



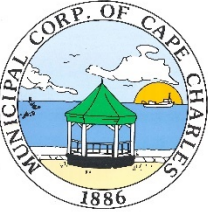
TOWN COUNCIL
Special Meeting
May 28, 2020
Cape Charles Civic Center
via Electronic Communications
6:30 PM

1. Introduction by Mayor Dize
2. Call to Order
 - A. Roll Call
 - B. Establish quorum
3. Public Comments re: Agenda Items Only (accepted via email to clerk@capecharles.org during the meeting)
4. Special Meeting Order of Business:
 - *A. Adoption of FY 2020-2021 Budget
 - *B. Appeal of Historic District Review Board Decision – 209 Mason Avenue
 - C. Town Manager Updates
5. Adjournment

May 28, 2020 Town Council Special Meeting

Item 1 – Introduction to Meeting by Mayor Dize

- This special meeting of the Town Council is being held electronically as provided under Code of Virginia Section 2.2-3708.2 Subsection A.3 which permits public bodies to meet by electronic communications without a quorum physically assembled at one location since, on March 12, 2020, Governor Northam declared a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic.
- The purpose of this meeting is for i) the adoption of the FY 2020-2021 Budget; ii) Hear an appeal of the Historic District Review Board decision for 209 Mason Avenue; and iii) updates from the town manager regarding the COVID-19 pandemic emergency.
- An audio recording is being made of this meeting. This meeting is also being live-streamed on Facebook, as well as being video-taped for viewing from the Town's website after processing.
- Public comments will be accepted this evening via Facebook Live and emails to clerk@capecharles.org. Comments were also solicited to be emailed to the Clerk prior to the meeting.
- All votes taken this evening will be by roll call vote and recorded in the minutes.
- Any Council members who leave the meeting or arrive after start of the meeting must verbally note their attendance.
- Only essential business of the Town of Cape Charles can be done in this manner.
- These procedures will remain in effect until the COVID-19 crisis has been alleviated.
- Do any of the Council members have any questions about this process?

 TOWN OF CAPE CHARLES	AGENDA TITLE: Fiscal Year 2020/2021 Proposed Budget & Appropriation		AGENDA DATE: May 28, 2020
	SUBJECT/PROPOSAL/REQUEST: Approve the Proposed FY 2020/2021 Budget & Appropriate Funds		ITEM NUMBER: 4A
	ATTACHMENTS: Resolution 20200528 – Approving the Budget for Fiscal Year 2020/2021 and Making Appropriations for the Fiscal Year, Revenue & Expense Summary by Fund Report, Summary of Capital Projects by Fund Report		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: John Hozey, Town Manager	

BACKGROUND:

The Town's budget consists of four separate funds – the General Fund, the Harbor Fund, Sanitation Fund and the Water/Wastewater Fund. The General Fund is supported by real estate taxes, other taxes and other revenues. The Harbor, Sanitation and Water/Wastewater Funds are Enterprise Funds and should be self-sustaining through fees for services and other charges.

DISCUSSION:

Pursuant to Section 15.2-2503 of the Code of Virginia, the town manager and staff held meetings to prepare the budget for Fiscal Year (FY) 2020/2021. At the April 30, 2020 Town Council special meeting, the proposed budget was balanced without any tax rate increases. The attached resolution includes the summary of estimated revenues and expenditures by fund for the proposed budget.

The Public Hearing on the proposed FY 2020/2021 budget was held on May 21, 2020 pursuant to Section 15.2-2506 of the Code of Virginia.

RECOMMENDATION:

Staff recommends adoption of Resolution 20200528 – Approving the Budget for Fiscal Year 2020/2021 and Making Appropriation for the Fiscal Year by roll call vote.

**Town of Cape Charles
Fiscal Year 2021
Final Budget for Approval**

	Anticipated Revenue	Expenditures	Operating Expenditures & Debt Service	Capital Expenditures
GENERAL FUND				
LEGISLATIVE		\$34,355	\$34,355	\$0
TOWN CLERK		\$146,199	\$146,199	\$0
TOWN MANAGER		\$759,671	\$759,671	\$0
FINANCE		\$314,727	\$314,727	\$0
POLICE		\$546,672	\$507,732	\$38,940
CODE ENFORCEMENT		\$151,070	\$144,070	\$7,000
PUBLIC WORKS		\$836,644	\$512,536	\$324,108
PARKS & REC		\$85,026	\$85,026	\$0
LIBRARY		\$170,094	\$170,094	\$0
PLANNING		\$91,091	\$91,091	\$0
TOTAL	\$3,135,548	\$3,135,548	\$2,765,500	\$370,048
UTILITY FUND				
UTILITY ADMINISTRATION		\$36,588	\$36,588	\$0
WATER		\$744,173	\$644,422	\$99,751
SEWER		\$1,111,825	\$1,111,825	\$0
UTILITY BILLING		\$56,401	\$56,401	\$0
UTILITY FUND EXPENSE	\$1,948,987	\$1,948,987	\$1,849,236	\$99,751
HARBOR FUND				
HARBOR FUND EXPENSE		\$785,167	\$785,167	\$0
Revenue less Expenses	\$785,167	\$785,167	\$0	\$0
SANITATION FUND				
SANITATION FUND EXPENSE		\$220,274	\$208,478	\$11,796
Revenue less Expenses	\$220,274	\$220,274	\$0	\$0
SUMMARY ALL FUNDS	\$6,089,976	\$6,089,976	\$4,614,736	\$481,595

MUNICIPAL CORPORATION OF CAPE CHARLES
Summary of Capital Projects by Fund FY 2021 - Final for Approval

CAPITAL PROJECTS	BUDGET - Final	GRANT PROCEEDS or DONATION	USDA RD FINANCE 35%Grant/65%loan	REAPPRO- PRIATION FROM FUND BALANCE	TOWN FY21 COST
<u>GENERAL FUND</u>					
POLICE					
Police Vehicle, including outfitting	38,940	13,629	25,311	0	0
CODE ENFORCEMENT					
Permit Software - replace obsolete system	7,000	2,450	4,550	0	0
PUBLIC WORKS					
Heaters for Public Works Shops	6,868	0	0	0	6,868
Grounds Maint. Equipment, replaces most of Landscape contract	22,240	7,784	14,456	0	0
Portable ADA Equipped Restroom Trailer	35,000	12,250	22,750	0	0
Mason Avenue Re-striping	15,000	0	0	0	15,000
Parking Lots (Mason and Harbor Bathhouse/Shanty)	10,000	0	0	0	10,000
Video Surveillance System	35,000	12,250	22,750	0	0
Multi-Use Trail Phase 2 Closeout(80/20 VDOT)	200,000	160,000	0	40,000	0
TOTAL GENERAL FUND	370,048	208,363	89,817	40,000	31,868
<u>UTILITY FUND</u>					
WATERWORKS					
SCADA System	15,000	0	0	0	15,000
Remote Read Water Meters - starter setup	51,985	18,195	33,790	0	0
Pickup Truck, replacement	32,766	11,468	21,298	0	0
TOTAL UTILITY FUND	99,751	29,663	55,088	0	15,000
<u>SANITATION FUND</u>					
TRASH CAN REPLACEMENTS	11,796	0	0	11,796	0
TOTAL SANITATION FUND	11,796	0	0	11,796	0
TOTAL BUDGETED CAPITAL EXPENDITURES	<u>481,595</u>	<u>238,026</u>	<u>144,905</u>	<u>51,796</u>	<u>46,868</u>

RESOLUTION 20200528

APPROVING THE BUDGET FOR FISCAL YEAR (FY) 2020/2021 AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR

WHEREAS, the Council of the Town of Cape Charles has prepared a budget for FY 2020/2021 pursuant to Section 15.2-2503 of the Code of Virginia; and

WHEREAS, the budget has been advertised and a public hearing has been held pursuant to Section 15.2-2506 of the Code of Virginia; now

THEREFORE, BE IT RESOLVED, by the Town Council of Cape Charles, this 28th day of May 2020 that the budget for FY 2020/2021 be approved as follows:

REVENUES	2020-2021	EXPENDITURES	2020-2021
General Fund		General Fund	
Real Estate Taxes	1,223,505	Legislative	34,355
Personal Property Tax	140,000	Town Clerk	146,199
Prior Year Tax Collections	55,300	Town Manager	513,055
Motor Vehicle License Tax	22,000	Finance	306,893
Machinery & Tools Tax	13,000	Police	494,680
BPOL Tax	110,000	Code Enforcement	138,506
Admissions, Short-term Rental, Transient Occupancy Taxes	130,500	Public Works	507,532
Meals Tax	390,000	Parks & Recreation	85,026
Other Taxes	101,010	Library	170,094
Building Permits & Code Enforcement	109,310	Town Planner	91,091
Recovered Costs & Miscellaneous Income	82,225	Fire Department – State Pass Thru	10,000
Library Revenues	1,000	Debt Service	153,070
Financing Proceeds (new)	89,817	Capital Projects	370,048
Grants and Local/State/Federal Aid	360,387	Contingency Fund-General	40,000
Appropriate from Fund Balance	307,494	Cape Charles Main Street	75,000
Total General Fund	3,135,548	Total General Fund	3,135,548
Sanitation Fund	220,274	Sanitation Fund	220,274
Harbor Fund		Harbor Fund	
Operating Revenue	673,816	Operating	681,900
Financing Proceeds	0	Debt Service	103,267
Grant Revenue	1,250	Capital	0
Transfer from General Fund	110,101		
Total Harbor Fund	785,167	Total Harbor Fund	785,167
Water/Wastewater Fund		Water/Wastewater Fund	
Operating Revenue	1,628,700	Water Operations	470,526
Penalties and Late Fees	17,000	Wastewater Operations	646,302
Grant Revenue	29,663	Meter & Utility Billing, Administration	92,989
Connection Fees	12,250	Debt Service	469,819
Financing Proceeds	55,088	Capital Projects	99,751
Facility Fees	169,600	Facility Fees moved to Reserve	169,600
Appropriation from Fund Balance	36,686		
Total Water/Wastewater Fund	1,948,987	Total Water/Wastewater Fund	1,948,987
TOTAL REVENUES ALL FUNDS	6,089,976	TOTAL EXPENDITURES ALL FUNDS	6,089,976

The following tax rates and user fees are established:

- Vehicle Tax \$31.00 per vehicle subject to Virginia State Registration (Trailers \$18.00) and Golf Cart Decal is \$31.00.
- Real Estate \$.2731 per \$100; Personal Property Tax \$2.00 per \$100; Boat Tax \$0.01 per \$100

- Transient Occupancy Tax: 3.7% Monthly
- Meals Tax: 5% Monthly
- Admissions Tax: 3% Quarterly
- Short Term Rental Tax: 1% Quarterly
- Water Rate –Residential 0-2,000 gal.: \$32.94 minimum; 2,001 to 5,000 gal.: \$2.63 per 1,000; 5,001 to 10,000 gal: \$3.75 per 1,000; 10,001 to 15,000 gal: \$5.00 per 1,000; over 15,000 gal: \$7.50 per 1,000; Commercial 0-2,000 gal: \$32.94 minimum; 2,001-10,000 gal: \$2.50 per 1,000; 10,001-15,000 gal: \$3.75 per 1,000; over 15,000 gal: \$5.00 per 1,000
- Wastewater Rate –Residential 0-2,000 gal.: \$62.00 minimum; 2,001 to 5,000 gal.: \$4.11 per 1,000; 5,001 to 10,000 gal: \$5.85 per 1,000; 10,001 to 15,000 gal: \$7.80 per 1,000; over 15,000 gal: \$11.70 per 1,000; Commercial 0-2000 gal: \$62.00 minimum; 2,001-10,000 gal: \$3.90 per 1,000; 10,001-15,000 gal: \$5.85 per 1,000; over 15,000 gal: \$7.80 per 1,000
- Trash Collection Fee: \$14.87 per month; and

BE IT FURTHER RESOLVED, that pursuant to Section 15.2-2506 of the Code of Virginia, funds are appropriated from all sources of revenue for expenditures during the period July 1, 2020 through June 30, 2021 as follows:

General Fund - \$3,135,548
 Sanitation Fund - \$220,274
 Harbor Fund - \$785,167
 Water/Wastewater Fund - \$1,948,987

and that the Town Manager is authorized to transfer amounts among Funds with advance notification to the Town Council.

Adopted by the Town Council of Cape Charles on May 28, 2020.

By: _____
 Mayor William Dize

ATTEST:

 Town Clerk

 TOWN OF CAPE CHARLES	AGENDA TITLE: Hearing – Appeal of Historic District Review Board’s Decision for 209 Mason Avenue		AGENDA DATE: May 28, 2020
	SUBJECT/PROPOSAL/REQUEST: Appeal of Historic District Review Board’s Decision for 209 Mason Avenue Renovations		ITEM NUMBER: 4B
	ATTACHMENTS: See staff report for specific attachments		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Paul Grossman	REVIEWED BY: Town Manager John Hozey Code Official Jeb Brady	

APPEAL REQUEST:

A letter was received from the applicant for a renovation project at 209 Mason Avenue to appeal the decisions made by the Historic District Review Board at the March 17, 2020 meeting. Information concerning the application, reviews conducted and appeal are summarized below in chronological order. This staff report will address appeal aspects pertaining to upper southern façade windows.

BACKGROUND:

209 Mason Avenue (circa 1920s Neoclassical Parsons Building) is listed as a contributing structure in the Cape Charles National Register of Historic Places (1990). Given its historic designation and scope of this project, the project proposed would be considered a ‘rehabilitation’ project. As defined in the historic district design 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

Pre-Application Meeting

There was no pre-application meeting held for the initial application in April 2019, with the institution of such meetings only occurring afterwards.

May 21, 2019 HDRB Meeting

A conditional use permit was approved by Town Council on April 11, 2019 to allow residential units above commercial for this property. An application was submitted to the HDRB for exterior modifications to a commercial building, 209 Mason Ave. HDRB members present were S Eidam, D D’Amico, E Eichman and K Shackelford.

Each condominium unit on the second and third floors will have access to exterior “loggia” balconies facing Mason Avenue. To create these exterior loggias, a new exterior wall will be built behind the existing front facade, and **the existing windows will be removed and lined with wood (finished to match the existing wood floors)**. This concept was developed from a desire to provide opportunities for the “porch culture” so prevalent in Cape Charles, while also preserving the historic front façade and prevent it by being masked it by exterior balconies.

Staff Analysis: The proposed “loggia” balconies will accommodate for the Cape Charles “porch” lifestyle while maintaining the architectural elements of the Parson’s building. The proposed wall between the condominium and the balcony will reflect the architectural elements of the building as well. **The existing windows will have the glass removed, but will remain “windows.”** The proportions of the windows and the ratio of walls to openings would remain the same as recommended on page 42 of the Guidelines.

The proposed “loggia” balconies seem to also meet the Guidelines of retaining existing cornices (page 51). Staff recommends APPROVAL of a Certificate of Appropriateness for exterior modifications to an existing commercial building as proposed.

A motion was approved by HDRB unanimous vote to **defer** the Application for the Certificate of Appropriateness at 209 Mason Avenue to modify the exterior of a commercial building until June 18, 2019 to give the applicant time to provide the following: (1) a plan view of the structure as it currently was; (2) a new plan for the storefront; (3) details of the exterior elements; (4) the type of marble skirting; (5) awning information; and (6) **shop drawings of the windows**.

June 5, 2019 HDRB Special Meeting

HDRB members present were S Eidam, E Eichman, K Shackleford and E Wells.

Applicant’s submittal again shows new wood casing surrounding the existing masonry openings on south façade, typical painted (i.e., upper windows removed).

Staff Recommendation: Staff recommends Board discussion and determination of overall compliance before a Certificate of Appropriateness for exterior modifications to an existing commercial building is approved.

At the previous meeting on May 21, 2019 some alternatives were discussed on the loggias and the applicant was asked if he took them into consideration. The applicant said this was what he wanted to do and if the application was denied it would be a deal breaker. Many alternatives for the loggias were suggested to the applicant. A motion was approved by HDRB unanimous vote to **deny** the Application for the Certificate of Appropriateness at 209 Mason Avenue to modify the exterior of a commercial building as presented as it was inconsistent with the Historic District Guidelines and the Secretary of Interior’s Standards.

June 18, 2019 HDRB Regular Meeting

The HDRB meeting on June 18th consisted of S Eidam, D D’Amico, E Eichman, K Shackleford and E Wells.

The applicant’s letter of intent states:

The existing wood windows and frames, many of which are in disrepair, are proposed to be replaced with new wood window casing and wood sash panels, which will replicate the appearance of the existing wood windows. The sash panels will be operable to allow these balconies to be open air, and will match the appearance of the existing wood windows on the South facade. An alternate option includes a fold-up double-hung wood window product.

A motion was approved by unanimous vote made to **approve** the Certificate of Appropriateness at 209 Mason Avenue to modify the exterior of the commercial building as submitted **with the condition** that the following would be provided: (1) **shop drawings of the windows** and doors; (2) sample of stone to be used; and (3) any additions such as awnings needed to be seen.

A Certificate of Appropriateness was issued on June 19, 2019 listing conditions associated with approval (attached).

September 13, 2019 Pre-application Meeting

A pre-application meeting was held to review aspects of the storefronts. Upper façade windows were not addressed.

September 24, 2019 Historic District Review Board

A HDRB meeting was held to review aspects of the storefronts. Upper façade windows were not addressed.

October 17, 2019 Town Council Public Hearing, Regular Meeting & Executive Session

The applicant requested an appeal of the decision by the HDRB to decline the application to make a slight modification to two storefronts of 209 Mason Ave. Upper façade windows were not addressed.

March 5, 2020 Letter from HDRB Chair

A letter was sent by the HDRB chair on March 5th to the interim zoning administrator informing that 209 Mason Ave Certificate of Appropriateness contained a requirement that the owner/contractor was to provide shop drawings for modifications to the windows and it appeared that new windows have since been installed.

March 10, 2020 Meeting between Applicant, Code Official and Town Manager (Notice of Violation)

Town staff explained to the applicant that he had altered from the approved Certificate of Appropriateness and that he must submit for a modification to the Board.

March 17, 2020 Historic District Review Board Meeting

A HDRB meeting was held on March 17th to review the conditional items associated with the previously issued COA. Three board members were present (K Shackleford, E Wells and H Thom). A video of the meeting is available. The applicant had installed Impervia double-hung windows (frame and sash are Duracast® fiberglass composite material). The application was rejected (2-1 vote) based on:

- Design guidelines p. 19, Secretary Standards
 - Standard 6 – “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. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.”
- Design guidelines p. 41, Windows and Doors
 - Number 2 – “Repair original windows and doors by patching, splicing, consolidating, or otherwise reinforcing the original material.”
 - Number 3 – “Uncover and repair covered-up windows and doors. Reinstall any windows and doors that have been removed.”
 - Number 4 – “Consider replacing windows and doors only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs. Do not use replacement windows or doors that substantially change the size, glazing pattern, finish, depth of reveal, appearance of the frame, or muntin configuration
- Design guidelines p.47, Storefronts
 - Number 1 – “Retain all elements, materials, and features that are original to the building or are sensitive remodeling and repair them as necessary.”
- Design guidelines p. 48 Storefronts
 - Number 3 – “Conduct exploratory demolition to determine what original elements remain and their condition.”
 - Number 4 – “Restore as many original elements as possible particularly the materials, windows, decorative details, and cornices.”

- Number 5 – “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.”

Draft meeting minutes are attached.

APPEAL:

A letter of appeal was submitted to the Town Manager on March 23, 2020. The letter stated:

While the windows are not of wood, the appearance is not different to what it would look like if these were to be replaced with painted wood windows. A trained eye closer up will see it if they are looking for it, but the lowest window is about 18’ above the ground. Maintenance of these as a homeowner will be horrible if they are of painted wood. The cost to remove the installed windows and replace them with painted wood windows, will be in excess of \$50,000 (min).

The entire letter is attached.

ENFORCEMENT ACTION

Article VIII, Historic District Overlay, Section 8.35 provides that any violation of this Article and the penalties for all such violations shall be as set forth in §2.4.3 of the Zoning Ordinance. The violation considered here would be an owner/constructor’s failure to stay within the scope and conditions of the Certificate of Appropriateness.

Article II, General Provisions, Section 2.4.3, Violation and Penalty

2. If the Zoning Administrator finds that any of the provisions of this ordinance are being violated, he/she shall notify in writing the person responsible for the violation, indicating the nature of the violation and ordering action necessary to correct the violation. The Zoning Administrator shall take any other action authorized by law to ensure compliance with or to prevent further violation of this ordinance.

3. Any person, firm, or corporation, whether as principal, agent, employee, or otherwise, violating, causing, or permitting the violation of any of the provisions of this ordinance shall be guilty of a Class IV misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than ten dollars (\$10) for each violation and not more than two hundred and fifty dollars (\$250). Each day such violation shall continue shall constitute a separate violation.

Precedence: Town Council Regular Meeting February 21, 2013

Hotel Cape Charles – balcony changes without HDRB review and approval

Mr. Gammino stated that he had no background in hotels and admitted to making mistakes along the way and that he was still in the process of correcting those mistakes, the biggest of which was not resubmitting the changes to the design of the building. Mr. Gammino apologized and explained that it happened because he was trying to open the hotel by May 2012 and to stop the project at that point to go through another review process at that time would not have permitted him to open the hotel last summer which would have been devastating given the fact that the project was over twice the original budget of \$1M. Mr. Gammino stated that he felt it was appropriate to pay the Town’s expenses regarding this matter since he caused the situation.

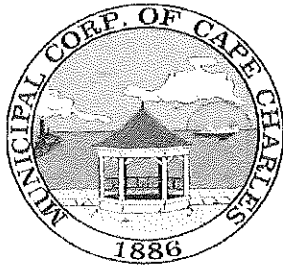
A motion was approved by unanimous vote to grant the Certificate of Appropriateness with the condition that the Town be reimbursed for the cost of the appeal process. The estimated cost of the appeal process included advertising, copying and staff time which was considered approximately \$1,500.

RECOMMENDATIONS:

1. 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.
2. Regarding enforcement action, it is the recommendation of the Town Manager/ Code Official to require the applicant to be subject to a fine of \$5000 for the failure to stay within the scope and conditions of the Certificate of Appropriateness.

ATTACHMENTS

1. May 21, 2019 HDRB Meeting – 209 Mason Application
2. May 21, 2019 HDRB Meeting Minutes – 209 Mason
3. June 5, 2019 HDRB Special Meeting – 209 Mason Application
4. June 5, 2019 HDRB Special Meeting Minutes – 209 Mason
5. June 18, 2019 HDRB Regular Meeting – 209 Mason Application
6. June 18, 2019 HDRB Regular Meeting Minutes – 209 Mason
7. June 19, 2019 Certificate of Appropriateness – 209 Mason
8. March 17, 2020 HDRB Meeting – 209 Mason Application
9. March 17, 2020 HDRB Regular Meeting Minutes (DRAFT) – 209 Mason
10. Appeal Letter dated March 23, 2020 – 209 Mason



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: May 21, 2019

Item #: 6B

Prepared By:	Zach Ponds – Town Planner
Site Address:	209 Mason Avenue (Tax Map #83A3-1-638 & #83A3-1-639A)
Applicant:	209 Mason LLC
Owner:	209 Mason LLC
Proposed Development:	Exterior modifications to a commercial building
Current Zoning:	<u>Commercial District 1 (C-1)</u> : 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. <u>Historic District Overlay</u> : 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:

The subject property is a 58x140 lot with an existing three-story commercial building on Mason Avenue known as the Parson's Building. A conditional use permit was approved by Town Council on April 11, 2019 to allow residential units above commercial for this property. The proposed renovations include two retail tenant spaces and two ADA accessible condominiums on the ground floor and six individual condominiums on the second and third floors.

The existing retail storefront and transoms will be replaced with new aluminum-clad window and door systems, as well as will a new stone skirting. The existing transom beams and wood trim are proposed to remain, and be replaced in keeping with the existing profiles only if needed. New fabric awnings are proposed to be installed as the historic photos from the 1920s show previously existed. All the existing cast stone facade treatments are to remain.

Each condominium unit on the second and third floors will have access to exterior "loggia" balconies facing Mason Avenue. To create these exterior loggias, a new exterior wall will be built behind the existing front facade, and the existing windows will be removed and lined with wood (finished to match the existing wood floors). This concept was developed from a desire to provide opportunities for the "porch culture" so prevalent in Cape Charles, while also preserving the historic front facade and prevent it by being masked it by exterior balconies. Arched transoms above the doors leading out to the loggias will reflect the stucco arches on the building facade, recalling the historic architecture from the interior. The existing jack arches above the windows will be preserved and exposed within the units. The wood floors on the second and third levels will be retained and refinished. To retain additional historic texture, a portion of the existing brick exterior walls will remain exposed, or painted, within the units. The existing tin ceilings are to be salvaged and re-used as a featured ceiling treatment within the retail spaces on the first floor.

Various windows will be removed, moved, and added as shown on the plans provided to accommodate the interior layout. However, the window ratio will stay similar to what currently exists. The doors and windows on the ground floor in the rear will be replaced and modified to account for the ADA accessible condominiums that are proposed. A privacy fence will be constructed for each ADA accessible condominium, which will block the view of the windows and doors from public rights-of-way.

Proposed materials list:

Aluminum-clad window systems (storefront & transoms, loggia doors & transoms)

Fiberglass double-hung windows to replace existing windows
Marble stone skirting along front facade
Existing exterior brick (re-pointed as required, sealed or painted, depending on condition)
Painted drywall wall and ceiling finish
Salvaged historic tin ceilings
Existing wood floors to be re-finished
Porcelain tile for loggia and bathroom floors
Ceramic wall tile in kitchens
Custom wood millwork

Staff Analysis:

As mentioned above, the proposed “loggia” balconies will accommodate for the Cape Charles “porch” lifestyle while maintaining the architectural elements of the Parson’s building. The proposed wall between the condominium and the balcony will reflect the architectural elements of the building as well. The existing windows will have the glass removed, but will remain “windows.” The proportions of the windows and the ratio of walls to openings would remain the same as recommended on page 42 of the Guidelines. The proposed “loggia” balconies seem to also meet the Guidelines of retaining existing cornices (page 51).

The storefront windows seem to be in line with the Guidelines, including the reconstruction of missing elements and design of new elements that respect the character, materials, and design of the building (page 48). A picture of the awnings from the 1920’s as mentioned in the application were not provided.

The proposed materials, window styles, and doors seem to meet the Guidelines.

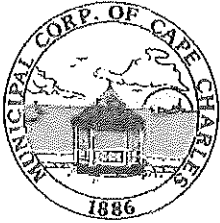
Staff Recommendation:

Staff recommends **APPROVAL** of a Certificate of Appropriateness for exterior modifications to an existing commercial building 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 list |
| ☐ Proposed site plan or survey (if applicable) | ☒ Payment of fees (\$100, or \$50 if modification) |

PROPERTY INFORMATION

Name of Project: The Parsons Building
Property Address: 209 Mason Ave, Cape Charles VA, 23310
Brief Description of Project: 3 Story mixed use
Zoning District: _____ Current Use: commercial Proposed Use: retail/condo

OWNER INFORMATION

Name and Company: 209 Mason LLC
Mailing Address: 306 Santa Clara Drive, Richmond VA 23229
Phone Number: (804) 400-4329 Email: dmeyer@dallanconstruction.com

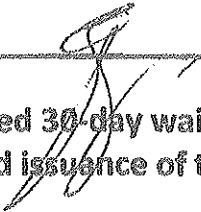
APPLICANT INFORMATION

☒ 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: 4/29/2019

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

LETTER OF INTENT

The proposed renovation of 209 Mason Avenue includes two retail tenant spaces on the ground floor and a total of eight (8) individual condominiums. Two ADA accessible condominium units are located on the ground floor.

