Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
June 17, 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 - None

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:**
   - **D. RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
     (1) 209 Monroe Avenue: Leonel and Wendy Laguarda – to remove an unused flue.
     (2) 601 Tazewell Avenue: Cathy Fox for Emmanuel Episcopal Church represented by George Proto, Senior Warden – to construct a side addition and ramp on the one-story building.
     (3) 425 Randolph Avenue: Brad Jobmann represented by Claudine Pierce dba Peacock Cottage LLC – to construct an addition to and renovate the existing rear accessory structure and replace the existing wooden fence.
     (4) Tax Map #83A1-1-104 on Washington Avenue – to construct a new 1-1/2 story single-family dwelling and rear outdoor shower.
   - **E. OTHER:**

7. **Other Business:**
   - **A.** Monthly Report from Zoning Administrator Katie Nunez

8. **Adjourn**

Agenda Item 6D (1)

209 Monroe Avenue

Historic District Review Board Staff Report

Agenda Title: 209 Monroe Avenue

Agenda Date: June 17, 2025

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

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

Date: June 2, 2025

Applicant: Leonel & Wendy Laguarda

Site Address: 209 Monroe Avenue

Tax Map: 83A3-1-313

Lot Size: 5,400 sq. ft.

Type Of Application: Pre-Application/Certificate of Appropriateness

Work to be Performed: to remove the chimney and flue from the roof

Current Zoning: R-1

Historic Register: CONTRIBUTING

Description: 1922, Craftsman

Accessory Structure: Garage – Non-Contributing

Date Application Received: May 5, 2025

Pre-Application Meeting: May 2, 2025

Date Application Deemed Complete: May 6, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): August 4, 2025

Overview:
The applicant is seeking to remove the rear masonry chimney and flue.

Aerial Map:

Materials:
None

Staff Analysis:
Zoning Compliance:
The property is a legal, non-conforming use. The proposed project is seeking to remove the chimney and flue on the two-story building. Zoning Compliance is achieved based upon this application to the HDRB.

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

Historic District Guidelines:
Section 3.1: Architectural Character
Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-18 – Craftsman)
Section 4.3.1 (2): Other Masonry Features – Chimneys
Section 5.2.1: Roof Features
Section 5.3.2 (Page5-12): Chimneys

Staff Recommendation:
Staff is requesting the HDRB to review the application provided by the applicant and determine if the proposed removal is in keeping with the Guidelines of the Historic District and reflects 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 Supporting Documents

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	Pd
Violations	NA
Fee	$150 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: Date:

PART 2: PROPERTY INFORMATION

Property Address: 209 Monroe Ave	Tax Map #: 83A3-1-313
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: Leonel & Wendy Laguarda

Mailing Address: 1781 Chain Bridge Rd. Apt 407 / McLean, VA 22102

Phone Number: 703 303 9523

Email: LagBia@aol.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 – Describe in detail proposed work.

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

The work implies the removal of an unused flue. The hot water heating system, including a hot water boiler, in this house has not been used in over 10 years (we bought the house in 2015, and the system had been unused for some time). The flue runs vertically from the basement into the kitchen on the first floor and a bedroom on the second floor exhausting over the roof. The moisture and humidity created by the opening has created paint damage on the walls of the bedroom. The

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: Flue removal

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

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

Stories:	Building height:	Footprint:	Gross square footage:

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

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

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

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	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: Height: Depth:	Width: Height: Depth:
Existing Material:	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

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

BALUSTRADE	
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:
SCREENING	
Existing Condition: ☐Original ☐Not Original ☐Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
SKIRTING	
Existing Condition: ☐Original ☐Not Original ☐Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
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.):	

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):

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:

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):

☐Driveway: Length: Width: Materials:

☐Walkway: Length: Width: Materials:

☐Other Paving: Length: Width: Materials:

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)

Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:

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):

☐ New ☐ Repair ☐ Replacing ☐ Other:

Outdoor Shower: ☐ Enclosed Length: Width:

Material:	Foot Pad Material:
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: Leonel Laguarda _____ Date: 5 May 2025 _____

Zoning Administrator's signature: _____ Date: _____

Zoning Ordinance Article VIII Section: 8.16 (C) (3) (c)

209 Monroe Avenue Existing Conditions

Street View

Interior

Bedroom

Kitchen

Boiler - Basement Room

Agenda Item 6D (2)

601 Tazewell Avenue

Historic District Review Board Staff Report

Agenda Title: 601 Tazewell Avenue

Agenda Date: June 17, 2025

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

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

Date: June 4, 2025

Applicant: Emmanuel Episcopal Church – Cape Charles Trustees represented by George Proto, Sr. Warden

Type Of Application: Certificate of Appropriateness

Site Address: 601 Tazewell Avenue

Work to be Performed: to construct a side addition and a front ramp, and install gutters and downspouts

Tax Map: 83A3-1-348

Current Zoning: R-1

Lot Size: 11,196 sq. ft.

Historic Register: CONTRIBUTING

Description: 1899, Gothic Revival

Accessory Structure: Not listed

Date Application Received: April 10, 2025

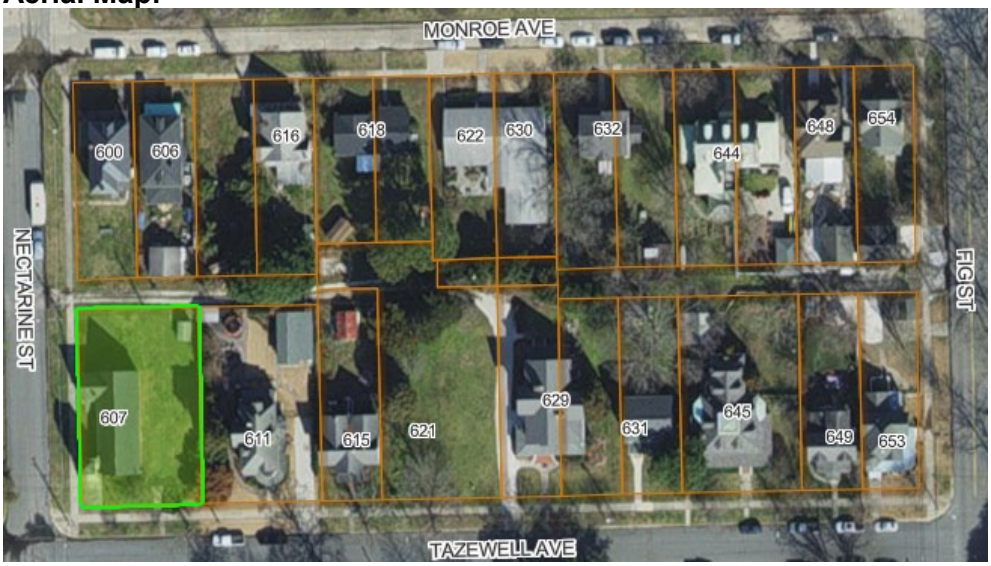
Pre-Application Meeting: March 24, 2025

Date Application Deemed Complete: May 6, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): August 4, 2025

Overview:
The applicant is seeking to construct the following: (1) a 190.89 square feet side addition, and (2) a 168.4 square feet front and side handicapped ramp on the church building. The application also includes the installation of gutters and a downspout on the front, as well as relocating the existing sign.

Aerial Map:



Materials:
Roof: GAF Timberline HDZ Architectural Shingles
Gutters & Downspout: Copper
Siding: South (Front): Brick, East and North Face: Hardie Plank Wood Grain, Revel 7”
Fascia: AZEK
Door: 36” x 83” Wide Single Arched Solid Wood
Window: 1 existing Stained-Glass window will be removed and relocated if feasible; New: Series 450 1/1 Double-Hung Vinyl: 1 – 26-1/2 W x 26-1/2 H, 1 – 28-1/2 W x 36-1/2 H; Sill: 1-3/4”, Frame: 3-1/2”, Trim: AZEK
Foundation: Brick Faced Cinder Block Type S
Ramp: Foundation: Concrete covered with Brick, Flooring: Concrete, Railing: Aluminum 36” H Balusters: ¾” square, Post: 3” x 3”; Secondary Aluminum ADA railing will be on both sides

Staff Analysis:
Zoning Compliance:
The property is a legal, conforming use. The proposed project is seeking to construct a 190.89 square feet side addition and a 168.4 square feet front and side handicapped ramp, and install gutters and a downspout on the church building. Zoning Compliance is achieved based upon this application to the HDRB.

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

Historic District Guidelines:
Section 3.1: Architectural Character
Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-13 – Gothic Revival)
Section 5.6: New Additions to Contributing Buildings
Section 5.2.1 page 5-6: Roof Features – Gutters and Downspouts
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 proposed additions and installation are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:
Attachment 1: Total Lot Coverage Sheet
Attachment 2: Application and Supporting Documents

Total Lot Coverage Breakdown - APPROVED - 6/2/2025	
Address: 601 Tazewell Avenue	**Tax Map # 83A3-1-348**
Lot Size	11,196
Structure	Square Footage
Church	2,168.17
Front Steps	30.88
Concrete Surfaces	543.65
Accessory Structure	96.00
Total	2,838.70
Total Lot Coverage	25.35%
PROPOSED	
Addition	190.89
Proposed Total	190.89
Existing Total	2,838.70
Total Proposed + Existing	3,029.59
Total Lot Coverage	27.06%
NOT INCLUDED	
Ramp Uncovered	168.4

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	√ RS
Violations	NA
Fee (Non-Profit)	EXEMPT
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: Cathy Fox Date: 4/9/25

PART 2: PROPERTY INFORMATION

Property Address: 601 Tazewell Ave, Cape Charles, VA 23310	Tax Map #: 83A3-1-348
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: Cathy Fox for Emmanuel Episcopal Church
Mailing Address: P.O. Box 601, Cape Charles, Va 23310
Phone Number: 703-963-6814 (Cathy)
Email: (Emmanuel) ccemanuel601@gmail.com, (Cathy Fox) cfox70964@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: George Proto, Sr Warden of our church's vestry will present on behalf of Emmanuel.
Mailing Address: 607 Pine St. Cape Charles, VA, 23310
Phone Number: 845 702 2768
Email: grproto1@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):

The project will add a one story addition with an entrance, and an ADA compliant ramp and bathroom connected to the existing church building. One window of the existing building will be removed to allow access to current building from the addition. Architectural drawings along with details on windows, trim, railings and siding/masonry are attached. A crepe myrtle tree 18 ft distance from front of church not expected to be impacted, although trimming will be needed.

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): attached

Stories: one	Building height: < 25 ft	Footprint: 13.8x14.7 plus ramp	Gross square footage: ~360sf

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 Yes
☒ Add/Repair Gutters and downspouts ☐ Solar Panels ☐ Other Solar Installation

Location (Pictures of existing condition): attached

Existing Roof	Proposed Roof
Existing Condition: ☒Original ☐Not Original ☐Not Sure	Proposed Work: Shingles on new addition
Existing Material: Slate	Proposed Material: Architectural Shingles
Pitch: 12x12	Pitch: 12x12
Gutters & Downspouts: (Pictures of Location & Material Specs)	**Solar:** (Pictures of Location & Material Specs)
Proposed Work: Attach new roof to existing roof.	Proposed Work: Gutters/downspout on front face only
Proposed Material:	Proposed Material: Copper

Other / Additional Notes: Priced feux slate shingles and deemed cost prohibited both in materials and installation

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: One 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: Wood
Dimensions: Width _____ Height _____	Dimensions: Width 36" Height 83"
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Wooden arched door w/ curve at top, no glass

Indicate the reason for change: Door needed for entry from ramp into 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: Two Removed: one

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	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture 1/1 double hung
Width: 3' Height: 6' 8" Depth:	Width: 26 x 26" Height: 28 x 36" Depth: See note below
Existing Material: Stained glass	Proposed Material: Atrium - vinyl
Sill: Length: 3' Thickness: Depth: 4" (roughly)	Sill: Length: Thickness: 1 3/4" Depth:
Existing Material:	Proposed Material: Azek
Casing / Trim: Width: Height: Depth:	Casing / Trim: Width: 3 1/2" Height: Depth:
Existing Material:	Proposed Material: Azek
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: For north window, we will attempt to re-use a removed stained glass window. If not possible, then 26x26" window installed.	

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

BALUSTRADE	
Existing Condition: ☐Original ☐Not Original ☐Not Sure	**Proposed**
Existing Material:	Proposed Material: See "Railings," below.
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:
SCREENING	
Existing Condition: ☐Original ☐Not Original ☐Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
SKIRTING	
Existing Condition: ☐Original ☐Not Original ☐Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
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: Aluminume
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): See attached.	
Existing Condition: ☐Original ☐Not Original ☐Not Sure	Proposed
Existing Material:	Proposed Material: aluminum
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design: 36 " high. Length or ramp, landing
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.): Railing for ADA ramp and landing at top. The railing will be 36" in height, with ¾" square balusters supported by 3" x 3" posts. A secondary handrail will be provided on both sides that will be a powder-coated AL in 1- ½" diameter rail to meet ADA requirements.	

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): see architectural drawings

Existing Siding	Proposed Siding
Original to the home: ☐ Yes ☐ No ☐ Not sure	
Existing Material:	Proposed Material: Hardie Plank w/wood grain
Dimensions: Thickness: Width:	Dimensions: Thickness: Width: 7" revel

Indicate the reason for change, e.g., underlying material condition, rot:
New addition - siding on east and north sides

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: Azek
Dimensions: Width: Height: Depth:	Dimensions: Width: Height: Depth:
Style / Design:	Style / Design:

Reason for repair or alteration (change of material or design):
New addition to be added.

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): see architectural drawings

Existing Masonry	Proposed Masonry
Existing Condition: ☐Original ☐Not Original ☐Not Sure	
Existing Material:	Proposed Materials: Brick faced cinder block
Existing mortar: Joints:	Mortar to be used: Type S Mortar joints:

Other / Additional Notes: (Unpainted masonry cannot be painted.)
Brick will be used to cover foundation all three sides and south wall facing street

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):

☐Driveway: Length: Width: Materials:

☐Walkway: Length: Width: Materials:

☐Other Paving: Length: Width: Materials:

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)

Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:

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): Placing outdoor light over front door, dawn to dusk

☒ New ☐ Repair ☐ Replacing ☐ Other:

Outdoor Shower: ☐ Enclosed Length: Width:

Material:	Foot Pad Material:
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: Lindsay N. Prato Date: 4/10/25

Zoning Administrator's signature: _____ Date: _____

Zoning Ordinance Article VIII Section: 8.11b

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: 601 TAZEWELL AVE | Tax Map #: 83A3-1-348

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: CATHY FOX, EMMANUEL EPISCOPAL, CAPE CHARLES

Mailing Address: 247 TOWER HILL CIR. CAPE CHARLES VA 23310

Phone Number: 7039636814 Email: CFOX70964@GMAIL.COM

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

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: GEORGE R. PROTO

Mailing Address: 607 PINE ST. CAPE CHARLES, VA 23310

Phone Number: 845-702-2768 Email: GRPROTO1@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: Cathy Fox Date: 4/9/25

State of VIRGINIA, County of NORTHAMPTO The foregoing instrument was acknowledged before me this 9 day of April, 2025, by Cathy Fox (name of person acknowledged)

Signature of Notarial Officer: Sharon E. Silvey

Notary Registration number: 8026072

My commission expires: 4/30/26

SHARON E. SILVEY COMMONWEALTH OF VIRGINIA REGISTRATION NO. 8026072 MY COMM. EXPIRES 4/30/26 NOTARY PUBLIC Seal

Town Planner and Zoning Administrator
2 Plum Street
Town of Cape Charles

April 3, 2025

Re: Application for Addition to Emmanuel Episcopal Church
601 Tazewell Avenue

Dear Ms. Nunez,

Emmanuel Episcopal Church, located at 601 Tazewell, was originally bult as a wooden chapel with a cornerstone laid in 1893. The structure was eventually enclosed in brick with slate roof in the 1920's, adding a church tower and moving the front entrance to face Tazewell Avenue. The adjacent lot was purchased in 1951, and a parish house was built on it which fell into disrepair and 19 years later was demolished. The lot has been vacant since then.

The church's operation is overseen by a Vestry with senior warden as its head. The Vestry has determined that an ADA ramp and ADA restroom facility are needed. (It is intended to build another addition in the future that will serve as a community center and kitchen). This application is for an addition for a second entrance into the church via an ADA ramp and to house a bathroom facility.

A summary of the external features for the new addition is as follows:

- **Roof** – the existing church has a slate roof. The new addition will use architectural shingles: Timberline HD Z.
- **Gutters and downspout** – We will use half-round copper gutters and round downspout on the front (south side) only.
- **Font door** – Single 36" wide solid wooden arched (curved top) door (without glass). Note: The architectural drawings show a set of double doors but only a single door will be installed.
- **Siding**
    - The front of the church (south side) will be brick.
    - The east and north sides will be Hardie Plank with wood grain.
    - The lower portion of the east and north side will have a brick footer covering the CMU blocks.
    - Fascia boards will be Azek.
- **Windows** – Two windows will be installed in the new addition, one on the north and east sides. Note: The proposed windows are different than those shown on the architectural drawings. After investigating the cost of lancet windows (narrow with sharp lancet point at top), we opted to go a different path as explained below.
    - At least one of the existing church's stain glass windows needs to be removed to allow for entrance into the church from the new addition. We will first attempt to relocate the removed stain glass window and place it on the north side of the addition. If that is not feasible, a vinyl 28" x 36" window will be installed and the stain glass window boxed for storage. 1/1, double hung.
    - For the east side, a frosted 26" x 26" vinyl window will be installed in the bathroom.
    - 1-¾" Azek sill and 3-½" window trim will be installed.

- **ADA ramp** – A ramp will be installed extending from our existing front entrance sidewalk up to our new addition entrance.
    - The ramp will have a concrete floor. The front and side faces (south and east) will be covered with brick.
    - The railing will be 36" in height, with ¾" square balusters supported by 3" x 3" posts.
    - A secondary handrail will be provided on <u>both</u> sides that will be a powder-coated AL in 1-½" diameter rail to meet ADA requirements.
- **Sign** – We currently have a sign for the church that will have to be relocated to the front of the ramp.
- **Outside light** – A simple outside light with dusk to dawn sensor will be installed over the new front door.

Attached are our application, the architectural plans (4 sheets) and pictures of the church and product selections.

We look forward to discussing our application and will schedule a pre-meeting with your staff.

Respectfully,

George Proto
Emmanuel Episcopal Church
Sr Warden
P.O. Box 601
601 Tazewell Avenue
Cape Charles, VA 23310

I, HEREBY CERTIFY THAT THIS PLAT 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.

COMMONWEALTH OF VIRGINIA
MICHAEL A. STARLING
Lic. No. 2598
3/31/24
LAND SURVEYOR

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.

FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM F.E.M.A. FLOOD MAPS. SHORELINE SURVEYORS IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

THIS PROPERTY APPEARS TO FALL IN:
FLOOD ZONE: X
COMMUNITY NO.: 510106
PANEL: 0295F DATED: MARCH 2, 2015

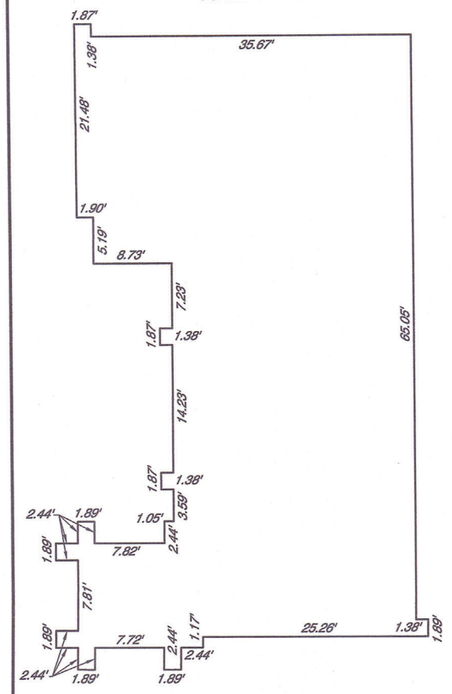
FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.

THE NORTH MERIDIAN OF THIS PLAT IS BASED ON THE VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD83.

THIS PLAT IS BASED ON A CURRENT FIELD SURVEY HAVING A CLOSURE EXCEEDING 1:65,012.

SUBJECT PARCELS ARE OWNED BY EMMANUEL EPISCOPAL CHURCH
LOT 348 - DEED BOOK 122, PAGE 416
LOT 349 - DEED BOOK 47, PAGE 39

BUILDING DETAIL
SCALE: 1" = 10'



Monroe Avenue

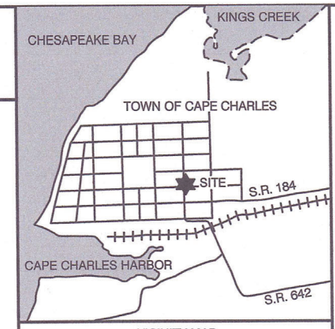
N 87° 14' 27" E 40.00'
80.00' 40.00'
PIPE(FOUND)
PIN(FOUND) 0.12' NORTH OF CORNER

THE RUGG FAMILY TRUST AGREEMENT
LOT 350
TAX PARCEL #83A3-1-350
(INSTRUMENT #220002430)
139.84'
N 02° 49' 14" W 139.95'
279.68'
LINDA WATTS HITCHINGS
LOT 347
TAX PARCEL #83A3-1-347
(INSTRUMENT #220001352)
N 02° 45' 51" W 139.83'
PAUL F. RUSSELL, JR.
LOT 346
TAX PARCEL #83A3-1-346
PAUL F. RUSSELL, JR.
LOT 343
TAX PARCEL #83A3-1-343

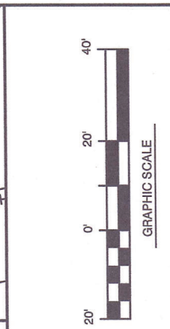
FRAME GARAGE
FENCE
PIN(SET)
PIN(FOUND)
N 87° 13' 55" E 40.23' 80.10' 39.87'
PIN(FOUND)
GRAVEL LANE
FRAME SHED
OVERHEAD UTILITIES
OVERHEAD UTILITIES
FRAME SHED
OVERHEAD UTILITIES
N 02° 49' 32" W
LOT 349
T.P. #83A3-1-349
AREA = 5,610sf
or 0.129ac
CLEANOUT
A/C
2.44'
1-STORY BRICK CHURCH #601 SEE DETAIL
LOT 348
T.P. #83A3-1-348
AREA = 5,586sf
or 0.128ac
WOOD FENCE
139.80'
S 02° 41' 09" E
KYLE & IRENE ERICKSON
LOTS 344 & 345
TAX PARCEL #83A3-1-344
(INSTRUMENT #230002460)
LOT 341
2.50'
139.84'
N 02° 37' 50" W 139.76'
CLEANOUT
0.15' OVER
0.15' OVER
20.27'
23.87'
PIN(FOUND)
PIN(FOUND) 0.21' SOUTH OF CORNER
PIN(FOUND)
40.00' 40.00' 79.73' 400.42'
S 87° 16' 30" W 560.14'
DRILL HOLE(SET)
FIRE HYDRANT
WATER METER
UTILITY POLE
OVERHEAD UTILITIES
CONCRETE CURB & GUTTER

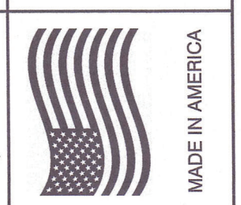
Nectarine Street - State Route T-642
(70' Right-of-Way)
(Deed Book 41, Page 484)
CONCRETE CURB & GUTTER
Fig Street

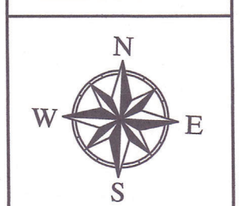
Tazewell Avenue - State Route T-1111
(70' Right-of-Way)
(Deed Book 41, Page 484)



VICINITY MAP
1" = 2000'







PHYSICAL SURVEY OF
Lots 348 & 349
"Map of the Town of Cape Charles"
(DEED BOOK 41, PAGE 484)
TAX PARCELS #00083A3-((01))-00-348
& #00083A3-((01))-00-349
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA
FOR
Emmanuel Episcopal Church
AUGUST 2, 2024

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: 56, PAGES 49 & 50
JOB #24062
SHEET 1 OF 1

I, HEREBY CERTIFY THAT THIS PLAT 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.

COMMONWEALTH OF VIRGINIA
MICHAEL A. STARLING
Lic. No. 2598
12/12/24
LAND SURVEYOR

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THIS PROPERTY APPEARS TO FALL IN:
FLOOD ZONE: X
COMMUNITY NO.: 510106
PANEL: 0295F DATED: MARCH 2, 2015

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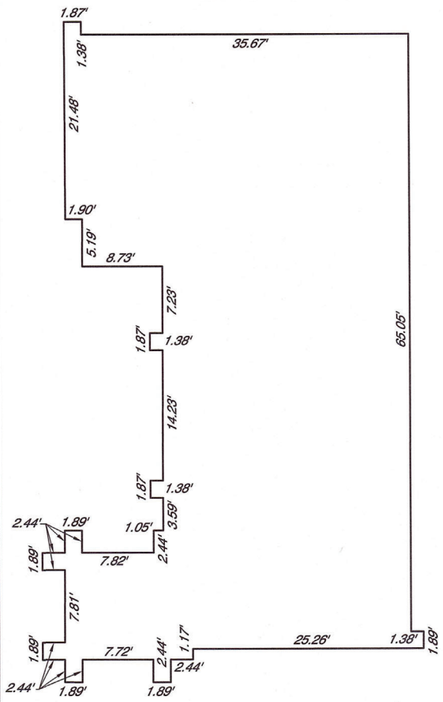
LOT 348 - DEED BOOK 122, PAGE 416
LOT 349 - DEED BOOK 47, PAGE 39

EXISTING BUILDING DETAIL
SCALE: 1" = 10'



Monroe Avenue

N 87° 14' 27" E 80.00'
40.00' 40.00'
PIPE(FOUND)
PIN(FOUND) 0.12' NORTH OF CORNER

THE RUGG FAMILY TRUST AGREEMENT
LOT 350
TAX PARCEL #83A3-1-350
(INSTRUMENT #220002430)

LINDA WATTS HITCHINGS
LOT 347
TAX PARCEL #83A3-1-347
(INSTRUMENT #220001352)

PAUL F. RUSSELL, JR.
LOT 346
TAX PARCEL #83A3-1-346

PAUL F. RUSSELL, JR.
LOT 343
TAX PARCEL #83A3-1-343

139.84' N 02° 49' 14" W 139.95'
N 02° 45' 51" W 139.83'
279.68'

FRAME GARAGE
FENCE
PIN(SET)
PIN(FOUND)
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N 87° 13' 55" E 80.10'
40.23' 39.87'
GRAVEL LANE
OVERHEAD UTILITIES
FRAME SHED
FRAME SHED
OVERHEAD UTILITIES
OVERHEAD UTILITIES
N 02° 43' 32" W
WOOD FENCE

Nectarine Street - State Route T-642
(70' Right-of-Way)
(Deed Book 41, Page 484)

LOT 349
T.P. #83A3-1-349
AREA = 5,610sf
or 0.129ac

LOT 348
T.P. #83A3-1-348
AREA = 5,586sf
or 0.128ac

CLEANOUT
A/C
2.44'
1-STORY BRICK CHURCH #601 SEE DETAIL
138.76' N 02° 37' 50" W
139.90' S 02° 41' 09" E
2.50'
139.84'
CLEANOUT
13.83'
0.15' OVER
2.00'
12.67'
7.83'
6.00'
26.21'
0.15' OVER
4'
10.2'
PROPOSED 1-STORY ADDITION
4'
RAMP
31.9'
23.87'
20.27'
CONCRETE CURB & GUTTER

KYLE & IRENE ERICKSON
LOTS 344 & 345
TAX PARCEL #83A3-1-344
(INSTRUMENT #230002460)

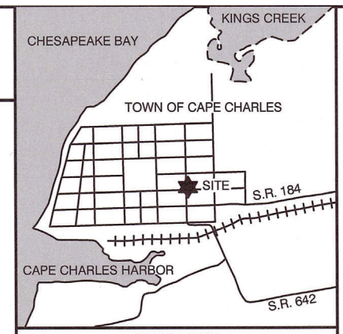
LOT 341

Fig Street

PIN(FOUND) 0.21' SOUTH OF CORNER
PIN(FOUND)
40.00' 40.00' 79.73' 400.42'
S 87° 16' 30" W 560.14'

DRILL HOLE(SET)
FIRE HYDRANT
WATER METER
UTILITY POLE
OVERHEAD UTILITIES
CONCRETE CURB & GUTTER

Tazewell Avenue - State Route T-1111
(70' Right-of-Way)
(Deed Book 41, Page 484)



VICINITY MAP
1" = 2000'

40'
20'
0'
20'
GRAPHIC SCALE

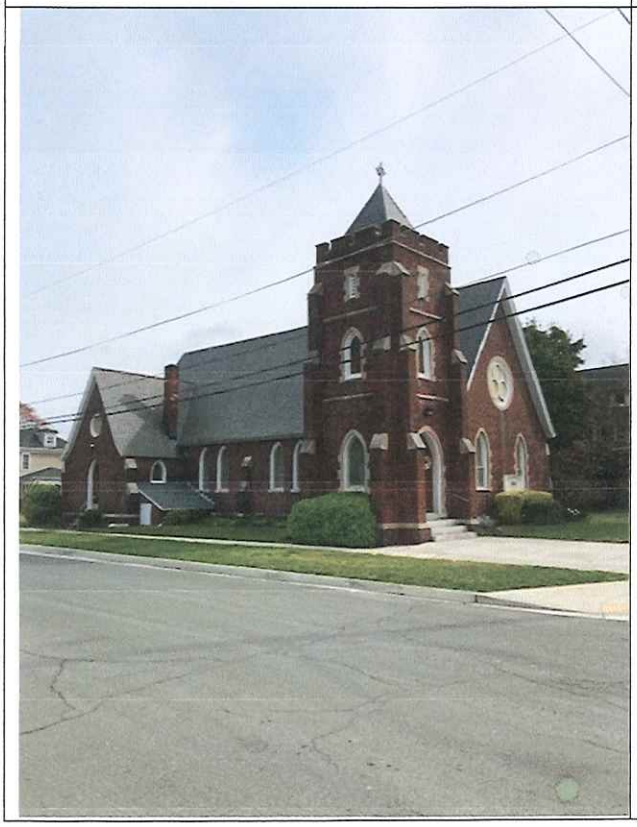
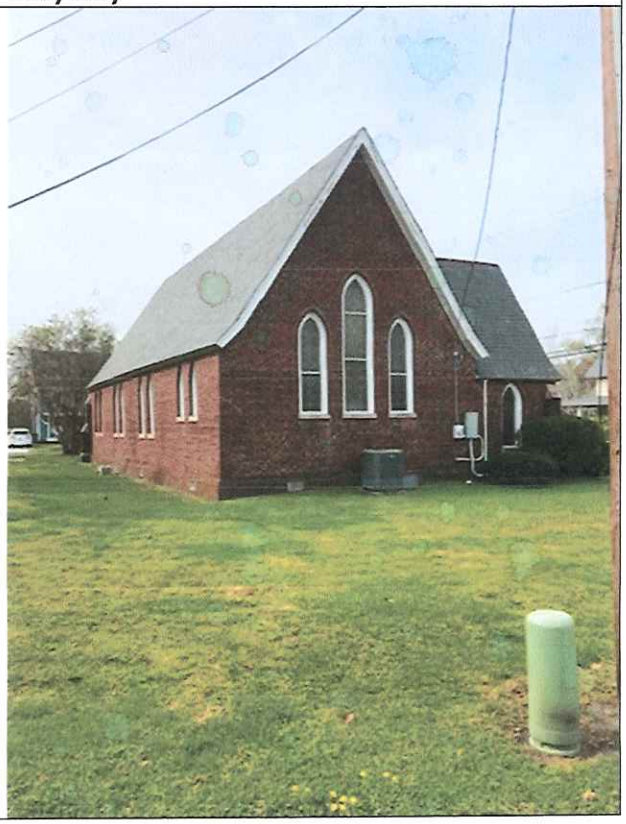
MADE IN AMERICA

N
W E
S

EXHIBIT SHOWING
PROPOSED ADDITION
Lots 348 & 349
Map of the Town of Cape Charles"
(DEED BOOK 41, PAGE 484)
TAX PARCELS #00083A3-((01))-00-348
& #00083A3-((01))-00-349
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA
FOR
Emmanuel Episcopal Church
DECEMBER 9, 2024

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: 56, PAGES 49 & 50
JOB #24062
SHEET 1 OF 1

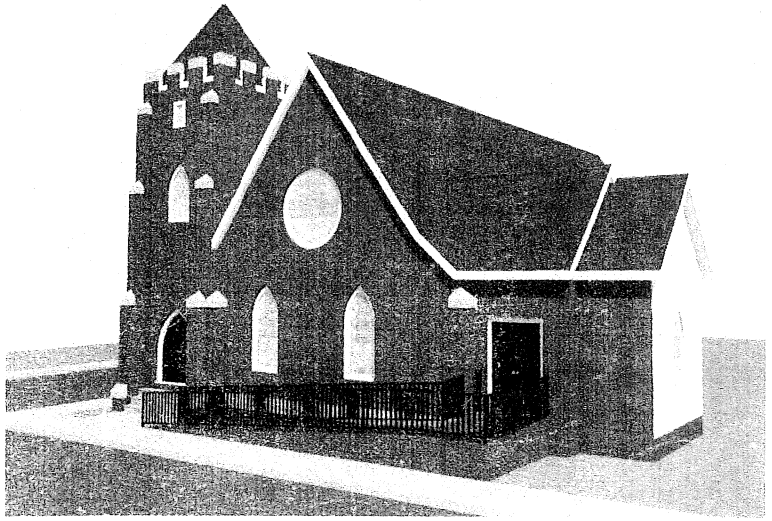
Emmanuel West and South Faces	Emmanuel North and East Faces looking from alley way
	

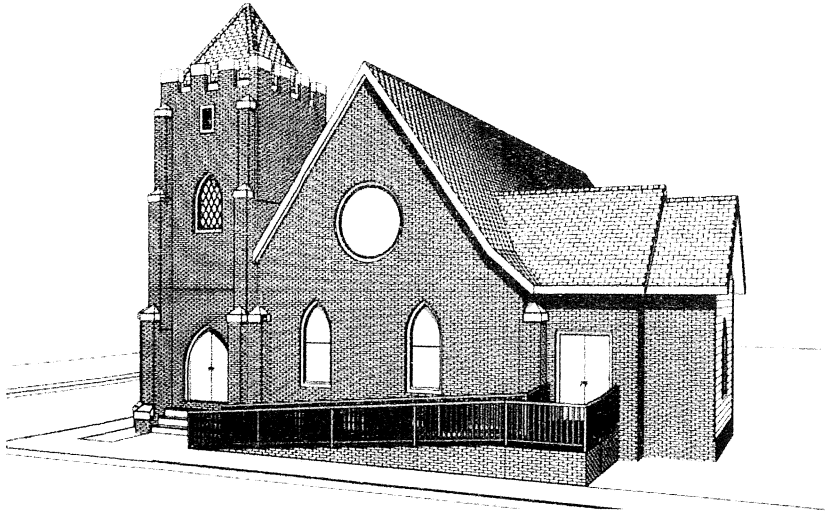
Emmanuel South and East Faces with vacant lot
[Note: addition will enclose the pair of lancet stain glass windows on east side. An attempt will be made to re-use one and place on north face of new addition]

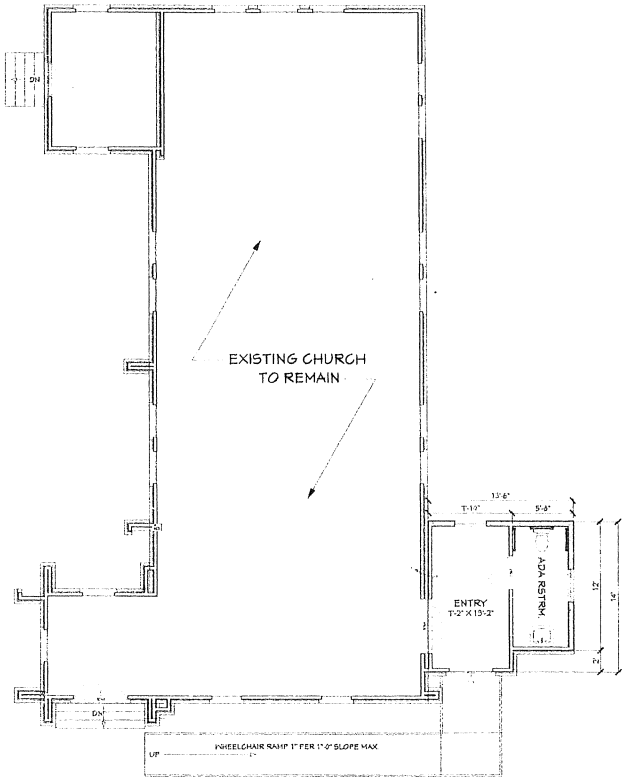
EMMANUEL EPISCOPAL CHURCH

ADDITIONS & ALTERATIONS

601 TAZWELL AVE. CAPE CHARLES VA 23310







OVERALL FLOOR PLAN

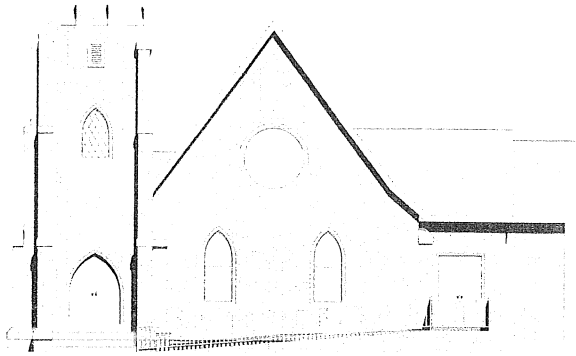
SCALE: 3/16" = 1'-0"

