

Historic District Review Board

Regular Session Agenda

Cape Charles Civic Center

January 19, 2016

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 for modification to Certificate of Appropriateness at 534 Jefferson Avenue enlarge west-side addition; level building; doors and windows; siding and trim; rebuild porch; and new patio
 - B. 2015 Annual Report
5. Old Business
 - A. Guidelines review – signs; awnings (PP. 58 – 61)
6. Announcements
7. Adjourn



DRAFT
HISTORIC DISTRICT REVIEW BOARD
Regular Meeting
Cape Charles Civic Center
December 15, 2015
6:00 p.m.

At approximately 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. Contractor Sean Ingram for 219 Tazewell Avenue was in attendance. There were no members 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 November 18, 2015 Regular Meeting.

Motion made by David Gay, seconded by Sandra Salopek, to accept the minutes of the November 18, 2015 Regular Meeting as presented. The motion was unanimously approved.

NEW BUSINESS:

A. 219 Tazewell Avenue – Porch addition to rear of building

Contractor Sean Ingram stated that 219 Tazewell Avenue was a typical four square structure. There would be changes to the building including the addition of a rear screened porch and a kitchen renovation. The kitchen renovation included a double pane window replaced by a quadruple pane window. Azek would be the material used for the siding and would look identical to the existing wood siding. The roof would be a shallow hip roof with standing seam metal. There was a deck currently in the footprint of the proposed 200 square feet screened porch. There would be brick piers for the foundation of the porch.

Assistant Town Clerk Amanda Hurley read the submitted comments from Terry Strub who stated that she saw no problem with approving the application for 219 Tazewell Avenue.

Motion made by David Gay, seconded by John Caton, to approve the application for 219 Tazewell Avenue as proposed. The motion was unanimously approved.

OLD BUSINESS:

A. Guidelines review – Architectural Metals; Synthetic Siding; Paint (pages 53-57)

Joe Fehrer suggested that the Guidelines Sections each begin on their own page.

The Board was in agreement to remove “with chemicals or heat” and have the sentence read, “Copper, lead and tin can be cleaned” under the section regarding Architectural Metals.

Under the section Synthetic Siding, the statement “Decorative elements, trim, features and special surfaces should be retained when adding synthetic siding” should be bolded.

There was some discussion regarding asbestos siding.

Also under the Synthetic Siding section, number 5 should be updated to include “similar siding” in reference to wood and the sentence should be reworded for clarity in reference to the casings being proportional to the depth of the siding.

Terry Strub submitted a comment in writing stating that the last paragraph under the Synthetic Siding section had a typographical error. The sentence could be reworded to read “Once siding dents or fades, it needs painting just as frequently as wood.”

Larry DiRe suggested the Planning Commission and HDRB schedule a joint meeting regarding building materials in reference to the Zoning Ordinance and the Historic District Guidelines. The meeting would be held before the Historic District Guidelines were finalized in case there were any changes.

There had been no citizen volunteers for the paint committee that was proposed several months ago. Joe Fehrer stated that he felt a suggested paint palette would still be beneficial to have.

Terry Strub submitted a comment in writing suggesting that it might be helpful, for clarity, to reference pages 9-15 that picture the architectural styles for the color selection.

Larry DiRe recommended creating a document such as a tip sheet that would highlight some of the more important elements of the Historic District Guidelines which might be useful to prospective homebuyers.

ANNOUNCEMENTS:

Larry DiRe reported that in January, he would provide the Board with a list of all the projects the HDRB approved in 2015 and what their status was. He would also work with Code Official Jeb Brady to provide the Board with construction values of approved projects for 2015.

Larry DiRe also reported that he was expecting to hear from the Department of Historic Resources regarding the scheduling of a workshop with the additional funding that was available through the National Park Service. The funding would allow for expansion of the historic district to include structures that were not listed on the National Register of Historic Places and to schedule an information workshop on disaster planning and management. The Board discussed some of the structures that they would like to include in the National Register including 114 Peach Street, the Rosenwald School, the Cape Charles Museum and the Harvey’s Building which was just recently moved to Cape Charles from Oyster.

Motion made by David Gay, seconded by Sandra Salopek, 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: January 19, 2016
Item: 4A – 534 Jefferson Avenue – Application for modification to Certificate of Appropriateness to enlarge west-side addition; level building and foundation; doors and windows; siding and trim; rebuild porch; and new patio

Attachments: Application, elevations, maps, owner's project narrative

Application Specifics

An application has been received for modification to a Certificate of Appropriateness for a major renovation at 534 Jefferson Avenue. The building is a single family home, and it is a contributing structure. There are many aspects to this application, however the majority of them will be returning the structure to its historical appearance, and new additions to the building. The following are the most prominent features of the project. As discussed in the original application for Certificate of Appropriateness, the scope of work conforms to the Guidelines. Staff notes the proposed PVC decking on the porch replaces rotted wood, and the Guidelines state "repair damaged elements of porches by matching the materials, methods of construction, and details of the existing original fabric." (Element 3, page 42) While PVC decking material is not unknown in the historic district, the proposed scope of work does not replace like material with like material. The applicant should make a determination about the final foundation work before being issued a modified Certificate of Appropriateness to ensure compliance and prevent a return to this Board.

