

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
February 18, 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. Appointing a representative to Harbor Area Review Board
4. **Public Comment**
5. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of minutes
 - (1) January 21, 2024 Historic District Review Board Regular Meeting
 - (2) January 31, 2024 Historic District Review Board Special Meeting
6. **Unfinished Business: None**
7. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:**
 - (1) 133 Mason Avenue: Front Street Pub, LLC – to install a 6' fence to screen the above-ground propane tanks.
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness: None**
 - C. **RENOVATION, MINOR: None**
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 603 Monroe Avenue: Monroe Rental Property, LLC represented by Restoration Exteriors, LLC – to renovate the front porch, doors, construct rear addition, and install outdoor shower on two-story single-family dwelling, and to install a rear accessory structure and fence.
 - E. **OTHER: None**
8. **Other Business:**
 - A. 2024 Annual Report
 - B. Monthly Report from Zoning Administrator Katie Nunez
9. **Adjourn**

Agenda Item 5B (1)

Minutes



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
January 21, 2025
5:00 p.m.**

At approximately 5:00 p.m., Member Elizabeth Wright announced that this evening's meeting could not be held due to the lack of a quorum. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, and Planning/Zoning Compliance Officer and Administrative Assistant Jack Steinmayer. There were no members of the public in attendance.

Member Wright added that a special meeting will be scheduled.

Member Elizabeth Wright

Planning/Zoning Assistant Preservation & Zoning Administrator

Agenda Item 5B (2)

Minutes



HISTORIC DISTRICT REVIEW BOARD

Special Meeting
Cape Charles Civic Center
January 31, 2025
1:00 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, Joan Cooper, Ken Monarch, and Elizabeth Wright. Patricia James was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Planning/Zoning Compliance Officer and Administrative Assistant Jack Steinmayer, and the applicants. There was one member of the public in attendance and seven viewers on Facebook Live.

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

ORGANIZATIONAL MEETING:

A. *Introduce and Welcome new members: Joan Cooper and Ken Monarch.*

Chairwoman Glaser welcomed new members Joan Cooper and Ken Monarch to the HDRB.

B. *Election of Chair, Vice-Chair and Secretary – (per Bylaws it is February) Vice-Chair spot is currently vacant, but all positions need to be voted upon.*

Kathy Glaser accepted the nomination for Chairwoman for the Historic District Review Board.

Motion made by Member Wright, seconded by Member Monarch, to accept the nomination of Kathy Glaser for Chairwoman of the Cape Charles Historic District Review Board. The motion was approved by a unanimous vote.

Elizabeth Wright accepted the nomination for Vice- Chairwoman to the Historic District Review Board.

Motion made by Chairwoman Glaser, seconded by Member Cooper, to accept the nomination of Elizabeth Wright for Vice-Chairwoman of the Cape Charles Historic District Review Board. The motion was approved by a unanimous vote.

Tracy Outten will remain as Secretary to the Historic District Review Board.

C. *Appoint representative to Harbor Area Review Board.*

Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to defer the appointment of a Harbor Area Review Board representative until all member of the board are present. The motion was approved by a unanimous vote.

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-Chairwoman Wright, seconded by Member Cooper, to approve the agenda as presented and the minutes from the November 19, 2024 Historic District Review Board Regular Meeting with two amendments: (i) remove the words “was not in attendance” from the first paragraph and (ii) remove the word “back or rear” from discussion as the door was on the side. The motion was approved by a unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. Certificate of Appropriateness to Install a Fence:

There were no applications filed.

B. Modification to Approved Certificate of Appropriateness:

There were no applications filed.

C. Certificate of Appropriateness for Minor Renovations:

There were no applications filed.

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

1. 500 Monroe Avenue: John McLaughlin – to replace six existing wood windows with six vinyl windows on the first floor of the two-story single-family dwelling.

Ms. Outten read the staff report and updated the board there was an expired Certificate of Appropriateness to construct a rear addition on this two-story single-family dwelling. The applicant has been informed that another application would need to be submitted for approval.

John McLaughlin, applicant, participated by telephone to answer questions. He explained that there was a mix of original and replacement windows with different configurations and was trying to make the windows consistent for the whole house. Mr. McLaughlin added that some were caulked shut and they would like to have working windows to get outside ventilation. He reiterated that the trim and sill were not being replaced.

The board discussion and questions on replacing the windows were as follows: (i) Member Monarch asked why only six windows were being replaced. Mr. McLaughlin answered that these were the windows that were original and sealed shut. He added that the second-floor windows had been replaced. His wife and himself were open to replacing more if required by the board. After much discussion on this topic, Ms. Outten suggested that instead of replacing more windows the board could give the applicant permission to place a muntin (grill) on the windows that were 1/1 to get the look of 2/2 for consistency. The board and applicant agreed with placing a muntin (grill) on the 1/1 windows.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John McLaughlin, to replace six existing wood windows with six new vinyl windows on the first floor of the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, & Associated Architectural Styles: Queen Anne, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.1 – Guidelines for Wood Siding & Trim, Section 5.5 – Openings & Associated Features – Windows, Doors, & Storefronts, and Section 7.1 – Alternative Materials; as stated in the application dated 11/30/2024; and per all zoning requirements. The motion was approved by a unanimous vote.

The board discussion and questions on the Accessory Dwelling Unit (ADU) outdoor shower were as follows: (i) Member Monarch asked what the shower floor and wall material would be. Mr. McLaughlin answered heavy duty vinyl for the walls and 2' x 6' vinyl composite decking for the floor. The shower would be approximately 4' x 8'. (ii) There was much discussion on the type of landscaping that could be used to screen the shower from the public view as this was a corner lot. Some suggestions for landscaping that grew tall were english ivy, butterfly bush, or ligustrum. Mr. McLaughlin stated that his wife liked the butterfly bush or ligustrum idea because they did not want to use fencing. Ms. Nunez added that the bush

or shrub of choice needed to effectively grow to screen the shower. Vice-Chairwoman Wright clarified that the butterfly bush was a suggestion not a requirement.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John McLaughlin, to install an outdoor shower under the Accessory Dwelling Unit deck per the Cape Charles Historic District Overlay Design Guidelines Section 9.4 – Appurtenances; as stated in the application dated 11/30/2024 with the designated conditions that the Accessory Dwelling Unit shower must have effective landscape screening to obscure from the public street view; and per all zoning requirements. The motion was approved by a unanimous vote.

E. Commercial-3 District:

There were no applications filed.

OTHER BUSINESS:

A. Report from Zoning Administrator Katie Nunez

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 504 Bay Avenue; 518 Madison Avenue; 515 Randolph Avenue; 549+551 Monroe Avenue; (ii) Other: 627 Jefferson Avenue; 214 Washington 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.

Chairwoman Glaser asked for an update on 1 Fig Street. Ms. Nunez informed the board that the roof had been replaced and added that the garage doors would not be replaced.

Member Monarch confirmed that the administratively approved pergola was on the rear of the property and could not be seen.

Ms. Outten asked that the members please answer emails that she sends.

ANNOUNCEMENTS:

There were no announcements.

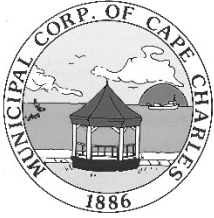
Hearing no objections, Chairwoman Glaser adjourned the January 31, 2025 Historic District Review Board Special Meeting at 1:45 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

Agenda Item 7A (1)

133 Mason Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 18, 2025

Item #: 7A (1) – 133 Mason Avenue

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

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

Date: February 7, 2025

APPLICANTS: Front Street Pub, LLC

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 133 Mason Avenue

WORK TO BE PERFORMED: Install fence for
screening

TAX MAP: 83A3-2-1-62

CURRENT ZONING: Commercial-1 - (C-1)

LOT SIZE: 4,200 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1907, Richardsonian Romanesque

Accessory Structure: NA

DATE APPLICATION RECEIVED: February 7, 2025

PRE-APPLICATION MTG: February 18, 2025

DATE APPLICATION DEEMED COMPLETE: February 7, 2025

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): April 8, 2025

The applicant is seeking to install a 6' brick wall with an ornamental top to screen the above-ground propane tanks.

AERIAL MAP:



MATERIALS:

Wall: Brick

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. Though the proposed installation of a 6' wall in this specific location is not allowed per the Zoning Ordinance, a Conditional Use Permit (2025-01) was approved by the Town Council on February 6, 2025 to install said non-conforming fence within the Commercial-1 (C-1) District to screen the propane tanks that are necessary for the operation of the business.

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 3-23 – Richardsonian Romanesque)

Section 9.2: Fences & Freestanding Walls

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the material proposed for the wall reflects 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



Certificate of Appropriateness Application

Fence

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

Revised 05/2023

Taxes	Paid
Violations	NA
Fee	Paid
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature: 

Date: 02/07/25

PART 2: PROPERTY INFORMATION

Property Address: 133 MASON AVE

Tax Map #: 8343-2-1-62

Is there an active Certificate of Appropriateness on this property? ☐ No ☒ Yes 02/06/25 Date

Zoning District: HISTORIC

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: FRANK STREET PUB

Mailing Address: 133 MASON AVE, CAPE CHARLES, VA 23310

Phone Number: 508-284-3318

Email: jondempster@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:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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: Brick Existing Condition ☐ Original ☐ Not Original ☐ Not Sure

Height: 6'

Describe the style: Brick veneer w/ decorative top cap

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

Applicant's signature: _____

Date: 02/07/25

Zoning Administrator's signature: _____

Date: _____

Zoning Ordinance Article VIII Section: _____

NEIGHBOR

COLUMN

FRONT ST.
DUB

1" = 6'

HANDICAP DOOR

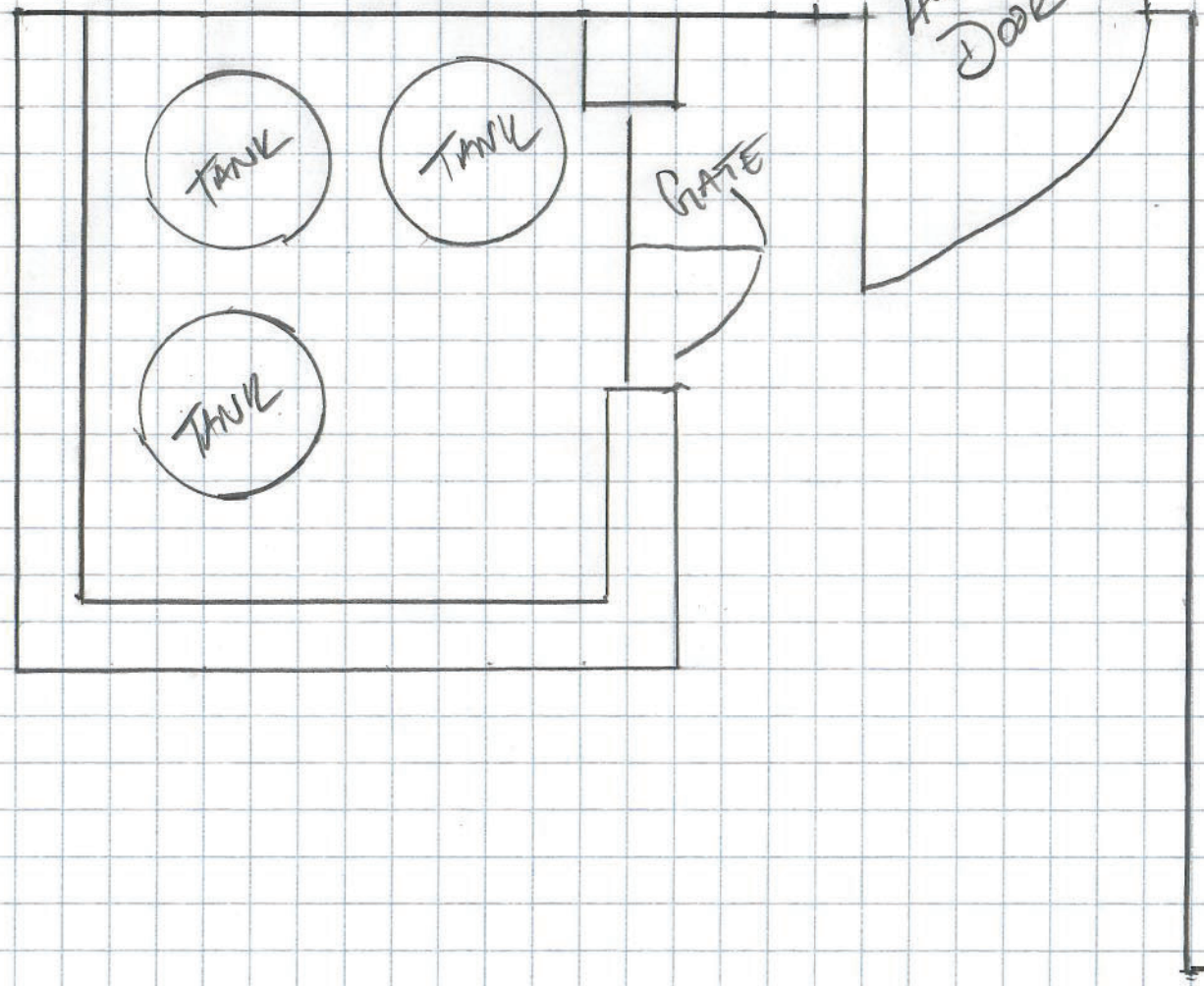
TANK

TANK

TANK

GATE

SIDEWALK



133 Mason Avenue Supporting Pictures

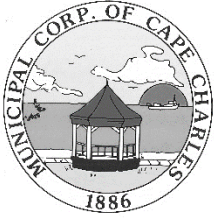
Example of ornamental brick top and Columns (Neighboring Property)





Agenda Item 7D (1)

603 Monroe Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 18, 2025

Item #: 7D (1) – 603 Monroe Avenue

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

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

Date: February 5, 2025

APPLICANTS: Restoration Exteriors, LLC **TYPE OF APPLICATION:** Pre-Application /
representing owner Monroe Rental Property, LLC Certificate of Appropriateness

SITE ADDRESS: 603 Monroe Avenue

WORK TO BE PERFORMED: Renovate the front porch, doors, construct rear addition, roof, install outdoor shower, fence, & rear accessory structure

TAX MAP: 83A3-1-250B & 83A3-1-251

CURRENT ZONING: Residential - (R-1)

LOT SIZE: 8,400 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1919, Queen Anne

Accessory Structure: NA

DATE APPLICATION RECEIVED: January 7, 2025

PRE-APPLICATION MTG: February 18, 2025

DATE APPLICATION DEEMED COMPLETE: January 7, 2025

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): March 10, 2025

The applicant is seeking to renovate the following:

- Replace Roofs: Main House: Existing Shingle with Shingle & Front Porch: Existing Metal with Metal
- Replace Doors: Side & Rear: Existing 6-lite/1-panel Wood with 1-lite/2-panel Composite
- Front Porch:
 - Floor: pine tongue and groove with pine tongue and groove (per HDODG: When replacing an entire porch floor, ensure the new floor is sloped away from the historic building.)
 - Columns: Existing round wood with Fiberglass Permacast round tapered
 - Beam: Existing cladding with new Azek pvc
 - Ceiling: install two fans
- Siding including dormers: Existing vinyl with HardiePlank

Also, this application includes the following:

- The removal of the rear 18' x 18' (324 square feet) wood deck and construction of a new 18' x 18' screened-in porch with a wood burning fireplace.
- The installation of the following:
 - A 4' x 6' (24 square feet) outdoor shower on the side of the house.
 - A privacy wall to be constructed between the paver area and the HVAC units.
 - Installation of a 10' x 14' (140 square feet) paver patio.

