# Historic District Review Board

## Regular Session Agenda

**May 21, 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
    A. Introduction of new Board Members
    B. Introduction of materials for Board members
    C. Training Session – Consultant
    D. 621 Jefferson Avenue – modification to rear dormer, window and door with stoop replacement with small deck.
    E. Election of Officers (Chairperson and Vice Chairperson)

5. Old Business

6. Announcements

7. Adjourn

*DRAFT*

# HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting**
**Town Hall**
**February 19, 2013**
**4:30 p.m.**

At approximately 4:30 p.m. Chairman Russ Dunton, having established a quorum, called to order the Regular Meeting of the Historic District Review Board. In addition to Chairman Dunton, present were Bob Sellers, Dianne Davis, Jan Neville and Terry Strub. Also in attendance were Town Planner Tom Bonadeo and Assistant Town Clerk Amanda Hurley. There were two members of the public in attendance.

Dianne Davis gave the invocation followed by the recitation of the Pledge of Allegiance.

**CONSENT AGENDA:**
Russ Dunton commented that the By-Laws stated that there must be an election for Chairman and Vice Chairman every February, therefore, this would be added to the agenda under New Business.

Tom Bonadeo explained that the agenda packet had to be sent out a day early due to the President's Day Holiday and two applications were received after completion of the packet and suggested the Board add these two items to the agenda, but delay them until the next meeting if they needed more time to review. The two applications to be reviewed were 506 Monroe Avenue and 113 Tazewell Avenue and Tom Bonadeo discussed each application briefly.

Tom Bonadeo recommended that the application for 506 Monroe Avenue- Modification to previous addition plan be added as item 5A under Old Business because it was an old Certificate of Appropriateness. Russ Dunton stated that 113 Tazewell Avenue- Door and window modification to garage be added as item 4A under New Business, Discussion of training subject for Spring meetings be moved to item 4B and Election of Chairman and Vice Chairman be moved to item 4C, but the election would be done at the end of the meeting after Old Business.

**Motion made by Dianne Davis, seconded by Terry Strub, and unanimously approved to accept the agenda as amended.**

The Historic District Review Board reviewed the minutes of the November 20, 2012 Regular Meeting.

**Motion made by Dianne Davis, seconded by Bob Sellers, to approve the minutes of the November 20, 2012 Regular Meeting as presented. The motion was unanimously approved.**

**NEW BUSINESS:**

A. *113 Tazewell Avenue – Door and window modification to garage:*
Tom Bonadeo gave a brief overview of the house at 113 Tazewell Avenue and explained that David Giannini was the contractor. Drawings were presented to the Board of the existing garage which currently had two garage doors, but the owners wanted to replace them with one 10ft garage door. This would not affect the roofline in any way. The south side of the building currently had two doors and three windows and Mr. Giannini was proposing to replace them with one door and two windows, as well as replace the vinyl and tin siding with hardy siding. Drawings of the proposed changes were also provided. Tom Bonadeo noted that the building was oversized for the current ordinance.

Russ Dunton confirmed that the footprint was not changing, only new windows, doors, siding and roof would be modified. The door and window openings were the only items required to be reviewed by the Board. Russ Dunton commented that he had no concerns with the removal and placement of the windows and doors and asked the Board if they were comfortable in approving the application or wanted more time to review.

Terry Strub commented that the windows in the drawing of the proposed modifications did not appear to be the same size as those in the drawing of the existing building. Tom Bonadeo responded stating that the drawing was not to scale and the replacement windows would be the same size as the existing. However, the Board could specify in their approval that the window replacements be the same size as the existing windows. Terry Strub commented that she did not have any further concerns and thought the modifications were an improvement for the property.

