance between Accessory Structure and Main Building – min of 15 ft.: N/A

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

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

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

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



Certificate of Appropriateness Application

New Construction

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x31
planningtech@capecharles.org

Revised 05/2023

Taxes	PD
Violations	NA
Fee	\$500 PD
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature:

K M Wagner

Date: 8/30/2024

PART 2: PROPERTY INFORMATION

Property Address: 204 Monroe Avenue, Cape Charles, VA 23310

Tax Map #: Lot 418X

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

Zoning District: R1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Katie, Austin and Lauren Wagner

Mailing Address: 4305 Park Avenue, Richmond VA 23221

Phone Number: 703-402-2018

Email: ktw421@gmail.com, awags421@protonmail.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: Katie, Austin and Lauren Wagner

Mailing Address: 4305 Park Avenue, Richmond VA 23221

Phone Number: 703-402-2018

Email: ktw421@gmail.com, awags421@protonmail.com

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):
Construct a 2-story SFD of 2,436 square feet with 216 SF front porch, 192 SF rear screened porch, 48 SF rear deck and an outdoor shower (35 SF) at rear of house

PART 6. NEW CONSTRUCTION			
See Section 5.13 & 6 of the Historic District Design Guidelines			
First Floor Building Area (sq. ft.): 1,218		Total Gross Floor Area (sq. ft.): 2,436	
Front Building Setback (ft.): Prevailing-14.63'		Building width (ft.): 29'	
Building Height	Feet: 29' 6"	Stories: 2	Roof pitch: 8/12
A. Foundation	Material to be used: Concrete Block Parged		
B. Roofing	Material to be used: 30 year Asphalt Architectural Shingles		
	Chimney? ☐ No ☒ Yes - Number <u>1</u> Materials: insul. dbl wall 6" steel pipe		
C. Siding	Material to be used: Vinyl	Dimensions: Double 5" Dutch Lap	
D. Steps	Material to be used: Azek Composite		
E. Railing	Style and Material to be used: Vinyl - square rails and posts		
F. Porch	Length: 27' Width: 8'		
	Material to be used: Floor: 6" Azek trim boards Skirting: 6" Azek trim boards		
	Columns? ☐ No ☒ Yes - Number <u>5</u> Style & Materials: 6" sq. vinyl wrapped		
G. Deck	Length: 6' Width: 8'	Material to be used: PT 6" Boards	
H. Doors	Width: 36" Height: 6'8"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Fiberglass - Front 6 panel w/2 top glass panels, Rear 2 panel, 1/2 glass		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: DH 3046, 2 over 1		
	Material: Vinyl Clad		
	Width: 36"	Height: 4' 6"	Depth: 6"
J. Trim	Material to be used: 3 1/2" flat wide trim w/thick sill nose		
	Dimensions: 3 1/2" trim		
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 <u>PT wood boards</u> Pool: ☒ No ☐ Yes - Requires a Conditional Use Permit Accessory Structure: ☒ No ☐ Yes - Complete an additional COA application for the structure		

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

Proposed SFD will be similar in scale and style to neighboring homes in the Monroe Avenue/Pine Street area.

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:
Homes in this neighborhood have vinyl siding, concrete block foundations and DH windows with front porches constructed of Azek decking material and vinyl handrails and railings.

F. Additional Details for Rear Screened in Porch:

Length - 12'

Width - 16'

Materials to be used: 6" PT Decking Boards, 6" Vinyl sleeved posts and vinyl handrails

Columns - 5, square 6" posts with vinyl sleeves

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: Kim Wagner

Date: 8/30/20

Zoning Administrator's signature: _____

Date: _____

SURVEYORS CERTIFICATION

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



GENERAL NOTES:

1. OWNERS: AUSTIN WAGNER, LAUREN WAGNER, AND KATHERINE WAGNER

2. SOURCE OF TITLE: INST. 230002376

3. TAX PARCEL: 83A3-1-418

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN MARCH 2024 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

