



TOWN COUNCIL, PLANNING COMMISSION & HISTORIC DISTRICT REVIEW BOARD

Joint Work Session

September 29, 2022

Cape Charles Civic Center

6:30 PM

1. Town Council Call to Order:
 - A. Roll Call

2. Planning Commission Call to Order:
 - A. Roll Call

3. Historic District Review Board Call to Order:
 - A. Roll Call

4. Discussion Item:
 - [Draft Historic District Design Guidelines](#)
 - Review of Comments Received

5. Adjournment:
 - A. Historic District Review Board
 - B. Planning Commission
 - C. Town Council

CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES



Draft 2
September 2, 2022

The Cape Charles Historic District Overlay Guidelines were prepared with best practices as understood within the professional preservation community and as outlined in National Park Service guidance. Design Guidelines are intended to establish expectations for all parties and facilitate decision making by the Historic District Review Board by interpreting the Standards outlined in the Town of Cape Charles Ordinance. They are intended to be applied consistently, but are designed to provide opportunities for the Historic District Review Board to use its discretion based on the substance and particular circumstances surrounding the application and related historic resource. Design Guidelines are not legally binding on Town Council or the Historic District Review Board. They are, however, more effective for all parties if applied consistently whenever feasible.

City Council has adopted the Cape Charles Historic District Overlay Guidelines on *insert date of adoption*.

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES



INTRODUCTION

In the Commonwealth of Virginia, one of the only means to protect historic resources is through adoption of a local historic overlay district that supplements the underlying zoning. State enabling legislation for this type of regulatory historic overlay district can be found in [Chapter 15.2-2306 of the Code of Virginia](#).

The Cape Charles Historic District Overlay was adopted by Town Council in 2001 and is set forth in Article VIII, Historic District Overlay. The Cape Charles Historic District Overlay Design Guidelines are supplementary to the Overlay Zoning ordinance and provide detailed guidance and expectations for activities proposed within the boundaries of the Historic Overlay District.

1.1 PURPOSE OF HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES

The purpose of these Design Guidelines is to protect the historic character of the resources within the Cape Charles Historic District Overlay and to set forth the expectations for property owners within the district. As such, it is critical that all parties working within the boundaries of the Cape Charles Historic District Overlay have access to, and regularly consult, these Design Guidelines. They are written for property owners, architects, and contractors to guide project development for proposed work that will be reviewed by

the Historic District Review Board (HDRB). A proposed project is submitted for review by the property owner (or their contractor/designer) through a formal application requesting a Certificate of Appropriateness (COA) from Town staff or the HDRB. These Design Guidelines are intended for use by Town staff and the HDRB when reviewing applications for a Certificate of Appropriateness (COA), and for the Town Council to consider when a decision of the HDRB is appealed. See Chapter 2 for details on the COA application process.



Figure 1.1 - A current aerial of the Cape Charles Historic District. (Photo by Chris Glennon)

The Design Guidelines should be referred to when repairs or improvements are planned and visible from the public right-of-way, such as on the exterior of a building, on the surrounding private property, or when new construction is undertaken. They should also be referred to when the Town proposes improvements on publicly-owned property. This is to ensure that such actions are appropriate in order to maintain the historic character of the Historic District Overlay; this is a quality that Town citizens and leaders have chosen to protect. In the rare event that a life safety concern identified in the Existing Building Code conflicts with these Design Guidelines, the Building Code will prevail at the discretion of the Building Code Official and in consultation with the Zoning Administrator. It is important to note that if all stakeholders use the guidelines, the purpose and intent for

establishing the district will be achieved and conflict between user groups will be minimized.

Because Cape Charles is unique, these Design Guidelines are specific to the Town of Cape Charles. They are based on a study of the buildings, on interviews with internal stakeholders, on input received during public engagement meetings, and on the current policies and goals of the Town. They are intended to reflect the Town's unique historic and geographic context, architectural styles, and current and foreseeable trends driven by the Town's growth. Each project will be reviewed based on individual circumstances however, to the maximum extent possible, interpretation and use of the Design Guidelines should be consistent across properties and by all decision-makers.



Figure 1.2 - An 1896 photograph of residential Tazewell Avenue (at left) and current photograph of the same buildings (at right). This is one example of the town's architectural past that endures today.

1.2 CAPE CHARLES' HISTORIC DISTRICT GUIDING PHILOSOPHY

In April of 2021, at the request of Town Council, the Town Manager convened a joint meeting of the Town Council, the Town Planning Commission, and the HDRB. The purpose was to update the

Town's philosophy for the Historic Overlay District. The resulting document is titled the "Cape Charles Historic District Guiding Philosophy," and is a reflection of the consensus reached at this meeting:

The goal of the Historic District and the Historic District Review Board (HDRB) is to help maintain the authentic character associated with the Town's historic resources. For Cape Charles, this means making all reasonable efforts to preserve the look and feel of our past, without taking a strict preservationist approach. We are a living, evolving town who must be mindful of safeguarding our unique charm through facilitating the maintenance or update of historic buildings for continuing and new uses, while supporting their character-defining features and their overall contribution to the district.

The Town's Historic District enabling ordinance and Design Guidelines are intended to balance the welfare of the general public and the interests of individual property owners. They are not intended to prevent property owners from making changes to their property. They are meant to ensure that those changes enhance the historic qualities that are enjoyed by all members of the community and which make an area a special place in which to live and work.

The enabling ordinance ([Zoning Ordinance, Article VIII – Historic District Overlay](#)) outlines the Historic District processes and requirements. The Design Guidelines on the other hand, are not based in law and should only be considered helpful, interpretive, explanatory options that may be considered by the HDRB. Both Article VII and the Design Guidelines are approved by the Town Council.

The HDRB is expected to use independent judgment and discretion when referring to the Design Guidelines and to consider the unique characteristics of each request. The board is expected to work with each applicant to assist them in achieving their goal while preserving the character of the district. If the board determines that due to unique circumstances a request should be granted outside the Design Guidelines, they may do so, but will document their rationale.

Standards are different than guidelines. Standards are requirements mandated by ordinance and will not be considered by the HDRB. The Design Guidelines will not contain standards. Compliance with standards will be determined by the zoning administrator or building official.

Synthetic materials will not be prohibited simply because they are synthetic. The appropriate metric in determining material or detail selection will be that it has a genuine authentic appearance, such that a typical observer would not be able to discern a visual difference from the original materials/design from any public right-of-way. Note: the complete removal of specific historic elements or features from contributing properties shall be avoided.

New construction and noncontributing structures within the Historic District will have separate Design Guidelines from those of contributing structures; however, they will strive to complement contributing structures as much as practicable. This includes encouragement for detailing that may enhance the look and feel of the chosen period of significance or the period of the building's original construction.

1.3 CERTIFIED LOCAL GOVERNMENT PROGRAM

The **Certified Local Government (CLG)** Program was created by the National Historic Preservation Act of 1966 (as amended in 1980). It establishes a partnership between local governments, the federal historic preservation program, and each State Historic Preservation Office (SHPO), which in the case of Virginia is the Department of Historic Resources (DHR). This program allows DHR, as the SHPO, to recommend for certification local governments that have put key elements of a sound local preservation program in place in their communities. Designation as a CLG gives local governments a way to participate more formally in state and national historic preservation programs. General requirements for certification are identified in the federal program; specific requirements for the Virginia program have been established by DHR.¹

The goals of the Virginia CLG program are threefold:

- Promote viable communities through preservation
- Recognize and reward communities with sound local preservation programs
- Establish credentials of quality for local preservation programs

TOWN OF CAPE CHARLES CLG STATUS

The Town of Cape Charles applied for participation in Virginia's Certified Local Government (CLG) Program on January 17, 2006.² The Town did this because there was a desire to become designated as a CLG community and to take advantage of the benefits of participation in the program. Cape Charles was designated as a CLG by the National Park Service on March 12, 2007 in recognition of its "active and ongoing" local historic preservation program and because Cape Charles had clearly articulated ambitious historic preservation goals, including updating its historic resources survey, its Design Guidelines, and including archaeological resources in its preservation planning programs.³



Figure 1.3 - The CLG program, along with state and federal entities, work with Cape Charles to promote preservation and also offer incentive programs through grants and rehabilitation tax credit work.

1.4 DEFINING CONTRIBUTING & NONCONTRIBUTING RESOURCES

The National Park Service (NPS) offers guidance on how to determine if resources are considered contributing or noncontributing to historic districts or individually listed properties.⁴ Cape Charles follows these guidelines, using the Cape Charles Historic District National Register nomination inventory to determine contributing and noncontributing status for buildings located within the Historic District Overlay. A contributing resource can be a building, site, structure or object, and adds to the significance of the Historic District.

A contributing resource:

- Was present during the period of significance;
- Relates to the significance of the district;
- Retains historic integrity; or
- Independently meets the National Register Criteria



Figure 1.4 - This house was constructed within the period of significance and retains a majority of its historic features such as wood siding and decorative trim. It is a contributing resource.

A noncontributing resource is within the boundaries of the district, but does not add to its significance.

A noncontributing resource:

- Was not constructed during the period of significance;
- Does not relate to the documented significance of the district;
- No longer retains historic integrity due to significant alterations, additions, or changes; or
- Does not independently meet the National Register Criteria.



Figure 1.5 - This house is a modern construction outside of the period of significance and therefore is a noncontributing resource. Its design is simplified such as its massing and decorative trim which is respectful of the adjacent historic resources.

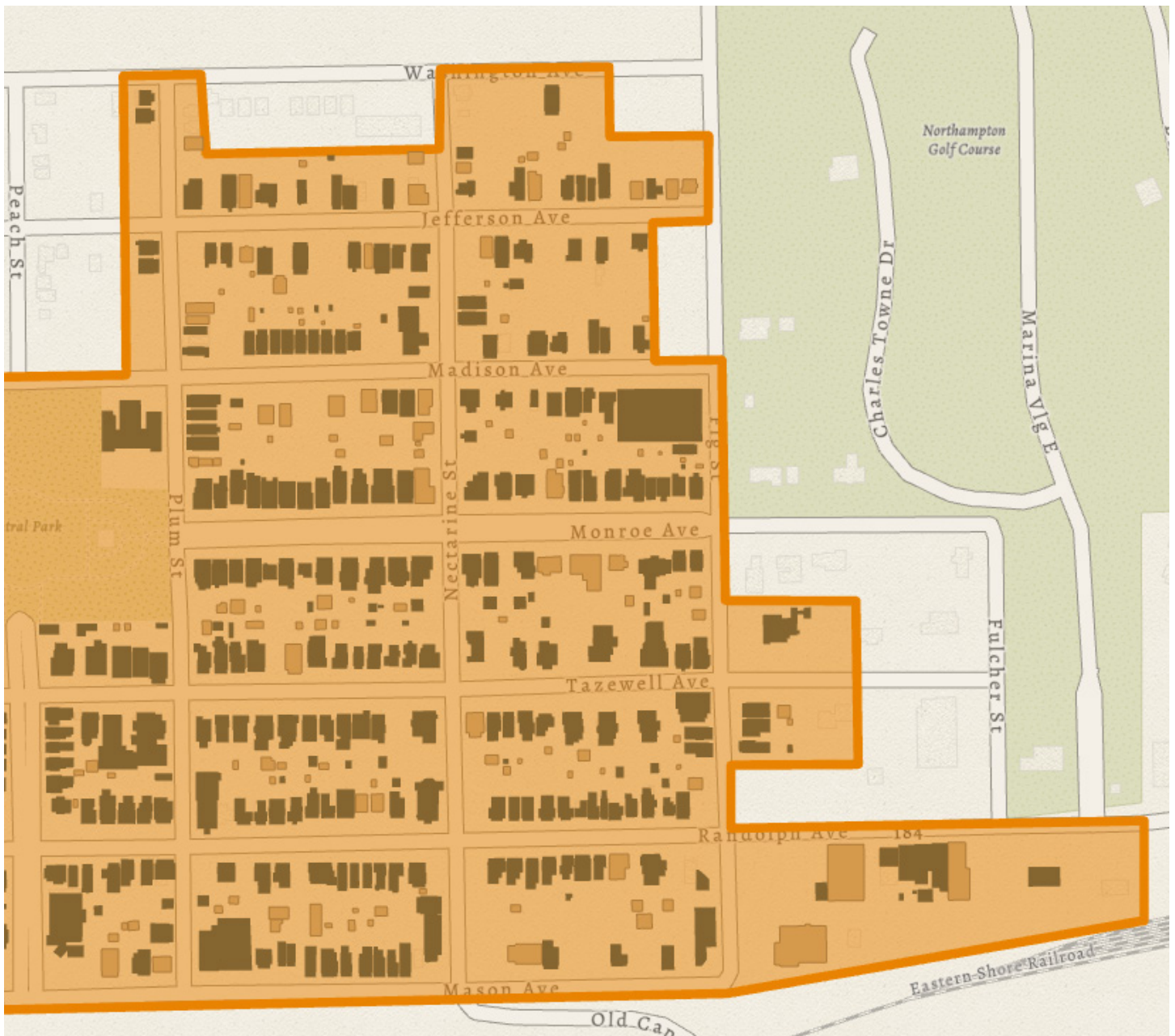
The period of significance for the Historic District Overlay is 1884-1964; this spans from the date of the original town plat until the completion of the Chesapeake Bay Bridge Tunnel. Resources that are “contributing” to this district were present during this time period, relate to the documented significance of the district, and retain historic integrity.

The Historic District Overlay below shows the boundaries of the local district, and is color-coded to indicate contributing or noncontributing status for easy reference. The National Register inventory is also on file with Town staff should an applicant need assistance determining the status of their building.

LEGEND

-  Cape Charles Historic District Overlay Boundary
-  Contributing Buildings
-  Noncontributing Buildings





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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES

2

APPLICATION & REVIEW PROCESS

The intent of this chapter is to introduce the application and review process for a Certificate of Appropriateness (COA) within the Cape Charles Historic District Overlay. It will begin with a brief explanation of the Historic District Review Board (HDRB), including its role in the application and review process.

Following this will be a more in-depth discussion of what a COA is and three categories of review a project might fall into:

- Actions that do not require a COA
- Minor actions that can be administratively reviewed and approved
- Major actions requiring review by the HDRB

It is important to know what level of review will be necessary to plan a project with adequate time included for the application and review process.

The chapter will conclude with information on appeals and expirations of COAs, modifications to existing COAs, inspections of approved projects, and enforcement of the ordinance.

2.1 WHO IS THE HISTORIC DISTRICT REVIEW BOARD & WHAT DO THEY DO?

The HDRB is a group of volunteers appointed by the Town Council to review COA applications using the *Cape Charles Historic District Overlay Design Guidelines* during their review. In the Town's Historic District Overlay Ordinance, the Town Council has expressly delegated its governing authority to issue COAs to the HDRB, and stated that the *Cape Charles Historic District Overlay Design Guidelines* is the tool that the HDRB must use to objectively review such applications. The HDRB is expected to use its expertise when interpreting the Design Guidelines, considering them for each application while maintaining consistency to the maximum extent possible.

As a CLG community, the Town should strive to appoint members to the HDRB who meet certain qualifications set forth in the CLG Program Guidelines to the maximum extent possible. Members of the Board should have demonstrated interest and knowledge in the historical and architectural development of the Town and when possible be a licensed architect or engineer, Planning Commission member, or licensed building contractor. Not all members must meet these qualifications; rather, three members of the review

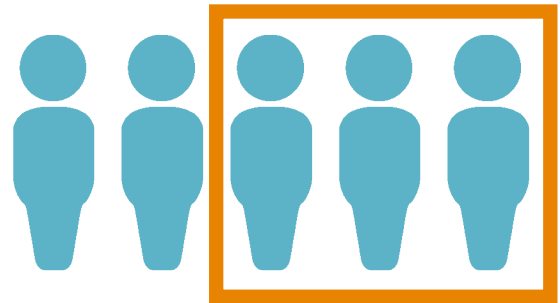
board are required to be residents of the Historic District Overlay regardless of their professional expertise.

HISTORIC DISTRICT REVIEW BOARD MAKEUP

TOWN COUNCIL APPOINTS BOARD



HISTORIC DISTRICT REVIEW BOARD



3 PROPERTY OWNERS WITHIN THE HISTORIC DISTRICT OVERLAY



2.2 WHAT IS A COA & WHEN IS IT REQUIRED?

A COA is a local zoning permit that is issued by the Town of Cape Charles for work occurring in the local Historic District Overlay as defined in the Historic District Overlay ordinance. Typical examples of such actions include work that:

- Is on the *exterior* of a building that is visible from a public right-of-way (not including public alleys),
- or
- In the yard within the privately-owned confines of the property,
- or
- Within the public right-of-way.

The Department of Planning & Zoning provides staff support to the HDRB and will initially sit down with the applicant to discuss the proposed project and review the Design Guidelines. *Before beginning your project, it is necessary to schedule a "Pre-Application Meeting" with the Zoning Administrator or other appropriate Town staff to determine:*

- *if the proposed activity is exempt from review and doesn't require a COA; or,*
- *if the proposed activity requires a COA, and whether the action requires administrative review or review by the HDRB.*

Depending on the type of proposed activity, it is either the Zoning Administrator's or the HDRB's responsibility to review the proposal and, if appropriate, issue the COA for approved projects.

If the Zoning Administrator determines that the proposed activity is exempt from review, per the list in the Historic District Overlay ordinance ([link](#)), then the property owner will be advised that a COA is not needed and the project may proceed without any further review. The Zoning Administrator will document this decision in writing for the Town's records and also provide a copy to the property owner for reference.



Figure 2.1 - It is important for the applicant to contact the Department of Planning and Zoning's staff early in project planning to ensure proposed work meets all ordinances and Design Guidelines as well as gaining an understanding of the time frame of approvals. This will help to prevent delays later in the project.

2.3 HOW DO I APPLY FOR A COA?

The COA application can be obtained from the Department of Planning and Zoning or can be found online on the Town's website. Although the applicant can be a contractor acting on a property owner's behalf, the application must be signed by the property owner since the property owner is ultimately responsible for the obtaining the COA.

COA APPLICATION REVIEW: ADMINISTRATIVE ACTIONS BY THE ZONING ADMINISTRATOR AND REVIEW BY THE HDRB

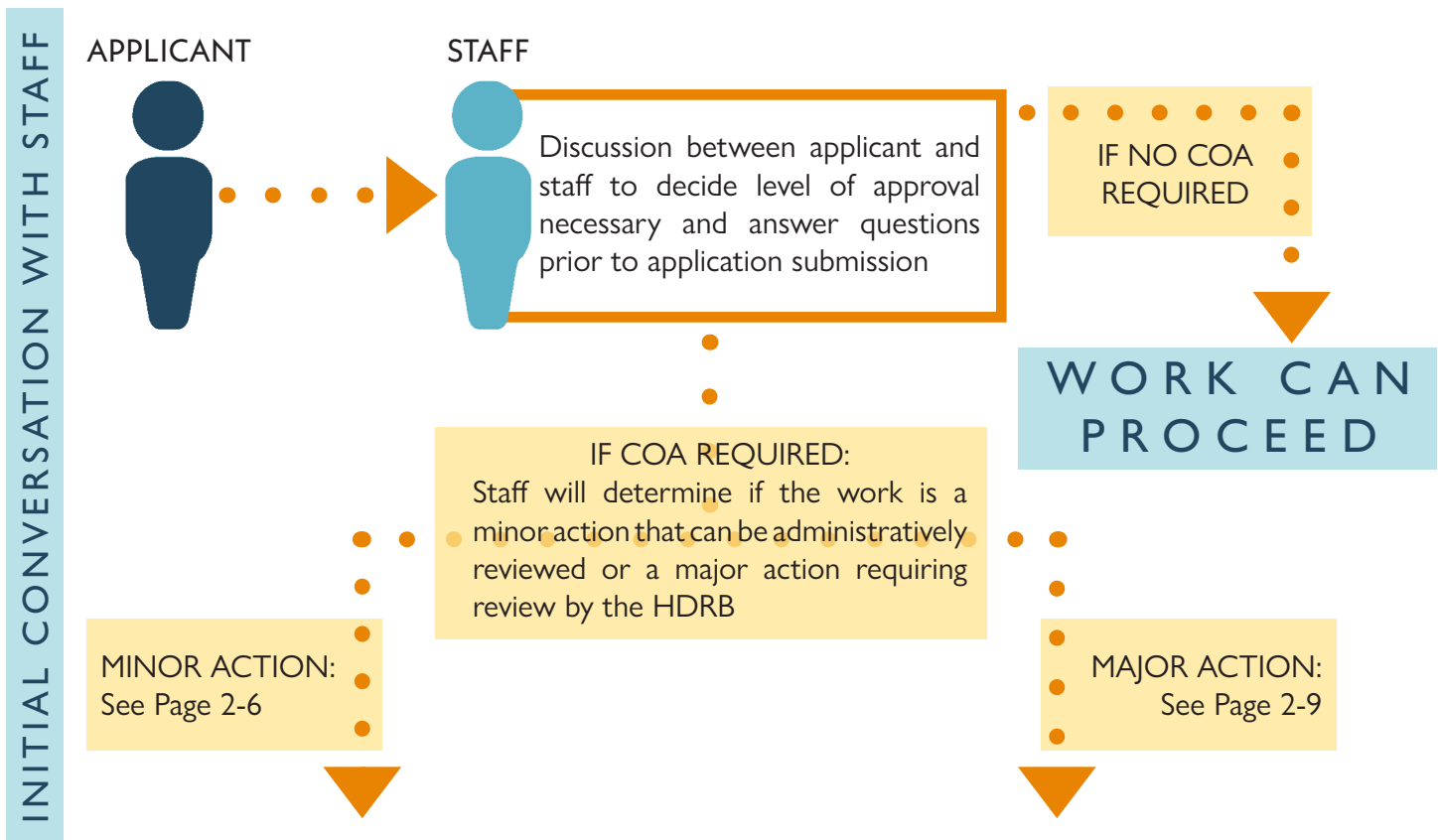
Proposed repairs and modifications to properties in the local Historic District

Overlay are either exempt from needing a COA, can be administratively reviewed by the Zoning Administrator, or must be reviewed by the HDRB.

Actions that Do Not Require a COA

As per Section 8.17 of the Historic District Overlay ordinance (Article VIII, Town of Cape Charles Zoning Ordinance), the following repairs or modifications are exempt from needing a COA:

- Repainting a structure (except painting of previously unpainted masonry surfaces, which *requires HDRB review*);



- Replacement of missing or broken windowpanes, roofing slates, tiles, porch floors, posts, rails, shingles, window frames, or shutters where no substantial change in design or material is proposed;
- Addition or deletion of storm doors or storm windows, window gardens, or similar appurtenances, portable air conditioners located in existing windows, doors or other existing wall openings;
- Addition or deletion of television and radio antennas or skylights and solar collectors in locations not visible from the public street or a waterway;
- Landscaping involving minor grading, walks, low retaining walls, temporary fencing, fencing immediately surrounding trash receptacles or outdoor ventilator units, small fountains, and ponds which will not substantially affect the character of the property and its surroundings;
- Construction of off-street loading areas and off-street parking areas;
- Creation of outside storage in a commercial or industrial district which does not require structural changes or major grading and is not visible from a public street or right-of-way;
- Additions or deletions to existing buildings which are not visible from a public street or sidewalk (alleys in this context are not to be considered public spaces);
- Structures or land uses covered by other zoning ordinance requirements as administered by the Zoning Administrator unless they are also addressed in the Historic Overlay District ordinance;
- Alterations and repairs made to a building or structure for the purpose of temporary emergency stabilization as authorized by the Building Official.



Figure 2.2 - Replacing a few broken or missing pieces of material, like slate tile (top), will save time and money by avoiding large costly projects such as a total-roof replacement (bottom), as well as foregoing the need to obtain a COA. Creating a regular maintenance inspection schedule will help detect these types of repair needs before it's too late.

Minor Actions that Can Be Administratively Reviewed and Approved

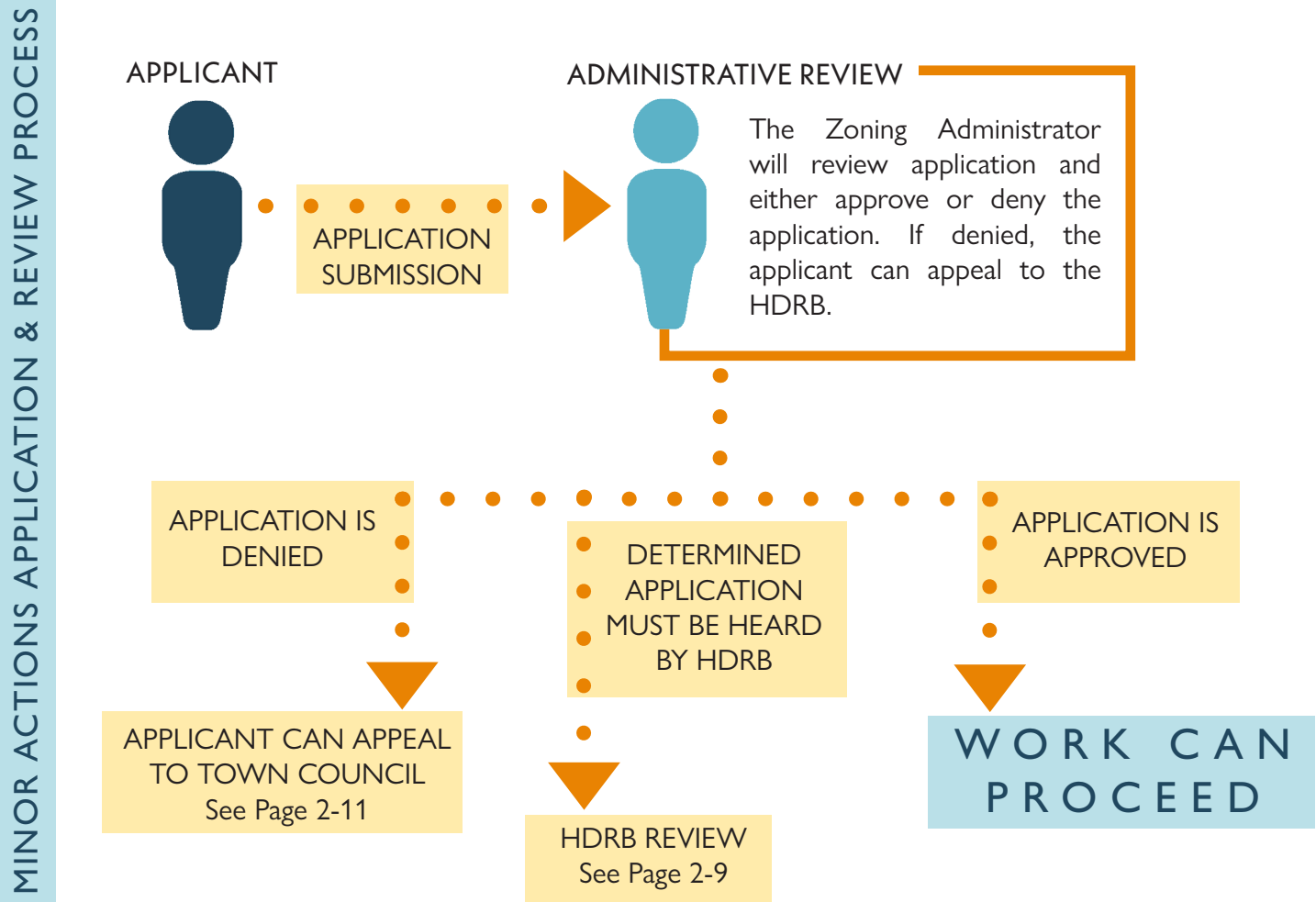
If the Zoning Administrator determines that the proposed project is not exempt and must be reviewed, then one of two things will happen next:

- The Zoning Administrator may conduct an “administrative review” of the proposed project and grant approval, if such authority has been granted to the Zoning Administrator as per the Historic District Overlay ordinance or

such authority has been granted to the Zoning Administrator in writing by the HDRB *and* if the proposed work complies with the Cape Charles Historic District Overlay Design Guidelines; or,

- The Zoning Administrator determines that the HDRB must hear the application during a scheduled and properly-advertised public hearing *and* make a determination whether it is appropriate to issue the COA.

The following page lists minor actions, including repairs and modifications, are eligible for administrative review



and issuance of a COA by the Zoning Administrator:

- Non-substantial alterations: These are defined as repairs or modifications that are not listed previously as exempt and do not constitute a “substantial alteration.” A substantial alteration is defined as any and all work done on buildings, structures, or sites not listed as exempt. As per Section 8.16 of the Historic District Overlay ordinance, general examples of non-substantial alterations include:
 - Work done to prevent deterioration or to replace parts of a structure with the same material in order to correct any deterioration, decay of, or damage to any structure or any part thereof;
 - Work done to restore material the same, as nearly as practical, to its condition prior to such deterioration, decay or damage;
 - Construction of new fences that otherwise meet the underlying zoning district fence height and setback limitations and which are consistent with the Design Guidelines;
 - Construction of outdoor showers which are consistent with the Design Guidelines;
 - Demolition of structures that are

designated as “noncontributing” in the Cape Charles National Register Historic District, as updated by the 2017 survey (note: a “contributing” accessory structure will be treated as a “contributing structure” only if it is on a permanent foundation, and it is of sufficient square footage that a new structure of that type would require a building permit, and is not being used as, or being considered for, accessory dwelling units).



Figure 2.3 - An increasingly popular amenity for Cape Charles' properties are outdoor showers. If improperly planned, they can significantly alter or damage the historic materials of a building or the site. These need administrative approval to ensure appropriate placement and design.

Major Actions Requiring Review by the HDRB

If the application must be reviewed by the HDRB, then the Zoning Administrator or staff designee will prepare a staff report and schedule a formal public meeting for the HDRB to evaluate the application. The HDRB will use the *Cape Charles Historic District Overlay Design Guidelines* to consider the COA application and determine the “appropriateness” of the proposed work. During the public meeting, the HDRB may take any of the following actions, referencing the appropriate section of the Design Guidelines to support their findings:

- Approve the application as presented and issue a COA to the property owner;
- Approve the application with conditions that the property owner must abide by during the course of completing the project;
- Approve only a portion of the application and not the rest, explaining its decision in writing; if this action is taken, the HDRB may refer the matter back to the Zoning Administrator to work with the applicant to reach an acceptable change and approve that change, or request that the applicant return to the HDRB for another review,

once the applicant has worked with the Zoning Administrator but not granted the Zoning Administrator approval authority in that particular case; or,

- Deny the application.

In all cases, the HDRB’s decision and justification of how that decision was reached, *including references to the applicable sections of the Design Guidelines*, should be documented in writing either via letter or issuance of a COA addressed to the applicant; this document is also to be kept with the Town’s zoning permit records. It is important that decisions and their justifications, whether by the Zoning Administrator or the HDRB, be in writing in the event the property owner chooses to appeal the decision. Doing this provides an accurate record of the review for Town Council’s reference when asked to consider an appeal and render a decision to either uphold the decision or overturn it.



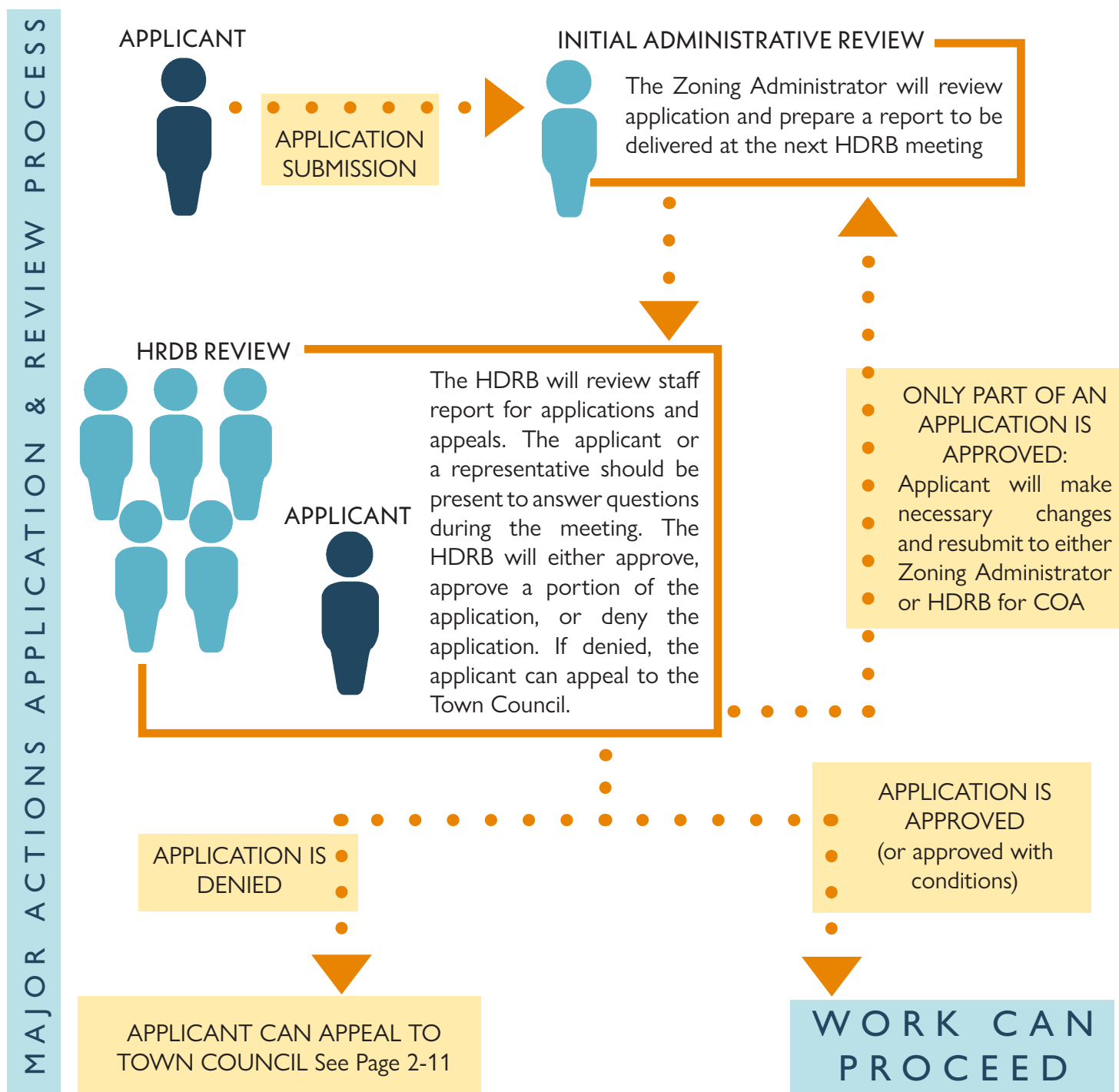
Figure 2.4 - A typical HDRB meeting.

The following repairs or modifications must be reviewed and approved by the HDRB:

- Any major work that is not exempt or is not eligible for administrative review by the Zoning Administrator and is considered a "substantial alteration."

Substantial alterations include:

- Construction of a new building at any location or a new permanent accessory building on any parcel located within the Historic District Overlay;



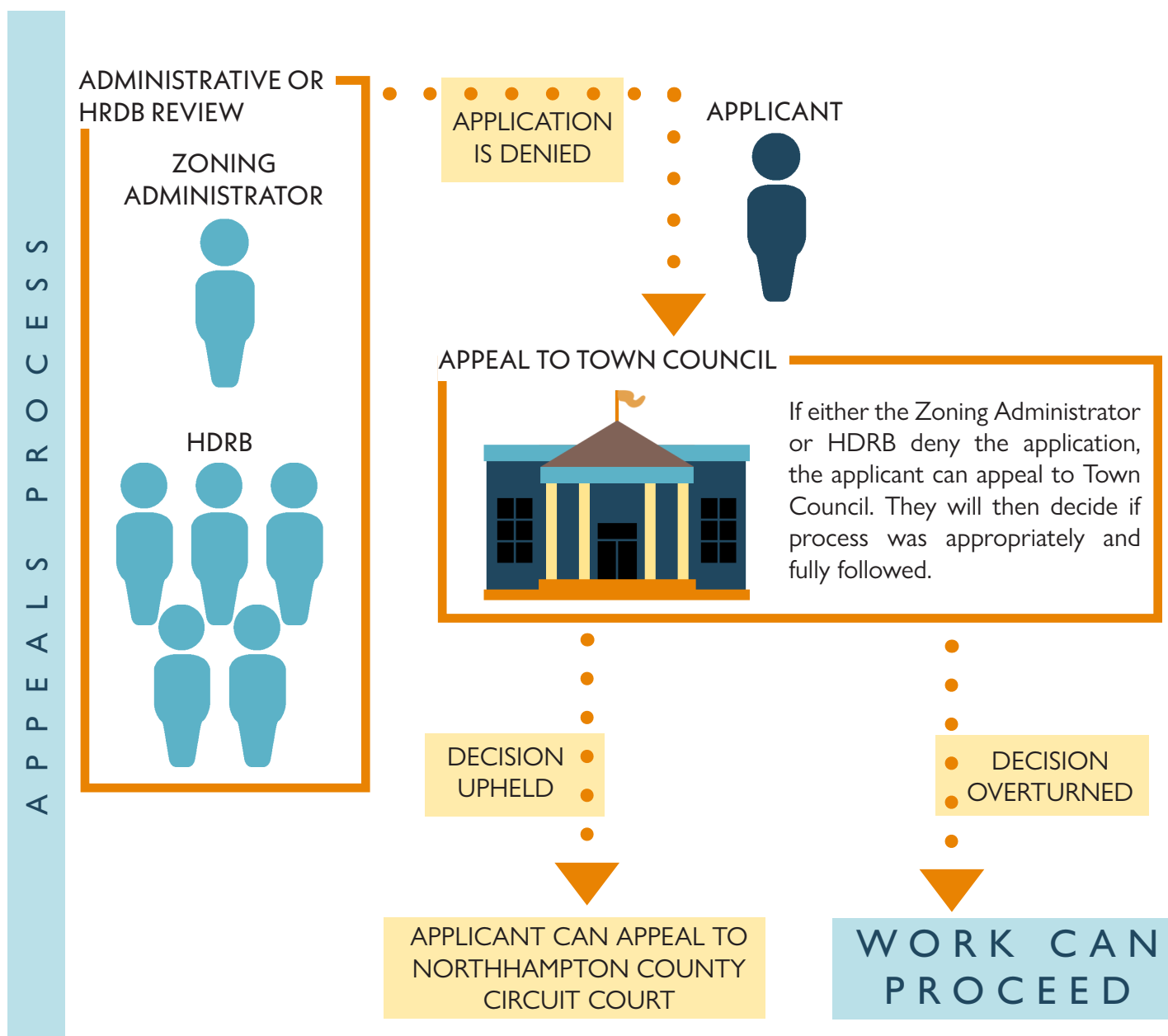
- Relocation or demolition of all or part of a structure designated as “contributing” in the Cape Charles National Register Historic District survey (2017 update);
- Any addition to or alteration of a building which increases the square footage of a building or otherwise alters substantially its size, height, contour, or outline;
- Any exterior alteration of the architectural style of a structure or its significant architectural elements if it is designated as a “contributing” structure in the Cape Charles National Register Historic District survey (2017 update). Such elements include removal or building of porches, openings, dormers, doors, windows, chimneys, columns, stairways, terraces, decks, fences, or other structural elements;
- Modifications to structures designated as “noncontributing” in the Cape Charles National Register Historic District survey (2017 update);
- Addition to or removal of one or more stories or alteration of a roof line;
- Enclosure of a porch, including insect screening that is visible from a public right-of-way; and,
- Any other major actions not specifically covered by the terms of Section 8.16.C.3 of the Historic District Overlay ordinance, but which would have an effect on the character of the Historic District Overlay.

In any case, where there might be some question as to whether a project may be exempt from review, may constitute a minor action that can be administratively reviewed, or may constitute a “substantial alteration,” the Zoning Administrator shall be contacted and provide a written interpretation which will be considered the “zoning decision” *prior to commencement of the work.*

2.4 HOW DO I APPEAL A DECISION?

If a COA application is denied by either the Zoning Administrator or the Historic District Review Board, the applicant can appeal the decision to the Town Council; for all other zoning decisions made by the Zoning Administrator that are not part of a COA application, appeals should be made

to the Board of Zoning Appeals. Section 8.34 of the Historic District Overlay ordinance provides that the applicant has thirty (30) days to request an appeal of the Zoning Administrator's or HRDB's decision on a COA to the Town Council following the date of the decision.



When considering an appeal, the Town Council must rely on the written record of decision. Information not available to the HDRB during their deliberations is not admissible during an appeal to the Town Council. The Town Council must also refer to Design Guidelines to determine if they were appropriately applied when rendering their decisions. *It is not sufficient that the applicant is unhappy with the outcome of the COA decision to pursue an appeal*; however, there is nothing to preclude this type of appeal.

Therefore, the Town Council is only obligated to determine whether or not a procedural or application error has occurred in rendering the initial decision and not to override the independent judgment of the HDRB. Otherwise, the appeals process would be entirely

subjective. Review of a COA application and use of the Design Guidelines by the Zoning Administrator or Historic District Review Board is intended to be an objective process to the extent practical, reasonable, and feasible. Whether or not the Zoning Administrator or the HDRB followed that process appropriately and fully is what the Town Council must decide on appeal. The Town Council will refer to the Design Guidelines when considering the appeal.

As enabled by Section 15.2-2306 of the Code of Virginia (as amended) and Section 8.35 of the Historic Overlay District ordinance, the Town Council's decision can be appealed to the Northampton County Circuit Court.

2.5 OTHER CONSIDERATIONS FOR APPLICANTS

EXPIRATION OF COAS

As per Section 8.29 of the Historic District Overlay ordinance, an approved COA expires six (6) months from the date of issuance if the work authorized is not commenced by the end of those six (6) months; at the discretion of the Zoning Administrator, one six (6) month extension may be granted in cases where delays are out of the control of the property owner. Further, any COA shall also expire and become null and void if the authorized work is suspended or abandoned for a period of six (6) months after being commenced. Any period or period of time during which the right to use an approved COA is stayed, pursuant to Article VIII of the Zoning Ordinance, shall be excluded from the computation of the six (6) months.

MODIFICATIONS TO AN EXISTING COA

During constructions, there are at times cause for modification(s) to designs previously approved by the Zoning Administrator and/or HDRB. In this instance, the applicant should schedule a meeting with the Zoning Administrator to determine whether the changes are substantive and require action by body that initially issued the COA. There are three possible scenarios:

- The revisions are minor and technical in nature having no impact to the scope that was approved in the original COA;

in this instance, no further action is required.

- There are revisions which are considered minor in nature but do alter the scope that was approved in the COA and can be reviewed by the Zoning Administrator.
- The revisions are substantive and the COA must either be amended or a new COA considered by the HDRB.

INSPECTION BY ADMINISTRATOR AFTER APPROVAL

As per Section 8.30 of the Historic District Overlay ordinance, when a COA has been issued, the Zoning Administrator or Building Official shall, from time to time, inspect the alteration or construction approved by the COA and shall give prompt notice to the applicant of any work not in accordance with the COA or violating any ordinance of the Town. The Zoning Administrator or Building Official may revoke the COA or the building permit if violations are not corrected by the applicant in a timely manner.

VIOLATIONS AND ENFORCEMENT

As per Section 8.36 of the Historic District Overlay ordinance, any violation of the ordinance and the penalties for all such violations shall be as set forth in Section 2.4.3 of the Zoning Ordinance.

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES

3

GENERAL DESCRIPTION OF BUILDINGS

This chapter outlines methods of identifying character-defining features on a building and explains the different building types, forms, and styles found in the Cape Charles Historic District Overlay. It is divided into two sections:

- Architectural Character
- Building Type, Form, & Architectural Styles

The first provides instruction on identifying key exterior features of a building that are integral to its historic character.

These features should be identified and maintained not only during a proposed project, but also for the life of the building.

The second section discusses various building types, forms, and architectural styles that are found specifically in Cape Charles and identifies the key architectural characteristics of each.

3.1 ARCHITECTURAL CHARACTER

The architectural character of a building includes features, qualities, or materials/elements that give the building its visual character and which should be retained to the maximum extent possible in order to maintain its historic appearance. "Reading" a building and understanding these features that make it special is a process. There are

eight general exterior features that are analyzed to define the visual character of the building: shape, openings, roofs and related features, projections, trim and secondary features, setting, materials, and craftwork. The following pages break down the analysis of these building features.



SHAPE



OPENINGS



**ROOFS &
RELATED
FEATURES**



PROJECTIONS



**TRIM &
SECONDARY
FEATURES**



SETTING



MATERIALS



CRAFT DETAILS

Figure 3.1 -The above graphics denote the eight exterior features of a resource that could be found on a building. These features are used to analyze and define the visual character of the building. Each feature is identified on the photograph and then divided into separate icons. The icons will be shown on the following pages for reference.