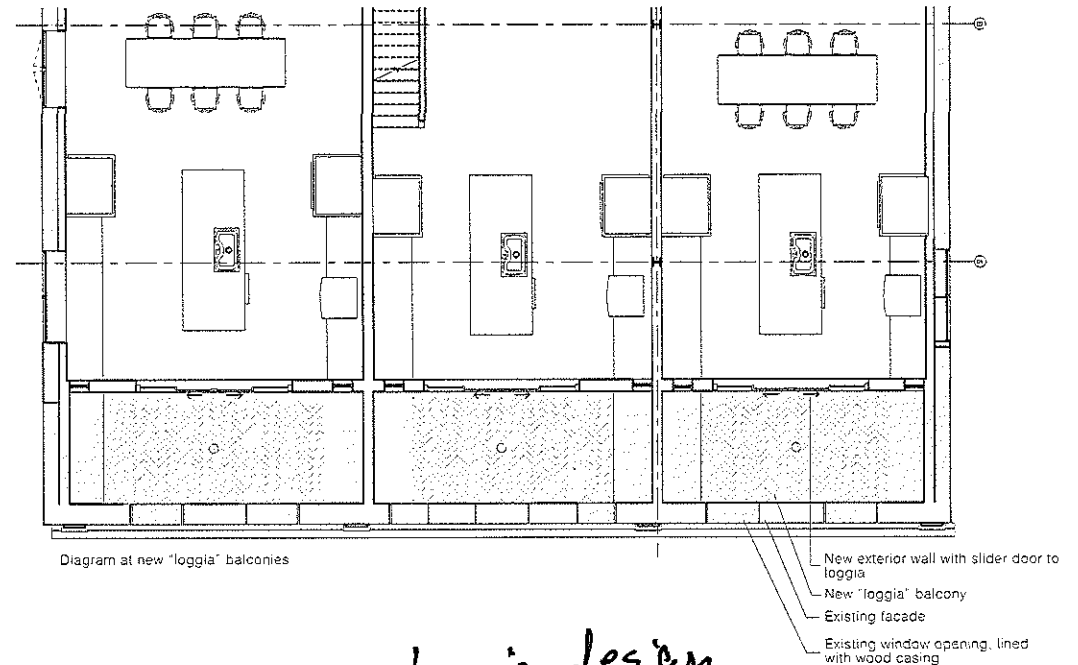
As an iconic building along the streetscape, the renovation is intended to pay homage to the historic and monumental character of the existing architecture. The existing retail storefront and transoms will be replaced with new aluminum-clad window and door systems, as well as will a new stone skirting. These modifications are intended to simulate the historic character of the original storefront, while providing needed repair. The existing transom beams and wood trim are proposed to remain, and be replaced in-keeping with the existing profiles only if needed. New fabric awnings are proposed to be installed, recalling the historic photos from the 1920s. All the existing cast stone facade treatments are to remain.

Each condominium unit on the second and third floors have access to exterior "loggia" balconies facing Mason Avenue. To create these exterior loggias, a new exterior wall will be built behind the existing front facade, and the existing windows will be removed and lined with wood (finished to match the existing wood floors). This concept was developed from a desire to provide opportunities for the "porch culture" so prevalent in Cape Charles, while also preserving the historic front facade and prevent it by being masked it by exterior balconies.

Arched transoms above the doors leading out to the loggias reflect the stucco arches on the building facade, recalling the historic architecture from the interior. The existing jack arches above the windows will be preserved and exposed within the units, as well. The wood floors on the second and third levels will be retained and refinished. To retain additional historic texture, a portion of the existing brick exterior walls will remain exposed, or painted, within the units. The existing tin ceilings are to be salvaged and re-used as a featured ceiling treatment within the retail spaces on the first floor.

Proposed materials list:

- Aluminum-clad window systems (storefront & transoms, loggia doors & transoms)
- Fiberglass double-hung windows to replace existing windows
- Marble stone skirting along front facade
- Existing exterior brick (re-pointed as required, sealed or painted, depending on condition)
- Painted drywall wall and ceiling finish
- Salvaged historic tin ceilings
- Existing wood floors to be re-finished
- Porcelain tile for loggia and bathroom floors
- Ceramic wall tile in kitchens
- Custom wood millwork



ARCHITECTURAL FIRM

JOSH McCULLAR ARCHITECTS

RICHMOND VIRGINIA | 804.305.4620 | www.joshmccullararchitects.com

HISTORIC DISTRICT REVIEW BOARD APPLICATION

04.30.2019

CAPE CHARLES MIXED USE

209 MASON AVENUE, CAPE CHARLES, VIRGINIA 23040



Current photo of existing front facade



Current photo of existing interior condition. The existing tin ceilings (in good condition) are to be salvaged and re-used in the retail spaces.

NO. 1000 1000 1000 1000 1000 1000

JOSH McCOLLAR ARCHITECTS

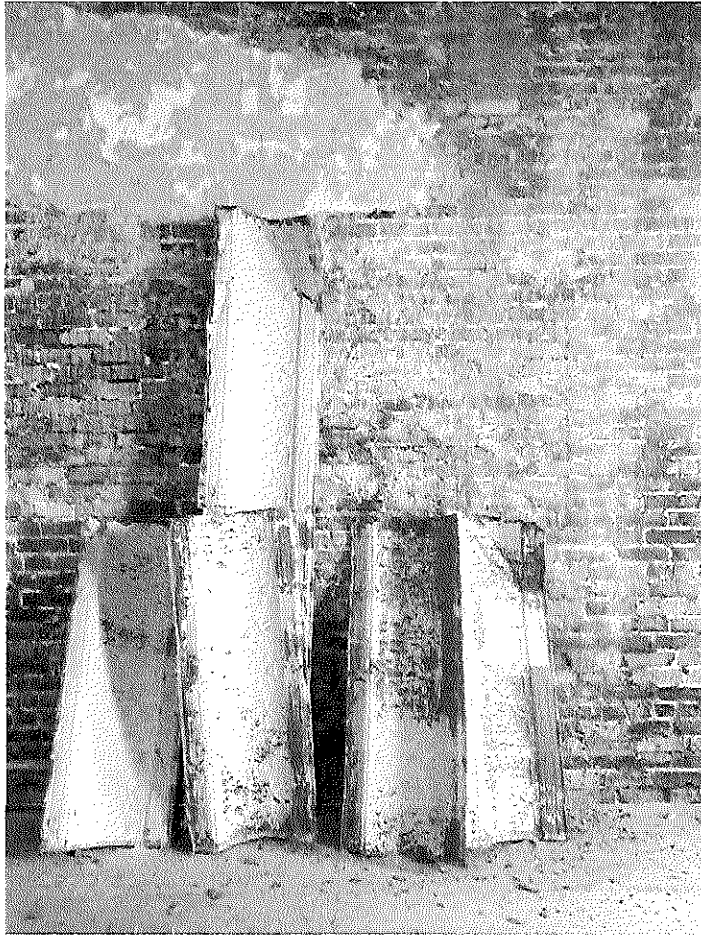
RICHMOND VIRGINIA | 804.305.4820 | www.joshmccollararchitects.com

HISTORIC DISTRICT REVIEW BOARD APPLICATION

04.30.2019

CAPE CHARLES MIXED USE

209 MASON AVENUE, CAPE CHARLES, VIRGINIA 23310



Interior photos showing exterior brick to be re-pointed, cleaned, and exposed within the units. Depending on condition, brick to be painted or sealed with clear sealer. This photo also shows the existing rack arches above some window openings, which are to be retained and exposed.

www.joshmccullararchitects.com

JOSH McCULLAR ARCHITECTS

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HISTORIC DISTRICT REVIEW BOARD APPLICATION

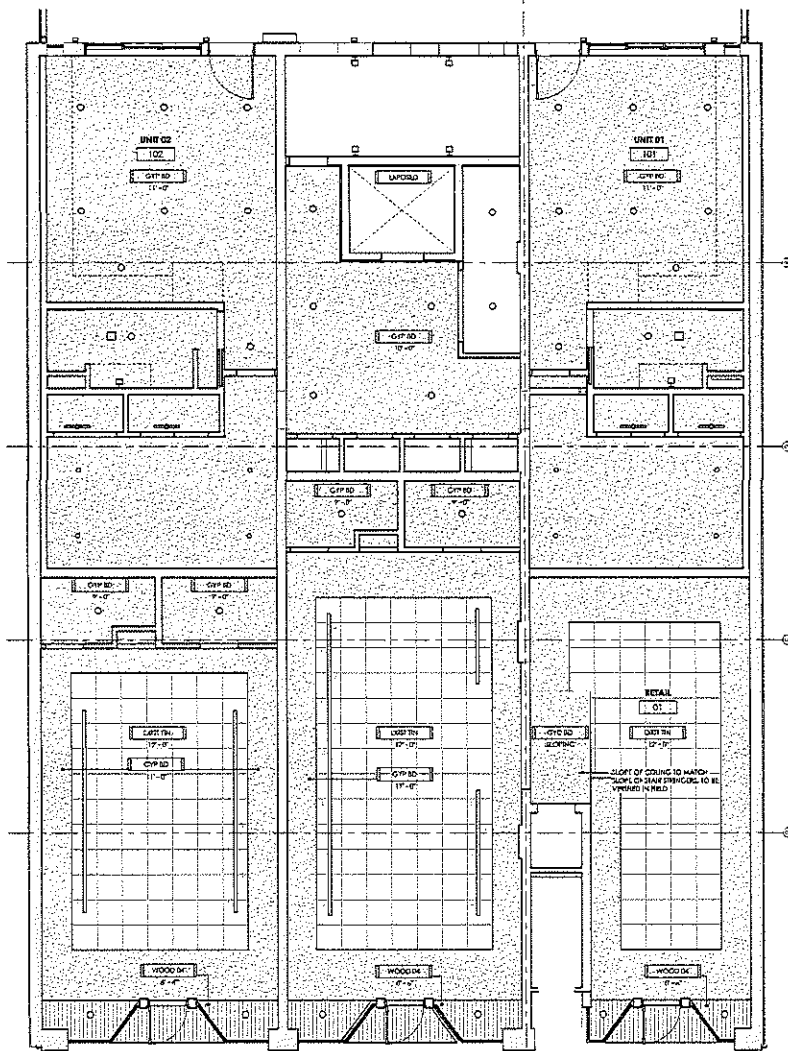
04.30.2019

CAPE CHARLES MIXED USE

209 MASON AVENUE, CAPE CHARLES, VIRGINIA, 23510

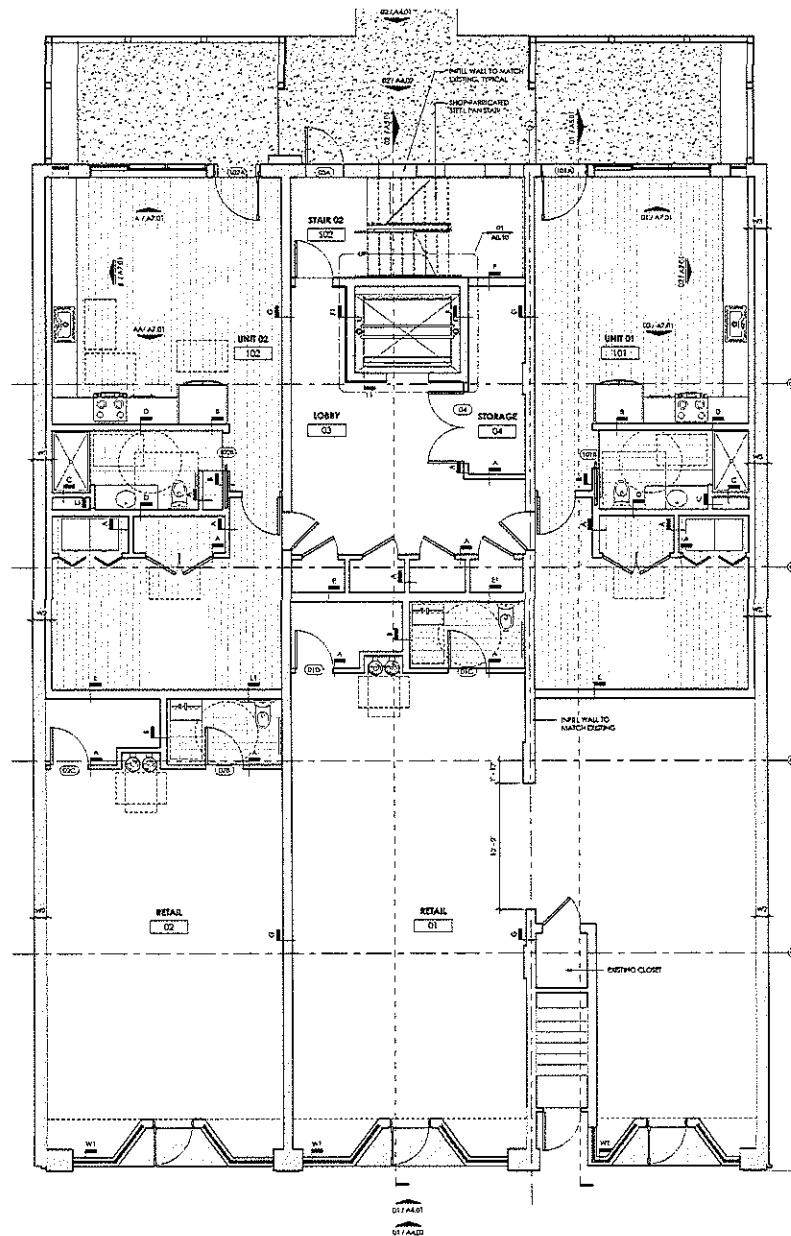
- LIGHT FIXTURE SCHEDULE**
- LED TRACK LIGHTING
 - PERJANIT REUSE
 - WALL SCONCE
 - RECTOR WALL SCONCE
 - 4" CAN LIGHT, WITH CORN LED TRIM, 20K, 90-100
 - 4" CAN LIGHT, WITH CORN LED TRIM, 20K, 90-100
 - RECTOR RECESSED CAN LIGHT
 - LED CAN LIGHT
 - 4" LED CLOSET LIGHT
 - BATHROOM EXHAUST
 - SWITCHES
- ALL SWITCHES SHALL BE VISIBLE TOGGLE
DRIVING, CLOSET AND BATHROOM
FAN, AND CLOSET LIGHTS

- RCP HATCH LEGEND**
- RECTOR IN CEILING
EXISTING IN CEILING TO BE CEILING
AND PAINTED PNT 10
 - GYP 85
GYPSUM DIFFUSAL CEILING ON
SUSPENDED WOOD BEAMING
 - WOOD 04
PAINTED WOOD CEILING



02 FLOOR 01 RCP
1/4" = 1'-0"

- HATCH LEGEND**
- CONC 01
POLISHED CONCRETE
 - CT 01
CLEANING SL
 - CT 02
CEMENT TILE
 - PT 01
PORCELAIN TILE
 - PT 02
PORCELAIN TILE
 - PT 03
PORCELAIN TILE
 - PT 04
PORCELAIN TILE
 - PT 05
PORCELAIN TILE
 - WOOD 01
EXISTING WOOD FLOOR
 - WOOD 02
WHITE OAK WOOD FLOOR
 - WOOD 03
WOOD WINDOW CASING



01 FLOOR 01 PLAN
1/4" = 1'-0"

JOSH MCCOLLAR ARCHITECTS LLC
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PROJECT TEAM
JANE COOPER, ARCHITECT
JOSH MCCOLLAR, ARCHITECT

HATCH LEGEND
EXISTING TO REMAIN
NEW CONSTRUCTION

GENERAL CONTRACTOR
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PERMIT DOCUMENTS

CAPE CHARLES CONDOS
209 MASON AVENUE
CAPE CHARLES, VA 23312
PROJECT # 1901

FLOOR 01 PLAN & RCP
04.25.2019

REVISION	DATE

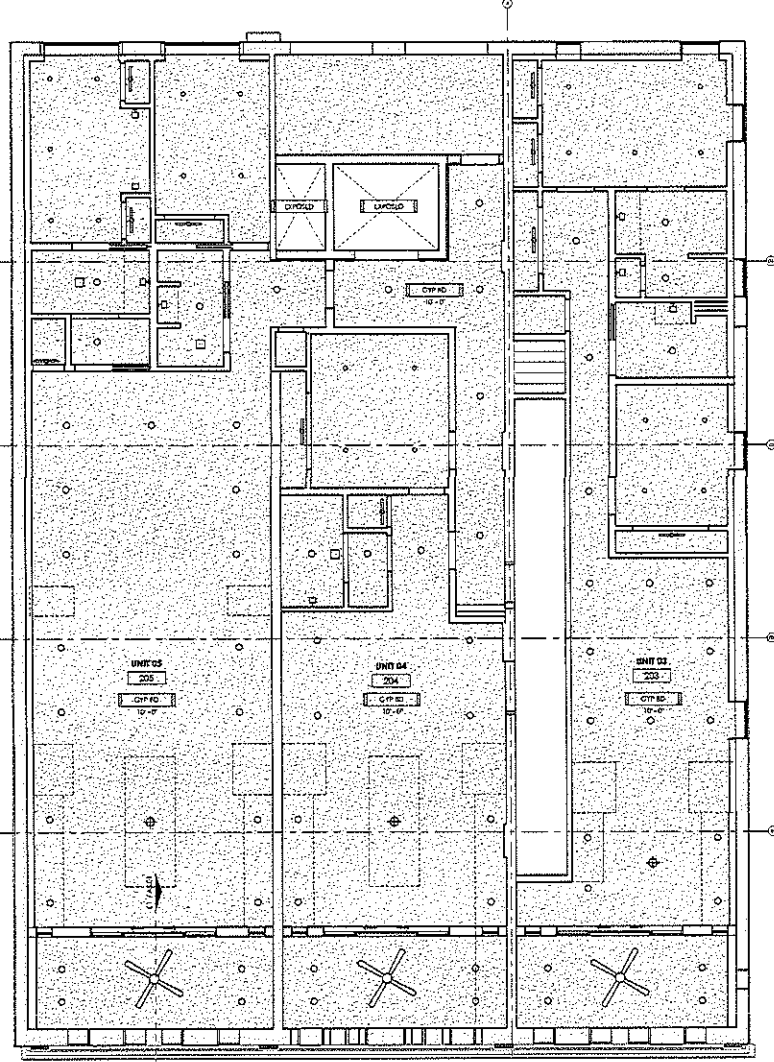
A1.01

DOOR SCHEDULE

- 400 STRIP LIGHT FIXTURE
- POSSIBLE FUTURE
- WALL SCHEDULE
- CEILING WALL SCHEDULE
- 4" CAN LIGHT WITH "T" RATED GLASS, 200W, 120V, 0-10V
- 6" CAN LIGHT WITH "T" RATED GLASS, 200W, 120V, 0-10V
- INTERIOR RECESSED CAN LIGHT
- EXTERIOR CAN LIGHT
- 3/4" LED CLOSET LIGHT
- BATHROOM EXHAUST
- SWITCHES

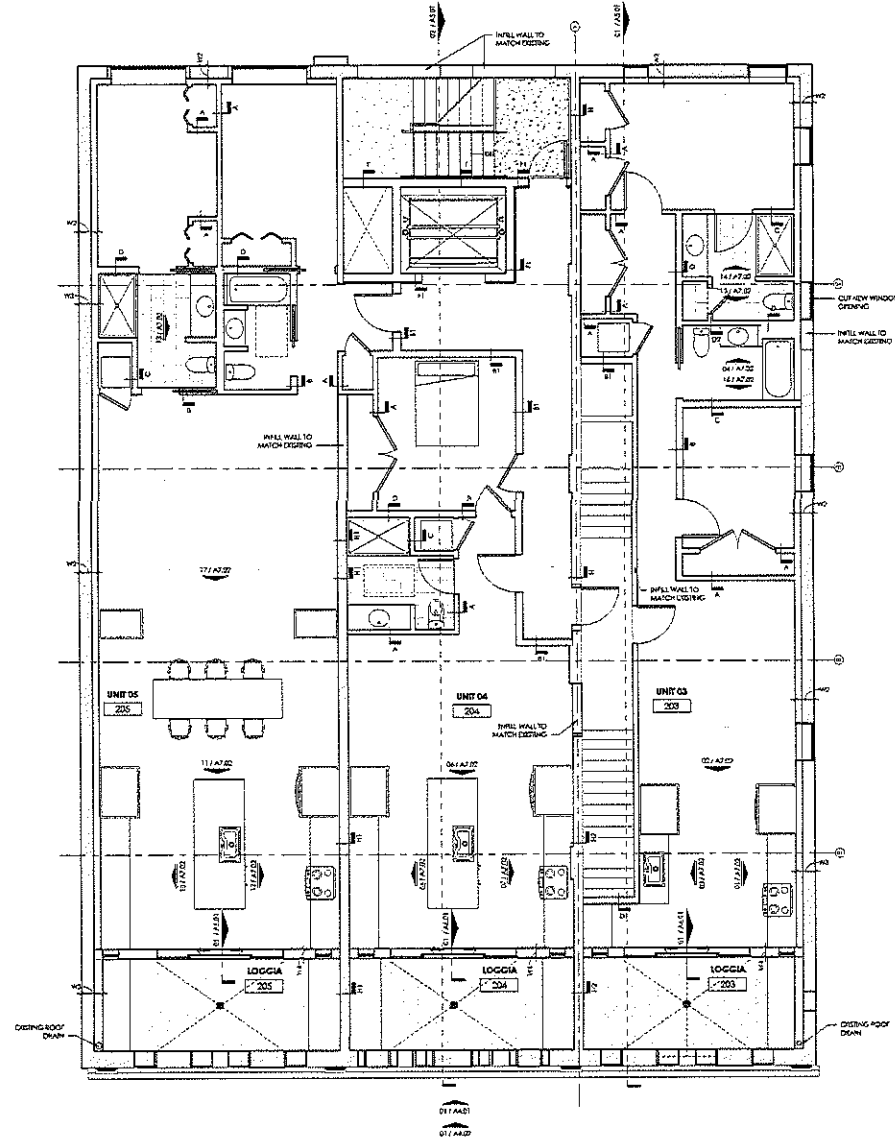
RCP MATCH UPDOWN

- EXISTING 2" RCP
- EXISTING 2" RCP TO BE CLEANED AND PAINTED PER 12
- CTP 100
- CTP 100A DIFFUSOR CEILING ON SUSPENDED WOOD RAILING
- WOOD 64
- PAINTED WOOD CEILING



HATCH LEGEND

- CONC 01
- FOURD CONCRETE
- CT 01
- CHIMNEY TILE
- CT 02
- CONCRETE TILE
- CT 03
- CONCRETE TILE
- CT 04
- CONCRETE TILE
- CT 05
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- CT 06
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- CT 100
- CONCRETE TILE



02 FLOOR 02 RCP
1/4" = 1'-0"

01 FLOOR 02 PLAN
1/4" = 1'-0"

JOHN MODULAR ARCHITECTS LLC
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JOHN MODULAR, ARCHITECT

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PERMIT DOCUMENTS

CAPE CHARLES CONDOS
207 MAJOR AVENUE
CAPE CHARLES, VA 23310
PROJECT # 1901

FLOOR 02 PLAN & RCP
04.25.2019

REVISION	DATE

A1.02

LIGHT FIXTURE SCHEDULE

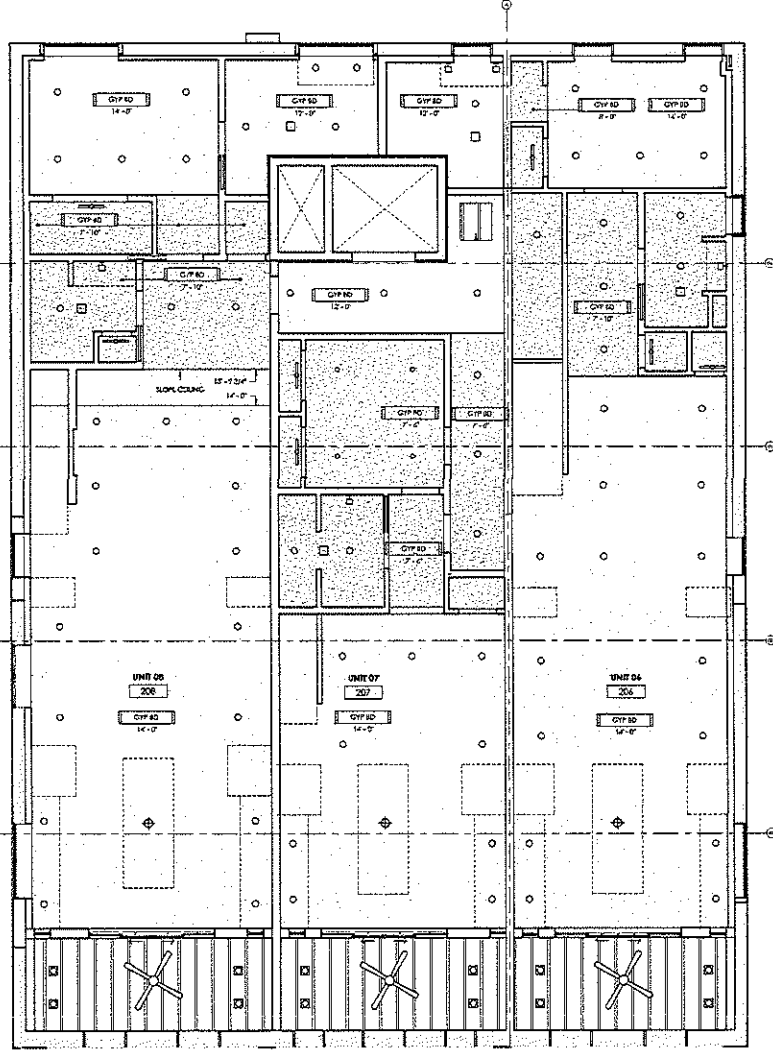
- LED STRIP LIGHT FIXTURE
- PENDANT FIXTURE
- WALL SCONCE
- OUTDOOR WALL SCONCE
- 4" CAN LIGHT WITH TORX LED TRIM, 2200K, 90+ CRI
- 6" CAN LIGHT WITH TORX LED TRIM, 2200K, 90+ CRI
- OUTDOOR RECESSED CAN LIGHT
- OUTDOOR CAN LIGHT
- 24" LED GLOST LIGHT
- INDOOR CAN BRACKET
- SWITCHES

