

# **Historic District Review Board**

## **Regular Session Agenda**

**March 15, 2011**

**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. 11 Randolph – Kitchen Addition**
  - B. 235 Mason Avenue – Hotel Renovation Front and Rear elevations**
- 5. Old Business**
  - A. None**
- 6. Announcements**
- 7. Adjourn**

DRAFT  
Historic District Review Board  
Regular Session  
February 15, 2011

At approximately 4:42 p.m., in the Town Council Chamber, Chairman Russ Dunton, having established a quorum, called to order the Regular Session of the Historic District Review Board. In addition to Chairman Dunton, present were Jan Neville, Bob Sellers, and Dianne Davis. Also present were Town Planner Tom Bonadeo, Asst. Town Clerk Linda Carola and one member of the public. Chairman Dunton noted the board had one vacancy and asked for a status report. Tom Bonadeo informed the members that the vacancy had been posted on the Town's website. Russ Dunton asked the members if they had any suggestions and indicated the candidate should live in Town and have knowledge of construction.

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

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

**Motion made by Jan Neville, seconded by Bob Sellers and unanimously approved to accept the minutes of January 18, 2011.**

**NEW BUSINESS**

**A. 6 Randolph-Window removal and rear addition replacement**

Mr. Bonadeo reviewed the pictures with the board explaining the rear addition is not the original rear porch. It is in poor shape due to water damage and requires replacement. The applicant proposes to remove and replace with a larger footprint. Mr. Bonadeo discussed the addition as follows: i) the addition will not obstruct the side yard setbacks; ii) the addition will be sided with Hardi-Plank siding matching the current siding; iii) foundation will be block and brick which complies with the ordinance; iv) one over one double hung windows will be used; v) electric meter will be re-done; vi) roofing material will match existing. Mr. Dunton asked the board if they had any questions or concerns and the following was discussed: i) Mr. Neville questioned the style of the door and the applicant replied a sliding or French door would be installed. Further discussion continued regarding the style of door.

Mr. Bonadeo reviewed the photo of the window to be removed and discussed the Historic District Guidelines for compliance. Mr. Dunton reviewed the photo and expressed his concern with closing the window opening and matching with the existing brick: i) Mr. Bonadeo indicated brick from the old foundation could be used; ii) suggested a "shutter up" appearance, explaining the window opening could be bricked in sealing the opening and affix a wooden shutter which is

in accordance with the guidelines and would alleviate the mismatching of brick; iii) Mr. Neville asked if a window could later be installed and Mr. Bonadeo said yes. The applicant asked if he could address the board and offered the following; i) Mr. Gomer indicated he had done a good amount of brick work; ii) indicated he would remove the sill and arch over the window; iii) would use brick from the old foundation; iv) proposed the repair to aesthetically look appropriate; v) not in favor of brick cover up with shutter; vi) understands Mr. Bonadeo making recommendation according to the guidelines; vii) would draw attention with just one shutter; viii) would be accountable to brick up and having it match as close as possible. Further discussion continued defining exactly what Mr. Gomer had proposed and Mr. Gomer indicated the opening would only be approximately 28 brick high by 5 brick wide being approximately 170 brick. Further discussion continued reviewing Mr. Bonadeo's suggestion which follows the guidelines strictly. Mr. Dunton referred to the example of what they do not want to see happen, which is a mixing of different color bricks with nothing matching. Mr. Dunton asked the members if they had any concerns: i) Dianne Davis asked for a clarification of the shutter placement. Mr. Bonadeo stated shutter would be placed only on the one window; ii) Jan Neville had no objections, but did not like the idea of losing the fancy brick work and sill, however it is on the side of the house and would not be seen; iii) Bob Sellers indicated it would be nice if the window was not covered up, however feels it would not look right with just one shutter.

**Motion made by Bob Sellers, seconded by Jan Neville and unanimously approved to accept the application as presented, clarifying that the window will be bricked in and blended with original brick from the site.**

Mr. Dunton asked Mr. Gomer if he was going to fix up the property and put it on the market. Mr. Gomer replied that he was going to put both houses on the market and if the one he is living in sells, he will move into the one being renovated at 6 Randolph.

#### **B. Election of Officers**

Mr. Dunton informed the board that every February the board elects a Chairman and Vice-Chairman and asked for motions from the floor. Jan Neville proposed to keep in place the current Chairman and Vice-Chairman.