PLAN REFERENCE NORTH

EMMANUEL EPISCOPAL CHURCH
ADDITIONS & ALTERATIONS
601 TAZWELL AVE. CAPE CHARLES VA 23310

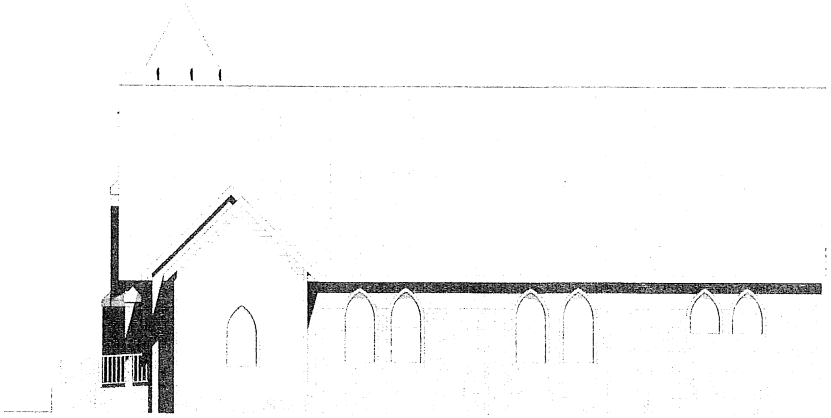
DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES LLC
ddevelopment@live.com
www.ddevelopment.net
757-704-9701

DATE:	5/20/2024
	3/16"=1'-0"
DRAWN BY:	KM
SHEET:	1



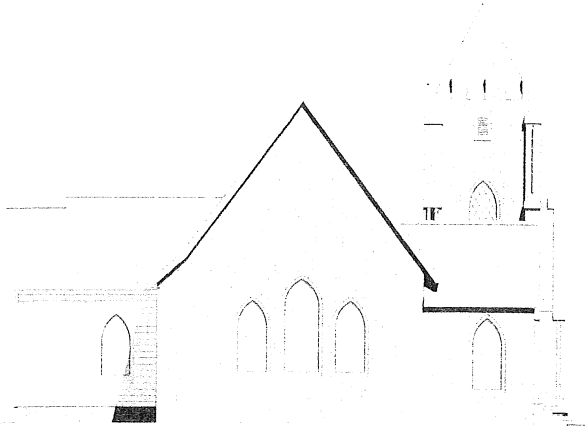
FRONT ELEVATION

SCALE: 3/16" = 1'-0"



RIGHT SIDE ELEVATION

SCALE: 3/16" = 1'-0"



REAR ELEVATION

SCALE: 3/16" = 1'-0"

PLAN REFERENCE NORTH

EMMANUEL EPISCOPAL CHURCH

ADDITIONS & ALTERATIONS

601 TAZWELL AVE. CAPE CHARLES VA 23310

DESIGN DEVELOPMENT

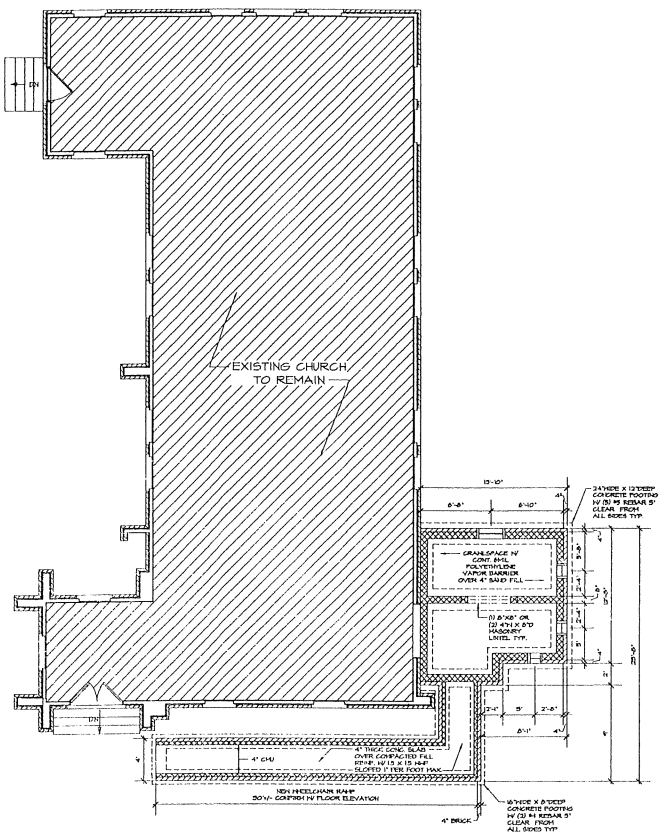
DRAFTING & DESIGN SERVICES LLC

dsdevelopment@live.com

www.dsdevelopment.net

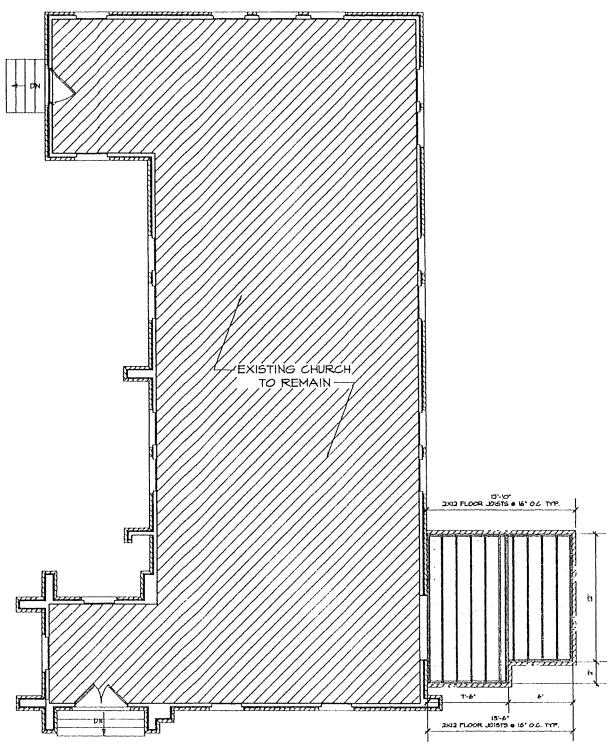
757-704-5701

DATE:	
5/20/2024	
3/16"=1'-0"	
DRAWN BY: KM	
SHEET:	
2	



FOUNDATION PLAN

SCALE: 3/16" = 1'-0"



FLOOR FRAMING PLAN

SCALE: 3/16" = 1'-0"

GENERAL CONSTRUCTION NOTES

1. ALL DRAWINGS & DESIGNS HEREIN WERE PREPARED IN ACCORDANCE WITH 2018 VIRGINIA UNIFORM STATEWIDE BUILDING CODE
2. FOUNDATIONS FOR THIS STRUCTURE ARE SPREAD FOOTINGS BEARING ON EITHER VIRGIN SOIL OR CONTROLLED COMPACTED FILL WITH AN ASSUMED CAPACITY OF 2000 PSF. THE CONTRACTOR SHALL FIELD VERIFY THIS ASSUMPTION THROUGH A REGISTERED PROFESSIONAL SOILS ENGINEER. THE CONTRACTOR SHALL PROTECT THE FOOTINGS AND SLABS FROM DAMAGE FROM FROST HEAVE DURING CONSTRUCTION UNTIL THE FINAL DESIGN STRUCTURE IS COMPLETE.
3. SHEATHING TO BE NAILED 3"O.C. @ EDGES AND 6"O.C. FIELD ALL EDGES & SEAMS TO BE BLOCKED SOLID
   EACH RAFTER / TRUSS TO BE ANCHORED USING SIMPSON H2.5A OR EQ.
4. (2) SIMPSON SDWC15600 MAY BE USED INSTALL PER MANUF. SPECS.
5. INSTALL ADDITIONAL HARDWARE, JOISTS, RAFTERS & BLOCKING AS REQUIRED. LAYOUT IS FOR GENERAL LAYOUT PURPOSES ONLY
6. ALL FRAMING LUMBER TO INCLUDE ALL STUDS, JOISTS & RAFTERS TO BE GRADE NO. 2 MIN S.P.F. OR GREATER
7. PROVIDE DOUBLE JOISTS BELOW ALL PARALLEL PARTITIONS, ABOVE AND AROUND ALL OPENINGS NOT INDICATED ON DRAWINGS.
8. PROVIDE SOLID BLOCKING BETWEEN FLOOR JOISTS UNDER WALLS THAT ARE PERPENDICULAR TO FLOOR JOISTS
9. SHEATH ALL EXTERIOR WALLS WITH NOMINAL 1/2" STRUCTURAL GRADE 2 PLYWOOD OR NOMINAL 1/2" OSB (ORIENTED STRAND BOARD).
10. WINDOW AND DOOR HEADERS @ EXT. WALLS SHALL BE (3) 2X8 MIN. UNLESS OTHERWISE NOTED OTHERWISE DOOR HEADERS @ INTERIOR NON-LOAD BEARING WALLS SHALL BE (2) 2X8 MIN. UNLESS OTHERWISE NOTED
11. ALL STRUCTURAL MATERIALS INCLUDING WINDOWS AND DOORS SHALL BE INSTALLED & WARRANTED TO WITHSTAND 120MPH WIND EVENT WITHOUT STRUCTURAL DAMAGE OR FAILURE

PLAN REFERENCE NORTH

EMMANUEL EPISCOPAL CHURCH
ADDITIONS & ALTERATIONS
601 TAZWELL AVE. CAPE CHARLES VA 23310

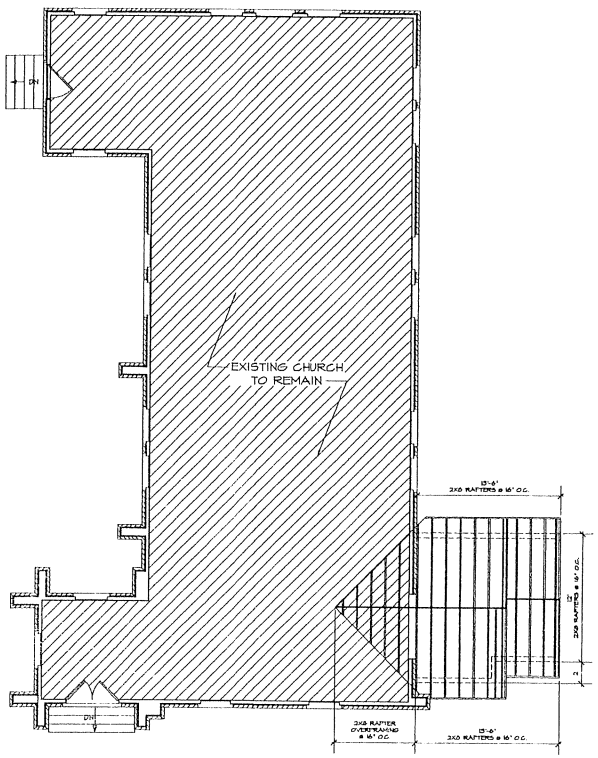
DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES LLC
designdevelopment@live.com
www.designdevelopment.net
757-710-2021

DATE: 05/20/2024

SCALE: 3/16"=1'-0"

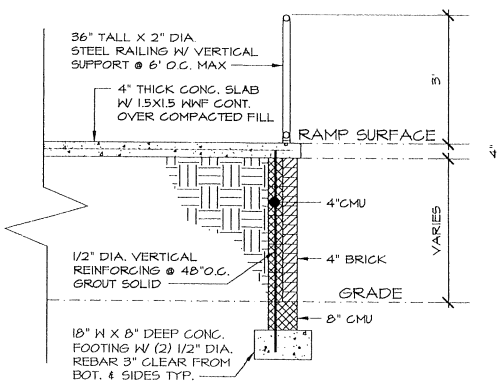
DRAWN BY: KM

SHEET: 3



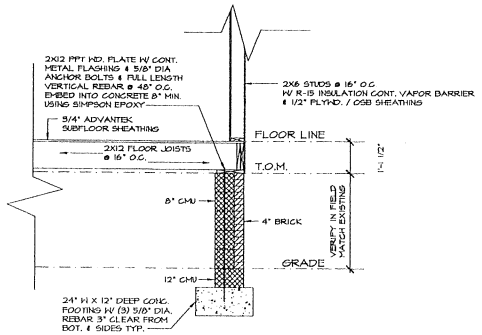
ROOF FRAMING PLAN

SCALE: 3/16" = 1'-0"



TYPICAL FOUNDATION DETAIL
WHEELCHAIR RAMP

NOT TO SCALE



TYPICAL FOUNDATION DETAIL
@ EXTERIOR WALL W/ HORIZONTAL SIDING

NOT TO SCALE

GENERAL CONSTRUCTION NOTES

1. ALL DRAWINGS & DESIGNS HEREIN WERE PREPARED IN ACCORDANCE WITH 2018 VIRGINIA UNIFORM STATEWIDE BUILDING CODE
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3. SHEATHING TO BE NAILED 3"O.C. @ EDGES AND 6"O.C. FIELD ALL EDGES & SEAMS TO BE BLOCKED SOLID
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6. ALL FRAMING LUMBER TO INCLUDE ALL STUDS, JOISTS & RAFTERS TO BE GRADE NO. 2 WITH 9 PSI. OR GREATER
7. PROVIDE DOUBLE JOISTS BELOW ALL PARALLEL PARTITIONS, ABOVE AND AROUND ALL OPENINGS NOT INDICATED ON DRAWINGS.
8. PROVIDE SOLID BLOCKING BETWEEN FLOOR JOISTS UNDER WALLS THAT ARE PERPENDICULAR TO FLOOR JOISTS
9. SHEATH ALL EXTERIOR WALLS WITH NOMINAL 1/2" STRUCTURAL GRADE 2 PLYWOOD OR NOMINAL 1/2" OSB (ORIENTED STRAND BOARD).
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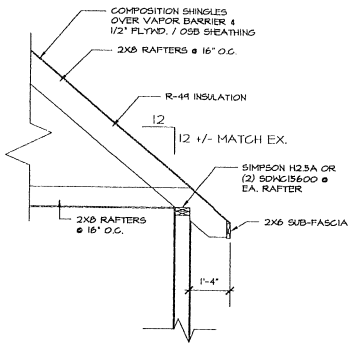
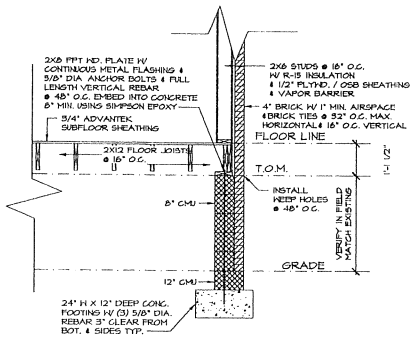
11. ALL STRUCTURAL MATERIALS INCLUDING WINDOWS AND DOORS SHALL BE INSTALLED & WARRANTED TO WITHSTAND 120 MPH WIND EVENT WITHOUT STRUCTURAL DAMAGE OR FAILURE



TYPICAL EAVE DETAIL

NOT TO SCALE



TYPICAL FOUNDATION DETAIL
@ EXTERIOR WALL W/ BRICK SIDING

NOT TO SCALE

PLAN REFERENCE NORTH

EMMANUEL EPISCOPAL CHURCH
ADDITIONS & ALTERATIONS
601 TAZWELL AVE. CAPE CHARLES VA 23310

DESIGN DEVELOPMENT
DRAFTING & DESIGN SERVICES LLC
designdevelopment@live.com
www.designdevelopment.net
757-709-8701

DATE: 05/20/2024

SCALE: 3/16"=1'-0"

DRAWN BY: KM

SHEET: 4

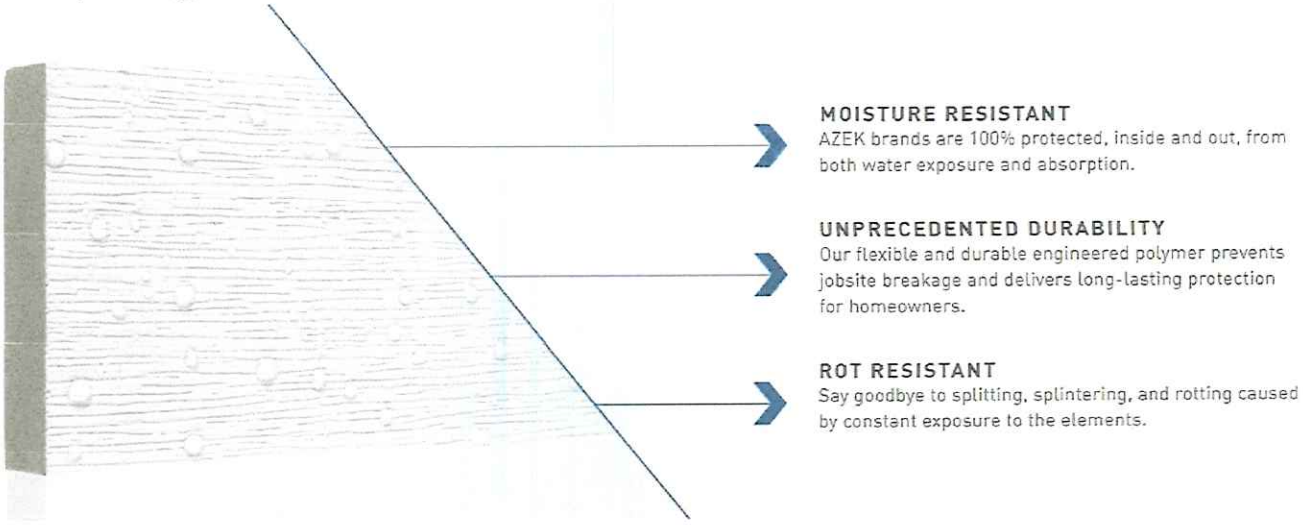
Roof Material

Timberline HDZ®

GAF's #1-selling shingle. High Definition® color blends backed by strong warranties.