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

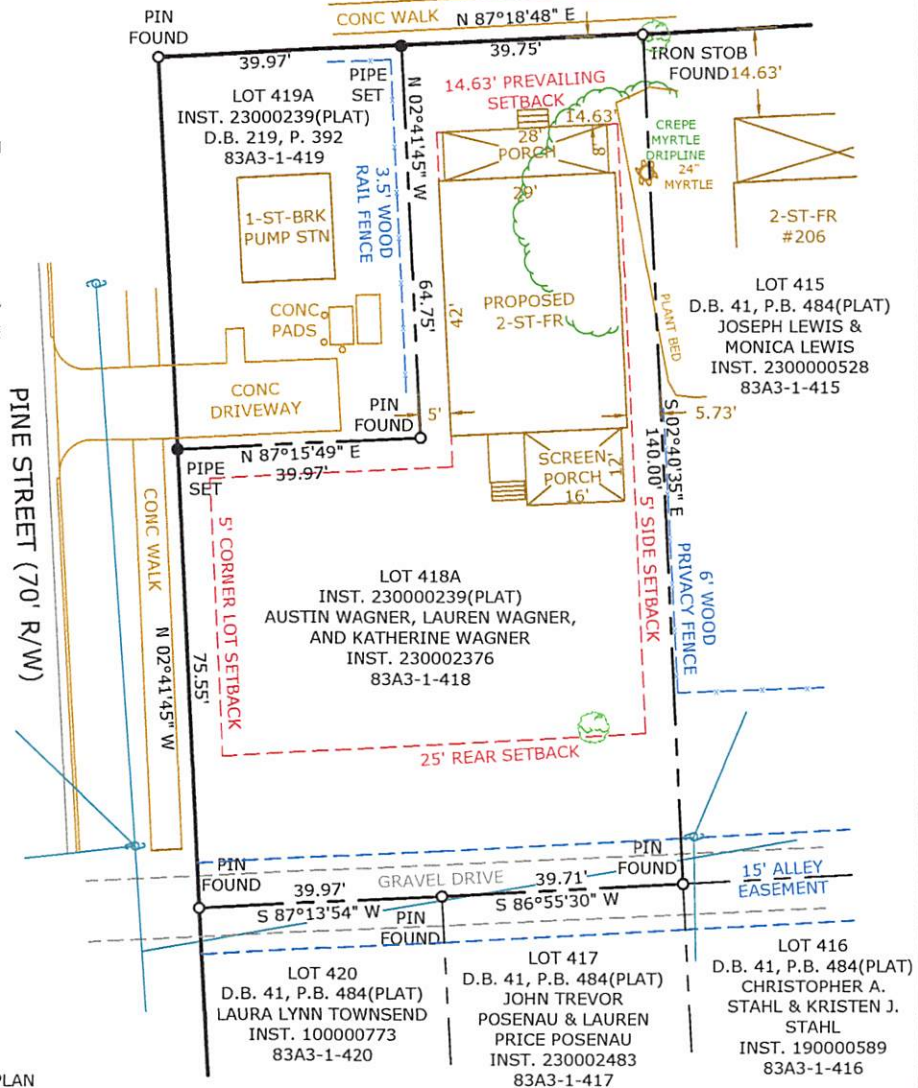
6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN A 0.2% ANNUAL CHANCE FLOOD ZONE.

7. PLAT REFERENCE:
INST. 230000239(PLAT)
D.B. 41, P.B. 484(PLAT)

8. AREA: 8,587.57 (0.197 AC)

MONROE AVENUE (100' R/W)

PINE STREET (70' R/W)



SITE PLAN
LOT 418A
PLAT OF BOUNDARY LINE ADJUSTMENT OF
LOT 418 AND 419
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR KATHERINE WAGNER
SCALE: 1" = 20' MAY 31, 2024



POINT NORTH

POINT NORTH SURVEYING LLC

P.O. Box 701, (757) 709-3008

Onley, VA. 23418 pointnorthsurveying@gmail.com

DRAWN BY: PARKER FIELD BOOK: FILE COPY

BACK TRAV: PARKER PROJ. NO: 24028

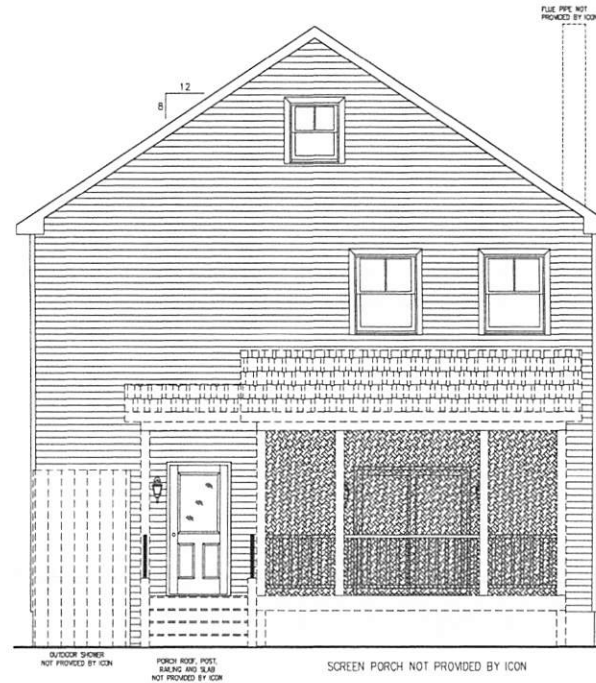
LOT 418A
WAGNER
1 OF 7



FRONT ELEVATION

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

SET SIDING FOR DBL SILL PLATE



REAR ELEVATION

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

STATE/PIA APPROVAL STAMP

SEA OR P.E. STAMP

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



DATE	REVISION	BY
6/28/24	PRELIM	MLS
8/20/24	REV. PRELIM	MLS

INDEPENDENT BUILDER VILLAGE BUILDERS ON THE BAY INC.	
ADDRESS	CORNER OF PINE & MONROE
CITY	CAPE CHARLES
STATE	VA
ZIP	23310
COUNTY	NORTHAMPTON
SERIAL NO	12098
FILE NAME	O#12098

