

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
January 21, 2025 @ 5:00 P.M.**

1. **Call to Order; Roll Call**
 - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Organizational Meeting**
 - A. Introduce and Welcome new members: Joan Cooper and Ken Monarch.
 - B. Election of Chair, Vice-Chair and Secretary – (per Bylaws, it is February) Vice-Chair spot is currently vacant but all positions needs to voted upon.
 - C. Appoint representative to Harbor Area Review Board
4. **Public Comment**
5. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of minutes
 - (1) November 19, 2024 Historic District Review Board Regular Meeting
6. **Unfinished Business:** None
7. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None
 - C. **RENOVATION, MINOR:** None
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 500 Monroe Avenue: John McLaughlin – to replace six existing wood windows with six vinyl windows on two-story single-family dwelling.
 - E. **OTHER:** None
8. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
9. **Adjourn**

Agenda Item 5B (1)

Minutes



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
November 19, 2024
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were, Patricia James, Martin Mayer, Herb Thom, and Elizabeth Wright. was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, Assistant to Town Manager Courtney Neale, and the applicants. There was one member of the public in attendance and five viewers on Facebook Live.

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

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by Vice-Chairman Thom, seconded by Member Mayer, to approve the consent agenda as presented. 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:

1. *629 Tazewell Avenue: Charlie and Shelley Newman – to install shutters on the front first and second floor windows on the two-story single-family dwelling.*

Ms. Outten presented the staff report.

Mr. Newman, the applicant, participated by telephone to answer questions.

The board discussion and questions were as follows: (i) Member James asked if there was evidence if shutters ever existed on the first-floor windows. Mr. Newman did not have any pictures to that effect. He only had pictures showing the shutters on the second-story windows. Mr. Newman thought installing shutters on all the front windows would look better. (ii) Member James and Vice-Chairman Thom asked if Mr. Newman was aware of the guidelines for shutters. He was given that information. Both board members referenced the Historic District Overlay Design Guidelines Section 5.5.1 Shutters. Particularly, if shutters did not exist historically, they should not be added. (iii) Chairwoman Glaser informed the applicant the shutters needed to have the appearance of being operable. and (iv) Mr. Newman confirmed that the existing siding was vinyl.

MOTION ON PAGE 2

Motion made by Member James, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at 629 Tazewell Avenue on an application filed by Charlie and Shelley Newman to install vinyl shutters on the second floor of 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 5.5.1 – Shutters, and 7.1 – Alternative Materials; as stated in the application dated 10/1/2024 with the condition that shutters must be mounted and hinged per the guidelines and no shutters will be installed on the first floor front windows; and per all zoning requirements. The motion was approved by a unanimous vote.

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

1. *406 Randolph Avenue: Daniel and Carolyn Bluestein & Thomas and Kathryn Bluestein – to remove metal front, side and back doors and replace with fiberglass; replace front porch wood columns and balustrades with new wood columns and balustrades and replace the roof eave on the two-story single-family dwelling.* Ms. Outten read the proposal from the staff report. Member Wright said the side door was located in on the back of the house.

Carolyn Bluestein, applicant, participated by telephone to answer questions. She clarified that the only thing being replaced on the roof eave was a missing piece of aluminum trim located on the west side. Ms. Bluestein reiterated that the replacement wood columns and balustrades, and front step handrailing was the same design.

The board discussion and questions were as follows: (i) Member James asked where the replacement balustrade picture was. Ms. Outten said they were being replaced with wood of the same design. (ii) Vice-Chairman Thom thought the trim appeared to be wood. Ms. Bluestein explained that the aluminum was being placed over the wood. and (iii) Ms. Bluestein added that doors were pre-framed, and the current wood frames were rotted.

Motion made by Member Wright, seconded by Member James, to approve the application for a Certificate of Appropriateness at 406 Randolph Avenue on an application filed by Daniel and Carolyn Bluestein & Thomas and Kathryn Bluestein, to replace: (1) 15-lite metal front door with a 4-lite/2-panel fiberglass door, (2) 9-lite/1-panel side door with a 1-lite/2-panel fiberglass door, (3) existing front porch wood balustrades step railings with new wood balustrades and step railings of the same design, and (4) missing aluminum trim on the west side roof eave of 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 4.2 – Roofs, Section 4.4 – Woodwork – Porches, Section 5.2.1 – Roof Features, Section 5.4.2 – Woodwork – Porches – Handrails, Section 5.5.2 – Doors, and Section 7.1 – Alternative Materials; as stated in the application dated 9/16/2024; and per all zoning requirements. The motion was approved by a unanimous vote.

2. *508 Harbor Avenue: Mary Robins Rodgers represented by James Ryan Bender– to renovate the exterior of the two-story single-family dwelling.* Ms. Outten summarized the staff report for the proposed renovations to the front porch, siding, rear stoop, trim, fascia, and soffit.

James Ryan Bender, the applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Member Wright asked for more details on the proposed front steps as the existing steps were concrete. Mr. Bender answered that if approved the new steps would be composite with either railings on both sides or one middle railing that would match the front porch balustrades. He added that there was never a step railing. Chairwoman Glaser did not think a middle railing would be historic in nature. (ii) Mr. Bender said the proposed renovations would be a permanent fix

and reduce the annual maintenance obligations. (iii) Mr. Bender asked since painting the brick would not be approved could lattice be placed over the brick. The board recommended removing the ivy and repointing the brick, if necessary, as neither proposed option was supported. (iv) Vice-Chairman Thom confirmed that the proposed porch flooring would be composite, and that the window trim would follow the guidelines. and (v) After much discussion on the non-existing windowsills it was finally understood that no windows were being replaced, just the trim around the windows to fit the new siding that was at least .046" thick.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 508 Harbor Avenue on an application filed by James Ryan Bender on behalf of Stephen Q. and Mary R. Rodgers to renovate the two-story single-family dwelling as follows: (1) replace the existing aluminum siding with vinyl siding, (2) the front porch wood flooring with composite decking, (3) to replace the existing concrete front steps with composite decking, (4) cover the front porch wood ceiling with vinyl, (5) replace the rear stoop wood railing with vinyl railing to match the front porch balustrades, (6) replace the window trim with vinyl to fit with the new siding, and (7) replace the existing aluminum fascia and soffit with vinyl per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, & Associated Architectural Styles: Craftsman, Section 4.2 – Roofs, Section 4.3 – Masonry – Exterior Walls, Foundations, & Chimneys, Section 4.4 – Woodwork – Porches, Section 4.5 – Openings & Associated Features – Windows, Section 5.2.1 – Roof Frames, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys, Section 5.4.2 – Woodwork – Porches, Section 5.5.1 – Windows, and Section 7.1 – Alternative Materials; as stated in the application dated 9/9/2024 with the designated condition that the brick will not be painted or covered with lattice; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.

3. *602 Washington Avenue: Ware Neck Properties represented by Kerry Shackelford – After the Fact – installed side outdoor shower and gutters; to install lattice around the two porches on the two-story single-family dwelling.*

Ms. Outten presented the staff report and pointed out what was done without approval and the proposals that needed approval. Also, she stated that although the site plan was needed for zoning compliance the HDRB could do their review.

Kerry Shackelford, the applicant, participated by telephone to answer questions. (Please see attached for comments submitted by Mr. Shackelford.)

The board discussion and questions were as follows: Chairwoman Glaser informed the applicant that although there were not specific guidelines on an outdoor shower, they did state that the shower should be placed in the rear of the yard out of public view. Mr. Shackelford explained that placement would not work because in the next year a new addition was planned. There was a brief conversation about whether or not the existing location of the outdoor shower was on the side deck; the applicant confirmed that they are separate. Mr. Shackelford agreed to add landscaping to screen the visibility of the outdoor shower. Member Mayer said the Cape Charles Historic District Overlay Design Guidelines Section 9.4 addressed the need for screening. After some discussion on the specific landscape screening, Mr. Shackelford said a professional would be contacted.

Motion made by Member Mayer, seconded by Vice-Chairman Thom, to approve the After the Fact application and an application for a Certificate of Appropriateness at 602 Washington Avenue on an application filed by Kerry Shackelford on behalf of Ware Neck Properties, LLC to keep the enclosed outdoor shower, to add gutters, and to add lattice between the piers on the front and side porches, and to install a 256 square feet rear paver patio per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, & Associated Architectural Styles: Folk Victorian, Section 4.4 – Woodwork – Porches, Section 5.2.1 – Roof Features – Gutters and Downspouts, Section 9.3 – Decks, Ramps, & Patios, and Section

9.4 – Appurtenances; as stated in the application dated 8/29/2024 with the condition that a landscape screening plan for the side enclosed outdoor shower be provided to the Zoning Administrator for review and approval; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.

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.*

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

Robert Bridges, the contractor, was available in person to answer questions.

The board discussion and questions were as follows: (i) After the board members reviewed the detailed material lists, Mr. Bridges confirmed that the steps would be composite decking with painted risers and the siding that would be used was LP Siding. and (ii) Vice-Chairman Thom confirmed the windowsills and trim followed the guidelines.

Motion made by Member James, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at Tax Map #83A4-1-32 on Monroe Avenue on an application filed by Andrew McCoy on behalf of MLT Enterprises LLC and represented by Robert Bridges to construct a new 1,040 square feet two-story single-family dwelling with a 156 square feet front porch, a 140 square feet rear screened-in porch, and a 16 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, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application as presented dated 8/22/2024; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.

5. *Tax Map #83A3-1-420 on Tazewell Avenue: Laura Lynn Townsend – to construct a new 1,040 square feet one and a half-story single-family dwelling.*

Ms. Outten read the staff report for a proposed new home.

Bill Doughty, the contractor, was available to answer questions.

The board discussion and questions were as follows: (i) After the board members reviewed the detailed material lists, Mr. Doughty confirmed all materials. (ii) Vice-Chairman Thom confirmed the windowsills and trim followed the guidelines. and (iii) Mr. Doughty said that the applicant was willing to adjust the landscaping to screen the enclosed outdoor shower since this was a corner lot.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-1-420 on Tazewell Avenue on an application filed by Laura Lynn Townsend represented by Bill Doughty to construct a new 1,074 square feet one and a half story single-family dwelling with a 144 square feet front porch, a 192 square feet rear screened-in porch, a 100 square feet rear deck, and a 16 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 9/28/2024 with the designated conditions that landscape screening needs to shield the rear enclosed outdoor shower from public view; 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. 2025-2026 HDRB Application Deadlines and Regular Meeting Dates

Motion made by Member James, seconded by Vice-Chairman Thom, to adopt the 2025-2026 Historic District Review Board Application Deadlines and Regular Meeting Calendar. The motion was approved by a unanimous vote.

B. Report from Zoning Administrator Katie Nunez

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 539 Jefferson Avenue; 518 Madison Avenue; 515 Randolph Avenue; 549+551 Monroe Avenue; (ii) Other: 4 Randolph Avenue; 646 Tazewell Avenue; (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None. and (3) Notices of Violations Issued on Behalf of the HDRB: None.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Mayer, seconded by Member James, to adjourn the November 19, 2024 Historic District Review Board Regular Meeting at 6:20 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

**November 19, 2024 Historic District Review Board Regular Meeting
Comments Submitted in Writing**

Kerry Shackelford, Applicant Agenda Item D3

Via email: 11/18/2024

Historic District Review Board Members

11/16/24

Re- 602 Washington, After the fact enclosed Shower and adding gutters, lattice, and patio.

HDRB members:

First of all, I want to apologize for getting ahead of myself by building the shower. My team was moving on several projects at the same time and the shower was discussed but it was built while I was away. I am a great proponent of the value of having and following the guidelines that have been established. While I did the work without required review, I do believe that the shower is well within the current guidelines, particularly the sections below.

