

# **Historic District Review Board**

## **Regular Session Agenda**

**July 17, 2012**

**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. Historic Rehabilitation of the Old Cape Charles High School Building
5. Old Business
6. Announcements
7. Adjourn

DRAFT  
Historic District Review Board  
Regular Meeting  
May 15, 2012  
4:30 p.m.

At approximately 4:30 p.m. in the Town Council Chamber, Chairman Russ Dunton, having established a quorum, called to order the Historic District Review Board (HDRB) Meeting. In attendance were board members Jan Neville, Bob Sellers and Dianne Davis. Chairman Dunton stated there was still one vacancy on the board. Also present were Town Planner Tom Bonadeo, Asst. Town Clerk Linda Carola and Sean Ingram Contractor for the homeowner.

Dianne Davis led the Invocation and all recited the Pledge of Allegiance.

**Motion made by Dianne Davis, seconded by Jan Neville, and unanimously approved to accept the agenda as presented.**

**Motion made by Dianne Davis, seconded by Bob Sellers, and unanimously approved to accept the minutes for the April 17, 2012 Regular Meeting as presented.**

**NEW BUSINESS**

**602/604 Tazewell Ave.**

Tom Bonadeo Town Planner distributed a copy of the Sanborn Maps dated 1931 and presented a brief history of the map and an explanation stating the house was designed as a duplex and was on the Sanborn Map of 1898. The full width porch had been a feature of the house since at least 1931 and should be preserved. The phased project had the building with no porch for some extended period of time. The applicant wanted to do the proposed modifications and changes in phases and most modifications were in compliance. The following modifications/changes were proposed: (i) The proposed changes would remove the appearance of a duplex and create a single family appearance; (ii) the front door replacement and the upper front window replacement were two of the modifications; (iii) the modification for the rear of the house was not shown well in the plan and a more specific plan would be obtained; (iv) proposal was to convert the property into a 4 bedroom/2 ½ bathroom home. The entire proposal was reviewed and discussed with the board members discussing how the proposal would be broken into sections.

The majority of discussion and concern among the board members and the Town Planner was the time frame for completion and replacement of the porch. Tom Bonadeo presented photos of the property via a slide show pointing out the following: (i) the current porch did not meet the Historic District guidelines and needed to be removed along with the wrought iron supports; (ii)

the plan which was submitted for the porch was smaller and did not meet the 80% guideline; (iii) foundation and structural repairs had not been proposed for immediate repair and had been scheduled for a later stage of repair. Considerable discussion continued among the board members regarding the foundation and porch. Dianne Davis asked for further clarification on the proposed stages for the repairs and questioned the 2013 timeframe. Tom Bonadeo spoke on the owner's behalf stating the owner was trying to achieve a "better look" and to stop further deterioration. Chairman Dunton was very concerned regarding the exterior of the property and the required element of 80% porch coverage noting the porch was scheduled for later rather than sooner and the issue was the front porch removal without replacement. Chairman Dunton asked the Board Members if they had any other issues other than the porch. Chairman Dunton continued the discussion regarding the porch and foundation and asked the board members whether they would consider accepting the project to include framing and concrete piers for the porch. More discussion continued regarding the proposal and stages of completion. Tom Bonadeo stated that if any changes occurred in the plan he would bring it back to the board.

**Motion made by Jan Neville, seconded by Bob Sellers, and unanimously approved to approve the plan for 602/604 Tazewell Avenue generally as submitted but including the porch foundation and floor box in Phase I to be completed by July 2013.**

**Motion made by Dianne Davis, seconded by Jan Neville and unanimously approved to adjourn the Historic District Review Board Meeting.**

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**Russ Dunton, Chairman**

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**Linda Carola, Asst. Town Clerk**

# Historic District Review Board Staff Report

**From:** Tom Bonadeo

**Date:** July 17, 2012

**Item:** 4A – Historic Rehabilitation and Conditional Use Permit (CUP) Application – Echelon Resources, Inc.

**Attachments:** Application, Resolution 20120628, Planning Commission Package

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## Background

The Town Council adopted Resolution 20120628 to refer to the Planning Commission the proposed amendment of the zoning map for public necessity, convenience, general welfare, and good zoning practice and for consideration of the rezoning of the Old School Area from Open Space to R-1. The Resolution also requires the Planning Commission to consider whether, in the event the rezoning is approved by the Town Council, a Conditional Use Permit should be granted for the Old School Rehabilitation described below as an Adaptive Reuse and make a recommendation in connection therewith.

