Historic District Review Board

Regular Session Agenda

March 17, 2015
6:00 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. 205 Jefferson Avenue – Rear yard deck and screened-in porch
   B. 638 Tazewell Avenue – Window replacement, chimney removal, and rear porch reconstruction

5. Old Business

6. Announcements

7. Adjourn

DRAFT
HISTORIC DISTRICT REVIEW BOARD
Regular Meeting
Cape Charles Town Hall
February 24, 2015
6:00 p.m.

At 6:03 p.m. Chairman Joe Fehrer, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Joe Fehrer, present were John Caton and Sandra Salopek. David Gay and Terry Strub were not in attendance. Also in attendance were Town Planner Larry DiRe and Assistant Town Clerk Amanda Hurley.

CONSENT AGENDA:

Motion made by Sandra Salopek, seconded by John Caton, to accept the agenda as presented. The motion was unanimously approved.

The HDRB reviewed the minutes of the January 20, 2015 Regular Meeting and the January 27, 2015 Special Meeting.

Motion made by John Caton, seconded by Sandra Salopek, to accept the minutes of the January 20, 2015 Regular Meeting and the January 27, 2015 Special Meeting as presented. The motion was unanimously approved.

NEW BUSINESS:

A. *Administrative Matters*

Joe Fehrer stated that an election for Chair and Vice Chair was held each February, but the Board members present opted to postpone the election until the next meeting in hopes that all members would be in attendance.

Joe Fehrer stated that a slight change of meeting procedures was a possibility to consider in order to streamline future meetings. There was some discussion regarding agenda procedures, but some modifications would require a change to the By-Laws. John Caton and Sandra Salopek were in agreement that the moment of silence was not necessary. These matters would be discussed with the other members at the next meeting. Joe Fehrer stated that "Other Business" and "Announcements" as described in 7-1.8 and 7-1.9 of the HDRB By-Laws seemed redundant and suggested combining to "Administrative Matters." There was some discussion regarding Approval of Agenda Format.

Joe Fehrer stated that new home construction standards in the Historic District Guidelines were vague and suggested that Larry DiRe research other Virginia localities with Historic Districts to see what guidance they had for new construction. Joe Fehrer went on to state that he wouldn't want the guidelines so restrictive that they discouraged construction, but they needed to help preserve the integrity and character of the historic district while encouraging in-fill in the town.

Larry DiRe explained that there was a $50.00 HDRB application fee for each applicant and asked the Board if a special meeting should necessitate an additional fee, especially if a builder did work outside of what was approved by the HDRB. The board was in agreement that an additional fee of $100.00 was appropriate for a special meeting because there was additional cost in print materials, staff time and board members' time.

Larry DiRe commented that he had received an application for the March meeting and another was pending.

Larry DiRe stated that on Friday, he had spoken to two different people regarding Sears kit homes and he learned that there were Sears kit home enthusiasts who were interested in coming to Cape Charles. Larry DiRe asked the Board if they should promote the 8-9 Cape Charles Sears kit homes to potential enthusiasts who roamed the country looking for these homes. The Board was in agreement that the homes should be promoted and would begin that project in the coming months. Larry DiRe suggested the Cape Charles Museum could set up an exhibit on the Sears kit homes. Photos of the street view of each Sears kit home in Town would be provided to the Board.

Larry DiRe noted that he found a series of maps which may have been part of a larger tourist map project. There were overlay maps of the National Historic District compared to the Town's overlay district, a map of the Bed and Breakfasts in Town and several other maps that had potential for the Board.

Larry DiRe presented the 1989 National Register of Historic Places to the Board which encompassed the Historic District's contributing and noncontributing properties. Larry DiRe asked the Board if it would be beneficial to have the district reassessed again since more homes were now eligible due to their age. Larry DiRe recommended the Board talk to Code Official Jeb Brady regarding his list of code enforcement issues of a few contributing homes as they could lose their historic designation.

OLD BUSINESS:

There was no old business to discuss.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Sandra Salopek, seconded by John Caton, to adjourn the Historic District Review Board Regular Meeting. The motion was unanimously approved.

Chairman Joe Fehrer

Asst. Town Clerk

DRAFT

Historic District Review Board Staff Report

From: Larry DiRe

Date: March 9, 2015

Item: 4A – 205 Jefferson Avenue

Attachments: Application, photos

Application Specifics

An application has been received for a Certificate of Appropriateness from John, Nan, and Anna Mosteller for 205 Jefferson Avenue. The proposed work on the home includes a backyard deck, totaling sixty four (64) square feet, and a screened-in rear porch totaling one hundred ninety two (192) square feet. The applicant has attached the contractor's estimate with detailed information about the building materials to be used for the project. The plat of survey attached shows the location of the porch and deck at the rear of the building to scale. There is ample room in the back yard and the side setback is in conformity.

Discussion

- A new rear screened-in porch and deck are proposed. The guidelines state that secondary porches on the side or rear of the building can be enclosed, such as a sunroom (Building Element 1, page 42). The guidelines state that the Board should give more importance to visible front and side porches than to rear porches (Building Element 6, page 43).

Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is appropriate for the application.

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

Date: 3-1-15 Permit No.: TBD
* (Attach plans) Fee: $50.00

Applicant: John Mosteller Signature: [signature]
Address: 205 Jefferson Ave., Cape Charles, VA 23310
Telephone: — Cell: 804-399-8695

Owner(s): John, Nan, & Anna Mosteller
Address: 251 Rocketts Way Unit 301 City: Henrico State: VA Zip: 23231
Contractor: Scott Simms (Coastal Craftsman Builders)
Address: 2246 Sand Hill Dr. City: Cape Charles State: VA Zip: 23310
Telephone: 757-331-3469 Cell: 757-678-2951
Town License No.: 14-0210 State License No.: 2705 101247A Class A Contractor

Location of Improvement: 205 Jefferson Ave. Cape Charles, VA
Lot No.: 107, 106 West half Block No.: 200 Block Lot Size: 60' x 140' Lot Area: 8,400 sq. ft., 0.19 acre
Type of Improvement: Addition: screened-in porch + deck
Proposed Use: Residential
Estimated Construction Costs: $20,500.00

Dimension of Structure or Improvement:
Porch: Width: 16' Length: 12' Height: approx. 13' (from floor to gable)
Total Square Footage: 192 sq. ft.
Deck: W: 8' L: 8' Sq. Ft.: 64'

