

**Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
March 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. **Public Comment**
4. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of minutes
 - (1) February 18, 2024 Historic District Review Board Regular Meeting
5. **Unfinished Business:** None
6. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None
 - C. **RENOVATION, MINOR:** None
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 1 Monroe Avenue: Ian C. Markley – to stain the existing brick on the single-family dwelling and to install: a fence, a pergola, a hot tub with screening.
 - (2) 208 Bay Avenue: Brian and Colleen Marden represented by Coastal Craftsman Builders, LLC – to replace the front porch flooring and to construct: a rear screened in porch and an accessory structure; to install: two outdoor showers, a pathway, a parking pad, and a fence.
 - (3) 509 Harbor Avenue: Lou Ellen Blackwelder represented by QS LLC – to construct a rear addition to the single-family dwelling.
 - (4) 509 Madison Avenue: Joseph Dudek – **After the Fact** to complete construction of a rear accessory structure
 - E. **OTHER:**
 - (1) Tax Map #83A3-4-X: Municipal Corporation of Cape Charles represented by Cape Charles Main Street – to install a clock in the Strawberry Plaza.
7. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**

Agenda Item 4B (1)

Minutes



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
February 18, 2025
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were, Patricia James, Ken Monarch, and Elizabeth Wright. Joan Cooper came in after the roll call. 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 were no members of the public in attendance and fourteen 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. Appointing representative to Harbor Area Review Board.

Motion made by Member James, seconded by Vice-Chairwoman Wright, to accept Member James as the Harbor Area Review Board representative. 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 Chair Glaser, to approve the agenda as presented and the minutes from the January 21, 2025 Historic District Review Board Regular Meeting and the minutes from the January 31, 2025 Historic District Review Board Special Meeting as written. The motion was approved by a unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. Certificate of Appropriateness to Install a Fence:

- 1. 133 Mason Avenue: Front Street Pub, LLC – to install a 6' fence to screen the above ground propane tanks.*
Ms. Outten read the staff report and explained that this property has been approved for a Conditional Use Permit (CUP) by the Town Council on February 6, 2025 to install the non-conforming fence within the Commercial-1 (C-1) District to screen the propane tanks that were necessary for the operation of the business.

Member James asked why the HDRB was just now seeing this application. Ms. Outten explained that the applicant had to first obtain a CUP for the installation of six feet (6') in height fence to comply with zoning before, the HDRB could review the fence's design, style, and material type. Ms. Outten said there were two public hearings conducted by the Planning Commission and the Town Council. Ms. Nunez confirmed the process as there were still questions from Ms. James about the HDRB not reviewing until tonight. Ms. Nunez informed the board that a zoning determination comes first before the application was reviewed by the HDRB.

Since the applicant, Jon Dempster, was not available to answer questions at the beginning of the application review time, Ms. Outten and Ms. Nunez tried to assist the board with many questions about the ornamental top, gate material, gate opening clearance, and if the existing awning would be impacted.

After Ms. Nunez was able to contact Mr. Dempster, he arrived at 5:30 p.m. The board discussion and questions were as followed: (i) Chairwoman Glaser asked if the brick would match the existing building. Mr. Dempster thought that the fence would be constructed out of block, covered with brick Thinsulate with a concrete ornamental top matching the existing columns on all edges of the fence. (ii) The board wanted to know the size and material of the proposed gate. Mr. Dempster would like to use vinyl but was informed that vinyl was no longer a suitable material per the guidelines. He agreed to install a wrought iron gate three feet (3') in width that complemented the existing entrance gate for the adjacent property. Also, it was confirmed that opening the gate would not impede the accessibility of the handicapped door. (iii) Mr. Dempster said the awning would not be impacted by the fence.

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at 133 Mason Avenue on an application filed by Front Street Pub, LLC represented by Jon Dempster, to install a six feet (6') in height brick fence with ornamental to screen the propane tanks needed to operate the business per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, & Associated Architectural Styles: Richardson Romanesque, and Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 2/7/2025 with the designated conditions that the brick used for the wall and wrought iron will complement the existing brick and adjacent property's entrance gate; and per all zoning requirements. The motion was approved by a unanimous vote.

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. *603 Monroe Avenue: Monroe Rental Property, LLC represented by Restoration Exteriors, LLC – to renovate the front porch, doors, construct a rear addition, and install an outdoor shower on the two-story single-family dwelling; and to install a rear accessory structure and fence.*

Ms. Outten read the proposed renovations and additions but thought since this application had many elements it would be best to review each item separately.

Jason Gioffre, applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Roof replacement: The metal porch roof and the main house shingle roof with a new metal roof and a new shingle roof followed the guidelines. (ii) Member James asked if the doors were appropriate for the Queen Anne period. Mr. Gioffre said the proposed doors matched the existing window pattern. (iii) The front porch replacements for the floor, columns, beams, and installation of two ceiling fans were within the guidelines. (iv) The board did not have any questions about replacing the existing vinyl siding with new hardieplank siding. (v) Mr. Gioffre mentioned that the homeowners would like to replace the shutters. The board informed him that the new shutters needed to follow the Historic Overlay Design Guidelines Section 5.5.1 pages 5-21 and 5-22. (vi) Rear Porch: Mr. Gioffre explained the new porch would be eighteen feet (18') wide and seventeen feet (17') deep with an Echo Ridge dressed fieldstone. After much discussion on whether the new chimney would be in keeping with the historic nature of the house, it was mentioned that new additions needed to be complementary to the existing house and appear as new. (vii) Chairwoman Glaser explained that although the material choices were of good quality, the side enclosed outdoor shower still needed some type of screening to block from public view from the street. Mr. Gioffre confirmed that an appropriate landscape screening would be planted. He also added that the access door that the shower would be blocking was obsolete. and (viii) Mr. Gioffre said that the accessory structure would be a shed with hardie siding and a shingle roof to match the house. He informed the board that the homeowners would like to increase the size of the accessory structure.

Ms. Outten said the board could still review the details of this accessory structure since the increase in size did not change there review. She informed the applicant that another application would need to be submitted and reviewed for zoning compliance.

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at 603 Monroe Avenue on an application filed by Restoration Exterior, LLC on behalf of Monroe Rental Property, LLC, to (1) replace: (i) the existing metal porch roof with a new metal porch roof, (ii) the existing shingle roof with a new shingle roof, (iii) existing side and rear wood door with a new composite door with prairie grids, (iv) front porch: (a) wood flooring with new pine tongue and groove flooring, (b) existing round wood columns with new fiberglass Perma cast round tapered columns, (c) existing clad beams with new Azek beams, and (d) install two ceiling fans; and (v) existing vinyl siding with new HardiePlank siding on the two-and-a half story single-family dwelling; (2) remove the existing 18' x 17' rear deck and construct a new 18' x 17' rear screened in porch with a fireplace; (3) install: (i) a 4' x 6' enclosed outdoor shower on the side of the house; (ii) a 10' x 14' paver patio, and (iii) a privacy wall between the paver area and the HVAC units; and (4) removing the existing rear accessory structure and construct a new 12' x 16' accessory structure 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 4.2 – Roofs, 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 – 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 Primary 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, and Section 9.4 - Appurtenances; as stated in the application dated 1/02/2025 with the following designated conditions: (1) the side enclosed outdoor shower must be screened from public view with appropriate landscaping and (2) shutters must be installed per the guidelines Section 5.5.1, pages 5-21 and 5-22; 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. 2024 Annual Report

Ms. Nunez said this report shows that this board was one of the hardest working boards for the town.

Motion made by Member James, seconded by Chairwoman Glaser, to approve the 2024 Annual Report. The motion was approved by a unanimous vote.

B. Report from Zoning Administrator Katie Nunez

Ms. Nunez updated the board on (1) Administrative Approvals as follows: None; (ii) Other: 535 Monroe Avenue; 332 Randolph Avenue. (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None. and (3) Notices of Violations Issued on Behalf of the HDRB: 509 Madison Avenue

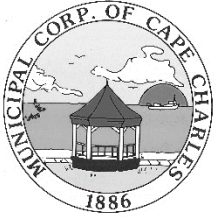
ANNOUNCEMENTS:

There were no announcements.

Hearing no objections, Chairwoman Glaser adjourned the February 18, 2025 Historic District Review Board Regular Meeting at 6:16 p.m.

Agenda Item 6D (1)

1 Monroe Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 18, 2025

Item #: 7D (1) – 1 Monroe Avenue

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

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

Date: February 28, 2025

APPLICANTS: Ian C. Markley

TYPE OF APPLICATION: Certificate of Appropriateness

SITE ADDRESS: 1 Monroe Avenue

WORK TO BE PERFORMED: Stain existing brick dwelling, construct a covered pergola, install fence

TAX MAP: 83A3-2-7-13B & 83A3-2-7-14

CURRENT ZONING: Residential - (R-1)

LOT SIZE: 8,901 sq. ft.

HISTORIC REGISTER: NON-CONTRIBUTING

Description: Ca. 1946, Ranch

Accessory Structure: Shed - Non-Contributing

DATE APPLICATION RECEIVED: February 3, 2025

PRE-APPLICATION MTG: January 30, 2025

DATE APPLICATION DEEMED COMPLETE: February 4, 2025

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): April 4, 2025

The applicant is seeking to stain the exterior masonry (brick) white on the one-story single-family dwelling. Also included for review on this application is the construction of a pergola, installation of a hot tub, installation of fence around the perimeter of the property with front and side gates, and landscape screening on the front and side of the dwelling.

AERIAL MAP:



MATERIALS:

House Stain: White Mineral-based

Pergola: Columns: 10" x 12' Round Tapered Composite, Base: 13-1/2" Square Plinth Polystyrene, Cap: 12/5/32" Square Abacus Polystyrene, Trimming: Shaft – 80-3/4" from bottom without interfering with the taper; Landscape Screening

Fence & Gates: Wood

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed staining of the brick masonry on the one-story single-family dwelling is not recommended; installations of the outdoor shower, pergola, and fence 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 3-20 – Ranch)

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

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

Section 7.1: Alternative Materials

Section 7.4: Noncontributing Considerations

Section 9.2: Fences & Freestanding Walls

Section 9.4: Appurtenances

Section 9.5: Landscaping

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials for the proposed for the white staining on exterior masonry of the one-story single-family dwelling, pergola with landscape screening, and fence reflect the character and historic appearance of the neighborhood.

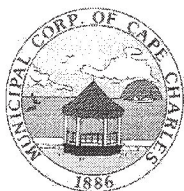
Staff is prepared to assist in the development of a motion, if needed.

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application Renovation

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

Revised 03/2023

Taxes	Paid
Violations	NA
Fee	\$500 PD
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: _____

Date: 2/3/25

PART 2: PROPERTY INFORMATION

Property Address: 1 Monroe Avenue, Cape Charles VA 23310

Tax Map #: 083A3-02-07-000013B

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: Ian C. Markley

Mailing Address: 113 Locust Street SW, Vienna Virginia 22180

Phone Number: 703-282-3397

Email: ian@neighborhoodsettlements.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

(i) 4' natural wood, black iron or white paint fence on left and front of house and 6' fence on rear of house, each 6" off property line; (ii) freestanding natural wood or white paint pergola structure with side screening on right side of house; (iii) hot tub on right side of house; (iv) plant and tree screening on front and right side of house; (v) removal of pine tree with split trunk on Bay Avenue as a hazard; (vi) white protective stain on brick exterior.

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: Accessory Structure

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): freestanding wood pergola accessory structure on right exterior

Stories: 1 story Building height: 16' 5" Footprint: 597.25 SF Gross square footage: 597.25 SF

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

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

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

Location (Pictures of existing condition):

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

Other / Additional Notes:

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

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

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

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

Indicate the reason for change:

D. WINDOWS ☒ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window1: Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Material: _____	Material: _____
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
Ceiling:	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	
If replacing, indicate the reason for replacement:	
If altering, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of Steps/Stoops to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Proposed Material:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested):	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used:	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
☐ Deck	Length:	Width:	Materials:
☐ Patio	Length:	Width:	Materials:
H. SIDING ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing material:		Proposed material:	
Dimensions: Thickness - Width -		Dimensions: Thickness - Width -	
Indicate the reason for change, e.g., underlying material condition, rot:			
I. TRIM WORK ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Material:		Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	
Type of Material to be used:			
Dimensions:			
Reason for repair or alteration (change of material or design):			
J. MASONRY ☐ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☒ Stain ☐ Repointing			
Location (Attach diagram & pictures): exterior of building			
Existing Masonry		Proposed Masonry	
Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure			
Existing Material: red brick		Proposed Materials: white mineral based stain	
Existing mortar: type N Joints:		Mortar to be used: type N Mortar joints: type N	
Other / Additional Notes: proposal to stain brick exterior white			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			
Current brick is discolored and remains so after multiple attempts to power wash. In addition, different brick was used for front porch which creates significant inconsistency in relation to the rest of the building. This proposal allows the brick to retain its natural texture while achieving a refreshed appearance. It would improve appearance relative to nearby homes and add aesthetic value to the home.			

K. FENCE OR WALL ☐ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☒ New ☐ Repair % of structure ____ ☐ Replace In kind ____ ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height) all sides of perimeter within setbacks 6" from property line	
Material: wood	Existing Condition: ☒ Original ☐ Not Original ☐ Not Sure
Height: 4' on left and front of house and 6' on rear of house	
Describe the style: natural wood or painted slat fence	
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: _____ Zoning Administrator's signature: _____ Zoning Ordinance Article VIII Section: <u>8.16</u> Date: <u>2/3/2025</u> Date: _____	



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: 1 Monroe Street, Cape Charles Virginia 23310

Tax Map #: 083A3-02-07-000013B

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Karin M. Markley and Ian C. Markley

Mailing Address: 113 Locust Street SW, Vienna Virginia 22180

Phone Number: 703-282-3397

Email: Ian@neighborhoodsettlements.com

I hereby give authority to the following representative to act on my behalf on the following matter: Exterior improvements/ porch addition and landscaping design/installation

Representatives: 1. Khyber Michael Creations LLC 2. All About Your Home LLC 3. Outdoor Spaces by Kim Allen

PART 4: REPRESENTATIVE INFORMATION (#3)

Name and/or Company: Outdoor Spaces by Kim Allen c/o Kim Allen

Mailing Address: 18 Kings Bay Drive, Cape Charles, VA 23310

Phone Number: 757-710-8679

Email: kim@oskallen.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:

Date:

State of Virginia

County of Fairfax

The foregoing instrument was acknowledged before me this

20th day of January

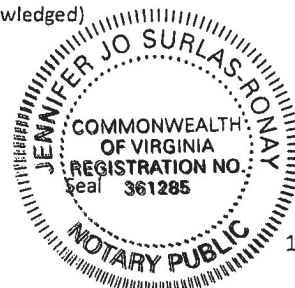
2025

by Karin M. Markley and Ian C. Markley (name of person acknowledged)

Signature of Notarial Officer:

Notary Registration number:

My commission expires:





Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

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Tax Map #: 083A3-02-07-000013B

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Karin M. Markley and Ian C. Markley

Mailing Address: 113 Locust Street SW, Vienna Virginia 22180

Phone Number: 703-282-3397

Email: Ian@neighborhoodsettlements.com

I hereby give authority to the following representative to act on my behalf on the following matter: Exterior improvements/ porch addition and landscaping design/installation

Representatives: 1. Khyber Michael Creations LLC 2. All About Your Home LLC 3. Outdoor Spaces by Kim Allen

PART 4: REPRESENTATIVE INFORMATION (#1 and #2; #3 appears on following page)

Name and/or Company: Khyber Michael Creations LLC c/o Khyber M Rooney-Rab dau

Mailing Address: 27250 Arlington Rd, Cape Charles, VA, 23310

Phone Number: 757-678-3431

Email: khyber@khybermichael.com

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company: All About Your Home LLC c/o Joshua William Alvarado

Mailing Address: 7452 Machipongo Drive, Machipongo, VA 23405

Phone Number: 757-678-2376

Email: Allaboutyourhomellc@yahoo.com

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Signature of owner:

Date: 1/20/25

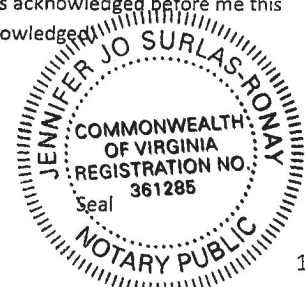
State of Virginia, County of Fairfax

20th day of January, 2025, by Karin M. Markley and Ian C. Markley (name of person acknowledged)

Signature of Notarial Officer:

Notary Registration number:

My commission expires:















THIS SURVEY IS BASED ON A PLAT RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT OF NORTHAMPTON COUNTY, VIRGINIA IN DEED BOOK 148 AT PAGE 139.

THIS IS TO DECLARE THAT I, ON AUGUST 26, 2024 SURVEYED THE PROPERTY SHOWN HEREON. THIS SURVEY COMPLIES WITH THE MINIMUM STANDARDS AND PROCEDURES AS SET FORTH IN 18VAC10-20-380 CODE OF VIRGINIA.

THE BUILDING SHOWN HEREON APPEARS TO LIE WITHIN ZONE X (OTHER FLOOD AREAS) ACCORDING TO THE FEMA - NFIP COMMUNITY PANEL NUMBER 51131C0295F, DATED 03/02/2015. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL TO CONFIRM THE ABOVE INFORMATION. FLOOD ZONE INFORMATION WAS SCALED FROM F.E.M.A. FLOOD MAPS. ALPHATEC SURVEYORS, LTD. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON.

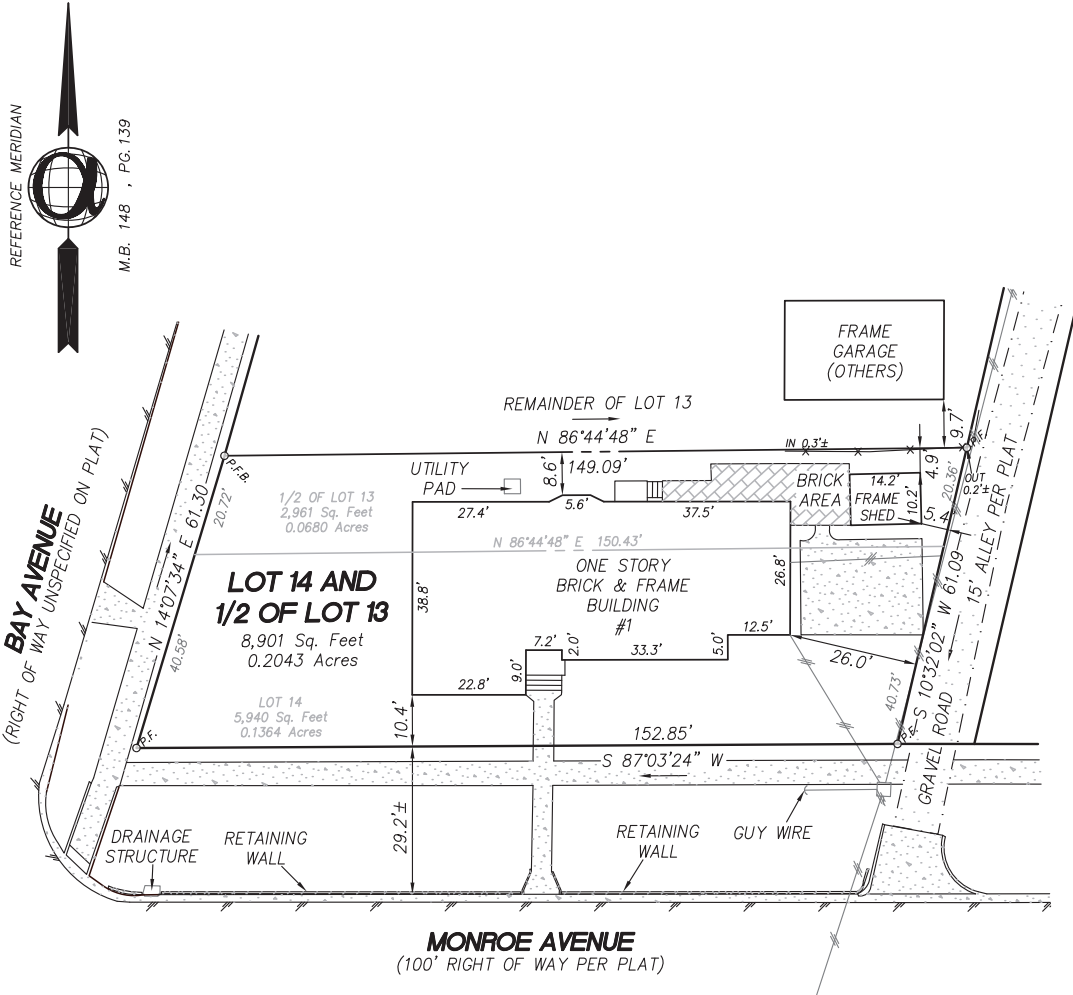
THE SURVEY OF THE PROPERTY SHOWN HEREON WAS PERFORMED WITHOUT BENEFIT OF A CURRENT TITLE REPORT, AND CONSEQUENTLY MAY NOT DEPICT ALL MATTERS AFFECTING THE PROPERTY SHOWN HEREON.

This document, together with the concepts and designs herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Alphatec Surveyors, Ltd. shall be without liability to Alphatec Surveyors, Ltd.

NOTES:

1. ALL BUILDING DIMENSION SHOWN HEREON ARE TO THE EXTERIOR FACE OF THE BUILDING UNLESS OTHERWISE NOTED.
2. ALL VISIBLE FRANCHISE UTILITY APPURTENANCE (I.E. TRANSFORMER, UTILITY BOX, PEDESTAL, ETC.) MAY BE EVIDENCE OF AN EASEMENT.
3. ALL FENCES SHOWN HEREON ARE 36" VINYL UNLESS OTHERWISE NOTED.
4. ALL FENCE DIMENSION SHOWN HEREON ARE TO THE FACE OF THE FENCE UNLESS OTHERWISE NOTED.
5. RELATIONSHIPS BETWEEN FENCES AND PROPERTY LINES SHOWN HEREON ARE AT THOSE POINTS DEPICTED ONLY.
6. COORDINATES AND METES AND BOUNDS REFER TO THE VIRGINIA COORDINATE SYSTEM OF 1983 - SOUTH ZONE (1994 VIRGINIA HARN) DATUM. ALL DISTANCE SHOWN HEREON ARE GROUND DISTANCE.