RCP HATCH LEGEND

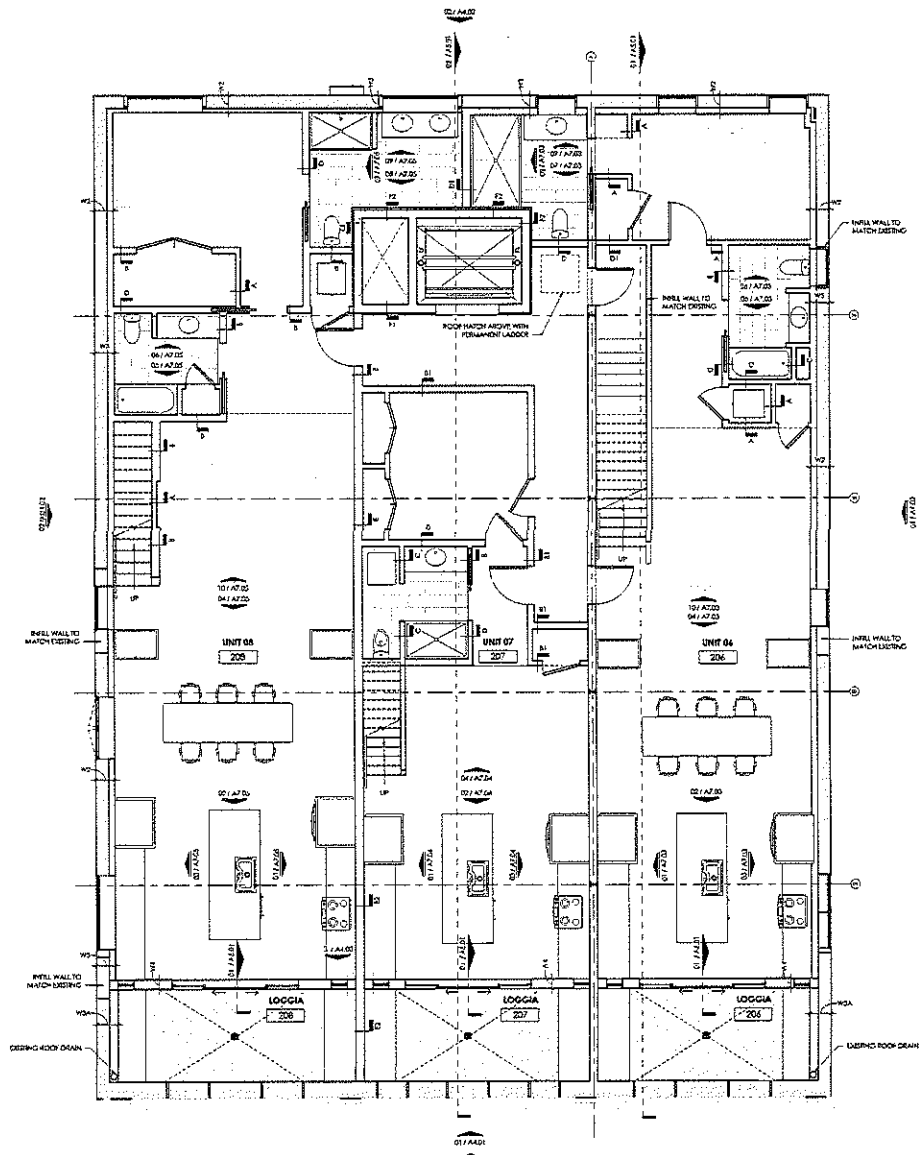
- EXISTING DW CEILING
EXISTING DW CEILING TO BE CLEANED
AND PAINTED FINE XL
- GYP RD
GYPSUM OVERHALL CEILING ON
SUSPENDED WOOD FRAMING
- WOOD BK
PAINTED WOOD TONGUE-AND-
GROOVE CEILING

HATCH LEGEND

- | | | |
|-----------------------------|-------------------------|---------------------------------|
| CONC RT
FLOURED CONCRETE | PT 01
PORCELAIN TILE | WOOD 01
EXISTING WOOD FLOOR |
| CT 01
CERAMIC TILE | PT 03
PORCELAIN TILE | WOOD 02
WHITE OAK WOOD FLOOR |
| CT 02
CERAMIC TILE | PT 04
PORCELAIN TILE | WOOD 03
WOOD WHISKY CABINETS |
| PT 01
PORCELAIN TILE | | |



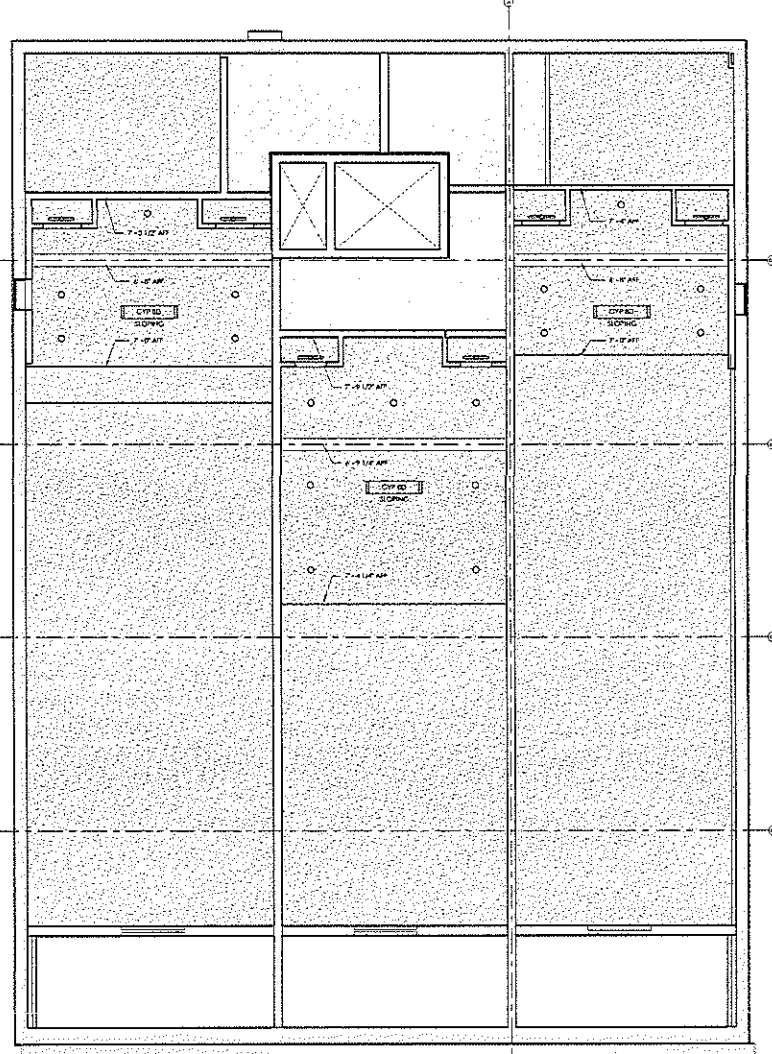
02 FLOOR 03 RCP
 1/4" = 1'-0"



01 FLOOR 03 PLAN
 1/4" = 1'-0"

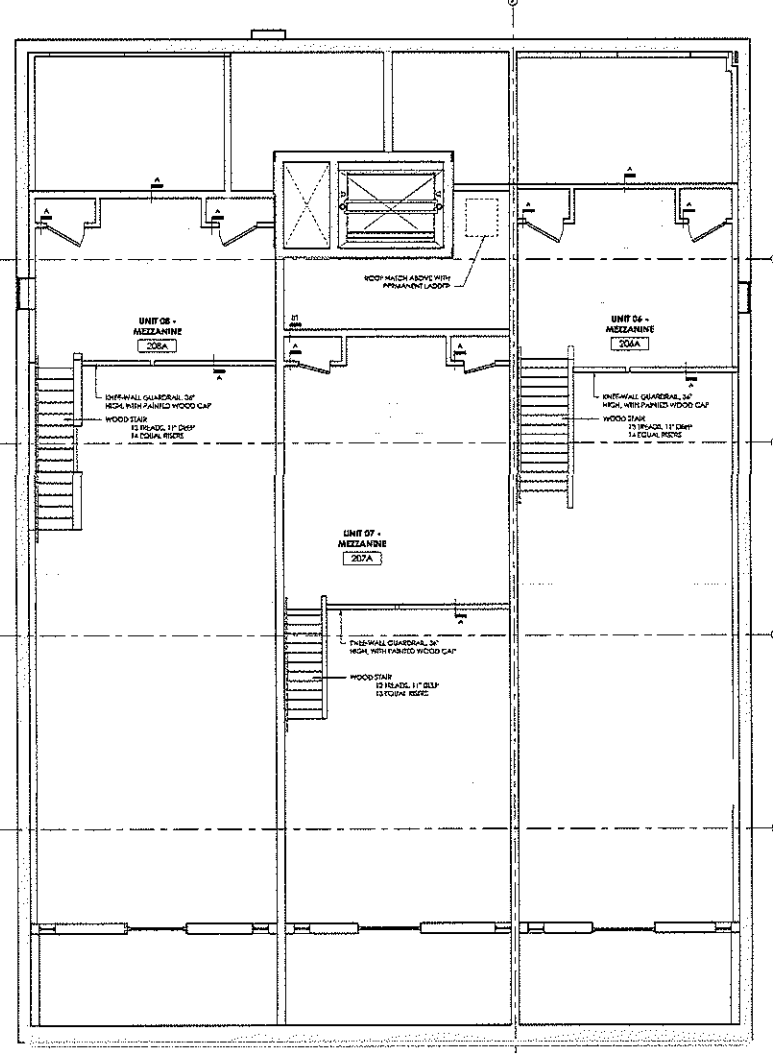
- LIGHT FIXTURE SCHEDULE
- LED STRIP LIGHT FIXTURE
 - PHENDANT REFUSE
 - WALL SCENE
 - MULTIWORK SCENE
 - 4" CAN LIGHT, WITH "CRIST" LED TRIM, 200W, 90-100
 - 4" CAN LIGHT, WITH "CRIST" LED TRIM, 200W, 90-100
 - OUTDOOR RECESSED CAN LIGHT
 - OUTDOOR CAN LIGHT
 - OUT LED GLOST LIGHT
 - BATHROOM EXHAUST
 - SWITCHES
- ALL SWITCHES SHALL BE LUPRON TOGGLE
DRAINED LUPURON FOR FAN, EXHAUST
FAN, AND TOILET LIGHTS

- ROOF HATCH LEGEND
- EXISTING TIN CEILING
EXISTING TIN CEILING TO BE CLEANED
AND PAINTED PRE-ICE
 - CYP 80
CYP 80 DRYWALL CEILING ON
SUPPORTED WOOD FRAMING
 - WOOD 84
PAINTED WOOD CEILING



02 MEZZANINE RCP
1/4" = 1'-0"

- HATCH LEGEND
- CONC 01
POURED CONCRETE
 - CT 01
CERAMIC TILE
 - CT 02
CERAMIC TILE
 - PT 01
PORCELAIN TILE
 - PT 02
PORCELAIN TILE
 - PT 03
PORCELAIN TILE
 - PT 04
PORCELAIN TILE
 - PT 05
PORCELAIN TILE
 - WOOD 01
EXISTING WOOD FLOOR
 - WOOD 02
WHITE OAK WOOD FLOOR
 - WOOD 03
WIDE WOOD CASING



01 MEZZANINE PLAN
1/4" = 1'-0"

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JOHN MCCALL, A/P/OWNER

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PERMIT DOCUMENTS

CAPE CHARLES CONDOS
207 MASCHER AVENUE
CAPE CHARLES, VA 23310
PROJECT # 1901

MEZZANINE PLAN & RCP
04.25.2019

REVISION	DATE

A1.04

PROJECT TEAM
 KATE CORTEZ, ARCHITECT
 JOSH MODULAR, ARCHITECT

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 (804) 572-6652

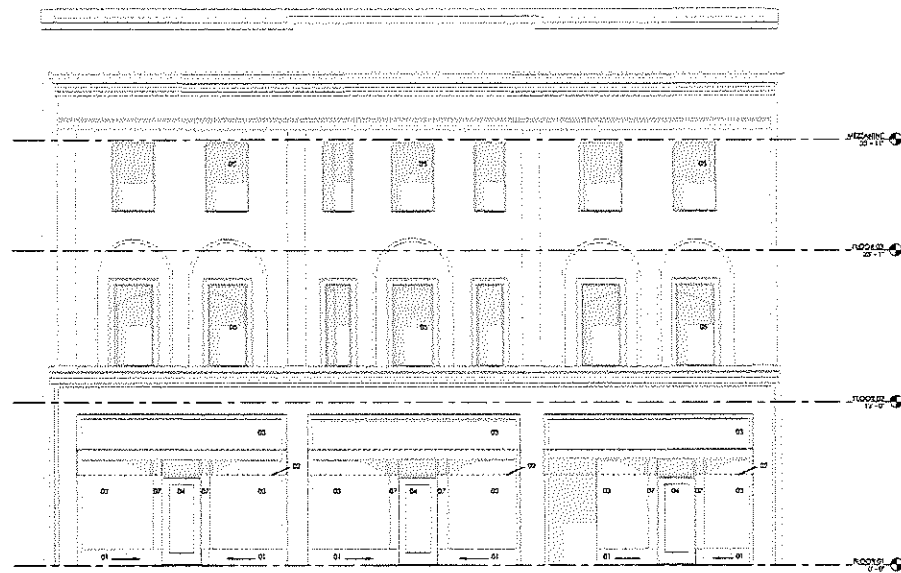
PERMIT DOCUMENTS

CAPE CHARLES CONDOS
 209 MASON AVENUE
 CAPE CHARLES, VA 23310
 PROJECT # 1901

BUILDING ELEVATIONS
 04.29.2019

REVISION	DATE

A4.01



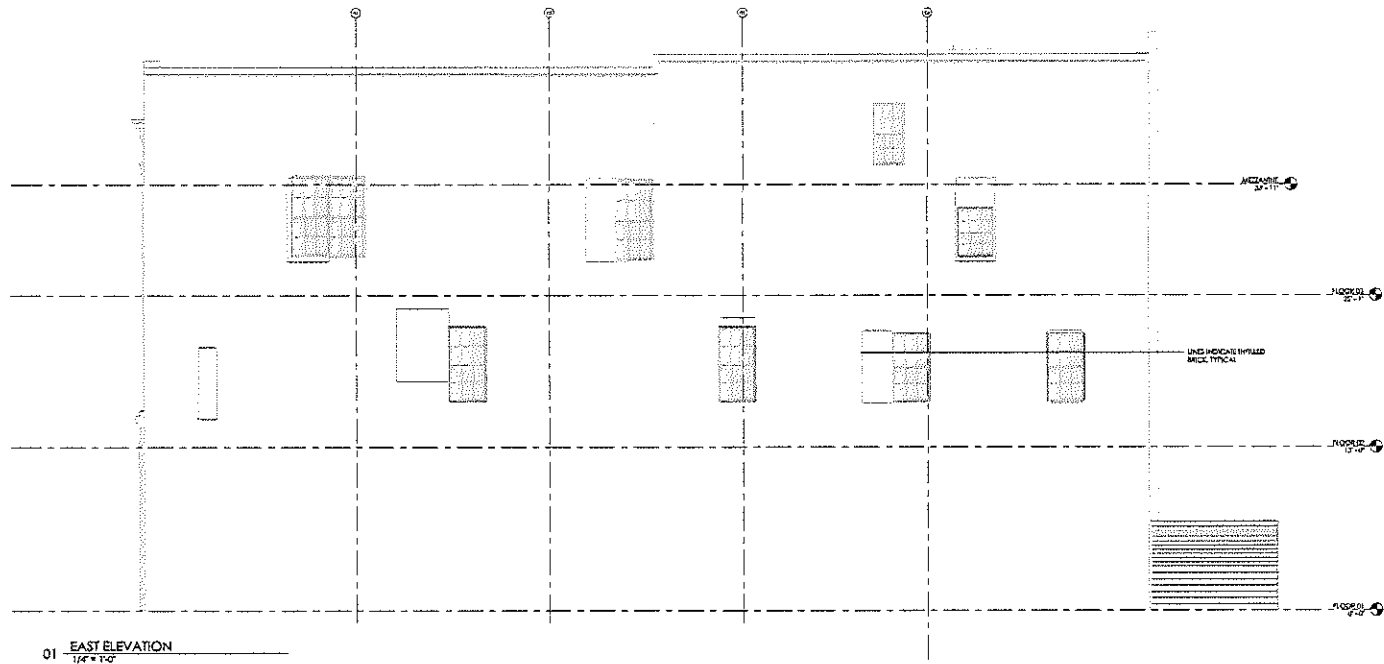
01 SOUTH ELEVATION
 1/4" = 1'-0"



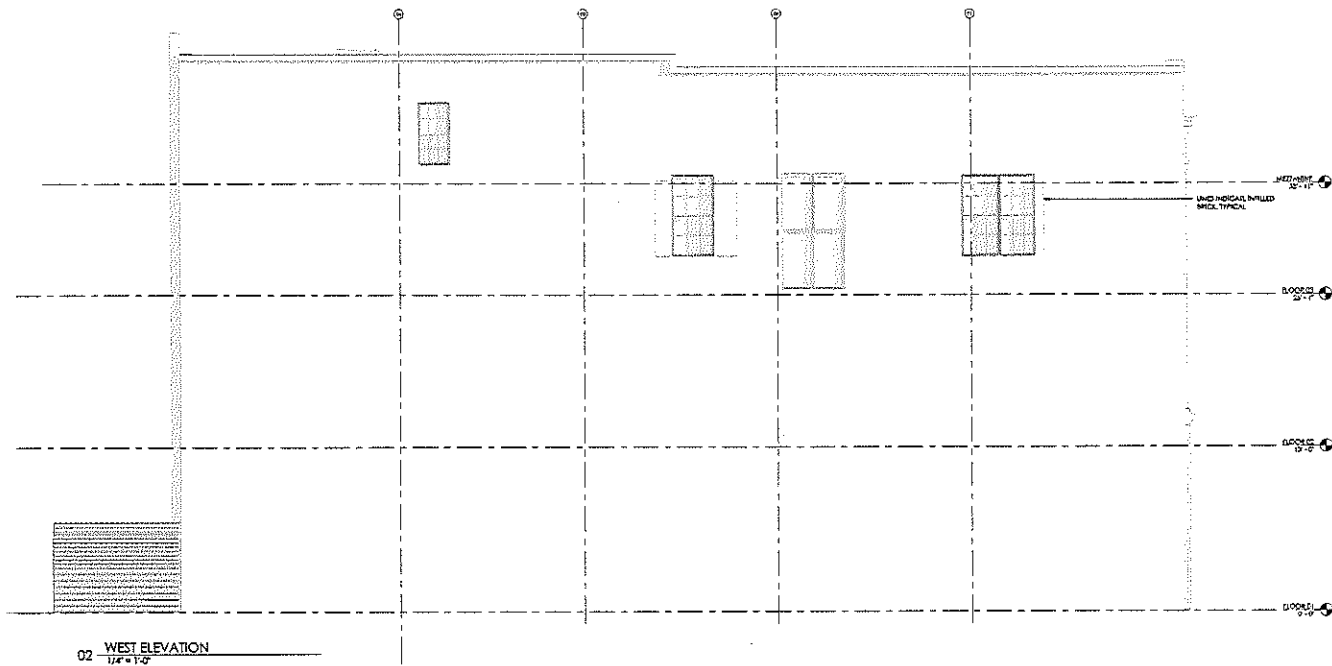
02 NORTH ELEVATION
 1/4" = 1'-0"

WOOD-FRAMED CEDAR OR CYPRESS
 PORCH WALL, PAINTED
 HOLLOW METAL ENTRY
 DOOR, PAINT AS SCHEDULED
 WOOD-FRAMED CEDAR OR
 CYPRESS PORCH WALL, PAINTED





01 EAST ELEVATION
1/4" = 1'-0"



02 WEST ELEVATION
1/4" = 1'-0"

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PROJECT TEAM
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JOSH MCCELLAR, ARCHITECT

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(804) 512-4865

PERMIT DOCUMENTS

CAPE CHARLES CONDOS
259 MADISON AVENUE
CAPE CHARLES, VA 23110
PROJECT # 1901

BUILDING ELEVATIONS
04.25.2019

REVISION	DATE

A4.03

Northampton County, Virginia

Legend

- ☐ County Boundaries
- ☐ Town Names
- ☐ Route Numbers
- ☐ Road Labels
- ☐ Parcels
- ☐ Driveways



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

Feet
0 100 200 300 400

Title: 209 Mason Ave

Date: 2/25/2019

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.

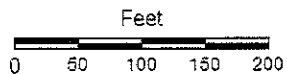
Northampton County, Virginia

Legend

- ☐ County Boundaries
- Town Names
- Route Numbers
- Road Labels
- ☐ Parcels
- Driveways



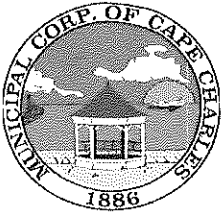
Map Printed from Northampton
<http://northampton.mapsdirect.net/>



Title: 209 Mason Ave

Date: 2/25/2019

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.



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
May 21, 2019
6:00 p.m.

Attachment Z
1 of 2

At 6:00 p.m., Vice-Chairwoman Susan Eidam, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Susan Eidam, present were Diane D'Amico, Edward Eichman and Kerry Shackelford. Edward Wells was not in attendance. Also in attendance were Town Planner Zach Ponds, Deputy Clerk Tracy Outten and the applicants. There were ten members of the public in attendance.

Susan Eidam started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

CONSENT AGENDA:

Motion made by Diane D'Amico, seconded by Edward Eichman, to accept the agenda as presented. The motion was unanimously approved.

The HDRB reviewed the minutes from the April 16, 2019 Regular Meeting.

Motion made by Kerry Shackelford, seconded by Edward Eichman, to accept the minutes from the April 16, 2019 Regular Meeting as presented. The motion was approved by majority vote with Diane D'Amico abstaining.

PUBLIC COMMENT:

Paul Grossman, 506 Randolph Avenue

Mr. Grossman started by welcoming the new board members and thanked them for their time and expertise that they brought to the table. His other comments were as follows: (i) As information only, at their last meeting the Town Council voted to send the Planning Commission the expansion of the HDRB to seven members with one member being a Council representative. (ii) As procedural steps, two applicants tonight required zoning variances and should not be here tonight without getting approved by the Board of Zoning Appeals first. (iii) He had observed HDRB meetings over the past two years and he advocated for consistency in decision making from the board. While this new board could draw a line in the sand and said they would be consistent from now on, this was not enough since board members could change. It was important for a consensus to be reached on various gray areas in the design guidelines, and clarifications needed to be written into the guidelines to remove ambiguity to the greatest extent possible. He would like them to start with the use of vinyl siding and chimney retention/removal.

Barrett Cree, 114 Pine Street

Mr. Cree read his letter of support for 209 Mason Avenue. (Please see attached.)

Renata Sheppard, 301 Mason Avenue

Ms. Sheppard informed the board that she would be asking for an approval after the fact to paint a mural on the side of Lemon Tree. She said an artist was traveling from Berlin to do the work before the June meeting.

Deputy Clerk Tracy Outten read comments submitted via email from Trina Veber and Betty Hoag. (Please see attached.)

Motion made by Edward Eichman, seconded by Kerry Shackelford, to approve the Certificate of Appropriateness at 619 Jefferson Avenue for new construction of a single-family dwelling unit as presented with the condition that the windows have Simulated Divided Light muntins. The motion was approved by unanimous vote.

F. *Application for Certificate of Appropriateness for tax map parcels #83A1-1-82A & #83A1-1-83A/Strawberry Street – to construct a new single-family dwelling.*

Bill Manning, contractor, presented the proposed new home modifications. Discussion was as follows: (i) Tracy Outten read Edward Well's comment which was submitted via email into the record; "I am unsure if the third-floor was removed?" Bill Manning stated that there was not a third floor. (ii) Diane D'Amico asked about the setbacks; the Board of Zoning Appeals had already approved the requested setbacks. (iii) Susan Eidam stated the purpose to the district and added the proposed home did not fit in with the neighborhood.

Motion made by Kerry Shackelford, seconded by Edward Eichman, to defer the Application for the Certificate of Appropriateness for tax map parcels #83A1-1-82A & #83A1-1-83A/Strawberry Street for new construction of a single-family dwelling until new plans and a detailed material list that reflected the guidelines was provided. The motion was approved by unanimous vote.

NEW BUSINESS:

A. *Appointment to Harbor Area Review Board*

Susan Eidam asked Kerry Shackelford if he was interested; yes.

Motion made by Edward Eichman, seconded by Diane D'Amico, to recommend Town Council appointment of Kerry Shackelford as Historic District Review Board representative to the Harbor Area Review Board. The motion was approved by unanimous vote.

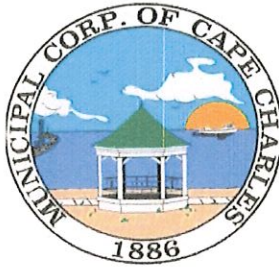
B. *Application for Certificate of Appropriateness for 209 Mason Avenue – to modify the exterior of a commercial building.*

Danny Meyer, owner, presented his application. Discussion was as follows: (i) Tracy Outten read Edward Well's comment which was submitted via email into the record; "I would request more time to review." (ii) Edward Eichman asked if the applicant had a photograph of the awning detail; no. Kerry Shackelford said one could be found at the Cape Charles Museum. (iii) Susan Eidam commented that the project was very commendable. (iv) Diane D'Amico asked if all the windows on the second floor would be removed. Danny Meyer answered yes; they would be loggia balconies. (v) Edward Eichman read the staff analysis. (vi) Diane D'Amico stated there was not enough detail. (vii) Kerry Shackelford encouraged replacing, reusing or restoring what was there.

Motion made by Kerry Shackelford, seconded by Diane D'Amico, to defer the Application for the Certificate of Appropriateness at 209 Mason Avenue to modify the exterior of a commercial building until June 18, 2019 to give the applicant time to provide the following: (1) a plan view of the structure as it currently was; (2) a new plan for the storefront; (3) details of the exterior elements; (4) the type of marble skirting; (5) awning information; and (6) shop drawings of the windows. The motion was approved by unanimous vote.

C. *Application for Certificate of Appropriateness for 524 Jefferson Avenue – to add screening to an existing front porch on a single-family dwelling.*

Jim Granger, owner, explained to the board a screen was necessary because he had an allergy to mosquitos and would like to enjoy sitting on his porch. The owner also presented the board pictures of other houses with screened front porches. (Please see attached.) Susan Eidam said the guidelines called for open front porches. There was much discussion about the placement of the screen.



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 5, 2019

Item #: 4A

Prepared By: Zach Ponds – Town Planner\Larry DiRe – Town Manager
Site Address: 209 Mason Avenue (Tax Map #83A3-1-638 & #83A3-1-639A)
Applicant: 209 Mason LLC
Owner: 209 Mason LLC
Proposed Development: Exterior modifications to a commercial building
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:

The subject property is a 58x140 lot with an existing three-story commercial building on Mason Avenue known as the Parson's Building. A conditional use permit was approved by Town Council on April 11, 2019 to allow residential units above commercial for this property. The proposed renovations include two retail tenant spaces and two ADA accessible condominiums on the ground floor and six individual condominiums on the second and third floors.

The existing retail storefront and transoms will be replaced with new aluminum-clad window and door systems, as well as will a new stone skirting. The existing transom beams and wood trim are proposed to remain, and be replaced in keeping with the existing profiles only if needed. New fabric awnings are proposed to be installed as the historic photos from the 1920s show previously existed. All the existing cast stone facade treatments are to remain.

