Historic District Review Board

Regular Session Agenda

July 21, 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. Application 501 Monroe Avenue – backyard screened porch
   B. Application 309 Jefferson Avenue - remove existing wooden portion of building, rebuild wooden portion of building on existing footprint, new window opening, new three-foot brick façade, chimney removal, close existing window opening
   C. Application 234 Tazewell Avenue - modification for French door
   D. Roof-mounted solar panels – preservation information, draft ordinance

5. Old Business
   A. Guidelines update – Windows and doors (pp 37-41)
   B. Department of Historic Resources Grant Application update

6. Announcements

7. Adjourn

DRAFT

HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
June 16, 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, David Gay, Sandra Salopek and Terry Strub. John Caton was not in attendance. Also in attendance were Town Planner Larry DiRe and Assistant Town Clerk Amanda Hurley. The applicant and contractor for 600 Pine Street were also in attendance. There was one member of the public in attendance.

CONSENT AGENDA:

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

The HDRB reviewed the minutes of the May 19, 2015 Regular Meeting.

Motion made by Sandra Salopek, seconded by David Gay, to accept the minutes of the May 19, 2015 Regular Meeting as presented. The motion was unanimously approved.

NEW BUSINESS:

A. *600 Pine Street – Residential Elevator*
Property owner Mr. Steven Lang and the contractor of J. Street Construction explained that an elevator was proposed to be constructed on the rear of the home. The shaft would match the home's existing hardiplank siding, would have a row of block around the bottom and would have an A roof. The elevator doors would open into the house on the garage floor (ground floor), first floor and second floor.

Motion made by David Gay, seconded by Terry Strub, to approve the application for 600 Pine Street as proposed. The motion was unanimously approved.

B. *Historic Homes Tour – proposed September 26, 2015*
The HDRB had expressed interest in promoting a tour of various homes in the historic district, especially the Sears kit homes. Staff had contacted other Town departments and the Cape Charles Museum regarding the proposed tour date of September 26, 2015. It did not conflict with any other events.

Terry Strub questioned the organization of the event, specifically ticket sales and advertising.

Larry DiRe stated that he hoped the Cape Charles Museum would partner with the HDRB and went on to state that there was a new town map available and the home tour could potentially be included on that.

The HDRB was in agreement that the date of September 26, 2015 was appropriate for the historic homes tour.

OLD BUSINESS:

A. *Satellite Dish Ordinance – Mr. David Lettkeman presentation*

Larry DiRe stated that Mr. David Lettkeman was available via Skype. The Civic Center was currently unable to accommodate the Skype feature, so the HDRB moved the meeting to the Town Hall.

At the May 19, 2015 HDRB meeting, the Board tasked staff with contacting a professional involved with satellite dish/antennae installation to speak to the Board regarding location and installation as it pertained to device placement on facades in the Historic District.

Mr. David Lettkeman was the Governmental Association Liaison for Dish Network. Mr. Lettkeman gave a brief overview of Over-the-Air Reception Devices (OTARD) rule of the U.S. Federal Communications Commission (FCC).

David Gay stated that he had heard from some installers that they couldn't put a satellite dish on the roof of a house because they didn't have tall enough ladders. David Gay went on to state that many homes had satellite dishes installed on the front porch roof which created a problem with the historic integrity and asked if this was something the Board could restrict. Mr. Lettkeman stated that the company had access to 40' ladders and competitors probably had something similar, but stated that roof penetration was discouraged due to possible damages but typically, dishes were installed on porch roofs because they were not over a direct living area.

Joe Fehrer stated that it was not the Board's intent to restrict satellite dishes, but to maintain the historic integrity and aesthetic value of properties. Mr. Lettkeman stated that the FCC precluded the charge of any fees such as permits due to the unreasonable delay clause but, it was the Board's right to restrict placement provided a line of sight could be obtained and to require a customer to notify the Town of their intent to install a dish.

David Gay questioned alternative options of placement. Mr. Lettkeman stated that a metal pole could be supplied and put in the ground as an alternative placement of the satellite dish, although this was discouraged due to possible damage to underground utilities. Poles were limited to 8' in height; 5' above ground and 3' below.

David Gay questioned non-working dishes which were left on structures. Mr. Lettkeman stated that once a dish was installed on a structure, it became part of the property, but the Board had the recourse to address the property owner regarding the removal of the satellite dish.

Mr. Lettkeman commented on the draft Zoning Ordinance Section 4.9 stating that the antenna safety hazard text needed more depth and needed to be clearly defined. He also noted that the location of the dish needed to be more clearly defined with the HDRB's preference of dish location, i.e. rear roofline of structure and backyard. Mr. Lettkeman expressed the importance of communication and education to residents. Terry Strub suggested including a notice in the utility bills.

There was much discussion regarding the satellite dish presentation.

B. *Foundation Elevation Section Draft*

At the May 19, 2015 meeting, the HDRB expressed interest in including language in the Foundation section addressing elevating structure and how the newly elevated foundation should appear. The goal of this section was to ensure that materials and appearance were compatible with the original foundation, or if not then compatible with the foundations of surrounding historic buildings. Staff compiled the following draft language: "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."

Motion made by David Gay, seconded by Sandra Salopek, to approve the draft foundation elevation section in the Historic District Guidelines as presented and included as item number 1 and renumbering the existing items as numbers 2, 3 and 4. The motion was unanimously approved.

C. Guidelines Update

The next section of the on-going review of the current Historic District Guidelines was the roof section.

The Board tasked staff with adding language to item number 6 regarding solar panels to be reviewed at the next HDRB meeting.

D. Application Form Revision

The HDRB application had been revised for the Board's approval which included a checklist section and fee schedule reflecting increases which would be approved by the Town Council as part of the fiscal year 2016 budget process.

David Gay suggested adding language regarding delinquent utility bills in the certification statement regarding delinquent real estate taxes.

Motion made by Terry Strub, seconded by David Gay, to approve the revised Historic District Review Board application as presented. The motion was unanimously approved.

ANNOUNCEMENTS:

Joe Fehrer thanked Larry DiRe and Amanda Hurley for their efforts in preparing the HDRB application and checklist and the guidelines updates.

Larry DiRe reported that a French door had been installed on the second floor porch of 234 Tazewell Avenue. The HDRB had previously approved the application for a single door to match the first floor door. The contractor and property owner had both been mailed zoning violation letters. The Board would most likely be reviewing 234 Tazewell Avenue at the July HDRB meeting.

Motion made by Sandra Salopek, seconded by Terry Strub, 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: July 14, 2015

Item: 4A – 501 Monroe Avenue backyard screened porch

Attachments: Application, scale drawings, photos

Application Specifics

An application has been received for a Certificate of Appropriateness from the property owners of 501 Monroe Avenue. The proposed work on the home includes a backyard screened-in rear porch totaling two hundred forty (240) square feet. The applicant has attached detailed information about the building materials to be used for the project. The attached drawings show the location of the porch and deck at the rear of the building to scale, and the proposed roof pitch. 501 Monroe Avenue is a contributing structure on a non-conforming size lot.

Discussion

- A new rear screened-in porch is 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 approved for the application.

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

Date: 6/1/2015 Permit No.: _____
* (Attach plans) Fee: $50.00

Applicant: DENIS & MOLLIE PICKRON Signature: _____
Address: 501 MONROE AVE, Cape Charles, VA 23310
Telephone: 202 441 1261 Cell: 410 440 3236

Owner(s): DENIS & MOLLIE PICKRON
Address: 501 MONROE City: C C State: VA Zip: 23310

Contractor: SCOTT SIMS
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell: _____
Town License No.: _____ State License No.: _____

Location of Improvement: 501 MONROE
Lot No.: _____ Block No.: _____ Lot Size: _____ Lot Area: _____
Type of Improvement: BACK YARD SCREENED PORCH
Proposed Use: PORCH
Estimated Construction Costs: $20,000

Dimension of Structure or Improvement:
Width: 12 FT Length: 20 FT Height: 12'
Total Square Footage: 240

Structure of Improvement will be set back:

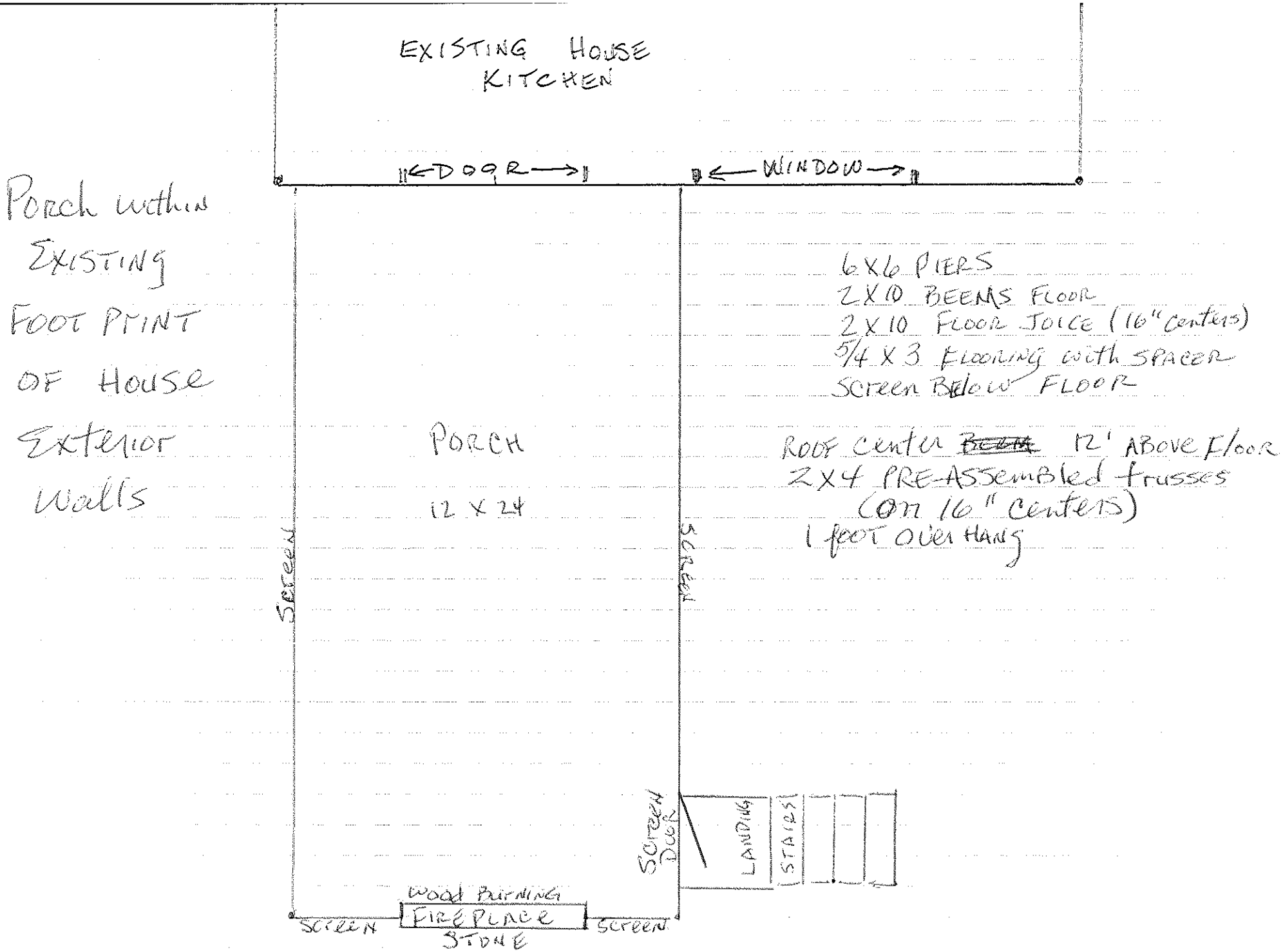
70 feet	from front property line
4 feet	from side property line
231 feet	from side property line on corner lot
36 feet	from rear property line
48 feet	from alley