SHAPE

The first step in analyzing visual character is assessing the building's overall shape. Ignore any details; rather, focus on the mass of the building. In most buildings, you will see rectangles and/or squares with perhaps triangular or trapezoidal roof configurations. Note these shapes and any features that emphasize the shape, like tall windows that mimic a vertical emphasis.



Figure 3.2 -This foursquare house has a boxy shape with triangular and trapezoidal roofs. The overall shape emphasizes verticality as well as the post on piers supporting the porch.

QUESTIONS TO ASK ABOUT SHAPE:

1. Is the building a simple square box? Rectangular box?
2. Is the shape more complicated with multiple heights, curves, or various shapes?
3. Is the building tall or squat? Does it have a vertical emphasis or a horizontal one?
4. If you removed or added a feature (like a porch, would it dramatically change the shape?



OPENINGS

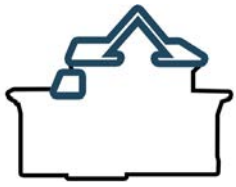
Next, look at the openings, mainly doors and windows. Openings may have patterns that would indicate symmetry (or if there is no pattern - asymmetry). If the openings are decorated, it is important to note how. This could be in their form, like arched windows, or in their material, like stained glass. Also note their construction - large or small panes, diagonal panes, etc.



Figure 3.3 - The openings of this house have clear symmetry, as well as a diversity of form (rectangular and arched windows) and construction (small and large glass panes).

QUESTIONS TO ASK ABOUT OPENINGS:

1. Is there symmetry or a pattern to the arrangement of windows or doors?
2. Are there arched windows, decorative transoms, or other distinct details of the openings?
3. Do the windows have shutters? Are the shutters operable or decorative?
4. Would adding or removing openings to a wall significantly change the character of the building or the overall symmetry or pattern of the openings?



ROOFS & RELATED FEATURES

The roof can define a building in various ways.

It can be a prominent feature or be hidden behind a parapet. It can add additional height and its complexity can add visual interest. It's important to note the shape of the roof line, special design in proportion of the roof or in the material, and if there are other features that are placed within the roof structure like dormer windows, balustrades, etc.



Figure 3.4 - This Craftsman style house has a low pitch roof, but with multiple dormers, decorative brackets, and a chimney that add defining features to the roof.

EXAMPLE QUESTIONS TO ASK ABOUT ROOFS & RELATED FEATURES:

1. Can you see the roof from the street, and if so, how visible is it?
2. Is the roof simple or complex? Are there multiple heights, projections, angles, etc?
3. What is the slope of the roof? Is it steep or shallow?
4. Are there dormers, chimneys, balustrades/parapets, or other decorative features present?



PROJECTIONS

Projections (any component, member, or part which juts out from a building)

add interest and complexity to a building. Projections come in many forms, so it is important to carefully note each and how it adds to the character of the building. Porches, decks, balconies, bay windows, dormers, deep eaves, and towers are all examples of projections.



Figure 3.5 - Queen Anne style houses typically have many examples of projections. Here, bay windows, a tower, dormer, and wrap around porch are all considered projections.

EXAMPLE QUESTIONS TO ASK ABOUT PROJECTIONS:

1. What kind of projections are present? (Deck, porch, balcony, bay windows?)
2. Do the eaves overhang in such a way that is significant to the overall look of the building?
3. Are any of the projections emphasized by decoration?
4. If the projection were to be removed or altered, would it change the building's character?



TRIM & SECONDARY FEATURES

Trim (material used in the finish of a building, especially around openings) and secondary features, while serving practical functions, are often where most of the decoration is found. For example, brackets help strengthen the structure of a roof or porch, but can also be made with curved details or cut outs that add a decorative aspect. Note unique patterns that contribute to the building's character.



Figure 3.6 - Gingerbread brackets at the roof and porch, turned balusters, and fishscale shingles all add to this building's character.

EXAMPLE QUESTIONS TO ASK ABOUT TRIM & SECONDARY FEATURES:

1. Is the trim simple or ornate? Do either significantly contribute to the building's character?
2. Is the trim in proportion to the rest of the building? Is it minimized? Is it emphasized?
3. Are there secondary features like railings, columns, decorative panels, lighting, etc.?
4. Are the secondary features simple or are they emphasized through trim or decoration?



SETTING

Everything but the building. Look at landscaping around the building. Describe trees, shrubs, and plants as well as the hardscaped areas (sidewalks, driveways, streets, lanes, etc.). Notice how the building compares to others around it in size, placement, style, etc. It may stand out against its neighbors, or work as a cohesive part of the whole streetscape.



Figure 3.7 - This house sits on a narrow lot with a modest front yard. The house is aligned with its neighbor and features well-manicured landscaping.

EXAMPLE QUESTIONS TO ASK ABOUT SETTING:

1. Where does the building sit on the property? Close to the street or set back?
2. What type of landscaping or natural features are around the building?
3. What kind of hardscaping is around the building like sidewalks, driveways, curbs, etc.?
4. What is the relationship to nearby buildings? Are they close together (or joined?) or is the building set apart? Are they in line along the street or are they staggered?



MATERIALS

When looking at materials, defining characteristics can be found in any of the previously discussed features. Looking closer at the building, consider what the features are made of. There will generally be more than one material to look at, each with a different appearance, texture, color, shape, or finish. Try to identify all materials of the key features and note their appearance, such as smooth, rough, grainy, grooved, bumpy, etc.



Figure 3.8 - This service station turned bookstore has a number of character defining materials including a blue slate roof, metal bay window and pent roof over the entry, as well as clinker brick give this building a distinctive character.

EXAMPLE QUESTIONS TO ASK ABOUT MATERIALS:

1. What materials can you identify on the building?
2. With each material, what is their texture? Smooth, rough, grainy, grooved, bumpy, etc?
3. Are there distinguishing colors or finishes for the individual materials?
4. Are a lot of different materials used? Is a single material more prominent than the others?



CRAFTWORK

Noticing craftwork is taking the closest look at the exterior of a building. This is where consideration is given for how the materials were made. Many buildings have pre-manufactured pieces, like bricks or siding. When assembled by builders or craftspeople, these pieces become a finished building. Craft details can be seen in bricklaying, mortar joints, woodworking detail, stucco trowel marks, etc.



Figure 3.9 - The intricate brick patterning on this commercial facade was performed by highly skilled craftspeople and should be retained as a character defining feature.

EXAMPLE QUESTIONS TO ASK ABOUT CRAFTWORK:

1. Do the materials look handmade/tooled or are they machine made from a factory?
2. What do the mortar joints of masonry look like? How do different materials join together?
3. Is the roof material laid in a sheet or individually tacked?
4. Are saw marks visible on woodwork? Is there evidence of trowel marks in the stucco?

3.2 BUILDING TYPES, FORMS, & ASSOCIATED ARCHITECTURAL STYLES

The identified architectural character found in a building helps to identify its type, form, and architectural style. The following pages explain these three terms in relation to the Cape Charles Historic District Overlay and identify some common features form and architectural styles found throughout. Examples of each are provided that you can find right in town. The following building types and associated architectural styles were identified in the architectural survey for the Cape Charles Historic District designated in the VLR and the NRHP.

Note: The following are only possible features - all features described in each style rarely appear in combination in one building.

BUILDING TYPES

There are three different building types recognized in the Cape Charles Historic District Overlay: Residential, Commercial/Institutional/Civic, or Religious. This is not always the same as building use. For example, a residential type building might be rezoned for commercial use if a retail shop were to be approved to operate there. It is still a residential type, even though its use has changed.

“An architectural style is characterized by a range of dates the style developed within and specific features that make a building notable and historically identifiable.”



Figure 3.10 - Although currently used as a residential apartment complex, 423 Plum Street is an Institutional building type as it was originally designed as a public school.



Figure 3.11 - Likewise, Cape Charles' Civic Center was originally a church, and would therefore fall under the Religious building type.

BUILDING FORM

Within the category of architectural styles, there may be a subcategory of building forms. Building forms share common footprints or massing with each other, but certain characteristics applied to the form

give the building its architectural style. Certain building forms may be found in several different architectural styles depending on the characteristics applied to the form.

BUNGALOW FORM (1890-1950)**3 Randolph Ave****104 Madison Ave****1 Park Row****221 Monroe Ave**Characteristics of Bungalow Form

- Relatively small
- Never more than two-stories, typically one or one-and-a-half
- Tend to be asymmetrical
- Front or side gable roofs
- Porches often under the slope of the main roof
- Generally found in Craftsman Style residences, but not exclusively

AMERICAN FOURSQUARE FORM (1890-1950)

**522 Monroe Ave
Craftsman Style**



**207 Monroe Ave
Craftsman Style**



**111 Monroe Ave
Colonial Revival Style**



**211 Madison Ave
Colonial Revival Style**



Characteristics of American Foursquare Form

- Typically, two-and-a-half stories
- Boxy shape and generally symmetrical
- Low pitched hipped or pyramidal roof
- Hipped dormers
- May feature characteristics of specific styles, but form will be similar

Did you know?

American Foursquare is now considered a form instead of an architectural style due to the variety of architectural characteristics that can be applied to the form of the building. For example, an American Foursquare may feature Craftsman style characteristics, like heavy brackets or brick piers, or Colonial Revival style characteristics, like classical columns or Flemish bond brick. However, the basic form characteristics mentioned above are almost always present.

ARCHITECTURAL STYLE

For each building type, there are many associated architectural styles. An architectural style is characterized by a range of dates the style developed within and specific features that make a building notable and historically identifiable. This may include such elements as form (discussed in 3.2.2), method of construction, building materials, and regional character. As mentioned previously, architectural styles were identified in the architectural survey for each of the primary buildings in the Cape Charles Historic District designated in the VLR and the NRHP.

The following pages are divided in to type: Residential, Commercial/Institutional/ Civic, and Religious. Architectural styles that are seen in the Cape Charles Historic District Overlay are then identified within these types. Architectural styles that share common characteristics are grouped together under a main category. The following list introduces this organization:

- Victorian Styles
 - Folk Victorian
 - Queen Anne
 - Gothic Revival
 - Italianate
- Period Styles
 - Colonial Revival
 - Neoclassical Revival
 - Dutch Revival
- Craftsman (Including Prairie)
- New Dominion Styles
 - Minimal Traditional
 - Cape Cod Cottage
 - Ranch
- Non-Specific Building Styles
 - Mixed Style
 - No Discernible Style

These categories have shared characteristics that are identified on the first page with specific characteristics to individual styles on the pages that follow. All styles have at least one example from Cape Charles pictured for reference. Some styles have a large number of instances in Cape Charles, while others only have one or two examples. With larger instances, more Cape Charles examples are provided with larger spreads indicating its popularity within the town.

RESIDENTIAL

VICTORIAN STYLES (1835-1940)

FOLK VICTORIAN

123 Peach Ave



GOTHIC REVIVAL

527 Randolph Ave



ITALIANATE

123 Peach Ave



QUEEN ANNE

339 Randolph Ave



Named for the reign of Great Britain's Queen Victoria (1837-1901), Victorian Styles in American architecture persisted long after her death. Industrialization helped spur new balloon-frame construction that simplified building features like corners, wall extensions, overhangs, and irregular floor plans. Mass production gave way to cheaper materials that could easily be shipped across the United States then assembled on-site. Victorian Style buildings exemplify these characteristics by their elaborate complex shapes, heavy ornamentation, and elaborate detailing found in affordable homes previously reserved for more expensive singular buildings.

Shared Victorian Characteristics

- Typically, two or two-and-a-half stories
- Symmetrical or asymmetrical massing
- Verticality in overall shape and openings
- Gable ends will sometimes have fish scale or other decorative siding (less common in Gothic Revival)
- Slate or metal standing seam roof materials
- More ornate detailing around windows, doors, porches, and at rooflines compared to other styles
- Wall surfaces often extend into gables without break (can be closed, usually with bracketing underneath)

FOLK VICTORIAN (1870 - 1915)

631 Randolph Ave



115 Peach St



234 Randolph Ave



405 Randolph Ave

Specific Characteristics of Folk Victorian

- House forms are basic – usually symmetrical I-houses or L-houses
- Roofs cross gable with a prominent central front gable
- Simple window surrounds, sometimes with pediment
- Lace-like corner brackets and jigsaw-cut trim (“gingerbread”)
- Ornamental detail is confined primarily to the porch and main cornice

GOTHIC REVIVAL (1835-1940)

610 Randolph St



Specific Characteristics of Gothic Revival

- Roofs cross gable with a prominent central front gable
- Steeply-pitched gables
- Exposed rafter ends or sheathed rafters parallel to the roof
- Gothic, or pointed, arched windows
- Window tracery
- Colored glass
- Can have batten doors or simple panel doors
- Gothic- or Tudor-arched doorways

ITALIANATE (1835-1905)

111-113 Peach St



Specific Characteristics of Italianate

- Low-pitched hipped, pyramidal, or flat roofs hidden behind a parapet
- Heavy, overhanging cornices with large, decorative brackets
- Arcaded porches
- Cast iron details

QUEEN ANNE (1880-1915)

407 Harbor Ave



611 Tazewell Ave



535 Randolph Ave



205 Peach St

Specific Characteristics of Queen Anne

- Steeply pitched, complex rooflines which are gabled and hipped
- Wrap-around porches with jigsaw-cut trim ("gingerbread")
- Tall chimneys
- Second story overhangs or projections
- Corner towers which can be round, polygonal, or square
- Bay windows
- Detailed ornamentation including spindlework, half-timbering, columns, dentils, decorative panels, and use of mixed materials

PERIOD REVIVALS (1890-PRESENT)

COLONIAL REVIVAL

1 Madison Ave



DUTCH REVIVAL

8 Monroe Ave



NEOCLASSICAL REVIVAL

404 Bay Ave



Period Revival styles are revivals of earlier historical styles, including Colonial, Classical, Tudor, Spanish Colonial, and Dutch Colonial which can be found in both Residential and Commercial building types in Cape Charles. Many of the styles remain popular today and are defined by symmetry as well as uniformity and simplicity in design in contrast to many of the Victorian Styles described previously. Ornamentation is generally limited to the roofline, openings, and porches (or other projections), and reflects the history of the original style they are emulating. Colonial Revival, in particular, is one of the most popular styles to date and was fueled by nationalistic fervor at the turn of the century which was then amplified after the First World War.

Shared Period Revival Characteristics

- Rectangular plans
- Symmetrical facades
- Upper-most story is typically within the roofline
- Gabled dormers
- Chimneys either central or at one side
- Either brick or horizontal siding
- Often emphasis on the front door or entry porch
- One-story wings, carports, and/or porches at the side elevations

COLONIAL REVIVAL (1890-1950)

214 Madison Ave



218 Randolph Ave



208-210 Harbor Ave



403 Tazewell Ave

Specific Characteristics of Colonial Revival

- Hipped or Side-Gable Roof
- Flemish or Common Bond brick or horizontal siding
- Thick cornice often with dentils
- Gabled single-bay porticos or full-width hipped porches
- Brick or stone window details like keystones or jack arches

DUTCH REVIVAL (1890-1945)

8 Monroe Ave



Specific Characteristics of Dutch Revival

- Side Gambrel roof
- Full-width porch that may be incorporated under the main roofline or have a separate roof
- Entrances often display Georgian or Federal detailing

NEOCLASSICAL REVIVAL (1890-1940)

404 Bay Ave



Specific Characteristics of Neoclassical Revival

- Low pitch roofs
- Red brick cladding with a white portico is common
- Classical molding is usually without embellishment and painted white
- Rounded or pedimented portico, sometimes double-height, with Tuscan or Doric order columns

TYPICAL CRAFTSMAN

10 Madison Ave



BUNGALOW FORM

10 Tazewell Ave



FOURSQUARE FORM

205 Madison Ave



PRAIRIE

511 Tazewell Ave



CRAFTSMAN (1905-1940)

Craftsman style began in California and spread across the United States, ultimately becoming one of the most dominant architectural styles that remains fashionable still today. It was a product of the Arts and Crafts Movement, guided by the philosophy of buildings expressing structure and materials honestly. This saw a celebration of hand-craftsmanship where good design was believed to be the result of the inherent beauty of natural materials. Within Cape Charles, these characteristics are seen on typical Craftsman houses, but are also associated with Bungalow and Foursquare forms. Examples of these forms and styles are found at the left.

Craftsman (and Prairie) Characteristics

- Low pitched roofs
- Will often have a single central dormer
- Extended eave overhangs
- Exposed rafter ends, brackets, purlins, and ridge beams often emphasized
- Prominent front porches which can be partial-width, full-width, or wrap-around
- Exterior cladding can be weatherboard, wood shingle, stucco, brick, or random stone
- Sash or casement windows, often with vertical muntins
- Battered wood or square porch supports on brick or stone piers

NEW DOMINION STYLES (1920-1991)

New Dominion styles in Virginia refer to architectural styles of the recent past; leading up to and right after World War II extending to the end of the Cold War in 1991. These styles were influenced by a rejection of previous styles in favor of experimentation with new technology, design, and materials. The

implementation of major transportation routes, including the construction of the Chesapeake Bay Bridge Tunnel completed in 1964, helped spread these new styles as well as make remote locations like Cape Charles accessible to a wider population. The later Colonial Revival resources could be considered New Dominion as well.

CAPE COD COTTAGE (1920-1950)

112 Randolph Ave



Specific Characteristics of Cape Cod Cottage

- Typically, one-and-a-half stories
- Rectangular plan
- Steeply pitched side gable roof with gabled dormers
- Little ornamentation with the exception of decorative shutters

MINIMAL TRADITIONAL (1935-1950)

628 Jefferson Ave



Specific Characteristics of Minimal Traditional

- Rectangular or square plan with boxy appearance
- One or one-and-a-half stories
- Intermediate pitched side gable roof with or without gabled dormers
- Closed eaves with little to no overhang
- Little ornamentation with the exception of decorative shutters

RANCH (1950-1970)**541 Madison Ave**Specific Characteristics of Ranch

- One-story and emphasis on horizontal
- Roof may be low-pitched but always with deep eaves
- Minimal or simplified ornament
- Informal or rustic details and materials

NON-SPECIFIC BUILDING STYLES**MIXED STYLE****201 Madison Ave**Specific Characteristics of Mixed Style

- Uses a mixture of other styles in building; no style is predominant
- Shown to the left is a Dutch Revival roof type mixed with Craftsman dormers and brick detailing along with Colonial Revival dentiled cornices

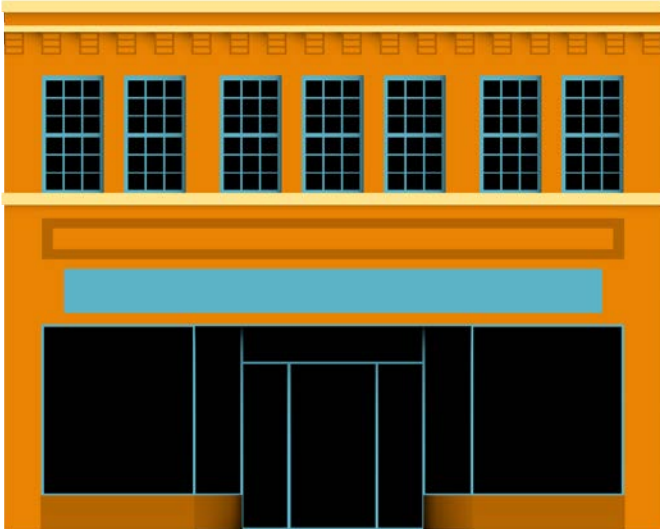
NO DISCERNIBLE STYLE**208 Monroe Ave**What is "no discernible style"?

- Generally, these are simple buildings with no defining characteristics that could be linked to any specific style.
- In the National Register of Historic Places (NRHP), these buildings are listed as "No Discernible Style".

COMMERCIAL/INSTITUTIONAL/CIVIC

*There are only a few Institutional/Civic buildings located within the Cape Charles Historic District Overlay. They have been included in this section because they, like Commercial buildings, provide services to the community.

COMMERCIAL (1875-1940)



Although it may have characteristics akin to specific styles, the Commercial-style building of the United States is foremost a blend of function and location. The buildings, providing goods and services to the community, are typical centralized along one or two major roads of a town. Within Cape Charles, Mason Avenue was established as the commercial thoroughfare of the community early on and has remained as such to today.

TYPICAL TWO-STORY

339 Randolph Ave



TYPICAL ONE-STORY

215-217 Mason Ave

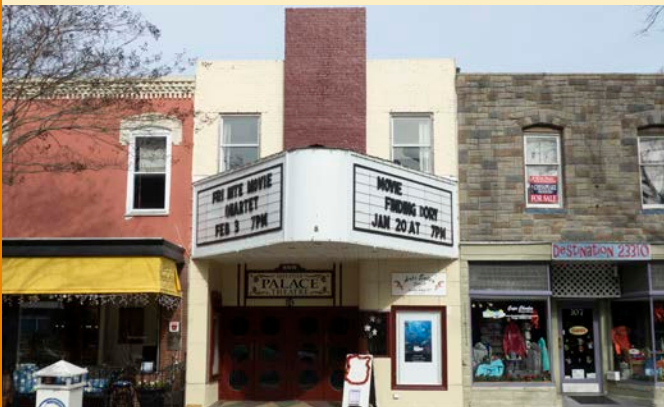


Shared Commercial Characteristics

- One to two stories with rectangular plan (some three-story or higher examples)
- Prominent signage
- Typically, flat roof with a parapet
- Can use various cladding materials
- Attached to adjacent buildings
- Decorative brickwork around windows, doors, string courses, parapet as well as wall panels

ART DECO (1925-1940)**2 Plum St (Institutional Building)**Specific Characteristics of Art Deco

- Emphasis on abstract geometric forms and verticality
- Ornament is either sharply angular or curvilinear
- Ornament is concentrated around doors, windows, string courses, and parapets

ART MODERNE (1925-1940)**305 Mason Ave**Specific Characteristics of Art Moderne

- Emphasis on smooth, rounded forms and surfaces
- Smooth, plaster walls
- Chrome and steel details
- Rounded corners
- Terrazzo floor entrances

GEORGIAN REVIVAL (1890-1950)**299 Randolph Ave (Institutional Building)**Specific Characteristics of Georgian Revival

- Rectangular, boxy massing
- Balanced, symmetrical facades
- Projections are kept to a minimum
- Dormer windows, usually at least three
- Hipped roofs often topped by a flat deck with a balustrade or parapet
- Central entrance with classical detailing

ITALIANATE (1835-1905)

239 Mason Ave



Specific Characteristics of Italianate

- Symmetrical massing
- Heavy, overhanging cornices with decorative brackets
- May have corner quoins
- Half-rounded upper windows with decorative brick or stone lintels

NEOCLASSICAL REVIVAL (1880-1940)

201 Mason Ave (Institutional Building)



Specific Characteristics of Neoclassical Revival

- Broad umbrella term which encompasses all classical architecture between 1880s-1940s
- Use of classical orders
- Typically, brick siding
- Symmetrical features

RICHARDSONIAN ROMANESQUE (1840-1900)

301 Mason Ave



Specific Characteristics of Richardsonian Romanesque

- Arches, lintels, and other structural members are often executed in masonry of contrasting colors and textures
- Recessed windows; usually with rounded arches
- Decorative brick and stone pattering

SPANISH COLONIAL REVIVAL (1890-1940)

649 Mason Ave

Specific Characteristics of Spanish Colonial Revival

- Symmetrical and asymmetrical facades
- Typically has brick siding
- Curvilinear parapets, usually with red tiles
- Decorative brickwork emphasizes windows and doors

TUDOR REVIVAL (1890-1940)

401 Mason Ave

Specific Characteristics of Tudor Revival

- Steeply-pitched gable slate roof
- Tall chimneys
- Rusticated brickwork
- Narrow casement windows
- Rounded-arched doorways

RELIGIOUS

GOTHIC REVIVAL (1835-1940)

500 Tazewell Ave



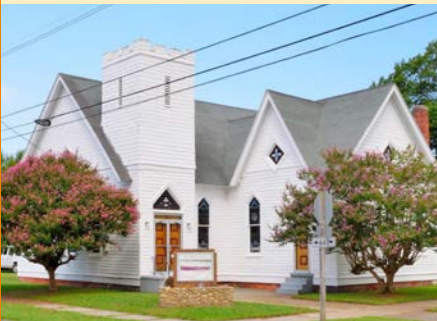
109 Plum St



301 Madison Ave



501 Nectarine St

Specific Characteristics of Gothic Revival

- Roofs cross gable with a prominent central front gable
- Steeply-pitched gables
- Exposed rafter ends or sheathed rafters parallel to the roof
- Gothic, or pointed, arched windows
- Window tracery
- Colored glass
- Can have batten doors or simple panel doors
- Gothic- or Tudor-arched doorways

FOLK VICTORIAN (1870-1915)

511 Jefferson Ave

Specific Characteristics of Folk Victorian

- Symmetrical massing
- Simple upper window surrounds
- Ornament is confined to the cornice and windows

NO CLEAR STYLE

512 Jefferson Ave

What is "no clear style"?

- Generally, these are simple buildings with no defining characteristics that could be linked to any specific style.
- In the Virginia Cultural Resource Information System (VCRIS), these buildings are listed as "No Discernable Style".

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES

4

ROUTINE MAINTENANCE & REPAIRS

Routine maintenance of contributing buildings is critical to ensure that the historic fabric and character of a property will be retained for future generations. Proper maintenance extends the natural life of building materials, and thus reduces financial outlay in the long run. A proper cyclical maintenance plan also helps identify early signs that a building material is nearing the end of its lifespan, which enables the owner time to plan for replacement of historic materials and avoids secondary damage to the building.

ADMINISTRATIVE REVIEW

4.1 GENERAL GUIDANCE RELATED TO ROUTINE MAINTENANCE & IN-KIND REPAIRS

Property owners, regardless of contributing or noncontributing status, should utilize a maintenance checklist to track materials, features, and conditions, as well as to record any repair or renovation project. Most exterior elements of buildings should be inspected on an annual basis at a minimum. Additional inspections may be necessary as the seasons change or after severe weather events. Special attention should be paid to historic character-defining features, particularly those that exhibit a high level of craftsmanship, which may be difficult to replicate if damaged or deteriorated. While this chapter is primarily for the contributing resources in the Historic District Overlay, these guidelines represent best practice for maintenance of all buildings.

If damage or deterioration is discovered during routine maintenance, it may be necessary to make repairs. It is best practice to replace damaged or deteriorated elements “in kind” (with an exact physical and visual match). **If the magnitude of the repairs required triggers the need for a COA, in kind replacement will only require administrative review. If replacement in kind is not possible, the HDRB will have to review the application**

to ensure the proposed replacement material is appropriate and compatible with the historic building and the surrounding district. For more information on how to select appropriate alternative materials, see [Chapter 9, Alternative Materials](#). Below is a recommended maintenance schedule, and the following sections will have a sample maintenance checklist for each material. These checklists are not all-inclusive.

RECOMMENDED MAINTENANCE SCHEDULE	
Feature	Inspection Frequency
Roof	Annually: Spring/Fall; Every 5 years by a roofer
Roof Drainage	Bi-annually
Attic	Quarterly: Winter, Spring, Summer, Fall
Chimney(s)	Annually: Fall; Every 5 years by a mason
Building Perimeter	Annually: Winter (After leaves drop)
Foundation	Annually: Spring
Basement/Crawl Space	Quarterly: Winter, Spring, Summer, Fall
Exterior Walls	Annually: Spring
Porches	Annually: Spring
Windows	Annually: Spring
Entryways	Annually: Spring
Doors	Bi-annually: Spring & Fall

4.2 ROOFS

Roofs are highly visible exterior features; the details of a building's roof impart character and are directly related to its architectural style. Roof shapes, features, and materials vary greatly based on the style of the building and its date of construction.

GUIDELINES FOR ROOFS

1. Maintain the roof.
 - a. Routinely inspect roofs and roof features for signs of damage and deterioration.
 - b. Ensure roofing materials and associated elements, such as gutters, downspouts, and flashing, are in good condition, properly installed, and uninhibited from performing their function.
2. Retain the original roof shape and form.
 - a. The original pitch of the roof, eave depth, and original projections from the roof that give it its shape (including dormers and chimneys) should be maintained.
 - b. New roof features that alter the historic shape and form of the roof should be avoided; for more information see Roof Features on [page 3-4](#).

SAMPLE MAINTENANCE CHECKLIST FOR ROOFS & RELATED AREAS	
Feature	Maintenance Item
Roof - Cladding	Check that shingles/roofing material in good condition (no missing or damaged pieces)
Roof - Flashing	Check flashing for gaps or other damage
Roof - Gutters & Downspouts	Make sure all gutters and downspouts discharge water away from building
Roof - Vent Covers	Check gable and soffit vent covers for rodent and bird infiltration
Attic	Check attic for signs of roof leaks/water damage
Attic	Check for signs of rodents, bats, roaches, and termites
Attic	Ensure insulation in place and fans still exhaust to outdoors (if applicable)



Figure 4.1 - The gutter shown above is clogged with leaves. These types of issues are easily fixed and will avoid excess water infiltration at the foundation.

3. Repair historic roofing materials and details.
 - a. Patch damaged areas with new material that matches the historic material in size, texture, and other visual qualities.
 - b. Decorative details, such as cresting, and functional details, such as gutters and downspouts, and chimneys, should be retained and repaired.
 - c. If portions of historic roof details are damaged, deteriorated, or missing, these should be repaired or replaced in kind.



Figure 4.2 - The top photograph is an example of a pressed metal roof, while the bottom illustrates a metal standing seam roof.

4.2.1 MATERIAL SPECIFIC GUIDANCE

Metal (stamped, shingle, standing seam)

Most metal roofs have a lifespan of 40-80 years, with many lasting longer if properly maintained. COA applications for full-scale replacement of metal roofs prior to the end of their useful lifespan should be accompanied by a letter from an experienced roofer with an explanation of why the metal roof requires replacement.

1. Retain and restore historic metal roofs.
 - a. Routinely inspect historic metal roofs for signs of damage and deterioration, including rust, corrosion, and punctures.
2. Existing coatings should be maintained to prolong a metal roof's lifespan.



Figure 4.3 - Often porches or one-story protrusions will have metal roofs that are different from the main roof, like the standing seam metal porch roof shown above.

- a. Repaint and recoat as necessary. Utilize a professional experienced with metal roofs to repaint or recoat the roof if the coating is failing.
 - b. Exposed metal should be refinished as soon as possible.
 - c. Avoid using elastomeric coatings, as these are not reversible.
3. Temporary repairs can be made with clear, silicone-based caulk. Do not use tar-based materials to make repairs, as it is difficult to remove.
- a. Make repairs to areas that are damaged or deteriorated to prevent or stop water infiltration. Limit replacement to damaged areas that cannot be repaired. Match patch materials to historic materials to minimize the appearance of seams or joints between the old and new materials.
 - b. Utilize a roofer experienced with metal roofs to make repairs; metal patches and repair flashings often require soldering.

requires replacement.

GUIDELINES FOR CLAY & CONCRETE TILE

1. Retain and restore historic tile roofs.
 - a. Routinely inspect historic tile roofs for signs of damage or deterioration.
2. Repair broken, cracked, or missing tiles promptly to prevent water infiltration.
 - a. Utilize a roofer experienced with tile roofs for repair work.
 - b. Undertake repairs (over replacement) if problems are localized and the roof is not near the end of its useful life. Note: If 20% or more of the tiles on an overall roof are damaged or missing it is generally more cost effective to replace the roof rather than make repairs. In this instance, it is acceptable to replace in kind with new tile to match the historic.
3. New tiles used to make repairs should match the historic in type, color, size, shape, and overall pattern. Provide a

Clay & Concrete Tile

Clay tile roofs have a lifespan of 100+ years; proposals for full-scale replacement prior to the end of their useful lifespan should be accompanied by a letter from an experienced roofer with information about why the tile roof



Figure 4.4 - Clay tile roofs are rare in Cape Charles, adding a special feature to the Historic District Overlay.

photograph of the historic tiles and proposed new tiles side by side.

Slate

Slate roofs have a lifespan of 60-100+ years; proposals for full-scale replacement prior to the end of their useful lifespan should be accompanied by a letter from an experienced roofer with information about why the slate roof requires replacement.

GUIDELINES FOR SLATE

1. Retain and restore historic slate roofs.
 - a. Routinely inspect historic slate roofs for signs of damage or deterioration.
2. Repair broken, cracked, or missing slate promptly to prevent water infiltration.
 - a. Utilize a roofer experienced with slate for repair work.
 - b. Undertake repairs (over replacement) if problems are localized and the roof is not near the end of its useful life. Note: If 20% or more of the slate on an overall roof are damaged or missing it is generally more cost effective to replace the roof rather than make repairs. In this instance, it is acceptable to replace in kind with new tile to match the historic.
 - c. New slate used to make repairs should match the historic in type, color, size, shape, and overall pattern. Provide a photograph of the historic slate and proposed new slate

side by side.

3. Ensure associated repair materials (nails, flashings, etc) have a lifespan comparable to that of the new slate and are compatible for use to avoid galvanic action, which accelerates corrosion. Typically, copper is an appropriate choice as it is durable and requires little maintenance.



Figure 4.5 - The difference between slate shingles at the top roof and modern architectural shingles at the lower shed roof is illustrated in the above photograph.

4.3 MASONRY - EXTERIOR WALLS, FOUNDATIONS, & CHIMNEYS

Masonry refers to brick, stone, concrete block, mortar, and stucco. It is often used on exterior walls, chimneys, and foundations. Masonry materials are extremely durable, but when repairs are necessary, the use of the wrong repair material can damage the masonry over time. A qualified mason should be employed to undertake any necessary masonry repairs to avoid causing additional damage.

GUIDELINES FOR MASONRY

1. Routinely inspect masonry and mortar for signs of damage or deterioration.
 - a. Make note of areas of cracking, missing mortar, surface spalling, and efflorescence, as this can be a sign of moisture infiltration.
2. Retain and restore historic materials.
 - a. Only replace historic material in areas of damage or deterioration. Do not remove historic materials that are in a salvageable condition.
 - b. Hire a qualified mason to undertake any masonry repairs or mortar repointing.
 - c. Use vapor-permeable products to repair hairline cracks.
 - d. When necessary, clean the wall surface using the gentlest means possible; avoid power washing. If required, use a light warm water wash, using no more than 300 psi.

SAMPLE MAINTENANCE CHECKLIST FOR EXTERIOR WALLS, FOUNDATIONS, & CHIMNEYS	
Feature	Maintenance Item
Masonry General	If needed, gently clean masonry with warm water wash (no more than 300 psi)
Masonry Walls & Foundations	Check masonry wall and foundation for cracks in mortar or bricks and make necessary repairs
Foundation	Check for structural failure like sagging or leaning piers
Chimneys	Check chimney for damage or cracks in mortar and clean fireplace flue if needed *Cracks and missing mortar are expected; check for cracks in bricks and if found, determine and address the cause prior to repair



Figure 4.6 - Mortar is a sacrificial material that will deteriorate over time. It is important to check for areas in need of repointing before the structure of the building is compromised.

4.3.1 OTHER MASONRY FEATURES

1. Foundations

- a. Routinely inspect foundations for signs of damage or deterioration.
 - i. In particular, look for evidence of structural failure at the foundation, such as step cracking or sagging or leaning piers.
- b. Ensure water is being adequately shed from the roof and away from the foundation. Use gutters and downspouts to move water away from foundations and slope the ground for outward water flow.

2. Chimneys

- a. Routinely inspect chimneys for signs of deterioration.
 - i. In particular, look for evidence of structural failure at the base of the chimney, such as step cracking or mortar loss, as well as at the top of the chimney, as evidenced by missing or damaged materials or a lean in the portion of the chimney above the roofline.
 - ii. Chimneys should be inspected and cleaned by a professional chimney sweep on an annual basis.



Figure 4.7 - Brick has surface layer, the brick face, that protects the softer, inside portion of the brick. When the brick face is damaged, which can occur when pressure washing at a high psi, spalling (shown above) occurs. The result is compromised bricks that flake and break away. When masonry requires cleaning, use a pressure of no more than 300 psi.



Figure 4.8 - Differing material strengths can often have a negative effect on existing materials. Here, a modern manufactured brick chimney top was added to a historic chimney and has since collapsed at the meeting joint of softer historic and harder modern material.

4.4 WOODWORK - EXTERIOR WALL, DECORATIVE TRIM, & PORCHES

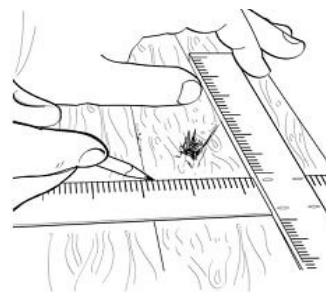
Woodwork is commonly found on wall cladding, decorative trim, and porches. Wall cladding can include horizontal siding, board and batten, and shakes. Decorative trim, such as gingerbread trim, is usually found on the porch or roof eaves, but can also be located around openings too. Care should be taken on a cyclical maintenance schedule to locate rot and possible termite infestation.

GUIDELINES FOR WOODWORK

Siding and Trim

1. Retain and repair historic wood siding, trim and decorative ornamentation to the maximum extent possible.
 - a. Use an epoxy wood filler to repair areas of minor, non-structural damage. For larger areas, use a Dutchman patch.
 - b. Remove only the portion of trim or ornamentation that is damaged or deteriorated. Replace with a matching piece that can be seamlessly installed and paint over to hid the joint line between the old and new pieces.
 - c. Limit replacement to the individual pieces that cannot be salvaged. A single rotted trim board or bracket does not necessitate the wholesale

SAMPLE MAINTENANCE CHECKLIST FOR EXTERIOR WALLS, FOUNDATIONS, & CHIMNEYS	
Feature	Maintenance Item
Woodwork General	Check for damage from insects, rodents, and birds; repair as needed
Woodwork General	If needed, gently clean masonry with warm water wash (no more than 300 psi)
Woodwork General	Check for paint deterioration and chips; sand and repaint as necessary
Porches	Check for structural failure of roof supports (e.g. failing columns or leaning masonry piers)



Step 1: Measure the damaged spot



Step 2: Remove the rotten area



Step 3: Fit a new block of wood in the hole



Step 4: Chisel and sand the edges until even

Figure 4.9 - From the "This Old House" publication, the above illustrates the basic steps to a Dutchman patch.

replacement of all trim boards or brackets.

2. Routinely inspect for signs of damage or deterioration.
 - a. When necessary, clean exterior wood trim and decorative ornamentation using the gentlest means possible; avoid power washing. If required, use a light warm water wash (no more than 300 psi).
3. Repaint as necessary. Bare wood should not be exposed and should be covered as soon as possible to prevent decay, following the necessary curing period. Built-up and loose paint should be removed by mechanical means (scraping) and an appropriate primer should be used prior to repainting.
4. Only replace areas of wood siding and trim that cannot be repaired; match the dimensions and profile of the surrounding wood siding and details of trim and ornamentation.
 - a. Remove only the portion of siding that is damaged or deteriorated. Replace with a matching piece that can be seamlessly installed as a substitute for the removed portion and painted over to hide the joint line between the old and new portions.
 - b. Select moisture-resistant replacement wood to prevent

premature deterioration, such as Accoya, cedar, cypress, or mahogany. Avoid using modern fast-growth wood, particularly softwoods, such as pine.

- c. Back-prime new wood before installing to provide more longevity and protect against moisture infiltration.



Figure 4.10 - This siding has weathered and peeling paint. It should be sanded down and repainted as soon as its deteriorating condition is noted so that the wood is not exposed to the elements.



Figure 4.11 - The siding above has been painted when the wood was either too wet or there was a high level of humidity, resulting in bubbles and peeling of new paint.

- d. Properly prepare the replacement siding and adjacent historic siding before painting; surface preparation should include scraping any existing peeling paint and gently cleaning the surface.
5. Replacement of historic trim and ornamentation should be in-kind if the historic material remains available.
 - a. To achieve replacement in-kind, the new material should match the historic in material, composition, shape, size, dimension, profile, location, means of installation, finish, and other visual qualities.
 - b. Select a moisture resistant wood to prevent premature deterioration, such as Accoya, cedar, cypress, or mahogany. Avoid using modern fast-growth wood, particularly softwoods such as modern pine.
4. Repair and restore rather than replace historic porches and porch elements to the maximum extent possible.
 - a. Retain and repair character-defining features of the form of the porch, including the height, width, roof pitch and material, columns, railings, and other decorative details.
 - b. Refer to [Section 4.1](#) for guidance on Roof Repairs.
 - c. Refer to [Section 4.2.1](#) for guidance on Foundation Repairs.
 - d. Refer to [Section 4.3](#) for guidance on Exterior Wood Trim and Ornament Repairs.

Porches and Associated Features

1. Maintain historic porches and all components and materials of the porch to the maximum extent possible.
2. Routinely inspect for signs of damage or deterioration.
3. Repaint as necessary. Bare wood should not be exposed and should be covered as soon as possible to prevent decay, following the required curing period for repaired areas. Built-up and loose



Figure 4.12 - While in need of minor repairs and new paint, this porch is in salvageable condition.

4.5 OPENINGS & ASSOCIATED FEATURES - WINDOWS, DOORS, & STOREFRONTS

GUIDELINES FOR OPENINGS & ASSOCIATED FEATURES

Windows

1. Routinely inspect and properly maintain historic windows.
 - a. Routine inspections should include checking for loose/rotten frames, broken glazing, signs of deterioration and areas of moisture or air infiltration. Check the frame, sash weights, cords, and all components for damage.
 - i. If damage is discovered during inspection, repair broken or missing elements as soon

SAMPLE MAINTENANCE CHECKLIST FOR EXTERIOR WALLS, FOUNDATIONS, & CHIMNEYS	
Feature	Maintenance Item
Openings General	Check for damage from insects, rodents, and birds and repair as needed
Openings General	Check for broken window panes in windows and doors; replace panes as necessary
Doors	Check weatherstripping on doors to make sure seal is in tact
Openings - surrounding woodwork	Check for paint deterioration and chips on muntins and window/door trim; sand and repaint as necessary
Awnings	Check for holes or rips in awnings; repair as necessary



Figure 4.12 - The window at the left has been fully restored while the window at the right still needs work to be performed. Damaged and deteriorated windows can be salvaged.

as possible to avoid further deterioration. If repairs can't be made in short order, temporarily cover the window to protect the window until it can be repaired.

- ii. After repairs are made, prime and repaint windows as needed. Avoid leaving window material unpainted for more than one season, as water and sun exposure will degrade materials.
- iii. Check weatherstripping and repair or replace as necessary.
- iv. If storm windows are present, adjust as needed to ensure they are working properly. Clean weep holes to avoid trapping moisture on the sill.
- v. Routinely clean windows so that damage is apparent and deterioration can be tracked between inspections.
- b. Repair damaged historic windows and components rather than replacing them.
 - i. Identify areas of failure on window frames and sashes. Repair or replace only those components.
 - ii. If the entire window sash requires repair, remove the window and secure the opening while the

window is being repaired to avoid damage to the opening and adjacent areas of the building envelope.

- iii. Avoid wholesale replacement of historic windows.

Doors

1. Retain original doors, including screen doors if present.
2. Repair, rather than replace, historic doors.
 - a. If damage is discovered during inspection, broken or missing elements should be repaired as soon as possible to avoid further deterioration.



Figure 4.13 - Historic doors and their transoms should be retained and restored.

- b. Use an epoxy wood filler to repair areas of minor, non-structural damage. If a large area of the door requires repair, use a Dutchman patch.
 - c. If individual components of the door require replacement (rail or stile), splice in new pieces. New wood should be old growth or rot resistant and match the visual characteristics of the historic wood, particularly if the door is stained.
 - d. If the entire door requires repair, remove the door and secure the opening during repair to avoid damage to the opening and adjacent areas of the building envelope.
3. Weather strip historic doors to reduce air infiltration.
 4. Retain historic door features including moldings, transoms, sidelights, trim, mail slots, hinges, glass, and any other decorative or utilitarian features.
- c. Remove old caulk and re-caulk as necessary to ensure weatherproofing. Keep existing flashing secure and weathertight.
 - d. Repaint or re-stain storefront components as necessary. Exposed previously painted surfaces should be covered as soon as possible. Prep the surface to be painted to ensure adequate adhesion. Built-up and loose paint should be removed and surfaces should be primed prior to painting.
 - e. Refer to [Section 4.3](#) on Wood Trim and [Section 4.4](#) on Doors and Windows for additional maintenance guidance.

300 psi).

Commercial Storefront

1. Maintain historic storefronts and associated components and materials.
 - a. Routinely inspect for signs of damage or deterioration.
 - b. When necessary, clean using the gentlest means possible; avoid power washing. If required, use a light warm water wash (no more than



Figure 4.14 - Storefront transom windows, like the one shown above, are often painted over or covered by modern awnings that alter the historic storefront. These should be retained and repaired as necessary. If broken, a new glass pane should match the texture and size as the remaining historic panes.