Each condominium unit on the second and third floors will have access to exterior "loggia" balconies facing Mason Avenue. To create these exterior loggias, a new exterior wall will be built behind the existing front facade, and the existing windows will be removed and lined with wood (finished to match the existing wood floors). This concept was developed from a desire to provide opportunities for the "porch culture" so prevalent in Cape Charles, while also preserving the historic front facade and prevent it by being masked it by exterior balconies. Arched transoms above the doors leading out to the loggias will reflect the stucco arches on the building facade, recalling the historic architecture from the interior. The existing jack arches above the windows will be preserved and exposed within the units. The wood floors on the second and third levels will be retained and refinished. To retain additional historic texture, a portion of the existing brick exterior walls will remain exposed, or painted, within the units. The existing tin ceilings are to be salvaged and re-used as a featured ceiling treatment within the retail spaces on the first floor.

Various windows will be removed, moved, and added as shown on the plans provided to accommodate the interior layout. However, the window ratio will stay similar to what currently exists. The doors and windows on the ground floor in the rear will be replaced and modified to account for the ADA accessible condominiums that are proposed. A privacy fence will be constructed for each ADA accessible condominium, which will block the view of the windows and doors from public rights-of-way.

Proposed materials list:

Aluminum-clad window systems (storefront & transoms, loggia doors & transoms)

Fiberglass double-hung windows to replace existing windows
Marble stone skirting along front facade
Existing exterior brick (re-pointed as required, sealed or painted, depending on condition)
Painted drywall wall and ceiling finish
Salvaged historic tin ceilings
Existing wood floors to be re-finished
Porcelain tile for loggia and bathroom floors
Ceramic wall tile in kitchens
Custom wood millwork

Staff Analysis:

There was much discussion regarding the storefront and window elements at the May 21, 2019 regular meeting. At that meeting the remaining issues of storefront design and condition of windows\loggia on the top floor were reviewed, and the Board requested additional information from the applicant. The applicant provided the attached documentation. At that meeting the chair determined that the public comment period for this application was closed.

Staff Recommendation:

Staff recommends Board discussion and determination of overall compliance before a Certificate of Appropriateness for exterior modifications to an existing commercial building is approved. As stated by the chair at the May 21, 2019 meeting public comment on this application was closed, and staff is not recommending the Board receive additional public comment.

Attachments:

Attachment 1 – Elevations and floor plans.



Proposed elevation along Mason Avenue. This rendering illustrates how the design of the existing facade has been honored and largely preserved.

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HISTORIC DISTRICT REVIEW BOARD APPLICATION

05.28.2019

CAPE CHARLES MIXED USE

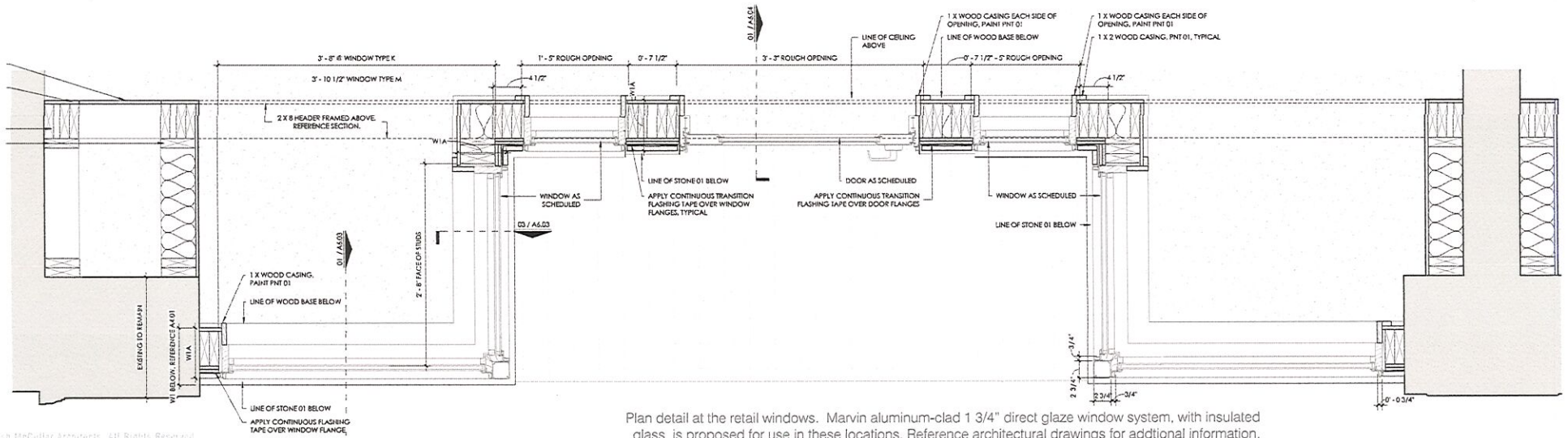
209 MASON AVENUE, CAPE CHARLES, VIRGINIA 23310



Front Elevation



Marvin Liberty Bronze finish



Plan detail at the retail windows. Marvin aluminum-clad 1 3/4\" direct glaze window system, with insulated glass, is proposed for use in these locations. Reference architectural drawings for additional information.

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HISTORIC DISTRICT REVIEW BOARD APPLICATION

05.28.2019

CAPE CHARLES MIXED USE

209 MASON AVENUE, CAPE CHARLES, VIRGINIA 23310

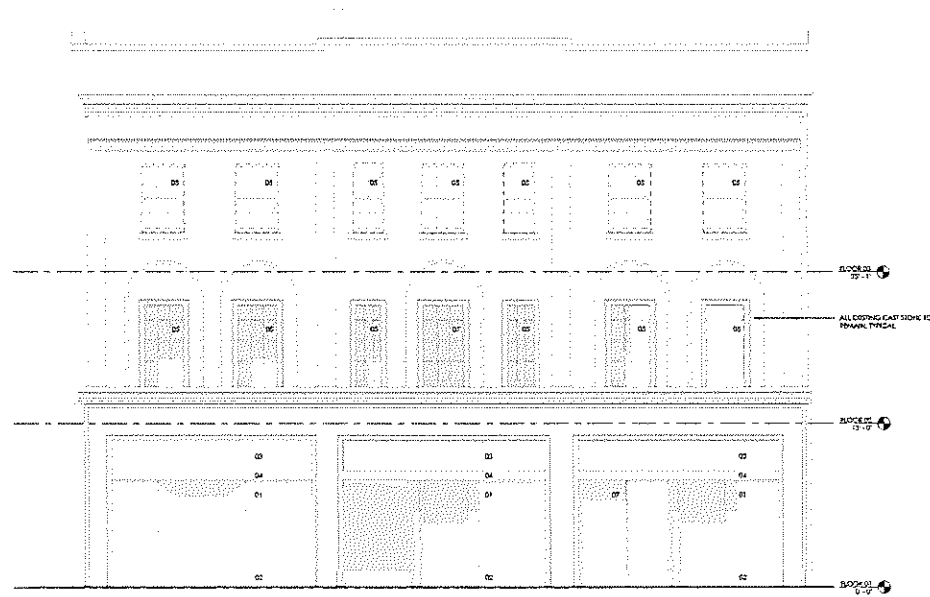
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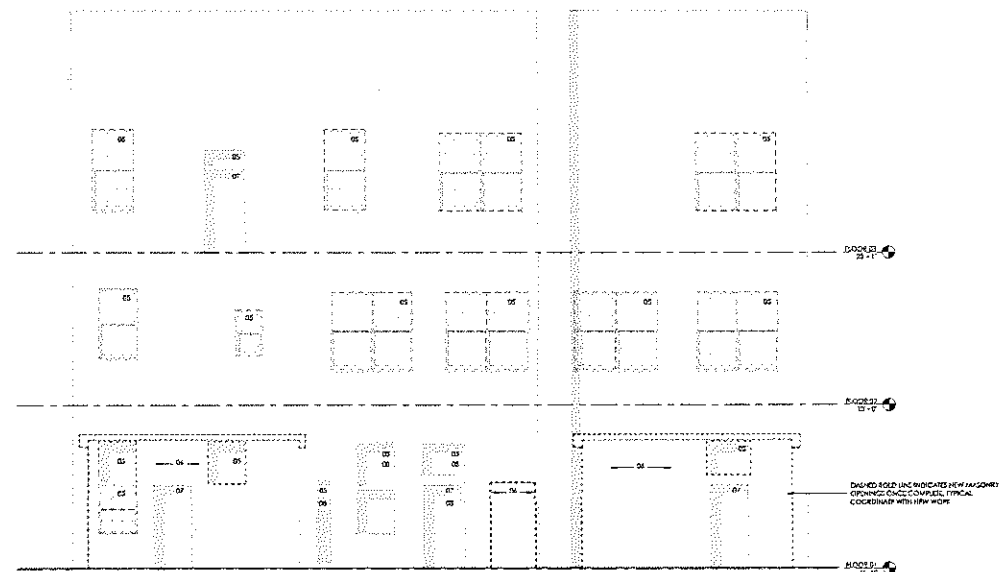
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REVISION	DATE

02 FLOOR 1
1/4" x 1'-0"



01 DEMO SOUTH ELEVATION
1/4" = 1'-0"



02 DEMO NORTH ELEVATION
1/4" = 1'-0"

GENERAL NOTE
1. ALL DEMOLITION TO BE COORDINATED WITH NEW WORK.
2. DEMOLITION SHALL OCCUR IN TWO PHASES:
PHASE 01: NON-LOAD BEARING EXTERIOR PARTITIONS ONLY.
PHASE 02: REMAINDER OF EXISTING WINDOWS, NEW OPENINGS IN EXTERIOR MASSWALLING WALL, EXTERIOR STONEWORK, NEW OPENINGS IN INTERIOR WALLS RELATED TO NEW CONSTRUCTION, OTHER DEMOLITION RELATED TO NEW CONSTRUCTION.
COORDINATE WITH OWNER AND ARCHITECT PRIOR TO ANY DEMOLITION.

NOTE	DESCRIPTION
01	EXISTING STONEWORK FRAME AND GLASS TO BE REMOVED.
02	REMOVE WALL AND OPENING STONEWORK BE REMOVED.
03	EXISTING TRANSOMS AND HEADS TO BE REMOVED. PREPARE OPENING FOR NEW TRANSOM AND HEAD.
04	EXISTING SPANON SUPPORT BEAM TO REMAIN. VERIFY CONDITION IN FIELD AND HOIST. ARCHITECT/STRUCTURAL ENGINEER OF EXISTING STRUCTURAL CONDITION.
05	REMOVE WINDOW OR DOOR FOR NEW WINDOW. COORDINATE WITH NEW PLANE AND GUT SIDING.
06	REMOVE WINDOW OR DOOR FOR NEW WINDOW. COORDINATE WITH NEW PLANE AND GUT SIDING.
07	REMOVE WINDOW OR DOOR FOR NEW WINDOW. COORDINATE WITH NEW PLANE AND GUT SIDING.
08	REMOVE WINDOW OR DOOR FOR NEW WINDOW. COORDINATE WITH NEW PLANE AND GUT SIDING.

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JOHN MODULAR ARCHITECT

HATCH LEGEND	
	EXISTING TO REMAIN
	PHASE 01 DEMOLITION
	PHASE 02 DEMOLITION

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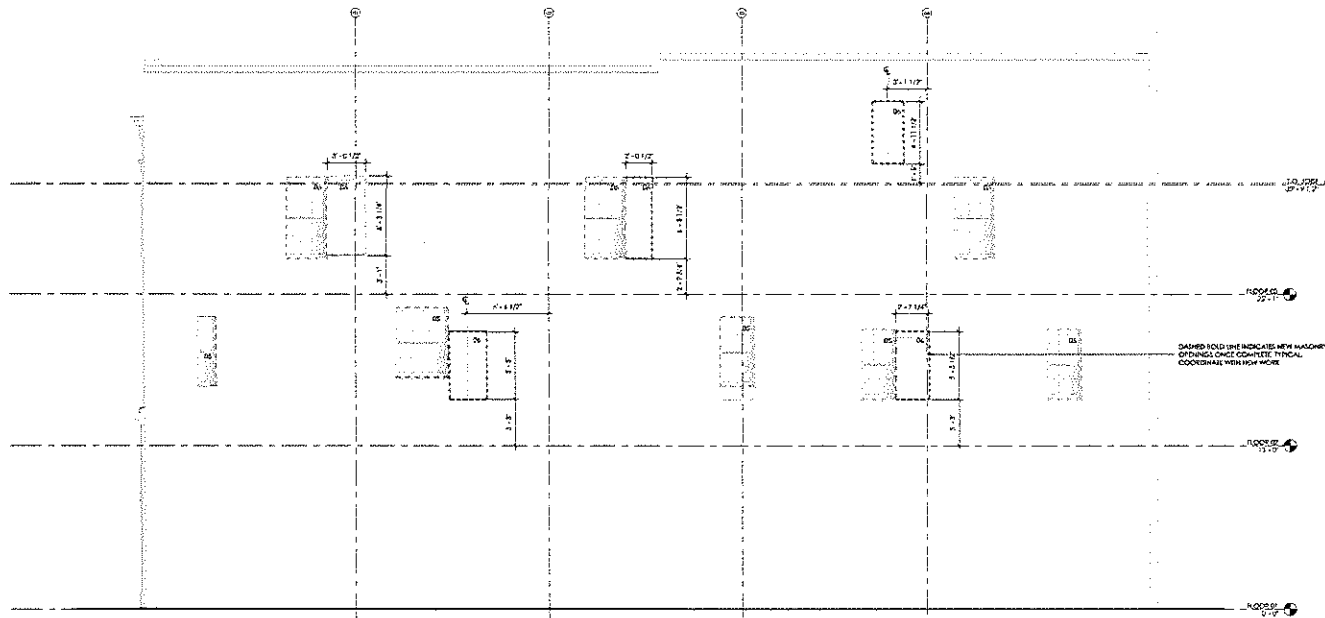
CONSTRUCTION DOCUMENTS

CAPE CHARLES CONDOS
307 MASON AVENUE
CAPE CHARLES, VA 23310
PROJECT # 1901

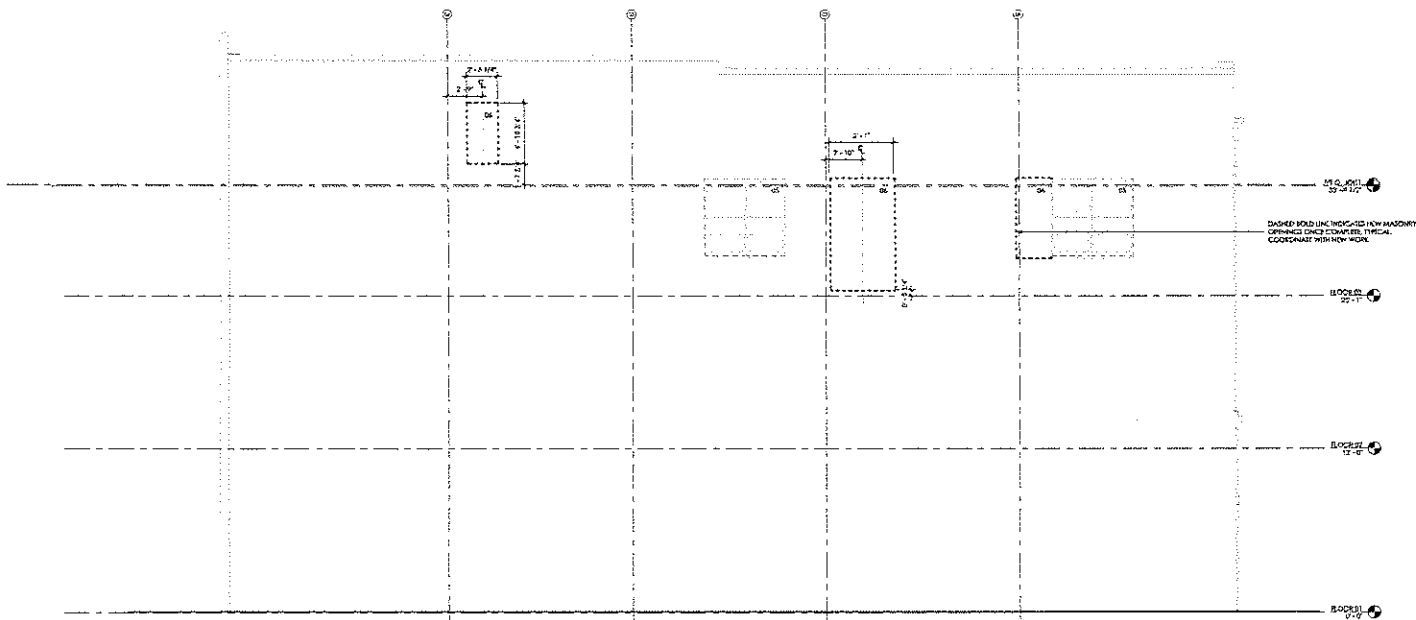
DEMOLITION ELEVATIONS
03.24.2017

REVISION	DATE

AD4.01



01 DEMO EAST ELEVATION
1/4" = 1'-0"



02 DEMO WEST ELEVATION
1/4" = 1'-0"

GENERAL NOTES

1. ALL DEMOLITION TO BE COORDINATED WITH NEW WORK.
2. DEMOLITION SHALL OCCUR IN TWO PHASES:
PHASE 01: NON-LOAD BEARING INTERIOR PARTITIONS ONLY.
PHASE 02: FULL CONTACT OF EXISTING WINDOWS, NEW OPENINGS IN EXISTING LOAD-BEARING WALL, EXISTING EXTERIOR NEW OPENINGS IN EXTERIOR WALLS RELATED TO NEW CONSTRUCTION, OTHER DEMOLITION RELATED TO NEW CONSTRUCTION.
COORDINATE WITH OWNER AND ARCHITECT PRIOR TO ANY DEMOLITION.

NOTE DESCRIPTION

- 01 EXISTING WINDOW FRAME AND GLASS TO BE DEMOLISHED.
- 02 EXISTING WALL AND EXTERIOR JOINT TO BE DEMOLISHED.
- 03 EXISTING TRAVELING AND FRAME TO BE DEMOLISHED. PROVIDE OPENING FOR NEW TRAVELING AND FRAME.
- 04 EXISTING WINDOW SUPPORT BEAM TO REMAIN. VERTICAL DEMOLITION WITH EXISTING ARCHITECTURAL FINISHES OF EXISTING STRUCTURAL CONSTRUCTION.
- 05 EXISTING WINDOW AND FRAME. PROVIDE EXTERIOR OPENING FOR NEW WINDOW AS REQUIRED. COORDINATE WITH EXISTING PLUMBING AND ELECTRICAL. EXTERIOR OPENING TO BE DEMOLISHED AND REWORK AS REQUIRED. REMOVE PORTION OF EXISTING WALL FOR NEW OPENING. COORDINATE WITH NEW PLUMBING AND ELECTRICAL.
- 06 WINDOW AND FRAME. PROVIDE EXTERIOR OPENING FOR NEW WINDOW AS REQUIRED. COORDINATE WITH EXISTING PLUMBING AND ELECTRICAL. EXTERIOR OPENING TO BE DEMOLISHED AND REWORK AS REQUIRED. REMOVE PORTION OF EXISTING WALL FOR NEW OPENING. COORDINATE WITH NEW PLUMBING AND ELECTRICAL.
- 07 WINDOW AND FRAME. PROVIDE EXTERIOR OPENING FOR NEW WINDOW AS REQUIRED. COORDINATE WITH EXISTING PLUMBING AND ELECTRICAL. EXTERIOR OPENING TO BE DEMOLISHED AND REWORK AS REQUIRED. REMOVE PORTION OF EXISTING WALL FOR NEW OPENING. COORDINATE WITH NEW PLUMBING AND ELECTRICAL.
- 08 FULL DEMOLITION TO MATCH EXISTING WALL JOINTS. COORDINATE WITH NEW PLUMBING AND ELECTRICAL.

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JOSH NICOLLAR ARCHITECTS

HATCH LEGEND
EXISTING TO REMAIN
PHASE 01 DEMOLITION
PHASE 02 DEMOLITION

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CONSTRUCTION DOCUMENTS

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PROJECT # 1901

DEMOLITION ELEVATIONS
05.24.2019

REVISION	DATE

AD4.02

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HATCH LEGEND
DASHED TO ROMAN
NEW CONSTRUCTION
MATCH EXISTING

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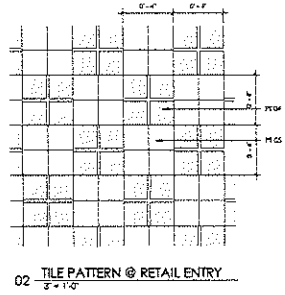
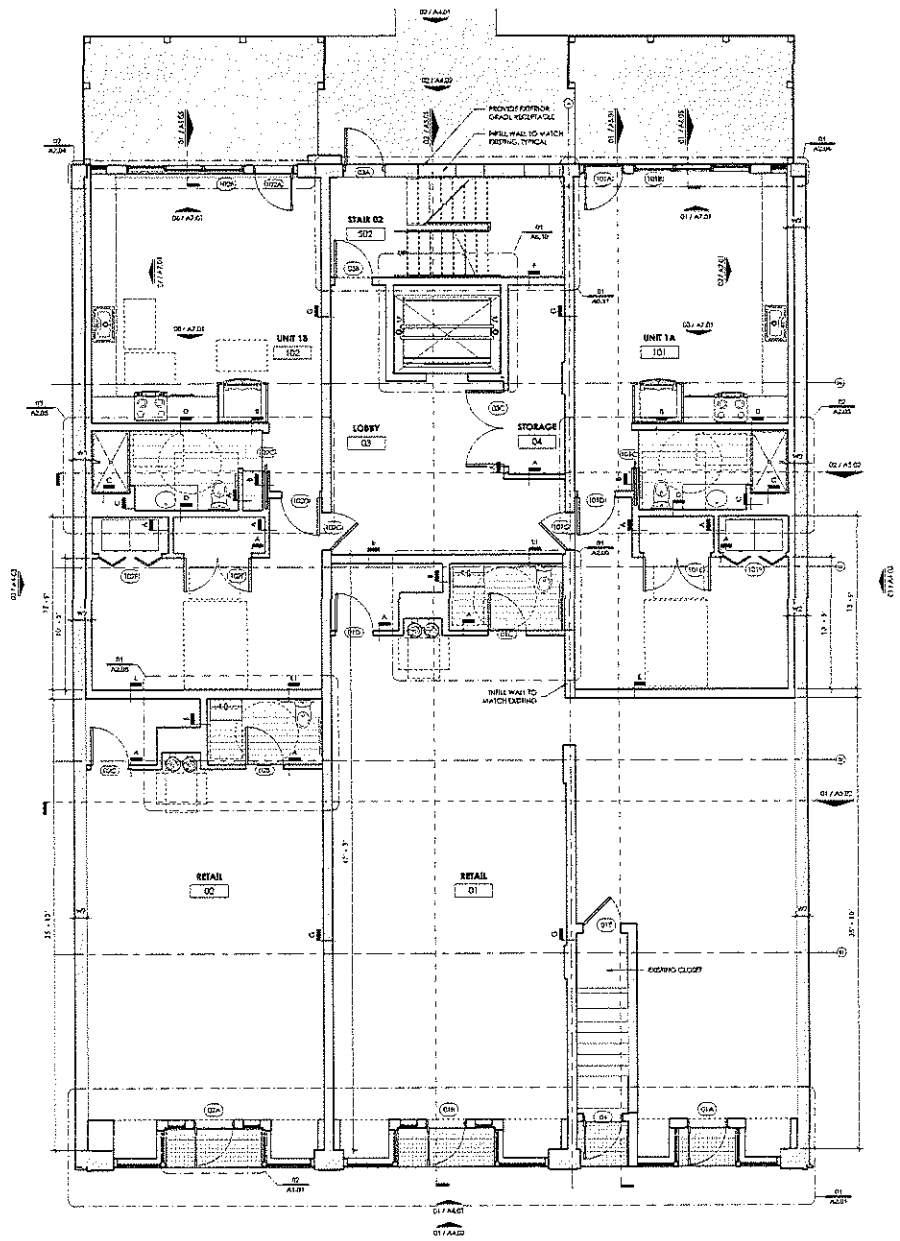
CONSTRUCTION DOCUMENTS

CAPE CHARLES CONDOS
207 MAGNOLIA AVENUE
CAPE CHARLES, VA 23110
PROJECT # 1901

FLOOR 01 PLAN
05.24.2019

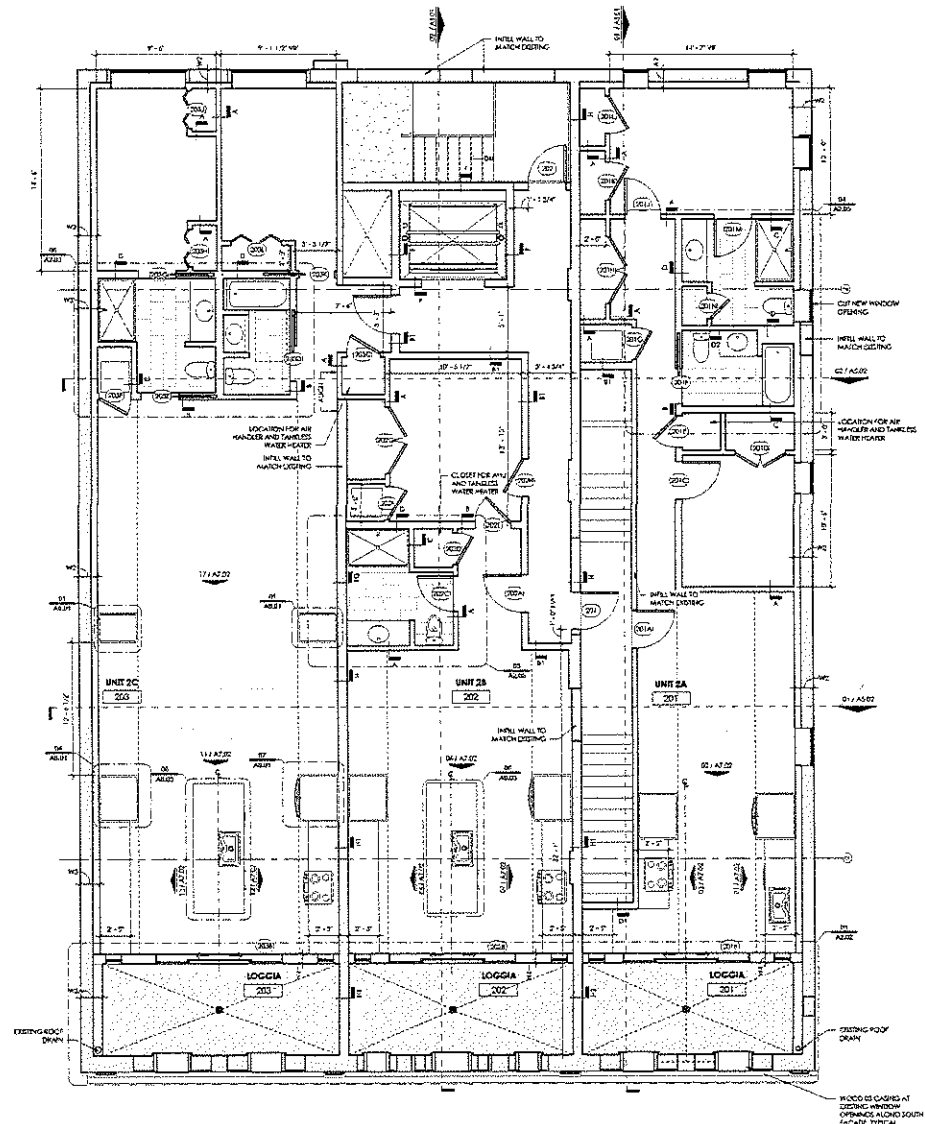
REVISION	DATE

A1.01



FLOOR FINISH HATCH LEGEND			
CONC 01	POURED CONCRETE	PT 03	PORCELAIN TILE
CONC 02	CONCRETE PAVING	PT 04	PORCELAIN TILE
PT 02	PORCELAIN TILE	WOOD 01	EXISTING WOOD FLOOR

