



Historic District Review Board Meeting

Tuesday, September 15, 2026, 5:00 PM
Cape Charles Civic Center - 500 Tazewell Avenue
Agenda

- 1. Call to Order**
 - A. Roll Call
 - B. Establish Quorum
- 2. Invocation and Pledge of Allegiance**
- 3. Public Comments**
- 4. Consent Agenda**
 - A. Approval of Agenda Format
 - B. Approval of Minutes
- 5. New Business: Applications for Certificate of Appropriateness:**
 - A. 123 Peach Street
 - B. 501 Nectarine Street
- 6. Other Business**
 - A. Report from Zoning Administrator
- 7. Adjournment**



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
August 18, 2026
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, members present were Joan Cooper and Elizabeth Wright. Also in attendance were the Planning and Zoning Deputy Tracy Outten; Town Clerk Libby Hume; and the applicants. There were no members of the public in attendance.

Chairwoman Glaser started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the Consent Agenda. The motion was approved by a unanimous vote.

NEW BUSINESS:

Certificate of Appropriateness for Renovations, Additions, and New Construction:

- A. *538 Randolph Avenue – to install brick veneer over the existing concrete front porch floor and steps on the single-family dwelling.*

Ms. Outten read the staff report.

Wayne Reed, the owner's representative, was available to answer questions.

The board asked about the brick veneer thickness. Mr. Reed answered ½”.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 538 Randolph Avenue on an application filed by Wayne Reed dba W & K Construction LLC on behalf of Eric and Kirstain McArdle to install ½” Old Mill brick veneer over the existing concrete front porch floor and steps on the single-family home; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Page 4-11 – Porches & Associated Features, and Section 5.4.2 – Porches; as stated in the application dated 6/29/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *Tax Map #83A4-1-1 to 7 on Randolph Avenue – to construct a new 8,886 sq. ft. two-story municipal building.*

Ms. Outten summarized the staff report.

The board had no questions about the building's exterior.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness for Tax Map #83A4-1-1 to 7 on Randolph Avenue on an application filed by Rick Keuroglan on behalf of the Municipal Corporation of Cape Charles to construct a new 8,886 square foot two-story municipal building; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.13 – New Construction of Primary Buildings; as stated in the application dated 8/5/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to adjourn the August 18, 2026 Historic District Review Board Regular Meeting at 5:09 p.m.

Chairwoman Kathy Glaser

Planning & Zoning Deputy

DRAFT



Historic District Review Board Staff Report

Agenda Title: 123 Peach Street
Agenda Date: September 15, 2026
Prepared by: Tracy Outten, Planning & Zoning Deputy
Reviewed By: Rick Keuroglan, Interim Zoning Administrator
Date: September 2, 2026

Applicant: Bige Philip Bowling & Katherine Carter

Type Of Application: Pre-Application/Certificate of Appropriateness

Site Address: 123 Peach Street

Work to be Performed: repair the front door, replace the roof and windows, & convert an existing screened area to windows

Tax Map: 83A3-1-492B & 493B

Current Zoning: R-1

Lot Size: NA

Historic Register: CONTRIBUTING

Description: Ca. 1904, Folk Victorian

Accessory Structure: Non-Contributing

Date Application Received: August 4, 2026

Pre-Application Meeting: September 15, 2026

Date Application Deemed Complete: August 4, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): November 3, 2026

Overview:

The applicant is seeking to (1) repair the existing wood door; (2) replace: (i) the existing asphalt shingle roof with a new asphalt GAF architectural shingle roof, (ii) the existing wood windows with new composite windows with the same size and configuration; the existing sills and trim will not be changed, (iii) the existing screening on a side enclosed porch with four 2/2 double hung windows; and (3) remove one existing fixed 6/6 32" x 60" x 5" wood window on the side of the single-family home.

Aerial Map:



Materials:

Roof: Asphalt GAF Architectural Shingles

Windows: Andersen 400 Series Double Hung Fibrex Windows: 4 = 2/2 42" x 42" x 5", 16 = 2/2 32" x 71.5" x 5"

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project seeks to remove the existing brick chimney on the church building. Zoning Compliance has been achieved based upon this application to the HDRB.

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

Historic District Guidelines:

Section 3.1: Architectural Character

Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-12 – Folk Victorian)

Section 4.2: Roofs

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

Section 5.2: Roofs

Section 5.4.2: Porches

Section 5.5.1: Windows

Staff Recommendation:

Staff requests that the HDRB review the application materials submitted by the applicant and determine whether the proposed repairs, replacements, and removals are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

Staff is prepared to assist in developing a motion, if needed.