- Removing the existing rear shed and constructing a new 10' x 16' (160 square feet) rear accessory structure.

AERIAL MAP:



MATERIALS:

Roof: Main House: CertainTeed Landmark Pro Architectural Shingles, Front Porch: Standing Seam Metal

Side & Rear Doors: 1-lite with prairie style grilles/2-panel Heritage Single Entry PermaTech Composite

Front Porch: Flooring: Pine T&G, Columns: Fiberglass Permacast round tapered, Siding: James Hardie Cedarmill HardiePlank, Dormer: James Hardie HardieShingle

Rear Screened in Porch: Flooring: AZEK PVC decking, Beams: AZEK Clad, Columns: 6x6 Posts AZEK Clad, Ceiling: Pine T&G beaded panel with 1-fan, Railings: Trex Transcend, Steps: Composite, Roof: CertainTeed Landmark Pro Architectural Shingles, Gables: Cedarmill Straight-Edge James Hardie HardieShingle, Screen: ScreenEZE with TUFF Screen, Doors: Anderson 3000 Storm with screen insert; Skirt: Composite, Fireplace: interior and exterior clad with Echo Ridge Dressed Fieldstone cultured stone and hearth bluestone

Outdoor Shower: Walls: HardiePlank Siding, Trim, Door, Bench Seat: PVC, Floor: AZEK Decking

Rear Patio: Pavers

Privacy Wall: HardiePlank

Accessory Structure: Roof: Asphalt Shingle, Siding: HardiePlank to match house, Door: 6' x 6.8' French door, Windows: 2' x 3' double-hung vinyl, Trim: HardieTrim – 5" Corners / 4" Windows & Doors

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed renovations on the two and a half-story single-family dwelling and installations of the outdoor shower, rear paver patio, and accessory structure are in conformance with the Zoning Ordinance based on this application to the HDRB.

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 3-14 – Queen Anne)

Section 4.2: Roofs

Section 4.2.1: Material Specific Guidance Metal

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

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

Section 5.2: Roofs

Section 5.2.1: Roof Features

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

Section 5.4.2: Porches

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

Section 5.6: New Additions to Contributing Buildings

Section 6.1: Accessory Structures Associated with Contributing Primary Buildings

Section 7.1: Alternative Materials

Section 9.2: Fences & Freestanding Walls

Section 9.3: Decks, Ramps, & Patios

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 for the proposed renovations to the two and a half-story single-family dwelling, outdoor shower, and accessory structure 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



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
Fee	\$500
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 603 Monroe Avenue

Fax Map # 83A3-1-251

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Monroe Rental Property, LLC

Mailing Address: 13924 Marblestone Drive, Clifton, VA 20124

Phone Number: 202-365-9533

Email: RBuisch@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Restoration Exteriors, LLC

Mailing Address: 5213 Cleveland Street, Virginia Beach, VA 23462

Phone Number: 757-552-0914

Email: Info@RestorationExteriors.com

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed):
 Renovate front porch: flooring, columns, beams, ceiling, and roof. Replace vinyl siding with hardie plank. Replace existing shingle roof on main house with new shingle roof. Replace the existing side and rear doors. Remove the rear deck and rebuild a new rear screened-in porch. Install a privacy wall screening the HVAC units. Install an outdoor shower on the side of the house.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☒ Not Sure	
Existing Material: Asphalt Shingles / Metal (front porch)	Proposed Materials: Asphalt shingles / Metal (front porch)
Other / Additional Notes: CertainTeed LandMark Pro Max Def PEWTER architectural shingles / DOVE GRAY metal standing seam (front porch)	

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

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

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

Existing Door	Proposed Door
Door 1: Original to the home: ☒ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: Wood	Proposed Material: Fiberglass
Dimensions: Width 2.8 Height 6.8	Dimensions: Width 2.8 Height 6.8
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): 1/2 view with 6-lite grilles	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): 1/2 view with picture style grilles to match existing window grilles

Indicate the reason for change: old doors with non-matching grilles.

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: _____	Material: _____
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☒ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ 10 Replaced _____ Altered _____	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure Existing Material: Pine tongue and groove (front porch)	Type of Material to be used: Pine tongue and groove (front porch)
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure Existing Material: _____	Type of Material to be used: _____
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: 10	Width: 14	Materials: pavers
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: Vinyl		Proposed material: HardiePlank	
Dimensions: Thickness - Width -		Dimensions: Thickness - 5/16ths Width - 7"	
Indicate the reason for change, e.g., underlying material condition, rot: Old vinyl siding is work and cracked in various areas. Underlying conditions currently unknown.			
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: Metal Wrap / Vinyl		Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	
Metal Wrap (fascia / rakeboards) / HardieTrim (corners / windows / frieze / doors) / Azek PVC front porch beams			
Type of Material to be used:			
Dimensions: 5" Hardie for corners / 4" HardieTrim for windows & doors / Metal wrap & beam cladding to match existing sizes			
Reason for repair or alteration (change of material or design): Hardie materials for the proper installation of siding project. Metal Wrap for "new" materials (old metal wrap is worn). PVC on beam replacing paint layered existing beam cladding.			
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: NONE		Proposed Materials: Echo Ridge Dressed Fieldstone	
Existing mortar: Joints:		Mortar to be used: Mortar joints:	
Other / Additional Notes: Cultured stone to be installed on fireplace chimney on new screened porch.			
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:			

PART 5: PROJECT INFORMATION

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

Remove 18' x 18' rear wooden deck and build an 18' x 18' rear screened-in porch with attached fireplace.

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: **remove rear deck**

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

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

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

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

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	CertainTeed Landmark Pro Max Def
Existing Material:	Proposed Materials: architectural shingles
Other / Additional Notes: Cedarmill Stright-Edge HardieShingle siding to be installed in the upper gable of the A-frame	

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: _____
Repaired: _____ Replaced: In kind ☐ Different in style or material ☐

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

Existing Door	Proposed Door
Door 1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material:	Proposed Material: Aluminum Anderson 3000 Storm Door
Dimensions: Width _____ Height _____	Dimensions: Width _____ Height _____
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: _____	Material: _____
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested): <u>New Rear</u>	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used: AZEK PVC decking
Existing Material: _____	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used: Pine T&G Beaded Ceiling Panel
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: <u>Composite</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): _____	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): _____	
Existing Material: _____	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used: <u>Composite</u>	
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: 18'	Width: 18'	Materials: removing existing wood
☐ 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: HardieShingle	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot: New upper end gable			
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: cultured stone	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: New wood burning fireplace at the end of the rear porch			
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:			



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: 603 MONROE AVENUE

Tax Map #: 83A3-1-251

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: MONROE RENTAL PROPERTY, LLC (MICHELE + RICHARD BUSCH)

Mailing Address: 13924 MARBLESTONE DRIVE, CLIFTON, VA 20124

Phone Number: 202-365-9533 Email: RBVISCH@GMAIL.COM

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

EXTERIOR RENOVATION PROJECT

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: RESTORATION EXTERIORS, LLC

Mailing Address: 5213 CLEVELAND STREET, VIRGINIA BEACH, VA 23462

Phone Number: 757 552 0914 Email: INFO@RESTORATIONEXTERIORS.COM

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner: [Signature]

Date: 12-17-2024

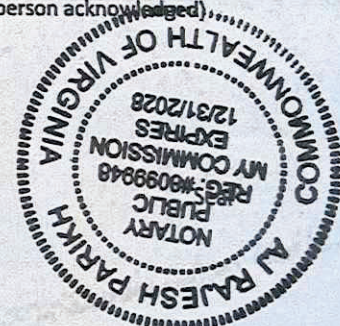
State of VIRGINIA County of FAIRFAX
17th day of December, 2024, by AJ PARIKH

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

Signature of Notarial Officer: [Signature]

Notary Registration number: 8099948

My commission expires: 12/31/2028





**MONROE RENTAL PROPERTY, LLC (MICHELE & RICHARD BUISCH)
603 MONROE AVENUE, CAPE CHARLES, VA**

SCOPE OF WORK:

ROOF REPLACEMENT:

The existing roof shingles shall be removed and disposed of.

CertainTeed Diamond Deck synthetic underlayment shall be installed on the existing roof sheathing. Ice and water shield shall be applied to in all valleys and along all roof edges.

New pipe collars shall be installed. Static vents shall be installed, where applicable..

MAX DEF PEWTER CertainTeed Landmark Pro architectural roof shingles shall be installed. CertainTeed Swiftstart starter shingles shall be installed. CertainTeed ShadowRidge ridge cap shall be installed.



MONROE RENTAL PROPERTY, LLC (MICHELE & RICHARD BUISCH)
603 MONROE AVENUE, CAPE CHARLES, VA

SCOPE OF WORK:

FRONT PORCH METAL ROOF:

The existing metal roof on the front porch of the home shall be removed and disposed of. A new **DOVE GRAY** metal standing seam metal roof shall be installed.



MONROE RENTAL PROPERTY, LLC (MICHELE & RICHARD BUISCH)
603 MONROE AVENUE, CAPE CHARLES, VA

SCOPE OF WORK:

DOORS - SIDE ENTRY & REAR ENTRY:

The existing side and rear entry doors shall be removed and disposed of. ProVia Heritage entry doors shall be installed with the following specifications:

STYLE: PROVIA HERITAGE

FRAME: PERMATECH COMPOSITE

COLOR: FACTORY PAINTED TBD INTERIOR / FACTORY PAINTED TBD EXTERIOR

GLASS: 1/2 VIEW

GRILLES: PRAIRIE

HANDLESET: INCLUDED IN COST (CLIENT TO MAKE FINAL SELECTION PRIOR TO ORDERING)

HINGES: STAINLESS STEEL

YOUR PROFESSIONAL-CLASS PRODUCT

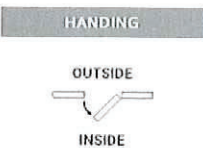
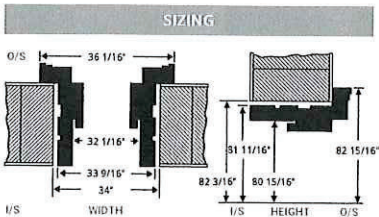
Heritage Smooth Fiberglass Entry Door with Clear Glass



OUTSIDE VIEW



INSIDE VIEW



ENERGY	
ENERGY PERFORMANCE RATINGS	
U-Factor (U.S./IP)	Solar Heat Gain Coefficient
0.24	0.17
ADDITIONAL PERFORMANCE RATINGS	
Visible Transmittance	-
0.17	
Air Infiltration (cfm/ft ²)	
<= 0.03	

QUOTE INFORMATION

Job: BuIsch
Tag: Side
PO #BUI SCH
Order #12464356-2
Qty: 1

DETAILS

Heritage Single Entry Door in PermaTech

Composite Frame

32" x 80" Nominal Size

Unit Size: 33 9/16" x 81 11/16"

Frame Depth: 4 9/16"

No Brickmold

Left Hand Inswing - Inside Looking Out

2 Panel 430 Style Heritage Smooth Fiberglass Door

Comfortech DC

Single Prairie Contoured Internal Grid

Snow Mist White Grids

Snow Mist White Inside and Outside

Hardware

All Hardware in Satin Nickel Finish

Latitude/Century Lockset (2 3/8" Backset)

Century Thumbturn Deadbolt (2 3/8" Backset)

Frame

Snow Mist White Inside Frame

Mill Finish ZAl Adjustable Threshold (5 5/8" Depth)

Stainless Steel Ball Bearing Hinges

Security Plate

INFORMATION AND WARNINGS

Hinge finish does not match hardware.