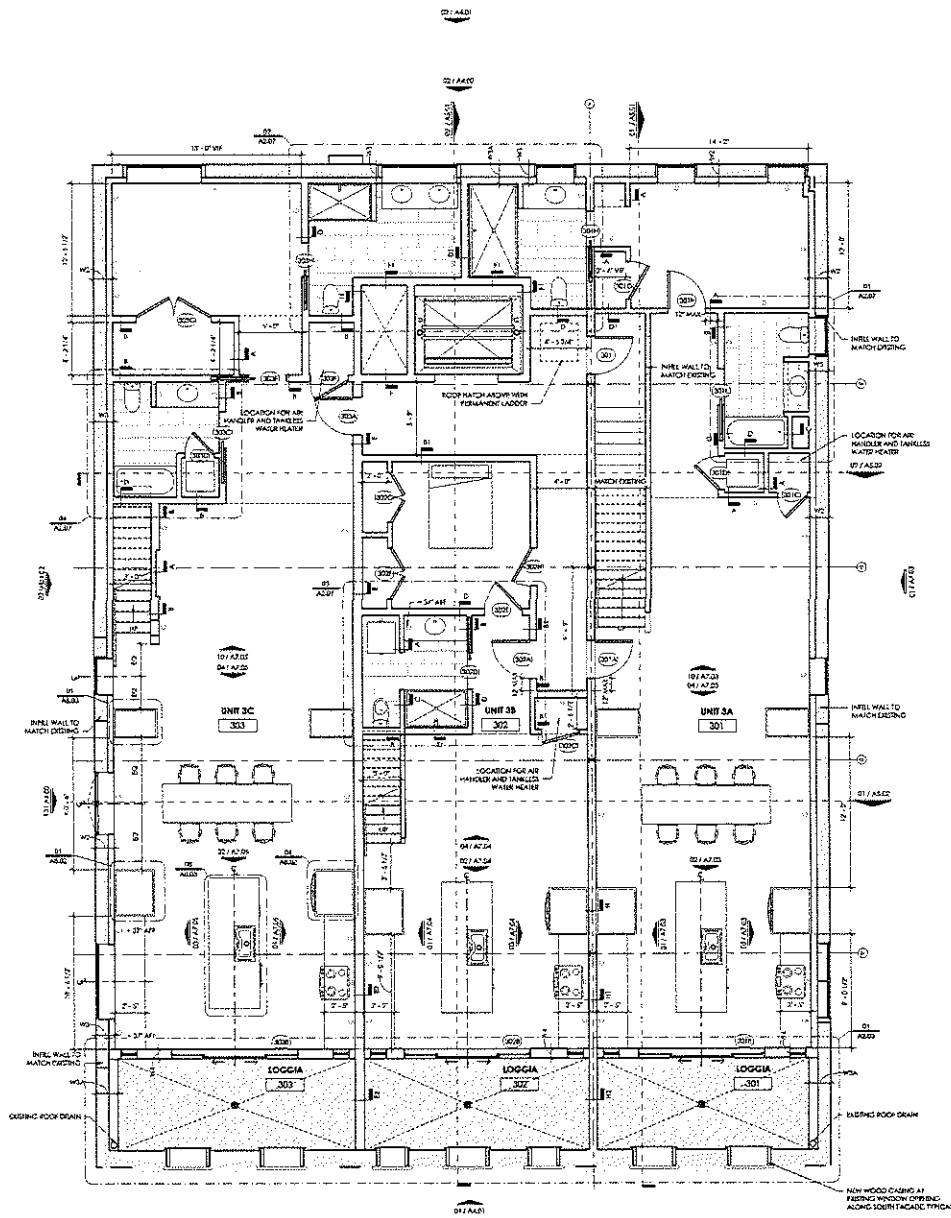
01 FLOOR 01 PLAN
1/4" = 1'-0"



FLOOR FINISH MATCH LEGEND

CONC 01 POLISHED CONCRETE	FL 02 PORCELAIN TILE
CONC 02 CONCRETE FARG	PT 02 PT PORCELAIN TILE
FL 01 POLISHED TILE	WOOD 01 EXISTING WOOD FLOOR

01 FLOOR 02 PLAN
 1/4" = 1'-0"



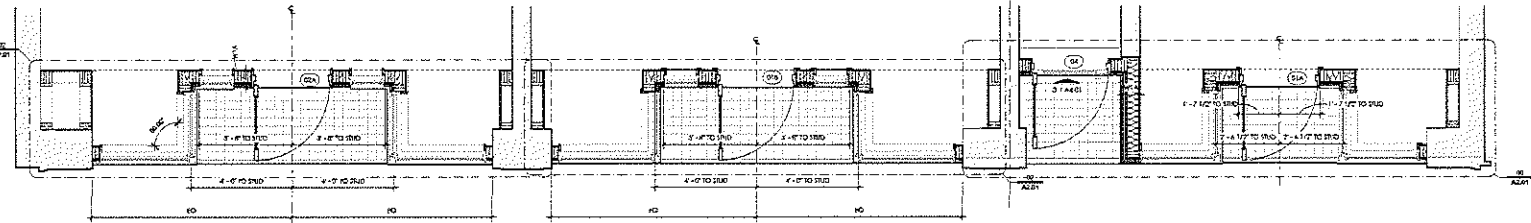
FLOOR FINISH MATCH LEGEND

CONE 01 POLISHED CONCRETE	PI 01 PORCELAIN TILE
CONE 02 CONCRETE PADO	PI 02 PORCELAIN TILE
PI 02 PORCELAIN TILE	WOOD 01 EXISTING WOOD FLOOR

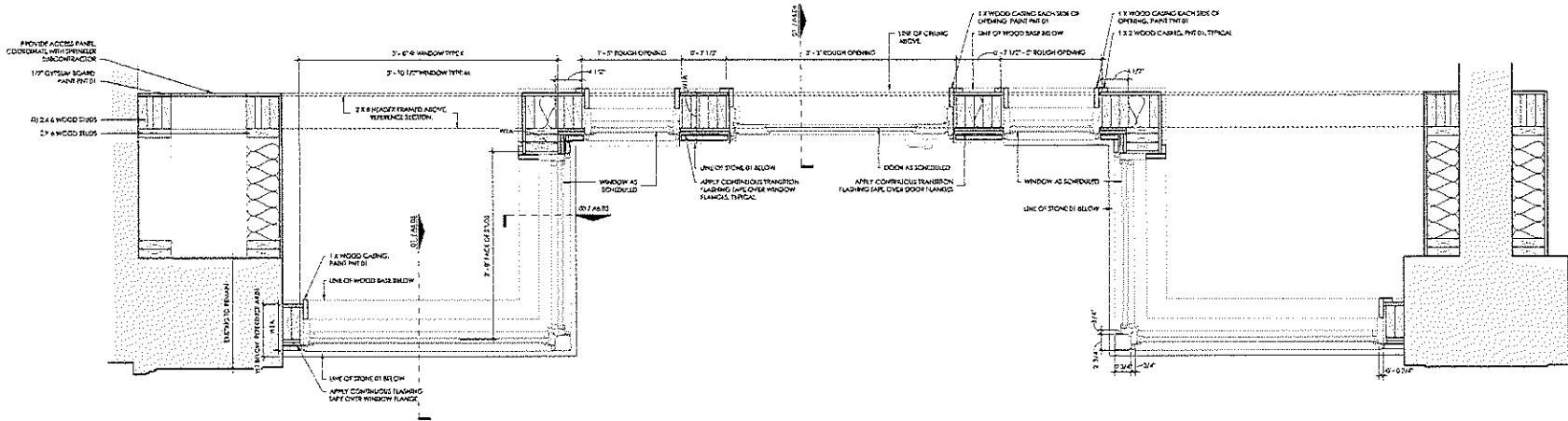
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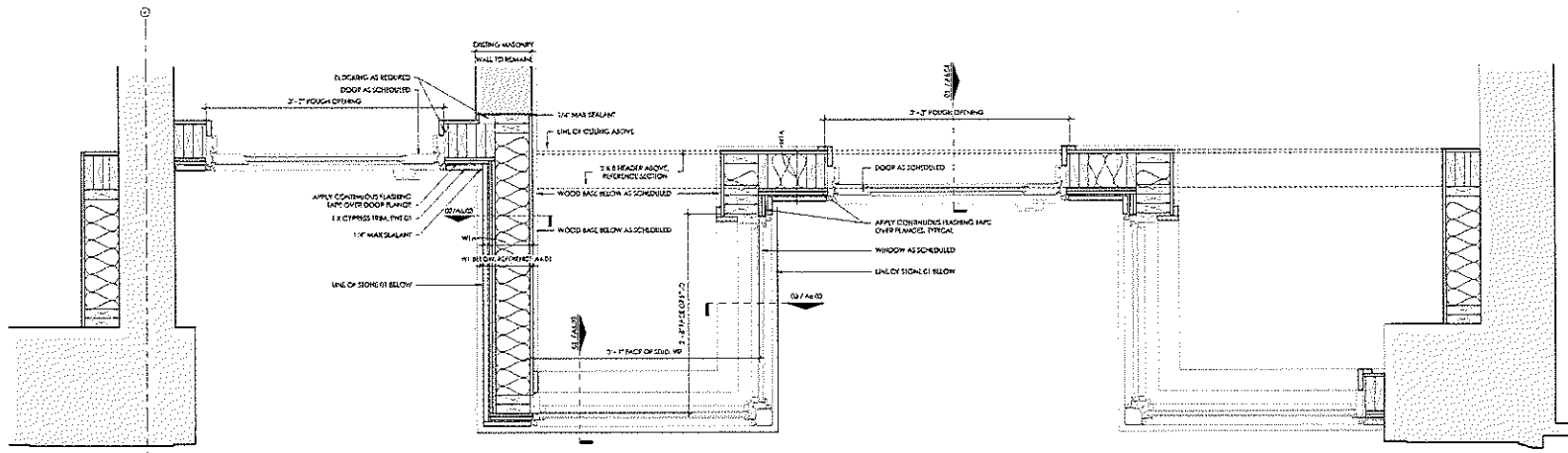
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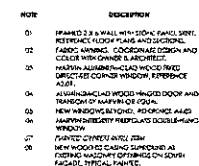
01 ENLARGED PLAN @ STOREFRONT
 1/2" = 1'-0"



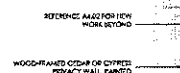
02 JAMB DETAIL @ STOREFRONT DOORS
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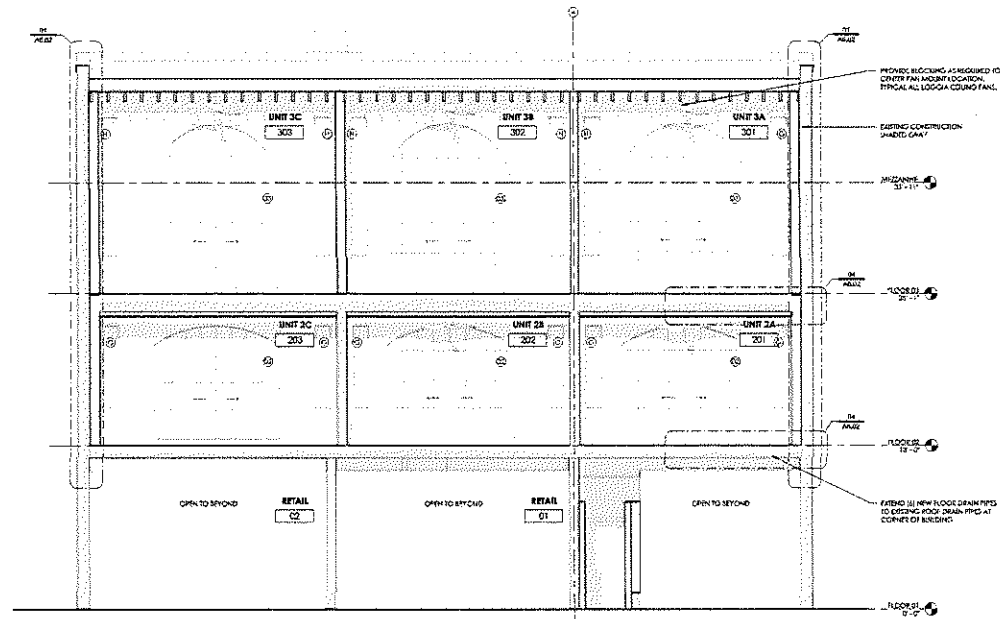


05 ENLARGED PLAN @ CONDO ENTRY
 1/2" = 1'-0"



01 SOUTH ELEVATION
1/4" = 1'-0"

02 NORTH ELEVATION
1/4" = 1'-0"



01 SOUTH ELEVATION - LOGGIAS
1/4" = 1'-0"



02 NORTH ELEVATION @ PATIO
1/4" = 1'-0"

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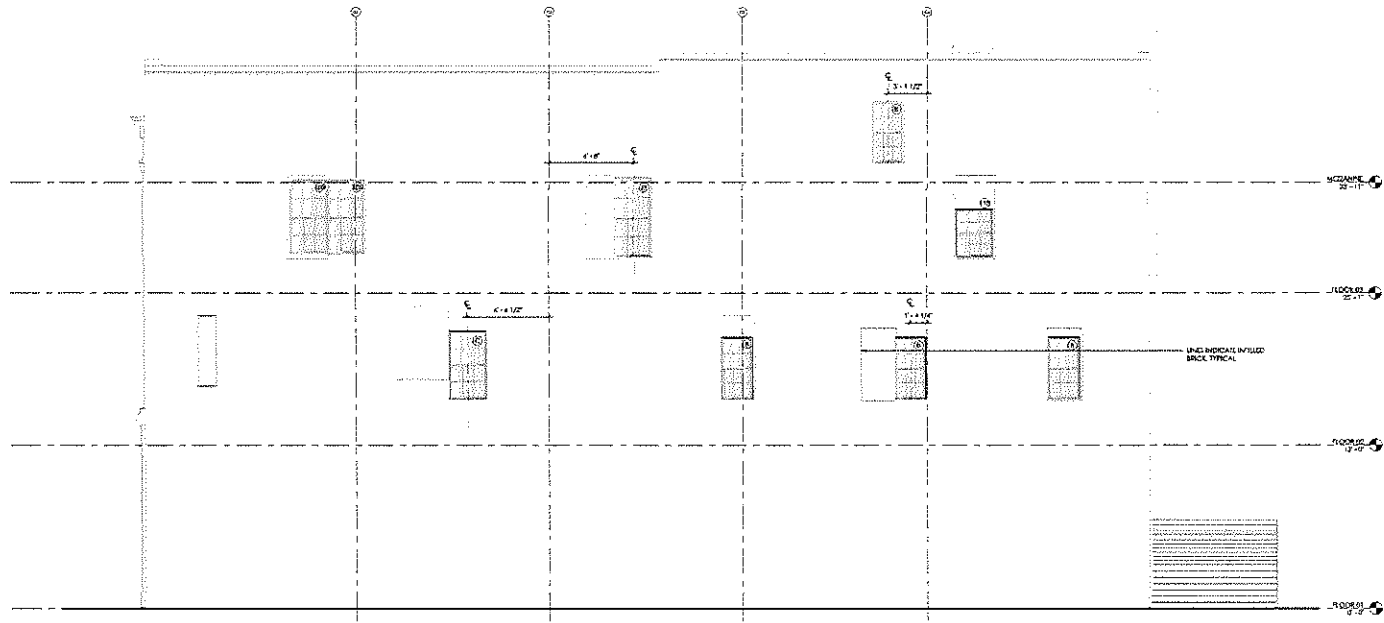
CONSTRUCTION DOCUMENTS

CAPE CHARLES CONDOS
237 MARION AVENUE
CAPE CHARLES, VA 23310
PROJECT # 1901

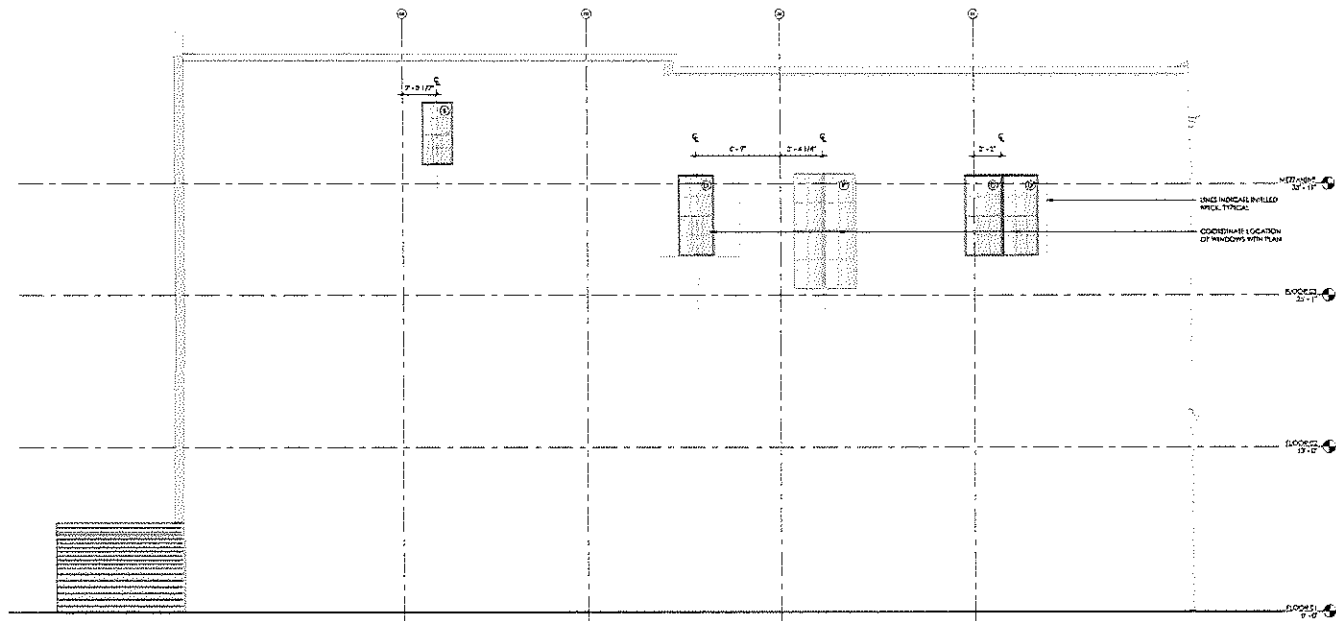
BUILDING ELEVATIONS
05.24.2019

REVISION	DATE

A4.02



01 EAST ELEVATION
1/4" = 1'-0"



02 WEST ELEVATION
1/4" = 1'-0"

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CONSTRUCTION DOCUMENTS

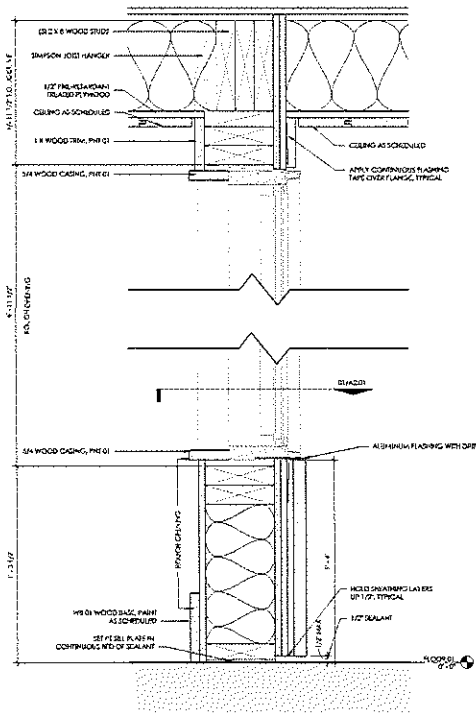
CAPE CHARLES CONDOS
209 MAGNAN AVENUE
CAPE CHARLES, VA 23110
PROJECT # 1901

BUILDING ELEVATIONS
05.24.2019

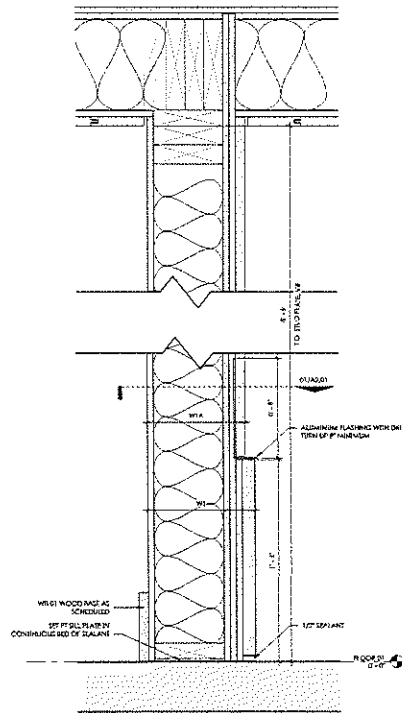
REVISION	DATE

A4.03

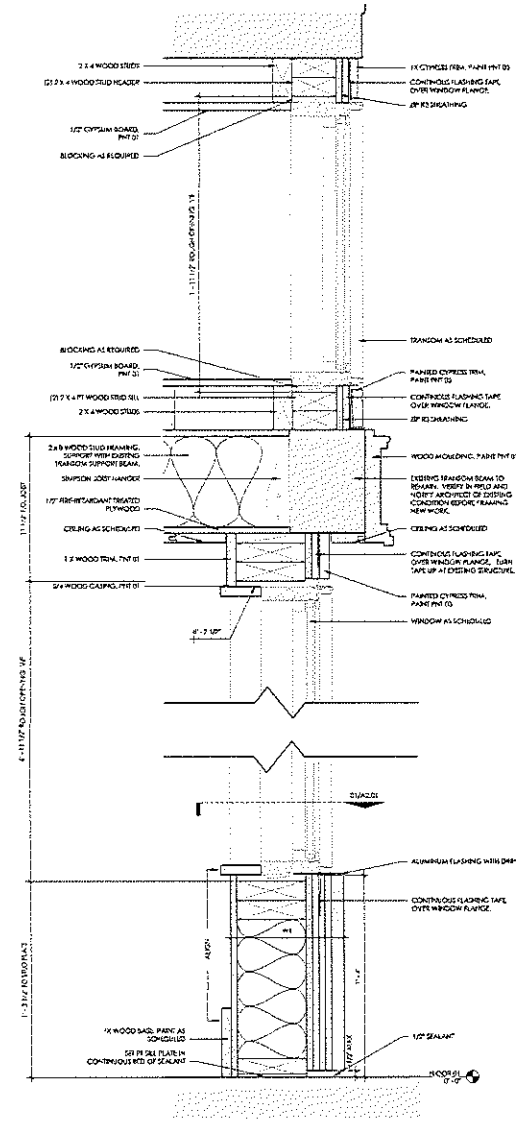
REVISION	DATE



03 SECTION @ RETAIL WINDOW RETURN
 3/8" = 1'-0"

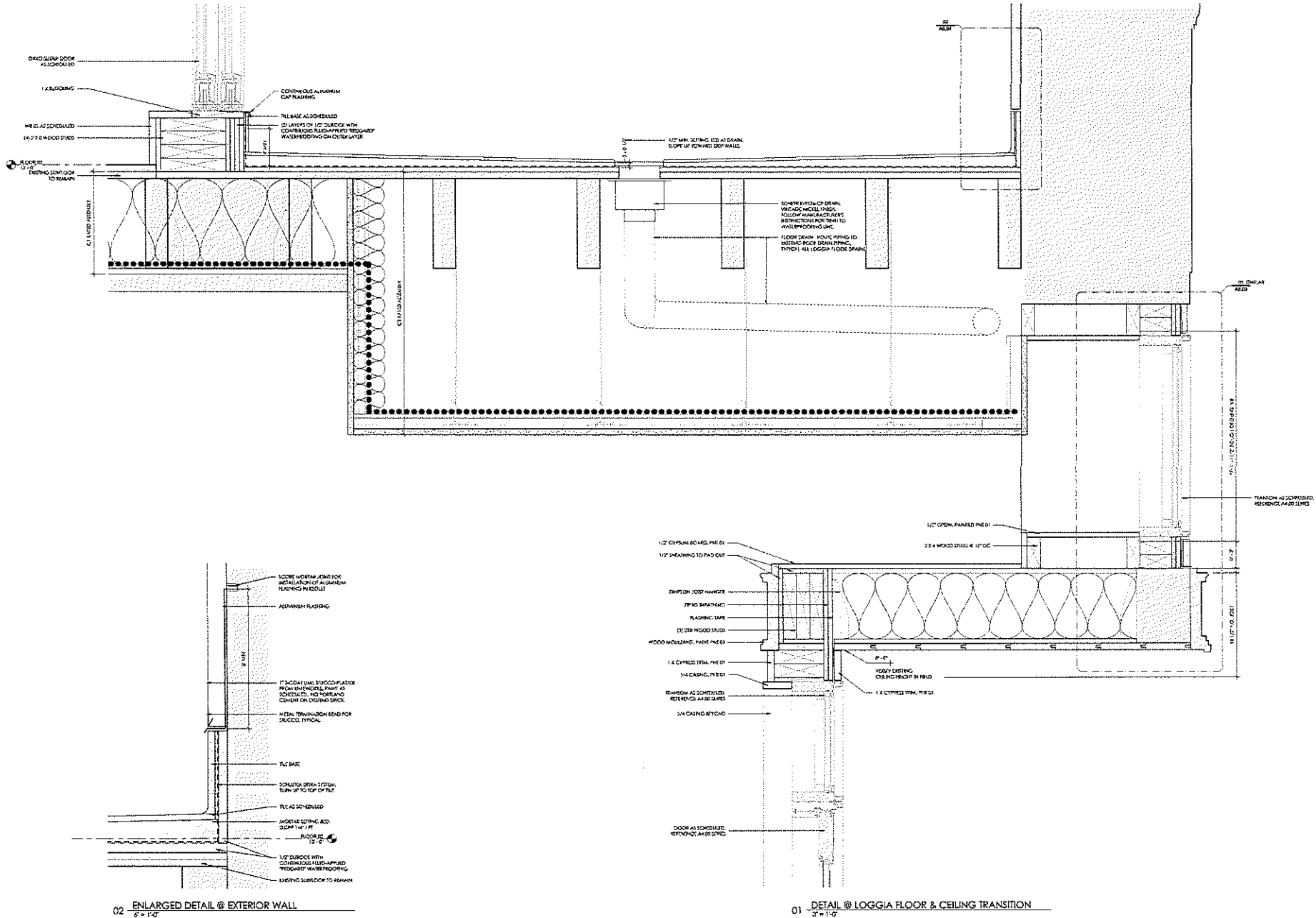


02 SECTION @ RETAIL ENTRY
 3/8" = 1'-0"



01 DETAIL @ STONE SKIRTING
 3/8" = 1'-0"

REVISION	DATE





HISTORIC DISTRICT REVIEW BOARD

Special Meeting & Work Session

Cape Charles Civic Center

June 5, 2019

2:00 p.m.