Town Water Permit: Town Sewer Permit: _____

CERTIFICATION OF APPLICANT

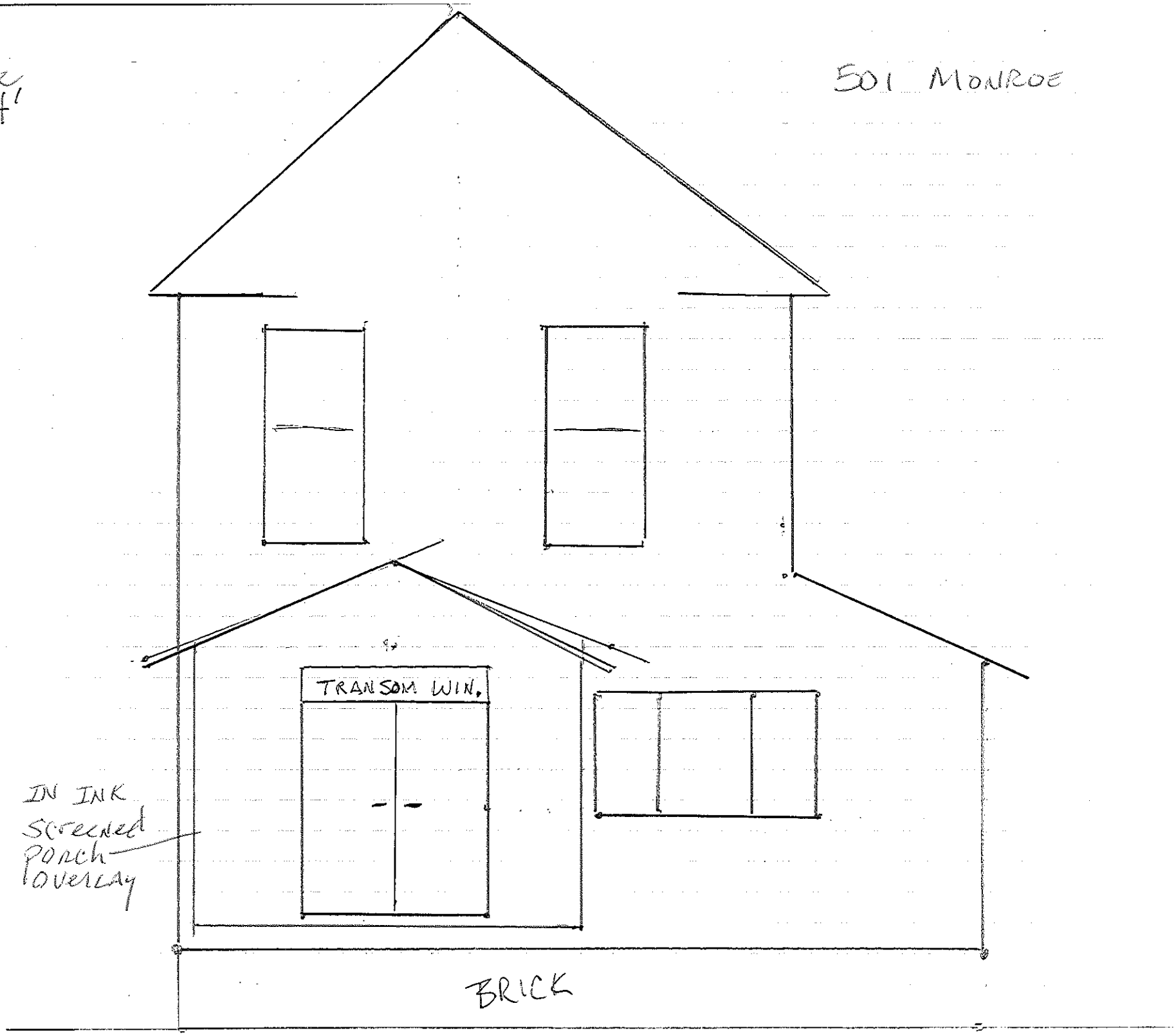
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water 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: _____ Mollie Pickron


EXISTING HOUSE
KITCHEN
DOOR
WINDOW
Porch within Existing Foot Print of House Exterior Walls
PORCH
12 X 24
SCREEN
SCREEN
6X6 PIERS
2X10 BEEMS FLOOR
2X10 FLOOR JOICE (16" centers)
5/4 X 3 FLOORING with SPACER
Screen Below FLOOR
ROOF center ~~BEAM~~ 12' ABOVE FLOOR
2X4 PRE-ASSEMBLED trusses
(ON 16" CENTERS)
1 foot OVER HANG
SCREEN DOOR
LANDING
STAIRS
Wood Burning
FIREPLACE
STONE
SCREEN
SCREEN

Scale
1" = 4'

501 MONROE



Historic District Review Board Staff Report

From: Larry DiRe

Date: July 14, 2015

Item: 4B – 309 Jefferson Avenue – remove existing wooden portion of building, rebuild wooden portion of building on existing footprint, new window opening, new three-foot brick façade, chimney removal, close existing window opening.

Attachments: Application, survey plat, photos

Application Specifics

An application has been received for a Certificate of Appropriateness from the property owners of 309 Jefferson Avenue. The building is a commercial use on a non-conforming lot. The owner has applied for variance from the Board of Zoning Appeals and is due for a public hearing in August. Presently, the proposed work on the building is for the purpose of exterior improvements. Specifically the applicant requests to do the following work: remove existing wooden portion of building and rebuild wooden portion of building within the existing footprint (the existing block portion of the building will remain and not be expanded); install new three-foot tall brick façade facing Jefferson Avenue; install new window on the rebuilt wooden portion of building; apply new paint and stucco in a neutral color; remove chimneys; and close existing window opening on rear of the building. The attached photos show the proposed scope of the improvements. The attached survey plat shows the footprint of the existing structure. 309 Jefferson Avenue is a non-contributing structure on a non-conforming size lot.

Discussion

- The guidelines are 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).
- The guidelines address 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).
- The guidelines state the following on brick and stucco: “For commercial and institutional buildings, use masonry, preferably brick, as the main construction material. Stucco has been used frequently in the district for exterior covering and specific elements.” (page 50).

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 approved for the application.

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: 7/6/15
* Please attach checklist items

Permit No.: _____
Fee: $100.00
Modification Fee: $50.00
Special Meeting Fee: $125.00

Applicant: John Hanson Signature: John T Hanson
Address: 23148 Parsons Cir City: Cape Charles State: Va Zip: 23310
Telephone: 443 221 9160 Cell: _____
Email: CCcoolonJefferson@gmail.com

Owner(s): John & Dawn Hanson / Carol Selby
Address: See above City: _____ State: _____ Zip: _____
Telephone: _____ Cell: _____
Email: _____

Contractor: Self
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell: _____
Email _____
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: 32'6" Length: 29'9" Height: 12'
Total Square Footage: 962 sq ft

Structure of Improvement will be set back:

_____	from front property line
_____	from side property line
as is	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

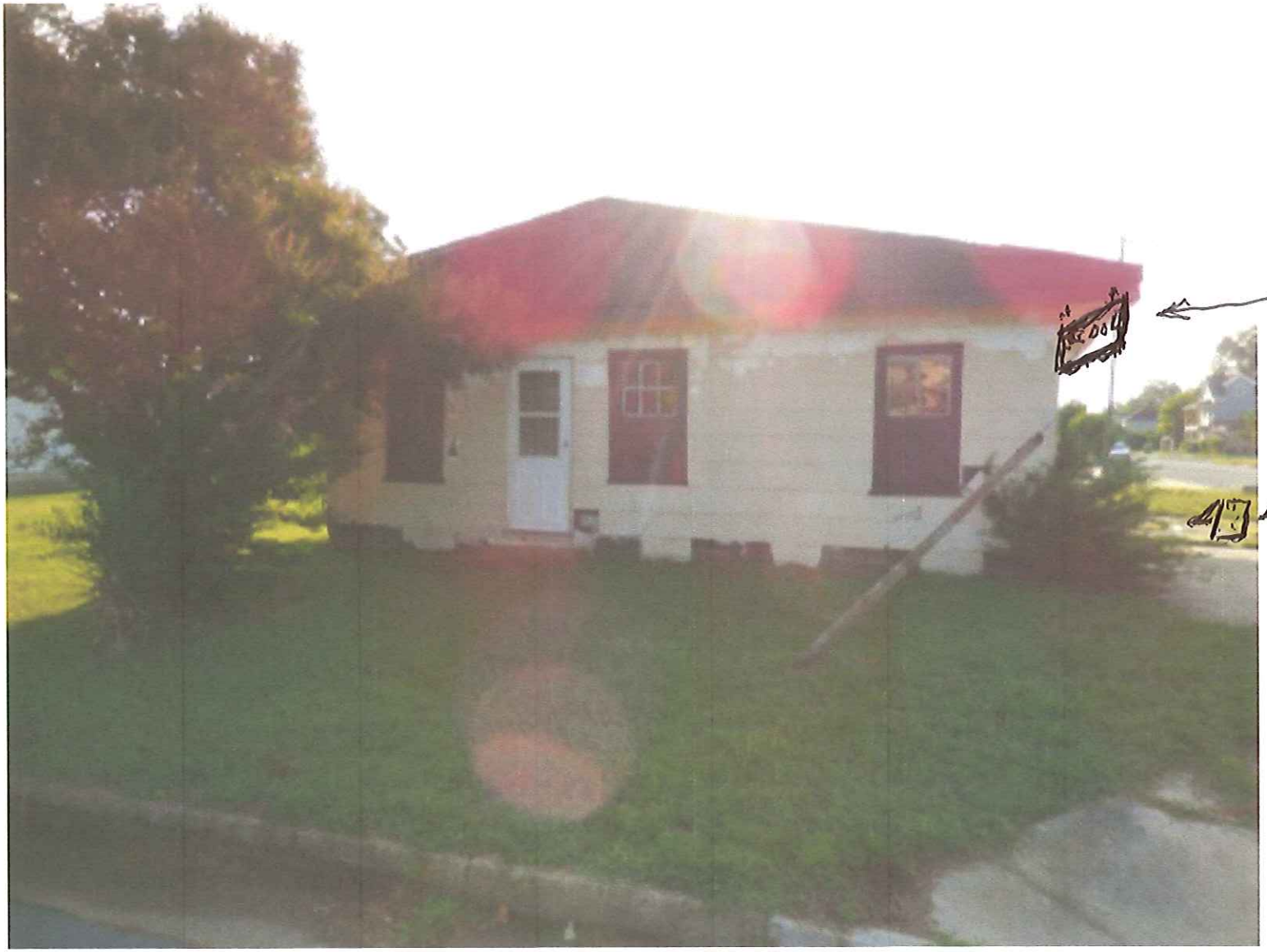
CERTIFICATION OF APPLICANT

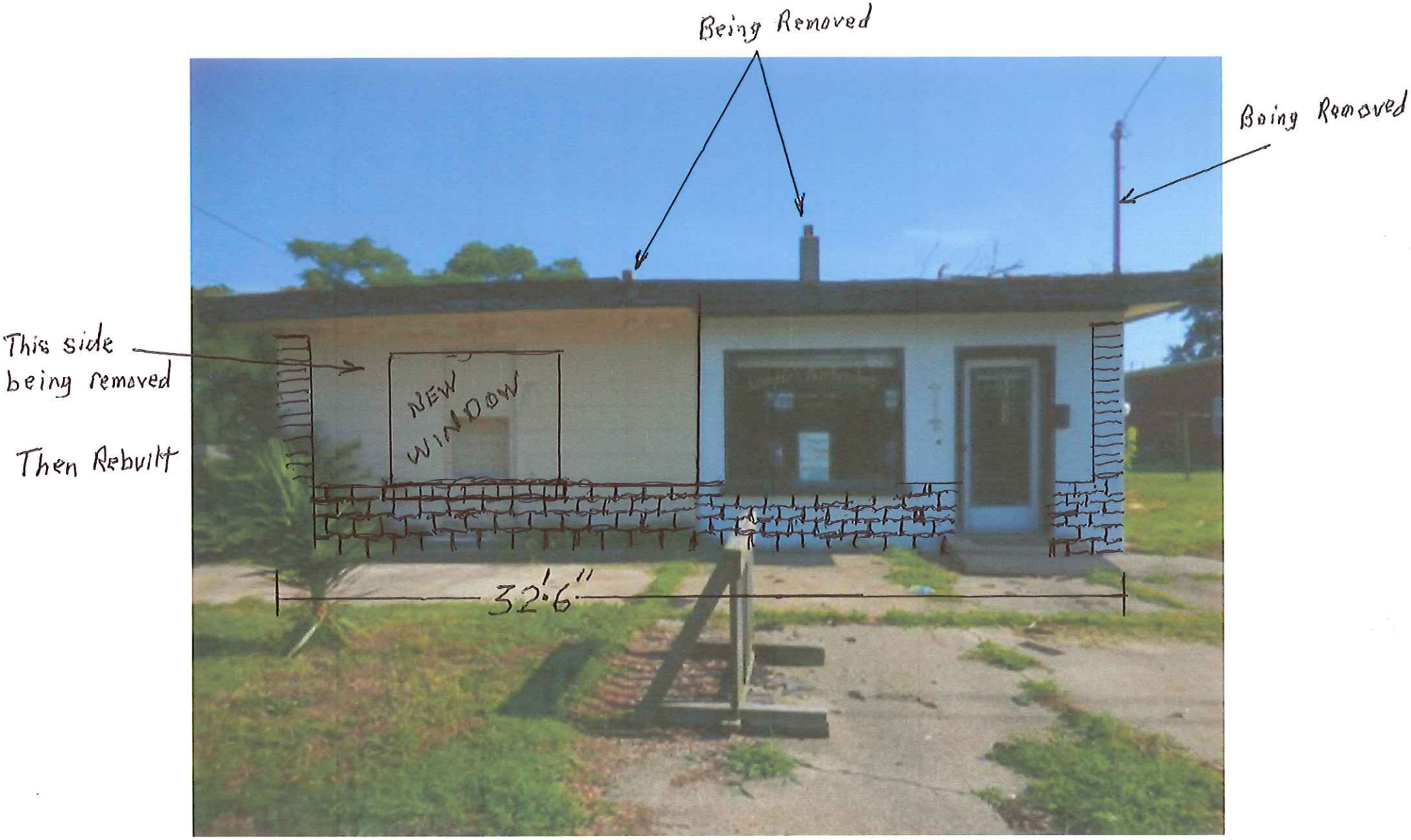
I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water 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: John L Hansen


Sign
CC COOL
Folbing
Sign
Jefferson Ave
Strawberry Ave



Front

Jefferson Ave.

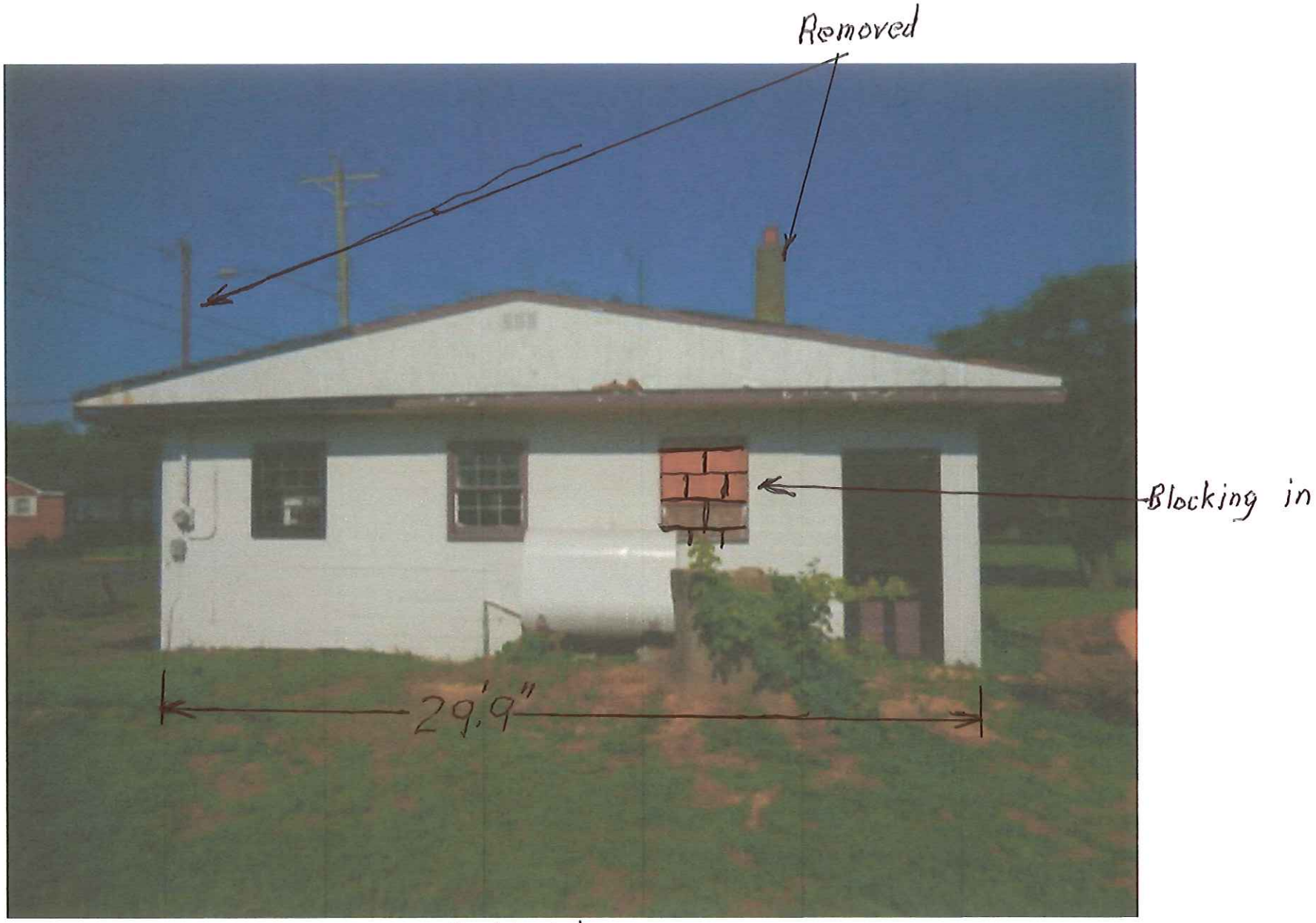
Being Removed

Blocking in Window

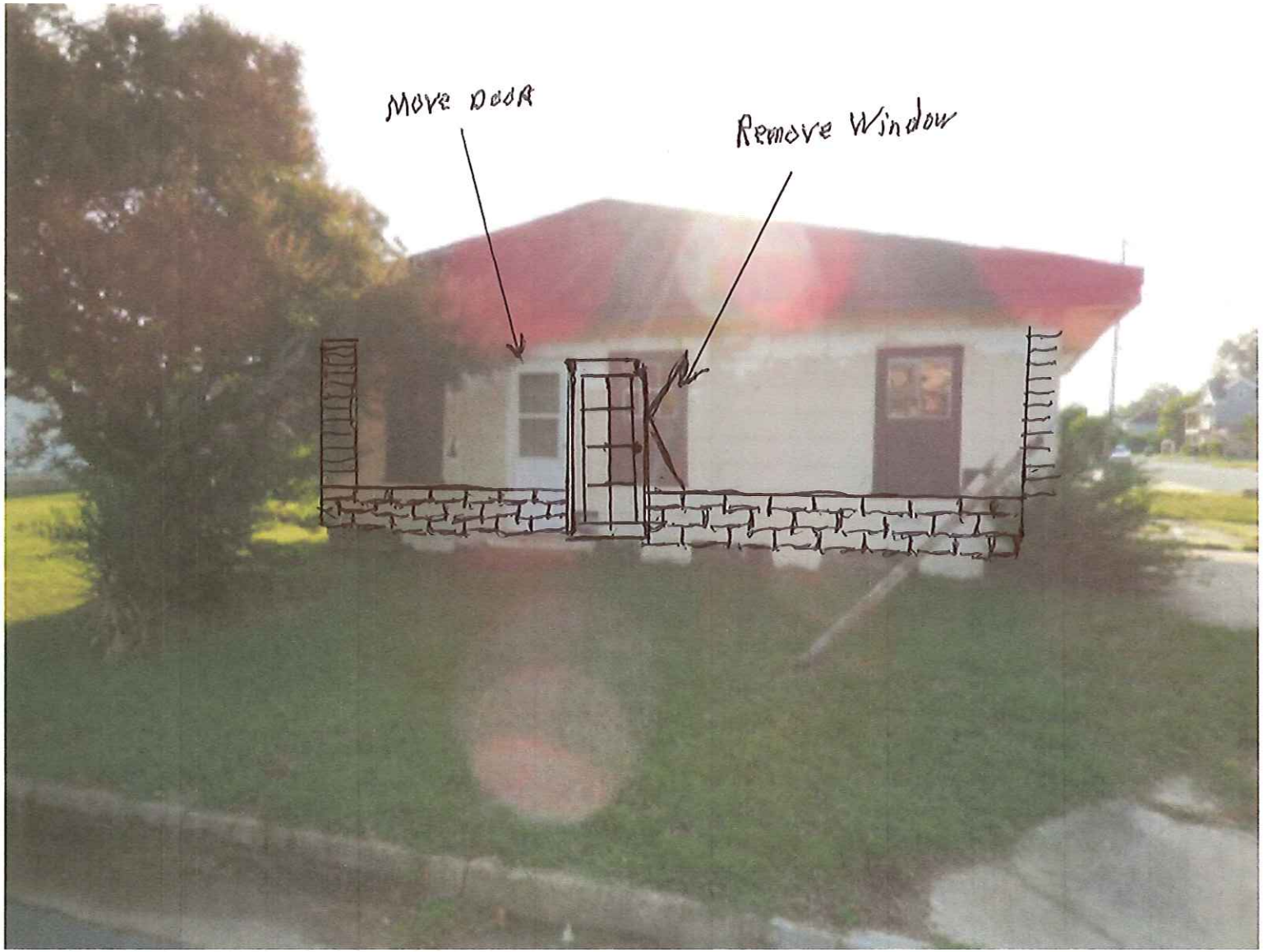
This side being Removed

Then Rebuilt

Back of Building



Right Side



Lift Side

Strawberry St

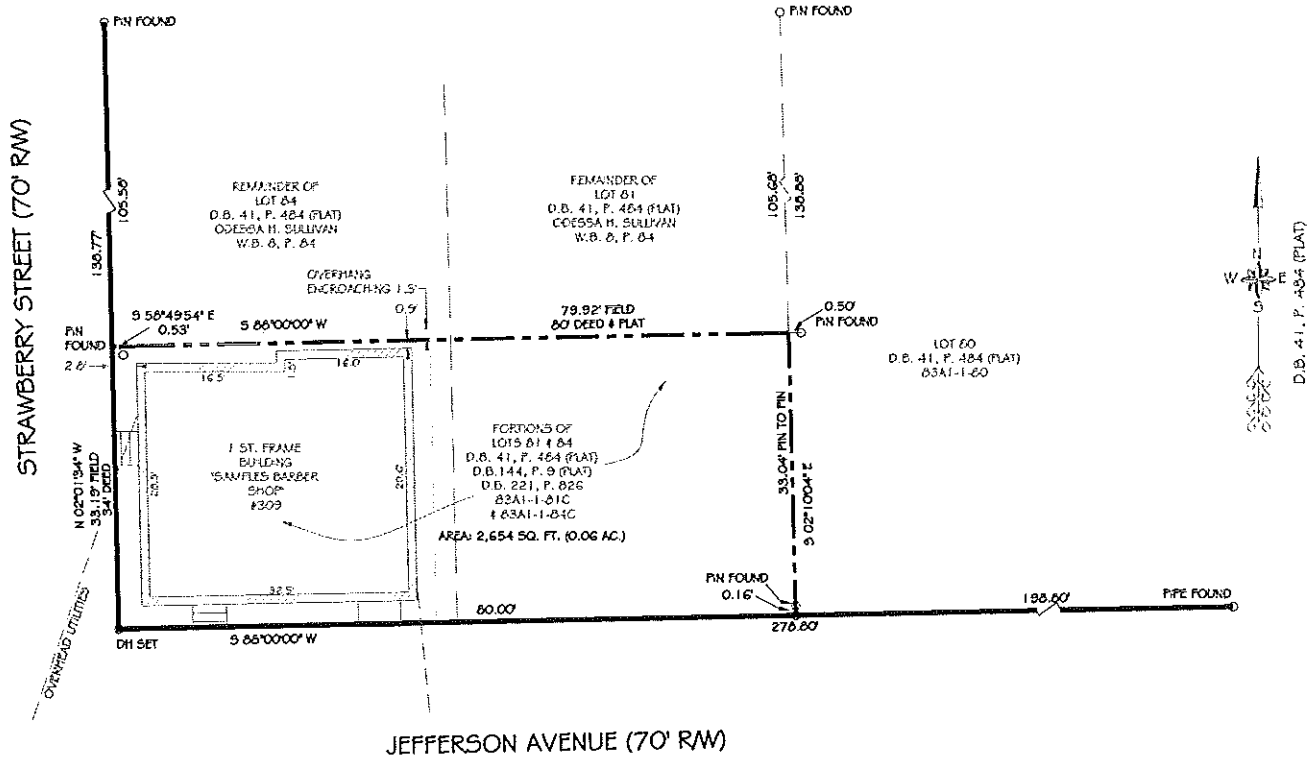
GENERAL NOTES:

1. TAX PARCEL: 83A1-1-81C & 83A1-1-84C
2. OWNERS: JOHN L. HANSON JR & DAWN M. HANSON
3. SOURCE OF TITLE: INST #150000734.
4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2015 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51131C 0295 E, DATED 8-28-2008, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X. FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAP AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE. FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAPS. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.
7. PLAT REFERENCES:
A) MAP OF THE TOWN OF CAPE CHARLES (D.B. 41, P. 484 - PLAT)
B) PROPERTY TO BE CONVEYED BY ROSS SAWYER WILSON TO JOHN SAMPLE, JR. (D.B. 144, P. 09)

SURVEYOR'S CERTIFICATION

I, MARSHALL B. PARKS, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE DIRECTOPN OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS.

