

Historic District Review Board

Regular Session Agenda

June 16, 2015

Cape Charles Civic Center

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. 600 Pine Street – residential elevator
 - B. Historic Homes Tour – proposed September 26, 2015
5. Old Business
 - A. Satellite dish ordinance – Mr. David Lettkeman presentation
 - B. Foundation elevation section draft
 - C. Guidelines update
 - D. Application form revision
6. Announcements
7. Adjourn



DRAFT
HISTORIC DISTRICT REVIEW BOARD
Regular Meeting
Cape Charles Civic Center
May 19, 2015
6:00 p.m.

At 6:00 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, David Gay and Sandra Salopek. Terry Strub was not in attendance. Also in attendance were Town Planner Larry DiRe and Assistant Town Clerk Amanda Hurley. Applicants for 201 Monroe Avenue, 125 Strawberry Street and 415 Randolph Avenue were also in attendance. There was one member of the public in attendance.

CONSENT AGENDA:

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

The HDRB reviewed the minutes of the April 21, 2015 Regular Meeting.

Motion made by John Caton, seconded by David Gay, to accept the minutes of the April 21, 2015 Regular Meeting as presented. The motion was unanimously approved.

NEW BUSINESS:

A. 500 Tazewell Avenue – Chimney Removal

The applicant was proposing to remove the two non-functioning chimneys on the Cape Charles Civic Center due to roof leaks.

Joe Fehrer asked if any outside contractors had looked at the issue. Larry DiRe stated that it was the purview of Public Works.

Joe Fehrer stated that in the past, the Board had approved removals of basic chimneys especially if they posed problematic and these were a liability.

Larry DiRe added that if the COA was approved, the matter would be reviewed by Town Council at the June Meeting.

Motion made by Sandra Salopek, seconded by David Gay, to approve the application for 500 Tazewell Avenue as proposed. The motion was unanimously approved.

B. 201 Monroe Avenue – Dormers and Attic

The applicant was proposing to replace an existing front facing dormer with a larger dormer and add a large dormer to the west side of the structure to utilize the area as living space.

Applicant and contractor Sean Ingram stated that dormers were common in the neighborhood and had provided several photos depicting this. The dormers would not breach the existing roof and existing materials would be replicated.

Motion made by David Gay, seconded by John Caton, to approve the application for 201 Monroe Avenue as proposed. The motion was unanimously approved.

C. 125 Strawberry Street – Window Replacement, Chimney Removal and Second Floor Addition

Mr. Jacob Leuer, applicant and owner of 125 Strawberry Street explained that the chimney proposed for removal did not appear to be original to the house and its removal would allow for more space in the master bedroom and dining room. The second floor addition would not

change the first floor footprint. Double hung windows would be used and the vinyl would be replicated. A second floor window on the west side and a first floor window on the north side were proposed to be removed.

Mr. Leuer explained that he would be starting on the new addition soon after it was approved and stated that the vinyl siding would be replaced with hardie siding on the entire house by spring 2016. The Board recommended covering the addition in hardie siding and matching the rest of the house to the addition.

The Board suggested increasing the roof pitch to 3/12 or 4/12 for better drainage instead of replacing the addition's roof with the 2/12 rubber roof that it currently had.

Motion made by David Gay, seconded by Sandra Salopek, to approve the application for 125 Strawberry Street as proposed with the conditions that the addition be covered in hardie siding, matching the remainder of the house to the addition and increasing the roof pitch to 3/12 or 4/12 with shingles to match existing roof. The motion was unanimously approved.

D. 415 Randolph Avenue – Synthetic Siding

Jonathan Provost, contractor for 415 Randolph Avenue, explained that they were proposing to remove the existing Dutch and straight lap wood siding and replace with vinyl siding and scalloped siding in the four gable areas. Mr. Provost passed around photos of the exterior issues on the home.

Joe Fehrer stated that this was the first application in two and a half years asking to install vinyl siding on a home and questioned why hardiplank wasn't proposed as it was more acceptable per the Historic District Guidelines. Mr. Provost stated that the reason was the cost difference between hardie and vinyl.

Joe Fehrer stated that he appreciated owning a home with wood siding because it was a significant feature so he could not personally support the application.

There was some discussion regarding the installation of the vinyl siding and how it would be installed around elements such as window and door casings.

Mr. Provost and homeowners briefly stepped outside to discuss the situation and reported back to the Board that they acquiesced to the hardie siding.

John Caton and Sandra Salopek both questioned why the wood siding was not salvageable. Mr. Provost stated that the wood was split and cut up and would be a maintenance nightmare.

Joe Fehrer reminded Mr. Provost and the homeowners that per the Historic District Guidelines, "Decorative elements, trim, features and special surfaces should be retained when adding synthetic siding."