Structure of Improvement will be set back:

NA	from front property line
> 5 ft.	from side property line
NA	from side property line on corner lot
> 25 ft.	from rear property line
> 25 ft.	from alley

Town Water Permit: NA Town Sewer Permit: NA

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: [signature]
Nan C. Mosteller
Anna C. Mosteller

Coastal Craftsman Builders, LLC

Class "A" Contractor #2705 101247A

2246 Sand Hill Dr.
Cape Charles, VA 23310
757-331-3469
E-mail: Simmstrim@verizon.net

COASTAL
CRAFTSMAN BUILDERS

Name/Address
John & Nan Mosteller 251 Rocketts Way Unit 301 Henrico, VA 23231

Date
02/28/15

ESTIMATE

Description	Total
SCREENED PROCH & DECK WITH STAIRS	
Jobsite: Jefferson Ave. Cape Charles, VA	
LABOR & MATERIAL	
Screened Porch & Deck Total Price	20,500.00
Scope of Work Includes:	
DEMO	
- Cut hole in back of house at window location to create doorway	
FOOTINGS	
- Installation of 3 brick piers to support addition	
- Installation of concrete piers to grade to support deck	
SCREENED PORCH FRAMING	
- Installation of pressure treated 2x10 floor joists 16" OC	
- Installation of 2x6 for decking	
- Installation of 2x8 rafters for framing roof 16" OC	
- Installation of 1/2" OSB plywood on roof	
- Installation of pressure treated 4x4 posts for rails	
- Installation of 2x4 horizontal & 2x2 vertical pickets spanned no more than 4"	
- Installation of pressure treated 2x6 for top rail	
DECK	
- Installation of pressure treated 2x8 for joists	
- Installation of pressure treated 6x6 for supports to grade	
- Installation of 2x6 pressure treated decking	
- Installation of pressure treated 4x4 posts for rails	
- Installation of 2x4 horizontal & 2x2 vertical pickets spanned no more than 4"	
- Installation of pressure treated 2x6 for top rail	
- Installation of pressure treated 2x12 for stringers	

