

Historic District Review Board

Regular Session Agenda

August 20, 2013

4:30 P.M.

1. Call to Order; Roll Call
2. Invocation and Pledge of Allegiance
3. Consent Agenda
 - A. Approval of Agenda Format
 - B. Approval of Minutes
4. New Business
5. Old Business
 - A. 423 Plum Street, Cape Charles School – modification to exterior walls, windows, doors, and roof.
 - B. HDRB By-Laws Change
6. Announcements
7. Adjourn



DRAFT
HISTORIC DISTRICT REVIEW BOARD
Regular Meeting
Town Hall
July 16, 2013
4:30 p.m.

At approximately 4:30 p.m. Chairman David Gay, having established a quorum, called to order the Regular Meeting of the Historic District Review Board. In addition to David Gay, present were Joe Fehrer, Terry Strub and Ted Warner. John Caton arrived at approximately 4:32 p.m. Also in attendance were Town Manager Heather Arcos, Town Planner Rob Testerman, Assistant Town Clerk Amanda Hurley and applicant Andy Spagnuolo of 114 Randolph Avenue. There were approximately two members of the public in attendance.

The Board observed a moment of silence which was followed by the recitation of the Pledge of Allegiance.

CONSENT AGENDA:

There were no changes to the agenda.

Motion made by Joe Fehrer, seconded by Terry Strub, and unanimously approved to accept the agenda as presented.

The Historic District Review Board reviewed the minutes of the June 18, 2013 Regular Meeting.

Motion made by Joe Fehrer, seconded by John Caton, to approve the minutes of the June 18, 2013 Regular Meeting as presented. The motion was unanimously approved.

NEW BUSINESS:

A. 114 Randolph Avenue – Garage addition, porch enclosure:

Rob Testerman explained that the application for 114 Randolph Avenue was for a second floor garage addition and rear porch addition and enclosure and went on to state that the original application had been submitted in 2011 and approved by the HDRB, but construction had never started and consequently the Certificate of Appropriateness expired after one year so the applicant was reapplying for the Certificate of Appropriateness with a few minor changes to the plans that were originally approved. The home was built in 2005 and was not a contributing structure. The additions would be constructed to match the existing house with the current siding, doors and windows. Rob Testerman presented a larger set of plans to the Board, indicating that the drawing on the left represented the existing conditions. The middle drawing was the proposed second floor of the garage. The garage roof was proposed to be slightly lower than the original proposal and the stairs leading to the second floor were proposed to be on the exterior and Rob Testerman explained that this was allowed under zoning and made note that this addition was not considered a dwelling because it didn't have a kitchen. The drawing on the right depicted the proposed rear porch enclosure and addition. The Board thanked the Planner for the drawings on the photos that showed the proposed changes. Rob Testerman stated that the applicant was present to answer any questions.

Ted Warner asked the applicant how many feet were between the garage and porch in the backyard and Andy Spagnuolo stated it was 15 feet and would remain that way. Ted Warner stated that he had no concerns. John Caton asked why the stairs were proposed to be inside originally, but were now proposed to be on the outside and Andy Spagnuolo explained that the waste line from the bathroom to the clean out would have to go ninety degrees twice or it could go in almost a straight line with the stairs on the outside.

Motion made by Terry Strub, seconded by John Caton, to approve the garage addition and rear porch enclosure for 114 Randolph Avenue. The motion was unanimously approved.

OLD BUSINESS:

A. HDRB By-Laws Change

Rob Testerman explained that at the June meeting, the Board had discussed holding a public hearing to change the meeting time from 4:30pm to 5:00pm. However, it was later learned that no vote was taken on that motion and therefore a public hearing was not scheduled. Rob Testerman stated that the By-Laws had not been updated since 2006 and it would be a good idea to review them and take all the changes to one public hearing which would help save on advertising costs. Rob Testerman had been researching By-Laws of other localities to bring ideas to the Board.

Section 7-5 of the By-Laws stated that "The Board shall retain the option to invite public comment by those present at a business meeting at such times as the Board deems necessary" and Rob Testerman noted that the Board's decision was based on the architectural aspects of a building and not feelings of what the building was or what it would be used for and that the decision should relate to the guidelines and architectural standards. Ted Warner commented that he would welcome anyone who had historical knowledge of a building, but that he recognized the point the Planner was making and he didn't see why a By-Law couldn't instruct a Chairman to control public comment within certain guidelines.

Rob Testerman suggested the Board review their By-Laws and let him know what items needed updating so he could research alternatives. David Gay recommended giving the Board more time to read through the By-Laws before jumping into a discussion. Rob Testerman stated that he had been reviewing By-Laws of other localities including Isle of Wight, Stafford County, Roanoke and two others and would email these to the Board. David Gay asked why Smithfield was referred to often and Rob Testerman explained that the Historic District Ordinance was modeled after Smithfield's because of similarities in size and population.

Joe Fehrer felt that if the Chair deemed public comment appropriate, there needed to be a limitation on time and comments should be pertinent to the application and directed to the Board and not to the applicant. Ted Warner suggested that the Chair could read a statement to each public person who wanted to comment. David Gay asked if this was something that should be changed in the By-Laws or added to the Guidelines and gave an example stating that each person who wanted to comment would have three minutes and they would address the Chair or the Committee specifically about an architectural feature. David Gay pointed out that it was not a venting session or time to question the applicant. Rob Testerman recommended adding these changes to the By-Laws.

Ted Warner pointed out Article Three and stated that it should be more specific and also pointed out that elected officers served a one year term, but their re-election was not specified. Terry Strub noted that the Board was out of time sync and asked where their year began. David Gay stated that they could wait until February for the election to get them back on schedule.

Terry Strub recommended the Board review Section 2-5 where it stated "All former members of the Board are eligible to be alternates to present Board members." Heather Arcos stated that she was not aware of this ever being done. Typically, there was always a quorum even if a member was not able to attend. The Board agreed to delete this Section.

Ted Warner suggested adding a time period that would require the By-Laws to be reviewed and the Board agreed that every five years would suffice.

David Gay informed the Board that at the Town Council meeting, it was suggested that the HDRB meet at 6:00pm in which he had no objections to. Joe Fehrer expressed his concern for the staff and their availability and Heather Arcos pointed out that the Town Council, Planning Commission and Harbor Area Review Board all met at 6:00pm. Terry Strub commented that perhaps it was the Board's preference because there were often many items on the agenda that the Board needed to go through and review carefully and the later it got, the more tired people became and this could result in items being rushed through. There was much discussion regarding the time, but the general consensus of future meetings was to change the time to 6:00pm.

Joe Fehrer asked if the Board could hold multiple meetings if there was an overwhelming amount of applications in a given month and it was pointed out that Section 6-2 of the By-Laws regarding special meetings covered this issue.

Heather Arcos stated that if the Board could get their comments to Rob Testerman, the HDRB could have a joint public hearing and special meeting with Town Council as early as September 5th however there was a certain time frame to advertise for public hearings. The Board discussed holding a special meeting before the public hearing to review the updates to the By-Laws, but the general consensus was to send comments to the Planner via email. David Gay confirmed the following sequence of events: i) The Board member's By-Laws comments would be submitted to the Planner; ii) The Planner would send the changes back to the Board; iii) The By-Laws would be sent to the attorney; iv) A Public Hearing would be held to hear public comments and; v) The Board would hold a special meeting to vote on the changes.

ANNOUNCEMENTS:

John Caton asked about the subscription membership to the National Alliance of Preservation Commissions that Paige Pollard had suggested for the Board and Rob Testerman stated that he would look into it.

Rob Testerman stated that 621 Jefferson Ave was under construction and he would report back to the Board at the end of construction and verify that all the recommendations were adhered to and would do this for future projects the Board approved. There was much discussion regarding renovation projects in the area and what required building permits and certificates of appropriateness. Heather Arcos explained that it was a group effort to look for violations and if anyone saw anything of concern they could contact the Planner. John Caton asked about the criteria for projects and David Gay commented that there was no information available about rules and regulations in a Historic District. Joe Fehrer pointed out that there were informational documents in the Code Office and stated that it would be ideal if every realtor gave a brochure to every homeowner in the Historic District that outlined their obligations and Heather Arcos noted that there was a homeowner brochure available. Heather Arcos recommended the realtors attend Town meetings as they did in the past to obtain public information updates such as changes to the Historic District, Planning and Zoning.

Motion made by Joe Fehrer, seconded by Ted Warner, to adjourn the Historic District Review Board Regular Meeting. The motion was unanimously approved.

Chairman David Gay

Asst. Town Clerk

Historic District Review Board Staff Report

From: Rob Testerman

Date: August 12, 2013

Item: 423 Plum Street – Cape Charles School – Modifications to exterior walls, roof, windows, exterior doors

Attachments: Application, project description, drawings and photos.