**Motion made by Jan Neville, seconded by Dianne Davis and unanimously approved with Mr. Dunton abstaining to elect Mr. Dunton as Chairman of the Historic District Review Board.**

**Motion made by Dianne Davis, seconded by Jan Neville and unanimously approved with Mr. Sellers abstaining to elect Mr. Sellers as Vice-Chairman of the Historic District Review Board.**

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

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Linda Carola, Asst. Town Clerk

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Russ Dunton, Chairman

# Historic District Review Board Staff Report

**From:** Tom Bonadeo  
**Date:** February 15, 2011  
**Item:** 4A – 11 Randolph – Kitchen addition to existing side addition  
**Attachments:** Plans, pictures and application

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## Application Specifics

A complete application has been received for the addition of 3' to the side of the house at 11 Randolph.

## Discussion

The addition will meet the following requirements of the ordinance:

1. The addition will not obstruct the side yard setbacks.
2. The separation will be greater than 15 feet to any accessory building.
3. The addition will be sided with Hardi-Plank siding.
4. The addition will use the same roofing as the existing house.
5. The foundation of the addition will be block and brick in keeping with the ordinance.
6. The windows in the addition will be 6 over 1 in keeping with the original structure.

The existing house is sided with aluminum siding and the roof is asphalt shingles. The addition is planned to connect to the existing house and the aluminum siding will be removed on the existing addition and replaced with Hardi Plank.

## Recommendation

Review the plans and pictures and discuss the application. Staff recommends approval of the application to extend the addition on the west side of the house using Hardi Plank siding, brick foundation and 6 over 1 windows.

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

Application for Historic District Review

Date: 3/9/2011

Permit No.: \_\_\_\_\_

\* (Attach plans)

Fee: \$50.00

Applicant: William E Mannin's Signature: William E Mannin

Address: 11 Randolph St. Cape Charles, VA 23310

Telephone: 757 286 1025 Cell: same

Owner(s): William O Hare cell # (943-472-7434)

Address: 11 Randolph St City: Cape Charles State: VA Zip: 23310

Contractor: William E Mannin's

Address: 5121 Seaview Rd City: Cape Charles State: VA Zip: 23310

Telephone: 757 286 1025 Cell: same

Town License No.: \_\_\_\_\_ State License No.: 2701-013495A

Location of Improvement: Left side

Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Type of Improvement: 3' addition to kitchen new siding & roof

Proposed Use: Kitchen

Estimated Construction Costs: 93,000.00

Dimension of Structure or Improvement:  
Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_  
Total Square Footage: \_\_\_\_\_

Structure of Improvement will be set back:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ from front property line  
\_\_\_\_\_ from side property line  
\_\_\_\_\_ from side property line on corner lot  
\_\_\_\_\_ from rear property line  
\_\_\_\_\_ from alley

PAID MAR 11 2011

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: William E Mannin

**William E. Manning Construction, LLC**  
**5121 Seaview Road**  
**Cape Charles, VA 23310**  
**(757) 286-1025**  
**Class A Contractor License #2701-013495-A**