9.4 APPURTENANCES

1. New appurtenances should be placed at the rear of the building and out of view from the public right of way to the maximum extent possible. This includes satellite dishes, which is also regulated in the Cape Charles Zoning Ordinance

If new appurtenances cannot be placed at the rear of the building, landscaping or other appropriate screening should be utilized to limit the visibility of modern exterior utilitarian features from the public right-of-way. SHED GARAGE SIDE YARD DRIVEWAY REAR YARD SIDE YARD HOUSE FRONT YARD

- a. Screening should follow the material standards of fencing; this includes wood boards, wrought or cast iron, tubular metal and chain link (in rear yards only), brick, or live hedges.*

The shower is located on the rear 1/3 rd of the house, and while it is elevated to the same height as the porch it still would be considered in the rear/ side of house. There are many examples of similar enclosed showers located on side to the back of houses, I have enclosed photos of some of those in town.

In the last monthly meeting this same type of shower was approved with the addition of screening from plantings, and we would be happy to add planting to screen the shower.

The gutters will be standard 6" aluminum, White in color.

The Patio will be made from cast pavers, 6" x 8", laid on a stone dust bed.

The fence shown on the site survey is only a proposed and I will come back to the board with an amendment if we decide to install the fence at a later date.

Finally I wanted to be sure that it is understood that we have not installed the gutters, we are only requesting you to approve the gutters.

Thank you for taking your time to review our application.

Kerry Shackelford

President, WNC, LLC



Agenda Item 7D (1)

500 Monroe Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 21, 2025

Item #: 6D (1) – 500 Monroe Avenue

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

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

Date: January 8, 2025

APPLICANTS: John McLaughlin

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 500 Monroe Avenue

WORK TO BE PERFORMED: Replace Windows:
2/2 wood with 2/2 SDL double-hung vinyl & install rear
shower at ADU

TAX MAP: 83A3-1-378

CURRENT ZONING: Residential - (R-1)

LOT SIZE: 5,600 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1917, Queen Anne

Accessory Structure: NA

DATE APPLICATION RECEIVED: December 3, 2024

PRE-APPLICATION MTG: January 21, 2025

DATE APPLICATION DEEMED COMPLETE: December 3, 2024

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): February 3, 2025

The applicant is seeking to replace six 2/2 double-hung wood windows with six 2/2 single divided lite double-hung vinyl windows on the two-story single-family home. The trim and the sill will stay intact. Window configurations and sizes are as follows:

- Front: 2/2 – 53.5 x 68.75
- Front Side: 2/2 – 43.5 x 68.5
- 2 Dining Room: 33.5 x 68.75
- Dining Room: 43.5 x 68.5
- Basement: 39 x 26.5

This home was approved on October 18, 2023 for a Certificate of Appropriateness – Renovations. Therefore, the board will need to review the past approval and verify that it coincides with the new proposed window renovation. Also, the applicant will need to inform the board if or when the past renovations will be completed.

The application did not include the outdoor shower request, but his zoning clearance does, and he provided a picture, so we are asking to include that as part of this scope of work. The location of proposed outdoor shower is under the Accessory Dwelling Unit balcony (this accessory structure was constructed in 2023, so it does not show on the aerials).

AERIAL MAP:



MATERIALS:

Windows: Sunrise Series Model V4500 Double Hung: Vinyl, 2/2 SDL

STAFF ANALYSIS:

ZONING COMPLIANCE

The property is a legal, conforming use. The proposed replacement of the windows meets all zoning requirements.

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

HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES:

Section 3.1: Architectural Character

Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-11 – Queen Anne)

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

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

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

Section 7.1: Alternative Materials

Section 9.4: Appurtenances

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials proposed for the window replacement reflect the character and historic appearance of the neighborhood. The approval needs to include screening of the outdoor shower as it is visible from the public right-of-way.

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.

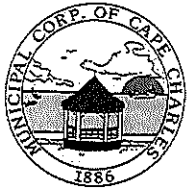
Attachments:

Attachment 1 – Application and Documents

Attachment 2 – Approved Certificate of Appropriateness and Documents

Agenda Item 7D (1)

Attachment 1



Certificate of Appropriateness Application Renovation

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

Revised 03/2023	
Taxes	✓ Pd RS
Violations	NA
Pd Clerk Fee 1966	\$150
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature:

John P. McLaughlin

Date: 11/30/24

PART 2: PROPERTY INFORMATION

Property Address: 500 Monroe Ave, Cape Charles, VA 23310

Tax Map #: 83A3-1-378

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: John McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach VA 23456

Phone Number: 7575350481

Email: johndmclaughlin@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

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 <u>6</u> Different in style or material <u>No</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>double hung 2/2</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>double hung 2/2</u>
Width: _____ Height: _____ Depth: 3 different sizes	Width: _____ Height: _____ Depth: 3 different sizes
Material: <u>WOOD</u>	Material: <u>Composite wood/polymer (Anderson)</u>
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

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

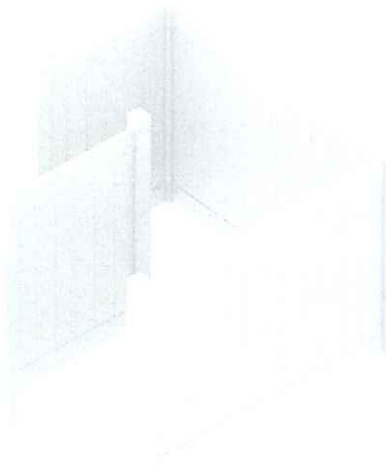
K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed. Applicant's signature: <u>John P. McLaughlin</u> Date: <u>11/30/2024</u> Zoning Administrator's signature: _____ Date: _____ Zoning Ordinance Article VIII Section: _____	

500 Monroe Avenue Existing Condition Pictures
Windows





Accessory Dwelling Unit Proposed Shower Location and Materials



Agenda Item 7D (1)

Attachment 2



M U N I C I P A L C O R P O R A T I O N O F
C A P E C H A R L E S
H I S T O R I C D I S T R I C T R E V I E W B O A R D

Approval Date Issued: 10/18/2023

Issued to: John and Rachelle McLaughlin
800 Carlsbad Court
Virginia Beach, VA 23456

For Property: 500 Monroe Avenue
Cape Charles, VA 23310

This Certificate of Appropriateness has been issued for the above-noted property for the purpose of:

(1) Repairing the two chimneys and brick veneering the exterior; (2) Demolishing the existing sunroom and constructing a new 312 sq. ft. two-story rear addition; and (3) constructing a new 550 sq. ft. two-story accessory structure (garage and accessory dwelling unit) as presented at the 11/17/2023 meeting. The Historic District Review Board approved the application dated 9/4/2023 with any designated condition/s and the standard condition stated below.

MATERIALS: Chimney: Brick veneer and Mortar to match; See page 2 for Rear Addition and Accessory Structure details

Designated Condition/s: (1) No chimneys will be demolished . (2) The garage door would be a single not double doors.

Standard Condition: Any modifications to the above approvals or circumstances that are found during the project that warrant changes need to be reported immediately to the Planning and Zoning Department.

Zoning Administrator Comments: N/A

This Certificate of Appropriateness shall be valid for only the specific use described above. It is valid for a period of six months after the date of approval; if not acted upon within six months, or if work is suspended or abandoned for a period of six months after work has commenced, this Certificate of Appropriateness shall become null and void.

There is a thirty day right of appeal of this decision by the owner of the property or by any party aggrieved, pursuant to Cape Charles Zoning Ordinance Section 8.33.

Kathy Glaser

Chair, Historic District Review Board

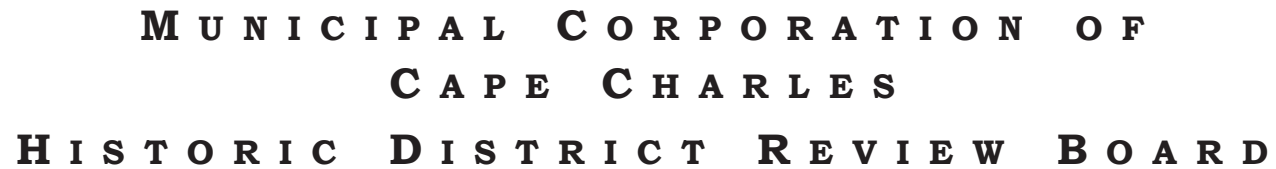
10/18/2023

Date

Planning/Zoning Assist.: Preservation & Zoning Administrator

10/18/2023

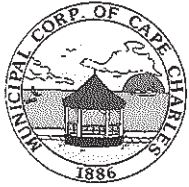
Date



For Property: 500 Monroe Avenue
Cape Charles, VA 23310

Roof: Asphalt Shingles
Siding: Hardie 5" Smooth Exposure
Doors: Steel: Garage ½ lite Glass Panes;
ADU: 9 lite
Windows: Vinyl Double Hung 1/1
Railing: Composite per code
Flooring & Steps: Wood Composite
Foundation: Concrete





Application for Zoning Clearance

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

planningtech@capecharles.org

Revised 03/2023	
Taxes	vpd mw
Violations	N/A
Fee	HORB COA
Decision	Approved 10/17/2023 K/M

fee \$150 unless a residential building permit

Budget Code: MISPL 100-3100-1070

PART 1. APPLICATION NOTES			
Use this form to request zoning clearance for all new construction, alteration of existing structures, additions, or demolitions within the Town of Cape Charles * <i>The applicant is responsible for confirming and obtaining all necessary building permits after approvals.</i>			
<u>In addition to the information required in this application, all items from this checklist must be submitted before it can be evaluated.</u>			
☒ Photos of existing area ☒ Site Plan ☐ Owner Affidavit			
Owner/Applicant signature: <i>Michelle McLaughlin</i>		Date: 9/4/2023	
PART 2: PROPERTY INFORMATION			
Property Address: 500 Monroe Ave, Cape Charles, VA 23310		Tax Map #: 83A3-1-378	
Zoning District if not located in Bay Creek:			
☒ R-1	☐ R-2	☐ R-3	☐ CR
☐ M-1	☐ M-2	☐ GBI	☐ Harbor
Zoning District if located in Bay Creek:		☐ Located on Bay Creek property, but not in a current subdivision	
Subdivision Name	Zoning Designation	Subdivision Name	Zoning Designation
☐ Bayside Village	PUD Village	☐ Muirfield Village	PUD Village
☐ Bay Vista	PUD R-3	☐ New Quarter	PUD R-2
☐ Fairways	PUD R-3	☐ Plantation Pointe	PUD R-1
☐ Heron Pointe	PUD R-2	☐ The Colony	PUD R-3
☐ Kings Bay	PUD R-2	☐ The Hollies	PUD R-2
☐ Marina Resort	PUD R-2	☐ The Signature	PUD R-2
☐ Marina Village East	PUD R-2		

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 7576358442

Email: RVMCLAUGHLIN@YAHOO.COM

PART 4: APPLICANT INFORMATION☒ Check here if the applicant is the owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 7576358442

PART 5: PROJECT INFORMATION**PART 6: ADDITIONAL INFORMATION**

Category of work	☒	Residential	☐	Commercial	☐	Industrial
Type of work	☐	New (landscape plan needed)	☒	Renovations	☐	Repairs
(Check all that apply)	☒	Demolition	☐	Full	☒	Partial 207 ft ²
	☒	Addition	☒	Accessory structure	550 ft ²	
	☐	Fence	☐	Pool (requires a CUP)		
	☐	Roof	☐	Solar Panels		
	☐	Elevator				
	☐	Other (specify)				

Are trees going to be removed? ☒ No ☐ Yes If yes, please complete a Tree Permit Application.Applicant's signature: John D. McLaughlin Rachelle McLaughlin Date: 9/4/2023Zoning Administrator's signature: Kate H. Ny Date: 10/17/23
Lauren J. Smith



Certificate of Appropriateness Application Renovation

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

Revised 03/2023	
Taxes	√ pd MW
Violations	N/A
Fee	\$ 500 pd #1921
Decision	Approved HDRB

Budget Code: HISTF 100-3100-1100

see
page
(5)

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: *J.D. McLaughlin* *Rachelle McLaughlin* Date: 09/04/23

PART 2: PROPERTY INFORMATION

Property Address: 500 Monroe Avenue

Tax Map #: 83A3-1-378

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: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

PART 5: PROJECT INFORMATION**Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):**

Renovation of home that primarily involves enlarging the current sunroom, which appears to be an addition to the original home. The plan would be to increase the size to allow this to be a family type game room with the addition of a full bathroom. Above the sunroom we propose a covered deck which would involve converting one of the existing windows above the current sunroom into a door. We will look to renovate some of the interior aspects of the home to include updating the kitchen and converting a bedroom into a master bath as well as finish the attic into a living space. The house currently has two chimneys on the exterior, one for the furnace and one for a nonfunctional fireplace. Both chimneys on the exterior are in need of repair. We plan on adding a vented propane fireplace and repair the chimney to the front of house with a brick veneer. The chimney for the furnace we would like to remove given the furnace has been removed.