**Motion made by Jan Neville, seconded by Terry Strub, to approve the door and window modification to garage at 113 Tazewell Avenue. The motion was unanimously approved.**

B. *Discussion of training subject for Spring meetings:*
Tom Bonadeo explained that he had budgeted for training for the Historic District Review Board. In the past, Board members had gone to conferences but travel had gotten extremely expensive, so a consultant would be able to conduct training at a few of the Board's meetings, at or around the regular meeting time. Tom Bonadeo had been in contact with two consultants; Paige Pollard and Laura Calnan. Paige Pollard was with the Department of Historic Resources and she had spoken to the Board on previous occasions. These training sessions would be conducted April, May and June or March, April and May and would be an hour to two hours long. The subject matter of these trainings would be the process that a homeowner would undergo to submit their home to the Department of Historic Resources for tax credit. The consultant would go over the paperwork involved in this process as well as the logic behind interpreting the Secretary of the Interior's Guidelines. Another idea was to view slideshows of projects before and after that the consultant has worked on because this would give another perspective of things that had been approved in other localities including minor modifications as well as some unusual things that had been approved in accordance with the guidelines at the state level. Explanation on forbidden items that Historic Resources did not approve would also be reviewed.

Russ Dunton pointed out that when he attended seminars and training sessions in the past, he was able to network with other Board members to see how they handled different situations. Russ Dunton stated that he would like to know the process that other communities took regarding tax credits. Tom Bonadeo recommended a session on DHR approval vs. local approval. There was much discussion on tax credits. Further clarification was needed on this subject as many questions were raised, therefore making it a prime topic for the Spring training. Tom Bonadeo asked the Board to email him any other topics they would like to discuss at the upcoming training sessions.

Russ Dunton asked Tom Bonadeo if he had been able to research appeals on approval. Tom Bonadeo replied stating that the Planning Commission had reviewed the ordinance and was in discussion with legal counsel to modify that process back to the way it was originally. Tom Bonadeo stated that the ordinance allowed the Historic District Review Board to propose Guidelines which were then accepted by Town Council. Currently, the Guidelines only allowed for denied requests. Russ Dunton reiterated that there was no flow chart in the Guidelines that portrayed an appeal and approval, only a denial. Tom Bonadeo would be working with the Planning Commission on this correction.

C. *Election of Chairman and Vice Chairman:*
Russ Dunton explained that the next item on the agenda was election of Chairman and Vice Chairman and suggested nominations. Jan Neville nominated Russ Dunton for Chairman. Russ Dunton asked Dianne Davis if she would like to be Chairman, but she declined. Russ Dunton nominated Bob Sellers for Vice Chairman.

**Motion made by Dianne Davis, seconded by Terry Strub, to elect Russ Dunton as Chairman of the Historic District Review Board. The motion was approved by majority vote with Russ Dunton abstaining. Motion made by Russ Dunton, seconded by Dianne Davis to elect Bob Sellers as Vice Chairman of the Historic District Review Board. The motion was approved by majority vote with Bob Sellers abstaining.**

**OLD BUSINESS:**

A. *506 Monroe Avenue – Modification to previous addition plan:*
Tom Bonadeo explained that 506 Monroe Avenue was a brick house owned by David and Karen Gay and the Historic District Review Board had approved the garage last year. Tom Bonadeo and Jeb Brady had discovered a foundation in the backyard that had never been finished, but a plan for the addition had previously been approved by the Board in 2003. Tom Bonadeo went on to explain that the contractor had begun additions to the house but the company went bankrupt so the house sat idle for more than a year, therefore a new Certificate of Appropriateness was required. The contractor had also taken all the windows out of the back of the house and boarded them up with hardy plank siding and it had remained that way since 2003. Tom Bonadeo noted that both the original and proposed drawings were included in the packet and in the original drawing he depicted the changes the applicant was proposing with dotted lines. The original plans had proposed a deck and the new plans proposed a second floor over the existing first floor. Page A-2 of the drawings depicted the changes. The footprint would be kept the same since the foundation was already there. Tom Bonadeo recommended that the Board could postpone the approval since this was a bigger project. There was much discussion on the roofline plans and modifications.

Russ Dunton commented that there would not be much backyard left. Tom Bonadeo pointed out that the ordinance required 15 feet between the accessory building and the house and the plans indicated that there was 17½ feet between the two.

Tom Bonadeo explained and identified the differences in the original and proposed plans stating that there was no roof or second floor deck in the original plan and the center window would become a door on the second floor. There was much discussion among the Board for further clarification including visualization of the house and plans.

Tom Bonadeo suggested that if the Board was not comfortable in approving the modifications, they could table the application. Russ Dunton commented that he did not have an issue in approving it as it had been approved previously and also stated that the change was an improvement to the property.