Motion made by David Gay, seconded by John Caton, to approve the application for 415 Randolph Avenue for hardiplank siding instead of the originally proposed vinyl siding with the conditions that scalloped hardiplank be used in the gables and plywood base with waterproofing materials used under the hardie siding. The motion was unanimously approved.

E. Satellite Dish Ordinance

Staff had provided information from other Historic Districts around Virginia related to the placement of satellite dishes on facades. Larry DiRe explained that the federal guidelines stated that dishes could be one meter larger or one meter smaller.

Sandra Salopek suggested having a satellite installer educate the Board and give clarification on satellite signals. Most satellite dishes were probably placed on the front of structures for the convenience.

The Board favored Leesburg's guidelines which stated the Board of Architectural Review was authorized to regulate the location and appearance of satellite dish antennas in the historic districts.

Assistant Town Clerk Amanda Hurley read aloud Terry Strub's submitted comment regarding the removal of satellite dishes when a residence was vacated.

The Board tasked staff with contacting a satellite dish installer to come before the board.

F. Consideration of Board Committees (By-Laws, Article Five)

The Board was in agreement to create a paint palette committee which should be comprised of no more than four people and the time to complete the task should be no more than six months. The committee members should have some knowledge of the historic aspect of the various types of architecture in Town and have knowledge of color. Committee members could be artists, architects, builders with experience in historic restoration, etc. A notice would be included in the Cape Charles Gazette.

G. Guidelines Update

Joe Fehrer suggested the foundation section have a reference to the masonry section on pages 50 and 51 of the Historic District Guidelines.

David Gay suggested adding Item 4 regarding raising structures and what the foundation should look like and that it should be compatible to the original foundation.

The Board tasked staff with forming a suggested statement including the two recommended items for the foundation section. The Board agreed to review a chapter of the guidelines at each meeting.

OLD BUSINESS:

There was no old business to discuss.

ANNOUNCEMENTS:

Larry DiRe reported that the Department of Historic Resources (DHR) grant application for a training workshop had been submitted. DHR was expecting to award 33 grant applications throughout the state.

David Gay asked if there could be communication between the Code Official and the Board, specifically stop work orders.

Joe Fehrer invited the public to speak.

Mr. Wayne Creed suggested that committees should have three or five members because there could be a deadlock. Joe Fehrer pointed out that the Board had the final vote.

Mr. Creed commented that he wished the Board had adopted paint palettes sooner because a neighboring home was being painted a garish color.

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

Chairman Joe Fehrer

Asst. Town Clerk

Historic District Review Board Staff Report

From: Larry DiRe 
Date: June 8, 2015
Item: 4A – 600 Pine Street – residential elevator
Attachments: Application, photos

Application Specifics

An application has been received for a Certificate of Appropriateness from the property owners for 600 Pine Street. The proposed work on the home includes installing a residential elevator onto the rear of the building, totaling forty (40) square feet footprint, to be located exclusively within the current driveway. The applicant has attached the contractor's drawings with detailed information about the materials to be used for the project. The application attached shows the location of the elevator at the rear of the building not to scale. There is ample room in the back yard.

Discussion

- A new residential elevator is proposed. The guidelines are silent on elevators in particular. If elevators are considered as “modern features,” then locating one at the rear of the building “where they are least likely to detract from the character of the site” is appropriate per the Guidelines. (Building Element 11, page 27).

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 recommended for the application.

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

Date: 6-3-15
* (Attach plans)

Permit No.: _____
Fee: \$50.00

Applicant: STEVEN LANG Signature: Steven Lang
Address: 600 Pine St Cape Charles, VA 23310
Telephone: 757 617-2853 Cell: 617-2853 (757)

Owner(s): STEVEN & Theresa LANG
Address: 2836 meadow Dr City: Chesapeake State: VA Zip: 23324

Contractor: J. Street Construction
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell: _____
Town License No.: _____ State License No.: _____

Location of Improvement: 600 Pine Street
Lot No.: _____ Block No.: _____ Lot Size: _____ Lot Area: _____
Type of Improvement: Elevator
Proposed Use: transport people & supplies UP & down floors in house
Estimated Construction Costs: 225,000

Dimension of Structure or Improvement:
Width: 8 ft. Length: 5 ft Height: 35'
Total Square Footage: UNKNOWN

Structure of Improvement will be set back:

Elevator
to be against
House in driveway

- _____ 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: Steven Lang

EXISTING HOUSE outside REAR wall

Door openings ON 2nd + 3rd Landings
Penetrate EXISTING WALL

EXISTING REAR HOUSE WALL

EXISTING REAR HOUSE WALL

Exterior walls
1/2" OSB
TYVEK
Hardy Plank
To match existing

Insulation R19
Between All studs

1 Hr. rated drywall
All INSIDE WALLS
All 2"x6"
FRAMING

Tie down Bolts
2x6" PLATE
Pit Depth 8" MINIMUM

Filled Block 8"
6" D
Footings

6" Block
concrete
filled
20" W

Footings

MACHINERY SPACE

Dual Drum machine
Mounted 30" HDPE
FINISH Floor

30A Fused disconnect lockable
in off position
15A disconnect for CAR
LIGHTS + ALARM
Telephone LINE 24HRS