Application Specifics

The Historic District Review Board previously reviewed this application at its June 18, 2013 meeting. At the previous review, the Board requested several additional items from the applicant.

The applicant is requesting the following changes:

1. Gently clean the exterior walls and repair deteriorated mortar and masonry.
2. Replace existing modern rubber membrane roof with a new PVC roof.
3. Restore historic windows and replace modern aluminum frame windows.
4. Replicate historic front doors, restore and replicate transoms, and insert compatible new doors where historic doors are undocumented.
5. Install two canopies on the fire escapes in order to meet code.

Discussion

While reviewing the application, please keep in mind that the Historic District Review Board's approval or denial is to be based on whether or not the application is consistent with the adopted Cape Charles Historic District Guidelines.

1. Exterior Walls – The applicant shall thoroughly inspect exterior walls. After a test patch has been evaluated to determine appropriate water pressure, the exterior walls will be gently cleaned with mild detergent and water. Where deteriorated masonry is identified, it will be repaired in accordance with Preservation Brief No. 2, which can be viewed at the following link: <http://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>. Where brick, mortar, and permastone is found to be beyond repair, it will be replaced to match color, composition, strength and texture of the existing historic masonry. If deteriorated mortar is found, joints will be hand raked to a depth of ½-1”.

The Cape Charles Historic District Guidelines state that brick should be cleaned when necessary to “remove heavy paint build-up, halt

deterioration, or remove heavy soiling.” When cleaning the brick, “gentlest means possible” should be used. It goes on to state that best method for cleaning unpainted brick is a low-pressure water wash with detergents, after testing it on a small, inconspicuous part of the building.

When repairing or replacing masonry, according to the Guidelines, mortar should be duplicated in strength, composition, color and texture. Deteriorated mortar should be removed by “carefully hand raking the joints”. The applicants proposal is consistent with the Guidelines.

2. Roof – The applicant proposes replacing the entire existing modern rubber membrane roof with a new PVC roof. The existing coping will be retained and preserved in place. Prefinished metal flashing will be installed to provide a watertight connection with the building, prefinished seamless gutters and downspouts will be located on the rear of the building to shed water from the roof, and away from the building.

Mechanical units will be installed in a central location on the roof. The air handling units are to be approximately 28 inches tall. Given the proposed location and height of the units, also taking into consideration the parapet wall that exists, they will not be visible from the street. Also six small sky lights will be installed into the gymnasium to provide additional light. They will not be visible from outside.

The existing roof was constructed in the 1990’s, so this project will be replacing a modern roof with a modern roof. Though the PVC is not historical, it will not be seen by anyone not physically standing on the roof. PVC roofing also has many benefits, including reflectivity (for “cool roofing”), sustainability, durability, light in weight, seam strength, etc. The Guidelines state that no new elements, such as vents, sky lights, or additional stories that would be visible on the primary elevations of the building should be added. This proposal is consistent with the Guidelines.

Please see the attached drawing of the roof plan.

3. Windows – The applicant proposes to restore the few remaining historic wood windows. Broken glass will be replaced, and the windows will be gently scraped, primed and reglazed. The applicant also proposes to replace the existing aluminum frame sash with a new prefinished aluminum clad Trimline windows.

All new windows are to be Trimline custom historic wood windows with aluminum cladding set into existing openings articulated as noted on the window schedule. Windows are to match historic fenestration where it is documented. Undocumented windows are proposed to be double hung without divided lights. The multi-light sashes are appropriate, evidenced by the historic photographs of the school. The Guidelines also state that One-over-one sash are found on many vernacular dwellings in town.

Please refer to the attached window schedule, and documentation from Trimline.

4. Exterior doors – The applicant proposes to replicate the missing historic front doors using historic photographs. The new front door will be fabricated of wood, and will be primed and painted. The missing door surround will also be replicated using historic photographs. Remaining historic transoms will be restored, and the missing east side transom will be replicated using the remaining west side transom as a guide. Remaining exterior doors are proposed as a combination of contemporary compatible modern aluminum storefront doors and modern metal security doors (with and without glass) because the historic doors in other locations are missing and their configurations are undocumented.

The guidelines state that replacing doors should only be considered when the historic ones are missing or beyond repair. “Reconstruction should be based on physical evidence or old photographs.” The Guidelines also state that new doors should be constructed of metal or wood and match the style of the building. The modern doors proposed are acceptable because they are secondary entrances, and/or are recessed enough that they will be less visible from the road. It is important to keep in mind that when certain historic aspects are undocumented, applicants should not try to create a historic feature based on assumption, creating a false sense of history.

Please refer to the attached door schedule.

5. Fire escapes – The two fire escapes will receive simply designed metal canopies in order to meet code requirements.

Please refer to the attached fire escape drawing.

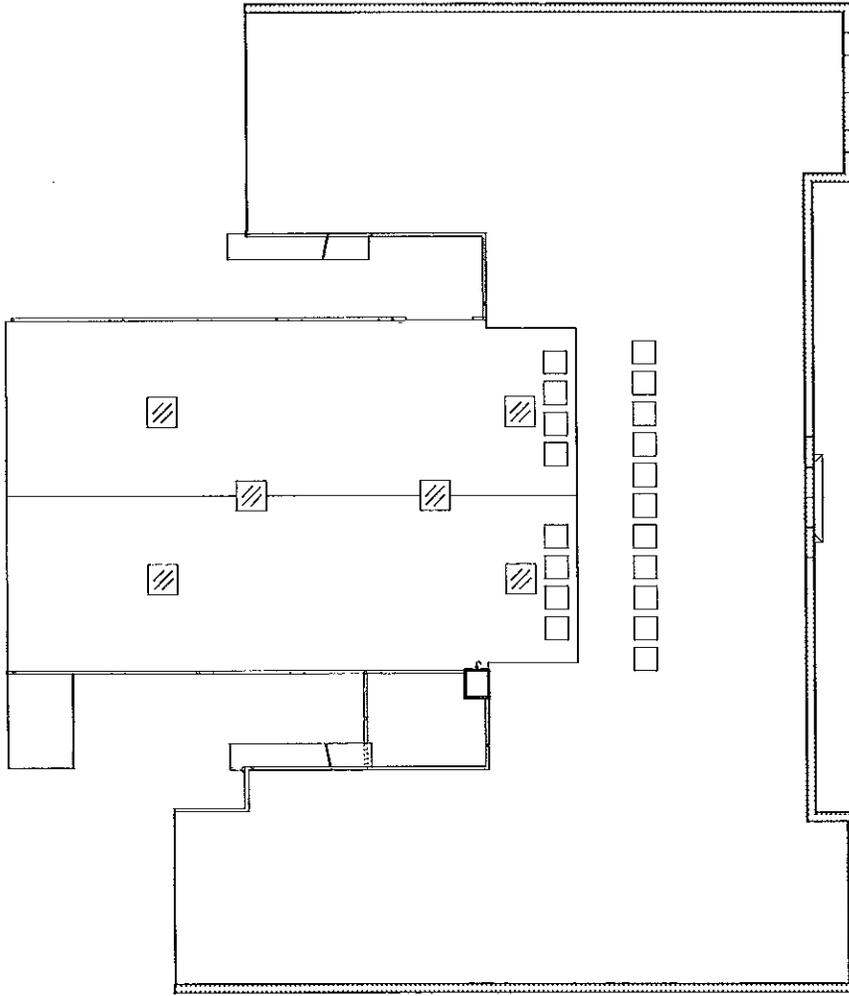
Recommendation

In addition to meeting the standards of the Secretary of the Interior, the proposed modifications are consistent with the Cape Charles Historic District Guidelines, staff recommends the approval of the Certificate of Appropriateness.

