



TOWN COUNCIL
Special Meeting & Executive Session
March 5, 2020
Cape Charles Civic Center
6:30 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Appeal of Historic District Review Board Decision – 325 Mason Avenue
3. Public Comments re: Agenda Items Only (3 minutes)
4. Special Meeting Order of Business:
 - *A. Conditional Use Permit Application – 331 Madison Avenue
 - *B. Conditional Use Permit Application – 636 Carousel Place
 - *C. Reappointment of Northampton County Joint Industrial Development Authority Representative
 - *D. Utilities Extension
 - E. Sidewalk Committee Report
5. Recess to Closed Session

Code of Virginia § 2.2-3711-A, Paragraph 3: Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Specifically: Purchase Sale of Town Property

Code of Virginia § 2.2-3711-A, Paragraph 7: Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

Specifically: Update on Pending Legal Matters

6. Return to Open Session

Certification to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Roll call vote.

7. Adjournment

 TOWN OF CAPE CHARLES	AGENDA TITLE: Hearing – Appeal of Historic District Review Board’s Decision for 325 Mason Avenue		AGENDA DATE: March 5, 2020
	SUBJECT/PROPOSAL/REQUEST: Appeal of Historic District Review Board’s Decision for 325 Mason Avenue Renovations		ITEM NUMBER: 2
	ATTACHMENTS: See staff report for specific attachments		FOR COUNCIL: Action (x) Information ()
	STAFF CONTACT (s): Paul Grossman	REVIEWED BY: Mayor William “Smitty” Dize	

APPEAL REQUEST:

A letter was received from the applicant for a renovation project at 325 Mason Avenue to appeal the decisions made by the Historic District Review Board at the February 18, 2020 meeting. The specifics for the appeal are in the attached letter dated February 20, 2020 and summarized below after Background Material for the benefit of chronological presentation.

BACKGROUND:

Pre-Application Meeting

There was a pre-application submittal dated 1/21/20 with attached sketch and a pre-application meeting conducted on January 24 (applicant, building owners, town planner and one HDRB member) prior to submittal of formal application. One of the comments documented was that the applicant was requested to submit needs to reflect exactly what the applicant would like built. (see attached meeting report)

January 28, 2020 Application Submittal

Interior and storefront facade improvements are needed at 325 Mason to upgrade the existing structure into a location suitable for a retailer. As stated in the letter of intent provided by the applicant, work on the exterior façade includes the following:

- Remove wooden awning to reveal historical cornice and utilize existing transom windows (restore wood frame)
- Replace the 1970s-era awning with a new canopy that will have a membrane roof and smooth ceiling
- Replace deteriorating cornice with one that will replicate the original (secured to existing steel beam)
- Maintain existing clear glass showcase windows and vestibule
- Replace current door with a new solid door that has beveled oval glass and flat panels
- Cover existing brick that is below the windows with cementitious flat panels with panel mounding and aluminum sills. This will return the building to the paneled look of the historical photo.
- Add faux gas lanterns
- Paint existing aluminum frames in showcase windows to match the color of the new paneling

The façade sketch was more detailed than what was submitted in the pre-application, accompanied by a historical photo. (see attached application)

February 18, 2020 Staff Report for Historic District Review Board

In preparation for the HDRB meeting, the Town Planner’s summary in his staff report for this rehabilitation project (including lighting, windows, doors, storefront, and masonry) states the scope of the project meets the Guidelines and looks to restore the building almost exactly as it was in the historical photo.

The Staff provided a detailed report and recommended approval of a Certificate of Appropriateness to renovate the commercial storefront at 325 Mason Avenue as proposed. (see attached staff report)

February 18, 2020 Historic District Review Board Meeting

A HDRB meeting was held on February 18, 2020 to review this application. The three board members were present. An audio of the meeting is available. The application was unanimously approved with conditions:

- The existing lightings was to be eliminated and replaced with lighting consistent with the town,
- The awning as drawn would be eliminated,
- The front door needed to be changed to one that fits in with the town, and
- The panel effect below the glass would be eliminated.

The DRAFT minutes for this meeting are attached. The HDRB chair has provided a more detailed basis for the conditional approval (dated 2/27/20) and is attached.

APPEAL:

A letter of appeal was submitted to the Town Clerk on February 20 and signed by applicant, owner and architect. The letter stated that the board's 'conditional approval' basically denied the application because nothing the applicant was proposing was accepted. To support the appeal, the letter states (summarized below with letter attached);

1. The board did not consider the comments prepared by the Town Planner and that the Town Planner determined that the proposed restoration meets the Guidelines to restore the building almost exactly as it was in the historical photo.
2. The board stated that the applicant had to match the photograph 'exactly' or the applicant would not be allowed to renovate the building. "Exactly" runs contrary to the spirit of the Guidelines.
3. The board stated their opposition to an oval door. However, doors are not permanent fixtures on a building and can always be changed back should the retailer relocate (could be offered as a proffer). Different style doors are found on Mason, most of no historic significance at all.
4. The applicant determined that the original cornice over the transom windows (currently covered by existing awning) was removed. The installation of new cornice in keeping with the period of the building was not addressed at the meeting.
5. The board also requested that we incorporate the design of the adjacent awing roof with this application. The existing awning roof on 325 Mason will be removed and the end of the adjacent roof would be finished off to match existing conditions.
6. The awning proposed is similar to the canopy at Lemon Tree Gallery. While not the original façade, the designed canopy would be in keeping with the historic character of Mason Avenue and the surrounding structures.
7. The board denied the faux gas light fixtures stating no gas fixtures in Cape Charles or wall mounted lights but a quick drive up and down the street will contradict this statement.
8. The existing brick base is an unfortunate and insensitive addition and the proposed design will replicate the character of a period commercial storefront as seen in Cape Charles. The Board did not like the use of applied molding but it is an appropriate application.
9. While the board requested only that the applicant to address the board, all involved parties with this project should have had the opportunity to speak to provide insight to the discussion.

RECOMMENDATION:

325 Mason Avenue (circa 1920, Folk Victorian) is listed as a contributing structure in the National Register of Historic Places. The Historic District Review Board has the power and authority for issuing or denying Certificates of Appropriateness for construction, reconstruction, substantial exterior alteration, razing, or relocation within the historic district. The board's duties include the adoption of standards for review to supplement the standards set forth in Article VIII. These supplemental standards are included in the Historic District Design Guidelines. Given its historic designation, the project proposed would be considered a 'rehabilitation' project.

- As defined in the guidelines (page 69), rehabilitation is returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features that are significant to its historical, architectural and cultural values.
- As further stated in the guidelines (page 18), if a historic building has been insensitively remodeled over the years, it may require some rehabilitation to return it to a more historically appropriate appearance.
- Our guidelines have adopted the Secretary of the Interior's Standards (page 19) which includes
 - Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing size, scale, and architectural features to protect the historic integrity of the property and its environment.
- The guidelines have specific criteria relating to retail/commercial building styles (page 14), commercial doors (page 41 items 1 and 4), storefronts (see pages 46 – 49), cornices (see page 50 – 51) and awnings (page 60).

In the absence of a Town Planner to provide a specific recommendation based on all the material that has since been presented, Town Council to decide as to whether to uphold or deny the appeal.

Attachments

1. Pre-application material (1/21/20) and meeting results (1/24/20)
2. Staff Report (2/18/20) with attached application material (1/28/20)
3. DRAFT meeting minutes for HDRB meeting 2/18/20
4. Appeal letter dated 2/20/20
5. HDRB chair's summary on decision making dated 2/27/20



Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

APPLICANT INFORMATION

Name: Meredith Lusk (Owner, Moonrise Jewelry, Inc.)

Mailing Address: 2159 Cherrystone Rd., Cape Charles, VA 23310

Phone Number: 757-695-0408 Email: meredith@moonrisejewelry.com

PROJECT SUMMARY

Address of Project: 325 Mason Avenue, Cape Charles

Application Type (rezoning, variance, etc.): Certificate of Appropriateness

Total Acreage of Project: building facade

Detailed Description (Include proposed use(s) and square footage of floor area for each use):
update storefront facade for Moonrise Jewelry's new retail location

Signature of Applicant: Meredith Lusk

Date: 1/21/20

For Internal Use Only:

Pre-Application Meeting Date: 1/24/20

Staff Printed Name: JACK PUNNS

Signed: [Signature]

HDRB Rep Printed Name: HERB

Signed: [Signature]



325 MASON AVE.
JAN. 20, 2020

SOUTH ELEVATION W/ AWNING



HISTORIC DISTRICT REVIEW BOARD

STAFF REPORT

Meeting Date: February 18, 2020

Item #: 8B

Prepared By:

Zach Ponds – Town Planner

Site Address:

325 Mason Avenue – tax map #83A3-1-610

Applicant:

Meredith Lusk

Owner:

Bill and Ann Hayward Walker

Proposed Development:

Renovate a commercial storefront

Current Zoning:

Commercial District 1 (C-1): This zoning district is intended to preserve and enhance the traditional mixed-use urban nature of Cape Charles commercial districts, to encourage the location of regional and local business and professional activities, to facilitate the development of buildings in keeping with its largely National Historic District character, and to protect against destruction of or undesirable encroachment on these areas.

Historic District Overlay: The purpose of this district is to provide for protection against destruction or encroachment upon historic areas, buildings, monuments, or other features, or buildings and structures of recognized architectural significance which contribute or will contribute to the cultural, social, economic, political, artistic, or architectural heritage of the Town of Cape Charles and the Commonwealth of Virginia. It is the purpose of the district to preserve the designated historic areas and historic landmarks and other historic or architectural features, and their surroundings within a reasonable distance, from destruction, damage, defacement, and obvious incongruous development or uses of land and to ensure that buildings, structures, streets, walkways, or signs shall be erected, reconstructed, altered, or restored so as to be kept architecturally compatible with the character of the general area in which they are located and with the historic buildings or structures within the district.

Description of Proposed Project:

Virginia Cultural Resource Information System (V-CRIS) Information:

Contributing Property	Yes
Construction Year	1920
Architectural Style	Folk Victorian

The subject property has an existing two-story commercial building. The applicant would like to restore the exterior façade closer to its original 1920's look based off a historic photograph of the building included in the application documents.

As stated in the letter of intent provided by the applicant, work on the exterior façade includes the following:

- Remove wooden awning to reveal historical cornice and utilize existing transom windows (restore wood frame)
- Replace the 1970s-era awning with a new canopy that will have a membrane roof and smooth ceiling
- Replace deteriorating cornice with one that will replicate the original (secured to existing steel beam)
- Maintain existing clear glass showcase windows and vestibule
- Replace current door with a new solid door that has beveled oval glass and flat panels
- Cover existing brick that is below the windows with cementitious flat panels with panel mounding and aluminum sills. This will return the building to the paneled look of the historical photo.
- Add faux gas lanterns
- Paint existing aluminum frames in showcase windows to match the color of the new paneling

Staff Analysis:

The proposed project meets the requirements of the zoning ordinance. Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

The Historic District Guidelines state the following for a rehabilitation project:

If a historic building has been insensitively remodeled over the years, it may require some rehabilitation to return it to a more historically appropriate appearance (p. 18). A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining

characteristics of the building and its site and environment (1, p. 19). The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided (2, p. 19). Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved (4, p. 19). Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved (5, p. 19). Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials (6, p. 19). In residential areas, use lighting fixtures that are understated and complement the historic style of the building while providing subdued illumination (9, p. 29). The rehabilitation and restoration of the exterior façade and residential vestibule meet the requirements for rehabilitation projects.

The proposed restoration meets the Guidelines and looks to restore the building almost exactly as it was in the historical photo.

The Historic District Guidelines state the following for windows and doors:

Doors help define a buildings particular style (p. 39). Retain original windows and doors, including glass hardware, when possible (9, p. 39). Window styles vary by sash design primarily, but elements such as sills, lintels, decorative caps, and shutters should also be respected (9, p. 39). Doors vary by amount of glass, number of panels, and decorative features (9, p. 39). Double-hung window sash, the most common type of window, vary by the number of panes in each sash (p. 40). Inappropriate modern replacements for double-hung sash include one-over-one sash or a single pane with snap-in muntins (p 40). Residential doors typically have wood panels and, in some styles, also have glass panes (p. 41). Variations in the number and shape of these panels and panes determine the style of the residential door (p. 41). Commercial doors tend to have more glazing, typically a single glass pane (p 41). Decoration of commercial doors can include raised panels, beveled glass, or small panes (p. 41). Retain original windows and doors by patching, splicing, consolidating, or otherwise reinforcing the original material (2, p. 41). Consider replacing windows and doors only when they are missing or beyond repair (4, p. 41). Do not use replacement windows and doors that substantially change the size, glazing pattern, finish, depth of reveal, appearance of the frame, or muntin configuration (4, p. 42). The applicant would like to replace the modern six-over-six windows with six-over-one windows. The applicant proposed to refurbish the commercial unit door and replace the residential doors with new doors and frames with transoms to match the existing commercial storefront. The applicant would also like to replace the store front windows and transom with new insulated aluminum and glass storefront windows, and add applied muntins to the transom to replicate the upper sash of the double-hung windows. The rehabilitation and restoration of the exterior façade and residential

vestibule meet the requirements for windows and doors, and seem to better reflect historical windows and doors than what currently exists.

The proposed windows meet the Guidelines and will restore the building almost exactly as it was in the historical photo. The door is not visible in the historical photo, but with the large glass storefront windows, a non-glass door should be appropriate and is seen throughout Mason Avenue on non-altered, historic buildings.

The Historic District Guidelines state the following for storefronts:

Retain all elements, materials, and features that are original to the building or are sensitive, remodeling and repairing them as necessary (1, p. 47). Remove any inappropriate elements, materials, signs, or canopies that obscure original architectural elements (2, p. 47). Restore as many original elements as possible, particularly the materials, windows, decorative details, and cornices (4, p. 48). Reconstruct missing elements (such as cornices, transoms, and bulkheads) if documentation is available (5, p. 48). If documentation is not available, design new elements that respect the character, materials, and design of the building (5, p. 48). The applicant has exhausted their resources for documentation on the original elements, so they plan to remove paint from the brick and repair it as closely as possible to the original brick, along with adding applied muntins to the transom as shown on page 47 of the guidelines as an appropriate feature. Avoid using materials and elements that are incompatible with the building or district, including aluminum-frame windows and doors, etc. (p. 48). The applicant is proposing to use aluminum-frame windows, but this material is not incompatible with the surrounding storefronts.

The proposed restoration meets the Guidelines and looks to restore the building almost exactly as it was in the historical photo.

The Historic District Guidelines state the following for masonry:

Repair rather than replace damaged masonry features by patching, piercing, or consolidating units to match the original (2, p. 52). Discourage the use of waterproof, water-repellent, or non-historical coatings on brick (3, p. 52). The applicant is proposing to provide a clear protective seal on the brick after the paint is removed. It is unclear if this is necessary due to paint being removed on the brick that is being sealed. The applicant is not proposing to seal any other brick areas other than the areas the paint is being removed.

The masonry on the front of the building is non-existent in the historical photo, and therefore was likely added and non-historic. The proposed panels will restore the storefront almost exactly as it was in the historical photo.

Staff Recommendation:

Staff recommends **APPROVAL** of a Certificate of Appropriateness to renovate a commercial storefront at 325 Mason Avenue as proposed.