**March 10, 2011**

**Town of Cape Charles and Review Board**  
**2 Plum Street**  
**Cape Charles, VA 23310**

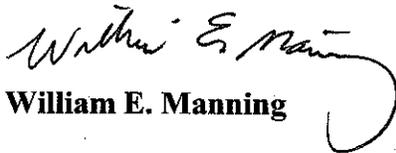
**RE: 11 Randolph Avenue Renovations**

**Below are the renovations to be completed on the outside of the house at 11 Randolph Avenue:**

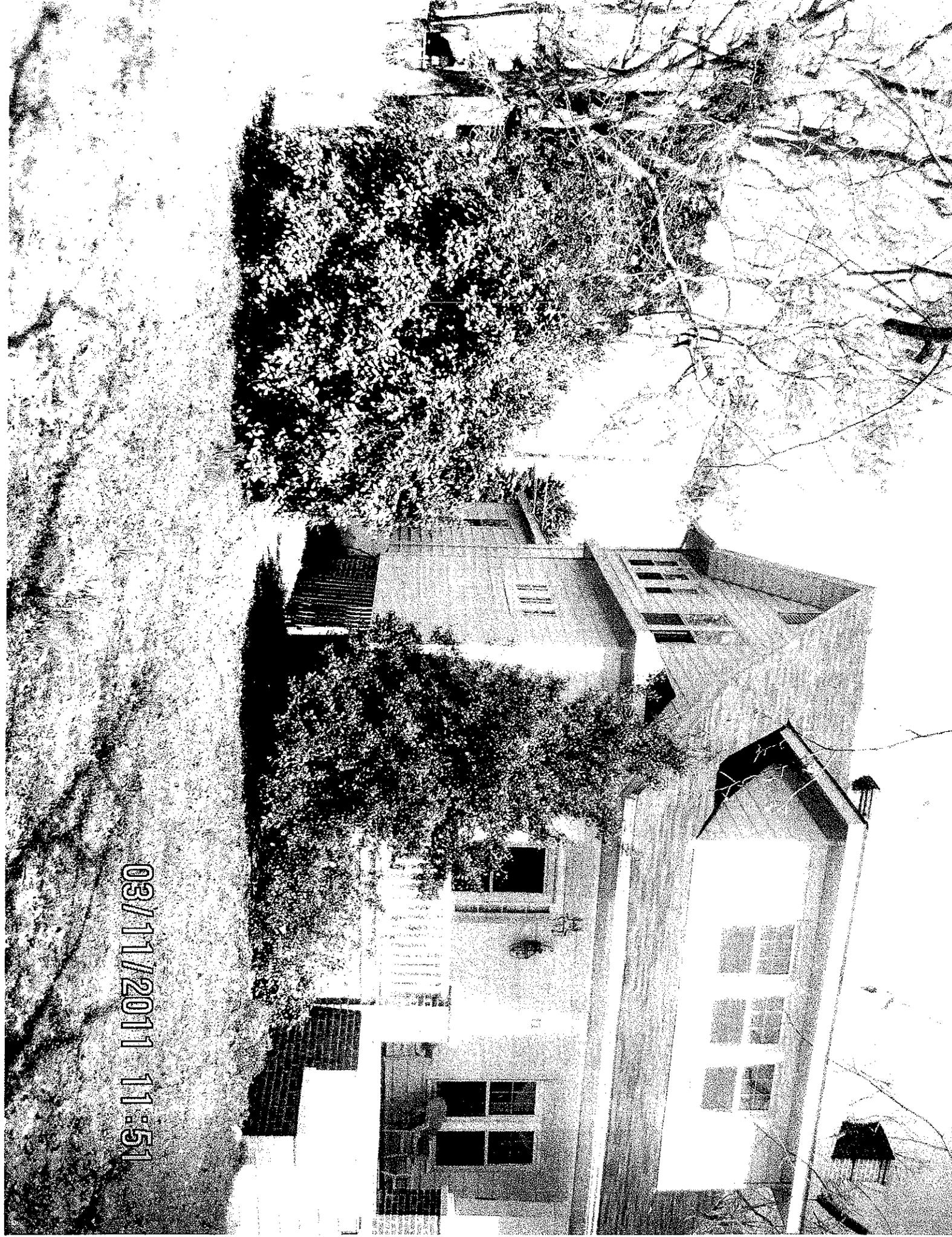
**New Roof -Owen Corning-Slatestone gray**  
**New Siding-James Hardie-weather cedar white**  
**New 3x16 addition on existing kitchen**  
**New white gutters**