L:\25000-25999\25729 1 Monroe Ave\Calculations\25729 FINAL.dwg



LEGEND

- EDGE OF PAVEMENT
- CONCRETE CURB AND GUTTER
- PROPERTY LINE (PL)
- FENCE LINE
- P.F. PIN FOUND
- P.F.B. PIN FOUND BENT
- CONCRETE
- UTILITY POLE WITH OVERHEAD WIRES

PHYSICAL SURVEY
OF

LOT 14 AND 1/2 OF LOT 13, BLOCK 7

SUBDIVISION
OF

PROPERTY OF EMIL V. GILLIARD

TOWN OF CAPE CHARLES, NORTHAMPTON COUNTY, VIRGINIA

AUGUST 26, 2024 SCALE: 1"=30'

EXCLUSIVELY FOR

IAN C. MARKLEY AND KARIN M. MARKLEY



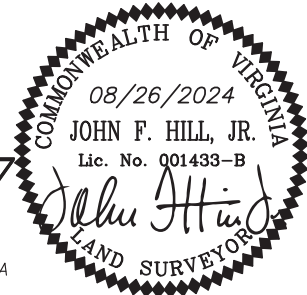
PROJECT NO.: 25729

DRAWING NO.: 35829



ALPHATEC
SURVEYORS LTD.

530 WOODLAKE CIRCLE, SUITE 200, CHESAPEAKE, VA 23320
TEL: (757) 963-5261 FAX: (757) 963-5262



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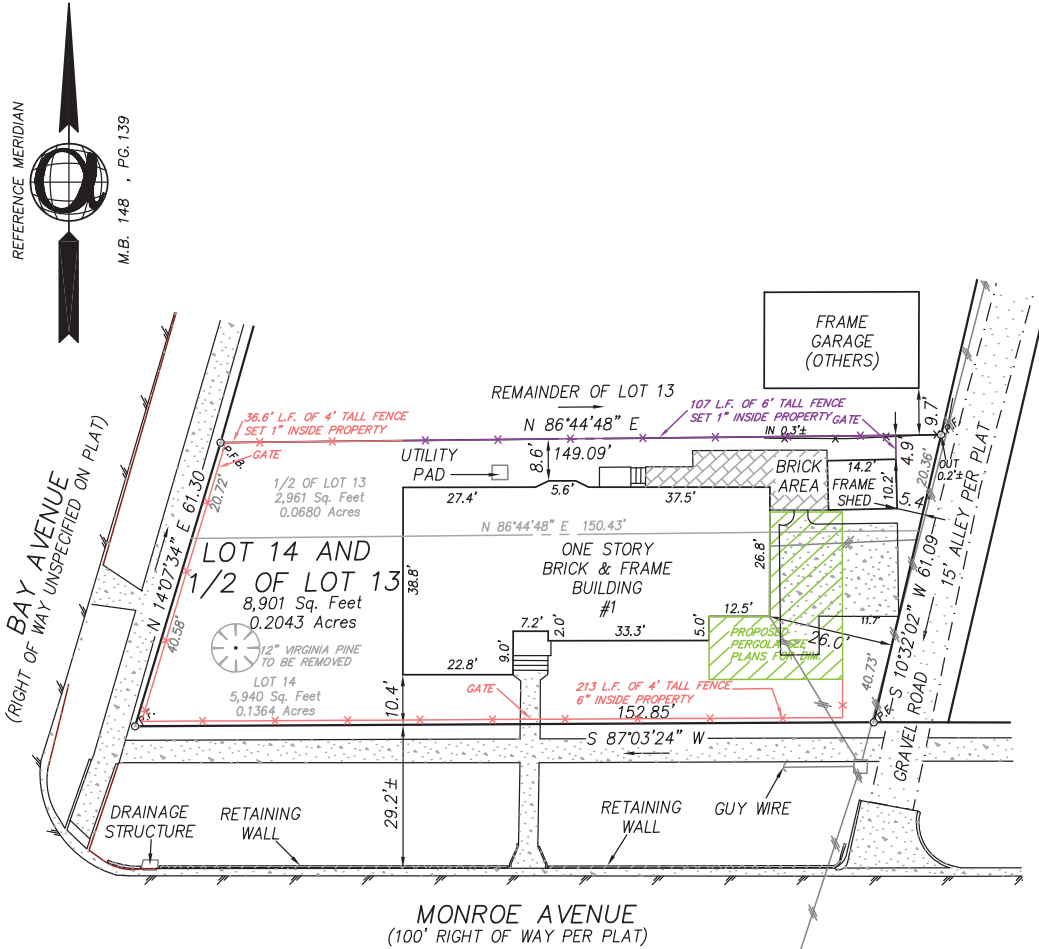
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LEGEND

- EDGE OF PAVEMENT
- CONCRETE CURB AND GUTTER
- PROPERTY LINE (P.L)
- FENCE LINE
- P.F. PIN FOUND
- P.F.B. PIN FOUND BENT
- CONCRETE
- UTILITY POLE WITH OVERHEAD WIRES

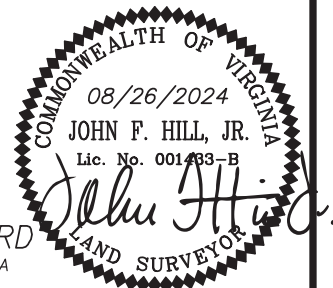
PHYSICAL AND PROPOSED IMPROVEMENT SURVEY
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LOT 14 AND 1/2 OF LOT 13, BLOCK 7
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OF

PROPERTY OF EMIL V. GILLIARD

TOWN OF CAPE CHARLES, NORTHAMPTON COUNTY, VIRGINIA
AUGUST 26, 2024 REVISED 02/05/2025 SCALE: 1"=30'

EXCLUSIVELY FOR

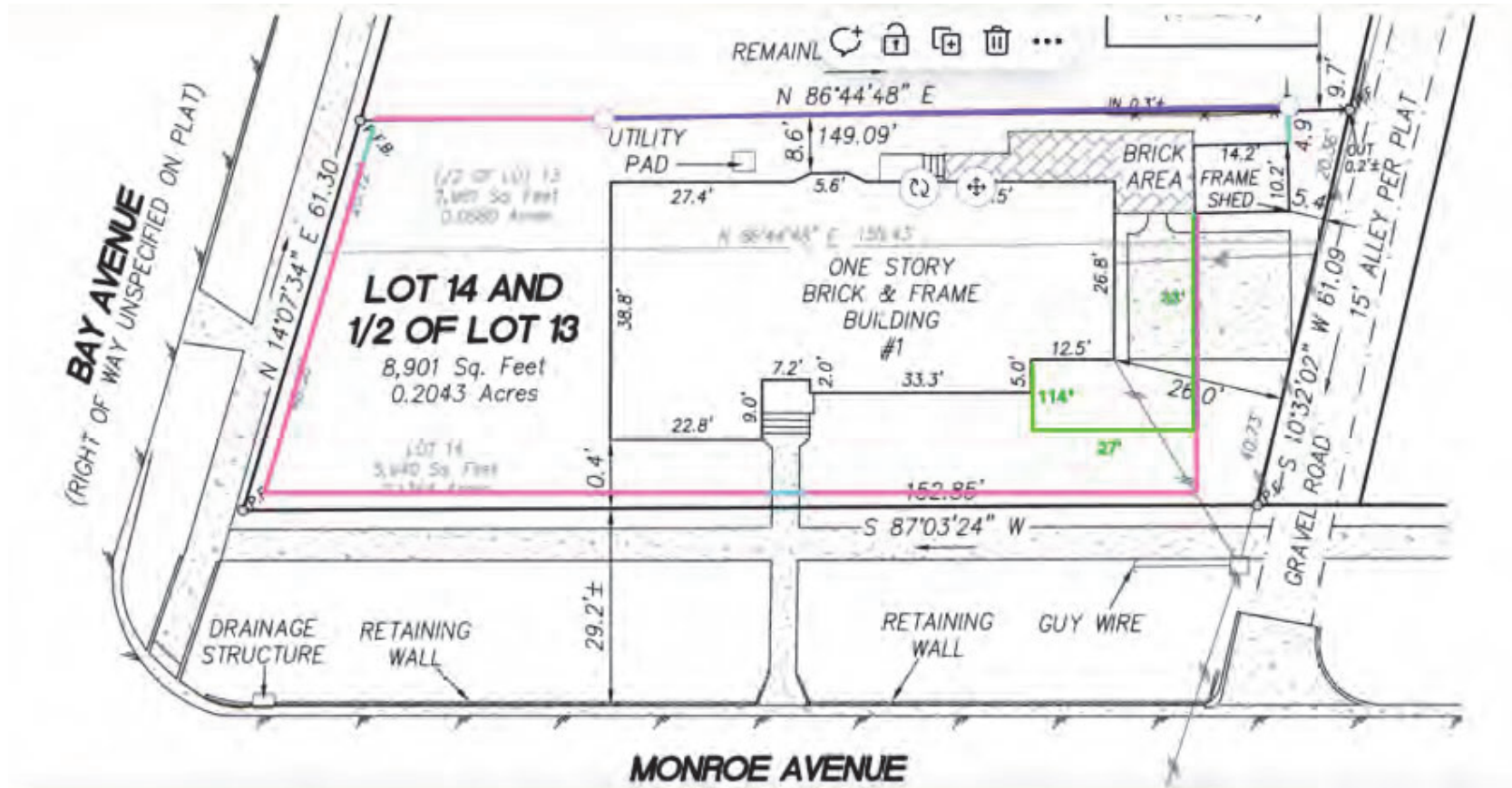
IAN C. MARKLEY AND KARIN M. MARKLEY



PROJECT NO.: 25729
DRAWING NO.: 35829



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TEL.: (757) 963-5261 FAX: (757) 963-5262



- Fencing location = perimeter of property

Pink Line: 4 foot fence; Purple Line: 6 foot fence;
 Blue Line: Gate Openings
 Bay Avenue: 2' off sidewalk; Monroe Ave: 3' off sidewalk; Alley
 side: At least 10' in from alley
 Rear Yard- on property line

- Pergola Dimensions are in Green
- Pergola inside fence line

Proposal 1 - Gate in front



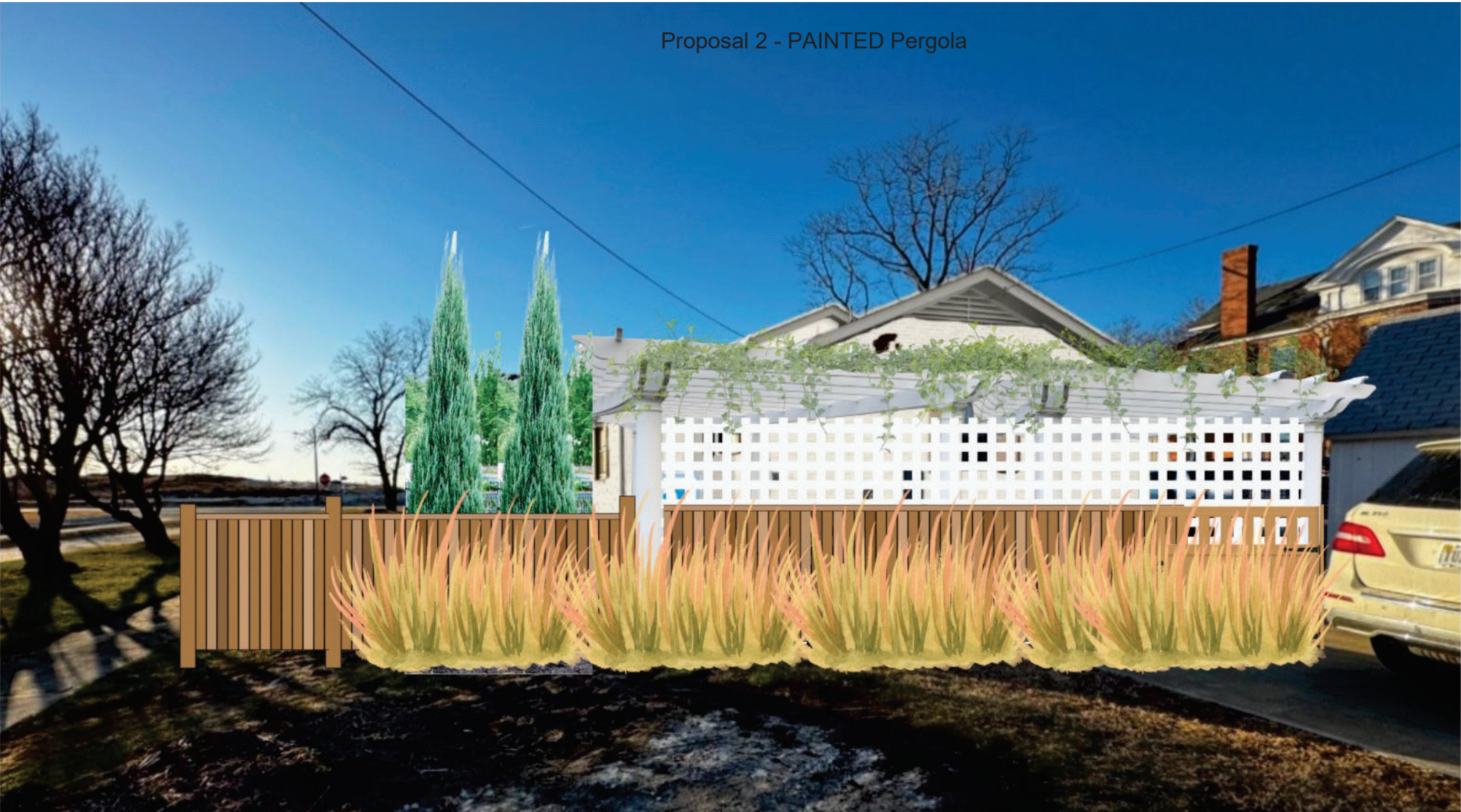
Proposal 2 - NO Gate in front



Proposal 1 - UNPAINTED Pergola



Proposal 2 - PAINTED Pergola











SHAFT: 10" Diameter x 12' Overall Height - Round Tapered (FRP)
BASE: Builder Series Base (Polystyrene) with 13 1/2" Square Plinth
CAPITAL: Builder Series Capital (Polystyrene) with 12 5/32" Square Abacus
FINISH: Smooth Surface - Ready to be Painted
PLAN TYPE: All Components Unsplit/Whole - Type A
TRIMMING: Shaft can be Trimmed by 80 3/4" from the Bottom without Interfering with the True Entasis Taper (Base Height Not Accounted For)">
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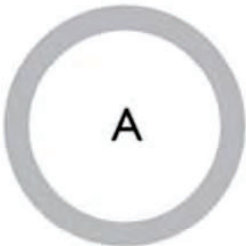
[Lowest Price Guarantee \(https://www.millwork.com/customer-service#ordering_lowestprice\)](https://www.millwork.com/customer-service#ordering_lowestprice)

CORBELS & BRACKETS ([HTTPS://WWW.MILLWORK.COM/CORBELS-BRACKETS.HTML](https://www.millwork.com/corbels-brackets.html)) MOULDING AND TRIM ([HTTPS://WWW.MILLWORK.COM/MOULDING-AND-TRIM.HTML](https://www.millwork.com/moulding-and-trim.html))

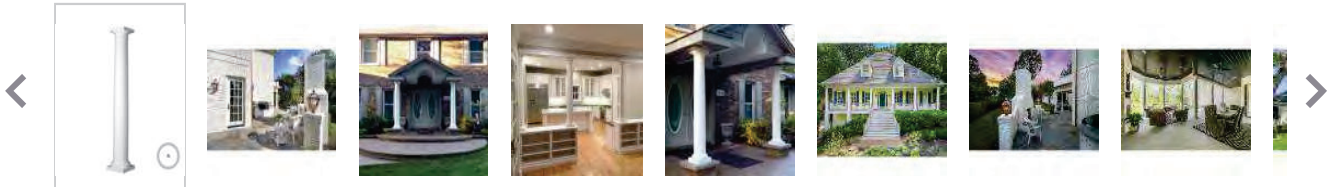
[HOME \(/\)](#) / [EXTERIOR MILLWORK \(HTTPS://WWW.MILLWORK.COM/EXTERIOR-MILLWORK.HTML\)](https://www.millwork.com/exterior-millwork.html) / [COLUMNS \(HTTPS://WWW.MILLWORK.COM/COLUMNS.HTML\)](https://www.millwork.com/columns.html)

 Share

[SEND FEEDBACK](#)



⊕ Hover to zoom



QUICK OVERVIEW

Stately, elegant and bold, Endura-Series Composite Architectural Columns are historically inspired, entirely beautiful, and fully load bearing. Our Endura-Series Composite Architectural Columns bring you traditional appeal and modern durability - an excellent alternative to traditional stone columns.

SEND FEEDBACK



*Native Plants of
Accomack and Northampton*



Dear Members of the Cape Charles Historic District Review Board,

We are seeking your approval to apply a mineral-based stain to our brick home, built in 1960, located on Monroe Avenue. Our aim is to enhance our home's appearance in a manner that complements the coastal charm of Cape Charles and harmonizes with the surrounding historic district.

Understanding Mineral Staining

Mineral staining involves applying a natural, mineral-based solution to brick surfaces. Unlike traditional paint, which sits on the surface, mineral stains penetrate deeply into the brick, becoming an integral part of the material. This process allows the brick to retain its natural texture while achieving a refreshed appearance.

Benefits of Mineral Staining

1. **Durability:** Since the stain becomes part of the brick, it is highly resistant to peeling, chipping, and fading, ensuring a long-lasting finish.
2. **Breathability:** Bricks naturally absorb and release moisture. Traditional paints can trap moisture, leading to potential damage. Mineral stains allow bricks to "breathe," preventing moisture buildup and preserving the structure's integrity.
3. **Aesthetic Appeal:** The staining process enhances the brick's natural character, providing a timeless and authentic look that aligns with the coastal charm of Cape Charles.

Historical Significance and Proven Longevity

Historical Significance and Proven Longevity

The use of mineral-based treatments dates back centuries. In the 19th century, Adolf Wilhelm Keim developed a specific mineral paint that has been applied to numerous historic buildings across Europe. Many of these structures still showcase their original coatings, demonstrating the enduring quality of mineral stains.

In the United States, mineral paints have been utilized in the preservation of significant landmarks, including The Mount in Lenox, Massachusetts, which was treated with Keim Mineral Coatings and continues to look stunning years later.

Notably, the White House in Washington, D.C., has also been coated with mineral-based paints, underscoring their durability and suitability for preserving historic structures.

The Mount In Lenox:



keim_usa • Follow
The Mount



keim_usa The Mount in Lenox, MA painted with Keim Mineral Coatings almost a decade ago still looks absolutely stunning. A true testament to the sustainable of Mineral paint and stains. #keim #mineral #beauty #europe #color #finish #historic #texture #engineers #Architects #design #designproducts #specit #mural #art



51 likes
August 12, 2020

Fenwick Island Lighthouse:



keim_usa • Follow

...

Check out the Fenwick Island Lighthouse, now resplendent in a fresh coat of Keim Soldalit ME. This iconic landmark, once weathered and faded, now shines brighter than ever before. The vibrant white finish, achieved with Keim Soldalit ME's exceptional coverage and long-lasting durability, perfectly complements the lighthouse's historic charm. Keim Soldalit ME, a premium mineral-based paint, was chosen for its exceptional performance in coastal environments. Its unique composition ensures superior resistance to salt spray, moisture, and UV radiation, guaranteeing that this beacon of light will continue to guide mariners for generations to come. Come see the difference for yourself and experience the beauty of a true coastal gem!

Conclusion

By choosing mineral staining, we aim to enhance our home's appearance in a way that reflects the beachside allure of Cape Charles and harmonizes with the historic district. This method not only improves the visual appeal of our residence but also contributes positively to the overall aesthetics of the neighborhood.

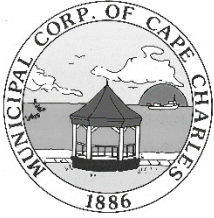
We kindly request your approval for this project, confident that it will elevate the charm of our community and serve as a testament to the enduring beauty of mineral-stained brickwork.

References

- White House Historical Association. (n.d.). *Why is the White House White?*. Retrieved from <https://www.whitehousehistory.org/questions/why-is-the-white-house-white>
- Keim, A. W. (1878). *Mineral Paint Composition*. U.S. Patent No. 205,764. U.S. Patent and Trademark Office.
- Masonry Magazine. (2019, February 3). *History of Mineral-Based Paints and Stains*. Retrieved from <https://masonrymagazine.com/blog/2019/02/03/history-of-mineral-based-paints-and-stains/>
- Keim Mineral Coatings of America, Inc. (n.d.). *Historic Preservation*. Retrieved from <https://keim-usa.com/resources-and-info/historic-preservation/>
- Keim Mineral Coatings of America, Inc. (n.d.). *The Mount – Lenox, MA*. Retrieved from https://www.instagram.com/keim_usa/p/CDyeST4JSo7/

Agenda Item 6D (2)

208 Bay Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 18, 2025

Item #: 6D (2) – 208 Bay Avenue

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

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

Date: February 28, 2025

APPLICANTS: Brian and Colleen Marden
represented by Coastal Craftsman Builders, LLC

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 208 Bay Avenue

WORK TO BE PERFORMED: Replace: front/side porch flooring, 10 vinyl windows, & shingles;
Construct: rear screen-in porch, rear outdoor shower, & accessory structure; Install: fence, parking pad, walking path

TAX MAP: 83A3-2-6-11 & 83A3-2-6-12A

CURRENT ZONING: Residential - (R-1)

LOT SIZE: 9,532 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1925, Colonial Revival

Accessory Structure: NA

DATE APPLICATION RECEIVED: February 4, 2025

PRE-APPLICATION MTG: March 18, 2025

DATE APPLICATION DEEMED COMPLETE: February 4, 2025

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): April 4, 2025

The applicant is seeking complete the following:

Renovations:

Replace:

Front & Side Porch Flooring: existing 5/4" x 6' wood with 3-1/4" Tongue and Groove AZEK
Per HDODG Section 5.4.2 (page 5-17) Steps and Flooring – Replacement of historic steps and flooring should be done in-kind as feasible including matching the historic floorboard orientation. To achieve replacement in-kind, new materials should match the historic material, composition, shape, size, and visual qualities. (a) When replacing an entire porch floor, ensure the new floor is sloped away from the historic building.

Windows:

- 4 = 9/1 wood and vinyl 34-1/2 x 65-3/4 with 9/1 SDL Colonial style Double Hung vinyl 34-1/2 x 65-3/4 with half screens
- 3 = 12/1 wood and vinyl 44-1/4 x 65-1/2 with 12/1 SDL Colonial style Double Hung vinyl 44-1/4 x 65-1/2 with half screens
- 2 = 1/1 wood 35-3/4 x 37 and vinyl with 1/1 double hung vinyl windows 35-3/4 x 37 with half screens
- 1 = 1/1 wood 35-3/4 x 37 and vinyl with smaller 1/1 double hung vinyl 23-3/4 x 37 with half screen
- 1 = 12/1 wood 40" x 60" with 36" x 80" aluminum storm door

Siding: as needed with Hardie Shakes

Front Walkway: existing concrete with Blue Stone

New:

Rear Screened in Porch: 20' x 18' (360 square feet)

Enclosed Rear Outdoor Showers: 6' x 8' (48 square feet) 2 will be connected.