Discussion

- Front Porch:
 - Rotted and damaged porch deck supports are proposed to be replaced
 - PVC decking is proposed as the material to replace the rotted decking
- Foundation:
 - The existing foundation will be leveled; existing pedestals will be repaired or replaced
 - Proposed addition foundation is not determined, however applicant states that new piers will resemble those on the existing building
- Roof:
 - The building addition's roof shingles will match the existing house roof; a shed roof is proposed for the addition
 - The existing house roof is in good condition
- Windows:
 - All existing windows will be removed
 - The applicant proposes to align first floor front window with second floor window
 - Two windows on the east side of the house are proposed to change locations (as seen on the elevation)
- Siding and Trim:
 - All existing exterior siding and trim will be removed
 - Hardiplank siding is proposed; solid pvc is proposed for the corner, window, door, and soffit trim

Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board feels that modification to the Certificate of Appropriateness is appropriate 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: 12-27-15

* Please attach checklist items

Permit No.: _____

Fee: \$100.00

Modification Fee: \$50.00

Special Meeting Fee: \$125.00

Applicant: Paul Beckwith

Signature: 

Address: 1523 Kinnaird Ter NE City: Leesburg State: VA Zip: 20176

Telephone: 571-309-7995 Cell: 572-309-7995

Email: pbeckwith@navigatorcs.com

Owner(s): Paul and Amanda Beckwith

Address: Same as above City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Email: _____

Contractor: Unknown - not yet determined

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

Telephone: _____ Cell: _____

Email: _____

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

Location of Improvement: 534 Jefferson Ave, Cape Charles

Lot No.: 83A1-1-148 Block No.: _____ Lot Size: 40x140 Lot Area: 5,600 sf

Type of Improvement: Correct foundation - level house, repair by replacement all siding, windows and doors, add approx 10'x22" two-story addition to side, 14'x16' single story addition to rear and utility building at rear, See attached detailed description of project and sketches

Proposed Use: Vacation rental or re-sale

Estimated Construction Costs: \$130,000

Dimension of Structure or Improvement:

Width: 16' Length: 40' Height: 24' - to roof peak

Total Square Footage: 1,280 sf (existing) + ~440 sf side + ~192 sf rear = ~1,912 sf (new total)

Structure of Improvement will be set back:

<u>~ 40' from front</u>	<u>from front property line</u>
<u>~ 8'6" from west side</u>	<u>from side property line</u>
<u>NA</u>	<u>from side property line on corner lot</u>
<u>Rear Addition ~ 63' from line</u>	<u>from rear property line</u>
<u>Same</u>	<u>from alley</u>

Town Water Permit: Unknown

Town Sewer Permit: Unknown

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 (SAME AS ORIGINAL SUBMISSION)
- Photos illustrating proposed project "
- Material list (if applicable) including building materials, product descriptions and specifications (SAME AS ORIGINAL SUBMISSION)