2. Repair and restore historic storefronts and all associated materials, features, and components when possible; avoid wholesale replacement of historic storefront systems.
 - a. For wood components, use an epoxy wood filler to repair areas of minor, non-structural damage. Use a Dutchman patch if a larger area requires repair.
 - b. Remove only the portion of the storefront that is damaged or deteriorated and replace those portions in-kind.
 - c. For damaged glass, replace only the damaged portion and match the remaining glazing as closely as possible. Do not use tinted glass.

Awnings and Canopies

1. Routinely inspect historic awnings and canopies for signs of damage or deterioration.
 - a. Pay special attention to operable components, such as pivot points, gears, and frames.
 - b. Regularly clean fabric coverings and operable components to extend their lifespan.
2. Repair any damage or deterioration found on awning or canopy frames as it is discovered to reduce the need for wholesale replacement.
 - a. Visible components and decorative features should match the historic

features.

3. Historic character-defining awnings or canopies should not be removed; damaged or deteriorated features should be replaced in-kind.



Figure 4.15 - Cape Charles' commercial storefronts have many unique historic entry floors. They add distinction to the district, and sometimes relay historic uses. It is important to retain these types of features at historic storefronts.

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES

5

PRIMARY BUILDING TREATMENT

This section of the Design Guidelines focuses on appropriate building treatment for primary buildings within the Cape Charles Historic District Overlay; this includes contributing (C) and noncontributing (NC) buildings, as well as information to guide the design of new primary buildings proposed within the district. The purpose and intent of this Historic District Overlay is to protect

the historic character. Therefore and necessarily, these guidelines are the most restrictive to ensure the appropriate level of protection is accomplished. More invasive treatments require more scrutiny to ensure the character-defining features of the historic buildings are retained wherever feasible; in these instances, proposals to alter character defining historic features must be reviewed by the HDRB.

BOARD REVIEW

5.1 REPLACEMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

As discussed in [Chapter 2](#), the Design Guidelines exist to be interpreted and applied by the HDRB (and Town Council in the case of appeals) for the purpose of reviewing changes to properties within the Cape Charles Historic District Overlay. By following these guidelines, the contributing buildings within the district will continue to retain historic character. Those features that are deemed to define the historic character of each property (as outlined in [Chapter 3](#)) are especially important to protect. In order to accomplish this goal, the Design Guidelines are written in accordance with common best practices for local historic district review, utilizing the [Secretary of the Interior's Standards for Rehabilitation](#) (Standards) as a framework. These nationally recognized Standards provide allowances for alterations and additions to accommodate the continued use of a historic building, while prioritizing the retention of historic features and materials whenever feasible. While the Standards inform these guidelines, the guidelines themselves take precedence.

Chapter 5 is divided into three main sections:

- Replacement Guidelines for Contributing Buildings,
- [Noncontributing Primary Building Treatment](#), and
- [New Construction of Primary Buildings](#)

Each of these are divided by location/material including roofs, masonry, woodwork, commercial storefronts, etc.

5.2 ROOFS

Roofs are highly visible exterior features; the details of a building's roof impart character and are directly related to its architectural style. Roof shapes, features, and materials vary greatly based on the style of the building and its date of construction.

GUIDELINES FOR ROOFS

1. If replacement of the historic roofing material is necessary, replacement should be in kind.
 - a. COA applications for full-scale replacement of historic roofs prior to the end of their useful lifespan should be accompanied by a letter from an experienced roofer with an explanation of why the roof requires replacement.
 - b. Provide photographic documentation illustrating the historic roof cannot be repaired.
 - c. If the historic material has not reached the end of its useful life (primarily in the case of clay, concrete, and slate tiles), but the roof requires replacement for other reasons (such as improper head lap, high percentage of missing or damaged tiles), salvage the tiles as feasible for reuse. Roofing tiles often outlive their underlayment,

Did you know?

While the typical lifespan for contemporary roofing materials like asphalt shingles is 25-30 years, historic materials are made to endure longer.

- Metal roofs typically have a lifespan of 40-80 years.
- Clay and concrete tile roofs typically have a lifespan of 100+ years
- Slate roofs typically have a lifespan of 60-100+ years.

This means replacing historic material in-kind can save you time and money over the course of your building's lifespan.



Figure 5.1 - Three-tab asphalt shingle roofing (shown at left) is a modern material. Therefore, existing asphalt shingle roofs can be replaced with more durable architectural shingles (shown at right).

so if moisture infiltration is an issue, carefully remove the tiles in the area of concern to inspect and potentially replace the underlayment prior to proposing to replace the tiles.

2. If the historic roofing material is no longer available, use an alternative material that conveys a scale and texture similar to the historic material; reference the replacement material flow chart to guide the selection of an appropriate alternative material.
 - a. Provide photographic documentation illustrating the historic roof cannot be repaired, as well as documentation of the sources checked for the historic material.
3. If the roof is not historic, then an alternative replacement material can be proposed, provided it does not detract from the character of the building.
 - a. Provide documentation showing what material historically existed on the roof.
4. Prior to replacement, inspect for sources of moisture to ensure deterioration is not being caused by disrepair or failure of other roof elements, such as worn flashing, leaking gutters, or poor attic ventilation.



Figure 5.2 - Synthetic slate roofing is not an appropriate replacement material, as it has a tendency to warp (top photo), pucker, and bleach (bottom photo).

5.2.1 ROOF FEATURES

Roof features include historic elements, such as gutters, downspouts, dormers, chimneys, and decorative cresting. New roof features that may be considered for insertion on a contributing building in the Historic District Overlay include, but are not limited to, new dormers, solar panels, and satellite dishes.

GUIDELINES FOR ROOF FEATURES

1. Maintain historic roof details to the maximum extent possible.
 - a. If necessary, historic secondary chimneys at the rear of the building can be removed if they are not visible from the public right-of-way.
2. New roof features that alter the historic shape and form of the roof should be avoided.
 - a. Limit new features, penetrations, and surface-mounted utilities on historic roofs; if necessary, place new roof features on elevations that do not face the public right-of-way to minimize impacting the most visible elevations.
 - b. Place new dormers, rooftop HVAC units, satellite dishes, solar panels, and other proposed insertions in a discrete location, not visible from the public right-of-way.
 - c. Proposed new dormers should only



Figure 5.3 - The number of the new dormers and their visibility to the right of way make them an inappropriate addition to the roof. New features should be limited to the secondary elevations.



Figure 5.4 - Utilities should also be located at the rear of the resource to reduce visibility if it is necessary to locate on the roof.

be considered for use on secondary elevations where they will not be visible from the public right-of-way.

- i. The design and materials for new dormers should be differentiated from the historic materials on the building to ensure that they read as modern insertions.
 - ii. New dormers should be set back from the roof edge to maintain a clear understanding of the extent and detailing of the historic roof and eaves.
3. Provide drawings (roof plans, elevations) and/or digital mock-ups of the new features of proposed rooftop features that are visible from the public right-of-way so the HDRB can adequately evaluate visual impact.

Gutters and Downspouts

1. If additional gutters and downspouts are needed to ensure water is being adequately shed from the roof, they should match the material and profile of the historic gutters. If the gutters and downspouts are modern, they should match the existing modern gutters and downspouts.
2. Place new gutters and downspouts on secondary elevations to avoid impacting the character of the façade and/or

primary elevations.

3. If gutters or downspouts did not historically exist on a building, every effort should be made to insert them on secondary elevations; they should only be inserted on primary elevations if absolutely necessary. In all instances, gutters and downspouts should be installed in a way that does not alter the character of the building.
4. Choose a gutter form that is compatible with the style of the building.
 - a. If the existing gutters and downspouts are modern and require replacement, use traditional colonial or half-round gutters, and colonial or round downspout styles in a pre-finished metal.



Figure 5.5 - An example of a built-in gutter in need of repair.

5.3 MASONRY - EXTERIOR WALLS, FOUNDATIONS, & CHIMNEYS

Masonry refers to brick, stone, concrete block, mortar, and stucco. It is often used on exterior walls, chimneys, and foundations. Masonry materials are extremely durable, but when repairs are necessary, the use of the wrong repair material can damage the masonry over time. A qualified mason should be employed to undertake any necessary masonry repairs to avoid causing additional damage.

GUIDELINES FOR MASONRY

1. Preserve or restore the visibility of historic masonry materials to the maximum extent possible.
 - a. If historic masonry is found underneath modern materials, remove the modern materials to re-expose the historic masonry finish.
 - b. If the historic masonry would be damaged by removing modern materials, the modern finish should be retained.
 - c. Do not install modern materials over historic masonry.
 - d. Do not remove historic masonry to facilitate the installation of modern materials.
2. If replacement in-kind is not possible, the replacement feature should be clad in a material that matches the historic masonry as closely as possible

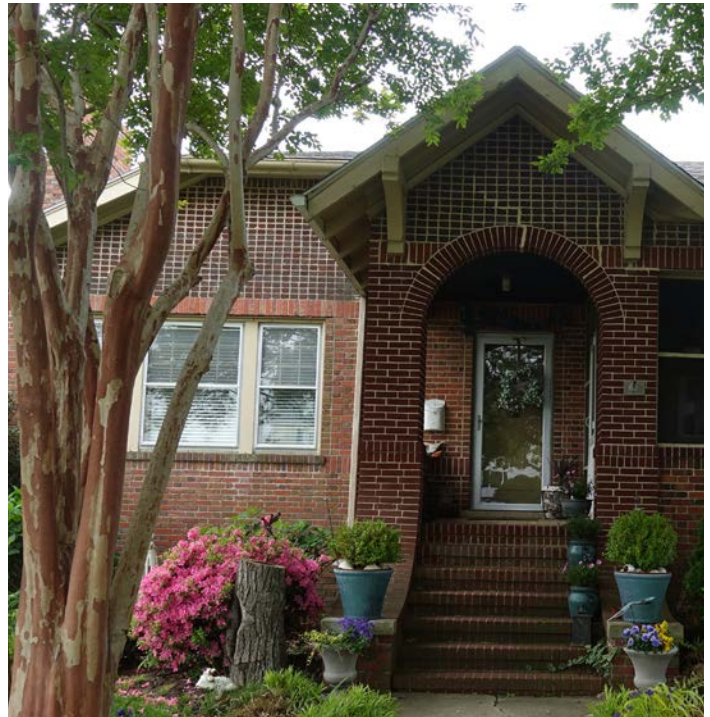


Figure 5.6 - The multiple brick designs on the residential and commercial facades above are character-defining features. They should be retained and remain uncovered.

in composition, shape, size, location, pattern, color, texture, finish, and other visual qualities.

- a. If the feature cannot be replicated using traditional materials, refer to [Chapter 9, Alternative Materials](#) for information on selecting an appropriate alternative material.
3. When historic mortar requires repointing, new mortar should match the historic in color, texture, composition, strength, joint profile, and tooling pattern.
 - a. It is typically inappropriate to use a Portland cement-based mortar in conjunction with historic masonry. Mortar should be softer than the surrounding masonry to prevent damage to the masonry. Refer to NPS's [Preservation Brief No. 2, Repointing Mortar Joints in Historic Masonry Buildings](#) for guidance.
4. If masonry units require replacement, new units should match the historic in color, texture, size, and composition.
 - a. Provide a side-by-side photograph illustrating the replacement units adjacent to the historic material. Also provide a physical sample for HDRB review.

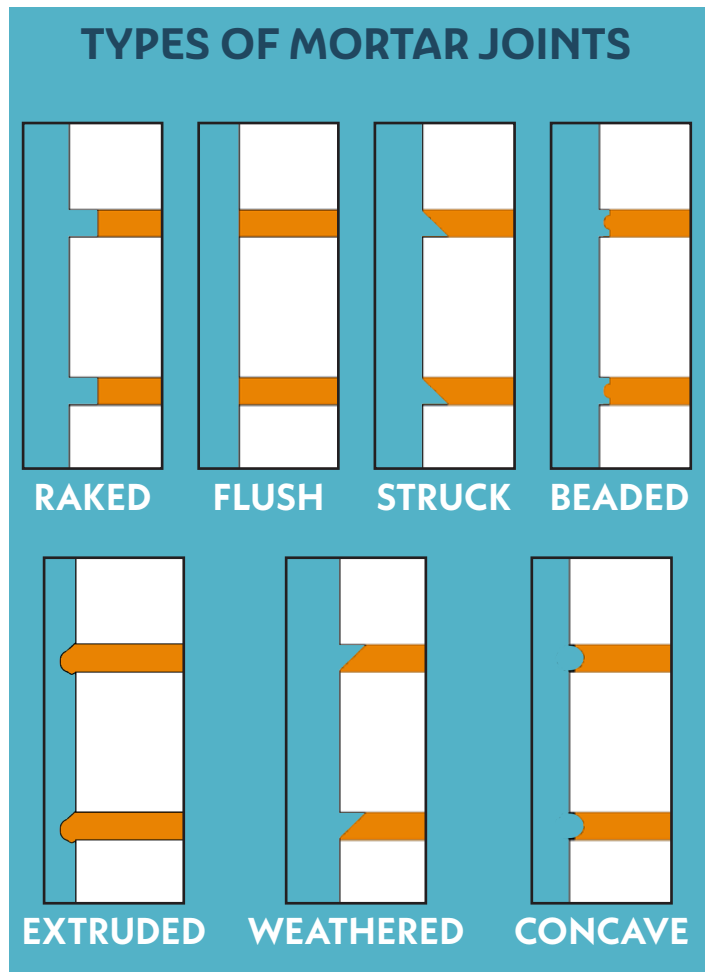


Figure 5.7 - Portland cement mortar has been applied to this historic brick wall. The hardness of the cement has caused the softer brick to compress and begin to crack and spall.

5. Masonry should never be completely replaced unless the structural integrity of the feature or assembly has been compromised. If a masonry feature must be replaced for structural reasons, it should be replaced in-kind.
 - a. To achieve replacement in kind, the new material should match the historic in material, composition, shape, size, location, pattern, color, texture, finish, and other visual qualities.
6. Do not permanently alter historic masonry.
 - a. Unpainted masonry should remain unpainted; if previously painted, it may be repainted after careful planning and proper surface preparation. For information related to the appropriateness of murals on contributing buildings, see [Chapter 8, Site Features and Appurtenances](#).
 - i. Gently remove any flaking or peeling paint to a sound substrate to achieve a good paint bond.
 - ii. Clean the wall surface using the gentlest means possible and allow to dry completely before painting.
 - iii. Repaint with appropriate products. Ensure the paint type is compatible with the existing paint or properly primed to avoid failure of the new paint.

Did you know?

Although it is currently extremely popular to paint unpainted masonry, it should remain unpainted. Brick is a porous material that retains moisture through humidity, rain, or groundwater traveling up through the brick (also called rising damp). It also releases this moisture, or “breathes”, through its porous surface. When trapped behind a layer of paint, the moisture builds up and will follow the path of least resistance, which can push moisture to the interior of the masonry wall, leading to damage.



Follow the manufacturer's recommendations for number of coats, dry time between coats, and any temperature parameters to ensure proper adhesion.

- b. Do not apply waterproofing coatings to masonry. These coatings trap moisture in the masonry which increases deterioration. If deemed necessary, a clear, matte, vapor-permeable water repellent may be deemed appropriate, provided it does not change the appearance of the masonry.
- c. Do not drill directly into historic masonry units; attachments and connections should be made through mortar joints to maintain the integrity and water-resistant characteristics of the masonry.
 - i. Mortar is a sacrificial material, meaning it is designed to be lost and replaced over time, in order to protect the structural stability and material integrity of the masonry units.

and scored to imitate other exterior wall materials, most frequently stone. For more information about stucco, including guidance on appropriate repairs for historic stucco, see [Preservation Brief No. 22, The Preservation of Historic Stucco](#).

GUIDELINES FOR STUCCO

1. If stucco replacement is deemed necessary, ensure the stucco mix and applied texture match the historic material.
 - a. Hard coat stucco is acceptable.
 - b. Exterior Insulation Finishing System (EIFS) is not an appropriate replacement or repair material for historic stucco due to concerns related to durability, particularly in wet environments.



Figure 5.8 - Cape Charles has few examples of extensive stucco work. A rare example is shown above.

5.3.1 OTHER MASONRY MATERIALS

Stucco

Stucco is a type of exterior plaster applied directly to masonry or over wood or metal lath to a frame wall. In some instances, stucco is applied with a smooth finish

5.3.2 OTHER MASONRY FEATURES

Foundations

Foundations serve a very important utilitarian function by holding and securing all structural components of a building. Most residential foundations in the Historic District Overlay are pier and beam, and are an element of the historic character of these buildings. The height of the foundation has a profound impact on the design, form, and mass of the entire building.

GUIDELINES FOR FOUNDATIONS

1. New foundation features, such as vents or access hatches, should be contemporary yet compatible so they read as modern insertions.
2. Infill between piers should be reversible, unless a solid infill is required. If the void between piers is required to be filled to enhance the structural stability of the building, infill should be differentiated in material and recessed to mark the historic voids.
3. Guidance for foundation treatment if a building is approved for elevation can be found in [Chapter 10, Flood Mitigation](#).

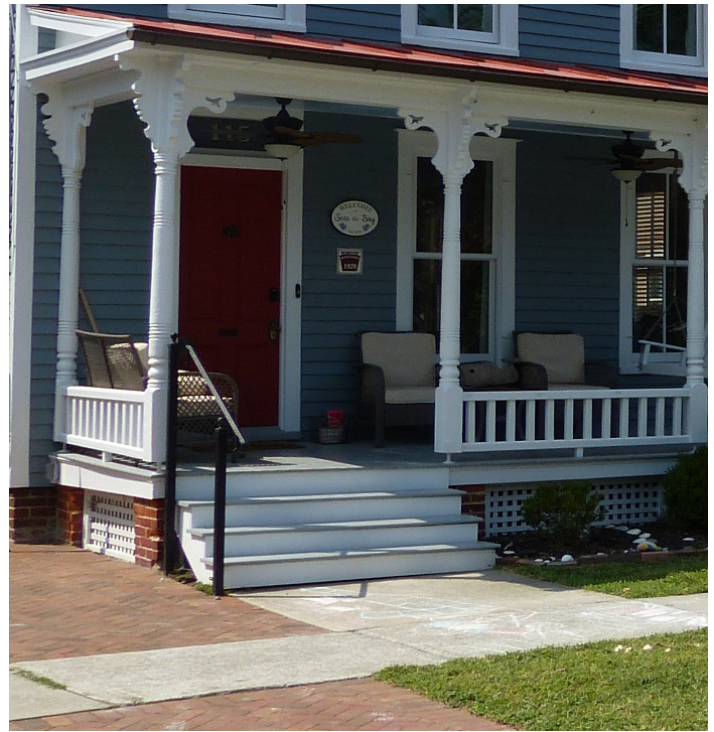


Figure 5.9 - The voids between piers on this porch have been infilled with a reversible lattice screening.



Figure 5.10 - An example of a solid infill to provide additional structural stability. It is recessed between the piers to mark the historic voids.

Chimneys

Chimneys serve an important utilitarian function by providing ventilation for both fireplaces and stoves. While the placement and material treatment of chimneys can vary greatly across architectural styles, fireplace chimneys are typically a highly visible feature that define the character of the roofline and provide an important visual contrast against the material and orientation of wall and roof cladding. In contrast, kitchen chimneys are often set in the rear of a dwelling and are typically of lower stature and less ornate in character.

GUIDELINES FOR CHIMNEYS

1. Retain and repair historic chimneys to the maximum extent possible.
 - a. Install chimney caps that do not change the character of the historic chimney to protect the flue from rain, debris, and animals.
2. In limited circumstances, chimneys may be removed.
 - a. Primary chimneys or those visible from the public right-of-way may only be removed if they are structurally unsound. Proposals for the removal of historic primary chimneys must be accompanied by a certified letter from a structural engineer, as well as information on how the resulting

void will be patched.

- b. Secondary chimneys may be proposed for removal if they are not visible from the public right-of-way or if they do not impart historic character on the building. Proposals for the removal of historic secondary chimneys must be accompanied by information on how the resulting void will be patched.



Figure 5.11 - The primary chimney (left) should be retained as long as it is structurally sound. The secondary chimney (right) may be proposed for removal as it is secondary and not visible from the public right-of-way.

5.4 WOODWORK - EXTERIOR WALLS, DECORATIVE TRIM, & PORCHES

Exterior woodwork includes siding, porches, trim, and decorative detailing, making it a critical category for maintenance and care for the Cape Charles Historic District Overlay. In addition to defining the architectural style and conveying the historic period of construction for a building, the features tend to be constructed of material that is more durable, rot resistant, and sustainable compared to their contemporary counterparts.

5.4.1 WOOD SIDING & TRIM

Wood siding is the most common exterior wall surface within the Cape Charles Historic District Overlay. Wood siding on older buildings is usually of much higher quality, due to its density, than the majority of wood materials currently available.

Although comprising smaller building elements, trim and ornamentation play an important role in defining building character and reinforcing architectural style; trim locations and dimensions are important design characteristics. The level of ornamentation, combined with the type and placement of ornamentation, not only serve to help identify the age and style of a building, but also provide a record of the quality of craftsmanship available at the time the building was constructed.



Figure 5.12 - There are many types of wood siding including horizontal boards and wood shingles.

The preservation of ornamentation, such as decorative brackets or spindlework, is particularly vital as these features are not easily reproduced.

GUIDELINES FOR WOOD SIDING & TRIM

1. Maintain historic wood siding, trim, and ornamentation to the maximum extent possible.
 - a. Trim and ornamentation should not be added or deleted without adequate physical or documentary evidence.

2. If replacement in-kind is not possible, the following criteria for historic trim and ornamentation replacement applies:
 - a. Replacement material must match the existing or documented historic siding, trim and ornamentation in general composition, shape, size, profile, and finish.
 - b. The minimum material standards for replacement trim and siding is as follows:
 - i. Window Sill: minimum thickness of 2 ½ inches
 - ii. Window Casing or Trim: minimum thickness of 3 ½ inches
 - iii. Hardie Plank: 5/16"
 - iv. Vinyl: 0.046 inches
 - c. Avoid wrapping historic trim or ornamentation with another material.
 - d. Refer to [Chapter 9, Alternative Materials](#) for information on selecting an appropriate alternative material when necessary.



Figure 9.13 - The rowhouse on the right retains its historic wood shingles, decorative trim, and exposed rafter tails. The rowhouse on the left has been completely covered in vinyl siding. All ornamentation has been removed and the character defining features lost to the detriment of the individual resource and character of the overall Historic District. Alternative materials should be applied thoughtfully and only when necessary.

5.4.2 PORCHES

An architectural feature on many buildings within the Historic District Overlay, porches convey a building's era, age, and character. Due to their highly visible location, it is important that historic front porches are retained and preserved, whereas more leniency can be applied to side and rear porches that are less visible from the public right-of-way. This section addresses the replacement of porch components, as well as the addition of new elements, such as handrails and screening.

Historically and today, porches serve an important purpose as transitional outdoor covered space and often feature decorative details indicative of architectural style. Often, property owners want to improve their porches with the addition of screening; this can be appropriate if installed in a non-invasive and reversible manner that does not permanently damage remaining historic materials. Similarly, handrails may be added for safety and porch floors may be replaced, as this feature has little impact on the historic character of the porch as viewed from the public right-of-way.



Figure 5.14 - Porches are an important features on many of the Cape Charles residential resources. Their historic design and details should be retained and celebrated.

GUIDELINES FOR PORCHES

1. Historic porches should only be altered, including addition, deletion, or expansion, based on documented historic conditions.
2. If structurally unsound and unsalvageable, historic porches should be replaced per the in-kind replacement guidelines found in [Chapter 4](#) and individual-character defining components should be replicated.
3. When reconstructing a missing historic porch, pictorial and physical evidence

should be used to inform the design.

- a. Absent historic photographs or physical evidence, design elements should be employed that are contemporary yet compatible to the historic building being served by the porch.
4. Do not utilize historic details on adjacent historic buildings to establish a precedent for the design of a non-extant historic porch as this creates a false historic narrative.
5. Porches should not be constructed on the primary elevations or those facing the public right-of-way of buildings that did not historically have a porch in the proposed location.
 - a. Proposed new porches can be located on secondary side or rear elevations where they are minimally visible from the public right-of-way or do not impact the historic character of the building.
 - b. When located on side or rear elevations, new porches should be scaled and placed to not detract from the contributing building and its historic features.
6. New porches should be compatible with the style and form of the existing building, but should employ simpler, contemporary features to not create a false historic narrative.



Figure 5.15 - Family photos, like above, can offer valuable insight to historic features that may have been removed. Local libraries and historical societies may have these types of resources at hand.



Figure 5.16 - Proposed new porches should not be located on the primary elevation as illustrated in these before and after photographs.

- a. The design and construction of new porches should avoid impacting historic materials and character-defining features.

Steps and Flooring

1. Historic porch steps and flooring should be retained and restored to the maximum extent possible.
2. Replacement of historic steps and flooring should be done in-kind as feasible. To achieve replacement in-kind, new materials should match the historic material, composition, shape, size, and other visual qualities.
 - a. When replacing an entire porch floor, ensure the new floor is sloped away from the historic building.
 - b. If replacement in kind is not possible, material selection for porch floors allows for composites or synthetics due to the microclimate of Cape Charles and the horizontal nature of porch floors, which limits the visual effect on the overall historic character of a building.

Handrails

1. Historic porch handrails and balustrades should be retained and restored.
 - a. If portions of handrails or balustrades are missing or damaged, they should be replicated and replaced in-kind.



Figure 5.17 - The porch in the above photograph has a gentle slope going away from the building to help keep water infiltration from occurring.



Figure 5.18 - Decorative ornamentation that is damaged or deteriorated should be replaced in-kind. Replacement materials of a different design change the appearance and character of a building, which is not appropriate.

2. If a porch no longer has a handrail, but there is evidence a handrail was previously in place, the historic handrail should be replicated based on pictorial or physical evidence. If no historic or pictorial evidence remains, or if no handrail existed historically and is required for fall protection, use a contemporary compatible Richmond rail or a simple metal rail.

Screening

1. Unscreened front porches should not be screened unless it is demonstrated that the addition of screening will not have an adverse impact on the character of the building or any historic porch features and materials.
 - a. Screens must be set within the interior of the porch and any framing should be aligned behind the porch columns and railing to limit the physical impact to historic porch elements and visual impact of the screening.
2. Porches on secondary elevations of historic buildings may be screened or enclosed in adherence to the following criteria:
 - a. The enclosing wall and materials are set back from the structural members

of the historic porch to ensure that all porch details remain intact and visible.

- b. The enclosure wall should retain a high-degree of transparency to maintain the character of the historic porch.
- c. The materials should be compatible with the materials used on the historic building.



Figure 5.19 - An example of a Richmond rail used on the step railing with the historic balustrade in the background.



Figure 5.20 - The screen in the above photograph is appropriately set behind the historic porch details.

5.5 OPENINGS & ASSOCIATED FEATURES - WINDOWS, DOORS, & STOREFRONTS

Historic openings, including door and window openings, and their associated features should be retained in order to maintain a building's historic character and material integrity. The size, type, function, and configuration of historic doors, windows, and storefronts are important aspects of character and convey a building's architectural style.

5.5.1 WINDOWS

Windows are major elements in the appearance of a building. The arrangement, usage, and variety of windows on a building (known as its fenestration) defines a building's character and style; a building's transparency, solid-to-void proportions and visual connections between outdoor and indoor spaces are all dependent on its fenestration.

Additionally, the details of window shape, size, location, glass divisions, and surrounding features also impart character and assist in defining architectural style. As such, windows are inherently character defining features and should be retained.

GUIDELINES FOR WINDOWS

1. Only replace historic windows that cannot be salvaged; avoid wholesale replacement of historic windows.



Figure 5.21 - Cape Charles has a wide variety of historic window designs and features, both to residential and commercial resources. These should be retained and maintained.

2. If a historic window needs to be replaced, match the historic window in size, dimensions, configuration, and materials. This should include utilizing replacement windows that have 3D muntins with internal spacer bars between the glass to achieve a simulated divided light.
 - a. Provide detailed photographic documentation of deterioration of each window proposed for replacement to the HDRB.
 - b. Provide dimensioned drawings of the existing historic windows and the proposed replacement windows to illustrate they match.
 - c. If a single window requires replacement and it is in close proximity to a historic window that will be retained, the window should be replicated exactly.
3. If non-historic windows are in place and require replacement, use a documented historic configuration if possible. If the historic configuration is unknown, consider replacing with a design that is appropriate to the architectural style and period of the building's construction. Refer to [Chapter 3](#) for style guidance.
4. The size of the historic opening should not be modified as a result of or to accommodate window replacement.

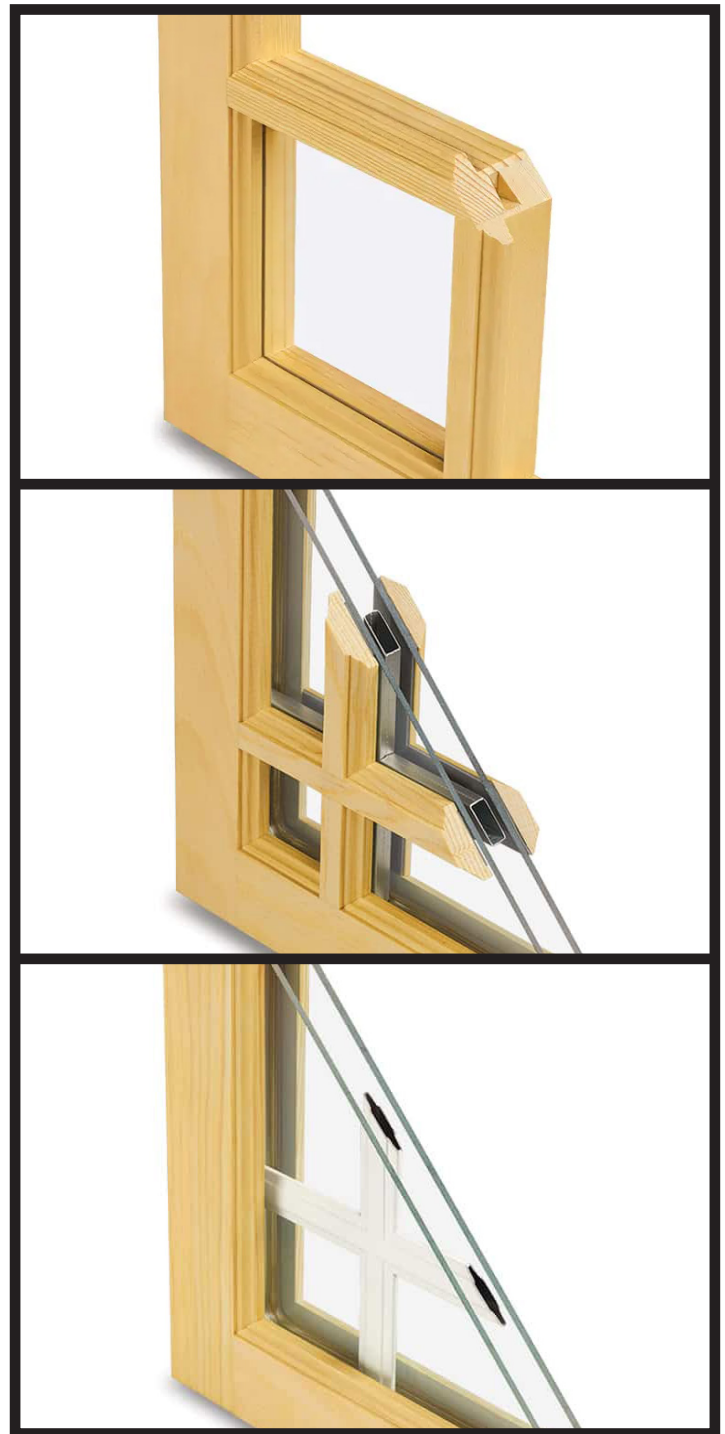


Figure 5.22 - The top photograph illustrates an authentic divided light (ADL) window, while the middle shows a simulated divided light (SDL) that appropriately mimics the first. The lower photograph is a grille between glass (GBG). These appear flat and do not appropriately mimic an ADL, and if the grille breaks, the whole window must be replaced.

5. Historic window openings should not be modified or eliminated to accommodate interior changes.

Shutters

1. Retain and repair historic wood shutters.
2. If historic shutters are missing or there is evidence that shutters previously existed on the building, shutters may be reinstated.
 - a. Shutters should be operable where feasible. If fixed shutters are used, they should be installed in a manner which appears operable (within the window frame, rather on the exterior wall, and on projecting fixed hinges).
 - b. Shutters should be sized appropriately for the window and opening. Even if fixed, shutters should be sized so that if they were operable, they would adequately cover and protect the window.
 - c. Do not install shutters on buildings, or on specific windows, that did not historically have shutters.

Storm Windows

1. When considering the addition of storm windows minimize the visual and physical impact on the historic building and associated building features and components.
 - a. Due to local climate and weather



Figure 5.23 - The shutters above are clearly operable with hinges and holdbacks. They also protrude slightly away from the wall, showing depth. These are appropriate shutters for a historic building.



Figure 5.24 - An example of fixed shutters that are inappropriate for a historic resource. They are flat, mounted outside of the frame, do not match the shape of the window, and would not cover the width of the window if closed.

conditions, exterior storm windows are recommended to protect historic windows. Use a frame and meeting rail that aligns with and is narrower than the historic window frame to reduce the visibility of the storm window.

- b. Paint the frame the same color as the window to further reduce visual impact.
 - c. Aluminum storm windows should have a baked enamel finish to match surrounding trim.
2. Interior storm windows may be installed without a COA.



Figure 5.25 - These storm windows have a frame and meeting rail that matches the window, as well as paint color that matches the wood frame.

5.5.2 DOORS

Exterior doors, particularly at primary entrances on the façade, are important functional and decorative elements which help to identify the age and style of a building, as well as impart character.

GUIDELINES FOR DOORS

1. If a historic door is damaged or deteriorated beyond repair, it should be replaced in-kind.
 - a. To achieve in-kind replacement, new doors must match the historic doors in material, composition, style, size, profile, glass usage and glazing type, finish, hardware usage and material, and other visual qualities.



Figure 5.26 - In-kind door replacements should be appropriate in features that match the historic style of the house. The door on the left would be more suited for a Colonial Revival or Victorian style house, whereas the door on the right would be appropriate for a Craftsman style house.

2. Existing modern doors can be replaced with a different door style, provided it is compatible with the style of the building.
3. Only replace historic doors that cannot be repaired; avoid wholesale replacement of all historic doors in a building.
4. If replacement in-kind is not possible, the following criteria for historic door replacement applies:
 - a. Replacement doors should match the historic doors as closely as possible in general composition, shape, size, profile, glass usage, pane division, muntin type, glazing, texture, and finish.
 - a. Replacement should be limited to the door itself to reduce the replacement of historic fabric and impacts to the building envelope.
5. The size of the historic door opening should not be modified as a result of or to accommodate door replacement.
 - a. Replacement should be of the door itself; do not use pre-hung doors as this will reduce the size of the door opening.
6. If the existing door is modern and the historic door design and configuration is unknown, select an appropriate replacement style that is compatible with the era and style of the building.

In this case the window or door can be replaced with a modern material; refer to [Chapter 9, Alternative Materials](#), for information on selecting an appropriate replacement material.

7. Historic door openings should not be modified or eliminated to accommodate interior changes.

Screen and Storm Doors

1. Storm and screen door additions should minimize any obstruction of the door design and details.
2. Storm and screen doors should be compatible with the architectural style of the building.
 - a. New screen and storm doors should be wood or pre-finished metal, but should not have a metallic finish.



Figure 5.27 - This is an appropriate metal storm door that has a finish matching the trim and minimizes obstruction of the door design.

5.5.3 COMMERCIAL STOREFRONTS

For historic commercial buildings, storefronts are often the most character-defining feature of the façade. Storefront assemblies include a variety of features such as windows, transoms, entry doors, supporting columns, piers, or pilasters, cornices, and typically various decorative elements. Materials can include wood, masonry, metal, glass, and tile. Transoms, awnings and canopies are common features of storefronts and act as a climate control solution, as well as a branding and marketing opportunity. The diversity of storefront types and commercial building styles along Mason Avenue give the commercial corridor its character and convey the developmental history of this portion of the Cape Charles Historic District Overlay.

Historically, storefronts have provided an important business function for the display of goods and services. With substantial transparency, storefronts are visually distinct from other building elements; this characteristic provides variation in wall planes when recessed doorways and protruding display windows are present. It is imperative to the character of the district that historic storefronts be preserved and this function retained, even when building use changes.

GUIDELINES FOR COMMERCIAL STOREFRONTS

1. If storefront materials require replacement, it should be in-kind.
 - a. New materials should match the historic in material, composition, shape, size, profile, location, style and detailing, fenestration, and other visual qualities.
2. If in-kind replacement is not possible, the follow criteria for historic storefront material replacement applies:
 - a. Replacement materials should match the historic material as closely as possible in composition and arrangement, shape, size, profile, location, style and general detailing, texture, level of transparency, finish, and other visual qualities.



Figure 5.28 - This is an example of an inappropriate storefront modification. The display windows have been covered with modern siding, and the exterior stairs and balcony are an inappropriate alteration.

- b. Select moisture resistant replacement wood to prevent premature deterioration, such as Accoya, cedar, cypress, or mahogany. Avoid using modern fast-growth wood, particularly softwoods such as pine.
 - c. New glass must be clear without any reflective qualities that limit visibility into the interior space. Avoid any tinting or glazing meant to reflect light. Awnings or canopies can instead be used to manage light infiltration and solar gain at the front of the building.
 - d. Glass can be replaced with a tempered product for safety reasons, provided it follows the above guidance.
3. The replacement of entire storefronts should only occur if it cannot be salvaged.
- a. If the historic storefront is in place, but cannot be salvaged, it should be replicated.
 - b. If the historic storefront has been replaced with a modern storefront that requires replacement again, the historic storefront configuration should be replicated using historic images, if available.
 - c. If the historic storefront has been replaced with a modern storefront



Figure 5.29 - In a recent renovation, the modern shed roof, vinyl siding, and brick veneer knee-wall were removed and a more appropriate storefront was reinstated with transom windows and wood paneled knee-wall and surround. A thin metal awning was added to help manage light infiltration.

that requires replacement again, and the historic storefront design is unknown, it should be contemporary compatible in design.

- d. In some cases, original storefront replacements, or second-generation storefronts, are historically significant in their own right if they were installed during the period of significance of the Historic District Overlay, and should be retained and restored.

Awnings and Canopies

1. Missing historic awnings and canopies may be reinstalled.
 - a. If available, use historic documentation to determine the design of the historic awning or canopy.
 - b. If no historic photographs are available for reference, but there is physical or other evidence canopies or awnings previously existed on a building, the design should be in keeping with the character of the building and the surrounding district.
2. New awnings or canopies may be introduced onto a historic building.
 - a. The design should be contemporary yet compatible.
 - b. Care should be taken to ensure the installation of a new awning or canopy

does not alter the historic character of the building or damage or obscure historic materials or features.

- c. The placement of the new awning or canopy should align with the size, scale, and style of the storefront and associated doorways and fenestration.
3. Modern awnings that do not reflect the style and character of the historic building may be removed.

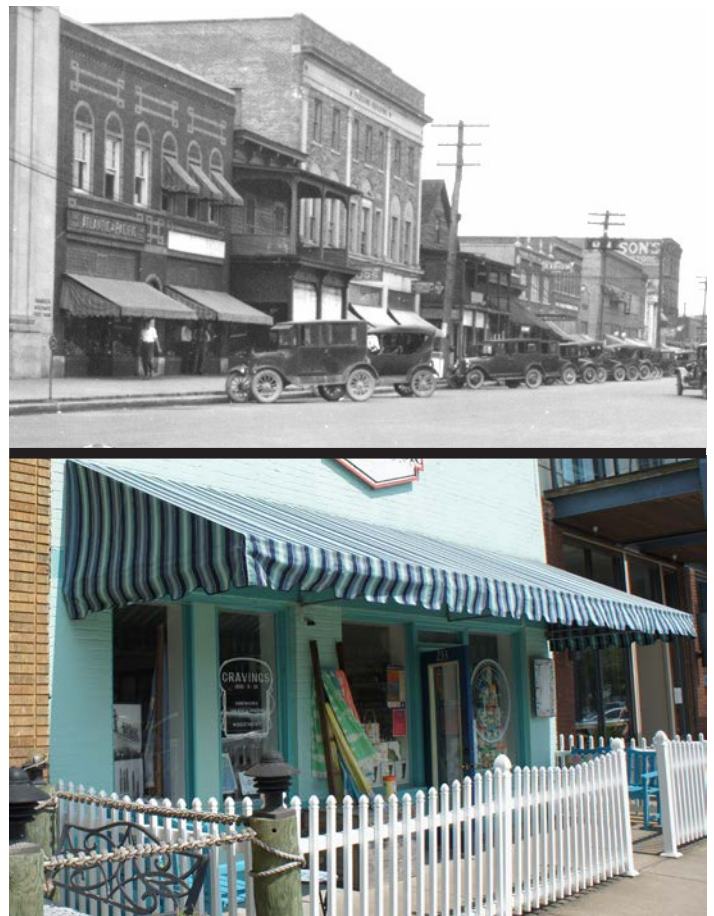


Figure 5.30 - Canvas awnings have been a consistent way to manage light infiltration in Cape Charles, as shown in the early 1900s photograph of Mason Avenue at the top. New awnings, like the bottom photograph, should align in size, scale, and style of the storefront.

- a. The shape, scale, massing, material, and color of the new awning or canopy should be compatible with the building and the surrounding district.
4. Awnings or canopies should not be internally illuminated.
 1. Lighting for awnings or canopies should be provided by an exterior light source using appropriate concealment of conduits and other electrical hardware.



Figure 5.31 - Internally lit awnings are not appropriate for the Historic District Overlay.

5.5.4 NEW WINDOW & DOOR OPENINGS

1. Maintain historic wall openings on the façade and side elevations that are visible from the street. Doors and windows should not be added or deleted in these areas.
 - a. Exceptions to this include the removal of a modern door to accommodate the insertion of a historic replica door.
2. On secondary elevations, doors and windows may be added or deleted. This allowance should occur in limited circumstances on any given building elevation.
 - a. In order to limit the impact to the building envelope and retain the opening pattern, consider utilizing existing window openings; ideally, the width and height of the historic



Figure 5.32 - The number of windows has been greatly reduced and altered on the primary elevation and exposed side elevation. This is inappropriate for the Historic District Overlay.

opening will be maintained, while dropping the sill to accommodate a new door.

- b. Where historic openings are blocked, the new wall should have a distinct design and treatment to mark the location of the historic opening.
 - i. On buildings with wood siding, retain the historic trim and infill the opening with a smooth, recessed panel.
 - ii. On buildings with masonry exteriors of any finish, recess the infill at least 1" to mark the opening and maintain a vestige of the historic opening pattern; masonry infill can be parged for a smooth finish or left exposed.
3. New door openings should not be designed to alter the presence and function of historic primary entries. Historic entries that serve as an architectural focal point must be retained as such. The level of adornment for new doors should not exceed the level of adornment of the historic entries.
4. New wall openings must reflect and reinforce the architectural style of the building and fit with the established fenestration pattern. New doors and windows inserted into new openings

must be differentiated in configuration, such as a different number or arrangement of panes, but should be comprised of historically appropriate materials that match the visual qualities of the historic windows on the building.



Figure 5.33 - An example of a masonry exterior window infill where the modern brick infill is recessed and the lintel and sill are still present to delineate the historic opening.