3'0" x 7'0"
1 Hr. Rated

4"x6" top to bottom
RAIL FASTENERS

4"x6"
RAIL FASTENERS

3'0" x 7'0" 1 HR

3'0" x 7'0" 1 HR

60" CLR

opening 1st floor
only

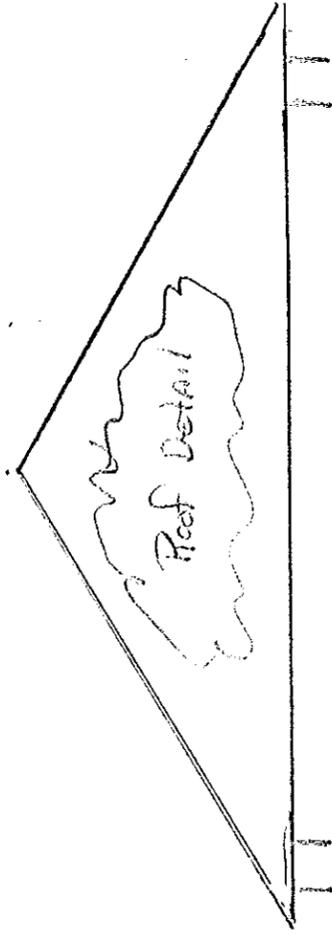
32" CLR

51" CLR

DRIVEWAY REAR OF HOUSE

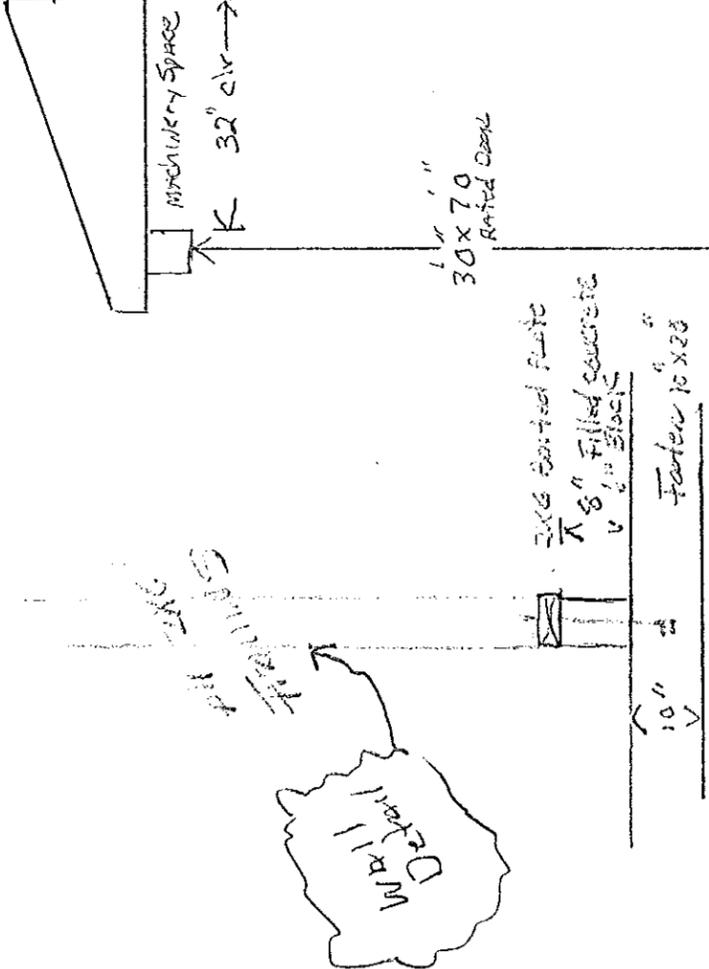
concrete Drive way

EXISTING TOP ROOF LINE



A roof top of elevator hatch
TO MATCH EXISTING HARDY
PLANK OVER 1/2" OSB.
Trim to match existing.