YOUR PROFESSIONAL-CLASS PRODUCT

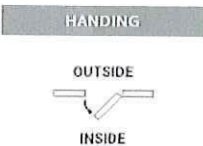
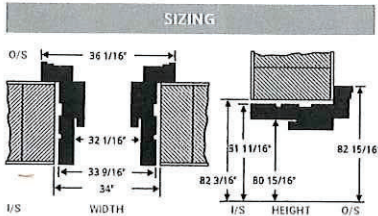
Heritage Smooth Fiberglass Entry Door with Clear Glass



OUTSIDE VIEW



INSIDE VIEW



ENERGY	
ENERGY PERFORMANCE RATINGS	
U-Factor (U.S./I-P)	Solar Heat Gain Coefficient
0.24	0.17
ADDITIONAL PERFORMANCE RATINGS	
Visible Transmittance	-
0.17	
Air Infiltration (cfm/ft2)	
<= 0.03	

QUOTE INFORMATION

Job: Buisch
Tag: Rear
PO #BUI SCH
Order #12464356-1
Qty: 1

DETAILS

Heritage Single Entry Door in PermaTech

Composite Frame

32" x 80" Nominal Size

Unit Size: 33 9/16" x 81 11/16"

Frame Depth: 4 9/16"

No Brickmold

Left Hand Inswing - Inside Looking Out

2 Panel 430 Style Heritage Smooth Fiberglass Door

ComforTech DC

Single Prairie Contoured Internal Grid

Snow Mist White Grids

Snow Mist White Inside and Outside

Hardware

All Hardware in Satin Nickel Finish

Latitude/Century Lockset (2 3/8" Backset)

Century Thumbturn Deadbolt (2 3/8" Backset)

Frame

Snow Mist White Inside Frame

Mill Finish ZAI Adjustable Threshold (5 5/8" Depth)

Stainless Steel Ball Bearing Hinges

Security Plate

INFORMATION AND WARNINGS

Hinge finish does not match hardware.



MONROE RENTAL PROPERTY, LLC (MICHELE & RICHARD BUISCH)
603 MONROE AVENUE, CAPE CHARLES, VA

SCOPE OF WORK:

FRONT PORCH:

FLOORING

The locations of the front porch that have the "hump" shall be removed and disposed of. The hump shall be corrected.

Fir tongue and groove porch flooring shall be installed in the locations where removed for repairs. All fasteners shall be **STAINLESS STEEL**.

COLUMNS

The existing front porch wood columns shall be removed and disposed of. Eight (8) full and Two (2) half Fiberglass Permacast round tapered columns shall be installed. Each column shall have new bases and capitals. Upon installation, the new columns shall be painted **WHITE**.

BEAM

The existing cladding on the front porch beam, assuming replacement of the existing columns, shall be removed and disposed of. **WHITE** Azek pvc shall be installed as new cladding. Azek pvc materials shall be installed using **STAINLESS STEEL** fasteners. The new beam profile shall best match the existing.

CEILING ELECTRICAL

Two (2) Ceiling fans shall be installed.



**MONROE RENTAL PROPERTY, LLC (MICHELE & RICHARD BUISCH)
603 MONROE AVENUE, CAPE CHARLES, VA**

SCOPE OF WORK:

SIDING:

The existing vinyl siding shall be removed and disposed of. The existing wood siding under the vinyl siding shall be removed and disposed of, if applicable. Restoration Exteriors Barricade Plus house wrap shall be installed as water / vapor barrier. Housewrap shall be secured with button caps and properly taped.

EVENING BLUE cedarmill James Hardie HardiePlank siding shall be installed. Any exposed, non-factory edges, shall be treated using James Hardie touch-up paint to match selected siding color. Caulking, as required and proper, shall be applied using exterior elastomeric caulk. HardiePlank shall be fastened using **STAINLESS STEEL** exterior nails. The use of aesthetic "pin-back" nails is acceptable and shall be applied using **STAINLESS STEEL** trim nails.

ZEN BLUE cedarmill STRAIGHT-EDGE James Hardie HardieShingle siding shall be installed in the three (3) dormers. Any exposed, non-factory edges, shall be treated using James Hardie touch-up paint to match selected siding color. Caulking, as required and proper, shall be applied using exterior elastomeric caulk. HardieShingle shall be fastened using **STAINLESS STEEL** exterior nails. The use of aesthetic "pin-back" nails is acceptable and shall be applied using **STAINLESS STEEL** trim nails.

ARCTIC WHITE James Hardie HardieTrim shall be installed on corners, windows, doors, and frieze. Any exposed, non-factory edges of HardieTrim shall be treated using James Hardie touch-up paint. Where applicable, James Hardie HardieTabs shall be used to install window and corner trim. All trim shall be installed using **STAINLESS STEEL** fasteners.

WHITE coilstock shall be installed as fascia and rakeboard trim. **WHITE** "hidden vent" vinyl soffit shall be installed.

WHITE vinyl split blocks shall be installed for use around hose bibs and exterior electrical outlets. **WHITE** hooded vent covers shall be installed. **WHITE** SturdiMount lightblocks shall be installed during siding installation. Lights shall be rehung upon completion of the siding installation. If Client chooses new exterior lighting, Client must have new lights on-site at the commencement of the siding project to assure proper sizing for light blocks.

All materials shall be properly flashed. Coilstock shall be used as flashing and aesthetic step flashing covering along rooflines.



**MONROE RENTAL PROPERTY, LLC (MICHELE & RICHARD BUISCH)
603 MONROE AVENUE, CAPE CHARLES, VA**

SCOPE OF WORK:

REAR PORCH:

Per approved plans by the City of Cape Charles, the existing rear deck shall be removed and disposed of.

A continuous footer shall be dug and poured for the new porch structure to be approximately 18' x 17'. Footer shall be rebar reinforced and shall be sized per the approved plans.

A new deck platform shall be framed per approved plans with two (2) sets of stairs. One set of stairs shall lead to the adjacent street and the other set of stairs shall lead to the side of the rear yard. An "A-Frame" roof structure shall be constructed per approved plans.

A wood burning fireplace shall be constructed at the gable end of the porch. The interior and exterior of the fireplace shall be clad with **ECHO RIDGE DRESSED FIELDSTONE** cultured stone. The hearth shall be **BLUESTONE**.

CertainTeed Diamond Deck synthetic underlayment shall be installed. **MAX DEF PEWTER** CertainTeed Landmark Pro architectural roof shingles shall be installed. CertainTeed Swiftstart starter shingles shall be installed. CertainTeed ShadowRidge ridge cap shall be installed.

ZEN BLUE cedarmill **STRAIGHT-EDGE** James Hardie HardieShingle siding shall be installed in the upper end gable of the A-Frame. Any exposed, non-factory edges, shall be treated using James Hardie touch-up paint to match selected siding color. Caulking, as required and proper, shall be applied using exterior elastomeric caulk. HardieShingle shall be fastened using **STAINLESS STEEL** exterior nails. The use of aesthetic "pin-back" nails is acceptable and shall be applied using **STAINLESS STEEL** trim nails.

The beams shall be clad in Azek pvc. The 6x6 posts shall be clad Azek pvc wrap. The ceiling shall be clad in pine tongue and groove beaded ceiling panel. Cladding materials shall be installed using stainless steel fasteners. All PVC shall be painted **TO MATCH JAMES HARDIE ARCTIC WHITE**. All pine ceiling materials shall be stained (**COLOR TBD**).

ENGLISH WALNUT Azek pvc decking shall be installed. The decking shall run perpendicular to the home. The new decking shall be "picture framed" on the outer edges. The picture-frame decking shall be installed using Cortex screws with deck board matching plugs. The body of the deck shall be installed using the Conceal-Lok hidden fastener system.

WHITE Trex Transcend guard rails with the shall be installed. The new posts shall be "sleeved" using either PVC trim or the Trex Transcend post sleeves (based on availability at time of ordering). The posts will receive decorative post caps and base trim rings.

ScreenEZE with TUFF Screen shall be installed. A **WHITE** Andersen 3000 storm door with screen insert shall be installed.

One (1) ceiling fan and four (4) recessed can lights shall be installed. Riser lighting shall be installed on both sets of steps. This Contract allows for two (2) riser lights per stair riser.



MONROE RENTAL PROPERTY, LLC (MICHELE & RICHARD BUISCH)
603 MONROE AVENUE, CAPE CHARLES, VA

SCOPE OF WORK:

REAR PAVERS / WALL:

A privacy wall shall be constructed between the paver area and the HVAC units. The privacy wall shall be clad on both sides with **EVENING BLUE** HardiePlank. The top-cap of the privacy wall shall be clad in **WHITE** Azek pvc. A new paver patio shall be installed in the area adjacent to the current outdoor shower location and shall extend back and run next to the HVAC units to allow for space for the grill. Current pricing includes all preparation work and assumes, for initial pricing purposes an area of 100 SQFT. It is recommended that the Client selects permeable pavers for drainage.



Certificate of Appropriateness Application

Outdoor Shower
Accessory Structure

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

planningtech@capecharles.org

Revised 05/2023

Taxes	✓Pd RS
Violations	NA
Fee	0
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:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 603 Monroe Avenue

Tax Map # 83A3-1-251

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Monroe Rental Property, LLC (MICHELE + RICHARD BUISCH)

Mailing Address: 13924 Marblestone Drive, Clifton, VA 20124

Phone Number: 202-365-9533

Email: RBuisch@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Restoration Exteriors, LLC

Mailing Address: 5213 Cleveland Street, Virginia Beach, VA 23462

Phone Number: 757-552-0914

Email: Info@RestorationExteriors.com

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):
Construction of outdoor shower. Outdoor shower shall be fully framed and clad with HardiePlank to match the new siding on the home.

See attached Scope of Work for material details.

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):		Height of Main Dwelling:	
Building Area (sq. ft.):		Total Gross Floor Area (sq. ft.): ²⁴	
Distance from Main Structure (ft.): ^{2"}		Building width (ft.): ⁴	
Building Height	Feet: ^{6'}	Stories:	Roof pitch: ^{NONE}
A. Foundation	Material to be used if applicable:		
B. Roofing	Material to be used:		
C. Siding	Material to be used: ^{HardiePlank}	Dimensions: ^{7"}	
D. Doors	Width: ^{30"} Height: ^{5'} Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) ^{Beaded PVC}		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: Material: Width: Height: Depth:		
F. Trim	Material to be used: ^{Azek PVC} Dimensions: ^{4" corners / 8" top-cap}		

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).

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

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

Applicant's signature: _____

Date: ^{1/2/25}

Zoning Administrator's signature: _____

Date: _____

Zoning Ordinance Article VIII Section: _____



MONROE RENTAL PROPERTY, LLC (MICHELE & RICHARD BUISCH)
603 MONROE AVENUE, CAPE CHARLES, VA

SCOPE OF WORK:

OUTDOOR SHOWER:

A new outdoor shower shall be framed on the side wall of the home. The shower shall be approximately 4' x 6'. The shower walls shall be clad in **EVENING BLUE** HardiePlank siding. PVC trim shall be installed for corners and top-cap. A PVC sheet shall be custom cut for the shower door and bench seat. A PVC louvered roof system shall be constructed and installed to allow for air-flow and privacy. A PVC sheet shall be installed on the wall of the home in the location of plumbing pipes and fixtures. A shampoo niche shall be installed on the wall of the shower. This proposal includes all stainless steel hinges (door / bench seat), stainless steel towel hooks (3), and stainless steel eye-hooks for the shower door. Azek decking shall be installed on the shower platform to match the selected decking on the rear porch.







Replacing Roof with
DOVE GRAY metal
standing seam roof on
front porch

Replacing siding
with EVENING
BLUE HardiePlank
with 7" reveal, TYP

Replaceme
nt of porch
beam
cladding
with
WHITE
Azek pvc
trim

Replacing
columns with
fiberglass
round tapered
columns

Repair /
Replacement of
damaged porch
floor: PINE T&G
porch flooring





Hardie ZEN BLUE
HardieShingle on
sides of all dormers.
TYP.

Hardie 4" HardieTrim
on windows and
doors. TYP.

Hardie 5"
HardieTrim
on corners.
TYP.

Enclosed Outdoor
Shower cladded with
HardiePlank
matching the home.



Replacing door with ProVia 1/2 View 6-lite door



Replacing door with ProVia 1/2 view 6-lite view



Removal of existing
privacy wall and
construction of new
privacy wall clad
in HardiePlank to
match the home.