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): 500 Monroe Ave, Cape Charles VA 23310

Stories: 2

Building height: 37.5'

Footprint: 312 sqft

Gross square footage: 334 sqft

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	Metal Roof matching existing front porch roof
Existing Material:	Proposed Materials: Metal
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: 2 Removed: 1
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: wood	Proposed Material: composite
Dimensions: Width 3x8ft Height 3x8ft	Dimensions: Width 2'8"x8' Height 2'8"x8'
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): solid wood, 6 panel	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Composite, 4 glass panes

Indicate the reason for change: Enlarging sunroom and moving door location. Additional door to be placed on 2nd floor converting an existing window with door dimensions of 2'6"x6'8", leading to 2nd floor covered deck above the sunroom.

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>6</u> Removed: <u>5</u>	
Repaired: _____ Replaced: In kind _____ Different in style or material <u>Yes</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture See picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture See picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: Sliding glass window 3ft x6ft	Material: composite double hung 2/2, 2'8" x5'8"
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): New 2nd floor covered porch above newly constructed sunroom	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: Not existent	Composite decking with railings and columns that match front porch.
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: Not existent	Vinyl Ceiling within framework of a Metal Roof.
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.): Adding deck above sunroom to allow for additional outdoor space.	
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 _____ <u>4</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: brick	Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure
Proposed Material: Wood and Composite	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Changing entry location.	
Number of Railings to be: _____ Repaired _____ <u>2</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): Side of steps	
Existing Material: Wood	Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure
Type of Material to be used: Composite	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Changing entry location.	

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ☐ Replace In kind ☐ Different in style or material	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u>J. D. M. Zick Rachel M. Laughlin</u> Date: <u>09/04/2023</u>	
Zoning Administrator's signature: <u>Kate D. Nix</u> Date: <u>10/19/2023</u>	
Zoning Ordinance Article VIII Section: <u>8.16 (c) (3)(a)</u>	

* Both chimneys to remain and will be repaired.
Exterior to be brick veneer,



Zoning Clearance for Accessory Dwelling Unit

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

Revised 05/2023

Taxes	
Violations	
Fee	
Decision	

Budget Code: MISPL-100-3100-1070

PART 1. APPLICATION NOTES

One Accessory dwelling unit may be maintained on a property in the R-E, R-1, R-2, and CR zoning districts subject to the following regulations as stated in Zoning Ordinance Article IV Section 4.2 (J).

PART 2: PROPERTY INFORMATION

Property Address: 500 Monroe Ave, Cape Charles, 23310

Tax Map #: 83A3-1-378

Zoning District

☒ R-1 ☐ R-2 ☐ R-E ☐ CR

The following criteria are required for one accessory dwelling to be maintained on a property in the R-E, R-1, R-2, and CR zoning districts, contingent upon approval as a conditional use in Section 4.2:

1. Is the accessory dwelling unit located in an accessory building? ☒ Yes ☐ No
2. Square footage of main building 2279 Square footage of accessory unit 528
(Square footage of accessory unit / square footage of main building = Percentage of floor area)
3. Does the accessory dwelling floor area exceed forty-five (45) percent of the floor area of the main building? ☐ Yes ☒ No
4. Does the accessory dwelling have no more than one kitchen, one bathroom, and a sleeping area? ☒ Yes ☐ No
5. Does the accessory building/dwelling differentiate from the single-family dwelling? Does it have the appearance of a single-family dwelling separate from the main dwelling? ☐ Yes ☒ No
6. Does the accessory dwelling have its own municipality issued trash receptacle? ☐ Yes ☒ No

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: proof of officers for a company who can sign. **Rachelle McLaughlin**

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

PART 6: ADDITIONAL INFORMATION

The following conditions must be maintained for an accessory dwelling unit on a property in the R-E, R-1, R-2, and CR zoning districts, contingent upon approval as a conditional use in accordance with Section 4.2:

1. Occupancy characteristics.

- a. Length of stay – No accessory dwelling unit shall be occupied by any person or persons, whether paying a fee for such occupancy or not, for a period less than thirty (30) consecutive calendar days. Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles the owner of the subject lot of record upon which the accessory dwelling unit sits shall provide occupancy documentation and/or information as requested, either verbally or in writing. Failure to do so may result in the revocation by the Cape Charles Town Council of the conditional use status for the accessory dwelling unit according to Section 4.3.F.
- b. Inspections – All accessory dwelling units shall be inspected annually not later than fifteen (15) days from the anniversary date of the conditional use permit being approved by the Town Council.

2. Other requirements.

- a. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
- b. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.

Parking shall be considered square footage of main building 2279 Square footage of accessory unit 528

- c. ensuring adherence to Section 4.5.1.C.6. (Table of Parking Standards) using both on and off-street parking areas.
- d. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic Overlay.

CERTIFICATION OF APPLICANT

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. I am providing authorization to the town authorities to enter my properties to confirm accuracy of information contained in this application. I have read and agree to the regulations as stated in Zoning Ordinance Article IV Section 4.2 (j).

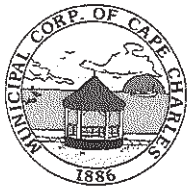
Applicant's signature: Rachelle M. Laughlin

Date: 10/16/23

Applicant Title: Owner

Zoning Administrator's signature: Kate H. Nguyen

Date: 10/17/2023



Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 05/2023

Taxes	✓ pd MW
Violations	N/A
Fee	inc. fee
Decision	* Approved HDPB

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.

- | | | |
|--|--|--|
| ☒ Site Plan | ☒ Elevations | ☒ Zoning Clearance Application |
| ☒ Photos of existing lot | ☒ Renderings | ☒ Photos of proposed materials |
| ☐ Owner Permission Affidavit | ☒ Payment of Fee | ☐ Tree Permit Application |

Owner signature: *J.D. McLaughlin* *Rachelle McLaughlin* Date: 9/4/23

PART 2: PROPERTY INFORMATION

Property Address: 500 Monroe Avenue Tax Map #: 83A3-1-378

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: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.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: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

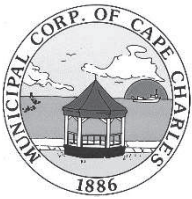
PART 5: PROJECT INFORMATION

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

Construction of a detached garage with a living space above garage parking.

PART 6. ACCESSORY STRUCTURE See Section 5.13 & 6 of the Historic District Design Guidelines Cape Charles Zoning Ordinance Section 4.2 (E)			
Main Dwelling First Floor Building Area (sq ft): 1316 sq ft		Height of Main Dwelling: 37.5'	
Building Area (sq. ft.): 550 sq ft		Total Gross Floor Area (sq. ft.): 528 sq ft	
Distance from Main Structure (ft.): 23'		Building width (ft.): 24'	
Building Height	Feet: 24'	Stories: 2	Roof pitch: 10/12 & 5/12
A. Foundation	Material to be used if applicable: Concrete		
B. Roofing	Material to be used: Asphalt Shingles		
C. Siding	Material to be used: Hardiplank	Dimensions: 8.25 width	
D. Doors	Width: 3' Height: 6' 8" Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Steel 1/2 lite 9 glass panes		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: Material: White vinyl double hung 1/1 Width: 3', 2.5', 2.5', 2' Height: 5', 5', 4', 4' Depth: 4.5"		
F. Trim	Material to be used: White PVC Dimensions: 4"		
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 structure will be of a carriage house style matching several homes with similar garage accessory dwellings throughout the historic district. It will compliment the Victorian architecture style of the home.			
Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation: High quality materials and distinctive features to include double pitched roof and garage door pergola with a metal roof sheath overhang.			
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.			
Applicant's signature: <u>Rachelle McLaughlin</u>		Date: <u>9/4/23</u>	
Zoning Administrator's signature: <u>Kate H. [Signature]</u>		Date: <u>10/17/2023</u>	
Zoning Ordinance Article VIII Section: <u>8.16 (c) (3) (a)</u>			

* Garage door will be single 16' door.



Certificate of Appropriateness Application Renovation

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

Revised 03/2023

Taxes	✓ PD
Violations	N/A
Fee	PD
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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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: *J.D. McLaughlin* *Rachelle McLaughlin* Date: 09/04/23

PART 2: PROPERTY INFORMATION

Property Address: 500 Monroe Avenue Tax Map #: 83A3-1-378

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: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

PART 5: PROJECT INFORMATION

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

Renovation of home that primarily involves enlarging the current sunroom, which appears to be an addition to the original home. The plan would be to increase the size to allow this to be a family type game room with the addition of a full bathroom. Above the sunroom we propose a covered deck which would involve converting one of the existing windows above the current sunroom into a door. We will look to renovate some of the interior aspects of the home to include updating the kitchen and converting a bedroom into a master bath as well as finish the attic into a living space. The house currently has two chimneys on the exterior, one for the furnace and one for a nonfunctional fireplace. Both chimneys on the exterior are in need of repair. We plan on adding a vented propane fireplace and repair the chimney to the front of house with a brick veneer. The chimney for the furnace we would like to remove given the furnace has been removed.

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): 500 Monroe Ave, Cape Charles VA 23310

Stories: 2 Building height: 37.5' Footprint: 312 sqft Gross square footage: 334 sqft

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	Metal Roof matching existing front porch roof
Existing Material:	Proposed Materials: Metal

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: 2 Removed: 1
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.

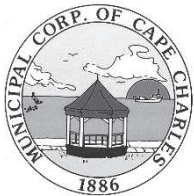
Existing Door	Proposed Door
Door 1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: wood	Proposed Material: composite
Dimensions: Width 3x8ft Height 3x8ft	Dimensions: Width 2'8"x8' Height 2'8"x8'
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): solid wood, 6 panel	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Composite, 4 glass panes

Indicate the reason for change: Enlarging sunroom and moving door location. Additional door to be placed on 2nd floor converting an existing window with door dimensions of 2'6"x6'8", leading to 2nd floor covered deck above the sunroom.