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

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

Attachments:

Attachment 1: Application and Supporting Documents



Certificate of Appropriateness Application Renovation

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31
planningtech@capecharles.org

Revised 07/2026

Taxes

Violations

Fee

Decision

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

PART 1: APPLICATION NOTES

A Certificate of Appropriateness (COA) is required for all applications for zoning clearances and permits involving minor and major exterior work on a property within the Cape Charles Historic District Overlay.

Minor* Exterior Work projects do not substantially alter the visual character of the structure or site.

Major* Exterior Work projects involve a change in the appearance of a building or site and are more substantial than routine maintenance or minor projects. They include changes from the original design or material, or replacement, alteration, or removal of an original feature.

*Upon approval of any minor or major work project the applicant is responsible for confirming and obtaining necessary building permits.

Application for COA Fees:

New Construction: Residential: \$1,000 OR Commercial & Commercial Residential (CR): \$2,000

Minor Work: \$50

Major Work: Residential: \$125, \$450, OR \$500 OR Commercial & CR: \$1,000

Major Work: Demolition: \$500

Working without an approved & active COA or After the Fact Permit Fee: \$1,000

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

- ☒ A) Zoning Clearance Application ☒ B) Photos of existing condition ☐ C) Owner Permission Affidavit *N/A*
☒ D) Payment of COA Fee
☒ E) Site Plan Survey ☒ F) Material Specifications ☐ G) Tree Permit Application *N/A*

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 123 Peach St.

Tax Map #: 83A3-1-492B

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: Philip and Katherine Bowling

PART 4: APPLICANT INFORMATION

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

Name and/or Company:

Mailing Address:

Phone Number:

Email:

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

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

Replacing roof (leaking). Replacing all windows. Windows are in serious disrepair. We are unable to keep the home heated in the winter because of the air leakage. Removing one window at the rear of the home (not visible from street). Converting an upper screened area to windows.

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

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

Location (Pictures of existing condition): roof of whole home

Existing Roof	Proposed Roof
Existing Condition: ☐ Original ☒ Not Original ☐ Not Sure	Proposed Work: Replace roofing
Existing Material: Asphalt shingles	Proposed Material: Asphalt GAF architectural
Pitch: 10-12	Pitch: 10-12
Gutters & Downspouts: (Pictures of Location & Material Specs)	Solar: (Pictures of Location & Material Specs)
Proposed Work: n/a	Proposed Work: n/a
Proposed Material: n/a	Proposed Material: n/a
Other / Additional Notes: n/a	

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

Number of doors to be: Added: Removed:
 Repaired: 1 Replaced: In kind Different in style or material

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

Existing Door	Proposed Door
Door 1: Complete a separate Section C for each door being modified. Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☒ Repaired ☐ Replaced
Existing Material: wood	Proposed Material: wood
Dimensions: Width 32 Height 80	Dimensions: Width 32 Height 80
Configuration with picture (i.e., glass panes, divisions, decorative details & panels): No glass, decorative panels	Configuration with picture (i.e., glass panes, divisions, decorative details & panels): no change

Indicate the reason for change: Door is attached to trim and not weather tight. Repairing so it operates correctly.

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: <u>4</u> Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Minimum Guidelines: <u>Window Sill</u> – thickness of 1-1/2" and <u>Window Casing or Trim</u> – thickness of 3-1/2"	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☒ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture Screens and framing	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture 4 double hung 2 over 2 windows
Width: n/a Height: n/a Depth: n/a	Width: 42" Height: 42" Depth: 5"
Existing Material: n/a	Proposed Material: <u>Anderson AW 400 composite</u>
Sill: Length: n/a Thickness: n/a Depth: n/a	Sill: Length: 51.5" Thickness: 2.5" Depth: 2.5"
Existing Material: n/a	Proposed Material: WOOD
Casing / Trim: Width: n/a Height: n/a Depth: n/a	Casing / Trim: Width: 4.75" Height: 51.5" Depth: 1"
Existing Material: n/a	Proposed Material: WOOD
Shutters: Original: ☐ Yes ☒ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material:	Proposed Material:
Indicate the reason for change: Never use the porch and want to convert to usable space, frames in bad shape.	
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
<u>New materials should match the historic material, composition, shape, size, and other visual qualities.</u>	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☐ Repair/Add Screening ☐ Flooring = ☐ Alter ☐ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair ☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair	
Location (Attach pictures for all work including existing and proposed; Survey may be requested):	
FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced _____ Altered Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: Width: Depth:	Dimensions: Length: Width: Depth:
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
CONTINUE COMPLETING THIS SECTION ON PAGE 4	