The Planning Commission has received a Conditional Use Permit application for the Adaptive Reuse to rehabilitate the Old School Area and convert it to seventeen residential apartment units and surrounding grounds. The Historic Rehabilitation will be in accordance with the Secretary of the Interior's Guidelines for Historic Tax Credits and will be supervised the Virginia Department of Historic Resources.

The Old School Area is that real property bounded on the north by Madison Avenue, on the east by Plum Street, on the south by parcel 83A3-1-23 and on the west by lot 287 – the area contains lots 281 through 286, a portion of the area that was originally North Park Row, and the Old Cape Charles High School building.

Conditional Use permits are "subject in all cases to report by the Historic District Review Board in accordance in accordance with the purposes and standards of the Historic District" (Article VIII.8.5.B).

## Item Specifics

The Historic Overlay District allows permitted and accessory uses, conditional uses, and variances in the zoning district in which the premises are located.

The Board has the duty "to assist the Town Council, Planning Commission, and other Town departments, agencies, and property owners in matters involving historically significant sites at buildings or other properties in historic districts such as, but not limited to, appropriate land usage, parking facilities, and signs. Also the Board is to "cooperate and enlist assistance from the Virginia Department of Historic Resources, the National Trust for Historic Preservation, and other interested parties both public and private in ties efforts to preserve, restore and conserve historic landmarks, buildings, sites, or areas within Town."

This CUP application meets the requirements of the zoning ordinance for conditional use permits and the adaptive reuse in the R-1 Zone.

1. The use is compatible with the permitted uses in the R-1.
2. The plan will meet the table of parking standards.
3. New utility services will be placed underground.
4. The structure is a contributing structure to the National Historic District.

## **Recommendations**

Review and discuss the application and report to the Town Council and Planning Commission in accordance with the purposes and standards of the Historic District.

4833-6380-1616, v. 1

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA  
Application for Historic District Review

Date: 7-12-2012  
\* (Attach plans)

Permit No.: \_\_\_\_\_  
Fee: \$50.00 pd JAN

Applicant: Echelon Resources  
Inc  
Address: 16215 WOLF CREEK RD, MONTELEONE Cape Charles, VA 23310  
Telephone: 804-747-5990 Cell: \_\_\_\_\_ VA, 23192

Signature: \_\_\_\_\_

Owner(s): TOWN OF CAPE CHARLES  
Address: 2 PLUM ST. City: CC. State: VA. Zip: 23310

Contractor: TBD - BY ECHELON RESOURCES  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Town License No.: \_\_\_\_\_ State License No.: \_\_\_\_\_

Location of Improvement: OLA CAPE CHARLES HIGH SCHOOL - 423 PLUM  
Lot No.: 281-286 Block No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Area: 8.3 AC  
Type of Improvement: HISTORIC REHABILITATION - ADAPTIVE REUSE  
Proposed Use: 17 RESIDENTIAL APARTMENTS - 1 BDM & EFFICIENCY  
Estimated Construction Costs: \$ 2.5 MILLION

Dimension of Structure or Improvement:  
Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: 2 STORIES  
Total Square Footage: ~ 18,000 SQ FT.