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>6</u> Removed: <u>5</u>	
Repaired: _____ Replaced: In kind _____ Different in style or material <u>Yes</u>	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture See picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture See picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: Sliding glass window 3ft x6ft	Material: composite double hung 2/2, 2'8" x5'8"
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): New 2nd floor covered porch above newly constructed sunroom	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: Not existent	Composite decking with railings and columns that match front porch.
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: Not existent	Vinyl Ceiling within framework of a Metal Roof.
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.): Adding deck above sunroom to allow for additional outdoor space.	
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 <u>4</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material: brick	Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure
Proposed Material: Wood and Composite	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Changing entry location.	
Number of Railings to be: _____ Repaired <u>2</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): Side of steps	
Existing Material: Wood	Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure
Type of Material to be used: Composite	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Changing entry location.	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length: 6	Width:	Materials:
☐ Patio	Length: 6	Width:	Materials:
H. SIDING ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☒ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures): Sunroom			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☒ Not sure			
Existing material: Vinyl		Proposed material: Hardiplank	
Dimensions: Thickness - Width - 4 inches		Dimensions: Thickness - Width - 5" exposure	
Indicate the reason for change, e.g., underlying material condition, rot: Enlarging sunroom and replacing with a higher quality material.			
I. TRIM WORK ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures): Sunroom			
Existing Material: Vinyl		Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Type of Material to be used: White PVC Trim			
Dimensions: 4 inch around windows and doors, 6x6inch corner boards			
Reason for repair or alteration (change of material or design): Replacing vinyl with higher quality material.			
J. MASONRY ☐ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☒ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures): Sunroom			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure			
Existing Material: brick		Proposed Materials: Cinderblock with brickface	
Existing mortar: yes,gray Joints:		Mortar to be used: yes,gray Mortar joints: yes,gray	
Other / Additional Notes: Enlarging sunroom with retaining a portion of the original foundation and adding on foundation with a brick facing to achieve the dimensions planned Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☒ Repair ☒ Remove ☒ Add a chimney cap	
Indicate the reason for change and materials: Current fireplace chimney to front of house in need of exterior repair due to deterioration of mortar and brick. 2nd chimney, located to rear of house, associated with a nonfunctional furnace to be removed. This chimney is also currently in a state of deterioration. The fireplace chimney bricks will be replaced with similar brick veneer and mortar to match original appearance.			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u><i>f.d.m. Lzk Rachelle M Laughlin</i></u> Date: <u>09/04/2023</u>	
Zoning Administrator's signature: _____ Date: _____	
Zoning Ordinance Article VIII Section: _____	



Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 05/2023

Taxes

Violations

Fee

Decision

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.

- | | | |
|--|--|--|
| ☒ Site Plan | ☒ Elevations | ☒ Zoning Clearance Application |
| ☒ Photos of existing lot | ☒ Renderings | ☒ Photos of proposed materials |
| ☐ Owner Permission Affidavit | ☒ Payment of Fee | ☐ Tree Permit Application |

Owner signature:

J. D. McLaughlin

Rachelle McLaughlin

Date: 9/4/23

PART 2: PROPERTY INFORMATION

Property Address: 500 Monroe Avenue

Tax Map #: 83A3-1-378

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: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.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: John and Rachelle McLaughlin

Mailing Address: 800 Carlsbad Court, Virginia Beach, VA 23456

Phone Number: 757-635-8442

Email: rvmclaughlin@yahoo.com

PART 5: PROJECT INFORMATION

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

Construction of a detached garage with a living space above garage parking.

PART 6. ACCESSORY STRUCTURE See Section 5.13 & 6 of the Historic District Design Guidelines Cape Charles Zoning Ordinance Section 4.2 (E)			
Main Dwelling First Floor Building Area (sq ft): 1316 sq ft		Height of Main Dwelling: 37.5'	
Building Area (sq. ft.): 550 sq ft		Total Gross Floor Area (sq. ft.): 528 sq ft	
Distance from Main Structure (ft.): 23'		Building width (ft.): 24'	
Building Height	Feet: 24'	Stories: 2	Roof pitch: 10/12 & 5/12
A. Foundation	Material to be used if applicable: Concrete		
B. Roofing	Material to be used: Asphalt Shingles		
C. Siding	Material to be used: Hardiplank	Dimensions: 8.25 width	
D. Doors	Width: 3' Height: 6' 8" Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Steel 1/2 lite 9 glass panes		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: Material: White vinyl double hung 1/1 Width: 3', 2.5', 2.5', 2' Height: 5', 5', 4', 4' Depth: 4.5"		
F. Trim	Material to be used: White PVC Dimensions: 4"		
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 structure will be of a carriage house style matching several homes with similar garage accessory dwellings throughout the historic district. It will compliment the Victorian architecture style of the home.			
Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation: High quality materials and distinctive features to include double pitched roof and garage door pergola with a metal roof sheath overhang.			
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.			
Applicant's signature: <i>f.d.m. L.M. Rachelle McLaughlin</i>		Date: 9/4/23	
Zoning Administrator's signature: _____		Date: _____	
Zoning Ordinance Article VIII Section: _____			

John and Rachelle McLaughlin
800 Carlsbad Court
Virginia Beach, VA 23456

September 4, 2023
Town Planner and Zoning Administrator
2 Plum Street
Town of Cape Charles

Re: Letter of Intent
500 Monroe Ave
Cape Charles, VA 23310

Dear Kaite,

Attached is an application for review and approval for renovations to an existing contributing house and construction of an accessory garage building. The existing house was built in 1917, a brick 3 story house with a wraparound porch and columns. There are 2 exterior chimneys, one for a fireplace and one for a heating furnace. The house has an existing sunroom attached to the back of the house that has a brick foundation and has vinyl siding likely added on to the original home.

Our intention with the renovation is to keep with the historical nature of the home, while increasing the size of the sunroom with no change to the front of the house. Currently the sunroom has an area of 207 sq feet and we want to increase this to 312 sq feet with the addition of a full bathroom. The primary intent is to use this as a family/game room, however by adding a downstairs full bathroom we are looking to the future when it might be possible that single floor living may be more of a reality than it is today. We propose 3 windows and a door on the south side (facing alley) of the room and three windows on the west side of the sunroom (facing the park). The windows and doors will match the current style of the house. We will have a brick covered foundation with 5-inch exposed, white Hardiplank siding with PVC trim. In addition to the sunroom we would like to add a covered deck above this room so that we may increase the outdoor space with an exceptional view over the park. With this we would convert an existing window to a doorway leading to the deck. The deck would have composite decking and railings and columns that match the character of the front porch. The deck will be covered with a metal roof similar in design and material to the roof over the front porch. This roof will have a low pitch so that we may keep it starting at the level of the existing gutter of the main house. The attached architectural drawings and specifications by Peacock Cottage LLC represent the project well.

Existing structure that will need repair and attention are the houses' two chimneys. The one to the front of the house is for the main fireplace and the rear chimney stack is for the nonfunctional furnace. Both chimney stacks are in a state of disrepair. Our proposal would be to repair the front chimney stack with a brick veneer that will mimic the original appearance of the chimney stack. Our proposal includes removing the rear chimney stack as this again is in a state of disrepair and the furnace will be replaced with traditional HVAC units.

The addition of the garage will add to the character of the town, with the Victorian style proposed. The garage will consist of the main level garage and a living space above to include one bedroom, one

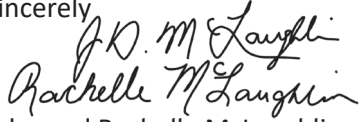
bathroom and a kitchen and living area as well as deck area. The appearance will be similar to many in town and attached is a picture of what we are envisioning that a home on Randolph Street currently has as its garage. We will use 8.25-inch Hardiplank siding with a 10/12 and 5/12 dual sloped roof with composite trim and garage door pergola hip roof overhang with a metal roof.

We are excited about the upcoming venture and are happy to be contributing to the character and charm of the town.

See attached pictures for the current state of the house and proposed materials and structures.

Please let me know if you have any questions or need additional information,

Sincerely,



John and Rachelle McLaughlin.

Front of home



Current Sunroom



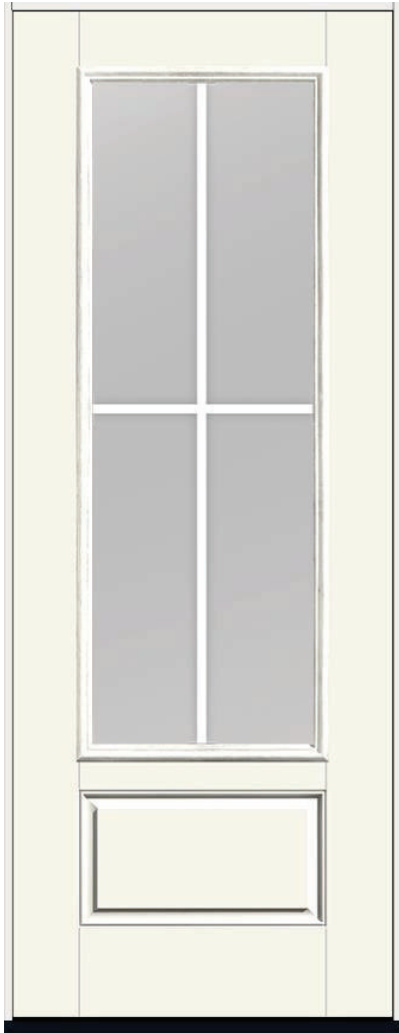
Fireplace Front Chimney



Furnace Rear Chimney



Existing Metal roof over front porch to match new
roof over sunroom deck



Proposed Sunroom doors



Proposed Sunroom windows

Proposed Composite Decking and railing for above sunroom. Same railing to be used for steps.



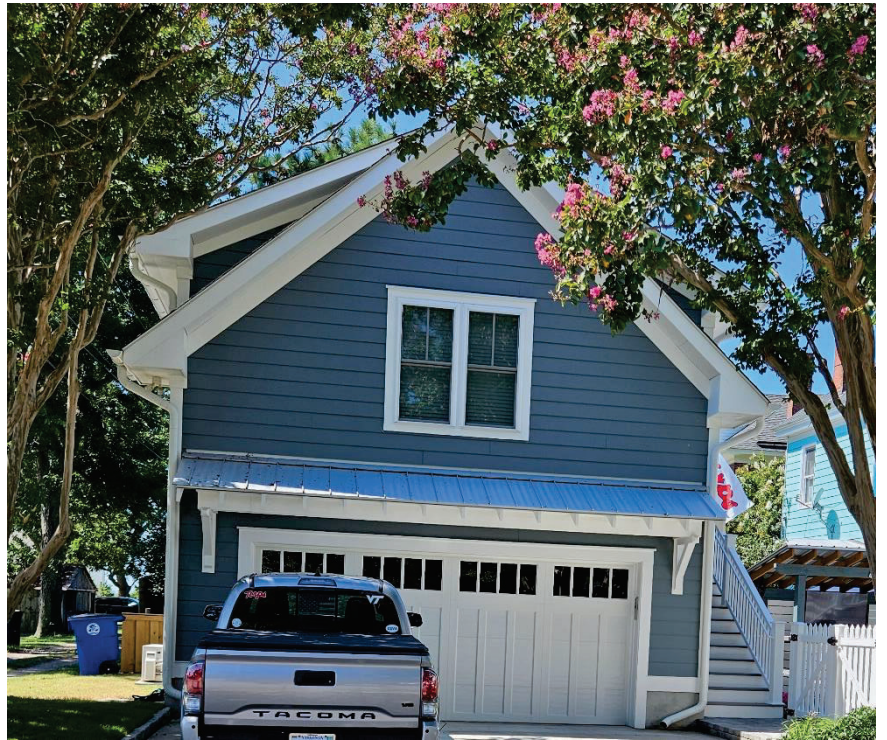
Veneer brick to be used on chimney and foundation of sunroom

Trainstation brick by General Shale



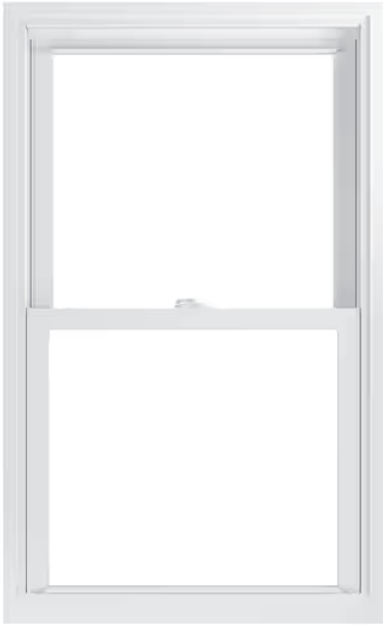
Garage Accessory Structure

Similar designed garage located on
Randolph St



Proposed Entry door to apartment above garage





Proposed Window for garage structure

Hardiplank siding for garage structure

THE STATEMENT COLLECTION™

Classic shades—engineered with long-lasting ColorPlus® Technology—will make a statement that resonates for generations. The tried and true colors of James Hardie's Statement Collection™ products were designed for every home. They're our most popular hues. And they are readily available in your region.