Attachments:

Attachment 1 – Application and Documents

Attachment 2 – Location Maps



CERTIFICATE OF APPROPRIATENESS APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

PERMIT CHECKLIST - all documents can be emailed to the above email

- | | |
|---|--|
| ☒ Completed application | ☒ Photos/elevations of existing structure |
| ☒ Letter of intent clearly explaining project | ☒ Photos/elevations of proposed project |
| ☐ Existing site plan or survey | ☐ Proposed materials/spec sheets, samples |
| ☐ Proposed site plan or survey (if applicable) | ☒ Payment of fees (new construction >2,000 square feet \$500; new construction up to 2,000 square feet \$300; all other \$150; modification \$250) |

PROPERTY INFORMATION

Name of Project: Moonrise Jewelry Retail Storefront
Property Address: 325 Mason Avenue, Cape Charles
Brief Description of Project: improve building facade for retail jewelry storefront
Zoning District: _____ Current Use: commercial Proposed Use: commercial

OWNER INFORMATION

Name and Company: Bill & Ann Hayward Walker
Mailing Address: 306 Bay Avenue, Cape Charles, VA
Phone Number: 757-331-0545 Email: ahwalker@seaconsulting.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Meredith Lusk (President, Moonrise Jewelry, Inc.)
Mailing Address: 2159 Cherrystone Road, Cape Charles
Phone Number: 757-695-0408 Email: meredith@moonrisejewelry.com

CERTIFICATION OF APPLICANT

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

Signature of Applicant: Meredith Lusk Date: 01-28-2020

Note: There is a required 30-day wait period between approval of a Certificate of Appropriateness and issuance of the permit for construction.

CERTIFICATE OF APPROPRIATENESS APPLICATION

325 MASON AVENUE, CAPE CHARLES

Letter of Intent – January 28, 2020

PURPOSE OF THE PROJECT:

- After 15 years in business (8 in Cape Charles), Moonrise Jewelry is relocating to 325 Mason Avenue this Spring. Interior and storefront facade improvements are needed to upgrade the existing structure into a location suitable for a fine jewelry retailer.
 - Based on a historical photograph from the 1920s of this building, we would like to update the facade to return to the original look of the building by removing the current wooden awning that is obscuring the building and transom windows. The storefront design will be in keeping with our town's coastal roots, with elegant details that will positively enhance the retail corridor in Cape Charles.
-

PROPOSED IMPROVEMENTS:

(please see attached architectural rendering for more details)

- Remove wooden awning to reveal historical cornice and utilize existing transom windows (restored wood frame)
- Replace the 1970s era awning with a new canopy that will have a membrane roof and smooth ceiling
- Replace deteriorating cornice with one that will replicate the original (secured to existing steel beam)
- Maintain existing clear glass showcase windows and vestibule
- Replace current door with a new solid door that has beveled oval glass and flat panels

- Cover existing brick that is below the windows with cementitious flat panels with panel moulding and aluminum sills. This will return the building to the paneled look of the historical photo.
- Add faux gas lanterns
- Paint existing aluminum frames in showcase windows to match the color of the new paneling.

MOONRISE JEWELRY
 325 MASON AVENUE
 ROBE CHARLES, VIRGINIA

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

FLASHING RAINED
 INTO EXISTING
 JOINT
 CROWN
 SCOTIA
 BULLNOSE
 EXISTING STL
 BEAM WITH
 BLOCKING AS
 REQUIRED
 RESTORED
 TRANSOM

NEW CORNICE
 1 1/2" = 1'-0"

BACK LIT LETTERS
 TRIGLYPH MOULDING
 @ 12" o/c
 EXISTING CLEAR
 GLASS
 EXISTING
 ALUMINUM
 FRAMES -
 PAINT



PANEL MOULD
 FULL SCALE

EXISTING BRICK - CLEAN
 EXISTING WINDOWS -
 REPAIR AS REQUIRED
 NEW CORNICE SECURED TO
 EXISTING STEEL BEAM
 CANOPY SUPPORT RODS
 EXISTING RESTORED WOOD
 FRAME TRANSOM WINDOWS
 NEW CANOPY WITH MEMBRANE
 ROOF & SMOOTH CEILING
 FAUX GAS LANTERNS
 CEMENTIOUS FLAT PANELS W/
 PANEL MOULDING - PAINT
 ALUMINUM SILL - PAINT
 CEMENTIOUS FLAT PANELS
 W/ PANEL MOULDING -
 PAINT

NEW SOLID DOOR W/ BEVELED
 OVAL GLASS AND FLAT PANELS



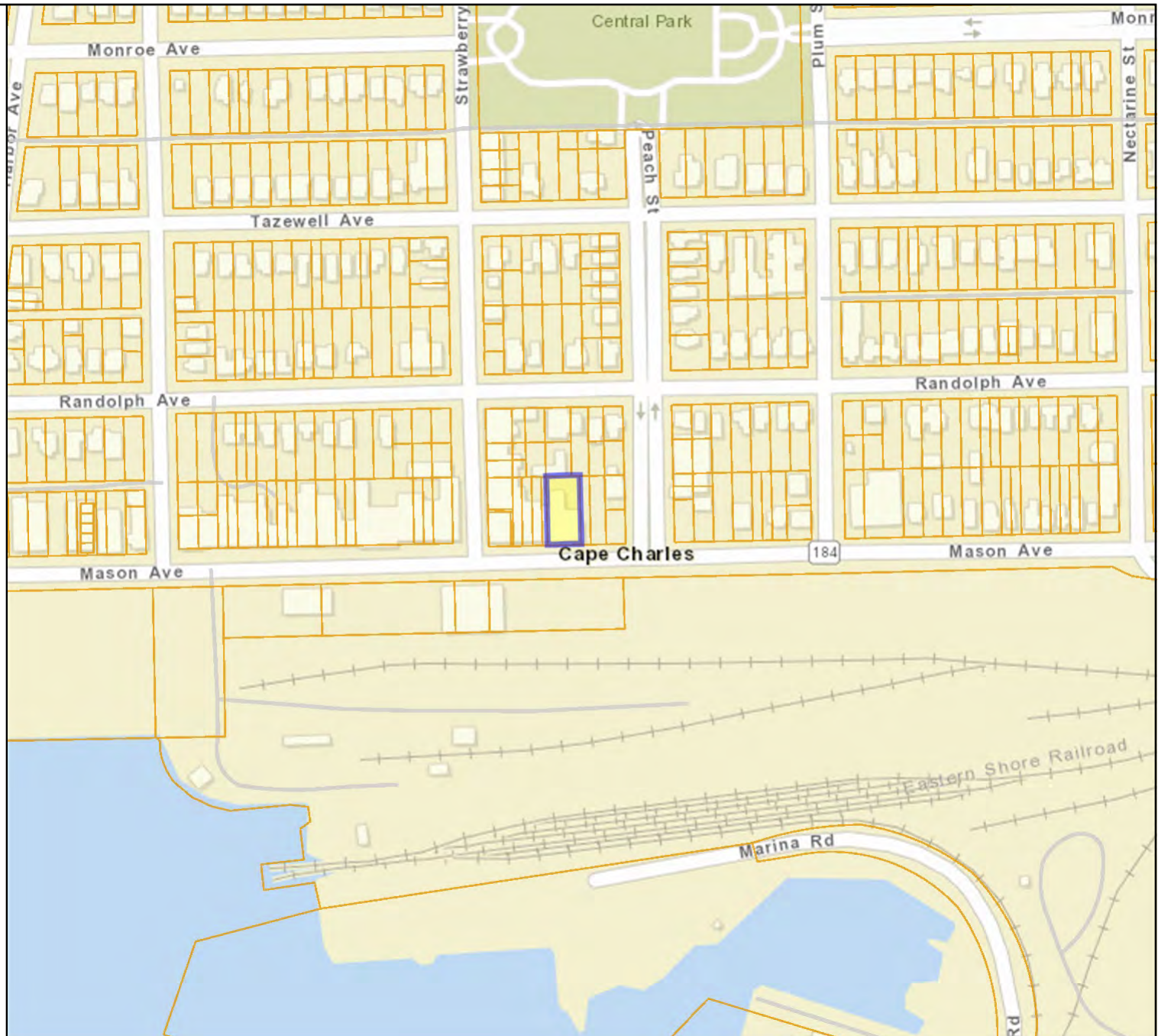
A GLIMPSE OF MASON AVENUE, CAPE CHARLES, VA.



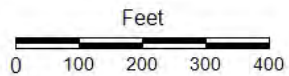
Northampton County, Virginia

Legend

- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 325 Mason Ave

Date: 1/31/2020

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.



DRAFT
HISTORIC DISTRICT REVIEW BOARD
Work Session & Regular Meeting
Cape Charles Town Hall
February 18, 2020
5:00 p.m.

At 5:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Work Session and Regular Meeting of the Historic District Review Board (HDRB). In addition to Kerry Shackelford, present were Herb Thom and Edward Wells. There were two vacancies on the board. Also, in attendance were Edward Eichman, Town Planner Zach Ponds, Deputy Clerk Tracy Outten, and the applicants. There were two members of the public in attendance.

ORDER OF BUSINESS:

A. *Historic District Guidelines update.*

After Edward Eichman, former board member, presented the board with a draft of the New Single Family Residential Infill Construction and Residential Additions or Accessory Buildings section of the Cape Charles Historic District Guidelines (CCHDG) (Please see attached.), discussion was as follows: (i) Edward Wells asked what was the vinyl siding conclusion. Kerry Shackelford responded that during his presentation to the Town Council the updates would not allow vinyl siding but if there was a lot of kick back another option was available. Herb Thom would go along with this plan with reservations; (ii) There was some discussion on what was considered a contributing structure; (iii) Zach Ponds suggested including a definition for the word historic; and (iv) Members needed to send their availability to town staff.

Kerry Shackelford said in order to keep the update process on track edits or additions needed to be given to Tracy Outten as soon as possible.

Motion made by Herb Thom, seconded by Edward Wells, to close the February 18, 2020 Historic District Review Board Work Session and move to the Regular Meeting. The motion was unanimously approved.

Kerry Shackelford started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

CONSENT AGENDA:

Motion made by Edward Wells, seconded by Herb Thom, to accept the Consent Agenda as presented. The motion was approved by unanimous vote.

PUBLIC COMMENT:

There were no public comments to be heard nor any written comments submitted prior to the meeting.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. *Application for a Certificate of Appropriateness at 312 Washington Avenue – to replace windows on a church building.*

Diane Davis, member of the congregation, briefly described the proposed work to be done on the church.

Kerry Shackelford understood this was a hardship but, was worried about future applicants wanting to

replace wood windows with vinyl windows and would like to contact the Virginia Department of Historic Resources.

Motion made by Herb Thom, seconded by Edward Wells, to defer the application for the Certificate of Appropriateness at 312 Washington Avenue until the March 17, 2020 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

B. Application for a Certificate of Appropriateness at 325 Mason Avenue – to alter the size of five windows on a commercial building.

Meredith Lusk, applicant, described the proposed alterations and added that Bill and Ann Hayward Walker, the owners, and Wayne Anderson, the architect, were available for questions.

Discussion on removal of the awning was as follows: (i) Edward Wells said the awning covered two buildings and wanted to know if it would be removed from the other building. Ann Hayward Walker said no and the ladies who fill that space were on vacation. Kerry Shackelford would like to know how they were finishing off the awning. Meredith Lusk did not know because the occupants were out of town; (ii) Kerry Shackelford said the awning did have some age to it and if removed it needed to be replaced. He asked if the building was going to be restored to the photograph provided with the application packet. Wayne Anderson stated that the awning was undesirable aesthetically and practically and added that he disagreed with what the board was discussing. Mr. Anderson said the picture was not the look they were going for; and (iii) Wayne Anderson said they were trying to create a period piece. Kerry Shackelford responded that the Cape Charles Historic District Guidelines were very clear on not replicating history or giving a false sense of history. Wayne Anderson disagreed and said it would have a sense of history. Kerry Shackelford responded that you can not add something that was not there.

Additional discussion was as follows: (i) Edward Wells asked about the panels that would go underneath the door. Wayne Anderson answered that the panels were not raised and would be applied to the molding without tearing the brick out; and (ii) Kerry Shackelford had the following issues: the door was not indicative of any in town, creating panels that were not there, the faux gas lights were not original and could not be found around town, and the design being described was going to make the building very different than it was.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 325 Mason Avenue with the conditions as follows: (i) the existing lighting was to be eliminated and replaced with lighting consistent with the town; (ii) the awning as drawn would be eliminated; (iii) the front door needed to be changed to one that fits in with the town; and (iv) the panel effect below the glass would be eliminated. The motion was approved by unanimous vote.

C. Application for Certificate of Appropriateness at 503 Jefferson Avenue – to construct a new single-family detached home.

David Charlton, contractor, said he intended to build the home as submitted.

Discussion was as follows: (i) Edward Wells recommended smooth hardi plank. Dave Charlton responded that photographs were taken of other homes throughout the town with wood grain hardi plank and he had paid attention to current homes being built. Herb Thom respectfully disagreed with Edward Wells. Kerry Shackelford agreed with Edward Wells and the board was working on updating siding. (ii) Kerry Shackelford asked about the proposed windows. Dave Charlton offered to use Fibrex Marvin which was fiberglass over wood on the exterior; and (ii) Kerry Shackelford wanted to know the roof material; metal.

Motion made by Herb Thom, seconded by Edward Wells, to approve the application for the

Certificate of Appropriateness at 503 Jefferson Avenue to construct a new single-family dwelling with the following conditions: (i) the roof would be standing seam metal; and (ii) the windows would be fiberglass. The motion was approved by unanimous vote.

D. Application for a Certificate of Appropriateness at 600 Washington Avenue – to construct a new single-family detached home.

Martha Donovan, applicant, described the proposed project and informed the board that Gerry Blankenship, the contractor, was available to answer any questions.

Discussion was as follows: (i) Kerry Shackelford asked if the fireplace was going to be the same brick as the chimney; yes; (ii) Kerry Shackelford said in the drawings provided there were not any muntins in the windows or on the door. Gerry Blankenship said that was correct; they would be left clear; (iii) Edward Wells asked what size the tongue and groove porch flooring was. Gerry Blankenship responded that it would be 2-3/4"; and (iv) Kerry Shackelford asked if the picture window and transoms on the back of the house was going to be a clear sheet of glass; yes.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 503 Jefferson Avenue as presented. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. Election of Officers

Motion made by Herb Thom, seconded by Edward Wells, to postpone the election of officers until the Historic District Review Board Work has all five members. The motion was unanimously approved.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Edward Wells, to adjourn the February 18, 2020 Historic District Review Board Work Session and Regular Meeting at 7:03 p.m. The motion was unanimously approved.

Chairman Kerry Shackelford

Deputy Clerk

CAPE CHARLES HISTORIC DISTRICT GUIDELINES

Cape Charles, Virginia

APPENDIX ONE

**New Single Family Residential Infill Construction
on an Undeveloped Site
AND
Residential Additions or Accessory Buildings
on a Developed Site**

TABLE of CONTENTS

PAGE NUMBERS	SECTION TITLES
G-1 and G-2	GENERAL INFORMATION
O-1 to O-3	OPEN SPACES
H-1 and H-2	HOUSE DESIGN
R-1 to R-3	ROOFS AND DORMERS
P-1 to P-3	PORCHES
W-1 to W-4	WINDOWS AND DOORS
D-1 to D-3	DETAILS AND DECORATIONS
M-1 to M-4	MASONRY
S-1 and S-2	SIDING AND SHINGLES
A-1 to A-3	ADDITIONS AND ACCESSORY BUILDINGS



PARK ROW – looking northeast

RANDOLPH AVENUE – 200 block – looking northwest



PINE STREET – 100 block – looking northwest

TAZEWELL AVENUE – 200 block – looking northeast



ACKNOWLEDGEMENTS

**TOWN of
CAPE CHARLES**
Municipal Building
2 Plum Street
Cape Charles
Virginia 23310

TOWN COUNCIL
William "Smitty" Dize, Mayor
Steve Bennett, Vice Mayor
Chris Bannon
Andy Buchholz
Cela Burge
Paul Grossman
Tammy Holloway

HISTORIC DISTRICT REVIEW BOARD
Kerry Shackelford, Chairman
Edward Wells, Vice Chairman
Herb Thom
(Vacant)
Michael Strub, Planning
Commission Representative

APPENDIX ONE
HISTORIC DISTRICT GUIDELINES
ADOPTED Month – Day – 2020

A) GENERAL:

1) The Historic District includes existing Single-Family or Multi-Family Residential Buildings and Sites.