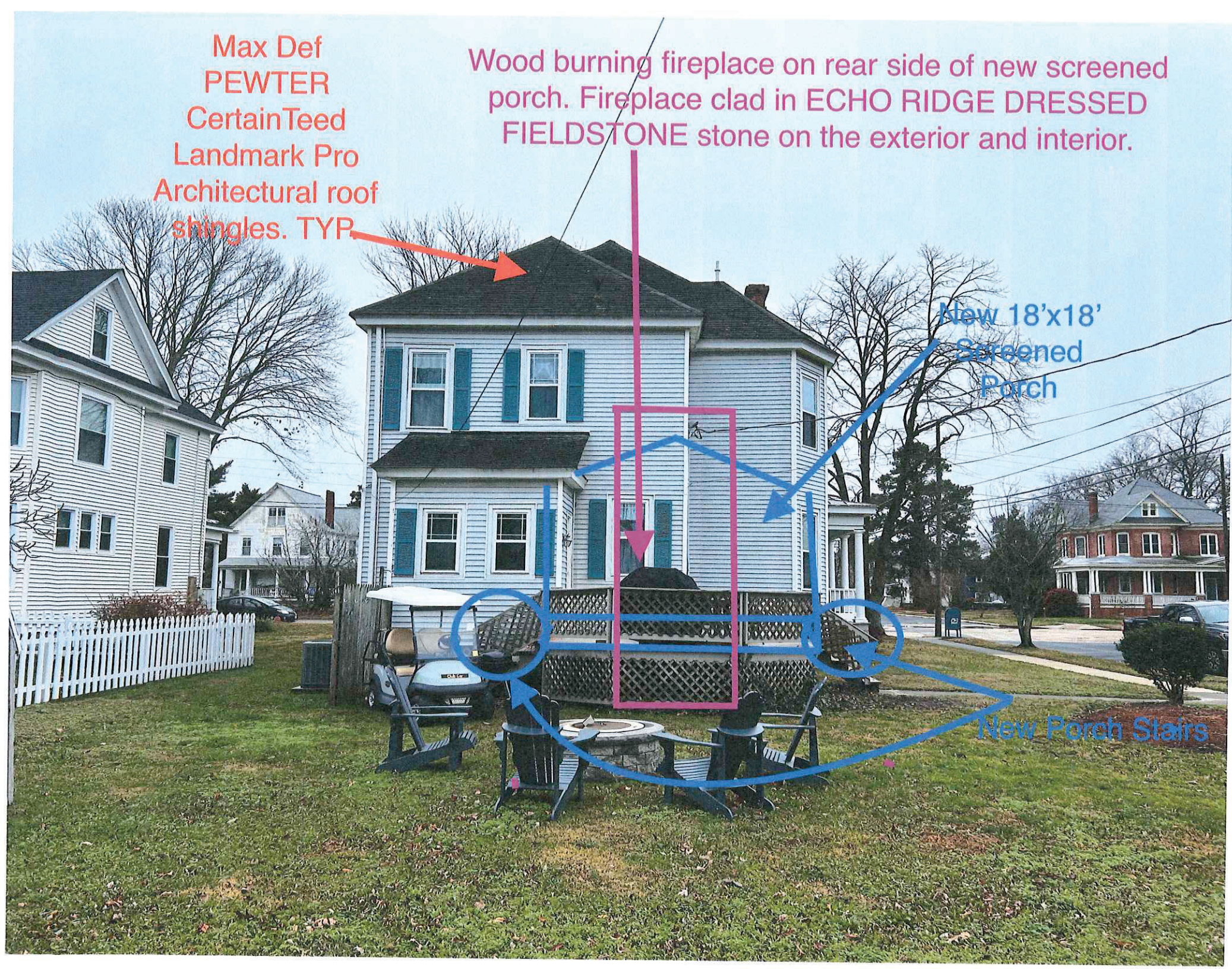
Ground Pavers

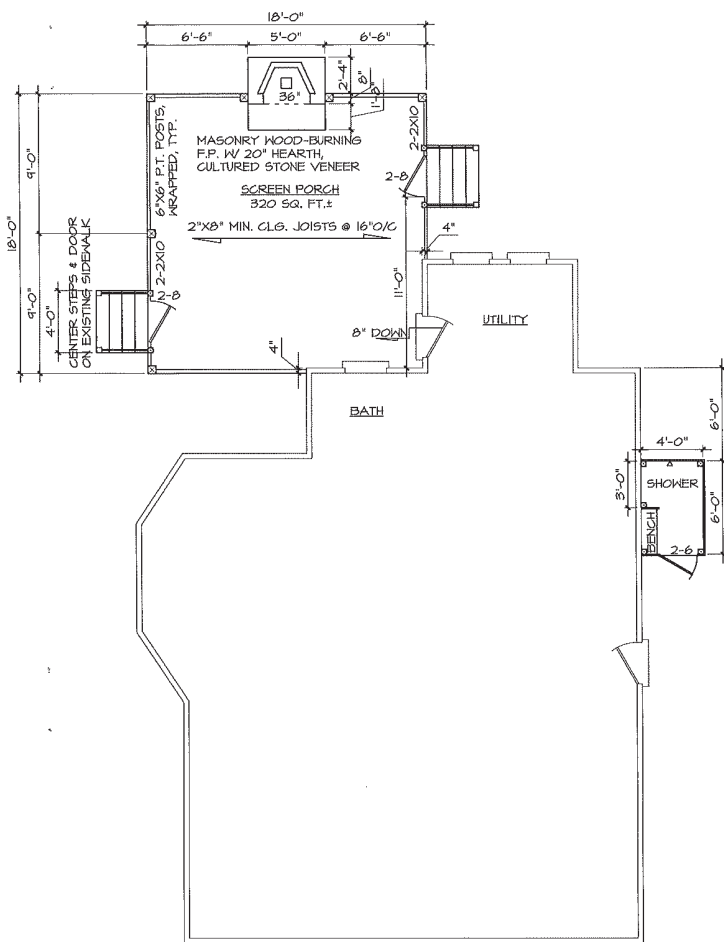
Max Def
PEWTER
CertainTeed
Landmark Pro
Architectural roof
shingles. TYP.

Wood burning fireplace on rear side of new screened porch. Fireplace clad in ECHO RIDGE DRESSED FIELDSTONE stone on the exterior and interior.

New 18'x18'
Screened
Porch

New Porch Stairs

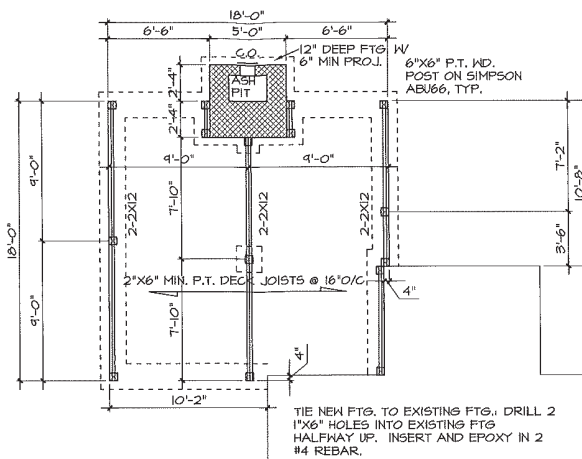




PROPOSED FLOOR PLAN
1/8"=1'-0"

DRAFTING BY
CUSTOM HOME DESIGNS, INC.
SUSAN E. BOND
CERTIFIED PROFESSIONAL BUILDING DESIGNER
SUSANBOND@CPOX.NET
757-551-0104
PO BOX 2531
CHESAPEAKE, VA 23321

ADDITION NOTES:
1. CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD PRIOR TO STARTING DEMOLITION.
2. FINISHED FLOOR HEIGHT OF PORCH TO BE 8" BELOW HOUSE FFL.
3. IF EXISTING CORNICE DOES NOT MATCH DRAWING, BUILD TO MATCH EXISTING.



GENERAL NOTES:
1. ALL CONSTRUCTION MATERIALS AND METHODS SHALL CONFORM TO THE STATEWIDE BUILDING CODE AND TO THE SPECIFICATIONS AND STANDARDS OF THE LOCAL BUILDING INSPECTIONS OFFICE.
2. CONTRACTOR SHALL COORDINATE AND VERIFY ALL DIMENSIONS PRIOR TO BEGINNING WORK, WITH ANY DISCREPANCY BROUGHT TO THE ATTENTION OF THE DESIGNER.
3. OWNER/CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF SUBGRADE CONDITIONS.
4. FOOTINGS TO BEAR ON UNDISTURBED SOIL.
5. FOOTINGS ARE DESIGNED FOR SOIL HAVING A MINIMUM BEARING OF 1500 P.S.F.
6. ALL CONCRETE TO BE 3500 P.S.I. MIN.

NOTE:
1. CONCRETE FOOTINGS TO BEAR ON UNDISTURBED SOIL WITH MINIMUM 1500 P.S.F. LOADING, AND BEARING SURFACES SHALL BE APPROVED SUITABLE FOR FOUNDATION BEFORE CONCRETE WORK BEGINS. TOP ELEVATION OF FOOTING MAY VARY WITH SITE VARIATIONS.
2. GRADE LINES SHOWN ON THESE DRAWINGS ARE APPROXIMATE AND ARE NOT TO BE CONSIDERED DEFINITIVE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT GRADE AS PERTAINS TO THE LOCATION OF THE STRUCTURE. ACTUAL GRADE ELEVATIONS MAY VARY AND SHOULD BE BROUGHT TO THE ATTENTION OF THE DESIGNER AND OWNER.

FOUNDATION PLAN
1/8"=1'-0"

NOTE:

1. PLANS DRAWN TO COMPLY WITH 2018 INTERNATIONAL RESIDENTIAL CODE (IRC) & THE 2018 EDITION OF THE VIRGINIA STATEWIDE BUILDING CODE (VSBC).
2. ALLOWABLE SOIL BEARING PRESSURE IS ASSUMED TO BE 1500 PSF FOR DESIGN PURPOSES. ACTUAL SOIL BEARING VALUES ARE TO BE VERIFIED BY CONTRACTOR AND R401.4.
3. FASTENERS PENETRATING PRESSURE TREATED WOOD SHALL BE HOT DIPPED GALVANIZED OR STAINLESS STEEL & COMPLY WITH R301.3.
4. ALL FRAMING TO BE NO. 2 SPF OR NO.1 SYP.
5. 15" MINIMUM BEARING FOR JOISTS, BEAMS & GIRDERS.
6. STRUCTURAL AND ROOF SHEATHING TO COMPLY WITH R803.2 AND TABLE R503.2.1(1). NAILING SHALL COMPLY WITH TABLE R602.3(1).
7. FASTENING OF SHEATHING TO COMPLY WITH FASTENING SCHEDULE, TABLE R602.3(1).
8. GABLE ENDS TO BE BRACED WITH (2) 2"x4" CROSSED FROM RIDGE TO CLG. JOISTS, AND FROM BASE OF GABLE TO RIDGE. SEE SECTION.

4"x4" P.T. WD.
POST ON MTL.
POST BASE &
18"x18"x8" CONC.
FTG. (TYP.)

BUSCH

RESTORATION EXTERIORS
5312 CLEVELAND STREET
VIRGINIA BEACH, VIRGINIA 23462

CUSTOM HOME DESIGNS, INC.
PO BOX 2531
CHESAPEAKE, VIRGINIA 23321

REVISIONS

PROJECT

24-030

DATE

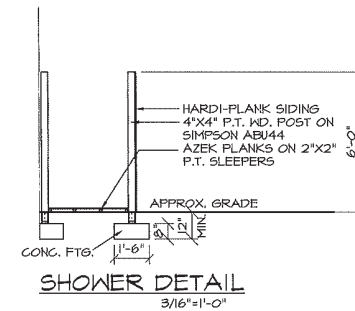
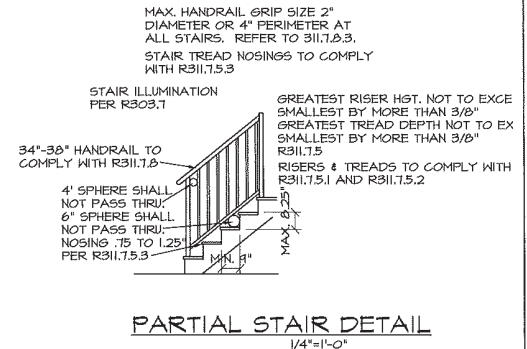
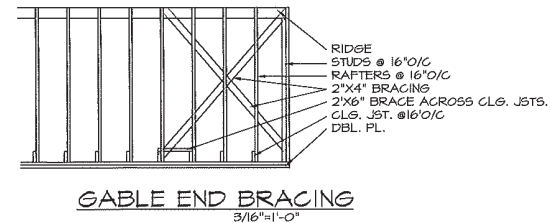
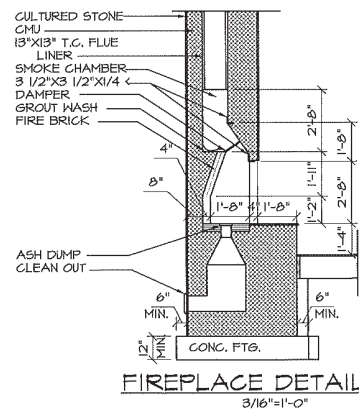
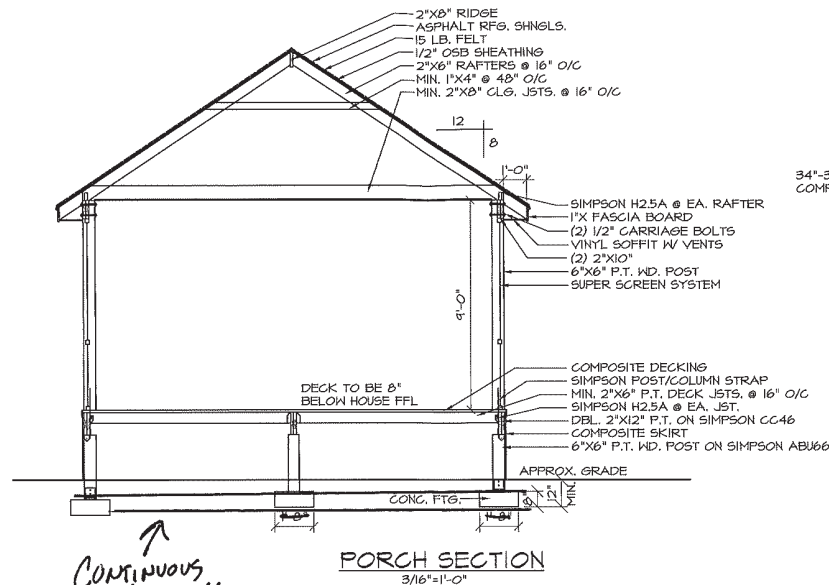
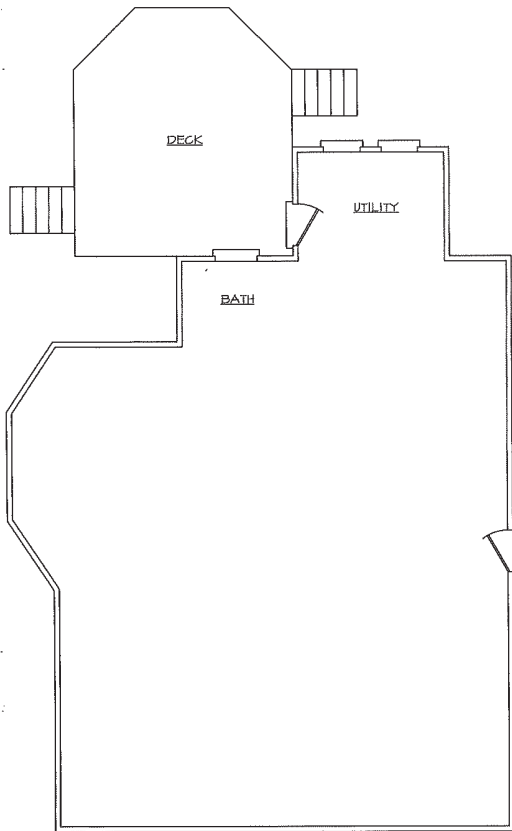
NOV 2024