**Motion made by Bob Sellers, seconded by Jan Neville, to approve the modification to previous addition plan for 506 Monroe Avenue. The motion was unanimously approved.**

**ANNOUNCEMENTS:**
Tom Bonadeo reported the following: i) Plans for the old Delisheries building at 207 Mason Avenue were underway. Plans for the second and third floors had been previously approved by the Planning Commission and the Historic District Review Board and the plans now had engineering and architectural approval. Tom Bonadeo displayed and discussed these drawings with the Board explaining that the first floor would be a yogurt bar, the second floor would be two apartments, and the third floor would have the same shape parapet as the existing. The front of the building would have a stairway and additional door, similar to what Brown Dog Ice Cream next door had. This building required four parking spaces in the back to meet the parking standards. A new alley would be added behind Mason Avenue buildings in the future; ii) The first floor of the old Wilson building at 245 Mason Avenue was purchased at auction and was expected to be a retail space; iii) The Hotel Cape Charles appeal would be reviewed at the Town Council meeting on February 21, 2013.

**Motion made by Dianne Davis, seconded by Terry Strub, to adjourn the Historic District Review Board Regular Meeting. The motion was unanimously approved.**

_____
Chairman Russ Dunton

_____
Asst. Town Clerk

# Historic District Review Board Staff Report

**From:** Tom Bonadeo

**Date:** May 21, 2013

**Item:** 5A – Introduction of new Board Members.

**Attachments:** Member list

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### Application Specifics

The Town Council has appointed four new members to the Historic District Review Board. The Board Member list is attached. We would like to have each member introduce themselves to the rest of the board. Amanda will provide contact information for staff.

*TOWN OF CAPE CHARLES*
*2 Plum Street*
*Cape Charles, VA 23310*
*757-331-3259*

# *HISTORIC DISTRICT REVIEW BOARD*

| Member | Term Expiration Date |
|---|---|
| John Caton (replaced Dianne Davis)<br>124 Churchill Downs<br>Cape Charles, VA 23310<br>PH: 757-816-3340<br>jmcaton2005@yahoo.com | January 8, 2018 |
| Ted Warner (replaced Bob Sellers)<br>210 Strawberry Street<br>Cape Charles, VA 23310<br>PH:<br>theodorewarner@gmail.com | January 8, 2014 |
| Joe Fehrer (replaced Russ Dunton)<br>114 Peach Street<br>Cape Charles, VA 23310<br>PH: 410-430-1743<br>jwfehrer@yahoo.com | January 8, 2015 |
| David Gay (replaced Jan Neville)<br>506 Monroe Avenue<br>Cape Charles, VA 23310<br>PH: 240-252-8407<br>davidg23310@gmail.com | January 8, 2016 |
| Terry Strub<br>522B Washington Avenue<br>Cape Charles, VA 23310<br>H: 757-331-1844<br>C: 703-731-9407<br>tkstrub@hotmail.com | January 8, 2017 |

# Historic District Review Board Staff Report

**From:** Tom Bonadeo

**Date:** May 21, 2013

**Item:** 5D – 621 Jefferson Avenue – Modifications to roofline, window, rear door and porch restoration.

**Attachments:** Application, project description, drawings and photos.

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### Application Specifics

The Planner has received a completed application for renovations to 621 Jefferson Avenue. The house is listed as a ca. 1920 Bungalow-style frame dwelling. While it is a contributing structure, the building has vinyl siding and the porch has been closed in and screened improperly.

The applicant is requesting the following changes:

1. Extending the dormer 60" to each side, leaving the gable end roofline intact. This will provide extra room in the upstairs rooms and keep the rear roof line appearance.
2. Remove the filled in porch walls and screens and replace the homemade columns with period columns (craftsman style).
3. Remove the chimney from the center of the house and reroof with architectural shingles. New shingles must meet 110 mph wind load.
4. Replace current vinyl siding and trim with new siding and trim of the same type.
5. Remove the side window in the rear addition per the drawing.
6. Replace the rear window with a sliding door with divided lites. Replace the rear stoop and steps with a small deck and steps to the rear.