2) Certain Buildings and Sites are designated as "Contributing" by the Virginia Department of Historic Resources (VDHR) based on Age <> or Historic Architectural Style <> or Both.

3) Other Buildings and Sites are designated as "Non-Contributing" if they do not meet the VDHR Guidelines.

4) This Section provides separate information and requirements for Additions to each of the Designations indicated in Items 2 and 3 above.

5) This Section also provides separate information and requirements for Accessory Buildings.

6) Additions and Accessory Buildings must be located within the Site's "Buildable Area" which is inside the Front, Side, and Rear Yard set-backs established by the Zoning Ordinance.

7) If a proposed Addition or Accessory Building would extend into a Yard, a Zoning Variance must be obtained before application to the Historic District Review Board (HDRB).

**ADDITIONS
AND
ACCESSORY BUILDINGS
A - 1**

"CONTRIBUTING"
ADDITION

**B) ADDITIONS FOR "CONTRIBUTING"
RESIDENTIAL BUILDINGS AND SITES:**

1) Maintain the existing orientation of the Residence with the Primary Entrance facing an Avenue or a Street.

2) Attempt to locate Additions on the sides of the Residence that are least visible from an Avenue or a Street.

3) Additions located on the side of the Residence that is facing an Avenue or a Street shall be reviewed by the HDRB.

4) Limit the size of an Addition so it is visually subordinate to the existing Residence.

5) Attach an Addition so the essential form and integrity of the Residence is maintained should the Addition be removed in the future.

"CONTRIBUTING"
ADDITION

**B) ADDITIONS FOR "CONTRIBUTING"
BUILDINGS AND SITES (continued):**

6) An Addition should not be an exact copy of the Design of the existing Residence <> but it should be visually compatible with the Form - Size - Scale - and Architectural Features to protect the visual integrity of the Property and its Environment.

7) An Addition should include a Foundation or Crawl Space height similar to the existing Residence <> New Walls that are offset in Plan from the existing Residence Corners <> similar or new Roof Forms that are consistent with existing Forms in the District <> and new Cornices that are either offset or at different heights than existing ones.

8) An Addition should also include <> Porch Elements - Windows - Doors - Trim - Detailing - Decorations - and Colors that are compatible with the existing Residence.

9) Open Porches and elevated Decks are considered "Additions" if they are visible from an Avenue or a Street and shall be reviewed by the HDRB.

10) See other Appendix Sections for additional New Construction information and requirements.

**ADDITIONS
AND
ACCESSORY BUILDINGS
A - 2**

"NON-CONTRIBUTING"
ADDITION
OPTION ONE

"NON-CONTRIBUTING"
ADDITION
OPTION TWO

**C) ADDITIONS FOR "NON-CONTRIBUTING"
RESIDENTIAL BUILDINGS AND SITES:**

1) The existing orientation of the Residence with the Primary Entrance facing an Avenue or a Street should be maintained for an Interior Site.

2) Proposed changes in the orientation of the Residence and the location of the Primary Entrance for a Corner Site should include justification for such modifications and shall be reviewed by the HDRB.

3) One Design Option limits the size of the Addition so it is visually subordinate to the existing Residence <> and the Addition may either visually match or be visually compatible with the existing Residence.

4) A second Design Option integrates the Addition with the existing Residence so both appear to have been created at the same time <> and the Addition visually matches the existing Residence.

5) An Addition should be visually compatible with the Form - Size - Scale - and Architectural Features of the existing Residence to protect the visual integrity of the Property and its Environment.

"CONTRIBUTING"
ACCESSORY
BUILDING

"NON-CONTRIBUTING"
ACCESSORY
BUILDING

**ADDITIONS
AND
ACCESSORY BUILDINGS
A – 3**

**C) ADDITIONS FOR "NON-CONTRIBUTING"
BUILDINGS AND SITES (continued):**

6) An Addition may include <> a Foundation or Crawl Space height similar to (or greater than) that at the existing Residence <> Wall heights consistent with those on the existing Residence or in the District <> Roof and/or Dormer forms similar to those on the existing Residence or in the District <> and Porches similar to those on the existing Residence or in the District.

7) An Addition may also include <> Cornices – Porch Elements – Windows – Doors – Trim – Details – Decorations – and Colors that are similar to those on the existing residence or in the District.

8) Open Porches and elevated Decks are considered "Additions" if they are visible from an Avenue or a Street and shall be reviewed by the HDRB.

9) See other Appendix Sections for additional New Construction information and requirements.

D) ACCESSORY BUILDINGS:

1) An Accessory Building is a "New Construction Detached Structure" on an existing or new developed Site.

2) Accessory Building functions may include <> General Storage – Vehicle Storage (Garage) – Residential – Home Office – Work Space – and/or other uses permitted by the Zoning Ordinance.

3) Attempt to locate an Accessory Building so it's visibility from an Avenue or a Street is limited <> but if the Site includes an Alley adjacent to the Rear Yard the Accessory Building may be visible from the Alley.

4) An Accessory Building should not be located in a Front Yard <> and a location that faces an Avenue or a Street shall be reviewed by the HDRB.

5) Limit the size of an Accessory Building so it is subordinate to the Residence.

6) An Accessory Building should not be an exact copy of the Residence Design <> but it should be visually compatible with the Form and the Architectural Features to protect the integrity of the Property and its Environment.

7) See other Appendix Sections for additional New Construction information and requirements.

February 20, 2020

Libby Hume
Town Clerk/FOIA Officer
2 Plum Street
Cape Charles, VA 23310

RE: Historic Review Board Appeal
325 Mason Avenue

Good Afternoon Libby,

Bill and Ann Hayward Walker, Meredith Lusk and I would like to apply for an appeal to our denial by the Historic Review Board on Feb. 18th, 2020 for our Certificate of Appropriateness to renovate our commercial storefront at 325 Mason Avenue - tax map #83A3-1-610. The Board made and voted on a "conditional approval" motion if we did not install the proposed canopy, did not install the oval glass door, did not apply panel molding over the existing brick base or install the faux gas light fixtures. This "conditional approval" basically denied our application because nothing we were proposing was accepted. We would like to file an appeal on the following grounds:

1. It was quite apparent to us that the Board did not take into consideration the comments prepared by Town Planner Zach Ponds. Zach did a thorough review of our proposed renovation/restoration project. His analysis stated that our project met the requirements of the zoning ordinance. As you are aware, the building was insensitively remodeled years ago and we would like to return it to a more historically appropriate appearance (p.18 of CC Guidelines) Zach determined that our proposed restoration meets the Guidelines to restore the building almost exactly as it was in the historical photo provided. Mr. Shackelford stated that we had to match the photograph "exactly" or we would not be allowed to renovate our building. "Exactly" does run contrary to the spirit of the Guidelines.
2. Staff agreed that the proposed windows meet the guidelines and the door should be appropriate. Mr. Shackelford stated there are no oval glass doors in Cape Charles so he would not approve it. Meredith selected this style of door to compliment her jewelry business. She was wishing for a more feminine style door to enhance the overall design of her shop. Doors are also not permanent fixtures on a building. We could easily proffer that the existing residential style door be reinstalled if Meredith was to ever relocate her business. There are many different style doors up and down Mason Avenue, most of no historic significance at all.
3. We are planning on removing the insensitive shingled awning roof covering the existing transom windows. With some investigation we determined that the original cornice over the transom windows was removed. We are planning on installing a new cornice in keeping with the period of the building. This feature was not addressed at the hearing. The Board also was requesting that we incorporate the design of the adjacent awning roof with our application. The existing awning roofing would be removed from

325 Mason Avenue and the end of the adjacent roof would be finished off to match existing conditions.

4. We are proposing the installation of a period appropriate canopy similar to the canopy at Lemon Tree Gallery. While there was not a canopy on the original facade, we feel the addition of the designed canopy would be in keeping with the historic character of Mason Avenue and the surrounding structures. (Mr. Wells was in favor of the canopy until bullied by Mr. Shackelford to not accept it.
5. The Board denied our proposed faux gas light fixtures stating there are no gas fixtures in Cape Charles or wall mounted lights. A quick drive up and down the street will contradict this statement. The proposed light fixtures would be of a period appropriate design in both style and finish.
6. The existing brick base installed below the storefront windows is an unfortunate and insensitive addition. While we can not afford to remove the brick and replace with an appropriate wood wainscot base, our proposed design will replicate the character of a period commercial storefront as seen throughout Cape Charles. The Board did not like that we were using an applied molding which contrary to their feelings, would be an appropriate application.
7. We also feel that all parties involved with this renovation project should have had the opportunity to address the Board. Mr. Shackelford stated that only the applicant was allowed to address the Board. While I was able to provide a few comments and try to provide some insight from my practicing of architecture for 39 years, it was apparent that my input was not appreciated or respected. Ann Hayward Walker, the owner of the property was told not to speak, which in my experience with presentations is contrary to the process.

If you require further information please do not hesitate to reach out to me, the Walkers or Meredith Lusk.

Respectfully



Wayne Anderson, AIA
Covington Hendrix Anderson Architects
warderson@covingtonhendrix.com



Meredith Lusk
Designer/Owner
Moonrise Jewelry, Inc.
meredith@moonrisejewelry.com



Ann Hayward and Bill Walker
Owners, 325 Mason Avenue
ahwalker@seaconsulting.com

Town of Cape Charles

Re-325 Mason Ave

2/27/2020

The Bords decision to offer a conditional approval of the application for 325 Madison was based on the following sections of the guidelines.

Pg. 19, # 3

Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development such as adding conjectural features or architectural elements from other buildings should not be undertaken.

#5.

Distinctive features finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

#6.

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new features shall match the old design, color, texture and other visual qualities and where possible materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.

Pg. 41, #4

Consider replacing windows and doors only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photos. Do not use preplacement windows or doors that substantially change the size, glazing pattern, finish, depth of reveal, appearance of the frame or mutin pattern.

Pg. 42, # 6

Construct new windows and doors of wood or metal and match the style of the building. On store fronts, use painted wood or steel doors with large areas of glass.

Pg. 48, #5 Storefronts

Reconstruct missing elements (such as cornices, transoms, and bulkheads) if documentation is available. Otherwise design new elements that respect the character, materials and design of the building. Avoid using materials and elements that are incompatible with the building or district, including aluminum-frame windows and doors, aluminum panels or display framing, enameled panels, textured wood or artificial siding wood shingles, mansard roofs, metal awnings, coach lanterns, small-paned windows, plastic shutters, inoperable shutters, or shutters on windows where they never previously existed. False historical appearances like “colonial,” “Olde English,” or other theme designs should not be use.

Taking into consideration the above guidelines let us review the facts of the application.

1. During pre-application the applicant expressed a desire to remove the existing awning and use a historical photo as the basis for restoring the facade. The applicant was told that this was possible, but it would be wise to investigate the area above the existing awning to evaluate the condition of the cornice and area above the awning. The reason for this was that the photo, and the physical evidence would have to be used as the source of design in the restoration of the original façade.
2. The application submitted included the intent to remove the existing awning and add several architectural elements to the façade of the structure that are not supported by the photograph or physical evidence. Specifically, the changes include:

1. Adding a door that is not consistent with other historic store front doors on Madison Ave, or the photo. The existing door can stay or one that is in keeping with the other historic doors on Mason.
2. Adding wood and panel molding to create a paneled effect on the exterior façade that is not show in the photo.
3. Add a metal awning. The historic photo clearly shows a retractable canvas awning. The board suggested a fixed canvas awning replicating the one shown in the photo.
4. Adding large Faux gas lanterns on the exterior which are not evident in the historic photo.

The existing awning and storefront are serviceable and in good repair and can be retained. However, if removed the guidelines are very clear about adding elements that have no historic basis for the existing structure. As such the elements shown in the photo along with any surviving physical evidence remaining become the basis for the restored design.

Kerry Shackelford

HDRB Chariman

 TOWN OF CAPE CHARLES	AGENDA TITLE: Conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue		AGENDA DATE: March 5, 2020
	SUBJECT/PROPOSAL/REQUEST: Conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue		ITEM NUMBER: 4A
	ATTACHMENTS: (1) Application and Documents; (2) Location Map		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Town Clerk	REVIEWED BY: Mayor William "Smitty" Dize	

ITEM SPECIFICS:

The applicant would like to construct an accessory dwelling unit on the currently vacant lot, with the dwelling unit located on the second floor and a garage located on the first floor. The applicant has stated they would use the accessory dwelling unit as a guest house. There will be a home constructed on the lot at the same time as the accessory dwelling unit.

A Certificate of Appropriateness was approved for the proposed project at the October 15 Historic District Review Board meeting. The Planning Commission held their public hearing on January 7, 2020 and recommended Council approval of the conditional use permit.

The Town Council public hearing was held on February 20, 2020 with no comments received.

STAFF ANALYSIS:

Accessory Dwelling Unit Regulations:

One accessory dwelling may be maintained on a property in the R-E, R-1, R-2 and CR zoning districts, contingent upon approval as a conditional use in accordance with Section 4.3, and subject to the following:

A. Physical characteristics.

1. Accessory dwellings shall be located in an accessory building.
2. Accessory dwellings shall not have a floor area exceeding 45 percent of the floor area of the main building.
3. Accessory dwellings shall have one kitchen and one bathroom.
4. Accessory buildings containing an accessory dwelling shall maintain the exterior appearance of an accessory building and shall not have the appearance of a single-family dwelling.

B. Occupancy characteristics.

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

C. Other requirements.

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

district in which it is located.

3. Parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1 C. 6. (Table of Parking Standards) using both on and off-street parking areas. An accessory dwelling unit must have one off-street parking space per dwelling unit bedroom.
4. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic District Overlay.

The proposed project meets all of these provisions.

Section 4.3 of the zoning ordinance states “conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provision of this ordinance in the specific districts provided that the Town Council, upon recommendation by the Planning Commission, shall find that after duly advertised public hearing the use will not:

1. Adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood.
2. Be detrimental to the public welfare or injurious to property or improvements in the neighborhood.
3. Be in conflict with the purpose of the comprehensive plan of the town. In granting any conditional use permit, the Town Council shall designate such conditions as it determines necessary to carry out the intent of this ordinance.

The proposed project meets all of these provisions.

Section III-A.5.1.2 of the Comprehensive Plan discusses the overall policies for Cape Charles neighborhoods, specifically promoting compatible infill development and renovation within established neighborhoods. The Comprehensive Plan states to “promote accessory dwelling units to add diversity of housing types, while maintaining the neighborhood character and providing affordable housing options.”

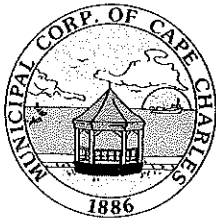
The proposed project meets the Comprehensive Plan goal of promoting accessory dwelling units within established neighborhoods.

Section 4.2.J.C.3 of the zoning ordinance states “parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1.C.6 (Table of Parking Standards) using both on and off-street parking areas.” Section 4.5.1.C.6 requires a minimum of one space per accessory dwelling unit bedroom.

The proposed project meets the requirements of the zoning ordinance. There will be two parking spaces located in the garage, along with additional off-street parking on the concrete driveway.

RECOMMENDATION:

Staff recommends Town Council approval of a conditional use permit to allow an accessory dwelling unit at 333 Madison Avenue.



