

**Historic District Review Board  
Regular Meeting Agenda  
Cape Charles Civic Center @ 500 Tazewell Avenue  
November 19, 2024 @ 5:00 P.M.**

1. **Call to Order; Roll Call**
  - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
  - A. Approval of agenda format
  - B. Approval of minutes
    - (1) October 15, 2024 Historic District Review Board Regular Meeting
5. **Unfinished Business:** None
6. **New Business: Applications for Certificate of Appropriateness:**
  - A. **FENCE INSTALLATION:** None
  - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None
  - C. **RENOVATION, MINOR:**
    - (1) 629 Tazewell Avenue: Charlie and Shelley Newman – to install shutters on the front first and second floor windows on two-story single-family dwelling.
  - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
    - (1) 406 Randolph Avenue: Daniel and Carolyn Bluestein & Thomas and Kathryn Bluestein – to remove existing metal front, side and back doors and replace with fiberglass; replace front porch wood columns and balustrades with wood columns and balustrades and replace the roof eave trim on the two-story single-family dwelling.
    - (2) 508 Harbor Avenue: Mary Robins Rodgers represented by James Ryan Bender – to renovate the exterior of the two-story single-family dwelling.
    - (3) 602 Washington Avenue: Ware Neck Properties represented by Kerry Shackelford – **After the Fact** – installed side outdoor shower on the side deck and gutters; to install lattice around the two porches on the single-family dwelling.
    - (4) Tax map #83A4-1-32 on Monroe Avenue: MLT Enterprises LLC – to construct a new 1,040 square feet two-story single-family dwelling.
    - (5) Tax map #83A3-1-420 on Tazewell Avenue – Laura Lynn Townsend – to construct a new 1,072 square feet one and a half-story single-family dwelling.
  - E. **OTHER:**
7. **Other Business:**
  - A. 2025-2026 HDRB Application Deadlines and Regular Meeting Dates
  - B. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**

# Agenda Item 4B (1)

## Minutes





## HISTORIC DISTRICT REVIEW BOARD

Regular Meeting  
Cape Charles Civic Center  
October 15, 2024  
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were, Patricia James, Martin Mayer, and Elizabeth Wright. Herb Thom was 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, and an applicant. There were two 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.

### ORGANIZATION MEETING:

- A. *Election of Chair, Vice-Chair and Secretary – Discussion over when to place on agenda (per Bylaws, it is February)*

The board decided to keep the Chair and Vice-Chair the same until February 2025.

### 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 Member Wright, seconded by Member James, to approve the agenda as presented. The motion was approved by a unanimous vote.**

**Motion made by Member Mayer, seconded by Member James, to approve the minutes from the Historic District Review Board for the August 20, 2024 Regular Meeting and the September 17, 2024 Regular Meeting as written. The motion was approved by a 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:*

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. *526 Tazewell Avenue: Wayne and Debbie MacMasters – to remove existing wood siding and trim from the bay window and replace with AZEK on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Wayne MacMasters, applicant, participated by telephone to answer questions. Mr. MacMasters explained that the wood around the bay window was replaced in 2016 but has since rotted. He reiterated that the window itself was in good shape and not being replaced, and the design would look the same.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked if there was any other wood siding. Mr. MacMasters answered that the back deck on the second floor and the front porch balustrades. He continued by adding that the rotted wood was caused by water coming down the roof and wall. (ii) Member James wanted to know if in 2016 this area was wood originally. Mr. MacMasters did not know and added that the rest of the house was in good condition. and (iii) Member Wright asked if the siding was replaced in 2016. Mr. MacMasters was not sure.

**Motion made by Member James, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 526 Tazewell Avenue on an application filed by Wayne and Debbie MacMasters, to remove the existing wood siding and trim from the bay window on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, & Associated Architectural Styles: Folk Victorian, Section 4.4 – Woodwork – Exterior, Decorative Trim, & Porches, Section 5.4.1 – Wood Siding & Trim, and Section 7.1 – Alternative Materials; as stated in the application dated 9/3/2024; and per all zoning requirements. The motion was approved by a unanimous vote.**

2. *128 Peach Street: Richard Baker – to replace the front porch wood balustrades with new balustrades on the two-story single-family dwelling.*

Ms. Outten summarized the staff report.

Richard and Sonia Baker, applicant, participated by telephone to answer questions.

The board discussion and questions were as follows: (i) Member James asked why couldn't wood be used. Mr. Baker answered that wood could be used but they did not want to paint every couple of years and vinyl was durable and maintenance free. and (ii) Member Wright confirmed that the front porch flooring was a composite material.

**Motion made by Member Wright, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 128 Peach Street on an application filed by Richard Baker to replace the front porch wood balustrades with new balustrades on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, & Associated Architectural Styles: Queen Anne, Section 4.4 – Woodwork – Exterior, Decorative Trim, & Porches – Porches and Associated Features, Section 5.4.2 – Porches – Handrails, and Section 7.1 – Alternative Materials; as stated in the application dated 8/20/2024; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.**

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.*

Ms. Outten presented the staff report and stated that although the site plan needed to be amended for zoning compliance the HDRB could do their review.

Gary Fink and Freddy Vincent of Mitchell Homes, owner representatives, participated by telephone to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser confirmed that the brick veneer to be used was a full four inches (4”) brick. Member James asked where this would be used. Mr. Fink answered on front of the house. (ii) Chairwoman Glaser asked what the dimensions on the vinyl siding were. Mr. Vincent answered the width was five inches (5”) with a thickness of .046. (iii) Chairwoman Glaser informed the applicant of the guidelines for windowsills; minimum thickness of one and a half inches (1-1/2”) and the casing or trim must be at least three and a half inches (3-1/2”) thick. Mr. Fink confirmed the sills would be two inches (2”). and (iv) Roof pitch of the front porch would be 3:12 and the house pitch was going to be 4:12.

**Motion made by Member James, seconded by Member Mayer, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-1-584 on Randolph Avenue on an application filed by Mitchell Homes on behalf of John Lucas to construct a new 1, 120 square feet two-story single-family dwelling with a 52 square feet concrete front walkway, 224 square feet front porch, 10 square feet side stoop, and a 144 square feet rear deck per the Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.3 – Decks, Ramps, & Patios, and Section 9.5 – Landscaping; as stated in the application dated 9/3/2024; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.**

4. *Tax Map #83A3-1-418 on Monroe Avenue: Austin, Laura, and Katherine Wagner – to construct a new 1,218 square feet two-story single-family dwelling.*

Ms. Outten presented the staff report and reiterated that although the site plan needed to be amended for zoning compliance the HDRB could do their review.

Katherine Wagner, applicant, participated by telephone to answer questions. Also, Bill Doughty, the contractor, was available in person to answer questions.

The board discussion and questions were as follows: (i) Member James asked for an explanation on the stainless-steel chimney flue. Mr. Doughty said Ms. Wagner wanted a wood-burning fireplace therefore the flue must follow the code and be so many feet high. He said it could be enclosed but that would require a larger enclosure to have proper air flow. Mr. Doughty suggested painting the flue a more blended color like grey versus just the shiny stainless-steel. Ms. Wagner would consider painting the flue if the fireplace contractor could do it. The board members agreed that painting the shiny stainless-steel flue would better fit in with the neighborhood and not be so obtrusive. (ii) Chairwoman Glaser confirmed the vinyl thickness to be .046. and (iii) Member James wanted to know where the outdoor shower was being installed. Ms. Wagner said the outdoor shower would be pressure-treated wood or cedar and installed on the west rear of the house. After much conversation about the placement of the rear shower being able to be seen from the side street, the board and Ms. Wagner concluded that landscape would be added to provide screening.

**Motion made by Member Wright, seconded by Member James, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-1-418 on Jefferson Avenue on an application filed by Austin, Katie, and Lauren Wagner to construct a new 1,218 square feet two-story single-family dwelling with a 244 square feet front porch, a 192 square feet rear screened-in porch, a 48 square feet covered rear deck, and a 35 square feet enclosed outdoor shower per the Cape Charles Historic District Overlay Design Guidelines Section 5.13**

– New Construction of Primary Buildings, Section 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 8/30/2024 with the designated conditions that (1) the stainless-steel chimney flue would be painted or treated with a darker color, and (2) to provide landscape screening (needs to be on the landscape plan) to shield the rear outdoor shower from public view of the side street; and per all zoning ordinance requirements. The motion was approved by a 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: 208 Harbor Avenue rear porch; 509 Randolph Avenue front porch; 515 Randolph Avenue front porch; (ii) Other: 115 Randolph Avenue; 545 Randolph 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 but, no building permit has been issued; (b) 204 Bay Avenue – Notice of Appeal of Zoning Administrator’s decision was heard at the October 8<sup>th</sup> board of Zoning Appeals meeting and the appeal was approved overturning the Zoning Administrator’s decision.

**ANNOUNCEMENTS:**

There were no announcements.

**Motion made by Member Mayer, seconded by Member James, to adjourn the October 15, 2024 Historic District Review Board Regular Meeting at 5:56 p.m.**

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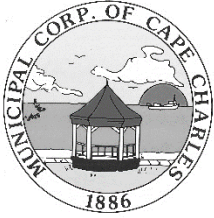
Chairwoman Kathy Glaser

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Planning/Zoning Assistant Preservation & Zoning Administrator

## Agenda Item 6C (1)

629 Tazewell Avenue



## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 19, 2024

Item #: 6C (1) – 629 Tazewell Avenue

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

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

Date: October 24, 2024

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**OWNERS:** Charlie and Shelley Newman

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

**SITE ADDRESS:** 629 Tazewell Avenue

**WORK TO BE PERFORMED:** Install shutters on the front  
windows

**TAX MAP:** 83A3-1-333 & 336

**CURRENT ZONING:** Residential (R-1)

**LOT SIZE:** 10,797.86 sq. ft.

**HISTORIC REGISTER:** CONTRIBUTING

*Description: Ca. 1894, Queen Anne*

*Accessory Structure: NA*

**DATE APPLICATION RECEIVED:** October 1, 2024

**PRE-APPLICATION MTG:** November 19, 2024

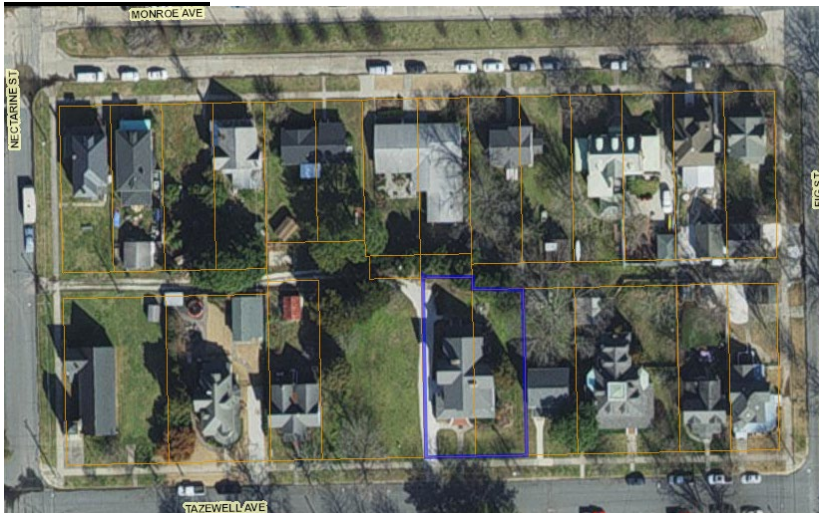
**DATE APPLICATION DEEMED COMPLETE:** October 1, 2024

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** December 2, 2024

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The applicant is seeking to install vinyl shutters on the first and second floor front windows.

### AERIAL MAP



### **MATERIALS:**

Vinyl Shutters

## **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 5.5.1 (Pages 5-21 & 5-22): Shutters*

*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 shutters to be installed on the front windows are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

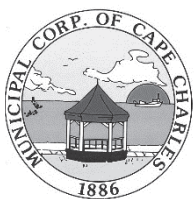
Staff is prepared to assist in the development of a motion, if needed.

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



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 03/2023

|            |          |
|------------|----------|
| Taxes      | PD       |
| Violations | NA       |
| Fee        | \$150 PD |
| Decision   | HDRB     |

Budget Code: HISTF 100-3100-1100

## PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature:

Date: 10/1/24

## PART 2: PROPERTY INFORMATION

Property Address: 629 Tazewell Ave, Cape Charles

Tax Map #: 083A3

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: Charlie & Shelley Newman

Mailing Address: 4895 Walnut River Ln, Bridgewater, VA 22812

Phone Number: (540) 908-7145

Email: [charlienewman44@gmail.com](mailto:charlienewman44@gmail.com)

## PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:



**PART 5: PROJECT INFORMATION**

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

Install shutters on 1st floor front facing window and 2nd floor front facing windows (the house use to have shutters and we would like to reinstall them).

**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: **Shutters**

**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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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 ☐

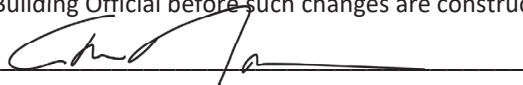
Attach a diagram of the house exterior with all doors numbered. Add documentation for each additional door.

| Existing Door                                                                                                               | Proposed Door                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Door 1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> 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:

|                                                                                                                                                                                        |                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D. WINDOWS</b> <input type="checkbox"/> Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                     |                                                                                                                                                              |
| Number of windows to be: Added: _____ Removed: _____<br>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.                                                                        |                                                                                                                                                              |
| <b>Existing Windows</b>                                                                                                                                                                | <b>Proposed Windows</b>                                                                                                                                      |
| Window1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure                                                           | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                                                      | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                            |
| Width: _____ Height: _____ Depth: _____                                                                                                                                                | Width: _____ Height: _____ Depth: _____                                                                                                                      |
| Material: _____                                                                                                                                                                        | Material: _____                                                                                                                                              |
| <b>E. PORCHES</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                          |                                                                                                                                                              |
| Work to be done: <input type="checkbox"/> Repair flooring <input type="checkbox"/> Repair ceiling <input type="checkbox"/> Repair columns <input type="checkbox"/> Repair/add skirting |                                                                                                                                                              |
| Location (Attach pictures for all work; Survey may be requested):                                                                                                                      |                                                                                                                                                              |
| <b>Floorboards:</b> Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____                                                                                          |                                                                                                                                                              |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                          | Type of Material to be used:                                                                                                                                 |
| Existing Material:                                                                                                                                                                     |                                                                                                                                                              |
| <b>Ceiling:</b>                                                                                                                                                                        |                                                                                                                                                              |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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.):                                                                                                                      |                                                                                                                                                              |
| <b>F. STEPS/STOOPS/RAILINGS</b> <input checked="" type="checkbox"/> 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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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.):                                                    |                                                                                                                                                              |

|                                                                                                                                                          |                                         |                                                                                                                                          |                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>G. DECKS &amp; PATIOS</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b> |                                         |                                                                                                                                          |                                                                           |
| <input type="checkbox"/> Deck                                                                                                                            | Length:                                 | Width:                                                                                                                                   | Materials:                                                                |
| <input type="checkbox"/> Patio                                                                                                                           | Length:                                 | Width:                                                                                                                                   | Materials:                                                                |
| <b>H. SIDING</b> <input type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>           |                                         |                                                                                                                                          |                                                                           |
| Type of work:                                                                                                                                            | <input type="checkbox"/> Minor Repair   | <input type="checkbox"/> Full Re-Siding (same material)                                                                                  | <input type="checkbox"/> Full Re-Siding (Change of material)              |
| Location (Attach diagram & pictures):                                                                                                                    |                                         |                                                                                                                                          |                                                                           |
| <b>Existing Siding</b>                                                                                                                                   |                                         | <b>Proposed Siding</b>                                                                                                                   |                                                                           |
| Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure                                         |                                         |                                                                                                                                          |                                                                           |
| Existing material:                                                                                                                                       |                                         | Proposed material:                                                                                                                       |                                                                           |
| Dimensions: Thickness -          Width -                                                                                                                 |                                         | Dimensions: Thickness -          Width -                                                                                                 |                                                                           |
| Indicate the reason for change, e.g., underlying material condition, rot:                                                                                |                                         |                                                                                                                                          |                                                                           |
| <b>I. TRIM WORK</b> <input type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>       |                                         |                                                                                                                                          |                                                                           |
| Type of work:                                                                                                                                            | <input type="checkbox"/> Minor Repair   | <input checked="" type="checkbox"/> Alteration                                                                                           | Install shutters on front windows.                                        |
| Location (Attach diagram & pictures): Front Windows                                                                                                      |                                         |                                                                                                                                          |                                                                           |
| Existing Material: Vinyl Siding                                                                                                                          |                                         | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                                                                           |
| Type of Material to be used: Vinyl Shutters                                                                                                              |                                         |                                                                                                                                          |                                                                           |
| Dimensions:                                                                                                                                              |                                         |                                                                                                                                          |                                                                           |
| Reason for repair or alteration (change of material or design):                                                                                          |                                         |                                                                                                                                          |                                                                           |
| The house originally had shutters on the front windows and we would like to reinstall them.                                                              |                                         |                                                                                                                                          |                                                                           |
| <b>J. MASONRY</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>     |                                         |                                                                                                                                          |                                                                           |
| Type of work:                                                                                                                                            | <input type="checkbox"/> New foundation | <input type="checkbox"/> Substantial Reconstruction                                                                                      | <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing |
| Location (Attach diagram & pictures):                                                                                                                    |                                         |                                                                                                                                          |                                                                           |
| <b>Existing Masonry</b>                                                                                                                                  |                                         | <b>Proposed Masonry</b>                                                                                                                  |                                                                           |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                            |                                         |                                                                                                                                          |                                                                           |
| Existing Material:                                                                                                                                       |                                         | Proposed Materials:                                                                                                                      |                                                                           |
| Existing mortar:                                                                                                                                         | Joints:                                 | Mortar to be used:                                                                                                                       | Mortar joints:                                                            |
| Other / Additional Notes:                                                                                                                                |                                         |                                                                                                                                          |                                                                           |
| Unpainted masonry cannot be painted.                                                                                                                     |                                         |                                                                                                                                          |                                                                           |
| <b>Existing Chimney</b>                                                                                                                                  |                                         | <b>Proposed Chimney</b>                                                                                                                  |                                                                           |
| Show location and document conditions with photographs                                                                                                   |                                         | <input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap                               |                                                                           |
| Indicate the reason for change and materials:                                                                                                            |                                         |                                                                                                                                          |                                                                           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>K. FENCE OR WALL</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
| Type of work: <input type="checkbox"/> New <input type="checkbox"/> Repair % of structure ____ <input type="checkbox"/> Replace In kind <input type="checkbox"/> Different in style or material ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |
| Location (include survey showing location, setbacks, and height)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                               |
| Material:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Height:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
| Describe the style:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
| <p>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.</p> <p>Applicant's signature: <u></u>                      Date: <u>10/1/2024</u></p> <p>Zoning Administrator's signature: _____                      Date: _____</p> <p><b>Zoning Ordinance</b> Article VIII Section: <u>8.16</u></p> |                                                                                                                               |

## 629 Tazewell Avenue



## Proposed Shutters



### About This Product

It's easy to add a decorative touch to your home with these beautiful Louvered Shutters from Ply Gem. Inspired by the classic Old World and early American style, they capture the rich, natural texture of real wood without the splitting, cracking and peeling. Built strong and thick, they're high quality and simple to install. Best of all, they're guaranteed to last a lifetime. Ply Gem shutters feature a tough acrylic coating to protect against sun, wind and rain, and they come in a wide variety of standard heights and widths as well as special order sizes to fit virtually any window. Ply Gem Louvered Shutters can be paired with arched tops to accent circle top windows for added height and impact.

### Highlights

- Vibrant color with baked-on lacquer finish engineered to resist scratching and to last the life of your home
- Realistic woodgrain texture on every edge and surface adds beauty and charm
- Tab-free construction on louvers ensures clean edges
- Reinforced construction resists warping
- Paintable with high-quality latex paint
- Easy to install on any siding material with your choice of color-matching plugs or screws, included
- Virtually maintenance-free
- Limited lifetime warranty

### Details

|                   |                                               |                  |             |
|-------------------|-----------------------------------------------|------------------|-------------|
| Color Family      | Blue                                          | Color/Finish     | Blue        |
| Features          | Hardware Included, Paintable, Water Resistant | Louver type      | Open        |
| Material          | Polypropylene                                 | Number of Panels | 2           |
| Returnable        | 90-Day                                        | Shape            | Rectangular |
| Shutter Top Shape | Straight Top                                  | Shutter Type     | Louvered    |
| Shutter Usage     | Decorative                                    |                  |             |



## 629 TAZEWELL AVENUE, CAPE CHARLES

### **ORIGINAL SHUTTERS:**



### **PROPOSED REINSTALL OF SHUTTERS:**



**COMPARABLE HOUSES WITH SHUTTERS ON TAZEWELL AVE:**  
**(645 Tazewell Ave, Cape Charles)**



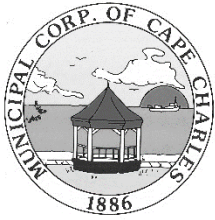
**COMPARABLE HOUSES WITH SHUTTERS ON TAZEWELL AVE:**  
**(711 Tazewell Ave, Cape Charles)**



## Agenda Item 6D (1)

406 Randolph Avenue





## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 19, 2024

Item #: 6D (1) – 406 Randolph Avenue

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

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

Date: October 24, 2024

**OWNERS:** Carolyn & Daniel Bluestein and  
Thomas & Katherine Bluestein

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

**SITE ADDRESS:** 406 Randolph Avenue

**WORK TO BE PERFORMED:** Replace the front, back,  
and side doors, front porch wood columns and rails, and west  
side roof eave trim

**TAX MAP:** 83A3-1-600B

**CURRENT ZONING:** Residential (R-1)

**LOT SIZE:** 2,800.09 sq. ft.

**HISTORIC REGISTER:** CONTRIBUTING

*Description: Ca. 1920, Folk Victorian*

*Accessory Structure: NA*

**DATE APPLICATION RECEIVED:** October 1, 2024

**PRE-APPLICATION MTG:** November 19, 2024

**DATE APPLICATION DEEMED COMPLETE:** October 1, 2024

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** December 2, 2024

The applicant is seeking to replace the following:

1. Doors:
  - a. Front = 15-lite metal door with a 4-lite/1-panel fiberglass; screen door will not be replaced
  - b. Back = Glass panes metal
  - c. Side = 9-lite/1-panel metal with a 1-lite/2-panel fiberglass with ScreenAway & 1/1 & 1/Panel screen door. Screen door will be replaced
2. Front Porch and Step: wood Balustrades and Columns with new wood Balustrades and Columns of the same design
3. Missing West Side Roof Eave Trim with new aluminum trim

### AERIAL MAP



**MATERIALS:**

Doors: REEB Smooth Star Fiberglass Front – 36” x 80” 4-lite/1-panel, Back – 32” x 80” 1-lite/2-panel, Side – 32” x 80” 1-lite/2-panel and Screen Door: 32” x 81” 1-lite/2-panel with ScreenAway

Balustrade and Columns: Wood

Eave: Aluminum approximately 6’-8’

**STAFF ANALYSIS****ZONING COMPLIANCE:**

The property is a legal, non-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 3-11): Building Types, Forms, & Associated Architectural Styles – Victorian Styles*

*Section 4.2: Roofs*

*Section 4.4 (Page 4-11): Woodwork – Porches*

*Section 5.2.1: Roof Features*

*Section 5.4.2 (Pages 5-17 and 5-18): Woodwork – Porches – Handrails*

*Section 5.5.2: Doors*

*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 new fiberglass doors, wood balustrade, wood columns, and aluminum west side roof eave are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

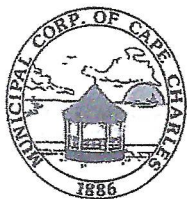
Staff is prepared to assist in the development of a motion, if needed.