### Discussion

While this house is inventoried as a "contributing" structure, the house has been modified greatly since its original classification. The house has been covered in vinyl siding and aluminum trim and shutters, the electrical entrance service does not meet code and the front porch has been covered over with vinyl siding and screen. The new owners intend on bringing the house into compliance with code and updating some of the other systems.

1. Dormer extension – The dormer extension will be on the rear of the house and will not change the roof line as visible from the street. The gable end will be maintained and the dormer roof pitch will not change only the length.
2. Remove the porch fill in – Attached are pictures of the neighboring porches showing the open style typical of the neighborhood. The porch deck is only 27" from the ground and will not require railing to meet the building code. The neighboring porches are built in this fashion.
3. The chimney is typical of the houses in town but no longer serves a functional purpose. The chimney is deteriorated between the first and second floor due to the lack of maintenance. The applicant wishes to remove the chimney in its entirety for safety purposes. Repair would require removal of the wall around the chimney as well.
4. Replace the current vinyl siding and trim – The ordinance allow for the repair and replacement of vinyl siding as long as the siding is "double five" or less is dimension.
5. Remove and repair window in addition – The applicant wishes to remove the side window in the most recent addition.

6. Replace the rear window with a sliding door – The electrical system will be brought up to code and may require movement of the panel box. The entrance cable will be moved underground and the window may require relocation. Rather than relocate the window the applicant would like to replace it with a sliding door with divided lites to match the existing rear door. The stoop and steps will be replaced with a small deck and steps.

All of these modifications are on the rear of the house except the porch repair. No original fabric of the house remains visible as it has been entirely covered with vinyl and aluminum. The modifications will retain the shape, mass and character while restoring the bungalow/craftsman design as seen from the street. The home has been empty and for sale for 2 years.

This home is located in an area of town where the homes are in the most need of repair. At least 2 nearby homes have been abandoned for 6-10 years.

**Recommendation**

Staff recommends the approval of the modification with the requirement of double five vinyl siding or German siding as used in the neighboring home.

**MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA**

**Application for Historic District Review**

Date: 5/13/13

Permit No.: _____

* (Attach plans)

Fee: $50.00 PC

Applicant: Matthew Hardison / Trafton Jordan Signature: _____

Address: 621 Jefferson Ave, Cape Charles, VA 23310

Telephone: 757-617-0078 Cell: 757-617-0078

Owner(s): Matthew Hardison / Trafton Jordan

Address: 1627 Mathews Terrace City: Portsmouth State: VA Zip: 23704

Contractor: Self / Owners

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Town License No.: _____ State License No.: _____

Location of Improvement: 621 Jefferson Ave

Lot No.: 15 Block No.: _____ Lot Size: 40 x 140 Lot Area: _____

Type of Improvement: Exted Rear Bumpout/dormer / New roof + siding

Proposed Use: Residential

Estimated Construction Costs: $ 8,000 oo

Dimension of Structure or Improvement:

Width: 5 Length: 10 Height: 8

Total Square Footage: 50

Structure of Improvement will be set back:

| | |
|---|---|
| No | from front property line |
| | from side property line |
| Change | from side property line on corner lot |
| | from rear property line |
| | from alley |

Town Water Permit: Town Sewer Permit: _____

CERTIFICATION OF APPLICANT

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

Signature of Owner/Agent: _____

# APPLICATION FOR HISTORIC DISTRICT REVIEW

***Property Location:***
621 Jefferson Ave
Cape Charles, Virginia

***Owners:***
Matt & Mary Hunter Hardison
Trafton & Sarah Jordan

***Proposed Improvements:***

1. Extend second story rear dormer 60 inches on each side. The sides of the proposed new dormer will be on the same plane as the side of main part of the house. The roof of proposed dormer extensions will be in line with the existing dormer roof (same pitch and lines). The small ½ window on the left side of the dormer will be replaced with a larger window similar in size and style to the pair of windows on the right side on the dormer. See FIGURE 1.

2. Remove front porch screens and knee walls. Replace existing porch columns with (3) craftsman inspired squared columns. See FIGURE 2.

3. Demolish/remove existing brick chimney and replace roof with new dark grey 30-year architectural asphalt shingle roof.

4. Replace existing vinyl siding with new vinyl. Replace existing aluminum trim wrap around fascia, windows and doors with new.