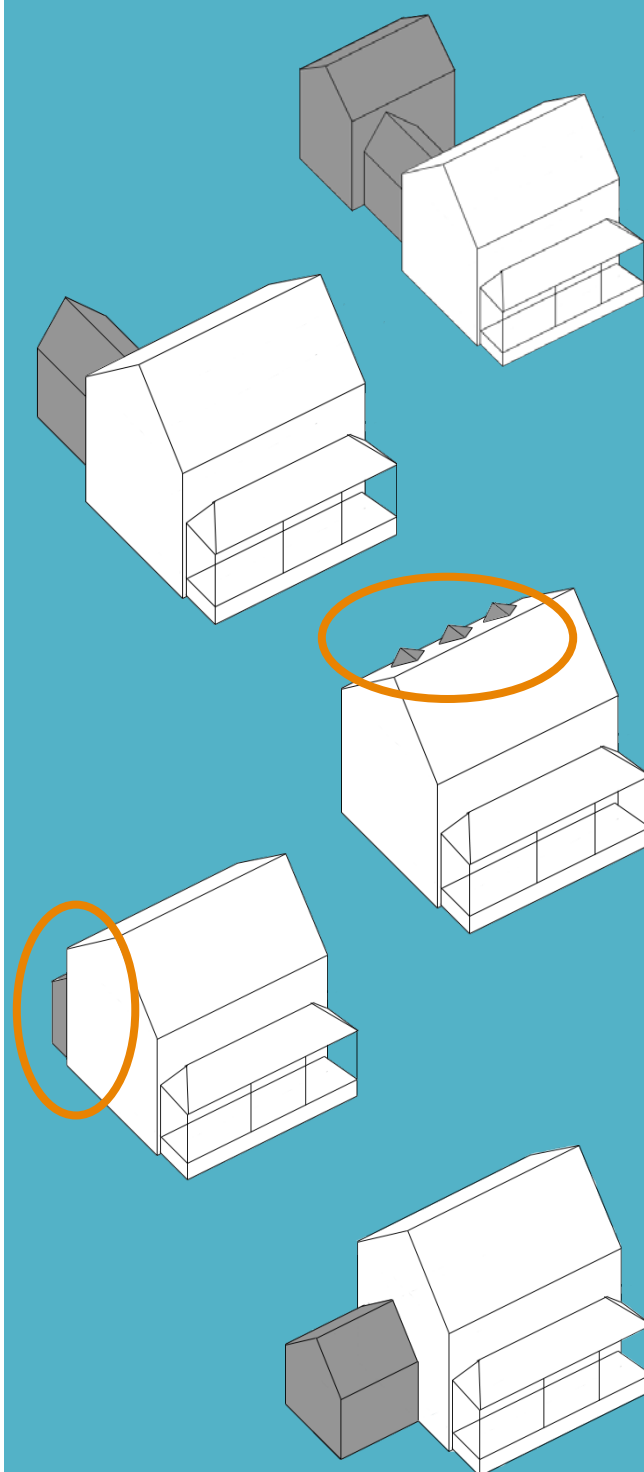
5.6 NEW ADDITIONS TO CONTRIBUTING BUILDINGS

The most important considerations when planning an addition to an historic building are compatibility, differentiation, and reversibility. New additions should be compatible – consistent and harmonious in design – to the historic building, but should also be differentiated – differences between the historic and new should be readily discernible – so that it is clear they are not original. New additions should also be constructed so that in the future, if they are removed, the form and integrity of the historic building remains intact; to this end, the addition should be designed to minimize the removal of historic features, particularly exterior walls.

GUIDELINES FOR NEW ADDITIONS TO CONTRIBUTING BUILDINGS

1. New additions should be designed to preserve significant historic materials, features, and form.
 - a. The design of a new addition should minimize the requirement for historic material loss at the connection point to the historic building.
 - b. To retain historic exterior materials on the interior of the new addition, new additions should utilize historic openings to access the new addition rather than cutting new openings or construct a small hyphen to connect

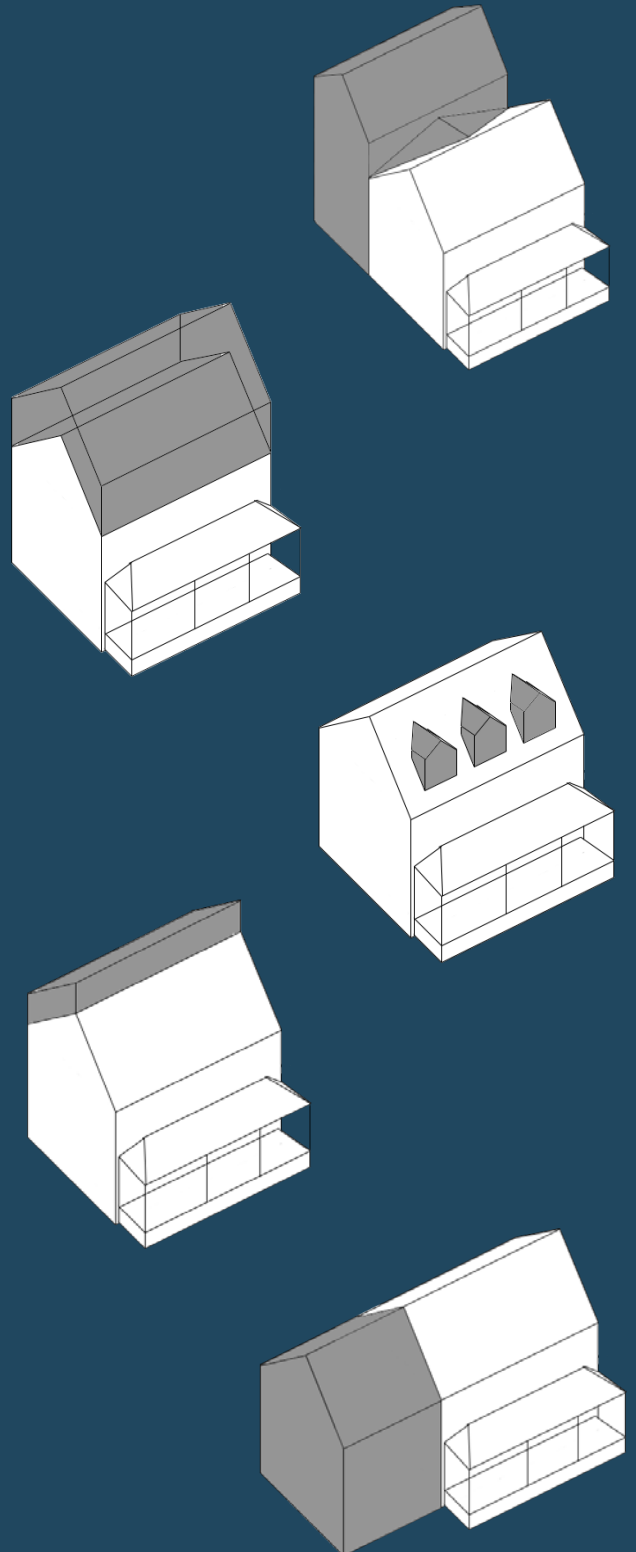
APPROPRIATE LOCATIONS FOR ADDITIONS TO HISTORIC RESOURCES



the historic building to the new addition.

2. New additions should be subordinate to the historic building.
 - a. The new addition should be sized as secondary to the primary historic building.
 - b. New additions should not overpower the form or change the scale of the primary historic building.
 - c. The placement, orientation, massing, and scale of the new addition should be designed in such a manner that it does not impact the integrity of the primary historic building.
 - d. New additions should not be visible or should be minimally visible from the public right-of-way.
 - e. Second-story additions on historic buildings are generally not appropriate unless the addition is designed in such a way that it does not impact the massing, scale, and character of the building.
3. New additions should be compatible with but differentiated from the historic building.
 - a. The openings in the new addition should mimic the rhythm of the historic building be differentiated from them in design and configuration. The arrangement of the proposed windows and doors

INAPPROPRIATE LOCATIONS FOR ADDITIONS TO HISTORIC RESOURCES



- should reflect that of the primary historic building.
- b. A physical break (if using a hyphen connection) or a small setback between the historic building and the new addition should be provided to create visual distinction between the historic and modern portion of the building.
 - c. Materials should be compatible, but differentiated from those found on the historic building.
 - d. Alternative materials can be appropriate for new additions as a means of differentiating the addition from the historic building. Refer to [Chapter 9](#), Alternative Materials, for information on selecting an appropriate alternative material.
4. The style of the proposed windows and doors should be compatible with the historic building's windows and doors, but should not attempt to replicate them.
 - a. Glass should be clear in all cases other than for decorative accent windows.
 - b. For windows consisting of multiple panes of glass, simulated divided lights should have dimensional muntins or grills on the exterior of the glass, rather than between the panes.
 5. New chimneys should be clad in masonry and extend to the ground when located on exterior elevations.
 - a. Weatherboard siding is not appropriate for chimneys.
 - b. Fireplace, dryer, and other types of exhaust vents should not be located on façades.
 - c. Metal flues should only be exposed above the eaves of the roof.
 6. New roof connections should be below the peak of the existing roof.
 - a. Proposed dormers should be sized to reflect the scale and architectural style of the addition, and should not be placed on primary roof elevations.
 7. Place new additions to avoid damage or elimination of historic site features.



Figure 5.34 - This addition at the rear of the building is appropriately subordinate to the historic building. The wood siding also differentiates it from the pared historic material used on the original building.

5.7 NONCONTRIBUTING PRIMARY BUILDING TREATMENT

Noncontributing buildings located within Cape Charles's Historic District Overlay are regulated less strictly than contributing buildings; the purpose of reviewing work on noncontributing buildings is simply to ensure that they do not detract from the character of the Historic District. The following guidelines outline the expectations for alterations to noncontributing buildings. This section encourages property owners to make appropriate changes to their buildings, while providing for more flexibility for change.



5.8 ROOFS

Roofs are highly visible exterior features, and help establish the overall profile and massing of a building. Roof shapes vary and roofs are clad in a variety of materials, each of which have their own visual character; materials range in shape, size, color, profile, pattern, and texture. Roofs on noncontributing buildings in the Historic District Overlay should not overwhelm or detract from the overall character of the district. However, if the roof is a distinctive feature of a noncontributing resource, that character should be retained.

GUIDELINES FOR ROOFS

1. If replacement is necessary, replace the roof in kind or propose an appropriate alternative material.
 - a. Replacement roofing should be compatible with the district.
 - b. If a change in roofing material is desired, provide product information for review; considerations for alternative materials for noncontributing buildings can be found in [Chapter 9](#).



Figure 5.35 - Metal roofing materials now have more design options to give a contemporary look to a noncontributing modern building.



Figure 5.36 - Concrete tile is becoming a popular option for modern buildings that provides an aesthetic quality but also functional as they last longer and are more durable than asphalt shingles.

5.9 EXTERIOR WALL MATERIALS & FINISHES

The exterior wall materials and finishes of a non-historic building should be compatible with historic materials in the district. The details of exterior wall materials create surface texture that impart the specific characteristics; noncontributing buildings should respect the character of the materials found on historic buildings within the district.

GUIDELINES FOR EXTERIOR WALL MATERIALS & FINISHES

1. Retain existing building materials as feasible.
 - a. Only replace areas of damaged or deteriorated materials. In order to reduce waste, avoid removing materials that are in salvageable condition.
2. If the existing exterior wall material requires replacement, it can be replaced in kind or an alternative material may be proposed.
 - a. Considerations for alternative materials for noncontributing buildings and the replacement material flow chart found in [Chapter 9](#) can be used to determine what alternative material is appropriate.



Figure 5.37 - This house utilizes historic materials like stucco and aluminum siding but in a contemporary application. It is differentiated from contributing resources, but does not detract from the historic district.



Figure 5.38 - The photograph above is of Hardie Plank material on a house. After 2 years, it has faded noticeably where the original color can be seen under the sill.

5.10 EXTERIOR TRIM & DETAILS

Exterior trim and details include exterior doors, porches, trim, and decorative elements. For noncontributing buildings, exterior trim and details may not be made of wood. Other products that may appear on noncontributing buildings include vinyl, aluminum, or PVC products. Exterior trim and details encompass many exterior features, making this a critical category for maintenance and care of buildings.

GUIDELINES FOR TRIM & DETAILS

1. If areas of deterioration or damage are found, these areas should be repaired or replaced in kind.
 - a. Alternative materials can be proposed if replacement is deemed necessary; see [Chapter 9](#) for alternative materials for noncontributing buildings.
2. New exterior features, such as porches, may be appropriate for noncontributing buildings, provided the design is in keeping with the surrounding district.
 - a. The location, placement, size, and orientation of new features on noncontributing buildings should be similar to that seen in the district.
 - b. Detailing of new features should not attempt to replicate historic details found on contributing buildings in the district to avoid creating a false sense of history.



Figure 5.39 - The addition of a Craftsman style front porch (defined by the use of wood shingles, deep eaves, exposed rafter tails, and thick wood columns) to this Minimal Traditional style home is inappropriate.



Figure 5.40 - This new building utilizes too many details that replicate historic details such as the gingerbread trim on the eaves, the fishscale shingles on the wall, and the porch trim.

5.11 WINDOWS & ASSOCIATED FEATURES

Exterior trim and details include exterior doors, porches, trim, and decorative elements. For noncontributing buildings, exterior trim and details may not be made of wood. Other products that may appear on noncontributing buildings include vinyl, aluminum, or PVC products. Exterior trim and details encompass many exterior features, making this a critical category for maintenance and care of buildings.

GUIDELINES FOR WINDOWS & ASSOCIATED FEATURES

1. If areas of deterioration or damage are found, these areas should be repaired or replaced in kind.
 - a. Alternative materials can be proposed if replacement is deemed necessary; see [Chapter 9](#) for alternative materials for noncontributing buildings.
2. New exterior features, such as porches, may be appropriate for noncontributing buildings, provided the design is in keeping with the surrounding district.
 - a. The location, placement, size, and orientation of new features on noncontributing buildings should be similar to that seen in the district.
 - b. Detailing of new features should not attempt to replicate historic details found on contributing buildings in

the district to avoid creating a false sense of history.



Figure 5.41 - The replacement aluminum windows on this renovated mid-century noncontributing house are in keeping with its own time and are appropriate for the Historic District Overlay.



Figure 5.42 - The rear porch of this modern house is in keeping with the location, placement, and size of others in the area. It would be an appropriate new exterior feature.

5.12 ADDITIONS

The most important considerations when planning an addition to a noncontributing building is the potential impact to the character of the subject building and the overall district. New additions to noncontributing buildings should not result in scale, massing, form, or proportions that are incompatible with the primary resource or the district.

GUIDELINES FOR ADDITIONS

1. New additions to noncontributing buildings should be compatible with the district.
 - a. The placement, orientation, massing, and scale of a new addition should be designed in such a manner so that it does not impact the character of the district.
 - b. New additions should not overpower the form or change the scale of the primary building in order to maintain compatibility with the district.
 - c. Design and materials should be compatible with the district
 - d. Alternative materials can be appropriate for new additions as one way of differentiating them. Alternative materials will be evaluated on a case-by-case basis; see Considerations for Alternative Materials in [Chapter 9](#). In general,

alternative materials proposed for new additions need to be compatible with the materials found on the existing building, as well as the district as a whole.

- e. Second story additions are generally not appropriate; exceptions can be made if it is demonstrated that the addition does not negatively impact the character of the district.



Figure 5.43 - The drastic alteration to this one-story ranch house into a two-story residence overpowers the form and scale of the original primary building. It also borrows many historic features, giving it a false sense of history.

5.13 NEW CONSTRUCTION OF PRIMARY BUILDINGS

The construction of new buildings within the Cape Charles Historic District Overlay should be carefully planned and designed in order to avoid negatively impacting historic character and integrity of the district. The following guidelines are critical to ensure that new construction is consistent with the placement, orientation, massing, scale, and form of existing buildings, while also being clearly differentiated as modern insertions. While contemporary designs can be inspired by the distinctive features of the Cape Charles Historic District Overlay, historic duplication is not recommended. Above all, new construction should be sympathetic with its surroundings while remaining appropriate for its construction date.

New construction/infill within the Cape Charles Historic District Overlay consists of buildings that are constructed on previously vacant lots or where previously contributing or noncontributing buildings have been demolished (following the guidelines set forth in [Chapter 7](#)).

If you are planning new construction of an accessory building (like an accessory dwelling unit or a shed) on a property that currently has a contributing or



Figure 5.44 - New construction should be of its own time, utilizing modern materials and design, but remain in proportion with the existing historic resources. Maintaining similar setbacks, scale, orientation, and other considerations should be carefully managed.

noncontributing primary building, please see [Chapter 6](#).

5.13.1 BUILDING PLACEMENT, ORIENTATION, & MASSING/SCALE/Form

Position new buildings on the lot in a manner that is consistent with those on the same block in order to retain the historic character of the streetscape and the rhythm of buildings and voids.

1. Placement: To the extent possible within zoning requirement, new buildings should maintain similar placements to adjacent historic buildings.

- a. Maintain the same setback line from the street as other buildings in the vicinity. Locate residential construction at least 30 feet from all right-of-way lines. In traditional commercial areas, new buildings should maintain the continuous edge.
 - b. Maintain a consistent setback with adjacent properties to retain the rhythm of structure and void space along the street.
 - c. Place any new accessory structures and parking at the rear of the lot
2. Orientation: New buildings should be oriented in the same manner as existing buildings on the street.
 - a. If all main entrances and primary architectural features are located on the street-facing elevation, maintain this convention in the design of new primary buildings.
 - b. New buildings should not be placed

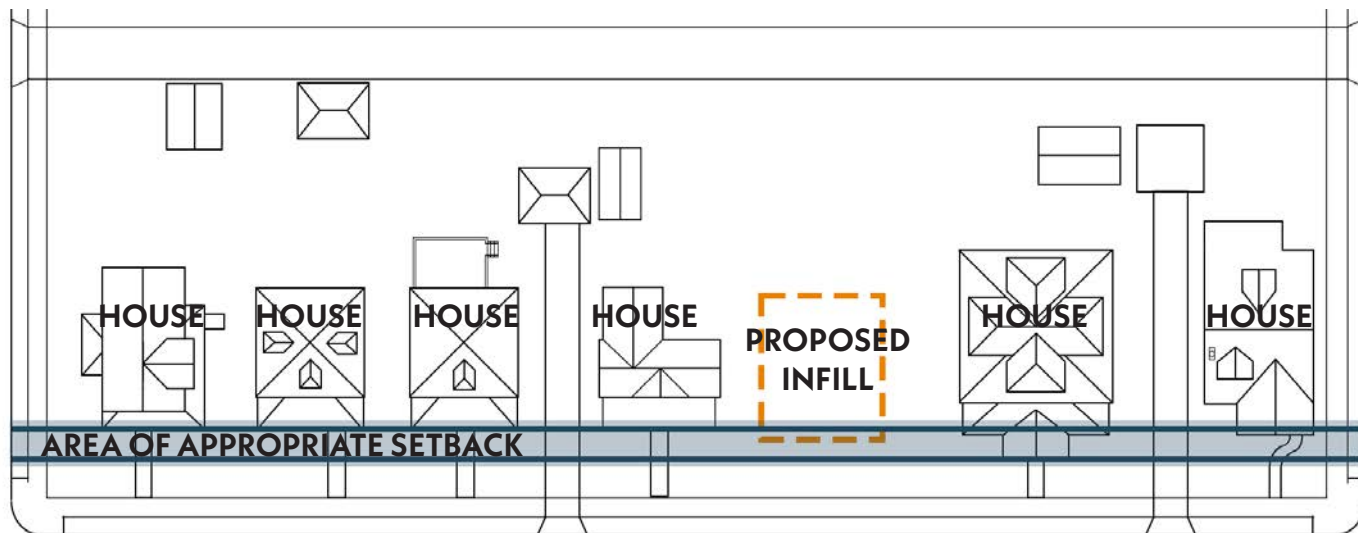


Figure 5.45 - The above diagram shows a typical residential streetscape in Cape Charles. Placement of a new building should maintain similar setbacks and spacing between buildings to maintain a consistent rhythm.

at an angle on the lot if adjacent historic buildings are parallel to the lot lines.

3. Massing/Scale/Form: New buildings should maintain similar massing, scale, and form to adjacent historic buildings.
 - a. Unless historically present, avoid combining lots to create an oversized or undersized site which is incongruous with the surrounding development.
 - b. New construction should be consistent with the established height and scale already existing on the block. New structures should be no more than 10% taller or shorter than the average building on the block and at a maximum height of 40 feet, as stipulated in [Article 3](#) of the zoning ordinance.
- c. Maintain a floor-to-ceiling height that is generally in keeping with adjacent buildings to ensure visual cohesion along a block.
- b. Utilize neighboring buildings to inform the overall form. Adjacent contributing resources can help determine appropriate and compatible building footprints and roof forms. Do not mix and match historic styles when proposing contemporary compatible new construction.

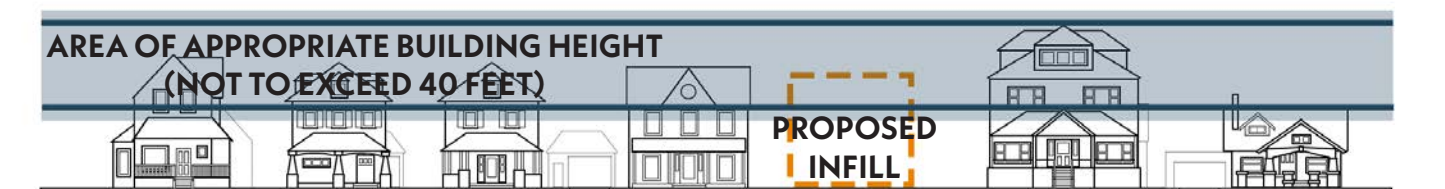
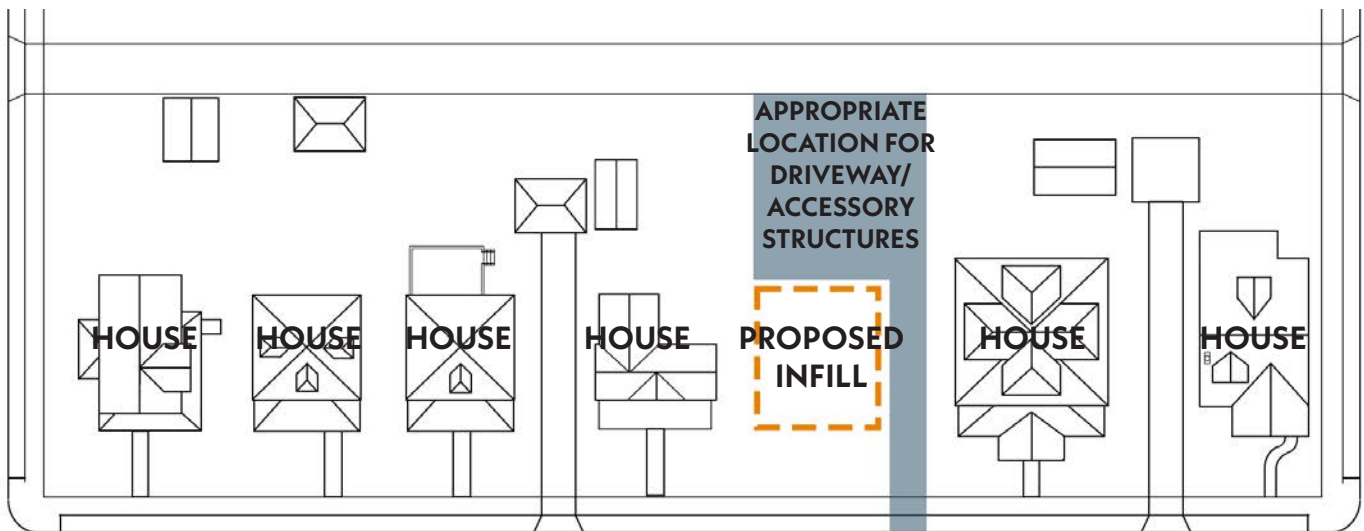


Figure 5.46 - The above diagram shows a typical residential streetscape in Cape Charles. Placement of a new building should maintain similar setbacks and spacing between buildings to maintain a consistent rhythm.

5.13.2 BUILDING ELEMENTS & MATERIALS

Design new buildings to be compatible in style, yet differentiated from historic buildings. Incorporate modern elements and materials, but remain consistent with the surrounding district.

1. Utilize new materials to help differentiate new construction from existing contributing buildings. Use new materials that have similar dimensions, profiles, and visual qualities as traditional materials.
2. Avoid the use of decorative elements specific to historic styles found within the district, as this could create a false sense of the developmental history of the district. Keep ornamentation on new buildings simple in design and restrained in style.
3. Porches are common in Cape Charles and are appropriate for new construction; details should be simplified to differentiate these from the more ornate historic porches, maintaining a contemporary but compatible design. Porches on new construction buildings should be proportional to the design and can be full-width, partial-width, or wrap-around.
4. Retain existing topography, old growth trees, and other significant site features;

site new construction to retain any remaining historic site features. For further information on site and setting within the Cape Charles Historic District Overlay, see [Chapter 8](#).



Figure 5.47 - This illustrates an appropriate infill where the scale and proportion is similar to neighboring structures, while utilizing modern materials to be of its own time.



Figure 5.47 - The new commercial infill dwarfs its neighbors and features false-historic design.

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES

6

ACCESSORY STRUCTURES

Accessory structures are found throughout the Historic District Overlay, and are primarily associated with residential buildings in the form of detached garages and sheds. An increase in the vacation rental market in Cape Charles has sparked a wave of rehabilitation of existing accessory structures and the construction of new accessory structures for accessory dwelling units (ADUs).

The following chapter breaks out accessory structures into three sections:

- Accessory Structures Associated with Contributing Primary Buildings,
- Accessory Structures Associated with Noncontributing Primary Buildings, and
- New Accessory Structures/ADU's Associated with New Construction

Each sections have different considerations and guidelines for appropriate treatment.

BOARD REVIEW

6.1 ACCESSORY STRUCTURES ASSOCIATED WITH CONTRIBUTING PRIMARY BUILDINGS

This section provides guidance for the treatment of contributing accessory structures (those constructed within the period of significance) and modern accessory structures (those constructed outside the period of significance).

CONTRIBUTING ACCESSORY STRUCTURES ASSOCIATED WITH A CONTRIBUTING PRIMARY BUILDING

1. Historic accessory structures should be retained and restored to the maximum extent possible.
 - a. Retain historic accessory structures in their original locations in order to preserve the historic site and relationship to the historic primary resource (if applicable).
 - b. Maintain the historic features, materials, and configuration of historic accessory structures.
2. Routinely inspect historic accessory structures for damage and deterioration.
 - a. Repair or replace damaged historic features and materials in kind.
 - b. Replacement of original materials should be limited to pieces that cannot be salvaged; wholesale replacement of historic building components should be avoided.

EXAMPLES OF CONTRIBUTING ACCESSORY STRUCTURES IN CAPE CHARLES



3. If replacement of a historic material is necessary, it should be in-kind.
 - a. To achieve replacement in-kind, new materials should match the historic in material, composition, shape, size, color, profile, pattern, texture and other visual qualities.
4. If replacement in-kind is not possible, the following criteria for material replacement applies:
 - a. Replacement materials should match the physical characteristics of the original material in size, composition, and profile, as well as the visual characteristics of color, texture, finish, and profile.
 - b. Replacement materials should offer the same general appearance as the existing material.
 - c. Material replacement should not negatively impact remaining materials or the design of other building features.
 - d. If the feature cannot be replicated using traditional materials, refer to [Chapter 9, Alternative Materials](#), for information on selecting an appropriate alternative material.
5. Modifications to historic accessory structures must be in keeping with its historic character, as well as that of the primary historic building on the property, if applicable.
6. Ensure alterations to historic accessory structures do not negatively impact the integrity and significance of the accessory structure or the rest of the historic property with which it is related.
7. For demolition of a historic accessory structure, see [Chapter 7, Relocation and Demolition](#).



Figure 6.1 - This garage has been converted to an ADU. The addition matches the historic home closely, creating a false historic narrative. It is also substantially larger now and along a public right of way, impacting the integrity of the site and primary resource.

NONCONTRIBUTING ACCESSORY STRUCTURES ASSOCIATED WITH A CONTRIBUTING PRIMARY BUILDING

1. Inspect and maintain modern accessory structures.
 - a. Routinely inspect accessory structures for damage and deterioration.
2. Materials on modern accessory structures can be replaced in-kind or changed to a material that is compatible with the contributing primary building and the surrounding neighborhood.
 - a. Material replacement should not negatively impact the remaining materials and the design of other building features.
 - b. If the material cannot be replaced in kind, refer to [Chapter 9, Alternative Materials](#) for information on selecting an appropriate alternative material.
3. Alterations to modern accessory structures should not negatively impact the integrity and significance of the contributing primary building.
 - a. Forms should remain simple to reflect the purpose of the structure and not detract from the contributing primary building.
 - b. The size should remain subordinate to the contributing primary building.
4. Materials should reflect and complement the existing modern accessory structure and the contributing primary building.
 - a. Alternative materials can be appropriate for use on modern accessory structures as a means of differentiating the addition from the contributing primary building. Refer to [Chapter 9, Alternative Materials](#), for information on selecting an appropriate alternative material.
5. Modifications to modern accessory structures should not create a false historic narrative.
 - a. Avoid adding conjectural features to modern accessory structures.
6. A modern accessory structure may be demolished if it is structurally unsound, deteriorated beyond repair, or no longer serving the property.
 - a. Replacement of an existing modern accessory structure must follow the guidelines for New Accessory



Figure 6.2 - An example of a well-maintained noncontributing accessory structure associated with a contributing primary building in Cape Charles.

Structures to avoid negatively impacting the contributing primary building and surrounding neighborhood.

NEW ACCESSORY STRUCTURES ASSOCIATED WITH A CONTRIBUTING PRIMARY BUILDING

Proposals for new accessory structures should follow requirements outlined in Article IV, General Regulations Applicable to All Districts, Section 4.2.E, Accessory Buildings.

1. New accessory structures on parcels where there is a primary historic building shall be placed so they do not negatively impact the contributing primary building or the neighborhood.
 - a. Appropriate locations for new accessory structures are in rear yards and behind the front plane of the primary building.
 - b. Carefully select the placement and orientation of new accessory structures to be in a traditional location for its use.

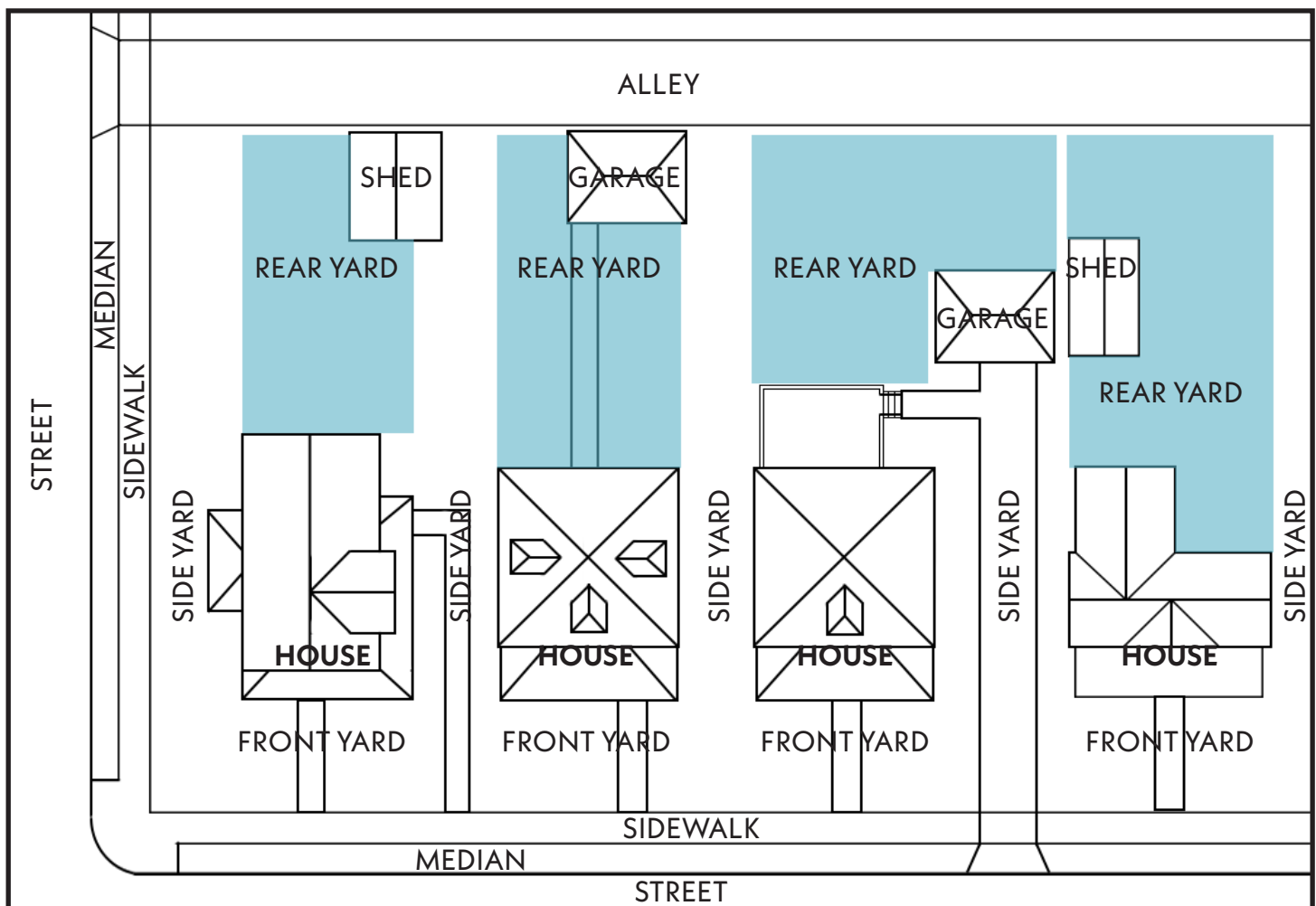


Figure 6.3 - The diagram above show some example areas (marked in blue) that would be appropriate to place a new accessory structure. All plans must be reviewed prior to project initiation.

- c. Limit the size of new accessory structures to ensure that they are not visible from the public right-of-way and do not impact the character of the primary building.
- d. Design the new accessory structure to be compatible with the contributing primary building by using a similar roof type, opening pattern, and materials.
- e. Limit ornament on accessory structures; keep the design and materials simple, and durable.
- f. Do not remove historic site or landscape features to accommodate the construction of a new accessory structure.



Figure 6.4 - This new accessory structure is placed in the rear yard on a corner lot. It is significantly taller than the primary structure and almost as large. This would be an inappropriate accessory structure in the Historic District Overlay.

6.2 ACCESSORY STRUCTURES ASSOCIATED WITH NONCONTRIBUTING PRIMARY BUILDINGS

This section provides guidance for the treatment of historic accessory structures, modern accessory structures, and proposed new accessory structures that are or will be associated with noncontributing primary buildings.

CONTRIBUTING ACCESSORY STRUCTURES ASSOCIATED WITH A NONCONTRIBUTING PRIMARY BUILDING

1. Historic accessory structures should be retained and restored to the maximum extent possible.
 - a. Retain historic accessory structures in their original locations in order to preserve the historic site and relationship to the historic primary resource (if applicable).
 - b. Maintain the historic features, materials, and configuration of historic accessory structures.
2. Routinely inspect historic accessory structures for damage and deterioration.
 - a. Repair or replace damaged historic features and materials in kind.
 - b. Replacement of original materials should be limited to pieces that cannot be salvaged; wholesale replacement of historic building components should be avoided.

ROUTINE INSPECTION CAN HELP PROTECT AGAINST:



RODENT INFESTATION



MOISTURE ISSUES



VEGETATIVE OVERGROWTH



TERMITE INFESTATION

3. If replacement of a historic material is necessary, it should be in-kind.
 - a. To achieve replacement in-kind, new materials should match the historic in material, composition, shape, size, color, profile, pattern, texture and other visual qualities.
4. If replacement in-kind is not possible, the following criteria for material replacement applies:
 - a. Replacement materials should match the physical characteristics of the original material in size, composition, and profile, as well as the visual characteristics of color, texture, finish, and profile.
 - b. Replacement materials should offer the same general appearance as the existing material.
 - c. Material replacement should not negatively impact remaining materials or the design of other building features.
 - d. If the feature cannot be replicated using traditional materials, refer to [Chapter 9, Alternative Materials](#), for information on selecting an appropriate alternative material.
5. Modifications to contributing accessory structures must be in keeping with its historic character.
6. Ensure alterations to contributing accessory structures do not negatively

impact the integrity and significance of the accessory structure or the rest of the property with which it is related.

7. For demolition of a historic accessory structure, see [Chapter 7, Relocation and Demolition](#).

NONCONTRIBUTING ACCESSORY STRUCTURE ASSOCIATED WITH NONCONTRIBUTING PRIMARY BUILDING

1. Modern accessory structures should be inspected and maintained.
 - a. Routinely inspect modern accessory structures for signs of damage or deterioration.
2. Replace existing features and materials on modern accessory structures in kind.
 - a. Replace damaged or deteriorated features and materials in kind.
 - b. If the existing feature is an inappropriate modern alteration, the design can be modified to be more appropriate.
 - c. If a new feature or replacement material is proposed for use on a modern accessory structure, it must be evaluated by the HDRB. Alternative materials proposed for use on modern accessory structures will be evaluated on a case-by-case basis; see [Chapter 9](#) for Considerations for Alternative Materials.

3. Modifications to modern accessory structures should be compatible with the district.
 - a. Alterations to modern accessory structures should not negatively impact the character of the district.
4. If modern accessory structures are deteriorated beyond repair, they may be demolished.
 - a. Document deterioration of modern accessory structures.
 - b. If an existing modern accessory structure is demolished, its replacement must follow guidance found in the next section, New Construction of Accessory Structures.

NEW ACCESSORY STRUCTURES ASSOCIATED WITH A PRIMARY NONCONTRIBUTING BUILDING

Proposals for new accessory structures should follow requirements outlined in Article IV, General Regulations Applicable to All Districts, Section 4.2.E, Accessory Buildings.

1. A new accessory structure on a parcel with a noncontributing primary building should be placed so it does not impact the character of the district.
 - a. Carefully select the placement and orientation of new accessory structures, preferably at the rear



Figure 6.5 - This new ADU is tucked behind an existing garage in the rear of the yard. It is design in a contemporary style with simplified decoration, but in a functional way. This would be appropriate ADU and location for a noncontributing primary building.

of the property. Placement and orientation should be consistent with existing accessory structures in the district.

- b. Limit the size of new accessory structures; new accessory structures should be subordinate to the primary building in placement, scale, and massing.
- c. Design the new accessory structure to be compatible with the character of the primary resource and the district.
- d. Ornament on new accessory structures should not give a sense of false history. Limit ornament and keep the design simple.



Figure 6.6 - This new accessory structure is quite ornate and the design details such as the large barn door brackets, cupola, and shutters, give it a false sense of history. New accessory structures should be simple and limited in ornament.

6.3 NEW ACCESSORY STRUCTURES/ADUs ASSOCIATED WITH NEW CONSTRUCTION

When planning new construction projects that include new accessory structures, including accessory dwelling units, they should also be consistent with the placement, orientation, massing, scale, and form as other accessory structures surrounding the proposed site, as outlined in Article IV, General Regulations Applicable to All Districts, Section 4.2.E, Accessory Buildings.

1. When planning a new construction project, accessory structures should only be placed in the rear yard.
2. Orientation is generally towards the primary building, unless serviceable by a rear alley or driveway.
3. Accessory structures should maintain similar massing, scale, and form as other accessory structures within the vicinity. An accessory structure should be smaller in scale than the primary building.
4. Visually, accessory structures should share similar design elements to the primary building. Materials should also match to remain consistent in style and quality of design.



Figure 6.6 - This new accessory dwelling unit behind a new construction is not similar in massing and scale as other accessory structures in the Historic District Overlay. While it shares some design elements with the primary building, it is as large in comparison which is inappropriate.

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES



7

DEMOLITION & RELOCATION

When a contributing building is lost from a Historic District, it impacts the district by diminishing its integrity. Removing a historic building from its original site and setting disconnects the building from the context in which it was meant to exist, resulting in the removal of its contributing status and any available incentives or protections. Relocation should be a final alternative, reserved only for historic buildings that face eminent threat of demolition. Likewise, demolition is strongly discouraged. All other alternatives should be explored before a contributing building is relocated or demolished.

BOARD REVIEW

7.1 RELOCATION

Relocating a contributing building in the Historic District Overlay requires a COA from the HDRB. The following factors should be considered and discussed with Cape Charles town staff *prior* to applying for a COA:

- 1. Site and setting:** What options are there for relocation that provide a similar site and setting? Will the building or the overall district's integrity be negatively impacted by relocation? Are there appropriate vacant lots with similar setting and context available within the district that can receive the building? These may include placement on the block (corner versus mid-block lot), adjacent setbacks (consistent or staggered), and lot size (width and depth).
- 2. Structural integrity:** Will the process of moving the building negatively impact its structural integrity? Will the building survive the move?
- 3. Threats to the resource:** Is moving the building the only way to save it from demolition? Will the building be moved within the district or to a location outside of the district? If the building is to be moved from the district, can restrictions be placed on it to ensure its preservation in its new location?



Figure 7.1 - As discussed in Chapter 3, the setting around a building can be a character-defining feature. A new site should be carefully selected.



Figure 7.2 - Often, buildings will be separated for relocation, potentially damaging the structure and compromising the historic integrity.



Figure 7.3 - It is a large undertaking to relocate a historic building, and if approved, should be done so with great consideration and planning.

7.1.1 GUIDELINES FOR RELOCATION

1. Document the threat. Demonstrate why the building cannot remain in its historic location.
2. Secure a site that is compatible with the character of the original site. Considerations should include setback, lot size, orientation, and relationship to surrounding resources.
3. Protect character-defining features of the building prior to the move. If feasible move the building as a single unit, rather than dissecting it, which could result in the loss of historic material. Carefully plan the move route to take into account trees and other vegetation, power lines, and other obstacles.
4. Contact the Virginia Department of Historic Resources to determine if the building can remain listed as contributing to the Virginia Landmarks Register and National Register listed Cape Charles Historic District if moved within the district;
5. Document the building in its historic setting prior to moving it – documentation should include photographs that fully record the exterior elevations of the building and the surrounding site;
6. Consider preparing measured drawings of the building if it is possible that substantial repairs will be necessary after the building is moved;
7. Identify an experienced company to relocate the building. Be sure to check their references.
8. Explore the potential for archaeological resources on the moved building site and the receiving site; consider hiring a professional archaeologist to examine the sites prior to relocation.

If a COA for relocation is granted by the HDRB, the following steps should be taken to prepare for relocation:

4. Contact the Virginia Department of Historic Resources to determine if the building can remain listed as contributing to the Virginia Landmarks Register and National Register listed Cape Charles Historic District if moved within the district;
5. Document the building in its historic setting prior to moving it – documentation should include photographs that fully

Noncontributing buildings may be proposed for relocation to or within the Historic District Overlay, provided that their new location does not negatively impact adjacent historic buildings or the overall character of the district. A COA is required from the Zoning Administrator prior to relocating noncontributing buildings within the district to ensure the placement and siting of the building is consistent with the surrounding district.

7.2 DEMOLITION

During the COA application process, the building and its integrity should be re-evaluated to determine if it still possesses the level of integrity required to be considered contributing to the district. If during this process it is determined that the building is no longer contributing, then the application and review process for a noncontributing building should be followed. Note Article VIII, Section 23 of the Cape Charles Zoning Ordinance prohibits property owners from allowing their buildings to deteriorate due to neglect; property neglect is enforced by the Building Official through the use of fines.

If, however, the building is found to be contributing, the following factors must be considered before demolition can be approved:

1. Condition: Is the building structurally unsound or would it require unreasonable repairs to be deemed salvageable? If making the case for "unreasonable repairs," use an accepted metric to quantify the limitations of the property owner to make the necessary repairs to ensure the longevity of the building.

2. Impact to Historic Integrity of the District: Will the removal of the building negatively impact the historic integrity of the district? How rare is the style or type building proposed for demolition? Is it in a visible or prominent location within the district?

3. Proposed Use of Land after Demolition: What is the proposed land use after demolition? How does the proposed new land use fit in with the character of the district? Will the new use negatively impact the character of the district? How soon will the site be reused?



Figure 7.4 - Removing a building from the district creates a permanent hole in the historic fabric of the town. Too many these holes will eventually threaten the entire district's integrity that is irreparable.

7.2.1 GUIDELINES FOR DEMOLITION

1. Document the condition of the building to justify its removal and identify any existing hazards (structural unsoundness, abatement needs).
 - a. Provide reports from a professional discussing their findings; examples include a structural report prepared by an engineer or an abatement report. Any reports submitted should be signed by the professional who prepared them. Information included in the reports should detail the on-site conditions that support demolition.
 - b. Provide a cost analysis of the expense of rehabilitation versus fair market value of property.
2. Discuss alternatives to demolition with Cape Charles town staff and the Historic District Review Board.
 - a. Redesign the project to eliminate the need for demolition.
 - b. Redesign the project to incorporate the building.
 - c. Sell the building. *
 - d. Relocate the building within the district.
 - e. Relocate the building outside the district.

* After the denial of a COA for demolition, the property owner must try to sell the building as required by

Article VIII, Section 8.21 of the Cape Charles Zoning Ordinance, which is in compliance with Virginia State Code 15.2-2306.

3. Identify the impact of the demolition on the subject property and any adjacent or surrounding properties.
 - a. Provide a streetscape analysis to illustrate how the removal of the building impacts the street and surrounding district.



Figure 7.5 - Fires and natural disasters are unfortunate events that can render a building unsalvageable. In these instances, proper documentation and approval are still necessary prior to demolition.

If a COA for demolition is approved by the HDRB, prior to demolition, the following steps are required to be taken at the property owner's expense:

1. Document the building and provide the materials to the Town of Cape Charles in order to record the historic building; documentation should meet Historic American Building Survey (HABS) Level III documentation, which includes a sketch plan, interior and exterior photographs, and a written history of the property. These should be provided to Town staff electronically.