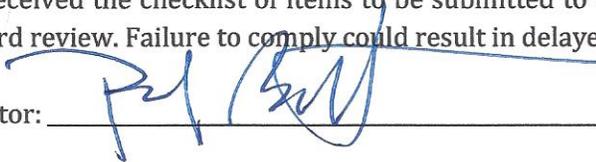
CERTIFICATION OF APPLICANT

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: _____





83A1-1-157

83A1-1-156

83A1-1-153

83A1-1-152

83A1-1-149

83A1-1-148

83A1-1-145

83A1-1-144

83A1-1-141

83A1-1-159

83A1-1-158

83A1-1-155

83A1-1-154

83A1-1-143

83A1-1-142

Northampton County

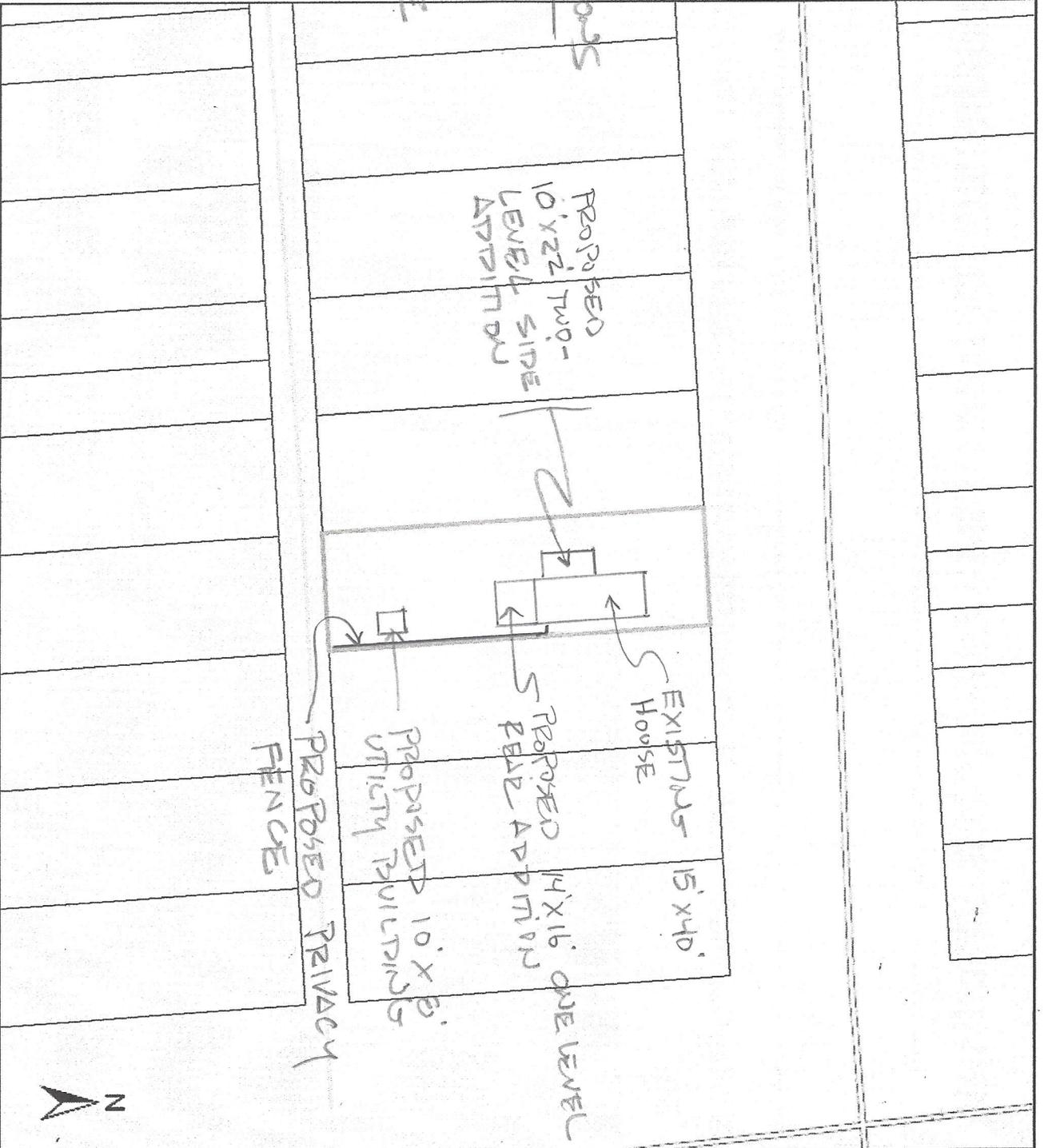
Legend

- Town Names
- Route Numbers
- Road Labels
- Parcels
- Driveways

Proposed Modifications

534 JEFFERSON AVE
CAPE CHARLES

SCALE: 1" = 60'



Map Pin: 83A1-1-148

Date: 8/21/2015

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and the Northampton County is not responsible for its accuracy or how current it may be.

534 Jefferson Avenue – Renovation

Proposed Revised Scope of Renovation

Submitted To: Cape Charles Historic District Review Board

by: Paul Beckwith

12-15-15

Overview: This is a request to modify our previous renovation “Certificate of Appropriateness

Current condition: Unchanged from 9-15-15 submission: The property is uninhabitable. There is no water, electrical or mechanical (heating /air conditioning) service to the house. Water, electric and sewer service has been cut and capped. The wood framed and clad building is sagging in two areas. Several foundation pedestals are tilted and the current or some prior owner has added several mid-span (half way across short dimension of house) supplemental pedestals. The frame appears to be in otherwise sound condition. All the windows are in very poor condition with many sashes missing or damaged. Interior demolition was completed in early December.

Proposed Scope:

Revised Proposed Scope: Same as below except: The previously granted “Certificate of Appropriateness”, issued on 9/16/15 granted permission for a west side 8’x21’ two-story bump out and a rear 16’x14’ one story bump out. **This revised proposed scope request to enlarge the west side two story bump out to 10’ by 22’.** We are requesting a wider west side edition to accommodate the necessary depth to build stairs and landing. The added length is to have the addition align with the rear of the house. The wider side addition still allows approximately 9’ from house to side property line. Windows are now show in anticipated final configuration. All other provisions remain that same

Previously approved: We desire to perform a complete repair/renovation of the existing structure and add two small additions that will blend with the architectural character of the “Front-Gable” style (see sketches of proposed plan). The repair/renovation portion will level the house and restore the structural integrity, install all new electrical, plumbing and mechanical systems to code, install windows, install kitchen and bathrooms and upgrade the exterior. The proposed additions include one 8’ by 21’ two-story bump out on the West side and a roughly 14’x16’ single story addition at the rear. The overall design has not been finalized but both additions are illustrative of our intent anticipated size. The proposed addition provide necessary space for essential functions, such as laundry, mechanical, functional stairs and bathrooms make the house more livable. Both additions fit within the required set-backs.

Note: Interior design has not been completed. Consequently, the window locations show on both side and rear proposed addition are not finalized and are shown for illustration and scale purposes only. If proposal is approved, we will complete design and locate new windows accordingly.

The following is a detailed list of proposed actions for the **Building Exterior**

Exterior Doors:

Front Door: Replace with new fiberglass ½ lite, 1 –panel door to closely match existing – see material list for more details. We also propose to move the front door approximately 1 foot to the left (when viewed from the street) to align with the second story window above to bring better balance to the front elevation.

Rear Door: Existing door opening will be incorporated into proposed rear addition. A new rear door will be installed. We currently anticipate installing a new fiberglass Full View, 15 lite door.

Foundation:

- Fix Existing: Building will be leveled and existing brick pedestals will be repaired or replaced as necessary to level and properly support the building.
- Install New: We have not completed design but anticipate the foundation for the new additions will be either full foundation walls on spread footing and/or pedestals to match existing size and configuration.

Porch:

- Repair: We will repair the rotted and damaged porch deck support as needed with treated lumber and install new fascia board and deck then repaint.
- Replace: We will replace the rotted deck with solid PVC decking

Roof:

Existing House: Existing roof appears to be in good condition – no work is anticipated except to tie in elements of roof for proposed addition

Addition: New roof will be asphalt shingles to match existing. If the pitch on the shed roof on side addition is too low, we will install standing seam metal in that area.