**Please do not hesitate to contact me should you have any questions.**

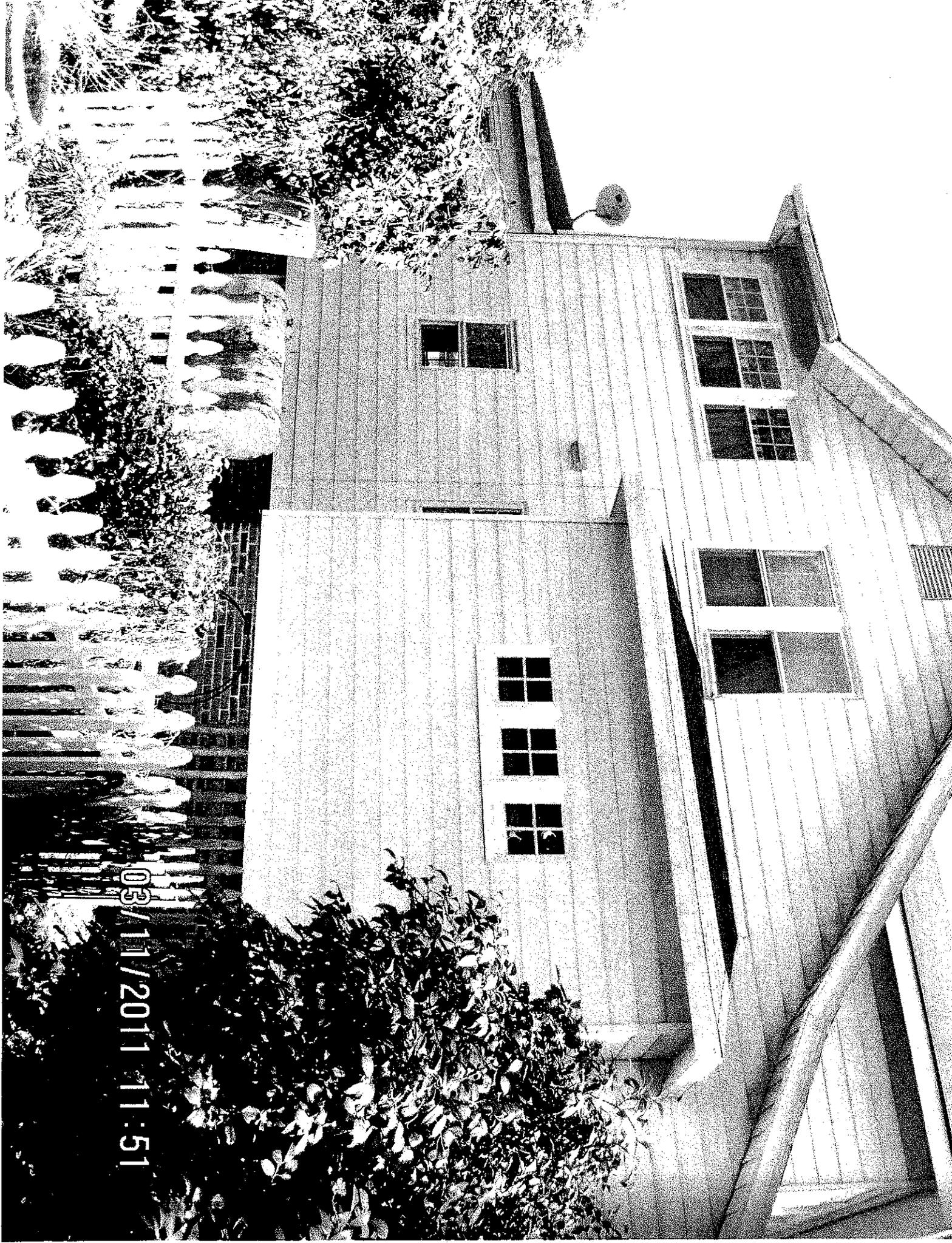
**Sincerely,**

  
**William E. Manning**

**WEM/kdm**



03/11/2011 11:51



03/11/2011 11:51



# Historic District Review Board Staff Report

**From:** Tom Bonadeo  
**Date:** March 15, 2011  
**Item:** 4B – 235 Mason Avenue – Renovation of Cape Charles Hotel  
**Attachments:** Plans, pictures and application

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## Application Specifics

A complete application has been received for the renovation of the Cape Charles Hotel located at 235 Mason Avenue. This building was renovated in about 2004 and 2005. There appears to have been no review by the Historic Review Board as some work on the project may have been started prior to the formation of the Board and it was allowed to be “grandfathered”. The first owner lost the property to the bank and the current owner plans to totally remodel the inside and make some modification to the outside. The outside modifications are shown in the attached prints and pictures.

## Discussion

The front of the hotel has been changed extensively since the early 1900’s. The only feature left is the brick columns on the front of the building. During the last renovation, only a few years ago, square windows were installed to let light in the first floor. These windows did not match the historic character of the building.

The original building was a wooden structure which burned and was replaced by an all brick building. This is the building most often shown in the old post cards. The current building has several modifications that do not meet the Historic Guidelines:

1. The copper mansard roof is unlike any in the historic district.
2. The square windows on the first floor, without divided lights are not found in the district.
3. The first floor doors with imitation stained glass are also not representative of the period.
4. The railings without any ornamentation are not common.

The drawings for the renovation show numerous changes to the existing structure.

1. The mansard roof has been removed so that the porch will not be covered.
2. The doors have been replaced with full light doors.
3. The small square windows on the first floor have been replaced with full transoms more representative of the period.
4. The iron work for the porch and balcony will remain but some ornamentation has been added.
5. The roof has been removed and a second porch has been added with no roof. This porch is below the roof line and is an observation platform only.
6. The access to the new porch is through a new doorway in the center of the building.
7. A terrace is being added to the rear of the building at the second floor level.
8. The Hardi Plank siding is being replaced with Hardi Panel and vertical battens. This siding will be painted along with the trim of the building.
9. The doors and windows on the building are wood that will be clad or painted. They are not proposed to aluminum or fiberglass.