2. Any new construction proposed for the cleared lot shall be in conformance with the New Construction Guidelines outlined in Section 7 of this document and shall be approved by Historic District Review Board prior to issuance of a demolition permit for the contributing resource.

Noncontributing buildings may be proposed for demolition. A COA is required from the Zoning Administrator prior to demolishing noncontributing buildings. The applicant should be prepared to document the condition of the building to justify its removal.



Figure 7.6 - The two photographs above are examples of documentation photos at HABS-Level III documentation. Photographs of the overall exterior, detailed exterior, as well as interior photographs should be taken to document the building before demolition.

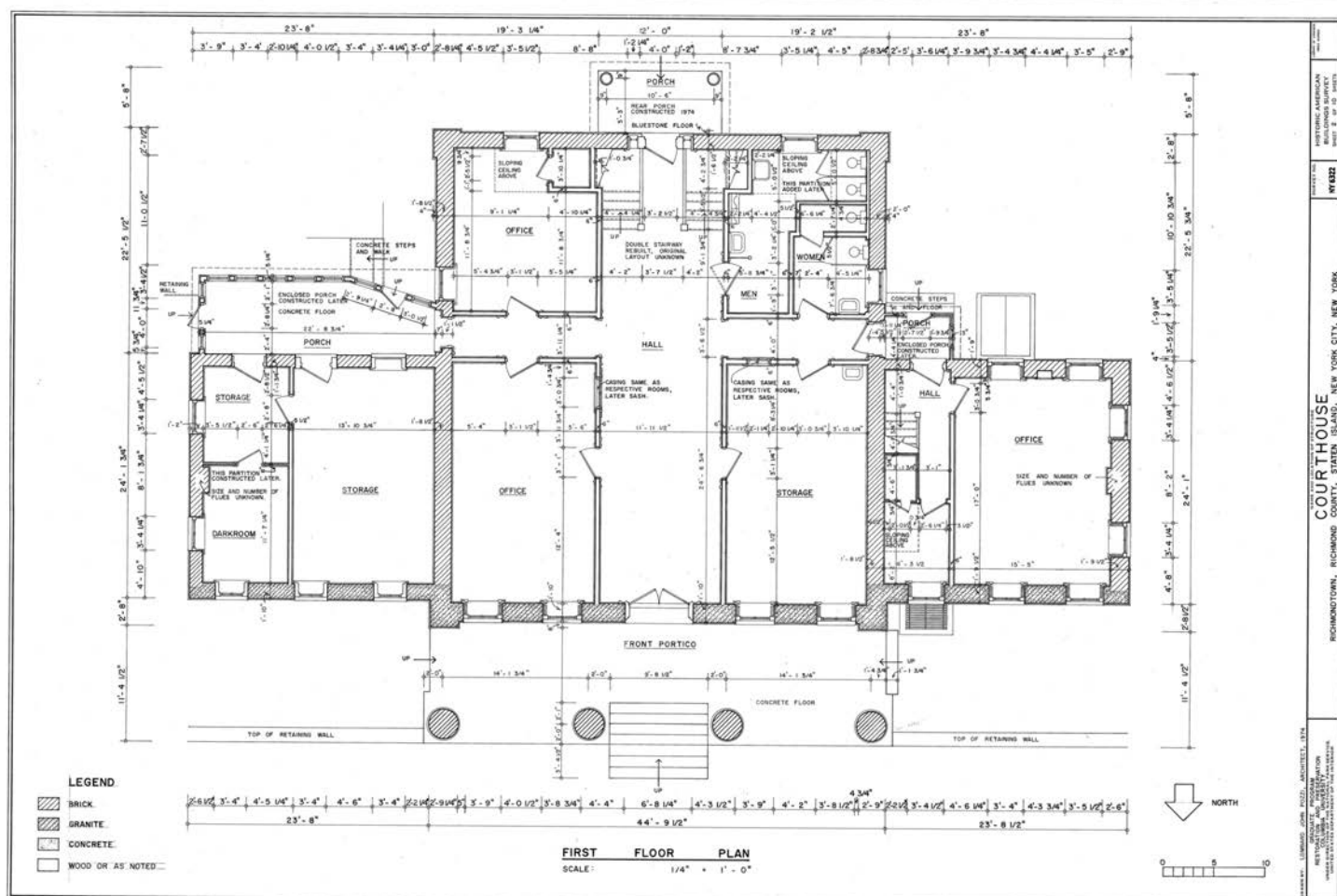


Figure 7.7 - An example of plan that would be appropriate to create before demolition. This documents room divisions, openings, dimensions, and key features like stairs, columns, and some fixtures.

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES

8

SITE FEATURES & APPURTENANCES

The transition that occurs between the street and building and extends from public to private spaces is an important characteristic of residential neighborhoods and commercial corridors. This chapter addresses these transitional spaces. Site refers to the property surrounding an individual building, while setting refers to the broader neighborhood surrounding the building site. A building's site and setting should:

- Maintain a separation between public and private spaces;
- Enhance the architecture through designed exterior environments;

- Create opportunities for personal expression that do not permanently impact the surrounding district.

The size of the site and character of the setting of a building will differ based on the building's use and location within a district. Residential sites are typically larger and possess a different character than buildings within the commercial core. Within the Cape Charles Historic District Overlay, commercial buildings along Mason Avenue have very little (if any) unimproved land, as they are often constructed to the lot lines on at least three sides.

BOARD REVIEW

8.1 HARDCAPING (DRIVEWAY, WALKWAYS, & OTHER PAVING)

Hardscaping refers to the hard surface areas of a site, including but not limited to parking areas, driveways, walkways, paths, steps, and other paved surfaces. These site features should be in keeping with the historic character of the individual site, as well as that of the surrounding district.

1. Retain existing historic paving materials. Replace damaged or missing areas of paving with materials that match the original paving.
2. Demolition of historic buildings, structures, or site features for the purpose of adding new hardscaping should be avoided.
3. New parking areas and driveways should be placed at the side and rear of properties to limit visibility.
4. Appropriate materials for new paving include ribbon paving, gravel or pebble paving, compacted oyster shells, and brick. Concrete is appropriate, but should be scored or exposed aggregate. Asphalt paving should be avoided unless there is historic precedent for the material on the individual site.
5. Parking that is not concealed by adjacent buildings or site features should be screened by landscaping or low knee walls to provide a buffer between the street and the building.



Figure 8.1 - Compacted oyster shells or pebbles are appropriate materials for new driveways. They help mitigate water issues with their porous surface, promoting better drainage.



Figure 8.2 - New parking areas should not be placed in front of buildings as shown above. Instead, placement at the sides and rear to meet the alleyway is more appropriate.

8.2 FENCES & FREESTANDING WALLS

1. Retain historic fences, walls, and hedges. Replace missing or damaged fencing and walls with new materials that match the historic. If large amounts of historic decorative fencing are missing, carefully salvage the remaining portions to the maximum extent possible and install at the front or prominent sides of a building, and replicate the missing material.
2. For new fencing, the material, style, and height should be in keeping with the character of the associated building's architectural style, as well as the surrounding district. All fencing and freestanding walls should meet the provisions of the [Town of Cape Charles Zoning Ordinance, Article IV, Section 4.2.G, Fences and Walls](#). The guidelines below offer further direction for the Historic District Overlay:
 - a. For interior lots, fence height maximums are as follows:
 - i. Rear yard: Not to exceed 6 feet
 - ii. Side yard: Not to exceed 4 feet
 - iii. Front yard: Not to exceed 4 feet
 - b. For corner lots, fence height maximums are as follows:
 - i. Rear yard: Not to exceed 6 feet
 - ii. Side yard: Not to exceed 4 feet
 - iii. Corner Side Yard
 - iv. Front yard: Not to exceed 4 feet

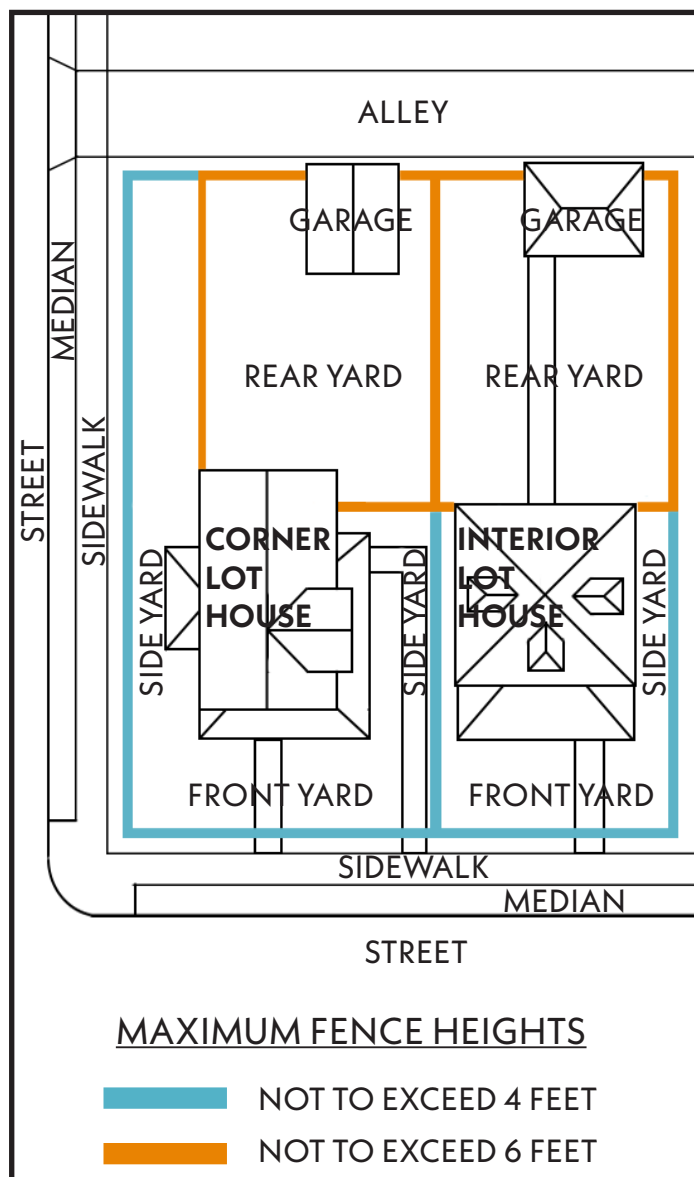


Figure 8.3 - The above diagram shows the locations for maximum fence heights at a corner lot (left) and an interior lot (right). Fences should also be inset 2 feet from any sidewalk, alley, or public right of way.

- c. Appropriate new fencing materials include:
 - i. Vertical wood pickets; wood fences may be painted or stained.
 - ii. Common types include:
 - 50-100% transparent: Common Picket, Dog Ear Picket, Gothic Picket, Angled Picket
 - 0-49% transparent: Solid Board Dog Ear, Solid Board Gothic, Solid Board Picket, Shadowbox, Framed, Arched, Scalloped
 - iii. Wrought or cast iron or metal tubular to mimic iron in a simplified design.
 - iv. Common types include:
 - Staggered Traditional, Traditional, Modern
- d. Inappropriate fencing types include:
 - i. Vinyl, PVC, or synthetic fences unless meeting the requirements outlined in Chapter x, Alternative Materials.
 - ii. Chain link fencing in front yards; chain link fences are appropriate for use in rear yards or side yards on mid-block lots.



Figure 8.4 - Gothic Picket wood fence which is roughly 50% transparent.



Figure 8.5 - Scalloped wood fence which is 0% transparent. These types of fencing are more appropriate for rear yard areas.



Figure 8.6 - The above photograph is a good example of blending wood and chain link fencing in the rear and side yards of this home.

8.3 DECKS, RAMPS, & PATIOS

1. Decks and patios should only be constructed at the rear of a building, unless there is historic evidence that these features existed in a more prominent location on the site within the district's period of significance.
2. Limit physical impacts to the historic primary building when installing decks or pergolas/canopies over patios by designing these structures to be freestanding to avoid direct connections to the building itself. If direct connections to the historic building are necessary for structural stability, minimize the size and number of connections.
3. Ramps can be installed at the front of a building as needed to meet ADA requirements and provide access. The following guidelines should be met to ensure these added features do not impact the character or integrity of the historic building:
 - a. Do not remove or alter any historic features of the building when installing a ramp.
 - b. Do not anchor the ramp to the exterior of the building unless the connection is reversible.
 - c. Construct the ramp with as much freestanding structure as possible, using materials that are in keeping with the character of the building.
4. Use permeable surfaces such as gravel or permeable pavers to facilitate drainage from the site and away from the building.



Figure 8.7 - This ADA ramp is sympathetic to the building's historical design. It is simple in design and material and placed along a secondary elevation with access to front porch from the side. If it is eventually removed, the balustrade can easily be replicated and reinserted.



Figure 8.8 - Decks should not be constructed at the front of the building or attached to front porches, as shown above. It detracts from the historical features and creates a false sense of what the house historically looked like.

8.4 APPURTENANCES

This section provides guidelines for the addition of modern appurtenances necessary to facilitate technology and utility infrastructure. These include, but are not limited to: fuel tanks, water heaters, gas and electrical meters, satellite dishes or antennae, small cellular facilities, exterior mechanical units (air handlers, generators), site-mounted solar panels, as well as personal utility structures such as trash enclosures and outdoor showers; sheds are addressed separately in [Chapter 6, Accessory Structures](#). Some of the appurtenances outlined in this section may also be roof-mounted; for those instances,

the guidance for Roofs should be consulted to ensure the placement/location and mounting method is appropriate.

1. New appurtenances should be placed at the rear of the building and out of view from the public right of way to the maximum extent possible.
2. All new conduit, piping, cabling, junction boxes, and other connections from the appurtenances to the primary building should be concealed underground or within the wall cavity, and not be exposed and visible from the public right of way.

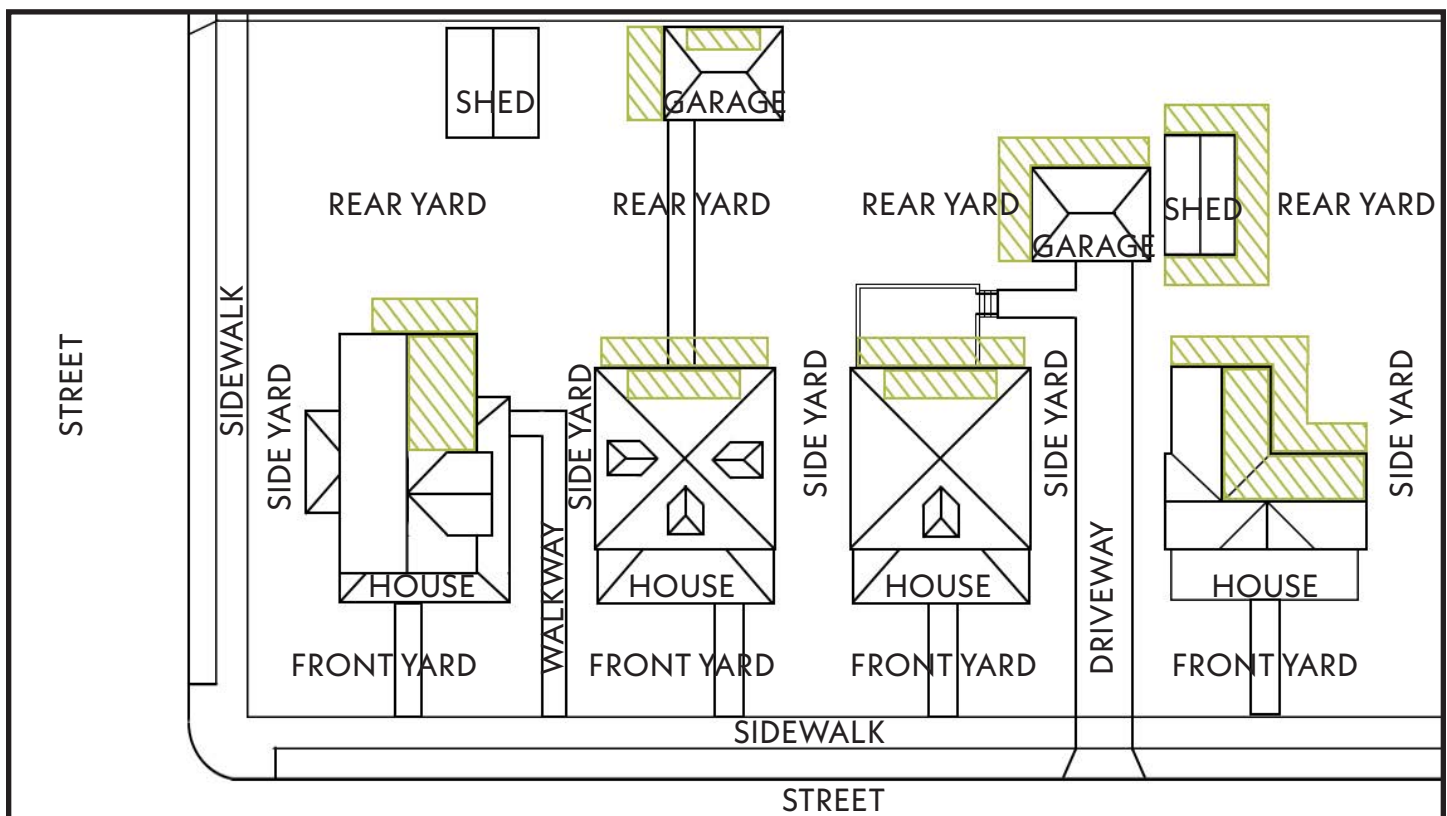


Figure 8.9 - The above drawing illustrates some example areas to place appurtenances. However, all new items and proposed placements should be reviewed through the town.

- a. When it is not feasible to fully conceal the connections, they should be consolidated and placed in the least visible location. Documentation outlining the constraints with concealment of the connections should be provided along with the planned solution for HDRB review.
- 3. If new appurtenances cannot be placed at the rear of the building, landscaping or other appropriate screening should be utilized to limit the visibility of modern exterior utilitarian features from the public right of way.
 - a. Screening should follow the material standards of fencing; this includes wood boards, wrought or cast iron, tubular metal and chain link (in rear yards only), brick, or live hedges. Height should be limited to what is necessary to conceal the new appurtenance from the public right-of-way.



Figure 8.10 - Satellite dishes should not be placed at the front of a building, as shown here.



Figure 8.11 - The top outdoor shower has a built-out wood wall between the water and the historic shakes to protect from added moisture. The shower at the bottom has no protection and the shakes are visibly damaged from the added water and wear against them.

8.5 LANDSCAPING

Landscaping within the Cape Charles Historic District Overlay must meet:

- **Cape Charles Zoning Ordinance, Article IV Section 4.4, Landscaping and Screening Regulations**
- **Cape Charles Zoning Ordinance, Appendix F, Tree Conservation and Preservation Ordinance**

In general, landscape review is considered a minor action exempted from review by the HDRB as noted in Cape Charles Zoning Ordinance, Article VIII, Section 8.17, but is a required component of the site plan review for the zoning clearance needed to obtain a building permit. The following guidelines provide further direction for landscaping within the locally designated Cape Charles Historic District Overlay.

1. Historic landscape features, formal gardens, and mature plantings, such as trees and hedges, should be retained. Maintenance of these features should be undertaken in a manner that does not negatively impact the overall appearance, health, and character of the historic landscape feature.
2. Applications for the removal of old growth trees should be accompanied by a report from a certified arborist documenting the condition and need.
3. New landscape features, including exterior and landscape lighting and new plantings, should be visually compatible with the primary historic building and the surrounding Historic District Overlay.



Figure 8.12 - The above photographs show appropriate landscaping that is visually compatible with the building and enhances the surrounding Historic District Overlay.

4. Ponds or water features should only be added to front yards if there is historic precedent or documentation to support the proposal. Where water features are in place, proper systems of water movement must be used to avoid stagnant water.
5. New plantings should be installed so as to not impact buildings. This includes being installed at a distance from buildings to ensure they do not attach or damage the building as they grow and to allow adequate light and air flow. Plantings should be placed to ensure that the root and branch systems do not adversely impact the building envelope (including foundation, exterior walls, and roofs) of the adjacent building as the planting reaches maturity.



Figure 8.13 - Plants attached to historic materials can be detrimental to them. They hide possible deterioration and damage, impede repairs, trap moisture in their root system, and can weave into cracks making it difficult to remove. Using a trellis, frame, or wires installed near the building allows for the look, without the threat.

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES

9

ALTERNATIVE MATERIALS

The intent of this chapter is to provide the HDRB with a series of consistent considerations to apply when evaluating proposals for the use of alternative materials. Naturally then, this chapter is also helpful for the applicant when selecting alternative materials to propose for use on buildings within the Historic District Overlay.

It is important to note that considerations are more robust for contributing/historic resources. The considerations are stricter for contributing/historic buildings because protecting the character of these buildings is the purpose of the district, and their traditional materials tend to be more negatively impacted with the introduction

of alternative materials. Considerations for noncontributing resources are more lenient because these buildings are not the focus of the district, and their more modern original materials are more likely to function well with alternative materials.

The purpose of this chapter is to provide a method of deciding when and what type of alternative materials are appropriate for use within the Historic District Overlay. A secondary purpose is to provide a reference for homeowners who want to propose an alternative material for documentation requirements.

BOARD REVIEW

9.1 ALTERNATIVE MATERIALS

Improper maintenance of historic materials on contributing buildings is not an appropriate reason to consider replacement. See [Chapter 4](#) for maintenance schedules and expectations. If proper maintenance or repair of historic materials is no longer possible, alternative materials proposed for use on historic buildings in the Cape Charles Historic District Overlay will be evaluated by the HDRB on a case-by-case basis. In general, alternative materials may be used to replace historic materials when the following circumstances are present:

- The historic material is no longer available; or
- Skilled craftsmen capable of working with or installing the historic material are no longer available; or
- The historic material is inherently flawed; or
- The code requires alterations that result in the removal of historic materials; or
- An unusual circumstance with compelling reason, that ensures all features of the alternate material have the same size, shape, and texture of the original material, and is visually indistinguishable from the original material from any public right of way.

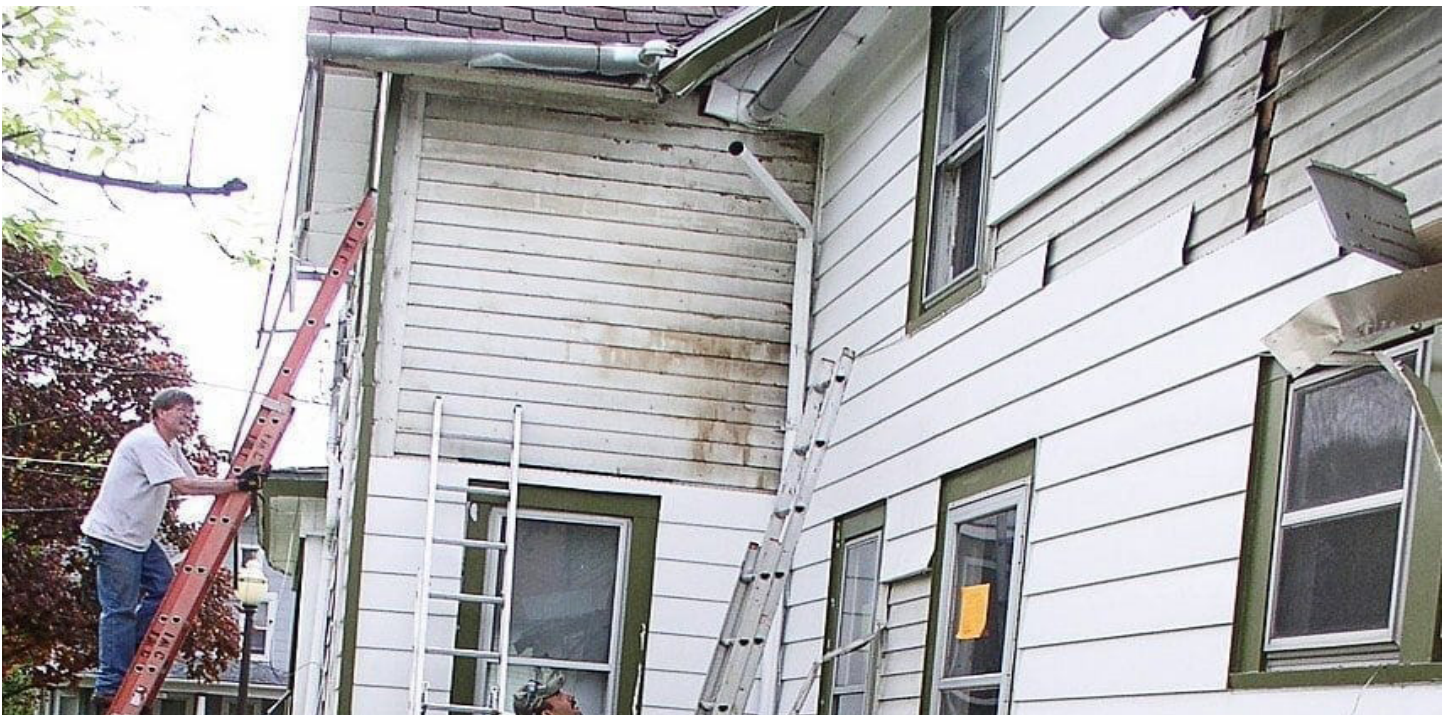


Figure 9.1 - Vinyl siding is not impervious to water infiltration. Above shows where lines of mold have stained the historic siding underneath the vinyl siding. Covering the historic siding has also changed the window and door profiles to appear flat. Alternative materials should be carefully reviewed and considered to avoid detrimental effects such as these.

EVALUATING ALTERNATIVE MATERIALS FOR USE ON CONTRIBUTING BUILDINGS



IMPACT TO HISTORIC INTEGRITY & SIGNIFICANCE

When historic materials are replaced, the integrity of the property is diminished; over time, if enough contributing properties lose their historic materials, the integrity of the overall district is threatened. Therefore, retaining and restoring historic materials is always the best practice to maintain the character of the district. However, when that is not possible for a particular feature on a property, the visual and physical consequences of replacement should be evaluated.



DURABILITY

In general, new materials have a shorter life span than their historic counterparts; once historic materials have been replaced, the property owner enters a shorter cycle of replacement. The durability and performance of a material should be evaluated to ensure that it will not require replacement again in short order. Some new materials have not been sufficiently evaluated for their durability and performance over time. Additionally, despite marketing claims, all materials require maintenance and all materials will eventually deteriorate over time.



APPEARANCE

The color, surface texture, reflectivity, and finish of a material comprise its appearance. Changes to the appearance of a material can impact the historic character of a property.



LOCATION/VISIBILITY

The location of in the material proposed for replacement can impact whether or not it is appropriate to consider. If the material is highly visible or it will diminish the character of the building or district, it would not be acceptable to replace it; if, however, the location is secondary or minimally visible and would not impact the overall integrity of the resource or district, it may be appropriate.



SUSTAINABILITY

Historic buildings are inherently sustainable; because reuse retains the embodied energy in the existing building stock and the materials used in their construction are of a higher quality than their modern counterparts. It is important to consider the environmental consequences of replacement materials: not only does the historic material end up in a landfill – thus losing the embodied energy – but many new materials require significant energy and resources to manufacture, transport, and install.

9.2 FLOWCHART FOR CONSIDERATION OF HISTORIC MATERIAL REPLACEMENT

The flowchart in this section relies on an assessment of the condition of the historic material and appropriateness of the alternative materials as its framework. It will begin with an assessment of the historic material, presenting a series of questions for the HDRB (and property owners) to use when considering the appropriateness of its removal. Once that decision has been made, and in the event the historic material is deemed to require replacement, the discussion may turn to consideration of alternative materials. The flowchart for evaluation of alternative materials provides a framework for evaluating any potential

proposal and thus enables consideration of new alternative materials as they become available over time, rather than a static list.

Note: The flowchart was developed for property owners, HDRB members, and staff to use when evaluating whether it is appropriate to propose and approve replacement of an historic material with an alternative material. It should be used in conjunction with the applicable guidelines for the feature in question. For a full list of documentation requirements for proposed alternative materials, see the following section.

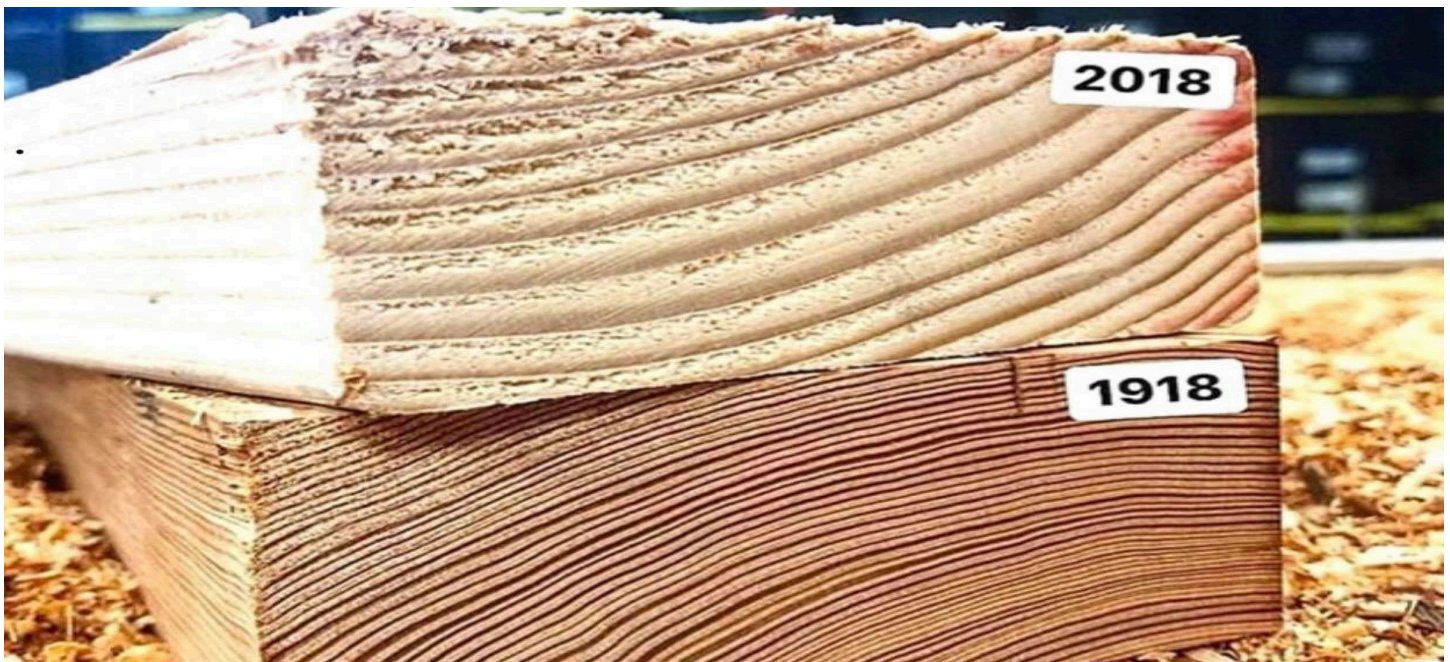


Figure 9.2 - 1918 wood harvested from old-growth forests is dense and durable. It will burn more slowly and is more insect resistant. It is now hard to obtain and if found, expensive. The alternative new-growth wood (the 2018 example) is visibly much less dense and less resistant to moisture and insects. It will require frequent replacement and is less favorable than maintaining historic wood.



✱Property owner must fully & clearly demonstrate that it is not repairable.
(See [page 9-6](#) on how to document).

9.3 DOCUMENTATION REQUIREMENTS FOR DETERIORATED HISTORIC FEATURES & PROPOSED ALTERNATIVE MATERIALS

The flowchart in the previous section sets forth that if an historic material is not salvageable and replacement in-kind is not possible, an alternative material may be appropriate. In order to determine if an historic material is deteriorated beyond repair, the applicant will need to fulfill the documentation requirements outlined below:

1. Good quality photography documenting the range of conditions of the deteriorated feature proposed for replacement, keyed to elevation drawing(s) or overall photo(s) of each elevation printed at a scale sufficient to show the location and extent of damage.

Documentation should illustrate that more than 50% of the material per feature cannot be reasonably repaired when wholesale replacement is proposed. "Typical" photographs should not be submitted when wholesale replacement of a material is proposed, as this level of impact should be documented in detail. When assessing features, appropriate measurements for percentages are as follows:

- A. For window replacement, percentage of deterioration is measured per window.
- B. For siding replacement, percentage



Figure 9.3 - If the windows above were on the same house, the one on the left would be approved for replacement as it is missing its lower sash, some of the upper sash muntins, all of the glass panes, and has significant sill damage. The window on the right, although missing panes and some paint deterioration, is still intact and salvageable. This one would need to be retained and repaired.

of deterioration is measured per elevation.

C. For roof replacement, percentage of deterioration is measured based on the overall roof condition.

2. A letter from an architect, engineer, or contractor who has experience evaluating historic buildings and validates that the deteriorated feature cannot be repaired.

3. Potential for staff or HDRB site visit to examine the deteriorate features in person prior to their removal.

In addition to these factors, property owners should be prepared to address the following Considerations for Alternative Materials. Since new materials come onto the market every day, it is the applicant's responsibility to demonstrate that the new proposed material is appropriate for use on a contributing building.

- What are the physical characteristics of the original material?
 - Size/shape/profile, composition, color/finish, and texture
- What are the visual characteristics of the original material?
 - Size/shape/profile, composition, color/finish, and texture
- Does the new material closely resemble

the original material?

- Identify key criteria based on the physical and visual characteristics of the specific material in question?
- Is the new material structurally compatible with the remaining materials?
 - Is the new material stronger than the historic material? Will its installation increase the rate of deterioration of the adjacent historic materials?
 - Can the new material be installed in such a way that it does not damage adjacent historic materials?
- Is the new material more durable than the original? What is the lifespan of the new material?
 - How long is the new material expected to last (assuming properly maintained)?
 - Source of estimated life span?
 - Does the documented performance match its estimated lifespan?
- What is the record of performance of the new material?
 - How does the material perform in different climates (specifically to Cape Charles' climate)?
- Is the new material sustainable?
 - Embodied energy, energy efficiency, energy source, toxicity, recyclability, and transport

9.4 NONCONTRIBUTING CONSIDERATIONS

In general, alternative materials are appropriate for use on noncontributing resources, but there remain factors that need to be considered when selecting a material: Is the alternative material as durable as the material being replaced? And will the alternative material alter the appearance of the building in a way that impacts the character of the district? While the use of alternative materials on noncontributing resources requires a COA, the focus of the evaluation is on ensuring the use of the new material does not detract from adjacent contributing resources and the overall district.



Figure 9.4 - This house has been reclad in aluminum siding. It is differentiated from historic materials found in the Historic District Overlay and would be appropriate to use on a noncontributing building.

9.4.1 IS THE ALTERNATIVE MATERIAL APPROPRIATE?

The following factors form the basis for the guidelines employed by staff or HDRB when determining whether a proposed alternative material is appropriate for use in a specific situation. Utilize the following factors to evaluate alternative materials for use on noncontributing buildings within the Historic District Overlay:

- **Appearance:** The proposed new material should not have an appearance that in any way detracts from adjacent historic buildings or alters the character of the surrounding Historic District Overlay.
- **Durability and performance:** The selected alternative material should be as durable or more durable as the material being replaced while remaining physically compatible with the remaining adjacent materials. The new material should have a demonstrated track record of performance over time to avoid entering a shorter cycle of replacement.

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES

10

FLOOD MITIGATION

This chapter is designed to provide an overview regarding how to evaluate the needs and develop effective retrofit designs to reduce flood risk for existing properties within the Historic District Overlay. Flooding is a concern that is impacting more historic resources than ever before, particularly in coastal communities. While flood considerations and retrofit guidelines have not been typically included in Historic District Overlay Design Guidelines in the past, it is important to begin to consider how we will counter the growing threat to historic buildings from both minor and major flood events in the coming years.

BOARD REVIEW

10.1 REDUCING RISK

The guidance in this chapter is designed to assist design professionals, property owners and the HDRB in efforts to protect buildings within the Historic District Overlay from flood events in the most efficient and effective ways possible, while also minimizing impacts to the historic integrity and character of individual properties and the district as a whole. It is important to underscore that contributing (historic) and noncontributing (non-historic)

properties are addressed differently in this chapter, as a wider array of options are afforded to historic properties by regulatory agencies.

The guidelines have been developed using guidance provided by the Federal Emergency Management Agency (FEMA), which administers the National Flood Insurance Program (NFIP) and is a nationally-recognized leader in regulatory practices for flood retrofit

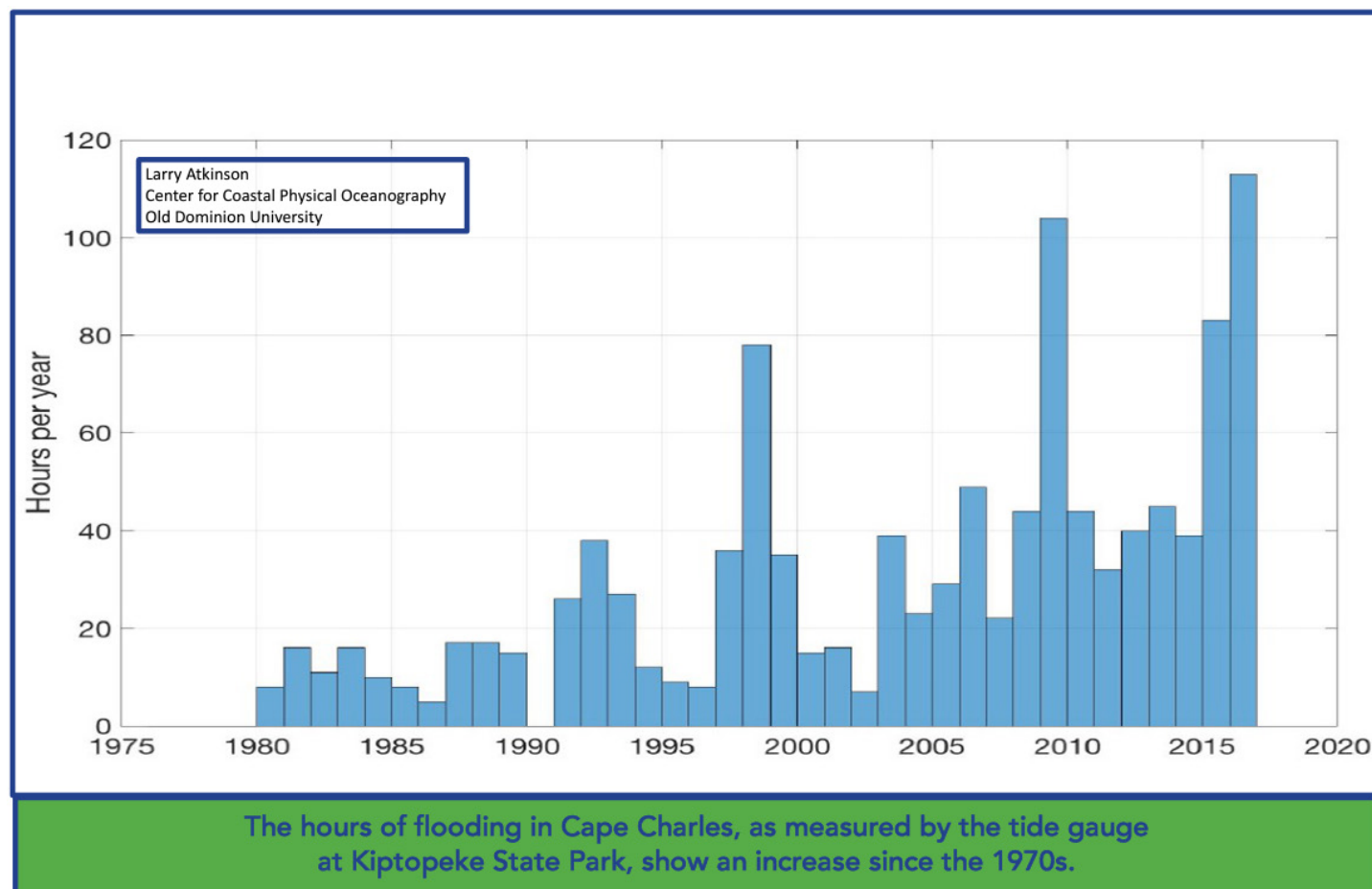


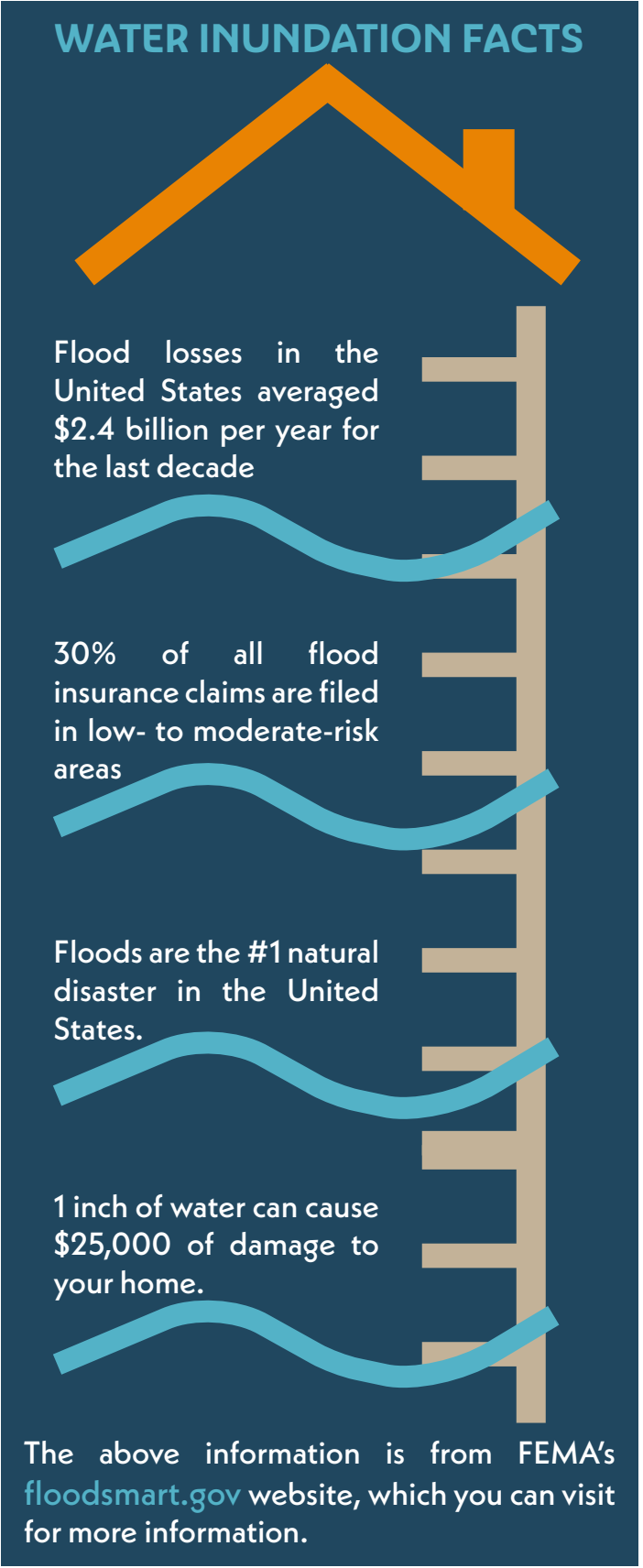
Figure 10.1 - An Old Dominion University project in 2017 documented the hours of flooding in Cape Charles, illustrating the continual increase in hours per year since 1980.

design. Guidance from the National Park Service's Technical Preservation Services, particularly the Guidelines on Flood Adaptation for Rehabilitating Historic Buildings (released in 2021), as well as from emerging best practices as documented through research and fieldwork, have also been reviewed and cited in this section, particularly in relation to the treatment of historic properties in flood zones.

The Historic District Overlay falls within four different flood zones due to its proximity to the Chesapeake Bay coast:

- X-Zone – Low risk area outside of the Special Flood Hazard Area
- X-Shaded - .02% annual chance of a flood. No Base Flood Elevations are shown for this zone and flood insurance is not required.
- AE Zone – 1% annual chance of a flood. Base Flood Elevations are determined. Mandatory purchase of flood insurance is required.
- V Zone – Coastal area designation with increased chance of flooding. Velocity wave action could be present. Mandatory purchase of flood insurance is required.

WATER INUNDATION FACTS



Flood losses in the United States averaged \$2.4 billion per year for the last decade

30% of all flood insurance claims are filed in low- to moderate-risk areas

Floods are the #1 natural disaster in the United States.

1 inch of water can cause \$25,000 of damage to your home.