SCALE

SHOWN

SHEET

1 OF 3



BUSCH

RESTORATION EXTERIORS
5215 CLEVELAND STREET
VIRGINIA BEACH, VIRGINIA 23462

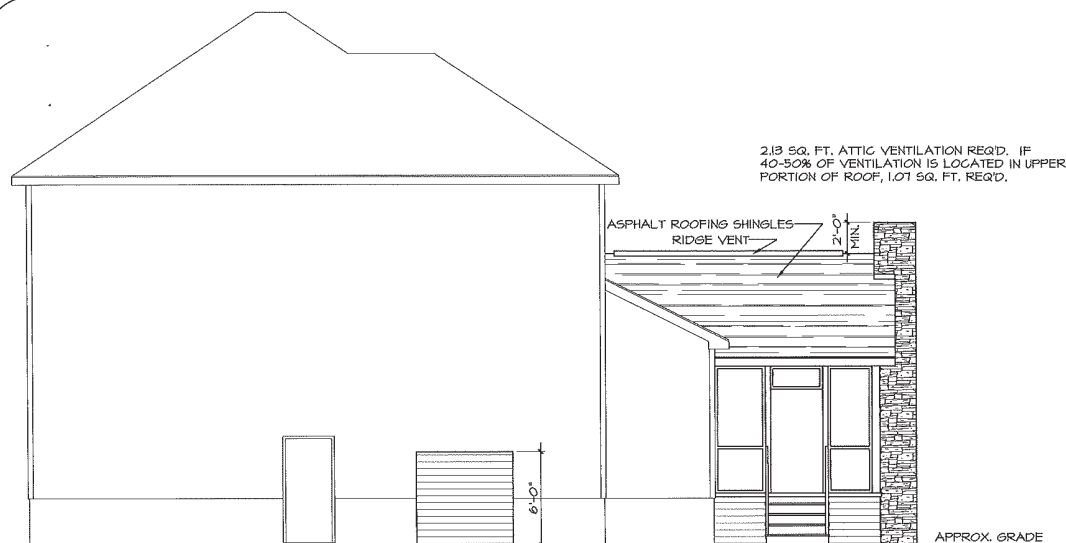
CUSTOM HOME DESIGNS, INC.
REVISED ORCA
P. 1000000000
CHESTER, VIRGINIA 23027

REVISION

PROJECT
24-030
DATE
NOV 2024
SCALE
SHOWN

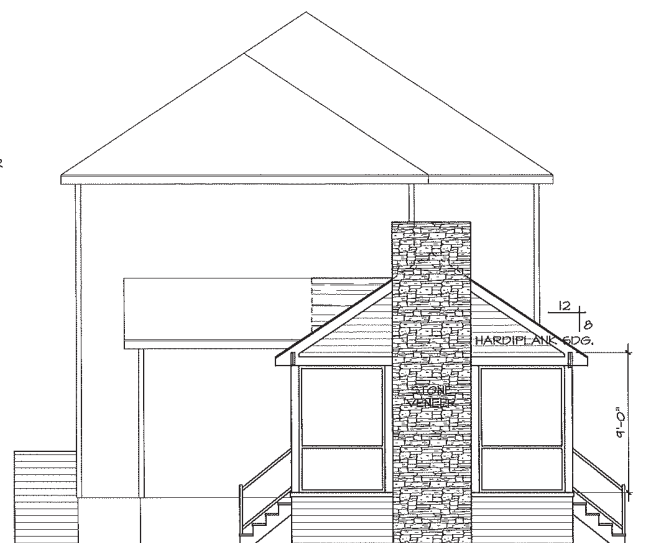
SHEET
2 OF 3

BUI/SCH



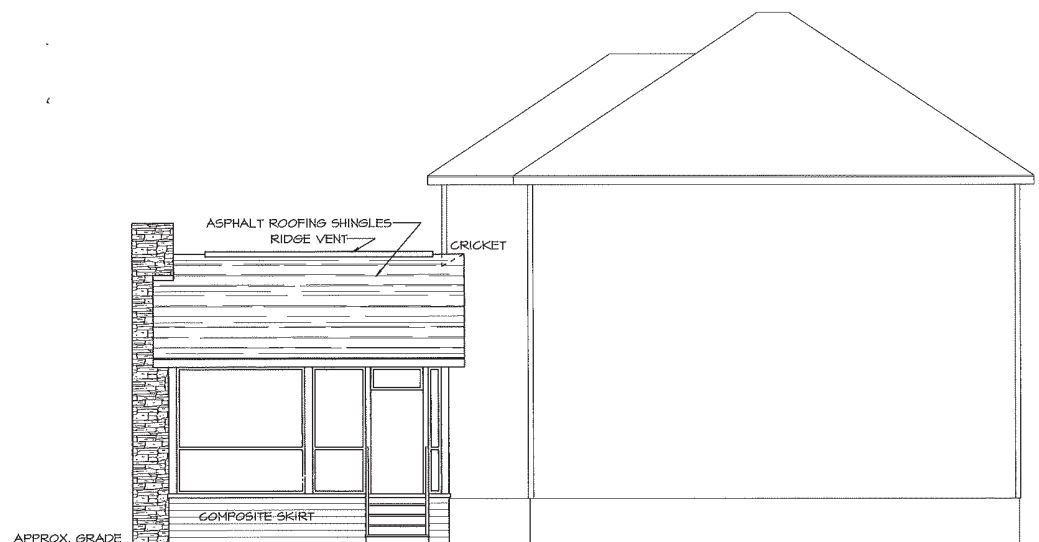
RIGHT ELEVATION

1/8"=1'-0"



REAR ELEVATION

1/8"=1'-0"



LEFT ELEVATION

1/8"=1'-0"

MINIMUM ROOF LIVE LOADS
IN POUNDS-FORCE PER SQUARE FOOT OF HORIZONTAL PROJECTION
R301.6

ROOF SLOPE TRIBUTARY LOADED AREA IN SQ. FT.
FOR ANY STRUCTURAL MEMBER

0-200 201-600 OVER 600

FLAT OR RISE LESS THAN 4° PER FT. (1:3)	20	16	12
RISE 4° PER FT. (1:3) TO LESS THAN 12° PER FT. (1:1)	16	14	12
RISE 12° PER FT. (1:1) & GREATER	12	12	12

MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS
IN POUNDS PER SQUARE FOOT
R301.5

LOCATION

UNINHABITABLE ATTIC WITHOUT STORAGE	10
UNINHABITABLE ATTIC W/ LIMITED STORAGE	20
HABITABLE ATTICS AND ATTICS SERVED WITH FIXED STAIRS	30
BALCONIES (EXTERIOR) & DECKS	40
FIRE ESCAPES	40
GUARDRAILS & HANDRAILS	200
GUARDRAIL IN-FILL COMPONENTS	50
PASSENGER VEHICLE GARAGES	50
ROOMS OTHER THAN SLEEPING ROOMS	30
SLEEPING ROOMS	40
STAIRS	40

NOTE: ALL CONSTRUCTION IS TO MEET WIND ZONE
REQUIREMENTS OF THE LOCALITY.

ALLOWABLE DEFLECTION OF STRUCTURAL MEMBERS
R301.7

STRUCTURAL MEMBER ALLOWABLE DEF.

RAFTERS HAVING SLOPES GREATER THAN 3:12 W/ FIN. CLG. NOT ATTACHED TO RAFTERS	L/180
INTERIOR WALLS & PARTITIONS	H/180
FLOORS	L/360
CEILINGS WITH BRITTLE FINISHES (INCLUDING PLASTER AND STUCCO)	L/360
CEILINGS WITH FLEXIBLE FINISHES (INCLUDING GYPSUM BOARD)	L/240
ALL OTHER STRUCTURAL MEMBERS	L/240
EXTERIOR WALLS -- WIND LOADS WITH PLASTER OR STUCCO FINISH	H/360
EXTERIOR WALLS -- WIND LOADS WITH OTHER BRITTLE FINISHES	H/240
EXTERIOR WALLS -- WIND LOADS WITH FLEXIBLE FINISHES	H/120
LINTELS SUPPORTING MASONRY VENEER WALLS	L/600

RESTORATION EXTERIORS
5213 CLEVELAND STREET
VIRGINIA BEACH, VIRGINIA 23462

CUSTOM HOME DESIGNS, INC.
PO BOX 1004
CHESAPEAKE, VIRGINIA 23021

REVISIONS

PROJECT

24-030

DATE

NOV 2024

SCALE

SHOWN

SHEET

3 OF 3



Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 05/2023

Taxes	✓ Pd RS
Violations	NA
Fee	0
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:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 603 Monroe Avenue

Tax Map #: 83A3-1-251

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Monroe Rental Property, LLC (Michele & Richard Buisch)

Mailing Address: 13924 Marbledstone Drive, Clifton, VA 20124

Phone Number: 202-365-9533

Email: RBuisch@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company: Restoration Exteriors, LLC

Mailing Address: 5213 Cleveland Street, Virginia Beach, VA 23462

Phone Number: 757-552-0914

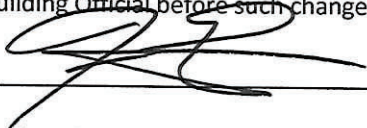
Email: Info@RestorationExteriors.com

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):
10' x 16' shed to be located in the rear of the home near the northwest corner of the property. The shed shall be set on above ground framing. The shed shall have one (1) overhead door, and a "French-door" for side access. Two (2) windows shall be installed on the shed along the 16' side, balancing the French door.

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):		Height of Main Dwelling:	
Building Area (sq. ft.): 160		Total Gross Floor Area (sq. ft.): 160	
Distance from Main Structure (ft.): roughly 30'		Building width (ft.): 16	
Building Height	Feet: 12	Stories: 1	Roof pitch: 6/12
A. Foundation	Material to be used if applicable: Ground contact pressure treated framing		
B. Roofing	Material to be used: Asphalt shingles (to match home)		
C. Siding	Material to be used: HardiePlank (to match home) OR DuraTemp (to match home)	Dimensions:	
D. Doors	Width: 6' Height: 6.8' (approximate)		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material: vinyl		
	Width: 2' (approximate)	Height: 3' (approximate)	Depth:
F. Trim	Material to be used: Hardie Trim		
	Dimensions: 5" corners / 4" windows & doors		
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).			
Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:			
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed. Applicant's signature:  _____ Date: 1/2/25 _____ Zoning Administrator's signature: _____ Date: _____ Zoning Ordinance Article VIII Section: _____			



**MONROE RENTAL PROPERTY, LLC (MICHELE & RICHARD BUISCH)
603 MONROE AVENUE, CAPE CHARLES, VA**

SCOPE OF WORK:

SHED:

The existing rear yard shed shall be removed and disposed of. A new shed, approximately 10' x 16' shall be constructed in the rear yard at a location near the existing roadway cut-out, per approval from the City of Cape Charles.

The shed shall be placed on ground level pressure treated framing to be as close to the property lines as permitted by the City of Cape Charles.

The flooring framing shall be constructed using pressure treated lumber. The walls and roof system of the shed shall be constructed using traditional "white" lumber. 3/4" tongue and groove plywood sub-flooring shall be installed. The interior wall shall be sheathed with 1/2" plywood.

Two (2) **WHITE** windows shall be installed (facing the home). The windows shall be double-hung and shall have Prairie style grilles in the upper sashes to best match those in the windows of the home.

A **WHITE** French door shall be installed. A **WHITE** entry door shall be installed.

CertainTeed Diamond Deck synthetic underlayment shall be installed. **MAX DEF PEWTER** CertainTeed Landmark Pro architectural roof shingles shall be installed. CertainTeed Swiftstart starter shingles shall be installed. CertainTeed ShadowRidge ridge cap shall be installed.

HardiePlank or DuraTemp siding shall be installed to match the color of the home.

WHITE trim shall be installed to match the color of the home.

WHITE coilstock shall be installed as fascia and rakeboard trim. **WHITE** "hidden vent" vinyl soffit shall be installed.