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material <u>16</u>	
Minimum Guidelines: <u>Window Sill</u> – thickness of 1-1/2" and <u>Window Casing or Trim</u> – thickness of 3-1/2"	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☒ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung, 2/2	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture double hung, 2/2
Width: 32" Height: 71.5" Depth: 5"	Width: 32" Height: 71.5" Depth: 5"
Existing Material: wood	Proposed Material: Anderson AW 400 composite
Sill: Length: 41.5" Thickness: 2.5" Depth: 2.5"	Sill: Length: 41.5" Thickness: 2.5" Depth: 2.5"
Existing Material: wood	Proposed Material: keep existing
Casing / Trim: Width: 4.75" Height: 80" Depth: 1"	Casing / Trim: Width: 4.75" Height: 80" Depth: 1"
Existing Material: wood	Proposed Material: keep existing
Shutters: Original: ☐ Yes ☒ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material: n/a	Proposed Material: n/a
Indicate the reason for change: Windows are in serious disrepair and need to be replaced. Sills/Trim will remain.	
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
New materials should match the historic material, composition, shape, size, and other visual qualities.	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☐ Repair/Add Screening ☐ Flooring = ☐ Alter ☐ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair ☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair	
Location (Attach pictures for all work including existing and proposed; Survey may be requested):	
FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced _____ Altered Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design:	Proposed Material & Design:
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____
CONTINUE COMPLETING THIS SECTION ON PAGE 4	

Windows Pt. 3

D. WINDOWS ☐ Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: <u>1</u> Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: ☐ Yes ☐ No ☒ Not Sure	Work to be completed: ☐ Added ☒ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>Fixed wood 6/6</u>	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture <u>n/a</u>
Width: <u>32"</u> Height: <u>60"</u> Depth: <u>5"</u>	Width: _____ Height: _____ Depth: _____
Existing Material: <u>wood</u>	Proposed Material: <u>remove</u>
Sill: Length: <u>41.5"</u> Thickness: <u>2.5"</u> Depth: <u>2.5"</u>	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: <u>wood</u>	Proposed Material: <u>n/a</u>
Casing / Trim: Width: <u>4.75"</u> Height: <u>69.5"</u> Depth: <u>1"</u>	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: <u>wood</u>	Proposed Material: <u>n/a</u>
Shutters: Original: ☐ Yes ☒ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material: _____	Proposed Material: _____
Indicate the reason for change: <u>Window is not needed and is in very bad shape. In side rear of home and not visible from street.</u>	
E. PORCHES ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
<u>New materials should match the historic material, composition, shape, size, and other visual qualities.</u>	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☐ Repair/Add Screening ☐ Flooring = ☐ Alter ☐ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair ☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair	
Location (Attach pictures for all work including existing and proposed; Survey may be requested): _____	
FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____ Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material: _____	Proposed Material: _____
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material: _____	Proposed Material: _____
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design: _____	Proposed Material & Design: _____
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____
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BALUSTRADE	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:
SCREENING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
SKIRTING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach pictures; Survey may be requested):	
Number of Steps to be: Repaired Replaced Altered	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Rise: Run: Tread Width:	Dimensions: Rise: Run: Tread Width:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Stoop to be: Repaired Replaced Altered	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: Repaired Replaced Altered	
Location (Attach pictures; Survey may be requested):	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. SIDING ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing Material:		Proposed Material:	
Dimensions: Thickness:	Width:	Dimensions: Thickness:	Width:
Indicate the reason for change, e.g., underlying material condition, rot:			
H. TRIM WORK ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Trim		Proposed Trim	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Material:	
Dimensions: Width:	Height:	Dimensions: Width:	Height:
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design):			
I. MASONRY ☒ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☐ Minor Repair ☐ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials:			
J. HARDSCAPING ☒ Not applicable SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Location (Attach Site Plan/Survey & pictures):			
☐ Driveway:	Length:	Width:	Materials:
☐ Walkway:	Length:	Width:	Materials:
☐ Other Paving:	Length:	Width:	Materials:

123 Peach - Front of Home

Windows 1-5: To be replaced with composite 2/2 double hung windows the same size. No change to trim or sills.

Front Door (Door 1): To be repaired so that it is weather tight and is installed to framing where it is currently installed into the door trim. No change to door trim or the door itself.