Siding and trim:

- Discard Existing: All existing siding will be removed and discarded.
- Existing Roof trim: We plan to leave existing exposed rafter tails and open soffit features of existing roof intact and re-paint as necessary.
- New Siding: Walls will be sheathed with OSB, wrapped with house wrap (Tyvek or similar material) and new cement board plank siding (Hardieplank lap siding) will be installed.
- New Trim: All corner, window, door, fascia and soffit trim will be solid PVC or similar material.

Windows:

- Remove Existing: All existing windows will be removed and discarded.
- Install new: New energy efficient windows will be installed that match (as closely as possible) the size and appearance of the existing windows. All windows are one-over-one double hung.

All windows on first floor are approximately 32"x 66". The second story windows are approximately 32" x 54". Both are standard size and readily available in new windows.

- Alignment of front Window: We also propose to move the front window on the first floor to the left approximately 18" (when viewed from the street) to align it vertically with the window above it on the second floor to bring balance to the front elevation.

Site:

- Clean up: We will clean up the site.
- Install new Fence: We propose to install a privacy fence along part of the eastern side as noted below.
- Outside Shower: We also propose to install an outside enclosed shower at the rear of the house, however the design is not complete. The outside shower It is currently not shown as the design is incomplete

Drive:

- There is currently no driveway.
- We propose to install a gravel driveway off of alley at rear of lot.

Fence:

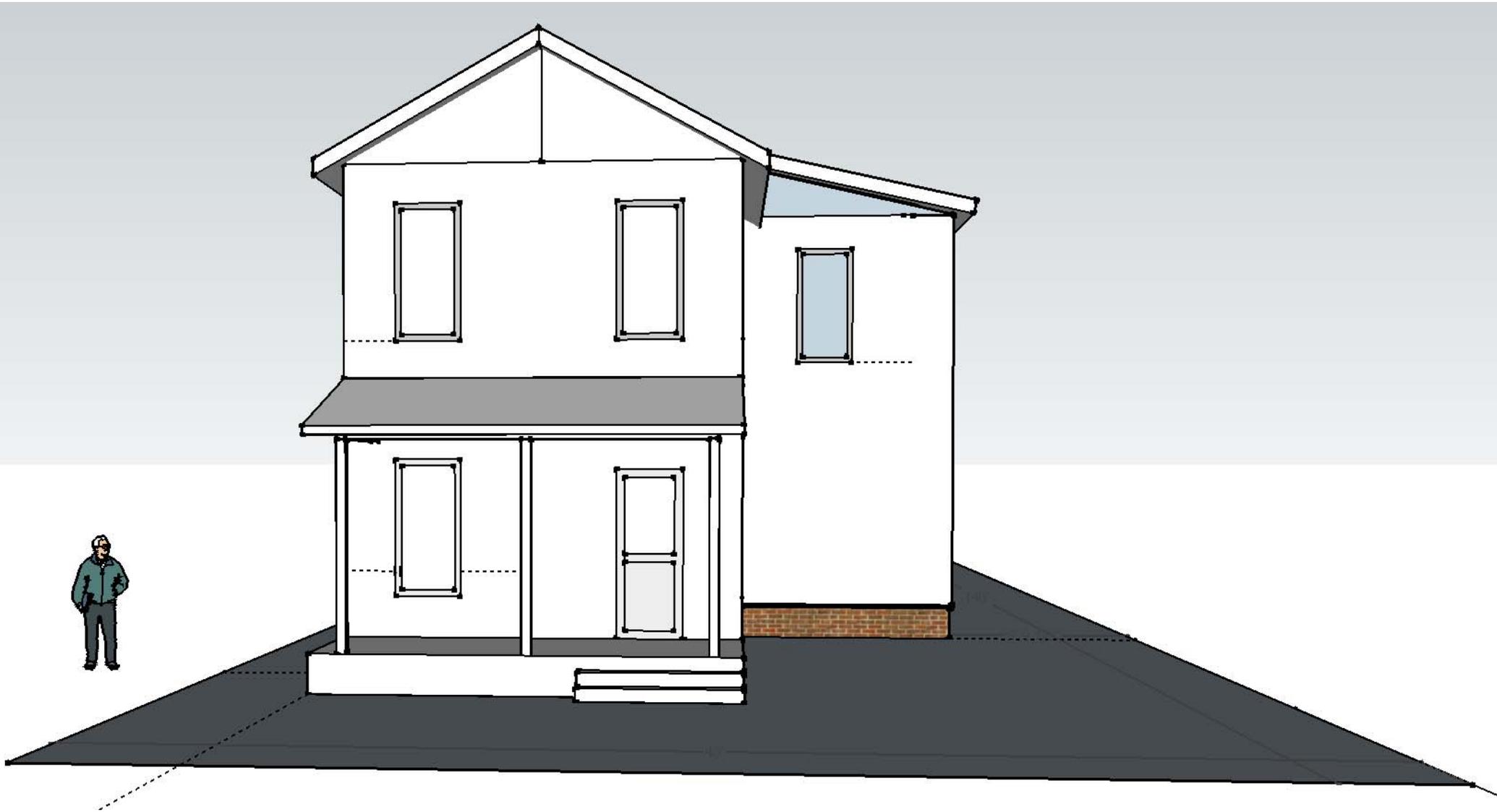
- We propose to install a wood fence on the along east side of property (where neighbor house is only about 10' away) starting near back of existing house and extending to rear of lot.