James E. Mallonee School – Before and After







ROOF PLAN LEGEND

⊠	HOSE BIB
▨	SKYLIGHT
□	AIR HANDLING UNIT



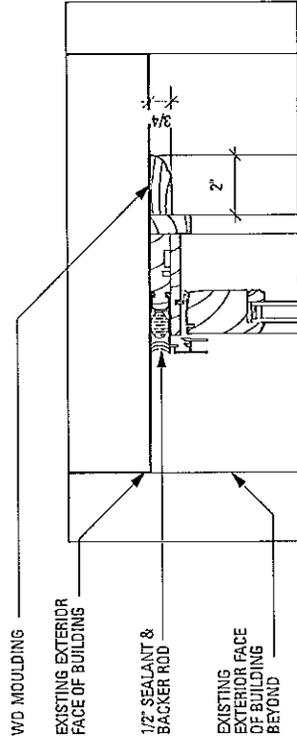
ROOF CONSTRUCTION PLAN
1/16" = 1'-0"

Cape Charles Lofts

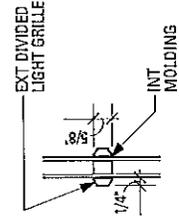
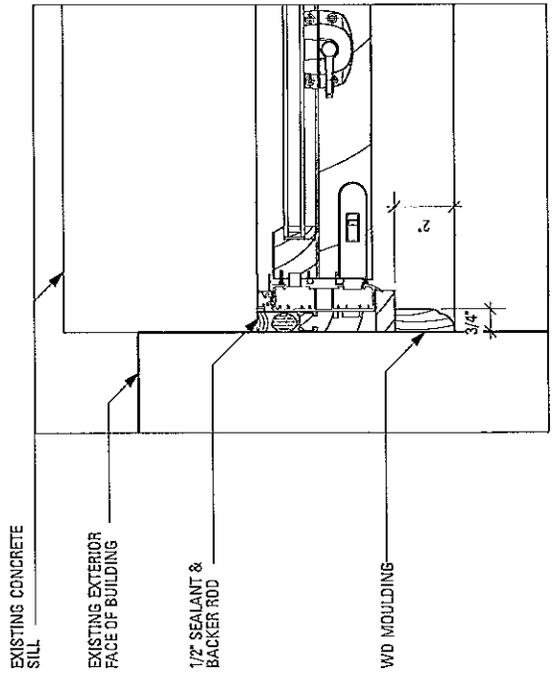
studio AMMONS
 235 N. Market Street Petersburg, VA 23803
 P: 804.722.1667 F: 804.722.1669
 www.studioammons.com

WINDOW SCHEDULE

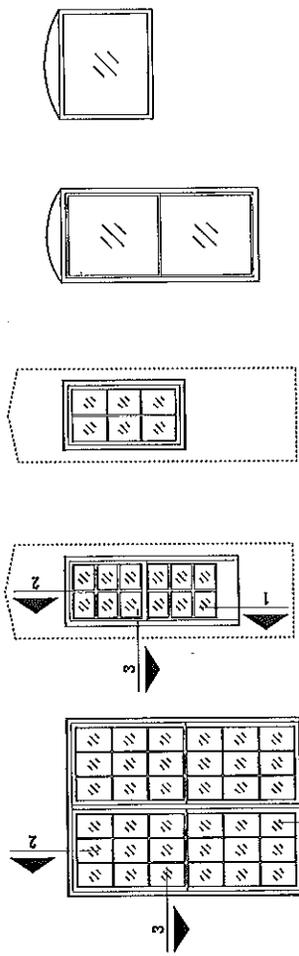
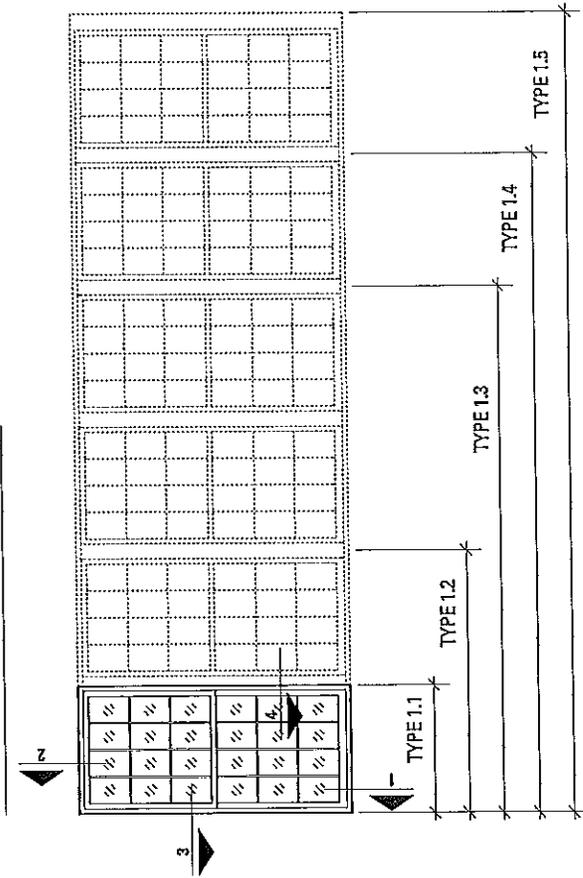
TYPE	SIZE	CONDITION	MATERIAL	STYLE	LITE	NOTES
1.1	VIF	REPL	WD CLAD	DH	12/12	
1.2	VIF	REPL	WD CLAD	DH	12/12	
1.3	VIF	REPL	WD CLAD	DH	12/12	
1.4	VIF	REPL	WD CLAD	DH	12/12	
1.5	VIF	REPL	WD CLAD	DH	12/12	
2	VIF	REPL	WD CLAD	DH	9/9	WRAP WD SILL CONT WITH COPPER ROOF
3	VIF	REPL	WD CLAD	DH	6/6	
4.1	VIF	REPL	WD CLAD	VIF	8	
4.2	VIF	EXIST	WD	VIF	8	
5	VIF	REPL	WD CLAD	VIF	NONE	
6	VIF	REPL	WD CLAD	VIF	NONE	
7	VIF	REPL	WD CLAD	VIF	NONE	
8	VIF	REPL	WD CLAD	VIF	NONE	
9	VIF	REPL	WD CLAD	VIF	NONE	
10.1	VIF	REPL	WD CLAD	VIF	NONE	
10.2	VIF	REPL	WD CLAD	VIF	NONE	FIRE RATED
11	VIF	REPL	WD CLAD	VIF	NONE	
12.1	VIF	EXIST	WD	DH	6/6	
12.2	VIF	REPL	WD CLAD	D/H	6/6	
13	VIF	REPL	WD CLAD	VIF	NONE	
14	VIF	REPL	WD CLAD	VIF	NONE	
15	VIF	EXIST	WD	S	9	
16	VIF	EXIST	WD	S	8	



WINDOW HEAD
3/8" = 1'-0"



WINDOW TYPES



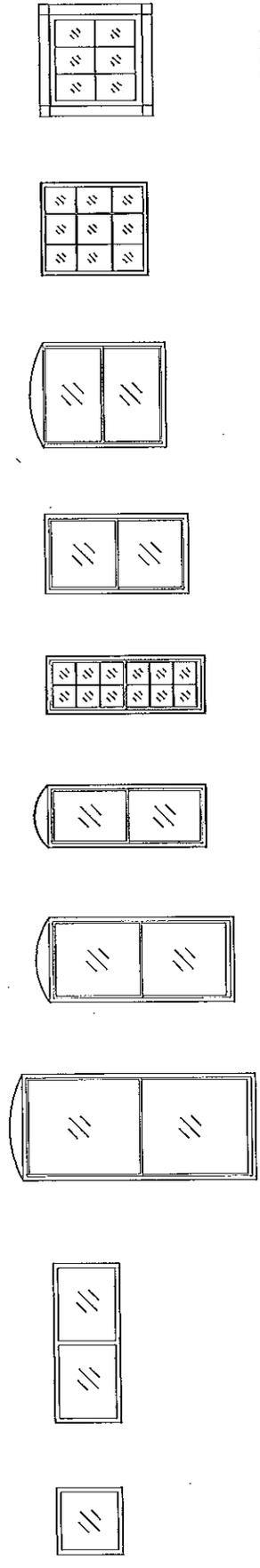
TYPE 6

TYPE 5

TYPE 4

TYPE 3

TYPE 2



TYPE 7

TYPE 8

TYPE 9

TYPE 10

TYPE 11

TYPE 12

TYPE 13

TYPE 14

TYPE 15

TYPE 16

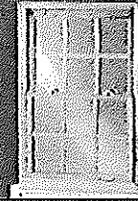
TYPE 9
 PRIVACY FILM TO BE
 APPLIED TO INSIDE
 FACE OF WINDOW -
 COORDINATE WITH
 OWNER PRIOR TO
 INSTALLATION

studio **AMMONS**
 236 N. Market Street Petersburg, VA 23803
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 www.studioammons.com

Cape Charles Lofts



TrimLine
WINDOWS INCORPORATED



Energy-Tight Windows for comfortable living and fuel efficiency

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CORPORATE PROFILE

WHAT'S NEW

PRODUCTS

HISTORIC WOOD WINDOWS

ULTRA-FIT SASH KIT

COMFORT PLUS GLASS

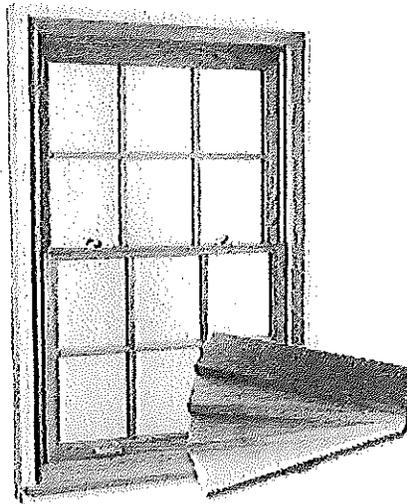
TEST RESULTS

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▣ Legends Clad Double Hung Wood ▣ Liberty - All Wood ▣ Casements, Awnings
▣ Bows and Bays ▣ Circle Tops, Ellipticals ▣ Trapezoids, Triangles

Legends Clad Wood Replacement
Double Hung Windows
SERIES
DR200



Legends DR200 shown in optional oak interior with simulated divided lite and polished brass hardware.