COMMONWEALTH OF VIRGINIA
MARSHALL B. PARKS
LAND SURVEYOR



ACCOMACK-NORTHAMPTON SURVEYING & MAPPING
16034 Melomgkin Road Bloxom Va 23308
Mail Address: P.O. Box 4 Modest Town, VA 23412
Phone: (757) 709-4192

DRAWN BY: CROCKETT	SCALE: 1" = 10'
CHKD BY:	BACK TRV BY: CROCKETT
FIELD BOOK:	JOB NUMBER 346

10 0 10 20 30
GRAPHIC SCALE – FEET

PHYSICAL SURVEY
PORTIONS OF
LOTS 81 AND 84
MAP OF THE
TOWN OF
CAPE CHARLES
CAPEVILLE DISTRICT
NORTHAMPTON COUNTY, VIRGINIA
MAD FOR: JOHN L. HANSON JR & DAWN M. HANSON
JULY 4, 2015

Historic District Review Board Staff Report

From: Larry DiRe

Date: July 13, 2015

Item: 4C – 234 Tazewell Avenue – modification for French door

Attachments: Application; photos; notice from Town; copy of the Certificate of Appropriateness awarded April 22, 2015; contractor's original scope of work agreement with property owner

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Application Specifics

An application has been received for a modified Certificate of Appropriateness from Mr. William Manning, contractor for Ms. Robyn Wilmouth owner of the property at 234 Tazewell Ave. The proposed work on the home includes a French door on the second floor. The materials presented in April 2015 as part of the application for Certificate of Appropriateness made no mention of a French door as part of the porch project.

Discussion

- The French doors installed on the second floor as part of the approved porch project were not part of the original application. In conformity with the Guidelines, the applicant stated that a door matching the first floor front door would be installed on the second floor. The French doors that were installed were not approved as part of the original application and so do not appear in the language of the Certificate of Appropriateness dated April 22, 2015, but do match the style of the first floor door.

Recommendation

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

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

Date: 7/6/15 Permit No.: _____
* (Attach plans) Fee: $50.00

Applicant: William E Manning Signature: William E Manning
Address: 5121 Seaview Rd. Cape Charles, VA 23310
Telephone: _____ Cell: 757 286 1023

Owner(s): Robyn Wilmouth
Address: _____ City: Washington State: _____ Zip: _____

Contractor: William E Manning
Address: 5121 Seaview Rd City: Cape Charles State: VA Zip: 23310
Telephone: 757 286 1025 Cell: same
Town License No.: _____ State License No.: 2705146732

Location of Improvement: Second Floor porch in front of house
Lot No.: _____ Block No.: _____ Lot Size: _____ Lot Area: _____
Type of Improvement: install double French doors on porch
Proposed Use: to access second floor porch
Estimated Construction Costs: _____
234 Taze well ave

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

Structure of Improvement will be set back:

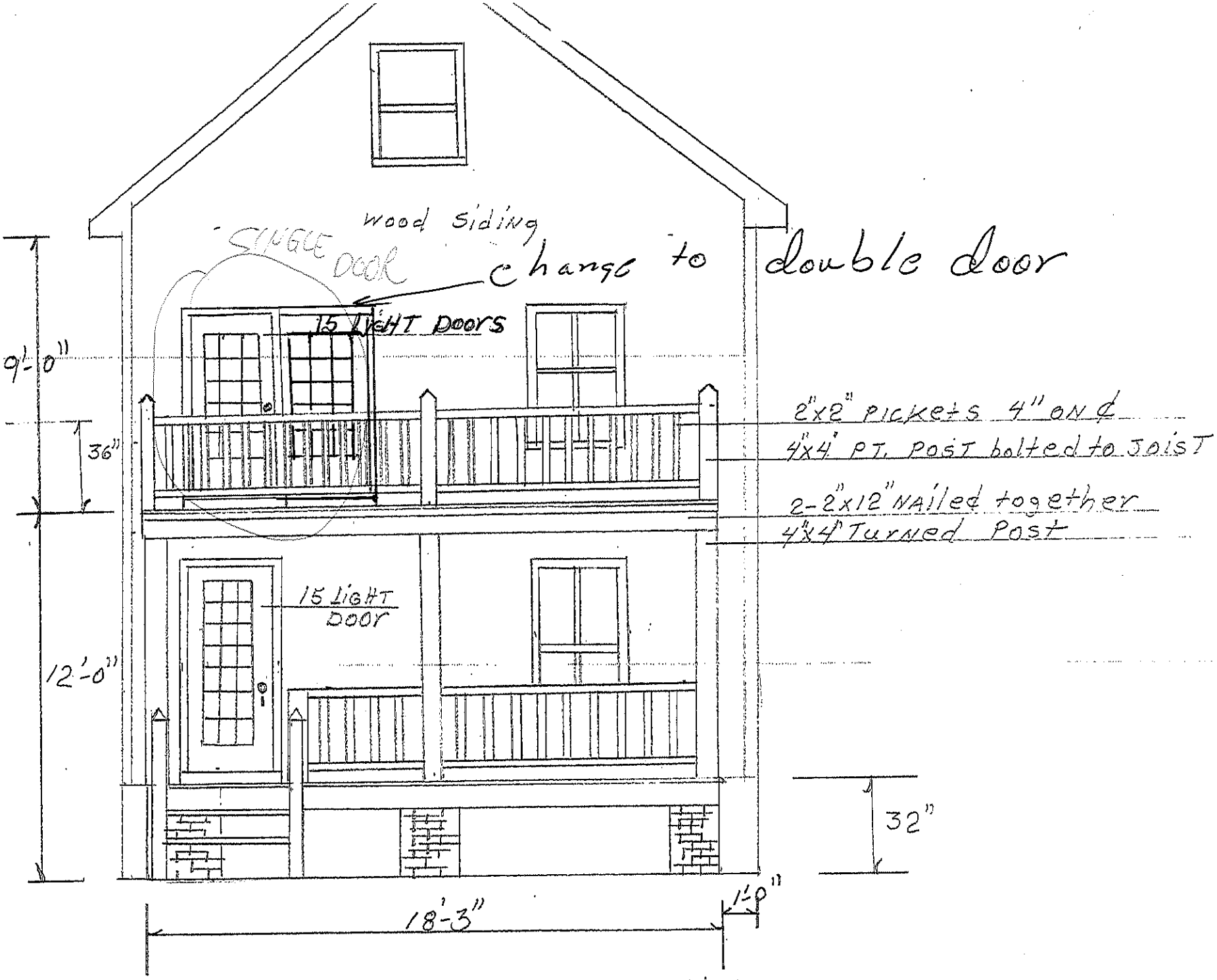
_____ from front property line
_____ from side property line
_____ from side property line on corner lot
_____ from rear property line
_____ from alley

Town Water Permit: Town Sewer Permit: _____

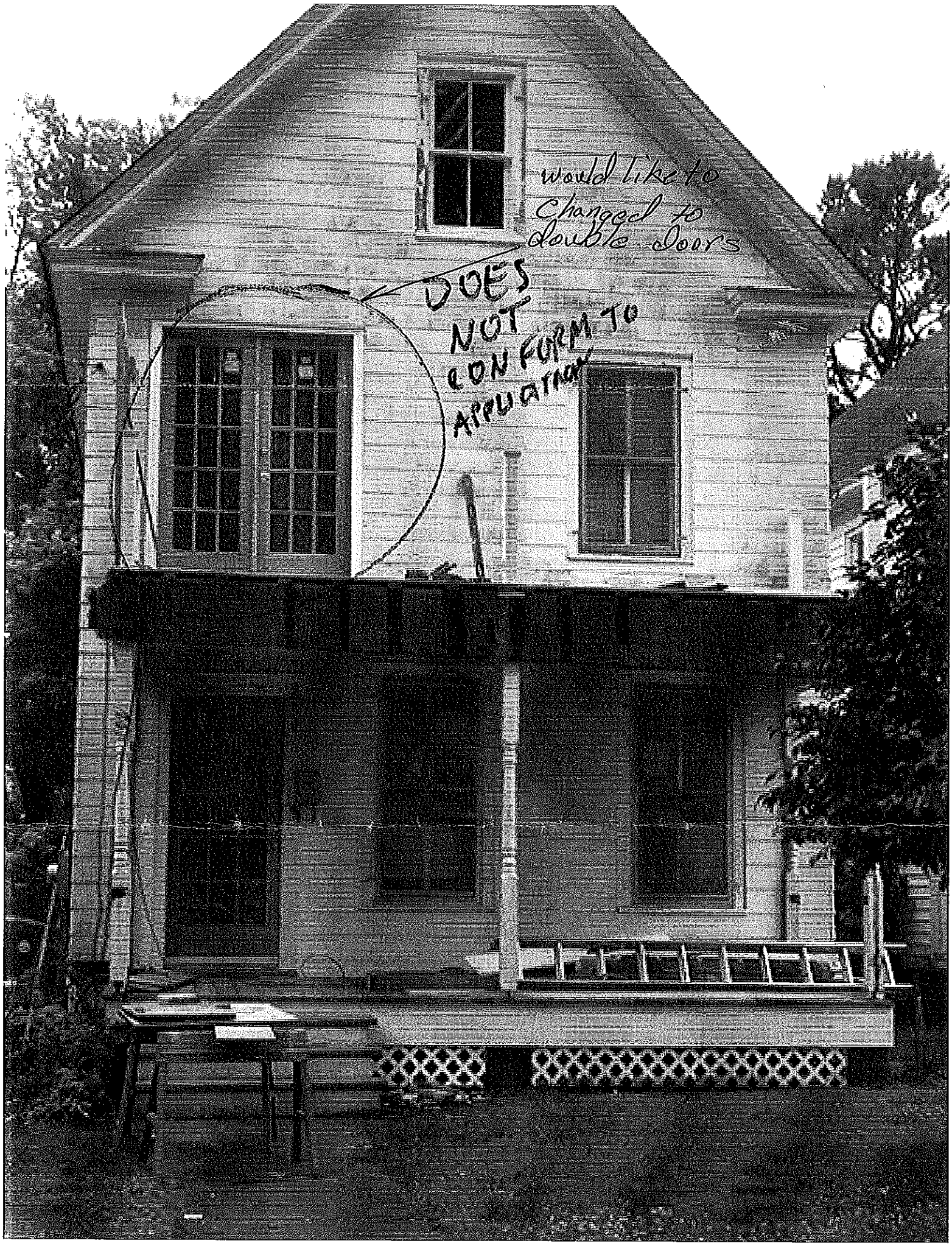
CERTIFICATION OF APPLICANT

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: William E Manning



NEW PORCH 234, TAZEWELL AVE.


would like to
Changed to
double doors
DOES
NOT
CONFORM TO
APPLICATION

PROPOSAL 12107

William E. Manning Constn., LLC
30 YR.Quality Homes & Addition
5121 Seaview Rd.
Cape Charles, VA 23310

~~Fax (757) 391-9230~~ Cell (757) 286-1025

TO: Robyn Wilmouth
234 Tazewell Ave.
Cape Charles, VA 23310

PHONE	DATE
757 286 1025	3/11/15
JOB NAME / LOCATION: Front Porch 234 Tazewell Ave.	
JOB NUMBER	JOB PHONE 206-861-6409

We hereby submit specifications and estimates for:

This contract is for removal of the front porch and to rebuild the porch using all wood that is not rotten. All posts will be re-used. The porch floor will consist of 5/4 X 6 decking boards. The existing railing on the porch will be re-used.