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



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x24 31  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

|                 |      |
|-----------------|------|
| Revised 03/2023 |      |
| Taxes           | ✓    |
| 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: *Carolyn Bluestein*

Date: *9/16/24*

## PART 2: PROPERTY INFORMATION

Property Address: *406 Randolph Ave Cape Charles, VA 23310* Tax Map #: *83A3-1-6008*

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: *Daniel/Carolyn Bluestein; Thomas/Kathryn Bluestein*

Mailing Address: *6489 Craggs Cswy Virginia Beach, VA 23457*

Phone Number: *757-343-7523*

Email: *BluesteinCChouse@gmail.com*

## PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:



**PART 5: PROJECT INFORMATION**

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

Remove Storm Door 1 B; replace front door 1 A, replace side doors 2 A+2 B  
 Replace wood support columns & all railings around porch including stair tails  
 Replace missing piece of eave trim on west side of house

**PART 6. ALTERATIONS, REPAIRS OR ADDITIONS**

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

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

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: 3 Removed: 4  
 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 1A Front<br>Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input checked="" type="checkbox"/> <sup>*</sup> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced |
| Existing Material: Metal                                                                                                                     | Proposed Material: fiberglass                                                                                                                                                                   |
| Dimensions: Width <u>36 in</u> Height <u>80 in</u>                                                                                           | Dimensions: Width <u>36 in</u> Height <u>80 in</u>                                                                                                                                              |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels): glass panes                                          | Configuration with picture (i.e., glass panes, divisions, decorative details & panels): See REEB (estimate from OBS)<br>Door 1A                                                                 |

Indicate the reason for change: 1) broken slates 2) existing door is prone to rusting  
 3) improve aesthetics & appearance  
 \*Door 1 B is a failed storm door; removed & not replaced

**PART 5: PROJECT INFORMATION**

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

see pg. 2.1

**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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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: <u>2B</u><br>Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced |
| Existing Material: <u>Metal</u>                                                                                                                  | Proposed Material: <u>fiberglass</u>                                                                                                                                    |
| Dimensions: Width <u>32</u> Height <u>80</u>                                                                                                     | Dimensions: Width <u>32</u> Height <u>80</u>                                                                                                                            |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <u>glass, screen</u>                                     | Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <u>see REEB (estimate from OBS)</u><br><u>2B - storm door</u>                   |

Indicate the reason for change: 1) door is deteriorated, misaligned  
2) Protect Key pad from the elements



**PART 5: PROJECT INFORMATION**

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

*See Pg 2.1***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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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: <i>2 A - Back Door</i><br>Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input checked="" type="checkbox"/> Replaced |
| Existing Material: <i>Metal</i>                                                                                                                               | Proposed Material: <i>fiberglass</i>                                                                                                                                    |
| Dimensions: Width <i>32 in</i> Height <i>80 in</i>                                                                                                            | Dimensions: Width <i>32</i> Height <i>80</i>                                                                                                                            |
| Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <i>glass panes</i>                                                    | Configuration with picture (i.e., glass panes, divisions, decorative details & panels): <i>See REEB (estimate from OBS) Door 2 A</i>                                    |

Indicate the reason for change: *1) rust + rotted wood frame 2) improve aesthetics and appearance 3) enhance security ~ Key pad lock*

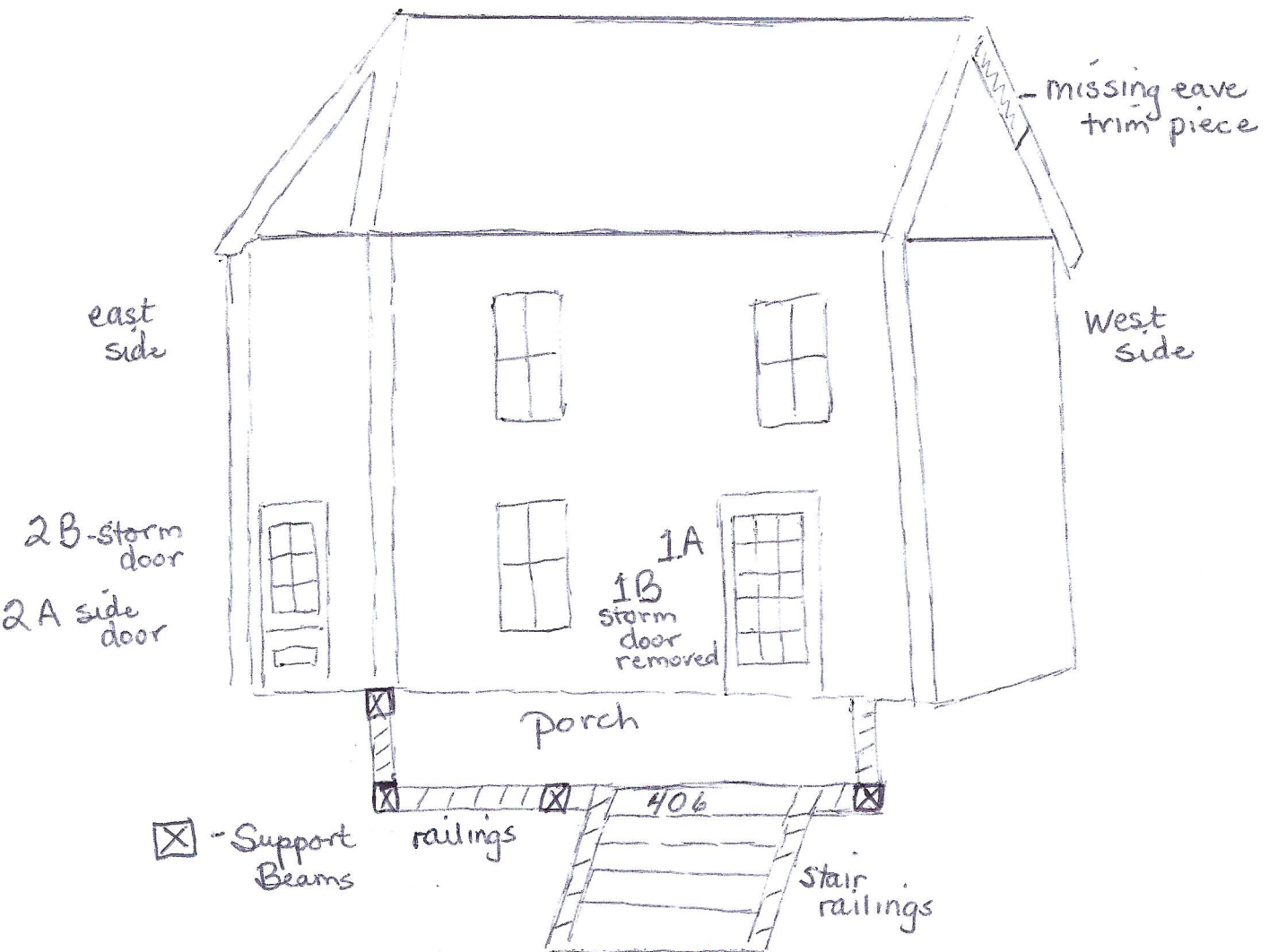
|                                                                                                                                                                                                                            |                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D. WINDOWS</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                              |                                                                                                                                                              |
| Number of windows to be: Added: _____ Removed: _____<br>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:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure                                                                                               | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                                                                                          | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                            |
| Width: _____ Height: _____ Depth: _____                                                                                                                                                                                    | Width: _____ Height: _____ Depth: _____                                                                                                                      |
| Material: _____                                                                                                                                                                                                            | Material: _____                                                                                                                                              |
| <b>E. PORCHES</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                                         |                                                                                                                                                              |
| Work to be done: <input type="checkbox"/> Repair flooring <input type="checkbox"/> Repair ceiling <input checked="" type="checkbox"/> Repair columns <input type="checkbox"/> Repair/add skirting                          |                                                                                                                                                              |
| Location (Attach pictures for all work; Survey may be requested): <i>front porch</i>                                                                                                                                       |                                                                                                                                                              |
| Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____                                                                                                                                     |                                                                                                                                                              |
| Existing Condition <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                                                               | Type of Material to be used:                                                                                                                                 |
| Existing Material: _____                                                                                                                                                                                                   |                                                                                                                                                              |
| Ceiling:                                                                                                                                                                                                                   |                                                                                                                                                              |
| Existing Condition <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                                                               | Type of Material to be used:                                                                                                                                 |
| Existing Material: _____                                                                                                                                                                                                   |                                                                                                                                                              |
| If replacing, indicate the reason for replacement:<br><i>rotted wood causing instability of porch roof</i>                                                                                                                 |                                                                                                                                                              |
| If altering, describe any proposed change (material, size, etc.):                                                                                                                                                          |                                                                                                                                                              |
| <b>F. STEPS/STOOPS/RAILINGS</b> <input type="checkbox"/> 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: <i>Wood</i>                                                                                                                                                                                             | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                     |
| Proposed Material: <i>Wood</i>                                                                                                                                                                                             |                                                                                                                                                              |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):<br><i>same configuration, wood railing are rotted + unstable causing safety hazard</i> |                                                                                                                                                              |
| Number of Railings to be: <i>all</i> _____ Repaired _____ <input checked="" type="checkbox"/> Replaced _____ Altered _____                                                                                                 |                                                                                                                                                              |
| Location (Attach pictures; Survey may be requested): <i>front porch</i>                                                                                                                                                    |                                                                                                                                                              |
| Existing Material: <i>Wood</i>                                                                                                                                                                                             | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                     |
| Type of Material to be used: <i>Wood</i>                                                                                                                                                                                   |                                                                                                                                                              |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):<br><i>rotted wood, instability + safety hazard</i>                                     |                                                                                                                                                              |



|                                                                                                                                                                                     |         |                                                                                                                                          |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>G. DECKS &amp; PATIOS</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                              |         |                                                                                                                                          |                |
| <input type="checkbox"/> Deck                                                                                                                                                       | Length: | Width:                                                                                                                                   | Materials:     |
| <input type="checkbox"/> Patio                                                                                                                                                      | Length: | Width:                                                                                                                                   | Materials:     |
| <b>H. SIDING</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                             |         |                                                                                                                                          |                |
| Type of work: <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input type="checkbox"/> Full Re-Siding (Change of material)            |         |                                                                                                                                          |                |
| Location (Attach diagram & pictures):                                                                                                                                               |         |                                                                                                                                          |                |
| <b>Existing Siding</b>                                                                                                                                                              |         | <b>Proposed Siding</b>                                                                                                                   |                |
| Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure                                                                    |         |                                                                                                                                          |                |
| Existing material:                                                                                                                                                                  |         | Proposed material:                                                                                                                       |                |
| Dimensions: Thickness -      Width -                                                                                                                                                |         | Dimensions: Thickness -      Width -                                                                                                     |                |
| Indicate the reason for change, e.g., underlying material condition, rot:                                                                                                           |         |                                                                                                                                          |                |
|                                                                                                                                                                                     |         |                                                                                                                                          |                |
| <b>I. TRIM WORK</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                         |         |                                                                                                                                          |                |
| Type of work: <input checked="" type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration                                                                                  |         |                                                                                                                                          |                |
| Location (Attach diagram & pictures): <i>West side of house eave</i>                                                                                                                |         |                                                                                                                                          |                |
| Existing Material: <i>aluminum trim - missing</i>                                                                                                                                   |         | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                |
| Type of Material to be used: <i>aluminum trim</i>                                                                                                                                   |         |                                                                                                                                          |                |
| Dimensions: <i>approximately 6-8 ft.</i>                                                                                                                                            |         |                                                                                                                                          |                |
| Reason for repair or alteration (change of material or design):<br><i>Missing trim piece on eave of house allowing rain to rot boards<br/>improve aesthetics and appearance</i>     |         |                                                                                                                                          |                |
| <b>J. MASONRY</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                  |         |                                                                                                                                          |                |
| Type of work: <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing |         |                                                                                                                                          |                |
| Location (Attach diagram & pictures):                                                                                                                                               |         |                                                                                                                                          |                |
| <b>Existing Masonry</b>                                                                                                                                                             |         | <b>Proposed Masonry</b>                                                                                                                  |                |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                       |         |                                                                                                                                          |                |
| Existing Material:                                                                                                                                                                  |         | Proposed Materials:                                                                                                                      |                |
| Existing mortar:                                                                                                                                                                    | Joints: | Mortar to be used:                                                                                                                       | Mortar joints: |
| Other / Additional Notes:                                                                                                                                                           |         |                                                                                                                                          |                |
| Unpainted masonry cannot be painted.                                                                                                                                                |         |                                                                                                                                          |                |
| <b>Existing Chimney</b>                                                                                                                                                             |         | <b>Proposed Chimney</b>                                                                                                                  |                |
| Show location and document conditions with photographs                                                                                                                              |         | <input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap                               |                |
| Indicate the reason for change and materials:                                                                                                                                       |         |                                                                                                                                          |                |
|                                                                                                                                                                                     |         |                                                                                                                                          |                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>K. FENCE OR WALL</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
| Type of work: <input type="checkbox"/> New <input type="checkbox"/> Repair % of structure ____ <input type="checkbox"/> Replace In kind <input type="checkbox"/> Different in style or material ____                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                               |
| Location (include survey showing location, setbacks, and height)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |
| Material:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Height:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               |
| Describe the style:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
| <p>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.</p> |                                                                                                                               |
| Applicant's signature: <u><i>Carolyn Bluestein</i></u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                               |
| Date: <u>9/16/24</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                               |
| Zoning Administrator's signature: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               |
| Date: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                               |
| Zoning Ordinance Article VIII Section: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                               |

# Diagram of house exterior



406 Randolph Ave



**406 Randolph Avenue Existing Conditions**



Front Porch  
Railing









Front Door



Side Door



West Side Eave

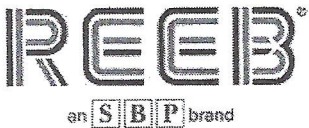




Reeb Report



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



Project Information (ID #8409713 Revision #12596591)

[Hide](#)

|                                  |                                      |
|----------------------------------|--------------------------------------|
| <b>Project Name:</b> Quick Quote | <b>Quote Date:</b> 07/29/2024        |
| <b>Customer:</b> Cash Customer   | <b>Submitted Date:</b>               |
| <b>Contact Name:</b> Cash Cash   | <b>PO#:</b> QQ000                    |
| <b>Phone (Main):</b>             |                                      |
| <b>Phone (Cell):</b>             | <b>Sales Rep Name:</b> Andrew Greene |
| <b>Customer Type:</b>            |                                      |
| <b>Terms:</b>                    |                                      |

Delivery Information

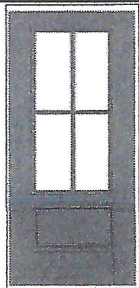
[Hide](#)

|                                    |                  |
|------------------------------------|------------------|
| <b>Shipping Contact:</b> Cash Cash | <b>Comments:</b> |
| <b>Shipping Address:</b>           |                  |
| <b>City:</b>                       |                  |
| <b>State:</b>                      |                  |
| <b>Zip:</b>                        |                  |

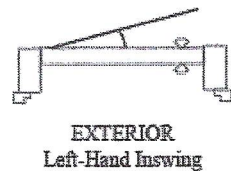
Unit Detail

[Hide All Configuration Options](#)

|                                                                                         |                  |                    |
|-----------------------------------------------------------------------------------------|------------------|--------------------|
| <b>Item:</b> 0001: Ext 36" x 80" S90-2W2H-SDLLE LHI 6 9/16" On-Guard White Paint Finish | <b>Location:</b> | <b>Quantity:</b> 1 |
| Smooth Star 36"x80" Single Door                                                         |                  | 1,617.19           |



1 A



Configuration Options [Hide](#)

Ext Smooth Star Single Door 36" x 80" S90-2W2H-SDLLE (SDL), 6 9/16" On-Guard White Paint Finish, On-Guard White Paint Finish Standard Brickmould, Left Hand Inswing, Brushed Nickel Ball Bearing Hinges, Mill Finish w Light Cap Composite Adjustable Sill, Bronze Compression Weatherstripping, Double Lock Bore 2-3/8" Backset Bore, Strike Prep, Door Finish Estuary/Estuary, Frame Finish Reeb White/Reeb White

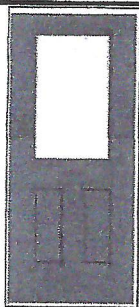
Rough Opening: 38 1/2" x 82 1/2"  
Total Unit: 40 1/4" x 83 3/8"(Includes Exterior Casing)

Item Total: \$ 1,617.19  
Item Quantity Total: \$ 1,617.19

Item: 0002: Ext 32" x 80" S206-LE RHI 4 9/16" On-Guard White Paint Finish

Location:

Quantity: 1



Smooth Star 32"x80" Single Door

1,081.69

2A

**Configuration Options** [Hide](#)

Ext Smooth Star Single Door 32" x 80" S206-LE (Clear), 4 9/16" On-Guard White Paint Finish, On-Guard White Paint Finish Standard Brickmould, Right Hand Inswing, Brushed Nickel Radius x Square (Self Aligning) Hinges, Mill Finish w Light Cap Composite Adjustable Sill, Bronze Compression Weatherstripping, Double Lock Bore 2-3/8" Backset Bore, Strike Prep, Door Finish Estuary/Estuary, Frame Finish Reeb White/Reeb White

EXTERIOR  
Right-Hand Inswing

Rough Opening: 34 1/2" x 82 1/2"

Total Unit: 36 1/4" x 83 3/8" (Includes Exterior Casing)

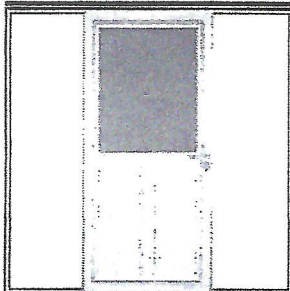
Item Total: \$ 1,081.69

Item Quantity Total: \$ 1,081.69

Item: 0003: 2869 CLSC ELEG-HIGH VIEW-CLR-AWAY-WHT

Location:

Quantity: 1



2869 CLSC ELEG-HIGH VIEW-CLR-AWAY-WHT  
HDWE QUICKFIT REVIERE NICKEL (LHQRNK)

457.64

43.40

2B

**Configuration Options** [Hide](#)

Storm and Screen Doors, Larson, Storm Door, High View, Clear Glass, ScreenAway, 32", 81", Classic Elegance, 146HV, 1 7/8", White, 146HV-WH, Brushed Nickel, 146HV-WH-NK

Item Total: \$ 501.04

Item Quantity Total: \$ 501.04

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

Item Location Description

Quantity Unit Price

Total  
Price



# COLOR MATCHES AVAILABLE.

Explore other products from Fortune Brands Outdoors designed to match select colors shown here. Look for the (  ) symbol. See your Therma-Tru seller for details.

Alpine

Granite

Peregrine  

Onyx

Obsidian  

Indigo

Estuary 

Arctic Ice 

Cypress

Golden Wheat 

Canyon 

Ruby Red

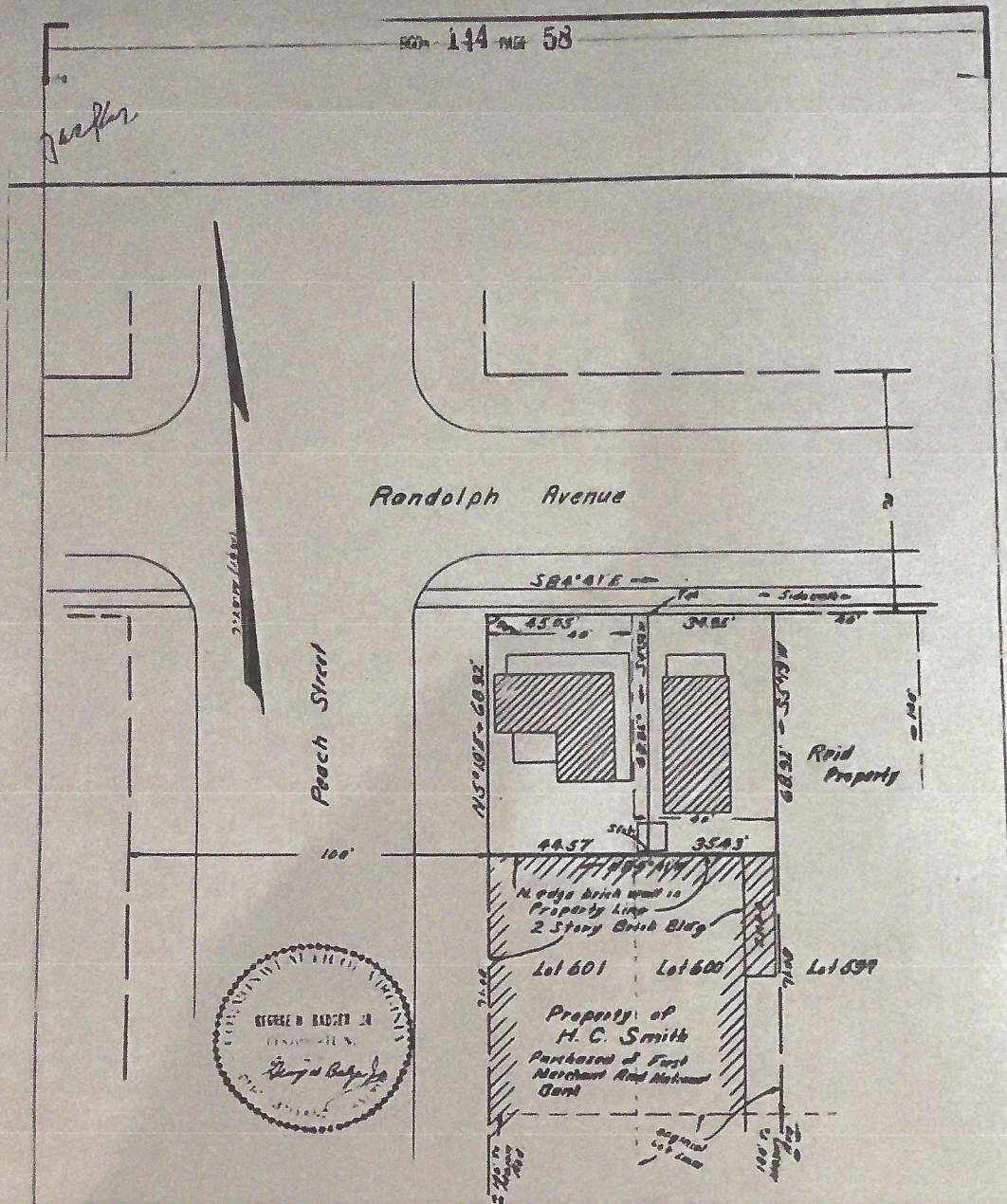
Cabernet

Chestnut

Elk  

Order 4" x 4" samples of select PrismaGuard finish colors at [store.thermatru.com](http://store.thermatru.com).