FRONT/REAR ELEVATION

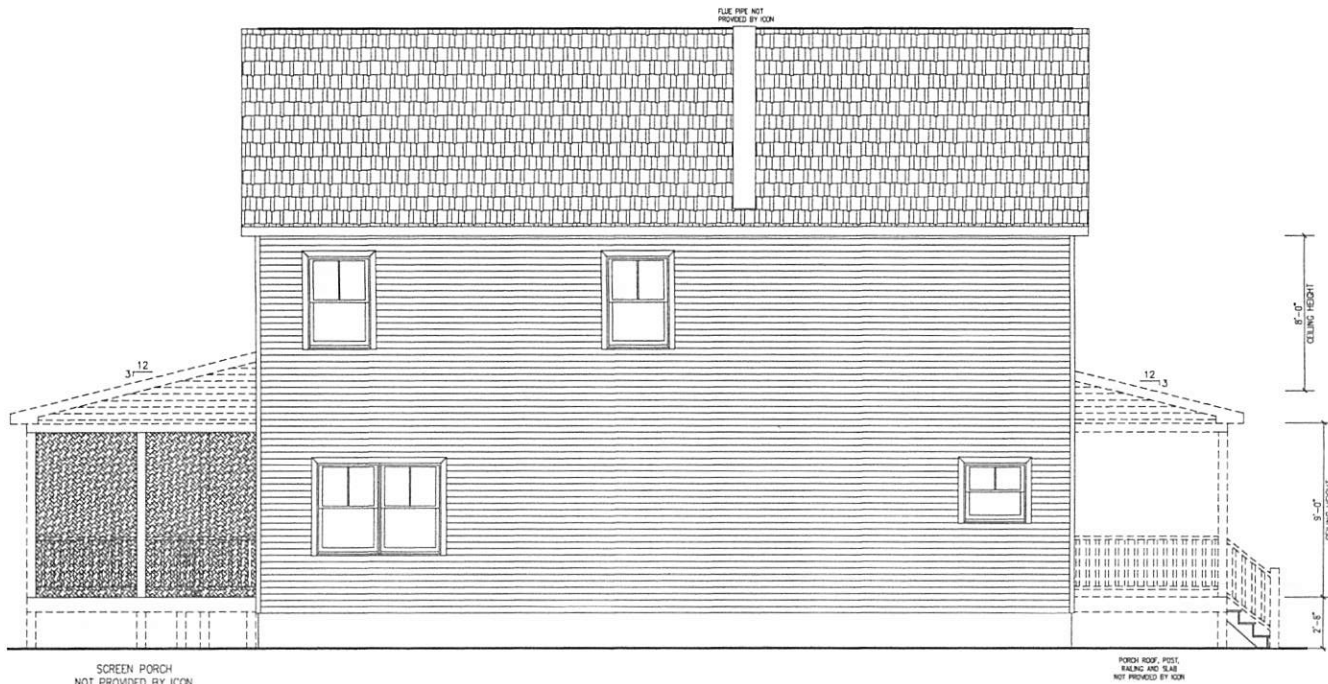
THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR BLUE PRINT APPROVAL
JLA

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

O#12098

EV1

LOT 418A
WAGNER



SCREEN PORCH
NOT PROVIDED BY ICON

LEFT ELEVATION

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

PORCH ROOF, POST,
RAILING AND TAIL
NOT PROVIDED BY ICON

STATE/PIA APPROVAL STAMP	S.A. OR P.E. STAMP
--------------------------	--------------------

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



DATE	REVISION	BY
6/28/24	PRELIM	MLS
8/20/24	REV. PRELIM	MLS

INDEPENDENT BUILDER
VILLAGE BUILDERS ON THE BAY INC.
ADDRESS: CORNER OF PINE & MONROE
CITY: CAPE CHARLES
COUNTY: VA
ZIP: 25310
STATE: VA
SNOW LOAD (LBS): 10
WIND SPEED (MPH): 120
SERIAL NO: 12008
TYPE: VLT
FILE NAME: O#12098

LEFT ELEVATION

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEMS OR PIPE NOVEL APPROVAL
jea