The above information is from FEMA's [floodsmart.gov](https://www.floodsmart.gov) website, which you can visit for more information.

9.1.1 FLOOD CONSIDERATIONS

Understanding the fundamental risks presented by flooding is a critical precursor to implementing any retrofit design. The types of water inundation that impact historic resources include:

- Inland and tidal overflow
- Runoff and stormwater management
- Land subsidence and shoreline erosion
- Wave and current action
- Rising water tables and groundwater penetration
- Storm intensity and frequency

Another important variable to account for is the frequency and duration of potential flooding:

- Nuisance Flooding
 - Sunny day events
 - Storm drain blockage/overflow
 - Infrastructure damage
 - Rising groundwater levels/subsidence
 - Impacts of development and/or retrofits from adjacent properties

- Event-based flooding
 - Waterway overflow
 - Storm surge
 - Infrastructure failure
 - Impacts of development and/or retrofits from adjacent properties

The frequency and duration that water breaches a building has a direct impact on the integrity of the resource, the budget and intensity of intervention

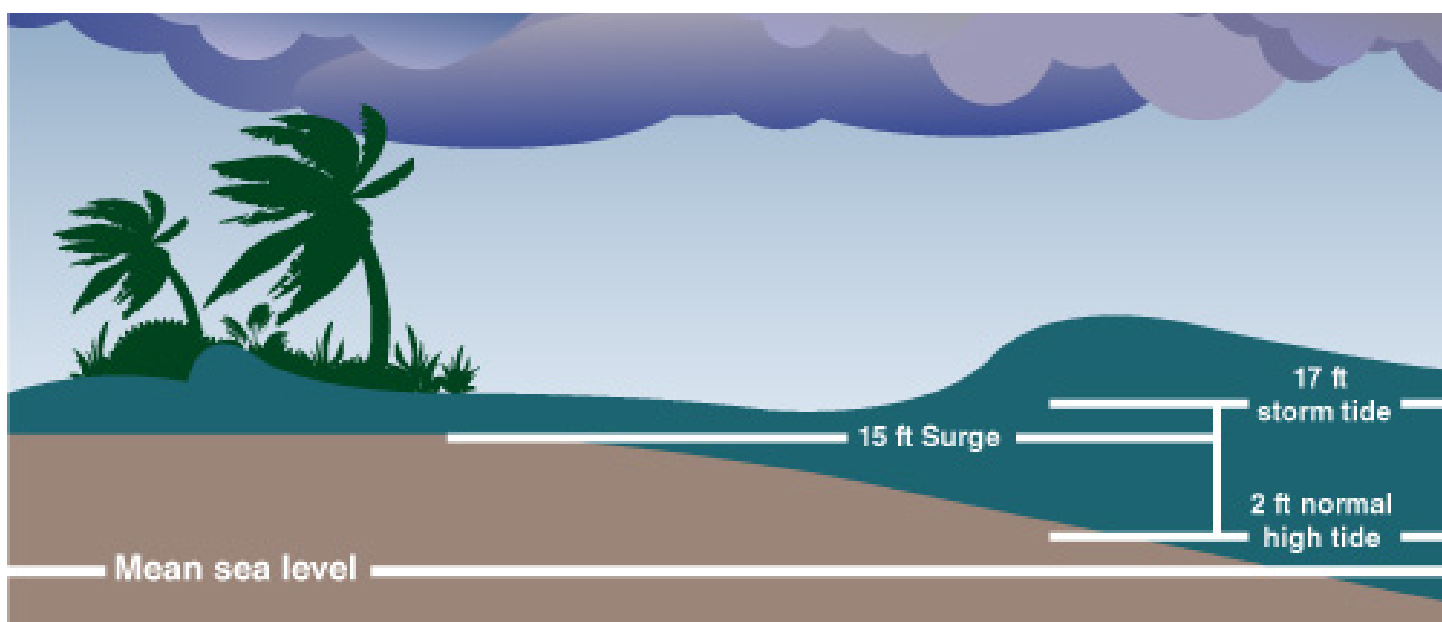


Figure 10.2 - A diagram from the National Oceanic and Atmospheric Association illustrates a storm surge.

warranted, the quality of life for owners and users of historic properties, and the planning horizon for the viability of the building. Incorporating these factors are critical to planning a successful retrofit.

These different scenarios each present specific challenges and varying impacts to historic resources. Therefore, identifying the particular risk for a historic property is critical to planning a successful retrofit. Current threats to the Cape Charles Historic District Overlay include:

- **Storm surge:** This is a threat on the beach and harbor sides of Cape Charles, particularly as substantial storms move into the Chesapeake Bay and displace water into the HDO.
- **Storm water runoff:** This is the greatest threat to the HDO, as storm water from the district runs directly into the Chesapeake Bay; during flood events, particularly during high tide, storm water cannot be shed from the district and settles into low lying areas.
- **Beach erosion:** Shoreline erosion during major storms removes the physical buffer between the Bay and the HDO.

These threats will be further exacerbated by sea level rise in the future, as water levels continue to rise and the threshold for water inundation decreases.

Did you know?

Storm water runoff picks up a number of contaminants like oils, chemicals, bacteria, and trash. With no means of water treatment, these end up in groundwater, rivers, lakes, and oceans. It can also settle in low lying parts of the neighborhood and create potential health issues. Storm water runoff also carries away important nutrients in the ground and sediment that erodes and settles elsewhere.



Figure 10.3 - Beach erosion is becoming a major issue with coastal communities, especially those with buildings close to the shoreline or reliant on beach tourism for income.

10.2 PLANNING FOR FLOOD MITIGATION

Typically, property owners follow FEMA's best practices in development of retrofit designs. However, FEMA has acknowledged that the best practices may at times preclude a building from retaining its historic status or may undermine the physical and architectural integrity of the resource. The guidance documents below set forth FEMA's recognition of the special considerations for retrofitting historic buildings:

- FEMA. ["Reducing Risk to Residential Buildings That Cannot Be Elevated."](#) FEMA P-1037. September 2015.
- FEMA. ["Homeowner's Guide to Retrofitting: Six Ways to Protect Your Home from Flooding."](#) FEMA P-312, 3rd Edition. June 2014.
- FEMA. ["Flood Damage-Resistant Materials Requirements."](#) Technical Bulletin 2. August 2008.
- FEMA. ["Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures."](#) FEMA P-259. January 2012.

10.2.1 RETROFIT ALTERNATIVES

The guidance provided by FEMA for appropriate retrofits acknowledges that historic properties perform differently and, as a result, are not always well



Figure 10.4 - Flooding like the 2017 storm (photographed by the Cape Charles Mirror) could become more common as storms strengthen and sea level rise becomes a persistent issue.

served by recognized best practices. Therefore, they enable localities to either provide exceptions to typical compliance requirements for historic properties, or to provide exemptions to compliance requirements. These guidelines have adopted the Exemption option for Substantial Improvements to historic buildings to be in alignment with the Town of Cape Charles' Floodplain Ordinance. It is important to understand

that the exemption option specifically exempts historic properties from FEMA requirements if the standard FEMA mitigation options are inappropriate for the historic property; and, if the proposed alternative retrofit design is approved by the local Floodplain Manager as providing an adequate level of protection through alternative means.

In order to apply for the Exemption for Substantial Improvements to historic buildings, the applicant must fill out the application form provided by the Town of Cape Charles. In the application, specific details must be provided outlining why meeting the standard requirements of the Floodplain Ordinance would adversely impact the historic nature of the building. Once complete, the application is submitted to the Floodplain Manager, who will determine if the exemption request is reasonable per specific building conditions and analysis of the information provided. If approved by the Floodplain Manager, the retrofit designs for properties in the Historic District Overlay must also be reviewed and approved by the HDRB, based on the guidelines below. If approved by the HDRB, the Floodplain Manager will authorize the exemption and stipulation based on HDRB's findings.

The Design Guidelines presented below encourage adoption of FEMA recommendations when feasible, but recognize alternative retrofits are often necessary for historic properties. The alternative proposals should be well-conceived and justified, and should be monitored for effectiveness after installation.

Guidelines for development and review of alternative retrofit proposals are incorporated below and provide a framework for property owners, design professionals and the HDRB to follow.

10.3 PLANNING FOR FLOOD RETROFITS TO HISTORIC PROPERTIES

The first step for initiating a retrofit design for a designated historic property is to consider the specific property's individual flood risks, the property owner's capacity and goals, and material composition and integrity of the subject resource. The property owner and design team should consider FEMA- and NPS-recommended retrofits, and alternative options, in the following context:

- Establish whether the resource is contributing or noncontributing to determine whether it is eligible for a FEMA exemption
- Assess flood risks for subject property (current and future)
 - Determine timeframe desired for flood protection
- Determine the current damage/deterioration from water inundation and flooding
- Evaluate the magnitude, frequency and duration of future risk for the property
- Consider the long-term outlook for property viability, public policy impacts, and financial capacity of property owner

The first step in project planning is to consider FEMA NFIP-endorsed strategies and approved retrofit options. These options are recognized by federal, state

and local governments as appropriate and are therefore eligible for flood insurance rate reductions and are considered the appropriate starting point for retrofit planning.

Dryproofing* This path envisions protecting the building by preventing water infiltration. This is the default approach for residential buildings that are not eligible for a FEMA exemption. It requires the building to be sealed during flood events and, therefore, is best deployed in scenarios with short and infrequent flood risk, and for properties where it is feasible to prevent water from breaching the exterior envelope.



Figure 10.5 - Flood gates at the building's openings are an example of dryproofing.

Wetproofing* This option is available for properties eligible for the FEMA exemption. It contemplates preventing or minimizing damage by allowing water to freely flow into a building, and ensuring the building materials are durable and resilient against short term water damage. This option is good for properties that are at risk for event-based flooding which cannot be properly dryproofed. Wetproofing is generally more acceptable for non-residential properties, or non-residential first floor spaces.

**Note that there are scenarios where a hybrid of wet- and dry-proofing have been utilized.*



Figure 10.6 - Flood vents that allow water to move under the building is an example of wetproofing.

10.3.1 DESIGN GUIDELINES FOR FEMA/NFIP-APPROVED RETROFIT ALTERNATIVES (FOR CONTRIBUTING & NONCONTRIBUTING RESOURCES)

Basement Fill

1. Determine foundation and building walls possess sufficient structural capacity to accommodate lateral forces introduced with new fill.
2. Determine source of flooding and confirm filling the basement will not invite water to undermine integrity of foundation material.
3. Assess ground water levels to ensure there is no risk of absorption of ground water into foundation walls.
4. Ensure grading promotes runoff away from building (both on site and in larger geographic area).
5. Ensure downspouts and leaders are proper distance from foundation walls.
6. Avoid eliminating holding space for stormwater management (i.e. excess water) by infilling basement without compensating elsewhere on site.
7. Ensure that infill material is reversible.
8. Monitor foundation wall structural integrity and moisture levels for a minimum of 3 months post retrofit.
9. Utilize existing openings in building to introduce infill material. If no openings exist, establish opening in minimally

visible area. Utilize a simple hatch to seal and allow future access for visual inspection.

10. If existing openings must be sealed as a result of basement infill, retain historic features and seal from behind to avoid altering the historic exterior of the building.

Install Flood Vents

1. Evaluate topography to ensure the building is sufficiently high on the site or street to prevent ponding resulting in stagnant water under the building. Avoid installing flood vents on buildings at the low point, as that will invite standing water under the building.
2. Ensure the source of flooding is flowing water that can pass freely post event.
3. Ensure proper grading under crawlspace and around foundation prior to installation of flood vents.
4. Provide a sump pump (if needed) to eliminate excess water below flood vents within crawl.
5. Avoid undermining the structural integrity of the foundation wall when inserting flood vents.
6. Ensure vegetation is properly cut back (and regularly maintained) to prevent vegetative growth into flood vents.
7. When sizing and locating flood vents, minimize the visual impact by concealing

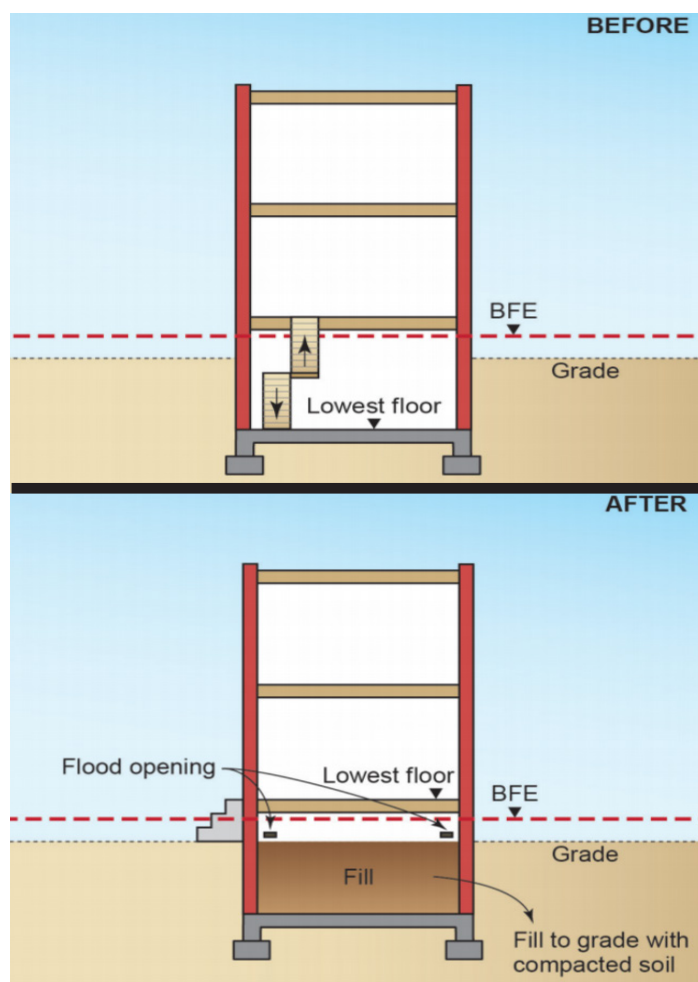


Figure 10.7 - A before and after diagram of basement infill from FEMA's "Reducing Flood Risk to Residential Buildings that Cannot be Elevated" publication.

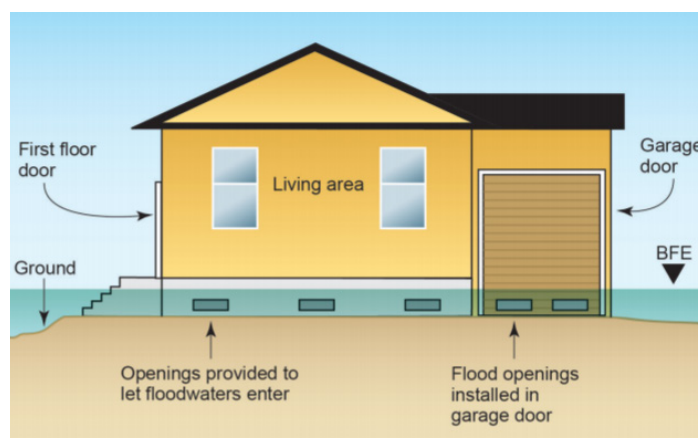


Figure 10.8 - A diagram of flood vents from FEMA's "Reducing Flood Risk to Residential Buildings that Cannot be Elevated" publication.

flood vents behind existing site features and landscaping, or placing them in minimally visible areas.

8. Paint flood vents to match foundation walls to minimize their visual impact.

Raise Mechanical Systems

1. Ensure mechanical systems are well protected above design flood elevation.
2. If necessary, utilize water-resistant components for select vulnerable portions of mechanical systems (e.g., limited sections of waterproof ductwork can be more cost-effective than wholesale system replacement).
3. When feasible, group all elevated mechanical equipment in one location.
4. Situate elevated mechanical systems for minimal visual impact to the historic building by locating on them on secondary elevations and avoiding conflicts with windows, porches, or design features.
5. Where feasible, screen elevated mechanical equipment with appropriate screening materials; for guidance on appropriate screening see [Chapter 8, Site Features and Appurtenances](#).

Raze

It is rarely appropriate to raze a historic building that is structurally-sound and does not present a life safety hazard. If

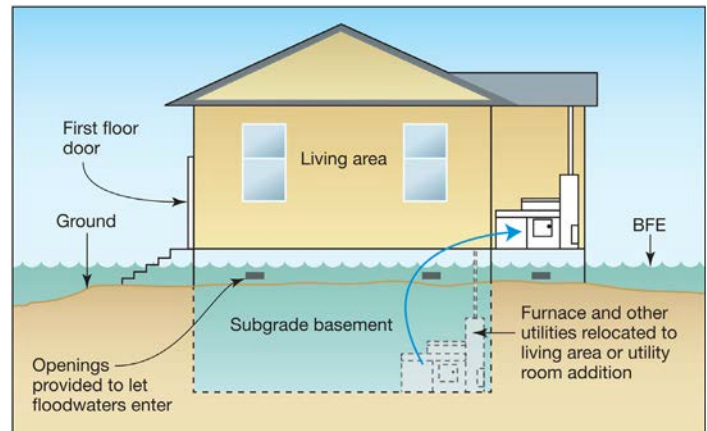


Figure 10.9 - A diagram of raising mechanical systems from FEMA's "Reducing Flood Risk to Residential Buildings that Cannot be Elevated" publication.



Figure 10.10 - Exterior mechanical equipment that needs to be raised should be located out of view from the public right of way and freestanding (top photo). Attaching brackets to a historic building is not recommended as it can strain and damage the structure.

10 FLOOD MITIGATION

attempts to adapt the building to be more resilient against flood events are ultimately unsuccessful, including relocating the building to outside the flood risk area, it may be appropriate for the building to be demolished. In such instances, properly document the assessment of imminent flood risk to the building and the justification for razing, and then follow all guidelines in [Chapter 7, Demolition and Relocation](#).

Elevate

In limited instances, elevating a historic building is appropriate. When evaluating elevation, consider the structural and functional viability of the building along with the frequency and duration of risk, as well as economic analysis. Elevation should only be considered when no other less-invasive solution will adequately protect the building. The visual impact of elevating a building can be mitigated through careful design of the foundation, addressing impacts to first floor features, and consideration of landscape and site planning that reduces visual effect. Furthermore, the overall impact of elevation is related to the magnitude of the elevation. Therefore, carefully consider the extent of the proposed elevation change when considering elevation.



Figure 10.11 - Elevating a historic home significantly alters its appearance and historic materials (top photograph). It is also an extremely costly and delicate procedure and should be a last-resort measure for historic buildings (bottom photograph).

Proposals to elevate should demonstrate consideration of the relationship of the elevated building to existing historic site features (adjacent buildings, walls, fences, etc.). Consideration should also be given to adjacent streetscape, scale, and building patterns.

1. Demonstrate consideration of other alternatives:

- a. Wetproofing
- b. Dryproofing
- c. Relocation of building to another part of site
- d. Limited grading or introduction of offset retaining walls
- e. Green infrastructure solutions

2. General Guidelines:

- a. Maintain appropriate relationship of primary entrances to site
- b. Retain and continue use of existing circulation patterns
- c. Utilize design features and materials in keeping with the building to minimize the impact of elevation on overall visual character
- d. Extend siding over new foundation, if appropriate
 - i. Maintain the relationship of windows to each other and the site
 - ii. Employ design decisions to reduce the visual impact of mass

of the new foundation wall

iii. Utilize proper site and landscape design techniques to reduce required elevation and/or visual impact

- a. Retain and preserve historic staircases, handrails, and porches
- b. Retain and reuse foundation material and detailing
- c. Ensure that the new foundation material and design is of comparable quality to the historic material and design



Figure 10.12 - Concrete block is exposed and a new modern stair/deck is disproportionate to the rest of the building. This is a dramatic and visually intrusive solution.

- d. Consider the relationship of elevated building to adjacent buildings and mitigate visual impacts resulting from elevation
 - e. Retain and extend chimneys
 - f. Retain gardens, walls, and site features
 - g. Retain and preserve historic fenestration patterns
 - h. Ensure eave heights are addressed and visually logical
 - i. Retain and preserve historic stair configuration when such feature is character defining and its preservation is technically feasible
 - j. Protect floor-to-floor relationships to adjacent buildings and structures
3. Consideration of Foundation Details
- a. Utilize material and detailing that is in keeping with the historic foundation
 - i. Salvage and reuse historic foundation material wherever feasible
 - b. Ensure structural members are appropriately located for visual cohesion
 - c. Extend existing elements in design in new foundation design
 - d. When feasible, limit vent locations to secondary elevations and areas with minimal visibility
 - e. For foundations raised over 4'0", incorporate subtle relief in the foundation wall to break up its expanse
 - i. Introduce reveals in brickwork
 - ii. Consider water table or decorative detail
 - iii. If a vent is necessary on the façade, consider a custom-designed cover in keeping with the historic character of the building
4. Consideration of Site Features
- a. Ensure the area under the building remains permeable with the use of sand or dirt, rather than traditional concrete paving.
 - b. Incorporate terraced landscaping to break up the visual impact of elevation
 - c. Consider vegetative screening to reduce the visual impact of higher foundation
 - d. Retain historic site features, circulation patterns, and landscape materials

10.4 GUIDELINES FOR DEVELOPING ALTERNATIVE RETROFITS (FOR HISTORIC BUILDINGS ONLY)

When the FEMA/NFIP alternatives for retrofitting a contributing/historic building for flood resiliency do not adequately address the specific site conditions and building needs, there is an option to apply for an exemption to FEMA/NFIP requirements. The exemption application process is designed to evaluate the appropriateness and effectiveness of the proposed alternative retrofits for the subject property. In other words, it does not exempt a property owner from pursuing retrofits designed to reduce risk; rather, it exempts the property owner from following FEMA-recognized practices when they are inappropriate for a historic building. Prior to considering an alternative retrofit, it is important to confirm that all appropriate preventative maintenance measures have been taken to protect the building from water and flood damage.

1. Maintenance and Repair Items

- a. Evaluate gutters and downspouts for effectiveness. Repair as needed.
- b. Ensure leaders are sufficient in length and pitch to direct water away from the building and its foundation.
- c. Evaluate grading to ensure water is directed away from the building.
- d. Ensure that there is an opportunity



Figure 10.13 - A before (top), during flood (inset), and after elevation (bottom). Notice how the historic building is retained with minimal impact to its appearance. The land has been built up slightly around the property to reduce the height of the lift elevations. Flood vents are strategically placed between the columns, and the new stair is simple in design.

for groundwater and vapor to escape crawl space and foundation walls.

- e. Properly seal and flash any openings in basement or crawl space walls to prevent introduction of water.
- f. Ensure sump pumps are working properly.
- g. Ensure that there is sufficient (2' minimum) clearance of vegetation and impervious material from your foundation wall to facilitate evaporation.
- h. Ensure HVAC drainage is directed away from the building
- i. Remove moisture/vapor barriers where inappropriate,
- j. Where feasible, replace a failing moisture barrier with a vapor-permeable membrane
- k. Install perimeter drain where needed

2. Design Guidelines for Alternative Retrofits

- a. Document the local, state, and/or National Register designation of historic building.
- b. Document the flood zone and base flood elevation (BFE) for the historic building.
- c. Document the flood risk and/or damage occurring to the historic building.
- d. Document the detrimental impacts or inadequacy of FEMA/NFIP-

approved retrofits to address specific flood risks and damage for the historic building.

- e. Provide proposed alternative retrofits, including design details, materials, and anticipated outcomes.
- f. Provide justification for how the proposed retrofit specifically addresses documented risk to building.
- g. Provide justification for how design of the retrofit protects the historic integrity and character of the building.
- h. Provide information about how the proposed retrofit meets the building treatment Design Guidelines found in Chapter 5, Contributing/Historic Building Treatment. If any elements deviate, address why those incongruencies are necessary to address flood risk.

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CAPE CHARLES HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES



A APPENDICES

APPENDIX A - GLOSSARY

A

ABUT: To be next to or have a common boundary or wall with; to touch or lean on.

ADAPTIVE REUSE: A use for a structure other than its historic use, normally entailing some modification of the structure.

AMERICAN BOND: See Bond (Masonry)

APPURTENANCE: An accessory or other item associated with a particular activity; in the context of design guidelines, these include, but are not limited to: fuel tanks, water heaters, meters, satellite dishes or antennae, small cell facilities, exterior mechanical units (like air-conditioning units), and modern conveniences like trash containers.

ARCHED DOOR: A door construction with a curve or rounded top; will vary in shape from semi-circular and semi-elliptical arches to bluntly or acutely pointed arches.

ARCHED WINDOW: A window construction with a curve or rounded top; will vary in shape from semi-circular and semi-elliptical arches to bluntly or acutely pointed arches.

ARCHITRAVE: The lower member of the entablature; the beam that spans from column to column, resting directly upon their capitals.

APRON: See Windows, Parts of

ARCHITECTURAL STYLE: A set of characteristics and features that make a building or other structure notable or historically identifiable.

ASYMMETRICAL: Having parts that fail to correspond to one another in shape, size, or arrangement; lacking symmetry.

AUTHENTIC OR TRUE DIVIDED LITES (ADL OR TDL): See Windows, parts of

AWNING: A sheet of canvas or other material stretched on a frame and used to keep the sun or rain off a storefront, window, doorway, or deck.

AWNING WINDOW: Windows that are hinged on the top and open outward from the bottom, allowing for ventilation and protection from the rain.

B

BALCONY: A projecting platform on a building, sometimes supported from below, sometimes cantilevered; enclosed with a railing or balustrade.

BALUSTER: One of a number of short vertical members, often circular in section, used to support a stair handrail or a coping.

BALUSTRADE: An entire railing system (as along the edge of a balcony) including the top rail and its balusters, and sometimes a bottom rail.

BATTEN: A narrow strip of wood applied to cover a joint along the edges of two parallel boards in the same plane; a strip of wood fastened across two or more parallel boards to hold them together.

BATTEN DOOR: A wood door without stiles which is constructed of vertical boards held together by horizontal battens on the back side.

BAY: The regular spacing of windows and doors.

BAY WINDOW: The window of a protruded bay; commonly the windowed bay itself, rising from the ground for one or more stories.

- **BOX BAY WINDOW:** A window shaped like a box, generally a rectangular one, protruding from the face of a building. With flat sides, a flat front, and some sort of roof, it is a common style of bay window.
- **ORIEL WINDOW (CANTILEVERED BAY WINDOW):** A bay window that projects from an upper floor, often supported from below with corbels or brackets.

BEAD JOINT: See Mortar

BELT COURSE (STRINGCOURSE OR SILL COURSE): A horizontal board across or around a building; usually a flat wood member with a molding.

BOX BAY WINDOW: See Bay Window

BRACKET: Any overhanging member projecting from a wall or other body to support a weight (such as a cornice) acting outside the wall.

BOND (MASONRY): A pattern formed by the way in which masonry is laid. Depending on the arrangement that the bricks are laid (header and stretcher side front) in each row (or course), it will create a specific pattern, described with the below terms:

- **COURSE:** An individual row of masonry construction
- **HEADER:** The short side of the brick face
- **STRETCHER:** The long side of the brick face
- **ENGLISH BOND:** A masonry bond with alternate courses of headers and stretchers
- **FLEMISH BOND:** A masonry bond where each course consists of an alternating pattern of headers and stretchers; each header is centered with respect to the stretcher in the course above and below.
- **STRETCHER BOND:** A masonry bond where all courses are made up of stretcher-laid bricks and the mortar joint of two bricks lines up with the center of the masonry above and below it.
- **AMERICAN BOND:** A masonry bond made up of multiple stretcher courses with a course of headers laid at regular intervals between the stretcher courses: typically, 3, 5, or 7 stretcher course will run between one header course.

BROKEN PEDIMENT: A pediment in architecture that has been split apart at its apex or at the center of its base. When broken at its apex, the gap is often filled with an urn, a cartouche, or other ornament.

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BUNGALOW: A general term for a small, one-to one-and-a-half story rectangular house, usually sited perpendicular to the street, typically with some Craftsman detailing and a wide front porch.

C

CASEMENT WINDOW: A movable window, wood or metal framed, with hinges or pivots at the upright side of the vertically hung sash, so that it opens outward or inward along its entire length in the manner of a door.

CAPITAL: The topmost member, usually decorated, of a column or pilaster.

CASING: See Windows, Parts of

CERTIFICATE OF APPROPRIATENESS (COA): A certificate issued by the town indicating its approval of plans for alteration, construction, removal, or demolition of a landmark or of a building within the historic district.

CHAMFERED POST: A square post that has cut aways at the corners or right-angles to make a symmetrical sloping edge; often the chamfer edge does not extend fully to the top and bottom of the post

CHARACTER-DEFINING FEATURE: A prominent or distinctive aspect, quality, or characteristic of an historic property that contributes significantly to its physical character. Structures, objects, vegetation, spatial relationships, views, furnishings, decorative details, and materials may be such features.

CLADDING: A layer of material that is placed on a built structure or on any surface.

CLIPPED GABLE (ROOF): See Roof Type

COLONIAL STYLE GUTTERS (K-STYLE GUTTERS): See Gutter (Gutter Styles)

COLUMNS: See Orders

COMPATIBLE: Able to exist or occur together without conflict; in harmony with surroundings.

COMPLEX (ROOF): See Roof Type

COMPOSITE (COLUMN): See Order

CONCAVE JOINT: See Mortar

CONDITION: The physical state of a structure or its components.

CONDITION ASSESSMENT: An evaluation of the physical condition of a structure, distilled by elements and details, with a description of deteriorated areas and the cause for deterioration.

CONDITION ASSESSMENT REPORT: A formal report which presents the condition assessment data. This report may cover the entire historic structure or a single feature or system.

CONTEMPORARY YET COMPATIBLE: A principle that encourages contemporary designs that are compatible with the scale, massing, form, materials, color, and texture of an historic structure in order to differentiate modern elements from historic.

CONTEXT: The setting in which an historic element, site, building, structure, street, or district exists.

CONTRIBUTING RESOURCE: A building, site, structure, or object adding to the historic significance of a property.

CORINTHIAN (COLUMN): See Orders

CORNICE: The exterior trim at the top of a wall where it meets the roof.

COURSES: See Bond (Masonry)

CULTURAL LANDSCAPE: A geographic area, including both cultural and natural resources and the wildlife or domestic animals therein, associated with an historic event, activity, or person exhibiting other cultural or aesthetic values.

CULTURAL RESOURCE: An aspect of a cultural system that is valued by or significantly representative of a culture or that contains significant information about a culture. A cultural resource may be a tangible entity or a cultural practice. Tangible cultural resources are categorized as districts, sites, buildings, structures, and objects for the National Register of Historic Places and as archaeological resources, cultural landscapes, structures, museum objects, and ethnographic resources for NPS management purposes.

CULTURAL RESOURCE MANAGEMENT (CRM): The range of activities aimed at understanding, preserving, and providing for the enjoyment of cultural resources. It includes research related to cultural resources, planning for actions affecting them, and stewardship of them in the context of overall operations. It also includes support for the appreciation and perpetuation of related cultural practices, as appropriate.

CUPOLA: A small rooftop structure, often decorative but able to provide ventilation and light to the center of the house.

CYCLICAL MAINTENANCE PLAN: A routine plan of maintenance to a building and site that helps preserve and retain its features. All materials, historic and modern, should have a cyclical maintenance plan where they are inspected, cleaned, repaired, and treated for any damage found. This will help to prolong the life of the material.

D

DECK: Any structure which serves as a raised horizontal platform or floor constructed of wood or other materials, without enclosing walls or roofs; generally attached to a house or building, but may be stand-alone as well.

DEFINING CHARACTERISTIC: See Character-Defining Feature

DENTILS: A band of small, square, tooth-like block forming part of the characteristic ornamentation of a cornice or column; generally seen in Federal, Greek Revival, and Classical Revival style architecture.

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DESIGN GUIDELINES: Criteria which provide direction to projects regarding design, and help to ensure that rehabilitation projects and new construction respect the character of designated buildings and districts and appropriately manage change.

DIVIDED LITES: See Window, Parts of

DORIC (COLUMN): See Orders

DORMER: A small gable or shed projecting from a sloped roof containing a window to bring light and ventilation into an attic or upper floor.

DOWNSPOUT: See Gutter (Gutter Styles)

DRIP CAP: See Windows, Parts of

DRIP MOLD: An external moulded projection from a wall over an opening to throw off rainwater; any molding so formed and located as to act as a drip.

DUTCHMAN PATCH: An inset wood patch used to repair wood. Typically, a square inset is cut into the damaged area and a new piece of wood is glued into the inset.

E

EASEMENT: A voluntary legal agreement, typically in the form of a deed, which permanently protects a significant historic property. Since it is a perpetual easement, an owner is assured that the property's historic character will be preserved.

EAVES: The lower edge of a pitched roof that extends past the supporting wall, particularly the underside.

ELLIPTICAL FANLIGHT: A window above a door or another window that is semi-elliptical, with glazing bars radiating out like a fan.

ENGLISH BOND: See Bond (Masonry)

ENTABLATURE: The elaborated beam member carried by the columns, generally divided horizontally into three sections (architrave, frieze, and cornice).

EPOXY WOOD FILLER: A filler product used to restore historic wood by filling gouges, dents, scratches, cracks, or holes made by wear and tear. It forms a strong bond permanently with wood fibers.

EXTERIOR INSULATION AND FINISH SYSTEM (EIFS): A general class of non-load bearing building cladding systems that provides exterior walls with an insulated, finished surface in an integrated composite material system.

F

FAÇADE: The main exterior wall of a building, usually at the front or entry wall.

FANLIGHT (FAN): An arched window over the main entrance, often with radial muntins suggesting a fan or sunburst.

FASCIA: A continuous flat band or molding parallel to the surface that it ornaments and is either projecting from or slightly receding into it.

FEMA: The Federal Emergency Management Agency is an agency of the United States Department of Homeland Security whose purpose is leading the Nation's efforts to prepare for, protect and mitigate against, respond to, and recover from the impacts of natural disasters and man-made incidents or terrorist events.

FENESTRATION: The arrangement and design of windows (or other openings) in a building.

FINIAL: An ornamental cap which terminates the point of a roof end, spire, pinnacle, gable end, canopy, etc.

FISH SCALE PATTERN: Overlapping rows of shaped tiles or shingles that resemble overlapping fish scales; commonly seen on roofs or as part of a decorative siding feature.

FIXED WINDOW: A standard window that is not operational. It will not have a handle, hinges, or an operable hardware.

FLEMISH BOND: See Bond (Masonry)

FLUSH JOINT: See Mortar

FORM: The shape or configuration of a building

FOURSQUARE: A general term for a two-and-one-half-story rectangular or square house, with a low-pitched hipped roof, often with a deep entry porch and centered main entrance. The plan often features four square rooms per floor and usually features elements of specific architectural styles, like Craftsman or Colonial Revival.

FRAME: See Windows, Parts of

FRIEZE: The middle horizontal member of a classical entablature, above the architrave and below the cornice. A similar decorative band in a stringcourse, or near the top of an interior wall below the cornice.

FRONT GABLE (ROOF): See Roof Type

FULL-WIDTH PORCH: See Porch Type

G

GABLE (ROOF): See Roof Type

GAMBREL (ROOF): See Roof Type

GAZEBO: A freestanding, open garden structure, sometimes hexagonal or octagonal in shape, with a roof.

GINGERBREAD: The highly decorative woodwork applied to the cornice, brackets, or other trim pieces of Victorian-era houses

GRILLES BETWEEN GLASS (GBG): See Window, Parts of

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GUTTER (GUTTER STYLES): The system that drains water away from a building, protecting siding, windows, doors, and foundations from damage. There are numerous styles of gutters that are termed from their profiles.

- **DOWNSPOUT:** The vertical portion of a gutter that directs water to the ground and away from the foundation.
- **COLONIAL STYLE GUTTERS (K-STYLE GUTTERS):** A gutter with a decorative profile that has a flat top and bottom with a curved middle, vaguely resembling a "K".
- **HALF-ROUND STYLE GUTTER:** A gutter that is semi-circular in profile.

H

HALF-HIPPED/CLIPPED GABLE/JERKINHEAD (ROOF): See Roof Type

HALF-ROUND STYLE GUTTER: See Gutter (Gutter Styles)

HARDSCAPE: The "hard" features of a landscape which are normally heavier, unchanging objects such as gravel, paving, and stone; these make up elements such as walkways, patios, driveways, etc.

HEAD: See Window, Parts of

HIPPED (ROOF): See Roof Type

HISTORICAL: Of or concerning history; concerning past events.

HISTORIC AMERICAN BUILDING SURVEY (HABS) OR HISTORIC AMERICAN ENGINEERING RECORD (HAER): Architectural and engineering documentation

programs that produce a thorough archival record of buildings, engineering structures, and cultural landscapes significant in American history and the growth and development of the built environment.

HISTORIC CHARACTER: The sum of all visual aspects, features, materials, and spaces associated with a property's history.

HISTORIC DISTRICT: A geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, landscapes, structures, or objects, unified by past events or aesthetically by plan or physical developments. A district may also be composed of individual elements separated geographically but linked by association or history.

HISTORIC PRESERVATION TAX INCENTIVES: A national program created to encourage private sector investment in the rehabilitation and reuse of historic buildings. Also known as Historic Rehabilitation Tax Credits, these are dollar-for-dollar reductions in income tax liability for taxpayers who rehabilitate historic buildings.

- **Federal Rehabilitation Tax Credits:** A 20% income tax credit for the rehabilitation of historic, income-producing buildings that are determined by the Secretary of the Interior, through the National Park Service, to be "certified historic structures." The State Historic Preservation Offices and the National Park Service review the rehabilitation work to ensure that it complies with the Secretary's Standards for

Rehabilitation, while the Internal Revenue Service defines qualified rehabilitation expenses on which the credit may be taken.

- **Virginia State Rehabilitation Tax Credits:** A 25% income tax credit for the rehabilitation of historic owner-occupied and income-producing buildings that are determined by the State Historic Preservation Office to be “certified historic structures.” The State Historic Preservation Office reviews the rehabilitation work to ensure that it complies with the Secretary’s Standards for Rehabilitation, while the Virginia Department of Taxation defines qualified rehabilitation expenses on which the credit may be taken.

HISTORIC PROPERTY: Any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places maintained by the Secretary of the Interior. This term includes artifacts, records, and remains that are related to and located within such properties. The term includes properties of traditional religious and cultural importance to an Indian tribe or Native Hawaiian organization and that meet the National Register criteria.

HISTORIC SIGNIFICANCE: The meaning or value ascribed to a structure, landscape, object, or site based on the National Register criteria for evaluation. It normally stems from a combination of association and integrity.

HOPPER WINDOW: Windows that tilt inward from the top; commonly used in basements.

HORIZONTALITY: The sense of length over height in construction.

INFILL: New construction in historic districts on vacant lots or to replace existing buildings.

IN-KIND: The replacement of historic fabric with new material that matches the historic detail, configuration, appearance and fabric as closely as possible.

INTEGRITY: The authenticity of a property’s historic identity, evidenced by the survival of physical characteristics that existed during the property’s historic period.

IONIC (COLUMN): See Orders

JAMB: See Window, Parts of

JERKINHEAD (ROOF): See Roof Type

JIGSAW ORNAMENT: A decorative piece, usually woodwork, that is made with a jigsaw, band saw, or scroll saw. It is more easily mass-produced in contrast to hand-carved or turned-wood products.

JALOUSIE WINDOW: Windows that are composed of glass or acrylic panels set parallel in a frame.

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K

KNEE WALL: A short wall, usually no taller than 3 feet in height, that runs along the bottom of a storefront window.

L

LANDSCAPE: The arrangement of features of an area of land for aesthetic and/or practical reasons; often divided into two major components: hardscape (the non-living elements, such as pavers) and softscape (the living elements, such as lawns flowers, trees, etc.)

LINTELS: A horizontal structural support used to span an opening in a wall or between two vertical supports; frequently found over windows and doors and are generally used for load-bearing purposes, but can also be decorative.

LOUVERED SHUTTERS: A type of shutter that has horizontal slots to prevent rain, direct sunlight, and noise.

LUNETTE: A crescent-shaped or semi-circular area on a wall or vaulted ceiling, framed by an arch or vault; it can have an opening or window in the area.

M

MAINTENANCE: Upkeep of property or equipment either on a regular basis or as a non-recurring event.

MANSARD (ROOF): See Roof Type

MASONRY: The art and craft of building and fabricating in stone, clay, brick, or concrete block; often used to describe poured concrete building as well.

MASSING (BUILDING MASS): The exterior sculptural composition of the volume of a building; comprised of shape, form, and size.

MEDIUM DENSITY FIBERBOARD (MDF): A manufactured product composed of wood fibers mixed with resin and wax, and pressed into flat panels under high temperatures and pressure.

METAL ROOF TYPES: There are two general types of metal roofs: pressed tin and metal standing seam; the first is tin metal that is pressed with a design and installed as sheets on a roof whereas the second is metal panels interlocked together at the edges to form a seam which stands vertically and perpendicular to the roof face.

MOLDING: A member of construction or decoration so treated as to introduce varieties of outline or contour in edges or surfaces, whether on projections or cavities, as on cornices, capitals, bases, door and window jambs, and heads, etc. It is generally divided into three types: rectilinear, curved, and composite-curved.

MORTAR: A material used in masonry construction to fill the gaps between the bricks and blocks; a mixture of sand, a binder such as cement or lime, and water that is applied as a paste which then sets hard.

- **MORTAR JOINT:** The spaces between brick, concrete blocks, or glass blocks, that are filled with mortar or grout.
- **BEADED JOINT:** A recessed mortar joint in the form of a quirked bead; a joint with a raised bead in the center that often projects past the surface of the brick or stone.
- **CONCAVE JOINT:** A recessed masonry joint, formed in mortar by the use of a curved steel jointing tool; very effective in resisting rain penetration.
- **EXTRUDED JOINT:** This joint design requires no tooling and is formed naturally as excess mortar is squeezed out from between the bricks.
- **FLUSH JOINT:** A masonry joint in which an excess of mortar is applied then a trowel is held flat against the masonry surface and moved along the surface, so as to cut away the excess mortar.
- **RAKED JOINT:** A masonry joint made by removing the surface of mortar while it is still soft with a square-edged tool.
- **STRUCK JOINT:** A masonry joint in which the mortar between two courses of bricks is sloped inwards so as to be flush with the surface of one but below that of the other.
- **WEATHERED JOINT:** A masonry joint in which the mortar is sloped outward from the upper edge of the lower brick, so as to shed water readily; formed by pressing the mortar inward at the upper edge of the joint.
- **WEEPING JOINT:** Similar to extruded

joints, where the mason puts extra mortar on the bed joint and pressed down on the brick to get the mortar to weep out.

MULLION: See Windows, Parts of

MUNTIN: See Windows, Parts of

N

NATIONAL HISTORIC PRESERVATION ACT (NHPA): Declares a national policy of historic preservation, including the encouragement of preservation on the state and private levels; authorizes the Secretary of the Interior to expand and maintain a National Register of Historic Places including properties of state and local as well as national significance; establishes the Advisory Council on Historic Preservation; requires federal agencies to consider the effects of their undertakings on National Register properties and provide the Advisory Council opportunities to comment (§106).

NATIONAL PARK SERVICE (NPS): A bureau of the U.S. Department of the Interior which is responsible for the preservation of natural and cultural resources.

NATIONAL REGISTER OF HISTORIC PLACES (NRHP): The United States' official list of buildings, structures, sites, objects, and districts that embody the historical and cultural foundations of the nation, established in 1966 and managed by the National Park Service.

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APPENDIX A

NONCONTRIBUTING RESOURCE: A building, site, structure, or object that does not add to the historic significance of a property, or is not historic.

NFIP: The National Flood Insurance Program provides flood insurance to property owners, renters, and businesses, and having this coverage helps them recover faster when floodwaters recede. It works with communities required to adopt and enforce floodplain management regulations that help mitigate flooding effects.

O

OFFSET: A horizontal ledge on the face of a wall, formed by a diminution of its thickness, or by the weathering or upper surface of a part built out from it; a set-off.

ORDERS: Classical design principles that determine the proportions, size, and shape of columns and entablature. Order include: Greek Orders (Doric, Ionic, Corinthian) and Roman Orders (Tuscan & Composite)

ORIEL WINDOW (CANTILEVERED BAY WINDOW): See Bay Window

ORNAMENTAL: Applied embellishment in various architectural styles that is a distinguishing characteristic of the building.

ORNATE: Elaborately ornamented.

P

PANE: See Windows, Parts of

PANELED: A portion of a flat surface recessed or sunk below the surrounding area, distinctly set off by molding or some other decorative device.

PARAPET: A low guarding wall at any point of sudden drop, as at the edge of a terrace, roof, battlement, balcony, etc.; in an exterior wall, the part entirely above the roof.

PARTIAL-WIDTH PORCH: See Porch Type

PAVILION: A detached or semi-detached building used for entertainment or for specialized activities; on a facade, a prominent portion usually central or terminal, identified by projection, height, and special roof forms.