Property of  
First Merchant And National Bank  
(Richmond, Virginia)  
A Part Of Town Lots 601 And 600  
Cape Charles, Northampton County  
Virginia  
Scale: 1"=30'

lots surveyed at the request  
of the owners, March 4, 1961  
For more detail see survey by  
G.H. Rogers, Jr., State of Virginia  
Surveyor  
G.H. Rogers, Jr., S.E.

VIRGINIA:

In the Clerk's Office of the Circuit Court of the County of Northampton, on the 14th day of April, A. D., 1961. This deed from First and Merchants National Bank, als. Trs., to Adron F. Parks, et al. was, with the certificates of acknowledgment, and Plat of Survey, thereof thereto annexed, received by me in my said office this day and admitted to record at 9:45 o'clock, A. M.

Teste: Thomas H. James, Clerk

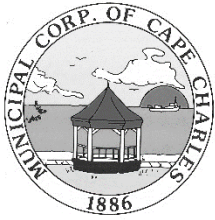
By Virginia Williams, D'y Clerk.



## Agenda Item 6D (2)

508 Harbor Avenue





## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 19, 2024

Item #: 6D (2) – 508 Harbor Avenue

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

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

Date: October 25, 2024

**OWNERS:** Stephen Q. and Mary R. Rodgers  
represented by James Ryan Bender

**TYPE OF APPLICATION:** Application for Certificate  
of Appropriateness

**SITE ADDRESS:** 508 Harbor Avenue

**WORK TO BE PERFORMED:** Replace the siding,  
front porch flooring, ceiling and step railing, window  
trim, rear porch railing, fascia and soffit, and painting  
unpainted masonry

**TAX MAP:** 83A1-2-9-7

**CURRENT ZONING:** Residential (R-1)

**LOT SIZE:** 5664.1 sq. ft.

**HISTORIC REGISTER:** CONTRIBUTING

*Description: Ca. 1925, Craftsman*

*Accessory Structure: NA*

**DATE APPLICATION RECEIVED:** September 9, 2024

**PRE-APPLICATION MTG:** September 9, 2024

**DATE APPLICATION DEEMED COMPLETE:** October 1, 2024

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** December 2, 2024

The applicant is seeking to replace the following:

1. Front Porch: Flooring: existing wood with composite decking, Ceiling: cover existing wood with vinyl, Steps: existing concrete over wood with wood frame with composite decking,
2. Rear Stoop Railing: existing wood with vinyl to match the front porch balustrades.
3. Siding: existing aluminum with 1-1/4" x 6" vinyl
4. Window Trim: vinyl
5. Fascia and Soffit: existing aluminum with vinyl

This application also includes painting unpainted bricks.

### AERIAL MAP



**MATERIALS:**

Front Porch: Flooring: Composite Decking, Ceiling: Vinyl, Steps: Frame: Wood and Composite Decking

Rear Stoop Railing: Vinyl to match front porch balustrades

Window Trim: Vinyl

Fascia and Soffit: Vinyl

Brick: Paint

**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 3-18): Building Types, Forms, & Associated Architectural Styles – Craftsman*

*Section 4.2: Roofs*

*Section 4.3: Masonry – Exterior Walls, Foundations, & Chimneys*

*Section 4.4 (Page 4-11): Woodwork – Porches*

*Section 4.5 (Pages 4-12 & 4-13): Openings & Associated Features - Windows*

*Section 5.2.1: Roof Features*

*Section 5.3: Masonry – Exterior Walls, Foundations, & Chimneys*

*Section 5.4.2: Woodwork – Porches*

*Section 5.5.1: Windows*

*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 and exterior renovations are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

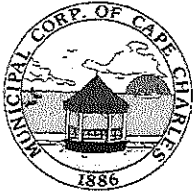
Staff is prepared to assist in the development of a motion, if needed.

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



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x31  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

RECEIVED  
9/9/2024

|                 |         |
|-----------------|---------|
| Revised 03/2023 |         |
| Taxes           | ✓ Pd RS |
| Violations      | NA      |
| Pd CC Fee       | \$500   |
| Decision        | HDRB    |

Budget Code: HISTF 100-3100-1100

## PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: Ryan Bender

Date: 9/9/24

## PART 2: PROPERTY INFORMATION

Property Address: **508 Harbor Ave**

Tax Map: **83A1-2-9-7**

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: **Mary Robins Rodgers**

Mailing Address: **701 Lantz Rd Edinburg VA 22824**

Phone Number: **(540) 421-7130**

Email: **3valleyhorses@gmail.com**

## PART 4: APPLICANT INFORMATION

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

Name and/or Company: **James Ryan Bender**

Mailing Address: **508 Harbor Ave Cape Charles Va 23310**

Phone Number: **(757) 615-5497**

Email: **bender8080@yahoo.com**



**PART 5: PROJECT INFORMATION**

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):  
Exterior overhaul to stop any further damage from the elements including siding, trim, porch flooring, railings and steps to protect the integrity of the structure and for safety concerns.

**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): putting on all new gutters and downspouts

**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:

|                                                                                                                                                                                                                                     |                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D. WINDOWS</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                                       |                                                                                                                                                              |
| Number of windows to be: Added: _____ Removed: _____<br>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.                                                                                                                     |                                                                                                                                                              |
| <b>Existing Windows</b>                                                                                                                                                                                                             | <b>Proposed Windows</b>                                                                                                                                      |
| Window1:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure                                                                                                        | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                                                                                                   | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                                                            |
| Width: _____ Height: _____ Depth: _____                                                                                                                                                                                             | Width: _____ Height: _____ Depth: _____                                                                                                                      |
| Material: _____                                                                                                                                                                                                                     | Material: _____                                                                                                                                              |
| <b>E. PORCHES</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                                                  |                                                                                                                                                              |
| Work to be done: <input checked="" type="checkbox"/> Repair flooring <input type="checkbox"/> Repair ceiling <input type="checkbox"/> Repair columns <input type="checkbox"/> Repair/add skirting                                   |                                                                                                                                                              |
| Location (Attach pictures for all work; Survey may be requested): <b>Front and back porches</b>                                                                                                                                     |                                                                                                                                                              |
| <b>Floorboards:</b> Number of boards to be: _____ Repaired _____ ALL Replaced _____ Altered _____                                                                                                                                   |                                                                                                                                                              |
| Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                                                            | Type of Material to be used:<br><b>composite decking</b>                                                                                                     |
| Existing Material: <b>Wood</b>                                                                                                                                                                                                      |                                                                                                                                                              |
| <b>Ceiling:</b>                                                                                                                                                                                                                     |                                                                                                                                                              |
| Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                                                            | Type of Material to be used:<br><i>Vinyl covering Same material as soffits</i>                                                                               |
| Existing Material: _____                                                                                                                                                                                                            |                                                                                                                                                              |
| If replacing, indicate the reason for replacement: _____                                                                                                                                                                            |                                                                                                                                                              |
| If altering, describe any proposed change (material, size, etc.):<br><i>Covering existing ceiling in a vinyl covering</i>                                                                                                           |                                                                                                                                                              |
| <b>F. STEPS/STOOPS/RAILINGS</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                                                    |                                                                                                                                                              |
| Number of Steps/Stoops to be: _____ Repaired _____ <b>9</b> Replaced _____ Altered _____                                                                                                                                            |                                                                                                                                                              |
| Location (Attach pictures; Survey may be requested): <b>Front steps Harbor Ave side of house</b>                                                                                                                                    |                                                                                                                                                              |
| Existing Material: <b>Concrete over wood</b>                                                                                                                                                                                        | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                     |
| Proposed Material: <b>Composite decking and wood frame</b>                                                                                                                                                                          |                                                                                                                                                              |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):<br><b>Cracking and crumbling, safety hazard</b>                                                 |                                                                                                                                                              |
| Number of Railings to be: _____ Repaired _____ <b>2</b> Replaced _____ Altered _____                                                                                                                                                |                                                                                                                                                              |
| Location (Attach pictures; Survey may be requested): <b>Railings down back steps Pine St side</b>                                                                                                                                   |                                                                                                                                                              |
| Existing Material: <b>WOOD</b>                                                                                                                                                                                                      | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                     |
| Type of Material to be used: <b>Plastic railings to match front porch / Add railing to front steps</b>                                                                                                                              |                                                                                                                                                              |
| If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):<br><b>Falling apart and fire damage, also replacing post at top of steps due to fire damage</b> |                                                                                                                                                              |

|                                                                                                                                                                                     |                                                                                                                                                                       |                                                                                                                                          |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>G. DECKS &amp; PATIOS</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                          |                                                                                                                                                                       |                                                                                                                                          |                |
| <input type="checkbox"/> Deck                                                                                                                                                       | Length:                                                                                                                                                               | Width:                                                                                                                                   | Materials:     |
| <input type="checkbox"/> Patio                                                                                                                                                      | Length:                                                                                                                                                               | Width:                                                                                                                                   | Materials:     |
| <b>H. SIDING</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                    |                                                                                                                                                                       |                                                                                                                                          |                |
| Type of work:                                                                                                                                                                       | <input type="checkbox"/> Minor Repair <input type="checkbox"/> Full Re-Siding (same material) <input checked="" type="checkbox"/> Full Re-Siding (Change of material) |                                                                                                                                          |                |
| Location (Attach diagram & pictures):                                                                                                                                               |                                                                                                                                                                       |                                                                                                                                          |                |
| <b>Existing Siding</b>                                                                                                                                                              |                                                                                                                                                                       | <b>Proposed Siding</b>                                                                                                                   |                |
| Original to the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure                                                         |                                                                                                                                                                       |                                                                                                                                          |                |
| Existing material: Aluminum Siding                                                                                                                                                  |                                                                                                                                                                       | Proposed material: Vinyl with foam insulating backing                                                                                    |                |
| Dimensions: Thickness -      Width -                                                                                                                                                |                                                                                                                                                                       | Dimensions: Thickness - 1 1/4"    Width - 6"                                                                                             |                |
| Indicate the reason for change, e.g., underlying material condition, rot:<br>Deterioration of siding causing water damage inside house                                              |                                                                                                                                                                       |                                                                                                                                          |                |
| <b>I. TRIM WORK</b> <input type="checkbox"/> Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                                |                                                                                                                                                                       |                                                                                                                                          |                |
| Type of work:                                                                                                                                                                       | <input checked="" type="checkbox"/> Minor Repair <input type="checkbox"/> Alteration                                                                                  |                                                                                                                                          |                |
| Location (Attach diagram & pictures): all trim and soffets                                                                                                                          |                                                                                                                                                                       |                                                                                                                                          |                |
| Existing Material: aluminum                                                                                                                                                         |                                                                                                                                                                       | Existing Condition: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                |
| Type of Material to be used: vinyl                                                                                                                                                  |                                                                                                                                                                       |                                                                                                                                          |                |
| Dimensions:                                                                                                                                                                         |                                                                                                                                                                       |                                                                                                                                          |                |
| Reason for repair or alteration (change of material or design):<br>deterioration and missing soffet and trim allowing water damage insde the home<br>Term Around windows 31 windows |                                                                                                                                                                       |                                                                                                                                          |                |
| <b>J. MASONRY</b> <input checked="" type="checkbox"/> Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES                                              |                                                                                                                                                                       |                                                                                                                                          |                |
| Type of work:                                                                                                                                                                       | <input type="checkbox"/> New foundation <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing |                                                                                                                                          |                |
| Location (Attach diagram & pictures):                                                                                                                                               |                                                                                                                                                                       |                                                                                                                                          |                |
| <b>Existing Masonry</b>                                                                                                                                                             |                                                                                                                                                                       | <b>Proposed Masonry</b>                                                                                                                  |                |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                                                       |                                                                                                                                                                       |                                                                                                                                          |                |
| Existing Material:                                                                                                                                                                  |                                                                                                                                                                       | Proposed Materials:                                                                                                                      |                |
| Existing mortar:                                                                                                                                                                    | Joints:                                                                                                                                                               | Mortar to be used:                                                                                                                       | Mortar joints: |
| Other / Additional Notes:                                                                                                                                                           |                                                                                                                                                                       |                                                                                                                                          |                |
| Unpainted masonry cannot be painted.                                                                                                                                                |                                                                                                                                                                       |                                                                                                                                          |                |
| <b>Existing Chimney</b>                                                                                                                                                             |                                                                                                                                                                       | <b>Proposed Chimney</b>                                                                                                                  |                |
| Show location and document conditions with photographs                                                                                                                              |                                                                                                                                                                       | <input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap                               |                |
| Indicate the reason for change and materials:<br>world like to paint Bricks if possible                                                                                             |                                                                                                                                                                       |                                                                                                                                          |                |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>K. FENCE OR WALL</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| Type of work: <input type="checkbox"/> New <input type="checkbox"/> Repair % of structure ____ <input type="checkbox"/> Replace In kind ____ <input type="checkbox"/> Different in style or material ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |
| Location (include survey showing location, setbacks, and height)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               |
| Material:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Height:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |
| Describe the style:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| <p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Applicant's signature: <u>Ryan Bender</u></p> <p>Zoning Administrator's signature: _____</p> <p>Zoning Ordinance Article VIII Section: <u>8.16 (3) (c)</u></p> </div> <div style="width: 35%; text-align: right;"> <p>Date: <u>9/9/24</u></p> <p>Date: _____</p> </div> </div> |                                                                                                                               |

# Limited Power Of Attorney To Manage Real Estate

I, MARY R. RODGERS, of Shenandoah County, Virginia, hereby appoint JAMES RYAN BENDER, as my true and lawful agent (herein "Agent") to act in my name, place, and stead in any way which I myself could do, if I were personally present, with respect to the management of my real property located at 508 Harbor Avenue, Cape Charles, Virginia, Northampton County, Virginia, Tax Map No. 83A1-2-9-6 (herein the "Property").

I specifically authorize my Agent to manage or conserve an interest in the Property and to use, develop, alter, replace, remove, erect, or install a structure or other improvements upon the Property. My Agent has full authority to act on my behalf with respect to obtaining quotes for improvements and repairs to the Property.

I ratify and confirm all lawful acts done by my Agent by virtue hereof. This Power of Attorney shall not terminate upon the disability of the principal, and such disability shall not affect the authority herein granted.

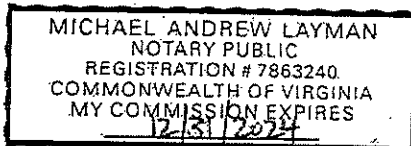
WITNESS my hand and seal this 29<sup>th</sup> day of MAY, 2024.

Mary R. Rodgers (SEAL)  
Mary R. Rodgers

COMMONWEALTH OF VIRGINIA,  
CITY/COUNTY OF ROCKINGHAM, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this 29<sup>th</sup> day of MAY, 2024, by Mary R. Rodgers.

My commission expires: 12/31/2024  
My registration number is: 7863240



[Signature]  
Notary Public

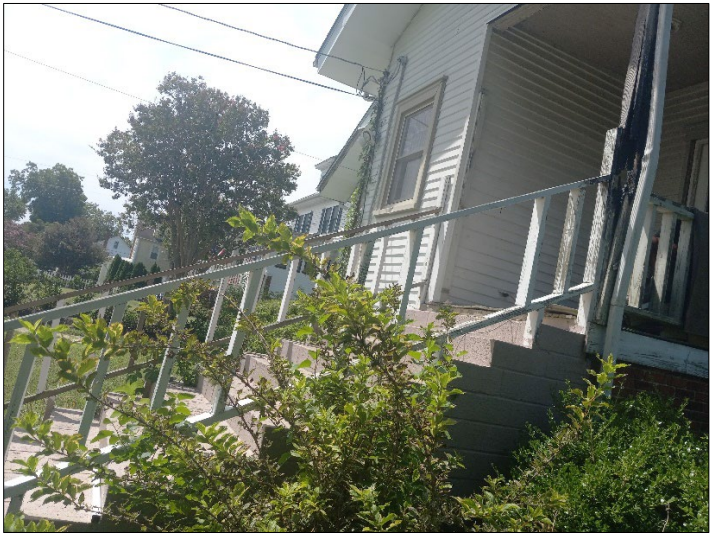
## 508 Harbor Avenue Existing Conditions

### Front Porch





Rear Porch







Siding



Fascia

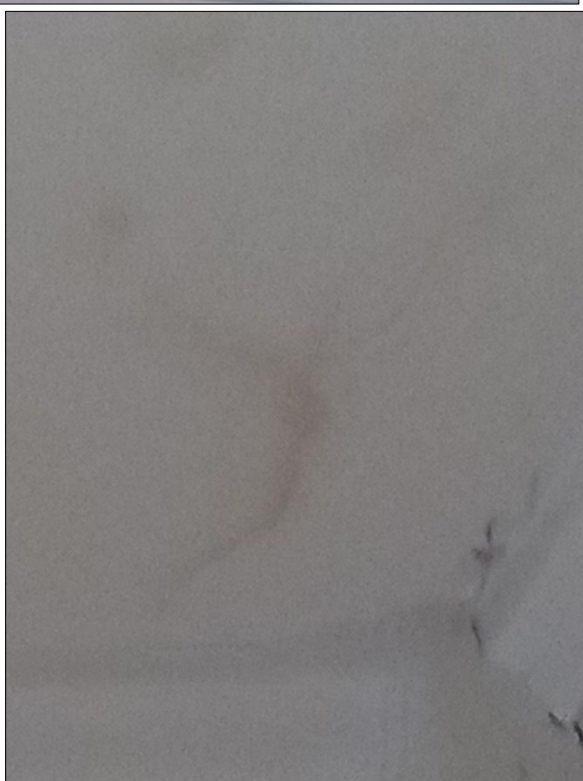
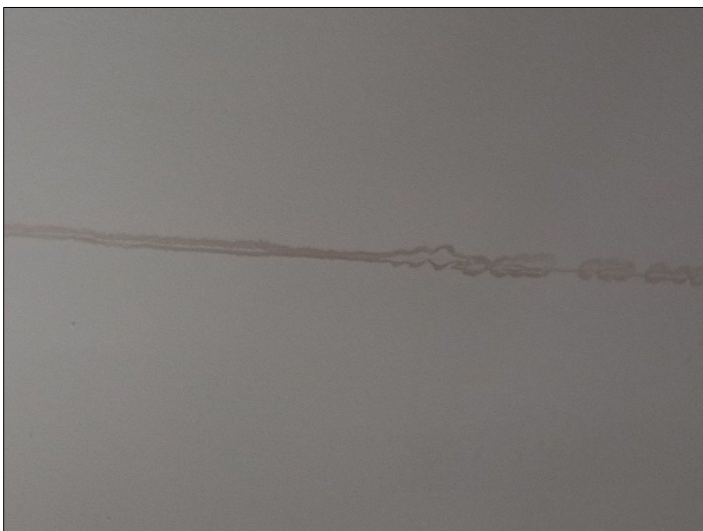




Soffit



Inside

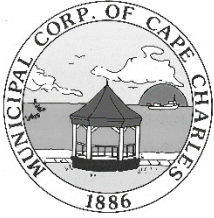


## Agenda Item 6D (3)

AFTER THE FACT

602 Washington Avenue





## HISTORIC DISTRICT REVIEW BOARD

Meeting Date: November 19, 2024

Item #: 6D (3) – 602 Washington Avenue

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

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

Date: October 28, 2024

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**OWNERS:** Ware Neck Properties, LLC  
represented by Kerry Shackelford

**TYPE OF APPLICATION:** AFTER the FACT Application  
for Certificate of Appropriateness

**SITE ADDRESS:** 602 Washington Avenue

**WORK TO BE PERFORMED:** Installed an enclosed shower on the side porch and gutters; install lattice on the front of the porch and install rear patio

**TAX MAP:** 83A1-1-25

**CURRENT ZONING:** Residential (R-1)

**LOT SIZE:** 5664.1 sq. ft.

**HISTORIC REGISTER:** CONTRIBUTING

*Description: Ca. 1900, Folk Victorian*

*Accessory Structure: Shed, NON-CONTRIBUTING*

**DATE APPLICATION RECEIVED:** August 29, 2024

**PRE-APPLICATION MTG:** November 19, 2024

**DATE APPLICATION DEEMED COMPLETE:** October 1, 2024

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** December 2, 2024

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The applicant installed an enclosed outdoor shower on the side porch and gutters on the two-story single-family home without prior HDRB Approval.

The applicant is seeking to install lattice between the front and side porch piers and install a rear 16' x 16' (256 sq. ft.) paver patio.

### AERIAL MAP



**MATERIALS:**

Installed Outdoor Shower: Wood

Gutters: No material given

Lattice: Wood

Patio: Cast Paver

**STAFF ANALYSIS****ZONING COMPLIANCE:**

The property is a legal, conforming use and the proposed materials are in compliance with the zoning ordinance. However, an updated site plan needs to be provided before this application is in compliance with the zoning ordinance. Particularly, the house and all proposed hardscapes, decks, patios, and appurtenances need to be included with dimensions and clearly defined setbacks. Staff is recommending that the HDRB review occur since the zoning compliance will be forthcoming once a full site plan is provided which will not impede the elements under HDRB review.

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 (Page 4-11): Woodwork – Porches*

*Section 5.2.1 (Page 5-6): Roof Features – Gutters and Downspouts*

*Section 9.3: Decks, Ramps, & Patios*

*Section 9.4: Appurtenances*

**STAFF RECOMMENDATION:**

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the installed enclosed outdoor shower and gutters, and the installation of lattice in between the front and side porch piers and installation of a rear paver are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

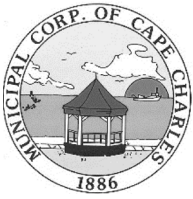
Staff is prepared to assist in the development of a motion, if needed.