Walking Path: Blue Stone added to front, side, and rear of the property.

Rear Parking Pad: 569 square feet

Fence: Wood picket to match existing will be added to the sides and rear of property

Accessory Structure: 12' x 16' (192 square feet) and will include a Ramp (40 square feet)

.

AERIAL MAP:



MATERIALS:

Front Porch: Flooring: AZEK 3-1/4" T&G

Windows: Loudoun Window 400 Series Double Hung Vinyl, 12/1 and 9/1 SDL Colonial, Rounded Sash, 1/1 Rounded Sash; all with Aluminum half screens

Siding: James Hardie – Hardie Shakes

Door: Rear replacing Window: MMI 15-lite Clear Glass Steel prehung door

Rear Screened in Porch: Flooring: Pressure Treated, Baluster: Intex Hampton Square 1-1/4" AZEK Clad, Railings: Intex Hampton AZEK Square, Roof: Metal with 4/12 Pitch, Ceiling: Vinyl T&G beadboard, Screen: ScreenEZE, Doors: Anderson 36" x 80" aluminum storm door; Skirt: Vinyl Lattice

Outdoor Shower: Walls: Pressure Treated Wood, Floor: Pressure Treated Wood, Roof: Metal

Accessory Structure: Roof: Asphalt Shingle, Siding: HardiePlank to match house, Door: 9-lite Fiberglass, Windows: 24" x 36" double-hung vinyl with Transom, Trim: AZEK – 4" Corners & Fascia

Front Walkway and Walking Path: Blue Stone

Rear Parking Pad: Shell or Stone

Fence: Wood Picket with arch top

STAFF ANALYSIS:

ZONING COMPLIANCE

The property is a legal, conforming use. The proposed renovations and additions to the two and a half story single-family dwelling, and installations of the rear accessory structure, outdoor shower, walking path, parking pad, and fence 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 3-16 – Colonial Revival)

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

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

Section 5.2: Roofs

Section 5.4: Woodwork – Exterior Wall, Decorative Trim, & Porches

Section 5.4.2: Porches

Section 5.5.1: Windows

Section 5.6: New Additions to Contributing Buildings

Section 6.1 (Pages 6-5 & 6-6): New Accessory Structures Associated with a Contributing Primary Building

Section 7.1: Alternative Materials

Section 9.1: Hardscaping

Section 9.2: Fences & Freestanding Walls

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 and additions to the two and a half story single-family dwelling, accessory structure, outdoor shower, walking path, parking pad, and fence reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents

Total Lot Coverage Breakdown - 3/3/2025	
Address 208 Bay Avenue	Tax Map # 83A3-2-6-11 & 12A
Lot Size	9,532
Structure	Square Footage
House	1,060.34
Front/Side Porch	492.68
Front Steps	100.00
Concrete Walkway	0.00
Rear Deck and Steps	140.56
Total	1,793.58
Total Lot Coverage	18.82%
ADD ONS	
Rear Screened-In Porch	360.00
Bluestone Pathway - Front, Side, & Rear	234.00
Rear Enclosed Outdoor Shower	48.00
Brick Patio	50.27
Accessory Structure with Ramp	232.00
Rear Parking Pad	569.00
Proposed Total	1,493.27
Existing Total	1,793.58
Total Proposed + Existing	3,286.85
Total Lot Coverage	34.48%
NOT INCLUDED	
Concrete Walkway - Proposed Demo	215



Certificate of Appropriateness Application Renovation

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

planningtech@capecharles.org

Revised 12/2024

Taxes	Paid
Violations	NA
Fee	\$500 PD
Decision	HDRB

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

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 (Residential – Minor \$75, Major \$150 / \$500 OR Commercial/Commercial Residential - \$1,000)
☒ E) Site Plan/Survey ☒ F) Material Specifications ☐ G) Tree Permit Application

Owner signature:

Robert Dennis

Date:

PART 2: PROPERTY INFORMATION

Property Address: **208 Bay Avenue**

Tax Map #: 83A3-2-6-11 & 83A3-2-6-12A

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: **Brian & Colleen Marden**

Mailing Address: **817 Wellington Road, Baltimore, MD 21212**

Phone Number: **410-935-9314**

Email: **briancolleenm@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: **Coastal Craftsman Builders, LLC**

Mailing Address: **401 Madison Avenue, Cape Charles, VA 23310**

Phone Number: **757-678-3033**

Email: **coastalcraftsmanbuilders@gmail.com**

PART 5: PROJECT INFORMATION – Describe in detail proposed work.

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

Construction of rear screen porch, replace windows, replace one window with a door, siding repair, replace front porch flooring, 2 outdoor showers connected, walking path, parking pad, install additional fencing

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

☐ Addition ☐ Doors ☐ Windows ☐ Masonry ☐ Porch ☐ Roofs ☐ Siding ☐ Steps/Stoop & Railings
☐ Trim Work ☐ Fence or Wall ☐ Partial demolition ☐ Hardscaping ☐ Appurtenances ☐ 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): rear screened in porch

Stories: 1 Building height: 18' Footprint: 20' x 18' Gross square footage: 360

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 ☐ Other Solar Installation

Location (Pictures of existing condition): new rear screen porch

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: new roof
Existing Material:	Proposed Material: metal
Pitch:	Pitch:
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes:	

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

Number of doors to be: Added: 2 Removed: ____
 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: Complete a separate Section C for each door being modified. Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material:	Proposed Material: steel
Dimensions: Width ____ Height ____	Dimensions: Width 36" Height 80"
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): 15-lite clear

Indicate the reason for change: replacing window with door to access new rear screen porch

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINESNumber of windows to be: Added: _____ Removed: 1

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

Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"

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

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☐ Added ☒ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>12/1</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: <u>44-1/4</u> Height: <u>65-1/2</u> Depth:	Width: _____ Height: _____ Depth: _____
Existing Material: <u>WOOD</u>	Proposed Material:
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material:	Proposed Material:
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change:	

E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**New materials should match the historic material, composition, shape, size, and other visual qualities.**Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☒ Repair/Add Skirting ☒ Repair/Add Screening☒ Flooring = ☐ Alter ☒ Replace ☐ Repair ☒ Columns = ☐ Alter ☐ Replace ☐ Repair☒ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☒ Ceiling = ☐ Replace ☐ Repair ☒ Skirting = ☒ New ☐ Replace ☐ Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced _____ Altered BA**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material: <u>Pressure Treated</u> <i>PRESSURE TREATED</i>
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____ <i>SLAB 6x6x4</i>
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material: <u>T&G vinyl beadboard</u>
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design: <u>Vinyl square</u> <i>VINYL SQUARE</i>
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____

CONTINUE COMPLETING THIS SECTION ON PAGE 4

BALUSTRADEExisting Condition: ☐ Original ☐ Not Original ☐ Not Sure

Proposed

Existing Material:

Proposed Material: vinyl

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: Width: Diameter:

Existing Style / Design:

Proposed Style / Design: 1-1/4" square - Intex Hampton

SCREENINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☒ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material: Screeneze

SKIRTINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☒ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material: black vinyl lattice

If replacing any item above, indicate the reason for replacement:

If altering any item above, 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

Location (Attach pictures; Survey may be requested):

Number of Steps to be: _____ Repaired _____ Replaced _____ Altered

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure

Proposed

Existing Material:

Proposed Material:

Dimensions: Rise: Run: Tread Width:

Dimensions: Rise: Run: Tread Width:

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

Stoop to be: _____ Repaired _____ Replaced _____ Altered

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure

Proposed

Existing Material & Size:

Proposed Material & Size:

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 Condition: ☐ Original ☐ Not Original ☐ Not Sure

Proposed

Existing Material:

Proposed Material:

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: Width: Diameter:

Existing Style / Design:

Proposed Style / Design:

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

PART 5: PROJECT INFORMATION – Describe in detail proposed work.

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

Added new storm door for new rear porch, replacing windows, and replacing front porch flooring

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

Location (Pictures of existing condition):

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work:
Existing Material:	Proposed Material:
Pitch:	Pitch:
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:
Other / Additional Notes:	

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

Number of doors to be: Added: 2 Removed: ____
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: Complete a separate Section C for each door being modified. Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material:	Proposed Material: aluminum storm door
Dimensions: Width ____ Height ____	Dimensions: Width <u>36"</u> Height <u>80"</u>
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): full glass

Indicate the reason for change: new rear screen porch

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 ⁴ _____	
Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. 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 9/1	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung 9/1
Width: 34-1/2 Height: 65-1/2 Depth:	Width: 34-1/2 Height: 65-1/2 Depth:
Existing Material: wood and vinyl	Proposed Material: vinyl
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: wood and vinyl	Proposed Material: vinyl
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material:	Proposed Material:
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change:	
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
New materials should match the historic material, composition, shape, size, and other visual qualities.	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☐ Repair/Add Screening ☒ Flooring = ☐ Alter ☒ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair ☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair	
Location (Attach pictures for all work including existing and proposed; Survey may be requested):	
FLOORBOARDS: Number of boards to be: <u>ALL</u> Repaired _____ Replaced _____ Altered _____ Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material: pressure treated wood	Proposed Material: AZEK tongue and groove
Dimensions: Length: 6' Width: 5/4" Depth:	Dimensions: Length: Width: 3-1/4" Depth:
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
CONTINUE COMPLETING THIS SECTION ON PAGE 4	

BALUSTRADEExisting Condition: ☐ Original ☐ Not Original ☐ Not Sure

Proposed

Existing Material:

Proposed Material:

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: Width: Diameter:

Existing Style / Design:

Proposed Style / Design:

SCREENINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material:

SKIRTINGExisting Condition: ☐ Original ☐ Not Original ☐ Not SureProposed Work: ☐ New ☐ Replace ☐ Repair

Existing Material:

Proposed Material:

If replacing any item above, indicate the reason for replacement:

P.T. decking boards showing age

If altering any item above, describe any proposed change (material, size, etc.):

Flooring - upgrade to AZEK T&G 3-3/4**F. STEPS/STOOPS/RAILINGS** ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Location (Attach pictures; Survey may be requested):

Number of Steps to be: _____ Repaired _____ Replaced _____ Altered

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure

Proposed

Existing Material:

Proposed Material:

Dimensions: Rise: Run: Tread Width:

Dimensions: Rise: Run: Tread Width:

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

Stoop to be: _____ Repaired _____ Replaced _____ Altered

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure

Proposed

Existing Material & Size:

Proposed Material & Size:

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 Condition: ☐ Original ☐ Not Original ☐ Not Sure

Proposed

Existing Material:

Proposed Material:

Existing Dimensions: Height: Width: Diameter:

Proposed Dimensions: Height: Width: Diameter:

Existing Style / Design:

Proposed Style / Design:

If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):

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 ³ _____**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

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

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. 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 12/1	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung 12/1
Width: 44-1/2 Height: 65-1/2 Depth:	Width: 44-1/2 Height: 65-1/2 Depth:
Existing Material: wood and vinyl	Proposed Material: vinyl with half screen
Sill: Length: Thickness: Depth:	Sill: Length: Thickness: Depth:
Existing Material:	Proposed Material:
Casing / Trim: Width: Height: Depth:	Casing / Trim: Width: Height: Depth:
Existing Material:	Proposed Material:
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change:	

E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**New materials should match the historic material, composition, shape, size, and other visual qualities.**Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☐ Repair/Add Screening☐ Flooring = ☐ Alter ☐ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced _____ Altered**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: Width: Depth:	Dimensions: Length: Width: Depth:
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:

CONTINUE COMPLETING THIS SECTION ON PAGE 4

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 ²_____

Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"

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

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. 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 1/1	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung 1/1
Width: 23-3/4 Height: 37 Depth:	Width: 23-3/4 Height: 37 Depth:
Existing Material: wood and vinyl	Proposed Material: vinyl with half screen
Sill: Length: Thickness: Depth:	Sill: Length: Thickness: Depth:
Existing Material:	Proposed Material:
Casing / Trim: Width: Height: Depth:	Casing / Trim: Width: Height: Depth:
Existing Material:	Proposed Material:
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change:	

E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

New materials should match the historic material, composition, shape, size, and other visual qualities.

Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☐ Repair/Add Screening

☐ Flooring = ☐ Alter ☐ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

FLOORBOARDS: Number of boards to be: Repaired Replaced Altered

Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: Width: Depth:	Dimensions: Length: Width: Depth:
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:

CONTINUE COMPLETING THIS SECTION ON PAGE 4

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 ¹ _____**Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"**

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

Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. 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 1/1	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung 1/1
Width: 35-3/4 Height: 37 Depth:	Width: 23-3/4 Height: 37 Depth:
Existing Material: wood and vinyl	Proposed Material: vinyl with half screen
Sill: Length: Thickness: Depth:	Sill: Length: Thickness: Depth:
Existing Material:	Proposed Material:
Casing / Trim: Width: Height: Depth:	Casing / Trim: Width: Height: Depth:
Existing Material:	Proposed Material:
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change:	

E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES**New materials should match the historic material, composition, shape, size, and other visual qualities.**Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☐ Repair/Add Screening☐ Flooring = ☐ Alter ☐ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair

Location (Attach pictures for all work including existing and proposed; Survey may be requested):

FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced _____ Altered**Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.**

Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: Width: Depth:	Dimensions: Length: Width: Depth:
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:

CONTINUE COMPLETING THIS SECTION ON PAGE 4

G. 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): add new as needed			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☒ No ☐ Not sure			
Existing Material: Hardie Shakes		Proposed Material: Hardie Shakes	
Dimensions: Thickness: 5/16 Width: 6"		Dimensions: Thickness: 5/16 Width: 6"	
Indicate the reason for change, e.g., underlying material condition, rot: 1 window is being replaced with a smaller window & siding will need to be fixed			
H. 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 Trim		Proposed Trim	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Material:	
Dimensions: Width: Height: Depth:		Dimensions: Width: Height: Depth:	
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design):			
I. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar: Joints:		Mortar to be used: Mortar joints:	
Other / Additional Notes: (Unpainted masonry cannot be painted.)			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			
J. HARDSCAPING ☐ Not applicable SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Location (Attach Site Plan/Survey & pictures): rear			
☐ Driveway: Length: Width: Materials:			
☒ Walkway: Length: Width: Materials: 252 sq. ft. - bluestone			
☒ Other Paving: parking pad Length: 25.29 Width: 22.5 Materials: stone or shell			

K. FENCE OR WALL ☐ Not applicable SEE SECTION 9.2 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) <u>side of house, halfway on house & rear yard</u>	
Existing Material:	Proposed Material <u>wood same as existing</u>
Height:	Height: <u>36"</u>
Describe the style:	Describe the style: <u>picket fence with arch cut on top</u>
L. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach Site Plan/Survey & pictures): _____	
☐ Deck: Length: _____ Width: _____ Materials: _____	
☐ Patio: Length: _____ Width: _____ Materials: _____	
M. APPURTENCES ☐ Not applicable SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach Site Plan/Survey & pictures): <u>rear</u>	
☒ New ☐ Repair ☐ Replacing ☐ Other: _____	
Outdoor Shower: ☒ Enclosed Length: _____ Width: _____	
Material: <u>treated lumber with metal roof</u>	Foot Pad Material: <u>treated lumber</u>
Other, describe: _____	
Dimensions: _____	Material _____
Other: _____	
Dimensions: _____	Material _____
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed. Applicant's signature: <u></u> Date: _____ Zoning Administrator's signature: _____ Date: _____ Zoning Ordinance Article VIII Section: _____	



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

Revised 03/2023

Taxes

Violations

Fees

Decision

PART 1: APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: 208 Bay Avenue Cape Charles 23310

Tax Map #: 83A3-2-6-11

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Brian & Colleen Marden

Mailing Address: 817 Wellington Road Baltimore, MD 21212

Phone Number: 410.935.9314 Email: briancolleenmegmail.com

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

Scott Simms

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Coastal Craftsman Builders, LLC

Mailing Address: 401 Madison Avenue

Phone Number: 757.678.2951 Email: coastalcraftsmanbuilders@gmail.com

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner:

Colleen L. Marden

Date:

1/17/25

State of MARYLAND

County of BALTIMORE

The foregoing instrument was acknowledged before me this

day of JAN, 2025

by BRANDON THOMAS SCHULTZ

(name of person acknowledged)

Signature of Notarial Officer:

[Signature]

Notary Registration number:

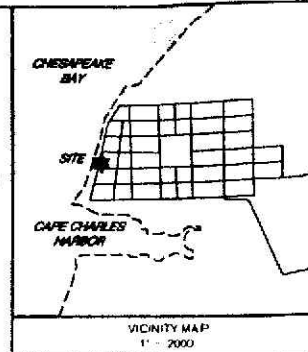
My commission expires:

9/14/2028

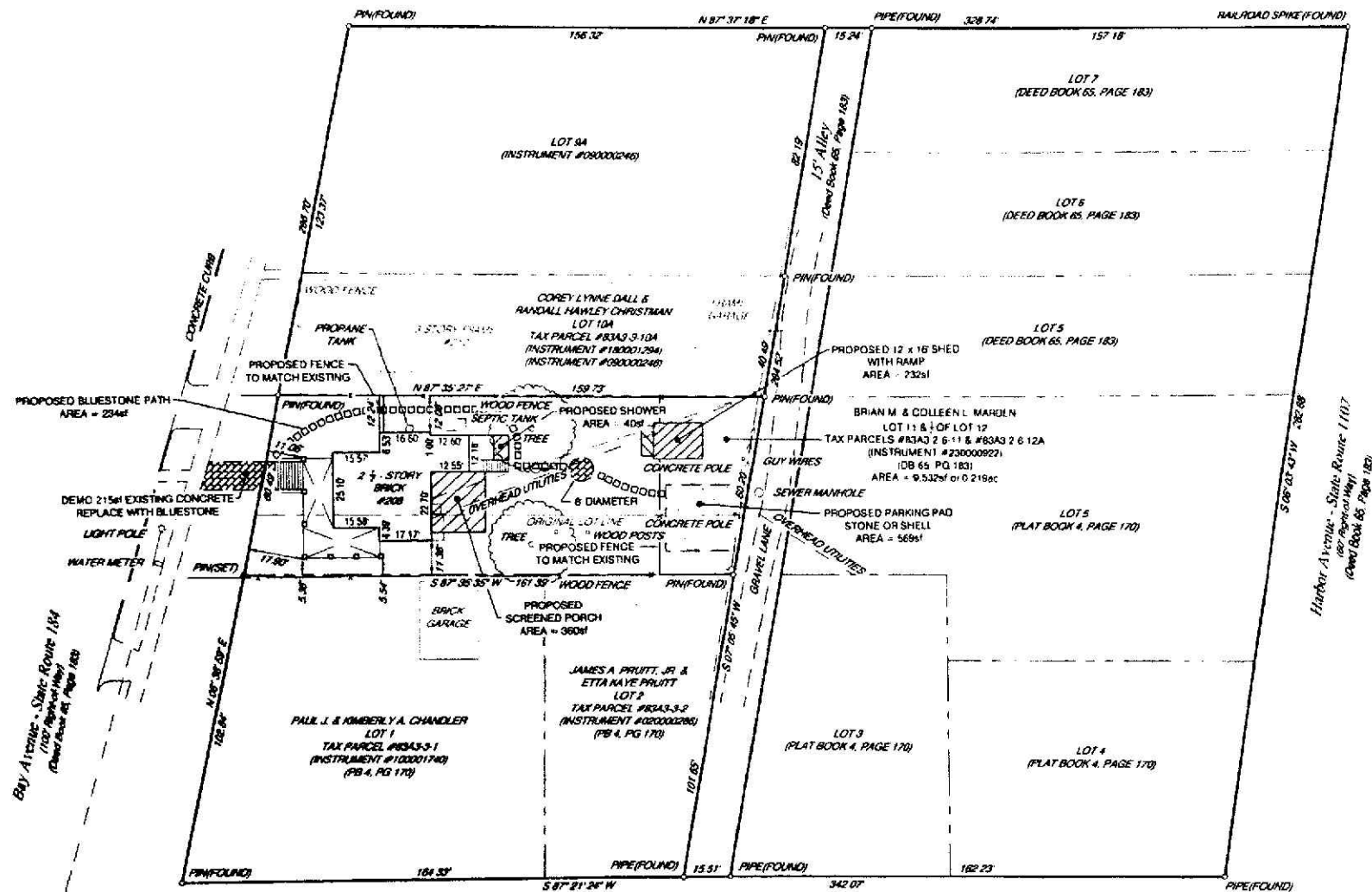
BRANDON THOMAS SCHULTZ
Notary Public - State of Maryland
Baltimore County
My Commission Expires Sep 14, 2028

BRANDON THOMAS SCHULTZ
Notary Public - State of Maryland
Baltimore County
My Commission Expires Sep 14, 2028

THIS PLAT IS BASED ON A CURRENT FIELD SURVEY HAVING A CLOSURE EXCEEDING 1/4000.



Monroe Avenue - State Route 1110
(100' Right of Way)
(Deed Book 85, Page 183)



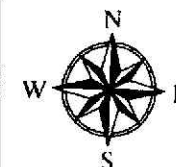
Bay Avenue - State Route 184
1100' Right-of-Way
1200' Right-of-Way

Harbor Avenue - State Route 1107
(802 Apical Way)
(Overlook Bldg. 65, Page 187)

*Tazewell Avenue - State Route 1111
(70 Right-of-Way)
(Deed Book 65, Page 183)*



MADE IN AMERICA



Shoreline Surveyors

Shoreline Surveyors
23314 Courthouse Avenue P.O. Box 715
Accomac, Virginia 23101
PHONE (571) 889-3950 FAX (571) 889-3952

SCALE 1" = 25'
DRAWN MAS
BOOK 56 PAGES 6 & 7
JOB #24014
DATE 11/10/01

EXHIBIT SHOWING
PROPOSED IMPROVEMENTS
AT
Lot 11 & 1/2 of Lot 12, Block 6
"Dea Cottage Addition"

AX PARCEL #00083A3 1020 00 012A
& #00083A3 1020 00 012A
JOHN OF CAFE CHARLES
WASHINGTON COUNTY, MICHIGAN

FOR
Coastal Craftsman Builders



Class "A" Contractor #2705101247A
401 Madison Ave.
Cape Charles, VA 23310

Scott Simms: 757-678-2951
Robin Simms: 757-678-3033

coastalcraftsmanbuilders@gmail.com

Scope of Work; 208 Bay Ave.