All Trimline windows are made of the finest quality solid western pine ready for paint or stain and are also available in select hardwoods of oak, cherry and mahogany. All hardwoods used in the window are of actual solid stock not thin veneers or laminates.

Energy-Tight Windows for comfortable living and fuel

efficiency

Choice of Jamb Style

The TrimLine DR200 is constructed with a 3 1/4" jamb for a retrofit installation into the sash pocket of existing wood window frames. Virtually identical to a vinyl window installation, the DR200 is truly a replacement window.

The TrimLine DR300 is made with a 4 9/16" jamb for replacement applications requiring complete tear-outs down to a frame or masonry opening. With a snap-in nailing fin, the DR300 is ready for new construction.

Both the DR200 and DR300 can be furnished with factory applied extension jambs making it the ideal choice of window for either replacement/remodeling or new construction.

Enjoy the beauty and warmth of wood

- The insulating qualities of wood provides a positive thermal break and can be painted or stained.
- All wood parts are produced from the finest quality kiln dried select Western Pine and are treated with a water repellent preservative. Also available in Oak, Cherry, and Mahogany
- Maintenance free aluminum clad exterior is weather resistant. Does not require painting. Available in White, Bronze, Earthtone and Beige. Custom colors are also available.
- Decorative wood bead glazing provides a positive energy tight seal for the insulating glass.
- Fully weather-stripped to insure maximum comfort and low air infiltration.
- Thermally broken sill - TrimLine combines aluminum, wood and vinyl to provide an aesthetically pleasing energy efficient sill construction.
- Matching picture window - TrimLine provides a line of picture windows that matches the profiles of the DR200 and DR300 and enables you to mull window combinations with matching sight lines.
- Choice of screens - standard half or optional full screens.
- Locks are available in bright brass, white or bronze. Two dual action cam locks are used on windows over 28" wide.

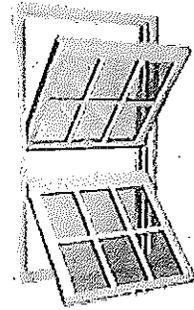
Please click [here](#) for window options

Please click [here](#) for panning options



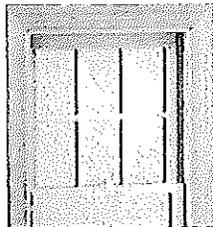
Easy Tilt System

Unlike "ordinary" wood windows which employ awkward compression tilt systems, Trimline's unique recessed tilt latch and tilt/take-out design allows for easy removal for cleaning or finishing while providing aesthetic appeal. Tilt latch is available in white or beige color.

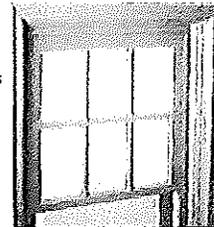


and lower sash lock in place when tilted in for safe easy cleaning or removal. Locking balance shoes and non-spread pivot bars hold the tilted sash firmly in place for safer operation. Block and tackle balances never need adjustment!

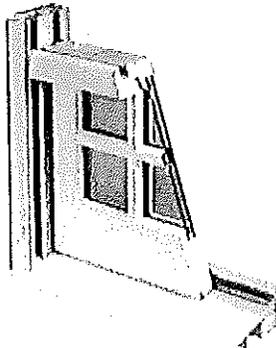
Grille Options



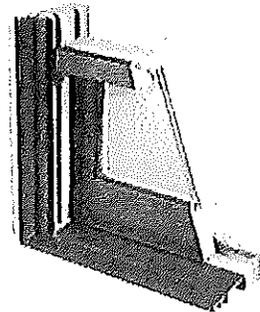
Aesthetically appealing removable wooden grilles in 5/8" or 7/8" widths that can be painted or stained or 5/8" maintenance free in-glass aluminum muntins or combination wood and aluminum are also available.



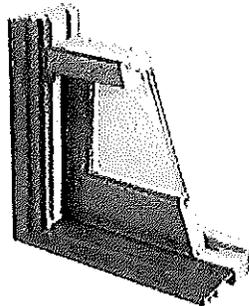
For achieving that authentic divided lite look, Simulated Divided lites with permanent 7/8" wooden interior grille and permanent exterior muntin are also available.



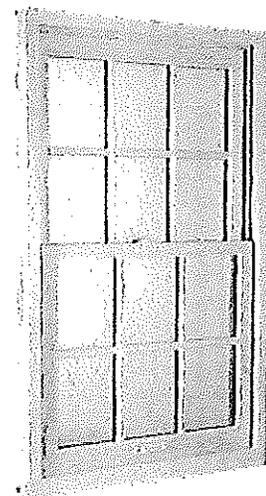
Legends Series DR200 clad replacement double hung with 3 1/4" jamb shown with applied simulated divided lite grids.



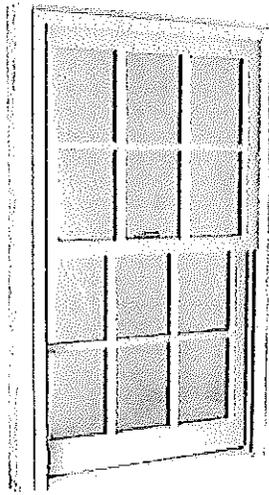
Legends Series DR300 clad double hung with 4 9/16" jamb with snap-in nailing flange for new construction.



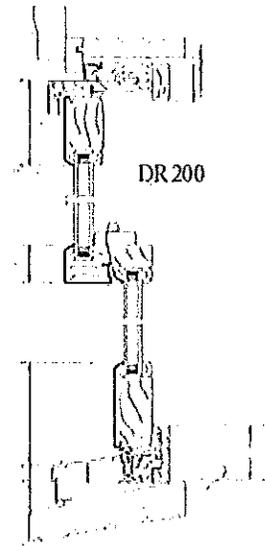
Legends Series DR300 clad 4 9/16" full jamb clad double hung available in standard sizes for new construction or custom sizes for remodeling shown in bronze clad finish.



Legends Series DR200 shown with 7/8" simulated divided lite muntins in western pine, permanently applied 6/6 pattern (also available in removable style for easy cleaning)