PEDIMENT: A triangular, gently sloped gable over the entablature on a Classical building. It may be used as a style element, where it is placed over doors and windows, or above porches and pavilions.

PENDANT: A suspended feature or hanging ornament.

PENT: A secondary, shed-roofed structure added against the main house.

PENT (ROOF): See Roof Type

PERGOLA: A garden structure with an open wooden-framed roof, often latticed, supported by regularly spaced posts or columns; the structure, often covered by climbing plants such as vines or roses, shades a walk or passageway; a colonnade which has such a structure.

PERIOD OF SIGNIFICANCE: The span of time in which a property attained the significance for which it meets the National Register criteria.

PIER: A column designed to support concentrated loads; a member, usually in the form of a thickened section, which forms an integral part of a wall; usually placed at intervals along the wall to provide lateral support or to take concentrated vertical loads.

PORCH TYPE:

- **FULL-WIDTH:** A porch that extends the full width of a building or house, but not the full-height of the building.
- **PARTIAL-WIDTH:** A porch that extends part of the width of a building, and not the full-height of the building.
- **WRAP-AROUND:** A porch that “wraps around” more than one side of a building or house; most commonly on two or three sides.

PORTICO: A porch or covered walk consisting of a roof supported by columns.

PRESERVATION: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-

required work to make properties functional is appropriate within a preservation project.

PRESERVATION MAINTENANCE: Action to mitigate wear and deterioration of an historic property without altering its historic character. Action includes protecting its condition, repairing when its condition warrants with the least degree of intervention including limited replacement in-kind, replacing an entire feature in-kind when the level of deterioration or damage to materials precludes repair, and stabilization to protect damaged materials or features from additional damage. For archaeological sites it includes work to moderate, prevent, or arrest erosion.

PRESSED METAL (ROOF): See Metal Roof Type

PROJECTION: Any component, member, or part which juts out from a building.

PURLIN: A horizontal beam along the length of a roof, resting on a main rafter and supporting the common rafters or boards.

PYRAMIDAL (ROOF): See Roof Type

Q

QUOIN (CORNER): A hard stone or brick used, with similar ones, to reinforce an external corner or edge of a wall or the like; often distinguished decoratively from adjacent masonry; may be imitated in non-load-bearing materials.

R

RAIL: See Windows, Parts of

RAILING: A structure made of a rail, often connecting a series of upright members, that is used as a guard or barrier or for support, as on a balcony or next to a staircase.

RAKED JOINT: See Mortar

RAFTER TAILS (RAFTER ENDS): The visible extensions of the building's rafters, the interior members that support the roof.

READING (A BUILDING): The assessment of a building by recognizing specific characteristics, ornamentation, and building construction that will identify the key attributes of its architectural style. Used in historic preservation to specify key characteristics that should be maintained during a project.

RECONSTRUCTION: The act or process of depicting, by means of new work, the form, features, and detailing of a non-surviving historic structure or any part thereof, for the purpose of replicating its appearance at a specific time in its historic location.

REHABILITATION: The act or process of making possible an efficient compatible use for an historic structure or landscape through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural and architectural values.

RESTORATION: The act or process of accurately depicting the form, features, and character of an historic structure as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

RIDGE BEAM (OR RIDGE POLE): The longitudinal beam at a roof's ridge that receives the rafters.

ROOF PITCH: This refers to height over run, or the steepness of a roof quantified as a ratio. Also known as slope, it is generally in terms of how many inches the roof rises for every 12 inches in depth; more simply identified as flat, low-pitched (typically below 4/12), normal-pitched (typically between 4/12 and 9/12), or steep-pitched (typically above 9/12).

ROOF TYPE:

- **GABLE ROOF:** A roof of two equal slopes joined to create a gable at each end
 - **CROSS-GABLE ROOF:** A gable intersecting the main roof at right angles, typically over the front entry.
 - **FRONT GABLED ROOF:** Having the house entry and a gable end facing the street, with eaves on the sides
 - **SIDE GABLED (OR END GABLED) ROOF:** Having the house entry and an eave side facing the street, with gables on the sides.
 - **DUTCH GABLE ROOF:** Hybrid of hipped and gable with the gable (wall) at the top and hipped lower down

- **GAMBREL ROOF:** A usually symmetrical two-sided roof with two slopes on each side. Generally, the upper slope is positioned at a shallow angle, while the lower slope is steep.
- **HALF-HIPPED/CLIPPED GABLE/JERKINHEAD ROOF:** The end of a roof that is hipped (sloped) for only part of its height, leaving a truncated gable.
- **HIPPED ROOF:** A gabled roof “beveled,” or hipped, at both ends so that it slopes toward the peak from all sides.
- **MANSARD ROOF:** Having two slopes on every side of a building, the lower slope being considerably steeper than the upper.
- **PYRAMIDAL ROOF:** A hipped roof of four roughly equal sides meeting at the top in a pyramid.
- **COMPLEX ROOF:** A blend of more than one roof type.
- **PENT ROOF:** A secondary, shed-roofed structure added against the main house; a small roof or hood over an entry or window.
- **SHED ROOF:** A roof having only one sloping plane and no hips, ridges, or valleys.

ROOF-WALL JUNCTION: Describing how the roof meets the wall, generally where the wall meets the vertical portion of a gable; it is either enclosed, where the gable wall is separated by the wall by a section of roof, or continuous where the wall runs into the gable wall without separation.

S

SASH: See Windows, Parts of

SASH CORD: See Windows, Parts of

SASH PULLEY: See Windows, Parts of

SASH WEIGHT: See Windows, Parts of

SCALE: The proportion used in determining the relationship of a representation to that which it represents. To draw or reproduce in accordance with a particular proportion or scale.

SECRETARY OF INTERIOR’S STANDARDS FOR REHABILITATION: The set of standards that are regulatory for historic rehabilitation tax credit projects and are applied to all certified historic structures (interior and exterior) as well as the site and related new construction. (SOIS-Rehab)

SETBACK: A step-like recession in the profile of a building or the distance by which a building or part of a building is set back from the property line.

SETTING: The physical environment of an historic property; the character of the place in which the property played its historical role.

SHAKE: Any thick hand-split shingle or clapboard, usually edge-grained; formed by splitting a short log into tapered radial sections.

SHED (ROOF): See Roof Type

A

APPENDIX A

SHOP DRAWINGS: Drawings submitted by the construction contractor or a subcontractor at any tier or required under a construction contract, showing in detail: the proposed fabrication and assembly of structural elements; the installation (i.e., form, fit, and attachment details) of materials or equipment; or both.

SHUTTERS: See Windows, Parts of

SIDE GABLE (ROOF): See Roof Type

SIDELIGHT: A set of windows that flank a door.

SIDING: The finish covering of an exterior wall of a frame building.

SILL: See Windows, Parts of

SIMULATED DIVIDED LITES (SDL): See Windows, Parts of

SITE: An area of land on which a building or a group of buildings is located within.

SKYLIGHT: Roof opening covered with translucent or transparent glass or plastic designed to admit daylight.

SLATE TILE: Tile, either used in roofing material or paving/interior flooring material, which is a natural stone of metamorphic rock.

SLIDING WINDOW: Horizontal windows, with sashes that slide back and forth rather than up and down like more traditional windows.

SPACE BAR: See Windows, Parts of

SPINDLEWORK: Decorative trim around a porch.

STAINED GLASS: The colored glass used for making decorative windows and other objects through which light passes.

STANDING SEAM (ROOF): See Metal Roof Type

STATE HISTORIC PRESERVATION OFFICE (SHPO): State Historic Preservation Officers (SHPOs) administer the national historic preservation program at the state level, review National Register of Historic Places nominations, maintain data on historic properties that have been identified but not yet nominated, and consult with federal agencies during Section 106 review (federal agencies seek the views of the appropriate SHPO when identifying historic properties and assessing effects of an undertaking on historic properties). In most cases, the governor of their respective state or territory designates SHPOs.

STEWARDSHIP: The cultural and natural resource protection ethic of employing the most effective concepts, techniques, equipment, and technology to prevent, avoid, or mitigate impacts that would compromise the integrity of resources.

STRETCHER BOND: See Bond (Masonry)

STICK-WORK: Bands of wood trim applied horizontally, vertically, or diagonally to the exterior wall surfaces of a building.

STILE: See Windows, Parts of

STREETSCAPE: The appearance of view of a street.

STOOL: See Windows, Parts of

STRUCK JOINT: See Mortar

STUCCO: An exterior finish, usually textured; composed of Portland cement, lime, and sand, which are mixed with water; a fine plaster used for decorative work or moldings.

STREETSCAPE: The appearance or view of a street and its surrounding landscape, buildings, and structures.

SUSTAINABILITY/SUSTAINABLE DESIGN PRACTICES: Sustainable Design Practices allow for use and enjoyment by the current generation, while ensuring that future generations will have the same opportunities. Sustainable Design Practices include those choices, decisions, actions and ethics that will best achieve ecological/biological integrity; protect qualities and functions of air, water, soil and other aspects of the natural environment; and preserve human cultures.

SYMMETRY (SYMMETRICAL): The reflection of shared forms, shaped, or angles across a central line or point called the axis.

T

TAPER/TAPERED: A gradual diminution of thickness in an elongated object.

TOWER: A building or part of a building characterized by its relatively great height.

TRACERY (WINDOW): the curvilinear openwork shapes of stone or wood creating a pattern within a window, or an opening of similar character, in the form of mullions which are usually so treated as to be ornamental.

TRANSOM (WINDOW): A window above a door or opening.

TRIM: The molding or millwork used to frame windows, doors, walls, floors, or ceilings of a building.

TRIPARTITE WINDOW: A grouping of three window units; usually the middle window is larger than the side windows; commonly found in a Palladian window, which consists of a round arch window flanked by narrow, rectangular windows on the sides.

TURNED POST: A post having a circular or curved outline, such as a column, balusters, etc.; usually cut on a lathe, although some shapes are cut by hand

TUSCAN (COLUMN): See Orders

U

UNADORNED: Lacking ornamentation.

USE: How the structure will be utilized following realization of its ultimate treatment. The function(s) the structure will serve and the activities which will take place within the structure.

V

VERNACULAR ARCHITECTURE: The common building style of a period or place based on regional forms and materials.

VERTICALITY: the sense of height over length in construction.

VICTORIAN: Refers to styles that emerged in the period between 1830 and 1910, during the reign of Queen Victoria in Great Britain. The era spawned several well-known styles including Gothic Revival, Italianate, Second Empire, Queen Anne, Stick, Romanesque, and Shingle Styles.

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES (VDHR OR DHR): A state agency under the Department of Natural Resources, which acts as the State Historic Preservation office in Virginia.

VIRGINIA LANDMARKS REGISTER (VLR): Virginia's official list of properties important to state history, established in 1966 and managed by the Department of Historic Resources.

W

WEATHERBOARD SIDING: A thin board, with a groove (rabbet) along the front of its top edge and along the back of its lower edge that is fixed horizontally with another to form an exterior cladding on a wall or roof.

WEATHERED JOINT: See Mortar

WEATHER STRIPPING: The process of sealing openings such as doors and windows from the elements. The term can also refer to the materials used to carry out such a sealing process.

WEEP HOLES: A passage for water to escape a building envelope.

WORKMANSHIP: The physical evidence of the crafts of a particular culture or people; the techniques and skills necessary to execute or construct a particular detail or feature.

WINDOWS, PARTS OF:

- **SASH:** The frame of a window holding the glass, which may be fixed or movable, swinging (casement) or vertical sliding (single-, double-, or triple-hung).
- **STILE:** The vertical sash members.
- **RAIL (MEETING RAIL):** The horizontal sash members.
- **DIVIDED LITES:** The division of light by the use of muntin bars.
 - **MULLION:** a vertical bar between the panes of glass in a window.
 - **MUNTIN:** a vertical bar between the panes of glass in a window.
 - **AUTHENTIC OR TRUE DIVIDED LITES (ADL OR TDL):** Single or insulating glass, individually glazed between the muntin bars.
 - **SIMULATED DIVIDED LITES (SDL):** Muntins permanently adhered to the interior and exterior of the glass.
- **FRAME:** The framework that surrounds and supports the entire window system, consisting of head, jamb, and sill.

- HEAD: The main horizontal portion at the top of a window frame.
- JAMB: The main vertical portion at the sides of a window frame.
- SILL: The main horizontal portion at the bottom of a window frame; a ledge forming the bottom part of a window.
- APRON: A piece of casing or decorative trim installed against the wall immediately beneath the stool of a window
- STOOL: A horizontal trim member that laps the window sill above the apron and extends beyond the interior casing.
- CASING: the moldings that go around the window frames.
- DRIP CAP: A piece of molding installed at the top of the window to allow water to run off the casing of the unit.
- PANE: a single sheet of glass in a window.
- SHUTTERS: Pairs of solid or slatted exterior window coverings, traditionally hinged to a window and used to block light or wind from the interior of a building. Historically operable, more commonly found as decorative fixtures on modern buildings.

WRAP-AROUND PORCH: See Porch Type

APPENDIX B - CAPE CHARLES HISTORIC DISTRICT OVERLAY DEVELOPMENT HISTORY

The Town of Cape Charles is fortunate to have what is considered to be one of the best collections of historic buildings of any community on the Eastern Shore.ⁱ The town was originally laid out by William Bauman in an unusual twenty-seven block grid pattern dominated by a central park with four landscaped streets that radiate from the park and serve as a main cross axis for the town's circulation pattern. This plan was part of a larger development project concerning the New York, Philadelphia & Norfolk Railroad. Construction of the railroad tracks began in 1884. Although many towns of that era owe their existence to railroads, Cape Charles is unique in Virginia for its town plan. No other such plan is known to exist in Virginia.ⁱⁱ

Cape Charles also owes its existence to its harbor, which, after dredging, enabled the railroad company to transport its loaded cars by barge across Chesapeake Bay and disembark them directly onto a rail line in Norfolk.ⁱⁱⁱ The town's architectural evolution after 1940 and the effects on the town due to the construction of the Chesapeake Bay Bridge-Tunnel marked a new era of modern development for Virginia's Eastern Shore.^{iv}

The town's building fabric, ranging from small vernacular workers' houses of the

1880s to architect-designed commercial, municipal, and residential buildings of the early twentieth century, is remarkably well-preserved. Architectural styles represented include the Queen Anne, Victorian, Italianate, Gothic Revival, Neoclassical, Colonial Revival, Spanish Colonial Revival, Art Deco,^v and Ranch styles.^{vi} The town is particularly notable for its collection of late Victorian and early twentieth-century vernacular dwellings.^{vii}

Acknowledging this diverse collection of historic resources, the Town's 1999 Comprehensive Plan noted that Cape Charles has an interesting stock of architectural styles in both the residential and downtown commercial areas that contribute an historic style and authenticity to the Town. In particular, the street patterns, lot configurations, and boundaries, which were laid out in an historic grid pattern, have remained largely unaltered, adding to the Town's historical integrity. Cape Charles' late nineteenth and early twentieth century character is a key element in the Town's interest and attractiveness to tourists. In fact, the traditional commercial area on Mason Avenue still serves as the commercial center for the Town. Given this, the plan states that it's important that the Town's historic character be protected, not only for its

intrinsic value, but also to continue to attract and expand tourism in Cape Charles. ^{viii}

CAPE CHARLES HISTORIC DISTRICT

An early architectural survey conducted in the late 1980s identified historic properties in the Town and led to the designation and listing of the “Cape Charles Historic District” in the Virginia Landmarks Register (VLR) and the National Register of Historic Places (NRHP) in 1989. ^{xi} It encompasses nearly all of the Town of Cape Charles as it was originally laid out in 1883-1884, as well as the Sea Cottage addition, an area west of the original limits of the town, that was developed after 1909. ^x The Cape Charles Historic District, *which does not have the same boundaries as, and is not the same as, the local Historic District Overlay zone*, was designated under Criterion A in the area of Transportation and under Criterion C in the areas of Community Planning and Architecture. The district’s “period of significance” was identified as being from the 1880s to 1940.

Additional documentation was added to the National Register for the Cape Charles Historic District in 2017, following an architectural survey update. The purpose of this additional documentation was to provide more current information about

the Historic District’s physical condition and history based on a comprehensive survey of the district and new research into the district’s historical significance. The District’s period of significance was expanded to be 1883-1964. A large number of structures were added to the “contributing” resources list, consisting primarily of permanent outbuildings. In addition, a large number of buildings transitioned from prior designation as “non-contributing” in the 1989 nomination to “contributing” with the update. These were mostly single-family dwellings of the “Cape Cod” and “Ranch” styles, built in the 1950s and 1960. In addition, a new Location Map showing the district boundaries and location coordinates was provided. The new map has the boundaries delineated more clearly than the 1991 version; however, the Cape Charles Historic District boundaries did not change as a result of this update. ^{xi}

VIRGINIA LANDMARKS REGISTER & NATIONAL REGISTER OF HISTORIC PLACES

The Virginia Department of Historic Resources (DHR) administers two programs designed to recognize Virginia’s historic resources and to encourage their continued preservation: the Virginia Landmarks Register and the National Register of Historic Places.

Virginia Landmarks Register

The Virginia Landmarks Register (VLR) was created in 1965 by the General Assembly in the Code of Virginia. It is the Commonwealth's official list of places of historic, architectural, archaeological and/or cultural significance. The VLR is managed by DHR staff on behalf of the Virginia Board of Historic Resources. It is designed to educate the public about the significance of listed places and has the same criteria and nomination process as the National Register of Historic Places.

National Register of Historic Places

The National Register of Historic Places (NRHP) was established in 1966 by the National Historic Preservation Act. It is the official list of structures, sites, objects, and districts that embody the historical and cultural foundations of the United States, and includes places of local, state, and national significance. The NRHP is managed by the Department of Historic Resources in partnership with the National Park Service for properties in Virginia.

Permission of a majority of private property owners is required for an individually nominated property or a historic district to be listed in the VLR or the National Register. Both types of listing are treated the same

under state and federal laws and regulations. The designation of Cape Charles as a Historic District in the VLR and NRHP is purely honorific. This means that this does not restrict you as a property owner in any way because it is not a local zoning district that applies local regulation. However, repairs or changes to properties that are also included in the local Historic Overlay District are regulated by the Town's Zoning Ordinance and require a COA application and approval. Only the exterior and the site are regulated; no interior changes require a COA.

Owning property in a Historic District listed in the VLR or NRHP also comes with several advantages. For example, if you own an income-producing property in the district and are considering a substantial rehabilitation project, you might qualify for federal rehabilitation tax credits, which can help you finance the project and/or offset a tax liability. In addition, any adverse impact of federally-funded or licensed projects on the Historic District must be determined and minimized, if possible. This is done to ensure the federal government's compliance with the National Historic Preservation Act. Threatened properties in the Historic District may also qualify for state grant programs to help preserve and rehabilitate them.

Buildings or structures included in VLR or NRHP Historic Districts are designated as either “contributing” or “non-contributing.” Not all of the buildings or structures in the Historic District are historic or contribute to the integrity of the district. These are referred to as “non-contributing” and were built less than fifty years ago, or have been altered to such a degree that they are no longer representative of the period in which they were built. The local Historic District Overlay zone uses the same “contributing” and “non-contributing” structure designations found in the VLR/NRHP district inventory.

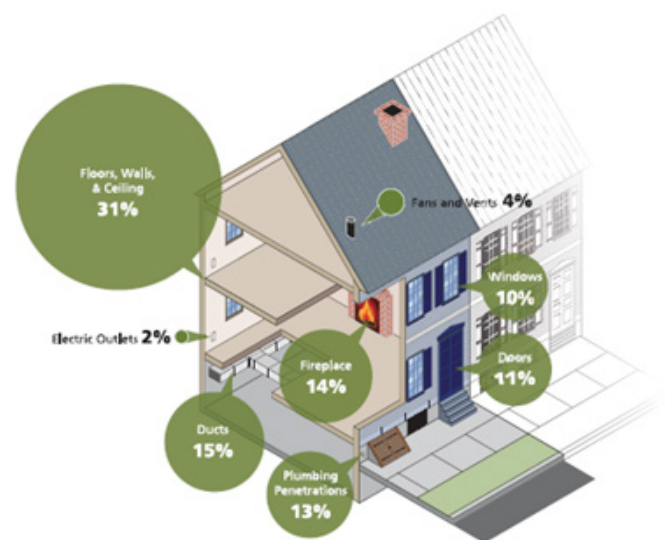
APPENDIX C - EDUCATIONAL INFORMATION FOR ALTERNATIVE MATERIALS

EDUCATIONAL INFORMATION REGARDING ENERGY EFFICIENCY, REPLACEMENT WINDOWS, SYNTHETIC SIDING, & THE EXPECTED LONGEVITY OF HISTORIC MATERIALS

Energy Efficiency: What can I do to make my historic house more energy efficient?

Some historic building features already provide inherent energy efficiency, such as operable windows that provide ventilation and natural lighting, thick masonry walls that have inherent thermal characteristics, or floor plans that allow for air circulation. It is important when looking to improve your historic building's energy efficiency to first understand and identify existing energy-efficient features, and how they function. The **U.S. Energy Information Administration** found that pre-1950 residential buildings are approximately 30-40 percent less energy efficient than buildings built after 2000. Therefore, it is a realistic goal that a historic building can obtain similar energy efficiency relative to newer construction. New treatments should operate cohesively with older ones to further improve efficiency. Below are initial suggestions to consider when thinking about improving your historic building's energy efficiency:

- Perform an energy audit on your building to understand where you may be losing thermal performance.
- Consider small operational changes that are low to no cost such as:
 - Install programmable thermostats.
 - Close off rooms that are not in regular use.
 - Use insulated shades and curtains to control heat gain and loss as well as taking advantage of natural light.
 - When weather permits, use operable windows, shutters, awnings, and vents as originally intended to control temperature and ventilation.



Graphic from the National Park Service's Preservation Brief 3 - Improving Energy Efficiency in Historic Buildings showing where air escapes from a house (by percentage). Image based on data from Energy Savers, U.S. Department of Energy. Illustration: Blank Space, LLC.

- Consider other lower cost/lower impact alterations like:
 - Add attic insulation.
 - Install storm windows.
 - Insulate basement and crawlspaces.
 - The Department of Energy found that 31% of air loss (the highest percentage of any feature) in homes is at floors, walls, and ceilings
 - Seal and insulate ducts and pipes.
 - Weatherstrip doors and add storm doors.
- Upgrade older appliances and mechanical equipment to energy efficient ones and clean and service them regularly.

Replacement Windows: My windows are old and not energy efficient: Why shouldn't I buy all new?

Property owners might believe in the idea that new windows will be more energy efficient than the original historic ones already in place. This is marketing misinformation and replacing historic windows should be considered only if the originals are deteriorated past the point of restoration. In reality, the **Department of Energy** has found, in general, only 10% of air loss is attributed to windows and that full scale replacement will never recoup the initial cost versus energy savings within the lifecycle

of a replacement window.

While your historic windows were built to be repaired, lasting 50-100 years or more, replacement windows often cannot be repaired and need to be completely replaced within 10-25 years. To continually replace replacement windows is not sustainable. Also, recouping your money on energy savings from the initial cost of replacing windows can take more than 100 years to achieve. Finally, properly maintained historic windows can continue to be energy efficient and functional for years to come; see [page 4-2](#) for a maintenance schedule guide. If thrown away instead, the waste created is an environmental and monetary loss.

Another alternative to wholesale replacement is the addition of storm windows. The chart provided on the following page shows the estimated payback on various options of window replacement versus the addition of a storm window to a historic window cite. It costs less up front, and the annual savings per window is comparable to more expensive options.

WINDOW ENERGY SAVINGS AND PAYBACKS

	Adding a storm window over a maintained single-pane historic window	Replacing a single-pane historic window with a double-pane thermal window	Replacing a single-pane historic window that has no storm window with a Low-e glass double-pane thermal replacement	Replacing a single-pane historic window that has a storm window with a Low-e glass double-pane thermal replacement
Average initial cost per window	\$50 (if just adding a storm window)	\$450	\$550	\$550
Average Annual Energy Savings	722,218 BTU	625,922 BTU	902,772 BTU	132,407 BTU
Average Annual Savings per Window	\$13.20	\$11.97	\$16.10	\$2.29
Simple Payback	4.5 years \$50/\$13.20	40.5 years \$450/\$11.07	34 years \$550/\$16.10	240 years \$550/\$2.29
Life of window	100+years	10-20 years	10-20 years	10-20 years
Environmental Impact	Little to none beyond the added embodied energy to make the storm window.	The original historic window ends up in a landfill. The embodied energy to make the new window is added to the embodied energy of the existing window that is now trash.		
Notes: A 3 foot -by- 5 foot window is the size used to make the calculations Assumes cooling/heating ~ \$1.09/therm BTU = British Thermal Unit; the amount of heat required to raise the temperature of one pound of water by one degree Fahrenheit.	- Suggests that the window has been properly maintained and needs minimal repairs. - Does not include additional savings if weatherstripping would be applied		- Cannot make repairs on these windows. If glass breaks, you have to replace the whole window. - Not feasible to recoup money (won't last long enough to pay themselves off)	

Source: 2007, "Economics of Preservation", online PDF handout from Greeley, Colorado's town website: <http://greeleygov.com/docs/default-source/community-development/historic-preservation/news-and-events/bob-yapp/economics-of-preservation-hand-out.pdf>

Synthetic Siding (Vinyl, Cement Fiberboard): So what's the problem with vinyl, aluminum, and cementitious siding

Probably the most contested of alternative materials is the use of modern siding alternative like vinyl, aluminum, or cementitious siding on buildings that previously had (or still have) historic wood siding.

Historic materials, when properly maintained, are often more durable than their modern contemporaries. For example, 1918 wood harvested from old-growth forests is dense and durable. It will burn more slowly and is more insect resistant. It is hard to obtain and if found, is expensive. The alternative new-growth wood is visibly much less dense and less resistant to moisture and insects. It will require frequent replacement requiring more frequent maintenance and replacement than historic wood. It is important to look at the life cycle of materials before replacing them in order to and accurately evaluate whether it is more cost effective to replace rather than repair and maintain. This assessment should include consideration of the inferior durability and shorter life cycle of modern materials.

Despite marketing claims, there are many deficiencies with modern siding like vinyl that make its upkeep and cost comparable

to repairing your historic wood siding. For example, because of wood's durability, its lifespan can be well of 250 years if maintained and painted properly. Vinyl siding has an average lifespan of 15-20 years before becoming brittle and easily damaged. It is not "maintenance free". Vinyl siding can also begin to fade within the first three months, leading to issues with color matching if sections are replaced. It will also dent, crack, and even melt under certain circumstances. Finally, its surface texture collects dirt and mold more easily than smooth historic wood siding.

Additionally, covering up historic siding can destroy otherwise salvageable historic materials. The backer board and vinyl siding that covers the historic material creates a barrier where moisture collects and causes irreparable damage to the structure.

While alternative materials may address these concerns in the future, for now these materials are inappropriate options for siding replacement due to their inferior performance, visual character, and longevity.

APPENDIX D - RESOURCE GUIDE

The following pages include links and website addresses for further reference and help. If you cannot find your answer in this guidelines document, you will most likely be able to find it at one of these sites. You can also seek the Planning & Zoning Department's help in guidance and successful completion of a COA or other planning issues within the Cape Charles Historic District Overlay.

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES (DHR)

Certified Local Government

Cape Charles is a Certified Local Government (CLG), which provides a means for communities to strengthen their local preservation programs by establishing a partnership with the State Historic Preservation Office (SHPO). Benefits include access to grant funding for preservation programs.

Rehabilitation Tax Credits

Find out more about the financial incentives available for historic resources. DHR administers both the state and federal rehabilitation tax credit programs.

Classic Commonwealth: Virginia Architecture from the Colonial Era to 1940

This publication was created to aid in identifying architectural resources in Virginia, providing a brief overview of the historic and architectural development.

New Dominion Virginia, Architectural Style Guide

Created to aid in historic resource surveys and the Virginia Cultural Resources Information System (VCRIS) database, the New Dominion Style Guide provides an updated list of styles that emerged after World War II (1946 to present day). This resource is particularly useful in identifying recent past resources.

A Handbook and Resource Guide for Owners of Virginia's Historic Houses

This resource provides homeowners with best preservation practices when project planning an historic home renovation.

How to Research your Historic Virginia Property

This document outlines the different types of sources available when researching the history of a property, including city directories, deeds, plats, and Sanborn maps.

NATIONAL PARK SERVICE (NPS)

Technical Preservation Services (TPS)

This division of NPS is responsible for historic preservation at the federal level, by developing guidance on the preservation and rehabilitation of historic buildings and administering the Federal Historic Preservation Tax Incentives Program.

The Secretary of the Interior's Standards

The Secretary of the Interior has four sets of standards for the treatment of historic

properties: Preservation, Rehabilitation, Restoration, and Reconstruction. Find out more about each approach.

Tax Incentives

The Federal Historic Preservation Tax Incentives program is administered by NPS in partnership with the Internal Revenue Service and State Historic Preservation Offices (in Virginia, DHR). This program provides a 20% income tax credit for the rehabilitation of eligible income-producing properties.

How to Preserve

TPS provides technical assistance and guidance through Preservation Briefs and Preservation Tech Notes, which are both available on this page. These documents are often referenced to inform best preservation practices and appropriate treatment of historic materials.

Working on the Past in Local Historic Districts

This resource provides an overview of the local historic district designation process, from adopting a preservation ordinance to developing district design guidelines.

Sustainability

This site provides information on the intersection between historic preservation and sustainability, including treatments to increase energy efficiency in historic building and information on new sustainable technology that is appropriate for use in historic preservation projects.

EDUCATIONAL RESOURCES AND STUDIES

GENERAL

Resources for Preservation Commissions

From the National Alliance of Preservation Commissions, this site provides a number of resources to help support the work of local design review boards including preservation plans, technical assistance, and a professional network directory

Virginia Preservation Toolkit

This site, created in partnership between the Tusculum Institute at Sweet Briar College and the Virginia Department of Historic Resources, works to provide well-researched data regarding energy efficiency, community advocacy, and economic benefits of historic preservation.

Preserving the Past, Building the Future: HRTC at Work in Virginia

This study, completed by VCU's L. Douglas Wilder School of Government and Public Affairs, provides an analysis of the Historic Rehabilitation Tax Credit program.

Virginia Historic Rehabilitation Tax Credits

This report breaks down the impact of the 94 approved HRTC projects in 2014 to put a dollar amount to the actual investment and extrapolates the data to speak to the resultant job creation and economic output.

ECONOMICS

VCU Economic Impact Studies:

- [Phase I: Economic Impact of Historic Rehabilitation Tax Credit Programs in Virginia](#)
- [Phase II: 30 Years of Impact: How the Main Street Program Has Revitalized Virginia Communities](#)
- [Phase III: The Economic Impact of Heritage Tourism in Virginia](#)

Preservation Virginia paired with the Center for Urban and Regional Analysis (CURA) at Virginia Commonwealth University to conduct three studies to gauge the impact of preservation on Virginia's economy. The resulting reports put dollar amounts to the impact these preservation-based programs have had on the state of Virginia.

[Older, Smaller, Better: Measuring how the character of buildings and blocks influences urban vitality](#) by the National Trust for Historic Preservation's Preservation Green Lab.

This May 2014 report asserts that neighborhoods with smaller, older buildings support more positive economic and social activity than areas featuring larger, newer buildings. The report provides tips for other communities to realize the benefits of their historic resources by implementing recommendations informed by the case studies.

SUSTAINABILITY

[Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings](#) by Technical Preservation Services, National Park Service. This document offers guidance on how to sensitively make historic buildings more sustainable in a way, while preserving their historic character and meeting The Secretary of the Interior's Standards for Rehabilitation. The guidance also features illustrated examples of both appropriate and inappropriate treatments.

[Saving Energy in Historic Buildings: Balancing Efficiency and Value](#) by John H. Cluver and Brad Randall – published in APT Bulletin: Journal of Preservation Technology (41:1, 2010).

This article identifies the benefits of energy modeling and life-cycle costing as a means to increase energy efficiency in historic buildings in an appropriate way.

[The Greenest Building: Quantifying the Environmental Value of Building Reuse](#) by the National Trust for Historic Preservation's Preservation Green Lab.

This study provides a comprehensive analysis of the potential environmental impact reductions associated with building reuse by utilizing a Life Cycle Analysis (LCA) methodology to compare the environmental impacts of building reuse and renovation versus new construction.

8 Ways to Green Your Historic House by the National Trust for Historic Preservation, Preservation Tips and Tools.

A list of eight ways to increase the energy efficiency of your historic home without replacing the historic windows!

6 Low-Cost, Energy Saving Tips for Homeowners

by the National Trust for Historic Preservation, Preservation Tips and Tools. Tips for saving energy in your historic home by taking advantage of the existing features of historic buildings.

DESIGN REFERENCES

A Field Guide to American Houses by Virginia Savage McAlester

A comprehensive guide to domestic American architecture, including illustrations and descriptions of house styles.

Traditional Construction Patterns: Design & Detail Rules of Thumb by Stephen Mouzon

A well-illustrated reference guide to traditional construction details.

Get Your House Right: Architectural Elements to Use & Avoid by Marianne Cusato and Ben Penetreath

A guide to the details of traditional architecture, including aesthetics of form and appropriateness to a neighborhood.

HIRING EXPERIENCED CRAFTSMEN AND CONTRACTORS

Historic Trades Directory

This directory is provided by DHR as a service to those in Virginia seeking professionals with historic preservation experience. The directory is not all-inclusive, nor does inclusion serve as an endorsement for those listed.

Our Craftsman

Preservation Virginia has an in-house craftsman that can be hired for specialized historic projects.

Traditional Building Magazine Buying Guide

An organized list of companies, services, and products geared towards restoration and renovation.

Rehab It Right! Property Owner's Guide

- **Advice For Homeowners**
- **Historic Windows and Doors**

A property owner's guide to planning a project, hiring a contractor or architect, and restoring historic windows and doors, produced by Utah Heritage Foundation

REFERENCES BY RESOURCE TYPE, FEATURES, AND MATERIALS

GENERAL

Preservation Brief No. 3: Improving Energy Efficiency in Historic Buildings

Preservation Brief No. 6: Dangers of Abrasive Cleaning to Historic Buildings

Preservation Brief No. 16: The Use of Substitute Materials on Historic Building Exteriors

Preservation Brief No. 17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character

Preservation Brief No. 35: Understanding Old Buildings: The Process of Architectural Investigation

Preservation Brief No. 37: Appropriate Methods of Reducing Lead Paint Hazards in Historic Housing

Preservation Brief No. 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings

Preservation Brief No. 47: Maintaining the Exterior of Small and Medium Size Historic Buildings

Planning Successful Rehabilitation Projects: Codes and Regulatory Requirements for Rehabilitating Historic Buildings

Planning Successful Rehabilitation Projects: Energy Efficiency, Sustainability, and Green Building Practices in Historic Buildings

Planning Successful Rehabilitation Projects: Evaluating Substitute Materials in Historic Buildings

Interpreting the Standards Bulletin No. 21: Adding New Openings on Secondary Elevations

Interpreting the Standards Bulletin No. 22: Adding New Entrances to Historic Buildings

Interpreting the Standards Bulletin No. 26: Entrance Treatments

Interpreting the Standards Bulletin No. 33: Alterations to Rear Elevations

Interpreting the Standards Bulletin No. 38: Alterations without Historical Basis

Interpreting the Standards Bulletin No. 39: Changes to Historic Site

Interpreting the Standards Bulletin No. 41: Incompatible Alterations to the Setting and Environment of an historic Property

Interpreting the Standards Bulletin No. 50: Reusing Special Use Structures

Interpreting the Standards Bulletin No 52: Incorporating Solar Panels in a Rehabilitation Project

Interpreting the Standards Bulletin No. 56: Alterations without Historical Basis

ROOFS:

Preservation Brief No. 4: Roofing for Historic Buildings

Preservation Brief No. 19: The Repair and Replacement of Historic Wooden Shingle Roofs

Preservation Brief No. 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs

Preservation Brief No. 30: The Preservation and Repair of Historic Clay Tile Roofs

EXTERIOR WOOD

Preservation Brief No. 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings

Preservation Brief No. 10: Exterior Paint Problems on Historic Woodwork

Preservation Brief No. 45: Preserving Historic Wood Porches

Interpreting the Standards Bulletin No. 4: Inappropriate Replacement Doors

Interpreting the Standards Bulletin No. 9: Inappropriate Porch Alterations

Preservation Tech Notes: Exterior Woodwork, No. 1 – Proper Painting and Surface Preparation

APT Practice Points 03 – Basics for Wood Inspection:
Considerations for Historic Preservation

APT Practice Points 14 – Wood Preservatives and Pressure-treated Wood: Considerations for Historic Preservation Projects

Vinyl is Not Final by Katrina L. Klingman – published in Kansas Preservation newsletter (July-August 2003, Vol. 25, No. 4, Pgs. 9-12)
This article addresses potential problems that can be caused by installing replacement siding.

MASONRY

Preservation Brief No. 1: Cleaning and Water-Repellent Treatments for Historic Masonry Buildings

Preservation Brief No. 2: Repointing Masonry Joints in Historic Masonry Buildings

Preservation Brief No. 22: The Preservation and Repair of Historic Stucco

WINDOWS

Preservation Brief No. 9: The Repair of Historic Wood Windows

Preservation Brief No. 13: The Repair and Thermal Upgrading of Historic Steel Windows

Preservation Brief No. 44: The Use of Awnings on Historic Buildings: Repair, Replacement, and New Design

Planning Successful Rehabilitation Projects: Documentation Requirements for Proposed Window Replacement

Planning Successful Rehabilitation Projects: Evaluating Historic Windows for Repair or Replacement

Planning Successful Rehabilitation Projects: Replacement Windows that Meet the Standards

Interpreting the Standards Bulletin No. 14: New Openings in Secondary Elevations or Introducing New Windows in Blank Walls

Interpreting the Standards Bulletin No. 23:
Selecting New Windows to Replace Non-Historic Windows

Why Say No to Vinyl Windows by the Albany Oregon Landmarks Advisory Commission
This brochure provides a brief overview of the inaccuracies of claims about the benefits of vinyl windows.

What Replacement Windows Can't Replace:
The Real Cost of Removing Historic Windows by Walter Sedovic and Jill H. Gotthelf – published in APT Bulletin: Journal of Preservation Technology (36:4, 2005)
This article examines a variety of topics that should be considered before replacing historic windows.

An Analysis of the Thermal Performance of Repaired and Replacement Windows by Robert Score and Bradford S. Carpenter – published in APT Bulletin: Journal of Preservation Technology (40:2, 2009)
This article compares the thermal performance of restored steel windows to modern aluminum replacement windows.

A Comparative Study of the Cumulative Energy Use of Historical Versus Contemporary Windows by Frank Shirley, AIA, Fred Gamble, PhD, and Jarod Galvin, RA, LEED AP, funded by the Boston Society of Architects
This study provides a comparison between two window types installed in a single house, reporting on the thermal performance of the window systems and cost effectiveness of retrofits versus replacement.

The Effects of Energy Efficiency Treatments on Historic Windows by Larry Kinney and Amy Ellsworth from the Center for Resource Conservation

Thermal Performance of Traditional Windows and Low-Cost Energy-Saving Retrofits by Dr. Paul Baker, Roger Curtis, Craig Kennedy, and Chris Wood - published in APT Bulletin: Journal of Preservation Technology (41:1, 2010)
This report provides comparisons on the thermal performance of traditional windows with various upgrade options.

Top Ten Reasons To Restore or Repair Windows by the Window Preservation Alliance (WPA)
A brief summary of the benefits of historic window restoration.

10 Things You Should Know About Retrofitting Historic Windows by the National Trust for Historic Preservation, Preservation Tips and Tools
This article outlines the performance of retrofitted historic windows in comparison to new replacement windows. Spoiler alert: Retrofits for historic windows perform comparably to new replacement windows, and almost every retrofit option offers a better return on investment (at a fraction of the cost).

Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement by the National Trust for Historic Preservation's Preservation Green Lab

This study analyzes existing research on available window improvement options, comparing relative energy, carbon, and cost savings, to demonstrate that inexpensive retrofit strategies can yield the same increase in energy performance as replacement.

COMMERCIAL BUILDING CONCERNS

Preservation Brief No. 11: Rehabilitating Historic Storefronts

Preservation Brief No. 12: The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)

Preservation Brief No. 25: The Preservation of Historic Signs

Preservation Brief No. 32: Making Historic Properties Accessible

Preservation Brief No. 46: The Preservation and Reuse of Historic Gas Stations

Interpreting the Standards Bulletin No. 2: New Infill for Historic Garage Openings

Interpreting the Standards Bulletin No. 13: Repair/Replacement of Missing or Altered Storefronts

Interpreting the Standards Bulletin No. 16: New Infill for Historic Loading Door Openings

Interpreting the Standards Bulletin No. 27: Adding Awnings to Historic Storefronts and Entrances

Interpreting the Standards Bulletin No. 29: Adding Vehicular Entrances and Garage

Doors to Historic Buildings

Interpreting the Standards Bulletin No. 30: New Entries on Mill Buildings

Interpreting the Standards Bulletin No. 42: Industrial Bridges in Mill Complexes

Interpreting the Standards Bulletin No. 43: Converting Fire Escapes to Balconies in Mill Complexes

Interpreting the Standards Bulletin No. 48: Replacement of Missing or Altered Storefronts

Interpreting the Standards Bulletin No. 49: Designing Compatible Replacement Storefronts

Interpreting the Standards Bulletin No. 55: Retaining Industrial Character in Historic Buildings

NEW ADDITIONS AND NEW CONSTRUCTION

Preservation Brief No. 14: New Exterior Additions to Historic Buildings: Preservation Concerns

Planning Successful Rehabilitation Projects: New Additions to Historic Buildings

Planning Successful Rehabilitation Projects: New Construction within the Boundaries of Historic Properties

Interpreting the Standards Bulletin No. 3: New Additions to Mid-Size Historic Buildings

Interpreting the Standards Bulletin No. 10:
Exterior Stair/Elevator Tower Additions

Interpreting the Standards Bulletin No. 18:
New Additions to Mid-Size Historic Buildings

Interpreting the Standards Bulletin No. 34: Completing Never-Built Portions of an historic Building

Interpreting the Standards Bulletin No. 36:
Rooftop Additions

Interpreting the Standards Bulletin No 37:
Rear Additions to Historic Houses

Interpreting the Standards Bulletin No. 47:
Rooftop Additions on Mid-Size Historic Buildings

Interpreting the Standards Bulletin No. 53: Designing New Additions to Provide Accessibility

Preservation Briefs: All

Planning Successful Rehabilitation Projects:
All

Interpreting the Standards Bulletins: All

Preservation Tech Notes: All

APT Practice Points: All

SUPPLIERS AND INSTALLERS

WINDOWS AND DOORS

Andersen

Jeld-Wen

Marvin

Pella

WINDOW RESTORATION SPECIALISTS

Double Hung

Gepetto Millworks

Karnage Creations

Museum Resources

Mozer Works, Inc.

Renew Restoration, Inc.

Shenandoah Restorations

The Craftsman Group

METAL SHINGLES SUPPLIERS AND INSTALLERS

Alpha Rain

Berridge

Best Buy Metal Roofing

The Durable Slate Company

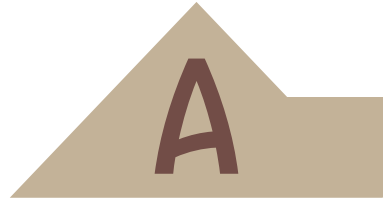
Fine Metal Roof Tech

Pickard Roofing Company, Inc.

Roof Menders

Heather and Little

W.F. Norman



APPENDIX E - INCENTIVE PROGRAMS FOR PRESERVATION ACTIVITIES

There are several programs available offering incentives for historic preservation activities. The two most well-known are the Federal and State historic rehabilitation tax credit programs. Historic tax credits are a dollar-for-dollar reduction on income tax liability for taxpayers who rehabilitate historic buildings. For entities that cannot use the credits (such as non-profits or churches), a process of syndication enables them to be transferred to a taxpaying entity in exchange for cash.

FEDERAL

FEDERAL HISTORIC REHABILITATION TAX CREDITS

The Federal Tax Credit Program was established in 1977; to date, rehabilitations have occurred in all fifty states, Puerto Rico, and the Virgin Islands. The Federal Historic Rehabilitation Tax Credit Program offers a 20% income tax credit for the rehabilitation of historic, income-producing buildings that are determined to be “certified historic structures.” In order to be eligible, a property must be individually listed in the National Register of Historic Places, contributing to a National Register Historic District, or deemed eligible, either individually or as part of a district, for inclusion in the National Register.

The tax credit program is a three-part application process:

- Part 1 – Evaluation of Significance: The Part 1 application provides information about the appearance and significance of the project building; this portion

of the application is not required for buildings individually listed on the State and National Registers.