We look forward to working with you!	Total

Coastal Craftsman Builders, LLC

Class "A" Contractor #2705 101247A

2246 Sand Hill Dr.
Cape Charles, VA 23310
757-331-3469
E-mail: Simmstrim@verizon.net

COASTAL
CRAFTSMAN BUILDERS

Name/Address
John & Nan Mosteller 251 Rocketts Way Unit 301 Henrico, VA 23231

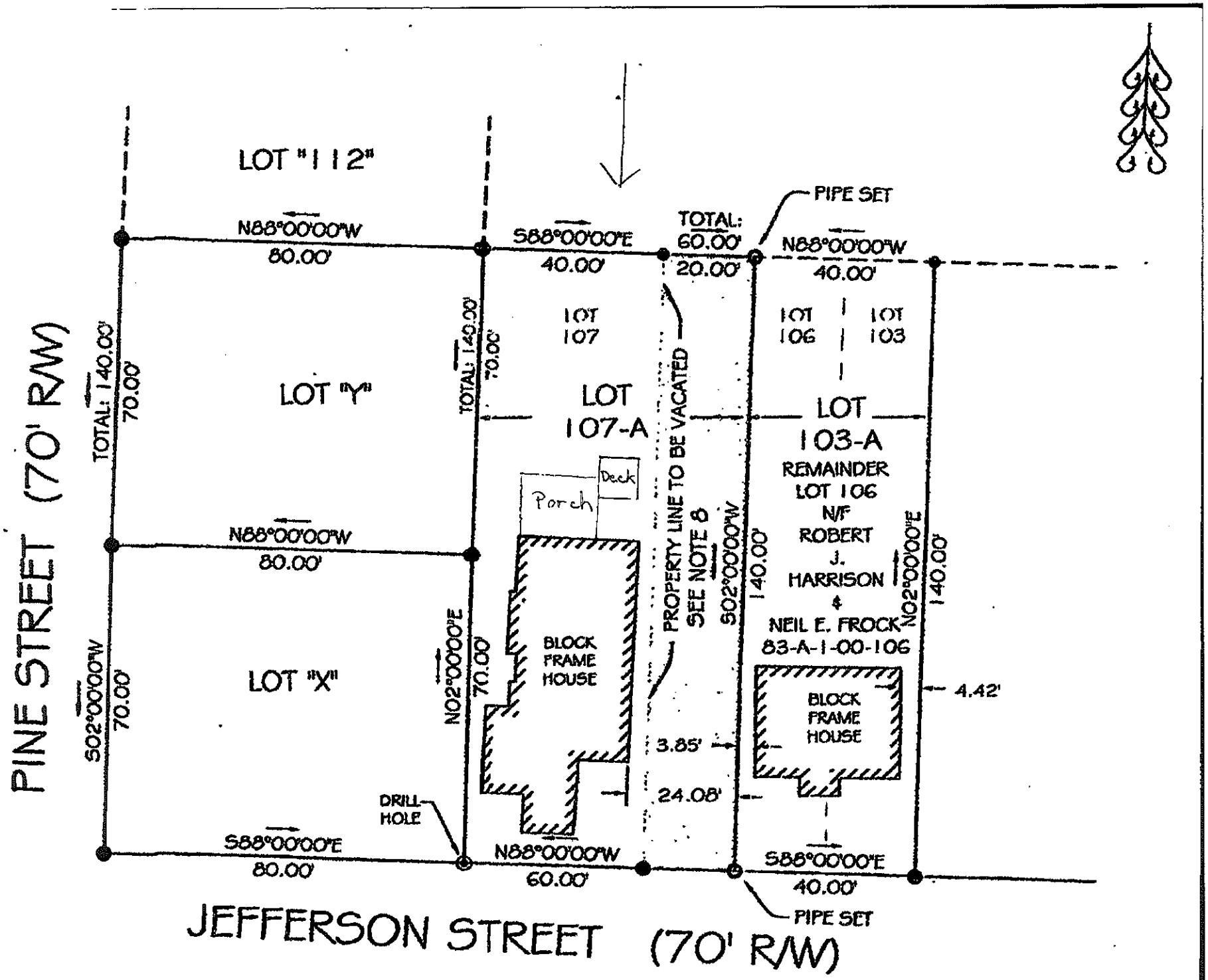
Date
02/28/15

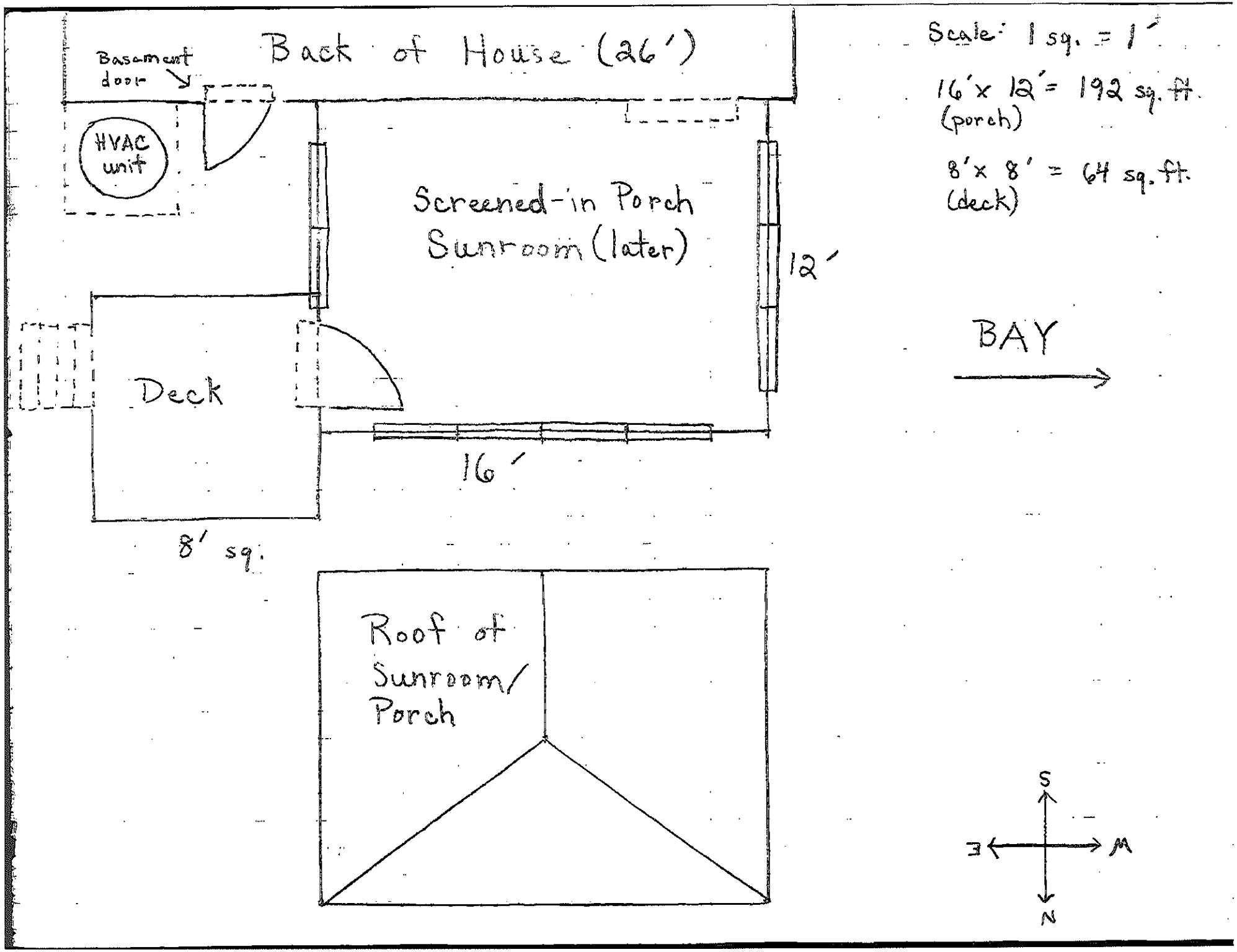
ESTIMATE

Description	Total
- Installation of pressure treated 2x6 for treads - Installation of pressure treated 1x8 for risers SIDING - Installation of 3/4" x 6 azek for facia boards - Installation of hardie vented soffit under overhangs ROOFING - Installation of ice & water membrane on roof - Installation of 30 year architectural shingles ELECTRIC - Installation of one switch and one outside light. (Fixture to be supplied by homeowner) PERMIT - Acquiring the permit will be the contractors responsibility PLEASE NOTE: The following will be extras and are not included in this estimate: 1. The screen and application for screen are still to be determined and will be an additional cost 2. Moving and installing the basement door from the basement to the porch will be an additional cost. 3. Replacing the basement door will be an additional cost.	

We look forward to working with you!

Total	$20,500.00


LOT "112"
N88°00'00"W
80.00'
S88°00'00"E
40.00'
TOTAL:
60.00'
20.00'
PIPE SET
N88°00'00"W
40.00'
LOT "Y"
TOTAL: 140.00'
70.00'
TOTAL: 140.00'
70.00'
LOT 107
LOT 107-A
LOT 106
LOT 103
LOT 103-A
REMAINDER LOT 106
N/F
ROBERT J. HARRISON & NEIL E. FROCK
83-A-1-00-106
Porch
Deck
PROPERTY LINE TO BE VACATED
SEE NOTE 8
S02°00'00"W
140.00'
N02°00'00"E
140.00'
N88°00'00"W
80.00'
LOT "X"
S02°00'00"W
70.00'
N02°00'00"E
70.00'
BLOCK FRAME HOUSE
BLOCK FRAME HOUSE
4.42'
3.85'
24.08'
DRILL HOLE
S88°00'00"E
80.00'
N88°00'00"W
60.00'
S88°00'00"E
40.00'
PIPE SET
PINE STREET (70' R/W)
JEFFERSON STREET (70' R/W)


Back of House (26')
Basement door
HVAC unit
Screened-in Porch
Sunroom (later)
12'
Deck
16'
8' sq.
Roof of Sunroom/ Porch
Scale: 1 sq. = 1'
16' x 12' = 192 sq. ft. (porch)
8' x 8' = 64 sq. ft. (deck)
BAY
S
E
W
N

205 Jefferson Avenue

Current condition of the backyard area proposed for the new screened-in porch and deck. Property is vacant from rear of house to the back property line.