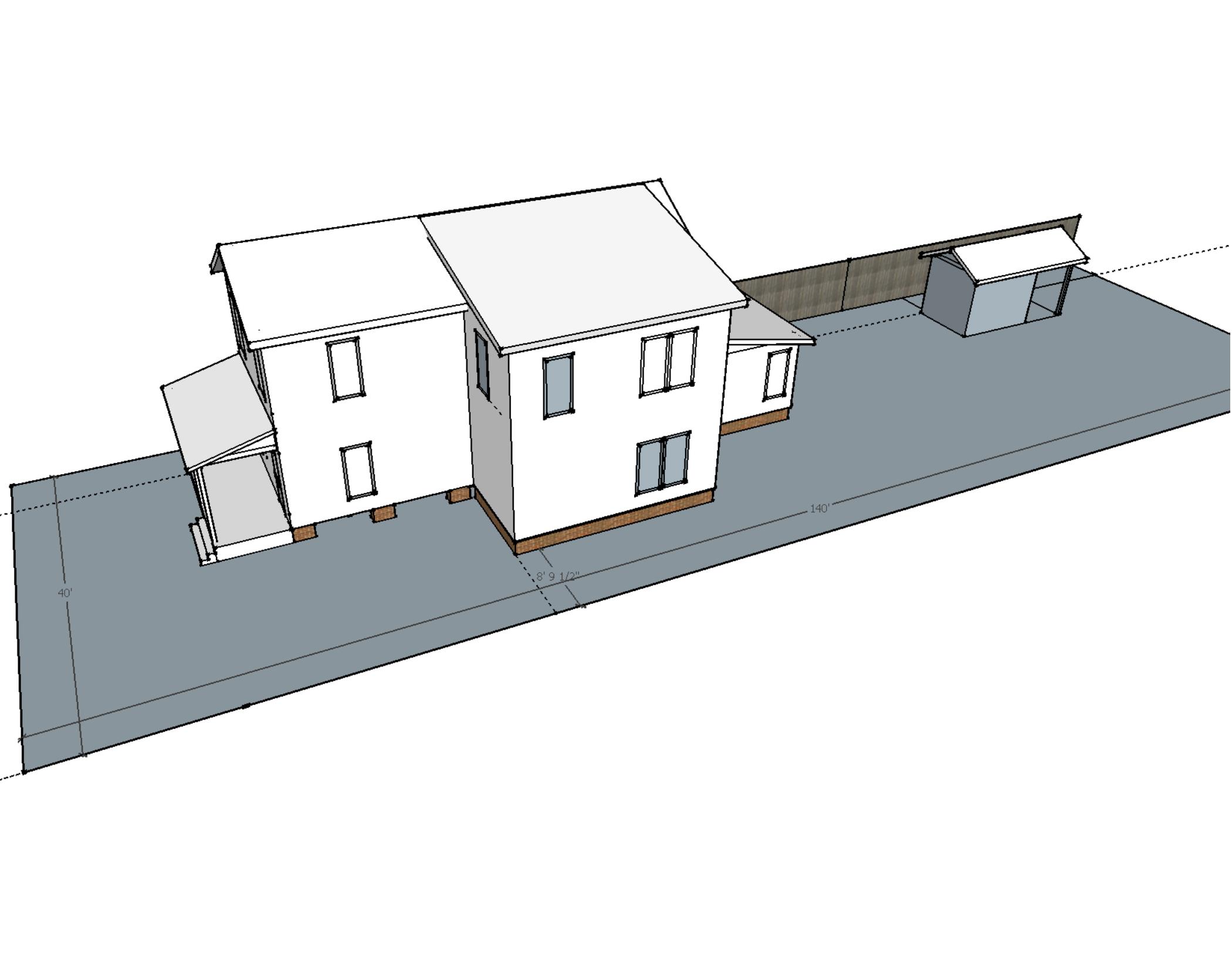
Patio:

- We propose to install an at grade patio approximately 15' x 15' as show on the drawings.

Utility Building:

- We propose to construct a utility building at the rear of the lot (inside of required set back) the design of the utility building is not complete, but it will include a covered parking area for a golf cart.





40'

8' 9 1/2"

140'

Historic District Review Board Staff Report

From: Larry DiRe 
Date: January 19, 2016
Item: 4B – 2015 Annual Report
Attachments: Copy of 2014 – 2015 Annual Report filed with the Virginia Department of Historic Resources

Item Specifics

Introduction

The Virginia Department of Historic Resources requires all Certified Local Governments to submit an annual activity report for the fiscal year running from October 1 through September 30. The 2015 state report is attached for your information. This staff report supplements that report and includes information not requested in the state report. This report includes only calendar year 2015 actions and activities. For broader context, Planning Department yearly activity provided to the Planning Commission is also provided below.

Development in Cape Charles

2015 saw both new development and redevelopment in Cape Charles. Notable projects included the renovations to the former Northampton Hotel building at 1 Mason Avenue; new single-family home construction on Jefferson Avenue and Washington Avenue; major renovation projects to several residential contributing structures; lesser renovations to several more; and commercial storefront improvements in the Commercial-1 district. The Cape Charles Lofts project is completed and certificates of occupancy issued. As listed on the application forms submitted to the Board, the total estimated construction cost of projects approved by the Board in calendar year 2015 is \$1,135,640.

Historic District Review Board and Staff Updates

At the March 17th regular monthly meeting the Board re-elected Joe Ferher as Chairman and John Caton as Vice Chair for 2015. Lawrence DiRe was hired as Town Planner effective February 1, 2015 and serves as staff for the Board.