For All Applications:

Fence, Renovation, New Construction

Proposed Work 2/5/25

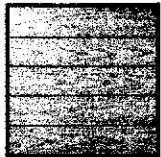
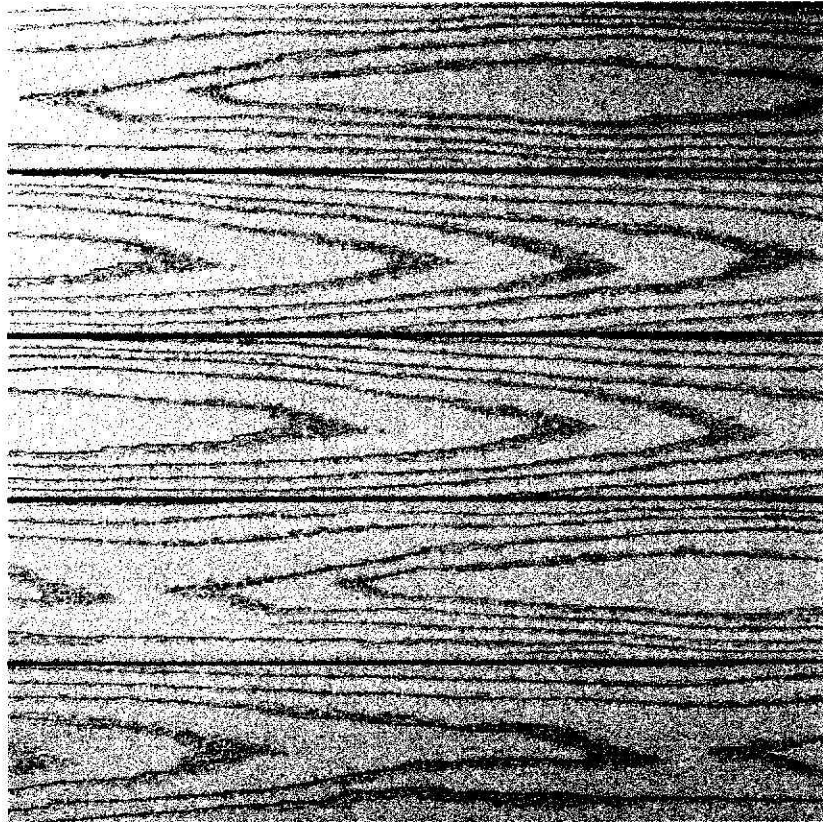
1. Build 20 x 18 screen porch to back of house
 - Metal Roof to match existing roof
 - Screen porch ceiling: T&G vinyl beadboard
 - Screen Eze System to be used
 - New Exterior door and storm door
 - Rails; Intex Hampton
 - Flooring: Pressure treated
 - Deck skirting: Black vinyl lattice to grade
2. Front/side Porch
 - Porch flooring will be replaced with Azek 3 1/4" T&G
3. Replace Vinyl windows
 - 10 Windows changed
 - See window schedule
4. Shingles
 - Replacement Hardie Shakes will be installed where needed
5. Fence
 - Wood picket fencing will be added to the sides and back of the house
6. Shed
 - A 16 x 12 shed will be added to the back yard
 - Crushed stone will be the base
 - Architectural shingles will be used
 - Hardi Lap Siding 7" exp
 - Metal double door, (2) vinyl windows and transom over door
7. Parking Pad
 - Shell or stone will be added to the back of the property
8. Stepping Stones
 - Blue stone stepping stones will be added as a path
9. Outdoor Shower
 - (2) Outdoor showers will be built; backyard
 - Built using pressure treated wood and metal roof

208 Bay Ave.
Front
View



208 Bay Ave
Back View





TIMBERTECH®

SKU: CTPSlat546410TG

TimberTech® Advanced PVC Decking by AZEK®, Porch Collection®

~~\$53.66 USD~~ \$45.61 USD

Save 15%

Shipping calculated at checkout.

Board Color: Slate Gray



Profile: 1x4 Tongue & Groove

1x4 Tongue & Groove

1x6 Tongue & Groove

Length: 10 Feet

10 Feet

12 Feet

16 Feet

Sample

Quantity

- 1 +

208 Bay Ave.
Front porch
flooring replacement

208 Bay Ave
Metal Standing
Seam Roof
on ^{proposed} screen
porch



208 Bay Ave.
Back Side
Windows



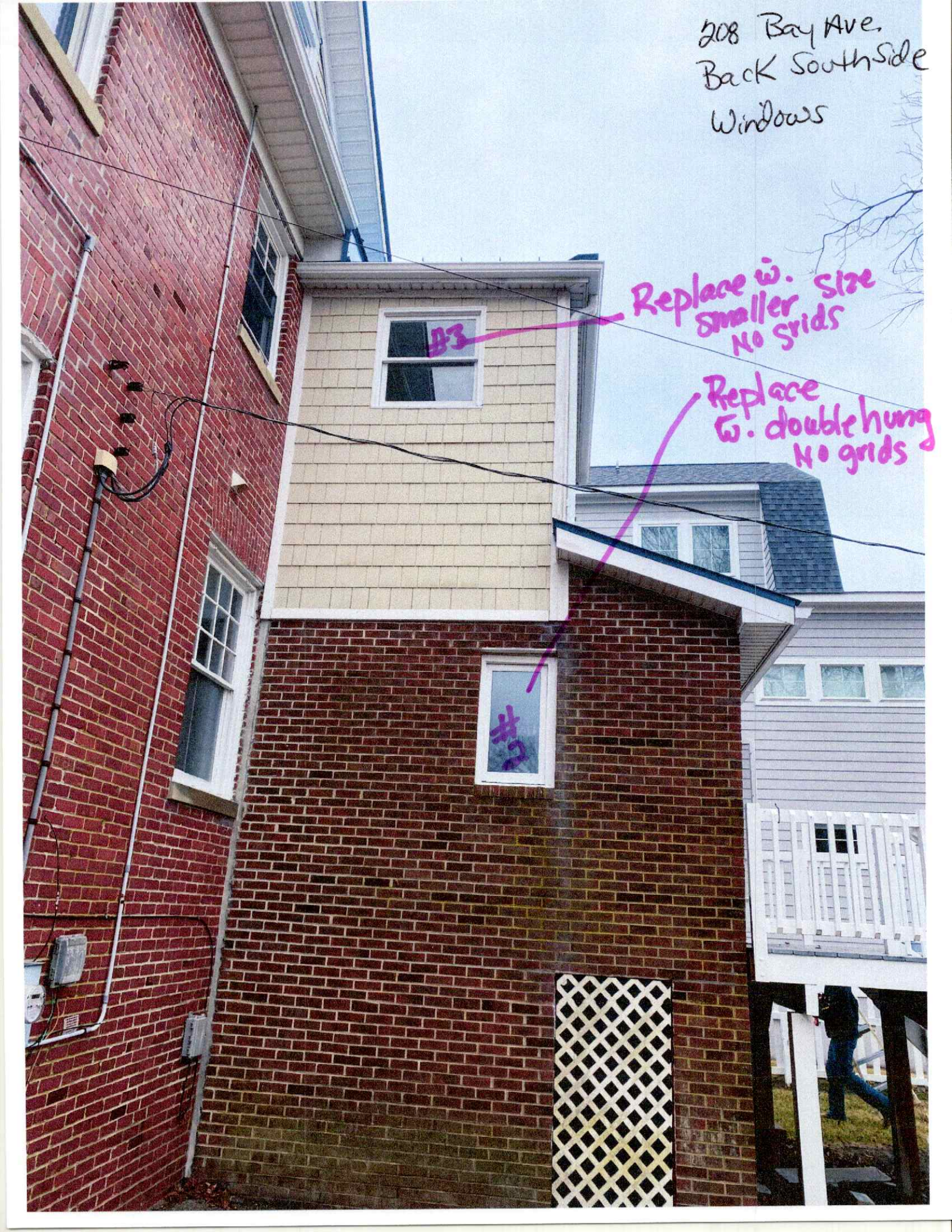
208 Bay Ave.
Back SouthSide
Windows

Replace w. size
smaller
No grids

Replace
w. double hung
No grids

#3

#2



208 Bay Ave.
Back North
Side
Windows

Replace w.
same - No
grids
↑



208 Bay Ave
South Side
Windows



208 Bay Ave,
South Side
Windows

Replace with
Same

#7

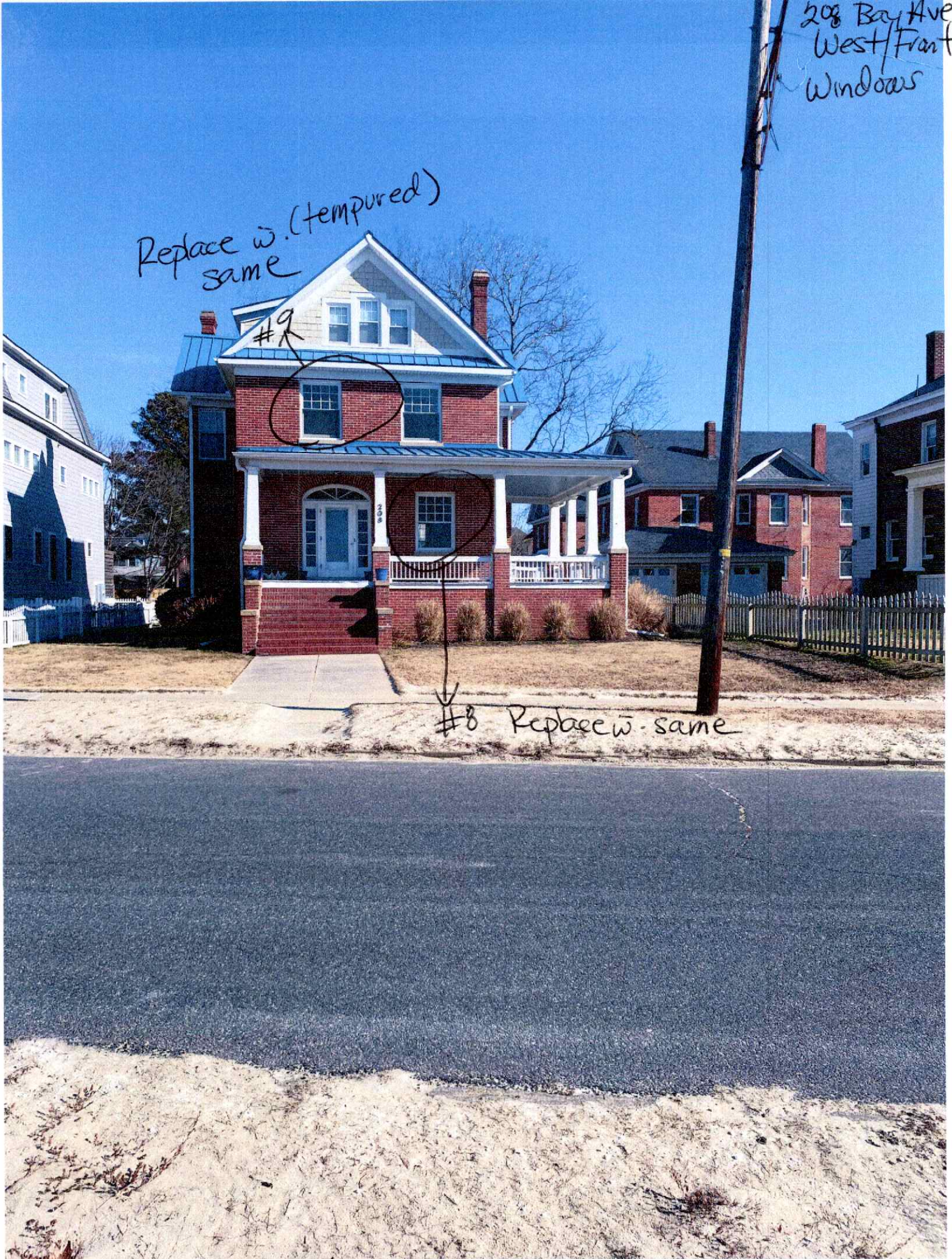


208 Bay Ave.
West/Front
Windows

Replace w. (tempured)
same

#9

#8 Replace w. same



208 Bay Ave.
North Side
Windows

Replace w. same
#10 (tempered)



ORDER: 61493
ORDER DATE: 1/23/2025
ORDER CONTACT:

Window Schedule

QUOTE

INVOICE INFORMATION

LOUDOUN DOOR AND WINDOW

SHIPPING INFORMATION

LOUDOUN DOOR AND WINDOW

SHIP VIA:

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS	
61493	1/23/2025	208 bay	Coastal/simms			
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL	
#1 1	400 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL=[3V2H], SIMULATED DIVIDED LITE, CREAM, HEAD EXPANDER, ALUM HALF SCREEN, FIBERGLASS INS Dr rear	1	44 1/4 W X 65 1/2 H	\$787.12	\$787.12	
#5 #6 2	400 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL=[2V2H], SIMULATED DIVIDED LITE, CREAM, HEAD EXPANDER, ALUM HALF SCREEN, FIBERGLASS INS Dr side	2	34 1/2 W X 65 1/2 H	\$673.32	\$1,346.64	
#7 3	400 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL=[2V2H], SIMULATED DIVIDED LITE, CREAM, HEAD EXPANDER, ALUM HALF SCREEN, FIBERGLASS INS Frt rm. side	1	34 1/4 W X 65 3/4 H	\$673.32	\$673.32	
#8 4	400 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL=[3V2H], SIMULATED DIVIDED LITE, CREAM, HEAD EXPANDER, ALUM HALF SCREEN, FIBERGLASS INS Frt rm frt end	1	44 1/4 W X 65 3/4 H	\$787.12	\$787.12	
#9 5	400 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), TEMPERED FULL, DOUBLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL=[2V2H], SIMULATED DIVIDED LITE, CREAM, HEAD EXPANDER, ALUM HALF SCREEN, FIBERGLASS INS 2nd fl bath	1	35 W X 61 1/2 H	\$984.14	\$984.14	
#10 6	400 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), TEMPERED LOCK SASH ONLY, DOUBLE STRENGTH, ARGON, GRIDS BY SASH, COLONIAL=[3V2H], SIMULATED DIVIDED LITE, CREAM, HEAD EXPANDER, ALUM HALF SCREEN, FIBERGLASS INS 2nd bath	1	45 1/4 W X 61 1/2 H	\$948.00	\$948.00	
#3 7	400 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, HEAD EXPANDER, ALUM HALF SCREEN, FIBERGLASS INS 2nd rear	1	23 3/4 W X 37 H	\$403.82	\$403.82	
#4 8	400 Series Double Hung EXACT SIZE, CREAM, CAM, ROUNDED SASH, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, HEAD EXPANDER, ALUM HALF SCREEN, FIBERGLASS INS 2nd rear	1	35 3/4 W X 37 H	\$427.84	\$427.84	

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS
61493	1/23/2025	208 bay	Coastal/simms		
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL
9	CASEMENT 143 EXACT SIZE, CREAM, DUAL GLAZE, LOW E 3 (NEW), SINGLE STRENGTH, ARGON, EXTRUDED NAILFIN, RIGHT VENT Side rear <i>#2 or a 400 Series Double Hung</i>	1	21 W X 38 3/4 H	\$480.70	\$480.70
		TOTALS: 10	SUBTOTAL:		\$6,838.70
			TOTAL:		\$6,838.70

COMMENT:

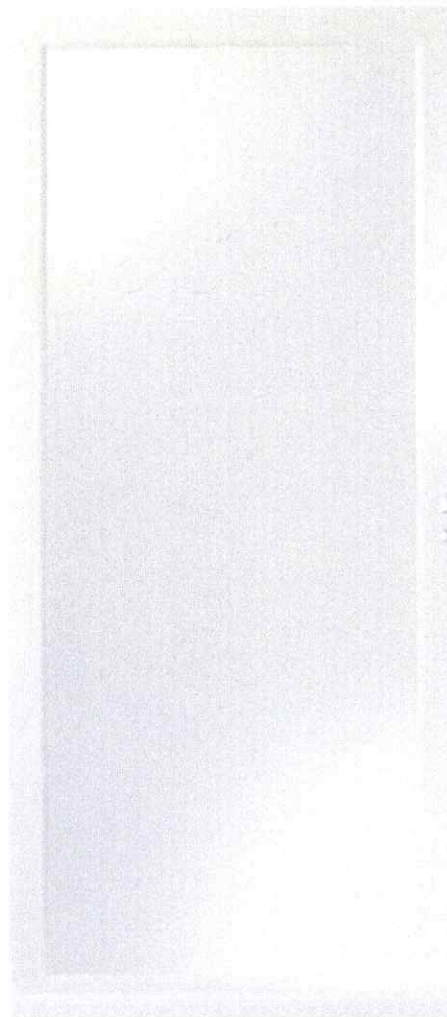
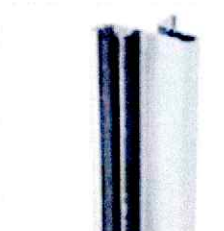
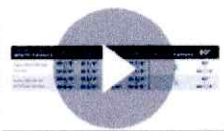
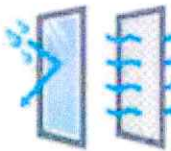
208 Bay Ave.
Storm Door, back door

Andersen

3000 Series 36 in. x 80 in. White Interchangeable Aluminum Storm Door

Full View

★★★★★ (4772) ✓ Questions & Answers (1765)