SIDING COLORS

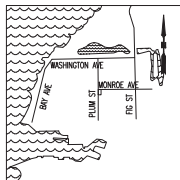
Pearl Gray



[Request a Quote >](#)

[Request a Sample >](#)

Colors shown may vary due to screen resolution. Please see actual product sample for true color.



LOCATION MAP

SCALE: 1" = 200'

TOWN OF	CAPE CHARLES, VA
DATUM	VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE NAD 83/93 HARN US SURVEY FOOT

VERTICAL DATUM	VERTICAL DATA ESTABLISHED ON SITE VIA GPS DATA TIED TO THE VIRGINIA SOUTH NETWORK AND NOT TIED TO SPECIFIC CITY ZONES.
CITY OF	CAPE CHARLES, VA
DATUM	NAVD83

FLOOD INFORMATION INDICATED HEREON SHOULD NOT BE CONSIDERED AS A DETERMINATION OF THE NEED OR LACK OF NEED FOR FLOOD INSURANCE. PROPERTY OWNERS SHOULD CONTACT A LOCAL FLOOD OFFICIAL FOR MORE INFORMATION.	
AE = 1% CHANCE OF ANNUAL FLOOD X-SHADED = 0.2% CHANCE OF ANNUAL FLOOD X = MINIMAL FLOOD HAZARD AREA	
THIS SITE APPEARS TO LIE IN FLOOD ZONE(S)	X, X-SHADED
AS SHOWN ON F.I.R.M. MAP PANEL #	5131C0209F
PANEL DATE:	03/02/2015
NFP COMMUNITY NAME	TOWN OF CAPE CHARLES
NFP COMMUNITY NUMBER	510106
FIRM INDEX DATE	03/02/2015

TAX ID	83A3-1-378
OWNER(S)	JOHN D. & RACHELLE M. MCLAUGHLIN
DEED INSTRUMENT	220001558
DATED	05/16/2022
RECORDED	08/08/2022
LOCATION	NORTHAMPTON COUNTY CIRCUIT COURT
MAILING ADDRESS	880 CARLSBAD CT VIRGINIA BEACH VA 23456

WAS-1-D DOES NOT CARRY AS TO THE ZONING DESIGNATION OF THE SITE. FOR DETAILED ZONING INFORMATION, PLEASE CONTACT THE ZONING DEPARTMENT AT THE NUMBER LISTED BELOW.

SOURCE	TOWN OF CAPE CHARLES ZONING MAP
ZONING DEPT. PHONE #	(757) 678-0443
FRONT SETBACK	35'
REAR SETBACK	25'
SIDE SETBACK (INTERIOR)	5'
SIDE SETBACK (CORNER)	5'

LINES	BUILDING: OVERHANG BUILDING: WALLS CONTOUR (1 FOOT INTERVALS) DITCH: CENTERLINE DITCH: TOP OF BANK DITCH: TOE OF SLOPE FLOOD ZONE LINE LANDSCAPING: EDGE PAVEMENT: ASPHALT PAVEMENT: GRAVEL VEGETATION: DRIFPLENE
-------	---

GENERAL SURVEY NOTES:

- THIS SURVEY WAS PRODUCED BY MID-ATLANTIC SURVEYING AND LAND DESIGN, INC. FOR JOHN MCLAUGHLIN.
- THIS SURVEY WAS PRODUCED WITHOUT BENEFIT OF A TITLE REPORT. ALL EASEMENTS, SERVITUDES AND RESTRICTIONS MAY NOT BE SHOWN.
- THE BOUNDARY LINES SHOWN ARE BASED ON A CURRENT FIELD BOUNDARY SURVEY.
- THIS SURVEY IS NOT INTENDED TO SHOW ALL UNDERGROUND UTILITY FEATURES. IT IS THE RESPONSIBILITY OF THE OWNER OR CONTRACTOR TO CONTACT MISS UTILITY BEFORE ANY EXCAVATION OR OTHER EARTH MOVING WORK.

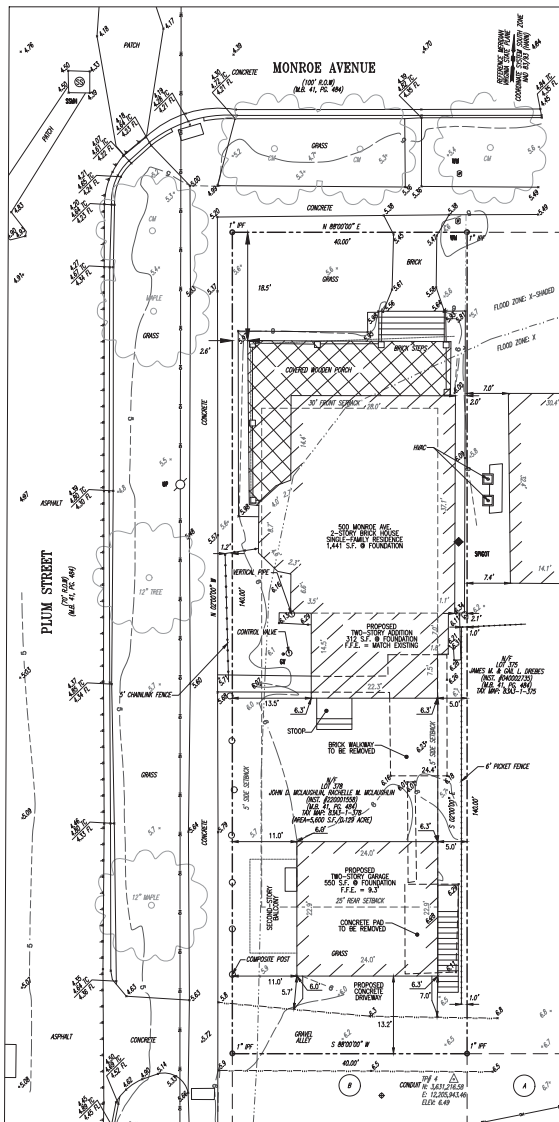
TOPOGRAPHIC SURVEY CERTIFICATION

THIS SURVEY
RESIDENTIAL SITE PLAN
OF
LOT 378 (M.B. 41, PG. 484)
FOR
JOHN MCLAUGHLIN
CAPE CHARLES, VA
08/31/2023
WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF, BETH ANNE G. CAMPBELL, FROM AN ACTUAL GROUND OR REMOTE-SENSING SURVEY MADE UNDER MY SUPERVISION; THAT THE MAPPING AND/OR ORIGINAL DATA WAS OBTAINED ON 08/02/2023; AND THAT THIS PLAT, MAP, OR DIGITAL GEOGRAPHICAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.
DATE: 08/31/2023
BETH ANNE G. CAMPBELL, VA L.S. #003376
BAG

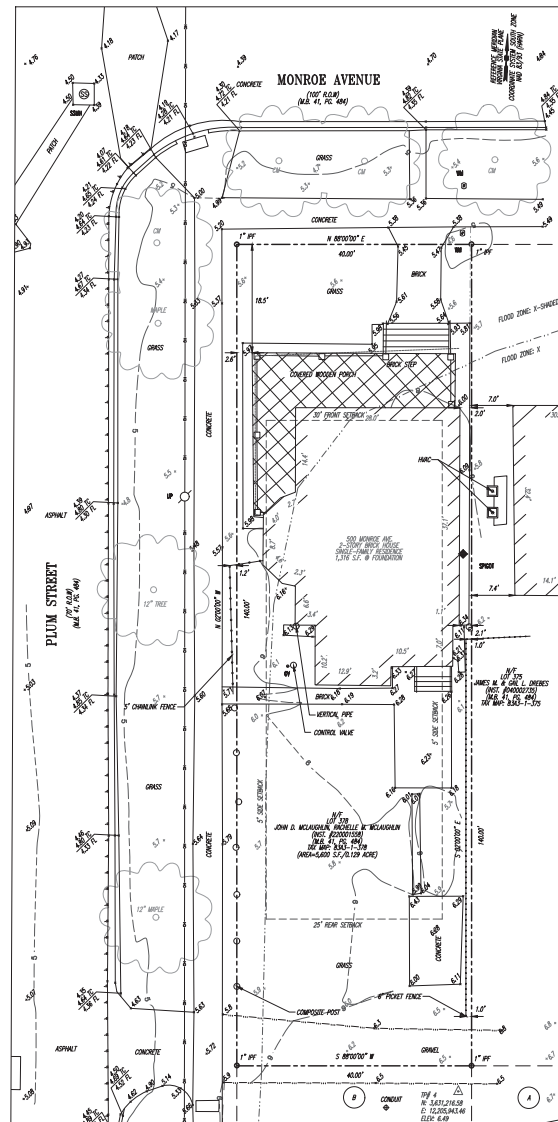
PROPERTY TABLE

N/T	LOT 378
1	LAWRENCE A. VEEB & KATHERINE M. VEEB (D.B. 271, PG. 383) (M.B. 41, PG. 484) TAX MAP: 83A3-1-378
N/T	LOT 377
2	HANCOY SHIRK CAMPBELL (INST. #710023396) (M.B. 41, PG. 484) TAX MAP: 83A3-1-377

DEVELOPMENT PLAN



EXISTING CONDITIONS



ABBREVIATIONS

APPROX	APPROXIMATELY
BLDG	BUILDING
CONC	CONCRETE
D.B.	DEED BOOK
OPN	GEOREFERENCED PARCEL IDENTIFICATION NUMBER
HNIN	HIGH ACCURACY REFERENCE NETWORK
INST.	INSTRUMENT
INVT	INVERT
M.B.	MAP BOOK
N.F.	NAT. FOUND
N/F	NOW OR FORMERLY
PAGE	PAGE
PIN	PARCEL IDENTIFICATION NUMBER
S.F.	SQUARE FEET

COMMUNICATIONS

COMM	COMMUNICATIONS: FIBER HOLE
COMM	COMMUNICATIONS: FEEDBACK
COMM	COMMUNICATIONS: MANHOLE
COMM	COMMUNICATIONS: UNDERGROUND