123 Peach - Rear of Home

Windows 6-7: To be replaced with 2 over 2 double hung windows the same size. No change to trim or sills.



123 Peach - Side 1 (Central Park Side))

Windows 8-9: To be replaced with composite 2 over 2 double hung windows the same size. No change to trim or sills.

Windows 10-15: To be replaced with 2 over 2 double hung windows the same size. No change to trim or sills.



123 Peach - Side 2 (Facing Randolph Ave.)

Window 16: To be replaced with 2 over 2 double hung windows the same size.
No change to trim or sills.

Windows 17-20: Current screens to be replaced with 4, double hung, 2 over 2 windows fitting in the same openings.

Window 21: Unnecessary window to be removed



PROPOSED 123 Peach

Side 2 (Facing Randolph Ave.)

Window 16: To be replaced with 2 over 2 double hung windows the same size.
No change to trim or sills.

Windows 17-20: Current screens to be replaced with 4, double hung, 2 over 2 windows fitting in the same openings.

Window 21: Unnecessary window to be removed



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Charcoal



Fox Hollow Gray



Hickory



Hunter Green



Mission Brown



Oyster Gray



Patriot Red



Shakewood

[Jump to Overview](#)

**SOLD BY:**

Onancock Building Supply, Inc.
135 Market St
PO Box 219
Onancock, VA 23417-4226
Fax: 757-787-8689

SOLD TO:**CREATED DATE**

7/31/2026

LATEST UPDATE

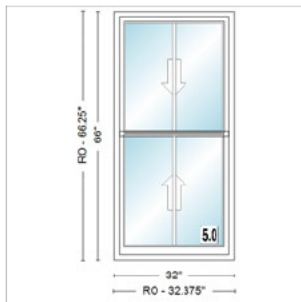
9/3/2026M

OWNER

DAVID GREENE

Abbreviated Quote Report - Customer Pricing

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
Unassigned Quote	Unassigned Project	9638858		289076

ORDER NOTES:**DELIVERY NOTES:**

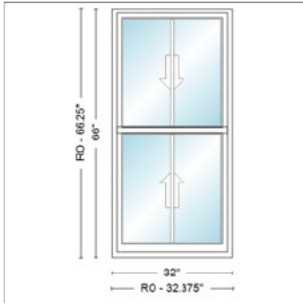
<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>
100	1	AA	None Assigned

RO Size = 32 3/8" x 66 1/4"**Unit Size = 32" x 66"**

TWI 2' 8"X5' 6", Unit, 8 Degrees - Moderate, 400 Series Double-Hung-Insert, Equal Sash, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Pine w/White - Painted Interior Sash/Panel, AA, Dual Pane Low-E4 Standard Argon Fill Full Divided Light (FDL) 2 Wide, 1 High, Specified Equal Light Pattern, White, Pine w/White, 3/4" Grille Bar, Stainless Glass / Grille Spacer, Traditional, 1 Sash Locks White (Factory Applied), WhiteJamb Liner, White, Full Screen, Aluminum

Insect Screen 1: 400 Series Double-Hung-Insert, TWI 32 x 66 8 Degrees - Moderate Full Screen Aluminum White

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.32	0.28	NO	A1	28.2020	28.5790	5.59710



<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>
200	1	AA	None Assigned

RO Size = 32 3/8" x 66 1/4"

Unit Size = 32" x 66"

WDHI 2' 8"X5' 6", Unit, 8 Degrees - Moderate, 400 Series Woodwright Double-Hung-WWI, Equal Sash, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Pine w/White - Painted Interior Sash/Panel, AA, Dual Pane Low-E4 Standard Argon Fill Full Divided Light (FDL) 2 Wide, 1 High, Specified Equal Light Pattern, White, Pine w/White, 3/4" Grille Bar, Stainless Glass / Grille Spacer, Traditional, 1 Sash Locks White, White/WhiteJamb Liner, White, Full Screen, Aluminum

Insect Screen 1: 400 Series Woodwright Double-Hung-WWI, WDHI 32 x 66 8 Degrees - Moderate Full Screen Aluminum White

<u>Unit #</u>	<u>U-Factor</u>	<u>SHGC</u>	<u>ENERGY STAR</u>
A1	0.31	0.28	NO

CUSTOMER SIGNATURE_____DATE_____

* All graphics as viewed from the exterior. ** Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

Thank you for choosing Andersen Windows & Doors



Historic District Review Board Staff Report

Agenda Title: 501 Nectarine Street (547 Madison Avenue)
Agenda Date: September 15, 2026
Prepared by: Tracy Outten, Planning & Zoning Deputy
Reviewed By: Rick Keuroglan, Interim Zoning Administrator
Date: September 1, 2026