Historic District Review Board Staff Report

From: Larry DiRe

Date: March 9, 2015

Item: 4B – 638 Tazewell Avenue

Attachments: Application, photos

Application Specifics

An application has been received for a Certificate of Appropriateness from Ms. Wendi White for 638 Tazewell Ave. The proposed work on the home includes removing two non-functioning chimneys; removing one large window on the west side of the building and replacing with three smaller windows; removing one large window on the east side of the building and replacing with three smaller windows; reducing the size of the front-facing attic window; and reconfiguring the rear-facing porch. The applicant makes special note in her application of the rear-facing porch at the east-adjacent property (646 Tazewell – the purple house) as a style with which she wants her porch project to share a similar appearance.

Discussion

- The front and east-side attic windows, one east-side and one west-side windows are being proposed for replacement. The guidelines address doors and windows fairly comprehensively. Specifically, windows should be replaced only when they are missing or beyond repair. Also, replacement windows should retain the size, glazing pattern, finish, depth of reveal, appearance of the frame, and muntin configuration of the original windows (Building Element 4, pages 39-40).
- A new rear-facing porch is proposed for the second floor above the existing porch. The guidelines state that secondary porches on the side or rear of the building can be one or two stories. The guidelines state that more importance should be given to visible front and side porches than to rear porches (Building Element 6, page 43).
- There are non-functioning chimneys on the building. One is located in the middle of the structure, the other at the rear. One functioning chimney on the west side of the house will remain and be converted into a gas-burning fireplace. The guidelines are rather quiet on the status of chimneys except to state that historic building roof types, including elements such as chimneys and light wells, should be retained (Building Element 1, page 34).

Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is appropriate for the application.

Wendi A. White
638 Tazewell Avenue,
Cape Charles, VA
(201) 264-9209 (cell phone)

February 23, 2015

Town of Cape Charles
Historic Review Board
Plum Street
Cape Charles, VA

Dear Sir/Madam,

Attached please find my application for changes to my home on Tazewell Avenue that I would like to bring before the Historic Board at your next meeting. I have enclosed drawings of actual condition of home and also proposed changes I would like considered.

My check in the amount of $50.00 is also enclosed.

Please review attached application at your earliest convenience and contact me if you have any questions or comments.

I look forward to meeting you and appearing before the Historical Board at the next meeting.

Respectfully submitted,

Wendi White

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

Date: 2-24-15 Permit No.: _____
* (Attach plans) Fee: $50.00

Applicant: Wendi White Signature: Wendi A. White
Address: 638 Tazewell Ave. Cape Charles, VA 23310
Telephone: _____ Cell: 201-264-9209

Owner(s): Wendi White
Address: 375 Autumn Lane, Saddle Brook State: NJ Zip: 07663

Contractor: Jim Schneider - Schneider Custom Builders
Address: 350 W. 22nd Street, Suite 101A Norfolk VA Zip: 23517
Telephone: 757-819-4466 Cell: 757-628-6551
Town License No.: _____ State License No.: _____

Location of Improvement: see attached *
Lot No.: _____ Block No.: _____ Lot Size: _____ Lot Area: _____
Type of Improvement: _____
Proposed Use: residential
Estimated Construction Costs: T.B.D.

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

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: Wendi A. White

Wendi A. White

638 Tazewell Avenue,

Cape Charles, VA

(201) 264-9209 (cell phone)

* Attachment to Application for Historical Review - Location of Requested Changes / Improvements:

WEST SIDE OF HOUSE:

I would like to remove the one large window (that blocks the stairs) and replace with three smaller windows going up stairs. See attached photo & plans.

NOTE: For finished example of this change, please see my neighbors' houses to the East and West.

FRONT OF HOUSE:

ATTIC WINDOWS:

Front of house: reduce size of attic windows (the current attic windows reach to floor in attic – I'd like to reduce the size of window to accommodate furniture underneath window. See attached photo & plans.

East side of house: reduce size of attic windows (the current attic windows reach to floor in attic – I'd like to reduce the size of window to accommodate furniture underneath window. See attached photo & plans.

NOTE: I am keeping a full-sized window in the rear of the house for egress.

CHIMNEYS:

Remove the non-functional chimneys in the house - the one in the rear of the house and the one in the middle of the house – see attached photos.

NOTE: The chimney on the west side of the house is the only functional chimney and will be kept and converted to gas.

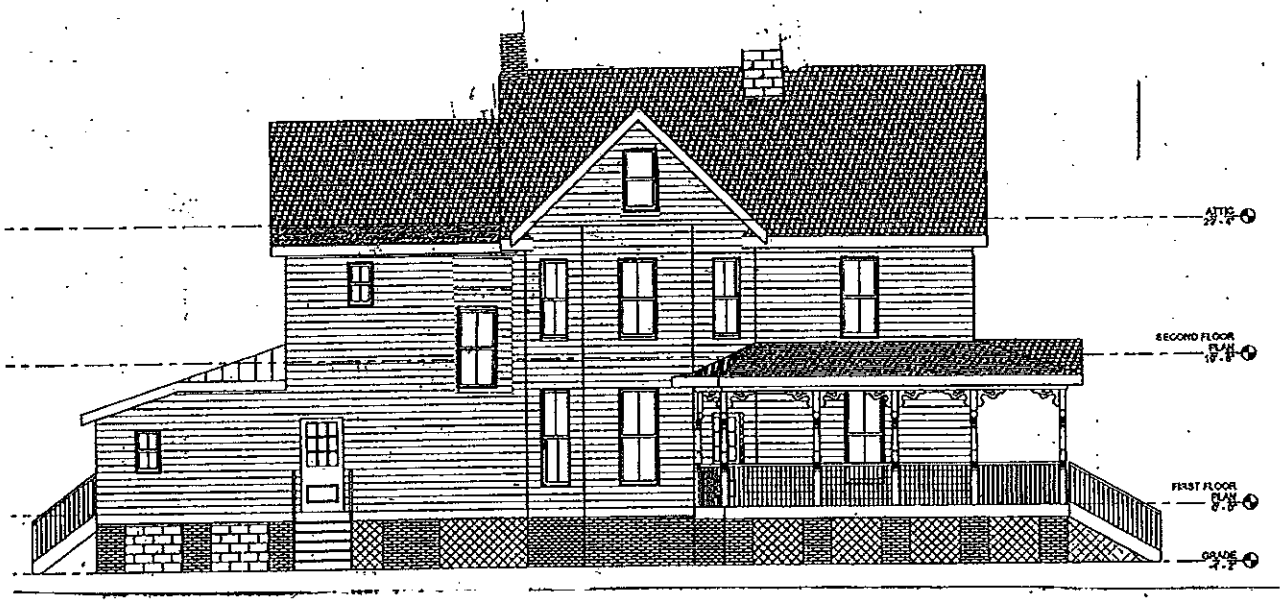
WEST SIDE OF HOUSE:

I would like to remove the one large window at top of stairs and replace with three smaller windows.