Fascia and Window Trim – Azek

Experience the exceptional quality of AZEK Classic Trim, loved by homeowners for its enduring beauty and low maintenance. With its real wood appearance and moisture-resistant durability, it protects any home effortlessly. Contractors value its easy installation, saving time on site. Available in a wide variety of profiles and finishes, AZEK Trim is perfect for rooflines and ground contact, backed by a Lifetime Limited Warranty for lasting peace of mind.



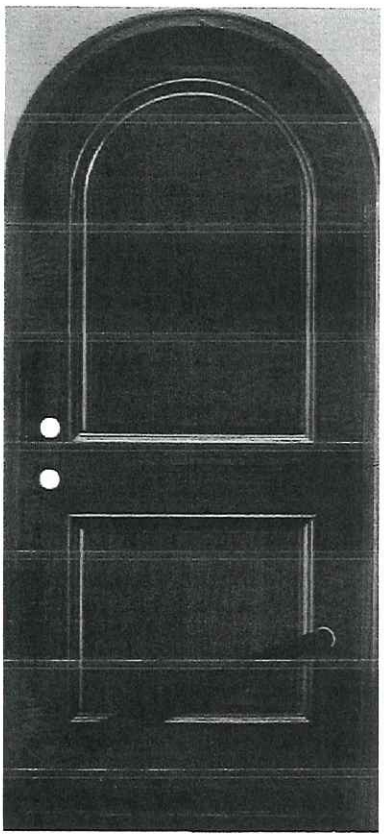
MOISTURE RESISTANT
AZEK brands are 100% protected, inside and out, from both water exposure and absorption.

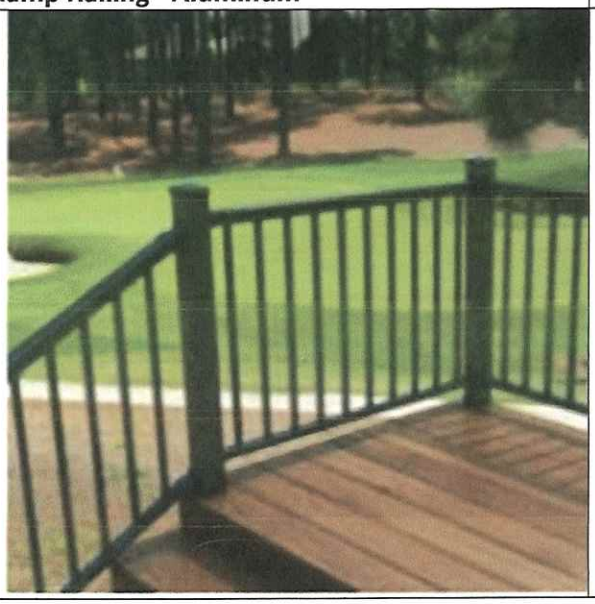
UNPRECEDENTED DURABILITY
Our flexible and durable engineered polymer prevents jobsite breakage and delivers long-lasting protection for homeowners.

ROT RESISTANT
Say goodbye to splitting, splintering, and rotting caused by constant exposure to the elements.

Copper Gutters and Downspout

Front Door 36" x 83"



Ramp Railing - Aluminum	ADA Ramp Secondary Handrail – AL both sides
	

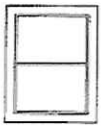
East and North Faces Siding – Hardie Plank

Windows on East and North Faces - Window trim – Azek with 1 ¾" sill and 3 ½" frame[Note: attempt will be made first to install re-used stain glass window on north face]

Company Name: LBM ADVANTAGE,INC **Sales Order:**
Purchase Order: 6467SDS **Contractor:** ANNON
Job Name:

Account: LB9049 **Account Name:** OBS (C2 CONTRACTING)
Entered By: agreene **Status:** Quote
Created On: March 25, 2025

All prices subject to change without notice

Line	Qty.	Description	Size (W x H)
1	1	New Series 450 Double Hung without J-Channel - White - Obscure - Standard Low-E/Argon - Double Strength - Roll Formed Half Screen - Standard Mesh - 1 Lock (White) (Opening Size: 26 1/2 W x 26 1/2 H , Egress Opening Size: 21.25 W x 7.44 H (1.10 SQ.FT)) - DP35: Size Tested 35" x 74" - U Factor: 0.31, SHGC: 0.27	26" x 26" ES
2	1	New Series 450 Double Hung without J-Channel - White - Clear - Standard Low-E/Argon - Roll Formed Half Screen - Standard Mesh - 2 Locks (White) (Opening Size: 28 1/2 W x 36 1/2 H , Egress Opening Size: 23.25 W x 12.44 H (2.01 SQ.FT)) - DP35: Size Tested 35" x 74" - U Factor: 0.31, SHGC: 0.27 	28" x 36" ES
Sub Totals			
6.300% Sales Tax			
Totals	2		

Agenda Item 6D (3)

425 Tazewell Avenue

Historic District Review Board Staff Report

Agenda Title: 425 Randolph Avenue

Agenda Date: June 17, 2025

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

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

Date: June 4, 2025

Applicant: Bradley Jobmann represented by Claudine Pierce dba Peacock Cottage

Site Address: 425 Randolph Avenue

Tax Map: 83A3-1-478

Lot Size: 5,584 sq. ft.

Type Of Application: Pre-Application/Certificate of Appropriateness

Work to be Performed: to construct an addition on the existing accessory structure, install a crushed shell pad, and replace the fence

Current Zoning: R-1

Historic Register: CONTRIBUTING

Description: 1890, Folk Victorian

Accessory Structure: Garage, CONTRIBUTING

Date Application Received: May 6, 2025

Pre-Application Meeting: June 17, 2025

Date Application Deemed Complete: May 6, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): August 4, 2025

Overview:
The applicant is seeking to construct a new 126.90 square feet front addition on the existing rear accessory structure as well as replacing the following: (1) the standing seam metal roof with a new standing seam metal roof, (2) the side double plywood doors with new composite doors, (3) the existing wood window and two separate single wood doors on the front with double composite doors (4) facia boards with new AZEK fascia boards, (5) the asphalt shingle siding with Hardi Board and Batton siding, and (6) the south side wooden picket fence with a new wooden picket fence to match existing that will be reconfigured to accommodate the new oyster shell driveway pad. The application also includes the installation of a 207 square feet oyster driveway pad.

Aerial Map:

Materials:
Roof: Standing Seam Metal
Siding: Hardie Plank Board and Batten
Fascia: AZEK
Doors: Replacement: Side: 2 – 3' x 6'-8" Therma-Tru paneled Composite, Front: (2) 3' x 6'-8" Therma-Tru flat panel Composite, Trim: AZEK 5/4 x 4
Window: Existing: Repair and Relocate 2-lite Wood Window, Addition: 25" x 52" Double hung 1/1 Composite; Sill: 2-1/32 x 1-3/4", Trim: AZEK 5/4 x 4
Addition: Roof: Standing Seam Metal; Siding: Hardie Plank Board and Batten; Doors :7' x 7' Clopay 6-lite/4-panel Composite, Trim: AZEK 5/4 x 4
Foundation: Parged CMU – 1 course above grade
Fence: Wood Picket to match existing

Staff Analysis:
Zoning Compliance:
The property is a legal, nonconforming use. The proposed project is seeking to construct a new 126.90 square feet front addition on the existing rear accessory structure as well as renovate the existing structure. Zoning Compliance is achieved based upon this application to the HDRB.

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

Historic District Guidelines:
Section 3.1: Architectural Character
Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-12 – Folk Victorian)
Section 6.1 Pages 6-2 – 6-4: Contributing Accessory Structures Associated with a Contributing Primary Building
Section 9.2: Fences & Freestanding Walls

Staff Recommendation:
Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed additions, renovations, and repairs are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

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

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

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

Attachments:
Attachment 1: Total Lot Coverage Sheet
Attachment 2: Application and Supporting Documents

Total Lot Coverage Breakdown - 5/30/2025	
Address: 425 Randolph Avenue	**Tax Map # 83A3-1-478**
Lot Size	5,584
Structure	Square Footage
House	1,255.34
Front Concrete Walkway	86.00
Front Porch	215.63
Front Concrete Steps	27.00
Concrete Side Steps	27.00
Side & Rear Walkways	160.50
Rear Steps	35.00
Existing Rear Accessory Structure	422.94
Total	2,229.41
Total Lot Coverage	39.92%
PROPOSED	
Accessory Structure Addition	126.90
Proposed Total	126.90
Existing Total	2,229.41
Total Proposed + Existing	2,356.31
Total Lot Coverage	42.20%
NOT INCLUDED	
Shower Stall = Uncovered	48
Proposed Crushed Shell	207

Accessory Structure Distance 45'

Accessory Structure Total Lot Coverage Percentage: 9.89%

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	
Term:	P & RS
Violations:	NA
Pd. Check # 2356 Fee	$500.00
Decision	

Budget Code: HISTF 100-3100-1100 Budget Code VIOLATIONS: PERMZ 100-3100-1310

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~~ NA

Owner signature: Bradley Solomann Date: 4-24-25

PART 2: PROPERTY INFORMATION

Property Address: 425 Randolph Avenue	Tax Map #: 83A3-1-478
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: Brad Solomann
Mailing Address: 995 Rustling Oaks Drive, Millersville, MD 21108
Phone Number: 410-804-5353
Email: info@brad.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: Claudine Pierce for Peacock Cottage LLC
Mailing Address: P.O Box 118, Cheriton Va 23316
Phone Number: 757-695-0434
Email: mypeacockcottage@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):
Renovation of the exterior of an existing garage building including an addition

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): South side of Ex garage building

Stories: 1	Building height: 12'-6"	Footprint: 9'-4¾ x 13'-6"	Gross square footage: 127 sq.ft addition only

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: New standing seam at garage roof
Existing Material: Standing seam metal	Proposed Material: standing seam metal
Pitch: Approx 7/12	Pitch: 7/12
Gutters & Downspouts: (Pictures of Location & Material Specs)	**Solar:** (Pictures of Location & Material Specs) NA
Proposed Work:	Proposed Work:
Proposed Material:	Proposed Material:

Other / Additional Notes: New standing seam metal roof on existing garage roof and on roof at garage addition/extension.

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: 2
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 @ Plum Street	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: Door # 1 @ Plum Street ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Existing Material: T1-11 Plywood siding	Proposed Material: Composite
Dimensions: Width 8'-0" Height 7'-6"	Dimensions: Width 6⁰ Height 6⁸
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): (2) plywood doors	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Pair of 3⁰x6⁸ doors Thermatru Smooth Star

Indicate the reason for change: Existing Plywood doors are unstable

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: 2

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 # 2/#3	Proposed Door # 2
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: Plywood	Proposed Material: Composite or Steel
Dimensions: Width 36" Height 78"	Dimensions: Width 6' Height 6'8"
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Flat plywood doors on South side	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Utility doors Flat panel Thermatru
Indicate the reason for change: Plywood doors are deteriorated; one being removed to allow for addition and other being Replaced with new composite pair of doors	

2

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: 1 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 @ Garage Addition
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: Composite
Dimensions: Width _____ Height _____	Dimensions: Width 7' Height 7'
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): Clopay Coachman overhead garage doors as shown with upper glass
Indicate the reason for change: part of new addition	

2

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: 2 Removed: 0

Repaired: 1 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 on South Side	Proposed Windows "A" on South Side
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 2 light fixed	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture Double hung 1/1
Width: 28" Height: 28" Depth:	Width: 28" Height: 52" Depth:
Existing Material: Wood	Proposed Material: Composite
Sill: Length: NA Thickness: Depth:	Sill: Length: Thickness: 2 1/32 Depth: 1 3/4
Existing Material: NA	Proposed Material: AZek Historic Sill AZM 6930
Casing / Trim: Width: 4" Height: Depth: 5/4	Casing / Trim: Width: 3 1/2" Height: Depth: 5/4
Existing Material: Wood	Proposed Material: AZek 5/4 x H
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material: NA	Proposed Material:

Indicate the reason for change: Removing ex window to repair to reinstall. Adding (2) new windows in otherwise windowless facade. New windows match existing house windows

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

BALUSTRADE	
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:
SCREENING	
Existing Condition: ☐Original ☐Not Original ☐Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
SKIRTING	
Existing Condition: ☐Original ☐Not Original ☐Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
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.):	

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):

Existing Siding	Proposed Siding
Original to the home: ☐ Yes ☐ No ☒ Not sure (most likely not)	
Existing Material: Asphalt/T1-11 siding	Proposed Material: Hardi Board & Batten
Dimensions: Thickness: Width:	Dimensions: Thickness: Width:

Indicate the reason for change, e.g., underlying material condition, rot: The asphalt shingles on three sides is in terrible condition, T1-11 siding on Plum Street side not original. Neither material is compatible with historic structures

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 (on exist) ☐Alteration

Location (Attach diagram & pictures):

Existing Trim	Proposed Trim
Existing Condition: ☐Original ☐Not Original ☒Not Sure	
Existing Material: 5/4 x 4 wood window trim and 1 x wood fascia	Proposed Material: 5/4 x 4 AZek window/door trim
Dimensions: Width: Height: Depth:	Dimensions: Width: Height: Depth:
Style / Design:	Style / Design:

Reason for repair or alteration (change of material or design): Replace rotted Fascia boards as needed on original structure to remain. New PVC Fascia boards on extension to match size of existing. New window/door trim to be 5/4 x 4 AZek. New window sills to be AZek historic sill

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): At new garage extension only

Existing Masonry	Proposed Masonry
Existing Condition ☐Original ☐Not Original ☒Not Sure	
Existing Material: Concrete slab	Proposed Materials: Parged CMU - 1 course above grade
Existing mortar: NA Joints:	Mortar to be used: Mortar joints:

Other / Additional Notes: (Unpainted masonry cannot be painted.) Note there is no visible foundation on ex. garage.

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):

☒Driveway: Length: 10' Width: 15' Materials: Oyster/clam shell

☐Walkway: Length: Width: Materials:

☐Other Paving: Length: Width: Materials:

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) Plum Street Side	
Existing Material: Painted Wood	Proposed Material Painted Wood
Height: 6'-0"	Height: 6'-0"
Describe the style: Dog eared 1x6 Fence Picket	Describe the style: Same

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):	
☐ New ☐ Repair ☐ Replacing ☐ Other:	
Outdoor Shower: ☐ Enclosed Length:	Width:
Material:	Foot Pad Material:
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: Claudine H Pierce Date: 4/15/25

Zoning Administrator's signature: _____ Date: _____

Zoning Ordinance Article VIII Section: 8.16

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: 425 Randolph Ave | Tax Map #: 83A3-1-478

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Brad Jobmann

Mailing Address: 995 Rustling Oaks Drive - Millersville, MD 21108

Phone Number: 410-804-5353 Email: bjobmann@gmail.com

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

Claudine Pierce, Peacock Cottage

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: Claudine Pierce, Peacock Cottage

Mailing Address: PO Box 118 - Cheriton, VA 23316

Phone Number: 703-609-5818 Email: mypeacockcottage@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: Bradley J. Jobmann Date: 5-2-2025

State of Maryland County of Anne Arundel The foregoing instrument was acknowledged before me this 2 day of May, 2025 by Megan Burke (name of person acknowledged)

Signature of Notarial Officer: Meg

Notary Registration number: n/a

My commission expires: 7/1/27

MEGAN G BURKE
NOTARY PUBLIC
ANNE ARUNDEL COUNTY
MARYLAND
Seal

Scanned with CamScanner

PEACOCK COTTAGE LLC

PO Box 118
Cheriton, Virginia 23316
mypeacockcottage@gmail.com

April 15th, 2025
Town Planner and Zoning Administrator
2 Plum Street
Town of Cape Charles

Re: Letter of Intent
Garage Addition and Renovation
425 Randolph Street
Cape Charles, Virginia 23310

Dear Katie,

Attached is an application for review and approval for an addition and renovations to an existing contributing garage building. The existing garage is a one story structure currently sided in asphalt shingles on the sides/rear and with T-1-11 plywood on the Plum street side. The roof is a metal standing seam roof. The garage "doors" are made of T-111 plywood. The structure itself is in poor condition.

Our intention is to retain the existing footprint of the structure and add a 9'-4 3/4" wide x 13'-6" addition to the south side of the existing garage with a new Clopay Coachman garage door on the Plum Street side. The existing asphalt shingle siding will be removed, new plywood sheathing installed [as needed for structural stability] and Hardi Board and Batten siding installed over that. The new roof pitch and the roof overhangs at the addition will match the existing structure.

The existing garage "doors" will be replaced a pair of 36" wide by 6'-8" composite Thermatru Smoothstar doors Model #S4810.

The one existing window on the south side will be repaired and relocated back to the south side of the new addition over [2] new double hung one over one composite windows.

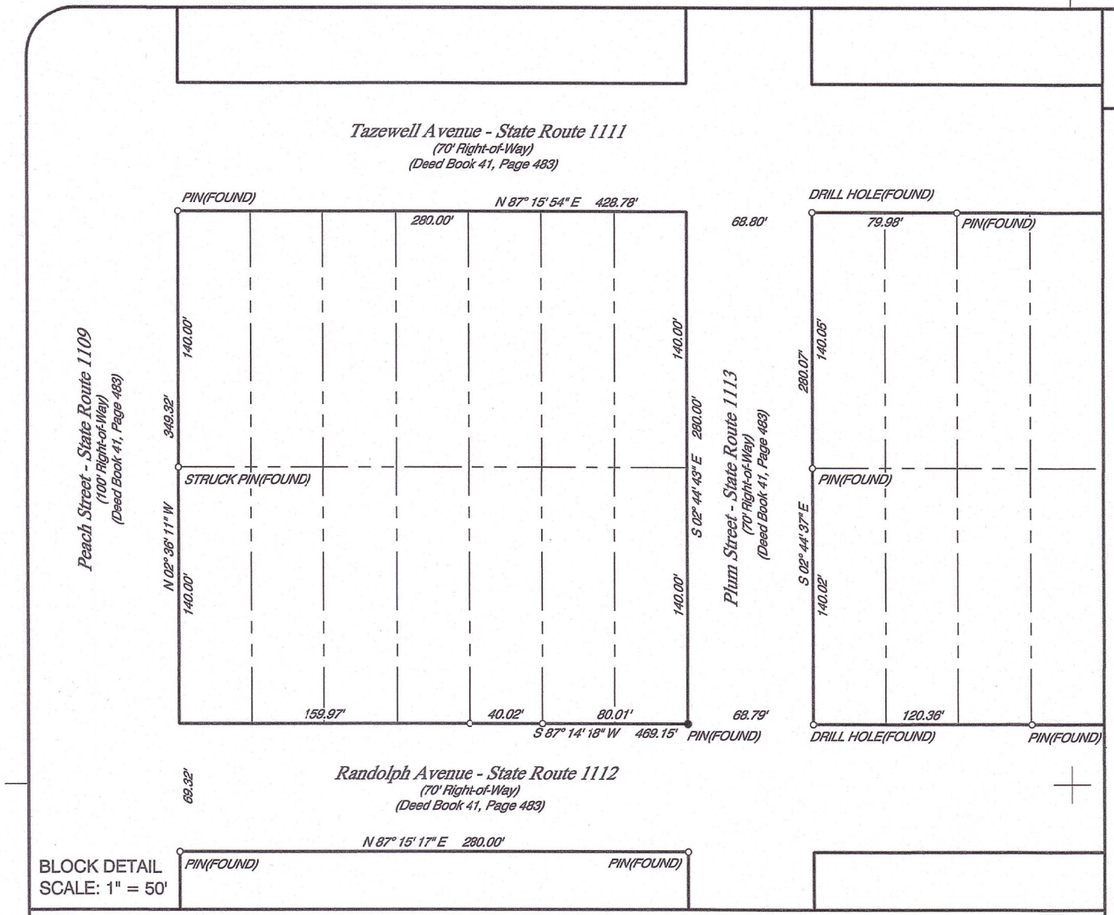
The existing roof will most likely need to be replaced and if so will be replaced with a standing seam metal roof similar to the existing roof. The existing fascia boards are either missing or rotting so will be replaced with new 1 x Azek.