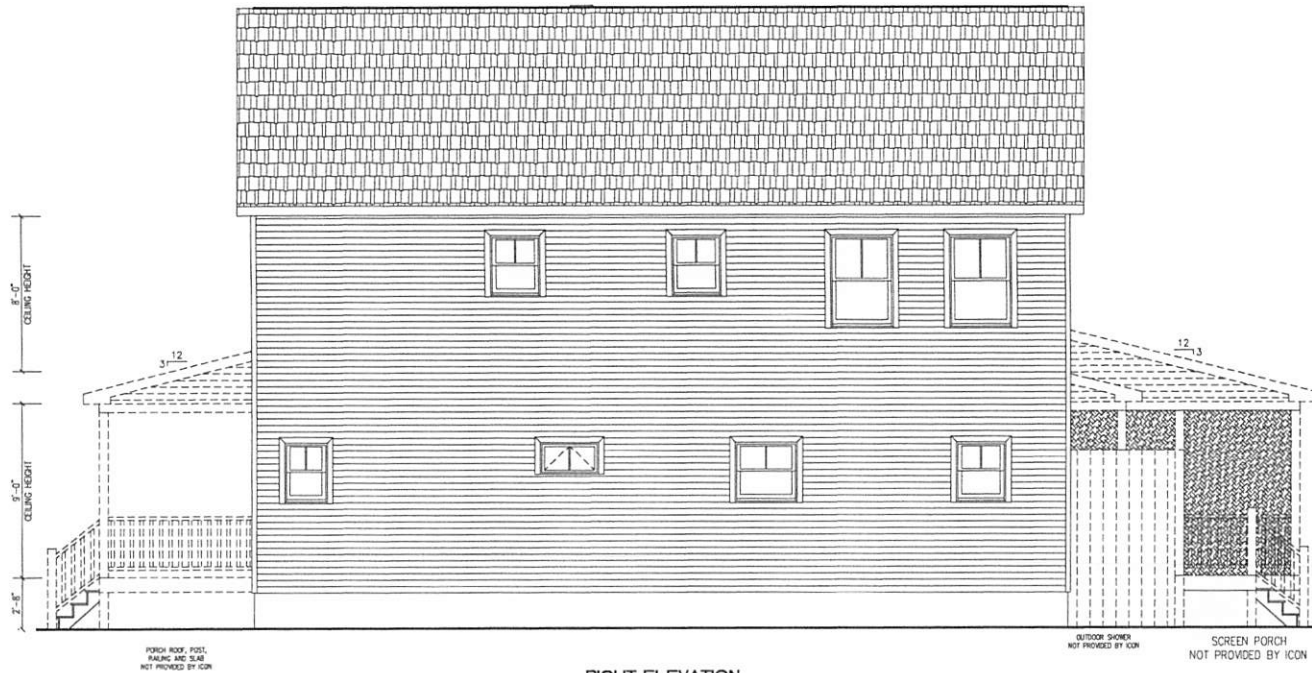
SCALE: 1/4" = 1'-0"

0#12098

EV2

LOT 418A
WAGNER

3 of 7



RIGHT ELEVATION

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

STATE/PIA APPROVAL STAMP

SEALED P.E. STAMP

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



DATE	REVISION	BY
6/28/24	PRELIM	MLS
8/20/24	REV. PRELIM	MLS

INDEPENDENT BUILDER VILLAGE BUILDERS ON THE BAY INC. ADDRESS CORNER OF PINE & MONROE		ZIP 23310
CITY CAPE CHARLES	STATE VA	WIND SPEED (MPH) 120 VOLT
COUNTY NORTHAMPTON	SNOW LOAD (LBS) 10	
PERMIT NO. 12098	SERIAL NO.	
FILE NAME O#12098		

RIGHT ELEVATION

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
SYSTEM OF PER MODEL APPROVAL
jea