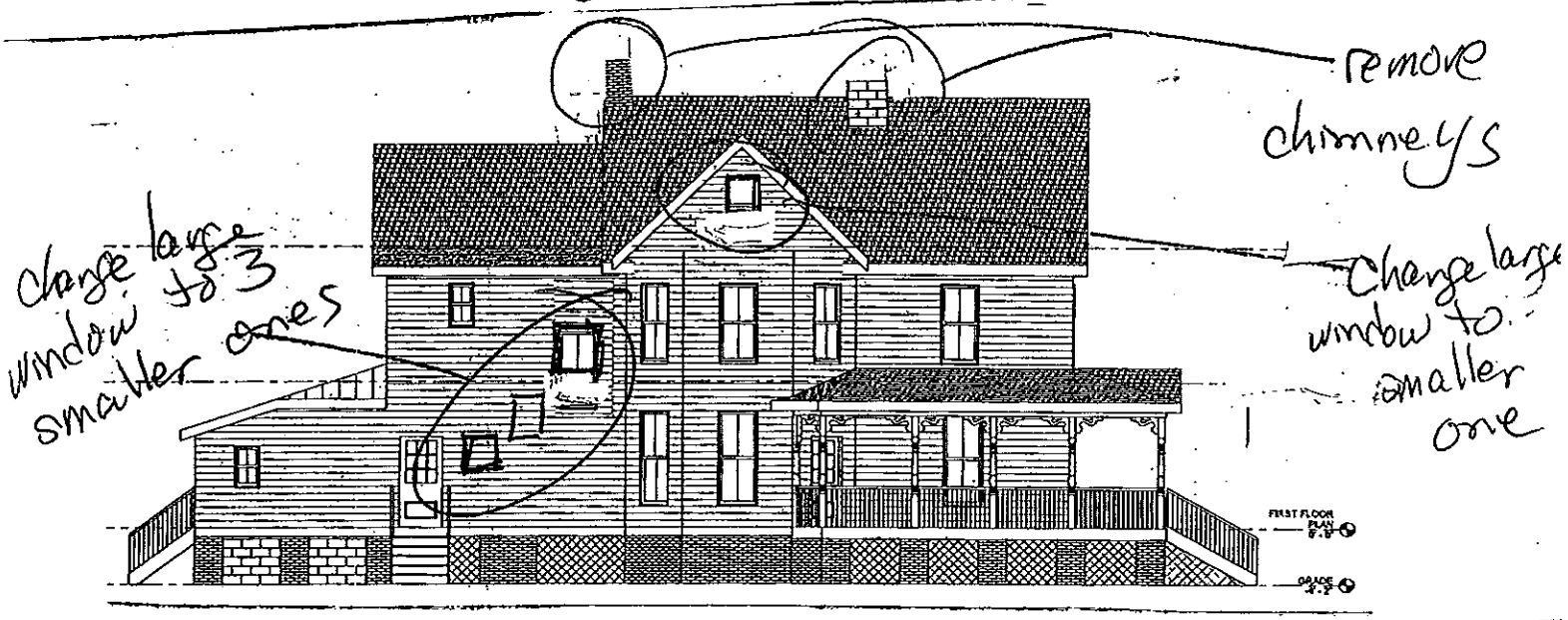
REAR OF HOUSE:

There are currently two enclosed back porches on the first floor of the house. I'd like to remove the entire 2nd outside porch and convert the 1st porch to an open porch with roofing. I am also asking for a 2nd floor covered porch on the rear of the house (basically, it's a two-story open porch). For a finished example of this idea, please see my neighbors' house to the East (purple house). The only difference is that they enclosed the first floor porch to enlarge their kitchen – I'd like mine to remain an open porch.