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



# Certificate of Appropriateness Application Renovation

Planning & Zoning Department  
2 Plum Street; Cape Charles, VA 23310  
757-331-3259 x24  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 03/2023

|            |            |
|------------|------------|
| Taxes      | Pd         |
| Violations | \$1,000 PD |
| Fee        | \$150 PD   |
| Decision   | HDRB       |

Budget Code: HISTF 100-3100-1100

## PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature:

*Kerry Shackelford*

Date: 8/29/24

## PART 2: PROPERTY INFORMATION

Property Address: 602 Washington

Tax Map #: 83A1-1-25

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: Ware Neck Properties

Mailing Address: P.O. Box 911 Williamsburg VA 23187

Phone Number: 757-650-7277

Email: [Kerrymrcm@gmail.com](mailto:Kerrymrcm@gmail.com)

## PART 4: APPLICANT INFORMATION

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

Name and/or Company: Kerry Shackelford

Mailing Address: P.O. Box 911, Williamsburg, VA 23187

Phone Number: 757-650-7277

Email: [Kerrymrcm@gmail.com](mailto:Kerrymrcm@gmail.com)



**PART 5: PROJECT INFORMATION**

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

Add a outdoor shower, gutters, and lattice around the two proches Shower is at the same elevation as the side porch. Add a 16' x 16' cast paver patio

**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: Outdoor shower & patio

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

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

|            |                      |                  |                          |
|------------|----------------------|------------------|--------------------------|
| Stories: 1 | Building height: 10' | Footprint: 4'x5' | Gross square footage: 20 |
|------------|----------------------|------------------|--------------------------|

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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> 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:<br>Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Work to be completed:<br><input type="checkbox"/> Added <input type="checkbox"/> Removed <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced |
| Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>Include a picture                                            | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):<br>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):

| <b>Floorboards:</b> Number of boards to be: | Repaired | Replaced | Altered |
|---------------------------------------------|----------|----------|---------|
|---------------------------------------------|----------|----------|---------|

|                                                                                                                               |                              |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure | Type of Material to be used: |
| Existing Material:                                                                                                            |                              |

**Ceiling:**

|                                                                                                                               |                              |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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.):

## Add Lattice to porches

**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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> 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.):

|                                                                                                                                                        |                                         |                                                                                                                               |                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>G. DECKS &amp; PATIOS</b> <input type="checkbox"/> Not applicable <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                 |                                         |                                                                                                                               |                                                                           |
| <input type="checkbox"/> Deck                                                                                                                          | Length:                                 | Width:                                                                                                                        | Materials:                                                                |
| <input checked="" type="checkbox"/> Patio                                                                                                              | Length: 16'                             | Width: 16'                                                                                                                    | Materials: cast pavers                                                    |
| <b>H. SIDING</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>     |                                         |                                                                                                                               |                                                                           |
| Type of work:                                                                                                                                          | <input type="checkbox"/> Minor Repair   | <input type="checkbox"/> Full Re-Siding (same material)                                                                       | <input type="checkbox"/> Full Re-Siding (Change of material)              |
| Location (Attach diagram & pictures):                                                                                                                  |                                         |                                                                                                                               |                                                                           |
| <b>Existing Siding</b>                                                                                                                                 |                                         | <b>Proposed Siding</b>                                                                                                        |                                                                           |
| Original to the home: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure                                       |                                         |                                                                                                                               |                                                                           |
| Existing material:                                                                                                                                     |                                         | Proposed material:                                                                                                            |                                                                           |
| Dimensions: Thickness -      Width -                                                                                                                   |                                         | Dimensions: Thickness -      Width -                                                                                          |                                                                           |
| Indicate the reason for change, e.g., underlying material condition, rot:                                                                              |                                         |                                                                                                                               |                                                                           |
| <b>I. TRIM WORK</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b> |                                         |                                                                                                                               |                                                                           |
| Type of work:                                                                                                                                          | <input type="checkbox"/> Minor Repair   | <input type="checkbox"/> Alteration                                                                                           |                                                                           |
| Location (Attach diagram & pictures):                                                                                                                  |                                         |                                                                                                                               |                                                                           |
| Existing Material:                                                                                                                                     |                                         | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |                                                                           |
| Type of Material to be used:                                                                                                                           |                                         |                                                                                                                               |                                                                           |
| Dimensions:                                                                                                                                            |                                         |                                                                                                                               |                                                                           |
| Reason for repair or alteration (change of material or design):                                                                                        |                                         |                                                                                                                               |                                                                           |
| <b>J. MASONRY</b> <input checked="" type="checkbox"/> Not applicable <b>SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>          |                                         |                                                                                                                               |                                                                           |
| Type of work:                                                                                                                                          | <input type="checkbox"/> New foundation | <input type="checkbox"/> Substantial Reconstruction                                                                           | <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing |
| Location (Attach diagram & pictures):                                                                                                                  |                                         |                                                                                                                               |                                                                           |
| <b>Existing Masonry</b>                                                                                                                                |                                         | <b>Proposed Masonry</b>                                                                                                       |                                                                           |
| Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure                          |                                         |                                                                                                                               |                                                                           |
| Existing Material:                                                                                                                                     |                                         | Proposed Materials:                                                                                                           |                                                                           |
| Existing mortar:                                                                                                                                       | Joints:                                 | Mortar to be used:                                                                                                            | Mortar joints:                                                            |
| Other / Additional Notes:                                                                                                                              |                                         |                                                                                                                               |                                                                           |
| Unpainted masonry cannot be painted.                                                                                                                   |                                         |                                                                                                                               |                                                                           |
| <b>Existing Chimney</b>                                                                                                                                |                                         | <b>Proposed Chimney</b>                                                                                                       |                                                                           |
| Show location and document conditions with photographs                                                                                                 |                                         | <input type="checkbox"/> Repair <input type="checkbox"/> Remove <input type="checkbox"/> Add a chimney cap                    |                                                                           |
| Indicate the reason for change and materials:                                                                                                          |                                         |                                                                                                                               |                                                                           |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>K. FENCE OR WALL</b> <input checked="" type="checkbox"/> <b>Not applicable</b> <b>SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
| Type of work: <input type="checkbox"/> New <input type="checkbox"/> Repair % of structure ____ <input type="checkbox"/> Replace In kind <input type="checkbox"/> Different in style or material ____                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                               |
| Location (include survey showing location, setbacks, and height)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |
| Material:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure |
| Height:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               |
| Describe the style:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
| <p>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.</p> |                                                                                                                               |
| Applicant's signature: <u>Kerry Shackelford</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Date: <u>8/7/24</u>                                                                                                           |
| Zoning Administrator's signature: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date: _____                                                                                                                   |
| <b>Zoning Ordinance</b> Article VIII Section: <u>8.16 (3) (c)</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                               |

**602 Washington Avenue Existing Pictures**



**After the Fact Shower**



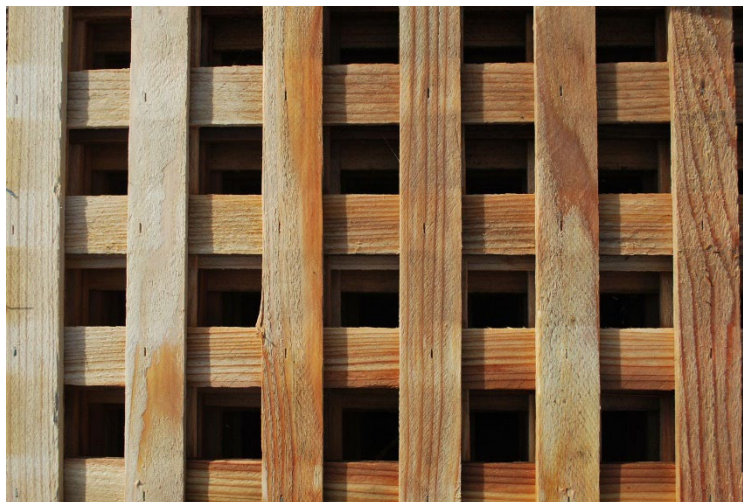
**After the Fact Gutters**







**PROPOSED LATTICE**

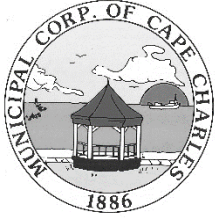




## Agenda Item 6D (4)

Tax Map #83A4-1-32

Monroe Avenue



## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 19, 2024

Item #: 6D (4) – Lot 32 on Monroe Avenue (Tax Map #83A4-1-32)

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

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

Date: November 1, 2024

**OWNER:** MLT Enterprises LLC represented by  
Andrew McCoy

**TYPE OF APPLICATION:** Certificate of  
Appropriateness

**SITE ADDRESS:** Lot 32 on Monroe Avenue

**WORK TO BE PERFORMED:** New 1,040 square  
feet, 2-story single-family residence

**TAX MAP:** 83A4-1-32

**CURRENT ZONING:** Residential (R-1)

**LOT SIZE:** 5,304 sq. ft.

**HISTORIC REGISTER:** Not listed

*Description: N/A*

*Accessory Structure: N/A*

**DATE APPLICATION RECEIVED:** August 22, 2024

**PRE-APPLICATION MTG:** August 13, 2024

**DATE APPLICATION DEEMED COMPLETE:** October 1, 2024

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** December 2, 2024

The applicant is seeking to construct a new 1,040 sq. ft., two-story single-family residence with a 26' x 6' (156 sq. ft.) front porch, a 14' x 10' (140 sq. ft.) rear screened-in porch, 4' x 4' (16 sq. ft.) rear deck, 31' x 8'. Although this lot is currently vacant, new construction should be compatible, sympathetic, and complementary to existing buildings.

### AERIAL MAP



## **MATERIALS:**

Roof: House – Oakridge Asphalt Shingles (Pitch: 8:12); Porches– Metal (Pitch: 4:12)

Siding: LP SmartSide Fiber cement 5-7/8” Dutch Lap .046 Thickness; Roof Peak: LP SmartSide Fiber cement Shake Trim: LP SmartSide

Windows: Wardco Double Hung Vinyl 2/2 SDL

Doors: REEB Smooth Star Composite-clad, Metal Core 1/2-lite/2-panels

Front Porch: Decking: TimberTech 1” x 6” mahogany; Columns: TimberTech Square; Balustrade – TimberTech Square; Steps: Treated Wood or Composite

Rear Deck: Decking: TimberTech 1” x 6” mahogany; Steps and Railing – Treated Wood

Rear Screen Porch: Decking: TimberTech 1” x 6” mahogany; Columns: TimberTech Square;

Balustrade – TimberTech Square; Screening

Foundation: Parged block CMU

Lattice: No material given

## **STAFF ANALYSIS**

### **ZONING COMPLIANCE**

The proposed project is seeking to construct 1,040 sq. ft., two-story single-family residence with a 26’ x 6’ (156 sq. ft.) front porch, a 14’ x 10’ (140 sq. ft.) rear screened-in porch, a 4’ x 4’ (16sq. ft.) covered rear deck, and the installation of a sidewalk on the front of the property as required by the Town Code. The proposed materials are in conformance with the Zoning Ordinance for new construction. However, an updated site plan needs to be provided before this application is in compliance with the zoning ordinance. Particularly, the house and all proposed hardscapes, decks, patios, and appurtenances need to be included with dimensions and clearly defined setbacks, as well as the sidewalk installation pursuant to the Town Code. Staff is recommending that the HDRB review occur since the zoning compliance will be forthcoming once a full site plan is provided which will not impede the elements under HDRB review.

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

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

## **HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:**

*Section 5.13: New Construction of Primary Buildings*

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

*Section 9.3: Decks, Ramps, & Patios*

*Section 9.4: Appurtenances*

*Section 9.5: Landscaping*



**STAFF RECOMMENDATION:**

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

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

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

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

**Attachments:**

Attachment 1 – Zoning Checklist

Attachment 2 – Application and Documents

**DECISION OF ZONING REVIEW**

BY: Tracy Outten, Planning &amp; Zoning

Asst. Preservation &amp; Admin.

DATE: November 6, 2024

REVIEW DONE FOR: HDRB Mtg

COMMENTS: **Actual survey still needed**

DECISION:

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

|                       |                                                                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address of Property   | Monroe Avenue                                                                                                                                                                        |
| Property Owner's Name | MLT Enterprises LLC                                                                                                                                                                  |
| Tax Map #             | 83A4-1-32                                                                                                                                                                            |
| Seeking Permit for:   | New 1,040 sq. ft, 2-story single-family residence with a 156 sq. ft. front porch; 16 sq. ft. rear deck, 140 sq. ft. rear screened-in porch, and 35 sq. ft. unenclosed 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 1,040 sq. ft, 2-story single-family residence with a 156 sq. ft. front porch; 16 sq. ft. rear deck, 140 sq. ft. rear screened-in porch, and 35 sq. ft. unenclosed 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                              |                                                                                                                            |
| <b>NOTES:</b> - Ordinance adopted 7/14/1992<br>(a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage.<br>(b) If multiple lots are used, see Section 4.2 (E) (7 & 8) for additional Lot Coverage Rules<br>(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? |
|----------|-------------|---------------------------|------------------------------|-------------------|-----------------------|
| 5,304    | 1,040       | 0                         | 1,040                        | 19.6%             | YES                   |

- ☐ 4) Setbacks – Non-Conforming Lots (up to 5,600 sq ft):  
 (a) Front: 30 ft or prevailing: **PREVAILING 34 ft.**  
 (b) Side: 5 ft: **Actual: West: 7 ft East: 7 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: 33 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: 4:12 & 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 2/2**  
 • Exterior doors should be paneled or have glass panels; flush doors not allowed. **½-lite, 2-panels**  
 e) Porches – min depth of six feet & cover 80% of width of front building façade.: **26 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): \_\_\_\_\_



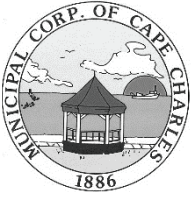
☐ 11) Distance between Accessory Structure and Main Building – min of 15 ft.: N/A

- 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](mailto: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.

- |                                                                   |                                                       |                                                                     |
|-------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------|
| <input checked="" type="checkbox"/> A) Site Plan                  | <input checked="" type="checkbox"/> B) Elevations     | <input checked="" type="checkbox"/> C) Zoning Clearance Application |
| <input checked="" type="checkbox"/> D) Photos of existing lot     | <input checked="" type="checkbox"/> E) Renderings     | <input checked="" type="checkbox"/> F) Photos of proposed materials |
| <input checked="" type="checkbox"/> G) Owner Permission Affidavit | <input checked="" type="checkbox"/> H) Payment of Fee | <input type="checkbox"/> I) Tree Permit Application                 |

Owner signature:

Date: 8/22/24

### PART 2: PROPERTY INFORMATION

Property Address: Lot 32 Monroe Avenue Extended (708 Monroe Avenue?)

**Tax Map #** 83A4-1-32

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: MLT Enterprises LLC

Mailing Address: 1364 Air Rail Avenue Virginia Beach, VA 23455

Phone Number: (540) 449-1861

Email: [andrewpmccoy@gmail.com](mailto:andrewpmccoy@gmail.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: Same as above

Mailing Address:

Phone Number:

Email:

### PART 5: PROJECT INFORMATION

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

We propose construction of a 2080 square foot home on an undeveloped lot. No trees require removal for the building site. The construction will be light wood framing, prefabricated and brought to the site, using materials that complement the historic neighborhood and adhere to the historic district guidelines adopted December 2022.

| PART 6. NEW CONSTRUCTION                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |                             |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------|
| See Section 5.13 & 6 of the Historic District Design Guidelines |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |                             |
| First Floor Building Area (sq. ft.):1040                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Total Gross Floor Area (sq. ft.):2080       |                             |
| Front Building Setback (ft.):34'                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Building width (ft.):26'                    |                             |
| Building Height                                                 | Feet:33'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Stories:2                                   | Roof pitch:8/12             |
| <b>A. Foundation</b>                                            | Material to be used:Parged CMU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                             |                             |
| <b>B. Roofing</b>                                               | Material to be used:Asphalt Shingle (upper roof) Standing Seam Metal (porch roofs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                             |                             |
|                                                                 | Chimney? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Number _____ Materials:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                             |                             |
| <b>C. Siding</b>                                                | Material to be used:Fibercement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Dimensions:5 1/4"                           |                             |
| <b>D. Steps</b>                                                 | Material to be used:Wood with Azek cladding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |                             |
| <b>E. Railing</b>                                               | Style and Material to be used:Modern-style, square, composite                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                             |                             |
| <b>F. Porch</b>                                                 | Length: 26' Width:6'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |                             |
|                                                                 | Material to be used: Floor: Composite decking 1"x6" w/ Skirting:Composite decking 1"x6" w/ Azek                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |                             |
|                                                                 | Columns? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Number _____ Style & Materials:Composite square posts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |                             |
| <b>G. Deck</b>                                                  | Length:10' Width: 14'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Material to be used:Composite decking 1"x6" |                             |
| <b>H. Doors</b>                                                 | Width:36" Height: 6'8"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                             |                             |
|                                                                 | Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)<br>See elevations: Composite-clad, metal core, half light with raised panels below                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |                             |
| <b>I. Windows</b>                                               | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:See elevation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                             |                             |
|                                                                 | Material:Vinyl, double-hung, two-over-two simulated divided lite (SDL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                             |                             |
|                                                                 | Width: various                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Height: various                             | Depth: 4 1/2" extended jamb |
| <b>J. Trim</b>                                                  | Material to be used:LP Smartside fibercement white                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                             |                             |
|                                                                 | Dimensions:1"x6" @ corners and 1"x4" @ windows/doors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |                             |
| <b>K. Hardscape</b>                                             | <p>Indicate the placement and dimensions of any of the following on your site plan.</p> <p>Driveway: <input type="checkbox"/>No <input checked="" type="checkbox"/>Yes – Materials: <u>Compacted Gravel</u></p> <p>Walkway: <input type="checkbox"/>No <input checked="" type="checkbox"/>Yes – Materials: <u>Concrete</u></p> <p>Fence: <input checked="" type="checkbox"/>No <input type="checkbox"/>Yes – Materials: _____</p> <p>Patio: <input checked="" type="checkbox"/>No <input type="checkbox"/>Yes – Size: _____ Materials: _____</p> <p>Outdoor shower: <input checked="" type="checkbox"/>No <input type="checkbox"/>Yes - <input type="checkbox"/>Not Enclosed <input type="checkbox"/>Enclosed – Materials _____</p> <p>Pool: <input checked="" type="checkbox"/>No <input type="checkbox"/>Yes – Requires a Conditional Use Permit</p> <p>Accessory Structure: <input checked="" type="checkbox"/>No <input type="checkbox"/>Yes – Complete an additional COA application for the structure</p> |                                             |                             |



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

The house is meant to complement and fit the local historical style of "Minimal Traditional," based on the historic guidelines. The front porch engages the street at a welcoming scale and breaks the plain-ness of the box. Windows along the sides allow as much light into the home as possible while also following the functional needs (i.e. window at the stair well). The home is raised off the ground appropriately for the area, while not too elevated for the historic neighborhood. Siding and trim materials will be durable, yet similar in grain and look to historic coastal wood structures. The back porch will allow privacy and refuge for Summer temperatures and insects.

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

The pitch of the gable end is reminiscent of other historic homes in the area, allowing for more interior space under the roofline, if desired. The lower porch and deck have a mix of roofing materials to break up the facade and provide additional character. The front porch will be enclosed at the base with composite 1"x6" boards for a coastal character as well.

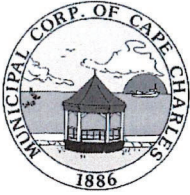
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water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

Applicant's signature: 

Date: 08/13/2024

Zoning Administrator's signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Owner Affidavit for Permission to Represent

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

[planningtech@capecharles.org](mailto: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: Lot 32 Monroe Avenue Extended (708 Monroe Avenue)

Tax Map #: 83A4-1-32

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: MLT Enterprises LLC

Mailing Address: 1364 Air Rail Avenue Virginia Beach, VA 23455

Phone Number: (540) 449-1861

Email: [andrewpmccoy@gmail.com](mailto:andrewpmccoy@gmail.com)

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

Robert Bridges

### PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Robert Bridges Woodwright (RBW Design Build)

Mailing Address: 9782 Church Neck Road Machipongo, VA

Phone Number: (757) 710-2579

Email: [robertbridgeswoodwright@gmail.com](mailto:robertbridgeswoodwright@gmail.com)

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner: [Signature]

Date: 11/08/24

State of Virginia County of Montgomery The foregoing instrument was acknowledged before me this 8th day of November 2024, by ABAGAIL LYNN RAINES (name of person acknowledged)

Signature of Notarial Officer: [Signature]

Notary Registration number: 8105884

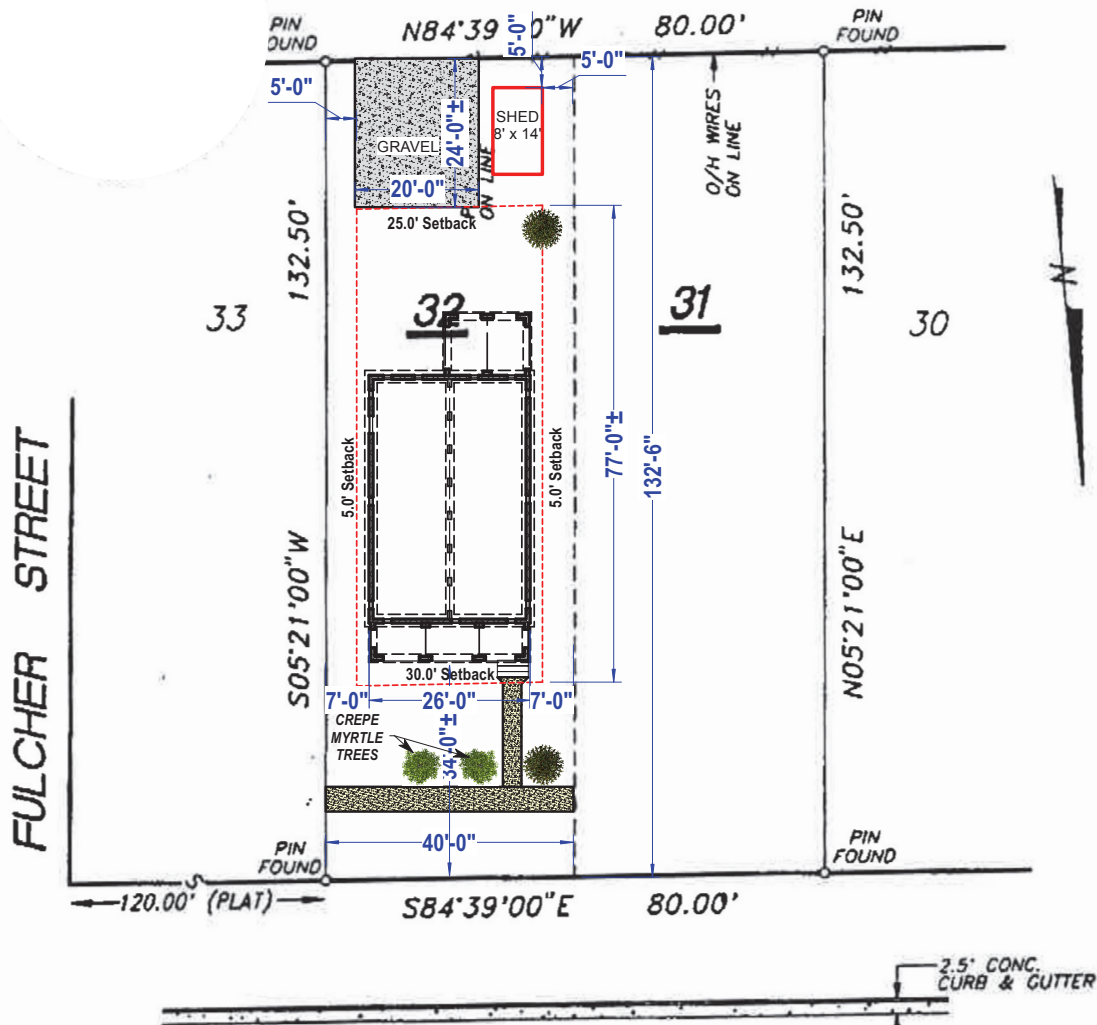
My commission expires: 2-29-28

**ABAGAIL LYNN RAINES**  
**NOTARY PUBLIC**  
Commonwealth of Virginia  
Registration No. 8105884  
My Commission Expires February 29, 2028

THIS IS TO CERTIFY THAT I ON NOVEMBER 1, 2000 SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND THE WALLS OF THE BUILDINGS ARE SHOWN ON THIS PLAT. THE BUILDINGS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS ON THE PROPERTY EXCEPT AS SHOWN.