Applicant: First Baptist Church
represented by Craig Dean dba Veterans
Emergency Water Damage

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: 501 Nectarine Street
County GIS: 547 Madison Avenue

Work to be Performed: to remove the brick
chimney

Tax Map: 83A3-1-142 & 143

Current Zoning: R-1

Lot Size: NA

Historic Register: CONTRIBUTING
Description: Ca. 1901, Gothic Revival
Accessory Structure: Non-Contributing

Date Application Received: August 4, 2026

Pre-Application Meeting: September 15, 2026

Date Application Deemed Complete: August 11, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): November 9, 2026

Overview:

The applicant is seeking to remove the existing brick chimney.

Aerial Map:



Materials: NA

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project seeks to remove the existing brick chimney on the church building. Zoning Compliance has been achieved based upon this application to the HDRB.

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

Historic District Guidelines:

Section 3.1: Architectural Character

Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-13 – Gothic Revival)

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

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

Staff Recommendation:

Staff requests that the HDRB review the application materials submitted by the applicant and determine whether the proposed removal of the brick chimney is in keeping with the Guidelines of the Historic District and reflects the character and historic appearance of the neighborhood.

Staff is prepared to assist in developing a motion, if needed.

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

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

Attachments:

Attachment 1: Application and Supporting Documents



Certificate of Appropriateness Application Renovation

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31
planningtech@capecharles.org

Exempt
per TC
nonprofit
fee waiver

Revised 11/2025

Taxes	-
Violations	NA
Fee	\$500
Decision	

Budget Code: HISTF 100-3100-1100

Budget Code VIOLATIONS: PERMZ 100-3100-1370

PART 1: APPLICATION NOTES

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

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

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

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

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

- ☒ A) Zoning Clearance Application ☒ B) Photos of existing condition ☒ C) Owner Permission Affidavit
☒ D) Payment of COA Fee (Residential – Minor \$75, Major \$150, \$500 OR Commercial/Commercial Residential – \$1,000)
☒ E) Site Plan/Survey ☒ F) Material Specifications ☒ G) Tree Permit Application

Owner signature:

Date:

PART 2: PROPERTY INFORMATION

Property Address: 501 Nectarine Street

Tax Map #: 83A1-1-143

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

Zoning District: R-1

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company:

Email:

PART 4: APPLICANT INFORMATION

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

Name and/or Company: VETERANS EMERGENCY WATER DAMAGE

Email:

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

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

repoint masonry foundation & remove chimney

PART 6. ALTERATIONS, REPAIRS OR ADDITIONS

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

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

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

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

Stories: Building height: Footprint: Gross square footage:

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

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

Type of work: ☐ New ☒ Repair % of roof structure PATCH WHERE CHIMNEY IS REMOVED - TO MATCH
☐ Reroofing: In kind Different in style or material
☐ Add/Repair Gutters and downspouts ☐ Solar Panels ☐ Other Solar Installation

Location (Pictures of existing condition):

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

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

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

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

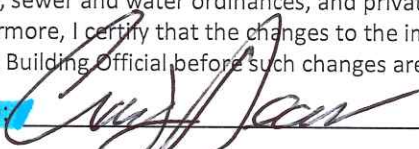
Existing Door	Proposed Door
Door 1: Complete a separate Section C for each door being modified. Original to the home: ☐ Yes ☒ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Existing Material:	Proposed Material:
Dimensions: Width Height	Dimensions: Width Height
Configuration with picture (i.e., glass panes, divisions, decorative details & panels):	Configuration with picture (i.e., glass panes, divisions, decorative details & panels):

Indicate the reason for change:

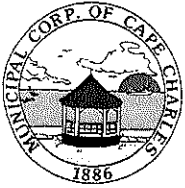
D. WINDOWS Not applicable SEE SECTION 4.5, 5.5, or 5.11 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Number of windows to be: Added: _____ Removed: _____ Repaired: _____ Replaced: In kind _____ Different in style or material _____	
Minimum Guidelines: Window Sill – thickness of 1-1/2" and Window Casing or Trim – thickness of 3-1/2"	
Attach a diagram of the house exterior with all windows numbered. Add documentation for each additional window.	
Existing Windows	Proposed Windows
Window 1: Complete a separate Section D for each window being modified if it is a different size, configuration, etc. Original to the home: ☐ Yes ☐ No ☐ Not Sure	Work to be completed: ☐ Added ☐ Removed ☐ Repaired ☐ Replaced
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture	Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): Include a picture
Width: _____ Height: _____ Depth: _____	Width: _____ Height: _____ Depth: _____
Existing Material: _____	Proposed Material: _____
Sill: Length: _____ Thickness: _____ Depth: _____	Sill: Length: _____ Thickness: _____ Depth: _____
Existing Material: _____	Proposed Material: _____
Casing / Trim: Width: _____ Height: _____ Depth: _____	Casing / Trim: Width: _____ Height: _____ Depth: _____
Existing Material: _____	Proposed Material: _____
Shutters: Original: ☐ Yes ☐ No (Attach Location Picture)	Shutters: ☐ Repair ☐ Replace ☐ New (Attach Location Picture)
Existing Material: _____	Proposed Material: _____
Indicate the reason for change: _____	
E. PORCHES Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
<u>New materials should match the historic material, composition, shape, size, and other visual qualities.</u>	
Work to be done: ☐ Repair flooring ☐ Repair ceiling ☐ Repair columns ☐ Repair/Add Skirting ☐ Repair/Add Screening ☐ Flooring = ☐ Alter ☐ Replace ☐ Repair ☐ Columns = ☐ Alter ☐ Replace ☐ Repair ☐ Balustrade = ☐ Alter ☐ Replace ☐ Repair ☐ Ceiling = ☐ Replace ☐ Repair ☐ Skirting = ☐ New ☐ Replace ☐ Repair	
Location (Attach pictures for all work including existing and proposed; Survey may be requested):	
FLOORBOARDS: Number of boards to be: _____ Repaired _____ Replaced _____ Altered _____ Replacement of flooring should match the historic floorboard orientation. Replacement of an entire porch floor, ensure the new floor slopes away from the building.	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material: _____	Proposed Material: _____
Dimensions: Length: _____ Width: _____ Depth: _____	Dimensions: Length: _____ Width: _____ Depth: _____
CEILING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material: _____	Proposed Material: _____
COLUMNS	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Design: _____	Proposed Material & Design: _____
Existing Dimensions: Height: _____ Width: _____ Diameter: _____	Proposed Dimensions: Height: _____ Width: _____ Diameter: _____
CONTINUE COMPLETING THIS SECTION ON PAGE 4	

BALUSTRADE	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:
SCREENING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
SKIRTING	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed Work: ☐ New ☐ Replace ☐ Repair
Existing Material:	Proposed Material:
If replacing any item above, indicate the reason for replacement:	
If altering any item above, describe any proposed change (material, size, etc.):	
REPAIR RAILING IN BAPTIST MHC POOL	
F. STEPS/STOOPS/RAILINGS ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach pictures; Survey may be requested):	
Number of Steps to be: Repaired Replaced Altered	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Dimensions: Rise: Run: Tread Width:	Dimensions: Rise: Run: Tread Width:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Stoop to be: Repaired Replaced Altered	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material & Size:	Proposed Material & Size:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	
Number of Railings to be: Repaired Replaced Altered	
Location (Attach pictures; Survey may be requested):	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure	Proposed
Existing Material:	Proposed Material:
Existing Dimensions: Height: Width: Diameter:	Proposed Dimensions: Height: Width: Diameter:
Existing Style / Design:	Proposed Style / Design:
If replacing, indicate the reason for replacement. If altering, describe any proposed change (material, configuration, size, etc.):	