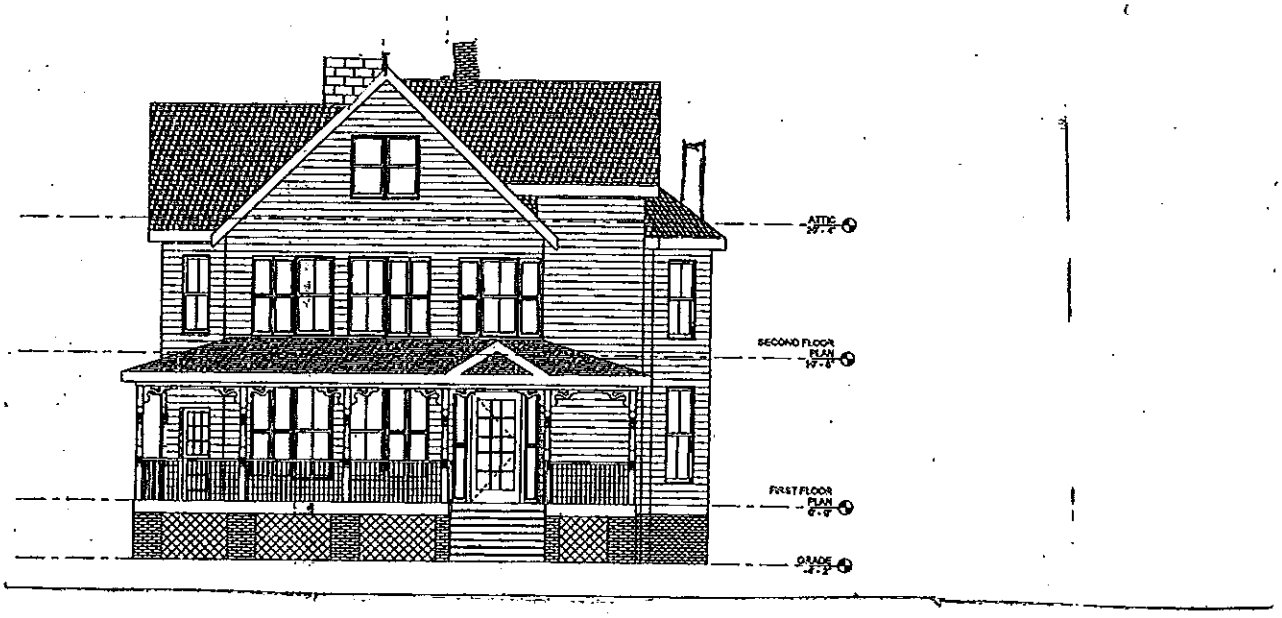
Current view of East side of House



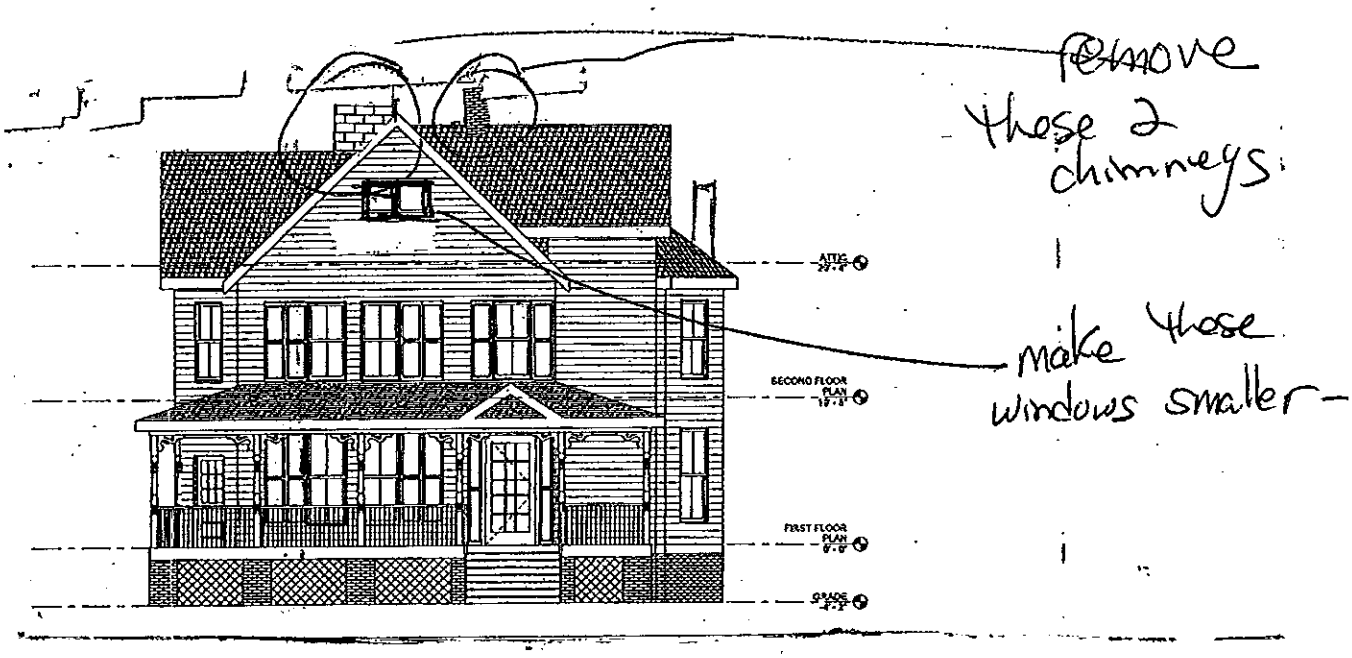
Proposed changes to East side of house



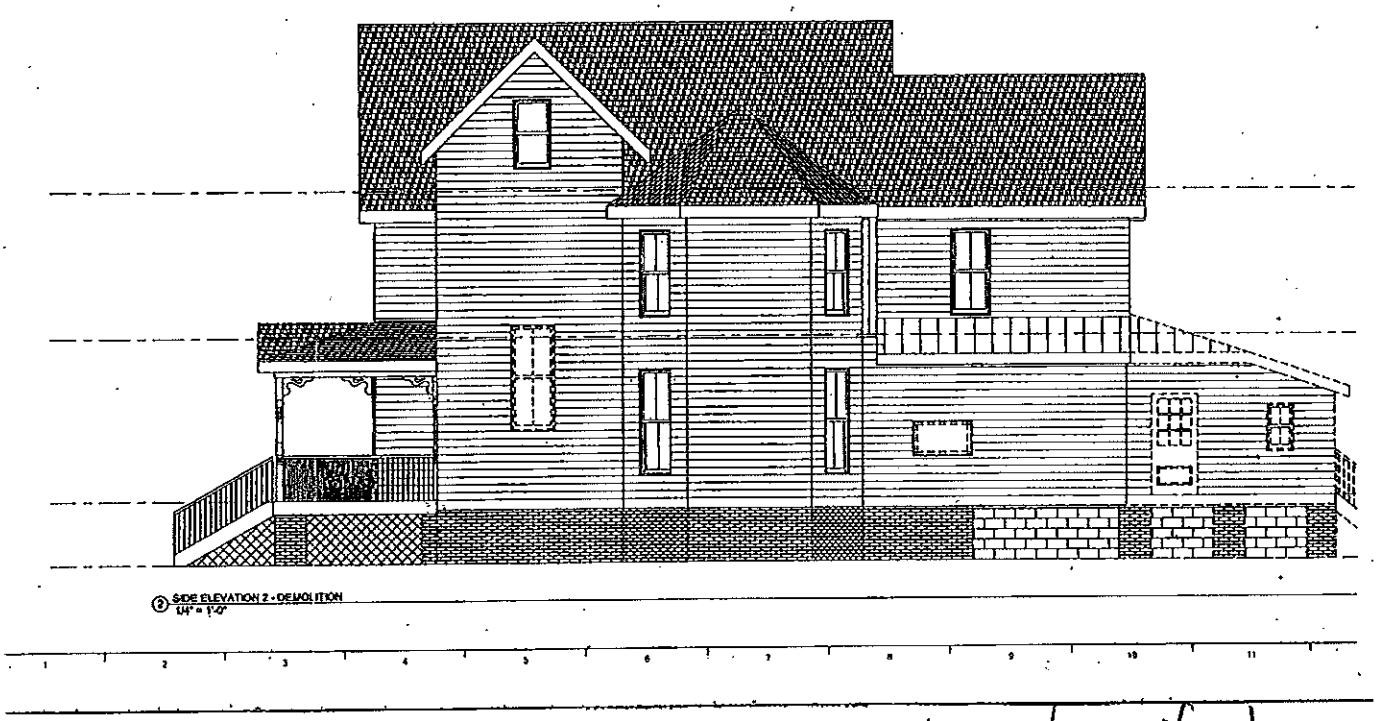
Current view of front of house



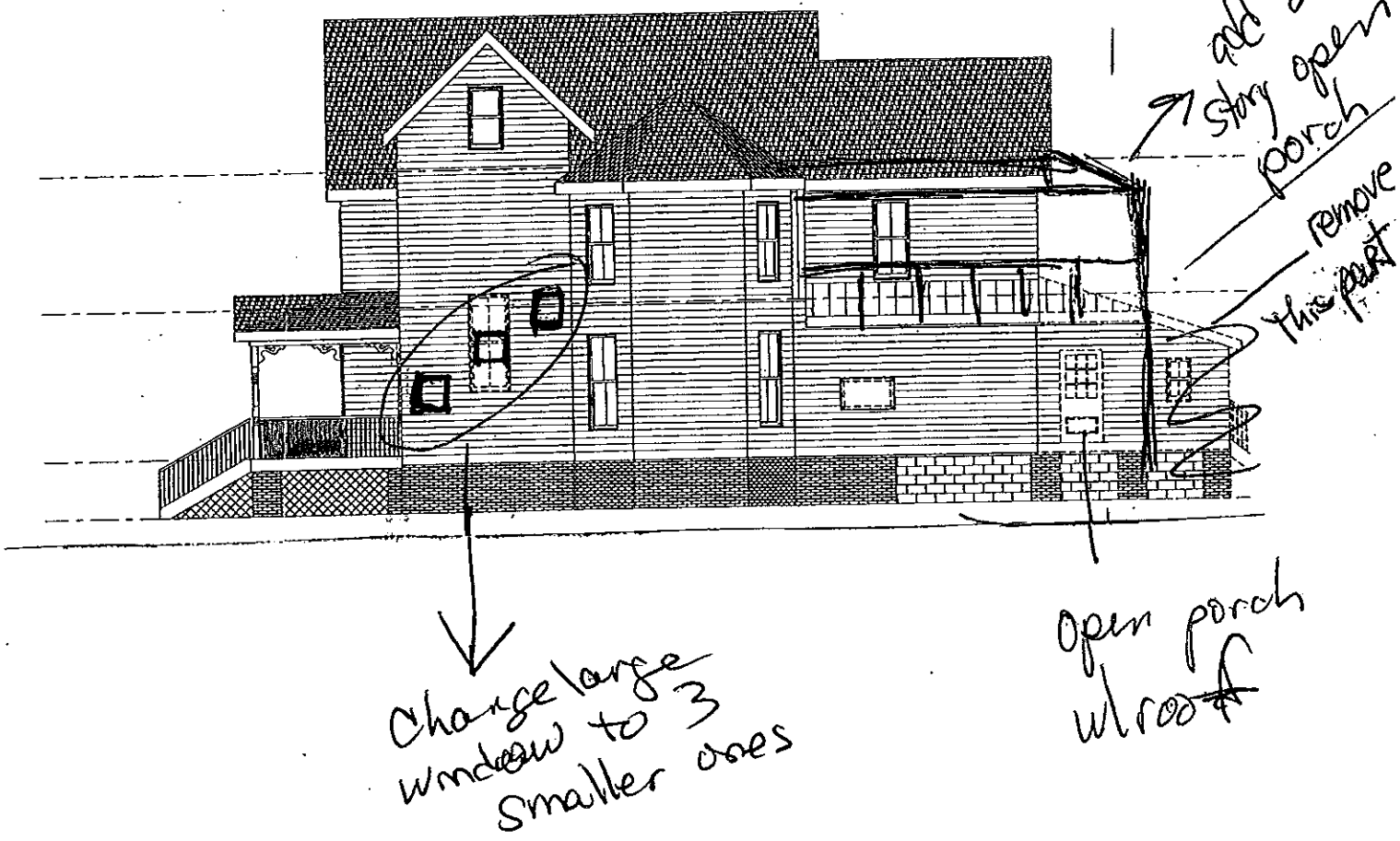
Proposed changes to front of house



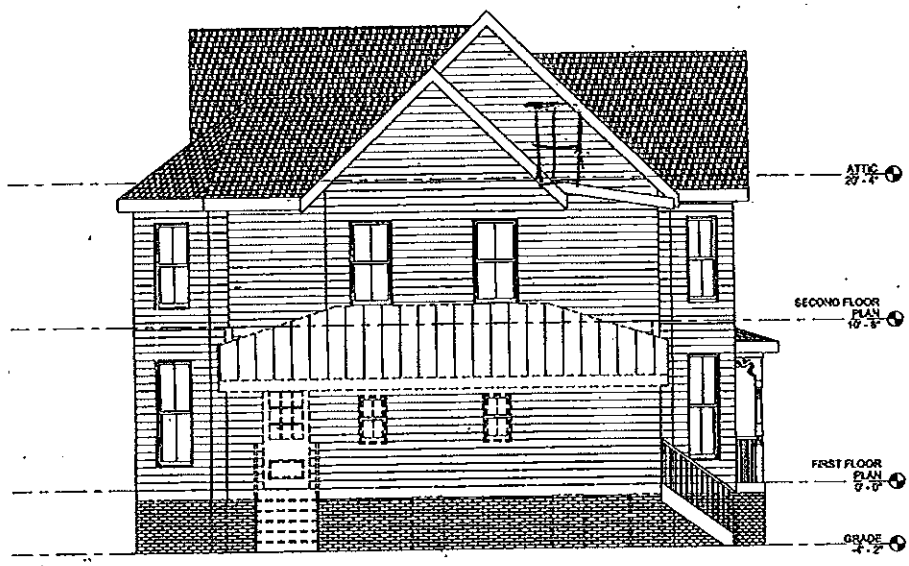
Current view of West side of house