SERIAL # / SHEET #

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

O#12098

PAGE #

EV3

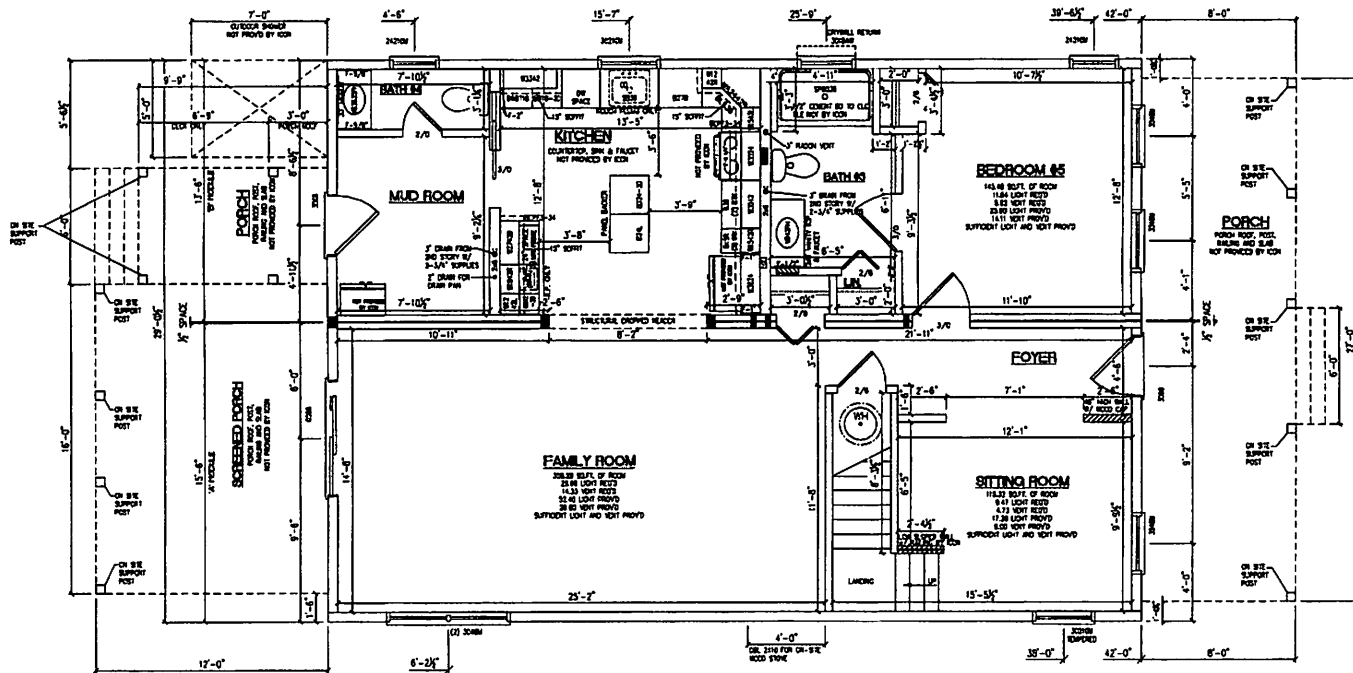
4 OF 7

LOT 418A

WAGNER

WINDOWS + DOORS REQUIRED TO MEET A DP +/- 35 RATING (ZONE 5 - EDGE)
WINDOWS + DOORS REQUIRED TO MEET A DP +/- 29 RATING (ZONE 4 - FIELD)

ALL INTERIOR WALLS & ONE SIDE OF MATEWALL TO HAVE R-13 INSULATION



NOTES:

1. 2X6 EXTERIOR WALLS @ 16 O.C.
2. 2X4 MARRIAGE WALLS @ 16 O.C.
3. CEILING HEIGHTS:
- 9'-0" CEILING HEIGHT 1ST FLOOR
- 8'-0" CEILING HEIGHT 2ND FLOOR
4. PLYCEM PRO SERIES DOUBLE HUNG WINDOWS/1500 SERIES AWNING WINDOW
5. HEATING SYSTEM NOT PROVIDED BY ICON
6. 8/12 STORAGE RAFTER @ 16 O.C.
7. 8 1/4" X 9" STAIR GEOMETRY

THIS BUILDING HAS BEEN
EXTRACTED FROM AN APPROVED
DRAWING IN FOR MORE INFORMATION
lea

FORM # 00001

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

O#12098

PAGE 1

FP1

VILLAGE BUILDERS ON THE BAY INC.