Structure of Improvement will be set back:  
~ 50' from front property line  
~ 76' from side property line  
~ < 1' from side property line on corner lot  
~ 20' from rear property line  
N/A from alley

Town Water Permit: YES Town Sewer Permit: YES

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: \_\_\_\_\_



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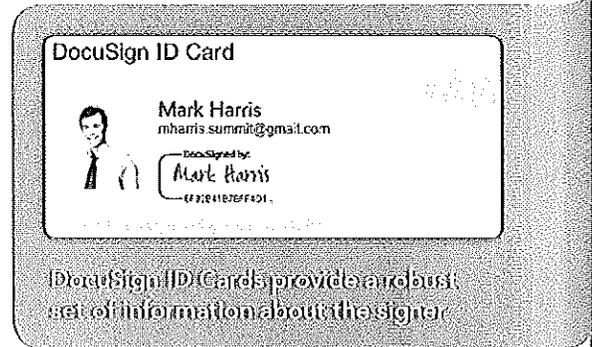
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# Planning Commission Staff Report

**From:** Tom Bonadeo  
**Date:** July 10, 2012  
**Item:** 5A – Resolution 20120628 – Referral of proposed Zoning Map Amendment  
**Attachments:** Resolution by Council, Bauman's Map and Exhibit A

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## Background

The Town Council of Cape Charles, by Ordinance 2012614, approved the sale of certain property owned by the Town, collectively called the "Old School Area", to Echelon Resources, Inc. ("Echelon"). Echelon intends by adaptive reuse to rehabilitate the Old School Area and convert it to seventeen residential apartment units and surrounding grounds (the "Old School Rehabilitation").

The current zoning of the Old School Area as Open Space does not allow for the Old School Rehabilitation. The zoning district R-1 allows, by conditional use permit, for the Old School Rehabilitation as an Adaptive Reuse.

## Item Specifics

The Open Space zoning district does not allow for adaptive reuse. The open space zone is intended for open air types of activities.

The R-1 zone requires a CUP for Adaptive Reuse of existing structures within the R-1 zone.

These permitted uses, conditional uses and definitions, as well as public necessity, convenience, general welfare, and good zoning practice require consideration of rezoning of the Old School Area from Open Space to R-1.

The Old School Area is defined as the area bounded on the north by Madison Avenue, on the east by Plum Street, on the south by parcel 83A3-1-23 and on the west by lot 287 – the area contains lots 281 through 286, a portion of the area that was originally North Park Row, and the Old Cape Charles High School Building (exhibit A).

## Recommendations

Review and discuss the items above and schedule a public hearing and special meeting for July 26, 2012 at 6:00pm.



*Municipal Corp. of  
Cape Charles*

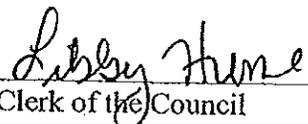
The undersigned Clerk of the Council of the Town of Cape Charles, Virginia (the "Town"), hereby certifies that:

1. A meeting of the Council of the Town (the "Council") was duly called and held on June 28, 2012 (the "Meeting").
2. Attached hereto is a true, correct and complete copy of Resolution 20120628 (the "Resolution") of the Town entitled as recorded in full in the minutes of the Meeting, duly adopted by a majority of the members of the Council present and voting during the Meeting.
3. A summary of the members of the Council present or absent at the Meeting and the recorded vote with respect to the foregoing Resolution as set forth below:

<u>Member Name</u>	<u>Present</u>	<u>Absent</u>	<u>Voting</u>		
			<u>Yes</u>	<u>No</u>	<u>Abstaining</u>
Dora Sullivan, Mayor	X				
Chris Bannon	X		X		
Steve Bennett		X			
Bruce Evans	X		X		
Joan Natali	X		X		
Mike Sullivan	X		X		
Larry Veber	X		X		

4. The Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

Witness my signature and the seal of the Town of Cape Charles, Virginia this 29<sup>th</sup> day of June 2012.