G. SIDING ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.9 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Full Re-Siding (same material) ☐ Full Re-Siding (Change of material)			
Location (Attach diagram & pictures):			
Existing Siding		Proposed Siding	
Original to the home: ☐ Yes ☐ No ☐ Not sure			
Existing Material:		Proposed Material:	
Dimensions: Thickness:	Width:	Dimensions: Thickness:	Width:
Indicate the reason for change, e.g., underlying material condition, rot:			
H. TRIM WORK ☒ Not applicable SEE SECTION 4.4, 5.4, or 5.10 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ Minor Repair ☐ Alteration			
Location (Attach diagram & pictures):			
Existing Trim		Proposed Trim	
Existing Condition: ☐ Original ☐ Not Original ☐ Not Sure			
Existing Material:		Proposed Material:	
Dimensions: Width:	Height:	Dimensions: Width:	Height:
Depth:		Depth:	
Style / Design:		Style / Design:	
Reason for repair or alteration (change of material or design):			
I. MASONRY ☐ Not applicable SEE SECTION 4.3 or 5.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Type of work: ☐ New foundation ☐ Substantial Reconstruction ☒ Minor Repair ☒ Repointing			
Location (Attach diagram & pictures):			
Existing Masonry		Proposed Masonry	
Existing Condition: ☒ Original ☒ Not Original ☐ Not Sure			
Existing Material:		Proposed Materials:	
Existing mortar:	Joints:	Mortar to be used:	Mortar joints:
Other / Additional Notes: (Unpainted masonry cannot be painted.)			
Existing Chimney		Proposed Chimney	
Show location and document conditions with photographs		☐ Repair ☐ Remove ☐ Add a chimney cap	
Indicate the reason for change and materials: REMOVE CHIMNEY- EXTERIOR ONLY UNSAFE CONDITION AND NOT IN USE			
J. HARDSCAPING ☐ Not applicable SEE SECTION 9.1 OF THE HISTORIC DISTRICT DESIGN GUIDELINES			
Location (Attach Site Plan/Survey & pictures):			
☐ Driveway:	Length:	Width:	Materials:
☐ Walkway:	Length:	Width:	Materials:
☐ Other Paving:	Length:	Width:	Materials:

K. FENCE OR WALL ☒ Not applicable SEE SECTION 9.2 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Type of work: ☐ New ☐ Repair % of structure ____ ☐ Replace In kind ____ ☐ Different in style or material ____	
Location (include survey showing location, setbacks, and height)	
Existing Material:	Proposed Material
Height:	Height:
Describe the style:	Describe the style:
L. DECKS & PATIOS ☒ Not applicable SEE SECTION 9.3 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach Site Plan/Survey & pictures):	
☐ Deck: Length: Width: Materials:	
☐ Patio: Length: Width: Materials:	
M. APPURTENCES ☒ Not applicable SEE SECTION 9.4 OF THE HISTORIC DISTRICT DESIGN GUIDELINES	
Location (Attach Site Plan/Survey & pictures):	
☐ New ☐ Repair ☐ Replacing ☐ Other:	
Outdoor Shower: ☐ Enclosed Length: Width:	
Material:	Foot Pad Material:
Other, describe:	
Dimensions:	Material
Other:	
Dimensions:	Material
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.	
Applicant's signature: 	Date: <u>8/4/26</u>
Zoning Administrator's signature: _____	Date: _____
Zoning Ordinance Article VIII Section: _____	

FILL OUT GIVE TO TRACY



Owner Affidavit for Permission to Represent

Planning & Zoning Department
412 Tazewell Avenue
Cape Charles, VA 23310
757-331-3259 x31

planningtech@capecharles.org

Revised 11/2025

Taxes

Violations

Fees

Decision

PART 1. APPLICATION NOTES

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

PART 2: PROPERTY INFORMATION

Property Address: 501 NECTARINE ST. CC VA Tax Map #:

PART 3: PROPERTY OWNER INFORMATION

Name and/or Company: FIRST BAPTIST Church Cape Charles

Mailing Address: P.O. BOX 12 Cape Charles, VA 23310

Phone Number: 757 331-1908 Email:

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

SHIRLEY R.A. GALLOWAY, TRUSTEE Chair PERSON

PART 4: REPRESENTATIVE INFORMATION

Name and/or Company: SHIRLEY R. A. GALLOWAY

Mailing Address: 541 MADISON AVE Cape Charles, VA 23310

Phone Number: 757 373-3268 Email: shirleygalloway50@gmail.com

☒ to file documents on my behalf

☐ To represent me in meetings with Town officials

Name and/or Company:

Mailing Address:

Phone Number:

Email:

☐ to file documents on my behalf

☐ To represent me in meetings with Town officials

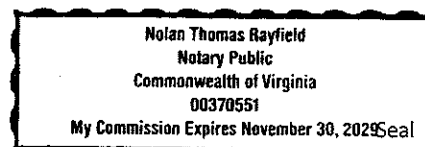
Signature of owner: Shirley R. A. Galloway Date: 8-11-26

State of Virginia, County of Northampton The foregoing instrument was acknowledged before me this 11th day of August, 2026, by Shirley Galloway (name of person acknowledged)