SIGNED :

## 15' ALLEY (EXTENDED)



## MONROE AVENUE (EXTENDED) (100' R/W)

TAX MAP 83.44' PARCELS 31 & 32  
D.B.311, PG.516

AREA=10,600.00 SQ. FT.  
OR 0.2433 AC.

PHYSICAL SURVEY  
OF

LOTS 31 & 32, BLOCK B, SUB-DIVISION OF THE ESTATE  
OF MATHILDE TOWNSEND WELLS, DEC'D  
TOWN OF CAPE CHARLES, NORTHAMPTON CO., VIRGINIA

FOR  
CHARLES D. KINCANNON

### NOTES :

- 1) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY / ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.
- 2) LEE S. ROOD, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON. THIS SURVEY DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE SUBJECT TO FLOODING. FOR FURTHER INFORMATION, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.
- 3) ELEVATIONS SHOWN HEREON REFER TO M.G.V.D. OF 1929.

LEE S. ROOD, P.C.  
Land Surveyors

5737 BARTEE STREET  
NORFOLK, VIRGINIA 23502  
Ph. (757) 466-1111

### NOTE:

AS SHOWN ON THE FLOOD INSURANCE RATE MAP, THIS PROPERTY APPEARS TO FALL IN :

FLOOD ZONE (S) "C"  
COMMUNITY NO. 510106  
PANEL NO. 1B DATED: 2/2/83  
BASE FLOOD ELEVATION = N/A

SCALE: 1"=25'

DATE: 11/1/00

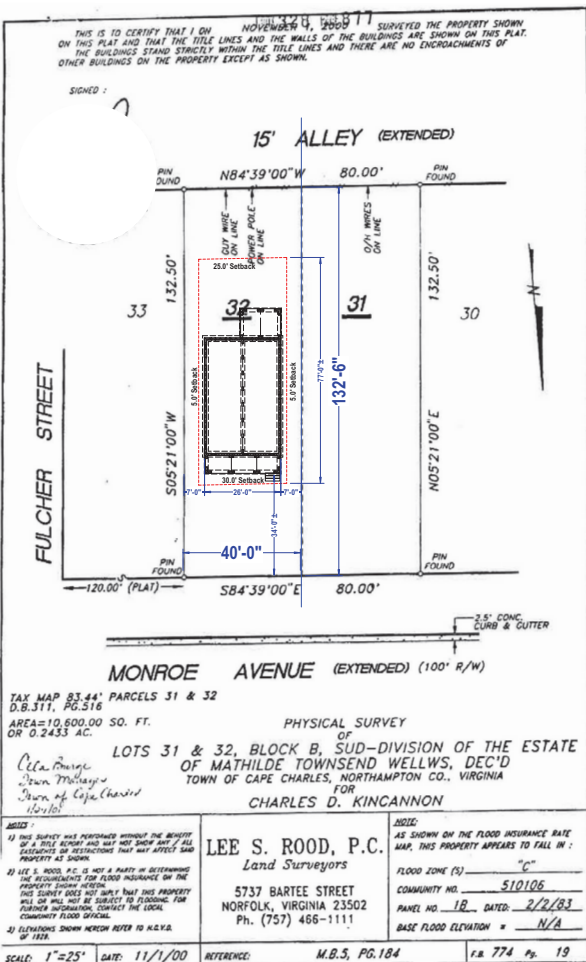
REFERENCE:

M.B.5, PG.184

F.B. 774 Pg. 19

52,877-00





SITE PLAN SCALE: 1" = 20'-0"

NOTE:  
SITE PLAN FOR INTENT ONLY. ALL DIMENSIONS AND BOUNDARY LINES, ETC.  
ON THIS PLAN SHALL BE VERIFIED BY THE PROFESSIONAL ENGINEER OR  
LAND SURVEYOR AND ARE SUBJECT TO CORRECTIONS AND/OR CHANGES  
TO COMPLY WITH CURRENT CODES, REGULATIONS AND COVENANTS.

PLANS PREPARED FOR:

# MLT ENTERPRISES, LLC

1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23455 (540) 449-1861  
Building Site: Lot 32 Monroe Avenue, Cape Charles, Virginia 23310



RENDERED ELEVATION FOR ILLUSTRATION PURPOSES ONLY. ACTUAL ELEVATION MAY DIFFER FROM ARTIST RENDERING.

STRUCTURE DESIGN LOADS:

DESIGN LOADS FOR ROOF:  
20 PSF LIVE LOAD  
10 PSF DEAD LOAD  
30 PSF TOTAL LOAD

DESIGN LOAD FOR ATTIC FLOOR TABLE R902.4(2):

20 PSF LIVE LOAD  
10 PSF DEAD LOAD  
30 PSF TOTAL LOAD

DESIGN LOAD FOR FLOOR RES. LIVING AREAS R902.3.1(2):

40 PSF LIVE LOAD  
10 PSF DEAD LOAD  
50 PSF TOTAL LOAD

DESIGN LOAD FOR FLOOR (RES. SLEEPING AREAS) R902.3.1(1):

30 PSF LIVE LOAD  
10 PSF DEAD LOAD  
40 PSF TOTAL LOAD

GROUND SNOW LOAD:

10 PSF

GUARDS & HAND RAILS: 200 LL  
STAIRS: 40 LL  
DECKS: 40 LL  
EXTERIOR BALCONIES: 60 LL

NOTE: SOUTHERN YELLOW PINE NO. 2  
SHALL BE USED FOR CONVENTIONAL  
HEADERS AND BEAMS. ENGINEERED  
LUMBER AS PER MANUFACTURER AND/OR  
P.E. INSTRUCTIONS.

PLANS PREPARED BY:



BASIC ABBREVIATIONS:  
A.F.F. ABOVE FINISHED FLOOR  
A.H.U. AIR HANDLING UNIT  
A.O. ANCHORED OPENING  
C.O. CASSED OPENING  
CATH. CATHEDRAL  
C.L.G. CEILING  
CONT. CONTINUOUS  
DIA. DIAMETER  
DBL. DOUBLE  
DBL.D. DOUBLED  
D.O. DOUBLE OVEN  
D.S. DISAPPEARING PULL-DOWN STAIRS  
D.W. DISHWASHER  
ELEV. ELEVATOR  
FR. FRENCH  
G.W.B. GYPSUM WALL BOARD  
HT. HEIGHT  
JST. JOIST  
M.O. MASONRY OPENING  
O.A.S. OR AS SELECTED  
O.C. ON CENTER  
PT. PRESSURE TREATED  
QTR. QUARTER  
R. RISER  
REFG. REFRIGERATOR  
R.O. ROUGH OPENING  
SQ. SQUARE  
SHWR. SHOWER  
WD. TREATED WOOD  
TRD. TREAD  
T & G TONGUE AND GROOVE  
T.O.P. TOP OF WINDOW  
U.N.O. UNLESS NOTED OTHERWISE  
W. WITH  
W.W.F. WELDED WIRE FABRIC

CODE COMPLIANCE: 2018 VIRGINIA RESIDENTIAL CODE

USE GROUP: R-5 RESIDENTIAL

TYPE CONSTRUCTION: V-8 (UNPROTECTED)

WIND LOAD:  $\leq 130$  MPH. EXPOSURE B.

WINDOWS SHALL HAVE A MIN. DP30 RATING.  
FENESTRATION U FACTOR: 0.32 MIN.

EXTERIOR DOORS SHALL HAVE A DP(PSF)  $\geq 25.90$ -28.80 RATING.

SUBDIVISION LIES OUTSIDE AICUZ NOISE ZONES.

PLAN DESIGNED BY: MONTY J. ANDERSON, A.I.B.D.  
CHESAPEAKE, VA 23322

PLAN DATE: NOVEMBER 22, 2023  
REVISED:

SQUARE FOOTAGE MODEL:

|                |          |
|----------------|----------|
| First Floor    | 1,040.00 |
| Second Floor   | 1,040.00 |
| Subtotal       | 2,080.00 |
| Total          | 2,080.00 |
| Front Porch    | 156.00   |
| Screened Porch | 140.00   |
| Back Porch     | 16.00    |
|                | 312.00   |

All dimensions approximate

INDEX:

T-1 CONTENTS  
A-1 FOUNDATION PLAN & DETAILS  
A-2 FIRST FLOOR PLAN & DETAILS  
A-3 SECOND FLOOR PLAN & DETAILS  
A-4 ELEVATIONS  
A-5 SECTIONS & DETAILS  
A-6 1st FLOOR & 2nd FLOOR FRAMING  
A-7 TYPICAL FRAMING DETAILS  
A-8 BRACED WALL PLANS  
A-9 REFLECTED CEILING PLANS  
10- FLOOR TRUSS LAYOUT  
11- FLOOR TRUSS PROFILES AND CALCULATIONS  
12- ROOF TRUSS LAYOUT  
13- ROOF TRUSS PROFILES AND CALCULATIONS

REVISIONS

|               |                     |
|---------------|---------------------|
| NOVEMBER 2023 | Initial Corrections |
| NOVEMBER 2023 | EMP Date            |
| NOVEMBER 2023 | Various Revision    |
| NOVEMBER 2023 | Various Revision    |

PLANS DESIGNED BY: Monty J. Anderson, A.I.B.D.

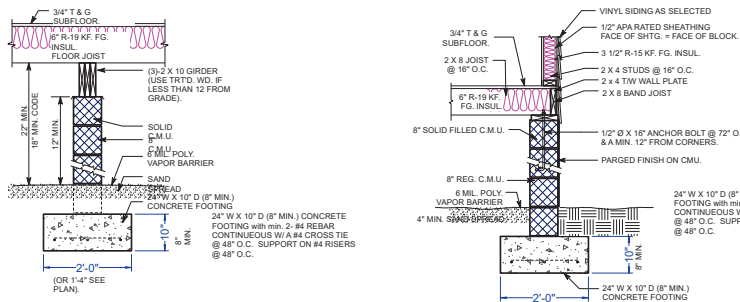
PLANS PREPARED BY: MJA DESIGNS, LLC. Custom Residential Design & Drafting

CONTENT: CODE & INDEX

PLANS PREPARED FOR: MLT ENTERPRISES, INC. 1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23455 (540) 449-1861 Building Site: Lot 32, Monroe Avenue, Cape Charles, Virginia 23310

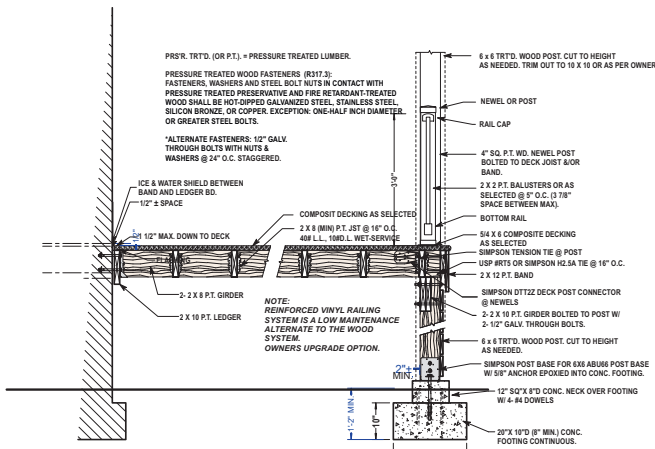
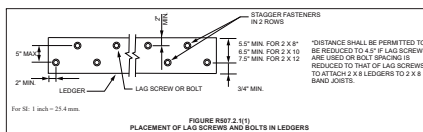
Date: 11/22/2023  
Scale: NOTED  
Drawn: MJA  
Checked: MJA  
Job: 23-064  
Sheet: T-1  
Of 14 Sheets



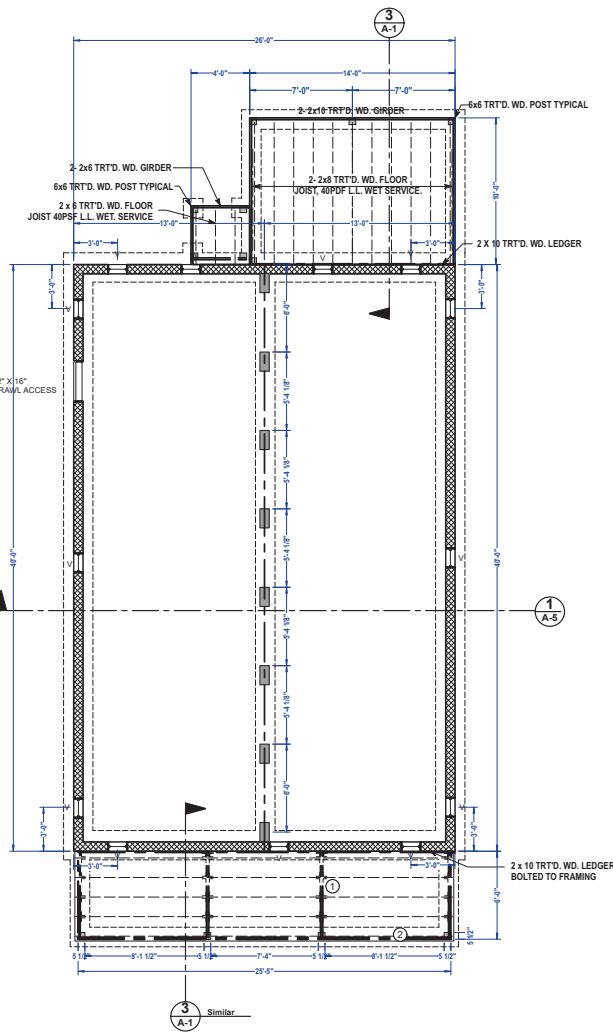


**TYPICAL PIER DETAIL** 2  
Scale: 3/4\"/>

**TYPICAL EXTERIOR CMU DETAIL** 1  
Scale: 3/4\"/>



**SCREENED PORCH POST - BASE SUPPORT** 3  
Scale: 3/4\"/>



**FOUNDATION PLAN**  
Scale: 1/4\"/>

**FOUNDATION NOTES:**

- A. FOOTING TRENCH BOTTOM SHALL BE A MINIMUM OF 12\"/>

**SITE & FOUNDATION NOTES:**

1. THE SITE SHALL BE PREPARED UNIFORM IN ACCORDANCE WITH CIVIL DRAWINGS. (AND IF REQUIRED) A GRADE ENGINEER SHALL VERIFY ALL SUBSURFACE INFORMATION AND QUALIFIED GEOTECHNICAL ENGINEER SHALL VERIFY ALL ASSUMPTIONS AND REPORT TO THE ARCHITECT/OWNER OR LEGISLATIVE HARBOR.
2. ALL TOP SOIL, ORGANIC OR OTHER UNSUITABLE MATERIALS SHALL BE REMOVED FROM WITHIN THE BUILDING AREA INCLUDING A MINIMUM OF 12\"/>

- ① 2 - 2x8 TRTD WD. GIRDER
- ② 2 - 2x10 TRTD WD. GIRDER

**REVISIONS**

| NO. | DESCRIPTION                 | DATE       |
|-----|-----------------------------|------------|
| 01  | 06/06/2024 EWP Date         | 06/06/2024 |
| 02  | 06/07/2024 Various Revision | 06/07/2024 |
| 03  | 06/11/2024 Various Revision | 06/11/2024 |

PLANS DESIGNED BY: **MJA**

PLANS PREPARED BY: **MJA**

CONTENT: **FOUNDATION CRAWL SPACE**

DATE: **11/22/2023**

DRAWN: **MJA**

CHECKED: **MJA**

JOB: **23-064**

SHEET: **A-1**

OF **14** SHEETS

**MLT ENTERPRISES, INC.**  
1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23455 (540) 490-1861  
Building Site: Lot 32, Monroe Avenue, Cape Charles, Virginia 23310

PLANS DESIGNED BY: **MJA**

PLANS PREPARED BY: **MJA**

CONTENT: **FOUNDATION CRAWL SPACE**

DATE: **11/22/2023**

DRAWN: **MJA**

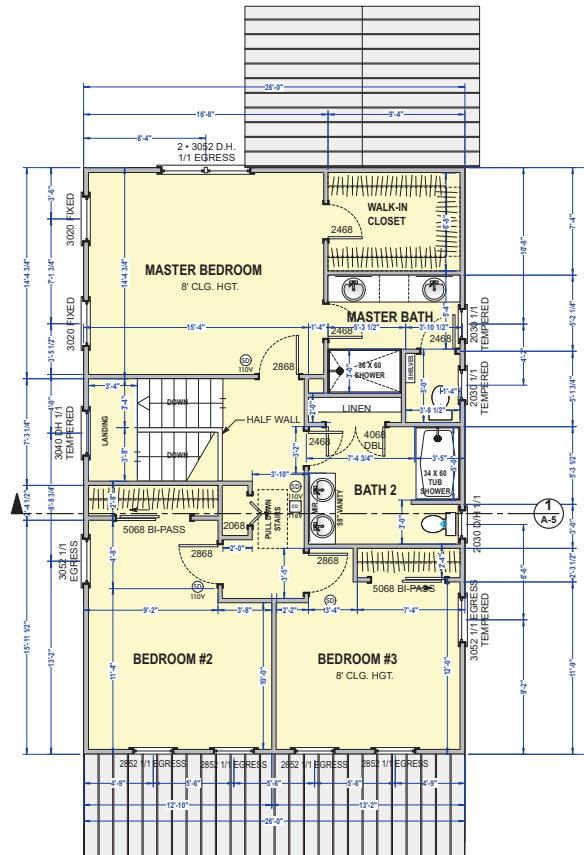
CHECKED: **MJA**

JOB: **23-064**

SHEET: **A-1**

OF **14** SHEETS





**SECOND FLOOR PLAN**  
Scale: 1/4" = 1'-0"

- GENERAL NOTES:**
- 1- WALL PLATE LINE TO BE 8'-1 1/8" OR 9'-1 1/8" HIGH (UNLESS OTHERWISE NOTED)
  - 2- GANG STUDS @ POINT LOADS ■ C.S.S.
  - 3- INSULATE INTERIOR BEDROOM AND BATHROOM WALLS FOR SOUND.
  - 4- WINDOW HEAD HGT. 96 7/8" UNLESS NOTED OTHERWISE. SEE PLANS
  - 5- WINDOWS ARE "VINYL DOUBLE HUNG, INSUL. LOW-E GLASS, (UNLESS NOTED OTHERWISE). WINDOWS SHALL HAVE A MIN. DP30 RATING. TEMPERED GLASS SHALL BE INSTALLED IN ALL HAZARDOUS LOCATIONS AS PER 2015 VA. RES. CODE, SECTION R308.4 HAZARDOUS LOCATIONS UNDER R308 GLAZING. SILL OF EGRESS WINDOWS NOT TO BE HIGHER THAN 44" ABOVE FINISHED FLOOR LINE. 1ST FLOOR EGRESS WINDOWS SHALL HAVE A MIN. 5.0SF (MIN. 22" W X 24" H) AND 2ND FLOOR 5.75SF (22" W X 24" H) AS PER 2015 VA. RES. CODE SECTION R310 EMERGENCY ESCAPE & RESCUE REQUIRED.
  - 6- EXTERIOR ENTRY DOORS SHALL HAVE A MIN. DP45 RATING.
  - 7- ALL WET AREAS SHALL HAVE NON ABSORBENT GYPSUM WALL BOARD AND CONCRETE BACKER OR OTHER COMPLIANT BACKER BOARD AT ALL TILED AREAS. INSTALL AS PER MFR. INSTRUCTIONS.
  - 8- ATTIC ACCESS PANELS OR DOORS SHALL BE R-38 MIN. RATED OR SAME AS ATTIC INSULATION & SEALED AS PER TABLE N1102.4.1 (402.1.1).
- = INTERIOR LOAD BEARING WALL
- ⊙ = 110V SMOKE DETECTOR
- SMOKE ALARMS:**  
SMOKE DETECTORS SHALL BE HARD WIRED AND INTERCONNECTED WITH ALL ALARMS SOUNDING IN TANDEM WHEN ONE UNIT IS ACTIVATED AS PER 2012 VA. RES. CODE, SECTION R314 SMOKE ALARMS. BATTERY BACK UP (R314.4 POWER SOURCE).
- PHYSICAL INTERCONNECTION OF SMOKE ALARMS IS NOT REQUIRED WHEN THERE IS A WIRELESS INTERCONNECTION.**
- ⊞ = 110V CARBON MONOXIDE ALARM/DETECTOR (R315.1) BATTERY BACK UP. A HOUSEHOLD CO1 DETECTION SYSTEM IS "NOW" ALLOWED.
- T.O.W. = TOP OF WINDOW
- ⊞ = BATH OR RANGE EXHAUST VENT

| REVISIONS  |                   |
|------------|-------------------|
| 06/06/2024 | Minor Corrections |
| 06/06/2024 | EMP Date          |
| 06/07/2024 | Various Revision  |
| 06/11/2024 | Various Revision  |

| PLANS DESIGNED BY:                              | PLANS PREPARED BY:                                            | CONTENT:       | PLANS PREPARED FOR:                                                                                                                                         |
|-------------------------------------------------|---------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| M. J. Anderson<br>MJA<br>mja@mltenterprises.com | MJA DESIGNS, LLC.<br>M. J. Anderson<br>mja@mltenterprises.com | 2nd FLOOR PLAN | MLT ENTERPRISES, INC.<br>1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23455 (540) 440-1861<br>Building Site: Lot 32, Monce Avenue, Cape Charles, Virginia 23310 |

| PLANS PREPARED FOR:                                                                                                                                         | Date       | Scale | Drawn | Checked | Job    | Sheet |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-------|---------|--------|-------|
| MLT ENTERPRISES, INC.<br>1364 AIR RAIL AVENUE, VIRGINIA BEACH, VA 23455 (540) 440-1861<br>Building Site: Lot 32, Monce Avenue, Cape Charles, Virginia 23310 | 11/22/2023 | NOTED | MJA   | MJA     | 23-064 | A-3   |

Of 14 Sheets





**RIGHT ELEVATION**  
Scale: 1/4" = 1'-0"

ESTATE GRAY SHINGLES

SHAKE STYLE SIDING

TYPICAL:  
MIN. 8" FLASHING UP VERTICALLY  
AT ALL ROOF WALL/JUNCTIONS  
& APRON FLASHING AT ALL  
SHED ROOFS. NO MILL FINISH

LP SMARTSIDE,  
SNOWSCAPE WHITE LAP

SILVER METAL ROOFING

2/2 SIMULATED  
DIVIDED (SDL)  
WINDOWS

APPROXIMATE GRADE



**FRONT ELEVATION**  
Scale: 1/4" = 1'-0"

**REQUIRED ATTIC VENTILATION:**

ATTIC AREA: 1407.002 ± sq. ft.