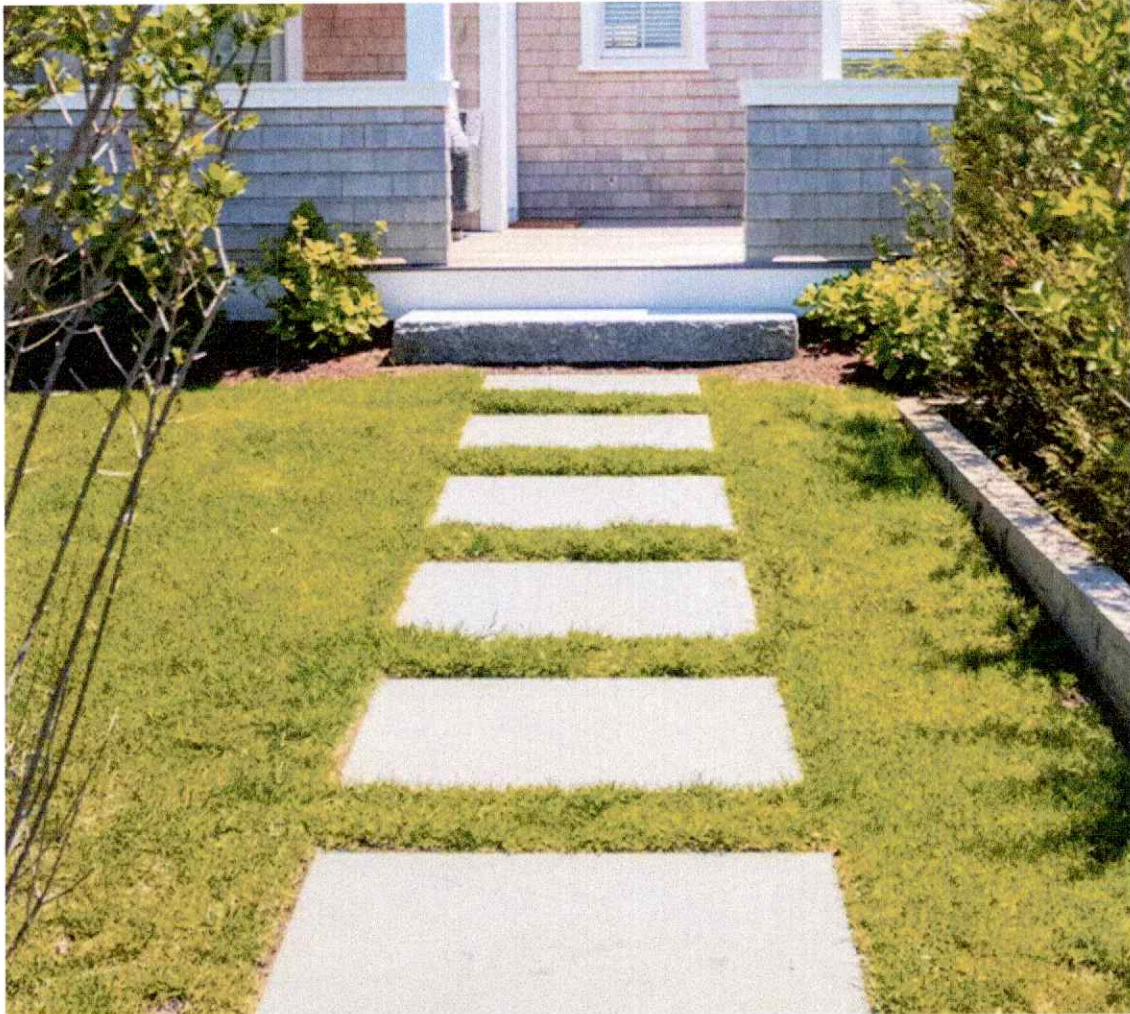




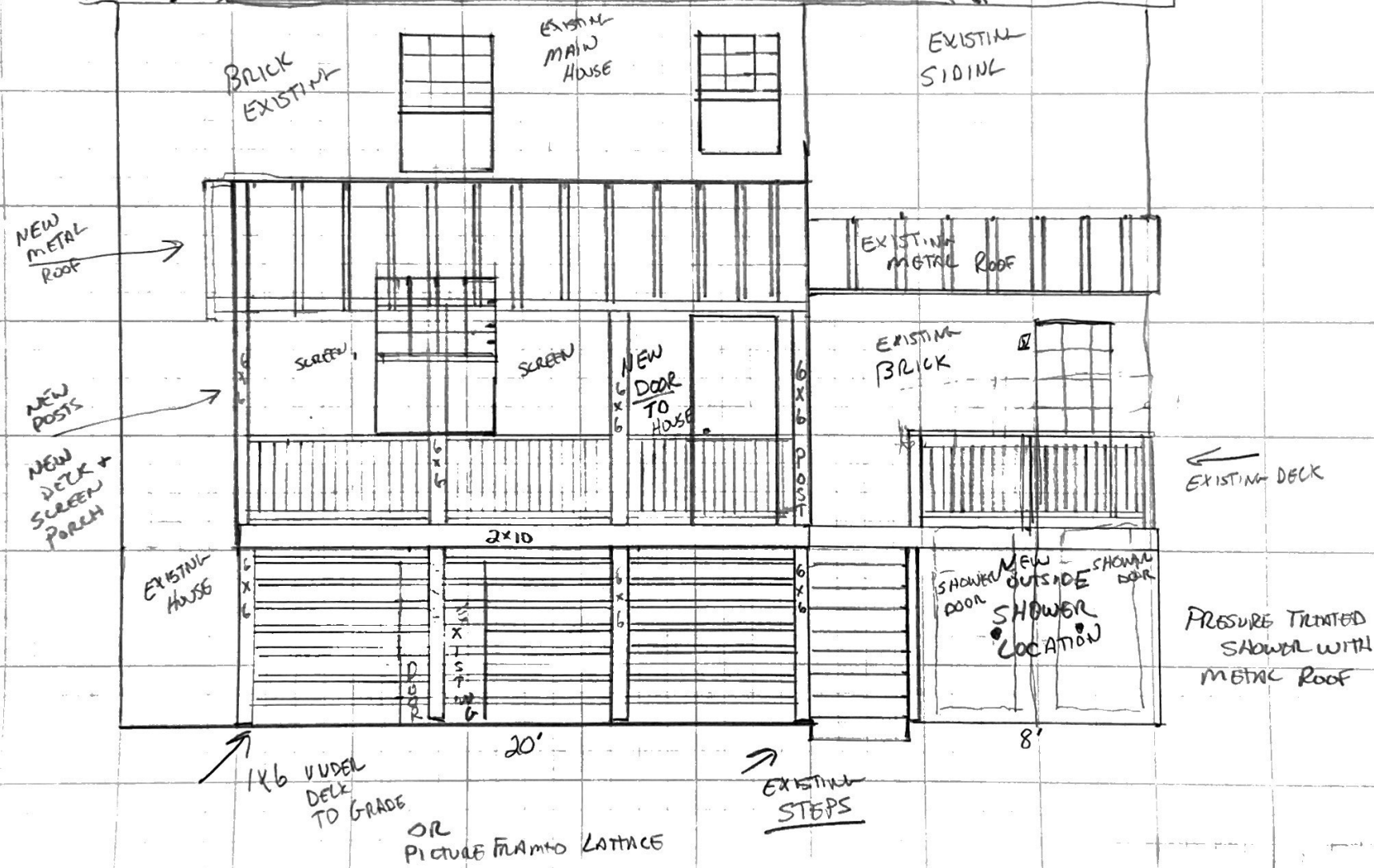
James Hardie

2008 Bay Ave.
Hardie Shakes
Replacement siding
where needed

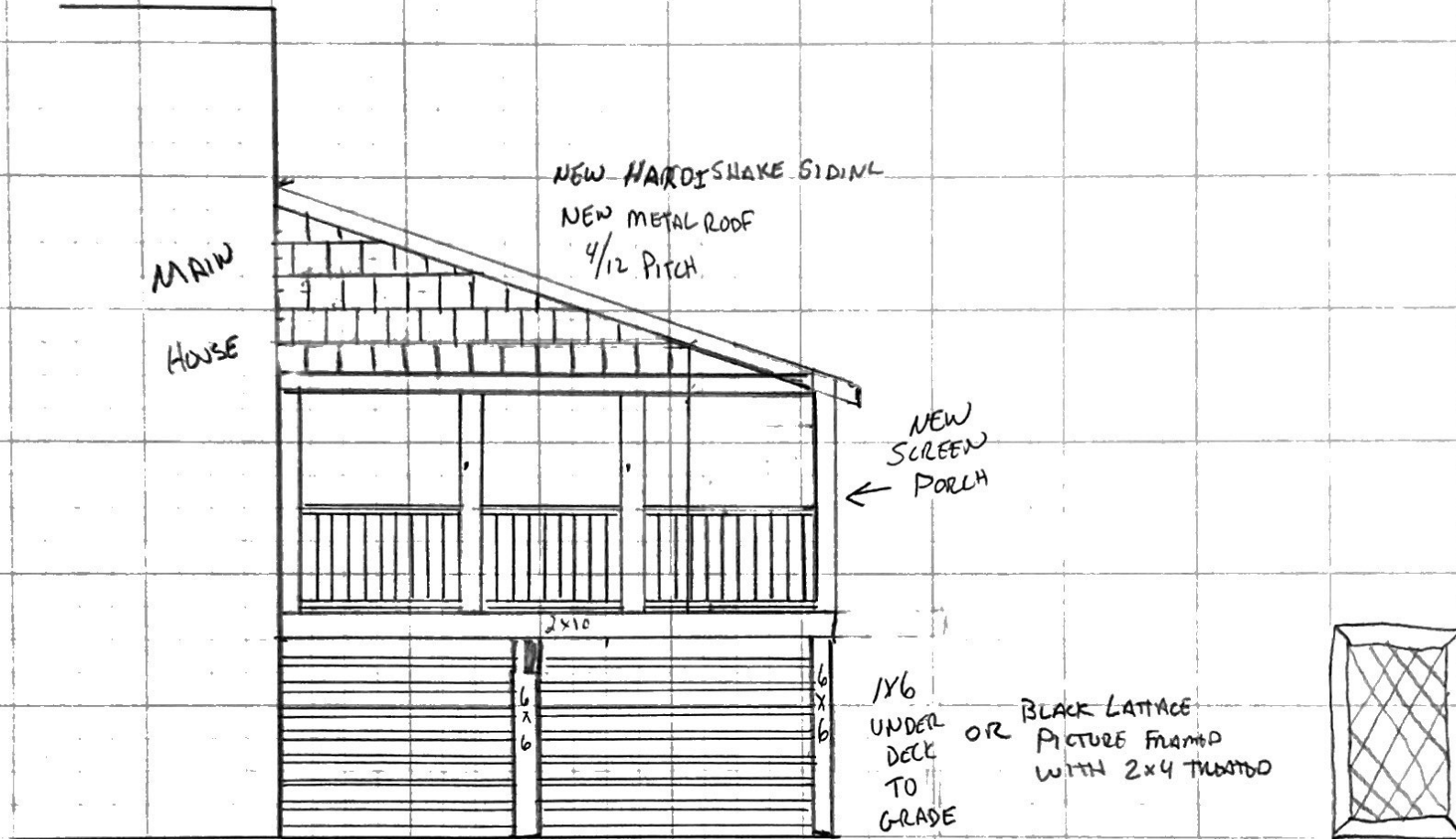
208 Bay Ave.
Hardscape Path
Material: Blue Stone



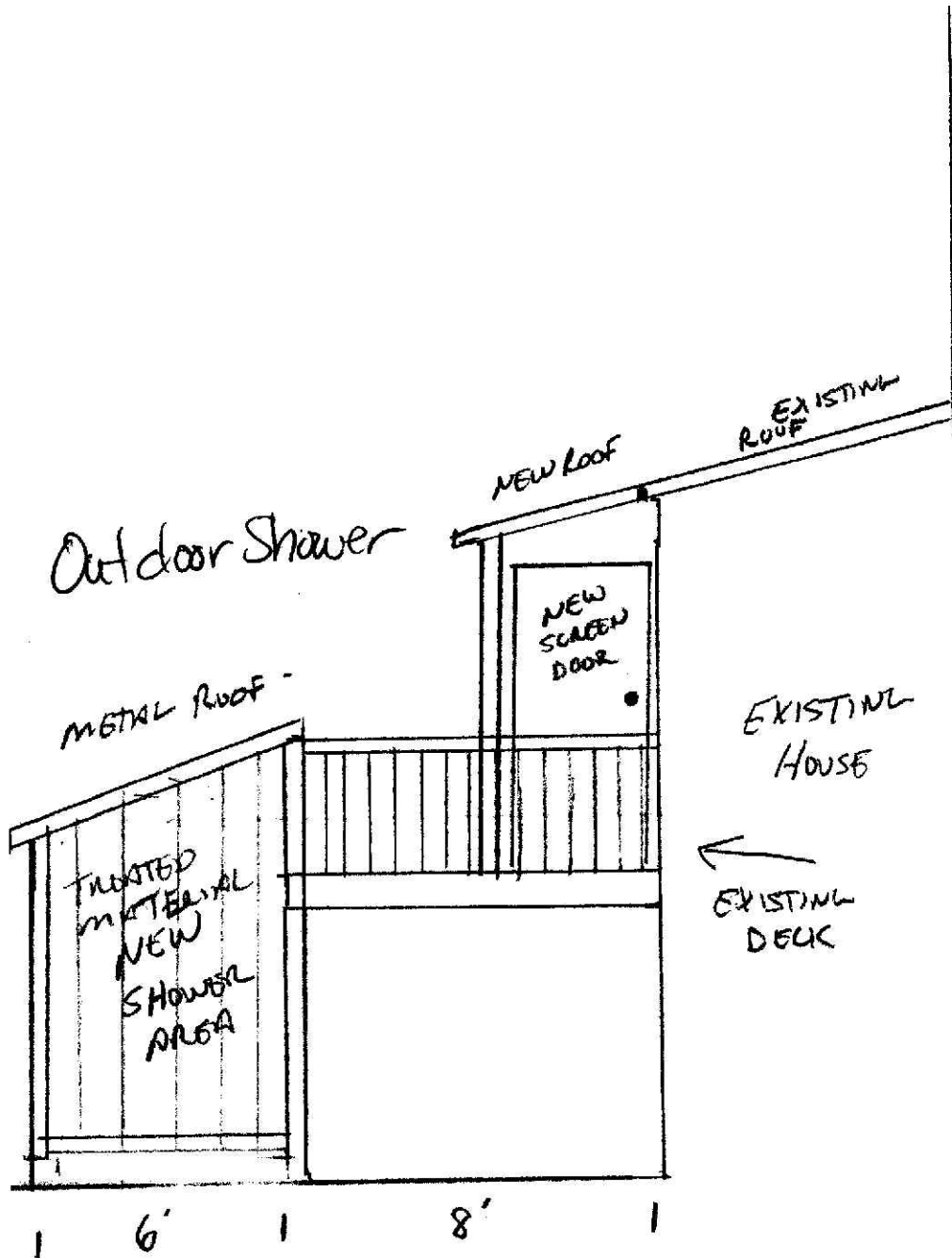
A hand-drawn sketch of a house on a grid background. The house has a gabled roof with a chimney on the right side. The roof is labeled "METAL ROOF" on both sides. The house has a central window with a cross-shaped frame. The drawing is done in black ink on a white grid.



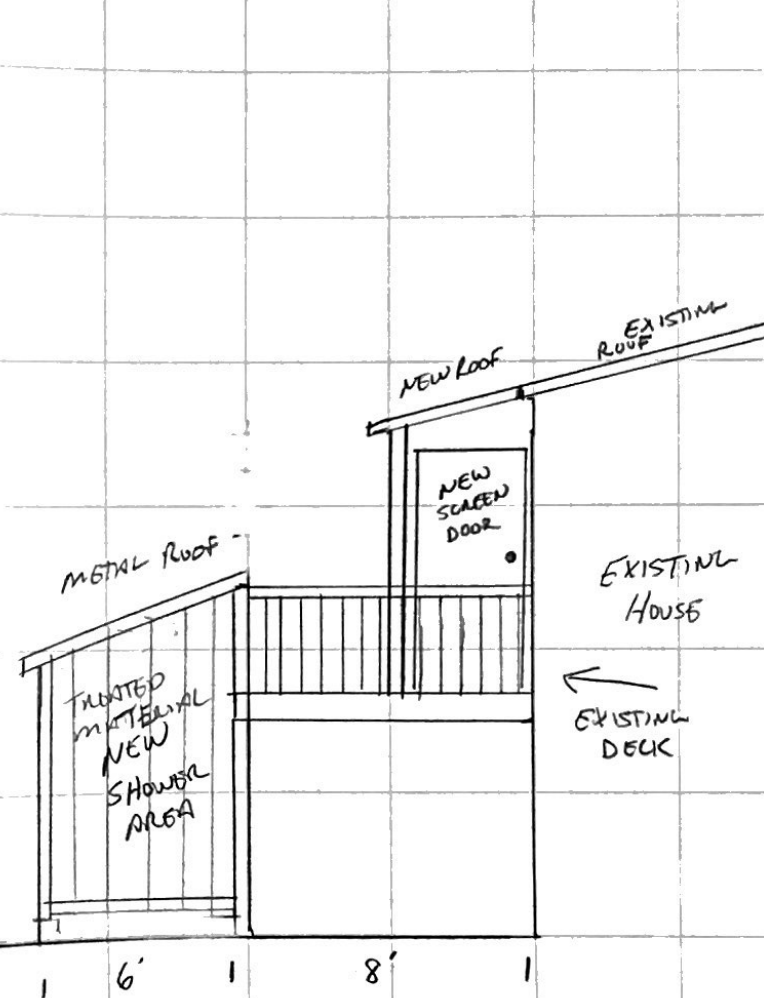
208 Bay Ave.
Future
Side Elevation
Screen Porch



208 Bay Ave
Future outdoor Shower
Back of house



208 Bay Ave.
Future Side
Elevation
Screen Porch
Outdoor showers(2)



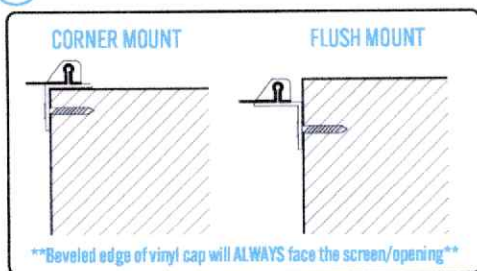


208 Bay Ave.
Screen Porch
Screen material

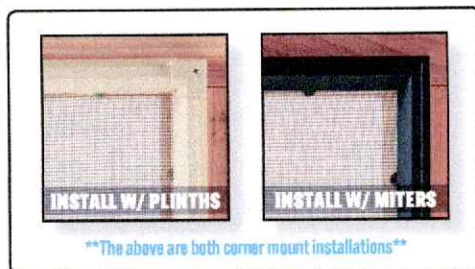
SCREENEZE® INSTALLATION INSTRUCTIONS

1

Choose Mount Type:



Choose To Do Miter Cuts Or Square Cuts With Plinths:



2 Identify the **required** components included in the tube:



Identify the **optional** components for square cut installation (sold separately):



★ ★ ★ WE STRONGLY DISCOURAGE THE USE OF IMPACT DRIVER DRILLS TO FASTEN THE SQUARE DRIVE FASTENERS ★ ★ ★
The torque may damage and weaken the fasteners. Damaged square drive fasteners will affect the performance of the SCREENEZE System.
We highly recommend a standard drill to install the square drive fasteners.

3

Decide if you are going to utilize the optional Plinth Kits (sold separately) to eliminate mitering the SCREENEZE® corners. If you are going to use the optional Plinth Kits, proceed to step 4 for a Flush Mount Application or step 5 for a Corner Mount Application.

NOTE: If you are doing a Flush Mount, you will utilize Plinth Flush kits. If you are doing a Corner Mount, you will utilize the Plinth Corner Kits.
If you are **NOT** using the optional Plinth Kits for installation, skip to step 6 on page 3

208 Bay Ave.
ScreenPorch Rails



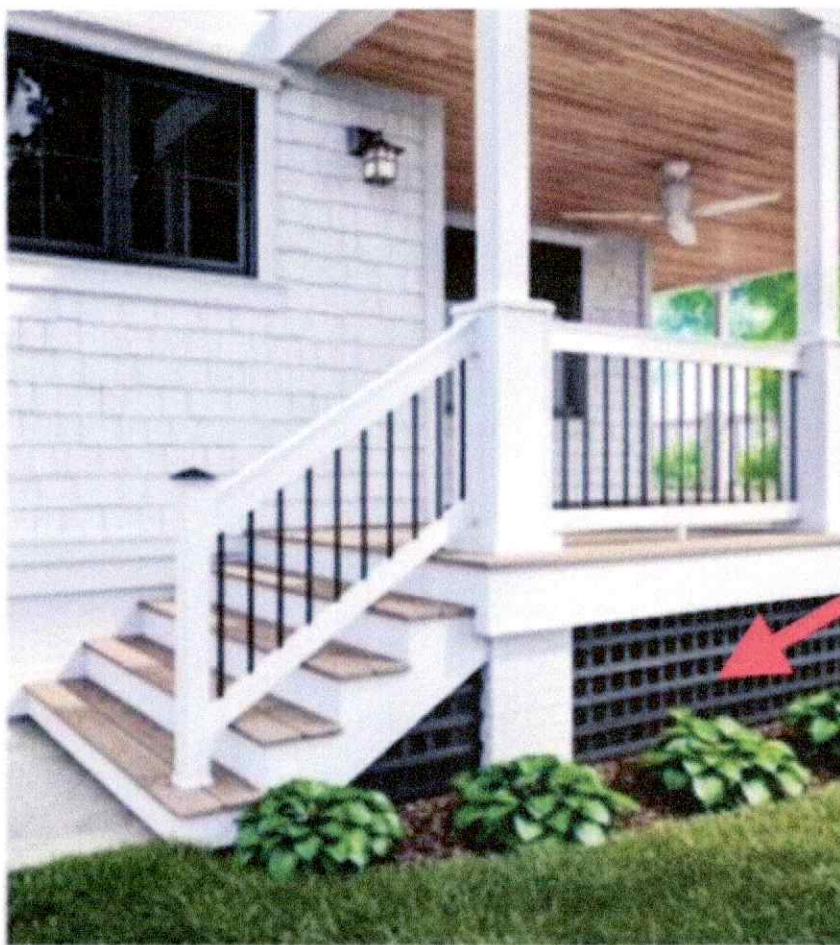
ScreenPorch Rails
Intex Hampton
1 1/4" sq. baluster

The Hampton Extruded Rail System is an economical rail solution with performance superior to composite railing. This rail system is available in 6, 8 and 10 foot lengths for level & radius rail runs, and 6 & 8 foot lengths for stairway applications.



- › Matte finish – 100% extruded Cellular PVC with aluminum reinforced core
- › 3-1/2" width flat top profile (RS40350F)
- › 3-1/2" width peaked profile (RS40350P)
- › Commercial Code Approved spans up to 10 feet
- › Hidden Stainless Steel fasteners
- › 1-1/4" square-edge balusters
- › 5" standard newel cover, 6", 8", 10" & 12" optional
- › Solid PVC flat & pyramid newel caps, injection molded cap optional
- › Mahogany top cap option available
- › Does not require paint, but can be painted (LRV >55)

208 Bay Ave.
Back-Screen
Porch
lattice



under screen porch
deck to grade

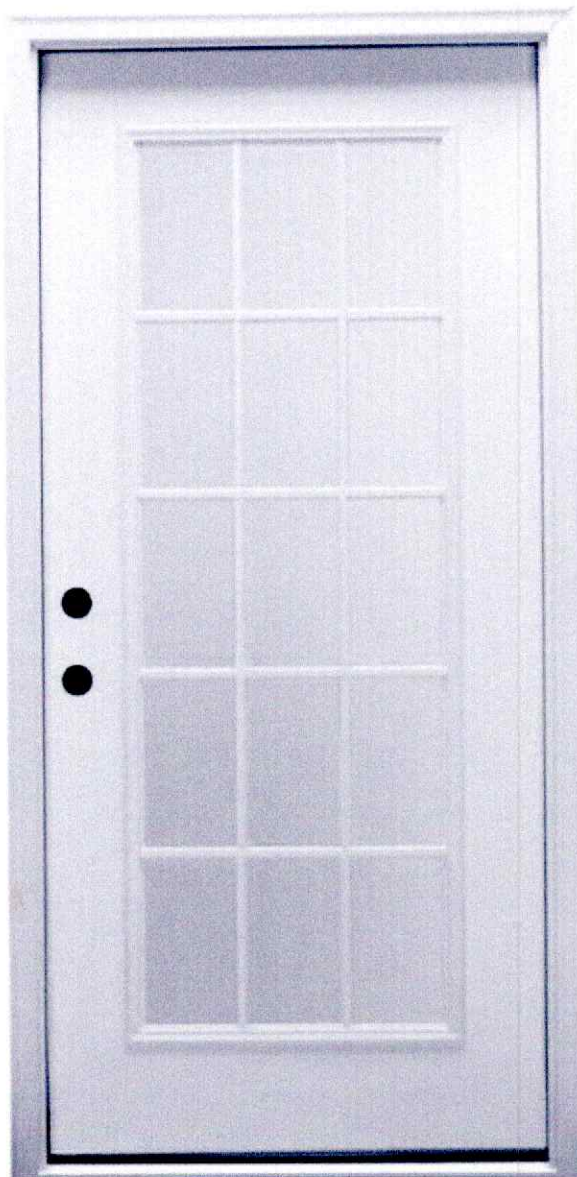
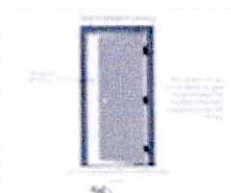
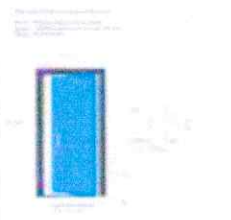
- Either this lattice or
- 1x6 Horizontally

208 Bay Ave.
a Back door placed in
window opening
15-Lite Clear

MMI DOOR

**36 in. x 80 in. Classic
Glass Primed Steel Prehung Front Door on 4-9/16 in.
Frame**

★★★★★ (14) ∨ Questions & Answers (20)



208 Bay Ave.
Rear
22x24 Parking Pad
Material: gravel/stone or
oyster shell

222 Randolph Ave

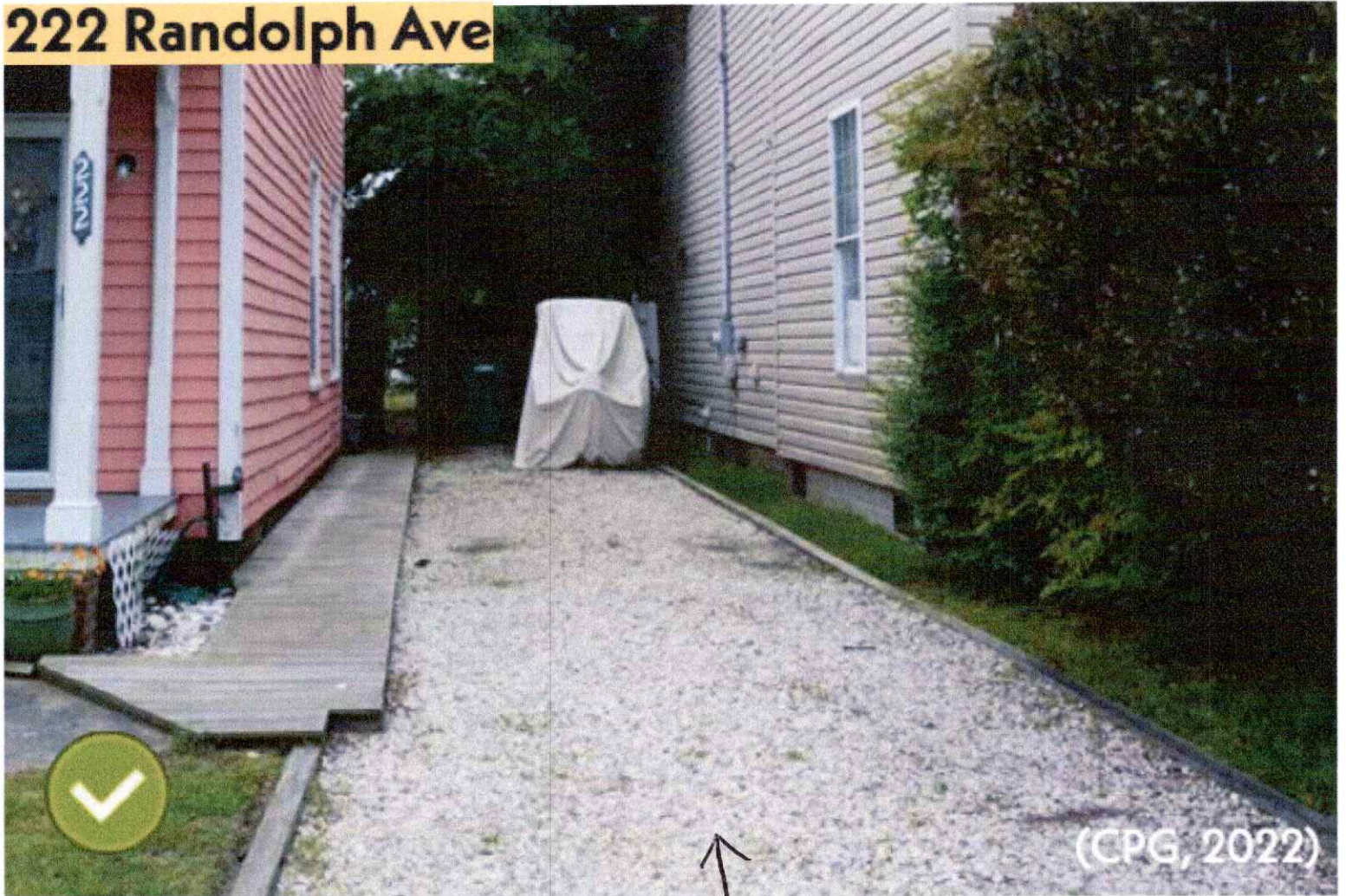


Figure 01 Completed parking shell or rubble

material

208 Bay Ave.
Fence, adding
Material: Wood
Style: Same / No change





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	Paid
Violations	NA
Fee	Paid
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:

Bolen Simms

Date:

PART 2: PROPERTY INFORMATION

Property Address: 208 Bay avenue

Tax Map #: 83A3-2-6-11 & 83A3-2-6-12A

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: Brian and Colleen Marden

Mailing Address: 217 Wellington Road, Baltimore, MD 21213

Phone Number: 410-935-9313 (Brian) 410-935-9314 (Colleen)

Email: briancolleenm@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: Coastal Craftsman Builders, LLC

Mailing Address: 401 Madison Avenue, Cape Charles, VA 23310

Phone Number: 757-678-3033

Email: coastalcraftsmanbuilders@gmail.com

PART 5: PROJECT INFORMATION

Proposed Project Description (If any tree removal is being proposed a Tree Permit Application must be completed.):
Place or Build shed in back yard.