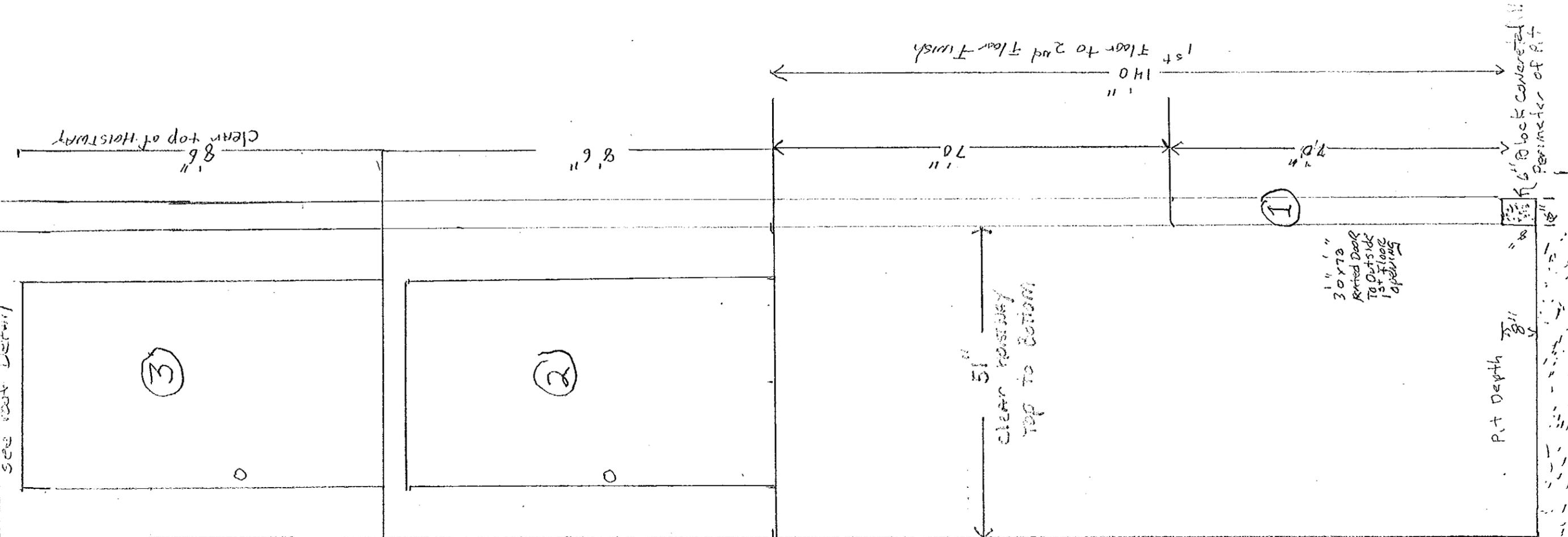
1. MINIMUM PIT DEPTH 8"
2. MINIMUM OVERHEAD 8'6"
3. DRUM MACHINE MOUNTED 30" AFF
4. 30A Fused Disconnect w/ Lock w off Pos.
5. 110V 15A DISCONNECT FOR CAR LIGHT ALARM
6. Phase Line w/24 #E SERVICE 2ND FLOOR
7. 4"x6" MOUNTED AS DIRECTED/TOP TO BOTTOM FOR GUIDE RAIL FASTENINGS.
8. SAW CUT DRIVEWAY CONCRETE AS NEEDED TO INSTALL 10"x20" FOOTERS.
9. COMPLETE ELEV HOISTWAY MUST BE 1HR RATED
10. 4- DOORS MUST BE 1 HR RATED SOLID DOORS FIBERGLASS FINISH TO MATCH FLOOR.



EXISTING DRIVEWAY SPLIT SAW CUT FOR 10" FOOTER

SAW CUT CONCRETE DRIVEWAY
30" W X 10" D CONCRETE FOOTERS

NOTE:
SEE PLAN FOR



30x70 RATED DOOR TO OUTSIDE 1" OPENING

5'1" CLEAR HOISTWAY TOP TO BOTTOM

PIT DEPTH 8"

14" BLOCK CONCRETE PERIMETER OF PIT

8'6" CLEAR TOP OF HOISTWAY

140" 1st Floor to 2nd Floor Finish





Historic District Review Board Staff Report

From: Larry DiRe 
Date: June 8, 2015
Item: 4B – Historic Homes Tour proposed date
Attachments: None

Discussion

The Historic District Review Board has expressed interest in promoting a tour of various homes in the historic district, especially the Sears kit homes. Staff has contacted the other Town departments that typically sponsor events, and the History Museum, to see about the availability of Saturday September 26, 2015 as date for this tour. All parties contacted say that date does not conflict with other events. Staff proposes Saturday September 26, 2015, one hundred and two days from this meeting date, for the homes tour.

Recommendation

Following discussion determine if proposed date is appropriate and provide direction to staff.

Historic District Review Board Staff Report

From: Larry DiRe 
Date: June 8, 2015
Item: 5A-Satellite dish ordinance
Attachments: None

Item Specifics

This item appears as part of the on-going review of the treatment of satellite dishes in the Historic District Guidelines and as the Town's Satellite Dish Ordinance is applied in the Historic District.