  
Clerk of the Council  
Town of Cape Charles, Virginia

(Seal)

**RESOLUTION 20120628**  
**RESOLUTION TO REFER TO PLANNING COMMISSION THE**  
**PROPOSED AMENDMENT OF THE ZONING MAP AND RELATED CONDITIONAL**  
**USE PERMITS AS TO THE PROPERTY GENERALLY LOCATED AT THE CORNER**  
**OF MADISON AVENUE AND PLUM STREET**

**WHEREAS**, the Town Council of Cape Charles, by Ordinance No. 20120614, approved the sale of certain real property owned by the Town, described below, to Echelon Resources, Inc. ("Echelon") substantially in accordance with the form of the contract attached to such Ordinance; and

**WHEREAS**, that the real property to be sold pursuant to the contract is the south west corner of Madison Avenue and Plum Street, the area being bounded on the north by Madison Avenue, on the east by Plum Street, on the south by parcel 83A3-1-23 and on the west by lot 287—the area contains lots 281 through 286, a portion of the area that was originally North Park Row, and the Old Cape Charles High School building (collectively, the "Old School Area"); and

**WHEREAS**, Echelon intends by adaptive reuse to rehabilitate the Old School Area and convert it to seventeen residential apartment units and surrounding grounds (the "Old School Rehabilitation"); and

**WHEREAS**, the current zoning of the Old School Area for Open Space does not allow for the Old School Rehabilitation; and

**WHEREAS**, zoning district R-1 allows, by conditional use permit, for the Old School Rehabilitation as an Adaptive Reuse; and

**WHEREAS**, zoning district R-1 also allows for a Municipal Community Center and, by conditional use permit, a Neighborhood Community Center; and

**WHEREAS**, public necessity, convenience, general welfare, and good zoning practice require consideration of rezoning of the Old School Area from Open Space to R-1; now

**THEREFORE BE IT RESOLVED** by the Town Council of Cape Charles this 28th day of June, 2012 that the issue of amending the zoning map to rezone the Old School Area from Open Space to R-1 be referred to the Planning Commission for an appropriate recommendation following a public hearing; and

**BE IT FURTHER RESOLVED** that, following application therefor, the Planning Commission consider whether, in the event the rezoning is approved by the Town Council, a

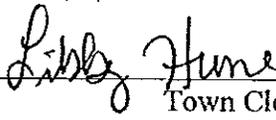
Conditional Use Permit should be granted for the Old School Rehabilitation as an Adaptive Reuse and make a recommendation in connection therewith.

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Adopted by the Town Council of Cape Charles on June 28, 2012.

By:   
Mayor

ATTEST:

  
Town Clerk

BAUMAN'S MAP

← 2227 0002 M. 00 22 N.