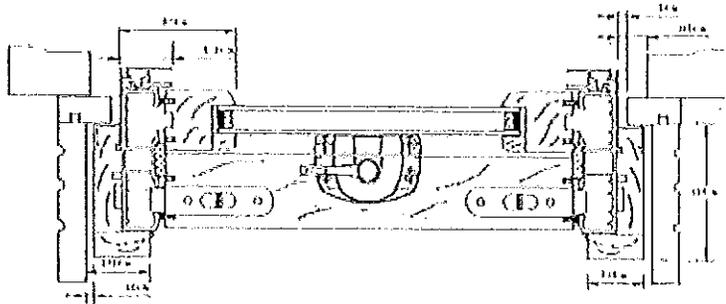


Exterior View



DR 200

DR200



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DOOR NOTES

- EXTERIOR DOORS & FRAMES AT THE NORTH CORRIDOR WINGS ARE TO BE ALUMINUM STOREFRONT SYSTEM COMPONENTS: KAWNEER 350, NARROW STYLE, FULL VIEW WITH LIGHTWEIGHT SILL & HEAD RECEPTORS ON ADJACENT FRAMING MEMBERS & 1" INSULATED GLASS (CLEAR), HEAD & SILL RECEPTORS ARE TO HAVE WEEP HOLES. EXTERIOR DOOR HARDWARE IS TO BE KAWNEER, STYLE 'CO15' PULLS & STYLE 'CP' PUSH BAR. FINISH IS TO BE CLEAR ANODIZED. STOREFRONT DOORS ARE TO HAVE MANUFACTURER'S BUILT HINGES. PROVIDE MANUFACTURER'S STANDARD CLOSERS WITH HOLD OPENS ON ALL EXTERIOR STOREFRONT DOORS MEETING ADA REQUIREMENTS FOR CLOSER FORCE & TIMING.
- NEW STOREFRONT COMPONENTS ARE TO MATCH EXISTING COMPONENT CONFIGURATION IN FACE DIMENSIONS & CONFIGURATION.
- AT ALL EXTERIOR STOREFRONT DOORS PROVIDE EPDM VINYL BLADE GASKET WEATHERSTRIPPING IN BOTTOM DOOR RAIL ADJUSTABLE FOR CONTACT WITH ALUMINUM THRESHOLD. PROVIDE COMPRESSIBLE WEATHERSTRIPPING PER MANUFACTURER'S RECOMMENDATION.
- AT AUDITORIUM UNIT ENTRANCES REMOVE EXISTING HOLLOW METAL DOORS & PROVIDE NEW PREFINISHED 1 3/4" HMI ENTRY DOORS WITH 1/2" LITE BY STEELCRAFT L-SERIES TYPE G OR SIMILAR, SET IN EXISTING, RECONDITIONED HOLLOW METAL FRAME.
- PROVIDE TEMPERED GLASS AT ALL LOCATIONS REQUIRED BY CODE.
- COORDINATE THE KEYING OF ALL INTERIOR & EXTERIOR DOOR LOCKS WITH THE OWNER PRIOR TO ORDERING. ALL LOCKS SHALL BE KEYS TO THE OWNER'S MASTER-KEY SYSTEM.
- ALL EXISTING CORRIDOR DOORS ARE TO BE REMOVED, REFURBISHED AND REINSTALLED IN EXISTING OPENING. DOORS ARE TO BE CLEANED, STRIPED, PRIMED & PREPARED FOR NEW PAINTED FINISH. ALL EXISTING HISTORIC HARDWARE IS TO BE RECONDITIONED AS NECESSARY WHERE HARDWARE HAS BEEN PREVIOUSLY REPLACED. NEW HARDWARE IS TO BE INSTALLED TO MATCH THE HISTORIC HARDWARE. DOOR LOCKS NO LONGER IN USE FOR APARTMENT LAYOUTS ARE TO BE REMOVED AND RELOCATED TO HISTORIC CORRIDOR OPENINGS WHERE HISTORIC DOORS WERE PREVIOUSLY REPLACED. AT THESE LOCATIONS, THE OPENINGS ARE TO BE INFILLED PER 1A/2.4.
- ALL NEW INTERIOR DOORS WITHIN APARTMENT UNITS SHALL BE 1 3/8", 5-PANELED, SOLID CORE DOORS.
- ALL NEW INTERIOR CORRIDOR DOORS AT NEW UNIT ENTRY SHALL BE 1 3/8", 1/2 LITE, FLUSH, SOLID CORE DOORS.
- ALL INTERIOR HOLLOW METAL DOOR FRAMES ARE TO BE RIGID, NEAT IN APPEARANCE, & FREE FROM DEFECTS, WARP OR BUCKLE. AT INTERIOR HOLLOW METAL FRAMES, PROVIDE UNITS WITH MITERED DR COPED CORNERS, KNOCKED DOWN FOR FIELD ASSEMBLY, FORMED FROM .0478 INCH (1.2MM) THICK, COLD-ROLLED STEEL FOR OPENINGS 48 INCHES OR LESS IN WIDTH & FROM .0598 INCHES (1.5 MM) THICK STEEL FOR OPENINGS MORE THAN 48 INCHES.
- ALL DOORS ARE TO HAVE DOORWALL BUMPERS. IN-WALL BLOCKING IS TO BE PROVIDED AT ALL BUMPER LOCATIONS.
- CLOSERS FOR INTERIOR DOORS (WHERE NOTED) SHALL HAVE A SWEEP PERIOD OF (3) SECONDS & SHALL MEET ADA REQUIREMENTS INCLUDING FOOT POUND PRESSURE FOR OPENING.
- ALL INTERIOR DOORS ARE TO BE PRIMED & PAINTED WITH TWO COATS SEMI-GLOSS PAINT. A CLOSED POSITION.
- ALL GLASS IN EXISTING INTERIOR TRANSOMS ARE TO BE REPLACED WITH TEMPERED GLASS & FIXED IN A CLOSED POSITION.
- ALIGN & RT DOORS IN FRAMES WITH UNIFORM CLEARANCES & BEVELS. MACHINE DOORS FOR HARDWARE SEAL CUT SURFACES AFTER FITTING & MACHINING.
- COORDINATE THE KEYING OF ALL INTERIOR & EXTERIOR DOOR LOCKS WITH THE OWNER PRIOR TO ORDERING. ALL LOCKS SHALL BE KEYS TO THE OWNER'S MASTER-KEY SYSTEM.
- ALL NEW DOOR HARDWARE TO BE BY SCHLAGE, S-SERIES, WITH JUPITER LEVER OR EQUAL FINISH TO BE SATIN CHROMIUM.

- AT ALL LOCATIONS WHERE ORIGINAL HARDWARE IS TO REMAIN, INSTALL NEW FLUSH DEADBOLTS WITH THUMB LATCH ON INTERIOR & ABOVE EXISTING HISTORIC LATCH SET. FINISH IS TO BE SATIN CHROMIUM.
- PROVIDE 3/4" UNDERCUT ON ALL NON-ENTRANCE INTERIOR APARTMENT DOORS. FINISH CUT EDGE TO CREATE SMOOTH, CONSISTENT FINISH.
- ALL DOORS RECEIVING PAINTED FINISH ARE TO BE PAINTED ON ALL SIDES, INCLUDING TOP & BOTTOM FACES.
- PROVIDE ALUMINUM THRESHOLDS, FLOOR SWEEPS & SMOKE GASKETS AT ALL NEW AND EXISTING CORRIDOR UNIT ENTRY DOORS
- ALL NEW OPENINGS IN CORRIDOR ARE TO RECEIVE 3 1/2" WIDE 1X WD BOARD TRIM AT HEADS AND JAMBS TO DIFFERENTIATE FROM EXISTING CORRIDOR OPENINGS. SEE DTL 13A/2.4 FOR SIM.
- AT ALL DOORS RELOCATED TO DIFFERENT EXISTING OPENINGS, VERIFY DOOR WILL FIT IN EXISTING OPENING. EXISTING OPENING WIDTHS ARE NOT TO BE ALTERED TO MAKE DOOR FIT. NOTIFY ARCHITECT AT ALL EXISTING CORRIDOR OPENINGS WHERE HISTORIC DOOR NOTED FOR RELOCATION WILL NOT FIT THE OPENING.

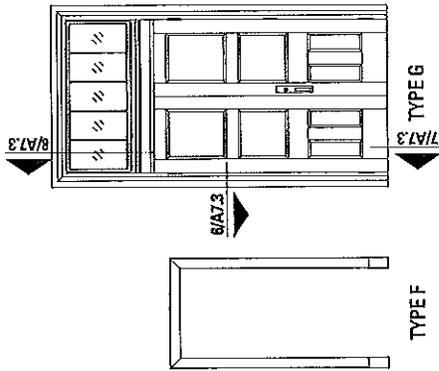
DOOR SCHEDULE

TYPE	SIZE	MAT'L	FRAME	REMARKS
A1	3'-0" x 7'-0" x 1 3/8"	WD	WD	EXIST TO REMAIN
A2	3'-0" x 7'-0" x 1 3/8"	WD	WD	EXIST REVERSE SWING
A3	3'-0" x 7'-0" x 1 3/8"	WD	WD	RELOCATED
B	3'-0" x 7'-0" x 1 3/8"	WD	HM	EXIST TO REMAIN
C1	2'-5" x 7'-0" x 1 3/8"	WD	HM	EXIST TO REMAIN
C2	3'-0" x 7'-0" x 1 3/8"	WD	HM	EXIST TO REMAIN
C3	2'-5" x 7'-0" x 1 3/8"	WD	HM	RELOCATED
C4	3'-0" x 7'-0" x 1 3/8"	WD	HM	RELOCATED
C5	2'-5" x 7'-0" x 1 3/8"	WD	HM	NEW
C6	3'-0" x 7'-0" x 1 3/8"	WD	HM	NEW
C7	2'-5" x 6'-8" x 1 3/8"	WD	HM	NEW
C8	3'-0" x 6'-8" x 1 3/8"	WD	HM	NEW
C9	3'-0" x 7'-0" x 1 3/8"	WD	HM	NEW UNIT CONNECTOR, DEADBOLT AND TRIM SET KNDS ON ONE SIDE
D1	BI-PART 1'-9" X 7'-0" X 1 3/8"	WD	HM	NEW
D2	BI-PART 2'-0" X 7'-0" X 1 3/8"	WD	HM	NEW
D3	BI-PART 2'-0" X 6'-8" X 1 3/8"	WD	HM	NEW
E1	2'-0" x 6'-4" x 1 3/8"	WD	HM	EXIST TO REMAIN
E2	2'-0" x 6'-4" x 1 3/8"	WD	HM	RELOCATED
F	VARIES	-	-	EXIST CASED OPENING TO REMAIN
G	BI-PART 2'-8" x 8'-0" x 2 1/4"	WD	WD	NEW TO MATCH ORIG HISTORIC FROM HISTORIC PHOTO
H	3'-0" x 7'-0" x 1 3/4"	AL	HM	NEW TO MATCH EXIST
I	3'-0" x 7'-0" x 1 3/4"	HM	HM	NEW
J	3'-0" x 6'-8" x 1 3/4"	HM	HM	NEW
K	BI-PART 4'-0" X 6'-8" X 1 3/4"	HM	HM	NEW
L	3'-0" x 6'-8" x 1 3/4"	HM	HM	NEW
M1	3'-0" x 7'-0" x 1 3/8"	WD	HM	NEW SOLID CORE
M2	3'-0" x 7'-0" x 1 3/8"	WD	EXIST	NEW SOLID CORE IN EXISTING OPENING
N	VARIES	-	-	NEW INFILL AT EXIST CASED OPENING
O	TBD	MTL	MTL	NEW WIRE MESH SECURITY DOOR, COORDINATE SIZE WITH OWNER & MANUFACTURER