The Owners would like to add a new shell driveway pad on the Plum Street side in front of the new addition - 15' wide x 10' deep. The existing painted 6' tall wooden fence will be replaced and reconfigured along the Plum Street side to allow for the new parking pad. The new fence will match the existing fence with painted wood posts and 1 x 6 painted "dog-eared" planks.

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

Best,

Claudine Pierce
Peacock Cottage, LLC



BLOCK DETAIL
SCALE: 1" = 50'

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.

FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM F.E.M.A. FLOOD MAPS. SHORELINE SURVEYORS IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

THIS PROPERTY APPEARS TO FALL IN:
FLOOD ZONE: X
COMMUNITY NO.: 510106
PANEL: 0295F DATED: MARCH 2, 2015

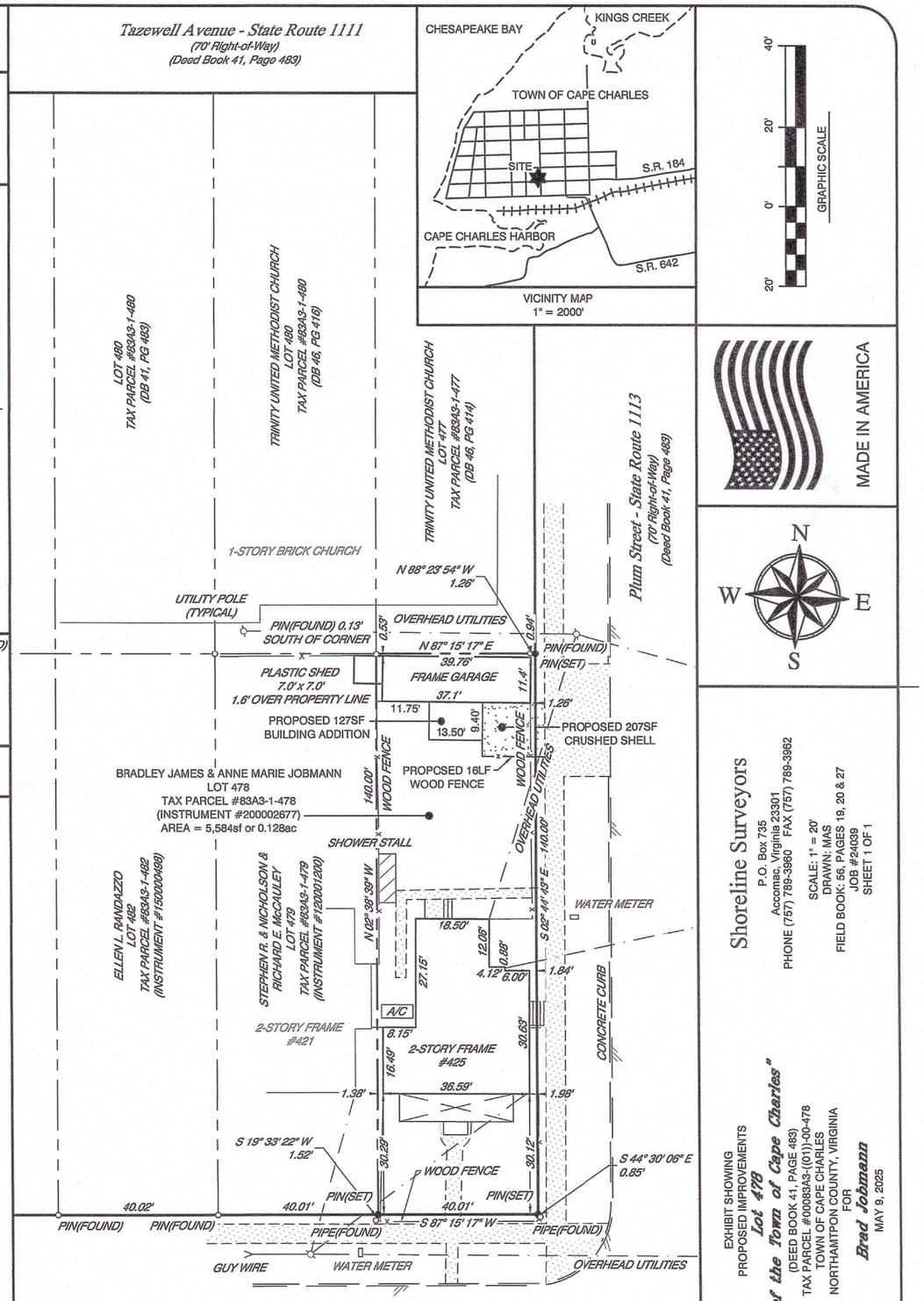
FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.

THE NORTH MERIDIAN OF THIS PLAT IS BASED ON THE VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD83.

THIS PLAT IS BASED ON A 2024 FIELD SURVEY HAVING A CLOSURE EXCEEDING 1:30,108.

I, HEREBY CERTIFY THAT THIS PLAT IS BASED ON A 2024 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.

COMMONWEALTH OF VIRGINIA
MICHAEL A. STARLING
Lic. No. 2598
5/9/25
LAND SURVEYOR



Shoreline Surveyors
P.O. Box 735
Accomac, Virginia 23301
PHONE (757) 789-3960 FAX (757) 789-3982

SCALE: 1" = 20'
DRAWN: MAS
FIELD BOOK: 56, PAGES 19, 20 & 27
JOB #24039
SHEET 1 OF 1

EXHIBIT SHOWING
PROPOSED IMPROVEMENTS
Lot 478
"Map of the Town of Cape Charles"
(DEED BOOK 41, PAGE 483)
TAX PARCEL #00083A3-(011)-00-478
TOWN OF CAPE CHARLES
NORTHAMPTON COUNTY, VIRGINIA
FOR
Brad Jobmann
MAY 9, 2025

425 Randolph Avenue- Garage addition/renovation

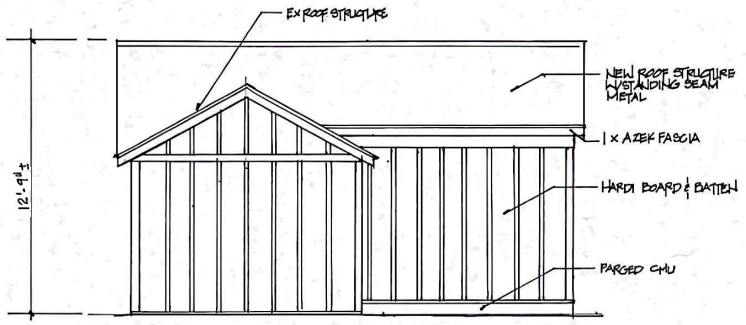
Plum Street Elevation

North Side of Existing Structure

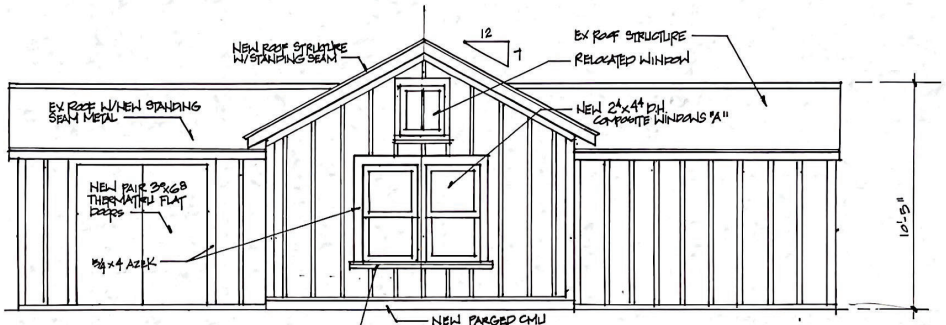
South Side of Existing garage as seen from back yard

Enlarged photo showing existing doors/windows to be removed on South Side

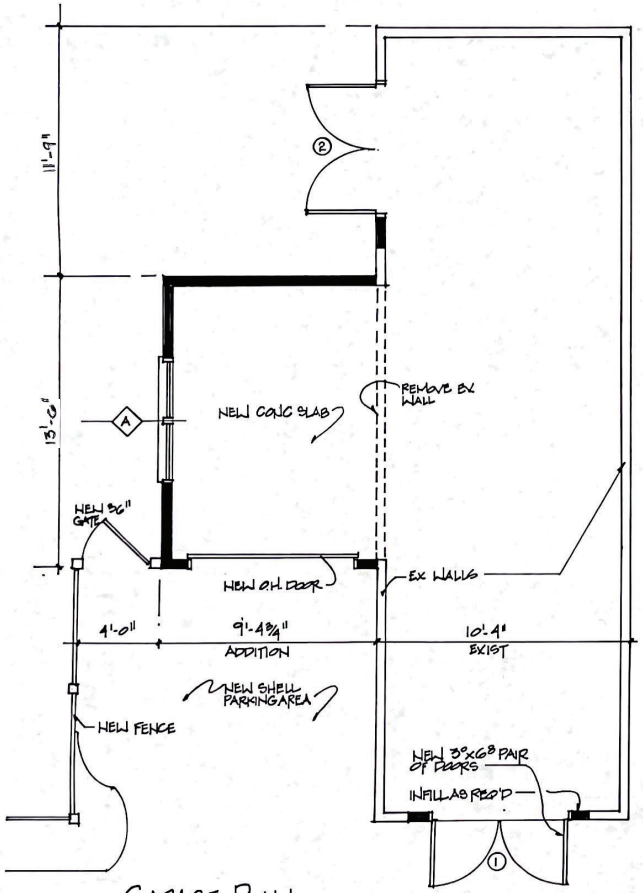
Existing Fence along Plum Street



WEST SIDE ELEVATION

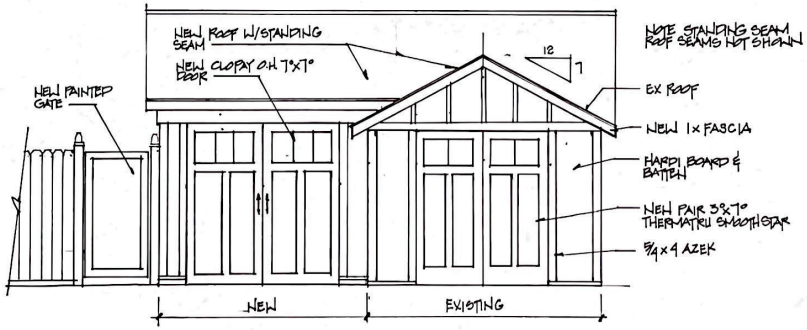


SOUTH SIDE ELEVATION



GARAGE PLAN

1/4" = 1'-0"



PLUM ST ELEVATION

1/4" = 1'-0"

EX. GARAGE RENOVATION & ADDITION

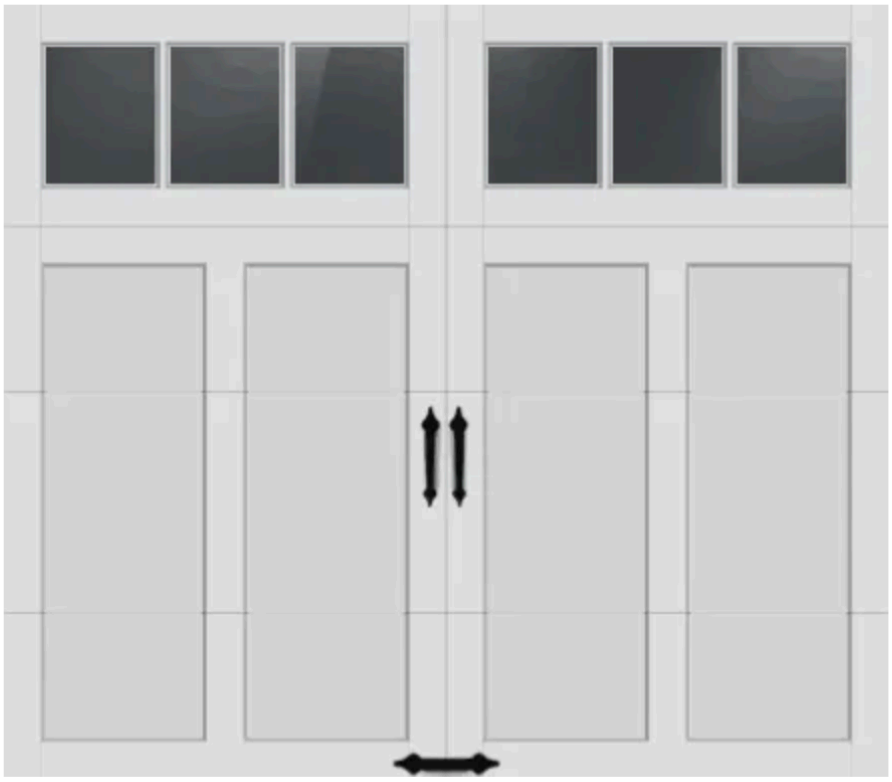
SCALE:	APPROVED BY:	DRAWN BY
DATE:		REVISED

425 RANDOLPH

DRAWING NUMBER

18 X 24 PRINTED ON NO. 100GH CLEARPRINT ®

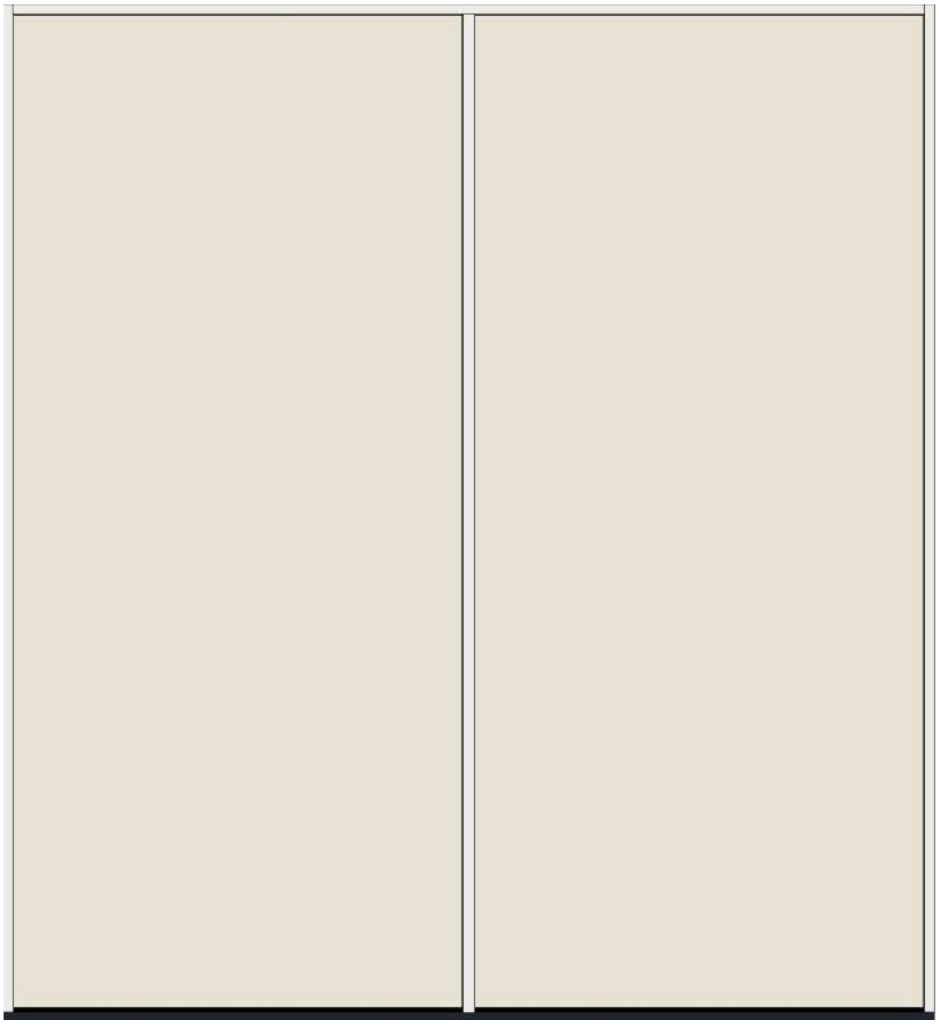
425 Randolph Avenue Finish Specs



New Clopay Coachman Garage Door @ new addition

Hardi Board and Batten Siding

New Thermatru Pair of Doors #1 at Existing Garage
Pair of 36” x 6’-8”



Proposed Door #2 on South Side. Pair of 36” x 6’-8”
Note this door will not be seen from the street - it is in the backyard of the house and behind a 6’ fence

Double hung composite window 1/1

Agenda Item 7D (4)

Tax Map #83A1-1-104

Washington Avenue

Historic District Review Board Staff Report

Agenda Title:	TM #83A1-1-104 on Washington Avenue
Agenda Date:	June 17, 2025
Prepared by:	Tracy Outten, Planning/Zoning Assistant – Preservation & Zoning Administrator
Reviewed By:	Katie H. Nunez, Director of Planning & Zoning Administrator
Date:	June 5, 2025

Applicant: Christy Holmes dba Suns & Co, Inc.

Site Address: Washingon Avenue

Tax Map: 83A1-1-104

Lot Size: 5,600 sq. ft.