Attachment 4

At 2:00 p.m., Chairwoman Susan Eidam, having established a quorum, called to order the Special Meeting and Work Session of the Historic District Review Board (HDRB). In addition to Susan Eidam, present were Edward Eichman, Kerry Shackelford and Edward Wells. Diane D'Amico arrived after roll call. Also in attendance were Town Manager Larry DiRe, Town Planner Zach Ponds, Deputy Clerk Tracy Outten and the applicant. There were ten members of the public in attendance.

Susan Eidam started the HDRB Special Meeting and Work Session with a moment of silence and the recitation of the Pledge of Allegiance.

CONSENT AGENDA:

Motion made by Kerry Shackelford, seconded by Edward Eichman, to accept the agenda as amended. The motion was unanimously approved.

Susan Eidam said in the staff report for Item A under Unfinished Business two storefronts were listed but the elevation called for three.

UNFINISHED BUSINESS:

A. Application for Certificate of Appropriateness for 209 Mason Avenue – to modify the exterior of a commercial building.

Discussion was as follows: (i) Danny Meyer, applicant, asked if the board had any questions. (ii) The board agreed that the proposed storefronts would change the unique character of the building. Kerry Shackelford stated he was not in support of changing the storefronts. Katie Cortez, architect, said they were designed to be more efficient and she thought they were doing what was best for the town. (iii) Edward Eichman said he was looking at this application as an adaptive reuse project not a restoration project. (iv) Kerry Shackelford mentioned that at the meeting on May 21, 2019 some alternatives were discussed on the loggias and asked if the applicant took them into consideration. Danny Mayer said this was what he wanted to do and if the application was denied it would be a deal breaker. Many alternatives for the loggias were suggested to the applicant.

Motion made by Diane D'Amico, seconded by Kerry Shackelford, to deny the Application for the Certificate of Appropriateness at 209 Mason Avenue to modify the exterior of a commercial building as presented as it was inconsistent with the Historic District Guidelines and the Secretary of Interior's Standards. The motion was approved by unanimous vote.

Susan Eidam closed the June 5, 2019 Historic District Review Board Special Meeting.

ORDER OF BUSINESS:

A. Proposed changes to Historic District Review Board process.

Zach Ponds read through the proposed changes to the HDRB process.

Discussion was as follows: (i) The board agreed some applicants would benefit from two meetings with the board. (ii) The HDRB guidelines needed to be reviewed and adopted by the Town Council. The board did not agree that revisions needed to be reviewed by the Planning Commission before going to the Town Council. (iii) Zach Ponds suggested that the zoning administrator be allowed to pass judgement on certain minor actions; such as signs, fences, uncovered decks, accessory structures under 256 square feet and all off-street parking and loading areas. After some discussion, the board



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: June 18, 2019

Item #: 6I

Prepared By:	Larry DiRe – Town Manager
Site Address:	209 Mason Avenue (Tax Map #83A3-1-638 & #83A3-1-639A)
Applicant:	209 Mason LLC
Owner:	209 Mason LLC
Proposed Development:	Exterior modifications to a commercial building
Current Zoning:	<u>Commercial District 1 (C-1):</u> 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. <u>Historic District Overlay:</u> 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:

The subject property is a 58x140 lot with an existing three-story commercial building on Mason Avenue known as the Parson's Building. A conditional use permit was approved by Town Council on April 11, 2019 to allow residential units above commercial for this property. The proposed renovations include three retail tenant spaces and two ADA accessible condominiums on the ground floor and six individual condominiums on the second and third floors.

The existing retail storefront and transoms will be replaced with new aluminum-clad window and door systems, as well as will a new stone skirting. The existing transom beams and wood trim are proposed to remain, and be replaced in keeping with the existing profiles only if needed. New fabric awnings are proposed to be installed as the historic photos from the 1920s show previously existed. All the existing cast stone facade treatments are to remain.

Each condominium unit on the second and third floors will have access to exterior "loggia" balconies facing Mason Avenue. To create these exterior loggias, a new exterior wall will be built behind the existing front facade, and the existing wood windows and window frames will be replaced with new wood window casing and wood sash panels. These will replicate the appearance of the existing wood windows and the sash panels will be operable to open up to the balconies, while retaining the appearance of the existing wood windows on the south façade. The attached sheet A6.02 provides window detail, and provides two options for the top floor residential unit façade windows. The top floor design was developed from a desire to provide opportunities for the "porch culture" so prevalent in Cape Charles, while also preserving the historic front facade and prevent it by being masked it by exterior balconies. Arched transoms above the doors leading out to the loggias will reflect the stucco arches on the building facade, recalling the historic architecture from the interior. The existing jack arches above the windows will be preserved and exposed within the units. The wood floors on the second and third levels will be retained and refinished. To retain additional historic texture, a portion of the existing brick exterior walls will remain exposed, or painted, within the units. The existing tin ceilings are to be salvaged and re-used as a featured ceiling treatment within the retail spaces on the first floor.

Various windows will be removed, moved, and added as shown on the plans provided to accommodate the interior layout. However, the window ratio will stay similar to what currently exists. The doors and windows on the ground floor in the rear will be replaced and modified to account for the ADA accessible condominiums that are proposed. A privacy fence will be constructed for each ADA accessible condominium, which will block the view of the windows and doors from public rights-of-way.

Proposed materials list:

Wood replica window and transoms (where required at storefront and condo entry door), to be painted

Wood window casing and sash panel, to be painted

Fiberglass double-hung windows to replace existing windows at the side and rear

Verde Rameggiato marble stone skirting along front facade

Existing exterior brick (re-pointed as required, sealed or painted, depending on condition)

Existing exterior ceilings at retail storefronts, to be painted

Existing exterior floor tile at retail entries to remain

Painted drywall wall and ceiling finish

Salvaged historic tin ceilings

Existing wood floors to be re-finished

Porcelain tile for loggia and bathroom floors

Ceramic wall tile in kitchens

Custom wood millwork

Staff Analysis:

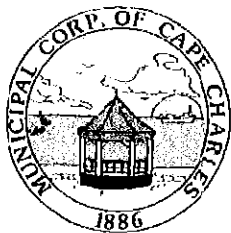
There was much discussion regarding the storefront and window elements at both the May 21, 2019 regular meeting, and the June 5, 2019 special meeting. At the latter meeting the remaining issues of storefront design and condition of windows\loggia on the top floor were reviewed, and the Board denied the application as submitted. The applicant provided the attached documentation as modification to the original application following discussion with the Board at the prior two meetings.

Staff Recommendation:

Staff recommends Board discussion and determination of overall compliance before a Certificate of Appropriateness for exterior modifications to an existing commercial building is approved.

Attachments:

Attachment 1 – Application, letter of intent, elevations and floor plans.



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 list |
| ☐ 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: The Parsons Building
Property Address: 209 Mason Avenue
Brief Description of Project: Three-Story Adaptive Mixed-Use Retail and Condos
Zoning District: _____ Current Use: Commercial Proposed Use: Retail & Condo

OWNER INFORMATION

Name and Company: 209 Mason LLC
Mailing Address: 306 Santa Clara Drive, Richmond, VA 23229
Phone Number: 804-400-4329 Email: dmeyer@dallanconstruction.com

APPLICANT INFORMATION

☒ check here if applicant is owner

Name: Danny Meyer, Katie Cortez, Josh McCullar, Barrett Cree, David Kabler, Leon Parham
Mailing Address: 306 Santa Clara Drive, Richmond, VA 23229
Phone Number: 804-400-4329 Email: dmeyer@dallanconstruction.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: _____ Date: 06.07.2019

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

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

LETTER OF INTENT

The proposed renovation of 209 Mason Avenue includes two retail tenant spaces on the ground floor and a total of eight (8) individual condominiums. Two ADA accessible condominium units are located on the ground floor.

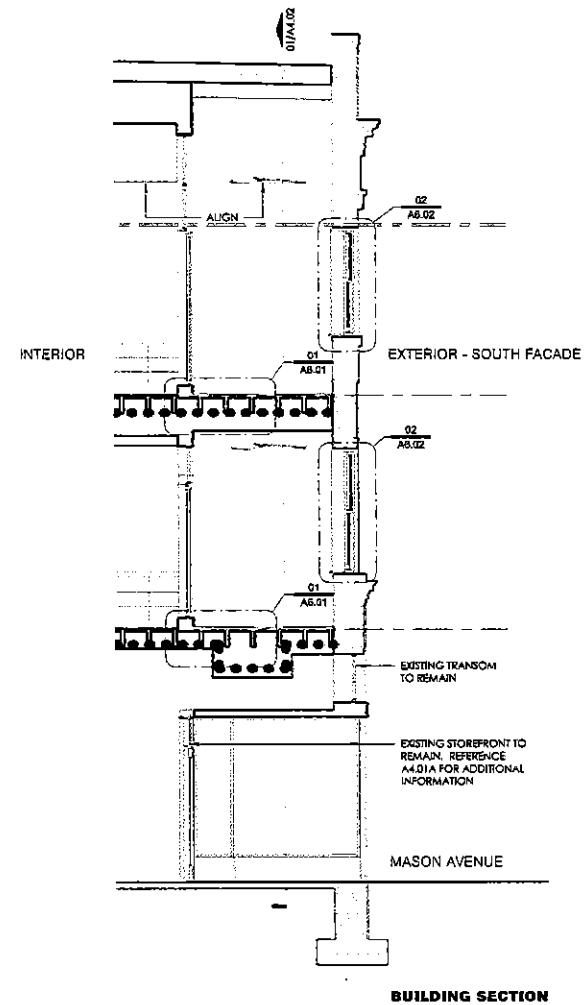
The existing retail storefront and transoms will be retained. The stone skirting below the storefronts is deteriorated, with some panels completely missing. New marble stone skirting, closely matching the existing, is proposed as a replacement. The existing wood entry doors and transoms need repair or replacement. Replica wood doors and transoms will replace the existing where applicable. Currently, the large transoms above the retail storefront do not match. The leaded glass, located in the center bay, will remain. The transoms located at the east retail bay will be replaced to match the existing transoms at the west retail bay. The brick, cast stone, and cast stone detailing will all remain. Please reference architectural sheet A4.01A for additional information.

In response to the "porch culture" so prevalent in Cape Charles, coupled with the desire to not alter the South facade of the building, each condominium unit on the second and third floors have access to an inset, exterior balcony. To create these inset balconies, a new exterior wall will be built behind the existing front facade (reference building section to the right). The existing wood windows and frames, many of which are in disrepair, are proposed to be replaced with new wood window casing and wood sash panels, which will replicate the appearance of the existing wood windows. The sash panels will be operable to allow these balconies to be open air, and will match the appearance of the existing wood windows on the South facade. An alternate option includes a fold-up double-hung wood window product. Please reference A6.02 for more information and design intent. No existing masonry openings will be modified, and no new openings are proposed, on the front facade.

Proposed exterior materials list:

- Wood replica window and transoms (where required at first floor storefronts and condo entry door), to be painted
- Wood window casing and sash panel, to be painted
- Verde Rameggiato Marble stone skirting along front facade
- Existing exterior brick (re-pointed as required, sealed or painted, depending on condition)
- Existing exterior wood ceilings at retail storefronts, to be painted
- Existing exterior floor tile at retail entries to remain
- Fiberglass double-hung windows to replace existing windows at the side and rear walls

} Exterior wood window design



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JOSH McCULLAR ARCHITECTS

RICHMOND VIRGINIA | 804.305.4890 | www.joshmccullararchitects.com

HISTORIC DISTRICT REVIEW BOARD APPLICATION

06.07.2019

CAPE CHARLES MIXED USE

300 W. 11TH ST. CAPE CHARLES, VA 23041

RANDOLPH AVENUE (70' R/W)

DOUGLAS GEORGE DODSON, JR.
& AMY LAWSON DODSON
INST. 150001039
83A3-1-640 & 637B
LOT 640 AND 2' OF 637
D.B. 41, P. 484 (PLAT)

HAMPTON W. MILLER, JR.
& KAREN W. MILLER
INST. 140000078
83A3-1-637A
EASTERN 38' OF 637
D.B. 41, P. 484 (PLAT)

JOHN WENGLER
& CHRISTINE WENGLER
INST. 140000219
83A3-1-636
LOT 636
D.B. 41, P. 484 (PLAT)

SURVEYORS CERTIFICATION

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

GENERAL NOTES:

- OWNERS: CONTINUUM CFG, LLC
- SOURCE OF TITLE: INST. 080001423
- TAX PARCEL: 83A3-1-638 & 83A3-1-639A
- A SURVEY WAS PERFORMED ON THIS PROPERTY IN NOVEMBER 2018 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. 51131C295F, DATED 03-02-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.
- PLAT REFERENCES:
D.B. 41, P. 484 (PLAT)
D.B. 243, P. 196 (PLAT)
D.B. 285, P. 104 (PLAT)
- AREA: 8,118 SQ. FT. (0.186 AC.)

APPROVED

LARRY DIRE
DIRECTOR OF PLANNING
CAPE CHARLES, VA.

DATE

PINE STREET (70' R/W)



GRAPHIC SCALE
1 INCH = 10 FT.

MASON AVENUE (70' R/W)

SURVEY OF
LOT 638
& THE EASTERN 18' OF
LOT 639
MAP OF THE TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MADE FOR
DANIEL JOHANNES MARTINUS MEYER
SCALE: 1" = 10' NOVEMBER 29, 2018

POINT NORTH
POINT NORTH SURVEYING LLC
P.O. Box 701, Onley, VA. 23418
(757) 709-3008
pointnorthsurveying@gmail.com
DRAWN BY: CROCKETT FIELD BOOK: JBL 647 P. 40
BACKTYPED: CROCKETT PROJ. NO. 18011

DALLAN CONSTRUCTION
DANNY MEYER
4900 FITZGUGH AVENUE
RICHMOND, VA 23294
(804) 450-4329

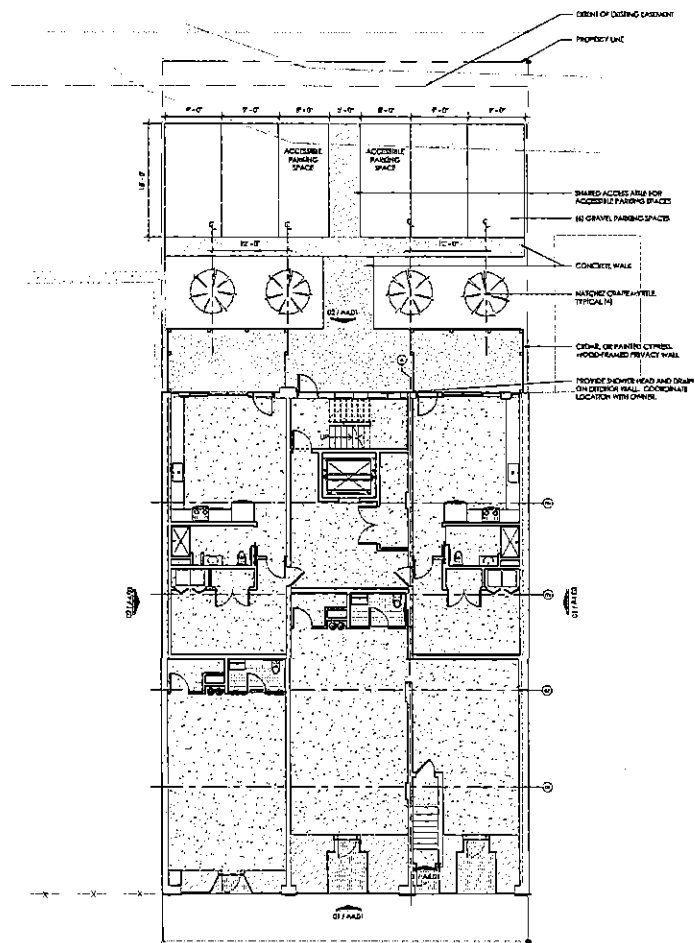
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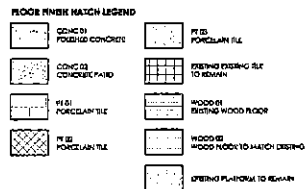
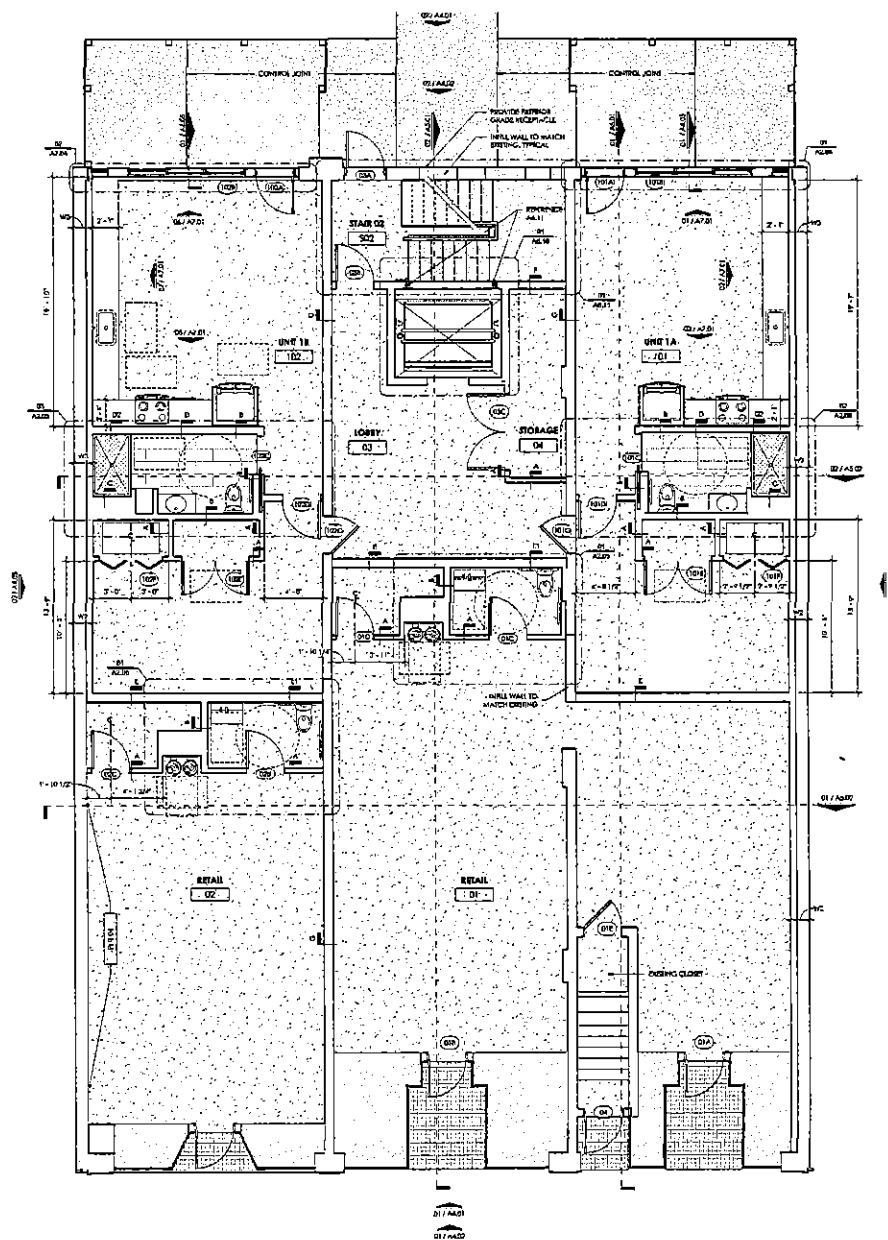
LOUISA ENGINEERING
2800 N. PARHAM ROAD #208
RICHMOND, VA 23294
(804) 512-4865

CONSTRUCTION DOCUMENTS

ARCHITECTURAL SITE PLAN
06.07.2019

REVISION	DATE

01 SITE PLAN
1/8" = 1'-0"



01 FLOOR 01 PLAN
 1/4" = 1'-0"

HATCH LEGEND

- ☐ EXISTING TO REMAIN
- ☐ NEW CONSTRUCTION
- ☐ BRICK INFILL TO MATCH EXISTING

PUTZAUER

ALL INTERIOR WALL DIMENSIONS ARE NOMINAL, AND FINISHED. FRAMES SHALL REPRESENT WALL TYPES TO LOCATE THE ACTUAL FACE OF STUD.

GENERAL CONTRACTOR

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DANNY METER
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RICHMOND, VA 23294
(804) 400.4329

STRUCTURAL ENGINEERS
LOUISEA ENGINEERING
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RICHMOND, VA 23294
(804) 512-4865

CONSTRUCTION DOCUMENTS

CAPE CHARLES COMBOS

209 MASON AVENUE
CAPE CHARLES, VA 23310

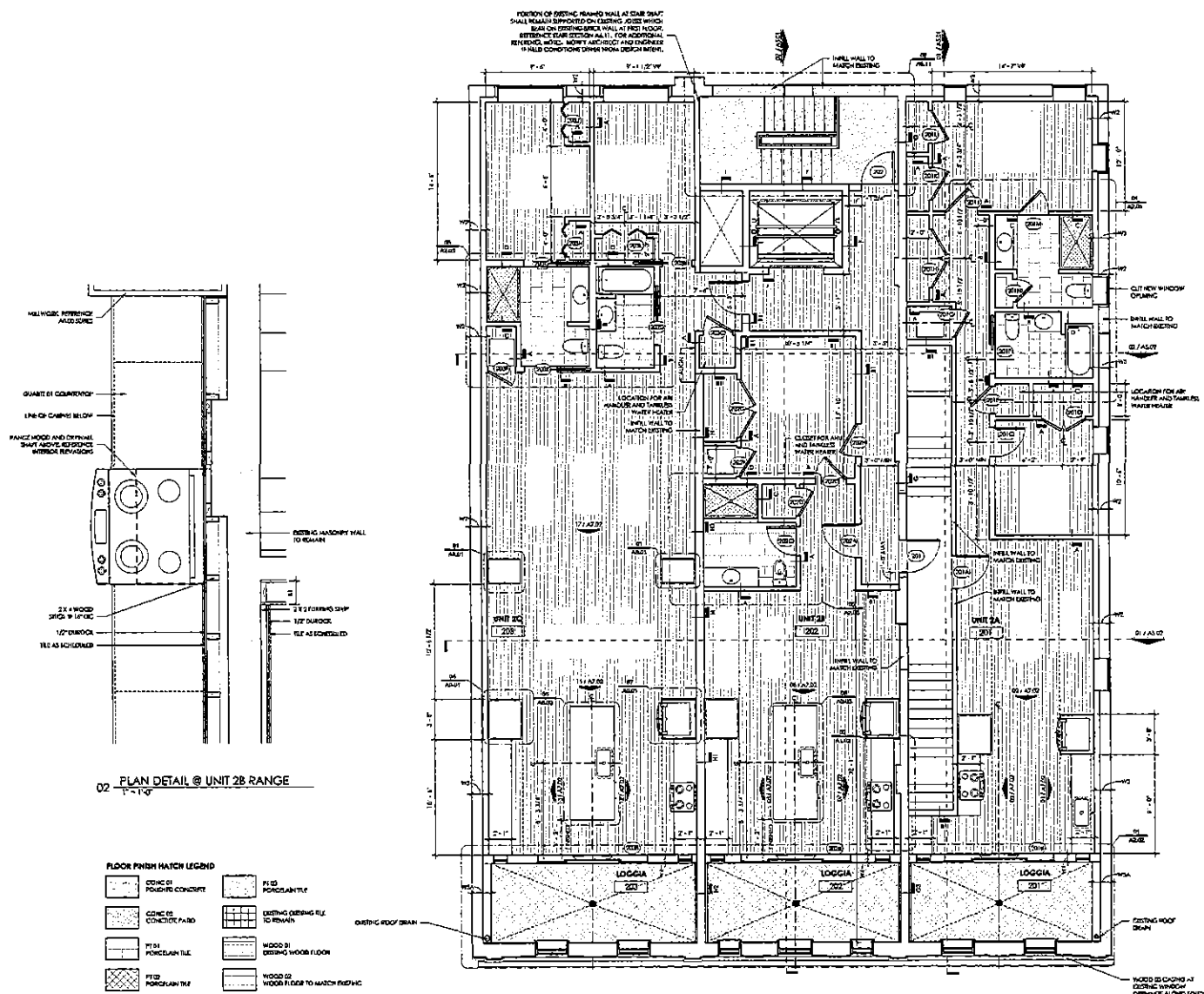
PROJECT # 1901

FLOOR 02 PLAN

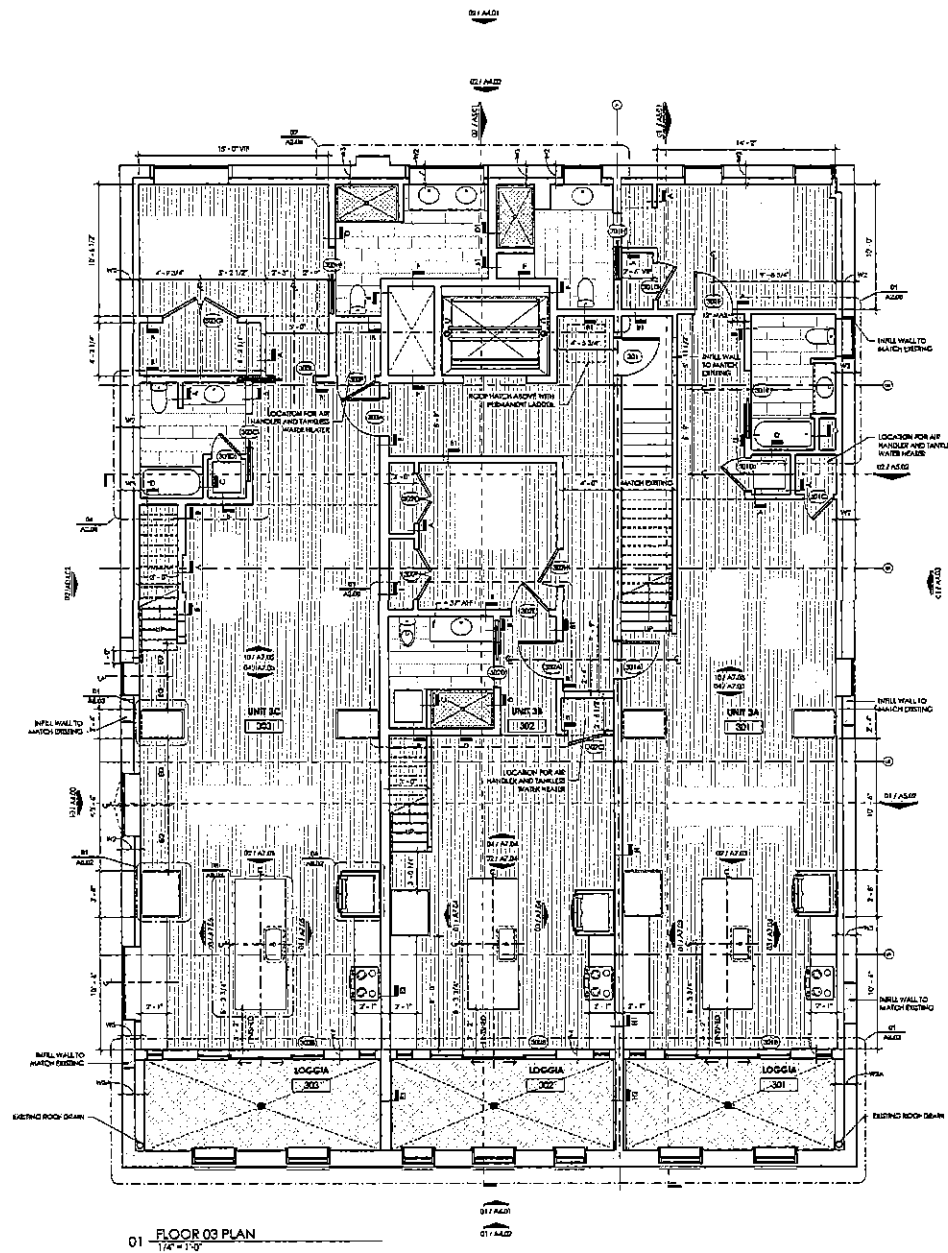
06.07.2019

REVISION	DATE

A1.02



01 FLOOR 02 PLAN
1/4" = 1'-0"



FLOOR FINISH HATCH LEGEND

CONC 01 POLISHED CONCRETE	PL 01 PORCELAIN TILE
CONC 02 CONCRETE FLOOR	CORING CORING TILE TO REMAIN
PL 01 PORCELAIN TILE	WOOD 01 EXISTING WOOD FLOOR
PL 02 PORCELAIN TILE	WOOD 02 WOOD FLOOR TO MATCH EXISTING

01 FLOOR 03 PLAN
 1/4" = 1'-0"



EXISTING WOOD WINDOWS TO BE REPLACED WITH WOOD CASING AND WOOD SASH TO RECREATE THE APPEARANCE OF THE EXISTING WINDOWS (AS SHOWN)

WEST STOREFRONT, QUINCY, ILL.