CONDITIONAL USE PERMIT APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

CONDITIONAL USE PERMIT CHECKLIST - all documents can be emailed to the above email

- ☒ Completed application (if applicable, attach accessory dwelling checklist and documents)
- ☒ Letter of intent clearly explaining project
- ☒ Existing site plan or survey
- ☒ Proposed site plan or survey (if applicable)
- ☐ Names and addresses of adjacent property owners
- ☒ Payment of Fees (single-family detached residential \$600; all other \$800)

PROJECT INFORMATION

Name of Project: _____
Property Address: 333 MADISON AVE
Brief Description of Project: GARAGE W/APT (SINGLE FAMILY HOME)
Zoning District: _____ Current Use: Ø Proposed Use: GARAGE W/APT

OWNER INFORMATION

Name and Company: EDMUND J & AMY L SABO
Mailing Address: 11912 STONEHEDGE DR FREDERICKSBURG 22407
Phone Number: E: 540 905 2237 Email: E: edmund.sabo@gmail.com
A: 540 220 0216 A: a.l.w.sabo@gmail.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

CERTIFICATION OF APPLICANT

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

Signature of Applicant: _____ Date: 10.29.19

Amy Sabo
Town of Cape Charles Planning & Zoning Department

10.29.19

333 Madison Ave Conditional Use Permit

Overview:

The garage at 333 Madison Ave will have a small studio apartment on the second floor. The second floor is approximately 340 sq ft and will be used as guest space for family and friends. The first floor of the building will be used as a garage. The property is on a corner lot, with parking available on both Madison Ave and Peach Street. The garage also has a concrete pad connecting the driveway cut and the garage.

Materials:

Two car garage 20x24 (480 sq. ft) with 341 sq. ft second floor
2 bays with raised paneled doors
12/12 gable roof
30-year shingles to match home
Siding to match home
18' shed dormer facing south
Windows and doors to match home
Exterior stairs on West side
 P/T materials
 4x4 landing

SURVEYORS CERTIFICATION

I, MARSHALL B. PARKS, 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.



OWNERS CONSENT AND DEDICATION.

THE PROPERTY LINE VACATION & CREATION OF PARCEL A AS SHOWN HEREON IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNER. ALL STATEMENTS AFFIXED TO THIS PLAT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

EDMUND J. SABO, II - EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST DATE

COUNTY OF _____ STATE OF _____ TO WIT:

I, _____ A NOTARY PUBLIC IN, AND FOR

THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT EDMUND J. SABO, II WHOSE NAME IS SIGNED TO THE FOREGOING WRITING, BEARING DATE ON THE _____ DAY OF _____, 20____ HAS ACKNOWLEDGED THE SAME BEFORE ME IN MY COUNTY AND STATE AFORESAID, GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

AMY L. SABO - EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST DATE

COUNTY OF _____ STATE OF _____ TO WIT:

I, _____ A NOTARY PUBLIC IN, AND FOR

THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT AMY L. SABO WHOSE NAME IS SIGNED TO THE FOREGOING WRITING, BEARING DATE ON THE _____ DAY OF _____, 20____ HAS ACKNOWLEDGED THE SAME BEFORE ME IN MY COUNTY AND STATE AFORESAID, GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20____.

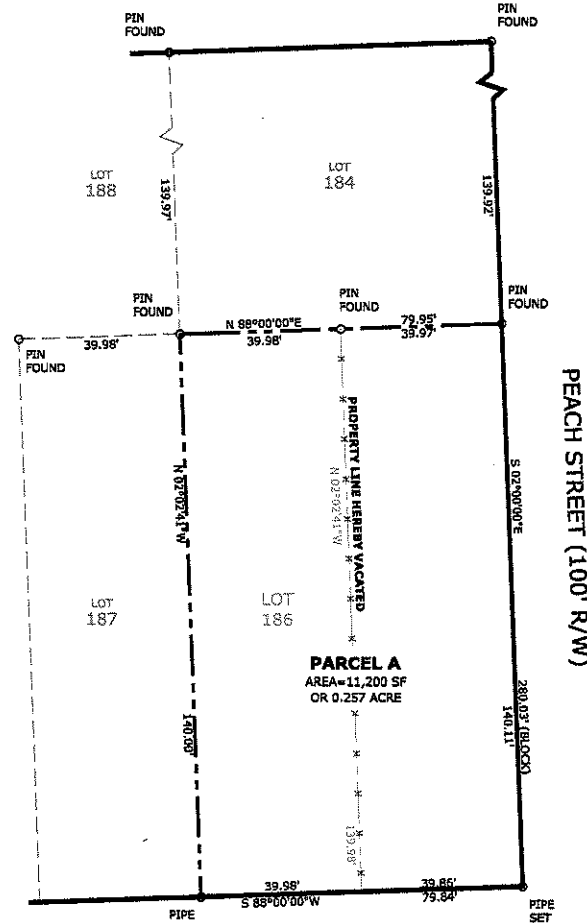
NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

APPROVALS

_____, DATE: _____
TOWN OF CAPE CHARLES

JEFFERSON AVENUE (70' R/W)



PEACH STREET (100' R/W)

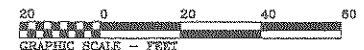
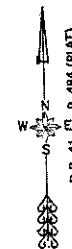
MADISON AVENUE (70' R/W)

PARCEL A
AREA=11,200 SF
OR 0.257 ACRE

PLAT OF SURVEY
SHOWING
PROPERTY LINE VACATION
BETWEEN LOTS 183 & 186
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
APRIL 15, 2019

GENERAL NOTES:

- OWNERS: EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST
- TAX PARCEL: 83A1-1-183 & 83A1-1-186
- SOURCE OF TITLE: INST. 150000818
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN APRIL 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- 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.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 5111C0295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAPS. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.
- PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
- THIS PROPERTY IS ZONED R-1.
(BSL-BUILDING SETBACK LINES)
FRONT SETBACK IS 30'
(OR EQUAL TO ADDITION)
SIDE SETBACKS ARE 5'
REAR SETBACKS ARE 25'
ACCESSORY ARE 5'



**ACCOMACK-NORTHAMPTON
SURVEYING & MAPPING PLLC**

36308 Lankford Highway, Belle Haven, Virginia 23308
Mail Address: 11403 Haron Drive, Machipongo, Virginia 23405
Phone: (757) 709-4192

DRAWN BY: 2995	SCALE: 1" = 20'
CHKD BY: JBL	BACK TRAV. BY: MBP
FIELD BOOK:	JOB NUMBER: 915

- GENERAL NOTES:
- OWNERS: EDMUND J. SABO, II AND AMY L. SABO FAMILY TRUST
 - TAX PARCELS: 8341-1-183 & 8341-1-186
 - SOURCE OF TITLE: INST. 150000818

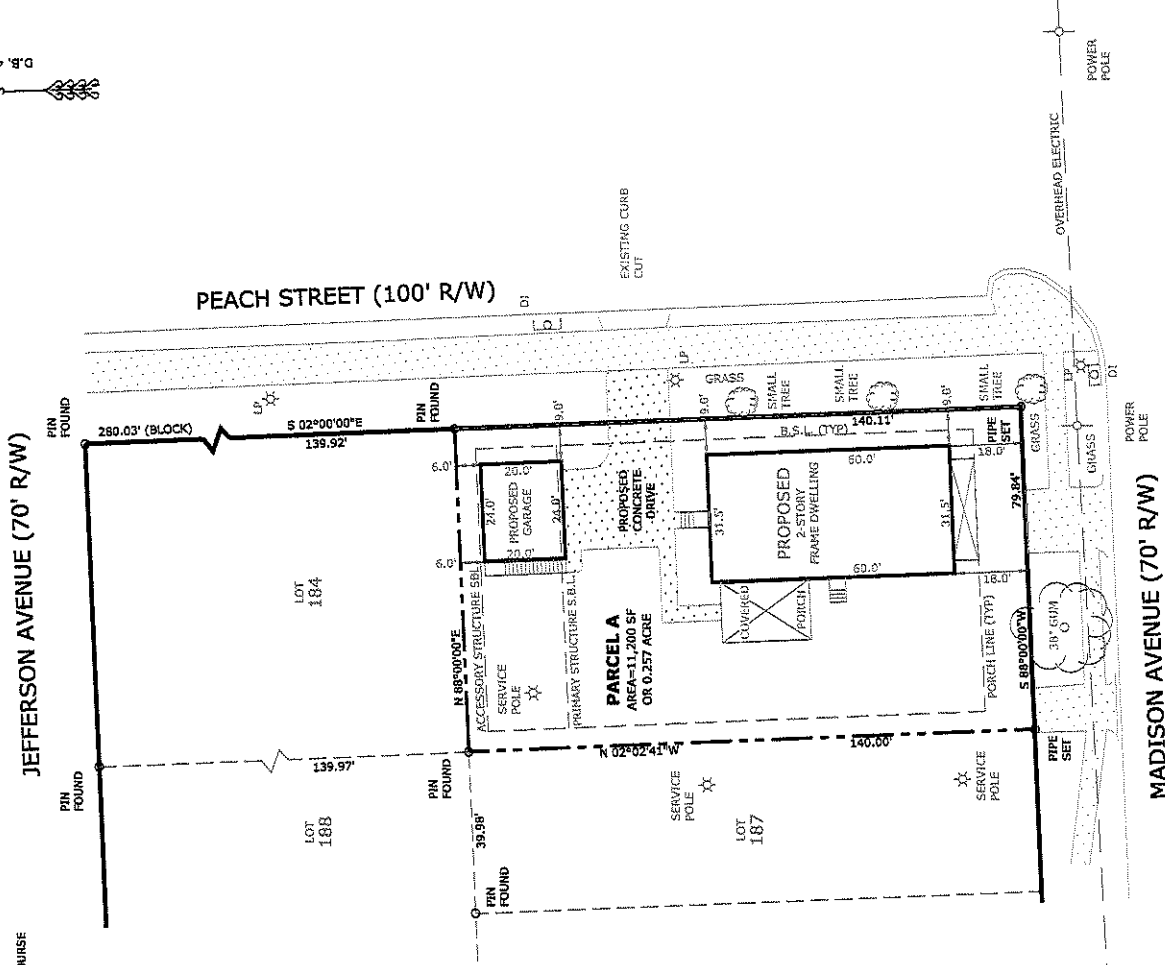
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN APRIL 2019 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.

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 (FEMA) FLOOD INSURANCE RATE MAP DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. FOR FURTHER INFORMATION, CONTACT THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA).

7. FLOOD INSURANCE RATE MAPS. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

7. PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
8. THIS PROPERTY IS ZONED R-1.
(BSL-BUILDING SETBACK LINES)
FRONT SETBACK IS 30'
(OR EQUAL TO ADJOINER)
SIDE SETBACKS ARE 5'
REAR SETBACKS ARE 25'
ACCESSORY ARE 5'



SURVEYORS CERTIFICATION
I, MARSHALL B. PIRBS, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND HAS BEEN MADE IN ACCORDANCE WITH THE STANDARDS OF LAND SURVEYING PRACTICE IN THE STATE OF VIRGINIA. THE 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.



SITE PLAN
SHOWING PROPOSED IMPROVEMENTS TO
PARCEL A

MAP OF THE TOWN OF
CAPE CHARLES

CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
APRIL 20, 2019
REVISED: SEPTEMBER 20, 2019

APPROVALS

TOWN OF CAPE CHARLES _____ DATE: _____

ACCOMACK-NORTHAMPTON
SURVEYING & MAPPING PLLC

28308 Landford Highway, Bella Haven, Virginia 23308
Mail Address: 11403 Heon Drive, Madhupongo, Virginia 23405
Phone: (757) 709-4182

DRAWN BY: JBL
CHECKED BY: JBL
FIELD BOOK: 915
SCALE: 1" = 20'
GRAPHIC SCALE - FEET
JOB NUMBER: 915

LOT 188

LOT 184

PIN FOUND

PIN FOUND

PIN FOUND

39.98'

N 88°00'00"E

ACCESSORY STRUCTURE SBL

SERVICE POLE

PRIMARY STRUCTURE S.B.L.

PARCEL A

AREA=11,200 SF
OR 0.257 ACRE

SERVICE POLE

LOT 187

N 02°02'41"W

140.00'

SERVICE POLE

PORCH LINE (TYP)

S 88°00'00"W

PIPE SET

38" GUM

S 02°00'00"E
139.92'

6.0'

6.0'

24.0'
20.0'
24.0'

PROPOSED GARAGE

9.0'

PROPOSED CONCRETE DRIVE

COVERED PORCH

PROPOSED 2-STORY FRAME DWELLING

31.5'

60.0'

31.5'

B.S.L. (TYP) 140.11'

9.0'

GRASS
SMALL TREE

SMALL TREE

9.0'

PIPE SET

SMALL TREE

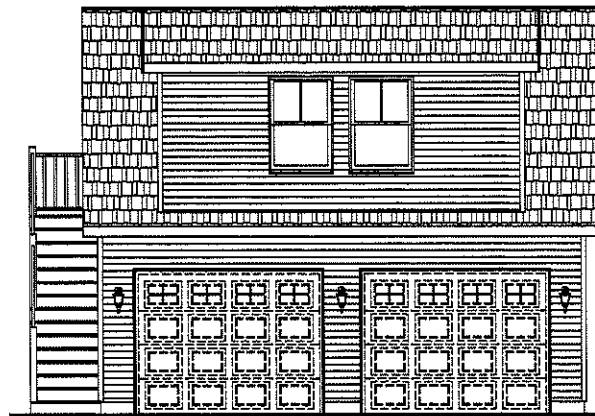
GRASS

GRASS

POWER POLE

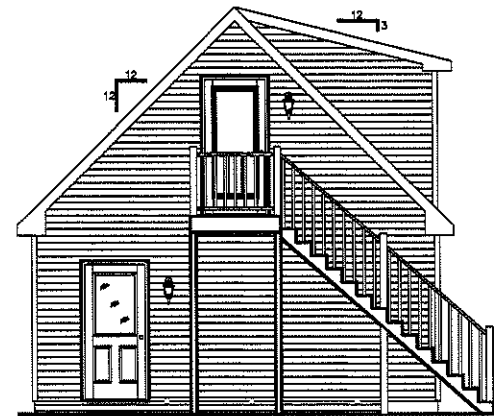
DI

70' D.W.