Article IV of the Town's Zoning Ordinance states the following on the size, placement, and visibility of satellite dishes:

Section 4.9 Satellite Dish.

A. Dish type satellite or other ground or building mounted television, radio, or other communications receiving or sending devices.

1. Large satellite dishes are not permitted within the Town of Cape Charles.
2. Mini dishes shall be allowed with building permit and zoning clearance.
 - a. Building-mounted dishes shall not be on the front of any façade or structure. The dish must be mounted in such a way that it cannot be seen from the sidewalk or street.
 - b. Ground-mounted dishes shall not be in the front yard of any structure. Every effort shall be made to mount the dish in an unobtrusive location. Visible dishes shall be screened with plantings.

Staff presents the following draft text amendment for Historic District Review Board review:

Article IV Section 4.9 Satellite Dish Antennae Draft Text Amendment

- A. *Residential districts. Satellite dish antennae with a diameter of up to one meter (39.37 inches) shall be allowed within all residential zoning districts. There are no restrictions on where such antenna may be located on residential lots, provided that*
 - (1) they shall not create a safety hazard, and*
 - (2) the Historic District Review Board shall be authorized to regulate the location and appearance of such antennae within the Historic District Overlay as described in Article VIII of this Ordinance.**Satellite dish antennae with a diameter of more than one meter in diameter shall be prohibited within all residential districts.*

- B. *Nonresidential districts. Satellite dish antennae with a diameter of up to two meters shall be allowed within all nonresidential zoning districts. Such satellite dish antennae shall be ground mounted and located within the rear yard unless it is determined that a useable signal cannot be obtained from a rear yard location. No portion of any ground mounted satellite dish antennae shall be located within the rear or side yard setbacks of any zoning district.*

Discussion

The Historic District Review Board considered this issue at their May 19th meeting, especially as it pertains to the placement of these devices on the facades of homes in the Historic District. Staff was directed to invite a professional involved with satellite dish\antennae installation to speak with the Board. Mr. David Lettkeman of Dish Network will be available via Skype\phone for this discussion.

Recommendation

Provide direction to staff.

Historic District Review Board Staff Report

From: Larry DiRe 
Date: June 8, 2015
Item: 4C – Foundation elevation section draft
Attachments: Historic District Guidelines Foundation section

Item Specifics

The attached page (33) from the Historic District Guidelines addresses building foundations within the Town's Historic District. As part of the continuing general review of the Guidelines, and as follow-up to last meeting's discussion of adding language on foundation elevation, staff is presenting this agenda item for Board consideration.

Discussion

At the May 19th meeting, the Historic District Review Board expressed interest including language in the Foundation section addressing elevating structure and how the newly elevated foundation should appear. The goal of this section is to ensure that materials and appearance are compatible with the original foundation, or if not then compatible with the foundations of surrounding historic buildings. To that end, please see the draft language below:

“Raising foundations is sometimes necessary or desirable. In those cases when the foundation is raised above the original height please remember the following: respect the height, contrast of materials, and texture of foundations on surrounding historic buildings in the district; distinguish the foundation from the rest of the building through the change of materials; consider the treatment of the junction between the foundation and the wall cladding material seen on surrounding historic buildings.”

Recommendation

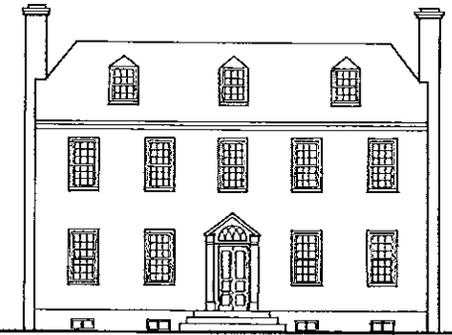
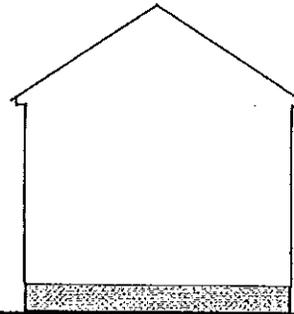
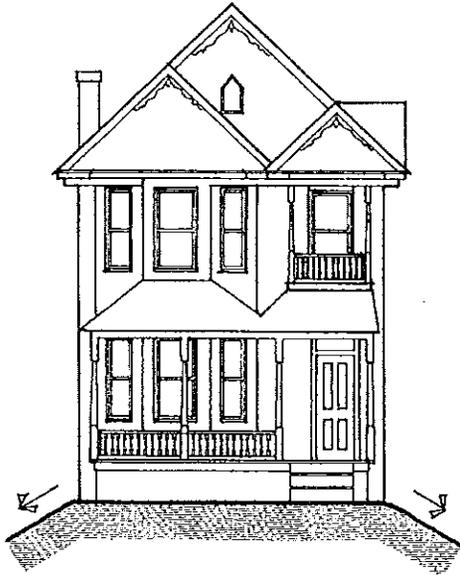
Following discussion provide direction to staff.