CENTER STOREFRONT, QUINCY, ILL.

01 SOUTH ELEVATION @ MASON AVENUE



04 WEST STOREFRONT

EXISTING DOOR TO BE REMOVED. NEW FRAME TO BE INSTALLED TO MATCH EXISTING. CLEAN UP FROM REMOVAL OF WOOD WORK. FINISHES: TYPICAL. BOARD-ON-BOARD WOOD BACKUP FRAMING AS REQUIRED. APPLY CEILING BACKUP BOARD FINISHES. WATERPROOFING AND TRANSITION FRAMING PRIOR TO INSTALLING NEW DOOR. TYPICAL IN ALL SITES.



EXISTING WOOD CASING TO BE REPLACED WITH WOOD CASING AND WOOD SASH TO RECREATE THE APPEARANCE OF THE EXISTING WINDOWS (AS SHOWN)



03 CENTER STOREFRONT

EXISTING DOOR TO BE REMOVED. NEW FRAME TO BE INSTALLED TO MATCH EXISTING. CLEAN UP FROM REMOVAL OF WOOD WORK. FINISHES: TYPICAL. BOARD-ON-BOARD WOOD BACKUP FRAMING AS REQUIRED. APPLY CEILING BACKUP BOARD FINISHES. WATERPROOFING AND TRANSITION FRAMING PRIOR TO INSTALLING NEW DOOR. TYPICAL IN ALL SITES.



EXISTING WOOD CASING TO BE REPLACED WITH WOOD CASING AND WOOD SASH TO RECREATE THE APPEARANCE OF THE EXISTING WINDOWS (AS SHOWN)



02 EAST STOREFRONT

EXISTING DOOR TO BE REMOVED. NEW FRAME TO BE INSTALLED TO MATCH EXISTING. CLEAN UP FROM REMOVAL OF WOOD WORK. FINISHES: TYPICAL. BOARD-ON-BOARD WOOD BACKUP FRAMING AS REQUIRED. APPLY CEILING BACKUP BOARD FINISHES. WATERPROOFING AND TRANSITION FRAMING PRIOR TO INSTALLING NEW DOOR. TYPICAL IN ALL SITES.

CLEAN UP FROM REMOVAL OF WOOD WORK. FINISHES: TYPICAL IN ALL SITES.



EXISTING DOOR TO BE REMOVED AND REPLACED WITH WOOD DOOR. EXISTING TRANSOM AND TRANSOM FRAMES TO REMAIN. SQUARE FRAME AND TRANSOM FRAME SHALL NOT BE REFINISHED OR PAINTED. NEW FRAME SHALL BE INSTALLED TO MATCH EXISTING.

JOSH NICOLLAR ARCHITECTS LLC
RICHMOND, VA
804.203.4880
mail@joshnicollararchitects.com
www.joshnicollararchitects.com

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JOSH NICOLLAR, ARCHITECT

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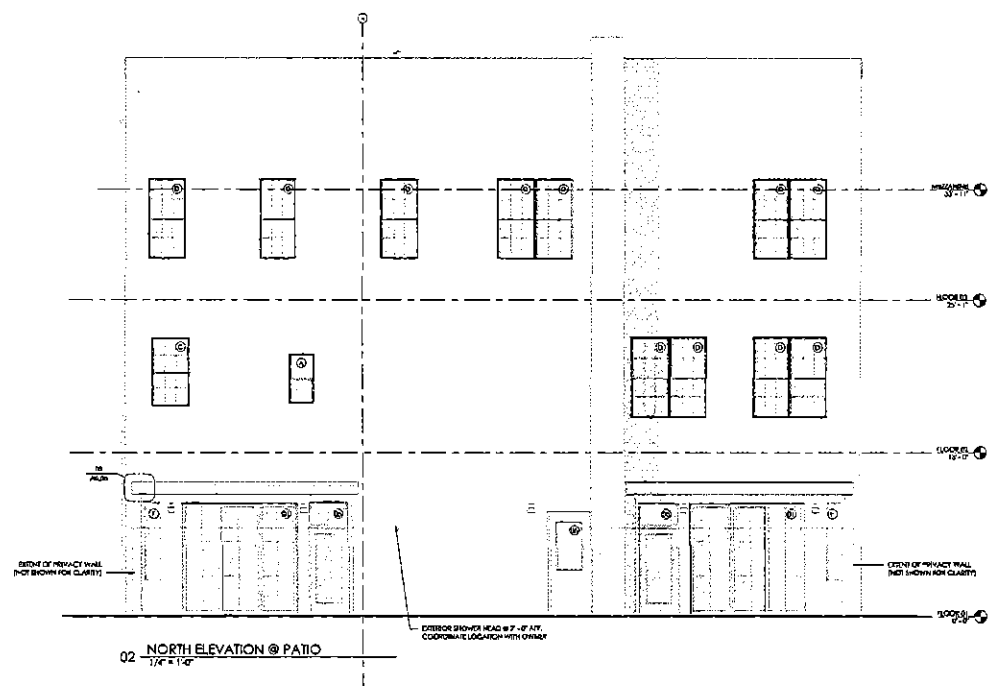
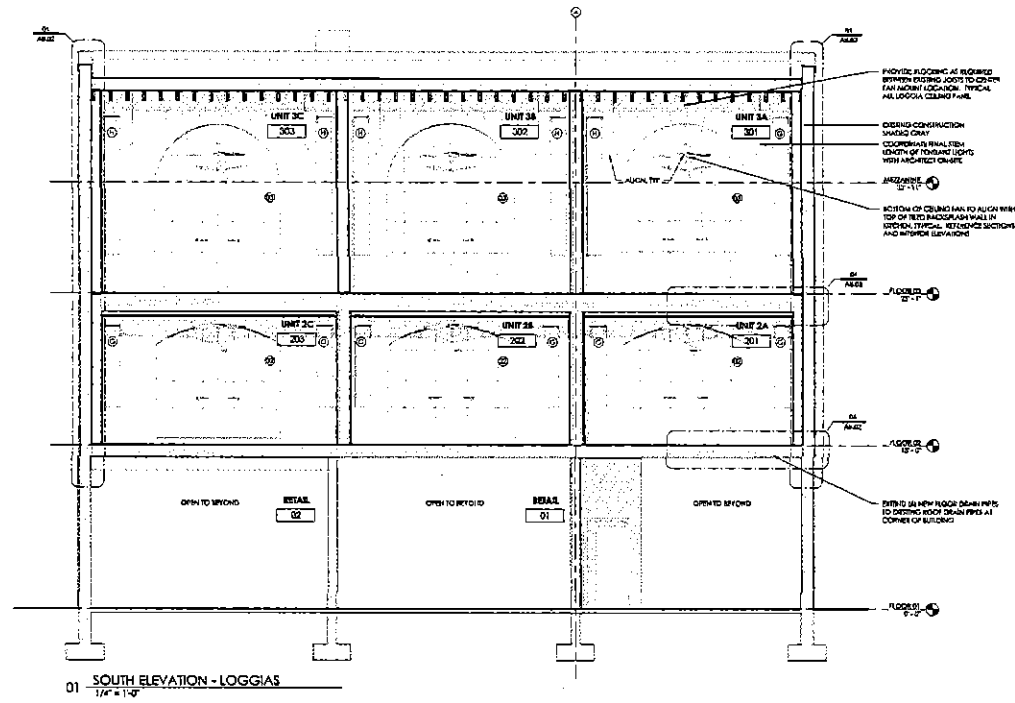
CONSTRUCTION DOCUMENTS

CAPE CHARLES CONDOS
207 MASON AVENUE
CAPE CHARLES, VA 23310
PROJECT # 1901

EXTERIOR ELEVATIONS
06.07.2019

REVISION	DATE

A4.01A



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804.365.4860
jmc@joshmcdillarchitects.com
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PROJECT TEAM
DATE: 06/07/2019
JOSH MCDILLAR - ARCHITECT

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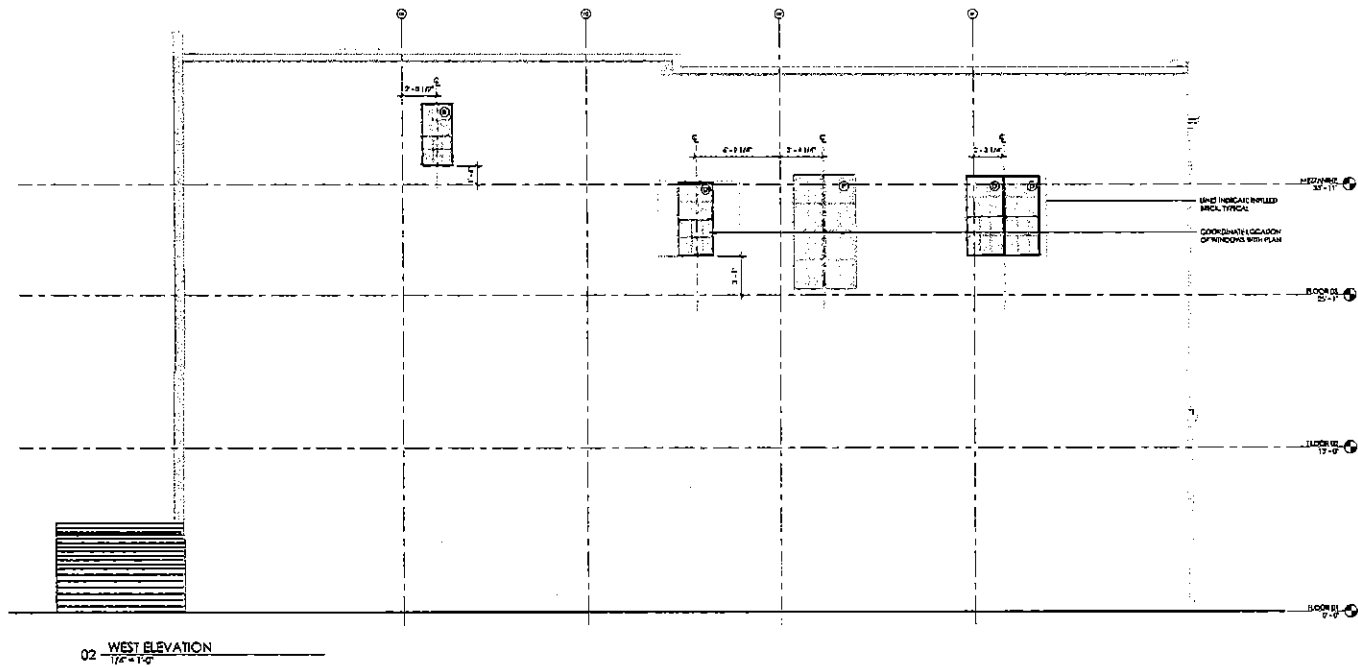
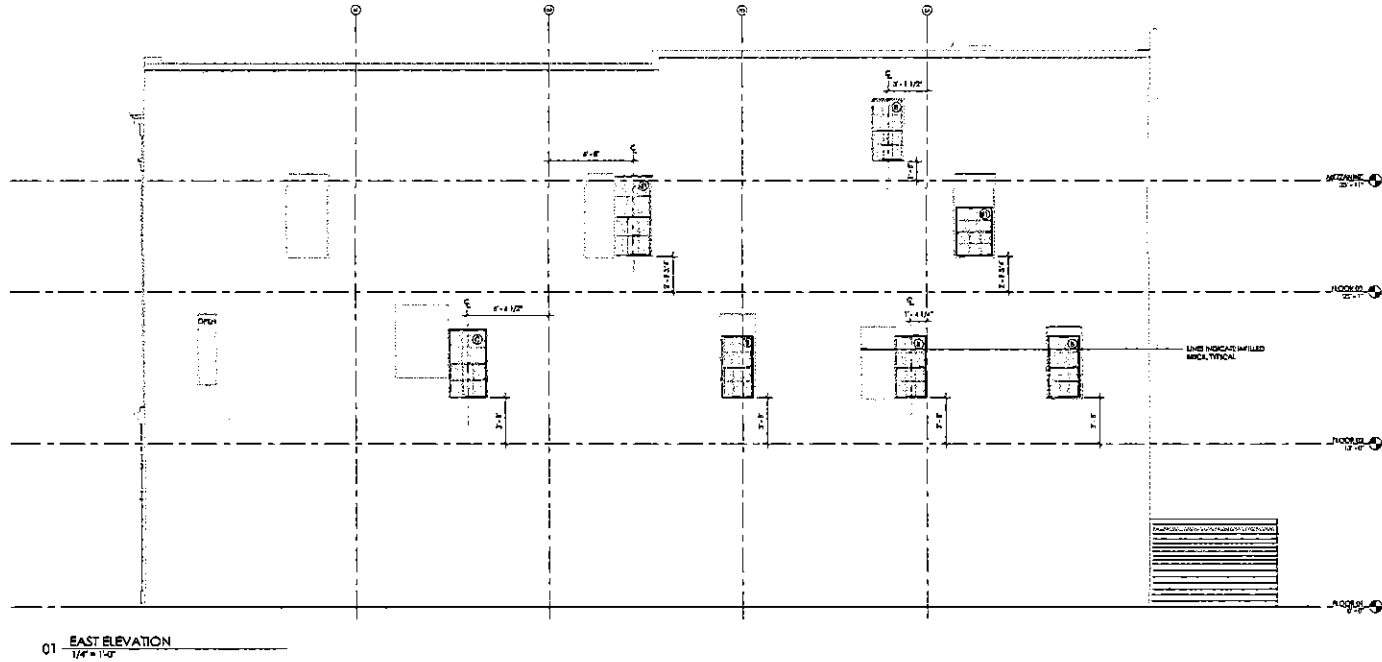
CONSTRUCTION DOCUMENTS

CAPE CHARLES CONDO
209 MASON AVENUE
CAPE CHARLES, VA 23310
PROJECT # 1901

BUILDING ELEVATION
06.07.2019

REVISION	DATE

A4.02



GENERAL CONTRACTOR
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 LOUISA ENGINEERING
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 (804) 512-4855

CONSTRUCTION DOCUMENTS

CAPE CHARLES CONDOS
 207 MASON AVENUE
 CAPE CHARLES, VA 23310
 PROJECT # 1901

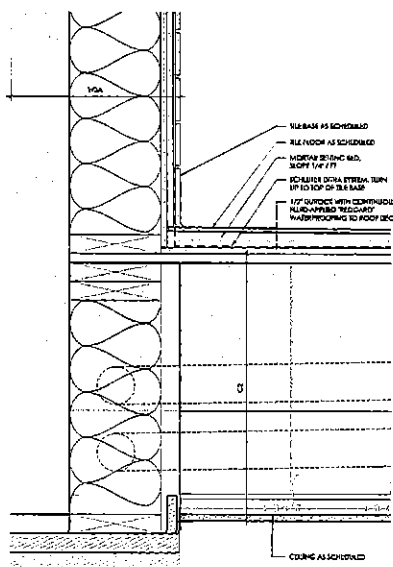
BUILDING ELEVATIONS
 06/07/2019

REVISION	DATE

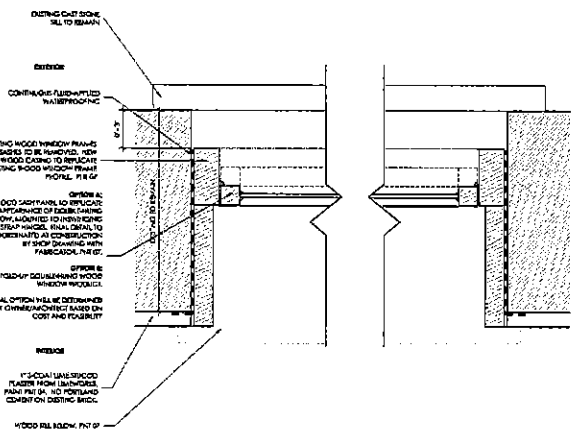
A4.03

REVISION	DATE

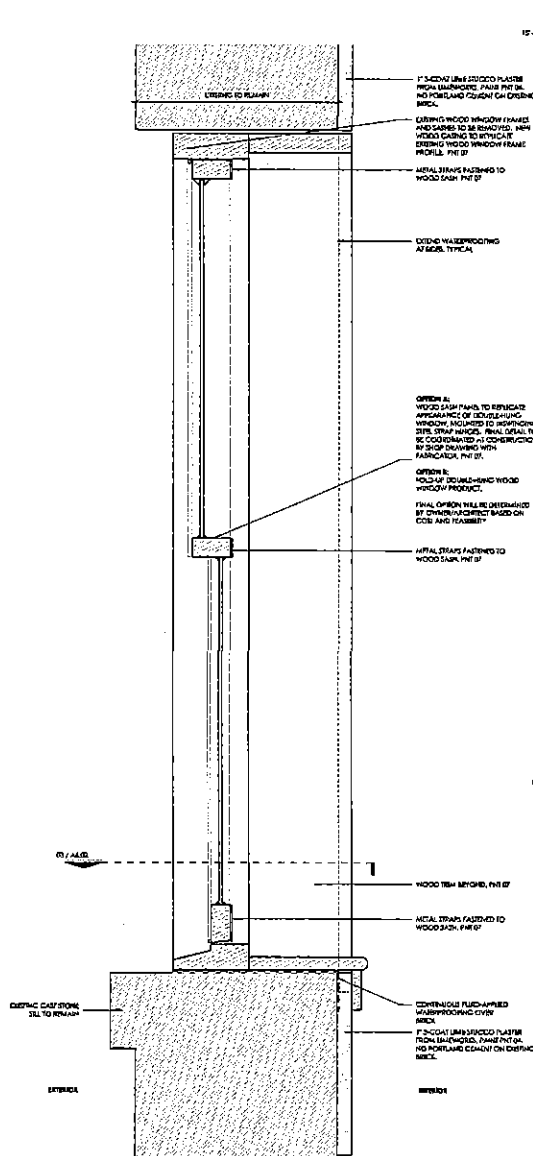
04 DETAIL @ LOGGIA FLOOR
 3" x 1'-0"



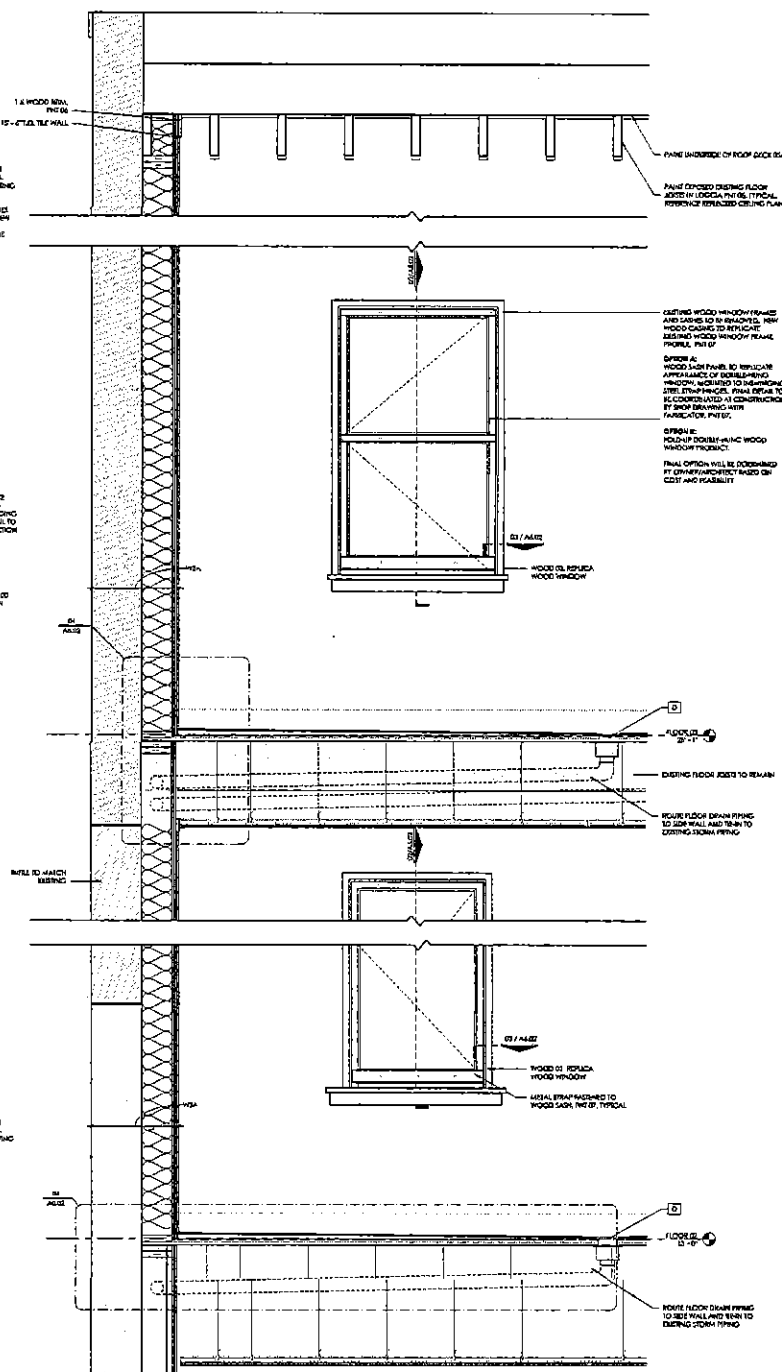
03 JAMB DETAIL @ WOOD CASING
 3" x 1'-0"

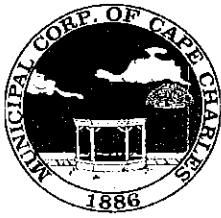


02 WOOD CASING HEAD & SILL DETAIL
 3" x 1'-0"



01 SIDE WALL @ LOGGIA
 3" x 1'-0"





HISTORIC DISTRICT REVIEW BOARD

Regular Meeting

Cape Charles Volunteer Fire Company

June 18, 2019

6:00 p.m.

Attachment 6

1 of 3

At 6:00 p.m., Chairwoman Susan Eidam, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Susan Eidam, present were Diane D'Amico, Edward Eichman, Kerry Shackelford and Edward Wells. Also, in attendance were Town Planner Zach Ponds, Deputy Clerk Tracy Outten and the applicants. There were ten members of the public in attendance.

Susan Eidam started the HDRB Regular meeting stating that the meeting would be adjourned at 8:00 p.m. and the remaining applications would be deferred until the July 16, 2019 meeting. Her statements were followed by a moment of silence and the recitation of the Pledge of Allegiance.

CONSENT AGENDA:

Motion made by Edward Eichman, seconded by Diane D'Amico, to accept the agenda as presented. The motion was unanimously approved.

Susan Eidam stated that in the staff report for Item I under New Business two storefronts were listed but there were actually three.

The HDRB reviewed the minutes from the May 7, 2019 Joint Work Session with the Planning Commission, the May 21, 2019 Regular Meeting, and the June 5, 2019 Special Meeting and Work Session.

Motion made by Kerry Shackelford, seconded by Edward Wells, to accept the minutes from the May 7, 2019 Joint Work Session with the Planning Commission, the May 21, 2019 Regular Meeting, and the June 5, 2019 Special Meeting and Work Session as presented. The motion was unanimously approved.

PUBLIC COMMENT:

Deputy Clerk Tracy Outten read comments submitted prior to the meeting. (Please see attached.)

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

UNFINISHED BUSINESS:

- A. *Application for Certificate of Appropriateness for tax map parcel #83A1-1-96/Washington Avenue – to construct a new single-family dwelling.*

Sean Ingram, contractor, introduced himself. Susan Eidam asked the board if they had a motion or comments regarding the application. Discussion was as follows: (i) Edward Eichman commented on the following (a) The proposal stated a 7" siding exposure but, the Residential 1 zoning required a 5" exposure. Zach Ponds stated that the 5" exposure mentioned in the Residential 1 zoning ordinance was only for vinyl siding. Cement boards such as hardi would be used per Sean Ingram. (b) The grill between glass windows proposed were not acceptable. He suggested using simulated divided lites with a raised muntin. (c) The elevation drawing showed different window detail for all sides of the house. His opinion was the windows needed to be consistent on all four sides of the house. (ii) Diane D'Amico asked what kind of AZEK trim would be used; traditional. (iii) There was much discussion on windows. (iv) Diane D'Amico asked what the word "consider" meant in the Cape Charles Historic

2 of 3

Motion made by Kerry Shackelford, seconded by Edward Eichman, to approve the Certificate of Appropriateness at 218 Monroe Avenue to replace siding and remove shutters on the front dormer of the single-family dwelling as submitted with the condition that no vinyl beaded soffit would be used. The motion was approved by unanimous vote.

E. *Application for Certificate of Appropriateness for 235-239 Mason Avenue – to paint a mural on the front of a commercial building.*

David Gammino, owner of Hotel Cape Charles, presented the proposed mural. Edward Eichman asked if the upper portion of the mural was being attached to the glass railing; no it was on building. Susan Eidam informed the board that the CCHDG did not allow brick to be painted. After some back and forth between the board members and the applicant as to whether the building was actually brick, it was determined that the building was brick which was proposed to be painted.

Motion made by Diane D'Amico, seconded by Kerry Shackelford, to deny the Certificate of Appropriateness at 235-239 Mason Avenue to paint a mural on front of the commercial building as per the Cape Charles Historic District Guidelines page 48 paragraph number 5 and page 49 number 6. The motion was approved by unanimous vote.

F. *Application for Certificate of Appropriateness for 532 Jefferson Avenue – to construct a two-story accessory structure.*

Andrew McCoy, owner, started by letting the board know he would be happy to amend the material list to use wood for the trim, windows, soffit and fascia and continued by describing the modifications made to the plans per the suggestions given by the HDRB after the denial at last month's meeting.

Motion made by Kerry Shackelford, seconded by Edward Eichman to approve the Certificate of Appropriateness at 532 Jefferson Avenue for construction of a two-story accessory structure as amended by the applicant to use wood for the trim, the soffit, the fascia, the windows and trim. The motion was approved by unanimous vote.