Cape Charles Lofts



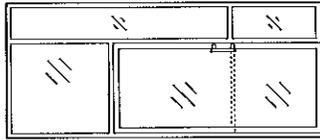
235 N. Market Street
Petersburg, VA 23803
P: 804.772.1667
F: 804.772.1669
www.studioammons.com



TYPE F

TYPE 6

SURFACE MOUNTED DOOR CLOSER ON INTERIOR FACE
ELECTRONIC LOCK WITH KEYPAD AT EXTERIOR
HISTORIC PUSH BAR PANIC HARDWARE ON INTERIOR FACE
BRONZE DOOR PULL & KEYPAD LOCKSET ON EXTERIOR TO MATCH HISTORIC ORIGINAL
MATCH STYLE OF ORIGINAL HISTORIC DOOR FROM HISTORIC PHOTO



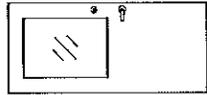
TYPE H

SIDELIGHTS VARY
SURFACE MOUNTED DOOR CLOSER
ELECTRONIC LOCK WITH KEYPAD AT EXTERIOR
PANIC HARDWARE ON INTERIOR
KEYFOB, PROXIMITY READER ON EXTERIOR



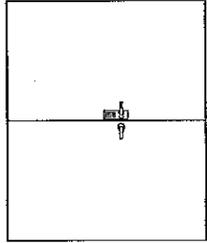
TYPE I

REFINISH EXISTING HISTORIC TRANSOM
REPLACE MISSING HISTORIC TRANSOM TO MATCH EXISTING AT OPPOSITE LOCATION
PANIC HARDWARE ON INTERIOR FACE
NO EXTERIOR HARDWARE



TYPE J

EXTERIOR GRADE KEYED ENTRANCE LOCKSET
STAINLESS STEEL HINGES



TYPE K

EXTERIOR GRADE ELECTRONIC LOCK WITH KEYPAD FOR RIGHT LEAF
FLUSH BOLT & TRIM SET LEVER FOR LEFT LEAF
STAINLESS STEEL HINGES



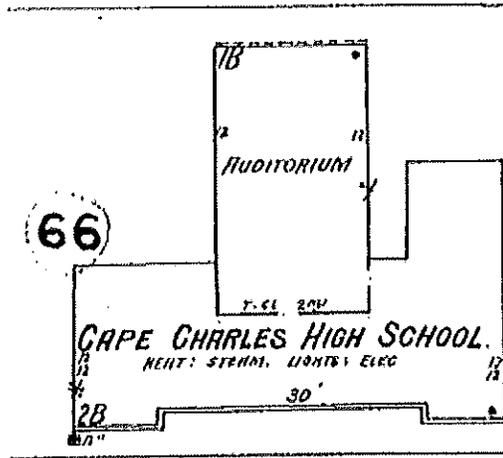
TYPE L

EXTERIOR GRADE ELECTRONIC LOCK WITH KEYPAD

5" BRONZE FULL MORTISE HINGES WITH BALL PIN - 3 PER LEAF

Cape Charles School

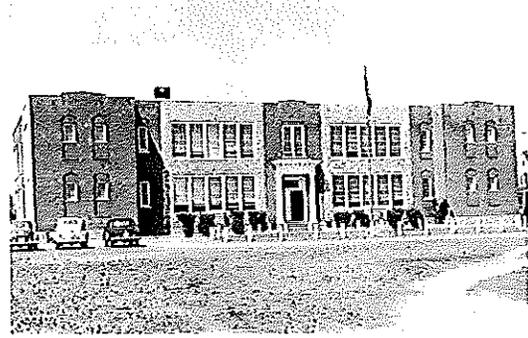
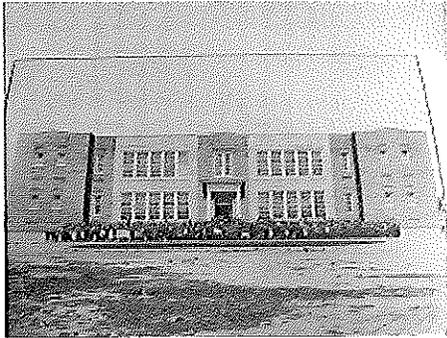
Cape Charles School is a 1912 building which has been vacant for quite some time. There have been several additions to the school; one dates to 1918, and houses additional classrooms and the former library. The other addition dates to after the 1926-1931 Sanborn Fire Insurance map update.



1926-1931 Sanborn Fire Insurance map update

The historic exterior doors have been replaced with modern aluminum frame storefront doors, modern metal security doors, and modern six panel doors. The western 2nd floor fire escape door retains its historic transom; the companion door on the east side of the building is missing its transom. There is a door on the rear elevation where the historic transom window was filled in with brick. All existing doors are in fair condition.

As a result of this project, the applicant proposes to replicate the now missing historic front doors using historic photographs.



The new front door will be fabricated of wood, and it will be primed and painted. The applicant also proposes to replicate the missing door surround using historic photographs.

Where historic transoms remain, they will be restored and the missing east side 2nd floor fire escape transom will be replicated using the remaining west side transom as a guide.

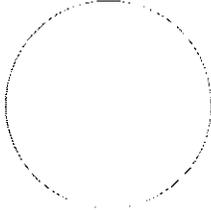


View of historic west side transom

Per the Secretary of the Interior's Standards for Rehabilitation, one should not create a false sense of history by inserting conjectural features. Therefore, the remaining exterior doors will be a combination of

contemporary compatible modern aluminum storefront and modern metal security doors (with and without glass) because original doors in other locations are missing and their configurations are undocumented. This reversible treatment is compatible and in keeping with precedent set by previous project reviews.

The overall impact will be to replicate the historic and character defining front doors, restore and replicate transoms where feasible, and insert contemporary compatible new doors where historic door configurations are undocumented.



REVISION

RECORD ISSUE

PRICING ISSUE

DATE

23 OCTOBER 2012

PROJECT No.