A 2nd floor porch will be built and the railing will match that on the 1st floor porch. Railings will be painted with 2 coats of white semi-gloss paint.

A rubber membrane will be installed over 3/4 plywood over 2X6 floor and ceiling joists. This will make 1st floor porch ceiling, waterproof. All trim will be painted white. The steps will be re-used if not rotten.

Flashing will be placed against the wall of the house to prevent water penetrating along the top of the 2nd floor porch.

French double-door will be installed in the upstairs bedroom going out on 2nd porch. The door will match the front door.

All floor joists will be 2X6 pressure treated material.

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:

dollars ($ 8,000.00).

Payment to be made as follows:
1/2 downpayment $4,000.00 upon signing of the contract
Balance of $4,000.00 due upon completion of the job.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: William E Manning

Note: This proposal may be withdrawn by us if not accepted within 15 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

Town of Cape Charles

Building Permit No: PB150034

Building Department 2 Plum Street Cape Charles, VA 23310
Phone: (757) 331 4785 Fax: (757) 331 4820

234 Tazewell Avenue Location
083A3-0100-516B

Issued: 04/28/15
Const value $8,000
Zoning: Sec. No.
PLEASE CALL (757) 331-2176
FOR AN INSPECTION 24 HOURS IN ADVANCE

Owner
Robyn Wilmouth
6707 34th Avenue
Seatlle WA 98117

Contractor
William Manning Construction
5121 Seaview Road Ph# (757) 286 1025
Cape Charles VA 23310

Work Description: Porch Rebuild to include 2nd Floor

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Valuation Res $2.5K - 10K	Valuation	8,000.00	$77.50
STATE TAX.	State Tax	77.50	$1.55
Fire Dept Fee	Miscellaneous	77.50	$7.75

Building Official

Fee Total: $86.80
Amount Paid: $86.80
Balance Due: **$0.00**

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code.
I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Virginia and Cape Charles. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.

MUNICIPAL CORPORATION OF CAPE CHARLES

HISTORIC DISTRICT REVIEW BOARD

Date Issued: 4/22/15

Issued to: Robyn Milmouth
6707 34th Ave NW
Seattle, WA 98117

For Property: 234 Tazewell Ave
Cape Charles, VA 23310

This Certificate of Appropriateness has been issued for the above-noted property for the purpose of:

The removal and reconstruction of current front porch, addition of second story porch over first story, replacement of second floor front window with door to match first floor front door and approval of exterior paint colors as presented. The Historic District Review Board approved the application as proposed for the above property.

This Certificate of Appropriateness shall be valid for only the specific use described above and will be valid for a period of one year after the date of approval. If not acted upon within one year, or if work is suspended or abandoned for a period of twelve months after work has commenced, this Certificate of Appropriateness shall become null and void.

Designated conditions to be met are as follows: N/A

Town Planner — Date: 4/22/15

Assistant Town Clerk — Date: 4/22/15

Municipal Corp. of
Cape Charles

June 5, 2015

William E. Manning
5121 Seaview Road
Cape Charles, VA 23310

Subject: Notice of Zoning Ordinance Violation for second floor door at 234 Tazewell Avenue

Mailed via Standard and Certified mail

Dear Mr. Manning:

This letter is to inform you that the door installed on the second floor of the above cited property is in violation of Article VIII Section 8.19 of the Town of Cape Charles Zoning Ordinance. That is to say the installation of the double, fifteen-panel door does not conform to the drawing presented to the Historic District Review Board, nor does it conform to the requirements of the Certificate of Appropriateness approved on April 21, 2015.

The application submitted to, and approved by, the Historic District Review Board showed a single, fifteen-panel door to be installed on the second floor. This was to align with the door and window arrangement of the first floor. At no time was a double door proposed, nor was such a door approved. Please see the attached copies of the application submitted and photograph of what was installed.

The Zoning Ordinance requires that you remedy this violation as soon as is reasonably possible. The situation must be corrected within ten days from the date of this letter to avoid further action as provided for in Article II Section 2.4 of the Town of Cape Charles Zoning Ordinance. Your property will be inspected again on June 16, 2015 to determine if proper action has been taken.

You have the right to take an appeal to the Board of Zoning Appeals if you feel you are not in violation of the Town's Zoning Ordinance. Your application for an appeal must be received within thirty days from the date of this letter.

I thank you in advance for your cooperation. If you have any questions, please call me at (757) 331-2036 or visit the Municipal Building at 2 Plum Street.

Sincerely,

Lawrence DiRe
Town Planner\Zoning Administrator

CC: Brent Manuel, Town Manager
Jeb Brady, Building Official

Municipal Building • 2 Plum Street • Cape Charles, Virginia 23310
(757) 331-3259 Fax (757) 331-4820

Untitled

William E. Manning Construction LLC.
%121 Seaview Rd. Cape Charles VA.

3/23/15

To the : Historic Revaiew Board.

Below is a list of materials for borch renovation at 234 Tazewell Ave.
The porch will be 7' wide and 18'-3" long.

The floor will be replaced with 5/4" x 6" PT. decking.
The floor joist will be replaced with 2"x 6" PT. Lumber.
The 41/2"x 41/2" post will be taken down & reused.
The railing will be taken down and reused . All rutton wood will be replaced.
The stairs and railings will be reused.
The suport beam will be 2-2"x 12" nailed together.
The ceiling joist will be 2"x 6" 16" on center.
A 3/4" plywood will be glud and nailed over joist to make floor for second floor deck.
A rubber roofing will be placed over plywood to make ceiling for first floor porch water-tight.
The second floor porch floor will be 5/4" x 6" Pt. decking over 2"x 4" joist 16" on center
Flashing will be placed along front wall of house to protect wall from leaks.
4"x 4" PT. post will be bolded to support beam to support railing on second floor porch.
Second floor railing will match first floor railing.
The window on front left side of house will be taken out to create a door for access to second floor deck. The door will match front entry door (15 light). NO MENTION OF
All post and trim will be painted off white. would like to
The porch floor will be painted Porch gray. Changed to Double doors

I have also taken pictures of other homes that have second floor porches. That that this second floor porch will look like. If you have any questions rearding this job pleace feil
free to contact me at (757-286-1025)

Thanks,
William E. Manning

Historic District Review Board Staff Report

From: Larry DiRe

Date: July 13, 2015

Item: 4D – Roof-mounted solar panels

Attachments: Preservation information, draft ordinance

Item Specifics

Last month the Historic District Review Board asked staff to research the subject of solar panels and bring back draft language for possible inclusion in the roof section of the Historic District Guidelines. Research revealed a wealth of information and guidelines for the installation of solar panels on historic properties, both roof and ground mounted. Rather than trying to distill all this information into a short addition to the roof section, staff has presented the entire texts of various publications and the draft comprehensive chapter zoning ordinance from a group in the state of Utah for consideration. Changes to the Town's zoning ordinance may be necessary.

Recommendation

Staff recommends that the Board review the attached materials and provide direction to staff.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION &

ILLUSTRATED GUIDELINES ON SUSTAINABILITY FOR REHABILITATING HISTORIC BUILDINGS

Anne E. Grimmer with Jo Ellen Hensley | Liz Petrella | Audrey T. Tepper

U.S. Department of the Interior
National Park Service
Technical Preservation Services
Washington, D.C.

2011

SOLAR TECHNOLOGY

RECOMMENDED	NOT RECOMMENDED
Considering on-site, solar technology only after implementing all appropriate treatments to improve energy efficiency of the building, which often have greater life-cycle cost benefit than on-site renewable energy.	Installing on-site, solar technology without first implementing all appropriate treatments to the building to improve its energy efficiency.
Analyzing whether solar technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the surrounding historic district.	Installing a solar device without first analyzing its potential benefit or whether it will negatively impact the character of the historic building or site or the surrounding historic district.
Installing a solar device in a compatible location on the site or on a non-historic building or addition where it will have minimal impact on the historic building and its site.	Placing a solar device in a highly-visible location where it will negatively impact the historic building and its site.
Installing a solar device on the historic building only after other locations have been investigated and determined infeasible.	Installing a solar device on the historic building without first considering other locations.

72

73

Recommended: [72-73] Solar panels were installed appropriately on the rear portion of the roof on this historic row house that are not visible from the primary elevation.

74

Recommended: [74] Free-standing solar panels have been installed here that are visible but appropriately located at the rear of the property and compatible with the character of this industrial site.

75

Not Recommended: [75] Solar roof panels have been installed at the rear, but because the house is situated on a corner, they are highly visible and negatively impact the character of the historic property.

SOLAR TECHNOLOGY

RECOMMENDED	NOT RECOMMENDED
Installing a low-profile solar device on the historic building so that it is not visible or only minimally visible from the public right of way: for example, on a flat roof and set back to take advantage of a parapet or other roof feature to screen solar panels from view; or on a secondary slope of a roof, out of view from the public right of way.	Installing a solar device in a prominent location on the building where it will negatively impact its historic character.
Installing a solar device on the historic building in a manner that does not damage historic roofing material or negatively impact the building's historic character and is reversible.	Installing a solar device on the historic building in a manner that damages historic roofing material or replaces it with an incompatible material and is not reversible.
	Removing historic roof features to install solar panels.
	Altering a historic, character-defining roof slope to install solar panels.
	Installing solar devices that are not reversible.
Installing solar roof panels horizontally -- flat or parallel to the roof—to reduce visibility.	Placing solar roof panels vertically where they are highly visible and will negatively impact the historic character of the building.

76

77

79

Not Recommended: [79] Although installing solar panels behind a rear parking lot might be a suitable location in many cases, here the panels negatively impact the historic property on which they are located.

Recommended: [76-77] Solar panels, which also serve as awnings, were installed in secondary locations on the side and rear of this historic post office and cannot be seen from the front of the building. [78] Solar panels placed horizontally on the roof of this historic building are not visible from below.

78

National Alliance *of* Preservation Commissions

NAPC

Sample Guidelines for Solar Systems in Historic Districts

education + advocacy + training

The rapidly growing trend toward retrofitting homes to be more energy efficient has brought an increase in the number of applications for installing solar energy systems on buildings within locally designated historic districts. The increase in solar systems applications in recent years has prompted numerous local preservation commissions to hastily develop guidelines for them with varying degrees of success.

The following Sample Guidelines for Solar Systems for Locally Designated Historic Properties were developed in 2009 by Kimberly Kooles, NAPC support staff and revised by Caty Rushing in 2011. They are intended to serve as a starting point for local preservation commissions developing their own guidelines for solar systems.

Types of Systems:

- ## Photovoltaic

  A photovoltaic system (or PV system) is a system which uses one or more solar panels to convert sunlight into electricity. It consists of multiple components, including the photovoltaic modules, mechanical and electrical connections and mountings and means of regulating and/or modifying the electrical output.

- ## Solar Shingles

  Solar shingles, also called photovoltaic shingles, are solar cells designed to look like conventional asphalt shingles. There are several varieties of solar shingles, including shingle-sized solid panels that take the place of a number of conventional shingles in a strip, semi-rigid designs containing several silicon solar cells that are sized more like conventional shingles, and newer systems using various thin film solar cell technologies that match conventional shingles both in size and flexibility

- ## Freestanding

  Freestanding PV panels or freestanding arrays allow the benefits of renewable solar power without disrupting the roofline or altering the house. They are placed away from the residence and connected through an undergroud wiring. When a roof may be blocked by trees or not recieving direct sunlight, the mobillity of a freestanding panel allows the ability to move into optimal sunlight areas that may change seasonally.