CONTROL

TRF	CONTROL: TRAVERSE POINT
TRM	CONTROL: TEMPORARY BENCHMARK

FENCES

FENCE	FENCE: SILT FENCE
FENCE	FENCE: WOOD
FENCE	FENCE: METAL

GAS

GAS	GAS: METER
GAS	GAS: VALVE
GAS	GAS: UNDERGROUND PIPES

POWER

POWER	POWER: LIGHT POLE
POWER	POWER: CONDUIT
POWER	POWER: LIGHT POLE: SINGLE ARM
POWER	POWER: LIGHT POLE: SINGLE BOX
POWER	POWER: TRANSFORMER
POWER	POWER: ELECTRIC PEDESTAL
POWER	POWER: GUY WIRE
POWER	POWER: UTILITY POLE WITH LIGHT
POWER	POWER: ELECTRIC HANDHOLE
POWER	POWER: OVERHEAD LINES
POWER	POWER: UNDERGROUND

PROPERTY

PROPERTY	PROPERTY: DRILL HOLE FOUND
PROPERTY	PROPERTY: DRILL HOLE SET
PROPERTY	PROPERTY: IRON ROD FOUND
PROPERTY	PROPERTY: IRON ROD SET
PROPERTY	PROPERTY: NAIL FOUND
PROPERTY	PROPERTY: IRON PIPE FOUND
PROPERTY	PROPERTY: PINCHED PIPE FOUND
PROPERTY	PROPERTY: ROOT MONUMENT
PROPERTY	PROPERTY: BOUNDARY
PROPERTY	PROPERTY: ADJACENT BOUNDARY
PROPERTY	PROPERTY: EASEMENT

SANITARY

SANITARY	SANITARY: MANHOLE
SANITARY	SANITARY: CLEANDOUT
SANITARY	SANITARY: PIPES
SANITARY	SANITARY: FORCE MAIN

SITE

SITE	SIGN
SITE	BOLLARD

STORM

STORM	STORM: MANHOLE
STORM	STORM: CURB DROP INLET
STORM	STORM: CATCH BASIN
STORM	STORM: ROOF DRAIN
STORM	STORM: PIPES

TRAFFIC

TRAFFIC	TRAFFIC: BOX
TRAFFIC	TRAFFIC: PEDESTAL
TRAFFIC	TRAFFIC: MANHOLE

WATER

WATER	WATER: VALVE
WATER	WATER: METER
WATER	WATER: IRRIGATION
WATER	WATER: FIRE HYDRANT
WATER	WATER: FIRE SPOUT
WATER	WATER: FIRE DEPARTMENT CONNECTION
WATER	WATER: POST INDICATOR VALVE
WATER	WATER: UNDERGROUND PIPES

GRADE LEGEND

GRADE	CENTERLINE
GRADE	FACE OF CURB
GRADE	FLOWLINE
GRADE	TOP OF BANK
GRADE	TOP OF CURB
GRADE	TOE OF SLOPE



RESIDENTIAL SITE PLAN
OF
LOT 378 (M.B. 41, PG. 484)
JOHN MCLAUGHLIN
CAPE CHARLES, VA
08/31/2023

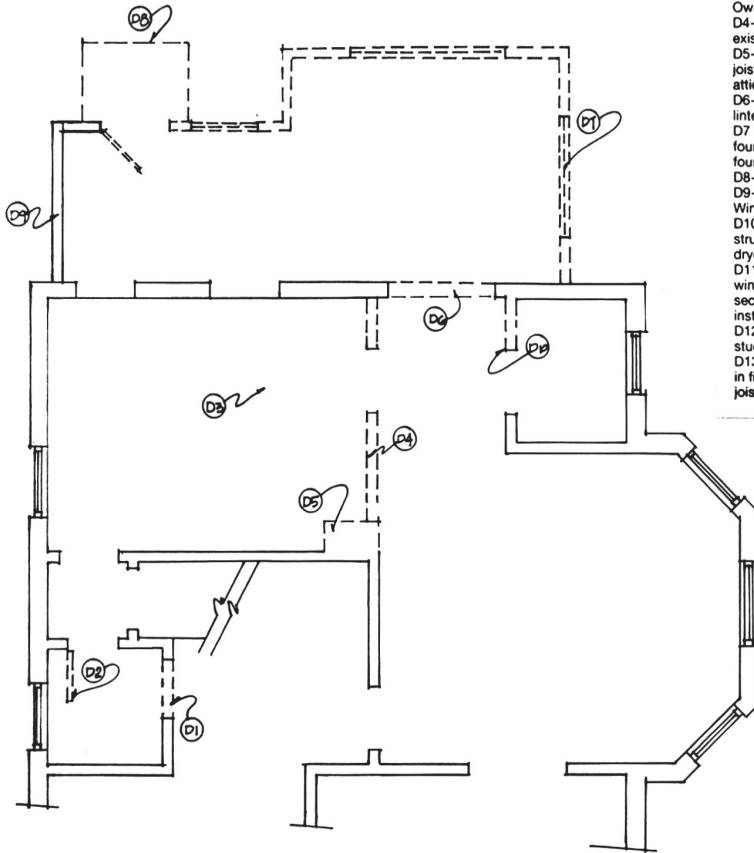
PROJECT #	202610
FIELD BY:	LMD/KMS
FIELD DATES:	06/01/2021
FIELD BY:	ETRA/KH
CHECKED BY:	BAC

BY	DATE	COMMENTS
1	08/31/23	REVISED ADDITIONAL DIMENSION AND GARAGE LOCATION
2	09/02/23	FINAL DEDICATED SITE LOCATION

SHEET
1 of 1

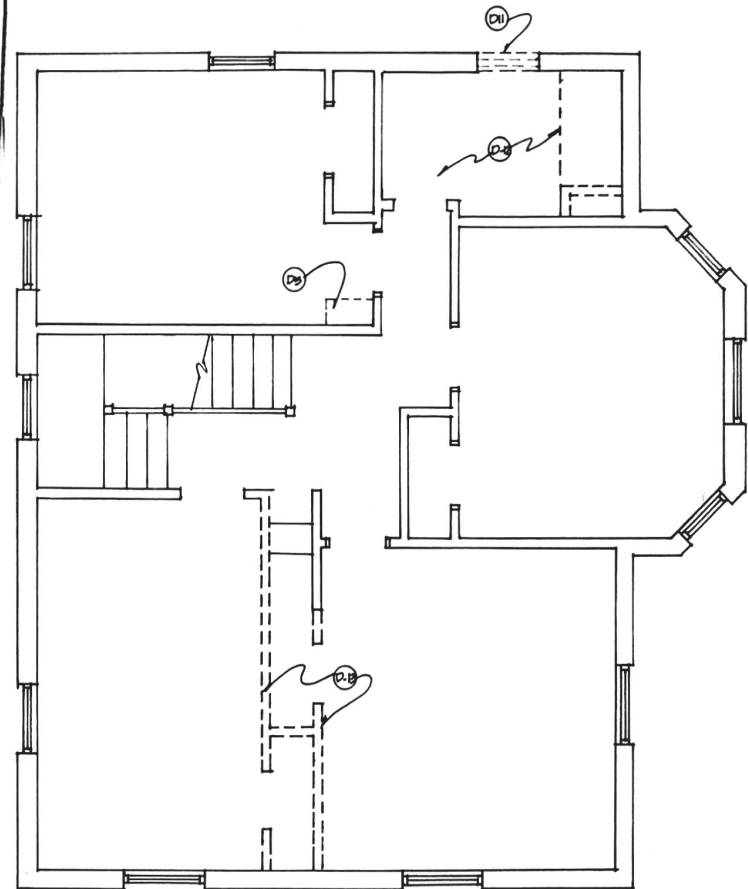
Demolition Notes

- D1- Remove existing wall for new door opening. Verify in field if bearing - support as required.
- D2- Remove existing door/frame. Infill to align both sides
- D3- Existing kitchen to be gutted. Coordinate with Owner new layout.
- D4- Remove existing bearing wall. Support/shore existing structure as required.
- D5- Remove existing chimney to below First floor joists. Patch floor structure on both floors and attic.
- D6- Remove existing masonry wall. Provide new lintels.
- D7- Remove existing rear addition stud walls, foundation walls and windows as shown. Retain foundation wall on East side as noted.
- D8- Remove stoop and stairs.
- D9- Remove existing window. Modify wall for new Window type B.
- D10 - Remove existing bearing wall - shore structure as require. Remove existing washer/ dryer rough ins.
- D11- Remove existing window. Remove existing window sill and masonry below window opening to second floor elevation to allow for new door to be installed.
- D12- Existing bathroom to be gutted down to studs and subfloor.
- D13- Remove existing interior walls. Note to verify in field if the walls are carrying the ceiling/attic floor joists. Support as required.



FIRST FLOOR DEMOLITION PLAN

1/4" = 1'-0"