5. Replace existing rear window with new 6 foot vinyl siding glass door on rear of house. Construct small 8ft x 6ft deck on rear of house adjacent to new sliding door. Deck will be a wooden structure with grey composite decking and white vinyl rails. Deck will not extend past the side of the house. Deck will be approximately 26 inches from ground. See FIGURE 3.

6. Remove (1) existing window. See FIGURE 4.

Existing

Proposed

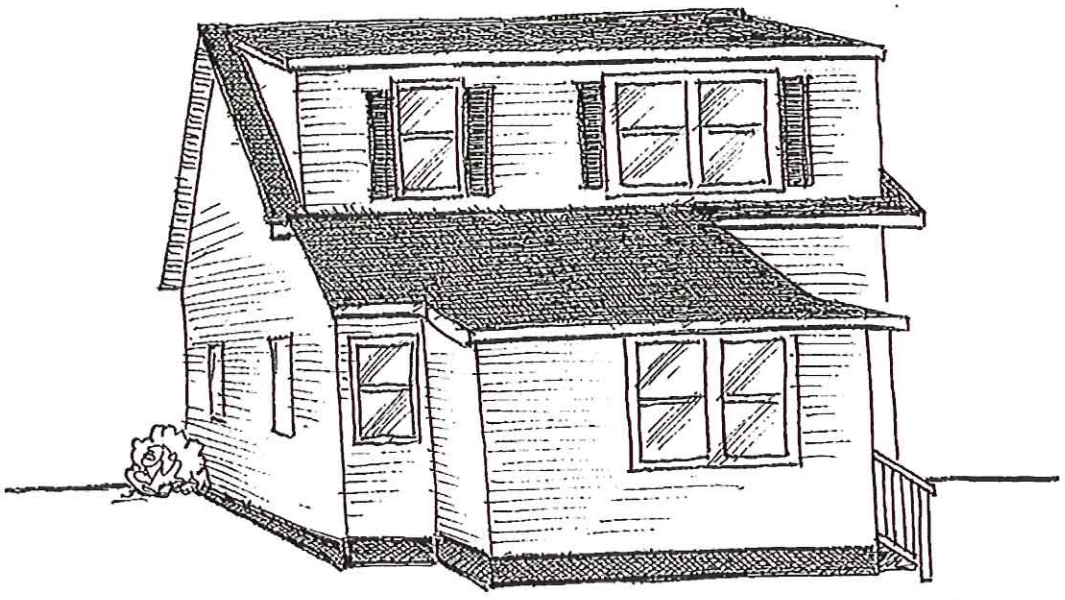


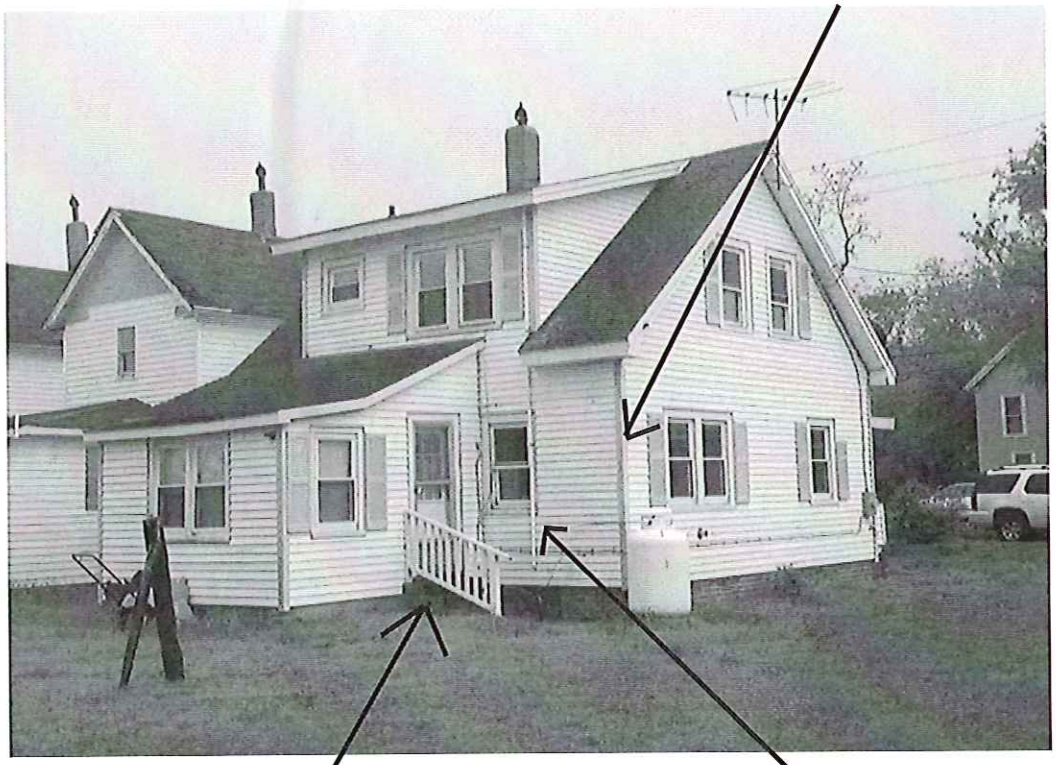