CORNER OF PINE & MONROE

CAPE CHARLES

NORTHAMPTON

12098

0412098

DATE

6/28/24

8/20/24

23310

120 VOLT

REVISION

PRELIM

REV. PRELIM

MLS

MLS

BY

MLS

MLS

MLS

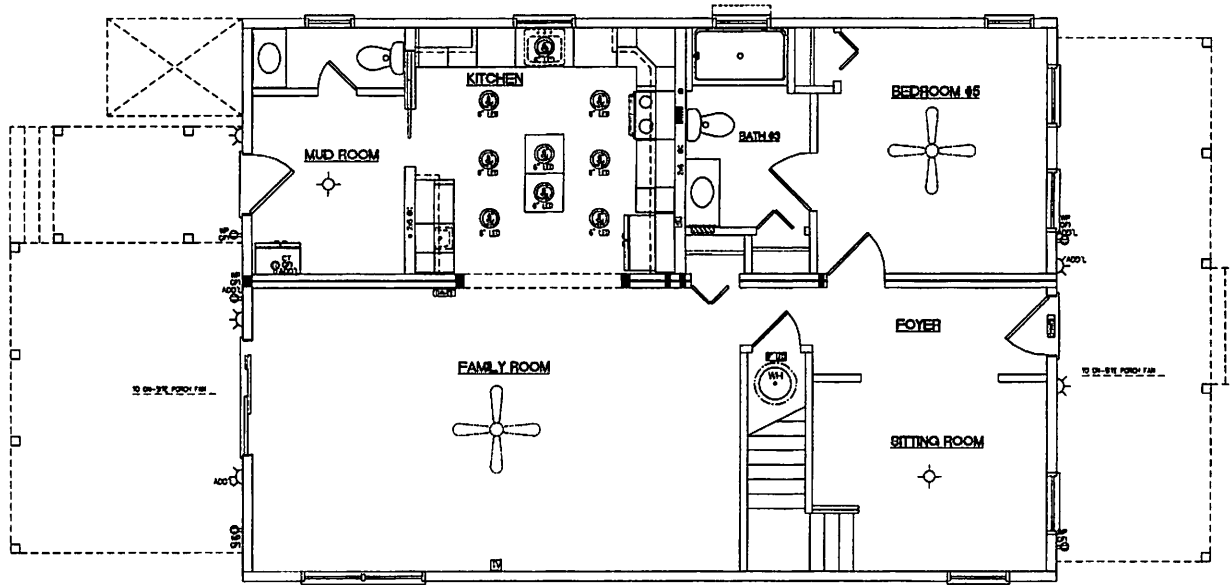
MLS

ICON
LEGACY
CUSTOM MODULAR HOMES
LLC

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

LOT 418A
WAEJEN
5 DF7

NEED LOCATION:
1 TV JACK
2 PHONE JACK
WATER HEATER
PANEL BOX



ELECTRIC SYMBOLS

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

STATE/PA APPROVAL STAMP	P.E. OR P.E. STAMP
-------------------------	--------------------

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



DATE	REVISION	BY
6/28/24	PRELIM	MLS
8/20/24	REV. PRELIM	MLS

PROPERTY BUILDER VILLAGE BUILDERS ON THE BAY INC.	
ADDRESS CORNER OF PINE & MONROE	STATE VA
CITY CAPE CHARLES	ZIP 23310
COUNTY NORTHAMPTON	SHOW LOAD (lbs) 12000 (typ)
PROJECT NO. 12098	TYPE TYPE
FILE NAME LO#12098	

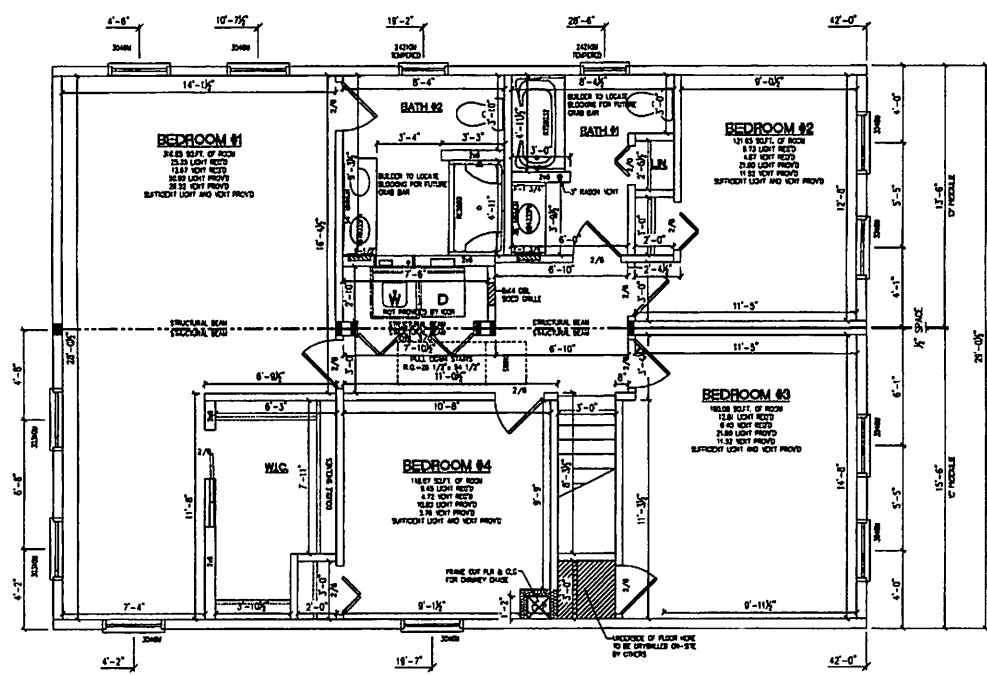
1ST STORY ELECTRICAL PLAN



SCALE: 1/8" = 1'-0"
O#12098

EL1

LOT 418 A
WAGNER
6 of 7



THE BUILDING HAS BEEN
DESIGNED FOR AN APPROVED
SPECIES IN THE MODEL APPROVAL
LEA

SCALE: 1/4" = 1'-0"
O#12098

2ND STORY FLOOR PLAN
FP2

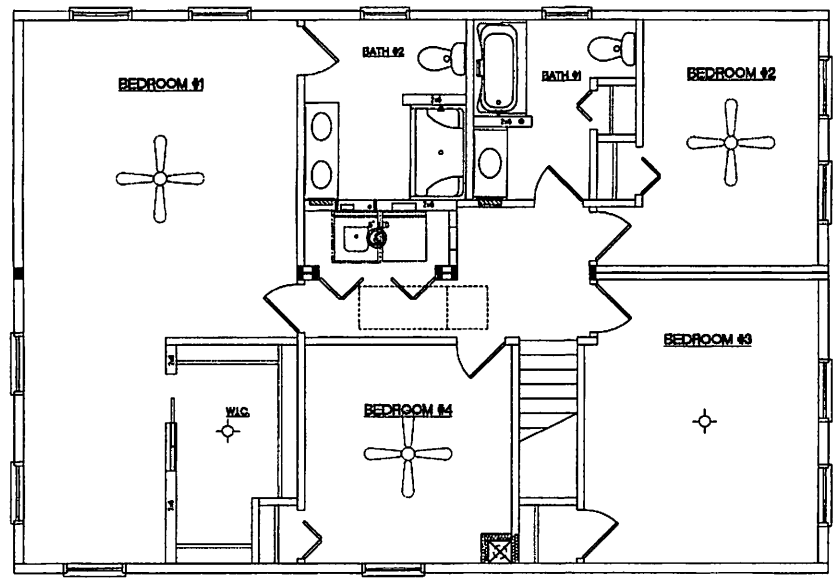
PROPERTY OWNER
VILLAGE BUILDERS ON THE BAY INC.
ADDRESS
CORNER OF PINE & MONROE
CITY
CAPE CHARLES
STATE
VA
COUNTY
NORTHAMPTON
ZIP CODE
23310
SNOW LOAD (PSF)
10
WIND SPEED (MPH)
120
TYPE
R/F
SERIAL NO
12098
R/F PLAN
O#12098