## **Recommendation**

Review the plans and pictures and discuss the application. Staff recommends approval of the application in general. The third floor door is an area for review and discussion.

03/11/2011 10:15





03/11/2011 10:12



THE  
CAPE CHARLES HOTEL  
MASON STREET ELEVATION

**PROJECT DESCRIPTION**  
 THE WORK DESCRIBED IN THESE DRAWINGS IS THE DESIGN AND CONSTRUCTION OF A 2-STOREY BRICK AND FRAME BUILDING TO BE USED AS A HOTEL. THE BUILDING WILL BE CONSTRUCTED ON THE EAST SIDE OF MASON AVENUE, CAPE CHARLES, VIRGINIA. THE BUILDING WILL BE 14.021 METERS (46 FEET) LONG AND 11.431 METERS (37 FEET) WIDE. THE BUILDING WILL BE 2 STOREYS HIGH. THE BUILDING WILL BE CONSTRUCTED ON A 14.021 METERS (46 FEET) X 11.431 METERS (37 FEET) LOT. THE BUILDING WILL BE CONSTRUCTED ON A 14.021 METERS (46 FEET) X 11.431 METERS (37 FEET) LOT. THE BUILDING WILL BE CONSTRUCTED ON A 14.021 METERS (46 FEET) X 11.431 METERS (37 FEET) LOT.

**GENERAL NOTES**  
 1. ALL WORK SHALL CONFORM WITH GOVERNING LOCAL, STATE AND FEDERAL REGULATIONS AND THE INTERNATIONAL BUILDING CODE.  
 2. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES.  
 3. ALL BUILDING MATERIALS AND SUPPLIES SHALL BE OF THE HIGHEST QUALITY AND SHALL BE APPROVED BY THE ARCHITECT BEFORE USE.  
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES.  
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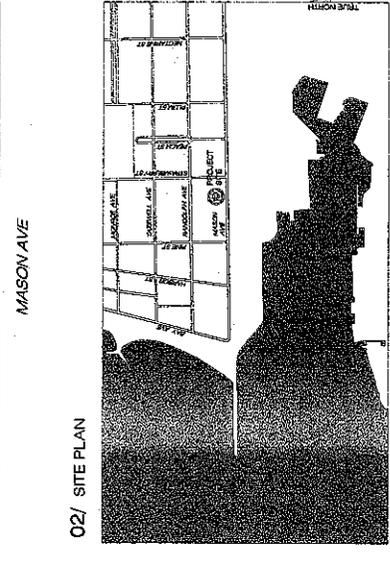
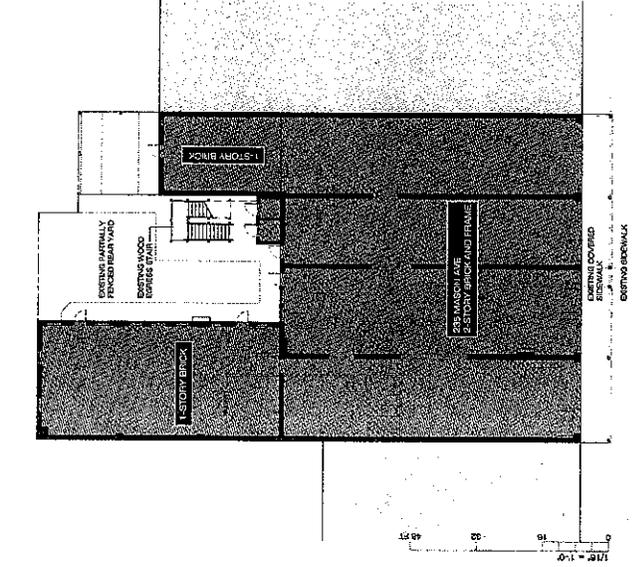
**CODE INFORMATION**  
 APPLICABLE CODES:  
 INTERNATIONAL BUILDING CODE  
 VIRGINIA UNIFORM BUILDING CODE  
 NOTE: ALL VALUES SHOWN ARE BASED ON THE ASSUMPTIONS AND CONDITIONS SET FORTH IN THESE DRAWINGS AND SHALL BE SUBJECT TO THE APPROVAL OF THE APPLICABLE AGENCIES.