2015 Summary of Permits and Projects Reviewed by Planning:

Home Occupations	0
Site Plan Reviews	9
Violations	9
Zoning Clearance	21
Historic District Review	27
Harbor Area Review	3
Wetlands Board Review	0
Board of Zoning Appeals Review	2
Rezoning	3
Conditional Use Permits	1
Lot subdivisions approved	4

Historic District Guidelines

Throughout the year the Board has reviewed chapters of the Historic District Guidelines and some sections of the zoning ordinance. The Board has recommended a number of text changes to the Guidelines document, and staff will provide a revised document draft reflecting those changes to the board in March 2016. The Board and the Planning commission are working on a joint meeting to be held in spring 2016 to discuss reconciling language in the zoning ordinance with that in the Guidelines document. Both the board and the Commission have reviewed the satellite dish ordinance, and staff intends to bring that issue back in the spring.

Discussion

Please review and make any edits or revisions.

Recommendation

Provide direction to staff as needed.

STATE ANNUAL REPORT
FISCAL YEAR 2015
OCTOBER 1, 2014-SEPTEMBER 30, 2015

Locality Name: CAPE CHARLES

Contact Person: Lawrence DiRe

State: Virginia

Telephone: 757-331-2036

Email: planner@capecharles.org

Local Review Board Activities

1. In the 2015 fiscal year, how many review board meetings were held? 12

Please attach a copy of all ARB bylaws and procedures, if they are new or have been revised during the fiscal year. N/A

2. In the 2015 fiscal year, how many applications for a Certificate of Appropriateness were:

Reviewed by the local review board	<u>23</u>
Approved by the local review board	<u>23</u>
Denied by the local review board	<u>0</u>
Appealed by the applicant or another party	<u>0</u>
On appeal, how many board decisions were:	
Upheld	<u>N/A</u>
Overturned	<u>N/A</u>
Number of Design Review Cases	<u>21</u>

General brief accounting of any unique cases: NONE

Please attach a copy of at least one set of minutes for a meeting of the review board at which an application for a certificate of appropriateness was discussed. SEE ATTACHED

3. Survey/Inventory/Designation Activities:

Please indicate whether or not you have a program and enter the number of historic properties that, during the 2015 fiscal year, were:

Number added to the local government's survey inventory NONE

Did your local government have a local register program, which may include Virginia Landmarks Register and/or National Register of Historic Places listing and/or eligibility for listing?
Number locally designated YES / (NO)

Did your community have a local tax incentives program? YES / (NO)

Number assisted through a local historic preservation tax incentives program

N/A

Did your community have a local government-funded grants/loans program that could be used for rehabilitating/restoring historic properties?

YES / NO

Number assisted through a local historic preservation grant or loan

Did your local government have a program that could be used to acquire or help to acquire historic properties in whole or in part through purchase, donation, or other means?

YES / NO

Number acquired through purchase, donation, or other means

Number reviewed through Section 106

NONE

Were there any additional or new cultural resource surveys done or additions to existing boundaries of existing historic districts completed during this reporting period ?

YES / NO

Does this inventory/survey include information on each structure or site within each district

YES / NO N/A

If any, comment on Section 106 reviews of federal projects within the locality (e.g., number, federal agency involved, etc.):

If a district was locally designated, please attach a map of the district.

4. Does the locality have or has there been any archaeology ordinances implemented during the 2015 fiscal year?

YES / NO

If so, please include a copy of these ordinances

5. Were there any amendments or alterations in the 2015 fiscal year:

to the local historic district legislation/ordinance during the report period to design review guidelines

YES / NO
YES / NO

If yes, please attach a copy of the revised legislation/ordinance or design review guidelines and provide a brief explanation of the reasons for the amendment(s) and/or alteration(s).

GUIDELINES UNDER REVIEW BUT NO AMENDMENTS APPROVED

If changes to design review guidelines were made during the last year, please include a copy of the ARB meeting where these changes were discussed.

6. National Register Nominations:

Were proposed National Register nominations considered by the review board during the 2015 fiscal year?

YES / NO

If yes, please attach a copy of the minutes of a meeting at which a proposed nomination was considered by the board. If not included in the minutes, please attach an explanation of the board's decision.

7. Members of the Local Review Board

Were there any training/orientation programs offered to ARB members in the 2015 fiscal year?

YES

NO

If yes, please include information pertaining to the training programs offered to the ARB.

8. Suggestions for improvement and/or topics for training/discussion:

9. Fiscal Year 2015

On the chart below, please show the names of the 2015 fiscal year members of the review board and the professional expertise represented by each; the dates on which their terms expire; the chairman and vice chairman of the board; each member's attendance record; and list any training received during the report period.

Name and Professional Expertise Represented Please clearly indicate new members Please identify the board chair	Date Term Expires	Attendance (# attended out of total meetings)	Describe Training Received during Report Period
<i>(Example: John Jones, Architect; chair</i>	7/31/13	6 out of 9	Virginia Preservation conference. in September, 2015)
JOE FEHRER, CONSTRUCTION/PRESERVATION CHAIR	1/8/18	12 OUT OF 12	NONE
JOHN CATON, PRESERVATION VICE-CHAIR	1/8/20	9 OUT OF 12	NONE
DAVID GAY, CONSTRUCTION	1/8/16	9 OUT OF 12	NONE
SANDRA SALOPAK, PRESERVATION	10/31/17	11 OUT OF 12	NONE
TERRY STRUB, PRESERVATION	1/8/17	9 OUT OF 12	NONE
/	/	/	/

--	--	--	--

PLEASE NOTE: If the board lacks membership from any of the professional disciplines which this office recommends (architecture, archaeology, planning, architectural history, history), please attach an explanation of any steps taken by the locality (advertising, asking qualified individuals to serve, etc.) to fill review board vacancies with people having the recommended professional background(s).