DATE	REVISION	BY
6/28/24	PRELIM	MLS
8/20/24	REV. PRELIM	MLS

ICON
LEGACY
CUSTOM MODULAR HOMES
246 SAND HILL ROAD
SELINS GROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM

LOT 418A
WAGNER

7 of 7



ELECTRIC SYMBOLS

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

THIS BUILDING HAS BEEN
DESIGNED TO MEET ALL APPLICABLE
ELECTRIC CODES AND PERMITS
LEA

SCALE 1/8" = 1'-0"
O#12098

EL2

2ND STORY ELECTRICAL PLAN
PROJECT: VILLAGE BUILDERS ON THE BAY INC.
ADDRESS: CORNER OF PINE & MONROE
CITY: CAPE CHARLES
STATE: VA
COUNTY: NORTHAMPTON
ZIP: 23310
PROJECT NO: 12098
DATE: 8/20/24

DATE	REVISION	BY
6/28/24	PRELIM	MLS
8/20/24	REV. PRELIM	MLS

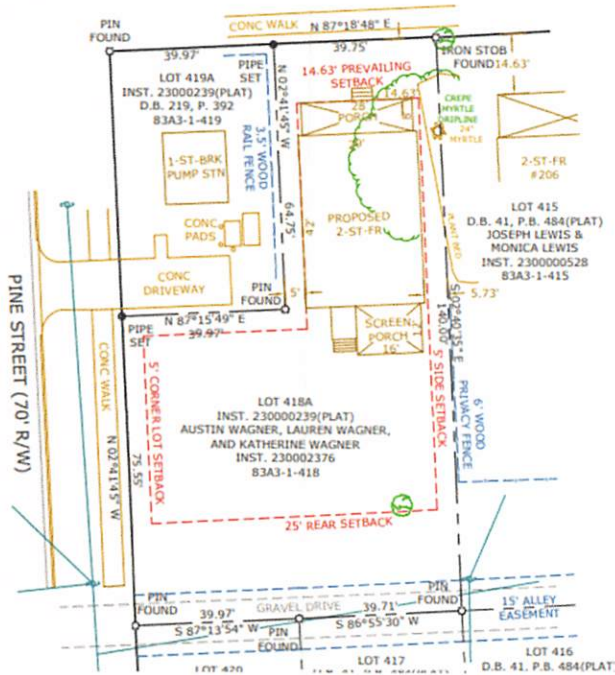


246 SAND HILL ROAD
SELINS GROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM

Katie, Austin and Lauren Wagner – PHOTOS OF EXISTING LOT

204 Monroe Avenue – Lot 418A

N
W – E
S



West to East – Front of lot at 204 Monroe Avenue – beyond white fencing of Pump Station



North to South – front of lot at Monroe Avenue to back gravel alley



Front to Back – NE corner to SW corner of lot



Back to Front – SE corner to NW corner of lot



Back to Front – South from alley to North Monroe Avenue



Back to Front – SW corner at alley to NE front



From East side of yard, facing West to Pine Street



North to South – West-side sidewalk along Pine Street



West to East - Rear gravel alley



Lauren, Austin, and Katie Wagner Specifications

Lot 418A Monroe Avenue

Proposed Two-Story SFD (2,436 Square Feet)

1,218 SF 1st Floor Finished Space, 1,218 SF 2nd Floor Finished Space

5 Bedrooms, 3 Full Bathrooms, 1 Half Bath

Foundation:

5 Course 8-inch Allied Lightweight Concrete Block Foundation

Exterior Walls of Block Foundation Parged (32" Above Grade)

8/12 Roof Pitch (Gable End Wall Facing Monroe Ave)

7" Vinyl Perfection Shingle Siding on Gable End Wall Facing Monroe Ave

Roof Covering:

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



Exterior Wall Covering:

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

(Color Not for Reference)

4" Outside Corners

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

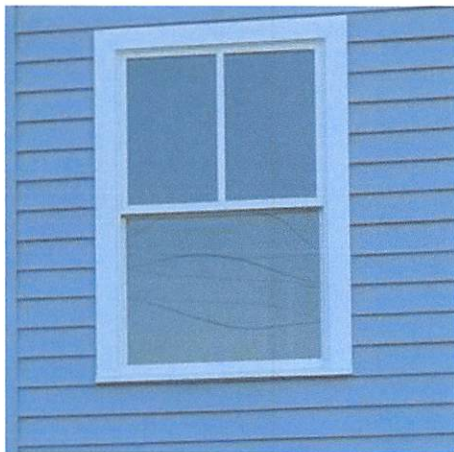
Front Gable Facing Monroe Ave- Vinyl 7" Perfection Shingle Accent (Color Not for Reference)