Type Of Application: Pre-Application/Certificate of Appropriateness

Work to be Performed: to construct a new single-family home, outdoor shower, accessory structure, and install a fence and hot tub

Current Zoning: R-1

Historic Register: NA

Description:

Accessory Structure:

Date Application Received: April 29, 2025

Pre-Application Meeting: June 17, 2025

Date Application Deemed Complete: May 6, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): August 4, 2025

Overview:
The applicant is seeking to construct a new 1,003.75 sq. ft., one-and-a-half-story single-family residence with a 24’ x 6’ (224 sq. ft.) front porch, a 16’ x 12’ (192 sq. ft.) rear screened-in porch, a 10’ x 12’ (120 sq. ft.) rear deck, a 4’ x 4’ (16 sq. ft.) enclosed rear outdoor shower, and a rear accessory structure. The application also includes the installation of a fence and a hot tub. Although this lot is currently vacant, new construction should be compatible, sympathetic, and complementary to existing buildings.

Aerial Map:

Materials:

Roof: House & Porches: – 30-year Certainteed Landmark Architectural Shingles (Pitch: 12:12); Porches (Pitch: 3:12)

Siding: Vinyl Certainteed Monogram Double 5" Dutch Lap .046 Thickness; Trim: Triple 4" Soffit with 6" Fascia; Corners: 4"

Windows: Ply Gem Pro Series Double Hung Vinyl 1/1; Trim: Top & Side: 3-1/2" Flat Wide Azek; Sills: Thick Nose

Doors: ThermaTru Fiberglass: Front: 3/0 2-lite/6-panels; Back: 3038 ½-lit/2-panel, Vinyl Screen onto deck

Front Porch: Decking: 3" AZEK Composite T & G (Run 90 Degrees to House); Columns: 6" Square Vinyl; Balustrade – Square Vinyl; Steps: 6' Wide Composite with Vinyl Handrails

Rear Deck: Decking: 6" Pressure Treated Wood; Posts and Railings: 4" Vinyl Sleeved; Steps: 4' Wide Pressure Treated Wood

Rear Screen Porch: Decking: 6" Pressure Treated Wood; Columns and Balustrade: 6" Vinyl Sleeved

Foundation: Front: 4 Course 8" Allied Lightweight Concrete Parged block 24" above grade

Outdoor Shower: Pressure Treated Vertical 6" Boards

Accessory Structure: Roof: 30 Year Shingles; Siding: LP Smart Panel Vertical 6" Wood Board and Batten; Trim: 1 x 4 Wood; Door: 4' x 6' 6" Wood Barn style; Window: 36" x 36" x 3" 4/4 Vinyl Clad; Foundation: Solid 4" Blocks no Footings

Fence: 6' Dog Eared Wood

Sidewalk & Walkway: Concrete

Staff Analysis:

Zoning Compliance:

The proposed project is seeking to construct 1,003.75 sq. ft., one-and-a-half-story single-family residence with a 24' x 6' (224 sq. ft.) front porch, a 16' x 12' (192 sq. ft.) rear screened-in porch, a 10' x 12' (120 sq. ft.) rear deck, a 4' x 4' (16 sq. ft.) enclosed rear outdoor shower, and a rear accessory structure; and to install a fence, hot tub, and a sidewalk on the front of the property as required by Town Code. A Tree Permit Application has been received for the removal of two trees for the construction of the new single-family dwelling. The proposed materials are in conformance with the Zoning Ordinance for new construction, and Zoning Compliance is achieved based upon this application to the HDRB.

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

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

Historic District Guidelines:
Section 5.13: New Construction of Primary Buildings
Section 6.3: New Accessory Structures/ADUs Associated with New Construction
Section 9.1: Hardscaping (Driveways, Walkways, & Other Paving)
Section 9.3: Decks, Ramps, & Patios
Section 9.4: Appurtenances
Section 9.5: Landscaping

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

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

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

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

Attachments:
Attachment 1: Total Lot Coverage Sheet
Attachment 2: Application and Supporting Documents

DECISION OF ZONING REVIEW
BY: Tracy Outten, Planning & Zoning Asst. Preservation & Admin.
DATE: June 5, 2025
REVIEW DONE FOR: COA
COMMENTS:
DECISION: APPROVED

ZONING REVIEW CHECK LIST
Residential -1 District

Address of Property	Washington Avenue
Property Owner's Name	3 Suns & Co LLC
Tax Map #	83A1-1-104
Seeking Permit for:	New 1,003.75 sq. ft, 1-1/2 story single-family residence with a 144 sq. ft. front porch; 100 sq. ft. rear deck, 192 sq. ft. rear screened-in porch, and 16 sq. ft. enclosed outdoor shower

☑ Verify that proposed use is use allowed by right: Single Family dwelling or accessory building (shed, garage) or Home Occupations or other**: <u>New 1,003.75 sq. ft, 1-1/2 story single-family residence with a 144 sq. ft. front porch; 120 sq. ft. rear deck, 192 sq. ft. rear screened-in porch, a 16 sq. ft. enclosed outdoor shower, a 91 sq. ft. hot tub, and a 200 sq. ft. accessory structure.</u>**

☑ 1) Site Plan submitted? If not, have Applicant prepare and complete Site Plan in compliance with Appendix B. **<u>Point North Surveying LLC dated 3/6/2025</u>**

☑ 2) Lot & Dwelling Size & LOT COVERAGE

<u>ORDINANCE REQUIREMENT</u>		
Lot Size	**Dwelling Unit Size**	**LOT COVERAGE (Section 4.2 (E) (6))**
Up to 5,600 sq ft	Need to comply with Lot Coverage requirement	The sum of the footprint square footage of all buildings on the lot shall be less than 50% of the total lot square footage
5,600 Sq. Ft (40' x 140')	960 sq ft (min) to 2,400 sq ft. (max)	
5,601 – 8,400 sq. ft	960 sq ft (min) to 3,000 sq ft (max)	
8,401+ sq ft	Max of 4,500 sq	

<u>NOTES: -</u> *Ordinance adopted 12/19/2024*
(a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage.
(b) If multiple lots are used, see Section 4.2 (E) (7 & 8) for additional Lot Coverage Rules
(c) If lot smaller than 5,600 sq ft, the total footprint area of all accessory building lot coverage shall not exceed ten percent (10%), per Section 4.2 (E) (12)

LOT SIZE	HOUSE SQ FT	ACCESSORY STRUCTURE SQ FT	TOTAL SQ FT OF ALL BUILDINGS	LOT COVERAGE CALC	In Compliance or Not?
5,600	**1,003.75**	**200**	**1,203.75**	**21.5%**	**YES**

☑ 3) Setbacks – Conforming Lots (5,600 sq ft):

(a) Front: 30 ft or prevailing: **PREVAILING 29.33 ft.**

(b) Side: 5 ft: **Actual: West: 6.25 ft. East: 6.25 f.t**

(c) Rear: 25 ft: **68.89 ft.**

If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width

SEE NOTES FOR ACCESSORY BUILDINGS

(d) Corner Lots – Minimum Side is 5 ft. or prevailing: **NA**

NOTES:

- *DECKS & PATIOS NOT ALLOWED IN FRONT YARD;*
- *See Section 4.1 (F) for Projections Allowed in Required Setbacks.*

☑ 4) Is there a fence/wall? **FENCE or WALL INDICATED.**

If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.

If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.

☑ 6) Minimum Lot Width – 40 ft.

☑ 7) Height Restrictions for Main Structure/House: 40 ft' height max or 2 ½ stories: **Actual: 24 ft. 6-15/16in.**

(see Sec. 4.1 (C) for exceptions)

☑ 8) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with Historic District Guidelines and Overlay District Requirements

a) Proportions – 1:1 to structures in neighborhood: **YES**

b) Scale and orientation: **YES**

c) Roof Pitch – prevailing standard or 8:12: **Actual: 3:12 & 12:12**

d) Windows & Doors: **YES**

- Double hung windows or prevailing standard; jalousie, picture, and horizontal windows only in traditional American ranch style architecture: **Double-hung 1/1**
- Exterior doors should be paneled or have glass panels; flush doors not allowed. **2-lite, 6-panels; ½-lite, 2-panels**

e) Porches – min depth of six feet & cover 80% of width of front building façade.: **24 ft. & 87.3%**

ACCESSORY STRUCTURES ONLY – Additional Requirements: NOT APPLICABLE

☑ 9) ACCESSORY STRUCTURE – Additional Requirements

a) Not located in front or side yard: NO

b) No closer than 5 ft to any alley line: NO

c) No closer than 2 ft to any side or rear lot line: Actual: 10 ft.

d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than the footprint of primary residence or 550 sq. ft, whichever is the lesser: NA

e) If lot frontage is greater than or equal to 80 ft, the sum of all accessory buildings shall be less than the footprint of the primary residence or 660 sq. ft., whichever is less: NA

☑ 10) Height Restrictions for Accessory Structures:

a) If house is no more than one story above grade, the height of Accessory Structure cannot be taller than house (Sec. 4.1 (E) (9): NA

b) If house is more than one story above grade, then Accessory Structure shall be no higher than 2/3 the height of the main structure or 24 ft, whichever is less (Sec. 4.1 (E) (10): 1-story

☑ 11) Distance between Accessory Structure and Main Building – min of 15 ft.: **36.17'**

NA 12) PHYSICAL CHARACTERISTICS: Will there be an accessory dwelling? **NO**

a. Accessory dwellings shall be located in an accessory building.

b. Accessory dwellings shall not have a floor area exceeding forty-five (45) percent of the floor area of the main building.

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

c. Accessory dwellings shall have one kitchen, one bathroom, and a sleeping area.

d. Accessory buildings shall not have the appearance of a single-family dwelling

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

Total Lot Coverage Breakdown - APPROVED - 6/5/2025	
Address: Washington Avenue	**Tax Map # 83A1-1-104**
Lot Size	5,600
Structure	Square Footage
House	1,003.75
Front Porch	144.00
Front Steps	24.00
Rear Screen Porch	192.00
Rear Steps	9.00
Enclosed Shower	16.00
Front Walkway	120.00
Hot Tub	91.00
Accessory Structure	200.00
Total	1,799.75
Total Lot Coverage	32.14%
PROPOSED	
Proposed Total	0.00
Existing Total	1,799.75
Total Proposed + Existing	1,799.75
Total Lot Coverage	32.14%
NOT INCLUDED	
Rear Deck Uncovered	120

Certificate of Appropriateness Application

New Construction

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

Revised 05/2023	
Taxes	PD
Violations	NA
Fee	$500 PD
Decision	

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: 4/8/25

PART 2: PROPERTY INFORMATION

Property Address: 208 Washington Ave

Tax Map #: 83A1-1-104

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: Christy Holmes / 3 Suns and Co. LLC

Mailing Address: 26442 Colosse Road Windsor Virginia 23487

Phone Number: 757-338-3472

Email: christy.holmes41@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

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

Proposed 1 1/2 Story SFD w/ Front Porch, Rear Screen Porch, Rear Deck, Outside Shower (Off the Rear of the house), Hot Tub,
Sidewalk Along Washington Ave and Concrete Driveway from Washington Ave to Front Stairs for Off Street Parking

PART 6. NEW CONSTRUCTION

See Section 5.13 & 6 of the Historic District Design Guidelines

First Floor Building Area (sq. ft.): 1,004		Total Gross Floor Area (sq. ft.): 1,588	
Front Building Setback (ft.): 29.33 Prevailing		Building width (ft.): 27'7"	
Building Height	Feet: 24' 6 15/16"	Stories: 1.5	Roof pitch: 12/12

A. Foundation
Material to be used: 8" Concrete Block w/ Parged Facing (4 Courses)

B. Roofing
Material to be used: 30 Year Architectural Shingles
Chimney? ☑ No ☐ Yes - Number _____ Materials:

C. Siding
Material to be used: 5" Vinyl | Dimensions: 5" Clapboard .046 Thick

D. Steps
Material to be used: 6" Azek Boards w/ White Azek Risers

E. Railing
Style and Material to be used: 6" Square White Post w/ Vinyl Handrails

F. Porch
Length: 24' Width: 6'
Material to be used: Floor: 6" White Azek Skirting: 6" White Azek
Columns? ☐ No ☑ Yes - Number 5 Style & Materials: 6" Square White Vinyl

G. Deck
Length: 12' Width: 10' Material to be used: 6" P/T Deck Boards & Vinyl Rail

H. Doors
Width: 36" Height: 80"
Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels)
*SEE ATTACHED SPEC SHEET

I. Windows
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: 2 over 2 SDL
Material: Vinyl Clad w/ 3 1/2" Trim on Top and Sides w/ Thick Sill Nose
Width: 36" | Height: 54" | Depth: 6"

J. Trim
Material to be used: Intergrated Vinyl Clad
Dimensions: Intergrated 3.5" Trim on Top and Sides w/ Thick Sill Nose (White)

K. Hardscape
Indicate the placement and dimensions of any of the following on your site plan.
Driveway: ☐ No ☑ Yes – Materials: Concrete Broom Finish
Walkway: ☐ No ☑ Yes – Materials: Concrete Broom Finish
Fence: ☐ No ☑ Yes – Materials: See Attached Spec Sheet
Patio: ☑ No ☐ Yes – Size: _____ Materials: _____
Outdoor shower: ☐ No ☑ Yes - ☐ Not Enclosed ☑ Enclosed – Materials P/T 6" Boards Vertica
Pool: ☑ No ☐ Yes – Requires a Conditional Use Permit
Accessory Structure: ☑ No ☐ Yes – Complete an additional COA application for the structure

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

Proposed 1.5 Story SFD will be similar in scale to other houses in the historic district. Please see attached pictures of other houses
of the same scale and design of the proposed house at 208 Washington Ave.

Indicate the proposed materials if not listed above, distinctive architectural features and ornamentation:
* SEE ATTACHED SPECIFICATION SHEET

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: 4-8-2025

Zoning Administrator's signature: _____ Date: _____

Certificate of Appropriateness Application

Accessory Structure

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

planningtech@capecharles.org

Revised 05/2025	
Taxes	
Violations	
Fee	
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

- [x] Site Plan
- [x] Elevations
- [x] Zoning Clearance Application
- [x] Photos of existing lot
- [x] Renderings
- [x] Photos of proposed materials
- [x] Owner Permission Affidavit
- [x] Payment of Fee
- [x] Tree Permit Application

Owner signature: USOB by: [signature] Date: 6/6/25

PART 2: PROPERTY INFORMATION

Property Address: 208 Washington Ave

Tax Map #: 83A1-1-104

Is there an active Certificate of Appropriateness on this property? [x] No [ ] Yes _____ Date

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Christy Holmes / 3 Suns and Co. LLC

Mailing Address: 26442 Colosse Road Windsor Virginia 23487

Phone Number: 757-338-3472

Email: christy.holmes41@gmail.com

PART 4: APPLICANT INFORMATION

[x] 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.):

Construct a 20x10 (200 SF) Detached Shed For Storage at the rear of the property as part of the project. See Attached Site Plan for Placement

PART 6. ACCESSORY STRUCTURE See Section 5.13 & 6 of the Historic District Design Guidelines Cape Charles Zoning Ordinance Section 4.1 (E)			
Main Dwelling First Floor Building Area (sq ft): House 1,004 SF		Height of Main Dwelling: 24' 6 15/16"	
Building Area (sq. ft.): Shed 200 SF		Total Gross Floor Area (sq. ft.): Shed Total 200SF	
Distance from Main Structure (ft.): 36.17		Building width (ft.): 10'	
Building Height	Feet: 9.5'	Stories: 1	Roof pitch: 3/12
A. Foundation	Material to be used if applicable: Solid 4" Blocks No Footings		
B. Roofing	Material to be used: Asphalt Shingles		
C. Siding	Material to be used: LP Smart Side (Wood)	Dimensions: 6" Vertical Board and Batten Style	
D. Doors	Width: 48" Height: 6'6"		
	Material and Configuration: attach a picture (i.e., glass panes, divisions, decorative details & panels) See Attached Elevations. Wood Barn Door Style Doors		
E. Windows	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.) attach a picture: 4 over 4 - 36" x 36"		
	Material: Vinyl Clad		
	Width: 36"	Height: 36"	Depth: 3"
F. Trim	Material to be used: None		
	Dimensions: N/A		

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).

Storage Shed will be similar in Style and lot orin of other sheds within the block. See site plan for proposed location. Storage shed will be similar in size of other storage sheds within the block.