Avenue											
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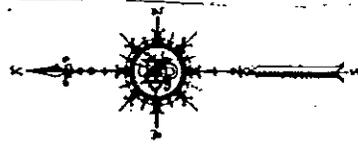
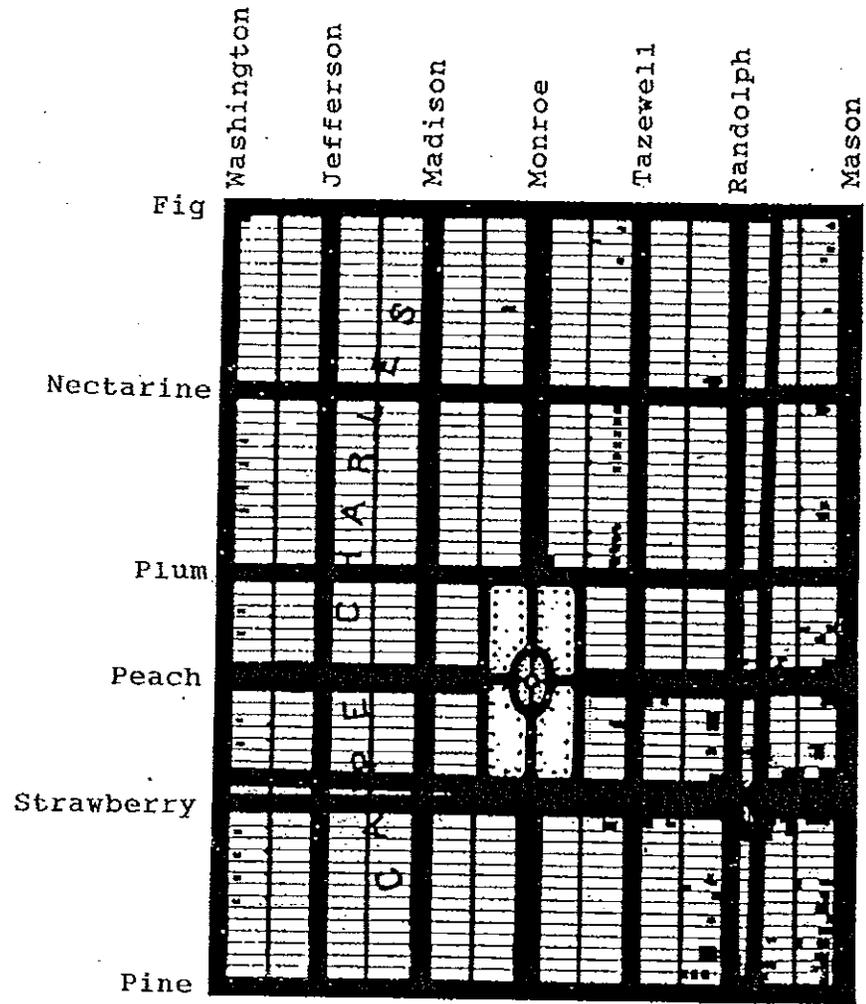
← 2227 0002 M. 00 22 N.



S. 22° 47' E. 2200 Feet

Map #6 (plat map)

BAUMAN'S MAP





# Planning Commission Staff Report

**From:** Tom Bonadeo

**Date:** July 10, 2012

**Item:** 5B -- Conditional Use Permit (CUP) Application -- Echelon Resources, Inc.

**Attachments:** Application and associated documentation, Resolution 20120628

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## Background

The Town Council adopted Resolution 20120628 to refer to the Planning Commission the proposed amendment of the zoning map for public necessity, convenience, general welfare, and good zoning practice and for consideration of the rezoning of the Old School Area from Open Space to R-1. The Resolution also requires the Planning Commission to consider whether, in the event the rezoning is approved by the Town Council, a Conditional Use Permit should be granted for the Old School Rehabilitation as an Adaptive Reuse and make a recommendation in connection therewith.

The Planning Commission has received a completed application for the Adaptive Reuse to rehabilitate the Old School Area and convert it to seventeen residential apartment units and surrounding grounds.

The Old School Area is that real property bounded on the north by Madison Avenue, on the east by Plum Street, on the south by parcel 83A3-1-23 and on the west by lot 287 -- the area contains lots 281 through 286, a portion of the area that was originally North Park Row, and the Old Cape Charles High School building.

## Item Specifics

The CUP application and the zoning ordinance require the Planning Commission and Town Council to consider the following items and that the permitted use(s) will not:

1. **Adversely affect the health, safety or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect the other land uses within the particular surrounding neighborhood.**
  - a. The residential adaptive reuse will restore the building in accordance with the Guidelines of the Secretary of the Interior for Rehabilitation.
  - b. The neighborhood surrounding the park is R-1 including the houses and apartments on North Park Row.
2. **Be detrimental to the public welfare or injurious to property or improvements in the neighborhood.**
  - a. The historic restoration and adaptive reuse will be an investment of over \$2 million dollars in the neighborhood. This restoration will improve the neighborhood values with a newly rehabilitated building in accordance with the Secretary of the Interior's Guidelines.
  - b. The density of the site will be no more than the western park row site or the underlying zoning of R-1. This property covers the equivalent of 7 town lots or the equivalent space for 7 single family residences. The 4 two - bedroom apartments at 11 Park Row are on a single lot.
  - c. The residential use would require only about 17 spaces of off street parking. This parking will be provided in the area that is currently off-street parking and on the west side of the building.
  - d. The historic renovation in either use will be an asset to the improvements in the adjacent Park.