- Part 2 – Description of Rehabilitation: The Part 2 application describes the current condition of the building and outlines the planned scope of work for the rehabilitation. The proposed work is evaluated by the SHPO and NPS based on the Secretary of the Interior’s Standards for Rehabilitation (for the full text of the SOIS for Rehab, see page x).
- Part 3 – Request for Certification of Completed Work: The Part 3 application is submitted upon project completion, and documents in photographs that the work was completed as proposed. Approval of this application certifies that the project meets the Standards and is a “certified rehabilitation,” allowing the applicant to claim the 20% credit. In order to adequately review the proposed work, SHPOs/NPS require the following documentation:
 - Photographs: A comprehensive set of photographs documenting both the exterior and interior of a building prior to the start of work must be included with either the Part 1 or Part 2 application. Photographs should be in color, taken at a high resolution, and printed at least 4” x 6” in size on photographic paper. Photographs should also be numbered, labeled or captioned, and keyed to accurate existing floor plans.
 - Drawings: Drawings illustrating

the proposed work should be included with the Part 2 application. Sufficient detail should be included to show planned alterations or new construction. Typical drawings included with a Part 2 application include floor plans, elevations, and sections. Additional detailed drawings, such as those of existing and proposed new windows in the case of window replacement, may also be required for a successful Part 2 application.

- Maps and Site Plans: Maps are helpful to include with the Part 1 application to clearly identify the project building site, particularly if it is within an Historic District. If available, historic maps, such as Sanborn Fire Insurance Maps, can also be included to help accurately document changes that were made to a building during or outside of the period of significance.

STATE

STATE HISTORIC REHABILITATION TAX CREDITS

The Virginia State Historic Rehabilitation Tax Credit Program was established in 1997. The Virginia program offers a 25% income tax credit for the rehabilitation of historic, owner-occupied or income-producing buildings that are determined to be “certified historic structures”; income-producing projects often qualify for both State and Federal credits. As with the Federal program, in order to be eligible, a property must be individually listed in the National Register of Historic Places, contributing to a National Register

historic district, or deemed eligible, either individually or as part of a district, for inclusion in the National Register.

The application process and required documentation is the same for the State and Federal programs.

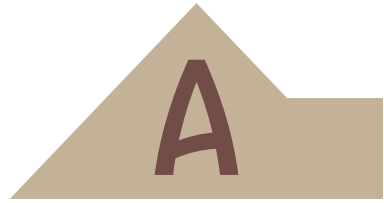
In order to qualify for the program, projects must be substantial in nature as judged by the Substantial Rehabilitation Test: for the Virginia State program the requirement is dependent on whether the building is an owner-occupied residence or an income-producing property: for owner-occupied residences, the eligible expenditures must be at least 25% of the local government’s assessed value of the building (excluding land) in the year prior to starting work, while for income-producing properties, the eligible expenditures must be at least 50% of the local assessed value. The measuring period for the Substantial Rehabilitation Test is 24 months, unless a project is phased, then the measuring period is extended to 60 months.

The measuring period must end the same year that the project is completed, but the owner does not have to complete the project within the measuring period. For Virginia projects, as described above, the assessed value is determined the year prior to starting work. Additionally, if phased, the phasing plan must be submitted with the Part 2 application. At the completion of a Federal project, there is no holding period; once the project is closed out, the applicant can do additional work on the building without

reporting it to the Virginia Department of Historic Resources. The credits can be carried forward for ten years; there is no carryback with State credits.

Direct links to more information are also provided in the Resource Guide.

CAPE CHARLES



APPENDIX F - REGULATORY FRAMEWORK

The following sections of the Virginia State Code and the Cape Charles Zoning Ordinance have been provided as references for the regulatory framework for the creation of local historic districts and design standards.

VIRGINIA STATE CODE

The Code of Virginia establishes the right for any locality to adopt historical preservation ordinances in Section 15.2-2306:

§ 15.2-2306. Preservation of historical sites and architectural areas.

A. 1. Any locality may adopt an ordinance setting forth the historic landmarks within the locality as established by the Virginia Board of Historic Resources, and any other buildings or structures within the locality having an important historic, architectural, archaeological or cultural interest, any historic areas within the locality as defined by § 15.2-2201, and areas of unique architectural value located within designated conservation, rehabilitation or redevelopment districts, amending the existing zoning ordinance and delineating one or more historic districts, adjacent to such landmarks, buildings and structures, or encompassing such areas, or encompassing parcels of land contiguous to arterial streets or highways (as designated pursuant to Title 33.2, including § 33.2-319 of that title) found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures or districts therein or in a contiguous locality. A governing body may provide in the ordinance that the applicant

must submit documentation

that any development in an area of the locality of known historical or archaeological significance will preserve or accommodate the historical or archaeological resources. An amendment of the zoning ordinance and the establishment of a district or districts shall be in accordance with the provisions of Article 7 (§ 15.2-2280 et seq.) of this chapter. The governing body may provide for a review board to administer the ordinance and may provide compensation to the board. The ordinance may include a provision that no building or structure, including signs, shall be erected, reconstructed, altered or restored within any such district unless approved by the review board or, on appeal, by the governing body of the locality as being architecturally compatible with the historic landmarks, buildings or structures therein.

2. Subject to the provisions of subdivision 3 of this subsection the governing body may provide in the ordinance that no historic landmark, building or structure within any district shall be razed, demolished or moved until the razing, demolition or moving thereof is approved by the review board, or, on appeal, by the governing body after consultation with the review board.

3. The governing body shall provide by ordinance for appeals to the circuit court for such locality from any final decision of the governing body pursuant to subdivisions 1 and 2 of this subsection and shall specify therein the parties entitled to appeal the decisions, which parties shall have the right to appeal to the circuit court for review by filing a petition

at law, setting forth the alleged illegality of the action of the governing body, provided the petition is filed within thirty days after the final decision is rendered by the governing body. The filing of the petition shall stay the decision of the governing body pending the outcome of the appeal to the court, except that the filing of the petition shall not stay the decision of the governing body if the decision denies the right to raze or demolish an historic landmark, building or structure. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body.

In addition to the right of appeal herein above set forth, the owner of an historic landmark, building or structure, the razing or demolition of which is subject to the provisions of subdivision 2 of this subsection, shall, as a matter of right, be entitled to raze or demolish such landmark, building or structure provided that: (i) he has applied to the governing body for such right, (ii) the owner has for the period of time set forth in the same schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell the landmark, building or structure, and the land pertaining thereto, to the locality or to any person, firm, corporation, government or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the landmark, building or structure and the land pertaining thereto, and (iii) no

bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal which may be taken to the court from the decision of the governing body, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the governing body, but thereafter the owner may renew his request to the governing body to approve the razing or demolition of the historic landmark, building or structure. The time schedule for offers to sell shall be as follows: three months when the offering price is less than \$25,000; four months when the offering price is \$25,000 or more but less than \$40,000; five months when the offering price is \$40,000 or more but less than \$55,000; six months when the offering price is \$55,000 or more but less than \$75,000; seven months when the offering price is \$75,000 or more but less than \$90,000; and twelve months when the offering price is \$90,000 or more.

4. The governing body is authorized to acquire in any legal manner any historic area, landmark, building or structure, land pertaining thereto, or any estate or interest therein which, in the opinion of the governing body should be acquired, preserved and maintained for the use, observation, education, pleasure and welfare of the people; provide for their

renovation, preservation, maintenance, management and control as places of historic interest by a department of the locality or by a board, commission or agency specially established by ordinance for the purpose; charge or authorize the charging of compensation for the use thereof or admission thereto; lease, subject to such regulations as may be established by ordinance, any such area, property, lands or estate or interest therein so acquired upon the condition that the historic character of the area, landmark, building, structure or land shall be preserved and maintained; or to enter into contracts with any person, firm or corporation for the management, preservation, maintenance or operation of any such area, landmark, building, structure, land pertaining thereto or interest therein so acquired as a place of historic interest; however, the locality shall not use the right of condemnation under this subsection unless the historic value of such area, landmark, building, structure, land pertaining thereto, or estate or interest therein is about to be destroyed.

The authority to enter into contracts with any person, firm or corporation as stated above may include the creation, by ordinance, of a resident curator program such that private entities through lease or other contract may be engaged to manage, preserve, maintain, or operate, including the option to reside in, any such historic area, property, lands, or estate owned or leased by the locality. Any leases or contracts entered into under this provision shall require that all maintenance and improvement be conducted in accordance with established treatment standards for historic landmarks, areas, buildings, and

structures. For purposes of this section, leases or contracts that preserve historic landmarks, buildings, structures, or areas are deemed to be consistent with the purposes of use, observation, education, pleasure, and welfare of the people as stated above so long as the lease or contract provides for reasonable public access consistent with the property's nature and use. The Department of Historic Resources shall provide technical assistance to local governments, at their request, to assist in developing resident curator programs.

B. Notwithstanding any contrary provision of law, general or special, in the City of Portsmouth no approval of any governmental agency or review board shall be required for the construction of a ramp to serve the handicapped at any structure designated pursuant to the provisions of this section.

C. Any locality that establishes or expands a local historic district pursuant to this section shall identify and inventory all landmarks, buildings, or structures in the areas being considered for inclusion within the proposed district. Prior to adoption of an ordinance establishing or expanding a local historic district, the locality shall (i) provide for public input from the community and affected property owners in accordance with § 15.2-2204; (ii) establish written criteria to be used to determine which properties should be included within a local historic district; and (iii) review the inventory and the criteria to determine which properties in the areas being considered for inclusion within the proposed district meet the criteria to be included in a local historic district. Local historic district

boundaries may be adjusted to exclude properties along the perimeter that do not meet the criteria. The locality shall include only the geographical areas in a local historic district where a majority of the properties meet the criteria established by the locality in accordance with this section. However, parcels of land contiguous to arterial streets or highways found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures, or districts therein, or in a contiguous locality may be included in a local historic district notwithstanding the provisions of this subsection.

1973, c. 270, § 15.1-503.2; 1974, c. 90; 1975, cc. 98, 574, 575, 641; 1977, c. 473; 1987, c. 563; 1988, c. 700; 1989, c. 174; 1993, c. 770; 1996, c. 424; 1997, cc. 587, 676; 2009, c. 290; 2011, c. 237; 2012, c. 790.

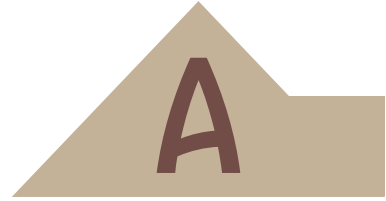
CAPE CHARLES ZONING ORDINANCE
The Town of Cape Charles' Zoning Ordinance establishes and regulates the [Cape Charles Historic District Overlay in Article 8. - Historic District Overlay, Sections 8.1 - 8.37.](#)

ENDNOTES

- 1 <https://www.dhr.virginia.gov/certified-local-government-clg/>, accessed December 23, 2021.
- 2 Letter from Jason Pruitt, Town Planner, to Camille Bowman, Virginia Department of Historic Resources, Tidewater Regional Office, dated January 17, 2006.
- 3 Letter from Kathleen S. Kilpatrick, State Historic Preservation Officer, Commonwealth of Virginia, to Megan Brown, Certified Local Government Coordinator, National Park Service, dated January 25, 2007.
- 4 National Register of Historic Places. 1997. How to apply the National Register criteria for evaluation. [Washington, D.C.]: [U.S. Dept. of the Interior, National Park Service, Cultural Resources].

APPENDIX E ENDNOTES

- i. Town of Cape Charles, Virginia. "Cape Charles Historic District Guidelines." 2017: 1.
- ii. David A. Edwards and John S. Salmon. "Cape Charles Historic District National Register Nomination Form." Virginia Department of Historic Resources. Richmond, Virginia, 1989: Section 7, p. 1; and Commonwealth Preservation Group. "Cape Charles Historic District National Register Nomination Update." Norfolk, Virginia, 2019: 107.
- iii. Edwards and Salmon, 1989: Section 8.
- iv. Commonwealth Preservation Group, 2019: 108.
- v. Edwards and Salmon, 1989: Section 7.
- vi. Commonwealth Preservation Group, 2019: 107.
- vii. Edwards and Salmon, 1989: Section 7.
- viii. Town of Cape Charles. 1999 Comprehensive Plan. Cape Charles, VA, 1999: 40.
- ix. Edwards and Salmon, 1989.
- x. Edwards and John S. Salmon, 1989: Section 7, p. 1.
- xi. Commonwealth Preservation Group, 2019: 2.



	A	B	C	D	E
1	<u>CHAPTER</u>	<u>PAGE</u>	<u>COMMENT</u>	<u>COMMENTER</u>	<u>ACTION</u>
2	FRONT COVER		The front cover is misleading. Cape Charles has one of the largest concentrations of turn-of-the-century homes that constitute most of the historic district. It’s true that in many tourist towns, visitors like to come and see the walkable historic shopping area, not the residences. But the guidelines are intended for owners of historic properties in the town. In fact, the photo of the historic district on the next page would be a better cover photo. However, if the front cover must remain, please, on the inside of the front cover, indicate the year the photo was taken.	Mike Strub (PC / HDRB)	
3	INSIDE COVER		On the inside cover, it says the guidelines are “designed” to provide opportunities for the board to use its discretion. This word designed should be deleted. The word designed suggests that they’ve been made deliberately vague. But it’s clear from the top of page 1–5 that the board is expected to use its discretion to interpret the guidelines, clear or vague. So even if the guidelines are clearly stated, the board is expected to use discretion in interpreting them.	Mike Strub (PC / HDRB)	
4	WHOLE DOC		I agree with the over arching concept that the guidelines are designed to bring stability and predictability to the historic zone process for maintaining and upgrading the housing stock, and protecting the historic nature/aspect/attributes of the town. That reliability of result was a consistent theme in their making and in public comment. There was some question in the public comments about the difference between fixed rules and guidelines – and I think that still needs more clarity somewhere. I think it is important to state the job of the HDRB is to provide consistent and reliable results/decisions to the town based on the guidelines, but it is also important to emphasize that the HDRB can choose to ignore the guidance in the rare cases where the guidance just doesn’t fit the circumstances or best interests of the town. It’s not that this should be used often, but there is often a dogma attached to guidelines over time and that can create inflexibility and ability to adapt, and in my opinion that occasional flexibility also needs to be protected in here so there is not a public explosion on the occasions where it is needed/applied.	David Howgill (HDRB)	
5	WHOLE DOC		Be sure to point out that the negative examples are not from Cape Charles. When examples from Cape Charles are used to illustrate, include the address. This was done in some cases but not all.	Ken Butta (PC)	
6	WHOLE DOC		My final general comment is to be definitive wherever possible in the document.	Sam Jones - Public	
7	WHOLE DOC		Correct the acronym for Historic District Review Board - should be HDRB and not HRDB Capitalization of this term needs to be consistently capitalized and/or fully utilized when referencing: "Historic District Overlay Ordinance" ; "Planning & Zoning Department"	Martin Mayer (HDRB)	
8	WHOLE DOC		Several acronyms (VLR and NRHP) are used throughout the document prior to being introduced and explained.	Martin Mayer (HDRB)	

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1	<u>CHAPTER</u>	<u>PAGE</u>	<u>COMMENT</u>	<u>COMMENTER</u>	<u>ACTION</u>
9	WHOLE DOC		General Questions: A. Alleys? Addressed on pg. 2-3 but not up-front. Mention public right-of-way. B. Pg. 1-8 - Historic District Boundary missing much of Washington, Jefferson and No. Peach and Fulcher. Why the Change? This will create issues. C. IS the contributing structure date to be static? D. Are we doing away with preapproval hearings?	Martin Mayer (HDRB)	
10	Chapter 1	Pg. 1-2	The photo at the bottom of page 1–2 could be the cover photo since it encompasses a large portion of the historic district. However, if it remains as figure 1.1, it should be referenced in the text. All other figures in the documents should be referenced in the text. Most but not all of the pictures in the text are labeled as figures. Not sure why some photos are not labeled as figures.	Mike Strub (PC / HDRB)	
11	Chapter 1	Pg. 1-3	Last sentence: “including archaeological resources in its preservation planning programs” Reference 3 – if this is a direct quote, ok. Note that we do not address anything archaeological in our design guidelines or ordinances.	Paul Grossman (TC/PC)	
12	Chapter 1	Pg. 1-4	1st sentence in yellow box reads "The goal of the Historic district and the Historic district review board is to help maintain the authentic character..." The word “help” should be deleted.	Mike Strub (PC / HDRB)	
13	Chapter 1	Pg. 1-4	In yellow box, 2nd paragraph, 2nd sentence: it reads "They are not intended to prevent property owners from making changes to their property." Change sentence to read “They are intended to assist property owners in making changes to their property which enhance the historic qualities... - merge it with the 3rd sentence.	Mike Strub (PC / HDRB)	
14	Chapter 1	Pg. 1-4	Reference to 1884 – this may be nitpicking but our ordinance (8.3) states 1883. First CC National Register provided ‘1880’s’ with significant start 1883-1884. Updated register indicates RR track first laid 1884. 1884 is OK but ordinance to be updated for consistency.	Paul Grossman (TC/PC)	
15	Chapter 1	Pg. 1-4	Wrong authorizing zoning ordinance Article VII instead of VIII.	Martin Mayer (HDRB)	
16	Chapter 1	Pg. 1-5	"New construction...will have separate guidelines". Are these guidelines only to be used for designated historic properties within the historic overlay?	Kathy Glaser (HDRB)	
17	Chapter 1	Pg. 1-8 & 1-9 (MAP)	We definitely need to expand the historic district overlay to include up to Washington Stret and the Harbor Area.	Kathy Glaser (HDRB)	
18	Chapter 1	Pg. 1-8 & 1-9	Current aerial - NO. How Old is the map?	Martin Mayer (HDRB)	
19	Chapter 1	Pg. 1-8 & 1-9 (MAP)	the historic district should be from Bay Ave to Fulcher street and from Mason Ave to Washington Ave	Jim Holloway (PC)	

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1	<u>CHAPTER</u>	<u>PAGE</u>	<u>COMMENT</u>	<u>COMMENTER</u>	<u>ACTION</u>
20	Chapter 1		A. Find map or have TC approve new map. Update to a more recent map (shouldn't show Northampton Golf course) B. Nice job with philosophy of conservation vs. preservation C. 1-4 references Article 7 - should be Article 8	Ken Butta (PC)	
21	Chapter 1	Pg. 1-8 & 1-9 (MAP)	Following the discussion at the public forum about the map and boundaries of the Historic Overlay District, at a minimum the Overlay district should include the area from Mason to Washington and Fig to Bay including both sides of Mason and Washington. Areas between Mason and the Harbor should also be included based on the history of the Town and the need to be sure that any development is compatible with the Town. Err on the side of being more inclusive to preserve entrances into, and viewsapes from, the Town.	Sam Jones - Public	
22	Chapter 1	Pg. 1-8 & 1-9 (MAP)	Chapter 1 overlay map – with lack of ‘official’ overlay, our existing design guidelines have a map that enlarges the register’s boundary. I would like to have our official map reflect the inclusion to the north to include Washington (centerline of avenue) and exclude properties on the northside. At the present time, we enveloped the Coast Guard area on the north side but all has been removed and any significance to historic character is lost. We have other properties on the northside of Washington that are excluded. I would also propose the boundary on the southside be extended 140 ft south of Mason Avenue to capture new stores being built along ‘Main Street’ all the way to the hump. The corner ‘Tavey property’ should be included in the Harbor overlay, and removed from the Historic District along with 140 ft south of Mason. Historic and Harbor should not overlap.	Paul Grossman (TC/PC)	
23	Chapter 2	Pg. 2.13	Length of COA - 6 months vs. 12 months - need to revise the CCZO Section 8.29 if expires in 6 months. Also, there is a typo further down the page on 2.13	Martin Mayer (HDRB)	
24	Chapter 2	Pg. 2.13	Need to define what progress is in the implementation of a CofA. Retain consistency with the CCZO where we define what is considered progress on an approved permit (Section 4.3 - Conditional Use Permit) It reads: To be considered acted upon, one or more of the following is required: (1) The procurement of a Cape Charles Building Permit; (2) Payment of Water and Wastewater Connection and Facility Fees; (3) Completed Plans stamped by a Virginia Licensed Professional	Katie Nunez (Staff)	
25	Chapter 2	Pg. 2.2	“Before beginning your project, it is necessary recommended to schedule a ‘Pre-Application Meeting’...	Ken Butta (PC)	
26	Chapter 2	Pg. 2.4/2-5	Actions that do not require a COA – limit to first 5 on the list (Repainting, Replacement in kind, Addition or deletion of storm windows, etc., Addition or deletion of antennas or skylights, Landscaping) plus the last (emergency repairs) Minor Actions - add 4 from previous list (landscaping with minor grading, etc; construction of off-stret loading areas and off-stret parking areas; creation of outside storage in a commercial or industrial district; additions or deletions to existing buildings which are not visible from a public street or sidewalk) and add the word enclosure to the outdoor shower item.	Ken Butta (PC)	
27	Chapter 2	Pg. 2.5	I like the decrease in time from 1 year to 6 months.	Ken Butta (PC)	
28	Chapter 2	Pg. 2-1	Agree with the comment in Section 2.1 that the guidelines, in what ever form adopted, should be consistently applied. It may be that some things approved in the past are no longer allowed but that that should not be the reason to approve something that is no longer allowable.	Sam Jones - Public	

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1	<u>CHAPTER</u>	<u>PAGE</u>	<u>COMMENT</u>	<u>COMMENTER</u>	<u>ACTION</u>
29	Chapter 2	Pg. 2-1	Need to add that all members of HDRB must be citizens in accordance with Article VIII and bylaws.	Paul Grossman (TC/PC)	
30	Chapter 2	Pg. 2-10	It says any addition that increases square footage needs a COA.	Kathy Glaser (HDRB)	
31	Chapter 2	Pg. 2-10	It is possible that an appeals may be filed by someone other than the applicant. This should be noted.	Katie Nunez (Staff)	
32	Chapter 2	Pg. 2-11	In the graphic, it should be noted that the application may be denied in whole or components of it and the denial pieces may be apealed. In addition, if approved with conditions, the conditions could be the basis of the appeal, as well.	Katie Nunez (Staff)	
33	Chapter 2	Pg. 2-2	"Review Board ...three members are required to residents of the historic district". What about the other two members? Do they have to live in town?	Kathy Glaser (HDRB)	
34	Chapter 2	Pg. 2-3	A link should be provided to town’s website for COA application.	Paul Grossman (TC/PC)	
35	Chapter 2	Pg. 2-3	Major Actions Requiring Review by the HDRB – 3 rd bullet should be broken into two bullets for clarity.	Paul Grossman (TC/PC)	
36	Chapter 2	Pg. 2-3	Are we doing preplanning meetings?	Kathy Glaser (HDRB)	
37	Chapter 2	Pg. 2-4	“..provides that the applicant <i>or any aggrieved party demonstrating impact</i> has...” – to make consistent with ordinance.	Paul Grossman (TC/PC)	
38	Chapter 2	Pg. 2-4	"Therefore, the TC is only obligated to determine whether or not a procedural or application error has occurred in rendering the initial decision and not to override the independent judgement of the HDRB.” I would also add “TC will only review the specific aspect(s) of the application that is being appealed.” Meaning that TC will not stray to other aspects of the application that HDRB has already approved. Words to this effect, if adopted, need to be inserted into ordinance. Commentary observation: Note the following example: After the fact (no prior HDRB review or applicant decides to deviate from an approved COA, applicant installs vinyl windows on contributing structure that HDRB does not agree to and requires window removal. Per these words, TC would not override HDRB.	Paul Grossman (TC/PC)	
39	Chapter 2	Pg. 2-4 & 2-5	Maintenance work that does not require a COA - patching of a roof (but a wholesale replacement of roof does require a COA which could be granted administratively if the material is like for like but otherwise will require HDRB Review). If the proposed maintenance work involves a new or altered structure of any kind (fencing, additions/deletions of structures/buildings) it still requires zoning review but may not be subject to a CofA under the Historic District. When considering work in the Historic District, zoning review is required for compliance with all of the chapters of the CCZO as well as Article VIII of the CCZO and the Guidelines. It would be useful if this information can be shown additionally in a different format, such as a three column side by side chart of 1) Maintenance Work- No CoA; 2) Minor Work- Administrative Approval CoA; 3) Major Work - HDRB Approval CofA	Katie Nunez (Staff)	

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40	Chapter 2	Pg. 2-5	Under “actions that do not require a COA”, should showers be added to the bullet on Landscaping since these enclosures are not that different in size from fencing that might be placed around trash receptacles or outdoor ventilator units.	Sam Jones - Public	
41	Chapter 2	Pg. 2-5	Clarify that minor work like replacing or repairing siding with like materials does not require a COA or administrative approval. As an example, when houses in town are being painted it is not unusual to find individual boards that need repair or replacement. It would be challenging to stop a painting project to get approval for this type of repair. Note that the above items on page 2-5 if accepted will require some language changes to page 2-7 as well.	Sam Jones - Public	
42	Chapter 2	Pg. 2-5	The proposed change that would have a COA expire after six months is likely to just make work for both the property owner and staff. COA’s are usually requested at the schematic design level. Once approved, the AE then needs to compete design as well as construction documents. The property owner then needs to find a contractor and get on the contractor’s schedule. Given the limited number of architects and contractors on the Shore, it can be difficult to meet the six month timeline. I suggest that the one year timeline currently in place remain.	Sam Jones - Public	
43	Chapter 2	Pg. 2-5	6 months expiration to COA, with possible extension of another 6 months – ordinance will have to change.	Paul Grossman (TC/PC)	
44	Chapter 2	Pg. 2-5	Para. 3 - Solar collectors not visible from street do not need COA. This is a change?	Kathy Glaser (HDRB)	
45	Chapter 2	Pg. 2-5	Para. 5 - Says off street parking do not need COA but in Section 8 driveways need board review.	Kathy Glaser (HDRB)	
46	Chapter 2	Pg. 2-5	Para. 7 - "Additions to existing building...not visible" do not need COA? So, if I add an addition to the back of my house that is not visible then I do not need a COA?	Kathy Glaser (HDRB)	
47	Chapter 2	Pg. 2-6	At the top of the flow chart, it says that if the zoning administrator denies the application the applicant can appeal to the HDRB. I don’t think this is appropriate for the HDRB. I think it should be appealed to the board of zoning appeals.	Mike Strub (PC / HDRB)	
48	Chapter 2	Pg. 2-7	A non-substantial alteration is defined as one which is not a substantial alteration. That’s a circuitous definition. Did not know that the Cape Charles National Register Historic District was updated by the 2017 survey. Did not know that outdoor showers only needed administrative approval.	Mike Strub (PC / HDRB)	
49	Chapter 2	Pg. 2-7	"Construction of outdoor showers which are consistent with the guidelines". We have no guidelines for showers.	Kathy Glaser (HDRB)	

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1	<u>CHAPTER</u>	<u>PAGE</u>	<u>COMMENT</u>	<u>COMMENTER</u>	<u>ACTION</u>
50	Chapter 2 Chapter 5 Chapter 8		Solar Solar is changing fast and will soon be available as shingles to match existing roofs/material etc. The more it advances the more restrictive our guidelines will be on homeowners, and it is unlikely our guidelines will be changed to keep up – so we should address this now. The Guideline should be, as now, that solar is permitted if not a visible intrusion from public areas etc, and not harmful to the building – but the guideline should state now that case by case exceptions to this can be made in the future to allow adaptation to new technology, as long as it is in keeping with the historic aspect of the town (as always). Why? Half the town has roofs facing the wrong way today to be eligible for solar under our rules (it would be street visible to be viable) – as technology allow it to match into the shingle roof and be 100% rectifiable we would be remiss to bar half the town from taking advantage of this – if not we are potentially limiting both their rights and their property value in the future (not the case today where solar is an addition to the roof an a construction, vs an integrated part of it that is not obviously visible). Basically prep the guidelines for what we know is coming.	David Howgill (HDRB)	
51	Chapter 3	Pg. 3-10	Para 1 VLR & NHRP need to be spelled out	Dennis McCoy (PC)	
52	Chapter 3	Pg. 3-2	The illustration tries to put all eight features on the same scene. It’s too confusing. Each feature is considered separately in the pages which follows. That’s a better way to proceed. Might then be possible to combine them at the end.	Mike Strub (PC / HDRB)	
53	Chapter 3	Pg. 3-2	Although identified elsewhere, please spell out VLR and NRHP.	Paul Grossman (TC/PC)	
54	Chapter 3	Pg. 3-2	Page 3-10, typo ‘in to’ to ‘into’.	Paul Grossman (TC/PC)	
55	Chapter 3	Pg. 3-26	The term no discernible style is briefly replaced with no clear style only two refer the reader to the buildings in no discernible style. Just stick with no discernible stylin don’t introduce a new term only to not use it.	Mike Strub (PC / HDRB)	
56	Chapter 3	Pg. 3-4	Para 1, VLR & NRHP need to be spelled out	Dennis McCoy (PC)	
57	Chapter 3	Pg. 3-7	Para 1, VLR & NRHP need to be spelled out	Dennis McCoy (PC)	
58	Chapter 3	Pg. 3-8 & 3-10	Seems like there are a few pages in this section out of order; specifically, 3-10 should precede 3-8.	Martin Mayer (HDRB)	
59	Chapter 3		Nice job explaining styles and features, good examples especially referencing street numbers so people can see the example in person	Ken Butta (PC)	
60	Chapter 4	Pg. 4.4	Table at top – refers to cleaning masonry under “Woodwork General”	Ken Butta (PC)	
61	Chapter 4	Pg. 4.5	Table at top – should title say “Sample Maintenance Checklist for Windows, Doors & Storefronts”?	Ken Butta (PC)	
62	Chapter 4	Pg. 4.5	Commercial Storefront 2.c. – damaged glass should be replaced with tempered glass	Ken Butta (PC)	
63	Chapter 4	Pg. 4-13	Para 2 the word a should be the word as	Dennis McCoy (PC)	

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1	<u>CHAPTER</u>	<u>PAGE</u>	<u>COMMENT</u>	<u>COMMENTER</u>	<u>ACTION</u>
64	Chapter 4	Pg. 4-3	Commentary observation: reference to ‘qualified mason’ is great but rarely does one hire one that restores historic surfaces. Not recommending any changes, but this will not change current practice here in Cape Charles.	Paul Grossman (TC/PC)	
65	Chapter 4	Pg. 4-4	Replacement with moisture-resistant replacement wood to prevent premature deterioration such as Accoya, cedar, cypress or mahogany. All very expensive and hard to get. Will administrative review require only this type of material or equivalent? ‘Preferably’ may be a better choice of word. This should be addressed throughout the report.	Paul Grossman (TC/PC)	
66	Chapter 4		I like the educational aspect. It provides information about the materials that many people won’t know.	Ken Butta (PC)	
67	Chapter 4		Chapter 4 is Administrative Review, not part of the HDRB design guidelines. Move to back of document.	Mike Strub (PC/HDRB)	
68	Chapter 4		Chapter 4 title contains ‘Administrative Review’. People can perform normal maintenance and repair on homes without engaging town staff review per Section 8.17 of Article VIII. A broken window pane, fixing roof tiles, etc does not require COA from administrator.	Paul Grossman (TC/PC)	
69	Chapter 5	Pg. 5-12	Figure 5.11 - chimney on right side the picture looks like it is visible from the public right of way.	Mike Strub (PC/HDRB)	
70	Chapter 5	Pg. 5-19 thru 5-22	Windows. A) I think the guidance needs to be based more on appearance and less on the technicality of which side of the glass a muntin etc might be. Newer windows often have muntins between the glass, and ass opposed to the obvious strips of old (fake muntins) these are effectively a modern version of a traditional muntin. I do not think this type of thing needs to be specifically addressed, for muntins or other window elements – but it does need to be better addressed that new materials/window types that are in visual accordance with the historic norms should be easier for homeowners to adapt (and in fact is something that should eventually be able to be approved by staff if clearly in keeping). Just a personal opinion, I know not everyone agrees here – but windows are a huge part of a house maintenance and a huge cost to a homeowner to repair/replace – we should be helping here as much as possible. B) The guidance currently leans to only replacing a window when absolutely necessary. The thought behind it is to keep as much history as possible, but actually most houses in town have a mish-mash of windows from different eras that are clearly neither historic nor providing any visual advantage or continuity. It is my option that in many case sit is more practical, and more in keeping for the town, to allow a homeowner to update/replace several or even all the windows at the same time – as long as they are not removing a historic element (visually or practically). This will actually help the town as a houses with matching windows is better for the owner (energy/home value etc) and better the town (historic street appeal – they were not built with 6 different types of window – it’s just not historically accurate, so let’s help correct past errors vs enshrining them). Yes there are exceptions to this, as there are to any guideline/rule – but currently I think we err on the side of difficulty and protecting past errors vs aiding the homeowner and protecting/enhancing the town and it’s history. Homeowners are not going to treat this lightly, the cost of house wide replacement is a large sum, so we can expect it to be in keeping – but one at a time doesn’t make sense in many cases.	David Howgill (HDRB)	

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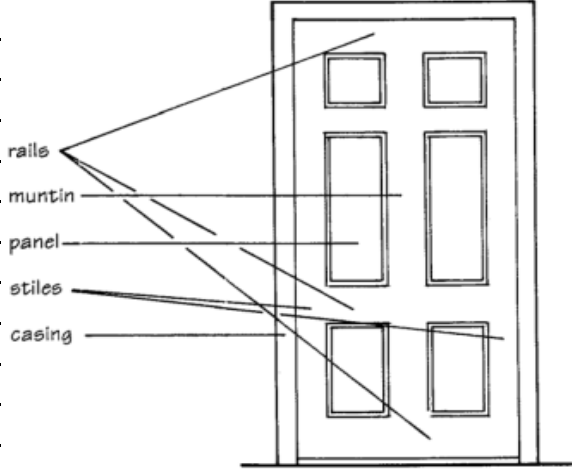
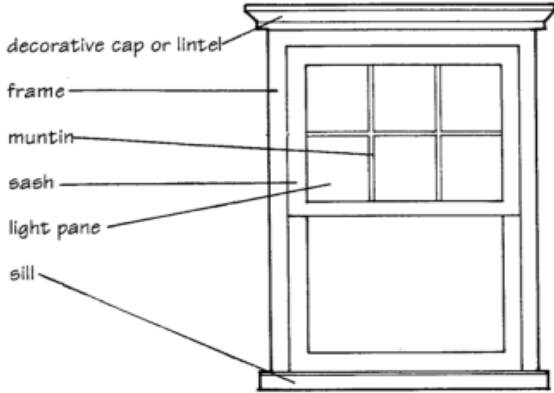
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1	<u>CHAPTER</u>	<u>PAGE</u>	<u>COMMENT</u>	<u>COMMENTER</u>	<u>ACTION</u>
71	Chapter 5	Pg. 5-3	Figure 5.6 specifies that commercial facades can have character-defining features. They should be retained and remain uncovered. Commentary observation: Note that this would eliminate applications that request balconies on the second floor. Just want people to realize this since balconies have been requested on Mason buildings.	Paul Grossman (TC/PC)	
72	Chapter 5	Pg. 5-4	Guidelines for Wood Siding & Trim Window –Implementing a 2.5” thickness on replacement sills seem excessive. Same comment goes for window trim minimum of 3.5 inches vs 3”. What is the historical bases for these thickness selections? Thicknesses should match existing dimensions.	Paul Grossman (TC/PC)	
73	Chapter 5	Pg. 5-4.2	Porch steps and flooring – Commentary observation: note that there is no requirement for running floor boards perpendicular to the house which is acceptable. Boards should be run based on how structural under members are run to support.From this	Paul Grossman (TC/PC)	
74	Chapter 5	Pg. 5-4.2	Porch screening – Now that screening is addressed in the guidelines, screen criteria should be removed from zoning ordinance, Section 3.2.H.	Paul Grossman (TC/PC)	
75	Chapter 5	Pg. 5-40	Building height. Many old buildings have 7 ft ceilings. New buildings are often put on raised foundation and have 8-9 ft. ceilings so they will be more than 10% taller.	Kathy Glaser (HDRB)	
76	Chapter 5	Pg. 5-5.4	New windows & Door Openings – Item 3 – “New door openings should not be designed to alter the presence and function of historic primary entries.” We allowed a second storefront door on a business establishment on Peach Street that was repurposing the building. Was this not appropriate per these guidelines?	Paul Grossman (TC/PC)	
77	Chapter 5	Pg. 5-6	Para 2.d – Figures depicted are great. However, 2.d indicates new additions should not be visible or should be minimally visible from the public right-of way. I would suggest deleting since this contradicts the first figure showing appropriate locations. As worded, 2.d would prohibit any side additions which should not be the case.	Paul Grossman (TC/PC)	
78	Chapter 5	Pg. 5-6	Para 4.b – “simulated divided lights should have dimensional muntins or grills on the exterior of the glass, rather than between the panels.” This should be a requirement only if existing windows on the contributing building have muntins on the exterior.	Paul Grossman (TC/PC)	
79	Chapter 5	Pg. 5-9	Para 2 – typo, remove the second 2.	Paul Grossman (TC/PC)	
80	Chapter 5		Chapter 5 states that these are all items that are under Board review. It seems to, in tone, contradict the philosophy stated in chapter 1. While it doesn’t ban newer materials, it does strongly discourage them. Phrases like "if necessary" (5.2.1.a) will lead to debates of what is necessary. The homeowner will have a different viewpoint from the Board. 5.2.1 includes a review of satellite dish locations Gutters and Downspouts should be under administrative review.	Ken Butta (PC)	
81	Chapter 5	Pg. 5-5/5-6	Contributing Structure section - don’t think it’s possible to add dormers without there being visible from public right away.	Mike Strub (PC/HDRB)	

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82	Chapter 5 & Appendix C	Pg. 5-14	Section 5, page 5-14, and Appendix C language—1) Remove vinyl regardless of thickness from the list of minimum material standards, and 2) move the language that states that vinyl is an inappropriate material from Appendix C to the main body of the document. Going forward, vinyl siding should not be approved for any contributing or non-contributing structure within the Historic District Overlay.	Sam Jones - Public	
83	Chapter 6	Pg. 6-1	New Acc Structures, Para 1.c – ‘limit size to ensure that they are not visible from the public right-of-way...’. Suggest ‘limited or minimal visibility from the’.	Paul Grossman (TC/PC)	
84	Chapter 6	Pg. 6-1 & 6-2	Contributing Accessory Structure – We need to add that a contributing structure only will be treated as a contributing structure if it is not being used as, or being considered for, accessory dwelling units. Section 8.16.B.3. The intent with this recent add to the ordinance was that an ADU would trump a contributing accessory structure, allowing residents to convert per our comp plan accessory structures into ADUs.	Paul Grossman (TC/PC)	
85	Chapter 6		CONTRIBUTING ACCESSORY BUILDINGS As the new guidance stands, a Contributing Accessory Structure associated with a Contributing Primary Building is treated of equal import to the primary building itself. I find this to be very limiting for homeowners moving forward. The nature of accessory buildings around town varies widely, and many are ostensibly unusable as they stand today. It is my belief that they should be treated less strictly than primary buildings; whether that means they are separated out under guidance or whether the guidance is marked that the board has more leeway (case by case) on accessory buildings is up to the town – but where we have limited options for homeowners already to expand I think this is quite harsh for the future. (nothing to do with whether it is garage/rental/accessory dwelling etc – that is all zoning, my topic here is how historically “contributory” is a building that can not effectively service its function for the homeowner)	David Howgill (HDRB)	
86	Chapter 6		6.1.3 & 4 Mention matching color. Does composition mean type of material? This would eliminate using composite material.	Ken Butta (PC)	
87	Chapter 6		Chapter 6, Accessory Structures, will be an Administrative Review chapter, not a board review chapter (Based on proposed changes).	Mike Strub (PC/HDRB)	
88	Chapter 7		Documentation of building prior to demolition - how much does this cost to meet this HABS III standard? Is this necessary for our purposes?	Ken Butta (PC)	
89	Chapter 8	Pg. 8.2	Allow vinyl fencing, don’t allow chain link.	Ken Butta (PC)	
90	Chapter 8	Pg. 8.4.3	Remove chain link as a screening material.	Ken Butta (PC)	
91	Chapter 8	Pg. 8.5.2	Drop requirement for a certified arborist - too difficult to get.	Ken Butta (PC)	
92	Chapter 8	Pg. 8-4	Remove language that allows chain link fences for use in rear or side yards of mid-block lots. Property owners have worked to remove chain link fences around town and the town is better for it. While the visual that is included in the report combines wood and metal fencing, this is not what people usually think of when you say “chain link”.	Sam Jones - Public	
93	Chapter 8	Pg. 8-4	Vinyl and PC Meet requirements in Chapter x? Could not find Chapter x or any reference to fence material requirement. We approve vinyl fencing all the time.	Kathy Glaser (HDRB)	

Comments Tracking Sheet of September 2022 Draft Guidelines (version 1).xlsx

	A	B	C	D	E
1	<u>CHAPTER</u>	<u>PAGE</u>	<u>COMMENT</u>	<u>COMMENTER</u>	<u>ACTION</u>
94	Chapter 8	Pg. 8-7	Satellite dishes not being placed in front? Happens all the time. Dish company places them wehere there is the best reception. No one notifies the city when they place it.	Kathy Glaser (HDRB)	
95	Chapter 8		Should show a picture of how to do an outside shower in the historic district, discuss style and function so the shower does not negatively impact the historic home	Jim Holloway (PC)	
96	Chapter 9	Pg. 9.2	1st sentence (Improper maintenance of historic materials on contributing buildings is not an appropriate reason to consider replacement.) makes it sound like a person who buys a property that wasn't maintained should not be allowed to replace damaged material.	Ken Butta (PC)	
97	Chapter 9	Pg. 9-4	Figure 9.4 – from the description, I take this to mean aluminum siding is acceptable for noncontributing structures. Given that Al has been considered a no-no in our historic district (although allowed per CCZO Section 3.2.I 6, R-1 district), I would suggest we continue with that except if the house was previously clad in Al. Ordinance would have to change.	Paul Grossman (TC/PC)	
98	Chapter 9	Pg. 9-5	Flowchart indicates that alternative materials can only be used by answering no to all of the items that precede on the left.	Ken Butta (PC)	
99	Chapter 9	Pg. 9-5	Replacing materials. What is the owner just wants new siding. Cannot replace if they don't NEED it?	Kathy Glaser (HDRB)	
100	Chapter 9	Pg. 9-7	Last item in the list on this page requires the applicant to demonstrate that the new proposed material is appropriate for use - this seems to be a standard for material sustainability which is something we have not required for historic materials.	Ken Butta (PC)	
101	Chapter 10	Pg. 10-16	2,d NFIP needs to be spelled out.	Dennis McCoy (PC)	
102	Chapter 10	Pg. 10-8	Para 1 NPS needs to be spelled out	Dennis McCoy (PC)	
103	Chapter 10	Pg. 10-8	Para 2 NFIP needs to be spelled out	Dennis McCoy (PC)	
104	Chapter 10	Pg. 10-1	Figure 10.1 – change 1970s to 1980s in figure description shown I green insert.	Paul Grossman (TC/PC)	
105	Chapter 10	Pg. 10-2	Do we have someone designated as Floodplain Manager on Town Staff or is this an external FEMA position? Unclear in this section.	Paul Grossman (TC/PC)	
106	Chapter 10	Pg. 10-3-1	Title – typo - missing closed parenthesis.	Paul Grossman (TC/PC)	
107	GENERAL COMMENT		understand that the property at the intersection of Strawberry and Randolph (aka the Post Office) is US Federal Land and as such should be outside the purview of the Cape Charles HDRB, Zoning Administrator, Code Official and Town Council. I raise this because I do not believe that this is reflected in the zoning map in the draft document.	Dennis McCoy (PC)	
108	GENERAL COMMENT		Pools We have ponds and water features listed. As we know there are some pools in the historic district I question whether that should be included here? It is a water feature...it's also unlikely to be approved in someone's front yard...but... Basically this is for continuity and clarity.	David Howgill (HDRB)	

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1	<u>CHAPTER</u>	<u>PAGE</u>	<u>COMMENT</u>	<u>COMMENTER</u>	<u>ACTION</u>
109	GENERAL COMMENT		Missing topic is addressing murals, specifically on commercial buildings. Both permanently applied and those that are affixed and removable.	Paul Grossman (TC/PC)	
110	Appendix A		For both WINDOW, Parts of & For DOOR, it would be great to have a general graphic of both a window and door that labels all of the parts of each since we have definitions of all of the parts of both. Similar to what we have in the Guidelines now	Katie Nunez (Staff)	
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137	Appendix C		States that alternative materials "are inappropriate options for siding replacement due to their inferior performance". While an argument is made against vinyl siding, nothing is included about aluminum or cemntitious siding. This statement effectively bans these materials.	Ken Butta (PC)	