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

LP Smart Side Wooden Board and Batten 6" Vertical Siding and Asphalt Shingles

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: UBOB by: _____ Date: 6/6/25

Zoning Administrator's signature: _____ Date: _____

Zoning Ordinance Article VIII Section: _____

Certificate of Appropriateness Application

Fence

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

Revised 05/2023	
Taxes	
Violations	
Fee	
Decision	

Budget Code: HISTF 100-3100-1100

PART 1: APPLICATION NOTES

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

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

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

Owner signature: [signature] Date: 4-8-2025

PART 2: PROPERTY INFORMATION

Property Address: 208 Washington Ave

Tax Map #: 83A1-1-104

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: Christy Holmes / 3 Sons & Co., LLC

Mailing Address: 26442 Colosse Rd Wachapreague, VA 23487

Phone Number: 757-338-3472

Email: Christy.holmes41@gmail.com

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

PART 5: PROJECT INFORMATION

SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES

Type of work: ☑ New ☐ Repair % of structure ___ ☐ Replace In kind ☐ Different in style or material ____

Location (include survey showing location, setbacks, and height)

Material: WOOD	Existing Condition ☐ Original ☐ Not Original ☐ Not Sure
Height: 6'	

Describe the style: 6' dog eared wood 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: _____ Date: 4-8-2025

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 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: 208 Washington Ave Cape Charles Va. | Tax Map #: 83A1- 1- 104

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Christine Holmes / 3 Suns & Co. LLC

Mailing Address: 26442 Colosse Rd. Windsor VA 23487

Phone Number: 757-338-3472 Email: Christy.holmes41@gmail.com

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

William Daughty

PART 4: REPRESENTATIVE INFORMATION

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

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

Phone Number: 757-678-6455 Email: william.daughty@verizon.net

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

Name and/or Company:

Mailing Address:

Phone Number: Email:

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

Signature of owner: _____ Date: 3-24-25

State of Virginia, County of Chesapeake The foregoing instrument was acknowledged before me this 25 day of March, 2025 by Donna Jean Kirk (name of person acknowledged)

Signature of Notarial Officer: Donna Jean Kirk

Notary Registration number: 7815270

My commission expires: December 31, 2027

Donna Jean Kirk
NOTARY PUBLIC
Commonwealth of Virginia
Reg. # 7815270
My Commission Expires December 31, 2027

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

COMMONWEALTH OF VIRGINIA
Craig P. Crockett
No. 2568
03-06-2025
LAND SURVEYOR

GENERAL NOTES:

1. OWNERS: 3 SUNS & CO, INC.

2. SOURCE OF TITLE: INST. 240000416

3. TAX PARCEL: 83A1-1-104

4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN MARCH 2025 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

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

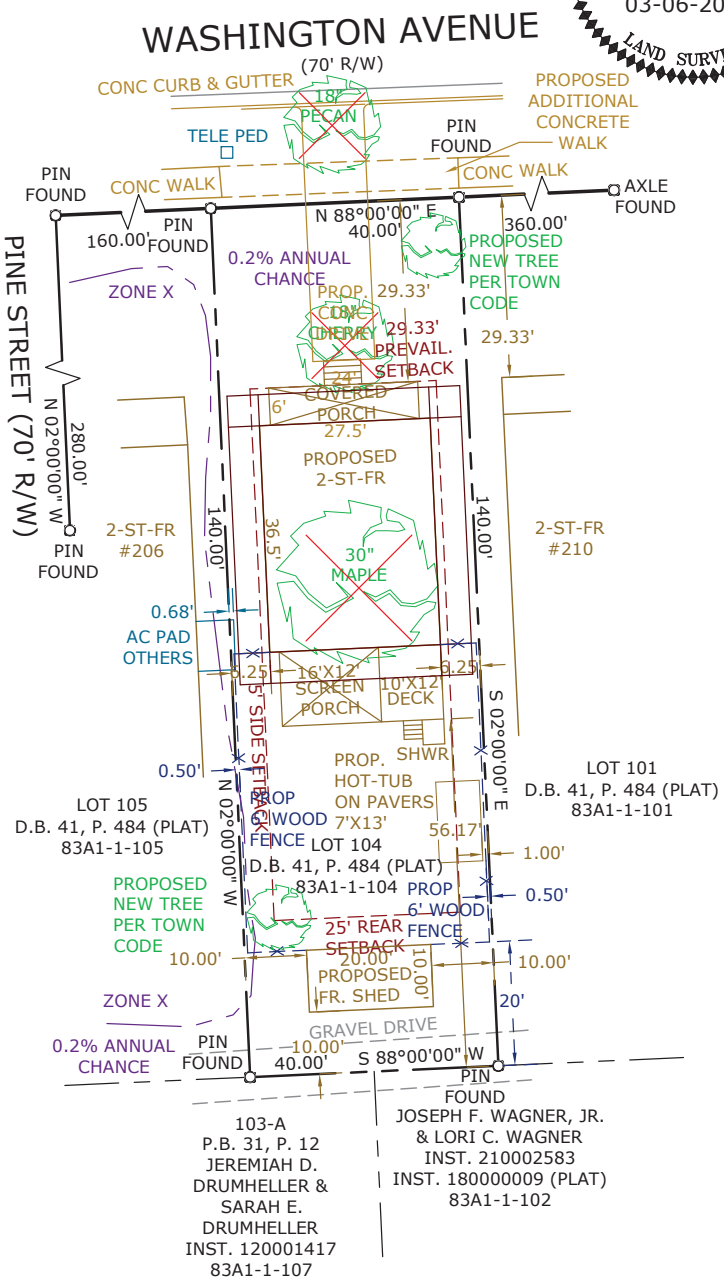
6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C0295F, DATED 03-02-15 , THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X AND 0.2% ANNUAL CHANCE.

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

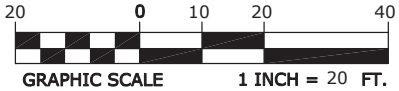
8. AREA: 5,600 SQ. FT. (0.129 AC)

ZONING NOTES:

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



SITE PLAN
LOT 104
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR 3 SUNS & CO., INC.
SCALE: 1" = 20' MARCH 06, 2025



POINT NORTH SURVEYING LLC
POINT NORTH
P.O. Box 701,
Onley, VA. 23418
(757) 709-3008
pointnorthsurveying@gmail.com

DRAWN BY: PARKER	FIELD BOOK: FILE COPY
BACK TRAV: CROCKETT	PROJ. NO: 25009

Washington Avenue View

Rear Yard View

Similar New Construction House

Similar New Construction House

STATE/TPIA APPROVAL STAMP	R.A. OR P.E. STAMP

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SELINSGROVE, PA 17870
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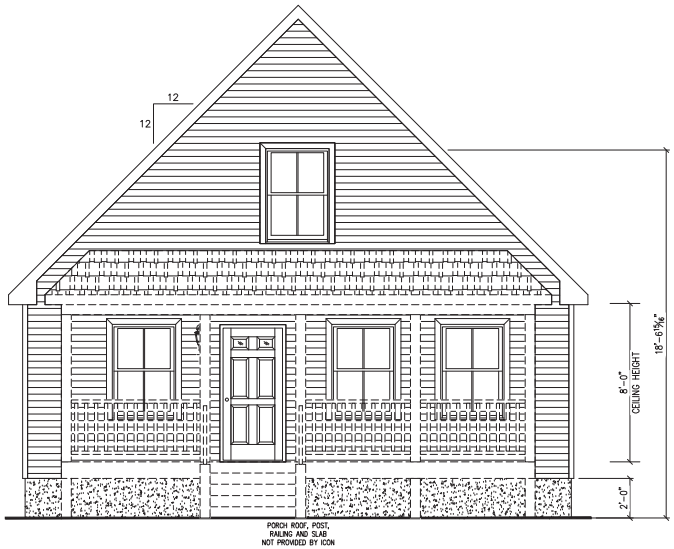
ICON LEGACY CUSTOM MODULAR HOMES L.L.C.



FRONT ELEVATION

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

NOT PROVIDED BY ICON LEGACY CUSTOM MODULAR HOMES, LLC ("ICON")

FOUNDATION (WALLS, FOOTINGS, LOLLY COLUMNS, ANCHOR BOLTS, SILL PLATE) PIERS AND CRAWLSPACE VENTILATION.
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SCREENED IN PORCH, DECK AND RAILING.
MICROWAVE SPACEMAKER.
PADDLE FANS.

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

DATE	REVISION	BY
3/13/25	PRELIMINARY	DRP
3/19/2025	QUICK FIX	PSS
4/2/2025	QUICK FIX	PSS

INDEPENDENT BUILDER: VILLAGE BUILDERS ON THE BAY INC.
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CITY: CAPE CHARLES | STATE: VA | ZIP: 23310
COUNTY: NORTHAMPTON | SNOW LOAD (LBS): 32 | WIND SPEED (MPH): 121
ORDER NO: 12498 | SERIAL NO | TYPE: CAPE
FILE NAME: O#12498

FRONT ELEVATION

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

SERIAL #/ ORDER #: O#12498

PAGE #: EV1

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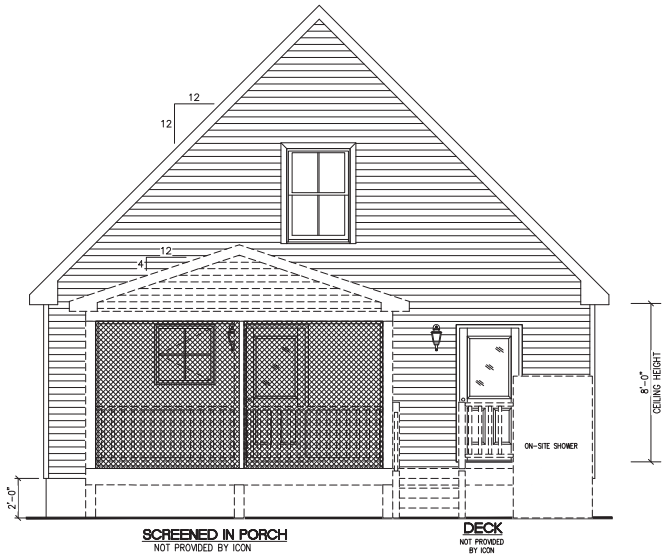

ON SITE DECK/ SCREEN PORCH FLOOR TO BE
4" LOWER THAN HOUSE FLOOR PER BUILDERS REQUEST

REAR ELEVATION

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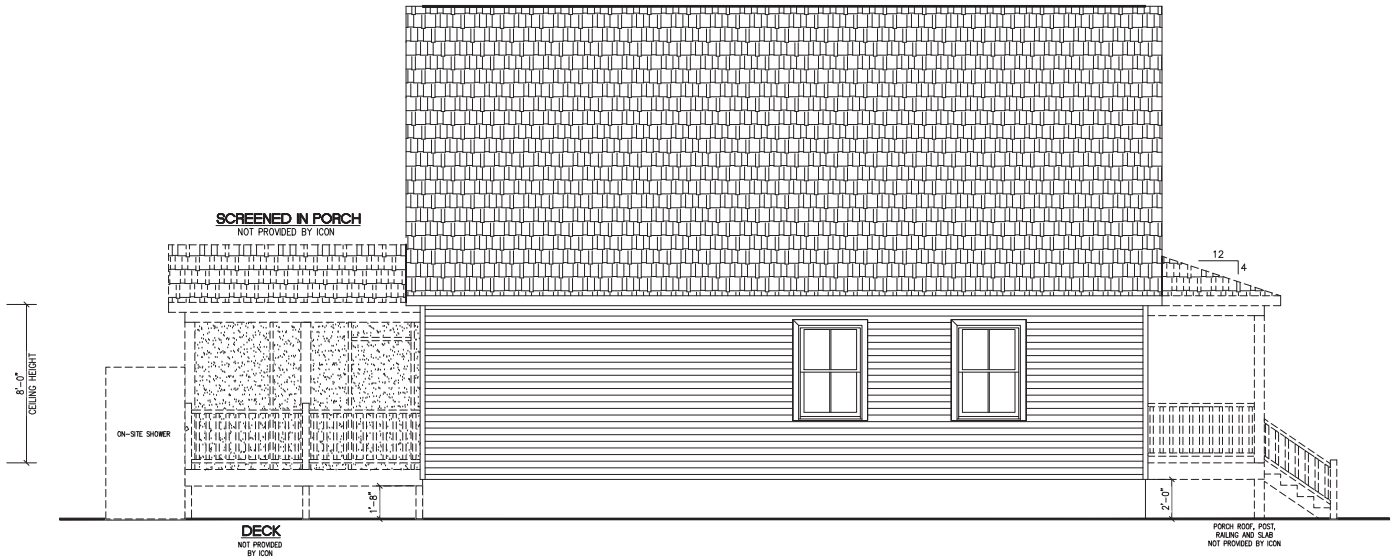

ON SITE DECK/ SCREEN PORCH FLOOR TO BE 4" LOWER THAN HOUSE FLOOR PER BUILDERS REQUEST

LEFT ELEVATION

INDEPENDENT BUILDER'S SITE CONTRACTOR TO PROVIDE ACCESS TO GRADE
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VILLAGE BUILDERS ON THE BAY INC.
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208 WASHINGTON AVE.
CITY | STATE | ZIP
CAPE CHARLES | VA | 23310
COUNTY | SNOW LOAD (LBS) | WIND SPEED (MPH)
NORTHAMPTON | 32 | 121
ORDER NO | SERIAL NO | TYPE
12498 | | CAPE
FILE NAME
O#12498

LEFT ELEVATION

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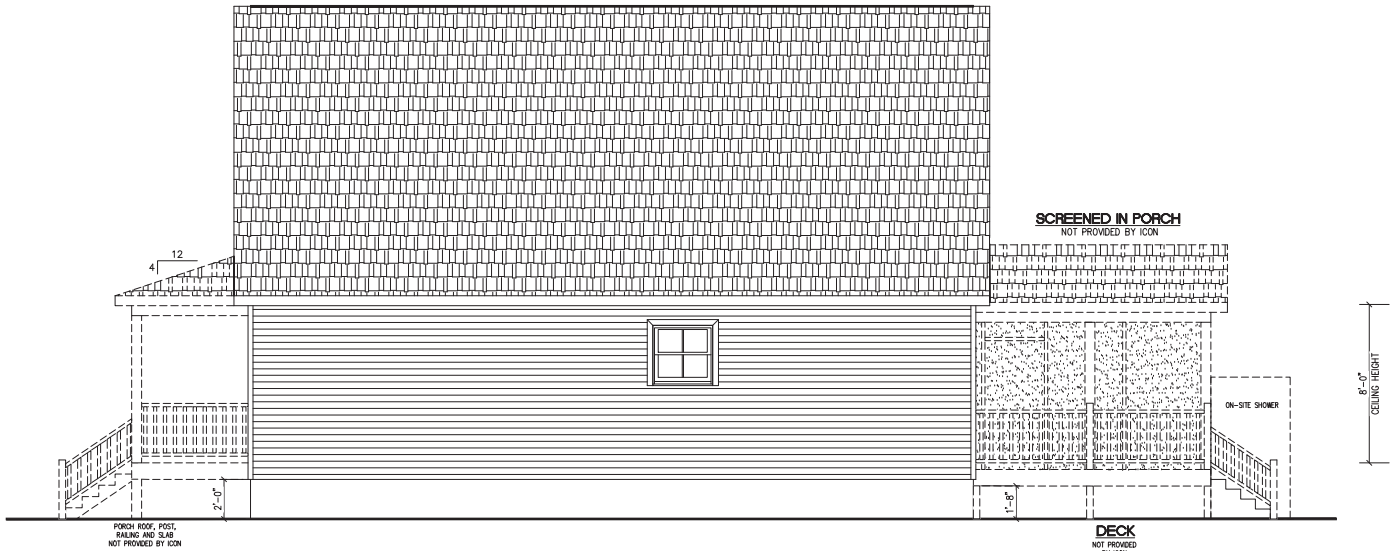

ON SITE DECK/ SCREEN PORCH FLOOR TO BE 4" LOWER THAN HOUSE FLOOR PER BUILDERS REQUEST

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RIGHT ELEVATION

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*TEMPERATURE CONTROL VALVE TO BE INSTALLED TO ALL TUBS AND SHOWERS

*INDEPENDENT BUILDER IS RESPONSIBLE TO COMPLY WITH R312 (WINDOW SILLS) OF THE 2009/2012/2015 IRC (DONE ON-SITE IF APPLICABLE)
- WHERE THE OPENING OF AN OPERABLE WINDOW IS LOCATED MORE THAN 72 INCHES ABOVE THE FINISHED GRADE OR SURFACE BELOW
- WHERE THE LOWEST PART OF THE CLEAR OPENING OF THE WINDOW SHALL BE A MINIMUM OF 24 INCHES ABOVE THE FINISHED FLOOR OF THE ROOM IN WHICH THE WINDOW IS LOCATED
- OPERABLE SECTIONS OF WINDOWS SHALL NOT PERMIT OPENINGS THAT ALLOW PASSAGE OF A 4 INCH DIAMETER SPHERE WHERE SUCH OPENINGS ARE LOCATED WITHIN 24 INCHES OF THE FINISHED FLOOR

WINDOWS + DOORS REQUIRED TO MEET A DP +/- 38 RATING (ZONE 5 - EDGE)
WINDOWS + DOORS REQUIRED TO MEET A DP +/- 31 RATING (ZONE 4 - FIELD)

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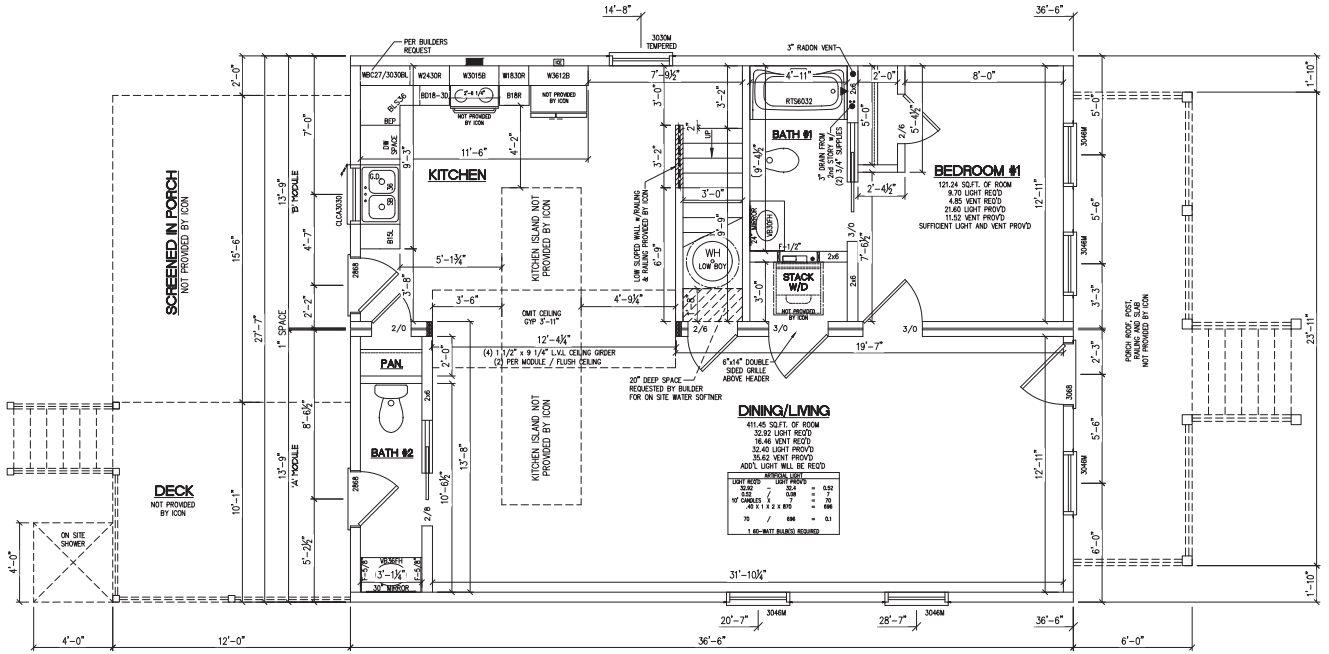

NOTES:
1. 2x6 EXTERIOR WALLS @ 16" O.C.
2. 2x4 MARRIAGE WALLS @ 16" O.C.
3. 8'-0" CEILING HEIGHT
4. PLYGEM PRO SERIES DOUBLE HUNG WINDOWS
5. HEATING SYSTEM NOT PROVIDED BY ICON
6. 12/12 STORAGE RAFTER @ 16" O.C.
7. ACCESS TO CRAWLSPACE NOT PROVIDED BY ICON

NOT PROVIDED BY ICON LEGACY CUSTOM MODULAR HOMES, LLC ("ICON")

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FP1

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ICON LEGACY CUSTOM MODULAR HOMES LLC