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA  
Application for Conditional Use Permit

Date: 6/22/2012 Permit No. \_\_\_\_\_  
 Fee \$300 PD  
 Proposed Use Multifamily Residential - 17 units  
 Present Zoning OS Location intersection of Plum Street and Madison Avenue  
 Acreage 0.9 AC Tax Map → Parcel/Lot No.(s) Tax Parcel 083 A3 (01) 00-

I (We) hereby petition the Cape Charles Town Council for a Conditional Use Permit to locate the above-mentioned use on the property listed above.

I (We) acknowledge the fact that all pertinent information required by the Planning and Zoning Office must be submitted in a timely manner so that required public hearings can be scheduled and advertised. Applicant or representative must be present in the public hearing.

Land Owner's Signature [Signature] Edwin Baskin on behalf of Echelon Resources, Inc  
 Address 16215 Wolf Creek Road, Montpelier VT 25192  
 Phone Number 804-767-5990

Planning Commission Public Hearing:

Date 7-26-2012 Time 6 PM Place ST. CHARLES PARISH HALL  
 Action RECEIVE PUBLIC COMMENT - VOTE AT SPCL. MEETING TO FOLLOW  
 Conditions \_\_\_\_\_

Town Council Public Hearing:

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_  
 Action \_\_\_\_\_  
 Conditions \_\_\_\_\_

\*\*\*\*\*

Conditional Use Permit Checklist  
(Applicant must attach items 1 - 7)

1.  completed application
2.  payment of fees (\$300.00 + \$25.00 per acre)
3.  letter of application stating in general terms: (a) the proposed use of the property, (b) the effect of the changes on the surrounding area, and (c) the reason for the request
4.  concept plan (see attached information for recommended contents)
5.  plot plan of property
6.  disclosure statement signed and notarized verifying ownership
7.  names and addresses of adjacent property owners
8.  Zoning Administrator's review of documentation

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Application for Certificate of Occupancy

Certificate of occupancy shall not be given by the Town of Cape Charles Building Official until the following conditions have been met:

Zoning Clearance Approval	Fire Marshall Approval
Building Official Approval	Type of Business (List)
Water and Sewer Approval	Payment of Fees

The granting of this permit does not ensure the approval of a building permit, certificate of occupancy, or license to operate a business or profession. Inquiries should be made to: Zoning Administrator

Town of Cape Charles  
 2 Plum Street  
 Cape Charles, VA 23310  
 757-331-3259

Echelon Resources, Inc  
16215 Wolf Creek Road  
Montpelier, VA 23192

June 21, 2012

Town of Cape Charles  
Planning Department  
2 Plum St.  
Cape Charles, VA 23310

ATTN: Tom Bonadeo, Town Planner

RE: Letter of Application, Conditional Use Permit  
Old Cape Charles School

Mr. Bonadeo,

Attached please find the contents that comprise the completed application for a Conditional Use Permit for the adaptive reuse of the Old Cape Charles School.

**Proposed Use of the Property**

Our intent is to redevelop the property into 17 market rate apartments. Echelon Resources will totally rehab the structure interior and exterior, installing all new systems and complying with all code requirements. All work will be done in accordance with the Secretary of the Interior Standards for Rehabilitation.

**Effect of Changes on the Surrounding Area**

There will be no physical net change to surrounding properties, except for the subdivision described herein, and additional paving of the proposed parking areas. We believe that the finished project will add increased vibrancy to the neighborhood, and will bring new life to this deteriorated historic structure.

**Reason for the Request**

Section 3.2(C)(6) of the Cape Charles Zoning Ordinance requires this application per its adaptive use zoning guidelines.