CONSTRUCTION TYPE	V-9
USE GROUP	P-1
AREA ACTUAL	1,608 sq ft
MAX LEVEL	1st
UPPER LEVEL	2nd
TOTAL ALL LEVELS	14,021 sq ft
AREAS ALLOWED	14,021 sq ft
PERMISSIBLE SOIL W/ AUTO BRIMMING SYSTEMS	14,021 sq ft
A-2	12,000 sq ft

**ZONING INFORMATION**  
 ZONING DISTRICT: C-1  
 SETBACKS: NO CHANGE  
 HEIGHTS: NO CHANGE  
 PERMITS: NO CHANGE  
 REQUIRED: NO CHANGE  
 ECONOMIC ZONES: NO CHANGE  
 USES NOT ALLOWED: THE CAPE CHARLES HISTORICAL REDEVELOPMENT DISTRICT

**NOTE PERTAINING TO ARCHITECTURAL REVIEW**  
 THE ARCHITECTURAL REVIEW BOARD HAS REVIEWED THE DRAWINGS AND HAS DETERMINED THAT THE DRAWINGS COMPLY WITH THE REQUIREMENTS OF THE ARCHITECTURAL REVIEW BOARD. THE ARCHITECTURAL REVIEW BOARD HAS REVIEWED THE DRAWINGS AND HAS DETERMINED THAT THE DRAWINGS COMPLY WITH THE REQUIREMENTS OF THE ARCHITECTURAL REVIEW BOARD.

**LIST OF DRAWINGS**  
 CS COVER SHEET/PROJECT INFORMATION  
 D1.1 MAIN LEVEL DETAIL PLAN  
 D1.2 UPPER LEVEL DETAIL PLAN