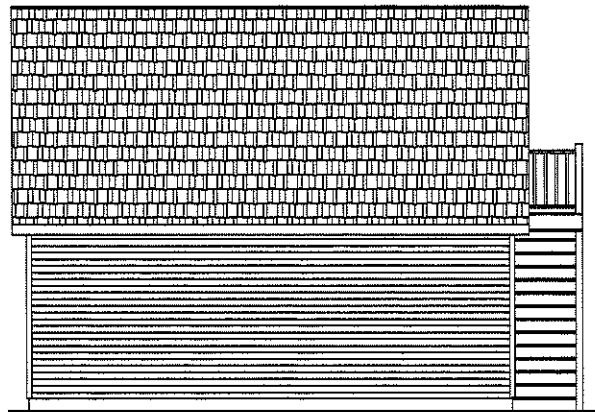
FRONT ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON



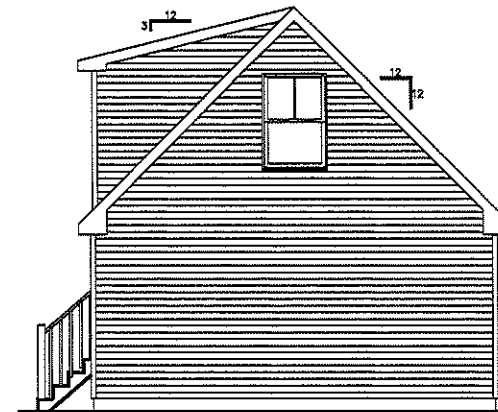
LEFT ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON



REAR ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON



RIGHT ELEVATION

ACCESS TO GRADE NOT PROVIDED BY ICON

MAINSTREET DOUBLE 4" SIDING

GARAGE IS TO BE ON-SITE BY OTHERS AND IS TO BE USED AS A REFERENCE ONLY

jea

SCALE: 1/8" = 1'-0"

0#8781

CROSS SECTION / DETAIL 3

PAGE 3

SE3

PROJECT NAME
VILLAGE BUILDERS ON THE BAY

PROJECT ADDRESS
CAPE CHARLES
NORTHAMPTON
8781
0#8781

DATE
8/21/19

REVISION
PRELIM

BY
JSS

PROJECT NO
23310

DATE
8/21/19

PROJECT TYPE
CAPE

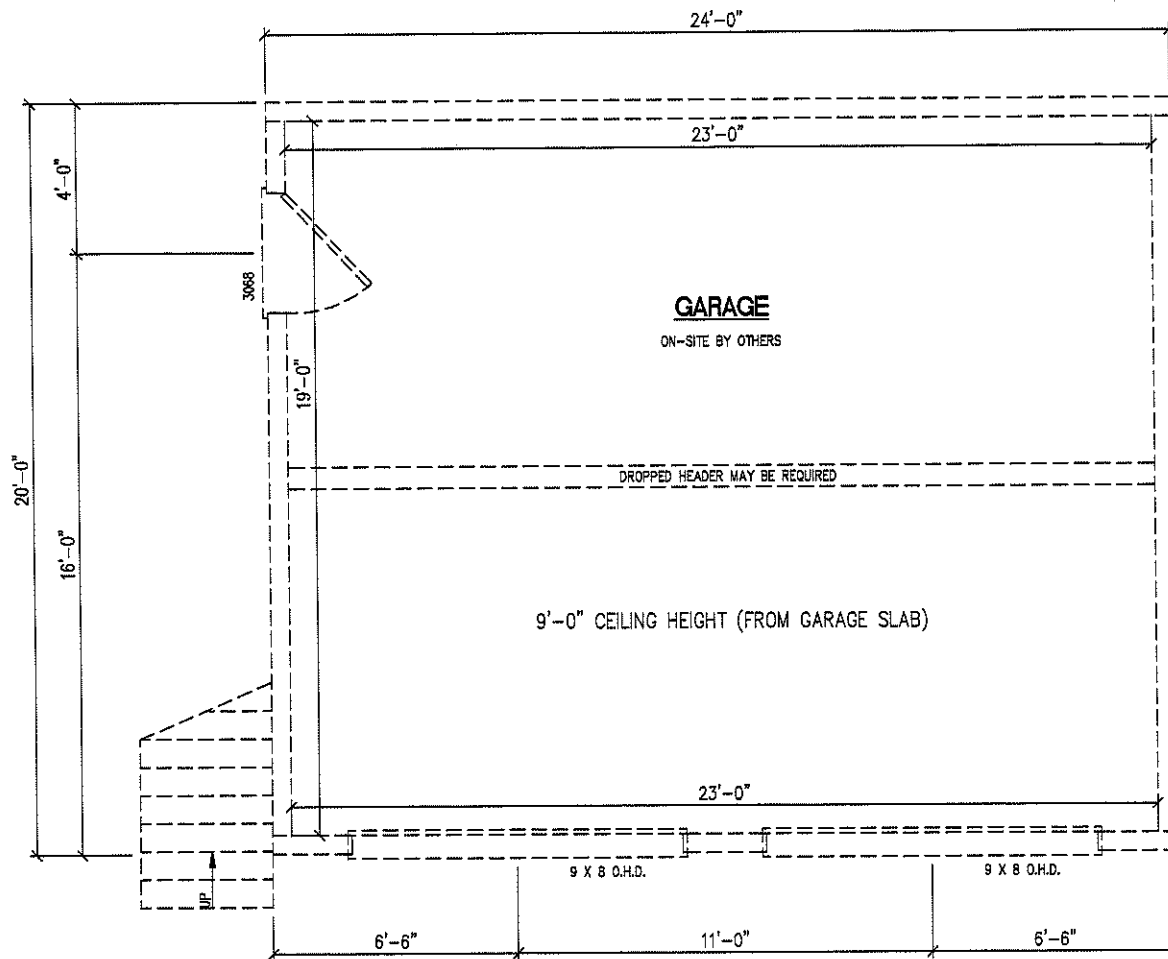
PROJECT SPEED (MPH)
120

PROJECT LOAD (LBS)
40

PROJECT SET
1.773

ICON
LEGACY
CUSTOM MODULAR HOMES

246 SAND HILL ROAD
SELINS GROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



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

FOUNDATION DRILLS, FOOTING, LULLY COLUMNS,
ANCHOR BOLTS, SILL PLATE, PILES AND GRAVELSPACE
VENTILATION.
HEATING SYSTEM.
WELDING MACHINE & BRYER.
HANDSOME STAINS & DRILLS AND/OR HANDRAIL.
CHIT FLOOR COVERING AREA.
REFRIGERATOR, RANGE, & DISHWASHER.
PORCH ROOF, HANDRAIL, PILES, RAILING, FLOOR & SLAB.
DOCKTOP, WALL OVER & MOUNTING.
COUNTERTOPS, SINKTOPS AND KITCHEN DRINKS.
PAZELLE FANS.
CROWN MOULDING IN BATH &L.
DOOR DOOR.
INTERIOR FINISH OF PROPOSED 2ND FLOOR.
CEILING BRACKETS.
OUTSIDE BRACKETS.

jea

SCALE: 1/8" = 1'-0"

048379

PAGE 2

CROSS SECTION / DETAIL #5

SE3

ADDRESS			
VILLAGE BUILDERS ON THE BAY			
CITY	STATE	ZIP	ZIP
CAPE CHARLES	VA	23310	23310
COUNTY	ZIP	ZIP	ZIP
NORTHAMPTON	40	40	40
INCHES	FEET	FEET	FEET
83.79	1.97	1.97	1.97
FEET	FEET	FEET	FEET
0.8379	0.8379	0.8379	0.8379

DATE	REVISION	BY
3/12/19	PRELIM	DRP
4/5/19	REV. PRELIM	DRP



246 SAND HILL ROAD
SELINS GROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM



048379

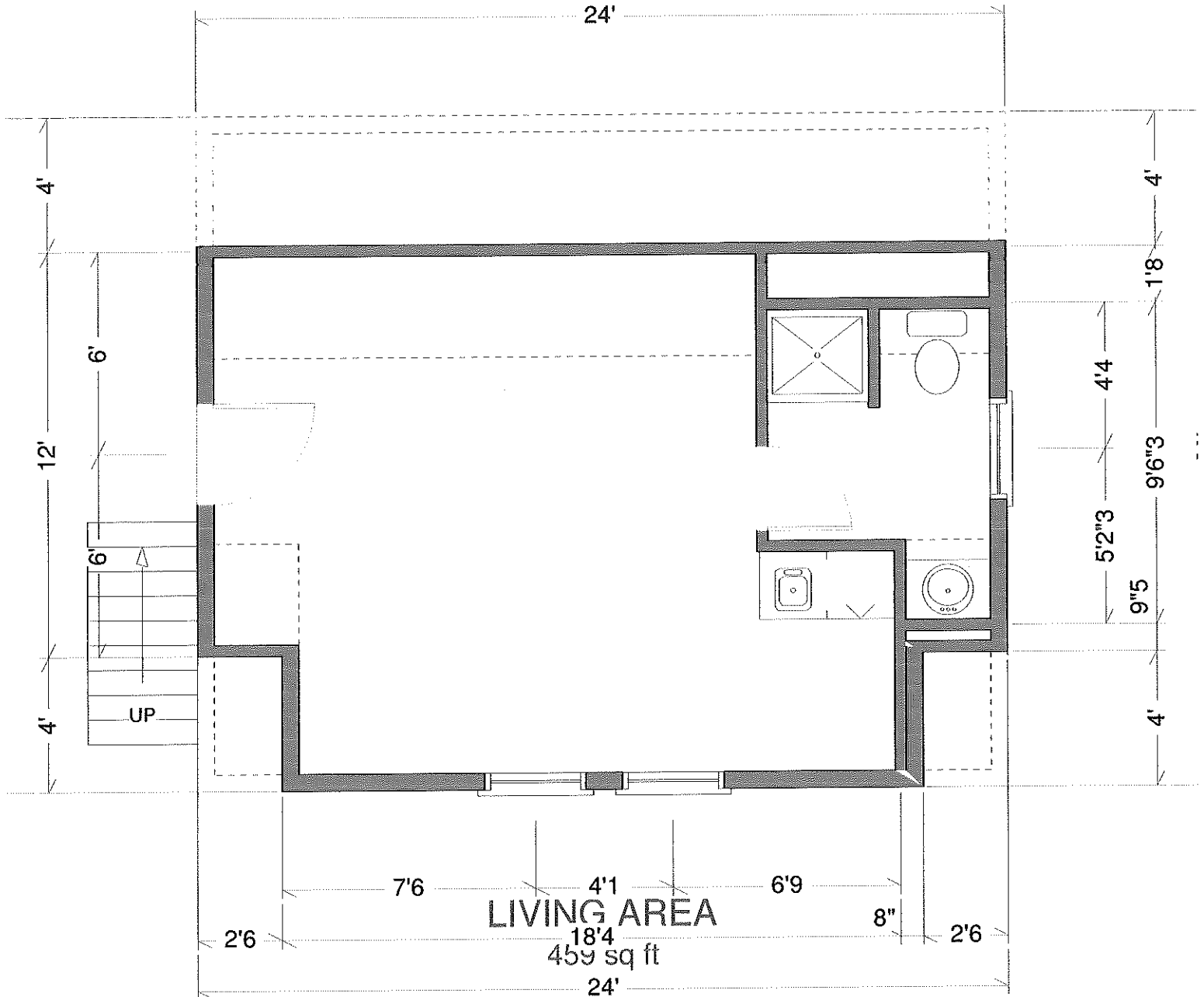
SE 4

CROSS SECTION / DETAIL #4	INDUSTRY BUILDING			
	VILLAGE BUILDERS ON THE BAY			
	ADDRESS			
	CITY	STATE	ZIP	
	COUNTY	SNOW LOAD (LBS)	WIND SPEED (MPH)	
NORTHAMPTON			40	120
ORDER NO	SERIAL NO			TYPE
8379		1,947		CAPE
FILE NAME				
048379				



246 SAND HILL ROAD
SELINSGROVE, PA 17870
PHONE: (570) 374-3280
FAX: (570) 374-1122
WWW.ICONLEGACY.COM

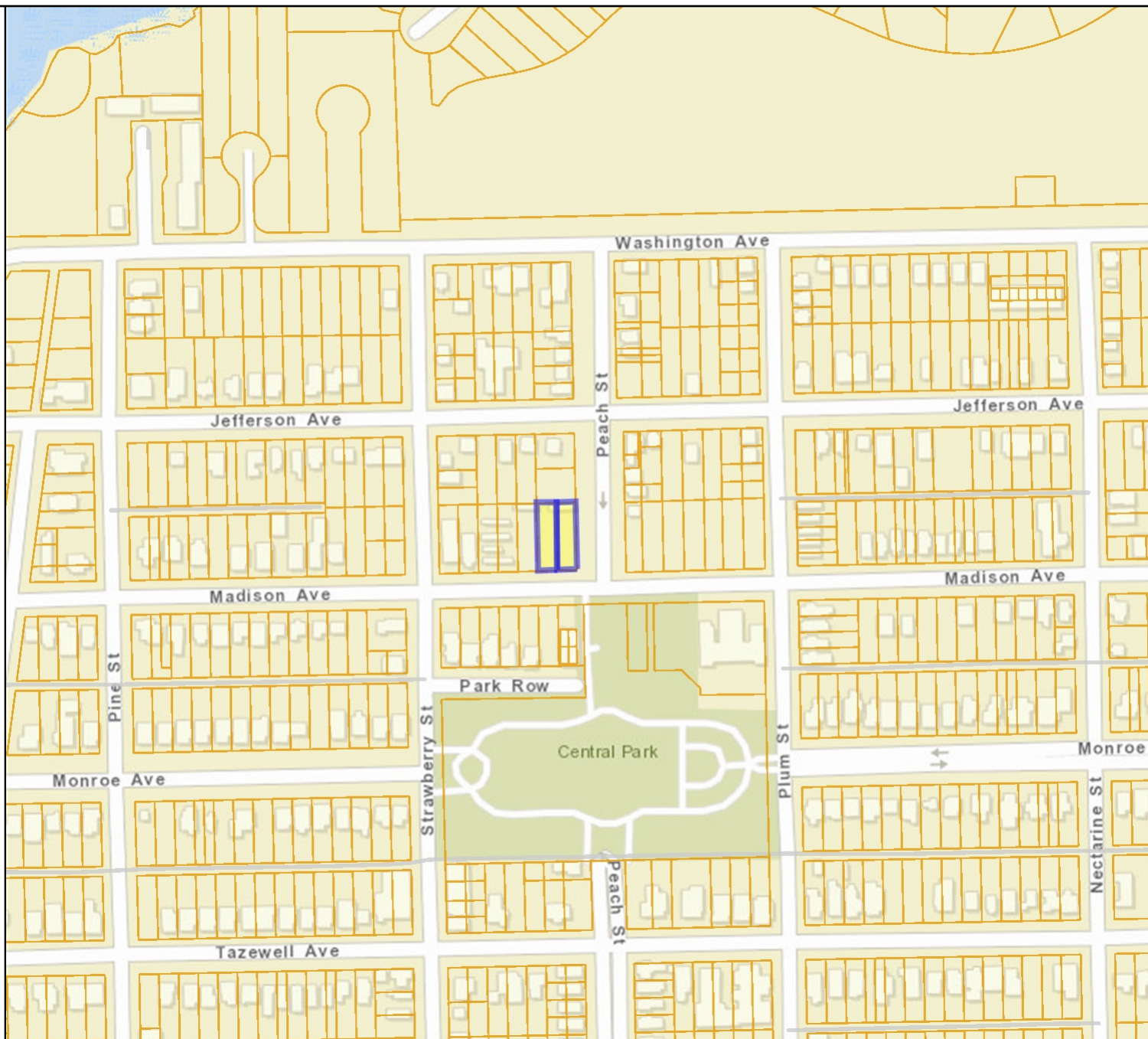
333 MADISON AVE
PROPOSED SECOND FLOOR
GARAGE



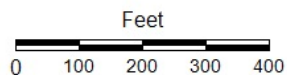
Northampton County, Virginia

Legend

- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 333 Madison Ave

Date: 11/25/2019

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Conditional use permit to allow an accessory dwelling unit at 636 Carousel Place		AGENDA DATE: March 5, 2020
	SUBJECT/PROPOSAL/REQUEST: Conditional use permit to allow an accessory dwelling unit at 636 Carousel Place		ITEM NUMBER: 4B
	ATTACHMENTS: (1) Application and Documents; (2) Location Map		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Town Clerk	REVIEWED BY: Mayor William "Smitty" Dize	

ITEM SPECIFICS:

The applicant would like to construct an accessory dwelling unit on a lot that currently has a new single-family detached home under construction, with the dwelling unit located on the second floor and a garage located on the first floor of the accessory structure. The applicant has stated they would use the accessory dwelling unit as a guest house. There will be a home constructed on the lot at the same time as the accessory dwelling unit.

The Planning Commission held their public hearing on January 7, 2020 and recommended Council approval of the request.

The Town Council public hearing was held on February 20, 2020 with no comments received.

STAFF ANALYSIS:

Accessory Dwelling Unit Regulations:

One accessory dwelling may be maintained on a property in the R-E, R-1, R-2 and CR zoning districts, contingent upon approval as a conditional use in accordance with Section 4.3, and subject to the following:

A. Physical characteristics.

1. Accessory dwellings shall be located in an accessory building.
2. Accessory dwellings shall not have a floor area exceeding 45 percent of the floor area of the main building.
3. Accessory dwellings shall have one kitchen and one bathroom.
4. Accessory buildings containing an accessory dwelling shall maintain the exterior appearance of an accessory building and shall not have the appearance of a single-family dwelling.

B. Occupancy characteristics.

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

C. Other requirements.

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

3. Parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1 C. 6. (Table of Parking Standards) using both on and off-street parking areas. An accessory dwelling unit must have one off-street parking space per dwelling unit bedroom.
4. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic District Overlay.

The proposed project meets all of these provisions.