Get Quote

>>

Select Your Size

Size

Siding

Colors

Options

Width

8ft 10ft 12ft 14ft 16ft

☐ ☒ ☐ ☐ ☐

Length

8ft 10ft 12ft 14ft 16ft 18ft

☐ ☐ ☐ ☐ ☒ ☐

20ft 22ft 24ft

☐ ☐ ☐

Height

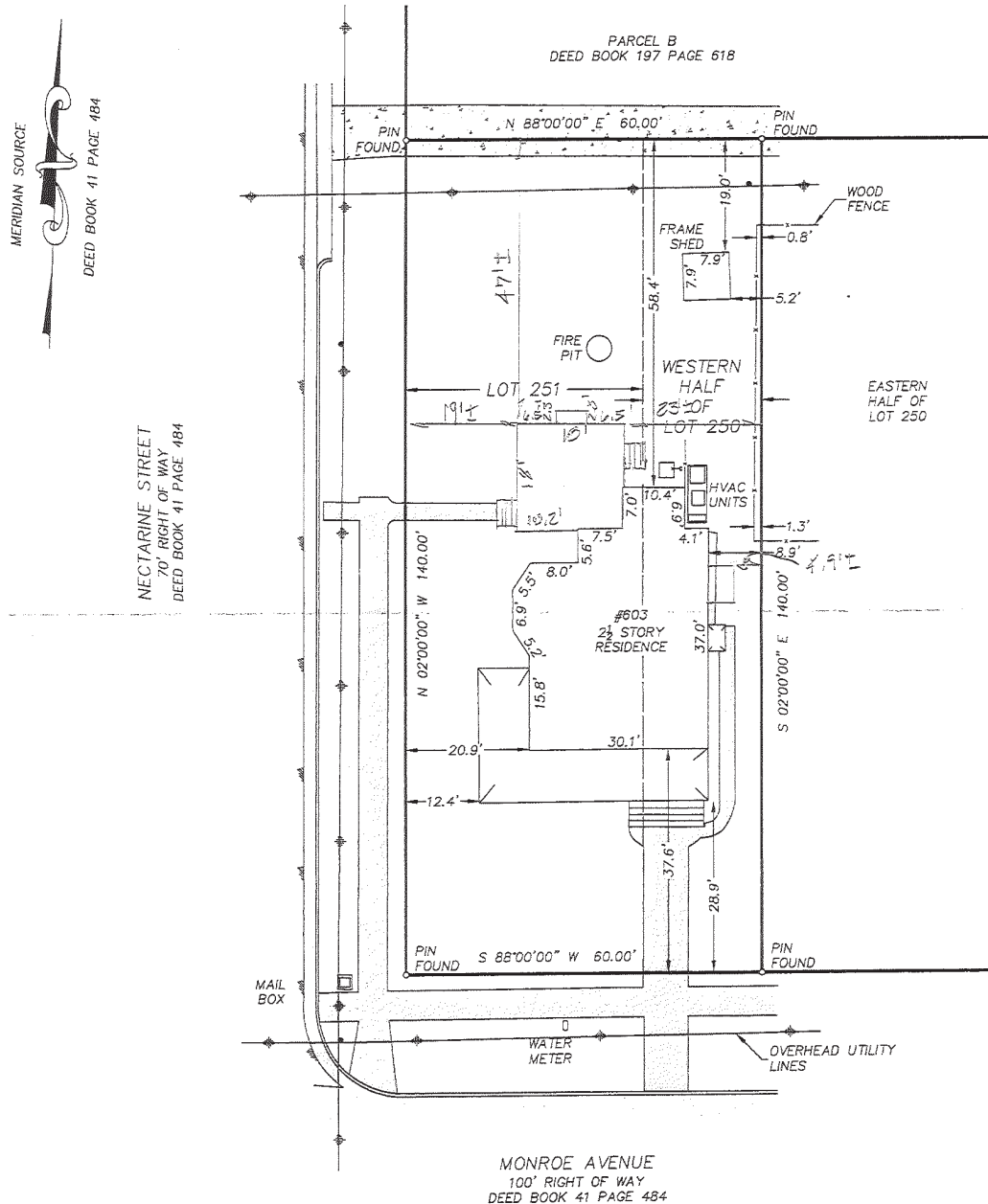
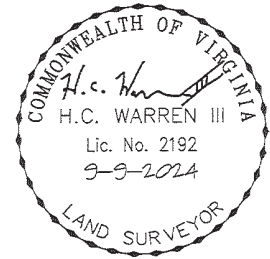
6.25ft 7.5ft

☐ ☒

This is to certify that I on September 9, 2024 surveyed the property shown on this plat, and that the title lines and the walls of the buildings are shown on this plat. The buildings stand within the title lines and there are no encroachments of other buildings on the property except as shown.

General Notes:

1. This survey is based on a subdivision plat recorded in the Clerk's Office of the Circuit Court Of Northampton County, Virginia in Deed Book 41 page 484.
2. This survey was performed without the benefit of a current title report and does not attempt to depict all title matters and easements currently affecting this property.
3. The existence of wetlands, hazardous wastes, or underground utilities was neither investigated nor confirmed during the performance of this survey.
4. By scaled map location and graphic plotting only, the property shown hereon appears to lie within flood zone "X" as shown on the National Flood Insurance Program's, Flood Insurance Rate Maps, community number 51131C, panel 0295 E, dated March 2, 2015.
5. This survey was performed for the sole and exclusive benefit of the entities listed hereon and shall not be relied upon by any other entity or individual whomsoever. No modification or reproduction of this document may be made without the written permission of Warren and Associates, PC.



PHYSICAL IMPROVEMENTS
SURVEY OF:
LOT 251
AND THE
WESTERN ONE-HALF OF LOT 250
MAP OF THE
TOWN OF "CAPE CHARLES"
NORTHAMPTON COUNTY, VIRGINIA
EXCLUSIVELY
FOR:
MONROE RENTAL PROPERTY, LLC,
A VIRGINIA LIMITED LIABILITY COMPANY

SCALE: 1" = 20'

SEPTEMBER 9, 2024

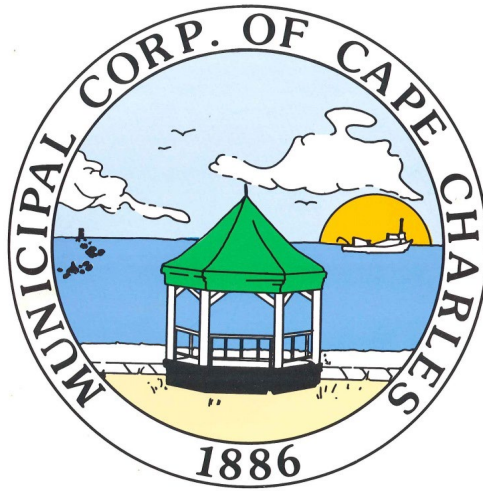
WARREN & ASSOCIATES, PC
LAND SURVEYORS

3933 Indian River Road
Virginia Beach, Virginia 23456
757-471-0572

PROJECT: CAPE CHARLES LOT 250

Agenda Item 8A

2024 Annual Report



Town of Cape Charles Historic District Review Board

2024 Annual Report

(January 1, 2024 - December 31, 2024)

Kathy Glasser
Chairwoman

Herbert Thom
Vice Chairman

2024 Historic Review Board Members

NAME	REPRESENTATION	Term Expiration	NOTES
Kathy Glaser	Member Chairwoman	1/8/2026	
Herbert Thom	Chairman Vice-Chairman	1/8/2028	
Martin Mayer	Member	1/8/2025	
Michael Strub	PC Rep	10/31/2023	Retired 2/2024
Patricia James	Member	1/8/2027	
Elizabeth Wright	PC Rep	10/31/2027	Appointed by PC 2/6/2024

2024 Staff

Katie Nunez, Director of Planning & Zoning Administrator & Subdivision Agent
Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator
Maureen Tamares-Meditz, Planning & Zoning Administrative Assistant (part-time),
(Resigned in April 2024)
Jack Steinmayer, Zoning Compliance Officer & Planning & Zoning Administrative Assistant
(hired June 2024)

I. Introduction

Section 2.2-3700 of the Code of Virginia states that all public body or bodies shall keep a full public record of its proceedings, and the Historic Area Review Board qualifies. As part of that requirement, the Historic Area Review Board will also prepare and submit a report of its activities to the governing body (Town Council) at least once a year.

The “Town Council-prepared” Annual Report is meant to provide a detailed report on the departmental staffing, ongoing education of both staff and Board members, and breakdown of the types of applications and activities occurring in the Historic District.

Additionally, the Town was designated as a Certified Local Government (CLG) Community on March 12, 2007, pursuant to the National Historic Preservation Act of 1960 and further amended in 1980. This designation establishes a partnership between the Town, the National Parks Service and the Virginia Department of Historic Resources (DHR). A requirement of this designation is for the Town to complete an annual survey or report on forms provided by DHR. The intent of this survey is to verify activity level within the Historic District, compliance of Board appointments with the minimum criteria of background/education of said Board members, continuing education compliance for Board members and staff, update on any zoning ordinance revisions or historic district guidance documents and an audit of Historic District Review Board minutes.

The CLG Annual Report was done for the time period of October 1, 2023 thru September 30, 2024 (EXHIBIT A).

II. Board and Staff Updates

A. BOARD MEMBERSHIP 2024:

Member Michael Strub retired from the Planning Commission therefore he could no longer serve as the Planning Commission representative for the Historic District Review Board. Elizabeth Wright was appointed as an alternate to the Historic District Review Board and then was appointed to the Planning Commission. Since Ms. Wright had knowledge of the Historic District Review Board, she was given the opportunity to continue serving on the board as the Planning Commission representative. At the December 19, 2024 Town Council Regular Meeting Member Herb Thom resigned from the board.

B. STAFF CHANGES 2024:

In April 2024, the Part-Time Planning & Zoning Administrative Assistant Maureen Tamares-Meditz was hired full-time in April 2024 at the Cape Charles Memorial Library. Therefore, after much consideration the decision was made to combine the Zoning Compliance Officer and the Planning & Zoning Administrative Assistant and offer a full-time position. Jack Steinmayer was the lucky candidate and became active in his role in June 2024.

III. EDUCATION

A requirement of the CLG designation is that continuing education must occur annually for both the staff and Board members that is relevant to the Historic District Overlay. To that end, the following training, education and seminars were attended as noted:

<u>Name of Class/ Training/ Seminar</u>	<u>Duration of Training</u>	<u>Provider of Training</u>	<u>DATE</u>	<u>Participants</u>
The ABCs of Historic Designation -Webinar	1.5 hours	NAPC	11/16/2023	Tracy Outten
Early 20 th Century Architecture: Looking to the Past and Future - Webinar	1.5 hours	NAPC	12/14/2023	Tracy Outten
Substitute Materials on Historic Building Exteriors - Webinar	1.5 hours	NAPC	3/21/2024	Tracy Outten Kathy Glaser Katie Nunez Herb Thom Elizabeth Wright
Housing and Historic Preservation: A Joint webinar with the Advisory Council on Historic Preservation and NAPC - Webinar	1.5 hours	NAPC	5/23/2024	Tracy Outten
ACHP's Proposed Program on Accessible, Climate – Resilient, Connected Communities	1 hour	NAPC	9/19/2024	Tracy Outten
City of Lynchburg CAMP: Meeting Procedures, Alternative Materials, Envisioning Infill Design, Community Engagement and Building Public Support	7 hours	NAPC	11/8/2024	Paticia James
City of Williamsburg CAMP: Meeting Procedure, Envisioning Infill Design, Community Engagement, Alternative Materials	8 hours	NAPC	11/15/2024	Herb Thom Elizabeth Wright

IV. MEETINGS

HISTORIC DISTRICT REVIEW BOARD MEETING 2024

	<u>2024 Attendance Record</u>											
	P = Present	A = Absent	V = Vacant									
	1/3/2024	1/16/2024	2/20/2024	3/19/2024	4/10/2024	4/16/2024	5/21/2024	6/18/2024	8/20/2024	9/17/2024	10/15/2024	11/19/2024
Kathy Glaser	P	P	P	P	P	P	P	P	P	P	P	P
Patricia James	P	A	P	P	A	P	P	P	P	A	P	P
Martin Mayer	P	P	P	A	P	A	A	P	P	A	P	P
Herb Thom	P	A	P	P	P	P	P	P	P	P	A	P
Michael Strub	P	P	-	-	-	-	-	-	-	-	-	-
Elizabeth Wright	-	-	P	P	P	P	P	A	P	P	P	P

The Historic District Review Board reviewed and reached decisions on individual property applications for some level of renovation or rehabilitation or other improvements to their property as well as application for new single-family residences on the infill lots. The types of applications received and acted upon by the HDRB are broken out below and finally followed by a summary table for the calendar year.

The last table for the calendar year is the listing of applications that could and were reviewed administratively by the Zoning Administrator.

PUBLIC HEARINGS AND DECISIONS HISTORIC DISTRICT AREA REVIEW BOARD 2024			
TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>FENCE INSTALLATION</u>	4/16/2024	114 Pine Street	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>RENOVATION, MINOR</u>	2/20/2024	616 Strawberry Street	After the Fact Approval
	3/19/2024	612 Pine Street 614 Pine Street	Approved Approved
	4/16/2024	644 Monroe Avenue 543 Mason Avenue 210 Tazewell Avenue	Approved Approved Approved
	11/19/2024	629 Tazewell Avenue	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>MODIFICATION OF APPROVED CERTIFICATE OF APPROPRIATENESS (COA)</u>	1/16/2024	623 Madison Avenue	Approved
	3/19/2024	110 Tazewell Avenue	Approved
	6/18/2024	301 Mason Avenue	Approved
	9/17/2024	10 Tazewell Avenue	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>RENOVATIONS, ADDITIONS & NEW CONSTRUCTIONS</u>	1/3/2024	215 Mason Avenue 619 Mason Avenue 603 Pine Street 110 Tazewell Avenue	Approved Approved Approved Approved
	1/16/2024	542 Monroe Avenue 224 Jefferson Avenue 212 Madison Avenue 646 Tazewell Avenue 609 Mason Avenue 509 Randolph Avenue Lot 26 on Jefferson Avenue Lot 62 on Jefferson Avenue Lot 31 on Jefferson Avenue	Approved Approved Approved Approved Approved Approved Approved Approved Approved
	2/20/2024	514 Washington Avenue 10 Tazewell Avenue	Approved Approved
	3/19/2024	535 Jefferson Avenue 122 Peach Street	Approved Approved
	4/10/2024	645 Mason Avenue	Approved
	4/16/2024	505 Harbor Avenue Lots 58B & 59B on Plum Street	Approved Approved
	5/21/2024	644 Monroe Avenue 519 Mason Avenue 102 Randolph Avenue	Approved Approved Approved
	6/18/2024	118 Fig Street 711 Tazewell Avenue 212 Randolph Avenue 607 Randolph Avenue	Approved Approved Approved Deferred
	8/20/2024	607 Randolph Avenue 7 Strawberry Street 646 Tazewell Avenue	Approved Approved Approved
	9/17/2024	542 Jefferson Avenue Lot 224 on Jefferson Avenue	Approved Approved
	10/15/2024	526 Tazewell Avenue 128 Peach Street Lot 584 on Randolph Avenue Lot 418 on Monroe Avenue	Approved Approved Approved Approved
	11/19/2024	406 Randolph Avenue 508 Harbor Avenue 602 Washington Avenue Lot 32 on Monroe Avenue Lot 420 on Tazewell Avenue	Approved Approved After the Fact Approval Approved Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
OTHER	1/3/2024	645 Mason Avenue relocating to 602 Washington Avenue	Approved
	4/10/2024	Lot X on Mason Avenue	Approved