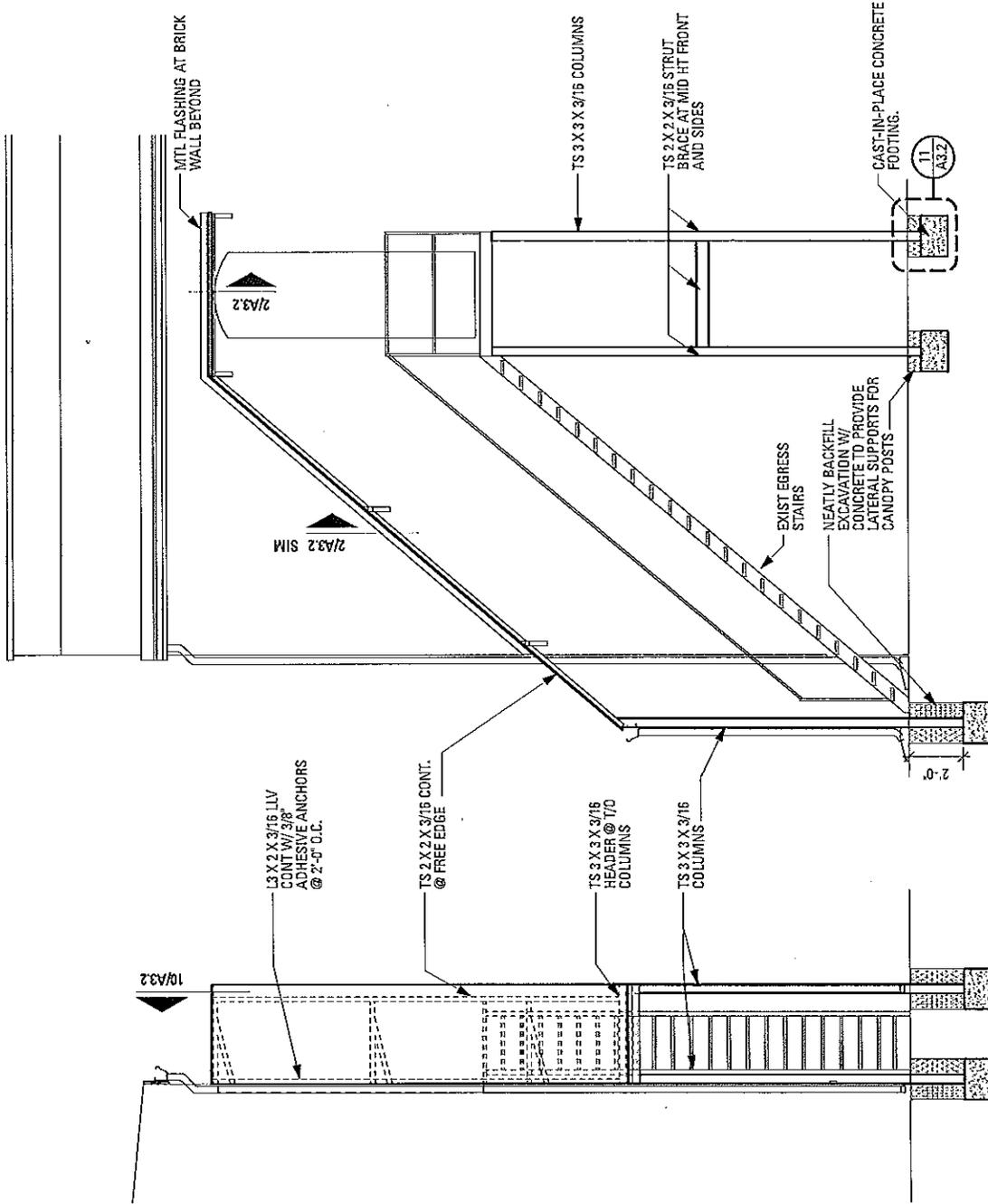
sa1211

SHEET TITLE

ELEVATIONS

SHEET NO.

A3.2



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

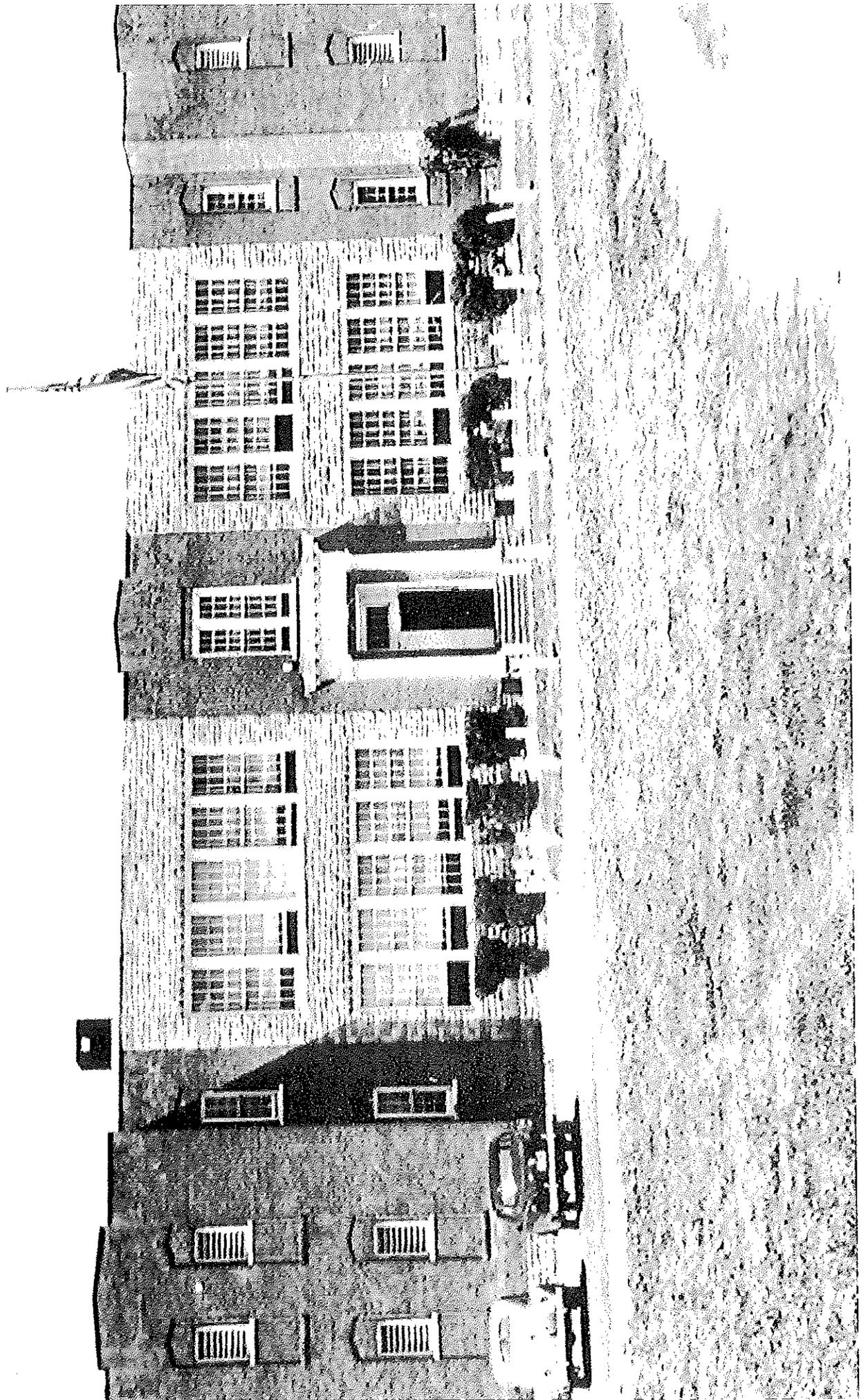
ELEVATION 3
 1/4" = 1'-0"

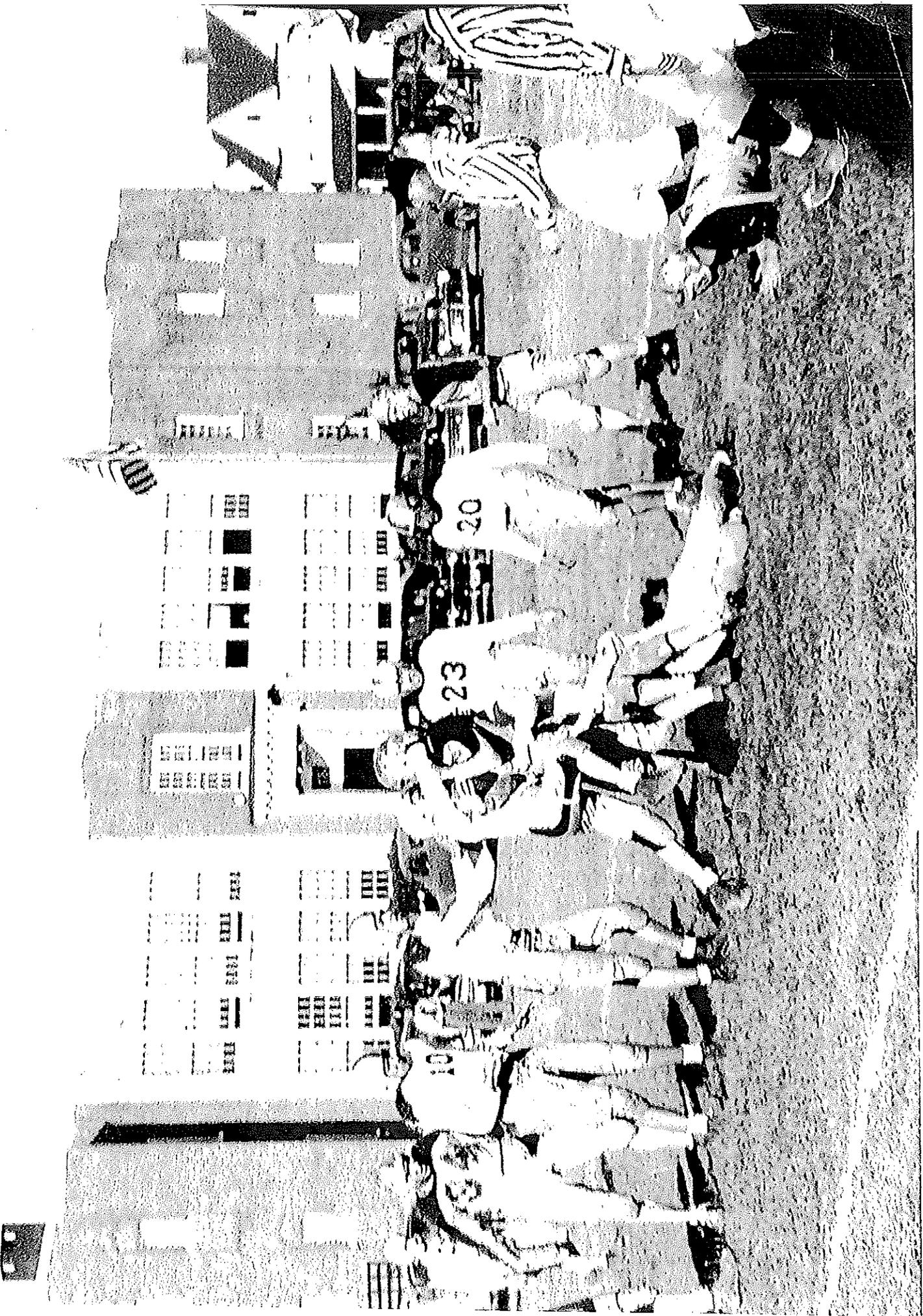
SEE 1/A3.2 FOR TYP NOTES

ILL CONTINUOUS
 UPPER ROOFING

STRUCT CORNICE TO
 MATCH ORIGINAL

ALL DOORS TO BE
 MATCHED TO ORIGINAL
 TYPE AND MATERIALS. SEE A5.1
 FOR TYPE 6





Historic District Review Board Staff Report

From: Rob Testerman
Date: August 15, 2013
Item: 5B – HDRB By-Laws Change
Attachments: HDRB By-Laws

Discussion

Based on discussion at previous meetings, and correspondence with the Board members, I have drafted these modified Historic District Review Board by-laws for your consideration.