FOUNDATION

1 Repair deteriorated foundations, matching existing historic materials as closely as possible. Consider appropriate overall coverage for incompatible treatments.

2 Insure that water flows away from the foundation, and remove any vegetation that may damage the structure or foundation.

3 In new construction, distinguish the foundation from the rest of the building. Respect the height above grade of foundations on surrounding historic buildings.



Historic District Review Board Staff Report

From: Larry DiRe 
Date: June 8, 2015
Item: 5C – Guidelines update
Attachments: Historic District Guidelines Roof Section

Discussion

The Historic District Review Board is doing an on-going review of the current Historic District Guidelines document. At the May 19th meeting the Board determined that the roof section was next to be reviewed.

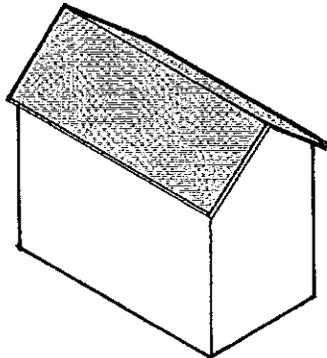
Recommendation

Following discussion determine if updates are needed and provide direction to staff.

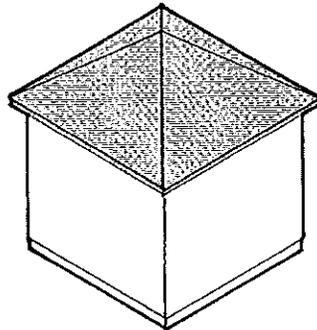
1 Retain the roof types of historic buildings, including elements such as chimneys and light wells.

Retain the roof form, elements, and materials as these help to indicate the style and construction of the building.

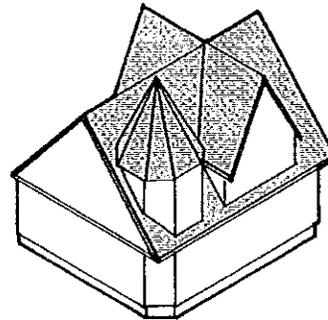
Roof Types



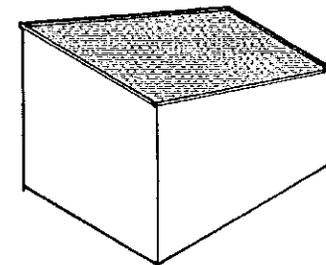
A **gable roof** is pitched in the shape of a triangle. In a front-gable structure, the narrower, triangular portion of the roof faces the street. A cross-gable, two gables perpendicular to each other, covers ell-shaped buildings. Typical cladding materials were metal, or in very early buildings, wood shingles. Gable roof is a typical form for Federal, Georgian, Colonial, Revival, and many Victorian-era styles



A **hipped roof** has slopes on all four sides. Original cladding materials include metal, slate, cedar shakes, and asbestos shingles



A **complex roof** combines hipped and gable forms and also can contain turrets or towers. It is best exemplified by the Queen Anne style. Complex roofs originally were clad with metal, metal shingles, or slate and often had ornamentation such as turrets, crestings, and towers.



A **shed roof** is a gently sloping roof common on commercial buildings. It may be hidden by parapet walls. Metal, membrane, or built-up layers of tar and gravel are common materials used. Shed or flat roofs are rare for houses (1 percent) but make up a majority of the commercial roofs, since this was a common roof construction for the two-story, turn-of-the-century storefront.

2 When a roof must be replaced, attempt to match the original materials since these materials are important to the visual integrity of the building. Many houses in the district originally had metal roofs, but many have been replaced with



are not visible and are probably shed or flat roofs.

The roof on the front screen porch addition is a rubber material made to match the original slate roof.

3 For new construction, respect the roof type, materials, form, and slope of roofs of nearby historic buildings. Older roofs generally have a steeper pitch than most modern construction.

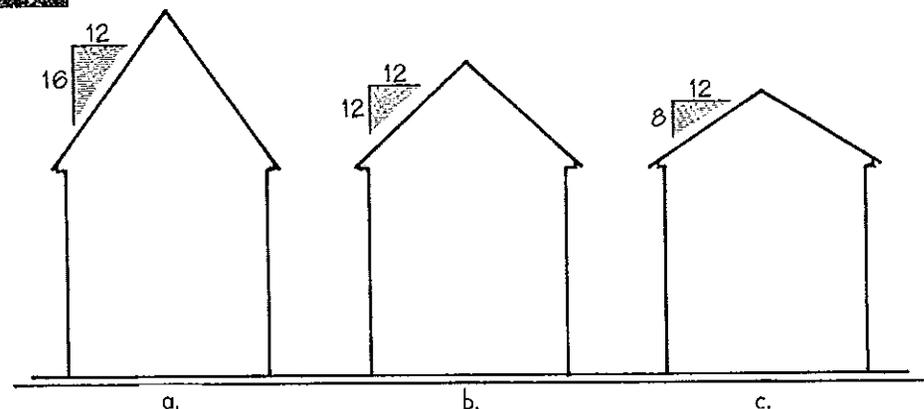
4 Ensure that gutters and downspouts are firmly attached and function properly.