Sample Guidelines for Solar Systems for Locally Designated Historic Projects

When planning the installation of solar panels the overall objective is to preserve character-defining features and historic fabric while accommodating the need for solar access to the greatest extent possible. All solar panel installations must be considered on a case by case basis recognizing that the best option will depend on the characteristics of the property under consideration. Some guidelines apply to virtually all installation options and are repeated in each section.

All solar panel installations should conform to the Secretary of the Interior's Standards for Rehabilitation.
Applicable Standards are:

Standard Two: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Standard Nine: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

1 Primary Elevations

For most properties, locating solar panels on the primary facade is the least desirable option because it will have the greatest adverse effect on the property's character defining features. All other options should be thoroughly explored.

These solar panels low profile and location make them unobtrusive even though they are visible from the public right of way. Photo by Paul Trudeau

- Utilization of low-profile solar panels is recommended. Solar shingles laminates, glazing, or similar materials should not replace original or historic materials. Use of solar systems in windows or on walls, siding, and shutters should be avoided.

- Panels should be installed flat and not alter the slope of the roof. Installation of panels must be reversible and not damage to the historic integrity of the resource and district.

- Solar panels should be positioned behind existing architectural features such as parapets, dormers, and chimneys to limit their visibility.

- Use solar panels and mounting systems that are compatible in color to established roof materials. Mechanical equipment associated with the photovoltaic system should be treated to be as unobtrusive as possible.

2 Secondary Elevations

- Solar panels should be installed on rear slopes or other locations not easily visible from the public right-of-way. Panels should be installed flat and not alter the slope of the roof. Installation of panels must be reversible and not damage the historic integrity of the resource and district.

- Flat roof structures should have solar panels set back from the roof edge to minimize visibility. Pitch and elevation should be adjusted to reduce visibility from public right-of-way.

- Solar panels should be positioned behind existing architectural features such as parapets, dormers, and chimneys to limit their visibility.

2 Secondary Elevations (Continued)

- Use solar panels and mounting systems that are compatible in color to established roof materials. Mechanical equipment associated with the solar panel system should be painted or treated to be as unobtrusive as possible

- Use of solar systems in non-historic windows or on walls, siding, or shutters should be installed as to limit visibility from the public right of way.

3 Historic Accessory Structures

Solar panels placed on an accessory structure not visible from the public right of way should still follow the slope of the roof and have a low profile. Photo courtesy of Dan Corson

- Solar panels should be installed on rear slopes or other locations not highly visible from the public right-of-way. Panels should be installed flat and not alter the slope of the roof. Installation of panels must be reversible and not damage the historic integrity of the resource and district.

- Flat roof structures should have solar panel installations set back from the roof edge to minimize visibility. Pitch and elevation should be adjusted to reduce visibility from public right-of-way.

- Solar panel installations should be positioned behind existing architectural features such as parapets, dormers, and chimneys to limit their visibility.

- Use solar panels and mounting systems that are compatible in color to the property's roof materials. Mechanical equipment associated with the photovoltaic system should be as unobtrusive as possible.

- Use of solar systems in non-historic windows or on walls, siding and shutters should be installed as to limit visibility from the public right of way.

4 Freestanding or Detached

- Freestanding or detached on-site solar panels should be installed in locations that minimize visibility from the public right of way. These systems should be screened from the public right of way with materials elsewhere in the district such as fencing or vegetation of suitable scale for the district and setting.

- Placement and design should not detract from the historic character of the site or destroy historic landscape materials.

Freestanding solar panels should be installed in locations that minimize visibility from the public right of way.

Consideration to the visibility of solar panels from neighboring properties should be taken, without infringing upon the required solar access.

5 New Construction On-Site

- Solar panels should be integrated into the initial design of new construction or infill projects, when possible, to assure cohesion of design within a historic context.

- Solar panels should be installed on rear slopes or other locations not highly visible from the public right of way whenever possible. Panels should be installed flat and not alter the slope of the roof.

- Flat roof structures should have solar panels set back from the roof edge to minimize visibility. Pitch and elevation should be adjusted to reduce visibility from the public right-of-way.

- Use solar panels and mounting systems that are compatible in color to established roof materials. Mechanical equipment associated with the solar panel system should be treated to be as unobtrusive as possible.

- Use of solar systems in windows or on walls, siding, or shutters should be installed with limited visibility from the public right-of-way.

Not Recommended for Any Reason

- Removal of historic roofing materials during the installation of solar systems.
- Removing or otherwise altering historic roof configuration – dormers, chimneys, or other features – to add solar systems.
- Any other installation procedure that will cause irreversible changes to historic features or materials.

When considering retrofitting measures, historic building owners should keep in mind that there are no permanent solutions. One can only meet the standards being applied today with today's materials and techniques. In the future, it is likely that the standards and the technologies will change and a whole new retrofitting plan may be necessary. Thus, owners of historic buildings should limit retrofitting measures to those that achieve reasonable energy savings, at reasonable costs, with the least intrusion or impact on the character of the building.

(National Park Service. Preservation Brief 3: Conserving Energy in Historic Buildings. Available from http://www.nps.gov/history/hps/TPS/briefs/brief03.htm#Preservation%20Retrofitting. Accessed on August 10, 2009.)

SOLAR FRIENDLY ZONING TOOLBOX:

This Model Solar Ordinance is a component of the Solar Friendly Zoning Toolbox, a collection of tools and resources to help local officials develop comprehensive and well-balanced local ordinances and master plans that allow citizens the choice, now and in the future, to power their homes with clean solar energy.

3. Model Solar Zoning Ordinance

FOR RESIDENTIAL AND NON-RESIDENTIAL DISTRIBUTED SOLAR ENERGY SYSTEMS

1.0 Purpose

An ordinance to amend the zoning ordinance of [MUNICIPALITY NAME], by amending [ARTICLE/SECTION], *Definitions*, by adding definitions for solar energy systems and by amending [ARTICLE/SECTION], adding a new section to permit solar energy systems as an accessory use to permitted, conditional, and special exception uses in any zoning district.

This ordinance aims to promote the accommodation of distributed, on-site residential and non-residential solar energy systems installed to reduce on-site energy consumption and associated equipment, as well as adequate access to sunlight necessary for such systems. This ordinance does not address utility-scale solar energy systems, intended for the sale of electricity to utilities, industries, and/or businesses.

This ordinance permits, as an accessory use, solar energy systems, while protecting the safety and welfare of adjacent and surrounding land uses through appropriate zoning and land use controls.

A solar energy system shall be permitted in any zoning district as an accessory use, subject to specific criteria as set forth below. Where general standards and specific criteria overlap, specific criteria shall supersede general standards.

2.0 Definitions

2.1. **Accessory Use:** A use customarily incidental and subordinate to the primary use or building and located on the same lot therewith. A use which dominates the primary use or building in area, extent, or purpose shall not be considered an accessory use.

2.2. **Battery Back-Up:** A battery system that stores electrical energy from a solar PV system, making the electricity available for future use. Battery Back-Up systems are common in Off-Grid Systems and Hybrid Systems.

2.3. **Combiner or Junction Box:** Combines the inputs (electrical flows) from multiple strings of solar panels (or micro-inverters) into one output circuit.

2.4. **Crystalline silicon cells**: Solar photovoltaic cells fashioned from either mono-crystalline, multi-crystalline, or ribbon silicon capable of converting sunlight into electricity. Crystalline silicon solar PV panels are the most commonly used and are generally the most efficient.

2.5. **Distributed Solar:** For the purposes of this Ordinance, distributed solar refers to solar energy systems located on-site and designed to provide solar thermal energy or solar PV electricity to a property owner, occupant, and/or facilities.

2.6. **Grid-tied Solar** - A solar PV system that is interconnected with the utility grid via net metering and interconnection agreements with the utility.

2.7. **Electricity Generation (aka production, output)** - The amount of electric energy produced by transforming other forms of energy, commonly expressed in kilowatt-hours (kWh) or megawatt-hours (MWh).

2.8. **Electrical Equipment:** Any device associated with a solar energy system, such as an outdoor electrical unit/control box, that transfers the energy from the solar energy system to the intended on-site structure.

2.9 **Grid-tied Solar Photovoltaic Systems (aka grid-tied PV, on-grid, grid-connected, utility-interactive, grid-intertied, or grid-direct):** Solar photovoltaic electricity generation systems designed to serve the electricity needs of the building to which it is connected, thus offsetting a home's or business's electricity usage. Any excess electricity generated is sent to the electric utility grid, credited via a customer's net metering agreement with their local utility. Grid-tied are typically installed without battery back-up system to store electricity. As such, these systems provide no power during an outage. Typical system components: PV panels, inverter(s), and required electrical safety gear.

2.10. **Ground-Mount System:** A solar energy system that is directly installed on specialized solar racking systems, which are attached to an anchor in the ground and wired to connect to an adjacent home or building. Ground-mount systems may be applicable when insufficient space, structural and shading issues, or other restrictions prohibit rooftop solar.

2.11. **Hybrid Solar Photovoltaic Systems (aka grid-tied PV with battery back-up):** Solar photovoltaic electricity generation systems designed to serve the electricity needs of the building to which it is connected, thus offsetting a home's or business's electricity usage, while also utilizing a battery back-up in the event of a power outage. This is the only system that provides the ability to have power when the utility grid is down. Typical system components include: PV panels, inverter(s), and required electrical safety gear, battery bank, and a charge controller.

2.12. International Residential Code (IRC) - Part of the International Building Code (IBC), the IRC sets buildings standards for residential structures.

2.13. Inverter: A device that converts the Direct Current (DC) electricity produced by a solar photovoltaic system is converted to useable alternating current (AC).

2.14. Kilowatt (kW) - Equal to 1000 Watts; a measure of the use of electrical power.

2.15 Kilowatt-hour (kWh) - A unit of energy equivalent to one kilowatt (1 kW) of power expended for 1 hour of time.

2.16. Mounting - The manner in which a solar PV system is affixed to the roof or ground (i.e. roof mount, ground mount, pole mount).

2.17. Megawatt (MW) - Equal to 1000 Kilowatts; a measure of the use of electrical power.

2.18. Megawatt-hour (MWh) - A unit of energy equivalent to one Megawatt (1 MW) of power expended for 1 hour of time.

2.19. National Electric Code (NEC) - Sets standards and best practices for wiring and electrical systems.

2.20. Net Meter: On-grid solar PV systems connected to the utility grid use a net meter, typically provided and installed by the local utility, to measure the flow of electricity from the solar system for the purposes of net metering.

2.21. Net Metering: A billing arrangement that allows customers with grid-connected solar electricity systems to receive credit for any excess electricity generated on-site and provided to the utility grid.

2.22. Off-Grid Solar Photovoltaic Systems with battery back-up: Solar photovoltaic electricity systems designed to operate independently from the local utility grid and provide electricity to a home, building, boat, RV (or remote agricultural pumps, gates, traffic signs, etc.). These systems typically require a battery bank to store the solar electricity for use during nighttime or cloudy weather (and/or other back-up generation). Typical system components include: PV panels, battery bank, a charge controller, inverter(s), required disconnects, and associated electrical safety gear.

2.23. Orientation (or Azimuth): In the northern hemisphere, true solar south is the optimal direction for maximizing the power output of solar PV. Although, systems can be oriented east,

southeast, southwest, and west, while still providing 75%-85% of maximum production, depending on the tilt. Proper orientation and access to sun are critical for achieving maximum energy production potential (ideally, the orientation of the solar energy system ensures that solar access is not obstructed by other buildings, shade trees, chimneys, HVAC systems, or other equipment).

2.24. **Passive Solar**: Techniques, design, and materials designed to take advantage of the sun's position throughout the year (and the local climate) to heat, cool, and light a building with the sun. *Passive solar* incorporates the following elements strategically to maximize the solar potential of any home or building (namely, maximizing solar heat gain in winter months and minimizing solar heat gain in summer months to reduce heating/cooling demand; and maximizing the use of daylighting to reduce demand for electricity for lighting): strategic design and architecture, building materials, east-west and building lot orientation, windows, landscaping, awnings, ventilation

2.25. **Photovoltaic (PV) System:** A solar energy system that produces electricity by the use of semiconductor devices, called photovoltaic cells, which generate electricity when exposed to sunlight. A PV system may be roof-mounted, ground-mounted, or pole-mounted.