House:**Front Gable Facing Monroe Ave:****Windows:**

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

3 ½" Integrated Flat Wide Trim (Top and Sides of Windows) w/ Thick Sill Nose

(2 Over 1 Simulated Divided Lite Pattern)



Exterior Doors:

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

First Floor Front Door – 3/0 Six Panel Therma Tru S210 w/ Clear Glass Panels on Top (2)

Rear First Floor Door (Rear Porch) – 6068 Sliding Door (No SDL)

Rear Door (Mudroom) – 3068 Two Panel Half Glass (No SDL)

(*See Picture for Reference Style)

Front:

Rear Mudroom:



Porches/Stairs:

Front Porch (220 SF) (27'6"x 8')

All Framing Material Pressure Treated

All Decking Material Azek Composite T&G Decking (Run 90 Degrees to House) (3" Wide Boards)

White Vinyl Railing and Square White Vinyl Post (6")

6' Wide Composite Steps to Grade w/ Vinyl Handrails

3/12 Pitch Shed Roof w/ Shingle Roof to Match Home

Azek 6" Trim Boards to Grade (White)

6' x 8' Deck w/ 3'Deep x 6' Long Shed Roof Off Mudroom w/

Pressure Treated 6" Decking Boards

4" Vinyl Sleeved Posts and Vinyl Handrail (White)

4' Wide Pressure Treated Stairs to Grade w/ Vinyl Handrail to Grade (White)

16' x 12' Screen Porch on Rear of House (192 SF)

3/12 Shed Roof w/ Shingles to Match House

6" Pressure Treated Decking Boards

6" Vinyl Sleeved Posts w/ Vinyl Handrails (White)

Vinyl Screen Door onto Deck from Mudroom (White)

5' x 7' Outside Shower Next to Deck from Mudroom

8/28/24

Katie, Austin and Lauren Wagner Specifications – Re COA Application, B. Roofing, Chimney details

Lot 418A Monroe Avenue

Wood Burning Stove Chimney – Exterior Chimney pipe and cap are made of Stainless Steel. Roof flashing and storm collar are galvanized.





Owner Affidavit for Permission to Represent

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 x31

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: **204 Monroe Ave, Cape Charles VA 23310** Tax Map #: **Lot 418A**

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Katie, Austin and Lauren Wagner**

Mailing Address: **4305 Park Avenue, Richmond VA 23221**

Phone Number: **703-402-2018**

Email: **ktw421@gmail.com, awags421@protonmail.com**

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

Appln. for Cert. of Appropriateness and other new construction matters

PART 4: REPRESENTATIVE INFORMATION

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

Mailing Address: **3140 Plantation Creek Ln., Cape Charles VA 23310**

Phone Number: **757-678-6455**

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

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner: Katie Wagner

Date: 8/29/24

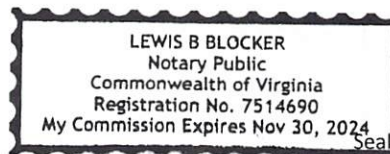
State of Virginia, County of Fairfax
29 day of August, 2024, by Katie Wagner

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

Signature of Notarial Officer: Lewis B. Blocker

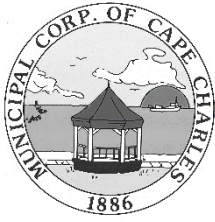
Notary Registration number: 7514690

My commission expires: 11/30/24



Agenda Item 7A

Monthly Report



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: October 15, 2024

Item #7A– Report from Zoning Administrator Katie Nunez

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

Date: October 8, 2024

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 208 Harbor Avenue – replace back porch metal roof, pursuant to CCZO Section 8.17 (B)
- b. 115 Randolph Avenue – install front step railing and repair steps, pursuant to CCZO Section 8.17 (I)
- c. 509 Randolph Avenue – replace front porch tin roof, pursuant to CCZO Section 8.17 (B)
- d. 515 Randolph Avenue – replace front porch shingle roof, pursuant to CCZO Section 8.17 (B)
- e. 545 Randolph Avenue – modification to admin CoA for rear deck, 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. The 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 have received financial surety from the property owner that there are sufficient funds committed to the contract. A CoA has been issued for a new roof, doors, windows, and walls per the plans dated 3/6/23 approved at the April 16, 2023 HDRB meeting.
- 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 was heard by the Board of Zoning Appeals on Tuesday, October 8, 2024 @ 10:00 am. The appeal was approved by the Board of Zoning Appeals, therefore overturning the Zoning Administrator’s decision to cite the appellant unauthorized removal, replacement of the roof, and installation of flashing to a chimney without obtaining permits prior to commencing of any of the work. Said vote was predicated upon the fact that when reading the statute this does not fall under substantial alterations and does not require HDRB review.