ALSO: Please attach an explanation of how the board obtained expertise for reviews when the required discipline was not represented on the board membership. For example, if there is no architect on the board, an explanation should be provided for how the board evaluates proposals for new construction in the district.

Historic District Review Board Staff Report

From: Larry DiRe 
Date: January 19, 2016
Item: 5A – Guidelines update
Attachments: Historic District Guidelines Signs, and Awnings

Discussion

The Historic District Review Board is doing an on-going review of the current Historic District Guidelines document. This month the Signs, and Awnings sections are for review (pages 58 – 61).

Recommendation

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

DECORATIVE FEATURES

In general, use signs in a way that complements the district: follow the guidelines below for size and placement, place them so that they do not obstruct architectural elements and details that define the design of the building, and respect signs of adjacent businesses.

TOTAL SIGN SIZE

Primary signs (including flat wall, projecting, and/or freestanding) on a commercial building should not exceed 50 square feet or 4 square feet per 1.0 linear foot of building frontage, whichever is smaller. Projecting and Freestanding Signs

Signs on a residential building should not exceed 4 square feet.

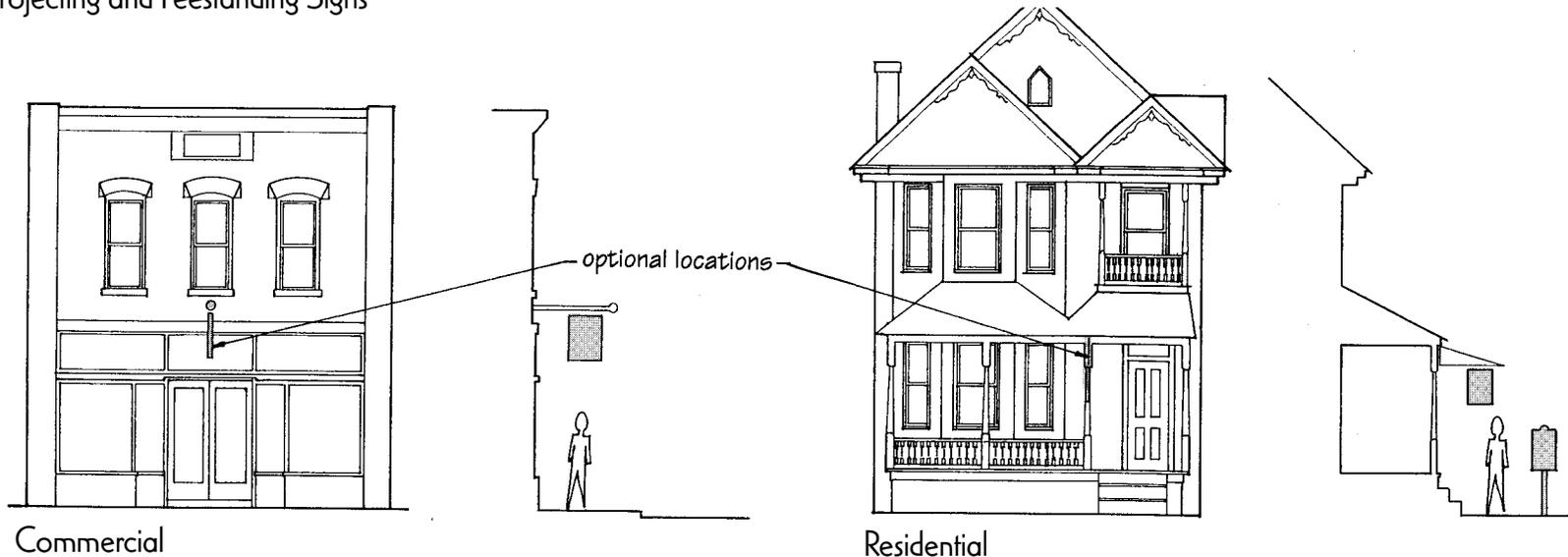
SIZE BY SIGN TYPE

Flat wall signs are panels or individual letters mounted to the wall or cornice. Large wall signs can be read from a distance and from cars. Wall signs can be appropriate for commercial and residential buildings. Flat walls signs for **commercial buildings** can be located above the storefront, within the frieze of the cornice, on covered transoms, on the pier that frames display windows, on unadorned flat surfaces of the façade, or in areas clearly designed as sign locations.

For **residential buildings**, flat signs attached to the wall at the first floor or suspended between porch columns are appropriate.

Projecting signs are hung from brackets or otherwise mounted so that they hang perpendicular to the building. They also can be attached to the underside of awnings. They are intended for viewing from a moderate distance by pedestrians.

Projecting signs for **commercial buildings** should be at least 8 feet above the sidewalk and no more than 4 feet from the surface of the building. For **residential buildings**, small projecting signs attached



DECORATIVE FEATURES

to the wall at the first floor or porch column are appropriate and should not be located higher than the top of the porch. **Size:** a maximum of 10 square feet for commercial buildings and 4 square feet for residential.