5 Maintain flashing around roof joints and edges.

6 Do not add new elements such as vents, skylights, or additional stories that would be visible on the primary elevations of the building.

composition shingles.
408 Tazewell Ave.

G Today, most of the roofs in the district are composition shingles, metal, slate, or cedar shake. On commercial buildings, more than half of the roofs

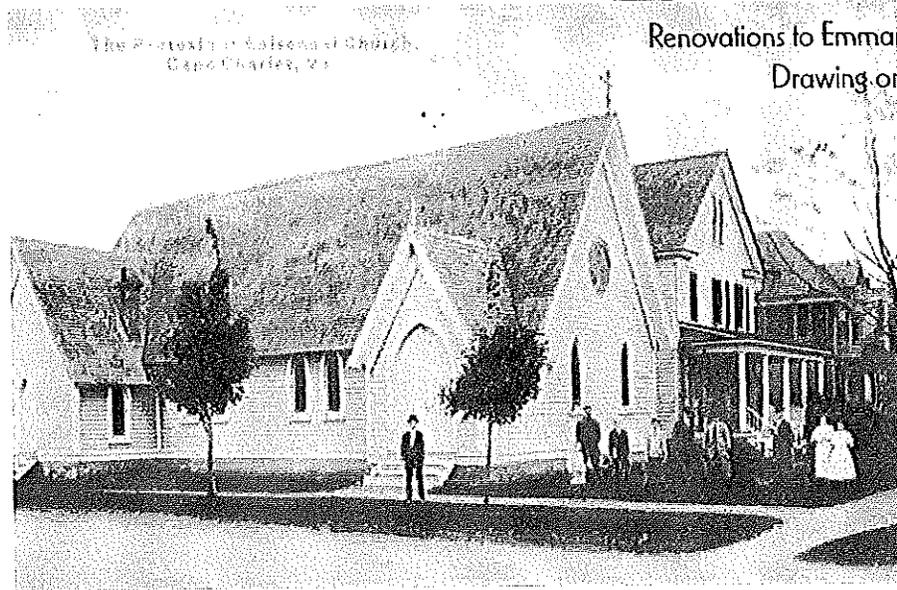
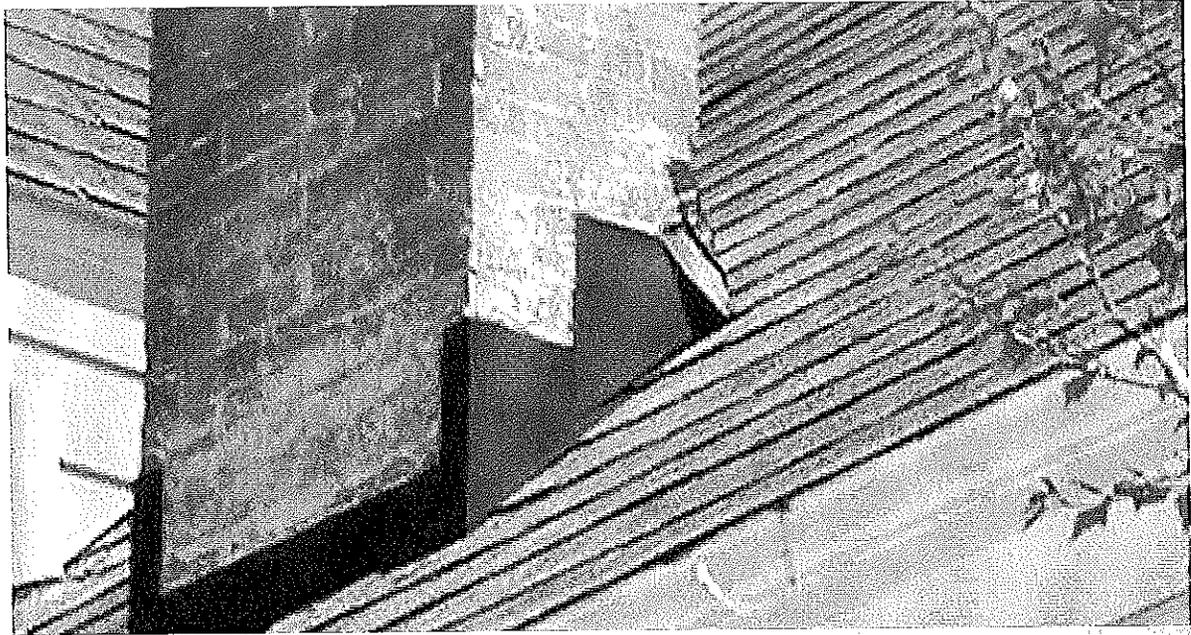


Steep roof pitches (a & b) are appropriate for gable roofs, whereas shallow pitches (c) are appropriate for hipped roofs. Gable roofs in the district should not have shallow pitches.