SUMMARY of HDRB MEETINGS FOR 2024					
MEETING DATE	Fence Installation	Renovation, Minor	Modification to Approved COA	Renovations, Additions & New Construction	Other
1/3/2024	-	-	-	4	1
1/16/2024	-	-	1	9	-
2/20/2024	-	1	-	2	-
3/19/2024	-	2	1	2	-
4/10/2024	-	-	-	1	1
4/16/2024	1	3	-	2	-
5/21/2024	-	-	-	3	-
6/18/2024	-	-	1	4	-
8/20/2024	-	-	-	3	-
9/17/2024	-	-	1	2	-
10/15/2024	-	-	-	4	-
11/19/2024	-	1	-	5	-
TOTAL APPROVED	1	6	4	40	2
APPROVED AFTER THE FACT	-	1	-	1	-
DENIED	0	0	0	0	0
HDRB TOTAL APPLICATION	1	7	4	41	2
HDRB OVERALL TOTAL APPLICATION 2024	55 Applications				

ADMINISTRATIVE APPROVAL 2024		
MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
1/3/2024	540 Jefferson Avenue 549 Randolph Avenue 512 Monroe Avenue	Roof Replacement – front porch Roof Replacement Replace 2 front replacement windows
1/16/2024	Lot 134 on Madison Avenue 649 Randolph Avenue	Modification to Approved CoA for extending rear roof to cover steps Demolish existing rear deck and construct new rear deck

ADMINISTRATIVE APPROVAL 2024		
MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
2/20/2024	622 Jefferson Avenue 303 Madison Avenue 550 Madison Avenue 2 Monroe Avenue 516 Randolph Avenue	Install side and rear fence Install gutters Replace existing rear deck and outdoor shower Install rear outdoor shower Replace existing concrete walkway with brick
3/19/2024	223 Monroe Avenue	Install gutters
4/16/2024	305, 307, 309 Harbor Avenue 601 Jefferson Avenue 517 Madison Avenue 623 Madison Avenue 618 Monroe Avenue 506 Plum Street 527 Plum Street 408 Randolph Avenue 214 Washington Avenue 506 Washington Avenue 618 Washington Avenue	Roof Replacement Roof Replacement Replace existing concrete sidewalk/walkway Construct rear accessory structure Add rear door and construct rear deck Roof Replacement Modify Construction of rear accessory structure Demolish rear accessory structure and construct a new one Install rear paver walkway, rear paver patio with sitting wall Roof Replacement Demolish dilapidated non-contributing accessory structure
5/21/2024	415 Jefferson Avenue 501 Jefferson Avenue 608 Jefferson Avenue 239 Mason Avenue 615 Monroe Avenue	Install rear accessory structure Install rear outdoor shower and privacy wall Install rear fence Repaint masonry, paint trim, and replace awning covering Roof Replacement front SFD and Roof and Siding Replacement rear accessory Structure
6/18/2024	122 Peach Street 610 Pine Street 340 Randolph Avenue 408 Randolph Avenue 318 Tazewell Avenue 506 Tazewell Avenue Lots 58B & 59B on Plum Street	Remove & reconfigure rear brick patio for ZO compliance Repair front porch wood flooring, columns, and balusters Replace front porch wood railing connectors Install rear fence Replace brick front steps Roof Replacement - SFD and rear accessory structure Modification to CoA to move side door to rear and move rear window to right of SFD
8/20/2024	521 Mason Avenue 127 Peach Street 209 Randolph Avenue	Install front walkway, side wood wall, outdoor shower Roof Replacement - front porch including chimney cap Remove side window and cover opening with siding and replace one rear window with smaller window
9/17/2024	408 Jefferson Avenue 515 Monroe Avenue 501 Nectarine Street 217 Randolph Avenue 520 Randolph Avenue 649 Randolph Avenue 111 Tazewell Avenue 541 Tazewell Avenue	Replace & install rear fence and gates Roof Replacement Roof Replacement & rebuild rake eave Roof & Flooring Replacement – front porch Roof Installation – existing pergola Roof Replacement Roof Replacement Install rear accessory structure

ADMINISTRATIVE APPROVAL 2024		
MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
10/15/2024	208 Harbor Avenue 115 Randolph Avenue 509 Randolph Avenue 515 Randolph Avenue 545 Randolph Avenue	Roof Replacement – rear porch Install front step railing and repair brick steps Roof Replacement – front porch Roof Replacement – front porch Modification to CoA for rear deck
11/19/2024	539 Jefferson Avenue 518 Madison Avenue 549 & 551 Monroe Avenue 4 Randolph Avenue 515 Randolph Avenue 649 Tazewell Avenue	Roof Replacement Roof Replacement Roof Replacement Install rear accessory structure, rear outdoor shower, fence Roof Replacement – house Construct one dormer on each rear side
	504 Bay Avenue 627 Jefferson Avenue 214 Washington Avenue	Roof Replacement Roof and Siding Replacement Install Pergola on existing Patio
TOTAL APPROVED = 59		

Certified Local Government Program – 2023-2024 Annual Report

State Annual Report for Fiscal Year 2023-2024

The information gathered using this form will be a valuable tool for tracking the accomplishments of localities participating in the CLG program. Please take the time to complete the form and return it to me by email by January 31, 2025. Thank you for taking the time to complete the annual report and please make sure you complete section 10 so that we may continue to streamline and improve the CLG program to better serve your needs.

Once you have completed the document, please save the completed form and email as an attachment to **aubrey.vonlindern@dhv.virginia.gov**. You can also convert it to a PDF and send as an email attachment.

Locality Name: Town of Cape Charles

Contact Person: Katie Nunez

Telephone: (757) 331-3259

Email: planner@capecharles.org

Report Prepared by: Tracy Outten

LOCAL REVIEW BOARD ACTIVITIES

1. In the Fiscal Year, how many review board meetings were held? 13

Please attach a copy of all ARB bylaws and procedures, if they are new or have been revised during the fiscal year.

2. In the fiscal year, how many applications for a Certificate of Appropriateness were:

Reviewed by the local review board	57
Approved by the local review board	56
Denied by the local review board	1
Appealed by the applicant or another party	1

On appeal, how many board decisions were:

Upheld	1
Overturned	0

<i>Approved Administratively</i>	53
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Please attach a copy of at least one set of minutes for a meeting of the review board at which an application for a certificate of appropriateness was discussed.

Certified Local Government Program – 2023-2024 Annual Report

(Reporting period is from October 1, 2023 through September 30, 2024)

3. Survey/Inventory/Designation Activities:

Please indicate whether or not you have an ongoing survey program and enter the number of historic properties surveyed during the fiscal year:

Do you have a survey and inventory program? *No*

Number of resources added to the local government's survey inventory in 2023-2024? *None*

Did your local government have a local register program, which may include Virginia Landmarks Register and/or National Register of Historic Places listing and/or eligibility for listing? *No*

Number of locally designated historic properties. *0*

Number of applicants assisted through a local historic preservation grant or loan. *0*

Number of applicants assisted through a local historic preservation grant or loan. *0*

Did your community have a local government-funded grants/loan program that could be used to acquire or help to acquire historic properties in whole or in part through purchase, donation, or other means? ☐ Yes ☒ No

Number of historic properties acquired through purchase, donation or other means. *None*

Were there any additional or new cultural resource surveys done or additions to existing boundaries of existing historic districts completed during this reporting period? ☐ Yes ☒ No

Does this inventory/survey include information on each structure or site within each district? ☐ Yes ☒ No

If a district was locally designated, please attach a map of the district.

4. Section 106 of the National Historic Preservation Act.

Were there any resources reviewed through Section 106. ☐ Yes ☒ No

What is the role of the staff and commission in providing input to Section 106 documents prepared for, or by; the local government Type Here

What, if any, comment on Section 106 reviews of federal projects occurred within the locality in 2023-24? (eg. number, federal agency involved, etc): Type Here

Certified Local Government Program – 2023-2024 Annual Report

(Reporting period is from October 1, 2023 through September 30, 2024)

5. Does the locality have or has there been any new archaeology ordinances implemented during the 2023-24 fiscal year?

☐ Yes

☒ No

If so, please include a copy of these ordinances.

6. Were there any amendments or alterations in the fiscal year to your:

Local historic District legislation/ordinance during the report period

☐ Yes

☒ No

Design review guidelines

☐ Yes

☒ No

If yes, please attach a copy of the revised legislation/ordinance or design review guidelines and provide a brief explanation of the reasons for the amendment(s) and/or alteration(s).

If changes to design review guidelines were made during the last year, please include a copy of the ARB meeting minutes where those changes were discussed.

7. National Register Nominations:

Were any proposed National Register nominations considered by your review board during the 2022-23 fiscal year?

☐ Yes

☒ No

If yes, please attach a copy of the minutes of the meeting at which a proposed nomination was considered by the board. If not included in the minutes, please attach an explanation of the board's decision.

8. Members of the Local Review Board

Were there any training/orientation programs offered to review board members during the fiscal year?

☒ Yes

☐ No

Did any members of the review board attend training workshops presented by DHR?

☐ Yes

☒ No

Certified Local Government Program – 2023-2024 Annual Report

(Reporting period is from October 1, 2023 through September 30, 2024)

Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Herbert Thom	Contractor	9/26/2019	1/8/2028	Herbthom.hdrb@capecharles.org
Martin Mayer	Research Scientist/Professor	11/18/2020	1/8/2025	martinmayer@capecharles.org
Kathy Glaser	RN, FNP, MPH	2/23/2021	1/8/2026	Kathyglaser.hdrb@capecharles.org
Patricia James	Special Agent FBI (Retired)	8/31/2023	1/8/2027	Patriciajames.hdrb@capecharles.org
Elizabeth Wright	Planning Commission Representative – appointed 2/6/2024	8/31/2023	10/31/2027	commissionerwright@capecharles.org
Michael Strub	Planning Commission Representative – Retired	2/20/2020	10/31/2023 – TERM ENDED	commissionerstrub@capecharles.org

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have not been met and how professional expertise is otherwise being provided. We are a small community and have a select amount of people interested in being on Town Boards and Commissions.
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled?
Type Here

Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement that commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Tracy Outten	The ABCs of Historic Designation - Webinar	1.5	NAPC	11/16/23
Tracy Outten	Early 20 th Century Architecture: Looking to the Past and Future - Webinar	1.5	NAPC	12/14/23
Tracy Outten Kathy Glaser Herbert Thom Elizabeth Wright	Substitute Materials on Historic Building Exteriors - Webinar	1.5	NAPC	3/21/24

Certified Local Government Program – 2023-2024 Annual Report

(Reporting period is from October 1, 2023 through September 30, 2024)

Tracy Outten	Housing and Historic Preservation: A Joint Webinar with the Advisory Council on Historic Preservation and NAPC	1.5	NAPC	5/23/24
Tracy Outten	ACHP's Proposed Program on Accessible, Climate – Resilient, Connected Communities	1	NAPC	9/19/24

9. Public Education and Outreach

List briefly and describe any public outreach, training, publications, etc. conducted or created by the locality.

Project	Description
NA	

10. Additional Information/Questionnaire

- What are the most critical preservation planning issues? *Getting homeowners and contractors to read the materials provided to submit complete applications.*
- What is the single accomplishment of your local government this year that has done the most to further preservation in your community? *Charging a fee for Working Without an Approved and active Certificate of Appropriateness or After the Fact Permit Fee to deter homeowners and contractors from not following the Town Ordinances and Guidelines; and following the updated Historic District Overlay Design Guidelines.*
- What recognition are you providing for successful preservation projects or program? *The department has started reporting the renovations in progress on the Weekly Report which is posted to the Town website therefore, the citizens go by a express their gratitude to the owner or contractor for working on the eyesore.*
- How did you meet or not meet the goals identified in your annual report for last year? *We have charged fees to homeowners for working without permits and for the most part it has discouraged homeowners and contractors from working without permits from the town departments. Therefore, more homeowners and contractors are following the correct process.*

Certified Local Government Program – 2023-2024 Annual Report

(Reporting period is from October 1, 2023 through September 30, 2024)

- E. What are your local preservation goals for 2024? *Continue to work on contacting homeowners that are letting their home deteriorate to avoid demolitions.*
- F. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from DHR? *Webinars for board members, templates for community outreach*
- G. In what subject areas would you like to see training provided by DHR? How would you like to see the training delivered (workshops, online, technical assistance bulletins, etc)? *Workshop or Webinar on how the board members should conduct themselves in a meeting.*

Training Needed or Desired	Desired Delivery Format
Board training on how to conduct yourself during a meeting; making motions, and using the materials provided i.e. staff reports, application packets and guidelines	Workshop or Webinar

- H. Would you be willing to host a training workshop in cooperation with DHR?
☒ Yes ☐ No
- I. Did you apply for a CLG grant during the reporting period? ☐ Yes ☒ No
- J. What prevented you from applying? *Staff did not have anything planned that needed funding.*
- K. Is there anything else you would like to share with DHR? *More resources online would be helpful.*

Thank You!

Email to aubrey.vonlindern@dhr.virginia.gov



HISTORIC DISTRICT REVIEW BOARD

**Special Meeting
Cape Charles Civic Center
January 16, 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, Martin Mayer, and Michael Strub. Patricia James and Herb Thom were not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were four members of the public in attendance and fifteen 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 comments to be heard.

CONSENT AGENDA:

Motion made by Chairwoman Glaser, seconded by Member Strub, to approve the agenda format as presented. The motion was approved by unanimous vote.

Motion made by Member Strub, seconded by Member Mayer, to approve the minutes as written from December 19, 2023 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There were no applications filed.

NEW BUSINESS:

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

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

- 1. *623 Madison Avenue: Tyler and Corinne Maulsby represented by QS, LLC – to change: front and rear door style, lattice skirting from diagonal to square, front porch window and door trim style; and add one window on front of the single-family dwelling.***

Ms. Outten presented the staff report, and reminded the Board that this was a new home seeking to modify the previously approved application.