I look forward to the meeting of the Planning Commission July 10.

Sincerely,



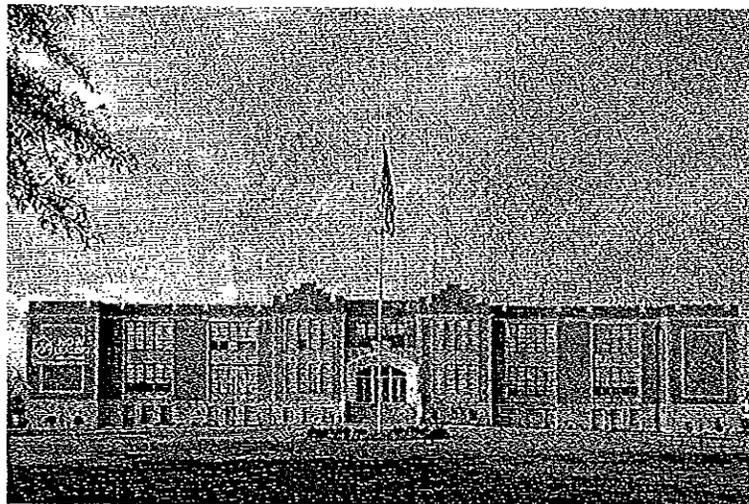
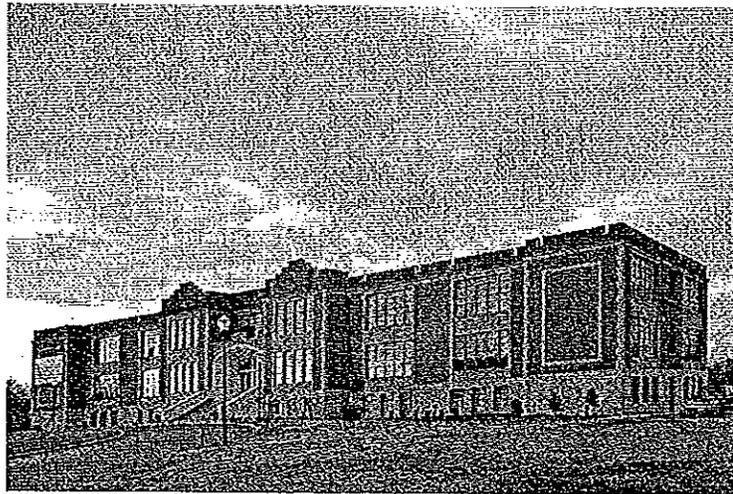
J. David McCormack  
Echelon Resources, Inc.

## CONCEPT PLAN

Echelon Resources will convert the Old Cape Charles School into 17 market rate apartments. There is ample space for parking compliant with the Town of Cape Charles zoning ordinance, and all work will be in accordance with the Secretary of the Interior Standards for Rehabilitation.

Below: The Developer's rehabilitation of the James E Mallonee High School in Hopewell Virginia. The concept exterior finish of the Old Cape Charles School is very similar to this project.