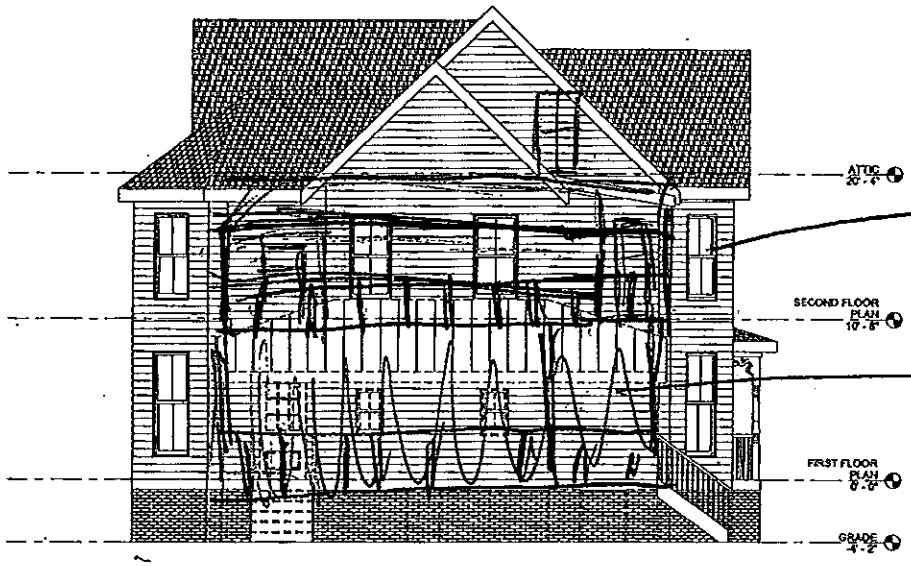
Proposed changes to West side of house



Current view of rear of house



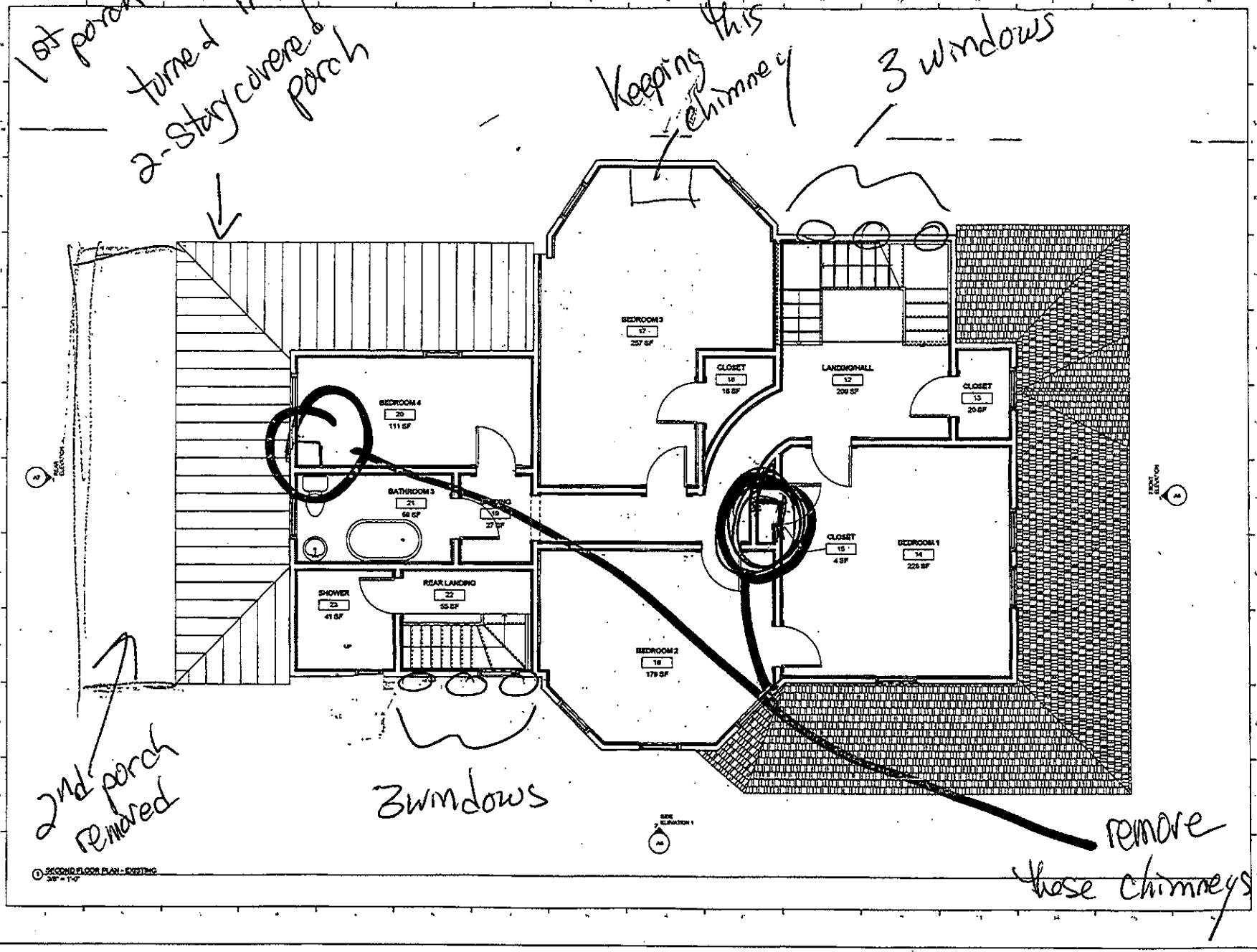
Proposed changes to rear of house



add 2nd story open porch w/roof

remove back 2nd porch + make 1st porch open

Aerial view of proposed changes



SECOND FLOOR PLAN - EXISTING
3/8" = 1'-0"

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R • B • A
RETNAUER BAYNES ASSOCIATES, L.L.C.

638 TAZEWELL AVENUE, CAPE CHARLES, VA 23310
WHITE RESIDENCE
SECOND FLOOR PLAN

12/18/2014

A4

638

Current west-side window proposed to become three smaller windows.

Current east-side window proposed to become three smaller windows.

Rear-facing view showing central chimney proposed for removal.

Neighboring two-story rear porch in the style proposed by applicant.