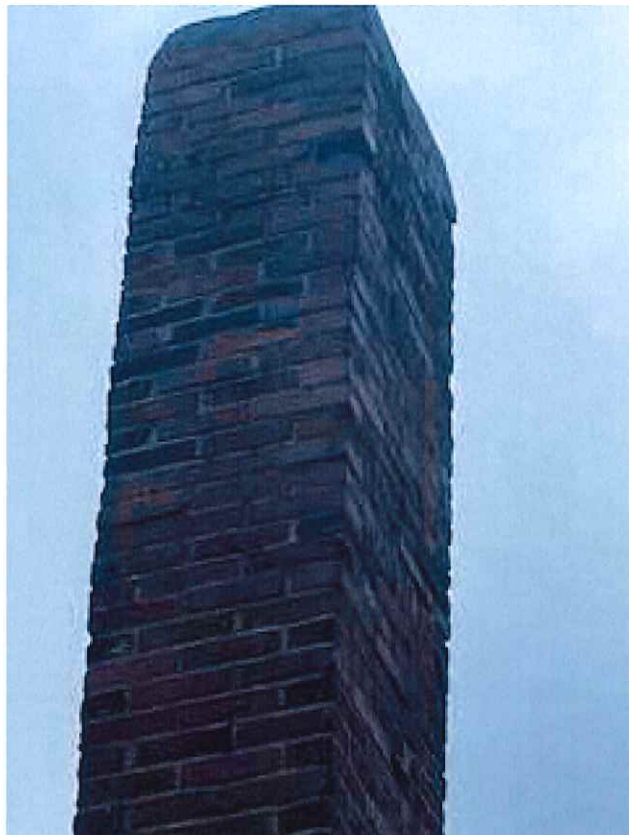
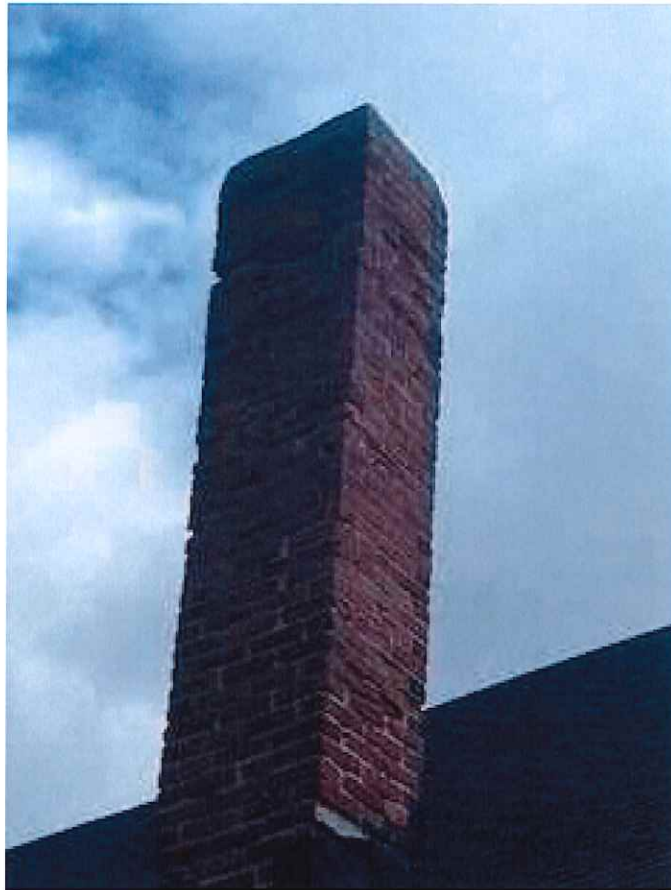
Signature of Notarial Officer: Nolan Thomas Rayfield

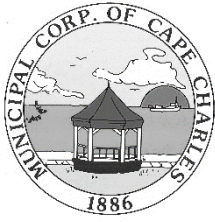
Notary Registration number: 00370551

My commission expires: 11/30/24



501 Nectarine Street Existing Chimney Conditions





HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: September 15, 2026

Item: Report from Zoning Administrator

Prepared by: Tracy Outten, Planning & Zoning Deputy

Date: September 2, 2026

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 202 Madison Avenue – replace fence, decks, install a paver patio, pursuant to CCTC Section 32-226 (B) (5/12/26)
- b. 115 Mason Avenue, Unit 202 – 6-Month CoA Extension
- c. 204 Monroe Avenue – install an accessory structure, pursuant to CCTC Section 32-226 (B) 8/20/26
- d. 542 Monroe Avenue – roof replacement, pursuant to CCTC Section 32-226 (B) 8/28/26
- e. 501 Randolph Avenue – install chair lift and ADA railing 7/30/26

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

3) NOTICES OF VIOLATIONS ISSUED ON BEHALF OF THE HDRB:

- a.