2.26. **Pole-Mount Systems:** A solar energy system that is directly installed on specialized solar racking systems, which are attached to pole, which is anchored and firmly affixed to a concrete foundation in the ground, and wired underground to an attachment point at the building's meter. Unlike ground-mount systems, pole-mount systems are elevated from the ground. Pole-mounted systems can be designed to track the sun (with single-axis or dual-axis tracking motors) and maximize solar output throughout the year.

2.27 **Power** - the rate at which work is performed (the rate of producing, transferring, or using energy). Power is measured in Watts (W), kilowatts (kW), Megawatts (MW), etc.

2.28. **PV-Direct Systems**: The simplest of solar photovoltaic electric systems with the fewest components (no battery back-up and not interconnected with the utility) designed to only provide electricity when the sun is shining. Typical system components include: PV panels, required electrical safety gear, and wiring. [1]

2.29 **Racking:** Solar energy systems are attached securely and anchored to structural sections of the roof-mounted or pole-mounted systems. Specially designed metal plates called flashings prevent leaks and are placed under shingles and over bolts to create a water-tight seal.

[1] All content taken directly from Home Power – Solar Electricity Basics "What is Solar Electricity". URL: http://www.homepower.com/articles/solar-electricity/basics/what-solar-electricity

2.30 Roof-Mount System (aka rooftop mounted, building mounted): A solar energy system consisting of solar panels are installed directly on the roof of a home, commercial building, and/or an accessory structure, such as a garage, pergola, and/or shed. Solar panels are mounted and secured using racking systems specifically designed to minimize the impact on the roof and prevent any leaks or structural damage. Roof-mount systems can be mounted flush with the roof or tilted toward the sun at an angle.

2.31. Solar Access: the ability of one property to continue to receive sunlight across property lines without obstruction from another's property (buildings, foliage or other impediment). Solar access is calculated using a sun path diagram.

2.32. Solar Array: Multiple solar panels combined together to create one system.

2.33. Solar Collector: A solar PV cell, panel, or array, or solar thermal collector device, that relies upon solar radiation as an energy source for the generation electricity or transfer of stored heat.

2.34. Solar Easement: An easement recorded pursuant to U.C.A. §§ 57-13-1 and 57-13-2, the purpose of which is to secure the right to receive sunlight across the real property of another for the continued access to sunlight necessary to operate a solar energy system. According to Utah law, parties may voluntarily enter into written solar easement contracts that are enforceable by law. An easement must be created in writing and filed, duly recorded and indexed in the office of the recorder of the county in which the easement is granted. A solar easement, once created, runs with the land and does not terminate unless specified by conditions of the easement.

2.35. Solar Energy System: A system capable of collecting and converting solar radiation into heat or mechanical or electrical energy and transferring these forms of energy by a separate apparatus to storage or to point of use, including, but not limited to, water heating, space heating or cooling, electric energy generation, or mechanical energy generation. This definition shall include Solar Thermal, Photovoltaic, and Passive Solar Systems.

2.36. Solar Glare: The potential for solar panels to reflect sunlight, with an intensity sufficient to cause annoyance, discomfort, or loss in visual performance and visibility.

2.37. Solar Photovoltaic (Solar PV) System– Solar systems consisting of photovoltaic cells, made with semiconducting materials, that produce electricity (in the form of direct current (DC)) when they are exposed to sunlight. A typical PV system consist of PV panels (or modules) that combine to form an array; other system components may include mountain racks and hardware, wiring for electrical connections, power conditioning equipment, such as an inverter and/or batteries. For the purposes of this Ordinance, a solar PV system is defined as generating capacity of not more than 25 kilowatts for residential facilities and not more than two

megawatts for non-residential facilities. [*Solar PV systems larger than this are governed by another Ordinance]*

2.38. Solar Panel (or module): A device for the direct conversion of sunlight into useable solar energy (including electricity or heat).

2.39. Solar Process Heat technologies provide industrial specific applications, including ventilation air preheating, solar process heating, and solar cooling.

2.40 Solar-Ready: The concept of planning and building with the purpose of enabling future use of solar energy generation systems. Solar-ready buildings, lots, and developments make it easier and more cost-effective to utilize passive solar techniques and adopt active solar technologies in the future. Solar-Ready Buildings are built anticipating future installation of active solar energy systems (including structural reinforcement, pre-wiring or plumbing for solar, and east-west building orientation). Solar-Ready Lots are oriented to take maximal advantage of a location's solar resource. Solar-Ready Developments expand this concept to entire subdivisions.

2.41. Solar Thermal System (aka Solar Hot Water or Solar Heating Systems): A solar energy system that directly heats water or other liquid using sunlight. Consist of a series of tubes that concentrate light to heat either water or a heat-transfer fluid (such as food-grade propylene glycol, a non-toxic substance) in one of two types of collectors (flat-plate collectors and evacuated tube collectors). The heated liquid is used for such purposes as space heating and cooling, domestic hot water, and heating pool water.

2.42. Thin Film Solar PV – Capable of generating electricity from the sun, thin film solar PVcells consist of layers of semiconductor materials (made from amorphous silicon, cadmium telluride, copper indium gallium diselenide, among other materials) a few micrometers thick, which allow for greater flexibility. Thin film is made by depositing one or more thin layers of photovoltaic material on a substrate; products include rooftop shingles and tiles, building facades, the glazing for skylights, and other building integrated materials.

2.43. Tilt: The angle of the solar panels and/or solar collector relative to their latitude. The optimal tilt to maximize solar production is perpendicular, or 90 degrees, to the sun's rays at true solar noon. True solar noon is when the sun is at its highest during its daily east-west path across the sky (this is also known as 0° Azimuth). Solar energy systems can be manually or automatically adjusted throughout the year. Alternatively, fixed-tilt systems remain at a static tilt year-round

2.44. Watts (W) - A measure of the use of electrical power (power (Watts) = voltage (volts) X current (Amps).

2.45. Wiring: Specified by electrical codes, solar PV system wires are routed from the panels or micro-inverters through conduit into the inverter and buildings meter.

3.0 Applicability

3.1. This ordinance applies to all distributed solar systems installed and constructed after the effective date of this Ordinance. For purposes of this Ordinance, "solar energy system" means a distributed solar energy system as defined herein.

3.2. Solar energy systems constructed prior to the effective date of this ordinance shall not be required to meet the requirements of this ordinance.

3.3. All solar energy systems shall be designed, erected, and installed in accordance with applicable local, state, utility, and national codes, regulations, and standards.

4.0 Solar Energy System Requirements

4.1. To the extent practicable, and in accordance with [municipality] law, the accommodation of solar energy systems and associated electrical equipment, and the protection of access to sunlight for such, shall be encouraged in the application of the various review and approval provisions of the [municipality] code.

4.2. Solar energy systems are permitted in all zoning districts as an accessory use to permitted, conditional, and special exception uses *[if building permits are not required for solar, insert appropriate provisions].*

4.3. A solar energy system shall provide power for the principal use and/or accessory use of the property on which the solar energy system is located.

4.4. The installation and construction of a *roof-mount solar energy system* shall be subject to the following development and design standards:

A. A roof or building mounted solar energy system may be mounted on a principal or accessory building.

B. Any height limitations of the [municipality] Code shall not be applicable to solar collectors provided that such structures are erected only to such height as is reasonably necessary to accomplish the purpose for which they are intended to serve, and that such structures do not obstruct solar access to neighboring properties.

C. Placement of solar collectors on flat roofs shall be allowed by right provided that panels do not extend horizontally past the roofline.

4.5. The installation and construction of a *ground-mount or pole-mount solar energy system* shall be subject to the following development and design standards:

A. The height of the solar collector and any mounts shall not exceed 20 feet when oriented at maximum tilt.

B. The surface area of a ground- or pole-mounted system, regardless of the mounted angle, shall be calculated as part of the overall lot coverage.

C. The minimum solar energy system setback distance from the property lines shall be equivalent to the building setback or accessory building setback requirement of the underlying zoning district. [*Please note that some municipalities have less stringent accessory structure setbacks, e.g. 10 foot side yard setback for sheds. If accessory structure setbacks are less stringent than the primary structure setback, it is recommended that the municipality apply less stringent setback requirements to solar energy systems].*

D. All power transmission lines from a ground mounted solar energy system to any building or other structure shall be located underground and/or in accordance with the building electrical code, as appropriate.

4.6. All electrical equipment associated with and necessary for the operation of solar energy systems shall comply with the following:

A. Electrical equipment shall comply with the setbacks specified for accessory structures in the underlying zoning district. [*Please note that some municipalities have less stringent accessory structure setbacks, e.g. 10 foot side yard setback for sheds. If accessory structure setbacks are less stringent than the primary structure setback, it is recommended that the municipality apply less stringent setback requirements to solar energy systems.*]

4.7. Solar panels are designed to absorb (not reflect) sunlight; and, as such, solar panels are generally less reflective than other varnished or glass exterior housing pieces. However, solar panel placement should be prioritized to minimize or negate any solar glare onto nearby properties or roadways, without unduly impacting the functionality or efficiency of the solar system .

4.8. A solar energy system shall not be used to display permanent or temporary advertising, including signage, streamers, pennants, spinners, reflectors, banners or similar materials. The manufacturers and equipment information, warning, or indication of ownership shall be allowed on any equipment of the solar energy system provided they comply with the prevailing sign regulations.

4.10. A solar energy system shall not be constructed until a building/zoning permit has been approved and issued.

5.0 Safety and Inspections

5.1. The design of the solar energy system shall conform to applicable local, state and national solar codes and standards. A building permit reviewed by department staff shall be obtained for a solar energy system. All design and installation work shall comply with all applicable provisions in the National Electric Code (NEC), the International Residential Code (IRC), International Commercial Building Code, State Fire Code, and any additional requirements set forth by the local utility (for any grid-connected solar systems).

5.2. The solar energy system shall comply with all applicable [municipality] Ordinances and Codes so as to ensure the structural integrity of such solar energy system. *Please note that the existing roof structure and the weight of the solar energy system shall be taken into consideration when applying for a solar energy system permit*.

5.3. Prior to operation, electrical connections must be inspected by [an appropriate electrical inspection person or agency, as determined by the [municipality].

5.5. Any connection to the public utility grid must be approved by the appropriate public utility.

5.7. If solar storage batteries are included as part of the solar collector system, they must installed according to all requirements set forth in the National Electric Code and State Fire Code when in operation. When no longer in operation, the batteries shall be disposed of in accordance with the laws and regulations of [municipality] and any other applicable laws and regulations relating to hazardous waste disposal.

5.9. Unless otherwise specified through a contract or agreement, the property owner of record will be presumed to be the responsible party for owning and maintaining the solar energy system.

6.0 Abandonment and removal

6.1. If a ground mounted solar energy system is removed, any earth disturbance as a result of the removal shall be landscaped in accordance with [local rules]

6.2. A ground or pole-mounted solar energy system is considered to be abandoned or defective if it has not been in operation for a period of twelve (12) months. If abandoned, the solar energy system shall be repaired by the owner to meet federal, state, and local safety standards, or be removed by the owner within the time period designated by a [*City*] Building Code Official. If the owner fails to remove or repair the defective or abandoned solar energy system, the [*City*] may pursue a legal action to have the system removed at the owner's expense.

7.0 Appeals

7.1. If the owner of a solar energy system is found to be in violation of the provisions of this Ordinance, appeals should be made in accordance with the established procedures of the [municipality] code.

7.2. If a building permit for a solar energy system is denied because of a conflict with other goals of the [municipality], the applicant may seek relief from the [municipality board of zoning appeals], which shall regard solar energy as a factor to be considered, weighed, and balanced along with other factors.

8.0 Solar-Ready Zoning

8.1. New structures will, to the extent possible and insofar as practical, be situated on the lot to take advantage of solar access, including the orientation of proposed buildings with respect to sun angles, the shading and windscreen potential of existing and proposed vegetation on and off the site, and the impact of solar access to adjacent uses and properties.

8.2. To permit maximum solar access to proposed lots and future buildings, wherever reasonably feasible and where consistent with other appropriate design considerations, new streets shall be located on an east-west axis to encourage building siting with the maximum exposure of roof and wall area to the sun.