1407.002 ± sq. ft. = 4.69 of TOTAL REQUIRED ATTIC VENTILATION

TOP OF ROOF: 50% = 2.345 sq. ft. REQUIRED MIN.

40 L.F. OF RIDGE VENT @ 12.26 SQ. IN. PLF = 480.40 SQ. IN. OR 3.412 S.F. PROVIDED

SOFFIT: 50% = 2.345 sq. ft. REQUIRED MIN.

SOFFIT VENTING: 50 L.F. OF 12" (MIN.) WIDE SOFFIT VENT @ 110 SQ. IN. PLF = 480 SQ. IN. OR 3.365 SQ. FT.

TOTAL VENTILATION PROVIDED: 8.97± SQ. FT.

\*BASE ON CERTANTEER'S "TripleVent" TRIPLE 3-1/2" SOFFIT SYSTEM



**LEFT ELEVATION**  
Scale: 1/4" = 1'-0"

ESTATE GRAY SHINGLES

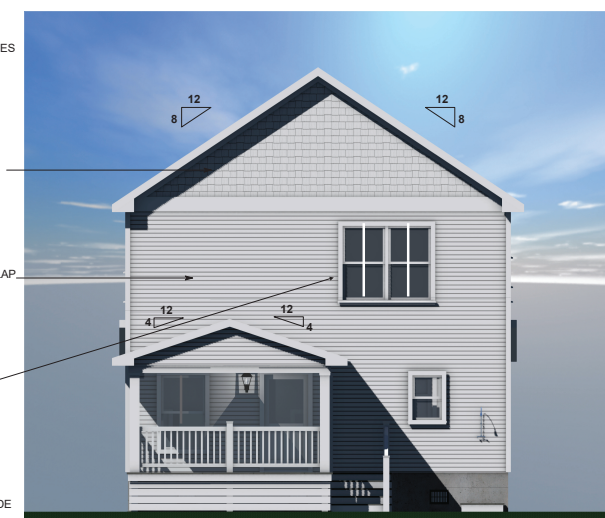
SHAKE STYLE SIDING

LP SMARTSIDE,  
SNOWSCAPE WHITE LAP

2/2 SIMULATED  
DIVIDED (SDL)  
WINDOWS

PARGED CMU

APPROXIMATE GRADE



**REAR ELEVATION**  
Scale: 1/4" = 1'-0"







1. ALL STRUCTURAL BEAM AND JOIST FRAMING SHOULD BE COLORED YELLOW PINE NO. 2 OR EQUIVALENT. (E1= 800.00 PSI REFERENCE NDS TABLE 4B TO COMPARE SPECIFICATIONS)
2. ALL STRUCTURAL STUD WALLS SHOULD BE SPRUCE-PINE-FIR NO. 2 OR EQUIVALENT. (E1= 400.00 PSI REFERENCE NDS TABLE 4B TO COMPARE ALL OTHER TYPES OF WOOD SPECIFICATIONS) NOTE: SPRUCE-PINE-FIR SHOULD NOT EQUIVALENT.
3. ANY LAMBER USED FOR TREATMENT, CONCRETE, OR OTHER PURPOSES SHALL BE TREATED TO RESIST ROT. ANY LAMBER IN CRAWL SPACES THAT IS IN CONTACT WITH THE GRADE SHOULD BE PRESURE TREATED.
4. ALL CONNECTORS IN CONTACT WITH TREATED LUMBER SHOULD BE ZMAK COATED OR APPROVED OTHERWISE.
5. THE UNTREATED LUMBER DURING THE CONSTRUCTION PERIODS SHALL BE PROTECTED FROM EXCESSIVE EXTENDED PERIODS OF TIME THE CONTRACTOR SHALL PROTECT THE EXPOSED LUMBER FROM ROT AND SUE FLOOR FROM WARPING AND DELAMINATION.
6. ALL RAFTERS OR CEILING JOISTS SHALL BE TIED TO DOUBLE TOP PLATE WITH 2x4 H-SHAIR CURRICLE.
7. REFER TO THE SHEATHING ATTACHMENT DETAIL FOR INFORMATION ON THE TERMS BELOW.

E.N. = EDGECORE NAILING  
F.F. = DENOTED FIELD NAILING.



- USE DFT 1/8" MAXIMUM
2. ALL STUD AND WALL FRAMING:
  - A. NO. 2 GRADE SPRUCE
  - B. NO. 2 GRADE SPRUCE
  - C. NO. 2 GRADE SPRUCE
  - D. NO. 2 GRADE SPRUCE
  - E. MAXIMUM STUD HEIGHT AS
3. ALL JOIST RAFTER AND SILL
4. SOUTHERN YELLOW PINE
- AT MICROPILE AND AT BRACE
4. ALL EXTERIOR STRUCTURE
5. PSL PRESURIZED TYPICAL
6. WOOD PRESERVATIVE AS
7. ALL FRAMING EXPOSED TO
8. SHALL BE PRESURIZED
9. WOOD PRESERVATIVE AS
10. ALL NAILING NOT OTHERWISE
11. THE LATEST REQUIREMENTS
12. FASTENER SCHEDULE FOR
13. PREFERRED FOR
14. APPROVED EQUAL, MIN
15. FRAME INCLUDING BEAMS
16. INDICATED
17. STRUCTURAL STEEL FRAMING
18. CONNECTING WOOD MEMBERS
19. FOR DOUBLE OR DIFFERENT
20. TYPES OF FASTENERS, PROVIDE
21. WOOD SURFACES
22. 10. ROST 1/3
23. FIVE-REINFORCED TYPICAL
24. GALVANIZED STEEL, STANDARD
25. ROST 1/3
26. ROST 1/3
27. ROST 1/3
28. ROST 1/3
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97. ROST 1/3
98. ROST 1/3
99. ROST 1/3
100. ROST 1/3

| (Maximum spans for Size 2)    |      |
|-------------------------------|------|
| HEADERS AND GIRDERS SUPPORTED | SIZE |
| One floor only                | 2-2  |
|                               | 2-2  |
|                               | 2-2  |
|                               | 2-2  |
|                               | 2-2  |
|                               | 3-2  |
|                               | 3-2  |
|                               | 3-2  |
|                               | 4-2  |
|                               | 4-2  |
| Two floors                    | 2-2  |
|                               | 2-2  |
|                               | 2-2  |
|                               | 2-2  |
|                               | 2-2  |
|                               | 3-2  |
|                               | 3-2  |
|                               | 4-2  |
|                               | 4-2  |
|                               | 4-2  |

For S1: 1 inch = 25.4 mm, 1 foot = 30 cm.

a. Spans are given in feet and inches.

b. Spans are based on minimum spans.

c. Building width is measured parallel to the span.

d. NO = Number of jack ends required.

e. Spans are calculated assuming the beam fire exposure, appropriate to the header or girder shall be designed.

| SIZE     | 30   |  |
|----------|------|--|
|          | B    |  |
|          |      |  |
| 2-2 × 6  | 7-6  |  |
| 2-2 × 8  | 10-1 |  |
| 2-2 × 10 | 12-8 |  |
| 2-2 × 12 | 14-4 |  |

For S: 1 inch = 25.4 mm, 1 foot = 30.5 cm

a. Spans are given in feet and inches.

b. Tabulated values assume No. 2 grade load is less than 30 pcf and the moisture content is less than 19%.

c. Pilech depth is measured horizontally.

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| TABLE 701<br>GRADE AND HEADS SHALL BE OPEN PORCHES<br>(Maximum spans for Douglas fir-larch, Southern pine and spruce (see 6-2)) |      |      |       |                  |       |     |
|---------------------------------------------------------------------------------------------------------------------------------|------|------|-------|------------------|-------|-----|
| SUPPORTING STUD                                                                                                                 |      |      |       | SUPPORTING FLOOR |       |     |
| GROUND SLOPE (Load) (feet)                                                                                                      |      |      |       | 10               |       |     |
| DEPTH OF PORCH (feet)                                                                                                           |      |      |       | 10               |       |     |
| 14                                                                                                                              | 5    | 14   | 5     | 14               | 5     | 14  |
| 5                                                                                                                               | 5    | 5    | 5     | 5                | 5     | 5   |
| 7.5                                                                                                                             | 8.5  | 6.2  | 7.1   | 5.4              | 8.5   | 6.4 |
| 9.4                                                                                                                             | 10.1 | 7.7  | 8.9   | 6.7              | 10.4  | 7.9 |
| 10-10                                                                                                                           | 11.8 | 8.10 | 10-11 | 7.8              | 11-11 | 9.0 |

10-10 = 1, ground per span (see 6-10-10) (10-11)

NOTE: See notes and section 6-10-10 for refraction. Use 10 ft per ground load for cases in which ground more than 10 ft deep is equal to or less than 20 ft.

When building line is outside of the header, for depths between those shown, spans are permitted to be interpolated.

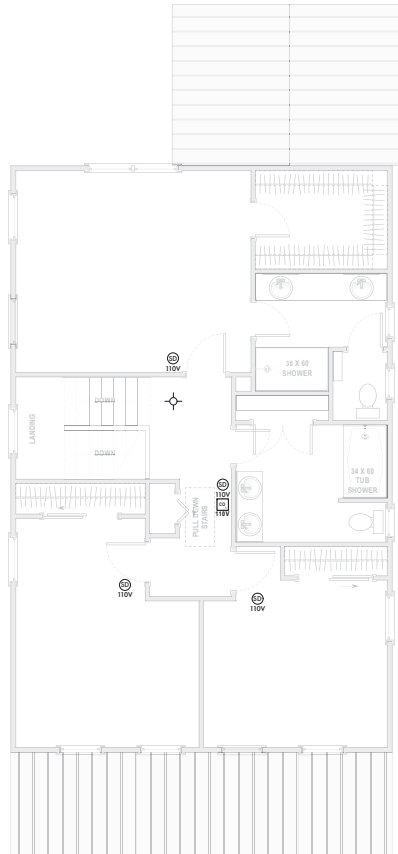
2018 VIRGINIA REGULATORY CODE

Division of Building Inspection and Code Enforcement

[illegible]



| Classic Wall Bracing Worksheet                     |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |
|----------------------------------------------------|--|--------|--|--|--|--------|--|--|--|--------|--|--|--|--------|--|--|--|--------|--|--|--|--------|--|--|--|--------|--|--|--|--------|--|--|--|
| per 2018 Virginia Residential Code Section R602.10 |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |        |  |  |  |
| Ultimate Wind Speed (mph)                          |  | 120    |  |  |  | 110    |  |  |  | 100    |  |  |  | 90     |  |  |  | 80     |  |  |  | 70     |  |  |  | 60     |  |  |  |        |  |  |  |
|                                                    |  | 1      |  |  |  | 2      |  |  |  | 3      |  |  |  | 4      |  |  |  | 5      |  |  |  | 6      |  |  |  | 7      |  |  |  | 8      |  |  |  |
| No. of Floors above BRL                            |  | 1      |  |  |  | 1      |  |  |  | 1      |  |  |  | 1      |  |  |  | 1      |  |  |  | 1      |  |  |  | 1      |  |  |  | 1      |  |  |  |
| BWP Method                                         |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| Average BWP Spacing (ft)                           |  | 20     |  |  |  | 20     |  |  |  | 40     |  |  |  | 40     |  |  |  | 20     |  |  |  | 20     |  |  |  | 40     |  |  |  | 40     |  |  |  |
| Required Bracing Length (ft)                       |  | 12.10  |  |  |  | 10.10  |  |  |  | 10.00  |  |  |  | 8.20   |  |  |  | 6.20   |  |  |  | 4.20   |  |  |  | 2.20   |  |  |  | 2.20   |  |  |  |
| Exposure                                           |  | B      |  |  |  | B      |  |  |  | B      |  |  |  | B      |  |  |  | B      |  |  |  | B      |  |  |  | B      |  |  |  | B      |  |  |  |
| Roof-to-Ridge Pitch (ft)                           |  | 0.00   |  |  |  | 0.00   |  |  |  | 0.00   |  |  |  | 0.00   |  |  |  | 0.00   |  |  |  | 0.00   |  |  |  | 0.00   |  |  |  | 0.00   |  |  |  |
| Max. Wind Dir. (ft)                                |  | 9.00   |  |  |  | 9.00   |  |  |  | 9.00   |  |  |  | 9.00   |  |  |  | 9.00   |  |  |  | 9.00   |  |  |  | 9.00   |  |  |  | 9.00   |  |  |  |
| No. of Walls                                       |  | 2      |  |  |  | 2      |  |  |  | 2      |  |  |  | 2      |  |  |  | 2      |  |  |  | 2      |  |  |  | 2      |  |  |  | 2      |  |  |  |
| One-Wall-End-Finish?                               |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  |
| Added Hold-downs?                                  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  |
| Joint Braced?                                      |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  | Yes    |  |  |  |
| Foundation (ft) x (ft)                             |  | 1.00   |  |  |  | 1.00   |  |  |  | 1.00   |  |  |  | 1.00   |  |  |  | 0.83   |  |  |  | 1.00   |  |  |  | 1.00   |  |  |  | 1.00   |  |  |  |
| Required BWP Length (ft)                           |  | 6.16   |  |  |  | 6.16   |  |  |  | 14.00  |  |  |  | 12.18  |  |  |  | 6.20   |  |  |  | 6.20   |  |  |  | 14.21  |  |  |  | 14.21  |  |  |  |
| Continuing                                         |  | BWP    |  |  |  | BWP    |  |  |  | BWP    |  |  |  | BWP    |  |  |  | BWP    |  |  |  | BWP    |  |  |  | BWP    |  |  |  | BWP    |  |  |  |
| Length (ft)                                        |  | 4.00   |  |  |  | 4.00   |  |  |  | 4.00   |  |  |  | 4.00   |  |  |  | 4.00   |  |  |  | 4.00   |  |  |  | 4.00   |  |  |  | 4.00   |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
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| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
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| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
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| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
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| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
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| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
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| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
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| W/End                                              |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  | CS-WSP |  |  |  |
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**2ND. FLOOR PLAN**  
Scale: 1/4" = 1'-0"

⊙ = 110V SMOKE DETECTOR  
110V

**SMOKE ALARMS:**  
SMOKE DETECTORS SHALL BE HARD WIRED AND INTERCONNECTED WITH ALL ALARMS SOUNDING IN TANDEM WHEN ONE UNIT IS ACTIVATED AS PER 2012 VA. RES. CODE, SECTION R314 SMOKE ALARMS. BATTERY BACK UP (R314.4 POWER SOURCE).

PHYSICAL INTERCONNECTION OF SMOKE ALARMS IS NOT REQUIRED WHEN THERE IS A WIRELESS INTERCONNECTION.

"ALL RECESSED LIGHTS LOCATED IN UNCONDITIONED SPACES SHALL BE LABELED IC AND CERTIFIED FOR AIR LEAKAGE UNDER THE ASTM E283 TEST PROCEDURE."

Ⓜ = 110V CARBON MONOXIDE ALARM/DETECTOR (R315.1) BATTERY BACK UP

**GENERAL NOTES:**

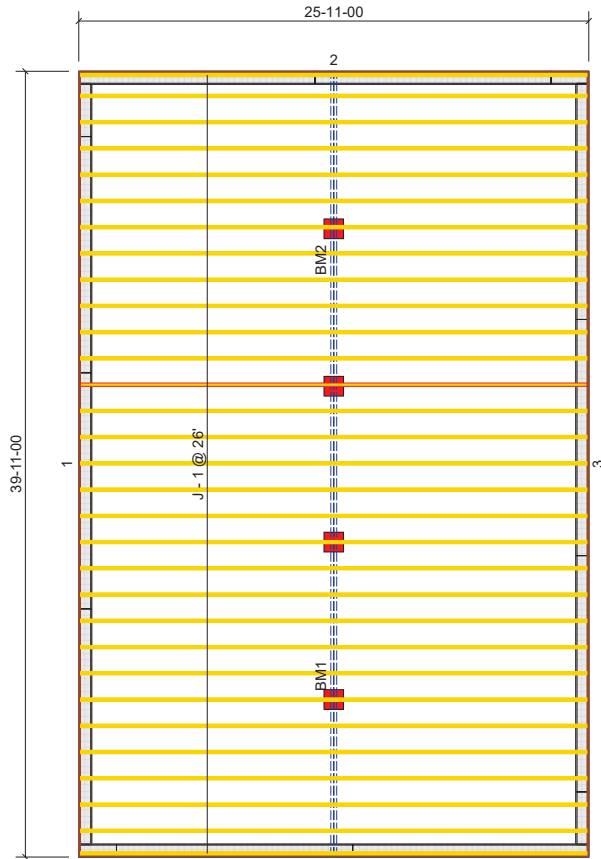
- A MINIMUM OF 1 LIGHT & RECEPTACLE IN ATTIC.
- OPTIONAL: A MINIMUM OF 1 LIGHT & RECEPTACLE IN CRAWL SPACE.
- **OPTIONAL SWITCHED OUTLETS FOR CHRISTMAS:**  
RECEPTACLES FOR CHRISTMAS CANDLES SHALL BE SPLIT WERE THE LOWER HALF STAYS HOT CONTINUOUSLY.
- A SMOKE DETECTOR SHALL BE PLACED IN THE ATTIC NEAR ANY MECHANICALS

Ⓜ = BATH OR RANGE EXHAUST VENT

| ELECTRICAL DEVICE LEGEND |                                         |
|--------------------------|-----------------------------------------|
| ⊙                        | Receptacle Outlet                       |
| ⊙                        | Split Receptacle Outlet - Top switched. |
| ⊙                        | Light Fixture Outlet                    |
| ⊙                        | Recessed Light Fixture Outlet           |
| ⊙                        | Wall Sconce                             |
| ⊙                        | Recessed Eyeball                        |
| ⊙                        | Weather Proof Outlet                    |
| ⊙                        | Floor Receptacle                        |
| ⊙                        | Garage Door Opener Outlet               |
| ⊙                        | Special Outlet                          |
| ⊙                        | Ground Fault Circuit Interrupter        |
| ⊙                        | Weather Proof Switch                    |
| ⊙                        | Single Pole Switch                      |
| ⊙                        | Three-Way Switch                        |
| ⊙                        | Four-Way Switch                         |
| ⊙                        | Dimmer Switch                           |
| ⊙                        | Low Voltage Plug Light                  |
| ⊙                        | Fan Speed Control                       |
| ⊙                        | Bath Exhaust Fan                        |
| ⊙                        | Door Bell Button                        |
| ⊙                        | Door Chimes                             |
| ⊙                        | Ceiling Fan                             |
| ⊙                        | Ceiling Fan Pre-Wire                    |
| ⊙                        | Cable TV Outlet                         |
| ⊙                        | Telephone Outlet Jack                   |
| ⊙                        | Stereo Speaker Outlet                   |
| ⊙                        | Smoke Detector                          |
| ⊙                        | CO Detector                             |
| ⊙                        | Fluorescent Light                       |
| ⊙                        | Flood Light                             |
| ⊙                        | Chandelier                              |
| ⊙                        | Motion Sensor On & timed off            |



**1ST. FLOOR PLAN**  
Scale: 1/4" = 1'-0"

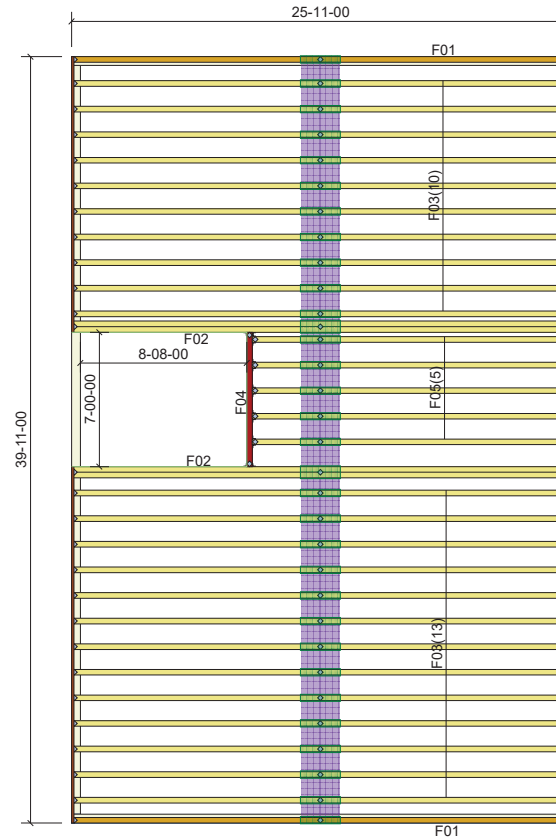


| Products    |          |                                     |       |         |          |
|-------------|----------|-------------------------------------|-------|---------|----------|
| PlotID      | Length   | Product                             | Plies | Net Qty | Fab Type |
| J - 1 @ 26' | 26-00-00 | 11 7/8" TJI® 210                    | 1     | 31      | MFD      |
| BM1         | 24-00-00 | 1 3/4" x 9 1/4" 2.0E Microllam® LVL | 2     | 2       | FF       |
| BM2         | 16-00-00 | 1 3/4" x 9 1/4" 2.0E Microllam® LVL | 2     | 2       | FF       |
| RIM1        | 16-00-00 | 1 1/8" x 11 7/8" TJI® Rim Board     | 1     | 9       | FF       |



## 1st Floor Layout

SCALE: NTS



## 2nd Floor Layout

SCALE: NTS

MLT Enterprises



TRUSS TECH  
18541 PARKWAY RD  
MELBA, VA  
OFFICE #757-787-3014  
FAX # 757-787-1161

JOB #: B240372

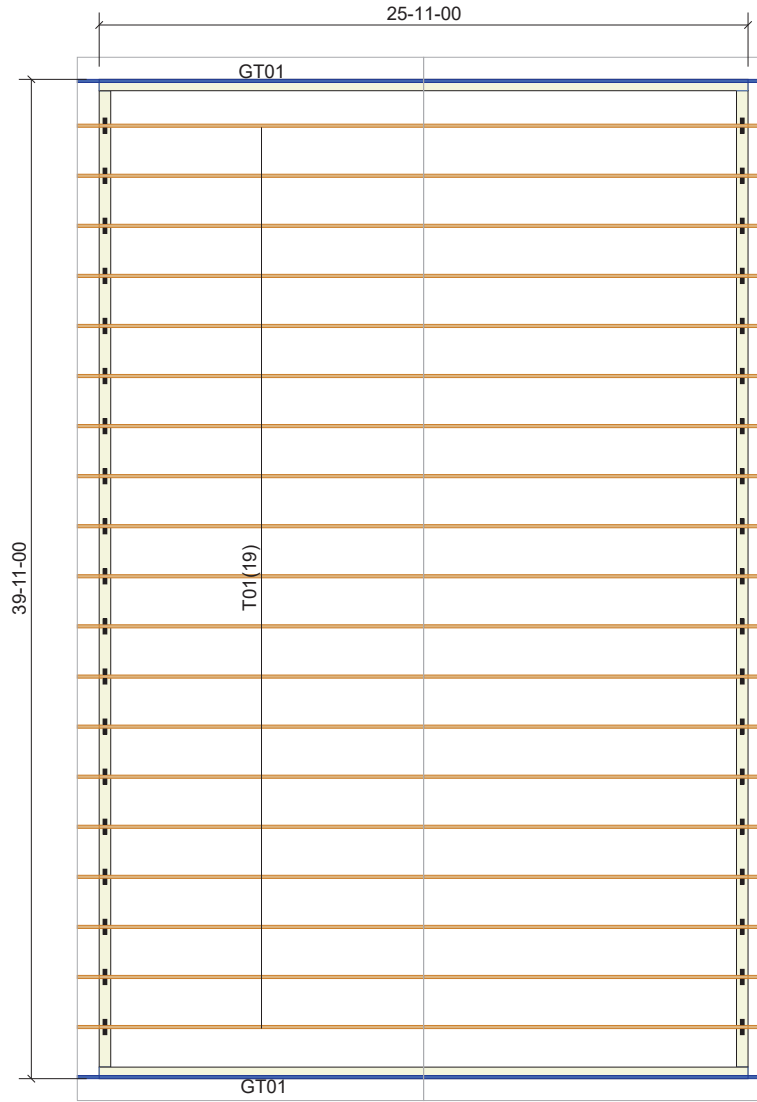
DRAWN BY: Mike Ennis

**THIS IS A TRUSS PLACEMENT DIAGRAM ONLY.** These trusses are designed as individual building components to be incorporated into the building design at the specification of the building designer. See placement drawing. The building designer is responsible for temporary and permanent bracing of the roof and floor system and for the overall structural integrity of the building. The building designer is responsible for the design of the beams, walls, and columns is the responsibility of the building designer.