D. Accawmacke Plantation Planned Unit Development requirements:

1. For conditional uses in the Village District (Article 8.C.2) “any other residential or special commercial use which is compatible in nature with allowed uses which the Zoning Administrator determines to be compatible with the intent and purpose of the district.” It was Zach Ponds’ recommendation that an accessory dwelling unit is compatible with the intent and purpose of the village district, which is “to allow for a mix of compatible uses, architecture and landscape in a village setting which promotes a sustainable neighborhood” (Article 8A).

Section 4.3 of the zoning ordinance states “conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provision of this ordinance in the specific districts provided that the Town Council, upon recommendation by the Planning Commission, shall find that after duly advertised public hearing the use will not:

1. Adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood.
2. Be detrimental to the public welfare or injurious to property or improvements in the neighborhood.
3. Be in conflict with the purpose of the comprehensive plan of the town. In granting any conditional use permit, the Town Council shall designate such conditions as it determines necessary to carry out the intent of this ordinance.

The proposed project meets all of these provisions.

Section III-A.5.1.2 of the Comprehensive Plan discusses the overall policies for Cape Charles neighborhoods, specifically promoting compatible infill development and renovation within established neighborhoods. The Comprehensive Plan states to “promote accessory dwelling units to add diversity of housing types, while maintaining the neighborhood character and providing affordable housing options.”

The proposed project meets the Comprehensive Plan goal of promoting accessory dwelling units within established neighborhoods.

Section 4.2.J.C.3 of the zoning ordinance states “parking shall be considered on a case-by-case basis as part of the conditional use permit application process, ensuring adherence to Section 4.5.1.C.6 (Table of Parking Standards) using both on and off-street parking areas.” Section 4.5.1.C.6 requires a minimum of one space per accessory dwelling unit bedroom.

The proposed project meets the requirements of the zoning ordinance. There will be two parking spaces located in the garage, along with additional off-street parking on the concrete driveway.

RECOMMENDATION:

Staff recommends Town Council approve a conditional use permit to allow an accessory dwelling unit at 636 Carousel Place.



CONDITIONAL USE PERMIT APPLICATION

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

CONDITIONAL USE PERMIT CHECKLIST - all documents can be emailed to the above email

- ☐ Completed application (if applicable, attach accessory dwelling checklist and documents)
- ☐ Letter of intent clearly explaining project
- ☒ Existing site plan or survey
- ☐ Proposed site plan or survey (if applicable)
- ☒ Names and addresses of adjacent property owners
- ☐ Payment of Fees (single-family detached residential \$600; all other \$800)

DR. + MRS. Robert Brown 638 Carousel Pl

Dave + Karla Beaudoin 634 Carousel Pl

PROJECT INFORMATION

Name of Project: Bay Creek Lot # 118

Property Address: 636 Carousel Place Bayside Village

Brief Description of Project: Single family Residential w detached garage + ROG

Zoning District: _____ Current Use: _____ Proposed Use: _____
* ROG with kitchenette for only family use & will not be RENTABLE!

OWNER INFORMATION

Name and Company: SIMPSON BUILDERS Inc (Howard + Mary-Dee Simpson)

Mailing Address: PO Box 14550

Phone Number: 757-640-1124 Email: howard@simpsonbuildersinc.com
757-718-0486

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: same as above

Mailing Address: _____

Phone Number: _____

Email: _____

CERTIFICATION OF APPLICANT

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

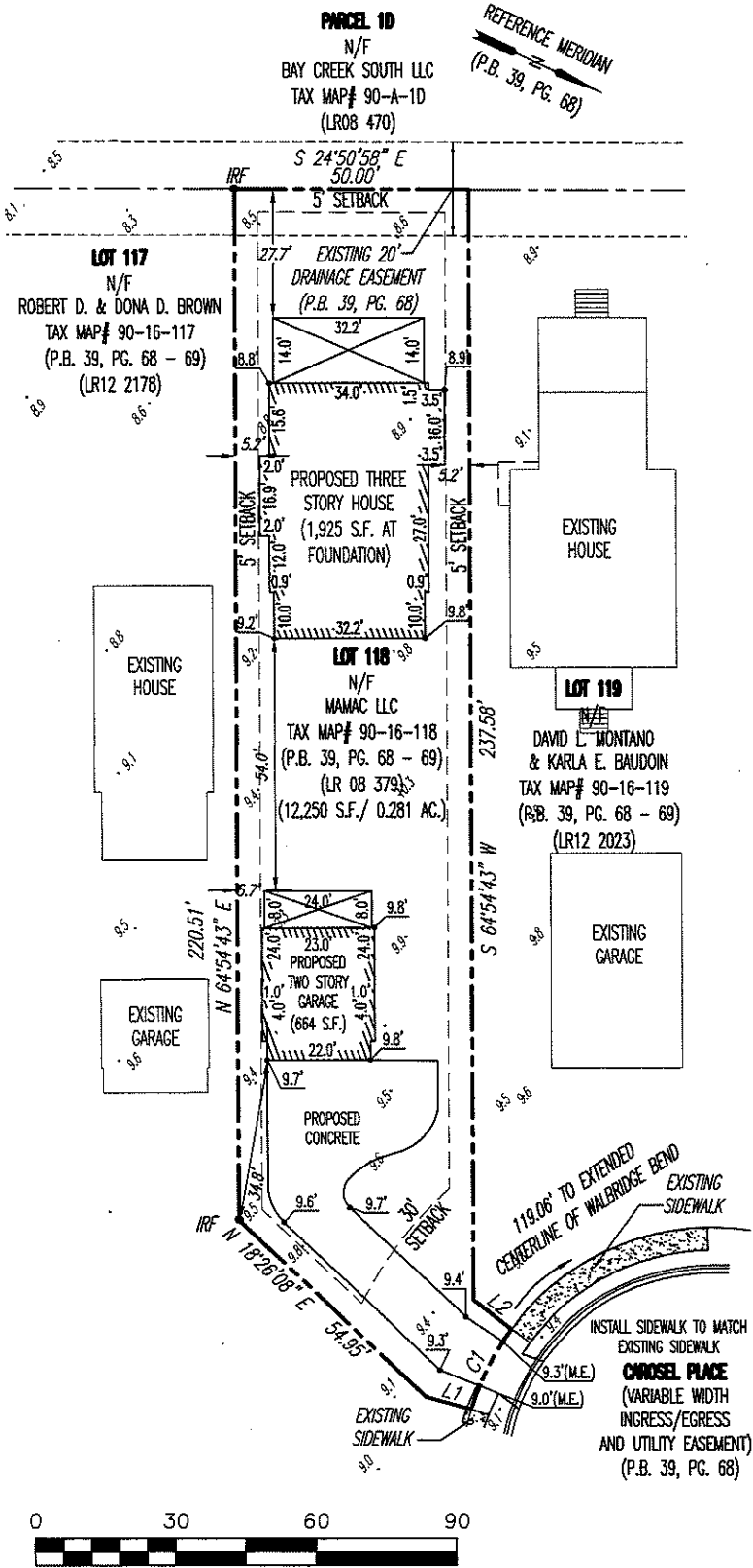
Signature of Applicant: Mary-Dee Simpson

Date: 11/14/19

Town of Cape Charles Planning & Zoning Department
2 Plum St. • Cape Charles, VA 23310 • 757-331-2036 • capecharles.org

NO.	RADIUS	ARC LENGTH	CH. LENGTH	CH. BEARING	DELTA
C1	53.50'	19.43'	19.32'	N 88°47'52" W	20°48'19"

NO.	BEARING	DISTANCE
L1	N 09°12'01" W	10.00'
L2	S 11°36'18" W	10.00'



636 CAROUSEL PLACE

MAS-LD
 MidAtlantic Surveying and Land Design
 5305 Cleveland Street, Suite 102
 Virginia Beach, VA 23462
 757-557-0888
 WWW.MAS-LD.COM
 ADMIN@MAS-LD.COM

PROJECT # 17069.0 DRAWN BY: ANM/OSL

1. A TITLE REPORT HAS NOT BEEN FURNISHED TO THIS FIRM.
2. THE MERIDIAN SOURCE FOR THIS SURVEY IS BASED ON THE VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD 1983/1993 (HARN) AS SHOWN ON THE REFERENCES OBTAINED.
3. THIS FIRM MADE NO ATTEMPT TO LOCATE UNDERGROUND UTILITIES.
4. THE PROPERTY SHOWN HEREON APPEARS TO LIE WITHIN FLOOD ZONES X AS SCALED FROM FEMA - NFIP COMMUNITY PANEL 51131C0410F DATED MARCH 2, 2015. FLOOD 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. FLOOD ZONE DATA SHOWN HEREON SHOULD NOT BE CONSTRUED AS A DETERMINATION OF FLOOD INSURANCE REQUIREMENTS ON ANY PROPERTIES SHOWN HEREON OR ON ADJACENT PROPERTIES.

PROPERTY AND SURVEY INFORMATION

TAX ID: 90-16-118
 ZONING: PUD
 SET BACKS:
 FRONT 25'
 SIDE 5'
 REAR 5'
 OWNER: MAMAC LLC
 REFERENCES: P.B. 39, PG. 68
 DATE OF FIELD SURVEY: 07-01-17
 FINISHED FLOOR = 13.0'
 FINISHED FLOOR GARAGE = 10.0'

LEGEND AND ABBREVIATIONS

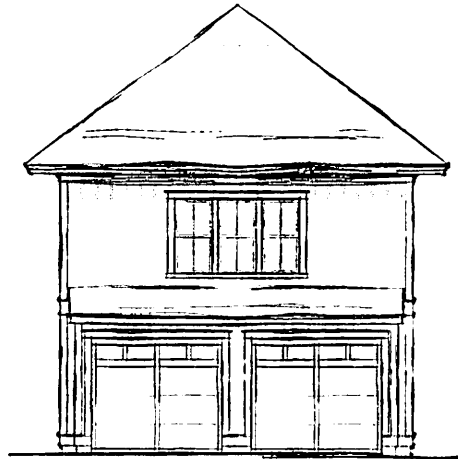
- IRF = IRON ROD FOUND
- CONC. = CONCRETE
- P.B. = PLAT BOOK
- L.S.A. = LANDSCAPED AREA
- PG. = PAGE
- S.F. = SQUARE FEET
- AC. = ACRES
- WV = WATER VALVE



SITE PLAN OF
 OF
 LOT 118 "VILLAGE M"
 ALSO KNOWN AS
 BAYSIDE VILLAGE
 (MAP BOOK 39, PAGE 68)
 FOR
 SIMPSON BUILDERS
 CAPE CHARLES, VIRGINIA
 MAY 1, 2018
 1" = 30'

Bay Creek

Lot 118



**SOMMER
DESIGN
STUDIOS**

ARCHITECTURE AND INTERIOR DESIGN

1001 Westwood Blvd. Suite 100, Virginia Beach, VA 23462

434.337.8127

It is the responsibility of the architect to prepare the following before beginning any construction:

1. Contractor or builder must verify all dimensions prior to any construction.
2. Contractor or builder must verify each of final building permits and submittals to the city where the project is to be constructed.
3. Contractor or builder must verify the existing local building department of the city or the jurisdiction that is having authority of the site of the construction. The owner must also verify the jurisdiction having authority to enforce the construction documents.

If one of the above conditions are not to be met, Sommer Design Studios, L.L.C. must be notified for the necessary documents to ensure compliance prior to any additional construction of the construction site.

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DESIGN BY:

UAS

CHECKED BY:

UAS

FOR CONSTRUCTION

6/13/18

RELATIVE

MATERIAL LEGEND	
SECTION / DETAIL	ELEVATION
RIGID INSULATION	STEEL
BATT INSULATION	CONCRETE
PLYWOOD	BRICK
TILE	GLASS
EARTH	C.M.U.
WOOD FRAMING	MORTAR / STUCCO
FINISH WOOD	GRAVEL
	WOOD BLOCKING
	SCREEN
	BRICK
	GLASS
	STUCCO
	STONE
	SHAKE SHINGLES
	ARCH. SHINGLES

INDEX TO DRAWINGS	
AL.01	FOUNDATION, FLOOR, AND ROOF PLANS
AL.02	EXTERIOR ELEVATIONS
AL.03	BUILDING SECTIONS & DETAILS
EL.01	ELECTRICAL PLANS

SQUARE FOOTAGE	
CONDITIONED SPACE	UNCONDITIONED SPACE
GUEST APARTMENT 576 SF	GARAGE 664 SF
576 SF	PORCH 184 SF
	DECK 122 SF
	970 SF
TOTAL SQUARE FOOTAGE UNDER ROOF	
1,240 SQFT	

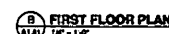
Bay Creek
Lot 118

Page:
Clarification
Virginia

SYMBOL KEY			
detail no. direction of view page no. ELEVATION CALLOUT	detail no. page no. DETAIL CALLOUT	detail no. page no. INTERIOR ELEVATION CALLOUT	DINING ROOM LABEL CORRESPONDS TO ROOM NO. ON FRESH SCHEDULE
detail no. page no. direction of view SECTION CALLOUT	NORTH ARROW	ELEVATION CALLOUT	MATCH LINE

BUILDING CODE SUMMARY	
PROPOSED USE:	RESIDENTIAL
CONTACT PERSON:	JENNIFER SOMMER 810-881-8081
CODE ENFORCEMENT JURISDICTION:	CITY OF CAPE CHARLES
BUILDING DATA:	
NON-RESIDENTIAL CONSTRUCTION:	VIRGINIA RESIDENTIAL CODE 2013
BUILDING CODE:	3 STORIES
NUMBER OF STORIES:	
I CERTIFY THAT THE DESIGN PLANS AND SPECIFICATIONS FOR THIS CONSTRUCTION ARE IN COMPLIANCE WITH THE CRITERIA ESTABLISHED BY THE INTERNATIONAL RESIDENTIAL CODE 2013.	I UNDERSTAND THAT ANY CHANGES IN DESIGN OR SPECIFICATIONS MUST BE SUBMITTED IN WRITING BY ME TO THE BUILDING DEPARTMENT.

A0.00
COVER SHEET



**A1.01
FOUNDATION, FLOOR,
AND ROOF PLANS**

SOMMER DESIGN STUDIOS

ARCHITECTS AND INTERIORS

1001 N. 1st St., Suite 100
Tampa, FL 33602
813.251.1001

It is the responsibility of the architect to provide the following notes regarding any construction:

1. Contractor or builder must verify all dimensions prior to the construction.
2. Contractor or builder must verify each of the building codes and references in the area where the project is to be constructed.
3. Contractor or builder must verify the existing local building regulations of the area of the construction site. Local building regulations of the area of the construction site shall prevail over the general building regulations in the absence of a local building code.

If any of the above conditions are not to be met, the architect shall be notified for the necessary changes to the construction documents in order to comply with the applicable building codes and references in the area where the project is to be constructed. No changes or dimensions are to be made in the project as it is an effect of the construction documents of the project as shown in the construction documents without prior written approval from Sommer Design Studios, LLC.