G. *Application for modification to Certificate of Appropriateness for 524 Madison Avenue – to construct two additional windows on left elevation of a new single-family dwelling.*

Motion made by Edward Eichman, seconded by Diane D'Amico, to approve the Certificate of Appropriateness at 524 Madison Avenue to construct two additional windows on the left elevation of the single-family dwelling as submitted. The motion was approved by unanimous vote.

H. *Application for Certificate of Appropriateness for 210 Bay Avenue – to construct a new single-family dwelling.*

Jim Schneider, contractor, said he had made some modifications. There was much discussion on the height, size, and roof pitch of the proposed home not conforming to the residing area.

Motion made by Kerry Shackelford, seconded by Edward Eichman, to deny the Certificate of Appropriateness at 210 Bay Avenue to construct a new single-family dwelling as submitted due to the building mass being out of character with the immediate neighborhood. The motion was approved by unanimous vote.

I. *Application for Certificate of Appropriateness for 209 Mason Avenue – to modify the exterior of a commercial building.*

Danny Mayer, owner, briefly described the modifications made as suggested by the HDRB. Kerry Shackelford would like to see some shop drawings and stone samples.

Motion made by Kerry Shackelford, seconded by Edward Eichman, to approve the Certificate of

Appropriateness at 209 Mason Avenue to modify the exterior of the commercial building as submitted with the condition that the following would be provided: (1) shop drawings of the windows and doors; (2) sample of stone to be used; and (3) any additions such as awnings needed to be seen. The motion was approved by unanimous vote.

OTHER BUSINESS:

Susan Eidam would like the board to continue to prepare notes on the guidelines and zoning ordinance.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Edward Eichman, seconded by Edward Wells, to adjourn the June 18, 2019 Historic District Review Board Regular Meeting at 8:41 p.m. The motion was unanimously approved.

Chairwoman Susan Eidam

Deputy Clerk



**MUNICIPAL CORPORATION OF
CAPE CHARLES
HISTORIC DISTRICT REVIEW BOARD**

Date Issued: 6/18/2019

Issued to: 209 Mason LLC
306 Santa Clara Drive
Richmond, VA 23229

For Property: 209 Mason Avenue
Cape Charles, VA 23310

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

Parging of the west facade on a mixed-use building.. The Historic District Review Board approved the above application as presented.

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

Designated conditions to be met are as follows: The applicant must provide i) shop drawings of the windows and doors ; ii) sample of stone to be used; and iii) any additions such as awnings needed to be seen.

Chairwoman, Historic District Review Board

6/19/2019

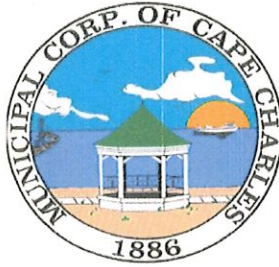
Date

Assistant Town Clerk

6/19/2019

Date

Attachment 7



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: March 17, 2020

Item #: 6B

Prepared By: Jeb Brady, Code Official
Site Address: 209 Mason Avenue
Applicant: Danny Meyer
Owner: 209 Mason Avenue
Proposed Development: Modification of windows on front wall.

Description of Proposed Project:

The applicant is proposing to modify existing COA to:

- Replace windows with same size and style but different material.

Staff Analysis:

On June 18, 2019 the Historic District Review Board met to review several applications for Certificates of Appropriateness. 209 Mason Avenue was on the agenda for modifications as suggested by the HDRB. The Certificate of Appropriateness was approved with 3 conditions be met (1) provide shop drawings of the windows and doors; (2) sample of stone to be used; and (3) any additions such as awnings needed to be seen. The motion was approved by unanimous vote.

On March 5, 2020 the Town received a letter of concern from Kerry Shackelford, Chairman of the HDRB regarding the replacement of the windows without the benefit of coming back to the board with shop drawings for approval.

On March 10, 2020 the Town Manager, Code Official, and owner of the property had a meeting regarding the letter. We explained to him that he had altered from the approved Certificate of Appropriateness and that he must submit for a modification to the Board. Attached is an email explaining his reasoning for the change and pictures of before and after.

In the design guidelines windows and doors should be retained when possible. The applicant in the email states that they were beyond salvageable. The owner has replaced double hung windows with double hung windows like for like. The material type however has changed from wood to fiberglass.

Condition 2 was to provide samples of the stone to be used. The applicant has stated that he is going to attempt to repair what is existing instead of using new.

Condition 3 was to provide what if any awnings will be installed. The applicant has stated that at this time no awnings are proposed.

Staff Recommendation:

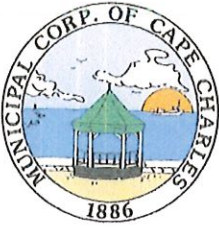
Due to vacancy of planner position staff defers discretion to the board.

The Historic District Review Board makes the final determination on whether a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

Attachments:

Attachment 1 – Application and Documents

Attachment 2 – Letter from Mr. Shackelford



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: THE LOUGIAS AT CAPE CHARLES
Property Address: 209 MASON AVENUE
Brief Description of Project: MODIFICATION TO EXISTING COA
Zoning District: C1 Current Use: VACANT Proposed Use: MULTI USE
RESIDENTIAL + COMMERCIAL

OWNER INFORMATION

Name and Company: 209 MASON, LLC
Mailing Address: 306 SANTA CLARA DRIVE RODMANO, VA. 23230
Phone Number: 804-400-4329 Email: D MEYER @ DALLANCONSTRUCTION.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: _____

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

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

From: Danny Meyer <dmeyer@dallanconstruction.com>
Sent: Tuesday, March 10, 2020 12:35 PM
To: codeofficial@capecharles.org
Cc: Danny Meyer

Jeb,

Thank you for meeting me today and sharing the letter from Mr. Shackelford concerning the condo windows of the Mason Ave side of the Parsons Building.

The original intent and request from HDRB was to remove the windows and trim the openings (not reinstall any windows on that face of the building). This was rejected because the boards main concern was that the horizontal view of a double hung window would disappear and therefore change the look of the building. There had even been discussion about installing a horizontal bar to create the appearance.

After several applications, the board agreed and accepted that I could install a window that looked like a sash window and could be a single piece (or two pieces) that either swung up, down or sideways to create a full window opening. I was to produce shop drawings for this.

During the construction process, I gave thought to what had been approved and decided that it would not satisfy what the board was really looking for. I imagined several windows being left wide open (no sign of horizontal) and several remaining closed (showing full sash appearance). This seemed to irregular to me and so I decided to provide what the board ultimately wanted and install full double hung sash windows which was what was there before.

At no time during the several review board meeting was renovating the existing windows discussed. The condition of what was left of the windows when I took ownership of the building, was not salvageable.

At this point I do not intend to install any canopies so no drawings required.

I am trying to salvage the existing stone and will submit a sample of what I need to replace as soon as I find something suitable.

I intend to try and salvage existing doors of the entrance and retail spaces. No shop drawings at this time.

This is a \$2M investment for me and I am trying to do the right thing by not going with the approved windows which would have created an inconsistency in appearance that I felt that neither the board nor the town (nor I) would have been happy with.

Regards

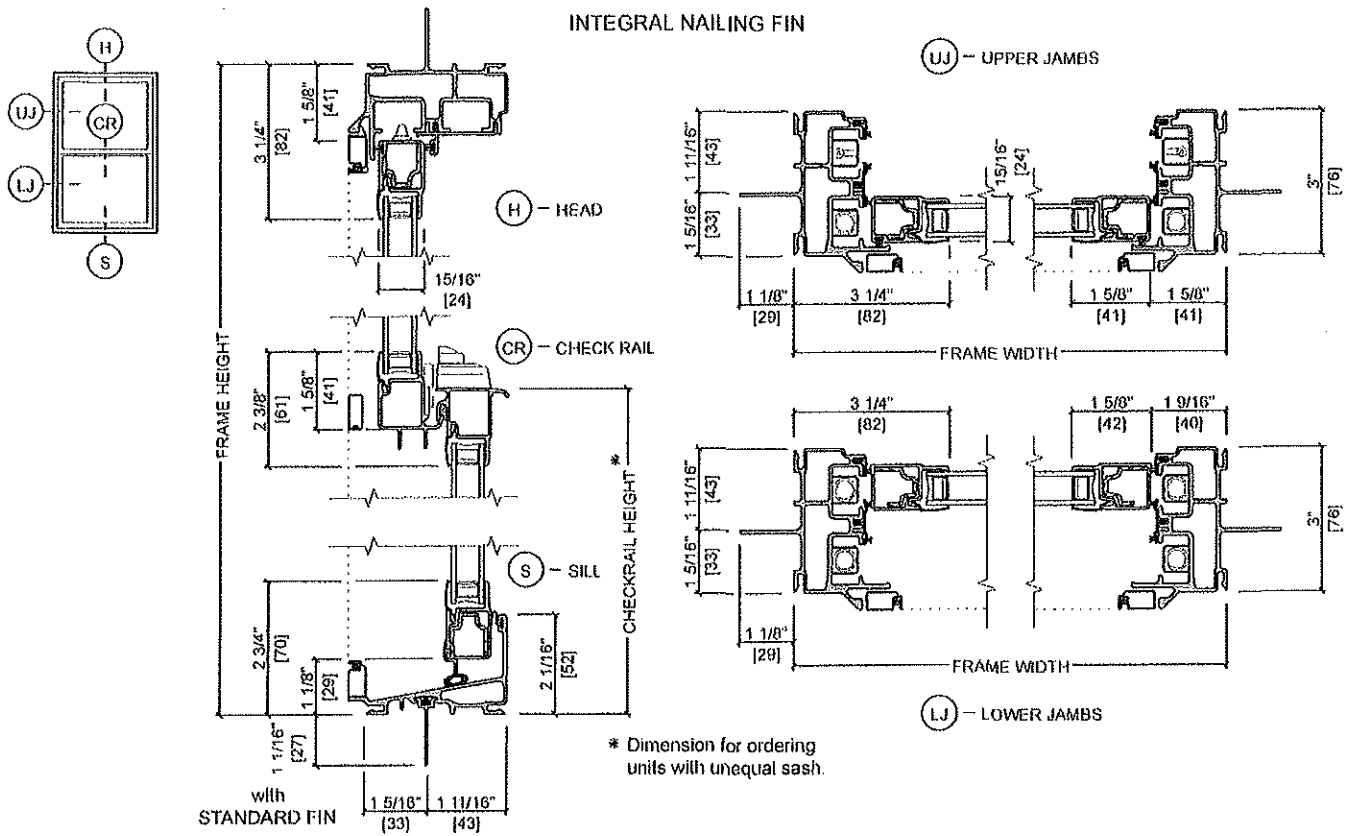
Danny Meyer





Impervia® Double-Hung Windows

Unit Sections



Scale 3" = 1' 0"
 All dimensions are approximate.

Pella® Impervia® Double-Hung Window

Detailed Product Description

Frame

- Frame is Duracast® fiberglass composite — five-layer pultruded fiberglass material reinforced with a Pella patented interlocking mat.
- Nominal wall thickness of Duracast fiberglass composite members is .050" to .080" thick.
- [Overall frame depth is 3" for Integral Nailing Fin.
- Frame corners are mitered, joined and bonded with corner locks and mechanically fastened with injected polyurethane adhesive.
- Block frame jambs contain factory drilled (counter-bored) installation screw holes.
- Frame has 10° slope sill.

Sash

- Sash is Duracast fiberglass composite—five-layer pultruded fiberglass material reinforced with a Pella patented interlocking mat.
- All sash members have mitered corners bonded with corner locks and sealed with injected polyurethane adhesive.
- Both sashes tilt to interior for cleaning.

Exterior/Interior

- Duracast fiberglass composite surfaces with powder-coat paint finish.
 - Color is White.

Glazing System

- Quality float glass complying with ASTM C 1036.
- 11/16" clear, air-filled insulating glass bonded to sash.

Weatherstripping

- Fin-type pile on jambs, top rail and stile of upper sash.
- Vinyl-wrapped foam at sill on frame and bottom rail of lower sash.

Hardware

- Galvanized block-and-tackle balances connected to sash with polyester cord and concealed within the frame.
- Upper and lower sash are fully operable for ventilation.
- All fasteners are corrosion-resistant material.
- Two locks are installed on units 37" wide or greater.
- Locks are zinc die-cast, self-aligning cam action factory-installed on the interlocker powder-coat painted White.

Optional Products

- InView™ Screens
 - Full-size with black vinyl coated 18/18 mesh fiberglass screen cloth complying with SMA 1201.
 - Set in aluminum frame and fitted to outside of window.
 - Supplied complete with all necessary hardware.
 - Screen frame finish is baked enamel, color to match exterior.

Paul Grossman
Interim Zoning Administrator
3/5/2020

Paul:

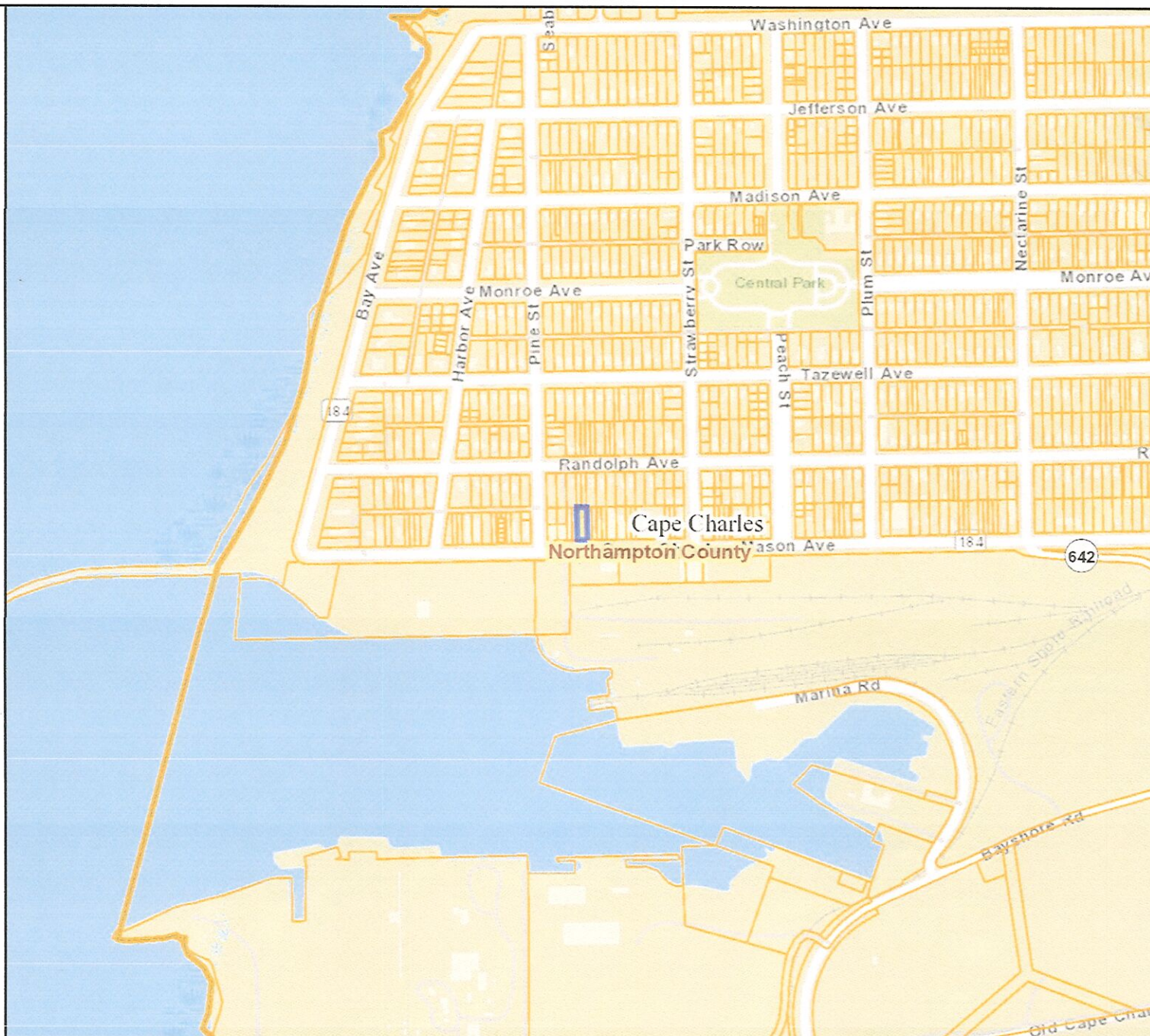
Last year at the June, 18th meeting of the HDRB, work on the Parsons building at 209 Mason was approved with three conditions. One of those was the owner/contractor was to provide shop drawings for the modifications to the windows on the Mason street side of the structure. I have been concerned for some time that the work would be completed, and not to the design agreed upon, before shops were provided and then the owner would say that it was too late and the work was already completed. That in fact appears to be what has happened. Today I drove past the building and it looks as though the windows have been replaced completely with new composite windows and the original frames have been removed. This is exactly what we did not want to happen. The owner has simply changed the plans with no regard to the guidelines. I may be incorrect but it needs to be looked into and if that is the case the frames of the windows need to be rebuilt, and windows made to match the original ones. I have attached a copy of the minutes for you to review. Please let me know if you need more information. I am not sure if this falls in your area at this time but it needs to be looked into.

Kerry Shackelford
Chairman, HDRB

Northampton County, Virginia

Legend

-  County Boundaries
-  Town Names
-  Route Numbers
-  Road Labels
-  Parcels
-  Driveways



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

Feet
0 200 400 600 800

Title:

Date: 3/11/2020

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

Regular Meeting
Cape Charles Civic Center
March 17, 2020
6:00 p.m.

Attachment 9
1 of 3

At 6:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Kerry Shackelford, present were Herb Thom and Edward Wells. Michael Strub was not in attendance. There was one vacancy on the board. Also, in attendance were Code Official Jeb Brady, Deputy Clerk Tracy Outten, and the applicants. There were two members of the public in attendance.

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:

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

Dianne Davis, member of the congregation, briefly described the proposed work to be done on the church and stressed that the windows have been purchased. She added that it took seven years to purchase these windows and did not realize they had to be approved by the historic board. Bishop James Davis said the contractor would make the windows look nice.

Discussion was as follows: (i) Kerry Shackelford understood this was a hardship but was worried about future applicants wanting to replace wood windows with vinyl windows if the board were to approve this application; (ii) Edward Wells and Kerry Shackelford asked if they would accept help to restore the wood windows. Diane Davis asked what they would do with the windows that were purchased. There was much discussion on the installation cost associated with both options. Diane Davis informed the board that all costs had been taken care of; (iii) Kerry Shackelford understood the financial burden and since the address was not listed on the Department of Historic Resources Historic Registry. He continued adding that this decision would be used against the board by future applicants if approved and worried about setting a precedence; (iv) Bishop James Davis understood the board wanted the wood windows to be restored but, they were a small congregation and not planning on selling the building. Kerry Shackelford said the guidelines stated the materials needed to match; and (v) Tracy Outten read comments submitted by Michael Strub. (Please see attached.)

Motion made by Kerry Shackelford, seconded by Edward Wells, to approve the application for the Certificate of Appropriateness at 312 Washington Avenue to replace the windows on the church building as presented based on the following: (i) the building was considered non-contributing; (ii) the church was not listed on the Department of Historic Resources registry; and (iii) the glass would be the same as existing. The motion was approved by unanimous vote.

NEW BUSINESS:

- A. *Application for a Certificate of Appropriateness at 406 Jefferson Avenue – to construct a new single-family detached home.*

Ian Hoyt, applicant, summarized the proposed home and thanked Jeb Brady and Tracy Outten for stepping up in the absence of a planner and helping him with everything. He asked if the board had any questions.

Edward Wells asked if there was something in the building code about a third story. Jeb Brady said a third story was not allowed; but two in a half stories was as long as the square footage did not exceed half of the total square footage of the home and added that the applicant adjusted the square footage of the proposed home to be two in a half stories.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 406 Jefferson Avenue to construct a new single-family dwelling as submitted. The motion was approved by unanimous vote.

- B. *Application for modification to Certificate of Appropriateness at 209 Mason Avenue – to renovate a commercial storefront.*

Danny Mayer, owner, stated that there was some confusion on what windows were approved as most discussion on this topic was in the early stages with board and did not know the windows were wrong until Jeb Brady contacted him. He apologized for his mistake.

Tracy Outten read comments submitted by Michael Strub. (Please see attached.)

Kerry Shackelford read the original motion.

Discussion was as follows: (i) Edward Wells confirmed that the issue was that no shop drawings were provided. Kerry Shackelford said yes; the reason the board wanted to see shop drawings was to prevent what happened. Danny Mayer was confused about the original motion and thought the windows would be fine; (ii) Kerry Shackelford and Herb Thom made the following references to the Cape Charles Historic District Guidelines: (a) page 19 Secretary's Standards; (b) page 41 Windows and Doors, numbers 2-4; page 47 Storefronts number 1; and page 48 Storefronts numbers 3-5; (iii) Dan Mayer said the windows that open out were approved and tried to do the right thing. He added that he has given into the board many times; (iv) Herb Thom thought the board was being put in a non-comprising situation because there were consequences to applicants that did not follow the rules; (v) Danny Mayer understood that he should have come back to the board. Herb Thom asked how he assumed the windows were approved after not following the approval conditions. Danny Mayer responded that in trying to the right thing, he unintentionally did something wrong; (vi) Kerry Shackelford said was worried about setting a precedence; and (vii) Edward Wells thought that if the board denied this modification that the applicant would appeal.

Motion made by Kerry Shackelford, seconded by Herb Thom, to deny the application for modification to the Certificate of Appropriateness at 209 Mason Avenue to renovate a commercial storefront as submitted. The motion was approved by majority vote with Edward Wells opposing.

OTHER BUSINESS:

There was no other business.

ANNOUNCEMENTS:

There were no announcements.

*Also see attached email
from board member not
present during meeting*

Motion made by Herb Thom, seconded by Edward Wells, to adjourn the March 17, 2020 Historic District Review Board Regular Meeting at 6:58 p.m. The motion was unanimously approved.

From: Michael Strub
To: Tracy Outten
Subject: Re: Historic District Review Board Attendance Confirmation
Date: Tuesday, March 17, 2020 12:51:30 PM

Tracy, thank you for your understanding.

Here is my input to this evening's meeting:

With reference to agenda item 5A, I would vote to again table this request so that we might seek an opinion from the town Council on the specific request with respect to a non-contributing structure in the historic district overlay. The town Council has requested separate guidelines for non-contributing structures and I suspect on the matter of the window replacement, they might be a little more lenient than if it were a contributing structure.

Under 6A, I would vote to approve this application; I agree with the section by section review and analysis of the town staff and I understand that it would be inappropriate for Town staff to make an overall recommendation without a Town Planner.

Item 6B: I sat on a bench near the Veterans Memorial across the street from the Parsons building and studied the windows carefully. The fiberglass windows appeared to be sufficiently similar to the wood windows so as not to constitute a visual distraction. While I wouldn't support changes being made without a certificate of modification, this request for modification appears to be in order and I would like to approve it.

209 Mason Ave

I am available for a conference call, FaceTime, or any other method normally used to conduct business in the absence of face-to-face attendance.

Stay healthy,
Mike

Sent from my iPhone



Attachment 10

March 23, 2020

John Hozey
Town Manager
Town of Cape Charles
2 Plum Street
Cape Charles Va. 23310

209 Mason Ave, Appeal
Dear Mr. Hozey,

I respectfully request the Town Council considers my request for appeal of the decision by the Historic District Review Board to decline my application to approve double hung sash windows installed on south side second and third floor of 209 Mason Ave. The certificate of Appropriateness incorrectly states renovating commercial storefront as submitted. The submission was for what was commercial office space windows but are now residential windows on the Mason Ave facing side of the building.

In April of 2019, Town Council voted to approve my request for a conditional use permit for mixed use at 209 Mason Ave. This included residential at the rear of retail space and three residential units on each floor above. This is an adaptive re-use project. This is not an historic tax credit project.

It seemed to me that during this whole process it was the storefront that was of most interest to keep as original as possible, even with council, and I abided.

While the windows are not of wood, the appearance is not different to what it would look like if these were to be replaced with painted wood windows. A trained eye closer up will see it if they are looking for it, but the lowest window is about 18' above the ground. Maintenance of these as a homeowner will be horrible if they are of painted wood. The cost to remove the installed windows and replace them with painted wood windows, will be in excess of \$50,000 (min).

Here is a bulleted timeline of events that has led to this situation:

5/21/2019 HDRB Meeting – Application Deferred

1. Told design was commendable
2. Concern was expressed over height of windowsill not meeting code
3. Mr. Shackelford suggested that any guard railing at windows be visible
4. Discussed possibility of windows being replaced by screen
5. Concern that the horizontal view of windows would be eliminated.
6. Discussion of possibly adding a horizontal bar to mimic sash
7. Bigger concern was of proposed storefront modification.
8. I was asked to come back with other options of storefront.

See video from 1:06:00 on

4900 Fitzhugh Avenue • Richmond, Virginia 23230 • ph. 804.421.9326 • fx. 804.421.9328

www.dallanconstruction.com

What I learned from the last HRDB meeting is that there is absolutely no leeway with the HDRB. I am not sure why they kept insisting that I come back with other ideas if they knew full well that they would not approve ANY alternative. That wasted approximately three months. Had I known at the time of purchasing this building that this was what would happen, I would never have gone through with it. At the time of purchase I saw Cape Charles Hotel and what they did, I saw many of the other renovations (including Wilson Building), and saw what they did, I saw the new buildings across the road that are totally not within keeping of Cape Charles, and saw what they did. I felt my requests were negligible compared to what the town had approved. Now my only fault is that the windows installed are fiberglass and not painted wood.

Sincerely, Danny Meyer – President

Cc: Jeb Brady – Code Official



Attachment #11
HDRB Letter re: Decision

Cape Charles Town Council

5/21/2020

Appeal of HDRB Decision for 209 Mason Ave

The applicant has presented plans to the board on numerous occasions, at each of these submissions the board held to several principles stated in the guidelines as listed below.

Pg 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.

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. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

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.

Pg 39

Retain original windows and doors, including glass hardware to the extent possible. For new construction, use window and door styles that relate to those found in the district. These styles are described below. Windows styles vary by sash design primarily, but elements such as sills, lintels, decorative caps, and shutters should also be respected. Doors vary by amount of glass, number of panels, and decorative features.

Pg 41

Retain all elements, materials, and features that are original to the building or are sensitive remodeling and repair them as necessary

Pg 42

Restore as many original elements as possible, particularly the materials, windows, decorative details, and cornices

The board's intent was to keep the front of the building as original as possible; this included the store fronts, windows and doors along with other features of the structure. We did not want the widows

changed especially the trim and frames that defined the window openings. The discussions centered around the use of the window openings as a seasonal opening by adding sash that would be able to swing out or in. This would not require the removal of the frames or trim and the original sashes could even be retained and stored for future use. A design was never finalized it was only a concept and we wanted the applicant to provide shop drawings to prevent him from wasting time and money doing something that would not be accepted. The conditional approval was given to help keep the project moving and not hold up the whole building just because of the design of the windows not being complete. The problem with the current windows is that the original windows are now gone, frames, exterior and interior trim are gone and lost from the record. The board never at any time entertained an idea of replacing the existing windows. Our conditional approval was clear and left no room for doubt before any alteration to the windows could take place shop drawings would be required so that they could be approved.