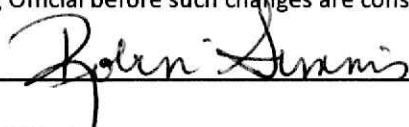
PART 6. ACCESSORY STRUCTURE
 See Section 5.13 & 6 of the Historic District Design Guidelines
 Cape Charles Zoning Ordinance Section 4.2 (E)

Main Dwelling First Floor Building Area (sq ft): 1,060.34		Height of Main Dwelling: 2-1/2" stories	
Building Area (sq. ft.): 192		Total Gross Floor Area (sq. ft.): 192	
Distance from Main Structure (ft.): 56.25'		Building width (ft.): 12'	
Building Height	Feet: 14'	Stories: 1	Roof pitch: 10/12
A. Foundation	Material to be used if applicable: crushed stone		
B. Roofing	Material to be used: asphalt; architectural Shingles		
C. Siding	Material to be used: Hardie Lap	Dimensions: 7" exposure	
D. Doors	Width: 5' Height: 6' 8"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) Metal double door		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material: Vinyl		
	Width: 24"	Height: 36"	Depth: transom over door
F. Trim	Material to be used: AZEK		
	Dimensions: Fascia & Corner Posts 4"		

Describe how the proposed construction will relate to the architectural scale, massing, volumes, and styles represented within the historic district. Attach pictures of the neighborhood (e.g., adjacent buildings, streetscapes).
 Place/build shed in back yard - typical

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: 2/4/25

Zoning Administrator's signature: _____ Date: _____

Zoning Ordinance Article VIII Section: _____

208 Bay Ave.
Shed/size:
• Hardi lap siding 7"
• Asphalt shingles

16'x12'





Fwd: Shed for 208 Bay Ave Cape Charles

1 message

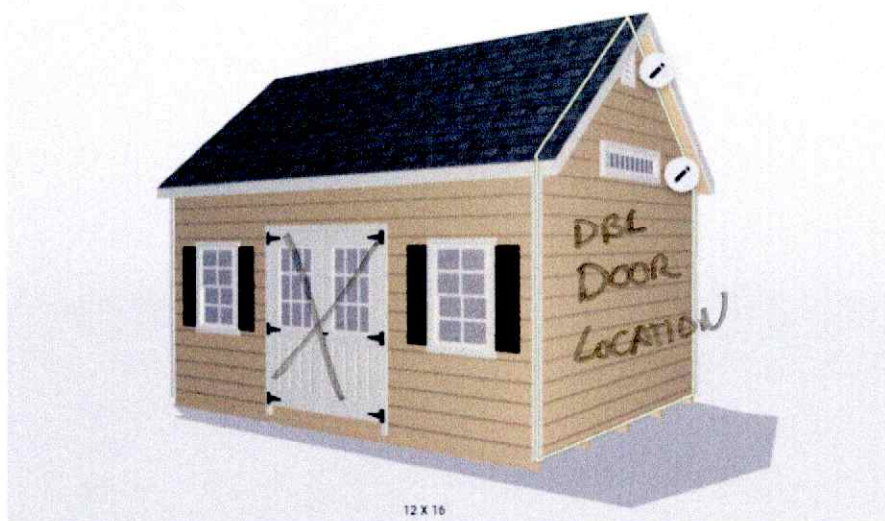
Brian & Colleen Marden <briancolleenm@gmail.com>

Wed, Jan 29, 2025 at 5:26 PM

To: Coastal Craftsman <coastalcraftsmanbuilders@gmail.com>

Scott,

Here are the specs on the shed. The picture is pretty accurate except the Doors are black and located under the transom on the front of the shed. Bobby will do the foundation work when he does the stone parking pad.



SPECS:

12 x 16 Hardie Plank Garden A-Frame Elite Shed Color: To match house color as much as possible
Trim: White w/Black Doors & Shutters Roof: Granite

STANDARD FEATURES INCLUDE:

- 4x4 Pressure Treated Foundation Runners
- 2x4 Floorjoist 12" OC with 3/4" T&G Smart Finish Wood Flooring - 2x4 Wall Studs 16" OC
- 8' Sidewalls
- Painted Hardie Plank Siding with House Wrap
- 2 - 24" x 36" Windows with Screens
- 2 - Pair Shutters
- Trim Around Each Window
- Double Hinged Fiberglass w/9 Lite Glass Door
- Double Transome Windows above Doors
- 2x6 Rafters 24" OC
- 3 1/2" x 7 1/2" LVL Ridge Beam
- Hurricane Ties Securing Rafters to Wall
- 10 Pitch Roof -
- 7" Overall Overhang
- 2 Arch Gable Vents
- 4' Loft
- 1/2" Wood Sheating on Roof
- 15 Lbs Tar Paper
- 30 Yr Architectural Shingles

- 6' Wide ramp

14' x 18', Stone Foundation

Foundation Features Include:

Pressure Treated 4x6 Perimeter w/ 1/2" x 24" Rebar Stakes Through 4x6s to Maintain Stability.

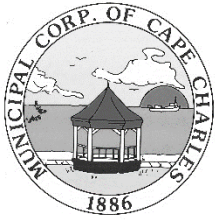
Top of 4x6s Will be Set Approx 1" Above Ground Level Where the Structures Entrance Door is Located.

4" to 6" of 3/4" Clean Stone Leveled And Compacted.

Geotextile Woven Fabric Will Separate the Stone From The Ground,

Agenda Item 6D (3)

509 Harbor Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 18, 2025

Item #: 6D (3) – 509 Harbor Avenue

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

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

Date: March 5, 2025

APPLICANTS: QS LLC representing owner
LouEllen Blackwelder

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 509 Harbor Avenue

WORK TO BE PERFORMED: Construct rear
addition with upper deck

TAX MAP: 83A1-2-10-6

CURRENT ZONING: Residential - (R-1)

LOT SIZE: 4,447 sq. ft.

HISTORIC REGISTER: NON-CONTRIBUTING

Description: Ca. 1965, Minimal Traditional

Accessory Structure: NA

DATE APPLICATION RECEIVED: February 4, 2025

PRE-APPLICATION MTG: March 18, 2025

DATE APPLICATION DEEMED COMPLETE: February 27, 2025

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): April 28, 2025

The applicant is seeking to construct a new addition of a 24.2' x 31' (750.2 square feet) rear porch and a 9' x 31' (297 square feet) second story deck above the new addition. The rear additions do propose the removal of two windows which will be to add a door and a bigger window.

AERIAL MAP:



MATERIALS:

Roof: Rubber

Ceiling: Vinyl Beaded

Siding: Vinyl to match existing

Windows: 2= 6/6 SDL 3' x 5' vinyl and 2= 4/4 SDL 2' x 3' vinyl

Doors: Fiberglass: Addition: 6-lite/2-vertical panel, Rear Porch & Second Story Deck: 15-lite

Screening

Flooring: 5/4 x 6 Azek Composite Decking

Foundation: Block Stucco Finish

Rear Second-Floor Deck: Flooring: 5/4 x 6" AZEK Composite Decking, Railing: AZEK Premier composite

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, non-conforming use. The proposed renovations on the two-story single-family dwelling 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 3-19 – Minimal Traditional)

Section 5.12: New Additions to Non-Contributing Buildings

Section 9.3: Decks, Ramps, & Patios

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials for the proposed rear addition and second-story deck reflect the character and historic appearance of the neighborhood. Please note that this structure is a non-contributing structure. 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

Total Lot Coverage Breakdown - 3/5/2025	
Address 509 Harbor Avenue	Tax Map # 83A1-2-10-5
Lot Size	4,447
Structure	Square Footage
House	884.00
Rear Front Brick Porch	18.00
Front Steps	30.00
Rear Porch	0.00
Concrete Walkway	88.00
Accessory Structure	192.00
Ramp	24.00
Total	1,236.00
Total Lot Coverage	27.79%
ADD ONS	
Rear Screened-In Porch	750.20
Proposed Total	750.20
Existing Total	1,236.00
Total Proposed + Existing	1,986.20
Total Lot Coverage	44.66%
NOT INCLUDED	



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	Paid
Violations	NA
Fee	\$500 PD
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

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

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

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

Owner signature: _____

Date: _____

PART 2: PROPERTY INFORMATION

Property Address: 509 Harbor Ave.

Tax Map #: 8341-2-10-6

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: Lou Ellen Blackwelder

Mailing Address: 1937 Channing Ln, Virginia Beach, VA 23456

Phone Number: 804-301-1965

Email: lpb12404@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: QS LLC

Mailing Address: P.O. Box 1090 Cheriton, VA 23316

Phone Number: 757-331-4560

Email: heatherbehtensgs@gmail.com

PART 5: PROJECT INFORMATION

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

Add rear addition * 31' x 24.5' To include (1) Bedroom, (1) Bathroom, upper balcony + screened-in porch.

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: 1 story w/ upper deck + porch Building height: 14' Footprint: 23 x 31 Gross square footage: 712

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 SHINGLE	Proposed Materials: Rubber
Other / Additional Notes:	

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

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

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

Existing Door	Proposed Door
Door 1: Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material:	Proposed Material: Fiberglass
Dimensions: Width _____ Height _____	Dimensions: Width 6' Height 8"
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:

Part of the new addition

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>4</u> Removed: <u>2</u> 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: <u>2'-2"</u> Height: <u>3'0"</u> Depth: _____
Material: <u>VINYL</u>	Material: <u>Vinyl</u>
E. PORCHES ☐ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/add skirting	
Location (Attach pictures for all work; Survey may be requested):	
Floorboards: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material:	<u>Azek 5/4x6 decking</u>
Ceiling:	
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Type of Material to be used:
Existing Material: <u>VINYL</u>	<u>BEADED VINYL</u>
If replacing, indicate the reason for replacement: <u>TO BE CONTIGUOUS WITH NEW PORCH</u>	
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 <u>ADDED</u>	
Location (Attach pictures; Survey may be requested): <u>REAR</u>	
Existing Material: <u>ASA AZEK/VINYL</u>	Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure
Proposed Material: <u>AZEK/VINYL</u>	
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: _____ Repaired _____ <u>2</u> Replaced _____ Altered _____	
Location (Attach pictures; Survey may be requested): <u>REAR</u>	
Existing Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Type of Material to be used: <u>Premier Azek handrail</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: 9	Width: 31	Materials: 5/4 x 6 Azek decking
☐ 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): Addition			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing material:		Proposed material: Vinyl	
Dimensions: Thickness -		Dimensions: Thickness - .042" Width - 5"	
Indicate the reason for change, e.g., underlying material condition, rot: Same as existing house			
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): REAR			
Existing Material: Vinyl		Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	
Type of Material to be used: Vinyl trim			
Dimensions: 1" CHANNEL / 4" CORNERS			
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): REAR			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials: concrete footers, block w/ stone	
Existing mortar:	Joints:	Mortar to be used: Type N Mortar joints: 3/8"	
Other / Additional Notes:			
Unpainted masonry cannot be painted.			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Material:	Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure
Height:	
Describe the style:	
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: <u>Heather Behr</u>	Date: <u>12/2/24</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	



Owner Affidavit for Permission to Represent

Planning & Zoning Department
757-331-3259 x24

planningtech@capecharles.org

Revised 9/2022

Taxes	
Violations	
Fee	
Decision	

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.

Property Information

Subject Property Street Address: 509 Harbor Ave.

Subject Property Tax Map #: 8341-2-10-6

Owner Information

Owner's name: LouEllen Blackwelder

Mailing address: lpb12404@gmail.com

Phone number: 804-301-1965 Email: _____

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

Representative Information

Name: OS LLC

Mailing address: P.O. Box 1090, Cheriton, VA 23316

Phone number: 757-331-4560 Email: heatherbehrens@gmail.com

☒ to file documents on my behalf ☒ to represent me in meetings with Town officials

Representative Information

Name: _____

Mailing address: _____

Phone number: _____ Email: _____

☐ to file documents on my behalf ☐ to represent me in meetings with Town officials

Signature of owner: LouEllen Blackwelder Date: 8/28/24

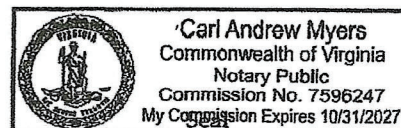
State of VIRGINIA County of NORFOLK

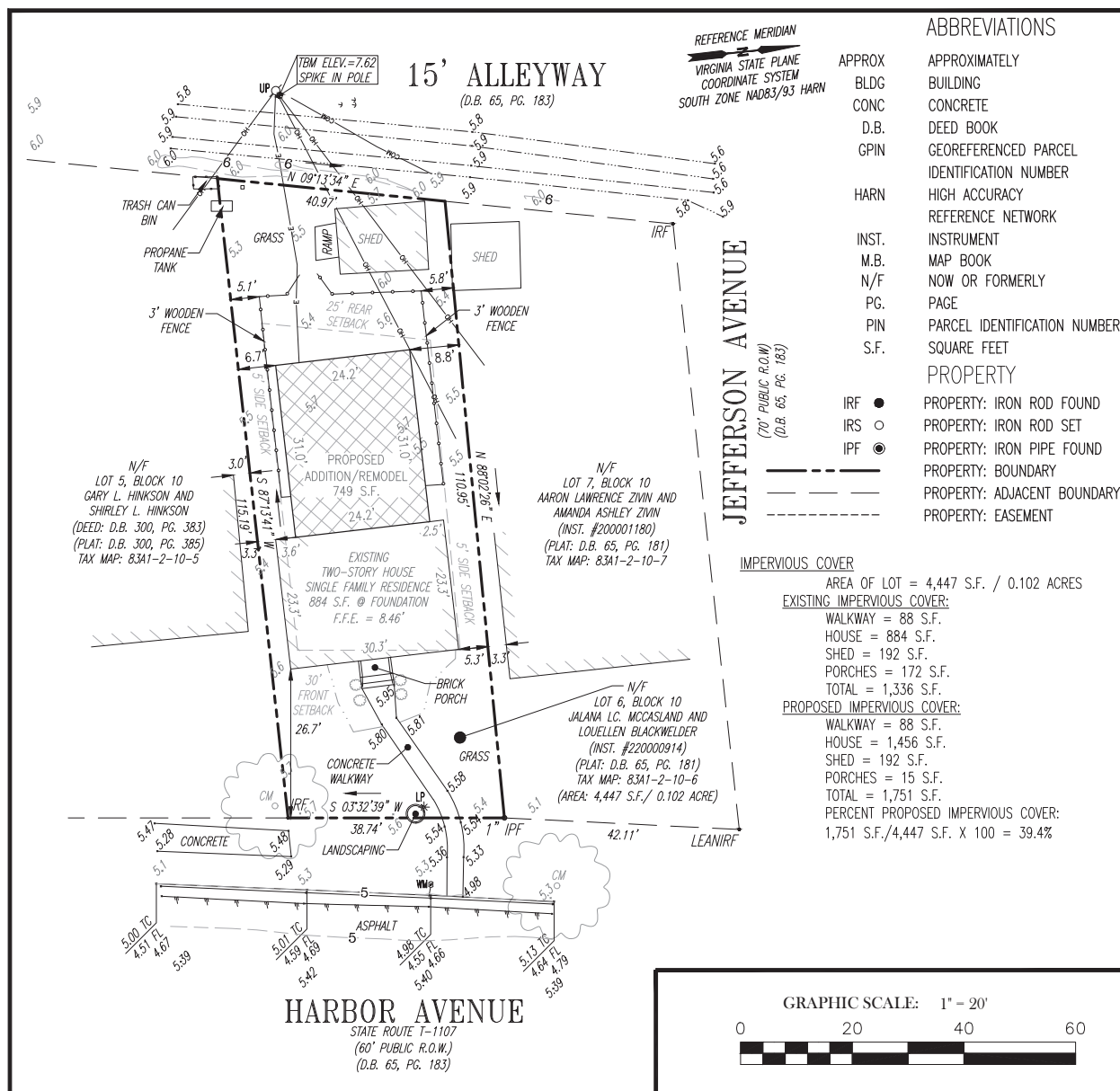
The foregoing instrument was acknowledged before me this 28th day of AUGUST, 2024, by
LOVELLEN BLACKWELDER (name of person acknowledged)

Signature of Notarial Officer: Carl Andrew Myers

Notary Registration number: 7596247

My commission expires: 10/31/2027





GENERAL SURVEY NOTES:

- THIS SURVEY WAS PRODUCED BY MID-ATLANTIC SURVEYING AND LAND DESIGN, INC. FOR QS LLC.
- THIS SURVEY WAS PRODUCED WITHOUT BENEFIT OF A TITLE REPORT. ALL EASEMENTS, SERVITUDES AND RESTRICTIONS MAY NOT BE SHOWN.
- THE PROPERTY LINES SHOWN HEREON ARE NOT BASED ON A CURRENT FIELD BOUNDARY SURVEY. PROPERTY LINES SHOWN HEREON ARE BASED ON COMPILATION OF DEEDS AND PLATS OF RECORD.
- THIS SITE IS NOT LOCATED IN THE RPA, BUT IS LOCATED COMPLETELY IN THE RMA OF THE CHESAPEAKE BAY PRESERVATION AREA.
- THIS PARCEL APPEARS TO LIE IN FLOOD ZONE X SHADED ACCORDING TO FEMA FLOOD ZONE PANEL 51131C0295F DATED 03/02/2015. FLOOD INFORMATION INDICATED HEREON SHOULD NOT BE CONSTRUED AS A DETERMINATION OF THE NEED OR LACK OF NEED FOR FLOOD INSURANCE. PROPERTY OWNERS SHOULD CONTACT A LOCAL FLOOD OFFICIAL FOR MORE INFORMATION.
- THIS SITE IS LOCATED INSIDE OF THE TOWN OF CAPE CHARLES HISTORIC DISTRICT OVERLAY
- TOWN OF CAPE CHARLES ZONING: R-1
FRONT SETBACK: 30' OR CONFORMING TO ADJACENT LOTS
SIDE SETBACK: 5'
REAR SETBACK: 25'

TOPOGRAPHIC SURVEY CERTIFICATION

THIS SURVEY

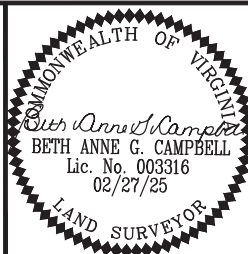
"SITE PLAN
OF
LOT 6, BLOCK 10 (D.B. 65, PG. 183)
FOR
QS LLC
CAPE CHARLES, VIRGINIA
02/27/2025"

WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF, BETH ANNE G. CAMPBELL FROM AN ACTUAL GROUND OR REMOTE SENSING SURVEY MADE UNDER MY SUPERVISION; THAT THE IMAGERY AND/OR ORIGINAL DATA WAS OBTAINED ON 12-07-2022; AND THAT THIS PLAT, MAP, OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

DATE: 02-27-2025

Beth Anne G. Campbell
BETH ANNE G. CAMPBELL, VA L.S. #003316

SITE PLAN
OF
LOT 6, BLOCK 10
(D.B. 65, PG. 183)
FOR
QS LLC
CAPE CHARLES, VIRGINIA
02/27/2025



PROJECT #22256.1

FIELD BY:

LMD/BAC

FIELD DATES:

12/07/2022

DRAWN BY: ETR

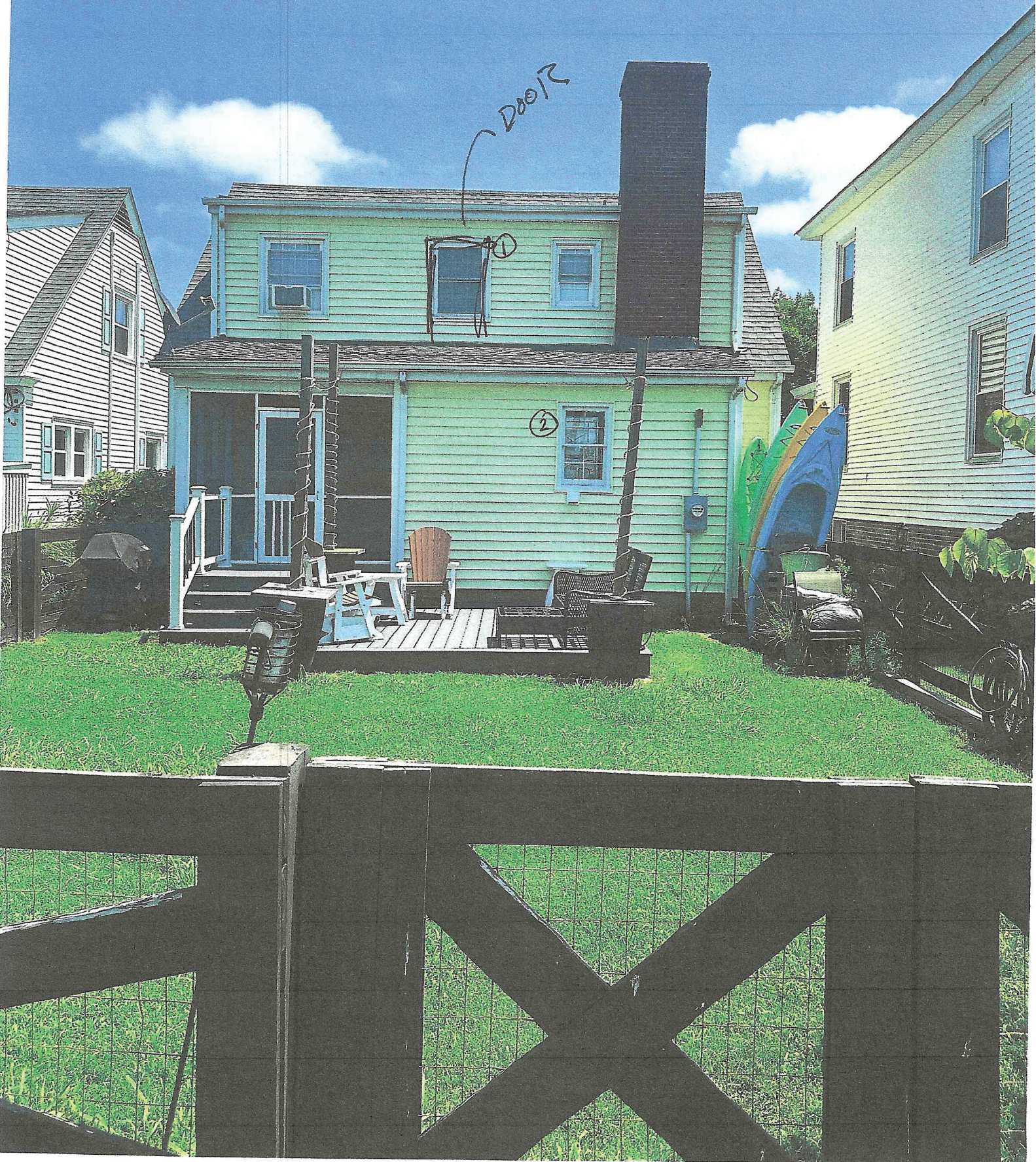
SHEET
1 of 1

MAS-LD
MidAtlantic Surveying and Land Design

5257 Cleveland Street, Suite 109
Virginia Beach, VA 23462
757-557-0888
WWW.MAS-LD.COM
ADMIN@MAS-LD.COM

509 Harbor Ave.

DOOR

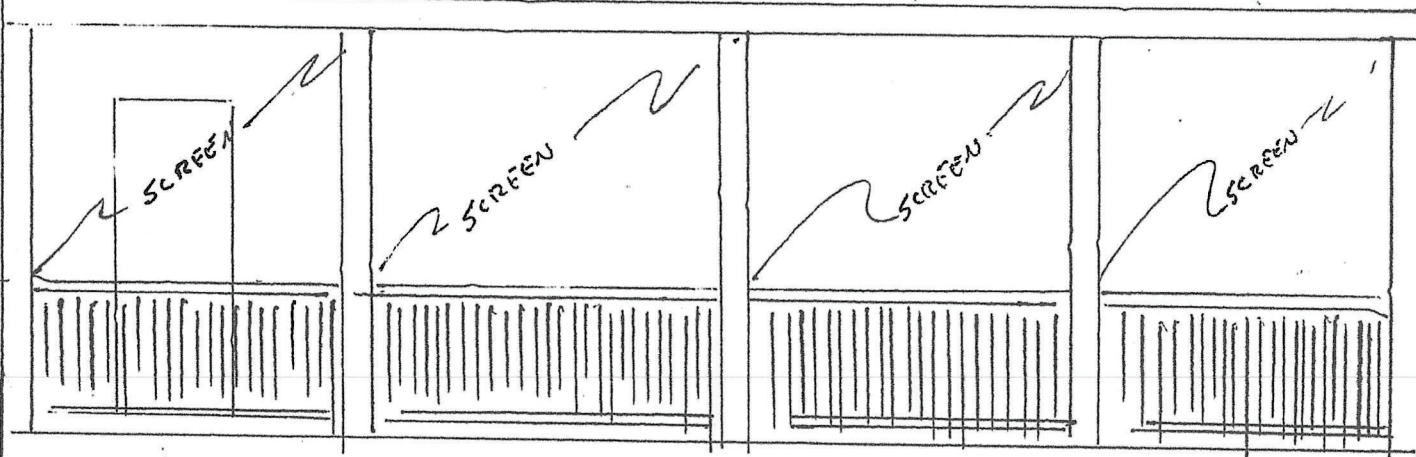
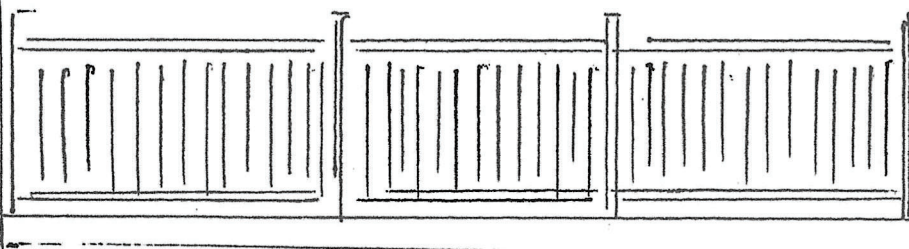










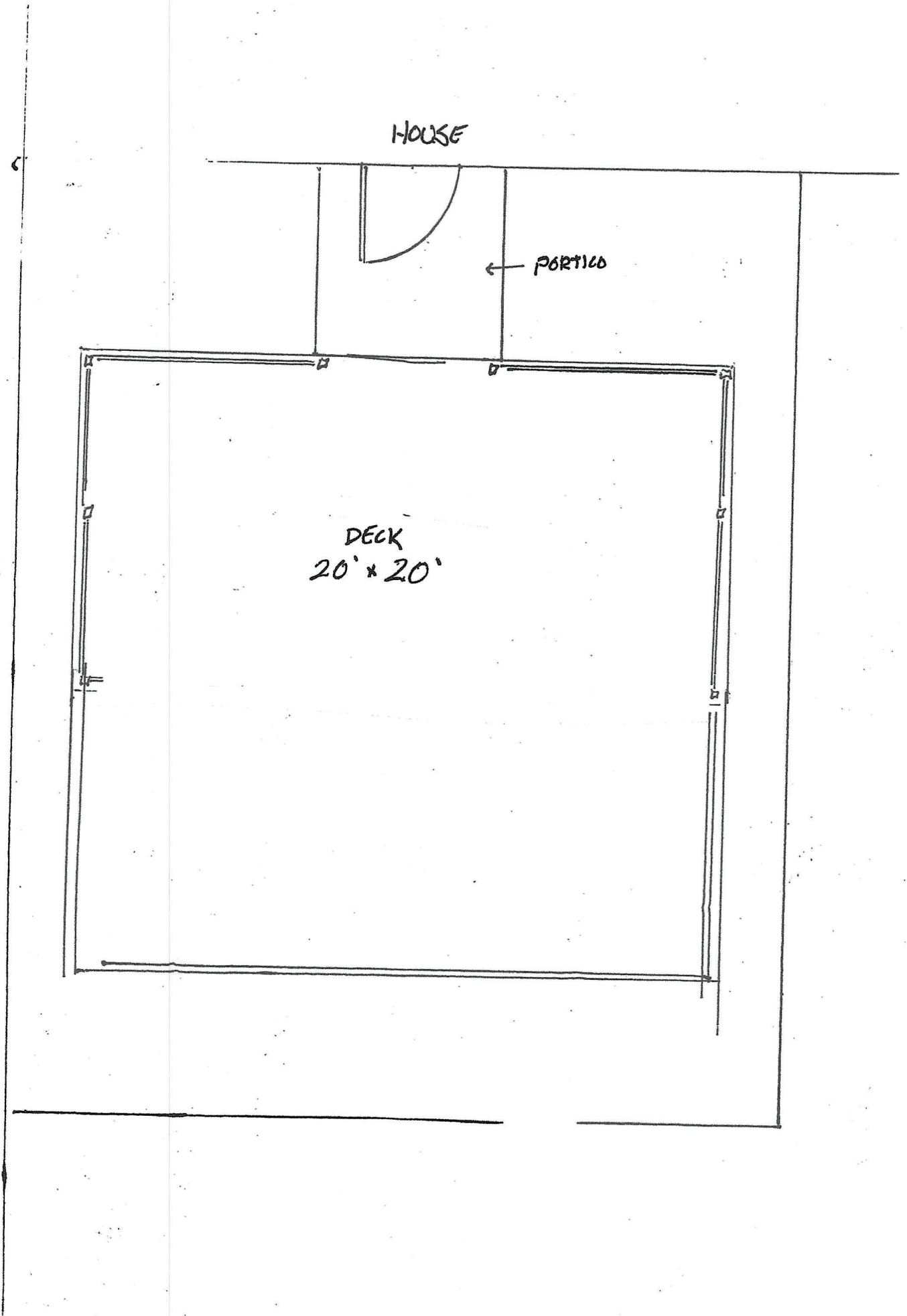


STUCCO
OVER BLOCK

HOUSE

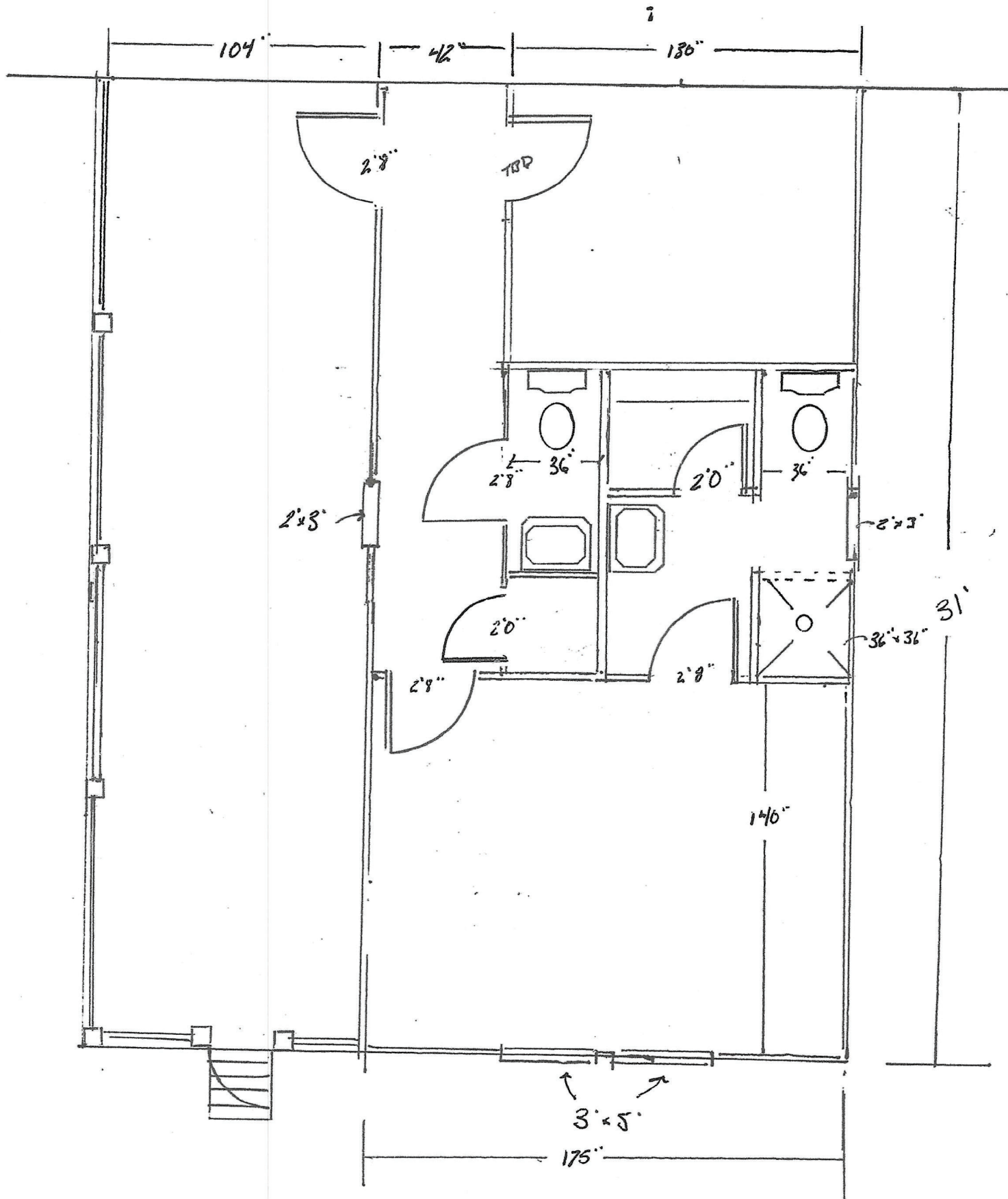
← PORTICO

DECK
20' x 20'





EXISTING HOUSE

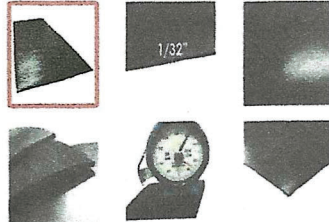


Doors

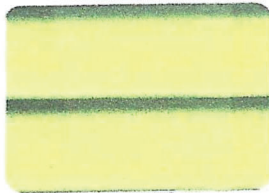
509 Harbor Ave. – Material list

Foundation – Block with stucco finish

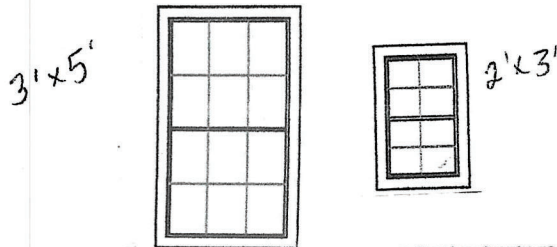
Roof – Rubber roofing



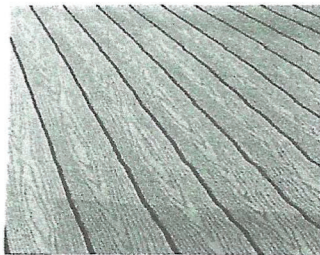
Siding – vinyl siding similar to existing



Windows – Vinyl *SPL* windows (similar to existing)



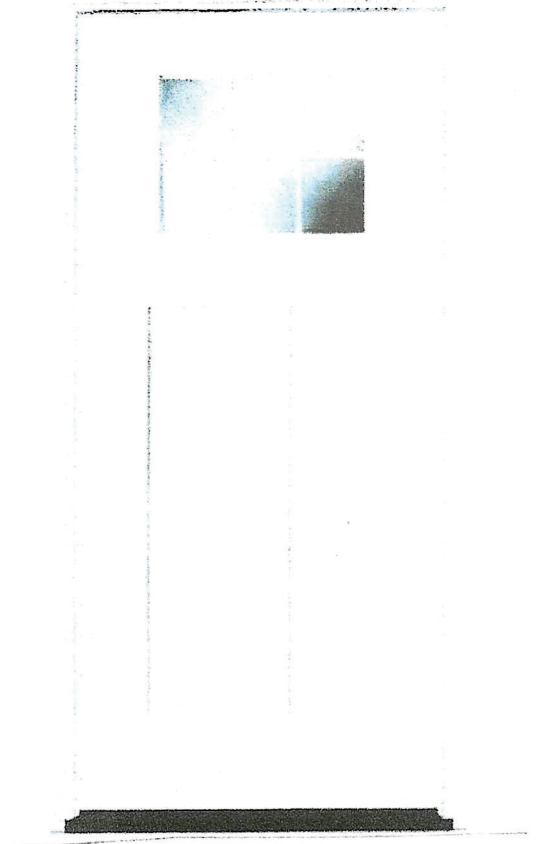
Decking – 5/4 x 6" azek composite decking



Handrail – Azek Premier composite railing



FRONT ①

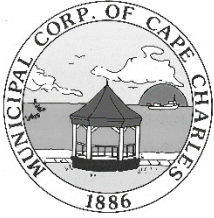


2nd
Floor
+ screened
porch
door



Agenda Item 7D (4)

509 Madison Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 18, 2025

Item #: 6D (4) – 509 Madison Avenue

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

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

Date: March 5, 2025

APPLICANTS: Joseph Dudek

TYPE OF APPLICATION: Pre-Application /
Certificate of Appropriateness

SITE ADDRESS: 509 Madison Avenue

WORK TO BE PERFORMED: Finish construction of
an accessory building

TAX MAP: 83A1-1-162

CURRENT ZONING: Residential - (R-1)

LOT SIZE: 4,762 sq. ft.

HISTORIC REGISTER: CONTRIBUTING

Description: Ca. 1926, No Discernable Style

Accessory Structure: NA

DATE APPLICATION RECEIVED: February 4, 2025

PRE-APPLICATION MTG: March 18, 2025

DATE APPLICATION DEEMED COMPLETE: February 21, 2025

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): April 22, 2025

The applicant is seeking to finish construction on a 14' x 18' (252 square feet) rear accessory structure that was started without receiving Zoning Compliance or a Certificate of Appropriateness.

AERIAL MAP



MATERIALS:

Roof: Asphalt Shingle

Siding: T 1-11

Doors: (1) Therma-Tru 9-lite Fiberglass 36" x 80"; (2) Wayne Dalton Classic Model 8000 Steel Garage 8' x 7'

Windows: Pella 150 Series 32" x 52" x 2-58" 1/1 double-hung vinyl with half screen

Trim: PVC

Foundation: Gravel

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, nonconforming use. The proposed construction is 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 3-20 – No Discernable Style)

Section 6.1 (Pages 6-5 & 6-6): New Accessory Structures Associated with a Contributing Primary Building

STAFF RECOMMENDATION:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the materials for the proposed accessory structure reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents

Total Lot Coverage Breakdown - 3/5/2025	
Address 509 Harbor Avenue	Tax Map # 83A1-1-162
Lot Size	4,762
Structure	Square Footage
House	960.53
Front Steps	6.50
Front Covered Stoop	77.33
Concrete Walkway	12.00
Side Steps	6.75
Total	1,063.11
Total Lot Coverage	22.32%
ADD ONS	
Accessory Sructure	252.00
Proposed Total	252.00
Existing Total	1,063.11
Total Proposed + Existing	1,315.11
Total Lot Coverage	27.62%
NOT INCLUDED	



Certificate of Appropriateness Application

Accessory Structure

Planning & Zoning Department
2 Plum Street; Cape Charles, VA 23310
757-331-3259 ~~x24~~ x31

planningtech@capecharles.org

Revised 05/2023

Taxes	✓ Pd RS
Pd check #101 Violations	\$1,000
Pd check Fee 742	\$150
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 <i>sitting on Flat ground</i> | ☒ Zoning Clearance Application |
| ☒ Photos of existing lot | ☒ Renderings | ☒ Photos of proposed materials |
| ☒ Owner Permission Affidavit | ☐ Payment of Fee | ☐ Tree Permit Application |

Owner signature: *[Signature]*

Date: *1/5/25*

PART 2: PROPERTY INFORMATION

Property Address: *509 Madison Avenue Cape Charles, VA 23310*

Tax Map #: *83A1-1-162A*

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

Zoning District: *R1*

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: *Joseph Dudek*

Mailing Address: *667 Ridge Road Spring City, PA 19475*

Phone Number: *484-744-9933*

Email: *Joseph.dudek@yahoo.com*

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

Build a storage shed. Shed will match with sheds on adjacent lots.

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): 930		Height of Main Dwelling: 19' 5"	
Building Area (sq. ft.): 252		Total Gross Floor Area (sq. ft.): 240	
Distance from Main Structure (ft.): 41'		Building width (ft.): 14 x 18	
Building Height	Feet: 17.5'	Stories: 1	Roof pitch: 8/12
A. Foundation	Material to be used if applicable: Gravel		
B. Roofing	Material to be used: Asphalt Shingles		
C. Siding	Material to be used: T-1-11	Dimensions: 4'x8' Sheets	
D. Doors	Width: 36" Height: 80" + 8' x 7' Garage Door		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) 9 lite Fiberglass Door / Steel Garage Door		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture:		
	Material: Vinyl		
	Width: 32"	Height: 52"	Depth: 2 5/8"
F. Trim	Material to be used: PVC Trim Board		
	Dimensions: 1" x 4"		

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

**Trim, Door and windows will match House
Siding will match adjacent sheds to the property.**

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: **[Signature]**

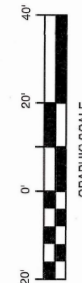
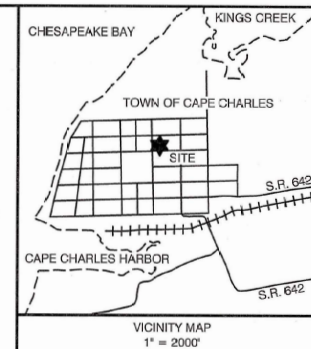
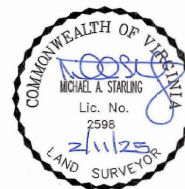
Date: **1/3/25**

Zoning Administrator's signature: _____

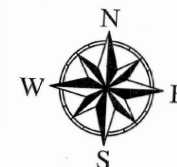
Date: _____

Zoning Ordinance Article VIII Section: _____

I, HEREBY CERTIFY THAT THIS PLAN IS BASED ON A CURRENT FIELD SURVEY, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS.