8.3. [Municipal] tree-planting programs shall take into account the impact of street trees on the solar access of surrounding properties and, where possible, efforts shall be made to avoid shading possible locations of solar collectors.

8.4. When the [planning/zoning board] reviews and acts upon applications for subdivision approval or site plan approval, it shall take into consideration whether the proposed construction would block access to sunlight between the hours of [9:00 am and 3:00 pm] Mountain Standard Time for existing ground-mount, pole-mount, or roof-mount solar energy collectors or for solar energy collectors for which a permit has been issued.

8.5. Where reasonable and appropriate, new subdivisions should be platted so as to preserve or enhance solar access for either passive or active systems, consistent with the other requirements of the [municipality] code.

8.6. The plan for development of any site within cluster subdivisions shall be designed and arranged in such a way as to promote solar access for all dwelling units. Considerations may include the following:

A. In order to maximize solar access, the higher density dwelling units should be placed on a south-facing slope and lower-density dwelling units sited on a north-facing slope.

B. Subject to the [municipality's] setback requirements, structures should be sited as close to the north lot line as possible to increase yard space to the south for reduced shading of the south face of a structure.

C. A tall structure should be sited to the north of a short structure.

8.7. Solar-Ready zoning should be considered as one among multiple considerations in planning new developments.

9.0 Restrictions on Solar Prohibitions

In Accordance with Utah Code Utah Code 57-13 and Utah Code 10-9a-610, [Municipality] and the [Zoning Governing Authority] maintains and reserves the right to refuse any plat or subdivision plan if deed restrictions, covenants or other agreements running with the land prohibit or have the effect of prohibiting reasonably sited and designed solar collectors or other renewable resource devices.

10.0

All other portions, parts and provisions of the Zoning Ordinance of [*Municipality name*], as heretofore enacted and amended, shall remain in force and effect.

11.0

This Ordinance shall take effect [XX days] after the date of its enactment.
DULY ORDAINED AND ENACTED the _____day of _____, 20__, by the [*Governing Body*] of the Town/City of [*Municipality name*], in the County of [*County name*], in the State of Utah, in lawful session duly assembled.

[*Governing Body*] of [*Municipality name*]

_____

_____

_____

ATTEST:

_____

Historic District Review Board Staff Report

From: Larry DiRe

Date: July 13, 2015

Item: 5A – Guidelines update

Attachments: Historic District Guidelines Windows and Doors Section

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Discussion

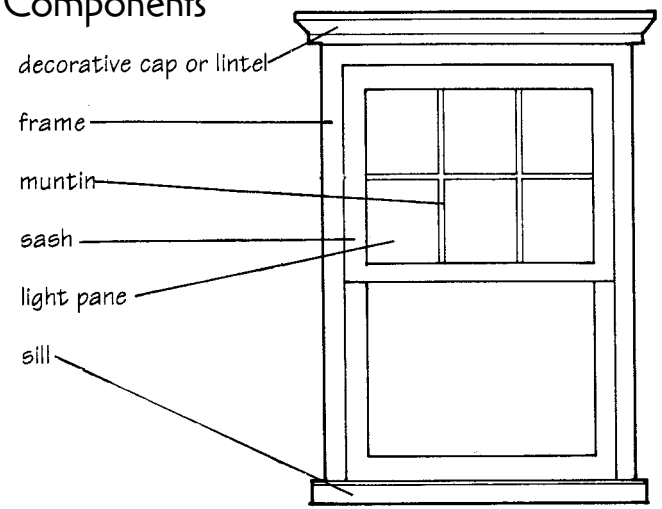
The Historic District Review Board is doing an on-going review of the current Historic District Guidelines document. At the June 16th meeting the Board determined that the windows and doors section was next to be reviewed.

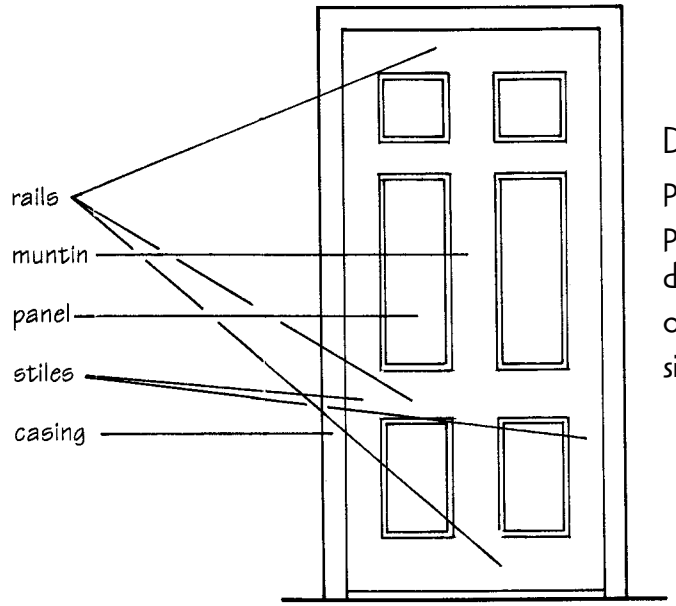
Recommendation

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

1 Retain original windows and doors, including glass and hardware to the extent possible. For new construction, use window and door styles that relate to those found in the district. These styles are described below. Window styles vary by sash design primarily, but elements such as sills, lintels, decorative caps, and shutters should also be respected. Doors vary by amount of glass, number of panels, and decorative features.

☞ Window/Door Components





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 ted to be simpler and more utilitarian.

BUILDING ELEMENTS

☞ Window and Door Types

Double-hung window sash, the most common type of window, vary by the number of panes in each sash. Georgian/Federal windows often are nine-over-nine sash. Two-over-two sash are found on Victorian-era houses, including the Queen Anne style. Six-over-six, nine-over-six, and six-over-one windows are found on early twentieth century Colonial Revival style houses. One-over-one and three-over-one sash are found on early twentieth century houses and on many vernacular dwellings. Inappropriate modern replacements for double-hung sash include one-over-one sash or a single pane with snap-in muntins.

Bay windows project from the wall and have multiple sides, each of which has a window. Bay windows can be on the first or the second floor and often are combined with a bay of the building. They are typical with Victorian-era styles.

Composite windows are groupings of different types of windows. They typically occur on Victorian-era, Colonial Revival, and bungalow houses.

Dormer windows project from the roof of the house, allowing light to enter and increasing floor and headspace. They are very common in the district.

Leaded or art glass windows contain patterned designs or depict scenes. Popular during the Victorian era and the early twentieth century, they appear in churches and on elaborately designed houses, where they often are located in transoms, in large compositions, or in stairwell walls.

Decorative windows in shapes like circles or diamonds often embellish gables or light stairwells. The sash can be fixed or patterned muntin bars. Residential doors typically have wood panels and in some styles also have glass panes. Variations in

the number and shape of these panels and panes determine the style of the door.

Decorated entrances include features like pilasters, leaded glass, transoms, sidelights, and fanlights.

Louvered doors serve as storm doors on a few Georgian/Federal and Colonial Revival homes.

Four-paneled doors are common on Italianate and Queen Anne houses. Paneled doors of varying designs occur on nineteenth-century houses. Some later styles combine glass panes with wood panels.

Decorated screen doors on Victorian-style homes sometimes have spindles and woodwork that complement the elaborate house trim of this period.

Commercial doors tend to have more glazing, typically a single glass pane. Decoration can include raised panels, beveled glass, or small panes.

2 Repair original windows and doors by patching, splicing, consolidating, or otherwise reinforcing the original material.

3 Uncover and repair covered-up windows and doors. Reinstall any windows and doors that have been removed.

4 Consider replacing windows and doors only when they are missing or beyond repair. Reconstruction should be based on physical

evidence or old photographs. Do not use replacement windows or doors that substantially change the size, glazing pattern, finish, depth of reveal, appearance of the frame, or muntin configuration.

✓ Insure that caulk and glazing putty are intact and that water drains from the windowsills.

✓ Wood that appears to be in bad condition because of peeling paint or separated joints often can in fact be repaired. Attempt this repair before replacing the element.

✓ If a window or door opening is no longer needed, the glass should be retained and the back side frosted, screened, or shuttered so that it appears from the outside to be in use. Fix doors in place.

5 Avoid changing the number or location of windows or doors by cutting new openings or blocking in original openings.

6 Construct new windows and doors of wood or metal and match the style of the building. On storefronts, use painted wood or steel doors with large areas of glass. Extruded aluminum frames are not recommended for any windows or doors.

7 If exterior storm windows and doors are used, install them so that they do not damage the frames or obscure the windows or doors. Storm window divisions should match those of the original window.

✓ Use interior storm windows if possible, taking care to install them so that they can be maintained easily and so that they do not cause condensation.

✓ Improve thermal efficiency with weather stripping, storm windows and doors, caulking, interior shades, and, if appropriate for the building, blinds and awnings.

a If aluminum-frame storm windows and doors must be used, apply a zinc-chromate primer and paint them to match other trim.

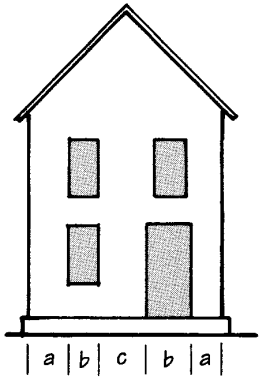
8 Use shutters only on windows that show evidence of their use in the past. Shutters should be wood (rather than metal or vinyl) and should be mounted on hinges. Shutters are generally inappropriate on composite or bay windows.

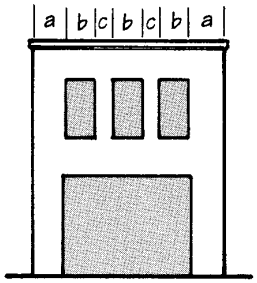
9 Respect the ratio of walls to openings (windows and doors) evident on adjacent historic facades. Generally, historic buildings have more wall area than window area.

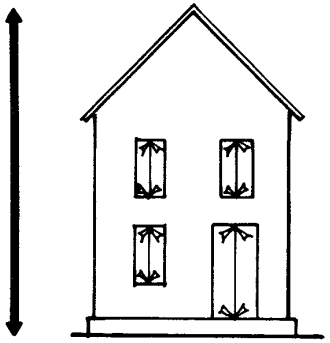
10 Place windows and doors on the facades of new buildings in a rhythm or pattern that relates to the way that openings are placed on historic buildings.

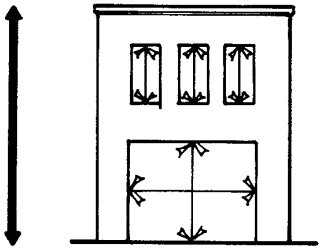
11 Use proportions (horizontal or vertical) that are similar to and compatible with the proportions of windows and doors on surrounding historic facades.

12 In public buildings, provide barrier-free access through removable or portable ramps that alter the historic building as little as possible.









G Windows can be placed in regular intervals or in asymmetrical patterns and can be used to highlight various bay divisions in the building.

On commercial buildings, the upper façade contains windows that help to define the character of the building and reinforce the pattern of openings in the street wall of the entire block.

G The relationship between the height of an opening and its width creates directional expression or proportion.

AGENDA ITEM 5B

COMMONWEALTH of VIRGINIA

Department of Historic Resources

Molly Joseph Ward
Secretary of Natural Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Julie V. Langan
Director

Tel: (804) 367-2323
Fax: (804) 367-2391
www.dhr.virginia.gov

June 29, 2015

Mr. Lawrence DiRe
Town Planner
2 Plum Street
Cape Charles, Virginia 23310

RE: CLG Grant Application, One-Day Workshop/Training

Dear Mr. DiRe:

I regret to inform you that your grant applications for the "One-Day Workshop/Training" project could not be funded this year. We had $160,315 requested this year, but only $89,541 in available funds. The grants were awarded in order of ranking and the funds ran out before this project. Your staff may wish to discuss the application with the Eastern Regional Preservation Office to learn how to revise the application to improve its chances of being funded.

Please do not hesitate to call on Aubrey Von Lindern, our CLG Program Coordinator, or the Eastern Regional Preservation Office staff to discuss future potential projects or the training or other needs of your ARB. They will be happy to work with you to improve your CLG program and have Cape Charles continue to take advantage of CLG opportunities.

Sincerely,

Julie V. Langan
Director

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