Trusses with Attic Rooms built in will require some addition framing to make ready for drywall finishing

[illegible][illegible]EWP-2 (SHEET 11)





## Roof Truss Layout

SCALE: NTS

MLT Enterprises



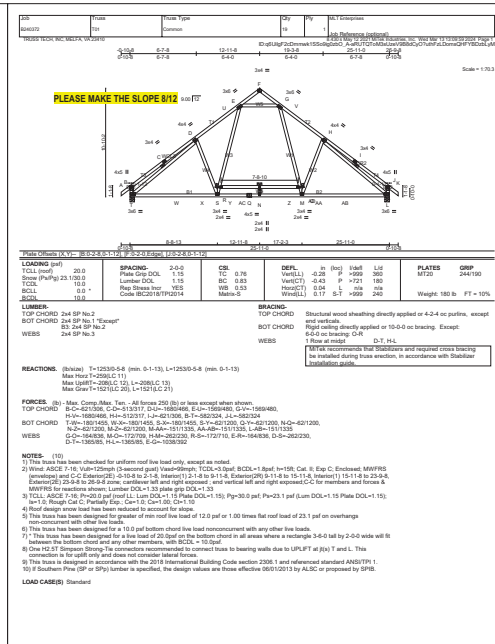
TRUSS TECH  
18541 PARKWAY RD  
MELBA, VA  
OFFICE #757-787-3014  
FAX # 757-787-1161

JOB #: B240372

DRAWN BY: Mike Ennis

**THIS IS A TRUSS PLACEMENT DIAGRAM ONLY.** These trusses are designed as individual building components to be incorporated into the building design at the specification of the building designer. See the building design for the location of the trusses. The building designer is responsible for the temporary and permanent bracing of the roof and floor system and for the overall stability of the building. The building designer is responsible for the design of the columns, beams, walls, and columns is the responsibility of the building designer.

Trusses with Attic Rooms built in will require some addition framing to make ready for drywall finishing



## Lot 32 Monroe Avenue Extended

### Materials

#### Windows:

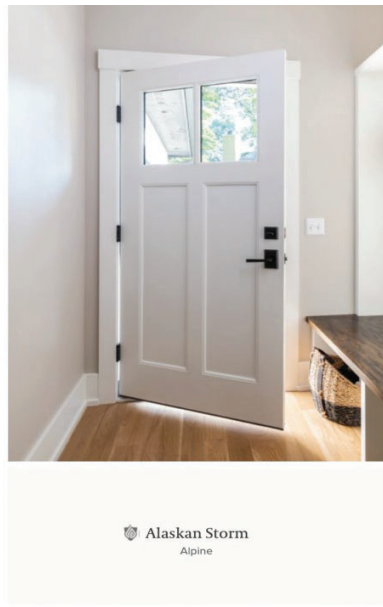
- Vinyl, double-hung, two-over-two simulated divided lite (SDL); color: white; manufacturer: WARDCO (Canada) U-0.28 | SHGC 0.26



- 3-1/4" frame standard
- Available in dual or triple glazed options
- Up to 1" Glass thickness on dual and up to 1-1/4" thickness on Triple glazing
- Argon gas filled glass for maximum energy efficiency
- Intercept glass spacer
- ER ratings of 34 and above achievable
- Heavy duty screen
- Premium Cam lock and keepers
- Wardco's Signature Flip-Lock
- Heavy capacity Balancers
- Concealed drain holes
- Multi-layer gaskets for increased window seal preventing leaks and air leakage
- Dual pane tilting operation for increased air flow in the home

#### Doors:

- Composite-clad, metal core, half light with raised panels below; color: white; manufacturer: Reeb Smooth Star



### Roofing:

- Asphalt Shingle (upper roof) Standing Seam Metal (porch roofs) color: grey



Estate Gray<sup>†</sup>

### Oakridge® Shingles Product Specifications

|                     |              |
|---------------------|--------------|
| Nominal Size        | 13¼" x 39⅜"  |
| Exposure            | 5⅝"          |
| Shingles per Square | 64           |
| Bundles per Square  | 3            |
| Coverage per Square | 98.4 sq. ft. |

### Siding & Trim:

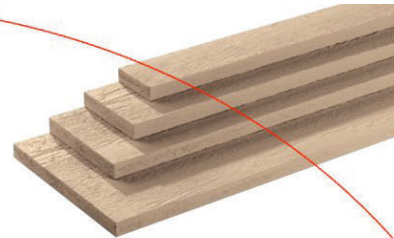
- LP SmartSide Fibercement 5-7/8" lap reveal; color: white; manufacturer: LP SmartSide
- LP SmartSide trim white

### Specifications: LP® SmartSide® Trim

## CEDAR TEXTURE TRIM

#### THE CLASSIC APPEARANCE OF CEDAR

- Exterior use, including corner boards, windows and doors
- Narrow widths for more design flexibility
- Primed for exceptional paint adhesion
- 16' length can result in faster installation and fewer seams
- Treated engineered wood strand substrate



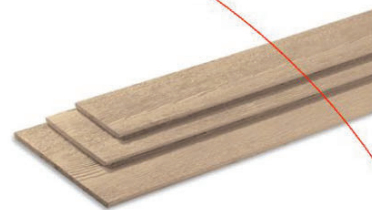
Cedar Texture

### Specifications: LP® SmartSide® Lap Siding

## CEDAR TEXTURE LAP

#### THE BOLD LOOK OF CEDAR WITHOUT MANY OF THE WORRIES

- One of the most durable lap siding options on the market today
- Available in lengths up to 16' to help speed installation
- May create fewer seams than traditional 12' siding
- Primed for exceptional paint adhesion
- APA-certified lap siding
- Treated engineered wood strand substrate



Cedar Texture



### Decking:

- 1"x6" decking; color: mahogany; manufacturer: Timbertech



#### ELEVATED STYLE AND CHARACTER For the Bold Traditionalist

- High-end composite decking that surpasses leading competitors' top tier with 4-sided cap protection
- Strong, reliable, and engineered to endure
- Ideal for everyday decks



#### \$\$\$ LEGACY COLLECTION

- Hand-scrapped finish
- Highly blended with unique coloring

#### \$\$\$ RESERVE COLLECTION

- Cathedral wood grain finish
- Highly blended colors

#### \$\$ TERRAIN COLLECTION\*

- Cathedral wood grain finish
- Blended and solid colors
- Scalloped boards

### Posts/Railings:

- Modern-style, square, composite; color: white; manufacturer: TimberTech



### Foundation:

- Parged CMU

## Agenda Item 6D (5)

Tax Map #83A3-1-420

Tazewell Avenue



## HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: November 19, 2024

Item #: 6D (5) – Lot 420 on Tazewell Avenue (Tax Map #83A3-1-420)

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

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

Date: November 6, 2024

---

**OWNER:** Laura Lynn Townsend

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

**SITE ADDRESS:** Lot 420 on Tazewell Avenue

**TAX MAP:** 83A3-1-420

**LOT SIZE:** 5,600 sq. ft.

**WORK TO BE PERFORMED:** New 1,074 square feet, 1-1/2 story single-family residence

**CURRENT ZONING:** Residential (R-1)

**HISTORIC REGISTER:** Not listed

*Description: N/A*

*Accessory Structure: N/A*

**DATE APPLICATION RECEIVED:** September 30, 2024

**PRE-APPLICATION MTG:** November 19, 2024

**DATE APPLICATION DEEMED COMPLETE:** October 1, 2024

**LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application):** December 2, 2024

---

The applicant is seeking to construct a new 1,074 sq. ft., one and a half story single-family residence with a 24' x 6' (144 sq. ft.) front porch, a 16' x 12' (192 sq. ft.) rear screened-in porch, 10' x 10' (100 sq. ft.) rear deck, 31' x 8' and a 4' x 4' (16 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 (Pitch: 12:12) & Porches (Pitch: 3:12) – Certaineed Landmark Architectural Shingles  
Siding: Certaineed Monogram Double 5” Clapboard .046 Thickness; 4” Outside Corners Trim: Triple 4” White Soffit with 6” White Fascia  
Windows: Ply Gem Pro Series Double Hung Vinyl 1/1; Trim: 3-1/2” Integrated Flat Wide with Thick Sill Nose  
Doors: Therma Tru Fiberglass: Front: 3/0 2-lite/4-Panel Clear Glass, Side: 3068 ½-lite/2-Panel, Rear  
Porch & Deck: 6068 Sliding Glass Doors (no SDL)  
Front Porch: 3:12 Hip Roof - Decking: AZEK Composite T&G (Run 90 Degrees to House); Columns: Vinyl Square; Balustrade – Vinyl Square 6”; Steps: 6’ Wide Composite to Grade; Handrails: Vinyl  
Rear Deck: Decking: 6” Pressure Treated Boards; Columns: Vinyl Square; Balustrade – Vinyl Square 6”; Steps: 6’ Wide Composite to Grade; Handrails: Vinyl  
Rear Screen Porch: 3:12 Gable Roof - Decking: 6” Pressure Treated Boards; Columns: Vinyl Square; Balustrade – Vinyl Square 6”; Screening; Door: Vinyl Screen onto deck  
Foundation: 6 Course 8” Allied Lightweight Concrete Block; Exterior Walls Parged  
Outdoor Shower: 6” Pressure Treated Vertical

**STAFF ANALYSIS****ZONING COMPLIANCE**

The proposed project is seeking to construct 1,074.06 sq. ft., two-story single-family residence with a 24’ x 6’ (144 sq. ft.) front porch, a 16’ x 12’ (192 sq. ft.) rear screened-in porch, 10’ x 10’ (100 sq. ft.) rear deck, 31’ x 8’ and a 4’ x 4’ (16 sq. ft.) enclosed rear outdoor shower, and the installation of a sidewalk on the side of the property as required by Town Code. 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.

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: November 7, 2024****REVIEW DONE FOR: HDRB Mtg****COMMENTS:****DECISION: APPROVED****ZONING REVIEW CHECK LIST****Residential -1 District**

|                              |                                                                                                                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Address of Property</b>   | Tazewell Avenue                                                                                                                                                                         |
| <b>Property Owner's Name</b> | Laura Lynn Townsend                                                                                                                                                                     |
| <b>Tax Map #</b>             | 83A3-1-420                                                                                                                                                                              |
| <b>Seeking Permit for:</b>   | New 1,074 sq. ft, 1-1/2 story single-family residence with a 144 sq. ft. front porch; 100 sq. ft. rear deck, 192 sq. ft. rear screened-in porch, and 16 sq. ft. enclosed outdoor shower |

- ☒ Verify that proposed use is use allowed by right: Single Family dwelling or accessory building (shed, garage) or Home Occupations or other: **New 1,074 sq. ft, 1-1/2 story single-family residence with a 144 sq. ft. front porch; 100 sq. ft. rear deck, 192 sq. ft. rear screened-in porch, and 16 sq. ft. enclosed outdoor shower.**

- ☒ 1) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix B. **Point North Surveying LLC dated 9/26/2024**

- ☒ 2) 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                              |                                                                                                                            |
| <b>NOTES: -</b> Ordinance adopted 7/14/1992<br>(a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage.<br>(b) If multiple lots are used, see Section 4.2 (E) (7 & 8) for additional Lot Coverage Rules<br>(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    | 1,074.06    | 0                         | 1,074.06                     | 19.18%            | YES                   |

- ☒ 3) Setbacks – Conforming Lots (5,600 sq ft):  
 (a) Front: 30 ft or prevailing: **PREVAILING 14.11 ft.**  
 (b) Side: 5 ft: **Actual: West: 6.21 ft. East: 6.21 ft.**  
 (c) Rear: 25 ft: **68.89 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: **6.21 ft.**  
**NOTES:**  
 • **DECKS & PATIOS NOT ALLOWED IN FRONT YARD;**  
 • **See Section 4.2 (F) for Projections Allowed in Required Setbacks.**
- ☒ 4) 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: 29 ft. 6in.**  
 (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 & 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. **2-lite, 4-panels; ½-lite, 2-panels; Sliding Glass; Screen**  
 e) Porches – min depth of six feet & cover 80% of width of front building façade.: **24 ft. & 87.15%**

**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 the 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](mailto: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.

- |                                                                   |                                                       |                                                                     |
|-------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------|
| <input checked="" type="checkbox"/> A) Site Plan                  | <input checked="" type="checkbox"/> B) Elevations     | <input checked="" type="checkbox"/> C) Zoning Clearance Application |
| <input checked="" type="checkbox"/> D) Photos of existing lot     | <input checked="" type="checkbox"/> E) Renderings     | <input checked="" type="checkbox"/> F) Photos of proposed materials |
| <input checked="" type="checkbox"/> G) Owner Permission Affidavit | <input checked="" type="checkbox"/> H) Payment of Fee | <input checked="" type="checkbox"/> I) Tree Permit Application      |

Owner signature:

*Laura Lynn Townsend*

Date:

*Sept. 28, 2024*

#### PART 2: PROPERTY INFORMATION

Property Address: 201 Tazewell Ave

Tax Map #: 83A3-1-420

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: Laura Lynn Townsend

Mailing Address: 2 Crockett Ave, Onancock, VA, 23417

Phone Number: 443-326-9513

Email: [larlytown@gmail.com](mailto:larlytown@gmail.com)

#### PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

#### PART 5: PROJECT INFORMATION

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

To build my retirement home as a permanent resident consisting of a new 1.5 story, 1,696 sq foot, single family home.

Removal of trees and bushes will be required (Tree Permit Application will be submitted).



| PART 6. NEW CONSTRUCTION                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                               |                          |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------|
| See Section 5.13 & 6 of the Historic District Design Guidelines |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                               |                          |
| First Floor Building Area (sq. ft.): <b>1072 sq ft</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Total Gross Floor Area (sq. ft.): <b>1696 sq ft</b>                                           |                          |
| Front Building Setback (ft.): <b>14.11 Feet</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Building width (ft.): <b>27' 6.5"</b>                                                         |                          |
| Building Height                                                 | Feet: <b>29'6"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Stories: <b>1.5</b>                                                                           | Roof pitch: <b>12/12</b> |
| <b>A. Foundation</b>                                            | Material to be used: <b>6 Course Block Foundation Parged</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                               |                          |
| <b>B. Roofing</b>                                               | Material to be used: <b>30 Year Lifetime Architectural Shingles (Certaineed Landmark)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                               |                          |
|                                                                 | Chimney? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Number _____ Materials: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                               |                          |
| <b>C. Siding</b>                                                | Material to be used: <b>Certaineed Monogram Double 5" Clapboard</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Dimensions: <b>5", .046 Thickness</b>                                                         |                          |
| <b>D. Steps</b>                                                 | Material to be used: <b>Azek Composite 6" Decking</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                               |                          |
| <b>E. Railing</b>                                               | Style and Material to be used: <b>white vinyl</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                               |                          |
| <b>F. Porch</b>                                                 | Length: <b>24'</b> Width: <b>6'</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                               |                          |
|                                                                 | Material to be used: Floor: <b>Azek Composite White</b> Skirting: <b>Azek Composite White</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                               |                          |
|                                                                 | Columns? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Number <b>5</b> Style & Materials: <b>6" Square Vinyl Sleeves</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                               |                          |
| <b>G. Deck</b>                                                  | Length: <b>26'</b> Width: <b>12'</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Material to be used: <b>Pressure treated decking, White Vinyl Rails and 4/6" Square Posts</b> |                          |
| <b>H. Doors</b>                                                 | Width: <b>36"</b> Height: <b>80"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                               |                          |
|                                                                 | Material and Configuration: <b>attach a picture (i.e., glass panes, divisions, decorative details &amp; panels)</b><br><b>Therma Tru Fiberglass: (front) w/clear glass panels, (side) Two panel/half glass, (rear) sliding doors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                               |                          |
| <b>I. Windows</b>                                               | Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: <b>Double hung, 1/1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                               |                          |
|                                                                 | Material: <b>Vinyl - White</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                               |                          |
|                                                                 | Width: <b>36"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Height: <b>54"</b>                                                                            | Depth: <b>6"</b>         |
| <b>J. Trim</b>                                                  | Material to be used: <b>Integrated 3 1/2" Trim on Top and Sides of Windows w/ Thick Sill Nose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                               |                          |
|                                                                 | Dimensions: <b>3 1/2"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                               |                          |
| <b>K. Hardscape</b>                                             | <p>Indicate the placement and dimensions of any of the following on your site plan.</p> <p>Driveway: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Materials: _____</p> <p>Walkway: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Materials: _____</p> <p>Fence: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Materials: _____</p> <p>Patio: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Size: _____ Materials: _____</p> <p>Outdoor shower: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – <input type="checkbox"/> Not Enclosed <input checked="" type="checkbox"/> Enclosed – Materials <b>Pressure Treated</b></p> <p>Pool: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Requires a Conditional Use Permit</p> <p>Accessory Structure: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Complete an additional COA application for the structure</p> |                                                                                               |                          |



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

The Proposed 1 1/2 Story SFD will be harmonious with the neighborhood styles and characteristics of other houses in the historic district.

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

See Attached Specification Sheet for detailed information on Exterior treatments.

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: Saura Lynn Druse

Date: Sept. 28, 2024

Zoning Administrator's signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Owner Affidavit for Permission to Represent

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

[planningtech@capecharles.org](mailto: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: **201 Tazewell Ave**

Tax Map #: **83A3-1-420**

### PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: **Laura Lynn Townsend**

Mailing Address: **2 Crockett Ave, Onancock, VA, 23417**

Phone Number: **443-326-9513**

Email: **larlytown@gmail.com**

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

**Bill Doughty**

### PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: **Village Builders on the Bay**

Mailing Address: **3140 Plantation Creek Lane, Cape Charles, VA**

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: **n/a**

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner: Laura Lynn Townsend

Date: 9-27-24

State of Virginia, County of Accomack The foregoing instrument was acknowledged before me this 27th day of September, 2024, by Candith-Laura Lynn Townsend (name of person acknowledged)

Signature of Notarial Officer: Candith-Araceli L. Guzman

Notary Registration number: 8011848

My commission expires: 06/30/2026





# **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. OWNER: LAURA LYNN TOWNSEND

2. SOURCE OF TITLE: INST. 100000773

3. TAX PARCEL: 83A3-1-420

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN SEPTEMBER 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 FLOOD ZONES X & 0.2% ANNUAL CHANCE.

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

8. AREA: 5,600 SQ. FT. (0.129 AC)

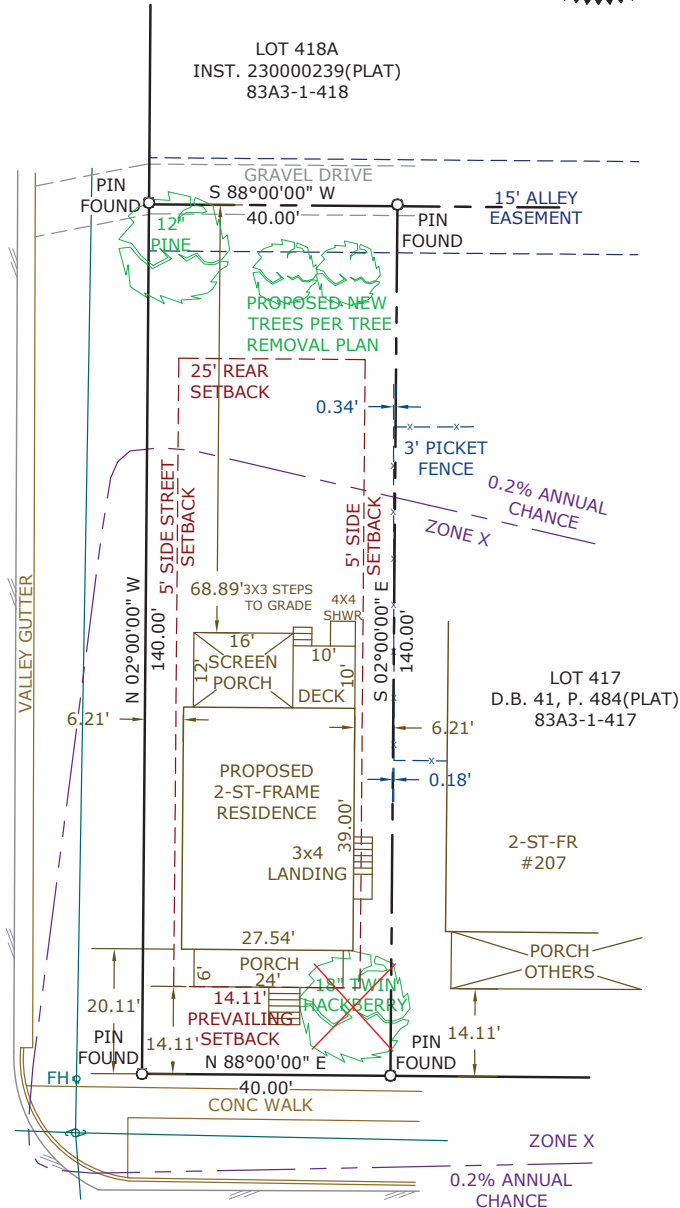
### **ZONING NOTES:**

THIS PROPERTY IS ZONED R  
FRONT SETBACKS: 30' OR PREVAILING  
SIDE SETBACKS: 25'  
REAR SETBACKS: 5'

THE ENTIRETY OF NORTHAMPTON COUNTY IS RECOGNIZED AS EITHER A RESOURCE PROTECTION AREA OR RESOURCE MANAGEMENT AREA (RMA)

THIS PROPERTY IS NOT SUBJECT TO THE CHESAPEAKE BAY PRESERVATION ACT RESOURCE PROTECTION AREA.