MADE IN AMERICA



Shoreline Surveyors

23314 Courthouse Avenue - P.O. Box 735
Accomac, Virginia 23301
PHONE (757) 789-3960 FAX (757) 789-3962

SCALE: 1" = 20'
DRAWN: MAS
FIELD BOOK: 57, PAGE 1
JOB #25003
SHEET 1 OF 1

PHYSICAL SURVEY OF PART OF

OF PART OF
Lot 162

Lot 162
of the Town of Cape Charles
(DEED BOOK 41, PAGE 484)
TAX PARCEL #0089A1-((01))-00-162A
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA

FOR
Joseph R. Dudek
JANUARY 31 2025

509 Madison Avenue Non-Approved Accessory Structure

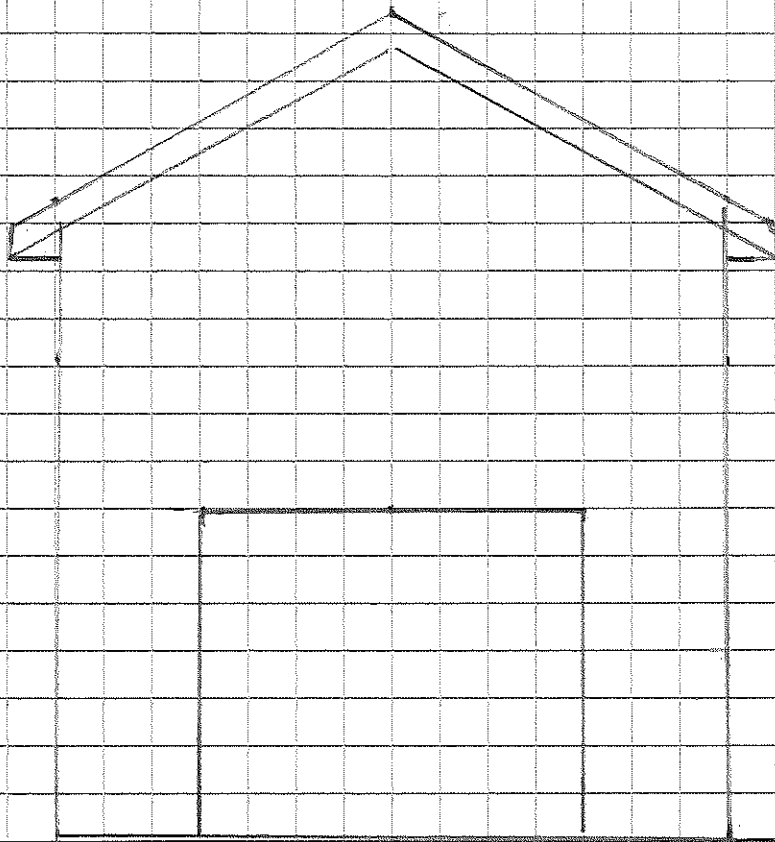
Picture sent in email (2/3/2025) from Code Official Jeb Brady



509 Madison Avenue Non-Approved Accessory Structure

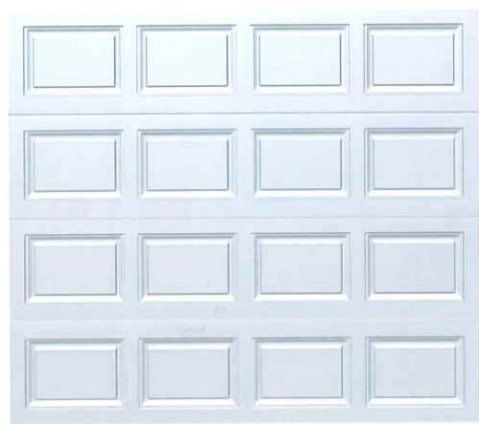


Elevation Plan



Ground level
From Alley.
Gradually tapers
Down From
this Point
towards the house.

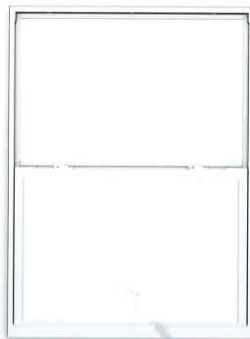




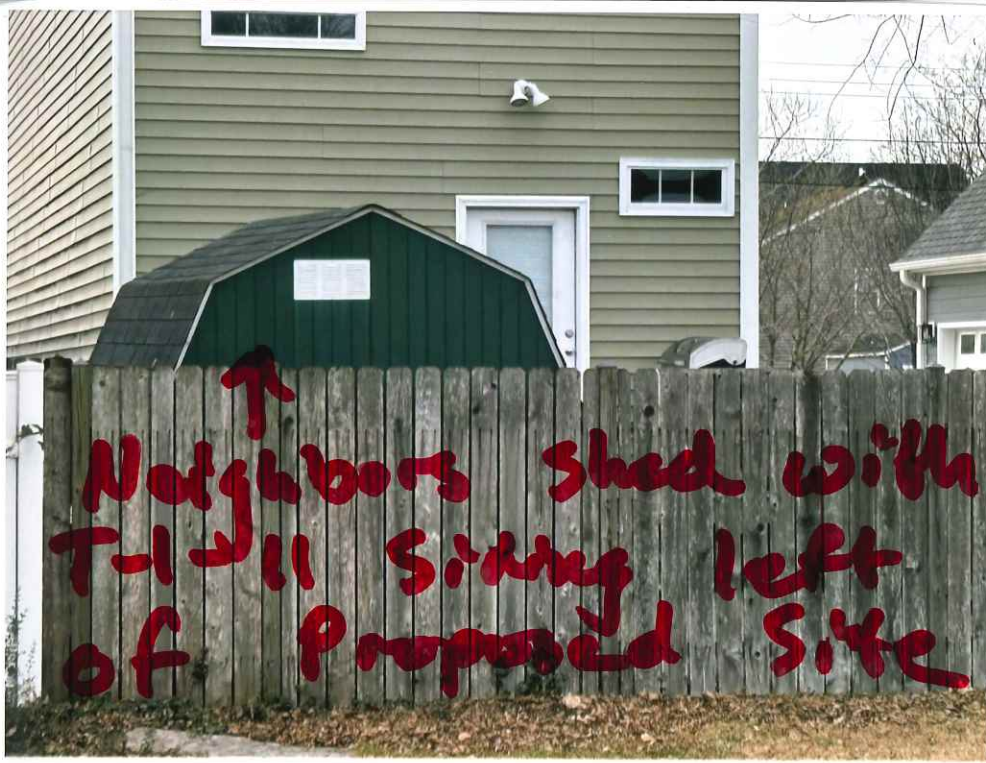
Wayne Dalton Classic Steel Model 8000 8-ft x 7-ft White Single Garage Door



Therma-Tru Entry Door 36-in x 80-in x 4-9/16-in
Fiberglass Half Lite Left-Hand Inswing Ready To
Paint Prehung Front Door with Brickmould Insulat...



Pella 150 Series White Vinyl New Construction
Single Hung Window Double pane glass (Half
Screen Included)



Agenda Item 7E (1)

Tax Map #83A3-4-X

Mason Avenue



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 18, 2025

Item #: 6E (1) – Tax Map #83A3-4-X Mason Avenue

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

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

Date: March 7, 2025

APPLICANTS: Municipal Corporation of Cape Charles

TYPE OF APPLICATION: Pre-Application / Certificate of Appropriateness

SITE ADDRESS: Mason Avenue

TAX MAP: 83A3-4-X

LOT SIZE: 4,762 sq. ft.

WORK TO BE PERFORMED: install a clock

CURRENT ZONING: Commercial – 1 (C-1)

HISTORIC REGISTER:

Description: NA

Accessory Structure: NA

DATE APPLICATION RECEIVED: March 7, 2025

PRE-APPLICATION MTG: March 18, 2025

DATE APPLICATION DEEMED COMPLETE: March 7, 2025

LEGAL DEADLINE: HDRB Decision (60 Days from Complete Application): May 6, 2025

The applicant is seeking to install a 32" W x 15' H two-faced Howard Style clock with a 14" base in the Strawberry Plaza.

AERIAL MAP:



MATERIALS:

Head (44" diameter), Panel, & Post: Cast Aluminum

Glass: Tempered Crystals

Pinstriping: Gold

Lettering: Gold ¼" raised

Coated: Powder

Dials: Unbreakable sign-grade UV protected translucent

Illumination: Back-lit warm white LED's 3200k

On/off dusk/dawn minute impulse 24v clock movements

Plaque: Cast Iron

STAFF ANALYSIS:**ZONING COMPLIANCE**

The property is a legal, conforming use. The proposed installation of a clock is 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 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 clock reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:

Attachment 1 – Application and Documents



Certificate of Appropriateness Application

New Construction

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

Revised 05/2023

Taxes	Paid
Violations	NA
Fee	NA
Decision	HDRB

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: Strawberry Plaza

Tax Map #: 83A3-4-X

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

Zoning District: C-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Town of Cape Charles

Mailing Address: 2 Plum Street, Cape Charles, VA 23310

Phone Number: 757-331-3259

Email: townmanager@capecharles.org

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: Cape Charles Main Street

Mailing Address: PO Box 567, Cape Charles, VA 23310

Phone Number: 757-210-8083

Email: karenz.ccms@gmail.com

PART 5: PROJECT INFORMATION

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

Erect a "TOWN CLOCK" - Exterior Post Clock, Two Faced E. Howard style from the Lumichron Commercial Clocks Company that is 11 ft 7 inches in height, 32 inches wide in total but base of clock is only 14 inches.

PART 6. NEW CONSTRUCTION			
See Section 5.13 & 6 of the Historic District Design Guidelines			
First Floor Building Area (sq. ft.): Not applicable		Total Gross Floor Area (sq. ft.):	
Front Building Setback (ft.): 3 ft. approximately		Building width (ft.): Not applicable	
Building Height	Feet: 11 ft 7 inches	Stories: Not Applicable	Roof pitch: Not Applicable
A. Foundation	Material to be used: NOT APPLICABLE		
B. Roofing	Material to be used: NOT APPLICABLE		
	Chimney? ☐ No ☐ Yes - Number _____ Materials:		
C. Siding	Material to be used: NOT APPLICABLE	Dimensions:	
D. Steps	Material to be used: NOT APPLICABLE		
E. Railing	Style and Material to be used: NOT APPLICABLE		
F. Porch	Length:	Width:	NOT APPLICABLE
	Material to be used: Floor:		Skirting:
	Columns? ☐ No ☐ Yes - Number _____ Style & Materials:		
G. Deck	Length:	Width:	Material to be used: NOT APPLICABLE
H. Doors	Width:	Height:	
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)		
I. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: NOT APPLICABLE		
	Material: NOT APPLICABLE		
	Width:	Height:	Depth:
J. Trim	Material to be used:		
	Dimensions:		
K. Hardscape 11 ft. 7 in tall 2-faced TOWN CLOCK is proposed to be added to Strawberry Plaza	Indicate the placement and dimensions of any of the following on your site plan.		
	Driveway: ☐ No ☐ Yes – Materials: _____		
	Walkway: ☐ No ☐ Yes – Materials: _____		
	Fence: ☐ No ☐ Yes – Materials: _____		
	Patio: ☐ No ☐ Yes – Size: _____ Materials: _____		
	Outdoor shower: ☐ No ☐ Yes - ☐ Not Enclosed ☐ Enclosed – Materials _____		
	Pool: ☐ No ☐ Yes – Requires a Conditional Use Permit		
	Accessory Structure: ☐ No ☐ Yes – Complete an additional COA application for the structure		

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

Adding a Town Clock to the Strawberry Plaza as part of the improvements occurring at this community gathering area. Canopy shading has been added along with picnic benches and the existing seating benches.

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

Cast aluminium head, panel & post which will be powder coated in Hammer Black with applied gold lettering that will say CAPE CHARLES at the top arch above the clock face and EST. 1886 at the bottom beneath the clock face. There will be gold painted accents on the wording on the clock. The clock face will have a tempered glass crystals set into bezels with gold pin striping. The base will be concrete and will have two mounted plaques - one recognizing the Cape Charles Rotary Club & the other will recognize the donors who funded this CLOCK PURCHASE. - See attached documentation for exact look of the clock.

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: Karen Zamorski

Date: 3/11/25

Zoning Administrator's signature: _____

Date: _____



Owner Affidavit for Permission to Represent

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

planningtech@capecharles.org

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: Strawberry Plaza

Tax Map #: 83A3-4-X

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Town of Cape Charles

Mailing Address: 2 Plum Street Cape Charles VA 23310

Phone Number: 757-331-3259

Email: townmanager@capecharles.org

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

Clock Installation @ Strawberry Plaza

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Karen Zamorski; Cape Charles Main Street

Mailing Address: PO Box 567 Cape Charles VA 23310

Phone Number: 757-210-8083

Email: KarenZ@gmail.com

☒ to file documents on my behalf

☒ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

Signature of owner: [Signature] Date: _____

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

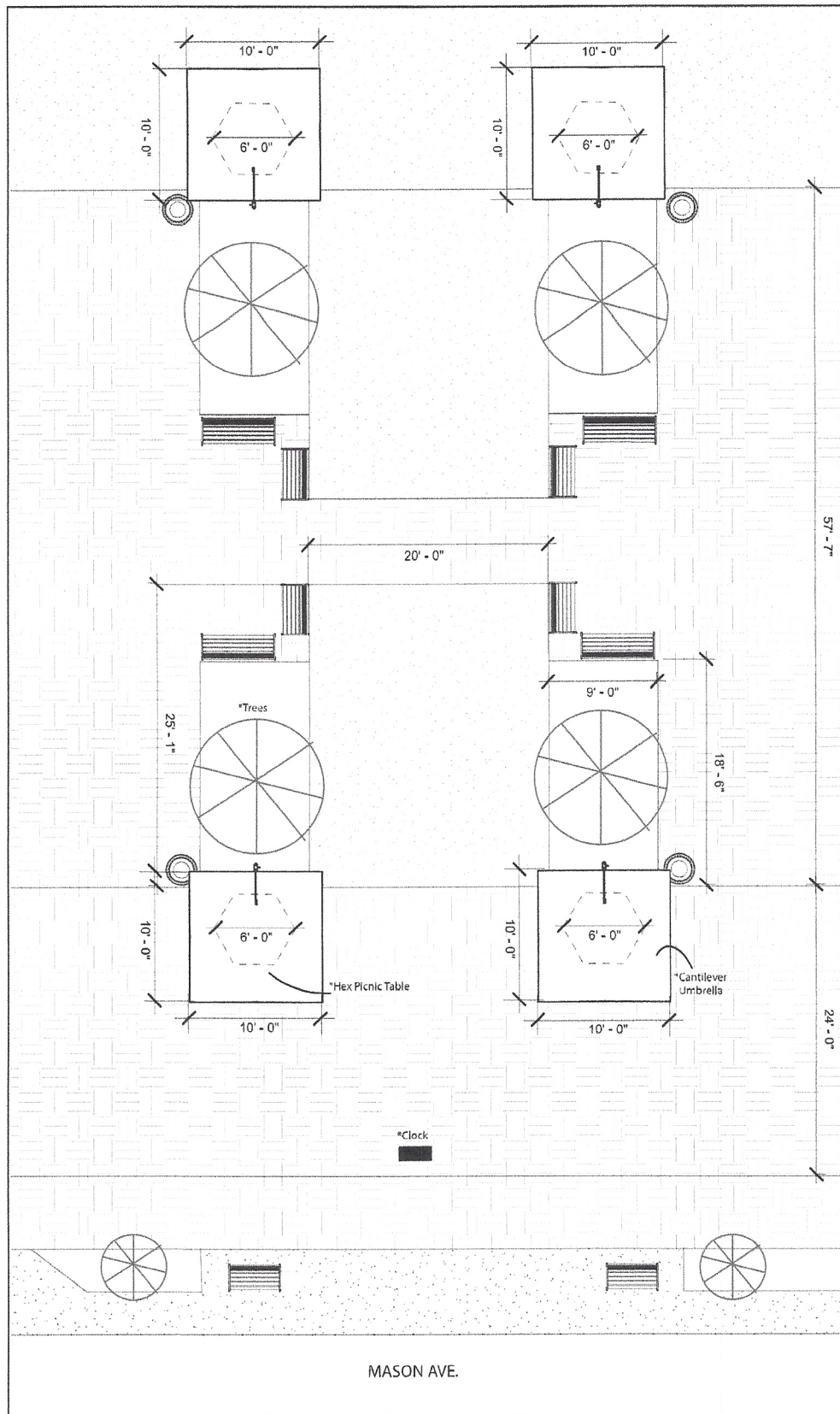
Signature of Notarial Officer: _____

Notary Registration number: _____

My commission expires: _____

Seal





STRAWBERRY ST. PLAZA CAPITAL IMPROVEMENT PLAN
 SCALE: 1/8" = 1'-0"





Victorian Style

30" diameter head
 22-1/2" face opening
 11' 5" tall
 17" base
 135 lbs
 Shown in hammered black with
 Standard Roman dial

2215 29th St. SE Suite B4
 Grand Rapids, MI 49508
 USA

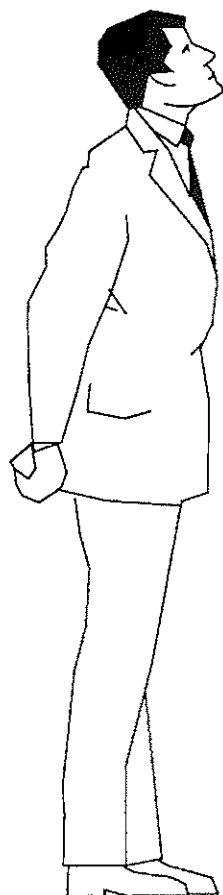
www.Lumichron.com
ian@Lumichron.com



E. Howard Style

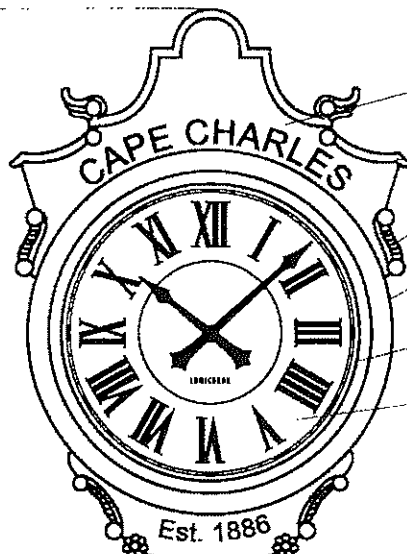
32" wide
 22-1/2" face opening
 11' 7" tall
 14" base
 225 lbs
 Shown in hammered black with Old
 English dial and gold highlights

Ph: 616-245-8888
 Fax: 616-245-1966



6' PERSON

140 in
11' 8"



GOLD "CAPE CHARLES Est. 1886" ABOVE AND BELOW THE BEZELS ON THE CLOCK BODY HEAD, IN GOLD VINYL LETTERING

GOLD PAINTED ACCENTS THROUGHOUT

ALL SAND-CAST ALUMINUM HEAD AND POST* POWDER COATED HAMMER BLACK

TEMPERED GLASS CRYSTALS SET INTO BEZELS WITH GOLD PIN STRIPING

UNBREAKABLE SIGN-GRADE UV-PROTECTED POLYCARBONATE DIALS, BACK-LIT WITH WARM-WHITE LED'S, ON/OFF DUSK/DAWN BY CLOCK CONTROLLER

COLLAR AND SET SCREWS FOR MOUNTING

NOTES:
DIAL SHOWN: STANDARD ROMAN
HANDS: GOTHIC SPADE

CLOCK CONTROLLER WILL KEEP TRACK OF THE TIME AND RESET THE CLOCKS AFTER POWER INTERRUPTIONS AND DST CHANGES

*FINE DETAILS MAY BE LOST AND OTHER IRREGULARITIES TYPICAL WITH SAND-CASTING MAY BE PRESENT

*approved @ 28 Feb 14 of
Ralph Karon & Zende*

E HOWARD POST CLOCK
CITY OF CAPE CHARLES
DWG 1-3, ELEVATIONS
2/20/25

APPROVED

UNICHRON

MANUFACTURER OF COMMERCIAL CLOCKS

11460 Dorsett Road
Maryland Heights MO 63043
616-245-8888



QUOTATION

11/9/23

Mark Usry
Usryml157@aol.com

Exterior Post Clock, Two-faced Victorian or E Howard styled, Includes:

Cast aluminum head, panel and post for bolt-down installation
Powder coated in color of choice Hammer black, green or bronze, with applied gold lettering included on the header panel
Tempered glass crystals, in bezels with gold pinstripping
Dial and hand design to be determined
Unbreakable sign-grade UV protected translucent white polycarbonate dials
Back-lit illumination with warm white LED's 3200k, on/off dusk/dawn
Minute impulse 24v clock movements
Furnished with a fully automatic clock controller (to be located in the base), self-contained with GPS antenna for absolute time accuracy, resets automatically for DST changes, power interruptions and controls lighting
All clock componentry Swiss-made
120v/60hz, .7amp primary voltage

Victorian Style	\$ 7,497.00
E. Howard Style	\$ 9,890.00
'Plus-sized' E. Howard w/44" dia. head 15' tall	\$14,540.00
Freight estimate (to be quoted closer to ship-date)	\$860.00 - 1,900.00
Options:	
1/4" raised lettering, painted gold	\$ 225.00
'Stamped engineered' foundation plans for site-specific address, if required, additional	\$ 390.00
Cast bronze plaque (for E Howard)	\$ 290.00

Installation: We furnish the bolts and fixation template ahead of delivery for the concrete work to be done by others, typically an electrical company as it's just like a light pole - requires a base and electricity.

Terms, Delivery and Warranty on last page

Many thanks for this opportunity to quote this project for you!

Ian Macartney

2215 29th St. SE Suite B4
Grand Rapids, MI 49508
USA

www.Lumichron.com
ian@Lumichron.com

Ph: 616-245-8888
Fax: 616-245-1966

Agenda Item 7A

Monthly Report



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 18, 2025

Item #7A – Report from Zoning Administrator Katie Nunez

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

Date: March 10, 2025

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 504 Jefferson Avenue – installing a wooden fence, pursuant to CCZO Section 8.17 (I)
- b. 534 Jefferson Avenue – installing a wooden fence, pursuant to CCZO Section 8.17 (I)
- c. 512 Monroe Avenue – constructing a rear addition, pursuant to CCZO Section 8.17 (H)
- d. 603 Monroe Avenue – accessory structure size increase, pursuant to CCZO Section 8.17 (I)
- e. 217 Randolph Avenue – removing, repairing, and replacing the roof and re-flashing the chimney, pursuant to CCZO Section 8.17 (B)
- f. 219 Randolph Avenue – constructing a rear addition, pursuant to CCZO Section 8.17 (H)
- g. 550 Randolph Avenue – replacing the shingle roof with new shingles, pursuant to CCZO Section 8.17 (B)
- h. 111 Tazewell Avenue – replacing the front walkway and steps with same material as existing and using same railings, pursuant to CCZO Section 8.17 (I)
- i. 621 Tazewell Avenue – installing a accessory structure (carport), pursuant to CCZO Section 8.17 (I)
- j. 645 Tazewell Avenue – replacing wood railings on the Widows Walk and wood balustrades and wood flooring on a rear balcony, and repointing the mortar joints, pursuant to CCZO Section 8.17 (B)

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. 645 Tazewell Avenue: A Stop Work Order was issued on February 26, 2025 with a Notice of Violation issued on February 28, 2025 for starting minor renovations without receiving the required zoning clearance and HDRB approval through a Certificate of Appropriateness. The contractor immediately filed the appropriate applications with the office and the violation was resolved within a day.