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DRAWN BY:

SAO

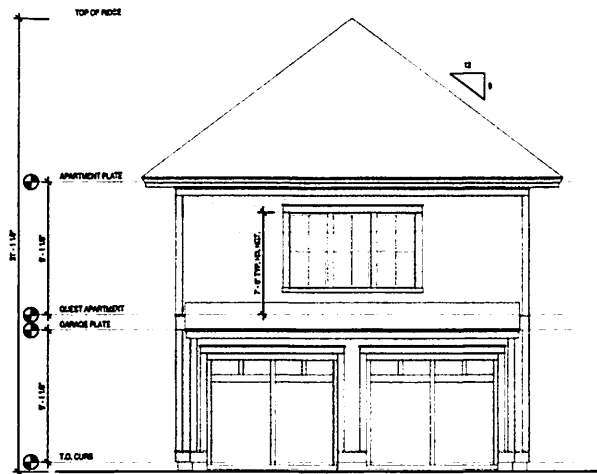
CHECKED BY:

6/13/18

FOR CONSTRUCTION

6/13/18

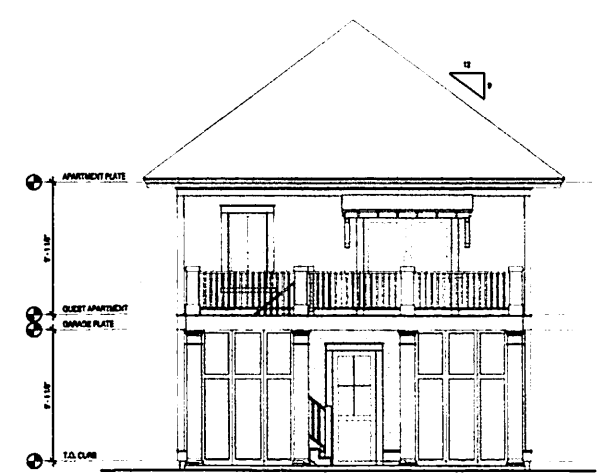
REVISIONS:



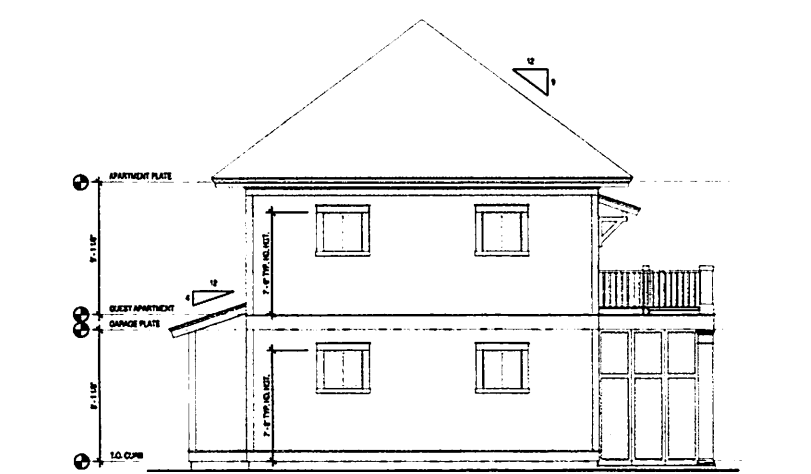
A FRONT ELEVATION
1/4" = 1'-0"



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



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



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

Bay Creek
Lot 118

Lape Thorne,
Virginia

SOMMER DESIGN STUDIOS

ARCHITECTURAL AND PLOT PLAN MARKING

10/27/2017 10:00 AM 11/15/2017 10:00 AM

It is the responsibility of the architect to indicate the following before beginning any construction:

1. Contractor or builder must verify all dimensions prior to any construction.
2. Contractor or builder must verify all dimensions prior to any construction.
3. Contractor or builder must verify all dimensions prior to any construction.
4. Contractor or builder must verify all dimensions prior to any construction.

If any of the above conditions are not to be met, the architect shall be notified for the necessary corrections to ensure compliance prior to any additional construction on the non-compliance area.

No change or deviation is to be made or any portion as an effect the structural integrity of the project as shown in the construction documents without prior written approval from Sommer Design Studios, L.L.C.

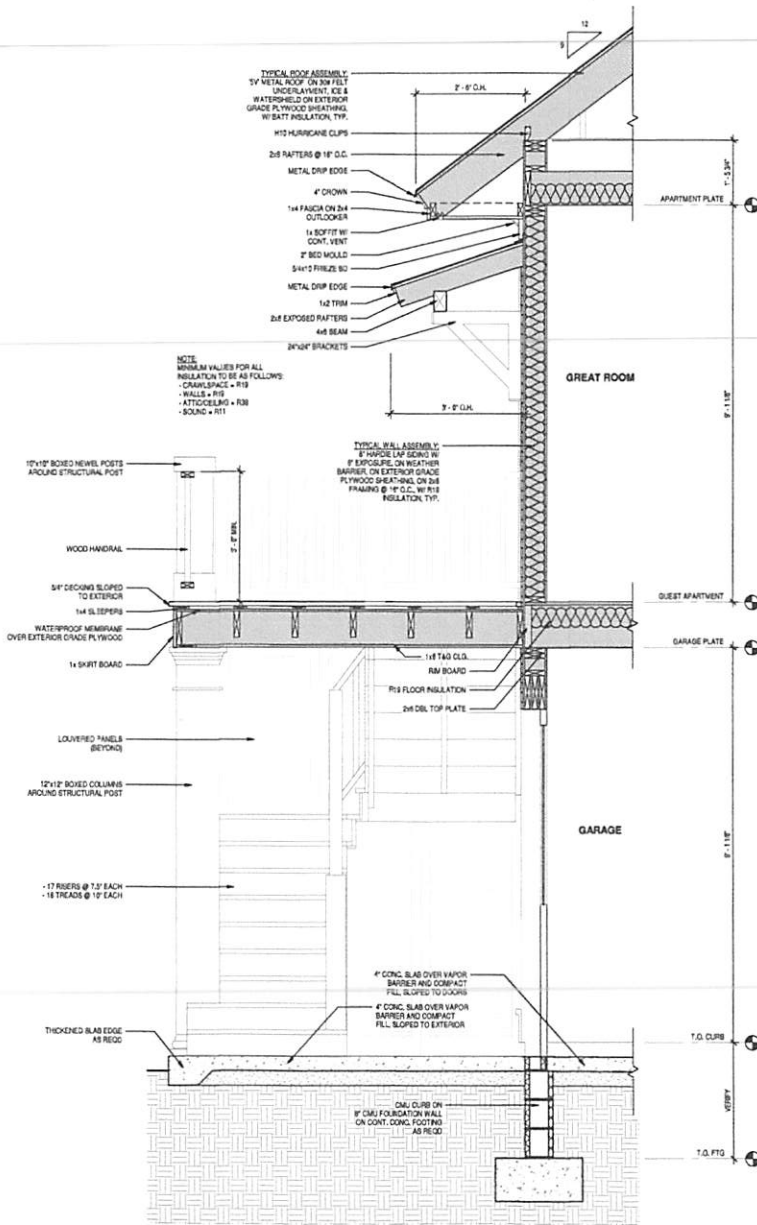
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DRAWN BY: EAD

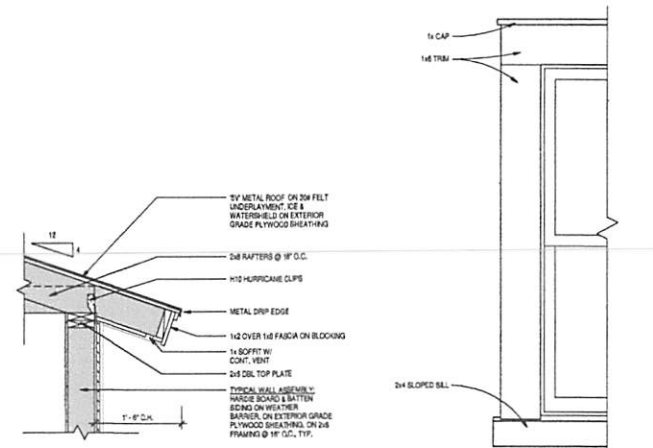
CHECKED BY: EAD

FOR CONSTRUCTION 6/13/18

RELEASES:

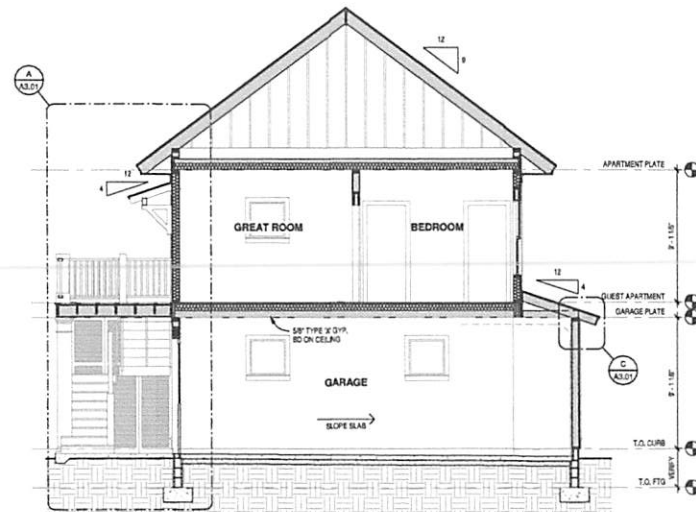


A WALL SECTION @ DECK
1/4\" = 1'-0"



C CORNICES DETAIL @ SHED ROOF
1/4\" = 1'-0"

D TYPICAL DOOR/WINDOW TRIM
1/4\" = 1'-0"



B BUILDING SECTION
1/4\" = 1'-0"

Bay Creek
Lot 118

Cape Charles,
Virginia

A3.01
BUILDING SECTIONS &
DETAILS

SOMMER DESIGN STUDIOS

ARCHITECTURE AND INTERIORS

10150 Sunset Blvd. Suite 100, Los Angeles, CA 90048

TEL: (310) 207-8272 FAX: (310) 207-8272

It is the responsibility of the customer to maintain the following before beginning any construction:

1. Customer or builder must verify all dimensions prior to any construction.
2. Customer or builder must verify each of the building codes and ordinances in the area where the project is to be constructed.
3. Customer or builder must verify the existing load bearing capacity of the wall or the construction on floor joists prior to any construction.

If any of the above conditions are not to be met, the customer must obtain the necessary permits for the necessary alterations to meet the building codes prior to any construction. It is the responsibility of the customer to maintain the following before beginning any construction:

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DRAWN BY: JAS

CHECKED BY: JAS

FOR CONSTRUCTION: 6/13/18

REVISIONS:

Bay Creek

Lot 118

Cape Charles,
Virginia

E1.01

ELECTRICAL PLANS

ELECTRICAL SYMBOL KEY

	LIGHT FIXTURE - CEILING MOUNTED		LIGHT SWITCH - SINGLE
	LIGHT FIXTURE - WALL MOUNTED		LIGHT SWITCH - 3-WAY
	LIGHT FIXTURE - RECESSED CAN		DUPLEX RECEPTACLE (OUTLET)
	CEILING FAN/LIGHT		DUPLEX RECEPTACLE - GROUND FAULT INTERRUPTER
	EXHAUST FAN		DUPLEX RECEPTACLE - WATER PROOF
	SMOKE/CO DETECTOR		DUPLEX RECEPTACLE - 220V
	FIRE EXTINGUISHER		DUPLEX RECEPTACLE - FLOOR MOUNTED
			DUPLEX RECEPTACLE - GARAGE DOOR OPENER

ELECTRICAL NOTES:
- THESE ELECTRICAL PLANS ILLUSTRATE SUGGESTED LIGHT FIXTURE LAYOUTS IN A DIAGNOSTIC MANNER. CANNOT MONITOR DETECTIONS AND OTHER CODE REQUIRED ELECTRICAL ITEMS ARE NOT INDICATED ON THESE PLANS. ELECTRICAL CONTRACTOR SHALL WORK WITH OWNER TO DEVELOP A DETAILED CODE COMPLIANT ELECTRICAL PLAN.

- MINIMUM RECEPTACLE LOCATIONS ARE INDICATED ON THESE PLANS. ELECTRICAL CONTRACTOR TO PROVIDE ADDITIONAL RECEPTACLE LOCATIONS AS REQUIRED TO MEET CODE.

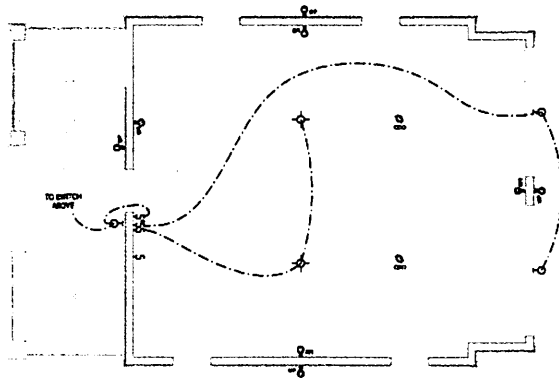
- VERIFY LOCATIONS OF OUTLETS MOUNTED IN EXTERIOR WALLS AND OVERHEADS FOR LIGHTING LOCATIONS IN OWNER.

- VERIFY LOCATIONS OF FLOOR OUTLETS, DIMMERS, AND EXTERIOR FLOOD LIGHTS IN OWNER.

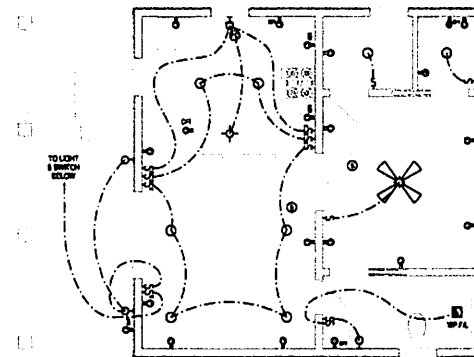
- VERIFY TV PLACEMENT LOCATIONS FOR ELECTRICAL OUTLETS IN OWNER.

- PROVIDE UNDER-CABINET LIGHTS AND SWITCHES IN KITCHEN FOR OWNER.

- REVIEW ALL ELECTRICAL FIXTURE LOCATIONS AND ELECTRICAL SYSTEMS DESIGN IN OWNER.



A FIRST FLOOR ELECTRICAL PLAN
1/4" = 1'-0"

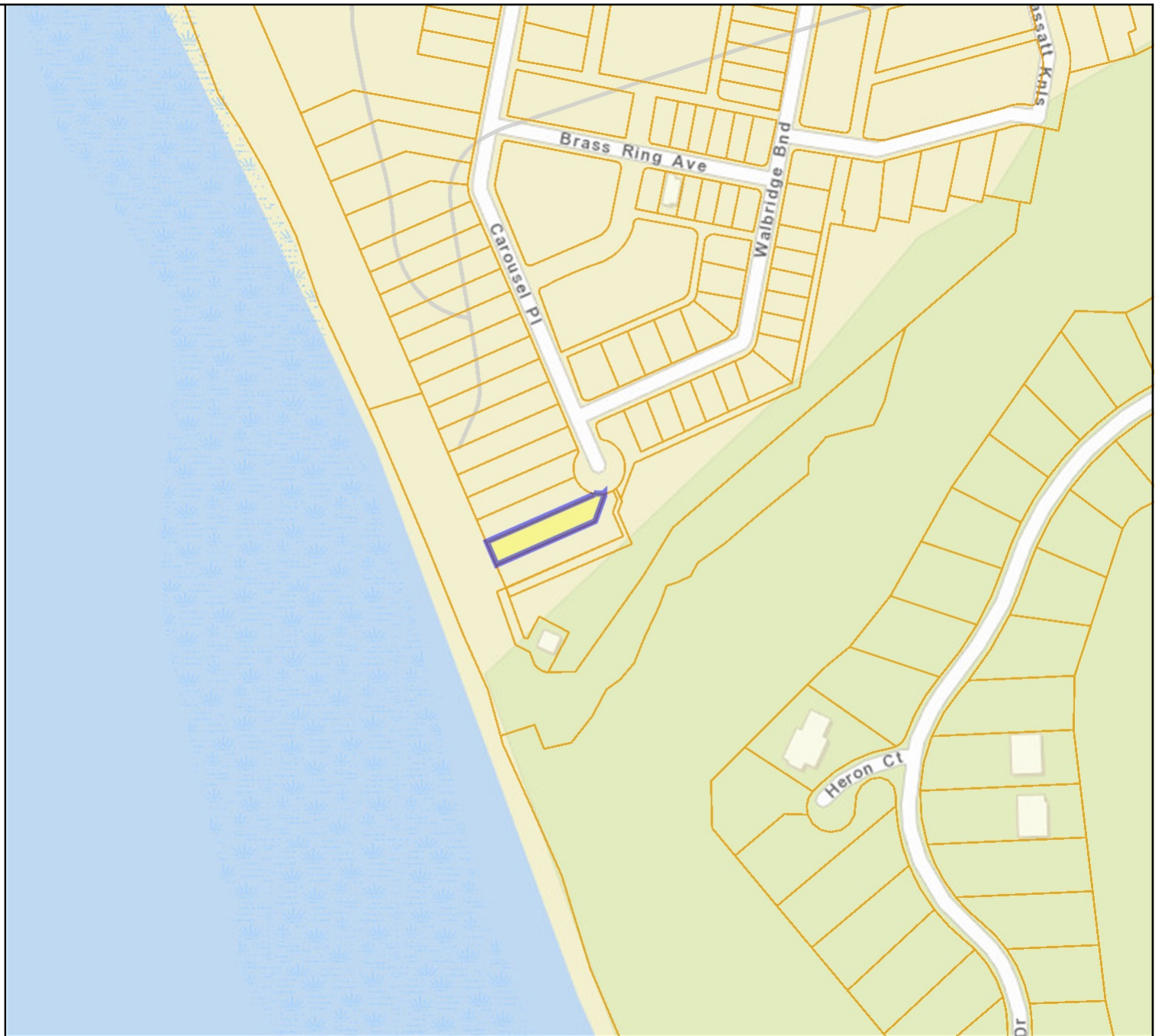


B SECOND FLOOR ELECTRICAL PLAN
1/4" = 1'-0"

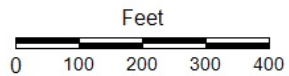
Northampton County, Virginia

Legend

- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 636 Carousel Place

Date: 11/25/2019

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Joint IDA Member Reappointment		AGENDA DATE: March 5, 2020
	SUBJECT/PROPOSAL/REQUEST: Reappoint John Burdiss to the Joint IDA of Northampton County and Its Incorporated Towns		ITEM NUMBER: 4C
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Town Clerk	REVIEWED BY: Mayor William “Smitty” Dize	

BACKGROUND:

The Joint Industrial Development Authority of Northampton County and Its Incorporated Towns (Joint IDA) was formed in 1995 to administer development of a network of industrial facilities throughout Northampton County’s participating towns. The Board consists of a total of seven (7) members who serve a term of four (4) years.