Motion made by Member Strub, seconded by Member Mayer, to approve the application for a Modification to an Approved and Active Certificate of Appropriateness at 623 Madison Avenue on an application filed by QS, LLC on behalf of Tyler and Corinne Maulsby to change the style of the following: (1) Doors: Front – fiberglass 4-lite/2-panel no transom and Rear – fiberglass 2-lite/2-panel no transom, (2) Skirting: square, (3) Trim: Ram's head; and to add a window to the front gable of the single-family dwelling unit per the Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings; as stated in the application dated 11/28/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

Staff would like to have a discussion with the HDRB regarding how to handle the review of whole house window replacement. Member Mayer suggested waiting until all board members were in attendance.

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

1. *542 Monroe Avenue: Kathleen McGuigan and Steve McGowan – to replace twenty-one existing 1/1 vinyl windows with new 1/1 Fibrex windows on the two-story single-family dwelling.*

Ms. Outten presented the staff report in detail.

Steve McGowan, the applicant, was available to answer any questions by phone.

The board discussion and questions were as follows: (i) Member Strub asked what fibrex was. Mr. McGowan answered 40% wood composite and added that it was better than the vinyl windows currently on the home. (2) Chairwoman Glaser asked if the third-floor arch windows would be replaced. Mr. McGowan said no unless that was what the board wanted. Ms. Outten reminded the board that an approved Certificate of Appropriateness was only valid for six months; adding that this was discussed with the applicant prior to the meeting. and (3) Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 542 Monroe Avenue on an application filed by Kathleen McGuigan and Steve McGowan to replace twenty-one existing vinyl 1/1 windows with new Fibrex 1/1 windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.5.1 – Openings and Associated Features – Windows, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.5.1 – Windows, and Pages 7-4 to 7-7 – Alternative Materials; as stated in the application dated 11/14/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *224 Jefferson Avenue: Brian Pavlik – to replace twenty-three existing 1/1 vinyl windows with 1/1 vinyl windows on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Brian Pavlik could not be reached for questions.

Chairwoman Glaser wanted to know which window was being utilized for replacement.

Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Mayer, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 224 Jefferson Avenue on an application filed by Brian Pavlik to replace twenty-three existing vinyl 1/1 double-hung windows with new vinyl 1/1 double-hung windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.5.1 – Openings and Associated Features – Windows, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.5.1 – Windows, and Pages 7-4 to 7-7 – Alternative Materials; as stated in the application dated 11/21/2023; with the condition that the replacement windows meet all guidelines; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *212 Madison Avenue: Ronald and Deborah Klar – to replace twenty-one existing 6/1 wood windows with either 6/1 vinyl or 6/1 Fibrex Clad windows on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Ronald Klar, applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Member Strub would like to know the mitigating circumstances for the board to consider replacing wood windows with vinyl windows instead of replacing wood windows with an in-kind replacement. Mr. Klar explained that about twenty-five years ago some of the windows were replaced with aluminum framed windows, and currently most of the windows do not open or close. Mr. Klar added that a contractor had not been found that indicated the windows could be repaired or replaced. The proposed project would duplicate the glazing and appearance of the existing windows without the storm windows along with making them functional and safe. Member Strub asked what material was being proposed; undecided. (ii) Chairwoman Glaser wanted the applicant to choose a material for the board to vote on or added that they could recommend the material in the motion. (iii) Chairwoman Glaser confirmed that the wood windows in the attic and third floor were not being replaced. (iv) Member Mayer requested for clarification on how to use the alternative materials section of the CCHDODG and vinyl should even be considered as a replacement material. Ms. Outten read CCHDODG Section 7.1 and 7.2 and explained that the Flowchart should be used to decide if an alternative material could be considered. (v) Member Mayer thought CCHDODG Section 5-1 would be more appropriate for the review of this application since not all windows were being replaced and whether the ones that were could be salvaged. He added that the replacement was matching the size and shape. The issue that needed to be resolved was whether the proposed material was acceptable under the guidelines. (vi) Mr. Klar referenced a recent application that allowed the replacement of seventeen wood windows to vinyl windows at 520 Monroe Avenue. (vii) Member Mayer did not think enough documentation had been provided to prove that the windows were unrepairable. After much discussion and review, the board decided to take what the applicant stated into consideration and pictures provided and concluded that wood composite would be an acceptable material for this application. (viii) Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Strub, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 212 Madison Avenue on an application filed by Ronald M. and Deborah G. Klar to replace twenty-one existing wood 6/1 double-hung windows with new wood composite material 6/1 double-hung windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.5.1 – Openings and Associated Features – Windows, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.5.1 – Windows, and Pages 7-4 to 7-7 – Alternative Materials; as stated in the application dated 12/5/2023; and per all zoning ordinance requirements. The Cape Charles Historic District Overlay Design Guidelines Chapter 7 supports the Board’s review and decision of the material choices proposed in comparison to the existing condition of the wood window criteria for an alternative material consideration. The motion was approved by unanimous vote.

4. *646 Tazewell Avenue: Susan and Bob Eidam – to replace all existing wood windows with new wood windows, existing wood door with new wood door, and existing siding and trim as necessary on the two-story single-family dwelling.*
Ms. Outten presented the staff report.

Susan Eidam, applicant, was available to answer questions.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 646 Tazewell Avenue on an application filed by Susan and Bob Eidam to replace all existing wood windows with new wood windows of the same configuration, to replace the existing wood door with a new wood door of a different design, and to replace or repair the existing siding and trim as necessary on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, Section 4.5 – Openings and Associated Features – Windows & Doors, Section 5.4.1 – Wood Siding & Trim, Section 5.4.1 (2)(c) – Minimum Standard – Windowsill and Window Casing or Trim, Section 5.5.1 – Windows, and Section 5.5.2 – Doors; as stated in the application dated 12/5/2023; and per all zoning ordinance requirements. The Cape Charles Historic District Overlay Design Guidelines Chapter 7 supports the Board’s review and decision of the material choices proposed in comparison to the existing condition of the wood window criteria for an alternative material consideration. The motion was approved by unanimous vote.

5. *609 Mason Avenue: Edward and Bonita DeAngelis represented by Angelo Collins, Jr. – to replace the existing front metal door with a fiberglass door, vinyl siding with Hardie Plank, and coil wrapped trim board with Hardie Board on the single-family dwelling.*
Ms. Outten read the staff report.

Angelo Collins, Jr., applicant representative, was available to answer questions by phone.

Chairwoman Glaser asked if there were different doors proposed. Mr. Collins had not decided on which style. Chairwoman Glaser informed him a decision would need to be made. Mr. Collins indicated the door with square half-lite and two panels was the choice.

Motion made by Chairwoman Glaser, seconded by Member Mayer, to approve the application for a Certificate of Appropriateness at 609 Mason Avenue on an application filed by Angelo Collins, Jr. on behalf of Edward and Bonita DeAngelis to replace the existing front metal door with new fiberglass half door light with decorative glass and two panels, to replace the existing vinyl siding with new Hardie siding, and to replace the existing coil wrapped trim with new Hardie trim on the single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.5 – Openings and Associated Features – Windows & Doors, Section 5.4.1 – Wood Siding & Trim, Section 5.5.2 – Doors, and Section 7.2 – Flowchart for Consideration of Historic Material Replacement; as stated in the application dated 11/20/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

6. *509 Randolph Avenue: Cape Charles Baptist Church, Trustees represented by Russell Goodrich – to replace second floor windows, front porch wood flooring and components with composite material, and wood trim on the two-story single-family dwelling unit.*
Ms. Outten read the staff report.

Pastor Russell Goodrich, applicant representative, was available to answer questions.

(BOARD DISCUSSION AND MOTION ON PAGE 5)

The board discussion and questions were as follows: (i) Member Strub asked if the second-floor windows and front porch balusters would be replaced with vinyl. Mr. Goodrich answered yes that an exact replica of the existing balustrade has been found in a composite material and the height of the rail was about three feet. Ms. Outten reminded the board that vinyl has been approved as an alternative material choice. Mr. Goodrich explained that the lower floor windows were previously replaced but the second story was not done so the house has a hodge-podge of window materials. (ii) Member Mayer felt this application was like one approved on January 3, 2024 as well as earlier this evening. Mr. Mayer confirmed that the porch roof would be a tongue and groove replacement. and (iii) Member Mayer informed the applicant that Section 5.4.1 (2)(c) of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) for the minimum standard for the windowsill must be followed.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at 509 Randolph Avenue on an application filed by Russell Goodrich on behalf of Cape Charles Baptist Church, Trustees to Replace the following: (i) existing front tongue and groove wood porch flooring with new tongue and groove trex composite decking, (ii) existing front porch wood balustrades and wood columns with new composite balustrades and columns of the same design, (iii) existing wood ceiling with new tongue and groove vinyl ceiling, (iv) existing wood trim with vinyl trim where needed; (v) second floor 2/2 windows with new 2/2 vinyl windows, and (v) existing vinyl scalloped siding with new vinyl scalloped siding per Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim & Porches, Section 4.5 – Openings & Associated Features – Windows, Doors & Storefronts, Section 5.2 – Roofs, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys – Guidelines for Masonry, Section 5.4.1 – Wood Siding & Trim, Section 5.4.2 – Porches, Section 5.5.1 – Windows, Section 5.5.2 – Doors, and Section 7.2 – Flowchart for Consideration of Historic Material Replacement; as stated in the application dated 11/28/2023 and with the following conditions: (1) the new front porch flooring must be placed to match existing orientation per Cape Charles Historic District Overlay Design Guidelines Section 5.4.2 Steps and Flooring 2, and (2) the minimum standard for window sill and window casing or trim per Cape Charles Historic District Overlay Design Guidelines Section 5.4.(2)(c); and per all zoning ordinance requirements. The motion was approved by unanimous vote.

7. *Tax Map #83A1-1-26 Jefferson Avenue: Chris and Stephanie Finocchio represented by QS, LLC – to construct a new 1,071 square feet two-story single-family residence; patio; outdoor shower; and driveway.* Ms. Outten read the staff report.

Sean Ingram, the contractor, was available to answer questions.

Member Strub asked if the chimney was going to be vinyl material. Mr. Ingram said no, Hardie material and it would be used for the gas fireplace.

Motion made by Member Strub, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-26 on Jefferson Avenue on an application filed by QS, LLC on behalf of Chris and Stephanie Finocchio to construct a new 1,071 square feet two-story single-family dwelling with a 147 square feet front porch, a 16 square feet rear deck, an outdoor rear shower, a paver patio, and a crushed shell or gravel driveway per 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 dated 10/30/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

8. *Map #83A1-1-62 Jefferson Avenue: Greg and Emily Oliff represented by QS, LLC – to construct a new 1,075 square feet two-story single-family residence; outdoor shower; and driveway.*
Ms. Outten read the staff report.

Sean Ingram, the contractor, was available to answer questions.

Motion made by Member Mayer, seconded by Member Strub, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-62 on Jefferson Avenue on an application filed by QS, LLC on behalf of Greg and Emily Oliff to construct a new 1,075 square feet two-story single-family dwelling with a 150 square feet front porch, a 250 square feet rear deck, an outdoor rear shower, and a stone or gravel driveway per 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 dated 10/30/2023; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

9. *Map #83A1-1-31 Jefferson Avenue: Patricia Arndt dba Wilmington Lots, LLC – to construct a new 820 square feet two-story single-family residence; walkway; patio; outdoor shower; driveway and a new 820 square feet two-story accessory structure with an outdoor shower.*

Ms. Outten gave the staff report and informed the board that there have been amendments made to the accessory structure application pertaining to the steps for the accessory dwelling unit. The staircase has been relocated to the outside of the structure. Ms. Nunez added that this would help with making the accessory structure look different from the house and bring it into compliance with the zoning requirements as the garage cannot be used for living space. An updated site plan has been provided to our office to reflect the staircase relocation and sidewalk.

Patricia Arndt, applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked for more details on the aluminum balusters. Ms. Arndt answered that it was wood with aluminum. After some discussion, the board was reminded that this application was for construction of a new home. and (ii) Member Mayer confirmed the siding would be LP Smart wood composite board and batten.

Motion made by Chairwoman Glaser, seconded by Member Mayer, to approve the application as amended for a Certificate of Appropriateness at Tax Map #83A1-1-31 on Jefferson Avenue on an application filed by Patricia Arndt dba Wilmington Lots LLC to construct a new 828 square feet two-story single-family dwelling with a 120 square feet front porch, a 256 square feet rear patio, an outdoor rear shower, and a shell driveway; to construct a new 404 square feet two-story accessory dwelling structure and an outdoor shower per Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 6.3 – New Accessory Structures/ADUs Associated with New Construction, 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 applications dated 11/14/2023 and as amended on 1/16/2024 with the staircase located on the outside of the accessory structure; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other:*

There were no applications filed.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: None (ii) Other: Tax Map #83A1-1-134 on Madison Avenue, 649 Randolph Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

ANNOUNCEMENTS:

There were no announcements.

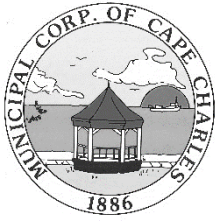
Hearing no objection, Chairwoman Glaser adjourned the January 16, 2024 Historic District Review Board Regular Meeting at 6:36 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

Agenda Item 8B

Monthly Report



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: February 18, 2025

Item #8B– Report from Zoning Administrator Katie Nunez

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

Date: February 5, 2025

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 535 Monroe Avenue – repair and/or replace one wood window sill and trim, pursuant to CCZO Section 8.17 (B)
- b. 332 Randolph Avenue – removing, repairing, and replacing a few pieces of siding and gutters, pursuant to CCZO Section 8.17 (I)

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

3) NOTICES OF VIOLATIONS ISSUED ON BEHALF OF THE HDRB:

- a. 509 Madison Avenue: A Stop Work Order was issued on February 3, 2025 with a Notice of Violation issued on February 7, 2025 for constructing an accessory structure without receiving the required zoning clearance and HDRB approval through a Certificate of Appropriateness.