### AFTER



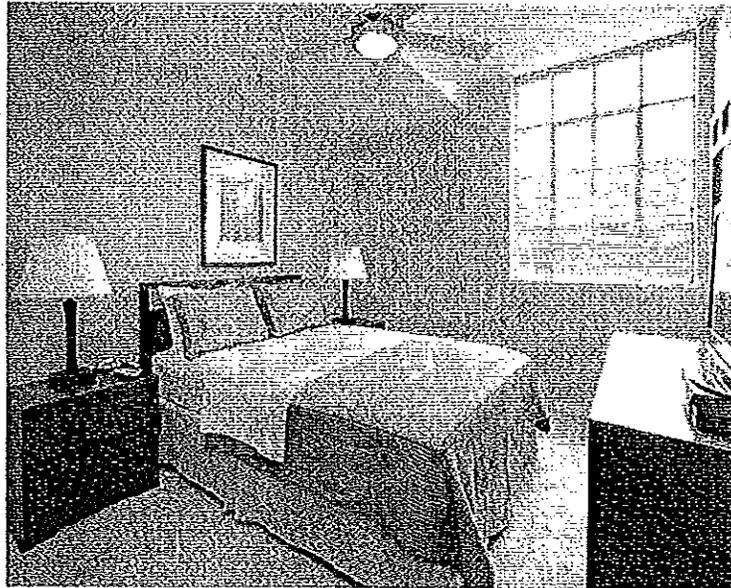
## BEFORE



## INTERIOR CONCEPT

In the finished interior, the Developer will seek to preserve as much as the historic fabric as possible, while at the same time creating beautiful interior spaces for market rate residences. All work on the interior of the building will be done in accordance with the Secretary of the Interior Rehabilitation Guidelines.





### Adjacent Property Owners to the School

Name	Address	Parcel No.
Peter Bauman	239 Monroe Ave Cape Charles, VA 23310	83A1-6-296
Tidewater Farm	4375 White Tail Ln Machipongo, VA 23405	
Janet Dudley	303 Madison Ave Cape Charles, VA 23310	83A1-1-194
Karen & John Silbert	3807 Winding Hollow Dr Fredericksburg, VA 22408	83A1-1-394
Ralph Giannini	428 Plum St Cape Charles, VA 23310	83A3-10-A
600 Group LLC	5802 Nicholson Ln, Apt 708 Rockville, MD 20852	83A3-10-B
John Peterman	121 Powhatan Hampton, VA 23661	83A3-10-C
Robert Carpenter	204 Chestnut Linwood, PA 19061	83A3-10-D
Dennis Pickron	5837 Wyndham Circle #302 Columbia, MD 21044	83A3-1-279
TOCC		83A3-1-174 83A3-1-175 83A3-1-178 83A3-1-179
Oscar Ewell	300 Strawberry St Cape Charles, VA 23310	83A1-1-182
Jenny Hattorf	7103 Senn Way Dr Mechanicsville, VA 23111	83A3-1-378
Cheryl Vichness	3208 Montebello Rd Baltimore, MD 21214	83A3-1-289

### Adjacent Property Owners to the School

Name	Address	Parcel No.
Lenore Mitchell	309 Tazewell Ave Cape Charles, VA 23310	83A3-1-390
Larry Veber	507 Tazewell Ave Cape Charles, VA 23310	83A3-1-391A 83A3-1-392A 83A3-1-377
CPD II Inc	CPD II Inc	83A3-1-288
Betty Ewell	300 Strawberry St Cape Charles, VA 23310	83A3-1-294 83A1-1-170 83A1-1-171
Judi Pelletier	1 North Park Row Cape Charles, VA 23310	83A3-1-293
Jeanna Bouzek	1209 W 48th St Richmond, VA 23225	83A3-1-292
John Caruso	14209 Holly Ave Flushing, NY 11355	83A3-1-291
Mike Hollister	1609 Centerville Pkwy Manakin Sabot, VA 23103	83A3-1-290
Leon G. Laughman	3308 Mt. Carmel Rd Upperco, MD 21155	83A3-1-379 83A3-1-380
Jim Mahaffy	415 Tazewell Ave Cape Charles, VA 23310	83A3-1-381
Mark & Ken Usry	535 West St Bloomsburg, PA 17815	83A3-1-382A 83A3-1-383A
Leon & David Parham	403 Tazewell Ave Cape Charles, VA 23310	83A3-1-384
Stephen Smith	8125 Sinclair Rd Mechanicsville, VA 23111	83A3-1-386A 83A3-1-387A 83A3-1-388A 83A3-1-389
Elwood Morton	27521 Phillips Dr Melfa, VA 23410	83A1-6-A
Cape Charles Christian School	237 Tazewell Ave Cape Charles, VA 23310	83A1-6-393 83A1-6-396