DISCUSSION:

The Cape Charles Town Council recommended Mr. John Burdiss’ appointment as the Cape Charles representative to the Joint IDA to complete the unexpired term of Phil Custis, who resigned in 2009. The Northampton County Board of Supervisors followed suit and appointed Mr. Burdiss to the Joint IDA. In 2016, both the Town Council and Northampton County Board of Supervisors reappointed Mr. Burdiss for another term which will be expiring on March 31, 2020.

Mr. Burdiss has expressed his interest in continuing his service on the Joint IDA for another four-year term.

RECOMMENDATION:

Staff recommends Council appointing John Burdiss to serve another four-year term on the Joint Industrial Development Authority of Northampton County and Its Incorporated Towns, if deemed appropriate.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Utilities Extension		AGENDA DATE: March 5, 2020
	SUBJECT/PROPOSAL/REQUEST: Consider proceeding with engineering for wastewater extension.		ITEM NUMBER: 4D
	ATTACHMENTS: None.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Project Manager	REVIEWED BY: Smitty Dize, Mayor	

BACKGROUND:

The Town received an unsolicited request for public wastewater service extension from the owner\developer (General Builders, LLC) of the un-serviced Residential-3 (R-3) lots on the eastern edge of Town. Council discussed alternate methods of funding this initiative at the September 5, 2019 special meeting. At the September 19, 2019 regular meeting, Council directed staff to secure an engineering report and cost estimate on the extension of wastewater service to the R- 3 property as a base design with two alternate designs, the first also extending service to the contiguous Town-owned property and the second extending to the Town boundary along Old Cape Charles Road. As the proposed wastewater service extension is a segment of the larger project pursued by the Eastern Shore of Virginia Public Service Authority (ESVPSA) several years ago, Council authorized the Town Manager to request that ESVPSA assign the Hurt & Proffitt (H&P) engineering contract to the Town so that design of that segment could be completed in a cost effective manner. The ESVPSA met on November 20, 2019 and approved assignment of the H&P engineering services contract to the Town. Staff requested that H&P prepare a change order to complete the design, specifications and cost estimate for the proposed wastewater force main.

The Town received a formal request from General Builders on October 23, 2019 to extend both wastewater and water service to the property. Previous discussions between the developer and staff had focused principally on wastewater, as this has the most significant impact on the density of site development. Council directed staff to also request a proposal from H&P for this engineering work at the December 5, 2019 special meeting.

DISCUSSION:

We have received a proposed contract change order to complete the design, prepare construction plans, specifications and bidding documents, and an estimate of probable cost for the wastewater force main. The price is \$30.5K. Bidding services would be another \$7.5K. This proposal does not include construction administration and engineering. We have not yet received a proposal for the water service extension.

This project is not included in the FY 2020 budget. Should Council wish to proceed expeditiously, a funding approach will need to be decided. Several alternatives to be considered:

1. Utilize some of the remaining General Fund assets identified at mid-year review.
2. Absorb within the Water and Wastewater Fund, potentially deferring other projects such as Upgrade of Washington Avenue Pump Station, Phase 1.
3. Utilize the reserve fund for water and wastewater capacity expansion.
4. Any of the above could be considered a temporary measure and backfilled via the new bond issuance under consideration.

RECOMMENDATION:

That Council consider directing staff to proceed with the contract change order and decide on a funding approach.



**TOWN OF
CAPE CHARLES**

AGENDA TITLE: Sidewalk Ad-Hoc committee report

AGENDA DATE:
March 5, 2020

SUBJECT/PROPOSAL/REQUEST: Sidewalk Ad-Hoc committee report for information to assist with the 5-year CIP

ITEM NUMBER:
4E

ATTACHMENTS:

FOR COUNCIL:
Action ()
Information (X)

STAFF CONTACT (s):
William "Smitty" Dize

REVIEWED BY:

BACKGROUND:

For some time, residents have been brought to our attention on several occasions that the sidewalks need repair, replacing or adding. Currently new dwellings are required to add sidewalks but there are existing dwellings that have no sidewalks, there are sidewalks damaged beyond repair etc.

Last fall I established an Ad-Hoc committee that consisted of the Town Planner, Zach Ponds, Councilman Grossman. Dianne Davis & Rob Smithwick.

The scope of work that the Ad-Hoc committee was given direction was identify where there are no sidewalks, identify where there are damaged sidewalks and make some suggestions on how to go about replacing or adding sidewalks.

DISCUSSION:

Since Zach is no longer with us Rob Smithwick will give a brief presentation of the committee findings and answer any questions that council may have. The purpose of the findings will assist council moving forward for any budget or capital projects planning.

RECOMMENDATION:

This is for discussion and if council chooses to do so direct staff to utilize the findings presented for guidelines to assist with the 5-year capital improvement plan.

Sidewalk Committee

Meeting Dates: December 12, 2019, February 6, 2020, February 11, 2020

Committee members: Zach Ponds, Paul Grossman, Rob Smithwick, Dianne Davis

Objective

To complete, repair, and maintain all sidewalks throughout the town of Cape Charles.

Rationale

The interruption of, deteriorating, and overgrown sidewalks throughout town streets cause pedestrians to cross into the roadways. As traffic continues to increase in town, this has become a safety concern for all. Not least of which are children, parents with strollers, and wheelchairs. Additionally, our visitors and residents will be able to enjoy a safe walk throughout town, no matter their destination.

In our initial meeting, we discussed the information described below. It is understood that this information contains estimated costs, sizes, and timing. Final costs will be based on formal and accepted bids.

Reference Material

Eastern Shore of Virginia Sidewalk Study, Inventory and Needs Assessment prepared by A-N Planning District Commission, November 2017

Sidewalk Committee

Committee Objectives, in order of priority

A. New Sidewalks

- 1) Complete sidewalks the entire west length of Fig Street. This section is most important to accommodate pedestrian traffic between the Oyster Farm area and the town businesses, currently battling heavy and speeding traffic. [Note that Community Trail is envisioned on east side and will be considered in the future. May want to partition town council to move to Fig Street phase before Phase IV Bay.]

Action Completed: Review for needed repairs on the west side of Fig and to determine the amount of new needed to run from Randolph to Washington: Approximately 840 LF from Randolph to Washington on the west side of the street. However, there is a sidewalk already completed in the east side of Fig from Madison to Washington. Therefore, the need for west side of Fig St reduces to 270 LF from Randolph to Madison. [Note that there are ADA ramps at each corner.]

Project Phase	Linear Feet needed	Sq Ft (5' wide)	Cost (\$10/sq ft)	Cont. 50%	PM 15%	Total Project Estimate
1	270	1350	\$13,500	6750	2025	\$22,000

- 2) ADA Ramps are needed for Washington Avenue community trail (exist at Peach Street). Needed at Nectarine, Plum, Strawberry and Pine.

Sidewalk Committee

Project Phase	Number of Ramps	Estimated Cost (\$3000 each)	Contingency 50%	PM 15%	Total Project Estimate
2	4	\$12,000	\$6,000	\$1,800	\$19,800

Reference:

http://www.virginiadot.org/projects/resources/NorthernVirginia/AppendixL_PlanningLevelCostEstimate.pdf

- 3) Prioritize, in sections, the remaining sidewalk installations as determined by site visits. It was agreed that the priority would be set based on the highest percentage of entire street completed to date.

Phase	Linear Feet needed	Sq Ft (5' wide)	Cost (\$10/sq ft)	Cont. 25%	PM 15%	Total Project Estimate
3	5,280	26,000	\$260,000	\$66,000	\$39,000	\$365,000
4	2,440	12,200	\$122,000	\$30,500	\$18,300	\$170,800

Phase boundaries

Phase 3 – western section perimeter: Washington-Peach-Tazewell – Harbor-Jefferson-Bay

Phase 4 – northeastern section perimeter: Washington-Peach-Monroe-Fig

Not included because of less pedestrian travel or trees:

- Existing or new Cul-de-sacs north of Washington Ave:
Seabreeze Court, Bay Vistas Way and Winter Quarter Court.

Sidewalk Committee

- Sidewalks on east side of Fig Street (old trees) or streets east of Fig Street
- 4) This group needs to generate input by end of February into the 6 yr capital improvement plan for town council consideration. See below.

Phase	Scope	2021-22	2022-23	2023-24	2024-25	Total
1	Fig Street	\$22,000				\$22,000
2	ADA Ramps	\$19,800				\$19,800
3	Western Section	\$33,000*	\$166,000	\$166,000		\$365,000
4	NE Section				\$170,800	\$170,800
		\$74,800	\$166,000	\$166,000	\$170,800	\$577,600

*target sidewalks needed on west side of Central Park

Optional consideration (not recommended by Committee)

Provide a schedule for reimbursement of current homeowner (that still own their property) that installed sidewalk sections going back 10 years. This option is only being considered to address potential issues with homeowners that have already paid for installing their sections.

Repayment of owner installed sections

- | | |
|---|------|
| 1) Installation within the past 12 months | 100% |
| 2) Installation between 12 and 36 months | 75% |
| 3) Installation between 36 and 72 months | 50% |
| 4) Installation between 72 and 120 months | 25% |
| 5) Installation older than 120 months | 0% |

Sidewalk Committee

Time Period	Years (simplify estimate)	Estimate Full Reimbursement	Estimate Prorated Reimbursement
within the past 12 months	2019 and future	\$44,500	\$44,500
12 and 36 months	2016-2018	\$14,000	\$10,500
36 and 72 months	2013-2015	\$9,000	\$4,500
72 and 120 months	2010-2012	\$8,000	\$2,000
Total Estimate		\$55,500	\$44,500

Assumptions/Notes for this reimbursement option:

- Building permits for single family residence in historic district plus a review of historic review board submittals in 2019 for potential builds. Estimate 41 homes involved.
- Some homes that were built already had sidewalks installed. If owners repaired portions as they had pathways or driveways installed for their residences, these were not counted as reimbursable.
- The proration of reimbursement was arbitrarily selected and can be changed.
- Although sidewalk costs were estimated at \$10 per sq ft, actual costs to the owners when originally installed would be expected to be higher given the smaller magnitude of work involved. For example, one recent home on Jefferson required 15 linear feet of sidewalk and cost \$2500.
- It was estimated that future homes will be built before the Town had sidewalks installed. It is recommended that the Town still

Sidewalk Committee

require sidewalks installed by owners and reimbursed upon completion (rate \$10 per sq ft).

- Current owners of the property would have to apply to the Town with adequate documentation that demonstrated sidewalks were included in scope of work. Actual breakout of sidewalk costs not required.
- Anticipated questions and answers
 - How long will a homeowner have to apply for reimbursement? Owners will have 18 months from the announcement to file for repayment.
 - If a home was sold after the original owner installed the sidewalk, can that original homeowner receive a refund? No. Reasoning is that the owner received their money back, for the entire cost of construction, from the sale of the home.

B. Repairs to Sidewalks

It is our understanding that VDOT is responsible for maintenance of sidewalks (refer to VDOT Urban Construction and Maintenance Program Manual, June 2015, pages 75 and 80). The my.VDOT website contains a mechanism for reporting a specific issue on a sidewalk, or pedestrian or bicycle path. Recently for a new house on Washington Avenue that had previous broken sidewalk, VDOT replaced the sidewalk at no cost using this complaint mechanism.

Therefore, in parallel to installing new sidewalks, it is our recommendation that repairs begin throughout Town where necessary by contacting VDOT.

Sidewalk Committee

Action Needed: The town planner had contacted VDOT to review their responsibility of repairs and whether the town can provide a prioritized list to them to work at no cost to the town. VDOT has not responded to both email and phone contact. The committee has elevated this to mayor for assistance.

Working estimates

Estimated costs, previously charged to owners, was \$25 per linear foot. (A linear foot is defined as 1' along the road X 5' wide) With an average lot width of 40', the probable cost per lot repayment would be \$1,000 at 100%.

New installation of sidewalk

According to Precision Safe Sidewalks, estimated costs would be approximately \$10 **per square foot**. (It's understood that Precision does NOT install new, or replace completely, any sidewalks. They only repair existing sidewalks, per my conversation with Julian Brooks on 12/12/19, but he did provide this estimate.) One lot section of sidewalk, 5" X 40', equates to 200 sqft. $200 \times \$10 = \underline{\$2,000 \text{ per lot}}$.

Validation of Costs

This installation estimate was confirmed by contact with national construction contractor with the caveat that this applies to large amounts of sidewalk installation. They are tracking approx. \$25/lf for curb and gutter. For 5" sidewalk with 4" of stone base, they are tracking \$9.00/sq ft. If you're doing 10', our pricing won't apply. 500', it will. Heard back from other estimators across the US. Use 22/lf for curb and

Sidewalk Committee

gutter, 7/sf for sidewalk. That's assuming wage scale for the workers, and a decent amount of production for the concrete crew.

Recent cost for installing only 15 LF (75 sq feet) was \$2500 on Jefferson Ave resulting in \$166 per LF.

Committee Recommendations

1. It is understood that this project will span a few years to allow for budget allocation and contractors to complete the project. We are estimating that this is accomplished over a 4-year period. It is important to start the project as soon as possible. It is our recommendation that a budget line item be added starting in the fiscal year 2021-2020 and this project added to the 6-year capital improvements plan.
2. When the Town Council adopts this capital project for sidewalks, considering the number of years it will take to implement, we recommend that homeowners continue to be required to add sidewalks and, upon request, to be reimbursed for up to \$10 per sq ft. of new sidewalk added (not repaired).
3. The committee has prioritized scopes of work which can be altered. Installation of new sidewalks should work in parallel to sidewalk repairs.
4. We do not recommend the reimbursement options for sidewalks previously installed.

Note: These items are estimates, suggestions, and open for discussion. Scope of actual work needs to be verified prior to bidding process.