DATE	REVISION	BY
3/13/25	PRELIMINARY	DRP
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1ST STORY FLOOR PLAN

STATE/TPIA APPROVAL STAMP

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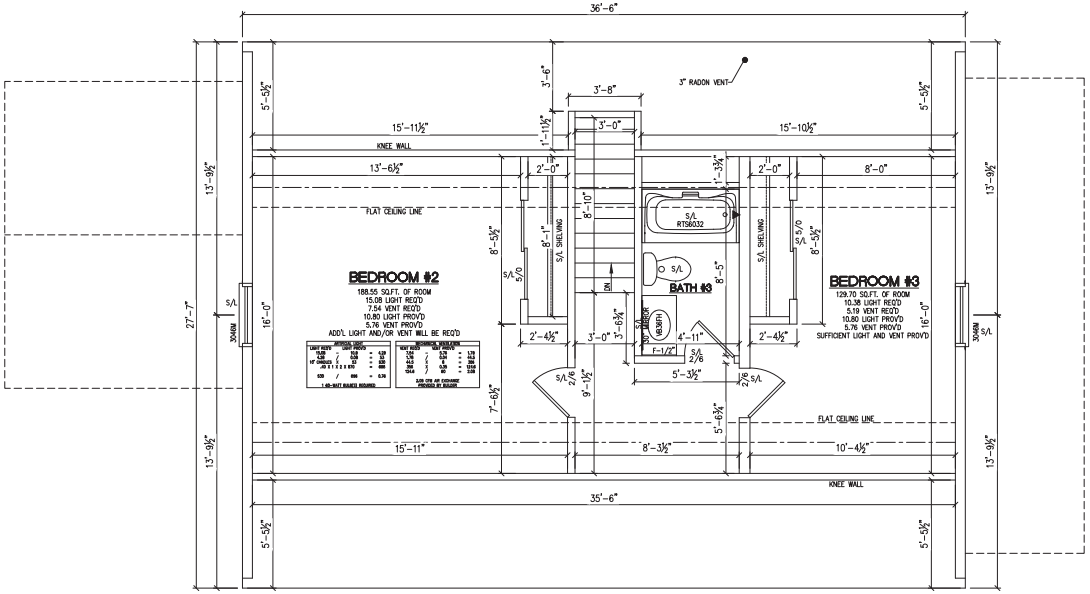

PROPOSED 2ND FLOOR ONLY

(FINISHED AND INSULATED NOT PROVIDED BY ICON)

NOT PROVIDED BY ICON LEGACY CUSTOM MODULAR HOMES, LLC ("ICON")

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2ND STORY FLOOR PLAN

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PAGE #: FP2

Christy Holmes House Specifications

208 Washington Avenue

Proposed 1 ½ Story SFD (1,588 Square Feet)

1,004 SF 1st Floor Finished Space, 584 SF 2nd Floor Finished Space

3 Bedrooms, 2 Full Bathrooms, 1 Half Bath

Foundation:

4 Course 8-inch Allied Lightweight Concrete Block Foundation

Exterior Walls of Block Foundation Parged (24" Above Grade)

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

Roof Covering:

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

Exterior Wall Covering:

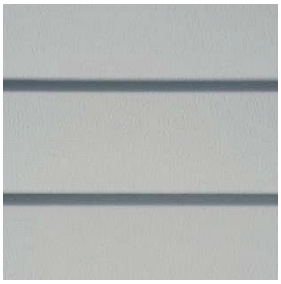
Certainteed Monogram Double 5" Clapboard Siding (.046 Thickness) (*See Picture)

(Color Not for Reference)

4" Outside Corners

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

House:

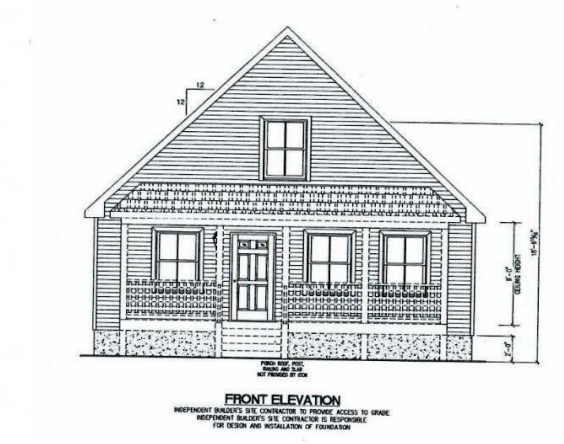


Windows:

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

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

(One over One No SDL’s)



Exterior Doors:

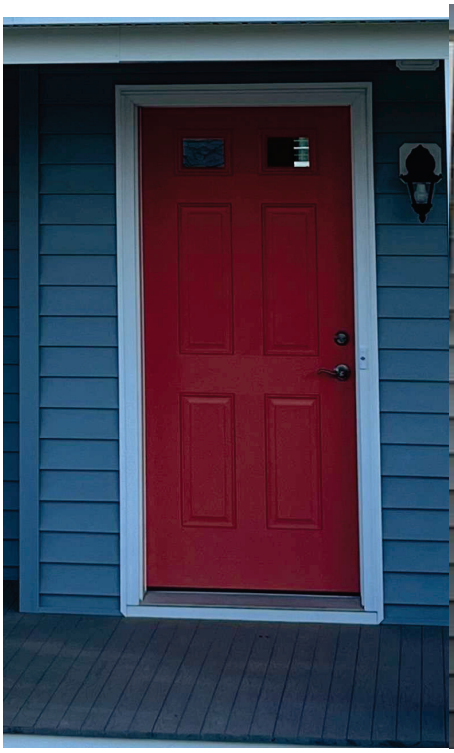
Therma Tru Fiberglass Exterior Front Door w/ Rot Free Jambs and Azek Brickmold

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

Rear First Floor Door (Rear Porch and Rear Deck) – 3068 Two Panel Half Glass (No SDL)

(*See Picture for Reference Style)

Front:



Rear Porch and Rear Deck:

Porches/Stairs:

Front Porch (144 SF) (24’x 6')

All Framing Material Pressure Treated

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

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

6' Wide Composite Steps to Grade w/ Vinyl Handrails

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

Azek 6" Trim Boards to Grade (White)

10’ x 12’ Deck off Rear of House (120 SF)

Pressure Treated 6” Decking Boards

4” Vinyl Sleeved Posts and Vinyl Handrail (White)

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

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

3/12 Gable Roof w/ Shingles to Match House

6” Pressure Treated Decking Boards

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

Vinyl Screen Door onto Deck (White)

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

Pressure Treated Vertical 6” Boards for Construction

5’ x 40’ Concrete Sidewalk Along Washington Ave

10’ x 40 +/-’ Concrete Driveway w/ Curb Cut on Washington Ave for off Street Parking

Shed Specifications

10’ x 20’ Detached Shed for Storage

LP Smart Panel Vertical Wood Siding Painted White

1x4 Wood Trim Painted White

30 Year Shingles for Roofing

*See Attached Shed Pictures For Elevations and Floor Plan

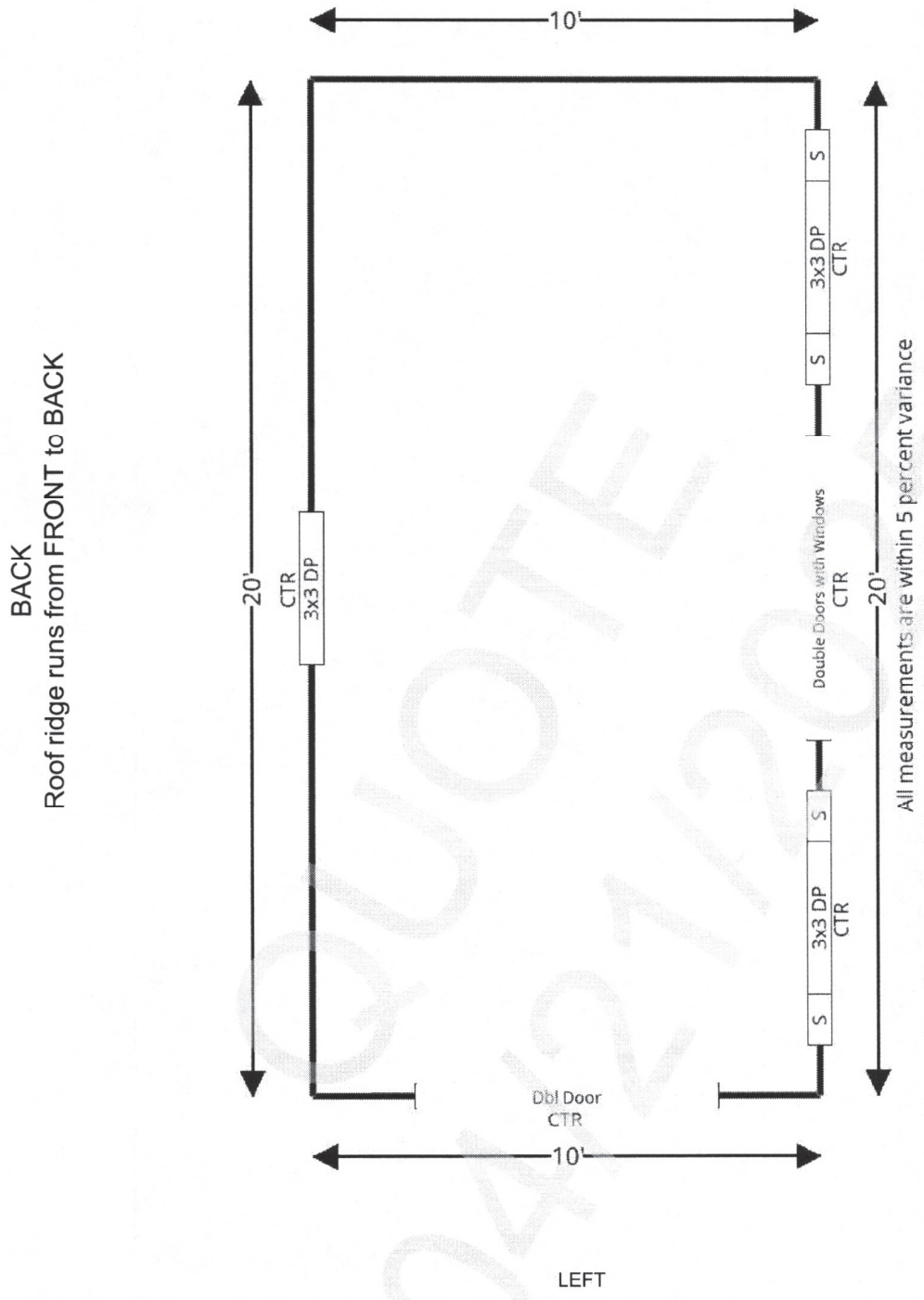
Prepared by: : 04/21/2025 13:04pm (CDT)

Old Hickory Buildings, LLC - DRAWING SHEET

Please send along with work order and order sheet on all custom orders - Reference #: 3FYDNS2A

Sales Lot	**Blankenship Auto**	**Date**	**04/21/2025**
Customer Name		**Bldg Type/Size**	**7' Side Gable (7' Walls) 10x20**

RIGHT



BACK
Roof ridge runs from FRONT to BACK

All measurements are within 5 percent variance

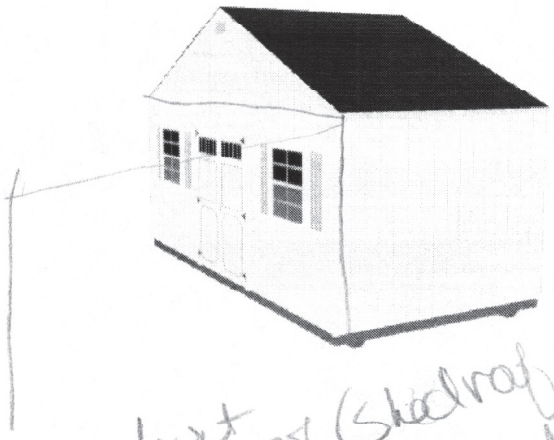
FRONT

PAINTED

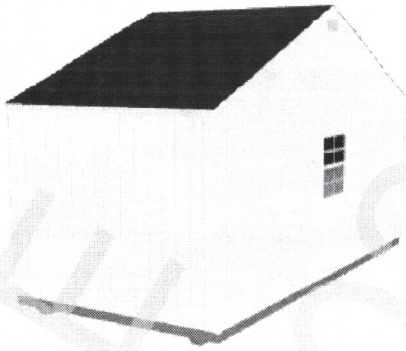
LEFT

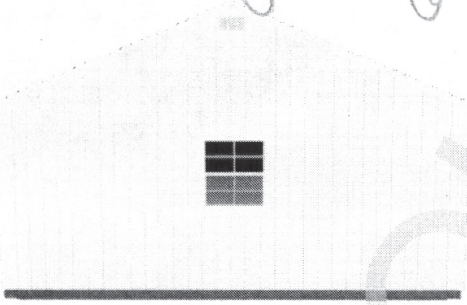
QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.

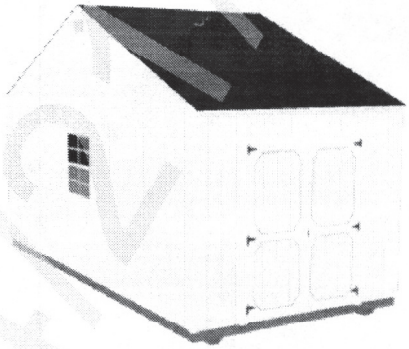
Prepared by: : 04/21/2025 13:04pm (CDT)

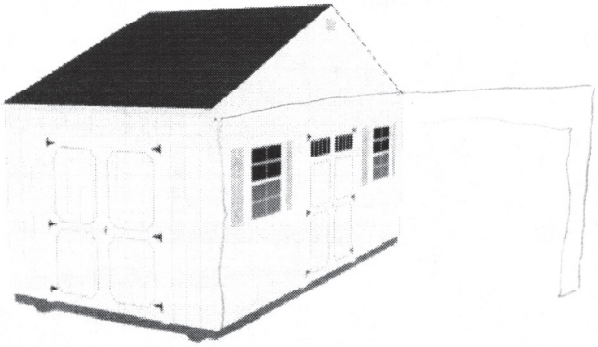


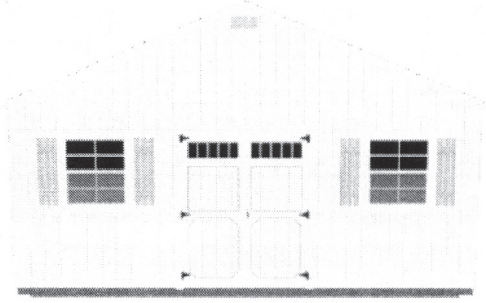
front roof (shed roof on front of shed) 6'



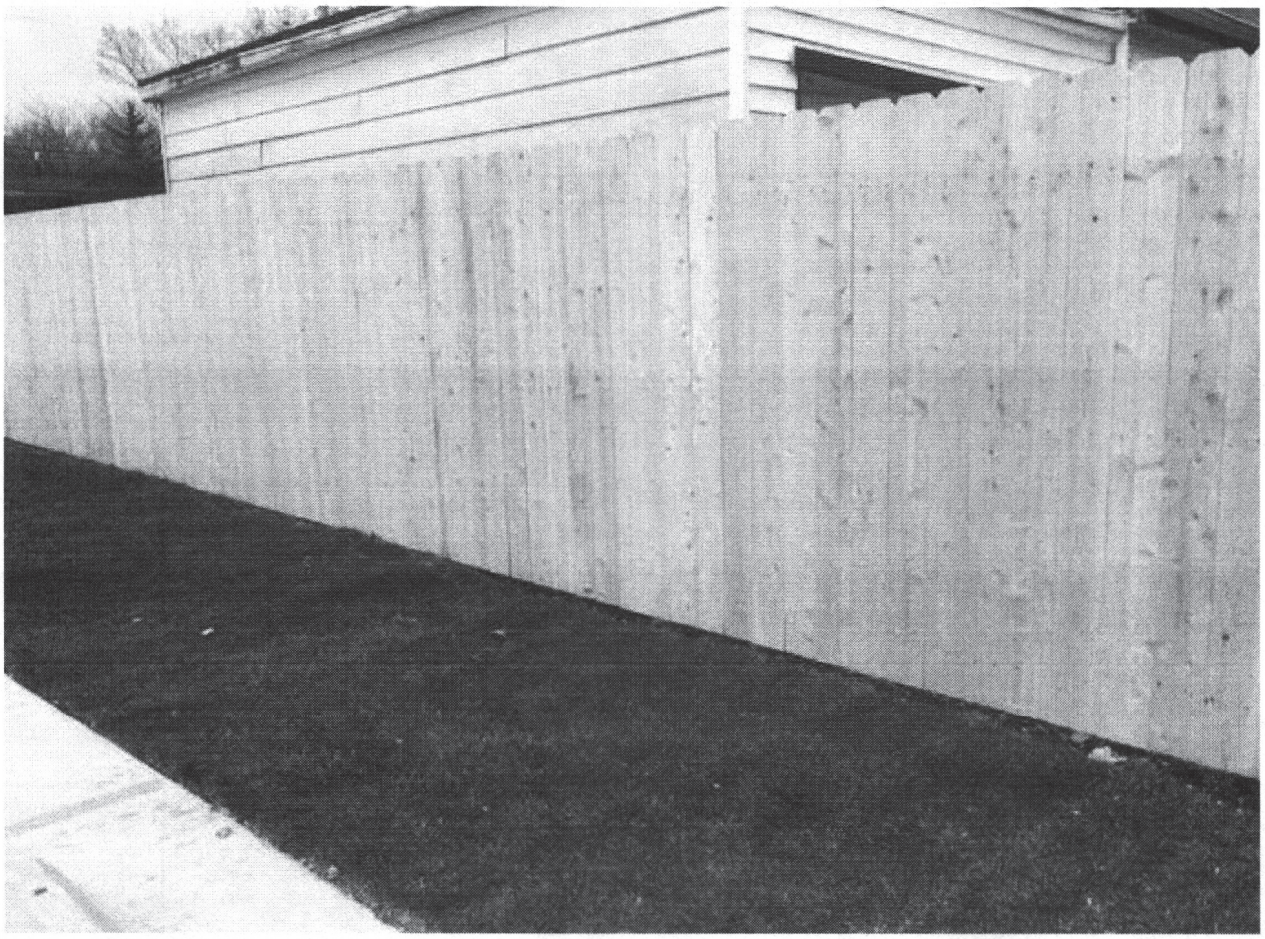








QUOTE 04/21/2025



6' dogeared privacy fence.
natural (No paint)

Agenda Item 7A

Monthly Report

HISTORIC DISTRICT REVIEW BOARD
STAFF REPORT

Meeting Date: June 17, 2025
Item #7A – Report from Zoning Administrator Katie Nunez
Prepared by: Katie H. Nunez, Director of Planning & Zoning Administrator
Date: June 5, 2025

---

1) **MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:**
   a. 616 Monroe Avenue – replacing the front steps, pursuant to CCZO Section 8.17 (H)
   b. 520 Randolph Avenue – installing a rear outdoor shower, pursuant to CCZO Section 8017 (D)
   c. 618 Randolph Avenue – installing a wooden fence, pursuant to CCZO Section 8.17 (H)

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

3) **NOTICES OF VIOLATIONS ISSUED ON BEHALF OF THE HDRB:** None.