FIGURE 1

Existing

Proposed

FIGURE 2

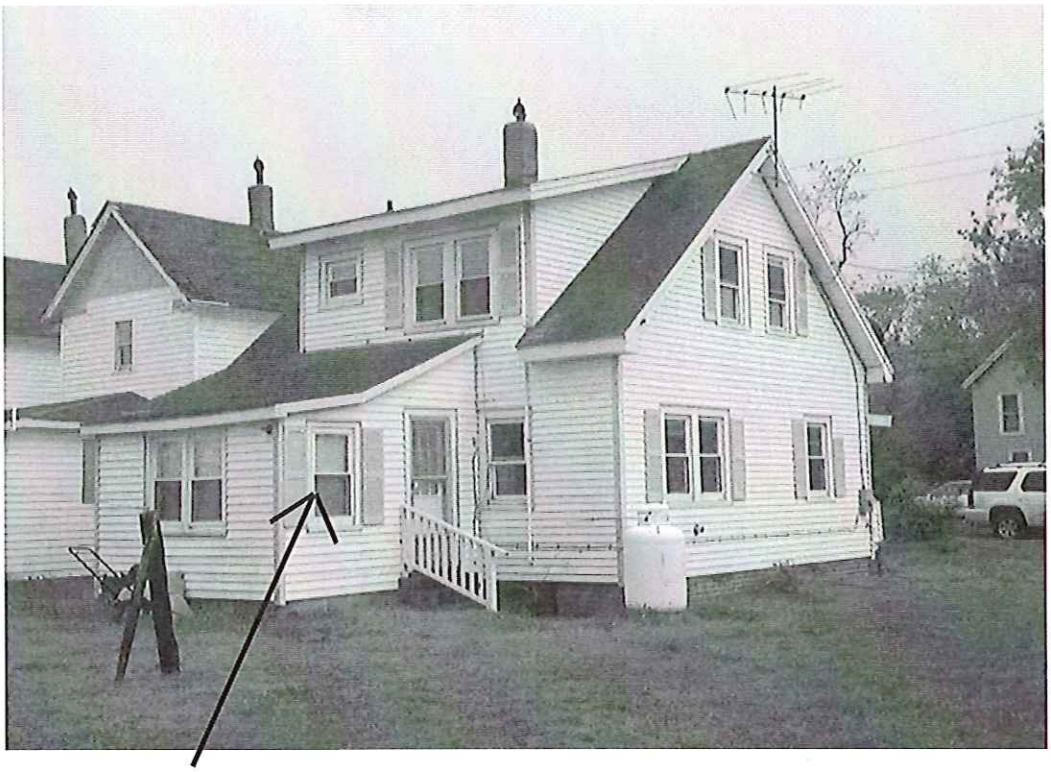
Deck will not extend past this corner.



This railing and stair set will be removed. New deck will be accessed from new sliding glass door and existing door. New deck will have stairs leading to the rear of the property

Replace this window with 6 ft sliding glass door.

FIGURE 3



This window to be removed.

FIGURE 4

05/14/2013 14:20

613
615
05/14/2013 14:20

05/16/2013 09:43

05/16/2013 09:42

05/16/2013 09:42