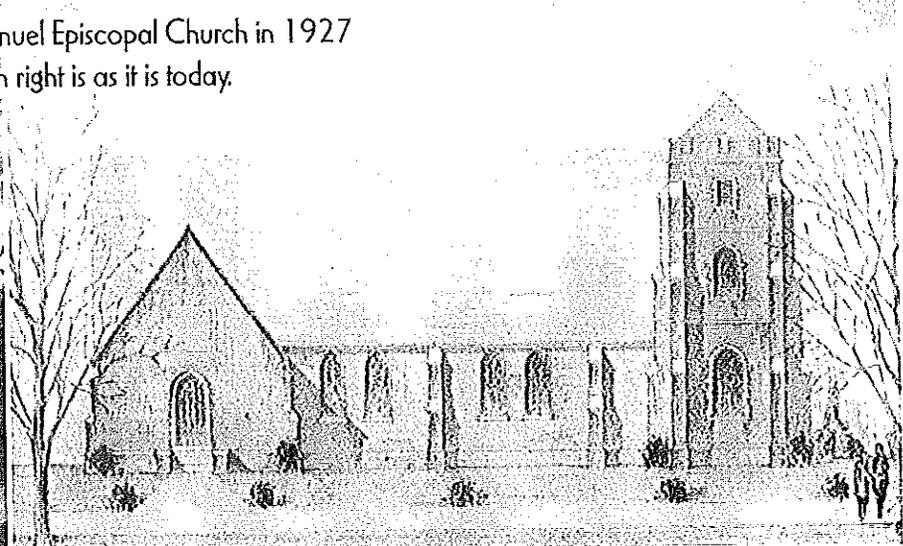
ROOF

The various architectural styles and periods of construction within the Cape Charles district are represented by a corresponding variety of styles, types, and sizes of windows.

Doors help to define a building's particular style. As part of the porch and entrance, they can be decorated and ceremonial. Doors on secondary facades tend to be simpler and more utilitarian.



Renovations to Emmanuel Episcopal Church in 1927
Drawing on right is as it is today.



Emmanuel Episcopal Church, Cape Charles, Va. With Proposed Improvements

Historic District Review Board Staff Report

From: Larry DiRe 
Date: June 8, 2015
Item: 5D-Application form revision
Attachments: Revised HDRB application draft

Item Specifics

The attached revised application draft presents changes to the current Historic District Review Board application. Changes include a revised "checklist" section and fee schedule reflecting increases approved by the Town Council as part of the fiscal year 2016 budget process.

Recommendation

Staff recommends that the Board review the revised application form draft and determine if additional language or edits are appropriate. Provide direction to staff.

Application for Historic District Review

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

Date: _____

Permit No.: _____

* Please attach checklist items

Fee: \$100.00

Modification Fee: \$50.00

Special Meeting Fee: \$125.00

Applicant: _____

Signature: _____

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

Telephone: _____ Cell: _____

Email: _____

Owner(s): _____

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

Telephone: _____ Cell: _____

Email: _____

Contractor: _____

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

Telephone: _____ Cell: _____

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

Location of Improvement: _____

Lot No.: _____ Block No.: _____ Lot Size: _____ Lot Area: _____

Type of Improvement: _____

Proposed Use: _____

Estimated Construction Costs: _____

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: _____

Application for Historic District Review

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

Applicant Checklist:

These items must be submitted to the Town Planner no later than 14 days prior to the Historic District Review Board meeting. The Historic District Review Board meets the third Tuesday of each month.

- Completed signed application
- Application fee payable to "Town of Cape Charles"
- Site plan for any project proposing to alter the principal or accessory building footprint
- Scale drawings drawn to an appropriate scale of the site depicting the affected property and all buildings/structures
- Photos of existing/current structure
- Photos illustrating proposed project
- Material list (if applicable) including building materials, product descriptions and specifications

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.

I understand that delinquent real estate taxes must be paid before any permits will be issued per Cape Charles Town Code Sec. 66-4.

I acknowledge that I have received the checklist of items to be submitted to the Town Planner for Historic District Review Board review. Failure to comply could result in delayed application review.

Signature of Owner/Contractor: _____