IF 18" TWIN HACKBERRY IMPEDES CONSTRUCTION, IT IS TO BE REMOVED.

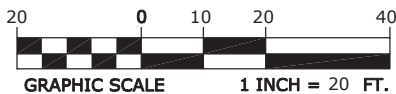


TAZEWELL AVE. (70' R/W)

SITE PLAN  
LOT 420

MAP OF THE TOWN OF  
**CAPE CHARLES**

CAPEVILLE DISTRICT  
NORTHAMPTON COUNTY, VIRGINIA  
MADE FOR LAURA LYNN TOWNSEND  
SCALE: 1" = 20' SEPTEMBER 26, 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: 24099



|                                                                                                                                                                                                                                                                                               |           |                                                                    |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------|--------------------------|
| STATE/TIPA APPROVAL STAMP                                                                                                                                                                                                                                                                     |           | I.A. OR P.E. STAMP                                                 |                          |
| <p>246 SAND HILL ROAD<br/>SELINSGROVE, PA 17870<br/>PHONE: (570) 374-3280<br/>FAX: (570) 374-1122<br/>WWW.ICONLEGACY.COM</p> <p><b>ICON LEGACY</b><br/>CUSTOM MODULAR HOMES<br/>LLC</p>                                                                                                       |           |                                                                    |                          |
| DATE                                                                                                                                                                                                                                                                                          | REVISION  | BY                                                                 |                          |
| 8/20/24                                                                                                                                                                                                                                                                                       | PRELIM    | JSS                                                                |                          |
| 9/4/2024                                                                                                                                                                                                                                                                                      | QUICK FIX | PSS                                                                |                          |
|                                                                                                                                                                                                                                                                                               |           |                                                                    |                          |
|                                                                                                                                                                                                                                                                                               |           |                                                                    |                          |
| <p>INDEPENDENT BUILDER: VILLAGE BUILDERS ON THE BAY INC.<br/>ADDRESS: 2701 TAZEWELL AVE<br/>CITY: CAPE CHARLES<br/>COUNTY: NORTHAMPTON<br/>STATE: VA<br/>ZIP: 23310<br/>SKEW LOAD (LBS): 10<br/>WIND SPEED (MPH): 120 Vult<br/>ORDER NO: 12184<br/>SERIAL NO: CAPE<br/>FILE NAME: O#12184</p> |           |                                                                    |                          |
| FRONT ELEVATION                                                                                                                                                                                                                                                                               |           |                                                                    |                          |
| <p>THIS BUILDING HAS BEEN EXTRACTED FROM AN APPROVED SYSTEMS OR PER MODEL APPROVAL</p> <p><i>jea</i></p>                                                                                                                                                                                      |           | <p>SCALE: 1/4" = 1'-0"</p> <p>SERIAL #/ ORDER #</p> <p>O#12184</p> | <p>PAGE #</p> <p>EV1</p> |



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

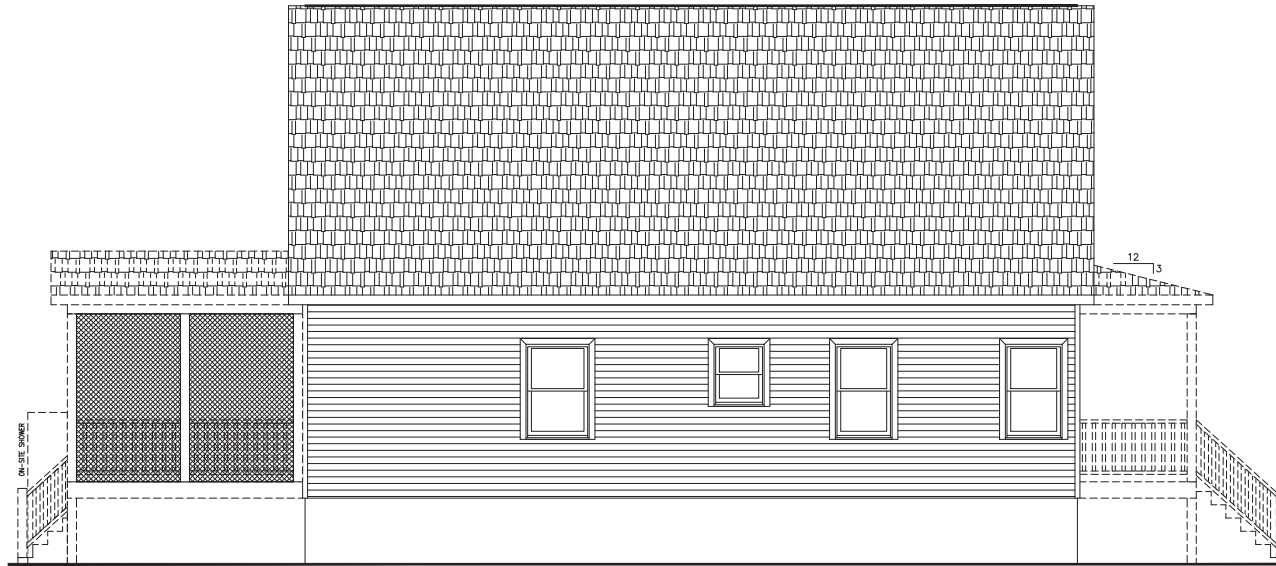
|                  |
|------------------|
| RA OR P.E. STAMP |
|------------------|



REAR ELEVATION

EV2

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



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

PORCH ROOF, POST,  
RAILING AND SLAB  
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

STATE/TIPA APPROVAL STAMP

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| DATE     | REVISION  | BY  |
|----------|-----------|-----|
| 8/20/24  | PRELIM    | JSS |
| 9/4/2024 | QUICK FIX | PSS |
|          |           |     |
|          |           |     |

|                                                         |                              |
|---------------------------------------------------------|------------------------------|
| INDEPENDENT BUILDER<br>VILLAGE BUILDERS ON THE BAY INC. |                              |
| ADDRESS<br>201 TAZEWELL AVE                             | CITY<br>P                    |
| STATE<br>VA                                             | ZIP<br>23310                 |
| COUNTY<br>NORTHAMPTON                                   | SNOW LOAD (LBS)<br>10        |
| ORDER NO<br>12184                                       | WIND SPEED (MPH)<br>120 Vult |
| SERIAL NO<br>12184                                      | TYPE<br>CAPE                 |
| FILE NAME<br>O#12184                                    |                              |

LEFT ELEVATION

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

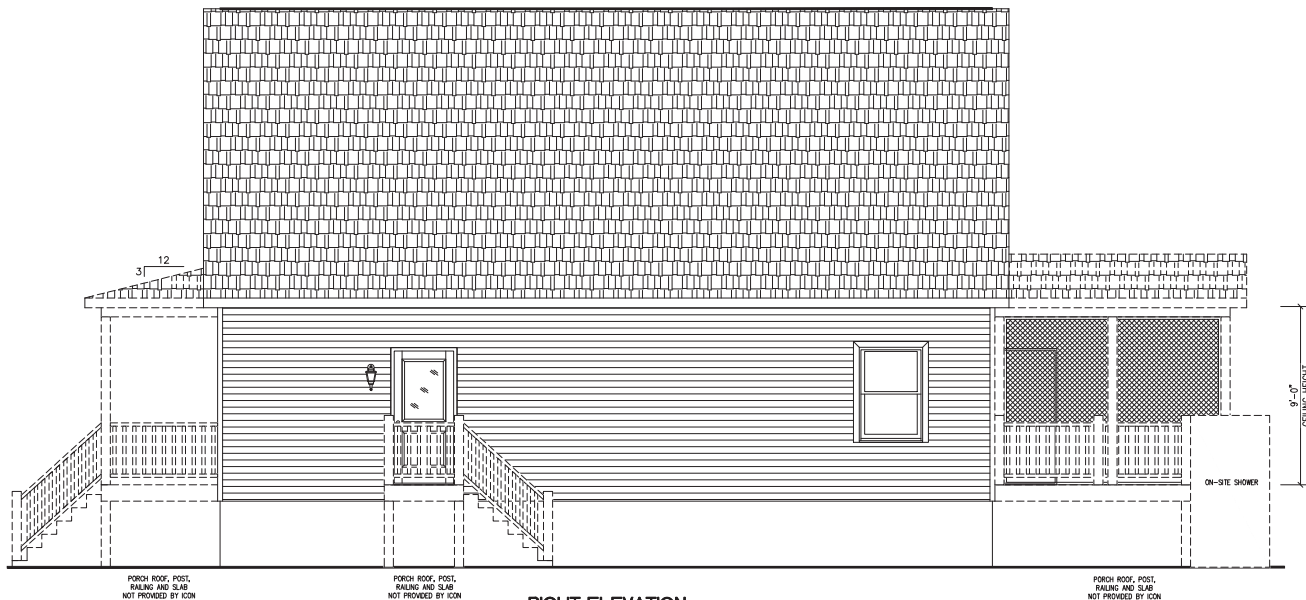
SCALE 1/4" = 1'-0"

SERIAL #/ ORDER #  
**O#12184**

PAGE #

**EV3**





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

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

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

### 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/TIPA APPROVAL STAMP

S.A. OR P.E. STAMP

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SELINGROVE, PA 17870  
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FAX: (570) 374-1122  
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| DATE     | REVISION  | BY  |
|----------|-----------|-----|
| 8/20/24  | PRELIM    | JSS |
| 9/4/2024 | QUICK FIX | PSS |
|          |           |     |
|          |           |     |

|                                                         |                              |
|---------------------------------------------------------|------------------------------|
| INDEPENDENT BUILDER<br>VILLAGE BUILDERS ON THE BAY INC. |                              |
| ADDRESS<br>201 TAZEWELL AVE                             | STATE<br>PA                  |
| CITY<br>CAPE CHARLES                                    | ZIP<br>23310                 |
| COUNTY<br>NORTHAMPTON                                   | SNOW LOAD (LBS)<br>10        |
| ORDER NO<br>12184                                       | WIND SPEED (MPH)<br>120 Vult |
| SERIAL NO<br>12184                                      | TYPE<br>CAPE                 |
| FILE NAME<br>O#12184                                    |                              |

RIGHT ELEVATION

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

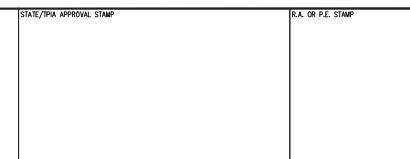
SCALE 1/4" = 1'-0"

SERIAL #/ ORDER #  
O#12184

PAGE #

EV4





**ICON**  
LEGACY  
CUSTOM MODULAR HOMES

EL1

SERIAL #/ ORDER #

O#12184

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



R.A. OR P.E. STAMP

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|                                   |                  |           |     |
|-----------------------------------|------------------|-----------|-----|
| INDEPENDENT BUILDER               | DATE             | REVISION  | BY  |
| VILLAGE BUILDERS ON THE BAY, INC. | 8/20/24          | PRELIM    | JSS |
| 201 TAZEWELL AVE                  | 9/4/2024         | QUICK FIX | PSS |
| CITY                              |                  |           |     |
| STATE                             | ZIP              |           |     |
| VA                                | 23310            |           |     |
| COUNTY                            | SNOW LOAD (LBS)  |           |     |
| NORTHAMPTON                       | 10               |           |     |
| PARCEL NO                         | WIND SPEED (MPH) |           |     |
| 12184                             | 120              |           |     |
| CAPE                              | VOLT             |           |     |
| FILE NAME                         |                  |           |     |
| #12184                            |                  |           |     |

### 2ND STORY FLOOR PLAN

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

*JLA*

SERIAL #/ ORDER #

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

**○#12184**

PAGE 8

# FP2



# **Laura Townsend House Specifications**

## **201 Tazewell Avenue**

Proposed 1 ½ Story SFD (1,696 Square Feet)

1,072 SF 1st Floor Finished Space, 624 SF 2nd Floor Finished Space

3 Bedrooms, 2 Full Bathrooms, 1 Half Bath

### **Foundation:**

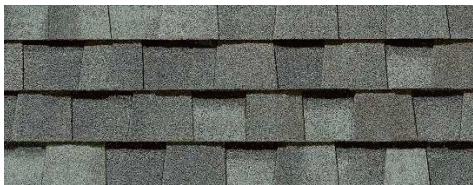
6 Course 8-inch Allied Lightweight Concrete Block Foundation

Exterior Walls of Block Foundation Parged (40" Above Grade)

12/12 Roof Pitch (Gable End Wall Facing Tazewell Ave)

### **Roof Covering:**

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



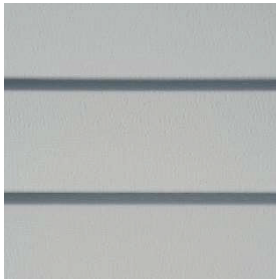
**Exterior Wall Covering:**

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

(Color Not for Reference)

4" Outside Corners

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

**House:****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

(One over One No SDL's)



**Exterior Doors:**

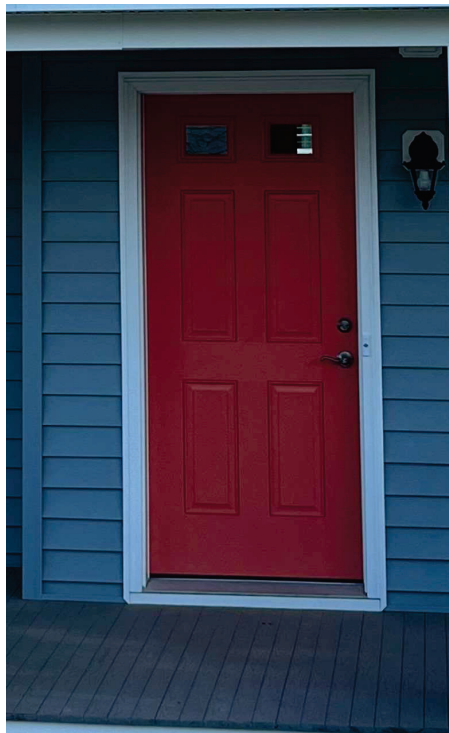
Therma Tru Fiberglass Exterior Front Door w/ Rot Free Jambs and Azek Brickmold

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

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

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

(\*See Picture for Reference Style)

**Front:****Side Mudroom:**

**Porches/Stairs:**

Front Porch (144 SF) (24' x 6')

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 Hip Roof w/ Shingle Roof to Match Home

Azek 6" Trim Boards to Grade (White)

10' x 10' Deck off Rear of House

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 Gable Roof w/ Shingles to Match House

6" Pressure Treated Decking Boards

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

Vinyl Screen Door onto Deck (White)

4' x 4' Outside Shower Next to Deck Near Stairs

Pressure Treated Vertical 6" Boards for Construction



## 201 Tazewell lot pictures and neighbors



201 Tazewell front view from Tazewell



201 Tazewell side view from Pine

## 201 Tazewell lot pictures and neighbors



201 Tazewell Rear view looking back



201 Tazewell Rear view looking towards front



## 201 Tazewell lot pictures and neighbors

Surrounding properties



207 Tazewell



206 Tazewell

## 201 Tazewell lot pictures and neighbors



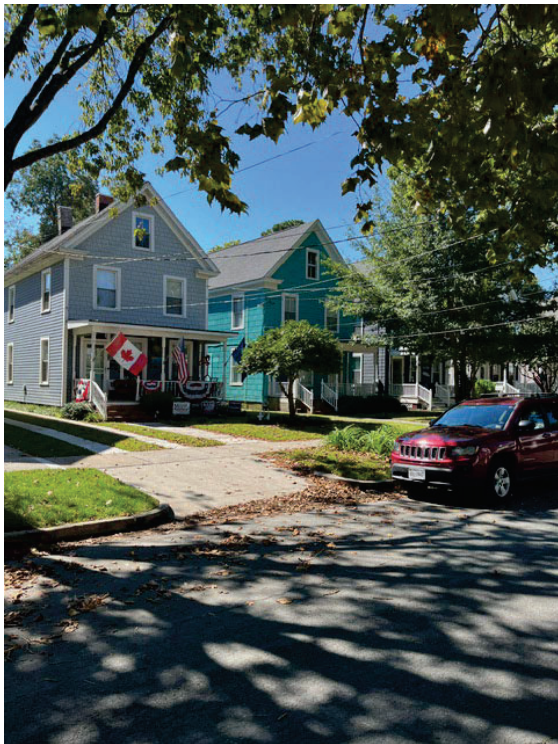
113 Tazewell (other side of Pine)



## Pictures from Tazewell and surrounding streets



230-234 Tazewell



240-238 Tazewell

## Pictures from Tazewell and surrounding streets



Between 533-541 Tazewell



227 Madison



## Pictures from Tazewell and surrounding streets

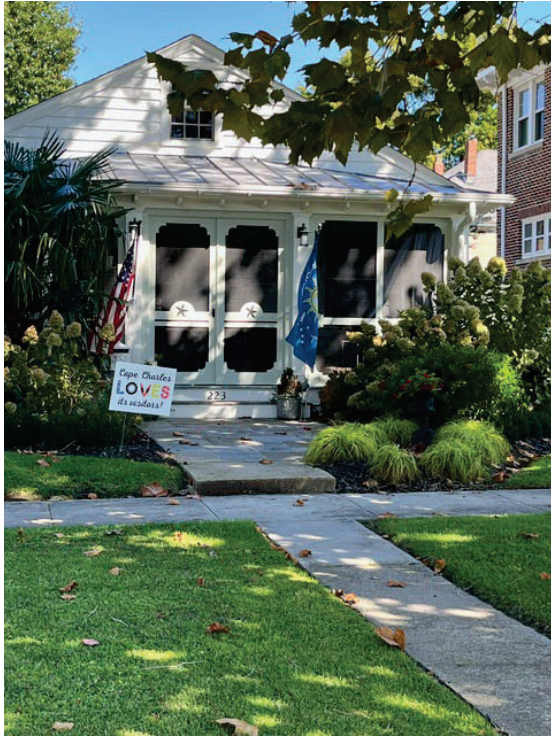


333 Madison



## Pictures from Tazewell and surrounding streets

325 Madison



223 Monroe





## Pictures from Tazewell and surrounding streets

221 Monroe



208 Monroe

## Agenda Item 7A

### HDRB Application

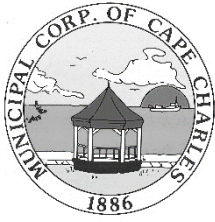
### Deadlines and Regular Meeting Dates

| <b>2024-2026 Historic District Review Board Complete* Application Deadline</b>                                                                                                          |                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>*A Complete application is a submittal, (1 Hard Copy &amp; 1 Digital Copy), of all applications required by the Town and including all supporting documents and payment of fees.</b> |                                                  |
| <b>Pre-Application and Complete Application Deadlines</b>                                                                                                                               | <b>Regular Meetings</b>                          |
| Tuesday, November 5, 2024*                                                                                                                                                              | Tuesday, December 17, 2024                       |
| Tuesday, December 3, 2024*                                                                                                                                                              | Tuesday, January 21, 2025                        |
| Tuesday, January 7, 2025*                                                                                                                                                               | Tuesday, February 18, 2025                       |
| Tuesday, February 4, 2025*                                                                                                                                                              | Tuesday, March 18, 2025                          |
| Tuesday, March 4, 2025*                                                                                                                                                                 | Tuesday, April 15, 2025                          |
| Tuesday, April 1, 2025*                                                                                                                                                                 | Tuesday, May 20, 2025                            |
| Tuesday, May 6, 2025*                                                                                                                                                                   | Tuesday, June 17, 2025                           |
| Tuesday, June 3, 2025*                                                                                                                                                                  | Tuesday, July 15, 2025                           |
| Tuesday, July 1, 2025*                                                                                                                                                                  | Tuesday, August 19, 2025                         |
| Tuesday, August 5, 2025*                                                                                                                                                                | Tuesday, September 16, 2025                      |
| Tuesday, September 2, 2025*                                                                                                                                                             | Tuesday, October 21, 2025                        |
| Tuesday, October 7, 2025*                                                                                                                                                               | Tuesday, November 18, 2025                       |
| Tuesday, November 4, 2025*                                                                                                                                                              | Tuesday, December 16, 2025                       |
| Tuesday, December 2, 2025*                                                                                                                                                              | Tuesday, January 20, 2026                        |
| Tuesday, January 6, 2026*                                                                                                                                                               | Tuesday, February 17, 2026                       |
| Tuesday, February 3, 2026*                                                                                                                                                              | Tuesday, March 17, 2026                          |
| Tuesday, March 3, 2026*                                                                                                                                                                 | Tuesday, April 21, 2026                          |
| Tuesday, April 6, 2026*                                                                                                                                                                 | Tuesday, May 19, 2026                            |
| Tuesday, May 5, 2026*                                                                                                                                                                   | Tuesday, June 16, 2026                           |
| Tuesday, June 2, 2026*                                                                                                                                                                  | Tuesday, July 21, 2026                           |
| Tuesday, July 6, 2026*                                                                                                                                                                  | Tuesday, August 18, 2026                         |
| Tuesday, August 4, 2026*                                                                                                                                                                | Tuesday, September 15, 2026                      |
| Tuesday, September 1, 2026*                                                                                                                                                             | Tuesday, October 20, 2026                        |
| Tuesday, October 1, 2026*                                                                                                                                                               | Tuesday, November 17, 2026                       |
| Tuesday, November 5, 2026*                                                                                                                                                              | Tuesday, December 15, 2026                       |
| <b>*End of Business day (4:30 p.m.)</b>                                                                                                                                                 | <b>*INCOMPLETE APPLICATION WILL BE DISCARDED</b> |

# Agenda Item 7B

## Monthly Report





## **HISTORIC DISTRICT REVIEW BOARD STAFF REPORT**

Meeting Date: November 19, 2024

Item #7B– Report from Zoning Administrator Katie Nunez

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

Date: November 12, 2024

---

### **1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:**

- a. 539 Jefferson Avenue – replace shingle roof, pursuant to CCZO Section 8.17 (B)
- b. 518 Madison Avenue - replace shingle roof, pursuant to CCZO Section 8.17 (B)
- c. 4 Randolph Avenue – install rear accessory structure, rear outdoor shower, fence pursuant to CCZO Section 8.17 (E) and (H)
- d. 515 Randolph Avenue – replace house shingle roof, pursuant to CCZO Section 8.17 (B)
- e. 549+551 Monroe Avenue – replace shingle roof, pursuant to CCZO Section 8.17 (B)
- f. 646 Tazewell Avenue – constructing two dormers on the rear sides, 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 – No items to report.**