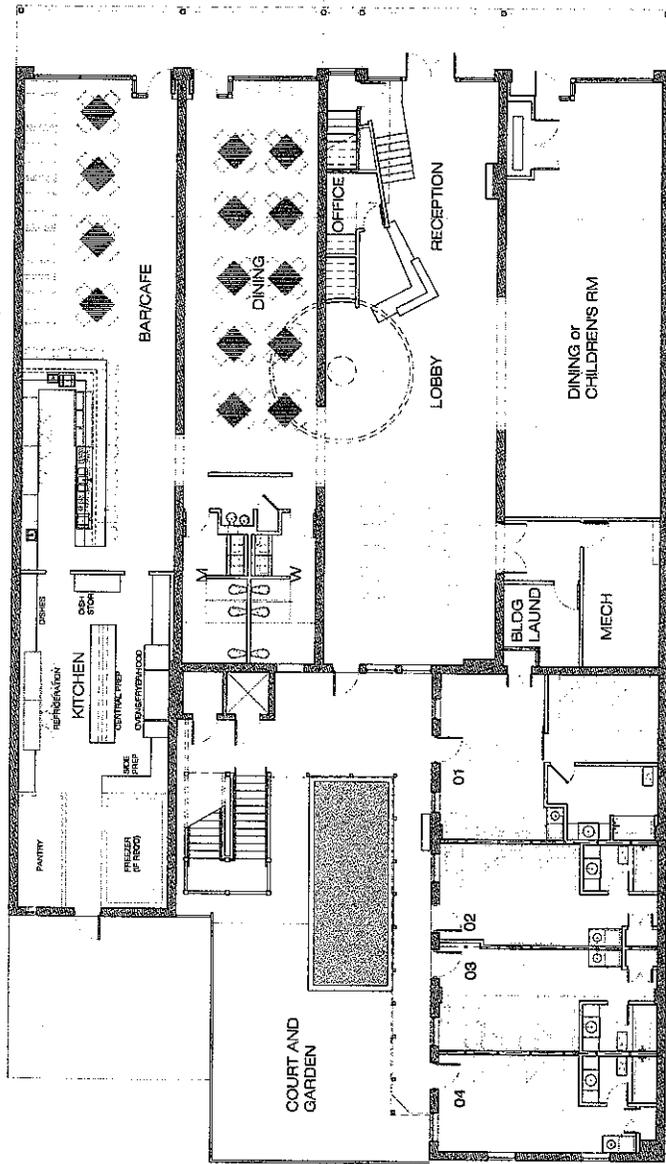
02/ SITE PLAN

01/ VICINITY MAP

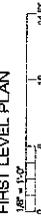
1:00" = 1'-0"  
 0 10 20 30 40 50

**GENERAL NOTES**

1. ALL WORK SHALL CONFORM WITH GOVERNING CODES AND REGULATIONS, INCLUDING THE VIRGINIA ANTI-SMOKE STATUTE, BUILDING CODE AND THE INTERNATIONAL BUILDING CODE.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROVISION OF ALL MATERIALS AND LABOR REQUIRED FOR THE PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR THE PROVISION OF ALL MATERIALS AND LABOR REQUIRED FOR THE PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR THE PROVISION OF ALL MATERIALS AND LABOR REQUIRED FOR THE PROJECT.



01/ FIRST LEVEL PLAN

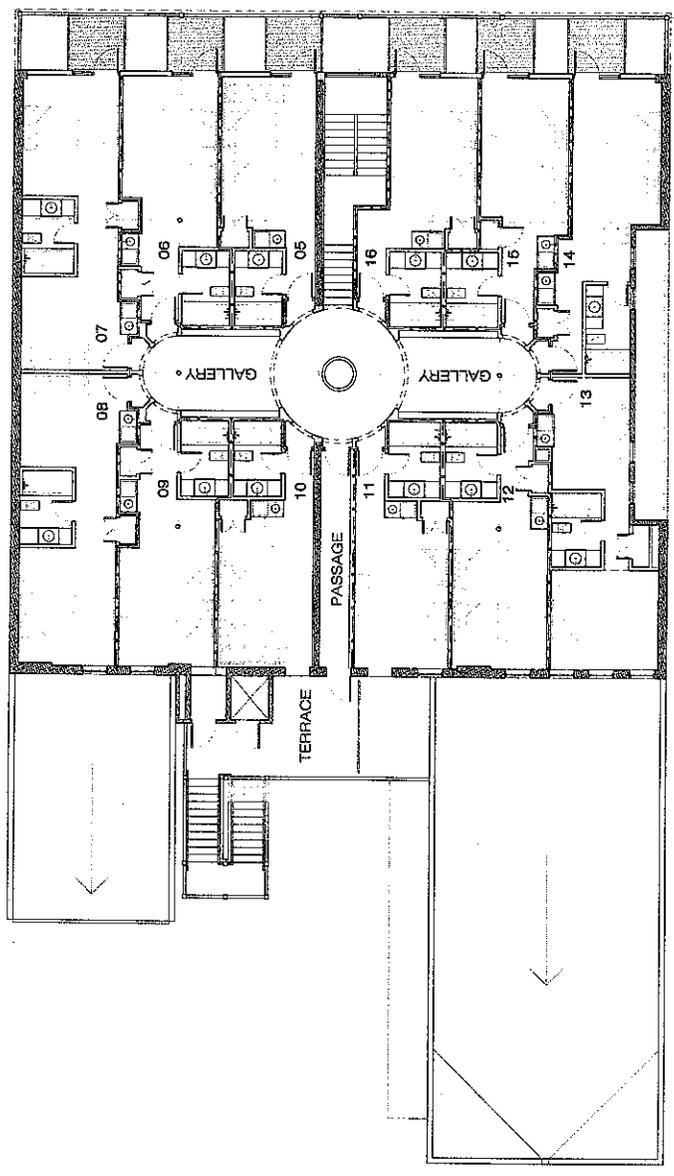


FLOOR PLAN

A

**GENERAL NOTES**

1. ALL WORK SHALL CONFORM WITH VICTORIAN ARCHITECTURE ACT AND VICTORIAN ANTIQUE PRESERVATION ACT AND THE VICTORIAN ANTIQUE PRESERVATION BOARD CODE OF PRACTICE AND THE BUILDING CODE.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND UNDERSTANDING ALL REQUIREMENTS AND REGULATIONS OF THE VICTORIAN ANTIQUE PRESERVATION BOARD AND THE BUILDING CODE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND UNDERSTANDING ALL REQUIREMENTS AND REGULATIONS OF THE VICTORIAN ANTIQUE PRESERVATION BOARD AND THE BUILDING CODE.
3. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND UNDERSTANDING ALL REQUIREMENTS AND REGULATIONS OF THE VICTORIAN ANTIQUE PRESERVATION BOARD AND THE BUILDING CODE.