Recommendation

Staff recommends that the Board schedules a public hearing to modify its by-laws for its September 17, 2013 meeting.

Town of Cape Charles

Historic District Review Board

By-Laws

ARTICLE ONE

Objectives

- 1-1 This board, established in conformance with Article VIII of the Town of Cape Charles Zoning Ordinance, (as may be amended from time to time, "Article VIII"), has adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of Title 15.2-2306, Code of Virginia, 1950, as amended. If there is any conflict between a provision of these By-Laws and Article VIII, Article VIII shall govern.
- 1-2 The official title of this board shall be the "Town of Cape Charles Historic District Review Board," referred to hereafter as the "Board."
- 1-3 The purpose of this Board is to implement and enforce Article VIII and specifically to preserve and protect historic places and areas in the Town through the control of demolition of such places and through the regulation of architectural design and uses of structures in such areas, as provided in Article VIII.

ARTICLE TWO

Members

- 2-1 This ~~board~~Board shall consist of five (5) members appointed by the Town Council. The five (5) members must be citizens of Cape Charles, at least three (3) of whom shall be residents of the local Historic District.
- 2-2 Members of the Board shall 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.

2-3 Board members shall be appointed for a term of five (5) years. Any vacancy in membership shall be filled by appointment of Town Council and shall be for the unexpired term only. ~~Any member may be removed by the Town Council for neglect of duty or malfeasance in office.~~ Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until a successor is appointed and qualifies.

2-4 An appointed member's term of office shall expire at the end of January 8 of the appropriate year. The successor's term of office shall begin at the beginning of January 9 of the appropriate year.

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~~2-5 All former members of the Board are eligible to be alternates to present Board members. An alternate, upon written request of a Board member, may serve as a member of the Board for the meeting(s) for which the alternate has been requested to serve. Alternates shall have all rights, responsibilities, and duties as a present Board member during the meeting(s) during which the alternate(s) shall serve.~~

ARTICLE THREE

Officers and their selection

3-1 The elected officers of the Board shall consist of a chair and a vice chair. The Town Clerk, or designee, shall serve as secretary.

3-2 The elected officers of the Board shall be elected for a one (1) year term by the Board from the members at the first regular meeting after February 1 each year.

3-3 A candidate receiving the largest number of votes of the Board shall be declared elected. In the result of a tied vote, votes shall be recast, with only those receiving the largest number of initial votes being eligible to receive votes. If the tie cannot be resolved, the Town Council shall appoint an existing Board member to fill the vacant officer's position.

3-4 Elected officers shall take office immediately and serve for one (1) year or until his successor shall take office. ~~Incumbent officers may be reelected.~~

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3-5 Vacancies in office shall be filled immediately by regular election procedures.

ARTICLE FOUR

Qualifications and Duties of Officers

- 4-1 The **Chair** shall be an appointed member of the Board and shall:
 - 4-1.1 Preside at all meetings.
 - 4-1.2 Be informed immediately of any official communications and report the same at the next regular Board meeting.
 - 4-1.3 Rule on all procedural questions.
 - 4-1.4 Carry out other duties as are assigned by the Board.
- 4-2 The **Vice Chair** shall be an appointed member of the Board and shall:
 - 4-2.1 Have the power to function in the same capacity as the Chair in cases of the Chair's absence or inability to act.
- 4-3 The **Secretary** shall:
 - 4-3.1 Keep a written record of all business transacted by the Board.
 - 4-3.2 Notify all members of all meetings.
 - 4-3.3 Keep a file of all official records and reports of the Board.
 - 4-3.4 Certify all maps, records, and reports of the Board.
 - 4-3.5 Attend to the correspondence of the Board.
 - 4-3.6 Prepare and be responsible for the publishing of advertisements and public notices relating to all public hearings and public meetings.

ARTICLE FIVE

Committees and Advisors

- 5-1 Committees, standing or special, may be appointed by the Chair, to serve as needed. Such committees shall be subject to the approval of a majority vote of the Board.
- 5-2 The Board may appoint architects, engineers, and/or contractors who are not Board members to serve in an advisory capacity. Appointed advisors shall not have voting rights.

ARTICLE SIX

Meetings

- 6-1 Regular meetings of the Board shall be held on the third Tuesday of each month in the Town Hall at ~~4:30~~4:00 p.m. When a meeting date falls on a legal holiday, an alternative date shall be designated by the Board. Meetings may be cancelled in advance by a majority vote of those present at a previous meeting, or by request of the Chair.
- 6-2 Special meetings shall be called at the request of the Chair or at the request of a majority of the membership.
- 6-3 Except as provided for in Title 2.1, Code of Virginia, 1950, as amended (Virginia Freedom of Information Act), all meetings, hearings, records, and accounts of the Board shall be open to the public.
- 6-4 Three or more of the members of the Board shall constitute a quorum. No action of the Board shall be valid unless authorized by a vote of at least three members.

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ARTICLE SEVEN

Order of Business

- 7-1 The order of business for a regular meeting shall be:
- 7-1.1 Call to order by the Chair.
 - 7-1.2 Roll call; determination of a quorum.
 - 7-1.3 Invocation and Pledge of Allegiance.
 - 7-1.4 Approval of agenda format.
 - 7-1.5 Approval of minutes.
 - 7-1.6 Old applications.
 - 7-1.7 New applications.
 - 7-1.8 Other business.
 - 7-1.9 Announcements.
 - 7-1.10 Adjournment.

7-2 The first item of other business for the first regular meeting after February 1 of each year shall be the election of new officers.

7-3 Parliamentary procedures in the Board meetings shall be governed by Robert's Rules of Order, Revised – Short Form.

7-3.1 Motions shall be restated by the Chair before a vote is taken.

7-4 The Board shall keep a set of minutes of all meetings, and these minutes shall become a public record.

~~7-5~~ The Board shall retain the option to invite public comment by those present at a business meeting at such times as the Board deems necessary. If the Board invites public comment, comments will be limited to three (3) minutes per speaker. Comments must be limited to the matters on the agenda for the meeting and must be limited to the subject matter within the Board's purview. Comments shall be directed to the Board and not to an applicant or other party. Speakers may not donate unused time to another speaker.

~~7-5~~

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ARTICLE EIGHT

~~Hearings~~Application Review

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8-1 The procedures normally followed for ~~a public hearing on any matter~~ an application review, shall be:

8-1.1 Call to order; determination of quorum.

8-1.2 Description of properties in issue by Board or Board's representative (five minutes).

8-1.3 Applicant's presentation, if applicable (fifteen minutes).

8-1.4 Comments and recommendations of the Board or Board's representative.

8-1.4.1 Adjourn

8-2 An applicant may appear in his own behalf or be represented by an attorney or an agent at the ~~hearing~~ review.

8-3 In the absence of a personal appearance by the applicant or his agent, the Board may proceed to dispose of the application on the record before it.

- 8-4 The normal time limitations are set forth in parentheses, but may be shortened or extended by the Board prior to the commencement of the ~~public hearing~~review.

ARTICLE NINE

Correspondence

- 9-1 All official papers and plans involving the authority of the Board shall bear the signature of the Chair, together with certification signed by the Secretary.

ARTICLE TEN

Amendments

- 10-1 ~~These rules~~The bylaws may be ~~changed~~amended at any regular meeting of the Board by a ~~majority~~vote of the membership after conducting at at least one public hearing pursuant~~three members, provided notice of the proposed amendment has been given to Section 15 members at the previous regular meeting or has been mailed to members at least ten days prior to the meeting.~~

- ~~10-2 2204, Code of Virginia, 1950,~~ The Board shall review and, if appropriate as amended, determined in the Board's discretion, revise these bylaws at the first meeting of the year 2018 and every five years thereafter. A failure by the Board to conduct such reviews shall not invalidate any actions taken by the Board.

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