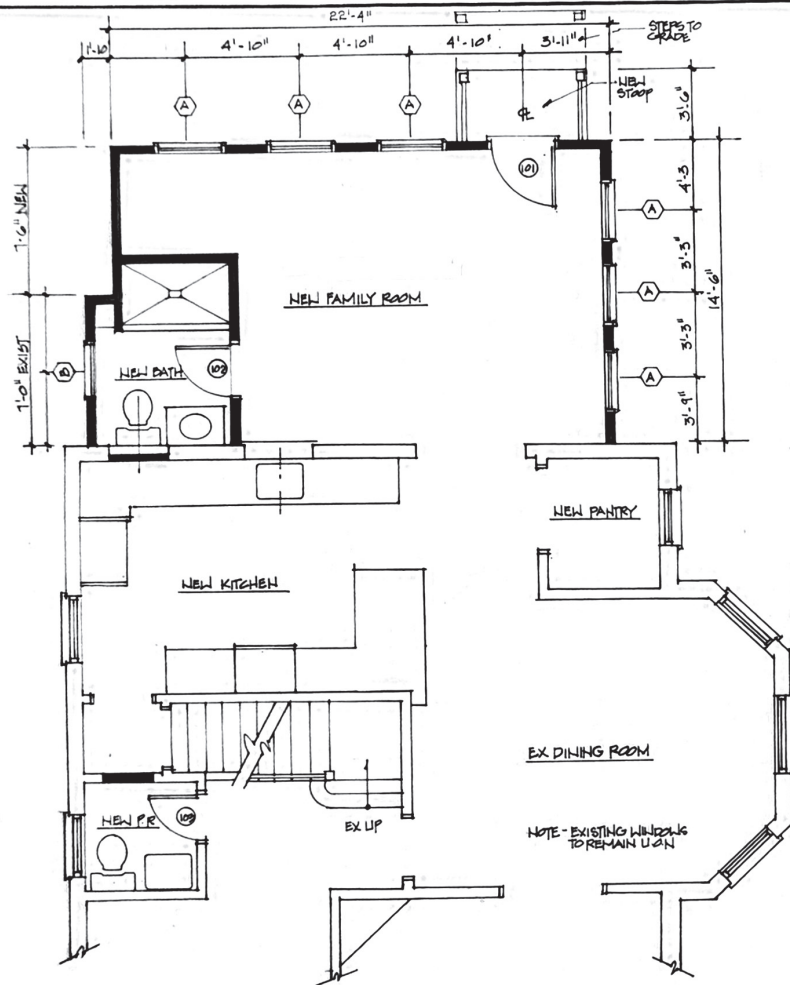
SECOND FLOOR DEMOLITION PLAN

500 MONROE AVE

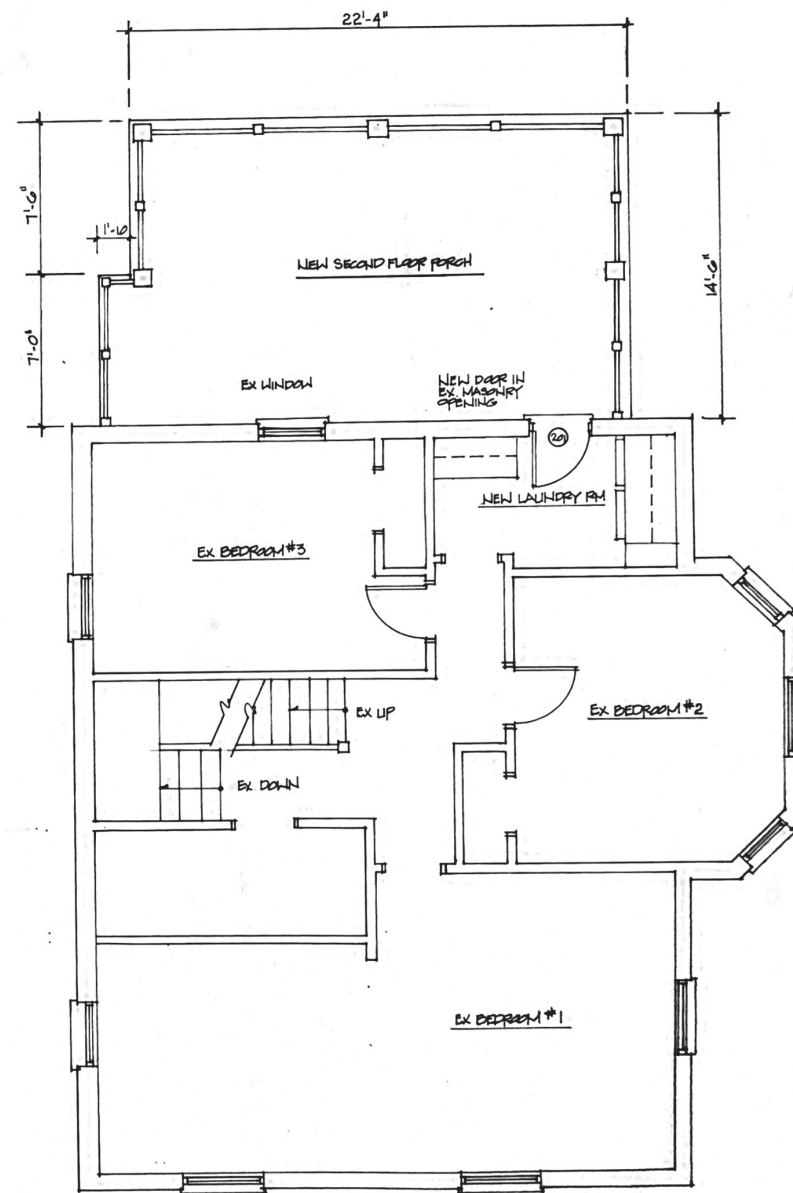
SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED:

PEACOCK COTTAGE LLC

DRAWING NUMBER



PARTIAL FIRST FLOOR PLAN

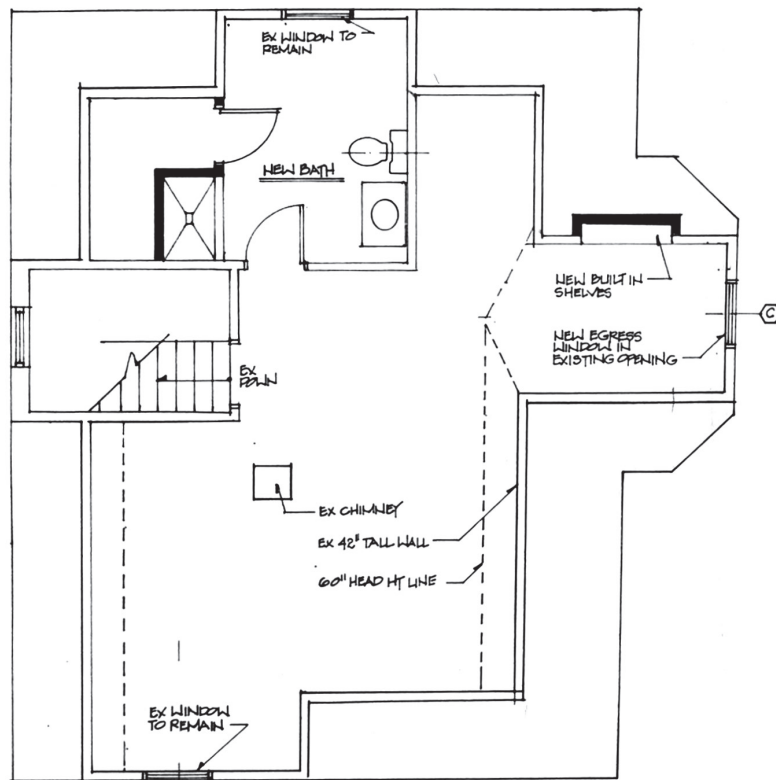


SECOND FLOOR PLAN

1/4" = 1'-0"

500 MONROE AVE

SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
		DRAWING NUMBER:



ATTIC FLOOR PLAN

$\frac{1}{4}" = 1'-0"$

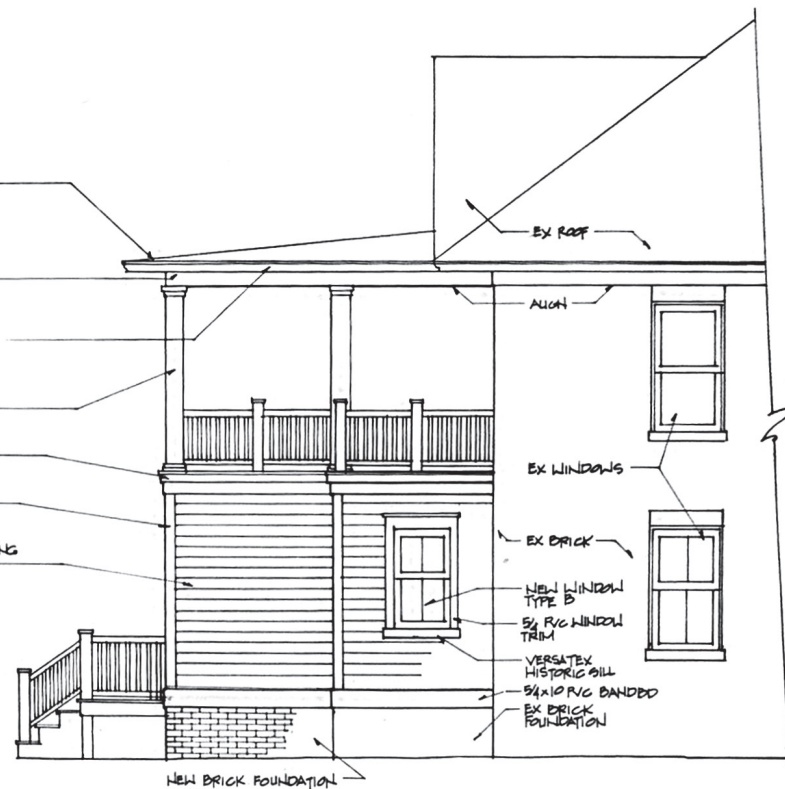
500 MONROE AVE

SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED
		DRAWING NUMBER



WEST SIDE ELEVATION

1/4" = 1'-0"

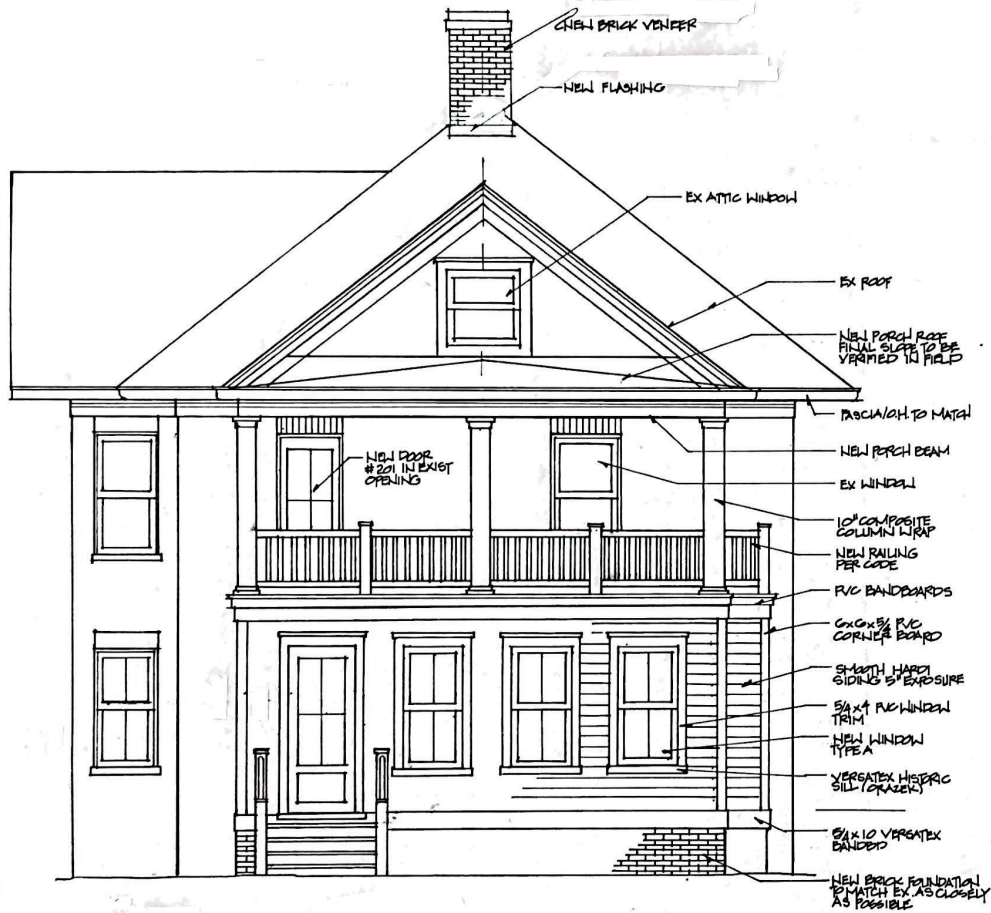


EAST SIDE ELEVATION

1/4" = 1'-0"

500 MONROE AVE

SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
		DRAWING NUMBER



REAR/SOUTH ELEVATION

1/4" = 1'-0"

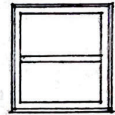
WINDOW SCHEDULE



A
ELCH5260
R.O. 2'-0 1/2\"/>

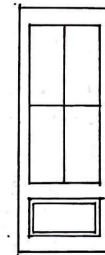


B
ELCH3060
R.O. 2'-6 1/2\"/>

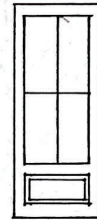


C
ELCA3739
R.O. 3'-1\"/>

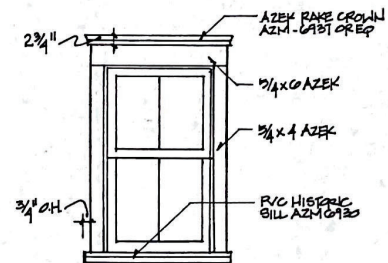
DOOR SCHEDULE



DOOR #101
2'-5\"/>



DOOR #201
2'-6\"/>



WINDOW TRIM DETAIL

1/8\"/>

500 MONROE AVE

SCALE: AS NOTED

APPROVED BY:

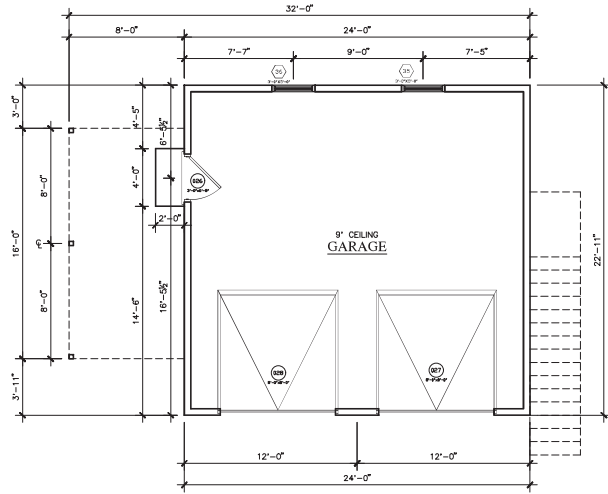
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DATE:

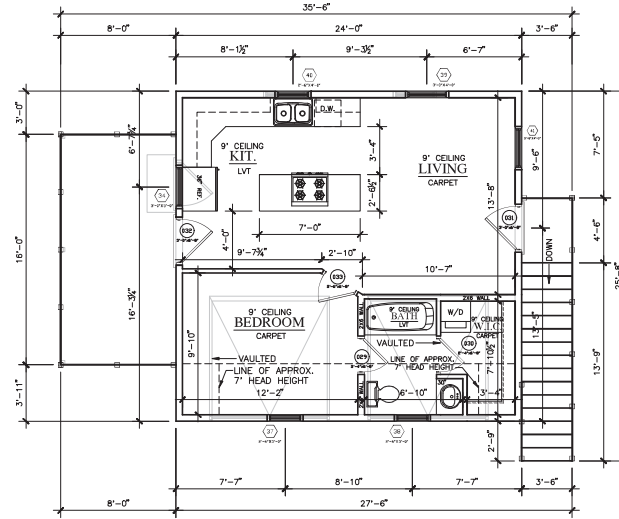
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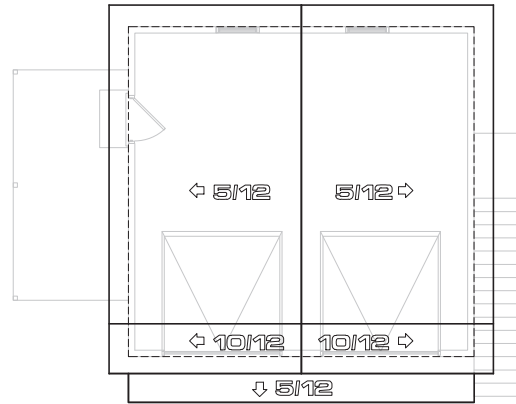
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LOWER LEVEL



UPPER LEVEL



ROOF PLAN

DOOR AND FRAME SCHEDULE

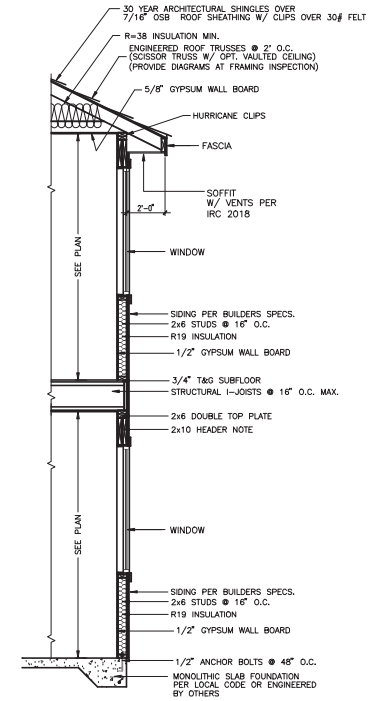
MARK	DOOR SIZE	
	WD	HGT
026	3'-0"	6'-8"
027	8'-0"	8'-0"
028	8'-0"	8'-0"
029	2'-4"	6'-8"
030	2'-4"	6'-8"
031	3'-0"	6'-8"
032	3'-0"	6'-8"
033	2'-6"	6'-8"

WINDOW SCHEDULE

MARK	SIZE	
	WIDTH	HEIGHT
034	3'-0"	5'-0"
035	3'-0"	5'-0"
036	3'-0"	5'-0"
037	2'-6"	5'-0"
038	2'-6"	5'-0"
039	3'-0"	4'-0"
040	2'-6"	4'-0"

SQUARE FOOTAGE TABLE

SPACE	AREA
GARAGE SF	550.00 SF
LIVING SPACE	528.00 SF



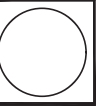
TYP. FOUND. WALL SECTION

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

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A	03-01-2022
B	03-22-2022
C	04-07-2022
D	07-06-2022
E	
F	
G	
H	

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MCLAUGHLIN RESIDENCE
GARAGE FLOORPLAN

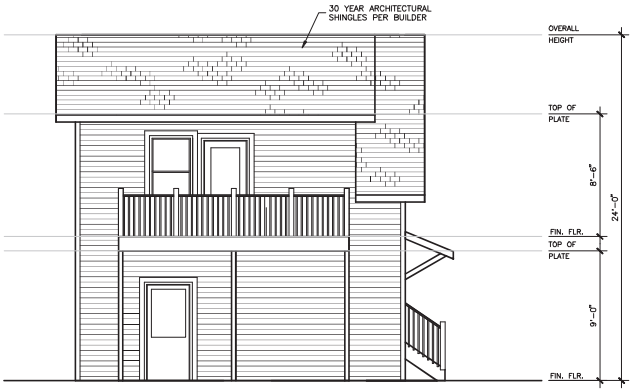
DESIGN BY	ALLDRAFT
FILE NAME	
CAD FILE	
DATE	05-31-2023
SCALE	1/4" = 1'-0"
SHEET	
A6	

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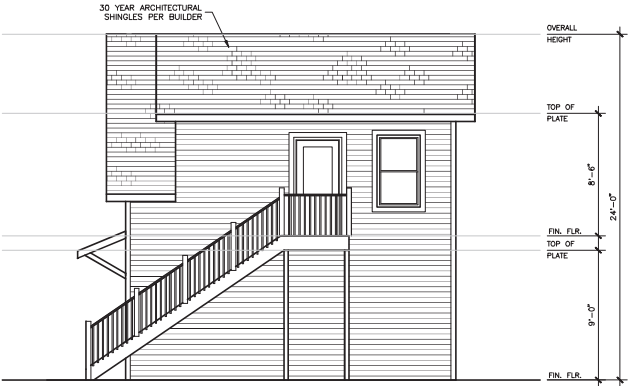
FRONT ELEVATION
1/4" = 1'-0"



LEFT ELEVATION
1/4" = 1'-0"



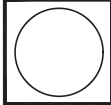
REAR ELEVATION
1/4" = 1'-0"



RIGHT ELEVATION
1/4" = 1'-0"

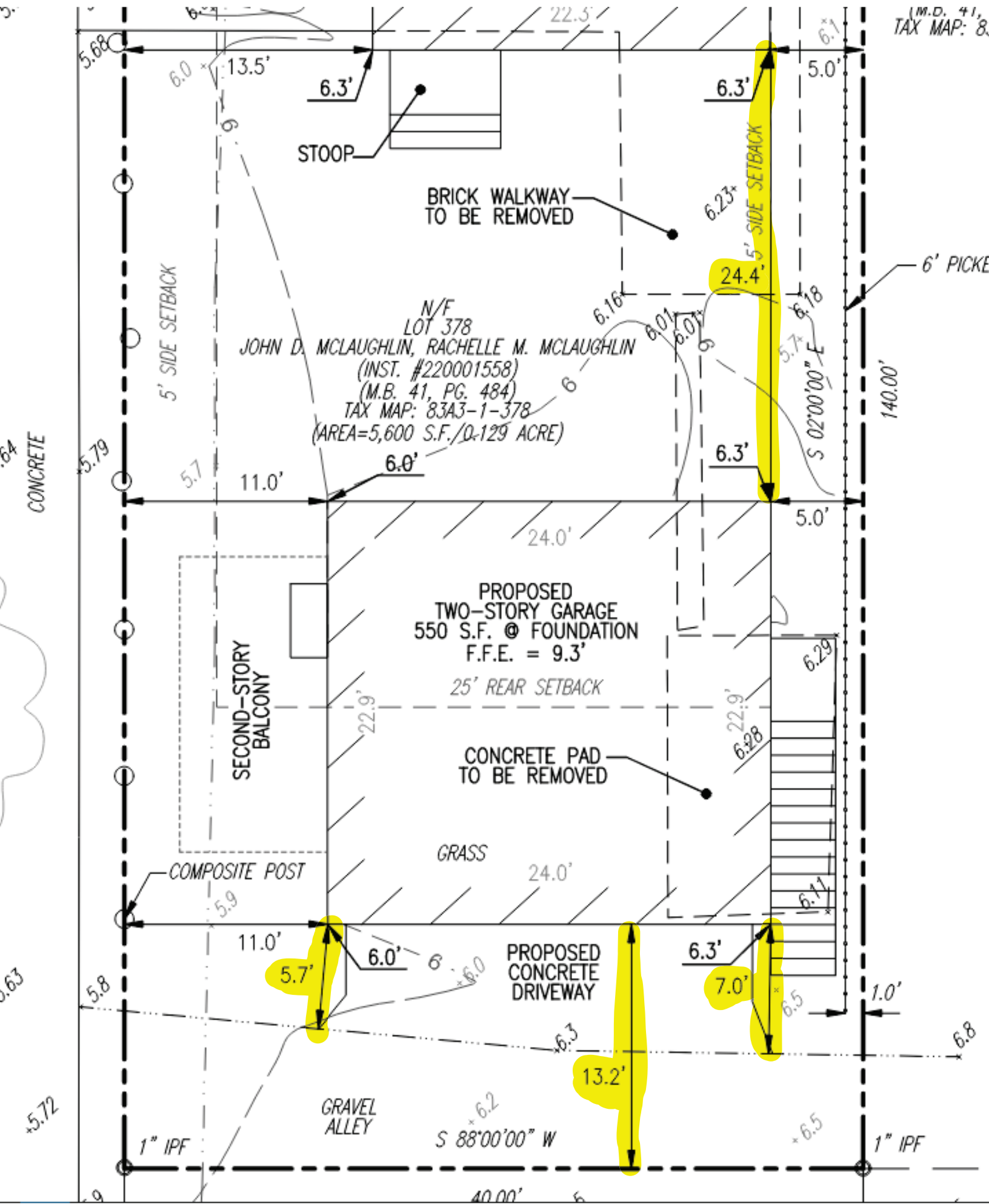
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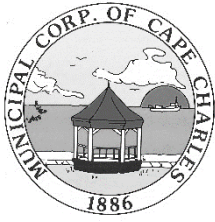
MCLAUGHLIN RESIDENCE
GARAGE ELEVATIONS

DESIGN BY	ALLDRAFT
FILE NAME	CAD FILE
DATE	05-31-2023
SCALE	1/4" = 1'-0"
SHEET	A7



Agenda Item 7A

Monthly Report



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: January 21, 2025

Item #7B– Report from Zoning Administrator Katie Nunez

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

Date: January 8, 2025

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 504 Bay Avenue – replace shingle roof, pursuant to CCZO Section 8.17 (B)
- b. 627 Jefferson Avenue – replace shingle roof and vinyl siding, pursuant to CCZO Section 8.17 (B)
- c. 214 Washington Avenue – install pergola, pursuant to CCZO Section 8.17 (I)

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

3) NOTICES OF VIOLATIONS ISSUED ON BEHALF OF THE HDRB – No items to report.