01/ SECOND LEVEL FLOOR PLAN  
1/8" = 1'-0"  
0 5 10 15 20 FT

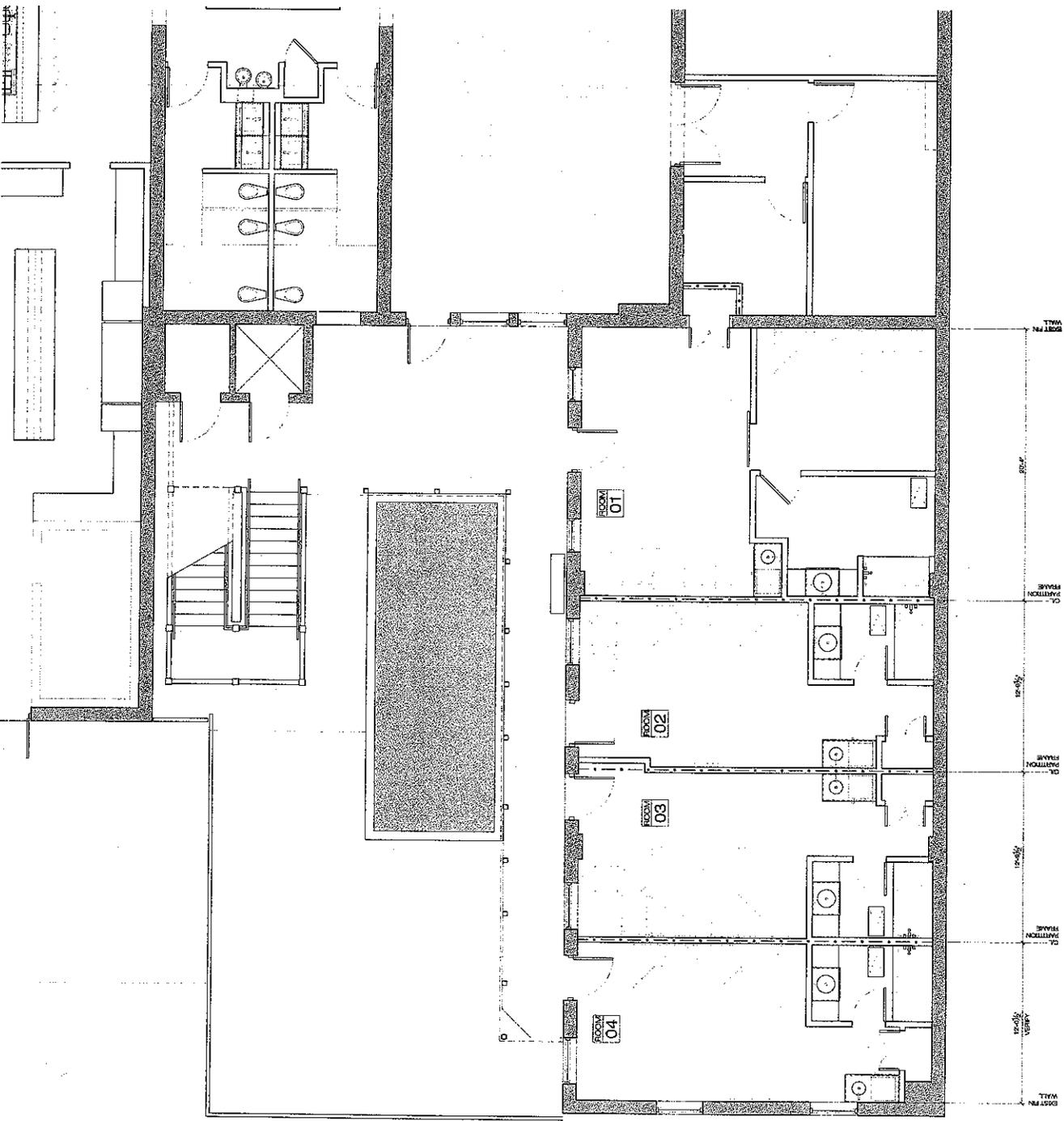




ENLARGED PARTIAL  
1ST LEVEL PLAN

GENERAL NOTES

1. ALL WORK SHALL BE CONFORM WITH LATEST VARIOUS ADOPTED CODES AND REGULATIONS AND THE VARIOUS ADOPTED CODES AND REGULATIONS.
2. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS AND FOR OBTAINING ALL NECESSARY APPROVALS AND PERMITS FOR THE WORK TO BE PERFORMED ON THE SITE FOR THE IMPROVEMENTS OF THE PROJECT.
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