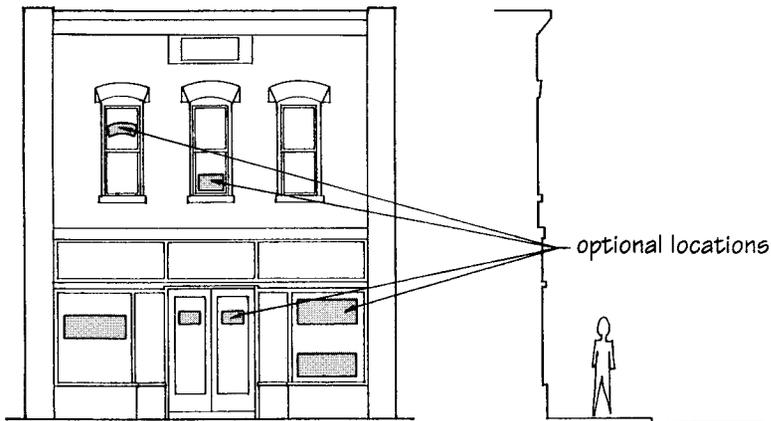
Freestanding signs are mounted to posts or other supports and placed in front of buildings that are set back from the street. In general, they are not

an appropriate sign type in a traditional downtown except for use in the front yard of a residence that has been converted to commercial or office use.

Size: no higher than 6 feet and no larger than 4 square feet for residential buildings. Residential buildings with commercial use may select free-standing and projecting or wall-mounted signs to the size named above.

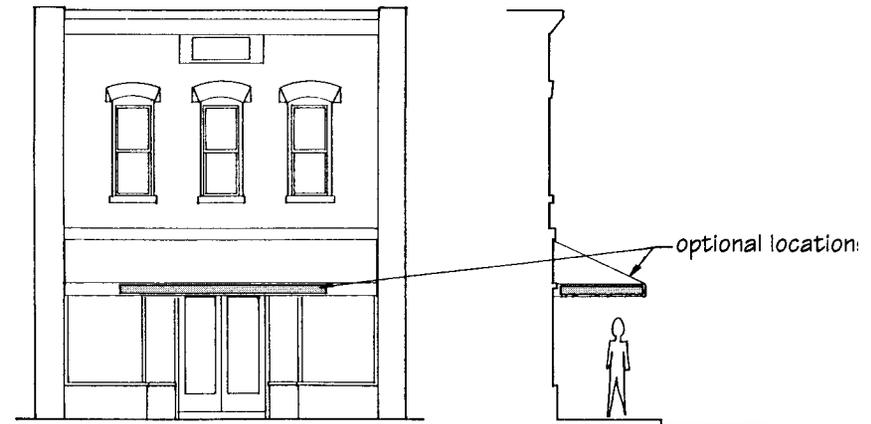
Window signs are painted onto or adhered to display windows. Intended for pedestrians, they should be placed approximately 5.5 feet above the sidewalk at the center point for good visibility. Optional locations include 18 inches from the top or bottom of the display window glass. Window signs are also appropriate on upper-floor windows and the glazing of doors. **Size:** obscuring no more than 20 percent of the window glass.

Window Signs



Commercial

Awning Signs



Commercial

Awning signs can be painted or sewn onto the valance or body of the awning. Awning and canopy signs should be placed on the valance area only. The minimum space between the edge of the letter and the top and bottom of the valance should be 1.5 inches.

Roof signs are not allowed in the historic district.

2 Limit the number of signs to encourage compatibility with the building and discourage visual clutter. In **commercial areas**, signs should be limited to two total, even if they are different types. Window signs and directory signs are not included in this total. For **residential buildings in commercial areas**, no more than two signs may be used per building. For **residential buildings that are a commercial use in a neighborhood**, no more than one sign should be used, with total sign area limited to 4 square feet.

3 Use the services of sign professionals who are skilled at lettering and surface preparation.

4 Ensure that signs are readable and convey an image appropriate for the business. Sign painters or graphic designers can assist with sign design.

5 As appropriate, make the shape of the sign conform to the area where the sign is to be located. It also can take on the shape of the product or service provided, such as a shoe for a shoe store.

6 Use traditional sign materials such as wood, glass, gold leaf, raised individual metal or painted wood letters, and painted letters on wood, metal, or glass. Use neon only as appropriate and only in commercial areas. Wall signs should not be painted directly on the wall surface unless historically appropriate. Window signs should be painted or have decal flat letters and should not be three dimensional.

7 Use colors that complement the materials and color scheme of the building, including accent and trim colors. Three colors are recommended, although more colors can be appropriate in exceptional and tastefully executed designs.

8 Avoid self-illuminated signs. In general, signs should be indirectly lit with a shielded incandescent light source.

9 Submit a master sign plan for the building. Each business on the main level should have the same limits for total area and total number as

an individual building. Upper-floor tenants should be represented at each primary entrance by a flat, wall-mounted directory sign that does not exceed 10 square feet. These directory signs are allowed in addition to the building total. Each upper-floor tenant could also display one small window sign not to exceed 2 square feet.

10 Use banners only as temporary signs.

DECORATIVE FEATURES

☞ Awnings can protect pedestrians from the weather, shield window displays from the sun, conserve energy, highlight specific buildings or businesses, and cover unattractively remodeled transom areas above storefronts.

1 Choose awning types that are appropriate for the Cape Charles historic district.

Sloped fabric awnings, whether fixed or retractable, are the traditional awning type and are appropriate for most historic buildings, both residential and commercial.

Boxed or curved fabric awnings, a more current design, should be used on nonhistoric (noncontributing) or new commercial buildings.

Aluminum or plastic awnings are generally inappropriate for any historic district buildings.

2 Place the awning within the storefront, porch, door, or window opening so that it fits the opening and does not obscure distinctive architectural elements or damage materials. Choose a design that does not interfere with existing signs, street trees, or other elements along the street.

3 Keep the bottom of the awning at least seven feet above grade.

4 Coordinate colors with the overall building color scheme. Solid colors, wide stripes, and narrow stripes may be appropriate, but not overly bright or complex patterns. Avoid using shiny, plastic-like fabrics.